Voter Focus ★

Using Data Files from the Supervisor of Elections

A Handbook for Candidates & Committees

VR SYSTEMS

Voter Focus—Using Data Files from the Supervisor of Elections

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*   *Posting of files to Supervisor websites is limited to counties using Web Focus from VR Systems.*

**   *Get Out the Vote Report is available only to counties using EViD from VR Systems.*

Candidate Label Export File

The Candidate Label Export File lists voters who have requested a mail ballot for an election. It is a comma-delimited text file that can be imported into applications such as Excel, Word, and Access. Consult the product documentation for instructions on employing the file for your needs.

The following table describes the fields in the Candidate Label Export File. Your file might not include all fields described here. The quote (") character is used as the text qualifier.

Field Name	Length	Description
VoterID	10	Unique voter registration ID number
Party	3	Voter's political party affiliation. For example, DEM = Democrat, REP = Republican, NPA = No Party Affiliation. Ask the elections office for a list of the political party codes.
Precinct	5	Voter's precinct
ABS_Mil_Civ		Whether the voter is military or civilian. (*Military* includes voters marked as military dependents.
Sex	1	M—Male, F—Female, U—Unknown
Race	1	1—American Indian / Alaskan 2—Asian or Pacific Islander 3—Black, not Hispanic 4—Hispanic 5—White, not Hispanic 6—Other 7—Multi-racial 9—Voter did not specify their race
Zip_Code	12	Zip code of residential address
Phone	13	Voter's telephone number with area code

Name		Voter's name in one of two formats, depending on an option selected when file is created:
		
		   Firstname Middleinitial Lastname Suffix
		
		or
		
		   Lastname, Firstname Middleinitial

Email		Voter's email address
Address1	40	First line of mailing address.
Address2	40	Second line of mailing address.
Address3	40	Any additional line for an overseas address.
Address4	40	Any additional line for an overseas address.

Text File of Voters with or without Voting History

This voter list is a comma-delimited text file, meaning that each field is separated by a comma. Each data field retrieved from a voter's record is enclosed in double-quotes ("). If there is no data available for a field (say, the voter's address does not have an apartment number), you will see a set of empty double-quotes followed by a comma, like this:

"",

The file can be imported into a variety of office applications such as Excel, Word, and Access from Microsoft®. Consult the product documentation for instructions on using the file for your needs.

Field Name	Length	Description
"VoterID"	10	Unique voter registration ID number
"Voter_Name"	55	Last name, name style (SR, JR, III, etc.) first name, middle initial
"Last_Name"	25	Last name
"First_Name"	20	First name
"Middle_Name"	20	Middle name
"Name_Style"	4	Name style (SR, JR, III, etc.)
"Formatted_Address"	81	First line of the mailing address. If the voter has no mailing address, this field contains the first line of the residential address. The address is formatted on one line using the street number, street number suffix, street direction, street name, street type, street direction suffix, apartment number. For example: 2345A S MONROE ST 67B where A is the street number suffix, S is the street direction, and 67B is the apartment number. For a streets with a direction suffix, the address might be: 4234B SHAMROCK RD E
"City_State"	40	City and state of address used in Formatted_Address.

Field Name	Length	Description
"Zip_Country"	40	Zip/postal code and/or country of the address used in Formatted_Address.
"Residence_Address"	81	Street address line of residential address
"Street_Number"	8	Street number of residence address
"Street_Number_Suffix"	2	Street number suffix of residence address
"Street_Dir"	2	Street direction of residence address
"Street_Name"	30	Street name of residence address
"Street_Type"	4	Street type of residence address
"Street_Dir_Suffix"	2	Street direction suffix of residence address
"Unit_Type"	5	The type of unit, such as APT or BLDG.
"Apartment_Number"	15	Apartment number of residence address
"Zip_Code"	12	Zip code of residence address
"City_Name"	20	City name of residence address
"Mailing_Address_1"	40	The first line of the voter address. This is not necessarily the voter's mailing address. The address used here depends on whether you requested a list of all voters or only the voters who have requested a mail ballot for a specific election: **Voter List**—This field contains the mailing address. If the voter record has no mailing address, the residential address is used instead. **Absentee Requests**—This field contains the first one of the following addresses found in the voter record: • A one-time address for this election's ballot • The address for all mail ballots to this voter in every election where they've requested a mail ballot • The mailing address • The residential address

