

# August 6, 2024 Statewide Primary Training

Ann Arbor City Clerk's Office  
Steve Gerhart - Chief Deputy City Clerk



## August 2024 Election Inspector Manual



Scan QR code or visit  
[www.a2gov.org/elections](http://www.a2gov.org/elections) then click "Election Inspectors" tab

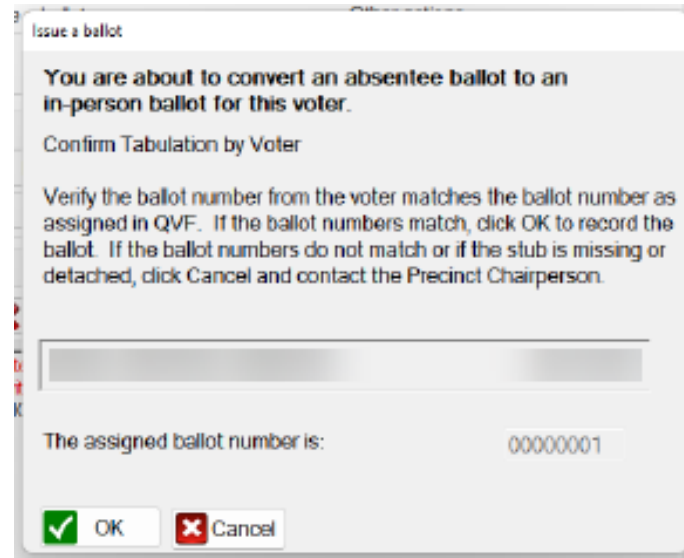
# Returning and Tabulating Absentee Ballots at the Precinct - New!

- ▶ Voters may now bring their AV ballot to their polling location for tabulation.
- ▶ Voter should bring the ballot in a secrecy sleeve or have a new secrecy provided to them if they do not have one.
- ▶ The voter will complete a precinct application to vote.
- ▶ Their photo identification along with the ballot number will be verified with what is recorded in the EPB.
  - ▶ If the ballot number does not match, the ballot is missing a stub, or if the stub is detached, the voter must surrender the ballot and be given a new ballot. Contact our office for guidance.
- ▶ Voter can be directed to a voting booth to mark their ballot (if needed), then the ballot is tabulated as normal.

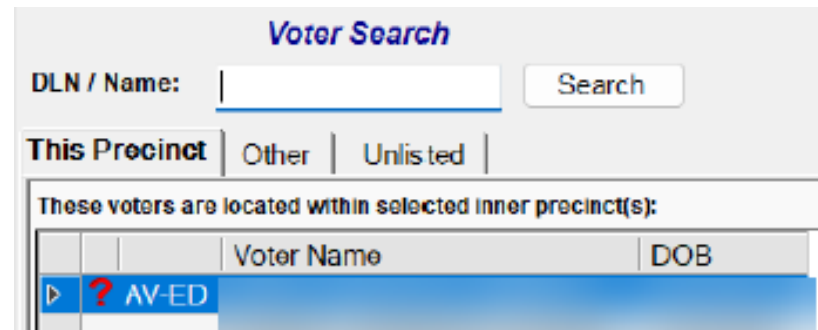
1. Search for the voter's last name in the search bar or scan their driver's license (if that is used as their method of photo ID).
2. Select "Lock Voter Record".
3. Ask the voter to expose only the numbered stub of their AV ballot and confirm that the number on the stub matches the number in the "Absentee Ballot sent" status flag in that voter's EPB record.
4. Once the ballot number is verified, select "Voter Tabulated AV"

The screenshot displays a software interface for ballot management. It is divided into two main columns: "Issue a ballot" on the left and "Other actions" on the right. The "Issue a ballot" column contains four buttons: "Regular ballot", "Affidavit ballot-provisional", "Envelope ballot-provisional", and "Challenged ballot". The "Other actions" column contains four buttons: "Clerk Delivered AV", "Voter Tabulated AV", "Spoil a ballot", and "Reject a ballot". The "Voter Tabulated AV" button is highlighted with a red rectangular border. Below these columns are two "Undo" buttons, one of which is labeled "Undo (Recording of In-Person Absentee ballot [00000033])". At the bottom of the interface, there are three buttons: "Unlock this voter without performing any action" (with a red 'X' icon), "Voter Remarks", and "Label". A red text message at the bottom reads: "Absentee Ballot [00000033] sent by clerk--Voter must surrender ballot or submit affidavit." Below this, it says "In-Person Absentee ballot [00000033] recorded at the precinct." and "VOTING STATUS: Voted in precinct using a In-Person Absentee ballot."

