Precinct Central ePollbook
Poll Worker Training Guide

Ada County, Idaho
Table of Contents

ASSEMBLY................................................................................................................................. 3
POLLWORKER PAYROLL............................................................................................................... 6
LOGGING INTO THE TOUCHPAD ............................................................................................... 7
THE LAUNCHPAD....................................................................................................................... 8
THE LAUNCHPAD MENU............................................................................................................. 9
SEARCHING FOR A VOTER.......................................................................................................10
CHECKING-IN A PARTY-DEFINED VOTER.................................................................................12
CHECKING-IN AN UNAFFILIATED/LIBERTARIAN VOTER.......................................................14
SAME DAY REGISTRATION VOTER ..........................................................................................16
MAIL BALLOT REQUESTED VOTER.........................................................................................19
MAIL BALLOT RECEIVED VOTER............................................................................................20
ADDRESS PROTECTED VOTER.................................................................................................21
ALREADY VOTED VOTER...........................................................................................................22
CURBSIDE VOTER.....................................................................................................................23
REQUEST ASSISTANCE VOTER.................................................................................................24
CHALLENGING A VOTER............................................................................................................25
WRONG LOCATION VOTER.......................................................................................................26
PRECINCT LOOKUP...................................................................................................................27
SPOILING/CANCELLING A CHECK-IN.....................................................................................28
CHECK-IN TOTALS...................................................................................................................30
CHECK-IN TOTALS...................................................................................................................31
RE-PRINTING A VOTER TICKET...............................................................................................32
CLOSING THE ELECTION.........................................................................................................33
BALLOT ACCOUNTING.............................................................................................................34
### Assembly

1. The carrying case containing the Touchpad units should be set on the check-in table as pictured.

2. Open the case by unlatching the two locks at the top of the case.

3. When opened, you will see two Touchpads, a MiFi unit, three styli, charging cords, and a cleaning cloth.

<table>
<thead>
<tr>
<th>Step</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>The carrying case containing the Touchpad units should be set on the check-in table as pictured.</td>
</tr>
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<td>Open the case by unlatching the two locks at the top of the case.</td>
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<td>3</td>
<td>When opened, you will see two Touchpads, a MiFi unit, three styli, charging cords, and a cleaning cloth.</td>
</tr>
<tr>
<td>4</td>
<td>Remove both Touchpads and printers from case and set them on the table.</td>
</tr>
<tr>
<td>5</td>
<td>Remove additional items from carrying case. These can include the charging block, charging cord, and styli.</td>
</tr>
<tr>
<td>6</td>
<td>Power on the Cradlepoint and then plug it in to power source. (Cradlepoint model may vary).</td>
</tr>
</tbody>
</table>
7 To set up the printers, first connect the charging block to the power cord.

8 Plug the power cord into an outlet.

9 Push the power button at the top of the printer to turn it on.

10 Open your Touchpad by inserting your finger under the tab opposite the hinge. Open the case as if opening a book, break the binding and flip open. Set the Touchpad on the table.

11 Once the Touchpad has been properly set-up, locate the power port on the right-hand side of the unit.
12 Locate your charging cord. Insert the compatible end of the white charger into the charging port of the Touchpad.

13 Plug the other end of the charging cord into the USB charging brick.

14 Plug the brick into a power outlet. The Touchpad will now turn on automatically.

15 All hardware is now set up and ready to start.
Pollworker Payroll

Pollworkers have the ability to clock-in and out straight from the Touchpad for quick and accurate time keeping. Each transaction is recorded and timestamped for easy reporting.

Begin by touching the POLLWORKER PAYROLL option from the Launchpad Menu. Find your name and touch the blue CLOCK-IN button. Confirm your information and touch the green YES, CONTINUE button. Sign to affirm you have read the statement and touch the green I ACCEPT button to clock-in.
Logging Into the Touchpad

1. Begin by touching the red, white, and blue EPB app icon at the bottom of the screen. This will launch the EPB application.

2. Touch the green START button to begin logging in.

3. Enter your full first and last name using the pop-up keyboard. Then, touch CONTINUE.

4. Enter in the correct password and touch the green UNLOCK DEVICE button to continue.

5. Touch the green UNLOCK DEVICE button to continue.

6. The Zero Report will print. Touch the green CONTINUE button to get to the Launchpad.
The Launchpad

This is your Home Screen. After every check-in you should arrive back at this screen.

