# Index

**Poll Pad User Guide**
- Meet the Poll Pad: 4
- Opening Procedures: 6
- Processing Voters: 12
- Closing Procedures: 26
- Troubleshooting Election Day: 29
- Troubleshooting Printers: 37
- Advanced Functions: 47
- Head Judge Scenarios: 62
- Admin Operations: 69

**E_pulse User Guide**
- Setting Up an Election: 91
- Advanced Functions: 108
- Monitoring Poll Pad Connectivity: 153
- Post Election: 164
- Reporting: 178
- Poll Workers Module: 186
- Advanced Communication: 203

**Appendices**
- Appendix A: Meraki Guide: 213
- Appendix B: Meraki Mobile Device Management: 216
- Appendix C: Jetpack Setup: 217
- Appendix D: SA2100 WiFi Setup: 219
- Appendix E: Skyus 140 WiFi Setup: 221
- Appendix F: Poll Pad Accessibility Features: 223
- Appendix G: Poll Pad Logic and Accuracy Checklist: 228
meet the

POLL PAD®

1 Power Button
2 Home Button
3 Poll Pad & Plastic Shell
4 Stand Arm
5 Poll Pad Base
6 Camera
7 ID Tray
1. Green Case
2. Poll Pad
3. Poll Pad Base (stand arm located under base)
4. Lightning to USB Cable & USB Power Adapter
5. (2) Stylus
6. ID Tray
7. Printer & Cords
8. Screen Cloth
OPENING PROCEDURES
1 **LOCATE PRINTER**

Open the transport case and remove printer, adapter and power cord.

2 **CONNECT TO POWER ADAPTER**

Connect the power cord to the power adapter.

**NOTE:** Ensure secure connection

3 **CONNECT TO PRINTER**

Plug the connector into the back of the printer.

**NOTE:** Ensure secure connection
4 PLUG PRINTER INTO OUTLET

Plug your printer into a wall outlet.

NOTE: Make sure your check-in table is close to the wall outlet or you have an extension cord available.

REMINDER: If you are using a power strip, be sure it is turned on.

5 TURN PRINTER ON

The ON/OFF switch is located on the left side of the printer. If you do not see a green power light on the front panel, check the power cord connections and make sure the outlet has power.

6 STAND ARM

To attach the stand arm to the iPad shell, pinch the buttons on the side of the arm and place in circular opening. Release buttons and rotate the arm until you hear a click.
7. CONNECT ARM TO BASE
Take arm and place into Poll Pad Base. Once attached rotate iPad making sure the camera is on top, oriented in a landscape position.

8. ATTACH PHOTO ID TRAY
Slide the ID tray to the iPad using the mounting slide. Once attached, insert stylus into the holding slot. Adjust the iPad to a suitable angle.

9. POWER ON POLL PAD
Press the power button on the top left edge of the unit until you see the Apple icon, then release. The iPad will power on, and the Poll Pad application with launch automatically.

NOTE: Poll Pad will power on automatically if connected to AC power.
OPENING PROCEDURES | POLL PAD SETUP

HOME SCREEN CHECKLIST
- Name of Jurisdiction
- Election Name and Date
- Polling Place Location is Correct (Most Important)
- Check-in Count = 0
- Battery Life is Close to Full (90% or greater)

CONFIRM CONNECTION
Look for blue light on the back of the printer to confirm the wireless printing connection is successful.

CONNECT & TEST PRINT
A green printer icon on the Poll Pad means you are connected to the printer.

Press the green printer icon and select ‘Print Test Receipt’ and a sample receipt will print. You are now ready to sign in and process voters.
OPENING PROCEDURES | POLL PAD ICONS

PRINTER ICONS & COLORS

Poll Pad is paired with the printer. A receipt will print out for checked-in voters and those who are in the wrong precinct.

Poll Pad recognizes the printer and is currently in the process of pairing with the device.

Poll Pad is not paired with the printer. Select the printer icon, followed by Pair and Connect.

MULTI-PEER ICONS & COLORS

Poll Pad is currently connected and synchronizing with the other precinct Poll Pads.

The number inside of the blue circle indicates the number of precinct units the Poll Pad is connected to.

Poll Pad recognizes the presence of other precinct Poll Pads but is not connected or synchronizing with these units.

The Poll Pad is currently disconnected and not synchronizing with the other precinct Poll Pads. Poll Pad will continue to work and check-in voters. Contact your Election Authority.

CLOUD SYNC ICONS & COLORS

Poll Pad is currently connected and synchronizing with the central election database.

Poll Pad is in the process of connecting to the central election database.

Poll Pad is currently disconnected and not synchronizing with the central election database. Poll Pad will continue to work and check-in voters. Contact your Election Authority.
PROCESSING VOTERS
1 **VERIFY VOTER’S INFO**

Ask the voter to provide an acceptable form of ID. After verifying the voter’s ID is valid, start the check-in process by touching **Scan Barcode**.

2 **SCAN VOTER’S ID**

A live image of the Photo ID Tray displays on screen. Place his or her photo ID (with the barcode facing the camera) onto the ID Tray.

**NOTE:** If the camera is unable to scan the voter’s photo ID or if the ID is not placed onto the holder within five seconds, the Poll Pad will display “Barcode Not Found.” If this occurs find the voter using the manual search method.

3 **VOTER CONFIRMATION**

Once the barcode is recognized, the screen displays the voter’s information. If all information is correct, press **ACCEPT**.
4 VOTER SIGNATURE

Rotate screen to capture voter's signature. Once complete, rotate back and press DONE SIGNING.

5 POLL WORKER CONFIRMATION

Poll worker confirmation page will appear. Poll worker to verify and confirm all information is correct. If correct, initial in provided field and press SUBMIT.

6 PROCESSED VOTER

Good Job! You successfully processed the voter. Follow polling place protocol to direct voter to next polling station.
1 **SEARCH BY NAME**

Press **Manual Entry** to locate the voter by using his or her first and last name.

2 **ENTER VOTER’S NAME**

Use the on-screen keyboard to enter the first three (3) letters of the voters last and first name, then press **SEARCH**.

3 **SELECT VOTER’S RECORD**

Records matching the search criteria display on screen. Locate the voter’s record and verify it does not contain any exceptions, then select the voter by touching his or her record.

**NOTE:** Search results show both in-precinct and out of precinct voters. Out of precinct voters display in gray with an indicator that reads “Wrong Precinct.”
4 VOTER CONFIRMATION
Screen displays voter's information. Verify information, if all is correct press **ACCEPT**.

5 VOTER SIGNATURE
Rotate screen to capture voter signature. Once complete, rotate back and press **DONE SIGNING**.

6 POLL WORKER CONFIRMATION
Poll worker confirmation screen will appear. Poll worker to verify and confirm all information is correct. If correct, press **SUBMIT**.
Good Job! You successfully processed the voter. Follow polling place protocol to direct voter to next polling station.
1. **LOOK UP VOTER**

Lookup the voter's record using either Scan Barcode or Manual Entry instructions.

2. **LOCATE VOTER'S RECORD**

Records matching the search criteria display on screen. You'll notice the voter's record contains a status that reads "VBM Ballot Issued." Press voter record.

3. **FOLLOW PROMPT**

Follow the prompt and select the button option applicable to the voter.
1 LOOK UP VOTER
Lookup the voter's record using either Scan Barcode or Manual Entry instructions.

2 LOCATE VOTER'S RECORD
Records matching the search criteria display on screen. You'll notice the voter's record contains a status that reads "VBM Ballot Received." Press voter record.

3 FOLLOW PROMPT
Follow the prompt and select the button option applicable to the voter.
LOOK UP VOTER

Lookup the voter's record using either Scan Barcode or Manual Entry instructions.

LOCATE VOTER'S RECORD

Records matching the search criteria display on screen. You'll notice the voter's record contains a status that reads "Inactive." Press voter record.

FOLLOW PROMPT

Follow the prompt and select the button option applicable to the voter.
1 VOTER ASSISTANCE

If a voter requires assistance, an Assistance Required box is found on the Poll Worker Confirmation page. Poll worker can check Assistance Required box by pressing the box.

2 ASSISTANT SIGNATURE

A pop-up will appear reading "Instruct the assistant to sign in the box below." Once signed poll worker presses CONTINUE. Poll worker then verifies voter’s information and ballot style. If all is correct, press SUBMIT.

3 PROCESSED VOTER

Good Job! You successfully processed the voter. Follow polling place protocol to direct voter to next polling station.
1 CURBSIDE VOTING

If a voter requires to vote curbside, a Curbside box is found on the Poll Worker Confirmation page. Poll worker can check Curbside box by pressing the box.

2 PROCESSED VOTER

Good Job! You successfully processed the voter. Follow polling place protocol to direct voter to next polling station.
VOTER NOT FOUND

If Manual Entry has been used to find a voter, and he or she is still not found, a pop-up will appear reading, No Records Found. Press OK to return to Voter Lookup.

ADVANCED SEARCH

From the Voter Lookup Screen, press ADVANCED.

SEARCH BY:

Lookup voter by using DATE OF BIRTH (DOB), ADDRESS, VOTER ID, etc. Press DONE, then SEARCH. If voter is found using Advanced Search, follow manual entry instructions to process voter.
PROCESSING VOTERS | WRONG LOCATION

1. **LOOKUP VOTER**

Lookup the voter's record using either Scan Barcode or Manual Entry instructions.

2. **LOCATE VOTER’S RECORD**

If the voter is at the wrong polling location, their record will be highlighted in gray and contain a status that reads “Wrong Location.” Press/select voter record.

3. **PROVIDE DIRECTIONS**

A popup will appear reading, “(Voter’s Name) is in the Wrong Location.” Correct polling location name and address will be provided. Direct voter to correct polling location. Press **GO BACK** then **START OVER**.

**NOTE:** Map will appear only when using WiFi connectivity in polling location.
1 LOOK UP VOTER

Lookup the voter's record using Scan Barcode or Manual Entry instructions.

Poll worker to confirm all information on the screen. If voter fails to meet jurisdiction requirements to be processed, he/she can vote provisionally. Select **Process Provisionally**.

2 PROCESS PROVISIONALLY

Select reason, or multiple reasons (if applicable), from drop-down menu. If available, enter voter's phone number. Phone number is NOT a required field. When finished, press the blue **APPLY** button in the top right hand corner of the screen.

3 POLL WORKER CONFIRMATION

Poll worker to confirm all information on the new screen. If the voter record is correct, press **ACCEPT** to continue voter check-in.
CLOSING PROCEDURES
POWER OFF & UNPLUG PRINTER

Power off the printer and unplug from outlet, disconnect printer cable from transformer box and printer.

NOTE: Keep Poll Pad powered ON

FOLD STAND ARM

After disconnecting hardware from the iPad, place components back in carrying case. Once the stand arm has been removed from the iPad and battery base, fold the stand arm backwards to fit in the case.

NOTE: Keep Poll Pad powered ON

POWER OFF IPAD

Turn off iPad by holding the power button and the home button (pictured) simultaneously until the screen goes black. Place iPad in the carrying case.
CLOSING PROCEDURES | SECURE POLL PAD SUPPLIES

1. PACK POLL PAD CASE

Disassemble the Poll Pad and return the supplies to the Poll Pad Case. Close the lid and secure.

1. Green Case
2. Poll Pad & Stand Arm
3. Poll Pad Base
4. Power Cube and Cord
5. (2) Stylus
6. Photo ID Tray
7. iPad Screen Cloth
8. Printer

2. RETURN SUPPLIES

Return Poll Pad Case to the Election's office on election night, along with other precinct supplies.

NOTE: To ensure accuracy, remember to place the Poll Pad supplies in the appropriate case/tote.
POLL PAD SCREEN IS FROZEN

1. Tap the Power button twice to refresh the screen.

If the Poll Pad screen is still frozen, perform the following steps:

2. If possible, record the check-in count for the frozen Poll Pad.

3. Hold down the Power and Home buttons simultaneously to reset Poll Pad.

4. Release both buttons once the Apple logo displays on screen.

5. After Poll Pad launches, verify the check-in count is unchanged.
DO NOT perform a software update on the Poll Pad. In the unlikely event that an iOS update prompt displays on the device, perform the following steps:

1. Press Later from the list of on screen options.

2. Press the Home button and verify Poll Pad app remains open.

While you are able to resolve this issue without technical guidance, please contact Technical Support at your earliest convenience to report the occurrence.
BARCODE NOT SCANNING

1. **Not lined up properly**: Place ID bar code within the frame on the Poll Pad screen.

