

# Precinct Atlas<sup>®</sup>

## Exporting Data from IVOTERS

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There are 4 exports total that you will need to run in IVOTERS to prepare the Precinct Atlas<sup>®</sup> for use in an election. The exports are located in the Reports & Labels module. It is recommended you pull these files either first thing in the morning or the last thing in the evening to capture that day's voter registration and absentee activity.

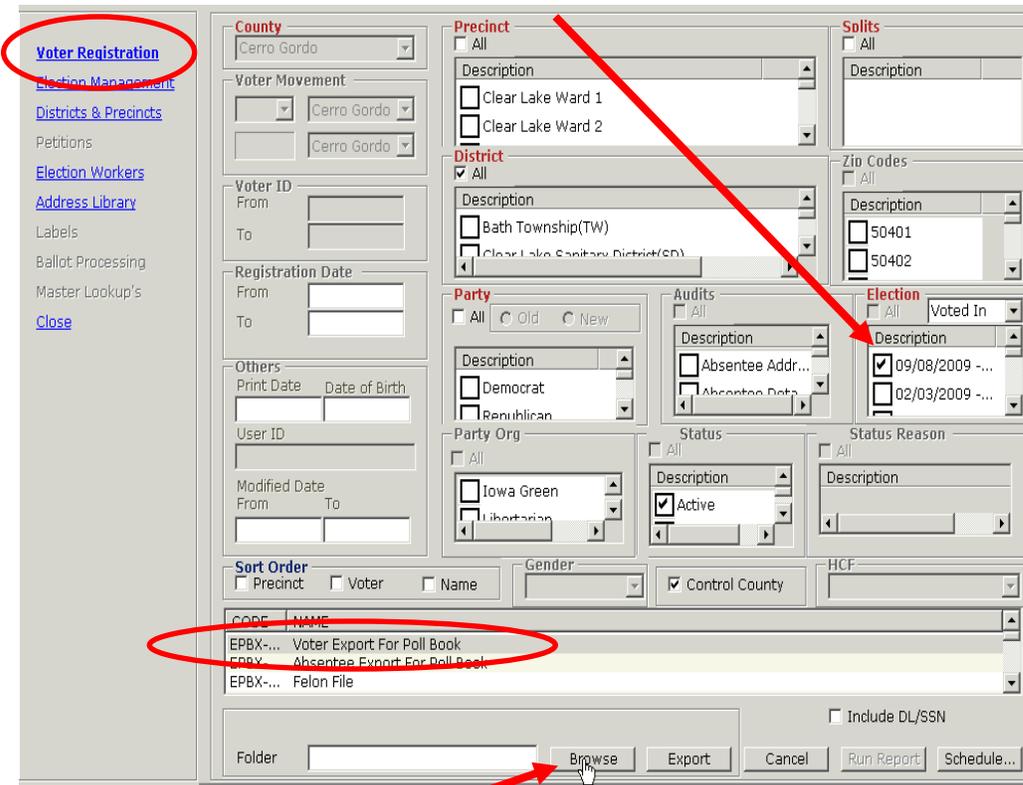
Three of the exports are in the Voter Registration section.

CODE	NAME
EPBX-...	Voter Export For Poll Book
EPBX-...	Absentee Export For Poll Book
EPBX-...	Felon File

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The EPBX-003 (Felon File) has no criteria that needs to be selected and you can click “Browse” immediately after choosing this export. For the EPBX-001 & EPBX-002 make these selections: (Districts-All (This is just for “shared” elections)) or (FOR THE PRIMARY AND GENERAL in the districts box select a “countywide district” if you have one, or the congressional district that applies to your county. This will give you just voters, polling places, ballots, and splits from your county) and (Election date)



Click “Browse”

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A browser window should open up.

Double click on (V:)C\$ on “Client”.



Highlight your IVOTERS folder & click on “OK” .



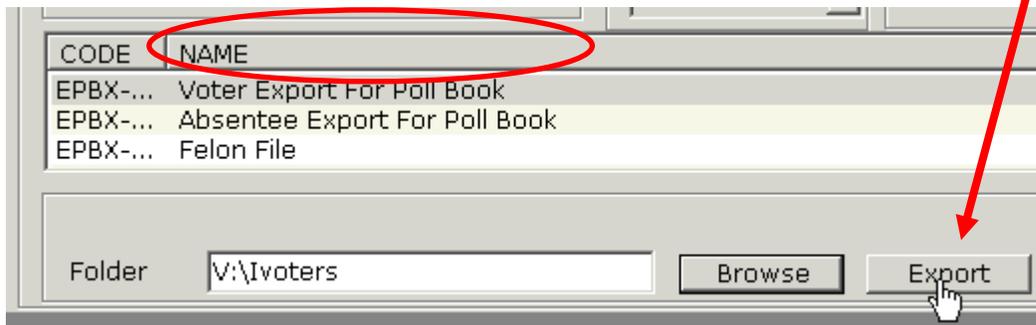
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If you do not have an IVOTERS folder you can create one now by clicking on “Make New Folder” at this time.

The path should be listed in the **Folder** field below. If your folder appears in the **Folder** field, click on “Export”. The process of exporting will take a few minutes, especially when you are exporting the “Voter Export for Poll Book” (EPBX-001)



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The 4th export for the Poll Book is in the Address Library section.

For the EPBX-003 “Address Export For Poll Book” check the following... (Districts-All (This is just for “shared” elections))  
**(FOR THE PRIMARY AND GENERAL select “all “in the precincts box and do not make a selection in the districts box) & (Election date)**

The screenshot shows the 'Reports' window in Precinct Atlas. The left sidebar contains a list of navigation options, with 'Address Library' circled in red. The main window is divided into several sections: 'County' (Cerro Gordo), 'City' (All City), 'Districts' (All Districts), 'Sort Order' (Street Name, Street Type, House No, Alphanumeric), 'Precincts' (All Precincts), 'Range' (Clear Lake Ward 1), 'Splits' (All Splits), and 'Elections' (09/08/2009 - Ventura 2009 School El). At the bottom, there is a 'Folder' field with a 'Browse' button circled in red, and other buttons like 'Export', 'Cancel', 'Run Report', and 'Schedule...'. A table at the bottom lists export options:

CODE	NAME
ALEXP-002	Address Rule Export
EPBX-003	Address Export For Poll Book

Click “Browse” and following the instructions from the previous section for choosing the location the file will be saved to.