Electronic Pollbook User Manual

Michigan Department of State
Bureau of Elections

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Electronic Pollbook User Manual - Table of Contents

The Electronic Pollbook User Manual is structured to be a comprehensive manual that covers the duties of all election officials using the EPB software. Pages 17-37 are designed to be used by election inspectors in the precinct while pages 36-38 are designed for receiving boards. The remaining pages are focused on the preparation of the EPB software and post-election day responsibilities.

Introduction to the Electronic Pollbook....3
Getting Started....4
Encrypted Flash Drive Setup – Defining the Privacy Zone....4
Election Day Preparation....4
Electronic Pollbook Software – Download....7
Electronic Pollbook Software – Laptop Installation & Pre Election Day Setup....11
Software Installation....13
Preparing the Software for Election Day Use....15
Election Day – Election Inspector's Guide....17
Preparing the EPB for Opening the Polls....17
Election Day – Processing Voters....19
Processing Voters....20
Assigning a Ballot....20
Voters with Status Flags....22
Processing a Spoiled Ballot....23
Missing Voters....24
Other Tab....24
Unlisted....24
Other Voter Types....25
Challenged Voters....25
Recording Absentee Ballots....25
Correcting Mistakes....26
Remarks....27
Reject a Ballot....27
Un-issued Defective Ballots....28
Backup Throughout the Day....29
Timeout....29
Switching Users....29
Restoring the Database....29
Election Day – Close of Polls....31
Final Backup....31
Creating Reports....31
Ballot Summary....32
List of Voters....34
Remarks Report....35
Save Voter History....36
Receiving Board and Post Election Day....38
Printing Reports at the Receiving Board....38
Importing Voter History....40
Uninstalling and deleting the EPB software and associated files....41
Deleting EPB software from the laptop....42
Deleting Flash Drive Files....43
Deleting QVF PC Files....43
Helpful Hints....44
Frequently Asked Questions....45
Glossary....46
Quick Reference Checklists....48
Pre-Election Day – Clerk Setup....48
Election Day – Election Inspector Setup....48
Post Close of Polls....49

Introduction to the Electronic Pollbook

The Bureau of Elections developed computer software that can be used in the polling place on election day to process voters and generate precinct reports. The electronic pollbook (EPB) software is a unique download from the Qualified Voter File (QVF) software or the Elections Management Portal (EMP) web application that can be loaded on to a laptop prior to each election. Once the EPB software is loaded on the laptop, the software allows election inspectors to look up a voter's registration record, confirm their registration is correct, and assign a ballot to that voter, essentially automating the typical paper process. After the election is complete, the EPB software will generate reports to complete the official precinct record (paper binder pollbook) and a voter history file that can be uploaded into the QVF or EMP to update voter history in a matter of minutes.

Key Features

☆ *Up to date voter registration and absent voter information in the precincts.*
The EPB software takes minutes to download from QVF/EMP and install on the EPB laptop, making it possible to wait until all voter registration information is entered and all absentee ballots have been issued before creating the file containing the voter registration list.

☆ *The ability to locate the voter's registration record by swiping their driver's license with a magnetic card reader.*
The EPB laptop comes with a magnetic card reader. The magnetic card reader will read the magnetic stripe on the back of the voter's Michigan driver's license. The EPB software takes the license number and matches it to the voter's voter registration record and brings it up on the laptop screen for the election inspector to review.

☆ *The ability to assign and record the voter's ballot immediately upon registration confirmation.*
Once the election inspector reviews the voter's voter registration record in the EPB software, the election inspector types the voter's ballot number in and clicks a couple of buttons to assign a ballot to the voter. Ultimately, once the voter reaches the EPB laptop, the entire process takes only a few moments before the voter is verified, has a ballot and is directed to a voting booth.

☆ *The ability to look up voters registered within the jurisdiction but not in the assigned precinct.*
If a match is not found for the voter, the EPB software can show the election inspector if the voter is registered in a different precinct, eliminating the need to call the local Clerk and sending the voter to the proper precinct quickly and efficiently.

☆ *Accurate printable reports, including a ballot summary that calculates for the election inspector.*
The EPB software keeps track of the List of Voters, including crossing out spoiled ballot numbers and labeling them as spoiled ballots. In addition, the Ballot Summary is designed to complete the math for the election inspector after they type in the numbers the EPB software cannot track.

☆ *Quick and accurate voter history entry*.
Coming full circle, after the election is over the EPB software saves a voter history file that is taken back to the QVF/EMP software. With a few clicks of the mouse, voter history for a precinct is uploaded in minutes. The entire EPB software process takes information from the QVF/EMP software and then puts it back into the QVF/EMP software.

Important Considerations

When reviewing this comprehensive EPB manual, it's important to pay close attention to the setup of the encrypted flash drive and how the Privacy Zone works. The encrypted flash drive and Privacy Zone are key to maintaining a secure system. Passwords should **never** be kept with flash drives. The encrypted flash drive is used to transfer files back and forth between the QVF or EMP computer and the EPB laptop. Those files must be saved in the Privacy Zone to keep voter data secure. The Privacy Zone is password protected by a password chosen by the jurisdiction.

In addition to the security features of the encrypted flash drive and Privacy Zone, it is also important to understand when to delete files. All EPB files should be deleted seven days after the final canvas. This keeps voter data secure and prevents the wrong files from being used in future elections. Most importantly, practice! Walking through the manual well before every election will ensure you understand all of the features of the EPB software and will prepare you for successful implementation come election day. Just remember it is important to delete all practice files too!

Getting Started

The Bureau of Elections Electronic Pollbook (EPB) program provides each precinct with a laptop computer, an encrypted flash drive, a mouse, a magnetic card reader, and a case. The encrypted flash drive requires an initial setup prior to its first use. In addition, antivirus software and printer driver software (if applicable) need to be installed and updated well in advance of the first election. Take time to perform these steps prior to installing EPB software.

Laptop – Election Day Preparation

These items should be reviewed well before election day. Most are one time installations but can be time consuming. Please ensure you have completed the tasks prior to installing the EPB software. Do **not** network the laptop at any time.

1. **Wireless internet access** – The laptop may be connected to the internet up until the antivirus software has been updated for election day. To access the wireless network on the laptop, locate the button with the wireless icon on the keyboard. Make sure the button is blue. If it is orange, the wireless connectivity is disabled. ***The wireless connectivity must be off (or orange) on election day.***

2. **Antivirus software** - Load antivirus software (any commercially available antivirus product is acceptable) on each EPB laptop and update regularly. The antivirus software must be run at least once within a week of an election on the laptop and flash drive. However, the closer it is run to election day, the better. Keep in mind, antivirus software is updated frequently. If the laptop has been in storage for a long time, it may be quicker to uninstall the antivirus and reinstall versus loading updates.

3. **Printer driver software** - If reports will be printed from the EPB laptop, select any standard printer and install its printer driver software on the laptop prior to election day. Some laptops do **not** have CD drives so the software will have to be installed through the wireless internet connection or by saving the software to a flash drive. The printer will come with instructions on how to install printer driver software. Print a test document from the laptop to ensure the software was installed properly.

4. **Windows updates** – The Windows 7 software is also updated on a regular basis. Budget time to run the update downloads prior to election day. To find updates, click on the Windows Start button, click All Programs, click Windows Update, and click Check for Updates.

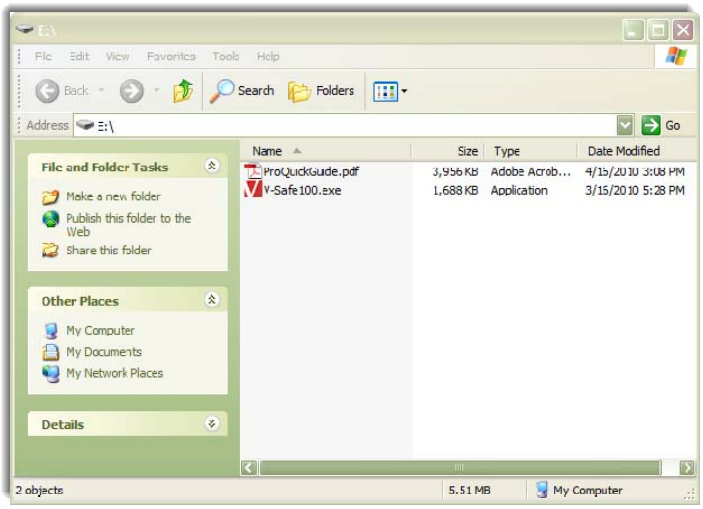
5. **Batteries** - Laptops should be fully charged prior to use on election day.

Encrypted Flash Drive Setup – Defining the Privacy Zone

The Privacy Zone needs to be setup when the encrypted flash drive comes out of the package. It will remain setup after following the steps below. This process does not need to be completed for every election. **If this process has already been completed, skip to page 6.**

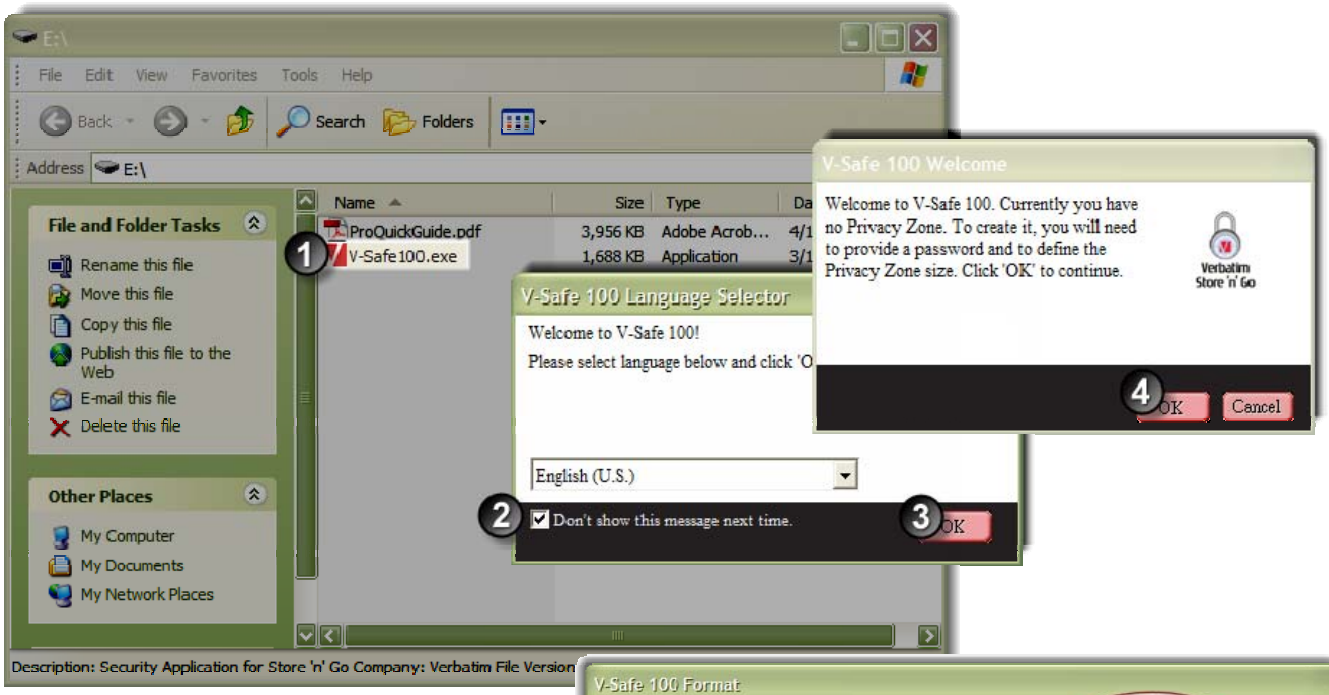
1. Using the QVF/EMP computer, insert the encrypted flash drive into a USB port. After a short delay, the screen to the right will pop-up.

2. Save or print a copy of the ProQuickGuide.pdf for future use. A copy can be found at www.michigan.gov/elections as well. **Never** delete the VSafe100.exe file from the flash drive.



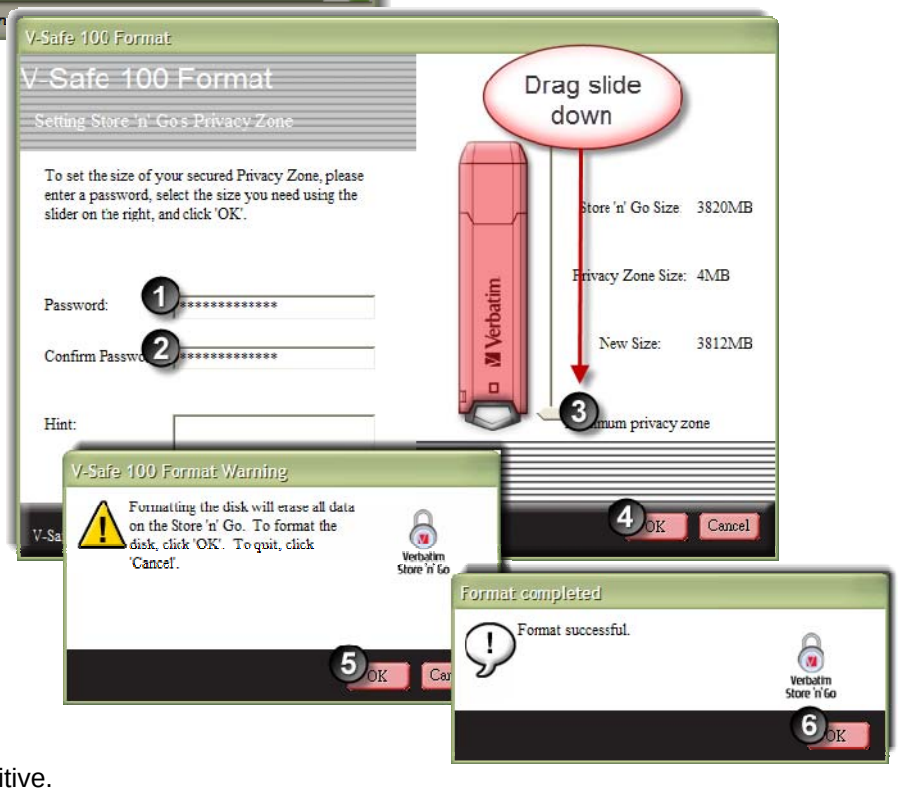
3. Opening the V-Safe100 Encryption Software

1. Double Click V-Safe100.exe
2. Select “Don’t show this message next time” on the Language Selector box
3. Click OK
4. Click OK to move on to Privacy Zone setup



4. Setting the Privacy Zone

Creating a Privacy Zone secures all data on the flash drive. The Privacy Zone makes the flash drive only accessible to those that know the password. Keep the password in a safe place and ensure it is a strong password. *A strong password contains a combination of at least eight upper and lower case characters with at least one number or symbol.*



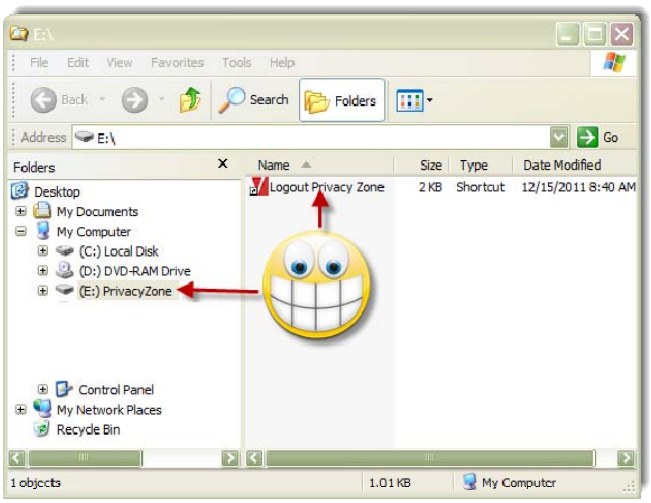
To set the Privacy Zone:

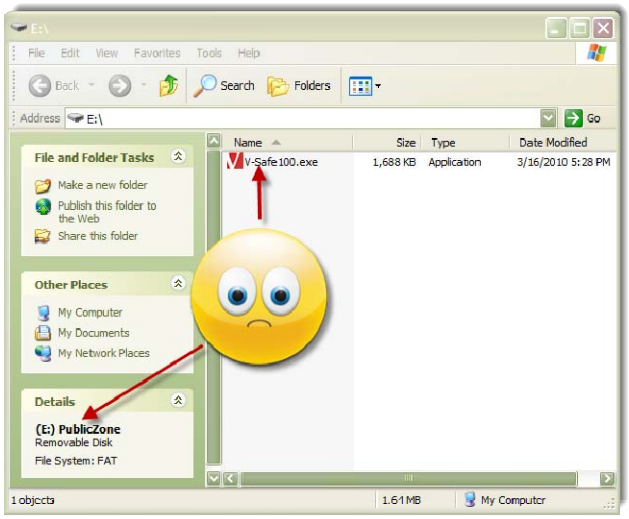
1. Enter a strong password
2. Re-enter the password
3. Pull the slide down to maximum privacy zone
4. Click OK
5. Click OK
6. Click OK

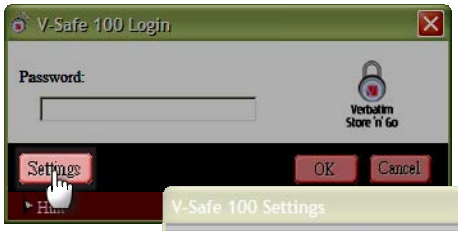
Important note: passwords will be case sensitive.

5. Ensuring the Privacy Zone has been set – look for the word privacy versus public

Every time the flash drive is unplugged from a computer, the flash drive will be logged out of the Privacy Zone for security reasons. When the flash drive is plugged back into a USB port, you will have to login again to access the files. This ensures the security of voter information stored on the flash drive. If V-Safe100.exe is listed, simply double click on that file and login with the strong password.







6. Changing Settings

The V-Safe 100 Program offers the ability to reformat the drive (delete all files), reset the privacy area, change the password, and add shortcut and confirmation options in the settings. Selecting "Create Shortcut on Desktop" will create an icon on your PC and laptop desktop. The shortcut can be helpful to election inspectors having difficulty finding the drive on election day.

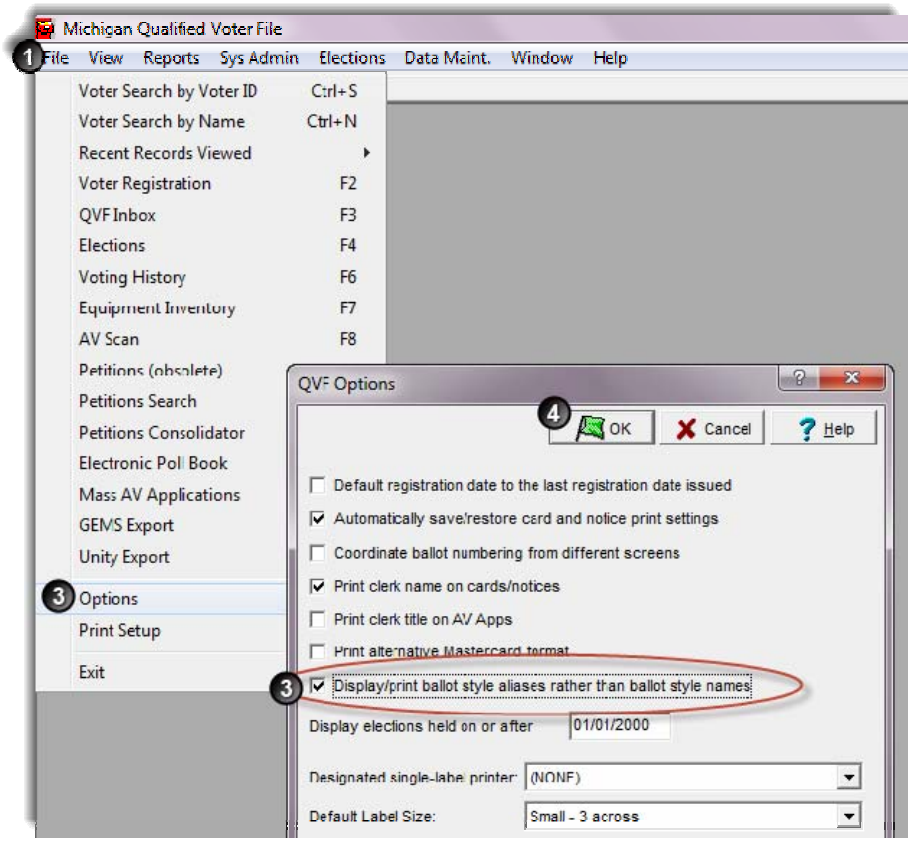
Electronic Pollbook Software – QVF/EMP Download

Because AV ballot information is entered into QVF or the EMP, it is recommended that downloading of the EPB software occur after the 4 p.m. AV ballot issuance deadline on the Monday before the election. If this is not possible, a supplemental list of absent voter ballots issued after the EPB download must be supplied to the precinct(s). This will require election inspectors to check that list for each voter. There is not a way to add absent voter information electronically after the EPB download. Practicing the following steps prior to election day is recommended.

Reviewing QVF Options
Prior to download, ensure Global Geography settings have been previously set in QVF (either by your County Clerk or yourself (see Chapter 3 of the QVF Manual)), especially if using combined precincts or split precincts with more than one ballot style. To ensure the names of ballot styles setup in Global Geography are listed in the EPB software, set **Options** in QVF to show ballot style aliases.

To set ballot style aliases, login to QVF and:

1. Click File
2. Click Options
3. Select "Print ballot style aliases rather than ballot style names" by clicking the box
4. Click OK

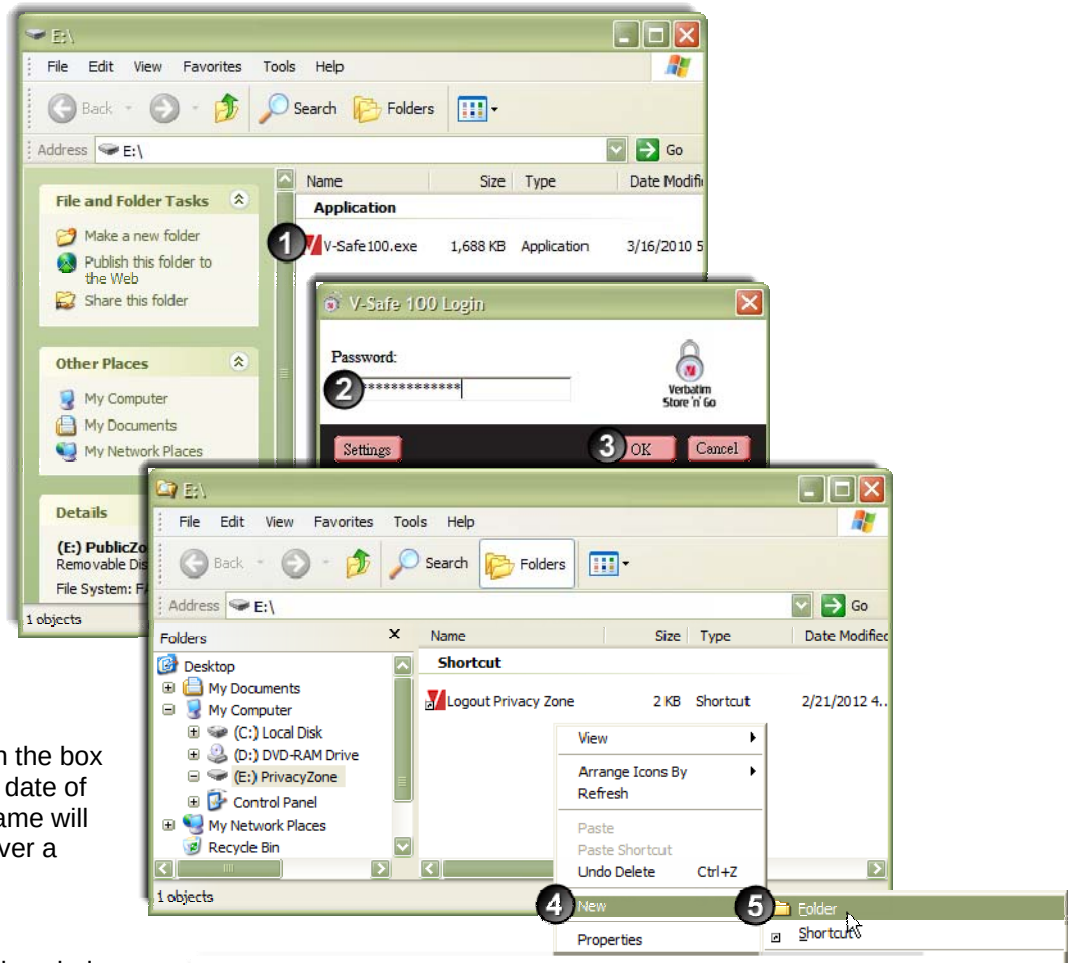


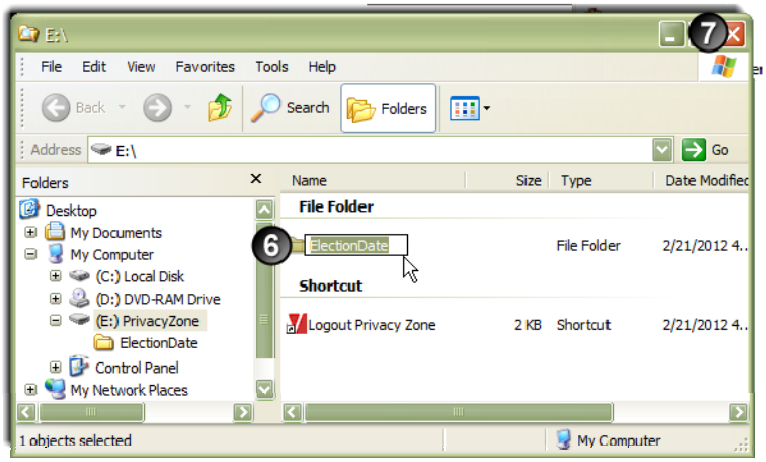
Downloading the EPB Software

Logging in to the Privacy Zone and creating a folder
Every time the flash drive is unplugged from a computer, the flash drive will be logged out of the Privacy Zone for security reasons. The Privacy Zone of the encrypted flash drive must be open during this process.

