

Electronic Precinct List User Manual



Michigan Department of State
Bureau of Elections

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Electronic Precinct List User Manual - Table of Contents

The Electronic Precinct List User Manual is a comprehensive manual that covers the duties of all election officials using the Electronic Precinct List software.

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Introduction to the Electronic Precinct List

In addition to the electronic pollbook (EPB) software, the Bureau of Elections developed computer software that can be used strictly for voter look-up and “line chasing” on election day called the Electronic Precinct List (EPL). The EPL software is a unique download from the Qualified Voter File (QVF) software that can be loaded on to a laptop or tablet prior to each election. Once the EPL software is loaded on the device, the software allows election inspectors to look up a voter’s registration record. This look up ability is particularly helpful for jurisdictions with multiple precincts in the same location. The EPL can be used to look up a voter before they enter a precinct line, ensuring they start in the correct line the first time.

Key Features

- ☆ *Up to date voter registration and absent voter information in the precincts.*
The EPL software takes minutes to download from QVF and install on a laptop, making it possible to wait until all voter registration information is entered and all absentee ballots have been issued before creating the file containing the voter registration list.
- ☆ *The ability to locate the voter’s registration record by swiping their driver’s license with a magnetic card reader.*
The EPL software can be used with a magnetic card reader or barcode scanner. The magnetic card reader will read the magnetic stripe on the back of the voter’s Michigan driver’s license. The EPL software takes the license number and matches it to the voter’s voter registration record and brings it up on the laptop screen for the election inspector to review.
- ☆ *The ability to look up voters registered within the jurisdiction but not in the assigned precinct.*
If a match is not found for the voter, the EPL software can show the election inspector if the voter is registered in a different precinct within the jurisdiction, eliminating the need to call the local Clerk and sending the voter to the proper precinct quickly and efficiently.

Important Considerations

The EPL software does not record ballot activity like the EPB software. The EPL software is an optional piece of software that should only be used for voter look up and “line chasing.” If using the EPL software, it’s important to ensure an encrypted flash drive is used during the download and installation process. The encrypted flash drive and associated Privacy Zone are key to maintaining a secure system. The encrypted flash drive is used to transfer files back and forth between the QVF computer and the EPL device. Those files must be saved in the Privacy Zone to keep voter data secure. The Privacy Zone is password protected by a password chosen by the jurisdiction.

In addition to the security features of the encrypted flash drive and Privacy Zone, it is also important to understand when to delete files. All EPL files should be deleted as soon as possible after the election but no later than seven days after the final canvas. This keeps voter data secure and prevents the wrong files from being used in future elections. Most importantly, practice! Walking through the manual well before every election day will ensure you understand all of the features of the EPL software and will prepare you for successful implementation come election day. Just remember it is important to delete all practice files too!

Getting Started

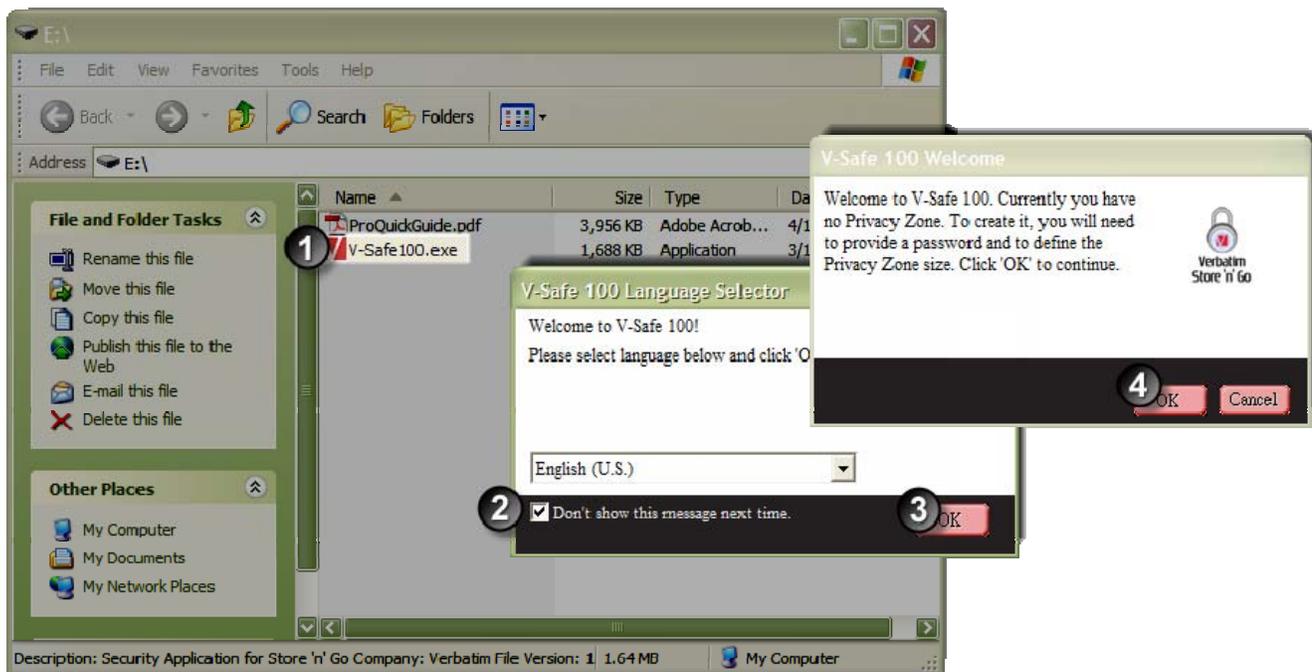
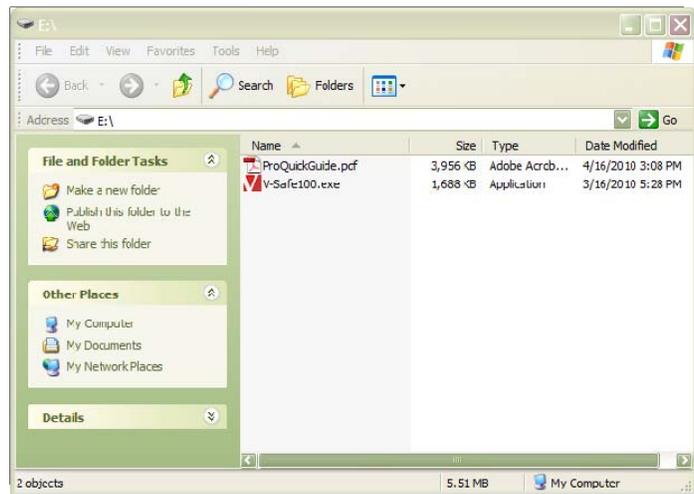
The Bureau of Elections Electronic Pollbook (EPB) program provides each precinct with a laptop computer, an encrypted flash drive, a mouse, a magnetic card reader, and a case. If extra EPB equipment is not being used with the EPL software, it is highly recommended that an additional encrypted flash drive be purchased for use. The encrypted flash drive requires an initial setup prior to its first use. In addition, antivirus software needs to be installed on the device used with the EPL software and updated well in advance of the first election. Take time to perform these steps prior to installing EPL software.

Encrypted Flash Drive Setup – Defining the Privacy Zone

The Privacy Zone needs to be setup when the encrypted flash drive comes out of the package. It will remain setup after following the steps below. This process does not need to be completed for every election. **If this process has already been completed, skip to page 6.**



1. Using the QVF computer, insert the encrypted flash drive into a USB port. After a short delay, the screen to the right will pop-up.
2. Save or print a copy of the ProQuickGuide.pdf for future use. A copy can be found at www.michigan.gov/elections as well. **Never** delete the VSafe100.exe file from the flash drive.
3. **Opening the V-Safe100 Encryption Software**
 1. Double Click V-Safe100.exe
 2. Select “Don’t show this message next time” on the Language Selector box
 3. Click OK
 4. Click OK to move on to Privacy Zone setup

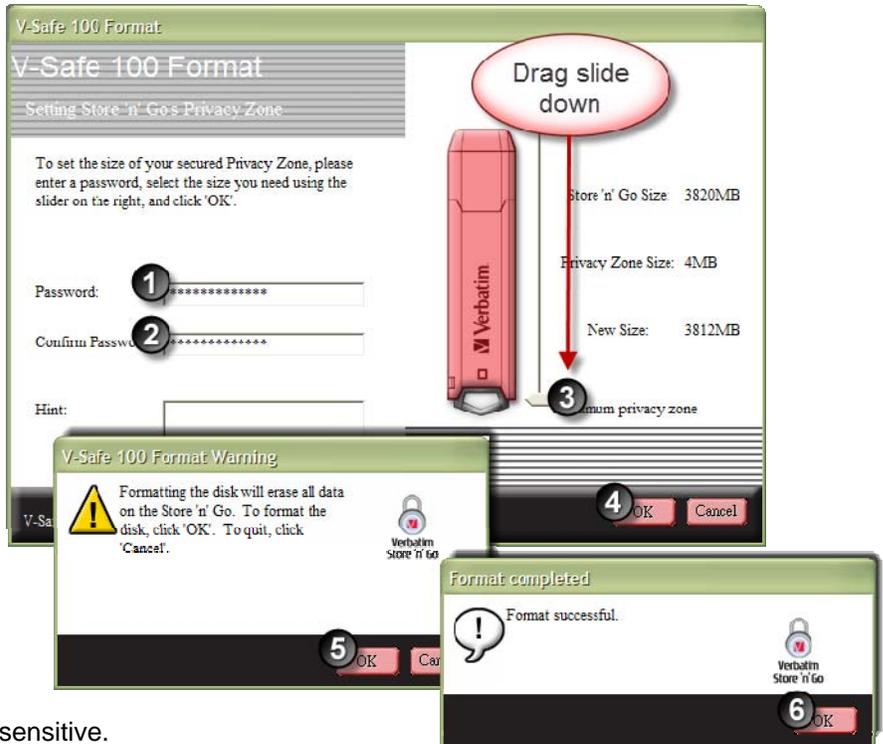


4. Setting the Privacy Zone

Creating a Privacy Zone secures all data on the flash drive. The Privacy Zone makes the flash drive only accessible to those that know the password. Keep the password in a safe place and ensure it is a strong password. A strong password contains a combination of at least eight upper and lower case characters with at least one number or symbol.

To set the Privacy Zone:

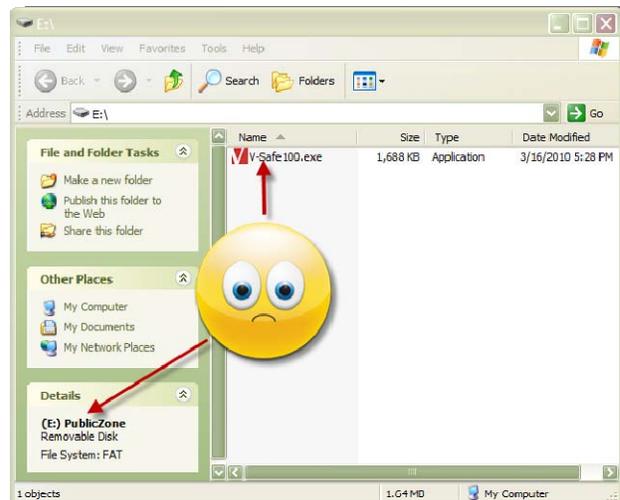
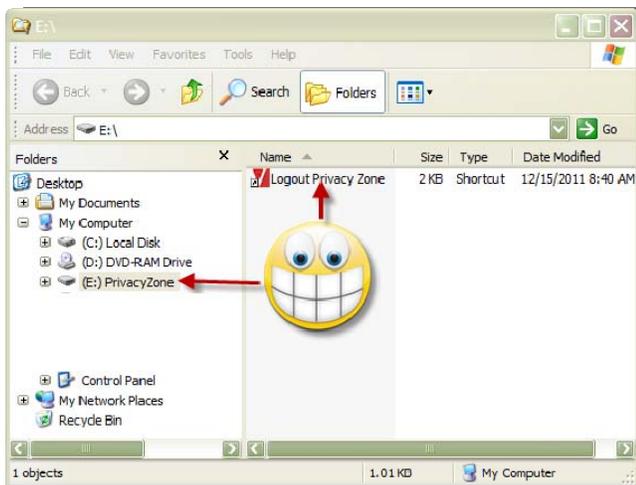
1. Enter a strong password
2. Re-enter the password
3. Pull the slide down to maximum privacy zone
4. Click OK
5. Click OK
6. Click OK

