Jury – Update Voters\Drivers to Master Source List

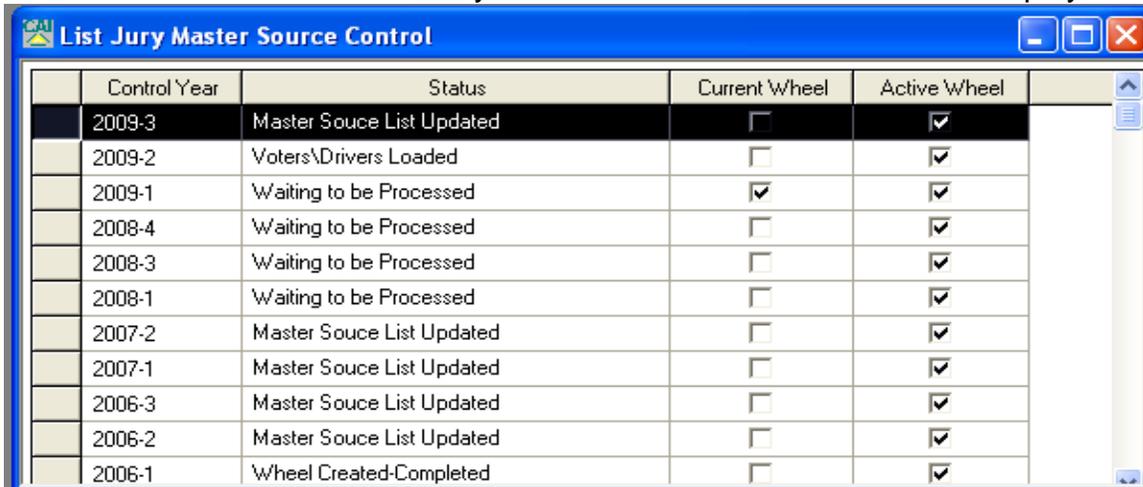- ***New Year or Existing Year:***
  The first thing that has to be determined is if the update is for a new year or the existing year. This is done in **Jury Control Menu**
  - For a new year – Click the **Jury Control File** ⚒ button and update the year.
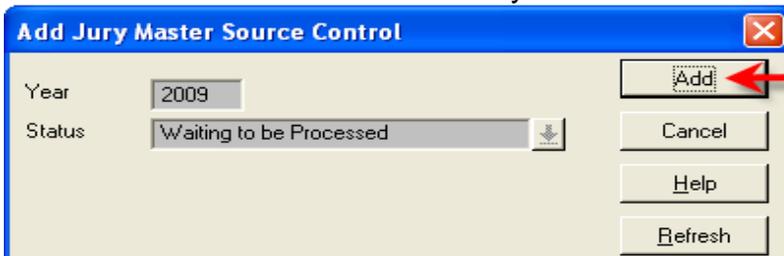
Current Year	2009	⬍

