

2011 Reprecincting and Redistricting I-VOTERS Instructions

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Overview

You will use the “**Districts & Precincts**” and “**Address Library**” modules in I-VOTERS to make changes after redistricting and reprecincting.

Sequence of Events

Before you can begin modifying “**Districts & Precincts**” and the “**Address Library**” in I-VOTERS, you need to determine which changes need to be made. Use some of the reports listed below in “Useful Reports” to help you plan.

Important Note: There cannot be any open elections in “**Election Management**” when making changes in I-VOTERS.

You must follow the steps in the order listed below. You may skip some steps if they are not applicable to your county. For example, you may not need to create a new precinct.

1. Modify congressional, state senate, and state house districts.
2. Create new precincts.
3. Edit precincts.
4. Create new splits.
5. Modify existing splits.
6. Assign districts to splits.
7. Modify address library.
8. Create new polling places.
9. Assign polling places.
10. Create new districts.
11. Delete splits and precincts.

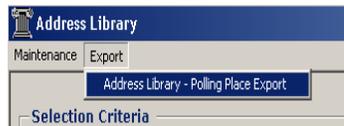
Useful Resources

The following reports may be useful in determining which changes you need to make in I-VOTERS. These reports will tell you how your precincts, splits, and districts are currently set up. These reports may also be useful for proofing purposes.

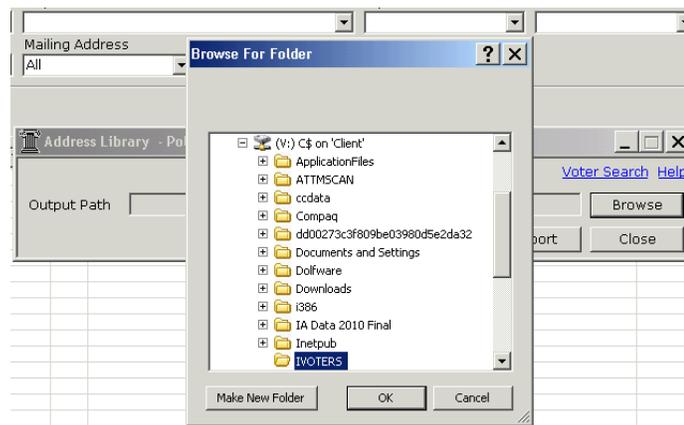
Address Library Export

This export will generate your address library into a .txt file that you can open and modify in Excel. Each row will contain an address range with its precinct, split, and polling places (and their addresses).

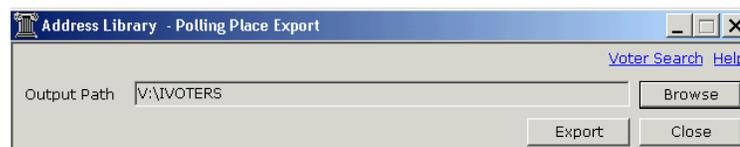
1. Open the **“Address Library.”**
2. Under **“Export,”** choose **“Address Library – Polling Place Export.”**



3. Browse for the location where you save I-VOTERS exports. Click **“OK.”**



4. Click **“Export.”**

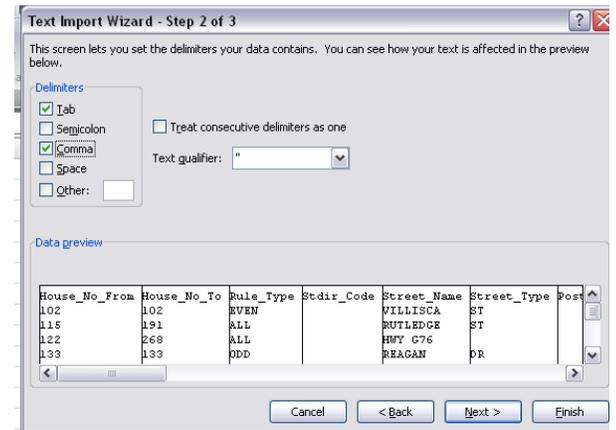
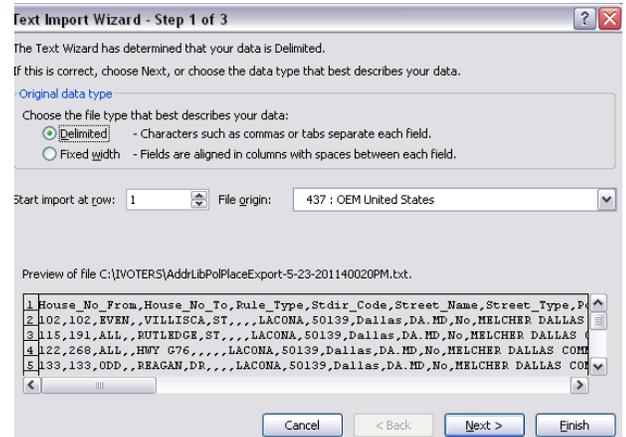


To open the export in Excel, follow these steps:

1. Open Excel.
2. Go to **“File,”** then **“Open.”**

- Browse for the location where you saved the file. You may need to change the “Files of Type” to “All Files.” Open the file.
- The “Text Import Wizard” will appear. Choose “Delimited” then click “Next.”
- On the next screen, check “Tab” and “Comma.” Click “Finish.”
- You can now use the file to sort by address range, street name, city, etc. Be sure to save the file as an .xls file in a location where you will find it for future use.

