Precinct Central ePollbook

Poll Worker Training Guide

Commonwealth of Kentucky

TENEX SOFTWARE SOLUTIONS

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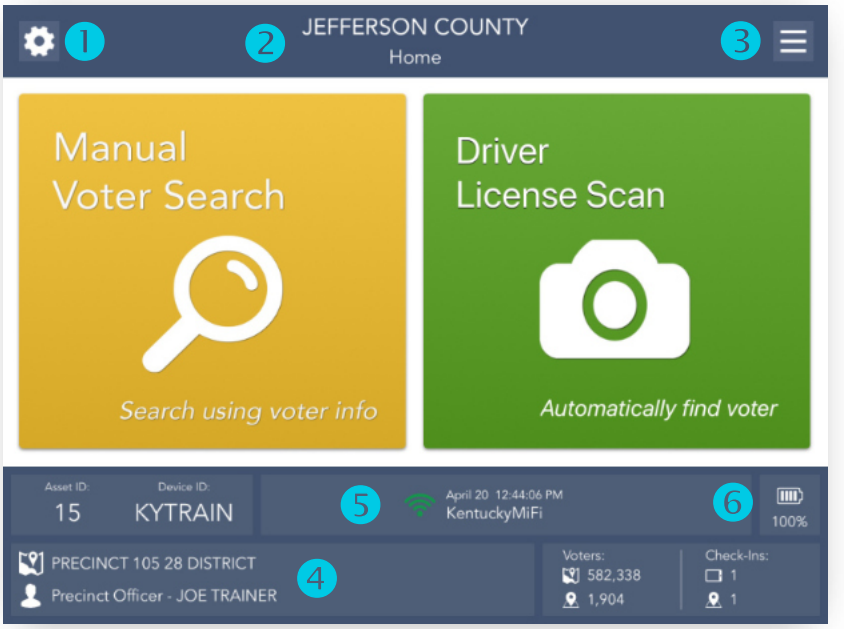
The Launchpad

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		*At the bottom of the screen you will see*	
1	Troubleshooting Menu	4	Location you are logged into, your job title, and your name
2	Jurisdiction Name	5	Connectivity and sideways status
3	Launchpad Blue Menu	6	Battery status

Yellow and Green Search Buttons

To search for a voter by scanning their driver's license or state ID, touch the green DRIVER LICENSE SCAN button.

To search for a voter using other criteria, touch the yellow MANUAL VOTER SEARCH button.

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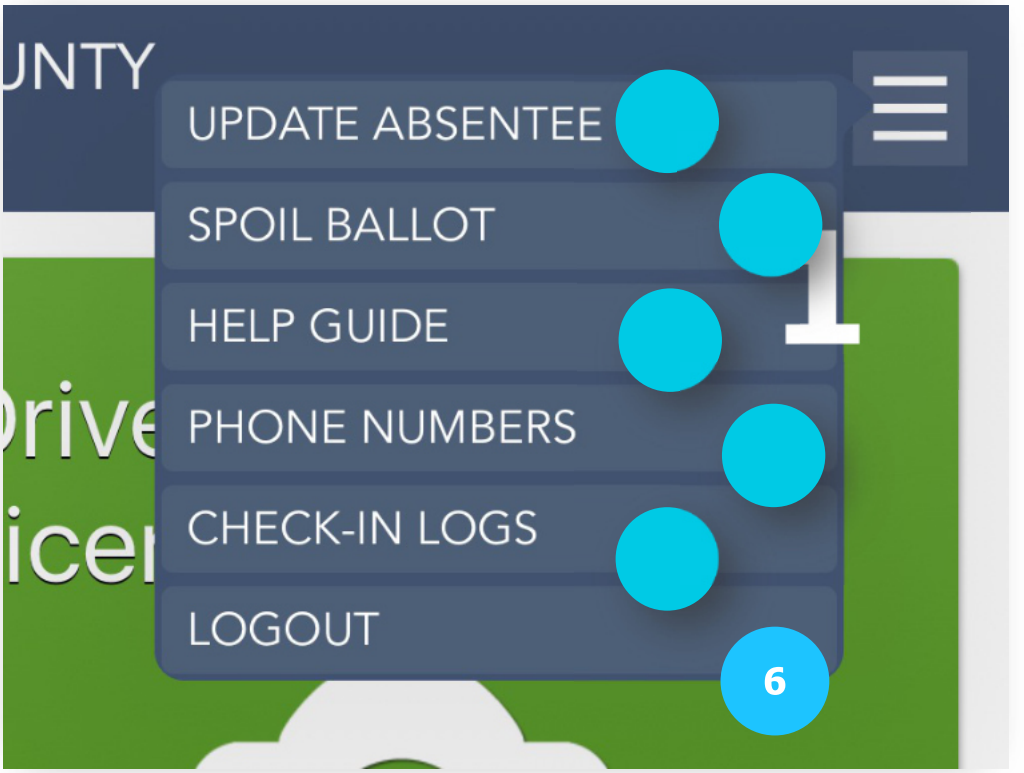
The Launchpad Menu

The Launchpad Menu provides menu options to access additional system functions.



The Launchpad Menu provides further menu options such as:

1. Update Absentee— Use this feature to scan or manually update absentees
2. Spoil Ballot—Use this feature to spoil and/or reissue a ballot for a voter.
3. Help Guide—Use this feature to view informational guides and videos.
4. Phone Numbers—Use this feature to access a direc.or, f phone numbers for election officers and voting equipment assistance.
5. Check-In Logs— Use this feature to view a running log of all check-ins.
6. Logout—Use this feature to temporarily logout for a break or to close the election at the end of the day.

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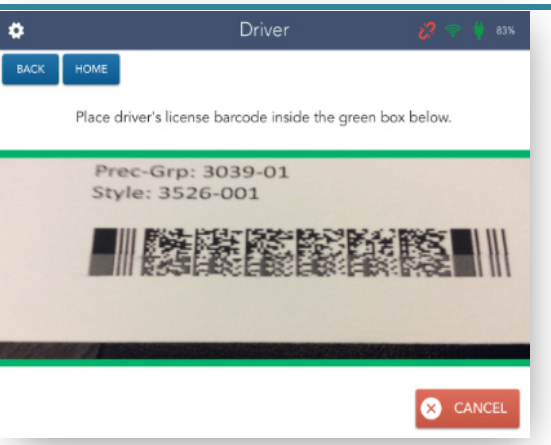
Searching for a Voter

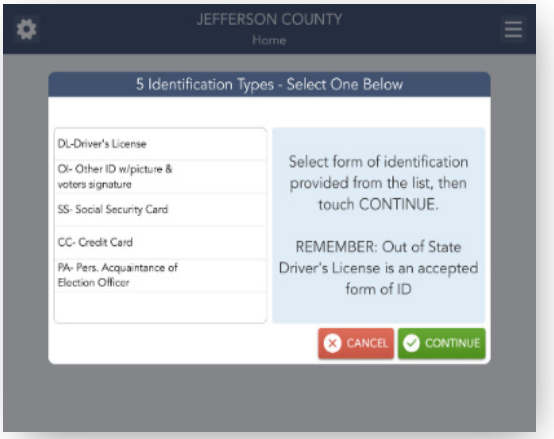
DRIVER'S LICENSE/STATE ID SEARCH

To search for a voter by scanning their driver's license or state ID card, touch the green DRIVER LICENSE 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. A pop-up will appear - select the ID type from the list on the left and touch the green CONTINUE button.



