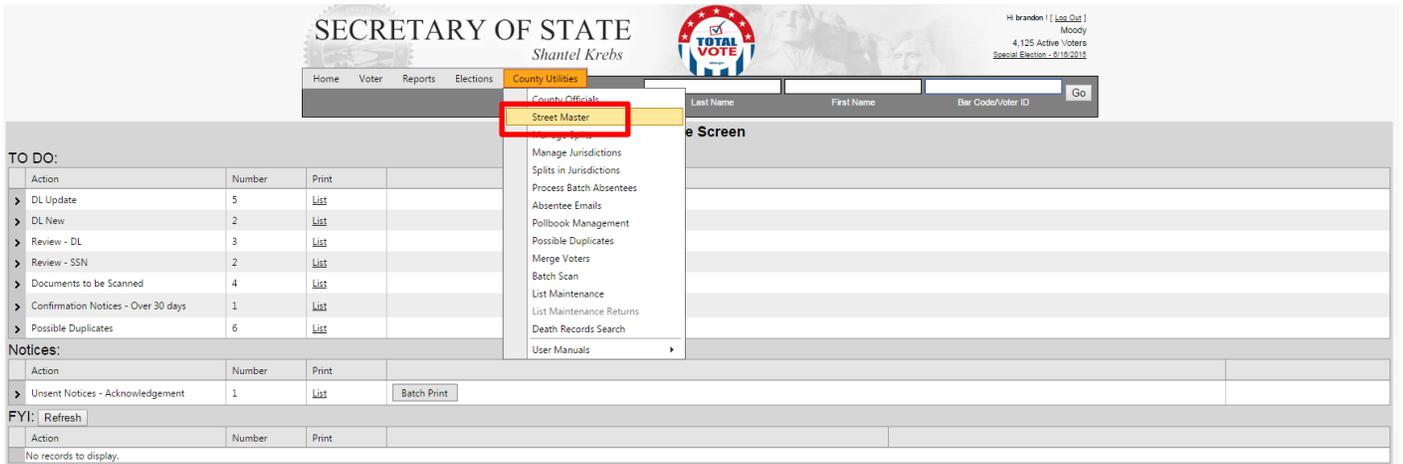


Street Master

The Street Master is a key component to TotalVote. Having an accurate Street Master will help you when adding a new voter and will allow you to make mass changes to multiple voter records without much work.

To access the Street Master, select **Street Master** from the **County Utilities** drop-down menu.



1. Columns:

The **first column** in the **Street Master** is the “SM ID” column. This column shows the ID number of the particular street segment. For example, the first row in the picture below has a SM ID of 37854. This ID number is unique to the **165 - 183** house number range of **Hideaway Road** in **Mission Hill, SD**.

+ Add new record										
SM ID	Start	Stop	Odd/Even	Pre Direction	Street Name	Street Type	Post Direction	Split	City	Zip
> 37854	165	183			Hideaway	Rd		07002302	Mission Hill	57046

The **next two columns** are the Start and Stop values of the house number range. For example, the row below has a start of 165 and a stop of 183. That means that all of the house numbers from 165 to 183 on Hideaway Rd in Mission Hill, SD, has a SM ID of 37854.

+ Add new record										
SM ID	Start	Stop	Odd/Even	Pre Direction	Street Name	Street Type	Post Direction	Split	City	Zip
> 37854	165	183			Hideaway	Rd		07002302	Mission Hill	57046

The **fourth column** is the “Odd/Even” column. This is useful when voters who live on one side of a street are in a different voting jurisdiction (i.e. ward, school board representation area, county commission district, etc.) than voters that live on the other side of the street. This column can show an “Odd” or an “Even” or may be left blank if the street segment doesn’t differentiate between odd or even house numbers. The example below shows the address range of address numbers 413 to 905.