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

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

- ***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.
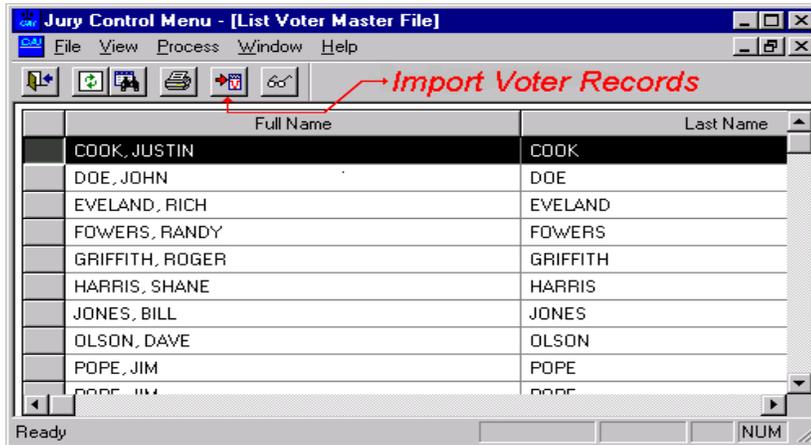
- *Import Driver Records:*
  Instructions for importing drivers from the Dept. of Transportation into the Jury Management System:
 - Get the exported file from your Computer Arts service rep.
  - Go to the PC that these processes will be done. You will need to copy the selected county file from your 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.
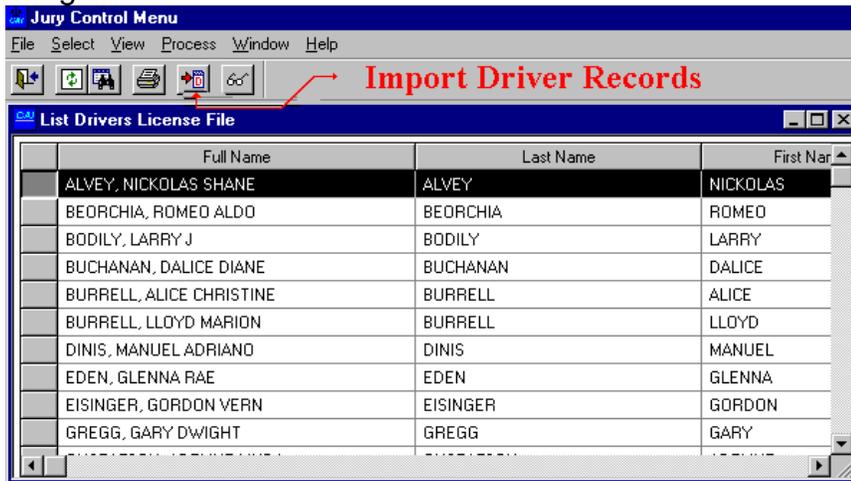
From the main screen, Click **Jury Master Source Control** 🅑 button.

- *Get Voters / Drivers:*
  Highlight the Control Year you want to run this for and click the
  Get Voters-Drivers [VD] button.   When process is finished - click **OK**

- *Scramble Names Process:*
  Highlight the Control Year you want to run this for and click **Scramble Names** [A9B C17] button. When process is finished - click **OK**

- *Remove Duplicates:*
  Highlight the Control Year you want to run this for and click **Remove Duplicates** [DUPS] Button.
  Mark all of the options and click **Process** button
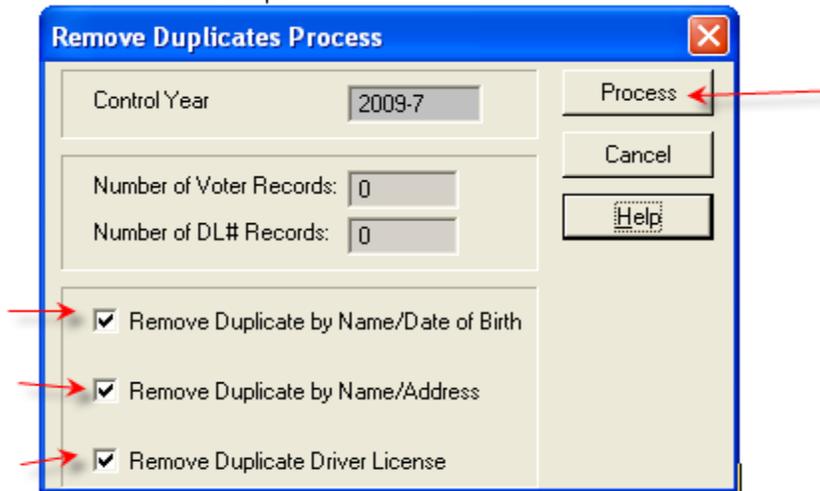
- *Manually Remove Duplicates:*
  Print the Jury Master Source List report

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**

- 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.

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.