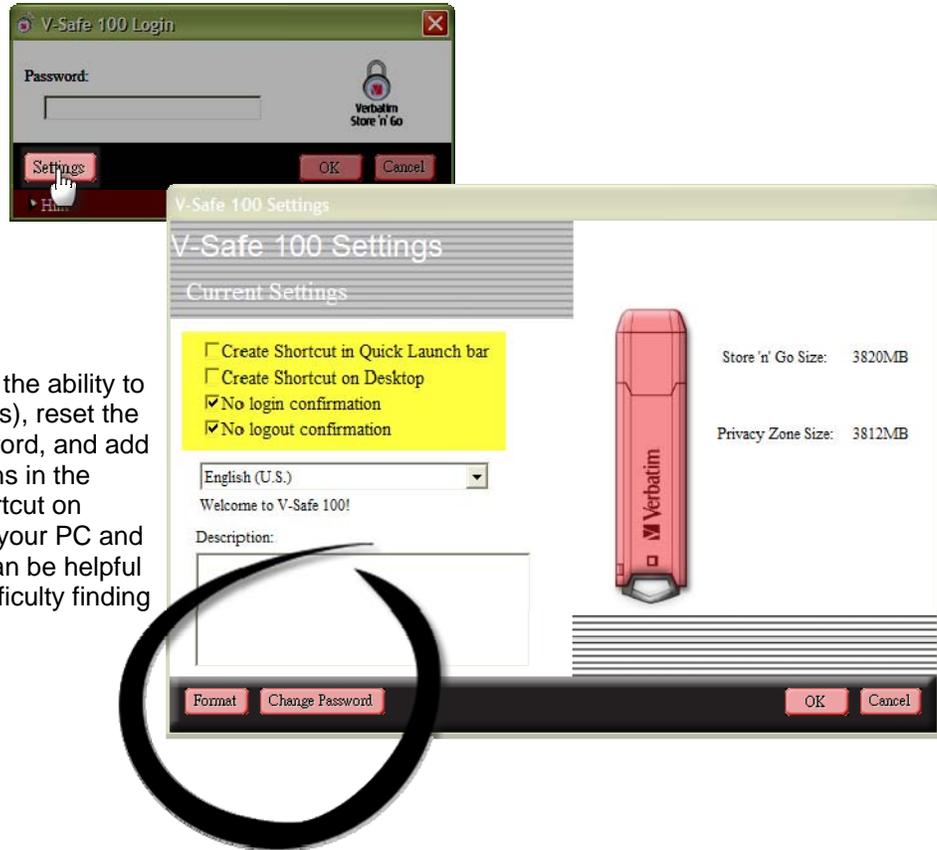


Important note: passwords will be case sensitive.

5. Ensuring the Privacy Zone has been set – look for the word privacy versus public

Every time the flash drive is unplugged from a computer, the flash drive will be logged out of the Privacy Zone for security reasons. When the flash drive is plugged back into a USB port, you will have to login again to access the files. This ensures the security of voter information stored on the flash drive. If V-Safe100.exe is listed, simply double click on that file and login with the strong password.





6. Changing Settings

The V-Safe 100 Program offers the ability to reformat the drive (delete all files), reset the privacy area, change the password, and add shortcut and confirmation options in the settings. Selecting “Create Shortcut on Desktop” will create an icon on your PC and laptop desktop. The shortcut can be helpful to election inspectors having difficulty finding the drive on election day.

Device Election Day Preparation

These items should be reviewed well before election day. These updates can be time consuming. Please ensure you have completed the tasks prior to installing the EPL software. Do **not** network the laptop at any time.

1.  **Wireless internet access** – The device may be connected to the internet up until the antivirus software has been updated for election day. To access the wireless network on the device, locate the button with the wireless icon on the keyboard. Make sure the button is blue. If it is orange, the wireless connectivity is disabled. **The wireless connectivity must be off (or orange) on election day.**
2. **Antivirus software** - Load antivirus software (any commercially available antivirus product is acceptable) on each EPB laptop and update regularly. The antivirus software must be run at least once within a week of an election on the device and flash drive. However, the closer it is run to election day, the better. Keep in mind, antivirus software is updated frequently. If the device has been in storage for a long time, it may be quicker to uninstall the antivirus and reinstall versus loading updates.
3. **Windows updates** – The Windows 7 software is also updated on a regular basis. Budget time to run the update downloads prior to election day. To find updates, click on the Windows Start button, click All Programs, click Windows Update, and click Check for Updates.
4. **Batteries** – The device should be fully charged prior to use on election day.

Electronic Precinct List Software – QVF Download

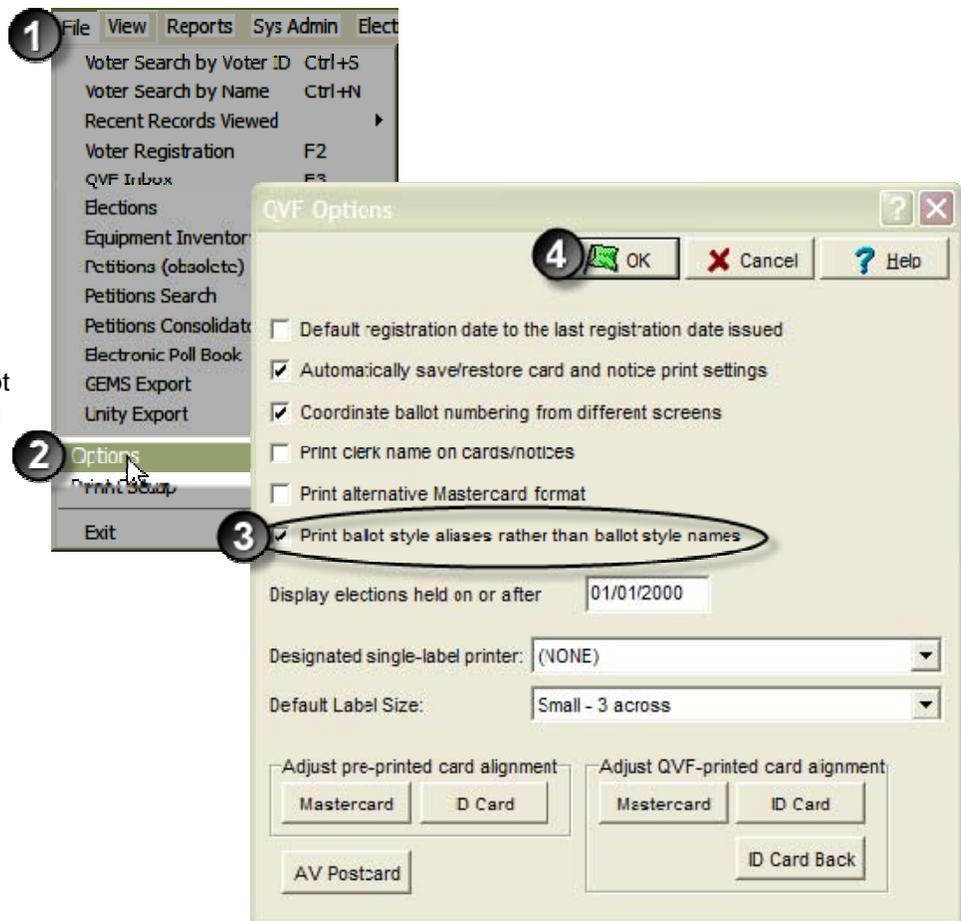
If using the QVF AV module to track absent voter ballots, it is recommended that downloading of the EPL software occur after the 4 p.m. AV ballot issuance deadline on the Monday before the election. If this is not possible, a supplemental list of absent voter ballots issued after the EPL download may be supplied to the precinct(s) if the election inspector using the EPL software needs the information. This will require election inspectors to check that list for each voter. There is not a way to add absent voter information electronically after the EPL download. Practicing the following steps prior to election day is recommended.

Reviewing QVF Options

Prior to download, ensure Global Geography settings have been previously set in QVF (either by your County Clerk or yourself ([see Chapter 3 of the QVF Manual](#))), especially if using combined precincts or split precincts with more than one ballot style. To ensure the names of ballot styles setup in Global Geography are listed in the EPL software, set **Options** in QVF to show ballot style aliases.

To set ballot style aliases, login to QVF and:

1. Click File
2. Click Options
3. Select "Print ballot style aliases rather than ballot style names" by clicking the box
4. Click OK



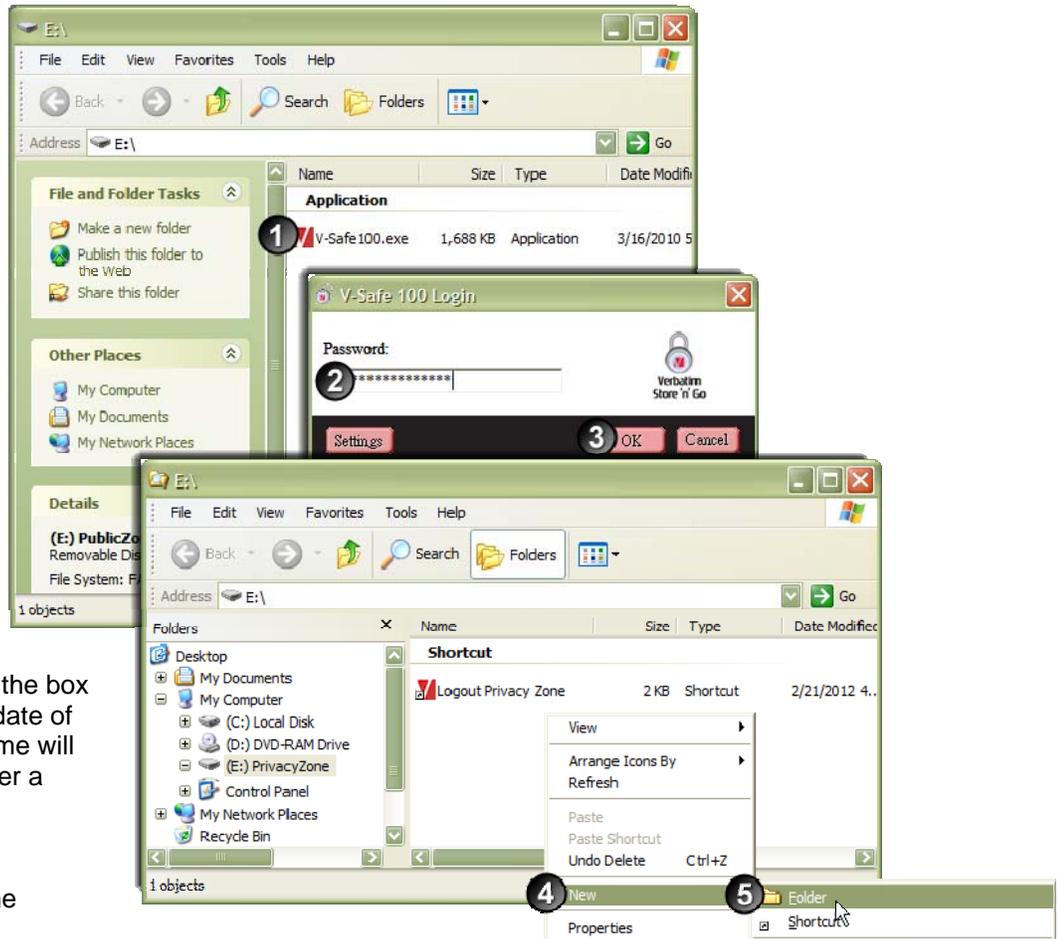
Downloading the EPL Software from QVF and the QVF Computer

Insert the encrypted flash drive into the QVF computer and open the Privacy Zone

Every time the flash drive is unplugged from a computer, the flash drive will be logged out of the Privacy Zone for security reasons. The Privacy Zone of the encrypted flash drive must be open during this process.

To login to the Privacy Zone, insert the encrypted flash drive into a USB port and:

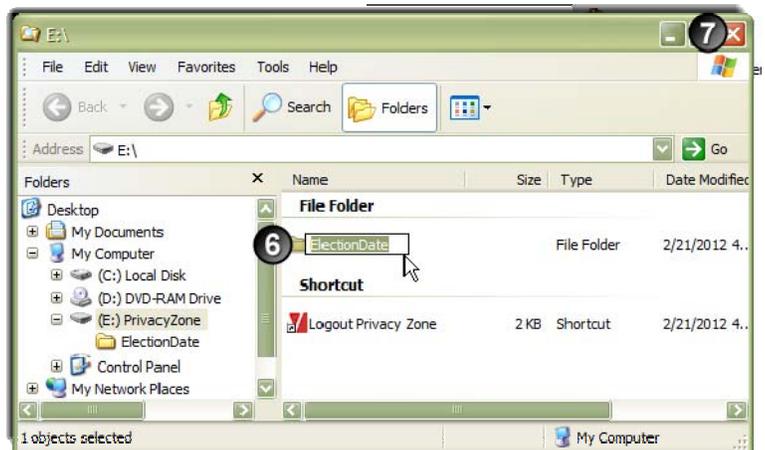
1. Double click V-Safe100.exe
2. Enter strong password
3. Click OK
4. Right click anywhere in the window and select New.
5. Click Folder
6. Name the folder by typing in the box and hitting Enter. Using the date of the election for the folder name will identify the files if there is ever a question in the future.
7. Click on the red X to close the window



Alternate Method for Multi-Precinct Jurisdictions

Save time! Open the Privacy Zone following Steps 1-3 above and then create the [ElectionDate] folder on the desktop by:

1. Right click anywhere on the desktop
2. Click New
3. Click Folder
4. Name the folder – Using the date of the election for the folder name will identify the files if there is ever a question in the future.