To login to the Privacy Zone, insert the encrypted flash drive into a USB port and:

1. Double click V-Safe100.exe
2. Enter strong password
3. Click OK
4. Right click anywhere in the window and select New.
5. Click Folder
6. Name the folder by typing in the box and hitting Enter. Using the date of the election for the folder name will identify the files if there is ever a question in the future.
7. Click on the red X to close the window





Alternate Method for Multi-Precinct Jurisdictions

Save time! Open the Privacy Zone following Steps 1-3 above and then create the [ElectionDate] folder on the desktop by:

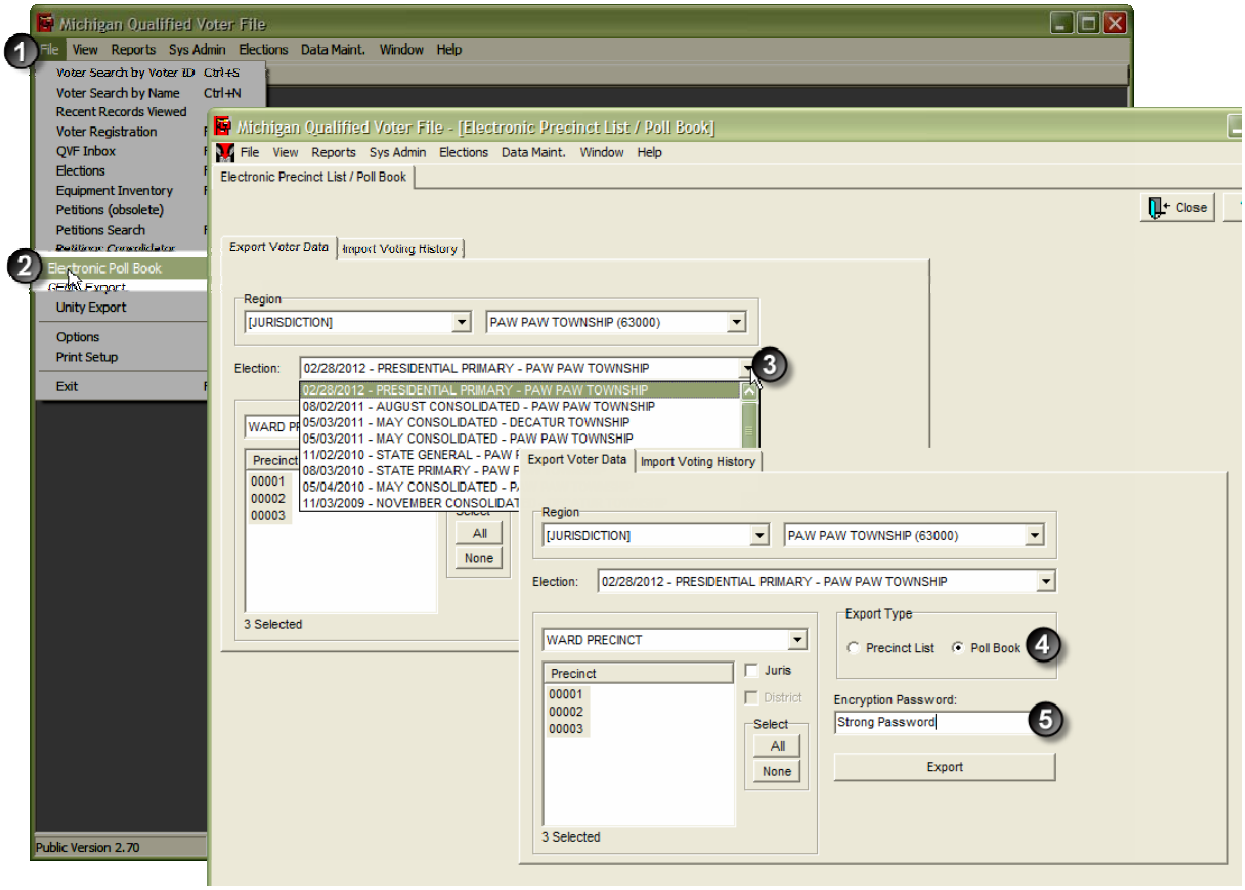
1. Right click anywhere on the desktop
2. Click New
3. Click Folder
4. Name the folder – Using the date of the election for the folder name will identify the files if there is ever a question in the future.

Create EPB software

The QVF software and the Elections Management Portal (EMP) web application can create the EPB software, essentially taking the voter registration data in QVF and putting it in an easy to use format for election inspectors to use on a laptop. Both methods of download are laid out below. Follow the instructions for the application (QVF/QVF Lite or EMP) your jurisdiction has access to below. **EMP Users:** Skip to page 11 now.

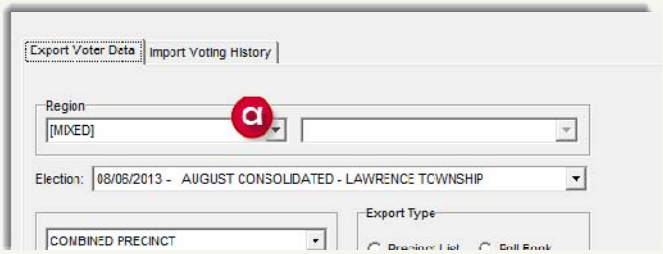
To create the EPB software in <u>QVF/QVF Lite</u>, login to QVF and:

1. Click File
2. Click Electronic Poll Book
3. Choose the Election by clicking on the ▾ button and selecting from the list
4. Select Poll Book under Export Type
5. Enter a Strong Password – *A strong password contains at least eight upper and lower case characters with at least one number*.

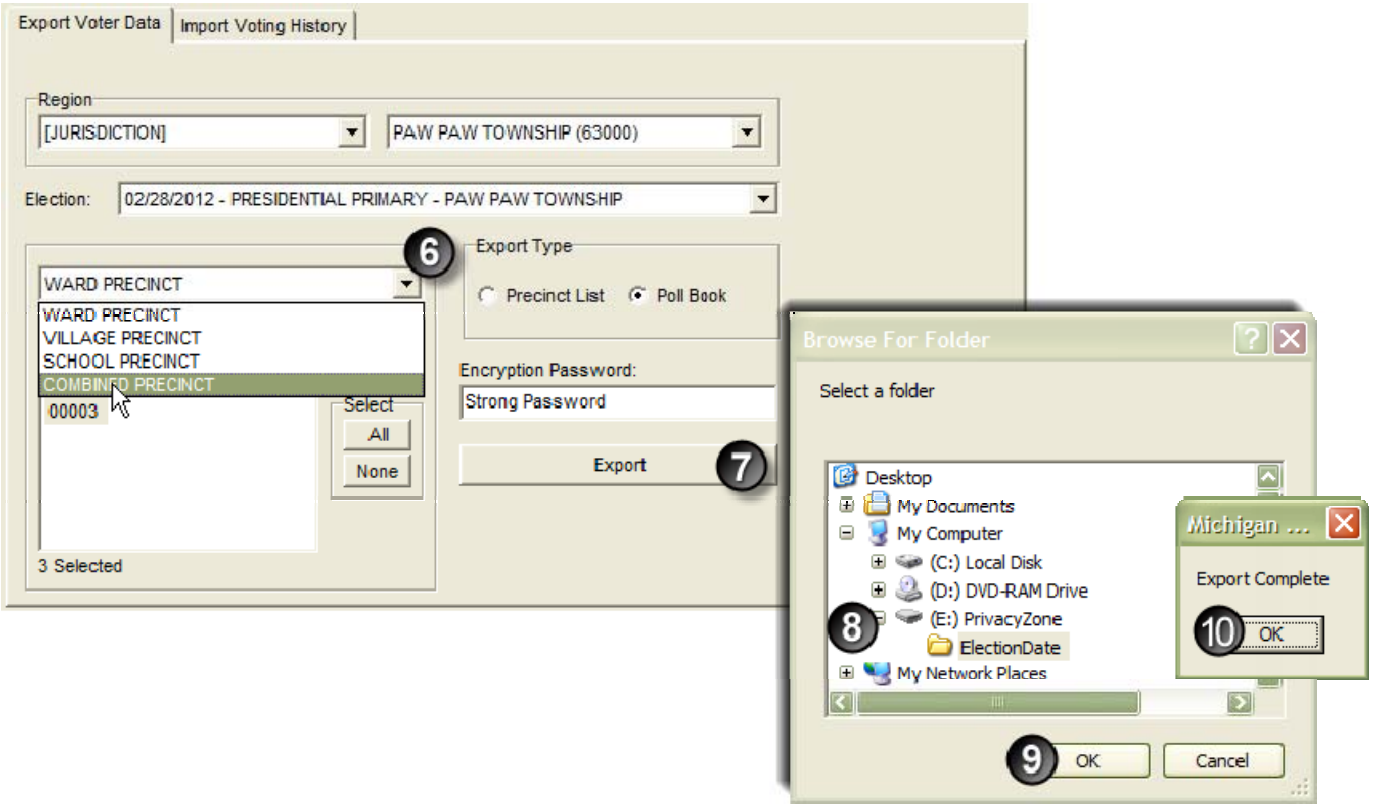


Alternate Method for Jurisdictions conducting "Mixed" Elections

If you are conducting an election where you are aquiring voters from another jurisdiction, you must contact the QVF Help Desk to create a special region. Once setup, you'll have to add one more step to your EPB download. Between steps 2 and 3 above, you'll need to change your Region to "Mixed." See a. below:



6. Select the precinct type. Combined Precinct is the default, change to the appropriate selection if not using combined precincts. Note: combined precincts must be setup in the QVF Global Geography module (see Chapter 3 of the QVF Manual), prior to this download.
7. Click Export
8. Click the + sign next to My Computer and the + sign next to the PrivacyZone on the list and click on the [ElectionDate] folder created on page 8
9. Click OK – Your export will begin and may take anywhere from one to twenty minutes depending on the size of your jurisdiction.
10. Click OK



Alternate Method for Multi-Precinct Jurisdictions

Browse for the [ElectionDate] folder saved on the desktop for step 8 above. After step 10 is completed, move the [ElectionDate] folder to the encrypted flash drive:

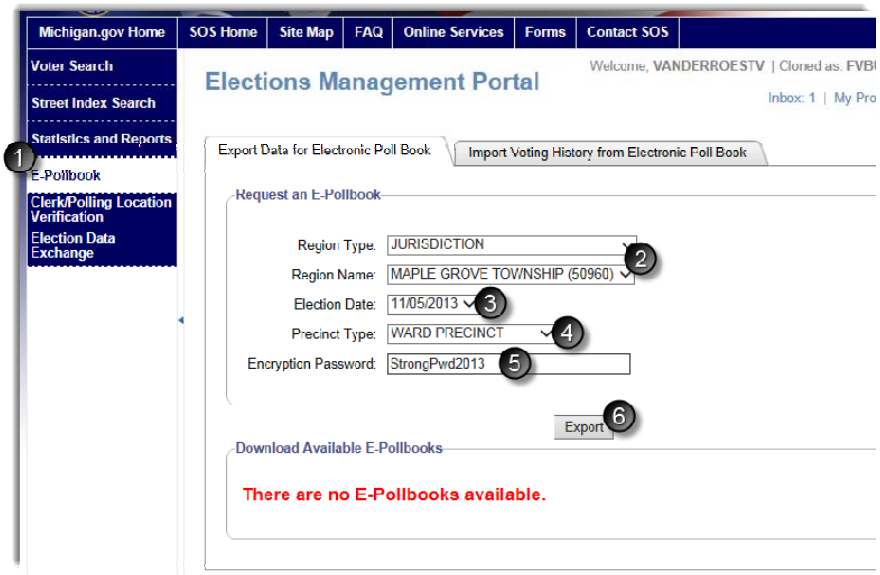
1. Right click on the [ElectionDate] folder saved to the desktop
2. Click Copy
3. Go to the Privacy Zone window (which should be open, if not follow steps 1-3 on page 6)
4. Right click and click on Paste
5. Click on the red X to close the window
6. Repeat these steps for each encrypted flash drive. Be sure to login to the Privacy Zone of each one.

Be sure to delete the [ElectionDate] folder and empty the Recycle Bin after copying is complete. See page 35 – QVF PC for full instruction.

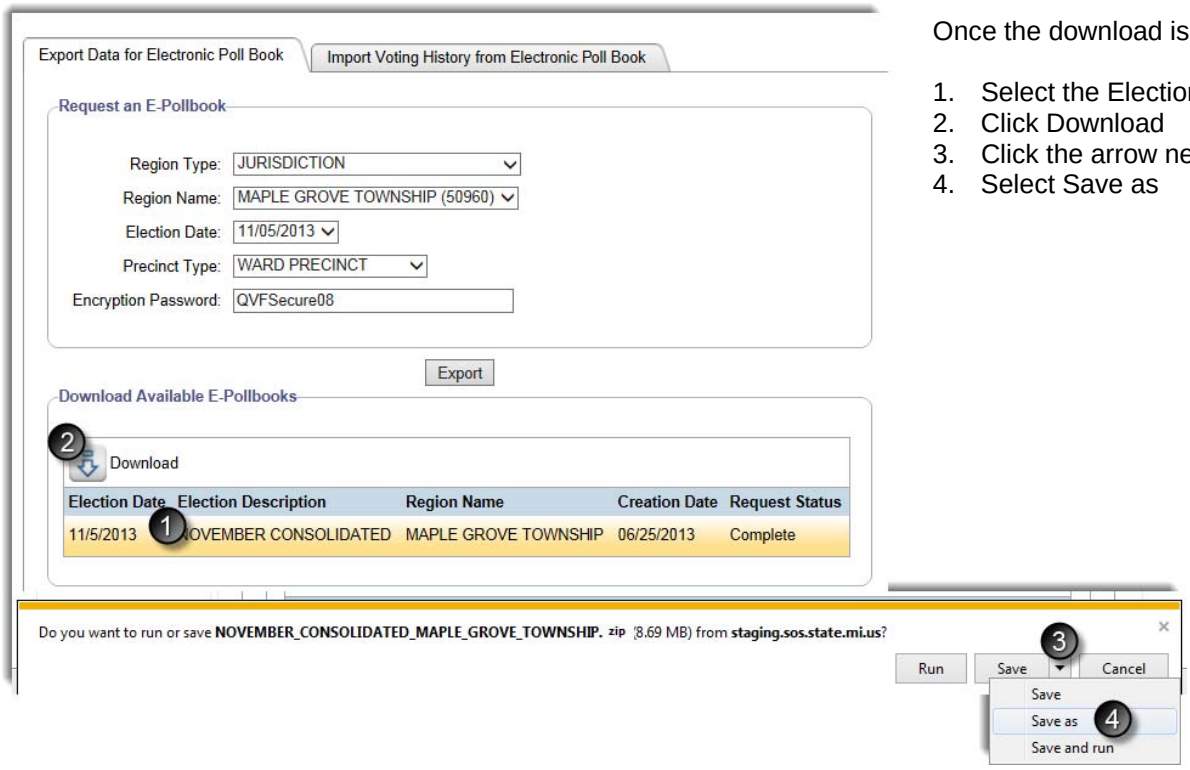
QVF Users: Skip to page 13 now.

To create the EPB software in <u>EMP</u>, login to EMP and:

1. Click E-Pollbook
2. Select the Region Type & Name (your jurisdiction information is defaulted; the region type should be changed if you are conducting an election for a district that crosses over to another jurisdiction, e.g. school or library district)
3. Choose the Election Date
4. Select the Precinct Type. Combined Precinct should be selected if using combined precincts. Note: combined precincts must be setup by the County in the QVF Global Geography module [(see Chapter 3 of the QVF Manual),](#) prior to this download.
5. Enter a Strong Password – *A strong password contains at least eight upper and lower case characters with at least one number or symbol*
6. Click Export



Once Export has been selected, the EMP sends a message to QVF to create your jurisdiction's EPB file. This process could be as quick as a minute or up to an hour depending on how many requests are being processed at the same time. Occasionally refresh the screen or click back and forth between the export and import tabs.



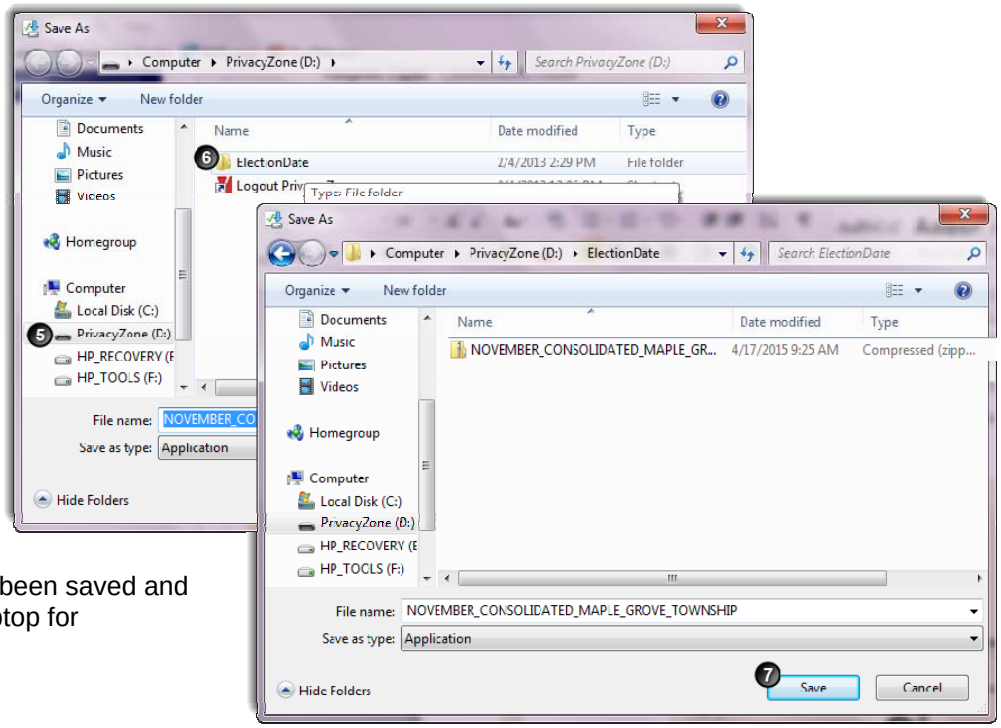
Once the download is available:

1. Select the Election Date
2. Click Download
3. Click the arrow next to Save
4. Select Save as

5. Make sure the Privacy Zone is selected

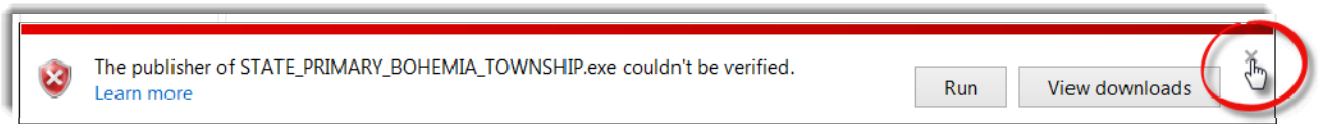
6. Double click the [ElectionDate] folder

7. Click Save

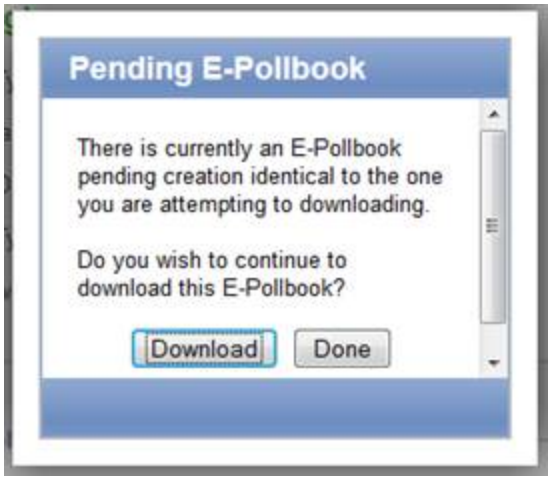


The EPB Software has now been saved and may be taken to the EPB laptop for installation.

Note: If you receive the error message below, simply click on the x in the upper right hand corner of the box. This is a standard security screen. Your download is complete at this point.



If you attempt to submit a duplicate request for the same election, the message to the right will be displayed. If you wish to override the first file you requested, simply click Download. If you requested a new download mistakenly, simply click Done.



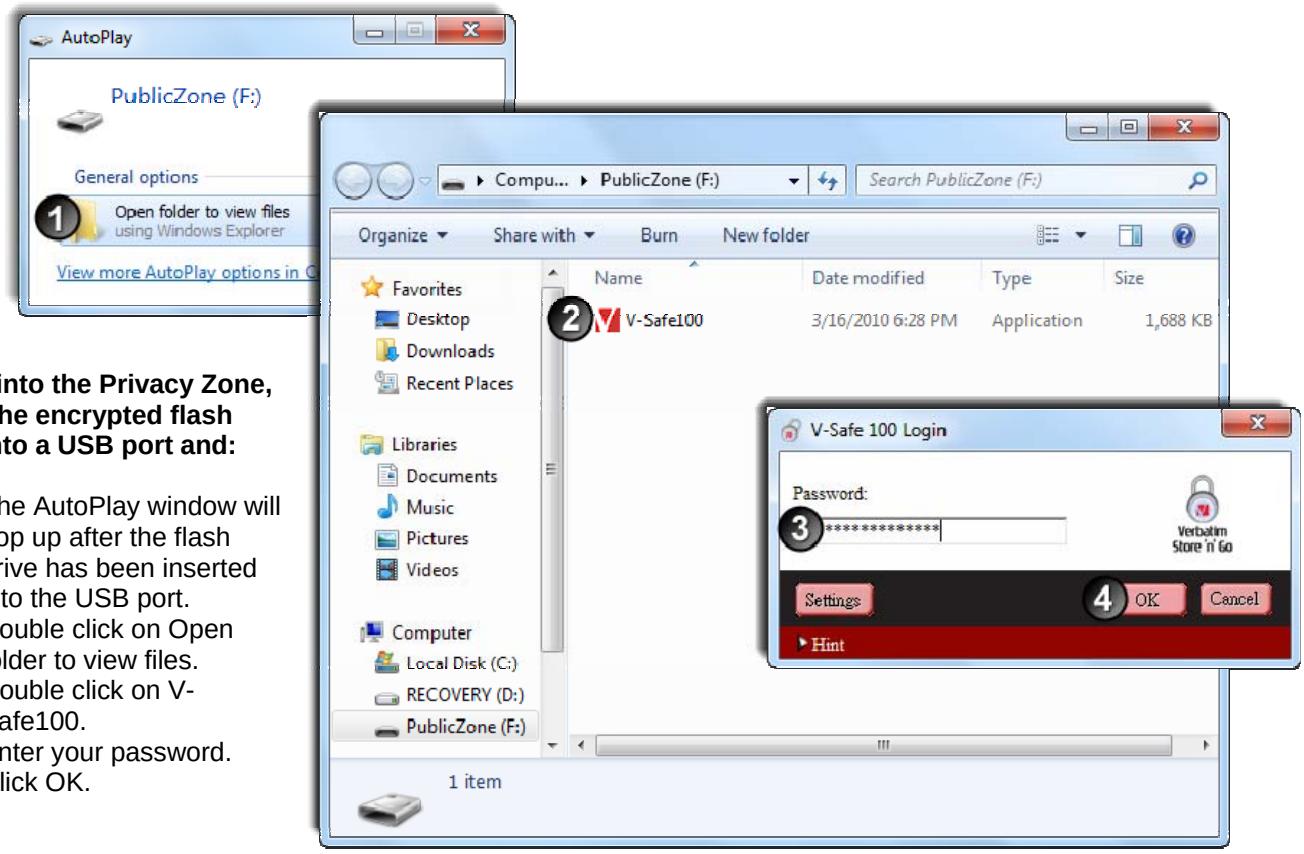
Electronic Pollbook Software – Laptop Installation & Pre Election Day Setup

Now that the EPB software has been loaded on the encrypted flash drive, it's ready for installation on the laptop that will be used in the precinct.

Software Installation

Turn the laptop on. Once the laptop has booted up, insert the encrypted flash drive into a USB port.

Login to the encrypted flash drive's Privacy Zone.
The encrypted flash drive is a vital component of the EPB software program. The encrypted flash drive is a password protected file storage device. It keeps voter data protected, the backup file stored, and saves all of the work done on election day for the Clerk to use to update voter history and create precinct reports. When saving files, make sure the Privacy Zone is open and those files are being saved to the encrypted flash drive.



