Course Objectives

This training will provide you with:

- An overview of ClearCount
- Hands-on Exercises
- An understanding of the general operations and maintenance of ClearCount
- A summary of the ClearCount Administrative functions
- Knowledge of ClearCount’s reporting functions
ClearCount Overview
ClearCount Overview

**Election Administration Station** – Computer used to set up an election, to review and produce reports, and to facilitate adjudication

**ScanServer** – Computer that is the hub of the system. It runs the ClearCount software, and hosts the election database

**Router or Switch** – Device that connects computers in the system

**ScanStation(s)** – Each station has a computer and a scanner
  - The Computer runs the ClearCount tabulation program that analyzes and transfers data to the ScanServer
  - The Scanner optically scans ballots to create images

**Cables and electrical** – All components must all be connected to AC power and connected to the other components in the system through cable connections to the Router or Switch
ClearCount: Security

Security is ensured through the following mechanisms:

• Access control
• Use of a closed network
• Security-minded administrative practices
  • Recommended system hardening procedures
  • Audit logs
  • ScanStations are authenticated
  • Restricted access to the BIOS
  • Extraneous programs removed
## ClearCount: User Administration

<table>
<thead>
<tr>
<th>Access level</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>none</td>
<td>No access to the system allowed. This setting may be used to toggle a user’s access without deleting the user.</td>
</tr>
<tr>
<td>read</td>
<td>User can view election reports, but he or she cannot modify anything.</td>
</tr>
<tr>
<td>append</td>
<td>User can add new database ballot records or new ballot images by scanning. The ScanStation user has this level of access.</td>
</tr>
<tr>
<td>modify</td>
<td>User can modify existing contents of the election through tools that allow remaking or correcting.</td>
</tr>
<tr>
<td>dbadmin</td>
<td>User can add or delete election databases as well as change a database’s status. The dbadmin can give him- or herself modify access to any new database he or she creates.</td>
</tr>
<tr>
<td>useradmin</td>
<td>User account management (the ability to add, modify, and delete users).</td>
</tr>
</tbody>
</table>
ClearCount: User Administration

User passwords

• Maintain privacy
• Keep the password a secret
• Longer passwords
  – more secure (14 characters recommended)
  - easy to remember
• Mix of uppers, lowers, letters, numbers & symbols
• Keep system current
• An Administrator can reset a user’s password in the event that it has been lost or compromised
• Forgotten passwords cannot be recovered
ClearCount: User Administration

Login

• On the Election Administration Station, open a browser
• Enter the ScanServer name or IP address in the URL field
• The Clear Ballot login dialog appears

• Enter your user name and password
• Click Sign In
ClearCount: User Administration

Adding a new User

- From the **Election Index** page, click the down arrow next to the user name

- Click **User Administration**
ClearCount: User Administration

Click **Add User**
ClearCount: User Administration

Adding Users

• Enter User Name

• Enter Password

• Select Access level
ClearCount: Election Administration

Creating an election

• From the **Election Index** page, click the down arrow next to the user name

• Click **Election Administration**
ClearCount: Election Administration

Recommended naming rules and conventions

- StateCode_Jurisdiction_Election year and type
- Maximum of 64 characters
- Can contain
  - Lower or uppercase letters,
  - Digits (0-9) (Can begin with a digit, but cannot be solely digits)
  - Underscores (_)
  - Dollar signs ($)
- Cannot contain: Any character not allowed in a Windows file name
- Cannot end in a space
ClearCount: Election Administration

• On the **Create Election** tab, enter the new election name.

• Browse to and select the BDF for this election.

• Click **Create Election**.
ClearCount: Election Administration

When an election is created, it is automatically made the active election and it is added to the Election index.
ClearCount: Election Administration

Clicking on the Election Name will open the Dashboard

---

<table>
<thead>
<tr>
<th>Clear County General Election, Nov 08, 2016</th>
<th>Dashboard</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Election Data</strong></td>
<td></td>
</tr>
<tr>
<td>Election Phase</td>
<td>reviewing</td>
</tr>
<tr>
<td>Ballot type</td>
<td>CBG1</td>
</tr>
<tr>
<td>Approx ballot image dimensions</td>
<td>8.5&quot; x 17.0&quot;</td>
</tr>
<tr>
<td># Card styles</td>
<td>218</td>
</tr>
<tr>
<td># Contests</td>
<td>98</td>
</tr>
<tr>
<td># Choices</td>
<td>258</td>
</tr>
<tr>
<td># Parties</td>
<td>65</td>
</tr>
<tr>
<td># Counter groups</td>
<td>6</td>
</tr>
<tr>
<td># Precincts</td>
<td>2517</td>
</tr>
<tr>
<td># Precincts and card styles</td>
<td>5248</td>
</tr>
</tbody>
</table>

