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Georgia Voter Photo Identification System

Installation & Configuration Guide



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GA Voter ID Card Issuing System

Installation & Configuration Guide

Table of Contents

| | |
|---|-------------------------------------|
| Introduction..... | 1 |
| Software Installation | 1 |
| Items Needed for Installation | 1 |
| Single User Installation..... | 2 |
| Multi-user (Multiple-station) Installation..... | 7 |
| Software Registration & Set Up..... | 11 |
| Software Registration (and Activation) | 11 |
| Software Set Up..... | 13 |
| Software Support | 14 |
| Appendix | 15 |
| Appendix A. How to Download GA Voter ID “Setup Wizard” | 15 |
| Appendix B. How to Request for a Software Activation Code | 15 |
| Appendix C. How to Open an Account with US | Error! Bookmark not defined. |

Introduction

Thank you for choosing The Police & Sheriffs Press, Inc. as your highly secured ID card provider. This document will help you install and setup Georgia Voter ID Card Issuing System (GA Voter ID) for proper operation.

We recommend that you install our software on a personal computer with Windows 7 or newer operating system. Although this software may function under an older operating system, because of the lack of system support and Internet security reasons, it is highly recommend that you use the latest version of Windows whenever possible.

You will also need to have access to the Internet to download our software and to transmit ID card data to our service center for producing your ID cards.

For information on how to use this software, please refer to *Georgia Voter Photo Identification System User's Guide & Training Courseware*. A PDF version of this guide may be downloaded here: http://pasp365.com/document/Georgia_Voter_ID_System_User_Manual.PDF.

If you have any questions, please see the *Software Support* for different options to contact us.

Software Installation

Installation is straight forward and simple. You will need the following to complete this process:

- ✓ GA Voter ID “Software Setup Wizard”
- ✓ Activation Code for the Software

Items Needed for Installation

- ✓ If you have not downloaded the “Software Setup Wizard” (file name: VoterID_GA_Setup.exe), please click on this link: http://pasp365.com/projects/software/VoterID_GA_Setup.exe to start the download process. See *Appendix A. How to Download GA Voter ID* for step-by-step instructions.
- ✓ An Activation Code is required for registering and unlocking this software. This code also identifies your agency as an active customer to our system. If you do not have an Activation Code, please contact us and a code will be emailed to you.

Single User Installation



If you plan to install this software into multiple computers (now or in the future), please see the next Section: *Multi-user (Multiple-station) Installation* for installation instructions.

Follow these steps to install GA Voter ID into a single computer:

Step 1. It is recommended to close any running programs before installation.

Step 2. If you have followed the download instruction in Appendix A, locate the “Setup Wizard” file, VoterID_GA_Setup.exe, on the computer’s Desktop. Otherwise, open your download folder and find this file.



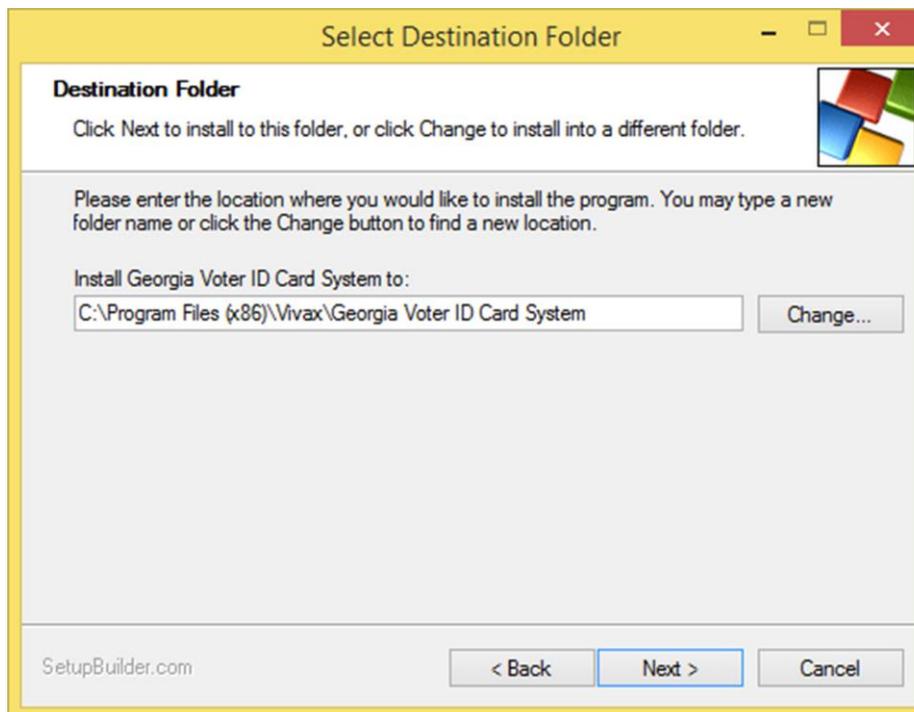
Step 3. Run the “Setup Wizard” as administrator (right click on the icon and choose “**Run as administrator**”). If prompted by Windows, click **Yes** to allow the “Setup Wizard” to make changes to your computer. You should see the following window:



