

# County of Culpeper

## Electronic Pollbook/Poll Pad User Guide



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## Part 1: Setup and Assembly

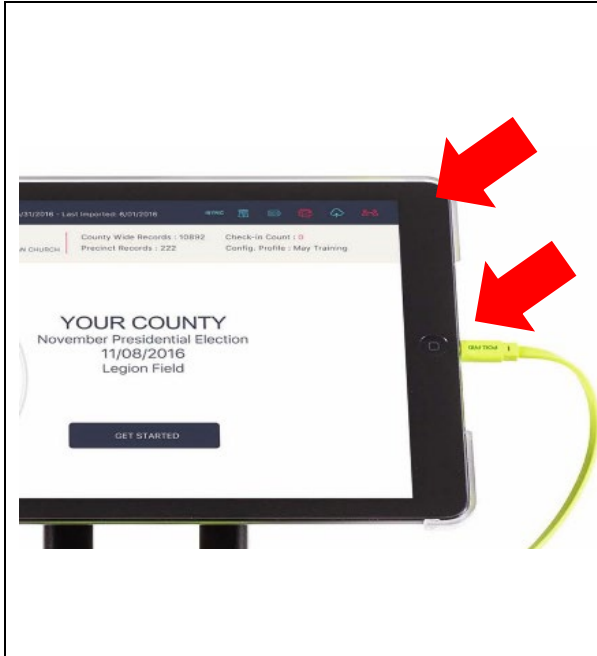


### **Remove Contents from Case**

**Each case contains one Poll Pad and its peripherals:**

- **Poll Pad on Stand**
- **Power cord and charger**
- **Blue ID holder with attachment**
- **Stylus**
- **Each case will have a seal and this seal should be removed and placed in envelope 7.**

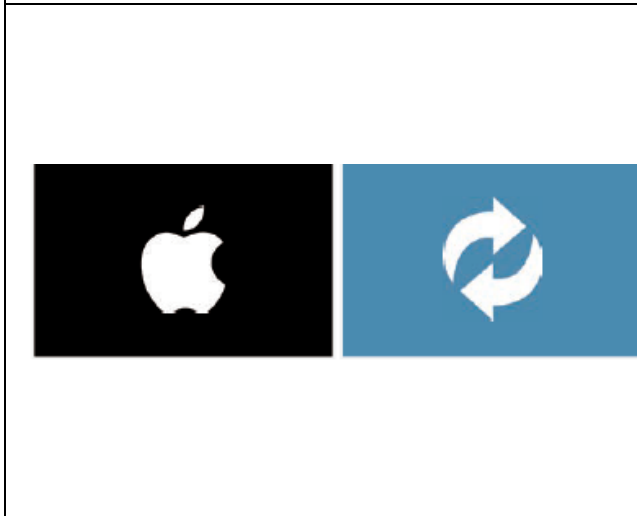
## Part 2: Powering Up & Login



### **Connect the Tablet to Charge**

Plug the other end of the green power cord into the tablet.

Plug the black cord into the adapter and plug into wall or surge protector.



### **Automatic Power Up**

Once the power cord is plugged into the tablet, the unit should turn itself on automatically.

When powering on, the **Apple** logo will display on the screen.

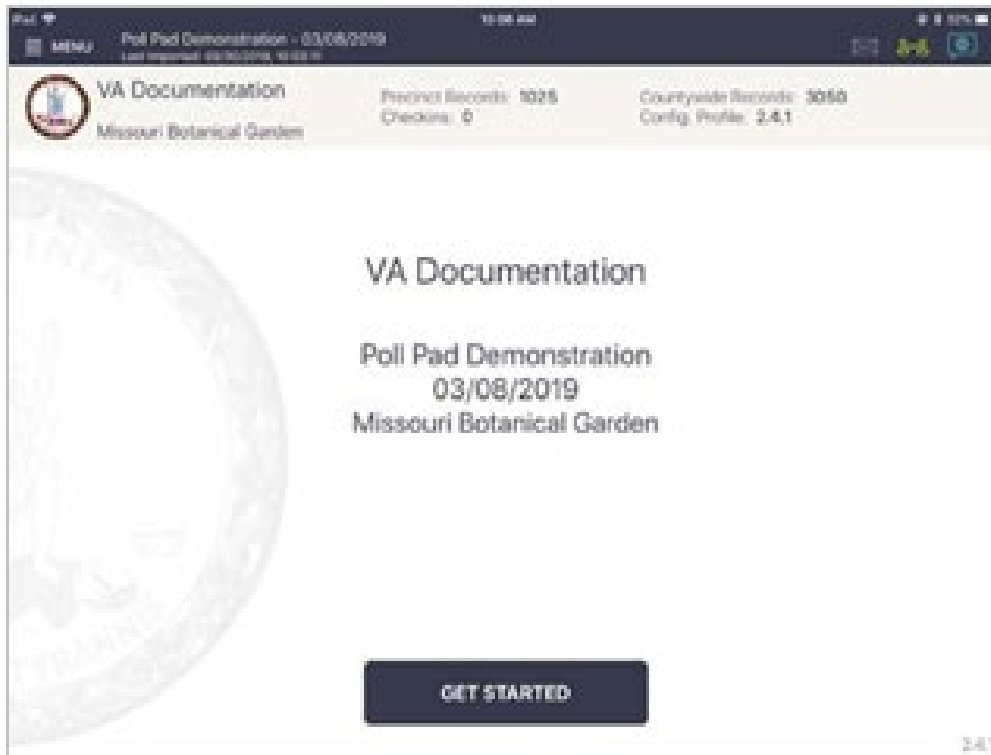
As the tablet initializes, the screen shifts from a black screen to a screen that displays a blue **Spinning** icon.



