

# **Polling Place Greeting Application Guide**



**Michigan Department of State  
Bureau of Elections**

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## **Device Requirements**

### **Tablet or Laptop**

- Minimum of 1.5 GHz, 2.0 GHz is recommended
- 2 GB RAM
- 10 GB available Hard Drive space
- 10 inch widescreen display minimum
- 1366 x 768 or 1280 x 800 graphic resolution
- Minimum of 1 standard size USB port for flash drive
- A non-USB charging port
- Windows 7, 8.1, or 10 including all service packs, hot fixes, and patches

Helpful but not required:

- Physical Keyboard (detachable)
- Stylus

### **Tested by Bureau of Elections (BOE)**

- RCA Cambio, 2-in-1 Tablet with detachable keyboard (Win10 Home 32-bit)
- Nextbook 10 (Win10 Home 32-bit)
- Dell Venue 5130 (Win10 Pro 64-bit)

## Introduction to the Polling Place Greeting Application

The goal of the Polling Place Greeting Application (Greeting App) is to improve the voting experience by helping Election Inspectors direct voters to the appropriate precinct.

If a voting location hosts multiple precincts, those precincts can be assigned as Inner Precincts on the Greeting App, making it easy for an Election Inspector to identify where a voter lives and direct them to the proper precinct. If the device the Greeting App is installed on is connected to the internet, the Election Inspector can even show the voter a map of their polling location.

The Greeting App was designed to be used on a Windows operating system. It is compatible with Windows 7, 8.1, and 10. The Greeting App can be installed on a Windows based tablet or laptop and can be used with a touch-screen with or without a stylus.

The Greeting App is not compatible with Apple or Android systems.

The Greeting App does not contain any data that is not public information such as drivers' license numbers or full dates of birth.

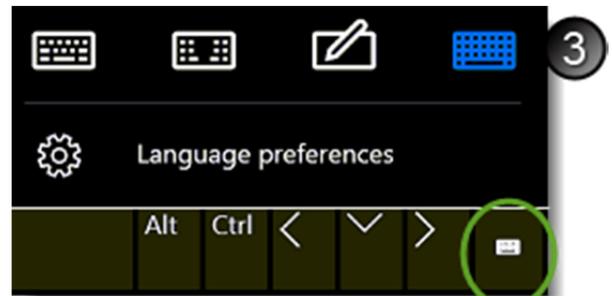
## Tablet Tips

### Virtual Keyboard Options

When using a tablet, you can customize what kind of virtual keyboard to use.

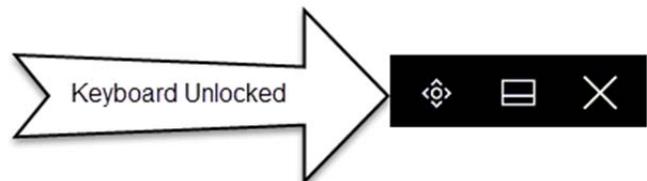
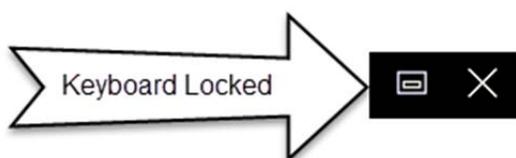
To change the virtual keyboard:

1. Click the keyboard icon to view the virtual keyboard
2. To change the type of keyboard click the keyboard icon
3. The current keyboard will be shown in blue and from here you can select a different type of keyboard



**Note:** The first and fourth virtual keyboard options are best suited for the functionality required to use the Greeting App.

