

# **Brazos County ePollBooks**

Your guide and list of supplies



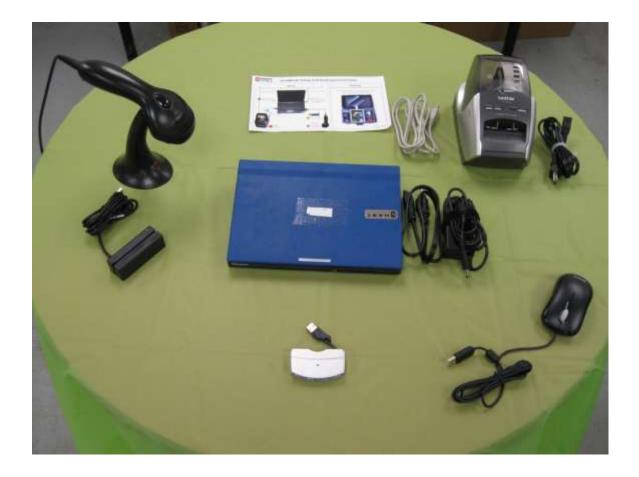
#### **Supplies**

Each polling place will receive one or two sets of a numbered pollbook case and a red bag. The case and bag should have the same number. In the bag you should find a power strip and your printer stickers.



#### The ePollBook

All electronics will be packed in the case. A diagram of how to set up and pack the case will be on top of the electronic workbook. We have added two items to the equipment.



#### The ePollBook unpacked.

In the case you should find, the workbook, the two part power cord for the workbook, a USB hub, a card reader, a barcode reader and stand, the packing instructions, the printer with power cord and connection cord, and a mouse.



#### **Equipment additions**

The two additional pieces of equipment are pictured here. The USB hub gives you more places to plug the various items into the workbook, and the mouse is the reason we included the hub. The workbook is small, and although it has a touch screen, we felt a mouse would help make the process easier.



#### The ePollBook setup

#1

Use the two part power cord to connect the workbook to the power strip. If you lose power the workbook will work on batteries, but only for approximately 6 hours. Keeping the workbook plugged in is important.



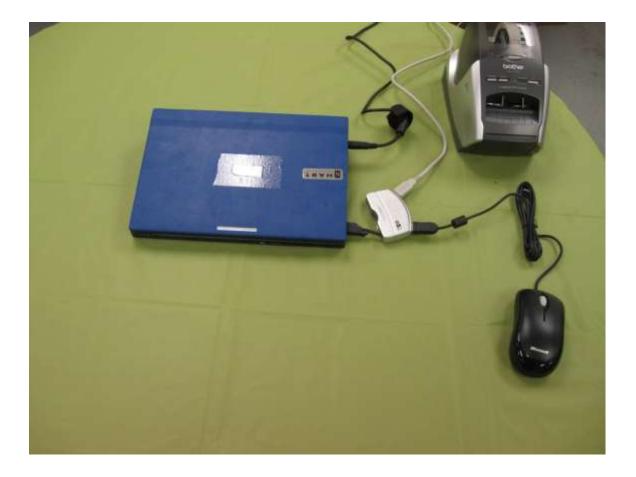
#2

Plug the USB hub into one of the 3 USB ports in the workbook. Any of the ports is fine – set up the equipment in a configuration that works best for your polling location.



#3

Plug the printer into the power strip, and plug the connector cable into the hub or one of the other USB ports. **Turn the printer on now.** 



#4

Plug the mouse into the USB hub or any available USB port.



#5

Plug the card reader into the USB hub, or any available USB port.



#6

Plug the scanner into the USB hub or any available USB port, and set it in the stand.



#7

Make sure the sticker paper is inserted into the printer.



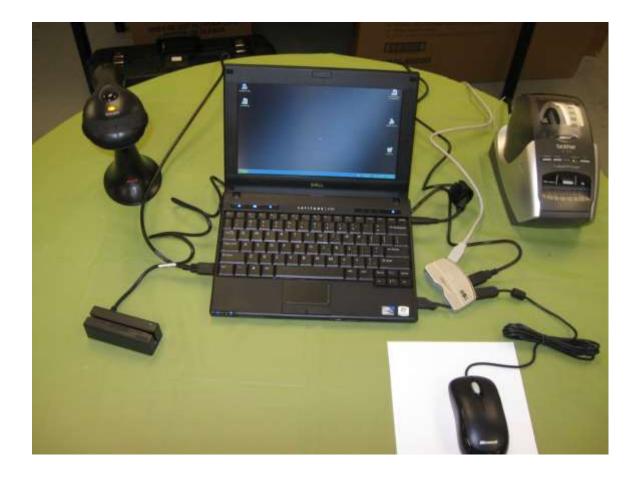
#8

Make sure the top is closed on the printer – the green light should be on.