2. **Lighting glare**: Adjust the ID or move the stand and resume.

3. **Barcode is damaged**: Use manual lookup procedure.
VOTER STILL NOT FOUND

1. Record does not match the Registration record (example: Bill/William).
   - Search by full last name.
   - Use Advanced Search.

2. Check that names are typed correctly. Use fewer letters of the Voter’s name, or search by First or Last name only.

All voter records downloaded from the original voter file will be displayed on the Poll Pad.

Still having trouble? Refer voter to the Specialist within the polling place or call the Election office.
POLL PAD WILL NOT POWER ON

1. Plug power cube into AC wall outlet.
2. Plug USB end of power cable into power cube.
3. Plug power cable into Lightning Connector on Poll Pad.
4. Wait about five minutes for the Poll Pad to charge.
5. Once there is sufficient charge, the Poll Pad will auto power on.
6. Resume normal operations.
IS THE POLL PAD CHARGING?

In the top right corner of the Poll Pad Home Screen, verify that the battery indicator is green and that a Charge icon appears next to the indicator. If the battery indicator is not green or a Charge icon does not appear, verify the following:

1. Power cable is properly connected to the Poll Pad.
2. Power cube is plugged into the surge protector.
3. Surge protector is plugged into an AC wall outlet.
4. Power switch on the surge protector is set to the on position.
If the Poll Pad application or iPad becomes unresponsive, perform a Hard Reset. This will refresh the iPad, refresh the Poll Pad application, and restore connections. Follow these steps:

1. **UNPLUG THE POLL PAD**

2. Press and hold the Power button and Home button for 8 seconds.

3. Release buttons when Apple logo appears.

4. Press the Poll Pad icon to relaunch the Poll Pad app.
TROUBLESHOOTING PRINTING
NOT PRINTING / STOPS PRINTING

1. Make sure the printer is turned ‘ON.’
2. Confirm the printer is plugged into outlet.
3. Check paper is installed correctly.
4. Confirm the connection with Poll Pad (green icon).

If the printer runs out of paper while you’re printing reports, simply load a new roll of paper, close the printer and tap the button to continue.
STILL UNRESPONSIVE?

Turn the printer OFF, hard reset the iPad, turn printer on during reset then launch app. The LED will be blue indicating the printer and iPad are paired correctly. **SUCCESS!**
CHANGING PAPER

1. Open printer
2. Reload paper with the paper flap toward you, feeding from the bottom/underneath the roll.
3. Close and begin printing.
LOST PRINTER CONNECTION

If the printer icon is still red, press the printer icon.

A dropdown will appear.

If printer status reads not connected, the Poll Pad has lost its pairing to the printer.
BLUETOOTH SETTINGS

Exit the Poll Pad Application.
Press the iPad’s Settings icon on the home screen.

NOTE: If Poll Pad is in guided access mode you will need to end guided access mode in order to access home screen.
TURN ON BLUETOOTH

Press **Bluetooth** and if needed slide the Bluetooth setting to **ON (green)**. Under devices, **STAR MICRONICS** will appear with the status of **NOT PAIRED**.
ON PRINTER: PRESS PAIR BUTTON

On the back of the printer, PRESS and HOLD the “Pair” button for approximately six (6) seconds. The green LED will flash. Release the Pair button; the LED will continue to flash green then change to flashing blue.
On the iPad, the Star Micronics device will show "CONNECTED" and the printer LED on the back of the device will change to solid blue.

NOTE: If the pairing process fails, begin the process again from Step 2 by turning the Bluetooth setting OFF, then back to ON.
TEST PRINT

Enter Poll Pad application.

Press the **printer icon**.

Printer status should read **Ready to Print**.

Print **test receipt**, if desired, and resume using Poll Pad for normal processes.
ADVANCED FUNCTIONS
**MAIN MENU KEY**

- **Home** - Access the Get Started screen to process voters.
- **Voters** - Search for a voter record.
- **Tools and Settings** - Password-protected access to advanced functions such as importing voter file and audit logs.
- **Status Report** - View the status of your polling place.
- **Absentee Scanner** - Can be used to scan in absentee status updates.
- **Help** - Customizable resource for user guides, videos, and troubleshooting content.
- **Summary Report** - Password-protected (optional) access to localized reports.
- **Pollworkers** - Check in and check out your poll workers.
- **Precinct Finder** - Determines the polling place for an address.
- **Contact Support** - Access to video and/or text messaging functions.
1 **MENU**

To access Contact Support contained on the Poll Pad, press **MENU** then **Contact Support**.

2 **TEXT MESSAGING**

On the right side of the screen is the text messaging module.

**NOTE:** If you want to expand the module to full screen, press the arrows next to the **New Message** field.

3 **NEW MESSAGE**

To send a new message, press the **New Message** field and the keyboard will automatically pop up. Type your message, then press **Send**.

4 **MESSAGE SENT**

To exit Contact Support, press **HOME**.
1 NEW INCOMING MESSAGE

When you receive a new message from Contact Support, a red notification will appear on the messaging icon.

2 MESSAGE NOTIFICATION

To view new messages, click on the envelope icon in the Poll Pad toolbar. A pop-up will appear displaying the new messages. To view the text message thread in the text messaging module, press Join Chat. Alternatively, you can press Quick Reply to send a message from the pop-up.

3 VIEW MESSAGE

If you press Join Chat, you will enter the text messaging module in Contact Support. Here you can view the message thread with Support, and create and send new messages.

To exit, press HOME.
4 CLEAR NOTIFICATIONS

To clear all notifications in the message queue, press Mark All As Read.

5 CLEARED NOTIFICATIONS

Once the new message notifications have been cleared, you will still be able to return to the message thread from Contact Support.
1. **MENU**

To access Contact Support on the Poll Pad, press **MENU** then **Contact Support**.

2. **VIDEO MESSAGING**

On the left side of the screen is the **video messaging module**.

To start a video chat, press **Click to Start**.

3. **VIDEO CHAT**

Once a video chat has started, you will be connected to a Contact Support member. On the bottom of the video messaging module are three icons:

- Reverse Camera
- End Chat
- Mute Chat

**NOTE:** If you want to expand the module to full screen, press the arrows in the top right corner of the module.

4. **END VIDEO CHAT**

Once the video chat has ended, you can exit Contact Support by pressing **HOME**.
1 **INCOMING MESSAGE**

A pop-up will appear if you have an incoming video message from the Contact Support command center. Tap **Accept** to start the video chat.

2 **VIDEO CHAT**

Once a video chat has started, you will be connected to a Contact Support member.

**NOTE:** If you want to expand the module to full screen, press the arrows in the top right corner of the module.

3 **END VIDEO CHAT**

Once the video chat has ended, you can exit Contact Support by pressing **HOME**.
1 MENU

To access Precinct Finder on Poll Pad, press **MENU** then **Precinct Finder**.

2 ENTER ADDRESS

Enter voter’s residential address. Once the house number and first 3 characters of street name are entered, the street name will auto-populate. Select the correct address from the populated drop-down menu, then press **Search**.

3 PRINT LOCATION

Press **Print Location**. Present voter with printed directions.
1. **MENU**

To access the Help menu, press **MENU**, then **Help**.

2. **HELP FILES**

Select the file you wish to view.

3. **CONTENT**

Review the selected content.
SUMMARY REPORT

1. MENU

To access Summary Report on the Poll Pad, press MENU then Summary Report.

2. ENTER PASSWORD

The Poll Pad may ask for a password. Enter the password, then press Done.

*Consult Elections Office to obtain password.

3. SUMMARY REPORT

The Summary Report data can be filtered by type using the headers across the top of the screen. Use the CONFIGURE button at the bottom of the screen to sort and print the desired information.
**SELECT MENU**

Select the **Menu** button in the upper left corner.

---

**POLLWORKERS**

To access Pollworkers module on Poll Pad, press **MENU**, then **Pollworkers**.

**NOTE:** The Pollworker module does not require WiFi connectivity.

---

**FIND NAME**

Have the poll worker find their name listed on the left side of the menu and tap in the box by their name.

---

**SIGN IN**

Confirm poll worker information and oath, then sign. Press **SIGN IN** to complete check-in.
1. **SELECT MENU**

Select the **Menu** button in the upper left corner.

2. **POLLWORKERS**

To access Pollworkers module on Poll Pad, press **Menu**, then **Pollworkers**.

**NOTE:** The Pollworker module does not require WiFi connectivity.

3. **FIND NAME**

Have the poll worker find their name listed on the left side of the menu and tap in the box by their name.

4. **SIGN IN**

Confirm poll worker information and oath, then sign. Press **SIGN OUT** to complete check-out.
1. **SELECT MENU**
Select the **Menu** button in the upper left corner.

2. **POLLWORKERS**
To access Pollworkers module on Poll Pad, press **MENU**, then **Pollworkers**.

   **NOTE:** The Pollworker module does not require WiFi connectivity.

3. **ADD POLL WORKER**
If a poll worker's name can not be found on list, select **ADD POLL WORKER** button.

4. **PERSONAL INFO**
Manually enter poll worker's information, then press **NEXT**.

   **NOTE:** * Indicates a required field.
**5 ADDRESS INFO**

Manually enter poll worker's address information, then press **NEXT**.

**6 ROLE AND PARTY INFO**

Select the poll worker's role and party from the drop down menus. There is an optional Type Note field should you need to provide any other information for that poll worker. When finished, press **CREATE**.

**NOTE:** If you do not require your poll workers to declare a party, they should select "Unaffiliated".

**7 SUCCESS**

Good job! You have successfully added a poll worker. Press **Ok**.
ABSENTEE UPDATES USING ABSENTEE SCANNER

1. SELECT MENU
Select the Menu button in the upper left corner.

2. ABSENTEE SCANNER
Select ABSENTEE SCANNER.

3. STATUS UPDATE SCANNER
Scan all QR Codes for assigned polling place/precincts.

4. SUCCESS
A success message will display once you have scanned the barcodes and the absentee statuses have been updated.
HEAD JUDGE SCENARIOS
CANCEL VOTER CHECK-IN

LOOK UP VOTER

Look up the voter you need to cancel check-in by entering the first three letters of voter's last and first names.

Select SEARCH.

PRESS SETTINGS BUTTON

Select the Settings icon located beside the voter's last name.

ENTER PASSWORD

Enter the Extra Functions Password (password will be provided by the election authority).

CANCEL THE CHECK-IN

Select Cancel Voter Checkin.
1. **POLLWORKER NAME & REASON**

The Election Judge Authority canceling the voter check-in should enter their name. From the drop-down menu, select the reason for cancelling the check-in. If you choose *Other* for reason, you must type details in the box provided to proceed.

Press NEXT.

2. **REVIEW, SIGN & SUBMIT**

Election Judge must sign using their FULL NAME then press SUBMIT.

3. **CHECK-IN CANCELED**

Voter will be removed from check-in count.

Voted status will be removed.
1 **LOOK UP VOTER**

Lookup the voter's record using Manual Entry instructions.

Once voter record has been located, access the advanced functions menu by selecting the gear icon and entering the password.

2 **SELECT SPOIL BALLOT**

Select **Spoil Ballot** from the Advanced Functions menu.

3 **SELECT SPOIL REASON**

A new screen will appear. Poll worker to select reason for spoiling ballot. Once selected, press **SPOIL BALLOT** to complete the process.

**NOTE:** During primary elections, select party of re-issued ballot.
MARK VOTER ABSENTEE MANUALLY

1. **LOOK UP VOTER**

Look up voter you need to mark as absentee by entering the first three letters of voter’s last and first names.

2. **PRESS SETTINGS BUTTON**

Select the *Settings* icon located beside the voter’s last name.

3. **ENTER PASSWORD**

Enter the *Extra Functions Password* (password will be provided by Election Authority.)

4. **MARK VOTER ABSENTEE**

Select *Mark Voter Absentee* and select either VBM Ballot Received or VBM Ballot Sent from the popup list.
MARK VOTER ABSENTEE MANUALLY

5 CONFIRM
Press Ok to mark voter absentee.

6 VOTER MARKED
Voter is now marked either VBM Ballot Received or VBM Ballot Sent. Press START OVER.
REPRINT VOTER RECEIPTS

1️⃣ LOOK UP VOTER
Look up voter to reprint voter receipt by entering the first three letters of voter’s last and first names.

