Polling Place Greeting Application Guide - Table of Contents

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Device Requirements

Tablet or Laptop

- Form Factor: 2 in 1 (tablet)
- Memory: 2 GB RAM
- CPU (Processor), Intel Atom 1.33 GHz minimum; 2.0 GHz recommended
- Internal Storage: 32 GB minimum; 64 GB recommended for new purchases and intended long-term use
- Screen Size: 10 inch widescreen display minimum
- Graphic Resolution: 1280 x 800 Touch Screen for tablet; 1366 x 768 minimum for laptop
- Standard size USB port for flash drive: minimum of 1
- Non-USB charging port: minimum of 1
- Windows 10 Home 32- or 64-bit or Windows 10 Pro 64-bit

Helpful but not required:

- Physical Keyboard (detachable for tablet)
- Touchpad
- Stylus (for tablet)

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 10. The Greeting App can be installed on a Windows based tablet or laptop and can be used with a touchscreen 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 driver’s 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 on Monday, the day before the election and, ideally, after 4 p.m. to include current registration and AV information.

Insert a flash drive in to the QVF computer, log in to QVF and:

1. Click Elections
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. Click the arrow next to Save, then Save As.

   a. Browse to this QVF computer’s desktop
   b. Click New Folder to create and rename a new GreetElectionDate folder where you will briefly store the downloaded files
   c. Double-click into GreetElectionDate folder
   d. Click Save
10. When the GreetingApp_Package has downloaded, open it with Windows Explorer
11. Extract all files to a folder in your GreetElectionDate folder
12. Drag and drop the extracted/unzipped folder to the flash drive you will use to transfer the files to your line chasing device (tablet or laptop).
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 after 4 p.m. the night 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. [Recommended step for performance reasons:] Drag and drop your GreetElectionDate folder from the flash drive to the Desktop
2. Click into your Desktop
3. Click into that GreetElectionDate folder
4. Click into your GreetingApp_Package folder
5. Double-click the GreetingAppSetup file
6. Click Next  
7. Click I Agree  
8. Click Install  
9. Click Finish  

10. 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.

11. Select an Inner Precinct(s)  
12. 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.
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. Polling place mapping functionality is not available within the Greeting App at this time.

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. Double-click the Uninstall Greeting App shortcut on the Desktop
2. Click Yes
3. Click OK

Delete files from the flash drive

1. Open File Explorer
2. Click on the flash drive
3. Locate and delete the ElectionDate folder containing GreetingApp_Package files

Delete files from the tablet/laptop

1. Select the GreetElectionDate folder on the Desktop containing GreetingApp_Package
2. Delete the GreetElectionDate folder