

BADGER BOOK USER MANUAL

Wisconsin Elections Commission
February 2022



Badger Book User Manual
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Introduction

Badger Book is an electronic poll book software that is specific to Wisconsin elections practices and statutes. Badger Book is the only electronic poll book software created with direct WisVote integration. Badger Book does not use an internet connection.

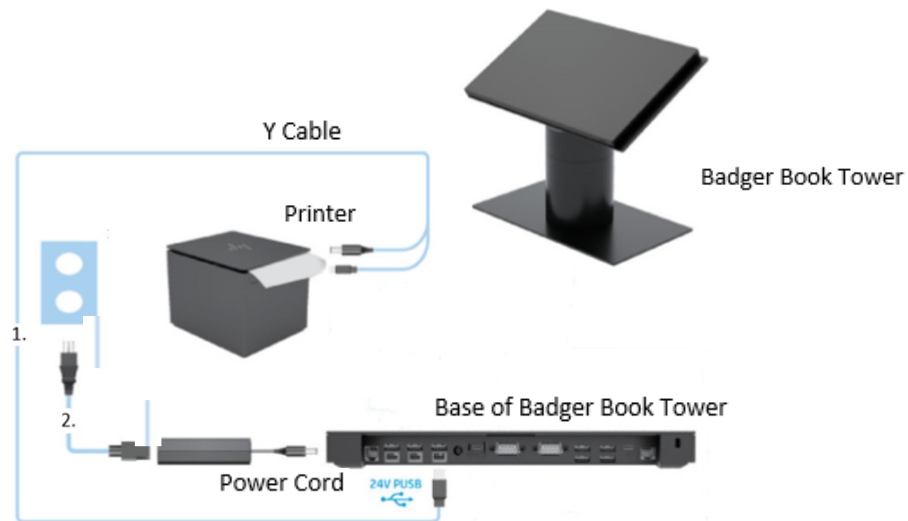
Badger Book is primarily used to check in voters, to register voters on Election Day, and to process absentee ballots. Badger Book maintains the voter number and count independent of election inspector input. Each process was chosen and designed based on feedback provided by clerks and election inspectors from across the state. After Election Day, a data file generated from Badger Book is used to upload election participation and Election Day Registration information into WisVote.

This manual provides an overview of the hardware configuration, setup, and troubleshooting, illustrates the steps for the activities that can be completed on Badger Book, and walks users through the data download and upload processes between Badger Book and WisVote.

Hardware Configuration

Setting up Badger Books, Printers, and Accessories

Printer Setup (stand-alone only):



1. Plug the two-pronged end of the 'Y' cable to the back of the printer.
2. Plug in the other end of the 'Y' cable to the port on the back of the base of the Badger Book tower.
3. Connect the power cord to the back of the Badger Book tower base and to a power source.

NOTE: If you have integrated Badger Books, the printers are built into the tower of the unit and will not need to be connected prior to each use.

Printer Components:

1. Receipt Cover

Snaps open so that you can easily drop the paper roll in place.

2. Status LED

On: The printer is on and operating normally.

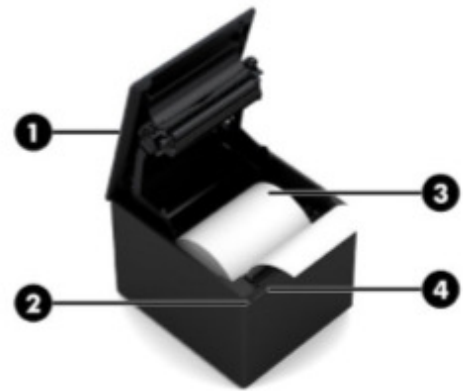
Blinking: The printer needs operator assistance. It is most likely caused by the cover not being completely closed.

3. Printer Paper

Prints using thermal print technology (printers do not require ink).

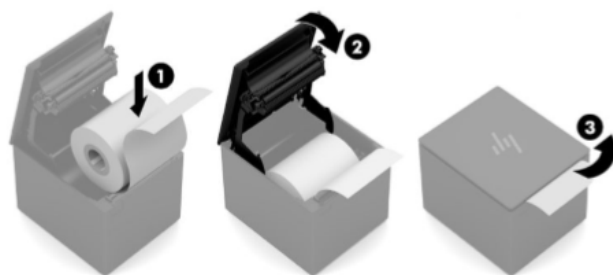
4. Paper Feed Button

During normal use, the button advances the paper. If the energy-saving feature is enabled and the printer has entered the energy-saving mode, pressing the paper feed button exits energy-saving mode and re-enables printing.



Loading or Changing the Paper:

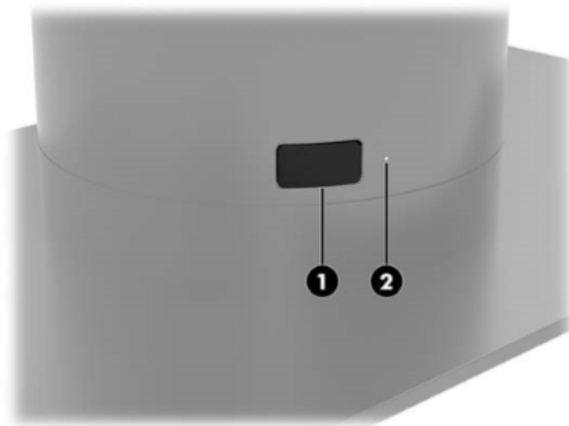
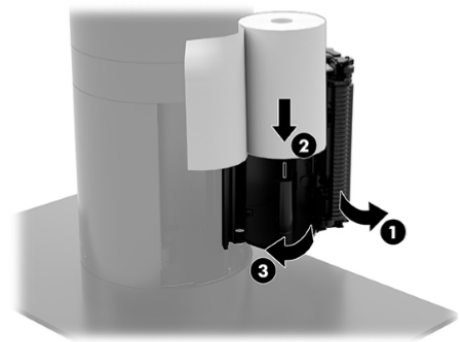
Stand-alone printer:



1. Remove the used paper (if applicable).
2. Tear a clean edge on the new paper roll, making sure the tape has been completely removed.
3. Place the paper into the paper compartment so it unrolls from the bottom (1). Leave a few inches of paper sticking out of the printer.
4. While holding the paper in place, close the receipt cover (2). To test that the paper is loaded correctly, advance the paper with the paper feed button.
5. Tear the excess paper off against the blade in the cover (3).

Integrated printer:

1. Open the printer cover by pushing up evenly on each side of the cover (1).
2. Place the receipt paper into the paper compartment on the spindle so that it unrolls from the inside (2). Leave a few inches of paper sticking out of the printer. To prevent jamming, make sure the paper is between the two metal guides.
3. While holding the end of the paper in place, close the cover (3) making sure to apply a little more pressure after the first click to ensure that it is fully latched. When fully latched with paper installed, the LED will stop blinking.

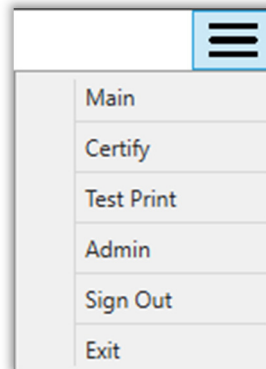


4. To test that the paper is loaded correctly, advance the paper with the paper feed button (1), and then tear the excess paper off against the teeth on the cover. A steady green LED (2) means the printer is on and operating normally. If the LED is flashing, the cover may not be completely closed.

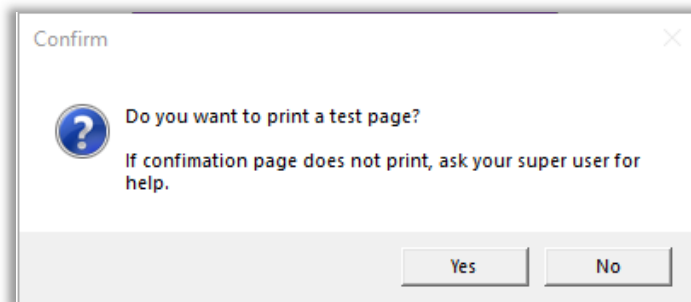
Printing a Test Page:

Printing a test page will ensure that your printer is operating correctly. A test page should be generated whenever the printer is set up for use and whenever the paper roll is replaced on Election Day.

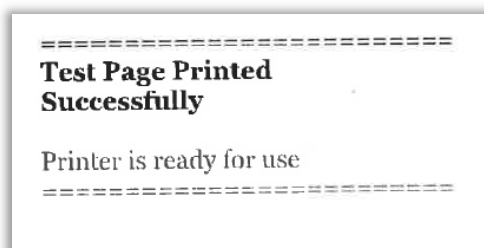
1. From within the Badger Book application, open the “hamburger” menu in the top right corner of the screen. From there, select “Test Print.”



2. When the confirmation pop-up displays, click “yes.”



3. If the printer has been set up correctly, a confirmation slip will print and the printer will be ready for use. If the confirmation slip does not print, your poll workers should ask the Chief Inspector or super user for assistance. If troubleshooting is required, repeat this process until the confirmation slip successfully prints.



Solving Common Printer Problems:

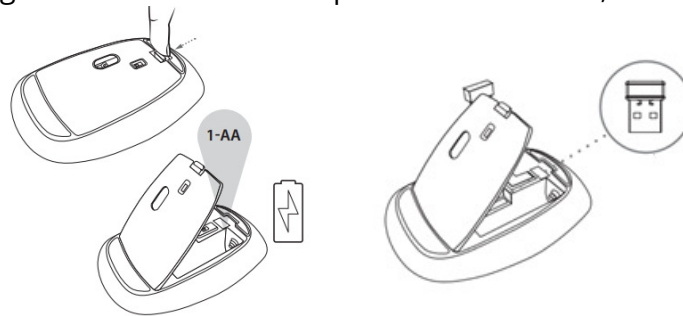
Problem	Possible Cause	Solution
Green LED, quick steady flashing	<ul style="list-style-type: none"> - Paper is out, or - Receipt cover is open - There is a problem with the printer 	<ul style="list-style-type: none"> - Load a new paper roll - Close the cover - Stop using the printer and contact WEC Help Desk; distribute hand written voter number slips in the meantime
Printer beeps (two-tone – low frequency, high frequency)	<ul style="list-style-type: none"> - Printer has been turned on and is ready to operate 	<ul style="list-style-type: none"> - No action is required
Printer beeps and flashes green LED in various combinations	<ul style="list-style-type: none"> - Indicates a serious condition 	<ul style="list-style-type: none"> - Stop using the printer and contact WEC Help Desk; distribute hand written voter number slips in the meantime
Colored stripe is on the receipt	<ul style="list-style-type: none"> - Paper is low 	<ul style="list-style-type: none"> - Change the paper roll
Receipt does not come out all the way	<ul style="list-style-type: none"> - Paper is jammed 	<ul style="list-style-type: none"> - Open the receipt cover and clear the jammed paper
Printer starts to print, but stops while the receipt is being printed	<ul style="list-style-type: none"> - Paper is jammed 	<ul style="list-style-type: none"> - Open the receipt cover and clear the jammed paper
Receipt is not cut	<ul style="list-style-type: none"> - Paper is jammed 	<ul style="list-style-type: none"> - Open the receipt cover and clear the jammed paper
Print is light or spotty	<ul style="list-style-type: none"> - Paper roll is loaded incorrectly 	<ul style="list-style-type: none"> - Check to see if the paper roll is loaded properly
One side of receipt is missing	<ul style="list-style-type: none"> - Indicates a serious condition with the printer electronics 	<ul style="list-style-type: none"> - Stop using the printer and contact WEC Help Desk; distribute hand written voter number slips in the meantime
Printer does not function when turned on and LED is off	<ul style="list-style-type: none"> - The printer is not plugged in 	<ul style="list-style-type: none"> - Check that printer cables are properly connected at both ends - Check that the Badger Book is turned on
Printer does not function when turned on and LED is blinking	<ul style="list-style-type: none"> - Receipt cover is not fully closed 	<ul style="list-style-type: none"> - Close and latch the receipt cover

Printer stops functioning	<ul style="list-style-type: none"> - Printer has overheated, or - Interrupted data signal over USB connection, or - Faulty USB port, or - Printer is in energy savings mode 	<ul style="list-style-type: none"> - Allow printer to cool down - Ensure the standard USB cable is no more than five meters long with no extensions, eliminate hubs - Plug cable into another USB port on the Badger Book - Press paper feed button to revive printer
Printer goes off-line	<ul style="list-style-type: none"> - USB is not connected properly 	<ul style="list-style-type: none"> - If printer does not auto-recover after 5-20 seconds, reconnect the USB cable, reset the printer, reboot the Badger Book, check that the USB cable is properly connected at both ends
Printer does not open	<ul style="list-style-type: none"> - Receipt cover is stuck 	<ul style="list-style-type: none"> - Release the latch failsafe located underneath the printer

Setting up the Wireless Mouse (USB Model):

1. Open the battery compartment on the bottom of the mouse and insert a single AA battery.
2. Remove the USB dongle from inside the mouse and insert it into an open USB port on the Badger Book. This dongle is how the mouse and keyboard communicate with the Badger Book.
3. After replacing the battery cover, turn the power switch on the bottom of the mouse from OFF to ON and your mouse will be ready to use.

NOTE: It is always a good idea to have backup batteries on hand, in case the original dies.



Setting up the Wireless Keyboard (USB Model):

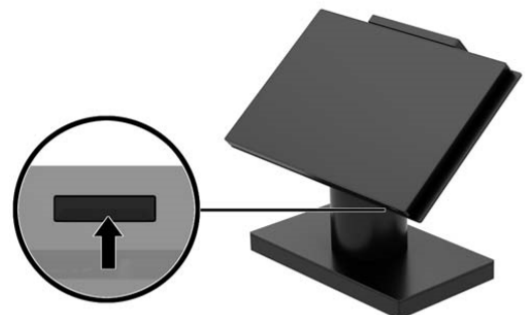
1. Open the battery compartment on the back of the keyboard and insert two AAA batteries.
2. The keyboard does not have its own USB dongle and communicates via the same USB device as the mouse. The keyboard will be ready to use after the mouse has been set up properly.

Because both devices use the same dongle, the keyboard will still function if the mouse loses power or is turned off. As with the mouse, it is important to keep extra batteries on hand in case the originals die.

If you have issues with either device, please contact the WEC Help Desk. In the meantime, please either use the touchscreen functionality of the Badger Book or connect a standard mouse or keyboard to the device.

Powering on the Badger Book:

Press the power button, which is located on the bottom right edge of the Badger Book monitor. A small light will illuminate when Badger Book is powered on.



Connecting Scanner:

Connect the scanner's USB cord to any of the USB ports on the back of the Badger Book Tower's base.



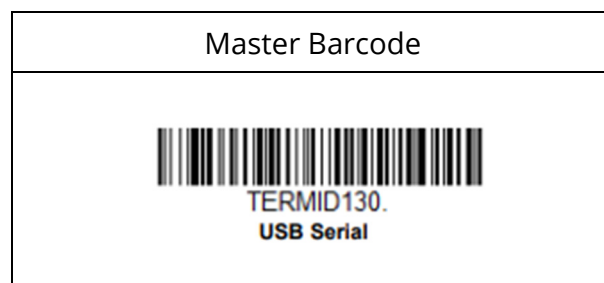
Scanner Configuration

Upon receipt, each Badger Book Scanner will require individual configuration. This step should only need to be done one time (scanner should remember); however, it is possible to have to configure a scanner more than one time.

