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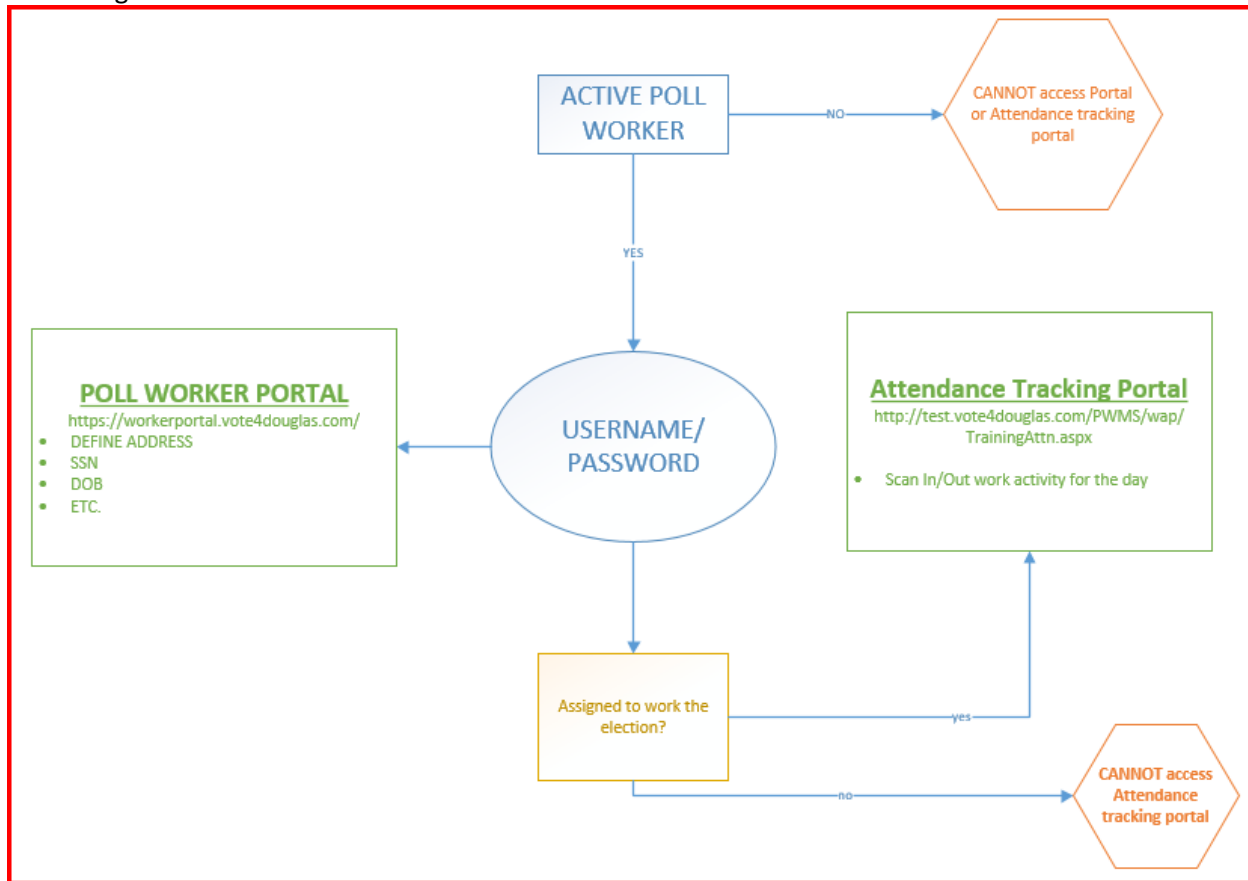
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Background

PollChief has 3 websites for Douglas County:

- vote4douglas.com – Poll Worker Module where the office users can assign workers, review attendance, pull reports, send emails, export payroll
- workerportal.vote4douglas.com – new applicants can apply on this website and existing active workers can login and update personnel information and see their work assignment
- test.vote4douglas.com/pwms/wap/trainingattn.aspx – active workers with a work assignment can login and scan their work bar code to track their attendance for the day of work

The system has now been updated to allow the poll worker to take their login credentials and access the portal AND the attendance tracking portal website.



