

Checklist for reading flash cards:

1. Go to Tabulator menu, select Ivotronic-DRE
2. Choose collect audit data from specified drive
3. Type in the drive you are using with ADT folder (i.e. E:/ADT) in the specify directory box, click ok
4. Insert the flash card, click ok
5. Highlight by clicking on the .EBN file, click ok
6. Look for the message- Collection successful, click ok
7. take out that flash card, read your next flash card (repeat steps 5-7)
8. Click cancel when you are done
9. Consolidate your data by:
 - a. Go to Tabulator menu
 - b. Choose Ivotronic-DRE
 - c. Choose consolidate data
 - d. Wait for message: .SPP file has been created, click ok

For Early Voting, you should bring in the results using the flash cards from all of the terminals you used for Early Voting:

Do the 3rd step which is:

1. Update precincts results with Audit data (Tabulator- IVotronic-DRE menu)
2. choose your early voting group
3. Hit Update group
4. Leave at the C drive, click ok
5. Let the results come through the window
6. Click cancel after they come through

To view the audit data:

1. Go to the Tabulator- Ivotronic-DRE menu
2. Choose Create Event Log, click ok when created
3. You may then choose to display or print the event log

To print a write-in report by precinct: (you may also get this off of the printer packs)

1. You must have all of your audit data read in and consolidated. (steps 1-9 above)
2. You must create the vote image log before you can view the write-ins:
 - a. Go to Tabulator-DRE menu
 - b. Choose Create Vote Image Log
 - c. Click ok when it tells you that the vote image log has been created
3. Now, go back to the Ivotronic-DRE menu and choose Print Write in report by precinct, set up options, go to disk or printer, and run report (click ok)