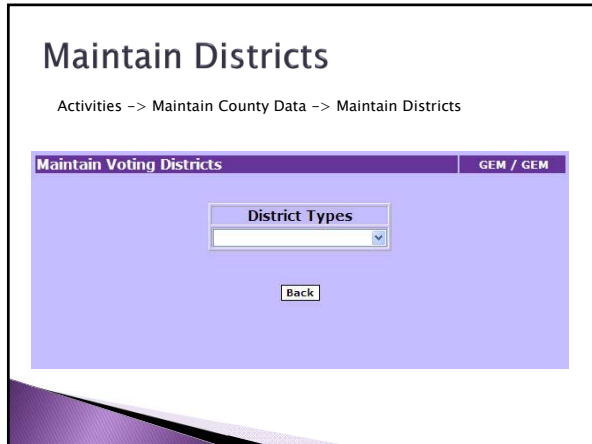
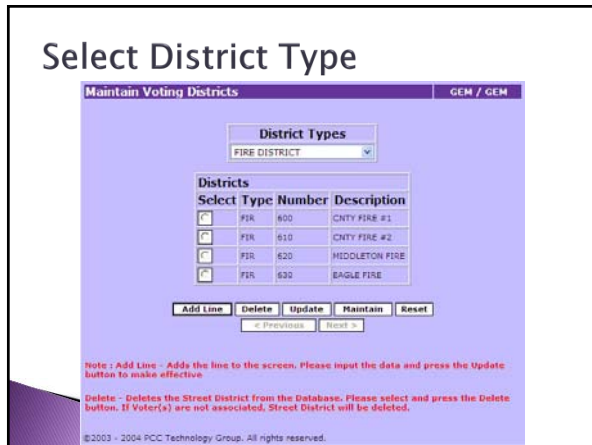


Maintain Districts

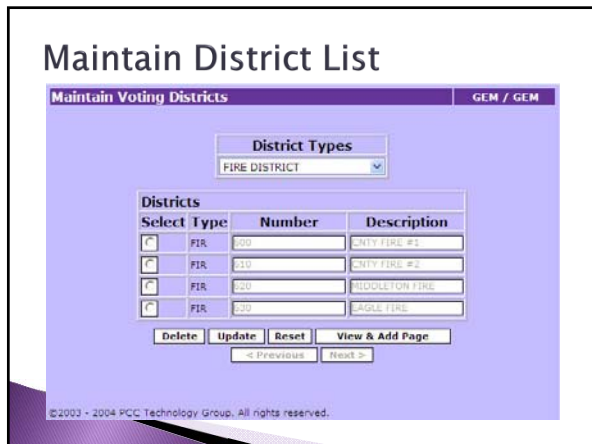
Activities -> Maintain County Data -> Maintain Districts

