

CITY OF FARMINGTON ELECTRONIC POLL BOOK CLOSING INSTRUCTIONS

Click on **Reports**, then **Ballot Summary** - This report documents the total number of ballots assigned to the precinct and how each ballot was used. While several of the entries are automatically calculated, some user input is required to complete the information and final calculations.

Style	Starting No.	Ending No.	Count	Delete
	00000001	00000100	100	

Total = 100

B. Number of AV return envelopes received by board 1

C. Total 101

NUMBER OF BALLOTS AT CLOSE OF POLLS:

D. Number of ballots tabulated (Enter Tabulator Public Counter reading) 8

E. Number of AV ballot envelopes delivered to precinct which did not contain a ballot or were not processed for any reason 0

F. Number of ballots reissued to voters who spoiled their ballot at the polling place (spoiled or defective ballots) 1

G. Number of ballots rejected 1

H. Number of ballots used by election inspectors for ballot duplication 0

I. Number of PROVISIONAL "envelope" ballots issued 1

Preview

The Ballot Summary is designed to account for multiple ballot styles (**Line A**). A *white* window indicates that the entry must be manually entered.

Complete the following:

- **Line A – Number of ballots delivered to precinct:**

Numbers for “Starting and Ending” ballots should be entered by the Clerk’s office, if not make the appropriate entries.

- **Line B – Enter the Number of AV return envelopes delivered to your precinct.**

- **Line C** – will automatically fill in once you **Tab** through or click on the next section.

NUMBER OF BALLOTS AT CLOSE OF POLLS:

- **Line D** - Enter the total number of ballots tabulated. This reading should be taken directly from the public counter on the front of the tabulator.
- **Line E** – Enter the number of AV ballot envelopes delivered to precinct which did not contain a ballot or were not processed for any reason.
- **Line F** – The total number of ballots reissued to voters who spoiled their ballot at the polling place (spoiled or defective ballots) is automatically calculated.
- **Line G** – The total number of ballots rejected by election inspectors at the polling place is automatically calculated.
- **Line H** – Enter the number of ballots used by election inspectors for ballot duplication. (These ballots are taken from the supply of unused ballots following the close of the polls.).
- **Line I** – Enter the number of PROVISIONAL “envelope” ballots issued.
- **Line J** – Enter the number of UNUSED BALLOTS. Working with the unused (left over) ballots (using your “Tab” key), enter the “Starting Number” (lowest numbered ballot remaining) and hit **Tab**. Next, enter the highest numbered ballot remaining (which is the same number reported under **Line A** above) and hit **Tab**.

Note that the “Starting Number” and “Ending Number” are automatically zero filled and the “Count” (total number of unused ballots) is automatically calculated.

C. Total 101

NUMBER OF BALLOTS AT CLOSE OF POLLS:

D. Number of ballots tabulated (Enter Tabulator Public Counter reading) 8

E. Number of AV ballot envelopes delivered to precinct which did not contain a ballot or were not processed for any reason 0

F. Number of ballots reissued to voters who spoiled their ballot at the polling place (spoiled or defective ballots) 1

G. Number of ballots rejected 1

H. Number of ballots used by election inspectors for ballot duplication 0

I. Number of PROVISIONAL "envelope" ballots issued 1

J. Number of UNUSED BALLOTS

Style	Starting No.	Ending No.	Count	Delete
	00000011	00000100	90	

Total = 90

K. Total of Lines D, E, F, G, H, I and J 101

L. Difference 0

Preview

- **Line K** – The **Total of Lines D, E, F, G, H, I and J** is automatically calculated.

If the total reported under **Line C** is different than the total reported under **Line K**, and you cannot determine why, call the Clerk's office.

- **Line L** – The **Difference** between **Line C** and **Line K** is automatically calculated.

