

BADGER BOOK USER MANUAL

Wisconsin Elections Commission

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Introduction

Badger Book is an electronic poll book software that is specific to Wisconsin election 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. After Election Day, a data file generated from Badger Book is used to upload election participation and Election Day Registration information into WisVote. Each process was chosen and designed based on feedback provided by clerks and election inspectors from across the state.

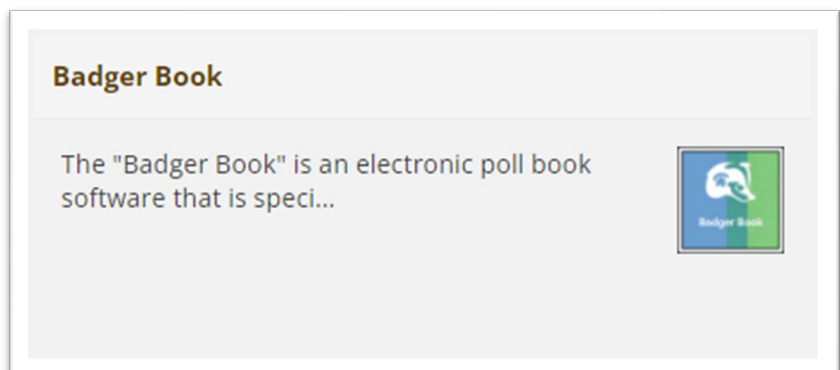
Badger Book software is provided to participating municipalities free of charge. Pursuant to a Memorandum of Understanding (MOU) between the Wisconsin Elections Commission (WEC) and the participating jurisdiction, the WEC will provide ongoing training and support. Municipalities purchase the approved hardware and agree to follow program guidelines including updating the software as needed.

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.

Training Resources

In-person, introductory training for municipalities just purchasing Badger Books for the first time and for clerks who are new to using Badger Books, is available through Wisconsin Elections Commission and the statewide network of certified trainers. Please email epollbook@wisconsin.gov to get your training scheduled.

There are additional training resources available on the Learning Center under the Badger Book tile. There, you can access a video to share with your voters so they know what to expect on Election Day, a digital copy of this manual with some troubleshooting guides, and interactive modules and power points you can use to train your election inspectors.

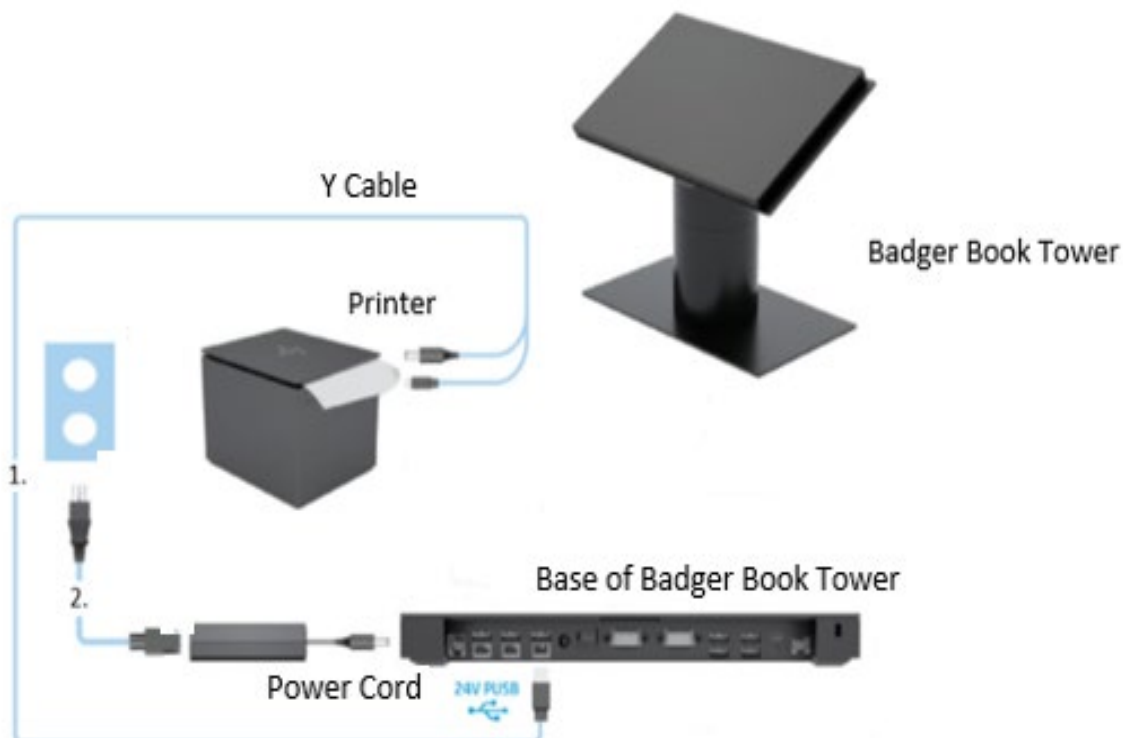


Hardware Configuration

Setting up Badger Books, Printers, and Accessories

See [Equipment Delivery Checklist](#)

Printer Setup (stand-alone only):

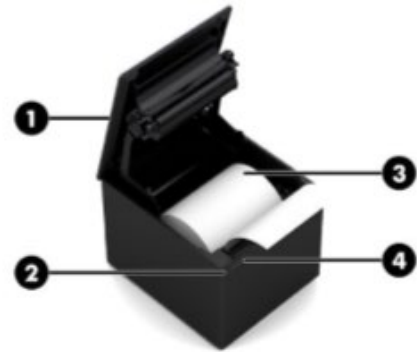


1. For the HP300, plug the two-pronged end of the 'Y' cable to the back of the printer. Make sure both connectors are plugged in, or your printer won't function properly. On the HP400, it is only one plug that goes into the port in the bottom of the printer.
2. *Note: Once the cord is plugged into the HP400, it cannot be removed except by removing the cover plate on the bottom with a hex driver and then pinching the pins on either side of the plug to release it.*
3. Plug in the other end of the cable to the port on the back of the base of the Badger Book tower.
4. Connect the power cord to the back of the Badger Book tower base and to a power source. On the HP400, make sure the power switch is turned on.

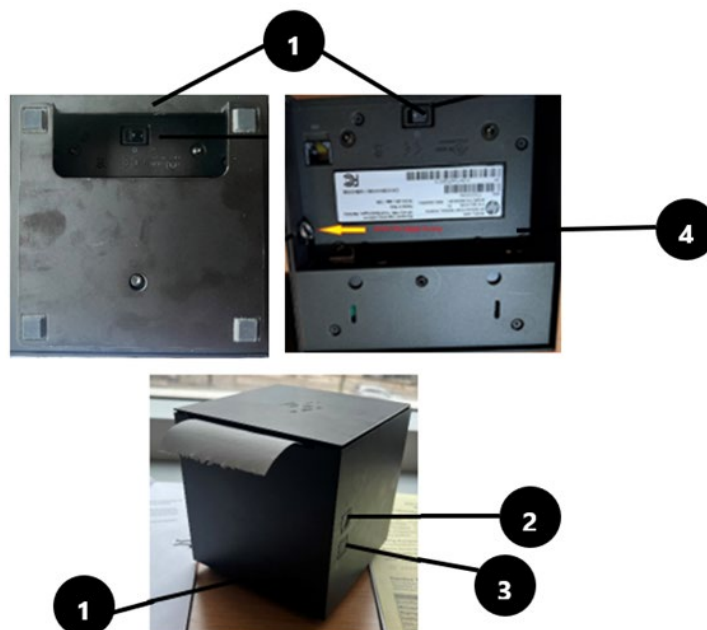
Note: If you have integrated Badger Books, the printers are built into the tower of the unit and will not need to be connected prior to each use.

Printer Components HP300 (no longer available for purchase):

1. Receipt Cover
 - a. Snaps open so that you can easily drop the paper roll in place.
2. Status LED
 - a. On: The printer is on and operating normally.
 - b. Blinking: The printer needs operator assistance. It is most likely caused by the cover not being completely closed.
3. Printer Paper
 - a. Prints using thermal print technology (printers do not require ink).
4. Paper Feed Button
 - a. 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.

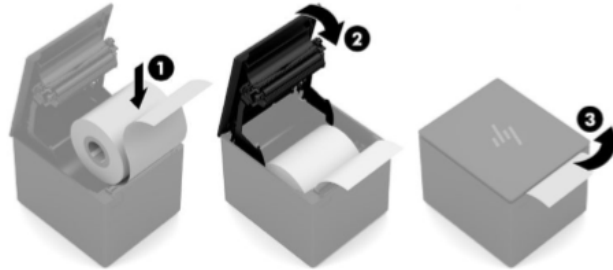
**Additional Components HP400:**

1. Power Switch
 - a. This must be on for the Cover Release and Paper Feed buttons to work.
2. Receipt Cover Release Button
 - a. Press and hold this button to release the cover for changing the paper. Do not pull on the cover without releasing the latch using this button or the manual release.
3. Paper Feed Button (see description above)
4. Manual Cover Release
 - a. This is only accessible if the base plate is removed. Pull on the wire to release the receipt cover.



Loading or Changing the Paper:

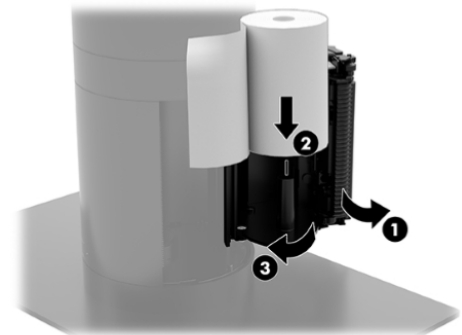
Stand-alone printer:

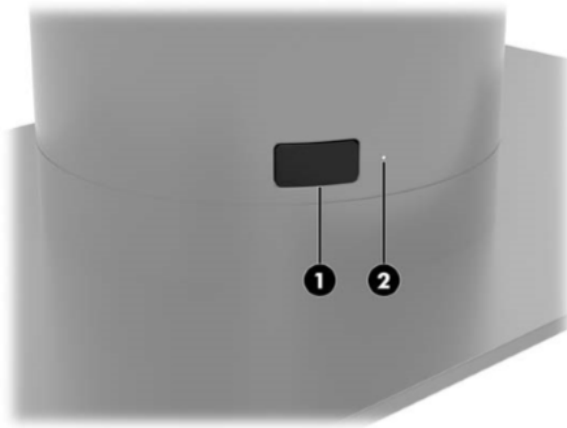


1. Remove the used paper (if applicable).
2. Tear a clean edge on the new paper roll, making sure the tape has been completely removed.
3. Place the paper into the paper compartment so it unrolls from the bottom (1). Leave a few inches of paper sticking out of the printer.
4. While holding the paper 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 (no longer available for purchase):

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.



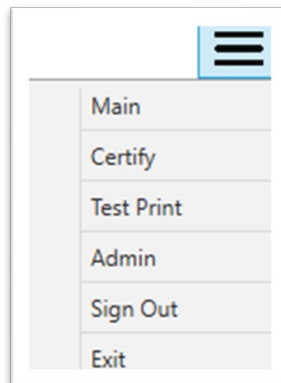


4. To test that the paper is loaded correctly, advance the paper with the paper feed button (1), and then tear the excess paper off against the teeth on the cover. A steady green LED (2) means the printer is on and operating normally. If the LED is flashing, the cover may not be completely closed.

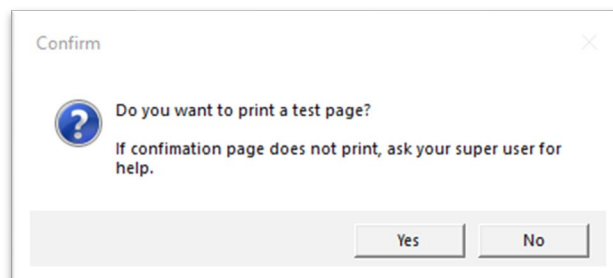
Printing a Test Page:

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	Paper is out, or Receipt cover is open There is a problem with the printer	Load a new paper roll Close the cover Stop using the printer and contact WEC Help Desk; distribute handwritten voter number slips in the meantime
Printer beeps (two-tone – low frequency, high frequency)	Printer has been turned on and is ready to operate	No action is required
Printer beeps and flashes green LED in various combinations	Indicates a serious condition	Stop using the printer and contact WEC Help Desk; distribute handwritten voter number slips in the meantime
Colored stripe is on the receipt	Paper is low	Change the paper roll
Receipt does not come out all the way	Paper is jammed	Open the receipt cover and clear the jammed paper
Printer starts to print, but stops while the receipt is being printed	Paper is jammed	Open the receipt cover and clear the jammed paper
Receipt is not cut	Paper is jammed	Open the receipt cover and clear the jammed paper
Print is light or spotty	Paper roll is loaded incorrectly	Check to see if the paper roll is loaded properly
One side of receipt is missing	Indicates a serious condition with the printer electronics	Stop using the printer and contact WEC Help Desk; distribute handwritten voter number slips in the meantime
Printer does not function when turned on and LED is off	The printer is not plugged in	Check that printer cables are properly connected at both ends Check that the Badger Book is turned on

Problem	Possible Cause	Solution
Printer does not function when turned on and LED is blinking	Receipt cover is not fully closed	Close and latch the receipt cover
Printer stops functioning	Printer has overheated, or Interrupted data signal over USB connection, or Faulty USB port, or Printer is in energy savings mode	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	USB is not connected properly	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	Receipt cover is stuck	Release the latch failsafe located underneath the printer

Peripherals

Badger Books now ship with wired peripherals (mouse, keyboard). Both wired and wireless peripherals may be used with Badger Books.

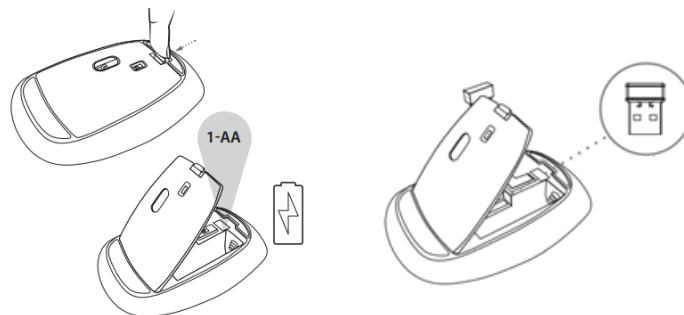
A USB flash drive will also be shipped with the Badger Book. This may be a USB or USB-C flash drive. If there is not a USB-C port on the computer used for retrieving the WisVote file, a USB-C to USB adapter can be used. The WEC recommends using a new USB flash drive for each election and retaining it with other election materials.

Wireless Peripherals

If you have or choose to use wireless mice or keyboards, follow the instructions for those devices and be sure to have backup batteries on hand.

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.



Setting up the Wireless Keyboard (USB Model):

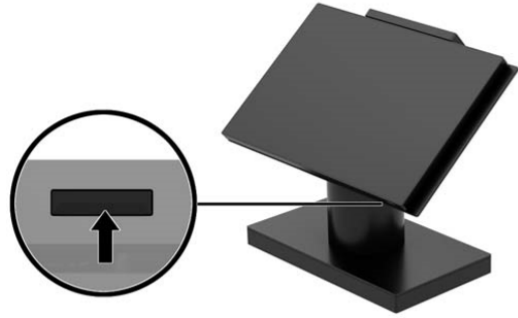
1. Open the battery compartment on the back of the keyboard and insert two AAA batteries.
2. The keyboard does not have its own USB dongle and communicates via the same USB device as the mouse. The keyboard will be ready to use after the mouse has been set up properly.

Because both devices use the same dongle, the keyboard will still function if the mouse loses power or is turned off.

If you have issues with either device, connect a wired 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

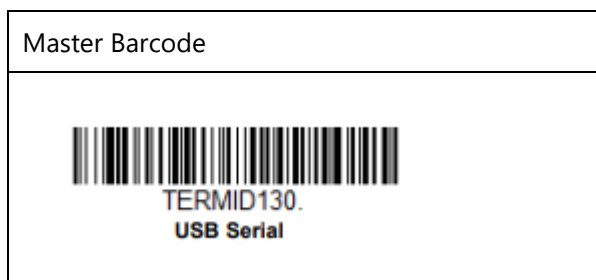
Upon receipt, each Badger Book Scanner will require individual configuration. This step should only need to be done one time (scanner should remember); however, it is possible to have to configure a scanner more than one time. If the scanner is left connected prior to Election Day it will power the Badger Book back on. If testing or setting up prior to Election Day be sure to unplug the scanner.



HP ElitePOS 2D Barcode Scanner

To perform scanner configuration, turn on the device and log into the machine with the Windows password. You should be on the Main Menu screen when doing the scanner calibration.

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 the server is turned off 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

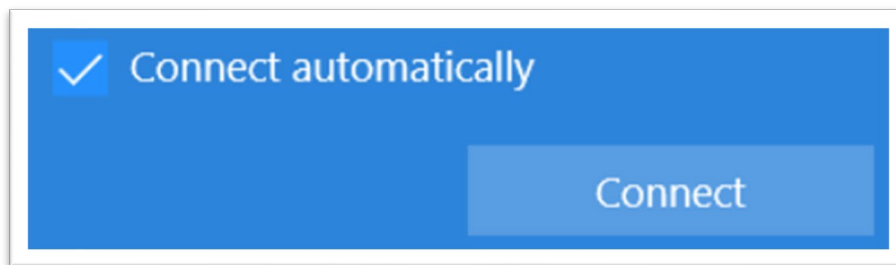
Badger Books communicate via a local wireless network provided by the Badger Book router. Each client must be connected to the router to transmit voter transactions back to the server.

Upon receipt of devices from the vendor, the server and client devices will be configured to connect to the router automatically. The router should not be reset as this removes the programmatic imaging done by the vendor. If a router is inadvertently reset, you will have to work with the vendor to reimage the device. Off-the-shelf routers cannot be used with the Badger Books

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.
 - a. 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.
 - a. Windows password is available on TLC under "Information Sheet for New Badger Book Users"
 - b. The Windows password does not need to be changed. If you do change it, WEC staff will not be able to assist with any password reset if the password is lost or forgotten. The machine may need to be re-imaged if the password cannot be retrieved. If the Badger Book requires a password reset for any reason, you can reuse the same password as before. There are no requirements that it be a new 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.

