

# ExpressPass™ Operator's Guide

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Firmware/Software Version 1.0  
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<b>Proprietary Document Section</b>	<b>Description</b>
N/A	N/A

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# Part 1: ExpressPass

The ExpressPass is an on demand application that prints activation cards for use with the ExpressVote. The ExpressPass Operator's Guide contains subject matter on the following topics:

- ◆ Chapter 1: Introduction
- ◆ Chapter 2: Setting Up the ExpressPass PC
- ◆ Chapter 3: Preparing System Files
- ◆ Chapter 4: ExpressPass Polling Place Procedures

# Chapter 1: Introduction

ExpressPass is a Windows PC application that can run in either a standalone mode, or in a monitor mode where the application monitors requests from a Voter Registration (VR) system over a shared network folder. The application imports an election definition from ElectionWare, accepts requests to print a voter's ExpressVote activation card, determines the voter's ballot style and then prints the activation card on the ExpressPass thermal card printer.

## Required Materials

- ◆ VRAB.VAL file from a supported voter registration system



**Note:** Party ID's, Precinct Names, and Split Names included in the (.ezip) file must match the contents of the VRAB.VAL file. You have the option of verifying this information before proceeding.

- ◆ BODManifest.xml file created in ElectionWare (included in the Ballot on Demand export file created in ElectionWare).
- ◆ VRAB.BOD file output from the pollbook system
- ◆ ExpressPass PC
- ◆ Compatible pollbook system
- ◆ ExpressPass printer
- ◆ Blank Voter Activation Cards
- ◆ ES&S ExpressVote configured with the same election used to generate the "<election\_name>\_BallotOnDemand\_Export.ezip" package.

## Equipment Requirements

The ExpressPass application must be installed on a PC or laptop to be used at each designated poll. Each PC or laptop must meet the minimum system specifications.

Minimum PC system specifications are described in the next section. ExpressPass PC configuration procedures are provided in the section that follows.

- ◆ Pollbook System: Any pollbook system that can create a VRAB.bod file (for monitor mode).
- ◆ ExpressPass printer supplied by ES&S

## Minimum PC System Specifications

TABLE 1.

ExpressPass PC Requirements Minimum Configuration	
Processor	Dual Core (min.)
RAM	4 GB (min.)
Hard Disk	150 GB (min.)
Keyboard	N/A
Mouse	N/A
Monitor	1280x800 min. resolution (min.)
CD/DVD reader	16x (min.)
USB Ports	x2 USB 2.0 (min.)
Report Printer	Standard Network Printer
Ethernet Port	Local network port

Note that system specifications will vary according to the network option you use. Network options include:

- ◆ Ethernet LAN (RJ-45) or
- ◆ Wi-Fi (wireless, 802.11)

# Chapter 2: Setting Up the ExpressPass PC

## Software Installation

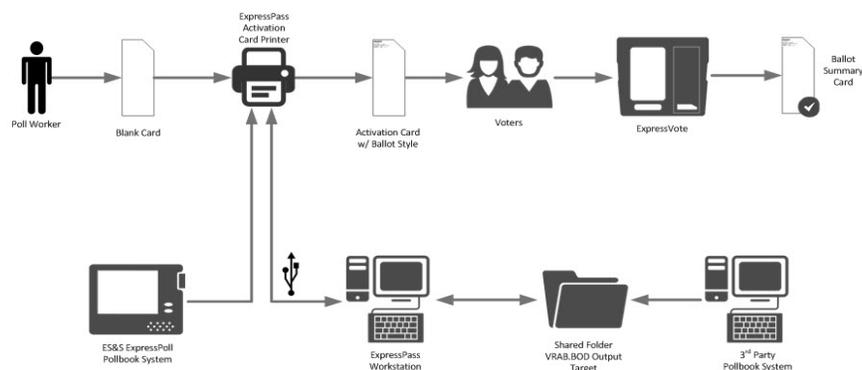


**Note:** Adobe Acrobat Reader is necessary for viewing user guides.

To install ExpressPass Software:

1. Using Windows Explorer, browse to the file titled ExpressPassInstaller.exe.  
The InstallShield window appears.
2. Click **Next** to continue.  
The License Agreement screen appears.
3. Select **I accept the terms of the license agreement** and then click **Next** to continue with the installation.  
The Ready to Install Program window appears.
4. Click **Install** to begin the installation process.  
A status bar appears until the installation is complete.  
The InstallShield Wizard Complete window appears.
5. Click **Finish** to complete the install.

