



# Best Practices and Verity Device Reports



Welcome to the *Best Practices and Verity Device Reports* learning module, which provides you with helpful tips and recommendations. Also included is a list of all the different reports available on the Verity devices.

# Best Practices

## Power Supply Best Practices

- ▶ Only use grounded AC power outlets (i.e., three prong outlets).
- ▶ Do not use three-prong to two-prong adapters, as these disable the ground path.
- ▶ Use power strips with lights that show when power is present.
- ▶ Ensure power switches on AC power strips are turned on.
- ▶ Test each socket beforehand; it is not uncommon to have a bad socket in a power strip or a wall outlet.



# Polling Place Security Recommendations

- ▶ Restrict access to voting equipment behind locked doors when not in use.
- ▶ Ensure chain of custody when delivering, receiving or transporting any voting equipment, vDrives, or ballots.
- ▶ For authentication purposes, check for documentation containing serial numbers, seal numbers, and identification for anyone tasked with delivery or transport.
- ▶ Do not leave voting equipment unattended when polling place is open.
- ▶ Do not remove or tamper with seals, unless directed to do so by senior election officials.
- ▶ Do not issue Access Codes or paper ballots until voter has been properly qualified and there is an available voting booth.
- ▶ Report any suspicious activity to the local election officer.



# Verity Device Reports

Verity Scan and Touch Writer device reports are printed on each device's built-in thermal printer. Some reports are automatically printed at the appropriate time; others are printed only upon request of the user. On the following page is a list containing each device report, including:

- Report name.
- Report contents or description.
- When the report is printed.

**NOTE:** *All reports include the date and time the report was printed.*

## List of Verity Device Reports

Report name	Report contents/description	When it is printed
Power-up Self Test	<ul style="list-style-type: none"> <li>• Software version</li> <li>• Device status</li> <li>• Power/battery status</li> </ul>	Automatically, when device is turned on.
Zero report (Verity Touch Writer)	<ul style="list-style-type: none"> <li>• Election Name and Date</li> <li>• Jurisdiction and polling place</li> <li>• Election Mode (i.e. Early Voting or Election Day)</li> <li>• Ballot count</li> <li>• Lifetime count</li> <li>• Number of precincts/splits</li> <li>• Access code summary</li> </ul>	Before polls are opened, upon request.
Zero report (Verity Scan)	<ul style="list-style-type: none"> <li>• Election Name and Date</li> <li>• Jurisdiction and polling place</li> <li>• Election Mode (i.e. Early Voting or Election Day)</li> <li>• Ballot count</li> <li>• Lifetime count</li> <li>• Number of precincts/splits</li> <li>• Tally summary by contest*</li> </ul>	Before polls are opened, upon request.
Open Polls	<ul style="list-style-type: none"> <li>• Election Name and Date</li> <li>• Jurisdiction and polling place</li> <li>• Election Mode (i.e. Early Voting or Election Day)</li> <li>• Ballot count</li> <li>• Lifetime count</li> </ul>	Automatically, when polls are opened (i.e. Election Day).
Suspend Polls (Verity Touch Writer)	<ul style="list-style-type: none"> <li>• Total Ballots printed</li> <li>• Precincts voted (summary)</li> </ul>	Automatically, when polls are suspended.
Close Polls (Verity Touch Writer)	<ul style="list-style-type: none"> <li>• Election Name and Date</li> <li>• Jurisdiction and polling place</li> <li>• Election Mode (i.e. Early Voting or Election Day)</li> <li>• Ballot count</li> <li>• Lifetime count</li> <li>• Total Ballots printed</li> <li>• Precincts voted (summary)</li> </ul>	Automatically, when polls are closed.

## Device Reports, *continued*

Report name	Report contents/description	When it is printed
Suspend Polls (Verity Scan)	<ul style="list-style-type: none"> <li>• Election Name and Date</li> <li>• Jurisdiction and polling place</li> <li>• Election Mode (i.e. Early Voting or Election Day)</li> <li>• Ballot count</li> <li>• Lifetime count</li> <li>• Tally (summary by contest)*</li> </ul>	Automatically, when polls are suspended.
Close Polls (Verity Scan)	<ul style="list-style-type: none"> <li>• Election Name and Date</li> <li>• Jurisdiction and polling place</li> <li>• Election Mode (i.e. Early Voting or Election Day)</li> <li>• Ballot count</li> <li>• Lifetime count</li> <li>• Tally (summary by contest)*</li> </ul>	Automatically, when polls are closed.
Precincts Enabled	<ul style="list-style-type: none"> <li>• Election Name and Date</li> <li>• Jurisdiction and polling place</li> <li>• Election Mode (i.e. Early Voting or Election Day)</li> <li>• Ballot count</li> <li>• Lifetime count</li> <li>• Number of precincts/splits</li> <li>• List of precincts</li> </ul>	Available on the Ready to Open Polls screen.
Configuration Readiness	<ul style="list-style-type: none"> <li>• Jurisdiction</li> <li>• Polling Place</li> <li>• Voting Type</li> <li>• Device Type</li> <li>• Device Serial Number</li> <li>• Software version</li> <li>• Ballot count</li> <li>• Lifetime count</li> <li>• vDrive ID</li> </ul>	Available on the Ready to Open Polls screen.
Access Code Summary	<ul style="list-style-type: none"> <li>• Total Access Codes issued since polls were opened</li> <li>• Access codes cast/used</li> <li>• Access codes expired</li> <li>• Access codes deactivated</li> <li>• Access codes spoiled</li> <li>• Access codes open</li> <li>• Access codes in use</li> </ul>	Available at any time while polls are open on the Verity Touch Writer, by pressing the Poll Worker button on the back of the device.

## Device Reports, *continued*

Report name	Report contents/description	When it is printed
Tally*	<ul style="list-style-type: none"> <li>• Total number of precincts/splits associated with the device</li> <li>• Vote totals for each contest choice/candidate, grouped by contest, for the device</li> <li>• Total ballots cast on the device.</li> </ul>	After polls are closed on Verity Scan, upon request.
Ballot Count	<ul style="list-style-type: none"> <li>• Number of precincts/splits associated with the polling place</li> <li>• Number of precincts/splits with cast ballots</li> <li>• Total number of cast ballots</li> <li>• Total ballots cast for each precinct for the election</li> <li>• Total ballots cast for each precinct for that day</li> </ul>	After polls are closed on Verity Scan or Touch Writer, upon request.
Write-in report	<ul style="list-style-type: none"> <li>• Ordered by precinct, and then contest</li> <li>• Each unique write-in entered</li> <li>• Votes received for each unique write-in</li> </ul>	After polls are closed on Election Day on Verity Scan, upon request.

\*Note: The type of Tally report available (summary or by precinct) is determined according to settings chosen by the election officials. The Tally report may not be included for some jurisdictions, depending on local election procedures.