Important Note: When you try to open the file, Excel may notify you that the file is “Read Only.” Click “OK” to continue opening the file.



The following reports may helpful to determine which precincts and splits are within certain districts. You can also use these for proofing after you have entered the new information in I-VOTERS. The reports are available in “Reports & Labels” under “Districts & Precincts.”

DP-002 District Splits

This report lists all the splits within each district in your county.

District	Des Moines Area Community College Director 5				
Splits					
CL.CL.PE	KXT.KXT.PE	LP.LP.PE	PE1.PE1.PE	PE2.PE2.PE	
PE3.PE3.PE	PE4.PE4.PE	OTLEY.RR.PM.7	OTLEY.RR.SE	OTLEY.SU.PE	
OTLEY.SU.PM.4					
Total Split Count:	11				
District	Indian Hills Community College Director 7				
Splits					
WS.WS.CH					
Total Split Count:	1				

DP-005 Precinct Splits

This report lists all the splits within each precinct.

Precinct Clay Township			
Splits			
CL.KX	CL.PE	CL.TC	HV.KX
Total Split Count : 4			
Precinct Dallas			
Splits			
DA.MD	MD.MD		
Total Split Count : 2			
Precinct Indiana			
Splits			
IN.KX	IN.TC		
Total Split Count : 2			

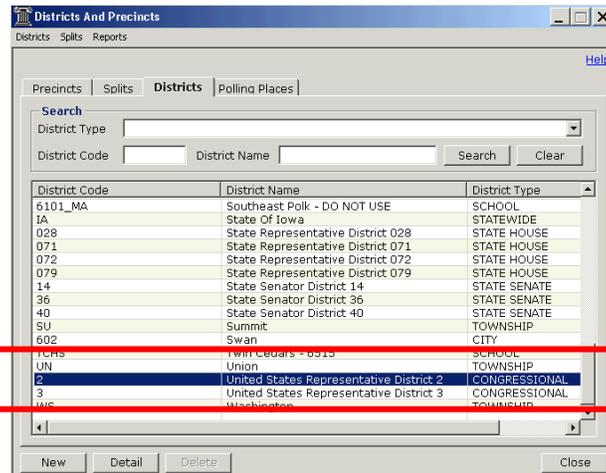
DP-012 Split Districts

This report lists each precinct broken down by split and the districts assigned to each split.

Precinct Clay Township			
Split CL.KX			
Districts			
United States Representative District 3	State Senator District 36	State Representative District 072	Judicial District 5A
Clay	Des Moines Area Community College Director 4	Des Moines Area Community College	Knoxville - 3375
UNINCORPORATED AREA	Total: 9		
Split CL.PE			
Districts			
United States Representative District 3	State Senator District 36	State Representative District 072	Judicial District 5A
Clay	Des Moines Area Community College Director 5	Des Moines Area Community College	Pella - 5166
UNINCORPORATED AREA	Total: 9		

Modifying Congressional, State Senate, and State House Districts

The Secretary of State's Office will share the new congressional, state senate, and state house districts with each county. You will see both the new and old districts listed in the "Districts" tab in "Districts & Precincts."



Each county will need to review their split assignments to ensure the splits are assigned to the correct districts. Counties may need to edit the district assignments of each split individually or may use the "Replace District" method. Most counties will need to use both methods.

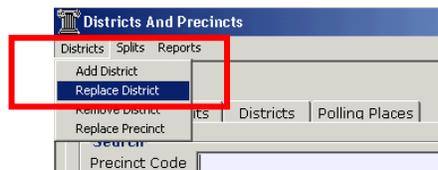
See the "Editing Splits" instructions on page 9 for editing district assignments for each split.

Replace District

The "Replace District" feature allows you to replace one existing district with another district. This method is most useful when the district boundaries did not change much.

Important Note: For house and senate districts, you may still need to edit some of your individual split assignments to assign them to the correct district, especially in the areas where the old district boundaries vary from the new boundaries. Use the "Editing Splits" instructions to do so.

1. Open "District & Precincts" from the main I-VOTERS menu.
2. From the "Districts" menu at the top left of the screen, select "Replace District."

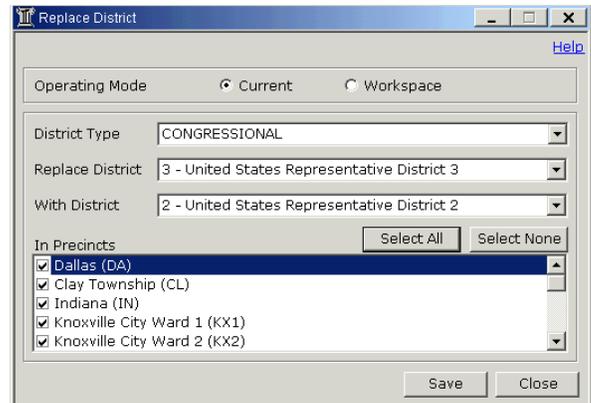


- The “**Replace District**” screen will appear. Choose the “**District Type**” from the drop-down menu.

Select the old district from the “**Replace District**” drop-down.

Select the new district from the “**With District**” drop-down.

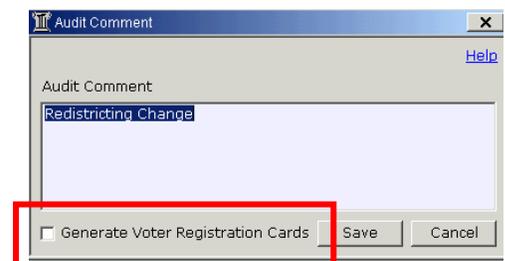
Choose which precincts you want the district replacement to occur.