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.

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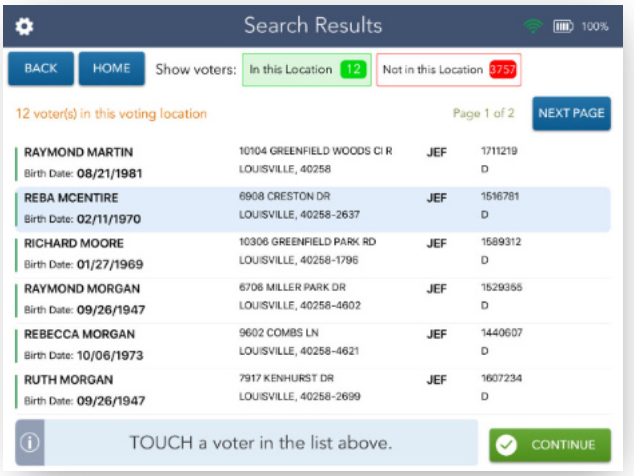
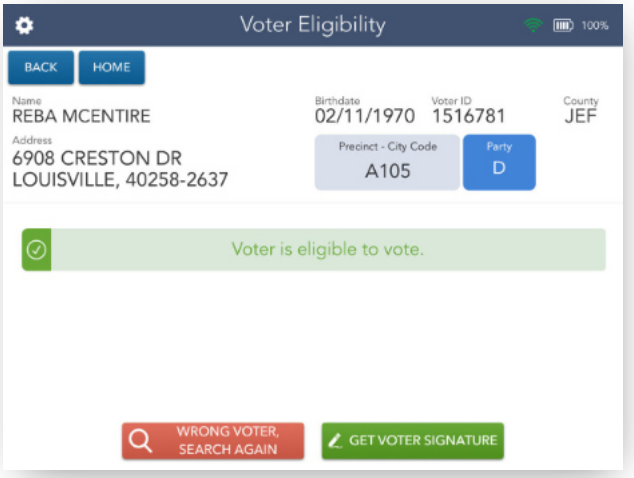


If only one voter matches the search criteria, the Voter Eligibility screen will appear automatically. Continue checking in your voter.

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 the green CONTINUE button.



After you select a voter, you will come directly to the VOTER ELIGIBILITY screen. The voter's information will be displayed with information on their eligibility. If the voter is eligible to vote, touch GET VOTER SIGNATURE and move onto the next voter.

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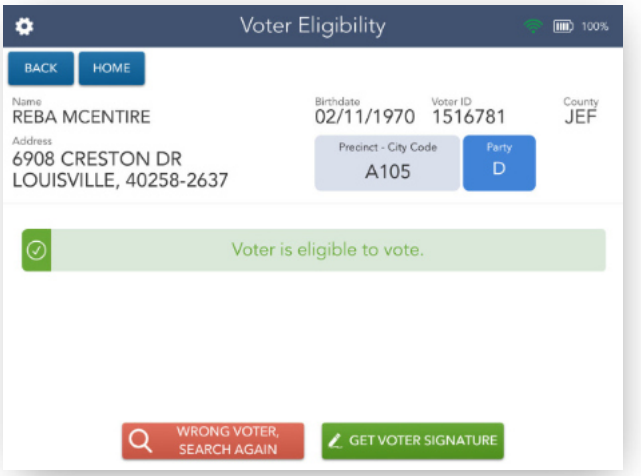
Checking-In a Voter

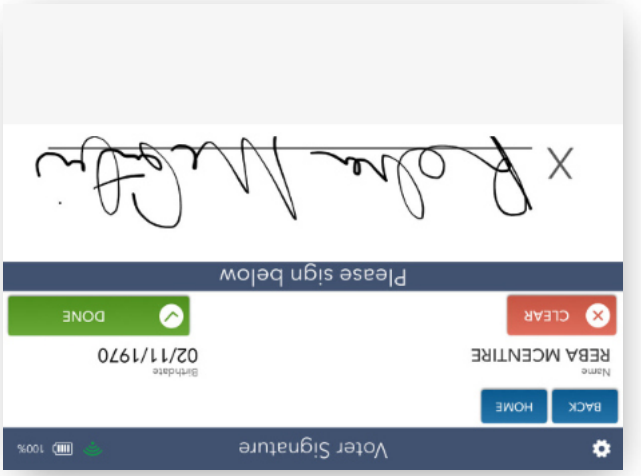
1

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. Using two hands, tilt the Touchpad towards the voter to allow them to sign on-screen using the stylus. Once finished signing, the voter will touch the green DONE button.



3

Using two hands, flip the Touchpad back towards yourself. Verify the voter's signature. If acceptable, touch the green ISSUE BALLOT button to continue.

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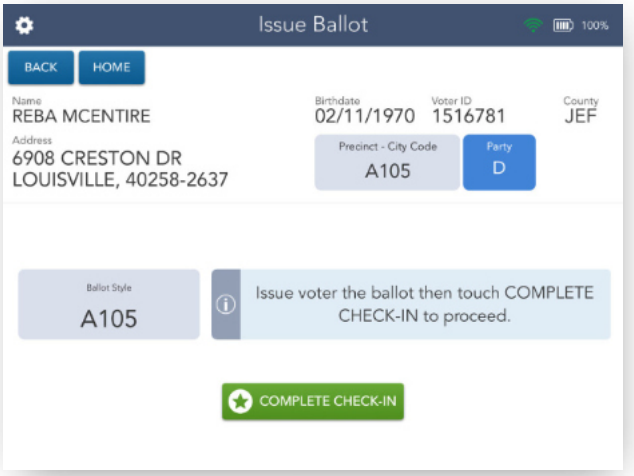
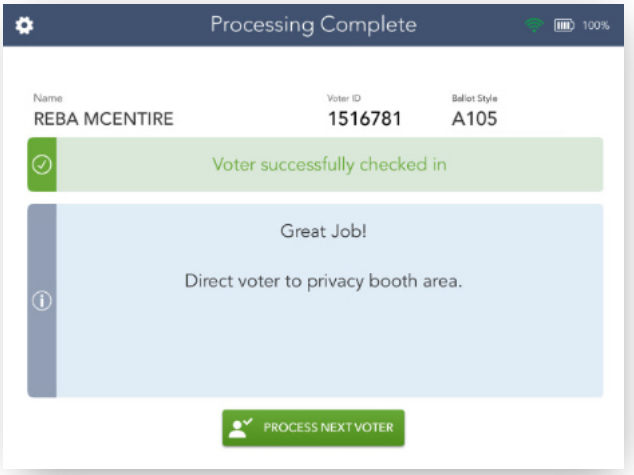
Then, a pop-up will appear. Write your initials using the stylus provided. Touch DONE when you are finished.

