



knowink

POLL BOOK ADVANCED FUNCTIONS GUIDE

(Password Required – with Head Judge Materials)

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SUMMARY REPORT – HEAD JUDGE ONLY



1 MENU

To access Summary Report contained in the Poll Pad, press **MENU** > **Summary Report**.



2 ENTER PASSWORD

Enter the **Advanced Functions Password**

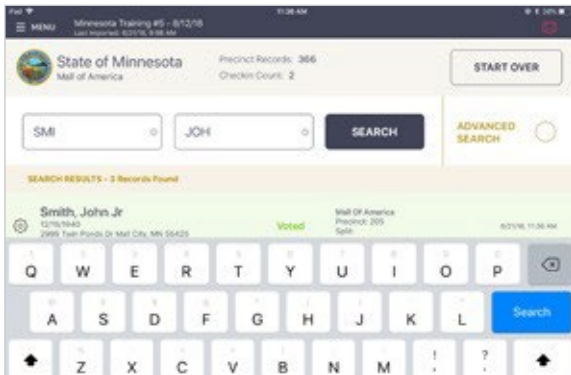
(with Head Judge materials)



3 SUMMARY REPORT

Use this report to complete your precinct statistics worksheet.

CANCEL VOTER CHECK-IN – HEAD JUDGE ONLY



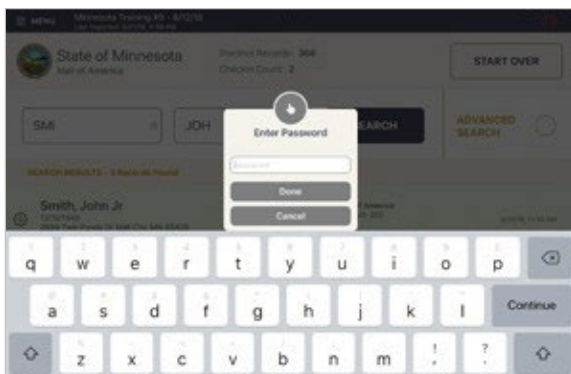
1 LOOK UP VOTER

Look up voter needed to cancel check-in. Enter the first three letters of last and first names.



2 PRESS SETTINGS BUTTON

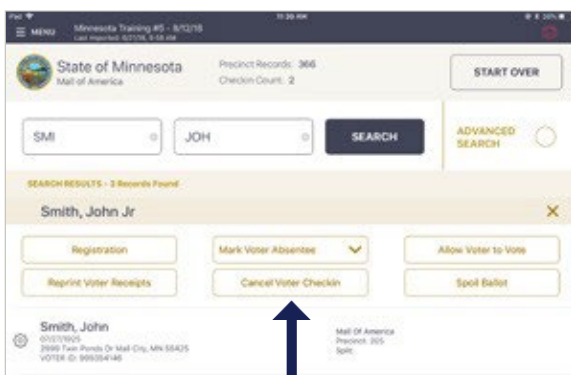
Press the **Settings** icon which is located beside first letter of voter's last name.



3 ENTER PASSWORD

Enter the **Advanced Functions Password**

(with Head Judge materials)



4 CANCEL THE CHECK-IN

Press **Cancel Voter Check-In**.

CANCEL VOTER CHECK-IN – HEAD JUDGE ONLY

Step 1: Pollworker Name and Reason

Cancel Voter Check-In

Jane Doe

Pollworker Name

Voter Left without Voting

Voter had an emergency and had to leave before voting their ballot.

5 POLLWORKER NAME & REASON

Election Judge canceling voter check-in enters their name. From the drop-down box, select reason. If you choose **Other** for reason, you must enter details to proceed. Press **NEXT**.

Step 2: Review, Sign and Submit

CLEAR SIGNATURE

Cancel Voter Check-In

SUBMIT

Voter Information:
Smith, John Jr - 12/19/1940
2999 Twin Ponds Dr Mail City, MN 55425
Mail City, MN 55425

Cancellation Reason:
Voter Left
without Voting

Details:
Voter had an emergency
and had to leave before
voting their ballot.

