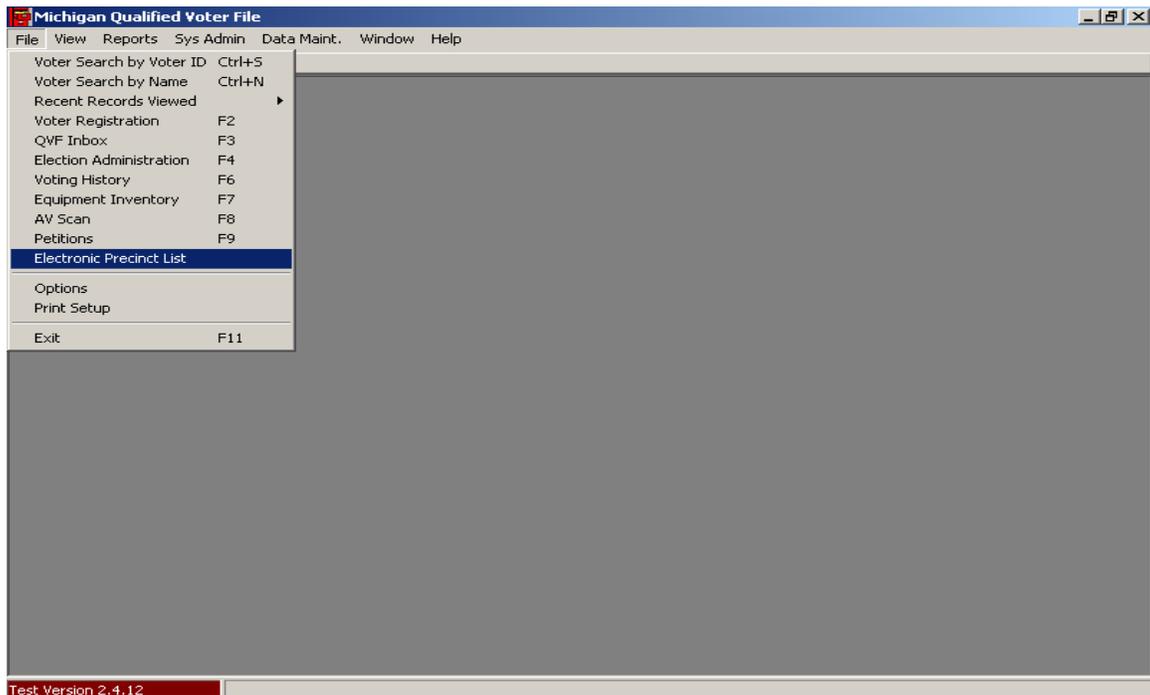
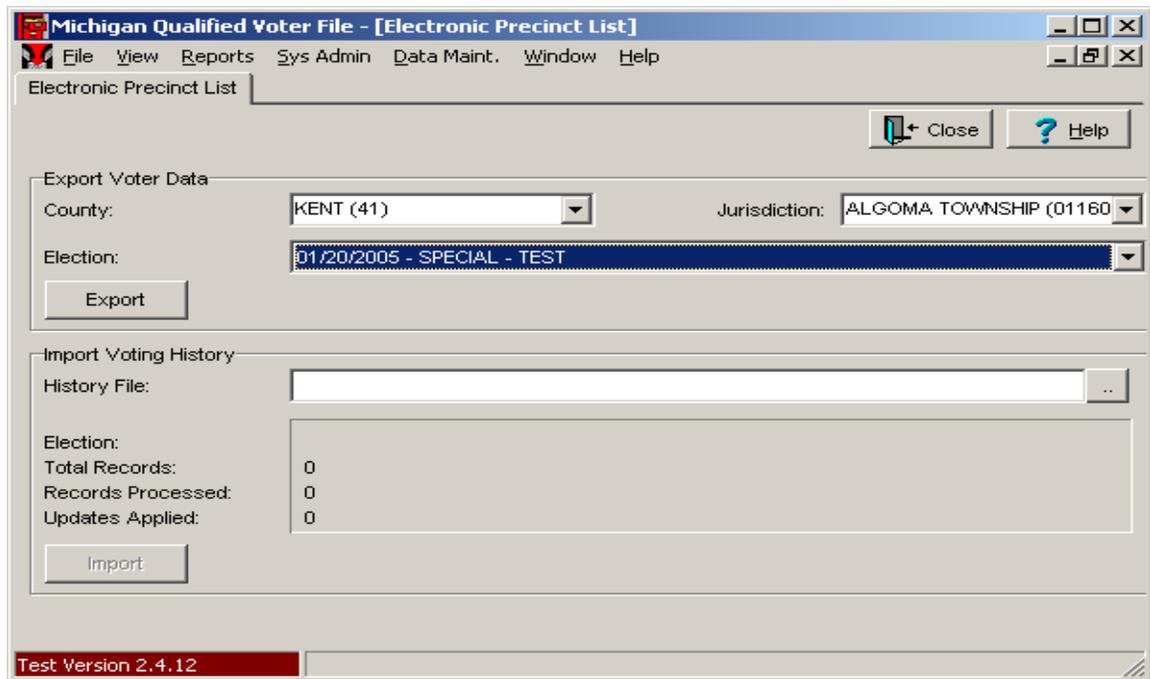


