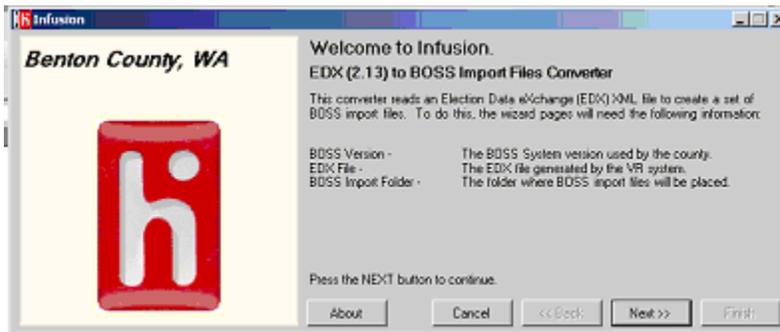


Procedure WEI-EDX Import Process

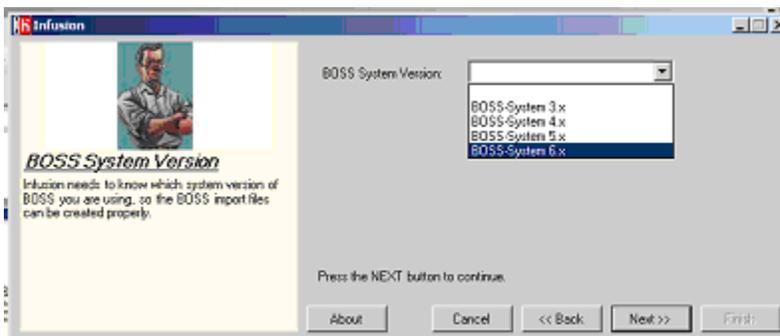
This procedure should walk you through each step of importing the WEI EDX file into your BOSS database. After the WEI EDX file has been successfully imported into your BOSS database you should have minimal changes to your database left to perform.

