# ELECTRONIC POLLBOOK (EPB) HANDBOOK

| EPB Setup                                    | 3    |
|--|------|
| Opening The Polls                            | 5    |
| Checking-In and Looking-Up Voters            | 9    |
| De-Select Voter                              | . 14 |
| Locality Search                              | . 15 |
| A/B Voter                                    | 18   |
| Challenged Voter                             | . 22 |
| Needs Research                               | . 24 |
| EPB Message Boxes                            | 26   |
| Adding / Editing Voter Information           | . 29 |
| Editing Voter Information                    | . 29 |
| Adding Voter Information                     | . 33 |
| Closing The Polls                            | 36   |
| EPB Troubleshooting                          | 40   |
| Unable to load deployment file               | . 40 |
| A. Flash Drive Not Recognized                | . 40 |
| B. Existing Pollbook Folder (.pollbook file) | . 40 |
| Console 1 Application                        | 43   |
| Device has disconnected!                     | . 44 |
| A voting error has occurred                  | 45   |
| Unable to write to the database              | 46   |
| Awaiting Staging                             | 46   |
| Check-In Number Discrepancy                  | . 49 |
| Laptop/Accessories Inoperable                | . 49 |
| Laptop Not Charging                          | . 49 |
| Password Not Working                         | 50   |
| Password Missing From Packet                 | 50   |
| Flash Drive Missing                          | 50   |
| Other Accessories Missing                    | 50   |
| EPB Emergency Procedures                     | 51   |
| Voter Check-In Cheat Sheet                   | 52   |

## **EPB Setup**

#### DO NOT TURN ON ANYTHING UNTIL ALL DEVICES HAVE BEEN SET-UP AND WIRES CONNECTED!!!



Follow the set-up procedures below as closely as possible to avoid any disconnections or tripping hazards:

- 1. Connect the surge protector to the power outlet; ensure that the protector is off.
- For precincts using 2 EPBs, unpack laptop bags EPB-1 and EPB-2. The back-up EPB is EPB-3. For precincts using 3 EPBs, unpack laptop bags EPB-1, EPB-2, and EPB-3. The back-up EPB is EPB-4. Do not unpack the back-up EPB unless an EPB goes down.
- 3. Connect the power cords to the back of the laptop and to the surge protector.
- 4. For precincts using 2 EPBs, connect the cross cable to the back of each EPB using the connection located on the back of each laptop on the far right. (Each laptop bag contains 1 crossover cable; the extra cables are for back-up.) For precincts using 3 EPBs, connect one end of the network cable to the network hub and the other end to the back of the EPB. The hub has a power adapter that needs to be plugged to the hub and into the surge protector. (Use all the network cables except the one for the back-up EPB-4.)
- 5. Connect a mouse to each EPB using the <u>lower</u> USB port on the right side of the EPB.
- 6. Insert the correct flash drive into each EPB using the <u>upper</u> USB port on the right side of the EPB. The flash drive with the **yellow** dot goes into **EPB-1**. The flash drive with the **green** dot goes into **EPB-2**. (If the back-up EPBs, **EPB-3** and **EPB-4**, are used, insert the corresponding color-coded flash drive.) Run the lanyard over the laptop screen.
- 7. Use the cable ties to secure the cables. Use the masking tape to secure the cords and cables to the table.
- 8. Place the surge protector under the table to prevent anyone from stepping on it and accidentally turning it off.
- 9. Tape the surge protector cable to the floor to avoid any disconnections or hazards.

10.Turn on the surge protector; then turn on the EPBs.

## **Opening The Polls**

Ensure that the keyboard CAPS Lock is off. Check that the CAPS Lock indicator is off



- 1. Log-in with the <u>windows log-in</u> password which is in the envelope with all of the other EPB passwords. **All characters must be entered in lower case**.
- 2. After entering the password, hit the "ENTER" button on the keyboard or click on the green arrow beside the password on the screen.
- 3. Allow up to five minutes for the EPB to read the flash drive. This will prevent most software errors.



4. Double-click on the Advocate-PCC icon on the screen to launch the program.

| Datacard           | IP Address 192 168 0 191<br>UUID: 37e2-6f00d3c7-bdf3                       |   | Exit 🌗       |
|--------------------|--|---|--------------|
| Corporation        | Pollbooks  | on this network                                       |              |
|                    | For information only. This shows which p                                   | ollbooks will be connected during the voting process. |              |
|                    | UUID: 37e2-6f00d3c7-6df3<br>IP Address: 192.168.0.191<br>Status: Connected | × 😻   |              |
|                    | UUID: 7/60-b62b436c-f0bc<br>IP Address: 192.168.0.195<br>Status: Connected | 8 <b>9</b>  |              |
| Pleas              |  | OOK Space   | ceed.        |
| Print Status       |  |   | Discover     |
| Version 1.35.13 EI | ection Date: 4 Mar, 2009   | Database Build: 1v0 Wed, 4 Mar 2009                   | 14:09:54 EST |

5. The picture above shows 2 laptops/EPBs communicating with each other. If 2 beating hearts are displayed, proceed by clicking on the "OK" button. For precincts using 1 EPB, only 1 line with no heart is displayed on the screen. For precincts with 3 EPBs, 3 beating hearts are displayed to represent that each laptop is connected to the network.

If 2 or more EPBs are being used and a beating heart is not displayed for each EPB, check the cables. Make sure that they are connected properly on each EPB. For additional procedures, refer to the EPB Troubleshooting section in this handbook.



- 6. <u>Before logging-in</u>, verify that the election date is correct. The above example shows the order as: Day, Month, and Year.
- 7. If the election date is not correct, contact the Voter's Registrar's office immediately (385-8683).

8. If "Awaiting Staging" is displayed instead of the election date, refer to the EPB Troubleshooting section in this handbook.



9. Each EPB worker logs-in with the password provided by the Chief/Asst Chief. <u>The</u> <u>same password will be used by all EPB workers</u>. (The EPB workers' password is in the envelope with all of the other EPB passwords.) After entering the password, hit the "ENTER" button on the keyboard or click on the "Log-In" button on the screen.

| Network Status  | Summary  |
|---|--|
| Voters: 4606 Checked In: 0 Provisiona   | l: 0   |
| Hello and welcome to the Advocate Preci<br>Center! To begin a search for voters, star<br>voter's last name with the keyboard belov<br>values can be separated with a comma<br>multiple fields. Example- To search on las<br>first name enter: 'Smith,John'. To search on<br>with a first name of 'John' enter ',J | nct Control<br>t typing the<br>w. Search<br>to search<br>it name and<br>nly for voters<br>ohn' |
| Precinct Search:  |  |
| 1234567890  |  |
| ASDFGHJKL'+Cir  | Doptions   |
| ZXCVBNM, / Space  |  |

- 10.The **Precinct Search** screen is displayed as shown above. <u>This is the main search</u> <u>screen for checking-in and looking-up voters</u>.
- 11. Click on the "Summary" button to display the **Pollbook Summary** screen.

| Pollbook Summary              |      |
|-------------------------------|------|
| % Voter Turnout               | 0    |
| Total voters for Precinct     | 4606 |
| Total Provisional by Precinct | 0    |
| Total Provisional             | 0    |
| Total Checked In By Precinct  | 1    |
| Total Checked In by party (D) | 1    |
| Total Checked In by party (R) | 0    |
| Absentee by Precinct          | 250  |
| OP by Precinct                | 0    |
| Challenged by Precinct        | 0    |
| Needs Research by Precinct    | 0    |
| Town Voters Checked In        | 0    |
| Back Print                    |      |
| 23 Aug, 2011                  |      |

- 12.Verify that all totals are zero, except for "Total voters for Precinct" and "Absentee by Precinct". If the "Total Checked In By Precinct" is not zero, notify the General Registrar's office immediately.
- 13.Record the totals on the "EPB & TSX Summary Worksheet". (Once the polls have opened and voters are checked-in, <u>periodically</u> check the **Pollbook Summary** screen and record the totals on the "EPB & TSX Summary Worksheet". This process is similar to checking the Pollbook count form against the checked-in voters on the paper Pollbook.)
- 14.Click on the "Back" button to return to the **Precinct Search** screen.

"Absentee by Precinct" is the total number of absentee voters registered in the precinct. This number varies depending on the count of the absentee voters in each



#### **EPB & TSX Summary Worksheet Sample**

## **Checking-In and Looking-Up Voters**

| Network Status  | Summary                                      |
|---|--|
| Voters: 4606 Checked In: 0 Provisional: 0   |  |
| Hello and welcome to the Advocate Precinct Con<br>Center! To begin a search for voters, start typing<br>voter's last name with the keyboard below. Sea<br>values can be separated with a comma to sear<br>multiple fields. Example- To search on last name<br>first name enter: 'Smith,John'. To search only for<br>with a first name of 'John' enter ',John' | ntrol<br>y the<br>rch<br>ch<br>and<br>voters |
| Precinct Search:  | U  |
| 1234567890  |  |
| ASDFGHJKL'+CIr  | Docality<br>Options                          |
| ZXCVBNM, . / Space  | ABC  |

- 1. The **Precinct Search** screen is displayed as shown above. <u>This is the main search</u> <u>screen for checking-in and looking-up voters</u>. To correctly manage voters, refer to the Pollbook Officers section of the "*Election Day Guide For Officers of Election*".
- 2. Locate the voter by entering their last name, a comma, and first name. (Do not enter a "space" after the comma.) Enter a minimum of 1 letter for the last and first names or type the full last and first name. (Example: "smith,john" or part of each name such as "smi,jo".) Depending on how the voter's name is entered, a populated list of voter names or the unique Voter details screen may be displayed. The voter can also be located by the entering the ID number from their voter card. If there is a name change, refer to the "What If..." document to determine the correct action to take.

|                 | Network Status         |               |                | Summary           |
|-----------------|------------------------|---------------|----------------|-------------------|
|                 | Voters: 4606 (         | Checked In: 0 | Provisional: 0 |                   |
| V S Voter ID    | Name                   | Party         | DOB            | Address           |
| HA A 10000000   | AARHUS, ERIKA          | 1980          | 111118         | ELM ST VA US      |
| A 100000001     | ABBEY, ROBERT LAWRENC  | E 1980        | 11112 1        | MAIN ST VA US     |
| A 10000002      | ABBOTT, SCOTT EDWIN    | 1980          | 11113 (        | OAK AVE VA        |
| A 10000003      | ABRAMS, KAREN LOUISE   | 1981          | 11114 6        | FOX AVE VA        |
| A 100000004     | ACGTBLU, PHAEDRUS      | 1981          | 11115 (        | CAMEL RD VA       |
| A 100000005     | ACKER, JANA BETH       | 1982          | 11116 8        | BROADWAY ST VA US |
| A/B A 100000006 | ACKERMAN, ERIC RAYMON  | D 1982        | 11112          | ELM ST VA US      |
| A 100000007     | ACKERMAN, JENNIFER GOF | RH 1980       | 11113          | MAIN ST VA        |
| A 100000008     | ACKERMAN, KARL DAVID   | 1980          | 11114 (        | OAK AVE VA        |
| A 100000009     | ADAMS, AMY PHILLIPS    | 1980          | 11115 8        | FOX AVE VA        |
| A 100000010     | ADAMS, BRIAN JOSEPH    | 1981          | 11116 (        | CAMEL RD VA       |
| A 100000011     | ADAMS, CINDY RAE       | 1981          | 11117 8        | BROADWAY ST VA    |
| A 100000012     | ADAMS, JACINTA ROSHAWN | NDA 1982      | 11113 8        | ELM ST VA US      |
| A 100000013     | ADAMS, LILLIAN NEWTON  | 1982          | 11114 /        | MAIN ST VA        |
| Precinct Se     | arch:                  | A             |                | Page 1 of 9       |
| 1234            | 567890                 |               |                |                   |
| QWER            | TYUIOP                 | - Bksp        |                | Locality          |
| ASDF            | GHJKL'                 | + Clr         |                | Dptions           |
| ZXCV            | BNM,./                 | Space         |                | ABC               |

3. A populated list will be displayed if there is more than 1 matching record, double click on the voter's name. (Look for "A/B" or other icons next to the voter's name.)

#### CHECK-IN VOTER STATUS FLAGS



If an **A/B**, **HA**, or **?** icon is displayed, refer to the "*What If...*" document to determine the correct action to take. **I** – Inactive voters, requires address verification.

| Network Status                                  | Summary  |
|---|--|
| Assigned to Precinct: 10                        | 01 ANY COUNTY 101 - CLEAR SPRINGS  |
| ABBOTT, SCOTT EDWIN                             |  |
| P Messages:                                     |  |
| Voter details                                   | Ballot style   |
| Voter ID 10000002                               | House District 57  |
| DOB 1980<br>Party                               | Senate District 25<br>Party  |
| Gender M  | Congressional District 5   |
| Address 11113 OAK AVE<br>ANYTOWN<br>VA<br>22223 |  |
|   | Election day status  |
|   | Chattan ACTIVE   |
|   | Status ACTIVE  |
| B - Already voted by absentee ballot            | Checked in No  |
| Challenge                                       | Check in Provisional   |
|   | the second s |
|   | Ø  |
|   | Check in voter   |
|   | G Back   |

4. When the **Voter details** screen is displayed, ask the voter to state their current address. **Verify this information by repeating the voter's full name and address to voter**. To correctly manage voters, refer to the Pollbook Officers section of the *"Election Day Guide For Officers of Election"*. The picture above shows the location of the voter's address on the **Voter details** screen. <u>If the addresses are different</u>, refer to the *"What If..."* document to determine the correct action to take.

| <b>N</b>   | Network Status                   | <i>w</i>                                   | -1% Summary      |  |
|--|----------------------------------|--|------------------|--|
| ADAMS MA   | Assigned to Precinct: 101        | ANY COUNTY 101 - CLE                       | AR SPRINGS       |  |
| Messag   | es:                              |  |                  |  |
| Voter detail   | 15                               | Ballot style                               |                  |  |
| Voter ID<br>DOB<br>Party   | 100000014<br>1980                | House District<br>Senate District<br>Party | 57<br>25         |  |
| Party<br>Gender M<br>Address 11115 OAK AVE<br>ANYTOWN<br>VA<br>US<br>22223 |                                  | Congressional District                     | t 5              |  |
|  |                                  | Election day status Status ACTIVE          | Select your form |  |
| 🔲 AB - A   | Already voted by absentee ballot | Checked in No                              | Set Voter Status |  |
|  | Challenge                        | Check                                      | Voter Notes      |  |
|  |                                  |  | Edit Voter       |  |
|  |                                  | 2  | Close Menu       |  |
|  | C                                | Check in voter                             | Detions          |  |
|  |                                  |  | Sack             |  |