4



You are now ready to issue the voter their ballot. Verify the voter's ballot style and ensure the voter is being handed the correct ballot. If your county has a choice of ballot type, be sure to select that type before completing the check-in. Once finished, touch the green COMPLETE CHECK-IN button.

5



Congratulations! The voter has been successfully checked-in. Verify any additional instructions in the blue box and ensure the voter was handed their ballot. Touch the green PROCESS NEXT VOTER button to return to the Launchpad screen to begin processing the next voter in line.

6

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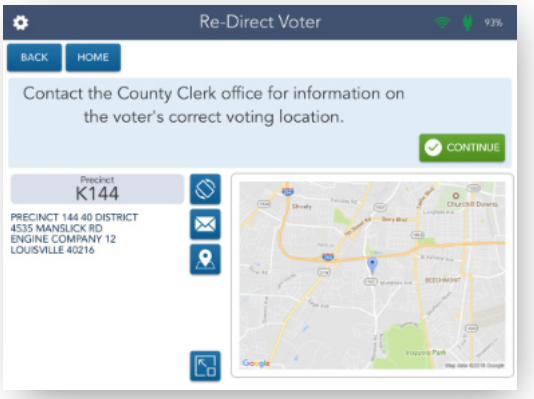
Voter in the Wrong Location

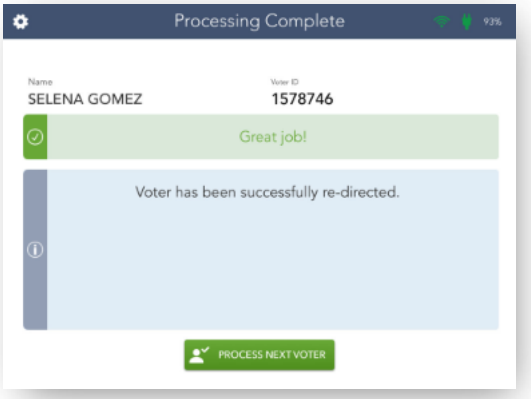
If a voter is in the wrong location, there are 2 possible scenarios: the voter is re-directed to their correct location or be processed as a provisional. To re-direct the voter, touch the green RE-DIRECT VOTER button.

If a voter demands to be processed as a provisional, CALL YOUR COUNTY CLERK'S OFFICE TO VERIFY.

If the voter is being redirected, a map will appear with their correct voting location. Touch the bottom zoom button to enlarge the map.



Once the voter is successfully re-directed, touch the green PROCESS NEXT VOTER button.



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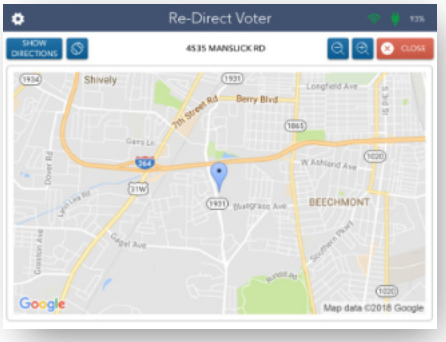
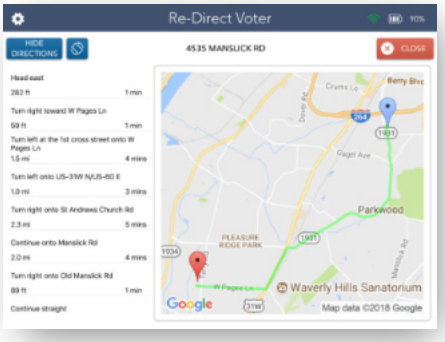
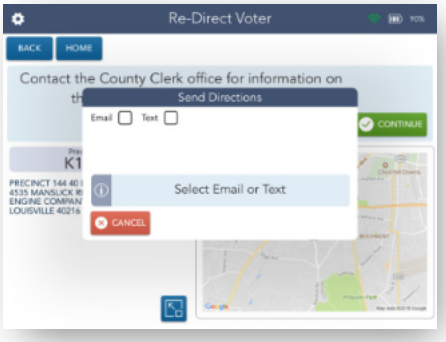
Additional Options



The enlarged map can be shown to the voter and provide them with directions. Touch the blue SHOW DIRECTIONS button or the red CLOSE button to go back.



The directions are listed for the voter on the left-hand side. Touch the red CLOSE button to return.



Touch the envelope button to email or text directions to the voter.