#9

Open the workbook and turn the unit on.



# Start the program

#10

Double click on the ePollBook Client icon.



#### Enter the program

#### #11

The software will load and ask for a password. The password will be provided in the case with the equipment. Passwords will be different for each election.



# Verify your polling place

The first screen will list several pieces of information. You should verify that the polling place and precincts listed are correct for your location. If it is, click on the accept button. If not, call the Voter Registrar's Office immediately. **361-4470** 



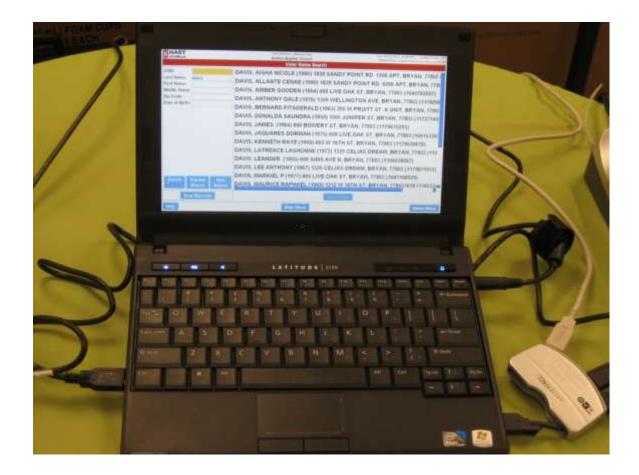
#### Enter the program

After you have accepted the polling place, click on the Pollworker button to enter the program.



#### The search screen

You can search for a voter with the VUID number, name, and date of birth. Make sure the search area is hi-lighted in yellow.



#### Simple name search

Search of a last name will bring up all voters for that polling place with that last name or with part of that name. The same will work with a birthdate. When searching, it is often best to enter the first part of a name to provide the widest search.

HART		ter Denne Center Dy Dalker Eight Chnich Voter Name Scarth	Task, M. Son 2012, All M. Prof. J. Dimension (Son Lange Ranked Social County, 2016, 54 Sec. 2016), All
VUID: Land Namer First Name: Middle Harne: Zip Code Date of Birth:	77803	Voter Mattie Sentch           DAVIS, AISHA NICOLE (1986) 1828 SANDY POINT RD 1208 APT, BRYAN, 77807           DAVIS, ALLANTE CENAE (1990) 1828 SANDY POINT RD 6208 APT, BRYAN, 77807           DAVIS, ALLANTE CENAE (1990) 1828 SANDY POINT RD 6208 APT, BRYAN, 77807           DAVIS, ALLANTE CENAE (1990) 1828 SANDY POINT RD 6208 APT, BRYAN, 77807           DAVIS, AMBER GOODEN (1954) 608 LIVE OAK ST, BRYAN, 77803 (1040785697)           DAVIS, ANTHONY DALE (1970) 1309 WELLINGTON AVE, BRYAN, 77803 (1040785697)           DAVIS, BERNARD FITSGERALD (1963) 205 W PRUITT ST A UNIT, BRYAN, 77803 (1178940, 1178940, 11796740, 1179745, 004VIS, DONALDA SAUNDRA (1959) 1505 JUNIPER ST, BRYAN, 77803 (11737145, 04VIS, JAMES (1964) 800 BOWERY ST, BRYAN, 77803 (1179616233)           DAVIS, JAQUARES (1964) 800 BOWERY ST, BRYAN, 77803 (1179615233)           DAVIS, JAQUARES DORMAN (1975) 608 LIVE OAK ST, BRYAN, 77803 (104153265, 04VIS, KENNETH RAYE (1959) 603 W 16TH ST, BRYAN, 77803 (1179030618)           DAVIS, LATREACE LASHONNE (1972) 1325 CELIAS DREAM, BRYAN, 77803 (1179030618)           DAVIS, LEE ANTHONY (1867) 1325 CELIAS DREAM, BRYAN, 77803 (1179871012)           DAVIS, LEE ANTHONY (1967) 1325 CELIAS DREAM, BRYAN, 77803 (1179871012)           DAVIS, MARKIEL P (1977) 805 LIVE OAK ST, BRYAN, 77803 (11041108829)           DAVIS, MAURICE RAPHAEL (1909) 1212 W 18TH ST, BRYAN, 77803 (14041108829)	
Bene Rectator		Gig to Value	
1940		Mark Meter	Amelling

