

---

**ELECTION INSPECTORS GUIDE  
FOR  
ELECTRONIC POLL BOOK/PRECINCT LIST**

---

**A Quick Guide to the Procedures for Utilizing the  
QVF Electronic Poll Book/Precinct List in Your Precinct**

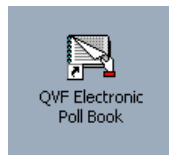
---

**Set up**

1. Position the computer near an electrical outlet at STATION 1 – CHECK-IN and or STATION 2 – PROCESSING. Plug in and power up the computer.

**Log-In**

2. From the computer's main desk top, double click on the QVF Electronic Poll Book icon.



3. Entering the Encryption Code - Before proceeding, the Administrator/Chairperson must first enter the Encryption Password and click on the **Enter** button.

**Login**

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

Encryption Password:  Enter

**2** Please enter a username and password to login:

User Name:

User Password:  Enter

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

Shutdown

4. Changing User Passwords - The Administration/Chairperson and each inspector who will be using the application must change his/her initial User Password to a unique password that will be used throughout Election Day.

**Note:** Remember that in all cases, User Passwords must contain at **least 8 upper and lower case characters and at least one number.**

Complete the following steps:

- a. Enter the User Name and initial User Password to open the application.
  - b. Click on **Sys Admin** and **Change My Password.**
  - c. Re-enter the User Name and *initial* User Password.
  - d. Re-enter the User Name and *new* User Password. As a verification step, you must enter this information two times.
  - e. Click **File** and **Logout.**
5. Verify that the election date, election type, the name of the jurisdiction and the precinct number are accurately displayed at the top of the screen.

**IMMEDIATELY NOTIFY THE CLERK OF ANY PROBLEMS!**

## Opening the Polls/Processing Voters

### TASKS

1. Review the Application to Vote for proper completion. Locate the voter's name using the **Voter Search** function. A voter search may be performed by entering a voter's name or driver's license number in the **Search** window (top left) or by swiping the magnetic strip on the back of the voter's Michigan driver's license.

Once the voter's name is located, complete the following:

- Verify the voter's DOB and current address provided on the Application to Vote to the information provided in the **Voter Information** window (top right).
- Check the Voter List to determine if one or more QVF codes have been assigned. A "?" to the left of a voter's name indicates that a QVF code or other information regarding the voter's qualifications should be reviewed before a ballot is issued. Check the Voter Status window (lower right) for details.
- Ask the voter to present photo ID.
- Initial the Application to Vote granting approval to vote.

**Election:** 8/3/2010 - STATE PRIMARY - PAW PAW TOWNSHIP
**Precinct:** 00001

**DLN / Name:**

This Precinct | Other | Unlisted

	Voter Name	DOB
	Mcqvf, Bb Brian	3/30/1966
	Mcqvf, Benny D	3/6/1983
?	Mcqvf, Bula B	1/29/1952
	Mcqvf, Charlie Brown	1/8/1932
?	Mcqvf, Dolly L	2/17/1977
?	Mcqvf, Donna B	12/4/1962
	Mcqvf, Irma T	8/6/1960
?	Mcqvf, Jason Bourne	3/12/1979
	Mcqvf, Jose L	6/7/1951
	Mcqvf, Josie M	8/4/1986
	Mcqvf, Kat L	8/31/1964
	Mcqvf, Lady Byrd	12/28/1931
	Mcqvf, Lola R	3/20/1965
	Mcqvf, Lulu Lu	11/7/1954
	Mcqvf, Marco Polo	4/25/1990
?	Mcqvf, Marie F	5/1/1942
	Mcqvf, Minnie Pearl	12/5/1915
	Mcqvf, Patti B	11/16/1952
	Mcqvf, Randall Scott	12/24/1931
	Mcqvf, Roger Doger	6/18/1948

22 matching voters

**Name:** MCQVF, JOSIE M      **DOB:** 8/4/1986

**Address:** 233 E MICHIGAN AVE APT 2  
PAW PAW MI 49079      **Precinct:** 00001

**Gender:** Female      **Ballot Style:** 03405

**Polling Location:**        **Reg. Date:** 3/2/2009

PAW PAW TOWNSHIP HAL      **Eff. Reg. Date:** 3/30/2009

114 N. GREMPS ST.     

PAW PAW MI 49079

**What would you like to do?**

Issue a ballot.

