



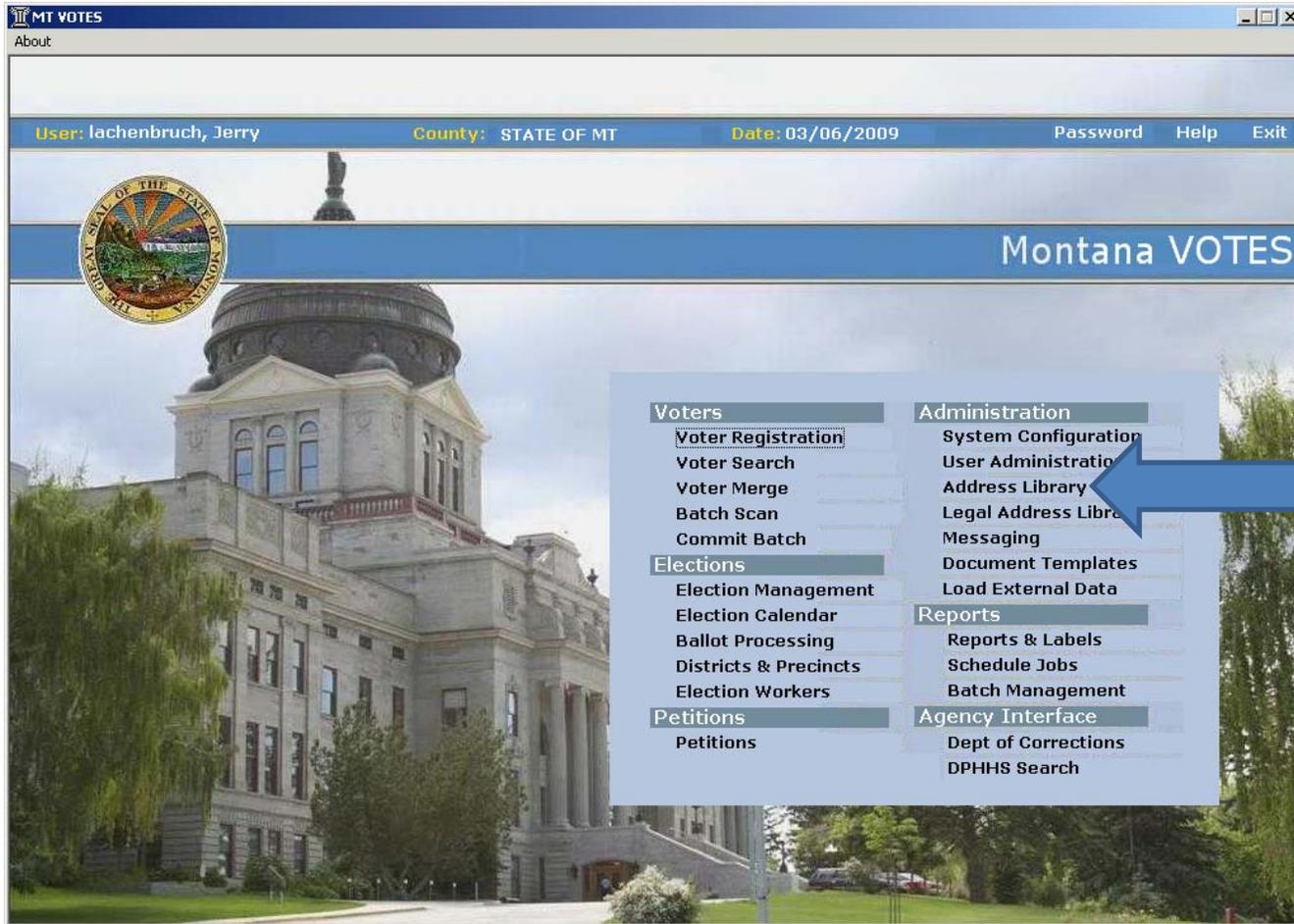
Montana Secretary of State Linda McCulloch



Address Library

Updated July 2013

Select Address Library from the main MT Votes Screen



- District Search – Note that it is now possible to search by District. By default, your countywide district will be selected.

