

## Jury – Update Voters\Drivers to Master Source List

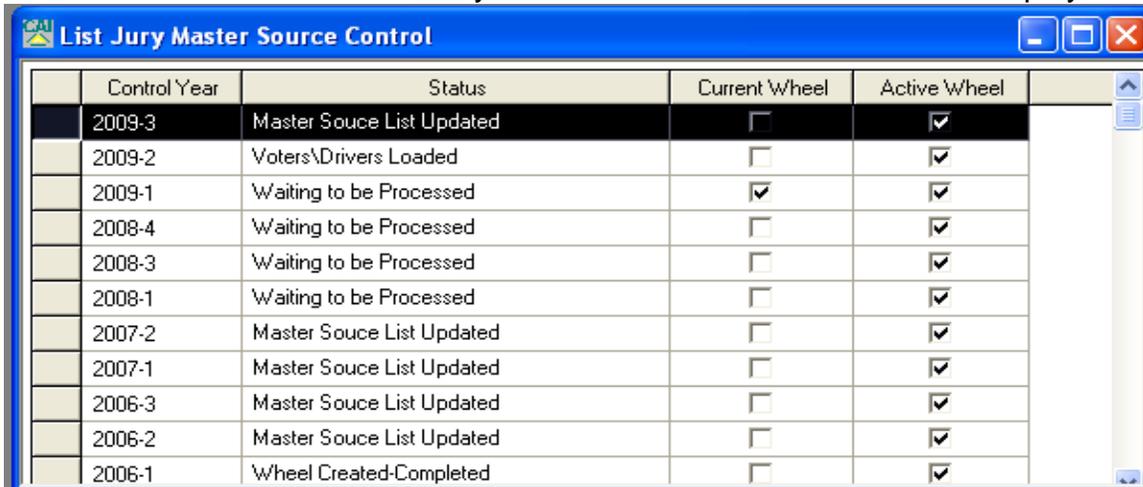
- **New Year or Existing Year:**

The first thing that has to be determined is if the update is for a new year or the existing year. This is done in **Jury Control Menu**

- For a new year – Click the **Jury Control File**  button and update the year.

Current Year 2009 

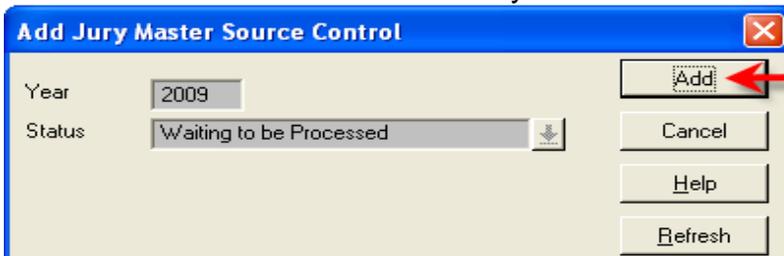
- If for the current year - Click the **Jury Master Source Control**  button. The List Jury Master Source Control screen will display.



Control Year	Status	Current Wheel	Active Wheel
2009-3	Master Souce List Updated	<input type="checkbox"/>	<input checked="" type="checkbox"/>
2009-2	Voters\Drivers Loaded	<input type="checkbox"/>	<input checked="" type="checkbox"/>
2009-1	Waiting to be Processed	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
2008-4	Waiting to be Processed	<input type="checkbox"/>	<input checked="" type="checkbox"/>
2008-3	Waiting to be Processed	<input type="checkbox"/>	<input checked="" type="checkbox"/>
2008-1	Waiting to be Processed	<input type="checkbox"/>	<input checked="" type="checkbox"/>
2007-2	Master Souce List Updated	<input type="checkbox"/>	<input checked="" type="checkbox"/>
2007-1	Master Souce List Updated	<input type="checkbox"/>	<input checked="" type="checkbox"/>
2006-3	Master Souce List Updated	<input type="checkbox"/>	<input checked="" type="checkbox"/>
2006-2	Master Souce List Updated	<input type="checkbox"/>	<input checked="" type="checkbox"/>
2006-1	Wheel Created-Completed	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Click **Add**  button on the toolbar