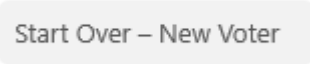
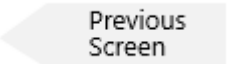
1. Plug in Router.
2. Plug in and turn on **the SERVER** machine.
3. Log in to the **SERVER** machine with WINDOWS password.
4. Connect to the "EPollBook" Network on the **SERVER** machine. Devices should be programmed to automatically connect to this server upon receipt. Verify connection by clicking 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 Badger Book Username and Password.
7. Plug in and turn on client machines.
8. Log in to the client machines with WINDOWS password
 - a. Windows password is available on TLC under "Information Sheet for New Badger Book Users"
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 Badger Book username and password. Badger Book username and password is available on TLC under "Information Sheet for New Badger Book User." Under the Admin section, Poll Workers tab, you should add a user role for yourself and login credentials. We recommend using the same username you have for WisVote. Be sure to set yourself up with an Admin role.

Header Overview

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





Far Left – Navigation Tools

<i>Element</i>	<i>Purpose</i>
	Will bring user back to the Voter Check In screen
	Will bring user to the screen before your current screen

Middle – Election Information

<i>Element</i>	<i>Purpose</i>
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

<i>Element</i>	<i>Purpose</i>
	Takes user to the main navigation page where user will have access to absentee processing and Admin features Also known as the “hamburger menu”
Zoom Font Size  <input type="text" value="100"/>	Allows the user to increase or decrease the font size on the screen
<i>Voter Count 1</i>	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.

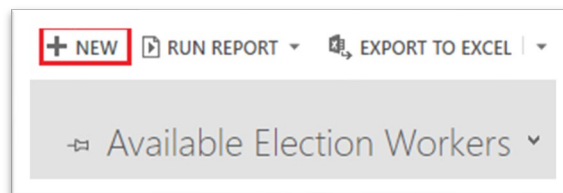
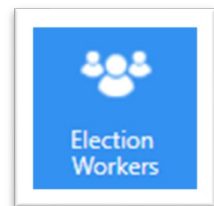
It is possible to create and maintain these credentials either in WisVote or on the Badger Book application itself. If the credentials are created in WisVote, they will be included with the election data file loaded onto the Badger Books. There is no preferred method to complete this process and how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

Instructions for both methods appear below.

Windows password and initial Badger Book Admin password can be found on The Learning Center (TLC), [Information Sheet for New Badger Book Users](#).

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. Do not use 'CLERK' as a generic login ID.

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

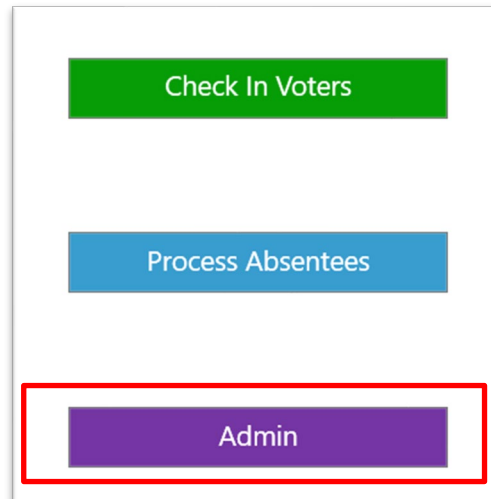
Passwords must be at least 8 characters long and ARE case sensitive. Passwords must contain uppercase, lowercase, a number and special characters. When initially establishing election inspector accounts, it is okay to assign a generic password for all the accounts and then request the inspectors to change 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 currently a one-way process. 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 be displayed 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. Do not use 'CLERK' as a generic login ID.
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 change the passwords to unique ones either during training or prior to using Badger Books 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.

Generate and Download Pre-Election files from WisVote for Training and Election Day

Training Data:

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

Using a Preexisting Election File on the Badger Book for Training, see instructions below

The first, 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.

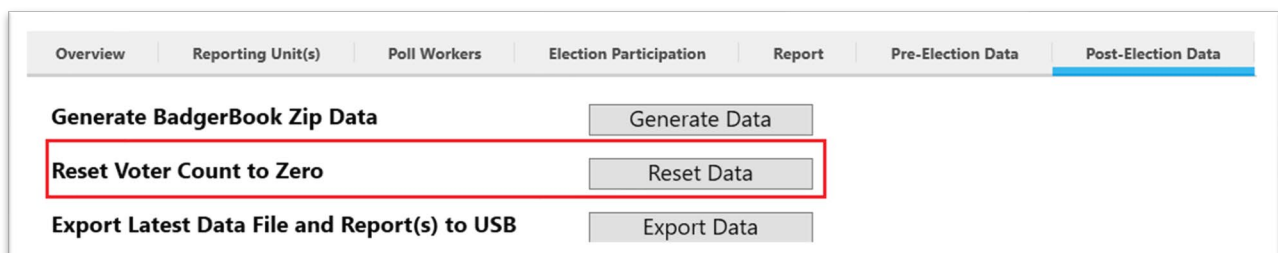
[Generate & Download a Pre-Election file from past election for training](#)

The second option is to generate and download a Pre-Election file from a past election. If there is not an election loaded on the Badger Books to use because it is the first time using the ePollbooks you can generate a file in WisVote from a prior election.

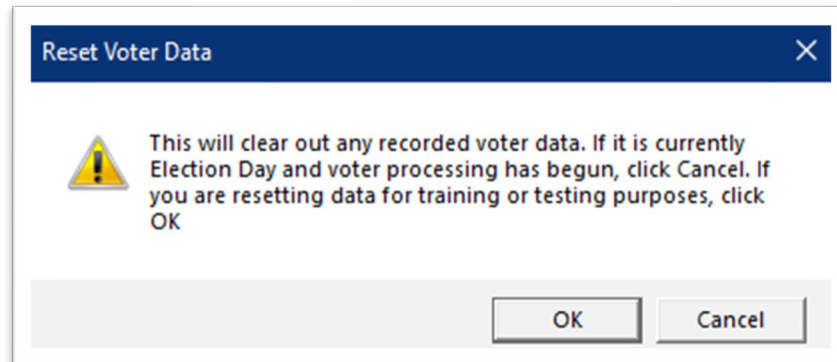
Note: While it is also possible to use a file from an upcoming election for training, it is not recommended nor are instructions included for that process. When using a file from the upcoming election, you must update and overwrite the same data file you generate for training when you're ready to download the file you will use on Election Day. This also requires manually running the workflow for your Election Day file. It may cause unneeded errors and issues on Election Day if the file is not updated properly.

Using a Preexisting Election File on the Badger Book for Training

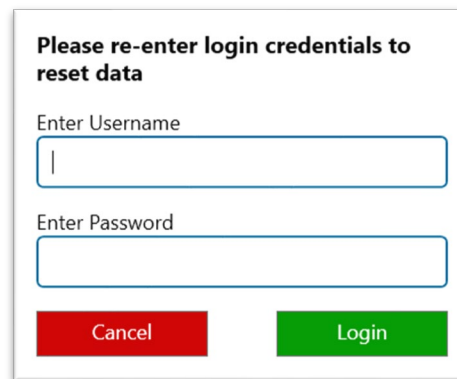
1. Launch the Badger Book application and log in using administrative credentials.
2. Go to the Admin menu by clicking on the "hamburger menu" in the upper right corner and clicking on Admin. Alternatively, clicking on the Admin button on the main screen will take you to the same place.
3. If you have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



- 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."



- 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."

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

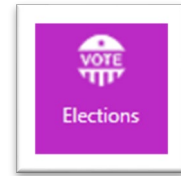
- Finally, you will be presented with a pop-up asking to complete the data refresh. This is the very last opportunity you will have to abandon this process. When ready to proceed, click "Ok."



- 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 later in this manual.

Generate and Download Pre-Election file from a past election for training

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



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

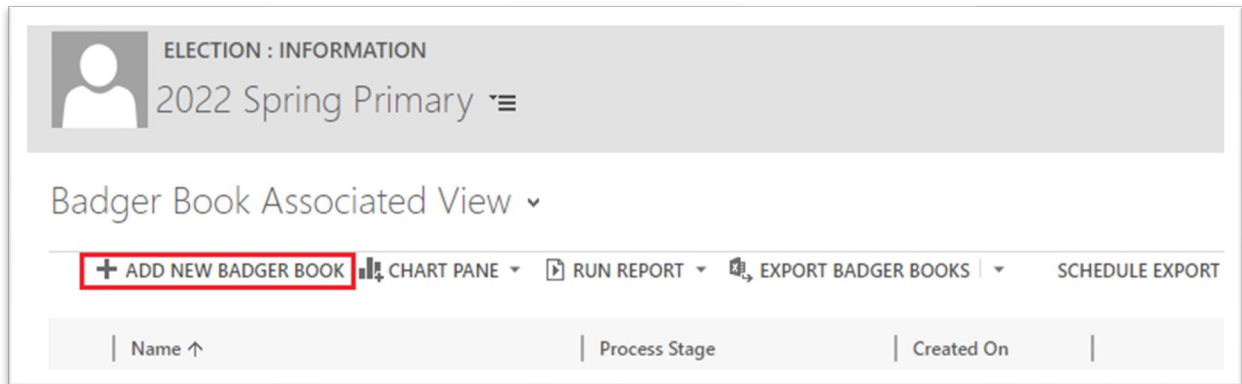
4. From within the Election tab, use the dropdown to navigate to the Badger Book tile and open your Badger Book record.

The screenshot shows the top navigation bar of the WisVote application. The bar is black with white text and icons. On the left is the WisVote logo (an American flag) and a home icon. In the center is the word "Election" with a dropdown arrow. On the right is "Elections" with a right-pointing arrow and "2022 Spring Primary" with a dropdown arrow.

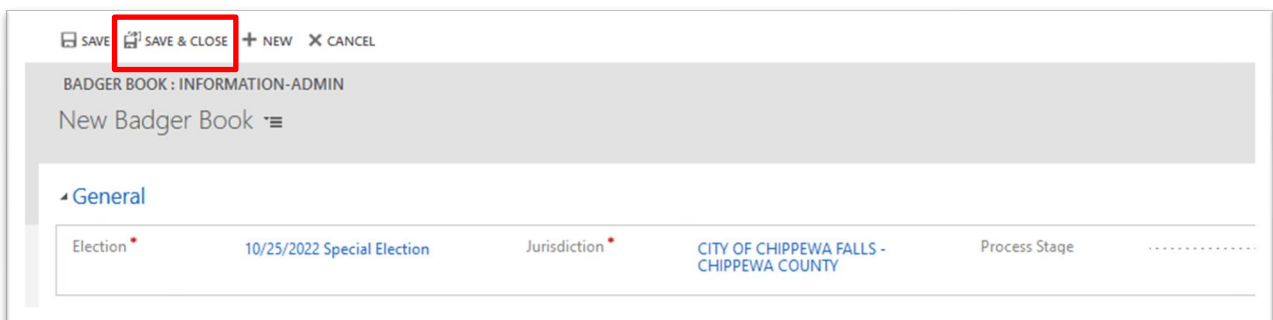
Below the navigation bar is a section titled "Common" in blue. It contains a grid of nine tiles, each with a green icon and text. The tiles are:

- Absentee Applications (envelope icon)
- Absentee Ballots (ballot icon)
- Provisional Ballots (ballot icon)
- Badger Books** (paw print icon, highlighted with a grey background)
- Batch Ballot Requests (grid icon)
- Reporting Units (grid icon)
- Election Reconciliati... (calendar icon)
- MyVote Pending Ap... (ballot icon)
- Contests (trophy icon)

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

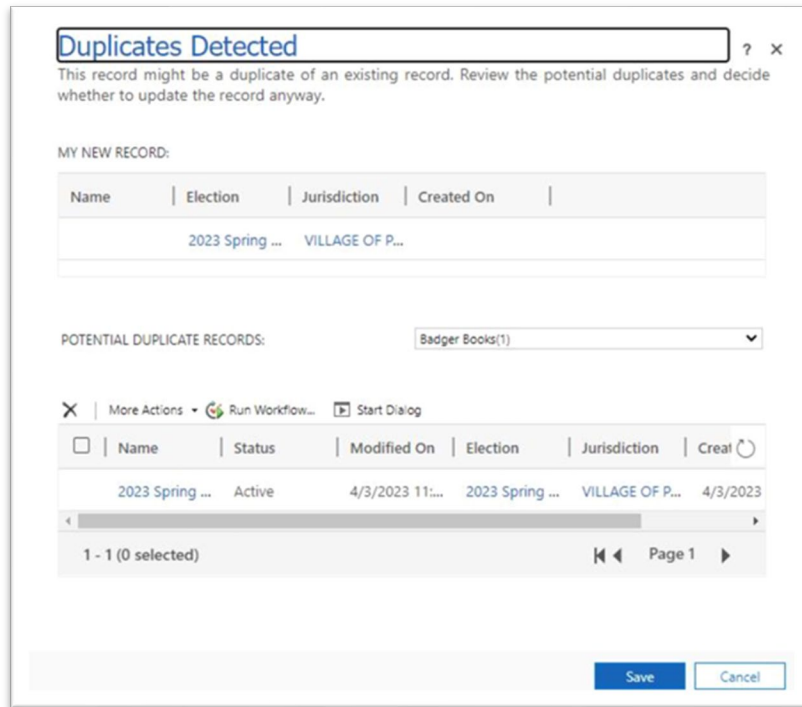


- This will open the Badger Book: Information – Admin window. Click "Save & Close."

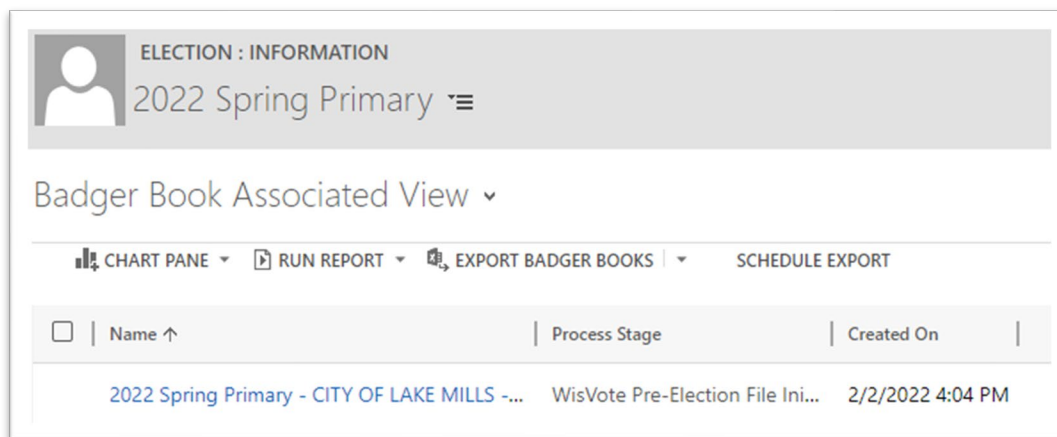


- Workflow to initiate file creation will automatically run and set the process stage to "File Initiated."

Note: The Automatic workflow creation will only work once, the first time it is run for each election. Subsequent file updates will need to use the manual workflow process, detailed under [Manual workflow process](#). Do not create duplicate Badger Book records for the same election. If attempted, you will see the following warning:



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



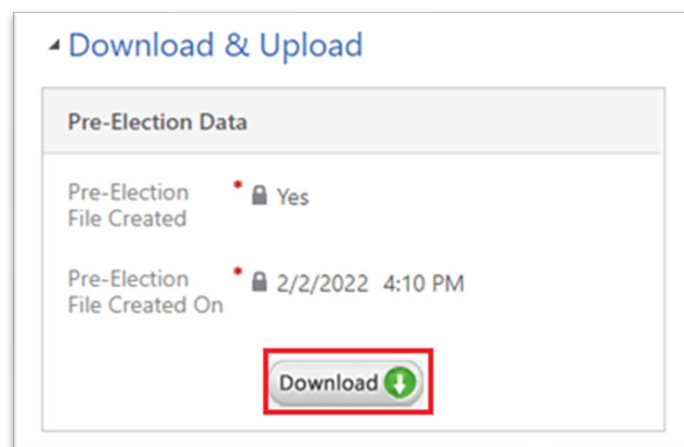
Note: If the Name and Process Stage fields are not populating and you are only seeing the Created On information, click the refresh button (⌂) or hit the F5 key on your keyboard to refresh the page. At this point, the Process Stage will show as "WisVote Pre-Election File Initiated."

Do not manually update or change the Process Stage.

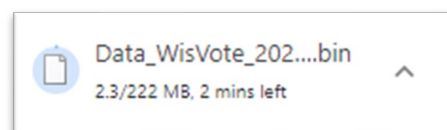
9. Now you will wait for the file to finish generating. This process can take up to 10 minutes to complete, so please be patient. After a few minutes, refresh the screen again using the instructions above. When the file is ready to be downloaded, the Process Stage will change to "WisVote Pre-Election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

Badger Book Associated View ▾			
CHART PANE ▾ RUN REPORT ▾ EXPORT BADGER BOOKS ▾ SCHEDULE EXPORT			
<input type="checkbox"/>	Name ↑	Process Stage	Created On
	2022 Spring Primary - CITY OF LAKE MILLS -...	WisVote Pre-Election File Generated	2/2/2022 4:04 PM

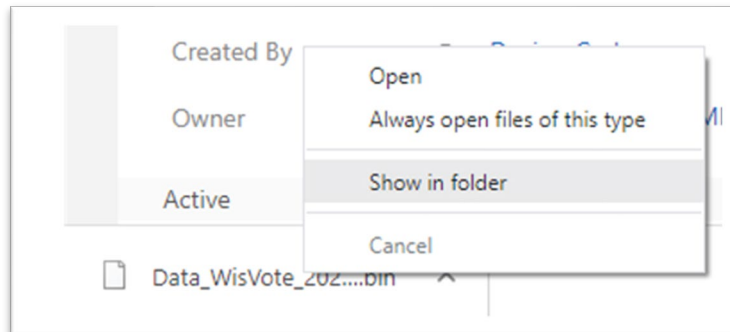
10. Open the record by clicking on the blue text in the Name field.
11. From within the Badger Book record, locate the Download and Upload section. From there, click on the "Download" button.