The screenshot shows the 'Address Library' application window. At the top, it says 'Maintenance' and 'Query executed successfully.' Below this is the 'Selection Criteria' section with various dropdown menus and input fields for searching addresses. The 'District' dropdown is set to 'MT - Montana'. Below the search criteria is a 'Search Result' section with a table showing the results of the search.

From	To	Type	Pre	Street Name/Type	Post	Unit Type	Unit #	City	Zip	District	Precinct	Split	Res Add
0	600	All		1ST ST				WISDOM	597...	Mont...	PRECI...	04	YES
1	1000	All		1ST AVE				LIMA	597...	Mont...	PRECI...	04	YES
1	400	All	E	1ST AVE				LIMA	597...	Mont...	PRECI...	04	YES

- 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.

Address Library Maintenance

Query executed successfully. [Voter Search](#) [Help](#)

Selection Criteria

House# From: House# To: Type: Unit Type: Unit# From: Unit# To:

Pre Direction: Street Name: Street Type: Post Direction:

County: City: Zip: Precinct: Split:

Residential Address: Mailing Address: District: Search Street Aliases

Search Result

Current

From	To	Type	Pre	Street Name/Type	Post	Unit Type	Unit #	City	Zip	District	Precinct	Split	Res Adc
0	600	All		1ST ST				WISDOM	597...	Hous...	PRECI...	04	YES
0	600	All		1ST ST				WISDOM	597...	SUPR...	PRECI...	04	YES
0	600	All		1ST ST				WISDOM	597...	RURA...	PRECI...	04	YES
0	600	All		1ST ST				WISDOM	597...	SCHO...	PRECI...	04	YES
0	600	All		1ST ST				WISDOM	597...	JUSTI...	PRECI...	04	YES
0	600	All		1ST ST				WISDOM	597...	SOIL ...	PRECI...	04	YES
0	600	All		1ST ST				WISDOM	597...	Sena...	PRECI...	04	YES
0	600	All		1ST ST				WISDOM	597...	WISD...	PRECI...	04	YES
0	600	All		1ST ST				WISDOM	597...	Beav...	PRECI...	04	YES
0	600	All		1ST ST				WISDOM	597...	Mont...	PRECI...	04	YES
0	600	All		1ST ST				WISDOM	597...	CON...	PRECI...	04	YES
0	600	All		1ST ST				WISDOM	597...	Public...	PRECI...	04	YES
0	600	All		1ST ST				WISDOM	597...	FIRE ...	PRECI...	04	YES
1	1000	All		1ST AVE				LIMA	597...	Lima ...	PRECI...	04	YES
1	400	All	E	1ST AVE				LIMA	597...	Hous...	PRECI...	04	YES
1	400	All	E	1ST AVE				LIMA	597...	Sena...	PRECI...	04	YES
1	400	All	E	1ST AVE				LIMA	597...	Public...	PRECI...	04	YES
1	400	All	E	1ST AVE				LIMA	597...	CON...	PRECI...	04	YES
1	400	All	E	1ST AVE				LIMA	597...	Mont...	PRECI...	04	YES
1	400	All	E	1ST AVE				LIMA	597...	Beav...	PRECI...	04	YES
1	400	All	F	1ST AVE				LIMA	597...	FIRE ...	PRECI...	04	YES

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.

Address Library Voter Search Help

Selection Criteria

House# From: House# To: Type: Unit Type: Unit# From: Unit# To:

Pre Direction: Street Name: Street Type: Post Direction:

County: City: Zip: Precinct: Split:

Residential Address: Mailing Address: Search Street Aliases

Search Result

Current

From	To	Type	Pre	Street Name/Type	Post	Unit Type	Unit #	City	Zip	Precinct	Split	Res Add
5790	5925	All		LARIAT LOOP				MISSOULA	59808	PRECI...	32.1	YES

If you click on the “Split Address Range” button the Split Address Range screen will appear.