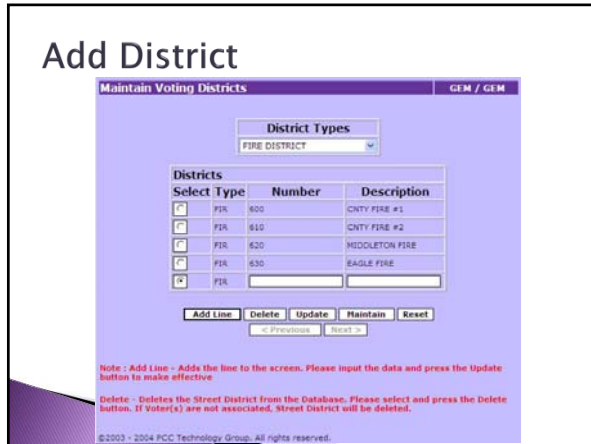


Select District Type



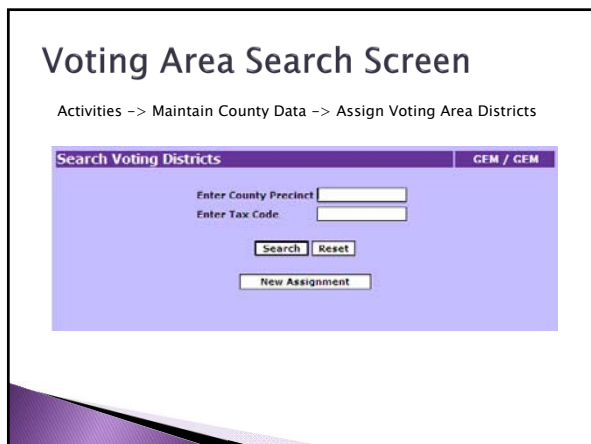
Maintain District List



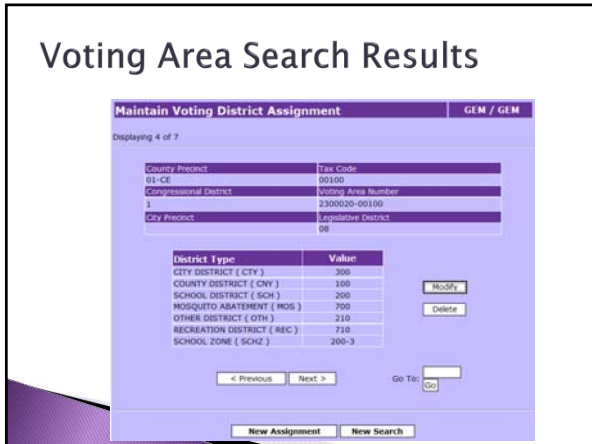


Voting Areas

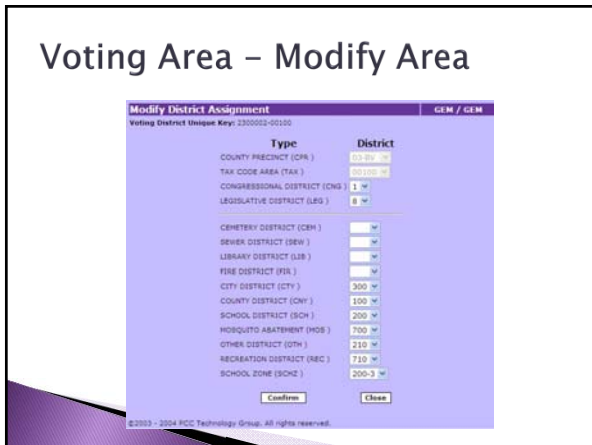
- ▶ Assigns the combination of Districts in a particular area
- ▶ Based on County Precinct and Tax Code Area
 - May have more than one Voting Area for a single County Precinct and Tax Code Area combination.
 - School Zones
 - Commissioner sub-districts - if you add them
- ▶ Have this information ready before entering or modifying a Voting Area.



Voting Area Search Results



Voting Area – Modify Area



Modifying Voting Area Assignment

- ▶ **Cannot** change
 - County Precinct
 - Tax Code Area
- ▶ **Required** – Don't forget to include
 - Congressional District
 - Legislative District

Voting Area – Add New

The screenshot shows a web form titled "New District Assignment" with a "GEM / GEM" label in the top right. The form is divided into two columns: "Type" and "District". Under "Type", there are dropdown menus for "COUNTY PRECINCT (CPR)", "TAX CODE AREA (TAX)", "CONGRESSIONAL DISTRICT (CON)", and "LEGISLATIVE DISTRICT (LEG)". Under "District", there are dropdown menus for "CEMETERY DISTRICT (CEM)", "SEWER DISTRICT (SEW)", "LIBRARY DISTRICT (LIB)", "FIRE DISTRICT (FIR)", "CITY DISTRICT (CTY)", "COUNTY DISTRICT (CON)", "SCHOOL DISTRICT (SCH)", "MOSQUITO ABATEMENT (MOS)", "OTHER DISTRICT (OTH)", "RECREATION DISTRICT (REC)", and "SCHOOL ZONE (SCHZ)". At the bottom of the form are "Confirm" and "Close" buttons.

Streets

- ▶ Electors are then assigned to Streets for automatic assignment to districts.
- ▶ Modifying Streets
 - Maintain Streets
 - Street Overlap Cleanup

Street or Rural Street

- ▶ What is the difference between a street and a rural street?
- ▶ House Numbers – Maintain Street
- ▶ No House Numbers – Maintain Rural Street

Maintain Street Segments

- ▶ Use to modify:
 - County Precinct, Tax Code Area or Voting Area on existing segment.
 - Adding Street Ranges without requiring changes to additional ranges.
 - Street Range without requiring changes to additional ranges.
 - Deleting Street Ranges

Maintain Streets

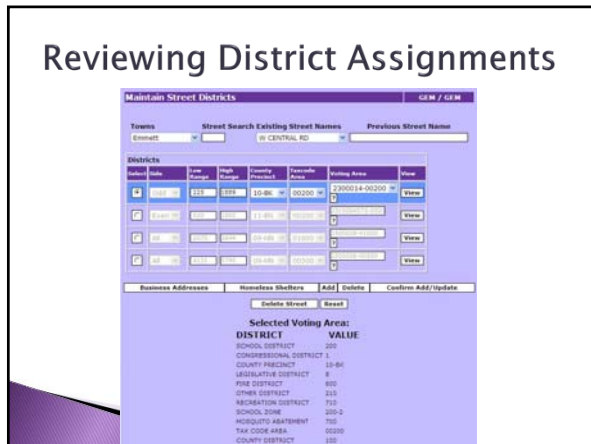
Activities -> Maintain County Data -> Maintain Street

Select	Code	Low Range	High Range	County Precinct	Taxcode Area	Voting Area	View
<input type="checkbox"/>	Odd	225	889	10-BK	00200	3100014-00200	View
<input type="checkbox"/>	Even	820	889	11-BN	00200	310004073-002	View
<input type="checkbox"/>	All	2075	884	09-4H	01600	3100025-01600	View
<input type="checkbox"/>	All	4131	8750	09-4H	00500	3100008-00500	View

