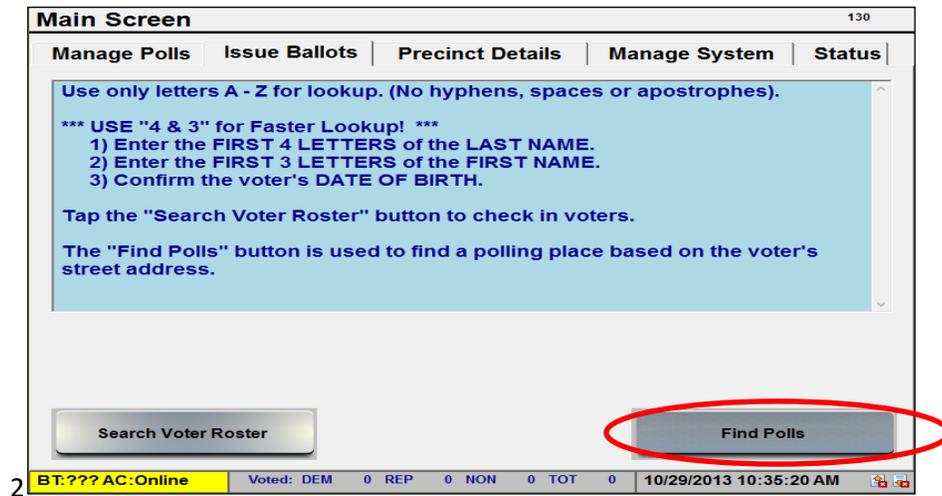


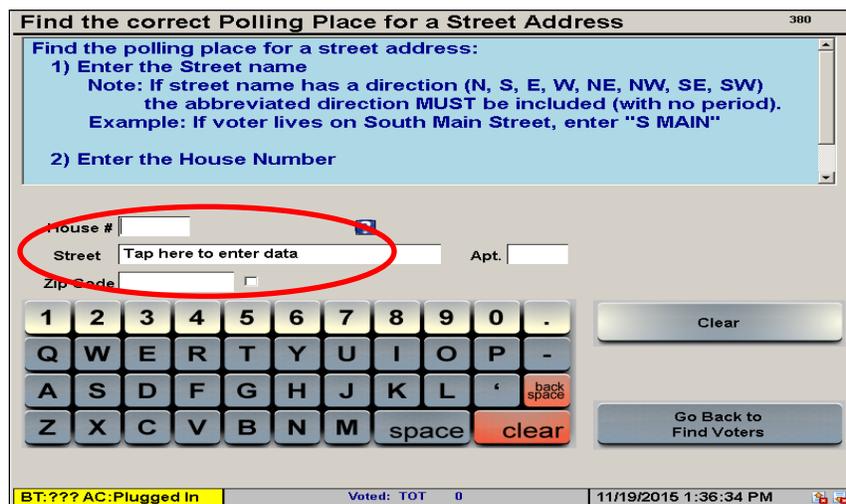
Locating a Voter's Correct Precinct

The Electronic Pollbook will find a voter's assigned polling place based on the voter's address. If a voter has moved or is not listed in the Electronic Pollbook, the polling place can be found based on the voter's current street address. Use this procedure to look up the correct polling place for a voter.

1. Go back to the Main Screen and tap on the "Issue Ballots" tab at the top, then tap the "Find Polls" button on the bottom right.



2. Enter the voter's current address. If the street name include direction (N, S, E, or W), the street name MUST be preceded by the directional abbreviation. Do NOT put periods after the abbreviations. It is NOT necessary to enter a street type (St, Rd, Ave, etc.) after the street name.



3. All address ranges that match the search criteria will be displayed in the grid. Enter house number and zip code to narrow the search. Tap anywhere in that row to display the name and address of the polling place.

Find the correct Polling Place for a Street Address 380

Street	House No.	Apt No.	Side	Precinct
Main Ave SW Glen Burnie 21061	2 to 320		B	002-007-1
Main St Prince Frederick 20678	00 to 1326		B	002-004-1
Main St Grantsville 21536	00 to 724		B	003-001-1
Main St Deer Park 21550	00 to 535		B	010-000-1

24 Streets Found

House #

Street Apt.

Zip Code

1 2 3 4 5 6 7 8 9 0 .