| **Ballot Scanning Operations**             |           |
| Scan date                                  | 2017-01-12 |
| Tabulation date                            | 2017-01-12 |
| Tabulator software version                 | Version 1.3.2 2016-10-12 |
| 16:04:57                                   |           |
| # Scanners                                 | 4         |
| # Boxes scanned                            | 4         |
| # Precincts scanned                        | 1 out of 2517 |
| # Cards automatically adjudicated          | 198       |
| # Pages judged to be non-ballots           | 4         |
| # Unreadable cards (8.18% rate)            | 18        |
| # Pages scanned (ballots and non-ballots)  | 220       |
| # Cards that are fully blank               | 17        |

| **Visual Resolution of Unreadable Cards**  |           |
| Unreadable card images needing resolution  | 18        |
| Unreadable cards resolved & adjudicated    | 0         |
| Unvotable unreadable cards (could be resolved by rescanning 0 boxes): | |
| Occluded or incomplete unreadable images   | 0         |
| Scanned unreadable images with multiple overlapping cards | 0 |
| Unreadable resolved as a non-ballot        | 0         |
| Unreadable cards                           | 18        |

| **Card Reconciliation**                    |           |
| Cards automatically adjudicated            | 198       |

| **Adjustments to card count for Unreadables & Modifications** | |
| Unreadable cards                                | +18        |
| Cards resolved as a non-ballot                | 0          |
| Cards (originally non-ballots) resolved as a ballot | 0 |
| Estimated additional cards in multiple overlapping cards | 0 |
| Adjustment to card count from visual resolution | +18 |

| **Final Total Card Count**                  | 216        |
ClearCount: Election Administration

Changing election phase

• In the **Election Administration** page, locate the election

• In the **Access** column click the current phase

• Click the **Phase** dropdown list, select scanning, reviewing, or closed from the list

• Click **Save**
ClearCount: Election Administration

Changing election phase

<table>
<thead>
<tr>
<th>Phase</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Scanning</td>
<td>Cards can still be scanned or modified through adjudication by users whose access level is <strong>modify</strong> or above.</td>
</tr>
<tr>
<td>Reviewing</td>
<td>Cards can no longer be scanned, but adjudication by users whose access level is <strong>modify</strong> or above is still allowed.</td>
</tr>
<tr>
<td>Closed</td>
<td>The election is locked against additions or modifications.</td>
</tr>
</tbody>
</table>
ClearCount: Election Administration

Changing the active election

• From the Election Administration page, locate the election you want to activate

• In the **Active** column, click the gray arrowhead for the identified election

• The arrowhead you clicked changes to the **Active** indicator

• Only one election can be active at a time and newly scanned ballots are considered to be part of the active election
ClearCount Operation: Preparing Ballots

Organize ballots prior to scanning

- Sort Ballot Boxes by Voter Group
  - Vote by Mail (VBM)
  - Absentees (AB)
  - Early Voting (EV)
  - Election Day (ED)
  - Provisional (PR)
  - Other, if applicable

- Scan ALL ballots from ONE voter group at a time before moving to the next group
ClearCount Operation: Target cards

Target cards and labels are available on the Clear Ballot website: https://www.clearballot.com/support
ClearCount Operation: Target Cards and Labels
ClearCount Operation: Target Cards and Labels

- Print Target Cards and Labels by Voter Group (AB, EV, ED, or OT)
- Place label on the box containing the stack of ballot cards to be scanned
- Place Target Card on top off the stack of ballots in the box
ClearCount Operation: Target Cards and Labels

Ballot Naming

• The first side of the Target Card is always named by the value of its barcode and Ballot Sequence number, 10001; the second side is 10002

• Ballots are named with an odd Ballot Sequence number for the first side and an even Ballot Sequence number for the second side
### ClearCount Operation: Target Cards and Labels