At the top of the screen you will see

1. Troubleshooting Menu
2. Jurisdiction Name
3. Launchpad Menu

At the bottom of the screen you will see

4. Location you are logged into, your job title, and your name
5. Connectivity and sideways status
6. Battery status

Orange and Yellow and Green Launchpad Buttons

To search for a voters’ voting location, touch the orange “Find My Precinct” button.
To manually search for a voter, touch the yellow “Manual Voter Search” button.
To search for a voter by scanning their ID, touch the green “Driver License/State ID Scan” button.
The Launchpad Menu provides menu options to access additional system functions.

1. **Same Day Reg.**— Register a new voter on the Touchpad.
2. **Poll Worker Payroll**— Provides poll workers the ability to clock in and out.
3. **Spoil/Cancel Check-In**— Use this feature to cancel a check-in.
4. **Precinct Lookup**— Use this feature to help look up the voting location for a voter.
5. **Check-In Totals**— View a list of totals listed by ballot style and type.
6. **Check-In Logs**— View a full list of all checked in voters.
7. **FAQ's and Phone Numbers**— Provides poll workers with a quick reference to important information.
8. **Re-Print**— Re-print voter slips and/or ballots.
9. **Logout**— Logout temporarily for a break or close the election at the end of the day with this feature.
Searching for a Voter

DRIVER LICENSE SEARCH

To search for a voter by scanning their Voter ID or driver’s license, touch the green DRIVER LICENSE/STATE VOTER ID SCAN button from the Launchpad screen. The camera will appear - hold the barcode of the ID behind the Touchpad camera until it is in view between the green lines on the screen. The barcode will automatically be scanned once in view. Once scanned, the voter’s information will be brought up on the screen.

MANUAL SEARCH

To search for a voter using a different valid ID type, touch the yellow MANUAL VOTER SEARCH button from the Launchpad screen.

Using information provided by the voter, use one of the five available search options to search for the voter’s record. Enter the voter’s information into the search fields chosen by using the on-screen keyboard and touch the green SEARCH button to continue.
If only one voter matches the search criteria, the Voter Eligibility screen will appear automatically. Continue checking in your voter.

If more than one voter matches the search criteria, your screen will look like the one on the left with a list of all possible matches. Touch the correct voter from the list and then touch CONTINUE.

After you select a voter, you will come directly to the Voter Identification screen. The voter’s information will be displayed. Make sure that the voter information on the screen matches their identification. If the information is correct, touch YES, CONTINUE to proceed.
Checking-In a Party-Defined Voter

1. Once you have found the correct voter, the voter’s information will be displayed on the Voter Eligibility screen. If the voter is an eligible voter, the screen will display a green “Voter is eligible to vote” message. To process this voter, touch the green “GET VOTER SIGNATURE” button.

2. The screen will flip upside down. Flip the Flip & Share Stand towards the voter. The voter will sign directly on the Touchpad screen. Once the voter has signed, they will touch I ACCEPT to continue.

3. The screen will appear asking you to verify the voter’s signature. Once you have verified it, touch ISSUE BALLOT to proceed.
The ISSUE BALLOT screen will appear. Touch COMPLETE CHECK-IN to print the ballot.

A dialog box will appear providing a print preview. Touch ‘Print’ to print the ballot.

The Voter Ticket will print. Touch CONTINUE.

Congratulations!

The voter is now fully checked in. Touch the green PROCESS NEXT VOTER button to move on to the next voter.
Checking-In an Unaffiliated/Libertarian Voter

1. For a Non-Partisan voter, their voter record screen will show an orange badge. Touch the green SELECT BALLOT button to continue.

2. The screen will flip upside down to allow the voter to select their ballot option.

3. Once the voter has made their selection, a dialog box will appear. The voter should then touch YES, CONTINUE to confirm and continue.

4. The screen will stay upside down to allow the voter to sign directly on the Touchpad. Once the voter has signed on the Touchpad, they should touch DONE to continue.
Confirm that a valid and complete signature has been captured. Touch ISSUE BALLOT to continue.

Touch COMPLETE CHECK-IN to finish the transaction and print the ballot and Voter Ticket.

Congratulations! The voter has been successfully checked-in. Touch the green PROCESS NEXT VOTER button to return to the Launchpad screen to begin processing the next voter in line.
Same Day Registration Voter

1. If a voter is searched for and not found in the Touchpad, the voter can be processed as a Same Day Registration Voter. Select NO VOTER FOUND to begin the process.

2. Answer the voter validation questions to determine that the voter can proceed. Touch CONTINUE.

3. Enter the voter’s basic information. Touch CONTINUE to proceed.
Search for the voter’s address and select the correct street name from the list of results. Once selected, touch CONTINUE.