## Hardware Setup and Theory of Operation



To set up the system:

1. Connect the ExpressPass card printer to the ExpressPass PC.
2. On the ExpressPass PC, map a network drive to the shared folder.

## Chapter 3: Preparing System Files

Preparing the system files includes the following activities:

1. **Optional:** Comparing and validating the contents of the “<election\_name>\_BallotOnDemand\_Export.ezip” file and the VRAB.Val file.
2. If exceptions are encountered, ensure that Party IDs, Precinct Names, and Split Names are configured identically in both the ElectionWare and VR Systems.
3. Map a network drive on the ExpressPass PC.



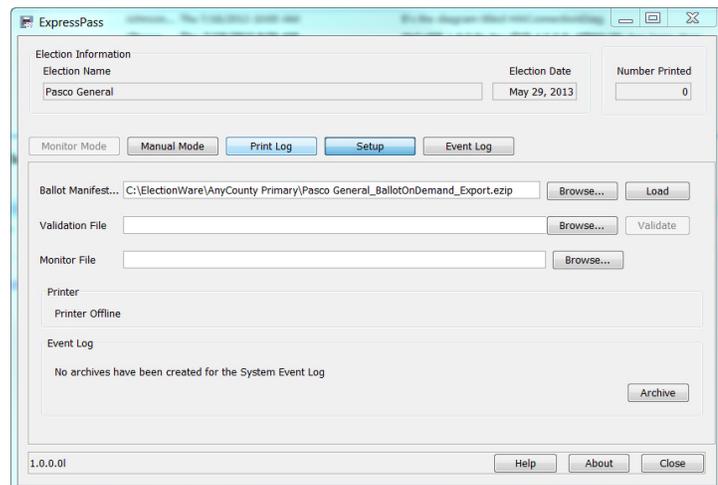
**Reference:** For more information on the file specifications, see Chapter 5: ExpressPass File Specifications

### Optional: Validate Election and VR File Compatibility

Prior to operation, use setup tools to validate that Party IDs, Precinct Names, and Split Names are configured identically in both ElectionWare and the supported VR System. For a live election, this activity will be executed at election headquarters, prior to the election.

To compare the files:

1. Open the ExpressPass application by using the shortcut in the Windows **Start** menu. The ElectionWare - ExpressPass window appears.
2. Click **Setup** to open configuration options.
3. Click the **Browse** button next to the **Ballot Manifest** file field to locate the <election\_name>\_BallotOnDemand\_Export.ezip file generated by ElectionWare.
4. Click **Load** to read the file.
5. Click the **Browse** button next to the **Validation File** field and locate the VRAB.VAL file generated by the voter registration system.
6. Click **Validate** to open a table view comparing Party IDs, Precinct Names, and Split Names in both files.



## Correcting Naming Incompatibilities

If the Party IDs, Precinct Names, and Split Names do not match; use the **Export** command in the validation panel to generate a listing of incompatibilities and then correct the exceptions in either the VR system or in ElectionWare.

Regenerate either the VRAB.VAL file, or the <election\_name>\_BallotOnDemand\_EXPORT.ezip file, depending on which system you utilized to correct the incompatibilities and perform a validation that will insure that the VR System's data and the ElectionWare database are synchronized.

## Mapping Shared Network Drive

The folder where the pollbook system outputs the VRAB.BOD file is configured from the pollbook system. Link to this folder from the ExpressPass PC to enable automated card printing in Monitor mode.



