GET STARTED GUIDE

Alabama ELECTION DAY 2016

OFFICIAL POLL PAD

GUIDE

INFORMATION

- Poll Pads will be delivered to the voting center on election morning at 6am by Probate Court staff.
- Probate Court staff will assist with setup and placement of poll pads before polls open at 7am.
- Poll Pads will be used by Registration Table Clerks in place of the traditional voter’s list.

INITIAL SETUP

<u>Initial setup</u> and assignment of poll books at your center:

- 6 e-poll books to be used to process voters with driver licenses, non-driver licenses and Board of Registrars picture IDs at the Registration Table.

- 2 e-poll books to be used for manual lookup of voters without IDs or as needed at the Registration Table.

- 2 e-poll books (one for the Inspector and one for the Chief Clerk) will be used to process provisional voters or as needed.

INSPECTOR/ CHIEF CLERK

- Supplemental absentee names will be entered on the e-poll books by Probate Court Staff in the presence of the Inspector and/or Chief Clerk on election morning before the voting center opens. The other absentee names otherwise will have been previously marked on the voting center list.

- The names on the supplemental absentee list must also be added/marked on the hard copy of the voters list for your voting center, just as done in the past. Please remember that should a problem with the e-poll books be encountered, the hard copy of the voters list will be used to process voters.

- Ballot table clerks will collect the yellow "Voter ID" slips with the ballot style noted and then issue the voter the appropriate ballot. With the e-poll books, the poll list will not be signed at the ballot clerk table – the voter will have already signed the e-poll book at the registration table.

POLL PAD CLERKS

- Poll Pad Clerks (Registration Table Clerks)

When issuing the voter the yellow ID slip, first mark on the slip the ballot style for the voter, <u>even if</u> there is only one ballot style at your center.

Then, direct the voter to the ballot table clerks.

NOTE:

Voters will <u>NOT</u> be signing the Poll List at the Ballot Table.

OPENING THE POLL PAD

OPENING PROCEDURES

1

ATTACH ARM

To attach the stand arm to the iPad shell, press the buttons on the side of the arm and place in circular opening. Release buttons and spin the arm until you hear a click.

OPENING PROCEDURES

2

CONNECT ARM TO BASE

Place arm in the
Poll Pad base.

OPENING PROCEDURES

3

ATTACH ID CLIP

With the iPad connected to the base, attach the ID clip to the stand tray. Adjust the iPad to a suitable angle.

MEET THE POLL PAD

1. Home button
2. Power button
3. Camera
4. iClip (ID scanner)
5. Poll Pad Base
6. Stylus
7. Stand arm

OPENING PROCEDURES

4

Power On Poll Pad

Press and hold the power button on the top left edge of the unit and the home button at the same time until you see the Apple icon, then release buttons.

The iPad will power on, and the Poll Pad application with launch automatically.

5

Application Launches

As the Poll Pad is powering on, you will see a blue screen with a moving icon. When the application launches, you will be directed to your county's Poll Pad homepage.

MORNING CHECKLIST

6

Check Accuracy of:

- Name of Jurisdiction
- Election Name and Date
- Polling Location (Most Important)
- Check-in Count is at “0”
- Battery life is close to full (90% or greater)

TROUBLESHOOTING

TROUBLESHOOTING

Poll Pad Unresponsive

If the Poll Pad is unresponsive when tapping the screen or pressing the home button, ask the voter to wait for a moment.

Press and hold the home button and power button simultaneously for nine seconds and release. The Apple logo will apear, and the Poll Pad application will relaunch.

ON/OFF

Home

TROUBLESHOOTING

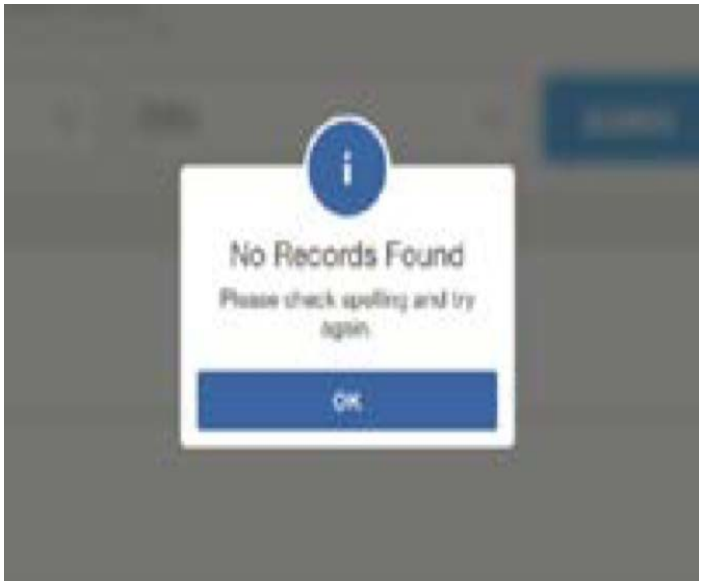
Barcode Not Scanning

- Not lined up properly: Place ID barcode within the frame on the Poll Pad screen
- Lightning glare: Adjust the ID or move the stand and resume.
- Barcode is damaged.
- Voter is not registered.
- DMV record does not match the Voter Registration record (example: Bill/William).

Voter Not Found

- Check that names are typed correctly. Use fewer letters of the voter's name, search by other fields, or look for alternate spelling of first names (Bob vs. Robert.)

- Still having trouble? Refer voter to the Chief Clerk or Inspector.