2️⃣ PRESS SETTINGS BUTTON
Select the Settings icon located beside the voter’s last name.

3️⃣ ENTER PASSWORD
Enter the Extra Functions Password (password will be provided by Election Authority.)

4️⃣ REPRINT VOTER RECEIPT
Select Reprint Voter Receipts and a duplicate receipt will automatically print. Press START OVER.

NOTE: Printed receipt will be marked "DUPLICATE".
ADMIN OPERATIONS
1 **SELECT MENU**
Select the Menu button in the upper left corner.

2 **TOOLS & SETTINGS**
Select the Green Tools and Settings circle.

3 **ENTER PASSWORD**
(Password will be provided by Election Authority.)

4 **PRE ELECTION**
Select PRE ELECTION on the left panel.
5 IMPORT VOTER FILE
Select Import Voter File under the PRE ELECTION drop down menu.

6 IMPORT NEW ELECTION VOTER FILE
Select IMPORT NEW ELECTION VOTER FILE on the right side of the screen.

7 DOWNLOAD VOTERS?
When asked to 'Download initial voter data from ePulse?' select Yes.

8 SUCCESS
When complete a 'Success' message will appear. Verify the number of Total Voters Imported and press Ok.
1 SELECT MENU
Select the Menu button in the upper left corner.

2 TOOLS & SETTINGS
Select the Green Tools and Settings circle.

3 ENTER PASSWORD
Enter the Extra Functions Password (password will be provided to you.)

4 TOOLS
Select TOOLS.
5 EXTRA FILE DOWNLOADER
Select Extra Files Downloader.

6 DOWNLOAD EXTRA FILES
Press DOWNLOAD HELP FILES.

NOTE: Downloading new files will erase your current ones and re-download them from ePulse.

7 REPLACE HELP FILES
When asked to Replace Help Files? select Ok.

8 SUCCESS
When complete a 'Help Files Downloaded' message will appear. Press Ok.
TRA NIN G MODE

1. SELECT MENU
Select the Menu button in the upper left corner.

2. TOOLS & SETTINGS
Select the Tools and Settings circle.

3. ENTER PASSWORD
Enter the Extra Functions Password (password will be provided by Election Authority.)

4. PRE-ELECTION
Select PRE ELECTION.
Select Training.
**TRAINING MODE**

1. **TOGGLE ON**
   
   Toggle on Training Mode.
   
   **NOTE:** When Training Mode is toggled on, a red banner will appear at the top of the Poll Pad indicating Training Mode.

2. **RESET**
   
   At the conclusion of each training session, press the “Reset” button in the upper right corner of the screen to reset the Poll Pad for the next training class.

3. **EXIT TRAINING MODE**
   
   Select the Menu button in the upper left corner.

4. **TOOLS & SETTINGS**
   
   Select Tools and Settings.
TRAINING MODE

5 ENTER PASSWORD

Enter the Extra Functions Password (password will be provided by Election Authority.)

6 PRE-ELECTION

Select PRE ELECTION.

Select Training.

7 TOGGLE OFF

Toggle off Training Mode.

NOTE: When Training Mode is toggled on, a red banner will appear at the top of the Poll Pad indicating Training Mode.

8 RESET DATABASE

Press Yes on the Reset Demo Database? prompt.

NOTE: When Training Mode is toggled off, the red banner at the top of the Poll Pad will return to the standard blue color to indicate that the Poll Pad is no longer in training mode.
EXPORTING VOTER HISTORY

1 SELECT MENU
Select the Menu button in the upper left corner.

2 TOOLS & SETTINGS
Select Tools and Settings.

3 ENTER PASSWORD
(Password will be provided by Election Authority.)

4 ELECTION DAY & POST ELECTION
Select ELECTION DAY & POST ELECTION on the left panel.
5 EXPORT VOTER HISTORY PT. I
Select Export Voter History under the ELECTION DAY & POST ELECTION drop down menu.

6 EXPORT VOTER HISTORY PT. II
On the right hand screen select EXPORT VOTER HISTORY.
AUDIT LOGGING

1 TOOLS AND SETTINGS

To access the device specific Audit Logs contained in the Poll Pad, press **Menu > Tools and Settings**.

2 ENTER PASSWORD

Enter the device specific password and press **Done**.

*Consult Elections Office to obtain password if needed.*

3 TOOLS

Select **TOOLS** from the Tools and Settings menu.
Select **Log Viewer** from the displayed options. Audit Logs will be displayed on the right hand side. Logs are divided into several options: System, User, Error, Authorization, Combined.

To sync Audit Logs to ePulse use the **“Upload All Logs”** option at the bottom of the logs.

**NOTE:** Poll Pad must be connected to WiFi to successfully upload Audit Logs.

When uploads are complete, a pop-up stating Logs Uploading successfully will prompt.

Select Ok.
When a Poll Pad application has been updated from Meraki, it will need to re-establish secure server communication with ePulse by scanning a QR code.

1 **GENERATE QR CODE**

1. Navigate to **ACCOUNT SETTINGS > GENERAL**
2. Click **SECURITY KEYS**
3. Under **QR CODE**, click **GENERATE CODE**

ePulse will generate a code to be scanned by the Poll Pad. The code can be scanned from the computer screen, or printed off and scanned.

**Note:** QR codes expire after 24 hours. If your code expires, simply repeat step 1 to generate a new code.
QR CODE & VOTER FILE IMPORT

2 SCAN QR CODE

On each Poll Pad:

1. Scan Authorization Code: Press RESCAN
2. Press COMPLETE

Poll Pad will authenticate and retrieve settings. When authentication is complete, a green Settings Imported success screen will display.

Press Ok on success popup.
3 IMPORT NEW VOTER FILE ON POLL PADS

If your election is built in Epulse, then a red banner prompting to import the voter file for the current election will appear across the top of each Poll Pad. The banner will state **NEEDS NEW VOTER FILE**, with the name and date of the current election, and the last import date of a voter file on that Poll Pad.

- Press **IMPORT**
IMPORT NEW VOTER FILE ON POLL PADS

When download is complete, a green Success screen will pop up.

Verify the total voters imported that display on the success pop up.

Press Ok.
Launch the Poll Pad application by selecting the Poll Pad app icon at the bottom of the screen.
2 Triple click the Home button.

The screen will scale down and additional options will appear.
3 On the bottom left, select **Options** under Hardware Buttons.

Toggle ON **Sleep/Wake Button**, **Keyboards**, and **Motion**.

Toggle **OFF** Volume Buttons.

4 Select **Start** on the top right of the screen.
**Enter passcode** (4 to 6 digits)

**NOTE:** This passcode will not be transmitted to KNOWiNK. We will be unable to recover or provide this passcode. Please save or keep in a safe place.
6 Re-enter passcode to verify.

Guided Access mode will begin.
EPULSE USER GUIDE
Table of Contents

Logging In

Creating an Election

Loading Your Voter File

Verifying Polling Locations

Election Confirmation Page

Polling Location Types

Assigning Poll Pads
Logging In

ePulse can be accessed from your desktop or any device with an internet browser. Log In credentials will be sent to the user's email account.

To access your ePulse Account:

Open a Web Browser

1. Enter http://epulseadmin2.com in the address bar and press “enter”

2. Enter your email address

3. Enter Password

4. Click LOG IN

*Please Note: If you have forgotten your password, simply click Forgot Your Password? to have a reset link sent to your email.
Upon logging in to your ePulse account, you will be directed to the election day **AT A GLANCE** page.
Creating an Election

From the Election Day page, utilize the left hand menu.

1. Select **ELECTION SETUP**.
2. Select **ELECTIONS**.
3. Select **CREATE ELECTION**.
Loading Your Voter File

Please follow instructions from your voter registration system to create the applicable import files for your election.

Choose a File:
1. Choose your voter file by clicking Choose a File.
2. A file viewer will drop down. Select your Voter File (.zip; .csv; or .txt format) and click Open.
3. Select CONTINUE.

**Important: DO NOT** open the files and resave them. ePulse is designed to accept data files as formatted by your voter registration system(s).
Election Details:

The status of the file upload is displayed on the right side of the screen. During this time, fill out the necessary fields defining the details of the election.

1. **Election Name**: Name of current election to be displayed on Poll Pads.

2. **Election Code**: If your VR system does not require an election code; enter any unique three digit code.

3. **Start Date & Time**: The Start Date/Time should reflect the date and time the polls open on Election Day.
Election Details (cont.):

4 **End Date & Time:** The End Date/Time should reflect the date and time the polls close on Election Day.

5 **Election Type:** Choose either GENERAL or PRIMARY. The primary automatically setting enables party logic.
Once these fields are completed, verify that all imported data totals in ePulse are correct by matching against the data from your voter registration system.

Verify the numbers of precincts, voters, addresses, and all data points that have populated on the right side of the page. If imported data counts match your records, press NEXT.
Verifying Polling Locations

Things to Note:

- If you have made any Polling Location changes between Elections, please verify these changes are reflected before proceeding.

- If you moved any Precincts and Splits between locations, please verify the changes are reflected.

- Polling Locations can be edited after an Election has been created.

- Verify that there are no “unassigned” voters listed at the top of the page.

Verify that your list of polling locations match the locations from your voter registration system, Click **DONE**.
Election Confirmation Page

Review the Election Details presented on the left hand side.

- Verify against the data from your voter registration system. Click DONE.
ePulse will generate the voter database used for your election.

**Progress may be monitored on the right side of the screen.**

When finished processing ePulse will automatically redirect you to the **ELECTION DETAILS** page.
Polling Location Types

ePulse provides the ability to configure your jurisdiction's polling locations to meet your particular specifications. Polling locations will be created on import of your voter file.

To edit your polling locations:

Navigate to the polling locations page.

Select the desired polling location.

Select edit from the top left corner.
Polling Location Types (cont.)

**The three available types of polling locations are as follows:**

**Precinct Specific:** Allows for the assignment of particular precincts and splits to an individual location. All voters within the assigned precincts will be allowed to vote, all other precinct and splits will be labeled “Wrong Precinct”.

**Early Absentee:** A polling location with this designation will be set to allow all voters jurisdiction wide to be processed. No voters will be labeled “Wrong Precinct”. Typically used to notate early voting locations.

**Vote Center:** A polling location with this designation will be set to allow all voters jurisdiction wide to be processed. No voters will be labeled “Wrong Precinct”. Typically used to notate election day vote center locations.
Assigning Poll Pads

Polling Assignments and Configurations do NOT reset between Elections.

Using the left hand menu, navigate to the POLLS PADS tab, then select MANAGE.

**NOTE:** Polling place assignments and configurations do NOT reset between elections if polling places have not changed. ePulse retains assignments based on polling place IDs.
Assigning Poll Pads (cont.):

Poll Pad assignments and settings are managed centrally through ePulse. The Poll Pads page allows the ability to edit and monitor your Poll Pads. Any changes in polling places will reflect as unassigned POLLING PLACE and CONFIG assignments for affected Poll Pads.

1. Edit Individual Polling Place and Configuration Profile assignments by clicking the EDIT button.

2. Select Poll Pads by clicking the blue circle to the left of the Device Name.

Edit multiple Poll Pads by selecting multiple devices.
Assigning Poll Pads (cont.):

3. Select **ACTIONS > EDIT.**

4. **Polling Places and Configurations** may be assigned to the Poll Pads using the drop down menus.

5. Click **SAVE**

You are now ready to import the newly created election onto each Poll Pad.
Advanced Functions

How to Guide

Powered by: knowINK
Table of Contents

Prompts

Parties

Ballot Styles

Importing Custom Ballot Styles

Importing Help Menu Files

Importing Supplemental Voter Files

Training Mode

Users

Groups

Creating a Polling Locations File
Prompts

Introduction:

Prompts display customized messages to Poll Workers to help guide them through the correct steps for processing voter statuses frequently encountered on Election Day. Creating a prompt is a three step process:

1. **Edit** the Text Content for the prompt. This will display on the Poll Pads.

2. Set the **Criteria** that will trigger the prompt to be displayed. This ties the prompts to display for the proper voter statuses.