The virtual keyboard can be locked in place, moved around the screen, or closed by clicking the following icons:

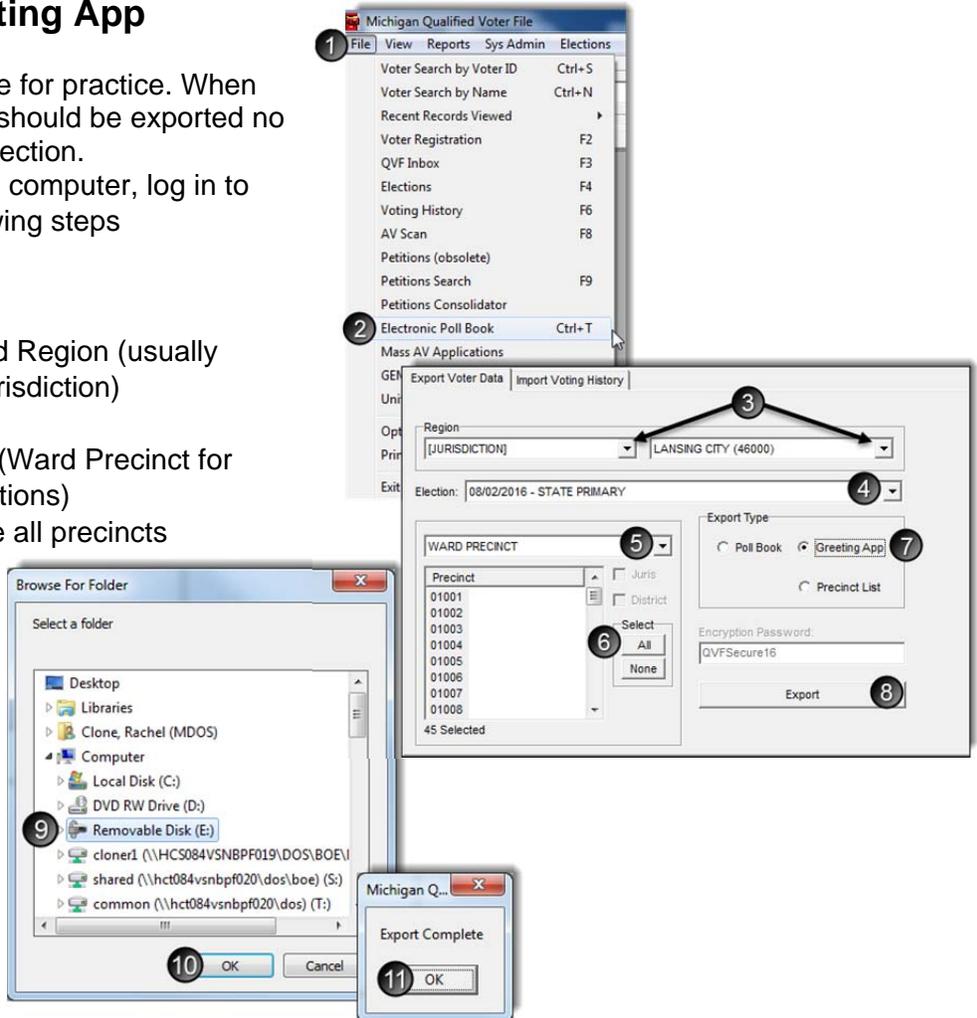


## How to Export the Greeting App

Files can be exported at any time for practice. When preparing for Election Day, files should be exported no earlier than 1 week before the election.

Insert a flash drive in to the QVF computer, log in to QVF and proceed with the following steps

1. Click File
2. Click Electronic Pollbook
3. Choose Region Type and Region (usually "Jurisdiction" and your jurisdiction)
4. Choose an Election
5. Choose a Precinct Type (Ward Precinct for primary and general elections)
6. Click Select All to choose all precincts
7. Choose Greeting App
8. Click Export
9. Browse to the location of the flash drive you will use to save and transfer the files to your line chasing device
10. Click Ok
11. When export is complete, click OK