Click the **Add** button on the Add Jury Master Source Control screen



**Add Jury Master Source Control**

Year: 2009

Status: Waiting to be Processed

**Add** 

Cancel

Help

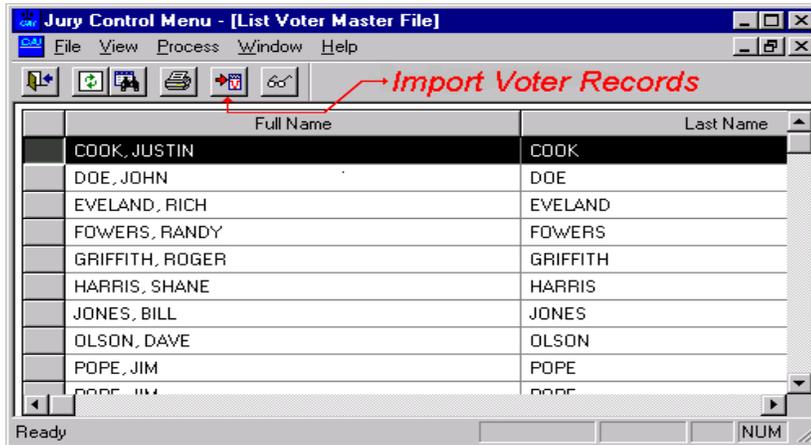
Refresh

- **Importing Voter Records:**

- Get the exported file from the State Voter System.
- Go to the PC that these processes will be done. You will need to copy the voter export file and place it in your **C:** Drive
- Once it is in the C: drive then you will need to rename the file to **voter.txt**

From the **Jury Control Menu** click the **Voter Master File**  button.

This will bring you to the List Voter Master File Screen and from here you can import the voters. Click **Import Voters from Voter System**  button. When the import is complete it will reload the grid.

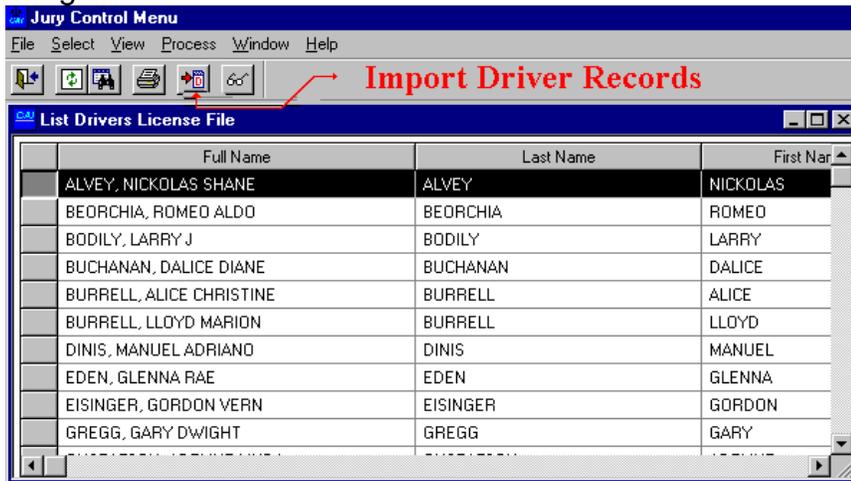


- **Import Driver Records:**

**Instructions for importing drivers from the Dept. of Transportation into the Jury Management System:**

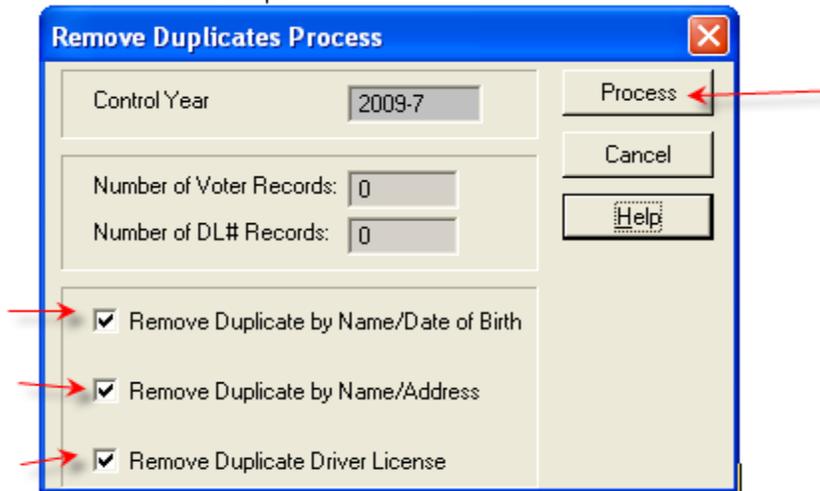
- Get the exported file from your Computer Arts service rep.
- Go to the PC that these processes will be done. You will need to copy the selected county file from your server and place it in your **C:** drive.
- Once it is in the **C:** drive then you will need to rename that file to **driver.txt**

From the **Jury Control Menu** click the **Drivers License File** button. This will bring you to the List Drivers License File Screen and from here you can import the drivers. Click **Import Drivers from Department of Transportation File** button. When the import is complete it will reload the grid.



From the main screen, Click **Jury Master Source Control** button.