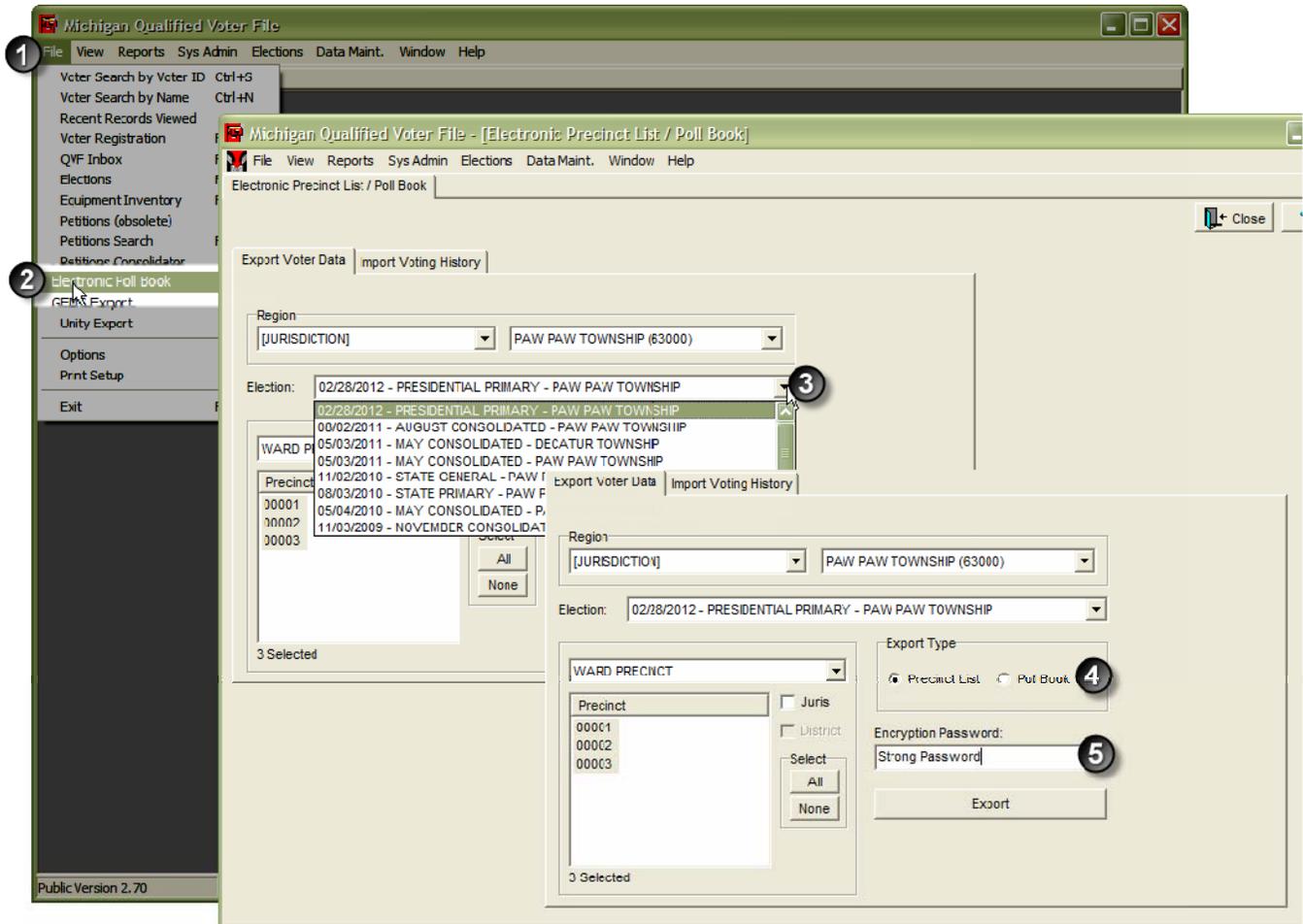


Open QVF and create EPL software

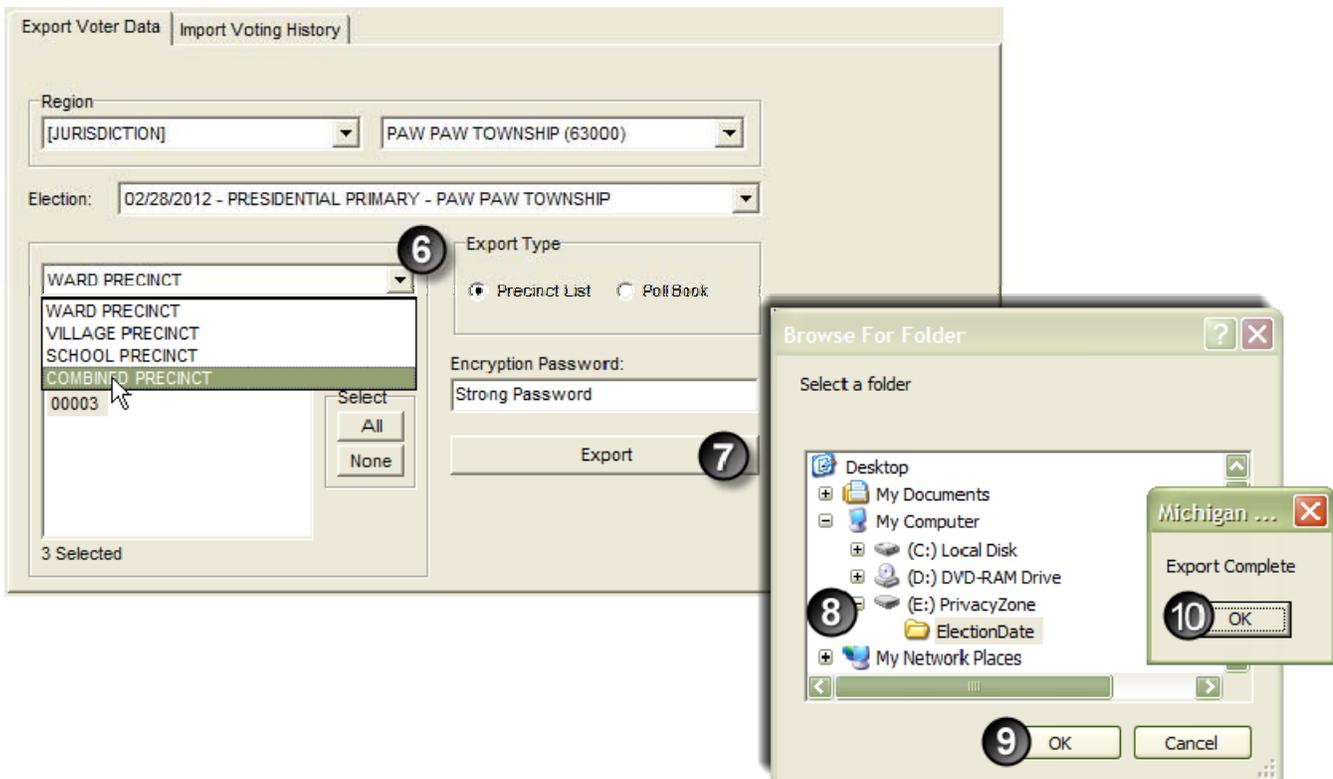
The QVF software creates the EPL software, essentially taking the voter registration data in QVF and putting it in an easy to use format for election inspectors to use on a laptop.

To create the EPL software, login to QVF and:

1. Click File
2. Click Electronic Poll Book
3. Choose the Election by clicking on the ▼ button and selecting from the list
4. Select Precinct List under Export Type
5. Enter a Strong Password – *A strong password contains at least eight upper and lower case characters with at least one number or symbol.*



6. If using non-traditional precincts, such as combined precincts, change the selection under Ward Precinct. Note: combined precincts must be setup in the QVF Global Geography module ([see Chapter 3 of the QVF Manual](#)), prior to this download.
7. Click Export
8. Click the + sign next to My Computer and the + sign next to the PrivacyZone on the list and click on the [ElectionDate] folder created on page 8
9. Click OK – Your export will begin and may take anywhere from one to twenty minutes depending on the size of your jurisdiction.
10. Click OK



Alternate Method for Multi-Precinct Jurisdictions

Browse for the [ElectionDate] folder saved on the desktop for step 8 above. After step 10 is completed, move the [ElectionDate] folder to the encrypted flash drive:

1. Right click on the [ElectionDate] folder saved to the desktop
2. Click Copy
3. Go to the Privacy Zone window (which should be open, if not follow steps 1-3 on page 6)
4. Right click and click on Paste
5. Click on the red X to close the window
6. Repeat these steps for each encrypted flash drive. Be sure to login to the Privacy Zone of each one.

Be sure to delete the [ElectionDate] folder and empty the Recycle Bin after copying is complete. See page 35 – QVF PC for full instruction.

Electronic Precinct List Software – Device Installation

Now that the EPL software has been loaded on the encrypted flash drive, it's ready for installation on the device that will be used in the polling location.

Software Installation

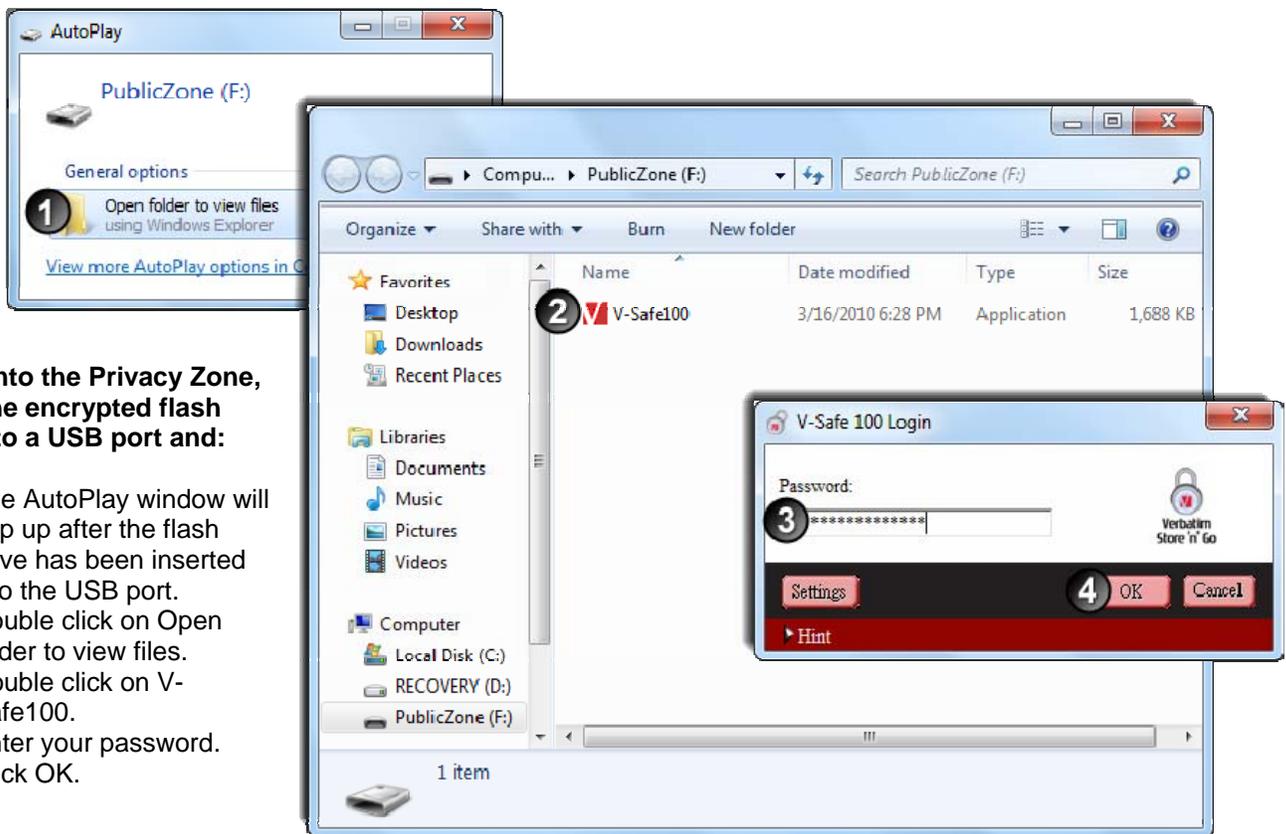
Turn the device on. Once the device has booted up, insert the encrypted flash drive into a USB port.

Login to the encrypted flash drive's Privacy Zone.

The encrypted flash drive is a vital component of the EPB software program. The encrypted flash drive is a password protected file storage device. It keeps voter data protected, the backup file stored, and saves all of the work done on election day for the Clerk to use to update voter history and create precinct reports. When saving files, make sure the Privacy Zone is open and those files are being saved to the encrypted flash drive.

To log into the Privacy Zone, insert the encrypted flash drive into a USB port and:

1. The AutoPlay window will pop up after the flash drive has been inserted into the USB port. Double click on Open folder to view files.
2. Double click on V-Safe100.
3. Enter your password.
4. Click OK.