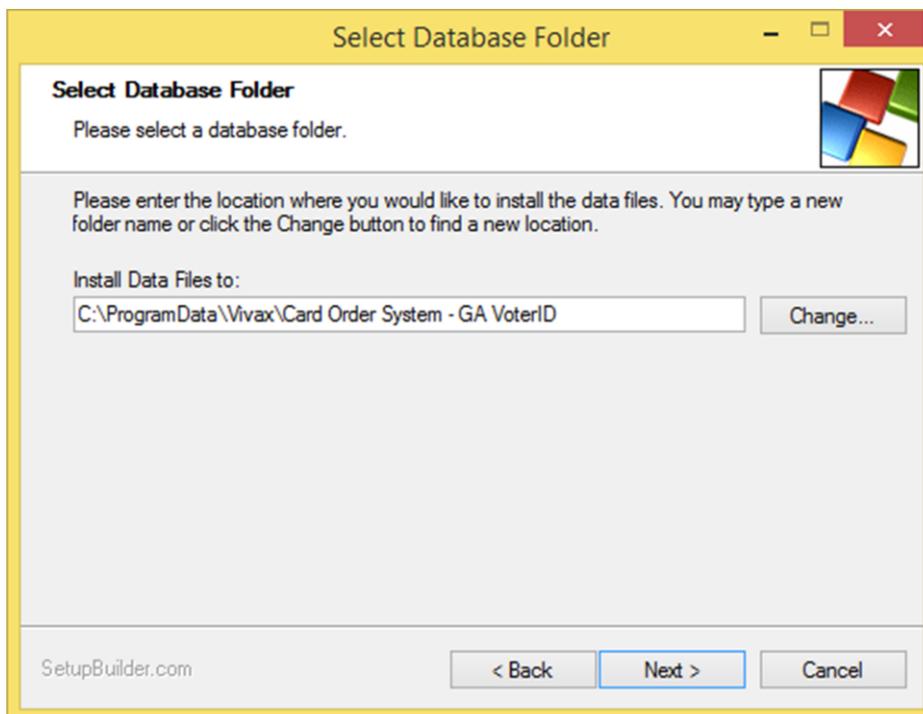
Step 4. Click **Next** to continue the installation process.



Step 5. Read and accept “End User Agreement.” Click on “**I accept...**,” then, click **Next** to continue.

