

Basic Search to Get a List of Those in a Precinct

Purpose: In trying to identify individuals within a certain Precinct this document will show you how to search i360 and narrow down to our list of possible candidates.

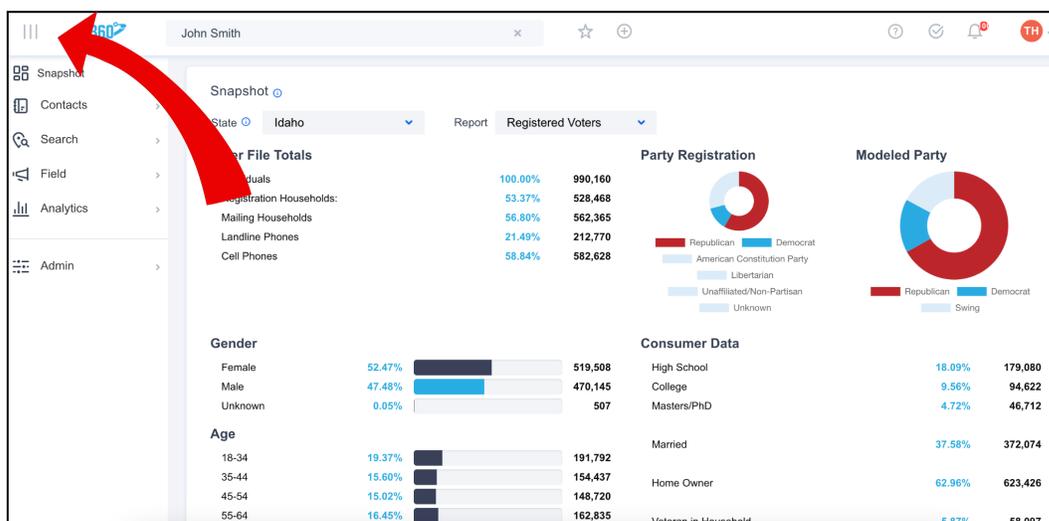
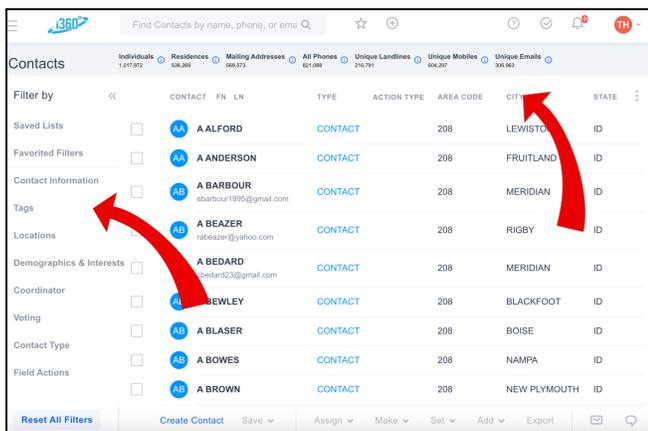
Options: In searching for candidates there are certain parameters that we would want to use as filters to create the best possible list to work with. In this document, we will explain how to

- 1- Narrow down the parameters to the geography of a specific Precinct
- 2- How to use other filters to further narrow down the list
- 3- Once you understand how the search and filtering works, you can mix and match different filters to suit different search parameters.

(For the sake of identifying precinct committee persons every candidate would have to be a registered Republican. Therefore every search should include the filter of registered Republicans)

1- Narrow Down to a Specific Precinct Geography.

a. Log in to i-360, make sure the left-hand menu is expanded. If it is not, click the three stacked bars that are in the top left corner.

