

public files and easier for those obtaining the files to be able to get the information that they need.

- 1. To create the public file to a CD, you must be on the newest release of the software.**
- 2. In the Voter System Control File there is a setting for the public file. It can be set to either Yes or No. If this is set to yes then Pkzip files are no longer working on our software. We are now copying the Public Files to a cd. The instructions that are printed when you create a public file have been updated to show the file format for the CD. Nero Smart Start is the CD burning software that is being used to create the actual burn of the CD.**
- 3. Public File create/copy - Under. Maint, Cntl files. Choose Voter SYSTEM. This will take you to the controls for the voter office. You will want to go down to the Disk File field. Once on that field, enter either a "Y" (if you want to copy public file to disk as they have always done) or a "N" (if they want to copy public file to CD) If an "N" is keyed in for the disk field, a directory will be created in the FILES directory called PUBFILE and the public file will be placed here during the copying procedure. The customer can then pull the public file from here and put on CD for whoever is requesting the public file. ** This flag must be set up one way or the other after loading the release.** Keep in mind, since the pkzip is no longer used if you set the control to "Y" create a diskette that it could take up to 10 to 30 diskettes depending on how much information is being gathered.**
- 4. After you have set up the Nero burning and the control file in the voter system then you are ready to create a public file as normal. Normal being---- go to miscellaneous, create public file/ from sort or just create a public file. IF you have the control set to No for DISK FILE it will bypass the disk selection and give a warning message that the control is set to no device output needed. Hit ok on the message and the file will be sent to the PUBFLE to be copied to a CD.**

B. What does it do for my office?

Signature scanning saves time in looking up signatures on petitions. It is a great verification tool for not only petitions but also for any instance where you need to look up someone's signature.

C. Samples of Signature Scanning

III. Candidate Tracking

A. What is candidate tracking?

This module is used to key in the candidates that are running for a election in the near future. The Candidate and the upcoming election must be set up in the candidate controls. For a candidate to be set up to run for an office the office, office type, and the required forms that must be filed have to be set up on the Candidate tracking. There are reports for them to pull up the information for each candidate, election, and office. There are 2 ways that a candidate can be set up:

- 1) IF they are registered in the county they will have a registration number
- 2) IF they are a candidate that is only running in this District (House, Senate or Judicial) then the registration number will have to be bypassed and only the name will have to be keyed in....

B. What does it do for my office?

When a candidate runs for an office they have to fill out all the paper work necessary for their office. A petition is required with a certain amount of registered voters. The system is now set up for you to be able to flag the voters that signed the petition. Also, when you set up a candidate the system requires the district and precinct to be keyed in on the candidate. So that when the petition is returned to the election office to be put in the system, and you go to verify that petition it will only pull the voters that are in that candidates district.

IV. Public File

Creating the Public File - Creating the public file has changed to where it is able to be burned to a CD. This provides opportunity of sending more

Voter Registration

This class is to show the voter software in the Windows environment. We will also be looking at some modules that can be added on to the Voter software and also the Creating of the Public File.

I. Voter software in the Windows environment

- A. **Windows environment** – There are very few changes to the LGC voter software as far as procedures are concerned. For the most part you will continue to run the same procedures the same way you have done in the prior version of the software that you had. One of the biggest differences is the daily activity that is being sent to the state. There is no longer a UCOPY function but instead you just have to create the necessary information inside of the LGC software. Once you have finished here, you are ready to run the steps on your state computer for your daily transfer.

- B. **Printing Capabilities** – Laser Printing is a newer option to most voter sites. One of the biggest advantages that a laser printer brings for your office is the ability to print faster and in most cases more legible documents. This is a time saving tool when it comes to your signature listing report. Depending on the speed of your laser printer it can make a substantial difference in the time it takes to run. Other reports can be printed to laser printer as well as forms and cards.

II. Signature Scanning

A. What is Signature Scanning?

Signature Scanning is a module by which one can add signatures into the Voter software. You can either have the voter sign their name into the system or you can use a scanner to get the signature into the voter software. Signature scanning is a very easy tool to use within the voter software and is an easy way to get the signatures you need to look at in a hurry.