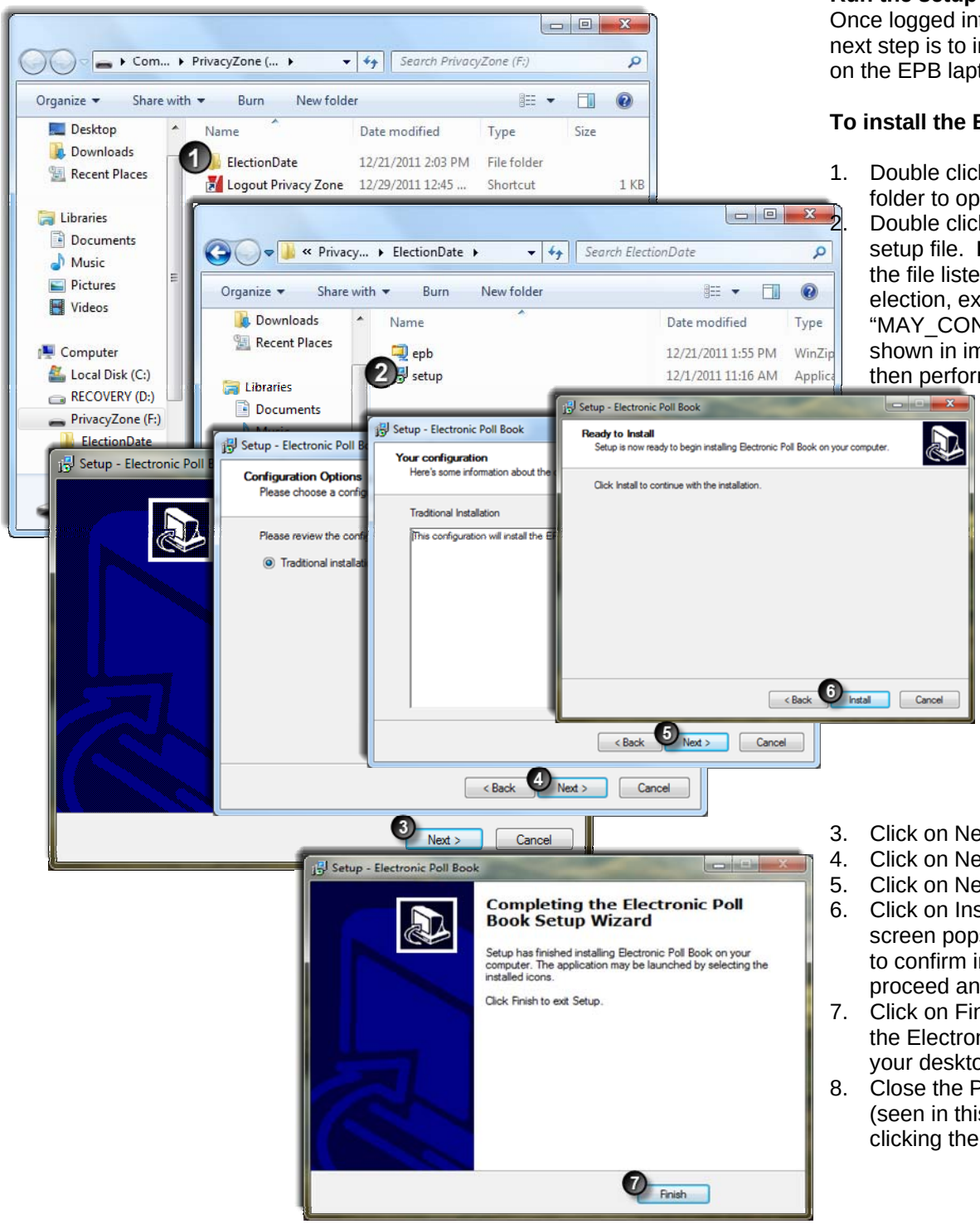
To log into the Privacy Zone, insert the encrypted flash drive into a USB port and:

1. The AutoPlay window will pop up after the flash drive has been inserted into the USB port. Double click on Open folder to view files.
2. Double click on V-Safe100.
3. Enter your password.
4. Click OK.

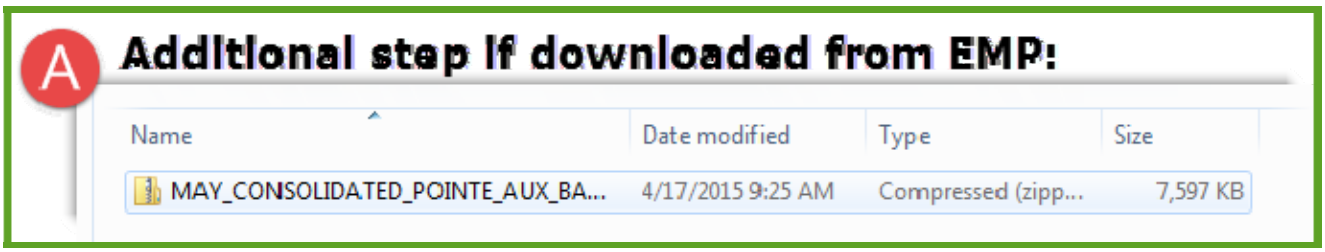
Run the setup file.
Once logged into the PrivacyZone, the next step is to install the EPB software on the EPB laptop.

To install the EPB software:

1. Double click on [ElectionDate] folder to open.
2. Double click on setup to run the setup file. **EMP Users:** Click on the file listed with the month of the election, ex "MAY_CONSOLIDATED…" shown in image a below first and then perform this step (if a window to purchase WinZip pops up, see the Helpful Hint on page 44)



3. Click on Next
4. Click on Next
5. Click on Next
6. Click on Install. If a warning screen pops up and requests you to confirm installation, it is ok to proceed and click yes.
7. Click on Finish – This will place the Electronic Poll Book icon on your desktop
8. Close the Privacy Zone window (seen in this example at step 2) by clicking the red "X."

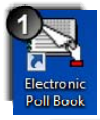


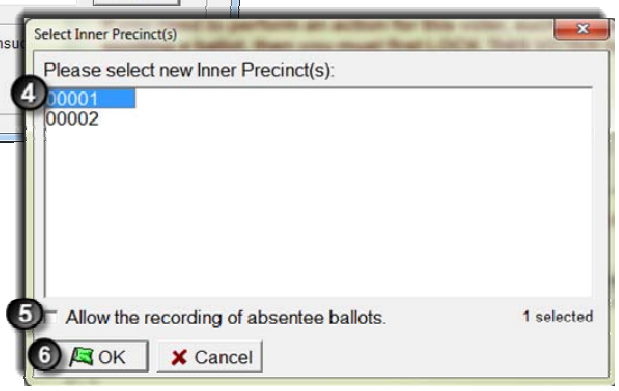
Preparing the Software for Election Day Use

A few brief steps can be performed in the EPB software prior to election day to assist election inspectors and minimize their tasks.

Select the precinct the laptop will represent.
If there are multiple precincts within your jurisdiction, the precinct the laptop will be used in needs to be selected in the EPB software.

To select the Precinct:

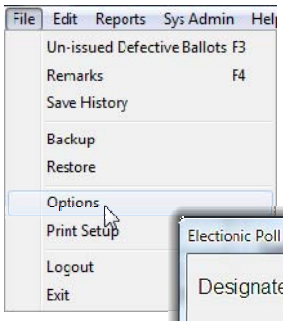




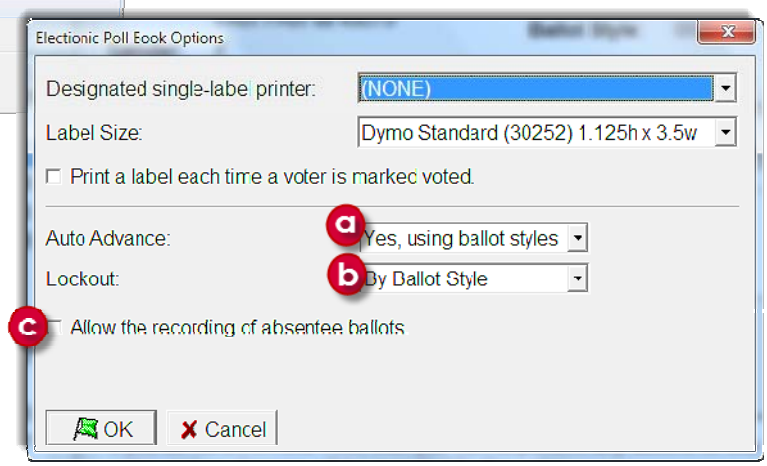
1. Double click the Electronic Poll Book icon on the desktop
2. Enter the Encryption Password and click Enter.
3. Enter the User Name and User Password (ADMIN) and click Enter.

   Note: Password is all caps.
4. Select the Inner Precinct the laptop will represent from the list.
5. If AV's are processed in the precinct, check the Allow the recording of absentee ballots box.
6. Click OK

Manage Options



To manage options, select **File** and then **Options** from the EPB menu. The most commonly used options are set as defaults.



a. **Auto Advance** – This option tells the software to auto fill the ballot number box with the next ballot number. Changing this to no, will require election inspectors to enter the ballot number with each transaction.

b. Lockout – This option is used to prevent the issuance of a single ballot number for each ballot style to multiple voters.

c. Allow the recording of absentee ballots – Check this box if absentee ballots will be

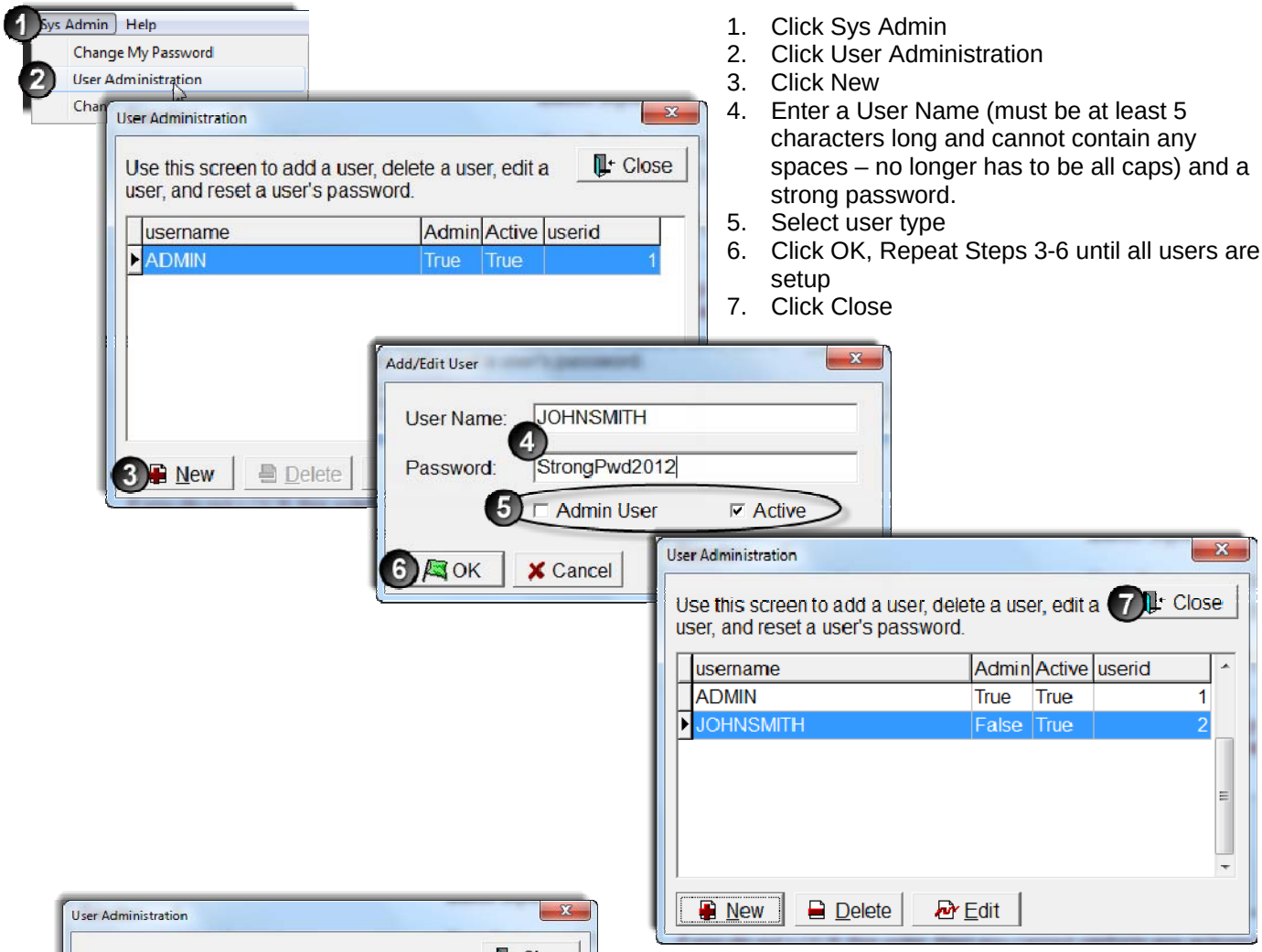
processed in the precinct(s) on Election Day.

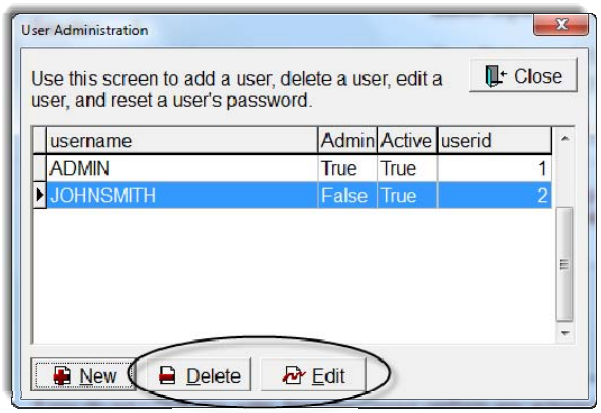
User Setup

User setup in the EPB is an important security step. The main EPB user or precinct chairperson should be setup as an Admin User. All other election inspectors that will use the EPB should be setup as Active users. Setting up a unique username and password for each EPB user will allow tracking of use on election day. The default username (ADMIN) **should not be used by election inspectors**. Note: passwords are case sensitive.

To add a user:

1. Click Sys Admin
2. Click User Administration
3. Click New
4. Enter a User Name (must be at least 5 characters long and cannot contain any spaces – no longer has to be all caps) and a strong password.
5. Select user type
6. Click OK, Repeat Steps 3-6 until all users are setup
7. Click Close





Editing or deleting a user: users may be deleted or edited by highlighting the name and clicking either Delete or Edit. The User Name, Password and user type can all be changed in the User Administration Edit screen. If deleting, a confirmation screen will pop up to confirm the deletion.

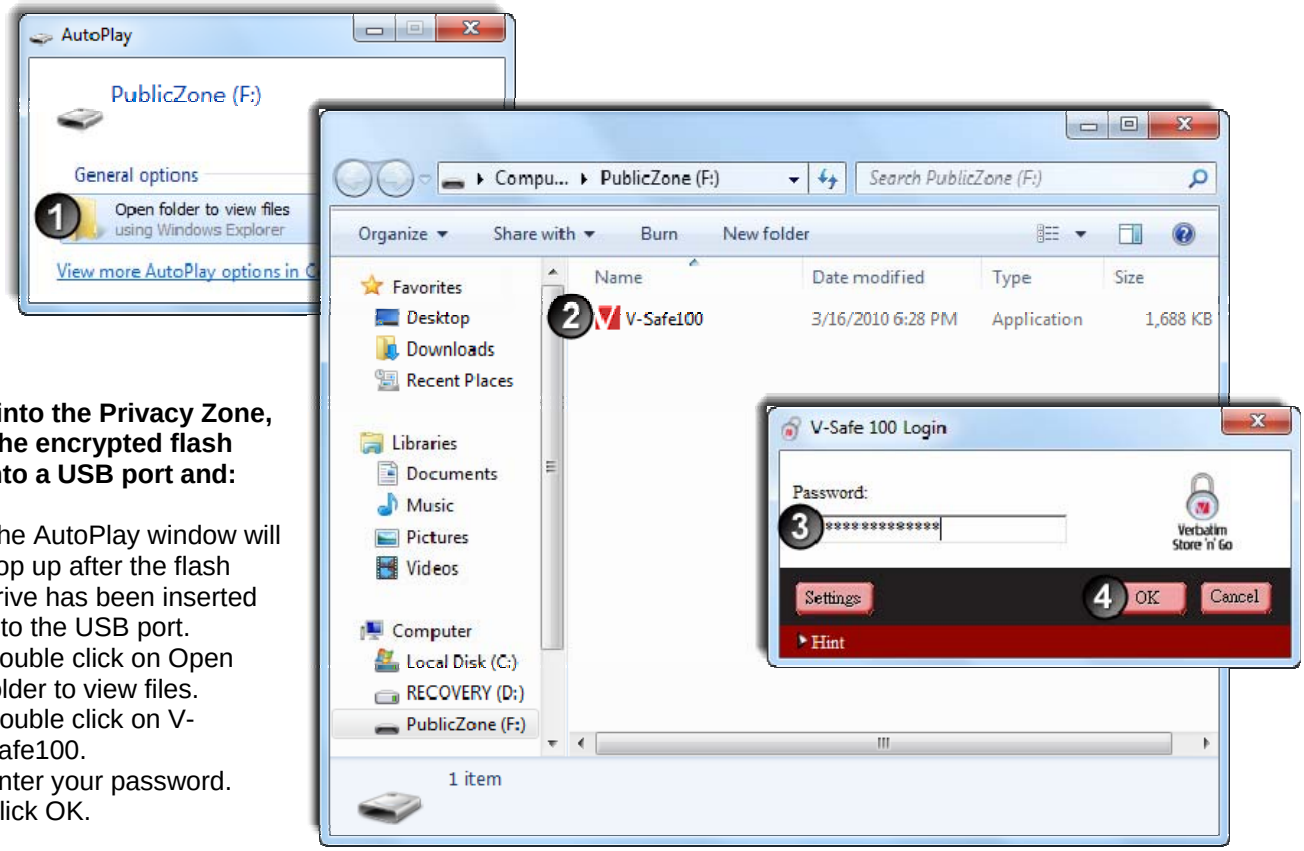
At this point, the EPB software can be closed and the laptop shut down and packed for election day. **<u>The encrypted flash drive must be included with the laptop in the appropriate case.</u>**

Election Day – Election Inspector's Guide

Preparing the EPB for Opening the Polls

Pull the laptop out of the case, plug it into a surge protector and plug the surge protector into the wall. There are two pieces to the power cord. Keep the power cord plugged in throughout the day to maintain a 100% charged battery in case of a power failure. Also, plug the magnetic card reader and mouse into USB ports. Then turn the laptop on. Once the laptop has booted up, insert the encrypted flash drive into a USB port.

Login to the encrypted flash drive's Privacy Zone.
The encrypted flash drive is a vital component of the EPB software program. The encrypted flash drive is a password protected file storage device. It keeps voter data protected, the backup file stored, and saves all of the work you have done on election day for the Clerk to use to update voter history and create precinct reports. When saving files, make sure the Privacy Zone is open and those files are being saved to the encrypted flash drive. Refer to this page throughout the day if unsure if the Privacy Zone is open or not.

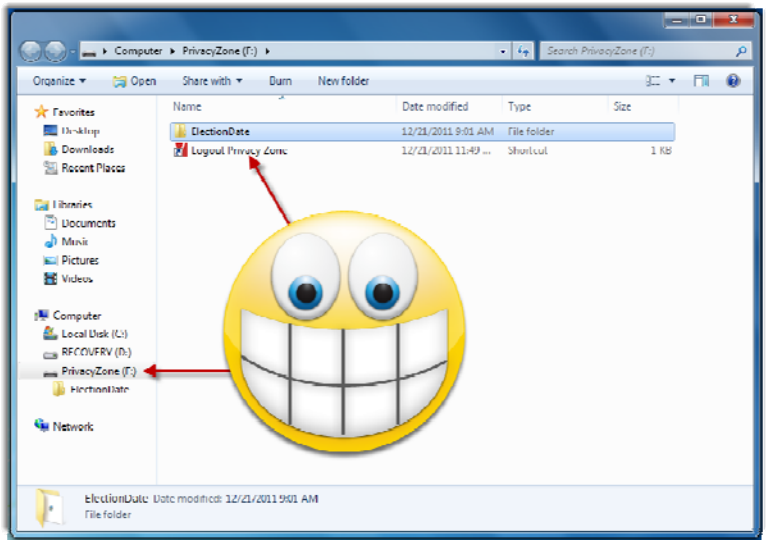


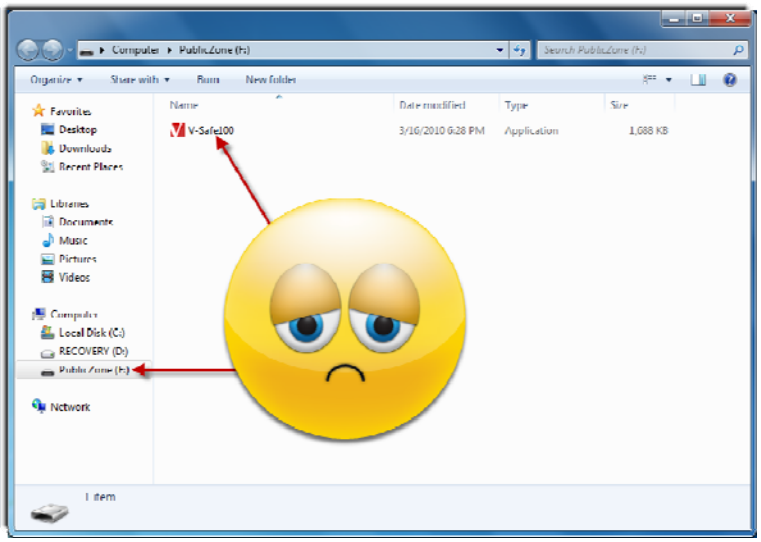
To log into the Privacy Zone, insert the encrypted flash drive into a USB port and:

1. The AutoPlay window will pop up after the flash drive has been inserted into the USB port. Double click on Open folder to view files.
2. Double click on V-Safe100.
3. Enter your password.
4. Click OK.

Ensuring the Privacy Zone has been set – look for the word privacy versus public

Every time the encrypted flash drive is unplugged from a computer, the flash drive will be logged out of the Privacy Zone for security reasons. When the flash drive is plugged back into a USB port, you will have to login again to access the Privacy Zone. This ensures the security of voter information stored on the flash drive. If V-Safe100.exe is listed, simply double click on that file and login with the strong password.





Starting and logging in to the EPB software
Once the encrypted flash drive has been plugged in and the Privacy Zone is opened, the EPB software can be opened.

To login to the EPB software:

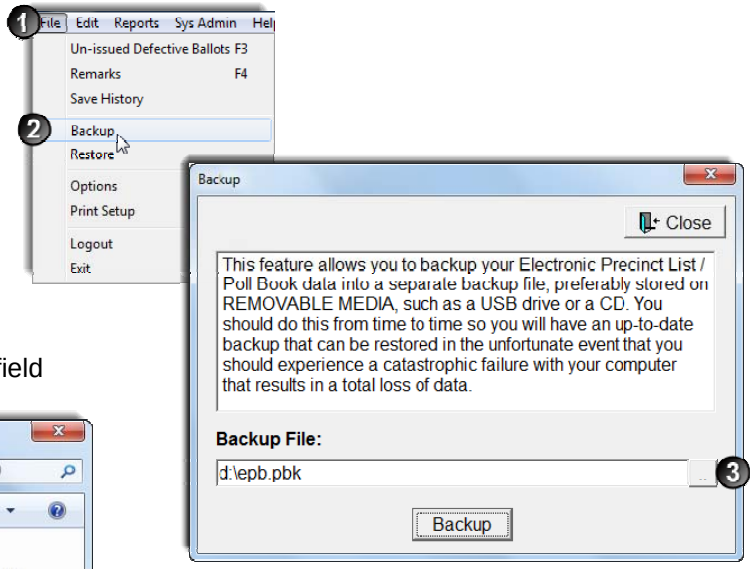
1. Double click on the Electronic Poll Book icon in the upper left corner of the desktop
2. Enter Encryption Password and click Enter
3. Enter User Name and User Password and click Enter

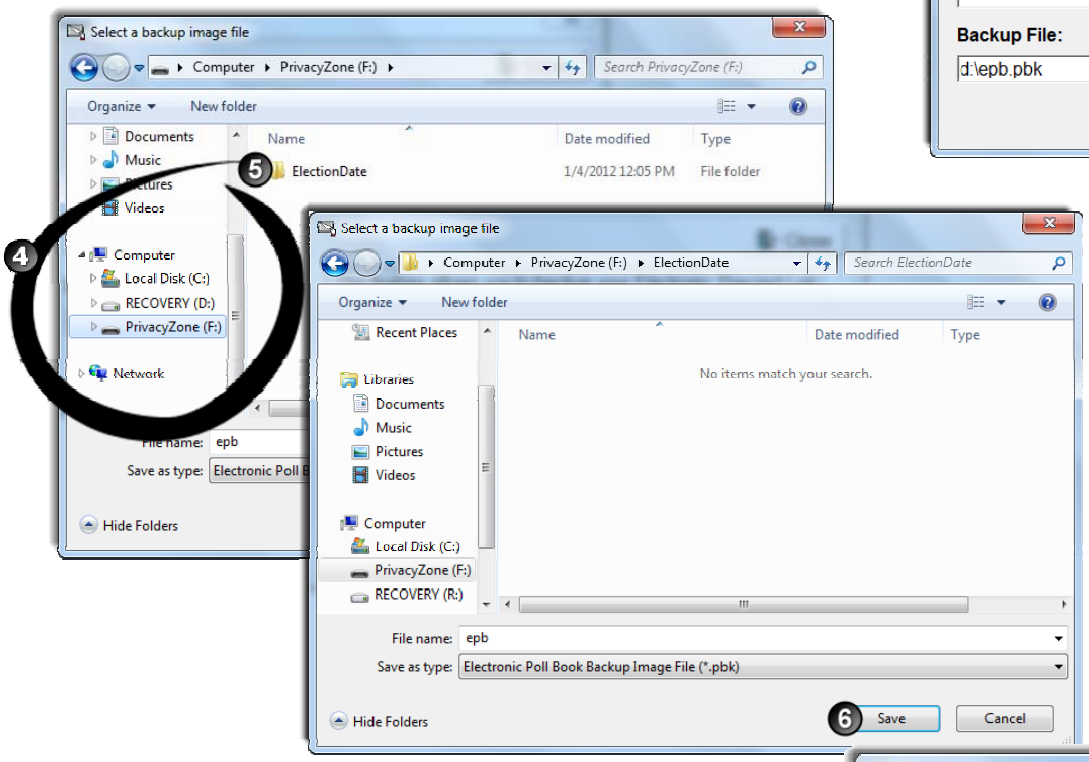
Perform the first EPB Backup

The encrypted flash drive must stay plugged into the laptop all day. Throughout the day a **Backup** will be performed to save voters that have been processed. This ensures the data will not be lost if there is a hardware failure. Pay attention to your laptop's settings when performing the initial **Backup**. Which letter your encrypted flash drive is labeled is dependent on the laptop being used (see #4).