3. Create **Buttons** to allow the Poll Worker to process the voter on the Poll Pad. This will display on the Poll Pads.
Prompts: Setting Up a Prompt

Navigate to Prompts:

1. Click **ACCOUNT SETTINGS**.
2. Click **PROMPTS**.
3. To create a new Prompt click **+ ADD**.
4. To edit an existing prompt, click the **EDIT** icon to the right of the desired prompt.
Setting Up a Prompt (cont.)

Prompt details:

**Name:** Set the name for administrative purposes.

**Heading:** Customize prompt title. This displays on the Poll Pad in the prompt heading.

**Color:** Sets the color of the Prompt banner.

**Order:** Sets the priority in which the prompts will display when a voter has more than one applicable status that trigger prompts.

**Show Voter Info:** Enable to display the Voter’s name and address within the prompt.

**Show Text Field:** Enable to display a free entry text box for the Poll Worker to input notes.

**Show DOB Field:** Enable to display the Voter’s Date of Birth within the prompt.

**Instructions:** Enter the information to be displayed on the Prompt to properly guide the poll worker.
Prompts: Setting Criteria

Setting the Criteria tells the Prompt when to display.

Creating and editing Criteria:

Select the Criteria button.
Setting Criteria (cont.):

Criteria details:

**All Voters**: Enables the prompt on any voter processed.

**Voted Voters**: Enables the prompt on any voter marked “Voted”.

**No Ballot Voters**: Enables prompt on any voter who has no ballot style available.

**Apply If**: Leave on default, unless otherwise dictated.

**Add Criteria**: Select from a list of predefined criteria for triggering your prompt.
Setting Criteria (cont.):

1. Use **Add Criteria** to add the functionality to your prompt.

2. After choosing your desired Criteria use the **+ button** to add the functionality.
Prompts: Setting Buttons

Buttons direct the Poll Worker through the correct process to finish checking-in the voter.

Creating and editing Buttons:

Click **Buttons**.
Prompts:
Setting Buttons (cont.)

Buttons details:

**Label:** This is the text that will display on the button itself and should be reflective of the action completed when the button is utilized.

**Select:** This allows you to select the action attached to the button you are creating.

1. After choosing your desired layout, use the **button** to add the functionality.

2. You may click and move the buttons you have added to arrange the order they will (vertically) display on the Poll Pad.

3. When finished, click **SAVE.**
Parties

The Parties page in ePulse controls which parties will be displayed on the Poll Pad application while processing a voter during a Primary Election.

1. Click **ELECTION SETUP**.
2. Click **PARTIES**.
Parties (cont.):

Each party is listed with its current status and any custom account labels already entered.

1. The **Enable Custom Parties** toggle should be turned on for use during a Primary Election.

2. The most efficient way to edit party information is by turning on the **Edit Parties** toggle.
Parties (cont.):

To enable or disable a party, **click the circular graphic** under status. You will see a check mark appear, indicating the party has now been enabled.

All Parties relevant to your current election cycle must be **ENABLED**.

All Parties NOT relevant to your current Election Cycle must be **DISABLED**.
Parties (cont.):

Optional Settings:

**Display:** This sets how the Party will display to the Poll Worker in the Poll Pad application.

**VR:** This field must match the Party designation from your Voter Registration System. This allows individual voters to be matched to the relevant party. Entry must be an *exact* match (i.e. capitalization, spelling, abbreviation).

**Voter History:** This field sets the value that ePulse will provide your Voter Registration System upon export of the Voter History information post election. Entry must be an exact match to the value your VR system expects for imports (i.e. capitalization, spelling, abbreviation).

**Choose Any:** When enabled, this makes the party a Non-Restricted Party, allowing any other party ballot available to the voter.
Parties (cont.):

Optional Settings: (cont.)

**Allow Restricted:** Will allow other restricted parties to choose this party.

**Allow Non-Restricted:** Will allow a Non-Restricted Party to choose this party.

For assistance with setting up party logic, please contact Customer Support.
Ballot Styles Page

The Ballot Styles page displays all the unique precincts and ballot styles that have been created for the current election.

Navigate to the Ballot Styles Page:

1. Click **ELECTION SETUP**.
2. Click **BALLOT STYLES**.
Ballot Styles (cont.):

Ballot Styles Page details:

**Add**: Allows you to add a new precinct and ballot style assignment.

**Import**: Allows you to load an import file of custom precincts and ballot styles.

**Download**: Will download a copy of the current precinct and ballot style assignments contained on the Ballot Styles page.

**Template**: Will download a blank copy of the template used to properly import ballot styles.

**Delete All**: The user will have to type “DELETE” into a text box to confirm the action.

You can edit individual Precincts by using the **EDIT** button on the desired record.
Importing Custom Ballot Styles

The most efficient way to set custom ballot styles is by creating a Ballot Styles File for import into ePulse.

Click the TEMPLATE icon at the top of the page.

ePulse will produce a Template for you to complete and upload back into ePulse. Precinct and Splits will be included in the file, along with the headers for the other fields available for import.

Blank Template:
Ballot Style Template details:

**Precinct:** Will come prepopulated with information from ePulse. Do **NOT** edit.

**Split:** Will come prepopulated with information from ePulse. Do **NOT** edit.

**Party:** Leave blank for a **general** election. Fill in party abbreviation for a **primary** election.

**Ballot_Style_Name:** Where the custom ballot style name will be entered for the corresponding precinct and split. Example: (121-City). This field displays on the Poll Pad and on the printed ticket (where applicable).

**Ballot_Style_Code:** Typically corresponds with data entered in the Ballot_Style_Name field. Example: (121-City). This field should match the ballot style code you program into your voting machines for the corresponding precinct and split.

**Num_Ballots_Sent:** Leave Blank. Not a required field.
Importing Help Menu Files

Documents and videos can be uploaded into ePulse to downloaded on the Poll Pad.

In ePulse, navigate to the Help Menu page:

1. Click ACCOUNT SETTINGS.
2. Click HELP MENU.
3. Click + ADD PAGE.
Importing Help Menu Files (cont.):

1. Select **Content type** from the drop down menu. Choose from HTML, video, or PDF.

2. In the **Order** field, type the number in which you want it to appear on the Poll Pad under the Help Menu.

3. Enter the **Title** you want to display on the Poll Pad under the Help Menu.

4. Enter a **Subtitle**. A **Subtitle is not required**.

5. Click **Enabled** for the content to be available to download on Poll Pads.

6. Choose your Help Menu file by clicking **Choose a File**.

7. Select file and click **SAVE**.
Once finished, please save the completed file as a .csv for upload back into ePulse.

1. Click **IMPORT**.
2. Click **Choose a File**.
3. Click **CONTINUE**.

Once uploaded, please proof the edited information to ensure it reflects your desired input.
Importing Supplemental Files

Import your Supplemental Files for this election from the ELECTION DETAILS page in ePulse.

Select **IMPORT SUPPLEMENTAL VOTERS**.

**NOTE:** Make sure you are on the ELECTION DETAILS page of your **current** election.
Import Supplemental File (cont.):

1. Select **Choose a File**.
2. Click on your **Supplemental file**.
3. Select **Open**.
4. After selecting your file, click **CONTINUE**.
Verify the details from your Supplemental file match the displayed records. Select **DONE**.

**NOTE:** Any supplemental changes will sync to the Poll Pads as soon as they are connected to a wireless network.
Training Mode

Training Mode allows you to practice election day scenarios in a non-live environment. It can be used for testing, practice, and poll worker training.
Setting Up Training Mode

To use Training Mode, there must be at least one election already built in your ePulse client.

Please see Setting Up An Election if you need to build an election.

In ePulse, navigate to the DEMO DB page:

1. Click ACCOUNT SETTINGS
2. Click POLL PAD SETUP
3. Click DEMO DB
Setting Up Training Mode (cont.)

4. Under **Create New Demo Election**, set the data for your election.

4a. **Demo Election Name**: this will display on the Poll Pad as the name of the election when in training mode.

4b. **Use Data From**: this is the election that ePulse will pull data from to build the demo database. If there is more than one election in your ePulse client, you can use the drop down to select a different election.

4c. **Poll Pad Configuration**: this is the configuration that ePulse will pull settings from for the demo election. If there is more than one configuration in your ePulse client, you can use the drop down to select a different election.
Setting Up Training Mode (cont.)

4d **Polling Place**: this will be the polling location that ePulse uses to determine 1) the polling location and 2) the voters it uses for the demo election.

4e **Include Sample Voters**: If you are building a demo election from an election built with your unique county data, you can toggle ON **Include Sample Voters** if you wish to include a set of generic sample voters that KNOWiNK has available. These sample voters are tied to particular voter statuses and sample barcodes. Please contact our support desk for sample barcodes.
Setting Up Training Mode (cont.)

5. Click **CREATE DEMO DB**. ePulse will process the demo election.

6. **Current**: When the demo election has finished processing, the information for the election available for training mode will display here.

You are now ready to use the demo election on your Poll Pads!
Activating Training Mode on Poll Pads

On Poll Pad, navigate to the Training menu:

1. Press **MENU**

2. Press **Tools & Settings**

NOTE: Before importing a training file, there must be data on the Poll Pads. Please import a voter file before using training mode. This can be done under **MENU > Tools and Settings > PRE ELECTION > Import Voter File**
Activating Training Mode on Poll Pads (cont.)

Tools & Settings requires a **password**. When you are ready to change your Tools & Settings password, please contact KNOWiNK Support.

3. Press **PRE ELECTION**

4. Press **Training**

5. **Training Mode ON / OFF** : Toggle **ON**

Training Election will import and a red **TRAINING MODE banner** will display across the top of the Poll Pad.

6. To clear your training mode activity and check-ins at any time (during testing, in between training sessions, etc) press **Reset** in the Training Mode banner, or press **RESET ALL DATA** in the Training menu.
Users

An administrative user is responsible for setting the roles for other users within their organization who need or require access to voter data in ePulse.

Adding a User:

1. Click **ACCOUNT SETTINGS**.
2. Click **USERS**.
3. Click **+ ADD USER**.
The following fields are required:

1. **First name**
2. **Last name**
3. **Email**: An activation email will be sent to this address. The email will contain a link prompting the new user to set a password.
Setting User Permissions

Each user must be assigned Permissions. You can customize user access to each ePulse page. Each user can be assigned View Only or Edit permissions.

**View Only:** Allows the user to only view data.

**Edit:** Allows the user to view and edit data.
New User Page details:

**Voters:** Allows access to the Voters page.

**Poll Pads:** Allows access to the Poll Pads page.

**Polling Places:** Allows access to the Polling Places page.

**Poll Workers:** Allows access to the Poll Workers page.

**View and Manage System Settings:** Allows user to view and edit System Settings.

**Access Messaging:** Allows user access to the Messaging System (if applicable).

**Access and Create Reports:** Allows user access and generate reports.
Predefined User Settings

Several predefined user setting options are available.

**Election Day Only:** Provides view only access to the Election Day dashboard.

**Basic:** View Only permissions for Voters, Poll Pads, Polling Places, and Poll Workers.

**Coordinator:** View Only for Voters, Poll Pads, Polling Places, and Poll Workers Access granted to the Messaging system.

**Manager:** View and Edit permissions granted for Voters, Poll Pads, Polling Places, and Poll Workers, access granted to the Messaging system.

**Admin:** Full administrative rights including Election Creation; User administration.
Groups in ePulse allow administrators to limit the information available to individual users. Users can be assigned to a polling location and will only be able to view and edit data relevant to their assigned polling location(s).

Creating a Group:

1. Click **ELECTION SETUP**
2. Click **GROUPS**
3. Click **CREATE GROUP**
Creating a Group (cont.):

4. Name the group you are creating.

5. Click **SAVE**.

6. Assign users to the newly created Group by selecting name(s).
Creating a Group (cont.):

7. Select relevant polling location(s).

8. Click **ADD**.

9. Once added, polling places attached to this group will be displayed.
Creating a Group (cont.):

10. Select desired User(s).

11. Click **ADD**.

12. Once added, users attached to this group of polling places will be displayed.

Note: Changes/updates automatically save. Navigate back to the Groups page to repeat this process for additional Groups.
To load your Polling Locations, create a Polling Locations File for upload into ePulse.