HP ElitePOS 2D Barcode Scanner

To perform scanner configuration, turn on the device and log into the machine with the Windows password.

Scan the master barcode below to configure your scanner for the first time or if you need to reset the scanner. In some cases, you may need to unplug the scanner and plug it back in after configuring it.



The volume barcodes can be scanned at any time and are used to adjust the volume of the beep noise when a Wisconsin Driver License or Wisconsin State ID is successfully scanned.

Volume (Optional)

Off	Low	Medium	High
			

Server Badger Books and Client Badger Books

A Badger Book can either be a server or a client machine. Only one server can be active and connected to the EPollBook network at a time. To run the Badger Book software, machines must be connected to the Badger Book router. To access the Badger Book software on the client machines, the server must be “awake” and connected to the router.

Server

- Labeled by a yellow sticker on the corner of the screen. If you do not have a machine labeled with the yellow sticker, contact WEC at ePollbook@wi.gov to receive instructions about how to determine which machine is your server.
- It is the brain of the operations, communicates with all other client Badger Books in the polling place via the router.
- WisVote data will be loaded onto this specific Badger Book.
- This is also the Badger Book that all voter data is taken from after the polls have closed.
- If server is turned off (or falls asleep), clients will not be able to run Badger Book software.
- This Badger Book should be active and in use on Election Day.
- There can only be one server machine set up in a polling place at any one time.
- Backs up (all) data every 5 minutes (clock starts from the time the Badger Book application is accessed).

Client

- Receives and sends all information to the server using the router.
- Several clients can connect to one server.
- Backs up (all) data every 5 minutes (clock starts from the time the Badger Book application is accessed).

Router

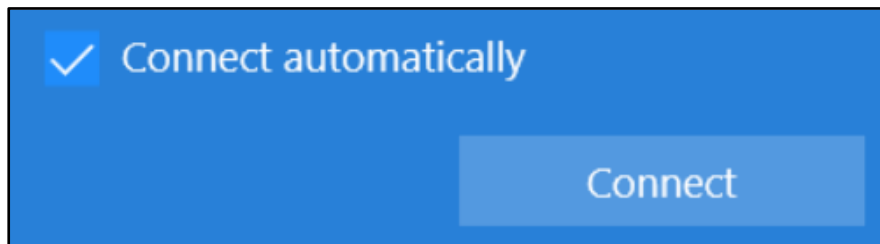
Badger Books communicate via a local wireless network provided by the Badger Book router. Each client must be connected to the router to transmit voter transactions back to the server.

Upon receipt of devices from the vendor, the server and client devices will be configured to connect to the router automatically.

To verify the connection, or should the connect be lost, see the following instructions.

Connect to the Badger Book Network

1. Plug the router power cord into the outlet on the router.
Consider covering non-power ports with a security label.
2. Plug the router power cord into an electrical outlet.
3. Log on to the computer with your Windows password.
4. Click the Wi-Fi symbol in the bottom right corner of the screen.
5. Click the "EPollBook" network.
6. Click "Connect Automatically."



7. Click "Connect."
8. Enter the password if the router does not automatically connect. If you do not have the router password, contact WEC.
9. Once connected, it should read "**No internet - secured.**"
10. Repeat this process for every Badger Book machine, Remember that the server and all clients must be connected to the router for the application to run correctly.

Order of Operations

When setting up the Badger Book equipment, it is important the process is completed in a particular order. This will help ensure proper connectivity between the router, server, and client machines. Follow these instructions each time the Badger Books are set up. Even if you are only using the server device (e.g., loading poll book details), it will be necessary to plug in the router and have it connected to the server.

1. Plug in Router.
2. Plug in and turn on **SERVER** machine.
3. Log in to the **SERVER** machine with WINDOWS password.
4. Connect to the "EPollBook" Network on the SERVER machine. Devices should be programmed to automatically connect to this server upon receipt. Verify connection by clicking the Wi-Fi connection icon, which should read "**No internet - Secured.**"
5. Click on the Badger Book icon, on the **SERVER** machine, to open the application.
6. Log in to the Badger Book application by entering the Username and Password.
7. Plug in and turn on client machines.
8. Log in to the client machines with WINDOWS password.
9. Connect to the "EPollBook" Network on each client machine (devices should be programmed to automatically connect to this server upon receipt - verify connection by clicking the Wi-Fi connection icon - should read "**No internet - Secured.**"
10. Click on the Badger Book icon to open the application.
11. Log in to the Badger Book application by entering the username and password

Header Overview

A header appears at the top of every screen with the current election information:





Far Left - Navigation Tools

Element	Purpose
Start Over – New Voter	Will bring user back to the Voter Check In screen
Previous Screen	Will bring user to the screen before your current screen

Middle - Election Information

Element	Purpose
2022 Spring Primary	Name of the election active on the Badger Book
LAKE MILLS CITY HALL	Name of the polling place
Wards 1-8	List of active wards in the polling place

Far Right – Voter Count and Admin Functions

Element	Purpose
Zoom Font Size  100	Allows the user to increase or decrease the font size on the screen
	Takes user to the main navigation page where user will have access to absentee processing and Admin features Also known as the “hamburger menu”
Voter Count 1	Current voter count for the active reporting unit. Depending on your setup, reporting units may be a single ward or a combination of wards. If there are multiple active reporting units, hover over to cascade a breakdown of voter count per reporting unit.
Status: Polls Closed Status: Polls Open	Shows the current status of the polls, either open or closed.

Pre-Election Setup

Set Up Election Inspector Accounts

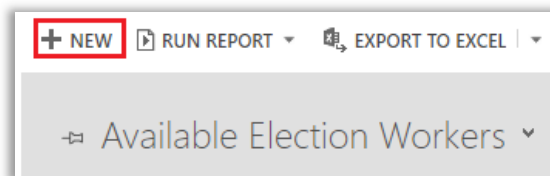
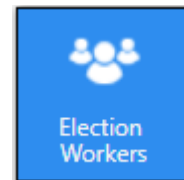
Each Election Inspector should have their own unique Badger Book credentials they will use to log in to the Badger Book application. This ensures that each voter transaction, e.g., checking in voters, EDRs, processing absentees, can be tied to a specific election inspector.

It is possible to create and maintain these credentials either in WisVote or on the Badger Book application itself. If the credentials are created in WisVote, they will be included with the election data file loaded onto the Badger Books. There is no preferred method to complete this process and how you choose to create your user profiles is entirely up to you.

Instructions for both methods appear below.

Setting up Election Inspector Accounts in WisVote (optional)

1. Access WisVote.
2. Click the Election Workers tile on the Easy Navigate screen. The view will default to Available Election Workers.
3. Click the "+ NEW" button to create a new election worker record.



4. Enter all applicable information for the election worker in the General section.

General

Personal Info

Last Name *	Davis	Address *	212 E Washington Ave, Madison, WI 53703
First Name *	Cory	Email *	elections@wi.gov
Middle Name	Phone1	608-261-2028
Year Of Birth *	1990	Language
Jurisdiction *	CITY OF MEQUON - OZAUKEE COUNTY		

5. Enter election worker's primary role/availability in the Election Worker section. This field also allows you to indicate if the election worker is a Chief Inspector, works at central count, etc.

Election Worker	
For All Future Elections	<input checked="" type="checkbox"/>
Spring Primary	<input checked="" type="checkbox"/>
Spring Election	<input checked="" type="checkbox"/>
Fall Primary	<input checked="" type="checkbox"/>
Fall Election	<input checked="" type="checkbox"/>
Central Count Worker	<input type="checkbox"/>
Worker Shifts	-----
Special Voting Deputy	<input type="checkbox"/>
Position	Chief Inspector
Political Party Nominee	<input type="checkbox"/>

6. Enter the login ID, password, and administrative permission level in the Badger Book section.

Badger Book	
Login ID	cdavis90
Password	*****
IsAdmin	No

Passwords must be at least 8 characters long and ARE case sensitive. Passwords must contain uppercase, lowercase, and special characters. When initially establishing election inspector accounts, it is okay to assign a generic password for all the accounts and then request the inspectors to change the passwords to unique ones either during training or prior to using Badger Book on Election Day. After the password is first entered, the value in that field will hash and only asterisks will be visible.

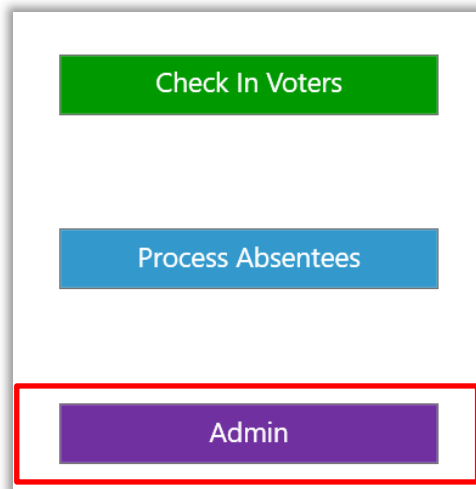
The IsAdmin field indicates that the inspector will have access to the admin menu on the Badger Book application itself. Administrative permissions are typically assigned to clerk staff, chief inspectors, or other super users, e.g., IT staff.

Password creation is a one-way process at this time. Any login credentials created in WisVote will be loaded onto the Badger Book with the election data file, but any accounts added to the Badger Books from the application itself will not appear in WisVote when the data is uploaded following the election. Loading a new data file with election worker login credentials will not delete any records already present in the

Badger Book application. Records will only be added or, if a record for the same poll worker already exists and any information was updated or changed, overwritten. Any user profiles created in WisVote can subsequently be updated or deleted on your Badger Books.

Setting up Election Inspector Accounts in the Badger Book Application

1. Log into the Badger Book application.
2. Select the "Admin" button from the main navigation page.



3. Navigate to the "Poll Worker" tab.
4. To create a new poll worker record, select "Create New Poll Worker".
5. Poll worker details will display along the right side of the screen. Enter the election inspector's First and Last names in the "Name" field.
6. Enter a login ID for the election inspector in the "Login ID" field.
7. Request the election inspector to enter a password in the "Password" field. Passwords must be at least 8 characters long and ARE case sensitive. When initially establishing election inspector accounts, it is okay to assign a generic password for all the accounts and then request the inspectors to change the passwords to unique ones either during training or prior to using Badger Book on Election Day.
8. Assign administrative credentials to the appropriate users. Chief Inspectors and super users should have access to the Admin menu, but regular election inspectors should not.
9. Select "Create" to finish this process.
10. In the future, should you need to update a name, login, password, or access level, select "Update" next to the name requiring an edit.

Generating Badger Book Training Data

When training election inspectors to use Badger Books, whether for the first time or as a refresher, there are a few options for obtaining training data.

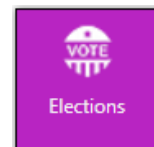
The first option is to generate and download a Badger Book file for an upcoming election. If you choose this option, you will update and overwrite the same data file you generated for training when you're ready to download the file you will use on Election Day.

The second, and easiest, option is to use the data file that is already loaded on your Badger Books from a prior election by zeroing out the data and starting with a blank slate.

Instructions for both methods appear below.

Using a Data File from an Upcoming Election (WisVote)

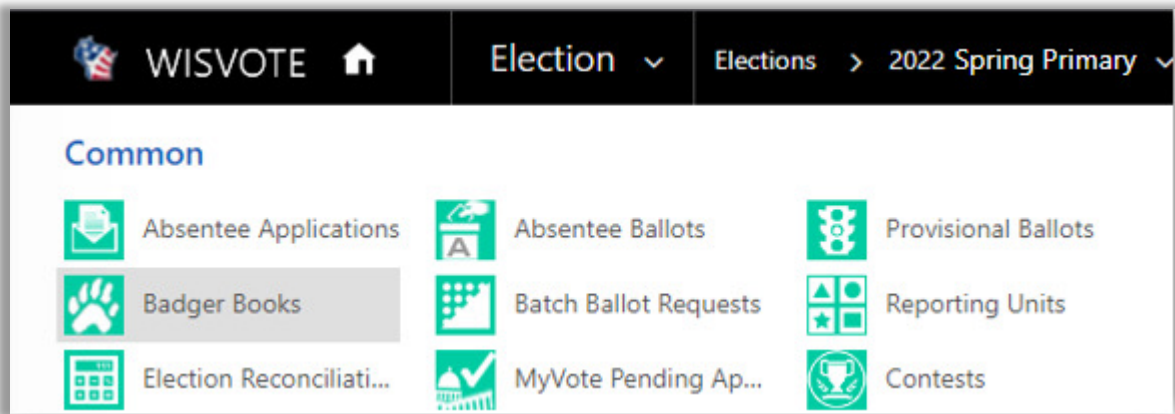
1. Access WisVote.
2. Click the Elections tile on the Easy Navigate page.
3. The view will default to Current Elections. Navigate to the upcoming election.



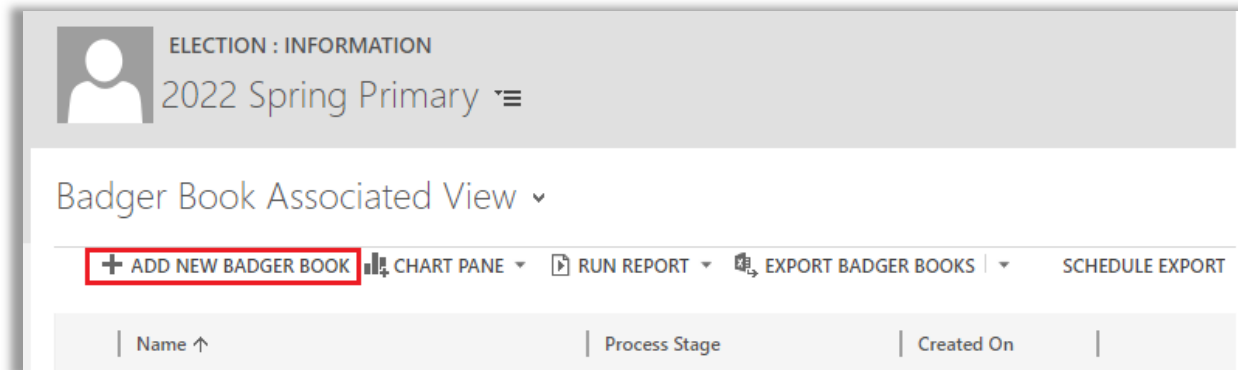
Current Elections ▾				
<input type="checkbox"/>	Election Date...	Name ↑	Jurisdiction	Registration ...
	11/8/2022	2022 General Election	STATE OF WISCONSIN	10/19/2022
	8/9/2022	2022 Partisan Primary	STATE OF WISCONSIN	7/20/2022
	4/5/2022	2022 Spring Election	STATE OF WISCONSIN	3/16/2022
	3/1/2022	3/1/2022 Special Election	CITY OF MEQUON - OZAUKEE ...	
	2/15/2022	2022 Spring Primary	STATE OF WISCONSIN	1/26/2022

NOTE: Badger Book files follow the same rules as paper poll books, so you will not be able to generate a Badger Book file for an upcoming election more than 20 days before the date of the election.

