Montana Secretary of State
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Address Library
Updated July 2013
Select Address Library from the main MT Votes Screen
A blank Address Library screen will appear. This is where you can enter an address to search for, create a new range, or make changes in an existing address range.
• District Search – Note that it is now possible to search by District. By default, your countywide district will be selected.

• A search can only be ran for either precinct or district, but not both.
• District Search – If you do not specify a district, you will have multiple entries for each address range, one for each district that address range is a part of.
When changing a precinct split code for an address range you should notice that if you select the address by clicking on it, the “Split Address Range” button becomes usable.
If you click on the “Split Address Range” button the Split Address Range screen will appear.
To split an Address Range you will need to choose either by house number, or by odd and even numbers, then click the “Apply” button.
To change split code for one of the addresses – highlight address range that you want to change & click detail

<table>
<thead>
<tr>
<th>From</th>
<th>To</th>
<th>Type</th>
<th>Pre</th>
<th>Street Name/Type</th>
<th>Post</th>
<th>Unit Type</th>
<th>Unit #</th>
<th>City</th>
<th>Zip</th>
<th>Precinct</th>
<th>Split</th>
<th>Res Add</th>
</tr>
</thead>
<tbody>
<tr>
<td>3916</td>
<td>3918</td>
<td>Odd</td>
<td></td>
<td>LEFT FORK SNAKE BUTTE</td>
<td></td>
<td></td>
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</tbody>
</table>
The detail will come up and you will then be able to change a precinct and split if necessary. Once you have made changes, hit save. Your changes will now be in the live database.
NOTE:
You can click on District List to make sure you have selected the correct split code.
You can view voters by clicking the View Voters button and then and use the print screen function on your keyboard so that you can make sure voters were changed correctly.
You can spot-check voters to make sure that the split code change worked correctly by opening Voter Search and searching for a voter that you know should have had their Split changed.
If you have two street ranges that can be combined, you may also merge a street range. Start by highlighting the street ranges you wish to merge.
In order to merge a street range, the Pre or Post directions, City, Zip Code, Precinct and Split must all match. Once verified that they do and you want to merge the range, select the “Merge Address Range” button.
If the street range is not eligible to be merged you will get a message in the upper right such as this. You have not broken the system, the information listed simply must match.
Once you have located a street range that can be merged, highlight the two ranges and hit ‘Merge Address Range’. This box will come up confirming the information you want to merge. If correct hit Apply, if not, hit Cancel.
When in the Address Library, you can select a street range, highlight it, and hit the Report button, and it will give you specific information on that range.
Once again to verify your changes were correct, you can go into Voter Search, select your search criteria. Then search for a voter in the range, or precinct and split, to verify the information is correct.
When making a change to a street range, this affects all of the voters attached to that street range. In this instance, I am changing split 1 to split 3.
Once you hit the Save button and make the change, this box will pop up that will allow you to make any comments you wish regarding changes to the street range.
If you click the box next to Generate Voter Confirmation Card, it will generate a card for each voter involved in the split change and put them in a batch in Batch Management.
In batch management there is one voter confirmation card ready to be printed.
To set up your Correspondence to automatically generate based on a change you make, go to System Configuration, Voter Record, and choose Correspondence.
The top fields for correspondence, audit types, voter status, and voter status reason will be grayed out.

The List below will show any current correspondence you have setup to generate automatically.
Click the new button to create a new correspondence.
The previously greyed out fields will become modifiable and you can input the type of correspondence you would like to automatically generate and when it should happen.
Once you have entered the information and saved the new correspondence will show in the list.
Contact the SOS Help Desk at 1-866-541-6767 with any questions.