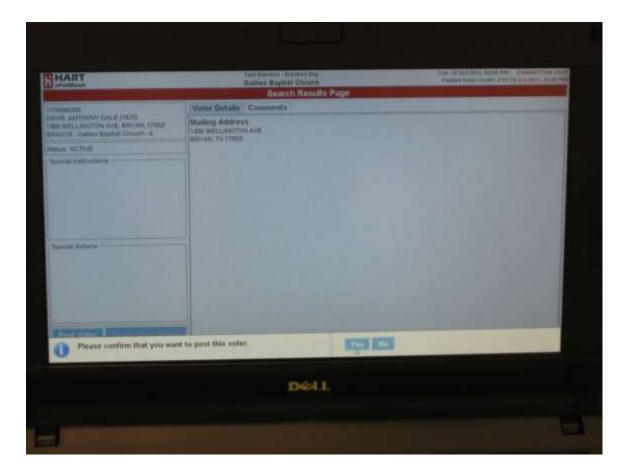
#### **Choosing a voter**

From a list of voters, use the mouse or the touch screen to hi-light a voter, then click or touch the "Go to Voter" button.



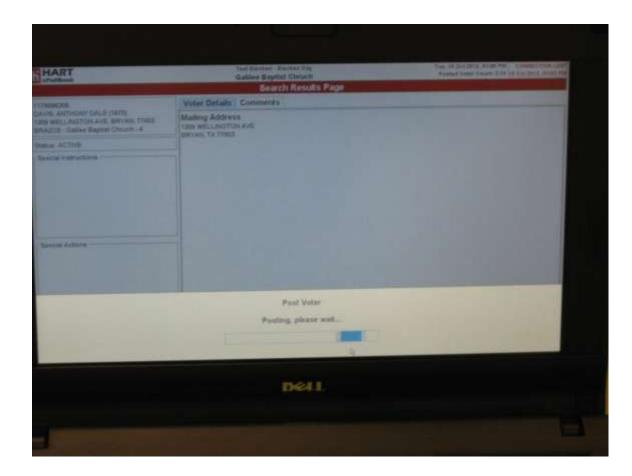
#### Verify the voter

Verify the voter's name and physical address. If correct, click on or touch the "Post Voter" button.



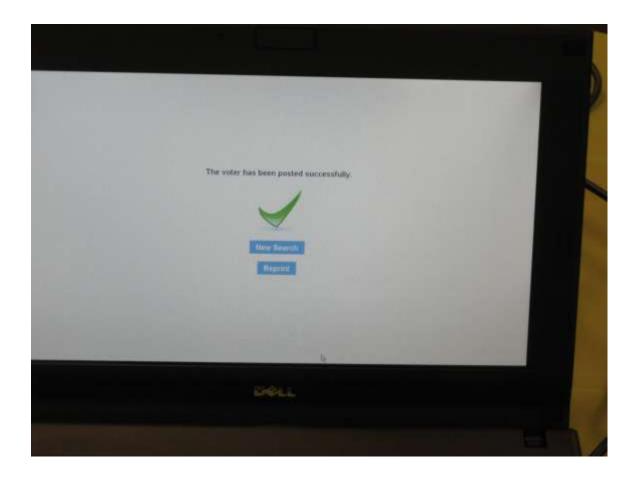
#### **Answer the question**

Once you decide to post a voter, the software will ask you to confirm this. This is the last opportunity to make sure you have chosen the correct voter – if so, answer yes.



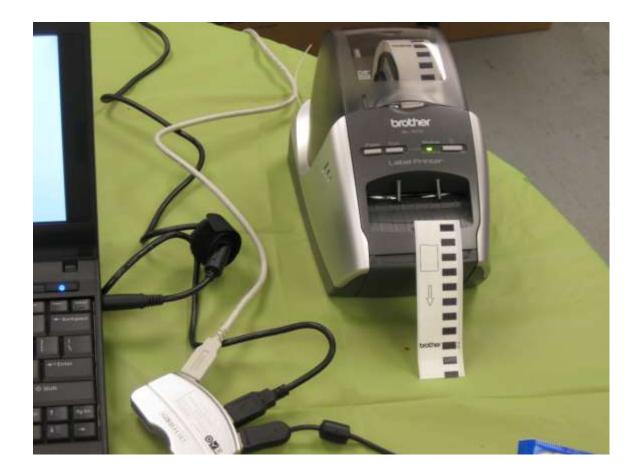
#### The software posts the voter

A moving bar will appear as the software posts the voter.