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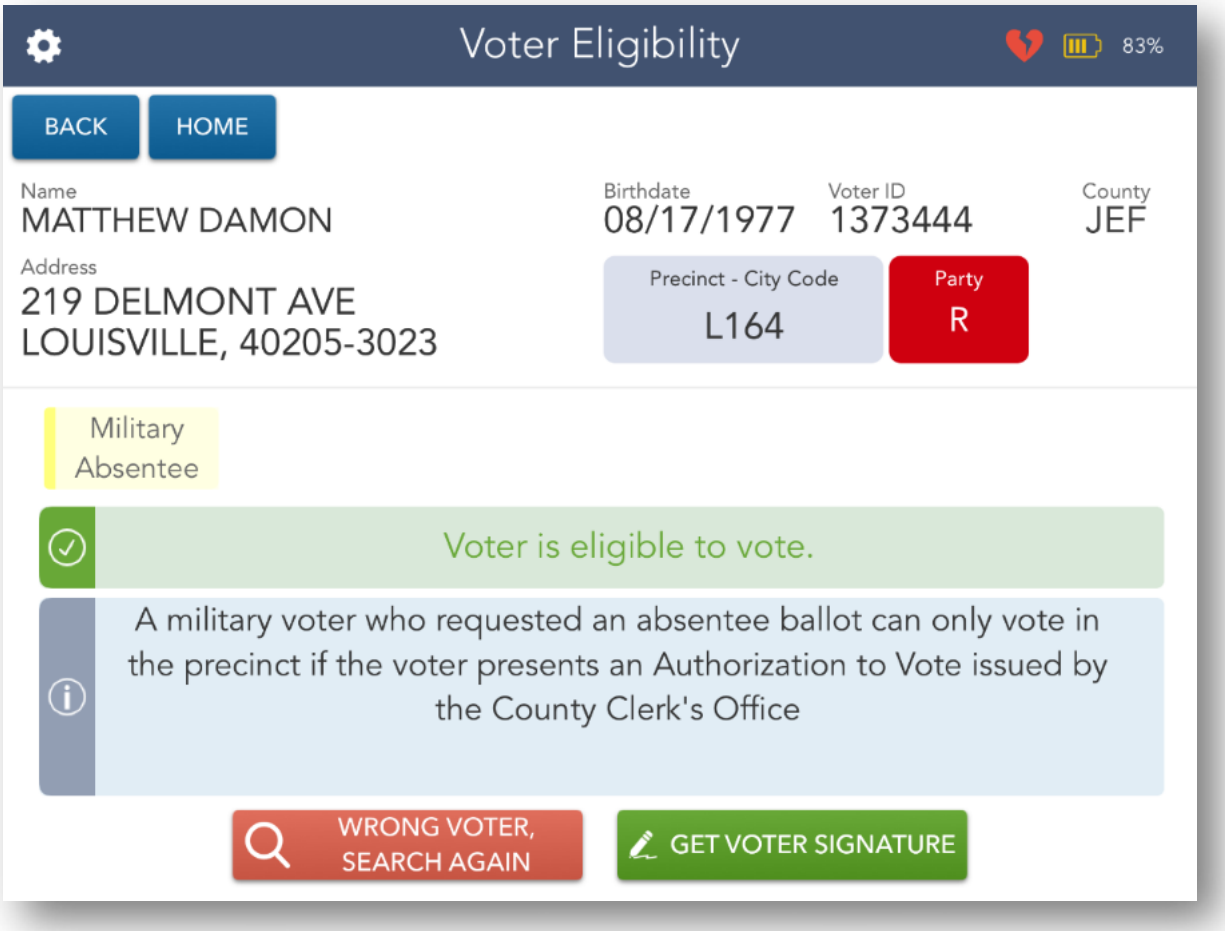
Military Absentee

If a voter is military absentee, a yellow box will appear below their address to identify them as such. This voter must present an Authorization to Vote to continue. If they do no thave an Authorization to Vote, contact your County Clerk's Office.



If this is the incorrect voter, touch the red WRONG VOTER, SEARCH AGAIN button to perform the search once again OR contact your County Clerk's office.

If the voter has the correct identification, touch the green, GET VOTER SIGNATURE to process as an eligible voter.

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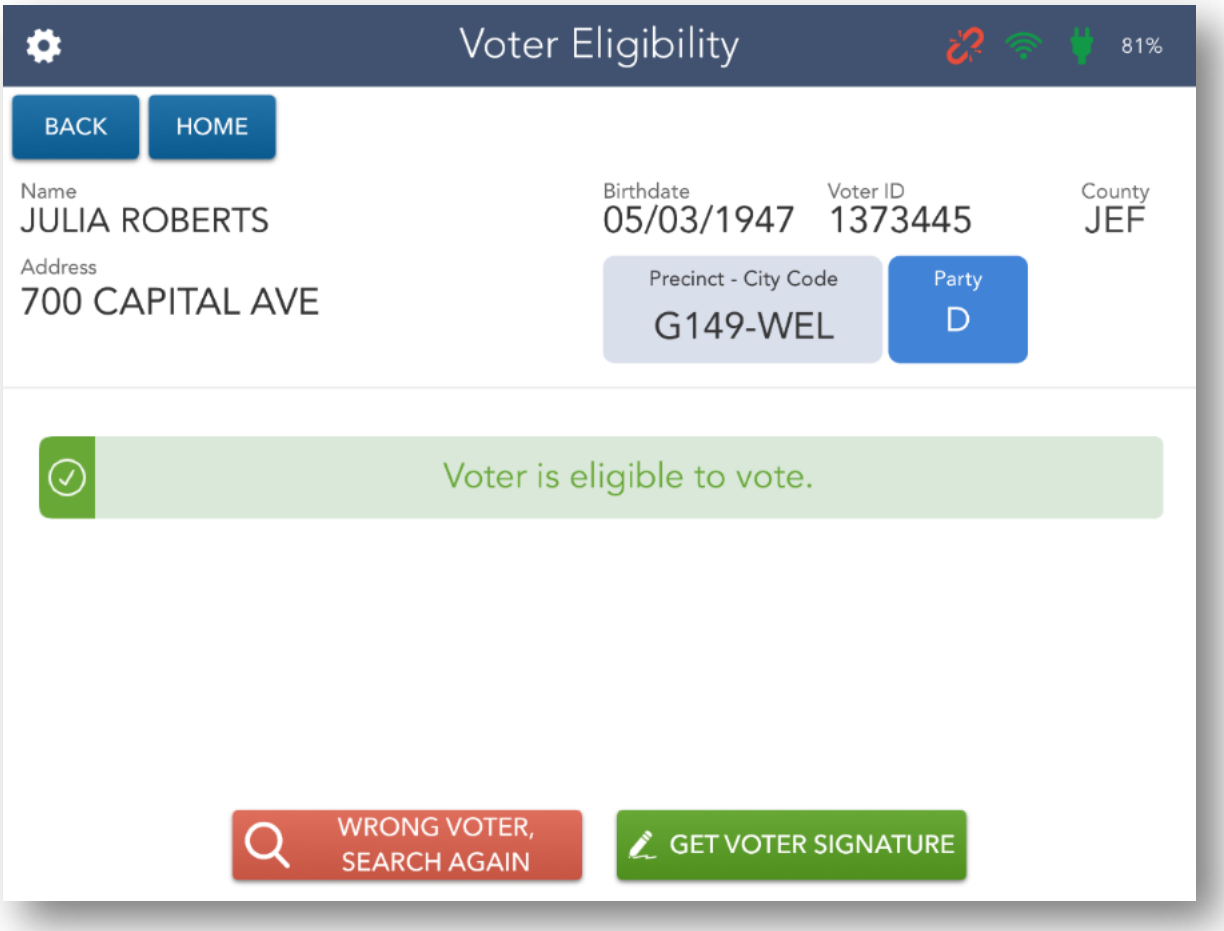
Confidential Voter

Some voters are registered as confidential voters, meaning their home address will not be listed when their voting information is pulled up in the system. All confidential voters are registered under the address "700 CAPITAL AVE" and are considered eligible to vote.



If this is the incorrect voter, touch the red WRONG VOTER, SEARCH AGAIN button to perform the search once again OR contact your County Clerk's office.

If the voter confirms that this information is correct, select GET VOTER SIGNATURE button to process as an eligible voter.