1. Open a new Excel file. Enter the header rows and corresponding information listed below in Step 2. **Save as a .CSV file.**

2. Label the headers as the following:

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Code</td>
</tr>
<tr>
<td>B</td>
<td>Name</td>
</tr>
<tr>
<td>C</td>
<td>Address Line 1</td>
</tr>
<tr>
<td>D</td>
<td>Address Line 2</td>
</tr>
<tr>
<td>E</td>
<td>City</td>
</tr>
<tr>
<td>F</td>
<td>State</td>
</tr>
<tr>
<td>G</td>
<td>Zip</td>
</tr>
<tr>
<td>H</td>
<td>Type</td>
</tr>
<tr>
<td>I</td>
<td>Status</td>
</tr>
<tr>
<td>J</td>
<td>Precinct</td>
</tr>
<tr>
<td>K</td>
<td>Split</td>
</tr>
</tbody>
</table>

Open a new Excel file. Enter the header rows and corresponding information listed below in Step 2. **Save as a .CSV file.**

Label the headers as the following:

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Code</td>
</tr>
<tr>
<td>B</td>
<td>Name</td>
</tr>
<tr>
<td>C</td>
<td>Address Line 1</td>
</tr>
<tr>
<td>D</td>
<td>Address Line 2</td>
</tr>
<tr>
<td>E</td>
<td>City</td>
</tr>
<tr>
<td>F</td>
<td>State</td>
</tr>
<tr>
<td>G</td>
<td>Zip</td>
</tr>
<tr>
<td>H</td>
<td>Type</td>
</tr>
<tr>
<td>I</td>
<td>Status</td>
</tr>
<tr>
<td>J</td>
<td>Precinct</td>
</tr>
<tr>
<td>K</td>
<td>Split</td>
</tr>
</tbody>
</table>

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Code</td>
</tr>
<tr>
<td>B</td>
<td>Name</td>
</tr>
<tr>
<td>C</td>
<td>Address Line 1</td>
</tr>
<tr>
<td>D</td>
<td>Address Line 2</td>
</tr>
<tr>
<td>E</td>
<td>City</td>
</tr>
<tr>
<td>F</td>
<td>State</td>
</tr>
<tr>
<td>G</td>
<td>Zip</td>
</tr>
<tr>
<td>H</td>
<td>Type</td>
</tr>
<tr>
<td>I</td>
<td>Status</td>
</tr>
<tr>
<td>J</td>
<td>Precinct</td>
</tr>
<tr>
<td>K</td>
<td>Split</td>
</tr>
</tbody>
</table>

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Code</td>
</tr>
<tr>
<td>B</td>
<td>Name</td>
</tr>
<tr>
<td>C</td>
<td>Address Line 1</td>
</tr>
<tr>
<td>D</td>
<td>Address Line 2</td>
</tr>
<tr>
<td>E</td>
<td>City</td>
</tr>
<tr>
<td>F</td>
<td>State</td>
</tr>
<tr>
<td>G</td>
<td>Zip</td>
</tr>
<tr>
<td>H</td>
<td>Type</td>
</tr>
<tr>
<td>I</td>
<td>Status</td>
</tr>
<tr>
<td>J</td>
<td>Precinct</td>
</tr>
<tr>
<td>K</td>
<td>Split</td>
</tr>
</tbody>
</table>

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Code</td>
</tr>
<tr>
<td>B</td>
<td>Name</td>
</tr>
<tr>
<td>C</td>
<td>Address Line 1</td>
</tr>
<tr>
<td>D</td>
<td>Address Line 2</td>
</tr>
<tr>
<td>E</td>
<td>City</td>
</tr>
<tr>
<td>F</td>
<td>State</td>
</tr>
<tr>
<td>G</td>
<td>Zip</td>
</tr>
<tr>
<td>H</td>
<td>Type</td>
</tr>
<tr>
<td>I</td>
<td>Status</td>
</tr>
<tr>
<td>J</td>
<td>Precinct</td>
</tr>
<tr>
<td>K</td>
<td>Split</td>
</tr>
</tbody>
</table>

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Code</td>
</tr>
<tr>
<td>B</td>
<td>Name</td>
</tr>
<tr>
<td>C</td>
<td>Address Line 1</td>
</tr>
<tr>
<td>D</td>
<td>Address Line 2</td>
</tr>
<tr>
<td>E</td>
<td>City</td>
</tr>
<tr>
<td>F</td>
<td>State</td>
</tr>
<tr>
<td>G</td>
<td>Zip</td>
</tr>
<tr>
<td>H</td>
<td>Type</td>
</tr>
<tr>
<td>I</td>
<td>Status</td>
</tr>
<tr>
<td>J</td>
<td>Precinct</td>
</tr>
<tr>
<td>K</td>
<td>Split</td>
</tr>
</tbody>
</table>

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Code</td>
</tr>
<tr>
<td>B</td>
<td>Name</td>
</tr>
<tr>
<td>C</td>
<td>Address Line 1</td>
</tr>
<tr>
<td>D</td>
<td>Address Line 2</td>
</tr>
<tr>
<td>E</td>
<td>City</td>
</tr>
<tr>
<td>F</td>
<td>State</td>
</tr>
<tr>
<td>G</td>
<td>Zip</td>
</tr>
<tr>
<td>H</td>
<td>Type</td>
</tr>
<tr>
<td>I</td>
<td>Status</td>
</tr>
<tr>
<td>J</td>
<td>Precinct</td>
</tr>
<tr>
<td>K</td>
<td>Split</td>
</tr>
</tbody>
</table>

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Code</td>
</tr>
<tr>
<td>B</td>
<td>Name</td>
</tr>
<tr>
<td>C</td>
<td>Address Line 1</td>
</tr>
<tr>
<td>D</td>
<td>Address Line 2</td>
</tr>
<tr>
<td>E</td>
<td>City</td>
</tr>
<tr>
<td>F</td>
<td>State</td>
</tr>
<tr>
<td>G</td>
<td>Zip</td>
</tr>
<tr>
<td>H</td>
<td>Type</td>
</tr>
<tr>
<td>I</td>
<td>Status</td>
</tr>
<tr>
<td>J</td>
<td>Precinct</td>
</tr>
<tr>
<td>K</td>
<td>Split</td>
</tr>
</tbody>
</table>

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Code</td>
</tr>
<tr>
<td>B</td>
<td>Name</td>
</tr>
<tr>
<td>C</td>
<td>Address Line 1</td>
</tr>
<tr>
<td>D</td>
<td>Address Line 2</td>
</tr>
<tr>
<td>E</td>
<td>City</td>
</tr>
<tr>
<td>F</td>
<td>State</td>
</tr>
<tr>
<td>G</td>
<td>Zip</td>
</tr>
<tr>
<td>H</td>
<td>Type</td>
</tr>
<tr>
<td>I</td>
<td>Status</td>
</tr>
<tr>
<td>J</td>
<td>Precinct</td>
</tr>
<tr>
<td>K</td>
<td>Split</td>
</tr>
</tbody>
</table>

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Code</td>
</tr>
<tr>
<td>B</td>
<td>Name</td>
</tr>
<tr>
<td>C</td>
<td>Address Line 1</td>
</tr>
<tr>
<td>D</td>
<td>Address Line 2</td>
</tr>
<tr>
<td>E</td>
<td>City</td>
</tr>
<tr>
<td>F</td>
<td>State</td>
</tr>
<tr>
<td>G</td>
<td>Zip</td>
</tr>
<tr>
<td>H</td>
<td>Type</td>
</tr>
<tr>
<td>I</td>
<td>Status</td>
</tr>
<tr>
<td>J</td>
<td>Precinct</td>
</tr>
<tr>
<td>K</td>
<td>Split</td>
</tr>
</tbody>
</table>
Each column header should include the following:

**A Code:** Any unique 3 digit code

**B Name:** Polling Location Name

**C Address Line 1:** Polling Location Address

**D Address Line 2:** Not Required. Typically left blank.

**E City:** Polling Location City

**F State:** Polling Location State

**G Zip:** Polling Location Zip Code

**H Type:** PS - Precinct Specific, EA - Early Absentee, VC - Vote Center

**I Status:** Enter “Active”.

**J Precinct:** Enter Corresponding Precinct if Precinct Specific. Leave blank for EA.

**K Split:** Enter Corresponding Split if Precinct Specific. Leave blank for EA.

<table>
<thead>
<tr>
<th></th>
<th>A</th>
<th>B</th>
<th>C</th>
<th>D</th>
<th>E</th>
<th>F</th>
<th>G</th>
<th>H</th>
<th>I</th>
<th>J</th>
<th>K</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Code</td>
<td>Name</td>
<td>Address Line 1</td>
<td>Address Line 2</td>
<td>City</td>
<td>State</td>
<td>Zip</td>
<td>Type</td>
<td>Status</td>
<td>Precinct</td>
<td>Split</td>
</tr>
<tr>
<td>2</td>
<td>104</td>
<td>Missouri Botanical Garden</td>
<td>4344 Shaw Blvd</td>
<td></td>
<td>St. Louis</td>
<td>MO</td>
<td>63110</td>
<td>PS</td>
<td>Active</td>
<td>101</td>
<td>1</td>
</tr>
<tr>
<td>3</td>
<td>105</td>
<td>Missouri Botanical Garden</td>
<td>4344 Shaw Blvd</td>
<td></td>
<td>St. Louis</td>
<td>MO</td>
<td>63110</td>
<td>PS</td>
<td>Active</td>
<td>101</td>
<td>2</td>
</tr>
<tr>
<td>4</td>
<td>106</td>
<td>St. Louis Municipal Opera Theatre</td>
<td>1 Theatre Dr</td>
<td></td>
<td>St. Louis</td>
<td>MO</td>
<td>63112</td>
<td>PS</td>
<td>Active</td>
<td>102</td>
<td>1</td>
</tr>
<tr>
<td>5</td>
<td>107</td>
<td>Saint Louis Zoo</td>
<td>1 Government Drive</td>
<td></td>
<td>St. Louis</td>
<td>MO</td>
<td>63110</td>
<td>PS</td>
<td>Active</td>
<td>102</td>
<td>2</td>
</tr>
<tr>
<td>6</td>
<td>108</td>
<td>Missouri History Museum</td>
<td>5700 Lindell Blvd</td>
<td></td>
<td>St. Louis</td>
<td>MO</td>
<td>63112</td>
<td>PS</td>
<td>Active</td>
<td>103</td>
<td>1</td>
</tr>
<tr>
<td>7</td>
<td></td>
<td>Saint Louis Art Museum</td>
<td>1 Fine Arts Drive</td>
<td></td>
<td>St. Louis</td>
<td>MO</td>
<td>63110</td>
<td>PS</td>
<td>Active</td>
<td>104</td>
<td>1</td>
</tr>
</tbody>
</table>
Importing Polling Location File

1. Navigate to the **Polling Places** tab, located in the left-hand menu.

2. From the Polling Places page, select **Import Polling Places**.
Importing Polling Location File (cont.):

3. Choose the Polling Places file you have created.

4. Once you have selected your file, Click CONTINUE then click DONE

5. Verify the polling places you have imported.
epulse

Monitoring Poll Pad Connectivity

Powered by: knowINK
Poll Pad Dashboard

The Dashboard is designed to provide an overview of election data.

Where to find information on Dashboard:

**Upper left corner** displays voter data:

1. **Total registered voters**
2. **Total turnout**
3. **Breakdown of voter check-ins by category**

**Lower left corner** displays Polling Places reporting:

4. **Current status of Polling Places.**
   A Polling Place has “reported” when a Poll Pad from that location syncs.
**Upper right corner** displays real time Poll Pad Status:

There are three categories.

1. **Green: OPTIMAL**
2. **Yellow: ACCEPTABLE**
3. **Red: CRITICAL**

Each category tracks:

4. **Synchronization**
5. **Battery Level**
6. **Printer Status**
7. **Charging Status**

Each icon is an **Interactive Filter** that will display the corresponding Poll Pads when clicked.
**Lower right corner** displays Voter Turnout data:

1. **Current local time**
2. **Countdown until close of Polls**
3. **Graph of Voter Turnout**
Poll Pads Page

The Poll Pad page lists each individual Poll Pad along with its current state of connectivity.