<table>
<thead>
<tr>
<th>Target Card and Ballots</th>
<th>Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>Front of 4\textsuperscript{th} AB Target Card</td>
<td>AB-004+10001.jpg</td>
</tr>
<tr>
<td>Back of 4\textsuperscript{th} AB Target Card</td>
<td>AB-004+10002.jpg</td>
</tr>
<tr>
<td>First side of 1\textsuperscript{st} AB Ballot</td>
<td>AB-004+10003.jpg</td>
</tr>
<tr>
<td>Second side of 1\textsuperscript{st} AB Ballot</td>
<td>AB-004+10004.jpg</td>
</tr>
<tr>
<td>Fist side of 2\textsuperscript{nd} AB Ballot</td>
<td>AB-004+10005.jpg</td>
</tr>
<tr>
<td>Second side of 2\textsuperscript{nd} AB Ballot</td>
<td>AB-004+10006.jpg</td>
</tr>
</tbody>
</table>
ClearCount Operation:

With the instructor, perform the procedures in the

*ClearCount System Users Quick Guide (Fujitsu)*
ClearCount Operation: Troubleshooting

**Ballots become out of order** or operator terminated a box before all ballots were scanned
- Run the DeleteBox utility, and then re-initiate the standard procedures for scanning a box

**Scanner reports a multi-feed or paper jam**
- Remove the ballots from the scanner and re-insert them into the input tray to be re-scanned
- If ballots are crumpled, folded, or torn, attempt to smooth and repair them prior to scanning
- If a significant number of unexpected multi-feeds occur, check the sensors within the scanner, occluded sensors can cause multi-feeds
ClearCount Operation: Troubleshooting

**Target card not read** - Tabulator reports an error
- Close Tabulator, delete the box, restart Tabulator, and re-scan the box, ensuring that the target card is placed so that the scanner will read the bar-coded side first

**No response to Start Scan button** or scanner incorrectly reports no paper on the input tray
- With your fingers, press down at the center of the leading edge of the paper and press the Start Scan button
ClearCount Operation: Troubleshooting

**Tabulator message** or exception is displayed in **red** in the Tabulator Alerts box
- Close Tabulator, delete the box being scanned, restart Tabulator, and re-scan the box

**Tabulator message** or exception is displayed **without red** in the Tabulator Alerts box
- Take the action indicted by the message and allow Tabulator to continue to run. If the message is repeated continuously, report it to Clear Ballot Technical Support. Tabulator may need to be closed and then started again
ClearCount Operation: Misfeeds and Multifeeds

Please refer to the following Quick Guides for more information:

- Misfeeds + Multifeeds 6670
- Misfeeds + Multifeeds 6800
- Misfeeds + Multifeeds 7180
ClearCount Operation: Deleting Boxes

To delete box contents from the ScanStation where the box was scanned:

- Ensure the targeted election is active
- Double-click the desktop short cut to the P:drive, and then double-click the DeleteBox.batfile.
ClearCount Operation: Deleting Boxes

To delete box contents from the ScanStation where the box was scanned:

• The command window and Login dialog for the DeleteBox utility will appear

• Enter the username and password
  • Only users with modify privileges or above can delete a box
ClearCount Operation: Deleting Boxes

At the Box ID to be deleted prompt, type at least one box ID and press the Enter key
• Use spaces to separate multiple box IDs

• Press any key to exit
ClearCount Operation: Deleting Boxes

With the instructor, perform the procedures for deleting boxes
## ClearCount Operation: Consumables/Maintenance

<table>
<thead>
<tr>
<th>Part Name</th>
<th>Description</th>
<th>fi-6400 Intervals</th>
<th>fi-6800 Intervals</th>
<th>fi-7180 Intervals</th>
</tr>
</thead>
<tbody>
<tr>
<td>ScanAid™ Kit</td>
<td>One <strong>Pick Roller</strong>, one <strong>Separation Roller</strong>, one <strong>Brake roller</strong>, one <strong>Cleaning Kit</strong>: Includes F1 cleaner, cleaning sheets, cleaning cloth, cleaning swabs and instructions</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Pick Roller Set</td>
<td><img src="image" alt="Image of Pick Roller Set" /></td>
<td>600,000 sheets or one year</td>
<td>600,000 sheets or one year</td>
<td>Every 200,000 sheets or one year</td>
</tr>
<tr>
<td>Brake Roller</td>
<td><img src="image" alt="Image of Brake Roller" /></td>
<td>600,000 sheets or one year</td>
<td>600,000 sheets or one year</td>
<td>Every 200,000 sheets or one year</td>
</tr>
<tr>
<td>Separator Roller</td>
<td><img src="image" alt="Image of Separator Roller" /></td>
<td>600,000 sheets or one year</td>
<td>600,000 sheets or one year</td>
<td>N/A</td>
</tr>
<tr>
<td>Cleaning Kit</td>
<td>One bottle of F1 cleaning fluid, 75 lint-free cleaning cloths with specially formulated F1 cleaning fluid. The cloth effectively removes dirt, toner, carbon, chemicals from treated papers, and other debris from the parts that are in continuous contact with paper</td>
<td>Approximately three months at one application per day, or one month at three applications per day</td>
<td>Approximately three months at one application per day, or one month at three applications per day</td>
<td>Approximately three months at one application per day, or one month at three applications per day</td>
</tr>
</tbody>
</table>
ClearCount Operation: Consumables/Maintenance

