Pre-election System Set Up

This must be performed before the election precinct is opened and is only done once. It is used to verify that the following information.

- Precinct information is correctly entered.

- Ballots are correctly accounted for.

Starting Up the System

- Turn Computer on.
- Click ROV icon, then enter password (Polling).
- Hit Return.
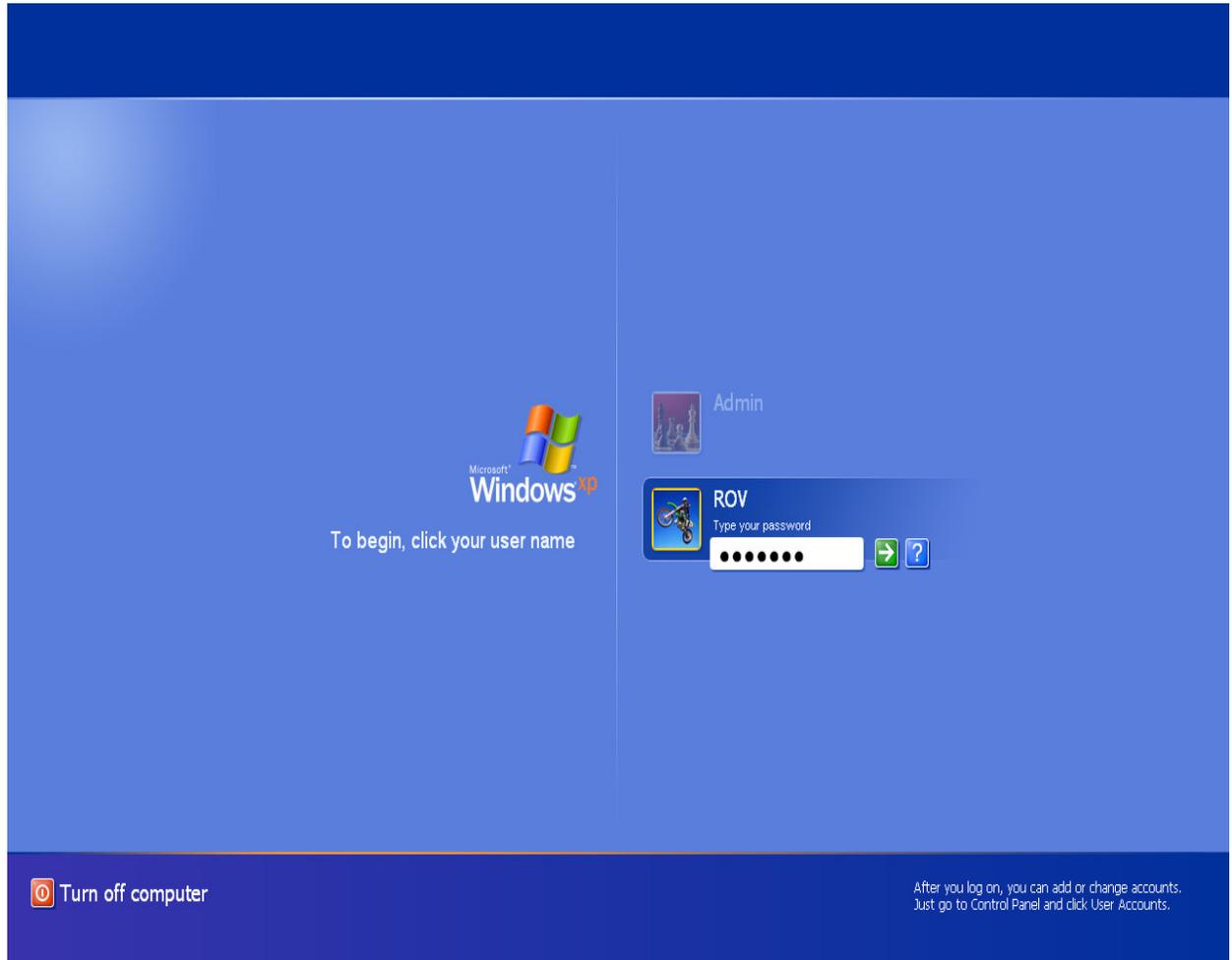
- The screen below will be displayed.