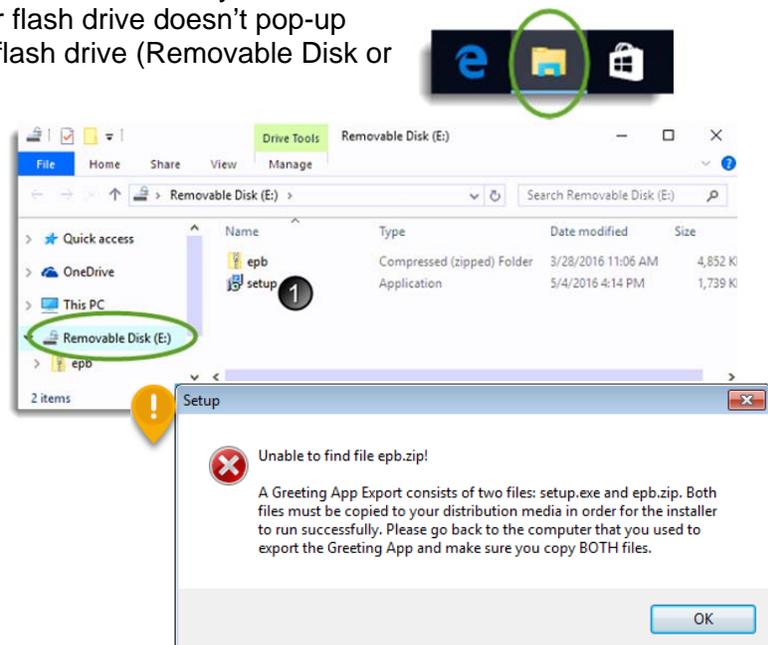
## How to Install the Greeting App

Remember that voter data from the QVF is time sensitive. The Greeting App should be installed from new files exported no earlier than 1 week before Election Day.

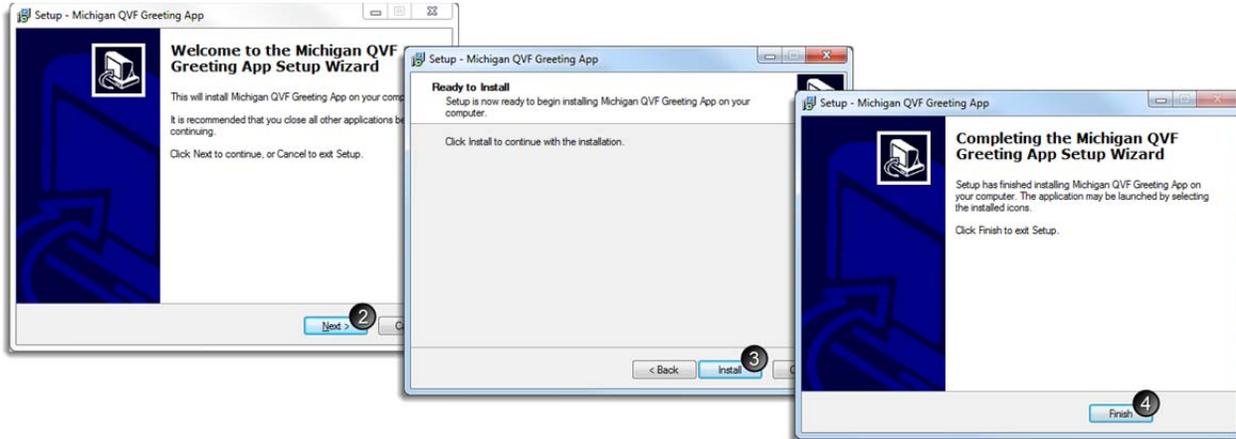
Insert the flash drive into the tablet/laptop. If your flash drive doesn't pop-up automatically, open File Explorer and select the flash drive (Removable Disk or USB Drive) to view the contents of flash drive.

1. Double-click the setup.exe file

**\*Note:** If after clicking the setup file, an error message appears "Unable to find file epb.zip!" then you are missing the zipped data file that the setup file uses to install the EPB with voter data. Both of the exported files must be saved to the flash drive for the installer to run successfully.