With the instructor, perform the procedures for accessing components of the scanner for cleaning and maintenance.
ClearCount: Election Reports

- Enter your user name and password
- Click Sign In
The Election Index page appears

- From the Election column, select the election whose data you want to view
ClearCount: Election Reports

The Dashboard appears. Click the down arrow next to the election name.
ClearCount: Election Reports

Generate PDF report - Preferences review

**Structure**
- Report Type
  - Votes by Geography, Contests by Counter Group
- Type of Geography
  - Precincts
- Level of Detail
  - Detail and Grand Total
- Sort choices by their order (not Vote total)
- Hide Counter Group subtotals
- Hide Overvote and Undervote counts
- Hide Turnout
- Hide Precincts Reported
- Hide Vote Percentages
- Redact Small Vote Subtotals
- Page Size
  - Letter Portrait (8.5 x 11)

**Labels**
- Output PDF name (optional)
  - Output PDF file name
- Report Title
  - Statement of Votes Cast by Geography
- Election Name
  - 2016 Primary, May 17 2016
- Report Comment (optional)
  - Example: Unofficial Results
- Date Comment (optional)
  - Example: Next Report at 7:30pm
- Page Footer (optional)
  - Page Footer

**Filters**
- Precinct:
  - All
- District:
  - All
- Counter Group:
  - All
- Contest:
  - All
- ScanStation:
  - All
- Box:
  - All
ClearCount: Election Reports

With the instructor, perform the procedures for viewing and generating reports
# ClearCount: System Logs

## Web Activity Log (User Menu)

<table>
<thead>
<tr>
<th>Time</th>
<th>Source</th>
<th>Election</th>
<th>User</th>
<th>Machine</th>
<th>Severity</th>
<th>Message</th>
<th>URL</th>
</tr>
</thead>
<tbody>
<tr>
<td>2014-12-23 08:29:59</td>
<td>WebServer</td>
<td></td>
<td>cbg</td>
<td>192.168.15.108</td>
<td>info</td>
<td>Login successful for cbg</td>
<td>/login?backto=</td>
</tr>
<tr>
<td>2014-12-23 08:30:00</td>
<td>WebServer</td>
<td></td>
<td>cbg</td>
<td>192.168.15.108</td>
<td>info</td>
<td>Elections</td>
<td>/</td>
</tr>
<tr>
<td>2014-12-23 09:01:37</td>
<td>WebServer</td>
<td>ny_anycounty_2012g</td>
<td>cbg</td>
<td>192.168.15.108</td>
<td>info</td>
<td>Dashboard - ny_anycounty_2012g</td>
<td>/dash/ny_anycounty_2012g</td>
</tr>
<tr>
<td>2014-12-23 09:25:37</td>
<td>WebServer</td>
<td></td>
<td>cbg</td>
<td>192.168.15.108</td>
<td>info</td>
<td>DbAdmin</td>
<td>/admin/db</td>
</tr>
<tr>
<td>2014-12-23 09:26:55</td>
<td>WebServer</td>
<td></td>
<td>cbg</td>
<td>192.168.15.108</td>
<td>info</td>
<td>UserAdmin</td>
<td>/admin/user</td>
</tr>
<tr>
<td>2014-12-23 09:27:17</td>
<td>AdminUser</td>
<td></td>
<td>cbg</td>
<td>192.168.15.108</td>
<td>info</td>
<td>Created user Mary</td>
<td>/admin/user/create</td>
</tr>
<tr>
<td>2014-12-23 09:27:18</td>
<td>WebServer</td>
<td></td>
<td>cbg</td>
<td>192.168.15.108</td>
<td>info</td>
<td>UserAdmin</td>
<td>/admin/user</td>
</tr>
<tr>
<td>2014-12-23 09:41:29</td>
<td>WebServer</td>
<td></td>
<td>Mary</td>
<td>192.168.15.108</td>
<td>info</td>
<td>Login successful for Mary</td>
<td>/login?backto=</td>
</tr>
<tr>
<td>2014-12-23 09:41:30</td>
<td>WebServer</td>
<td></td>
<td>Mary</td>
<td>192.168.15.108</td>
<td>info</td>
<td>Elections</td>
<td>/</td>
</tr>
<tr>
<td>2014-12-23 09:41:45</td>
<td>WebServer</td>
<td></td>
<td>Mary</td>
<td>192.168.15.108</td>
<td>info</td>
<td>DbAdmin</td>
<td>/admin/db</td>
</tr>
</tbody>
</table>
ClearCount: System Logs