### **Manual Power Up**

If the tablets do not power on automatically when the power cord is attached, press the **Power** button on the side of tablet until the Apple logo displays on the screen and the initialization process begins.

- When the application launches, you will be on your precinct's homepage.
- Check the accuracy of the information listed on the homepage:
  - ✓ Election name and date
  - ✓ Precinct name
  - ✓ Check-in count = 0



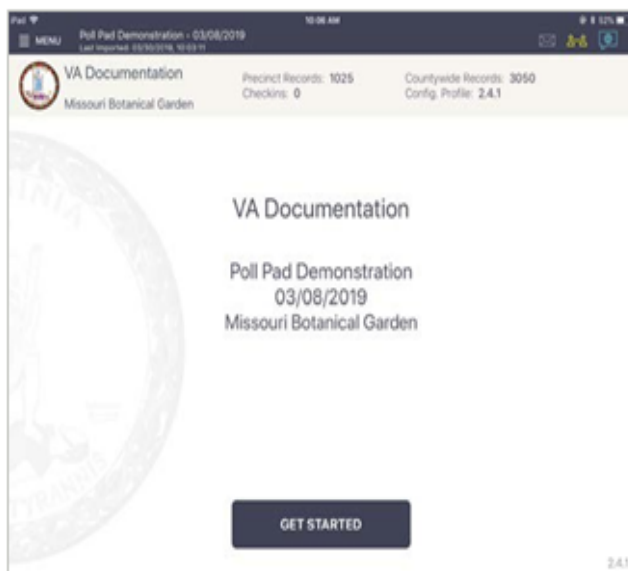
## Syncing

- Check the icon in the top right to see that your Poll Pads are syncing with one another.
  - Green with a red number: Poll Pads are syncing. The number should be one less than the total Poll Pads set up (it doesn't count itself). Tap on icon to confirm.
  - Yellow: Poll Pad is trying to sync. Move the unit closer to the others (within 30 ft).
  - Red: Sync is disabled. Tap the icon and tap "Start Syncing". If this does not resolve the issue, call the office: 540-825-0652
- Syncing will share check-ins and 'transactions' (cancellations, adding flags, etc.) on the Summary Report. "Check ins" on the Home Screen (below Precinct Records) will still be the local count of the Poll Pad being used.
- At 6am, when the polls open, click "GET STARTED" on each PollPad



## While the Polls Are Open

- i** *Pollbook officers verify each voter's eligibility and ID, and check-in all qualified, 'standard' voters while directing 'non-standard' voters to the chief.*
- i** *A 'standard' voter is a voter that shows a valid form of ID, who does not have a special message in the pollbook and whose name and address match the pollbook record. Any voter for whom this does not apply is a non-standard voter and is sent to the procedural specialist.*
- i** *Each EPB check-in station may be staffed by one officer or two officers working together (one data officer and one communication officer).*



## MULTI-PEER ICONS & COLORS

- Poll Pad is currently connected and synchronizing with the other precinct Poll Pads.
- The number inside of the blue circle indicates the number of precinct units the Poll Pad is connected to.
- Poll Pad recognizes the presence of other precinct Poll Pads but is not connected or synchronizing with these units.
- The Poll Pad is currently disconnected and not synchronizing with the other precinct Poll Pads. Poll Pad will continue to work and check-in voters. Contact your Election Authority.



### **Making Onscreen Selections**

Each precinct is provided with 1 stylus per tablet. Please use the provided stylus in order to keep the screen as clean as possible.



### **Cleaning Tablet Screen**

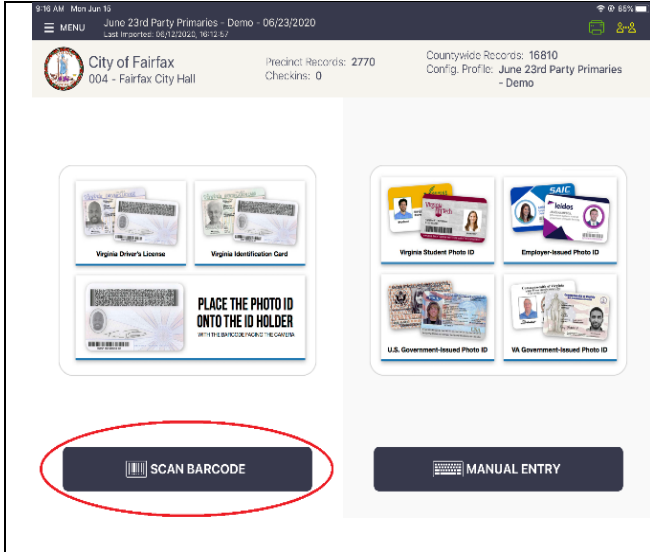
If the tablet screen accumulates smudges throughout the day, use the provided microfiber cloth to clean the screen to your desired viewing preference.

# Part 3: What Can and Cannot Be Scanned

	<p><b>What Can Be Scanned?</b></p> <p>The Poll Pad is only able to scan two types of Photo ID documents as listed below. If the ID will not scan, search for the voter with a manual search using the voter's first and last names.</p> <p><u>Only these documents can be scanned:</u></p> <p><b>Virginia DMV issued Driver's License</b>  <b>Virginia DMV issued Identification Card</b></p>
<p>Virginia Driver's License Barcode          Virginia Identification Card Barcode</p> 	<p>To the left is an example of the barcode that can be scanned by the Pollbook.</p>
	<p><b>Photo IDs That Cannot Be Scanned</b></p> <p>Not every voter has a Photo ID that can be scanned, even if it contains a barcode. In these instances, the Officer will have to locate the voter by manually entering the voter's first and last name.</p> <p>The Photo IDs listed to the left are examples of Photo IDs that cannot be scanned by the pollbook.</p>

