



Update Master Source List JURY MANAGEMENT

The following pages detail the process of updating the Master Source List with new Voter / Driver License file information. Please share this documentation with all Jury users in your offices.

We appreciate the input from our users in helping to prioritize and aid in the development of all of our programs. If you have any questions, please feel free to contact the help desk.

Computer Arts, Inc.
Help Desk Support
(208) 955-0151 local
(800) 365-9335
caisupport@gocai.com

Don't forget to check our website
for additional Jury information..
<http://www.gocai.com>

1. From the CAI Home Page
2. Select **Jury Management** link for documentation and support information


**Additional documentation is added as it becomes available.*

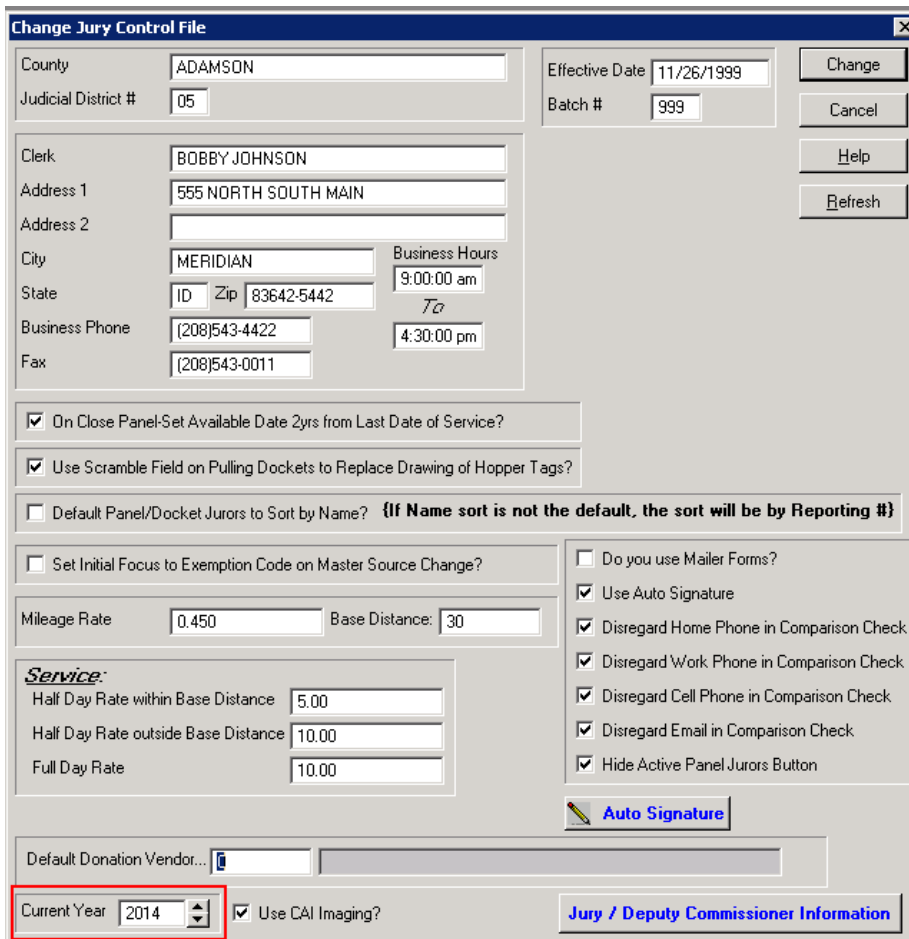
UPDATE VOTER / DRIVER FILES TO MASTER SOURCE LIST

Note: It is very important that the steps in this document are completed in order. The system will not allow a step in this process to be completed out of order.

Updating Current Year and creating new Control Wheel record

The first thing that needs to be determined is if the update is for a new year or an existing year. If update is for a new year then the 'Current Year' field in the *Jury Control File* will need to be updated.

To update the year, from the *Jury Control Menu*, choose the  **Jury Control File** icon from the toolbar and update the 'Current Year' field to the correct year.