The screenshot shows the 'Address Library' application window. The 'Split Address Range' dialog box is open, displaying the following information:

- Address Range:** 3935-3935 LEFT FORK SNAKE BUTTE RD C
- Type:** Odd
- Select Split Type:**
 - Split by House Number
 - Split by Odd/Even Numbers
- Address Range:**
 - Address Range #1: From 3935, To []
 - Address Range #2: From [], To 3935

The dialog box has 'Apply' and 'Cancel' buttons at the bottom. The background window shows search criteria for 'Blaine' and a search result table with columns 'From' and 'To'.

From	To
3935	3935

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.

Address Library Voter Search Help

Selection Criteria

House# From: House# To: Type: Unit Type: Unit# From: Unit# To:

Pre Direction: Street Name: LEFT FORK SNAKE BUTTE Street Type: Post Direction:

County: Blaine City: Zip: Precinct: Split:

Residential Address: M
All: A

Search Result

Current

From	To	Type
3935	3935	Odd

Split Address Range Help

Address Range: 3935-3935 LEFT FORK SNAKE BUTTE RD C

Type: Odd

Select Split Type

Split by House Number
 Split by Odd/Even Numbers

Address Range

Address Range #1	From: 3935	To: <input type="text"/>
Address Range #2	From: <input type="text"/>	To: 3935