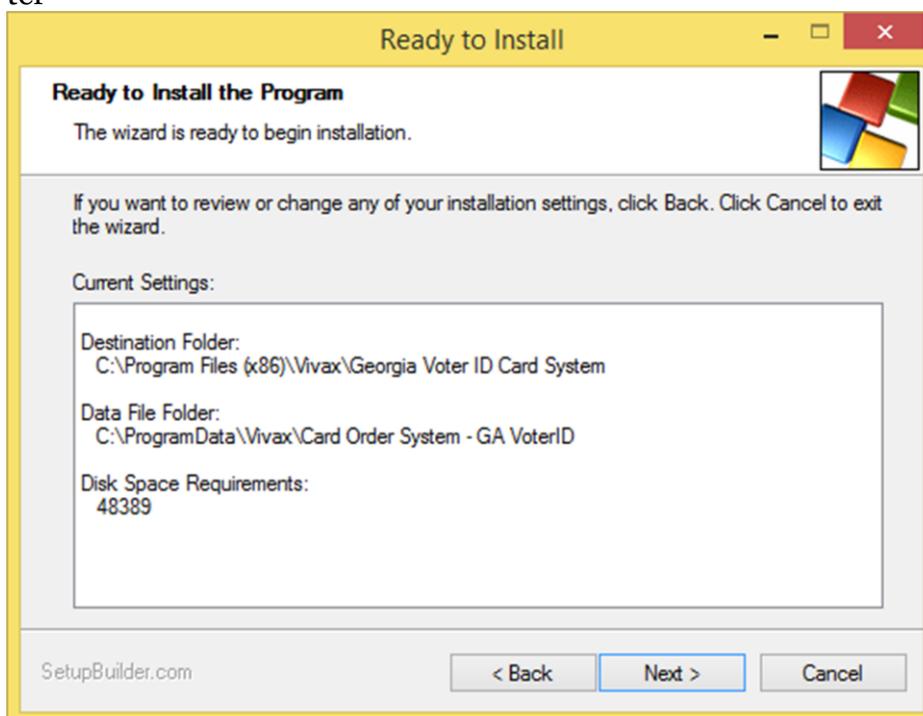


Step 6. Click **Next** to accept the recommended installation destination for the program files.

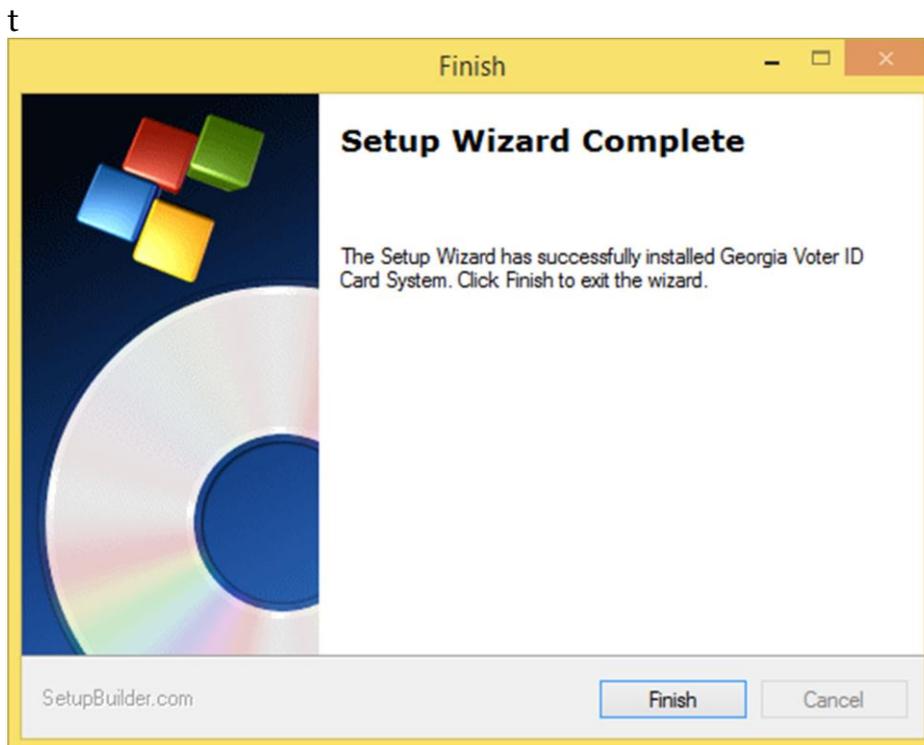


Step 7. Click **Next** to accept the recommended folder for the data files.

ter



Step 8. Click **Next** to start the installation process. Please wait for the following window to appear.



Step 9. You have completed the installation of GA Voter ID on this computer. Click **Finish** to close the Installation Wizard Window.