Issue a provisional ballot (affidavit).

Issue a provisional ballot (envelope).

Issue a challenged ballot.

Mark a ballot spoiled or defective.

Record an absentee ballot.

Reject a ballot.

Undo (Nothing to undo)

Voter #:

**Ballot #:**

VOTING STATUS: Did not vote in precinct.

2. Issue a ballot - From the **Voter Action** window (middle right), assign a ballot number. Enter the ballot number or, if the “Ballot # Lockout” feature is activated, (with the exception of the first ballot issued) a ballot number will be automatically assigned. (Note that the “Issue a ballot” button is automatically activated.)

**Important! Remember to visually verify that the ballot number assigned matches the number printed on the ballot before handing the ballot to the voter.**

- Click on **Proceed** to note the voter activity. The voter’s name and ballot number are automatically added to the official “List of Voters” report which will become part of the Poll Book following the close of the polls. The letters “REG” will also appear to the left of the voter’s name in the Voter List window.
- Record the **Ballot Number** and **Voter Number** on the voter’s Application to Vote.
- Place the voter’s ballot inside the secrecy sleeve. Place the completed Application to Vote inside the sleeve pocket and hand it to the voter.

#### **EXCEPTIONS:**

1. Voter’s name is not listed under “This Precinct.” Click on “Other” to see if the voter is registered in a different precinct within the same jurisdiction.
  - If the voter’s name is listed under “Other,” direct the voter to his/her proper precinct.
  - If the voter’s name is not listed under “Other” but the voter insists that a ballot be issued, contact the clerk for instructions. If authorization to vote is granted, click on “Unlisted.”
  - Click on the **New** button (lower right). Enter the voter’s name, DOB and current address within the jurisdiction in the **Unlisted Voter** window and click on **OK**.

Election: 8/3/2010 - STATE PRIMARY - PAW PAW TOWNSHIP      Precinct: 00001

DLN / Name: MCQVF      Search

This Precinct | Other | Unlisted

Voter Name	DOB
Mcqvf, Frasier	8/29/1968

Name: MCQVF, FRASIER

Address: 15789 LAGRAVE ST  
PAW PAW MI 49079

Ballot #: 00000009

Voter #: 8

Unlisted Voter

Last Name: MCQVF

First Name: FRASIER

Middle Name:

Suffix:

DOB: 8/29/1968

Address: 15789 LAGRAVE ST  
PAW PAW MI, 49079

OK      Cancel

New      Edit

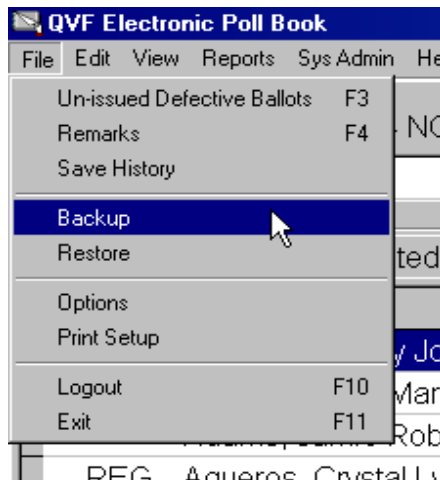
2. Re-issuing “Spoiled” or “Defective” Ballots – Without looking at the voted ballot, write the word “Spoiled” or “Defective” across the top of the voted ballot below the stub. Remove the stub (unless already removed) and ask the voter to place his/her ballot and stub into the special envelope labeled for “Spoiled and Defective” ballots.
  - Highlight the voter’s name then click on the appropriate button in the **Voter Action** window.
  - Assign a replacement ballot number or, if the “Ballot # Lockout” feature is used, a ballot number will be automatically assigned. **Important! Remember to visually verify that the ballot number assigned matches the number printed on the ballot before handing the ballot to the voter.**
  - Click on **Proceed** to note the voter activity. The voter’s replacement ballot number is automatically noted on the official “List of Voters” report which will become part of the Poll Book following the close of the polls.
  - Enter the replacement ballot number on the voter’s Application to Vote.
  - Place the voter’s ballot inside the secrecy sleeve. Place the completed Application to Vote inside the sleeve pocket and hand it to the voter.
  