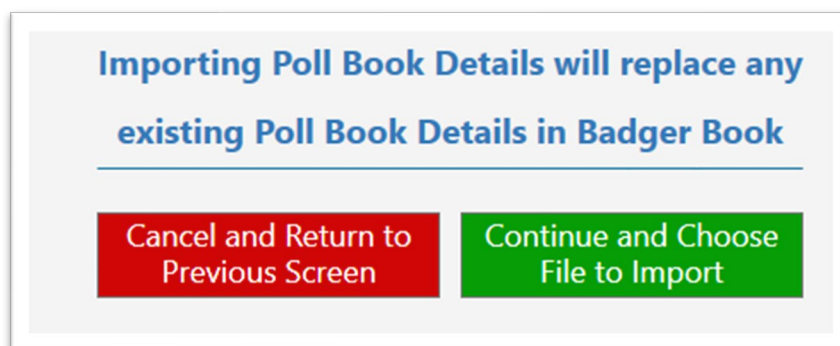
12. The file will immediately start to download. In Chrome, downloads may appear on the bottom left of your screen or in the upper right under the Downloads button.



- 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.



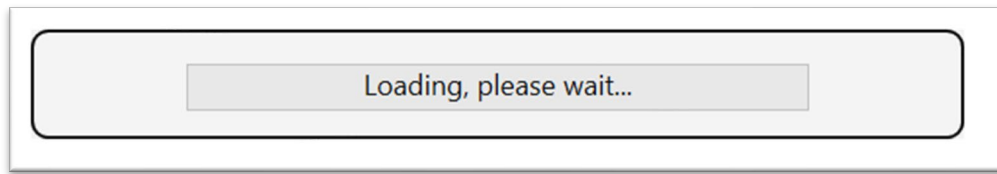
- Copy the file to a USB device. You will use this USB device to load the election file onto your Badger Book server. Note the file is a .bin file. If you see any other file type, that is not the data file.
- Insert the USB device into your server. Make sure that the server is connected to a router, 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.



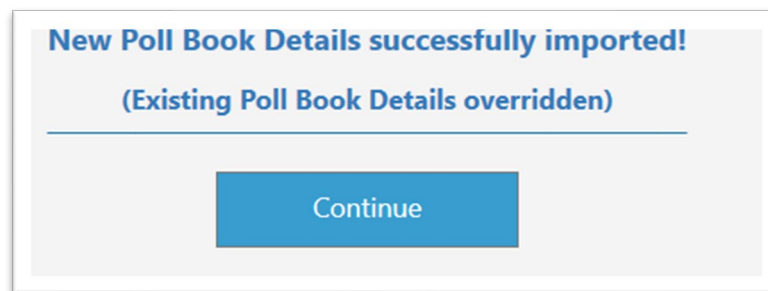
Note: If you have an existing file on your Badger Book, a pop-up window will warn that importing new data will overwrite the existing poll book details. Click "Continue and Choose File to Import" to progress to the next step.

- 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.



21. 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.



22. When the import 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 later in this manual.

Generate Absentee labels with barcodes for Training

To generate sheets of Absentee labels with barcodes for training purposes, generate absentee labels as you would for ballots, but print to sheet labels on a standard printer.

23. Go to Election > Absentee Ballots
24. Select 1 or multiple records
25. Click ellipses, Run Report > Absentee Labels, sheet
26. Generate PDF of labels with barcodes
27. Can save and print as needed
28. Note that printer quality may affect ability to scan

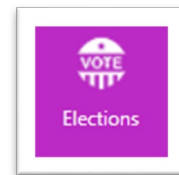
Generate and Download a Pre-Election file for Election Day

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

WEC Staff recommend waiting as late 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 in 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.

Generate and Download Pre-Election data

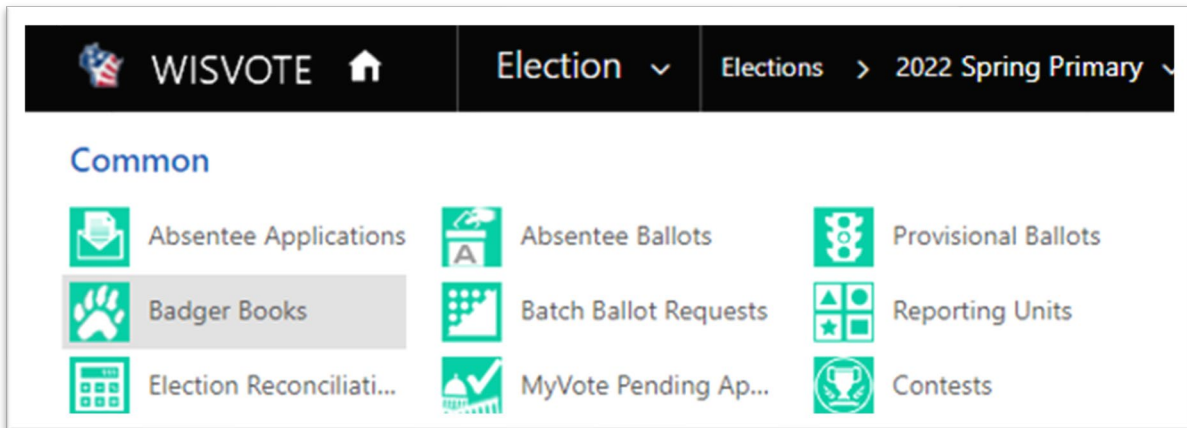
1. Access WisVote.
2. Click the Elections tile on the Easy Navigate page.
3. The view will default to Current Elections. Navigate to the upcoming election.



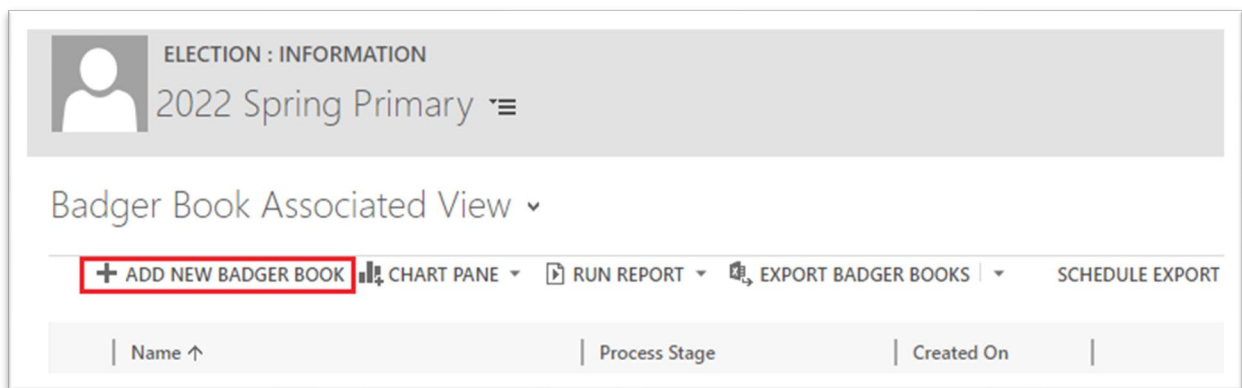
Current Elections ▾				
<input type="checkbox"/>	Election Date...	Name ↑	Jurisdiction	Registration ...
	11/8/2022	2022 General Election	STATE OF WISCONSIN	10/19/2022
	8/9/2022	2022 Partisan Primary	STATE OF WISCONSIN	7/20/2022
	4/5/2022	2022 Spring Election	STATE OF WISCONSIN	3/16/2022
	3/1/2022	3/1/2022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

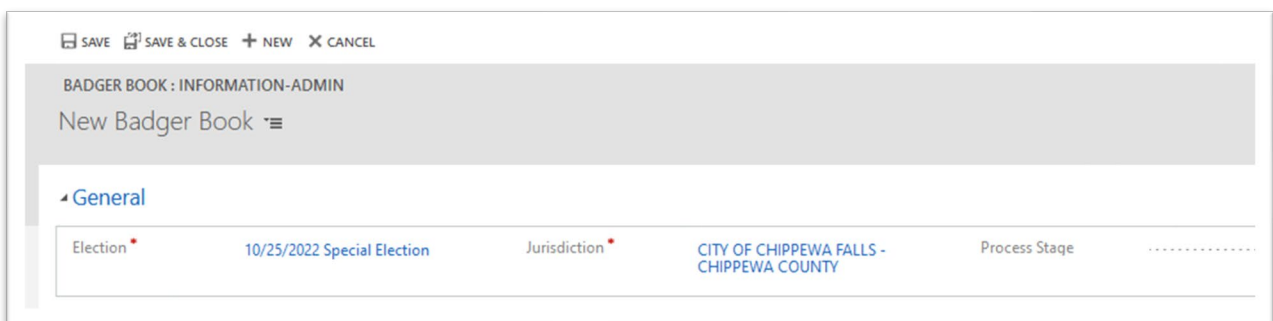
- From within the Election tab, use the dropdown to navigate to the Badger Book tile and open your Badger Book record.



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

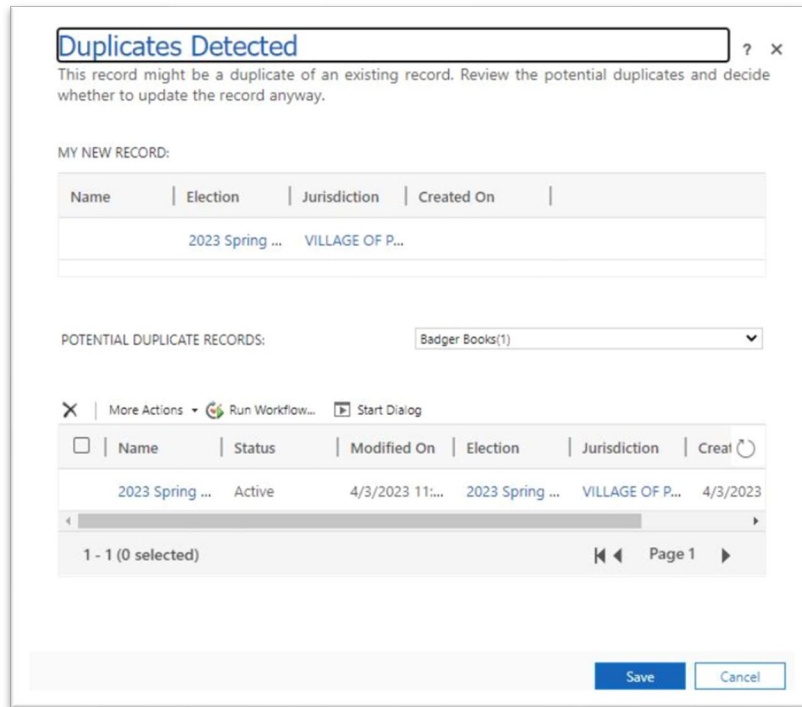


- This will open the Badger Book: Information – Admin window. Click "Save & Close."

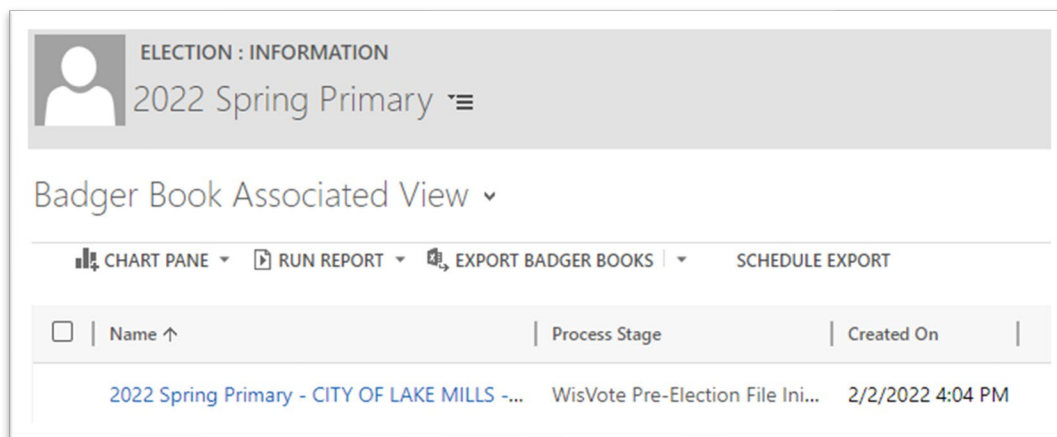


- Workflow to initiate file creation will automatically run and set the process stage to "File Initiated."

Note: The Automatic workflow creation will only work once, the first time it is run for each election. Subsequent file updates will need to use the manual workflow process, detailed under [Manual workflow process](#). Do not create duplicate Badger Book records for the same election. If attempted, you will see the following warning:



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



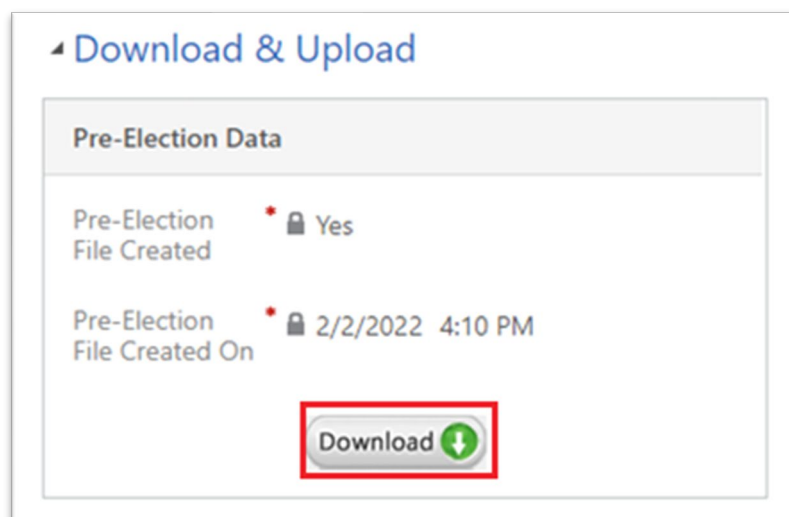
Note: If the Name and Process Stage fields are not populating and you are only seeing the Created On information, click the refresh button (⌂) or hit the F5 key on your keyboard to refresh the page. At this point, the Process Stage will show as "WisVote Pre-Election File Initiated."

Do not manually update or change the Process Stage.

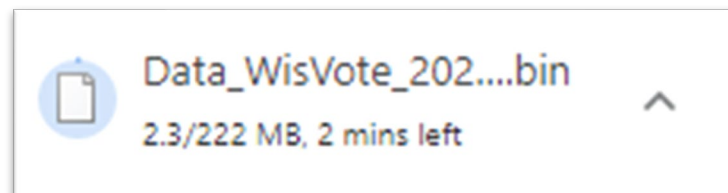
9. Now you will wait for the file to finish generating. This process can take up to 10 minutes to complete, so please be patient. After a few minutes, refresh the screen again using the instructions above. When the file is ready to be downloaded, the Process Stage will change to "WisVote Pre-Election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

Badger Book Associated View ▾			
CHART PANE ▾ RUN REPORT ▾ EXPORT BADGER BOOKS ▾ SCHEDULE EXPORT			
<input type="checkbox"/>	Name ↑	Process Stage	Created On
	2022 Spring Primary - CITY OF LAKE MILLS -...	WisVote Pre-Election File Generated	2/2/2022 4:04 PM

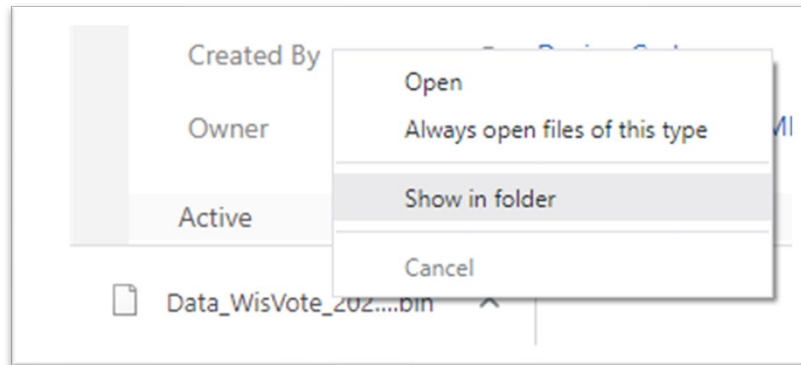
10. Open the record by clicking on the blue text in the Name field.
11. From within the Badger Book record, locate the Download and Upload section. From there, click on the "Download" button.



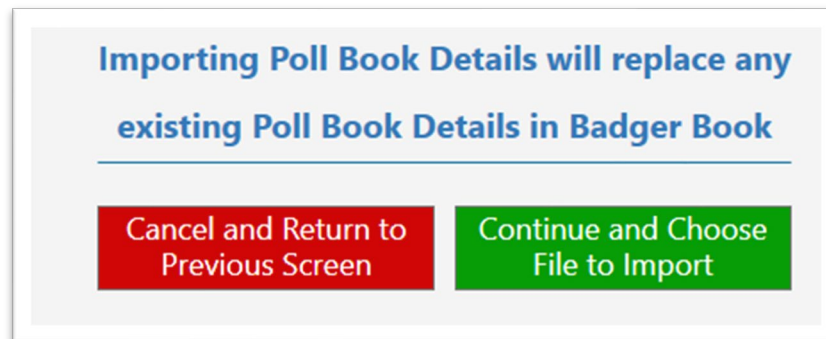
12. The file will immediately start to download. In Chrome, downloads may appear on the bottom left of your screen or in the upper right under the Downloads button.



- 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.



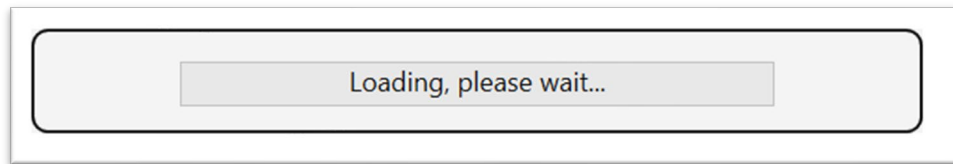
- Copy the file to a USB device. You will use this USB device to load the election file onto your Badger Book server. Note the file is a .bin file. If you see any other file type, that is not the data file.
- Insert the USB device into your server. Make sure that the server is connected to a router, 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.