- Click “**Save.**”

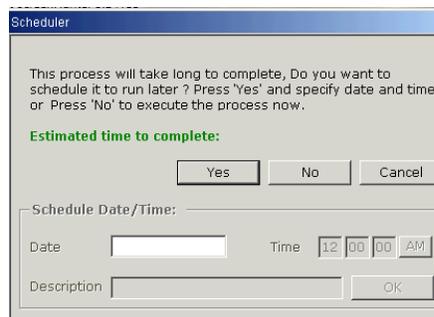
- The “**Audit Comment**” screen will appear. The comment entered here will be reflected in the audit logs of affected voters. Leave the box next to “**Generate Voter Registration Cards**” unchecked. Voters will be notified at the same time when all changes in the county are complete.

Instructions for sending voter registration cards to voters after the redistricting/precincting process is complete will be provided at a later time

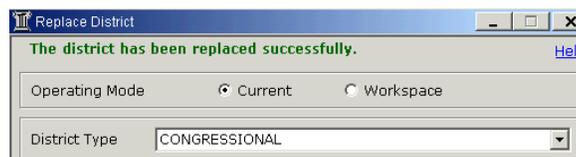


- Click “**Save.**”

- Depending on the number of voters affected by the district change throughout this process, you may receive a system scheduling notice. Click “**No**” and the process will begin. It may take some time to complete.

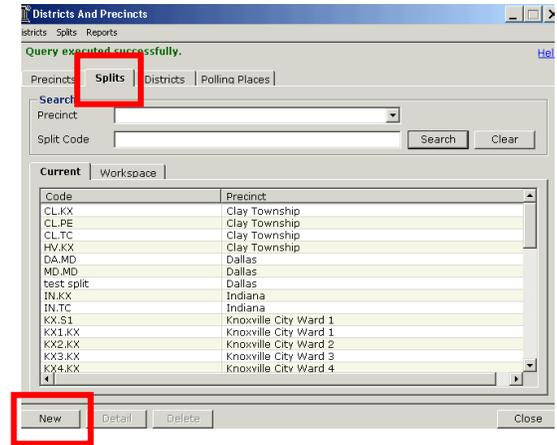


- You will receive a message at the top of the screen letting you know when the district has been successfully replaced.



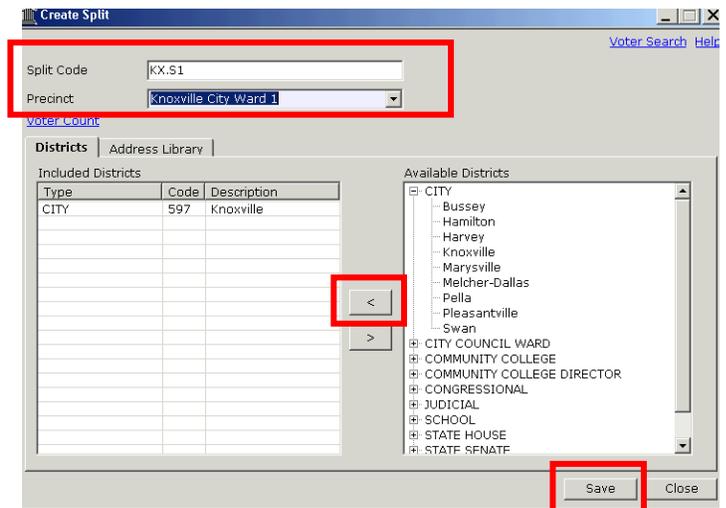
Creating a New Split

1. Click on **“Districts & Precincts”** from the main I-VOTERS screen.
2. Click on the **“Splits”** tab. Click **“Search”** to bring up the list of current splits in your county. Pay attention to the conventions your county uses for naming and coding splits. Follow the same conventions when creating new splits. Click **“New”** at the bottom of the screen.



3. The **“Create Split”** screen will appear. Enter a unique code for the **“Split Code”** and choose the **“Precinct”** from the drop-down menu.

- a. To add districts to the split, select each district from the **“Available Districts”** list on the right. Expand the list of districts under each district type by clicking on the **“+”** (plus) sign.

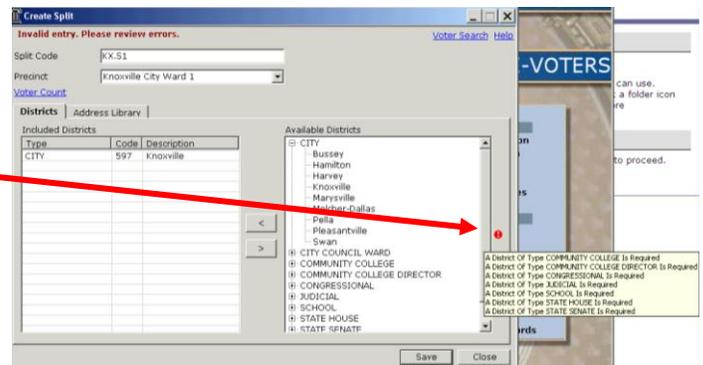


- b. To select a district, click on the district name to highlight it. Click on the **“<”** (left arrow) to add the district to the split. The added district will appear under **“Included Districts.”**

- c. Repeat until all districts have been added to the split. Add all applicable districts to each split.