Change Jury Control File

County: ADAMSON
Judicial District #: 05
Effective Date: 11/26/1999
Batch #: 999

Clerk: BOBBY JOHNSON
Address 1: 555 NORTH SOUTH MAIN
Address 2:
City: MERIDIAN
State: ID Zip: 83642-5442
Business Hours: 9:00:00 am
Business Phone: (208)543-4422
Fax: (208)543-0011

On Close Panel-Set Available Date 2yrs from Last Date of Service?
 Use Scramble Field on Pulling Dockets to Replace Drawing of Hopper Tags?
 Default Panel/Docket Jurors to Sort by Name? **{If Name sort is not the default, the sort will be by Reporting #}**

Set Initial Focus to Exemption Code on Master Source Change?
 Do you use Mailer Forms?
 Use Auto Signature
 Disregard Home Phone in Comparison Check
 Disregard Work Phone in Comparison Check
 Disregard Cell Phone in Comparison Check
 Disregard Email in Comparison Check
 Hide Active Panel Jurors Button

Mileage Rate: 0.450 Base Distance: 30

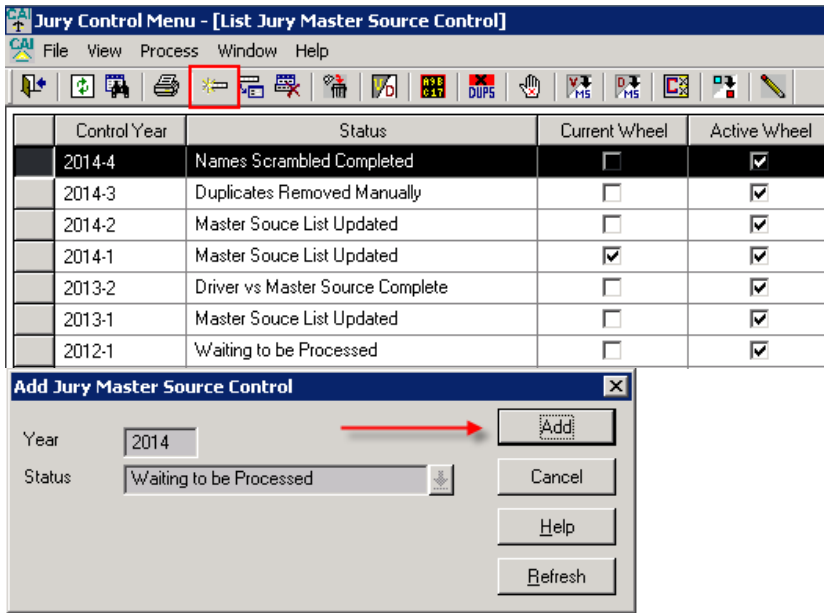
Service:
Half Day Rate within Base Distance: 5.00
Half Day Rate outside Base Distance: 10.00
Full Day Rate: 10.00

Auto Signature

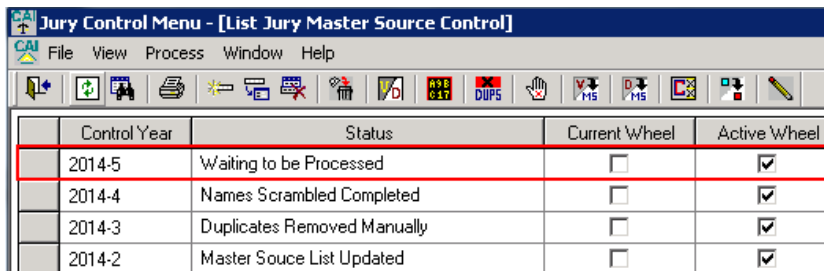
Default Donation Vendor...

Current Year: 2014 Use CAI Imaging? [Jury / Deputy Commissioner Information](#)

After the correct year is entered, from the *Jury Control Menu*, choose the  **Jury Master Source Control** icon from the toolbar. From the *List Jury Master Source Control* screen click the  **Add** button.



