Voter CheckList™ is a software program used as a replacement for or in addition to the traditional paper checklist. A series of left mouse clicks will let you speed up the check in process for voters and an ongoing tally eliminates the need to add up the voters at the end of the night.
Restoring an Inactive Voter Using Voter CheckList™

Inactive voters can be restored in the program. If you cannot find them in the In Person votes tab you could look in the Restore from Inactive Voter tab.

Note: Check with your Registrar and follow procedure. They may have you send voters to the Moderator, if they can’t be found right away in the In Person Tab

1. Select the Restore INACTIVE Voter tab, located next to the Search tab. You’ll see the font on the screen change to green.
2. Select a Street Name – a list of numbers will appear in the second column.

3. Select the Street # - a list of numbers will appear in the third column, if the street number happens to have subsequent unit(s). If no unit(s) is displayed skip to Step 5.
4. Select the Unit # (if applicable) - a list of voters at that Street Name/# will appear in the fourth column.
5. Once you confirm the voter is inactive, direct them to the Assistant Registrar/moderator to complete a new voter registration card. *Return to the next voter in line.
6. After the Voter Registration Card is completed, The Assistant registrar/moderator will come back to your computer to Restore the Voter from Inactive.
7. Repeat steps 1-4.
8. Select the magnifying glass to the right of the voters’ name.

9. The voter card will appear and at the bottom of the card select the RESTORE VOTER button.
10. The Assistant Registrar/Moderator will enter the password & their name.
11. The restored voter is checked as having voted.
12. Click the In-Person Votes tab and return to the next voter in line.
Transferring a Voter

There are scenarios where you will be able to transfer a voter from one voting district to the one you’re moderating. Your Registrar will review with you these scenarios.

1. Unselect the button “Display voters in this district only.”
2. Select a Street Name – a list of street numbers will appear in the second column.

<table>
<thead>
<tr>
<th>In-Person Votes (22)</th>
<th>Voter Search</th>
<th>Restore INACTIVE Voter (1)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Please Select a Street Name:</td>
<td>Select voters in this district only?</td>
<td></td>
</tr>
<tr>
<td>Adam Lane</td>
<td>Barbara Road</td>
<td>Cider Mill Road</td>
</tr>
<tr>
<td>Address Suppressed</td>
<td>Baxter Street</td>
<td>Clarke Road</td>
</tr>
<tr>
<td>Alfred Drive</td>
<td>Birchwood Drive</td>
<td>Clearbrook Drive</td>
</tr>
<tr>
<td>Amy Drive</td>
<td>Branden Way</td>
<td>Cora Road</td>
</tr>
<tr>
<td>Anderson Road</td>
<td>Bucks Crossing</td>
<td>Corinne Drive</td>
</tr>
<tr>
<td>Angela Drive</td>
<td>Carol Drive</td>
<td>Deer Meadow</td>
</tr>
<tr>
<td>Ann Drive</td>
<td>Carter Drive</td>
<td>Deerwood Road</td>
</tr>
<tr>
<td>Anthony Road</td>
<td>Cassidy Hill Road</td>
<td>Dimock Road</td>
</tr>
<tr>
<td>Anthony Road South</td>
<td>Cider Swamp Road</td>
<td>Dog Run</td>
</tr>
</tbody>
</table>

3. Select the Street # - a list of unit numbers will appear in the third column (if applicable).
4. Select the Unit # (if applicable) - a list of voters at that Street Name/# will appear in the fourth column.

5. You’ll see a question mark instead of the check box on the voter screen.

6. Click the magnifying glass to view the voter record.
7. Select TRANSFER VOTER at the bottom of the voter record.

8. Enter in the password for the day.
9. Enter in your name or initials per your Registrar’s instructions. Make a comment as to why the transfer is being done. This is required.

10. After selecting Complete Transfer Voter, the screen will appear with a message confirming the process is occurring.
11. The program will then change mark the voter has having voted in person.
Restore and Transfer a Voter

If a voter comes to your line and is an inactive voter, you can restore them. If they however, have moved into the district you are in, but is registered in another district, you can complete the steps below.

Note: Check with your Registrar and follow procedure. They may have you send voters to the Moderator/Assistant Registrar, if they can’t be found right away in the In Person Tab

1. Select the Restore INACTIVE Voter tab, located next to the Search tab. You’ll see all font on the screen change to green.
2. Select a Street Name – a list of numbers will appear in the second column.

3. Select the Street # - a list of numbers will appear in the third column, if the street number happens to have subsequent unit(s). If no unit(s) is displayed skip to Step 5.

4. Select the Unit # (if applicable) - a list of voters at that Street Name/# will appear in the fourth column.

5. If you confirm the voter is inactive, direct them to the Assistant Registrar/moderator to complete a
new voter registration card. *Return to the next voter in line.

6. The Assistant registrar/moderator will come back to your computer after the New Voter Registration Card is filled out.

7. Repeat steps 1-4.

8. Select the magnifying glass to the right of the voters name.

9. The voter card will appear and at the bottom of the card select the TRANSFER AND RESTORE VOTER button.
10. The Assistant Registrar/Moderator will enter the password & their name. And enter in the Voters’ new address.
11. The restored voter is checked as having voted and will also show up as a Voter that has been Transferred into the District on the main home screen.

12. Click the In-Person Votes tab and return to the next voter in line.