Confirm whether the voter’s residence is an apartment or not.

Enter the voter’s identification information. Touch CONTINUE once it’s entered.

The screen will flip upside down for the voter to confirm all information has been entered correctly. The voter should touch CORRECT to continue.
8

Once the voter has confirmed their information, the screen will flip towards the poll worker. Touch CONTINUE.

9

The Touchpad will now capture the voter’s signature. Note that an orange “Election Day Reg” badge will be on each screen of the workflow.

10

The workflow will continue as normal. Once the check-in is complete, proceed to checking in the next voter.
Mail Ballot Requested Voter

If a voter has requested a Mail Ballot, they have the opportunity to surrender their ballot and vote normally.

If the voter does not surrender their ballot, call Ada County Elections and proceed with the voter.

If the voter does surrender their ballot, the voter can vote normally at the polls.
Mail Ballot Received Voter

If a voter is flagged as having already returned their mail ballot the voter is not eligible to vote at the polling location. Call the Ada Count Elections at 208-287-6860.

Touch the green PROCESS NEXT VOTER to proceed. This type of voter should NOT be checked in.
Address Protected Voter

An Address Protected voter will have their address information withheld and simply show an “Address Protected” message.

Process the voter as a normal, eligible voter.
Already Voted Voter

If a voter is flagged as having already voted, the voter is not eligible to vote at the polling location. Call the Ada County Elections at 208-287-6860.

Touch the green PROCESS NEXT VOTER to proceed. This type of voter should NOT be checked in.
Curbside Voter

1. If a voter is unable to enter into the voting location, the Touchpad can process them as a Curbside Voter. Touch the yellow MORE OPTIONS button and select the ‘Curbside Voter’ option.

2. Confirm that the voter is requesting to vote curbside.

3. The voter is now classified as a curbside voter. Two election officers shall deliver the Touchpad and ballot to the voter to maintain dual custody at all time.
Request Assistance Voter

1 If a voter is requiring assistance, the Touchpad can process them as Requested Assistance Voter. Touch the yellow MORE OPTIONS button and select “Request Assistance”.

2 Confirm that the voter is requesting assistance.

3 The voter is now classified as requiring assistance. Have the voter complete the Oath of Assistance and check in the voter normally.
Challenging a Voter

1. If a voter is to be challenged, the Touchpad can process them as a Challenged Voter. Touch the MORE OPTIONS button and select the “Challenge” option.

2. Select the reason the voter is being challenged. Touch CONTINUE.

3. Select the ballot that should be issued to the voter.

4. The voter has now been flagged as being challenged. Call Ada County Elections to report the challenged voter. Touch the green PROCESS NEXT VOTER button to continue.
Wrong Location Voter

1. If a voter is in the wrong location, a red message stating that the voter is in the wrong location. If the voter claims they are not in the wrong location call Ada County Elections Office.

   Touch the green RE-DIRECT VOTER button to continue.

2. The voters correct location will be listed with a map. The buttons in the middle of the screen allow users to toggle the screen towards the voter, send the location address to the voter or print them out. Touch the last icon to expand the map and print turn by turn directions. Touch CONTINUE to finish processing the voter.

3. The re-direct slip will print for the voter. Touch CONTINUE.

4. The voter has successfully been re-directed! Touch the green PROCESS NEXT VOTER to continue.
Precinct Lookup

1. If a voter is unsure of where they should vote, their precinct and voting location can be looked up by touching the orange Precinct Lookup Launchpad Button.

2. OR by selecting “PPRECINCT LOOKUP” from the Launchpad Menu.

3. Start by searching for the voter’s address. Touch the green CONTINUE button.

4. The voter’s precinct information is now displayed on the screen and can be shared with the voter by either toggling the screen, sending it in an email and/or text, or printing the address and directions.

Touch HOME to return.
Spoiling/Cancelling a Check-In

1. To spoil/cancel a check-in, touch “SPOIL/CANCEL CHECK-IN” from the Launchpad menu.

2. Search for the voter check-in you want to spoil. Touch the green SPOIL button to continue.

3. Select the reason for spoiling and if the voter is being issued a replacement ballot. Touch CONTINUE.

4. Confirm you would like to spoil the check-in. Touch YES.
The screen will now flip to allow the voter to sign for the reissued ballot.

5. Continue processing the voter as normal.

6. Follow the instructions for the spoiled ballots.

7. Touch the green PROCESS NEXT VOTER button to continue.
Check-In Totals

These totals allow you to account for all ballots issued. To change from “This Location” to “This Touchpad,” simply click on the appropriate button in the “Include For” section.