3. Processing Absent Voter Ballots – Highlight the voter’s name and click on **Record an Absentee Ballot** in the **Voter Action** window, verify AV ballot number in the Voter Status window against number in the Ballot # field and click on **Proceed**.

4. Issuing Provisional “Affidavit,” Provisional “Envelope” or Challenged Ballots – To issue a Provisional ballot or a “Challenged” ballot, click on the corresponding button in the **Voter Action** window.
5. Undo an Action – Click on **Undo an Action (Issuance of ballot [00000101])** in the Voter Action window to reverse an action.

## OTHER TASKS AND FUNCTIONS

1. File Backup – It is recommended that data be backed up periodically throughout Election Day. (A flashing red message will appear on the information bar (lower right) every 30 minutes throughout Election Day as a reminder to backup data.)

Click on **File** and **Backup**.



2. Remarks - This button takes you to the **Remarks Section** where detailed information regarding a specific voter or incident can be key entered. All Remarks Section entries are automatically time-stamped and are attributed to the specific inspector entering the remark.
3. **Logout** and **Exit** are used to change users or to close the program. It is important for all users to remember that there is a difference between “logging out” and “exiting.”
  - “Logout” (or the «F10» key) will log out the current user so that a different user can log in.
  - “Exit” (or the «F11» key) will shut down the Electronic Poll Book, requiring an Administrator who knows the encryption key to reactivate the application. In addition, using the Windows close button – the small “x” at the upper right side of the window – is the same as “exiting” the program. While “exiting” rather than “logging” out is not a fatal error, it can be a nuisance during a busy election.

## CLOSING THE POLLS (After 8:00 p.m.)

1. **Completing the Ballot Summary** - This report documents the total number of ballots assigned to the precinct and how each ballot was used. While several of the entries are automatically calculated, some user input is required to complete the information and final calculations.

The screenshot shows a software window titled "Ballot Summary Report" with a "Close" button in the top right corner. The main content area is divided into two sections: "NUMBER OF BALLOTS DELIVERED TO PRECINCT:" and "NUMBER OF BALLOTS AT CLOSE OF POLLS:". Under the first section, there is a table for "A. Number of ballots delivered to precinct:" with columns for "BS", "Starting No.", "Ending No.", and "Count". A single row is visible with "BS1", "00000001", "00000100", and "100". A "Delete" button is to the right of the table. Below the table, a "Total =" label is followed by a text box containing "100". Under the second section, there are several rows for "D. Number of ballots tabulated (51)", "E. Number of AV ballot envelopes delivered to precinct which did not contain a ballot or were not processed", "F. Number of ballots reissued to voters who spoiled their ballot at the polling place (spoiled or defective ballots)", "G. Number of ballots used by election inspectors for ballot duplication", and "H. Number of PROVISIONAL 'envelope' ballots issued". Each of these rows has a corresponding text box with values "51", "0", "5", "0", and "1" respectively. At the bottom of the window, there is a "Preview" button.

The Ballot Summary is designed to account for multiple ballot styles (**Line A**). A *white* window indicates that the entry must be manually entered (**Line A, D, G, & I**).

Complete the following:

- **Line A** - Enter the number of blank ballots delivered to the precinct for each ballot style. To complete this entry, (using your "Tab" key) manually enter the first "Ballot Style" (BS1), followed by the "Starting Number" (lowest numbered ballot - 1) followed by the "Ending Number" (highest numbered ballot - **100**) and hit "Tab." Note that the "Starting Number" and "Ending Number" are automatically zero filled and the "Count" (total number of ballots) is automatically calculated. Complete this process for each ballot style assigned to the precinct. The **Delete** button can be used to delete or edit your entries.
- **Line D** - Enter the total number of ballots tabulated. This reading should be taken directly from the public counter on the front of the tabulator. Note: The number of ballot tabulated (according to the public counter) may be different than