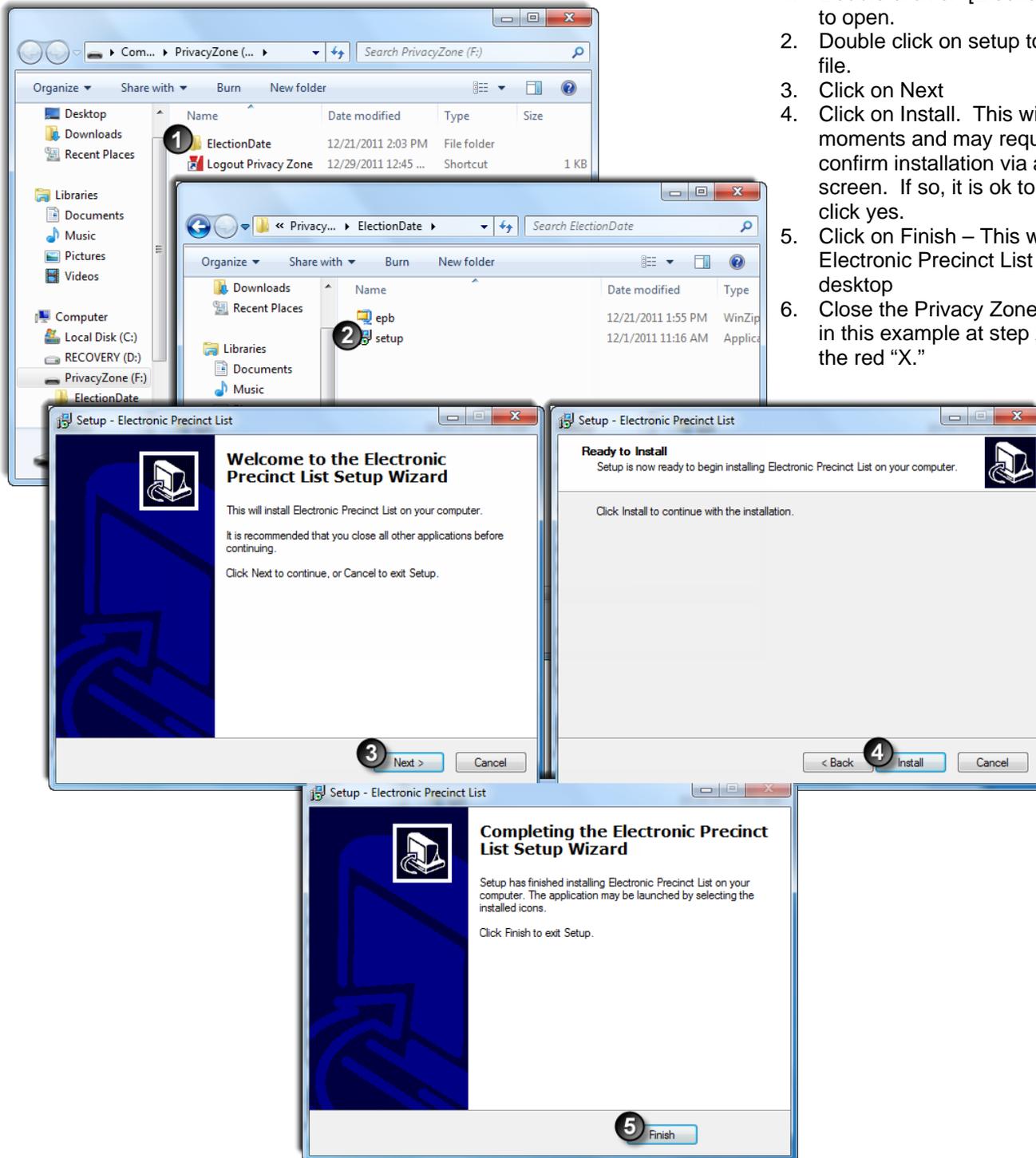


Run the setup file.

Once logged into the PrivacyZone, the next step is to install the EPL software on the EPL device.

To install the EPL software:

1. Double click on [ElectionDate] folder to open.
2. Double click on setup to run the setup file.
3. Click on Next
4. Click on Install. This will take a few moments and may request you to confirm installation via a warning screen. If so, it is ok to proceed and click yes.
5. Click on Finish – This will place the Electronic Precinct List icon on your desktop
6. Close the Privacy Zone window (seen in this example at step 2) by clicking the red “X.”



Preparing the Software for Election Day Use

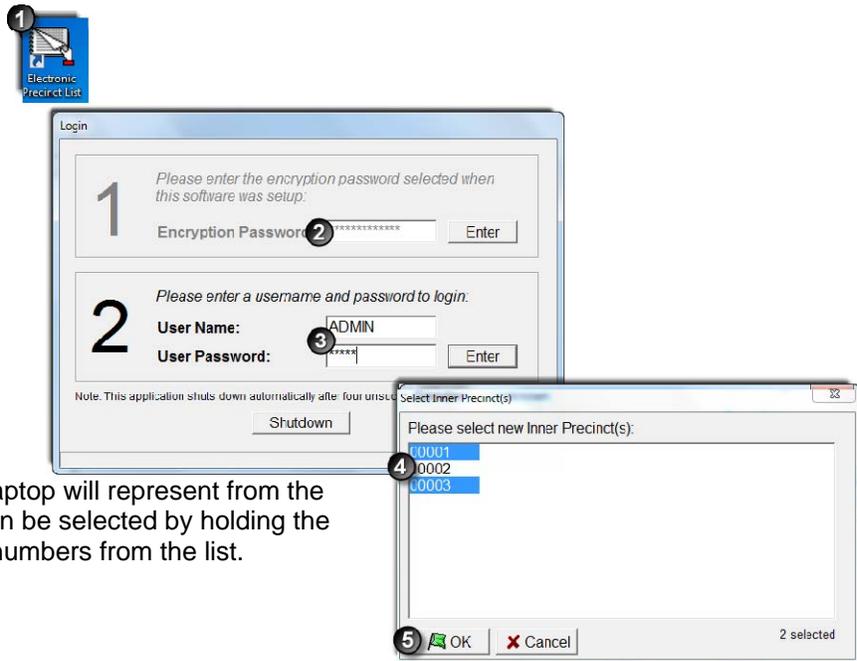
A few brief steps can be performed in the EPL software prior to election day to assist election inspectors and minimize their tasks.

Select the precinct the laptop will represent.

If there are multiple precincts within your jurisdiction, the precinct(s) the device will be used in needs to be selected in the EPL software.

To select the Precinct:

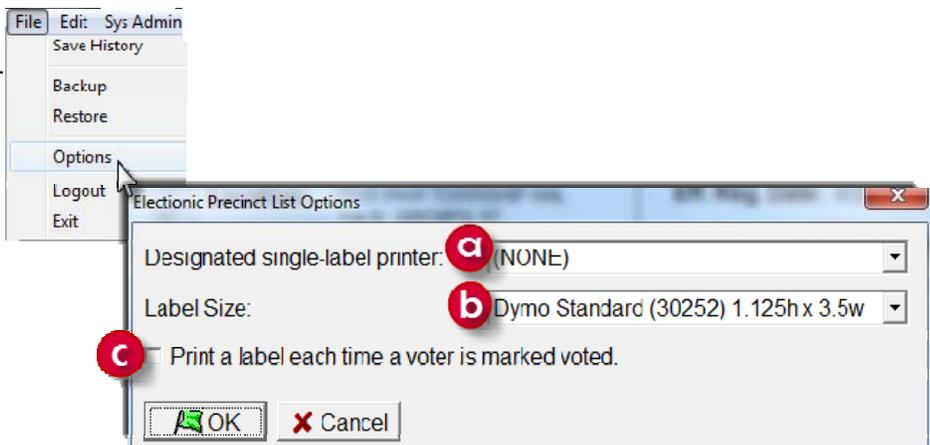
1. Double click the Electronic Poll Book icon on the desktop
2. Enter the Encryption Password and click Enter.
3. Enter the User Name and User Password (ADMIN) and click Enter.
4. Select the Inner Precinct the laptop will represent from the list. More than one Precinct can be selected by holding the <ctrl> key while selecting the numbers from the list.
5. Click OK.



Manage Options

To manage options, select **File** and then **Options** from the EPL menu.

- Designated single-label printer** – This option allows the user to select a single-label printer if one has been installed and connected to the EPL device.
- Label Size** – This option allows the user to select the size label fed into the single label printer selected in a.
- Print a label each time a voter is marked voted** – If using a single label printer, selecting this option will make a label print automatically any time a voter is marked as voted.



User Setup

User setup in the EPL is an important security step. The main EPL user or precinct chairperson should be setup as an Admin User. All other election inspectors that will use the EPL should be setup as Active users. Setting up a unique username and password for each EPL user will allow tracking of use on election day. The default username (ADMIN) should not be used by election inspectors. Note: passwords are case sensitive.

To add a user:

1. Click Sys Admin
2. Click User Administration
3. Click New
4. Enter a User Name (must be at least 5 characters long and cannot contain any spaces) and a strong password.
5. Select user type
6. Click OK, Repeat Steps 3-6 until all users are setup
7. Click Close

The screenshots show the following steps:

- Screenshot 1:** The 'Sys Admin' menu is open, and 'User Administration' is selected.
- Screenshot 2:** The 'User Administration' window is open, showing a table with one user, 'ADMIN'. The table has columns for 'username', 'Admin', 'Active', and 'userid'.
- Screenshot 3:** The 'Add/Edit User' dialog box is open. The 'User Name' field contains 'JOHNSMITH', the 'Password' field contains 'StrongPwd2012', and the 'Active' radio button is selected.
- Screenshot 4:** The 'User Administration' window is updated to show two users: 'ADMIN' and 'JOHNSMITH'. The table has columns for 'username', 'Admin', 'Active', and 'userid'.
- Screenshot 5:** The 'User Administration' window shows the 'Delete' and 'Edit' buttons highlighted.

Editing or deleting a user: users may be deleted or edited by highlighting the name and clicking either Delete or Edit. The User Name, Password and user type can all be changed in the User Administration Edit screen. If deleting, a confirmation screen will pop up to confirm the deletion.

At this point, the EPL software can be closed and the device shut down and packed for election day. The encrypted flash drive must be included with the device in the appropriate case if the EPL software will be used to mark voters, perform backups, or to save voter history. If election inspectors will not be performing those duties with the EPL software, the flash drive will not be necessary in the precinct.

Election Day – Election Inspector’s Guide

Preparing the EPL for Opening the Polls

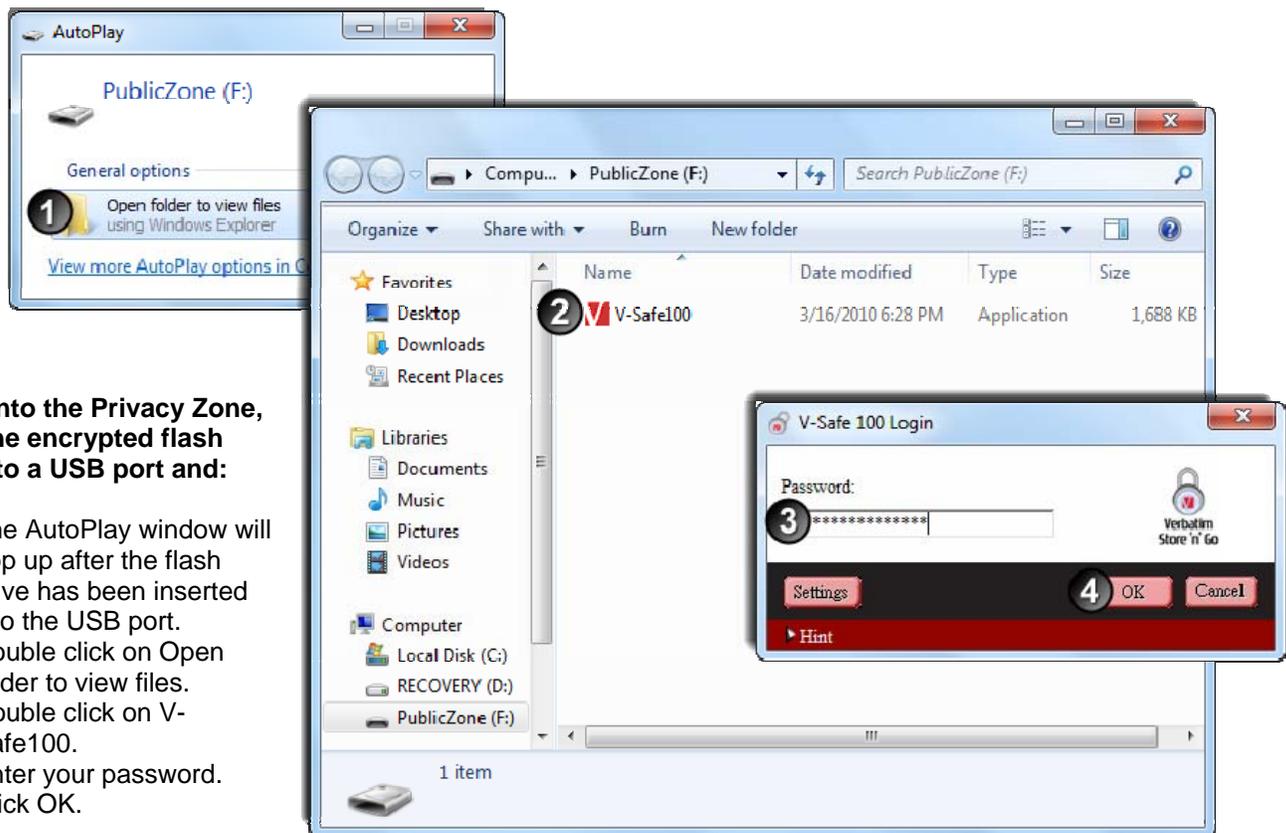
Pull the device out of the case, plug it into a surge protector and plug the surge protector into the wall. There are two pieces to the power cord. Keep the power cord plugged in throughout the day to maintain a 100% charged battery in case of a power failure. Also, plug any peripherals (magnetic card reader, barcode scanner and/or mouse) into USB ports. Then turn the device on. Once the device has booted up, insert the encrypted flash drive into a USB port.