From the Launchpad Menu, touch the CHECK-IN TOTALS option. This screen will appear to see a running total of all ballots issued throughout the day.
# Check-In Totals

During Early Voting and Election Day, a log is kept of all of the voters that have been checked in on a particular Touchpad or in the location. These logs allow you to account for all voters checked in as well as spoiled and provisional ballots issued. To change from “This Location” to “This Touchpad,” simply click on the appropriate button in the “Include For” section.

From the Launchpad Menu, touch the CHECK-IN LOGS option. This screen will appear.

If you need information on a voter, simply touch on their name and an image of their signature will appear at the bottom.

## Check-In Logs

<table>
<thead>
<tr>
<th>Name</th>
<th>Birth Year</th>
<th>State Voter ID</th>
<th>Address</th>
<th>Precinct</th>
<th>Check-In Time</th>
<th>Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>LANTERN, GREEN</td>
<td>1901</td>
<td>005126924</td>
<td>4401 N POLLARD LN STAR, 83669</td>
<td>1401</td>
<td>02-09-2020 09:54:20 PM</td>
<td>JOE TRAINER</td>
</tr>
<tr>
<td>PANTHER, BLACK</td>
<td>1901</td>
<td>005144666</td>
<td>9605 W BEACON LIGHT RD STAR, 83669</td>
<td>1401</td>
<td>02-09-2020 09:53:47 PM</td>
<td>JOE TRAINER</td>
</tr>
<tr>
<td>GRIMM, BENJAMIN</td>
<td>1901</td>
<td>010263605</td>
<td><em><strong>Address Protected</strong></em></td>
<td>1401</td>
<td>02-09-2020 09:53:16 PM</td>
<td>JOE TRAINER</td>
</tr>
<tr>
<td>BANNER, BRUCE</td>
<td>1901</td>
<td>010493902</td>
<td>12124 W FERAMORZ LN STAR, 83669</td>
<td>1401</td>
<td>02-09-2020 09:52:46 PM</td>
<td>JOE TRAINER</td>
</tr>
<tr>
<td>PARKER, PETER</td>
<td>1901</td>
<td>010764496</td>
<td>10291 W SNOW WOLF DR STAR, 83669</td>
<td>1401</td>
<td>02-09-2020 09:52:08 PM</td>
<td>JOE TRAINER</td>
</tr>
</tbody>
</table>
Re-Printing a Voter Ticket

1. To reprint a voter ticket, touch the RE-PRINT option from the Launchpad Menu.

2. Search for the voter you need to reprint for. Touch the voter record and touch the green RE-PRINT button.

3. Select what you would like re-printed.

4. The Voter Ticket will now be reprinted. Touch CONTINUE to finish the transaction.
Closing the Election

Once the election has ended, it is time to close the election on the Touchpads. From the Launchpad menu, touch LOGOUT.

1 Touch the yellow CLOSE THE ELECTION button to begin the closing process.

2 A warning screen will appear.

3 If you are ready to close the election, touch YES.

4 An orange screen will appear for a few moments while the Touchpad synchronizes.

5 Congratulations! You have closed the election! If your device has not sent all of its transactions, a “Transactions Pending” message will appear in the left-hand corner. Do not panic! This is normal. Complete the rest of your end of election procedures.
**Ballot Accounting**

1. To begin the Ballot Accounting process, touch the blue ‘ACCOUNTING’ button in the top right-hand corner of the screen.

2. Start by touching the first ballot style on the screen.

3. Use the on-screen number pad to enter the correct number of unused ballots for your location.

   Touch the green ‘DONE’ button once you have entered your total.

4. Once you have entered all totals, touch the green ‘NEXT STEP’ button to continue on to the next step.
Enter the totals for the ‘OTHER BALLOTS’ and ‘SCANNER TOTALS’.

Once you have entered all of the totals, you will go to the final ‘BALLOT RECONCILE’ tab. If all totals are correct, you should see a green message.

Touch ‘GET SIGNATURES’ to continue.

Enter your name and then touch the green ‘CONTINUE’ button.

Provide your signature then touch the green ‘I ACCEPT’ button.
You should now see a green checkmark next to your name. Enter any additional signatures as needed by touch ‘ADD ANOTHER SIGNATURE’.

Once all signatures have been captured, touch the green ‘SUBMIT’ button.

Touch the green ‘YES’ button if you are ready to submit your ballot accounting report.

You will receive a confirmation message that your report has been submitted. Touch the green ‘CONTINUE’ button.

You will now be returned to the Device Locked screen.

Finish completing any further closing/end-of-night processes as needed.