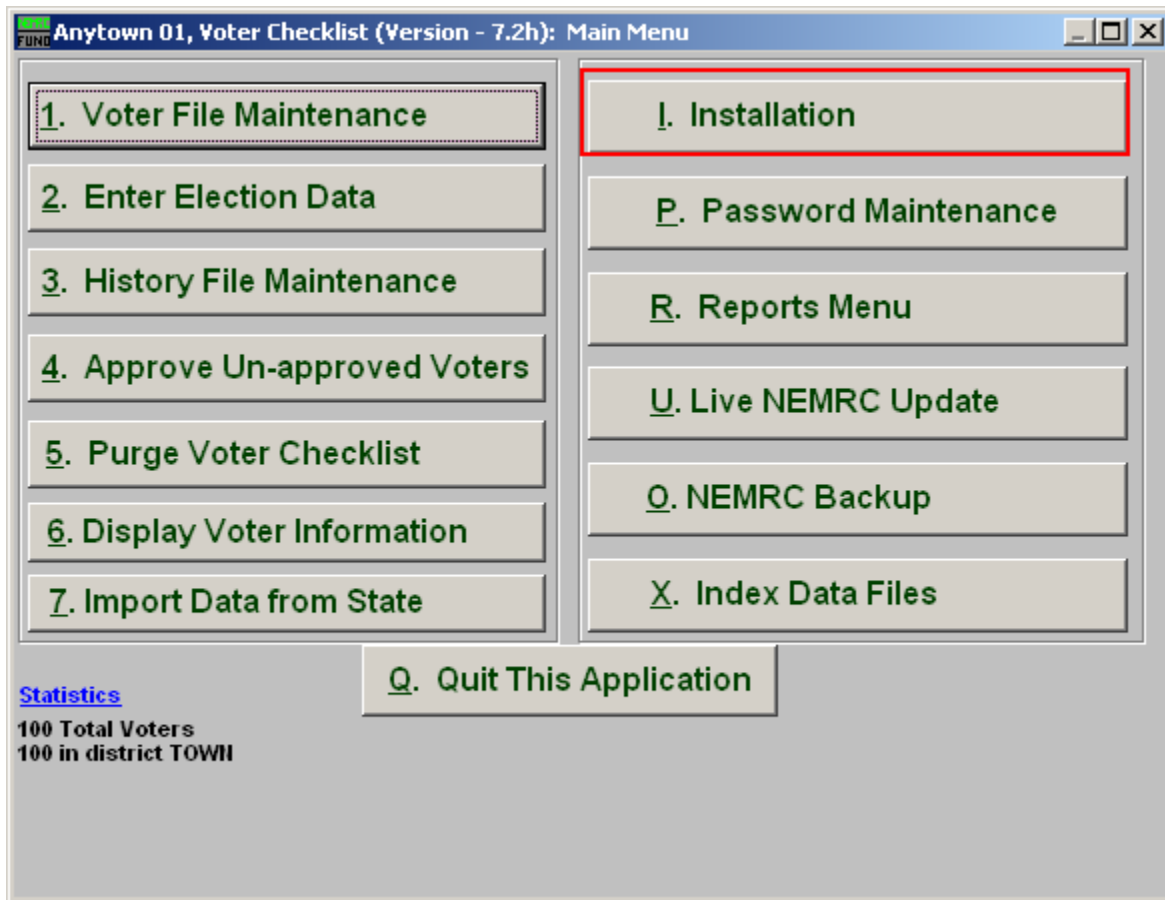


Voter Checklist

I. Installation



Click on “I. Installation” from the Main Menu and the following window will appear:

