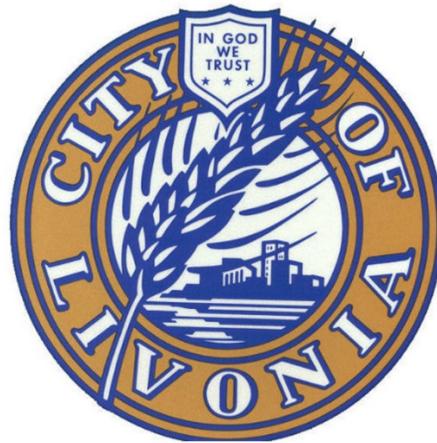




City of Livonia



Electronic Poll Book Instructions

Revised March 2024



Electronic Poll Book

Table of Contents

Opening Instructions	1
Laptop Set Up	1
Unlock BitLocker Flash Drive	1
Log into Electronic Poll Book (EPB)	1
Perform the First Backup of the Electronic Poll Book (EPB)	2
QVF Electronic Poll Book - Main Screen	5
Processing Voters	9
Processing Voters with Status Flag(s)	12
Processing a Challenged Ballot	15
Processing a Spoiled Ballot	16
Find a Voter Not Appearing On This Precinct List	17
Find a Voter in Other Precinct in Other Tab	17
Add an Unlisted Voter	18
Processing an Unlisted Voters with a Receipt	19
Processing Other Voter Types	21
Process a Voter Challenged by a Challenger	21
Record a Voter Assist Terminal (VAT) Ballot	22
Record an Absentee Ballot.....	23
Avoid or Correct Mistakes	24
Make a Remark	25
To make a general remark	25
To make a voter remark	26
Reject a Ballot	27
Mark Unissued Ballots Defective	28
After The Polls Close	30
Save Backup	31
Save (Voter) History	32
Ballot Summary Report	34
List of Voters Report	37
Remarks Report	38
Ensure Files are on Flash Drive	39
Final Steps	40

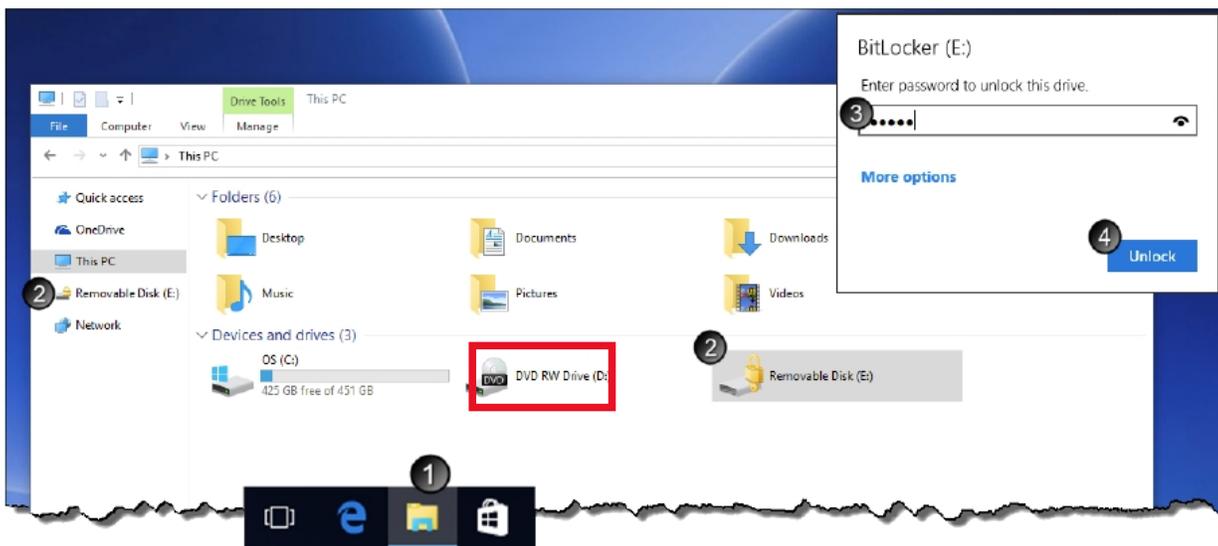
Electronic Poll Book Opening Instructions

Laptop Set Up

- Position the laptop computer near an electrical outlet at **Station 2**.
- Plug power cord into a surge protector and then plug into wall.
- Connect mouse and magnetic card scanner into USB ports (labeled) on the laptop computer.
- Press power button on laptop computer. Wait for laptop to boot up.
- Insert encrypted flash drive into the USB port (labeled). The encrypted flash drive stays plugged in all day.

Unlock The Flash Drive

- ❶ Click the Windows Explorer folder icon.
- ❷ Click Removable Disk (Drive letter may vary).
- ❸ Enter the encryption password: Liv2011EPB (case sensitive).
- ❹ Click “Unlock”.



Log Into Electronic Poll Book (EPB)

- ❶ Double click on the **Electronic Poll Book** icon on the desktop
- ❷ Enter the Encryption Password (in the flash drive envelope) and click Enter
- ❸ Enter User Name and User Password and click Enter.



Electronic Poll
Book

Remember, passwords are located in your envelope with the Flash Drive

Login

1 Please enter the encryption password selected when this software was setup:

Encryption Password:

2 Please enter a username and password to login:

User Name:

User Password:

Note: This application shuts down automatically after four unsuccessful login attempts.

IMPORTANT! Verify the correct election date, election type, and the precinct number are displayed at the top of the screen.

QVF Electronic Pollbook

File Edit View Reports Sys Admin Help

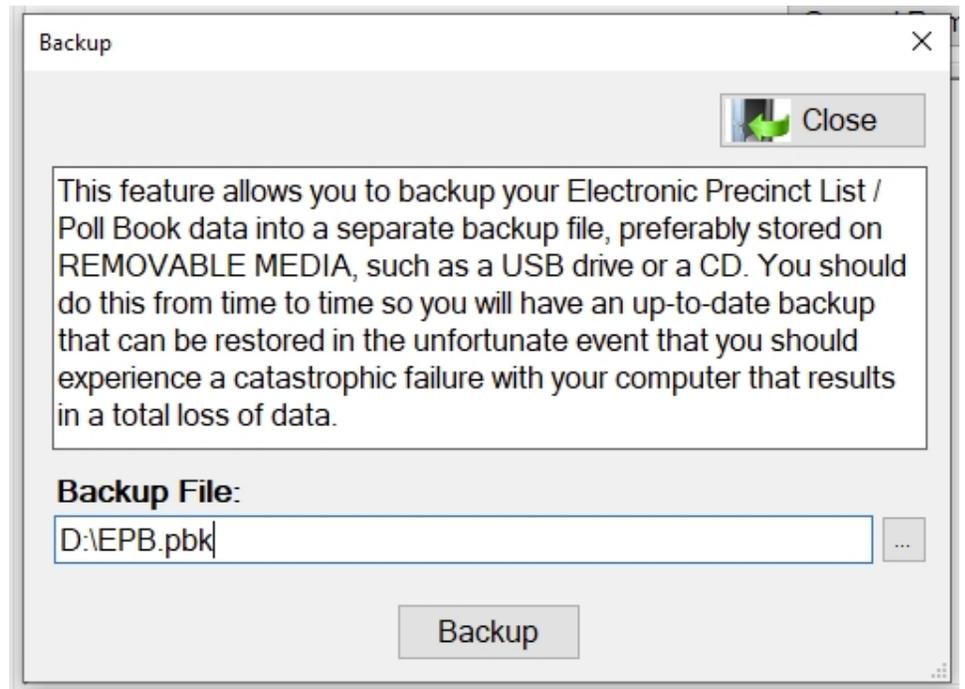
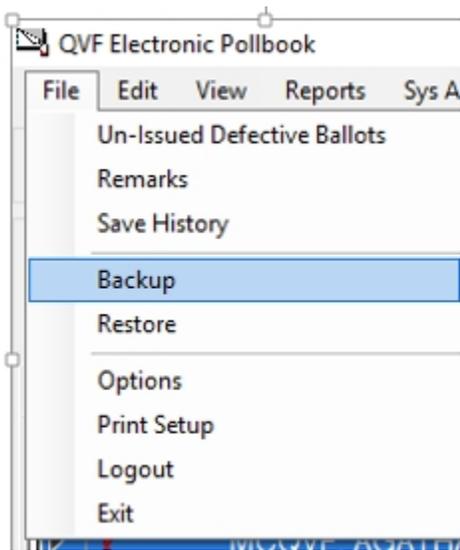
Election: 11/05/2019 - NOVEMBER CONSOLIDATED - BOHEMIA TOWNSHIP

Precinct: 00001

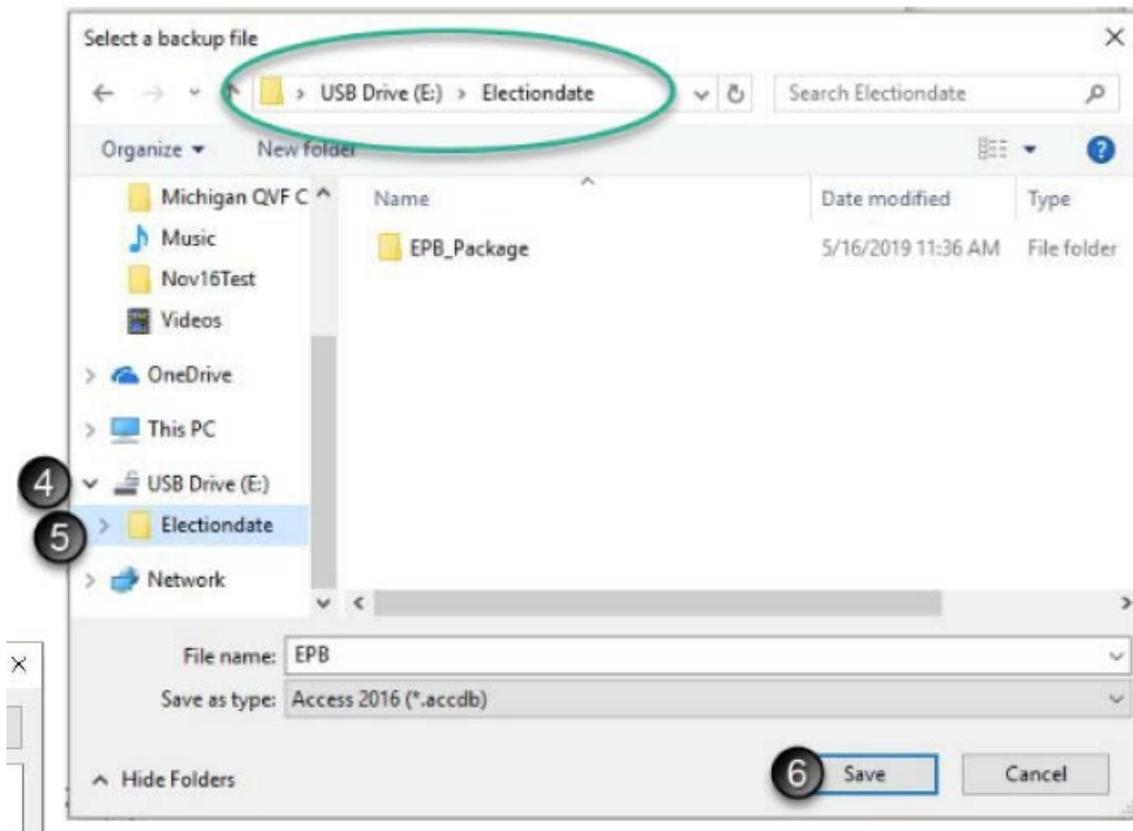
IMMEDIATELY NOTIFY THE CLERK OF ANY PROBLEMS!