- **Line G** - Enter the number of ballots used for duplicating ballots. These ballots should always be taken from the unused ballots following the close of the polls.
- **Line I** - Enter the total number of UNUSED BALLOTS for each ballot style. Working with the unused ballots (using your “Tab” key), enter the first “Ballot Style” (BS1), followed by the “Starting Number” (lowest numbered ballot remaining - **58** followed by the “Ending Number” (highest numbered ballot remaining - **100**) and hit “Tab.” Note that the “Starting Number” and “Ending Number” are automatically zero filled and the “Count” (total number of unused ballots) is automatically calculated. Complete this process for each ballot style assigned to the precinct. The **Delete** button can be used to delete or edit your entries.

In addition, if **Allow the recording of absentee ballots** is checked in **File/Options**, the entry windows for **Lines B** and **E** will also appear in *white*; this information must be manually entered.

- **Line B** – Enter the total number of AV (absent voter) ballot return envelopes and corresponding AV Applications delivered to the precinct for processing.
- **Line E** – Enter the total number of AV (absent voter) ballots delivered to the precinct for processing that were not tabulated for any reason.

**Ballot Summary Report** [Close]

B. Number of AV return envelopes received by board

C. Total

**NUMBER OF BALLOTS AT CLOSE OF POLLS:**

D. Number of ballots tabulated (51)

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

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

G. Number of ballots used by election inspectors for ballot duplication

H. Number of PROVISIONAL "envelope" ballots issued

I. Number of UNUSED BALLOTS:

BS	Starting No.	Ending No.	Count
▶ BS1	00000058	00000100	43

Total =

J. Total of Lines D, E, F, G, H, and I

K. Difference

If the total reported under **Line C** is different than the total reported under **Line J**, explain the reason for the difference in the **Remarks Section**.

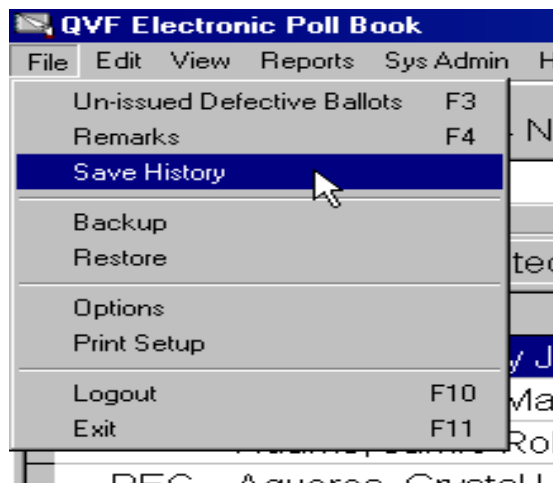
After manually entering all required entries, click on the **Preview** button to generate the final **Ballot Summary Report**. (See sample: Page 13)

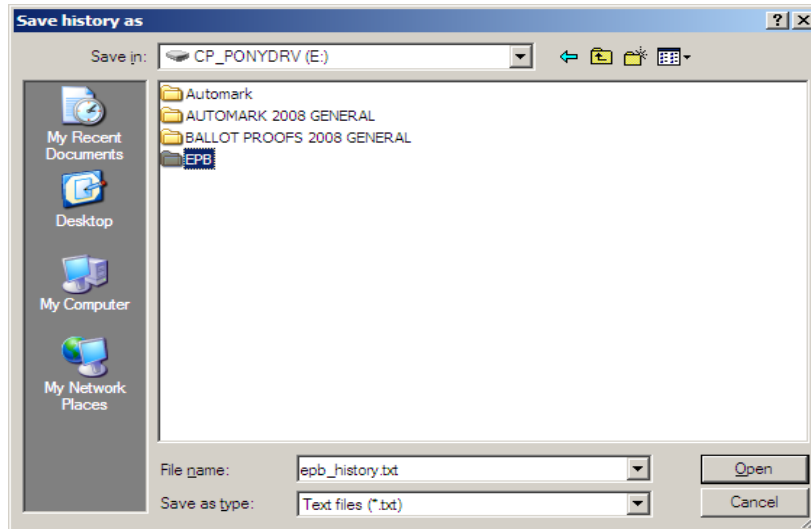
## 2. FILE BACKUP

A final File Backup must be performed immediately following the close of the polls and the completion of the Ballot Summary. (See instructions above under **OTHER TASKS AND FUNCTIONS**.)

