

**Electronic Pollbook Refresh
Clerk's Manual
For Windows 10 & BitLocker Flash Drives**



**Michigan Department of State
Bureau of Elections**

September 2020

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Introduction to the Electronic Pollbook

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

Key Features

- ☆ Access current voter registration and absent voter information in the precincts (from the day prior to the election, in most cases)
- ☆ Locate a voter's registration record by swiping their driver's license with a magnetic card reader
- ☆ Assign and record the voter's ballot immediately upon registration confirmation
- ☆ Look up voters registered within the jurisdiction but not in the assigned precinct
- ☆ Print accurate reports, including a ballot summary that calculates, the list of voters, and remarks
- ☆ Upload voting history quickly and accurately

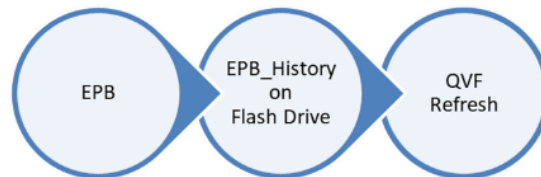
Important Considerations

Maintain security throughout the EPB process by using an encrypted flash drive. The flash drive must be password protected, and passwords should **never** be kept with flash drives. The encrypted flash drive must be used to transfer files back and forth between the QVF computer and the EPB laptop.

Pre-election file transfer: QVF to EPB



Post-election file transfer: EPB to QVF

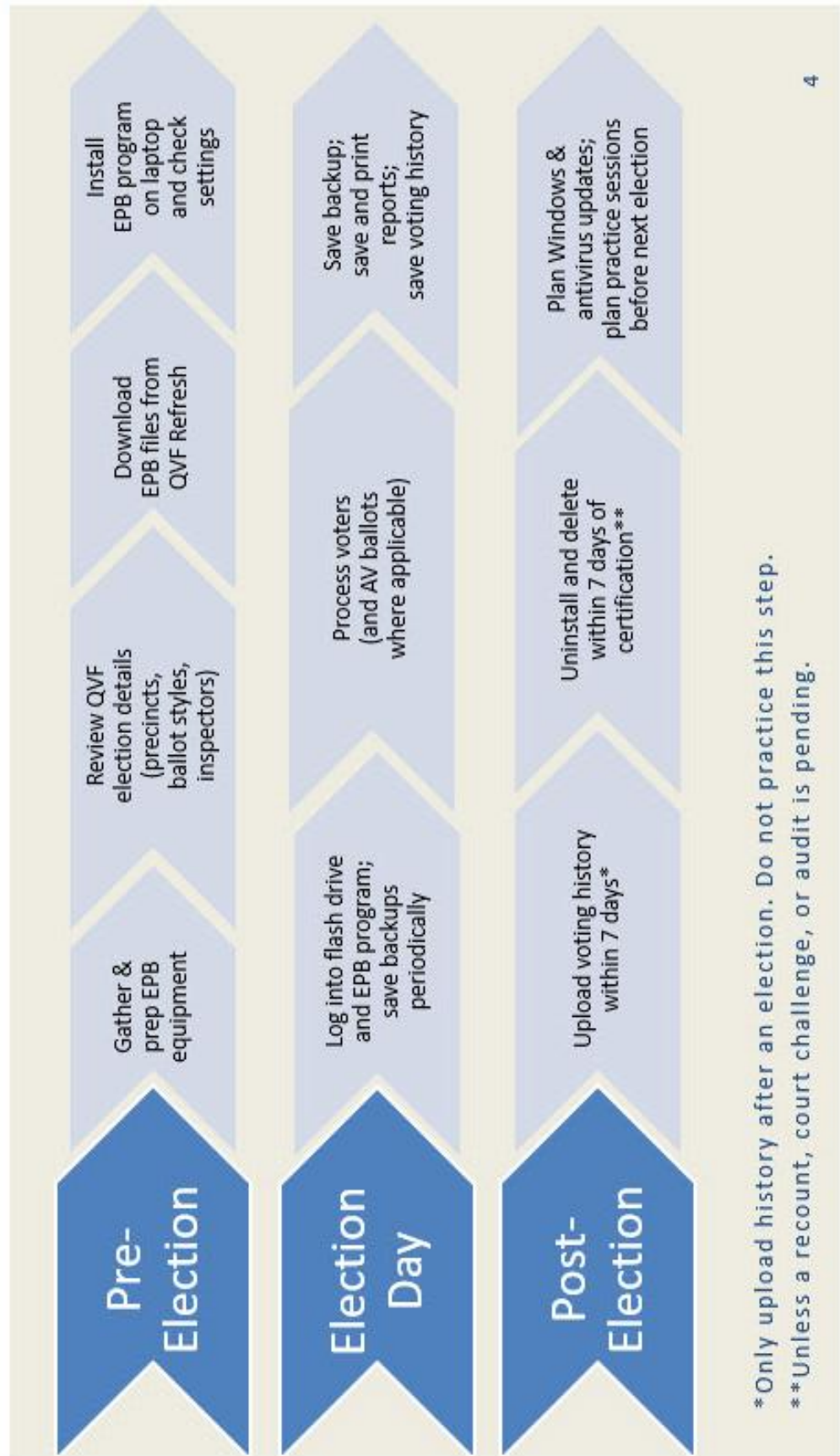


The laptop must not be connected to any networks (must be in “airplane mode”) when the EPB software is installed on the laptop. Windows Updates and antivirus updates must be done regularly between elections.

It is also important to understand when to delete files. Delete all EPB files seven days after the final canvass (unless there is a pending recount, court challenge, or audit/Secretary of State order). This keeps voter data secure and prevents the wrong files from being used in future elections.

Most importantly, practice! Walking through the manual well before every election will ensure you understand all of the features of the EPB software and will prepare you for successful implementation come election day. Remember it is important to delete all practice files, too!

EPB PROCESS OVERVIEW



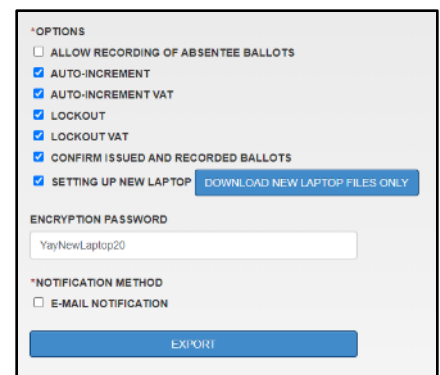
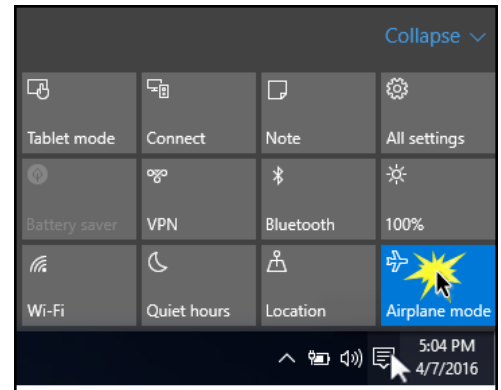
Getting Started: Pre-Election Day Tasks

The Bureau of Elections Electronic Pollbook (EPB) program provided each precinct with a laptop computer, an encrypted flash drive, a mouse, a magnetic card reader, and a case. Install and update antivirus software and printer driver software (if applicable) well in advance of the first election. Take time to perform these steps prior to installing EPB software.

Gather and Prepare Electronic Pollbook Equipment

Review and complete these tasks well before Election Day. Most are one time installations but can be time consuming. Please ensure you have completed the tasks prior to installing the EPB software.

1. **Wireless internet access** – Connect the laptop to the internet periodically to perform the necessary software and antivirus updates before election day; however, ***the laptop must be in airplane mode on election day.*** To verify airplane mode is enabled, click the notifications icon and make sure the Airplane mode is blue and that the Wi-Fi button is gray.
2. **Laptop Security** - You must maintain a secure laptop. This includes turning on the Windows firewall and installing and updating antivirus software. Load antivirus software (any commercially available antivirus product is acceptable) on each EPB laptop and update regularly. Run the antivirus update and scan at least once within a week of an election on the laptop and flash drive. However, the closer it is run to Election Day, the better. Keep in mind, antivirus software is updated frequently. If the laptop has been in storage for a long time, it may be quicker to uninstall the antivirus and reinstall versus loading updates.
3. **Printer driver software** - If inspectors or the receiving board will print reports from the EPB laptop, select any standard printer and install its printer driver software on the laptop prior to election day. Some laptops do **not** have CD drives so the software will have to be installed through the wireless internet connection or by saving the software to a flash drive. The printer will come with instructions on how to install printer driver software. Print a test document from the laptop to ensure the software was installed properly.
4. **Windows Updates** – The Windows 10 software is updated on a regular basis. Budget time to download and install the updates prior to Election Day. *To find updates, make sure the laptop is connected to the internet; then, click on the Windows Home button, click Settings, click Update & Security, click Windows Update, and click Check for Updates.* Perform this task often to avoid long updates.
5. **Batteries** – Charge laptop batteries fully prior to use on Election Day.
6. **Check for old data** – There should not be an Electronic Pollbook installed on your laptop when you begin to prepare for the next election. Check for the EPB desktop icon and if a prior installation is present, use the uninstall feature to remove it.
7. **Install New Laptop Files**– Each new laptop which has never had EPB installed on it needs to have EPB New Laptop Files installed. This may be done as part of the first test export of EPB (by just checking the box) or as a separate task (by checking the box to get the blue button and clicking the blue button to start their download), but these files typically only need to be installed once. EPB New Laptop Files do not contain election- or voter-specific data and will not be uninstalled by the Uninstall EPB tool. See p. 12 for information about installing as part of the first EPB download; see p. 47 for information about downloading, unzipping, and installing only prerequisites if you prefer to do this step separately. This process ensures faster Election Night downloads without prerequisites.



Review Election Details in QVF

You must download the EPB files after 4 p.m. on the Monday before the election unless the jurisdiction has more than 50 precincts; jurisdictions with more than 50 precincts that download earlier must provide a supplemental list of absent voter ballots issued after the EPB download to the precinct(s), and elections inspectors must check that list for each voter. There is not a way to add absent voter information electronically after the EPB download. Please practice the following steps prior to Election Day.

Set Up Election Geography in QVF

Review QVF Election Details

Prior to export, ensure Election Geography settings have been previously set in QVF (either by your County Clerk or yourself). If using combined precincts, see below. If using temporary polling locations or split precincts with more than one ballot style, see the next page.

Create a Combined Precinct for a Consolidated Election:

1. Click Elections
2. Click Election Geography
3. Select the rows for the distinct political areas (DPA) you wish to consolidate
4. Click Combine Precinct
5. Make desired changes to Polling Location and/or Combine Precinct Name
6. Click OK

A green banner appears when the changes have been saved successfully. Note the changes applied to the dpa's for the selected election.

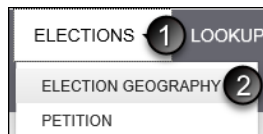
The screenshot illustrates the steps to create a combined precinct in the QVF system. It shows the 'ELECTION GEOGRAPHY' section with a table of precincts. Two precincts are selected (checked). The 'COMBINE PRECINCT' dialog box is open, showing the selected precincts and the new combined precinct name '8+9'. A green banner indicates 'SAVED SUCCESSFULLY'. The final table shows the combined precinct '8+9' with a green checkmark.

	NAME	POLLING LOCATION	JURISDICTION	PREC CODE	BS ALIAS
<input checked="" type="checkbox"/>	J59440/W00...	MEADOWBROOK ELEM...	NOVI CITY (59440)	00008	4439
<input checked="" type="checkbox"/>	J59440/W00...	CROSSPOINTE MEADO...	NOVI CITY (59440)	00009	4440
<input type="checkbox"/>	J59440/W00...	FOX RUN VILLAGE	NOVI CITY (59440)	00010	4441

	NAME	POLLING LOCATION	JURISDICTION	PREC CODE	BS ALIAS
<input type="checkbox"/>	8+9	MEADOWBROOK ELEM...	NOVI CITY (59440)	00009	389
<input type="checkbox"/>	8+9	MEADOWBROOK ELEM...	NOVI CITY (59440)	00008	389

Change a Polling Location, Assign a Ballot Style Alias, and to Assign a Counting Board:

1. Click Elections
2. Click Election Geography
3. Find the row for the distinct political area (DPA) you wish to update and click Edit
4. Make the desired changes to the appropriate fields and click Save



HOME > ELECTION GEOGRAPHY

***ELECTION DATE**
 5/7/2019 MAY CONSOLIDATED

REGION TYPE
 JURISDICTION

TOGGLE FILTER HEADER RESET FILTERS

MVIC COMPARE DISTRICTS ASSIGN EXPORT

Page 1 of 1 1100 DISPLAYING 1 TO 5 OF 5 ITEMS.

Drag a column here to group by that column

	NAME	POLLING LOCATION	JURISDICTION ^1	PREC CODE ^2	BS ALIAS	CB	VOTERS	EDIT
<input type="checkbox"/>	J59440/W00...	MEADOWBROOK ELEM.	NOVI CITY (59440)	00008	4439		1515	EDIT
<input type="checkbox"/>	J59440/W00...	CROSSPOINTE MEADO...	NOVI CITY (59440)	00009	4440		2537	EDIT
<input type="checkbox"/>	J59440/W00...	FOX RUN VILLAGE	NOVI CITY (59440)	00010	4441		1231	EDIT
<input type="checkbox"/>	J59440/W00...	CROSSPOINTE MEADO...	NOVI CITY (59440)	00011	4442		1526	EDIT
<input type="checkbox"/>	J59440/W00...	HICKORY WOODS ELE...	NOVI CITY (59440)	00012	4443		2577	EDIT

PRECINCT DETAILS

POLLING LOCATION

LOCATION: MEADOWBROOK ELEMENTARY
 ADDRESS: 29200 MEADOWBROOK ROAD
 CITY: NOVI STATE: MI ZIPCODE: 48377

JURISDICTION: NOVI CITY (59440)

EDIT CURRENT POLLING LOCATION
 MEADOWBROOK ELEMENTAR

PRECINCT BALLOT STYLE

BALLOT STYLE ALIAS: 4439

COUNTING BOARD

COUNTING BOARD NAME:

(Optional Step) Set up EPB Inspectors in QVF

Prior to exporting the EPB, QVF Complete users may work in QVF to mark voters as Election Inspectors (as well as add those who are ineligible to register as “Student Inspectors”) and indicate whether they will be an Electronic Pollbook user. Once you flag an inspector as “Is EPB,” you can create their EPB username and password in QVF and the accounts will be part of the EPB export and setup file.

An administrative EPB user may still create EPB user accounts in the EPB software after the program is installed on the laptop. Basic QVF users set up inspectors’ user accounts on the EPB. For those instructions, refer to “Preparing the Software for Election Day Use.”

Set up Election Inspector Titles (if not already set up for your jurisdiction):

1. Click Administration, then Election Inspector
2. Click the Title Lookup tab
3. Click Add Title
4. Select Jurisdiction, type Title and Payment Amount
5. Click Save

Add a user before exporting the EPB files:

1. Search for voter in Voter Search
2. Open voter by clicking “edit”
3. Go to inspector tab on voter
4. Check the “Is Active” and “Is EPB” boxes
5. If creating a new inspector, fill in the required fields and add other contact information
6. Click Save



Once an inspector has been flagged as “Is EPB” their EPB username and password can be created in QVF’s Election Inspector module, but you should also assign the inspector to a precinct.

Assign an inspector to a precinct:

1. Click Administration and Election Inspector
2. Select the Precinct Type and Precinct
3. Check box(es) to select and highlight Inspector(s)
4. Click the double-arrow to assign inspector(s) to precinct

ADMINISTRATION ▾ ELECTION INSPECTOR

ELECTION INSPECTOR 1

AUTHORIZE PUBLIC READONLY

TWEAK EAC

HOME > ELECTION INSPECTOR

*JURISDICTION LANSING CITY (46000) *ELECTION DATE 8/6/2019 AUGUST CONSOLIDATED

INSPECTORS TITLE LOOKUP TRAINING LOOKUP STUDENT INSPECTOR EPB INSPECTOR

GLOBAL INSPECTOR POOL

FILTER BY ☒ ACTIVE ☐ INACTIVE ☐ STUDENT

TOGGLE FILTER HEADER RESET FILTERS EDIT

WORK HISTORY EXPORT TO CSV

PAGE 1 OF 15 10

DISPLAYING 1 TO 10 OF 150 ITEMS.

3

NAME ^1	TITLE ^2	PARTY
<input checked="" type="checkbox"/> ARTIS, BARBARA LOUISE	INSPECTOR	DEM
<input type="checkbox"/> ATWOOD, MELODY ANN	INSPECTOR	DEM
<input type="checkbox"/> BARLOW, CONI CHAMBERLAIN	INSPECTOR	DEM
<input type="checkbox"/> BEALS, LAUREL LOREE	INSPECTOR	REP
<input type="checkbox"/> BEASON, WILLIAM R	INSPECTOR	DEM
<input type="checkbox"/> BELLINI, EMMA LYNN	INSPECTOR	DEM
<input type="checkbox"/> BELTON, MICHELLENA RENEE	INSPECTOR	DEM
<input type="checkbox"/> BENSON, MARYLEA MANN	INSPECTOR	REP
<input type="checkbox"/> BERNES, AMANDA PAOLI	INSPECTOR	DEM
<input type="checkbox"/> BERNES, TANYA ESTEPHANIE	INSPECTOR	DEM

4

INSPECTORS ASSIGNED

PRECINCT TYPE WARD PRECINCT PRECINCT 01001

2

COPY INSPECTOR ASSIGNMENTS EXPORT TO CSV

PAGE 0 OF 0 10

NO ROWS TO DISPLAY.

Create EPB usernames and passwords in QVF prior to download:

1. From the Administration menu, select Election Inspector
2. Click the EPB Inspector tab in the Election Inspector module
3. With your mouse, click in the username and password fields for each inspector to finish creating their EPB accounts.
 - a. The username is not case sensitive.
 - b. The password is case sensitive and must meet the criteria for a strong password: 8-16 characters long, mixed case, and at least one number
4. Click Save

ADMINISTRATION ▾ ELECTION INSPECTOR

ELECTION INSPECTOR 1

AUTHORIZE PUBLIC READONLY

TWEAK EAC

INSPECTORS TITLE LOOKUP TRAINING LOOKUP STUDENT INSPECTOR EPB INSPECTOR 2

TOGGLE FILTER HEADER RESET FILTERS

PAGE 1 OF 1 10 DISPLAYING 1 TO 4 OF 4 ITEMS.

NAME	TITLE	PARTY	USER NAME ^	3	PASSWORD
MCQVF, ALICE A	CHAIR	REP	AliceM1	x	Llamadrama78
MCQVF, JEAN ELYSE	EPB USER	DEM	JeanM1		Foxinsox55
MCQVF, JOHN ALBERT	EPB USER	REP	JohnM2		Funkymonkey67
MCQVF, PHILLIP ZOLTAN	EPB USER	DEM	PhilM2		Chickentender49

4

SAVE RESET

(Optional Step) Set up Ballot Style Number Ranges in QVF

QVF Complete and Basic users may use Ballot Setup to enter their ballot number ranges to prepopulate their EPB Ballot Summary line A.

This is an optional setup step and numbers can always be added or corrected in the EPB Ballot Summary.

Users with a VAT ballot number series will need to enter that ballot style number range in the EPB Ballot Summary.

To Set Up Ballot Style Number Ranges (for Ballot Summary Line A) in QVF prior to download:

1. Click Elections, then Electronic Pollbook
2. Click the Ballot Setup tab
3. Select Region Type, Region, Election, and Precinct Type (if not present from Preferences)
4. Click View Ballot Styles
5. Click into a field and enter starting and ending ballot numbers for each style, tabbing between fields
6. Click Save

EXPORT VOTER DATA | IMPORT VOTING HISTORY | **BALLOT SETUP**

ENTERING THE STARTING AND ENDING BALLOT NUMBERS HERE WILL PRE-POPULATE THE BALLOT SUMMARY REPORT IN EPB FOR EACH PRECINCT.

REGION TYPE
JURISDICTION

REGION
BOHEMIA TOWNSHIP (09460)

ELECTION
11/6/2018 STATE GENERAL

PRECINCT TYPE
WARD PRECINCT

VIEW BALLOT STYLES

TOGGLE FILTER HEADER | RESET FILTERS

PAGE 1 OF 1 | 50 | DISPLAYING 1 TO 3 OF 3 ITEMS.

PRECINCT CODE	BALLOT STYLE	BALLOT NO. START	BALLOT NO. END
00001	4472		
00001	4472		
00002	4473		

RESET | **SAVE**

After these steps are completed, you can proceed to *Download the EPB Software*.

Download the EPB Software from QVF Refresh

The QVF software creates the EPB software, essentially taking the voter registration data in QVF and putting it in an easy to use format for election inspectors to use on a laptop. Remember, most jurisdictions must download the EPB software **after 4 p.m. on the Monday prior to the election**. There is not a way to add absent voter information electronically after the EPB download. Practice the following steps prior to Election Day to create an Election Day folder on your desktop, export the EPB software, extract zipped files, and copy the files you need to your flash drives.

These download and extraction instructions on pages 11-14 are specifically for Google Chrome QVF users in jurisdictions with more than one precinct.

- For single precinct jurisdictions using Chrome, see p. 53-56.
- Internet Explorer 11 (IE 11) users with multiple precincts, see p. 57-60.
- IE 11 users with a single-precinct jurisdiction, see p. 61-64.

Create an Election Date folder on your QVF computer's Desktop to keep your E-Pollbook files organized. You will copy and paste the folder to each precinct's flash drive.

1. Using your mouse, right-click on the Desktop
2. Go to New
3. Left-click Folder
4. Name the folder after the election date (Ex: May2019EPB, MayEPBTest....)

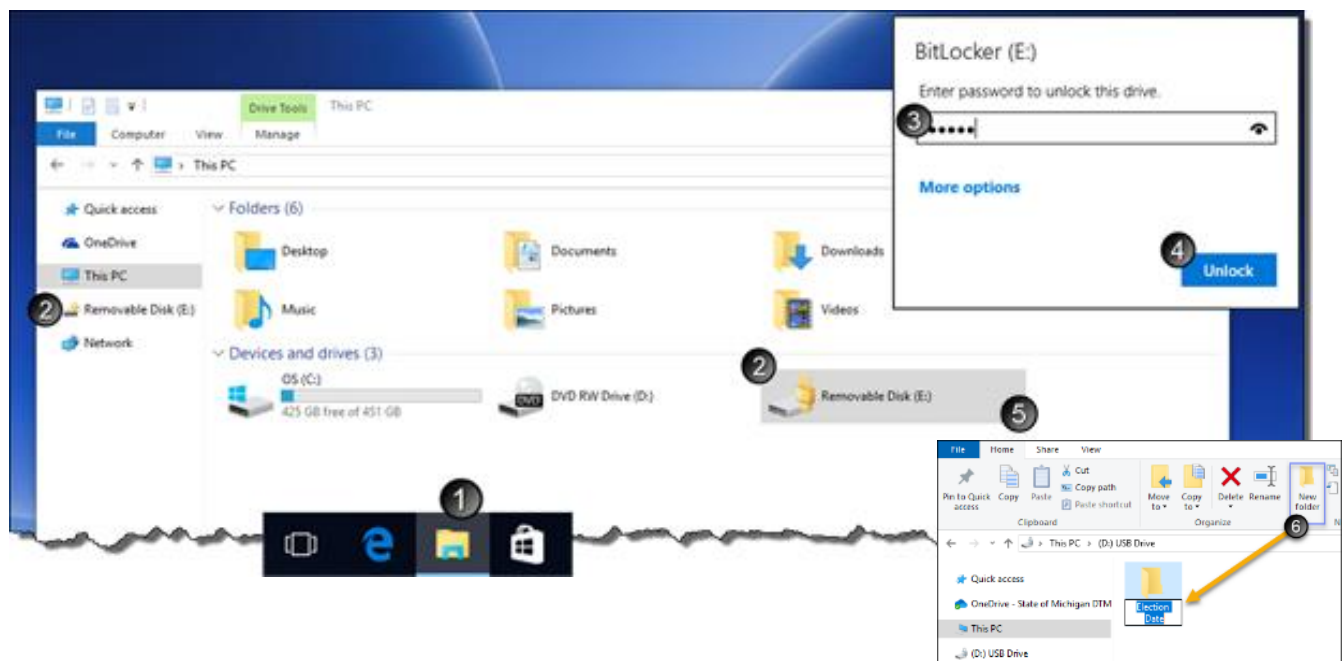
Insert the encrypted flash drive into a USB port and unlock by entering the password.