HOW TO USE THE ELECTRONIC PRECINCT LIST

1. Open the QVF program.
2. Go to File/Electronic Precinct List

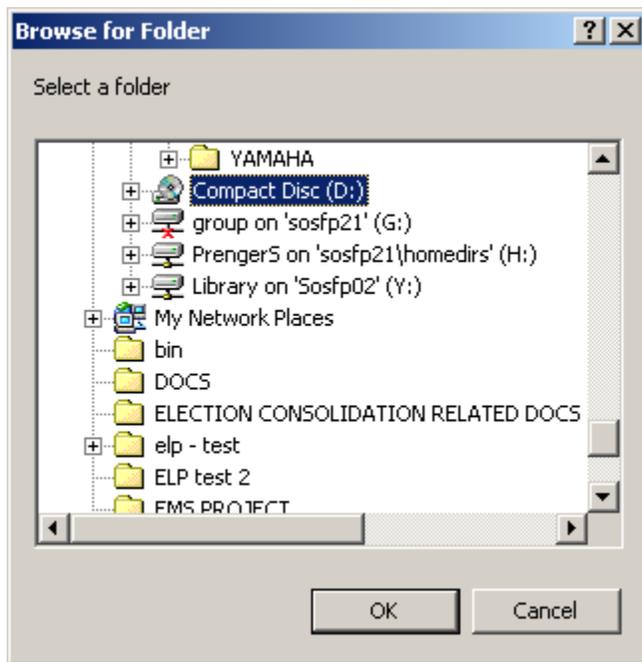


3. Select a county, jurisdiction, and election



4. Click the **[Export]** button to save voter data to a CD. (The CD drive on your QVF server is a read/write drive. You can purchase the CDR or CDRW disks for this purpose.)
5. Disk must be formatted.
6. From the "Browse for Folder" window (below) **select the CD Rom drive.**

7. Click on OK.



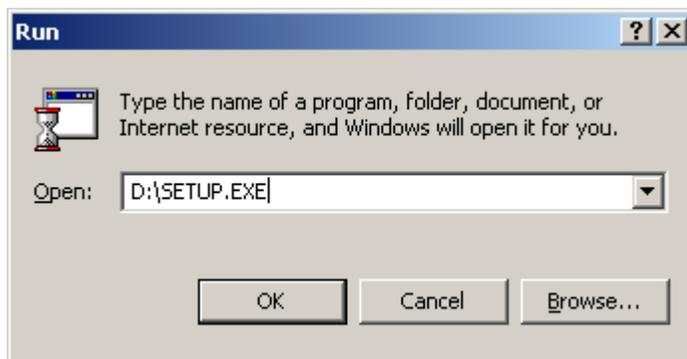
8. When data is downloaded, take the CD to the laptop to be used at the polls and insert disk into the drive.

