SimplyVote Program Documentation

1. Go into “Z:\Student Government\SG Elections\SG Elections 2022\Simply Vote Segmentation Files” to retrieve all the ‘.xls’ files. If there’s any files that don’t have the ‘.xls’ extension, convert it so it does. For non-‘.xls’ files:
   1. Go into “Excel>File>Export>Change File Type”
   2. Select “Excel 97-2003 Workbook”. Save it in the same directory as all the other ‘.xls’ files. Delete non-‘.xls’ file.
2. Make sure all files follows their respective templates found in the “Z:\Student Government\SG Elections\Program\TEMPLATES” directory.
3. Make sure all files clearly states the department name on the file. Formatting for all department names can be located in “Z:\Student Government\SG Elections\Program\OUTPUT\SG ballot build output.xlsx” Under the “Segment Name” worksheet. [“Greek” must be punctuated this way for the filename. Not “GREEK” in all caps.]
4. Copy all ‘.xls’ files into “Z:\Student Government\SG Elections\Program\FILES” directory.
5. Run “Z:\Student Government\SG Elections\Program\RUN THIS PROGRAM” and wait until the program is finished. This should take a few minutes.
6. When the program is finished, the finished output can be located in “Z:\Student Government\SG Elections\Program\OUTPUT\SG ballot build output.xlsx” Under the “Segment Creation” worksheet.
7. “Save As” the file into desired file location.