

## VISTA Local (Electronic Poll Book)

In order to use VISTA Local, you must have a copy of the following downloaded to the computer that you will be using:

- .NET Framework 2.0
- VISTA Local
- Your county's database
- A dongle (security key)

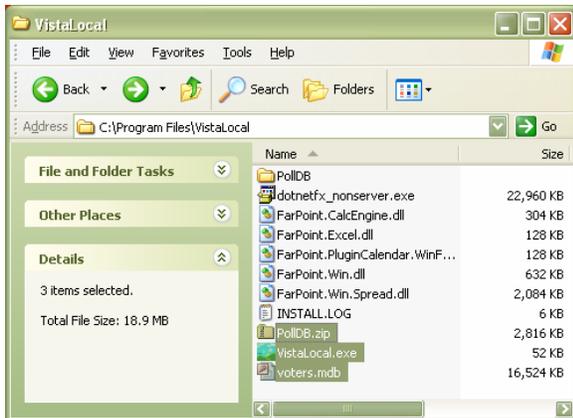
If you already have a copy of the .NET Framework 2.0 on your machine, you will not have to install it again. However, you will need to uninstall the original version of VISTA Local and install the new version, with a new copy of your county's database.

### PLEASE READ!

**Recommendation:** To make the process of managing VISTA Local as easy as possible, please follow the outline below from top to bottom.

### Removing the Old Version of VISTA Local (the read only version)

If you used the old version of VISTA Local (the read only version) during the last election, you will want to remove it and the .mdb database file from your computer first. When removing the old version of VISTA Local, the easiest method is to go to C:\Program Files\VistaLocal and delete the VISTA Local file and database file (.mdb).



## Downloading the .NET Framework 2.0

First, download the .NET Framework 2.0. This is done by doing the following:

Step 1: Select the .NET Framework 2.0 link on the VISTA homepage (vista.utah.gov) and then select Run.



Step 2: Lastly, select Run a second time on the prompt that appears. You're done!



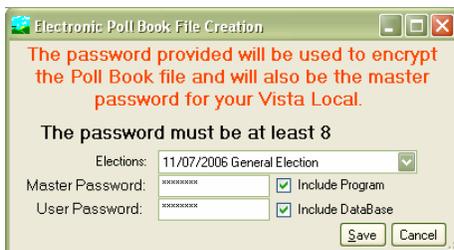
## Sending Yourself a Copy of VISTA Local and the Database

You will send yourself a copy of your county's database AFTER you have entered all of your voter information. With VISTA Local, you will only have to send yourself a copy of the database once.

Step 1: In VISTA, go to Utilities > Election Utilities > Create Electronic Poll Book DB. After making this selection, the following prompt will appear below. The most current election will appear in the dropdown box. To change it, simply make a selection using the dropdown box.

Insert a password into the Master Password and User Password fields. The password can be the same for both. If you desire, you will be able to change the either password once it is sent to you and installed on your computer. Finally, select the Save button. A copy of the database and VISTA Local will now be emailed to you.

By default, the Include VISTA Local Program and Include Database check boxes are selected for you. It is recommended that you stay with the default. This will send you the VISTA Local installation, as well as a copy of your database as discussed above.

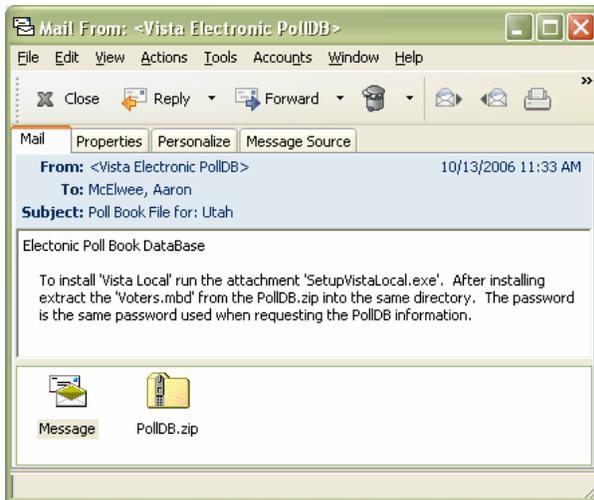


## Downloading VISTA Local and the Database (from the Email)

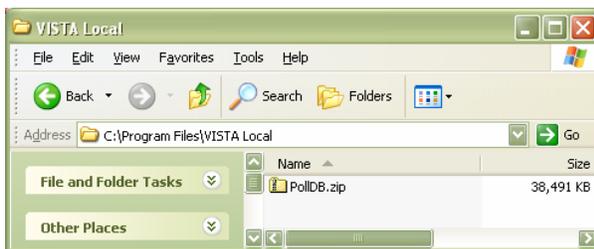
Once you have received the email, you will need to do the following:

Step 1: Go to **C:\Program Files** and create a new folder named VISTA Local in this directory. This is where you will save your database and VISTA Local program. There cannot be any spaces in the VISTALocal folder name. The directory should like C:\Program Files\VISTALocal.