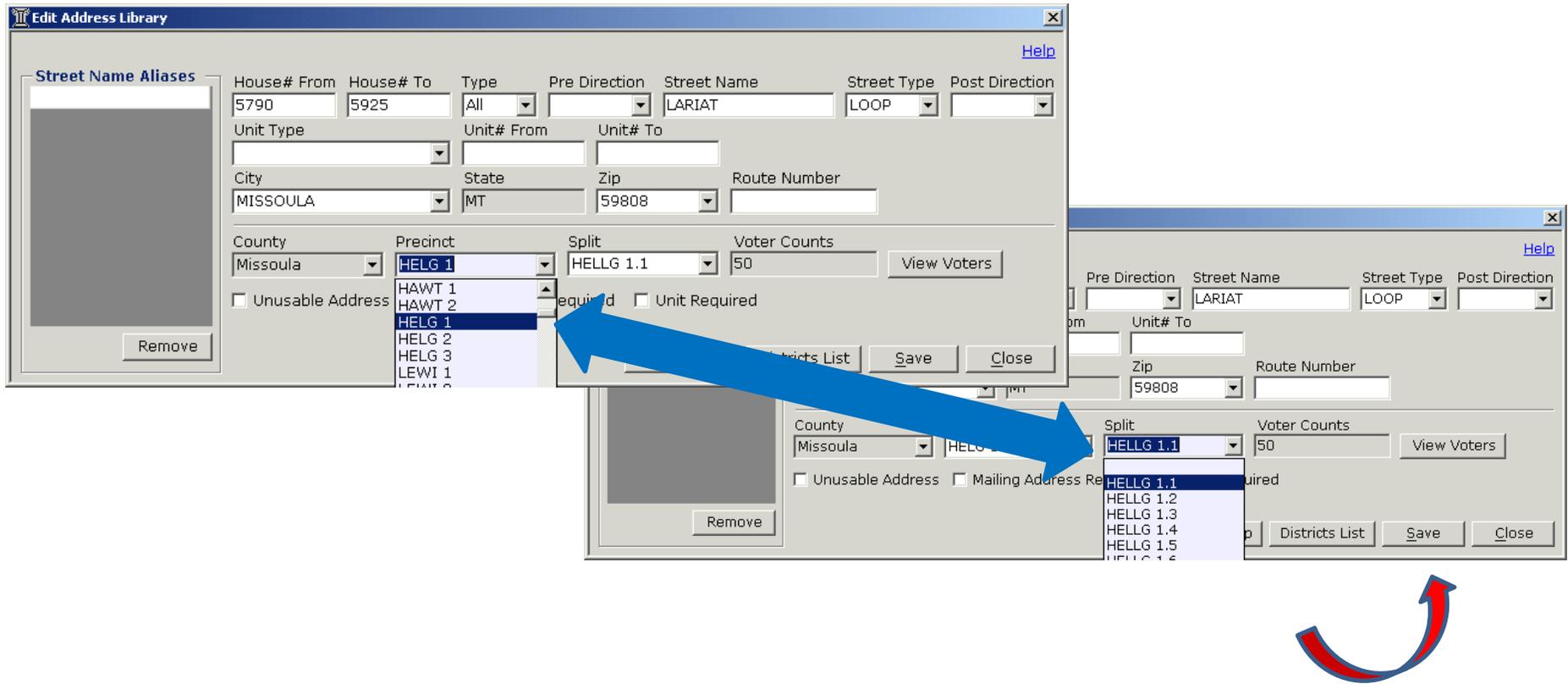
Apply Cancel

Res Add: YES

Clear

New Detail Delete Split Address Range Merge Address Range Select Report Close

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

The screenshot shows the 'MT VOTES' software interface. The main window is titled 'Edit Address Library'. It contains several input fields for address information, including 'House# From', 'House# To', 'Type', 'Pre Direction', 'Street Name', 'Street Type', 'Post Direction', 'Unit Type', 'Unit# From', 'Unit# To', 'City', 'State', 'Zip', 'Route Number', 'County', 'Precinct', and 'Split'. The 'City' is set to 'MISSOULA' and 'State' to 'MT'. The 'Split' field is set to '32.3'. A 'Precinct & Districts' sub-window is open, showing a 'Precinct' of '32 - PRECINCT 32' and a 'Split' of '32.3'. Below this, there is a 'Districts List' table with columns for 'District Type', 'Code', and 'Name'. A red box highlights the 'Districts List' button and a row in the table with the following data: 'MISSOULA 59808 PRECI... 32.1 YES New'. A red arrow points from this row to the 'Districts List' button. At the bottom of the interface, there are buttons for 'New', 'Detail', 'Delete', 'Split Address Range', 'Merge Address Range', 'Select', 'Report', and 'Close'.

District Type	Code	Name
CONGRESSIONAL	CONG	CONGRESSIONAL
FIRE	300007	MISSOULA RURAL FIRE
HOUSE DISTRICT	HD 098	House District 98
JUDICIAL	JD 04	Judicial District 4
PUBLIC SERVICE ...	PS 04	Public Service Commission 4
RURAL	32	RURAL
SCHOOL DISTRICT	900004	SCHOOL DISTRICT 0004
SCHOOL DISTRICT	0001HS	SCHOOL DISTRICT 0001 HIG..
SCHOOL SINGLE ...	300	Missoula High School District C
SENATE DISTRICT	SD 49	Senate District 49

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.

The screenshot shows the 'Voter Search' application window. At the top, there is a 'Reports' section with a 'Help' link. Below this is a 'Select Saved/Published Search' dropdown menu and a 'Run Search' button. A horizontal menu bar contains the following items: Output, Activity, Political Parties, Comment, Custom Fields, Save, and Duplicate Req. Below the menu bar is a table with columns: Name, Extract, Residence Address, Absentee, Mailing Address, Districts, Precincts, and Status. The main search area is divided into several sections: 'Last Name', 'First Name', 'Middle Name', 'Gender' (with a dropdown arrow), 'Old Voter ID', 'State ID', and 'SSN' are on the left. On the right, there are 'Search Options' (checkboxes for 'Include Alternate Name', 'Show Confidential', 'Soundex', and 'Voters without Signatures') and 'Age' (fields for 'Birth Date From', 'To', 'Age From (years)', 'To', 'Birth Month', and 'Day'). Below these is the 'Scope' section with radio buttons for 'State' and 'County' (selected), a dropdown for 'Blaine', a 'Show Signatures' checkbox, and buttons for 'Search', 'Voter Count', and 'Clear'. At the bottom, there are buttons for 'View Summary', 'Full Image', 'Select', and 'Close'.

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.