+ Add new record											
SM ID	Start	Stop	Odd/Even	Pre Direction	Street Name	Street Type	Post Direction	Split	City	Zip	
					17th						
> 40650	414	810	Even	W	17th	St		01050101	Sioux Falls	57104	
> 40651	413	905	Odd	W	17th	St		01050303	Sioux Falls	57104	

The **fifth column** is the “Pre Direction.” This indicates if the street has a directional designation before the street name. In the example below, the first SM ID shows voters that live between 100 to 317 **E** 26th St.

+ Add new record											
SM ID	Start	Stop	Odd/Even	Pre Direction	Street Name	Street Type	Post Direction	Split	City	Zip	
> 37315	100	317		E	26th	St		07000501	Yankton	57078	
> 47686	1300	1306		W	27th	St		07000501	Yankton	57078	

The **next two columns** are the street name and type. In the example below, the second SM ID shows 27th St.

+ Add new record											
SM ID	Start	Stop	Odd/Even	Pre Direction	Street Name	Street Type	Post Direction	Split	City	Zip	
> 37315	100	317		E	26th	St		07000501	Yankton	57078	
> 47686	1300	1306		W	27th	St		07000501	Yankton	57078	

The **eighth column** is the “Post Direction”. This indicates if the street has a directional designation after the street name. In the example below, the top SM ID shows voters that live on Westberry Ct **N**, the second SM ID shows voters that live on Westberry Ct **W**.

+ Add new record											
SM ID	Start	Stop	Odd/Even	Pre Direction	Street Name	Street Type	Post Direction	Split	City	Zip	
> 12330	213	284			Westberry	Ct	N	02006301	Rapid City	57702	
> 12331	320	377			Westberry	Ct	W	02006301	Rapid City	57702	

The **next column** is the “Split” column. This column is important because it shows which split is linked to a particular street segment. For example, in the second row below, SM ID 37440 is linked to the split number 07002201 (red box). Therefore, all of the people that live from 44808 to 45178 on 309th St in Gayville are assigned to Precinct 22, Volin Township, Senate District 18, House District 18, School District 63-1, First Judicial Circuit and Subdivision 2 of the Heartland Consumers Power District.

+ Add new record											
SM ID	Start	Stop	Odd/Even	Pre Direction	Street Name	Street Type	Post Direction	Split	City	Zip	
					309th						
> 48773	44755	44755			309th	St		07002201	Gayville	57031	
> 37440	44808	45178			309th	St		07002201	Gayville	57031	

To view which jurisdictions are in Split 07002201, you can hover over the split with your mouse and a message box will appear listing the split name and the jurisdictions linked to that split.

+ Add new record											
SM ID	Start	Stop	Odd/Even	Pre Direction	Street Name	Street Type	Post Direction	Split	City	Zip	
> 48389	200	610			Meckling	St		07000901	Gayville	57031	
> 37433	45106	45106			308th	St		07002201	Gayville	57031	
> 48773	44755	44755			309th						
> 37440	44808	45178			309th						
> 37449	44784	45232			310th						
> 37456	44821	45090			312th						
> 37457	44945	44945			313th						
> 52525	44948	44949			314th						
> 37458	45153	45153			315th						
> 37611	31079	31079			449th						
> 37618	30810	30836			450th	Ave		07002201	Gayville	57031	

Pre-22 M-02 Sen-18 H-18 Sch-631

District Name	Code
First Circuit	1
Subdivision 2	2
District 18	18
Volin Township	02
Precinct-22	22
Gayville-Volin School District 63-1	631
District 18	18

The **next two columns** are the “City” and “Zip” columns. The SM ID below is for the town of Gayville, SD. The zip code for Gayville is 57031.

+ Add new record											
SM ID	Start	Stop	Odd/Even	Pre Direction	Street Name	Street Type	Post Direction	Split	City	Zip	
					309th						
> 48773	44755	44755			309th	St		07002201	Gayville	57031	
> 37440	44808	45178			309th	St		07002201	Gayville	57031	

The **last column** shows how many voters are linked to a particular street segment. In the example below, the first row shows that there are 40 voters in SM ID 48389.