Converting EDX file into BOSS import files

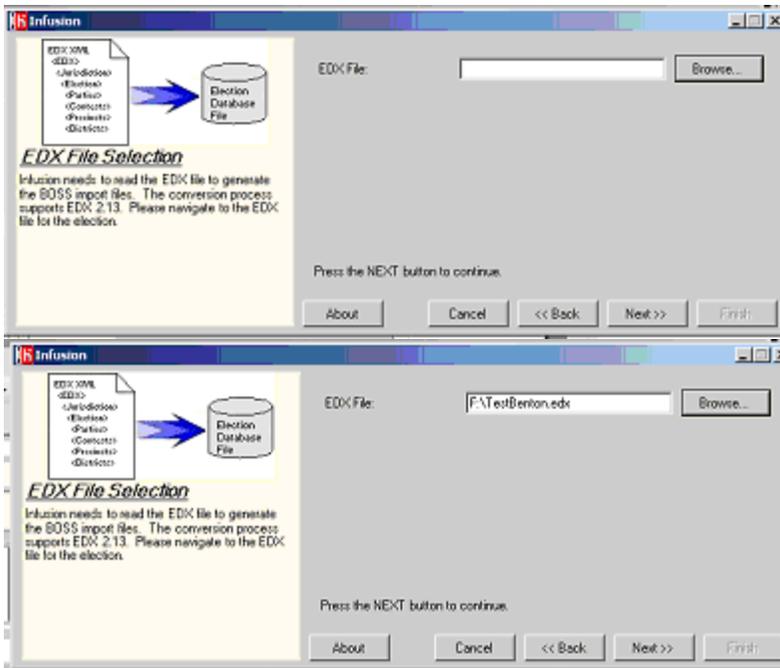
1. Open Infusion



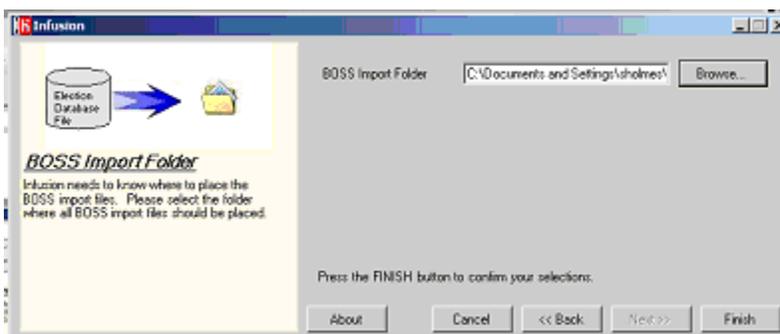
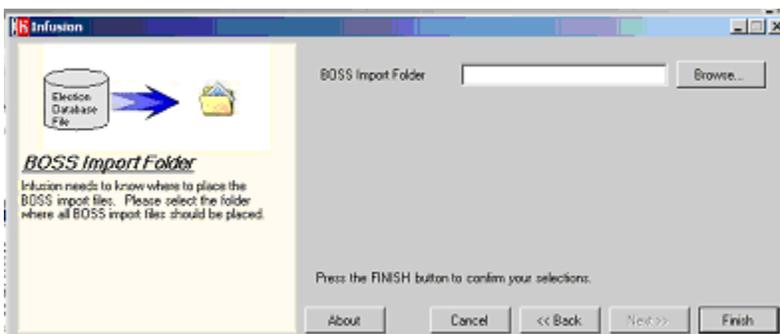
2. Click Next
3. Select BOSS System 6.x (Even if you do not have BOSS System 6.x installed. In order for the export to work properly it needs to be set for BOSS System 6.x)



4. Click Next
5. Click Browse...
6. Locate the WEI-EDX File

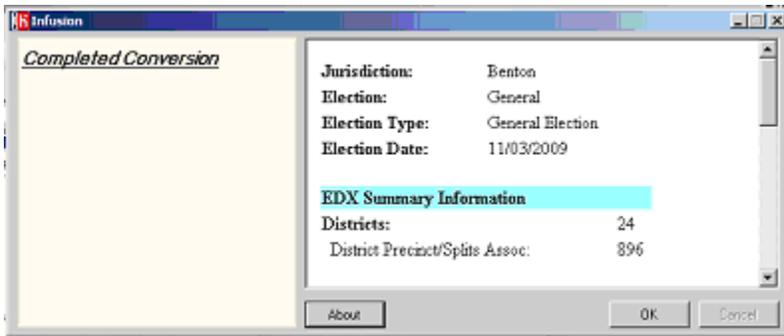
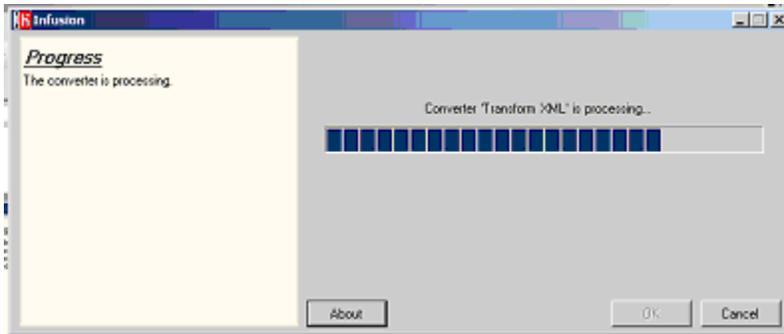
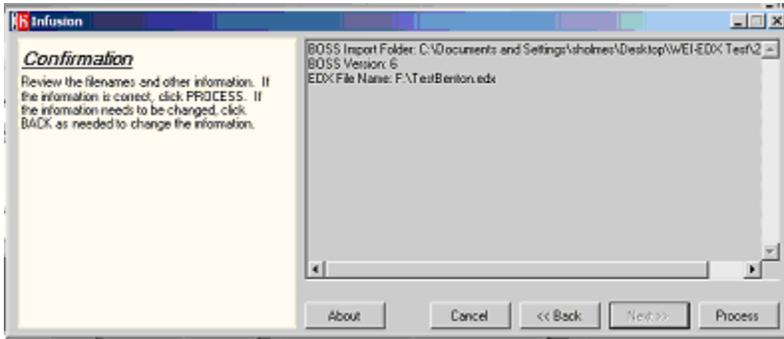