To log into the flash drive, insert it into a USB port and:

* If a window saying "...is not accessible. Access is denied" appears, click OK

1. Click the Windows Explorer folder icon
2. Click Removable Disk (E:)
3. Enter the password
4. Click Unlock
5. Double click the Removable Disk (E:)
6. Create a New Folder with the Election Date

Note: For detailed instructions on logging into the Privacy Zone if using the Verbatim flash drive with Store-n-Go/V-Safe100 encryption software, refer to the *EPB User Manual for Windows 7 and V-Safe 100*.



Export EPB software: Multiple Precinct in Chrome

NOTE: Export the EPB file once, extract files, and then copy to each precinct's flash drive.

To export the EPB software, login to QVF and:

1. Open the Elections menu and select Electronic Pollbook
2. Select the correct Jurisdiction from the drop-down menus.
3. Select the correct Election Date from the drop-down menu if not already populated from Preferences.

The image shows two parts of the QVF interface. On the left, a sidebar menu with 'ELECTIONS' highlighted and a sub-menu showing 'ELECTION GEOGRAPHY', 'PETITION', and 'ELECTRONIC POLL BOOK'. A hand cursor points to 'ELECTRONIC POLL BOOK'. On the right, the 'HOME > ELECTRONIC POLL BOOK' screen. It has three tabs: 'EXPORT VOTER DATA' (active), 'IMPORT VOTING HISTORY', and 'BALLOT SETUP'. Below the tabs are three dropdown menus: '*REGION TYPE' with 'JURISDICTION' selected (labeled 2), '*REGION' with 'BOHEMIA TOWNSHIP (09460)' selected (labeled 2), and '*ELECTION' with '11/3/2020 STATE GENERAL' selected (labeled 3).

4. Select the precinct type and **select all** precincts. Combined Precinct is the default; you may change if not using combined precincts. Note: combined precincts must be setup in the QVF Election Geography module ([see Election Geography section in this manual](#)) prior to this download.
5. Export Type defaults to Poll Book. Only change this selection to Greeting App when using that app.
6. Select the options you want enabled on the e-Pollbook for use in the polls. By default, Auto-Increment and Lockout are already enabled.

a. **Allow recording of absentee ballots: Check this box to process absentee ballots in the precinct(s) on Election Day.**

b. **Auto-Increment:** This option tells the software to auto fill the ballot number box with the next ballot number. Unchecking this box requires election inspectors to enter the ballot number for each transaction.

c. **Auto-Increment VAT:** This enables auto-increment for a separate ballot style/number range of Voter Assist Terminal ballots.

d. **Lockout:** This option prevents the issuance of a ballot number for each ballot style to multiple voters.

e. **Lockout VAT:** This option includes VAT number series as a ballot style in the lockout function to avoid duplication of a VAT ballot number.

f. **Confirm Issued and Recorded Ballots:** This option enables the confirmation screen in EPB reiterating the voter name, voter number, and ballot number issued.

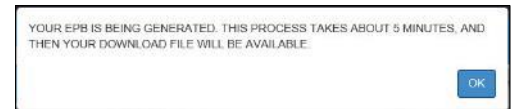
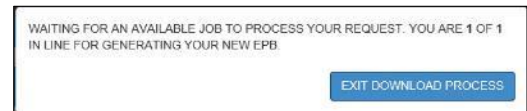
g. **Setting Up New Laptop:** This option should only be enabled for installations on new EPB laptops which have never had EPB installed before unless you have already tried installing and are encountering errors. Checking the box includes those files

The image shows the EPB setup screen. On the left, a 'COMBINED PRECINCT' dropdown menu (labeled 4) shows a list of precincts: '00001' and '00002'. Below the list, it says '(2 SELECTED)'. To the right of the list are two buttons: 'SELECT ALL' and 'SELECT NONE'. Below the precinct list is the '*EXPORT TYPE' section (labeled 5) with two radio buttons: 'POLL BOOK' (selected) and 'GREETING APP'. On the right side of the screen is the '*OPTIONS' section (labeled 6) with several checkboxes: 'ALLOW RECORDING OF ABSENTEE BALLOTS' (unchecked), 'AUTO-INCREMENT' (checked), 'AUTO-INCREMENT VAT' (checked), 'LOCKOUT' (checked), 'LOCKOUT VAT' (checked), 'CONFIRM ISSUED AND RECORDED BALLOTS' (checked), and 'SETTING UP NEW LAPTOP' (unchecked). Below the options is the 'ENCRYPTION PASSWORD' section (labeled 7) with a text input field containing 'UseAStrongPassword2' and a blue 'EXPORT' button (labeled 8).

with the download upon clicking Export, or the blue button becomes available for a separate download if that is preferred (see p. 47 for step-by-step instructions).

7. Create a strong **Encryption Password**.
 - a. A strong password contains 8-16 characters, mixed case, and at least one number

8. Click Export and a temporary green message appears, confirming the request has been received and you will be notified when the export is available for download. Another window appears to show your position in the request queue. You can click ok, and it will refresh periodically to show your place in the queue.

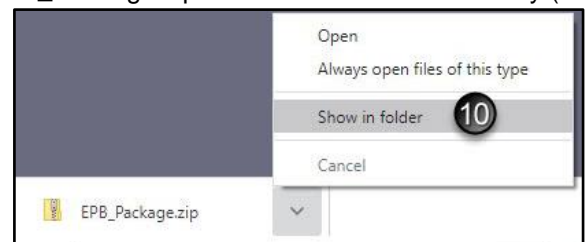


A new window will appear when the file is ready to be downloaded and will show a count of the voter records for the jurisdiction/region in QVF and the number exported.

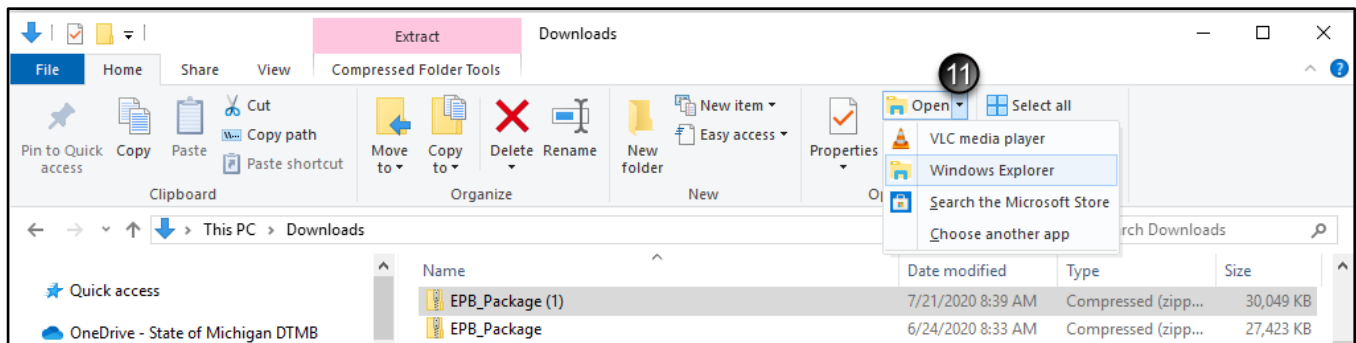
9. Click Download

When the download is complete, the web browser will have a notification at the bottom of the screen.

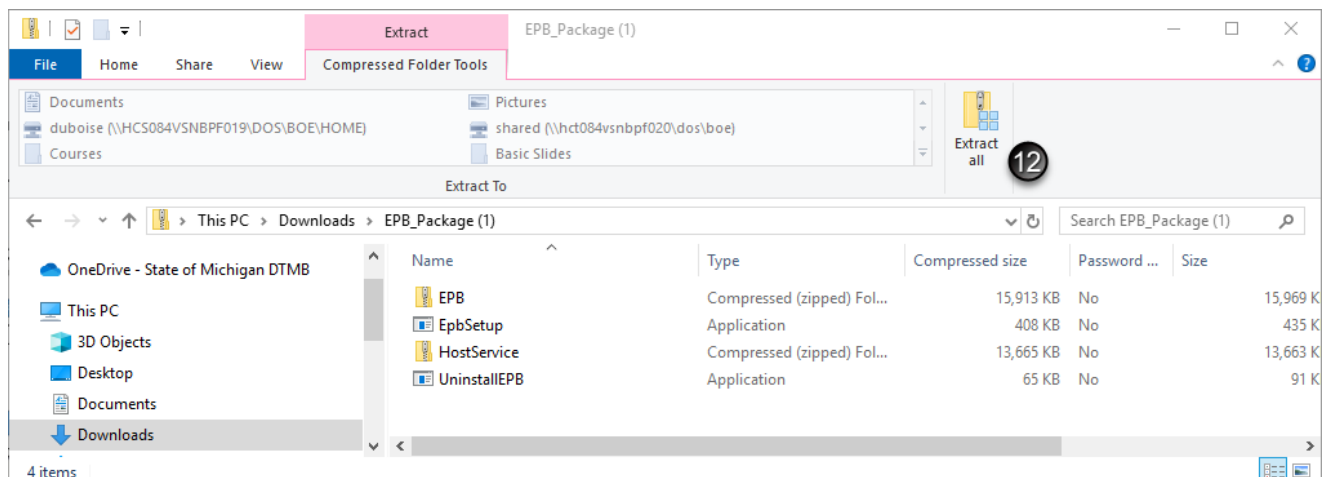
10. Click the arrow next to the EPB_package.zip download and select Show in folder to verify that the EPB_Package.zip file has been saved correctly (to the default download location, usually to the Downloads folder) and proceed to decompress (unzip) the zipped file folder.



11. From the "Open" menu, select Windows Explorer. (Note that if you have exported this before and didn't delete prior versions as recommended, your subsequent files EPB_Package will be numbered. In a time crunch, work with the newest one and clean up soon but not now.)



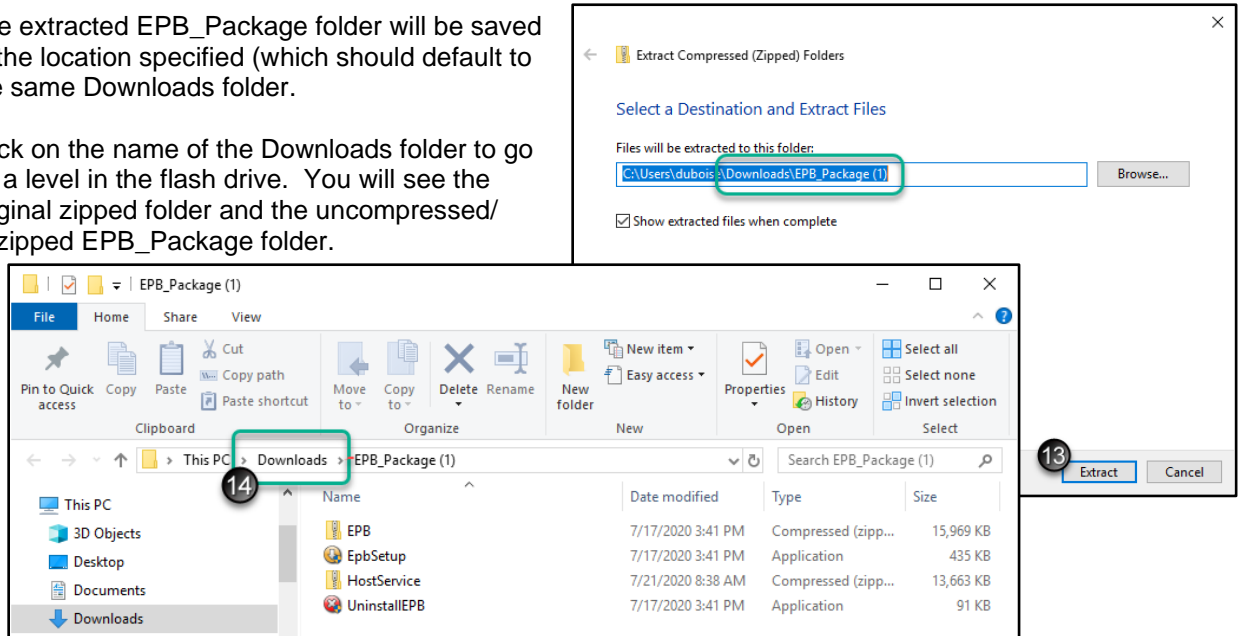
12. From the next file explorer window that opens, click Extract All.



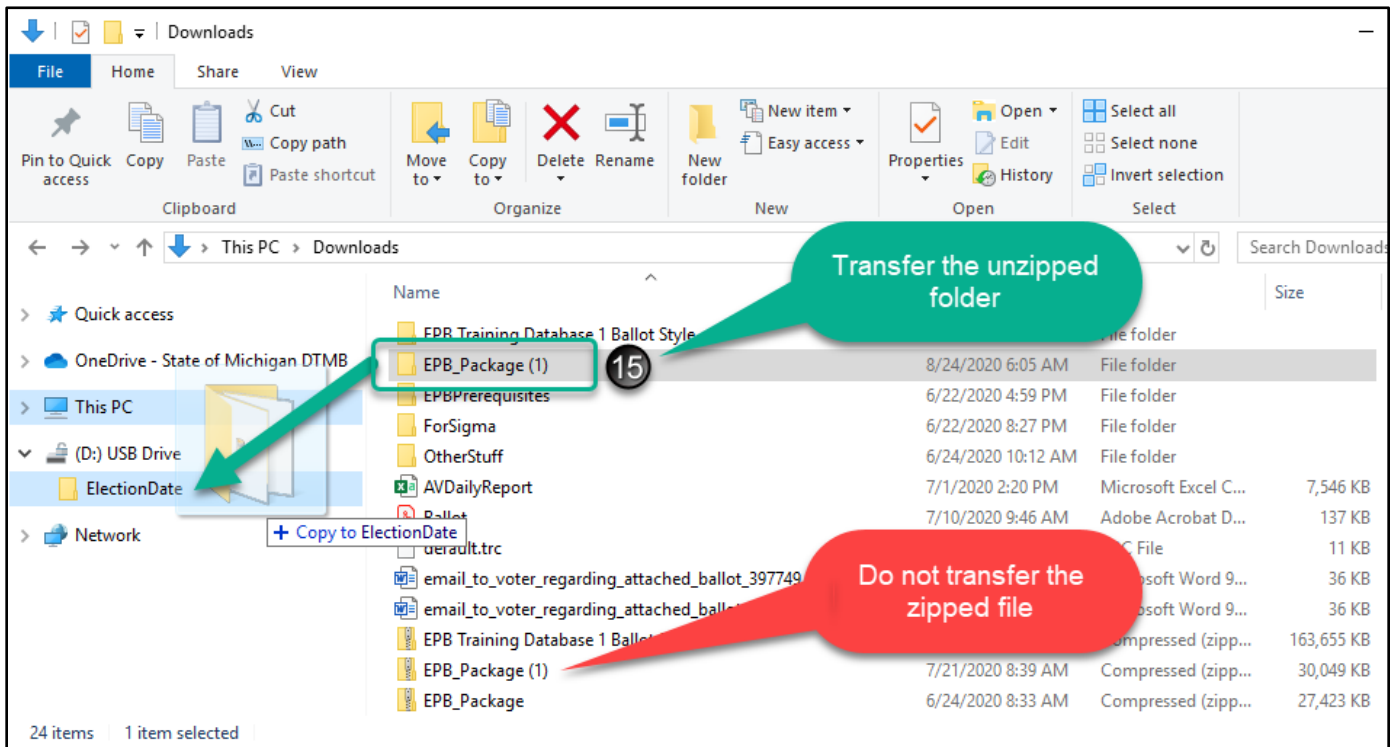
13. From the Extract Compressed (Zipped) Folders window, click Extract.

The extracted EPB_Package folder will be saved to the location specified (which should default to the same Downloads folder).

14. Click on the name of the Downloads folder to go up a level in the flash drive. You will see the original zipped folder and the uncompressed/unzipped EPB_Package folder.



15. Copy and paste the unzipped EPB_Package folder to the Election Date folder on the encrypted flash drive. When the copy is complete, remove the flash drive.
16. For each remaining precinct's flash drive, log into the flash drive, create its Election Date folder, and repeat step 15 to copy and paste the unzipped EPB_Package folder to the Election Date folder on the encrypted flash drive.



You can now insert the flash drive into a laptop, unlock the drive, and proceed to install the EPB software.

Install EPB Software on Laptop

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

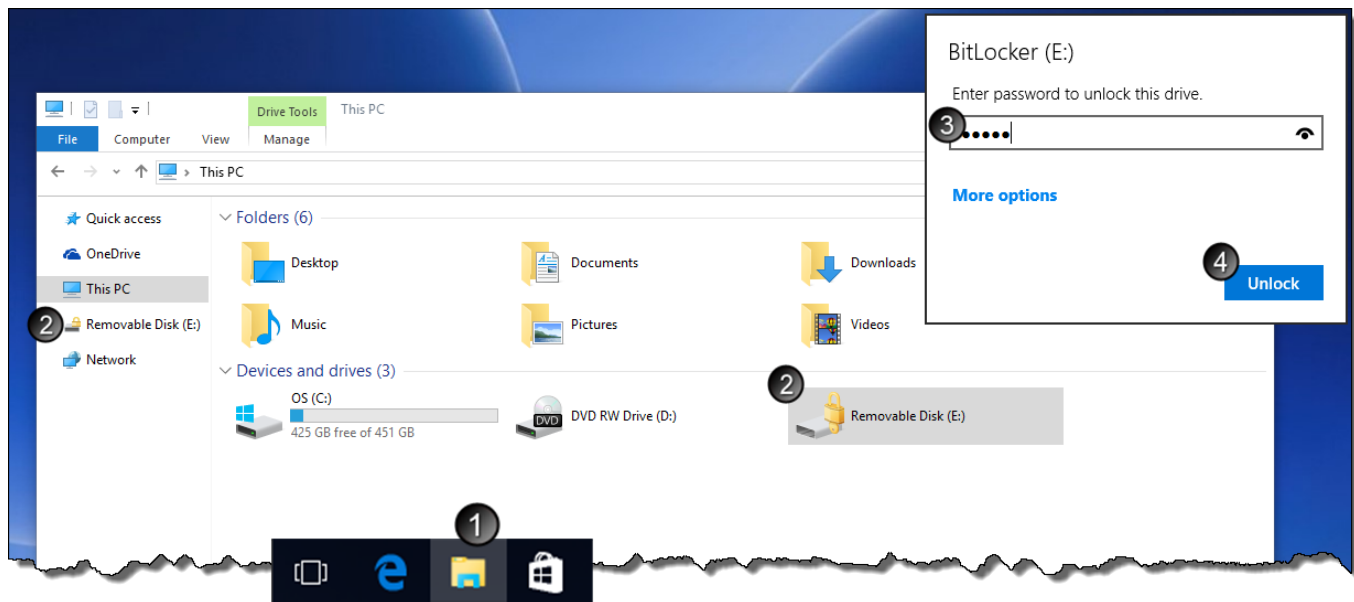
Log into the encrypted flash drive

The encrypted flash drive is a vital component of the EPB software program. Use this password-protected file storage device to protect voter data, store the backup file, and store all the work done on Election Day so the Clerk can update voter history and create precinct reports. When saving files, make sure the files are being saved to the encrypted flash drive.

To log into the flash drive, insert it into a USB port and:

1. Click the Windows Explorer folder icon
2. Click (D:) USB Drive (Drive letter may vary, D: or E:)
3. Enter the password
4. Click Unlock

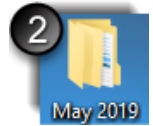
Note: If using the Verbatim flash drive with Store-n-Go/V-Safe100 encryption software, refer to the *EPB User Manual for Windows 7 and V-Safe 100* for detailed instructions on logging into the Privacy Zone.



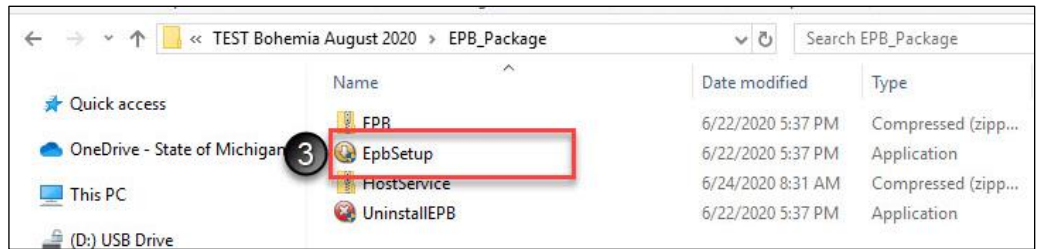
Run the setup file

To install the EPB software:

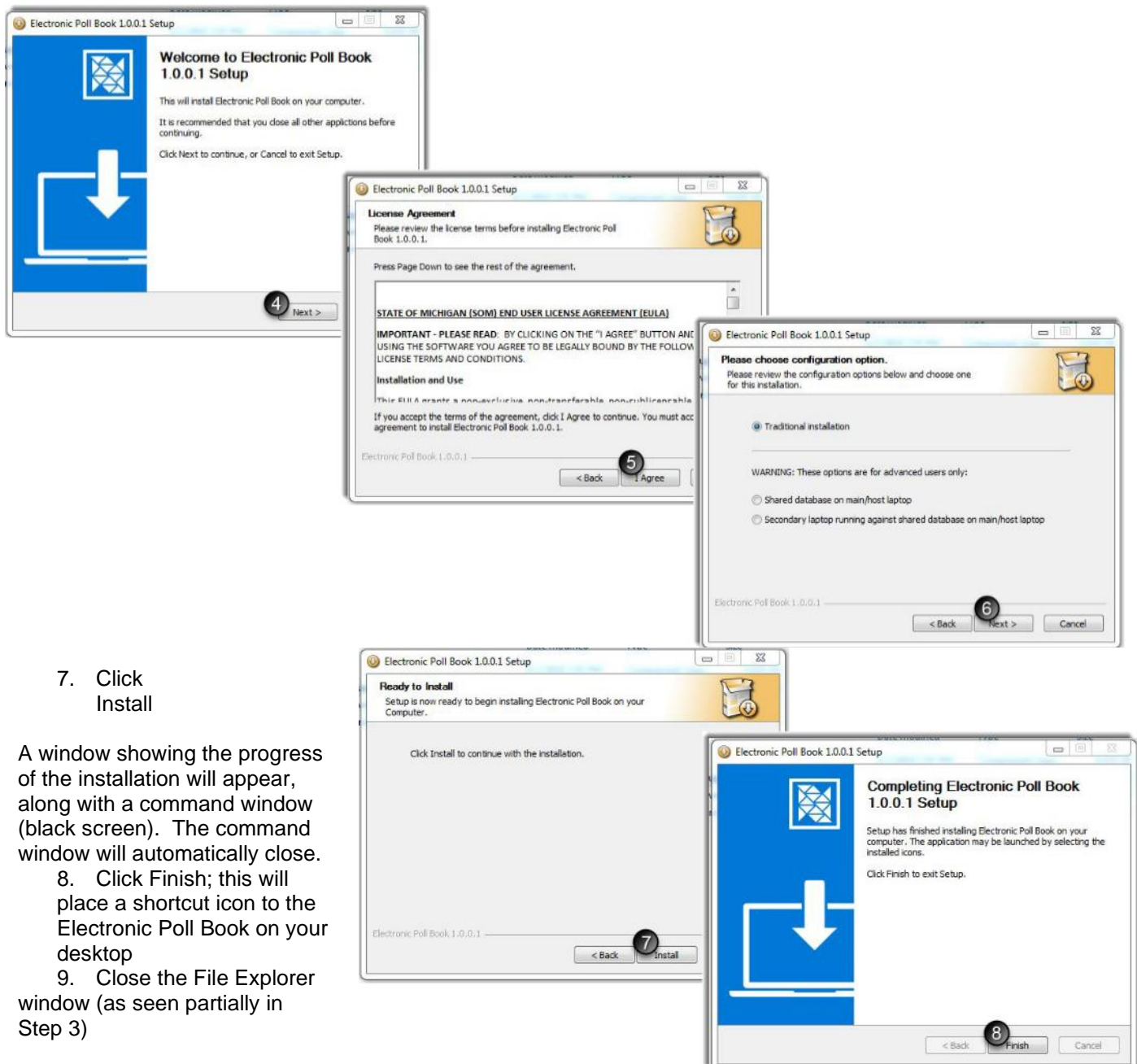
1. Copy and paste the [ElectionDate] folder from the flash drive to the Desktop
2. Double-click the [ElectionDate] folder on the desktop and open the EPB_Package folder
3. Double-click the EPBSetup file to begin installation



If a warning screen about the publisher pops up and requests you to confirm installation, it is ok to click yes.