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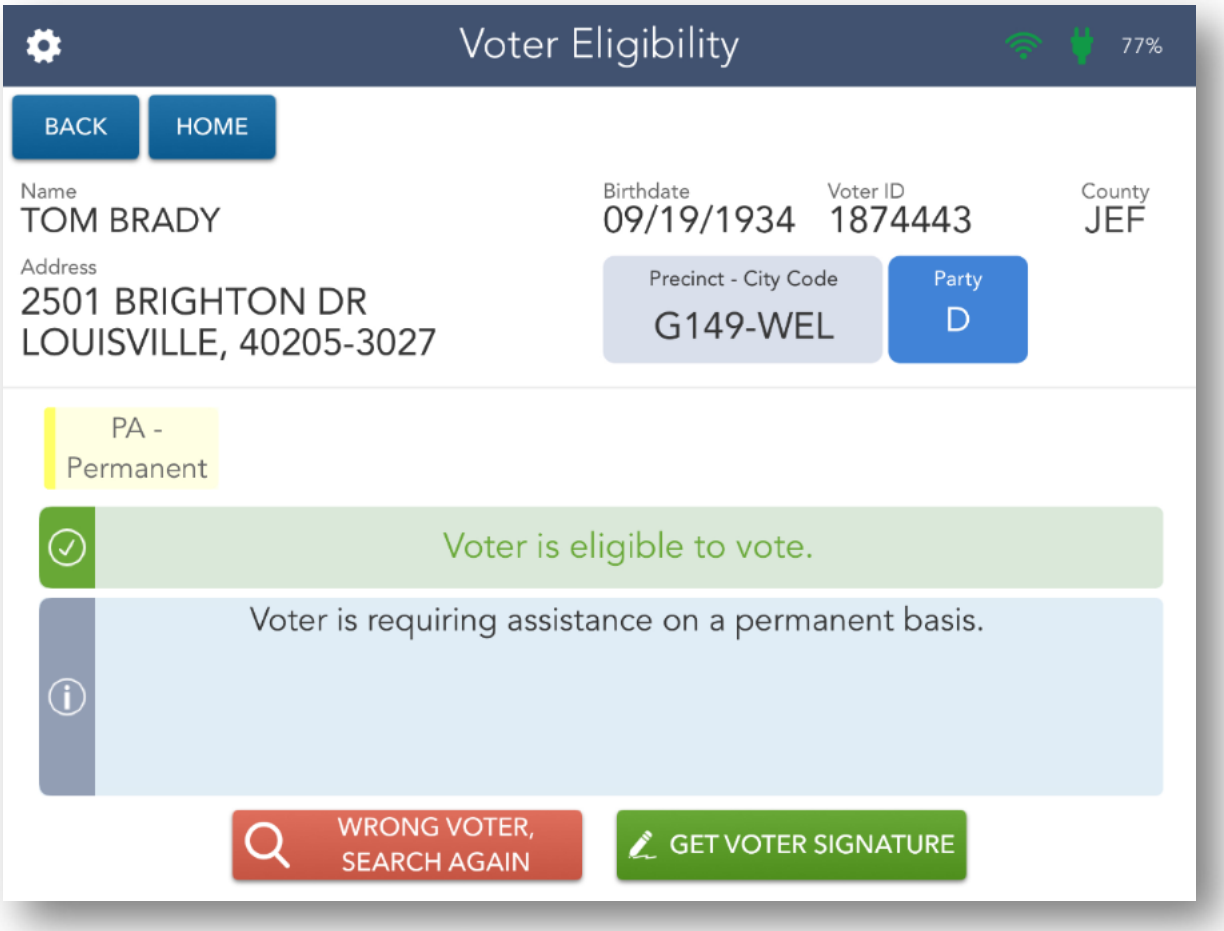
Needs Assistance

Voters may have previously declared that they need assistance on Election Day. The voter will be marked as needing assistance in the EPB for reporting purposes. Verify and confirm the type of assistance needed by the voter before proceeding.



If this is the incorrect voter, touch the red WRONG VOTER, SEARCH AGAIN button to perform the search once again OR contact your County Clerk's office.

If the voter confirms that this information is correct, select GET VOTER SIGNATURE button to process as an eligible voter.

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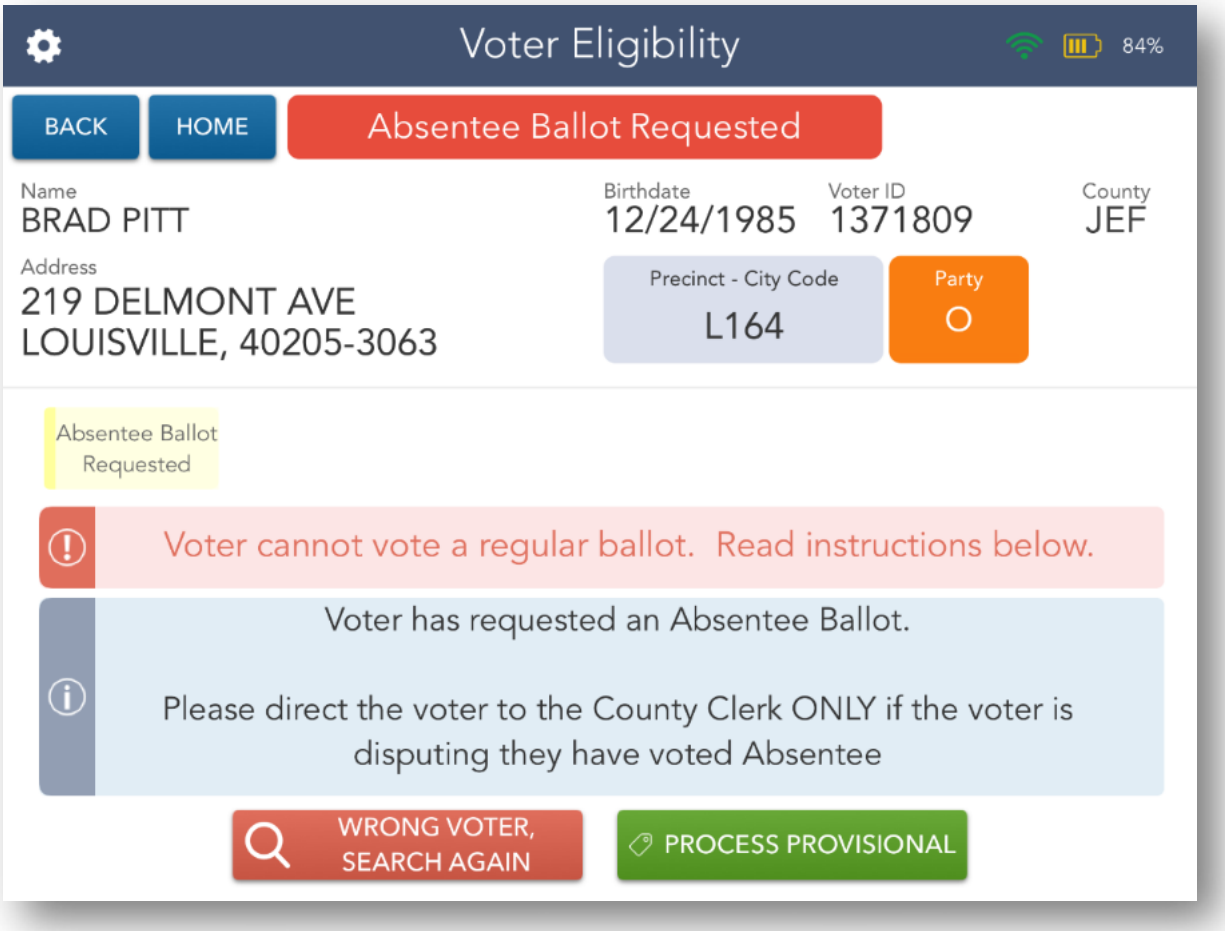
Processing an Provisional Voter

