

Precinct Atlas[®]

Importing Data from Precinct Atlas[®] After Election

After an election at which you use Precinct Atlas[®], you can import the voter ID numbers of voters who voted at a precinct and did not make any changes to their voter registration record.

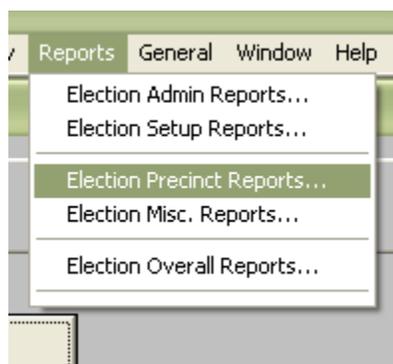
Important Note:

Before you begin importing vote credit from Precinct Atlas, entering your EDRs or marking any other voters with vote credit in IVOTERS, you must do the following:

1. Regenerate your election registers in IVOTERS by going into Election Management → 2010 General Election → Election Register → Regenerate Election.
2. After you have regenerated your election registers, you can export the files from Precinct Atlas and import them into IVOTERS. See instructions below.
3. Manually add in address changes, election day registrants, and any other updates that took place at the polling place on the voter records.
4. Manually add any vote credit for the voters mentioned above in step #3 or any precincts that didn't use Precinct Atlas.

Creating the Import File:

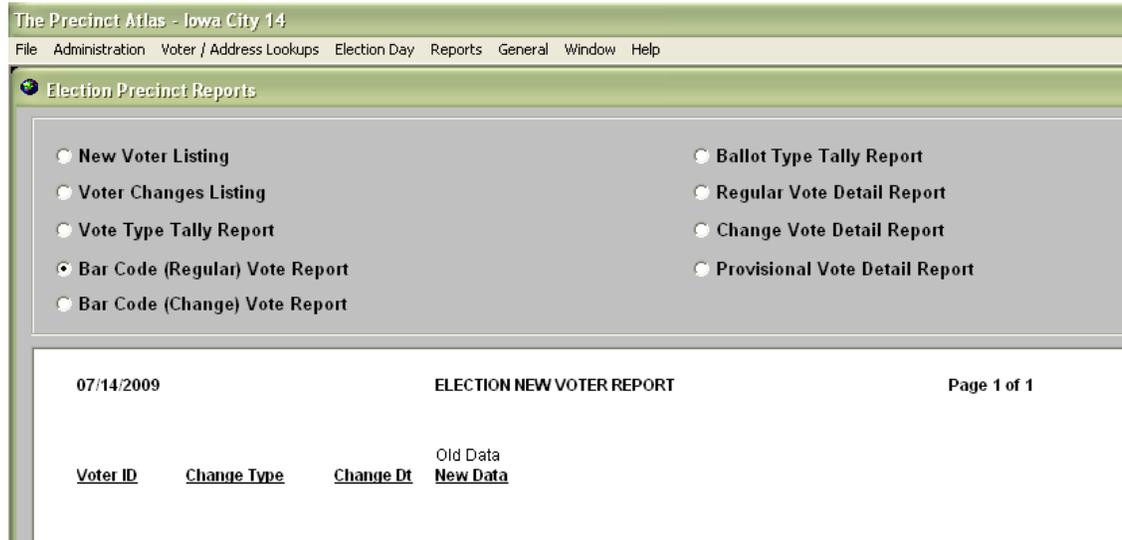
1. Log into the precinct master computer as an administrator using username: admin, password: admin. From the "Reports" drop down menu, choose "Election Precinct Reports".



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2. Choose "Bar Code (Regular) Vote Report".



3. Click "Generate" on the right side of the screen.



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4. After the report is generated, the export button will be activated. Click "Export". You will receive a message "Export Complete".