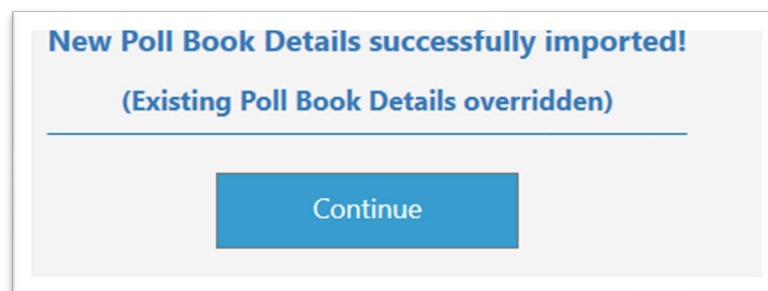
Note: If you have an existing file on your Badger Book, a pop-up window will warn that importing new data will overwrite the existing poll book details. Click "Continue and Choose File to Import" to progress to the next step.

- 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.



21. 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.



22. When the import 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 later in this manual.

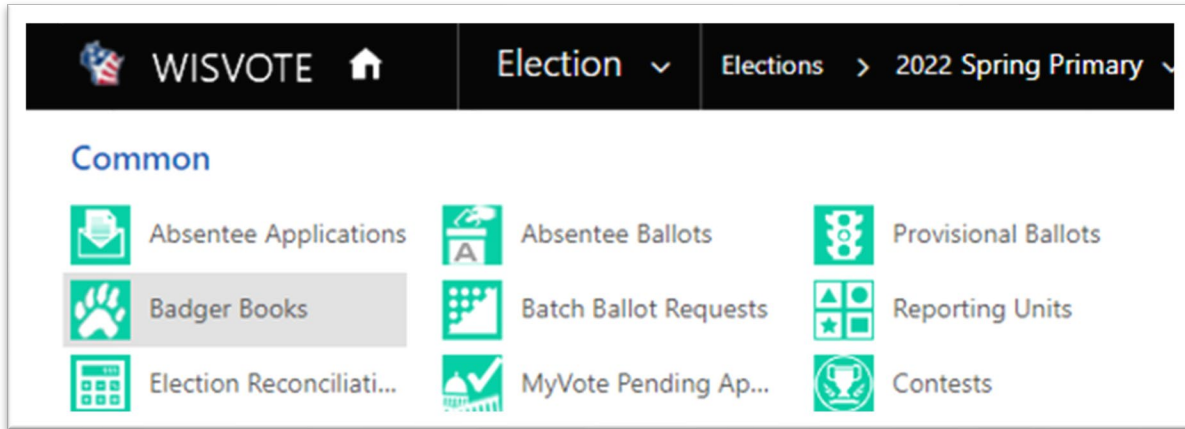
Manual workflow process

The automatic file creation will only work once per election. If you need to update the election file, you will manually run the workflow.

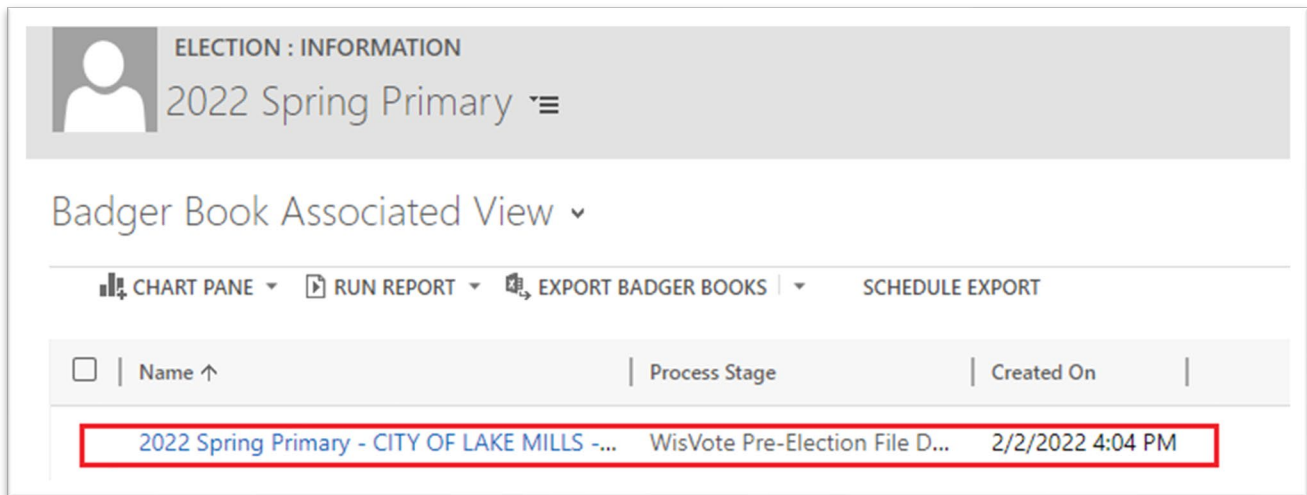
1. Navigate to the election and Badger Book tile per previous instructions

 A screenshot of a web application interface showing a table of current elections. The table has a header row with columns: "Election Date...", "Name ↑", "Jurisdiction", and "Registration ...". There are five rows of data. The last row, "2/15/2022 2022 Spring Primary STATE OF WISCONSIN 1/26/2022", is highlighted with a red border.

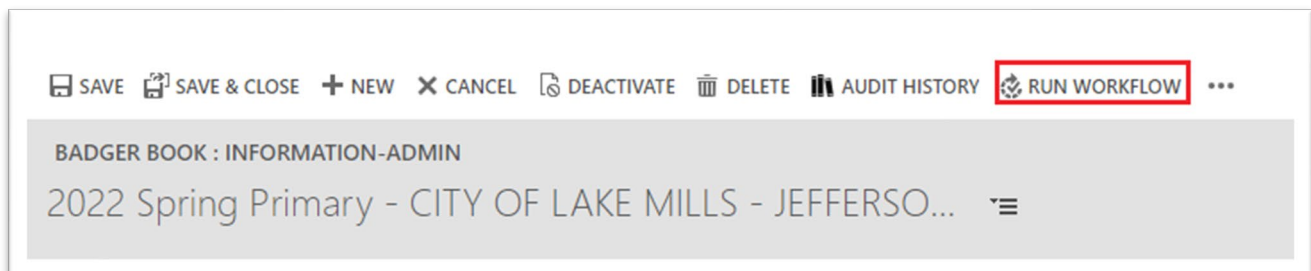
Election Date...	Name ↑	Jurisdiction	Registration ...
11/8/2022	2022 General Election	STATE OF WISCONSIN	10/19/2022
8/9/2022	2022 Partisan Primary	STATE OF WISCONSIN	7/20/2022
4/5/2022	2022 Spring Election	STATE OF WISCONSIN	3/16/2022
3/1/2022	3/1/2022 Special Election	CITY OF MEQUON - OZAUKEE ...	
2/15/2022	2022 Spring Primary	STATE OF WISCONSIN	1/26/2022



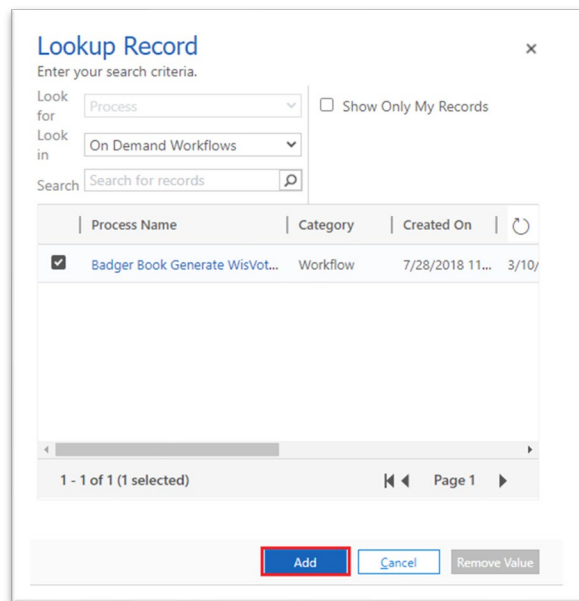
- Click the text in the Name field to enter the Badger Book record.



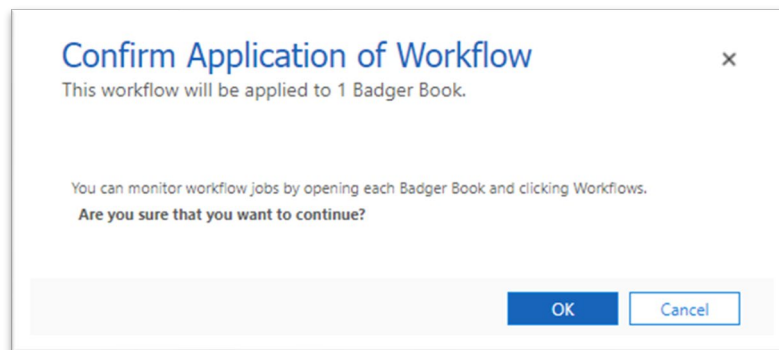
- From within the Badger Book record, click "Run Workflow."



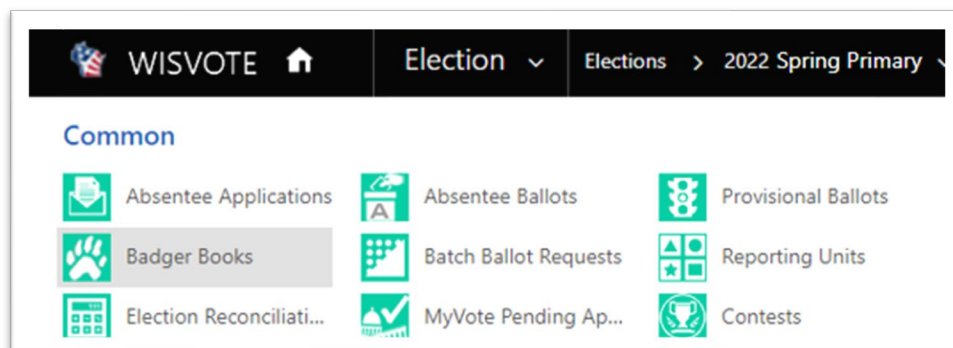
4. You will be presented with a new pop-up window. To start the workflow, click "Add."



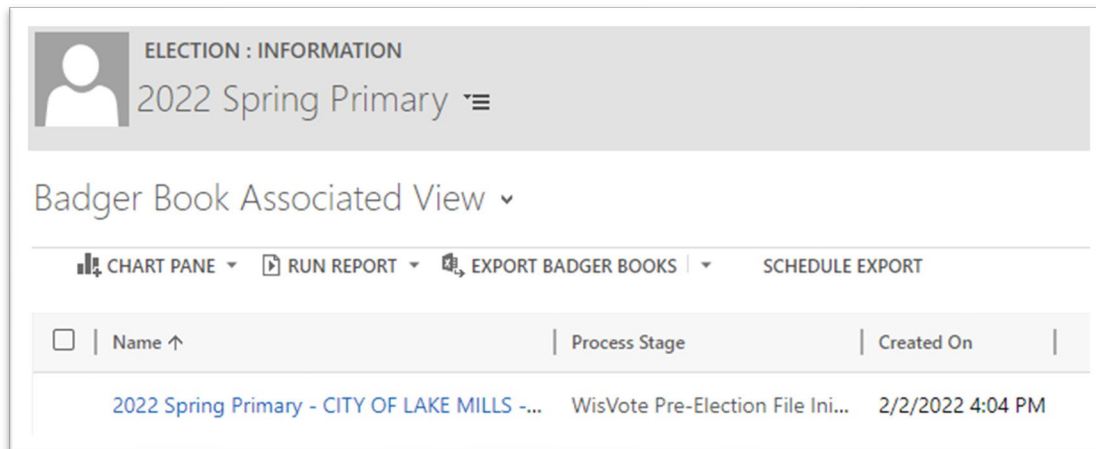
5. When the final confirmation window appears, click "OK."



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



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



The screenshot displays the 'ELECTION : INFORMATION' section for the '2022 Spring Primary'. Below this, there is a 'Badger Book Associated View' section with a dropdown menu. A toolbar contains options for 'CHART PANE', 'RUN REPORT', 'EXPORT BADGER BOOKS', and 'SCHEDULE EXPORT'. A table below the toolbar lists associated views with columns for 'Name', 'Process Stage', and 'Created On'.

<input type="checkbox"/>	Name ↑	Process Stage	Created On
	2022 Spring Primary - CITY OF LAKE MILLS -...	WisVote Pre-Election File Ini...	2/2/2022 4:04 PM

- Continue with Step 9 of [Generate and Download Pre-Election data](#)

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 to 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.

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.

Open Polls Checklist

Reporting Units Selected	✘
Voter Count Reset to Zero	✔

Admin

Open Polls Checklist

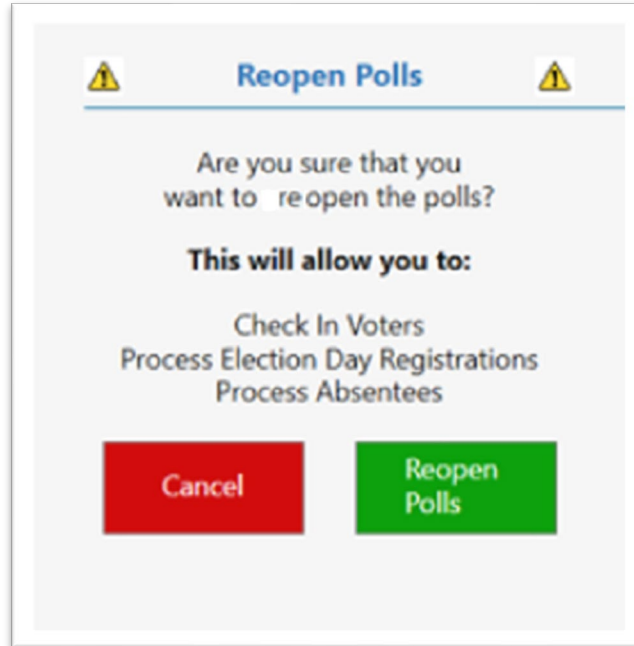
Reporting Units Selected	✔
Wards 1-10,12-15,11	
Voter Count Reset to Zero	✔

Open Polls

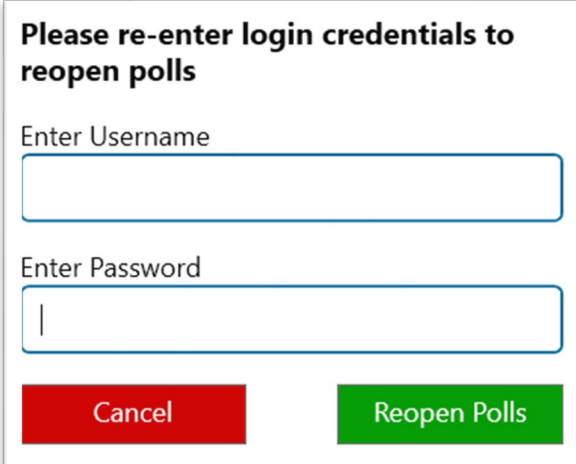
2. Select the green "Open Polls" button.

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.

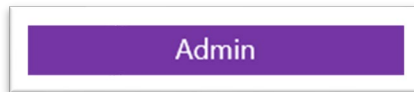
A dialog box titled "Please re-enter login credentials to reopen polls". It contains two input fields: "Enter Username" and "Enter Password". Below the fields are two buttons: a red "Cancel" button and a green "Reopen Polls" button.

5. Select "Reopen Polls."

Set Reporting Unit(s)

The Pre-Election data file contains all active voters in the state. Once the reporting unit(s) is selected the correct voters will appear at the beginning of the poll book list.

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 U	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	Select					

Note: The only time "Select All" should be utilized 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 (minimum of 3 characters recommended) in the "Last Name" field. As you type the last name, results will appear below. You can further narrow the results by typing the voter's first name (or partial first name).