Address Library Voter Search Help

Selection Criteria

House# From: House# To: Type: Unit Type: Unit# From: Unit# To:

Pre Direction: Street Name: INDIANA Street Type: Post Direction:

County: Blaine City: Zip: Precinct: Split:

Residential Address: All Mailing Address: All Search Street Aliases

Search Result

Current

From	To	Type	Pre	Street Name/Type	Post	Unit Type	Unit #	City	Zip	Precinct	Split	Res Add
100	224	Even		INDIANA ST				CHINOOK	59523	CHIN...	01	YES
207	303	Odd		INDIANA ST	N			CHINOOK	59523	CHIN...	02	YES
209	1439	Odd		INDIANA ST				CHINOOK	59523	CHIN...	02	YES
315	315	Odd		INDIANA ST	N			CHINOOK	59523	NORT...	01	YES
512	1520	Even		INDIANA ST				CHINOOK	59523	CHIN...	01	YES

List of Records

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.

Address Library Voter Search Help

Selection Criteria

House# From: House# To: Type: Unit Type: Unit# From: Unit# To:

Pre Direction: Street Name: INDIANA Street Type: Post Direction:

County: City: Zip: Precinct: Split:

Residential Address: Mailing Address: Search Street Aliases

Search Result

Current

From	To	Type	Pre	Street Name/Type	Post	Unit Type	Unit #	City	Zip	Precinct	Split	Res Add
100	224	Even		INDIANA ST				CHINOOK	59523	CHIN...	01	YES
207	303	Odd		INDIANA ST	N			CHINOOK	59523	CHIN...	02	YES
209	1439	Odd		INDIANA ST				CHINOOK	59523	CHIN...	02	YES
315	315	Odd		INDIANA ST	N			CHINOOK	59523	NORT...	01	YES
512	1520	Even		INDIANA ST				CHINOOK	59523	CHIN...	01	YES

List of r 

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.

Address Library

The address ranges you want to merge should be in same precinct and split.

[Voter Search](#) [Help](#)

Selection Criteria

House# From: [] House# To: [] Type: [] Unit Type: [] Unit# From: [] Unit# To: []

Pre Direction: [] Street Name: INDIANA Street Type: [] Post Direction: []

County: Blaine City: [] Zip: [] Precinct: [] Split: []

Residential Address: All Mailing Address: All Search Street Aliases

[Search] [Clear]