Web activity log

- Tracks all users’ web-based actions for all elections
- Logins, logouts
- Authentication failures
- User access to election reports and card images
- Election management
- User management
## Election activity log (Reports Menu)

<table>
<thead>
<tr>
<th>Time</th>
<th>Source</th>
<th>Election</th>
<th>User</th>
<th>Machine</th>
<th>Severity</th>
<th>Message</th>
<th>URL</th>
</tr>
</thead>
<tbody>
<tr>
<td>2015-08-24 11:43:14</td>
<td>WebServer</td>
<td>fl_bay_2014g_test</td>
<td>queued</td>
<td>172.56.38.165</td>
<td>info</td>
<td>Dashboard - fl_bay_2014g_test</td>
<td>/dash/fl_bay_2014g_test</td>
</tr>
<tr>
<td>2015-08-24 11:43:21</td>
<td>WebServer</td>
<td>fl_bay_2014g_test</td>
<td>queued</td>
<td>172.56.38.165</td>
<td>info</td>
<td>Inventory - fl_bay_2014g_test</td>
<td>/boxes/fl_bay_2014g_test</td>
</tr>
<tr>
<td>2015-08-24 11:43:30</td>
<td>WebServer</td>
<td>fl_bay_2014g_test</td>
<td>queued</td>
<td>172.56.38.165</td>
<td>info</td>
<td>Inventory - fl_bay_2014g_test</td>
<td>/boxes/fl_bay_2014g_test?VoterGroupId=ED</td>
</tr>
<tr>
<td>2015-08-24 11:43:57</td>
<td>WebServer</td>
<td>fl_bay_2014g_test</td>
<td>queued</td>
<td>172.56.38.165</td>
<td>info</td>
<td>Inventory - fl_bay_2014g_test</td>
<td>/boxes/fl_bay_2014g_test?VoterGroupId=AB</td>
</tr>
<tr>
<td>2015-08-26 14:36:42</td>
<td>WebServer</td>
<td>fl_bay_2014g_test</td>
<td>queued</td>
<td>172.56.39.139</td>
<td>info</td>
<td>Dashboard - fl_bay_2014g_test</td>
<td>/dash/fl_bay_2014g_test</td>
</tr>
<tr>
<td>2015-08-26 14:36:53</td>
<td>WebServer</td>
<td>fl_bay_2014g_test</td>
<td>queued</td>
<td>172.56.39.139</td>
<td>info</td>
<td>Contexts - fl_bay_2014g_test</td>
<td>/contexts/fl_bay_2014g_test</td>
</tr>
<tr>
<td>2015-08-26 14:37:57</td>
<td>WebServer</td>
<td>fl_bay_2014g_test</td>
<td>queued</td>
<td>172.56.39.139</td>
<td>info</td>
<td>Cards - fl_bay_2014g_test</td>
<td>/thumbc/fl_bay_2014g_test?ContextOv=1&amp;DisplayContextId=1&amp;PrecinctId=1&amp;VoterGroupId=</td>
</tr>
<tr>
<td>2015-08-26 14:38:33</td>
<td>WebServer</td>
<td>fl_bay_2014g_test</td>
<td>queued</td>
<td>172.56.39.139</td>
<td>info</td>
<td>Cards - fl_bay_2014g_test</td>
<td>/thumbsc/fl_bay_2014g_test?ContextOv=2&amp;DisplayContextId=2&amp;PrecinctId=1&amp;VoterGroupId=</td>
</tr>
<tr>
<td>2015-08-26 14:39:06</td>
<td>WebServer</td>
<td>fl_bay_2014g_test</td>
<td>queued</td>
<td>172.56.39.139</td>
<td>info</td>
<td>Side ED-039+11129.jpg - fl_bay_2014g_test</td>
<td>/side/fl_bay_2014g_test/ED-039+11129.jpg</td>
</tr>
</tbody>
</table>
ClearCount: System Logs