5. If the voter has filled out an affirmation statement, a *Request For Assistance*, or a Virginia voter registration application, or voted using a paper ballot, or has requested to vote outside the polls, click on the "Options" button.

| Set Voter Flags  |
|--|
|  |
|  |
|  |
| (S) Signed 'affirmation of Eligibility' or other statement |
| (P) Voted using a paper ballot                             |
| (OP) Voted outside polls     (CA) Changed Address          |
| O) Other   |
|  |
|  |
|  |
|  |
| Cancel Save  |

- 6. On the "Select your form" pop-up menu, click on "Set Voter Status". The Set Voter Flags screen will be displayed as shown above. <u>If the voter did not fill out any of the mentioned forms</u>, bypass this option and click on the "Check in voter" button and proceed to check-in the voter.
- 7. When the **Set Voter Flags** screen is displayed, click on <u>each</u> appropriate flag. More than one flag may be selected. Click on the "Save" button to return to the **Voter details** screen.

|              | Network Status                   | ₩ <u>-1%</u>               | Summary  |
|--------------|----------------------------------|----------------------------|----------|
|              | Assigned to Precinct: 101 A      | NY COUNTY 101 - CLEAR SPRI | NGS      |
| BBOTT, S     |                                  |                            |          |
| P Message    | es:                              |                            |          |
| Voter detail | s                                | Ballot style               |          |
| Voter ID     | 10000002                         | House District 57          |          |
| DOB          | 1980                             | Senate District 25         |          |
| Party        |                                  | Party                      |          |
| Gender       |                                  | Congressional District 5   |          |
| Address      | ANYTOWN                          |                            |          |
|              | VA                               |                            |          |
|              | 22223                            |                            |          |
|              |                                  |                            |          |
|              |                                  | Election day status        |          |
|              |                                  | Status ACTIVE              |          |
|              |                                  | ACTIVE                     |          |
| AB - A       | liready voted by absentee ballot | Checked in No              |          |
|              | Challenge                        | 🛛 📝 Check in Provisiona    | al       |
|              |                                  |                            |          |
|              |                                  |                            |          |
|              |                                  | 2                          |          |
|              | Ch                               | eck in voter               | Doptions |
|              |                                  |                            | 😏 Back   |

- 8. When the **Voter details** screen is displayed, click on the "Check in voter" button to display the **Check In Confirmation** screen shown in the next page.
- 9. <u>If this is the correct voter</u>, click on the "Check In" button to confirm the voter and return to the **Precinct Search** screen.

| SCOT | T ABBOTT wi | ill be m | arked as 'Cł     | necked In'. |
|------|-------------|----------|------------------|-------------|
|      | To confirm, | press    | CHECK IN         | •           |
|      | Registrati  | ion Typ  | e - Normal<br>57 |             |
|      | S           | enate -  | 25               |             |
|      | Co          | ongress  | - 5              |             |
|      |             |          |                  |             |
|      |             |          |                  |             |
|      |             |          |                  |             |
|      | Back        |          | Check In         |             |

10.<u>If this is not the correct voter</u>, click on the "Back" button to return to the **Voter details** screen. Then click on the "Back" button to return to the **Precinct Search** screen and search for the correct voter.

|              | Voters: 4606           | Checked In: 1 Prov | isional: 0              |         |
|--------------|------------------------|--------------------|-------------------------|---------|
| V S Voter ID | Name                   | Party DOB          | Address                 |         |
| A 10000002   | ABBOTT, SCOTT EDWIN    | DEM 1980           | 11113 OAK AVE VA        |         |
| A 100000015  | ADAMS, SCOTT EDWARD    | 1980               | TITIE FOX AVE VA US     |         |
| A 100000016  | ADAMS, SCOTTERRETT     | 1980               | 11117 CAMEL RD VA       |         |
| A 100000040  | ALLABACK, SARAH ELIZAB | ETH 1982           | 11121 CAMEL RD VA US    |         |
| A 100000048  | ALLER, SUZANNE RIPLEY  | 1982               | 11119 ELM ST VA         |         |
| A 100000049  | ALLISON, SUSAN GRIBBLE | 1980               | 11120 MAIN ST VA        |         |
| A 100000057  | ALYER, SOPHIE MALINI   | 1980               | 11123 FOX AVE VA US     |         |
| A 100000066  | ANDEREGG-MALOY, STEP   | PHA 1981           | 11122 ELM ST VA         |         |
| A 100000076  | ANDERSON, SARA KEATIN  | IG 1980            | 11127 CAMEL RD VA       |         |
| A 100000077  | ANDERSON, SYLVIA JANE  | TT 1980            | 11128 BROADWAY ST VA US | \$      |
| A 100000081  | ANDREW, SARA ELIZABET  | °H 1980            | 11127 FOX AVE VA        |         |
| A 100000119  | AUSTIN, SANDRA GARLAN  | ID 1981            | 11135 BROADWAY ST VA    |         |
| Precinct Se  | earch:                 | A,S                | Page 1                  | of      |
|              | 567890                 | 0                  |                         |         |
| 1 2 3 4      |                        |                    |                         |         |
|              | TYUIOP                 | - Bksp             | Localit                 | У       |
| QWER<br>ASDF | TYUIOP<br>GHJKL'       | - Bksp<br>+ Clr    | Localit<br>Optio        | y<br>ns |

11.An American flag icon will be displayed next to each checked-in voter's name. To clear the search box, hit the "BACKSPACE" button on the keyboard or click on the "Clr" button on the screen.

Periodically check that the total of checked-in voters is the same on each EPB.

### **De-Select Voter**

|              | Voters: 4606 Ch           | ecked In: 1       | Provisional: 0 |                   |  |
|--------------|---------------------------|-------------------|----------------|-------------------|--|
| V S Voter ID |                           | Party<br>DEM 1980 | DOB 11113      |                   |  |
| A 100000015  | ADAMS SCOTT EDWARD        | 1980              | 11116          | FOX AVE VALUS     |  |
| A 100000016  | ADAMS, SCOTT ERRETT       | 1980              | 11117          | CAMEL RD VA       |  |
| A 10000040   | ALLABACK, SARAH ELIZABETH | 1982              | 11121          | CAMEL RD VA US    |  |
| A 100000048  | ALLER, SUZANNE RIPLEY     | 1982              | 11119          | ELM ST VA         |  |
| A 100000049  | ALLISON, SUSAN GRIBBLE    | 1980              | 11120          | MAIN ST VA        |  |
| A 100000057  | ALYER, SOPHIE MALINI      | 1980              | 11123          | FOX AVE VA US     |  |
| A 100000066  | ANDEREGG-MALOY, STEPHA.   | 1981              | 11122          | ELM ST VA         |  |
| A 100000076  | ANDERSON, SARA KEATING    | 1980              | 11127          | CAMEL RD VA       |  |
| A 100000077  | ANDERSON, SYLVIA JANETT   | 1980              | 11128          | BROADWAY ST VA US |  |
| A 10000081   | ANDREW, SARA ELIZABETH    | 1980              | 11127          | FOX AVE VA        |  |
| A 100000119  | AUSTIN, SANDRA GARLAND    | 1981              | 11135          | BROADWAY ST VA    |  |
| Precinct Se  | earch:                    | A,S               |                | Page 1 o          |  |
| 1234         | 567890                    |                   |                |                   |  |
| QWER         | TYUIOP-                   | Bksp              |                | Locality          |  |
|              |                           |                   |                |                   |  |

1. If a voter is incorrectly checked-in, notify the precinct Chief/Asst Chief. Double click on the voter's name to display the **Voter details** screen to de-select the voter.

| < <          | Network Status  | Summary  |
|--------------|---|--|
|              | Voters: 7   | 9 Checked In: 1                                  |
| ALDRIDGE,    | ELIZABETH CASSANDRA   |  |
| Message      | es:   | Dellat stide                                     |
| voter detail | 5   | Ballot style                                     |
| Voter ID     | 917320056   | House District 90                                |
| DOB          | 1969  | Senate District 7                                |
| Party        | E   | Party  |
| Address      | 4000 ARLINGTON ST<br>. 5217 CONDOR ST<br>VIRGINIA BEACH<br>23462-1852 | Congressional District 2                         |
| 🔲 AB - A     | lready voted by absentee ballot                                       | Election day status Status ACTIVE Checked In Yes |
|              | Challenge   | Reeds Research                                   |
|              |   | ø  |
|              | De  | -select voter                                    |
|              |   | Sack Sack  |

2. On the **Voter details** screen, click on the "De-select voter" button.

| 🔍 🔍 🛃 N                                     | etwork Status  | <u>المعامم المعامم المعام</u> | Summary |
|---|--|---|---------|
|   | Voters: 4606 Checked In: 1                                     | Provisional: 0  |         |
| ABBOTT, SCOTT ED                            | ∭NN  | tyle  |         |
| DOB 198<br>Party REI                        | Please Enter Clerk/Ad  | min Passw   |         |
| Gender M<br>Address 111<br>AN'<br>VA<br>222 | Please enter the <b>'Clerk/#</b><br>password to de-select this | Administrator'<br>voter.  |         |
| AB - Alread                                 | Ok   | Cancel  |         |
|   | De-select vot  | er  |         |
|   |  |   | Back    |

- 3. On the "Please Enter Clerk/Admin Passw..." prompt, the Chief/Asst Chief will enter their password and click on the "Ok" button to de-select the voter.
- 4. Click on the "Back" button to return to the **Precinct Search** screen. **Record the de**selection in the precinct *Chief's Incident Log*.

## Locality Search

|                 | Network Status   |               |        |        | <u>نه</u>  | 1%        | Summary       |
|-----------------|------------------|---------------|--------|--------|------------|-----------|---------------|
| As              | signed to Pre    | cinct: 101 Al | NY COU | NTY 10 | 01 - CLEAR | R SPR     | INGS          |
| V S Voter ID    |                  | *             | Party  | D20    | 36         |           | Address       |
| A 100000001     | ARREY ROBERT     |               |        | 1980   | 111        |           | STVAUS        |
| A 100000001     | ABBOTT SCOTT     | EDWIN         | DEM    | 1980   | 111        | 13 OAK    |               |
| A 100000003     | ABRAMS KAREN     | LOUISE        | 1      | 1981   | 111        | 14 FOX A  |               |
| A 100000004     | ACGTBLU, PHAE    | DRUS          | 1      | 1981   | 111        | 15 CAME   | L RD VA       |
| A 100000005     | ACKER, JANA BE   | тн            | 1      | 1982   | 111        | 16 BROA   | DWAY ST VA US |
| A/B A 100000006 | ACKERMAN, ERI    | RAYMOND       | 1      | 1982   | 111        | 12 ELM 5  | ST VA US      |
| A 100000007     | ACKERMAN, JEN    | NIFER GORH    | 1      | 1980   | 111        | 13 MAIN   | ST VA         |
| A 10000008      | ACKERMAN, KAR    | L DAVID       | 1      | 1980   | 111        | 14 OAK /  | AVE VA        |
| A 10000009      | ADAMS, AMY PH    | LLIPS         | 1      | 1980   | 111        | 15 FOX A  | AVE VA        |
| A 100000010     | ADAMS, BRIAN J   | DSEPH         | 1      | 1981   | 111        | 16 CAME   | EL RD VA      |
| A 100000011     | ADAMS, CINDY R   | AE            | 1      | 1981   | 111        | 17 BROA   | DWAY ST VA    |
| A 100000012     | ADAMS, JACINTA   | ROSHAWNDA     | 1      | 1982   | 111        | 13 ELM \$ | ST VA US      |
| A 100000013     | ADAMS, LILLIAN I | VEWTON        | 1      | 1982   | 111        | 14 MAIN   | ST VA         |
| Precinct Se     | arch:            |               | A      | 4      |            |           | Page 1 of 9   |
| 1234            | 5678             | 90            |        |        |            | •         |               |
| QWER            | TYUI             | 0 P -         | Bksp   |        |            |           | Locality      |
| ASDF            | GHJK             |               | Clr    |        |            |           | Detions       |
| ZXCV            | BNM,             | . / s         | pace   |        |            |           | ABC           |

1. If a voter is not located in the precinct search, click on the "Locality" button.

|      | N 🛃  | Network Status               |       |      | w             | Summary    |  |  |  |  |
|------|--|------------------------------|-------|------|---------------|------------|--|--|--|--|
|      | Assigned to Precinct: 101 ANY COUNTY 101 - CLEAR SPRINGS |                              |       |      |               |            |  |  |  |  |
| V S  | Voter ID   | Name                         | Party | DOB  |               | Address    |  |  |  |  |
| HA A | 10000000   | AARHUS, ERIKA                |       | 1980 | 11111 ELM S   | TVAUS      |  |  |  |  |
| 🖛 A  | 100004606  | ABAD, BENITO LAZARO          |       | 1980 | 11882 CAME    | L RD VA    |  |  |  |  |
| 🗶 A  | 100004607  | ABAD, JOSEFA RODRIGUEZ       |       | 1980 | 11883 BROAD   | DWAY ST VA |  |  |  |  |
| 😸 A  | 100004608  | ABATIELL, PATRICK JOSEPH III |       | 1980 | 11879 ELM S   | T VA US    |  |  |  |  |
| A    | 100000001  | ABBEY, ROBERT LAWRENCE       |       | 1980 | 11112 MAIN 5  | ST VA US   |  |  |  |  |
| 😸 A  | 200000000  | ABBOTT, CLARA ELIZABETH      |       | 1980 | 11111 MAIN \  | /A         |  |  |  |  |
| A    | 200000001  | ABBOTT, EMILY RENEE          |       | 1980 | 11112 ELM V   | A          |  |  |  |  |
| # A  | 200000002  | ABBOTT, ROBERT WILLIS        |       | 1980 | 11113 OAK V   | A          |  |  |  |  |
| - A  | 10000002   | ABBOTT, SCOTT EDWIN          | DEM   | 1980 | 11113 OAK A   | VE VA      |  |  |  |  |
| 🗶 A  | 100004609  | ABBOTT, STEVEN TIMOTHY       |       | 1980 | 11880 MAIN \$ | ST VA      |  |  |  |  |
| 😹 A  | 100007742  | ABDUR-RAHMAN, KHADIJA ME     |       | 1981 | 12403 OAK A   | VE VA      |  |  |  |  |
| A    | 10000003   | ABRAMS, KAREN LOUISE         |       | 1981 | 11114 FOX A   | VE VA      |  |  |  |  |
| 🛥 A  | 100004610  | ABRY, DENNIS                 |       | 1980 | 11881 OAK A   | VE VA US   |  |  |  |  |
| 🗶 A  | 100004611  | ABRY, TASHIA                 |       | 1980 | 11882 FOX A   | VE VA US   |  |  |  |  |
| Loc  | Locality Search: Search Again Page 1 of 24               |                              |       |      |               |            |  |  |  |  |
| 1    | 2 3 4  | 567890                       |       |      |               |            |  |  |  |  |
| QV   | VER  | TYUIOP-                      | Bksp  |      |               | Precinct   |  |  |  |  |
| A    | SDF  | GHJKL'+                      | Clr   |      |               | Options    |  |  |  |  |
| Z    | xcv  | B N M , . / S                | Space |      |               | ABC        |  |  |  |  |

