

ePollBook Configuration Services: Pre, During, and Post Election Process

What **HART** Does

PRE-ELECTION

HART emails you the latest ePB Order Form just prior to the voter registration cutoff for the upcoming election

Using our Election Data Integrator (EDI) application and your voter list from TEAM, **HART** will merge all the necessary data and make the proper associations between precincts and polling places to create a voter list that is ready for our ePollBook Manager application

Now that your voter list has been configured for ePollBook use, **HART** will set up your election using ePollBook Manager. This will include setting the election type, configuring parties for a Primary Election and setting the administrator password

Next, **HART** will create the seven *early voting* configuration files you will use to run your ePollBook Server and send them to you via the FTP site

What **YOU** Do

PRE-ELECTION

YOU complete the Order Form and return to BPS via email

As soon as the voter registration deadline has passed, **YOU** download the "Official List of Registered Voters" in TEAM in CSV format. Send the file to BPS via FTP site

YOU copy the seven ePollBook configuration files to the SD card or root drive of your ePollBook Server and connect to ePollBook Clients if you will use more than one ePollBook during early voting. Your ePollBook(s) are now ready for **YOU** to conduct Early Voting.

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AFTER EARLY VOTING

Now that Early Voting is complete, **HART** will take the export of posted voters and update the voter list in ePollBook Manager to create the Election Day Voter list. If paper poll books are needed for Election Day **HART** will also create the TEAM update so that you can print your updated list.

Just as we did for Early Voting, **HART** will send you the seven configuration files that you will use to run the ePollBook Server and Clients for Election Day

AFTER ELECTION DAY

HART will then update the voter list in ePollBook Manager and send you the final voter roll file to upload back to TEAM as well as the standard ePollBook reports.

When Early Voting is complete, **YOU** synchronize your Clients to the Server and send us the export of posted voters.

AFTER EARLY VOTING

Following the same procedure as Early Voting, **YOU** copy the seven files to the root drive of your ePollBook Server and connect to your Clients to prepare them for Election Day voting.

AFTER ELECTION DAY

YOU conduct Election Day voting in your Polling Places. When Election Day voting is complete, synchronize your Clients with the Server and send us the export of posted voters.