Find Your Voter

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

Last Name

First Name

Middle Initial

Clear

Results

	Notations	Name	Address	Voter Reg Number	Actions

Last Name

First Name

Middle Initial

Clear

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	00122386	Update Name Update Address

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

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

- 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

<div style="background-color: #0070C0; color: white; padding: 5px; margin-bottom: 5px;">WI Driver License</div> <div style="background-color: #0070C0; color: white; padding: 5px; margin-bottom: 5px;">WI Student College/University/Tech ID</div> <div style="background-color: #0070C0; color: white; padding: 5px; margin-bottom: 5px;">U.S. Passport Book or Card</div> <div style="background-color: #0070C0; color: white; padding: 5px; margin-bottom: 5px;">U.S. Certificate of Naturalization</div> <div style="background-color: #0070C0; color: white; padding: 5px; margin-bottom: 5px;">WI DMV ID Petition Process Photo Receipt</div>	<div style="background-color: #0070C0; color: white; padding: 5px; margin-bottom: 5px;">WI State ID</div> <div style="background-color: #0070C0; color: white; padding: 5px; margin-bottom: 5px;">U.S. Uniformed Services ID</div> <div style="background-color: #0070C0; color: white; padding: 5px; margin-bottom: 5px;">Veteran Affairs ID</div> <div style="background-color: #0070C0; color: white; padding: 5px; margin-bottom: 5px;">Tribal ID</div> <div style="background-color: #0070C0; color: white; padding: 5px; margin-bottom: 5px;">WI DOT Driver License or State ID Receipt</div>
--	---

Voter Does Not Have A Photo ID

- 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:

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

EXPIRATION DATE - After

Acceptable even if driving privileges are revoked or suspended

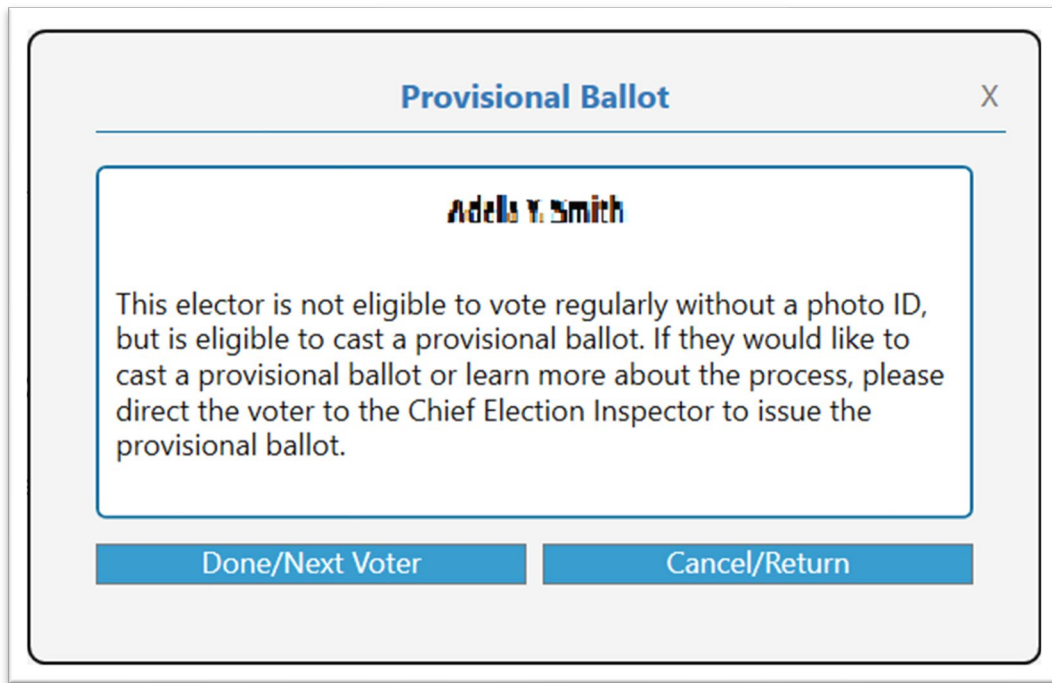
Do not review the address on the photo ID

8. If the ID is not acceptable, a pop-up message will display

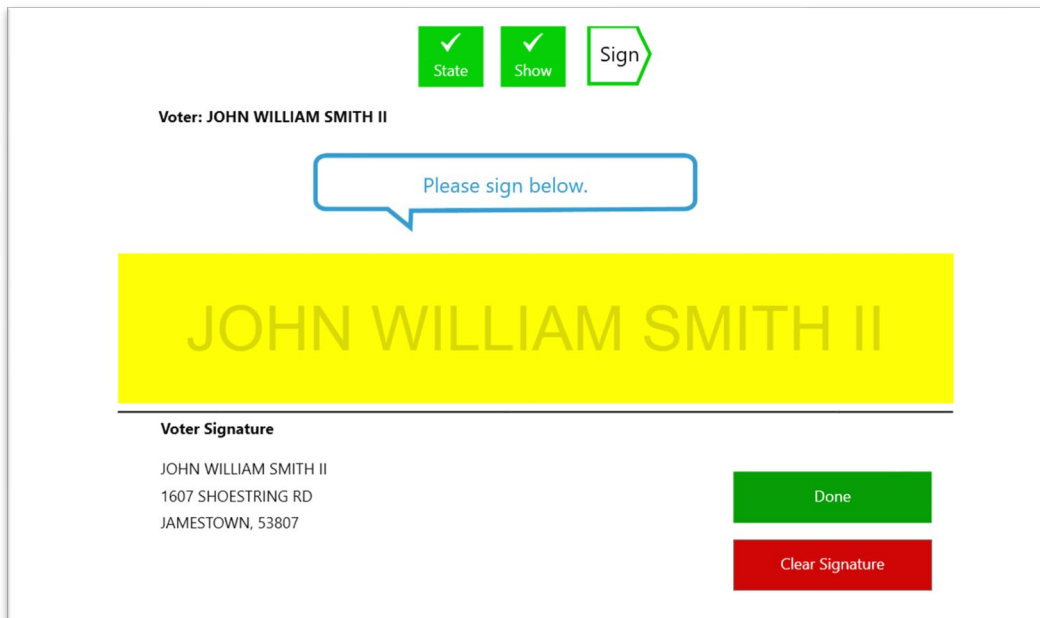
Alternative Proof of Identity X

Do you have another photo ID?

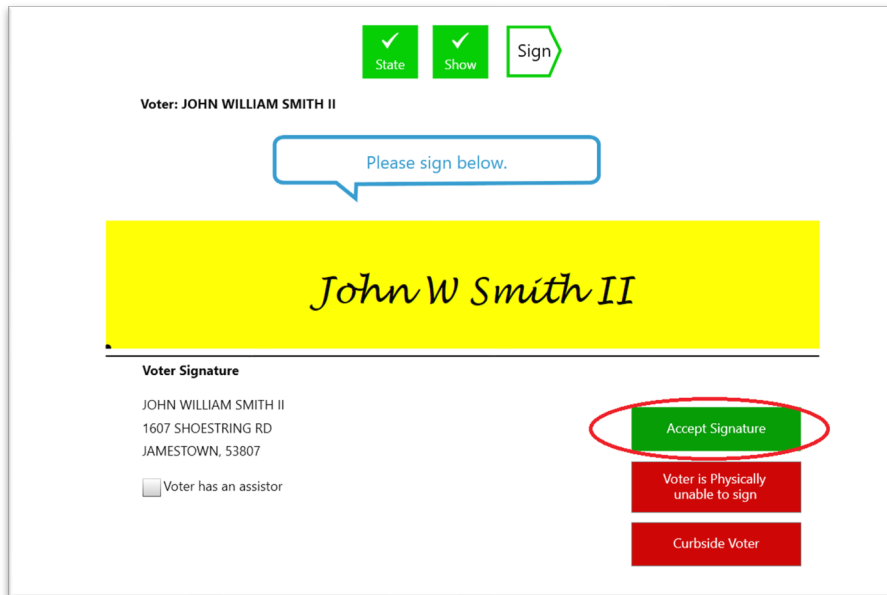
- If the voter has an alternate ID, clicking Yes will go back to the Select type of photo ID screen. If the voter does not have any other ID, a message is displayed advising the voter to look into a provisional ballot.



- If the ID was acceptable, ask the voter to sign and select "Done."



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



12. 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.

13. To **Reprint a Ballot Slip**, search for the voter on the Check-in screen. From here you can click Reprint Ballot Slip. Note that you cannot reprint a voter slip for an EDR voter as they will not show up on the Check-in screen.

results					Actions
Notations	Name	Address	Voter Reg Number		
Voter Number 3	JOHN WILLIAM SMITH II	5383 CAKWOOD ST GREENDALE WI 53129	701090715	Add Notes Reprint Ballot Slip	

14. Select "Finish – Next Voter" to complete this process and to check in the 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 [Check In a Voter](#).
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 digital interface for a voter signature screen. At the top, it identifies the voter as "Voter: John William Smith II". Below this, a blue speech bubble contains the instruction "Please sign below.". The main heading is "Ballot Received at Poll Entrance". Underneath, the voter's signature "John William Smith II" is displayed, followed by the address "1607 SHOESTRING RD" and "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.

4. Review and accept the watermark in the signature field by selecting "Accept Signature."
5. Follow steps 10 & 11 [Check In a Voter](#).

Elector is Physically Unable to Sign

1. Follow steps 1-7 [Check In a Voter](#).
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 displays a voter signature screen for John William Smith II. At the top, there are three green buttons: 'State', 'Show', and 'Sign'. Below these, the voter's name is listed. A blue speech bubble contains the text 'Please sign below.'. The main heading is 'Exempt by order of inspectors'. Underneath, the voter's signature and address are shown. A checkbox labeled 'Voter has an assistor' is present. On the right side, there are three buttons: 'Accept Signature' (green), 'Voter is Physically unable to sign' (light blue), and 'Curbside Voter' (red).

4. Review and accept the watermark in the signature field by selecting "Accept Signature."
5. Follow steps 10 & 11 [Check In a Voter](#).

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.

Last Name First Name Middle Initial

Results

Notations	Name	Address	Voter Reg Number	Actions

Last Name First Name Middle Initial

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 Jintown 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 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"/>

5. 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

6. 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

7. If the ID expired before the last General Election, select "Not Acceptable."

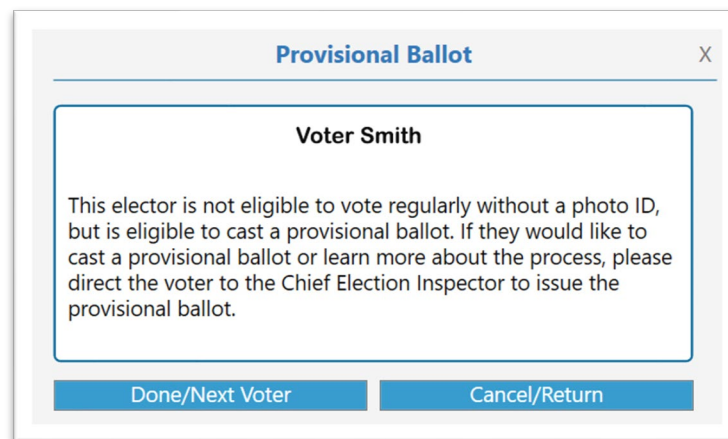
8. Ask the voter for another form of photo ID.



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 [No Photo ID or Photo ID Not Acceptable](#).
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
X

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: JEFFERSON CITY HALL

Address: 317 S MAIN ST , JEFFERSON CITY HALL, JEFFERSON, 53549

Jurisdiction: CITY OF JEFFERSON - JEFFERSON 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 3 characters recommended) 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	00122385	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's name has changed since the last election a new registration is required).
- b. Update Address Options:
 - i. A pop-up window will appear to confirm the voter's previous address.
 - ii. "Misspelling" option will provide an open text box to note the misspelling in the voter's address (e.g., a typo, Ct instead of Cir, etc.).
 - iii. "Address Change" option will route user to the Election Day Registration process (if a voter moved since the last election resulting in an 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. Notes are for the clerk's information only and will not be added to the voter record in WisVote.

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 numbers.

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.

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

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 active voter list 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.

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

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.

The image shows a pop-up window titled "Confirm Voter's Previous Registration". Inside, a blue speech bubble contains the text: "John Johnson , were you previously registered at 1087 Chelsey Drive Madison, WI 53703". Below the speech bubble are two buttons: a red button labeled "Return to Voter Search Screen" and a green button labeled "Confirm".

Note: All Election Day Registrations that are updates to a prior address will show as Registration List Alerts (Reg List Alert) in WisVote, allowing the clerk to confirm the correct record is being updated.

- 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.

7. 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."

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

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."

9. Record the voter's address as it appears on the POR document. Search for 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|

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)

1607 Shoestring Rd, Jamestown, WI 53807

Voter has a prior address

Street Address	Apt/Unit Type	Apt/Unit Number
<div style="border: 1px solid #0070C0; padding: 2px;">1580 N Lincoln St</div>	<div style="border: 1px solid #0070C0; padding: 2px;">Choose Option</div>	<div style="border: 1px solid #0070C0; padding: 2px;"></div>
City	State	Zip Code
<div style="border: 1px solid #0070C0; padding: 2px;">Lancaster</div>	<div style="border: 1px solid #0070C0; padding: 2px;">WI</div>	<div style="border: 1px solid #0070C0; padding: 2px;">53813</div>

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

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

Street Address	Apt/Unit Type	Apt/Unit Number
<div style="border: 1px solid #0070C0; padding: 2px;">1607 Shoestring Rd</div>	<div style="border: 1px solid #0070C0; padding: 2px;">Choose Option</div>	<div style="border: 1px solid #0070C0; padding: 2px;"></div>
City	State	Zip Code
<div style="border: 1px solid #0070C0; padding: 2px;"></div>	<div style="border: 1px solid #0070C0; padding: 2px;"></div>	<div style="border: 1px solid #0070C0; padding: 2px;"></div>

Continue to Step 4

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. You can click “More Information” for additional details regarding each of the eligibility questions.

Step 4: Voter Eligibility

Please verify you are eligible to register.

Are you a United States Citizen ?	<input type="radio"/> Yes <input type="radio"/> No <input checked="" type="radio"/> More Information
Are you at least 18 years of age as of today?	<input type="radio"/> Yes <input type="radio"/> No <input checked="" type="radio"/> More Information
Have you been issued Wisconsin Driver License or Wisconsin State Identification Card?	<input type="radio"/> Yes <input type="radio"/> No <input checked="" type="radio"/> More Information
Have you resided at your current residential address for at least 28 consecutive days prior to today, with no present intent to move?	<input type="radio"/> Yes <input type="radio"/> No <input checked="" type="radio"/> More Information
Are you currently serving a sentence for a felony conviction, including probation, parole, or supervision?	<input type="radio"/> Yes <input type="radio"/> No <input checked="" type="radio"/> More Information
Are you otherwise disqualified from voting?	<input type="radio"/> Yes <input type="radio"/> No <input checked="" type="radio"/> More Information

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 More Information

Drivers License or State ID <input style="width: 100%; height: 20px; border: 1px solid #0070C0;" type="text"/>	Expiration Date <input style="width: 20px; height: 20px; border: 1px solid #0070C0;" type="text"/> / <input style="width: 20px; height: 20px; border: 1px solid #0070C0;" type="text"/> / <input style="width: 20px; height: 20px; border: 1px solid #0070C0;" type="text"/>	<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 <input style="width: 100%; height: 20px; border: 1px solid #0070C0;" type="text"/>	Confirm the Last four Digits of your SSN <input style="width: 100%; height: 20px; border: 1px solid #0070C0;" type="text"/>
---	--

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

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.

JOHN WILLIAM SMITH II

Voter Signature

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

Election Inspector Signature

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".



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 [Election Day Registration](#).

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.

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 [Election Day Registration](#)
4. Because the election inspector added a new address, the election inspector will be prompted to Verify New Address.

Verify New Address

The voter is attempting to register at an address that does not yet exist in the system.

Please follow your polling location process for determining the correct ballot style for the voter and select from the pick list below.

John William Smith II
1607 Shoestring Rd
Jamestown 53807

Choose Ward

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."

Verify New Address

The voter is attempting to register at an address that does not yet exist in the system.

Please follow your polling location process for determining the correct ballot style for the voter and select from the pick list below.

John William Smith II
1607 Shoestring Rd
Jamestown 53807

WD-001

BS 12

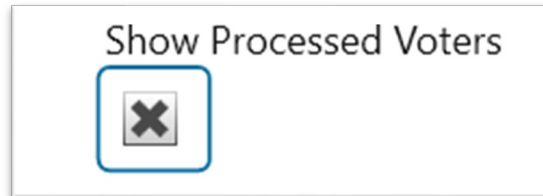
Southwestern School District

Continue to Step 6

6. Follow steps 12 & 13 [Election Day Registration](#).

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).



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.

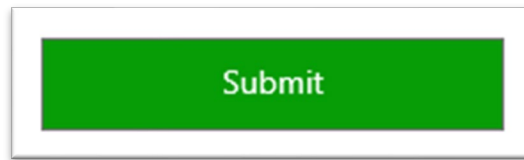
When a user manually searches by typing in a voter's name or mailing ID, they will have to manually select the checkbox next to the voter's name prior to processing the absentee record.

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.



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

4. 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.

5. 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](#)

6. From here, click "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.

Note: Do not prenumber absentee ballots. Badger Books do not allow manual assignment of voter numbers.

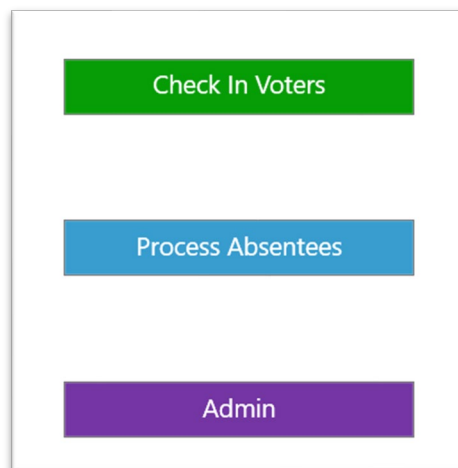
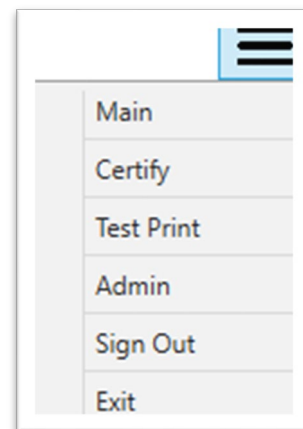
Election Day End of Night Tasks

This section will detail how to close the polls, generate reports, sign the electronic certification page, and export the data/reports to a USB device.

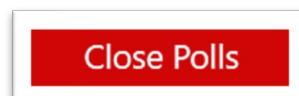
Close Polls on Election Night (Admin User Only)

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 issue.

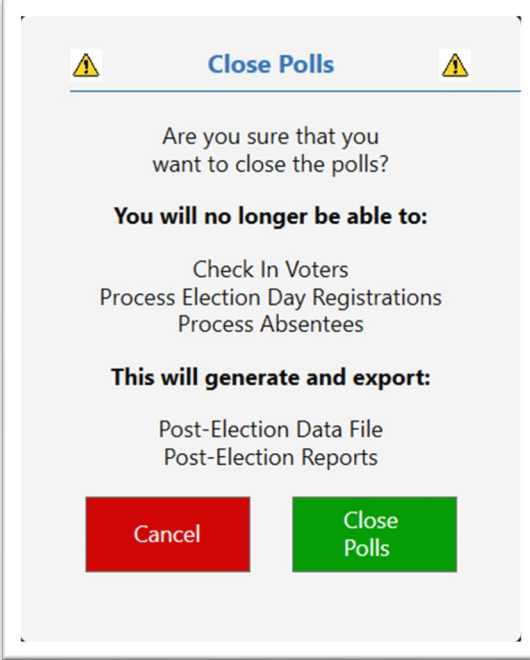
1. Go to the Admin menu by clicking on the "hamburger menu" in the upper right corner and clicking on Admin. Alternatively, clicking on the Admin button on the main screen will take you to the same place.



