Suspending the polls for multi-day voting

VOTING

Select role: Poll Worker ▼
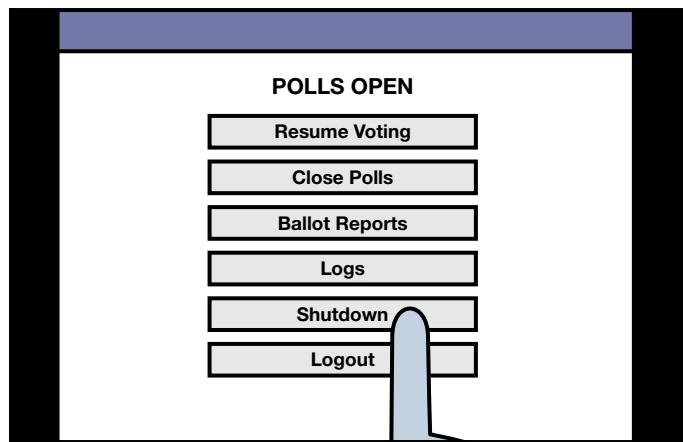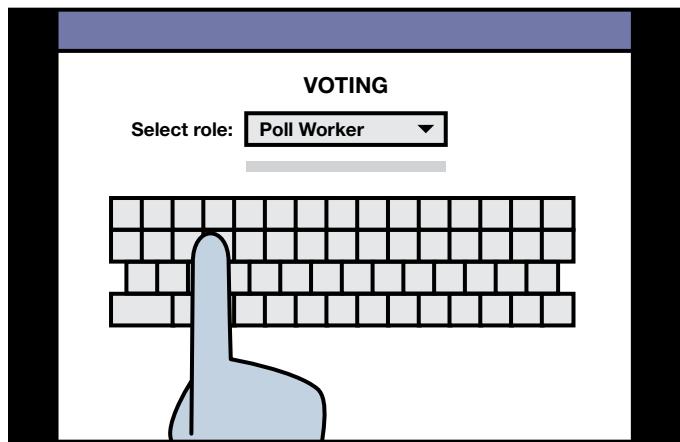
1 When it is time to suspend the polls, log into ClearAccess. Be sure the "Select role" is set to "Poll Worker".

POLLS OPEN

- Resume Voting
- Close Polls
- Ballot Reports
- Logs
- Shutdown
- Logout

2 Record number of voting sessions, ballots printed, reprinted and canceled then choose "Shutdown."

Shutdown OK Cancel
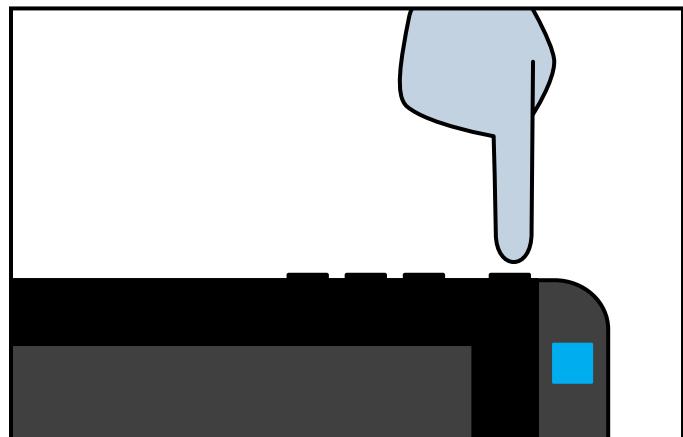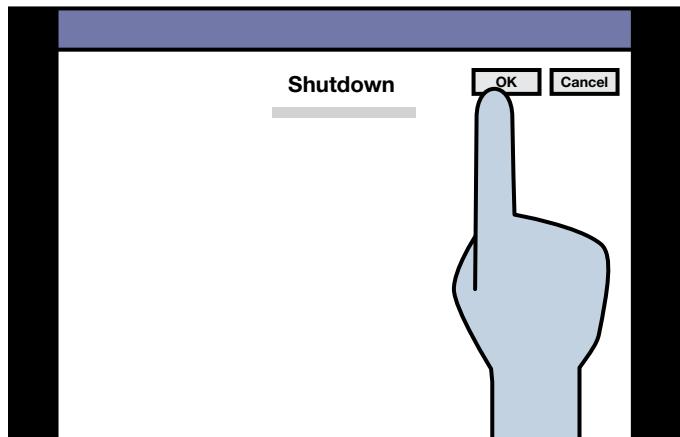
3 Confirm that you want to suspend the polls by shutting down the machine. The computer will then power off. You will be able to enter the pollworker password and resume voting when next allowed.

4 Turn computer on. Power up the printer, too.
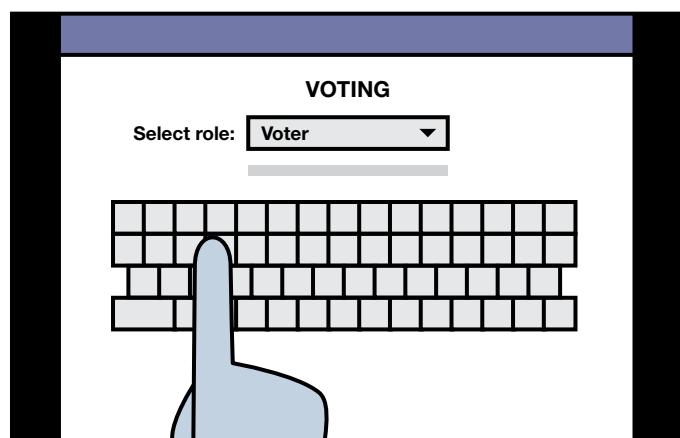
NOTE: This procedure is for use in multi-day, generally Early Voting. On the last day of Early Voting and on Election Day, when the last voter has completed marking their ballot on the voting machine, use the Closing the Polls procedure on page 4 of this Guide. When you press and confirm "Close Polls" the voting machine will be locked for the remainder of the current election.

VOTING

Select role: Voter ▼

5 Verify the number of voting sessions matches from the previous day and be sure the "Select role" is set to "Voter", then enter the voter access code to resume voting.

Clear Ballot

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