5. Confirm you want to continue to issue ballot.

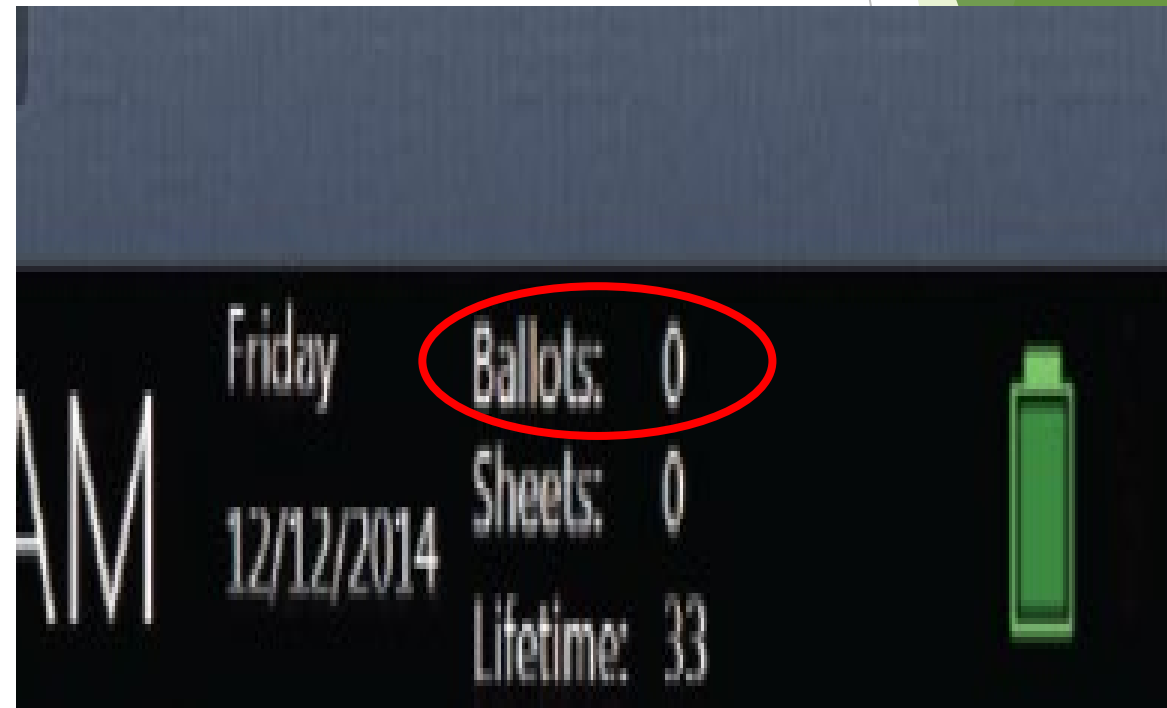


6. You can verify that the conversion was done properly by noticing the AV-ED next to the voter's name in the Voter List.