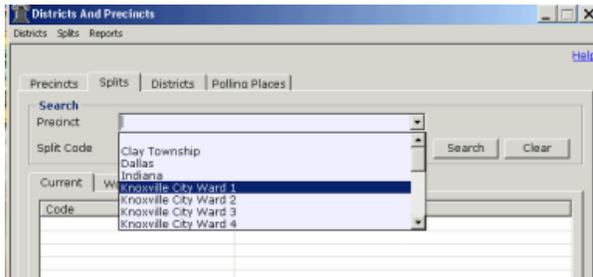
- d. Click **“Save”** when finished adding all districts.

Important Note: If a required district type has not been included, an error message will display when you try to save the split. Hold the mouse over the exclamation error symbol to see the details of the error.



Editing Splits

1. Click on **“Districts & Precincts”** from the main I-VOTERS screen.
2. Click on the **“Splits”** tab. Search for the split you need to edit. You can search by precinct using the **“Precinct”** drop-down. Click **“Search.”**



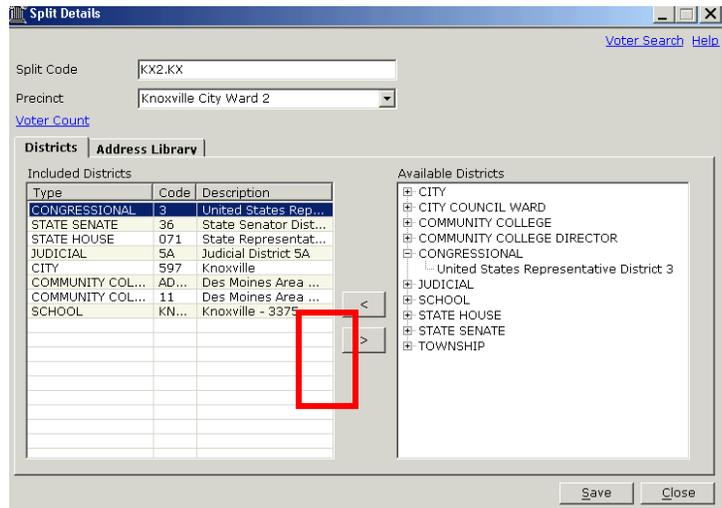
3. To select the split, click on the name to highlight it and click **“Detail.”**
4. The **“Split Details”** screen will appear. You can edit the **“Split Code,”** the precinct to which the split is assigned, and the districts assigned to the split.

Important Note: If the **“Split Codes”** have been assigned using a naming convention incorporating the precinct name into the split code, change the **“Split Code”** to reflect the new precinct.

To remove a district from the split, click on the district name under **“Included Districts”** to highlight it. Click on the **“>”** (right arrow) to remove the district.

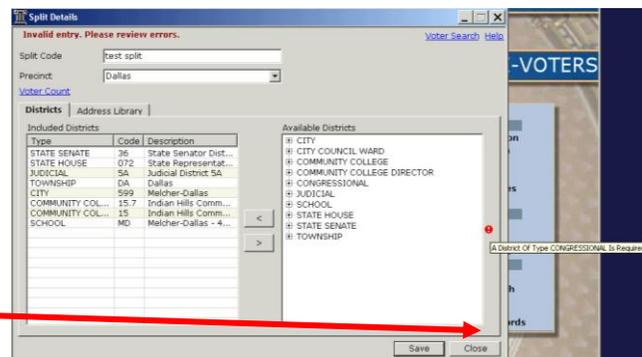
To add a district, click on the district under **“Available Districts”** and then click on the **“<”** (left arrow). The added district will appear under **“Included Districts.”**

- You can expand the list of districts under each district type by clicking on the **“+”** (plus) sign.



5. Click **“Save”** when finished editing the split.

Important Note: If a required district type has been removed, an error message will display when you try to save the split. Hold the mouse over the exclamation error symbol to see the details of the error.



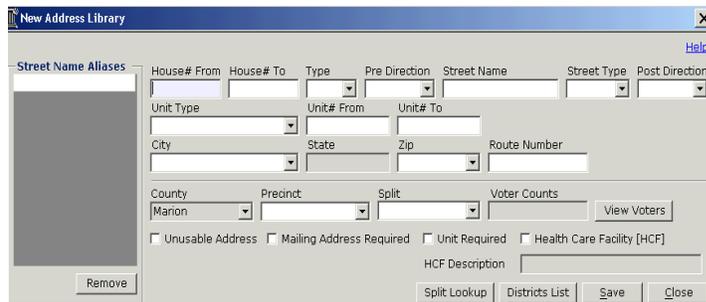
9. The “**Audit Comment**” screen will appear. The comment entered here will be reflected in the audit logs of affected voters. Leave the box next to “**Generate Voter Registration Cards**” unchecked. Voters will be notified at the same time when all changes in the county are complete.

Instructions for sending voter registration cards to voters after the redistricting/repredistricting process is complete will be provided at a later time.



Adding an Address Range

1. Click on **“Address Library”** from the main I-VOTERS screen. Click on **“New”** at the bottom of the **“Address Library”** screen.
2. The **“New Address Library”** screen will appear.
3. Enter the address range information. Follow these guidelines:



- **House# From, House# To, & Type**

Enter a house number range. The selection of **“Odd,” “Even,”** or **“All”** in the **“Type”** field determine which house numbers must be entered in the **“House#”** fields.