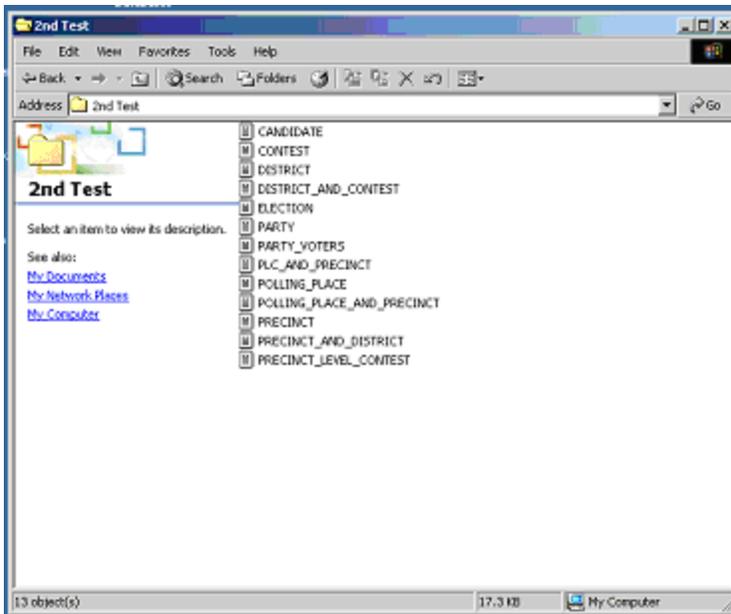
7. Once located, click Next
8. Click Browse...
9. Locate BOSS Import Folder
 - a. Depending on your office preference, you may create a file for each election or just reuse the same folder for each election



10. Once folder located, click Next

11. Infusion will give you one last chance to verify your selections.
- a. If you see any problems, then click Back to make your corrections
 - b. If you everything is ok, then click Process