## 3. SAVE HISTORY

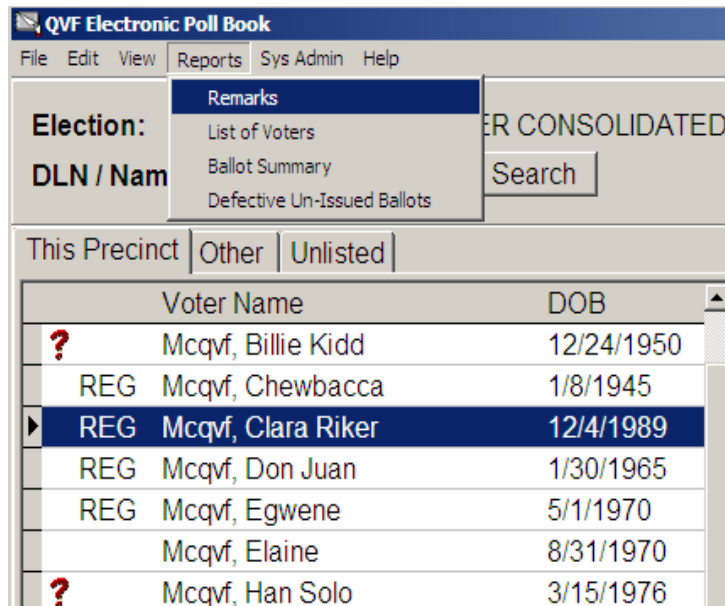
It is important that all voter history be saved to the same Memory Stick used to store the EPB data and files to be uploaded into the QVF following the election. Clicking on **Save History** activates Windows Explorer. (The default file name is “**epb\_history.txt**.” You may change the file name if desired.)





#### 4. SAVE AND DOWNLOAD REPORTS

The following three reports must be saved as PDF files and downloaded to the Memory Stick for delivery to the Receiving Board: 1) Remarks 2) List of Voters and 3) Ballot Summary. Click on “**Reports**” in the QVF Electronic Poll Book menu to select a report.



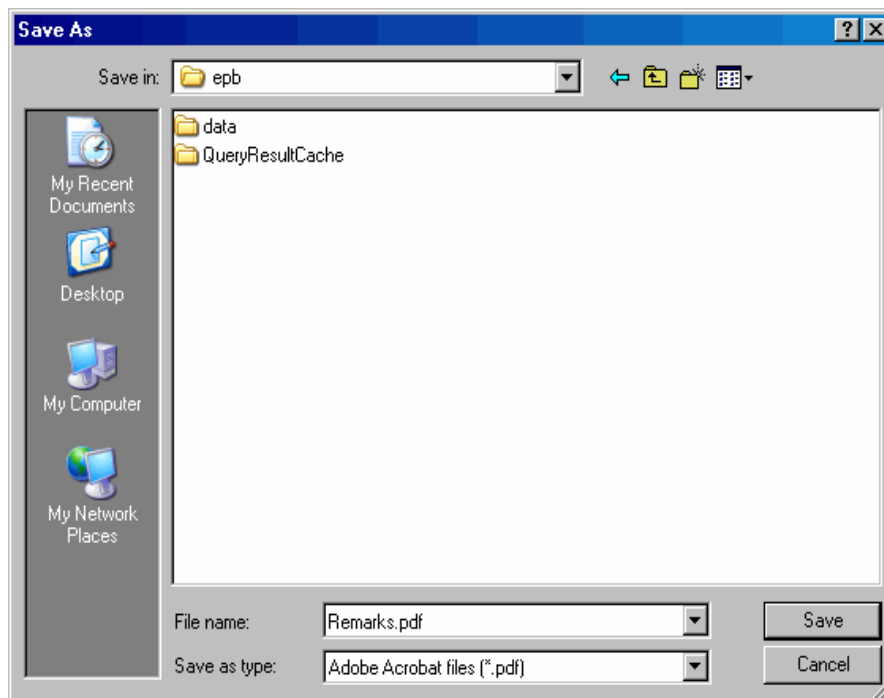
The PDF icon is located in the upper left-hand corner of the **Report Preview** screen.