Login to the encrypted flash drive’s Privacy Zone.

The encrypted flash drive is a vital component of the EPL software program. The encrypted flash drive is a password protected file storage device. It keeps voter data protected, the backup file stored, and saves all of the work you have done on election day for the Clerk to use to update voter history (if applicable). When saving files, make sure the Privacy Zone is open and those files are being saved to the encrypted flash drive. Refer to this page throughout the day if unsure if the Privacy Zone is open or not.

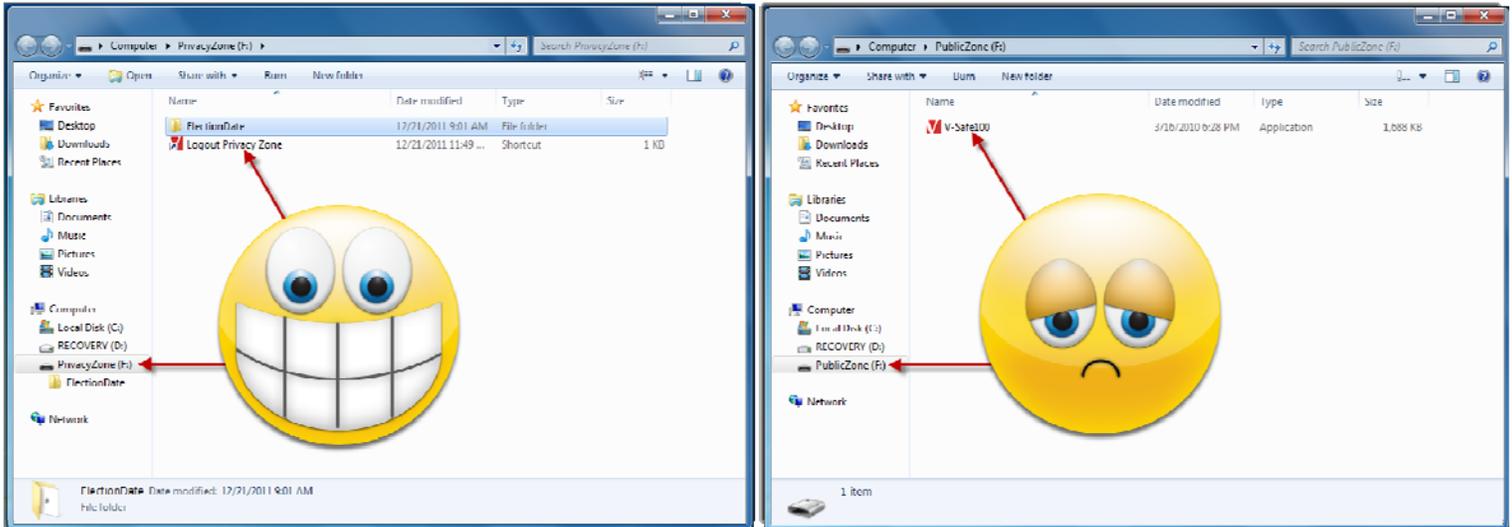
To log into the Privacy Zone, insert the encrypted flash drive into a USB port and:

1. The AutoPlay window will pop up after the flash drive has been inserted into the USB port. Double click on Open folder to view files.
2. Double click on V-Safe100.
3. Enter your password.
4. Click OK.



Ensuring the Privacy Zone has been set – look for the word privacy versus public

Every time the encrypted flash drive is unplugged from a device, the flash drive will be logged out of the Privacy Zone for security reasons. When the flash drive is plugged back into a USB port, you will have to login again to access the Privacy Zone. This ensures the security of voter information stored on the flash drive. If V-Safe100.exe is listed, simply double click on that file and login with the strong password.



Starting and logging in to the EPL software

Once the encrypted flash drive has been plugged in and the Privacy Zone is opened, the EPL software can be opened.

To login to the EPL software:

1. Double click on the Electronic Precinct List icon in the upper left corner of the desktop
2. Enter Encryption Password and click Enter
3. Enter User Name and User Password and click Enter

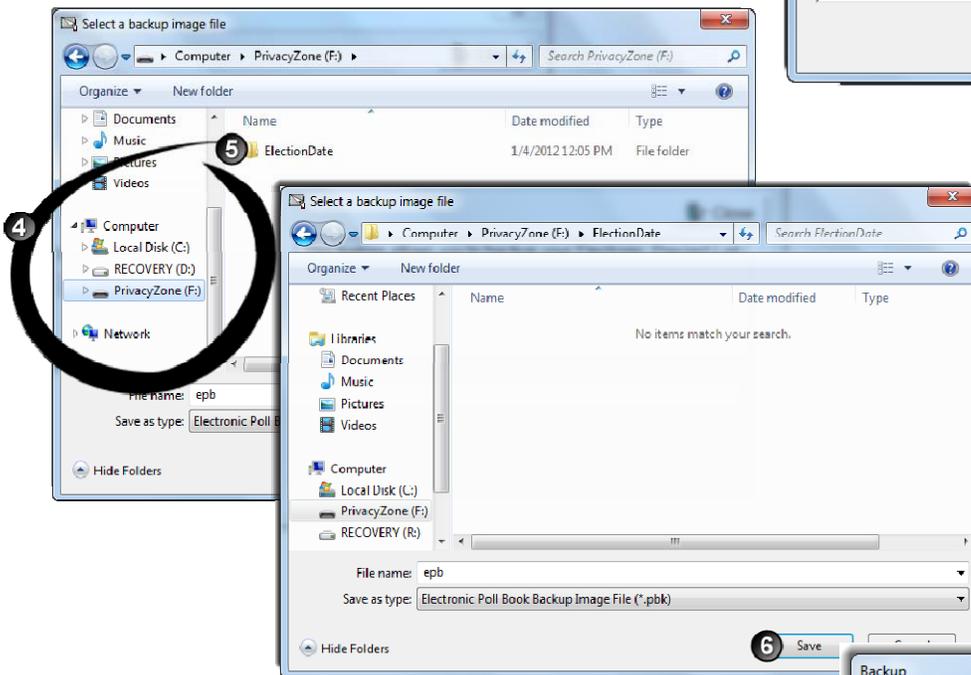
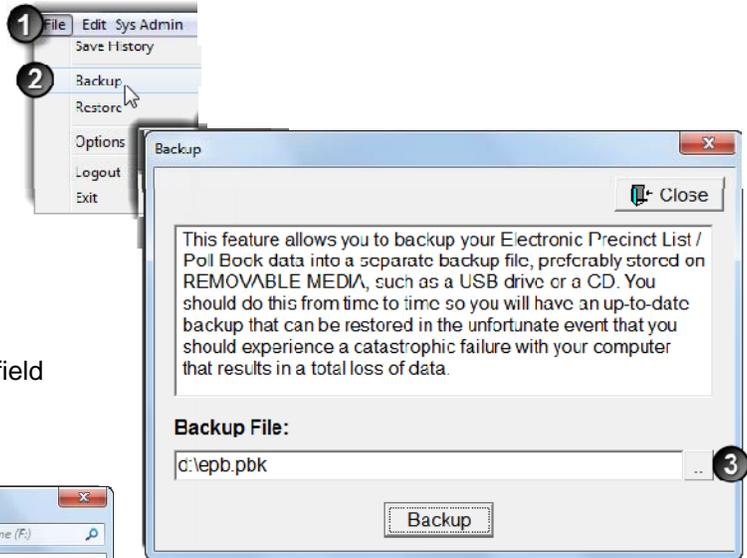


Perform the first EPL Backup

The encrypted flash drive must stay plugged into the laptop all day. If you will be using the “Mark this Voter as Voted” function, throughout the day a **Backup** will need to be performed to save voters that have been processed. This ensures the data will not be lost if there is a hardware failure. Pay attention to your laptop’s settings when performing the initial **Backup**. Which letter your encrypted flash drive is labeled is dependant on the laptop being used (see #4).

To Backup the EPL:

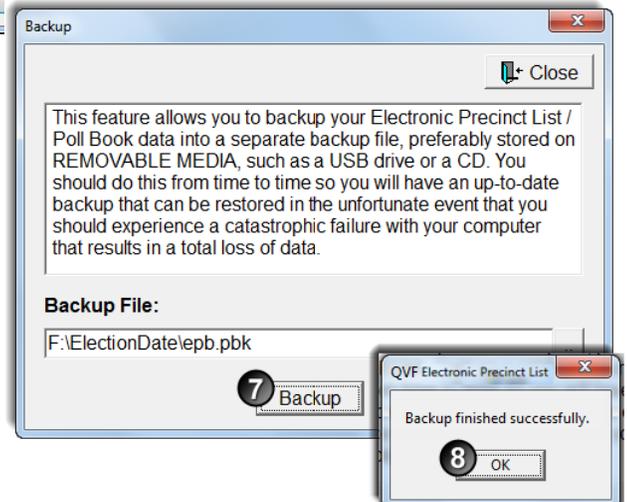
1. Click File
2. Click Backup
3. Click this button  at the end of the path field



4. Select the drive that says PrivacyZone. It could be D, E, or F depending on the laptop. This is the drive that should be used to save files throughout the day and after the polls close. Future backups should remember the drive you select in this step.
5. Double click the [ElectionDate] folder
6. Click Save

7. Click Backup
8. After a few seconds, the Backup finished successfully screen will pop up. Click OK.

The device and EPL software are now ready for voters!



Election Day – Processing Voters

Overview

The EPL main screen is divided into three sections. Take a moment to become familiar with the various parts of the screen. **Make sure the top line lists the correct election and precinct number(s).**

a – Voter Search - The Voter Search section of the screen is the list of voters. All voters in the precinct(s) selected will be listed under the **Inner Precinct** tab. In addition, access to the lists of other precincts in the jurisdiction can be found listed in the **Outer Precincts** tab.

b – Voter Details – Voter Details will be found in the upper middle section of the screen showing the voter’s registration information. In addition, the Geography button will provide detailed district information for each voter.

c – Action – Selecting “Mark this voter as voted” under “What would you like to do?” will place a V next to the voter’s name indicating they have voted.

d – Voter Status – The bottom of the screen displays voting status flags. This portion of the screen will identify the status flags for a voter marked with a red question mark.

Voters with Status Flags

Some voters will have status flags that need to be addressed prior to issuing a ballot. Generally, something happened in the registration process that needs follow-up. For example, a signature was not obtained, the voter missed checking an answer to the citizenship question, an absentee ballot was issued, information was obtained that the voter may have moved, etc.

A voter has a status flag if he or she has a red question mark next to his or her name. When a red question mark is found, look to the Voter Status window at the bottom of the screen to determine the issue.

Inner Precincts		Outer Precincts
These voters are located within the selected inner precinct(s):		
?	Voter Name	DOB
▶ ?	Mcqvf, Alexander Jon	12/11/1928
?	Mcqvf, Barbara Elise	2/8/1942
	Mcqvf, Caitlin Lindsey	6/1/1985
	Mcqvf, Daniel Richard	6/20/1958
?	Mcqvf, Faith Lynn	5/11/1918
	Mcqvf, George Andrew	1/22/1958
?	Mcqvf, Harry Ray	9/6/1955
	Mcqvf, Jonathan Clark	3/6/1954
?	Mcqvf, Justin Andrew	8/11/1961
	Mcqvf, Kathryn Lauren	9/15/1990
	Mcqvf, Martha Carol	1/5/1931
	Mcqvf, Matthew David	4/15/1976
?	Mcqvf, Paul Robert	5/18/1987
	Mcqvf, Philip Carter	3/8/1980
	Mcqvf, Ray Ellen	3/22/1957
	Mcqvf, Rebecca Sandra	8/10/1935
?	Mcqvf, Richard Trent	8/11/1956
	Mcqvf, Shannon Ann	1/7/1964

Absentee Ballot sent by clerk –

This voter was sent an absentee ballot. The voter must surrender the absentee ballot or complete the *Affidavit of Lost or Destroyed Absentee Ballot* after approval from the Clerk.