- From within the Election tab, use the dropdown to navigate to the Badger Book tile and open your Badger Book record.



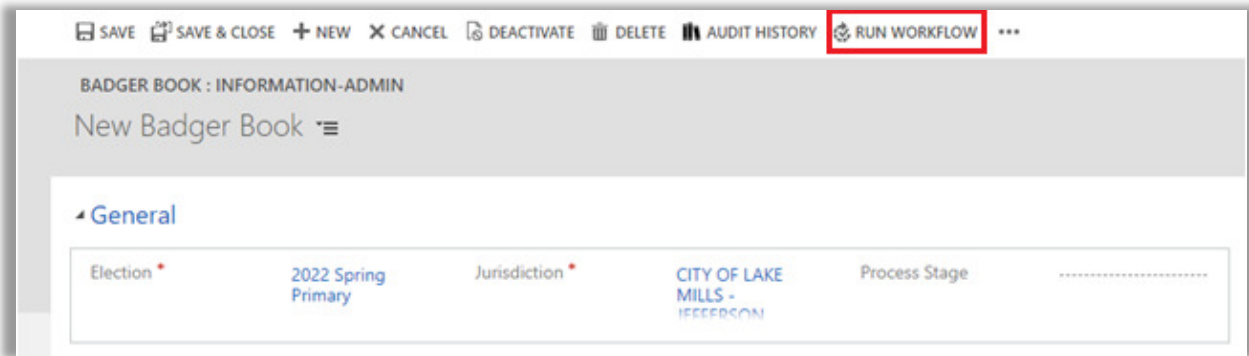
- From here, click "+ ADD NEW BADGER BOOK."



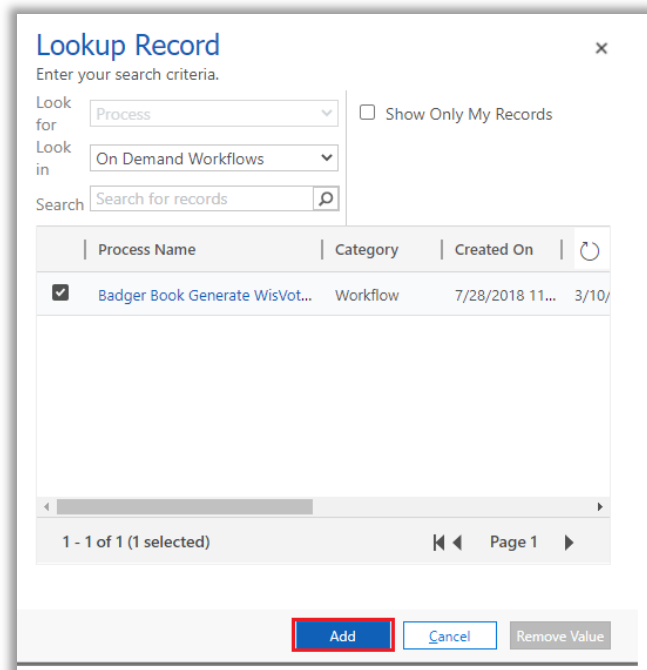
- This will open the Badger Book: Information – Admin window. Click "Save."



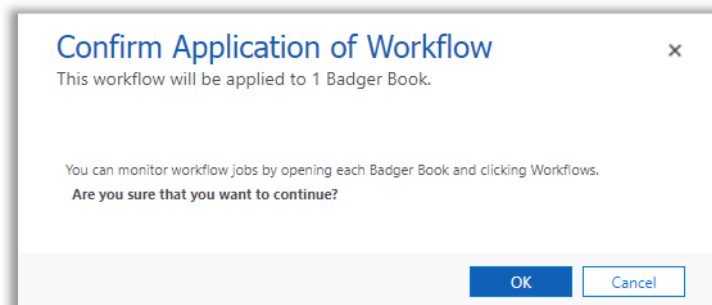
7. After clicking “Save,” additional options will appear. Once they do, click “Run Workflow.”



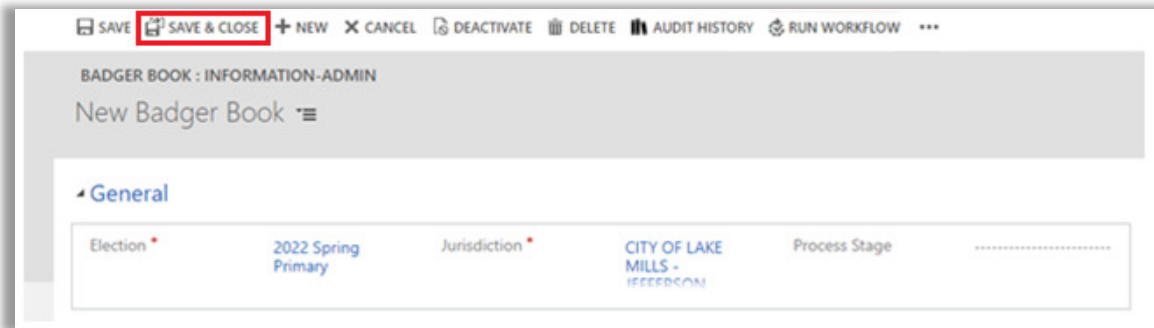
8. You will be presented with a new pop-up window. To start the workflow, click “Add.”



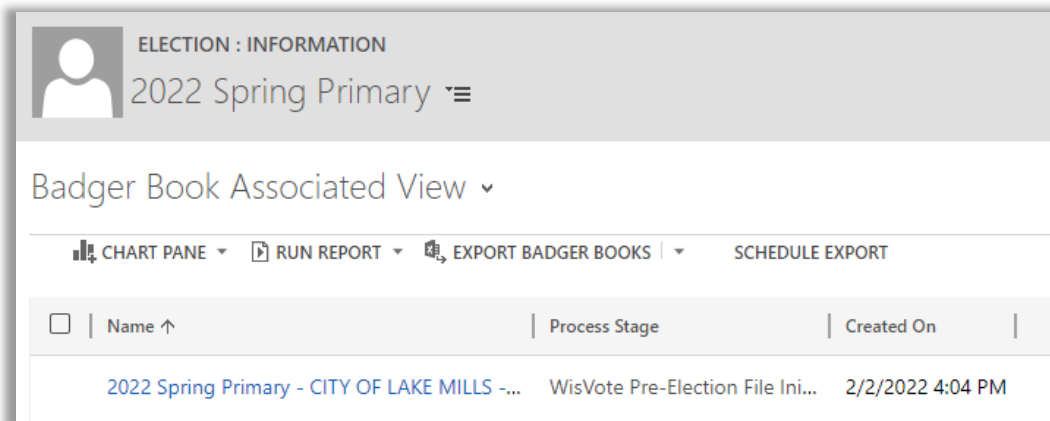
When the final confirmation window appears, click “OK.”



9. This will bring you back to the Badger Book: Information – Admin window. Click “Save & Close.”

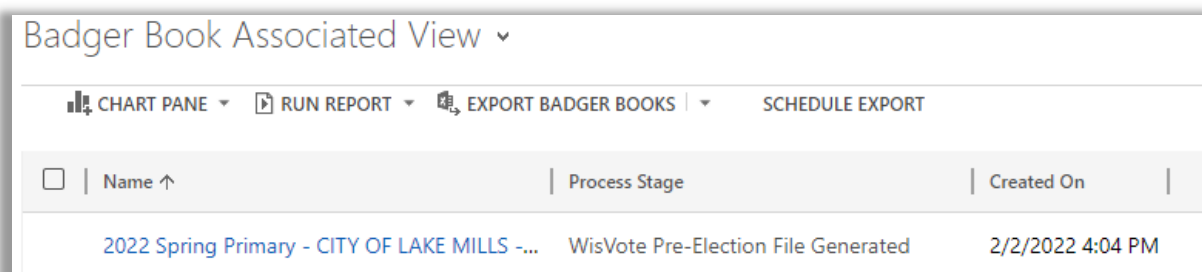


10. This will bring you back to the Badger Book Associated View.

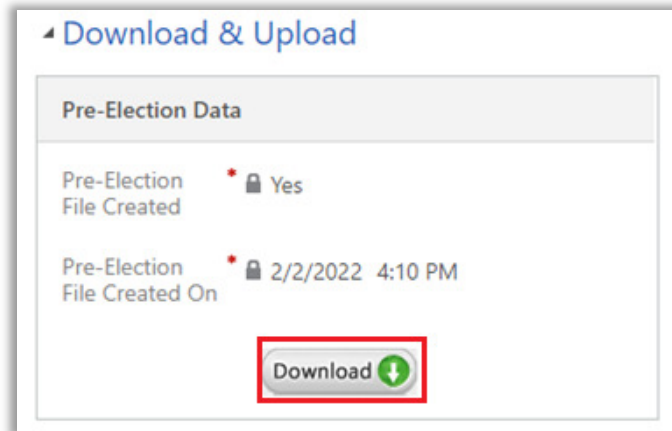


NOTE: If the Name and Process Stage fields are not populating and you are only seeing the Created On information, click the refresh button (🔄) or hit the F5 key on your keyboard to refresh the page. At this point, the Process Stage will show as “WisVote Pre-Election File Initiated.”

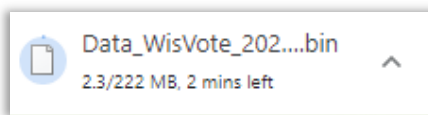
11. Now you will wait for the file to finish generating. This process can take up to 10 minutes to complete, so please be patient. After a few minutes, refresh the screen again using the instructions above. When the file is ready to be downloaded, the Process Stage will change to “WisVote Pre-Election File Generated.”



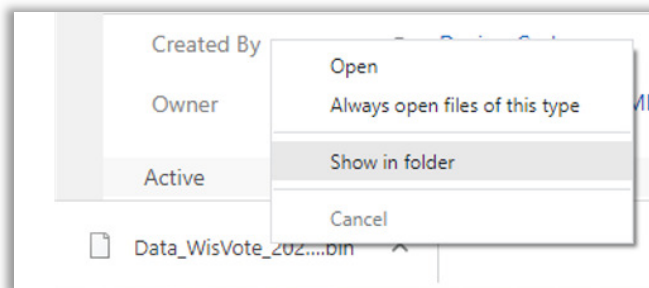
12. Open the record by clicking on the blue text in the Name field.
13. From within the Badger Book record, locate the Download and Upload section. From there, click on the "Download" button.



14. The file will immediately start to download. In Chrome, downloads appear on the bottom left of your screen.

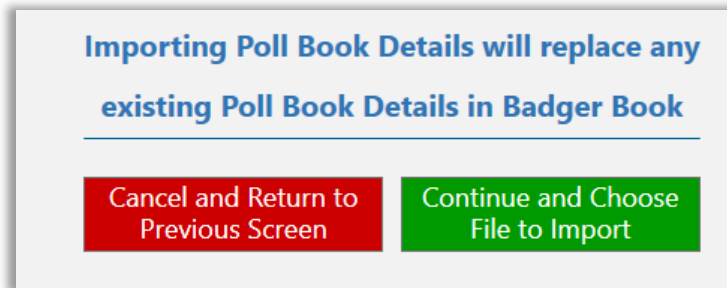


15. Once the download is complete, locate it on your device. In almost all cases, the Downloads folder will be the default location. To make it easier, right-click on the download and select "Show in folder," which will take you right to the file's location on your device.



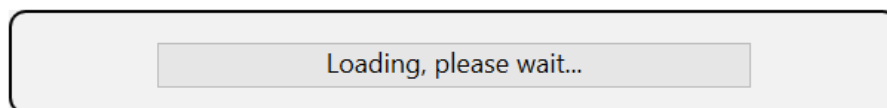
16. Copy the file to a USB device. You will use this USB device to load the election file onto your Badger Book server.
17. Insert the USB device into your server. Make sure that the server is connected to a router, as the Badger Book application will not run if the server is not connected to the Epollbook network.

18. Launch the Badger Book application and log in using administrative credentials.
19. Go to the Admin menu by clicking on the “hamburger menu” in the upper right corner and clicking on Admin. Alternatively, clicking on the Admin button on the main screen will take you to the same place.
20. Locate the Pre-Election Data tab. From there, click the “Import Poll Book Details” button. This will open a file explorer window.

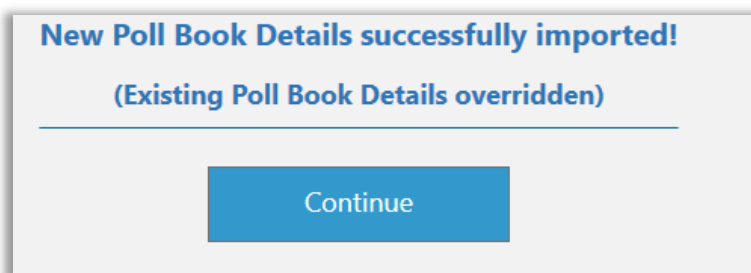


NOTE: If you have an existing file on your Badger Book, a pop-up window will warn that importing new data will overwrite the existing poll book details. Click “Continue and Choose File to Import” to progress to the next step.

21. Locate your USB device and find the Badger Book file you generated and downloaded from WisVote. Select the file and click “Open.”
22. This part of the process can take several minutes. The taskbar will display the progress of the file as it loads.

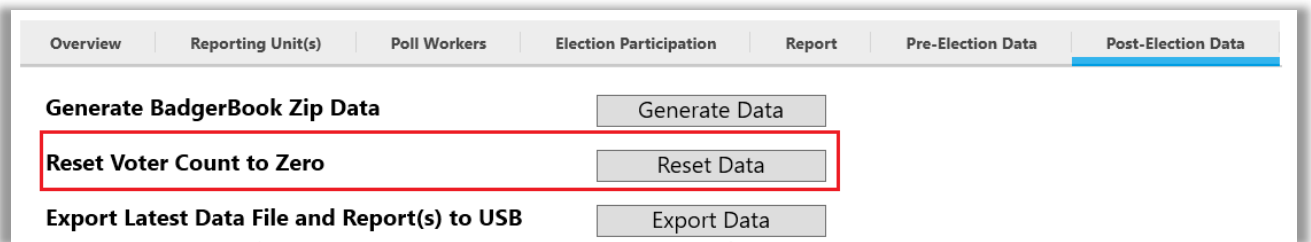


23. Upon completion, you will be presented with a pop-up confirming that the data file was imported successfully. If you are overwriting existing data that was already on the Badger Book with this file, the pop-up will indicate that as well. Click “Continue” and your Badger Book will be ready for use.