07/14/2009

BAR CODE VOTE REPORT - REGULAR VOTES ONLY
07/28/2009 School Election
Iowa City 14

Page 1 of 1

County: Johnson

Regular Votes

5134285

5134285

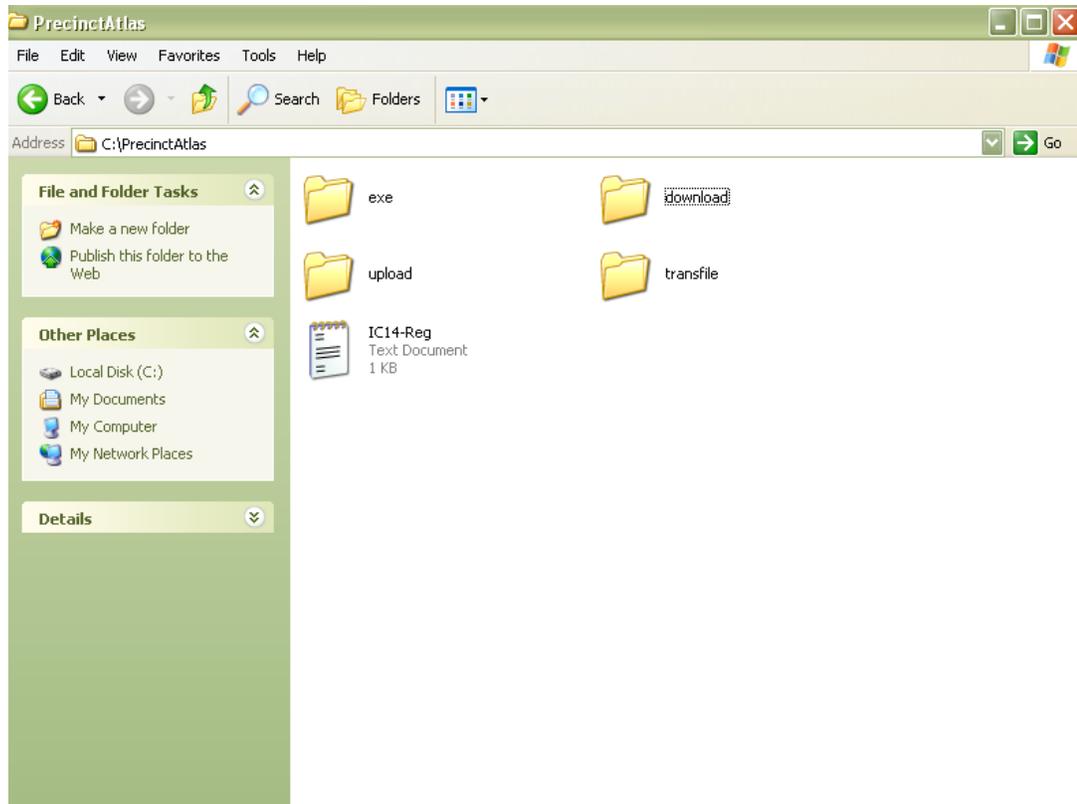
5192014

5192014

2



4. You will then either copy the export file to a flash drive or access IVOTERS directly from the laptop if you have the ability to connect the laptop to the county network. The export file is saved in the "Precinct Atlas" folder on the computer's C: drive and the title of the file is <PrecinctName>-Reg.



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6. If you are going to use a flash drive to import the file, copy the file from the C: drive by right clicking and choosing "Copy". Then find and open your flash drive, right click and choose "Paste". You should then safely remove your flash drive before moving to your IVOTERS computer.

**PA Computer>insert thumb drive>My Computer>C:
drive>Precinct Atlas>find the txt register files>right
click>Copy>go back 2 screens by hitting your back arrow
twice>now find E: removable disk>right click>paste>remove
thumb drive**

**Ivoters Computer>insert thumb drive>My Computer>E:
removable disk>find your txt register files>right click>Copy>go
back 2 screens by hitting your back arrow twice>now find your
C: drive & double click>find your Ivoters folder & right
click>Paste**

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Loading the Import File in IVOTERS:

1. Log into IVOTERS and open the election in the Election Management module. Click on “Process Election Registers” from the menu on the left side of the screen. Click on the “Import Election Register” link at the bottom of the screen.

