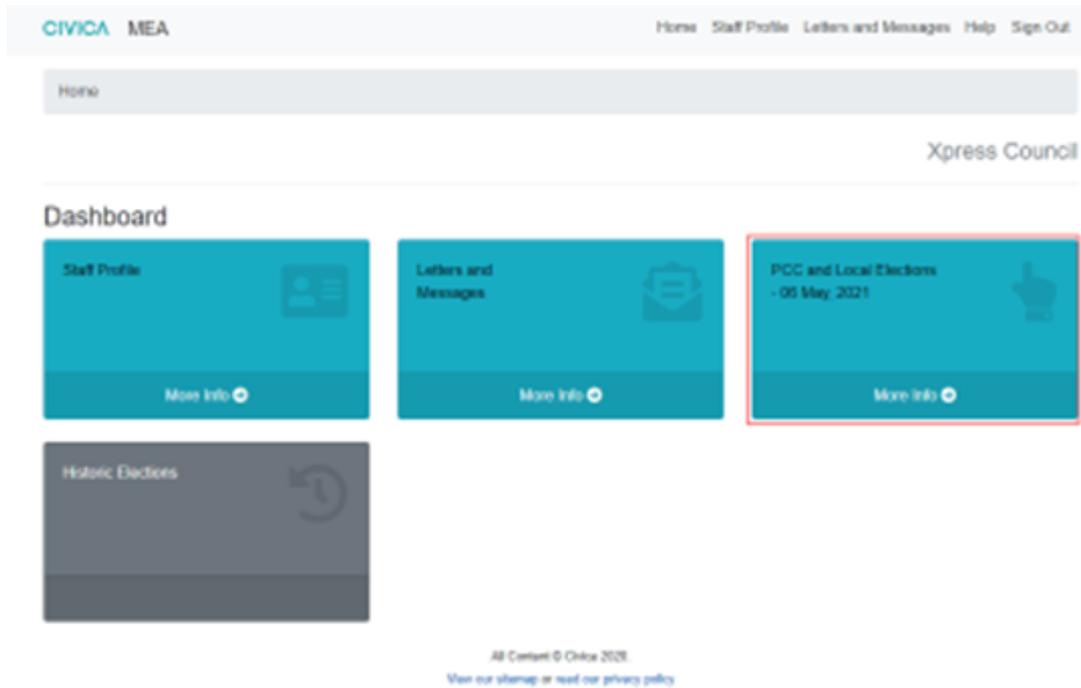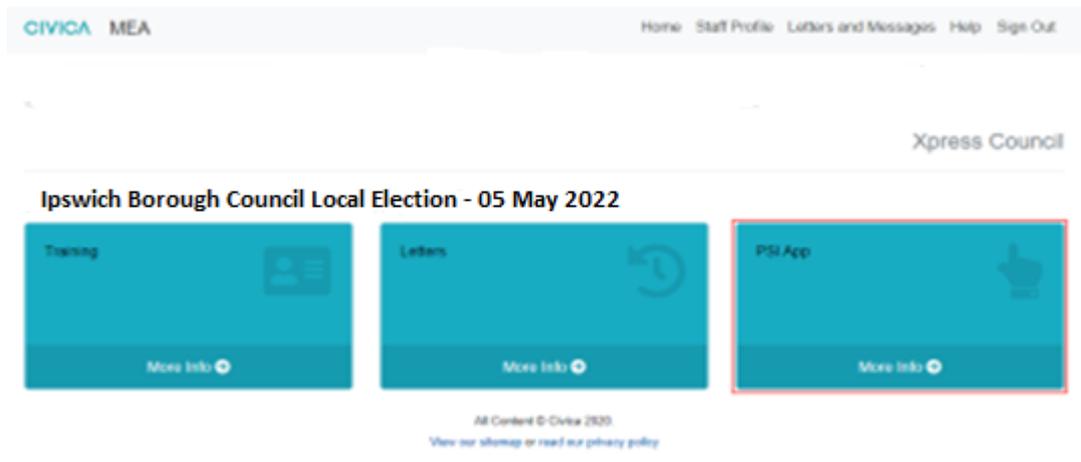# Mobile Election App.
How to complete a
Polling Station Inspector's Checklist

1. Log on to your MEA account in the normal way (using a smartphone or tablet.)

2. Select the tile for the relevant election from your dashboard:

3. Next select the *PSI App* tile:

4. This will open the PSI App screen and there will be 2 options:

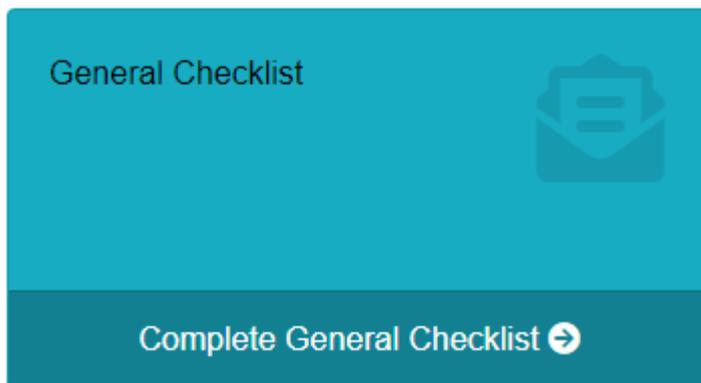Hint: these tiles can be viewed before polling day to allow you to familiarise yourself with how the screens should be completed.

General Checklist

This is a reminder list of equipment and spares you are required to take out on your visits and is optional to complete.

Hint: complete this as you load your equipment into your car.