+ Add new record												
SM ID	Start	Stop	Odd/Even	Pre Direction	Street Name	Street Type	Post Direction	Split	City	Zip	# of Voters	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
> 48389	200	610			Meckling	St		07000901	Gayville	57031	40	
> 37433	45106	45106			308th	St		07002201	Gayville	57031	3	

In order to view a list of those voters, click on the **arrow** to the left of the SM ID. A list of those voters will generate at the bottom of the screen.

+ Add new record												
SM ID	Start	Stop	Odd/Even	Pre Direction	Street Name	Street Type	Post Direction	Split	City	Zip	# of Voters	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
▼ 48389	200	610			Meckling	St		07000901	Gayville	57031	40	
View Voter	First	Last	Middle	Address	City	Status						
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>						
271399	Pamela	Barta	S	600 Meckling St	Gayville	Active						
258291	Robert	Barta	Gene	600 Meckling St	Gayville	Active						
520922	Darryl	Caruthers	Ralph	608 Meckling St	Gayville	Active						
364171	Chelsey	Ewalt	Ann	309 Meckling St	Gayville	Inactive						
464780	Beau	Fleming	William	407 Meckling St #1	Gayville	Active						
485899	Emily	Freeburg	Jo	206 Meckling St	Gayville	Active						
95826	Kenneth	Heidbrink	H	204 Meckling St	Gayville	Active						
343857	Amelia	Heier	Suzanne	505 Meckling St	Gayville	Active						
247203	Gary	Heier	A	308 Meckling St	Gayville	Active						
342666	Laurie	Heier	Jean	505 Meckling St	Gayville	Inactive						
247202	Sandra	Heier	L	308 Meckling St	Gayville	Active						
420590	Joseph	Hoffman	Russell	309 Meckling St	Gayville	Active						
166465	Michael	Hudson	E	610 Meckling	Gayville	Active						
234489	Claudette	Jensen	Ann	205 Meckling St	Gayville	Active						
579310	Janelle	Lauck	Vanette	502 Meckling St	Gayville	Active						
580408	Joshua	Lauck	Alan	502 Meckling St	Gayville	Active						

If that “# of Voters” column ever has the number “0” in it, there are no voters that are tied to that SM ID. Since you may not want those SM IDs in your Street Master, there is a “Delete” button on all SM IDs with no voters. The SM ID 48387 below has no voters that have addresses between 115 and 121 on State St in Irene, SD. It is unnecessary and may be deleted.

+ Add new record												
SM ID	Start	Stop	Odd/Even	Pre Direction	Street Name	Street Type	Post Direction	Split	City	Zip	# of Voters	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
> 48387	115	121		W	State	St		07001413	Irene	57037	0	



2. To **make a change** to a particular street segment, click on **Edit** at the right-hand side of the screen.

SM ID	Start	Stop	Odd/Even	Pre Direction	Street Name	Street Type	Post Direction	Split	City	Zip	# of Voters			
48389	200	610			Meckling	St		07000901	Gayville	57031	40	Split	Merge	Edit
37433	45106	45106			308th	St		07002201	Gayville	57031	3	Split	Merge	Edit
48773	44755	44755			309th	St		07002201	Gayville	57031	2	Split	Merge	Edit

After you have clicked on **Edit**, the screen should look like the picture below.

SM ID	Start	Stop	Odd/Even	Pre Direction	Street Name	Street Type	Post Direction	Split	City	Zip	# of Voters			
48389	200	610			Meckling	St		07000901	Gayville	57031	40	Split	Merge	Edit

Start:

Stop:

Odd/Even:

Pre Direction:

Street Name:

Street Type:

Post Direction:

Split: ▼

City:

Zip:

Update

These fields can all be changed.
*Making a change could affect multiple voter records.

This is where you can make any changes to that street segment. After you have made the necessary changes, click on **Update**. It is important to note that any change you have made could affect multiple records, so make sure the changes are correct before clicking on **Update**.