2. After the Locality Search screen is displayed, click on the "Search Again" button.

| Network Status    |               | <b>17</b>      | Summary  |
|-------------------|---------------|----------------|----------|
| Voters: 10499     | Checked In: 1 | Provisional: 0 |          |
| A                 | dvanced Sear  | ch             |          |
| Last Name         | A             |                | ]        |
| First Name        |               |                | ]        |
| DOB               |               |                | ]        |
| Voter ID          |               |                | ]        |
| DMV Number        |               |                | ]        |
|                   | S CI          | ear            |          |
| Locality Search:  |               | Search         |          |
| 1 2 3 4 5 6 7 8 9 | 0             |                |          |
| QWERTYUIOP        | - Bksp        |                | Precinct |
| ASDFGHJKL'        | + Cir         |                | Options  |
| ZXCVBNM,.         | / Space       |                | ABC      |

- 3. After the **Advanced Search** screen is displayed, ask the voter for their full name and identification, if needed. Enter the voter's **full last** and **full first** name. <u>Do not</u> <u>enter the voter's middle name or a comma</u>.
- 4. Click on the "Search" button to locate the voter. A populated list of voter names or the unique **Voter details** screen may be displayed. <u>If the voter is not found</u>, refer to the "*What If...*" document to determine the correct action to take.

| BBOTT, STEVEN TI                                     | мотну                   |   |
|--|-------------------------|---|
| Messages:  |                         |   |
| /oter details  |                         | Ballot style  |
| Voter ID 1000046<br>DOB 1980                         | 09                      | House District 57<br>Senate District 25                             |
| Gender M<br>Address 11880 M<br>ANYTOV<br>VA<br>22223 | AIN ST<br>VN            | Congressional District 5  |
|  |                         | Election day status   |
| 🔲 AB - Already vo                                    | uted by absentee ballot | Checked in Please go to ANY COUNTY 102 - SCENIC<br>HEIGHTS to vote. |
|  | Challenge               | Check in Provisional  |

- 5. After the **Voter details** screen is displayed, give the voter their correct precinct and address. This information is located on the **Voter details** screen as shown above.
- 6. Click on the "Back" button to return to the Locality Search screen.

|    |    | <ul> <li></li> </ul> | Network Status               |        |          | <u> </u>     | Summary      |
|----|----|----------------------|------------------------------|--------|----------|--------------|--------------|
|    |    | Ass                  | signed to Precinct: 101 AN   | NY CO  | UNTY 101 | - CLEAR SPRI | INGS         |
| V  | 5  | Voter ID             | Name                         | Party  | DOB      |              | Address      |
| HA | A. | 100000000            | AARHUS, ERIKA                |        | 1980     | 11111 ELM S  | STVAUS       |
| 1  | Α. | 100004606            | ABAD, BENITO LAZARO          |        | 1980     | 11882 CAME   | L RD VA      |
| *  | Α. | 100004607            | ABAD, JOSEFA RODRIGUEZ       |        | 1980     | 11883 BROA   | DWAY ST VA   |
| *  | Α. | 100004608            | ABATIELL, PATRICK JOSEPH III |        | 1980     | 11879 ELM S  | ST VA US     |
|    | Α. | 100000001            | ABBEY, ROBERT LAWRENCE       |        | 1980     | 11112 MAIN   | ST VA US     |
| *  | Α. | 200000000            | ABBOTT, CLARA ELIZABETH      |        | 1980     | 11111 MAIN   | VA           |
| -  | Α. | 200000001            | ABBOTT, EMILY RENEE          |        | 1980     | 11112 ELM V  | /A           |
| *  | Α. | 200000002            | ABBOTT, ROBERT WILLIS        |        | 1980     | 11113 OAK V  | /A           |
| -  | Α. | 100000002            | ABBOTT, SCOTT EDWIN          | DEM    | 1980     | 11113 OAK A  | VE VA        |
| 2  | Α. | 100004609            | ABBOTT, STEVEN TIMOTHY       |        | 1980     | 11880 MAIN   | ST VA        |
| 12 | Α. | 100007742            | ABDUR-RAHMAN, KHADIJA ME     |        | 1981     | 12403 OAK A  | VE VA        |
|    | Α. | 100000003            | ABRAMS, KAREN LOUISE         |        | 1981     | 11114 FOX A  | VE VA        |
| -  | A. | 100004610            | ABRY, DENNIS                 |        | 1980     | 11881 OAK A  | WE VA US     |
| *  | Α. | 100004611            | ABRY, TASHIA                 |        | 1980     | 11882 FOX A  | VE VA US     |
| L  | 00 | cality Se            | arch:                        | Search | Again    |              | Page 1 of 24 |
| 6  | 1  | 2 3 4                | 567890                       |        |          |              |              |
| Q  | ŀ  | WER                  | TYUIOP-                      | Bksp   |          |              | Precinct     |
| 4  | 1  | SDF                  | GHJKL'+                      | Clr    |          |              | Options      |
|    | z  | XCV                  | B N M , . / S                | pace   |          |              | ABC          |

7. Click on the "Precinct" button to return to the **Precinct Search** screen.

### A/B Voter

|   | <u> </u>         | s 🛃         | Network Status |               |         |      | 6         | -1%   |        | Sumr     | mary   |
|---|------------------|-------------|----------------|---------------|---------|------|-----------|-------|--------|----------|--------|
|   |                  | As          | signed to Pro  | ecinct: 101 A | ANY COL | JNTY | 101 - CLI | EAR   | SPRI   | NGS      |        |
| 1 | v s              | Voter ID    | ,              | lame          | Party   |      | DOB       |       |        | Address  |        |
|   | Α.               | . 100000042 | ALLEN, MARNIE  | ALICIA        |         | 1980 |           | 11118 | ELM S  | T VA US  |        |
|   | Α.               | . 100000043 | ALLEN, MARY J  | ANE           |         | 1980 |           | 11119 | MAIN S | ST VA    |        |
|   | A.,              | . 100000044 | ALLEN, TURQU   | ESSA RENEE    |         | 1980 |           | 11120 | OAK A  | /E VA US |        |
|   | Α.               | . 100000045 | ALLER, EMMA    | SUZANNE       |         | 1981 |           | 11121 | FOX A  | /E VA    |        |
| Г | Α.               | . 100000046 | ALLER, JAMES   | DAVID         |         | 1981 |           | 11122 | CAMEL  | RD VA    |        |
| A | /B A.            | . 100000047 | ALLER, LAURA   | STUART        |         | 1982 |           | 11123 | BROAD  | WAY ST V | AUS    |
| Г | A.,              | . 100000048 | ALLER, SUZANI  | NE RIPLEY     |         | 1982 |           | 11119 | ELM S  | T VA     |        |
|   | Α.               | . 100000049 | ALLISON, SUSA  | N GRIBBLE     |         | 1980 |           | 11120 | MAIN S | T VA     |        |
| A | /B A.            | . 100000050 | ALLRED, ANDR   | EW TAYLOR     |         | 1980 |           | 11121 | OAK A  | VE VA US |        |
| Г | Α.               | . 100000051 | ALTER, LEE SE  | LTENRIGHT     |         | 1980 |           | 11122 | FOX A  | /E VA US |        |
| Г | Α.               | . 100000052 | ALTERMAN, BE   | TH SAMANTHA   |         | 1981 |           | 11123 | CAMEL  | RD VA    |        |
|   | Α.               | . 100000053 | ALTERMAN, TH   | IEA POTASH    |         | 1981 |           | 11124 | BROAD  | WAY ST V | A      |
| Г | Α.               | . 100000054 | ALTHER, PATR   | ICK HENRY     |         | 1982 |           | 11120 | ELM S  | T VA     |        |
|   | Α.               | . 10000055  | ALVIS, FLOYD 1 | TALMADGE      |         | 1982 |           | 11121 | MAIN S | ST VA    |        |
| F | Precinct Search: |             |                |               | A       |      |           |       | Page   | 4 of 9   |        |
|   | 1                | 2 3 4       | 5 6 7          | 890           |         |      |           |       |        |          |        |
| [ | Q                | <b>VER</b>  | TYUI           | 0 P -         | Bksp    |      |           |       |        | Loc      | ality  |
|   | A                | SDF         | GHJH           | < L · +       | Clr     |      |           |       |        | 🗾 🖸      | otions |
|   | Z                | XCV         | BNM            | , . /         | Space   |      |           |       |        | 01       | ABC    |

- 1. If a voter has an A/B icon displayed next to their name, **notify the precinct Chief/Asst Chief**. Also refer to the "*What If...*" document to determine the correct action to take.
- 2. Double click on the voter's name to display the **Voter details** screen.

|              | Voters: 460                                       | 6 Checked In: 0 Provisional | : 0  |
|--------------|---|-----------------------------|--|
| LLER, LAL    | JRA STUART  |                             |  |
| Messag       | es:   |                             |  |
| Voter detail | Is  | Ballot style                |  |
| Voter ID     | 10000047  | House District              | 57   |
| DOB          | 1982  | Senate District             | 25   |
| Party        |   | Party                       |  |
| Gender       | F   | Congressional District      | 5  |
| Address      | 11123 BROADWAY ST<br>ANYTOWN<br>VA<br>US<br>22223 |                             |  |
|              |   | Election day status         |  |
|              | Messages  |                             |  |
| MAB - A      | dready v  |                             |  |
|              | 6   | ISSUED                      |  |
|              | Baa   | had Abcentee Dellet         |  |
|              | Rece  | aved Absentee Ballot        |  |
|              |   |                             |  |
|              |   |                             | Options  |
|              |   |                             | and the second sec |

3. On the Received Absentee Ballot message window, click on either the "Back" or the "Needs Research" button to put the voter on hold while researching their eligibility to vote in the precinct. The **Precinct Search** screen will be displayed. (Click on the "Back" button if the incorrect voter was selected and to return to the **Precinct Search** screen.)

Do not click on the "Ok" button until the research has been completed.

|                 | Network Status          |                  | ₩ -1%        | Summary       |
|-----------------|-------------------------|------------------|--------------|---------------|
| Ass             | signed to Precinct: 101 | ANY COUNTY 101 - | CLEAR SPR    | INGS          |
| V S Voter ID    | Name                    | Party DOB        |              | Address       |
| A 100000042     | ALLEN, MARNIE ALICIA    | 1980             | 11118 ELM \$ | ST VA US      |
| A 100000043     | ALLEN, MARY JANE        | 1980             | 11119 MAIN   | ST VA         |
| A 100000044     | ALLEN, TURQUESSA RENEE  | 1980             | 11120 OAK A  | AVE VA US     |
| A 100000045     | ALLER, EMMA SUZANNE     | 1981             | 11121 FOX A  | AVE VA        |
| A 100000046     | ALLER, JAMES DAVID      | 1981             | 11122 CAME   | EL RD VA      |
| A/B A 100000047 | ALLER, LAURA STUART     | 1982             | 11123 BROA   | DWAY ST VA US |
| A 100000048     | ALLER, SUZANNE RIPLEY   | 1982             | 11119 ELM \$ | ST VA         |
| A 100000049     | ALLISON, SUSAN GRIBBLE  | 1980             | 11120 MAIN   | ST VA         |
| A/B A 100000050 | ALLRED, ANDREW TAYLOR   | 1980             | 11121 OAK /  | AVE VA US     |
| A 100000051     | ALTER, LEE SELTENRIGHT  | 1980             | 11122 FOX A  | AVE VA US     |
| A 100000052     | ALTERMAN, BETH SAMANTHA | 1981             | 11123 CAME   | EL RD VA      |
| A 100000053     | ALTERMAN, THEA POTASH   | 1981             | 11124 BROA   | DWAY ST VA    |
| A 100000054     | ALTHER, PATRICK HENRY   | 1982             | 11120 ELM \$ | ST VA         |
| A 100000055     | ALVIS, FLOYD TALMADGE   | 1982             | 11121 MAIN   | ST VA         |
| Precinct Se     | arch:                   | А                |              | Page 4 of 9   |
| 1234            | 567890                  |                  |              |               |
| QWER            | TYUIOP-                 | Bksp             |              | Locality      |
| ASDF            | GHJKL'+                 | Clr              |              | Options       |
| ZXCV            | B N M , . /             | Space            |              | ABC           |

4. After the A/B voter has been verified as eligible to vote in the precinct, locate the voter again to display their **Voter details** screen.

|   | Network Status  | Sumr   | nary           |
|---|---|--|----------------|
|   | Assigned to Precinct: 1   | 01 ANY COUNTY 101 - CLEAR SPRINGS  |                |
| Messag  | es:<br>Is   | - Ballot style   |                |
| Voter ID<br>DOB<br>Party<br>Gender<br>Address | 100000047<br>1982<br>F<br>11123 BROADWAY ST<br>ANYTOWN<br>VA<br>US<br>22223 | House District 57<br>Senate District 25<br>Party<br>Congressional District 5 |                |
|   | Magazara  | Election day status  |                |
| M AB - 4                                      | Niready 1<br>Receiv   | ISSUED<br>ved Absentee Ballot  |                |
|   | Back  | © Ck Sinished Research Second  | otions<br>Back |

- 5. On the Received Absentee Ballot message window, click on the "Finished Research" button. The **Precinct Search** screen will be displayed.
- 6. Locate the voter again to display their **Voter details** screen.

|              | Network Status                                    |                             | Summary  |
|--------------|---|-----------------------------|----------|
|              | Voters: 4606 Ch                                   | ecked In: 0 Provisional: 0  |          |
| ALLER, LAL   | JRA STUART  |                             |          |
| P Message    | es:   |                             |          |
| Voter detail | ls  | Ballot style                |          |
| Voter ID     | 10000047  | House District 57           |          |
| DOB<br>Party | 1982  | Senate District 25<br>Party |          |
| Gender       | F   | Congressional District 5    |          |
| Address      | 11123 BROADWAY ST<br>ANNTOWN<br>VA<br>US<br>22223 |                             |          |
|              |   | Election day status         |          |
|              | Messages  |                             |          |
| M AB - A     | I I Received                                      | SSUED<br>Absentee Ballot    |          |
|              | Seck 3  | Dk 🖉 Needs Research         | Doptions |