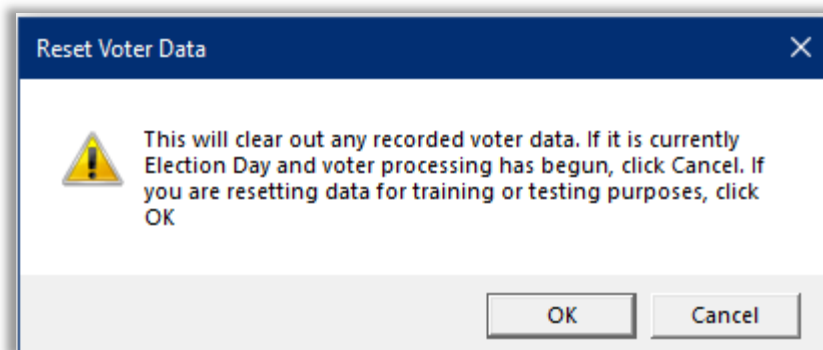


Using a Preexisting Data File on the Badger Book

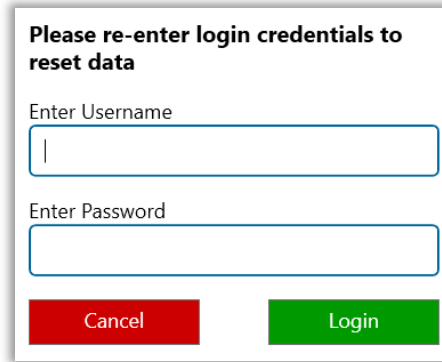
1. Launch the Badger Book application and log in using administrative credentials.
2. Go to the Admin menu by clicking on the “hamburger menu” in the upper right corner and clicking on Admin. Alternatively, clicking on the Admin button on the main screen will take you to the same place.
3. If you have not used your Badger Books since the last election, your polls should already be closed. If they are still open, refer to the steps on page 58 to close them.
4. From within the Admin menu, navigate to the Post-Election Data tab.
5. From here, click “Reset Data.”



6. You will be presented with a warning pop-up asking you to confirm that you want to reset the voter data. DO NOT click this button if you have not already exported the data from the election or if it is Election Day and you have already recorded participation. When you are ready to proceed, click “Ok.”



7. You will then proceed to another validation step to confirm that you wish to reset the data. This step requires administrative credentials. After entering your username and password, click “Login.”



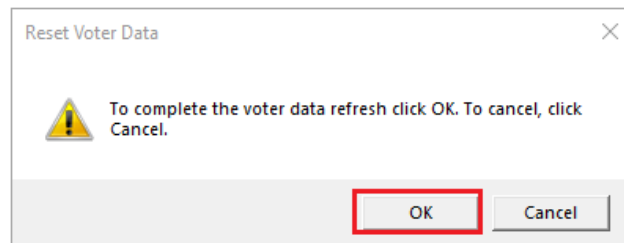
Please re-enter login credentials to reset data

Enter Username

Enter Password

Cancel Login

8. Finally, you will be presented with a pop-up asking to complete the data refresh. This is the very last opportunity you will have to abandon this process. When ready to proceed, click "Ok."



9. When the refresh is complete, you will be returned to the main screen of the application. Follow the steps for selecting reporting units and opening the polls as detailed on pages 35 & 35 of this manual.

Generate and Download Pre-Election Data from WisVote

This section details how to generate and download the actual Badger Book data file that you will be using on Election Day.

WEC Staff recommend waiting as long as possible to generate this file to ensure that the most up-to-date information from WisVote, e.g., returned absentees, in-person registrations, etc., is included on the poll book file. While it may not be practical depending on the size of your municipality and how many Badger Books and polling places you have, waiting until the Monday prior to the election is the best approach for having the most accurate poll book details possible.

These instructions will only pertain to you if you followed the instructions for generating a training data file in the previous section, as this process will allow you to overwrite the existing file with updated information. If you trained your inspectors using a data file that was already on your Badger Books and did not generate a file prior to this point, you'll only need to follow the instructions for generating a new file starting on page 19.

Generate and Download Pre-Election Data (Poll Book Data)

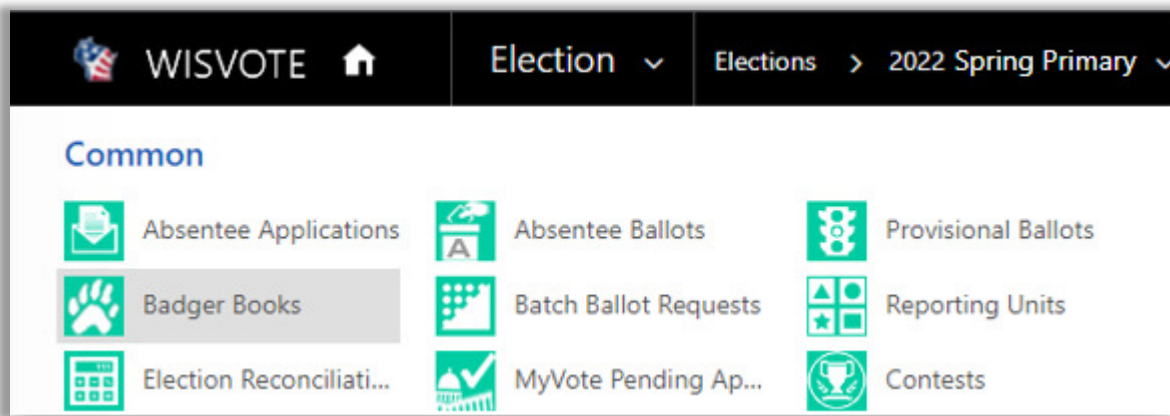
1. Access WisVote.
2. Click the Elections tile on the Easy Navigate page.
3. The view will default to Current Elections. Navigate to the upcoming election.



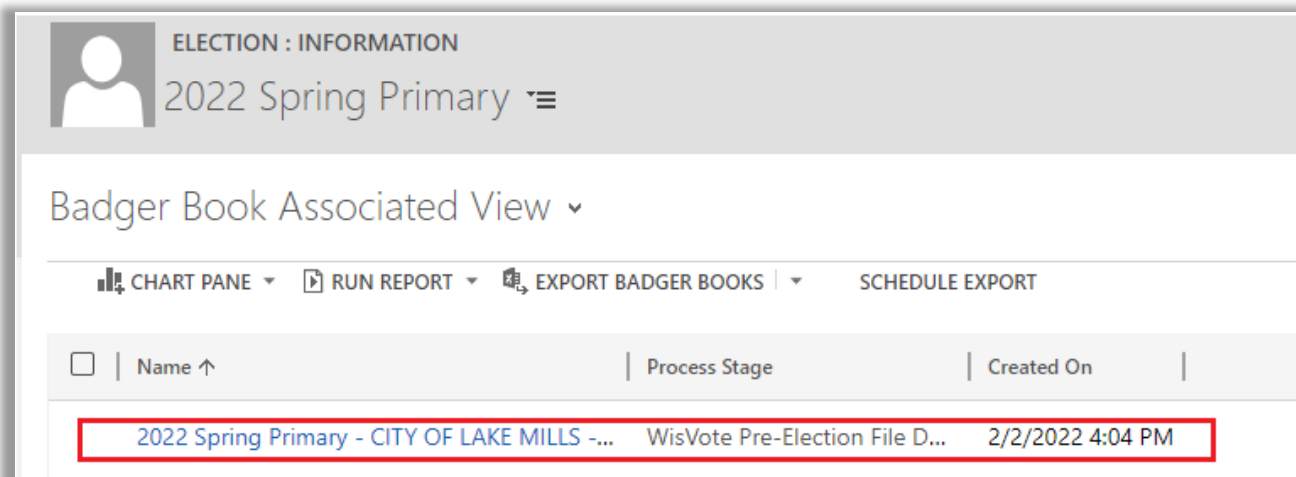
Current Elections ▾				
<input type="checkbox"/>	Election Date...	Name ↑	Jurisdiction	Registration ...
	11/8/2022	2022 General Election	STATE OF WISCONSIN	10/19/2022
	8/9/2022	2022 Partisan Primary	STATE OF WISCONSIN	7/20/2022
	4/5/2022	2022 Spring Election	STATE OF WISCONSIN	3/16/2022
	3/1/2022	3/1/2022 Special Election	CITY OF MEQUON - OZAUKEE ...	
	2/15/2022	2022 Spring Primary	STATE OF WISCONSIN	1/26/2022

NOTE: Badger Book files follow the same rules as paper poll books, so you will not be able to generate a Badger Book file for an upcoming election more than 20 days before the date of the election.

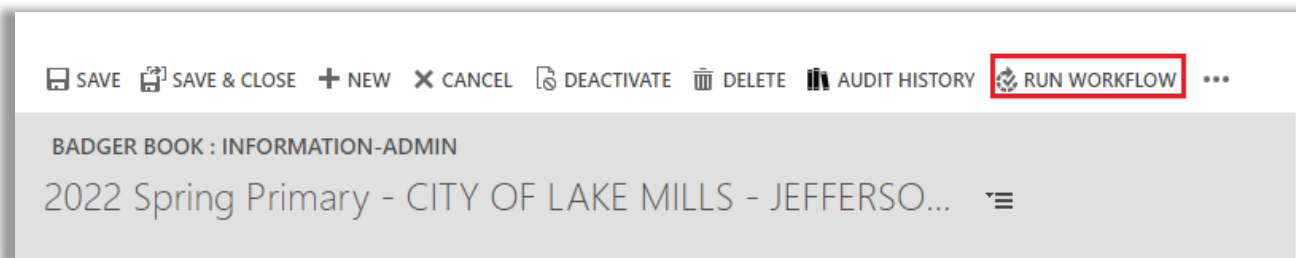
- From within the Election tab, use the dropdown to navigate to the Badger Book tile and locate the file you generated for training.



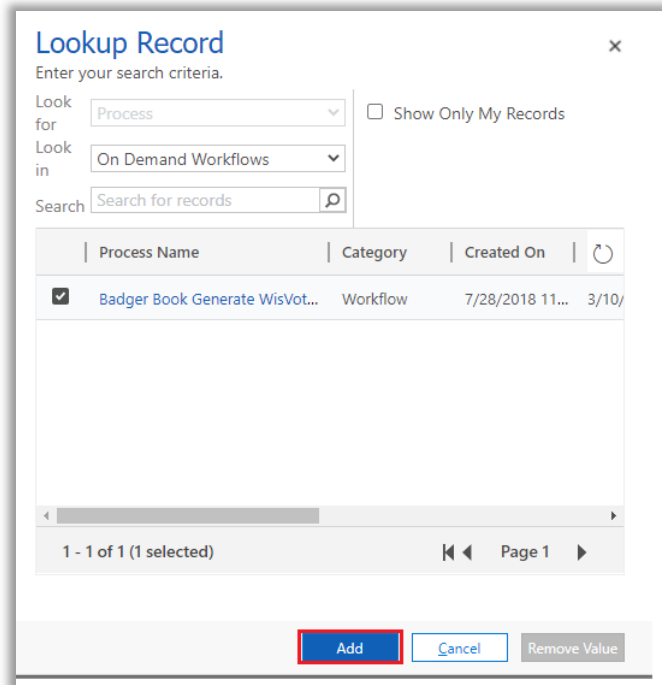
- Double-click the text in the Name field to enter the Badger Book record.



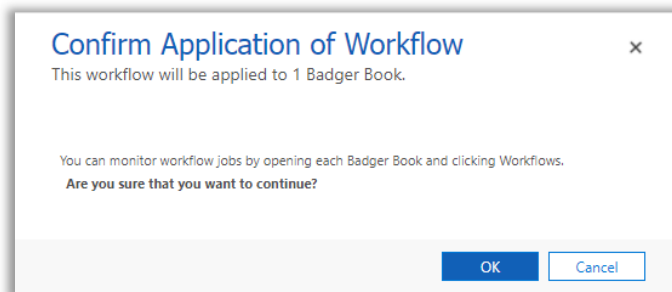
- From within the Badger Book record, click "Run Workflow."



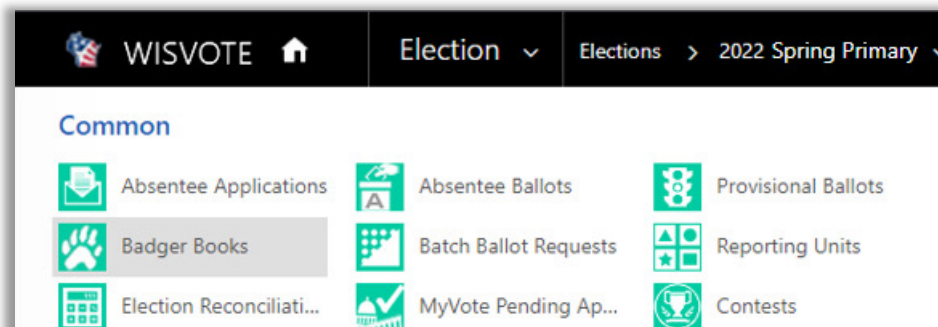
7. You will be presented with a new pop-up window. To start the workflow, click “Add.”



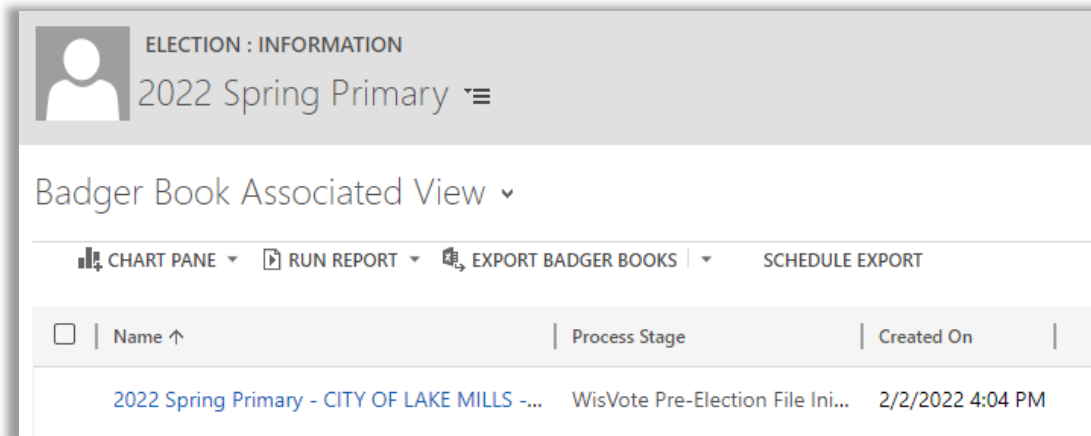
When the final confirmation window appears, click “OK.”



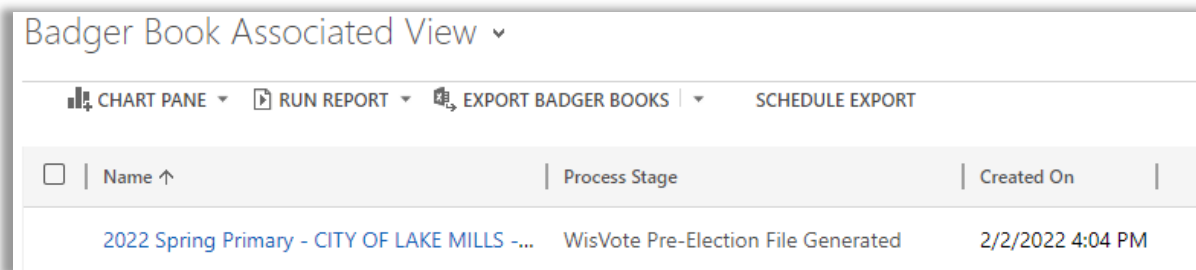
8. This will bring you back to the main screen for the election. Navigate back to the Badger Book record via the dropdown menu.