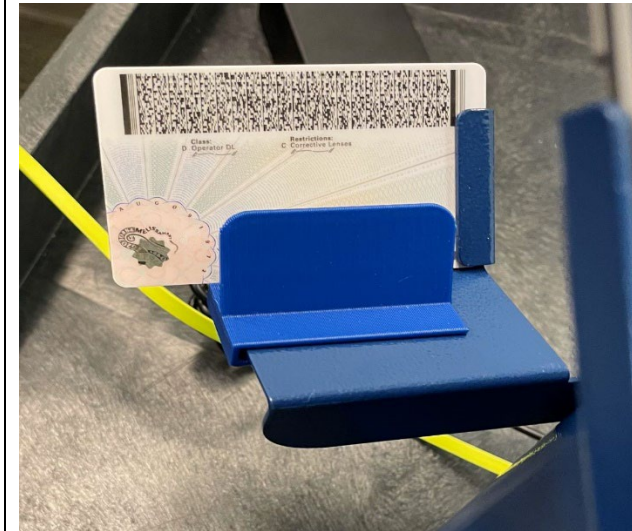


# Part 4: Scan Barcode Voter Check-In



## Scan Barcode Voter Check-In

Ask the voter to present an acceptable form of ID. If it is a VA DL or VA issued ID it can be scanned.



## Scanning Barcodes

Place the Photo ID onto the Scanning Tray with the barcode facing the camera.

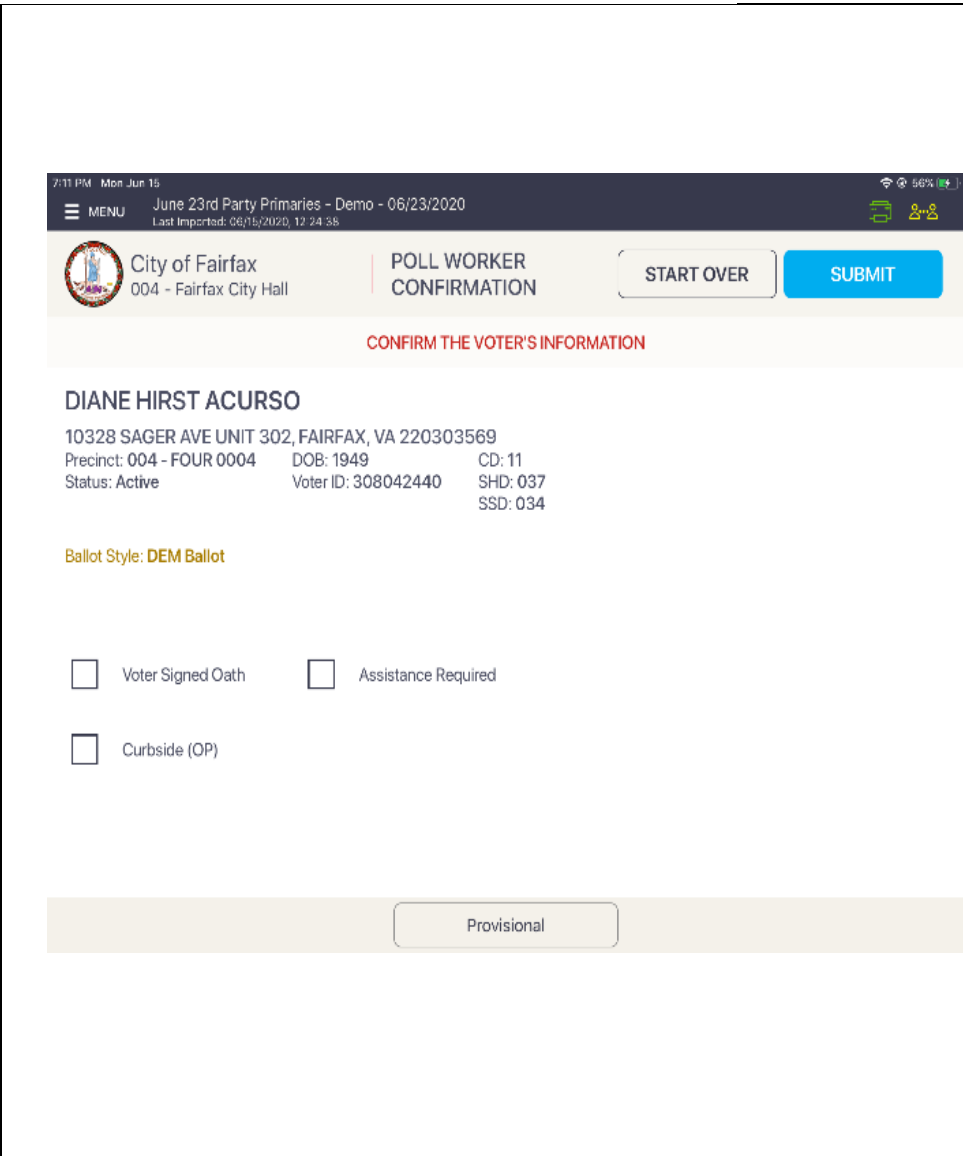
From the pollbook home screen, select the **Scan Barcode** button.



If the camera is unable to scan the Photo ID or if the ID is not placed onto the holder within five seconds, the pollbook will revert to the Manual Entry screen. If this occurs, find the voter using the manual search method.



The VOTER CONFIRMATION screen will come up. Verify the Voter's name and address. Click ACCEPT.