To Backup the EPB:

1. Click File
2. Click Backup
3. Click this button at the end of the path field





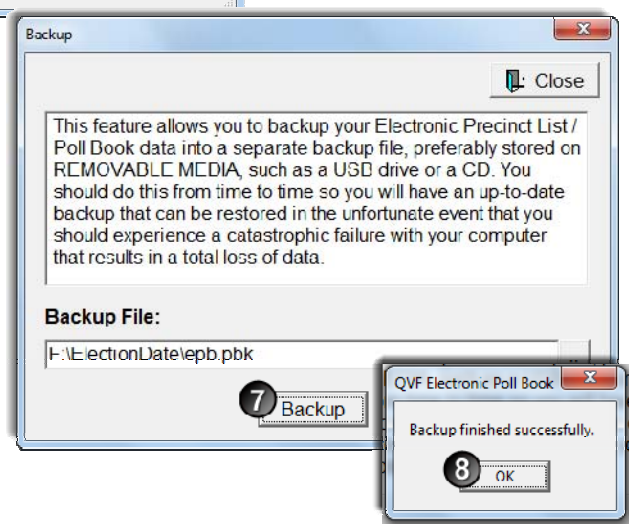
4. Select the drive that says PrivacyZone. It could be D, E, or F depending on the laptop. This is the drive that should be used to save files throughout the day and after the polls close. Future backups should remember the drive you select in this step.

5. Double click the [ElectionDate] folder

6. Click Save

7. Click Backup

8. After a few seconds, the Backup finished successfully screen will pop up. Click OK.

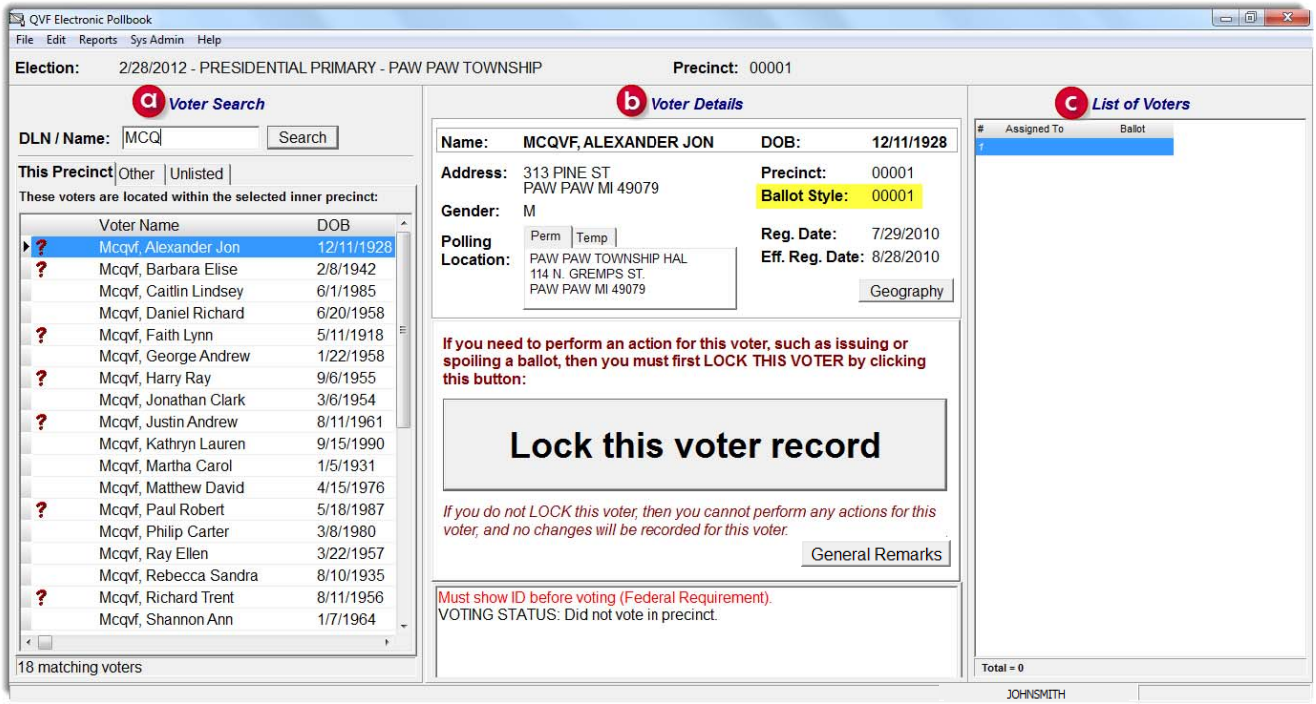


The laptop and EPB software are now ready for voters!

Election Day – Processing Voters

Overview

The EPB main screen is divided into three sections. Take a moment to become familiar with the various parts of the screen. **Make sure the top line lists the correct election and precinct number.**



a – Voter Search - The Voter Search section of the screen is the precinct list. All voters in your precinct will be listed under **This Precinct** tab**.** In addition, access to the lists of other precincts in the jurisdiction can be found listed in the **Other** tab. In certain situations, the **Unlisted** tab is available to add voters not found in either list.

b – Voter Details – The Voter Details section of the screen shows the voter's registration information at the top, including the appropriate **Ballot Style** that should be issued to the voter. In addition, the Geography button will provide detailed district information for each voter. The middle of the screen is the action box. Ballots will be assigned and recorded in that section. The bottom of the screen displays voting status flags. This portion of the screen is important to verify before issuing a voter a ballot.

c – List of Voters – The List of Voters section records the voter's name and what ballot number was assigned to them in a running list. This section is for reference; use it throughout the day to balance with the tabulator.

Processing Voters

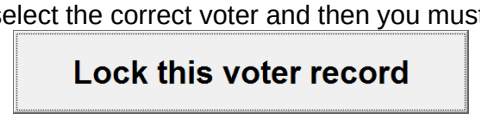
The EPB software contains the voter list for the precinct, records the ballots issued, and creates the List of Voters for the permanent record of the precinct. With a few clicks, a voter may be verified and assigned a ballot.

Important Note: If a voter does not wish to have their driver's license scanned, their name should be typed into the EPB software.

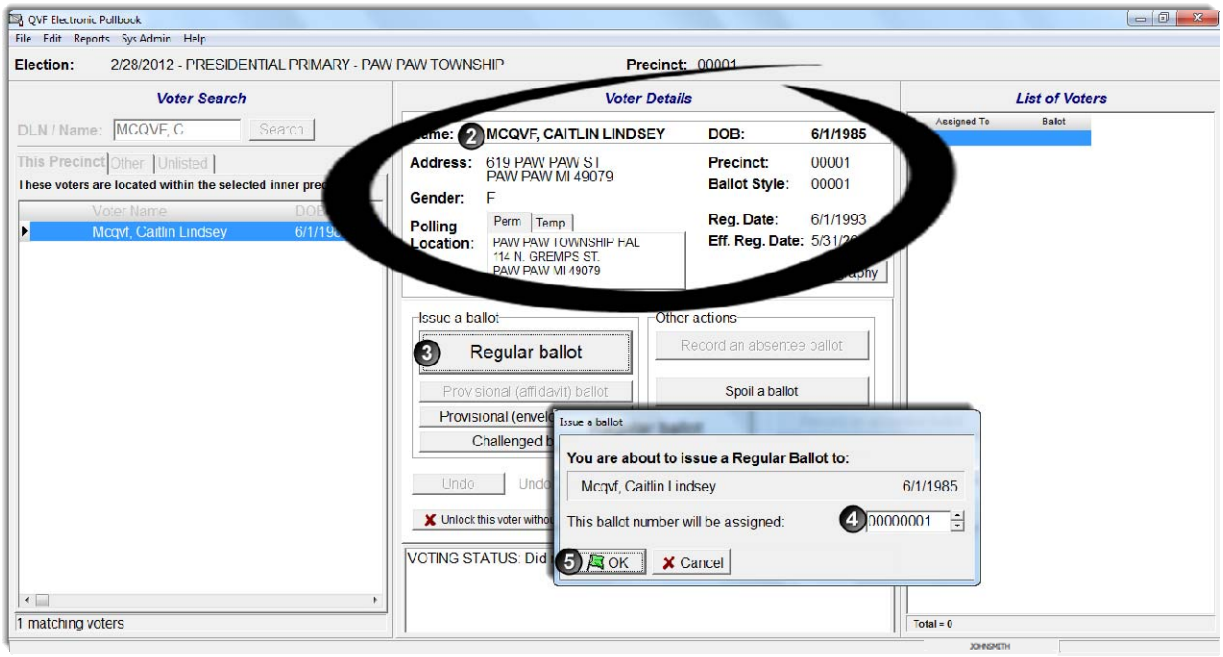
Assigning a Ballot

The voter must complete an *Application to Vote* and their photo identification must be verified or the *Affidavit of Voter Not in Possession of Picture Identification* must be completed before processing in the EPB software. Once those steps have been taken, process the voter in the EPB by following these steps:

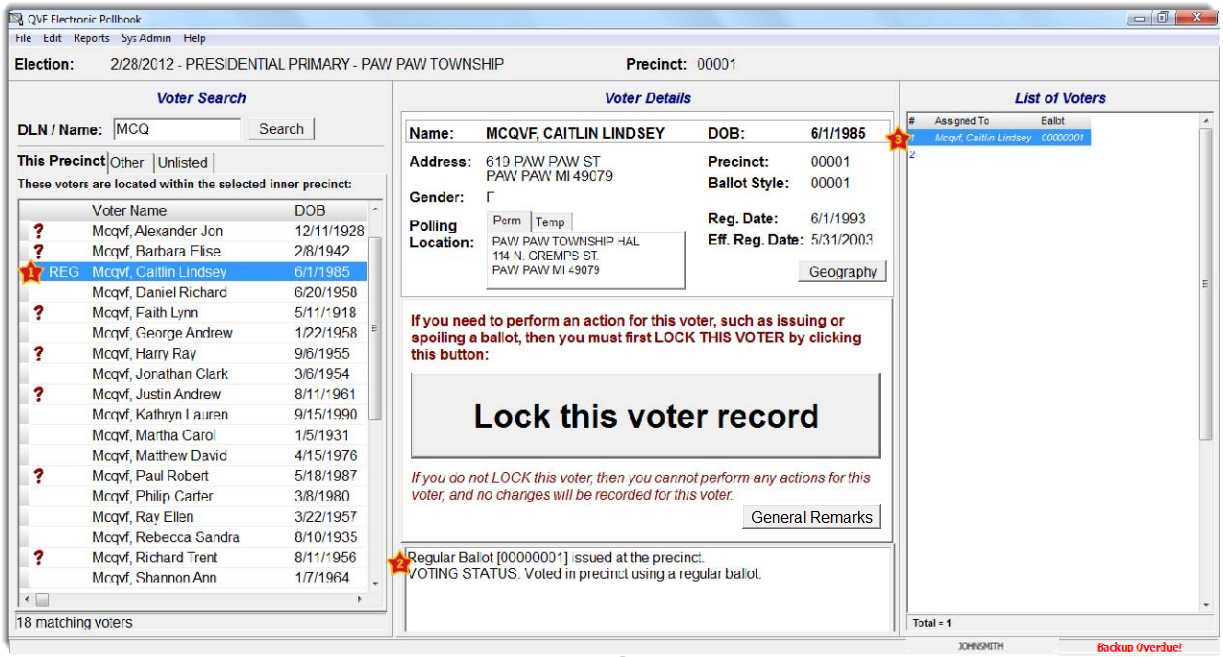
1. Swipe the voter's driver's license through the magnetic card reader or type the voter's name into the DLN/Name field, entering the last name first. If typing, select the correct voter and then you must click on "Lock this voter record," otherwise skip to Step 2.



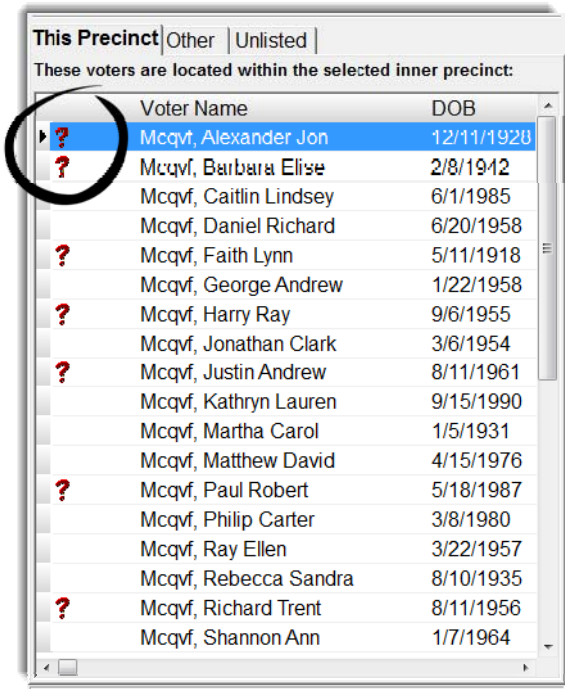
2. Verify the voter's information provided on the *Application to Vote* is the same as what is in the EPB.
3. Click Regular ballot
4. Enter the next available ballot number in the **This ballot number will be assigned** box (this number will auto fill after the first number for the ballot style has been entered)
5. Click OK – the voter's name will now be added to the List of Voters



Verify the ballot was issued – The main screen will return after the ballot is assigned. There are three places (seen below) to verify the ballot was processed in the EPB software. Be sure to complete the Election Inspector Completes portion of the *Application to Vote* and provide the voter a ballot in a secrecy sleeve. These duties may be divided amongst election inspectors. The voter will then go to a voting booth to vote their ballot and return the ballot to the tabulator.



Voters with Status Flags

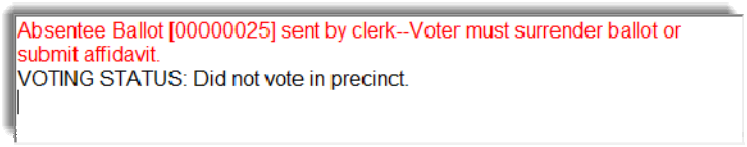


Some voters will have status flags that need to be addressed prior to issuing a ballot. Generally, something happened in the registration process that needs follow-up. For example, a signature was not obtained, the voter missed checking an answer to the citizenship question, an absentee ballot was issued, information was obtained that the voter may have moved, etc.

A voter has a status flag if he or she has a red question mark next to his or her name. When a red question mark is found, look to the Voter Status window at the bottom of the Voter Details screen to determine the issue.

Absentee Ballot sent by clerk –

This voter was sent an absentee ballot. The voter must surrender the absentee ballot or complete the *Affidavit of Lost or Destroyed Absentee Ballot* **after approval from the Clerk**.

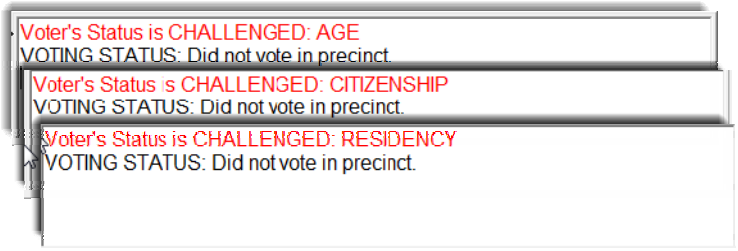


Absentee Ballot sent/received by clerk –

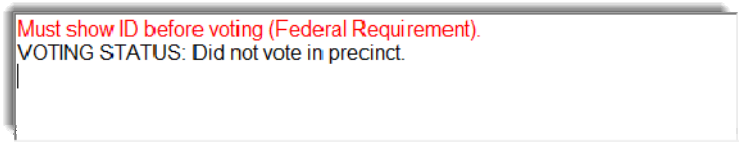
This voter was sent an absentee ballot and returned it to the Clerk. **DO NOT** issue this voter a ballot as they have already voted.

Voter's status is CH – Age, Citizenship or Residency

This voter has been formally challenged and must complete the challenge process before being issued a challenged ballot. Seek assistance from the precinct chairperson to complete this process. The EPB processing is the same as a regular voter except Challenged ballot is selected in the Issue a ballot box. A CHAL will appear next to the voter's name after processed (see page 23).



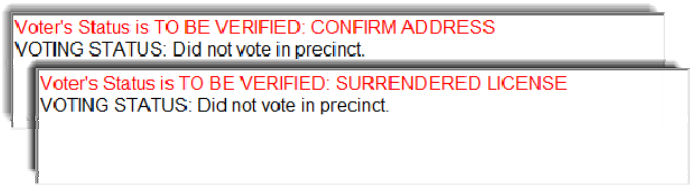
Must show ID before voting (Federal Requirement) -



This voter must show photo ID or a paycheck, government check, utility bill, bank statement, or a government document which lists his or her name and address (if no photo ID but provides one of the documents listed above, must sign the *Affidavit of Voter Not in Possession of Photo ID* as well) prior to being issued a ballot.

Voter's Status is V: Confirm Address or Surrendered License

This voter must verbally confirm the address listed in the EPB. If the voter does not confirm the address, the procedure for voters that have moved must be taken.



Voter's Status is V: Confirm Citizenship

This voter must complete a voter registration card and mark yes on the citizenship box. If the voter marks no, DO NOT issue a ballot.

Voter's Status is V: Sign Registration Card

This voter must sign a voter registration card prior to being issued a ballot.

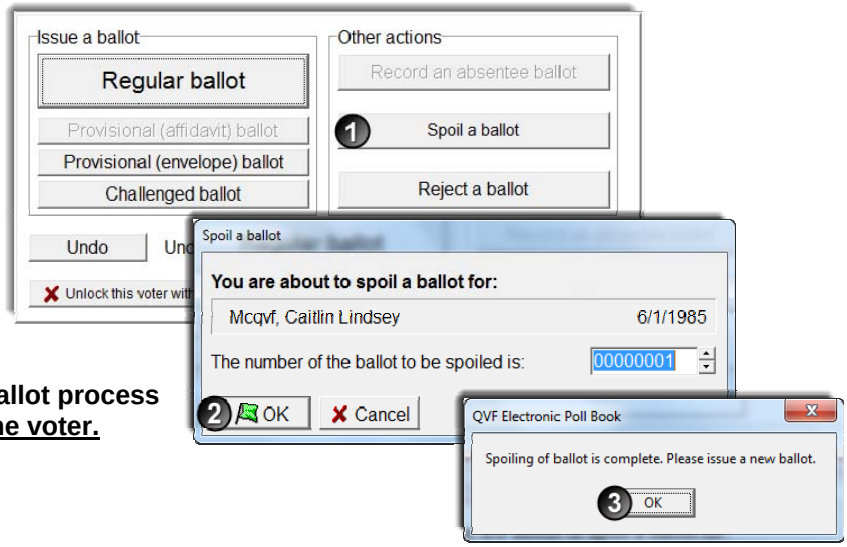
Processing a Spoiled Ballot

A voter may request a new ballot if needed and a new ballot must be issued, no matter how many times the voter requests a new one. The voter should write "SPOILED" at the top of their ballot, remove the ballot stub, and place in the Spoiled Ballot Envelope. The *Application to Vote* should be changed to note the new ballot number. In addition, the new ballot must be recorded in the EPB software.

To spoil a ballot:

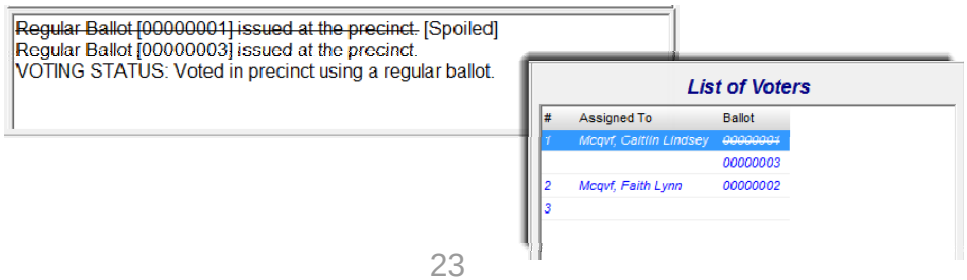
Pull the voter's record up in the EPB software by typing the voter's name into the DLN/Name field, entering the last name first, select the voter's name, click Lock this Voter Record and:

1. Click Spoil a ballot
2. Click OK – the software will automatically enter the ballot number you are spoiling.
3. Click OK



After the ballot is spoiled, the regular ballot process must be used to <u>issue a new ballot to the voter.</u>

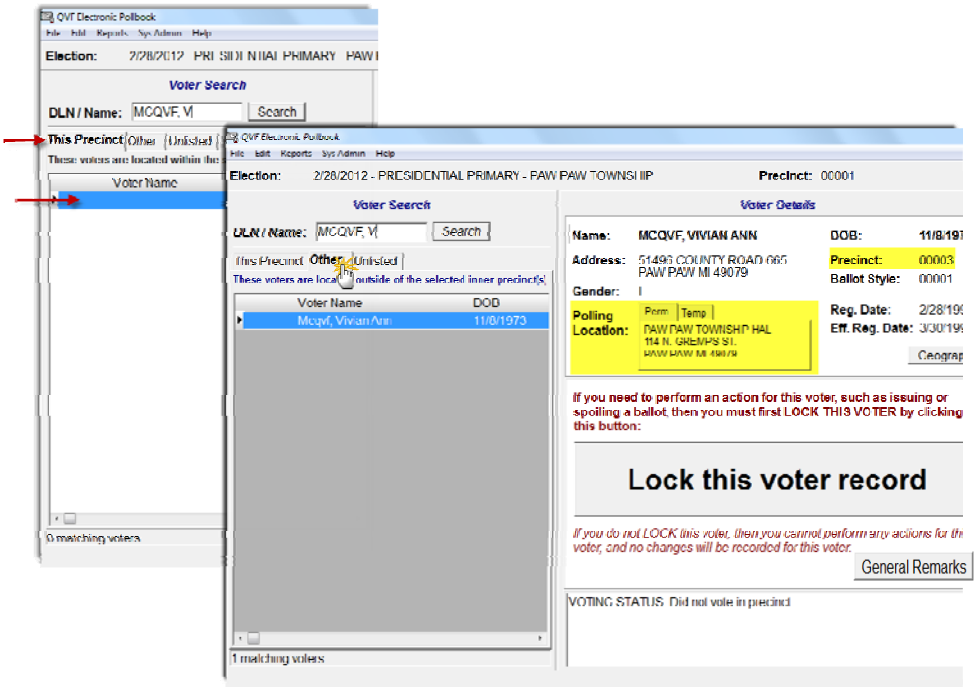
Once the process is complete, verify the recording was done properly by looking at the Voter Status screen and the List of Voters.



Missing Voters

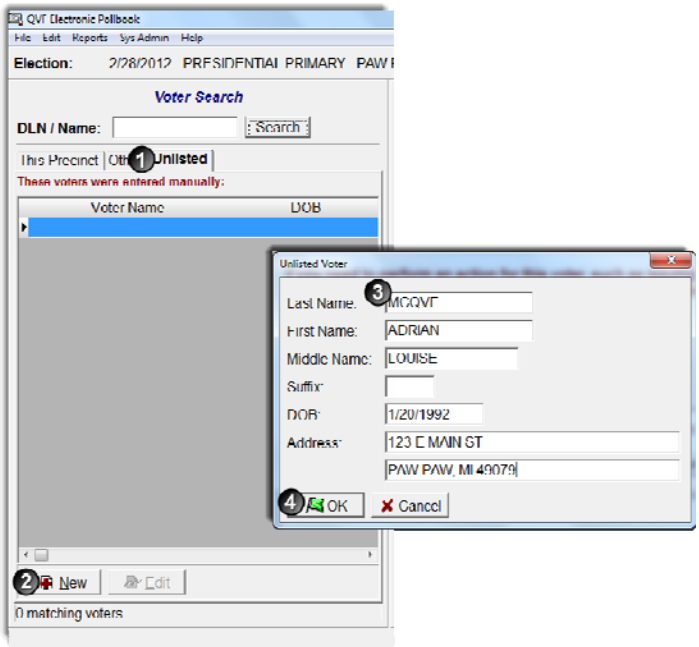
Other Tab

The EPB software gives election inspectors the ability to look up voters throughout the jurisdiction, not just in the precinct they are working. If the voter does not pop-up after look up, click on the **Other** tab. If the voter is registered to vote within the jurisdiction, click on their name and view their polling location. Explain to the voter that they are registered in a different polling location and/or precinct and direct them to the appropriate location. Be sure to click back to the **This Precinct** tab before processing the next voter. If using combined precincts, click on the **Temp** tab in the Polling Location box to view the polling location for the current election.



Unlisted

If a voter is not found under the **This Precinct** tab or the **Other** tab, the citizen is not registered to vote in the Qualified Voter File (QVF) for that jurisdiction. The chairperson, with the assistance of the Clerk, should determine whether the citizen is eligible to vote. If it is determined that the citizen is a qualified voter that should vote in that precinct, they must be added to the list.



To add a voter to the list:

1. Click the Unlisted tab
2. Click New
3. Enter the voter's information
4. Click OK

After the voter is added, a ballot number must be assigned. The Clerk will provide guidance but usually an unlisted voter will be issued a **Provisional (envelope) ballot** (PR-E) or a **Provisional (affidavit) ballot** (PR-A). However, on rare occasions, a **Regular** or **Challenged** ballot may be issued.

Important note: Ballot numbers must be manually entered for unlisted voters and the next regular ballot issued will need to be adjusted, it will not auto advance.

Other Voter Types

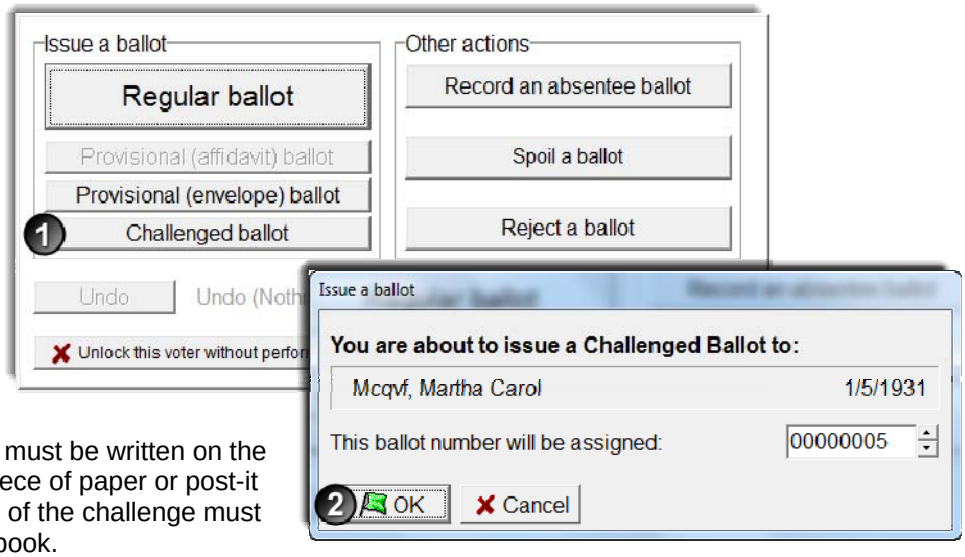
Challenged Voters

If a voter is Challenged by a Challenger the voter must be issued a Challenged ballot and that Challenged ballot must be recorded in the EPB. Please note, the Challenge must be directed to the chairperson and all steps must be carried out prior to issuing the challenged ballot. Follow the instructions below to issue a challenged ballot in the EPB software.