7. On the Received Absentee Ballot message window, click on the "Ok" button to display the **Voter details** screen.

| Voter detail  | e                               | - Rallot style   |
|---|---------------------------------|--|
| Voter ID         100000047           DOB         1982           Party |                                 | House District 57<br>Senate District 25<br>Party<br>Congressional District 5 |
| 🗹 АВ - А  | lready voted by absentee ballot | Election day status<br>Status ACTIVE<br>Checked in No                        |
|   | Challenge                       | Check in Provisional   |

8. Uncheck the "AB – Already voted by absentee ballot" box.

| Network Status  | 5   |   | -IN                                   | Summary |
|---|---|---|---------------------------------------|---------|
| Assigned to F   | Precinct: 101 Al                              | NY COUNTY 101   | - CLEAR SPRI                          | NGS     |
| P Messages:<br>Voter details  |   | Ballot style  |                                       |         |
| Voter ID         100000047           DOB         1982           Party | T Please Entre<br>Please enter<br>pastword to | House District<br>Senate District<br>Party<br>Congressional<br>In Clark/Admin Passw X<br>the 'Clark/Administrator'<br>select this Absences voter. | 57<br>25<br>District 5                |         |
| AB - Already voted by abse  | ntee ballot                                   | Status<br>Checked in  | ACTIVE<br>No                          |         |
| Challenge   |   |   | Check in Provisions                   | 1       |
|   | Che   | eck in voter  |                                       | Options |
|   |   |   | i i i i i i i i i i i i i i i i i i i | O Back  |

9. On the "Please Enter Clerk/Admin Passw..." prompt, the Chief/Asst Chief will enter their password and click on the "Ok" button to allow the voter to be checked-in.

|                 | Network Status            |               | Summary                 |
|-----------------|---------------------------|---------------|-------------------------|
| Ass             | signed to Precinct: 101 A | NY COUNTY 101 | - CLEAR SPRINGS         |
| V S Voter ID    | Name                      | Party DOB     | Address                 |
| HA A 100000000  | AARHUS, ERIKA             | 1980          | 11111 ELM ST VA US      |
| A 100000001     | ABBEY, ROBERT LAWRENCE    | 1980          | 11112 MAIN ST VA US     |
| A 10000002      | ABBOTT, SCOTT EDWIN       | DEM 1980      | 11113 OAK AVE VA        |
| A 100000003     | ABRAMS, KAREN LOUISE      | 1981          | 11114 FOX AVE VA        |
| A 100000004     | ACGTBLU, PHAEDRUS         | 1981          | 11115 CAMEL RD VA       |
| A 100000005     | ACKER, JANA BETH          | 1982          | 11116 BROADWAY ST VA US |
| A/B A 100000006 | ACKERMAN, ERIC RAYMOND    | 1982          | 11112 ELM ST VA US      |
| A 100000007     | ACKERMAN, JENNIFER GORH   | 1980          | 11113 MAIN ST VA        |
| A 10000008      | ACKERMAN, KARL DAVID      | 1980          | 11114 OAK AVE VA        |
| A 100000009     | ADAMS, AMY PHILLIPS       | 1980          | 11115 FOX AVE VA        |
| A 100000010     | ADAMS, BRIAN JOSEPH       | 1981          | 11116 CAMEL RD VA       |
| A 100000011     | ADAMS, CINDY RAE          | 1981          | 11117 BROADWAY ST VA    |
| A 100000012     | ADAMS, JACINTA ROSHAWNDA  | 1982          | 11113 ELM ST VA US      |
| A 100000013     | ADAMS, LILLIAN NEWTON     | 1982          | 11114 MAIN ST VA        |
| Precinct Se     | arch:                     | А             | Page 1 of 9             |
| 1234            | 567890                    |               |                         |
| QWER            | TYUIOP-                   | Bksp          | Locality                |
| ASDF            | GHJKL'+                   | Clr           | Dptions                 |
| ZXCV            | BNM,./S                   | Space         | ABC                     |

10.After the voter is checked-in, <u>verify that an American flag icon is displayed</u> next to their name.

### **Challenged Voter**

|   |             | letwork Status            |               | 61%             | Summary            |
|---|-------------|---------------------------|---------------|-----------------|--------------------|
|   | Assi        | gned to Precinct: 16 VIR  | GINIA BEACH ( | CITY 016 - ARAC | GONA               |
| v | S Voter ID  | Name                      | Party DOB     |                 | Address            |
|   | A 929546983 | ABRAHAMSON, GRACE G       | 1974          | 2432 BAYVIE     | W CRES 5440 SUMM   |
|   | A 369356610 | ACEVEDO, ARCANGEL PRIDE   | 1980          | 3368 ROMAN      | RD 5204 RICHARD    |
|   | I 920095472 | ADAMS, MARIA ISABEL       | 1979          | 200 POWDE       | R ST 573 PEREGRIN  |
|   | A 61945430  | ADDISON, ROMMEL KENTUCKY  | 1971          | 345 BELL CT     | APT 201 501 DELK   |
|   | A 330379391 | AIKEN, JOSEPH TREY        | 1988          | 7895 CASAB      | LANCA RD 5115 RIC  |
|   | A 139904126 | AIKEN, LORNA MADRID       | 1987          | 7896 CASAB      | LANCA RD 5115 RIC  |
|   | A 971806294 | AJARU, HYUKO MONO         | 1976          | 654 MIDDLE      | ST 242 HARRIER ST  |
| 2 | A 227008349 | ALDRIDGE, CRUZ LARRY      | 1968          | 1245 CAMAR      | RON ST 5142 COND   |
|   | A 917320056 | ALDRIDGE, ELIZABETH CASSA | 1969          | 4000 ARLING     | TON ST 5217 COND   |
|   | A 27000695  | ALEXANDER, DREW R         | 1948          | 242 ALAMED      | A ARCH 442 ADKINS  |
|   | A 917880306 | ALEXANDER, MARTIN F       | 1969          | 242 ALAMED      | A ARCH 442 ADKINS  |
|   | I 920016728 | ALEXCEE, CURTIS MARK      | 1962          | 500 DANDEL      | ION ST 402 OSPREY  |
|   | A 379279256 | ALL, SHARON TURNPIKE      | 1986          | 8012 MIDLO      | THIAN CRES 5424 SU |
|   | A 227008640 | ALLEN, BOBBIE ALICE       | 1952          | 563 GOOD C      | T APT 204 500 BABN |
| Р | recinct Se  | arch:                     | А             |                 | Page 1 of 2        |
| E | 1 2 3 4     | 567890                    |               |                 |                    |
| Q | WER         | TYUIOP-                   | Bksp          |                 | Locality           |
| 4 | ASDF        | GHJKL'+                   | Clr           |                 | Options            |
|   | ZXCV        | B N M , . / S             | pace          |                 | ABC                |

- 1. <u>If a voter is challenged</u>, double click on the voter's name to display the **Voter details** screen.
- Click on the "Challenge" button to return to the Precinct Search screen and <u>verify</u> <u>that a fist icon is displayed</u> next to their name as displayed on the image above. Refer to the "What If..." document to determine the correct action to take.

| s) (s)                | Network Status                                |              |                | ·····           | Summary   |
|-----------------------|---|--------------|----------------|-----------------|-----------|
|                       | Vote  | rs: 4606 Che | ecked In: 1 Pr | ovisional: 0    |           |
| BBEY, RO              | BERT LAWRENCE                                 |              |                |                 |           |
| Messag<br>Voter detai | es:<br>Is                                     |              | Ballot style   |                 |           |
| Voter ID              | 10000001                                      |              | House Dist     | rict 57         |           |
| DOR                   | 1980  |              | Senate Dist    | trict 25        |           |
| Party                 | 1500  |              | Party          | 20              |           |
| Gender                | м   |              | Congressio     | nal District 5  |           |
| Address               | 11112 MAIN ST<br>ANYTOWN<br>VA<br>US<br>22223 |              |                |                 |           |
|                       |   |              | Election day   | status          |           |
|                       |   |              |                |                 |           |
|                       |   |              | Status         | ACTIVE          |           |
| 🔲 AB - A              | Already voted by absent                       | tee ballot   | Checked in     | No              |           |
|                       | Challenge                                     | Needs        | Research       | 🛛 📝 Check in Pr | ovisional |
|                       |   |              | at             |                 |           |
|                       |   | Che          | eck in voter   |                 | Options   |
|                       |   |              |                |                 | 3 Back    |

3. <u>To resolve the challenge</u>, double click on the voter's name to display the **Voter details** screen.

|   | Network Status  | Summary   |
|---|---|---|
|   | Voters: 7   | 79 Checked In: 1  |
| Messag  | CRUZ LARRY  |   |
| Voter detai                                   | is -  | Ballot style  |
| Voter ID<br>DOB<br>Party<br>Gender<br>Address | 227008349<br>1968<br>M<br>1245 CAMARRON ST<br>.5142 CONDOR ST<br>VIRGINIA BEACH<br>23462-1863 | House District 90<br>Senate District 7<br>Party<br>Congressional District 2 |
|   |   | Election day status   |
|   |   | Status CHALLENGED:  |
| 🔲 AB - A                                      | Already voted by absentee ballot  | Checked in No   |
|   | End Challenge   | K Needs Research  |
|   | с   | neck in voter   |

4. Click on the "End Challenge" button.

|                          | Network Status  |  |  | ····               | Summary      |
|--------------------------|---|--|--|--------------------|--------------|
| ABBOTT, S                | Assigned to Pred  | inct: 101 AN   | COUNTY 101 -                               | CLEAR SPRIN        | IGS          |
| P Messag<br>Voter detai  | es: CHALLENGED:<br>Is                                       |  | Ballot style                               |                    |              |
| Voter ID<br>DOB<br>Party | 10000002<br>1980  |  | House District<br>Senate District<br>Party | 57<br>25           |              |
| Address                  | Gender M<br>Address 11113 OAK AVE<br>ANYTOWN<br>VA<br>22223 | <ul> <li>Resolv</li> <li>End Challer</li> <li>Voter refuse</li> <li>Voter not que</li> </ul> | ve Challenge                               | ISTICE 5           |              |
|                          |   | ØOk  | Cancel Status                              | HALLENGED:         |              |
| 🔲 AB - A                 | Already voted by absentee                                   | ballot   | Checked in N                               | 0                  |              |
|                          | End Challenge   |  |  | Check in Provision | al           |
|                          |   | Checl  | e<br>k in voter                            | Ę                  | Options Back |

- 5. On the "Resolve Challenge" prompt, click on the appropriate button. Then click on the "Ok" button to return to the **Voter details** screen.
- 6. <u>If "End Challenge" was selected</u>, click on the "Check in voter" button to check-in the voter and return to the **Precinct Search** screen. <u>Verify that the fist icon has</u> <u>been replaced by the American flag icon</u> next to the voter's name.
- If "Voter refused oath" or "Voter not qualified" was selected, the voter is not eligible to vote and the "Check in voter" button is grayed-out. Click on the "Back" button to return to the **Precinct Search** screen. <u>Verify that the fist icon is still</u> <u>displayed</u> next to the voter's name.

### **Needs Research**

|                 | Network Status             |               |                         |      |  |  |
|-----------------|----------------------------|---------------|-------------------------|------|--|--|
| As              | signed to Precinct: 101 Al | NY COUNTY 101 | - CLEAR SPRINGS         |      |  |  |
| V S Voter ID    | Name                       | Party DOB     | Address                 |      |  |  |
| HA A 100000000  | AARHUS, ERIKA              | 1980          | 11111 ELM ST VA US      |      |  |  |
| A 100000001     | ABBEY, ROBERT LAWRENCE     | 1980          | 11112 MAIN ST VA US     |      |  |  |
| A 10000002      | ABBOTT, SCOTT EDWIN        | DEM 1980      | 11113 OAK AVE VA        |      |  |  |
| A 100000003     | ABRAMS, KAREN LOUISE       | 1981          | 11114 FOX AVE VA        |      |  |  |
| A 100000004     | ACGTBLU, PHAEDRUS          | 1981          | 11115 CAMEL RD VA       |      |  |  |
| A 100000005     | ACKER, JANA BETH           | 1982          | 11116 BROADWAY ST VA US | 3    |  |  |
| A/B A 100000006 | ACKERMAN, ERIC RAYMOND     | 1982          | 11112 ELM ST VA US      |      |  |  |
| A 100000007     | ACKERMAN, JENNIFER GORH    | 1980          | 11113 MAIN ST VA        |      |  |  |
| A 100000008     | ACKERMAN, KARL DAVID       | 1980          | 11114 OAK AVE VA        |      |  |  |
| A 100000009     | ADAMS, AMY PHILLIPS        | 1980          | 11115 FOX AVE VA        |      |  |  |
| A 100000010     | ADAMS, BRIAN JOSEPH        | 1981          | 11116 CAMEL RD VA       |      |  |  |
| A 100000011     | ADAMS, CINDY RAE           | 1981          | 11117 BROADWAY ST VA    |      |  |  |
| A 100000012     | ADAMS, JACINTA ROSHAWNDA   | 1982          | 11113 ELM ST VA US      |      |  |  |
| A 100000013     | ADAMS, LILLIAN NEWTON      | 1982          | 11114 MAIN ST VA        |      |  |  |
| Precinct Se     | arch:                      | А             | Page 1                  | of 9 |  |  |
| 1234            | 567890                     |               |                         |      |  |  |
| QWER            | TYUIOP-                    | Bksp          | Localit                 | у    |  |  |
| ASDF            | GHJKL'+                    | Cir           | Doptio                  | ns   |  |  |
| ZXCV            | B N M , . / S              | Space         | ABC                     | :    |  |  |

1. The Needs Research function is similar to the Challenge function.

Note: **Provisional Voters – ID Only**, mark with "Needs Research".