Perform the First Backup of the Electronic Poll Book (EPB)

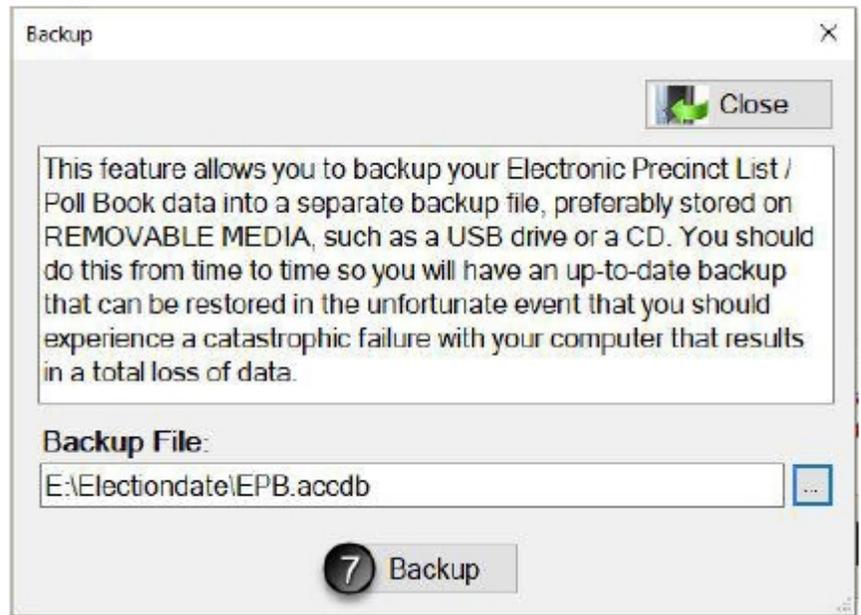
- 1** Click on File.
- 2** Click Backup.
- 3** Click on the button  at the end of the file path.



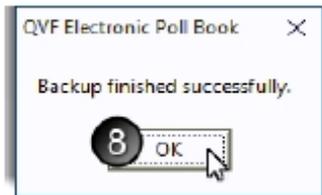
- 4 Select the removable disk drive (letter may vary). Use the encrypted flash drive to save files throughout the day and after the polls close. Future backups should remember the drive you select in this step.
- 5 Double click the [election date] folder
- 6 Click Save. After a few seconds, the Backup finished successfully screen will pop up.



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



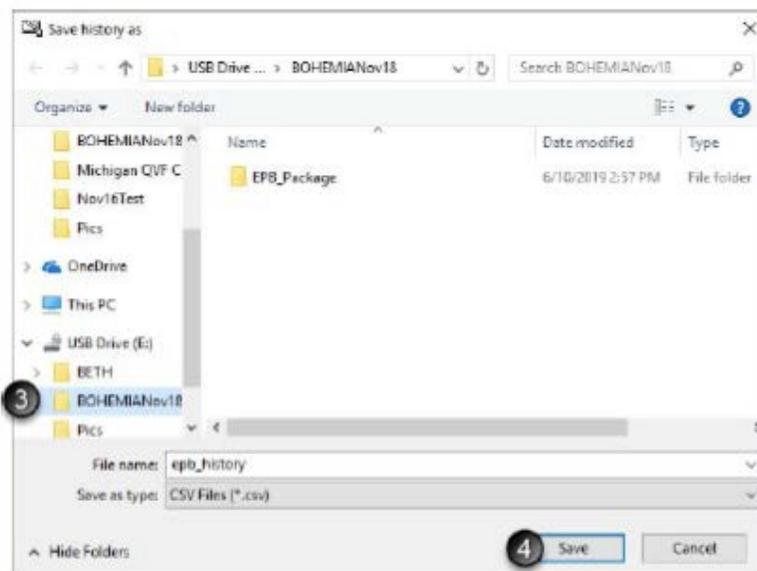
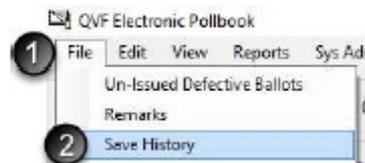
- 9 Click OK.



“Backup overdue ” will flash in the lower right corner whenever a Backup is due. Double Click on **Backup Overdue** to perform a Backup.

Save History in Electronic Poll Book (EPB)

- 1 Click File
- 2 Click Save History
- 3 Double-click on the **Election Date** folder. The file name should say **epb_history** with no preceding d:\ If d:\ is still in the File name, click the cursor at the beginning of the File name field and use the Delete key to delete the d:\
- 4 Click Save



The laptop and software are now ready for voters!

QVF Electronic Poll Book - Main Screen

EPB

The Electronic Poll Book screen is divided into 3 sections.

The screenshot shows the QVF Electronic Pollbook interface. At the top, it displays 'Election: 11/05/2019 - NOVEMBER CONSOLIDATED - BOHEMIA TOWNSHIP' and 'Precinct: 00001'. The interface is divided into three main sections:

- Voter Search (Left):** Contains a search bar for 'DLN / Name' and a 'Search' button. Below it are tabs for 'This Precinct', 'Other', and 'Unlisted'. A table lists voters located within the selected inner precinct(s), including names and DOBs.
- Voter Details (Middle):** Displays information for a selected voter, ALLEN, LINDA ARLENE. It includes fields for Name, Address, Gender, Polling Location, DOB, Precinct, Ballot Style, Reg. Date, and Eff. Rg. Date. There are buttons for 'Temp' and 'Perm' next to the Gender field, and a 'Geography' button. A warning message states: 'If you need to perform an action for this voter, such as issuing or spoiling a ballot, then you must first LOCK THIS VOTER by clicking this button:'. Below this is a large button labeled 'Lock this voter record' and a 'General Remarks' button. At the bottom, it shows 'VOTING STATUS: Did not vote in precinct.'
- List of Voters (Right):** A table with columns for '#', 'Assigned To', and 'Ballot'. The first row shows '1' in the '#', 'f' in 'Assigned To', and an empty cell in 'Ballot'. The total at the bottom is 'Total = 0'.

Voter Search window (Left side of screen): Used to perform a search of the voter registration database.

This close-up screenshot focuses on the 'Voter Search' window. A blue arrow points to the 'DLN / Name' input field. Below the search bar are tabs for 'This Precinct', 'Other', and 'Unlisted'. The 'This Precinct' tab is selected, showing a table of voters located within the selected inner precinct(s). The table lists voter names and DOBs, with the first row, ALLEN, LINDA ARLENE (DOB 09/10/1941), highlighted in blue.

This Precinct tab shows the list of voters who are registered in the assigned precinct. Other tab shows the voters who are registered in all other precincts within the jurisdiction. Unlisted button allows the user to manually enter voters who, according to the QVF, are not registered within the jurisdiction.

This Precinct		Other	Unlisted
These voters are located within selected inner precinct(s):			
	Voter Name	DOB	
▶	ALLEN, LINDA ARLENE	09/10/1941	
?	BRADFORD, JOHNATHON MICHAEL	03/18/1943	
?	BURRESS, JASON ARVID	12/01/1945	
	BUSHELLE, PEGGY SUE	12/01/1978	
	BUSHNELL, PAUL MICHAEL	04/09/1991	
?	DAVIS, CARRIE ANN	10/05/1965	

Voter Details - When the name of a single voter is highlighted, the voter's registration information is shown at the top. The Geography button shows detailed district information for each voter.

Name:	ALLEN, LINDA ARLENE	DOB:	09/10/1941
Address:	1893 FORESTRY RD MASS CITY MI 49948	Precinct:	00001
Gender:	F	Ballot Style:	1
Polling Location :	ROUSSEAU TOWN HALL 572 ROUSSEAU RD MASS CITY MI 49948	Reg.Date:	04/04/2019
		Eff. Rg.Date:	06/09/2019
			<input type="button" value="Geography"/>

The middle of the screen is the "Lock this Voter Record" action box where ballots will be assigned and recorded.

If you need to perform an action for this voter, such as issuing or spoiling a ballot, then you must first LOCK THIS VOTER by clicking this button:

Lock this voter record

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.

The **Voting Status** shows any status flags pertaining to the voter's record. The election inspector/Help Desk must perform some action before the voter may be issued a ballot.

IMPORTANT: Verify the status before issuing a ballot to a voter.

VOTING STATUS: Did not vote in precinct.
Voter's Status is TO BE VERIFIED: DATE OF BIRTH VOTING STATUS: Did not vote in precinct.
Voter's Status is TO BE VERIFIED: DATE OF BIRTH VOTING STATUS: Did not vote in precinct.

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.