- Click Connect (upper left-hand corner of the small window in the middle of the screen) to establish Internet connection.
- Note that the Connect button will be replaced by Disconnect button once your laptop has successfully connected to the internet.
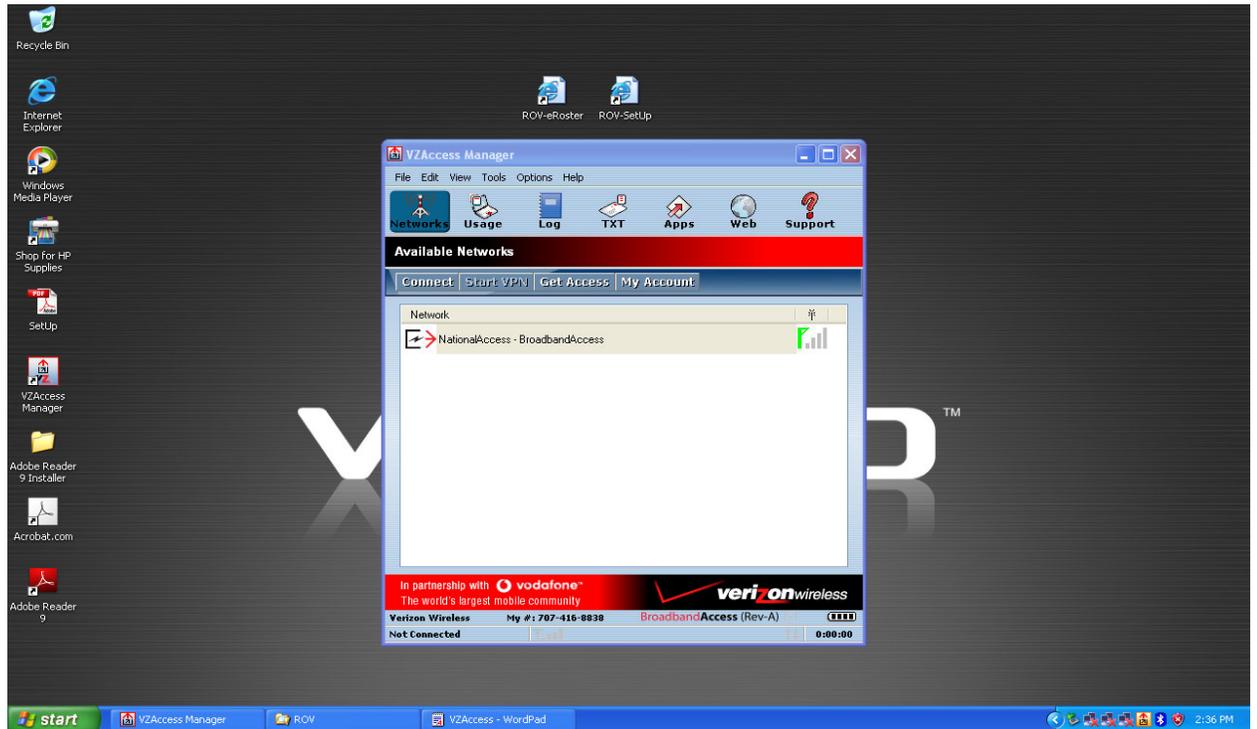
- Launch the eRoster system - Click the ROV-SetUp Icon.
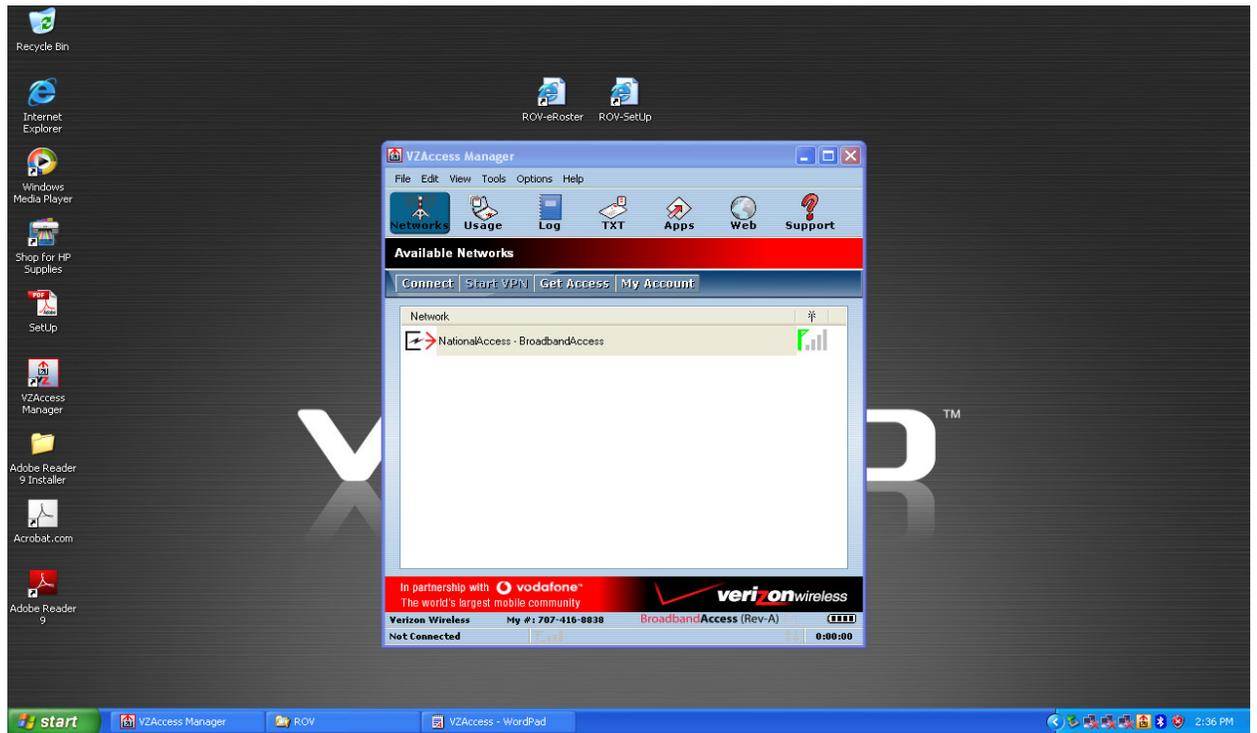
- The following screen will be displayed.