2. If a voter needs to be researched, double click on the voter's name to display the **Voter details** screen.

| s)                             | Network Status   | Summary                  |   |
|--------------------------------|--|--------------------------|---|
|                                | Voters:  | 79 Checked In: 1         |   |
| ALDRIDGE,                      | CRUZ LARRY   |                          |   |
| P Messag                       | es:  |                          |   |
| Voter detail                   | IS   | Ballot style             |   |
| Voter ID                       | 227008349  | House District 90        |   |
| DOB                            | 1968   | Senate District 7        |   |
| Party                          |  | Party                    |   |
| Gender                         | M  | Congressional District 2 |   |
| Address 12<br>, 5<br>VII<br>23 | 1245 CAMARRON ST<br>, 5142 CONDOR ST<br>VIRGINIA BEACH<br>23462-1863 |                          |   |
|                                |  | Election day status      |   |
|                                |  | Status ACTIVE            |   |
| AB - A                         | Already voted by absentee ballot                                     | Checked in No            |   |
|                                | Challenge  | Reeds Research           |   |
|                                |  |                          |   |
|                                |  | 2                        |   |
|                                | C  | heck in voter            | S |
|                                |  | G Back                   |   |

3. Click on the "Needs Research" button to return to the **Precinct Search** screen and <u>verify that the sleuth icon is displayed next to their name</u>.

|                 | letwork Status            |               | 62%        | Summary           |
|-----------------|---------------------------|---------------|------------|-------------------|
|                 | Voters: 79                | Checked In: 0 |            |                   |
| V S Voter ID    | Name                      | Party DOB     |            | Address           |
| A 929546983     | ABRAHAMSON, GRACE G       | 1974          | 2432 BAYV  | IEW CRES VA US    |
| A 369356610     | ACEVEDO, ARCANGEL PRIDE   | 1980          | 3368 ROM/  | AN RD VA US       |
| I 920095472     | ADAMS, MARIA ISABEL       | 1979          | 200 POWD   | ER ST VA          |
| A 61945430      | ADDISON, ROMMEL KENTUCKY  | 1971          | 345 BELL ( | CT APT 201 VA US  |
| A 330379391     | AIKEN, JOSEPH TREY        | 1988          | 7895 CASA  | BLANCA RD VA US   |
| A 139904126     | AIKEN, LORNA MADRID       | 1987          | 7896 CASA  | BLANCA RD VA US   |
| A 971806294     | AJARU, HYUKO MONO         | 1976          | 654 MIDDL  | E ST VA US        |
| A 227008349     | ALDRIDGE, CRUZ LARRY      | 1968          | 1245 CAMA  | RRON ST VA        |
| A 917320056     | ALDRIDGE, ELIZABETH CASSA | 1969          | 4000 ARLIN | IGTON ST VA       |
| A 27000695      | ALEXANDER, DREW R         | 1948          | 242 ALAME  | DA ARCH VA        |
| A/B A 917880306 | ALEXANDER, MARTIN F       | 1969          | 242 ALAME  | DA ARCH VA        |
| I 920016728     | ALEXCEE, CURTIS MARK      | 1962          | 500 DANDE  | LION ST VA        |
| A 379279256     | ALL, SHARON TURNPIKE      | 1986          | 8012 MIDL  | OTHIAN CRES VA US |
| A 227008640     | ALLEN, BOBBIE ALICE       | 1952          | 563 GOOD   | CT APT 204 VA     |
| Precinct Se     | arch:                     | А             |            | Page 1 of 2       |
| 1234            | 567890                    |               |            |                   |
| QWER            | TYUIOP-                   | Bksp          |            | Locality          |
| ASDF            | GHJKL +                   | Clr           |            | Detions           |
| ZXCV            | B N M , . / S             | pace          |            | ABC               |

4. When the research is finished, double click on the voter's name to display the **Voter details** screen.

|              | Network Status   | U Summary  | <u></u> |
|--------------|--|--|---------|
|              | Vote   | rs: 79 Checked In: 0   |         |
| LDRIDGE.     | CRUZ LARRY   |  |         |
| Message      | es:  |  |         |
| /oter detail | s  | Ballot style   |         |
| Voter ID     | 227008349  | House District 90  |         |
| оов          | 1968   | Senate District 7  |         |
| Party        |  | Party  |         |
| Gender       | M  | Congressional District 2   |         |
| Address      | 1245 CAMARRON ST<br>VIRGINIA BEACH<br>VA<br>23462-1863 |  |         |
|              |  | Election day status  |         |
|              |  | Status ACTIVE  |         |
| 🔲 АВ - А     | lready voted by absentee ballot                        |  |         |
|              | Challenge  | Finished Research  |         |
|              |  |  |         |
|              |  | the second s |         |
|              |  | <b>a</b>   |         |
|              |  | Check in voter   | ıs      |
|              |  | Back   |         |

5. Click on the "Finished Research" button to return to the **Precinct Search** screen and <u>verify that the sleuth icon is not displayed next to their name</u>.

## **EPB Message Boxes**

| Network Status  | ¥ 🔤   | Summary  |  |  |
|---|---|--|--|--|
| Voters: 79  | Checked In: 0   |  |  |  |
| ADAMS, MARIA ISABEL   |   |  |  |  |
| Voter Id 920095472<br>DOB 1979<br>Party<br>Gender F<br>Address 200 POWDER ST<br>VIRGINIA BEACH<br>VA<br>23462-1855  | Ballot style<br>House District 90<br>Senate District 7<br>Party<br>Congressional District 2   |  |  |  |
|   | Election day status   |  |  |  |
| AB - Already Inac   | ctive Voter   |  |  |  |
| G Back  | k Needs Research  | Deptions   |  |  |
|   |   |  |  |  |
| Network Status  | © - 1% [  | Summary  |  |  |
| Assigned to Precinct: 0001 VIRG   |   | Summary<br>H BEACH   |  |  |
| Network Status      Assigned to Precinct: 0001 VIRG AINSWORTH, GERALD CLAIBORNE JR.      Voter Details  |   | Summary<br>H BEACH   |  |  |
| Network Status  Assigned to Precinct: 0001 VIRG  AINSWORTH, GERALD CLAIBORNE JR.  Voter Details  Voter ID : 917573220   | GINIA BEACH CITY 001 - NORTH<br>Ballot style  | Summary<br>H BEACH   |  |  |
| Network Status  Assigned to Precinct: 0001 VIRG AINSWORTH, GERALD CLAIBORNE JR.  Voter Details  Voter ID : 917573220  DOB : 1953  | Ballot style<br>Party   | Summary<br>1 BEACH   |  |  |
| Network Status      Assigned to Precinct: 0001 VIRG  AINSWORTH, GERALD CLAIBORNE JR.      Voter Details      Voter ID : 917573220      DOB : 1953      Party :      Gender : M  | Ballot style<br>Party<br>House District<br>Senate District  | Summary<br>H BEACH   |  |  |
| Network Status      Assigned to Precinct: 0001 VIRG  AINSWORTH, GERALD CLAIBORNE JR.      Voter Details      Voter ID : 917573220      DOB : 1953     Party :      Gender : M      Address : 205 34TH ST APT 912  | Ballot style<br>Party<br>House District<br>Senate District<br>Congressional District  | Summary<br>+ BEACH<br>082<br>008<br>02                           |  |  |
| Assigned to Precinct: 0001 VIRG AINSWORTH, GERALD CLAIBORNE JR. Voter Details Voter ID : 917573220 DOB : 1953 Party : Gender : M Address : 205 34TH ST APT 912 VIRGINIA BEACH VA 23451-2850   | Ballot style<br>Party<br>House District<br>Senate District<br>Congressional District<br>Election day status<br>Status : ACTIVE<br>Checked In : No | Summary<br>+ BEACH<br>082<br>008<br>02                           |  |  |
| Image: Second status         Assigned to Precinct: 0001 VIRG         AINSWORTH, GERALD CLAIBORNE JR.         Voter Details         Voter Details         DOB : 1953         Party :         Gender : M         Address : 205 34TH ST APT 912         VIRGINIA BEACH         VA         23451-2850 | Ballot style<br>Party<br>House District<br>Senate District<br>Congressional District<br>Election day status<br>Status : ACTIVE<br>Checked In : No | Summary<br>H BEACH<br>082<br>008<br>02                           |  |  |
| Network Status      Assigned to Precinct: 0001 VIRG AINSWORTH, GERALD CLAIBORNE JR.      Voter Details      Voter ID : 917573220      DOB : 1953      Party :      Gender : M      Address : 205 34 TH ST APT 912      VIRGINIA BEACH     VA     23451-2850      Check-in Vot Messages            | Ballot style<br>Party<br>House District<br>Senate District<br>Congressional District<br>Election day status<br>Status : ACTIVE<br>Checked In : No | Summary<br>H BEACH<br>082<br>008<br>02<br>02<br>Back             |  |  |
| Network Status         Assigned to Precinct: 0001 VIRG         AINSWORTH, GERALD CLAIBORNE JR.         Voter Details         Voter ID: 917573220         DOB: 1953         Party :         Gender : M         Address: 205 34TH ST APT 912         VIRGINIA BEACH         VA         23451-2850   | Ballot style<br>Party<br>House District<br>Senate District<br>Congressional District<br>Election day status<br>Status : ACTIVE<br>Checked In : No | Summary<br>H BEACH<br>082<br>008<br>02                           |  |  |
| Assigned to Precinct: 0001 VIRG<br>AINSWORTH, GERALD CLAIBORNE JR.<br>Voter Details<br>Voter ID : 917573220<br>DOB : 1953<br>Party :<br>Gender : M<br>Address : 205 ATH ST APT 912<br>VIRGINIA BEACH<br>VA<br>23451-2850  | Ballot style<br>Party<br>House District<br>Senate District<br>Congressional District<br>Election day status<br>Status : ACTIVE<br>Checked In : No | Summary<br>H BEACH<br>082<br>008<br>02<br>02<br>Back<br>Locality |  |  |

The Messages above reminds us that the voter needs to update/confirm address.

| Network Status                                   |                              | Summary  |
|--|------------------------------|----------|
| Voters: 3407                                     | Checked In: 0 Provisional: 0 |          |
| WHIPPS, CHRISTOPHER RANDOLPH                     |                              |          |
| Voter Details                                    | Ballot style                 |          |
| Voter ID : 919632694                             | Dentu                        |          |
| DOB : 1981                                       | Pany                         |          |
| Party :  | House District               | 082      |
| Gender : M                                       | Senate District              | 008      |
| Address : 205 34TH ST APT 1014<br>VIRGINIA BEACH | Congressional District       | 02       |
| 23451-2897                                       | Election day status          |          |
|  | Status : ACTIVE              |          |
|  | Checked In : No              |          |
| Messages   |                              |          |
|  | ISSUED                       |          |
| Check-In Vot                                     | 100020                       | Back     |
| 1 2 3 4 Receiv                                   | /ed Absentee Ballot          |          |
| QWER   |                              | Locality |
| ASDF   |                              | Detions  |
| Z X C V OBack                                    | Ck Needs Research            | ABC      |

This message means an Absentee Ballot has been mailed but not received by the Voter Registrar. For any ABSENTEE message, refer to the AB List and What If to determine correct action to take.



#### THIS VOTER IS NOT ELIGIBLE TO VOTE IN THIS ELECTION

| Network Status  | -1W                          | Summary    |  |
|---|------------------------------|------------|--|
| Assigned to Precinct: 0055 VIRC<br>SABOSKI, CHRISTOPHER MICHAEL | GINIA BEACH CITY 055 - MAGIC | HOLLOW     |  |
| Voter Details   | Ballot style                 |            |  |
| Voter ID : 627609548  |                              |            |  |
| DOB : 1978  | Party                        |            |  |
| Party :   | House District               | 081        |  |
| Gender : M  | Senate District              | 008        |  |
| Address : 1432 BAYHEAD DR APT 2206<br>VIRGINIA BEACH            | Congressional District       | 02         |  |
| US  | Election day status          |            |  |
| 23453-5672  | Status : ACTIVE              |            |  |
| Messages  | 110000000000000000           |            |  |
| Check-in Vot Person   | al ID Required               | Sack       |  |
| 1 2 3 4   |                              |            |  |
| QWER  |                              | DO NOT USE |  |
| ASDF  |                              | Options    |  |
| ZXCV Back   | Ok 🖉 Needs Research          | ABC        |  |

This is a HAVA voter; please refer to the "What If" to determine what action to take.

## Adding / Editing Voter Information

#### DO NOT ADD OR EDIT VOTER INFORMATION UNLESS CONTACTED BY THE VOTER REGISTRAR'S OFFICE!!!

## **Editing Voter Information**

#### The Edit Voter function is restricted for use by the Chief/Asst Chief only.

|                            | Network Status             |               | Summary                 |  |
|----------------------------|----------------------------|---------------|-------------------------|--|
| As                         | signed to Precinct: 101 Al | NY COUNTY 101 | - CLEAR SPRINGS         |  |
| V S Voter ID               | Name                       | Party DOB     | Address                 |  |
| A 100000014                | ADAMS, MARC CARRINGTON     | 1980          | 11115 OAK AVE VA US     |  |
| A 100000015                | ADAMS, SCOTT EDWARD        | 1980          | 11116 FOX AVE VA US     |  |
| A 100000016                | ADAMS, SCOTT ERRETT        | 1980          | 11117 CAMEL RD VA       |  |
| A 100000017                | ADCOCK, CARRIE ANN         | 1981          | 11118 BROADWAY ST VA    |  |
| A 100000018                | ADESINA, OLUWOLE OLAWALE   | 1981          | 11114 ELM ST VA         |  |
| A 100000019                | ADLER, DREW LEONARD        | 1982          | 11115 MAIN ST VA        |  |
| A 100000020                | ADLER, FERNANDO            | 1982          | 11116 OAK AVE VA US     |  |
| A 100000021                | ADLER, PIA THERESE         | 1980          | 11117 FOX AVE VA        |  |
| A 100000022                | AFFRON, MATTHEW AVIGDOR    | 1980          | 11118 CAMEL RD VA       |  |
| A 100000023                | AHEARN, RYAN CHRISTOPHER   | 1980          | 11119 BROADWAY ST VA US |  |
| A 100000024                | AHMAD, ELLEN YOUEL         | 1981          | 11115 ELM ST VA         |  |
| A 100000025                | AKIN, ELIZABETH            | 1981          | 11116 MAIN ST VA        |  |
| A 100000026                | AKIN, GIB                  | 1982          | 11117 OAK AVE VA        |  |
| A 100000027                | AL-HAMDANI, AYAD KHALIL    | 1982          | 11118 FOX AVE VA        |  |
| Precinct Se                | arch:                      | А             | Page 2 of 9             |  |
| 1234                       | 567890                     |               |                         |  |
| QWERTYUIOP - Bksp Locality |                            |               |                         |  |
| ASDF                       | GHJKL'+                    | Clr           | Deptions                |  |
| ZXCV                       | BNM, . / S                 | pace          | ABC                     |  |

1. If a voter's information needs to be edited, double click on the voter's name to display the **Voter details** screen.