To issue a Challenged ballot:

Pull the voter's record up in the EPB software, lock it in if necessary and:

1. Click Challenged ballot
2. Verify the ballot number being issued is correct or enter the ballot number and Click OK



Important note: The ballot number must be written on the physical ballot and covered with a piece of paper or post-it tape. In addition, full documentation of the challenge must be recorded in the <u>paper</u> binder pollbook.

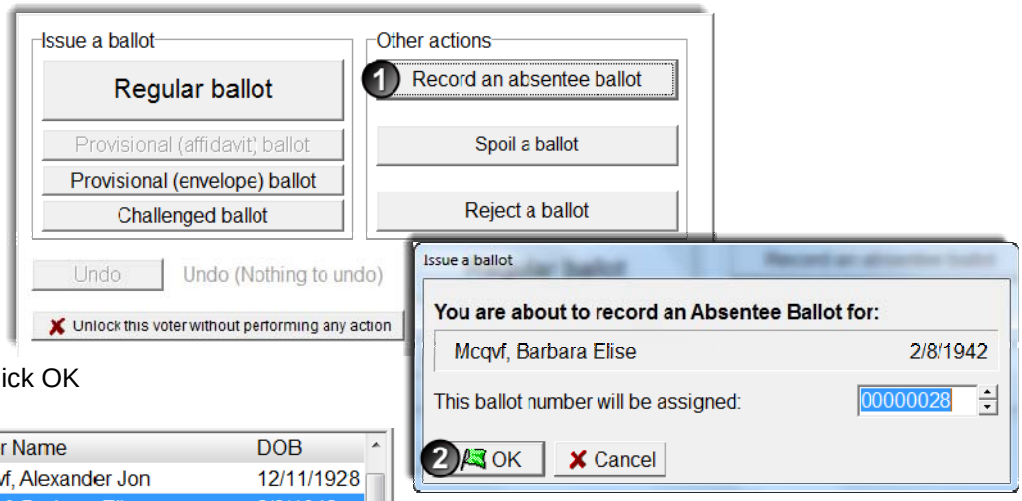
Recording Absentee Ballots

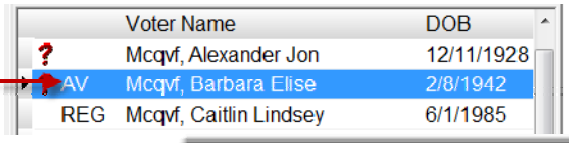
If absentee ballots are being processed in the precinct and the Clerk has instructed entry into the EPB software versus using the paper Addendum List of AV voters, follow the instructions below to process the ballots in the EPB software.

To record an absentee ballot:

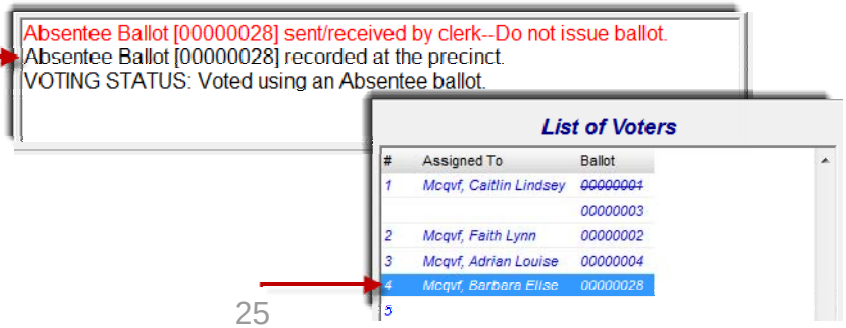
Pull the absent voter's record up in the EPB software, lock it in if necessary and:

1. Click Record an absentee ballot
2. Verify ballot number (enter if not auto filled) is the same as assigned - Click OK



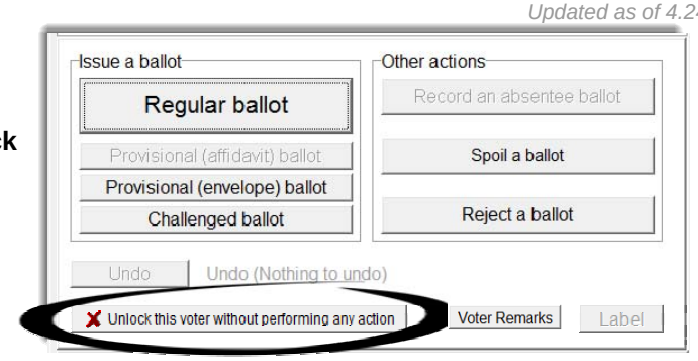


Once the process is complete, verify the recording was done properly by looking for AV next to the voter's name, the Voter Status screen and the List of Voters.



Correcting Mistakes

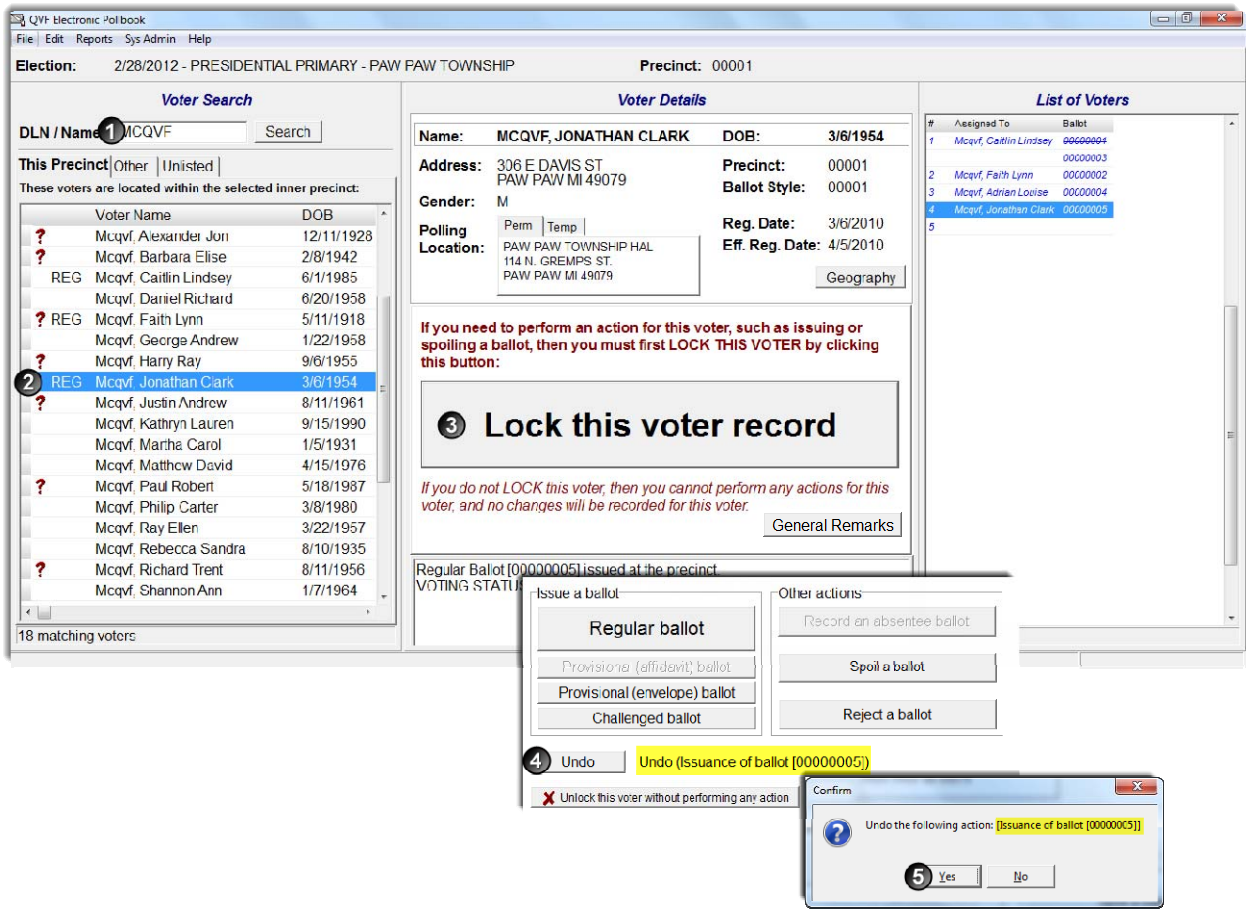
If a voter is selected in error, simply click **Unlock this voter without performing any action** to return to the main screen.



If an entry mistake occurs, whether the wrong ballot number or the wrong voter was issued a ballot, using the **Undo** function will aid in correcting the mistake.

To correct a mistake:

1. Search for the voter, using the DLN/Name search box
2. Select the voter
3. Click Lock this voter record
4. Click Undo
5. Click Yes



Notice the action you are undoing is in brackets next to the Undo button and in the confirmation box. Use the *Application(s) to Vote* to ensure you are making the correction properly. The **Undo** function should <u>not</u> be used to attempt to fix major mistakes. If several ballots have been issued out of sequence, correct this type of error with a remark and by ensuring the next voter is correct from that point forward.

Important note: The **Undo** feature is **<u>NOT</u>** for spoiling ballots (see Spoiled Ballots on page 21). If you have questions as to when the **Undo** function is appropriate to use, consult your local Clerk.

Remarks

Any time a correction is made, a remark should be entered. In addition, remarks should be made throughout the day to document events that happened in the polling place that are significant. Providing this information aids the Clerk in understanding what took place throughout the day. There are two types of remarks. Be sure to use the correct type based on the comment you need to make.

To enter a General Remark:

1. Click File (or the *General Remarks* button and skip to step 3)

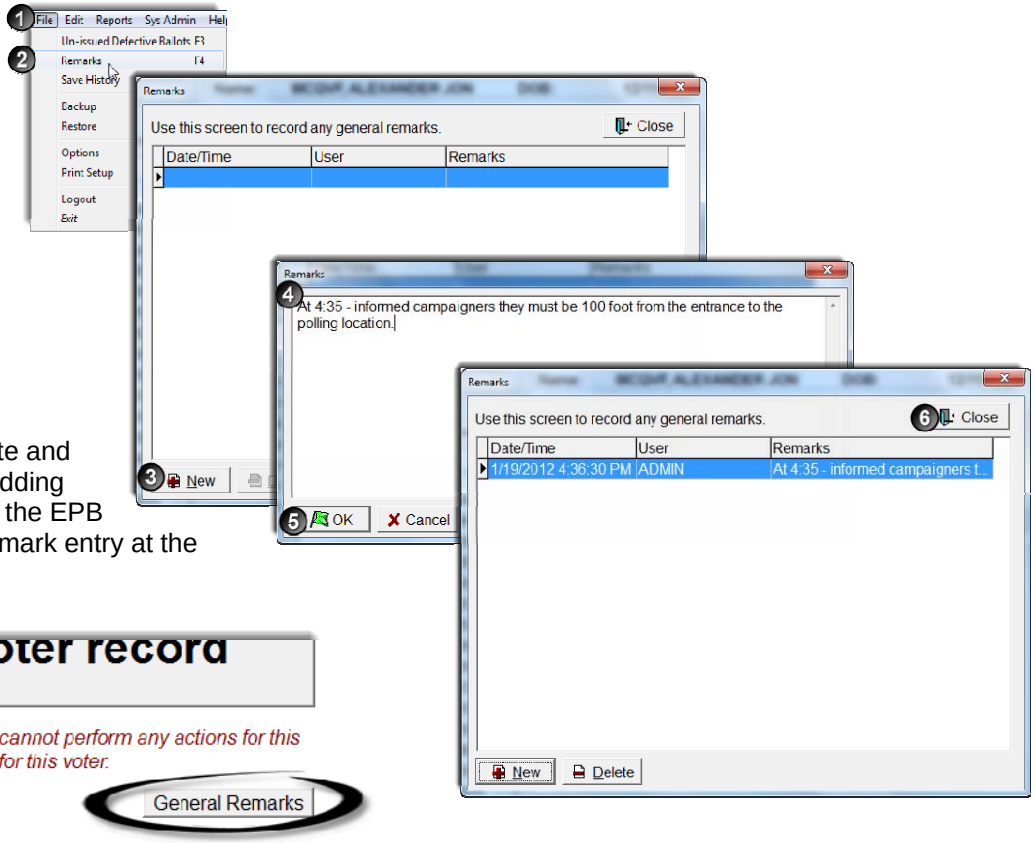
2. Click Remarks

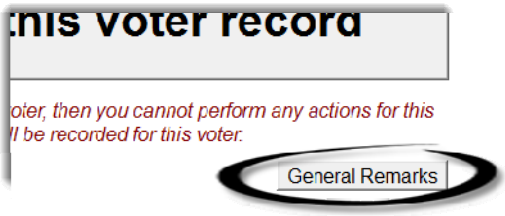
3. Click New

4. Enter Remark, the EPB automatically records the date and time of the entry, however, adding the time is recommended as the EPB is not always available for remark entry at the time the event took place.

5. Click OK

6. Click Close





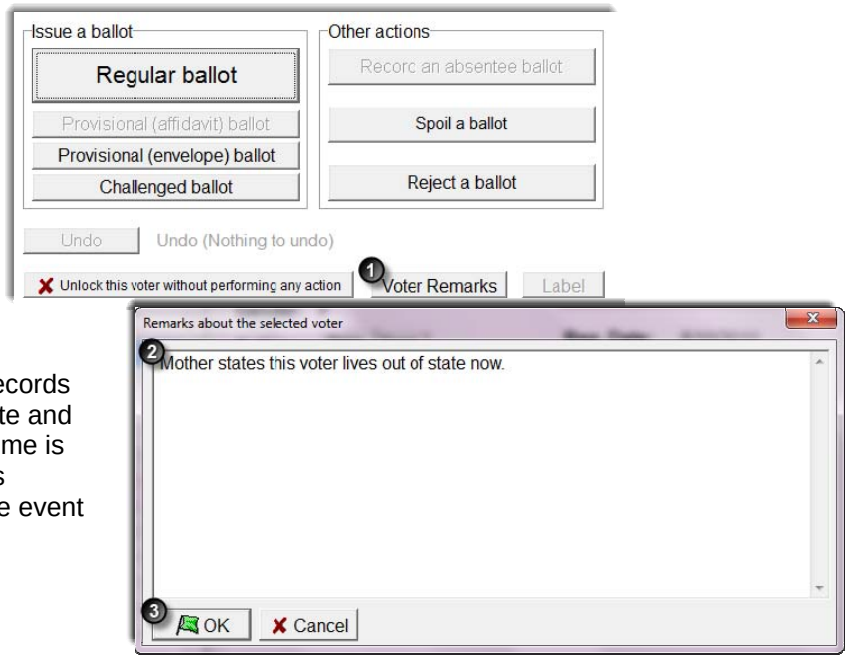
To tie a Remark to a specific voter:

Pull the voter's record up in the EPB software, by typing the voter's name into the DLN/Name field, entering the last name first, click Lock this Voter Record and:

1. Click Voter Remarks

2. Enter Remark, the EPB automatically records the Voter Name, Voter Number, and date and time of the entry, however, adding the time is recommended as the EPB is not always available for remark entry at the time the event took place.

3. Click OK



Reject a Ballot

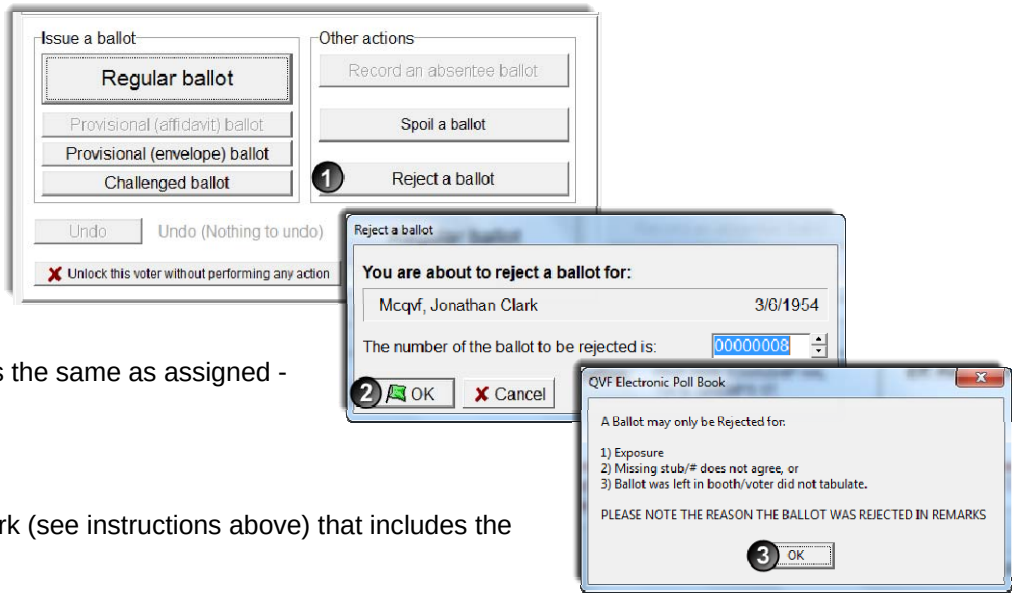
A ballot is rejected only in a situation where a voter will not be issued a new ballot. Valid reasons for rejection are:

1. Exposure – A voter intentionally exposed his or her marked ballot to others at the polling place.
2. Missing stub/ballot number does not agree – It is discovered during the ballot serial number verification process that the stub on the ballot that was issued to the voter at the polls is missing or bears a different number than the number recorded on the voter's *Application to Vote.*
3. Ballot was left in booth/voter did not tabulate – A voter neglected or refused to tabulate his or her ballot.

If any of these situations arise, a voter <u>may not</u> be issued a replacement ballot. The ballot must be rejected.

To Reject a ballot:

Pull the voter's record up in the EPB software, by typing the voter's name into the DLN/Name field, entering the last name first, click Lock this Voter Record and:



1. Click Reject a ballot
2. Verify ballot number is the same as assigned - Click OK
3. Click OK
4. Record a Voter Remark (see instructions above) that includes the reason for rejection

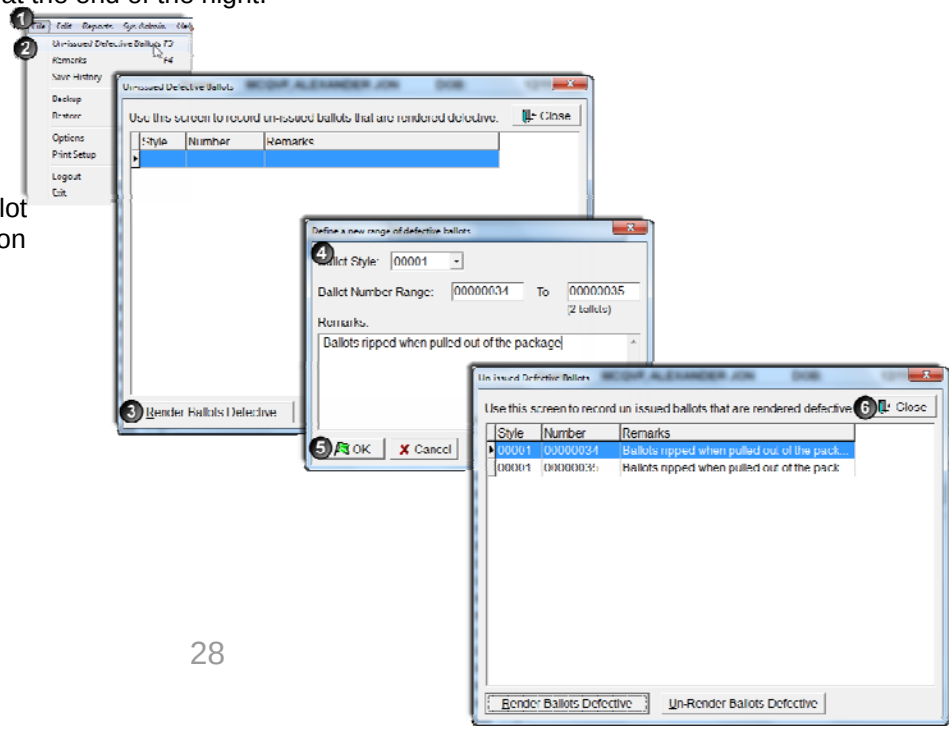
The EPB software will not allow another ballot to be issued to a voter with a rejected ballot. If a ballot was mistakenly rejected, the rejection must be removed by using the Undo button (see Correcting Mistakes pg. 24).

Un-issued Defective Ballots

If a ballot becomes unusable and it is within the number range being used, it must be recorded as defective in the EPB software to ensure balancing at the end of the night.

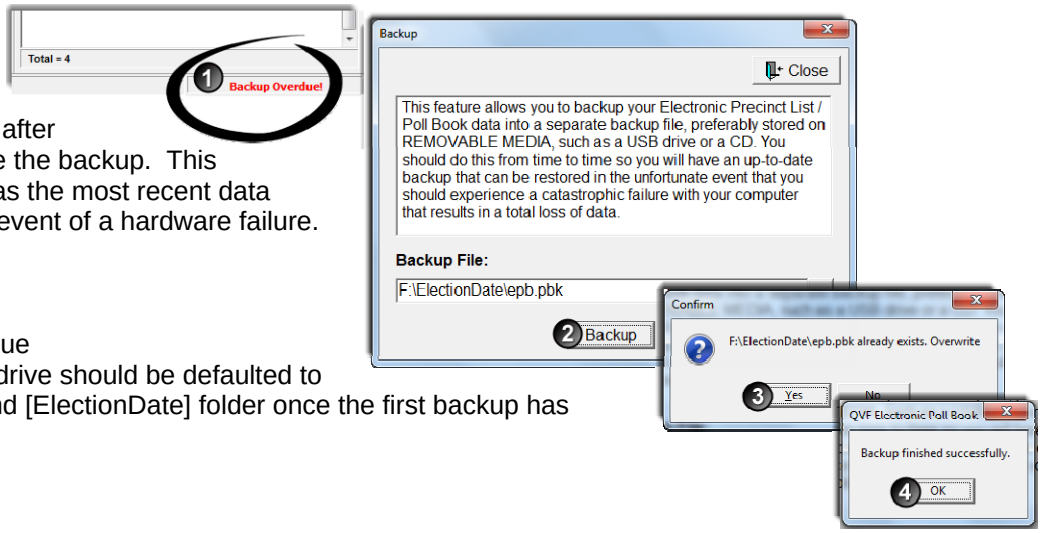
To record defective ballots:

1. Click File
2. Click Un-issued Defective Ballots
3. Click Render Ballots Defective
4. Select the ballot style, enter the ballot number range, and record the reason the ballot is defective.
5. Click OK
6. Click Close



Backup Throughout the Day

Approximately every half hour, the EPB software will notify the user that a backup is overdue. It is important to take a moment after processing a voter to update the backup. This will ensure the flash drive has the most recent data entered into the EPB in the event of a hardware failure.



To Backup:

1. Click Backup Overdue
2. Click Backup – the drive should be defaulted to the Privacy Zone and [ElectionDate] folder once the first backup has been completed
3. Click Yes
4. Click OK

Timeout

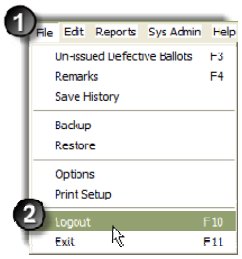
For security reasons, the EPB software will logout a user after thirty minutes of inactivity. This can be avoided by moving the mouse and/or clicking into the DLN/Name field if there are long periods of inactivity. If the EPB software logs out the user, simply reenter the User Name and User Password and click Enter.

Switching Users

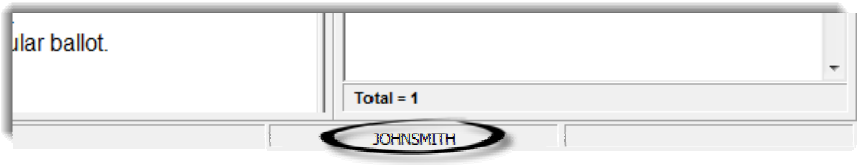
To switch users, simply use the **Logout** function by:

1. Click File
2. Click Logout

Then simply login with the new username and password.



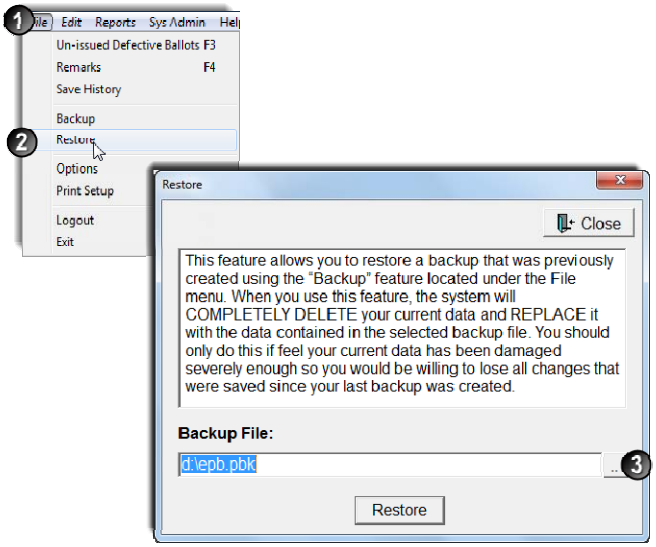
The current user is listed in the lower right hand corner of the screen as illustrated below.