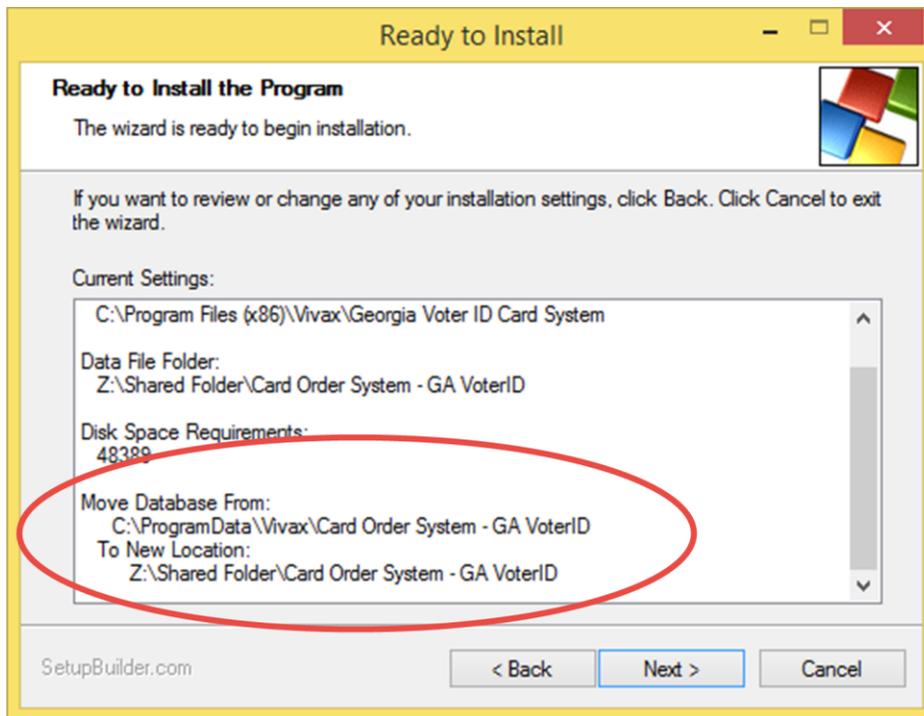
If this is the first installation for your office, please see the *Software Registration & Set Up* for instructions on registering and customizing this software for your operation.



If you click **Cancel** during any of the above steps, the following window will appear and the installation will be aborted. Click **Finish** to close this window.



You will notice a slightly different **Ready to Install** Window (in Step 8) if you are installing over an existing version of GA Voter ID *and* decide to store the data files in a different folder than the previous installation.



Circled is the additional information stating from where the original data files will be move to the current (new) location.

Multi-user (Multiple-station) Installation



For a single-computer installation, please see Section: *Single User Installation* for a simpler installation process.

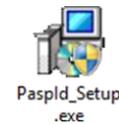
GA Voter ID is a multi-user enabled application. If you plan to install the software into more than one computer, *all sharing the same database*, follow the instructions in this section. This installation allows multiple users to create and access records from different computers.

IMPORTANT

Before the first installation, create a network folder that is accessible by all the GA Voter ID computers. Please make sure that this shared folder is available to all GA Voter ID users with Read/Write/Modify permissions. This folder is for storing all of the GA Voter ID data files shared by all users.

Step 1. It is recommended to close any running programs before installation.

Step 2. If you have followed the download instruction in Appendix A, locate the “Setup Wizard” file, VoterID_GA_Setup.exe, on the computer’s Desktop. Otherwise, open your download folder and find this file.



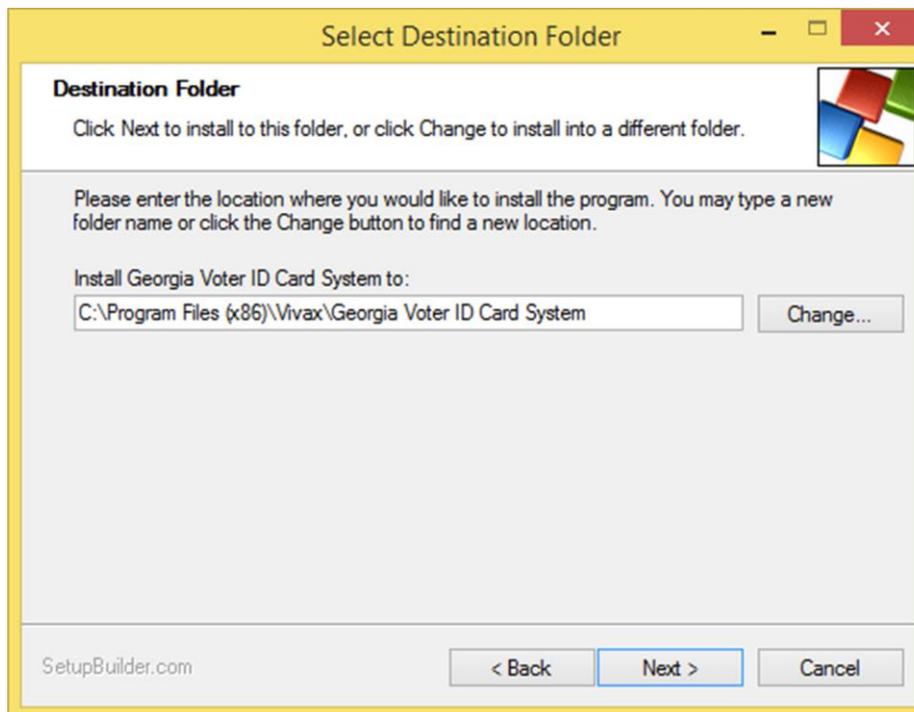
Step 3. Run the “Setup Wizard” as administrator (right click on the icon and choose “Run as administrator”). If prompted by Windows, click **Yes** to allow the “Setup Wizard” to make changes to your computer. You should see the following window:



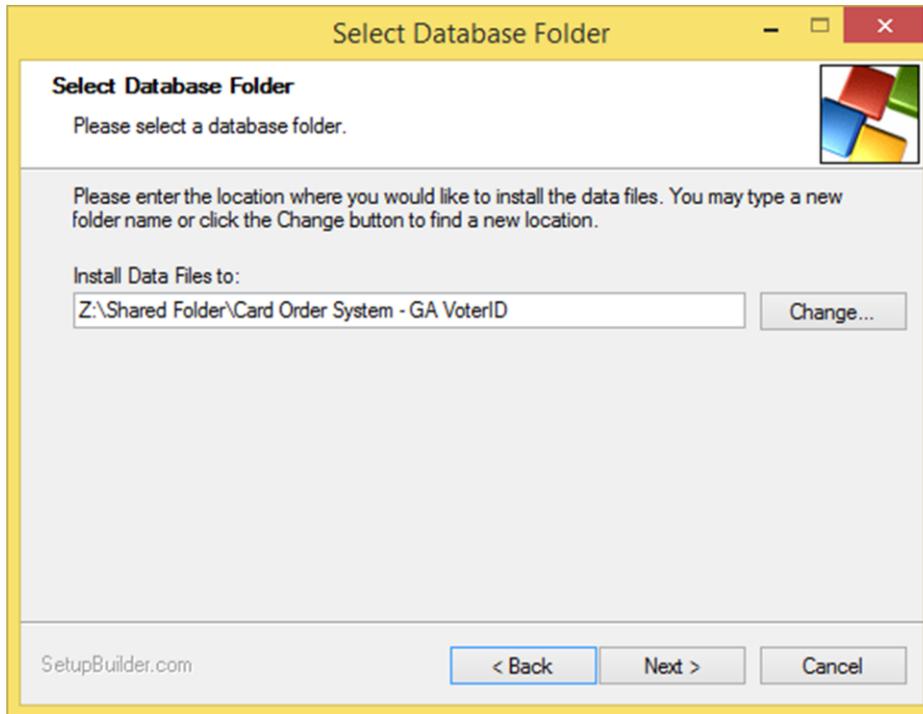
Step 4. Click **Next** to continue the installation process.



Step 5. Read and accept “End User Agreement.” Click on “I accept...,” then, click **Next** to continue.