***L must be 0. If L is not 0, double check items 3-8 and ensure everything was entered correctly. If there is a known reason for not balancing and it is unable to be resolved, a detailed Remark must be made to explain to the Board of Canvassers why the precinct does not balance.**

After manually entering and verifying all required entries, click on the **Preview** button to generate the final **Ballot Summary Report**. (See sample below)

11/2/2010 - STATE GENERAL - BATH TOWNSHIP
PRECINCT 0001

BALLOT SUMMARY

WE CERTIFY THE FOLLOWING:

NUMBER OF BALLOTS DELIVERED TO PRECINCT:

A. Number of official ballots delivered to precinct:

Ballot Style	Starting No.	Ending No.	Count
(None)	00000001	00000100	100
			100

B. Number of absent voter return envelopes received by board: 1

C. Total of Lines A and B (Must match Line K below): 101

NUMBER OF BALLOTS AT CLOSE OF POLLS:

D. Number of ballots tabulated: 6

E. Number of AV ballot envelopes delivered to precinct which did not ballot or were not processed for any reason: 0

F. Number of ballots reissued to voters who spoiled their ballot at the place (spoiled or defective ballots): 1

G. Number of ballots rejected: 1

H. Number of ballots used by election inspectors for ballot duplications: 0

I. Number of PROVISIONAL "envelope" ballots issued: 1

J. Number of UNUSED BALLOTS (excess ballots):

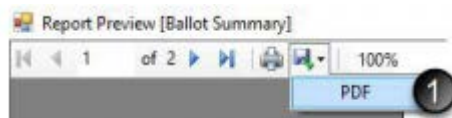
Ballot Style	Starting No.	Ending No.	Count
(None)	00000009	00000100	92
			92

K. Total of Lines D, E, F, G, H, I, and J (Must match Line C above): 101

L. Difference: 0

9/26/2010 4:44:45 PM

_____ **Click the disk icon and PDF**



_____ Double click the Farm(Precinct#)MonthYear folder in the encrypted flash drive (Transcend). Click Save.

_____ **Complete the FILE BACKUP**

A final File Backup **must** be performed immediately following the close of the polls and the completion of the Ballot Summary.

_____ **Complete the SAVE HISTORY**

A final Save History **must** be performed immediately following the close of the polls and the completion of the Ballot Summary.

_____ **SAVE AND DOWNLOAD REPORTS**

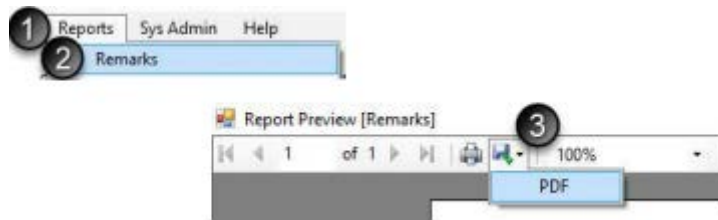
Three reports must be saved as PDF files and downloaded to the designated folder for this election for delivery to the Clerk's office Receiving Board:

1) Remarks (there **MUST** be at least one remark made to save the report)

Revised October 2020

- 2) List of Voters
- 3) Ballot Summary (you already did this in step 1 above).

Click on “**Reports**” then click on **Remarks**.



Click on the disk icon and PDF. The **Farm(Precinct #)MonthYear** folder selected for the last report should automatically pop up. Always check to make sure you are in the encrypted flashdrive (Transcend) and the correct folder before clicking Save.

8/5/2008 - STATE PRIMARY - BARAGA TOWNSHIP		
REMARKS		
Date / Time	User	Remarks
10/2/2008 2:03:39 PM	ADMIN	Ben Johnson went home early due to illness.
10/2/2008 2:05:36 PM	ADMIN	Challenger Scott Johnson was reminded to address all challenges to the precinct chair, not the voter directly.
10/2/2008 2:07:10 PM	ADMIN	The ballot bin was full causing ballots to jam. We removed the ballots and secured them in the ballot container. Seal#38642

Click on Close in the upper right

Now, Click on “**Reports**” then click on **List of Voters** -



View the list of voters to verify the number of voters.