The screenshot shows the 'Election Management' window with the following details:

- Election Date:** Jul-28-2009
- Election Type:** School
- Description:** Test School

The left sidebar contains a menu with the following items:

- [Election Details](#)
- [Include Certified Contests](#)
- [Election Template](#)
- [Measures & Races](#)
- [Post Shared Contests](#)
- [Ballot Styles](#)
- [Ballot Review](#)
- [Print Absentee Labels](#)
- [Election Register](#)
- [Election Expenses](#)
- [Election Results](#)
- [Process Election Register](#)**
- [Process Absentee Ballots](#)
- [Duplicate Ballot Report](#)
- [Post History & Close Election](#)**
- [Exit](#)

The main content area shows the 'Election Register' process with the following fields:

- Election Register:** Election Register (dropdown)
- Precincts List:** (dropdown)
- Barcode:** (input field)
- Page No:** 1 (input field)

Buttons: [Accept](#), [Go To](#)

Accepted	Voter Name	Residential Address
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Processing Status: 0 of 96982 Voter ballots Accepted.

Buttons at the bottom: [Refresh Wizard Status](#), [Import Election Register](#) (circled in red), [Process Completed](#), [Process Added Voters](#), [First](#), [Prev](#), [Next](#), [Last](#), [Proof](#)

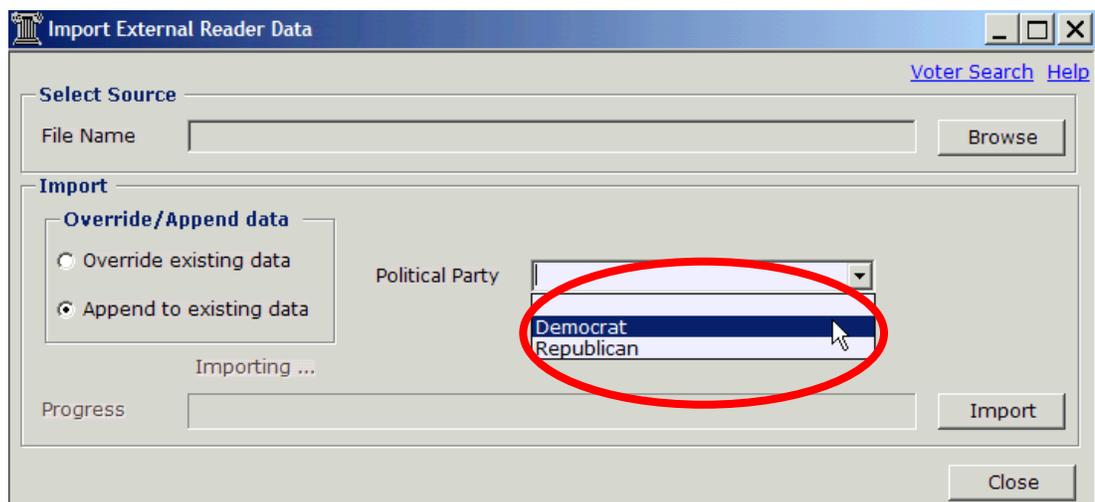
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2. In the “Override / Append Data” box make sure if you are loading anything other than the first file you keep the box marked next to “Append to existing data”. **If you chose “Override existing data” any credit that has been loaded or manually checked will be deleted.** There is no way to recover that data, you will have to reload or reenter it.



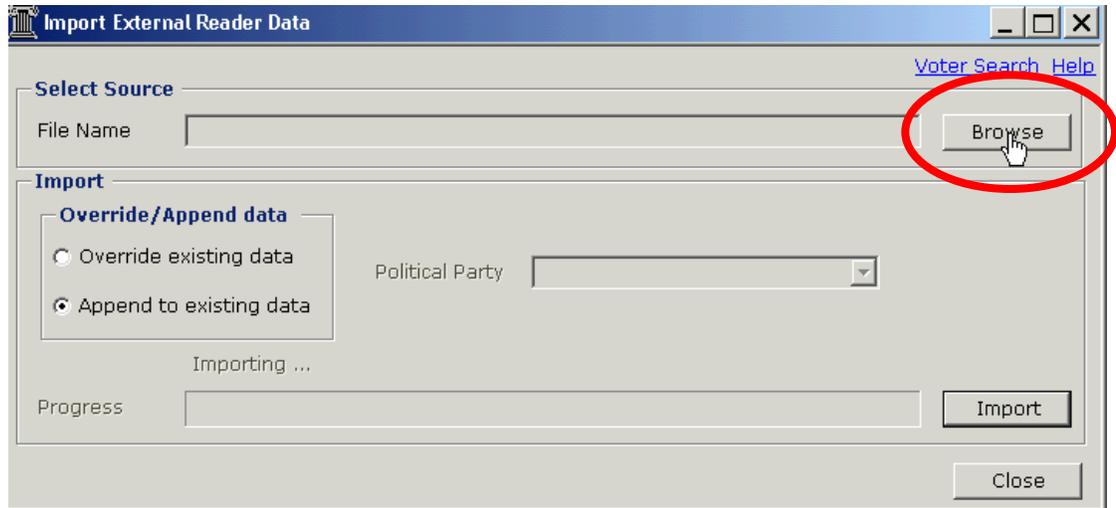
3. FOR THE PRIMARY ONLY, you will need to select the political party from the drop down box for the party you are loading credit for.