4. Click Next
5. Click I Agree
6. Click Next for a traditional installation (default). *For Dual e-Pollbooks, refer to the Dual e-Pollbook Manual*



7. Click Install

A window showing the progress of the installation will appear, along with a command window (black screen). The command window will automatically close.

8. Click Finish; this will place a shortcut icon to the Electronic Poll Book on your desktop
9. Close the File Explorer window (as seen partially in Step 3)

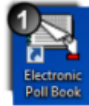
Check Settings to Prepare the Software for Election Day Use

On the Monday before the Election or before training, confirm that the correct election was downloaded. If EPB options were not set in QVF, set options to assist election inspectors and minimize their tasks.

Select Precinct

The precinct the laptop will be used in needs to be selected in the EPB software.

To select the Precinct:



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

Note: Password is all caps.

4. Select the Inner Precinct where the laptop is used.
5. If AVs are processed in the precinct, check the Allow the recording of absentee ballots box.
6. Click OK

If the options and users were already set up in QVF prior to exporting the EPB files, the Election Day preparation is complete. Skip to the Election Day EPB Tasks: Election Inspector's Guide section of this manual for opening of the polls. If these steps were not already done in QVF please continue with the following steps:

Review EPB Options

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

a. **Auto Advance:** This option tells the software to auto fill the ballot number box with the next ballot number. Unchecking this box requires election inspectors to enter each ballot number.

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

c. **Allow the recording of absentee ballots:** Check this box to process absentee ballots in the precinct(s) on Election Day.

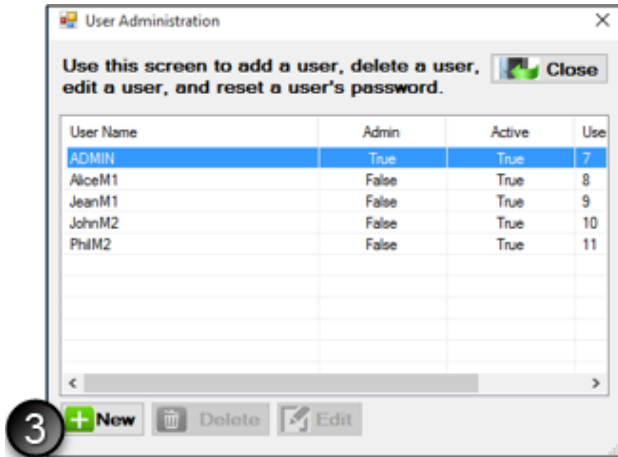
d. **Confirm issued and recorded ballots:** Check this box for a pop-up confirmation screen after issuing each ballot.

e. **Including VAT Ballots:** Check these boxes to enable the recording of Voter Assist Terminal ballots and to include them in the Auto Advance and Lockout functions.

Review User Account Setup

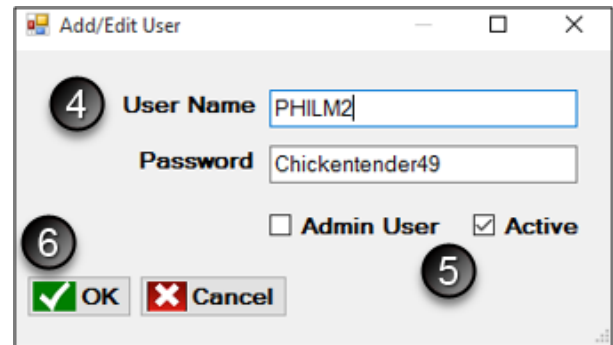
User setup in the EPB is an important security step. If accounts were not set up in QVF, create user accounts now. Set up the main EPB user or precinct chairperson as an active Admin User. All other election inspectors that will use the EPB should be setup as Active users. Setting up a unique username and password for each EPB user allows tracking of use on Election Day. The default username (ADMIN) **should not be used by election inspectors**.

Note: passwords are case sensitive.



To add a user:

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



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

At this point, close the EPB software, shut down the laptop and pack laptop items up for Election Day.

You must include the encrypted flash drive with the laptop in the appropriate case.

Election Day EPB Tasks: Election Inspector's Guide

Prepare the EPB for Opening the Polls

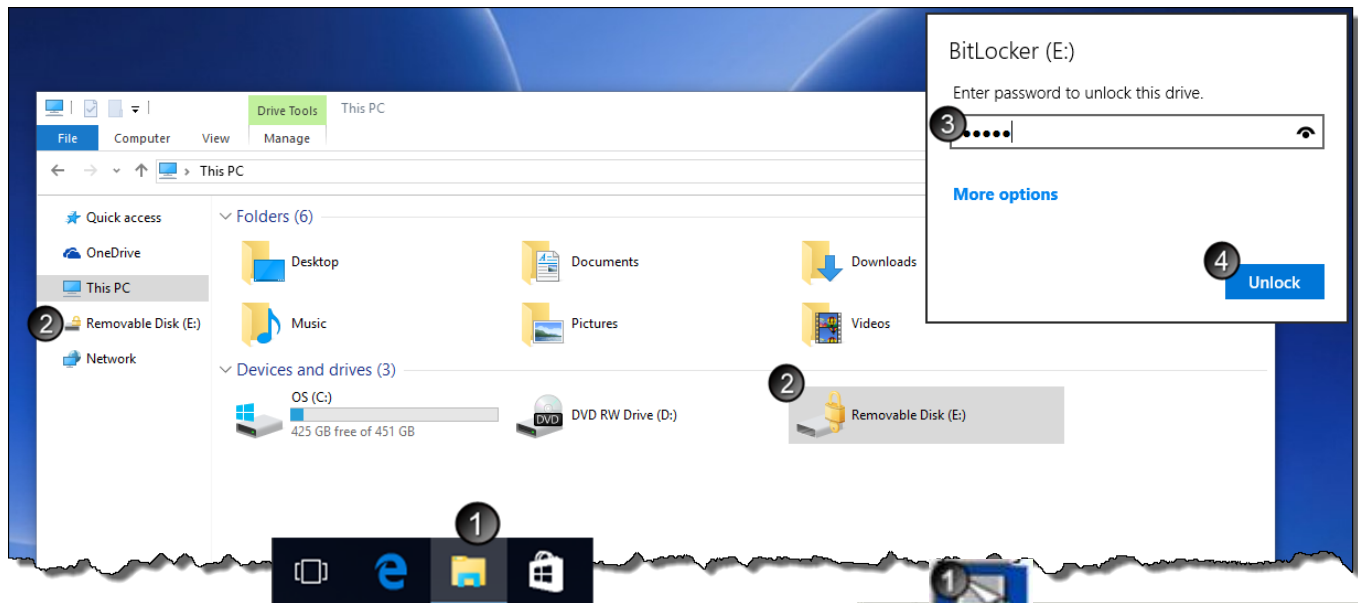
Pull the laptop out of the case, plug it into a surge protector, and plug the surge protector into the wall. The power cord may have two pieces. Keep the power cord plugged in throughout the day to maintain a 100% charged battery. Plug the magnetic card reader and mouse into USB ports. Then turn the laptop on. Once the laptop has booted up, make sure that the laptop cannot connect to the internet by turning on Airplane Mode (see pg. 5).

Log into the encrypted flash drive

The encrypted flash drive is a vital component of the EPB software program. Use this password-protected file storage device to protect voter data, store the backup file, and store all the work done on Election Day so the Clerk can update voter history and create precinct reports. When saving files, make sure the files are being saved to the encrypted flash drive.

To log into the flash drive, insert it into a USB port and:

1. Click the Windows Explorer folder icon
2. Click Removable Disk
3. Enter the password
4. Click Unlock

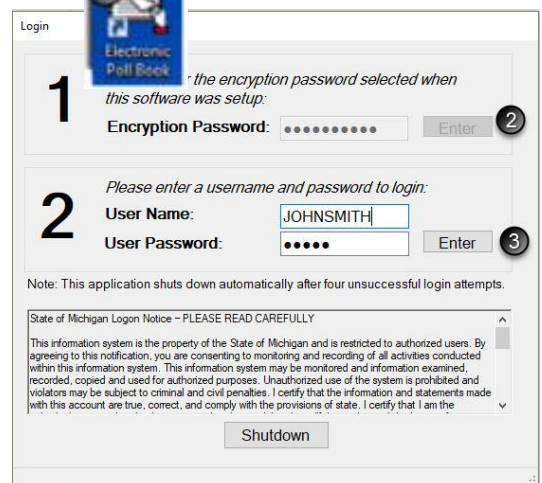


Log into the EPB software

After you have inserted and logged into the encrypted flash drive with its password, you can open the EPB program.

To log into the EPB software:


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



Save the First EPB Backup: Redirection Action Required!

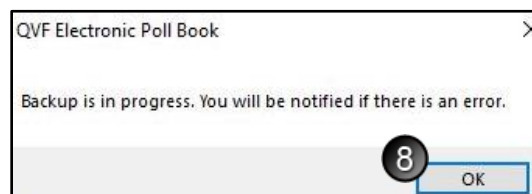
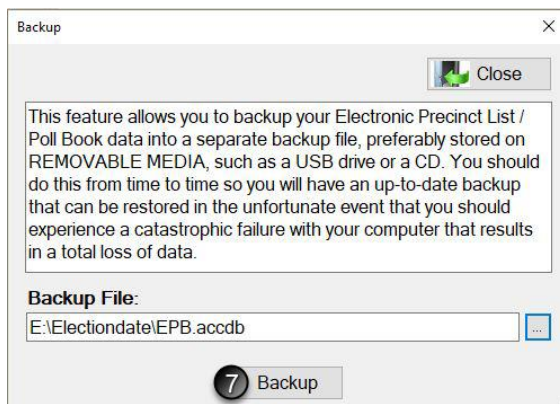
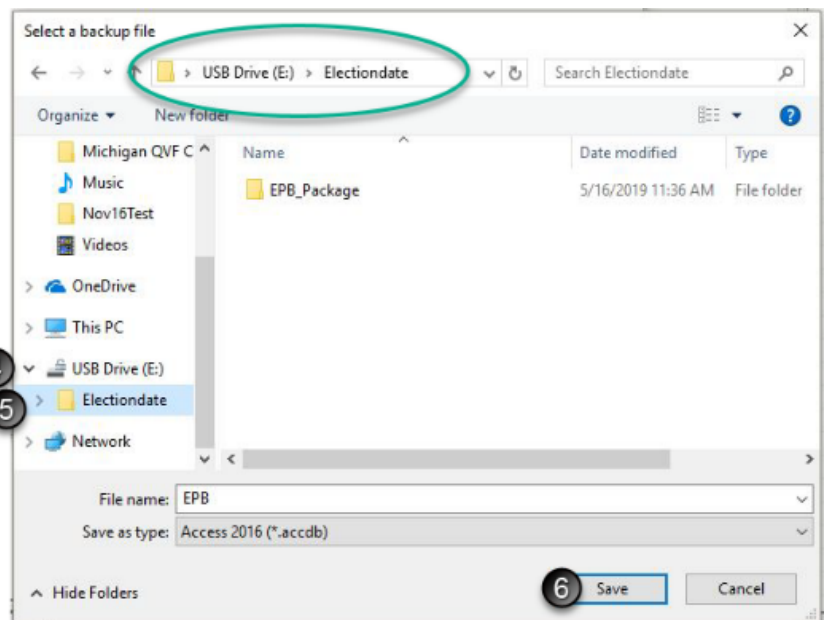
You must keep the encrypted flash drive plugged into the laptop all day. Save a **Backup** periodically throughout the day to save voters that have been processed. This ensures that data will not be lost if there is a hardware failure. Pay attention to your laptop's settings when performing the initial **Backup**. The letter labeling your encrypted flash drive in Windows Explorer may vary since it is dependent on the laptop and port being used.

To Back up the EPB:

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



4. Select Removable Disk (Drive letter may vary). Use the encrypted flash drive to save files throughout the day and after the polls close. Future backups should remember the drive you select in this step.
5. Double-click the [ElectionDate] folder
6. Click Save
7. Click Backup
8. After a few seconds, the Backup is in progress message will appear, and the backup continues briefly in the background.



The laptop and EPB software are now ready for voters!

Read and Use the EPB Main Screen to Process each Voter

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

The screenshot shows the QVF Electronic Pollbook interface. At the top, it displays the election: "11/06/2018 - STATE GENERAL - BOHEMIA TOWNSHIP" and the precinct: "00001".

Voter Search Section: This section includes a search bar for "DLN / Name:" and a "Search" button. Below it are tabs for "This Precinct", "Other", and "Unlisted". A list of voters is shown, with the first two highlighted: MCQVF, AGATHA CHRISTIE (DOB: 08/17/1955) and MCQVF, ANN MARIE (DOB: 06/09/1964). A message at the bottom of this section states "1632 matching voters".

Voter Details Section: This section displays information for the selected voter, MCQVF, AGATHA CHRISTIE. It includes fields for Name, DOB, Address, Precinct, Gender, Polling Location, Reg. Date, Eff. Rg. Date, and Ballot Style (1B). There are buttons for "Temp" and "Perm". A large button labeled "Lock this voter record" is prominent. Below it, a message states: "If you do not LOCK this voter, then you cannot perform any actions for this voter, and no changes will be recorded for this voter." There is also a "General Remarks" button.

List of Voters Section: This section shows a table with columns for "#", "Assigned To", and "Ballot". The first row shows "1" assigned to "1". A "Total = 0" is displayed at the bottom right.

At the bottom of the screen, the name "JOHNSMITH" is visible.

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

Voter Details: The Voter Details section of the screen shows the voter's registration information at the top, including the appropriate **Ballot Style** that should be issued to the voter. The Geography button provides detailed district information for each voter. The middle of the screen is the "Lock this Voter Record" action box where ballots will be assigned and recorded. Voting status flags appear at the bottom of the screen. This portion of the screen is important to verify the status before issuing a voter a ballot.

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

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

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

Assign a Ballot

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

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

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

Lock this voter record 1

If you do not LOCK this voter, then you cannot perform any actions for this voter, and no changes will be recorded for this voter.

Name: MCQVF, CALEB CECIL 2 DOB: 08/01/1980
Address: 25873 DISHNEAU RD
MASS CITY MI 49948 Precinct: 00001
Ballot Style: 1B
Gender: F Temp Perm Reg.Date: 03/24/2018
Polling Location: ROUSSEAU TOWN HALL 572 ROUSSEAU RD
MASS CITY MI 49948 Eff. Rg.Date: 04/23/2018
Geography

3. Click Regular ballot
4. Enter the next available ballot number in the **This ballot number will be assigned** box (this number will auto fill after the first number for the ballot style has been entered)
5. Click OK, and the voter's name will now be added to the List of Voters.

Issue a ballot

Regular ballot 3

Affidavit ballot-provisional
Envelope ballot-provisional
Challenged ballot

Undo Undo (Nothing to undo)

Unlock this voter without performing any action Voter Remarks Label

VOTING STATUS: Did not vote in precinct.

Issue a ballot

You are about to issue a Regular Ballot to:

MCQVF, CALEB CECIL 08/01/1980

This ballot number will be assigned: 4

VAT Ballot? 00000001

OK Cancel

Verify the ballot was issued

Click OK on the confirmation window (if enabled). After you assign the ballot, the main screen returns. Three places verify the ballot was processed in the EPB software. Further duties may be divided amongst election inspectors, including completing the *Election Inspector Completes* portion of the *Application to Vote* and providing the voter a ballot in a secrecy sleeve. The voter will then go to a voting booth to vote their ballot and return the ballot to the tabulator.

QVF Electronic Pollbook

File Edit View Reports Sys Admin Help

Election: 11/06/2018 - STATE GENERAL - BOHEMIA TOWNSHIP Precinct: 00001

Voter Search

DLN / Name: Search

This Precinct Other Unlisted

These voters are located within selected inner precinct(s):

Voter Name	DOB
MCQVF, AGATHA CHRISTIE	08/17/1955
MCQVF, ANN MARIE	06/09/1964
MCQVF, C CAMPBELL	06/03/1980
MCQVF, CACHE CORINA	07/14/1980
MCQVF, CADIE CONRAD	07/03/1980
MCQVF, CAIRENA CALL	07/12/1980
MCQVF, CAITLIN CHAD	06/18/1980
MCQVF, CAITLYN CARLOS	06/22/1980
1 REG MCQVF, CALEB CECIL	08/01/1980
MCQVF, CALEY CHEHATA	08/18/1980
MCQVF, CALVIN CLAUDE	04/23/1980
MCQVF, CAMERON COVEN	04/27/1980
MCQVF, CANDACE CLARENCE	04/29/1980
MCQVF, CANDICE CLARA	06/06/1980
MCQVF, CAPRI CASIMER	07/05/1980
MCQVF, CAREAL CASCANI	07/01/1980
MCQVF, CAREN CLEOPHIS	07/17/1980
MCQVF, CAREY CHERIAE	06/10/1980
MCQVF, CARL CAITLIN	05/21/1980
2 MCQVF, CARIN CORANTON	08/23/1980

1632 matching voters

Voter Details

Name: MCQVF, CALEB CECIL DOB: 08/01/1980
Address: 25873 DISHNEAU RD
MASS CITY MI 49948 Precinct: 00001
Ballot Style: 1B
Gender: F Temp Perm Reg.Date: 03/24/2018
Polling Location: ROUSSEAU TOWN HALL 572 ROUSSEAU RD
MASS CITY MI 49948 Eff. Rg.Date: 04/23/2018
Geography

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

Lock this voter record

If you do not LOCK this voter, then you cannot perform any actions for this voter, and no changes will be recorded for this voter.

General Remarks

Regular ballot [00000001] issued at the precinct.
VOTING STATUS: Voted in precinct using a Regular ballot.

List of Voters

#	Assigned To	Ballot
1	MCQVF, CALEB CECIL	00000001 3
2		

Total = 1

ADMIN

Process Voter with Status Flag(s)

Some voters have status flags that need to be addressed prior to issuing a ballot. On the paper precinct list, these were indicated with a code. Something happened in the registration process or in subsequent mailings that needs follow-up. For example, a signature was not obtained, the voter missed checking an answer to the citizenship question, an absentee ballot was issued, the clerk received reliable information the voter may have moved, etc.

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

Election: 11/06/2018 - STATE GENERAL - BOHEMIA TOWNSHIP

Voter Search

DLN / Name: Search

This Precinct Other Unlisted

These voters are located within selected inner precinct(s):

	Voter Name	DOB
?	MCQVF, AGATHA CHRISTIE	08/17/1955
?	MCQVF, ANN MARIE	06/09/1964
	MCQVF, C CAMPBELL	06/03/1980
	MCQVF, CACHE CORINA	07/14/1980
	MCQVF, CADIE CONRAD	07/03/1980

Absentee Ballot sent by clerk

This voter was sent an absentee ballot. The voter must surrender the absentee ballot or complete the *Affidavit of Lost or Destroyed Absentee Ballot after approval from the Clerk*. Process as a Regular ballot and click through the warning. Place the AV ballot in the Local Clerk envelope.

Absentee Ballot [00000101] sent by clerk--Voter must surrender ballot or submit affidavit.
VOTING STATUS: Did not vote in precinct.

Issue a ballot:

- Regular ballot
- Affidavit ballot-provisional
- Envelope ballot-provisional
- Challenged ballot

Undo Undo (Nothing to undo)

⚠ Unlock this voter without performing any action

Voter Remarks Label

Absentee Ballot [00000001] sent by clerk--Voter must surrender ballot or submit affidavit.
VOTING STATUS: Did not vote in precinct.

Confirm

⚠ Attention: An Absentee Ballot has been sent out to this voter. Are you sure you want to continue?

Yes No

Absentee Ballot sent/received by clerk

Absentee Ballot [00000102] sent/received by clerk--Do not issue ballot.
VOTING STATUS: Did not vote in precinct.

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

*In the extremely rare case of a clerical error (such as if a ballot was recorded in QVF for the wrong voter), **after approval from the clerk** a ballot may be issued. Process as instructed and click through the warning.*

Voter's status is Challenge: Age, Citizenship Formal or Residency Formal

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

Voter's Status is CHALLENGED: AGE
Election inspector action required: This voter has been formally challenged for AGE - contact the chairperson to complete the formal challenge process.

Voter's Status is CHALLENGED: CITIZENSHIP - FORMAL
Election inspector action required: This voter has been formally challenged for CITIZENSHIP - FORMAL - contact the chairperson to complete the formal challenge

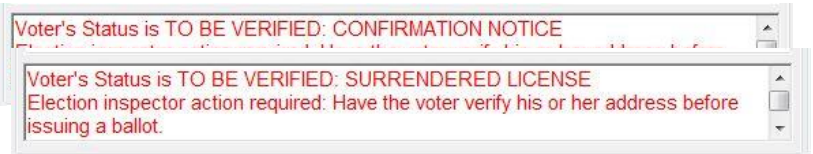
Must show ID before voting (Federal Requirement)

Election inspector action required: This voter must show ID to meet the Federal ID Requirement -- refer to the flipchart for further instruction if the voter does not have picture ID.

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

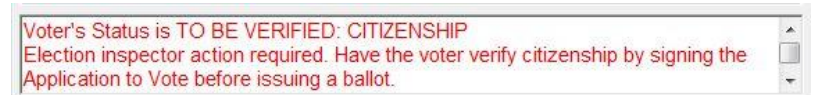
Voter's Status is V: Address Unclear, Confirmation Notice, or Surrendered License

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



Voter's Status is V: Confirm Citizenship

This voter must verify their citizenship by signing the Application to Vote. If the voter does not complete the Application to Vote, DO NOT issue a ballot.

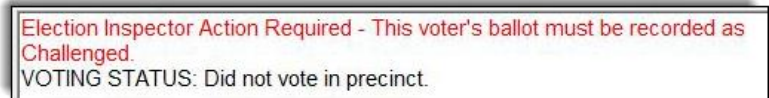


Voter's Status is V: Sign Registration Card



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

Voter Message: Challenged Ballot



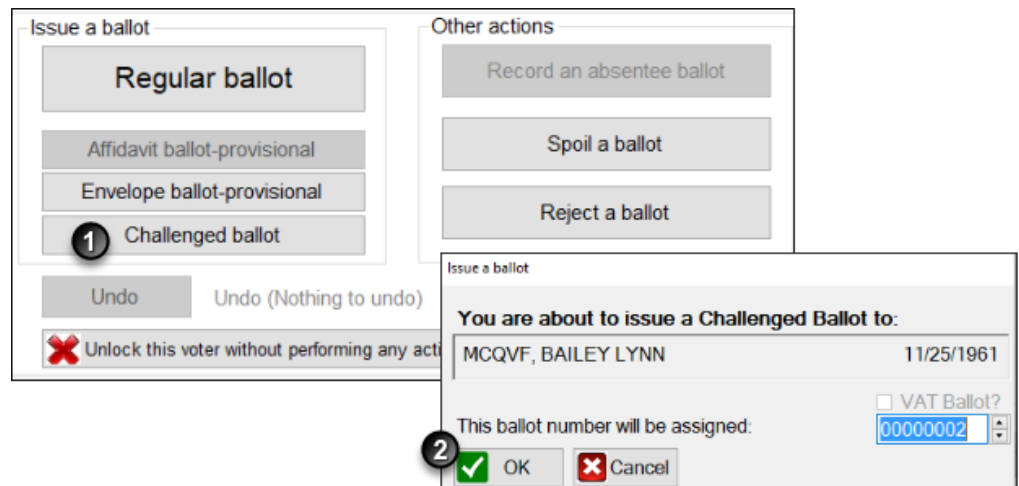
When the EPB indicates in red text that an inspector action is required to record a voter's ballot as challenged (shown above), perform the actions listed below.