Voter Checklist

Installation

The “General” tab

Voter Installation Options

General | Districts | Wards

Checklist form 1: 00

Use Wards 2: ☒ Yes ☐ No

Default City 3: ANYTOWN

Default Zip 4: 05999

Copy Address to Mailing Address of New Voters 5: ☒ Yes ☐ No ☐ Ask

Show Short Form 6: ☐ Yes ☒ No

Default New Voters as Approved 7: ☒ Yes ☐ No

8

F5		F9	
F6		F10	
F7		F11	
F8		F12	

9 OK 10 Cancel 11 Street Names

- 1. Checklist form:** Click the drop down arrow and select form you use from the Checklist.
- 2. Use Wards:** Click to select whether or not to use Wards.
- 3. Default City:** Enter the city that will be the default for the “City” field in “1. Voter File Maintenance.”
- 4. Default Zip:** Enter the Zip code that will be the default for the “Zip” field in “1. Voter File Maintenance.”
- 5. Copy Address to Mailing Address of New Voters:** Select whether the system automatically uses New Voters’ address as their mailing address.
- 6. Show Short Form:** Voter File Maintenance can default to normal or short form data input. The screen option is also selectable while on that same screen.
- 7. Default New Voters as Approved:** Select whether or not new voters are defaulted to being Approved to vote.
- 8. F_ Keys:** These are used to set shortcuts for common phrases for easy use, and to save you from having to retype something multiple times. When a value is assigned from the point of the cursor placement the function key with the assignment can be used to

Voter Checklist

populate fields.

Each of these fields are linked to the “Function key” that is to its left. This means that when you hit the “F_” key on the keyboard, the text you entered for that “Function key” will appear.

- 9. OK:** Click “OK” to save changes and return to the Main Menu.
- 10. Cancel:** Click “Cancel” to cancel and return to the Main Menu.
- 11. Street Names:** Click this button to enter default street names. The following window will appear:

Voter Checklist

Street Names

	Name
1	555 ANYTOWN

Add 2 Delete 3 4 OK 5 Cancel

- 1. Selector:** Select the street name you wish to edit or delete, then modify it.
- 2. Add:** Click “Add” to add a new street name.
- 3. Delete:** Click “Delete” to delete the selected street name.
- 4. OK:** Click “OK” to save changes and return to the previous screen.
- 5. Cancel:** Click “Cancel” to cancel and return to the previous screen.

Voter Checklist

The “Districts” tab

#	District Code	District Name
1	T	TOWN
2		
3		
4		
5		
6		

3 OK 4 Cancel 5 Street Names

1. **# District Code:** Enter the District Code number to use for the related District Name.
2. **District Name:** Enter the District Name to use for the related District Code.
3. **OK:** Click “OK” to save changes and return to the Main Menu.
4. **Cancel:** Click “Cancel” to cancel and return to the Main Menu.
5. **Street Names:** Click this button to enter default street names. Refer to the “Street Names” section above.

Voter Checklist

The “Wards” tab

This tab is only available if you chose “Yes” to “Use Wards” in the “General” tab.

The screenshot shows a window titled "Voter Installation Options" with a blue title bar. It has three tabs: "General", "Districts", and "Wards". The "Wards" tab is active. Inside the "Wards" tab, there is a table with two columns: "# Ward Code" and "Ward Name". The "# Ward Code" column has numbers 1 through 10, each next to a small input box. The "Ward Name" column has ten empty text boxes. A red rectangle highlights the first two columns. At the bottom of the window, there are three buttons: "3 OK", "4 Cancel", and "5 Street Names".

# Ward Code 1	Ward Name 2
1	
2	
3	
4	
5	
6	
7	
8	
9	
10	

3 OK **4** Cancel **5** Street Names

- 1. # Ward Code:** Enter the Ward Code number to use for the related Ward Name.
- 2. Ward Name:** Enter the Ward Name to use for the related Ward Code.
- 3. OK:** Click “OK” to save changes and return to the Main Menu.
- 4. Cancel:** Click “Cancel” to cancel and return to the Main Menu.
- 5. Street Names:** Click this button to enter default street names. Refer to the “Street Names” section above.