Election activity log

- User access to election reports and logs
- Tabulator start, processing, and end events
- Probable target card and scanning error identification
- Scanner warning and error messages
- Overall scanning rate and progress across ScanStations
- Election backups include the election activity log
ClearCount Reporting: Unreadable Cards

Unreadable card images needing resolution

- Number of initially unreadable cards that remain unresolved – Clicking on the number opens the Card Resolutions report
### Unresolved Cards

<table>
<thead>
<tr>
<th>Card ID</th>
<th>Resolution Status</th>
<th>Unreadable Reason(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>OT-008+10019</td>
<td>Not yet resolved</td>
<td>Timing marks found on one side, but not on the other side</td>
</tr>
<tr>
<td>OT-008+10021</td>
<td>Not yet resolved</td>
<td>Timing marks found on one side, but not on the other side</td>
</tr>
<tr>
<td>OT-008+10029</td>
<td>Not yet resolved</td>
<td>Wrong number of RIGHT timing marks (36 at most, expected 41)</td>
</tr>
<tr>
<td>OT-008+10031</td>
<td>Not yet resolved</td>
<td>Wrong number of RIGHT timing marks (36 at most, expected 41)</td>
</tr>
</tbody>
</table>

### Resolved Cards

No data available in table

0 entries
ClearCount Reporting: Unreadable Cards

Unresolved Cards

- **Card ID:** Unique identifier for the card – Opens the Card Images report
- **Resolution Status:** Indicates that the card is unresolved
- **Unreadable Reason:** Explains why the card was not adjudicated automatically
ClearCount Reporting: Unreadable Cards

Click a card ID to view the card image in the Card Resolutions tool
ClearCount Reporting: Unreadable Cards

With the instructor, perform the procedures for viewing and resolving unreadable cards.
ClearCount Reporting: Oval Visualization

Each oval on the Vote Visualization page links to the full card image
ClearCount Reporting: Oval Visualization

Hovering over an oval displays the contest section of the card for that oval. Clicking an oval opens the Visually Annotated Card page.
ClearCount Reporting:
Oval Visualization

With the instructor, perform the procedures in the

*ClearCount Quick Guide*
*Adjudicating Overvotes*
ClearCount Reporting:
Updating Voter Count Totals

With the instructor, perform the procedures in the

ClearCount Quick Guide
Updating Voter Count Totals
Election backup:

- Connect an external hard drive to the ScanServer
- From the Election Administration locate the election you want to backup
- In the **Actions** column, select **Backup Election**
- Select the available backup device
Election backup- continued:

- The **Server Background Jobs** page appears. It includes all jobs since the last ScanServer reboot.
- The **Status** cell indicates when the election is backed up

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### Server Background Jobs

<table>
<thead>
<tr>
<th>JobID</th>
<th>Time</th>
<th>Job</th>
<th>Progress</th>
<th>Status</th>
<th>Final Result</th>
</tr>
</thead>
<tbody>
<tr>
<td>2</td>
<td>2014-12-23 11:33:24</td>
<td>backup</td>
<td>2.04</td>
<td>ny_anycounty_2012g ballot images being saved</td>
<td>Backup of ny_richmond_2012g saved to /media/sdb1/Backups/ny_richmond_2012g</td>
</tr>
<tr>
<td>1</td>
<td>2014-12-18 16:34:56</td>
<td>backup</td>
<td>Completed</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
With the instructor, perform the procedures for backing up an election
Election restore

- Connect the external drive with the backup election to the ScanServer
- From the Election Administration, click the Restore Election tab
- The Start Election Restore page appears
- In the Disk column, select the external drive
- Enter the name under which to restore the election
- Click Start Restore
Deleting an election:

- Access the Election Administration page
- Locate the row that contains the election to delete
- Click on the **Actions** button for that row
- The dropdown list of election management appears
- Select **Delete Election**
- A confirmation dialog appears, Click **OK** to continue