Step 2: Right-click on the PollDB.zip file (in the email) > select save as (make sure that it is saved in the VISTALocal folder) and select save.



Step 3: Select the PollDB.zip file once (one left click) > right-click > select extract all.



Step 4: The following extraction wizard will then appear. Select the next button.



Step 5: Select a destination for the files to be extracted to. In this case, we have selected C:\Program Files\VISTA Local\PollDB, which is the default. **DELETE** the PollDB portion of the line, so it just reads **C:\Program Files\VISTA Local\**.

While saving to this location is the recommended method, you can save/extract the files to whatever folder you want. You have to make sure that everything is in the same folder. Then select the next button.



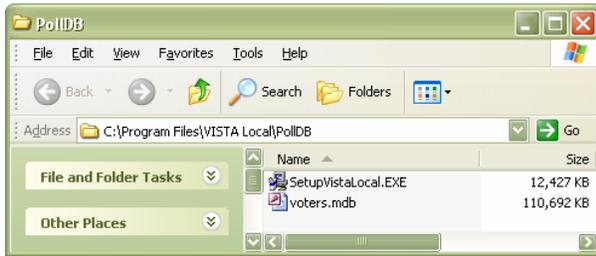
Step 6: The password prompt will appear. Insert the password that you assigned it when you sent yourself a copy of the database and VISTA Local application and select the ok button.



Step 7: Finally, select the finish button.



Step 8: Your VISTA Local folder (or wherever you have extracted the files to) will now resemble the image below. Now, double-click the SetupVistaLocal.exe file. This will install VISTA Local to your computer and place a shortcut to the program on your desktop.



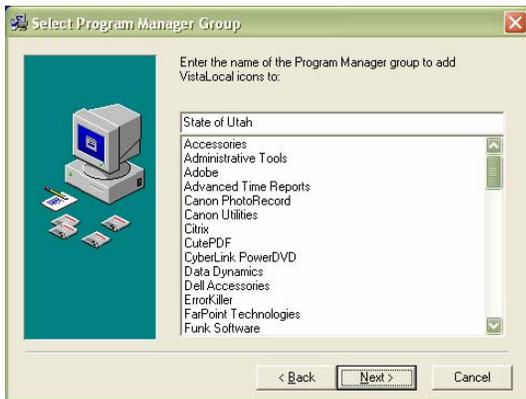
Step 9: After double-clicking the VistsetupLocal.exe file, the following series of prompts will appear. Follow the steps as outlined below.



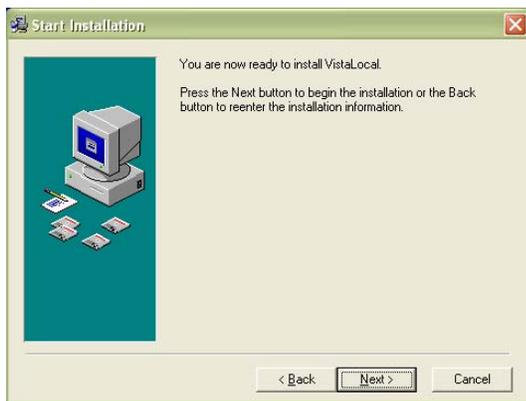
Step 10: You can save the file to the default selection (C:\Program Files\VistaLocal) or to some other place on your computer by selecting the browse button. Wherever VISTA Local is saved to, that is where you will have to save the database file as well, so make a note of where you are storing VISTA Local if it is in any other place than the recommended default selection.



### Step 11: Select Next



### Step 12: Select Next (again)



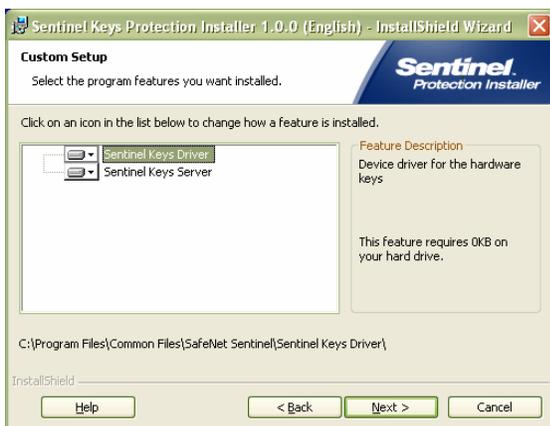
Step 13: This will install the necessary files for the dongle. Select the next button.