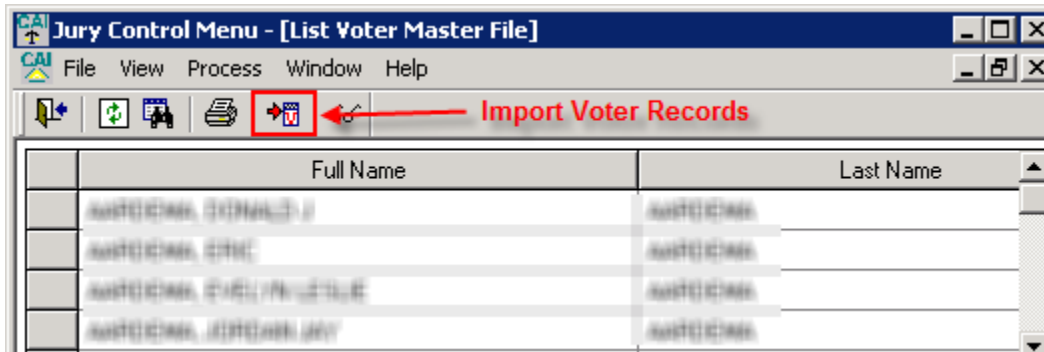
The new Control Wheel will appear at the top of the *List Jury Master Source Control* screen with a status of 'Waiting to be Processed'.



Importing new Voter records

- Voter file is exported out of the State of Idaho's Election system.
- Contact county Elections Clerk to get a current copy of the file.
- Put a copy of the exported file on the C:\ drive of PC that will be processing the Jury update.
- Rename the file to **voter.txt**.


From the *Jury Control Menu*, choose the **Voter Master File** icon. To run the process, click the **Import Voter from Voter System** icon. New voter file names will be loaded into the system. When process is complete, click **OK**.

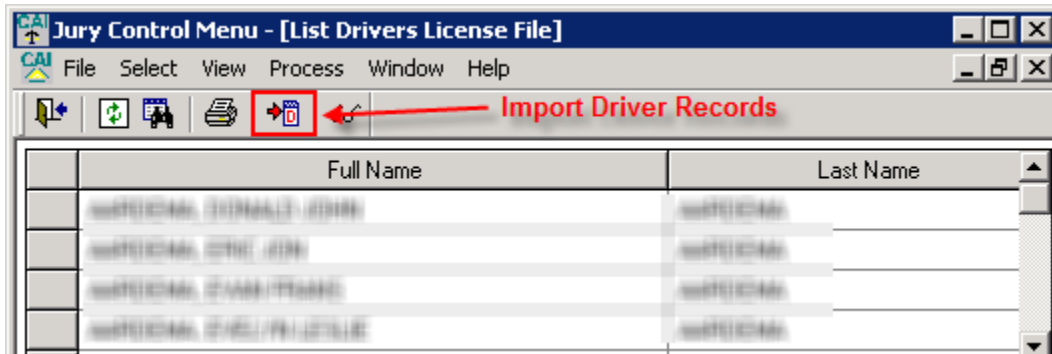


Importing new Driver License records

- Drivers License file is exported out of the State of Idaho's Department of Transportation database.

- Contact Computer Arts Service Department to get a current copy of the file.
- Put a copy of the exported file on the C:\ drive of PC that will be processing the Jury update.
- Rename the file to **driver.txt**.

From the *Jury Control Menu*, choose the  **Drivers License File** icon. To run the process, click the  **Import Drivers from Department of Transportation File** button. New drivers license file names will be loaded into the system. When process is complete, click **OK**.