11/3/2009 - NOVEMBER CONSOLIDATED - PAW PAW TOWNSHIP

LIST OF VOTERS

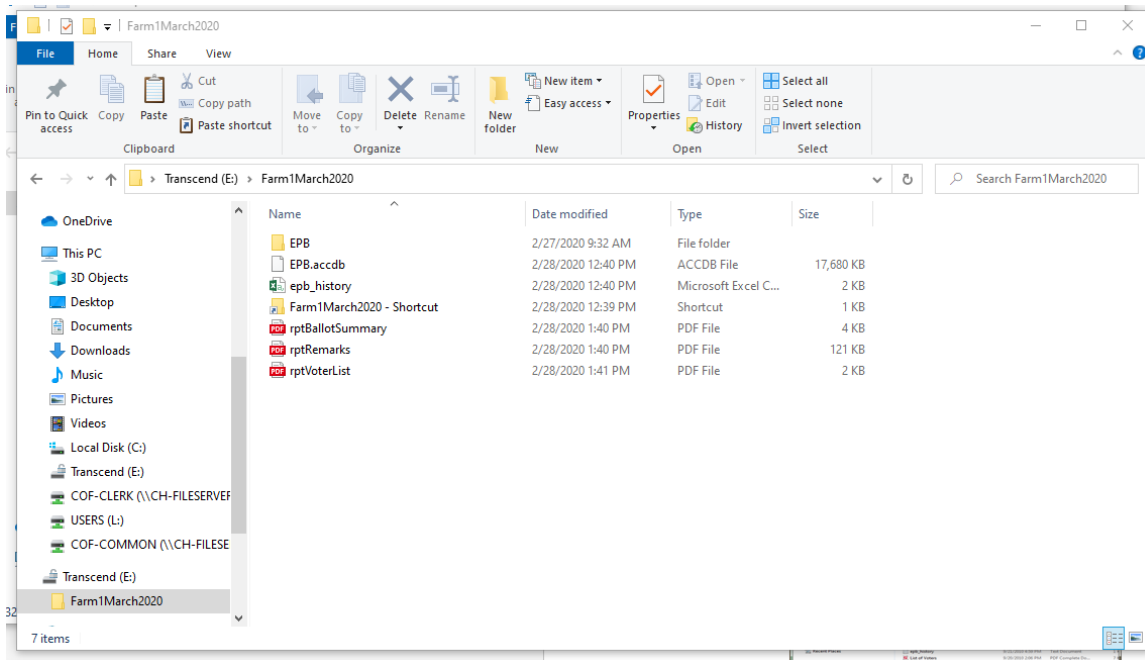
#	Voter Name	Ballots	Remarks
1	Mcqvf, Chewbacca	00000001	
2	Mcqvf, Clara Riker	00000002	
3	Mcqvf, Don Juan	00000402 00000003	Spolled
4	Mcqvf, Egwene	00000004	
5	Mcqvf, Elaine	00000005	
6	Mcqvf, Jabba Hutt	00000006	
7	Mcqvf, Lando C	00000007	



Select the disk icon and PDF. The **Farm(Precinct #)MonthYear** folder selected for the last report should automatically pop up. Always check to make sure you are in the encrypted flashdrive (Transcend) and the correct folder before clicking Save.

VERIFICATION OF SAVED FILES

- To verify that you SAVED THE FILES AND DOCUMENTS TO THE FLASH DRIVE, click on the **Folder** icon on the bottom task bar.
- Open the Farm(Precinct #)MonthYear folder and verify the following tasks have been completed and that all required files and data are saved in the folder:



- Did you **complete a final back up** (epb.accdb) and **save** it to the **external flash drive**?
- Did you **save the history** (epb_history.txt) to the **external flash drive**?
- Did you **save the Ballot Summary Report** (Ballot Summary.pdf) in **PDF format** to the **external flash drive**?
- Did you **save the Remarks Report** (Remarks.pdf) in **PDF format** to the **external flash drive**?
- Did you **save the List of Voters Report** (List of Voters.pdf) in **PDF format** to the **external flash drive**?

AFTER REPORTS AND HISTORY HAS BEEN SAVED

1. Exit the program by clicking on the **X** in the upper right hand corner of the screen, click “Yes”. Click on the **“Window”** in the lower left hand corner – Click “shutdown”.
2. Close the Electronic Poll Book.

3. Remove the **white (Transcend) Flash Drive**, place in thumbdrive case that came with EPB in the morning and put it with Green Bag. vDrives from the Scanner and TouchWriter will be added to the case before it goes back to City Hall in the Green Bag.