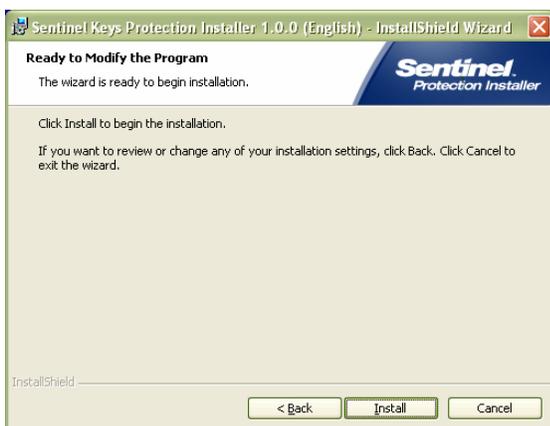
Step 14: If you already have this on your computer, you will see this screen. Select Modify and the next button. If you do not see this screen initially, do not worry about it.



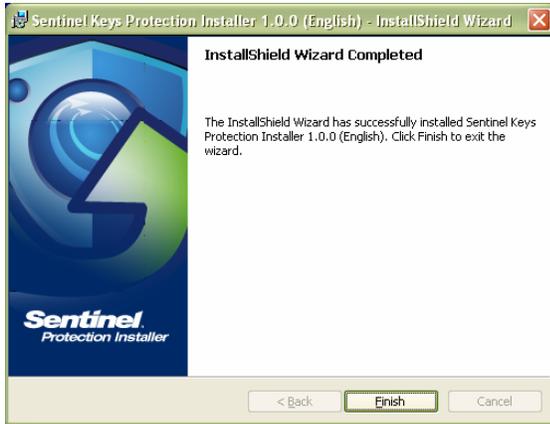
Step 15: Select the next button



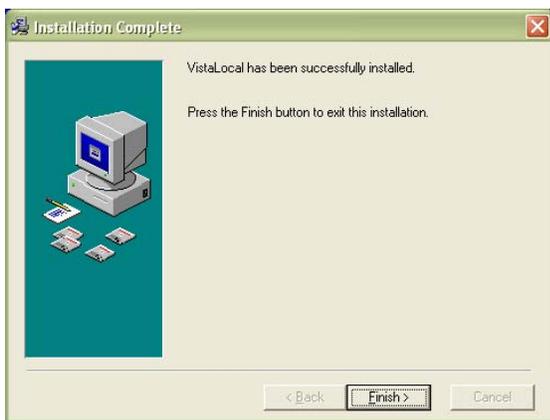
Step 16: Select the install button.



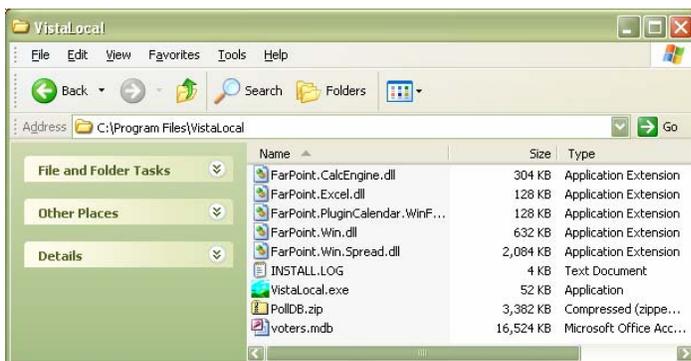
Step 17: Select Finish and then close the screen that says VISTA Local.



Step 18: If this screen was hidden under the Sentinel installation screens, please make sure to select the finish button on this screen.



You have completed the installation of the database and VISTA Local program. Your VISTA Local folder on your C: drive (or wherever you saved it) should like this:



## Installing VISTA Local on Multiple Computers (You've got options)

If you are going to install VISTA Local on other machines, you have a few installation options.

1. You can save the zipped files contained in the email that you sent yourself to a jump drive and then install them on the machine(s) that will be running VISTA Local. With this option, you will then have to extract the files from the zipped folder for every installation.
2. Extract the files and install VISTA Local to your computer (C:\Program Files\VISTA Local). Then burn the files (the .mdb database file, the VISTA Local executable file (.exe) and the .NET Framework) to a disc and install them on computers that will be running VISTA Local.
3. **Easiest Method**-Unzip/extract the files to your C:\Program Files\Vista Local folder. Then save these files (see the "**please read**" section below) to your jump/thumb drive. This is probably the easiest and recommended method of installing VISTA Local on multiple machines.
4. You can also hook each of your machines to your network and go through the download process on each of them (the 1-18 saving and extracting process discussed above)

### Please read!

While you will have VISTA Local, a copy of your database and the .NET Framework 2.0 saved to your computer (C:\Program Files\VistaLocal), you can also burn a copy of these files to on your system and burn them to a disc. You must have these three files installed on any computer running VISTA Local and in your VISTA Local file (whether it is in the C:\Program Files\Vista Local)

### Maintenance (Future elections and installations)

After every election, you will be required to send yourself a copy of the VISTA Local application with your county's database. Make sure to delete the old .mdb (database file) and everything else in the VISTA Local folder first. Then extract the new files contained in the email to the VISTA Local folder.