**Reference:** See your Windows documentation for more information on mapping a network drive.

To set the location of the shared drive:

1. Click **Setup** to open the configuration window.
2. Click the **Browse** button next to the **Monitor File** field.
3. Select the folder where the pollbook system outputs the VRAB.BOD file and click **Open**.

## Chapter 4: ExpressPass Polling Place Procedures

The ExpressPass printing system supports the following two operating modes:

1. **Monitor Mode:** monitors the specified shared folder for the VRAB.BOD file, extracts the voter precinct information, card configuration information, prints activation card configuration elements, and deletes the VRAB.BOD file after printing the card, as well as when the activation card cannot be located (in the situation where the BOD file is valid).

For example, a valid VRAB.BOD file will be deleted from the shared drive after it has been processed by the ExpressPass application.

Conversely, a VRAB.BOD file that cannot be processed by the application is considered to be invalid, and will therefore be renamed to InvalidBOD - YYYY-MM-DD-timestamp file, (where YYYY-MM-DD are synonymous with the full year, month, and date the file was processed). This invalid file is then moved to a Trash folder created on the shared drive.

2. **Manual Mode:** provides a list of available ballot styles. Manually selects the ballot styles you wish to print.

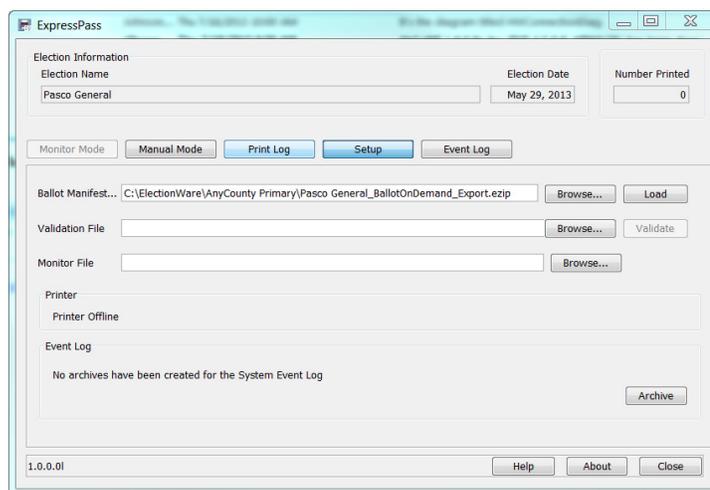
Additionally, the ExpressPass application also provides two types of audit logs. The Print log is a dynamic audit log that consists of only the activation cards that have been printed. This log exists throughout the single application cycle only, and it is unique per the single Ballot Manifest file. The Print log can be archived into an Excel document.

The Event log is a persistent system log that consists of both system and print events. The Event log is loaded by the application during startup. This log accumulates all of the events from the previous application runs, and can be archived if necessary to the hard drive in Excel format.

### Printing in Monitor Mode

To print in Monitor Mode:

1. Click **Monitor Mode** to begin monitoring the specified shared folder for posted VRAB.BOD files.
2. Check a voter into the polling place using the VR system. Completing the registration will export the VRAB.BOD file to the shared network folder.



3. When a file is recognized, ExpressPass prompts you to insert a blank activation card to print.
4. Manually inspect that the information printed on the card header matches the expected precinct and ballot style information. The adjacent image is representative of a printed card:
 

The diagram shows a printed card with the following elements labeled:

  - Activation Barcode:** A barcode at the top of the card.
  - Verification Digits shows the numerical value of the barcode:** The number '00000001' printed below the barcode.
  - Ballot Header text:** The text 'MIAMI DADE CO. FLORIDA', 'PRESIDENTIAL GENERAL ELECTION', 'NOVEMBER 6, 2012', and 'PRECINCT 1, BALLOT STYLE 1' printed on the card.
5. Issue the activation card to the voter, to activate the card on the ExpressVote.
  - Ensure that precinct and ballot style information that appears on the screen matches the expected information.
  - Ensure that contests, candidates, and ballot information displayed on the screen matches the expected information.