Search Result

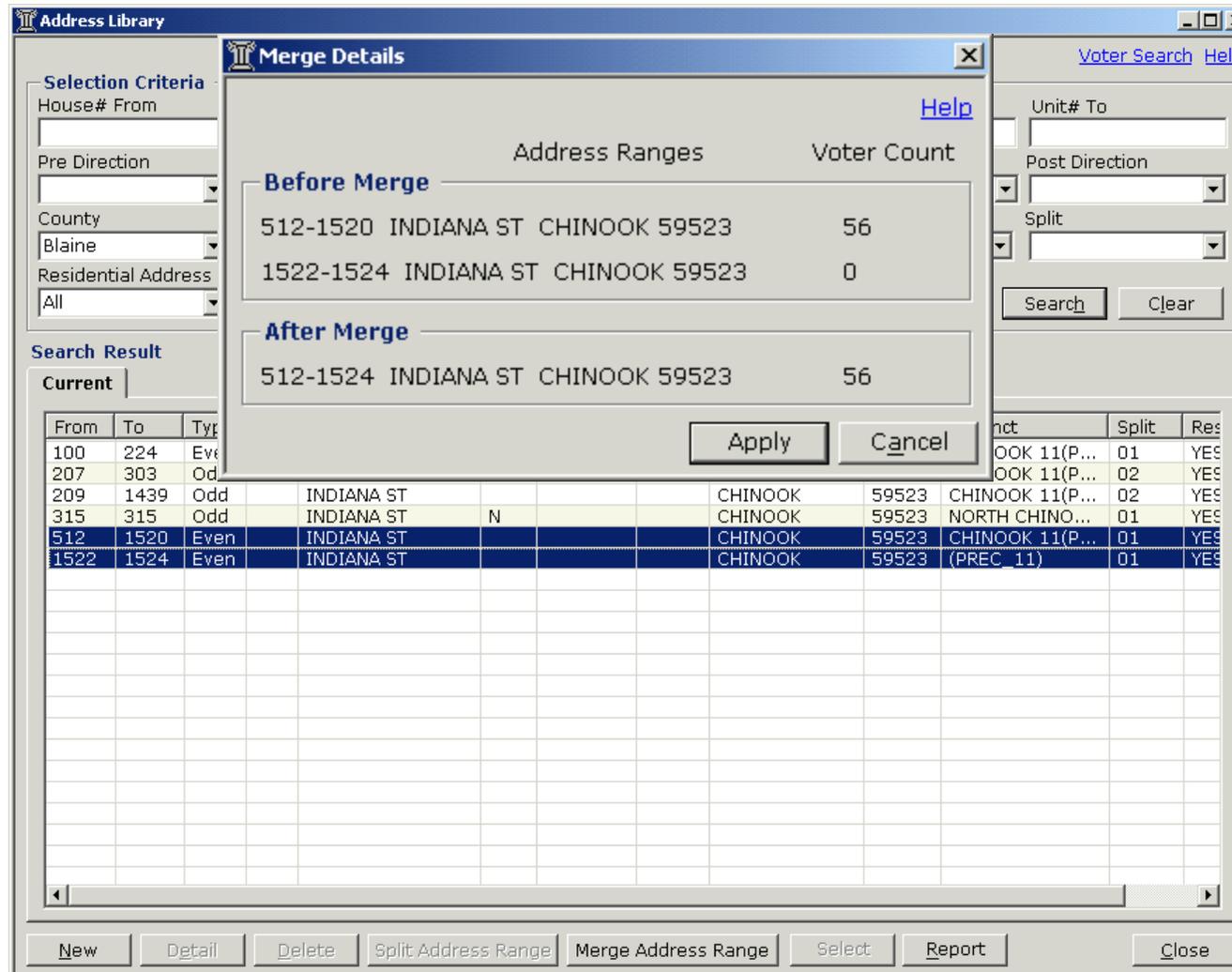
Current

From	To	Type	Pre	Street Name/Type	Post	Unit Type	Unit #	City	Zip	Precinct	Split	Res Add
100	224	Even		INDIANA ST				CHINOOK	59523	CHIN...	01	YES
207	303	Odd		INDIANA ST	N			CHINOOK	59523	CHIN...	02	YES
209	1439	Odd		INDIANA ST				CHINOOK	59523	CHIN...	02	YES
315	315	Odd		INDIANA ST	N			CHINOOK	59523	NORT...	01	YES
512	1520	Even		INDIANA ST				CHINOOK	59523	CHIN...	01	YES

[List of Records]

[New] [Detail] [Delete] [Split Address Range] [Merge Address Range] [Select] [Report] [Close]

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.

The screenshot displays two windows from the Address Library software. The 'Address Library' window on the left shows search criteria for 'LEFT FORK SNAKE BUTTE' in Blaine, MT. The 'Reports' window on the right shows a generated report for the same area, including a table of address ranges.

Address Library Search Criteria:

- House# From: [] House# To: [] Type: []
- Pre Direction: [] Street Name: LEFT FORK SNAKE BUTTE
- County: Blaine City: [] Zip: []
- Residential Address: All Mailing Address: All Search Street All

Search Result Table:

From	To	Type	Pre	Street Name/Type	Post	Unit Type
3935	3935	Odd		LEFT FORK SNAK...		

Address Library Report (02/17/2010):

HouseNumber	Type	Pre	Street	Street Type	Post	Unit Type	Unit	City	Zip	Precinct
3935-3935	O		LEFT FORK SNAKE BUTTE	RD				CHINOOK	59523	PREC_17.01

Buttons at the bottom: New, Detail, Delete, Split Address Range, Merge Address Range, Select, Report, Close.

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.