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

To issue a Challenged ballot:

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

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



Important note:

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

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

Process a Spoiled Ballot

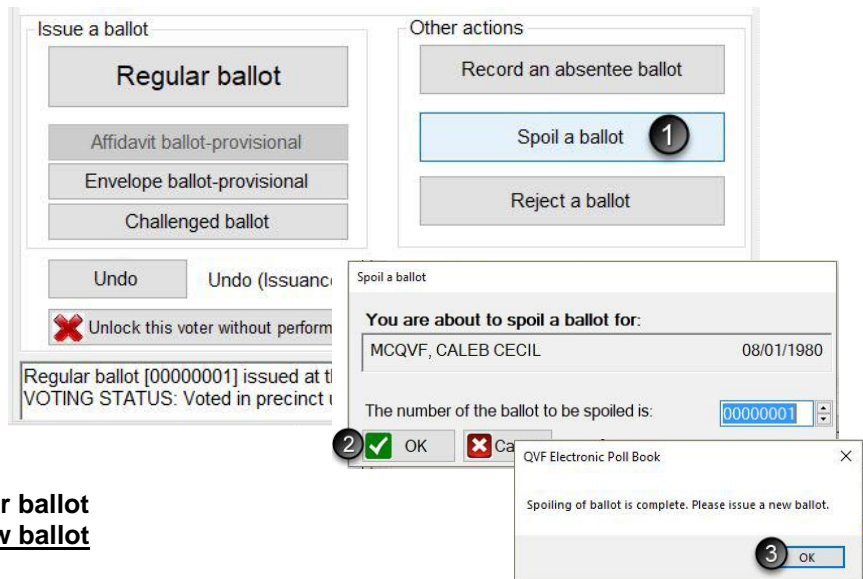
A voter may request a new ballot if needed and a new ballot must be issued, no matter how many times the voter requests a new one. The voter should write "SPOILED" at the top of their ballot, remove the ballot stub, and place in the Spoiled Ballot Envelope. Change the *Application to Vote* to note the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

To spoil a ballot:

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

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

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



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

Regular Ballot [00000001] issued at the precinct. [Spoiled]	
Regular Ballot [00000003] issued at the precinct.	
VOTING STATUS: Voted in precinct using a regular ballot.	

List of Voters		
#	Assigned To	Ballot
1	Mcqvf, Thomas Stuart	00000001
		00000003
2	Mcqvf, Heather Rose	00000002
3		

Find a Voter Not Appearing On This Precinct List

Find a Voter in Other Precinct in Other Tab

Election inspectors can look up voters throughout the jurisdiction, not just in the precinct they are working. If the voter does not pop up after a search, click on the **Other** tab. If the voter is registered to vote within the jurisdiction, click on their name and view their polling location. Explain to the voter that they are registered in a different polling location and/or precinct and direct them to the appropriate location. Be sure to click back to the **This Precinct** tab before processing the next voter.

Voter Search

DLN / Name:

This Precinct **Other** Unlisted

These voters are located outside of the selected inner precincts:

	Voter Name	DOB
▶	MCQVF, A ANTONIO	01/26/1947
	MCQVF, AARON ARIELLE	01/12/1947
	MCQVF, ABAGAIL ALBERT	02/16/1947
	MCQVF, ABBY ARLINE	05/08/1947
	MCQVF, ABDULAZIZ ALFONZO	03/14/1947
	MCQVF, ABIGAIL ANNA	01/08/1947
	MCQVF, ADA ADINA	03/30/1947
	MCQVF, ADALISA ALLENE	05/09/1947

Add an Unlisted Voter

If a voter is not found under the **This Precinct** tab or the **Other** tab, the citizen was not registered to vote in the Qualified Voter File (QVF) for that jurisdiction at the time of the EPB download.

If the voter registered at the local clerk's office after the EPB was downloaded and has a receipt, add the voter to the list (steps 1-4) and see the next section of this manual, *Process Unlisted Voter with a Receipt*.

The chairperson, with the assistance of the Clerk (and utilizing the *Election Inspectors' Procedural Manual Flipchart* and *Missing Voters Flow Chart* listing options including a provisional ballot) should determine whether the citizen is eligible to vote. If it is determined that the citizen is a qualified voter that should vote in that precinct, they must be added to the list.

To add a voter to the list:

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

Voter Search

DLN / Name:

This Precinct Other **Unlisted** 1

These voters are entered manually:

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

2 + New

0 matching voters

Unlisted Voter

Last Name: 3

First Name:

Middle Name:

Suffix:

DOB:

Address:

Voter Receipt: ☐

License:

4

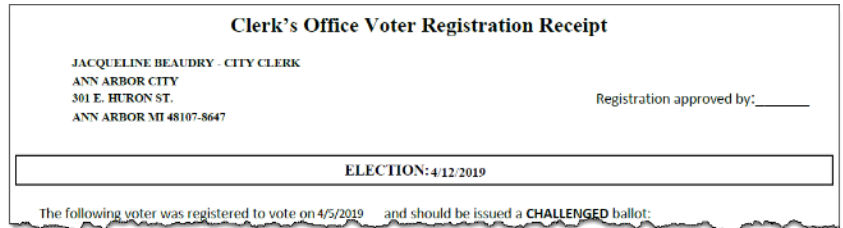
After the voter is added, a ballot number must be assigned.

The Clerk will provide guidance on the type of ballot to issue the voter.

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

Process an Unlisted Voter with a Receipt

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

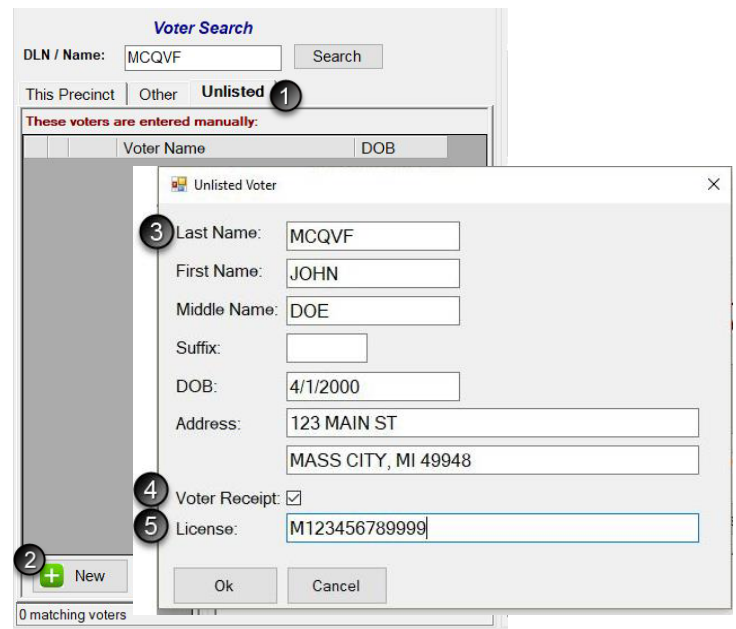


The image shows a sample of a "Clerk's Office Voter Registration Receipt". At the top, it says "JACQUELINE BEAUDRY - CITY CLERK", "ANN ARBOR CITY", "301 E. HURON ST.", and "ANN ARBOR MI 48107-5647". To the right, it says "Registration approved by: _____". Below this, there is a box labeled "ELECTION: 4/12/2019". At the bottom, it says "The following voter was registered to vote on 4/5/2019 and should be issued a CHALLENGED ballot:".

To add a voter to the list:

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

After the voter is added, a ballot number must be assigned. Follow the instructions provided on the receipt to select the correct ballot type button (Regular or Challenged).



The image shows two overlapping windows from the e-Pollbook software. The background window is "Voter Search" with a search bar containing "MCQVF" and a "Search" button. Below the search bar are tabs for "This Precinct", "Other", and "Unlisted" (which is selected and marked with a circled 1). Below the tabs, it says "These voters are entered manually:". The foreground window is "Unlisted Voter" with fields for "Last Name" (MCQVF), "First Name" (JOHN), "Middle Name" (DOE), "Suffix" (empty), "DOB" (4/1/2000), "Address" (123 MAIN ST, MASS CITY, MI 49948), "Voter Receipt" (checked, marked with a circled 4), and "License" (M123456789999, marked with a circled 5). There are "Ok" and "Cancel" buttons at the bottom. A "New" button with a plus icon is also visible in the background window, marked with a circled 2. At the bottom of the background window, it says "0 matching voters".

If the receipt says that the ballot must be prepared as "challenged" perform the following steps:

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

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

Process Other Voter Types

Process a Voter Challenged by a Challenger

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

To issue a Ballot to a Challenged Voter:

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

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

The screenshot shows the 'Issue a ballot' dialog with the following options: Regular ballot, Affidavit ballot-provisional, Envelope ballot-provisional, and Challenged ballot (selected with a circled 1). Below these are 'Undo' and 'Undo (Nothing to undo)' buttons, and a red 'X' icon with the text 'Unlock this voter without performing any act'. To the right, the 'Other actions' section includes 'Record an absentee ballot', 'Spoil a ballot', and 'Reject a ballot'. A confirmation window titled 'You are about to issue a Challenged Ballot to:' displays the voter's name 'MCQVF, BAILEY LYNN' and date of birth '11/25/1961'. It asks 'This ballot number will be assigned:' with a dropdown showing '00000002' and a 'VAT Ballot?' checkbox. The window has 'OK' (with a green checkmark and a circled 2) and 'Cancel' buttons.

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

Record an Absentee Ballot

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

To record an absentee ballot:

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

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

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

NOTE: If processing a FWAB or electronic MOVE ballot, simply accept the regular AV ballot number assigned or enter the AV ballot number assigned by the clerk.

The screenshot shows the 'Voter Details' screen for MCQVF, RALEIGH GRANT, born 10/08/1958, residing at 29349 DISHNEAU RD, MASS CITY MI 49948. The 'Ballot Style' is set to '1B'. The 'Polling Location' is ROUSSEAU TOWN HALL, 572 ROUSSEAU RD, MASS CITY MI 49948. Below this, the 'Issue a ballot' dialog shows 'Regular ballot', 'Affidavit ballot-provisional', 'Envelope ballot-provisional', and 'Challenged ballot'. The 'Other actions' section has 'Record an absentee ballot' selected with a circled 1. A confirmation window titled 'You are about to record an Absentee Ballot for:' displays the voter's name 'MCQVF, RALEIGH GRANT' and date of birth '10/08/1958'. It asks 'This ballot number will be assigned:' with a dropdown showing '00000106' and a 'VAT Ballot?' checkbox. The window has 'OK' (with a green checkmark and a circled 2) and 'Cancel' buttons. At the bottom, a red message states: 'Absentee Ballot [00000106] sent/received by clerk--Do not issue ballot. VOTING STATUS: Did not vote in precinct.'

Record a Voter Assist Terminal (VAT) Ballot

When a voter requests to use the Voter Assist Terminal (VAT) to vote, issue a blank ballot (with a numbered stub). Since they will make their selections using the VAT which prints their votes on a blank ballot, they will not receive a regular ballot with a traditional number sequence.

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

To record a VAT ballot:

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

Issue a ballot

You are about to issue a Regular Ballot to:

MCQVF, RANDALL RUDOLPH 05/08/1993


This ballot number will be assigned:

☒ VAT Ballot? 90001

OK Cancel

Avoid or Correct Mistakes

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

 **Unlock this voter without performing any action**

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

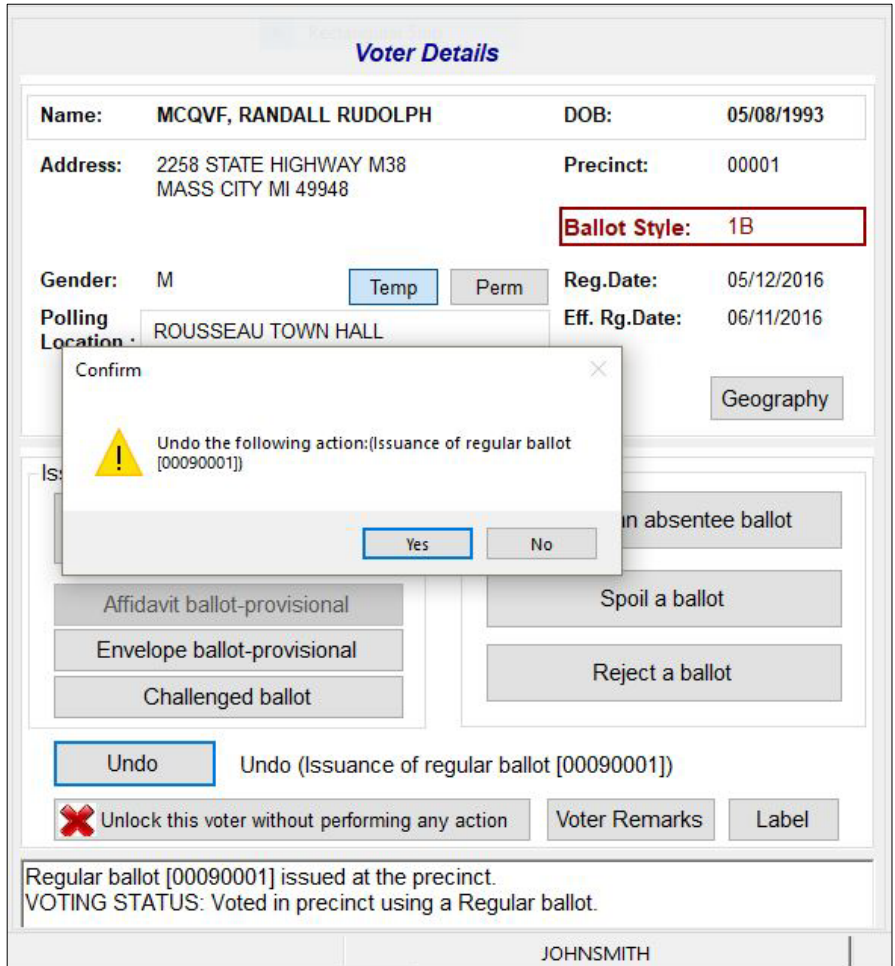
To correct a mistake:

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

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

Important note: The **Undo** feature is **NOT** for spoiling ballots (see *Spoiled Ballots* section for detail). If you have questions as to when the **Undo** function is appropriate to use, consult your local Clerk.

See FAQ #1 at the back of this manual, if a voter was issued an incorrect ballot style.



The screenshot shows the "Voter Details" screen for MCQVF, RANDALL RUDOLPH. The voter's address is 2258 STATE HIGHWAY M38, MASS CITY MI 49948. The ballot style is 1B. The voter's gender is M, and the polling location is ROUSSEAU TOWN HALL. The voter's registration date is 05/12/2016, and the effective registration date is 06/11/2016. A confirmation dialog box is displayed, asking to confirm the undo action: "Undo the following action: (issuance of regular ballot [00090001])". The dialog has "Yes" and "No" buttons. Below the dialog, there are buttons for "Affidavit ballot-provisional", "Envelope ballot-provisional", "Challenged ballot", "Spoil a ballot", and "Reject a ballot". The "Undo" button is highlighted, and the text "Undo (Issuance of regular ballot [00090001])" is displayed next to it. At the bottom, there is a button for "Unlock this voter without performing any action" and a "Voter Remarks" field. The status bar at the bottom shows "Regular ballot [00090001] issued at the precinct." and "VOTING STATUS: Voted in precinct using a Regular ballot." The user's name, JOHNSMITH, is displayed in the bottom right corner.

Voter Details

Name: MCQVF, RANDALL RUDOLPH **DOB:** 05/08/1993

Address: 2258 STATE HIGHWAY M38
MASS CITY MI 49948 **Precinct:** 00001

Ballot Style: 1B

Gender: M **Temp** **Perm** **Reg.Date:** 05/12/2016 **Eff. Rg.Date:** 06/11/2016

Polling Location: ROUSSEAU TOWN HALL **Geography**

Confirm

Undo the following action: (issuance of regular ballot [00090001])

Yes **No**

Undo Undo (Issuance of regular ballot [00090001])

Unlock this voter without performing any action **Voter Remarks** **Label**

Regular ballot [00090001] issued at the precinct.
VOTING STATUS: Voted in precinct using a Regular ballot.

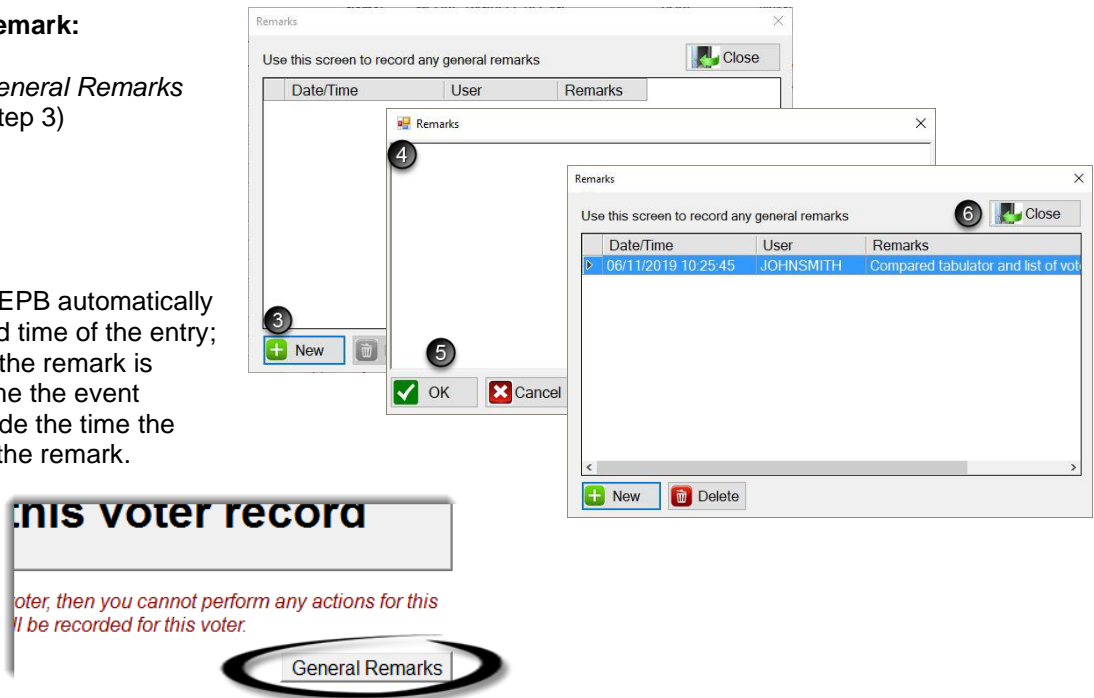
JOHNSMITH

Make a Remark

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

To make a general remark:

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

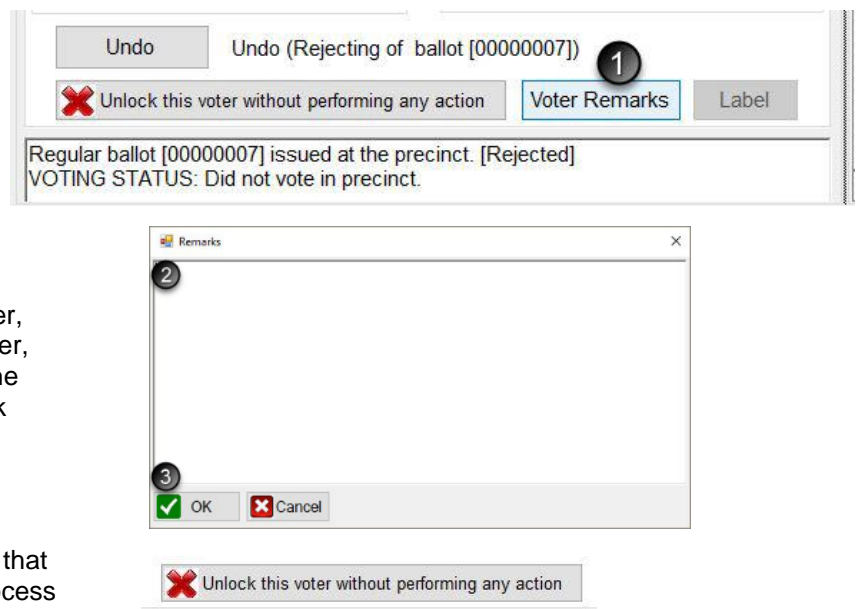


To make a voter remark:

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

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

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



Reject a Ballot

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

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

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

To Reject a ballot:

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

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

The screenshot shows the 'Voter Details' window for MCQVF, RAYMOND RAY, DOB: 04/05/1993, Address: 2225 STATE HIGHWAY M38, MASS CITY MI 49948, Precinct: 00001, Ballot Style: 1B, Gender: M, Reg. Date: 04/09/2016, Eff. Rg. Date: 05/09/2016, Polling Location: ROUSSEAU TOWN HALL. Below this is the 'Reject a ballot' dialog box. It says 'You are about to reject a ballot for: MCQVF, RAYMOND RAY 04/05/1993'. It asks 'The number of the ballot to be rejected is:' with a dropdown showing '00000007'. There are 'OK' and 'Cancel' buttons. Below the dialog box is the 'Other actions' section with buttons for 'Record an absentee ballot', 'Spoil a ballot', and 'Reject a ballot' (which is highlighted with a circled 1). There is also an 'Undo' button and a note: 'Undo (issuance of regular ballot [00000007])'. At the bottom, there is a red 'X' icon and text: 'Unlock this voter without performing any action', 'Voter Remarks', and 'Label'. A status bar at the bottom says: 'Regular ballot [00000007] issued at the precinct. VOTING STATUS: Voted in precinct using a Regular ballot.'

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

Mark Unissued Ballots Defective

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

To record defective ballots:

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

The screenshot shows the 'Un-issued Defective Ballots' window. It has a menu bar with 'File', 'Edit', 'View', 'Reports', and 'Sys Adm'. The 'Un-issued Defective Ballots' menu item is highlighted with a circled 2. Below the menu bar is a button 'Render Ballots Defective' (highlighted with a circled 3) and a button 'Un-Render Ballots Defective'. The main area says 'Use this screen to record un-issued ballots that are rendered defective.' and has a 'Close' button. A dialog box titled 'Define a new range of defective ballots' is open. It has a 'Ballot Style' dropdown set to '1B', a 'Ballot Number Range' with '00000009' and 'To 00000010 (2 ballots)', and a 'Remarks' text area with 'spilled coffee'. There are 'OK' and 'Cancel' buttons. The dialog box is highlighted with a circled 4. The 'Render Ballots Defective' button is highlighted with a circled 5. The 'Close' button is highlighted with a circled 6.

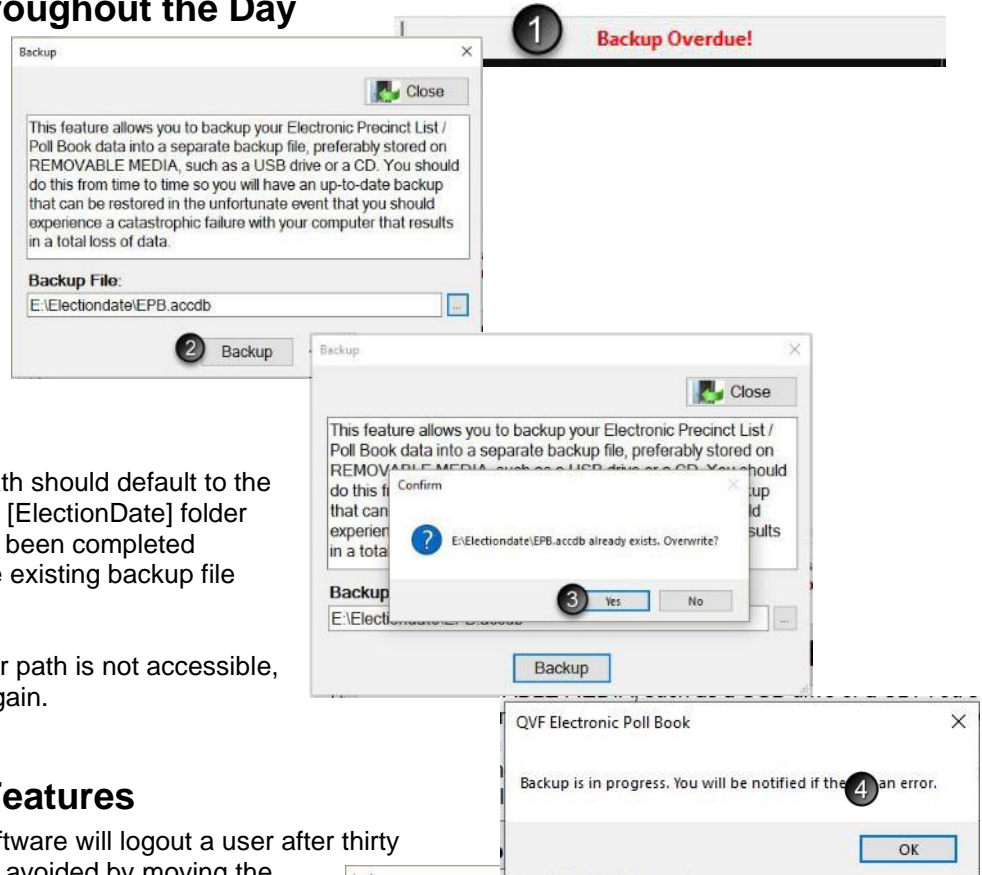
Back up Regularly Throughout the Day

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

To Backup to the flash drive:

1. Click Backup Overdue
2. Click Backup – the file path should default to the encrypted flash drive and [ElectionDate] folder once the first backup has been completed
3. Click Yes to overwrite the existing backup file
4. Click OK

If you get an error that the drive or path is not accessible, log into your flash drive and try again.



