

E-POLL BOOK REFRESHER

Turn computer on by using the button located on the top left corner of the key board.

1. Insert Memory Stick in the USB port located on the left or right side of your laptop.
2. A small box/window will pop up. Double click on **"Open Folder to View Files"**.
3. You MUST get into Privacy Zone! Double Click on **"V-Safe 100"**. (You may have the following window pop up: **"V-Safe 100 Language Selector"**. You may **"✓"** **Don't show this message next time"**.)

*****NOTE: If you don't see "V-Safe 100" you may have "BitLocker"**


4. The V-Safe 100 Login Window will pop up. Enter your Jurisdiction's password.
5. Click **"Okay"**. WAIT patiently, as it will take a few seconds to accept your password. If you have successfully logged into the Privacy Zone, a larger window will open and be labeled: **"Computer, Privacy Zone"** located on the top line of the window.
6. An election folder has been created for storing the Election Information.
7. Double Click on the Election folder.
8. Set-up the E-Poll Book Wizard icon by:
 - a. Double click **"Setup" (You may need to be patient!)**
 - b. A small window will pop up entitled **"User Account Control"**, click on **"Yes"** to allow.
 - c. The next window called **"Setup – Electronic Poll Book"**. Click on **"Next" 3 times.**
 - d. Click **"Install"**, wait...
 - e. Click **"Finish"**
 - f. Close this window by clicking the **"X"** in the top right corner of the window.



9. Double Click on the **"E-Poll Book Icon"** located on the desk top
10. Enter the Encryption Password **"QVFSecure08"**. *Unless your jurisdiction has created a different password.*
11. Click **"Enter"**
12. Enter the User Name **"ADMIN"** and Password **"ADMIN"**. (User/Password MUST be ALL CAPS) **NOTE:** *Your Clerk may have set up each Inspector as a separate User. If so, you will enter your assigned User Name and Password, rather than the ADMIN user and password.*
13. Click **"Enter"** on the right.
14. A window will pop up that shows your Precinct(s). Click or highlight the precinct in which you are working. Also, put a **"✓"** next to **"Allow Recording of Absentee Ballots"**. Click **"okay"**.
15. E-Poll Book list of voters should show.

NOTE: The Election date is located on the top left corner of the screen. Make sure the date is the current election.

16. SET UP PRIVACY ZONE BACKUP

- This step may have already been performed by your Clerk. IF NOT, refer to the Electronic Poll Book Inspector User Manual or follow the steps below.
- Once the initial backup is done, any future backups on Election Day should be remembered by the Computer on the correct drive.
 - a. Click on **"File"** (located on top left corner of the screen)
 - b. Click on **"Backup"**
 - c. A **"Backup"** window will pop up
 - d. Click on this button 
 - e. Click on the word **"Computer"** on the left side of the window
 - f. Then double click on the words **"Privacy Zone"** & open
 - g. Then click on the Election folder & open, which should identify the name given to the Election. Look at the top of the window to make sure it says you are in the Privacy Zone.
 - h. Click on **"Save"**
 - i. Then click **"Backup"**
 - j. Then click **"OK"**

NEED HELP? Refer to your Electronic Poll Book Election Inspector's User Manual
(Last dated 06/07/17)

THESE NEXT 2 STEPS MUST BE DONE
BY ELECTION INSPECTORS IN THE MORNING,
IF NOT ALREADY DONE BY YOUR CLERK!

1. Enter ballot numbers for ballots delivered to the Precinct in the E-Poll Book record
 - a. Click on **"Reports"** (located on the top left corner of the screen)
 - b. Click on **"Ballot Summary"** When typing information into the Ballot Summary, **ALWAYS use the TAB key**
 - c. Enter the ballot style(s)
 - d. Enter starting ballot number _____ (tab); ending ballot number _____ (tab), this will fill in the total/count field. Then tab again to get a second/additional lines for entering more ballot styles
 - e. **"Close"** in the upper right hand corner.

2. Verify that the following Options are set correctly in the E-Poll Book

- Click **"File"** (located at the top left corner of the screen)
- Click **"Options"**
- An Electronic Poll Book Options window will pop up.
- "Auto Advance"** may already be set to **"Yes, using ballot styles"**,
- "Lockout"** should be set at **"by ballot styles"**.
- Make sure both check boxes **"Including VAT Ballots"** are not checked! These boxes, by default will be checked when you initially go to set up your options.

You will notice when issuing ballots to voters that the "VAT Ballot" check box will be grayed out on the screen. We do not use this with the method we issue VAT Ballots in Clinton County.