- **Get Voters / Drivers:**  
Highlight the Control Year you want to run this for and click the **Get Voters-Drivers**  button. When process is finished - click **OK**
- **Scramble Names Process:**  
Highlight the Control Year you want to run this for and click **Scramble Names**  button. When process is finished - click **OK**
- **Remove Duplicates:**  
Highlight the Control Year you want to run this for and click **Remove Duplicates**  Button.  
Mark all of the options and click **Process** button



- **Manually Remove Duplicates:**  
Print the Jury Master Source List report



Select **Active** on the filter and Sort By: **Name**



If you find any duplicates in the report, you'll need to manually remove them by doing the following:

- Click the **Manually Remove Duplicates**  button. Then manually remove the juror or voter record with the least amount of information. (Names highlighted in yellow were automatically removed during the remove duplicate process and can not be removed again)
- Highlight the name you want to remove and click **Manually Remove Duplicates**.
- Change Duplicate Status from Active to **Removed Manually**

**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
ABERCROMBIE, KENNETH LEE	2307	10/12/1952	VA1000001	Driver	Removed Manually
ABERLE, BRANSON JAMES		09/10/1988	VA070047K	Voter	Active
ABERLE, DAVID FRANCES	5611	08/08/1982	VA1102568	Voter	Active (000)
ABERLE, DAVID FRANCES	5611	08/08/1982	VA1102568	Driver	Removed Name DOB
ABERLE, GREGORY SCOTT	6592	08/07/1985		Voter	Active (000)
ABERLE, GREGORY SCOTT	6592	08/07/1985	VA070005E	Driver	Removed Name DOB
ABRAO, MALINDA KATHLEEN	2881	08/09/1989		Voter	Active
ABRAO, MALINDA KATHLEEN	2881	08/09/1989	VA1143578	Driver	Removed Name DOB
ABRAO, WISHEL		08/05/1978	VA050529K	Voter	Active
ABRAO, WISHEL FRANCIS	6126	08/06/1976	VA050572K	Driver	Removed Name DOB
ABELL, ORAL HILLINE	1718	12/10/1931		Voter	Active (000)
ABELL, ORAL HILLINE	1718	12/10/1931	VA1000701	Driver	Removed Name DOB
ABNEY, MATTHEW DONALD	0630	04/12/1967	VA021420K	Driver	Active
ABNEY, DONNA MAE	6097	08/11/1947		Voter	Active
ABNEY, DONNA MAE	6097	08/11/1947	VA060000E	Driver	Removed Name DOB
ABNEY, JOHN KENT	0000	08/15/1947		Voter	Active (000)
ABNEY, JOHN KENT	5433	08/15/1947	VA1100001	Driver	Removed Name DOB
ABNEY, JOHN PAUL	7709	09/01/1989	VA090070K	Driver	Active
ABSON, AMBER SLEMMENIN	6318	01/16/1981	VA100055K	Driver	Active
ABSON, ANGELA	4055	01/28/1988	VA110051K	Driver	Active
ABSON, DENNY PATRICK A.	5504	01/07/1987	VA0700000	Driver	Active
ABOTA, JOAQUIN ANDRADE	5993	08/02/1974	VA080152K	Driver	Active

Manually Remove Duplicates 

- Click **Process Voters -vs- Master Source List**  button. This process takes the 'Active' voters from the Eligibility Wheel and does a comparison check against the Master Source List. With this process it will determine an action on what needs to be done with the voter.
- Click **Process Drivers -vs- Master Source List**  button. This process takes the 'Active' driver from the Eligibility Wheel and does a comparison check against the Master Source List. With this process it will determine an action on what needs to be done with the driver.
- Click **Process Records with Changes against Master Source List**  button. This will bring up a list of voters and drivers from the Eligibility Wheel and only lists the ones that have an import action of 'Changes Found'. From this list you can highlight the name and click **Display Eligibility Record -vs- Master Source**  button. The following screen will display. You'll need to **Accept** or **Reject** each record.

**Compare New Imported Record -vs- Master Source List Record**

*New Imported Record*

Name: TEST\_NAME JC  
 Drivers License: VA1234567B Birth Date: 08/22/1966

Address 1: 1224 NORTH MAIN   
 Address 2:   
 City: BOISE  Mailing  
 State: ID Zip: 83702-\_\_\_\_

Home Phone: ( ) - . Cell Phone: ( ) - .  
 Work Phone: ( ) - . Pager Phone: ( ) - . Soc Sec #: 1234  
 E-mail address:

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

Name: TEST\_NAME JC  
 Drivers License: VA1234567B Birth Date: 08/22/1966

Address 1: 1234 NORTH MAIN  
 Address 2:   
 City: BOISE  
 State: ID Zip: 83702-\_\_\_\_

Home Phone: ( ) - . Cell Phone: ( ) - .  
 Work Phone: ( ) - . Pager Phone: ( ) - . Soc Sec #: 1234  
 E-mail address:

When **Accepted** it gives you a confirmation message and then it will automatically update the Master Source Record.  
 When **Rejected** it also gives you a confirmation message and then it rejects the record in the eligibility wheel and sets the status to **'Rejected in Comparison'**.

- Click **Update Master Source List with New Imported Records**  button. This process takes the **'New Records'** from the eligibility wheel and updates the Master Source List.
- Process is complete. Master Source List is now updated.

Due to change in the State voter file format, please call Computer Arts so we can run an additional duplicate removal process.