



*Craig Latimer*  
**Supervisor of Elections**

Our Vision: To be the best place in America to vote

GOVERNOR'S STERLING AWARD RECIPIENT

# CANDIDATE GUIDE TO ACCESSING ELECTION DATA

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[www.VoteHillsborough.org](http://www.VoteHillsborough.org)

# Accessing Election Data from VoteHillsborough.org

During the election cycle, candidates will be able to access Vote By Mail and Early Voting data files directly from our website. Just follow these four simple steps to retrieve the data.

1. Visit VoteHillsborough.org and find the “Candidate/Committee Data Login” link in the “About Running For Office” menu on the left. Click the log in button at the bottom of the page.

The screenshot shows the website's navigation menu on the left and the main content area on the right. The navigation menu includes links for Home, About Voting, About Office Holders & Candidates, About Running For Office (highlighted with a star), Filing & Qualifying for Office, Campaigning & Election Day Guidelines, Candidate/Committee Finance Login, Candidate/Committee Data Login (circled in red with an arrow pointing to it), Annual Financial Disclosure, About Being A Poll Worker, About Elections & Voters, and About Your Elections Office (with an arrow pointing to it). The main content area is titled "Candidate/Committee Data Login" and contains a link to a "short, informative guide to accessing and understanding data." Below this is a section titled "Hillsborough County Election Information" with several paragraphs of text and a "Login" button at the bottom. A "SSL secured" icon is visible in the top right corner of the main content area.

2. Enter the User ID and password information provided to you, and press Send.

## Candidate File Access

Access to this file download facility is restricted to authorized users as defined in Florida's Election Law, including (but not limited to) sections 97.0585(1) and 101.62(3). If you are not authorized to use this facility, please close this page.

From this page, you can log in and download any of the voter information files that have been prepared for you by the Supervisor of Elections office in this County.

Please enter your User ID

Please enter your password

3. After logging in, you'll see a list of files you are authorized to download. Please note that the files are cumulative, meaning that each file is a complete replacement of the previous file.

## Candidate File Access -- Welcome: Sample Candidate

Files are sorted in date descending order

**NOTE:** When you press the "Download" button for a file, you should be prompted to save the file to a location on your computer. After the download is complete use the application associated with that type file to open the file at the location you chose.

Last access date: 2016-07-19 15:09:18

Log off

The following files are available for you to download. Please select the file you wish to bring to your machine.

File Description	File Date	Last Download
County Mail Ballot Status	2016-07-19 02:06:18	<input type="button" value="Download"/> 2016-07-19 12:34:54
County Mail Ballot Status	2016-07-18 02:05:52	<input type="button" value="Download"/> 2016-07-18 16:17:19
County Mail Ballot Status	2016-07-17 02:08:40	<input type="button" value="Download"/> 2016-07-18 16:17:16
County Mail Ballot Status	2016-07-16 02:08:40	<input type="button" value="Download"/> 2016-07-18 16:17:08
County Mail Ballot Status	2016-07-15 02:05:29	<input type="button" value="Download"/> 2016-07-18 16:17:02
County Mail Ballot Status	2016-07-14 02:05:50	<input type="button" value="Download"/> 2016-07-18 17:41:30
County Mail Ballot Status	2016-07-13 02:04:28	<input type="button" value="Download"/> 2016-07-18 16:16:42
County Mail Ballot Status	2016-07-12 02:08:02	<input type="button" value="Download"/> 2016-07-18 18:09:35

4. When you click download, you will be asked if you want to open or save the file. Click "Save". The file name is *<county ID>\_ABL\_FVRS election number>\_ (date of run) \_ <time of run>*.



5. The text file can then be opened in the application of your choice.

# Understanding the Vote By Mail Ballot Request Information File

**Vote By Mail Ballot Request Information File**— Lists county voters who have requested a Vote By Mail ballot for an election, the status of the request, and other relevant data. Voters with protected addresses are excluded from the file.

This file is automatically created and sent to FVRS daily (overnight) by the FVRSElecFileless program beginning 60 days prior to an election and ending on the 15th day after the election. If a general election is preceded by a primary, a separate file is sent for each election.