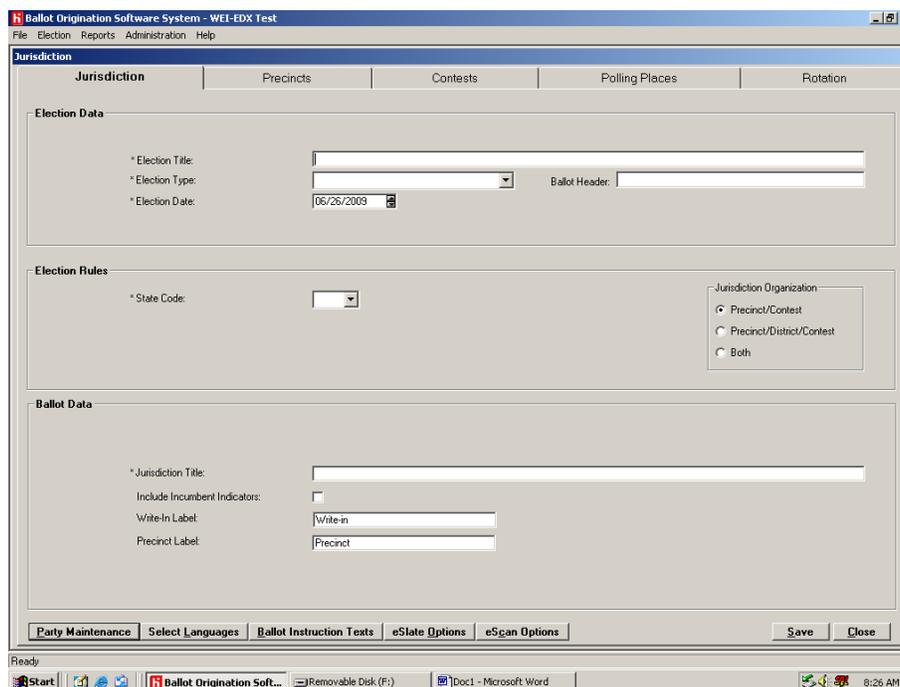




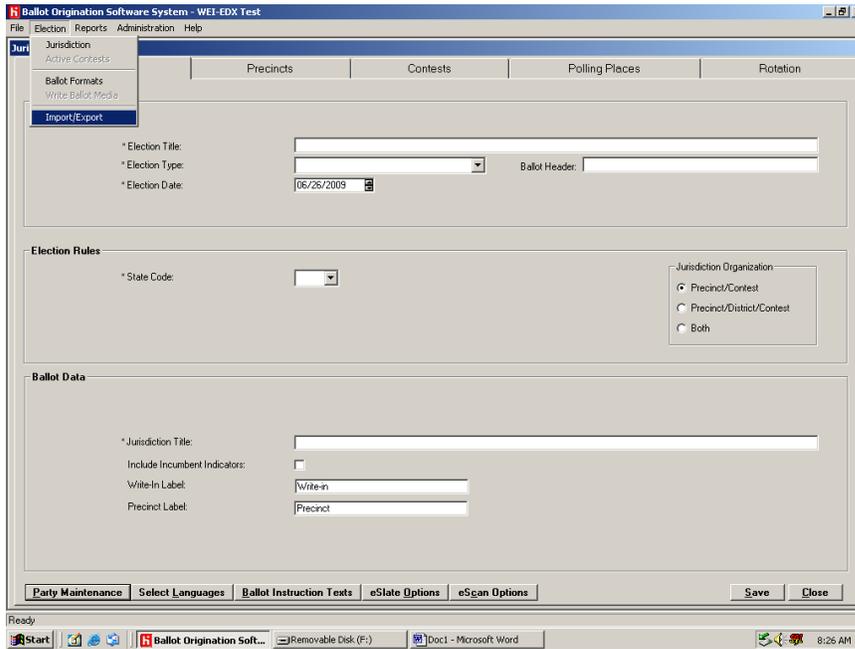
You now have successfully converted your EDX files into BOSS import files. Now we must import those files into BOSS.

Importing BOSS import files into BOSS database

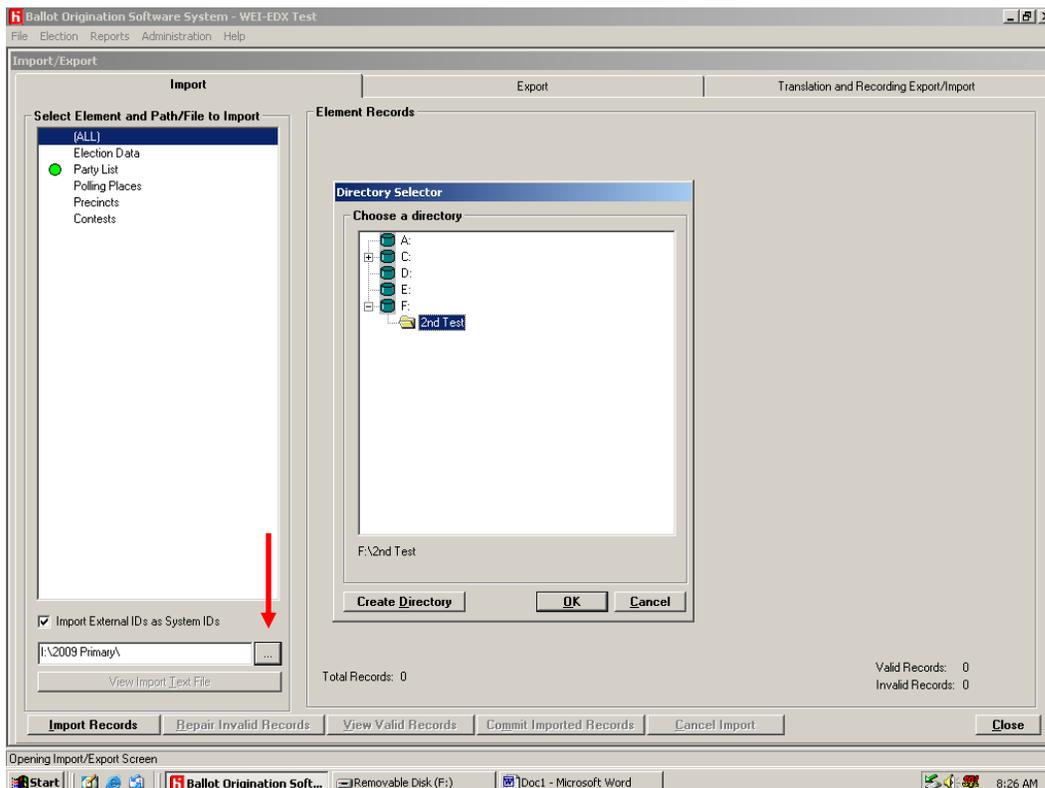
1. Create BOSS database.
 - a. If you have any questions about creating a BOSS database refer to your office procedures or contact HART Support