There are multiple reasons that a voter may appear as a provisional voter in the EPB. A provisional voter is notated by a red "Voter is Not Eligible to Vote" message and a red tag on the top of the screen with the provisional reason.



If this is the incorrect voter, touch the red WRONG VOTER, SEARCH AGAIN button to perform the search once again OR contact your County Clerk's office.

If the voter disputes that they have voted absentee AND the Clerk's office asks you to process the individual as a provisional, select PROCESS PROVISIONAL to continue.

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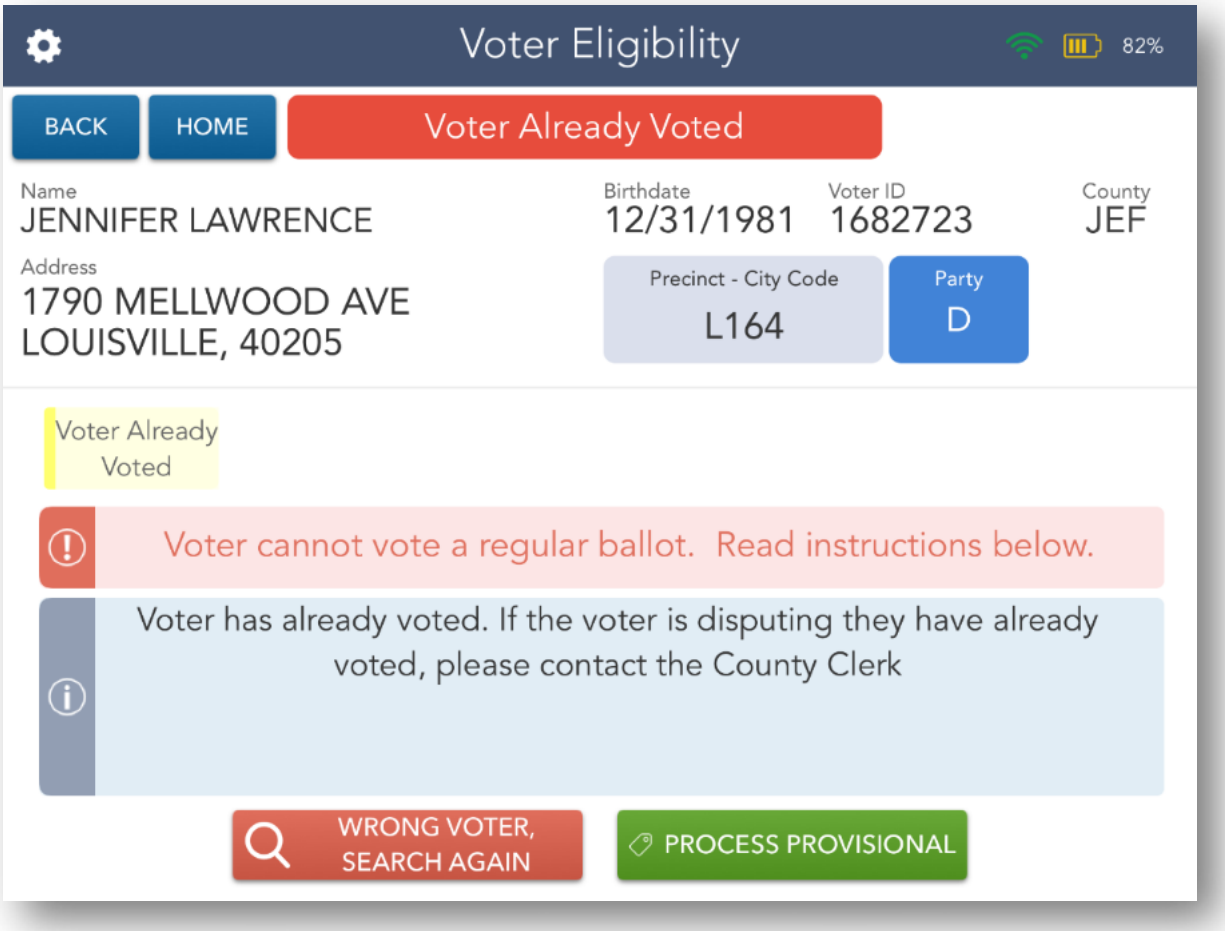
Voter Already Voted

If a voter has already voted, a "Voter Already Voted" message will appear in a red tag at the top of the screen and a yellow tag to the left. This voter will NOT be issued a regular ballot. If they are disputing they have already voted, CONTACT YOUR COUNTY CLERK'S office.



If the voter believes this message was given in error, touch the red WRONG VOTER, SEARCH AGAIN button to perform the search once again OR contact your County Clerk's office.

If the voter disputes the fact that they have already voted, contact the County Clerk to determine whether a provisional ballot should be issued.