- NEXT, make sure** there is a check mark in the box next to **"Allow the recording of Absentee Ballots"**. *This is only needed if you are recording the Absent Voters in the E-Poll book.*
- There should be a check mark in the box next to **"Confirm issued and recorded ballots"**
- Click **"OK"** (If necessary, click the "x" in the right hand corner of the small window to close it)

YOU ARE NOW READY TO PROCESS VOTERS IN THE E-POLL BOOK

THE FOLLOWING FUNCTIONS ARE VERY IMPORTANT AND ARE HANDLED WITHIN THE E-POLL BOOK THROUGHOUT THE DAY AND AT THE CLOSE OF THE POLLS

You may also refer to the **Electronic Poll Book Election Inspector's User Manual** for additional details:

1. Processing Voters
2. Voters with Status Flags
3. Processing a Spoiled Ballot
4. Missing Voters
5. Challenged Ballots
6. Recording Absentee Ballots
7. Correcting Mistakes
8. Rejected Ballots (Voter CANNOT re-vote and CANNOT be issued another ballot. If you issue the voter another ballot, the end of the day balancing will be off.)
9. Remarks
 - Make remarks on any unusual circumstances within your precinct on election day
 - Any voters that have a flag or some sort of message connected to their voter registration record i.e. verify address, pictured ID, etc. can also be noted in the remarks section
 - Make your remarks clear so anyone reading them, including the Board of Canvassers can understand what transpired, such as time in and out for inspectors, etc.
 - It is important to make the remarks at the time they occur
 - You have the ability to make remarks by the following methods:

“General Remarks” – This should be used to make remarks about miscellaneous activity in your precinct, i.e. Election Inspectors schedules, etc.

The screenshot shows the QVF Electronic Pollbook interface. At the top, it displays the election date and location: "Election: 8/7/2018 - STATE PRIMARY - BINGHAM TOWNSHIP" and "Precinct: 00001".

The interface is divided into three main sections:

- Voter Search:** On the left, there is a search bar with "BAILEY" entered. Below it, a table lists voters located within the selected inner precinct(s). The table has columns for "Voter Name" and "DOB". The voters listed are: Bailey, Eric Allen (DOB: 11/29/1959), Bailey, Forrest Allen (DOB: 1/3/1995), Bailey, Holli Leann-cartwright (DOB: 10/2/1966), Bailey, Jonathan-alexander Br... (DOB: 2/22/1983), and Bailey, Kari-lynn Loraine (DOB: 12/3/1983).
- Voter Details:** In the center, the details for "BAILEY, FORREST ALLEN" are shown. This includes his address (4321 S AIRPORT RD, SAINT JOHNS MI 48879), gender (M), date of birth (1/3/1995), precinct (00001), ballot style (00896), registration date (9/10/2014), and effective registration date (10/10/2014). There are buttons for "Temp" and "Perm" next to the gender field, and a "Geography" button. A large button labeled "Lock this voter record" is prominently displayed. Below this button, a warning message states: "If you do not LOCK this voter, then you cannot perform any actions for this voter, and no changes will be recorded for this voter." At the bottom of this section, there is a "General Remarks" button, which is circled in red.
- List of Voters:** On the right, there is a table titled "List of Voters" showing a list of voters and their assigned ballots. The table has columns for "#", "Assigned To", and "Ballot". The voters listed include: 1. Aben, Taylor Hunter (00000187), 2. Ackerman, Rita Web... (00000188), 3. Alcaraz, Victoria Lynn (00000189), 4. Aldrich, Nicole Marie (00000190), 5. Alexander-schafer, R... (00000191), 6. Halford, Shondra Lynn (00000193), 7. Andersen, Michelle Jo (00000195), 8. Anthony, Jessica Lee (00000196), 9. Bailey, Forrest Allen (00000197), 10. Barks, Earl T Jr (00000198), 11. Baldino, Sandra Kay (00000199), 12. Bancroft, Allison Renee (00000200), 13. Baker, Mark Daniel (00000201), 14. Ballinger, Brent Leo (00000202), 15. Zuker, Diane (00000203), and 16. (empty row).

At the bottom of the interface, there is a status bar that reads: "Regular Ballot [00000197] issued at the precinct. [Rejected] VOTING STATUS: Did not vote in precinct."

“Voter Remarks” – This is used to make remarks related to the voter you are currently working with in the e-Pollbook. If the voter is Locked, you can simply click on “Voter Remarks” to make any remarks related to this voter. The Voter’s name will automatically appear in the remarks, along with the time of the activity.

The screenshot shows the e-Pollbook interface for the 8/7/2018 - STATE PRIMARY - BINGHAM TOWNSHIP election, Precinct 00001. The interface is divided into three main sections: Voter Search, Voter Details, and List of Voters.

Voter Search: A search bar with "DLN / Name:" and a "Search" button. Below it, a table lists voters located within the selected inner precinct(s). The table has columns for Voter Name and DOB. The first voter listed is Abbott, Thomas Kean Jr with DOB 5/26/1969.

