Poll Pad Logic and Accuracy Procedures and Preparation

Preparing the Poll Pads for Logic and Accuracy

- Notification of the LA/Advance Voting data set for Poll Pad along with a QR Code image for scanning by Poll Pad will be forwarded to those locations with a scheduled election
- Reference Poll Pad training documents and materials for assistance if the following steps need further explanation
- Power on Poll Pads to be used for LA/Advance Voting; this may or may not be ALL Poll Pads; a sample of Poll Pads can be used to perform L&A if desired
- Connect designated Poll Pads to the appropriate connection
- Launch the Poll Pad application and scan the QR code image; follow prompts displayed on Poll Pad to obtain the Poll Pad LA/Acceptance Data set for the scheduled election
    - o Touch Menu
    - o Touch Tools & Settings
    - o Enter Menu Code
    - o Touch Pre-Election
    - o Touch Import Voter File
    - o Touch Import New Election Voter File
    - o Download Voters? Yes
- Once download of the data file is complete, close the Poll Pad application
- Disconnect the Poll Pad from the appropriate connection

L&A Procedures and Documentation

- Under Section A of the Poll Pad L&A form record the Polling Place, Election Date, and Poll Pad Tag IDs of the used devices
- Launch the Poll Pad application again
- Touch Get Started
- Enter User name and Passcode for specific election, when applicable
- Touch Manual Entry
- Key in the Precinct Name or Precinct ID into the Last Name field
- Touch Search
- Under Section A of the Poll Pad L&A form, record each PrecinctID/Combo displayed for the specified polling location
- Touch each PrecinctID/Combo record and follow the prompts to create a voter card
- Prior to creating the Voter Card, record the Ballot Style and Ballot Activation Code associated to the PrecinctID/Combo selected, it will be visible at the bottom of the Create Voter card page once a Voter Card is inserted into the Encoder
- Create a voter card from Poll Pad for each unique ballot style within the designated Polling Location; a voter card does NOT need to be created for each

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PrecinctID/Combo listed, but Ballot Style and Ballot Activation code for each Precinct/Combo option needs to be recorded
- o Recommend labels be placed on card identifying what ballot style will be displayed by BMD once card is inserted
- o BMD removes the activation code from the Voter Card once used, therefore create the card again from Poll Pad after each use by a BMD
- Insert the Poll Pad created voter card and confirm the unique ballot style is displayed by the BMD
- Complete Section A of the Poll Pad L&A form for each Polling Place location
- Close application on Poll Pad by double tapping the Home button and swiping the application off the screen

Election Day Preparation and Documentation

- Approximately one week prior to the scheduled Election Day, notification of Election Day data files for Poll Pad along with a QR Code image for scanning by Poll Pad will be forwarded to those locations with a scheduled election
- Power on Poll Pad
- Connect Poll Pads scheduled for use on Election Day to the appropriate connection
- Launch the Poll Pad application and scan the QR code image; follow prompts displayed on Poll Pad to obtain the Poll Pad Election Day Data set for the scheduled election
    - o Touch Menu
    - o Touch Tools & Settings
    - o Enter Menu Code
    - o Touch Pre-Election
    - o Touch Import Voter File
    - o Touch Import New Election Voter File
    - o Download Voters? Yes
- Once download of the data file is complete, close the Poll Pad application
- Disconnect the Poll Pad from the appropriate connection
- Close the application, double tap the Home button and swipe application off the screen
- Launch the Poll Pad application again
- Touch Get Started
- Enter the User name and Passcode for the specific election
- Confirm the proper Election and Polling Location are shown at the top of the screen
- On the Poll Pad L&A form started for the specific polling location and election date, under Section B record the Poll Pad Tag IDs for the devices assigned to the location