| Assigned to Precinct: 101 ANY COUNTY 101 - CLEAR SPRINGS<br>ADAMS, MARC CARRINGTON<br>Messages:<br>Voter details<br>Voter ID 100000014<br>DOB 1980<br>Party<br>Gender M<br>Address 11115 OAK AVE<br>ANYTOWN<br>VA<br>US<br>22223<br>Election day status<br>Status ACTIVE<br>Checked in No<br>Checked in No<br>Check in voter<br>Check in voter<br>Check in voter<br>Options  | Network Status  | w [  | -1%      | Summary     |
|--|---|--|----------|-------------|
| Messages:         Voter Ide tails         Voter ID       100000014         DOB       1980         Party         Gender       M         Address       11115 OAK AVE         ANYTOWN       VA         US       22223         Election day status       Select your form         Status       ACTIVE         Checked in       No         Set Voter Status       Voter Notes         Edit Voter       Edit Voter         Check in voter       Options  | Assigned to Precinct: 101 A                                       | NY COUNTY 101 - CLE                        | AR SPRI  | NGS         |
| Voter ID       100000014         DOB       1980         Party       25         Gender       M         Address       1115 OAK AVE         Alfress       1115 OAK AVE         AV       US         22223       Election day status         Election day status       Select your form         Set Voter Status       Voter Notes         Edit Voter       Close Menu         Check in voter       Options   | ₽ Messages:<br>Voter details                                      | Ballot style                               |          |             |
| Gender M<br>Address 11115 OAK AVE<br>ANYTOWN<br>VA<br>US<br>22223<br>Election day status<br>Status ACTIVE<br>Checked in No<br>Checked in Checked in Checke           | Voter ID 100000014<br>DOB 1980<br>Party                           | House District<br>Senate District<br>Party | 57<br>25 |             |
| Election day status<br>Status ACTIVE<br>Checked in No<br>Checked in No | Gender M<br>Address 11115 OAK AVE<br>ANYTOWN<br>VA<br>US<br>22223 | Congressional District                     | 5        |             |
| AB - Already voted by absentee ballot<br>Checked in No<br>Checked in No<br>Checked in No<br>Check in voter<br>Check in voter<br>Check in voter<br>Check in voter<br>Checked in No<br>Set Voter Status<br>Voter Notes<br>Edit Voter<br>Close Menu<br>Options  |   | Election day status<br>Status ACTIVE       | Selec    | t your form |
| Challenge Voter Notes<br>Edit Voter<br>Check in voter Olose Menu<br>Options  | B - Already voted by absentee ballot                              | Checked in No                              | Set Vo   | ter Status  |
| Image: Check in voter     Image: Edit Voter       Image: Check in voter     Image: Check in voter  | Challenge   | Check                                      | Voter I  | Votes       |
| Close Menu<br>Check in voter   |   |  | Edit Vo  | oter        |
| Check in voter   |   | 2  | Close    | Menu        |
| Back   | Ch  | eck in voter                               |          | Options     |

- 2. Click on the "Options" button.
- 3. On the "Select your form" pop-up menu, click on "Edit Voter".

|             | a a  | 70 Chasterday   |           |
|-------------|--|---|-----------|
|             | Voters   | : 79 Checked In: 0  |           |
| IKEN, LOR   |  |   |           |
| Message     | es:  | Pollet abde   |           |
| oter detail | •  | Ballot style  |           |
| Voter ID    | 139904126  | House District 90   |           |
| DOB         | 1987   | Senate District 7   |           |
| arty        | -  | Party   |           |
| Gender      | F  | Congressional District 2  |           |
| Address     | 7896 CASABLANCA RD   | Plases fates Clask Da   |           |
|             | VIRGINIA BEACH   | Please Enter Clerk Pa   |           |
|             | US   | Please enter the 'Clerk'<br>password to view this plugin  |           |
|             | 23462-1801   |   |           |
|             |  | Ok Cancel / status  |           |
|             |  |   |           |
|             |  | Status ACTIVE   |           |
| AB - A      | lready voted by absentee ballot  | Checked in No   |           |
| _           |  |   |           |
|             | Challenge  | 💐 Needs Research  |           |
|             | and the second | The second se |           |
|             | _  |   |           |
|             |  | 2   |           |
|             |  | Check in voter  | Options   |
|             |  |   | - options |
|             |  |   | Back      |

4. On the "Please Enter Clerk Pa..." prompt, the Chief/Asst Chief will enter their password and click on the "Ok" button to display the "Editing Voter" screen.

| -                | the second second | Editing: A      | ADAMS, MARC - ID: 10000001 | 4               | Contraction of the second |
|------------------|-------------------|-----------------|----------------------------|-----------------|---------------------------|
| Voter Details    |                   |                 |                            |                 |                           |
| First Name       | MARIC             | Initial         | CARRINGTON                 | Last Name       | ADAMS                     |
| SSN              |                   | DOB             | 1980                       | Gender          | M                         |
| DMV Number       | T11111122         | Party           |                            | Message         | MODIFIED                  |
| Voter Status     |                   |                 |                            |                 |                           |
| Status           | ACTIVE            |                 |                            |                 |                           |
| Voter Address    |                   |                 |                            |                 |                           |
| Line 1           | 11115 OAK AVE     | Une 2           |                            | Line 3          |                           |
| Line 4           |                   | City            | ANYTOWN                    | State           | VA                        |
| County           |                   | Country         | US                         | Zip Code        | 22223                     |
| Plus Four        |                   |                 |                            |                 |                           |
| Voter Districts  |                   |                 |                            |                 |                           |
| Senate           | 25                | House           | 57                         | Congressional   | 5                         |
| Voter Mailing Ar | ddress            |                 |                            |                 |                           |
| Line 1           | 11115 OAK AVE     | Line 2          |                            | Line 3          |                           |
| Line 4           |                   | City            | ANYTOWN                    | State           | VA                        |
| Zip Code         | 22223             | Plus Four       |                            | County          |                           |
| Country          | US                |                 |                            |                 |                           |
| Voter Location   |                   |                 |                            |                 |                           |
| Location         | 101               | Locality Code   | 540                        |                 |                           |
| General Use Fie  | sids              |                 |                            |                 |                           |
| General Field 1  |                   | General Field 2 |                            | General Field 3 |                           |
| General Field 4  |                   | General Field   | 5                          | General Field 6 |                           |
|                  |                   |                 |                            |                 |                           |
|                  |                   |                 |                            |                 |                           |
|                  |                   | _               |                            |                 |                           |
|                  | O Ca              | ancel an        | id Exit 📃 🕑 Save ar        | nd Exit         |                           |
| -                |                   |                 |                            |                 |                           |

- 5. Edit any of the following data:
  - <u>In the Voter Details section</u>:
    - First Name, Initial, Last Name
    - **DOB** (enter only the year of birth)
    - Gender (enter only M or F)
  - In the Voter Status section:
    - Status (enter only ACTIVE or INACTIVE)
  - In the Voter Address section:
    - Line 1 (enter the street address, <u>not the mailing address</u>. Example: 711 Barba Rd)
    - **City** (enter only **Virginia Beach**)
    - State (enter only VA)
    - **Zip Code** (5 number zip code)
  - In the General Use Fields section:
    - **General Field 4** (Enter message "Voted AB Monday-Contact GR" or any other message that the Voter Registrar asks to be entered).
- 6. After **all** changes are made, click on the "Save and Exit" button to save the changes and return to the **Voter details** screen.

| Network Status  | Summary   |
|---|---|
| Assigned to Precinct: 21 VIF  | RGINIA BEACH CITY 021 - DAVIS CORNER  |
| Messages: MODIFIED - AB MONDAY  | Ballot style  |
| Voter ID         919560930           DOB         1966           Party | House District 90<br>Senate District 7<br>Party<br>Congressional District 2   |
| AB - Already voted by absentee ballot                                 | Election day status           Status         ACTIVE           Checked in         No           Image: Needs Research         Image: Needs Research |
|   | €<br>Check in voter   |
|   | S Back  |

- 7. The message shown above will be displayed.
- 8. I<u>f an AB voter is being edited</u>, click on the "AB Already voted by absentee ballot" box <u>before</u> clicking on the "Back" button.
- 9. On the "Please Enter Clerk/Admin Passw..." prompt, the Chief/Asst Chief will enter their password and click on the "Ok" button to display the **Voter details** screen.
- 10.On the **Voter details** screen, click on the "Back" button to return to the **Precinct Search** screen.

|             | 3 3 Network Status   |   | Summary |
|-------------|--|---|---------|
|             | Voters: 15   | 6 Checked In: 0   |         |
| BDALLA, A   |  |   |         |
| Message     | S: MODIFIED - AB MONDAY                                    | Dallat at da  |         |
| oter detail | •  | Dallot style  |         |
| /oter ID    | 919560930  | House District 90   |         |
| DOB         | 1966   | Senate District 7   |         |
| arty        | м  | Party   |         |
| Address     | VIRGINIA BEACH<br>VIRGINIA BEACH<br>VA<br>US<br>23462-1384 | Congressional District 2  |         |
|             |  | Election day status   |         |
|             |  | 6000 ACTN/5   |         |
|             |  | Status ACTIVE   |         |
| AB - A      | Iready voted by absentee ballot                            | Checked in No   |         |
|             | Messages   | The second se |         |
|             | MC   | DDIFIED   |         |
|             |  |   | Options |
|             | Back   | Noode Recearch  | 1000    |

- 11.<u>Before an edited voter can be checked-in</u>, the "Modified" message as shown above will be displayed.
- 12. **Notify the precinct Chief/Asst Chief** and refer to the "*What If...*" document to determine the correct action to take.

## **Adding Voter Information**

The Add Voter function is restricted to the Chief/Asst Chief.

|              | Network Status             |               | Summary                 |
|--------------|----------------------------|---------------|-------------------------|
| As           | signed to Precinct: 101 Al | NY COUNTY 101 | - CLEAR SPRINGS         |
| V S Voter ID |                            | Party DOB     |                         |
| A 100000014  | ADAMS, MARC CARRINGTON     | 1990          |                         |
| A. 100000016 | ADAMS, SCOTT EDWARD        | 1980          |                         |
| A 10000017   | ADCOCK CARRIE ANN          | 1981          | 11118 BROADWAY ST VA    |
| A 100000018  | ADESINA OLLIWOLE OLAWALE   | 1981          | 11114 FLM ST VA         |
| A 100000019  | ADLER DREWLEONARD          | 1982          | 11115 MAIN ST VA        |
| A 100000020  | ADLER, FERNANDO            | 1982          | 11116 OAK AVE VA US     |
| A 100000021  | ADLER, PIA THERESE         | 1980          | 11117 FOX AVE VA        |
| A 100000022  | AFFRON, MATTHEW AVIGDOR    | 1980          | 11118 CAMEL RD VA       |
| A 100000023  | AHEARN, RYAN CHRISTOPHER   | 1980          | 11119 BROADWAY ST VA US |
| A 100000024  | AHMAD, ELLEN YOUEL         | 1981          | 11115 ELM ST VA         |
| A 100000025  | AKIN, ELIZABETH            | 1981          | 11116 MAIN ST VA        |
| A 100000026  | AKIN, GIB                  | 1982          | 11117 OAK AVE VA        |
| A 100000027  | AL-HAMDANI, AYAD KHALIL    | 1982          | 11118 FOX AVE VA        |
| Precinct Se  | arch:                      | А             | Page 2 of 9             |
| 1234         | 567890                     |               |                         |
| QWER         | TYUIOP-                    | Bksp          | Locality                |
| ASDF         | GHJKL'+                    | Clr           | Deptions                |
| ZXCV         | BNM,./S                    | pace          | ABC                     |

1. On the **Precinct Search** screen, click on the "Options" button.

| Network Status  | Summary                                     |
|---|---|
| Voters: 4606 Checked In:  | 1 Provisional: 0                            |
| V S Voter ID Name Party   | DOB Address                                 |
|   |   |
|   |   |
|   |   |
|   |   |
|   |   |
|   |   |
|   |   |
|   |   |
|   |   |
|   |   |
| Precinct Search:  | Select your form                            |
| Precinct Search:  | Select your form<br>Add Voter               |
| Precinct Search:           1         2         3         4         5         6         7         8         9         0           Q         W         E         R         T         Y         U         I         O         P         Bksp   | Select your form<br>Add Voter<br>Close Menu |
| Precinct Search:         1         2         3         4         5         6         7         8         9         0           Q         W         E         R         T         Y         U         I         O         P         -         Bksp           A         S         D         F         G         H         J         K         L         '         +         Cir | Select your form<br>Add Voter<br>Close Menu |

2. On the "Select your form" pop-up menu, click on "Add Voter".



3. On the "Please Enter Clerk Pa..." prompt, the Chief/Asst Chief will enter their password and click on the "Ok" button to display the "Adding New Voter" screen.

| Adding New Voter  |        |                            |                 |  |
|-------------------|--------|----------------------------|-----------------|--|
| Voter Details     |        |                            |                 |  |
| Voter Identifier  | 1      | First Name                 | Initial         |  |
| Last Name         |        | SSN                        | DOB             |  |
| Gender            |        | DMV Number                 | Party           |  |
| Message           | ADDED  |                            |                 |  |
| Voter Status      |        |                            |                 |  |
| Status            |        |                            |                 |  |
| Voter Address     |        |                            |                 |  |
| Line 1            |        | Line 2                     | Line 3          |  |
| Line 4            |        | Cky                        | County          |  |
| State             |        | Country                    | Zp Code         |  |
| Plus Four         |        |                            |                 |  |
| Voter Districts   |        |                            |                 |  |
| Senate            |        | House                      | Congressional   |  |
| Voter Mailing Add | hess   |                            |                 |  |
| Line 1            |        | Line 2                     | Line 3          |  |
| Line 4            |        | Cky                        | State           |  |
| Zip Code          |        | Plus Four                  | County          |  |
| Country           |        |                            |                 |  |
| Voter Location    |        |                            |                 |  |
| Location          | 45 701 | Locality Code              |                 |  |
| General Use Field |        |                            |                 |  |
| General Field 1   |        | General Field 2            | General Field 3 |  |
| General Field 4   |        | General Field S            | General Field o |  |
|                   |        |                            |                 |  |
|                   |        |                            |                 |  |
|                   | Ca     | ncel and Exit 🛛 🕗 Save and | d Exit          |  |
| -                 |        |                            |                 |  |

- 4. Enter the following data:
  - <u>In the Voter Details section</u>:
    - Voter Identifier (provided by the General Registrar)
    - First Name, Initial, Last Name
    - **DOB** (enter only the year of birth)
    - Gender (enter only M or F)

- In the Voter Status section:
  - **Status** (enter only **ACTIVE**)
- In the Voter Address section:
  - Line 1 (enter the street address, <u>not the mailing address</u>. Example: 711 Barba Rd)
  - **City** (enter only **Virginia Beach**)
  - State (enter only VA)
  - **Zip Code** (5 number zip code)
- In the Voter Location section:
  - **Location** (choose the correct precinct from the drop-down box).
  - Locality Code (enter only 810).
- 5. After **all** of the data is entered, click on the "Save and Exit" button to save the data and return to the **Precinct Search** screen.

| <b>S</b>   | Network Status                               | isone -  | Summary         |
|--|--|--|-----------------|
| MILL, CRIS   | Assigned to Precinct: 16 VIRG                | GINIA BEACH CITY 016 - ARAG  | ONA             |
| Message<br>Voter detail  | es: ADDED<br>Is                              | Ballot style   |                 |
| Voter ID 23456<br>DOB 02/03/1979<br>Party<br>Gender M<br>Address 968 ST ANDREWS<br>VIRGINIA BEACH<br>VA<br>23462 |  | House District<br>Senate District<br>Party<br>Congressional District |                 |
| 🔲 AB - A   | liready voted by absentee ballot<br>Messages | Election day status<br>Status ACTIVE<br>Checked in No                |                 |
|  | A  | DDED   |                 |
|  | Back 🕄                                       | k 🖉 Needs Research   | Options<br>Back |

- 6. <u>Before the added voter can be checked-in</u>, the "Added" message as shown above will be displayed.
- 7. Notify the precinct Chief/Asst Chief and refer to the "*What If...*" document to determine the correct action to take.