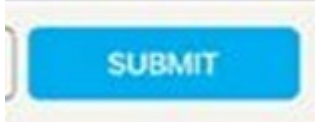
**Complete Voter Check-in**

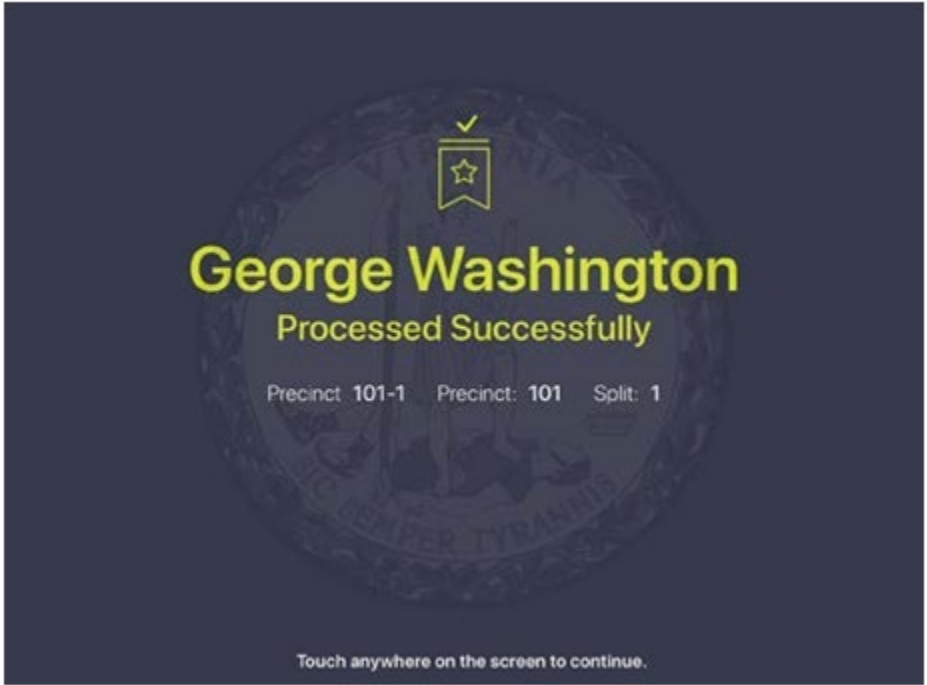
After the barcode is recognized, the voter's information will appear on the screen.

The Officer will ask the voter to provide his or her full name and current residence address. The Officer will repeat audibly the voter's full name.

The Officer will verify the information in the pollbook matches what the voter has stated.

To complete the check-in touch the **SUBMIT** button.



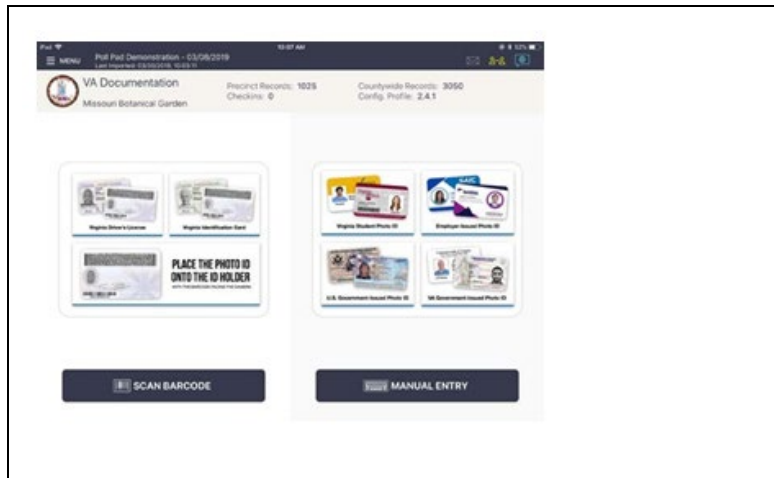


**Successful Check-in!**

The voter has been successfully processed! Hand the voter a ballot, then touch anywhere on the screen to check-in a new voter.

*Note: After check-in, if the screen is not touched within three seconds, the pollbook automatically returns to the home screen.*

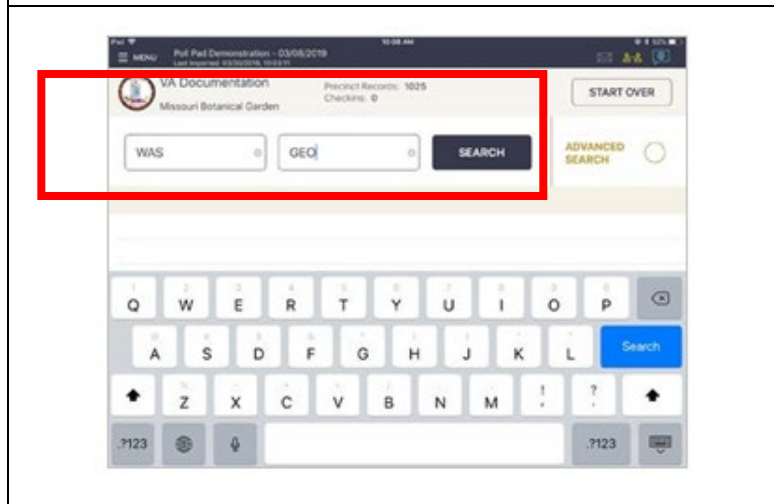
# Part 5: Manual Entry Voter Check-In



## Manual Entry Voter Check-In

Ask the voter to present an acceptable form of Photo ID.