If you need to change the split that this street segment is assigned to, then you would select a different split from the **Split** drop-down menu. If the split that you would like to select is not in the drop-down menu, a new split needs to be created. Please refer to the **Managing Splits and Jurisdictions** manual if you are unfamiliar with creating new splits. After you have clicked on **Update**, all of the voters that are linked to this SM ID will be updated.

smID	Start	Stop	OddEven
37433	45106	45106	
37441	44755	45178	

Start:

Stop:

OddEven:

StrPreDir:

StrName:

StrType:

StrPostDir:

Split: ▼

City:

Zip:

Update

- If you do not find a particular street segment within the **Street Master**, you can add one. To do so, click on the “Add new record” box.

smID	Start	Stop	Odd/Even	StrPreDir	StrName	StrType	StrPostDir	Split	City	Zip	# of Voters
37433	45106	45106			308th	St		Pre-22 M-1104 Sen-18 H-18 Sch-631 WD-D9 (07002201)	Gayville	57031	3

From there, you should get a screen that looks like the picture below. Under the picture below, in the right column are instructions on what to put (or examples of what to put) in the Street Master table. You can leave any field blank if you want. Otherwise, the list below is what the fields accept.

+ Add new record
Refresh

SM ID	Start	Stop	Odd/Even
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Start:

Stop:

Odd/Even:

Pre Direction:

Street Name:

Street Type:

Post Direction:

Split:

City:

Zip:

[Insert](#) [Cancel](#)

Do not add punctuation.

<u>Column</u>	<u>Instructions/Examples</u>
Start	first number of street range
Stop	last number of street range
OddEven	Odd, Even
StrPreDir	N, S, E, W, NE, NW, SE, SW
StrName	Name of street
StrType	Examples: Rd, St, Ave, Blvd, Hwy, Ln, etc.
StrPostDir	N, S, E, W, NE, NW, SE, SW

When you have finished entering all of the information, click **Insert** at the bottom and any future voter records you enter that fall within the street segment you entered will be linked to that SM ID. If there are any current voters who have the exact street address that falls within the street segment will show at the bottom of the screen under “**Voters to be moved.**” Please verify that the voters that are displayed fall within that street segment that you entered. If the list is correct, click the Move Voters button and now those voters will be linked to the new SM ID.

+ Add new record
Refresh |

SM ID	Start	Stop	Odd/Even	Pre Direction	Street Name	Street Type	Post Direction	Split	City	Zip	# of Voters	
<input type="text"/>												
> 38240	105	111			Yellowstone	Dr		07002602	Yankton	57078	5	<input type="button" value="Split"/> <input type="button" value="Merge"/> <input type="button" value="Edit"/>
> 38241	143	143			Yuka	Rd		07002402	Yankton	57078	3	<input type="button" value="Split"/> <input type="button" value="Merge"/> <input type="button" value="Edit"/>
> 38242	1100	1101			Yvonne	Dr		07002302	Yankton	57078	3	<input type="button" value="Split"/> <input type="button" value="Merge"/> <input type="button" value="Edit"/>

Voters to be moved
843 items in 43 pages

vrID	vrVoterStatus	vrNameFirst	vrNameLast	vrNameMiddle	vrAddress	vrCity	Split
635006	Active	Brandon	Johnson		700 Meckling St	Gayville	07000901

MERGE AND SPLIT FUNCTIONALITIES

At the top of the page, there are two functions that are helpful in managing the SM IDs in your Street Master. If you have two SM IDs that have overlapping information and can be combined into one SM ID, you can use the “Merge” function (purple box). If you have an SM ID that needs to be divided or split into multiple SM IDs, you can use the “Split” function (green box).

How to Merge two SM IDs together: Below, you can see two SM IDs for the same street in Box Elder, SD. Although each SM ID has its own address range, they are both in the same split, and therefore can be combined into one SM ID. To do this, select the “Merge” button on the SM ID you want to merge (blue circle), and it will fill in on the “From” box at the top of the page. Then, you need to select the second “Merge” button on the SM ID you want to combine it with (red circle), and it will fill in on the “To” box at the top of the page. Since these SM IDs are combinable, you get a message that says “These records can be merged” (green underline). (If the SM IDs you are trying to merge aren’t able to be combined, a message appears that states “These records cannot be merged. Fields do not match.”)