Absentee Ballot [00000025] sent by clerk--Voter must surrender ballot or submit affidavit.
 VOTING STATUS: Did not vote in precinct.

Absentee Ballot sent/received by clerk –

This voter was sent an absentee ballot and returned it to the Clerk. **DO NOT** issue this voter a ballot as they have already voted.

Absentee Ballot [00000028] sent/received by clerk--Do not issue ballot.
 VOTING STATUS: Did not vote in precinct.

Voter's status is CH – Age, Citizenship or Residency

This voter has been formally challenged and must complete the challenge process before being issued a challenged ballot. Seek assistance from the precinct chairperson to complete this process. The EPL processing is the same as a regular voter except Challenged ballot is selected in the Issue a ballot box. A CHAL will appear next to the voter's name after processed (see page 23).

Voter's Status is CH: AGE
 VOTING STATUS: Did not vote in precinct.

Voter's Status is CH: CITIZENSHIP
 VOTING STATUS: Did not vote in precinct.

Voter's Status is CH: RESIDENCY
 VOTING STATUS: Did not vote in precinct.

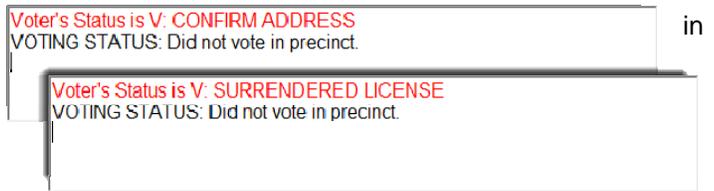
Must show ID before voting (Federal Requirement) -

Must show ID before voting (Federal Requirement).
 VOTING STATUS: Did not vote in precinct.

This voter must show photo ID or a paycheck, government check, utility bill, bank statement, or a government document which lists his or her name and address (if no photo ID but provides one of the documents listed above, must sign the *Affidavit of Voter Not in Possession of Photo ID* as well) prior to being issued a ballot.

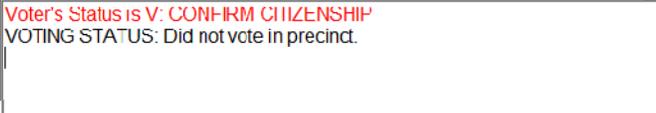
Voter's Status is V: Confirm Address or Surrendered License

This voter must verbally confirm the address listed the EPL. If the voter does not confirm the address, the procedure for voters that have moved must be taken.



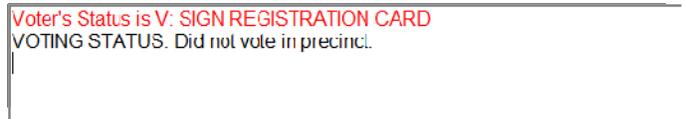
Voter's Status is V: Confirm Citizenship

This voter must complete a voter registration card and mark yes on the citizenship box. If the voter marks no, DO NOT issue a ballot.



Voter's Status is V: Sign Registration Card

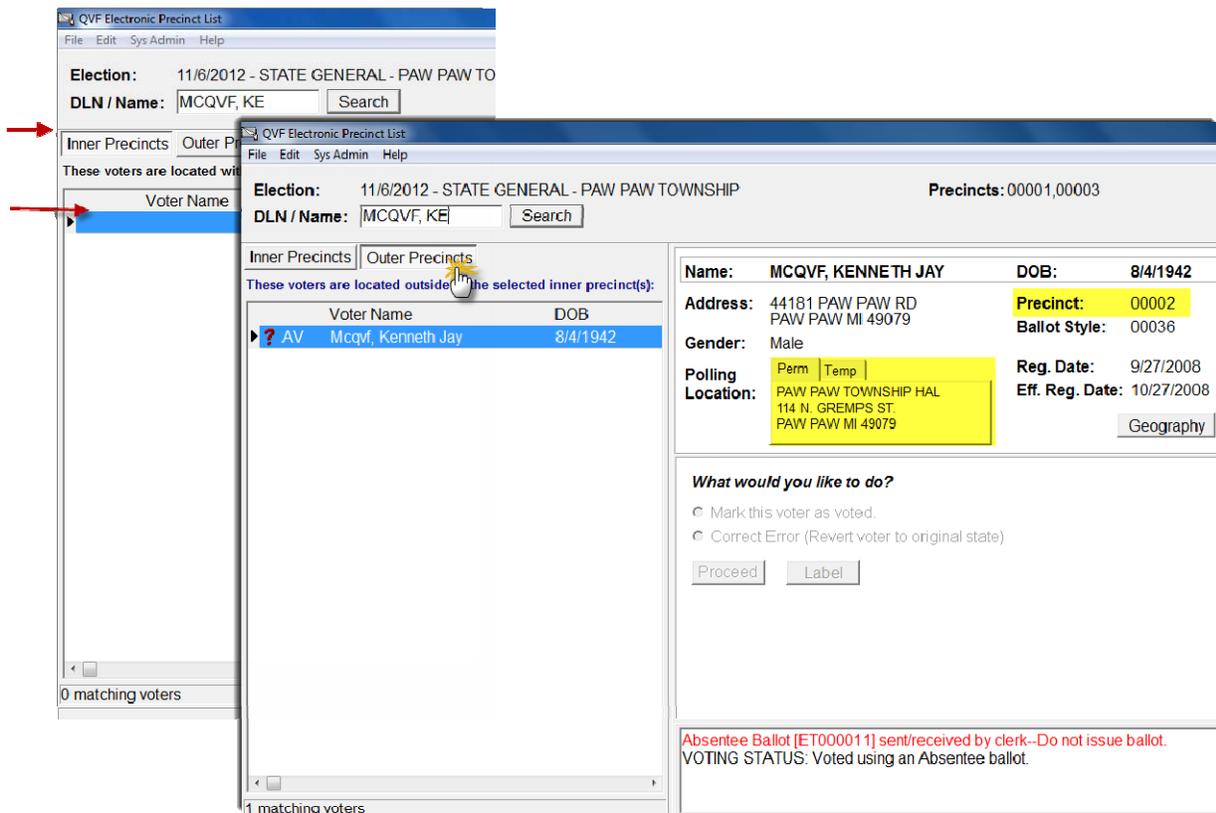
This voter must sign a voter registration card prior to being issued a ballot.



Missing Voters

Outer Precincts Tab

The EPL software gives election inspectors the ability to look up voters throughout the jurisdiction, not just in the precinct they are working. If the voter does not pop-up after look up, click on the **Outer Precincts** tab. If the voter is registered to vote within the jurisdiction, click on their name and view their polling location. Explain to the voter that they are registered in a different polling location and/or precinct and direct them to the appropriate location. Be sure to click back to the **Inner Precincts** tab before processing the next voter. If using combined precincts, click on the **Temp** tab in the Polling Location box to view the polling location for the current election.



Correcting Errors

If a voter is marked in error, simply:

1. Select Correct Error
2. Click Proceed
3. Click Yes



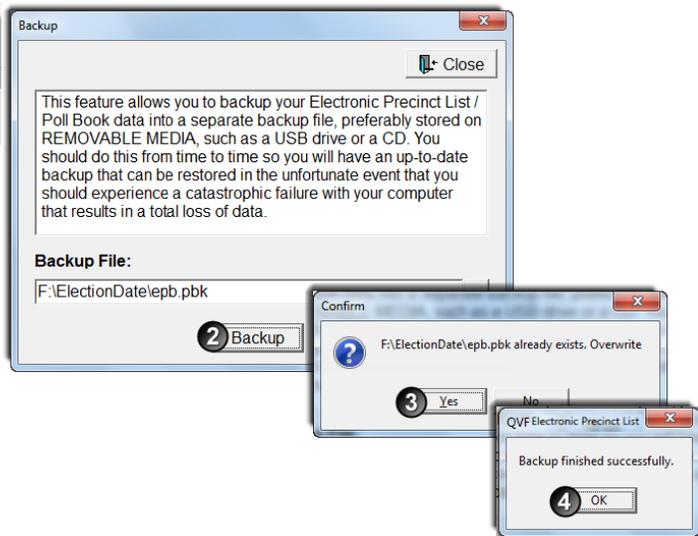
Backup Throughout the Day

Approximately every half hour, the EPL software will notify the user that a backup is over due. It is important to take a moment after processing a voter to update the backup. This will ensure the flash drive has the most recent data entered into the EPL in the event of a hardware failure.



To Backup:

1. Click Backup Overdue
2. Click Backup – the drive should be defaulted to the Privacy Zone and [ElectionDate] folder once the first backup has been completed
3. Click Yes
4. Click OK



Timeout

For security reasons, the EPL software will logout a user after thirty minutes of inactivity. This can be avoided by moving the mouse and/or clicking into the DLN/Name field if there are long periods of inactivity. If the EPL software logs out the user, simply reenter the User Name and User Password and click Enter.

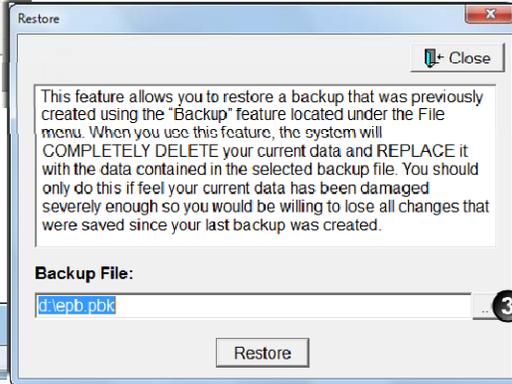
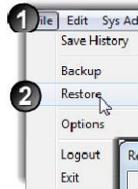


Restoring the Database

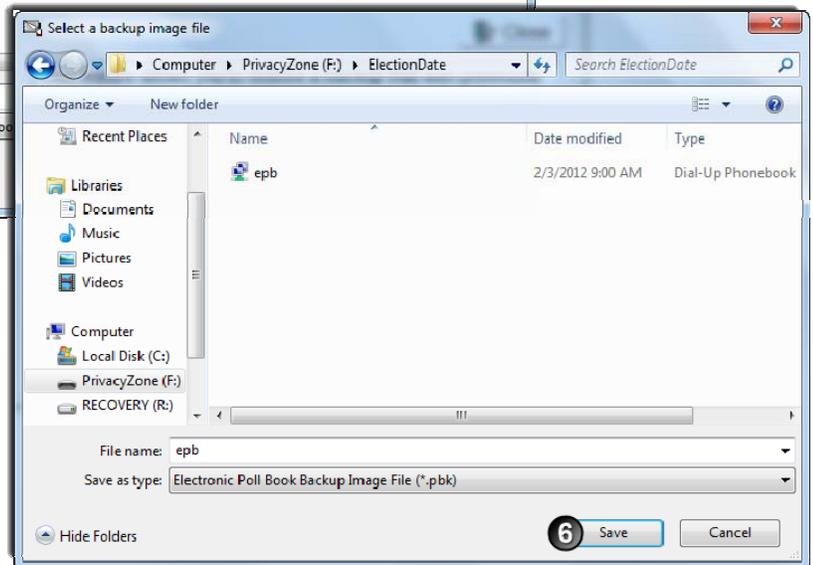
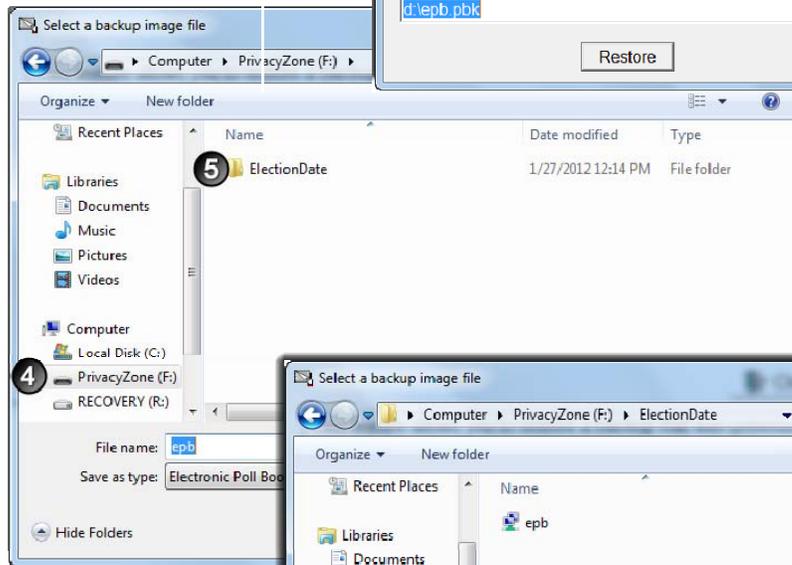
In the event the device fails and the EPL needs to be reinstalled on a new device on election day, the **Restore** feature will reload all of the information entered up to the point of the last backup. The only data missing would be entries made in the EPL since the last backup. That information can be added back in using the *Applications to Vote*. The Administrator username and password must be obtained from the Clerk for the initial login when the software is re-installed.