Understand Timeout Features

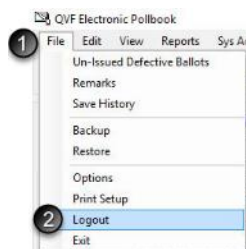
For security reasons, the EPB software will logout a user after thirty minutes of inactivity. This can be avoided by moving the mouse and/or clicking into the DLN/Name field if there are long periods of inactivity. If the EPB software logs out the user, simply reenter the User Name and User Password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

Switch Users

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

1. Click File
2. Click Logout

Then simply log in with the new username and password.



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

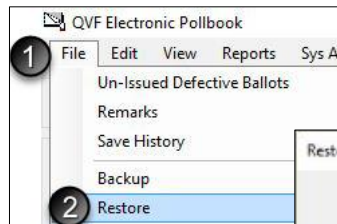


Restore the Database

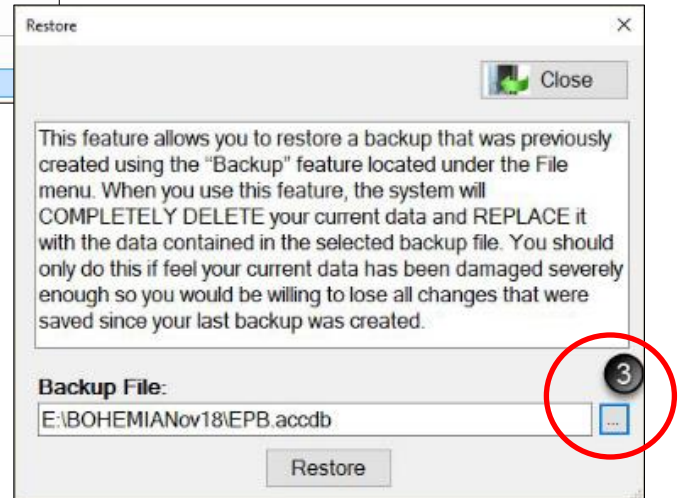
In the event the laptop fails and the EPB needs to be reinstalled on a new laptop on election day, the **Restore** feature will reload all of the information entered up to the point of the last backup. The only voter data missing would be entries made in the EPB since the last backup. That information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

Once the EPB software has been installed onto the new laptop, login to the EPB software, and perform the following steps:

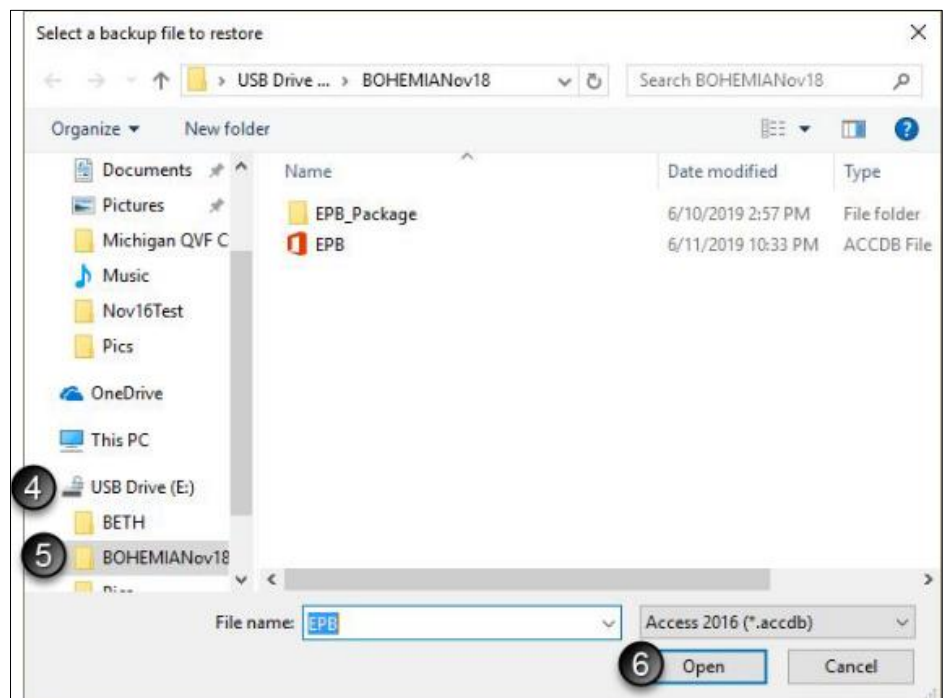
1. Click File
2. Click Restore



3. Click this button  at the end of the path field



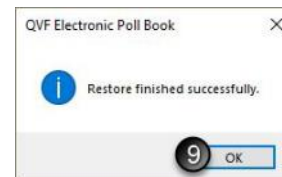
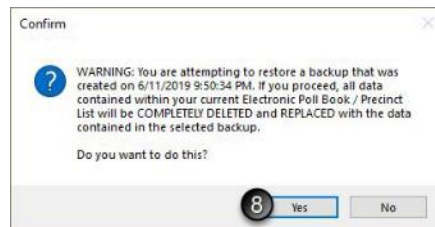
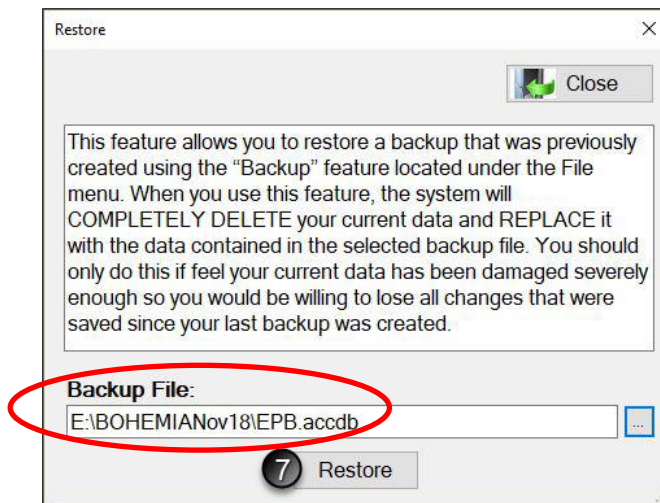
4. Make sure the encrypted flash drive is selected (Removable Disk E:) Drive letters may vary.
5. Double click [ElectionDate] folder
6. Click Open



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

After restoration is complete, the election inspectors should review the Options under File>Options, then log out of the EPB and log back in with the username and password they had used prior to the laptop/software failure.

If time elapsed between the last backup and the restoring of data, use the *Application(s) to Vote* to re-enter voter(s) and process new voters.



Election Day: Close the Polls

After the close of polls on Election Day, data processed in the EPB software must be saved one last time to the encrypted flash drive and reports must be generated to complete the paper binder pollbook. The EPB software generates the three reports necessary for completion of the paper binder pollbook/official record of the precinct in just a few steps. Those reports include the Ballot Summary, the List of Voters, and the Remarks report. After reports are saved and printed, save voter history in a manner that can easily be uploaded into the Qualified Voter File (QVF) in a matter of seconds, ensuring accurate recording of voters in the master voter registration database.

Review and complete the next six required steps. If your receiving board prints the reports, simply save each report.

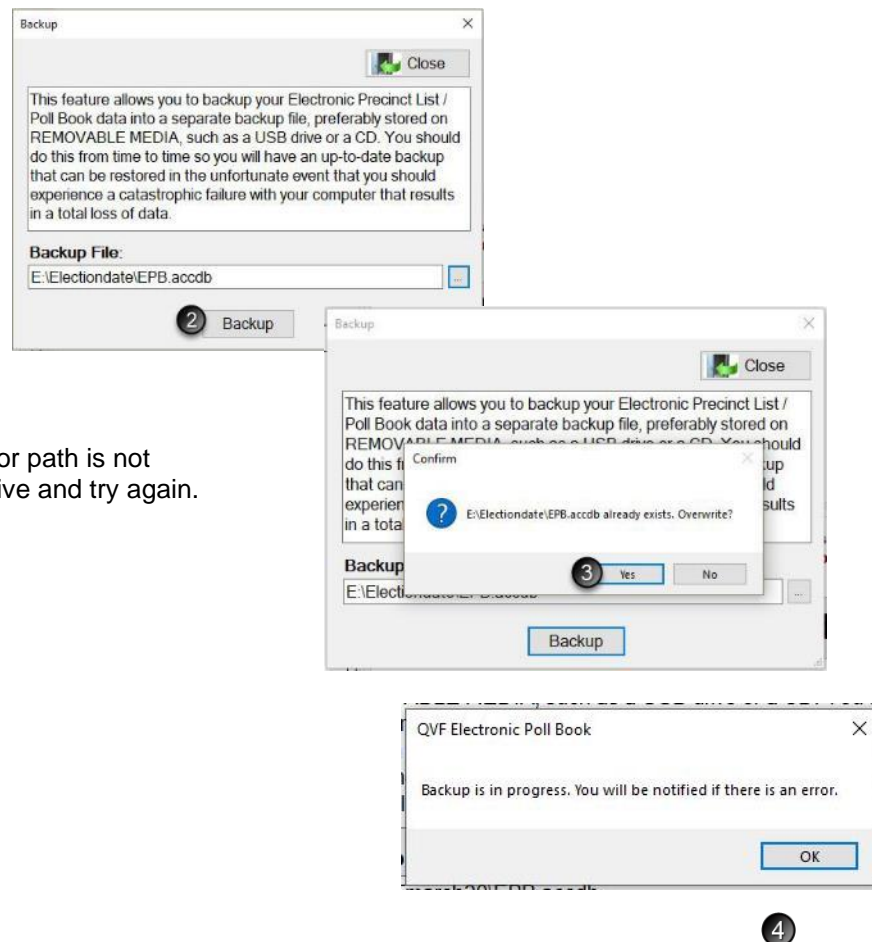
1. Save one last **Backup** file
2. Save and print the **Ballot Summary** Report
3. Save and print the **List of Voters** Report
4. Save and print the **Remarks** Report
5. Save **Voting History** (This is a frequently missed step, so please pay extra attention here!)
6. Look at the files saved on the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

Save Backup

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

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

If you get an error that the drive or path is not accessible, log into your flash drive and try again.



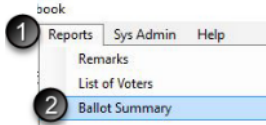
Save and Print Reports

Save and print Ballot Summary Report

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

To complete the Ballot Summary:

1. Click Reports
2. Click Ballot Summary



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

3. (A) Enter the Starting number and the Ending number of the first ballot style. If using more than one ballot style or if any VAT ballots were used, tab to create a new line and repeat the process until all styles are listed. The Count will be calculated automatically.
4. (B) Enter the Number of AV return envelopes received by board, if absentee ballots are being processed in the precinct. If absentee ballots are not being processed in the precinct, this box will already be completed with a 0.

Enter the Number of ballots at close of polls:

5. (D) Enter Number of ballots tabulated from the Tabulator Public Counter reading
6. (E) Enter the Number of AV ballot envelopes delivered to precinct which did not contain a ballot or were not processed for any reason, if absentee ballots are being processed in the precinct. If absentee ballots are not being processed in the precinct, this box will already be completed with a 0.
7. (H) Enter the Number of ballots used by election inspectors for ballot duplication.
8. (J) Enter the Number of Unused Ballots by entering the Starting Number (the next ballot that would be issued) and the Ending Number of the unused ballots. If using more than one ballot style, tab to create a new line and repeat the process until all styles are listed. Tab out of the box or place the cursor in a different box to make the totals calculate.

NUMBER OF BALLOTS DELIVERED TO PRECINCT:

A: Number of unvoted ballots delivered to precinct: Delete

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

Total = 300

B: Number of AV return envelopes received by board: 1

C: Total: 301

NUMBER OF BALLOTS AT CLOSE OF POLLS:

D: Number of ballots tabulated (Enter Tabulator Public Counter reading): 9

E: Number of AV ballot envelopes delivered to precinct which did not contain a ballot or were not processed: 0

F: Number of ballots reissued to voters who spoiled their ballot at the polling place (spoiled or defective ballots): 3

G: Number of ballots rejected: 1

H: Number of ballots used by election inspectors for ballot duplication: 0

I: Number of provisional envelope ballots issued: 0

J: Number of UNUSED BALLOTS:

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

Delete

Preview

SCROLL DOWN AND STOP – L must be 0. If L is not 0, double check items 3-8 and ensure everything was entered correctly. If there is a

known reason for not balancing and it is unable to be resolved, a detailed Remark must be made to explain to the Board of Canvassers why the precinct does not balance.

9. Click **Preview**

The **Ballot Summary** report will pop-up after clicking **Preview**. Be sure to review the summary to ensure all information was entered correctly and that the summary balances (**Line L = 0**). Line L may appear on a second page, so click the arrow to view the next page if necessary.

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

11/06/2018 - STATE GENERAL - BOHEMIA TOWNSHIP
 Precinct 9999

BALLOT SUMMARY

WE CERTIFY THE FOLLOWING:

NUMBER OF BALLOTS DELIVERED TO PRECINCT:

A. Number of unvoted official ballots delivered to precinct:

Ballot Style	Starting No.	Ending No.	Count
1A	00001001	00001100	100
1B	00000001	00000100	100
VAT	00090001	00090100	100
			300

B. Number of absentee voter return envelopes received by board: 1

C. Total of lines A and B (Must match Line K below): 301

NUMBER OF BALLOTS AT CLOSE POLLS:

D. Number of ballots tabulated: 9

E. Number of AV ballot envelopes delivered to precinct which did not contain a ballot or were not processed for any reason: 0

F. Number of ballots reissued to voters who spoiled their ballot at the polling place (spoiled or defective ballots): 3

G. Number of ballots rejected: 1

H. Number of ballots used by election inspectors for ballot duplications: 0

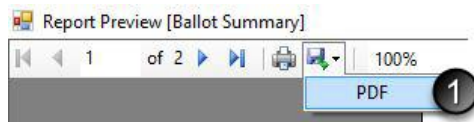
I. Number of provisional envelope ballots issued: 0

J. Number of UNUSED BALLOTS (excess ballots):

Ballot Style	Starting No.	Ending No.	Count
1A	00001001	00001100	100
1B	00000012	00000100	89
VAT	00090002	00090100	99
			288

K. Total of Lines D, E, F, G, H, I and J (Must match Line C above): 301

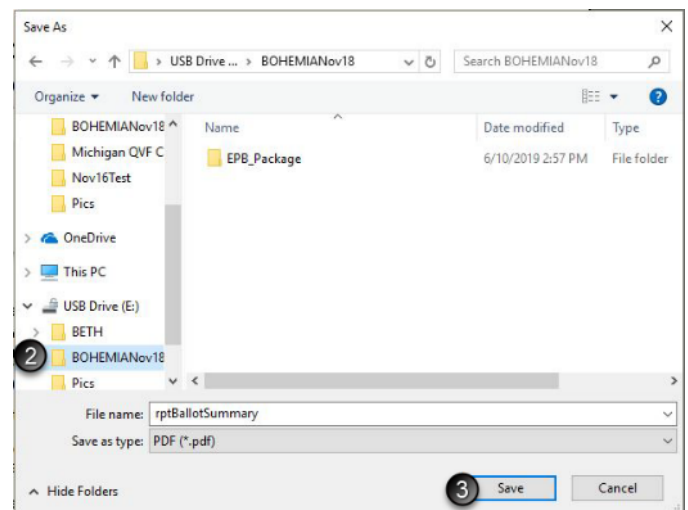
11/20/2019 14:20:00 AM



To save the **Ballot Summary**:

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

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



Save and Print List of Voters Report



To save the List of Voters:

1. Click Reports
2. Click List of Voters
3. Click the disk icon and PDF
4. The [ElectionDate] folder selected for the Ballot Summary should automatically pop up. Always check to make sure you are in the encrypted flash drive and the correct folder before clicking Save

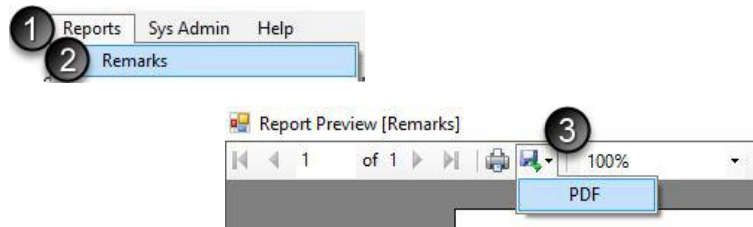
After the **List of Voters** has been saved, print the report (if printing in the precinct) and close out of the preview screen.

11/06/2018 - STATE GENERAL - BOHEMIA TOWNSHIP PRECINCT 00001			
LIST OF VOTERS			
#	Voter Name	Ballots	Remarks
1	MCQVF, LISA ANNE	00000004 00000003	Spoiled
2	MCQVF, LISA LEE	00000002	Challenged
3	MCQVF, JOHN DOE	00000004	
4	MCQVF, RALEIGH GRANT	00000106	Absentee Ballot
5	MCQVF, RANDELL REGAN	00000001	
6	MCQVF, RANA RASHID	00000005	
7	MCQVF, RAFAEL REYNALD	00000006	
8	MCQVF, RAYMOND RAY	00000007	Rejected
9	MCQVF, RASHEDA RAYE	00000008	
10	MCQVF, RANSOM RITTER	00000011	

Save and Print Remarks Report

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

To save the Remarks report:



1. Click Reports
2. Click Remarks
3. Click the disk icon and PDF
4. The [ElectionDate] folder selected for the last two reports should automatically pop up. Always check to make sure you are in the encrypted flash drive and the correct folder before clicking Save

Note: There must be one recorded **Remark** for the report to save.

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

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

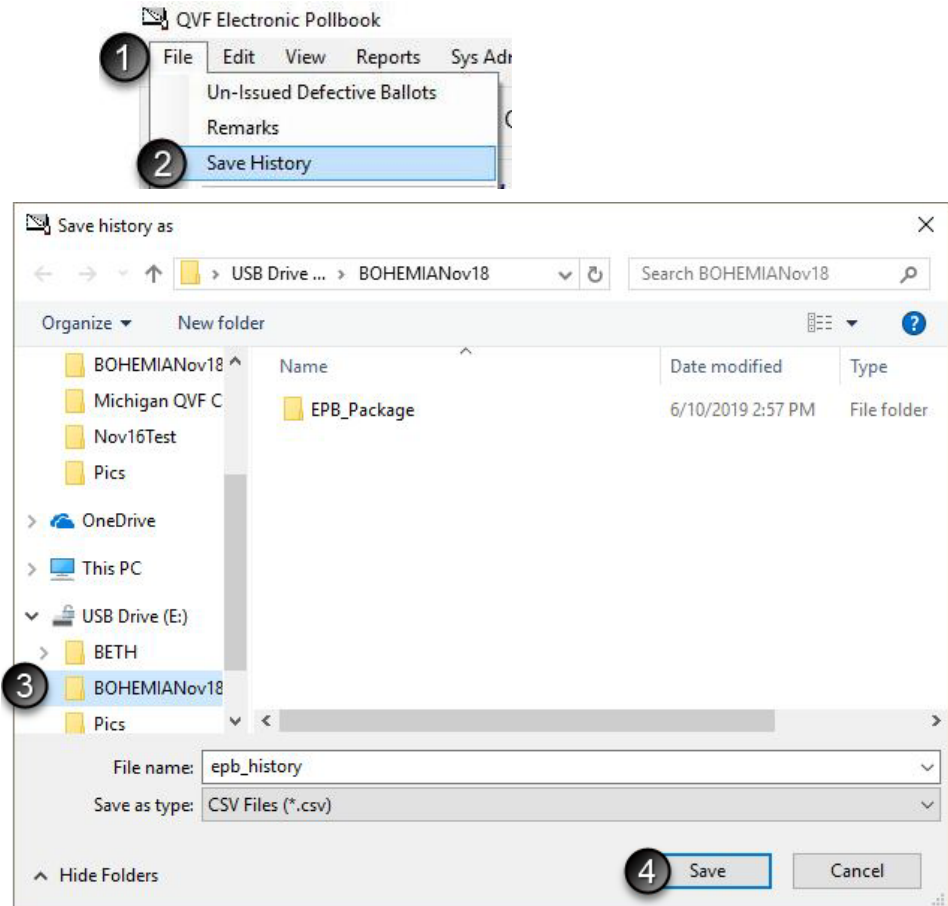
Save Voter History: Redirection Action Required!

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

To save Voter History:

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

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



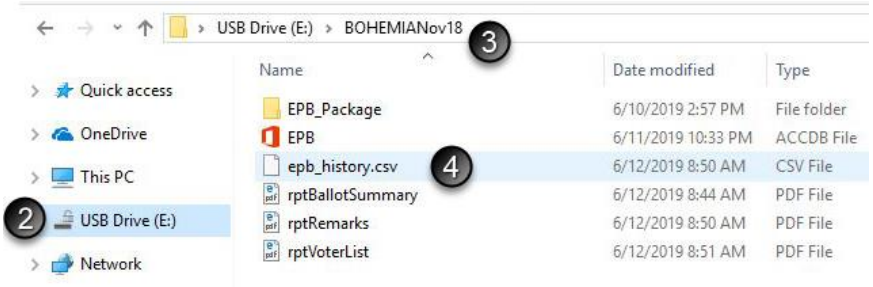
Ensure Files are on Flash Drive

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

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



4. You must have the following files:



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

You may also see the following files in your folder:

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

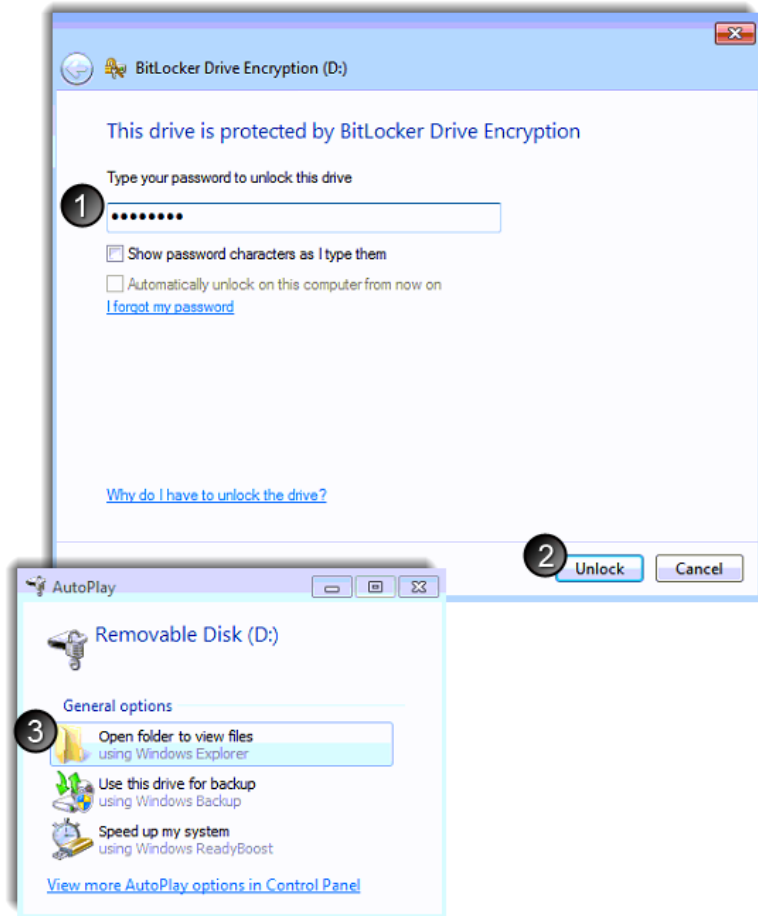
Once all reports have been saved, close all programs and shut down the laptop. Return all items to the case except the encrypted flash drive. **The encrypted flash drive must be placed into the container the Clerk recommends, sealed (either an envelope with a red paper seal or an approved container and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

Printing Reports at the Receiving Board


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

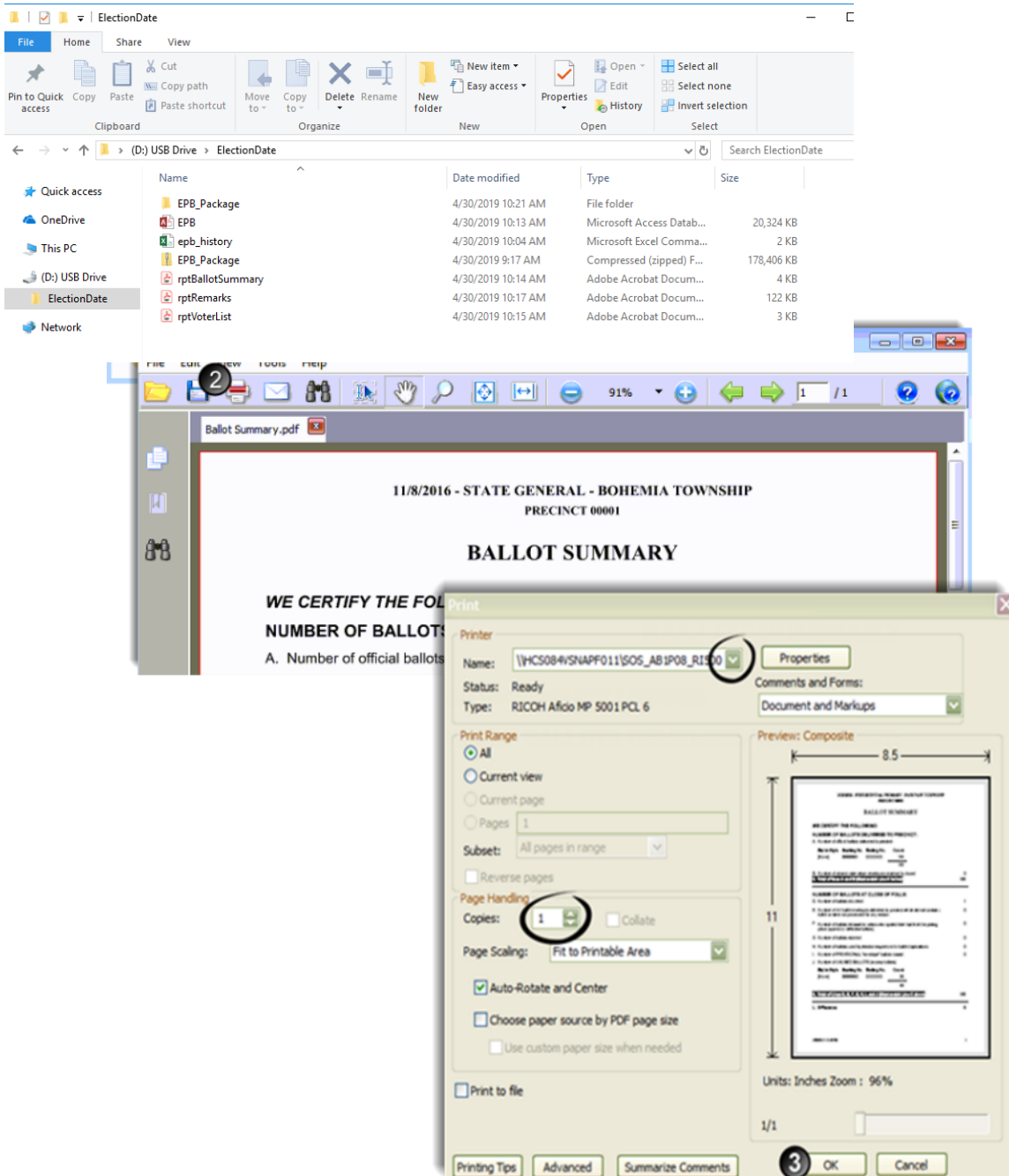
To print the 3 Election Day reports, insert the encrypted flash drive into the USB port of the PC or laptop connected to the printer and unlock the flash:

1. Enter flash drive password
2. Click Unlock
3. Click Open Folder to View Files



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

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



The encrypted flash drive must be placed into the container the Clerk recommends, sealed (either an envelope with a red paper seal or an approved container and the appropriate seal), and returned to the Clerk on election night.