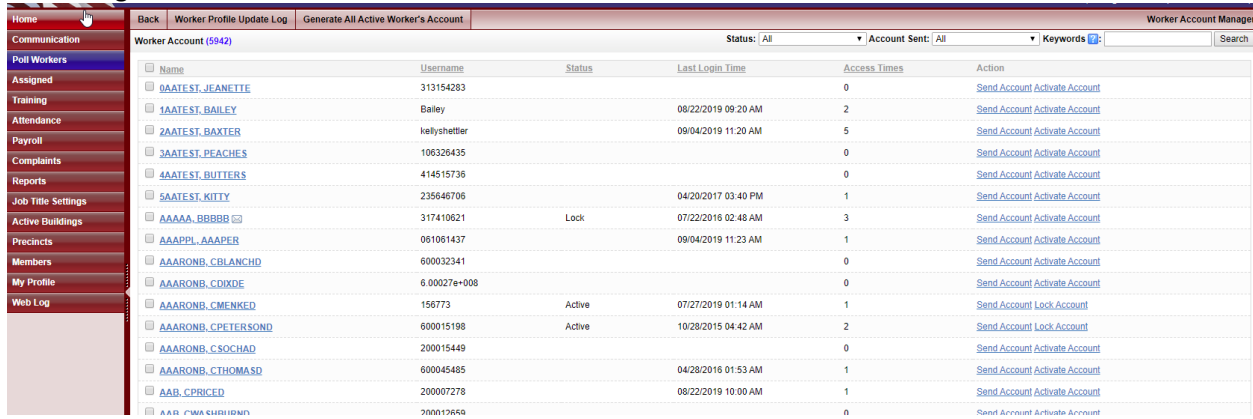
Reviewing poll worker login account information

1. login to test.vote4douglas.com
2. Click Poll Workers tab. Then click the worker account manager button

Name	Age	Interested	Home State Precinct	Party	Caucus Worker?	Background	Past Assignment	Work Place	Rating	Action
0AATEST.JEANETTE	39			GOR						Edit
1AATEST.BAILEY	38						1EDJ - #1 Election Day Judge	PONDEROSA HIGH SCHOOL	Excellent	Edit
2AATEST.BAXTER	38			REP			ED EJ - #1 Election Judge	HIGHLANDS RANCH HIGH SCHOOL		Edit
4AATEST.BUTTERS	37		6304318241	GRE			CAN - CANVASSING	fake bldg		Edit
5AATEST.KITTY	37		6304318238	DEM			CAN - CANVASSING	fake bldg		Edit
AAAAA.BBBBB						Qualified	CAN - CANVASSING	PONDEROSA HIGH SCHOOL		Edit

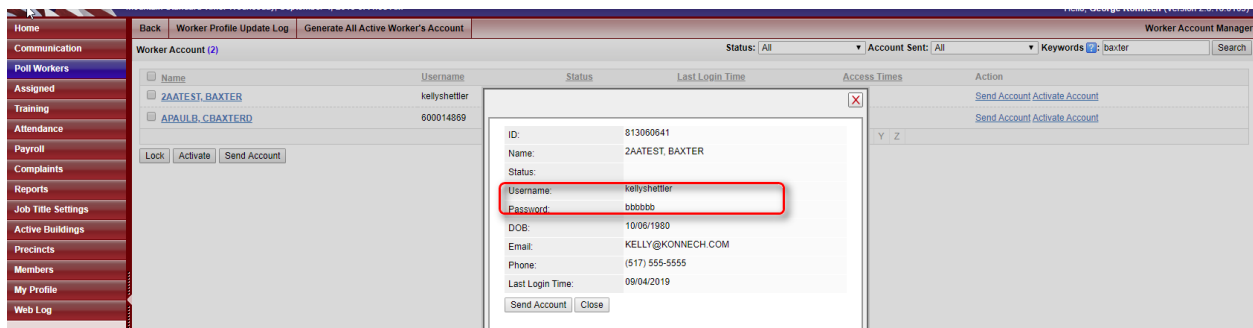
3. The new screen will display all active workers in the system with their login username for test.vote4douglas.com/pollaccess along with the worker's login activity on the website.