Once the EPL software has been installed (see pages 11-14) onto the new device, login to the encrypted flash drive, and perform the following steps:

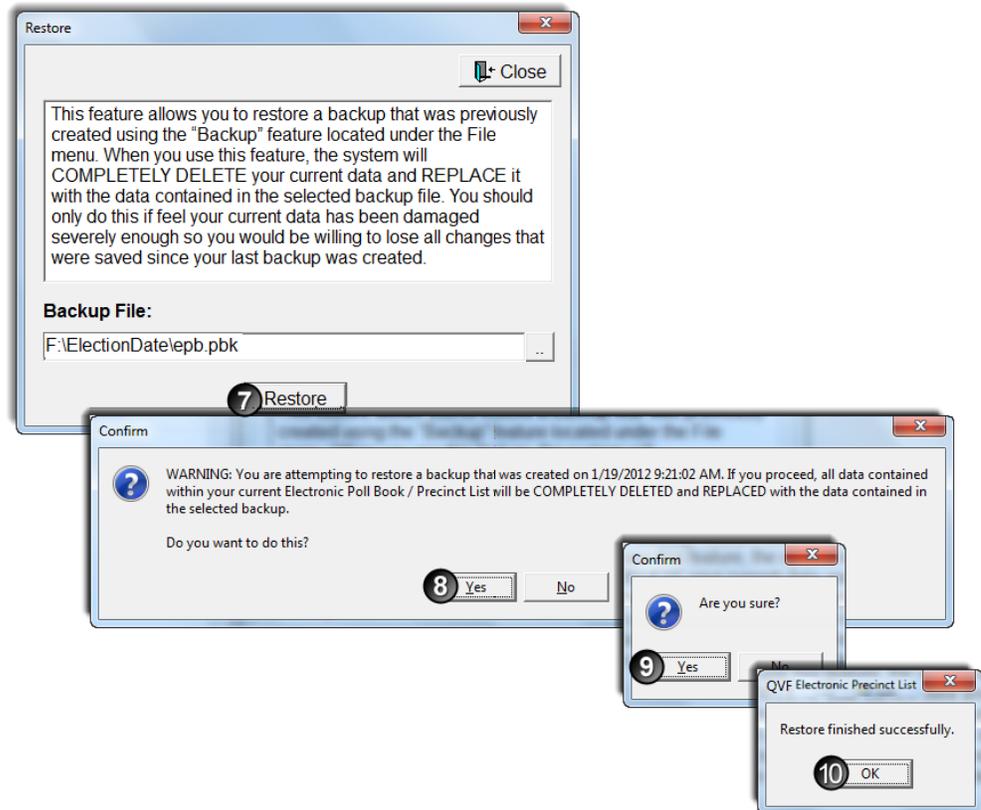
1. Click File
2. Click Restore
3. Click this button  at the end of the path field



4. Make sure the Privacy Zone is selected
5. Double click [ElectionDate] folder
6. Click Save



7. Click Restore
8. Click Yes
9. Click Yes
10. Click OK



All usernames and passwords will need to be re-created at this point. If time lapsed between the last backup and the restoring of data, use the *Application(s) to Vote* to re-enter voter(s) and process new voters.

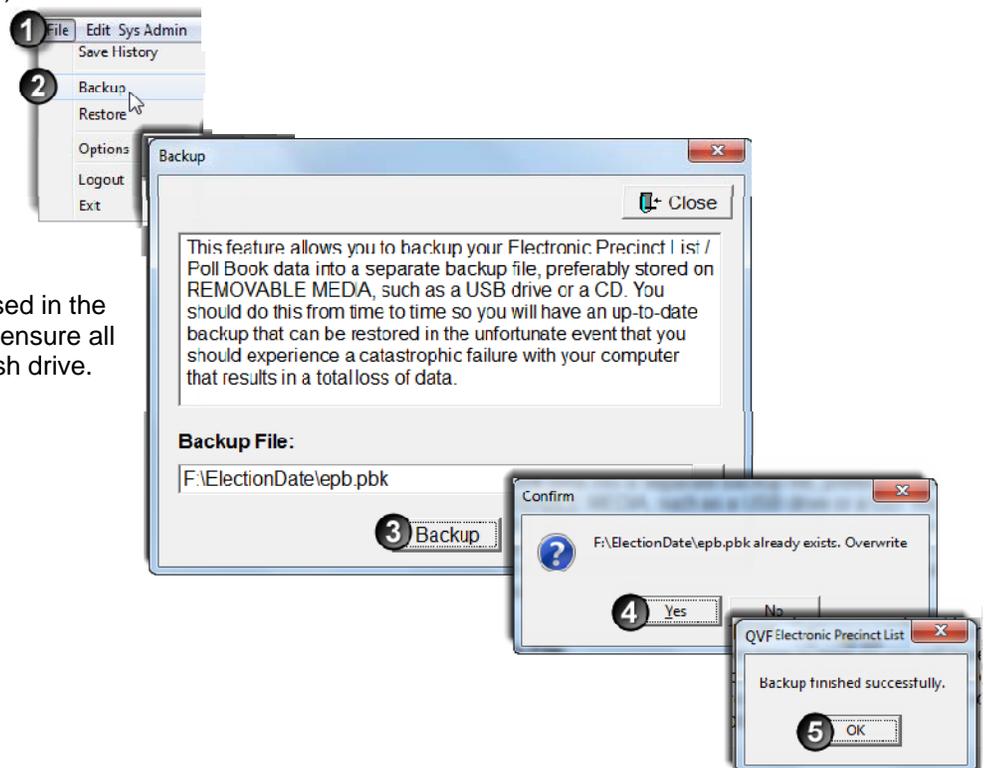
Election Day – Close of Polls

After the close of polls on election day, data processed in the EPL software must be saved one last time to the encrypted flash drive (if applicable).

One Final Backup

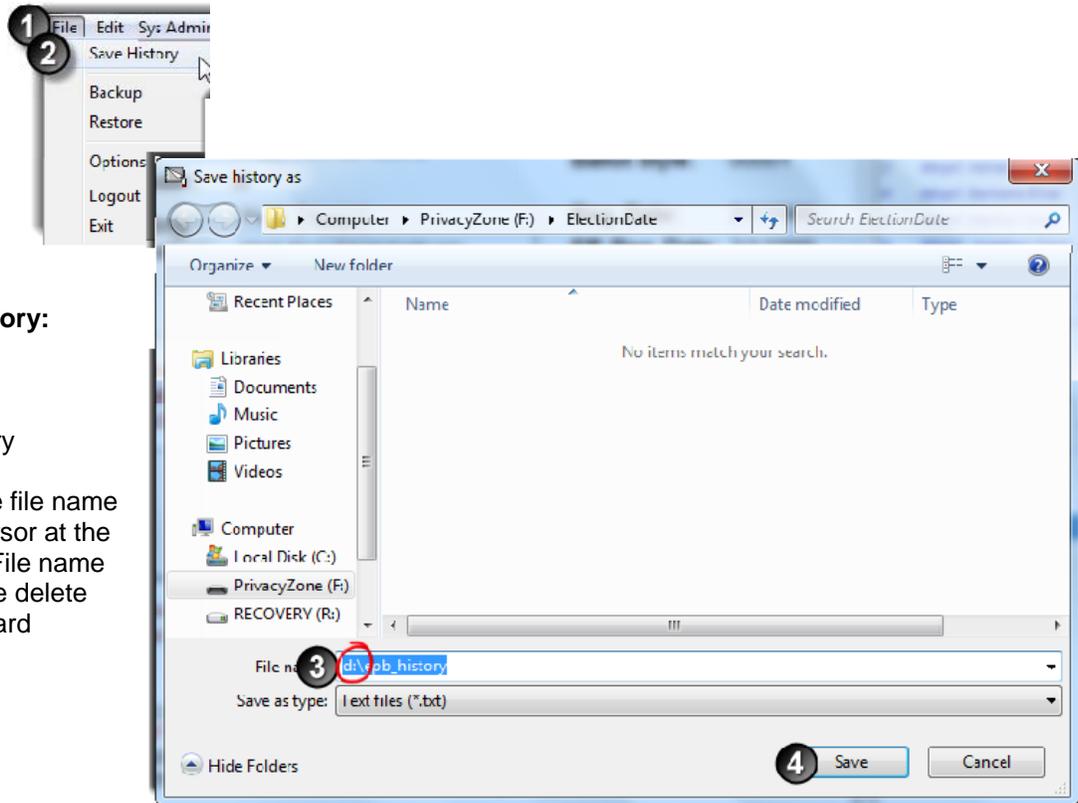
After all voters have been processed in the EPL, perform one last **Backup** to ensure all data is saved to the encrypted flash drive.

1. Click File
2. Click Backup
3. Click Backup
4. Click Yes
5. Click OK



Save Voter History

Save the voter history (if necessary). This file will update the voter registration files in the Qualified Voter File (QVF) recording who voted on election day.

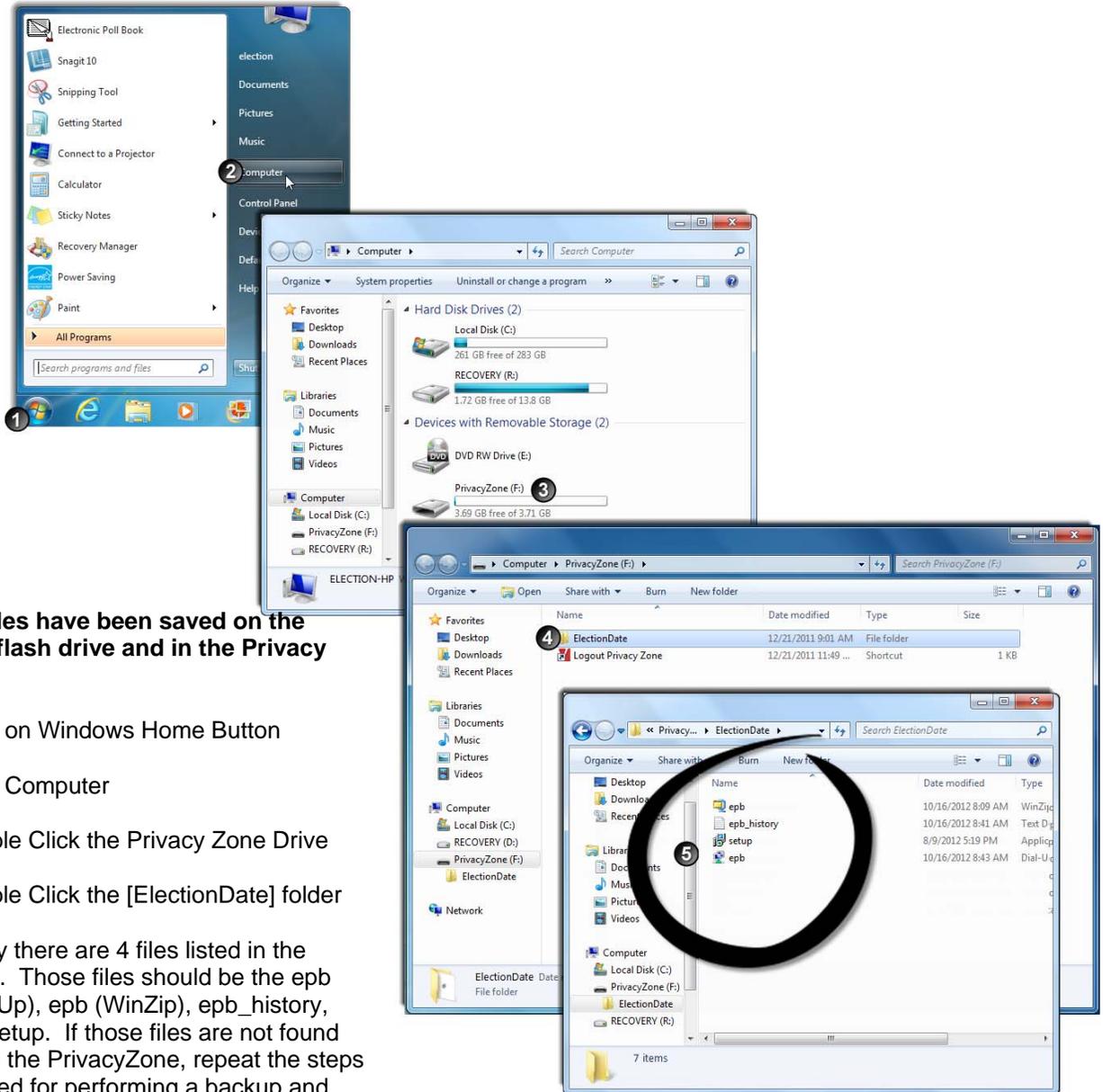


To save Voter History:

1. Click File
2. Click Save History
3. Delete "d:\\" in the file name by placing the cursor at the beginning of the File name field and using the delete key on the keyboard
4. Click Save

Ensure Files are on Flash Drive and Saved in the Privacy Zone

Verifying all files have been saved on the encrypted flash drive and in the Privacy Zone is an important last step.