Street Master

Split

Start: Stop:

Range 1:

Range 2:

Merge

From Street ID:

To Street ID:

These records can be merged.

Utilities

View segments missing a split, city, or zip code

View all segments

View a report of all voters that appear to be in the wrong segment. This will help identify bad and overlapping segments.

Update all voters from the Bad Segment Report

SM ID	Start	Stop	Odd/Even	Pre Direction	Street Name	Street Type	Post Direction	Split	City	Zip	# of Voters			
<input type="text"/>	Ellsworth	<input type="text"/>												
> 9575	228	425	Even	N	Ellsworth	Rd		02006603	Box Elder	57719	185	<input type="button" value="Split"/>	<input type="button" value="Merge"/>	<input type="button" value="Edit"/>
> 9574	228	425	Odd	N	Ellsworth	Rd		02006602	Box Elder	57719	40	<input type="button" value="Split"/>	<input type="button" value="Merge"/>	<input type="button" value="Edit"/>
> 9578	401	810		S	Ellsworth	Rd		02006109	Box Elder	57719	14	<input type="button" value="Split"/>	<input type="button" value="Merge"/>	<input type="button" value="Edit"/>
> 9576	117	131		S	Ellsworth	Rd		02006109	Box Elder	57719	55	<input type="button" value="Split"/>	<input type="button" value="Merge"/>	<input type="button" value="Edit"/>
> 9577	135	300		S	Ellsworth	Rd		02006111	Box Elder	57719	2	<input type="button" value="Split"/>	<input type="button" value="Merge"/>	<input type="button" value="Edit"/>

When everything looks correct, click Merge (purple arrow). On your screen, you will get a message that says, “Records merged successfully.”

The same concept can be used to combine SM IDs that have Odd/Even designations in the “Odd/Even” field.

How to divide SM IDs: You can divide an existing SM ID in two ways. You can divide the address range into two smaller Start/Stop values, or you can divide the segment by Odd/Even values. This is accomplished by clicking on the “Split” button on the SM ID you want to divide. Then, you can fill in the appropriate fields into the boxes below, and select either “Split Range” or “Split Odd/Even”.

Street Master

Split

Start: Stop:

Range 1: 22550 22685

Range 2:

Merge

From Street ID: To Street ID:

Utilities

View segments missing a split, city, or zip code

View all segments

View a report of all voters that appear to be in the wrong segment. This will help identify bad and overlapping segments.

Update all voters from the Bad Segment Report

SM ID	Start	Stop	Odd/Even	Pre Direction	Street Name	Street Type	Post Direction	Split	City	Zip	# of Voters	
<input type="text"/>												
9342	22550	22685			151St	Ave		02007205	Box Elder	57719	16	<input type="button" value="Split"/> <input type="button" value="Merge"/> <input type="button" value="Edit"/>
9344	22731	22745			151St	Ave		02006203	Box Elder	57719	3	<input type="button" value="Split"/> <input type="button" value="Merge"/> <input type="button" value="Edit"/>

UTILITES

There are four different options under Utilities in the Street Master.

Utilities

View segments missing a split, city, or zip code

View all segments

View a report of all voters that appear to be in the wrong segment. This will help identify bad and overlapping segments.

Update all voters from the Bad Segment Report

1. View segments missing a split, city, or zip code;
2. View all segments;
3. View a report of all voters that appear to be in the wrong segment; and
4. Update all voters from the Bad Segment Report.

Each of these options will help identify errors within your Street Master. The Bad Segment Report will export an Excel spreadsheet that identifies voters that are in a certain street segment that TotalVote believes should be a different split and SM ID. An example of this report is below.