List of Voters		
#	Assigned To	Ballot
1	MCQVF, CARI CAITLIN	00070001
2	MCQVF, CARLOS CATRICE	00070002
3	MCQVF, CARROLL CESAR	00070003
4		

Processing Voters

Voter must present the following to Station 2 Inspector:

- Photo Identification
- and
- Completed Application to Vote **OR**

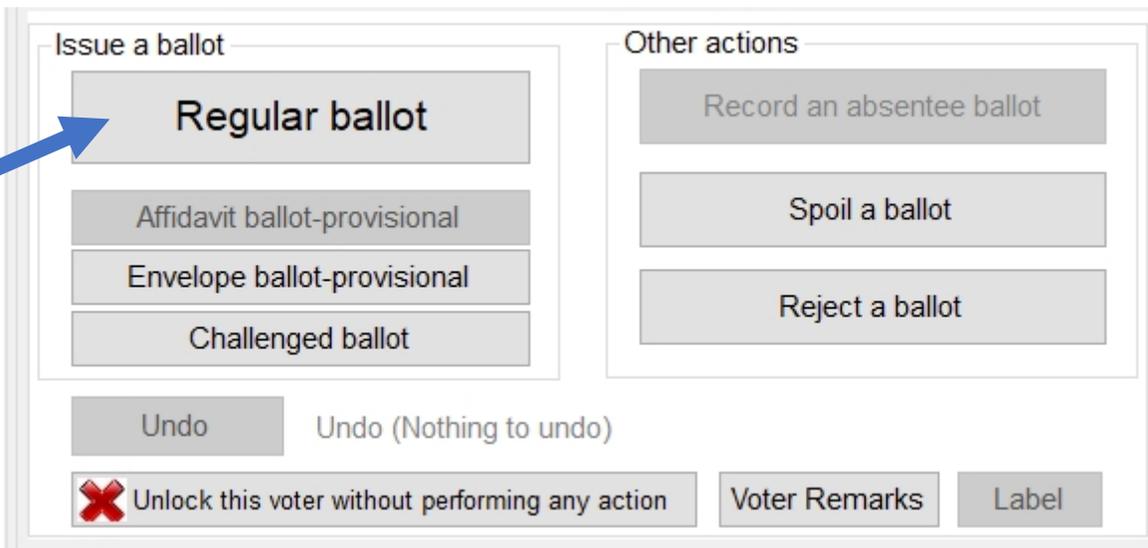
Affidavit of Voter Not in Possession of Picture Identification

- Inspector verifies voter's photo ID
- Voter Search** - Before a voter can be processed, a voter search must be performed. **Important**: Make sure **This Precinct** tab is selected.
- ★ **Scan the DL** - Scan the voter's driver's license with the barcode reader. (This automatically locks the voter's record and opens the **Voter Action** window.)

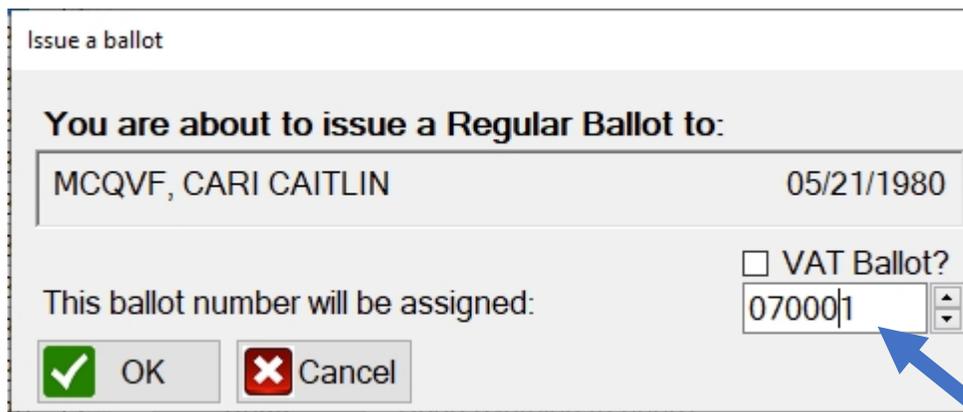
OR

- ★ **Type the voter's name** (last name, first) in the DLN/Name field.

- Select the correct voter and then click **Lock this voter record** to open the **Voter Action** window.
- Verify the voter's information on the Application to Vote matches the EPB.
- Click **Regular Ballot**



- Manually type the **FIRST** ballot number.



- Click OK.

The Auto Advance feature should be activated. The software will automatically advance the ballot number by one for each ballot issued.

**If the EPB does not auto advance, contact the City Clerk.
City Clerk's Office - (734) 466-2230**

- Verify the ballot was issued.

Processing Voters with Status Flag(s)

Some voters have status flags that need to be addressed before issuing a ballot. Something happened in the registration process that needs follow-up. Examples: A signature was not obtained, the voter missed checking an answer to the citizenship question, an absentee ballot was issued, the clerk received reliable information the voter may have moved.

A voter has a status flag if he or she has a red “?” next to his/her name.

Read the message in the Voter Status window at the bottom of the Voter Details to determine the issue. If necessary, refer the voter to the Help Desk (Chairperson or Co-Chair).

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**. Process as a Regular ballot and allow voter to tabulate ballot as usual. Place the AV ballot (write surrendered on it) in the Local Clerk envelope or if voter does not have the absentee ballot to surrender, have the voter complete the Affidavit of Lost or Destroyed Absentee Ballot and place in the Local Clerk envelope to return at the end of the night.

Absentee Ballot [00000103] sent by clerk--Voter must surrender ballot or submit affidavit.

VOTING STATUS: Did not vote in precinct.

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.

Absentee Ballot [00000106] sent/received by clerk--Do not issue ballot.
VOTING STATUS: Did not vote in precinct.

Voter's status is CHALLENGED: 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.

Voter's Status is CHALLENGED: AGE
VOTING STATUS: Did not vote in precinct.

Voter's Status is CHALLENGED: CITIZENSHIP
VOTING STATUS: Did not vote in precinct.

Voter's Status is CHALLENGED: RESIDENCY
VOTING STATUS: Did not vote in precinct.

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.

Must show ID before voting (Federal Requirement)
VOTING STATUS: Did not vote in precinct.

Voter's Status is VERIFY: Sign Registration Card

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

Voter's Status is TO BE VERIFIED: SIGN REGISTRATION CARD
VOTING STATUS: Did not vote in precinct.

Voter's Status is VERIFY: Address Unclear, Confirmation Notice, 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 **TO BE VERIFIED: CONFIRMATION NOTICE**
VOTING STATUS: Did not vote in precinct.

Voter's Status is **TO BE VERIFIED: SURRENDERED LICENSE**
VOTING STATUS: Did not vote in precinct.

Voter's Status is VERIFY: 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 **TO BE VERIFIED: CONFIRM CITIZENSHIP**
VOTING STATUS: Did not vote in precinct.

Voter Message: Challenged Ballot

When the EPB indicates in red text that an inspector action is required to record a voter's ballot as challenged, perform the actions listed below.

(These voters registered within 14 days of the election with an alternative form of residency verification.)

Election Inspector Action Required - This voter's ballot must be recorded as Challenged.
VOTING STATUS: Did not vote in precinct.

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

Issue a ballot

Regular ballot

Affidavit ballot-provisional

Envelope ballot-provisional

Challenged ballot

Other actions

Record an absentee ballot

Spoil a ballot

Reject a ballot

Undo Undo (Nothing to undo)

Issue a ballot

You are about to issue a Challenged Ballot to:

MCQVF, CACHE CORINA 07/14/1980

VAT Ballot?

This ballot number will be assigned: 00070005

OK Cancel

Unlock this voter without performing...

Note that the Voter Status window shows that a Challenged ballot was issued.

Challenged ballot [00070005] issued at the precinct.
VOTING STATUS: Voted in precinct using a Challenged ballot.

IMPORTANT NOTE: The Challenged ballot procedure for these voters is different than formal challenges. Outside of the EPB, perform the following steps when issuing the challenged ballot:

1. Write the ballot number in pencil on the upper left-hand corner of the ballot, being sure to avoid any barcodes or timing marks (**not** on the ballot stub).
2. Conceal this number with a small piece of white paper taped over the number.
3. Use the Challenged ballot button to enter the voter's ballot number into the e-Pollbook. If your precinct has more than one ballot style, issue the ballot style noted on the receipt.
4. The voter will then vote the ballot and place the ballot in the tabulator as usual.