The file contains information processed up to close of business on the day prior to the overnight run. Each daily file contains all Vote By Mail voters to date, not just new additions. The file name is <county ID>\_ABL\_<FVRS election number>\_<date of run>\_<time of run>.

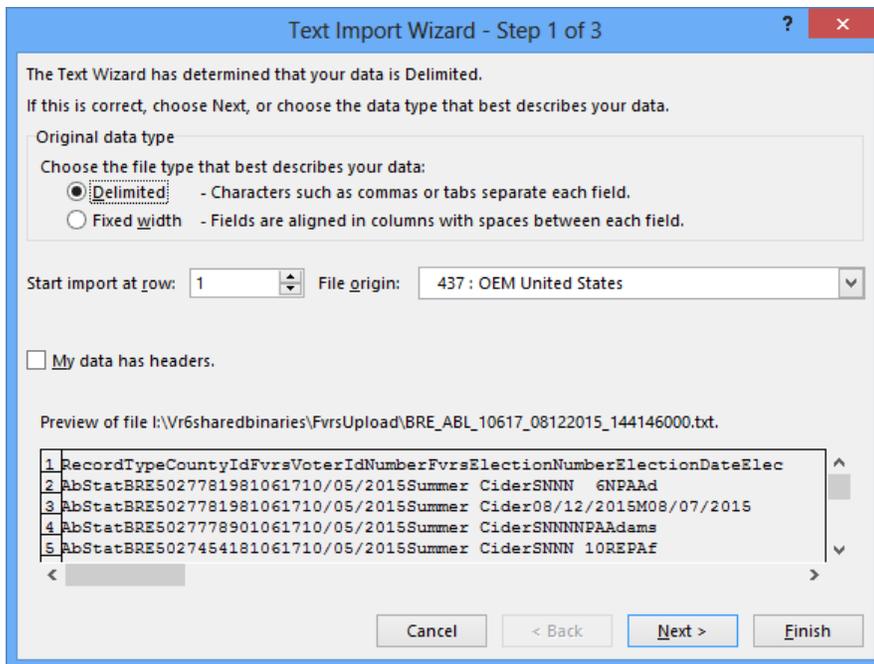
Contents of the file, reading left to right:

County ID	Voter registration ID	FVRS Election number
Election date	Election name	Date absentee summary record last updated
Absentee request status: C—Canceled E—Voter error N—Unsigned P—Provided R—Requested (for this election) S—Requested (all- elections/FPCA) U—Returned Undeliverable V—Voted	Absentee request date	Absentee delivery date
Absentee return date	Absentee request canceled date	Military flag
Overseas flag	Military dependent flag	Precinct
Party	Voter name	Mailing address
Email address	Fax number	

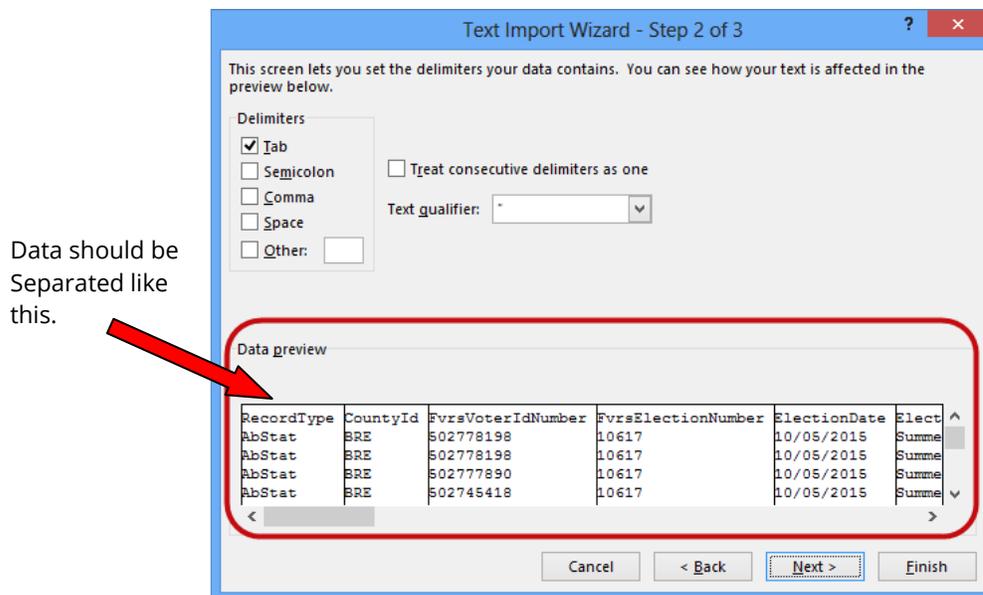
**Note** The Vote By Mail request status S denotes voters who have a standing request, while R denotes voters who requested a ballot for this election only. When Vote By Mail requests are generated for all elections voters, all S voters who are eligible to vote in the election will subsequently appear twice in the Vote By Mail Ballot Request Information File: once with the S status and again with the R status. Any all-elections/FPCA voters who are not eligible to vote in the election will only be listed once—with the S status. Those voters will not be listed again with an R status, since they will not receive a ballot.