	A	B	C	D	E	F	G	H	I	J	K
	VoterID	VotersmID	VoterSplit	VoterAddress	VoterCity	Blank	smStart	smStop	smName	NewsSmID	smSplit
1	107863	12668	2028102	216 W 7Th Ave	Wall		216	216 7Th Ave		12584	2028102
2	153260	10384	2007011	24051 Twin Springs Rd	Hill City		24030	24053 Twin Springs Rd		47224	2007011
3	161486	10384	2007011	24045 Twin Springs Rd	Hill City		24030	24053 Twin Springs Rd		47224	2007011
4	207433	46143	2028103	213 7Th Ave	Wall		213	418 7Th Ave		12583	2028103
5	296633	12651	2028102	201 South Blvd	Wall		200	599 South Blvd		12650	2028103
6	455131	11733	2001101	1445 Sammis Trl	Rapid City		1422	1995 Sammis Trl		11736	2027508
7	558621	11733	2001101	1445 Sammis Trl	Rapid City		1422	1995 Sammis Trl		11736	2027508
8	583726	9896	2027805	2490 Covington St	Rapid City		1921	3064 Covington St		9897	2027901

You can see from this report that there are 8 voters that are in one split and SM ID that can potentially be in another SM ID and therefore possibly another split. These are the SM IDs that you want to review and correct accordingly.

For example, voter 107863 in the report is linked to a SM ID of 12668 at an address of 216 W 7th Ave in Wall, SD. There is also another street segment (new SM ID 12584) in the Street Master that this voter would fall into. There should only be one SM ID that a voter could fall into. In this case, both SM IDs are linked to the same split so this voter would be linked to the same jurisdictions but this is something that should be corrected.

To correct this, you will want to identify which SM ID is the correct SM ID. Using the screen below, SM ID 12584 has zero voters and should be deleted.

Street Master

Split

Start: Stop:

Range 1:

Range 2:

Merge

From Street ID: To Street ID:

Utilities

View segments missing a split, city, or zip code
View all segments
View a report of all voters that appear to be in the wrong segment. This will help identify bad and overlapping segments.
Update all voters from the Bad Segment Report

SM ID	Start	Stop	Odd/Even	Pre Direction	Street Name	Street Type	Post Direction	Split	City	Zip	# of Voters				
> 12583	213	418			7Th	Ave		02028103	Wall	57790	14	<input type="button" value="Split"/>	<input type="button" value="Merge"/>	<input type="button" value="Edit"/>	
> 46143	213	213			7Th	Ave		02028103	Wall	57790	1	<input type="button" value="Split"/>	<input type="button" value="Merge"/>	<input type="button" value="Edit"/>	
> 12668	116	121		W	7Th	Ave		02028102	Wall	57790	7	<input type="button" value="Split"/>	<input type="button" value="Merge"/>	<input type="button" value="Edit"/>	
> 12584	216	216		W	7Th	Ave		02028102	Wall	57790	0	<input type="button" value="Delete"/>	<input type="button" value="Split"/>	<input type="button" value="Merge"/>	<input type="button" value="Edit"/>

Another example from this report shows two voters that reside on Twin Springs Rd with a SM ID of 10384. After reviewing the Street Master, there are two different street segments on Twin Springs Rd in Hill City. Since they have the same split, they could be merged and this would correct the unnecessary segment.

Street Master

Split

Start: Stop:

Range 1:

Range 2:

Merge

From Street ID: To Street ID:

Utilities

View segments missing a split, city, or zip code
View all segments
View a report of all voters that appear to be in the wrong segment. This will help identify bad and overlapping segments.
Update all voters from the Bad Segment Report

SM ID	Start	Stop	Odd/Even	Pre Direction	Street Name	Street Type	Post Direction	Split	City	Zip	# of Voters			
> 10384	24010	24010			Twin Springs	Rd		02007011	Hill City	57745	5	<input type="button" value="Split"/>	<input type="button" value="Merge"/>	<input type="button" value="Edit"/>
> 47224	24030	24053			Twin Springs	Rd		02007011	Hill City	57745	5	<input type="button" value="Split"/>	<input type="button" value="Merge"/>	<input type="button" value="Edit"/>
> 47222	24020	24020			Twin Springs	Rd		02007011	Rapid City	57702	2	<input type="button" value="Split"/>	<input type="button" value="Merge"/>	<input type="button" value="Edit"/>