Processing a Spoiled Ballot

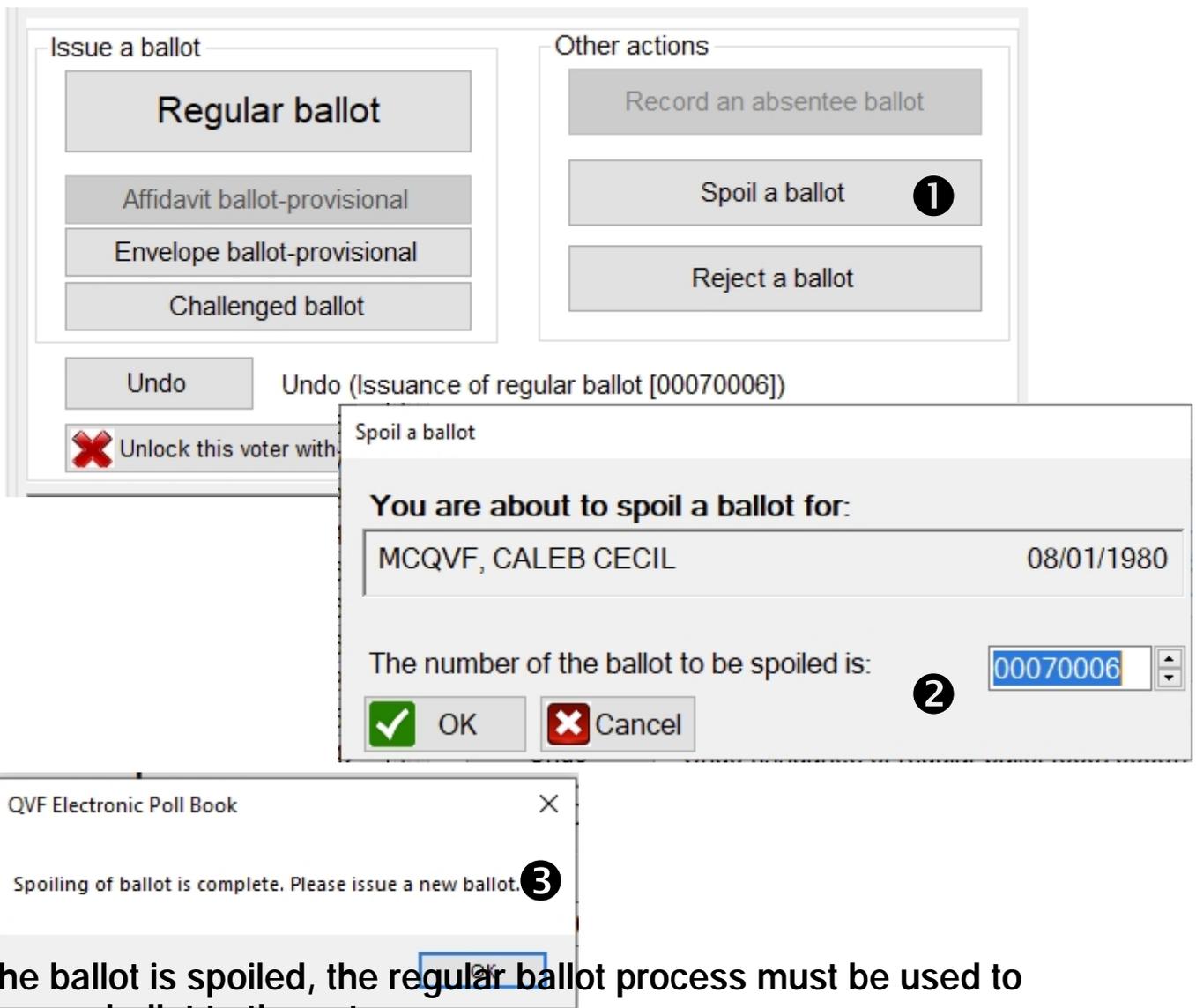
A voter may request a new ballot if needed and a new ballot must be issued, no matter how many times the voter requests a new ballot. The voter should write "SPOILED" at

the top of their ballot, remove the stub, and place the ballot in the Spoiled Ballot Envelope. Change the Application to Vote to note the new ballot number and record the new ballot in the EPB software.

To spoil a ballot:

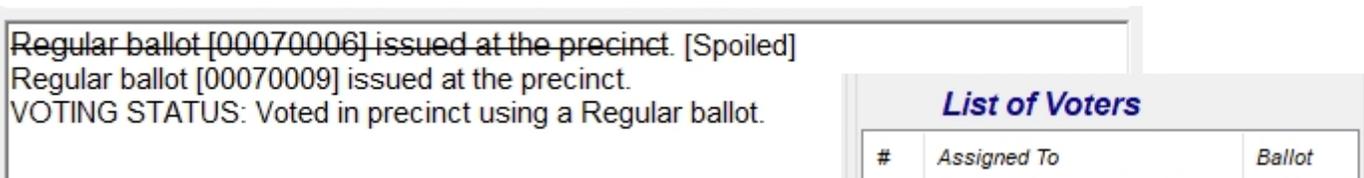
Pull the voter's record up in the EPB software by typing the voter's name into the DLN/Name field, entering the last name first, select the voter's name, click Lock this Voter Record and:

- ❶ Click Spoil a ballot
- ❷ Click OK - the software will automatically enter the ballot number you are spoiling.
- ❸ Click OK.



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

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





Find a Voter Not Appearing On This Precinct List

Find a Voter in Other Precinct in Other Tab

Election inspectors can look up voters throughout the jurisdiction, not just in the precinct they are working. If the voter does not pop up after a search, 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.

Add an Unlisted Voter

Voter Search

DLN / Name:

This Precinct | **Other** | Unlisted

These voters are located outside of the selected inner precincts:

	Voter Name	DOB
▶	MCCASLIN-MCQVF, HAROON...	08/13/1924
	MCQVF, A ANTONIO	01/26/1947
	MCQVF, AARON ARIELLE	01/12/1947
	MCQVF, ABAGAIL ALBERT	02/16/1947
	MCQVF, ABBY ARLINE	05/08/1947
	MCQVF, ABDULAZIZ ALFONZO	03/14/1947
	MCQVF, ABIGAIL ANNA	01/08/1947
	MCQVF, ADA ADINA	03/30/1947
	MCQVF, ADALISA ALLENE	05/09/1947
	MCQVF, ADAM ARTHUR	01/13/1947
	MCQVF, ADELA ABRAHAM	05/10/1947
	MCQVF, ADELIAH ARMEN	04/01/1947
	MCQVF, ADELITA ALLYN	02/07/1947
	MCQVF, ADOLFO ANGEL	03/03/1947
	MCQVF, ADOLFO ADAM BOCC...	08/08/1947

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. Refer the voter to the **Help Desk**. 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

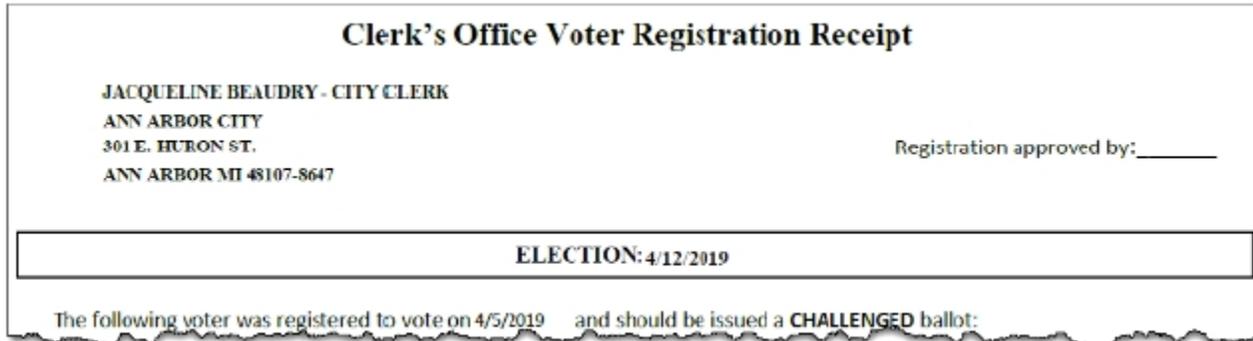
After the voter is added, a ballot number must be assigned. The Clerk will provide guidance on the type of ballot to issue the voter. For voters with a receipt, see the next section of this manual, Process Unlisted Voter with a Receipt.

The screenshot shows the 'Voter Search' application interface. At the top, there is a search bar with 'DLN / Name: MCQVF' and a 'Search' button. Below this are three tabs: 'This Precinct', 'Other', and 'Unlisted'. The 'Unlisted' tab is selected and highlighted with a circled '1'. Below the tabs, a red banner reads 'These voters are entered manually:'. Underneath is a table with columns for 'Voter Name' and 'DOB'. At the bottom left of the main window, there is a '+ New' button with a circled '2'. A dialog box titled 'Unlisted Voter' is open in the foreground. It contains several input fields: 'Last Name' (with a circled '3'), 'First Name', 'Middle Name', 'Suffix', 'DOB', 'Address' (two lines), 'Voter Receipt' (checkbox), and 'License'. At the bottom of the dialog box are 'Ok' and 'Cancel' buttons, with the 'Ok' button circled '4'. The status bar at the bottom of the main window shows '0 matching voters'.

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.

Processing an Unlisted Voters with a Receipt

When a voter is not found under the **This Precinct** tab or the **Other** tab and they were registered by the local clerk's office after the e-Pollbook was downloaded for the election they must present the Clerk's Office Voter Registration Receipt. The voter must be added to the EPB from the Unlisted tab, then a ballot can be issued per the instructions on the receipt.



Clerk's Office Voter Registration Receipt

JACQUELINE BEAUDRY - CITY CLERK
ANN ARBOR CITY
301 E. HURON ST.
ANN ARBOR MI 48107-8647

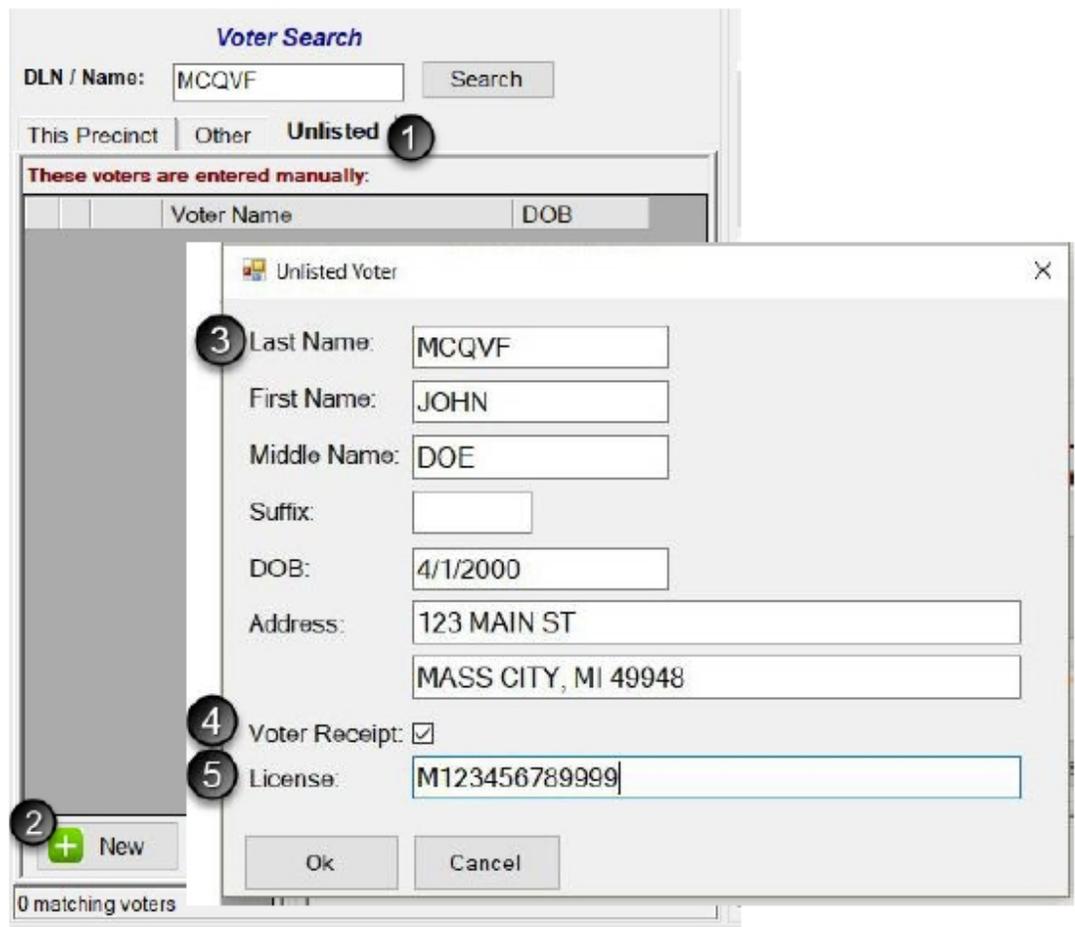
Registration approved by: _____

ELECTION: 4/12/2019

The following voter was registered to vote on 4/5/2019 and should be issued a **CHALLENGED** ballot:

To add a voter to the list:

- 1 Click the Unlisted tab
- 2 Click New
- 3 Enter the voter's information
- 4 Click the "Voter Receipt" box to enable the option and the cursor automatically moves to the License field
- 5 If the voter has a DL/PID, swipe the DL/PID or scan the barcode to add the ID number and the Unlisted Voter window will automatically close. The ID number can also be hand-typed, then click OK.