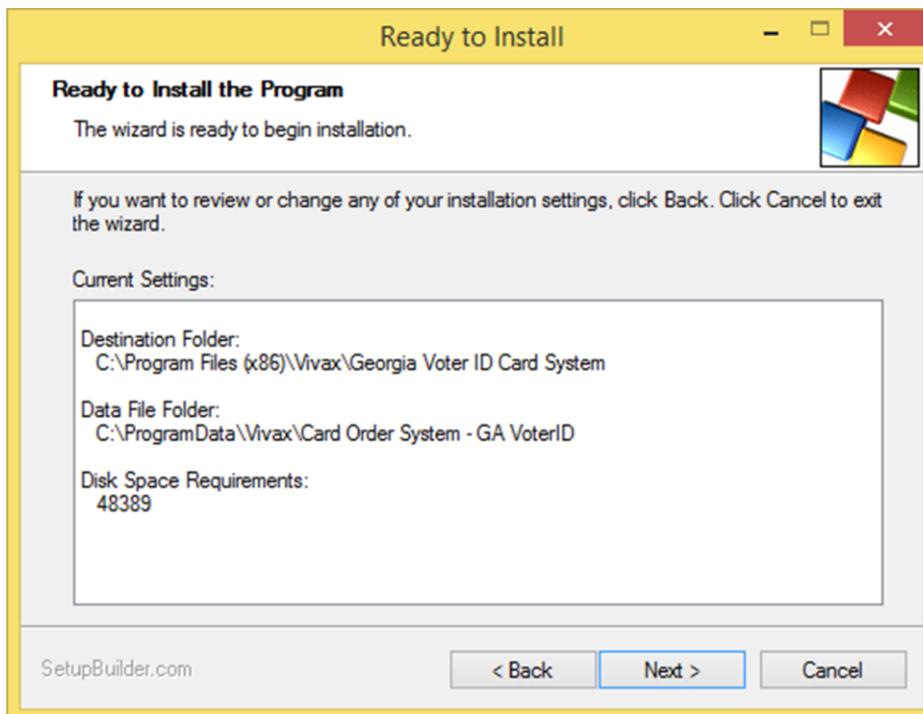


Step 6. Click **Next** to accept the recommended installation destination for the program files.

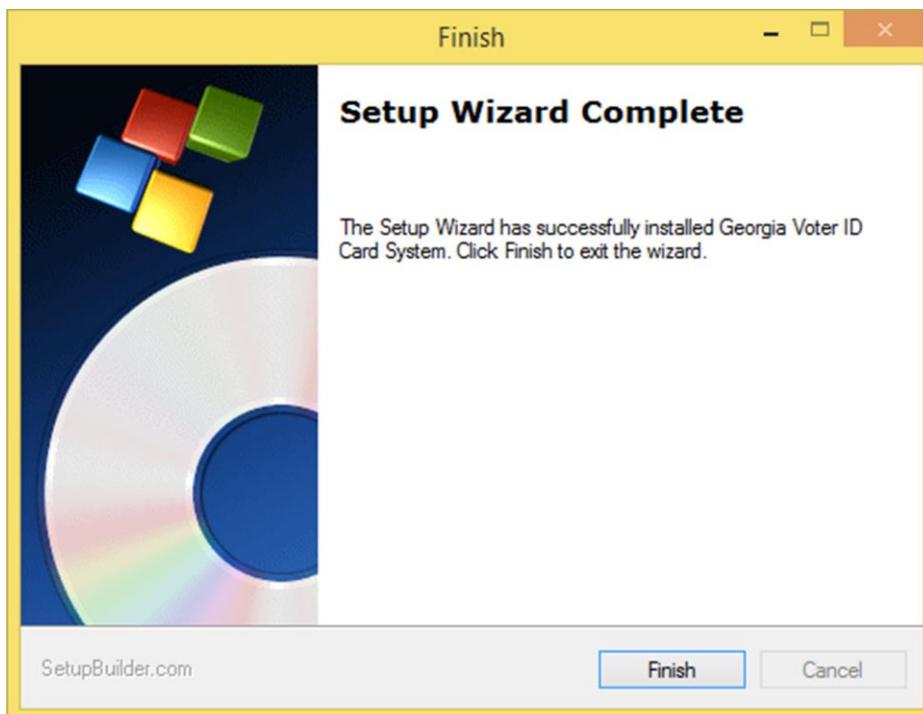


IMPORTANT

Step 7. Specify the location of the network share folder where the data files are stored. Then, click **Next** to continue.



Step 8. Review your current settings for the installation. If it is correct, click **Next** to continue. Otherwise, click **Back** to the previous pages and make any corrections.



Step 9. You have completed the installation of GA Voter ID on this computer. Click **Finish** to close the Installation Wizard Window.

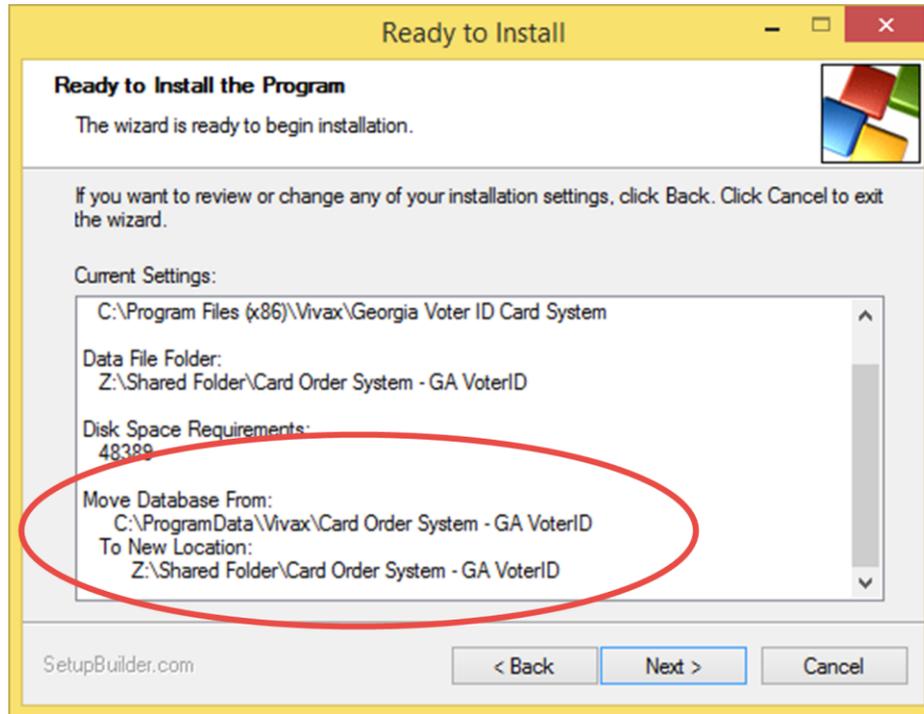
Repeat these steps for each additional computer you wish to install GA Voter ID.