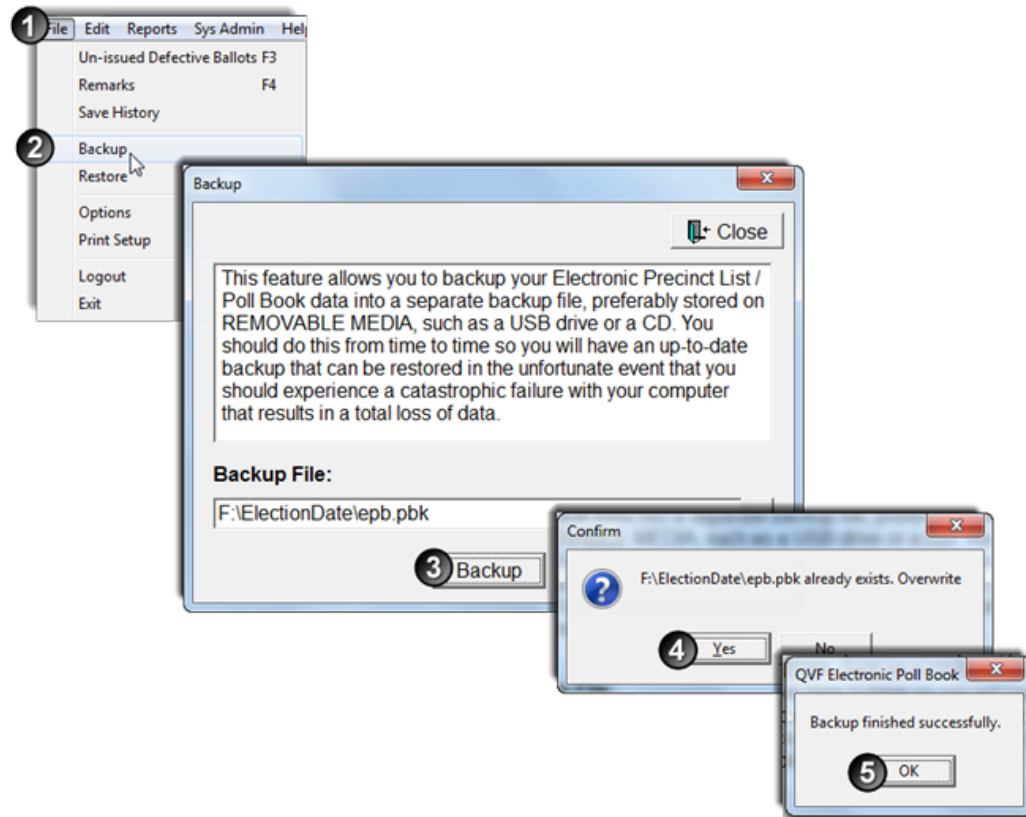


# Verify the Tabulator Count

- ▶ After all the ballots have been processed, including any from the auxiliary compartment, confirm the tabulator shows the correct number of ballots processed.
- ▶ To determine the total, take the number of “in-person” voters from the EPB and subtract the number of provisional envelope ballots. This number should match the number displayed on the tabulator.
- ▶ Make a note of this number as you will need it when completing the Ballot Summary Report.
- ▶ If the numbers do not match, call the City Clerk’s Office Immediately.



# Closing the Polls in EPB



- ▶ The first step in closing the polls in the Electronic Poll Book is to complete one last Backup.
- ▶ Once the backup is complete, you can move on to saving the three reports and one file that will be needed at the Receiving Board.
- ▶ The four items are:
  - ▶ Ballot Summary Report
  - ▶ List of Voters
  - ▶ Remarks
  - ▶ Voter History

# Ballot Summary Report

- ▶ To complete the ballot summary:
  - ▶ Click “Reports”
  - ▶ Click Ballot Summary
- ▶ Line A - The number of ballots delivered at the open of polls, this number will be set for you.
- ▶ Line B - This number will show both AV delivered to the precinct for tabulation 0 and the number of individuals who tabulated their absentee ballots in precinct.
- ▶ Line C - The total number of ballots which must be accounted for, this number will automatically calculate.

The screenshot shows the 'Ballot Summary Report' window. At the top, a menu bar includes 'Reports', 'Sys Admin', and 'Help'. A dropdown menu is open under 'Reports', with 'Ballot Summary' selected and highlighted by a circled '2'. The main window contains the following sections:

- NUMBER OF BALLOTS DELIVERED TO PRECINCT:**
  - A. Number of ballots delivered to precinct: A table with columns 'Style', 'Starting No.', 'Ending No.', and 'Count'. The first row is selected and highlighted by a circled '3', showing '00000001', '00000200', and '200'. A 'Delete' button is to the right.
  - B: Number of AV return envelopes received by board: Input field.
  - Number of AV ballots tabulated in person by voters: Input field with value '3', highlighted by a circled '4'.
  - C. Total: Input field with value '202'.
- NUMBER OF BALLOTS AT CLOSE OF POLLS:**
  - D: Number of ballots tabulated (Enter Tabulator Public Counter reading): Input field with value '15', highlighted by a circled '5'.
  - E. Number of AV ballot envelopes delivered to precinct which did not contain a ballot or were not processed for any reason: Input field with value '0', highlighted by a circled '6'.
  - F. Number of ballots reissued to voters who spoiled their ballot at the polling place (spoiled or defective ballots): Input field with value '2'.
  - G. Number of ballots rejected: Input field with value '0'.
  - H. Number of ballots used by election inspectors for ballot duplication: Input field with value '0', highlighted by a circled '7'.
  - I. Number of PROVISIONAL "envelope" ballots issued: Input field with value '1'.
  - J. Number of UNUSED BALLOTS:
    - Table with columns 'Style', 'Starting No.', 'Ending No.', and 'Count'. The first row is selected and highlighted by a circled '8', showing '00000017', '00000200', and '184'. A 'Delete' button is to the right.
    - Total = Input field with value '184'.
  - K. Total of Lines D, E, F, G, H, I and J: Input field with value '202'.
  - L. Difference: Input field with value '0', circled in black.

At the bottom right, there is a 'Preview' button highlighted by a circled '9'.



# Ballot Summary Report Continued

- ▶ Line D - Take this number directly from the tabulator.
- ▶ Line E - This window will automatically show 0 as AV ballots are not processed in the precinct.
- ▶ Line F - The total number of ballot re-issued to voters who spoiled their ballot; this number is automatically calculated.
- ▶ Line G - The total number of ballots rejected at precinct; this number will be automatically calculated.

1 Reports Sys Admin Help

2 Ballot Summary

Ballot Summary Report

Close

**NUMBER OF BALLOTS DELIVERED TO PRECINCT:**

A. Number of ballots delivered to precinct

Style	Starting No.	Ending No.	Count	Delete
00000001	00000200		200	

Total = 200

4 B. Number of AV return envelopes received by board 2

C. Total 202

**NUMBER OF BALLOTS AT CLOSE OF POLLS:**

5 D. Number of ballots tabulated (Enter Tabulator Public Counter reading) 15

6 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) 2

G. Number of ballots rejected 0

7 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
00000017	00000200		184	

Total = 184

K. Total of Lines D, E, F, G, H, I and J 202

L. Difference 0

9 Preview

# Ballot Summary Report Continued

- ▶ Line H - The number of ballots used for duplication; this line is typically 0.
- ▶ Line I - The number of provisional envelope ballots issued; this number is automatically calculated.
- ▶ Line J - Fill in the next ballot number a voter would have received along with the ending numbers from Line A.
- ▶ Line K - Will automatically calculate the number of ballots used during the day. Click in any white box to generate this number.
- ▶ Line L - Must be 0.