#### **Successful posting notice**

You will see a message telling you that the voter has been successfully posted. A strip should be printed at this point. If not, there is an opportunity to reprint on this screen. If so, choose the "New Search" button.



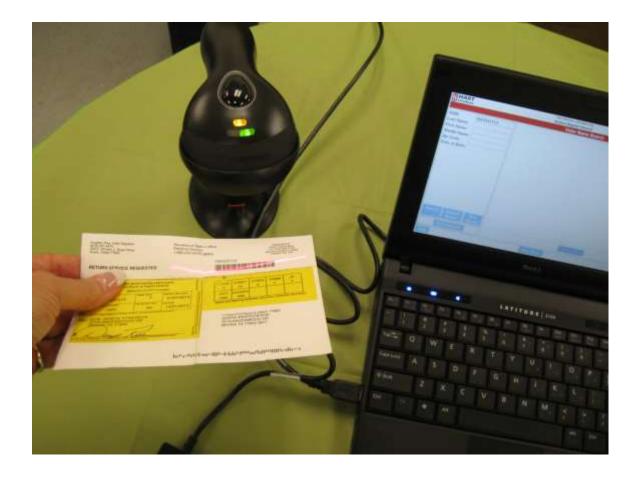
# **Printing complete**

The printer will print and cut a double sticker.



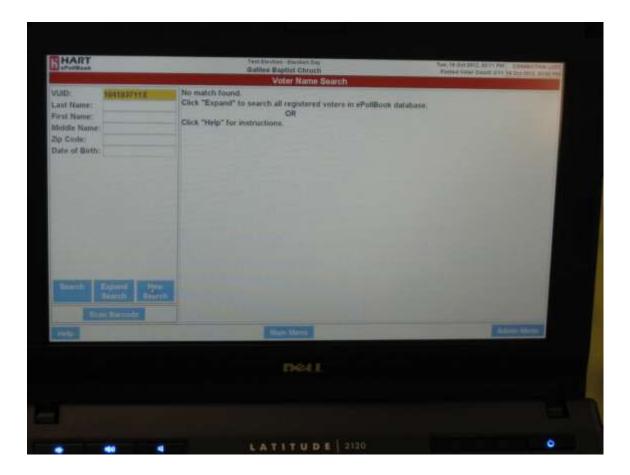
#### Time to signup and vote

The stickers both include the voters name, address, year of birth and correct precinct. One should be placed on the poll list for the voter to sign, and the other should be handed to the voter to take to the JBC for a ballot code.



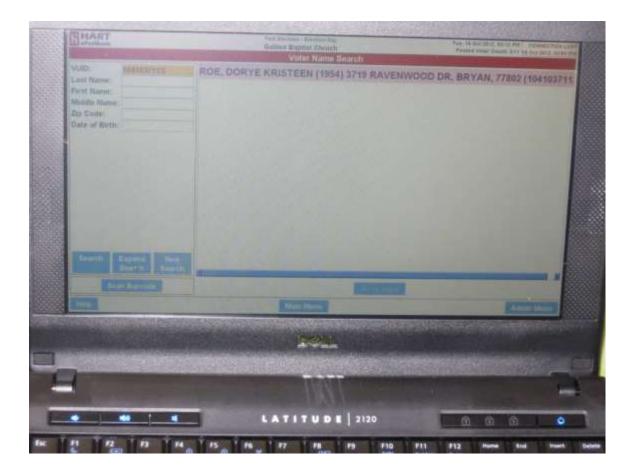
#### Barcoding

The barcode reader can be used if the voter brings in their complete voter card. Simply pass the card under the barcode reader until you hear it beep.