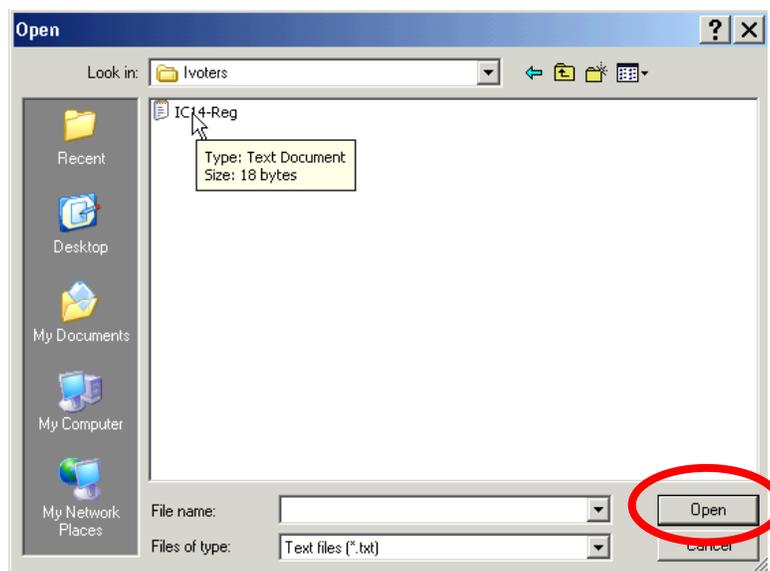
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- Click on “Browse” under the “Select Source” menu.



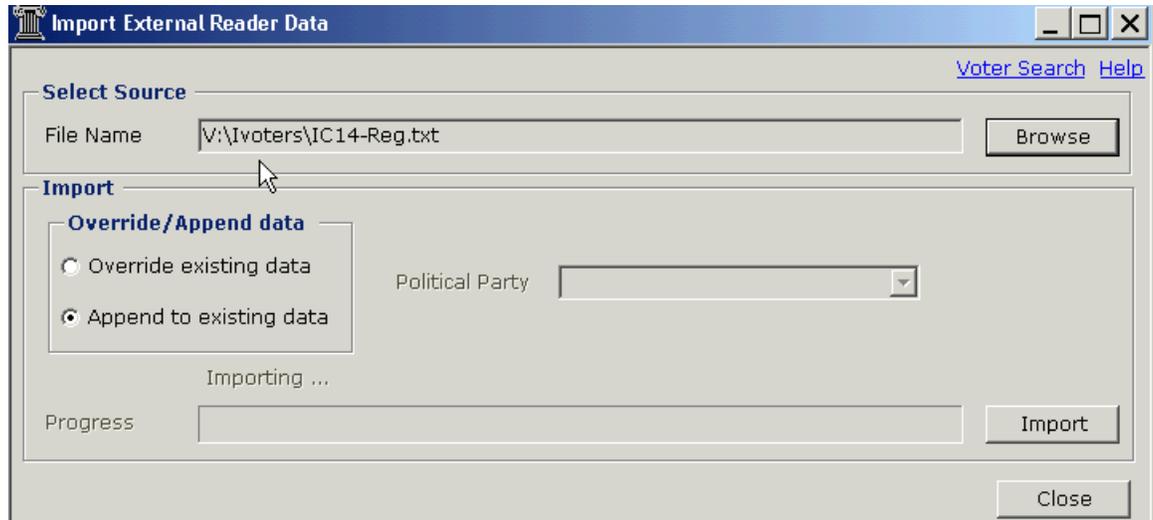
- Find the location of the text files you saved from the precinct master computers. The files will probably either be located on the C: drive of the precinct master computer and you will be connected to IVOTERS from the precinct master or the text files will be saved to a flash drive. The text files will be titled “PrecinctName-Reg”. In the example below, the text file is titled “IC14-Reg”. After clicking on the file name, click “Open”. **FOR THE PRIMARY- make sure you are selecting the same party file that you selected from the drop down in step #5.**