Navigate to the Poll Pads page:

1. Click **POLL PADS**. Click **MANAGE**

2. Use the **Interactive Filters** to filter the Poll Pads.

3. Clicking an icon filter will sort and display relevant Poll Pads.
Polling Places Page

The Polling Places page displays syncing by Polling Location.

Navigate to the Polling Places page:

1. Click **POLLING PLACES**
2. Clicking the **Header** allows for sorting
3. **Sync Time**
4. **Wait Time**
   (Available in Poll Pad Plus)
Interactive Filters

On the Poll Pads and Election Day pages are Interactive Filters.

These filters are grouped into three performance levels.

1. Green: OPTIMAL
2. Yellow: ACCEPTABLE
3. Red: CRITICAL

Criteria defining the thresholds of each level can be customized in ePulse.
Setting Alert Thresholds

Navigate to Alerts:

1. Click **ACCOUNT SETTINGS**
2. Click **GENERAL**
3. Click **ALERTS**
Poll Pad Alerts

Acceptable default Settings:

1. **When battery level is less than:** 50%
2. **Not synced in x minutes:** 10
Critical default Settings:

1. **When battery level is less than:** 25%
2. **Not synced in x minutes:** 25
3. **When power is disconnected:**
   Poll Pad will qualify as Critical.
4. **When printer is disconnected:**
   Poll Pad will qualify as Critical.
Ballots Module

The Ballots Module is used to track the ballots issued on election day.

To enable ballot tracking, you must first input the number ballots sent.

1. To do this, go to ELECTION SETUP and then BALLOT STYLES. Download the Ballot styles template and input the number of ballots sent. Once finished, upload the template back into ePulse.

2. Once the ballot quantities are loaded into ePulse, the BALLOTS module will keep track of the ballot depletion and voter turnout as check-ins are sync’d on Election Day.
Post Election

How to Guide

Powered by: knowINK
Table of Contents

Managing Your Poll Pads Post Election

Generate Voter History: Part I

Generate Voter History: Part II

Export CVR Data: Part I

Export CVR Data: Part II

Audit Logs
Managing Your Poll Pads Post Election

It is important to ensure that your Poll Pads have synced activity with ePulse.

1. Click **POLL PADS**
2. Click **MANAGE**
Ensure that Check-In Counts correspond with the daily voting activity reflected on each Election Day Poll Pad.

1. Verify **Check-in Count**.
2. Verify **Provisionals Processed**.
3. Verify **Added Voters**.
Generate Voter History: Part I

Once Check-In Counts have been verified; you may navigate to the Election Details page to run Voter History.

Navigate to the Election Details page:

1. Click ELECTION SETUP.
2. Click ELECTIONS.
3. Choose the Current Election from the list of elections displayed.
Generate Voter History: Part I (cont.)

Voter history is located under the **Tools** section of the Election Details Page.
Generate Voter History: Part II

1. Click **Generate Voter History**.
2. Select **ALL** from drop down menu.
3. Click **EXPORT**.

This will export a Voter History file to be uploaded into your Election Management System.
Generate Voter History: Part II (cont.)

The voter history file will process in the **Election Files** section. When the file is complete, a blue Download button will appear.

**4** Click **Download** to save file.

After saving file, upload into your Election Management System.
Export CVR Data: Part I

Once Conditional Voter Registration (CVR) counts have been verified, you may navigate to the Election Details page to extract the CVR import file.

Navigate to the Election Details page:

1. Click **ELECTION SETUP**.
2. Click **ELECTIONS**.
3. Choose the **Current Election** from the list of elections displayed.
CVR Data is located under the **Tools** section of the Election Details Page.
Export CVR Data: Part II

1. Click **Export CVR Data**

   This will export an CVR Data file to be uploaded into your Election Management System.
Export CVR Data: Part II (cont.)

The CVR data file will process in the **Election Files** section. When the file is complete, a blue Download button will appear.

2. Click **Download** to save file.

After saving file, upload into your Election Management System.
Audit Logs
Accessing Poll Pad Logs from ePulse

1. Select REPORTING

2. Select AUDIT LOGS
Audit Logs (cont.)

3. Use drop down menus to **filter** Audit Log data.

4. Audit Logs can be exported as a .csv file by clicking **DOWNLOAD**. Save to your computer.
Table of Contents

Navigate

Generating a Report

Exporting a Report

Download
Navigate

From the At A Glance Homepage, navigate to the Reporting tab on the left-hand side of the screen.

1 Click **REPORTING**.

2 Select from the dropdown options. To run a new report, click **VELOCITY REPORT**.
Generating a Report

Most reporting data can be generated through **Voter Check-In Details with Signatures**.
Generating a Report (cont.)

1. Select Election (default is current election)

2. Time Range: Select the ‘Alarm Clock’ icon, located in the boxes titled ‘From’ and ‘To’.
   These fields set the time parameters for your report data.
Generating a Report (cont.)
Settings, Filters, and Sorting

Column Settings
Additional fields of data can be generated in your report using column settings.

1. Click column settings.
2. Toggle on/off desired columns. Click apply.
Generating a Report (cont.)
Settings, Filters, and Sorting

Filters
The data generated in your report can be restricted using filters. Data can be filtered by:

1. Voter ID
2. Polling Place
3. Party
4. Click APPLY

Sorting
Before exporting your report, data can be sorted by clicking the headers at the top of the columns. Report can be sorted by:

5. Voter Last Name
6. Polling Place, or
7. Check-In Time
Exporting a Report

Reports can be exported as a **CSV** file and **PDF** File.

1. Click to **export** in desired file format.
2. Report will generate. When finished, click **download**.
Table of Contents

Setting Up Workers
  Roles
  Manage
  Importing Worker File to ePulse

Add or Edit Workers
  Add Worker
  Edit Worker
  Bulk Edits

Importing Workers to Poll Pads
  Initial Import
  Syncing Changes

Checking In and Out on Poll Pads

Post Election
Poll Workers

Set up and verify your Poll Worker information before importing your live election onto the Poll Pads.

The data from your Poll Workers module downloads onto your Poll Pads when you import the voter file for your election.
Setting Up Workers

Roles

Roles define the positions available for the individuals working an election.

Roles must be created and verified before adding your election workers.

In ePulse, navigate to the Poll Workers page:

1. Click POLL WORKERS
2. Click ROLES
3. Click + ADD ROLE
Setting Up Workers

Roles

4 Name: Enter title of job role (required).

5 Default role: A default role will be the role assigned to any poll worker you add manually without selecting a role assignment (optional).

The default role will also be assigned to any election worker without a role assignment in an import file (see MANAGE)

6 Rate: Enter the pay rate for this job role (optional).

7 Rate type: Select Flat or Hourly (optional).

8 Max hours for hourly pay rate: Numerically enter maximum number of hours allowed (optional).
Setting Up Workers

Manage

Once roles are set up, you are ready to add your election workers. Workers can be added manually, or by using the template built into ePulse.

In ePulse, navigate to the Poll Workers page:

1. Click POLL WORKERS
2. Click MANAGE
3. Click TEMPLATE
Setting Up Workers

Manage

ePulse will download a file you may use to import your election workers.

This template is already set up to import properly back into the poll workers module.

Add your election workers to the template file:

**identifier**: every election worker must have a unique identifier. It can be their voter ID, sequential, or your own internal numerical identifier. This field is Required.

**first_name**: This field is Required.

**last_name**: This field is Required.
Setting Up Workers

status : Optional
party : Optional
email : Optional
address_1 : Optional
address_2 : Optional
city : Optional
state : Optional
zip : Optional
dob : Optional
precinct : Optional
split : Optional
registration_code : Optional
vendor_code : Optional
distance : Optional
home_phone : Optional
home_phone_auto_calls_allowed : Optional
mobile_phone : Optional
mobile_phone_auto_calls_allowed : Optional
mobile_phone_sms_allowed : Optional
work_phone : Optional
work_phone_auto_calls_allowed : Optional

4d polling_place_code : To import properly, enter the polling places code for the associated polling location.

4e role : To import properly, enter the associated role NAME exactly as you set up the role in ePulse. This field is REQUIRED.

pay_rate : Optional

5 SAVE your file once completed.
Setting Up Workers

Importing Worker File

In ePulse, import your new file from the Poll Workers MANAGE page:

In ePulse, navigate to the Poll Workers page:

6. Click **+IMPORT WORKERS**.

7. Click **Choose a File**, then select the file you completed and saved.

8. **Import Assignments Into Election:**
   Use the drop-down menu to select the election the workers will be assigned to.

9. Click **CONTINUE**.

10. **Processing File:** ePulse will import your worker file.
    Data imported will generate on the right. Verify data, then Click **DONE**.

   ePulse will redirect you to the Poll Workers MANAGE page where you can view, filter, and edit your workers as needed.
Add or Edit Workers

Add Workers

In ePulse, navigate to the Poll Workers page:

1. Click POLL WORKERS
2. Click MANAGE
3. Click ACTIONS
4. Click ADD Worker
Add or Edit Workers

Add Workers

From the EDIT POLL WORKER page, use the drop-down menus to add the worker information:

5 **Personal Information:** First Name, Last Name, and Status are required.

6 **Address Information**

7 **Mailing Address**

8 **Phone**

9 **Poll Pad Login**

10 Click **SUBMIT** when finished.
Add or Edit Workers

Add Workers

From the POLL WORKER DETAILS page, verify the worker information.

**NOTE:** If incorrect, click ACTIONS, then click EDIT. Correct information, then click SUBMIT.

Next, establish the worker assignment:

**11** Under ASSIGNMENT, click EDIT.
Add or Edit Workers

Add Workers

Use the drop-down menus to add the worker assignment:

12 **Polling Place**: This field is required.

13 **Precinct**: This field is required.

14 **Role**: This field is required.

15 **Custom Rate**: This field is optional.

16 Click **SAVE** when finished.

To add more workers, repeat steps 2 - 16.
Add or Edit Workers

Edit Workers

In ePulse, navigate to the Poll Workers page:

1. Click **POLL WORKERS**.
2. Click **MANAGE**.
3. Click the **Name** of the worker you need to edit.
Add or Edit Workers

Edit Workers

To edit worker information (left column):

4 Click ACTIONS, then click EDIT.

Click SUBMIT when finished.

To edit worker assignment information (right column)

5 Under ASSIGNMENT, click EDIT.

Click SAVE when finished.
Add or Edit Workers

Bulk Edits

In ePulse, navigate to the Poll Workers page:

1. Click **POLL WORKERS**.
2. Click **MANAGE**.
3. **SELECT** the workers you need to edit.
Add or Edit Workers

Bulk Edits

Use the drop-down menus to edit any of the following assignment fields:

4 Polling Place  
5 Precinct  
6 Status  
7 Role  
8 Rate  

Click SAVE when finished.
Advanced Communications

How to Guide

Powered by: knowInk
Table of Contents

Messaging Key

Sending a Text Message to Individual Locations

Broadcasting a Text Message to All Locations

Receiving a Text Message in ePulse

Starting a Video Chat

Receiving a Video Chat in ePulse
Messaging Key

Navigating the Messaging Module:

1. **Drop-Down Menu:** List of all polling locations.

2. **NEW THREAD:** If you do not have an open chat with a polling location, select the location from the drop-down menu, then select NEW THREAD to begin a chat.

3. **SEND BROADCAST:** Select SEND BROADCAST to create and send a message to all polling locations.

4. **Send Messages as Alerts:** Toggle on to send polling location messages as a pop-up alert on the Poll Pads.

5. **Delete Thread:** Select a thread you want to delete then click to delete.

6. **Thread List:** Scrollable list of all existing polling location chats.

7. **Current Thread:** Select a polling location chat (will be highlighted in blue) to view or send messages with that polling location.

8. **Current Chat:** Read previous messages or send new messages to selected polling location.

9. **Type Message field:** Click here to type messages in current chat.

10. **SEND:** Click here to send typed message in current chat.
Sending a Text Message to Individual Locations

Creating a New Message:

1. Click **MESSAGES**
2. Select a location from the drop down menu.
3. Click **NEW THREAD**
4. Enter your message in the **Type message...** field.
5. Click **SEND**

**NOTE:**

**Send Messages as Alerts:** When toggled on, a popup alert will appear on the Poll Pad with the message that has been sent. When toggled off, no popup will appear, and only the message icon will display that a new message is available.
Broadcasting a Text Message to All Locations

Send Broadcast:

To send a new broadcast message from MESSAGES:

1. Click SEND BROADCAST

A Broadcast Message to All pop-up will appear.