9. Click on the windows **START** button.

10. Click on **RUN**.

11. In the **OPEN** field, type D:\setup.exe

12. Click on OK.



13. The installation process will run automatically.

14. When the installation is completed, run the Electronic Precinct List using the shortcut created on your desktop.

HOW TO USE THE ELECTRONIC PRECINCT LIST AT THE POLLS

To use the ELECTRONIC PRECINCT LIST at the polls, you must select the precinct(s) associated with this polling location.

1. Go to File
2. Highlight and click on **CHOOSE PRECINCTS**.

QVF Electronic Precinct List

File: Choose Precincts, Save History To a File, Exit

Election: 2005-01-20 - SPECIAL - TEST

Search: Inside Precincts, Outside Precincts

Voted	ST	DLN	DOB	Full Name	Street Address
V	A	00001	12/30/1962	ADOMAITIS, ANDREW JAMES	11000 PLYMOUTH RD
	A			ADOMAITIS, JOSEPH PAUL	
V	A			ADOMAITIS, PAUL JOSEPH	
V	A			ADOMAITIS, SHERRI LYNN	
V	A			AHRENS, DAVID JOHN	
	A			AHRENS, TAMARA LEE	
	A			ALBAUGH, DAWN MARIE	
	A			ALBAUGH, NATHAN SCOTT	
	A			ALCADIO, TINA MARIE	
	A			ALLABEN, LAWRENCE WILLIAM	
	A			ALLABEN, SUSAN RICHARDS	

v = marked voted, V = previously marked voted non-AV, AV = previously marked voted AV

DLN: 00001
Full Name: ADOMAITIS, ANDREW JAMES
Status: ACTIVE
Res. Address: SPARTA MI 49345
Mail. Address:
Gender: Male
Phone #:

DOB: 12/30/1962
Reg. Date: 9/4/2001
Eff. Reg. Date: 10/1/2001
Perm. AV: No
Overseas: No
ID Confirmed: Yes
Must Vote In Person: No
School District: SPARTA AREA SCHOOLS
Village District:
W/S/V Precinct: 00001 / 00001 /
Splits:

Create Date: 9/6/2001 7:31:14 PM
Mod. Date: 9/6/2001 7:31:14 PM
User Code: DLTOQVF@202

Ballots	Number	Sent	Returned

3. Highlight the precinct for this polling location. (All precincts will be loaded but you will only be able to mark voting history for the chosen precinct.)

Precinct Selector

Please select precincts to search

- 00001
- 00002
- 00003
- 00004

OK Cancel

4. Click on OK. The list of voters will appear.

You are now ready to use the **ELECTRONIC PRECINCT LIST**.

In the **DLN / NAME** field, you can either enter a driver license, search by name or scan the driver license if you are using a barcode reader (optional).

When you find the voter's name, you can mark the person as **VOTED** by double-clicking on their name or by hitting the spacebar. If you accidentally mark the wrong person, you can double-click again to remove the checkmark.