Complete the following steps for each report:

- 1) Open the **Report Preview** screen
- 2) Click on the “PDF” icon and a “Save As” window will pop up
- 3) Save the PDF file in the external memory (Memory Stick)

The default file names are: «Remarks.PDF» (Remarks Report), «List of Voters.PDF» (List of Voters Report) and «Report.PDF» (Ballot Summary Report).



**Remarks** - This report displays all general remarks or explanations entered by election inspectors throughout Election Day. Each entry is date and time stamped and contains the Username of the inspector that made the entry.

**8/3/2010 - STATE PRIMARY - PAW PAW TOWNSHIP  
PRECINCT 00001**

**REMARKS**

<b>Date / Time</b>	<b>User</b>	<b>Remarks</b>
5/10/2010 10:50:14 AM	ADMIN	Ballots 30 thru 36 marked defective for water stains.
5/10/2010 11:33:18 AM	ADMIN	Joe the inspector left work at 1:30 pm.
5/10/2010 11:33:42 AM	ADMIN	Sarah the inspector reported into work at 1:30 pm.

**List of Voters** - This report displays the name of each voter who was issued a ballot and each voter for whom an AV ballot was processed in the precinct. The entries appear in the order in which each ballot was issued or processed. The serial number of each ballot issued or AV ballot processed appears to the left of the voter's name followed by any Remarks needed to document the special handling of certain ballots.

Examples of remarks include: Affidavit, Envelope, Spoiled/Defective, Challenged, Rejected and Absentee Ballot.

**8/3/2010 - STATE PRIMARY - PAW PAW TOWNSHIP  
PRECINCT 00001**

**LIST OF VOTERS**

<b>#</b>	<b>Voter Name</b>	<b>Ballots</b>	<b>Remarks</b>
1	Mcqvf, Josie M	00000004	
2	Mcqvf, Kat L	00000005	
3	Mcqvf, Lady Byrd	00000006	
4	Mcqvf, Lola R	00000007	
5	Mcqvf, Bula B	00000002	Absentee Ballot
6	Mcqvf, Jason Bourne	00000003	Absentee Ballot
7	Mcqvf, Lulu Lu	00000008	

**Ballot Summary** – As noted above, this report documents the total number of ballots assigned to the precinct and how each ballot was used. While several of the entries are automatically calculated, some user input is required to complete the information and final calculations.

**BALLOT SUMMARY**

**WE CERTIFY THE FOLLOWING:**

**NUMBER OF BALLOTS DELIVERED TO PRECINCT:**

A. Number of official ballots delivered to precinct:

Ballot Style	Starting No.	Ending No.	Count
	00000001	00000100	100
			<hr/> 100

B. Number of absent voter return envelopes received by board: 0

**C. Total of lines A and B (Must match Line J below):** 100

**NUMBER OF BALLOTS AT CLOSE OF POLLS:**

D. Number of ballots tabulated: 51

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

F. Number of ballots reissued to voters who spoiled their ballot at the polling place (spoiled or defective ballots): 5

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

H. Number of PROVISIONAL "envelope" ballots issued: 1

I. Number of UNUSED BALLOTS (excess ballots):

Ballot Style	Starting No.	Ending No.	Count
	00000058	00000100	43
			<hr/> 43

**J. Total of Lines D, E, F, G, H, and I (Must match Line C above):** 100

**K. Difference:** 0

**5. DELIVERY TO RECEIVING BOARD**

Seal the Memory Stick inside an approved ballot container for delivery to the Receiving Board. (The Memory Stick may be sealed in the same container used to secure and deliver the tabulator program.) Note the seal number on the container certificate and in the Poll Book. The delivery of materials to the Receiving Board must be carried out by two election inspectors representing different political party.