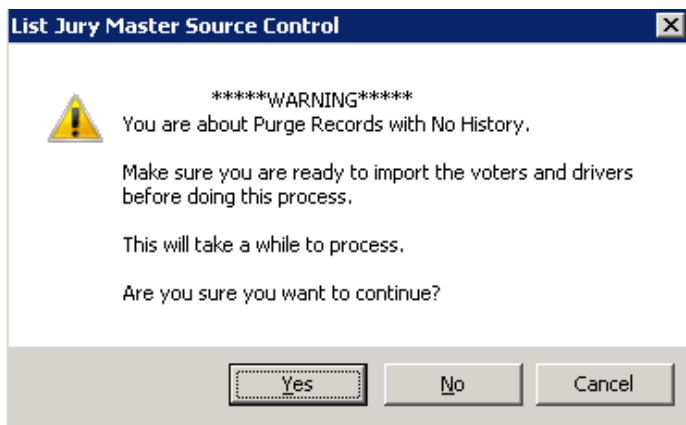
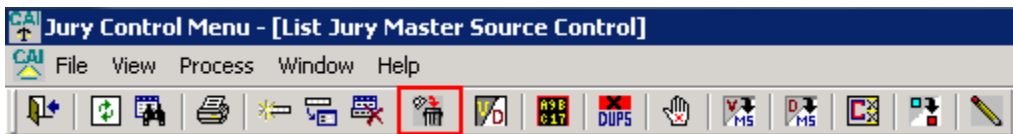
*****OPTIONAL STEP*****

Mass remove records with no history from Master Source List.

Warning - this optional process should only be done in conjunction with updating the Master Source List with new Voter / Driver information.



Process will remove all Jurors from the Master Source List that do not have any history. This includes all Jurors that have never served on a Panel or Docket, or have not had any demographic updates made to their file.

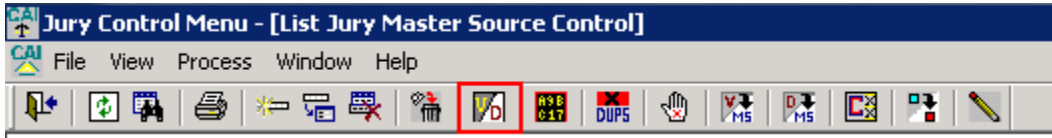
From the *Jury Control Menu*, choose the  **Jury Master Source Control** icon from the toolbar. Highlight Control Select  **Purge Records with No History** icon.



Get Voter – Drivers files



Process combines new imported Voter and Driver records into one file.

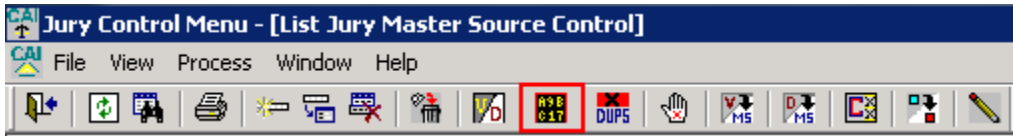
From the *Jury Control Menu*, choose the  **Jury Master Source Control** icon from the toolbar. Highlight the Control Year and select the  **Get Voters - Drivers** icon. When process is complete, click **OK**.



Scramble Names Process



Process scrambles names in newly created file and assigns a unique sequence number to each record on the Voter – Driver file.

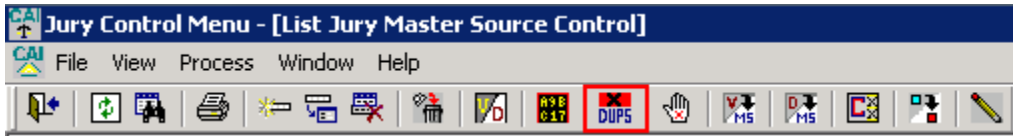
From the *Jury Control Menu*, choose the  **Jury Master Source Control** icon from the toolbar. Highlight the Control Year and select the  **Scramble Names** icon. When process is complete, click **OK**.



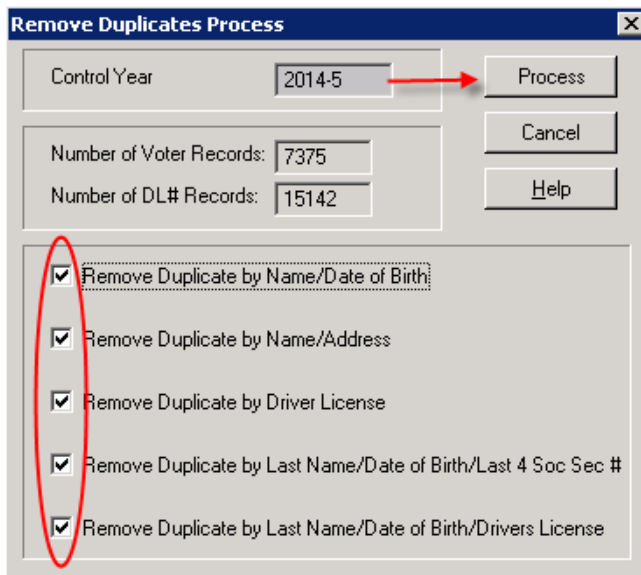
Remove Duplicates

Process compares all names on the Voter – Driver file and system removes any duplicates based on specific criteria that determine if the record is a duplicate.