Tick off the items as received and press the *Save General Checklist* button to confirm you have the items - this can be repeated if some items are received later.

Allocated Polling Stations

This list contains all of your allocated polling stations to use to record your visits throughout the day.
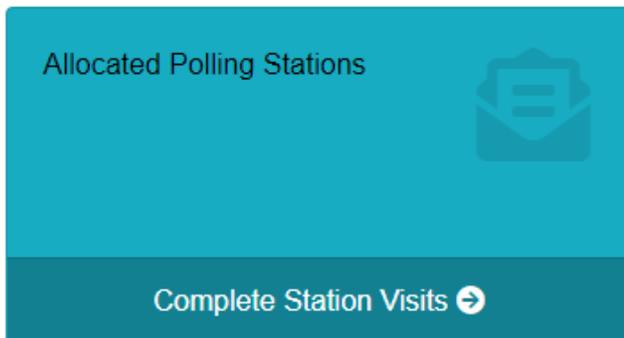
Once this tile is opened, you will see the following screen:

Note: depending on the number of polling stations allocated there may be more than one page.

Hint: use the search box to find polling stations quickly.

Further information about each polling station is available from the button in the Info column.
This includes booking agent and key holder contact details, plus staff contact details. For Example:

Going back to the *Allocated Polling Stations* screen, to record visits on polling day select the *Complete First Visit option* for the relevant polling station to open the checklist page.

Note: you will also be able to see which polling stations are open (if the Presiding Officer has logged this on their own MEA.)

Visit 1   Visit 2   Visit 3

Visit 1

Parking Facilities

☑ Adequate
☑ Reserved/Signed for disabled voters
☑ Conveniently located for voters

Notes

Small patch of uneven surface in car park

Pathways & External

☑ Level throughout
☑ Non-Slip
☑ Well maintained (no obstructions),
☑ Well-lit
☑ Wheelchair accessible
☑ Official signs displayed in suitable places

Notes

Entrance

☐ Level or securely ramped with handrail
☐ Adequate door width or alternative entrance for powered wheelchairs
☐ All entrances signed to assist voters
☐ Space for tellers
☐ Official notice displayed at entrance or outside the building

Notes

Inside Polling Station

☑ Does the layout assist the flow for voting? Check that there are no obstructions, including at a low level
☑ Does the layout help to maintain the security of the ballot box and secrecy of the vote
☑ Is the lighting adequate
☑ Are the polling booths well-lit, both out of direct sunlight
☑ Is the furniture appropriate
☑ Is there a low-level voting booth
☑ Is the ballot box accessible
☑ Is the posting slot visible
☐ Is there seating available for voters? Check it is not positioned so that blind or partially sighted people could walk into it
☑ Are the notices visible
☑ Are the large-print ballot paper(s), and the hand-help sample ballot paper(s), visible
☑ Is the tactile template appropriate for each election available and in full view

Notes

No seating for voters - extra chairs requested

General Observations

☑ Polling station opened on time
☑ Staff clearly identified (name badges worn),
☑ Polling station staff helpful and friendly
☑ Staff dealing competently with marking the register and the CNL(s),
☑ Staff dealing competently with issuing the ballot paper(s),
☑ Ballot boxes sealed
☑ All stationery accounted for
☑ Clear understanding about postal votes (how to deal with those handed into the polling station and with a clear understanding of who is entitled to receive a tendered ballot paper and at what time),
☑ Clear understanding about completion of the ballot paper account(s),
☑ Any polling agents able to observe and hear but not obstructing the voting process
☑ Guidance material and handbooks available for reference purposes
☑ Tellers aware of the code of conduct and other instructions
☑ Presiding Officer aware of transportation and handover arrangements for ballot boxes and materials at close of poll

Notes

Ran through end of poll procedure with PO

Cancel   Submit Visit 1

Each item that requires checking can be ticked off. When complete, select the green *Submit Visit 1* button. This information cannot be amended once submitted, but it can still be viewed.

Once submitted, the polling station will be shown as:

Polling Station No	Polling Station	Opened	Info	Visits	Actions
6	Brookthorpe Village Hall Xpresssted Road Brookthorpe XL4 0LX	No	ⓘ	✓ ✗ ✗	Complete Next Visit
9	Cashes Green Youth & Social Centre Queens Drive Cashes Green XL5 4LX	No	ⓘ	✗ ✗ ✗	Complete First Visit

Repeat the above process for all allocated polling stations and for each visit.

.

Browsers compatible:
- Desktop: Chrome, Firefox, Edge (Chromium), Safari.
- Mobile: IOS – Safari, IOS - Chrome, ISO – Firefox, Android – Chrome, Android – Firefox
- Not compatible: Internet Explorer, Edge Legacy

GMail
When accessing gmail accounts on a mobile device, it may open the website within gmail meaning you have to close out of the site in order to read the verification code email. To get around this, copy and paste the website URL to another browser such as Safari before you click on the Send Verification Code button.

If you encounter any issues when setting up your account and can't resolve these yourself by checking the detailed user guide, please contact Electoral Services either by email electoral.services@ipswich.gov.uk or by telephone (01473 432000).

MEA is hosted within Microsoft Azure, a PaaS cloud environment offering security and scalability. All MEA services are hosted over a secure HTTPS connection, via CloudFlare which offers real-time protection against common internet attacks such as Denial of Service. Data exchange between Xpress Management and MEA is secured via a unique access token that ensures complete data confidentiality and security over the internet. All data is stored and encrypted at rest within the Azure PaaS environment within a private network that is only accessible to MEA services. Authentication to the MEA is done via OpenID Connect, an industry-standard authentication protocol ensuring secure login and session management.