If **“Odd”** is chosen, the **“House#”** ranges can only be odd numbers. If **“Even”** is chosen, the **“House#”** ranges can only be even numbers.

- **Pre-Direction**

Choose a **“Pre-Direction”** from the drop-down list or by typing it in. The pre-direction is a direction indicator in front of the street address. This field is optional.

- **Street Name**

Type the **“Street Name”** in the field. If the street already exists in the address library, be sure to follow the same naming convention (i.e. First Street, not 1st Street). This field is required.

- **Street Type**

Choose a **“Street Type”** from the drop-down list or by typing it in. This field is optional.

- **Post Direction**

Choose a **“Post Direction”** from the drop-down list or by typing it in. The post direction is a direction indicator after the street address. This field is optional.

- **Unit# From, Unit# To, & Unit Type**

Choose the **“Unit Type”** from the drop-down list or by typing it in. Use this for address ranges containing only multi-unit dwellings. Enter the lowest unit number in the **“Unit# From”** field and the highest unit number in the **“Unit# To”** field. These fields are optional.

- **City**

Choose the **“City”** from the drop-down list or by typing it in. This field is required.

- **Zip**

Choose the “**Zip**” from the drop-down list or by typing it in. This field is required.

- **Precinct**

Choose the “**Precinct**” code from the drop-down list or by typing it in. This field is required.

Important Note: You cannot add a new precinct from this screen. See the “Creating New Precincts” instructions on page 8.

- **Split**

Choose the “**Split**” from the drop-down list or by typing it in. This field is required.

If you are unsure of the split, click on “**Split Lookup**.” From “**Split Lookup**” screen, you can search for the splits by precinct.

You can view the districts within a split by clicking on the split under “**Split Codes**.” The districts will be listed under the “**Precinct/Districts of Split**.”

Important Note: Do not add a new split from this screen. See the “Creating a New Split” instructions on page 8.

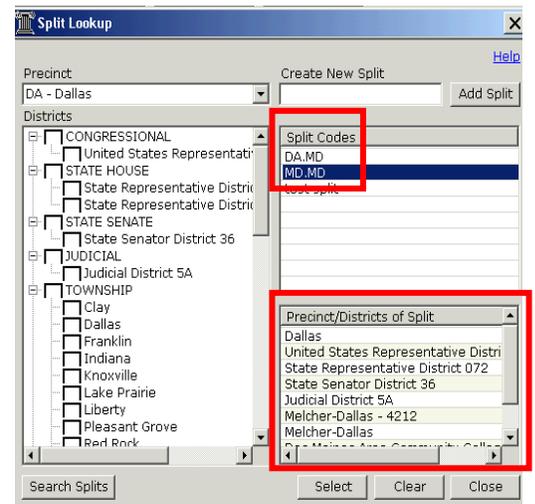
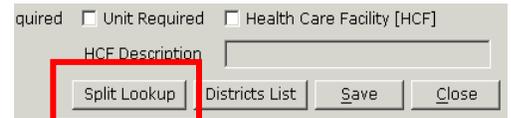
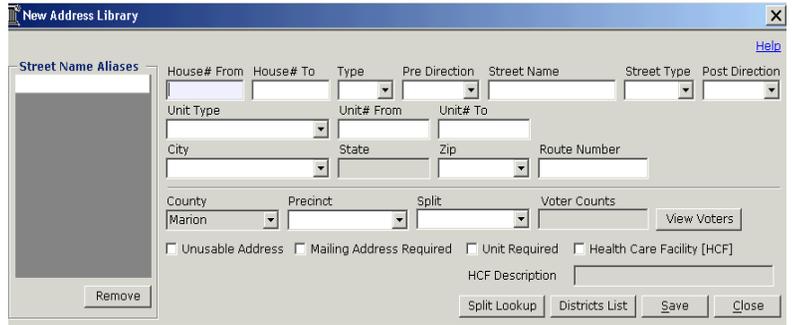
The following items are not required but may useful to clarify address ranges.

- **Mailing Address Required**

Check this box if mail is not normally delivered to the physical address within the address range (i.e. a post office box is required to receive mail).

- **Unit Required**

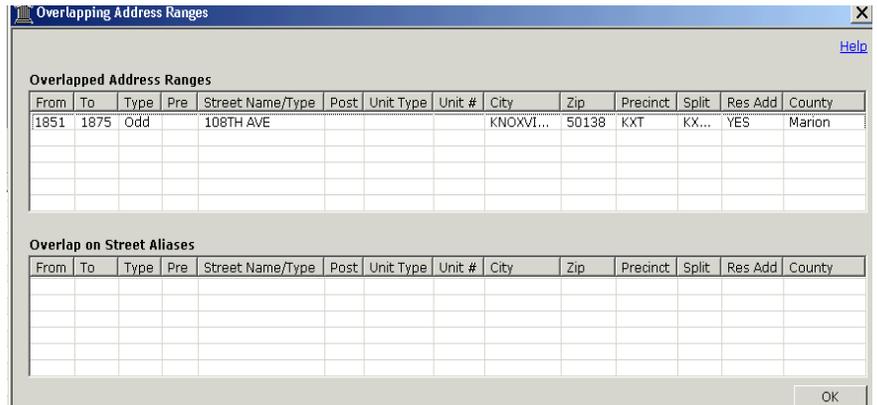
Check this box if the address range has multiple units and the “**Unit#**” is required.