Attendance user guide v 1



Name	Username	Status	Last Login Time	Access Times	Action
0AATEST, JEANETTE	313154283			0	Send Account Activate Account
1AATEST, BAILEY	Bailey		08/22/2019 09:20 AM	2	Send Account Activate Account
2AATEST, BAXTER	kellyshettler		09/04/2019 11:20 AM	5	Send Account Activate Account
3AATEST, PEACHES	106326435			0	Send Account Activate Account
4AATEST, BUTTERS	414515736			0	Send Account Activate Account
5AATEST, KITTY	235646706		04/20/2017 03:40 PM	1	Send Account Activate Account
AAAAA, BBBB	317410621	Lock	07/22/2016 02:48 AM	3	Send Account Activate Account
AAAPPL, AAPPER	061061437		09/04/2019 11:23 AM	1	Send Account Activate Account
AAARONB, CBLANCHD	600032341			0	Send Account Activate Account
AAARONB, CDIXDE	6.00027e+008			0	Send Account Activate Account
AAARONB, CMENKED	156773	Active	07/27/2019 01:14 AM	1	Send Account Lock Account
AAARONB, CPETERSOND	600015198	Active	10/28/2015 04:42 AM	2	Send Account Lock Account
AAARONB, CSOCHAD	200015449			0	Send Account Activate Account
AAARONB, CTHOMASD	600045485		04/28/2016 01:53 AM	1	Send Account Activate Account
AAB, CPRICE	200007278		08/22/2019 10:00 AM	1	Send Account Activate Account
AAB, CMAKSHIDON	2000157650			0	Send Account Activate Account

4. Use the keyword search in the top right corner to find a desired worker.
5. Click on the worker name to see their username and password. This can be useful if you have someone on the phone and need to help them with their login credentials.



Worker Account Manager

Worker Account (2)

Status: All Account Sent: All Keywords: baxter Search

Name	Username	Status	Last Login Time	Access Times	Action
2AATEST, BAXTER	kellyshettler				Send Account Activate Account
APAU LB, CBAXTERD	600014869				Send Account Activate Account

Lock Activate Send Account

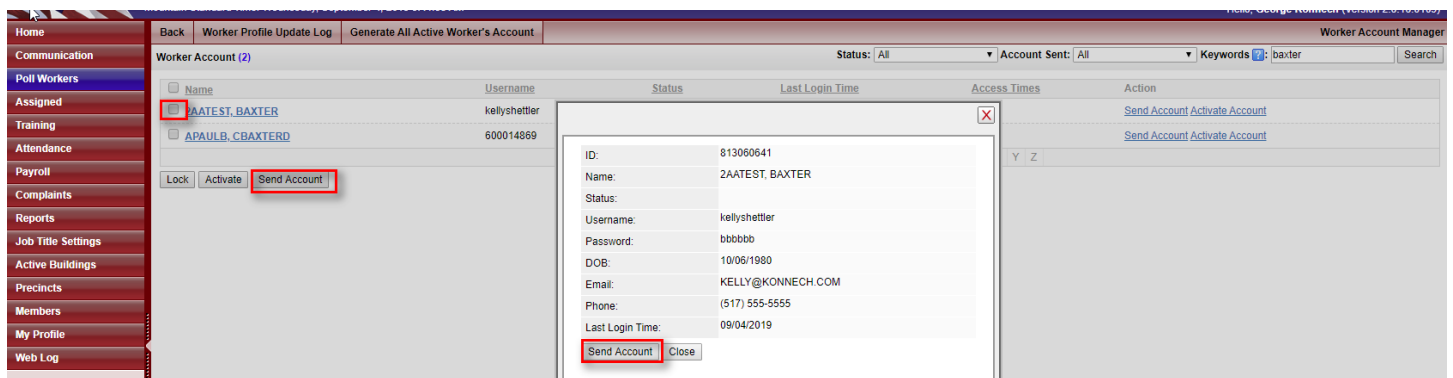
ID: 813060641
 Name: 2AATEST, BAXTER
 Status:
 Username: kellyshettler
 Password: bbbbbb
 DOB: 10/06/1980
 Email: KELLY@KONNECH.COM
 Phone: (517) 555-5555
 Last Login Time: 09/04/2019

Send Account Close

Sending out account information to the poll worker

Worker account manager (under construction)

1. Poll Worker tab → click Worker account manager button
2. Choose the desired worker(s) for an email. You can either:
 - a. check the box next to their's name and click 'send account' or
 - b. click on their name to see the detail of their account and then send 'send account'.