2. Click the "Close Polls" button.

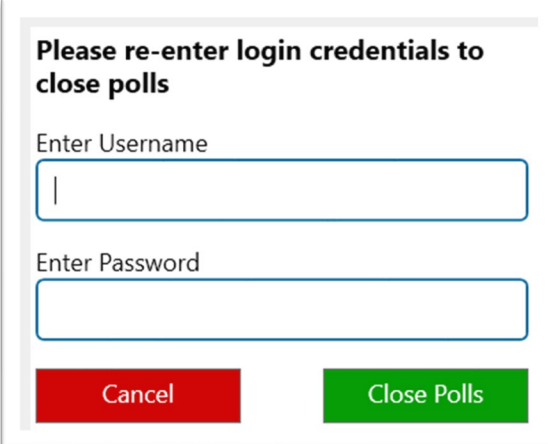


3. Click "Close Polls" on the pop-up warning.



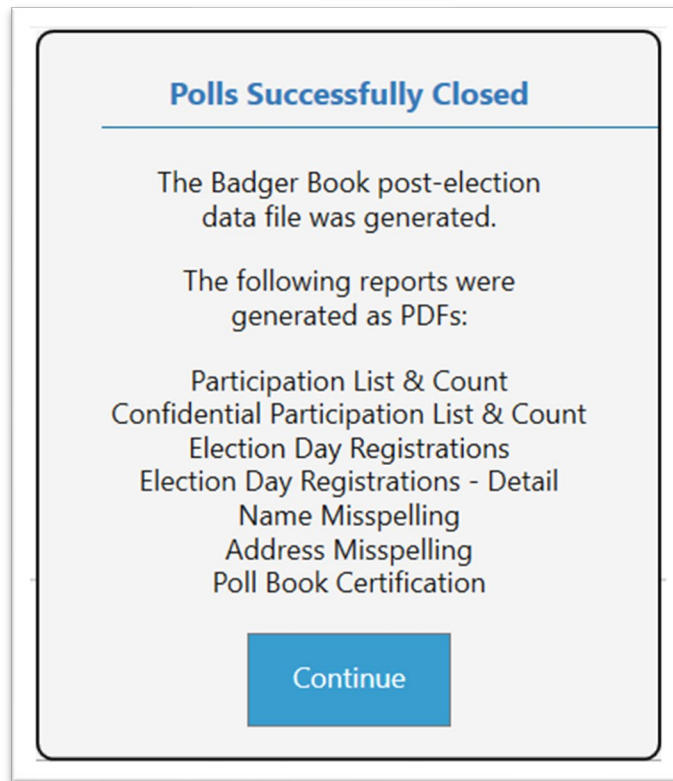
A warning dialog box titled "Close Polls" with a yellow warning icon on each side. The text inside asks, "Are you sure that you want to close the polls?". Below this, it lists functions that will no longer be available: "Check In Voters", "Process Election Day Registrations", and "Process Absentees". It also lists what will be generated and exported: "Post-Election Data File" and "Post-Election Reports". At the bottom, there are two buttons: a red "Cancel" button and a green "Close Polls" button.

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



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

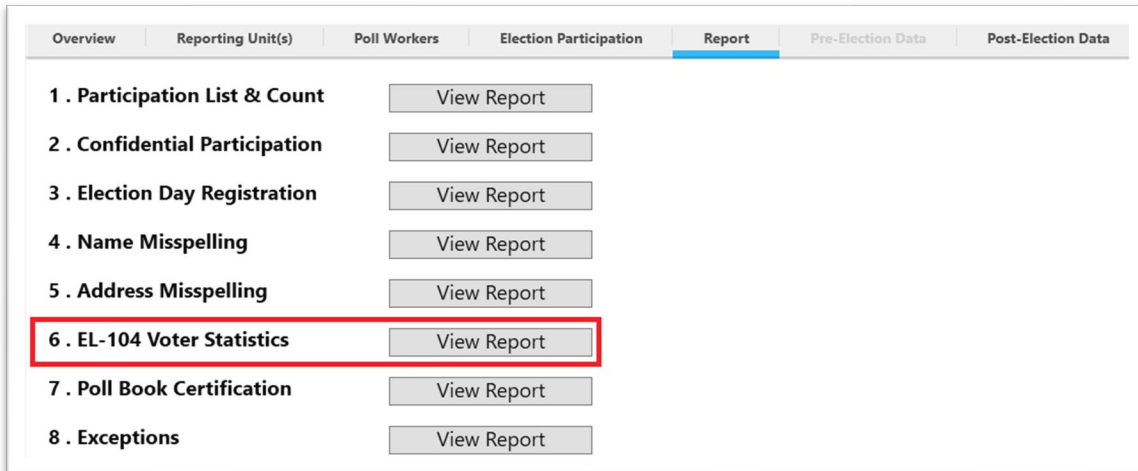
5. Click "Continue" on the confirmation window.



Generating a Report for the Election Inspector EL-104 Form

An Admin user can generate a Badger Book report detailing information to be used to assist with completing the Inspector's EL-104 form. To access this report, click on the Admin tile and then select EL-104 Voter Statistics 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.



Viewing and generating Exception Report

An Admin user can view and generate a Badger Book Exception Report to be used for identifying any exceptions or errors during election day. These may include Election Day Registration (EDR) without participation, duplicate participations, and name fields with numeric values. This information will auto-populate in WisVote when the participation file uploads.

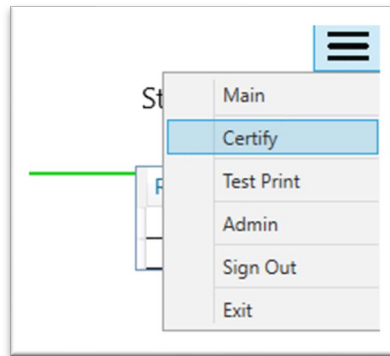
Election Inspector Certification

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.

2. 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

3. 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.

4. 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.

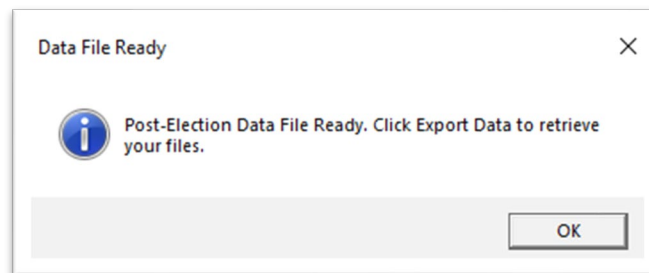
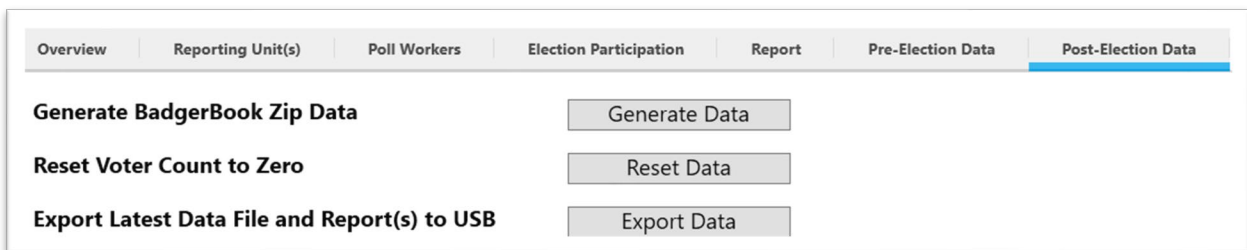
1 . Participation List & Count	View Report
2 . Confidential Participation	View Report
3 . Election Day Registration	View Report
4 . Name Misspelling	View Report
5 . Address Misspelling	View Report
6 . EL-104 Voter Statistics	View Report
7 . Poll Book Certification	View Report
8 . Exceptions	View Report

Export Post-Election Data File and Reports to USB Device

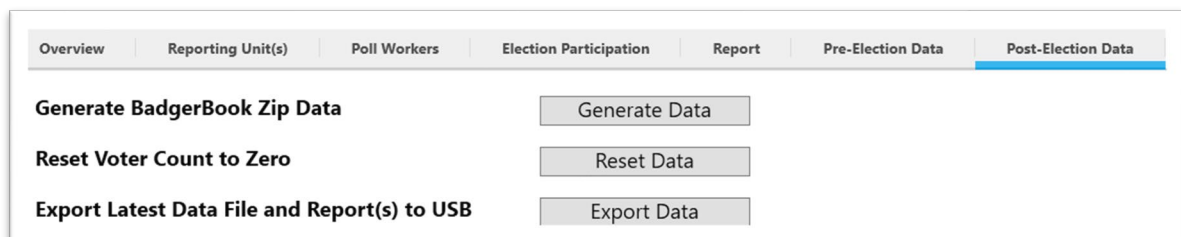
Note: The following steps are for exporting the election data from the Badger Book. This can be done immediately after closing the polls or at a later time.

The action of [Closing the Polls](#) will automatically generate the post-election data files. Using the [Generate Data](#) button will create the file paths needed for future data exports. For subsequent elections, once the polls are closed you can go right to the [Export Data](#) action.

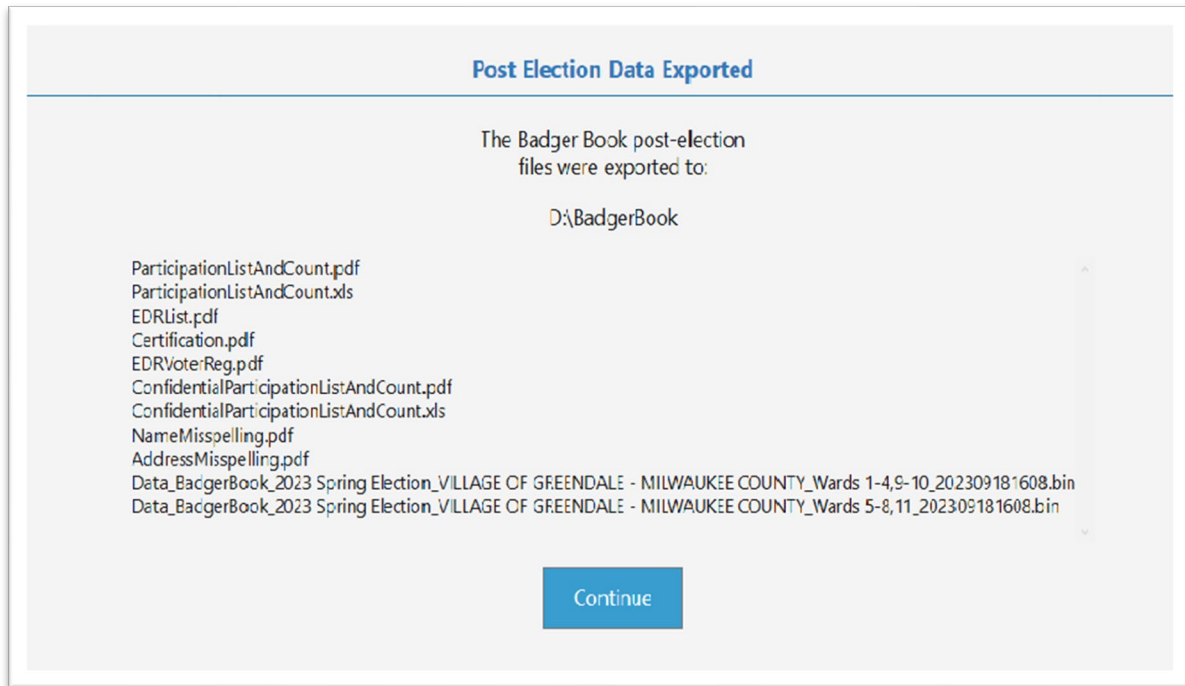
1. Select the Post-Election Data tab on the Admin Overview screen.
2. Plug in a dedicated Badger Book USB drive into the base of the server machine.
3. Select the "Generate Data" button. Wait a few seconds for the Data File Ready pop-up window to appear and click "OK."



4. Select the "Export Data" button next to Export Latest Data File & Report(s) to USB option.



5. Close the export confirmation window.

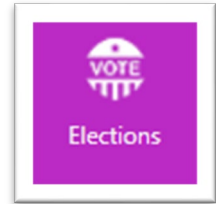


Note: If Badger Book polls are closed prematurely, they can be reopened by following the steps outlined in the [Open/Reopen Polls section](#) of this manual. Reopening the polls will not negatively impact any participation, EDRs, or Absentee Ballots previously recorded.

Post-Election Day Data Upload to 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.

The screenshot shows the WisVote interface. At the top, there is a navigation bar with "WISVOTE" and a home icon, followed by a dropdown menu showing "Election" and "Elections > 2022 Spring Primary". Below this is a "Common" section with a grid of icons and labels:

- Absentee Applications
- Absentee Ballots
- Provisional Ballots
- Badger Books** (highlighted)
- Batch Ballot Requests
- Reporting Units
- Election Reconciliati...
- MyVote Pending Ap...
- Contests

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

Post-Election Data

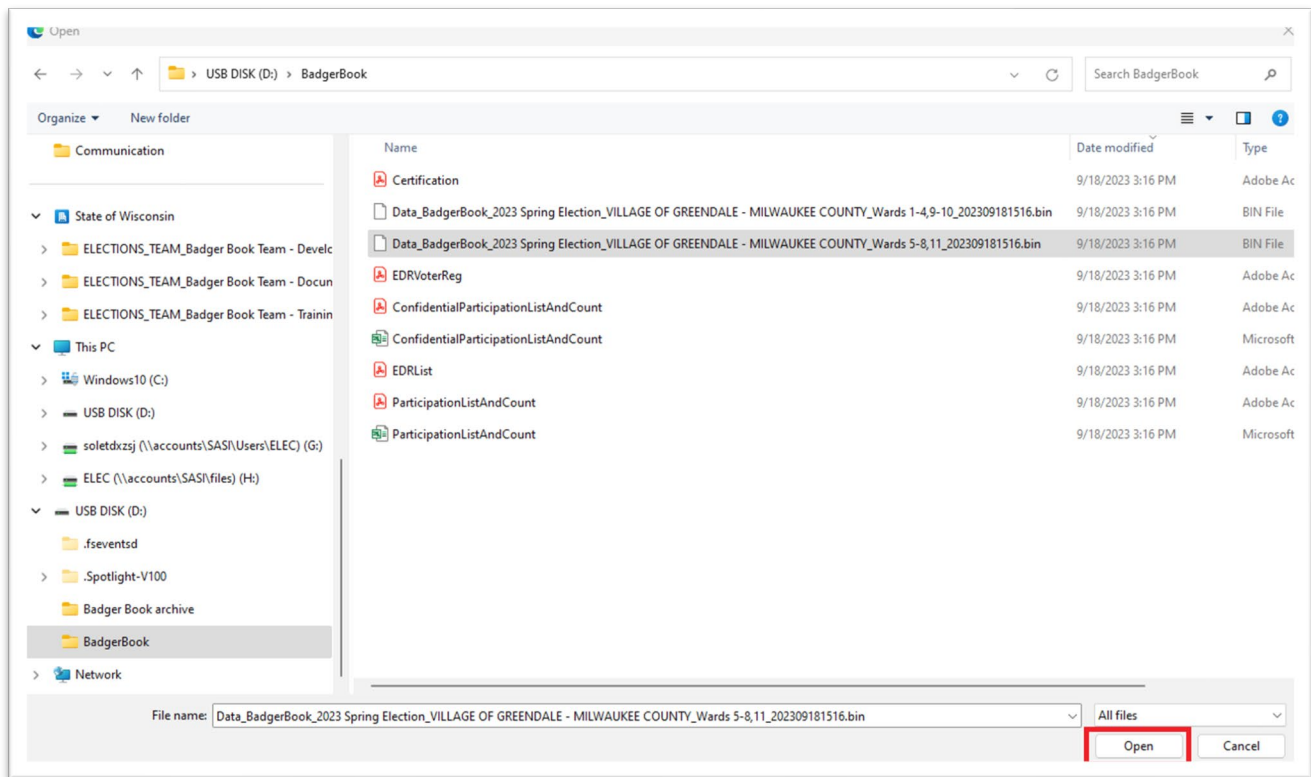
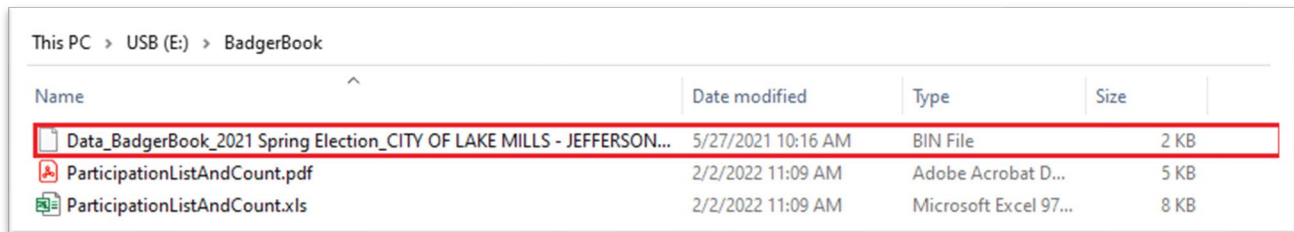
Upload Badger Book Post-Election File :

6. 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.

Copy the Badger Book folder onto the local computer.

Select the .bin file for your reporting unit and click "Open." You may only select one .bin file at a time.

Do not OPEN the .bin files. You will use the Open function in File Explorer to upload the data to WisVote.



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 correct .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
Vo 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.

New Address to Review

Prior to committing the participation to WisVote, new addresses collected by the election inspectors during the Election Day Registration (EDR) process require review.

1. Under the **"Actions"** section, there will likely be addresses that require review consisting of both new addresses and addresses that already exist in WisVote
2. To begin the address review process, click on the numbered hyperlink under the "New Address for Review" column (this will load a new table that contains the addresses for review)

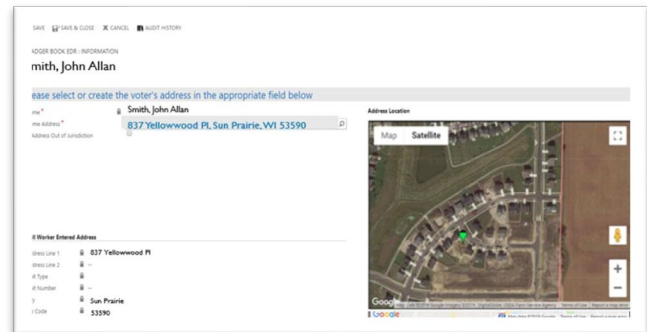
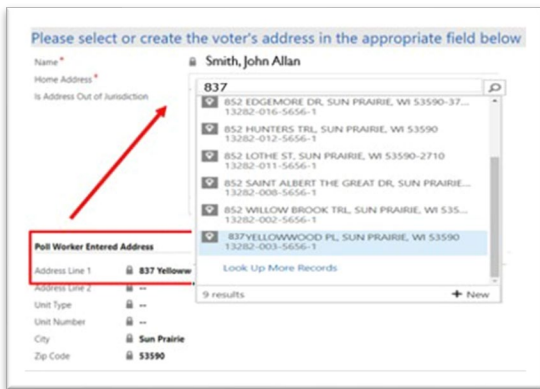
Actions		
New Address For Review	Remove File	Commit to WisVote
12	Remove	
0		

The "Remove" option provides an opportunity to remove the file (perhaps a file was renamed and contained duplicate data) prior to committing it to WisVote.