4. Click **“Save”** when you are finished entering the address range information.

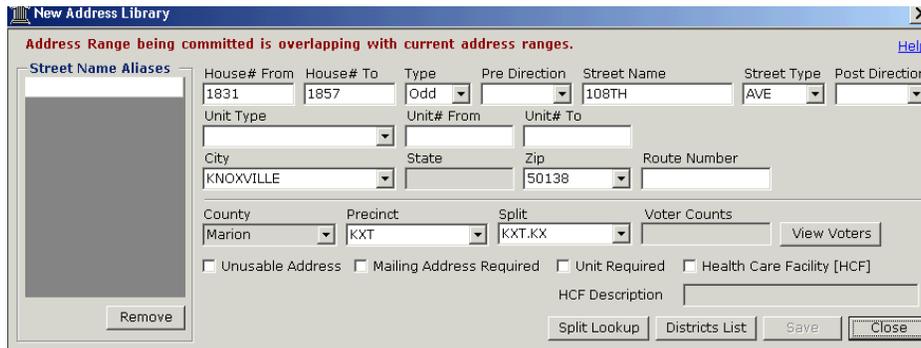
- a. You may get an **“Overlapping Address Range”** message if you entered a new range that overlaps with an existing address range.

This screen will show you the range of address that overlaps with the address range you are trying to create.



- b. Click **“OK.”**

c. The following screen will appear:



- d. Correct the required changes to the address range (usually the **“House# From”** and **“House# To”** fields).

- e. Click **“Save”** when finished. The **“Address Library”** screen will open displaying the new address range.

Modifying an Address Range

1. Open the “**Address Library**” from the main I-VOTERS screen. Search for the range you wish to modify in the “**Address Library**.”
2. Highlight the range you want to modify by clicking on it. Click “**Detail**.”

The screenshot shows the 'Address Library' application window. The 'Selection Criteria' section includes fields for House# From, House# To, Type, Unit Type, Unit# From, Unit# To, Pre Direction, Street Name, Street Type, Post Direction, County, City, Zip, Precinct, Split, Residential Address, and Mailing Address. The 'Search Result' section displays a table with columns: From, To, Type, Pre, Street Name, ST, Post, UType, Unit #, City, Zip, Precinct, Split, Res. The first row of the table is highlighted in blue. The 'Detail' button at the bottom is highlighted with a red box. A red arrow points from the 'Detail' button to the first row of the table.

From	To	Type	Pre	Street Name	ST	Post	UType	Unit #	City	Zip	Precinct	Split	Res
101	501	All		1ST	ST	NW			MELCHER	50163	DA	MD....	YES
101	412	All		1ST	ST	SW			MELCHER	50163	DA	MD....	YES
101	403	All		1ST	ST				BUSSEY	50044	LB	BU.TC	YES
101	510	All		1ST	ST	NE			MELCHER	50163	DA	MD....	YES
101	714	All	W	1ST	ST				PELLA	50219	PE4	PE4....	YES
101	750	All		1ST	ST	SE			MELCHER	50163	DA	MD....	YES
107	107	Odd		1ST	ST				HARVEY	50119	CL	HV.KX	YES
202	902	All	S	1ST	ST				KNOXVILLE	50138	KY2	KK2....	YES
205	811	All	N	1ST	ST				KNOXVILLE	50138	KY1	KY1....	YES
215	615	All	E	1ST	ST				PELLA	50219	PE1	PE1....	YES
702	1015	All	E	1ST	ST				PELLA	50219	PE2	PE2....	YES
709	709	Odd		1ST	ST				BUSSEY	50044	LB	BU.TC	YES
805	1435	All	W	1ST	ST				PELLA	50219	PE3	PE3....	YES
814	814	All		1ST	ST	SE			MELCHER	50163	DA	MD....	YES
1009	1009	All		1ST	ST				DALLAS	50062	DA	MD....	YES

3. The “**Edit Address Library**” screen appears. Modify the range details as needed. Click “**Save**.”

The screenshot shows the 'Edit Address Library' application window. The 'Street Name Aliases' section is on the left. The main form includes fields for House# From, House# To, Type, Pre Direction, Street Name, Street Type, Post Direction, Unit Type, Unit# From, Unit# To, City, State, Zip, Route Number, County, Precinct, Split, Voter Counts, and HCF Description. The 'Save' button at the bottom right is highlighted with a red box.

Important Note: You cannot add splits from this screen.

4. The “**Audit Comment**” screen will appear. Enter “2012 Redistricting” and click “**Save**.” The comment will be added to the audit logs of all voters affected by the change.

Splitting an Address Range

1. Open the “**Address Library**” from the main I-VOTERS screen. Search for the range you wish to modify.
2. Highlight the range by clicking on it. Select “**Split Address Range**” at the bottom of the screen.