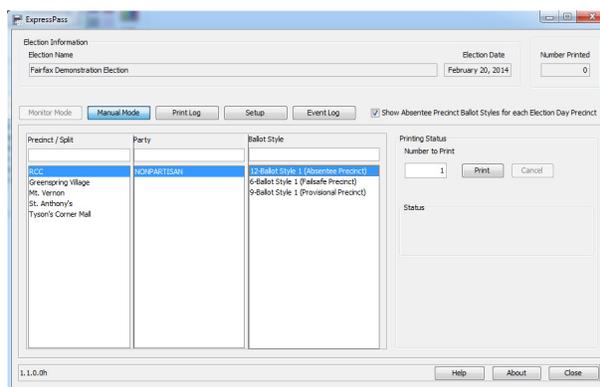
## Printing in Manual Mode

The Manual Mode for ExpressPass is typically used for a couple of scenarios. For example, the manual mode would be used for situations where test activation cards need to be created, or for those situations where the VR system does not create a VRAB file that can be used by the ExpressPass application.

## Printing the Correct Ballot Card for Non-geographic Absentee/Early Vote Precincts

Normally, the ElectionWare election does not contain non-geographic precincts used as Absentee/Early Vote precincts. However, if the election does contain one or more of these precincts when the Ballot Manifest File is loaded, the System will check to see if any are included.

When non-geographic Absentee/Early Vote precincts are included in the election, ExpressPass voters in these precincts will click on the Show Absentee Precinct Ballot Styles for each Election Day Precinct checkbox in **Manual Mode** to display the correct list of Election Day precincts and ensure that the correct ballot card will be printed.



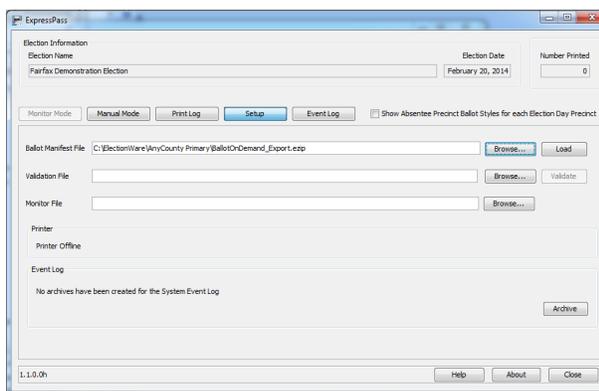
When the checkbox is clicked, the System will display a list of all election day precincts available. Select the voter's appropriate precinct and Ballot Style. When the activation card is printed, the Absentee Precinct will be displayed on the card with the correct ballot style for that voter.

When the printing of the Absentee or other non-geographic ballot cards has been completed, the checkbox can be disabled and the ExpressPass can be used to print regular Election Day ballots.

When non-geographic Absentee/Early Vote precincts are not included in the election, the checkbox will be visible to ExpressPass voters, but will be disabled.

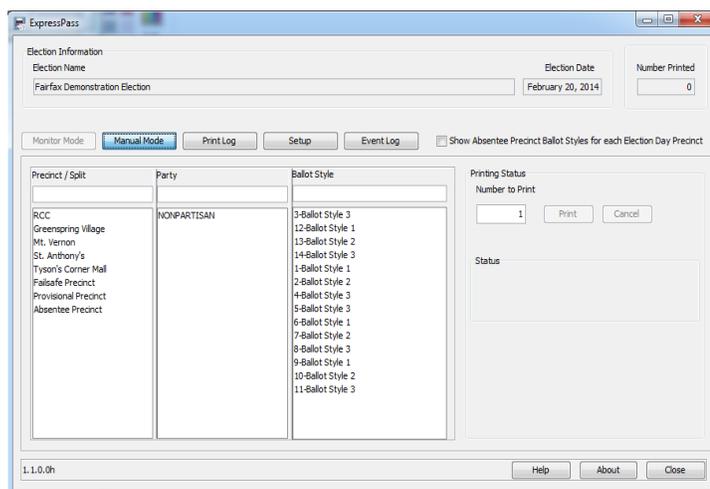
In addition, when the BallotOnDemand\_Export.ezip is loaded, the System will check to see if any precinct, including non-geographic Absentee/Early Vote precincts, have more than one Ballot Style per Precinct, Split, and Party combination.