Voter Details: A form for the selected voter, Abbott, Thomas Kean Jr. It includes fields for Name, DOB, Address, Precinct, Ballot Style, Gender, Reg. Date, and Eff. Rg. Date. There are also buttons for "Temp" and "Perm". The "Polling Location" is listed as BINGHAM TWP HALL, 2057 N. LANSING ST., SAINT JOHNS MI 48879. Below this, there are buttons for "Issue a ballot" (Regular ballot, Affidavit ballot-provisional, Envelope ballot-provisional, Challenged ballot) and "Other actions" (Record an absentee ballot, Spoil a ballot, Reject a ballot). The "Reject a ballot" button is circled in red. There are also "Undo" and "Undo (Nothing to undo)" buttons, and a red "X" button labeled "Unlock this voter without performing any action". A "Voter Remarks" button is also present.

List of Voters: A table listing all voters assigned to the precinct. It has columns for #, Assigned To, and Ballot. The table lists 15 voters, with the first being Aben, Taylor Hunter with Ballot 00000187.

At the bottom of the interface, there is a status bar showing "Total = 15", "ADMIN", and a red "Backup Overdue" warning.

BACKUP – This function **MUST** be done throughout the day! (At least every 30 minutes)

1. The E-Poll Book will logout a user after 30 minutes of inactivity. To avoid this, move the mouse and/or by clicking into the name field. **If you do get locked out of the computer, you simply need to re-enter your user name and password.**

TO BACKUP DO THE FOLLOWING:

1. Click the red flashing “Backup Overdue” located at the bottom right corner of the screen
2. Click **“Backup”** – The drive should be defaulted to the Privacy Zone and the Election Date folder once the first Backup has been performed.
3. Click **“Yes”**
4. Click **“Ok”**

BEGIN ELECTION EXERCISE

ON PAGES 9-11

CLOSING E-POLL BOOK AT END OF NIGHT


NOTE: Any MOVE ballots (Federal Write-in or Military Ballots) AND Duplicate Ballots – Cannot be duplicated until after 8 p.m. on election night when all voters have left the precinct!

CLOSE OF POLLS


1. Do one last Backup to ensure all data is saved to the encrypted flash drive.
2. Click **“File”** (located at the top left corner of the screen)
3. Click **“Backup”**
4. After the window opens, Click **“Backup”**
5. A window will pop up stating the file already exists. Overwrite.
6. Click **“Yes”**
7. Click **“OK”**

BALLOT SUMMARY – This Report **MUST BE PRINTED** for the Poll Book!


Throughout the day, the E-Poll Book tracks your spoiled, rejected and Provisional “envelope” ballots. When keying in the numbers in the Ballot Summary, make sure you use the TAB key to move from field to field.

1. Click **“Reports”** (top left corner of the screen)
2. Click **“Ballot Summary”**
3. Complete each of the following sections in the ballot summary:
 - ✓ B. Input the number of AV return envelopes received by the board
 - ✓ D. Enter the number of ballots tabulated. This number is found on your tabulator.
 - ✓ E. Enter the number of AV ballot envelopes delivered to the precinct which did not contain a ballot or were not processed for any reason.
 - ✓ H. Enter the number of ballots used by election inspectors for ballot duplication.
 - ✓ J. Enter the number of unused ballots by entering the starting number (the next ballot that would have been issued) and the ending ballot number of the unused ballots – This should be the ballot on the very bottom of your pile(s) of ballots. If you have additional styles, you will have to enter the beginning and ending number of each style. Use the TAB key to move from field to field.
 - ✓ L. The difference MUST equal ZERO. If line L. is not ZERO, double check your numbers that were keyed to ensure everything was entered correctly.
4. Click **“Preview”**
5. The Ballot Summary page MUST BE SAVED to the encrypted flash drive.
 - a. Click **pdf ICON**  (located on top left corner of screen, 2nd from left)
 - b. Double click **“Election Date”** or verify that you are in the correct election
 - c. Click **“Save”**
 - d. Click **“Close”** (Preview screen & Ballot Summary screen)

LIST OF VOTERS REPORT - This Report MUST BE PRINTED for the Poll Book!

1. Click **"Report"** (located on the top left corner of the screen)
2. Click **"List of Voters"**
3. Click **pdf ICON**  (located on top left corner of the screen, 2nd from left)
4. Double click **"Election Date"** or verify
5. Click **"Save"**
6. Click **"Close"**

REMARKS REPORT - This Report MUST BE PRINTED for the Poll Book!

1. Click **"Report"** (located on the top left corner of the screen)
2. Click **"Remarks"**
3. Click **pdf ICON**  (located on top left corner of the screen, 2nd from left)
4. Double click **"Election Date"** or verify
5. Click **"Save"**
6. Click **"Close"**

SAVE VOTER HISTORY – This Step is very IMPORTANT and MUST be done in addition to the final backup!