To verify files have been saved on the encrypted flash drive and in the Privacy Zone:

1. Click on Windows Home Button
2. Click Computer
3. Double Click the Privacy Zone Drive
4. Double Click the [ElectionDate] folder
5. Verify there are 4 files listed in the folder. Those files should be the epb (Dial-Up), epb (WinZip), epb_history, and setup. If those files are not found within the PrivacyZone, repeat the steps outlined for performing a backup and saving voter history.

Once all reports have been saved, all programs can be closed and the device shut down. Return all items to the case, except the encrypted flash drive. **The encrypted flash drive must be placed into the container the Clerk recommends, sealed (either an envelope with a red paper seal or an approved container and the appropriate seal), and returned to the Clerk on election night.**

Post Election Day

Uninstalling and deleting the EPL software and associated files

The EPL software and associated files must be deleted from all devices as soon as possible but no later than the seventh calendar day following the final canvas and certification of the election. Remember, there are three locations files may have been saved. Be sure to note any other locations you have saved files and delete those as well.

Deleting files is very important to keep voter data secure and prevent the common error of loading an old election onto the EPL device. The EPL software must be re-downloaded for each election as each download is unique and will contain the most up to date voter registration and absent voter information.

Deleting EPL software from the laptop

Because the EPL software must be downloaded and installed for each election, uninstalling the past version of the EPL software from the laptop is essential.

To uninstall the EPL software:

1. Click the Windows Home button 
2. Click Control Panel
3. Click Uninstall a program
4. Double Click Electronic Precinct List
5. Click Yes
6. Click OK

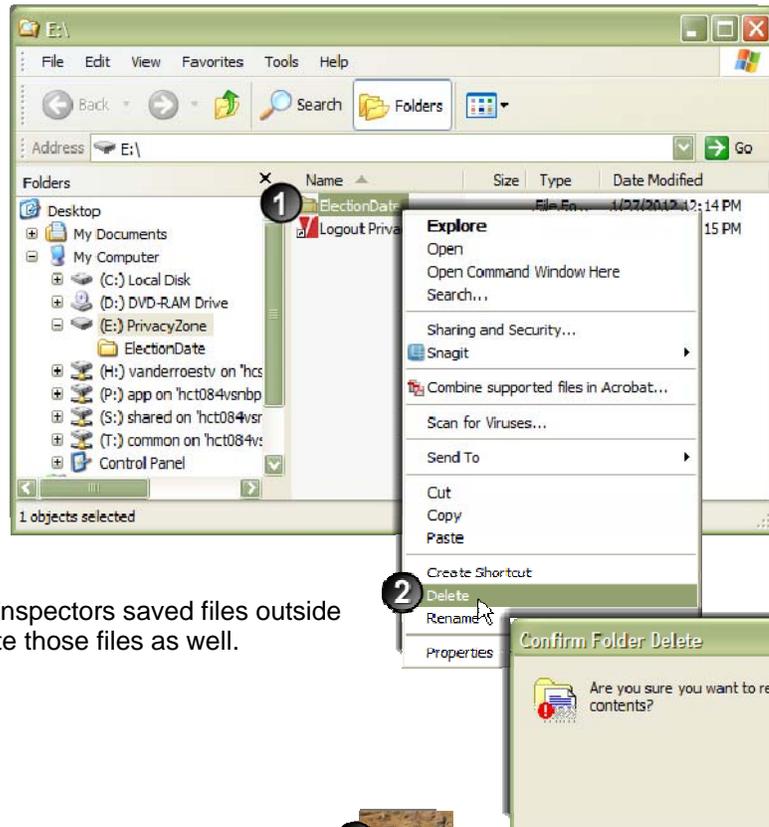
Repeat these steps for all laptops.

Deleting Flash Drive Files

Uninstalling files from the encrypted flash drive. Login to the Privacy Zone of the encrypted flash drive and delete the [ElectionDate] folder.

1. Right click the [ElectionDate] folder
2. Click Delete
3. Click Yes

Repeat these steps for all flash drives.



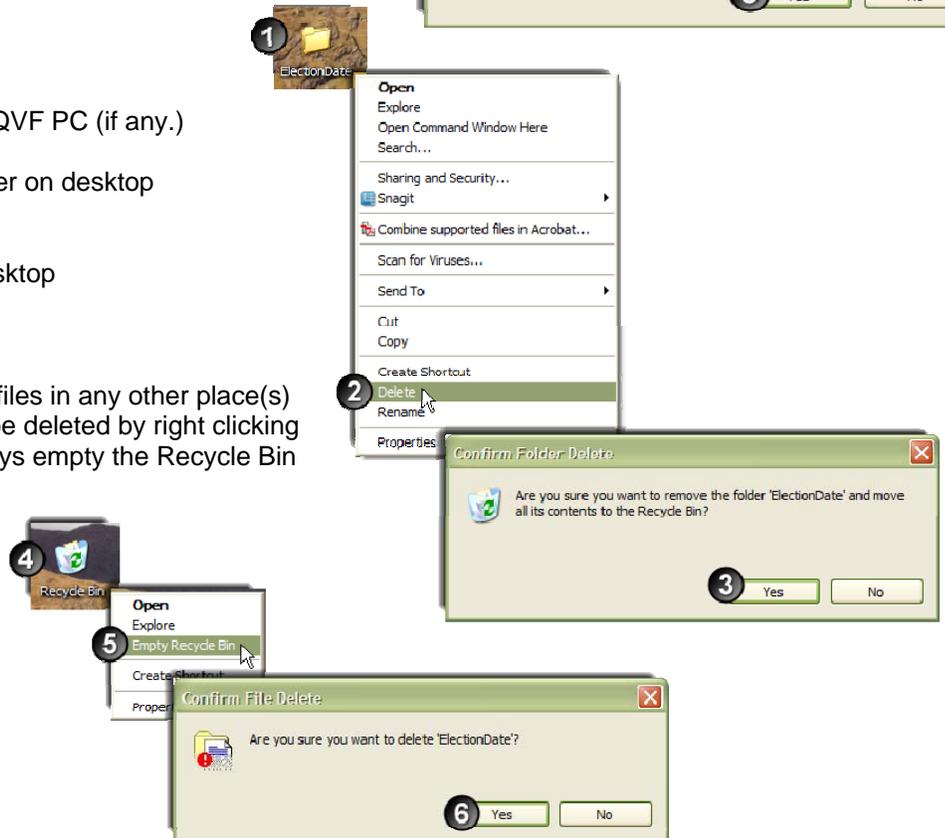
Important note: If election inspectors saved files outside of the folder, be sure to delete those files as well.

Deleting QVF PC Files

Lastly, delete all files saved on the QVF PC (if any.)

1. Right click [ElectionDate] folder on desktop
2. Click Delete
3. Click Yes
4. Right click Recycle Bin on desktop
5. Click Empty Recycle Bin
6. Click Yes

Important note: If you saved EPL files in any other place(s) remove those files now. Most can be deleted by right clicking on the file and clicking delete. Always empty the Recycle Bin after deleting files as well.



Helpful Hints

Bar Code Scanners

Bar code scanners may be used to scan the back of a driver's license if a magnetic card reader is unavailable for voter look-up.

Frequently Asked Questions

1. Is there a way to setup all election inspector user names and passwords in QVF before the EPL software is downloaded on to the encrypted flash drive?

Answer: No, not at the current time. Each username and password must be setup in the EPL software after it is loaded onto the laptop.

2. If using the QVF AV module, do I have to extract the EPL software from QVF after 4:00 p.m. on the Monday before the election to get the most up to date absent voter information?

Answer: Yes, however, this is not required. If the EPL software is download before the deadline, a List of Absent Voters must be printed for reference in the precinct as AV issuance information will not be the most current information in the EPL software. Instruct election inspectors to review this list for every registered voter.

3. Is there a way to update absent voter activity on the encrypted flash drive or in the QVF List portion of the EPL software after it has been installed on the laptop?

Answer: No, not at this time and absentee voters should **not** be processed in the EPL software before the opening of the polls.

4. What do I do if the laptop is set to wrong time zone?

Answer: Click on the Windows home button, click on Control Panel, click on Clock, Language and Region, click on Change Time Zone, and select the appropriate time zone.

5. I have a 2011 laptop and my flash drive always defaults to F:. Is there a way to change it to default as D:?

Answer: Yes. Click on the Windows Home button, click Control Panel, click System and Security, click Administrative Tools, and then double-click Computer Management. Then click Disk Management, right click on the Recovery (D:) drive and click Change Drive Letter and Paths. Click Change, click Assign the following drive letter, and select the letter you want to use (we recommend R), and then click OK. These steps may need to be repeated for your encrypted flash drive. Be sure to pick D: for the encrypted flash drive.

6. Is a backup of the EPL data required?

Answer: No. If a jurisdiction is not using the "Mark this voter as voted" function in the EPL software, a backup file is not necessary.

7. Must a voter history file be created?

Answer: No. Jurisdictions using the EPB software will use the EPB software to create a voter history file. Only jurisdictions using the EPL software to track voter activity may wish to use the voter history function.

8. Are the encrypted flash drives necessary for use in the precinct?

Answer: No. If a jurisdiction is not using the "Mark this voter as voted" function, there are no files to be saved and/or restored.

Glossary

Antivirus Software - is a software program that helps protect the laptop from viruses that could damage or shut down the machine.

Backup – a file that replicates and saves entered data for use in the event of a system failure.

Ballot Style - is a designation to distinguish amongst ballots in a precinct that has a District split. For example, Precinct One represents voters from County Commission District 5 and 7. If the County Commission position is on the ballot, Precinct One will have two ballot styles, one for District 5 and one for District 7.

Data Security - is the means of ensuring that data is kept safe from corruption and that access to it is suitably controlled. Thus data security helps to ensure privacy. It also helps in protecting personal data.

e-Pollbook Software – is a computer software program created in the Qualified Voter File (QVF) to be loaded on a laptop and used in the precinct on election day to record voters and the ballots they are issued.

e-Precinct List Software - is a computer software program created in the Qualified Voter File (QVF) to be loaded on a device and used in the precinct on election day to look up voter registration information.

Encrypted - is the process of transforming information using an algorithm to make it unreadable to anyone except those possessing the password.

Encrypted Flash Drive – is a digital storage device that has the ability to encrypt data and keep the data secure.

Encryption Password – is a password created to allow access to the encrypted e-pollbook software once downloaded from QVF.

Global Geography – is a function of QVF where precinct combinations and ballot style names can be set for an election. The information entered into the QVF Global Geography module will then tell the EPL software which precincts have been combined and the preferred name for ballot styles in split precincts.

Privacy Zone – is a term the V-Safe 100 software uses to define the encrypted area of the flash drive.

Receiving Board – is a board established by the local Election Commission responsible for ensuring 1) all ballot containers delivered to the clerk after the polls close are properly sealed 2) all seal numbers are properly recorded and 3) the number of names entered in the Poll Book balances with the number of ballots counted in the precinct. For more information visit michigan.gov/elections and click on "Information for Election Administrators."

Strong Password – is a password that contains a combination of at least eight upper and lower case characters with at least one number or symbol.

V-Safe 100 – is the name of the encryption program installed on the e-Pollbook State issued flash drive.

Quick Reference Checklists

Pre-Election Day – Clerk Setup

General Laptop Preparation

- Update antivirus software
- Ensure print driver software has been installed (if applicable)
- Update Windows
- Fully charge battery

EPL Software Download from QVF

- Insert the encrypted flash drive into a USB port on the QVF computer
- Login to encrypted flash drive
- Create a folder on the encrypted flash drive (or desktop, if using the alternate method for multi-precinct jurisdictions)
- Login to QVF and create the EPL software
- Move EPL software to encrypted flash drive (if using the alternate method for multi-precinct jurisdictions)

EPL Installation on laptop

- Take encrypted flash drive to device and plug in to a USB port
- Login to encrypted flash drive
- Run the EPL software setup file
- Login to the EPL software and select the precinct(s)
- Set Options
- Setup Users

Election Day – Election Inspector Setup

Preparing the EPL for Opening the Polls

- Power device on
- Insert the encrypted flash drive into a USB port (if provided)
- Login to the encrypted flash drive (if necessary)
- Login to the EPL software
- Change options and/or setup users as recommended by the Clerk
- Perform the first EPL backup (if necessary)

Throughout the Day

- Backup the EPL software regularly

Closing the Polls

- Perform one final Backup (if necessary)
- Save Voter History to the encrypted flash drive (if necessary)
- Ensure all files are on the encrypted flash drive (if necessary)
- Deliver encrypted flash drive under seal in the Clerk recommended container to the Receiving Board or Clerk (if necessary)

Post Close of Polls

Clerk

- Upload Voter History within 7 days of the certification of the election (if not using the EPB)
- Uninstall the EPL software from the laptop 7 days after the canvass of the election
- Delete the [ElectionDate] folder from the encrypted flash drive 7 days after the canvass of the election
- Delete the [ElectionDate] folder from the QVF PC desktop 7 days after the canvass of the election (if applicable)
- Delete any other EPL file(s) that may have been saved
- Properly store the device and associated battery