CONTACT	FN	LN	TYPE	ACTION	TYPE	AREA CODE	CITY	STATE
AA	A	ALFORD	CONTACT			208	LEWISTON	ID
AA	A	ANDERSON	CONTACT			208	FRUITLAND	ID
AB	A	BARBOUR	CONTACT			208	MERIDIAN	ID
AB	A	BEAZER	CONTACT			208	RIGBY	ID
AB	A	BEDARD	CONTACT			208	MERIDIAN	ID
AB	A	BEWLEY	CONTACT			208	BLACKFOOT	ID
AB	A	BLASER	CONTACT			208	BOISE	ID
AB	A	BOWES	CONTACT			208	NAMPA	ID
AB	A	BROWN	CONTACT			208	NEW PLYMOUTH	ID

b. In the left menu you will see an item listed as “contacts”. If you click on contacts you will see a fly-out menu to the right and you can click “management”. Once you do this you will see an expanded menu on the left. On the right, you will see a list of all the contacts. As you use the filters on the left it will narrow down the list in the right window.

c. Notice at the top menu bar the numbers shrink or expand as you filter the results.



d. In the left-hand menu, click on the “locations” icon. Once you do this a fly-out menu will expand to the right. Within this fly-out menu, you will see that there are various options to sort by geography. Select “Idaho” as your state, then choose your county.

ACTION TYPE	AREA CODE	CITY	STATE
		ARCO	ID
	208	HOWE	ID
	208	ARCO	ID
	870	ARCO	ID
	208	MOORE	ID
	208	ARCO	ID
	208	MOORE	ID
	208	ARCO	ID
	208	HOWE	ID
	503	ARCO	ID

E. Scroll down even further in the fly-out menu and you will see a box for “precincts”. As you type the first few letters of your county it will auto-populate with your county and then after the semi-colon, you will see the corresponding precincts. In the example below you see I typed in Butte for Butte County and the corresponding precincts became available. As you select from that menu one of the precincts you will then have a list on the right.

(Tip: We do not recommend selecting a city as it may limit your list if some of the precinct boundaries are outside the city limits.)

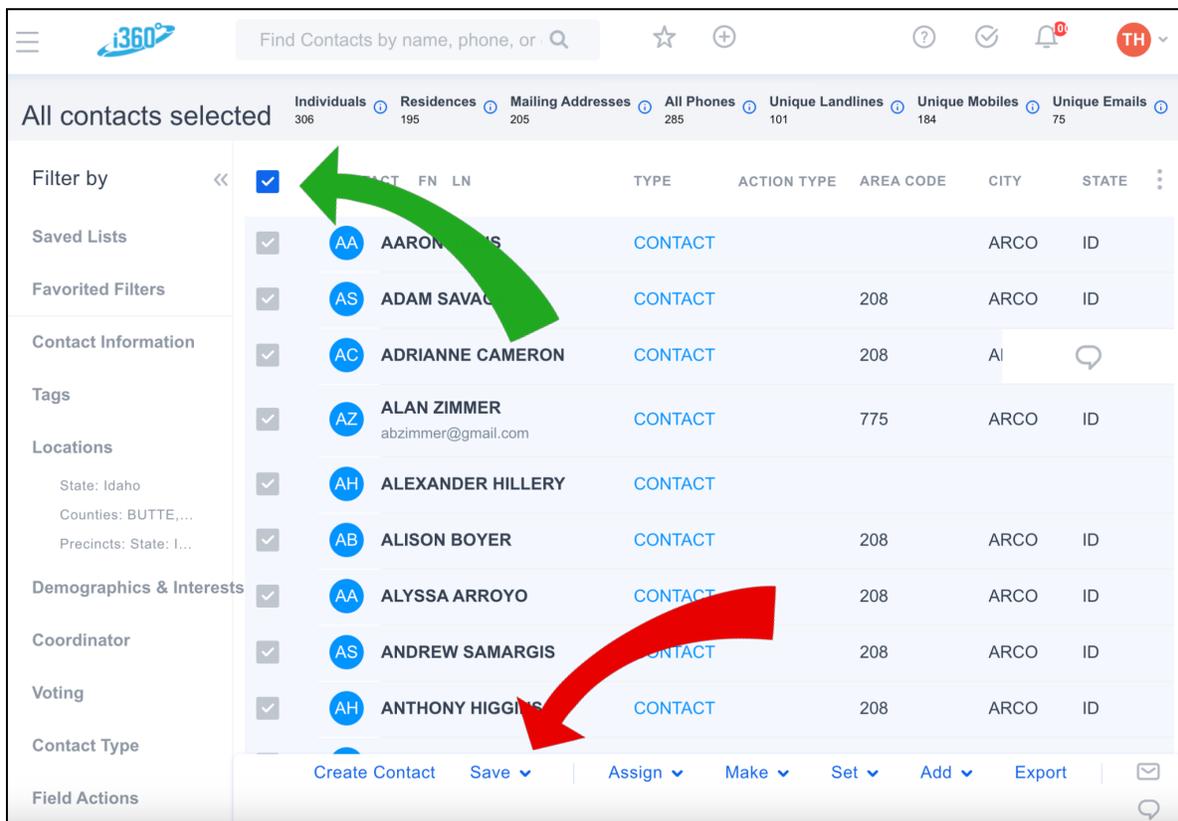
- State: ID; CName: BUTTE; PName: 001,
- State: ID; CName: BUTTE; PName: 002,
- State: ID; CName: BUTTE; PName: 003,
- State: ID; CName: BUTTE; PName: 004,
- State: ID; CName: GEM; PName: BUTTE
- State: ID; CName: IDAHO; PName: BIG

