

Badger Book Checklist II: Post-Election Tasks

REMINDERS:

- This checklist is for Badger Books only and does not replace existing end-of-night procedures at a polling location
- The Data Upload process must be completed for each server machine used for an election

Contact the WEC for assistance at 608-261-2028 or epollbook@wi.gov.

Election Night Shutdown and Teardown

Tasks to Complete	Details
<input type="checkbox"/> Close the Badger Book polls* Refer to Badger Book manual, Pg. 58, <i>Close Polls</i> for more details *Must be done on server machine	Go to Admin Menu Select the Close Polls button Confirm your selection by choosing the green Close Polls button in the confirmation pop-up Enter username and password, click Close Polls Click Continue on the Polls Successful Closed pop-up
<input type="checkbox"/> Export data from Badger Book* *Optional. Not required if data will be exported when Badger Books are returned to clerk's office	Insert USB stick into an open USB port on back of Badger Book Server machine Select Post-Election Data tab on Admin screen Select Export Data button, located next to Export Latest Date File option Close the export confirmation window
<input type="checkbox"/> Exit the Badger Book program (all machines)	Open the main (hamburger) menu Choose Exit
<input type="checkbox"/> Power down all Badger Books	Disconnect scanners from the Badger Book, if connected Click the Windows menu icon Select Power – Shut down Unplug router if using wireless option
<input type="checkbox"/> Break down Badger Books* *Keep all accessories with the Badger Book they were used with! Do not mix/match during break down.	Unplug power cords from wall and Badger Book Disconnect standalone printer, if using Turn off wireless mouse and keyboard

<input type="checkbox"/> Inventory all Badger Books and accessories before transport	Identify hardware issues (touchscreen, missing cords, etc.): Contact PDS Support at Clientcare@pdsit.net or 877-737-7211 Connectivity or Badger Book software issues: Contact WEC at epollbook@wi.gov or (608) 261-2028
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WisVote Data Upload

Tasks to Complete	Details
<input type="checkbox"/> Set up Badger Book server machine* <div style="background-color: yellow; padding: 2px;">*Skip to the shaded "Copy Data" step if the data was exported during the Election Night shutdown process</div>	Plug in Badger Book Router Set up and turn on Badger Book server machine for the polling location Insert USB stick into an open USB port on back of the Badger Book Log in to the Badger Book
<input type="checkbox"/> Export data from Badger Book	Open Badger Book application Log in using Admin user credentials Select Post Election Data tab on Admin screen Select Export Data button, located next to Export Latest Data File option Close the Export confirmation window
<input type="checkbox"/> Exit Badger Book program <input type="checkbox"/> Power down Badger Book <input type="checkbox"/> Unplug router	Open main menu Choose Exit Click the Windows menu icon Select Power – Shut down
<input type="checkbox"/> Copy Data to local computer	Insert USB into computer that will access WisVote If file explorer doesn't automatically open, open directly and navigate to the USB drive Copy Badger Book folder onto local computer *If there is more than one Badger Book server used on Election Day, rename the folder after copying to reduce confusion later in the process

<input type="checkbox"/> Access WisVote Refer to Badger Book manual, pg. 63, <i>Badger Book Data Upload to WisVote</i> , for more details	Log in to WisVote Choose the Elections tile from the EZ Navigate page Select the election from the Current Elections list Click the chevron (down arrow) next to the election name from the command bar Select Badger Book tile from the dropdown
<input type="checkbox"/> Prepare to upload Badger Book Data	Select the current election/jurisdiction in the associated view Click the Upload button under the Post-Election Data section
<input type="checkbox"/> Upload Badger Book data	Navigate to Badger Book folder location, open the folder Choose the appropriate election .bin file Click open *Do not refresh the page while uploading, this may create duplicate participations **Upload only one file at a time, repeat the upload process if there are multiple reporting units or a central count location
<input type="checkbox"/> Review all addresses listed in the New Address for Review section	Click the number hyperlink under New Address for Review After the list loads, double-click a row to open that record for review Search for the address using the Home Address field If the address is found, review Pin location and click Save & Close If the address is not found, choose the +New option and enter the address information Repeat until all address records have been processed
<input type="checkbox"/> Review Exceptions Table for the reporting unit	Review EDR w/o Participation, if any appear. For an EDR that did not cast a ballot, delete participation record from voter record or associated poll book. If voter did cast a ballot, no further action required.

<input type="checkbox"/> Review Exceptions Table for the reporting unit (cont.)	<p>Review Duplicate Participation records, if any appear. Determine if participation was assigned to an incorrect voter by reviewing Badger Book Election Participation report.</p> <p>Delete the duplicate participation record from the voter record or associated poll book. If duplicate participation was assigned to the wrong voter, record participation for the correct voter using the poll book or Post-supplemental process.</p>
<input type="checkbox"/> Commit data to WisVote	<p>Select Complete Badger Book Upload button in Commit to WisVote field</p> <p>Select OK in the confirmation pop-up</p> <p>*This process may take a few moments to complete, when finished, status will change to Complete</p>
<input type="checkbox"/> Confirm Upload has completed	<p>Return to election home page</p> <p>Click on Poll Books section to expand</p> <p>Select the reporting unit that was uploaded</p> <p>If the Poll Book Statistics have not updated, click the Recalculate button in this section</p> <p>Click on the Poll Book section to confirm participation entries were recorded</p> <p>Click on the EDR section to confirm EDR participation entries were recorded</p>