## **Closing The Polls**

|                           | Network Status         |              | 🦗 📒 -1%        | Summary          |  |
|---------------------------|------------------------|--------------|----------------|------------------|--|
|                           | Voters: 4606 C         | hecked In: 0 | Provisional: 0 |                  |  |
| V S Voter ID              | Name                   | Party        | DOB            | Address          |  |
| HA A 100000000            | AARHUS, ERIKA          | 1980         | 11111 E        | LM ST VA US      |  |
| A 100000001               | ABBEY, ROBERT LAWRENCE | E 1980       | 11112 N        | IAIN ST VA US    |  |
| A 10000002                | ABBOTT, SCOTT EDWIN    | 1980         | 11113 C        | AK AVE VA        |  |
| A 10000003                | ABRAMS, KAREN LOUISE   | 1981         | 11114 F        | OX AVE VA        |  |
| A 100000004               | ACGTBLU, PHAEDRUS      | 1981         | 11115 C        | AMEL RD VA       |  |
| A 100000005               | ACKER, JANA BETH       | 1982         | 11116 B        | ROADWAY ST VA US |  |
| A/B A 100000006           | ACKERMAN, ERIC RAYMONE | 0 1982       | 11112 E        | LM ST VA US      |  |
| A 100000007               | ACKERMAN, JENNIFER GOR | H 1980       | 11113 N        | IAIN ST VA       |  |
| A 100000008               | ACKERMAN, KARL DAVID   | 1980         | 11114 C        | OAK AVE VA       |  |
| A 10000009                | ADAMS, AMY PHILLIPS    | 1980         | 11115 F        | OX AVE VA        |  |
| A 100000010               | ADAMS, BRIAN JOSEPH    | 1981         | 11116 C        | AMEL RD VA       |  |
| A 100000011               | ADAMS, CINDY RAE       | 1981         | 11117 B        | ROADWAY ST VA    |  |
| A 100000012               | ADAMS, JACINTA ROSHAWN | IDA 1982     | 11113 E        | LM ST VA US      |  |
| A 100000013               | ADAMS, LILLIAN NEWTON  | 1982         | 11114 N        | AIN ST VA        |  |
| Precinct Se               | arch:                  | А            |                | Page 1 of 9      |  |
| 1234                      |                        |              |                |                  |  |
| QWERTYUIOP - Bksp Locali  |                        |              |                |                  |  |
| A S D F G H J K L ' + CIr |                        |              |                |                  |  |
| ZXCV                      | BNM,./                 | Space        |                | ABC              |  |

1. On the **Precinct Search** screen, click on the "Summary" button to display the **Pollbook Summary** screen.

|              | Pollbook Summary              |         |
|--------------|-------------------------------|---------|
|              | % Voter Turnout               | 0       |
|              | Total voters for Precinct     | 4606    |
|              | Total Provisional by Precinct | 0       |
|              | Total Provisional             | 0       |
|              | Total Checked In By Precinct  | 1       |
|              | Total Checked in by party (D) |         |
|              | Total Checked In by party (R) | 0       |
|              | Absentee by Precinct          | 250     |
|              | OP by Precinct                | 0       |
|              | Challenged by Precinct        | 0       |
|              | Needs Research by Precinct    | 0       |
|              | Town Voters Checked In        | 0       |
|              | Reports                       |         |
|              | G Back S Print                | Log Off |
|              |                               |         |
| 23 Aug, 2011 |                               |         |

- 2. Verify that the totals for "Total Checked In By Precinct" and "OP by Precinct" are the same for all networked EPBs.
- 3. Record the "Total Checked In By Precinct" total on the "*EPB & TSX Summary Worksheet*", which will be signed and dated by an election officer to certify that the totals are accurate and true. This will be needed later for the SOR Form, Part D-1.

#### Do NOT Log-Off until the "Total Checked In By Precinct" total has been recorded!

|                               | the second se |
|-------------------------------|---|
| Pollbook Summary              |   |
| % Voter Turnout               | 0   |
| Total voters for Precinct     | 4606  |
| Total Provisional by Precinct | 0   |
| Total Provisional             | 0   |
| Total Checked In By Precinct  | 1   |
| Total Checked In by party (D) | 1   |
| Total Checked In by party (R) | 0   |
| Absentee by Precinct          | 250   |
| OP by Precinct                | 0   |
| Challenged by Precinct        | 0   |
| Needs Research by Precinct    | 0   |
| Town Voters Checked In        | 0   |
| Z Reports                     |   |
| GBack Print                   | Log Off   |
| 23 Aug. 2011                  |   |

- 3. Click on the "Log Off" button.
- 4. On the "Log Out?" pop-up window, click on the "Yes" button to display the main Advocate-PCC program screen.

| Datacard<br>Copyright (c) 2009-2010<br>DataCard Corporation | IP Address: 192 168 0.197<br>UUID: a7b2-655099c3-d3f8 | -1%   | Exit 🌗   |
|---|---|---|----------|
|   | CAD   | VOCATE<br>T MANAGEMENT SYSTEM                                       |          |
| Plea  | ase enter a passwo                                    | rd and click 'Log In' to proceed                                    | ł.       |
|   |   | .og In 🍫  |          |
| Print Status  | 1 2 3 4 5<br>QWERTY<br>ASDFG<br>ZXCVB                 | 6 7 8 9 0<br>7 U I O P - Bksp<br>H J K L ' + Clr<br>N M , . / Space | Discover |
| Version 1.35.41   | Election Date: 23 Aug, 2011                           | Database Build: 1v0 Thu, 28 Apr 2011 08:22:32                       | EDT      |

5. The Chief/Asst Chief will need to log-in with the special password located in the "Do Not Open Until Polls Are Closed" envelope. After entering the password, hit the "ENTER" button on the keyboard or click on the "Log-In" button on the screen to display the "Pollbook Administration" pop-up window.

| Datacard                                  | Pollbook | Administration | Exit 📢   |
|---|----------|----------------|----------|
| Copyright (c) 2000 DataCar<br>Corporation |          | Database       |          |
|   |          | Swipes         |          |
|   | 🗹 P      | Plugin Data    |          |
|   | Clo      | ose Election   |          |
|   |          | Export         |          |
|   | E:\      |                |          |
| Plea                                      | Save D   | Data Location  | ceed.    |
|   |          | Close          |          |
| 2   | ASDFGH   | JKL'+Clr       | 3.       |
| Print Status                              | ZXCVBN   | M, . / Space   | Discover |

Do NOT change the Save Data Location!

6. On the "Pollbook Administration" pop-up window as displayed above, click on the "Export" button to display the "Save" pop-up window.

| Datacard                                   | Pollbook Administration  | Exit 🗐   |
|--|--|----------|
| Copyright (c) 2009 DataCard<br>Corporation | Database   |          |
|  | Swipes   |          |
|  | Plugin Data  |          |
| Pleas                                      | Save (r.: Code ) ( | read     |
| 11005                                      | Pile Igane: pcc.e487.60546086-2107.admin.zc  |          |
| Print Status                               | A S D F G H J K L ' + Clr<br>Z X C V B N M , . / Space   | Discover |
| Version 1.35.24 Aw                         | alting Staging.  |          |

#### Do NOT change ANYTHING!

7. On the "Save" pop-up window, click on the "Save" button. The election data zip file is created and saved to the flash drive.



- 8. After the main Advocate-PCC program screen is displayed, verify that "Awaiting Staging" is displayed in the area where the election date was previously shown.
- 9. If "Awaiting Staging" is not displayed, refer to the EPB Troubleshooting section in this handbook before following the next procedure.
- 10. Click on the "Exit" button to exit the Advocate-PCC program.
- 11.On the "Confirm Shut Down?" pop-up window, click on the "Yes" button to display the main Windows desktop.
- 12.On the Windows desktop, click on the "Start" button in the lower left hand corner of the screen.
- 13.Click on the "Turn Off Computer" button.
- 14.On the "Turn off computer" pop-up window, click on the "Turn Off" button.
- 15. Wait until the laptop has shut down completely before removing the flash drive from the USB port.
- 16.Place **EPB-1** flash drive (**yellow** dot) in **Envelope #2**, which will be put in the red bag.
- 17.Place all other flash drives and the EPB password envelope in **Envelope #11**.
- 18.Record the "Total Checked In By Precinct" total from the "EPB & TSX Summary Worksheet" on the SOR Form, Part D-1.
- 19.Place the used "EPB & TSX Summary Worksheet" in envelope #2. The worksheet has to be signed and dated by an election officer to certify that the totals are accurate and true.

## **EPB Troubleshooting**

## Unable to load deployment file



If an "Unable to load first election" (shown above) or an "Error tidying file" error message is displayed, the laptop is not recognizing the flash drive or there is an existing pollbook folder on the laptop. Follow the procedures described below:

#### A. Flash Drive Not Recognized

The laptop is not recognizing that a flash drive is connected.

- 1. Click on the "Exit Application" button as shown above.
- 2. Allow the laptop a few minutes to recognize the flash drive.
- 3. Launch the Advocate-PCC program again by following the Opening The Polls procedures in this handbook.

#### B. Existing Pollbook Folder (.pollbook file)

A pollbook folder already exists on the laptop.

1. Click on the "Exit Application" button as shown above.



- 2. On the Windows desktop, click on the "Start" button in the lower left corner of the screen.
- 3. Select "My Computer" from the "Start Menu".

| Presvela                            | and a star   | i i i i i i i i i i i i i i i i i i i   | ED LAK Shortustijo |             |
|-------------------------------------|--|---|--------------------|-------------|
| 1                                   | 📱 My Computer  |   |                    | -           |
|                                     | File Edit View Favorites Tools   | Help  | <u>A</u>           | Charling in |
| Interni<br>Excelor                  | (G tach + (G) + 💋 🔎 s  | aarch 🍋 Folders 🔝-  |                    |             |
| -                                   | Address 🔡 My Computer  |   | 💌 🋃 Go             | 1           |
|                                     | System Tasks     Image: System information       Image: System information     Image: System information       Image: Add or remove programs     Image: System information       Image: Change a setting     Image: System information | Files Stored on This Computer  Shared Documents  Hard Disk Drives                                   |                    |             |
| dinagativ<br>Esso                   | Other Places  My Network Places My Decuments My Decuments Control Panel Decuments  | Pres Space: 32.7 C8<br>Devi Total Size: 37.7 C8<br>Devi Total Size: 37.7 C8<br>Dvo/cD-RW Drive (D:) |                    |             |
| ELLA<br>ELLA<br>Windows P<br>Player | HY Computer<br>System Folder   |   |                    |             |
| Run<br>Advocate                     | PAM  | 00 00<br>2009/Tahrin No/20096e  |                    |             |
| St.                                 | My Computer  |   |                    | US4PM       |

4. On the "My Computer" pop-up window, double click on "Local Disk (C:)".

| File Edit View Favorites To     | ools Help                                    |  |   | That |
|---------------------------------|--|--|---|------|
| 😋 😋 Back + 🕥 - 🏂 🎾              | 🕽 Search 😥 Folders 📊 •                       |  | Contraction of the second   |      |
| Address 🥌 C:\                   |  |  | 🛩 🛃 Go  | -    |
| System Tasks                    | Documents and Settings                       | Drivers                                  | 1.00  |      |
| Hide the contents of this drive | Size; 245 MB<br>Folders: Administrator, Advo | ate, All Users, Training                 |   |      |
| Add or remove programs          | Program Files                                | RPCTools                                 | 24.0  |      |
| dan<br>abi                      |  | California a                             |   |      |
| File and Folder Tasks           | a watows                                     |  |   | - 1  |
| Make a new folder               | DeleteContent<br>MS-DOS Batch File           | Unattendinstalation<br>MS-DOS Batch File | 10000   |      |
| Web                             | 1 K0   | 1 40                                     |   |      |
|                                 |  | 58Erun                                   | and the second se | -    |
| (x) Other Places                |  |  |   | -    |
| My Computer                     |  |  |   |      |
| Shared Documents                |  |  | STOL OF   |      |
| My Network Places               |  |  |   | -    |
| Details                         |  |  |   |      |
| AS P                            |  |  | and the second second   | -    |
|                                 |  |  | 100   |      |
|                                 |  |  |   |      |

5. On the "Local Disk (C:)" pop-up window, double click on the "Documents and Settings" folder.

| Rosycle Bini   | Description of the second seco |                  |
|--|--|------------------|
| (Decement)   | Documents and Settings   | - Britan         |
| Balara   | Féé Edit View Favorités Tools Help 🧤<br>③ Back - ③ - 参 ≫ Search ≫ Polders IIII -   | and a            |
| And a second sec | Address C Cilponnents and Settings   | A DECK           |
| Castoro<br>Integritetar  | Maho a new folder     Debits this folder to the     Web     Size: 19.7 M0     Folders: _Coulers, Desktop, Favorites, My Documents,     Folders: _ robitverinet.log   | -                |
| NER O  | Other Places (8)   | 1                |
| 200<br>1.1641  | Details  |                  |
| ELLA   |  | Commences of     |
| Windows Media<br>Player  |  |                  |
| Run<br>Advocate-PAM  |  |                  |
| 🐮 start  | Cocurrents and Settings  | 🍓 🥺 🕃 🔮 10:01 AM |

6. On the "Documents and Settings" pop-up window, double click on the "Advocate" file.

| Advocate  |  |                  |
|---|--|------------------|
| File Edit View Favorites Tools  | Help<br>arch 🌮 Folders 🛄 •   | all and a second |
| Address C. (Documents and Settings<br>File and Folder Tasks<br>Pile and Folder Tasks<br>Pile bit is folder to the<br>Web<br>Pile hits folder<br>Pile hits | Idvocate<br>Ipolitizoki<br>Stee: 32.0 KB<br>Files: session:uml, sessionbackup.uml, uud<br>Files: session:uml, sessionbackup.uml, uud | ✓ → 60.          |
| Other Places <ul> <li>Documents and Settings</li> <li>Thy Documents</li> <li>Shered Documents</li> <li>Shered Documents</li> <li>Nry Computer</li> <li>Nry Network Places</li> <li>Nry Network Places</li> </ul>  | Pry Documents     Start Menu     Start Menu     Start Menu     Start Menu     Start Menu     Start Menu                              |                  |
| Details V   |  |                  |
| NYA<br>Nan<br>ato PAM   | cs cs<br>2009Trann Nov2009Ge   |                  |

- 7. On the "Advocate" pop-up window, **right** click on the ".pollbook" file.
- 8. Select "Delete" from the pop-up menu.
- 9. On the "Confirm Folder Delete" pop-up window, click on the "Yes" button.
- 10.Close the "Advocate" window.
- 11.Launch the Advocate-PCC program again by following the Opening The Polls procedures in this handbook.

