

VISTA > Making Every Vote Count!

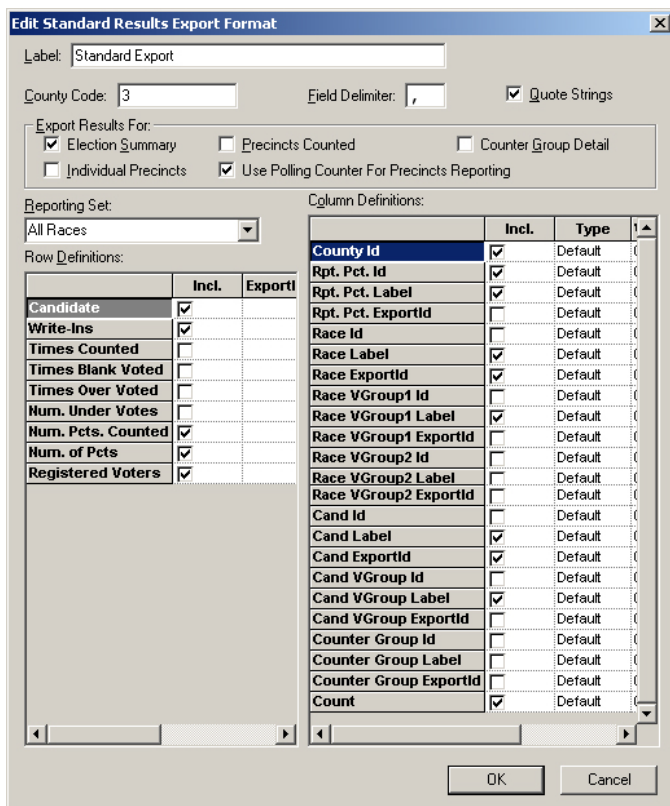
Pre-Election Night Preparation

This document will take you through the step by step process of setting up your GEMS software before election night to ensure that all of the reporting requirements are met. You will need to make sure that the set up on your screen looks identical to the image below. In other words, whatever fields are checked on the image below, make sure that you have the same fields (i.e. check boxes) selected on your monitor.

To set up GEMS, please do the following:

1. Open the GEMS software.
2. Select the election you are running and either select the open button or double-click the election.
3. You will then be asked to insert your username and password used to set up the election
4. On the election admin host screen select "Election", (upper left).
5. Select "Export Results",
6. Select "Export Results" again.
7. On the Export Formats screen select "Standard Export" and click the "Ok" button.
8. On the "Standard Export Formats" screen click the "New" button.
9. On the "Edit Standard Results Export Format" screen please do the following:
 - > Change the "Label" field to "Utah State Export"
 - > Insert your county code (1-29) into the "County Code" field
 - > Change the selections, using the check boxes, to match the following example below.
 - > Finally, select the "Ok" button.

(Please note, you must scroll down to make the necessary changes after the "Cand Label" in GEMS.)



County Codes	
1. Beaver	16. Piute
2. Box Elder	17. Rich
3. Cache	18. Salt Lake
4. Carbon	19. San Juan
5. Daggett	20. Sanpete
6. Davis	21. Sevier
7. Duchesne	22. Summit
8. Emery	23. Tooele
9. Garfield	24. Uintah
10. Grand	25. Utah
11. Iron	26. Wasatch
12. Juab	27. Washington
13. Kane	28. Wayne
14. Millard	29. Weber
15. Morgan	

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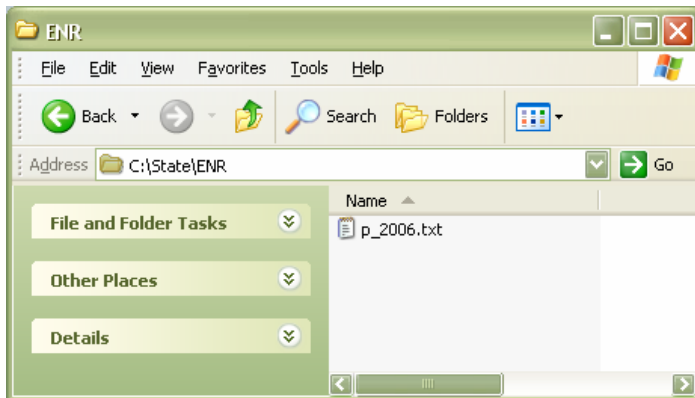
Election Night Reporting-Saving and Submitting Your Results

Step 1 (Saving the File in GEMS)

1. Open the Gems software
2. Select the Election you are running
3. On the election admin host screen select "Election", (upper left)
4. Select "Export Results", then "Export Results" again
5. On the Export Formats screen select "Standard Export" and click the "Ok" button.
6. On the "Export Formats" screen select "Utah State Export" and click the "Ok" button
7. On the "Save as" screen, select a removable drive and name the "election type_election year" file **P_2006**, which denotes the 2006 Primary. For all other elections, examples would include: "G_2006" (for the 2006 General Election) and "S_2006" (for a 2006 Special Election).
8. Finally, save the export to your removable drive and then transport it to a computer that has VISTA installed on it.

Step 2 (Saving Your Results to VISTA)

1. Remove the removable drive that contains the export file and install it on a machine that has VISTA installed, open and running. Again, please make sure that VISTA is open.
2. On the "Voter Information and State Tracking Application" screen select "Elections" and then select "Election Results". When the election results screen appears, you will want to leave it open for the duration of the election.
3. Save the export file to local path "C:\State\ENR". If this folder does not exist, you will have to create it. When a new Election file is placed in the ENR folder ("C:\State\ENR"), VISTA will automatically move that file to the state.



4. You're done. Now repeat that step every 5 minutes or so, until you have completed the process of submitting voter results.

If you have any questions or experience any issues, please call either:

> Aaron McElwee @ 538 1489

> Kevin Higgs @ 538-1393