Worker Account Manager

Worker Account (2)

Status: All Account Sent: All Keywords: baxter Search

Name	Username	Status	Last Login Time	Access Times	Action
2AATEST, BAXTER	kellyshettler				Send Account Activate Account
APAU LB, CBAXTERD	600014869				Send Account Activate Account

Lock Activate Send Account

ID: 813060641
 Name: 2AATEST, BAXTER
 Status:
 Username: kellyshettler
 Password: bbbbbb
 DOB: 10/06/1980
 Email: KELLY@KONNECH.COM
 Phone: (517) 555-5555
 Last Login Time: 09/04/2019

Send Account Close

Send out account button (under construction)

1. throughout PWMS, there is a 'send out account' button at the bottom of the screens. Check the box next to the desired worker and click 'send out account'.
2. The email will be sent to the worker

Attendance user guide v 1

The screenshot shows the 'Poll Workers List' interface. The left sidebar contains navigation links: Home, Communication, Poll Workers, Assigned, Training, Attendance, Payroll, Complaints, Reports, Job Title Settings, Active Buildings, Precincts, and Members. The main area displays a table of poll workers. The 'Poll Workers' tab is active, showing 5940 workers. The table has columns: Name, Age, Interested, Home State Precinct, Party, Caucus Worker?, Background, Past Assignment, Work Place, Rating, and Action. The worker 'AATEST, BAXTER' is highlighted in blue. Below the table, there are buttons for 'Add New', 'Delete', 'Complaint', 'Communications', 'Assign to Training', 'Send Out Account' (circled in red), 'Update Background Status', 'Set as Caucus Worker', 'Reset Caucus', 'Yes Interested', and 'Not Interested'. On the right, there is a search bar and filters for Home State Precinct, Age, Gender, Language, Party, Interested, Past Assignment, and Work Place.

Poll Worker accessing the poll worker portal

If the worker has an active status within the test.vote4douglas.com website – they can login successfully to the portal.

Anyone within the 'removed' tab of Poll Worker module will not be able to login successfully to the portal.

Logging in as an active poll worker

1. visit <http://test.vote4douglas.com/pollaccess/>
2. type in the username and password provided. Click 'login'.

The screenshot shows the 'Douglas Votes Poll Worker Online Access' login page. The header includes the 'DOUGLAS VOTES' logo and the text 'Poll Worker Online Access' and 'Current Election: Wednesday May 15 2019, 2019 SPECIAL ELECTION'. The main content area has a welcome message: 'Welcome to the Douglas County Online Poll Worker Access website. We thank you for your hard work and dedication to the voters of Douglas County. This website will allow you to register for class, check your poll worker assignment, update your file and take online refresher courses.' Below this is a 'Poll Worker Login' form with fields for 'Username' (containing 'kellyshettler') and 'Password' (containing '*****'). There is a 'Forgot Your Password? Please click [here](#)' link and two buttons: 'Login' and 'Create a New Account'. At the bottom, there is a footer with 'Powered by PollChief', 'a service of Konnech Inc.', contact information, and links to download the app from Google Play and the App Store. The copyright notice is 'Copyright © 2015 Douglas County'.

6. Once the worker is logged in, they can go to the 'edit my profile' to complete and/or change some of their profile information:

Attendance user guide v 1

Home	Training	Work Assignment	Messages 9	Technical Help																																										
BAXTER 2AATEST DOB: 10/06/1980 Party: REP Home County Precinct: Last Worked Job Title: BA - Paper Ballot Judge Last Worked Place: fake bldg Edit My Profile																																														
<< 2019 SPECIAL ELECTION >> << May 2019 >> <table border="1"> <thead> <tr> <th>Sunday</th> <th>Monday</th> <th>Tuesday</th> <th>Wednesday</th> <th>Thursday</th> <th>Friday</th> <th>Saturday</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td></td> <td>1</td> <td>2</td> <td>3</td> <td>4</td> </tr> <tr> <td>5</td> <td>6</td> <td>7</td> <td>8</td> <td>9</td> <td>10</td> <td>11</td> </tr> <tr> <td>12</td> <td>13</td> <td>14</td> <td>15 07:00 AM Paper Ballot Judge fake bldg</td> <td>16</td> <td>17</td> <td>18</td> </tr> <tr> <td>19</td> <td>20</td> <td>21</td> <td>22</td> <td>23</td> <td>24</td> <td>25</td> </tr> <tr> <td>26</td> <td>27</td> <td>28</td> <td>29</td> <td>30</td> <td>31</td> <td></td> </tr> </tbody> </table> ☐ Election Day					Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday				1	2	3	4	5	6	7	8	9	10	11	12	13	14	15 07:00 AM Paper Ballot Judge fake bldg	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday																																								
			1	2	3	4																																								
5	6	7	8	9	10	11																																								
12	13	14	15 07:00 AM Paper Ballot Judge fake bldg	16	17	18																																								
19	20	21	22	23	24	25																																								
26	27	28	29	30	31																																									

- Note: the save button is in the lower portion of the screen. the user may have to scroll down to find the 'save' button.
- Here, they can also change their username and/or password.

Home	Training	Work Assignment	Messages 9	Technical Help
Basic Information Change User Name Change Password Payment History				
You can only edit your phone numbers and email address on this website. To edit your other information you must visit govotecolorado.com.				
Basic Info Name: 2AATEST BAXTER Nick Name: MEOOW MIX Birth Date: 10/06/1980 Gender: MALE SSN: ***-**-4564 Party: REP - Republican Driver License: Foreign Languages: Home County Precinct:				
Residence Address Street #: 2197 Street: DEER Suf: City: CASTLE ROCK Zip: 80104 Pre: Type: LN Apt: State: CO				
Mailing Address ☐ Same as Residence Address Street #: 2197 Street: DEER Suf: City: CASTLE ROCK Zip: 80104 Pre: Type: LN Apt: State: CO				
Contact Info Home / Evening Phone: (555) 555-5555 Work / Daytime Phone: Mobile Phone: (517) 555-5555 E-mail: KELLY@KONNECH.COM Secondary E-mail: Fax:				

Logging in as an 'removed' worker

- If the worker has a username and password to the portal, they can visit the website, but will not be able to login. The screen will inform them of their inactive status:

Attendance user guide v 1

test.vote4douglas.com/PWMS/Main.htm

Apps Adm Aln Amda Bre Bos Det Dou Ed Ff Hill Joco Leon Min PWC Reg STC STL STLCO Tr INDY COCO J Othe

Poll Worker Management System
Mountain Standard Time: Wednesday, September 4, 2019 10:00:33 AM

Home SCORE_PollChief Comparison Update Home State Precinct & Home County Precinct Dymo Worker Label Worker Label Export Worker Account Manager Hello, Ge

Communication

Poll Workers

Assigned Training Attendance Payroll Complaints Reports Job Title Settings

2019 SPECIAL ELECTION

Poll Workers (0) Applicants (0) **Removed (1)** Review Poll Workers that aren't assigned

Name	Age	Interests	Home State Precinct	Party	Caucus Worker?	Background	Past Assignment	Work Place	Rating	Action
JAATEST, PEACHES	19						EVBA - EV BALLOT JUDGE	fake bldg		Edit

Add New Delete Complaint Communications Assign to Training Send Out Account Update Background Status Set as Caucus Worker Reset Caucus Yes Interested Not Interested

test.vote4douglas.com/PollAccess/Login.aspx

ja Bre Bos Det Dou Ed Ff Hill Joco Leon Min PWC Reg STC STL STLCO Tr INDY



Poll Worker Online Access

Current Election: Wednesday May 15 2019, 2019 SPECIAL ELECTION

Welcome to the Douglas County Online Poll Worker Access website. We thank you for your hard work and dedication to the voters of Douglas County.
This website will allow you to register for class, check your poll worker assignment, update your file and take online refresher courses.

Poll Worker Login

⚠ Sorry, Your account is inactive. Please contact the system administrator.