Voter Search

DLN / Name: MCQVF Search

This Precinct Other **Unlisted** 1

These voters are entered manually:

Voter Name	DOB
------------	-----

Unlisted Voter

3 Last Name: MCQVF

First Name: JOHN

Middle Name: DOE

Suffix:

DOB: 4/1/2000

Address: 123 MAIN ST
MASS CITY, MI 49948

4 Voter Receipt:

5 License: M123456789999

2 + New

0 matching voters

Ok Cancel

After the voter is added, a ballot number must be assigned. Follow the instructions provided on the receipt to select the correct ballot type button (Regular or Challenged). If the receipt says that the ballot must be prepared as “challenged” perform the following steps:

1. Write the ballot number in pencil on the upper left-hand corner of the ballot, being sure to avoid any barcodes or timing marks (**not** on the ballot stub).
2. Conceal this number with a small piece of white paper taped over the number.
3. Use the Challenged ballot button to enter the voter’s ballot number into the e-Pollbook. If your precinct has more than one ballot style, issue the ballot style noted on the receipt.
4. The voter will then vote the ballot and place the ballot in the tabulator as usual.

IMPORTANT NOTE: You must manually enter ballot numbers for unlisted voters, and the next regular ballot issued (for that ballot style) will need to be adjusted; it will not auto advance correctly.

Processing Other Voter Types

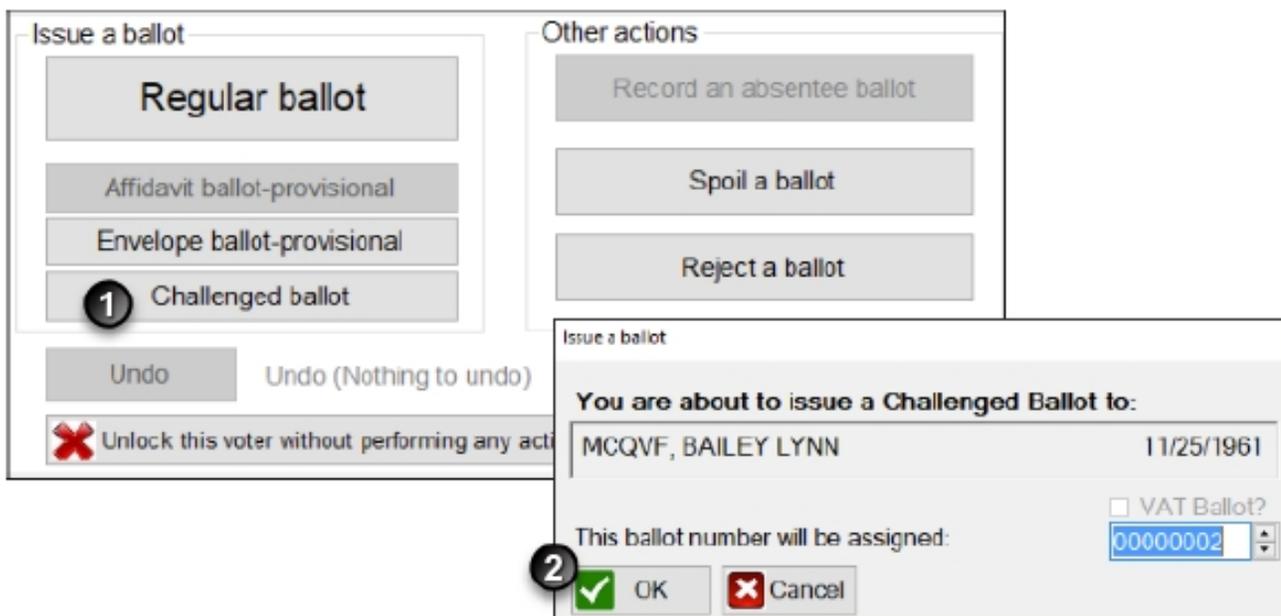
Process a Voter Challenged by a Challenger

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 Ballot to a Challenged Voter:

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 tapes. In addition, full documentation of the challenge must be recorded in the paper binder pollbook.

Record a Voter Assist Terminal (VAT) Ballot

When a voter requests to use the Voter Assist Terminal (VAT) to vote, issue a blank ballot (without a numbered stub). Since they will make their selections using the VAT which prints their votes on a blank ballot, they will not receive a regular ballot with a traditional number sequence.

To record such ballots in the Electronic Pollbook, search for the voter in the EPB as usual and select a ballot type to record. When assigning this voter's ballot number, indicate that it is a VAT Ballot by checking the VAT box. This action tells the system to use the blank ballot numbering sequence when auto advancing. If it is the first VAT ballot of the day, enter the first ballot number of the blank ballot stock. VAT ballot numbers will advance automatically like other ballots do when the Auto Advance option is enabled and after the first number is entered.

To record a VAT ballot:

- 1 Click the button for the kind of ballot being assigned (Regular, Provisional...)
- 2 Add a checkmark to the VAT box
- 3 If this is the first VAT ballot of the day, enter the ballot number (ex: V0001), otherwise, confirm the VAT ballot number matches the sequence and click OK.

Issue a ballot

You are about to issue a Regular Ballot to:

MCQVF, RANDALL RUDOLPH 05/08/1993

This ballot number will be assigned: 90001

VAT Ballot?

OK Cancel

Record an Absentee Ballot

If absentee ballots are 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 and 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.

Voter Details

Name:	MCQVF, RALEIGH GRANT	DOB:	10/08/1958
Address:	29349 DISHNEAU RD MASS CITY MI 49948	Precinct:	00001
Gender:	M	Ballot Style:	1B
Reg. Date:	10/10/2016	Temp	Perm
Eff. Reg. Date:	10/10/2016	Geography	
Polling Location:	ROUSSEAU TOWN HALL 572 ROUSSEAU RD MASS CITY MI 49948		

Issue a ballot: Regular ballot, Affidavit ballot-provisional, Envelope ballot-provisional, Challenged ballot, Undo, Undo (Nothing to Undo), **Unlock this voter without performing any action**

Other actions: **1 Record an absentee ballot**

Issue a ballot dialog: You are about to record an Absentee Ballot for: MCQVF, RALEIGH GRANT (DOB: 10/08/1958). VAT Ballot? . This ballot number will be assigned: 00000106. **2** OK Cancel

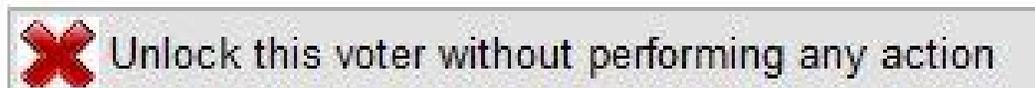
Absentee Ballot [00000106] sent/received by clerk--Do not issue ballot.
VOTING STATUS: Did not vote in precinct.

NOTE: If processing

a FWAB or electronic MOVE or ACCESSIBLE ballot, simply accept the regular AV ballot number assigned or enter the AV ballot number assigned by the clerk.

Avoid or Correct 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

The screenshot shows the 'Voter Details' page for MCQVF, RANDALL RUDOLPH. The voter's information includes DOB: 05/08/1993, Address: 2258 STATE HIGHWAY M38, MASS CITY MI 49948, Precinct: 00001, Gender: M, Reg.Date: 05/12/2016, and Polling Location: ROUSSEAU TOWN HALL. A 'Ballot Style: 1B' is highlighted in a red box. A 'Confirm' dialog box is open, displaying a yellow warning icon and the text: 'Undo the following action:(Issuance of regular ballot [00090001])'. Below the dialog, an 'Undo' button is highlighted, with the text 'Undo (Issuance of regular ballot [00090001])' next to it. Other buttons include 'Yes', 'No', 'Affidavit ballot-provisional', 'Envelope ballot-provisional', 'Challenged ballot', 'Spoil a ballot', 'Reject a ballot', 'Unlock this voter without performing any action', 'Voter Remarks', and 'Label'. The name 'JOHNSMITH' is visible in the bottom right corner.

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 not be used to attempt to fix major mistakes. **Call the City Clerk's Office ASAP at (734) 466-2230!**

Important! Important! Important!

The next ballot number must be manually entered.