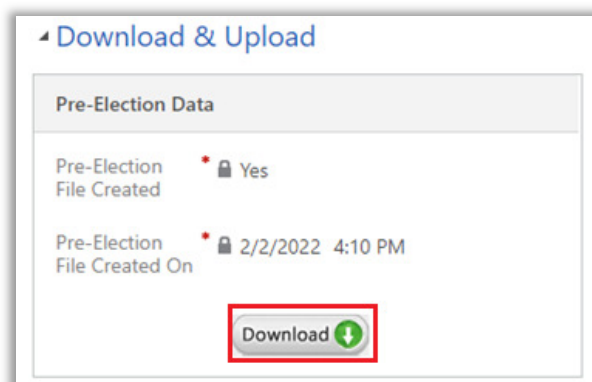
9. If the workflow has started successfully, the process stage will again display as “WisVote Pre-Election File Initiated.”



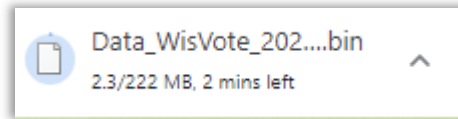
10. Now you will wait for the file to finish generating. This process can take up to 10 minutes to complete, so please be patient. After a few minutes, refresh the screen again using the instructions above. When the file is ready to be downloaded, the Process Stage will change to “WisVote Pre-Election File Generated.”



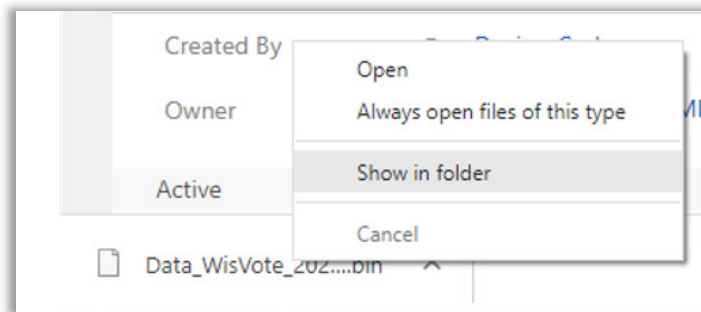
11. Open the record by clicking on the blue text in the Name field.
12. From within the Badger Book record, locate the Download and Upload section. From there, click on the “Download” button.



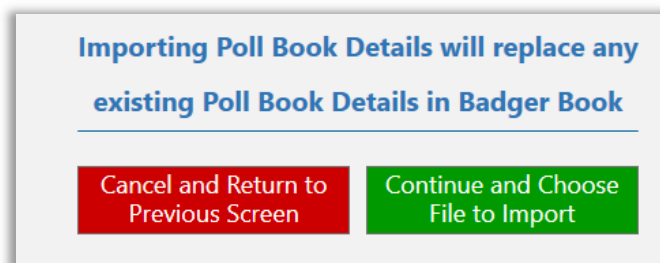
- The file will immediately start to download. In Chrome, downloads appear on the bottom left of your screen.



Once the download is complete, locate it on your device. In almost all cases, the Downloads folder will be the default location. To make it easier, right-click on the download and select "Show in folder," which will take you right to the file's location on your device.

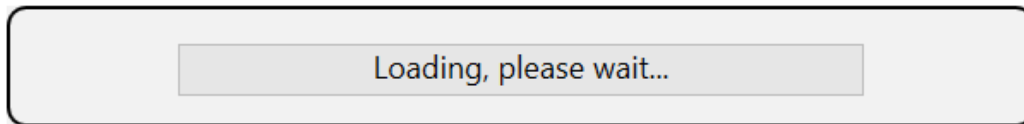


- Copy the file to a USB device. You will use this USB device to load the election file onto your Badger Book server.
- Insert the USB device into your server. Make sure that the server is connected to a router, as the Badger Book application will not run if the server is not connected to the Epollbook network.
- Launch the Badger Book application and log in using administrative credentials.
- Go to the Admin menu by clicking on the "hamburger menu" in the upper right corner and clicking on Admin. Alternatively, clicking on the Admin button on the main screen will take you to the same place.
- Locate the Pre-Election Data tab. From there, click the "Import Poll Book Details" button. This will open a file explorer window.



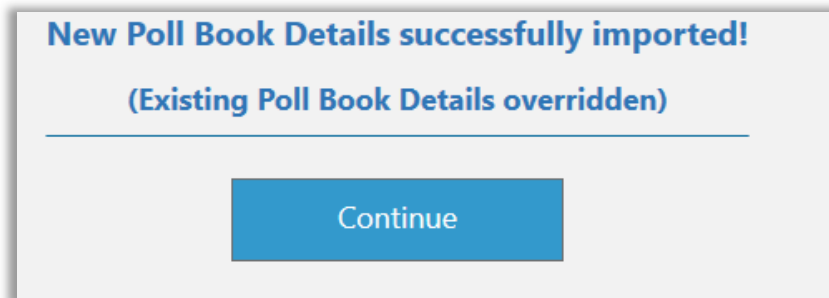
NOTE: If you have an existing file on your Badger Book, a pop-up window will warn that importing new data will overwrite the existing poll book details. Click “Continue and Choose File to Import” to progress to the next step.

19. Locate your USB device and find the Badger Book file you generated and downloaded from WisVote. Select the file and click “Open.”
20. This part of the process can take several minutes. The taskbar will display the progress of the file as it loads.



Upon completion, you will be presented with a pop-up confirming that the data file was imported successfully. If you are overwriting existing data that was already on the Badger Book with this file, the pop-up will indicate that as well.

21. Click “Continue” and your Badger Book will be ready for use.



Election Day

Open/Reopen Polls

After setting up the hardware, networking the devices, and launching the Badger Book software, a user with Admin credentials must “Open Polls.” The act of “opening the polls” on Badger Book is required to permit any other users access the software, and the poll book itself. Inspectors will not be able to check-in voters, process EDRs, or record absentee ballots prior to the polls being open (they will see a blank screen with Status: Polls Closed). The Admin user should click “Open Polls” about 15-20 minutes before 7:00 a.m. to ensure that the correct reporting units are selected, and the voter count is re-set to zero prior to opening the doors.

NOTE: This is not voting equipment but rather an electronic version of the poll book and as such, the polls can be opened and closed multiple times without a problem.

Open Polls on Election Morning

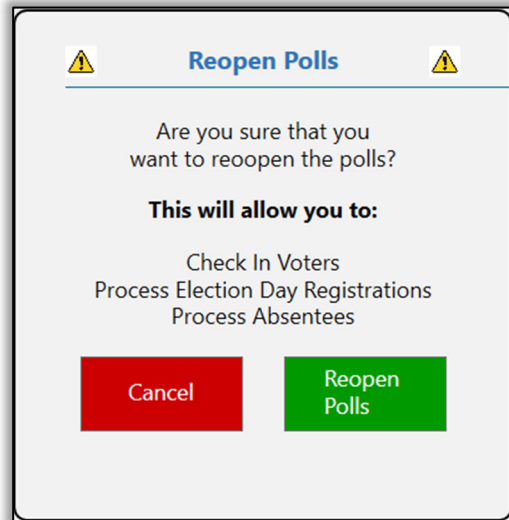
1. Confirm both Open Polls Checklist items have a green checkmark. If a red X appears, address the identified issue by either selecting the reporting units specific to your polling place or resetting the voter count to zero.

The image shows two side-by-side screenshots of the 'Open Polls Checklist' interface. Each screenshot has a title 'Open Polls Checklist' at the top. The left screenshot shows two items: 'Reporting Units Selected' with a red X icon and 'Voter Count Reset to Zero' with a green checkmark icon. Below these items is a purple button labeled 'Admin'. The right screenshot shows the same two items, but both now have green checkmark icons. The 'Reporting Units Selected' item has the text 'Wards 1-10,12-15,11' in green below it. Below these items is a green button labeled 'Open Polls'.

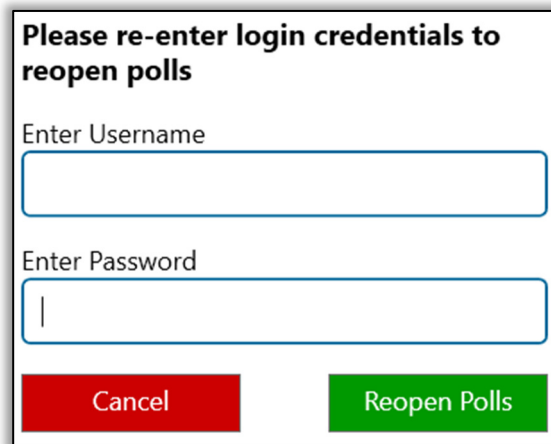
2. Select the green “Open Polls” button.

Reopen Polls

1. Go to the Overview tab of the Admin menu.
2. Select the green "Reopen Polls" button.



3. Select "Reopen Polls" from the pop-up.
4. Enter administrative credentials when prompted.

A dialog box titled "Please re-enter login credentials to reopen polls". It contains two input fields: "Enter Username" and "Enter Password". Below the fields are two buttons: a red "Cancel" button and a green "Reopen Polls" button.

5. Select "Reopen Polls."

Set Reporting Unit(s)

The Pre-Election data file contains the active voters for an entire municipality. A reporting unit must be selected in order for the correct voters to appear in the poll book.

1. Log into the Badger Book using administrative credentials
2. Select the "Admin" button



3. Click the "Reporting Unit(s)" tab

Status: Polls **Closed**
Voter Count 0

Overview | **Reporting Unit(s)** | Poll Workers | Election Participation | Report | Pre-Election Data | Post-Election Data

Reporting Unit Name Polling Place Location

Reporting Unit List

4. Search and "Select" the reporting unit(s) associated with the polling location (reporting units can be "Deselected" until a voter has been processed in that particular reporting unit).

Overview | **Reporting Unit(s)** | Poll Workers | Election Participation | Report | Pre-Election Data | Post-Election Data

Reporting Unit Name Polling Place Location

Reporting Unit List

Reporting Unit	Polling Place Location	Address	<input type="checkbox"/> Select All	Total Particip	Total Voter	Total Absent	Total Confid	Total Mover
Ward 1	FIRST UNITED METHODIST CHURCH	325 E FRANKLIN ST, FIRST UNITED METHODIST CHURCH, APPLETON, 54911-5436	Unselect					
Ward 2	FIRST UNITED METHODIST CHURCH	325 E FRANKLIN ST, FIRST UNITED METHODIST CHURCH, APPLETON, 54911-5436	Unselect					
Ward 3	EMMANUEL UNITED METHODIST	740 E COLLEGE AVE , EMMANUEL UNITED METHODIST APPLETON	Select					

NOTE: The only time "Select All" should be checked/in use is at a Central Count location.

Check In a Voter

Elector is a Registered Voter

1. Ask the voter to state their name and address.
2. Select "Voter stated name and address" button.
3. Search for the voter by typing their last name in the "Last Name" field. As you type the last name, results will appear below.

Find Your Voter

Please spell your last name or scan WI DL or ID.

Results					
Notations	Name	Address	Voter Reg Number	Actions	

Results					
Notations	Name	Address	Voter Reg Number	Actions	
<input type="button" value="Select Voter"/>	John William Smith II	1607 Shoestring Rd Jamestown, 53807	00125233	<input type="button" value="Update Name"/>	<input type="button" value="Update Address"/>
<input type="button" value="Select Voter"/>	John William Smith	1685 Louisville Rd Jamestown, 53807	00125027	<input type="button" value="Update Name"/>	<input type="button" value="Update Address"/>
<input type="button" value="Select Voter"/>	William J. Smith	1656 Shoestring Rd Jamestown, 53807	00125022	<input type="button" value="Update Name"/>	<input type="button" value="Update Address"/>
<input type="button" value="Select Voter"/>	Wilma Smith	1610 Jimtown Rd Jamestown, 53807	00122385	<input type="button" value="Update Name"/>	<input type="button" value="Update Address"/>

None of these are my voter - Continue to Election Day Registration

4. Once the correct voter's name is identified from the list, click "Select Voter" button.

Results					
Notations	Name	Address	Voter Reg Number	Actions	
<input style="border: 2px solid red;" type="button" value="Select Voter"/>	John William Smith II	1607 Shoestring Rd Jamestown, 53807	00125233	<input type="button" value="Update Name"/>	<input type="button" value="Update Address"/>
<input type="button" value="Select Voter"/>	John William	1685 Louisville Rd		<input type="button" value="Update Name"/>	

5. Ask to see the voter's photo ID. Select the type of photo ID presented from the list of acceptable forms of ID.

NOTE: This is the complete list of acceptable types of photo ID.

May I please see your photo ID?

Select type of photo ID

WI Driver License	WI State ID
WI Student College/University/Tech ID	U.S. Uniformed Services ID
U.S. Passport Book or Card	Veteran Affairs ID
U.S. Certificate of Naturalization	Tribal ID
WI DMV ID Petition Process Photo Receipt	WI DOT Driver License or State ID Receipt

Voter Does Not Have A Photo ID

6. After a type of photo ID is selected, the next screen will display the requirements for that type of ID to be considered valid.
7. If the ID meets all requirements, select "Acceptable."

Please review **WI Driver License** to determine if acceptable.

NAME conforms to name on poll book: John William Smith II

PHOTO reasonably resembles the voter or ID states "VALID WITHOUT PHOTO"

EXPIRATION DATE - After November 8, 2022

Acceptable even if driving privileges are revoked or suspended

Do not review the address on the photo ID

Acceptable

Not Acceptable

8. Ask the voter to sign and select "Done."

Voter: John William Smith II

Please sign below.

Voter Signature
 John William Smith II
 1607 SHOESTRING RD
 JAMESTOWN 53807

Done
 Clear Signature

9. Review the signature and click "Accept Signature."

Voter: John William Smith II

Please sign below.

John W. Smith II

Voter Signature
 John William Smith II
 1607 SHOESTRING RD
 JAMESTOWN 53807
 Voter has an assistor

Accept Signature
 Voter is Physically unable to sign
 Curbside Voter

10. Hand the voter their number slip that prints if the voter will go to a separate table to receive a ballot or retain the voter number slip at the check in table if that is where they receive their ballot.

11. Select "Finish - Next Voter" to complete this process and to check in the next voter.

John William Smith II
 is ready for a ballot!

Voter Number: **233**
 Ballot Style: **BS 10**
 Ward: **WD-019**
 School District: **Cuba City School District**
 Sanitary District:

Finish - Next Voter

Elector Requested Curbside Voting

Follow the polling place curbside practices for announcing the voter's name and address, retrieving the voter's photo ID, and distributing the ballot.

1. Follow steps 1-7 on pages 36-37.
2. On the voter signature screen, select "DONE" as the voter will NOT be providing a manual signature.
3. On the following screen, click on "Curbside Voter" and the appropriate watermark will appear.