THINGS TO REMEMBER

- Confirm battery charge on Poll Pad (90% or greater to begin day)
- Plug into charger when battery life reaches 20%
- Use the stylus – not fingers!
- REMEMBER…less is more! Search for voters using first three letters of last and first names
- If you can’t find a voter’s name – remember to search different ways: using their address and/or DOB

PLEASE NOTE

Ballot Accounting Certificate

BALLOT ACCOUNTING CERTIFICATE

County

Type of Election | Date | Precinct

Complete this section Before The Polls Open:

																GRAND TOTAL
Ballot Styles →																
Ballots received →																
Beginning Number (lowest numbered ballot) →																
Ending Number (highest numbered ballot) →																

Complete this section After The Polls Close:

1. Total number of votes from all Voter Poll Lists (Do Not include total on Provisional Roster. See #3 below).....
2. Total number of spoiled ballots.....
3. Total number of votes from Provisional Roster.....

GRAND TOTAL

4. Total number of unused ballots

5. Add lines 1, 2, 3 & 4 .....

If line five (5) is NOT the same as your **Grand Total** of ballots received, explain the difference here:

We, the undersigned Poll Workers, hereby certify that the above is a true and correct accounting on this the _____ day of _____, 20 _____.

Inspector | Clerk | Clerk | Clerk | Clerk

PLACE IN ENVELOPE NO. 5

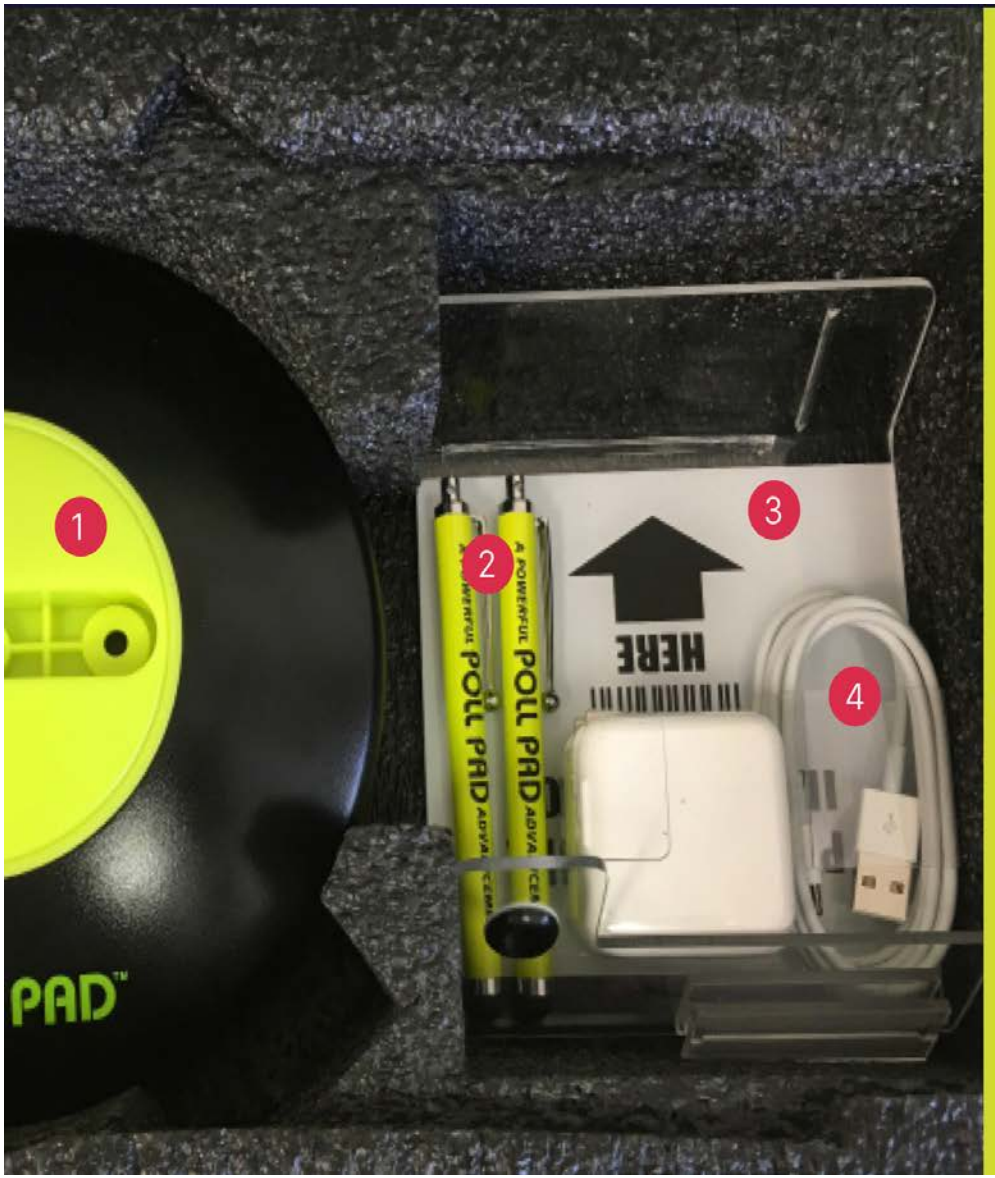
CLOSING EQUIPMENT

PACKING UP

Power Off iPad

Turn off iPad by holding the power button and home button (pictured) simultaneously until the screen goes black. Place iPad in the carrying case.

PACKING UP



1. Poll Pad base
2. Stylus (2)
3. iClip (ID scanner)
4. iPad charging cord
5. iPad
6. Poll Pad Stand Arm

THANK YOU!!!

Alabama

ELECTION DAY 2016

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GUIDE