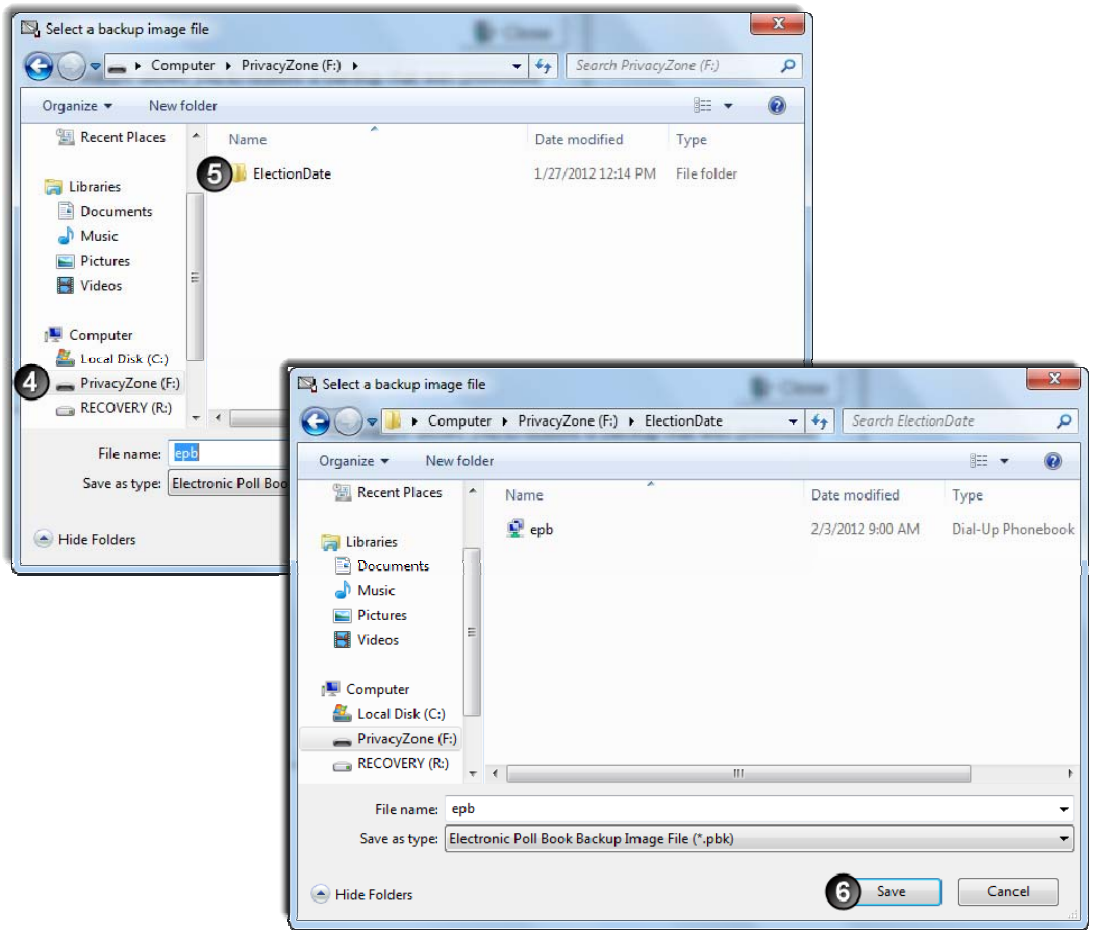
Restoring the Database

In the event the laptop fails and the EPB needs to be reinstalled on a new laptop on election day, the **Restore** feature will reload all of the information entered up to the point of the last backup. The only data missing would be entries made in the EPB since the last backup. That information can be added back in using the *Applications to Vote*. The Administrator username and password must be obtained from the Clerk for the initial login when the software is re-installed**.**

Once the EPB software has been installed (see pages 11-14) onto the new laptop, login to the encrypted flash drive, and perform the following steps:

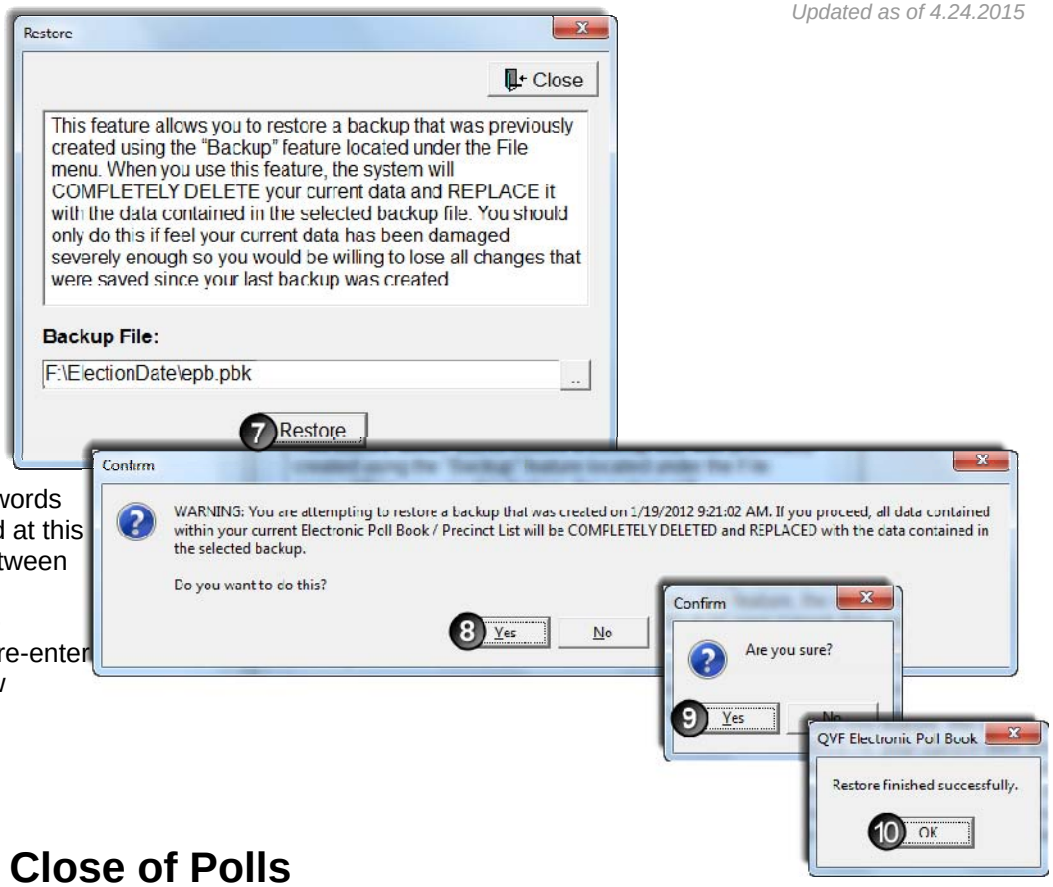


1. Click File
2. Click Restore
3. Click this button .. at the end of the path field



4. Make sure the Privacy Zone is selected
5. Double click [ElectionDate] folder
6. Click Save

7. Click Restore
8. Click Yes
9. Click Yes
10. Click OK



All usernames and passwords will need to be re-created at this point. If time elapsed between the last backup and the restoring of data, use the *Application(s) to Vote* to re-enter voter(s) and process new voters.

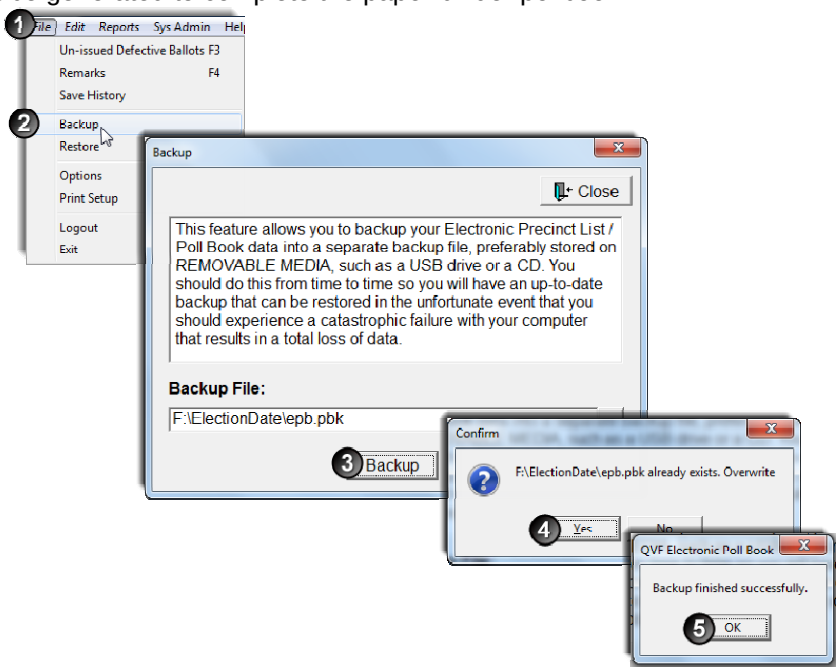
Election Day – Close of Polls

After the close of polls on election day, data processed in the EPB software must be saved one last time to the encrypted flash drive and reports must be generated to complete the paper binder pollbook.

One Final Backup

After all voters have been processed in the EPB, perform one last **Backup** to ensure all data is saved to the encrypted flash drive.

1. Click File
2. Click Backup
3. Click Backup
4. Click Yes
5. Click OK



Creating Reports

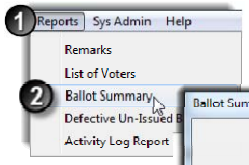
The EPB software generates the three reports necessary for completion of the paper binder pollbook/official record of the precinct in just a few steps. Those reports include the Ballot Summary, the List of Voters, and the Remarks report. In addition, voter history is also saved in a manner that can easily be uploaded into the Qualified Voter File (QVF) or Elections Management Portal (EMP) in a matter of seconds, ensuring accurate recording of voters in the master voter registration database.

Ballot Summary

The **Ballot Summary** documents the total number of ballots assigned to the precinct and how each ballot was used. Throughout the day, the EPB software tracks spoiled (F), rejected (G) and Provisional "envelope" (I) ballots. The remaining ballot types must be inputted by the user and the EPB software will calculate and balance the **Ballot Summary**.

To complete the Ballot Summary:

1. Click Reports
2. Click Ballot Summary



Enter the Number of ballots delivered to precinct for each ballot style:

3. (A)Enter the Starting number and the Ending number of the first ballot style. If using more than one ballot style, tab to create a new line and repeat the process until all styles are listed. The Count will be calculated automatically.

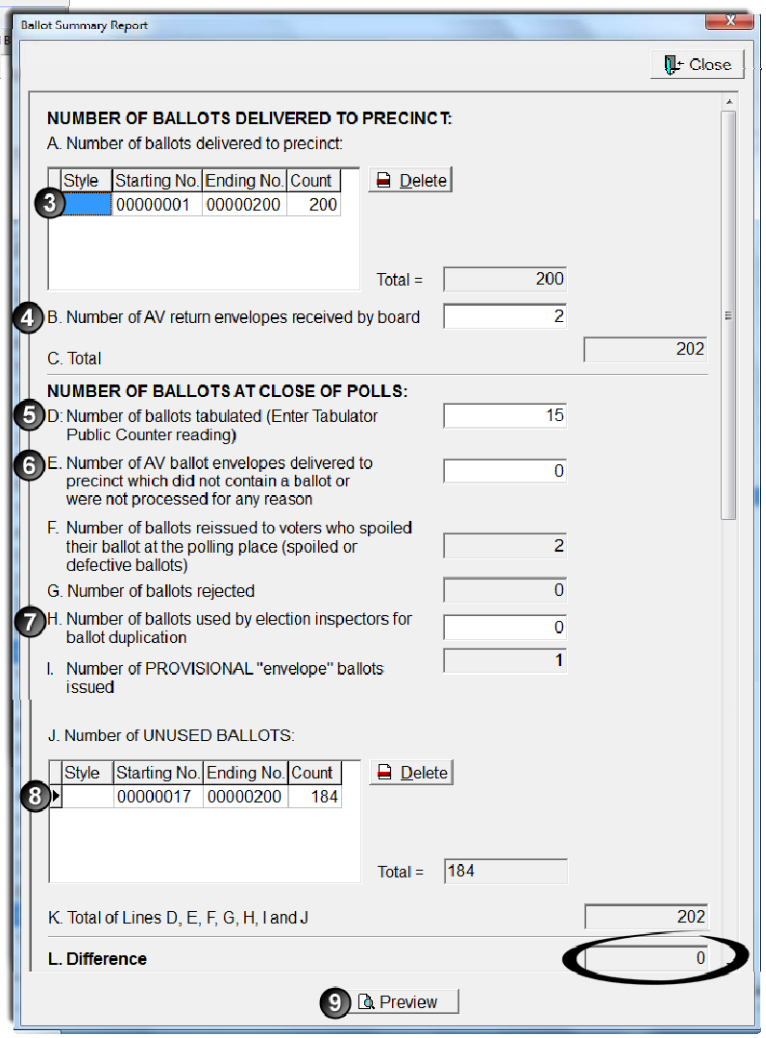
4. (B)Enter the Number of AV return envelopes received by board, if absentee ballots are being processed in the precinct. If absentee ballots are not being processed in the precinct, this box will already be completed with a 0.

Enter the Number of ballots at close of polls:

5. (D)Enter the Number of ballots tabulated. This number is found on your tabulator.

6. (E)Enter the Number of AV ballot envelopes delivered to precinct which did not contain a ballot or were not processed for any reason, if absentee ballots are being processed in the precinct. If absentee ballots are not being processed in the precinct, this box will already be completed with a 0.

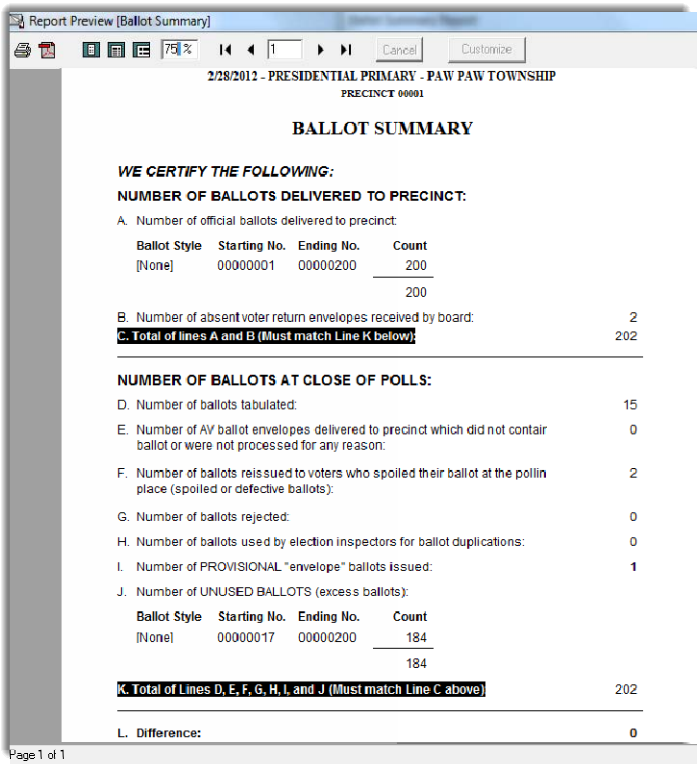
7. (H)Enter the Number of ballots used by election inspectors for ballot duplication.



8. (J)Enter the Number of Unused Ballots by entering the Starting Number (the next ballot that would be issued) and the Ending Number of the unused ballots. If using more than one ballot style, tab to create a new line and repeat the process until all styles are listed. Tab out of the box or place the cursor in a different box to make the totals calculate.

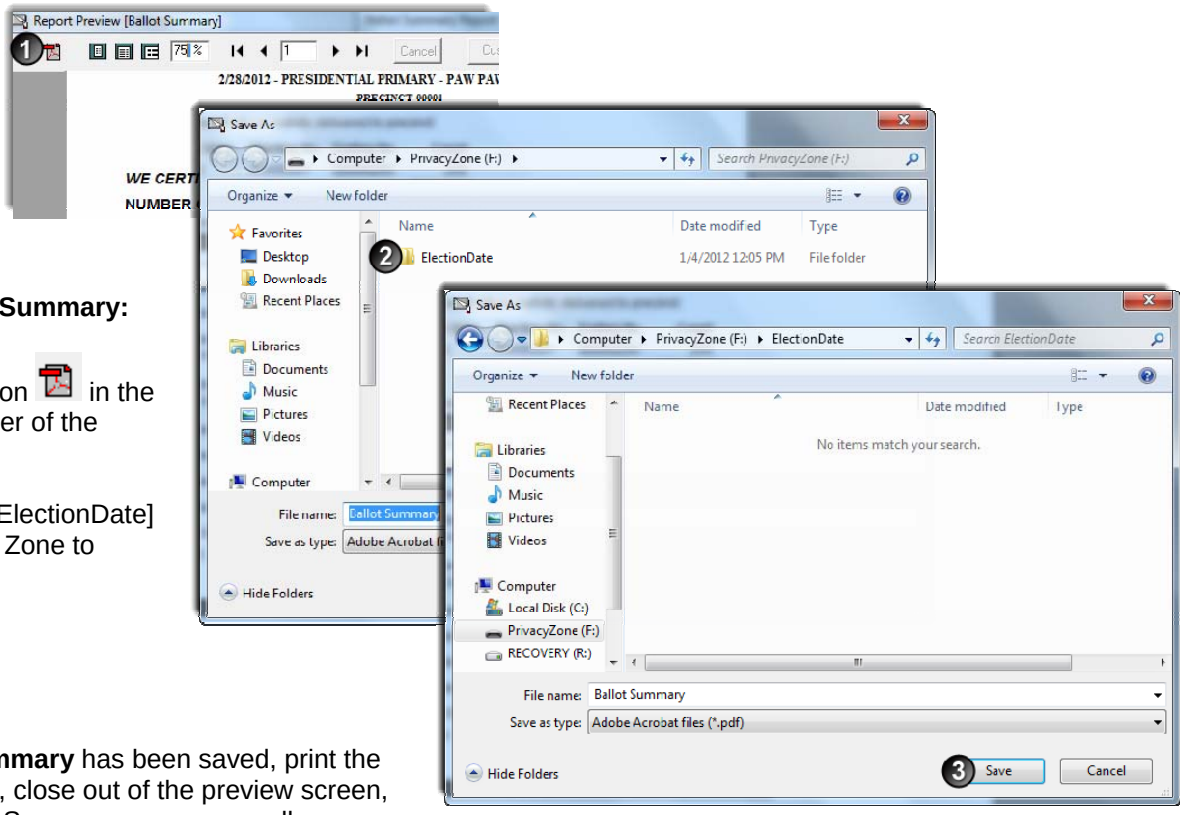
STOP – L must be 0. If L is not 0, double check items 3-8 and ensure everything was entered correctly. If there is a known reason for not balancing and it is unable to be resolved, a detailed **Remark** must be made to explain to the Board of Canvassers why the precinct does not balance.

9. Click Preview



The **Ballot Summary** report will pop-up after clicking **Preview**. Be sure to review the summary to ensure all information was entered correctly and that the summary balances (Line L = 0).

At this point, the **Ballot Summary** must be saved to the encrypted flash drive. If your precinct has the ability to print, the **Ballot Summary** should be printed as well. Otherwise, the reports will be printed at the Receiving Board.



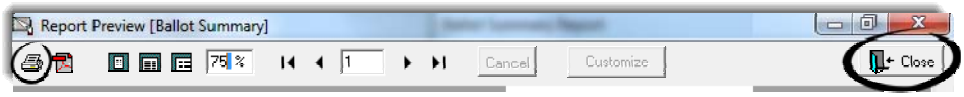
To save the Ballot Summary:

1. Click the .pdf button in the upper left hand corner of the screen.

2. Double click the [ElectionDate] folder in the Privacy Zone to open.

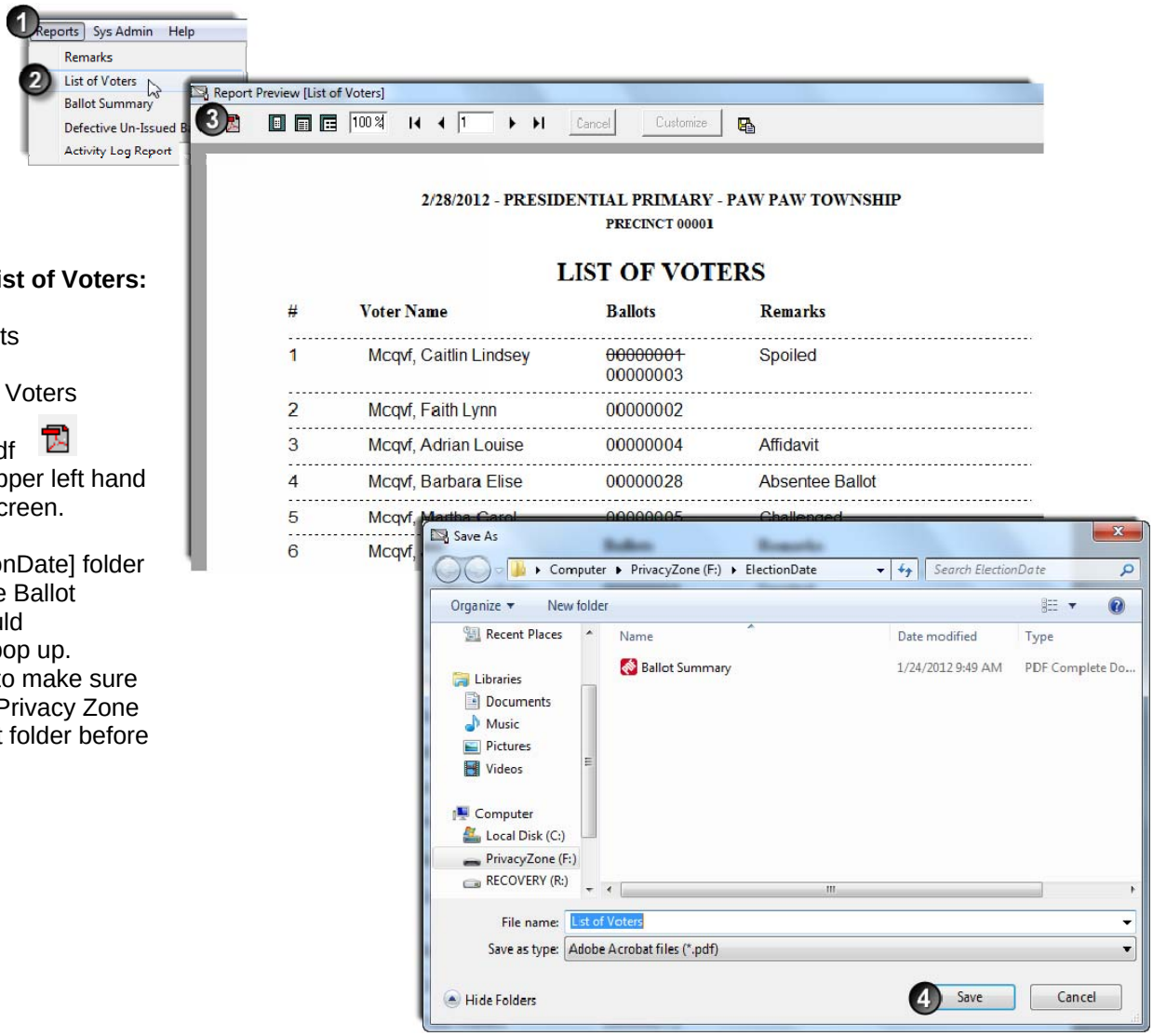
3. Click Save

After the **Ballot Summary** has been saved, print the report (if applicable), close out of the preview screen, and close the Ballot Summary screen as well.



List of Voters

The **List of Voters** is created by the EPB Software and must be saved to the encrypted flash drive. If your precinct has the ability to print, the **List of Voters** should be printed as well. Use the triangle buttons next to the page number, to view the report. Remember to view the number of voters in order to record that number in the paper binder pollbook.



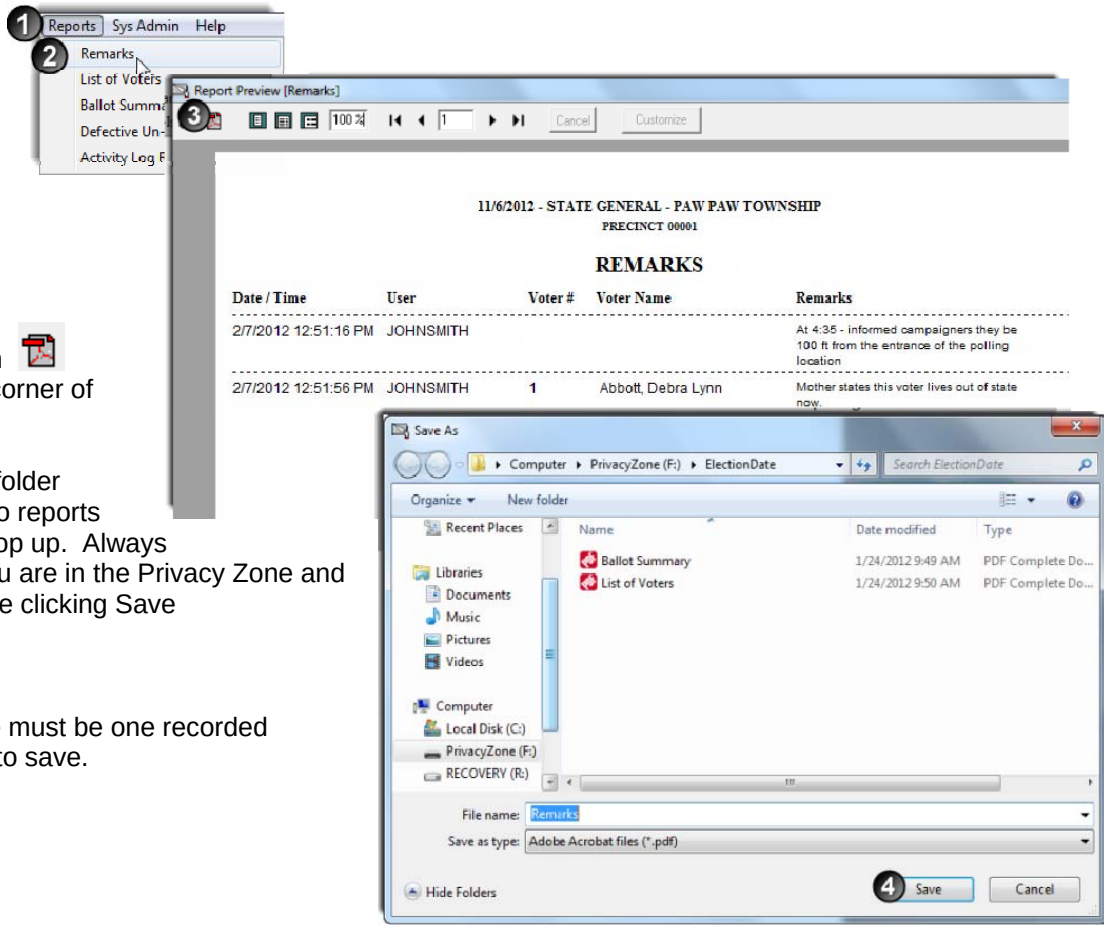
To save the List of Voters:

1. Click Reports
2. Click List of Voters
3. Click the .pdf button in the upper left hand corner of the screen.
4. The [ElectionDate] folder selected for the Ballot Summary should automatically pop up. Always check to make sure you are in the Privacy Zone and the correct folder before clicking Save

After the **List of Voters** has been saved, print the report (if using printers in the precinct) and close out of the preview screen.