2. Click Next
3. Click Install
4. Click Finish



5. Now that a shortcut to the Greeting App has been placed on the desktop/home screen, double-click the Greeting App icon to open the program

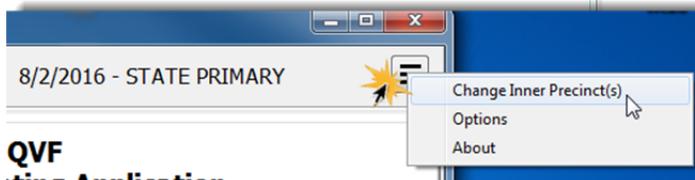
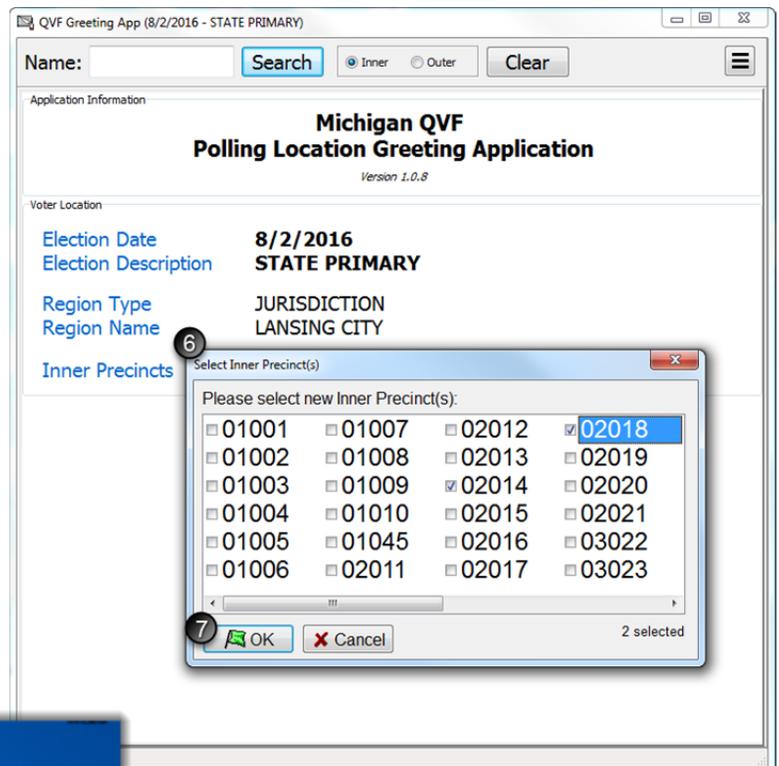


Upon opening the program for the first time after installation, choose the precinct(s) that the device will operate in from the Inner Precinct(s) screen. If multiple precincts are voting at the same polling place, you can choose multiple inner precincts.

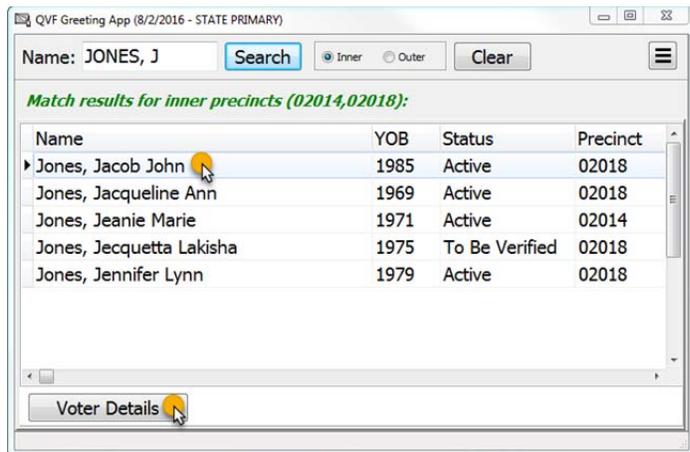
6. Select an Inner Precinct(s)
7. Click OK

## How to Change Inner Precincts

To add or remove precincts from the Inner Precinct list, click the menu in the upper right and choose Change Inner Precinct(s)



## How to Search for a Voter



To search for a voter, type the last name in the name search field. To include a first name, type a comma after the last name then include part or all of the voter's first name.