From the *Jury Control Menu*, choose the  **Jury Master Source Control** icon from the toolbar. Highlight the Control Year and select the  **Remove Duplicates** icon.





Select all of the options with a checkmark and click **Process** button.



Manually Remove Duplicates

Process allows user to print a report and find any remaining duplicates that the system did not remove and remove them manually.

From the *Jury Control Menu*, choose the  **Jury Master Source Control** icon from the toolbar. Highlight the Control Year and select the  **Print Reports** icon.



Select and print the *Jury Master Source List (JY301)* report. On the report filter select the following options.

Default Filter For: JURY MASTER SOURCE LIST

Current Year
 Year: 2014 Sequence #: 5
 Select Year and Sequence Number



Selection Criteria
 Duplicate: Active
 Change selection to 'Active'

Sort By:
 Name Sort by Name
 Soc Sec # - Name - Birth Date
 Birth Date - Name - Soc Sec #
 Drivers License
 City
 Source: [Blank] Leave Source Blank

Look at each person on the report and it will tell you which file the name came in from (Voter or Driver) and demographic information. If a duplicate is found on the report, mark the person and the name will need to be removed manually from the *Manually Remove Duplicates* screen.

04/25/2014 14:02:22 JY301 COMPUTER ARTS, INC. -CAIDATA ADAMSON COUNTY PAGE 1

JURY MASTER FILE SOURCE PROOF LIST							
SELECTION: Duplicate - 1							
SORTED BY: Name							
STATUS: Both Voter and Driver							
D/V	Name	Street Address	Mailing Address	Soc Sec No.	DL Number	Birthdate	City of Residence
V	SMITHSON, DONALD J	100 W 400 S	100 W 400 S	000-00-0000	00-000000	00/00/0000	JAYHAWK
V	SMITHSON, ERIC	100 W 400 S	100 W 400 S	000-00-0000	00-000000	00/00/0000	JAYHAWK
V	SMITHSON, EVELYN LESLIE	100 W 400 S	100 W 400 S	000-00-0000	00-000000	00/00/0000	JAYHAWK
D	SMITHSON, JESSIKA REJEAN	100 W 400 S	100 W 400 S	000-00-0000	00-000000	00/00/0000	JAYHAWK
V	SMITHSON, JORDAN JAY	100 W 400 S	100 W 400 S	000-00-0000	00-000000	00/00/0000	JAYHAWK
V	SMITHSON, RON J	100 W 400 S	100 W 400 S	000-00-0000	00-000000	00/00/0000	JAYHAWK
V	SMITHSON, EVAN FRANK	100 W 400 S	100 W 400 S	000-00-0000	00-000000	00/00/0000	JAYHAWK

To manually remove duplicate names that are found on the *Jury Master Source List* report, from the *Jury Control Menu*, choose the  **Jury Master Source Control** icon from the toolbar. Highlight the Control Year and select the  **Manually Remove Duplicates** icon.



Manually remove the duplicate record by highlighting the Driver or Voter record with the least amount of information and click the **Manually Remove Duplicates** button. Change Duplicate Status to **Removed Manually**. Multiple records can be removed at one time by highlighting multiple records and clicking the **Mass Remove** button.

Note: Names highlighted in yellow were automatically removed by the system and cannot be removed again.