Add a Street Segment

Select	Code	Low Range	High Range	County Precinct	Taxcode Area	Voting Area	View
<input type="checkbox"/>	Odd	225	889	10-BK	00200	3100014-00200	View
<input type="checkbox"/>	Even	820	889	11-BN	00200	310004073-002	View
<input type="checkbox"/>	All	2075	884	09-4H	01600	3100025-01600	View
<input type="checkbox"/>	All	4131	8750	09-4H	00500	3100008-00500	View

Reviewing District Assignments



Add a New Street

Activities -> Maintain County Data -> Add Street



Adding a Street Name

- ▶ Select the Pre-Direction
- ▶ Add the Name of the Street
 - For a numbered street, enter just the number.
- ▶ Select the Post-Direction
- ▶ Select the Street Type

- ▶ Do NOT enter the Pre-direction, Post-Direction or Street Type in the Street Name field.

Deleting Streets or Segments

- ▶ You can't delete a street or street segment while there are registered voter's attached to it.
 - This includes any cancelled or purged voters.

Deleting a Street

Activities -> Maintain County Data -> Maintain Street



Street Overlap Cleanup

- ▶ Locks all county users out of the application.
 - Coordinate with other users.
- ▶ Only use for:
 - Dividing street segments into multiple ranges.
 - Modifying Low and High range while adding segments.
- ▶ May have more than one user working in Street Overlap Cleanup at once.
 - Never on the same street!

Street Overlap Cleanup Screen

Activities -> Street Overlap Cleanup



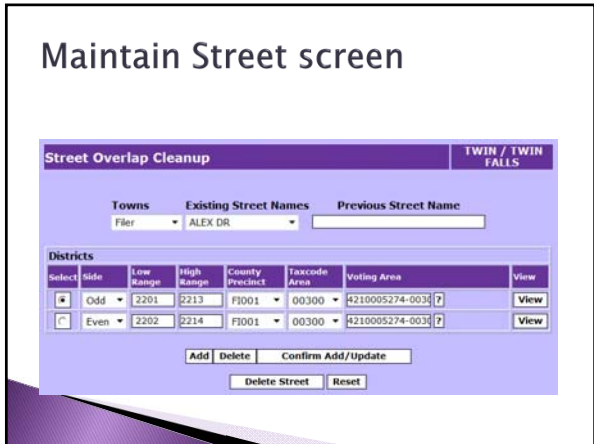
Street Overlap Cleanup - Started



Maintaining the Street

- ▶ Confirm each street as it is completed.
 - Make all changes to the street before clicking on the Confirm Add/Update pushbutton.
- ▶ System checks for:
 - Overlapping Ranges
 - House numbers not included in the current ranges
- ▶ Recommendations
 - Add street segments before changing original street segment.

Maintain Street screen



Missing House Numbers

- ▶ System will identify the missing house numbers.

The following voter record(s) are missing house numbers by current modifications. Cannot Save Changes.

Voter ID	Name	Address	Birth Date	Status
005155668	GUERRY ANGELIECE NICOLE	2211 ALEX DR, FILER, ID-83328	10/09/1983	P
010201781	DURHAM JOSEPH JAMES	2211 ALEX DR, FILER, ID-83328	01/20/1981	A
000231348	COOK JENNIFER LYNETTE	2213 ALEX DR, FILER, ID-83328	11/04/1978	A
010366656	COOK CHRISTOPHER M	2213 ALEX DR, FILER, ID-83328	09/08/1976	A

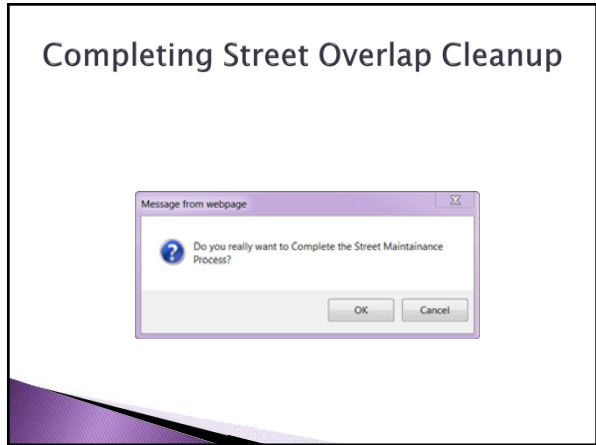
Completing Street Overlap Cleanup

- ▶ Complete often if working with streets with a large number of voters.
- ▶ If more than 1 person is working in Street Overlap Cleanup,
 - Be sure all users are finished with their streets and have confirmed their changes.
 - Only 1 user can complete the process.
- ▶ Any user may complete the process.

Street Overlap Cleanup – Completing



Completing Street Overlap Cleanup



Petitioning for New District or Annexing Property

- ▶ System has Annexation feature.
 - Allows for the temporary assignment of a code to street segments involved without modifying current voting area assignments.
 - Contact Secretary of State's Office for assistance or with questions.