Remarks Report

Remarks recorded in the EPB software using the General Remarks and/or Voter Remarks are saved in a report also and must be saved to the encrypted flash drive. If your precinct has the ability to print, the **Remarks** should be printed as well.



To save the Remarks report:

1. Click Reports

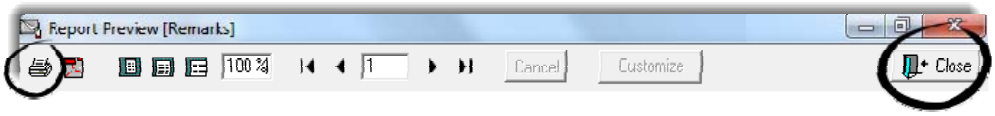
2. Click Remarks

3. Click the .pdf button in the upper left hand corner of the screen.

4. The [ElectionDate] folder selected for the last two reports should automatically pop up. Always check to make sure you are in the Privacy Zone and the correct folder before clicking Save

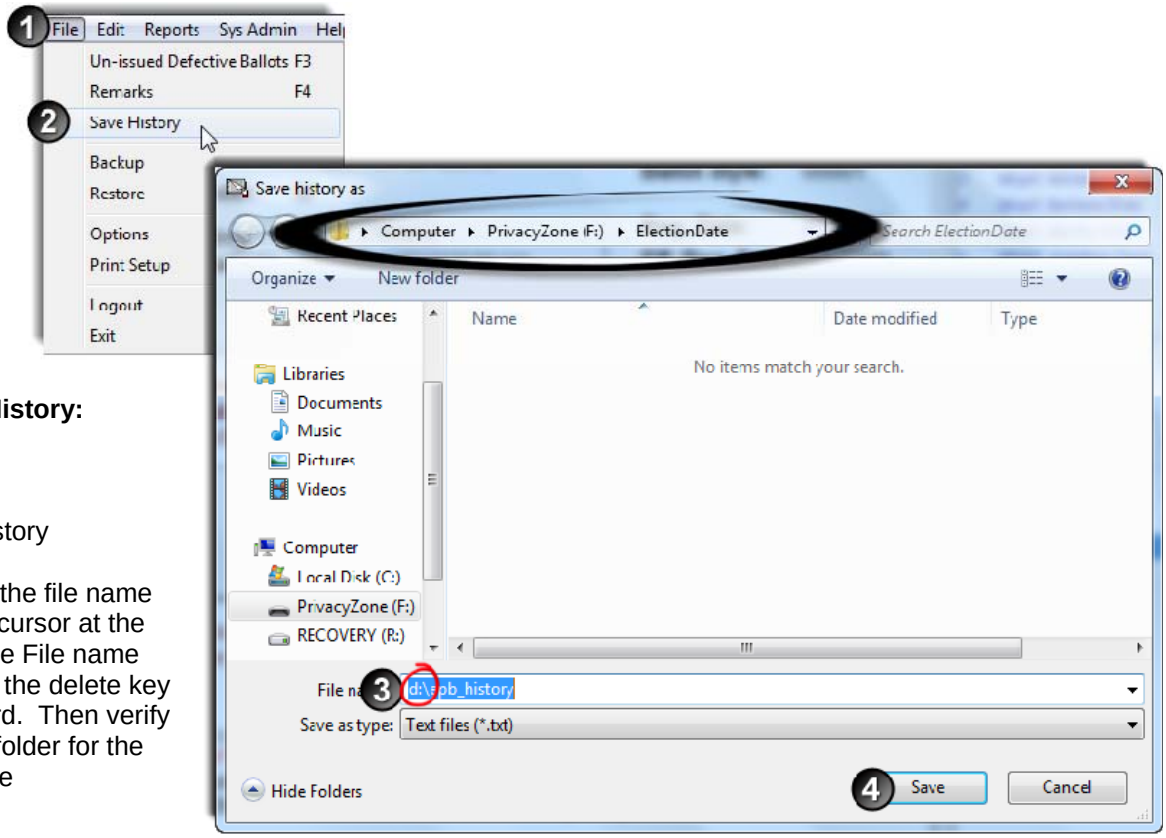
Important note: there must be one recorded **Remark** for the report to save.

After the **Remarks** report has been saved, print the report (if using printers in the precinct) and close out of the preview screen.



Save Voter History

After all other reports are saved, save the voter history. This file will update the voter registration files in the Qualified Voter File (QVF) recording who voted on election day.



To save Voter History:

1. Click File

2. Click Save History

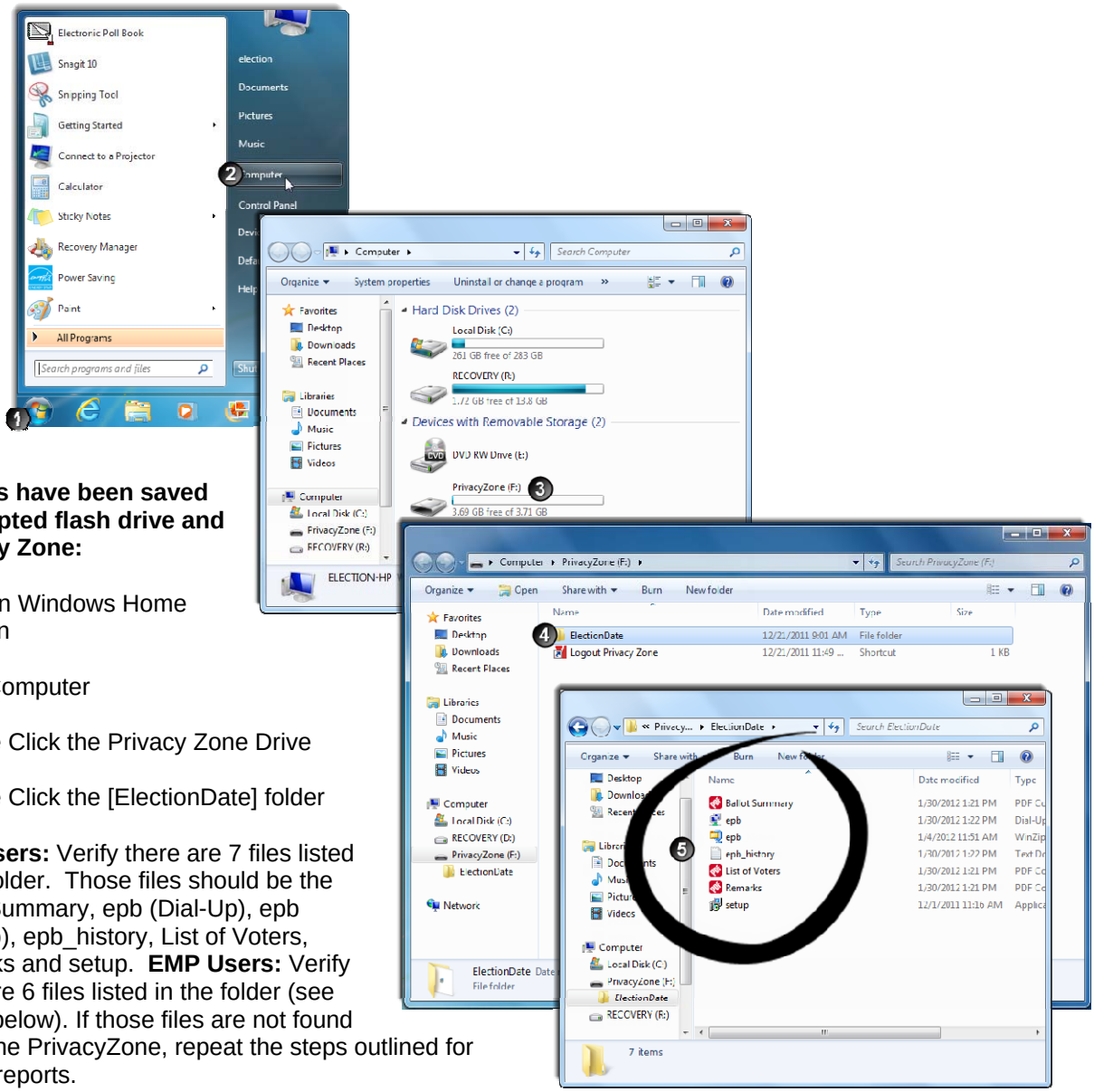
3. Delete "d:\" in the file name by placing the cursor at the beginning of the File name field and using the delete key on the keyboard. Then verify you are in the folder for the election and the **PrivacyZone**.

   If not, in the left hand section of the screen (under Computer) click on Privacy Zone and then double click on the election folder.

4. Click Save

Ensure Files are on Flash Drive and Saved in the Privacy Zone

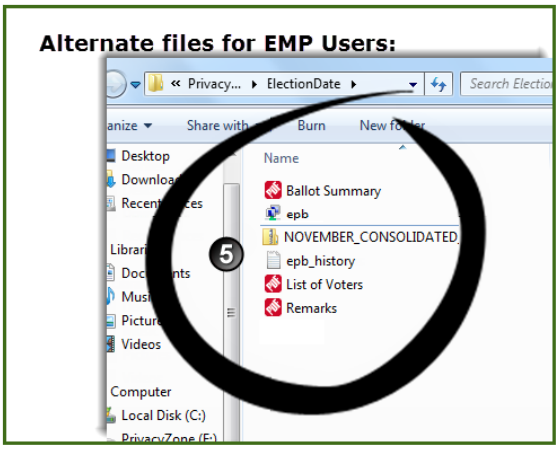
Verifying all files have been saved on the encrypted flash drive and in the Privacy Zone is an important last step.



To verify files have been saved on the encrypted flash drive and in the Privacy Zone:

1. Click on Windows Home Button
2. Click Computer
3. Double Click the Privacy Zone Drive
4. Double Click the [ElectionDate] folder
5. **QVF Users:** Verify there are 7 files listed in the folder. Those files should be the Ballot Summary, epb (Dial-Up), epb (WinZip), epb_history, List of Voters, Remarks and setup. **EMP Users:** Verify there are 6 files listed in the folder (see image below). If those files are not found within the PrivacyZone, repeat the steps outlined for saving reports.

Alternate files for EMP Users:



Once all reports have been saved, all programs can be closed and the laptop shut down. Return all items to the case, except the encrypted flash drive. **The encrypted flash drive must be placed into the container the Clerk recommends, <u>sealed</u> (either an envelope with a red paper seal or an approved container and the appropriate seal), and returned to the Clerk on election night.**

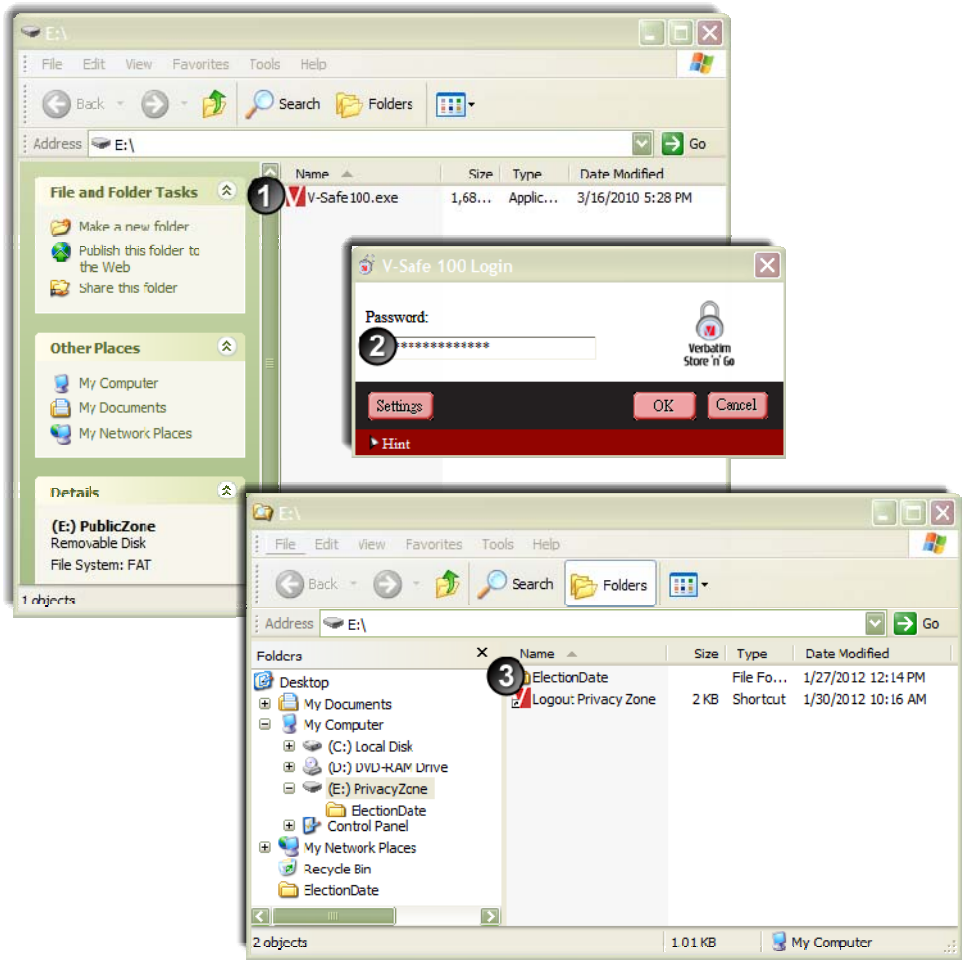
Receiving Board and Post Election Day

Printing Reports at the Receiving Board

The receiving board must print the reports saved on the encrypted flash drive (if not done in the polls) to complete the paper binder pollbook. After the reports have been printed, the receiving board must reseal the encrypted flash drive into the Clerk recommended container. The PC or laptop used to print reports must have Adobe Reader installed. Adobe Reader is a free download found at http://www.adobe.com/go/EN_US-H-GET-READER.

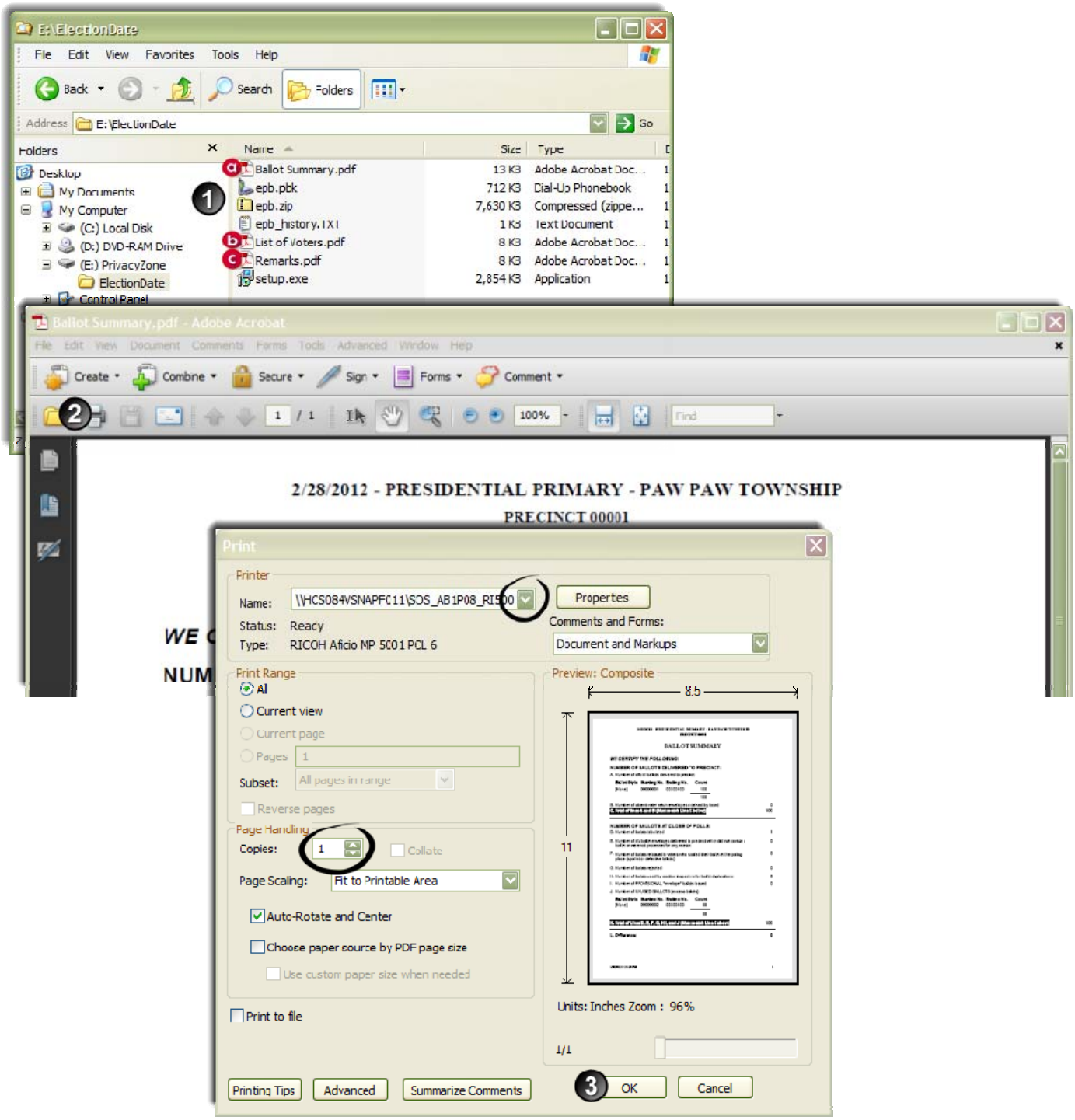
To print election day reports, insert the encrypted flash drive into the USB port of the PC or laptop connected to the printer and:

1. Double Click V-Safe100.exe
2. Enter the Password and Click OK
3. Open the [ElectionDate] folder by double clicking on the folder



Print copies of the Ballot Summary, List of Voters, and the Remarks by:

1. Double Click on the Report name (one at a time)
2. Click the printer button
3. Ensure the printer and number of copies are properly selected (screens may vary but all should have similar options available). Click OK.
4. Repeat Steps 1-3 for all three reports.

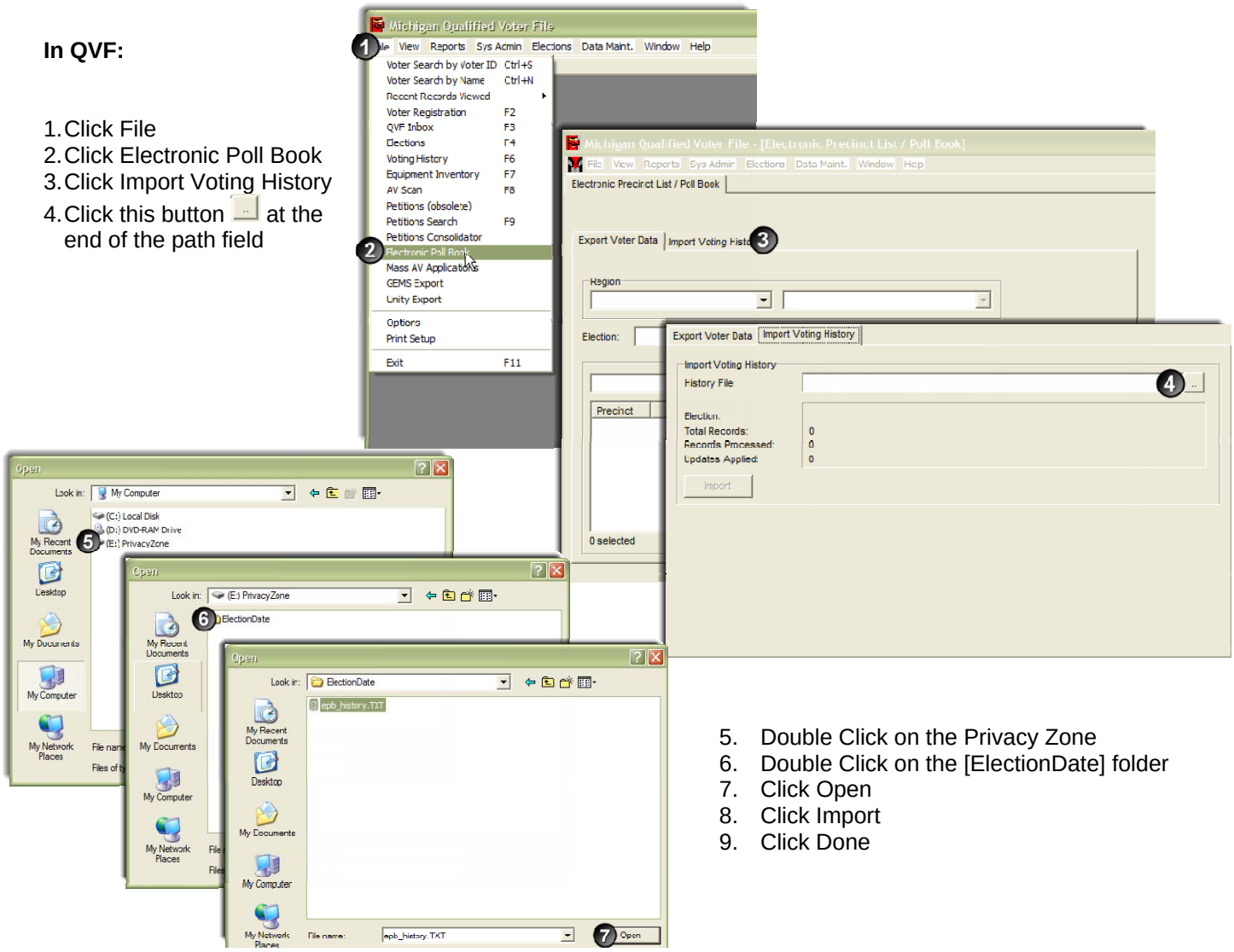


Importing Voter History

Within seven days of the certification of the election, voter history must be uploaded into QVF or EMP. To enter Voter History via the QVF, login to QVF, insert the encrypted flash drive into a USB port and login to the Privacy Zone. **EMP Users:** Skip to page 41 now.

In QVF:

1. Click File
2. Click Electronic Poll Book
3. Click Import Voting History
4. Click this button at the end of the path field

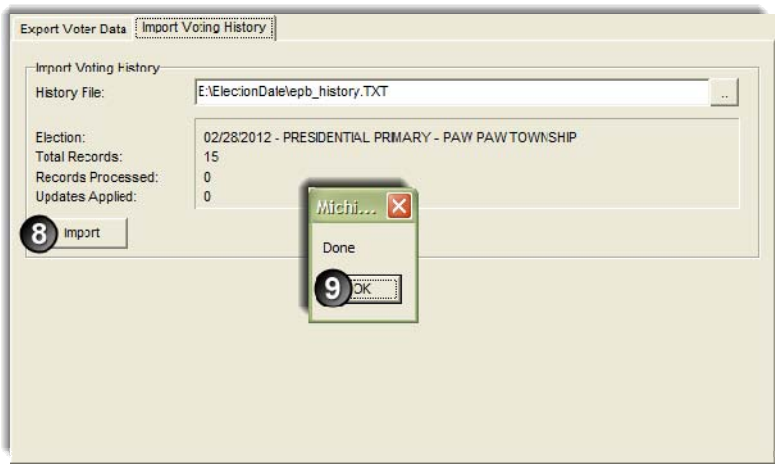


5. Double Click on the Privacy Zone
6. Double Click on the [ElectionDate] folder
7. Click Open
8. Click Import
9. Click Done

Voter History is complete! Repeat these steps for all precincts.

NOTE: Voters added to the **Unlisted** tab or voters that were issued a **Provisional - Envelope** ballot will not automatically update. If those voters' ballots were processed, they must be added to QVF and updated using the old Precinct List method (File --- Voting History in QVF).