Address Library

Maintenance Export Voter Search Help

Selection Criteria

House# From: House# To: Type: Unit Type: Unit# From: Unit# To:

Pre Direction: Street Name: Street Type: Post Direction:

County: City: Zip: Precinct: Split:

Residential Address: Mailing Address: Search Street Aliases HCF

Search Result

Current | Workspace

From	To	Type	Pre	Street Name	ST	Post	UType	Unit #	City	Zip	Precinct	Split	Res
101	501	All		1ST	ST	NW			MELCHER	50163	DA	MD....	YES
101	412	All		1ST	ST	SW			MELCHER	50163	DA	MD....	YES
101	403	All		1ST	ST				BUSSEY	50044	L8	BU,TC	YES
101	510	All		1ST	ST	NE			MELCHER	50163	DA	MD....	YES
101	714	All	W	1ST	ST				PELLA	50219	PE4	PE4....	YES
101	750	All		1ST	ST	SE			MELCHER	50163	DA	MD....	YES
107	107	Odd		1ST	ST				HARVEY	50119	CL	HV,KX	YES
202	902	All	S	1ST	ST				KNOXVILLE	50138	KX2	KX2....	YES
205	811	All	N	1ST	ST				KNOXVILLE	50138	KX1	KX1....	YES
215	615	All	E	1ST	ST				PELLA	50219	PE1	PE1....	YES
702	1015	All	E	1ST	ST				PELLA	50219	PE2	PE2....	YES
709	709	Odd		1ST	ST				BUSSEY	50044	L8	BU,TC	YES
805	1435	All	W	1ST	ST				PELLA	50219	PE3	PE3....	YES
814	814	All		1ST	ST	SE			MELCHER	50163	DA	MD....	YES
1009	1009	All		1ST	ST				DALLAS	50062	DA	MD....	YES

3. The “**Split Address Range**” screen will appear.

Split Address Range Help

Address Range:

Type:

Select Split Type

Split by House Number

Split by Odd/Even Numbers

Address Range

Address Range #1: From To

Address Range #2: From To

In the “**Select Split Type**” section, select a split type using the guidelines on the next page.

Splitting by House Number

- a. Click on “**Split by House Number.**”
- b. Enter an ending house number for the first range in the “**To**” column for “**Address Range #1.**”
- c. Enter a beginning house number for the second range in the “**From**” column for “**Address Range #2.**”
- d. Click “**Apply.**”

Split Address Range

Address Range 101-501 1ST ST NW MELCHER 50163

Type All

Select Split Type

Split by House Number

Split by Odd/Even Numbers

Address Range

	From	To
Address Range #1	101	300
Address Range #2	301	501

Apply Cancel

Important Note: The value of the “**To**” range for “**Address Range #1**” and the value of the “**From**” range for “**Address Range #2**” must be within one digit of each other if both ranges are “**All**” or within two digits of each other if one range is “**Even**” and one range is “**Odd**.”

Splitting by Odd/Even Numbers

Use this if a new district boundary splits the street down the middle.

- a. Click on “**Split by Odd/Even Numbers.**”
- b. Click “**Apply.**” The new split will be automatically calculated by I-VOTERS.

Merging Two Address Ranges

The two address ranges you want to merge must have the following features in common:

1. Addresses must have the same:

- Precinct
- Split
- City
- Zip
- Street name
- Directional prefix or suffix
- Street type
- Mailing address required flag
- Usable residential address required flag
- Unit required flag

2. Addresses must have continuous house numbers.

Example 1

The “**Type**” of both street segments must be “**All**” and the “**House# From**” value of one segment must be greater by one than the “**House# To**” value of the other segment.

Address 1: 100 – 199 W. South Street (all)
Address 2: 200 – 1510 W. South Street (all)

Example 2

The “**Type**” of both street segments must be the same “**Even**” or “**Odd**” and the “**House# From**” value of one segment must be greater by two than the “**House# To**” value of the other segment.

Address 1: 201 – 699 W. Pleasant Street (odd)
Address 2: 701 – 1513 W. Pleasant Street (odd)

Example 3

If the “**Type**” of one street segment is “**Odd**” and the “**Type**” of the segment is “**Even**,” the “**House# From**” and the “**House# To**” values the ranges must be within one digit of each other.

Address 1: 2000 – 3906 E. Main Street (even)
Address 2: 2001 – 3905 E. Main Street (odd)

1. If your ranges fall under these criteria, search for the ranges you wish to modify.
2. Highlight the ranges by clicking on them while holding down the “Ctrl” key on the keyboard. Click “Merge Address Range” at the bottom of the screen.

Address Library
Maintenance Export Voter Search Help

Selection Criteria

House# From: House# To: Type: Unit Type: Unit# From: Unit# To:

Pre Direction: Street Name: Street Type: Post Direction:

County: City: Zip: Precinct: Split:

Residential Address: Mailing Address: Search Street Aliases HCF

Search Result

Current | Workspace

From	To	Type	Pre	Street Name	ST	Post	UType	Unit #	City	Zip	Precinct	Split	Res
100	199	All	W	PLEASANT	ST				KNOXVILLE	50138	KX1	KX1...	YES
101	1600	All	E	PLEASANT	ST				KNOXVILLE	50138	KX1	KX1...	YES
102	701	All	W	PLEASANT	ST				PLEASANTVILLE	50225	PV1LLE	PV/PV	YES
1515	1515	Odd	W	PLEASANT	ST				KNOXVILLE	50138	KX4	KX4...	YES
1526	1554	All		PLEASANT	DR				PELLA	50219	PE3	PE3...	YES
1700	3906	Ev...	E	PLEASANT	ST				KNOXVILLE	50138	KX1	KX1...	YES
1701	3523	Odd	E	PLEASANT	ST				KNOXVILLE	50138	KXT	KXT...	YES
200	1906	Ev...	W	PLEASANT	ST				KNOXVILLE	50138	KX3	KX3...	YES
201	699	Odd	W	PLEASANT	ST				KNOXVILLE	50138	KX1	KX1...	YES
605	706	All		PLEASANT	ST	E			DALLAS	50062	DA	MD...	YES
701	1513	Odd	W	PLEASANT	ST				KNOXVILLE	50138	KX4	KX4...	YES

3. The “Merge Details” screen will appear. This screen shows the address segments before the merge with each voter count and the new address segment after the merge with the new voter count.