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- Confirm the number of Precinct Records (voters assigned to location) is accurate; record under Section B of the Poll Pad L&A form
- Confirm Check-Ins are Zero (0)
- Connect Voter Card Encoder to Poll Pad and confirm encoder is recognized by Poll Pad (green indicator at top right of screen)
- Connect power cord to Voter Card Encoder and verify power flows through Voter Card Encoder and charges the Poll Pad
- Touch Scan Barcode
- Confirm camera is operational
- Touch Cancel
- Touch Manual Entry
- Key in the Precinct Name or Precinct ID into the Last Name field
- Touch Search
- Under Section B of the Poll Pad L&A form, record each PrecinctID/Combo for the specified polling location
- Touch each PrecinctID/Combo record and follow the prompts to create a voter card
- Do not create Voter Cards, but instead, record the Ballot Style and Ballot Activation Code associated to the PrecinctID/Combo selected, it will be visible at the bottom of the Create Voter card page once a Voter Card is inserted into the Encoder
- Touch Go Back
- Touch Start Over
- Repeat for all PrecinctID/Combo records in the assigned Polling location and record the information to Section B, all records in Section A and Section B should match when completed, if not there is a potential issue that needs to be resolved
- Key in last name of known voter in polling place
- Touch Search
- Touch selected voter record, confirm voter information shown is accurate
- Touch Accept
- Confirm Voter Certificate is displayed with signature line
- Put in example signature
- Touch Done Signing
- Confirm Poll Officer Initial box is operational
- Touch Submit
- Touch Touchscreen
- Insert Voter Card into Voter Card Encoder
- Verify Ballot Style and Ballot Activation Code display at bottom of screen
- Confirm Create Card button at top of screen becomes active
- Touch Create Card to verify Voter Card can be created

Poll Pad Logic and Accuracy Procedures and Preparation

- Touch Manual Entry
- Find previous Voter
- Touch Wheel and Enter Poll Worker password; confirm password for specific election recognized
- Cancel Voter Check-in
- Verify mark has been removed
- Press iPad Home button to Close Poll Pad Application
- Place Poll Pads in associated cases

Loading Update File to Poll Pad

- On the Saturday prior to the scheduled Election Day, notification of Election Day update data files for Poll Pad will be forwarded to those locations with a scheduled election
- Power on Poll Pad
- Connect Poll Pads scheduled for use on Election Day to the appropriate connection
- Launch the Poll Pad application and follow prompts displayed on Poll Pad to obtain the Poll Pad Election Day Data set for the scheduled election
    - Touch Menu
    - Touch Tools & Settings
    - Enter Menu Code
    - Touch Pre-Election
    - Touch Import Voter File
    - Touch Import New Election Voter File
    - Download Voters? Yes
- Once download of the data file is complete, close the Poll Pad application
- Disconnect the Poll Pad from the appropriate connection
- Close the application, double tap the Home button and swipe application off the screen
- Launch the Poll Pad application again
- Touch Get Started
- Enter User name and Passcode for the specific election
- Confirm the proper Election and Polling Location are shown at the top of the screen
- Confirm the number of Precinct Records (voters assigned to location) is accurate
- Confirm Check-Ins are Zero (0)
- Connect Voter Card Encoder to Poll Pad and confirm encoder is recognized by Poll Pad (green indicator at top right of screen)
- Connect power cord to Voter Card Encoder and verify power flows through Voter Card Encoder and charges the Poll Pad
- Touch Menu

Poll Pad Logic and Accuracy Procedures and Preparation

- Touch Summary Report
- Touch Absentees; confirm expected number of Absentee Voters for polling location
- Touch Home
- Touch Get Started
- Touch Scan Barcode
- Confirm camera is operational
- Touch Cancel
- Touch Manual Entry
- Key in last name of known voter in polling place
- Touch Search
- Touch selected voter record, confirm voter information shown is accurate
- Touch Accept
- Confirm Voter Certificate is displayed with signature line
- Put in example signature
- Touch Done Signing
- Confirm Poll Officer Initial box is operational
- Touch Submit
- Touch Touchscreen
- Insert Voter Card into Voter Card Encoder
- Verify Ballot Style and Ballot Activation Code display at bottom of screen
- Confirm Create Card button at top of screen becomes active
- Touch Create Card to verify Voter Card can be created
- Touch Manual Entry
- Find previous Voter
- Touch Wheel and Enter password; confirm password for specific election recognized
- Cancel Voter Check-in
- Verify mark has been removed
- Close the application, double tap the Home button and swipe application off the screen
- Power Poll Pad off
- Place Poll Pad along with Voter Card Encoder, stand, ID tray, charging cord, AC plug, stylus, and cleaning cloth into case
- Close Case and Seal; notate seals on L&A and Polling Place paperwork