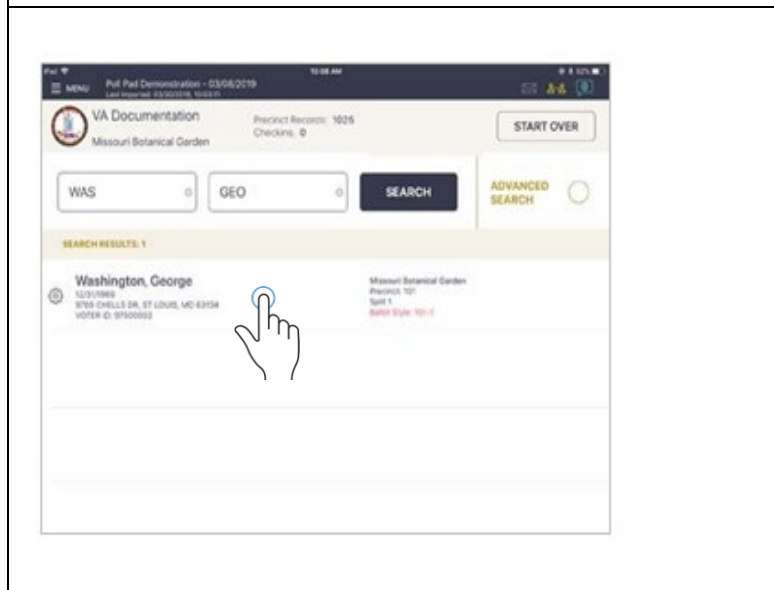
From the pollbook home screen, select the **Manual Entry** button.



## Manual Entry – Searching By Name

Select Manual Entry and use the onscreen keyboard to enter at least the first three letters of the voter's first and last names, then select **Search**.

Please note there are separate data fields for first name and last name.



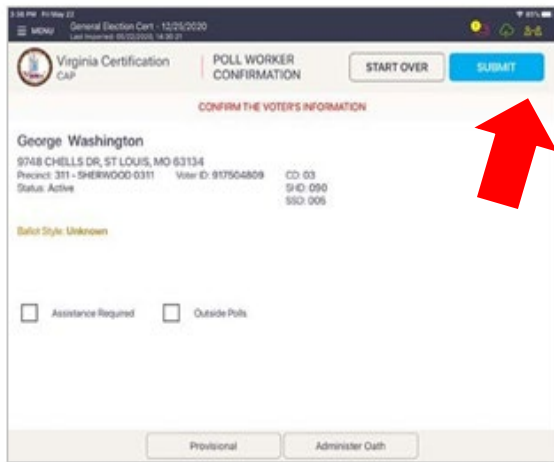
## Select the Correct Voter Record

Every record matching the search criteria displays onscreen. Locate the correct voter's record, and verify it does not contain any exceptions, then select the voter by touching the record.

*Note: Search results will show both in-precinct and out of precinct voters. In-precinct voter's display in white, and out of precinct voter's display is grey with an indicator that reads "Wrong Location."*



The VOTER CONFIRMATION screen will come up. Verify the Voter's name and address. Click ACCEPT.

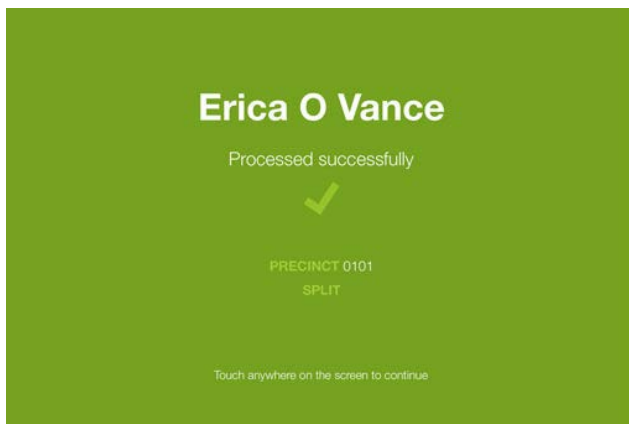
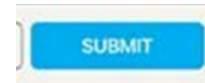


### Complete Voter Check-in

The Officer will ask the voter to provide his or her full name and current residence address. The Officer will repeat audibly the voter's full name.

The Officer will verify the information on the screen matches what the voter has stated.

To complete the check-in touch the **Accept** button.

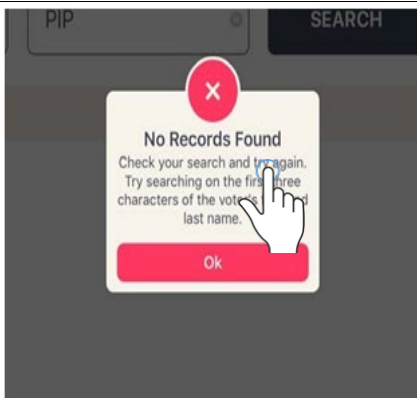


### Successful Check-in!

The voter has been successfully processed! Hand the voter a check in slip (chit), then touch anywhere on the screen to check-in a new voter.

*Note: After check-in, if the screen is not touched within three seconds, the pollbook automatically returns to the home screen.*

# Part 6: Advanced Search

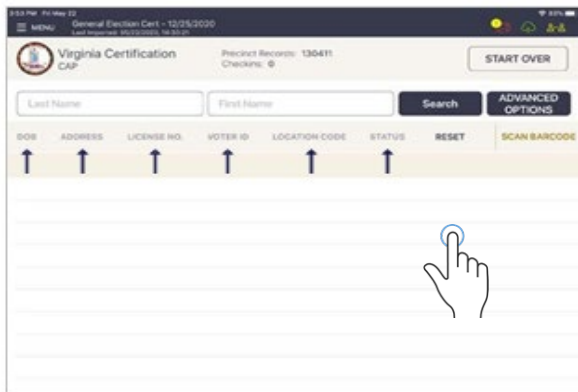


## Why Use Advanced Search?

In some cases, a voter's Photo ID cannot be scanned and no results are found when manually searching by name.

When a voter's record is not found, a popup message displays onscreen confirming there were "No Records Found."

To locate a voter by address, touch **OK**, followed by **Advanced Search**.