For example, if a non-geographic Absentee/Early Vote precinct has multiple ballot styles, then a message will display to notify voters in this precinct that **Manual Mode** should be used. If you do not use Manual Mode, then the correct activation card may not be printed. Monitor Mode will print only the first ballot style for each Absentee Precinct.



To print in Manual Mode:

1. Click **Manual Mode** to open a list of available ballot styles.
2. Determine the correct ballot style number for the voter.
3. Select the voter's ballot style by selecting the precinct and split, party (if in a primary election), and ballot ID. When ready, print the activation card.
4. Select the voter's ballot identification number and click **Print** to print the card configuration.
5. Confirm that the information printed on the card header matches the expected precinct and ballot style information.
6. Vote the card on the ExpressVote.



- When testing, insure that the information on the screen and the activation card match.

## Part 2: Appendix

The ExpressVote Operator's Guide Appendix contains subject matter on the following topics:

- ◆ Chapter 5: ExpressPass File Specifications
- ◆ Chapter 6: Error Messages
- ◆ Chapter 7: Revision History

## Chapter 5: ExpressPass File Specifications

The following are the specifications for the BOD (VRAB.BOD), and VAL (VRAB.VAL) files.

### BOD File

- ◆ **Party:** begins at position 11, and is 3 characters long
- ◆ **Precinct:** begins at position 91, and is 80 characters long
- ◆ **Split:** begins at position 171, and is 80 characters long

### VAL File

- ◆ **Language:** begins at position 0, and is 1 character long
- ◆ **Party:** begins at position 11, and is 3 characters long
- ◆ **Precinct:** begins at position 91, and is 80 characters long
- ◆ **Split:** begins at position 171, and is 80 characters long

## Chapter 6: Error Messages

Message ID	Message	Message Type	Solution
10020001	Failed to open the database: [database name]	Error Message	Click OK to continue. Retry the action. If the error continues, Contact ES&S.
10020002	Error exporting table: [table name]	Error Message	Click OK to continue. Retry the action. If the error continues, Contact ES&S.
10020003	Error Cannot getValue [value] for [item name]	Error Message	Click OK to continue. Retry the action. If the error continues, Contact ES&S.
10020004	Error determining the application directory	Error Message	Click OK to continue. Retry the action. If the error continues, Contact ES&S.
10040001	User responded with [response]	Informational Message	Click OK to continue.
10040002	Yes	Informational Message	Click OK to continue.
10040003	No	Informational Message	Click OK to continue.
10040004	Cancel	Informational Message	Click OK to continue.
10040010	Export table [table name] to file [file name] completed.	Informational Message	Click OK to continue.
10120001	Error closing the service manager.	Error Message	Click OK to continue. Retry the action. If the error continues, Contact ES&S.
10120002	Error creating the database.	Error Message	Click OK to continue. Retry the action. If the error continues, Contact ES&S.
10120001	Missing the [file name] file.	Error Message	Click OK to continue. Check the location of the specified file and then retry the action.
10120002	Error loading BOD Manifest file [file name]: [item name]	Error Message	Click OK to continue. Retry the action. If the error continues, Contact ES&S.
10120003	Error deleting BOD File	Error Message	Click OK to continue. Check the location of the specified file and then retry the action.
10120004	Error printing activation card: [card name]	Error Message	Click OK to continue. Retry the action.