2. Continue to Filter.

- On the left as you continue to filter you will see your list size adjusted in the top dashboard bar.
- Make sure that under the “Voting” filter, you choose registered Republican.
- After you have filtered don't list to your satisfaction you will now be able to scroll through the list and consider who might be a candidate in that precinct.

3. Save The List

- Now that you have a list to your liking as you see in the sample image below, you can now save the list for future use which will save you the steps of recreating again.
- Make sure to Check the select all top capture all the contacts you filtered down to. (see green arrow)
- At the bottom of the screen, you will see a menu.
- Click “Save” and choose “dynamic list”.
- Feel free to name it as you wish.



The screenshot shows the i360 contact management interface. At the top, there is a search bar and navigation icons. Below that, a summary bar shows 'All contacts selected' and various filters with counts: Individuals (306), Residences (195), Mailing Addresses (205), All Phones (285), Unique Landlines (101), Unique Mobiles (184), and Unique Emails (75). A left sidebar contains filter categories like Filter by, Saved Lists, Favorited Filters, Contact Information, Tags, Locations, Demographics & Interests, Coordinator, Voting, Contact Type, and Field Actions. The main area displays a table of contacts with columns for ID, NAME, TYPE, ACTION TYPE, AREA CODE, CITY, and STATE. A green arrow points to the 'Select All' checkbox at the top of the contact list. A red arrow points to the 'Save' button in the bottom menu.

ID	NAME	TYPE	ACTION TYPE	AREA CODE	CITY	STATE
AA	AARON ...	CONTACT			ARCO	ID
AS	ADAM SAVAC...	CONTACT		208	ARCO	ID
AC	ADRIANNE CAMERON	CONTACT		208	AI	ID
AZ	ALAN ZIMMER abzimmer@gmail.com	CONTACT		775	ARCO	ID
AH	ALEXANDER HILLERY	CONTACT				
AB	ALISON BOYER	CONTACT		208	ARCO	ID
AA	ALYSSA ARROYO	CONTACT		208	ARCO	ID
AS	ANDREW SAMARGIS	CONTACT		208	ARCO	ID
AH	ANTHONY HIGGINS	CONTACT		208	ARCO	ID

4. Open ‘Saved list’ Once you have a list or multiple lists that you have saved in the step above you can now come back to your profile at your convenience and view the same list that you previously captured.

- To view a previously captured list in the left menu click “ saved lists”
- you can then sort through the list that you have saved and select the one that you're looking for.