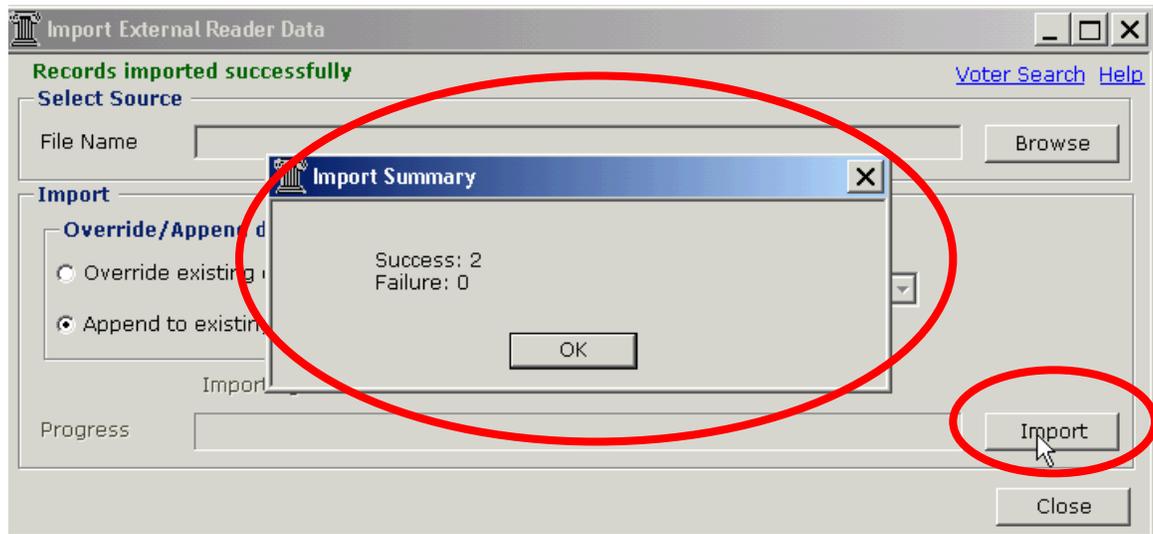
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- The file name will then appear under “Select Source”.



- Click on “Import”. When the import is complete, you will see an import summary screen. The number of records imported should match the number of voter records appearing on the “Bar Code Vote Report—Regular Votes Only” generated from each precinct master computer. Click “OK”.



- You will receive a green message at the top of the screen indicating the records imported successfully. You will repeat this process for each precinct in which the Precinct Atlas[®] was used in the election.



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9. Below is an example of the updated processing status and the election register proof generated following a file imported to give 2 voters vote credit in this example election.

Processing Status: 2 of 96982 Voter ballots Accepted.

Process Completed

[Import Election Register](#)

County: Johnson		Election Register Proof			Print
		Precinct: Iowa City 14			
Election : Test School-07-28-2009					
Accepted	Voter ID	Full Name	Residential Address	Precinct.Split	Status
<input checked="" type="checkbox"/>	5192014	BROWN, BETTY	2010 BROADWAY ST IOWA CITY IA 52240	IC.14.IC.14.1	Active
<input checked="" type="checkbox"/>	5134285	BROWN, NATASHA	1956 BROADWAY ST IOWA CITY IA 52240	IC.14.IC.14.1	Active
Total		Accepted: 2	Not Accepted: 0	Both:	2