

## QUICK REFERENCE · ELECTION DAY

Sunrise Education Academy · Senior Secondary School · Samdari, Barmer (Rajasthan)



# Booth Officer Quick Reference Card

Sunrise Voting Station · Election Day

Print this single page on A4 and keep at each booth.

## ⚡ Per-voter checklist (90 sec each)

STEP 1 – P01: Verify voter ID, find name in queue  
STEP 2 – P02: Mark finger with indelible ink  
STEP 3 – P03: Press **BALLOT** (orange button on CU)  
STEP 4 – VOTER: Press blue button next to choice  
STEP 5 – All: Watch VVPAT slip (3 sec window)  
STEP 6 – Wait for "Vote Recorded" green popup  
STEP 7 – Next voter steps up





## 📱 Control Unit Buttons (cheat sheet)

Button	When to press	What happens
🟠 <b>BALLOT</b>	Before EACH voter casts	Activates BU for one vote
🟢 <b>Total</b>	Mid-poll, password req	Shows count on display (3 sec)
🔴 <b>Close</b>	End of voting	Locks EVM, display shows CLOSED
🟡 <b>Result</b>	After Close	Cycles counts, shows winner
🟢 <b>Clear</b>	After Result (mock only)	Wipes all votes, fresh poll

⚠️ Close → Result → Clear is the **CRC sequence**. Use only for mock poll demos. For REAL elections, use the big 🔴 **End Voting** button instead (top-right of voting stage).

## Status Lights

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Light	Meaning
 ON (CU Power)	EVM is on
 BUSY (CU)	A vote is in progress (BU active)
 READY (BU)	Ready to accept ONE vote
 LED on candidate	Vote registered for that candidate

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## Common Issues — quick fixes

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Problem	Fix
BU button doesn't respond	Press BALLOT on CU first
VVPAT slip didn't appear	Wait 3-7 seconds, then ✓ if shown
Voter says wrong name on slip	Inform Presiding Officer (Rule 49MA)
EVM shows CLOSE FIRST	CRC out of order — press Close first
Voter not on queue	Check voter list. If missing, refer to PrO.
Computer freezes	Wait 10 sec. If stuck, refresh. State recovers.

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## Emergency Procedures

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### Power cut

1. Don't panic — votes are saved automatically
2. When power returns, refresh the page
3. State is restored, voting continues

### Internet drops (Cloud Sync booths)

- Voting **keeps working** offline
- Toast shows "Cloud sync failed" — that's OK
- Local JSON has all votes — final source of truth

### Browser tab closed accidentally

- Reopen [voting-station/index.html](#)
  - Choose Institution Mode → enter password
  - Voting resumes from where it stopped
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## Escalation





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Issue	Who to call
Voter dispute / identity question	Presiding Officer
Equipment fault / EVM stuck	Presiding Officer + IT support
Suspected impersonation	Presiding Officer immediately
End of voting time	Presiding Officer to End Voting

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## End of Day

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1. Presiding Officer arrives at booth
  2. Click big  **End Voting** button (top-right)
  3. Enter admin password
  4. System auto-saves backup + switches to Results
  5. **Download these files:**
    -  JSON (for merging if multi-booth)
    -  CSV (for spreadsheet records)
    -  Winner Certificate PNG
  6. Take screenshot of Results screen for paper records
  7. Shutdown the laptop
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**Booth ID:** \_\_\_\_\_ **Date:** \_\_\_\_\_ **Presiding Officer:** \_\_\_\_\_ **Polling Officers**  
**(PO1/PO2/PO3):** \_\_\_\_\_

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*Sunrise Education Academy · Samdari (Barmer) · 2026-27*