2. Type broadcast message in the text field.

3. Click SEND

NOTE:

Send Messages as Alerts: When toggled on, a popup alert will appear on the Poll Pad with the message that has been sent. When toggled off, no popup will appear, and only the message icon will display that a new message is available.
Receiving a Text Message in ePulse

When a new message has been sent to ePulse from a polling location, a pop-up will appear notifying the ePulse user.

1. If you wish to provide an immediate response from the message pop-up, type your message in the **Quick Reply** field.

2. Press the arrow to send message.

3. To view the entire conversation, select **Join Chat**.

4. To close pop-up, press **Close**.
Starting a Video Chat in ePulse

**IMPORTANT:** To use video messaging, your computer must have a webcam installed.

To initiate a video chat with a polling location, navigate to the Polling Location Details page of the location you wish to contact:

1. Click **Polling Places**
2. Click the desired polling location **Name**
3. Click the **camera icon** to initiate the Video Chat

**NOTE:** You can also view your text message communication on this screen.
Starting a Video Chat in ePulse (cont.)

Once the Poll Pad accepts your video message request, the video chat will start.

4 To end the video chat, simply click anywhere in the **video chat window**.

**How to Expand Video Chat Window to Full Screen:**

Press the arrow in the top right corner of the window. This will open, full screen tab in your web browser.

In the full screen view, there are three icons at the bottom of the window:

- **Selfie View** - opens a small window to view yourself in the chat.
- **Mute Chat**
- **End Chat**

To close full screen chat window, close out of the browser tab.
Receiving a Video Chat in ePulse

When a new video chat has been sent to ePulse from a polling location, a pop-up will appear notifying the ePulse user and prompting to accept or decline the call.

1. If you wish to start the video chat, click **ACCEPT**.

2. To decline the call, click **DECLINE**.
APPENDICES
UPDATING APPLICATIONS

Periodically, in preparation for election day, the Poll Pad application will need to be updated. To deploy the newest version of the application, sign into the Meraki Dashboard. Once logged in, use the Systems Manager > Apps to access the Apps feature of the MDM.

On the resulting page, click on the application icon of the app you wish to deploy.
Scroll to the bottom of the page to view your Poll Pads. Select the Poll Pads you want to update and use the Manage button to send out an “Uninstall” command. This will remove the application from the selected iPad.

Before Command

After Command
Once removed, use the Manage button to reinstall the application. The application will reappear and begin to download. Once complete, the Poll Pad application icon will reappear.

Once the devices have been updated, deselect devices by using the “X” before continuing.
All Poll Pads are sent pre-enrolled in Meraki Mobile Device Management (MDM) system, allowing administrators to lock or control nearly every aspect of the system. With the Meraki MDM system, an administrator can lock or wipe the iPad. Additionally, the App Store and iOS system applications are all locked out from use and able to be controlled by the MDM.

If a device has gone missing, you can utilize the security features built into Meraki to lock or wipe a Poll Pad. Navigate to the individual device you wish to lock or wipe by clicking on the device name from the Clients page.

1. **Lock Device**: This option will remotely lock the Poll Pad and require a password to re-enter the device.

   **Note**: For this option to function properly, you must have a passcode previously set up and turned on in the settings on the iPad.

2. **Selective Wipe**: This option will remove all managed apps and profiles, but keep the device under management.

3. **Erase Device**: This option will erase all data on the device to factory default.
JETPACK SETUP

IMPORTANT: You must plug in and turn ON your Hotspot in order to receive any supplemental data! Ensure all jurisdictional and/or State wireless network requirements are followed when WiFi and/or MiFi connections are utilized.

1. LOCATE HOTSPOT

In the carrying case, locate the Hotspot and power cord.

2. CONNECT

Plug power cord into the side of the Hotspot. On the cord, the arrow marks which side is up.

3. POWER CONNECTION

Plug your Hotspot into a wall outlet. 
NOTE: Your Hotspot has a 2-hour battery.

4. POWER ON HOTSPOT

Press and hold the power button on the side of the Hotspot for five seconds.
5 HOTSPOT CONNECTED
When connected, the display will look similar to a cell phone display. Make sure the Hotspot has a good signal by checking the bars at the top left of the screen. If it does not have a good connection, try moving it to a different location or close to a window, keeping it within 80 feet of the Poll Pads.

NOTE: Tap the power button to “wake up” the Hotspot screen if you need to confirm connectivity during the day.

6 POWERING OFF
Press and hold the power button until the "powering off" screen appears.

7 HOTSPOT POWERED OFF
The screen will read 'Powering Off'.

8 RETURN ITEMS
Unplug the power cord and return the Hotspot and power cord to the carrying case. Return the case to the Election headquarters.
STEP 1: Remove equipment from packaging and attach antennas (2) to device.

STEP 2: Plug the Skyus 140 into primary AC power supply (electrical outlet, extension cord, power strip, etc). The device will power on once connected to electricity (this can take up to 2 minutes).

STEP 3: After powering on, the lights on the FRONT of the device will illuminate. The light on the FRONT LEFT side of the device will indicate connection to the cell tower (light can appear different colors: red, green, or blue) and the 5 bars located ABOVE this indicate signal strength.

STEP 4: FRONT RIGHT side of the device (located far-right) should be a solid green (power indicator). On the FRONT RIGHT side of the device (the second from the right green light) is the SSID indication light (when illuminated this means you are broadcasting the Poll Pad WiFi Secure – Mobile network).
LEDs

The SA 2100 router has LEDs that verify status, signal, and connectivity.

![LEDs Diagram](image)

Figure 1-3

The following table describes each LED:

<table>
<thead>
<tr>
<th>Symbol</th>
<th>LED</th>
<th>Color</th>
<th>State</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><img src="image" alt="Power LED" /></td>
<td>Power:</td>
<td>Green</td>
<td>On</td>
<td>Normal operation (External or Battery Power) ** Note When operating on Battery power all other LEDs are OFF. The LED blinks slowly, once every 5 secs when running on the battery. Blinking 1 sec On 1 sec Off During device Reset or Power-up sequence</td>
</tr>
<tr>
<td><img src="image" alt="WiFi LED" /></td>
<td>WiFi:</td>
<td>Green</td>
<td>Off</td>
<td>Wi-Fi not enabled or No Wi-Fi connected devices or device is powered from Battery</td>
</tr>
<tr>
<td><img src="image" alt="WAN - LTE LED" /></td>
<td>WAN - LTE</td>
<td>Green</td>
<td>ON</td>
<td>Attached (LTE) - no traffic Blinking 1 sec On 1 sec Off PDP Activity</td>
</tr>
<tr>
<td><img src="image" alt="WAN - 4G/3G LED" /></td>
<td>WAN - 4G/3G</td>
<td>Blue</td>
<td>ON</td>
<td>Attached (4G/3G) - no traffic Blinking 1 sec On 1 sec Off PDP Activity</td>
</tr>
<tr>
<td><img src="image" alt="WAN - 2G LED" /></td>
<td>WAN - 2G</td>
<td>Orange</td>
<td>ON</td>
<td>Attached (2G) - no traffic Blinking 1 sec On 1 sec Off PDP Activity</td>
</tr>
<tr>
<td><img src="image" alt="Cellular 5-bar signal strength LED" /></td>
<td>Cellular 5-bar signal strength:</td>
<td>Green</td>
<td>Off</td>
<td>No SIM/No Signal/Operating from battery</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>On</td>
<td>Active only when external power is present.</td>
</tr>
</tbody>
</table>
Skyus 140 WiFi Setup

STEP 1: Remove equipment from packaging.

STEP 2: Attach antennas (2) to device.

STEP 3: Plug the Skyus 140 into primary AC power supply. 
(Electrical outlet, extension cord, power strip, etc)

STEP 4: Press power button on front right of device.

STEP 5: After powering on, the power light on the front of the device will illuminate. The lights on the top of the device will indicate connection to the cell tower (light can appear different colors: green, yellow, magenta, or red - see reverse side for color meaning).

STEP 6: For optimal performance, the top two lights should appear green or yellow. 
(Note: GPS light (#3) can remain off)

To turn off Skyus WiFi press power button.

Troubleshooting: If the device needs to be rebooted, unplug AC power and remove battery. Let it sit for 30 seconds and then replace the battery. Plug AC power into outlet and then power on the device.
## Skyus 140 WiFi Setup

### I/O
- 4 Pin IO Connector (Power/IO)
- RJ45 Ethernet Port
- USB Micro-B Port
- Power Button

<table>
<thead>
<tr>
<th>Green Solid</th>
<th>Normal Operation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Green Blinking</td>
<td>Charging Battery (Off)</td>
</tr>
<tr>
<td>Blue Solid</td>
<td>Good Battery</td>
</tr>
<tr>
<td>Yellow Solid</td>
<td>Mid-Level Battery</td>
</tr>
<tr>
<td>Red Solid</td>
<td>Low Battery</td>
</tr>
<tr>
<td>Red Blinking</td>
<td>System Error</td>
</tr>
<tr>
<td>White Blinking</td>
<td>Startup/Software Update In Process</td>
</tr>
</tbody>
</table>

### GPS
- Off (No Color)       | GPS Turned Off            |
- Yellow Blinking      | Searching                 |
- Green Solid          | Fix Obtained              |

### Wireless Wi-Fi/Bluetooth
- Green Solid         | Wi-Fi On (Bluetooth Off)  |
- Blue Solid          | Bluetooth On (Wi-Fi Off)  |
- Green/Blue Alternate Blinking | Wi-Fi On, Bluetooth On |
- Blue Fast Blink      | Bluetooth Pairing Mode    |

### Mobile Network
- Green Solid         | Connected, Good Signal, No Traffic |
- Green Blinking      | Connected, Good Signal, Traffic  |
- Yellow Solid        | Connected, Medium Signal, No Traffic |
- Yellow Blinking     | Connected, Medium Signal, Traffic |
- Magenta Solid       | Connected, Poor Signal, No Traffic |
- Magenta Blinking    | Connected, Poor Signal, Traffic  |
- Red Solid           | No SIM, SIM Error, SIM Lock, No Service |
VoiceOver

**Turn VoiceOver on or off.** Summon Siri and say “turn on VoiceOver” or “turn off VoiceOver.” You can also go to Settings > General > Accessibility > VoiceOver, or use accessibility shortcuts.

**Unlock iPad.** Press either the Sleep/Wake or Home button, then double-tap the screen. On iPad models with Touch ID, you can unlock iPad by placing your finger on the Home button. See Wake and unlock iPad.

**Enter your passcode silently.** To avoid having your passcode spoken as you enter it, enable handwriting mode or type onscreen braille.

**Unlock iPad with Touch ID.** You can unlock iPad by pressing your finger on the Home button if you set up Touch ID (on supported models). To use Touch ID by touching instead of pressing the Home button, go to Settings > General > Accessibility > Home Button, then turn on Rest Finger to Open.

**Open an app, toggle a switch, or tap an item.** Tap the item, then double-tap the screen.

**Double-tap the selected item.** To invoke a command normally executed by tapping twice on the screen—selecting a word or zooming an image, for example—tap three times.

**Adjust a slider.** Tap the slider, then swipe up or down with one finger.

**Use a standard gesture.** Double-tap and hold your finger on the screen until you hear three rising tones, then make the gesture. When you lift your finger, VoiceOver gestures resume. For example, to drag a volume slider with your finger instead of swiping up and down, select the slider, double-tap and hold, wait for the three tones, then slide left or right.

**Scroll a list or area of the screen.** Swipe up or down with three fingers.

**Use the list index:** Some lists have an alphabetical table index along the right side. Select the index, then swipe up or down to move through the index. You can also double-tap, hold, then slide your finger up or down.

**Reorder a list:** You can change the order of items in some lists, such as the Rotor items in Accessibility settings. Tap the Reorder button to the right of an item, double-tap and hold until you hear three rising tones, then drag up or down.

**Open the notifications screen.** Tap any item in the status bar, then swipe down with three fingers. Or touch and hold the top of the screen until you hear a sound, then swipe down. To return to where you were, do a two-finger scrub (move two fingers back and forth three times quickly, making a “z”) or press the Home button.