Post-election Tasks: Import Voter History (within 7 days)

The clerk or a designated QVF user (either Basic or Complete) must upload Voter history into QVF **within seven days of the election**. To enter Voter History via the QVF, insert the encrypted flash drive into a USB port and log into the flash drive, then log into QVF.

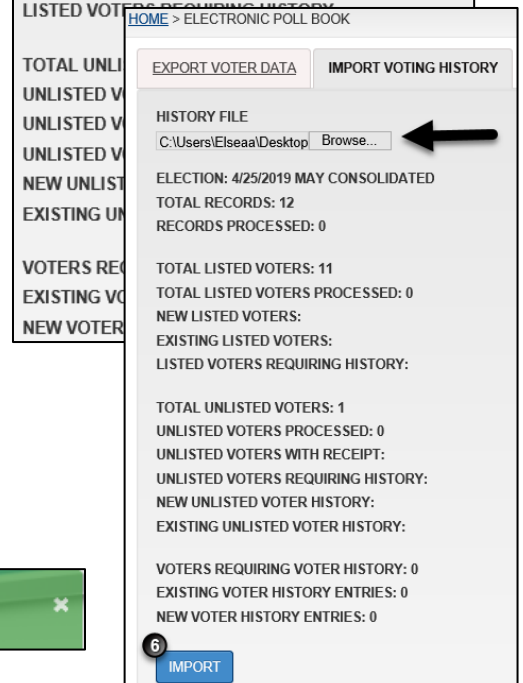
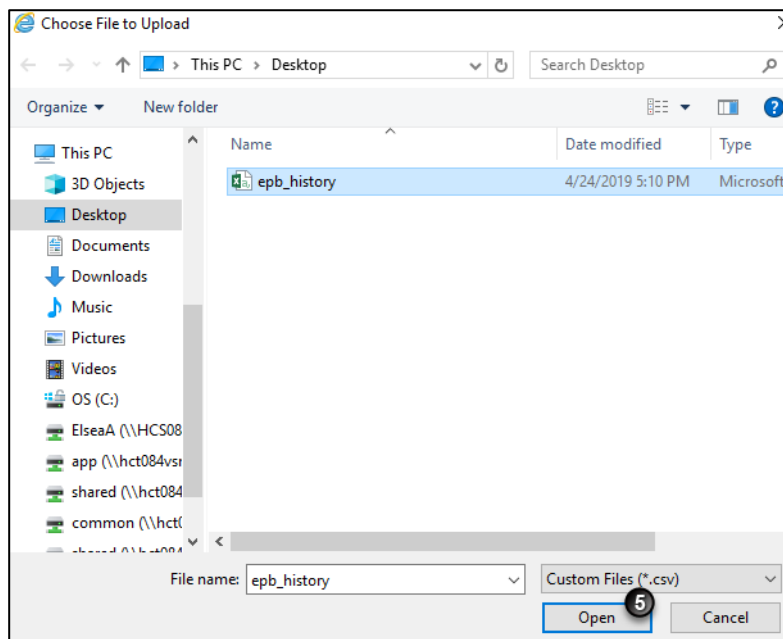
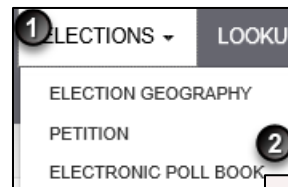
NOTE: Voters added to the **Unlisted** tab or voters that were issued a **Provisional - Envelope** ballot will not automatically update (with the exception of unlisted voters with receipts and driver's license or state identification card numbers). If those voters' ballots were processed, they must be added to QVF and updated manually under Voter and Voting History.

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

Voting History

Below are the steps to import voting history.

1. Select Elections
2. Select Electronic Poll Book
3. Go to Import voting history
4. Select Browse and find the EPB History file you have saved
5. Once you have located the file on your computer, click the open button on the file upload screen
6. You will then see the file path in the import screen; click Import
7. An Upload_EPB_History_Error_Log.csv file will download which you may open or save to review details. See also Reports>Reports>Statistical>EPB Reports.



Uninstall EPB software and delete associated files

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

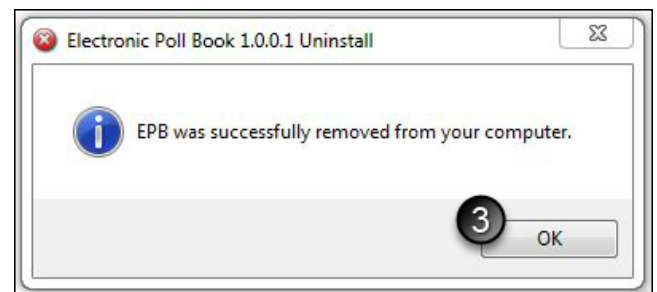
Deleting files is very important to keep voter data secure and prevent the common error of loading an old election onto the EPB laptop. The EPB software must be re-downloaded for each election as each download is unique and will contain the most up to date voter registration and absent voter information.

Uninstalling EPB software from the laptop

Because the EPB software must be downloaded and installed for each election, uninstalling the past version of the EPB software from the laptop is essential. The files used to install the software must also be deleted from the laptop.

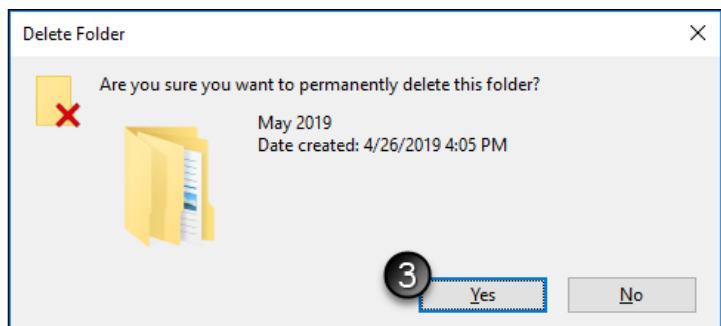
To uninstall the EPB software:

1. Double-click the Uninstall Electronic Pollbook shortcut on the Desktop
2. Click Yes
3. Click OK



To remove the installation files from the laptop:

1. Select the [Election Date] folder on the Desktop
2. On the keyboard, click Shift + Delete at the same time
3. Click Yes



Repeat these steps for all laptops.

To delete EPB files from the flash drive:

Plug the flash drive into a computer and unlock the drive by entering the password. To log in and view the contents of the drive, click on the File Explorer icon

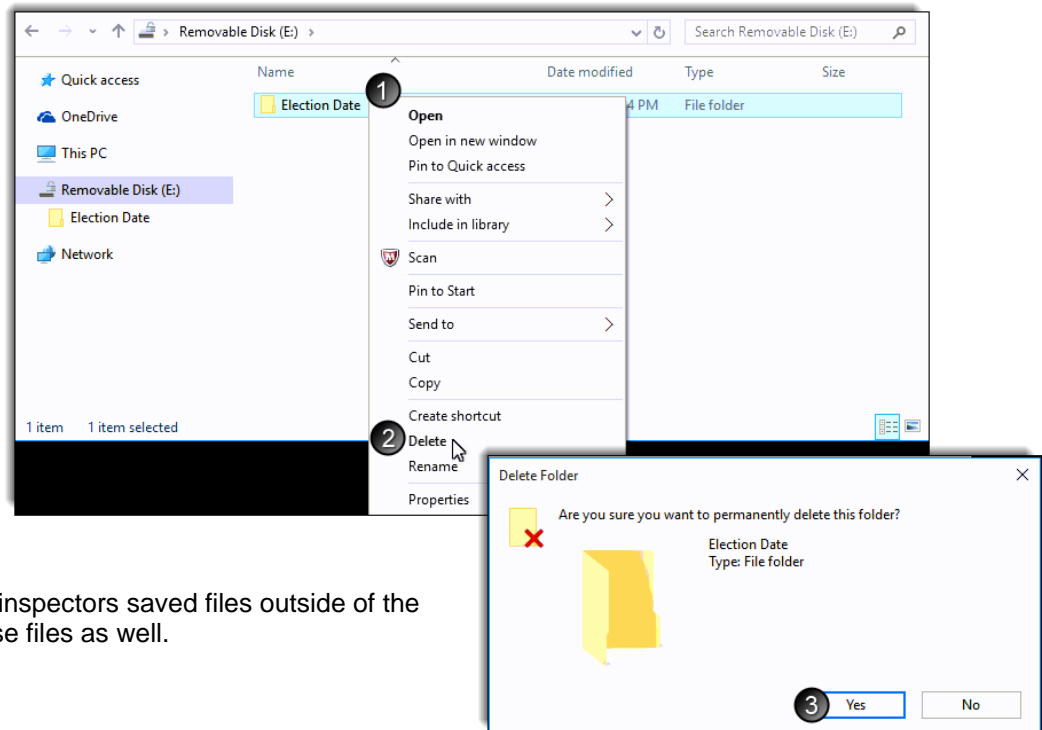


1. Right click the [ElectionDate] folder within Removable Disk

2. Click Delete

3. Click Yes

Repeat these steps for all flash drives.

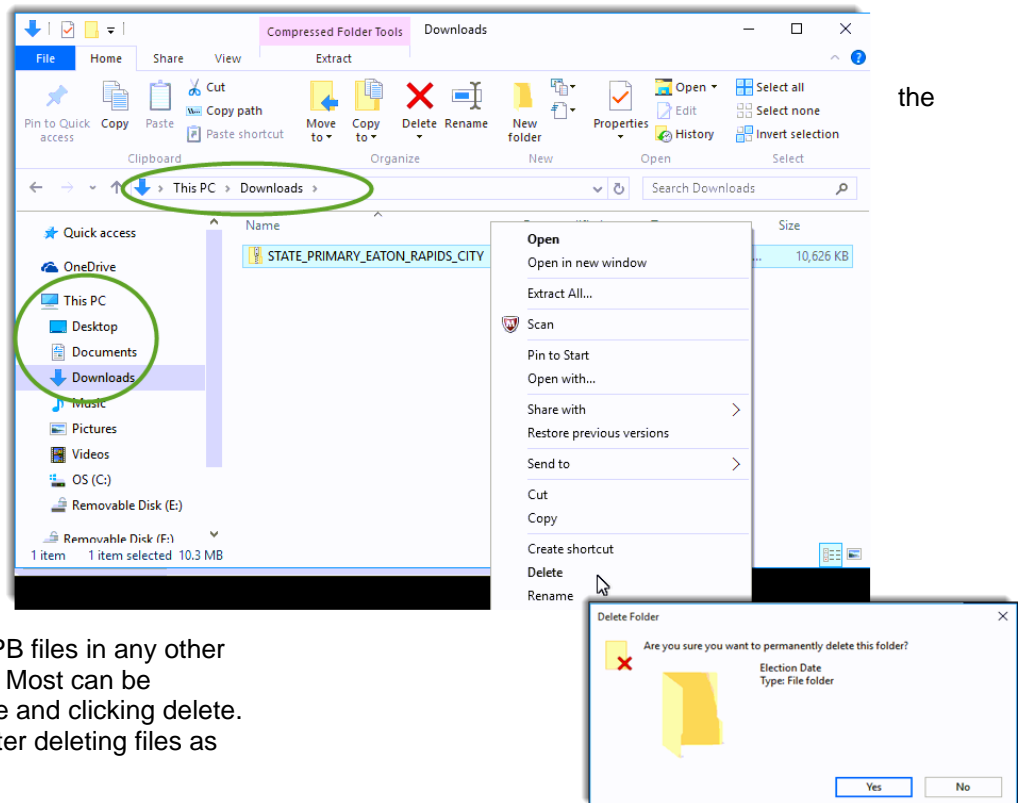


Important note: If election inspectors saved files outside of the folder, be sure to delete those files as well.

Deleting QVF PC Files

Lastly, delete all files saved on QVF (if any).

1. Right click [ElectionDate] folder under This PC > Desktop
2. Click Delete
3. Click Yes
4. Right click [ElectionDate] folder under This PC > Downloads
5. Click Delete
6. Click Yes
7. Right click Recycle Bin on desktop
8. Click Empty Recycle Bin
9. Click Yes



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

Helpful Hints

Bar Code Scanners and Absent Voter Ballots

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

Screen Resolution

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

To adjust the screen resolution:

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

Download and Install EPB New Laptop Files Only (optional separate download process)

1. Open the Elections menu and select Electronic Pollbook
2. Under Options, check the Setting Up New Laptop box.
3. Click the Download New Laptop Files Only blue button
4. Follow on-screen instructions for download depending on your browser.
5. Follow steps as on pp. 13-14 to:
 - a. open folder to view files
 - b. open zipped folder with Windows Explorer
 - c. extract all files
 - d. copy unzipped EPB Prerequisites folder to encrypted flash drive.

To install the EPB New Laptop Files (also known as EPB Prerequisites):

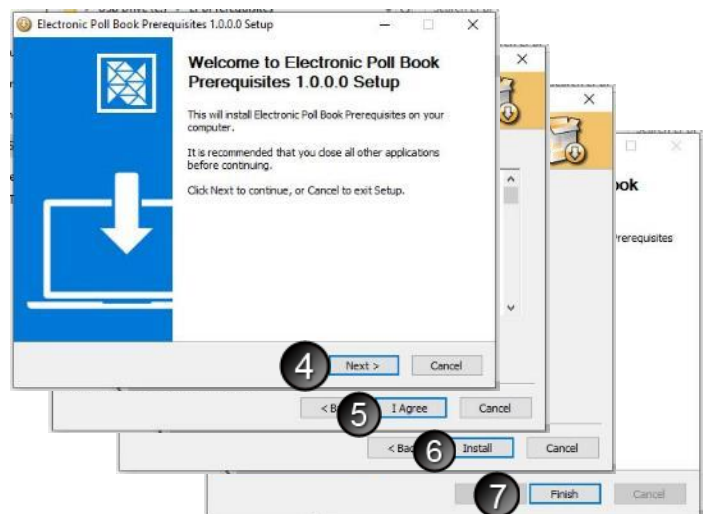
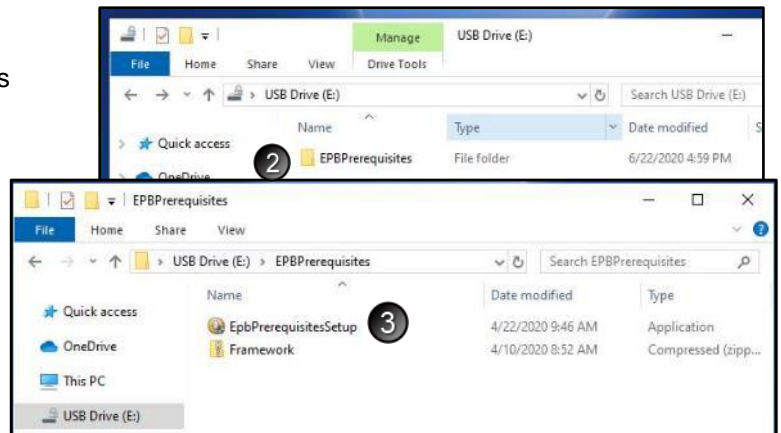
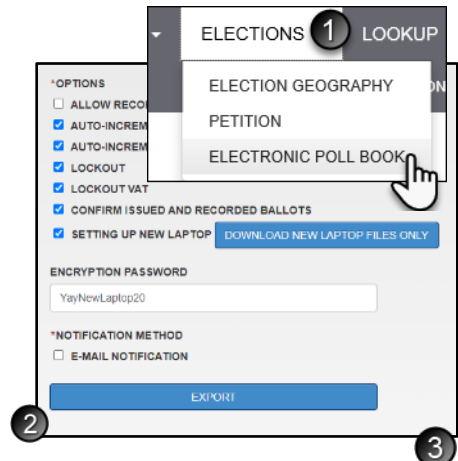
1. On each laptop, log into the encrypted flash drive
2. Double-click the EPBPrerequisites folder
3. Double-click the EpbPrerequisitesSetup file to begin installation

If a warning screen about the publisher pops up and requests you to confirm installation, click yes.

4. Click Next
5. Click I Agree
6. Click Install

A window showing the progress of the installation will appear, along with a command window (black screen). The command window will automatically close.

7. Click Finish



Frequently Asked Questions

1. The wrong ballot style was issued to a voter; how can it be corrected?

Answer: If using different ballot numbers for each ballot style, no action is required except to remark the situation in the **Remarks**. If your ballot styles are numbered with the same ballot number series, open the voter's record, undo the issuance of the ballot with the incorrect ballot style, and reissue a Regular Ballot with a modified number using a letter before the number (for example, X0000012) and remark the situation in the **Remarks**.

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

Answer: Yes, Complete users can set up usernames and passwords in QVF.

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

Answer: Yes, this is now required by law. Jurisdictions with over 50 precincts are required to do so on the Saturday prior to Election Day **after 2:00 p.m.**

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

Answer: No, not at this time. Also, remember that election inspectors record AV ballots in the EPB software (unless using the addendum list or an AVCB), but they must **not** record AV ballots in the EPB software before the opening of the polls.

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

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

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

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

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

Answer: Under the terms of your User Agreement, you are required to have a hardcopy Precinct List and a hardcopy List of Voters, Ballot Summary, and Remarks Section available for immediate delivery to the precinct in the event of a system failure. One may be printed from the Elections eLearning Center; see *Election Day Use of the QVF Precinct List*.

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

Answer: Under rare circumstances, an absentee ballot may have been recorded incorrectly in QVF. Election inspectors **MUST** contact the local clerk to verify the status of the absentee ballot before issuing a ballot to a voter who, according to the EPB software, has already returned an absent voter ballot.

9. How do I change the time and time zone on my laptop?

Answer: Right-click on the time and date, click Date and Time Settings. Here you can select the appropriate time zone. If you need to adjust the time, turn off the "Set time automatically" option, then click the Change button. Once the time is corrected, you can turn the "Set time automatically" option back on.

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

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

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

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

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

Answer: Some may, and some may not. Unlisted voters without a driver's license or state ID number will not transfer into QVF after Voter History has been updated. The registration of an Unlisted voter must be added to QVF if it has not been already added, and then Voter History for the Unlisted voter can be entered manually in QVF under Voter>Voting History.

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

Answer: Yes. An Activity Log Report can be viewed at any time by selecting Reports > Activity Log Report. This Report may be printed as well.

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

Answer: Not at this time.

15. What if my laptop "freezes up" and stops responding?

Answer: First, try to close and reopen the EPB program, using Ctrl + Alt + Delete if necessary to use the Task Manager to end the task and close the EPB application. If that doesn't work, you may restart the computer. Remember to log back into the flash drive as well as the EPB program before you begin working again.

Glossary

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

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

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

BitLocker is free encryption software from Microsoft. For the E-Pollbook, it is software on flash drives issued by the State after 2015, used to protect data on a flash drive with a password.

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

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

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

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

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

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

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

Privacy Zone is a term the V-Safe 100 software uses to define the encrypted area of the flash drive. This only applies to flash drives issued by the State prior to 2015.

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

Strong Password is a password that contains a combination of 8-20 characters, mixed case with at least one number.

V-Safe 100 is the name of the encryption software installed on earlier versions of the State issued flash drive prior to 2015.

Quick Reference Checklists

Pre-Election Day – Clerk Setup

General Laptop Preparation

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

EPB Software Download from QVF

- ☐ Insert the encrypted flash drive into a USB port on the QVF computer
- ☐ Login to encrypted flash drive
- ☐ Create a folder on the desktop
- ☐ Log into QVF and create the EPB software
- ☐ Move EPB software to encrypted flash drive

EPB Installation on laptop

- ☐ Take encrypted flash drive to laptop and plug in to a USB port
- ☐ Log into encrypted flash drive
- ☐ Copy folder to the desktop
- ☐ Run the EPB software setup file
- ☐ Log into the EPB software and select the precinct
- ☐ Set Options
- ☐ Setup Users

Election Day – Election Inspector Setup

Preparing the EPB for Opening the Polls

- ☐ Power laptop on
- ☐ Make sure the laptop is not connected to the internet and is in Airplane Mode
- ☐ Insert the encrypted flash drive into a USB port
- ☐ Log into the encrypted flash drive
- ☐ Log into the EPB software
- ☐ Change options and setup users as recommended by the Clerk, e.g., allow the recording of AV Ballots
- ☐ Perform the first EPB backup to establish correct file path to the flash drive.

Throughout the Day

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

Closing the Polls

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

Post Close of Polls

Receiving Board

- ☐ Print Ballot Summary
- ☐ Print List of Voters
- ☐ Print Remarks

Clerk

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

Download the EPB Software from QVF Refresh: One Precinct in Chrome

The QVF software creates the EPB software, essentially taking the voter registration data in QVF and putting it in an easy to use format for election inspectors to use on a laptop. Remember, most jurisdictions must download the EPB software **after 4 p.m. on the Monday prior to the election**. There is not a way to add absent voter information electronically after the EPB download. Practice the following steps prior to Election Day to export the EPB software, extract zipped files, and copy the files you need to your flash drive.

Create an Election Date folder on your encrypted flash drive to keep your E-Pollbook files organized.