1 Reports Sys Admin Help

2 Ballot Summary

Ballot Summary Report

Close

**NUMBER OF BALLOTS DELIVERED TO PRECINCT:**

A. Number of ballots delivered to precinct:

Style	Starting No.	Ending No.	Count	Delete
3	0000001	0000200	200	

Total = 200

4 B. Number of AV return envelopes received by board 2

C. Total 202

**NUMBER OF BALLOTS AT CLOSE OF POLLS:**

5 D. Number of ballots tabulated (Enter Tabulator Public Counter reading) 15

6 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) 2

G. Number of ballots rejected 0

7 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
8	0000017	0000200	184	

Total = 184

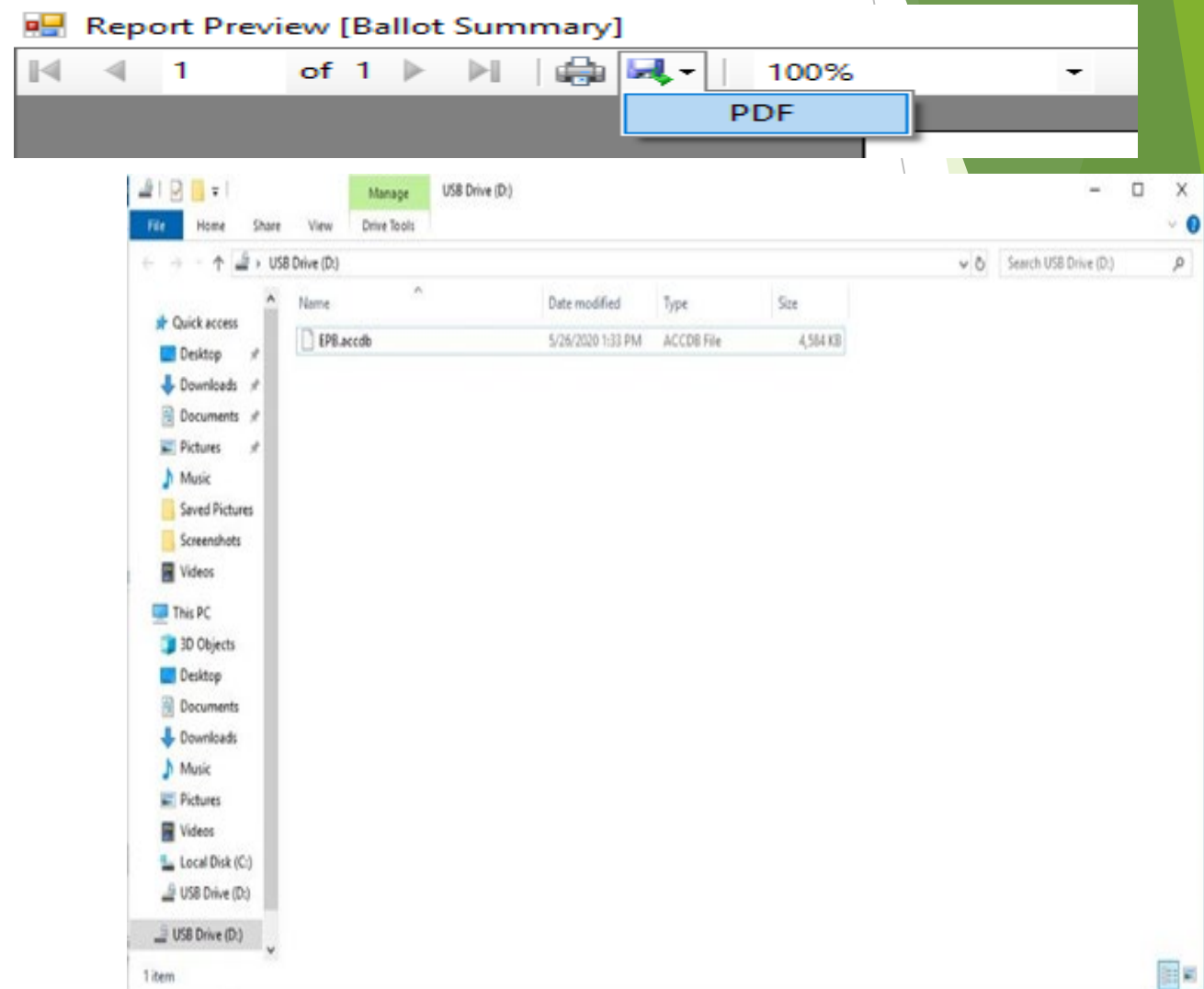
K. Total of Lines D, E, F, G, H, I and J 202

L. Difference 0

9 Preview

# Saving Ballot Summary

- ▶ Click “**Preview**” at the bottom of the ballot summary screen; you likely will have to scroll down to see the button.
- ▶ The ballot summary report will pop-up; review ensuring that line L is 0.
- ▶ Click the disk icon in the upper left-hand corner of the screen.
- ▶ Click PDF from the drop-down menu.
- ▶ The computer will default to saving on the flash drive. Just confirm that the pathway is correct:
- ▶ **This PC ► USB Drive (D:)**. The letter (D:) may not match your screen. It can be D, E, F, G, etc. That’s OK. Then click save.