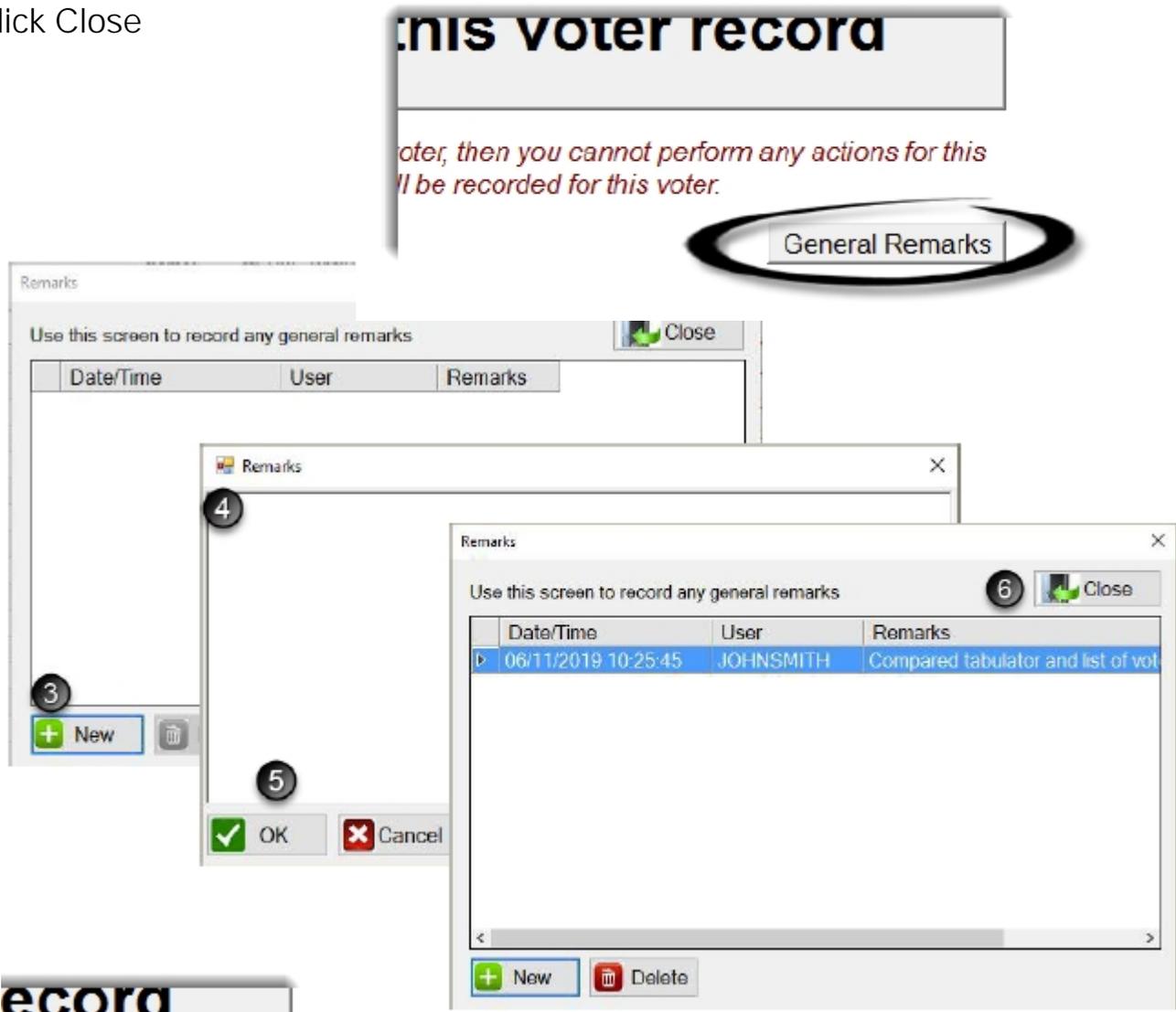
The **Undo** feature should be used with extreme caution. The potential for errors increases greatly when this function is used. The Undo option should only be used to correct the last voter transaction. If multiple corrections are needed, contact the City Clerk's Office for assistance before proceeding.

Make a Remark

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 General or Specific, be sure to use the correct type based on the comment you need to make.

To make a general remark:

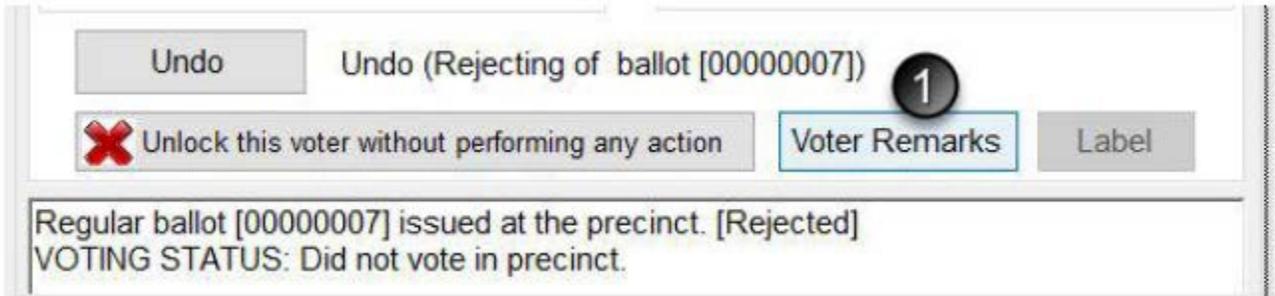
1. Click File (or the General Remarks button and skip to step 3)
2. Click Remarks
3. Click New
4. Enter Remark. (Be very detailed when recording remarks!) The EPB automatically records the date and time of the entry; however, if entry of the remark is delayed from the time the event occurred, then include the time the event took place in the remark.
5. Click OK
6. Click Close



To make a voter remark:

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. (Be very detailed when recording remarks!) 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



If there are no other actions to perform on that voter, Unlock the voter and proceed to process the next voter.

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:

- **Exposure** - A voter intentionally exposed his or her marked ballot to others at the polling place.
- **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.
- **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 may not 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 previous page) 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.

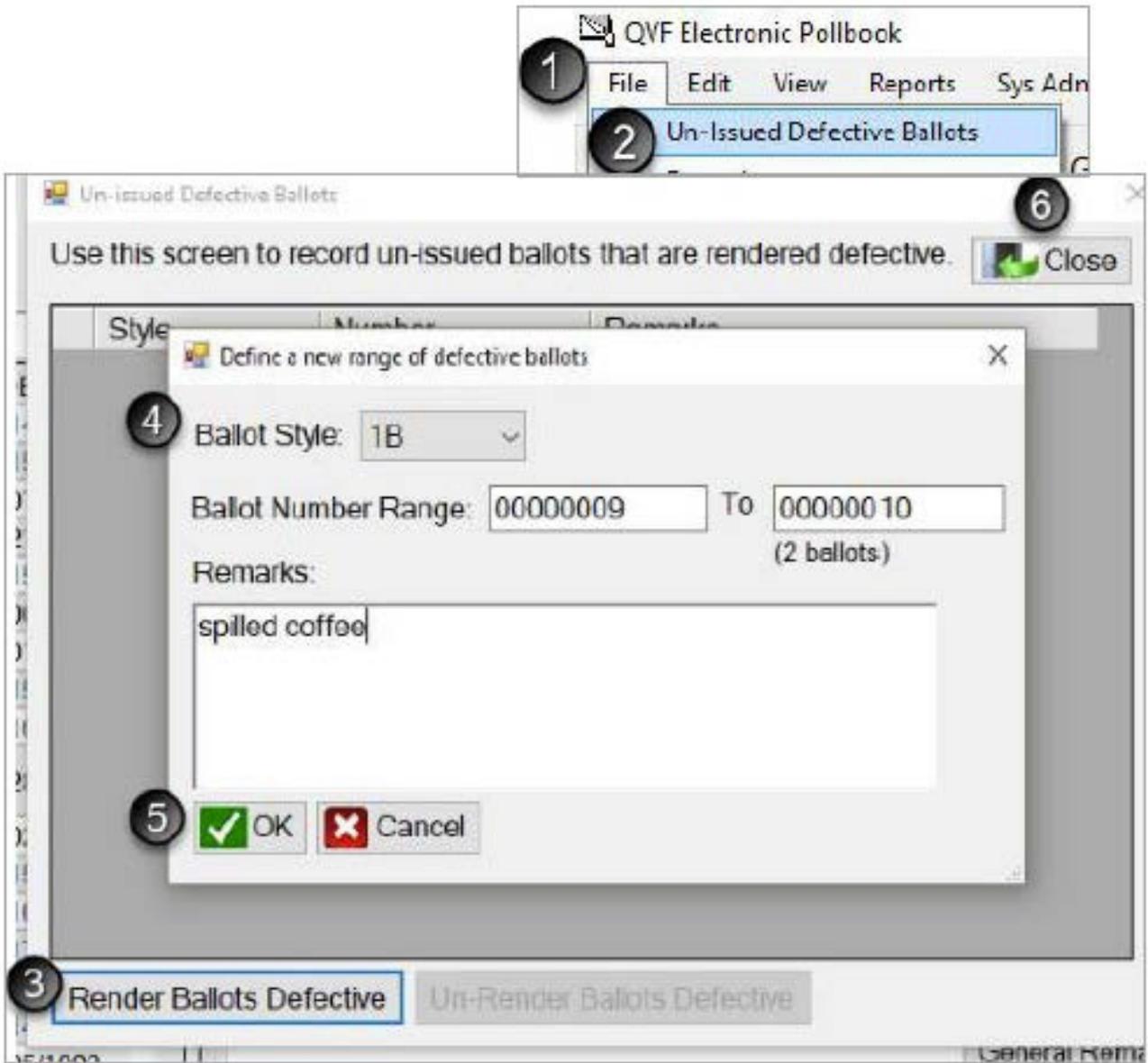
Mark Unissued Ballots Defective

If a ballot becomes unusable and it is within the number range being used, record it 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



After The Polls Close

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. 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. After reports are saved and printed, save voter history in a manner that can easily be uploaded into the Qualified Voter File (QVF) in a matter of seconds, ensuring accurate recording of voters in the master voter registration database.

Important! Important! Important!