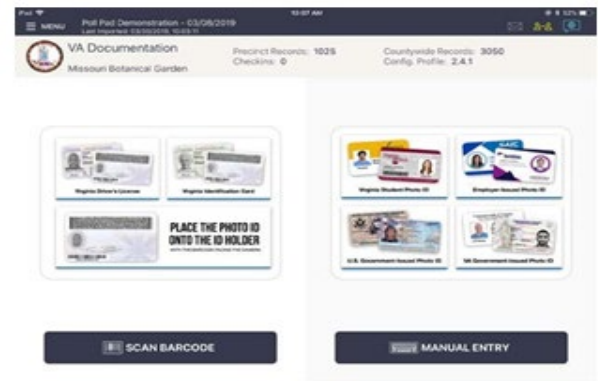
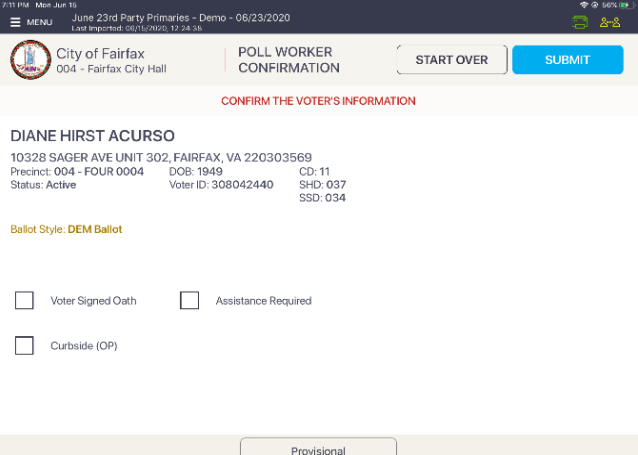



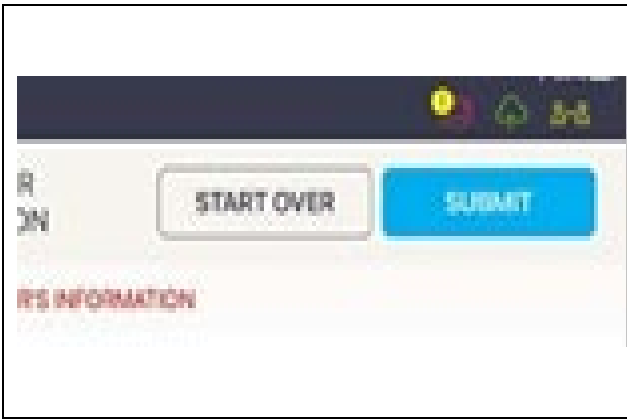
## Search for Address

Lookup voter by using **DATE OF BIRTH (DOB), ADDRESS, LICENSE NUMBER, VOTER ID**, etc.,

press **DONE** then **SEARCH**. If voter is found using Advanced Options, follow same protocol as scan barcode/manual entry to process voter.

# Part 7: Selecting Voter Flags

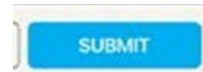
	<h3>Voter Search</h3> <p>Search for the voter's record using either the Scan Barcode or Manual Entry instructions and verify the record does not contain any exceptions.</p>
	<h3>Select Correct Voter Record</h3> <p>After selecting the voter's record, the Voter confirmation screen comes up. Click "accept". Then the Poll Worker Confirmation screen displays.</p> <p><b>Election Day Flags</b> are located below the voter's information.</p>
	<h3>Mark Correct Election Day Flag</h3> <p>Use the stylus to select the correct voter flag checkoff box. Obtain any required form or other document from the voter and proceed with the check-in process.</p> <p><i>Note: If a voter requests to vote curbside, do not check-in the voter until an Officer exits the polling place and returns with the voter's information and ID.</i></p>



### Complete Voter Check-in

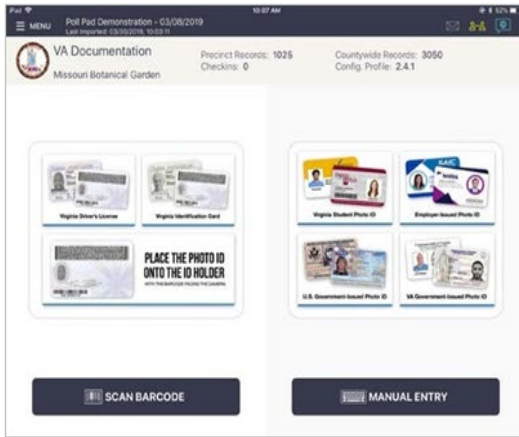
Use the normal procedures for checking in the voter.

To complete the check-in touch the **SUBMIT** button.



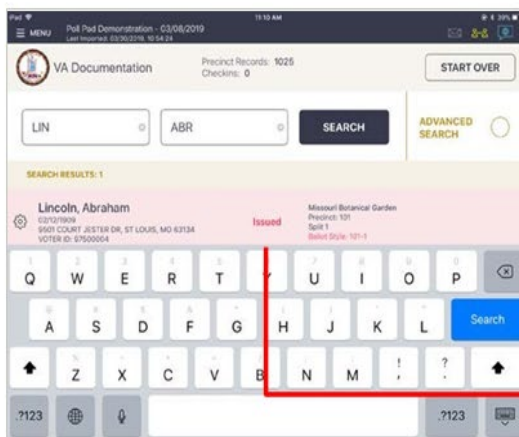


# Part 8: Absentee Voters



## 1 LOOK UP VOTER

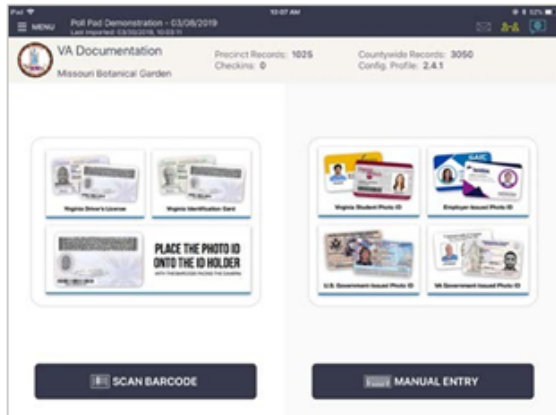
Lookup the voter's record by Manual Entry or Scan Barcode.