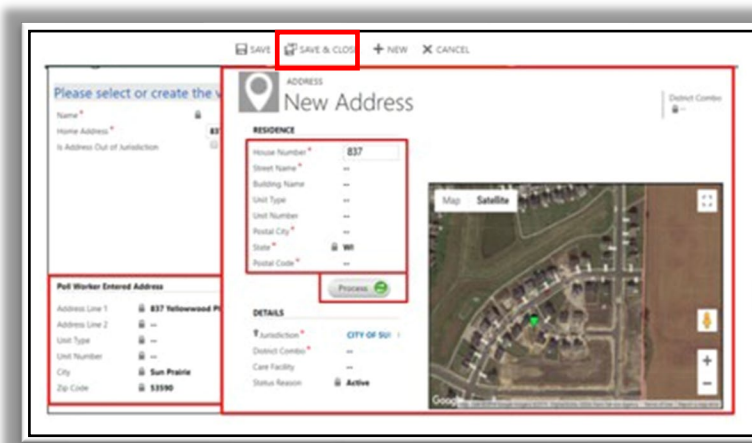
3. Double click a row to review the address associated with that EDR/voter

Fix addresses for the file: 2019 Spring Election_CITY OF SUN PRAIRIE - DANE COUNTY_Wards 1-5									
First Name	Last Name	Middle Name	Voter Reg Number	Address1	Address2	Unit Type	UnitNumber	City	ZipCode
John	Smith	Allan		837 Yellowwood Pl				Sun Prairie	53590
				832 Yellowwood Pl				Sun Prairie	53590
				837 Yellowwood Place				Sun Prairie	53590
				870 Cedar Ln				Sun Prairie	53590
				852 Yellowwood Pl				Sun Prairie	53590
				603 ALDER WAY				SUN PRAIRIE	53590
				712 Chase Blvd			7	Sun Prairie	53590
				1067 Derby Dr				Sun Prairie	53590
				870 Cedar Ln				Sun Prairie	53590
				351 East Main St		APT	306	Sun Prairie	53590
				426 PARK ST		APT	310	SUN PRAIRIE	53590
				852 Yellowwood Pl				Sun Prairie	53590

- Enter the address from the "Poll Worker Entered Address" section into the "Home Address" field by clicking on that field (reminder – start typing the address and click on the magnifying glass to reveal search results)
- If the correct address appears**, select it from the list and then verify the location of the pin (if adjustments are required, click on the map for new window to edit and save new pin location); click "Save & Close" on the main address screen



- If the correct address DOES NOT appear in the search result**, click "+New"
- A New Address pop-up window will display; enter the appropriate address information (house number, street name, etc.) into the mandatory fields and then click "Process"
- Using your county's GIS system, verify the address and adjust the pin to the appropriate location; click "Save & Close" to return to the main address screen; click "Save & Close" on the main address screen



Note: the addressing work will likely open a new tab – to get back to the Badger Book Statistics Chart, close the active tab

- Once an address is processed, go back to the address table, and click "Refresh Tables" (processed addresses will fall off the list)

Refresh Tables

Fix addresses for the file: 2019 Spring Election_CITY OF SUN PRAIRIE - DANE COUNTY_Wards 1-5

First Name	Last Name	Middle Name	Voter Reg Number	Address1	Address2	Unit Type	UnitNumber	City	ZipCode
Sally	Johnson	S		852 Yellowwood Pl				Sun Prairie	53590
				852 Yellowwood Pl				Sun Prairie	53590
				837 Yellowwood Place				Sun Prairie	53590
				870 Cedar Ln				Sun Prairie	53590
				852 Yellowwood Pl				Sun Prairie	53590
				603 ALDER WAY				SUN PRAIRIE	53590
				712 Chase Blvd			7	Sun Prairie	53590
				1067 Derby Dr				Sun Prairie	53590
				870 Cedar Ln				Sun Prairie	53590
				351 East Main St		APT	306	Sun Prairie	53590
				426 PARK ST		APT	310	SUN PRAIRIE	53590
				852 Yellowwood Pl				Sun Prairie	53590

10. Repeat the above steps until all new addresses have been processed in the current reporting unit. Once all the addresses related to this reporting unit are processed, a new button will appear under the "Commit to WisVote" column

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 1-5	2019 Spring Election_CITY OF SUN PRAIRIE - DANE COUNTY_Wards 1-5	1412	0	701	57	2170	0	57	0	Remove	Commit to WisVote	Ready to commit to WisVote
	Wards 6-9,23												
	Wards 10-14,20-22,24-25												
	Wards 15-19												
	Total		1412	0	701	57	2170	0	57	0			

If there are no "New Addresses For 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.

Are you sure you want to process file ('2021 Spring Election_ CITY OF LAKE MILLS - JEFFERSON COUNTY_Wards 1-8_202105271016')?

OK Cancel

If there are "New Addresses For 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.

Exceptions Table review

Once a data file is uploaded into WisVote, the table will populate with the Election Day statistics from the Badger Book. To assist in detecting EDRs with no participation, possible Duplicate Participation, and name fields with numeric values, an additional table is created (it will display underneath the statistics table) so further action may be taken to remedy the voter records.


Be aware that some exceptions or voter types such as Confidential may affect totals for reconciliation. For instance, a confidential voter gets a voter number but will not show up on the Participation List and Count report. The totals will be correct, but that voter will only show up on the Confidential Voter report.

EDR with No Participation

Just like when a voter completes a Voter Registration form on Election Day and does not cast a ballot (perhaps the voter did not have a valid photo ID to receive a ballot), entering the EDR into WisVote automatically records that voter's participation. **To accommodate this, the clerk must go into the voter record and delete the participation for the election.** Similarly, the Badger Book upload process will also record participation for EDRs and as a result, voter participation must be deleted accordingly. The Exception Table will identify affected voters so this process may be completed. This step is done after committing the files to WisVote.

Badger Book Exceptions				
Reporting Unit	Full Name	Date Of Birth	Address	Exception
Wards 1-13			516 W ALLEN ST, RICE LAKE, WI 54868-2004	EDR no participation

1. To remove the duplicate participation from the voter record:

Voter ↑	Ballot Style	Voting Method	District Combo	Poll Book	Created On	
ZZvoter, John D	CITY OF MIL..	At Polls	54257-009-3612-1	Wards 1-10	8/15/2022 3:3...	

2. If there are 2 EDR records, merge after deleting participation in one.

Note: All Election Day Registrations that are updates to a prior address will show as Registration List Alerts (Reg List Alert) in WisVote, allowing the clerk to confirm the correct record is being updated.

Duplicate Participation (identical participation)

On occasion, and generally associated with voters with same and/or similar last names, voting at different Badger Books at relatively the same time, an election inspector may have a voter sign for a ballot under the wrong name (this sometimes also occurs with paper poll books). If caught at the polling place, this situation should be noted on the Inspectors' Statement (EL-104).

The Exception Table will identify duplicate participation for a single voter.

1. To remedy the participation, check to see if there is more than one voter with the same last name in that reporting unit.
2. Then, go back to the Participation and Count Report to see if the signatures may be distinguished. If you see that, for example, John and Sally Smith, a married couple who live in the same household, checked in around the same time, and one signature is Sally's and one is John's (both associated with John's record), then manually adjust the WisVote poll book to ensure that Sally's participation is recorded.

Note: Duplicate participation exceptions require no action in WisVote. The second participation will not be recorded. This may impact the EL-104 numbers for reconciliation.

Badger Book Exceptions				
Reporting Unit	Full Name	Date Of Birth	Address	Exception
Ward 10	Joosten, Sue Ellen	02/02/1949	819 S CHRISTINE ST, APPLETON, WI 54915	2 identical participations in Badger Book
Ward 26	Klaver, Roxanne Jean	08/01/1952	1627 S DOUGLAS ST, APPLETON, WI 54914	2 identical participations in Badger Book
Ward 4	Mudgett, Sharon A	02/04/1945	1312 E GLENDALE AVE, APPLETON, WI 54911	2 identical participations in Badger Book
Ward 45	Ashbeck, Josph Allen10	10/23/1982	3309 S KERNAN AVE, APPLETON, WI 54915	EDR no participation
Ward 45	Ashbeck, Josph Allen10	10/23/1982	3309 S KERNAN AVE, APPLETON, WI 54915	Name contains number
Ward 5	Lavicka, Robert F	11/21/1972	601 E HANCOCK ST APT 10, APPLETON, WI 54911	2 identical participations in Badger Book

Name fields with numeric values

Periodically when entering an EDR an election inspector may key a voter's birthdate or other numeric date in the Last name, First name or Middle name field and fail to correct the error. The Exception table will identify these records. The records are automatically corrected upon upload of the file, i.e., the numbers are stripped from the record. This exception is informational only and requires no further action.

Badger Book Exceptions				
Reporting Unit	Full Name	Date Of Birth	Address	Exception
Ward 10	Joosten, Sue Ellen	02/02/1949	819 S CHRISTINE ST, APPLETON, WI 54915	2 identical participations in Badger Book
Ward 26	Klaver, Roxanne Jean	08/01/1952	1627 S DOUGLAS ST, APPLETON, WI 54914	2 identical participations in Badger Book
Ward 4	Mudgett, Sharon A	02/04/1945	1312 E GLENDALE AVE, APPLETON, WI 54911	2 identical participations in Badger Book
Ward 45	Ashbeck, Josphe Allen10	10/23/1982	3309 S KERNAN AVE, APPLETON, WI 54915	EDR no participation
Ward 45	Ashbeck, Josphe Allen10	10/23/1982	3309 S KERNAN AVE, APPLETON, WI 54915	Name contains number
Ward 5	Lavicka, Robert F	11/21/1972	601 E HANCOCK ST APT 10, APPLETON, WI 54911	2 identical participations in Badger Book

Reports

	Report name	Description	Auto export?	File name
1	Participation List & Count	Pollbook	Yes	ParticipationListAndCount
2	Confidential Participation	Confidential Voters Pollbook	Yes	ConfidentialParticipationListAndCount
3	Election Day Registration	EDR listing	Yes	EDRList
4	Name Misspelling	Notes made re: Name errors	Yes	NameMisspelling
5	Address Misspelling	Notes made re: Address errors	Yes	AddressMisspelling
6	EL-104 Voter Statistics	Inspectors' Statement info	No	
7	Poll Book Certification	Poll worker signature certification	Yes	Certification
8	Exceptions	Exceptions, can be viewed from the UI during Election Day	No	
9	EDR Detail	Voter registration data form including signature, can be used for registration record	Yes	EDRVoterReg

Checklists

These checklists may be updated or modified for specific elections and are here for guidance and training purposes. Checklists for actual elections will be posted prior to each election.

Badger Book Checklist I: Pre-Election Tasks

REMINDERS:

If you have multiple polling locations, run through this checklist for each set of Badger Books
When training, train Chief Inspectors and Super Users before training all remaining Election Inspectors, and plan to complete all training no later than two weeks before an election.
Conduct outreach to voters regarding implementation of Badger Books and changes they should expect at the polling place.
See WisVote Pre-Election checklist for additional information.

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

No later than two weeks before Election Day

Tasks to Complete	Details
Review polling place layout and needs	<p>Finalize physical polling place layout and machine locations</p> <p>Confirm clear pathways for voters and where cords can be placed to avoid tripping/disconnection hazards. Tape down or secure cords as necessary.</p> <p>Confirm the location has enough electrical outlets for all Badger Books</p>
<p>Set up and test Badger Books for the polling location*</p> <p><i>*If possible, test at the polling location to check for connectivity</i></p> <p>Refer to Badger Book manual, <i>Order of Operations</i> for more details</p>	<p>Follow Order of Operations for setting up Badger Books.</p> <p>Power on Badger Books</p> <p>Connect or verify each machine is connected to the "EPollBook" network</p> <p>Launch Badger Book application on the server machine</p> <p>Launch Badger Book application on client machines</p>
<p>Test voter check-in process</p> <p>Refer to Badger Book manual, <i>Check In a Voter</i> for more details</p>	<p>Check in a voter on each machine, client, and server</p> <p>Print a voter slip for each checked-in voter</p>

Tasks to Complete	Details
Set up Badger Book Scanners Refer to Badger Book manual, <i>Scanner Configuration</i> for more details	Configure Badger Book scanners Test scanners using voter search
Inventory any missing hardware and note any software issues	Hardware issues (touchscreen, missing cords, etc.): Contact PDS Support at Clientcare@pdsit.net , (877) 737-7211, or www.pdsit.net/contact Connectivity or Badger Books software issues: Contact WEC at epollbook@wi.gov or (608) 261-2028
Power off all machines	If you have multiple polling places, set up and test the next group of machines and return to beginning of the checklist

Complete in the week before Election Day

Tasks to Complete	Details
Create Election Inspector Accounts Refer to Badger Book Manual, <i>Set Up Election Inspector Accounts</i> for more details	If accounts are created in WisVote, they will populate on any server on which you load the election data file. If accounts are created on the Badger Book server, they are specific to that server and its clients Assign the appropriate permission level for each account
Complete any addressing and absentee ballot work in WisVote My Geocode Exceptions My Geocode Warnings Addresses and Districts Absentee Training Materials *Addresses or Absentee records not in WisVote when file is generated will not appear in the Badger Book. If an absentee record is not in Badger Book, it will need to be recorded in the paper supplemental poll book.	Confirm all outstanding address exceptions are resolved and any new address records needed for registrations have been created Confirm all absentee applications and ballot records are entered in the election Do NOT pre-number absentee ballots!

Tasks to Complete	Details
<p>Enter all Voter registrations into WisVote by the Friday before the election</p> <p><i>*Any voter registrations not entered in WisVote prior to generating the Badger Book file will not appear on Election Day and will need to be recorded in the paper supplemental poll book</i></p>	<p>In-person registration deadline is 5:00 p.m. the Friday before an election.</p> <p>Close of registration will finalize poll list</p>

Complete no later than Sunday/Monday before Election Day

Tasks to Complete	Details
<p>Ensure any issued absentee ballots or late registrations are entered in WisVote</p> <p>Print required paper forms and back-ups</p>	<p>Print paper poll book(s)</p> <p>Print Inspectors' Statements (EL-104)</p> <p>Print Ineligible Voter list (1 for each station handling voter registrations)</p> <p>Print paper Supplemental Voter List pages (EL-107)</p>
<p>Generate Poll Book data from WisVote</p> <p><u>ONLY GENERATE 1 FILE. DO NOT GENERATE ANOTHER FILE ONCE THE FIRST IS CREATED</u></p> <p>Refer to Badger Book manual, <i>Generate and Download a Pre-Election file for Election Day</i> for more details</p>	<p>Generate a Pre-Election file in WisVote</p> <p>Download generated poll book data file onto USB drive</p> <p><i>*Contact the WEC if there are any issues generating a file or if there is an issue with a generated file</i></p>
<p>Prepare Badger Book server for data import</p>	<p>Plug in EPollBook router</p> <p>Turn on 1 server machine, log in, and connect to router</p> <p>Plug USB with poll book data into the server machine</p>
<p>Upload Poll Book file onto Badger Book Server</p> <p>Refer to Badger Book manual, <i>Set up Reporting Units</i> for more details</p>	<p>Launch Badger Book program</p> <p>Log in using Admin credentials</p> <p>Configure server for reporting units that will be used on Election Day</p>

Tasks to Complete	Details
Confirm the data has loaded correctly	<p>Confirm voters in the selected reporting units appear with a Select button next to their name on the Voter Search page</p> <p>Confirm voters outside of the selected reporting units appear with a Redirect button next to their name</p> <p>Confirm absentee ballots are appearing under the Process Absentees button</p>
Test Badger Book peripherals	<p>Use Print Test page option from menu to confirm printer(s) are working correctly and have paper. If printers are unavailable, use a back-up method for voter numbers.</p> <p>Scan absentee barcodes and a Wisconsin Driver License/ID under the Process Absentees and Check in Voters buttons (if applicable). Recalibrate if necessary.</p>
Test Badger Book functions	<p>Go through the Voter Registration process, with new address</p> <p>Confirm all wards, school districts, sanitary districts, and ballot styles are available on Verify New Address page</p>
Confirm voter count is set to zero	<p>If any voters were checked in while testing functions, use the Reset Voter Count to Zero option appearing under the Post-Election Data section of the Admin menu. Polls must be closed to set to zero.</p>

Badger Book Checklist II: Election Day Tasks

REMINDERS:

If you have multiple polling locations, run through this checklist for each set of Badger Books
This checklist is for Badger Books only and does not replace existing end-of-night procedures at a polling location

Contacts:

Connectivity or Badger Book Software issues: Contact WEC at epollbook@wi.gov or 608-261-2028

Hardware issues (touchscreen, missing cords, etc.): Contact Converge/PDS support at Clientcare@pdsit.net, (877) 737-7211, or www.pdsit.net/contact.

6:00 a.m. – 6:30 a.m. or earlier

Tasks to Complete	Details
Set up and test Badger Books for the polling location* <i>*If possible, test at the polling location to check for connectivity</i> Refer to Badger Book manual, <i>Order of Operations</i> for more details	Follow Order of Operations for setting up Badger Books Power on Badger Books Connect or verify each machine is connected to the "EPollBook" network Launch Badger Book application on the server machine Launch Badger Book application on client machines
Calibrate Badger Book Scanners Refer to Badger Book manual, Pg. 11 <i>Scanner Configuration</i> for more details	Calibrate Badger Book scanners if needed Test scanners using voter search
Confirm election data has loaded correctly	Confirm election data is set for the correct polling place and election

6:30 a.m. – 6:45 a.m.