Merge Details Help

Address Ranges Voter Count

Before Merge

201-699 W PLEASANT ST KNOXVILLE 50138 13

701-1513 W PLEASANT ST KNOXVILLE 50138 19

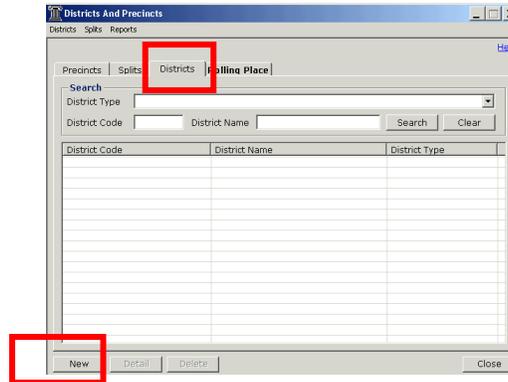
After Merge

201-1513 W PLEASANT ST KNOXVILLE 50138 32

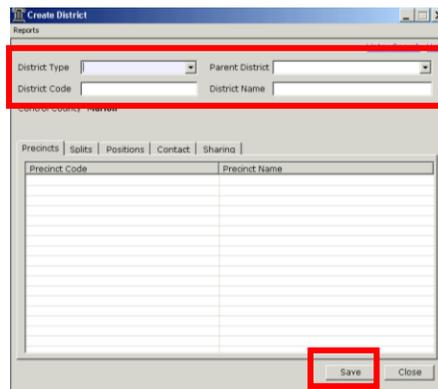
Review the information carefully. Once you are sure the merge is correct, click “Apply.”

Creating New Districts

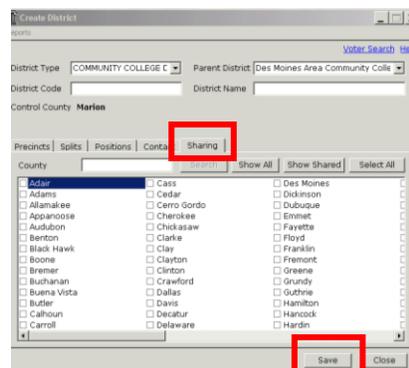
1. Click on “**Districts & Precincts**” from the main I-VOTERS screen.
2. Click on the “**Districts**” tab. Click “**New**” at the bottom of the screen.



3. The “**Create District**” screen will appear. Enter the “**District Type**,” “**District Code**,” and “**District Name**.” You may need to enter a “**Parent District**.” A parent district is required when the district you are entering is a subdistrict. This would include city council wards, school director districts, and community college director districts.



4. Click “**Save**” when finished.
5. If you are the control county for a district, click on the “**Sharing**” tab. Select the counties with whom you need to share the district. Click “**Save**” when finished.

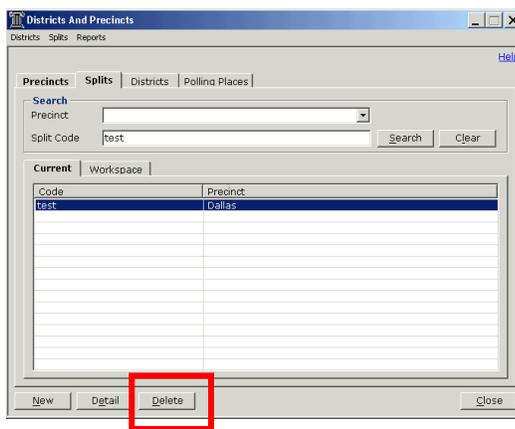


Deleting Splits and Precincts

Splits cannot be deleted if address ranges are associated to them. You must first reassign the address ranges to the new split following the “Modifying an Address Range” instructions on page 14.

Deleting Splits

1. Open “**District & Precincts**” from the main I-VOTERS menu.
2. Search for the split you no longer need. To select the split, click on the name to highlight it and click “**Delete.**”

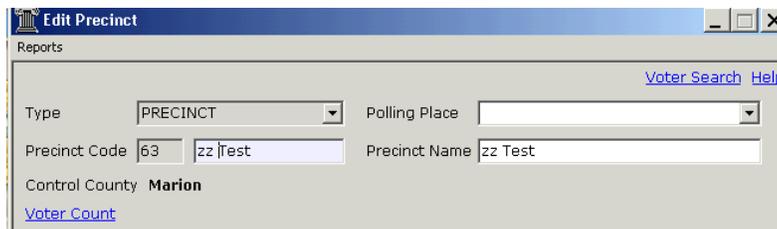


Deleting Precincts

Currently, precincts cannot be deleted in I-VOTERS. Instead, you must rename the “**Precinct Code**” to indicate the precinct should not be used.

1. Open “**District & Precincts**” from the main I-VOTERS menu.
2. Search for the precinct you no longer need.
3. To select the precinct, click on the name to highlight it and click “**Detail.**”

4. The “**Edit Precinct**” screen will appear. To indicate the precinct should no longer be used, edit the “**Precinct Code**” and “**Precinct Name**” by putting “zz” in front of the current code and name.



5. Unassign the polling place by choosing the blank option (the first one) from the “**Polling Place**” drop down menu.
6. Click “**Save.**”