# Loading the File into Excel

- 1 In Excel, click File > Open and select the file provided by the Supervisor of Elections.
- 2 On the first dialog of the Text Import Wizard, select **Delimited** and click **Next**.



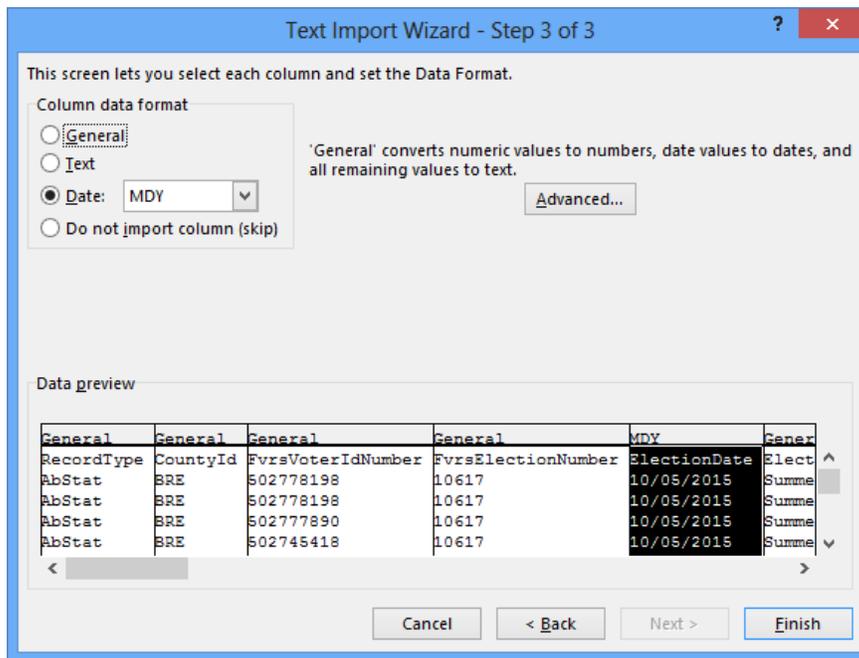
- 3 On the second dialog, under **Delimiters**, select **Tab** if the file does not contain commas or **Comma** if the file has commas between the data elements. If you aren't sure which delimiter to use, select the one that separates the data in Excel's **Data Preview** pane so it looks like the example here:



Data should be separated like this.

Clear the other check boxes in the **Delimiters** box. For the **Text Qualifier**, select the double-quote character ("). Click **Next**.

- 4 The third dialog of the wizard shows the data format at the top of each column. By default, all columns are formatted as **General**, which aligns all fields to the left. You can change the format of any column by clicking in it and selecting a different format under **Column data format**. You might, for example, want to change data fields to a **Date** format, as shown in the example here:



- 5 Click **Finish** to load the file into an Excel worksheet.

If you plan to create mailing labels using the mail merge capability in Microsoft Word, you will need to save the Excel worksheet as a text (TXT) file.