106326435

Password

Forgot Your Password? Please click [here](#)

Login

Create a New Account

Workers logging into the attendance portal

Unsuccessful login rights based on worker status or worker assignment

Attendance portal: test.vote4douglas.com/pwms/wap/trainingattn.aspx

The attendance portal cannot be logged into by a worker if they are the following:

- within the removed tab of the poll worker module
- has no work assignment for the election

If the worker has **no assignment for the coming election** and try to login to this website, the screen will state:

PollChief

⚠ You don't have enough permissions to log in, please contact the webmaster

Username: 061061437

Password: Password

Log in

Attendance user guide v 1

If the worker is within the **removed tab** and try to login to this website, the screen will state:

test.vote4douglas.com/PWMS/wap/TrainingAttn.aspx

da Bre Bos Det Dou Ed FF Hil Joco Leon Min PWC Reg STC

PollChief

⚠ Sorry, Your account is inactive. Please contact the system administrator.

Username:

Password:

Successful login rights based on worker status AND worker assignment

Attendance portal: test.vote4douglas.com/pwms/wap/trainingattn.aspx

The attendance portal can be logged into by a worker if they are the following:

- ACTIVE and have a work assignment for the coming election.

Example below is a worker with an assignment for the election.



Poll Worker Management System

Mountain Standard Time: Wednesday, September 4, 2019 10:12:40 AM

PWMS

Hello, George

Home

Communication

Poll Workers

Assigned

Training

Attendance

Payroll

Complaints

Reports

Job Title Settings

At A Glance

Poll Worker Directory

Export

Dymo Worker Label

Worker Label

Assignment Needs

<<

2019 SPECIAL ELECTION

>>

Assigned (13)

Cancelled Assigned List (0)

☐	Name	Party	Job Title	Age	Work Place	Training Class	Communication	Action
☐	0AATEST, JEANETTE	GOR	BA - Paper Ballot Judge	39	fake bldg			Edit
☐	1AATEST, BAILEY S		BA - BALLOT JUDGE	38	fake bldg			Edit
☐	2AATEST, BAXTER	REP	BA - Paper Ballot Judge	38	fake bldg	 09/04,  08/21		Edit
☐	4AATEST, BUTTERS	GRE	BA - BALLOT JUDGE CAN - CANVASSING	37	fake bldg fake bldg			Edit

Search

Keywords

Home State Precinct

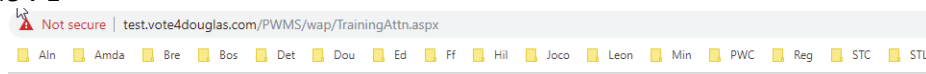
Age

Language

Party

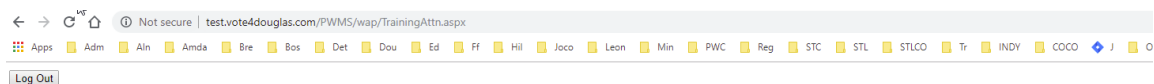
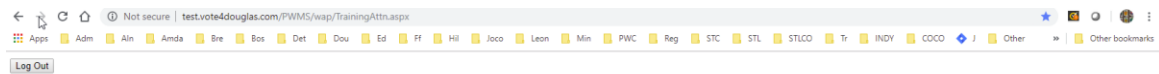
Interested

Attendance user guide v 1



The logged in webpage will display the scan text field. Once the worker scans in their work bar code, the time stamp and assignment information will populate below.

They then can logout and login back in later to scan their bar code again when needed.



The person's in/out activity for the day will build within the screen:

[Log Out](#)

PollChief®

Type or scan your worker bar code Enter

Name:	2AATEST, BAXTER
Job Title:	BA - Paper Ballot Judge
Work Place:	VSPC 1417
Building:	fake bldg
Check In Time:	9/4/2019 9:11:43 AM
Check Out Time:	9/4/2019 10:15:25 AM
Check In Time:	9/4/2019 10:16:39 AM

Person with numerous work assignments

If someone has 2 different assignments for an election (ie 2 different job titles), their bar code scan will provide a popup. This then will let them choose which title they want to document their working hours for:

- click the bullet across from the job title desired
- then click 'choice' to continue.
 - click 'cancel' to not record any time stamp.
- the attendance time stamp will then be tracked with the chosen job title.