If this is the first installation for your office, please see the *Software Registration & Set Up* for instructions on registering and customizing this software for your operation.



You will notice a slightly different **Ready to Install** Window (in Step 7) if you are installing over an existing version of GA Voter ID *and* decide to store the data files in a different folder than the previous installation.



Circled is the additional information stating from where the original data files will be move to the current (new) location.

Software Registration & Set Up

The software must be registered and configured before use. This is a one-time process. Under normal circumstances, there is no need to repeat the registration process even during re-installation of this software. However, you may change the software settings at anytime.

Software Registration (and Activation)



Your copy of GA Voter ID must be registered and activated. Otherwise, we will not be able to process and print ID cards for your office.

A unique Activation Code is emailed to you under the subject line “Georgia Voter ID Card System product activation code.” See *Appendix B. How to Request for a Software Activation Code* for instructions on requesting an Activation Code if you did not receive this email.



Only one registration is needed for each organization regardless of how many copies of GA Voter ID are installed.

Using the “Software Activation Information” from this email, follow these steps to register and activate your copy of GA Voter ID:

Step 1. Start GA Voter ID by double-clicking on the Icon located on the computer’s Desktop.



If a warning message about an expired license appears, click **OK** to close the message window and continue to the next step.



Step 2. Click on **Help** on the Main Menu to drop down the Help Menu.

Step 3. Click on **Register Software...** to open the **Software Registration** Window:

Step 4. Enter the “Software Activation Information” from the email. Copy and paste works best because all information must be entered exactly as it is shown in the email.



Please note that there should be exactly one space between words in your “Company Name” and the dashes (-) are required as part of the Activation Code.

Step 5. Confirm that all of the information is entered correctly. Make any changes if necessary.

Step 6. Click on **Register** to activate your software. When the activation information is verified, a **Registration Completed** Window will ask you to exit the software.

You may see an **Incorrect Activation Information** message and asked to try again. Please make sure that all the information is entered exactly as it is shown in the email and click on **Register** again.



Step 7. Click on **Exit Program** to close GA Voter ID.

GA Voter ID is now ready to be customized for your operation. See the next section on how to set up the software to meet your needs.

Software Set Up

This is the last step of the installation process. Although GA Voter ID may be customized in many ways, only the address of your agency and the name of this computer station is required. All other settings are optional and may be changed at any time. See [GA Voter ID User's Guide and Course Tutorial](#) for details on how to configure GA Voter ID.

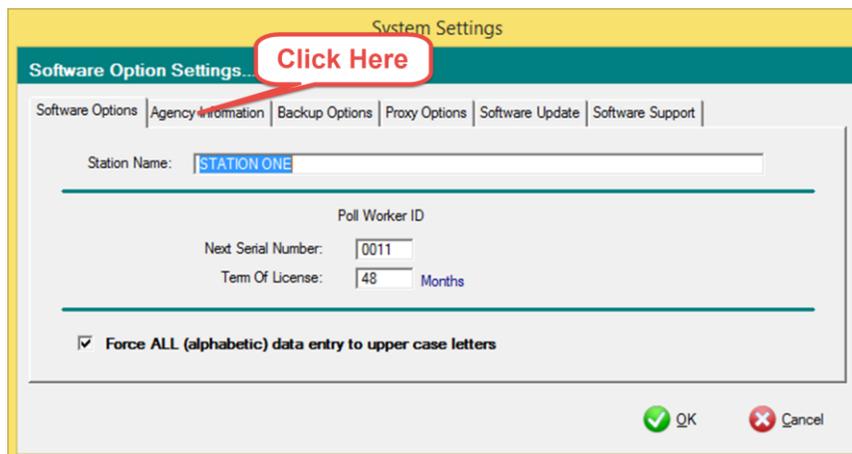
Follow these steps to finish setting up GA Voter ID:

Step 1. Start GA Voter ID by double-clicking on the Icon located on the computer's Desktop.