The screenshot shows a ballot interface for John William Smith II. At the top, it says "Voter: John William Smith II". Below that is a blue speech bubble containing the text "Please sign below.". The main heading is "Ballot Received at Poll Entrance". Underneath, the voter's signature is listed as "John William Smith II", followed by the address "1607 SHOESTRING RD, JAMESTOWN 53807". There is a checkbox labeled "Voter has an assistor" which is currently unchecked. On the right side, there are three buttons: a green "Accept Signature" button, a red "Voter is Physically unable to sign" button, and a light blue "Curbside Voter" button which is circled in red.

4. Review and accept the watermark in the signature field by selecting "Accept Signature".
5. Follow steps 10 & 11 on page 38.

Elector is Physically Unable to Sign

1. Follow steps 1-7 on pages 36-37.
2. On the voter signature screen, select "DONE" as the voter will NOT be providing a manual signature.
3. On the following screen, click on "Voter is Physically unable to sign" and the appropriate watermark will appear.

The screenshot shows a voter signature screen for John William Smith II. At the top, there are three buttons: 'State' (green with a checkmark), 'Show' (green with a checkmark), and 'Sign' (white with a green arrow). Below these is the voter's name: 'Voter: John William Smith II'. A blue speech bubble contains the text 'Please sign below.'. The main heading is 'Exempt by order of inspectors'. Below this, the voter's signature is listed as 'Voter Signature John William Smith II' along with the address: '1607 SHOESTRING RD JAMESTOWN 53807'. There is a checkbox labeled 'Voter has an assistor' which is currently unchecked. On the right side, there are three buttons: 'Accept Signature' (green), 'Voter is Physically unable to sign' (light blue, circled in red), and 'Curbside Voter' (red).

1. Review and accept the watermark in the signature field by selecting "Accept Signature".
2. Follow steps 10 & 11 on page 38.

No Photo ID or Photo ID Not Acceptable

1. Ask the voter to state their name and address.
2. Select “Voter stated name and address” button.
3. Search for the voter by typing their last name in the “Last Name” field. As you type the last name, results will appear below.

Find Your Voter

Please spell your last name or scan WI DL or ID.

Results

Notations	Name	Address	Voter Reg Number	Actions

Smi

Results

Notations	Name	Address	Voter Reg Number	Actions
<input style="width: 30px; height: 15px;" type="button" value="Select Voter"/>	John William Smith II	1607 Shoestring Rd Jamestown, 53807	00125233	<input style="width: 40px; height: 15px;" type="button" value="Update Name"/> <input style="width: 40px; height: 15px;" type="button" value="Update Address"/>
<input style="width: 30px; height: 15px;" type="button" value="Select Voter"/>	John William Smith	1685 Louisville Rd Jamestown, 53807	00125027	<input style="width: 40px; height: 15px;" type="button" value="Update Name"/> <input style="width: 40px; height: 15px;" type="button" value="Update Address"/>
<input style="width: 30px; height: 15px;" type="button" value="Select Voter"/>	William J. Smith	1656 Shoestring Rd Jamestown, 53807	00125022	<input style="width: 40px; height: 15px;" type="button" value="Update Name"/> <input style="width: 40px; height: 15px;" type="button" value="Update Address"/>
<input style="width: 30px; height: 15px;" type="button" value="Select Voter"/>	Wilma Smith	1610 Jimtown Rd Jamestown, 53807	00122385	<input style="width: 40px; height: 15px;" type="button" value="Update Name"/> <input style="width: 40px; height: 15px;" type="button" value="Update Address"/>

None of these are my voter - Continue to Election Day Registration

4. Once the correct voter’s name is identified from the list, click “Select Voter” button.

Results

Notations	Name	Address	Voter Reg Number	Actions
<input style="width: 30px; height: 15px; border: 2px solid red;" type="button" value="Select Voter"/>	John William Smith II	1607 Shoestring Rd Jamestown, 53807	00125233	<input style="width: 40px; height: 15px;" type="button" value="Update Name"/> <input style="width: 40px; height: 15px;" type="button" value="Update Address"/>
<input style="width: 30px; height: 15px;" type="button" value="Select Voter"/>	John William	1685 Louisville Rd	<input style="width: 40px; height: 15px;" type="button" value="Update Name"/>

- Select the type of photo ID presented from the list by clicking the associated button.

May I please see your photo ID?

Select type of photo ID

WI Driver License	WI State ID
WI Student College/University/Tech ID	U.S. Uniformed Services ID
U.S. Passport Book or Card	Veteran Affairs ID
U.S. Certificate of Naturalization	Tribal ID
WI DMV ID Petition Process Photo Receipt	WI DOT Driver License or State ID Receipt

Voter Does Not Have A Photo ID

- Using the ID requirements displayed on the screen, review the presented ID to determine whether it is acceptable.

Please review **WI Driver License** to determine if acceptable.

NAME conforms to name on poll book: John William Smith II

PHOTO reasonably resembles the voter or ID states "VALID WITHOUT PHOTO"

EXPIRATION DATE - After: November 8, 2022

Acceptable even if driving privileges are revoked or suspended

Do not review the address on the photo ID

Acceptable

Not Acceptable

- If the ID expired since the last General Election, select "Not Acceptable".
- Ask the voter for another form of photo ID.

Alternative Proof of Identity X

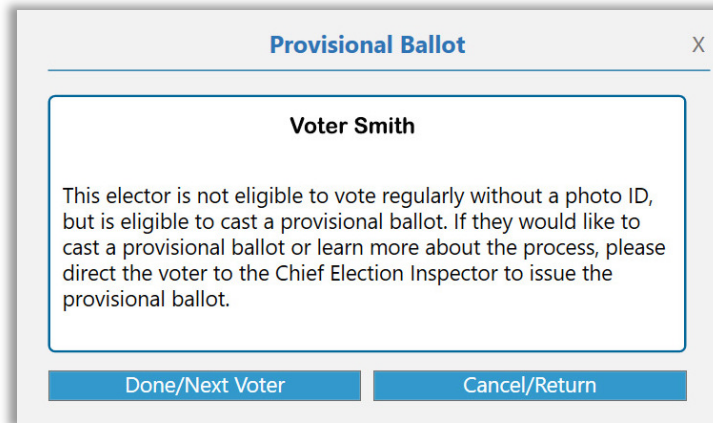
Do you have another photo ID?

Yes No

9. If the voter does NOT have an alternative form of photo ID, click “No”.

NOTE: If the voter did have an alternative form of photo ID, select “Yes” to return to the Photo ID options screen. If “Not Acceptable” previously selected in error, click the “X” in the top right-hand corner of this screen to return to the Photo ID Review screen.

10. The voter is eligible for a provisional ballot and the “Provisional Ballot” pop-up window will appear (Badger Book cannot process provisional ballots).



If the voter wants to cast a provisional ballot, direct the voter to the Chief Election Inspector to complete that process (provisional voters/ballots WILL NOT be recorded or counted on the Badger Book).

NOTE: If “No” was previously selected in error, select “Cancel / Return”.

11. Select “Done / Next Voter” to complete this process and to check in the next vote.

NOTE: You will also see the “Provisional Ballot” pop-up window if you ever select “Voter Does Not Have a Photo ID” from the Photo ID options screen.

Redirect a Voter (registered voter in the wrong polling location)

1. Follow steps 1-3 on page 41.
2. The voter's name will appear in the search results in an orange highlighted row (this is an indicator the individual is a registered voter who is in the wrong polling place location and requires assistance and redirection to the correct location).
3. Select "Redirect" to identify the voter's correct polling place location and to redirect the voter to the correct location.

Results					
	Notations	Name	Address	Voter Reg Number	Actions
Select Voter		John William Smith II	1607 Shoestring Rd Jamestown, 53807	00125233	Update Name Update Address
Select Voter		John William Smith	1685 Louisville Rd Jamestown, 53807	00125027	Update Name Update Address
Redirect		William J. Smith	1656 Shoestring Rd Jamestown, 53807	00125022	Update Address
Redirect		Wilma Smith	1610 Jimtown Rd Jamestown, 53807	00122385	Update Address

4. The voter's correct polling location information will appear in the "Redirection" pop-up window.

Redirection

This voter is in the wrong polling location and ineligible to vote in this location.

Inform the voter of the correct polling location:

Polling Place Location:

Address:

Jurisdiction: VILLAGE OF UNION GROVE - RACINE COUNTY

Cancel - Return

Done - Next Voter

Provide the voter with the correct information, verbally or in writing, if necessary.

5. Select "Done - Next Voter" to complete this process and to check in the next voter
NOTE: If "Redirect" selected in error, click "Cancel - Return".

Typo in Voter Name or Address (does NOT replace Election Day Registration if a voter has a new name)

1. Ask the voter to state their name and address.
2. Select "Voter stated name and address" button.
3. Search for the voter by typing their last name (minimum of 2 characters required) in the "Last Name" field; results will begin to appear as search criteria is entered (add additional search criteria until the correct voter record appears).
4. Once the correct voter's name is identified in the list, select either the "Update Name" or "Update Address" button.

Results					
	Notations	Name	Address	Voter Reg Number	Actions
Select Voter		John William Smith II	1607 Shoestring Rd Jamestown, 53807	00125233	Update Name Update Address
Select Voter		John William Smith	1685 Louisville Rd Jamestown, 53807	00125027	Update Name Update Address
Select Voter		William J. Smith	1656 Shoestring Rd Jamestown, 53807	00125022	Update Name Update Address
Select Voter		Wilma Smith	1610 Jimtown Rd Jamestown, 53807	00122388	Update Name Update Address

- a. Update Name Options:
 - i. "Misspelling" option will provide an open text box to note the misspelling in the voter's name (e.g., a typo, no reference to Jr., etc.); add notes about the misspelling and click "Finish".
 - ii. "Name Change" option will route user to the Election Day Registration process (if a voter was married since the last election resulting in a name change, new registration is required).
- b. Update Address Options:
 - i. A pop-up window will appear to confirm voter's previous address.
 - ii. "Misspelling" option will provide an open text box to note the misspelling in the voter's name (e.g., a typo, no reference to Jr., etc.).
 - iii. "Address Change" option will route user to the Election Day Registration process (if a voter moved since the last election resulting in a address change, new registration is required).

NOTE: Noting misspellings will NOT reflect in the poll book (the clerk will extract these notes in a report after the election and make appropriate changes in WisVote after the election).

Overview	Reporting Unit(s)	Poll Workers	Election Participation	Report	Pre-Election Data	Post-Election Data
1 . Participation List & Count		View Report				
2 . Confidential Participation		View Report				
3 . Election Day Registration		View Report				
4 . Name Misspelling		View Report				
5 . Address Misspelling		View Report				

Election Day Notations/Adding Notes

1. Select "Voter stated name and address" button.
2. Search for the voter's name.
3. Locate the voter record (will have a voter number notation after check in completed).
4. Select the "Add Notes" button.
5. Enter the appropriate note information (i.e., challenged, court order, etc.).
6. Select "Save Notes".
7. Search for the next voter to notate
or
Select Start-Over New Voter to return to check-in screen.

NOTE: Notes can only be added after the check-in process has been completed and the elector has been issued a voter number.

Elector is a Confidential Voter

1. Ask the voter to state their name and address.
2. Once the voter informs the election inspector that he/she is a confidential voter, there is **NO** requirement for the confidential voter to state a name or address aloud (instead, the voter will present a "Voting Identification Card").
3. Select the "confidential voter" link (on the state name/address screen) and continue to check in the voter.
4. Search for the voter using the Identification Serial Number from the Voting Identification Card.

OR

Alternatively, search for the voter by typing their last name in the "Last Name" field; results will begin to appear as search criteria is entered (add additional search criteria until the correct voter record appears).

NOTE: Results will not display a confidential voter's address and as a result, a confidential voter's name and address CANNOT be updated in the Badger Book.

5. Once the correct voter's name is identified from the list, click "Select Voter" button.
6. Ask the voter to sign and select "Done" (confidential voters are **NOT** required to show photo ID).
7. Review the signature and click "Accept Signature".
8. Hand the voter the paper slip that prints from the printer (if the voter is required to go to a separate table to receive a ballot), or retain the voter number slip at the check in table.
9. Select "Finish – Next Voter" to complete this process and to check in the next voter.

Note: Absentee ballots can also be searched by confidential voter number)

Election Day Registration

On Election Day, some electors may wish to register to vote at the polling place location. This process has traditionally been done by requesting the voter complete a paper voter registration form and provide the appropriate proof of residence documentation. Badger Book provides an electronic means for election day registration.

1. Ask the voter to state their name and address.
2. Select “Voter stated name and address” button.

NOTE: Scanning an unexpired Wisconsin Driver License or State ID can expedite the EDR process by populating fields like Last Name, First Name, Driver License Number, etc. on related screens (manual process requires that type of information be hand typed into appropriate tables).

3. Search for the voter by typing their last name (minimum of 2 characters required) in the “Last Name” field or by scanning the barcode on the back of the voter’s Wisconsin Driver License or State ID.

The screenshot shows a search interface with three input fields: "Last Name" containing "Smi", "First Name" (empty), and "Middle Initial" (empty). A "Clear" button is next to the "Middle Initial" field. Below the search fields is a "Results" table with the following data:

Notations	Name	Address	Voter Reg Number	Actions
Select Voter	John William Smith II	1607 Shoestring Rd Jamestown, 53807	00125233	Update Name Update Address
Select Voter	John William Smith	1685 Louisville Rd Jamestown, 53807	00125027	Update Name Update Address
Select Voter	William J. Smith	1656 Shoestring Rd Jamestown, 53807	00125022	Update Name Update Address
Select Voter	Wilma Smith	1610 Jimtown Rd Jamestown, 53807	00122385	Update Name Update Address

At the bottom right of the results table, there is a green button that says "None of these are my voter - Continue to Election Day Registration".

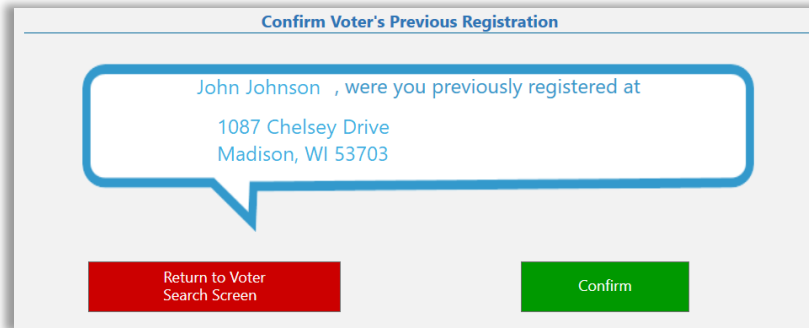
NOTE: When scanning the barcode, a spinning wheel will appear on the screen to indicate a search is in progress. Please be patient, as this is searching the entire statewide voter database and it may take a few seconds to return results.

4. If results appear and the row is highlighted orange, confirm whether the voter’s previous address matches any of the results; if yes, select the “Update Address” button to proceed to Election Day Registration.

The screenshot shows the same search interface as above, but the results table is highlighted in orange. The "Update Address" button for the first row (William J. Smith) is highlighted with a red box. The "None of these are my voter - Continue to Election Day Registration" button is still visible at the bottom right.