Jane Doe

Election Judge Signature

6 REVIEW, SIGN & SUBMIT

Election Judge must sign using their **FULLNAME** and press **SUBMIT**.

Minnesota Training #5 - 8/12/18

State of Minnesota
Mail of America

Precinct Records: 366
Check-in Count: 1

START OVER

SMI

JOH

SEARCH

ADVANCED SEARCH

SEARCH RESULTS - 3 Records Found

Smith, John Jr 12/19/1940 2999 Twin Ponds Dr Mail City, MN 55425 VOTER ID: 999252919	Mail Of America Precinct: 205 Ballot
Smith, John 01/21/1925 2999 Twin Ponds Dr Mail City, MN 55425 VOTER ID: 999254148	Mail Of America Precinct: 205 Ballot
Smith, Kevin S 06/28/1943 845 Fuller St Mail City, MN 55425 VOTER ID: 999290341	Mail Of America Precinct: 205 Ballot

7 CHECK-IN CANCELED

Voter will be cleared from check-in count.

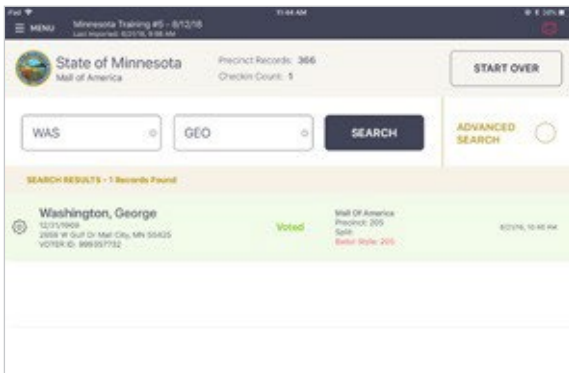
VOID VOTER CERTIFICATE

- Write “VOID” across cancelled voter certificate
- Note in INCIDENT LOG – include voter name
- Place voided certificate in container with other voter certificates

REPRINT VOTER CERTIFICATES– HEAD JUDGE ONLY

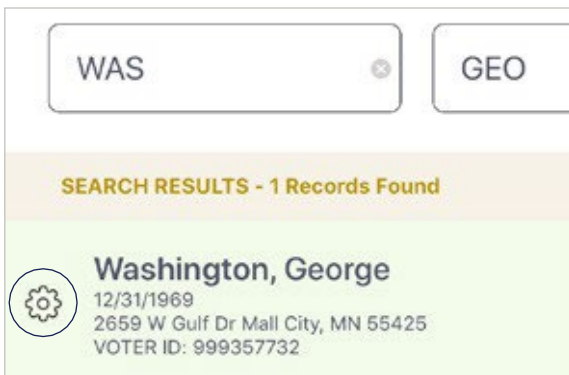
1 LOOK UP VOTER

Look up voter needed to reprint voter certificate. Enter the first three letters of last and first names.



2 PRESS SETTINGS BUTTON

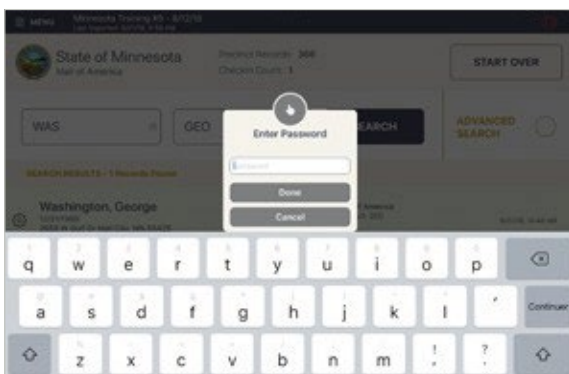
Press the **Settings** icon which is located beside first letter of voter's last name.



3 ENTER PASSWORD

Enter the **Advanced Functions Password**

(w/ Head Judge materials)



4 REPRINT VOTER CERTIFICATE

Press Reprint Voter Certificates and a duplicate will automatically print. Then press **START OVER**.

- Printed certificate will be marked "DUPLICATE"
- Note in INCIDENT LOG – include voter name
- Place both certificates (if available) in container with other voter certificates