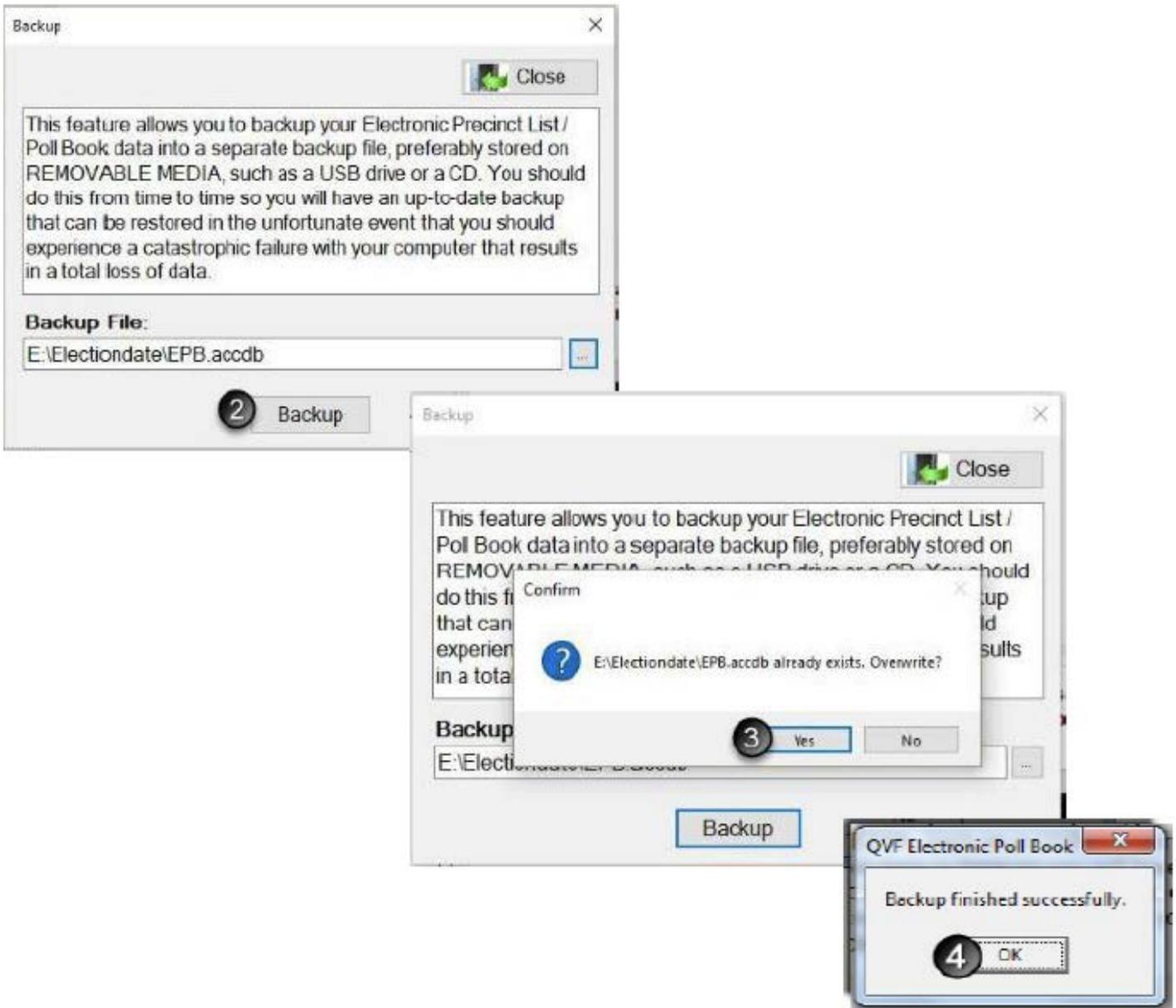
Review and complete the next six required steps.

1. Save one last **Backup** file
2. Save **Voting History** (This is a frequently missed step, so please pay extra attention here!)
3. Save the **Ballot Summary** Report
4. Save the **List of Voters** Report
5. Save the **Remarks** Report
6. Look at the files saved on the flash drive and go back to save anything that was missed.

Save 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



Save Voter History: Redirection Action Required!

After all other reports are saved, save the voter history to the flash drive. The clerk needs to use this file to update the voter registration files in the Qualified Voter File (QVF) recording who voted on Election Day.

To save Voter History:

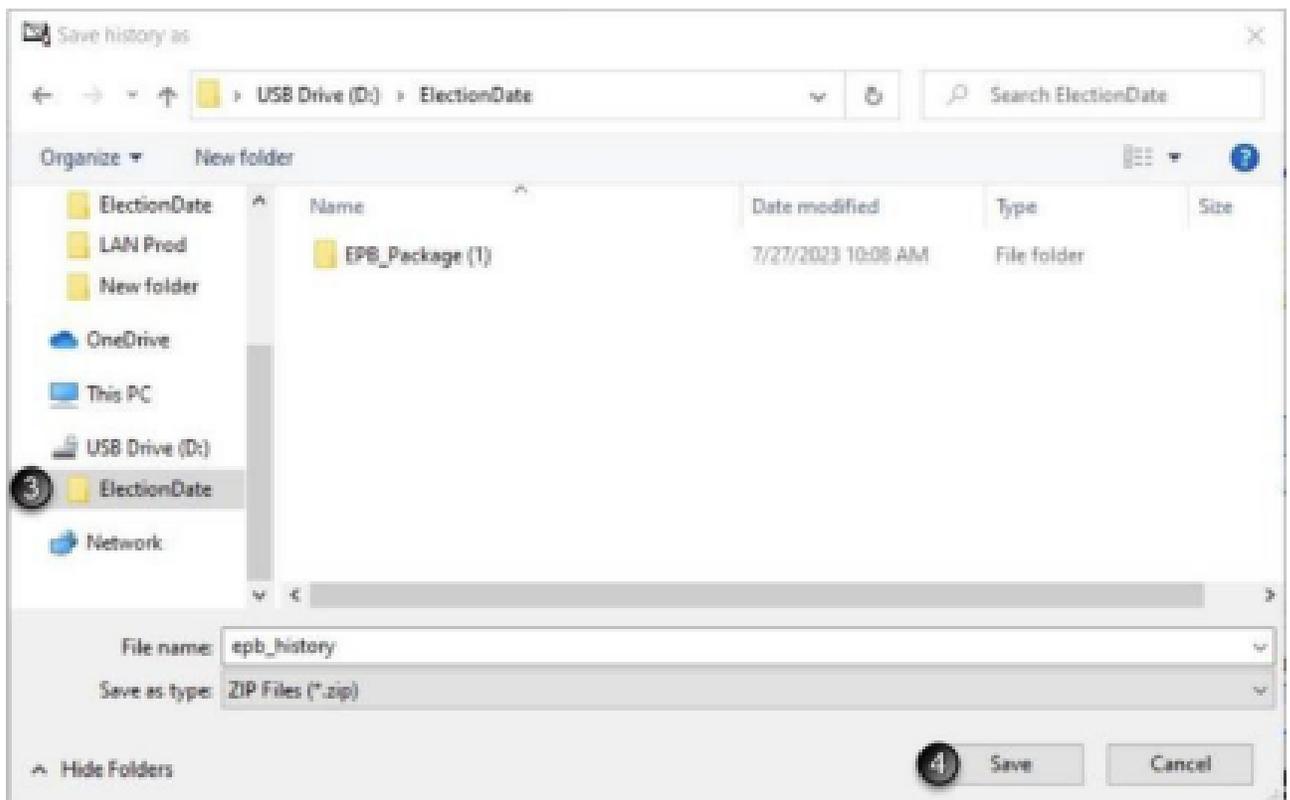
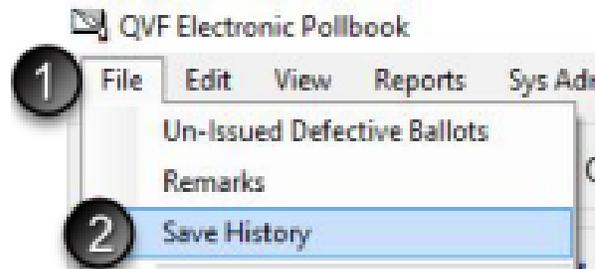
1. Click File

2. Click Save History

3. Redirect the file by clicking on the flash drive under This PC, then double-click on the Election Date folder. The file name should say epb_history with no preceding d:\

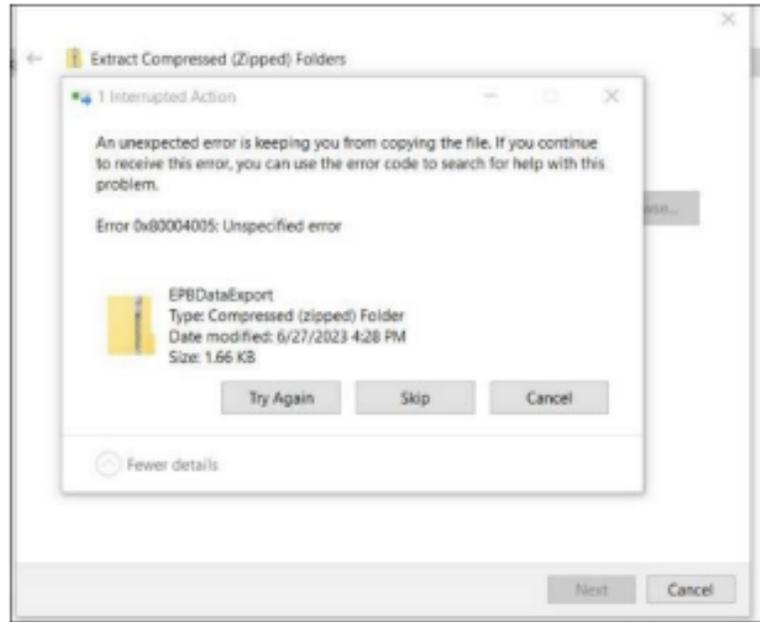
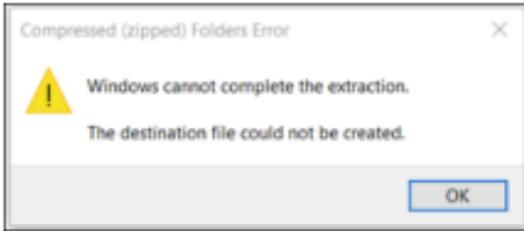
If d:\ is still in the File name, click the cursor at the beginning of the File name field and use the Delete key to delete the d:\

4. Click Save



Please note: the history file is now a compressed .zip file, no longer a .csv file type. You will no longer be able to open or proofread this file, only upload it back in QVF.

A user double-clicking to open the file will see the following error.



Ballot Summary Report

The **Ballot Summary** documents the total number of ballots assigned to the precinct and how each ballot was used. You already recorded spoiled or defective (F), rejected (G) and Provisional “envelope” (I) ballots and the software enters those numbers. The designated inspector enters the remaining numbers, and the EPB software will calculate and balance the **Ballot Summary**. Type in numbers carefully and use the Tab key to move between fields.