QVF Electronic Precinct List

File

Jurisdiction: ALGOMA TOWNSHIP Election: 2005-01-20 - SPECIAL - TEST

Precinct(s): 00001

DLN / Name: Find/Mark Voter

Search: Inside Precincts Outside Precincts

Voted	ST	DLN	DOB	Full Name	Street Address	F
V	A			ADOMAITIS, ANDREW JAMES		O
	A			ADOMAITIS, JOSEPH PAUL		O
V	A			ADOMAITIS, PAUL JOSEPH		O
V	A			ADOMAITIS, SHERRI LYNN		O
V	A			AHRENS, DAVID JOHN		O
	A			AHRENS, TAMARA LEE		O
	A			ALBAUGH, DAWN MARIE		O
	A			ALBAUGH, NATHAN SCOTT		O
	A			ALCACIO, TINA MARIE		O
	A			ALLABEN, LAWRENCE WILLIAM		O
	A			ALLABEN, SUSAN RICHARDS		O

v = marked voted, V = previously marked voted non-AV, AV = previously marked voted AV

DLN: **DOB:**

Full Name: ADOMAITIS, ANDREW JAMES **Reg. Date:** 9/4/2001 **Create Date:** 9/6/2001 7:31:14 PM

Status: ACTIVE **Eff. Reg. Date:** 10/1/2001 **Mod. Date:** 9/6/2001 7:31:14 PM

Res. Address: **Perm. AV:** No **User Code:** DLTOQVF@202

Mail. Address: SPARTA MI 49345 **Overseas:** No

ID Confirmed: Yes

Must Vote In Person: No

School District: SPARTA AREA SCHOOLS

Village District:

W/S/V Precinct: 00001 / 00001 /

Splits:

Ballots **Polling Location**

Number	Sent	Returned

If you do not find the voter's name for that precinct, click on **OUTSIDE PRECINCTS** on the upper right hand side of the screen. You can then search to see if the voter belongs in a different precinct.

On the bottom half of the screen you will find pertinent information on that voter including whether or not they have been issued an absentee ballot. If you click on the **POLLING LOCATION** tab on the lower right-hand corner of the screen you will find the correct polling location to and direct them to it.

QVF Electronic Precinct List

File

Jurisdiction: ALGOMA TOWNSHIP Election: 2005-01-20 - SPECIAL - TEST

Precinct(s): 00001

DLN / Name: Find/Mark Voter

Search: Inside Precincts Outside Precincts

Voted	ST	DLN	DOB	Full Name	Street Address	Pr
V	A			ADOMAITIS, ANDREW JAMES		00
	A			ADOMAITIS, JOSEPH PAUL		00
V	A			ADOMAITIS, PAUL JOSEPH		00
V	A			ADOMAITIS, SHERRI LYNN		00
V	A			AHRENS, DAVID JOHN		00
	A			AHRENS, TAMARA LEE		00
	A			ALBAUGH, DAWN MARIE		00
	A			ALBAUGH, NATHAN SCOTT		00
	A			ALCADIO, TINA MARIE		00
	A			ALLABEN, LAWRENCE WILLIAM		00
	A			ALLABEN, SUSAN RICHARDS		00

v = marked voted, V = previously marked voted non-AV, AV = previously marked voted AV

DLN: DOB: Create Date: 9/6/2001 7:31:14 PM
 Full Name: ADOMAITIS, ANDREW JAMES Reg. Date: 9/4/2001 Mod. Date: 9/6/2001 7:31:14 PM
 Status: ACTIVE Eff. Reg. Date: 10/1/2001 User Code: DLTOQVF@202

Res. Address: Perm. AV: No
 Overseas: No
 Mail Address: ID Confirmed: Yes
 Must Vote In Person: No

Gender: Male School District: SPARTA AREA SCHOOLS
 Village District: Vill. District:
 W/S/V Precinct: 00001 / 00001 / Splits:

Ballots | **Polling Location**

ALGOMA BAPTIST CHRCH
 10515 GRANGE AVE
 ROCKFORD 49341

If the voter has been assigned an AV ballot and you attempt to mark voting history for coming into the polls, you will get the following message:

QVF Electronic Precinct List

File

Jurisdiction: EAST LANSING CITY Election: 2004-11-21 - SPECIAL - SFGSFGFG

Precinct(s): 00009

DLN / Name: HANSO Find/Mark Voter

Search: Inside Precincts Outside Precincts

Voted	ST	DLN	DOB	Full Name	Street Address	Pr
V	A	HE002011EC18	9/7/1969	HAMMEL, JOHN CHARLES	1119 S.W. 2500 RD	00
	A					00
	A					00
	A					00
V	A					00
AV	A					00
V	A					00
V	A					00
	A					00
	A					00
	A			HARPER, TONYA MARIE		00

v = marked voted, V = previously marked voted non-AV, AV = previously marked voted AV

DLN: DOB: Create Date: 3/26/1998
 Full Name: HANSON, JOANNE MARIE Reg. Date: 5/17/1995 Mod. Date: 3/27/2002 10:03:08 AM
 Status: ACTIVE Eff. Reg. Date: 6/16/1995 User Code: PARISH@0

Res. Address: Perm. AV: No
 Overseas: No
 Mail Address: ID Confirmed: Yes
 Must Vote In Person: No

Gender: Female School District: EAST LANSING PUBLIC SCHO
 Village District: Vill. District:
 W/S/V Precinct: 00009 / 00009 / Splits:

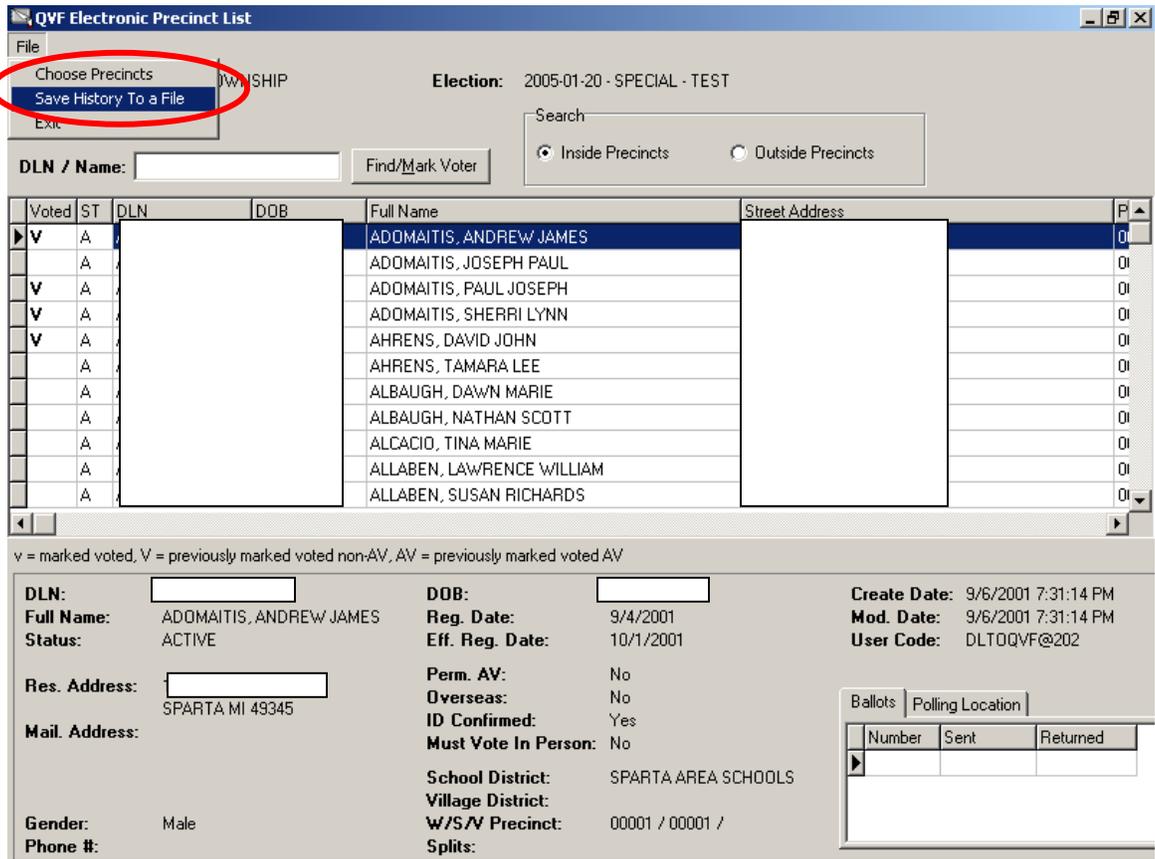
Ballots | Polling Location

Number	Sent	Returned

END OF THE DAY PROCEDURES

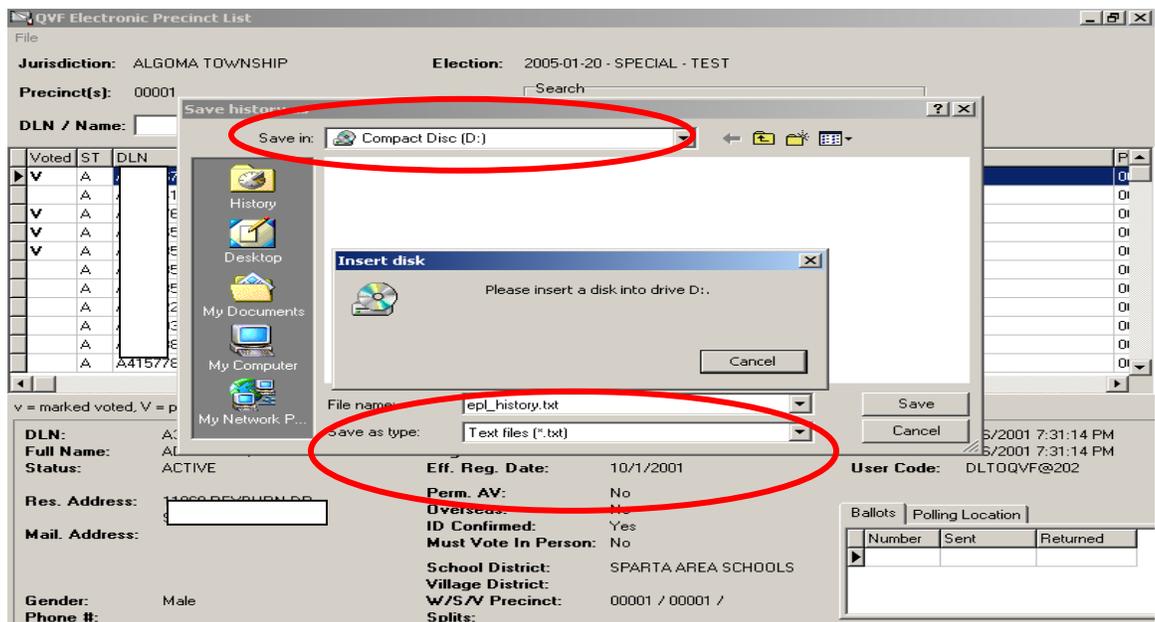
When the polls have been closed you will need to do the following:

1. Click on file
2. Click on **SAVE HISTORY TO A FILE**.



The screenshot shows the 'QVF Electronic Precinct List' application window. The 'File' menu is open, and 'Save History To a File' is highlighted with a red circle. The application displays a table of voters with columns for Voted, ST, DLN, DOB, Full Name, and Street Address. Below the table, there are fields for DLN, Full Name, Status, Res. Address, Mail. Address, Gender, and Phone #. There are also fields for DOB, Reg. Date, Eff. Reg. Date, Perm. AV, Overseas, ID Confirmed, Must Vote In Person, School District, Village District, W/S/V Precinct, and Splits. A 'Create Date' and 'Mod. Date' are shown as 9/6/2001 7:31:14 PM. A 'User Code' is DLTOQVF@202. A 'Ballots' section is visible with columns for Number, Sent, and Returned.