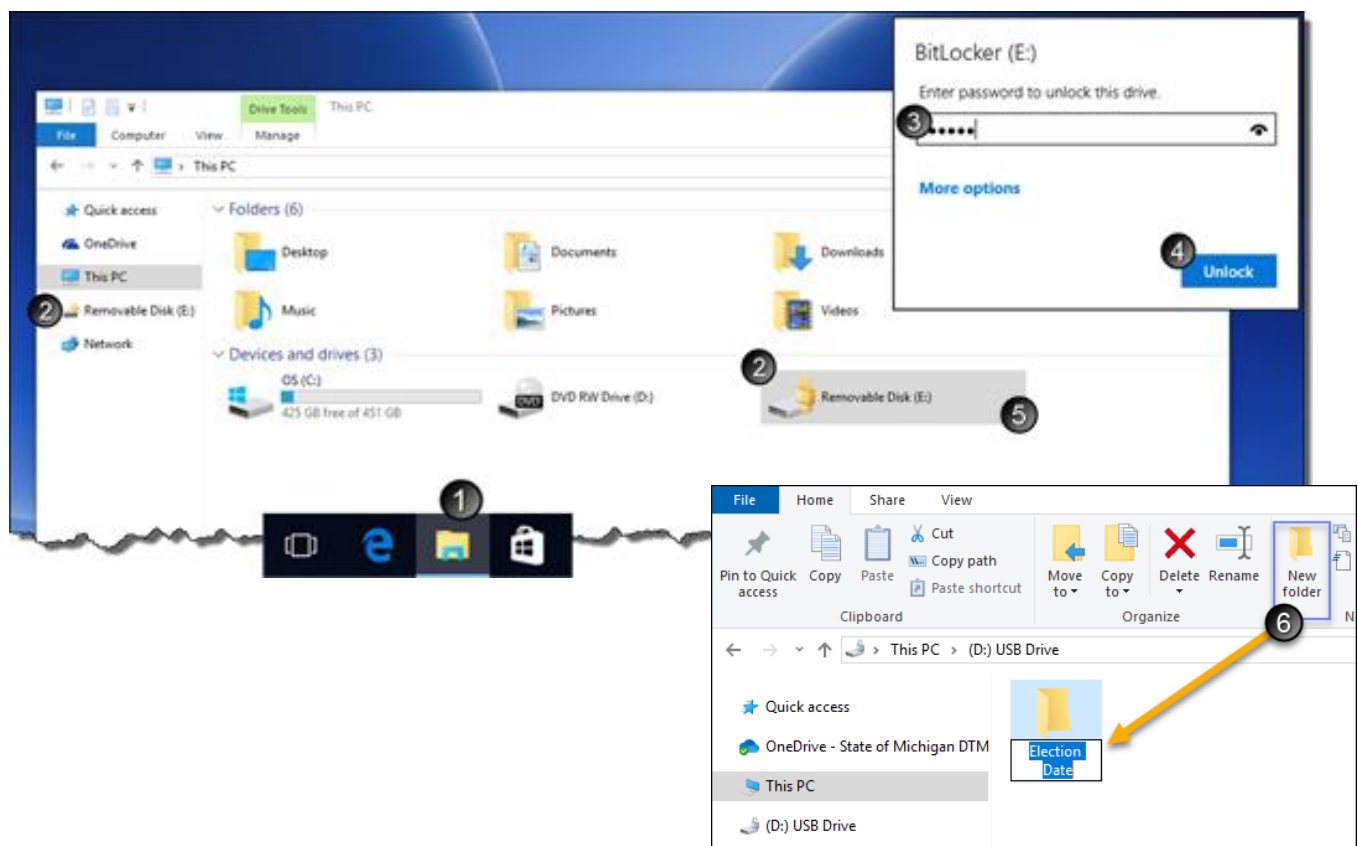
Insert the encrypted flash drive into a USB port and unlock by entering the password.

To log into the flash drive, insert it into a USB port and:

* If a window saying "...is not accessible. Access is denied" appears, click OK

1. Click the Windows Explorer folder icon
2. Click Removable Disk (E:)
3. Enter the password
4. Click Unlock
5. Double click the Removable Disk (E:)
6. Create a New Folder and rename it for the Election Date. Use the New folder button, or
 - a. Using your mouse, right click in the white space for your flash drive's contents
 - b. Go to New
 - c. Left-click Folder
 - d. Name the folder after the election date (e.g. TESTNov2020, 3Nov2020, ...)

Note: For detailed instructions on logging into the Privacy Zone if using the Verbatim flash drive with Store-n-Go/V-Safe100 encryption software, refer to the EPB User Manual for Windows 7 and V-Safe 100.



Export EPB software: One Precinct in Chrome

NOTE: Export the EPB file once, extract files, and then copy the precinct's flash drive.

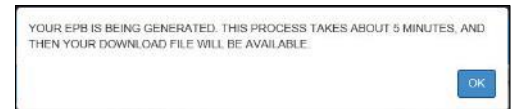
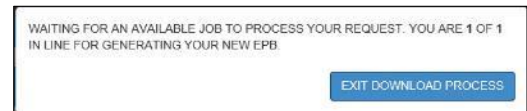
To export the EPB software, login to QVF and:

1. Open the Elections menu and select Electronic Pollbook
2. Select the correct Jurisdiction from the drop-down menus.
3. Select the correct Election Date from the drop-down menu if not already populated from Preferences.

4. Select the precinct type and select your only precinct. Combined Precinct is the default; you may change if not using combined precincts. Note: combined precincts must be setup in the QVF Election Geography module ([see Election Geography section in this manual](#)) prior to this download.
5. Export Type defaults to Poll Book. Only change this selection to Greeting App when using that app.
6. Select the options you want enabled on the e-Pollbook for use in the polls. By default, Auto-Increment and Lockout are already enabled.
 - a. **Allow recording of absentee ballots:** Check this box to process absentee ballots in the precinct(s) on Election Day.
 - b. **Auto-Increment:** This option tells the software to auto fill the ballot number box with the next ballot number. Unchecking this box requires election inspectors to enter the ballot number for each transaction.
 - c. **Auto-Increment VAT:** This enables auto-increment for a separate ballot style/number range of Voter Assist Terminal ballots.
 - d. **Lockout:** This option prevents the issuance of a ballot number for each ballot style to multiple voters.
 - e. **Lockout VAT:** This option includes VAT number series as a ballot style in the lockout function to avoid duplication of a VAT ballot number.
 - f. **Confirm Issued and Recorded Ballots:** This option enables the confirmation screen in EPB reiterating the voter name, voter number, and ballot number issued.
- g. **Setting Up New Laptop:** This option should only be enabled for installations on new EPB laptops which have never had EPB installed before unless you have already tried installing and are encountering errors. Checking the box includes those files with the download upon clicking Export, or the blue button becomes available for a separate download if that is preferred (see p. 47 for step-by-step instructions).

7. Create a strong **Encryption Password**.
 - a. A strong password contains 8-16 characters, mixed case, and at least one number

8. Click Export and a temporary green message appears, confirming the request has been received and you will be notified when the export is available for download. Another window appears to show your position in the request queue. You can click ok, and it will refresh periodically to show your place in the queue.

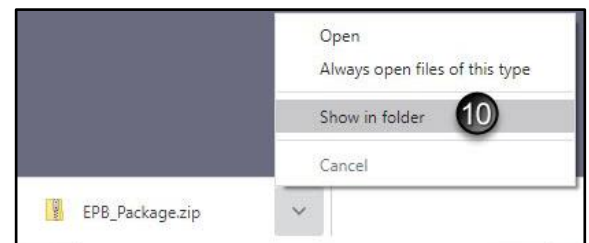


A new window will appear when the file is ready to be downloaded and will show a count of the voter records for the jurisdiction/region in QVF and the number exported.

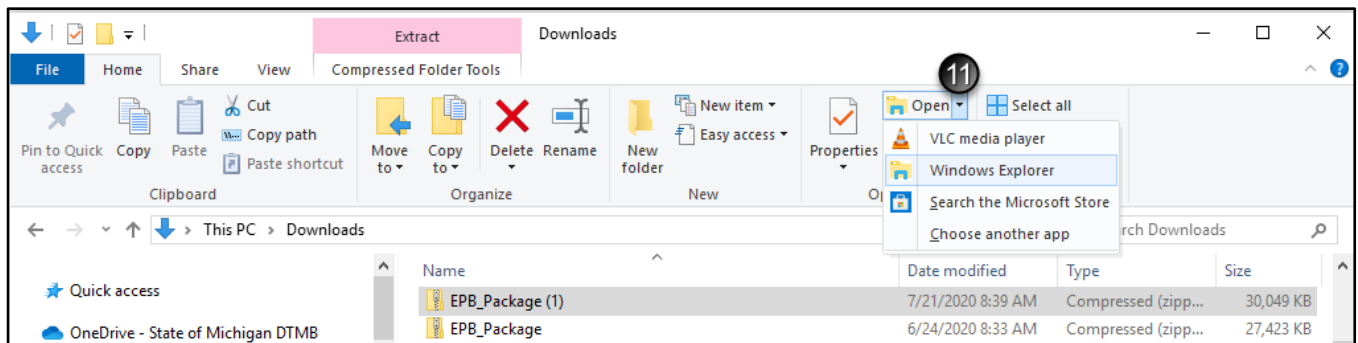
9. Click Download

When the download is complete, the web browser will have a notification at the bottom of the screen.

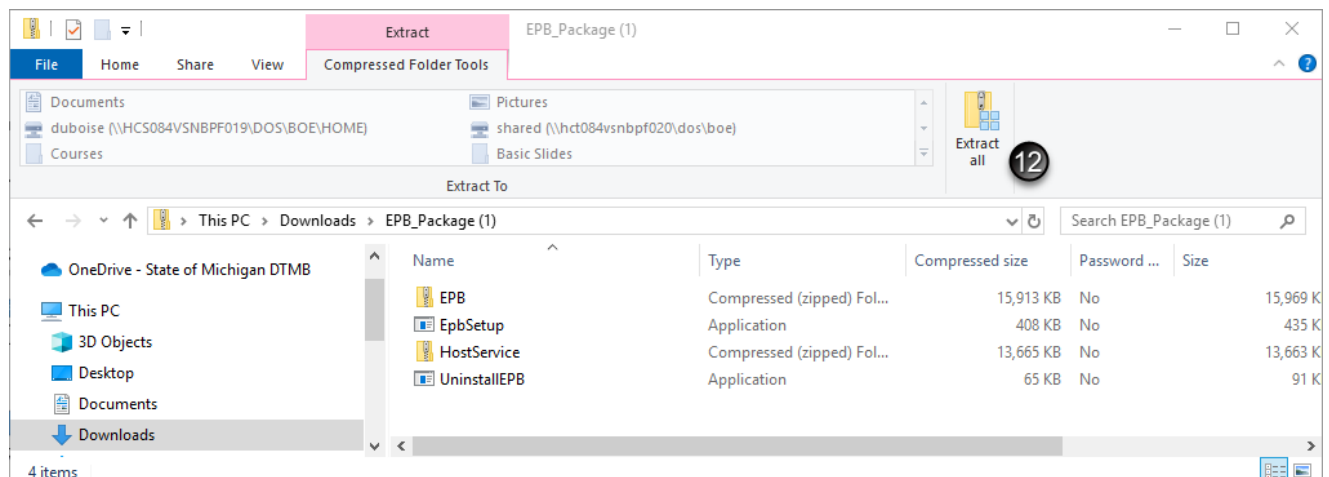
10. Click the arrow next to the EPB_package.zip download and select Show in folder to verify that the EPB_Package.zip file has been saved correctly (to the default download location, usually to the Downloads folder) and proceed to decompress (unzip) the zipped file folder.



11. From the "Open" menu, select Windows Explorer. (Note that if you have exported this before and didn't delete prior versions as recommended, your subsequent files EPB_Package will be numbered. In a time crunch, work with the newest one and clean up soon but not now.)



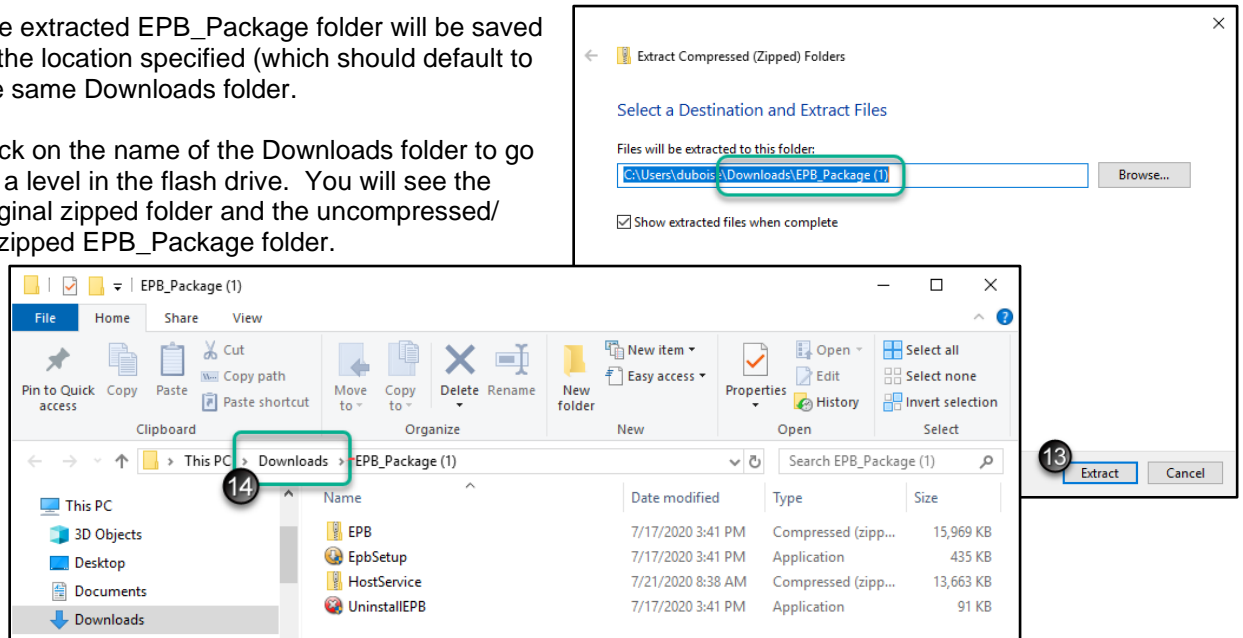
12. From the next file explorer window that opens, click Extract All.



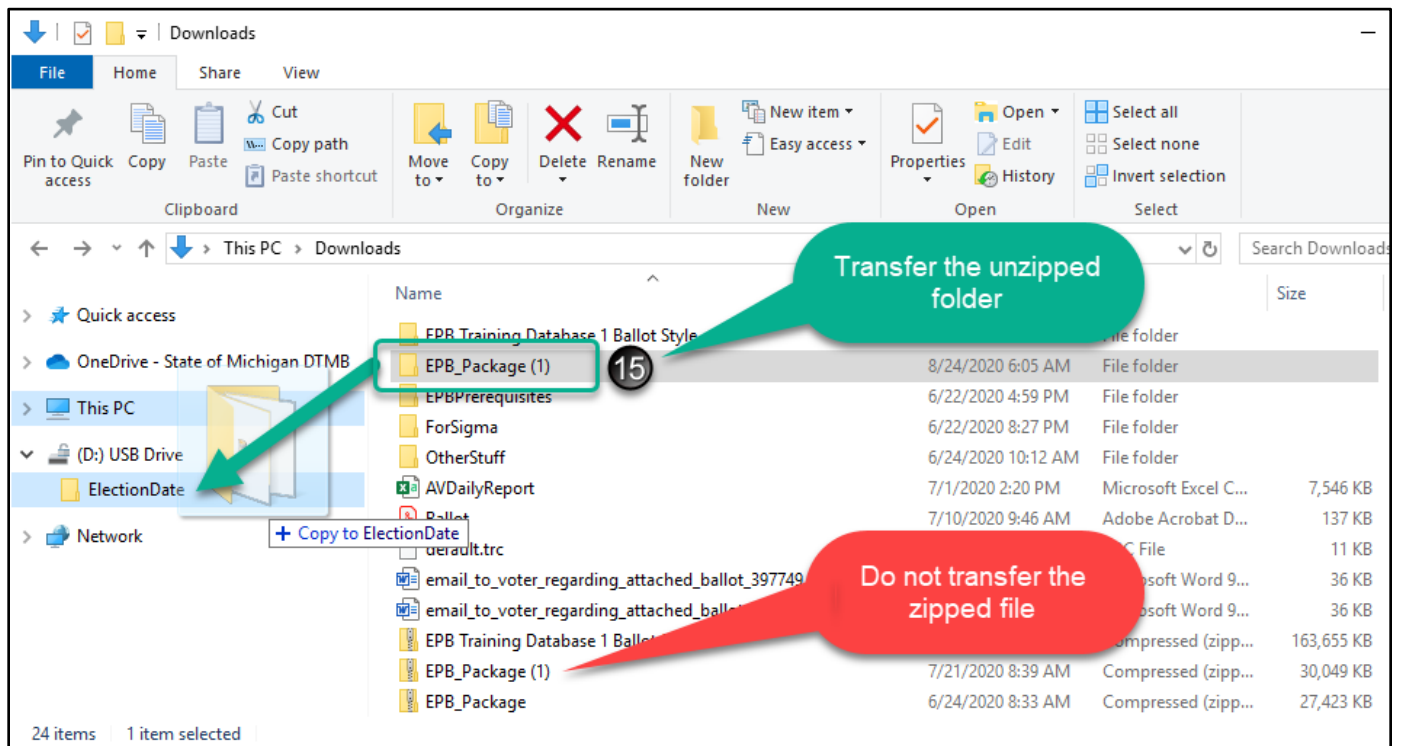
13. From the Extract Compressed (Zipped) Folders window, click Extract.

The extracted EPB_Package folder will be saved to the location specified (which should default to the same Downloads folder).

14. Click on the name of the Downloads folder to go up a level in the flash drive. You will see the original zipped folder and the uncompressed/unzipped EPB_Package folder.



15. Copy and paste the unzipped EPB_Package folder to the Election Date folder on the encrypted flash drive. When the copy is complete, remove the flash drive.



You can now insert the flash drive into a laptop, unlock the drive, and proceed to install the EPB software. Return to page 15.

Download the EPB Software from QVF Refresh: Multiple Precincts in Internet Explorer 11

The QVF software creates the EPB software, essentially taking the voter registration data in QVF and putting it in an easy to use format for election inspectors to use on a laptop. Remember, most jurisdictions must download the EPB software **after 4 p.m. on the Monday prior to the election**. There is not a way to add absent voter information electronically after the EPB download. Practice the following steps prior to Election Day to create an Election Day folder on your desktop, export the EPB software, extract zipped files, and copy the files you need to your flash drive.

Create an Election Date folder on your QVF computer's Desktop to keep your E-Pollbook files organized. You will copy and paste the folder to each precinct's flash drive.

1. Using your mouse, right-click on the Desktop
2. Go to New
3. Left-click Folder
4. Name the folder after the election date (Ex: May2019EPB, MayEPBTest....)

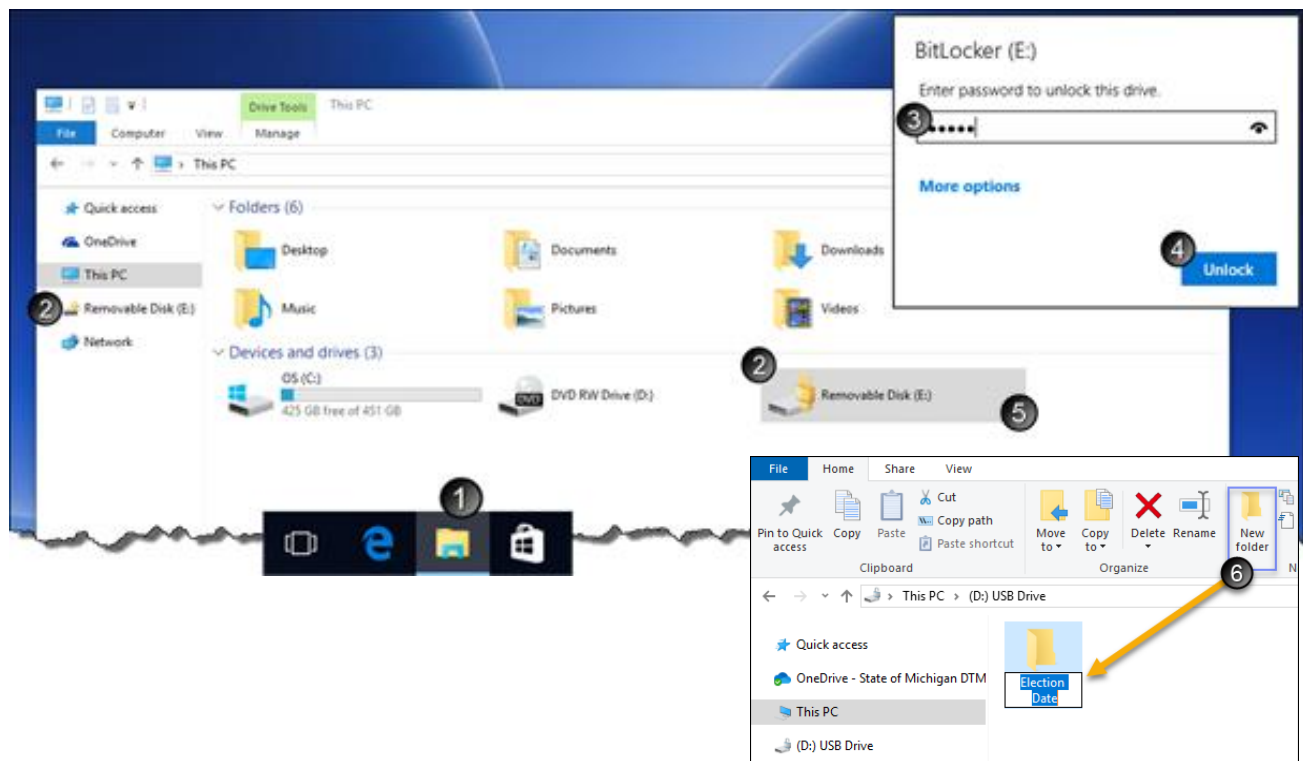
Insert the encrypted flash drive into a USB port and unlock by entering the password.

To log into the flash drive, insert it into a USB port and:

* If a window saying "...is not accessible. Access is denied" appears, click OK

1. Click the Windows Explorer folder icon
2. Click Removable Disk (E:)
3. Enter the password
4. Click Unlock
5. Double click the Removable Disk (E:)
6. Create a New Folder with the Election Date

Note: For detailed instructions on logging into the Privacy Zone if using the Verbatim flash drive with Store-n-Go/V-Safe100 encryption software, refer to the *EPB User Manual for Windows 7 and V-Safe 100*.



Export EPB software: Multiple Precincts in Internet Explorer 11

NOTE: Export the EPB file only once, extract files, and then copy to each precinct's flash drive.

To export the EPB software, login to QVF and and:

1. Open the Elections menu and select Electronic Pollbook
2. Select the correct Jurisdiction from the drop-down menus.
3. Select the correct Election Date from the drop-down menu if not already populated from Preferences.

4. Select the precinct type and select **all** precincts. Combined Precinct is the default; change if not using combined precincts. Note: combined precincts must be setup in the QVF Election Geography module ([see Election Geography section in this manual](#)) prior to this download.
5. Export Type defaults to Poll Book. Only change this selection to Greeting App when using that app.
6. Select the options you want enabled on the e-Pollbook for use in the polls. By default, Auto-Increment and Lockout are already enabled.
 - a. **Allow recording of absentee ballots:** Check this box to process absentee ballots in the precinct(s) on Election Day.
 - b. **Auto-Increment:** This option tells the software to auto fill the ballot number box with the next ballot number. Unchecking this box requires election inspectors to enter the ballot number for each transaction.
 - c. **Auto-Increment VAT:** This enables auto-increment for a separate ballot style/number range of Voter Assist Terminal ballots.
 - d. **Lockout:** This option prevents the issuance of a ballot number for each ballot style to multiple voters.
 - e. **Lockout VAT:** This option includes VAT number series as a ballot style in the lockout function to avoid duplication of a VAT ballot number.
 - f. **Confirm Issued and Recorded Ballots:** This option enables the confirmation screen in EPB reiterating the voter name, voter number, and ballot number issued.
 - g. **Setting Up New Laptop:** This option should only be enabled for installations on new EPB laptops which have never had EPB installed before unless you have already tried installing and are encountering errors. Checking the box includes those files with the download upon clicking Export, or the blue button becomes available for a separate download if that is preferred (see p. 47 for step-by-step instructions).
7. Create a strong **Encryption Password**.
 - h. A strong password contains 8-16 characters, mixed case, and at least one number.