### Dongles (It's a matter of security)

As stated earlier, to use VISTA Local, you will be required to use a dongle, which is a security device. A dongle is required for each computer running VISTA Local. If the dongle is not plugged into your USB port, VISTA Local will not run. Think of a dongle as a key to a car or home. Without it, you won't be starting your car or getting into your home.

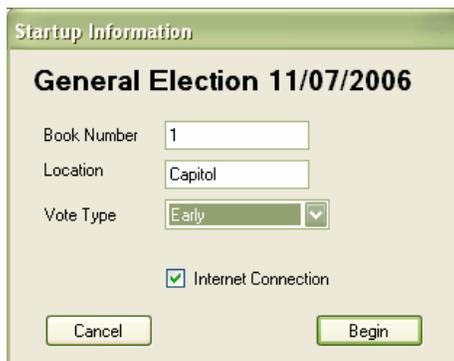
\* Dongles can be purchased from the LAN Team (Department of Technology Services). In other words, please contact us to let us know how many you will need. You will then be billed for them.

## Opening VISTA Local (Taking the car out of the driveway)

1. Plug your dongle into the USB port of your computer.
2. Double-click on the VISTA Local icon on your desktop.
3. It will ask you for a password (the one that you assigned it when you emailed the database and VISTA Local application to yourself. Enter and select the login button.



4. After inserting your password, select the location of where the dongle is being used (i.e. Capitol), the book number that people will be signing at the poll and if you are going to have an internet connection. If you are going to have an internet connection, select the internet checkbox. If not, leave it blank. Select Begin.



**Remember:** If for whatever reason you did not select the internet connection check box when logging in initially, you can establish a connection to the internet at any time by selecting the restart connection button at the top of the VISTA Local search screen. Remember, when you are connected or have a connection to the database at anytime throughout the day, the VISTA database will be updated with your VISTA Local changes every ten minutes.

5. You now have access to VISTA Local.

**Remember:** If you logged into VISTA Local with your master password, you will be able to change it and the user password. If you logged into the system using the user password, you will not have the ability to change passwords.

## Finding a Voter and Recording Voting History

When searching for a voter, you can use their full name, partial pieces of their first and last name, voting status or simply select a precinct from the precinct dropdown box. You can enter information in all of these fields at once and search as well. After entering information and/or making a selection(s), select the Search button or Enter on your keyboard. If they are registered and eligible to vote, their name will appear in the table below.

When you see the voter's name, simply double-click on it and insert the line of the book that they signed and select the record button. When the next person comes to vote, the next line number will automatically appear.

**Remember:** After recording that a person has voted, you only have 90 seconds to make a change to their record. If for whatever reason you have to reverse what you have done (within the allotted 90 second time frame), double-click on their record again and select the yes button.

### Updating the VISTA Database

If you have an internet connection, all changes that you have made (recording voter history) will be sent to the VISTA database every 10 minutes. If there are other machines at multiple polling locations running VISTA Local (and they have an internet connection), their databases will be updated with your changes (and vice versa).

If you do not have an internet connection at the polling place, you will be able to upload all of your changes from the day to the database, when you return to the office or are in a place that has an internet connection.

**Remember:** Although the changes from other locations will be saved to your VISTA Local database, they won't appear on your screen until you search on another person and select the Search button. Searching on a new person will refresh your screen.

### Using VISTA Local to Format Voting Cards (To be used in electronic voting machines)

After you have recorded voting history for an individual, VISTA Local will create a file that the VC card reader will pick up. This feature in VISTA Local will allow the VC Reader to format the voting card with the appropriate ballot style. For this to work, you must have the exact ballot number given to you by Diebold inserted into the ballot style section in VISTA.

To set your precinct up in VISTA, go to *Precincting > Precincts > Select a precinct > Insert the ballot style in the ballot style field and select save*. You will want to do this for all of your precincts.

**Don't Forget:** The VC reader must be on the same machine that is running VISTA Local to work. In addition, before you start the process, make sure that the middle browse section of the screen has **C:\Program Files\VISTALocal\VoterCard.txt** selected.

Step 1: Place the voter card in the VC Reader

Step 2: Record the voting history (double-click on a person's name) in VISTA Local.

Step 3: Select the create card button on the VC Reader screen.

Step 4: Provide the voter with the card that has just been formatted.

Step 5: When the voter inserts the card into the electronic voting machine, their ballot style will then be displayed on the screen.