

CLOSING E-POLL BOOKS

1. BACK UP COMPUTER FOR THE VERY LAST TIME.

2. Go to file:

Click on “Save History”

Make sure it says “PrivacyZone (D) in the “Save history as” field. (At top of page)

Click on “SAVE” (bottom right hand corner of screen)

3. Go to Reports:

Click on “Remarks”

Click on PDF icon (second icon, upper left hand corner of screen)

Make sure it says “PrivacyZone (D) in the “Save as” field (At top of page)

Click on “SAVE” (bottom right hand corner of screen)

Click on “CLOSE” (upper right hand corner of screen)

4. Go to Reports:

Click on “List of Voters”

Click on PDF icon (second icon, upper left hand corner of screen_

Make sure it says “PrivacyZone (D) in the “Save as “field (At top of page)

Click on “SAVE” (bottom right hand corner of screen)

Click on “CLOSE” (upper right hand corner of screen)

5. Go to Reports:

Click on “Ballot Summary”

a) Enter Ballot Style (example: 1A)

TAB

b) Enter Starting Ballot # (Take from sheet)

TAB

c) Enter Ending Ballot # (Take from sheet)

Enter ALL Ballot Styles (repeat steps a-c above)

Click (with mouse) in B section and enter # of AV ballots entered

TAB

Enter # of ballots tabulated (taken from the Verity Scan/Tabulator)

TAB

Line F automatically fills in

Enter # of ballots used for duplication in line G

TAB

- a) Enter Ballot Style (example: 1A)
TAB
- b) Enter starting # of UNUSED ballots
TAB
- c) Enter ending # of UNUSED ballots
TAB

Enter **ALL** ballot styles (repeat a-c above)

LINE L MUST SAY “0”

Click on “Preview”

Click on the PDF icon (second icon, upper left hand corner of screen)

Make sure it says “PrivacyZone (D) in the “Save as” field (top of page)

Click on SAVE (bottom right hand corner of screen)

Click on “close” at top of page, right hand corner.

Click on “close” at top of page, right hand corner.

Click on “red x” at top of page, right hand corner.

Window “Exit Application?” appears, click on YES

Go to lower right hand corner of screen and click on the arrow (show hidden icons)

Click on flash drive icon (Safely Remove Hardware and Eject Media)

Click on Eject STORE N GO. SAFELY REMOVE FLASH DRIVE

Remove Flash Drive and place in envelope and **seal with a “red seal”**.

Place envelope in **RECEIVING BOARD** envelope.

Click out of every window and shut down computer.

**MAKE SURE FLASHING LIGHT ON
FLASH DRIVE IS DONE BLINKING
BEFORE YOU REMOVE IT**