The following screen will appear:

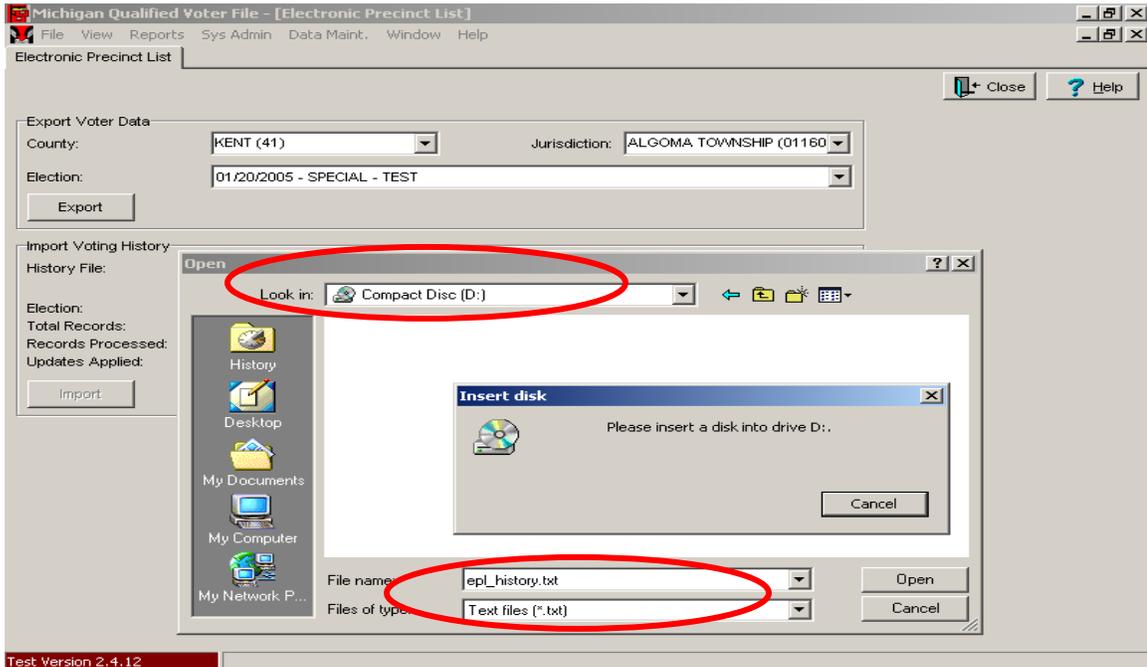


The screenshot shows the 'QVF Electronic Precinct List' application window with a 'Save history' dialog box open. The 'Save in:' field is set to 'Compact Disc (D:)' and is circled in red. The 'File name:' field contains 'epL_history.txt' and the 'Save as type:' field is set to 'Text files (*.txt)', both also circled in red. An 'Insert disk' dialog box is also visible, asking to insert a disk into drive D:. The background application window shows the same voter list and details as the previous screenshot.

3. In the "Save in" field, choose the CD Rom drive.
4. Click on Save. (The system defaults with the file name **epl_history.txt**.)
5. The file is now saved to the disk and ready to be taken to the QVF server for processing.
6. Exit the Electronic Precinct List application.

When the polls have closed, take the CD to the QVF computer and do the following:

1. Open the QVF program.
2. Go to File/Electronic Precinct List (As shown in the beginning of this document)



3. To the right of **HISTORY FILE** there is a blank field to the right of that field there is a small box with 3 dots (...). Click on that box.
4. On the next screen, in the **LOOK IN** field selects your CD drive.
5. Select the history file, which should be named by default (**epl_history.txt**) (see File name field above).
6. Click the **[Import]** button.
7. Close the Electronic Precinct List program.
8. Go to File/Voting History
9. Select an election and precinct. The list of voters qualified to vote in this election will appear on your screen.
10. Verify that voting history was applied properly.