Q W E R T Y U I O P -

A S D F G H J K L ' back space

Z X C V B N M space clear

Clear

Go Back to Find Voters

BT:?? AC:Plugged In Voted: TOT 0 11/19/2015 1:20:56 PM

Consolidation Number

Consolidation Description

Poll Name and Address

Richard Henry Lee Elementary School
400 A Street SW
Glen Burnie MD 21061

Print Information



Go Back

Voted: TOT 0 11/19/2015 1:22:31 PM

YOUR POLLING PLACE IS:

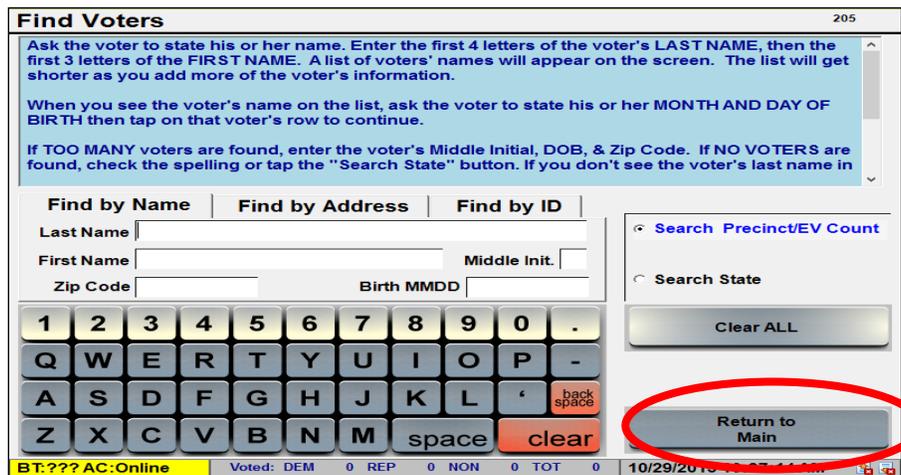
Richard Henry Lee Elementary School
400 A Street SW
Glen Burnie MD 21061

4. Tap on the print information button to print out the information to give to the voter
5. Tap "Go Back", then tap "Go Back to Find Voters" to return to the Main Screen to continue checking in voters.
6. If the voter chooses to stay and vote a Provisional Ballot, follow the instructions on issuing a Provisional Ballot in the Check-In Job Guide.

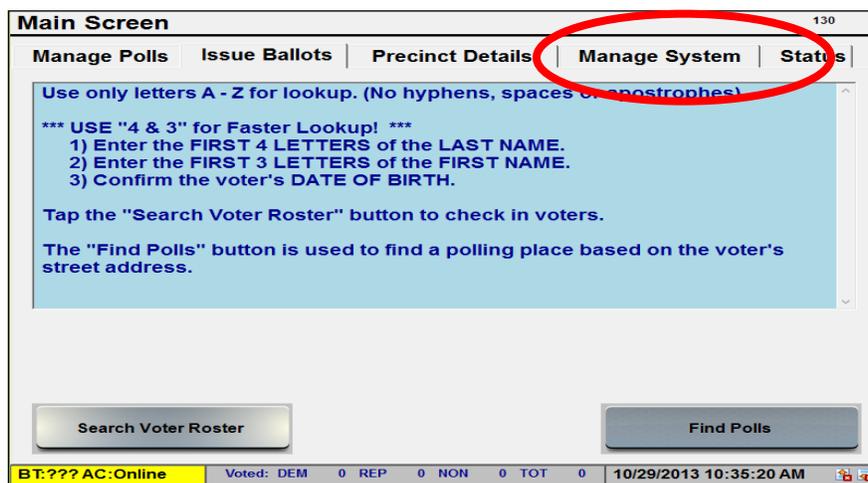
Resetting the Judge's Name (Chief Judge Only)

When a new Check-In judge is assigned to a pollbook, a Chief Judge must reset the judge's name in the pollbook before the new Check-In Judge issues a ballot. To reset the judge's name:

1. Tap "Return to Main" from the "Find Voters Screen".



2. Tap the "Manage System" tab.



3. Tap the "System Setup" tab.

The screenshot shows the 'Main Screen' of a system. At the top, there are five tabs: 'Manage Polls', 'Issue Ballots', 'Precinct Details', 'Manage System', and 'Status'. Below these tabs is a table with the following data:

System ID	IP Address	ROM Version	CardWriter vers	Software Versio
111111	167.102.92.35	N/A	1.1.6.0	3.3.0.0a129
	DHCP	6.1.7601		Pre-Release

Below the table, there are four more tabs: 'Card Check', 'System Setup', 'Reports', and 'Updates and Lists'. The 'System Setup' tab is circled in red. Below the tabs is a blue text box with the following text:

The "Check Voter Card" button is used to determine if a voter access card has been used and if a ballot has been cast.