Manually Remove Duplicates Process

Sort By: Name Soc Sec # - Name - Birth Date Birth Date - Name - Soc Sec # Drivers License

{ Records that cannot be Manually Removed are in **Yellow** }

Name	SSN Last 4	Birth Date	Drivers License	Source	Duplicate	
[Yellow]	1863	02/15/1980	154688802	Driver	Removed Name DOB	(000)
[Yellow]	3288	06/11/1988	154672884	Voter	Active	(
[Yellow]	3288	06/11/1988	154672884	Driver	Removed Drivers License	(
[Yellow]	3777	02/06/1982	154672888	Driver	Removed Drivers License	(
[Yellow]	3288	06/11/1988	154672884	Voter	Active	(000)
[Yellow]	3288	06/11/1988	154672884	Driver	Removed Name DOB	(
[Yellow]	6277	05/06/1977	154688802	Driver	Active	(
[Yellow]	3288	06/11/1988	154672884	Voter	Active	(
[Yellow]	3288	06/11/1988	154672884	Driver	Removed Name DOB	(
[Yellow]	4887	01/11/1982	154672887	Voter	Active	(
[Yellow]	4887	01/11/1982	154672887	Driver	Removed Last Name DOB Last 4 SSN	(
[Yellow]	3485	05/27/1980	154688802	Driver	Active	(
[Yellow]	7888	02/06/1982	154672888	Driver	Active	(
[Yellow]	3872	10/26/1978	154672887	Voter	Active	(
[Yellow]	3872	10/26/1978	154672887	Driver	Removed Name DOB	(
[Yellow]	4828	10/22/1975	154688802	Driver	Active	(
[Yellow]	7888	02/06/1982	154672888	Driver	Active	(
[Yellow]	4787	03/16/1980	154672887	Driver	Active	(
[Yellow]	3888	02/06/1982	154672888	Driver	Active	(
[Yellow]	3888	02/06/1982	154672888	Voter	Active	(
[Yellow]	4878	03/26/1982	154688802	Driver	Removed Name DOB	(
[Yellow]	3888	02/06/1982	154672888	Driver	Active	(
[Yellow]	1138	10/16/1981	154128878	Voter	Active	(200
[Yellow]	7138	10/16/1981	154128878	Driver	Removed Name DOB	(
[Yellow]	4828	10/22/1975	154688802	Driver	Active	(
[Yellow]	3288	06/11/1988	154672884	Driver	Permanent Exempt System Code	(
[Yellow]	7887	12/26/1980	154672887	Driver	Active	(

Buttons: Done, Cancel, Refresh, Search, Mass Remove

Manually Remove Duplicates

Manually Remove Duplicate

ELG Seq # 2249 Duplicate Status **Removed Manually** [Change]

Last Name [] [Cancel]

First Name DONALD [Help]

Middle [] [Refresh]

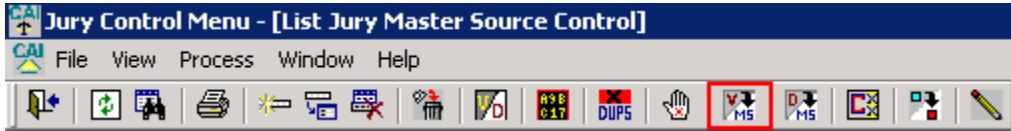
Suffix [] [Cancel All]

Drivers License []

Compare Voter file records against current Master Source List records

Process takes all remaining Voter file names and compares them with the information that is currently in the Master Source List. If the system does not find any changes, it will leave what is currently in the Master Source List alone. If the system does find a change in demographic information, it will mark the record so that it can be manually compared with what is currently in the Master Source List.

From the *Jury Control Menu*, choose the  **Jury Master Source Control** icon from the toolbar. Highlight the Control Year and select the  **Process Voters -vs- Master Source List** icon. When process is complete, click **OK**.



Compare Driver file records against current Master Source List records

Process takes all remaining Driver file names and compares them with the information that is currently in the Master Source List. If the system does not find any changes, it will leave what is currently in the Master Source List alone. If the system does find a change in demographic information, it will mark the record so that it can be manually compared with what is currently in the Master Source List.

From the *Jury Control Menu*, choose the  **Jury Master Source Control** icon from the toolbar. Highlight the Control Year and select the  **Process Drivers -vs- Master Source List** icon. When process is complete, click **OK**.



