

## **Essential Networking Tips for Running VISTA Local**

If you plan on using a couple of desktops and/or laptops at a polling place, it is recommended that you network them together to maximize performance. Once the decision has been made about the number of computers that you will be using at a polling place, you will then want to consult and work with a member of your IT staff to perform the networking set-up.

**Early Voting:** If you only have a couple of machines and you choose not to set up a network, you can still transmit information to and from your machine to the VISTA database at the Capitol as long as you have an internet connection. Any other laptop or desktop at that or any other polling place will be able to receive those updates as well. However, if you are using a few machines, it is a good idea to use a network, because it lessens the amount of traffic on the server and ensures that you get changes made by other machines at the polling place instantaneously.

**Election Day Voting:** The connection between Vista Local and the Vista Database at the Capitol only transmits votes made using the local database. That means that other polling place votes will not be updated to the local database. This is where having a network is greatly beneficial. As stated earlier, if there are three machines at a polling place and a change is made on one of them, the other two will be updated as well. This isn't an option if you do not have a network.

### **Installation Instructions**

**User Rights and Mapping Drives:** Install the network and assign the necessary rights for the client to read and write to the database. Finally, make sure to map a drive from the client machine to the server that is hosting VISTA Local and its associated database.

**Housing the Application and Database:** The VISTA Local database and application should be stored in.

**The Server:** The server should have VISTA Local and the database installed on it at **C:\Program Files\VistaLocal**. The VISTA Local database should only be installed on the server. You can run VistaLocal from the server machine but doing so will adversely affect the performance of the server machine. If you are using more than 3 total machines never use the server machine to log votes. Even if you are not going to log votes on the server machine you need to start up VistaLocal so it can communicate to the Capitol.

**The Client Machine:** The VISTA Local application will be installed on every client machine and run from this machine at **C:\Program Files\VistaLocal**. Never install the database on the client machine.

**Opening the Client Machine:** If you are using a network, you will be asked to browse to the .mdb (i.e. the database file) file when you initially open VISTA Local. Navigate to the Voters.mdb database file on the server machine. This simply tells it where the database is so it can share it with other clients on the network.

### **Potential Issues to Prepare For and Remember**

1. Make sure that the server is set up to share the **C:\Program Files\VistaLocal** directory.
2. Always run the VISTA Local executable file that is installed on your machine. For example, if you are using a client machine, you will use the executable file on the client machine. If someone is using VISTA Local on the server, they will be running that executable file on the server. Again, always run the executable file that is installed on the machine that you are using.
3. Since most laptops have a USB port, as opposed to a serial port, make sure that the converter from the laptop to the VC Reader is working before you take it to the polling place. We have had some issues in a networked environment where the USB – Serial converter did not work properly.