## 2 LOCATE VOTER'S RECORD

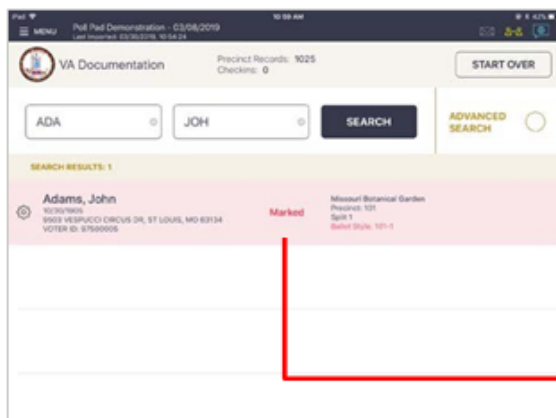
Records matching the search criteria display on screen. You'll notice the voter's record contains a status that reads "Absentee Issued." Press voter record.

The Voter Confirmation screen will show Absentee Ballot Issued. Then the choices are **BALLOT SURRENDERED** or **CLOSE**. IF the voter has the ballot with them, select **BALLOT Surrendered**, have the Chief enter the admin password provided, and process in as normal. If they do not have the ballot, refer to Chief for Provisional.



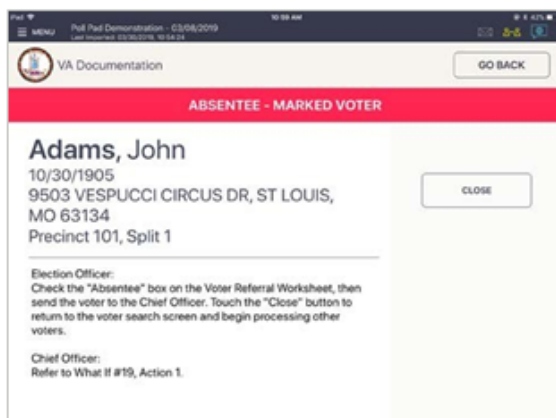
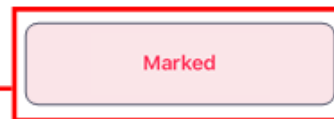
## 1 LOOK UP VOTER

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



## 2 LOCATE VOTER'S RECORD

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



## 3 FOLLOW PROMPT

A prompt will appear. A prompt will appear instructing you on how to process voter. To return to look-up screen, press **GO BACK**.

A status of "On Machine" indicates the voter already voted during early voting. You will not be able to go any further when selecting the name. Voter is NOT allowed to vote.



On Machine

**Contact the Registrar**

# Part 9: Inactive Voter

## Voter Search

Search for the voter's record using either the Scan Barcode by Manual Entry instructions.

*Note: Inactive voters have an address issue.*

## Select the Inactive Voter Record

You will receive this message: Voter has an address issue. Ask if they have moved. Refer to What If #4.

Chief: Refer to What If #4 to determine if voter needs to sign Affirmation of Eligibility or fill out a new Registration App. The chart on page10 is also helpful. Call the office if needed.

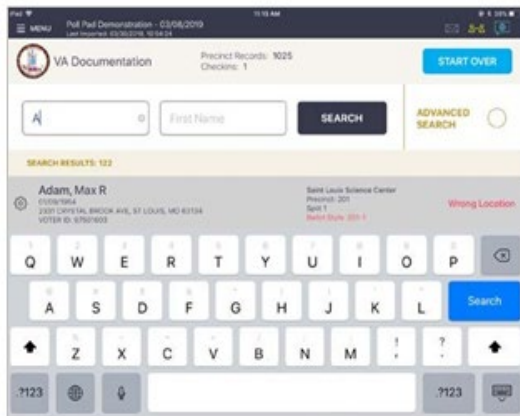
Once issue is resolved select PROCEED and check in as usual. Make sure to select the Signed Oath flag under the voter's information, if they signed the Affirmation.

# Part 10: Voter in Wrong Location



## 1 LOOKUP VOTER

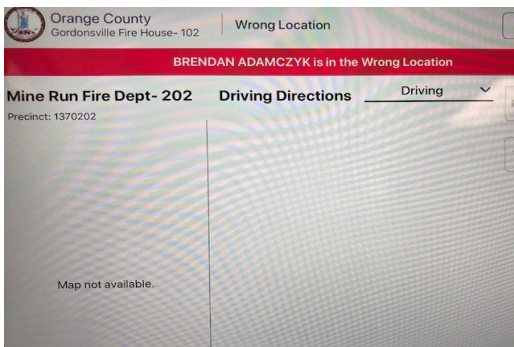
Lookup the voter's record using either Scan Barcode or Manual Entry instructions.