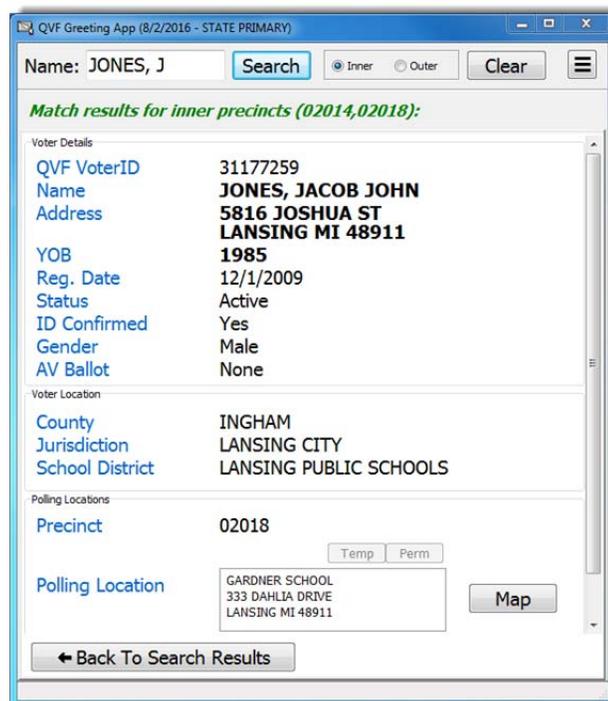
If the virtual keyboard does not appear, click the keyboard icon located in the lower-right corner of the screen.



Clicking the Clear button clears the text from the name search field easily to search for another voter.

As letters of a name are typed, the database will only display names that match the criteria as it is entered, narrowing the list of voters to choose from. When multiple matches are found, a voter can be selected by double-clicking their name, or selecting the name and clicking the Voter Details button.

When a single match is found, the Voter Details screen appears automatically.



## Voters with Status Flags

Voters with red question marks beside their name may have a registration issue to resolve prior to receiving a ballot, or they had received or returned an absentee ballot. When a red question mark is found, select the voter to look at the Voter Details screen to determine the issue.

Match results for inner precincts (02014,02018):

Name	YOB	Status	Precinct
Jones, Jacob John	1985	Active	02018
Jones, Jacqueline Ann	1969	Active	02018
? Jones, Jeanie Marie	1971	To Be Verified	02014
? Jones, Jecquetta Lakisha	1975	Active	02018
Jones, Jennifer Lynn	1979	Active	02018

Voter Details for Jeanie Marie Jones:

QVF VoterID: 8888281  
 Name: JONES, JEANIE MARIE  
 Address: 208 W NORTHROP ST, LANSING MI 48911  
 YOB: 1971  
 Reg. Date: 4/6/1998  
 Status: To Be Verified (CONFIRM ADDRESS)  
 ID Confirmed: Yes  
 Gender: Female  
 AV Ballot: None

Voter Details for Jacob John Jones:

Status: Active  
 ID Confirmed: Must show ID before voting  
 Gender: Male  
 AV Ballot: None

Voter Details for Jecquetta Lakisha Jones:

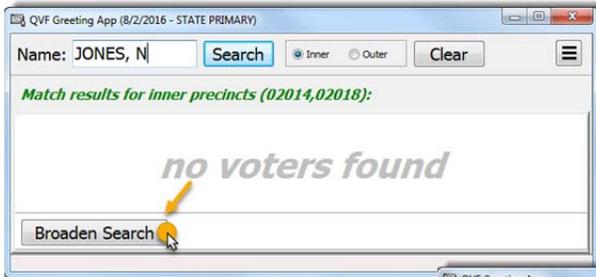
Status: Active  
 ID Confirmed: Yes  
 Gender: Female  
 AV Ballot: Sent

Voter Details for Jennifer Lynn Jones:

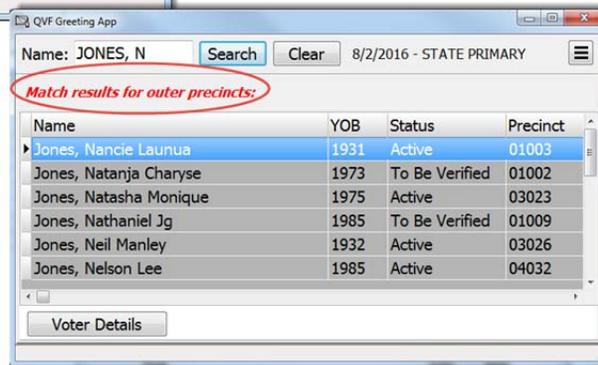
Status: Active  
 ID Confirmed: Yes  
 Gender: Female  
 AV Ballot: Returned

## Voter Not Found

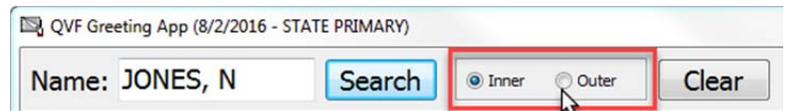
### No matches in the Inner Precinct(s)



Click the Broaden Search button to search for the voter in the other precincts in the jurisdiction. Voters found in one of the Outer Precincts will appear on a grey screen. The search function can also be performed in either the Inner or Outer precincts by toggling the radio button.



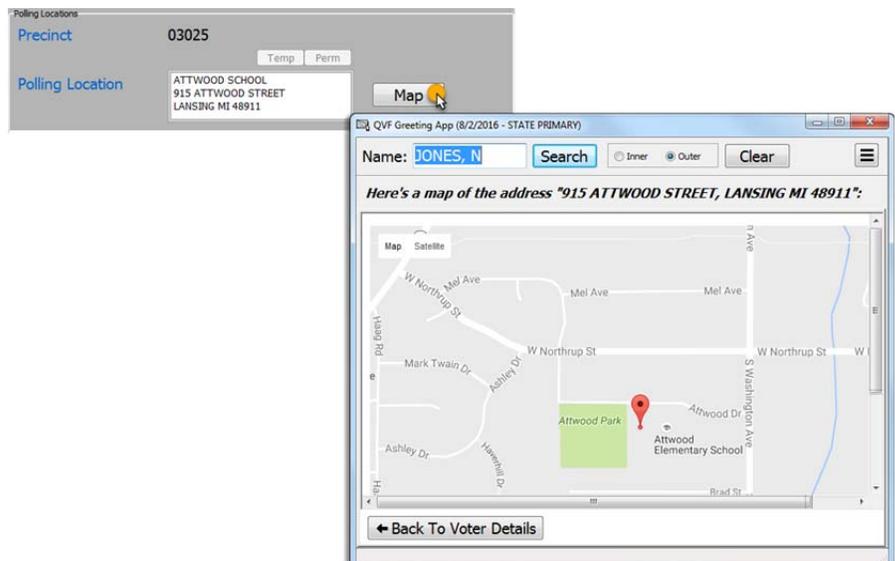
You can still view the Voter Details screen for a voter listed in an Outer Precinct to look up their polling place.



If the Greeting App device is connected to the internet, clicking the Map button brings up a map of their polling place.

### No matches in the Outer Precinct(s)

If the voter is still not found after broadening the search to the Outer Precinct(s), the voter should be directed to the Precinct Chairperson or Clerk for further assistance.



## How to Uninstall the Greeting App

Remember that voter data from the QVF is time sensitive. The Greeting App must be uninstalled and related files deleted from the flash drive following the election.

### Tablet or Laptop

1. Click the Windows Home button
2. Click Settings
3. Click System
4. Click Apps & Features
5. Scroll through the list and select Michigan QVF Greeting App, or type "greet" to quickly find the application
6. Click Uninstall

7. Click Yes

8. Click Yes

9. Click Yes

10. Click OK

### Delete files from the flash drive

1. Open File Explorer
2. Click on the flash drive
3. Locate and delete the epb.zip and setup.exe files

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