**Open Control Center.** Tap any item in the status bar, then swipe up with three fingers. Or touch and hold the bottom of the screen until you hear a sound, then swipe up. To dismiss Control Center, do a two-finger scrub.
VoiceOver

or press the Home button.

**Search from the Home screen.** Tap anywhere on the Home screen outside the status bar, then swipe down with three fingers.

**Activate Slide Over.** Tap any item in the status bar, then swipe left with three fingers. Or touch and hold the right edge of the screen until you hear a sound, then swipe left.

**Select the divider:** Tap the divider.

**Turn on Split View:** Double-tap the divider.

**Resize the divider:** Double-tap and hold the divider, then drag it.

**Switch apps.** Open the App Switcher, swipe left or right with one finger to select an app, then double-tap to switch to it. Or, set the rotor to Actions while viewing open apps, then swipe up or down to cycle through the apps.

**Rearrange apps on your Home screen.** Use one of the following methods:

**Drag and drop:** Tap an icon on the Home screen, then double-tap and hold your finger on the screen until you hear three rising tones. The item’s relative location is described as you drag. Lift your finger when the icon is in its new location. Drag an icon to the edge of the screen to move it to another Home screen. You can continue to select and move items until you press the Home button.

**Move actions:** Tap an app, then swipe down to hear available actions. When you hear Arrange Apps, double-tap to start arranging apps. Find the app you wish to move, then swipe down to the Move action and double-tap. Move the VoiceOver cursor to the new destination for the app, then choose from the available actions: Cancel Move, Create New Folder, Add to Folder, Move Before, or Move After. You can continue to select and move items until you press the Home button.

**Speak iPad status information.** Tap the status bar at the top of the screen, then swipe left or right to hear information about the time, battery state, Wi-Fi signal strength, and more.

**Speak notifications.** Go to Settings > General > Accessibility > VoiceOver, then turn on Always Speak Notifications. Notifications, including the text of incoming text messages, are spoken as they occur, even if iPad is locked. Unacknowledged notifications are repeated when you unlock iPad.

**Turn the screen curtain on or off.** Triple-tap with three fingers. When the screen curtain is on, the screen contents are active even though the display is turned off.

**Set audio routing options.** Go to Settings > General > Accessibility > VoiceOver > Audio. Device-specific options are shown if you connect additional devices, such as an instrument amplifier or DJ mixer.
AssistiveTouch helps you use iPad if you have difficulty touching the screen or pressing the buttons. You can use AssistiveTouch without any accessory to perform gestures that are difficult for you. You also can use a compatible adaptive accessory (such as a joystick) together with AssistiveTouch to control iPad. To configure the AssistiveTouch menu, go to Settings > General > Accessibility > AssistiveTouch.

AssistiveTouch lets you perform the following actions and more just by tapping (or the equivalent on your accessory):

- Open the AssistiveTouch menu
- Go to the Home screen
- Double-tap
- Perform multifinger gestures
- Summon Siri
- Access Control Center, notifications, Lock screen, or App Switcher
- Adjust volume on iPad
- Shake iPad
- Take a screenshot
- Use Apple Pay (on models that support Apple Pay)
- Speak screen
- Control Analytics
- Restart iPad

**Turn on AssistiveTouch.** Tell Siri “turn on AssistiveTouch,” go to Settings > General > Accessibility > AssistiveTouch, or use Accessibility Shortcut. When AssistiveTouch is on, the floating menu button appears on the screen.

**Add more actions to the AssistiveTouch menu.** Go to Settings > General > Accessibility > AssistiveTouch > Customize Top Level Menu. The menu can have up to eight actions.

**Show or hide the AssistiveTouch menu.** Tap the floating menu button, or click the secondary button on your accessory.
AssistiveTouch

Show the Home screen. Tap the menu button, then tap Home.

Lock or rotate the screen, adjust iPad volume, or simulate shaking iPad. Tap the menu button, then tap Device.

Perform a swipe or drag that uses 2, 3, 4, or 5 fingers. Tap the menu button, tap Device > More > Gestures, then tap the number of digits needed for the gesture. When the corresponding circles appear on the screen, swipe or drag in the direction required by the gesture. When you finish, tap the menu button.

Perform a pinch gesture. Tap the menu button, tap Custom, then tap Pinch. When the pinch circles appear, touch anywhere on the screen to move the pinch circles, then drag them in or out to perform a pinch gesture. When you finish, tap the menu button.

Create your own gesture. You can add your own favorite gestures to the control menu (for example, touch and hold or two-finger rotation). Tap the menu button, tap Custom, then tap an empty gesture placeholder. Or go to Settings > General > Accessibility > AssistiveTouch > Create New Gesture.

Example 1: To create the rotation gesture, go to Settings > General > Accessibility > AssistiveTouch > Create New Gesture. On the gesture recording screen that asks you to touch to create a gesture, rotate two fingers on the iPad screen around a point between them. (You can do this with a single finger or stylus—just create each arc separately, one after the other.) If it doesn’t turn out quite right, tap Cancel, then try again. When it looks right, tap Save, then give the gesture a name—maybe “Rotate 90.” Then, to rotate the view in Maps, for example, open Maps, tap the AssistiveTouch menu button, and choose Rotate 90 from Custom. When the blue circles representing the starting finger positions appear, drag them to the point around which you want to rotate the map, then release. You might want to create several gestures with different degrees of rotation.

Example 2: Let’s create the touch-and-hold gesture that you use to start rearranging icons on your Home screen. This time, on the gesture recording screen, touch and hold your finger in one spot until the recording progress bar reaches halfway, then lift your finger. Be careful not to move your finger while recording, or the gesture will be recorded as a drag. Tap Save, then name the gesture. To use the gesture, tap the AssistiveTouch menu button, then choose your gesture from Custom. When the blue circle representing your touch appears, drag it over a Home screen icon and release.

If you record a sequence of taps or drags, they’re all played back at the same time. For example, using one finger or a stylus to record four separate, sequential taps at four locations on the screen creates a simultaneous four-finger tap.

Exit a menu without performing a gesture. Tap anywhere outside the menu. To return to the previous menu, tap the arrow in the middle of the menu.

Assign custom actions to the menu button. By default, a single tap on the menu button opens the menu. To assign other actions to the menu button, go to Settings > General > Accessibility > AssistiveTouch. Below
AssistiveTouch

Custom Actions, you can assign different actions to a single tap, double tap, or long press.

**Reduce the visibility of the menu button when not in use.** Go to Settings > General > Accessibility > AssistiveTouch > Idle Opacity, then drag the slider.

**Move the menu button.** Drag it anywhere along the edge of the screen.

Switch Control

If you have a motor impairment, Switch Control lets you control iPad using one or more connected physical switches. Use any of several methods to perform actions such as selecting, tapping, dragging, typing, invoking multitasking options on devices that support them, and even free-hand drawing. You use a switch to select an item or location on the screen, and then use the same (or different) switch to choose an action to perform on that item or location. Three basic methods are:

- Item scanning (default), which highlights different items on the screen until you select one.
- Point scanning, which lets you use scanning crosshairs to pick a screen location.
- Manual selection, which lets you move from item to item on demand (requires multiple switches).

Whichever method you use, when you select an individual item (rather than a group), a menu appears so you can choose how to act on the selected item (tap, drag, or pinch, for example).

If you use multiple switches, you can set up each switch to perform a specific action and customize your item selection method. For example, instead of automatically scanning screen items, you can set up switches to move to the next or previous item on demand.

You can adjust the behavior of Switch Control in a variety of ways, to suit your specific needs and style.
# ELECTION PREP

## LOGIC & ACCURACY CHECK LIST

### TO BE COMPLETED PRIOR TO DEPLOYMENT

<table>
<thead>
<tr>
<th>ITEM</th>
<th>DESCRIPTION</th>
<th>JURISDICTION</th>
</tr>
</thead>
<tbody>
<tr>
<td>Confirm Correct Time</td>
<td>[Displays on top center of screen]</td>
<td></td>
</tr>
<tr>
<td>Confirm Correct Application Version Number</td>
<td>[Launch app &gt; menu &gt; displays on top center of screen]</td>
<td></td>
</tr>
<tr>
<td>Confirm Correct iOS Version Number</td>
<td>[Menu &gt; displays on top center of the screen]</td>
<td></td>
</tr>
<tr>
<td>Exit Training Mode <em>(if applicable)</em></td>
<td>[menu &gt; tools &amp; settings &gt; pre election &gt; training &gt; toggle OFF]</td>
<td></td>
</tr>
<tr>
<td>Confirm Cloud Icon is GREEN</td>
<td>[Top right of screen]</td>
<td></td>
</tr>
<tr>
<td>Import Voter File</td>
<td>[menu &gt; tools &amp; settings &gt; pre election &gt; import voter file &gt; import new election voter file &gt; yes &gt; confirm record count &gt; OK &gt; menu &gt; home]</td>
<td></td>
</tr>
<tr>
<td>Import Help File <em>(if applicable)</em></td>
<td>[menu &gt; tools &amp; settings &gt; tools &gt; extra files downloader &gt; download help files &gt; ok &gt; OK &gt; menu &gt; home]</td>
<td></td>
</tr>
<tr>
<td>Confirm Correct Election, Polling Location, and Election Date are displayed</td>
<td>[center of home screen]</td>
<td></td>
</tr>
<tr>
<td>Confirm Correct Number of Precinct Records</td>
<td>[top center of home screen]</td>
<td></td>
</tr>
<tr>
<td>Confirm Correct Number of Countywide Records</td>
<td>[top center of home screen]</td>
<td></td>
</tr>
<tr>
<td>Confirm Check-in Count is zero (0)</td>
<td>[top center of home screen]</td>
<td></td>
</tr>
<tr>
<td>Confirm Correct Configuration</td>
<td>[top center of home screen]</td>
<td></td>
</tr>
</tbody>
</table>
| Confirm Printer is Paired & Working *(if applicable)*               | [printer icon is GREEN > tap icon > print test receipt >
tap anywhere on screen to close window]                                |              |
| Confirm Encoder is Paired *(if applicable)*                        | [top right of screen]                                                      |              |
| Confirm Peer-to-Peer Devices are Communicating                      | [top right of screen]                                                      |              |
| Confirm iPad Battery is Charged to 90% or Greater                    | [top right of screen]                                                      |              |
| Poll Pad is Able to Access Camera                                  | [get started > advanced search > scan barcode >
image of table displays on screen]                                        |              |
| Return Poll Pad to Application Home Screen                          | [menu > home]                                                             |              |
| Enable Guided Access                                                | [press home button 3x]                                                    |              |
| Power Off Printer                                                   | [press power button on the left side of printer]                          |              |
| Power Off iPad in Guided Access by holding down the HOME and POWER buttons at the same time. Once screen turns black, hold for two seconds, then release. | |  
| Confirm iPad, Printer & Case Numbers Match                           |                                                                             |              |

*Appendix G* 228
# ELECTION PREP

## PACKING OF HARDWARE

**TO BE COMPLETED PRIOR TO DEPLOYMENT**

### GENERAL BREAKDOWN

<table>
<thead>
<tr>
<th>ITEM</th>
<th>DESCRIPTION</th>
<th>JURISDICTION</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Hardware Included:</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Apple iPad (Poll Pad)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Lightning to USB Cable &amp; USB Power Adapter</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Poll Pad Stand Arm</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Poll Pad Base</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Stylus Pen (2)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cleaning Cloth</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Upgrade Options:</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Printer, Power Cord &amp; Adapter</td>
<td>[confirm printer has a full roll of paper and is powered off]</td>
<td></td>
</tr>
<tr>
<td>ID Tray</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Encoder</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Magstripe Reader</td>
<td></td>
<td></td>
</tr>
<tr>
<td>MiFi Unit</td>
<td>[confirm MiFi Unit battery is fully charged]</td>
<td></td>
</tr>
<tr>
<td><strong>Suggested Supplies:</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Printer Paper Rolls (if applicable)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Surge Protector</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Extension Cord</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Duct Tape</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Security Seals</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### VARIANCES

---

---

---

---

---

---

---

---

---

---

---

---

### COUNTY

<table>
<thead>
<tr>
<th>SIGNATURE</th>
<th>SIGNATURE (if applicable)</th>
<th>DATE</th>
</tr>
</thead>
</table>

Appendix G