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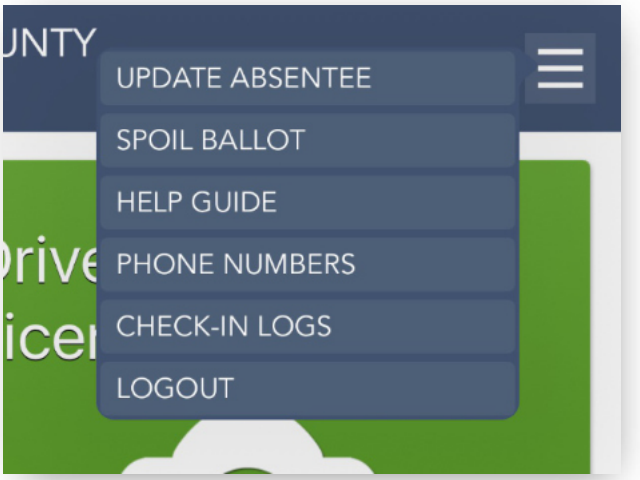
Spoiling a Ballot

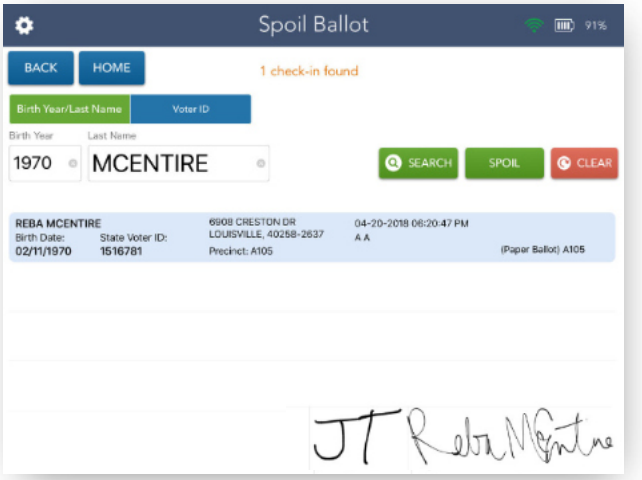
1

To spoil a ballot, select the SPOIL BALLOT button from the blue Launchpad menu on your home screen.



2

Search and select the voter whose ballot you would like to spoil and touch the SPOIL button to proceed.



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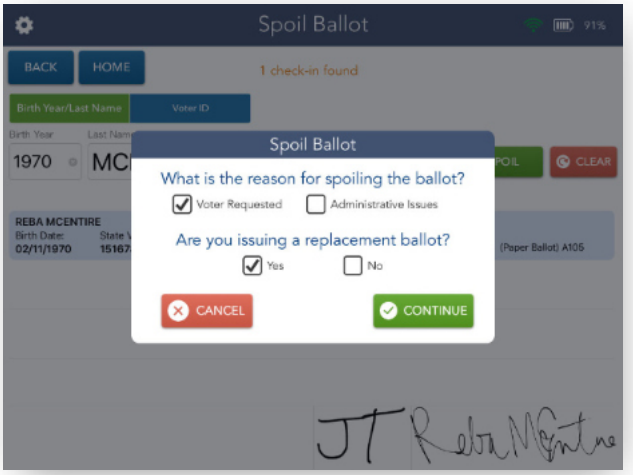
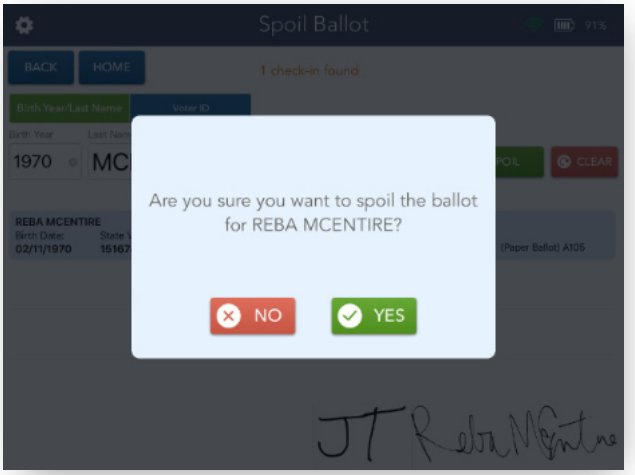


A window will appear. Select a reason for spoiling a ballot and if you will be issuing a replacement ballot then select the CONTINUE button.

3



A pop-up will appear asking if you are sure you want to spoil the ballot. Confirm by touching the YES button.

4

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5

If the ballot is to be spoiled and replaced, have the voter resign for the replacement ballot.

6

Continue by touching the ISSUE BALLOT button per normal procedures to complete the transaction.

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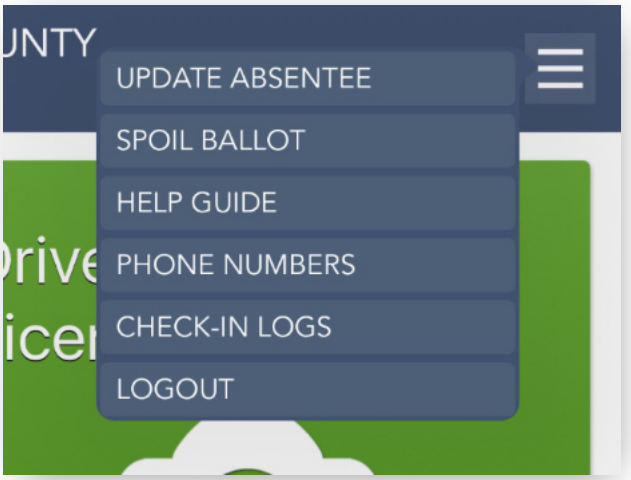
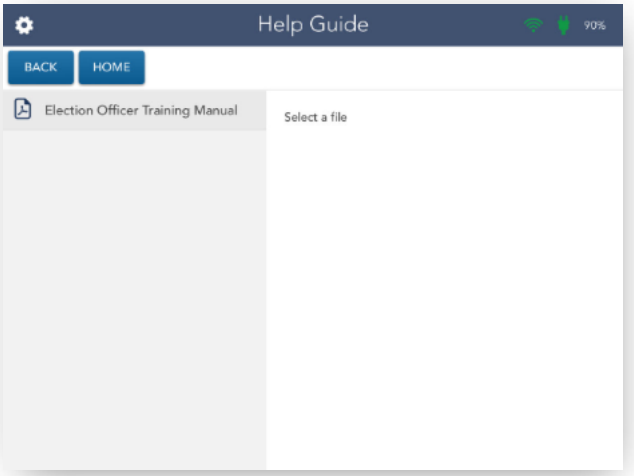
Help Guide



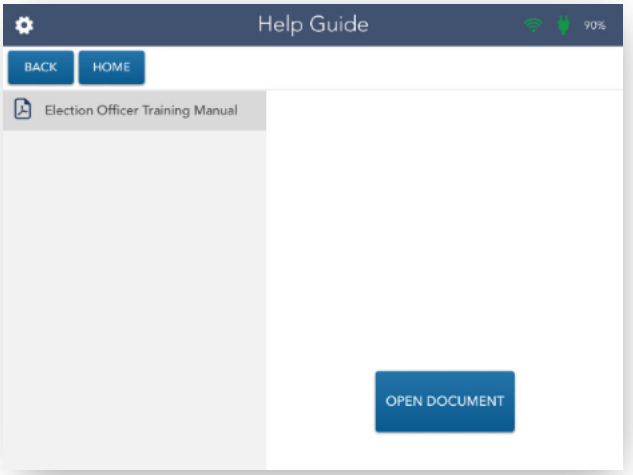
To view your help guides select the HELP GUIDE button from the blue menu on your home screen.