Step 2. Click on **Tools** on the Main Menu to drop down the Tools Menu.

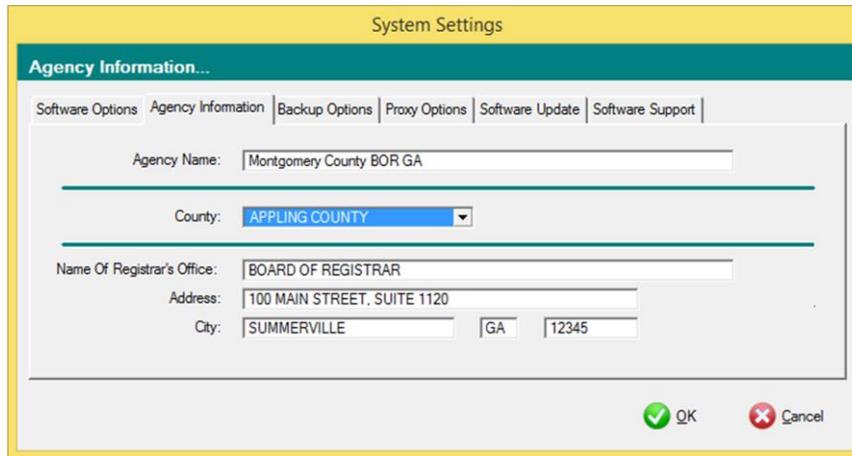
Step 3. Click on **System Setup...** to open the **System Settings** Window:



Step 4. Enter a "Station Name" for the computer, and then, click on **Agency Information** Tab.

IMPORTANT

The name may be anything reasonable for your agency and it must be unique for each installed computer within your organization because this name is used to identify from which computer a request for printing the ID Card originated.



The screenshot shows a 'System Settings' window with a yellow border. The title bar says 'System Settings'. Below it is a teal header 'Agency Information...'. There are several tabs: 'Software Options', 'Agency Information', 'Backup Options', 'Proxy Options', 'Software Update', and 'Software Support'. The 'Agency Information' tab is active. The form contains the following fields:
Agency Name: Montgomery County BOR GA
County: APPLING COUNTY (dropdown menu)
Name Of Registrar's Office: BOARD OF REGISTRAR
Address: 100 MAIN STREET, SUITE 1120
City: SUMMERVILLE | GA | 12345
At the bottom right, there are two buttons: a green checkmark icon labeled 'OK' and a red 'X' icon labeled 'Cancel'.

Step 5. Select the name of your county from the dropdown list. Check for the proper naming of your registrar's office along with its address. The information on this Tab will be printed on the poll worker's ID card.

Step 6. Click **OK** to close the **System Settings** Window.



If you are installing the software on more than one computer, please remember to repeat these steps to set up each computer with a different Station Name.

You have now completed the installation process. GA Voter ID is ready for use. If you are new to our software, you may want to see the tutorial sections of the *Georgia Voter Photo Identification System User's Guide & Training Courseware* for a quick, step-by-step guide on issuing ID with our software.

Software Support

For fastest results, please visit our Frequently Asked Questions Page at www.pasp365.com/FAQ/VoterID_GA for answers to some of the commonly asked questions.

You may also contact our customer support team by email at: Support@Pasp365.com or call us during office hours at **912-537-0780**.

Please visit us at www.PASP365.Com for more product information.

Appendix

[Appendix A. How to Download GA Voter ID “Setup Wizard”](#)

To download this software, please click on this link:
http://pasp365.com/Software/VoterID_GA_Setup.exe to start the download process.

[Appendix B. How to Request for a Software Activation Code](#)

Please contact us by email at: Registration@pasp365.com or call us during office hours at **912-537-0780** to request a software activation code. Please specify the name of your county when emailing us.