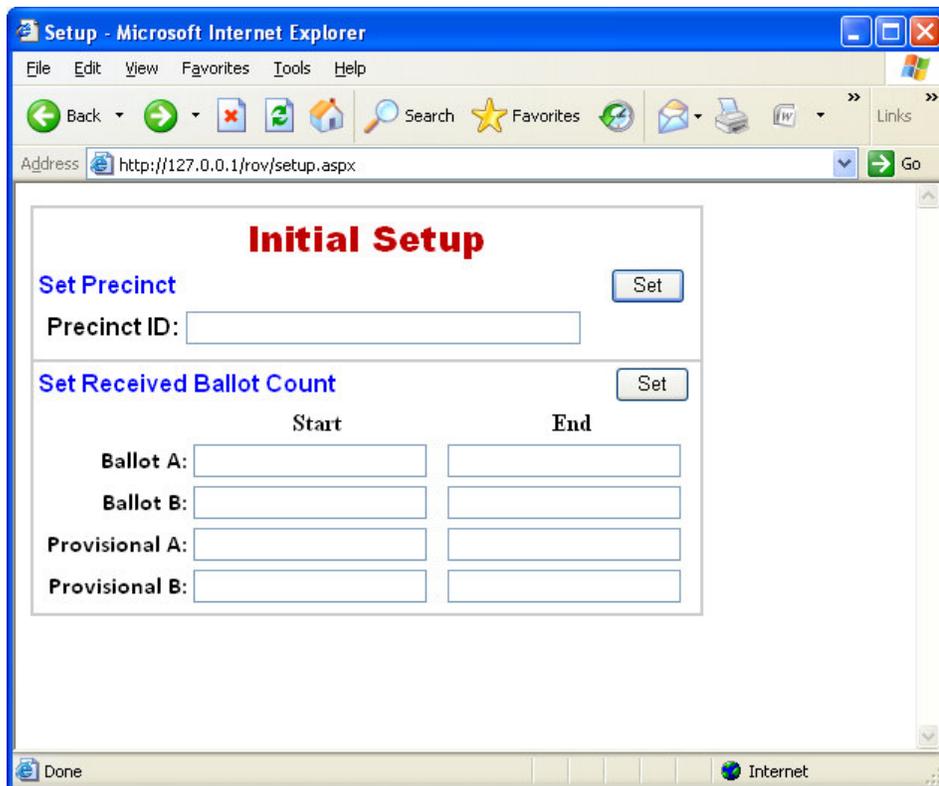
1. Enter or Verify Precinct Information

- Enter Precinct Number in the Precinct ID field then click the Set Button.
- Enter or modify the displayed information.
- Click the Set button to save the information.

2. **Enter the number of ballots received**.
   - Enter the starting and ending serial numbers of the ballots received as shown in the example below.
   - Click the Set button to save the entered information.