1



A list of help documents and/or videos will appear.

2



Select the guide you would like to view and touch the OPEN DOCUMENT button.

3

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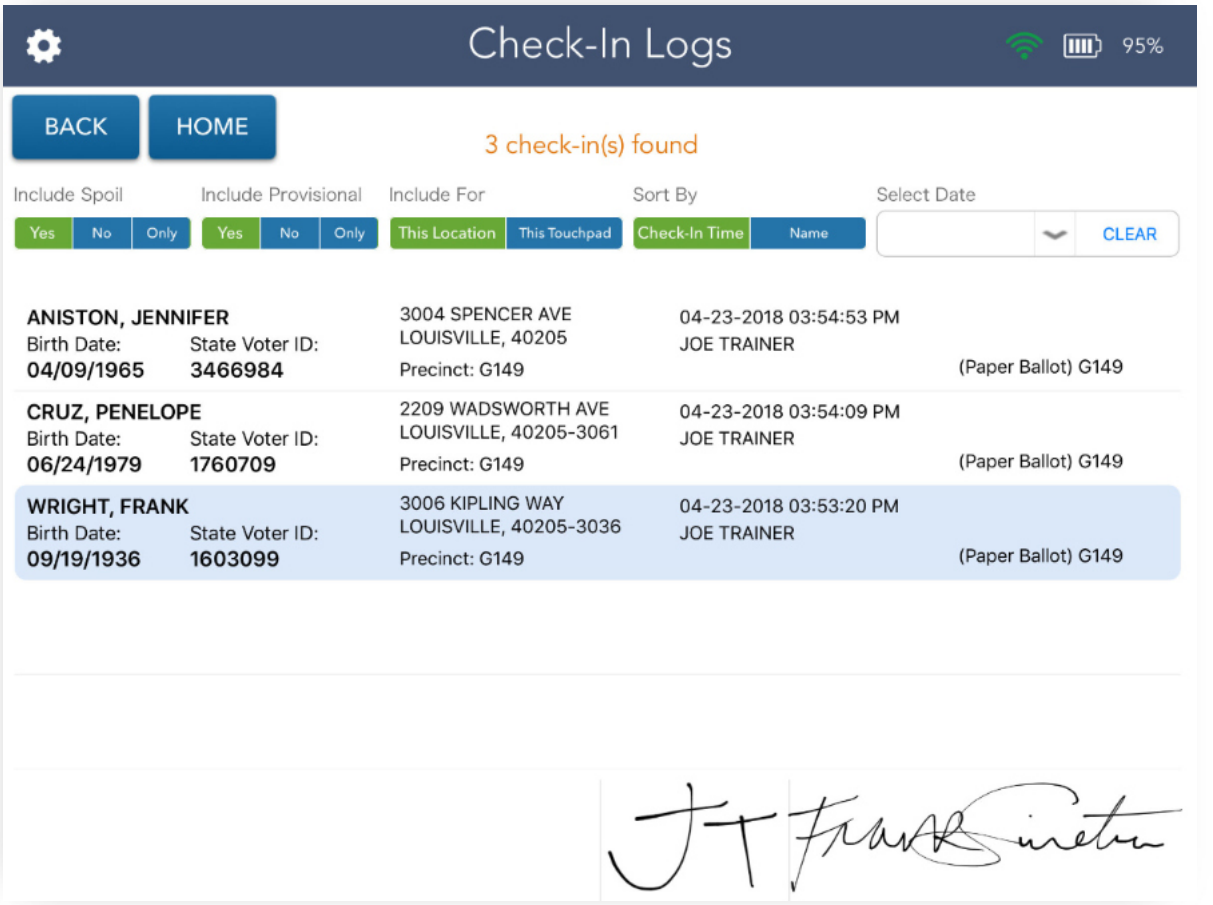
Check-In Logs

During Election Day, a log is kept of all of the voters that have been checked in on a particular Touchpad or in a 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 click on their name and additional information will appear at the bottom; such as, their signature as well as the processing poll worker.

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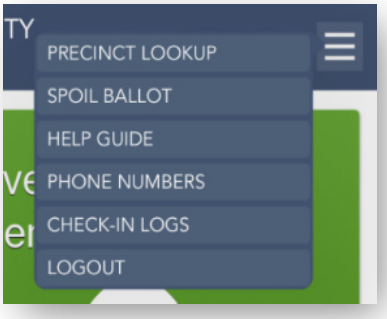
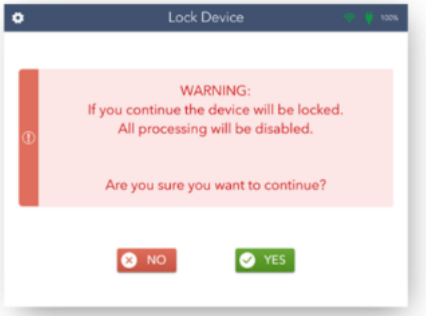
Closing the Election

1 Once the election has ended, it is time to close the election on the Touchpads. From the Launchpad screen, touch the blue menu button and select LOGOUT.

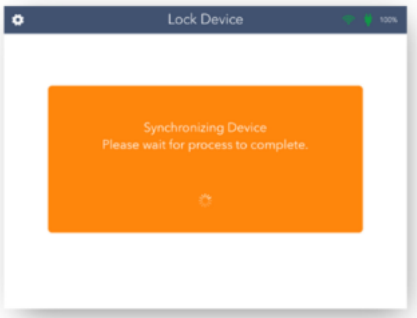


2 A pop-up will appear. Touch the yellow CLOSE THE ELECTION button to begin the closing process.

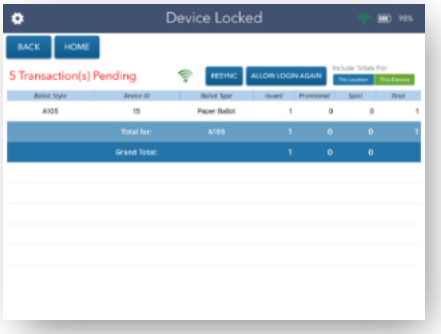
3 A warning screen will appear. If you are ready to close the election, touch YES.



4 An orange box will appear that says, "Synchronizing Device." Wait for the message to disappear before continuing.



5 Congratulations, you have closed out your election! Complete the rest of your end of election procedures.



If your device has not sent all its transactions, PENDING will appear in the left-hand corner.

Do not panic! This is normal. Leave the device connected to the encrypted cellular network to complete sending the transactions. Once all the transactions have been sent to the server, the device will read DEVICE LOCKED and you can power off your device and pack it back into the EPB case.

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Notes

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