To complete the Ballot Summary:

- 1 Click Reports.



2 Click Ballot Summary

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

3 (A) Enter the Starting number and the Ending number of the first ballot style (this step will be done for you). If using more than one ballot style or if any VAT ballots were used, tab to create a new line and repeat the process until all styles are listed. The Count will be calculated automatically. Click on the end of the file path.

4 (B)

The screenshot shows a window titled "Ballot Summary Report" with a "Close" button in the top right. The main content area is titled "NUMBER OF BALLOTS DELIVERED TO PRECINCT:". Below this title, there is a section labeled "A: Number of unvoted ballots delivered to precinct:" with a "Delete" button to its right. A table with four columns (Style, Starting No., Ending No., Count) is displayed. The first row is selected and highlighted in blue. Below the table, there is a "Total =" label followed by a text box containing the number "300". Below that, there is a section labeled "B: Number of AV return envelopes received by board" with a text box containing the number "1". At the bottom, there is a section labeled "C: Total" with a text box containing the number "301".

Style	Starting No.	Ending No.	Count
1A	00001001	00001100	100
1B	00000001	00000100	100
VAT	00090001	00090100	100

Total = 300

B: Number of AV return envelopes received by board 1

C: Total 301

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 Number of ballots tabulated from the Tabulator Public Counter reading

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.

NUMBER OF BALLOTS AT CLOSE OF POLLS:

- 5 D: Number of ballots tabulated (Enter Tabulator Public Counter reading)
- 6 E: Number of AV ballot envelopes delivered to precinct which did not contain a ballot or were not processed
- F: Number of ballots reissued to voters who spoiled their ballot at the polling place (spoiled or defective ballots)
- G: Number of ballots rejected
- 7 H: Number of ballots used by election inspectors for ballot duplication
- I: Number of provisional envelope ballots issued

8 J: Number of UNUSED BALLOTS:

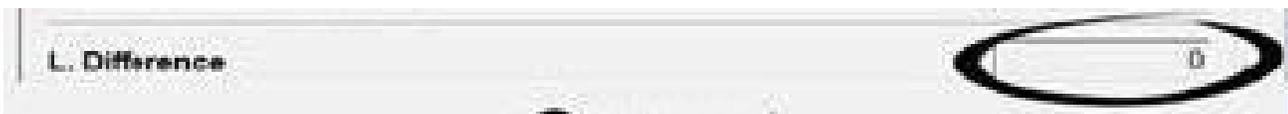
Style	Starting No.	Ending No.	Count
1A	00001001	00001100	100
1B	00000012	00000100	89
VAT	00090002	00090100	99

 Delete

 Preview

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.

SCROLL DOWN AND STOP! L SHOULD = 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**). Line L may appear on a second page, so click the arrow to view the next page if necessary.

At this point, the **Ballot Summary** must be saved to the encrypted flash drive. The reports will be printed by the receiving board.

To save the **Ballot Summary**:

1. Click the disk icon and PDF
2. Double click the [ElectionDate] folder in the encrypted flash drive (Removable Disk E:). Drive letters may vary.
3. Click Save

Ballot Style	Starting No.	Ending No.	Count
1A	00011001	00011100	100
1B	00000001	00000100	100
VAT	00000001	00000100	100
			301

Category	Count
A. Number of unused official ballots delivered to precinct:	
B. Number of absentee voter return envelopes received by board:	1
C. Total of lines A and B (Must match Line K below):	301
NUMBER OF BALLOTS AT CLOSE POLLS:	
D. Number of ballots tabulated:	8
E. Number of AV ballot envelopes delivered to precinct which did not contain a ballot or were not processed for any reason:	0
F. Number of ballots released to voters who spoiled their ballot at the polling place (spoiled or defective ballots):	3
G. Number of ballots rejected:	1
H. Number of ballots used by election inspectors for ballot duplications:	0
I. Number of provisional envelope ballots issued:	0
J. Number of UNUSED BALLOTS (unused ballots):	
K. Total of Lines D, E, F, G, H, I, and J (Must match Line C above):	301

Save As

USB Drive ... > BOHEMIANov18

Search BOHEMIANov18

Organize New folder

BOHEMIANov18

Name Date modified Type

6/10/2019 2:57 PM File folder

Report Preview [Ballot Summary]

1 of 2 100%

PDF 1

BOHEMIANov18 2

Save as type: PDF (*.pdf)

Save 3 Cancel

After the **Ballot Summary** has been saved, close out of the preview screen, and close the Ballot Summary screen as well.

List of Voters Report

To save the **List of Voters**:

1. Click Reports
2. Click List of Voters
3. Click the disk icon and PDF

1 Reports Sys Admin Help

2 List of Voters

Report Preview [Voter List]

1 of 1 100%

4. The [ElectionDate] folder selected for the Ballot Summary should automatically pop up. Always check to make sure you are in the encrypted flash drive and the correct folder before clicking Save

After the **List of Voters** has been saved, close out of the preview screen.

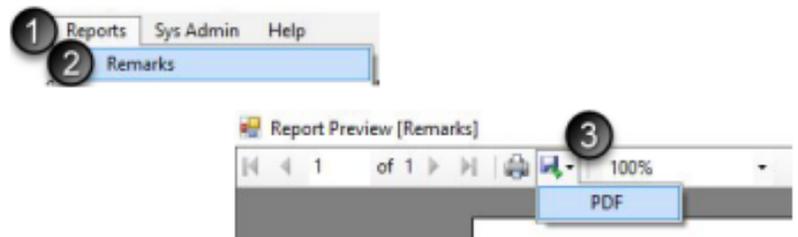
11/062018 - STATE GENERAL - BOHEMIA TOWNSHIP PRECINCT 00001			
LIST OF VOTERS			
#	Voter Name	Ballots	Remarks
1	MCQVF, LISA ANNE	00000004	Spoiled
		00000003	
2	MCQVF, LISA LEE	00000002	Challenged
3	MCQVF, JOHN DOE	00000004	
4	MCQVF, RALEIGH GRANT	00000106	Absentee Ballot
5	MCQVF, RANDELL REGAN	00090001	
6	MCQVF, RANA RASHID	00000005	
7	MCQVF, RAFAEL REYNALD	00000006	
8	MCQVF, RAYMOND RAY	00000007	Rejeded
9	MCQVF, RASHEDA RAYE	00000008	
10	MCQVF, RANSOM RITTER	00000011	

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.

To save the Remarks report:

1. Click Reports
2. Click Remarks
3. Click the disk icon and PDF
4. The [ElectionDate] folder selected for the last two reports should automatically pop up.



Always check to make sure you are in the encrypted flash drive and the correct folder before clicking Save

NOTE: There must be one recorded **Remark** for the report to save.
To preview the Remarks Report.

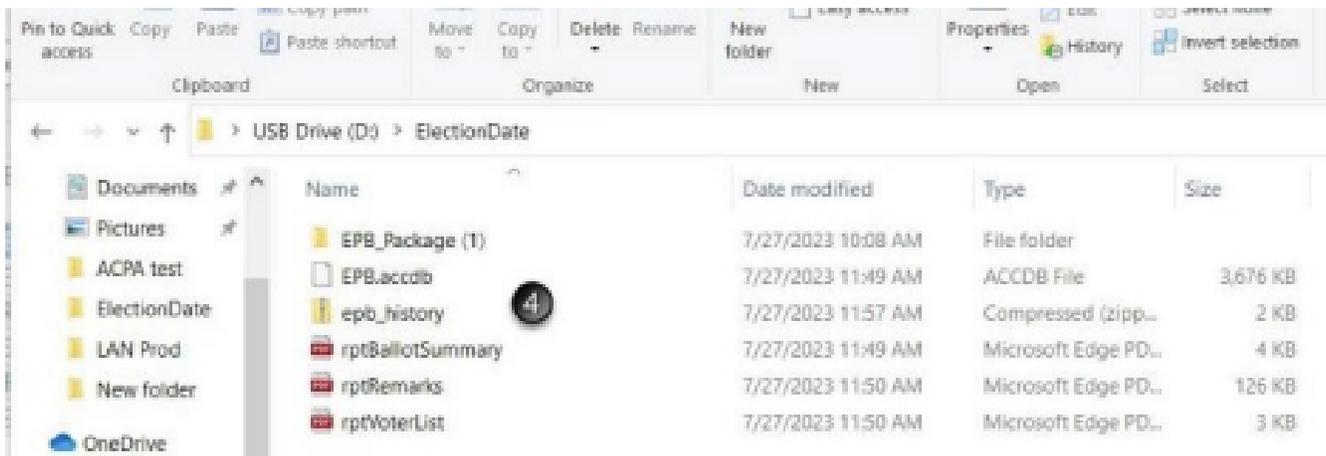
REMARKS				
Date / Time	User	Voter #	Voter Name	Remarks
6/11/2019 10:30:12 PM	JOHNSMETH	8	MCQVF, RAYMOND RAY	ballot rejected because voter failed to tabulate ballot
6/11/2019 10:25:45 PM	JOHNSMETH			Compared tabulator and list of voters; we still balance!

After the **Remarks** report has been saved, close out of the preview screen.

Ensure Files are on Flash Drive

To verify files have been saved on the encrypted flash drive :

- 1 Click on the file folder icon to open Windows File Explorer
- 2 Click Removable Disk (E:) Drive letters may vary
- 3 Double Click the [ElectionDate] folder



- 4 You must have the following files:

File Name	File Type
EPB Back Up	ACCDB file
EPB_History	ZIP file
rptBallot Summary	PDF file
rptRemarks	PDF file
rptVoter List	PDF file

You may also see the following files in your folder:

File Name	File Type
EPB_Package	File Folder
EPB_Package	Compressed (zipped)

Final Steps

- Close the program for Electronic Poll Book.
- Shut down the laptop.
- Remove the USB flash drive.
- Place the USB flash drive in the “**End of Night**” envelope, seal with a red seal, then place into in the laptop front pouch to deliver to the receiving staff in the garage.
- Place the laptop, power cord, mouse and magnetic card scanner in the laptop case.
- Place the surge protector with the precinct’s other electrical cords in the bottom of the tabulator.