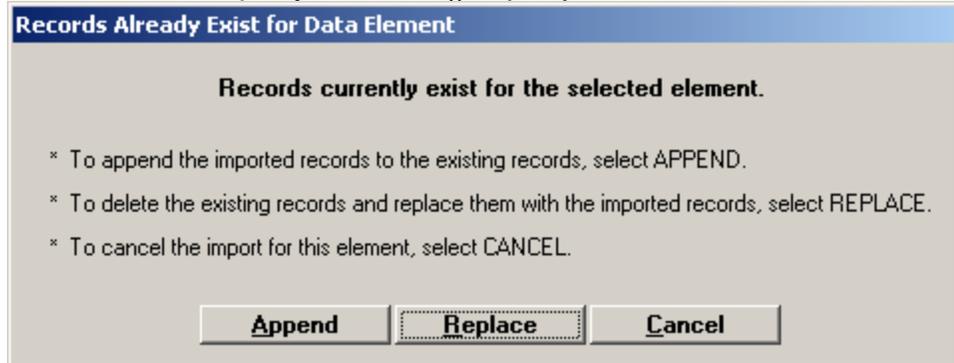
2. Click Election, located in the primary toolbar
3. Select Import/Export



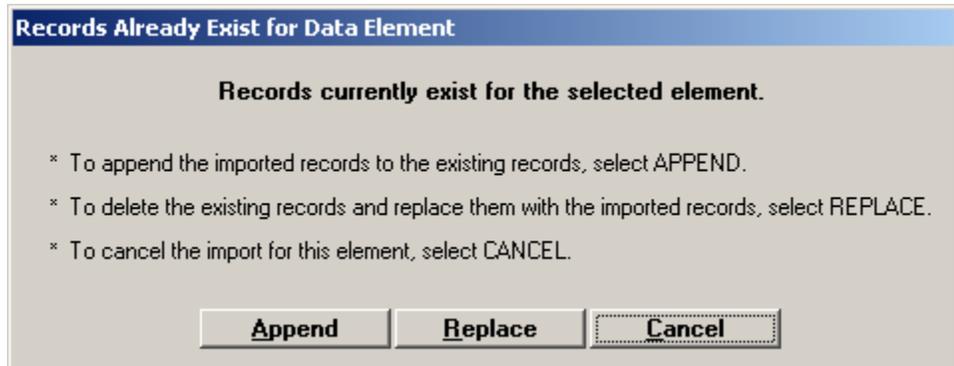
4. In the Import tab, click the (...) button located near the bottom of the screen just above the View Import Text File button. (See red arrow on image)



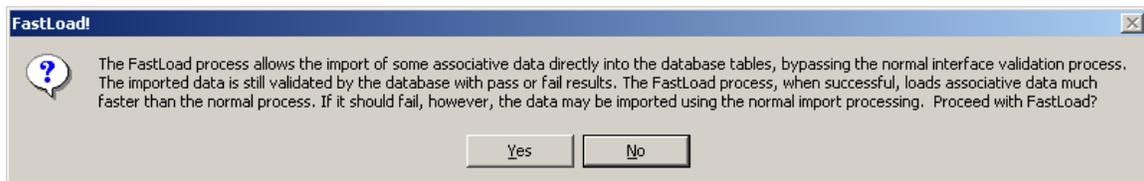
5. Locate BOSS Import folder
 - a. Remember depending on your office policies you may have special folder for each election or the same folder for every election
6. Click Ok
7. Click Import Records
8. As BOSS Imports the BOSS import files you will several popup windows. Most are information only, but the following require choices to be made:
 - a. When importing Party List (PARTY.txt), select “Replace” to replace the default “NP” party with the “|N” party from WEI.

