

Input Scan Team

The Input Scan Team is responsible for ensuring all items are returned to each polling location's specific box upon completion of L&A testing. If items are missing from a box, the input team must interact with the responsible team which performed L&A testing to locate necessary items.

- Take completed L&A boxes one at a time provided by the scanning teams.
- One staff member will be responsible for scanning all completed boxes into a Microsoft Access Database or other database containing master information list.
- Once boxes have been scanned, remove one box at a time from the cart.
- Find the envelope for the box being checked. Envelopes are in alphabetical order by polling location.
- Remove all test deck ballots. **Count the ballots for each precinct/polling location to ensure all test ballots have been returned by the testing team. If any ballots are missing, notify the testing team immediately so they can locate the missing ballots.**
- Remove the following items from each box and place them into their location specific envelope ONCE ALL ITEMS HAVE BEEN ACCOUNTED FOR: **(Any items that are missing must be noted on the checklist provided.)**
 - Precinct/Polling Location specific Logic & Accuracy Checklists (3 per unit)
 - Uploading Results and Print Outs
 - Test Deck Ballots (for ALL precincts)
- Ensure all individual boxes on each L&A checklist have been filled in. If any checklists are not completely filled out, notify a Supervisor.
- Scan each of the following into the Access database:
 - Team number (assigned by Management using barcodes)
 - Unit Serial number
- If any of the above items are missing or incomplete, **or memory sticks are found**, notify a Supervisor immediately.

Do not mark a box complete until all items have been located and placed inside their location specific envelope.

- Place empty box back on the appropriate shelves.
- Repeat process until L&A Testing is completed and all boxes have been retrieved from the Input Table.

PRINT NAME

PRINT NAME

SIGNATURE/DATE

SIGNATURE/DATE