Manually compare Voter / Driver records with changes against current Master Source List records

Process of manually comparing records from the new Voter / Driver files that have different demographic information than the current Master Source List record. All accepted records will overwrite existing information in the current Master Source List. All overwritten demographic information can be found in Jurors History or Juror Name / Address History on the Master Source List screen.

From the *Jury Control Menu*, choose the  **Jury Master Source Control** icon from the toolbar. Highlight the Control Year and select the  **Process Records with Changes against Master Source List** icon.




The following screen lists any Voter / Driver records that have changes vs. the current Master Source List records.

Jury Control Menu - [List Eligibility Wheel]

File Select View Window Help

** Names in Gray are Permanently Exempt on Master Source List

Last Name	First Name	Middle	Suffix	Soc Sec # - Last 4
MARIO	MARIO	MARIO		8070
KEVIN	KEVIN	KEVIN		8070
LADANE	LADANE	LADANE		8070
RICHARD	RICHARD	RICHARD		8070
KATHERINE	KATHERINE	KATHERINE		8070
PATRICK	PATRICK	PATRICK		8070
CHERIE	CHERIE	CHERIE		8070
GLORIA	GLORIA	GLORIA		8070
NICKOLAS	NICKOLAS	NICKOLAS		8070
KIMMIE	KIMMIE	KIMMIE		8070
DIANA	DIANA	DIANA		8070
ADELE	ADELE	ADELE		8070
FREDERICK	FREDERICK	FREDERICK		8070
KIMBERLY	KIMBERLY	KIMBERLY		8070
WANDA	WANDA	WANDA		8070
JOLENE	JOLENE	JOLENE		8070
DONALD	DONALD	DONALD		8070
MERRY	MERRY	MERRY		8070
ANITA	ANITA	ANITA		8070
CLARIBEL	CLARIBEL	CLARIBEL		8070
ANTHONY	ANTHONY	ANTHONY		8070
WILLIAM	WILLIAM	WILLIAM		8070
ANGELA	ANGELA	ANGELA		8070

By highlighting each record and clicking on the  **Display Eligibility Record -vs- Master Source**, all differences on the Voter or Driver file will show in yellow vs. what is currently in the Master Source List. Each record needs to be looked at and either Accepted or Rejected.

Compare New Imported Record -vs- Master Source List Record

New Imported Record

Name: , MARIO

Drivers License: Birth Date:

Address 1: 1461 AUTUMN WAY Mailing

Address 2:

City:

State: ID Zip: .

Home Phone: Cell Phone:

Work Phone: Soc Sec #:

E-mail address:

Accept

Reject

Master Source List Record **This is your current record**

Name: , MARIO

Drivers License: Birth Date:

Address 1: 219 6TH AVE

Address 2:

City:

State: ID Zip: .

Home Phone: Cell Phone:

Work Phone: Soc Sec #:

E-mail address:

Exemption:



Date Address was Manually Changed: 0/0/0000

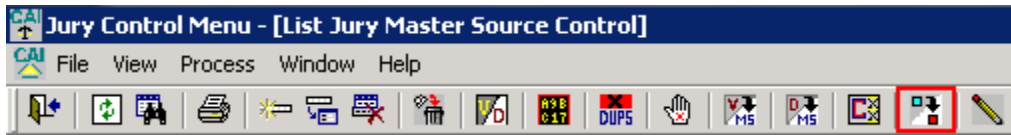
File Updated Date: 0/0/0000

- If record is **Accepted**, system will automatically update the Master Source List with the new information.
- If record is **Rejected**, system rejects the record and set the records status to 'Rejected in Comparison'.

Update Master Source List with new Voter / Driver information

This is the last step in the update process which takes the final verified Voter or Driver file, and imports the new information into the Master Source List. All new names that do not currently exist in the Master Source List will be added and the system will track the date that the latest information was updated.

From the *Jury Control Menu*, choose the  **Jury Master Source Control** icon from the toolbar. Highlight the Control Year and select the  **Update Master Source List with New Imported Records** icon. When process is complete, click **OK**.



Congratulations! Process is complete. Master Source List is now updated.