The screenshot shows a web-based application window titled "Voter Search". At the top left, there is a "Reports" link and a "Help" link. Below this is a "Select Saved/Published Search" dropdown menu and a "Run Search" button. A horizontal tabbed interface is visible, with tabs for "Output", "Activity", "Political Parties", "Comment", "Custom Fields", "Save", and "Duplicate Req.". The "Output" tab is active, showing a table with columns: "Name", "Extract", "Residence Address", "Absentee", "Mailing Address", "Districts", "Precincts", and "Status". Below the table are several input fields: "Last Name", "First Name", "Middle Name", "Gender" (a dropdown menu), "Old Voter ID", "State ID", and "SSN". To the right of these fields is a "Search Options" section with checkboxes for "Include Alternate Name", "Show Confidential", "Soundex", and "Voters without Signatures". Below that is an "Age" section with "Birth Date From" and "To" date pickers, "Age From (years)" and "To" number pickers, and "Birth Month" and "Day" dropdown menus. At the bottom of the search area is a "Scope" section with radio buttons for "State" and "County" (selected), a dropdown menu showing "Blaine", and a "Show Signatures" checkbox. There are also "Search", "Voter Count", and "Clear" buttons. The main content area is a large, empty grey rectangle. At the bottom of the window are buttons for "View Summary", "Full Image", "Select", and "Close", along with left and right navigation arrows.

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.

The screenshot shows the 'Edit Address Library' window. The form contains the following fields and values:

House# From	House# To	Type	Pre Direction	Street Name	Street Type	Post Direction
3935	3935	Odd		LEFT FORK SNAKE BUT	RD	

Unit Type	Unit# From	Unit# To

City	State	Zip	Route Number
CHINOOK	MT	59523	

County	Precinct	Split	Voter Counts
Blaine	PREC_17	01	2

Buttons: Remove, Split Lookup, Districts List, Save, Close. A red box highlights the 'Split' dropdown menu.

The screenshot shows the 'Edit Address Library' window with the same form as above, but with the 'Split' dropdown menu set to '03'.

County	Precinct	Split	Voter Counts
Blaine	PREC_17	03	2

Buttons: Remove, Split Lookup, Districts List, Save, Close. A red box highlights the 'Split' dropdown menu.

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.

Audit Comment

Help

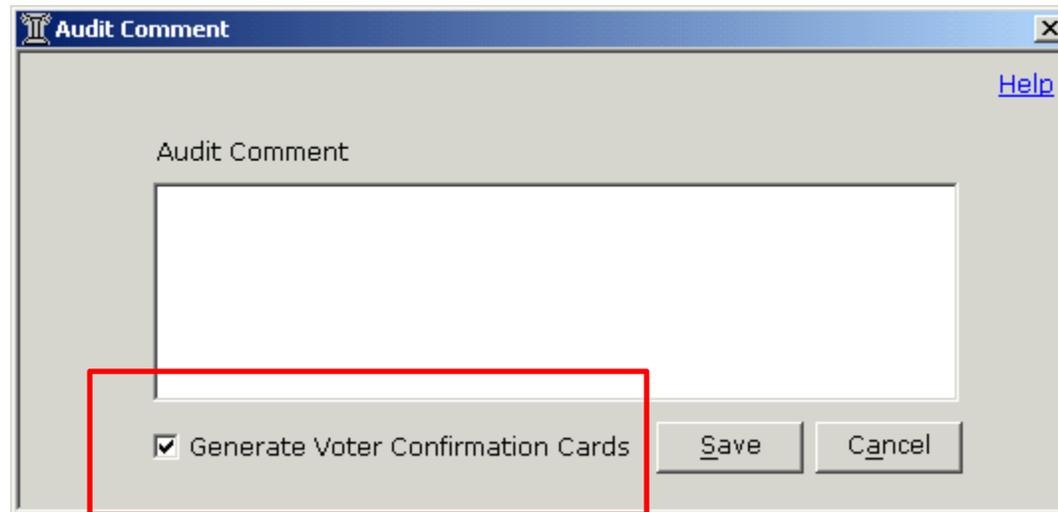
Audit Comment

YEAH FOR THE SOS HELPDESK!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!

Generate Voter Confirmation Cards

Save Cancel

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.



Contact the SOS Help Desk at 1-866-541-6767
with any questions.