Tasks to Complete	Details
<p>Confirm all Election Inspector Accounts set up</p> <p>Refer to Badger Book Manual, <i>Set Up Election Inspector Accounts</i> for more details</p>	<p>If accounts are created in WisVote, they will populate on any server on which you load the election data file. If accounts are created on the Badger Book server, they are specific to that server and its clients</p> <p>Create new users if necessary Have Election Inspectors update passwords if necessary</p>
<p>Open polls</p> <p>Refer to Badger Book Manual, <i>Open/Reopen Polls</i> for more details</p>	<p>Confirm both Open Polls Checklist items have green checkmark.</p>

7:00 a.m. – 8:00 p.m.

Tasks to Complete	Details
<p>Process Voters</p> <p>Refer to Badger Book manual, <i>Check In a Voter</i> for more details</p>	<p>Check in voters</p>
<p>Process absentee ballots</p> <p>Refer to Badger Book manual, <i>Processing Absentee Ballots</i> for more details</p>	<p>If there is typically a slow period during the day, process absentee ballots at that time</p>
<p>Process Election Day registrations</p> <p>Refer to Badger Book manual, <i>Election Day Registration</i> for more details</p>	<p>The scanner may be used to expedite EDRs</p>

After 8:00 p.m.

Tasks to Complete	Details
<p>After all voters have been checked in and all ballots are processed:</p> <p>Close polls on server</p> <p>Refer to Badger Book manual, <i>Election Day End of Night Tasks, Close Polls on Election Night</i> for more details</p>	<p>Go to Admin Menu</p> <p>Select the Close Polls button</p> <p>Confirm your selection by choosing the green Close Polls button in the confirmation pop-up</p> <p>Enter username and password, click Close Polls</p> <p>Click Continue on the Polls Successful Closed pop-up</p>
<p>Generate EL-104 Report Sign Certification page</p> <p>Refer to Badger Book manual, <i>Election Day End of Night Tasks</i> for more details</p>	<p>An Admin can generate a report to assist with completing the EL-104 Inspectors' Statement.</p> <p>Duplicate EDRs and other exceptions should be noted on the Inspectors' Statement as necessary.</p> <p>Inspectors may sign the electronic certification page</p>
<p>Export data from Badger Book*</p> <p><i>*Optional. Not required if data will be exported when Badger Books are returned to clerk's office</i></p>	<p>Data generation and download can be done after the polls close on Election night or the following day</p> <p>Insert USB stick into an open USB port on back of Badger Book Server machine</p> <p>Select Post-Election Data tab on Admin screen</p> <p>Select "Generate Data" button</p> <p>Wait for Data File Ready pop-up window to appear and click "OK"</p>
<p>Export "Latest Data File and Report(s) to USB"</p>	<p>Select the Export Data button, located next to Export Latest Data File option</p> <p>Close the export confirmation window</p>
<p>Exit the Badger Book program (all machines)</p>	<p>Open the main (hamburger) menu</p> <p>Choose Exit</p>
<p>Power down all Badger Books</p>	<p>Disconnect scanners from the Badger Book, if connected</p> <p>Click the Windows menu icon</p> <p>Select Power – Shut down</p>

Tasks to Complete	Details
	Unplug router if using wireless option
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 Inventory all Badger Books and accessories before transport

Badger Book Checklist III: Post-Election Tasks

REMINDERS:

This checklist is for Badger Books only

See WisVote Post-Election checklist for additional information

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.

Post-Election Day

Tasks to Complete	Details
Generate data file from Badger Book* *Optional. Not required if data was exported on Election night	Insert USB stick into an open USB port on back of Badger Book Server machine Select Post-Election Data tab on Admin screen Select "Generate Data" button Wait for Data File Ready pop-up window to appear and click "OK"
Export "Latest Data File and Report(s) to USB"	Select Export Data button, located next to Export Latest Date File option Close the export confirmation window
Exit the Badger Book program	Open the main (hamburger) menu Choose Exit

Tasks to Complete	Details
Power down the Badger Book	<p>Click the Windows menu icon</p> <p>Select Power – Shut down</p> <p>Unplug router if using wireless option</p>
Break down Badger Book* <i>*Keep all accessories with the Badger Book they were used with! Do not mix/match during break down.</i>	<p>Unplug power cords from wall and Badger Book</p> <p>Disconnect standalone printer, if using</p> <p>Turn off wireless mouse and keyboard</p>
Inventory all Badger Books and accessories before transport	<p>Identify hardware issues (touchscreen, missing cords, etc.): Contact PDS Support at Clientcare@pdsit.net, (877) 737-7211, or www.pdsit.net/contact.</p> <p>Connectivity or Badger Book software issues: Contact WEC at epollbook@wi.gov or (608) 261-2028</p>

WisVote Data Upload

Tasks to Complete	Details
Copy Data to local computer <i>*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</i> <i>Refer to Badger Book manual, Post-Election Day Data Upload into WisVote, for more details</i>	<p>Insert USB into computer that will access WisVote</p> <p>Navigate to the USB drive in File Explorer</p> <p>Copy Badger Book folder onto local computer</p>
Access WisVote	<p>Log in to WisVote</p> <p>Choose the Elections tile from the EZ Navigate page</p> <p>Select the election from the Current Elections list</p> <p>Click the chevron (down arrow) next to the election name</p> <p>Select the Badger Book tile from the dropdown</p>
Prepare to upload Badger Book Data	<p>Select the current election/jurisdiction in the associated view</p> <p>Click the Upload button under the Post-Election Data section</p>

Tasks to Complete	Details
<p>Upload Badger Book data</p> <p><i>*Do not refresh the page while uploading, this may create duplicate participations</i></p> <p><i>**Upload only one file at a time, repeat the upload process if there are multiple reporting units or a central count location</i></p>	<p>Navigate to Badger Book folder location, open the folder</p> <p>Choose the appropriate election .bin file</p> <p>Click open</p>
<p>Review all addresses listed in the New Address for Review section</p> <p>Refer to Badger Book manual, <i>Post-Election Day Data Upload (WisVote), New Address to Review</i>, for more details</p>	<p>Click the number hyperlink under New Address for Review</p> <p>After the list loads, double-click a row to open that record for review</p> <p>Search for the address using the Home Address field</p> <p>If the address is found, review Pin location and click Save & Close</p> <p>If the address is not found, choose the +New option and enter the address information</p> <p>Repeat until all address records have been processed</p>
<p>Commit data to WisVote</p> <p><i>*This process may take a few moments to complete, when finished, status will change to Complete</i></p>	<p>Select Complete Badger Book Upload button in Commit to WisVote field</p> <p>Select OK in the confirmation pop-up</p>

Tasks to Complete	Details
<p>Review Exceptions Table for the reporting unit</p> <p>Refer to Badger Book manual, <i>Post-Election Day Data Upload (WisVote), Exceptions Table</i>, for more details</p>	<p>Review <u>EDR with no Participation</u> records if any appear. For an EDR that did not cast a ballot, delete participation record from voter record or associated poll book. If the voter did cast a ballot, no further action required.</p> <p>Review <u>Duplicate Participation</u> 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> <p><u>Name contains number</u> records will be corrected automatically. These are in the table for information only.</p>
<p>Confirm Upload has completed</p>	<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>

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), manual available on TLC

If you are missing any hardware, contact PDS support at clientcare@pdsit.net, (877) 737-7211 or www.pdsit.net/contact.

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](#)
 - [Download training data from WisVote](#) and install it to the **server** machine and (minimally) test the following:
 - 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 clientcare@pdsit.net, (877) 737-7211 or www.pdsit.net/contact.

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.

[Election Day FAQ's and Troubleshooting information](#)

This guide may be updated or modified for specific elections and is here for guidance and training. Current Troubleshooting and FAQ guide(s) are available on [The Learning Center \(TLC\)](#).

Badger Book FAQs for Election Day (Rev. 10.23)

I can't remember the password/I don't know the password to log in

Do you mean to log into the machine or to log into the Badger Book Application?

The machine: check with your chief inspector or the clerk to get the password.

The application: Are you a clerk, chief inspector, or election inspector?

EI: Have your clerk or chief inspector log in and they can help you see your username and change your password if you don't remember it.

CI: Contact the clerk.

Clerk: call WEC and ask for a Badger Book team member.

The password isn't working.

Is caps lock on?

Yes. Problem solved

No. Try again. Passwords are case sensitive.

Still no. Has the clerk changed the username/password from the original one the machines came with?

Yes. If no one knows the password the machine will need to be imaged by PDS. You won't be using it today.

No. Call WEC and ask for a Badger Book team member.

The application won't open at all, or it opens and an error message pops up.

Make sure it is connected to the network. In the lower right corner of screen find the internet icon that looks like a globe or fan.



the

Click on it. **Do you see epollbook as a network option?**

No. The router may not be plugged in. Find the router and check to make sure it is plugged in to a working outlet. Then

restart the server machine first, get the application running, followed by each of the client machines (Order of Operations). Call WEC and ask for a Badger Book team member if you continue to have issues.

Yes. **Does the button below it say Disconnect or Connect?**

Connect. Click that and once it changes to Disconnect, try opening the application again.

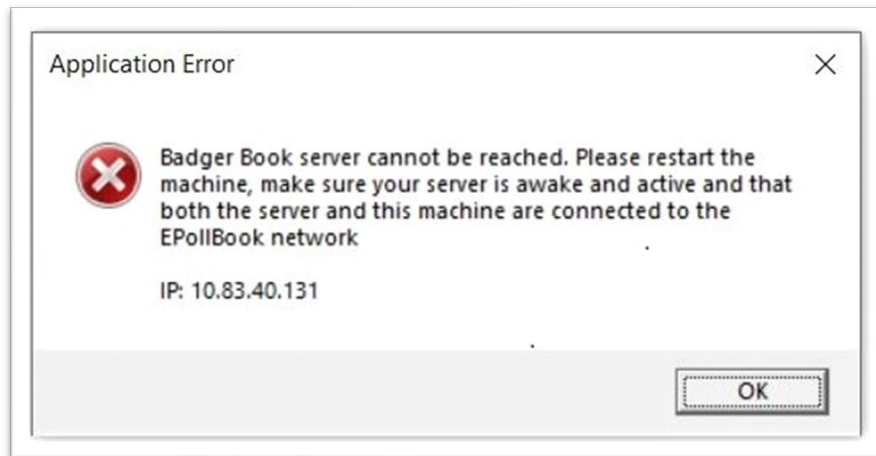
Disconnect. Click on the windows icon in the lower right corner and begin typing badger (probably only need to type 3 or 4 letters). If you see multiple Badger Book applications, you will need to try opening each one until one works. If none work, call WEC and ask for a Badger Book team member.

Server screen frozen

1. Control-Alt-Delete
2. Task Manager
3. Select Badger Books
4. End task
5. Re-open Badger Books

Badger Book not connected to the network

You will receive the following message:



Verify as directed and click OK

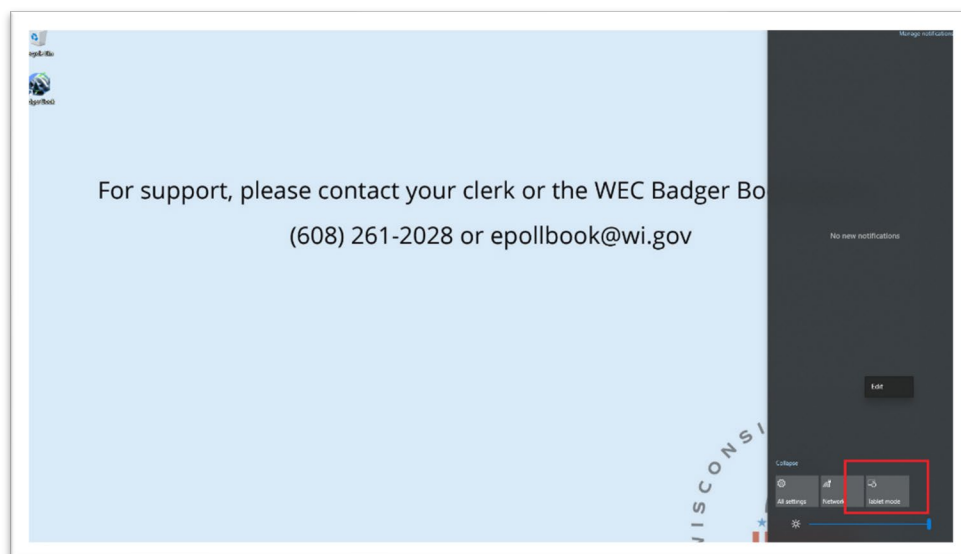
Tablet mode vs. Kiosk mode

The POS monitor can be set in a tablet mode that is not compatible with running the Badger Book Software. If this happens:

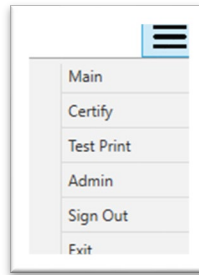
Swipe from right to left. You will see All settings, Network and Tablet mode.

If Tablet mode is blue, it is on.

Turn it off and it will be grey.



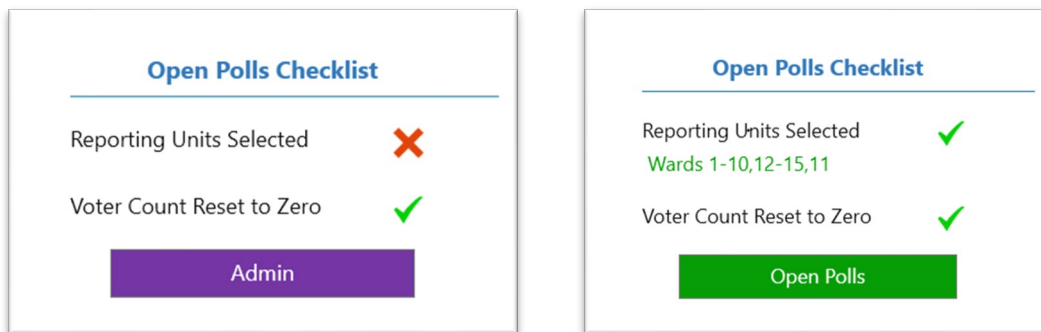
I selected my reporting units and opened the polls, but the screen didn't update.



In the upper right corner, click on the hamburger menu and select sign out. You will need to sign out and sign back in.

If that didn't fix it, call WEC and ask for a Badger book team member.

The election file is loaded on the server, but I can't open the polls.



On the main screen you should see two items with either a green checkmark or red X by each and a purple Admin button underneath. **What do you see?**

Red X by Voter Count is Zero

Contact the clerk

Red X by Reporting Units

Go to the Admin screen (click on the purple admin button or in the hamburger menu in the upper right). Go to the tab called Reporting Units and select the reporting units that are in your polling place by clicking the blue select button for each one. When you are done, go back to the main screen to open the polls.

The printer won't print.

1. Check for paper and make sure it is in the printer correctly.
 - If you use the DS200 as your accessible voting machine, make sure you didn't put that paper in your Badger Book printer.
2. Check to make sure the cable is plugged in to the base of the badger book and both connections are secure to the printer.
3. Are your keyboard and mouse connected to the Badger Book with cables?
 - Yes. Are they working?
 - No. There is a small black button on the bottom of your Badger Book. Press that and see if things start working.

Nothing worked: Call your clerk. There is a troubleshooting guide for the printer in the Learning Center that your clerk can access for you. For now, you will need to give out paper voter number slips.

Need to change the paper in the printer but the lid won't open.

If this is a new printer (HP400), there are two things to check:

1. Make sure the power switch on the bottom of the printer is on.
2. Press and hold the open button on the side of the printer box.

The wireless keyboard and/or mouse are not working.

1. Check to make sure there is a dongle plugged in to one of the USB ports underneath. If there isn't, look at the bottom side of the mouse to open it up and see if the dongle is there to plug in.
2. If it's one or the other that isn't working, see if it is working on another machine (the mouse is moving the cursor on a different badger book). They may have gotten switched.
3. Replace the batteries.

Nothing worked: Switch to ones with cables you can plug in.

The scanner isn't working (scanning IDs and/or absentee barcodes).

1. Did you try recalibrating the scanner? The barcode to do that is on page 11 in the user manual. You may need to unplug the scanner after you scan the barcode and plug it back in to get it to work.
2. Is the cursor in the correct field? For scanning IDs, it needs to be in the Last Name field. For Absentee barcodes, it needs to be in the Mailing ID field.

Nothing worked: Switch to hand keying (using the keyboard).

I went to check in a voter, and they have already been checked in/issued a voter number.

Do you have an explanation for how this happened?

Yes, **someone else signed as the voter by mistake**. Have them sign the supplemental poll list and document it on the Inspectors Statement (EL-104)

Yes, **the voter already voted** (this includes by absentee ballot). They can't vote again.

No. Call WEC and ask for a Badger Book team member.










The machine keeps restarting when I power it down.

Unplug the scanner from the machine and it should stay turned off when you power it down after that.



Additional Resources in the Learning Center (TLC)




Training resources are available under the Badger Book tile in [TLC](#). See examples below of some of the available materials.


Election Resources


-  [User Manual \(March 2023\)](#)
-  [Pre-Election Testing \(6 mins\)](#)
-  [Pre-Election Day Checklist](#)
-  [The WisVote Badger Book Connection \(8 min\)](#)
-  [Generating an Election File in WisVote \(3 min\)](#)
-  [Election Day Checklist](#)
-  [Election Day Reminders for Election Workers](#)
-  [Election Day Troubleshooting FAQs for Poll Workers |](#)
-  [Post Election Day Checklist](#)

▶ Hardware setup and troubleshooting

-  [Stand-Alone Hardware Setup Video \(6 mins\)](#)
-  [Bar Code Scanner Configuration \(New 2020 Version\)](#)

Purchasers: Equipment received directly from PDS will **require** the municipality to program each scanner; please use this resource to program each scanner. Scan the calibration barcode when you are on the main screen of the application (buttons screen). Unplug the scanner and plug it back in so it resets.
-  [Backup Battery User Guide](#)
-  [Error Messages and Log Files \(7 mins\)](#)
-  [Troubleshooting the Printer](#)

Sometimes Badger Books will set up a new printer multiple times. These instructions help you to determine whether this has happened and how to remove the printers you don't need.
-  [HP400 Printer Setup and Troubleshooting](#)

The new HP400 printers are a little different from their older counterparts. Please use this resource to help you setup and troubleshoot them.
-  [Fixing Badger Book Shortcuts on Your Desktop](#)