1. Save the Voter History Report last. This file will update the voter registration files in the Qualified Voter File (QVF) and records who voted on Election Day.
2. Click **"File"** (located on the top left corner of the screen)
3. Click **"Save History"**
4. Click on the "+" sign next to **"Computer"** (left hand section of the window)
5. Click on the "+" sign next to **"Privacy Zone"**
6. Double Click **"Election Date"** – the File Name should be: **"epb_history"**
7. Click **"Save"**

MAKE SURE ALL FILES HAVE BEEN SAVED
ON THE ENCRYPTED FLASH DRIVE AND IN THE PRIVACY ZONE

VERIFY ALL FILES HAVE BEEN SAVED

1. Click **“Start”** (located at the bottom left corner of the screen)
2. Click **“Computer”**
3. Double Click **“Privacy Zone”**
4. Double Click **“Election Date”**
5. There should be 7 files listed in the folder as follows:

- a. Ballot Summary ******
- b. epb
- c. epb
- d. epb_history
- e. List of Voters ******
- f. Remarks ******
- g. Setup

NOTE: EMP Users will only have 6 files,
instead of 7

6. Verify that you now have 7 files listed in the Election Date folder.

*****BE SURE TO PRINT THESE LISTS***

If any of the above files are not found within the Privacy Zone, repeat the steps outlined above for saving reports.

All programs can now be closed on the laptop and shut down.

Return all items to your Local Clerk, including the flash drive/memory stick.

EPB Mock Election Exercise

You start the day with the following ballots to be recorded in Ballot Summary. It is recommended to do this first thing...especially with multiple ballot styles:

0187 – 2000

1. Issue a regular ballot to a voter (#187)
2. Issue a regular ballot to a second voter (#188)
3. Lock the voter record for a voter. You realize that the wrong voter has been locked, so you will need to unlock the record without issuing a ballot.
4. Issue a regular ballot to a third voter (#189)
5. Issue a regular ballot to a fourth voter (#190)
6. Issue a regular ballot to a fifth voter (#191)
7. Spoil ballot for Voter 3 and issue a new ballot (#192)
8. Issue a regular ballot to a sixth voter (#193)
9. Spoil ballot for Voter 5 and issue a new ballot (#194)
10. Issue a regular ballot to a seventh voter (#195)
11. Issue a regular ballot to an eighth voter (#196)
12. Issue a regular ballot to a ninth voter (#197)
13. Reject Voter 9's ballot for exposure (if you try to issue this voter another ballot it will allow you to click on issue a regular ballot, but when you try to save the voter it will tell you this voter has been rejected and will not allow you to save)
14. Reason for the rejection should be made in ("**VOTER REMARKS**" Section)
15. Issue a regular ballot to a tenth voter (#198)
16. Voter 10 would like assistance voting and will need two election inspectors (make remarks in "**VOTER REMARKS**" Section")
17. Issue a regular ballot to an eleventh voter (#199)
18. Issue a regular ballot to a twelfth voter (#200)

19. You have challengers in the precinct and Voter 13 has been challenged based on residence....issue ballot (#201) as a challenged ballot (would note that in the Challenged Section of the paper Poll Book)
20. Issue a VAT Ballot to a fourteenth voter (#202)
21. Add a Voter under the **"UNLISTED"** Tab (#203)

QVF Electronic Pollbook

File Edit View Reports Sys Admin Help

Election: 8/7/2018 - STATE PRIMARY - BINGHAM TOWNSHIP

Voter Search

DLN / Name: Search

This Precinct Other **Unlisted**

These voters were entered manually:

	Voter Name	DOB
REG	Spicer	
REG	Sutherland, Debra	9/1/1963
REG	Zuker, Diane	

Name: ZUKER, DIANE

Address:

If you need to perform an action spoiling a ballot, then you must lock this button:

Lock this

If you do not LOCK this voter, then the voter will be locked, and no changes will be recorded

Regular Ballot [00000204] issued

New Edit

If you need to add a voter to the **Unlisted** Tab, click "New". Then enter the voter's information, such as a voter being issued a Provisional Ballot, etc.

“OTHER” Tab is for jurisdictions with multiple precincts. You can use this tab to determine if a voter is in the wrong precinct.

QVF Electronic Pollbook

File Edit View Reports Sys Admin Help

Election: 8/7/2018 - STATE PRIMARY - BINGHAM TOWNSHIP

Voter Search

DLN / Name: Search

This Precinct **Other** Unlisted

These voters are located outside of the selected inner precinct(s)

Voter Name	DOB

Name:

Address:

Gender:

PROCESSING A.V. BALLOTS - If you have time throughout the day you can process A.V.'s or wait until the polls have closed.

CONTINUE TO CLOSING THE POLLS ON PAGE 6