


CITY OF FARMINGTON
ELECTRONIC POLL BOOK
OPENING INSTRUCTIONS

_____ The laptop computer should arrive by 6:30 a.m. on election morning.

_____ Position the computer near an electrical outlet. Plug into power strip and power up the computer. Make sure you are plugged in and the computer is getting power from the electrical source and not the battery.

_____ **LOG-IN**

- Turn on the power. It may take up to 2 minutes for the laptop to power up. Hit the spacebar.
- Enter the password **“election”**. Press the enter button. (If a “You’re not connected” page pops up close out of it)
- Plug the white (Transcend) flash drive in an available port on the left side of the computer.
 - Click OK when it says “Access is Denied”
 - Click the Folder icon on the bottom taskbar
 - Click on USB (D).
 - Type in the BitLocker Password: **“F@rmclty”** (*case sensitive*). Click Unlock.
 - Click “X” to close out of the open folders

- Double click on the QVF Electronic Poll Book icon 
- Enter the Encryption Password (**Monthyyyy**).
- Press the Enter button
- Enter **Assigned User Name**: Your first initial and last name (**lowercase**)
- Enter **Assigned User Password**: Your First initial, Last name, birth month, birth day. Example: **HHilton0407** (**First initial and first letter of last name are capitalized**)

All users must log in under their assigned username and password.

_____ Verify that the election date, election type, and the precinct number are accurately displayed at the top of the screen.

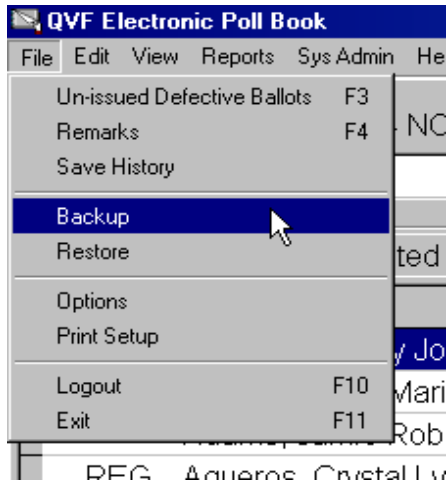
_____ Plug in the **handheld** scanner and the mouse in the available ports on the left or right side of the computer.

IMMEDIATELY NOTIFY THE CLERK OF ANY PROBLEMS!

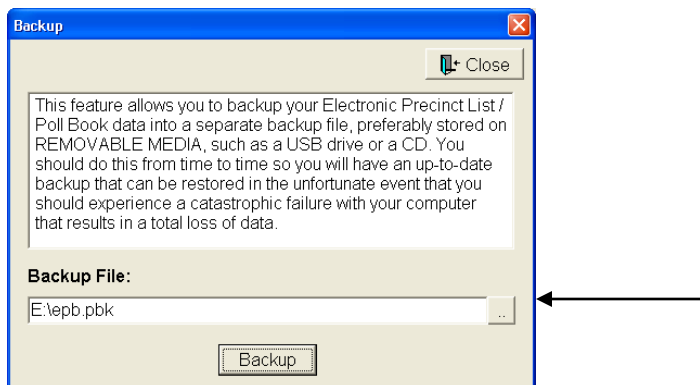
Throughout the day, the program may shut down without use, just log back in. To prevent this, move the mouse around periodically.

Perform a Backup:

- Click on File, Backup:



- This box will open:



- Ensure designated folder for this election appears in the Backup File box
It should say **D:\ Farm(Precinct #)MonthYear\EPB.accdb**
- If the designated folder does *not* appear as the Backup File, click on the small square box where the arrow is pointing and click on it.
- Double click on the designated folder file ensuring it is located in the “Select a backup” **image file** at the top of the directory.

- **Click Save**
- **Click the Backup button at the bottom of the screen.**
- **Click OK once the Backup has finished successfully closing the Backup screen.**
- **Note: Once the first backup is done, it will ask if you want to overwrite the File. Click YES! You will be prompted to do this every 30 minutes by the computer.**

Every 30 minutes during the course of the day a message will flash to perform a back-up.

_____ **Save History:**

- **Click File, Save History**

- **Ensure designated folder for this election is located in the “Save history as” field at top of screen by double clicking the name of the folder. Double Click: **Farm(Precinct #)MonthYear****
- **Click SAVE.**
- *Just like with the backup, after the first time you’ve saved it, a box will appear asking if you want to overwrite it. Click Yes!*
- ***YOU MUST SAVE HISTORY AFTER YOU PERFORM EVERY BACK UP.***

_____ **Click Reports:**

Verify in the Ballot Summary the starting and ending numbers of ballots delivered to the Precinct.