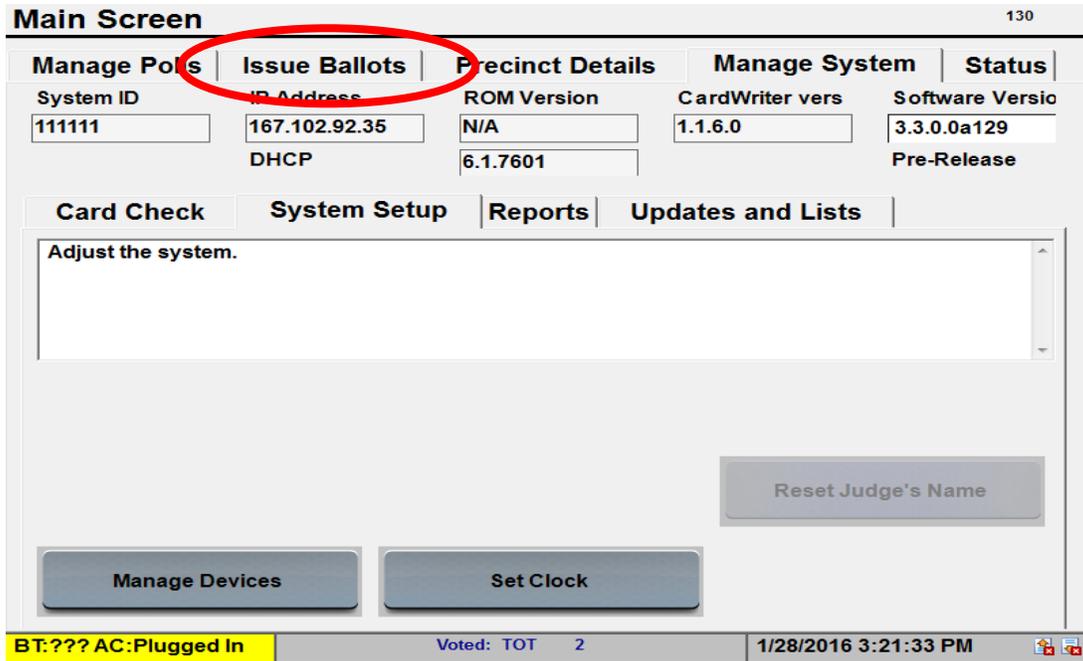
If card status is either "Card NOT VOTED" or "Card CANCELLED," the ballot has NOT been cast and a chief judge may authorize another voter access card.

At the bottom of the screen, there is a 'Check Voter Card' button. The status bar at the very bottom shows 'BT:??? AC:Plugged In', 'Voted: TOT 1', and '1/27/2016 4:24:27 PM'.

4. Tap the "Reset Judge's Name" button.

The screenshot shows the 'Main Screen' of a system, similar to the previous one. The 'System Setup' tab is selected. Below the tabs, there is a text box with the text 'Adjust the system.' At the bottom of the screen, there are three buttons: 'Manage Devices', 'Set Clock', and 'Reset Judge's Name'. The 'Reset Judge's Name' button is circled in red and displays 'TRACY D' below the text. The status bar at the very bottom shows 'BT:??? AC:Plugged In', 'Voted: TOT 2', and '1/28/2016 3:20:05 PM'.

5. The election judge's name in the electronic pollbook will be reset. Tap "Issue Ballots" tab to continue to issue ballots. The election judge will be prompted to enter his or her name before the next ballot can be issued.



Canceling a Voter Authority Card (Chief Judge Only)

The following procedure may be implemented **ONLY** by a Chief Judge.

REASONS FOR CANCELING A BALLOT

1. The wrong voter is checked-in and issued a *Voter Authority Card* but has **not** cast a ballot.
2. A voter changes their mind about voting, is still present and can be identified.
3. A voter is issued a standard ballot, but must vote provisionally (or vice-versa).

To be used only if the voter has **NOT** cast a ballot.

Electronic Pollbook

STEP	ACTIONS
1	➤ At the “Find Voters” Screen, tap on the voter whose <i>Voter Authority Card</i> must be canceled.
2	➤ On the “Voter Record” screen, confirm the voter has been issued a <i>Voter Authority Card</i> .
3	➤ Tap the “Identification” tab at the top of the screen.
4	➤ Tap  at the lower left of the screen.
5	➤ Enter the password. The password is located in a small brown envelope labeled “Supervisor Card Password” in the Red Memory Stick Security Bag. Then tap  .
6	➤ Tap the  button in the middle of the screen.
7	➤ Tap the  button at the lower left of the screen.
8	➤ Return to the “Find Voters” screen to confirm the voter’s “Issued” column reads “None”.
	<ul style="list-style-type: none"> ➤ Attach the confirmation stub (automatically prints when the VAC is canceled) to the VAC. ➤ Write “Canceled” on the VAC.
9	➤ Record the event in the Problem VAC Log.
10	➤ Place the <i>Voter Authority Card</i> in the Problem VAC Envelope located in the Red Document Folder.

“ABS Issued” and “Voted Early” status **cannot be changed**.