[Log Out](#)

PollChief®

016823564670639 Enter

❗ Please enter barcode

Name:	5AATEST, KITTY
Job Title:	Test - Testing
Work Place:	VSPC 1417
Building:	fake bldg

CAN - CANVASSING
☒

Test - Testing
☐

Cancel Choice

Didn't log out – cannot scan another person's bar code

If someone forgot to log out and someone else tries to scan their bar code, the screen will let the user know they cannot scan their barcode. The worker must logout the current user and login under their credentials to access / track their attendance.

Attendance user guide v 1

← → ↻ ⌂ ⓘ Not secure | test.vote4douglas.com/PWMS/wap/TrainingAttn.aspx

Apps Adm Aln Amda Bre Bos Det Dou Ed FF Hil Joco Leon Min PWC Reg STC STL STLCO Tr INDY COCO J Other >> Other bookmarks

Log Out

PollChix®

016841451573614

! you have no Permission to scan this barcode.

Name:

Job Title:

Work Place:

Building:

Reviewing scanned activity on attendance portal

1. logged into the poll worker module, you can visit the attendance tab for the desired election to review all attendance being captured from the attendance website.
2. click 'edit' across from a user to review their attendance

← → ↻ ⌂ ⓘ Not secure | test.vote4douglas.com/PWMS/main.htm

Apps Adm Aln Amda Bre Bos Det Dou Ed FF Hil Joco Leon Min PWC Reg STC STL STLCO Tr INDY COCO J

 **Poll Worker Management System**
Mountain Standard Time: Wednesday, September 4, 2019 10:22:32 AM

Home
Communication
Poll Workers
Assigned
Training
Attendance
Payroll
Complaints
Reports
Job Title Settings
Admin Buildings

Export Attendance/Payroll Scanning Mark Attendance Approved Send To Payroll Unresolved Records From Tablet PLW (0) Export In/Out Activity

<< 2019 SPECIAL ELECTION >>

Attendance (13) Sent to Payroll: All

☐	Name	ID	Party	Job Title	Work Place	Rating	Action
☐	0AATEST, JEANETTE	313154283	GOR	BA - Paper Ballot Judge	fake bldg		Edit
☐	1AATEST, BAILEY  	815141262	BA - BALLOT JUDGE	fake bldg			Edit
☐	2AATEST, BAXTER  	813060641	REP	BA - Paper Ballot Judge	fake bldg	Good	Edit
☐	4AATEST, BUTTERS  	414515736	GRE	BA - BALLOT JUDGE CAN - CANVASSING	fake bldg fake bldg		Edit

Attendance user guide v 1

← → ↻ 🏠 ⓘ Not secure | test.vote4douglas.com/PWMS/Main.htm

Apps Adm Aln Amda Bre Bos Det Dou Ed Ff Hil Joco Leon Min PWC Reg STC STL ST

Poll Worker Management System

Mountain Standard Time: Wednesday, September 4, 2019 10:23:01 AM

Home Back Save Save/Next View << Previous Next >>

Communication

Poll Workers

Assigned

Training

Attendance

Payroll

Complaints

Reports

Job Title Settings

Active Buildings

Precincts

Members

My Profile

Web Log

Election Day Attendance - [2AATEST, BAXTER](#) Rating: Good

Job Title: BA - Paper Ballot Judge Work Place: VSPC - fake bldg

Building: fake bldg Address: 43 road

Attendance Records: Approved ⓘ

07/16/2019 11:55:17 PM	In				
07/16/2019 11:56:33 PM	Out				
07/16/2019 11:58:31 PM	In				
07/17/2019 12:00:55 AM	Out				
07/17/2019 12:02:25 AM	In				
07/18/2019 02:20:30 PM	In				
07/30/2019 04:12:19 AM	Out	ED EJ - #1 Election Ju	VSPC	HIGHLANDS RANCH HIGH SCH	
07/30/2019 04:12:11 AM	In	EVBA - EV BALLOT JI	VSPC	fake bldg	
07/30/2019 04:12:25 AM	In	EVBA - EV BALLOT JI	VSPC	fake bldg	
09/04/2019 09:11:43 AM	In	BA - Paper Ballot Judg	VSPC	fake bldg	⊞
09/04/2019 10:15:25 AM	Out	BA - Paper Ballot Judg	VSPC	fake bldg	⊞
09/04/2019 10:16:39 AM	In	BA - Paper Ballot Judg	VSPC	fake bldg	⊞

Attendance Remark:

test