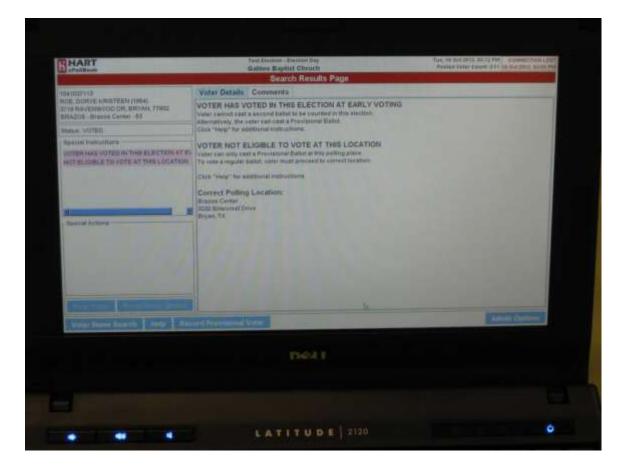
#### Barcoding

The barcode reader enters the VUID number. If the voter is at the correct polling place, the record is pulled up. In this case, the voter is not at the correct polling location. At this point you should choose "Expanded Search".



#### **Expanded search results**

Note that the record is available, even though the voter is not eligible to vote at this location. The red hi-light notes that the voter is not eligible to vote in the election at this time. Hi-light the voter and choose "Go to Voter" to get the information needed for this voter.



#### **Expanded search**

This screen shows just some of the information that is available for voters. This voter has already voted. If the voter had not voted early, they would still not be eligible to vote at this polling location. The correct location with address is provided.

an operation of the		Voter Name Search
VUID: Last Name: First Name: Middle Name: Zip Code: Date of Birth:		ANDERSON, BENNIE ARLEN (1949) 9953 SHORESIDE DR, MERTZON, 7694
	anderson	ANDERSON, BILLY CLAY (1935) 1720 COUNTY ROAD 2540, MERTZON, 76
	-	ANDERSON, CHERRY W (1945) 3906 STONEWALL ST 115 APT, BARNHAF
		ANDERSON, DAVID LEE (1969) 1109 CORNELIA ST, BARNHART, 76930 (10
		ANDERSON, DONNA (1965) 2616 WILLIAMS ST, MERTZON, 76941 (101245
		ANDERSON, JAMES CHARLES (1961) 5993 SAND HILLS DR, MERTZON, 70
		ANDERSON, LARRY JOE (1964) 5000 JOE RAMSEY BLVD 1115 UNIT, MER
		ANDERSON, LINDA KAY (1947) 10194 COUNTY ROAD 2434, MERTZON, 76
		ANDERSON, MARTHA SUE (1949) 702 JERNIGAN ST, BARNHART, 76930 (1
		ANDERSON, MAUREEN ISABELE (1958) 7513 SHORELINE DR, MERTZON,
		ANDERSON, MICHAEL HAROLD (1951) 4660 PRIVATE ROAD 4326, BARNH
		ANDERSON, NANCY BETH (1959) 1909 I-30 W, MERTZON, 76941 (10124447
		ANDERSON, RADONNA ANN (1975) 2210 SABINE RIVER RD, MERTZON, 7
		ANDERSON, ROBERT M (1957) 133 SHAWNEE ST, MERTZON, 76941 (1005)
		ANDERSON, SUROD ANTHONY (1984) 1517 WRIGHT ST, MERTZON, 76941
		ANDERSON, TAMMY RENE (1968) 3001 MITCHELL ST, MERTZON, 76941 (1
		ANDERSON, THOMAS CALHOUN (1948) 10194 COUNTY ROAD 2434, MERT
		ANDERSON, VICKIE CONLEY (1951) 4660 PRIVATE ROAD 4326, BARNHAR
Search	Expand New	
A CONTRACTOR OF THE OWNER OWNE	Search Search	
Bar	code Scan	

#### **Search List**

This screen shows a list of voters from a simple name search where several voters have already voted in the election. All voters are available to you whether they are eligible to vote or not. Choosing the voter will give you the reason that voter is not eligible to vote at your location.

	Search Results Page		
1003872333 ABBOTT, ROY DALE (1969) 228 HWY 275 W 19 UNIT, MERTZON, 76941 Sample County - Mertzon Community Center - 100	Voter Details Comments STATEMENT OF RESIDENCE REQUIRED Voter must submit a new Statement of Residence.		
Status: SUSPENDED Special Instructions STATEMENT OF RESIDENCE REOURED	Click "Help" for additional instructione. Mailing Address 228 HWY 276 W #19 MERTZON, TX 76941		
Special Actions			
Post Voter			

#### **Suspended Voter**

This screen shows the messages you see when the voter is on suspense. There is a notice in yellow notifying you of the voter's status. To post the voter, you must check the box under "Special Actions" that verifies that you have received a Statement of Residence from the voter. You cannot move forward until this action is taken.