## **Console 1 Application**

If a "Console 1 Application" error message is displayed, the laptop is not recognizing that a flash drive is connected.

- 1. Click on the "Exit Application" button.
- 2. On the Windows desktop, click on the "Safely Remove Hardware" icon in the lower right hand corner of the screen. Picture shown on the next page.



- 3. On the pop-up menu, click on the "Safely remove USB Mass Storage Device Drive(?:)".
- 4. Remove the flash drive from the USB port.
- 5. Re-insert the flash drive into the USB port.
- 6. Allow the laptop a few minutes to recognize the flash drive (a pop-up window will be displayed).
- 7. Close the pop-up window.
- 8. Launch the Advocate-PCC program again by following the Opening The Polls procedures in this handbook.

## Device has disconnected!

If a "Device has disconnected!" error message is displayed, one of the EPBs has been disconnected (the network connection is loose or unplugged, one of the EPBs has logged off, or one of the EPBs is not turned on). This message may be displayed on any Advocate-PCC program screen.

Voters can still be checked-in on the connected EPB(s).

1. The "Device has disconnected!" error message displays the IP address (IP: 10.0.17.46 is shown above) of the EPB that has been disconnected.

| Datacard             | IP Address: 10.0 18.51<br>UUID: e07c-e657c555-da71                              | <b>100%</b>                                  | Exit 🖏       |
|----------------------|---|--|--------------|
| DataCard Corporation | Pollbooks on t  | his network                                  |              |
|                      | For information only. This shows which pollbooks                                | will be connected during the voting process. |              |
|                      | UUID: e07c-e6b7c55b-da71<br>IP Address: 10.0.10.51<br>Status: Connected         | M 🍝  |              |
|                      | UUID: 3820-94128bb6-7316<br>IP Address: 10.0.17.46<br>Status: Disconnected      |  |              |
| Pleas                | Device has disconnecte<br>Pelbook 3820-9412886-73<br>has been disconnected from | dt 💌<br>6 - JP:10.0.17.46<br>the network     | ceed.        |
| Print Status         | ZXCVBNM   | K  | Discover     |
| Version 1.35.41 Elec | ction Date: 23 Aug, 2011  | Database Build: 1v0 Thu, 28 Jul 2011         | 11:22:35 EDT |

- 2. Match the displayed IP address with a similar number on a label on the EPB to identify which EPB has disconnected.
- 3. Click on the "OK" button as shown above.
- 4. Check that the surge protector is connected to a working electrical outlet.
- 5. Check that the surge protector is on.
- 6. Check that the power supply/charger is securely connected to the surge protector.
- 7. Check that the power supply/charger is securely connected to the laptop.
- 8. If the power supply is correct, unplug the network cable on the disconnected EPB and then re-insert it. An audible "click" sound should be heard.
- 9. Check that the disconnected EPB is turned on and logged in.
- 10. Launch the Advocate-PCC program again by following the Opening The Polls procedures in this handbook.

## A voting error has occurred

- 1. Click on the "Exit Application" button.
- 2. Remove the flash drive from the USB port.
- 3. Re-insert the flash drive into the USB port.
- 4. Allow the laptop a few minutes to recognize the flash drive (a pop-up window will be displayed).
- 5. Close the pop-up window.
- 6. Launch the Advocate-PCC program again by following the Opening The Polls procedures in this handbook.

### Unable to write to the database

- 1. Click on the "Exit Application" button as shown above.
- 2. Remove the flash drive from the USB port.
- 3. Re-insert the flash drive into the USB port. Ensure that the flash drive is correctly attached.
- 4. Allow the laptop a few minutes to recognize the flash drive (a pop-up window will be displayed).
- 5. Close the pop-up window.
- 6. Launch the Advocate-PCC program again by following the Closing The Polls procedures in this handbook.

| Awaiting Staging                                       |  |                        |
|--|--|------------------------|
| Datacard<br>Copyright (e) 2009 DataCard<br>Corporation | IP Address: 172.23.104.152<br>UUID: c487-6054e0bb-210f   | Exit 🌗                 |
|  | CADVOCATE<br>PRECINCT MANAGEMENT SYSTER  | 7M                     |
| Please   | enter a password and click 'Log In'  | to proceed.            |
|  | Log In 🍫   |                        |
| Print Status   | 1 2 3 4 5 6 7 8 9 0<br>Q W E R T Y U I O P - Bks<br>A S D F G H J K L ' + Cl<br>Z X C V B N M , . / Spac | sp<br>Ir<br>e Discover |

- 1. Click on the "Exit" button as shown above .
- 2. On the "Confirm Shut Down?" pop-up window, click on the "Yes" button to display the main Windows desktop.
- 3. Select "My Computer" from the "Start Menu".
- 4. On the "My Computer" pop-up window, double click on "Local Disk (C:)".
- 5. On the "Local Disk (C:)" pop-up window, double click on the "Documents and Settings" folder.
- 6. On the "Documents and Settings" pop-up window, double click on the "Advocate" file.
- 7. On the "Advocate" pop-up window, **right** click on the ".pollbook" file.
- 8. Select "Delete" from the pop-up menu.

- 9. On the "Confirm Folder Delete" pop-up window, click on the "Yes" button.
- 10. Close the "Advocate" window.
- 11. Select "My Computer" from the "Start Menu".

| ی 🕞                          | B My Computer<br>File Edit View Favorites Tools                   | Help                          |                 |
|------------------------------|---|-------------------------------|-----------------|
| ikernek kreiningr<br>splater | 3 tack - 3 - 3 🔊  | earch 😥 Folders 🔝 -           |                 |
| enderster minet j            | Address 😨 My Computer<br>System Tasks 🛞                           | Files Stored on This Computer |                 |
| and<br>Maria                 | View system information  Add or remove programs  Change a setting | Hard Disk Drives              | ate's Documents |
| 20<br>1586                   | Other Places  | Local Disk. (C)               |                 |
| Laget                        | Details   | DVD/CD-RW Drive (D:)          | cend ((:-)      |
| ELLA                         | My Computer<br>System Folder                                      |                               |                 |
| pows Media<br>Naver          |   |                               |                 |
| 2.000                        |   |                               |                 |

12. In the "Devices with Removable Storage" section, double click on the flash drive icon.

| Resyster Kan Dinaka   |   | - |
|---|---|---|
| Accession<br>Control of the second<br>Control of | Transcand (1:)       Image: Construction of the left         Image: Construction of the left       Image: Construction of the left         Image: Construction of the left       Image: Construction of the left         Image: Construction of the left       Image: Construction of the left         Image: Construction of the left       Image: Construction of the left         Image: Construction of the left       Image: Construction of the left         Image: Construction of the left       Image: Construction of the left         Image: Construction of the left       Image: Construction of the left         Image: Construction of the left       Image: Construction of the left         Image: Construction of the left       Image: Construction of the left         Image: Construction of the left       Image: Construction of the left         Image: Construction of the left       Image: Construction of the left         Image: Construction of the left       Image: Construction of the left         Image: Construction of the left       Image: Construction of the left         Image: Construction of the left       Image: Construction of the left         Image: Construction of the left       Image: Construction of the left         Image: Construction of the left       Image: Construction of the left         Image: Construction of the left       Image: Construction of the left <t< th=""><th></th></t<> |   |
| 📲 start   | 🗢 Transcend (E:)  |   |

- 13. On the flash drive pop-up window, **right** click on the "data" folder.
- 14. Select "Delete" from the pop-up menu.
- 15. On the "Confirm Folder Delete" pop-up window, click on the "Yes" button.
- 16. On the flash drive pop-up window, double click on the "Back up" folder.

| Prevelo kin Dimores                            | zai   |  | EO Link Shottel.to<br>project.one Statem | - |
|--|---|--|--|---|
| Solution and Solution                          | Back-up folder<br>File Edit View Pavorites Tools He<br>C Back • O • 🄊 🔎 Searc   | le<br>h ¡⊵ Folders []]]-                                     |  | 3 |
|  | Copy the rise for the file     Copy the rise for the file     Copy the rise     Copy the rise | Core<br>Core<br>Core<br>Core<br>Core<br>Core<br>Core<br>Core | S 20                                     |   |
| LUGO SANAS<br>IGGA<br>EJULA                    | Other Places (8)<br>Details (9)   |  |  |   |
| Windows Media<br>Player<br>Run<br>Advocate-PAM |   |  |  |   |
| 📲 start 🔰 🖴                                    | Back-up folder  |  |  |   |

- 17. On the Back up pop-up window, **right** click on the ".sdf" file.
- 18. Select "Copy" from the pop-up menu.
- 19. Click on the "Back" button.

| tervele kan under s  | Dirak Pontak<br>Roki Pontak  | S. C. S. |
|--|--|----------|
| internet training  | ← Transcend (E;)<br>File Edit Wew Pavorites Tools Help<br>③ Back + ③ - ૐ ∞ Search № Folders IIII -   | 8        |
| Association of the second seco | Address     Example       File and rolder Tasks     Image: Source this folder       Publish this folder     Image: Source this folder       Other Places     Image: Source this folder       Details     Image: Source this folder |          |
| Rum<br>Advocate-PAM  | Transcend (E:)   | 1:25 PM  |

- 20. In a blank area on the flash drive pop-up window, **right** click and select "Paste" from the pop-up menu.
- 21. Close the flash drive window.
- 22. Launch the Advocate-PCC program again by following the Opening The Polls procedures in this handbook.

### **Check-In Number Discrepancy**

- 1. If there is a discrepancy in numbers between/among the networked EPBs you will need to turn off the EPB with the lowest number.
- 2. On the **Precinct Search** screen, click on the "Summary" button to display the **Pollbook Summary** screen
- 3. Click on the "Log Off" button.
- 4. On the "Log Out?" pop-up window, click on the "Yes" button to display the main Advocate-PCC program screen
- 5. Click on the "Exit" button.
- 6. On the "Confirm Shut Down?" pop-up window, click on the "Yes" button to display the main Windows desktop.
- 7. Select "My Computer" from the "Start Menu" click on the "Shut Down" button.
- 8. Wait until the EPB is completely shut off.
- 9. Turn on the EPB and launch the Advocate-PCC program again by following the Opening The Polls procedures in this handbook

## Laptop/Accessories Inoperable

- 1. If the laptop doesn't work or will not turn on, set-up the back-up EPB by following the EPB Setup instructions in this handbook.
- 2. If any of the accessories are not working correctly, use the extra accessories available in the back-up EPB's bag.
- 3. Return the accessory in the back-up EPB's bag after use.

## Laptop Not Charging

The laptop is not charging because of any of the following reasons:

- The wrong charger is being used. Each EPB and its charger are labeled with the same property number found on the cover of the laptop on a blue sticker.
- The laptop is not connected properly to the surge protector or one of the outlets in the surge protector is not working.
- The surge protector is not plugged to an electrical outlet; not turned on; or the electrical outlet is not working.
- Change the surge protector or connect the surge protector to a different outlet.

## Password Not Working

The password is not working because of any of the following reasons:

- The CAPS LOCK may be on. Press CAPS LOCK key. Verify that it is off. Re-enter the password.
- The password is the incorrect password. Check the passwords in the other envelopes; it may have been placed in the incorrect envelope.
- The laptop was not set-up for this election. **Contact the Voter's Registrar's office immediately (385-8683)**. Set-up the back-up EPB by following the EPB Setup instructions in this handbook.

### **Password Missing From Packet**

If the password is missing, contact the Voter's Registrar's office immediately (385-8683) to be supplied with the password.

## Flash Drive Missing

If the flash drive is missing, contact the Voter's Registrar's office immediately (385-8683).

1. Set-up the back-up EPB by following the EPB Setup instructions in this handbook.

## **Other Accessories Missing**

- 1. If any other accessories (network cable, mouse, mouse pad, or cable ties) are missing, use the extra accessories available in the back-up EPB's bag.
- 2. Return the accessory/accessories in the back-up EPB's bag after use.

#### **Other Issues With The EPB**

Contact the Voter's Registrar's office immediately (385-8683) or Call Criscelyn Miller or Tracy Gibson at the numbers provided in the Precinct handbook.

## **EPB Emergency Procedures**



- 1. Unplug all cords and cables from the power source.
- 2. Unplug all cords and cables from the EPBs.



- 3. Place all the cords and cables and other accessories in the laptop bag including ALL flash drives and EPBs.
- 4. Carry the laptop bags with the accessories in them from the building to a safe location.
- 5. If all of the above steps cannot be completed during the emergency, at a minimum carry the laptop with the flash drive attached to it to a safe location.

## Voter Check-In Cheat Sheet

- 1. Ask the voter for their **Full Name** and **Identification**.
- 2. Type Last Name (at least three characters), a comma, and then First Name (<u>NO</u> spaces).
- 3. Select voter from list (Look for ANY flags to left); double click on the voter's name.
- 4. At the **Voter details** screen, ask the voter to state their **current address**. If correct, click on the "Check-in Voter" button.
- 5. For voters requiring outside poll assistance or other information, click on the "Options" button.
- 6. Click on the "Set Voter Status" button.
- 7. Click on [S], [OP], [CA], or more than one flag, if appropriate to the voter.
- 8. On the confirmation screen, click on the "Check-in" button.
- 9. If the check in is complete, click on the "CLR" button from the PCC keyboard or hit the "BACKSPACE " key on the laptop's keyboard.

10.Check-In the next voter!