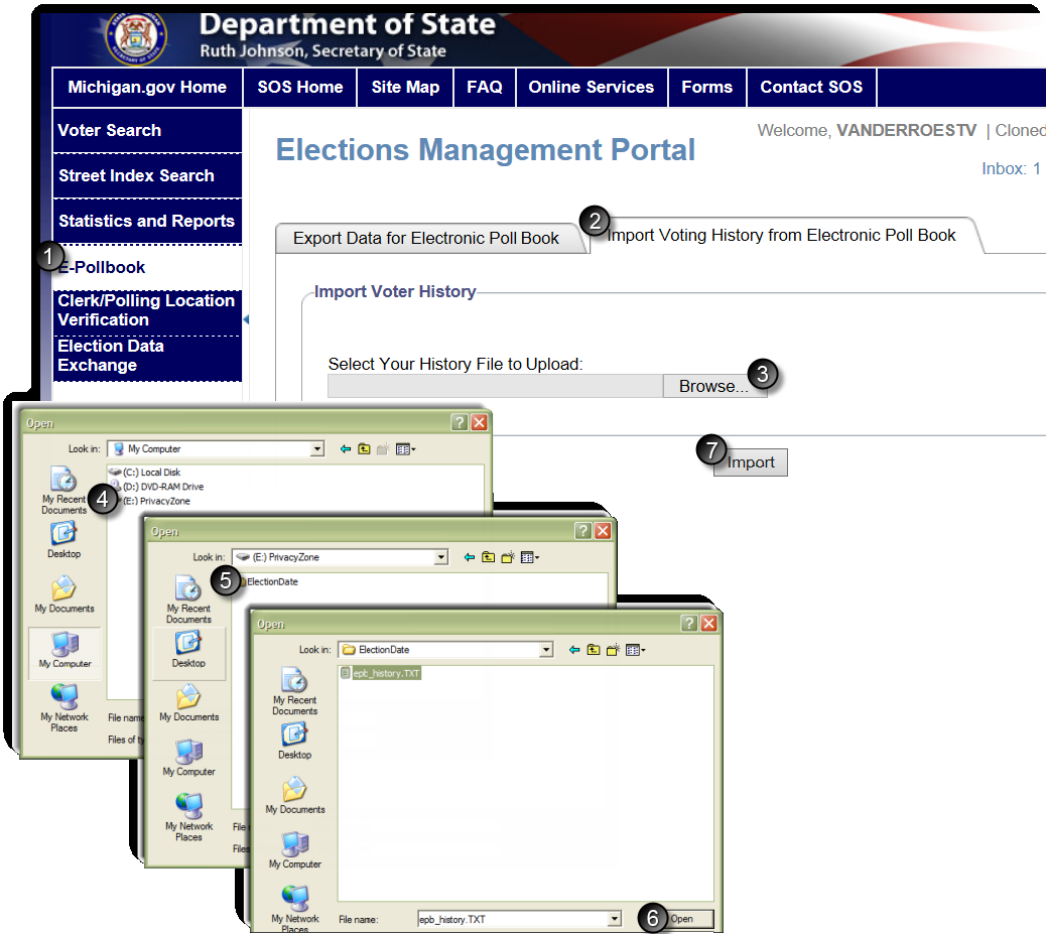
If Absentee Ballots were processed in the precinct, the Updates Applied will not be the same number as Records Processed as AV information is updated at the time of ballot issuance in QVF.



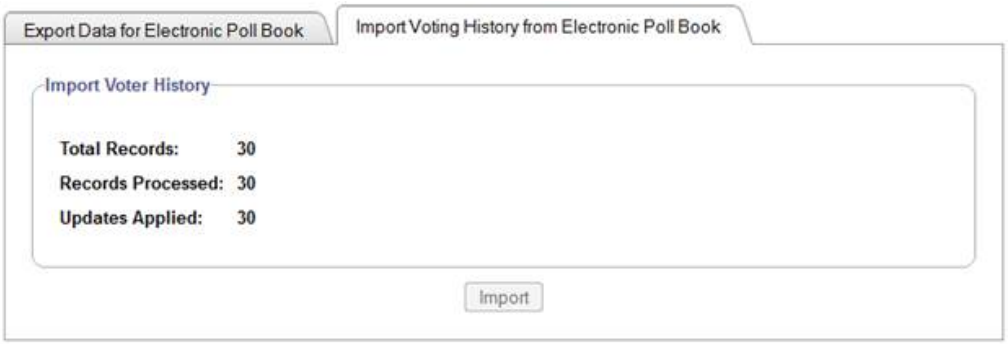
To enter Voter History via the **EMP**, login to EMP, insert the encrypted flash drive into a USB port and login to the Privacy Zone.

In EMP:

1. Click E-Pollbook
2. Select the Import Voting History tab
3. Click Browse
4. Select the Privacy Zone by double clicking
5. Double click the ElectionDate folder
6. Click Open
7. Click Import



When Voter History is complete, the screen will show the Total Records Processed. This number relates to the number of voters that voted in that election and precinct.



NOTE: Voters added to the **Unlisted** tab or voters that were issued a **Provisional-Envelope** ballot will not automatically update. If those voters' ballots were processed, they must be added to QVF and updated using the old Precinct List method (File – Voting History in QVF). Please work with your County Clerk to complete this process as necessary.

If Absentee Ballots were processed in the precinct, the Updates Applied will not be the same number as Records Processed as AV information is updated at the time of ballot issuance in QVF.

Uninstalling and deleting the EPB software and associated files

The EPB software and associated files must be deleted from all devices by the seventh calendar day following the final canvas and certification of the election unless a petition for recount has been filed and the recount has not been completed or the deletion of the data has been stayed by an order of the court or the Secretary of State. Remember, there are three locations files may have been saved. Be sure to note any other locations you have saved files and delete those as well.

Deleting files is very important to keep voter data secure and prevent the common error of loading an old election onto the EPB laptop. The EPB software must be re-downloaded for each election as each download is unique and will contain the most up to date voter registration and absent voter information.

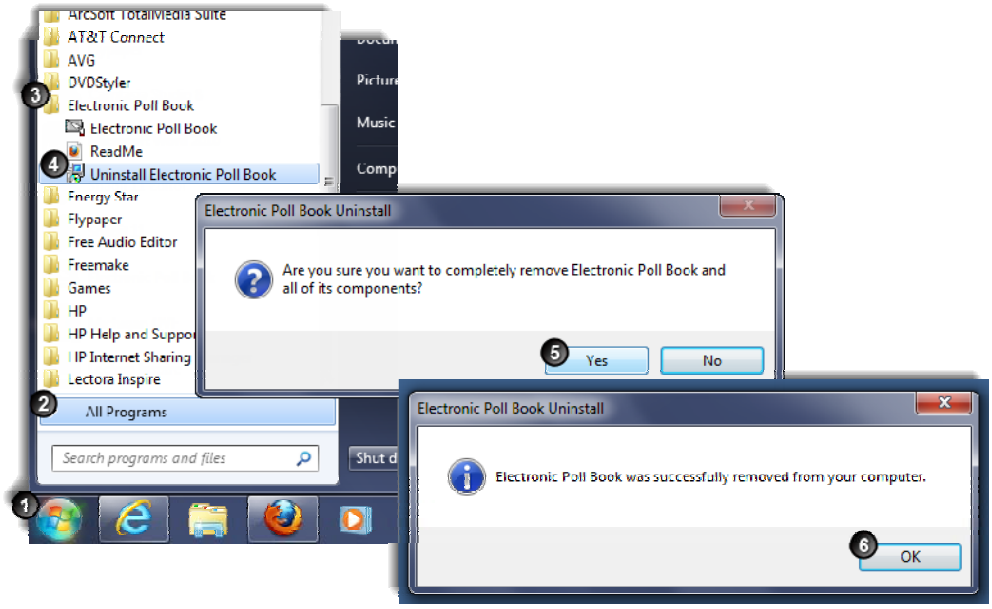
Deleting EPB software from the laptop

Because the EPB software must be downloaded and installed for each election, uninstalling the past version of the EPB software from the laptop is essential.

To uninstall the EPB software:

1. Click the Windows Home button
2. Click All Programs
3. Click on the Electronic Poll Book folder
4. Click Uninstall Electronic Poll Book
5. Click Yes
6. Click OK

Repeat these steps for all laptops.

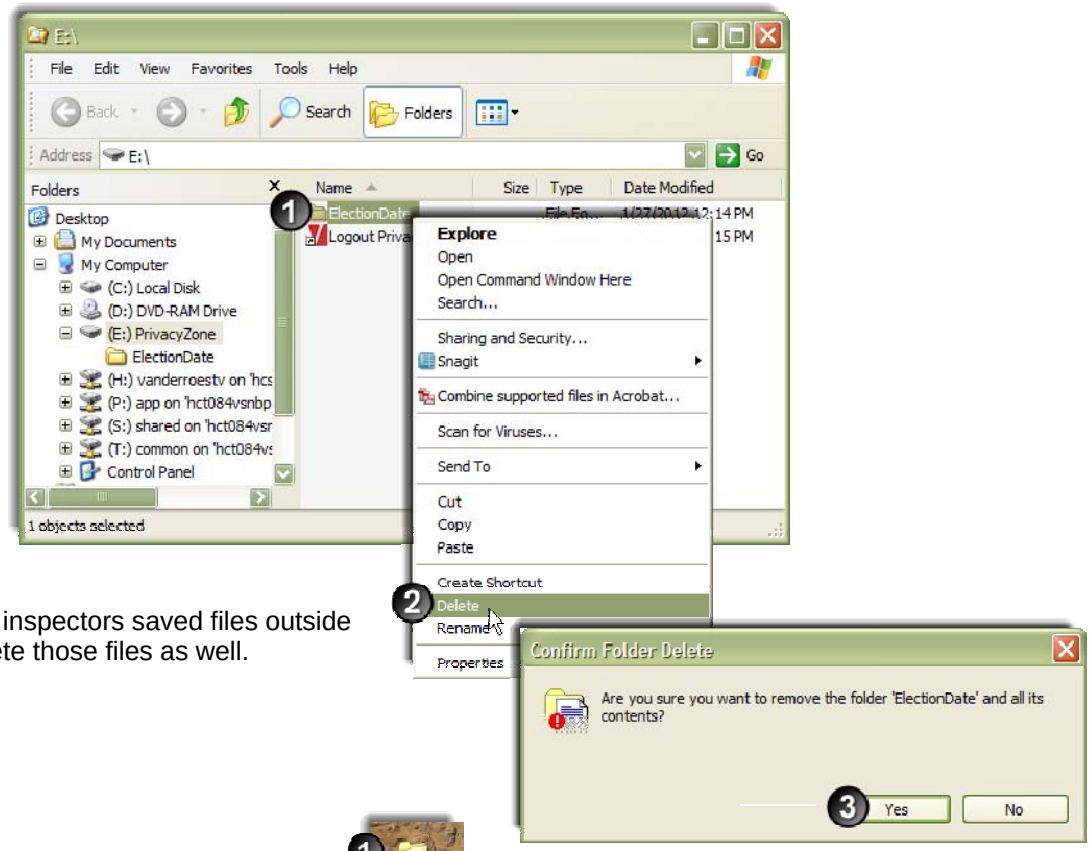


Deleting Flash Drive Files

Uninstalling files from the encrypted flash drive. Login to the Privacy Zone of the encrypted flash drive and delete the [ElectionDate] folder.

1. Right click the [ElectionDate] folder
2. Click Delete
3. Click Yes

Repeat these steps for all flash drives.



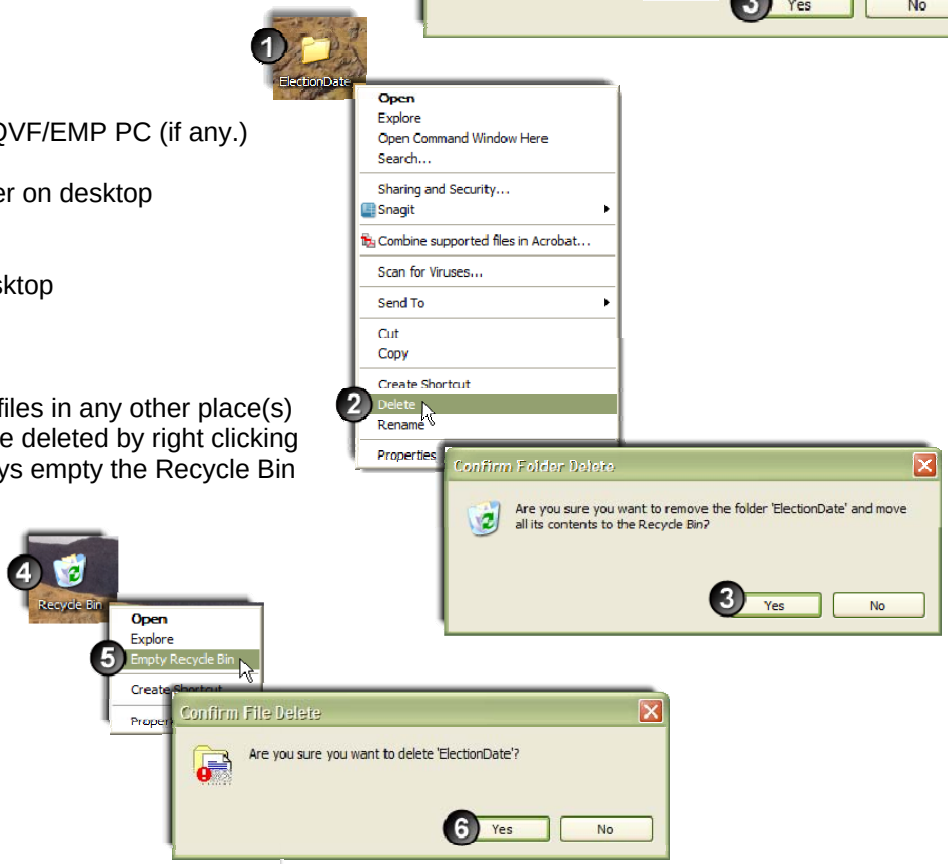
Important note: If election inspectors saved files outside of the folder, be sure to delete those files as well.

Deleting QVF/EMP PC Files

Lastly, delete all files saved on the QVF/EMP PC (if any.)

1. Right click [ElectionDate] folder on desktop
2. Click Delete
3. Click Yes
4. Right click Recycle Bin on desktop
5. Click Empty Recycle Bin
6. Click Yes

Important note: If you saved EPB files in any other place(s) remove those files now. Most can be deleted by right clicking on the file and clicking delete. Always empty the Recycle Bin after deleting files as well.



Helpful Hints

Bar Code Scanners and Absent Voter Ballots

When processing absent voter ballots in the precinct, bar code scanners may be used to scan the absentee ballot application for voter look-up. If the laptop has 4 USB ports, the bar code scanner may be used along with the magnetic card reader. If the laptop only has 3 USB ports, the bar code scanner can be used to scan the back of a driver's license, replacing the need for a magnetic card reader.

Battery Tips

Laptop batteries need proper care to ensure long life. Follow the following basic tips and care to maximize the laptop battery.

1. Fully charge a new battery before use.
2. Allow a new battery to fully drain 2-3 times and recharge to 100% after each time, this will condition the battery to reach its maximum capacity.
3. Fully drain and fully recharge the battery pack every few months afterward.
4. Store the battery separately in a cool location (~60°) from the laptop during long term storage. The battery will still drain in storage.

If the battery does not appear to be charging, ensure all three plug points of the two piece power cord are connected.

Screen Resolution

Optimal screen resolution for the EPB laptop is 1366x768. If your list of voters is not displaying on the right hand side of your screen, the resolution needs to be adjusted.

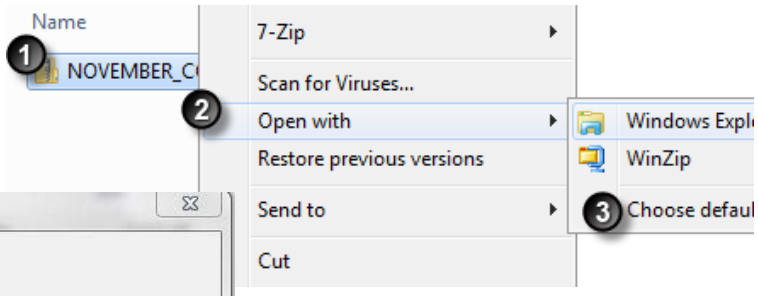
To adjust the screen resolution:

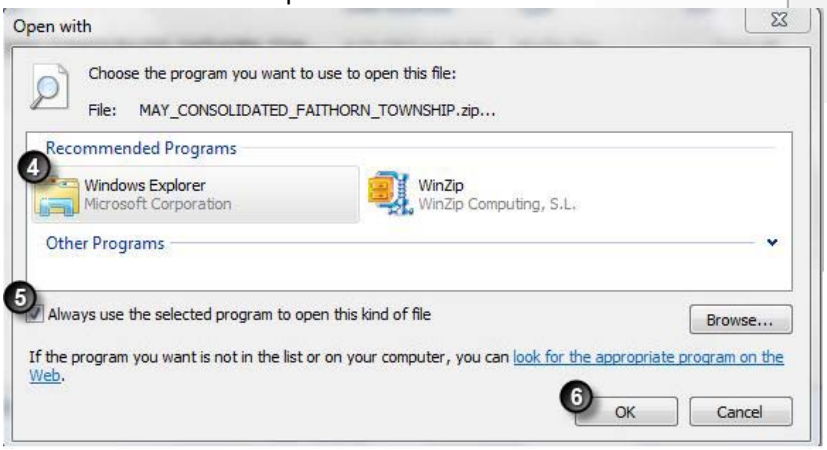
1. Go to the desktop and right click
2. Click screen resolution
3. Select 1366x768

WinZip Files

Some users downloading the EPB files from the EMP may experience an offer to buy WinZip. This is not necessary to open these files. Follow these instructions to permanently select Windows Explorer to open this file type:

1. Right click on the file
2. Click Open with
3. Click "Choose default program" if given menu option





4. Select Windows Explorer
5. Check "Always use the selected program to open this kind of file"
6. Click OK

Frequently Asked Questions

1. Is there a way to setup all election inspector user names and passwords into the software before the EPB software is downloaded on to the encrypted flash drive?

   Answer: No, not at the current time. Each username and password must be setup in the EPB software after it is loaded onto the laptop.

2. If using the QVF/EMP AV module, do I have to extract the EPB software from QVF/EMP after 4:00 p.m. on the Monday before the election to get the most up to date absent voter information?

   Answer: Yes, however, this is not required. If the EPB software is downloaded before the deadline, a List of Absent Voters must be printed for reference in the precinct as AV issuance information will not be the most current information in the EPB software. Instruct election inspectors to review this list for every registered voter.

3. Is there a way to update absent voter activity on the encrypted flash drive or in the Voter List portion of the EPB software after it has been installed on the laptop?

   Answer: No, not at this time and absentee voters should **not** be processed in the EPB software before the opening of the polls.

4. Do I have to print the paper binder pollbook reports in the precinct?

   Answer: No, in fact, having the Receiving Board print the reports is highly recommended. Reports must be delivered to the Receiving Board on the encrypted flash drive in a sealed container by two election inspectors of opposing political party after the polls close. The Receiving Board then prints the reports and completes the paper binder pollbook.

   If an EPB jurisdiction is not using a Receiving Board, the only alternative is to print the reports in the precinct.

   Please note the use of a Receiving Board must be authorized by your legislative body (Township Board or City Council).

5. Do I need to use a particular type of printer with the laptops?

   Answer: No. Most printers will work with the laptops as long as the proper printer driver is installed. Complete the installation as soon as possible to verify the laptop and printer are compatible.

6. Do I have to have a hardcopy precinct list and full paper binder pollbook with a List of Voters, Ballot Summary and a Remarks section at each precinct if I use the EPB software?

   Answer: Under the terms of your User Agreement, you are required to have a hardcopy Precinct List and a hardcopy List of Voters, Ballot Summary, and Remarks Section available for immediate delivery to the precinct in the event of a system failure.

7. The EPB software allows me to issue a ballot to a voter who has already returned an absent voter ballot. Why is this permitted?

   Answer: Under rare circumstances, a voter who has already returned an absent voter ballot may be permitted to vote in the precinct. Election inspectors **MUST** contact the local clerk before issuing a ballot to a voter who, according to the EPB software, has already returned an absent voter ballot.

8. What do I do if the laptop is set to wrong time zone?

   Answer: Click on the Windows home button, click on Control Panel, click on Clock, Language and Region, click on Change Time Zone, and select the appropriate time zone.

9. Do I have to use the EPB software to process absent voters in the precinct?

   Answer: No, you may use the Addendum List of Absent Voters method and add the list to the paper binder pollbook.

10. I have a 2011 laptop and my flash drive always defaults to F:. Is there a way to change it to default as D:?

    Answer: Yes. Click on the Windows Home button, click Control Panel, click System and Security, click Administrative Tools, and then double-click Computer Management. Then click Disk Management, right click on the Recovery (D:) drive and click Change Drive Letter and Paths. Click Change, click Assign the following drive letter, and select the letter you want to use (we recommend R), and then click OK. These steps may need to be repeated for your encrypted flash drive. Be sure to pick D: for the encrypted flash drive.

11. What if an absent voter does not return their ballot? Or if the absent voter surrenders their AV ballot in the polls? Do I need to indicate this in the EPB software?

    Answer: No. Only process an absentee ballot in the voter's record when the ballot has been received for processing. If the voter has surrendered their absent voter ballot, simply issue a precinct ballot using the normal process. The Spoil a ballot function should never be used in regards to an absent voter ballot in the EPB software.

12. Will Unlisted Voters transfer to QVF/EMP after the Voter History has been updated?

    Answer: No. Unlisted voters will not transfer into QVF/EMP after Voter History has been updated. The registration of an Unlisted voter must be added to QVF and the Voter History for the Unlisted voter must be entered manually as well.

13. Is there a way to view all of the actions taken in the EPB on Election Day?

    Answer: Yes. An Activity Log Report can be viewed by selecting Reports – Activity Log Report. This Report may be printed as well.

14. Is there a way to convert the List of Voters into a .csv file?

    Answer: Yes. When in the List of Voters Report simply click on the button.

Glossary

Antivirus Software - is a software program that helps protect the laptop from viruses that could damage or shut down the machine.

Backup – a file that replicates and saves entered data for use in the event of a system failure.

Ballot Style - is a designation to distinguish amongst ballots in a precinct that has a District split. For example, Precinct One represents voters from County Commission District 5 and 7. If the County Commission position is on the ballot, Precinct One will have two ballot styles, one for District 5 and one for District 7.

Data Security - is the means of ensuring that data is kept safe from corruption and that access to it is suitably controlled. Thus data security helps to ensure privacy. It also helps in protecting personal data.

e-Pollbook Software – is a computer software program created in the Qualified Voter File (QVF) to be loaded on a laptop and used in the precinct on election day to record voters and the ballots they are issued.

Encrypted - is the process of transforming information using an algorithm to make it unreadable to anyone except those possessing the password.

Encrypted Flash Drive – is a digital storage device that has the ability to encrypt data and keep the data secure.

Encryption Password – is a password created to allow access to the encrypted e-pollbook software once downloaded from QVF.

Global Geography – is a function of QVF where precinct combinations and ballot style names can be set for an election. The information entered into the QVF Global Geography module will then tell the EPB software which precincts have been combined and the preferred name for ballot styles in split precincts.

Lockout – is an e-pollbook software feature that disallows the issuance of a ballot number more than once per ballot style.

Privacy Zone – is a term the V-Safe 100 software uses to define the encrypted area of the flash drive.

Receiving Board – is a board established by the local Election Commission responsible for ensuring 1) all ballot containers delivered to the clerk after the polls close are properly sealed 2) all seal numbers are properly recorded and 3) the number of names entered in the Poll Book balances with the number of ballots counted in the precinct. For more information visit michigan.gov/elections and click on “Information for Election Administrators.”

Strong Password – is a password that contains a combination of at least eight upper and lower case characters with at least one number or symbol.

V-Safe 100 – is the name of the encryption program installed on the e-pollbook State issued flash drive.

Quick Reference Checklists

Pre-Election Day – Clerk Setup

General Laptop Preparation

- ❒ Update antivirus software
- ❒ Ensure print driver software has been installed (if applicable)
- ❒ Update Windows
- ❒ Fully charge battery

EPB Software Download from QVF/EMP

- ❒ Insert the encrypted flash drive into a USB port on the QVF/EMP computer
- ❒ Login to encrypted flash drive
- ❒ Create a folder on the encrypted flash drive (or desktop, if using the alternate method for multi-precinct jurisdictions)
- ❒ Login to QVF or EMP and create the EPB software
- ❒ Move EPB software to encrypted flash drive (if using the alternate method for multi-precinct jurisdictions)

EPB Installation on laptop

- ❒ Take encrypted flash drive to laptop and plug in to a USB port
- ❒ Login to encrypted flash drive
- ❒ Run the EPB software setup file
- ❒ Login to the EPB software and select the precinct
- ❒ Set Options
- ❒ Setup Users

Election Day – Election Inspector Setup

Preparing the EPB for Opening the Polls

- ❒ Power laptop on
- ❒ Insert the encrypted flash drive into a USB port
- ❒ Login to the encrypted flash drive
- ❒ Login to the EPB software
- ❒ Change options and/or setup users as recommended by the Clerk
- ❒ Perform the first EPB backup

Throughout the Day

- ❒ Assign ballots and ensure all voters are documented in the EPB software
- ❒ Verify status problems
- ❒ Backup the EPB software regularly
- ❒ Record Remarks as necessary

Closing the Polls

- ❒ Perform one final Backup
- ❒ Complete the Ballot Summary, ensure it balances (L=0) and save to the encrypted flash drive
- ❒ Save the List of Voters to the encrypted flash drive
- ❒ Save the Remarks report to the encrypted flash drive
- ❒ Save Voter History to the encrypted flash drive
- ❒ Ensure all files are on the encrypted flash drive
- ❒ Print reports (if applicable)
- ❒ Deliver encrypted flash drive under seal in the Clerk recommended container to the Receiving Board or Clerk

Post Close of Polls

Receiving Board

- ❒ Print Ballot Summary
- ❒ Print List of Voters
- ❒ Print Remarks
- ❒ Upload Voter History (if using the QVF/EMP computer)

Clerk

- ❒ Upload Voter History within 7 days of the certification of the election
- ❒ Uninstall the EPB software from the laptop 7 days after the canvas of the election
- ❒ Delete the [ElectionDate] folder from the encrypted flash drive 7 days after the canvas of the election
- ❒ Delete the [ElectionDate] folder from the QVF/EMP PC desktop 7 days after the canvas of the election (if applicable)
- ❒ Delete any other EPB file(s) that may have been saved
- ❒ Properly store the laptop and associated battery