Message ID	Message	Message Type	Solution
10120005	Error occurred during System Event Log backup. Please archive System Event Log again.	Error Message	Retry the action.
10120006	The [Application Name] application is already running, please close it before starting a new instance.	Error Message	Ensure that the program is not already running, and then retry the action.
10120010	Error loading the disclaimer text from the file [file name].	Error Message	Click OK to continue. Retry the action. If the error continues, Contact ES&S.
10120011	Error loading the copyright text from the file [file name].	Error Message	Click OK to continue. Retry the action. If the error continues, Contact ES&S.
10120012	Error loading help file [file name].	Error Message	Click OK to continue. Retry the action. If the error continues, Contact ES&S.
10120013	Error occurred during loading BOD file. Invalid file format. Time of request - [time/date]	Error Message	Click OK to continue. Retry the action. If the error continues, Contact ES&S.
10120014	Error starting monitor mode.	Error Message	Click OK to continue. Retry the action. If the error continues, Contact ES&S.
10120015	Error occurred during loading BOD file. The file is currently being locked by another process. Time of request - [time/date]	Error Message	Verify that the BOD file is not being used by another process and then retry the action.
10120020	Unable to locate voter card for [Party] - [party name] [Precinct] - [precinct name] [Split] - [split name]. Time of request - [time/date]	Error Message	Retry the action. If the error continues, contact ES&S.
10140001	The [Application] has started.	Informational Message	No action required.
10140002	The [Application] is closing.	Informational Message	No action required.
10140003	Loaded the BOD Manifest file [file name].	Informational Message	No action required.
10140004	Selected validation file [file name].	Informational Message	No action required.
10140005	Validation completed. Number of discrepancies - [integer], VR records missing - [integer], ElectionWare records missing - [integer]	Informational Message	No action required.

Message ID	Message	Message Type	Solution
10140006	Printed Activation Card Party - [party name], [Precinct] - [precinct name], [Split] - [split name], [BallotStyle] - [ballot style name], Bar Code value - [bar code integer].	Informational Message	No action required.
10140007	User canceled printing of Activation Card.	Informational Message	Click OK to continue.
10140008	Starting BOD monitor	Informational Message	No action required.
10140009	Stopping BOD monitor	Informational Message	Verify that the code contains at least one letter and one number and then retry the action.
10140010	Printed activation card Party - [party name], [Precinct] - [precinct name], [Split] - [split name], [Ballotstyle] - [ballot style name]. Time of request - [time/date]	Informational Message	No action required.
10140011	Archived [integer] records to [folder location].	Informational Message	No action required.
10140012	Printer online on [item name].	Informational Message	No action required.
10140013	Printer offline.	Informational Message	Check printer power. If the printer is powered down, reapply power and retry the action.
10140014	Start monitor mode.	Informational Message	No action required.
1040015	Stop monitor mode.	Informational Message	No action required.
10520047	[Item Name] is too long. Please enter a value that does not exceed [Number] characters.	Error Message	Reduce the number of characters in the specified item and then retry the action.

# Chapter 7: Revision History

## ExpressPass Firmware/Software v1.0 Operator's Guide

### March 20, 2014 Document Version 4.0

Chapter	Version	Description	Project
Chapter 4	4.0	Added information on printing the correct ballot card for Non-geographic Absentee/Early Vote Precincts	EVS 5.2.0.0

### February 26, 2014 Document Version 3.0

Chapter	Version	Description	Project
All	3.0	Updated footer format.	EVS 5.2.0.0

### January 15, 2014 Document Version 2.0

Chapter	Version	Description	Project
Chapter 7: Revision History	2.0	Updated Project column. Edited name of base project	EVS 5.2.0.0

### October 31, 2013 Document Version 1.0

Chapter	Version	Description	Project
Entire Book	1.0	New book based on FLEVS 4.5.0.0	EVS 5.2.0.0
1	1.1	Minor copy-edits to introduction	EVS 5.2.0.0
Index	1.1	Revised index	EVS 5.2.0.0
Entire Book	1.1	Updated manual to current look	EVS 5.2.0.0

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