Redirect	William J. Smith	1656 Shoestring Rd Jamestown, 53807	00125022	Update Address
Redirect	Wilma Smith	1610 Jimtown Rd Jamestown, 53807	00122385	Update Address

As an additional confirmation to ensure that the correct voter record is being updated, a pop-up window will appear with the address on file for the selected record. It is recommended that the poll worker ask the question as it is written to verify that the voter was last registered at the indicated address.



- If NO results are found or the original address is NOT familiar to the voter (prior address), select the "None of these are my voter – Continue to Election Day Registration" button.

Notations	Name	Address	Voter Reg Number	Actions
Select Voter	John William Smith II	1607 Shoestring Rd Jamestown, 53807	00125233	Update Name Update Address
Select Voter	John William Smith	1685 Louisville Rd Jamestown, 53807	00125027	Update Name Update Address
Redirect	William J. Smith	1656 Shoestring Rd Jamestown, 53807	00125022	Update Address
Redirect	Wilma Smith	1610 Jimtown Rd Jamestown, 53807	00122385	Update Address

None of these are my voter - Continue to Election Day Registration

- Step (1) of Election Day Registration is to verify a voter's Proof of Residence (POR); ask to see the voter's POR (if not already in hand and hold on to the document).

NOTE: If you scanned the voters WI issued driver license or state ID as in Step 3 (and if the ID is not currently expired) the voter's information will populate the appropriate fields; confirm the information as you advance through each step of the registration process.

- Select/verify the type of POR provided by the voter and record the entity name and document number, if appropriate. Then select "Continue to Step 2".

Proof of Residence Type: Choose Option

- Bank/Credit Card Statement
- Care Facility Document
- College Student ID
- Employment ID Card
- Government ID Card or License
- Other Government Document
- Paycheck
- Real Estate Tax Bill
- Residential Lease
- Social Service Agency Letter
- Utility Bill
- WI Driver License or ID Card

Issuing Entity Name (e.g. _____)

Document Number (if any) _____

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Continue to Step 2

8. Record/verify the voter's name, including middle name and suffix. Enter/verify the voter's date of birth. Ask the voter if he/she want to provide contact information and record it in the optional "Email" and "Phone Number" fields.

Please enter the voter's name.

Last Name <input type="text" value="Smith"/>	First Name <input type="text" value="John"/>	Middle Name <input type="text" value="William"/>	Suffix <input type="text" value="II"/>
<input type="radio"/> Voter does not have middle name			
Birth Date <input type="text" value=""/> <input type="text" value=""/> <input type="text" value=""/>	Email Address (optional) <input type="text"/>	Phone Number (optional) <input type="text"/>	

Ask whether the voter has a prior name and whether that prior name was used for voter registration; if the answer is yes, record it by clicking the "Voter has a prior name" checkbox and entering the previous name. Then select "Continue to Step 3".

Voter has a prior name

Last Name <input type="text"/>	First Name <input type="text"/>	Middle Name <input type="text"/>	Suffix <input type="text" value=""/>
<input type="button" value="Continue to Step 3"/>			

9. Record the voter's address as it appears on the POR document. Search of the voter's address using the "Home Address" field by entering the house number and street name (you must enter a minimum of 3 characters for results to begin to populate in the drop-down menu). Select the correct address.

Step 3: Voter Address

Please enter the voter's address as it appears on the POR document.

Home Address (Type at least 3 characters)

501 E BYRD ST , APPLETON, 54911-2810
 501 E FRANCES ST , APPLETON, 54911-2934
 501 E GREENFIELD ST , APPLETON, 54911-2135
 501 E LINDBERGH ST , APPLETON, 54911-2833
 501 E MCARTHUR ST , APPLETON, 54911-2117
 501 E PERSHING ST , APPLETON, 54911-2867
 501 E VERMONT AVE , APPLETON, 54911-1351

Create New Address

Ask whether the voter has a prior address previously used for registration, or whether the voter's mailing address is different from the home address; select the relevant button and record the address information. Then select "Continue to Step 4".

Step 3: Voter Address

Please enter the voter's address as it appears on the POR document.

Home Address (Type at least 3 characters)

Voter has a prior address

Street Address <input type="text" value="1580 N Lincoln St"/>	Apt/Unit Type <input type="text" value="Choose Option"/>	Apt/Unit Number <input type="text"/>
City <input type="text" value="Lancaster"/>	State <input type="text" value="WI"/>	Zip Code <input type="text" value="53813"/>

Voter has a mailing address that is different than the address above

U.S. Mailing Address
 Foreign Mailing Address
 P.O. Box

Street Address <input type="text" value="1607 Shoestring Rd"/>	Apt/Unit Type <input type="text" value="Choose Option"/>	Apt/Unit Number <input type="text"/>
City <input type="text"/>	State <input type="text"/>	Zip Code <input type="text"/>

10. Verify the voter's eligibility in Step (4) of the Election Day Registration process; ask the voter to answer the six "Yes" or "No" eligibility questions.

Step 4: Voter Eligibility

Please verify you are eligible to register.

Are you a United States Citizen ? Yes No

Are you at least 18 years of age as of today? Yes No

Have you been issued Wisconsin Driver License or Wisconsin State Identification Card? Yes No

Have you resided at your current residential address for at least 28 consecutive days prior to today, with no present intent to move? Yes No

Are you currently serving a sentence for a felony conviction, including probation, parole, or supervision? Yes No

Are you otherwise disqualified from voting? Yes No

If the voter has a WI Driver License or State ID, entry of the identification number and expiration date is required. **If you scanned the voter's Wisconsin driver license or state ID, this information will already be present.**

Have you been issued Wisconsin Driver License or Wisconsin State Identification Card? Yes No

Drivers License or State ID <input type="text"/>	Expiration Date <input type="text" value="MM"/> <input type="text" value="DD"/> <input type="text" value="YYYY"/>	<input type="checkbox"/> My WI ID card does not have an expiration date
---	--	---

If the voter does not have a WI Driver License or State ID, entry of the last four digits of the voter's social security number is required.

Do you have a social security number? Yes No More Information

Last Four Digits of SSN

Confirm the Last four Digits of your SSN

NOTE: The elector is still allowed to register even if "No" is selected for both questions as the signature on the form certifies that the individual has neither a driver license/state identification number, nor a social security number.

Do you have a social security number? Yes No More Information

11. Ask the voter to review all information on the Review page. Select "Edit" next to a field if there are any necessary edits, to jump back to that screen. Select "Continue to Step 6".

Step 5: Review

Voter Name		
Current Name:	John William Smith II	Edit
Date of Birth:	01/06/1980	Edit
Voter Address		
Current Address:	1607 SHOESTRING RD, JAMESTOWN, 53807	Edit
Voter Eligibility		
Are you a United States Citizen ?	Yes	Edit
Are you at least 18 years of age as of today?	Yes	Edit
Have you been issued Wisconsin Driver License or Wisconsin State Identification Card?	Yes	Edit
Have you resided at your current residential address for at least 28 consecutive days prior to today, with no present intent to move?	Yes	Edit
Are you currently serving a sentence for a felony conviction, including probation, parole, or supervision?	No	Edit
Are you otherwise disqualified from voting?	No	Edit

[Continue to Step 6](#)

12. Ask the voter to verify and select the certification statement to accept all stated conditions. Next, the voter should provide their signature in the first yellow box. The election inspector should then sign the second yellow box. Select “Continue” to finish the Election Day Registration process.

Step 6: Verify & Sign Voter has an assistor.

Verification

I hereby certify, to the best of my knowledge, that I am a qualified elector, a U.S. citizen, at least 18 years old or will be at least 18 years old at the time of the first election at which I will offer to vote, having resided at the above residential address for at least 28 consecutive days immediately preceding this election, with no present intent to move. I am not currently serving a sentence including incarceration, parole, probation, or extended supervision for a felony conviction, and not otherwise disqualified from voting. I certify that all statements on this form are true and correct. If I have provided false information I may be subject to fine or imprisonment under State and Federal laws.

I certify that the above information is true and correct.

Voter Signature Clear Voter Signature

Falsification of information on this form is punishable under Wisconsin law as a Class I felony.

Election Inspector Signature Clear Election Inspector Signature

Continue

13. On the final page, ask the voter if they would like to continue and vote today. If so, select “Continue to Check In” to continue to Photo ID verification. If the voter is registering only, select “Elector does not want to vote, Finish – Next Voter”

John William Smith II is now registered!

Continue to Check in Voter

Elector does not want to vote
Finish - Next Voter

NOTE: If a voter completes the Election Day Registration (EDR) process and chooses not to receive a ballot immediately (“Elector does not want to vote”) AND THEN RETURNS to the polling place again later for a ballot, the EDR process must be completed again (even if the elector goes to same machine).

Election Day Registration with a New Address

On Election Day, some electors may wish to register to vote at the polling place location. This process has traditionally been done by requesting the voter complete a paper voter registration form and provide the appropriate proof of residence documentation. Badger Book provides an electronic means for election day registration. **To help expedite this process, a scanner may be used to scan an unexpired State of Wisconsin Driver License and/or State ID.**

1. Follow steps 1-9 on page 47-49.

Step 3: Voter Address

Please enter the voter's address as it appears on the POR document.

Home Address (Type at least 3 characters)

501

501 E BYRD ST , APPLETON, 54911-2810
 501 E FRANCES ST , APPLETON, 54911-2934
 501 E GREENFIELD ST , APPLETON, 54911-2135
 501 E LINDBERGH ST , APPLETON, 54911-2833
 501 E MCARTHUR ST , APPLETON, 54911-2117
 501 E PERSHING ST , APPLETON, 54911-2867
 501 E VERMONT AVE , APPLETON, 54911-1351

Create New Address

NOTE: If the address does not appear in the results, click on "Create New Address" you will be required to:

- Confirm the voter is in the correct polling place
- Add new address
- District the voter
- Assign the correct ballot style

2. Type the address into the appropriate fields.

Step 3: Voter Address

Please enter the voter's address as it appears on the POR document.

Home Address (Type at least 3 characters)

Create New Address

Street Address 1

Street Address 2

Apartment/Unit Type: Choose Option

Apartment/Unit Number

City

Zip Code

Ask whether the voter has a prior address previously used for registration, or whether the voter's mailing address is different from the home address; select the relevant button and record the address information. Then select "Continue to Step 4"

3. Follow steps 10&11 on page 51.
4. Because the election inspector added a new address, the election inspector will be prompted to Verify New Address.

5. Once the address has been verified against the appropriate district maps, select the Ward, School District, Sanitary District, and Ballot Style. If the address is determined to be located in a reporting unit not served by the polling place, select "Address not served by this polling place", otherwise select "Continue to Step 6".

6. Follow steps 12 & 13 on page 52.

Processing Absentee Ballots

You may select between two different views for the absentee process on your Badger Book. The first and default option, Show Processed Voters, will allow you to view all absentee records. The second view will allow you to only view those records that have not yet been checked in (assigned a voter number).

Show Processed Voters



1. Poll workers will follow the same procedures for processing ballots as they normally would, e.g., reading the voter's name and address, verifying the certificate is sufficient, etc.
2. Users must then search for absentee records to process. There are two primary ways to search for absentee records, either by manually searching by the voter's name/mailling ID in the search fields or by scanning the mailing ID barcode on the absentee certificate envelope.

When a user manually searches by typing in a voter's name or mailing ID, they will have to manually select the checkbox next to the voter's name prior to processing the absentee record.

Voters Issued an Absentee Ballot				
Select	Name	Address	Mailing ID	Ballot Status
<input type="checkbox"/>	Cory C Davis	123 W MAIN ST MADISON, 53703	5319002	Returned

If the user scans the mailing ID barcode, the checkbox will automatically be checked.

Voters Issued an Absentee Ballot				
Select	Name	Address	Mailing ID	Ballot Status
<input checked="" type="checkbox"/>	Cory C Davis	123 W MAIN ST MADISON, 53703	5319002	Returned

3. A user may select up to 10 absentee records to process at one time. Once you have selected the records you wish to process, click the "Submit" button. This will open a pop-up window showing the selected records.

Submit

Please review the absentee records you selected		
Name	Address	Process ?
Sample Voter	329 E SUMMER ST	<input checked="" type="checkbox"/>
Sample Voter	200 W PACKARD ST APT 110	<input checked="" type="checkbox"/>
Sample Voter	200 W PACKARD ST APT 108	<input checked="" type="checkbox"/>
Sample Voter	200 W PACKARD ST APT 108	<input checked="" type="checkbox"/>
Sample Voter	326 W COMMERCIAL ST	<input checked="" type="checkbox"/>
Sample Voter	621 W ATLANTIC ST	<input checked="" type="checkbox"/>
Sample Voter	115 E WINNEBAGO ST APT 210	<input checked="" type="checkbox"/>
Sample Voter	400 N RICHMOND ST UNIT 402	<input checked="" type="checkbox"/>
Sample Voter	525 N ONEIDA ST APT 1017	<input checked="" type="checkbox"/>

Cancel
Process

- This is the last chance to review the records that have been selected. Review the name and address for each record one more time and, when ready, hit "Process."

NOTE: If one of the records was selected in error, you can uncheck the checkbox on that voter's line. If the box is unchecked, the voter's name will stay in the grid, but they will not be assigned a voter number in the next step.

- After you hit "Process," the Badger Book will assign each voter a number and the pop-up window will update accordingly.

Absentee ballots successfully processed		
Name	Address	Voter Number
Sample Voter	329 E SUMMER ST	1
Sample Voter	200 W PACKARD ST APT 110	2
Sample Voter	200 W PACKARD ST APT 108	3
Sample Voter	200 W PACKARD ST APT 108	4
Sample Voter	326 W COMMERCIAL ST	5
Sample Voter	621 W ATLANTIC ST	6
Sample Voter	115 E WINNEBAGO ST APT 210	7
Sample Voter	400 N RICHMOND ST UNIT 402	8
Sample Voter	525 N ONEIDA ST APT 1017	9

Close

- From here, hit "Close" to return to the main absentee screen.

NOTE: if you're processing absentee ballots from multiple reporting units, the numbers may not be in order. The pop-up will display the voters in the order that the poll workers selected them.

7. In the main absentee list, the records of processed ballots will now turn green. The ballot status for each will change to "Completed" and the voter number that was assigned will be displayed.

Ballot Status	Voter Number
Completed	1

8. If applicable, repeat this workflow until all your absentees have been processed.

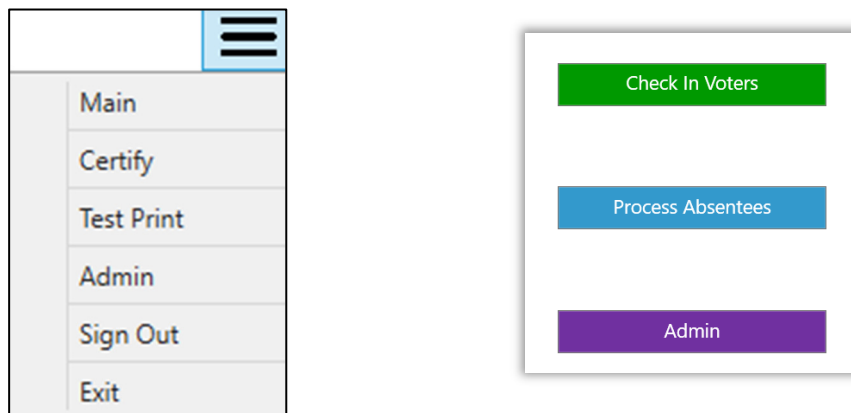
Election Day End of Night Tasks

This section will detail how to close the polls, generating reports, signing the electronic certification page, and exporting the data/reports to a USB device.