# List of Voters Report

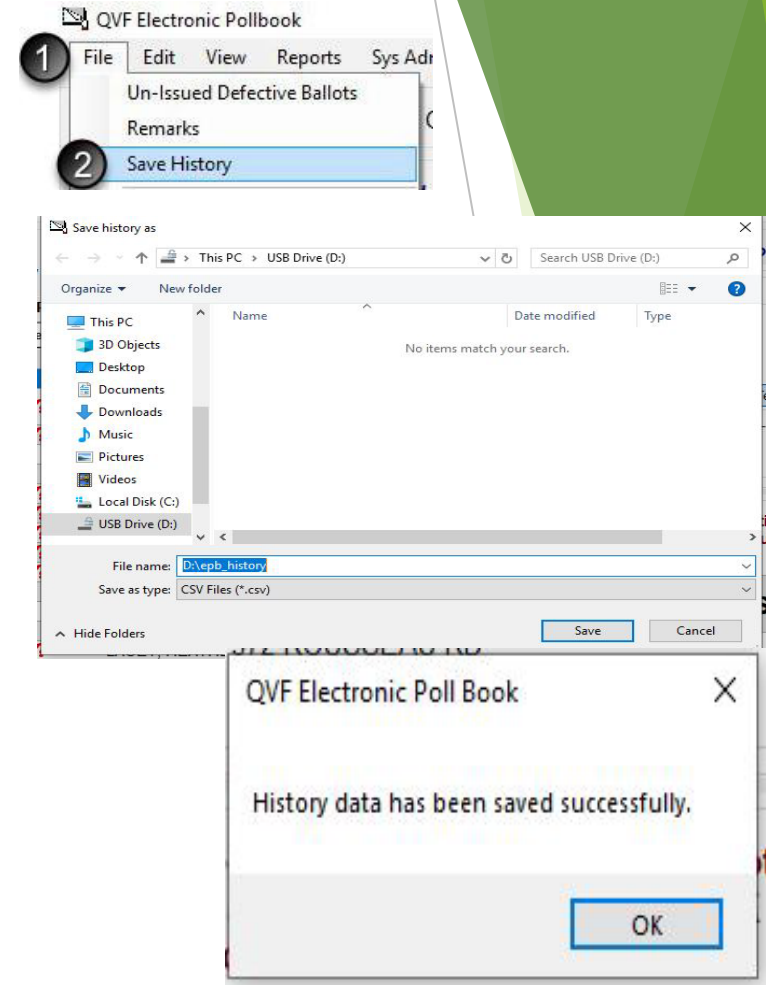
- ▶ When Saving the List of Voters, AV ballots tabulated in person by voters will be identifiable with the “Converted AV” voter remark.
- ▶ Click “**Reports.**”
- ▶ Click “**List of Voters.**”
- ▶ Click the disk icon in the upper left-hand corner of the screen.
- ▶ Click PDF from the drop-down menu.
- ▶ The computer will default to saving on the flash drive. Just confirm that the pathway is correct:
- ▶ **This PC ▶ USB Drive (D:).** The letter (D:) may not match your screen. It can be D, E, F, G, etc. That’s OK. Then click save.
- ▶ Once the file saves, a pop-up window will appear notifying you the file has been exported. Click OK, then **close** out of the preview screen.

# Remarks Report

- ▶ Click “Reports.”
- ▶ Click “Remarks.”
- ▶ Click the disk icon in the upper left-hand corner of the screen.
- ▶ Click PDF from the drop-down menu.
- ▶ The computer will default to saving on the flash drive. Just confirm that the pathway is correct:
  - ▶ **This PC ▶ USB Drive (D:)**. The letter (D:) may not match your screen. It can be D, E, F, G, etc. That’s OK. Then click save.
  - ▶ Once the file saves, a pop-up window will appear notifying you the file has been exported. Click OK, then **close** out of the preview screen.
- ▶ Important: if there are no remarks the report will not save.

# Save Voter History File

- ▶ Click “File.”
- ▶ Click “Save History.”
- ▶ The computer will default to saving on the flash drive. Just confirm that the pathway is correct:
- ▶ **This PC ► USB Drive (D:)**. The letter (D:) may not match your screen. It can be D, E, F, G, etc. That’s OK. Then click save.
- ▶ Once the file saves, a pop-up window will appear notifying you the file has been exported. Click OK.



# Ensure all the Files are on Flash Drive

- ▶ To verify files have been saved on the encrypted flash drive in the Privacy Zone:

- ▶ Click on the Windows Home Button.
- ▶ Click Documents.
- ▶ Double click the USB Drive.
- ▶ Verify there are 5 files listed :

- ▶ rptBallotSummary.pdf
- ▶ EPB.accdb
- ▶ epb\_history.csv
- ▶ rptVoterList.pdf
- ▶ rptRemarks.pdf

