

VxAdmin Production QA Checklist

Machine ID: _____

Required Materials

- ☐ Compatible USB drive with a QA election package
- ☐ System administrator card programmed during configuration matching jurisdiction, with known PIN
- ☐ Any other cards to ship with this VxAdmin (election manager, poll worker) already configured for production

QA Procedures

Laptop Exterior

Viewing the laptop with the lid open from the back (HP logo upright), you should see:

- ☐ VxAdmin label in top right
- ☐ VotingWorks branding sticker in bottom left
- ☐ Machine ID label in bottom right

Confirm that there is a seal to the right of the trackpad wrapping around the edge of laptop

- ☐ Seal securely affixed

Record the following data to VotingWorks-specified secure cloud storage:

- ☐ Machine ID
- ☐ HP Serial Number
- ☐ Seal ID
- ☐ System Administrator Card PIN

Application Configuration

Press the power button.

- ☐ Boots to land on *VxAdmin Locked*

Insert the system administrator card and input the PIN.

- ☐ Machine ID (bottom left corner) matches the ID on the label
- ☐ Software version is correct (bottom left corner)
- ☐ Date and time are correct (tap *Settings* to view)
- ☐ Free disk space is correct, over 200GB (tap *Diagnostics* to view)

Insert the USB drive into the left USB port. Tap *Election* in the side menu. Follow instructions to configure with the election package.

- ☐ Configures successfully from left USB port

Tap *Unconfigure Machine* and confirm. Switch the USB drive to the right USB port and configure again.

- ☐ Configures successfully from right USB port

Smart Card QA

The system administrator has already been QA'd. For each additional card that is shipping with the VxAdmin (election manager, poll worker) we want to confirm that it is properly configured. Tap *Smart Cards* to go to the programming interface. For each card:

- Insert the card and program it as a poll worker card, remove it
- Insert card again and confirm that the application shows “Poll Worker Card”
- Unprogram card and confirm that the application shows “Blank Card”

	Confirm Programmed	Confirm Unprogrammed	N/A
Card 1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Card 2	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Card 3	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Card 4	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Card 5	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Card 6	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Application Clean Up

Tap **Settings** and tap **Save Logs** and follow instructions to export logs

☐ Logs saved

Remove the **USB drive**. Insert it into a regular computer. Upload the logs to a cloud storage location specified by VotingWorks.

☐ Logs uploaded

Tap **Election** and then **Unconfigure Machine**.

☐ Machine unconfigured to land on *Insert a USB drive containing an election package*

Case Exterior

☐ No Apache COTS stickers remaining anywhere on case

Viewed from the front:

- ☐ VxAdmin sticker on front left
- ☐ Machine ID sticker on front right
 - ☐ Machine ID on case matches Machine ID on laptop
- ☐ USA sticker on top of case, back corner behind VxAdmin sticker

Case Packing

- ☐ Top foam secured, does not remove with a tug
- ☐ Bottom foam secured, does not remove with a tug
- ☐ Mouse inside case
- ☐ USB hub inside case
- ☐ USB A-B cable inside case
- ☐ Laptop charger inside case
 - ☐ Adapter component
 - ☐ Plug component
- ☐ Smart cards inside mesh pouch
- ☐ Mesh pouch inside case
- ☐ Laptop
- ☐ Case closed