	Sanada Basella Daga	
	Search Results Page	
1907461249 MCIVER, DOUGLAS JAMES (1940) 1438 MARINA DR, MERTZON, 76941 Sample County - Mertzon Community Center	Voter Details Comments ID REQUIRED The voter must show a form of ID other than a Voter Registration Certificate. If the voter does not show an acceptable ID, heishe may sumbit a Provisional Ballot.	
Status: ACTIVE	Cick "Help" for additional instructions.	
Special Instructions	Mailing Address	
ID REOURED	1436 MARNA DRVE MERTZON, TX 76941	
Special Actions		
₩ID Accepted		
Post Voter		

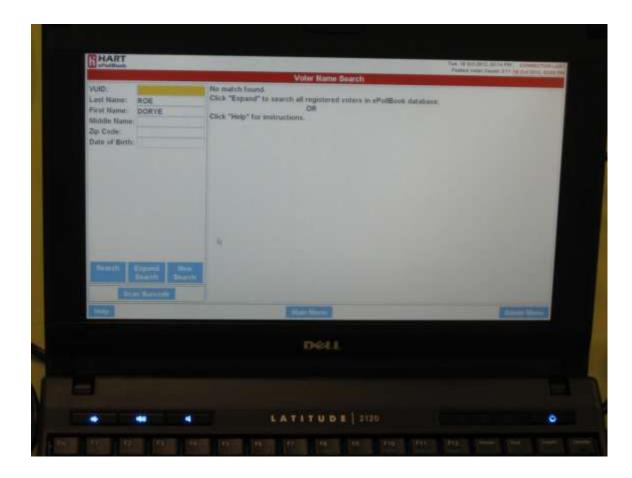
#### **ID Required**

This screen shows the message and action needed when the voter must show an ID prior to voting. Please note that you must check the ID Accepted box before the ePollBook will post the voter.



#### **Card reader search**

The card reader can be used to swipe the voter's driver's license. Please note that the magnetic strip must face the side that has the arrow and the words "Magnetic Strip". If no record is pulled, an expanded search should be tried. If that does not provide a record, a name or birth date search should be used.



#### To exit the program

This shows a DL card reader result. The name of the voter shows. Expanded search is available at this point.

To exit the program, pollworkers should choose the "Main Menu" button.

ePollBook Main Menu	
Please click the appropriate button	
Publication	
Administratee	
84	
3	
Evézi 1	

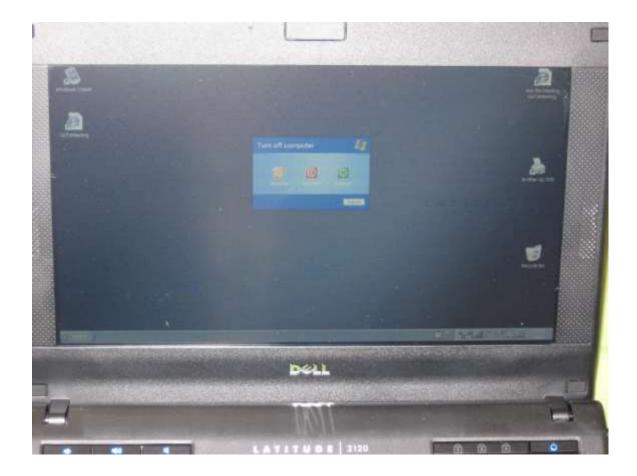
#### Exit

This is the same screen shown when you first started the program. To exit the program, simply choose the "Exit" button.



# **Closing down the workbook**

Go to the START button in the lower left corner of the screen. Then choose the red "Turn off Computer" button.



#### Shut down

Again, choose the red button to turn off the computer.

Place the electronic equipment in the computer case.

Place the power strip and any remaining unopened printer strips in the red HART bag, and bring both to Central Count.

# **Brazos County Voter Registrar**

 The Voter Registration office will be staffed at all times that the polls are open. For assistance with voter questions, or assistance with the electronic poll books, please call the Tax Office main telephone number:

# • 361-4470

- Kristeen Roe, Voter Registrar
- Bea Westbrook, Chief Deputy
- Kathy Schuetze, Voter Registration Administrator
- Denise Eimann Regina White Mary Rodriguez