

Updating Street File Index

VERIS

1. Reports > Reports Library > select "Street File" as category > Street File Listing by Locality > Change report type from PDF to Excel > select "View/Print"
2. Note: Downloading this file can take a long time
3. Save once this file downloads.

PollChief

1. Go to PLMS (top right next to the "Technical Help" button)
2. Street Index > Import > Download Template
3. You will now need to ensure that the street file from VERIS is organized according to the template from PollChief. Make sure that all cells are formatted as text and do not delete any columns.
4. Test the template with the updated information in the Test Site.
 - a. Delete all street file information.
 - b. Upload template in PLMS > Street Index > Upload
 - c. Switch to PWMS > Settings > Update Home Precinct
5. Repeat step 4 in the live site once you have verified that the file works properly.

Creating a Report for Changes in PCT During this Process

1. Create a report in PollChief with names, voter ID, address, and home PCT (or use "Name, Address, Home PCT" Report created on 1/22/2021)
2. Run this report 3 times **during** the street file update process.
 1. Before any action is taken
 2. After updating home precinct, but before changing any information in the street index. (This will return any precincts with a manual override to their default according to the current street index.)
 3. After updating the street index **and** updating home precinct with your new file
3. Make a new workbook with these 3 reports.
4. Create a new worksheet with Name, Voter ID, Address, PCT 1, PCT 2, and PCT 3 as columns
5. Compare changes in precincts using voter ID as the unique identifier in your lookup.