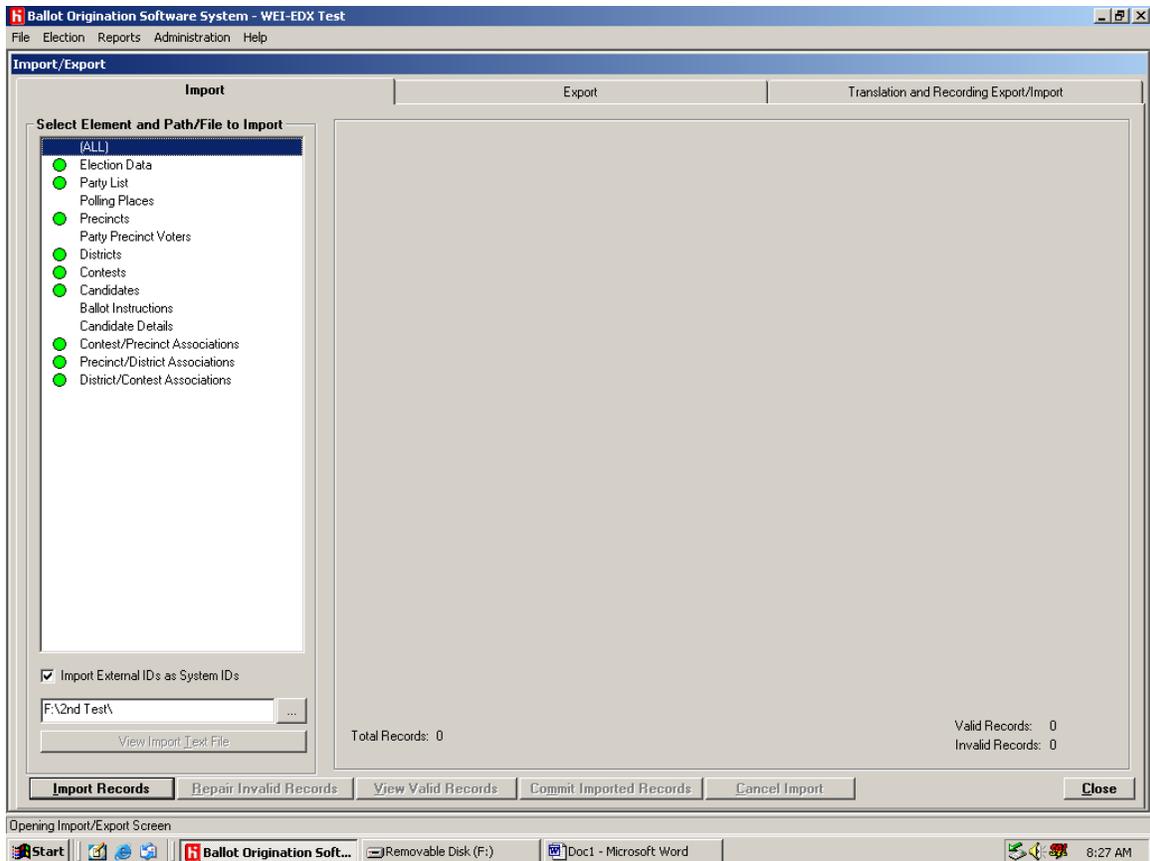


- b. When importing Party Precinct Voters (PARTY_VOTERS.txt), select “Cancel” to skip that file. That file contains no rows, so replacing the existing records will cause issues.



- c. Do not use the “Fast Load” option. Select No, if prompted.





You have now successfully imported your BOSS import files into your BOSS databases.

All the keying of precincts, districts, precinct/district associations, contests and candidates that you have maintained and added in WEI Admin has been transferred to Boss for you!

Now add instructions, images, etc., and then PROOF. Be sure to always check your reports just like you always do. The data is only as good as your maintenance has been of the WEI Admin system.

If you experience any problems or the import process does not give you your desired results please contact HART support. 866-275-4278 (866-ASK-HART)