



Collecting the barcodes

You have information stored in your Groqit, and it's time to upload it to your computer, to email to central office or use on the computer where you are now.

1. Connect the Groqit to a USB port. The Groqit does not need to be turned on to connect.
2. Double-click on the device to open it.
3. Open the **election** folder and copy the BARCODE file to your computer.

Each file will need to be renamed after copying, since all Groqits use the same file name.

Alternately, you can attach the file to an email message or upload it to your voter management system.

If you automate the upload process, consider uploading the groqit.dat file at the same time for identification purposes.

4 A. If you will be using the Groqit for additional time periods, and you only set up one folder, remove the BARCODE file before de-activating and disconnecting the Groqit. You do not need to create an empty BARCODE file, this will be done automatically.

4 B. If you setup multiple folders, de-activate and disconnect the Groqit and reset the Default from the Configuration menu. The Groqit will not operate while plugged into a computer.

Note: The Groqit uses simple text files, which are easily integrated with any other data, such as spreadsheet programs.

WARNING: Do not Format a Groqit. If you do, it won't work any more and will have to be returned to us for reconfiguring.

Further information about Groqit is at our site: <http://www.groqit.com/b2b>
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