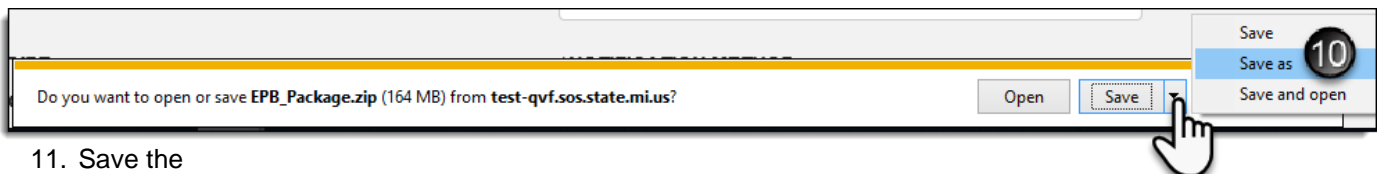
- Click Export and a temporary green message appears, confirming the request has been received and you will be notified when the export is available for download. Another window appears to show your position in the request queue. You can click ok, and it will refresh periodically to show your place in the queue.



A new window will appear when the file is ready to be downloaded and will show a count of the voter records for the jurisdiction/region in QVF and the number exported.



- Click Download
- Click save, then chose Save As



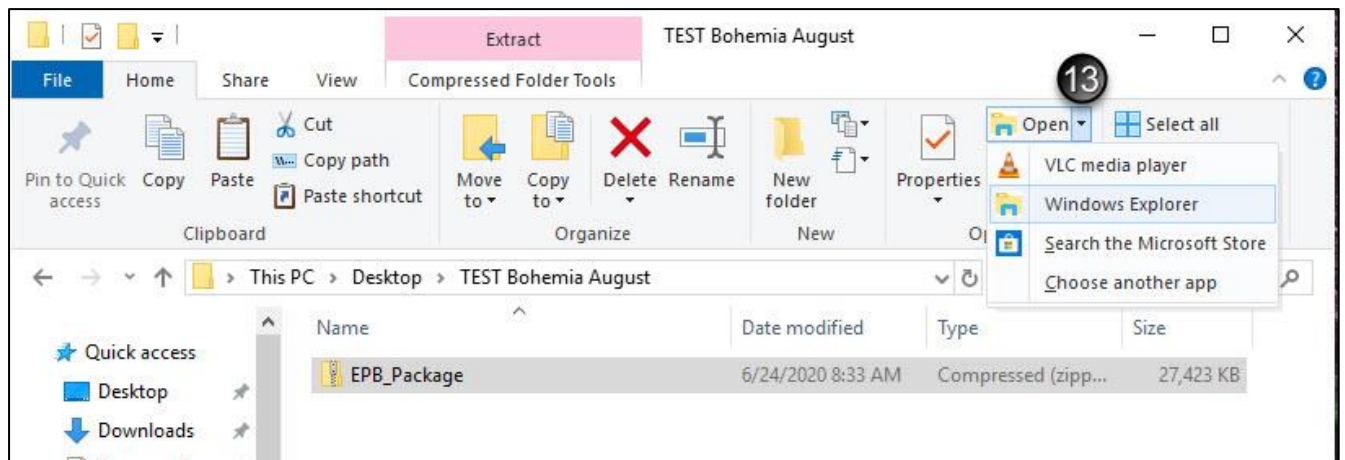
- Save the EPB_Package.zip file to the [Election Date] folder on your Desktop.

When the download is complete, the web browser will have a notification at the bottom of the screen.

- Open the [Election Date] folder to verify that the EPB_Package.zip file has been saved correctly and proceed to decompress (unzip) the zipped file folder.

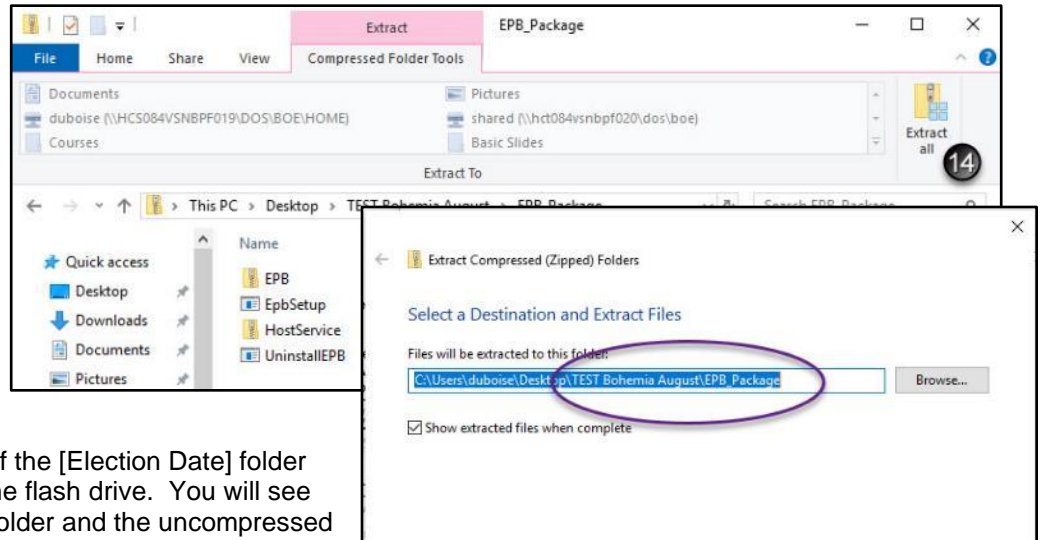


- From the "Open" menu, select Windows Explorer.

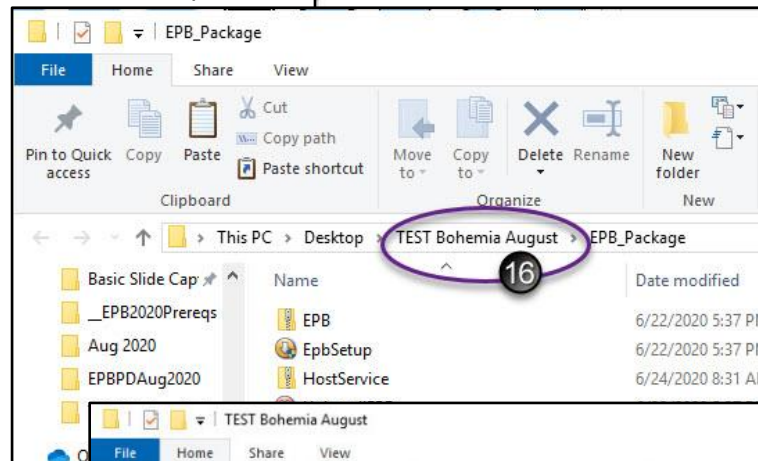


14. From the next file explorer window that opens, click Extract All

15. From the Extract Compressed Folders window, click Extract and the extracted EPB_Package folder will be saved to the location specified (which should default to the same [Election Date] folder).

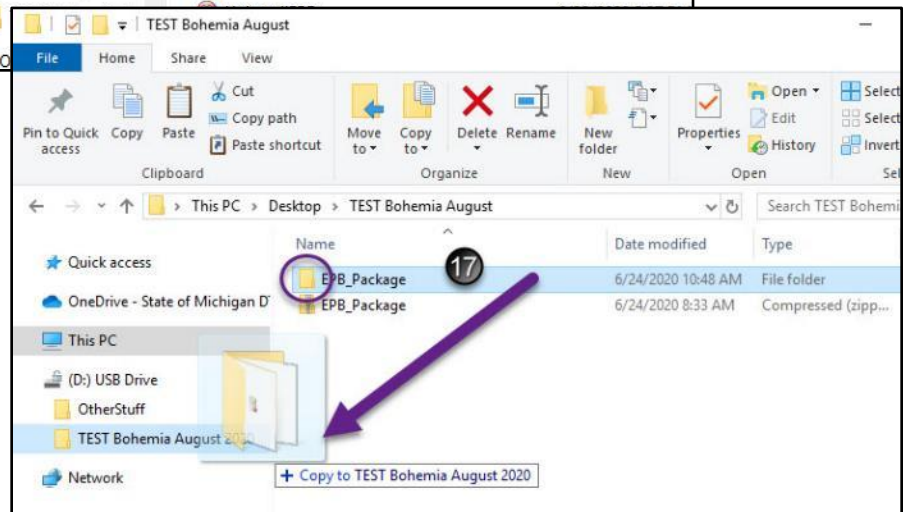


16. Click on the name of the [Election Date] folder to go up a level in the flash drive. You will see the original zipped folder and the uncompressed EPB_Package folder.



17. Copy and paste the EPB_Package folder to the Election Date folder on the encrypted flash drive. When the copy is complete, remove the flash drive. If you have more than one precinct, insert the next flash drive. Unlock the flash drive and repeat Step 17 for each one.

18. Remove the folder from the desktop after copying to each precinct's encrypted flash drive.



You can now insert each flash drive into a laptop, unlock the drive, and proceed to install the EPB software. Return to p. 15.



Download the EPB Software from QVF Refresh: One Precinct in Internet Explorer 11

The QVF software creates the EPB software, essentially taking the voter registration data in QVF and putting it in an easy to use format for election inspectors to use on a laptop. Remember, most jurisdictions must download the EPB software **after 4 p.m. on the Monday prior to the election**. There is not a way to add absent voter information electronically after the EPB download. Practice the following steps prior to Election Day to create an Election Day folder on your desktop, export the EPB software, extract zipped files, and copy the files you need to your flash drive.

Create an Election Date folder on your QVF computer's Desktop to keep your E-Pollbook files organized. You will copy and paste the folder to each precinct's flash drive.

1. Using your mouse, right-click on the Desktop
2. Go to New
3. Left-click Folder
4. Name the folder after the election date (Ex: May2019EPB, MayEPBTest....)

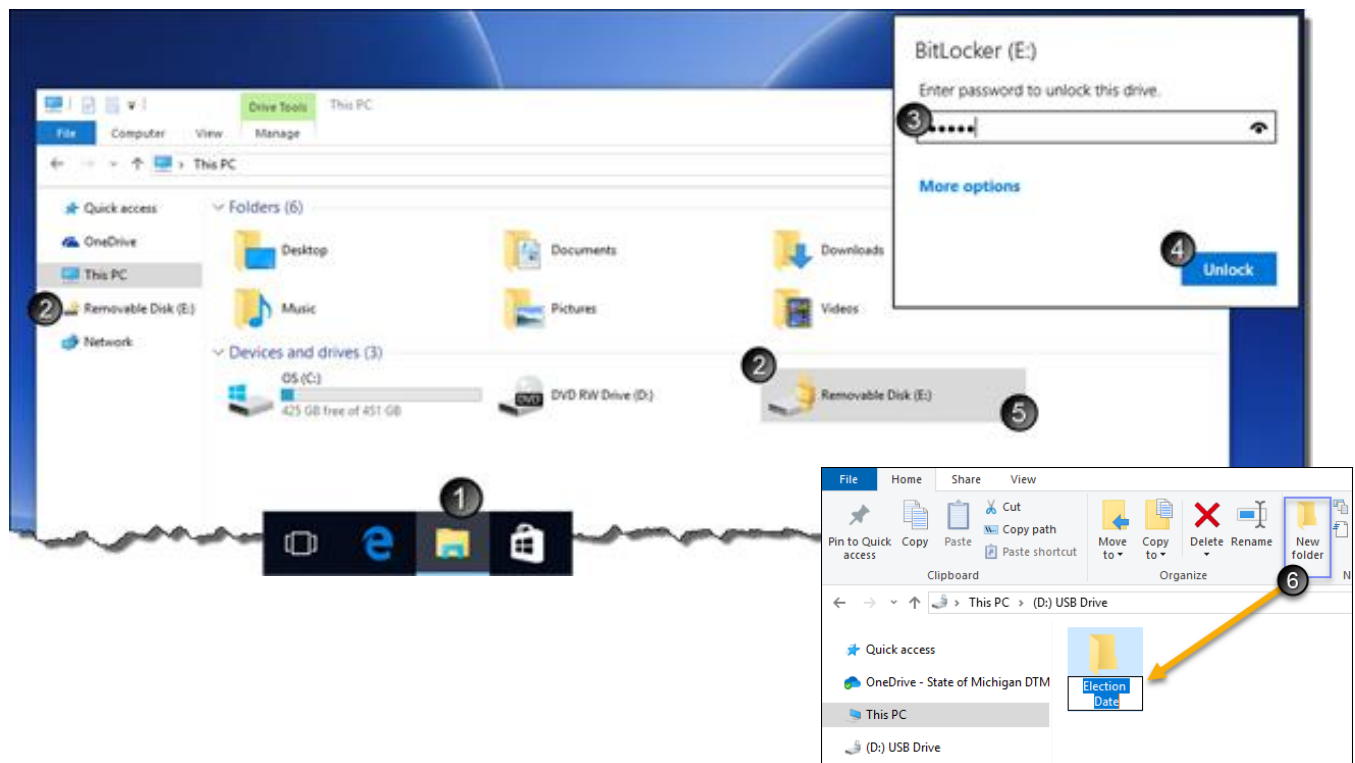
Insert the encrypted flash drive into a USB port and unlock by entering the password.

To log into the flash drive, insert it into a USB port and:

* If a window saying "...is not accessible. Access is denied" appears, click OK

1. Click the Windows Explorer folder icon
2. Click Removable Disk (E:)
3. Enter the password
4. Click Unlock
5. Double click the Removable Disk (E:)
6. Create a New Folder with the Election Date

Note: For detailed instructions on logging into the Privacy Zone if using the Verbatim flash drive with Store-n-Go/V-Safe100 encryption software, refer to the *EPB User Manual for Windows 7 and V-Safe 100*.



Export EPB software: Single Precinct in Internet Explorer 11

NOTE: Export the EPB file once, extract files, and then copy to the precinct's flash drive.

To export the EPB software, login to QVF and:

1. Open the Elections menu and select Electronic Pollbook.
2. Select the correct Jurisdiction from the drop-down menus.
3. Select the correct Election Date from the drop-down menu if not already populated from Preferences.

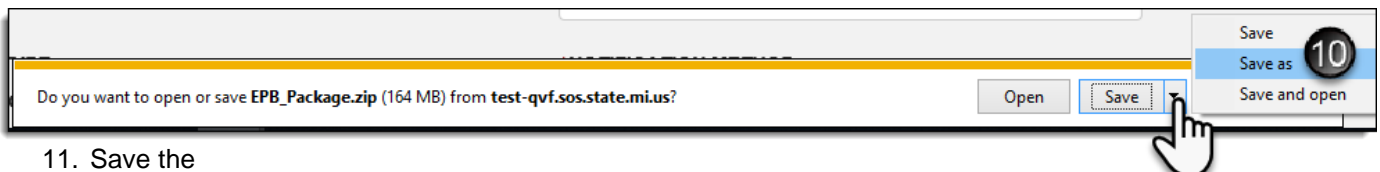
4. Select the precinct type and select your only precinct. Combined Precinct is the default; you may change if not using combined precincts. Note: combined precincts must be setup in the QVF Election Geography module ([see Election Geography section in this manual](#)) prior to this download.
5. Export Type defaults to Poll Book. Only change this selection to Greeting App when using that app.
6. Select the options you want enabled on the e-Pollbook for use in the polls. By default, Auto-Increment and Lockout are already enabled.
 - a. **Allow recording of absentee ballots:** Check this box to process absentee ballots in the precinct(s) on Election Day.
 - b. **Auto-Increment:** This option tells the software to auto fill the ballot number box with the next ballot number. Unchecking this box requires election inspectors to enter the ballot number for each transaction.
 - c. **Auto-Increment VAT:** This enables auto-increment for a separate ballot style/number range of Voter Assist Terminal ballots.
 - d. **Lockout:** This option prevents the issuance of a ballot number for each ballot style to multiple voters.
 - e. **Lockout VAT:** This option includes VAT number series as a ballot style in the lockout function to avoid duplication of a VAT ballot number.
 - f. **Confirm Issued and Recorded Ballots:** This option enables the confirmation screen in EPB reiterating the voter name, voter number, and ballot number issued.
 - g. **Setting Up New Laptop:** This option should only be enabled for installations on new EPB laptops which have never had EPB installed before unless you have already tried installing and are encountering errors. Checking the box includes those files with the download upon clicking Export, or the blue button becomes available for a separate download if that is preferred (see p. 47 for step-by-step instructions).
7. Create a strong **Encryption Password**.
 - a. A strong password contains 8-16 characters, mixed case, and at least one number

8. Click Export and a temporary green message appears, confirming the request has been received and you will be notified when the export is available for download. Another window appears to show your position in the request queue. You can click ok, and it will refresh periodically to show your place in the queue.



A new window will appear when the file is ready to be downloaded and will show a count of the voter records for the jurisdiction/region in QVF and the number exported.

9. Click Download
10. Click save, then chose Save As



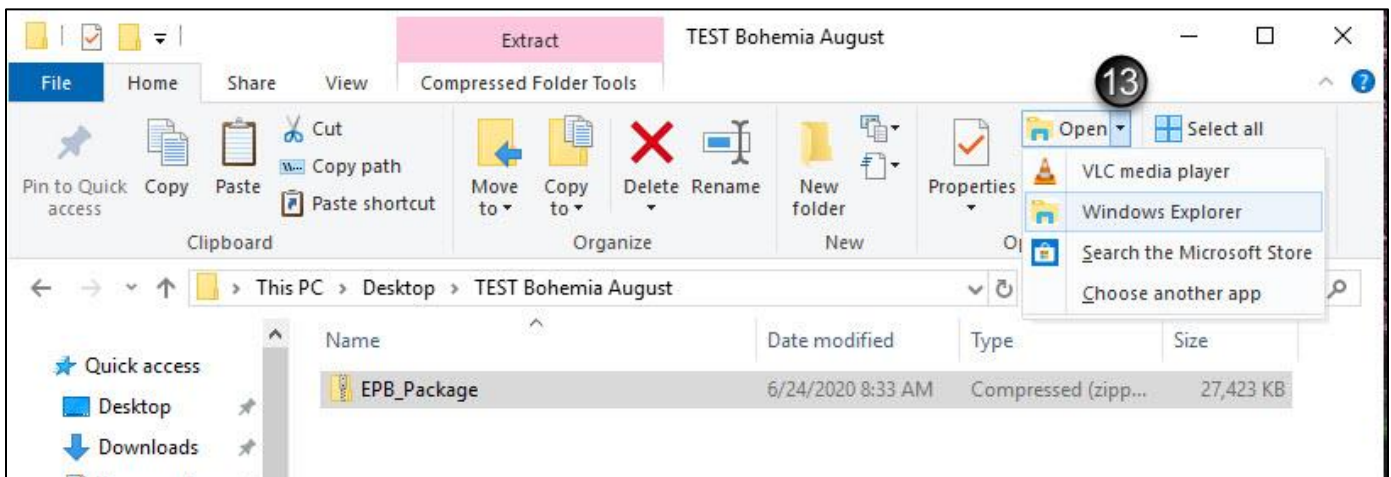
11. Save the EPB_Package.zip file to the [Election Date] folder on your Desktop.

When the download is complete, the web browser will have a notification at the bottom of the screen.

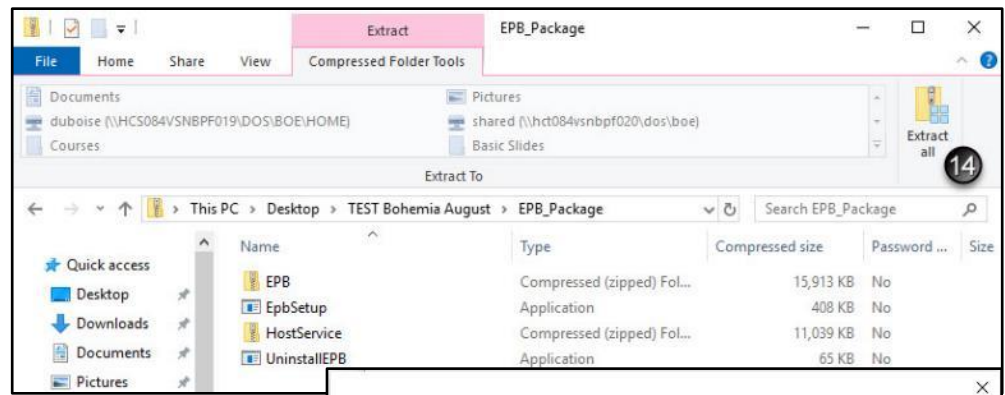
12. Open the [Election Date] folder to verify that the EPB_Package.zip file has been saved correctly and proceed to decompress (unzip) the zipped file folder.



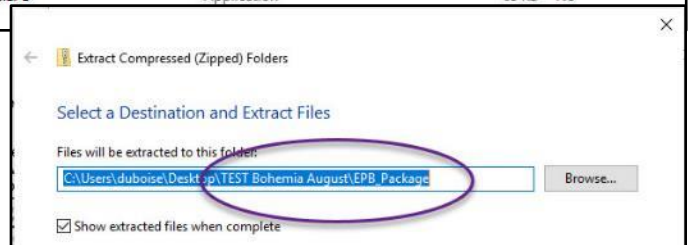
13. From the "Open" menu, select Windows Explorer.



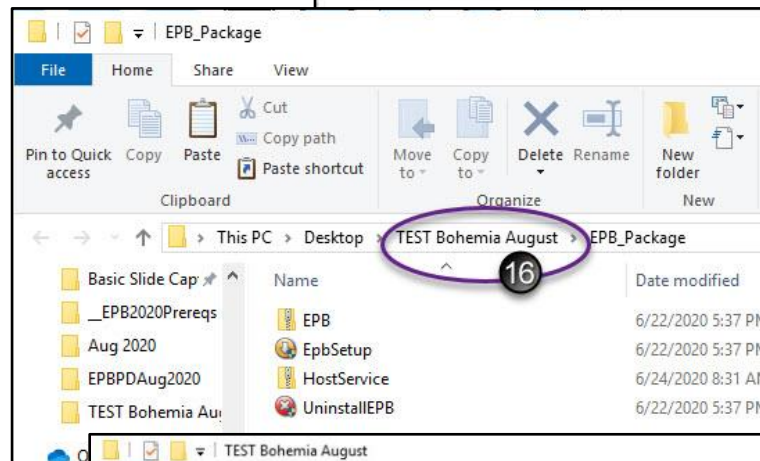
14. From the next file explorer window that opens, click Extract All
15. From the Extract Compressed Folders window, click Extract and the extracted EPB_Package folder will be saved to the location specified (which should default to the same [Election Date] folder).



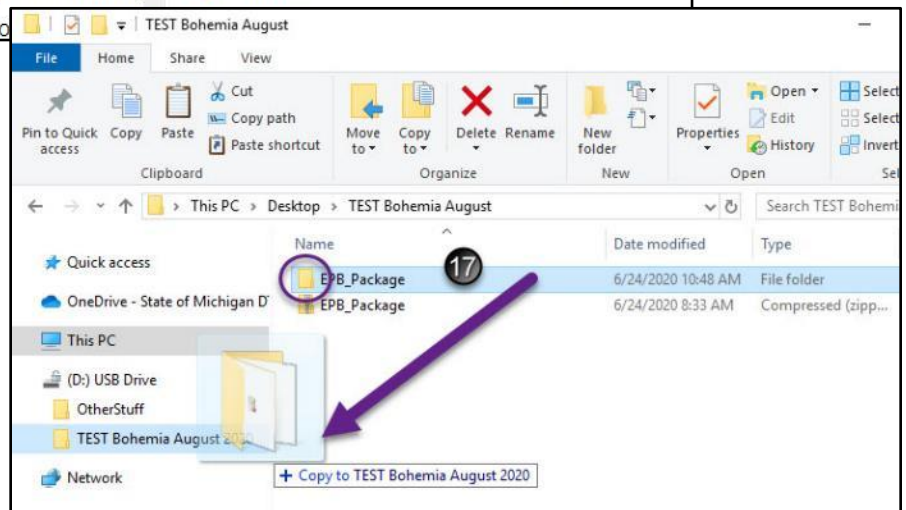
16. Click on the name of the [Election Date] folder to go up a level in the flash drive. You will see the original zipped folder and the uncompressed EPB_Package folder.



17. Copy and paste the EPB_Package folder to the Election Date folder on the encrypted flash drive. When the copy is complete, remove the flash drive.



18. Delete the folder from the desktop after copying to the encrypted flash drive.



You can now insert the flash drive into a laptop, unlock the drive, and proceed to install the EPB software. Return to page 15.