## 2 LOCATE VOTER'S RECORD

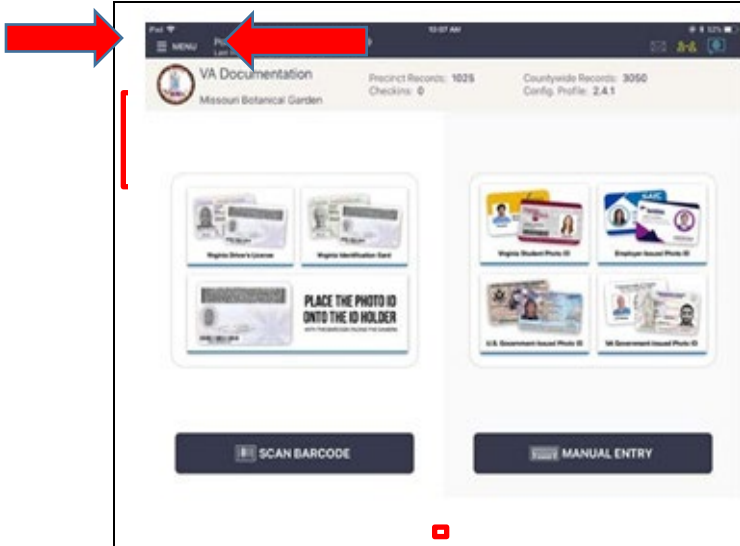
If the voter is at the wrong polling location, their record will be highlighted in gray and contain a status that reads "Wrong Location." Touch voter record.

Wrong Location



By selecting the voter, the name of the correct Precinct (polling place) will show. A list of polling location names and addresses are in the file box.

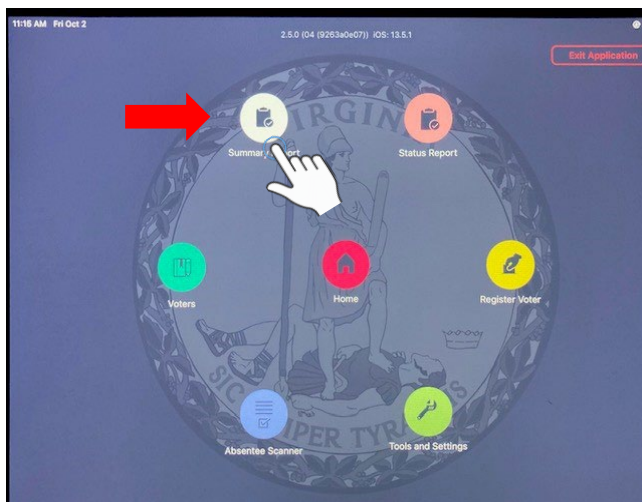
# Part 11: Closing Procedures



## Open Summary Report

Once the last voter casts a ballot and exits the polling place, touch **Menu**, in the **upper left corner**, followed by **Summary Report**. The Summary Report adds voters from all PollPads to show the total voters for the Polling Place.

*Note: Remember that even though the polls close at 7:00PM, all voters who are in line by this time are permitted to vote.*



## Record Check-in Information

Record the number listed for **Check-Ins** and for **Outside Polls** onto a piece of paper or the Pollbook Summary Report to be transferred onto both copies of the Statement of Results.

When finished, select the HOME button.

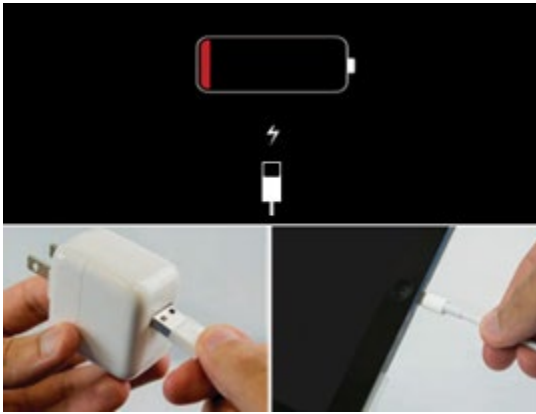


## Return to Voter Search Screen



**Click the button on the top left to turn the screen off and the button is located where the red arrow is pointing.** Pack all items back in Poll Pad case as you found them. Chief will return these to the office.

# Part 12: Trouble Shooting



If the Poll Pad battery dies, call the Registrar's Office at 540-825-0652. We will provide a backup charger and adapter for emergencies.



## OPENING POLL PAD

- 1 If application does not automatically launch when powered on, touch the Poll Pad App at the bottom of the Home Screen
- 2 Verify the correct homepage displays on screen



## iOS SOFTWARE UPDATE

**DONOT** perform a software update on the Poll Pad. In the unlikely event that an iOS update prompt displays on the device, perform the following steps:

- 1 Touch Later from the list of on screen options
- 2 Press the Home button and verify Poll Pad app remains open



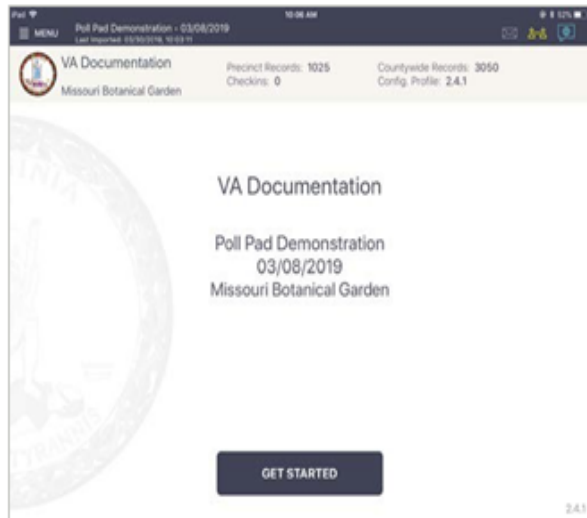


## POLL PAD SCREEN IS UNRESPONSIVE


- 1 Unplug unit from power source (electrical outlet, battery, etc.)


**If the Poll Pad screen is unresponsive, perform the following steps:**


- 2 Hold down the Sleep/Wake and Home buttons simultaneously
- 3 Release both buttons once the Apple logo displays on screen
- 4 After application launches, return to previous activity




## MULTI-PEER ICONS & COLORS

- 

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

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

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

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