Close Polls on Election Night (Admin User Only)

NOTE: This is not voting equipment but rather an electronic version of the poll book and as such, the polls can be opened and closed multiple times without a problem.

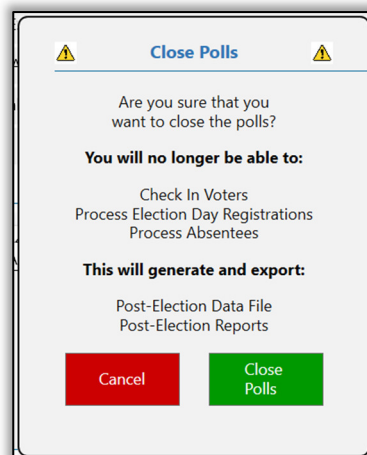
1. Go to the Admin menu by clicking on the “hamburger menu” in the upper right corner and clicking on Admin. Alternatively, clicking on the Admin button on the main screen will take you to the same place.



2. Click the “Close Polls” button.



3. Click “Close Polls” on the pop-up warning.



4. Reenter your username and password and click "Close Polls".

Please re-enter login credentials to close polls

Enter Username

Enter Password

5. Click "Continue" on the confirmation window.

Polls Successfully Closed

The Badger Book post-election data file was generated.

The following reports were generated as PDFs:

Participation List & Count
Name Misspelling

Generating a Report for the Election Inspector EL-104 Form

An Admin user has the ability to generate a Badger Book report detailing information to be used to assist with completing the Inspector's EL104 form. To access this report, click on the Admin tile and then select EL-104 Information Report by clicking on "View Report".

This report will provide data for the total number of voters, the total number of EDRs, and the total number of absentee voters.

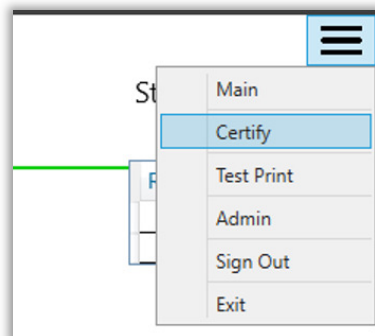


Signing the Certification Page

While it is required that election inspectors sign the poll book certification, it is the municipal clerk's decision as to whether they want their inspectors to sign the physical certification, which is printed with the backup paper poll book, or the electronic version.

If a municipality chooses to have the inspectors sign the electronic certification, it is **crucial** that all inspectors have their own unique credentials for the Badger Book application. Each inspector may only sign the certification once, either at the end of their shift or after the polls close, and all inspectors who worked the election must sign for the certification to be valid.

1. From the hamburger menu dropdown in the upper righthand part of the screen, select "Certify."



Note: once an inspector has completed this process, the "Certify" button will be grayed out and they will not be able to interact with the button again.

- From there, a new screen will appear with the same certification language that is printed on the paper version of this document. Each inspector will read the attestation, confirm that the total number of voters and total number of absentee electors for each reporting unit are correct, sign in the signature field, and click the "I certify that the above information is true and correct."


If applicable, the inspector may also tick the box indicating that they are the Chief Inspector. After signing and checking the boxes, click "Continue."

Certification

I certify that the attached list contains all the names of persons voting at the election held on Tuesday, April 6, 2021, and that it contains all the information about the electors required by law. I further certify that this list is true, correct, and complete.

I certify that the above information is true and correct.

Total Number of Voters Printed on the Poll List: Ward 1: 5; Ward 2: 8;
Number of Absentee Electors: Ward 1: 3; Ward 2: 7;



Super Admin Signature Clear Inspector Signature

Chief Inspector

Continue

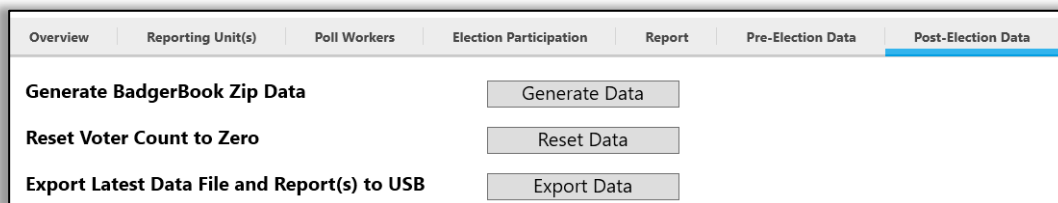
- A pop-up window will display indicating that the certification was recorded successfully. Click "Ok" to close this window and you will be redirected to the main screen.
- As each inspector signs and certifies, their signatures will be appended to the same PDF version of the certification page, which can be viewed in the Report tab in the Admin menu. A separate certification page will be generated for each reporting unit active in the election and these reports can be exported at the end of the night using the process further detailed below.

1 . Participation List & Count	View Report
2 . Confidential Participation	View Report
3 . Election Day Registration	View Report
4 . Name Misspelling	View Report
5 . Address Misspelling	View Report
6 . EL-104 Voter Statistics	View Report
7 . Poll Book Certification	View Report

Export Post-Election Data File and Reports to USB Device

NOTE: The following steps are for exporting the election data from the Badger Book. This can be done immediately after closing the polls or at a later time.

1. Select the Post-Election Data tab on the Admin Overview screen.
2. Plug in dedicated Badger Book USB drive into the base of the server machine.
3. Select the “Export Data” button next to Export Latest Data File & Report(s) to USB option.



4. Close the export confirmation window.

NOTE: If Badger Book polls are closed prematurely, they can be reopened by following the steps outlined in the Reopen Polls section of this manual on page 34. Reopening the polls will not negatively impact any participation, EDRs, or Absentee Ballots previously recorded.

Post-Election Day Data Upload (into WisVote)

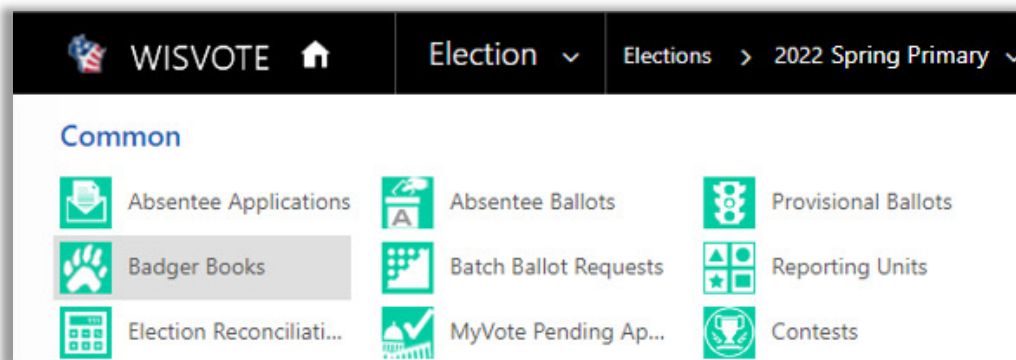
After Election Day, the Election Day data will be extracted from the Badger Book server and uploaded into WisVote.

1. Access WisVote.
2. Click the Elections tile on the Easy Navigate page.
3. The view will default to Current Elections. Navigate to the applicable election.

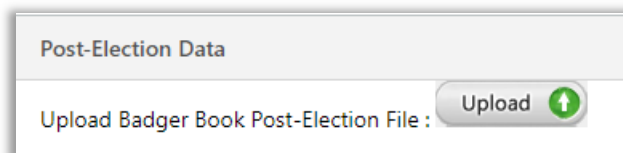


Current Elections ▾				
<input type="checkbox"/>	Election Date...	Name ↑	Jurisdiction	Registration ...
	11/8/2022	2022 General Election	STATE OF WISCONSIN	10/19/2022
	8/9/2022	2022 Partisan Primary	STATE OF WISCONSIN	7/20/2022
	4/5/2022	2022 Spring Election	STATE OF WISCONSIN	3/16/2022
	3/1/2022	3/1/2022 Special Election	CITY OF MEQUON - OZAUKEE ...	
	2/15/2022	2022 Spring Primary	STATE OF WISCONSIN	1/26/2022

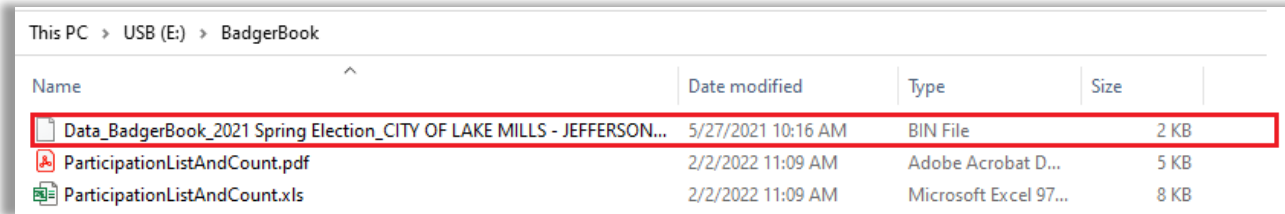
4. From within the Election tab, use the dropdown to navigate to the Badger Book tile and open your Badger Book record.



5. From within the Badger Book record, locate and click the "Upload" button.



- If you have not yet inserted the USB device that contains your post-election files into your computer, do so now. When the file explorer window opens, navigate to the USB drive that contains your files, select the .bin file for your reporting unit, and click "Open." You may only select one .bin file at a time.

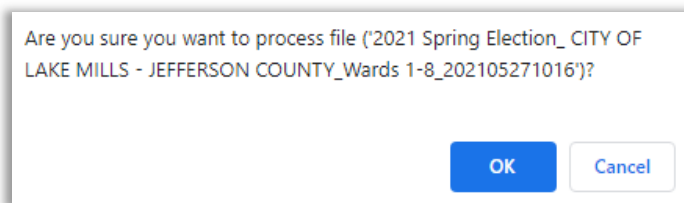


NOTE: if the USB device still has the pre-election data file that you generated in WisVote and loaded on your servers, make sure you're selecting the correctly .bin file when uploading post-election data. Pre-election files will start with the prefix "Data_WisVote" and post-election files will start with "Data_BadgerBook."

Badger Book Statistics													
Data Source Information			Badger Book Participation Statistics					Other Poll Book Statistics		Actions			Status
No Badger Book Data	Reporting Unit	File Name	At Polls	At Polls - Eric	Absentee	EDR - with Participation	Total Participation	EDR - with no Participation	Total EDR	New Address For Review	Remove File	Commit to WisVote	Status
	Wards 1-8	2021 Spring Election_CITY OF LAKE MILLS - JEFFERSON COUNTY_Wards 1-8_202105271016	959	0	462	26	1447	0	26	0	Remove	Complete Badger Book Upload	Ready to commit to WisVote

Once the file is loaded, the participation statistics for the reporting unit will begin to populate. Depending on the size of your reporting units and total participation number, this can take a few minutes and you may need to refresh a few times. Please be patient and do not attempt to upload the same file more than once.

- If there are no exceptions to review, a "Complete Badger Book Upload" button will appear for the reporting unit after the statistics have finished populating. When you're ready to commit the data, click this button and click "OK" in the confirmation pop-up.



If there are exceptions to review in the reporting unit, you must complete this step before the button will appear. Repeat this process until all your files have been uploaded.

Checklists

PRE-ELECTION DAY BADGER BOOK CHECKLIST

Two weeks before Election Day:

- € Set up Badger Books for one polling place. If possible, set up your Badger Books in the polling place in the same configuration they will be used on Election Day to ensure connectivity within that space.
 - € Finalize physical layout for the polling place.
 - € Ensure polling place has ample outlets.
 - € Make sure there are clear pathways to voting area.
 - € Be cognizant of cord placement. Taping down or securing power cords will help ensure that the cords do not disconnect or become a tripping hazard.
 - € Follow the Order of Operations for setting up your Badger Books on page 13 of this manual.
 - € Test your Badger Books using a training data file. Check in voters, process absentee ballots, etc.
 - € If you experience any hardware issues, e.g., touchscreen not working, keyboard not working, etc., contact PDS support at 1-800-866-6090 or email ClientCare@pdsit.net.
 - € If you experience any device connectivity or Badger Book software issues, contact the WEC Help Desk at (608) 261-2028 or email epollbook@wi.gov.

- € If you have multiple polling places, set up your next set of Badger Books and start the checklist from the beginning.
- € Conduct training for your Chief Inspectors and Super Users ahead of Election Inspector Training.
- € Conduct Election Inspector Training.
- € Conduct outreach to voters regarding implementation of Badger Books and changes they should expect at the polling place.

One week before Election Day:

- € Create Election Inspector accounts.
- € Complete any addressing and absentee ballot work in WisVote to ensure the most up to date data is loaded onto the Badger Book.
- € Enter all voter registrations into WisVote by the Friday before the Election.

Saturday/Sunday/Monday before Election Day:

- € Ensure any issued absentee ballots or late registrations are reflected in WisVote.
- € Print paper back up poll books.
- € Print Inspectors' Statement (EL-104).
- € Print Ineligible Voter List.
- € Generate Pre-Election data (poll book data) from WisVote. Refer to page 27 of this manual for further instructions.
- € Set up your Badger Books in your polling places.
 - € Follow the Order of Operations detailed on page 13 of this manual.
 - € Load your pre-election data file on to your server Badger Books.
 - € Launch the Badger Book application and log in using administrative credentials.
 - € Select the applicable reporting units that will be served by the polling place.
 - € Test the scanners and printers to ensure they are functional. If necessary, recalibrate the scanner and print some test pages on the printers.

EQUIPMENT DELIVERY CHECKLIST

Upon Receipt:

- € Conduct inventory to ensure all equipment and peripherals were received:
 - € Badger Book server device(s) and power cord(s)
 - € Badger Book client device(s) and power cord(s)
 - € Router(s) and power cord(s)
 - € Keyboard(s)
 - € Mouse(mice)
 - € Thermal paper
 - € USB device
 - € UPS (battery backup) device(s)
- € If you are missing any hardware, contact PDS support at 1-800-866-6090 or email the vendor's representative immediately.

As Soon As Possible:

- € Set up Badger Books for one polling place (only one server and one router can be in use in one space).
 - € Order of Operations (see page 13 of this manual)
 - € Download training data from WisVote and install it to the **server** machine (see p. 30 of this manual) and test the following (at a minimum – feel free to test more):
 - Check in a voter on each machine
 - Print a voter slip to ensure printer is successfully printing
 - Configure Badger Book Scanners (see page 10 of this manual)
 - Search for voters using scanner on each machine
 - Process absentee ballots
 - € Power off all machines.
- € If you have multiple polling places, set up your next set of machines and start the checklist from the beginning.
- € If you experience any hardware issues (touchscreen not working, keyboard not working, etc.) contact PDS support at 1-800-866-6090 or email ClientCare@pdsit.net.
- € If you experience any device connectivity or Badger Book software issues, contact the WEC Help Desk at (608) 261-2028 or email elections@wi.gov.