Field Name	Length	Description
"Mailing_Address_2"	40	Second line of the address used in Mailing_Address_1.
"Mailing_Address_3"	40	Third line of the address used in Mailing_Address_1. If the address does not have an entry in Line 3, the city, state and zip will be consolidated in this field.
"Mailing_Address_4"	40	If voter's address used in Mailing_Address_1 has a value in the Country field, the value will be inserted in this field.
"Mailing_City"	25	City of the address used in Mailing_Address_1.
"Mailing_State"	2	State of the address used in Mailing_Address_1.
"Mailing_Zip"	12	Zip or postal code of the address used in Mailing_Address_1.
"Mailing_Country"	25	Country of the address used in Mailing_Address_1.
"Race"	1	1—American Indian / Alaskan 2—Asian or Pacific Islander 3—Black, not Hispanic 4—Hispanic 5—White, not Hispanic 6—Multiple races or a race not listed 9—Voter did not specify their race
"Sex"	1	M—Male F—Female U—Unknown
"Birth_Date"	11	Date of voter's birth in MM/DD/YYYY format
"Registration_Date"	11	Date voter registered to vote in MM/DD/YYYY format
"Congressional_District"	2	Voter's US Congressional district

Field Name	Length	Description
"Party"	3	Voter's political party affiliation. For example: DEM—Democrat REP—Republican NPA—No Party Affiliation
"Precinct"	5	Voter's precinct
"House_District"	2	Voter's Florida House district
"Senate_District"	2	Voter's Florida Senate district
"Commission_District"	2	Voter's county commission district
"School_Board_District"	2	Voter's school board district
"Assistance_Required"	1	Y—assistance required to vote N—assistance not required
"Mailing_Address_Flag"	1	Y if the voter has a mailing address.
"City_Code"	2	City code if voter resides within a city
"City_Ward"	3	City ward or city precinct
Telephone_Number	13	Voter's telephone number with area code
Voter Status	3	Voter's registration status
Email_Address	-	Voter's email address, if present in their record.
20 voting-history fields	1	*Appear only if you requested that the file include voting-history data.* Consists of 20 voting-history fields, each with a field header containing the election name and date. For example: General_ElectionNov62012 See the table below for an explanation of the voting-history codes.

The following codes are used in the voting-history fields to specify whether and how the voter voted.

Code	Voting History Description
Y	Voted at the polls
Z	Voted at the polls by provisional ballot (ballot was tabulated)
N	Did not vote
A	Voted by mail (includes referred ballots that were tabulated)
B	Mail ballot rejected by canvassing board (not tabulated)
P	Provisional ballot rejected by canvassing board (not tabulated)
X	Ineligible to vote
E	Early voted
F	Early voted by provisional ballot (ballot was tabulated)
<blank>	Not registered at the time of the election or information not available

In elections prior to 2006, the codes B and P were not used. B was included in Y and P was included in N. Early voting began in 2004; the first election in which you will see the code E is the 2004 General Election.

The codes F and Z were introduced in early 2010 to represent provisional ballots marked at early voting sites and the polls, respectively, which were later tabulated. Prior to implementation of these two codes, tabulated provisional ballots were included in codes Y (for provisional ballots at the polls) and E (provisional ballots at early voting).

Daily Election Files

Absentee Ballot Request Information File

This text file is a State-required list of county voters who have requested a mail ballot for an election, the status of the request, and other relevant data. Voters with protected addresses are excluded from the file.

The file is sent to the State system daily 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 daily run. Each daily file contains all vote-by-mail voters to date, not just new additions. It can contain vote-by-mail data for multiple elections.

The file name is:

<county ID>_ABL_<FVRS election number>_<date of run>_<time of run>.txt

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 M Mailed 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 absentee request status **S** denotes voters who have a standing request for a mail ballot in all elections, while **R** denotes voters who requested a mail 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 Absentee 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 with 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.

Early Voting Summary

For each early voting site, this State-required text file lists the number of early votes cast to date. The file is sent to the State system daily beginning the Tuesday after the Monday when early voting begins and ending the day after early voting finishes. If multiple elections have early voting in progress on a given day, a separate file for each election is sent to the State.

The file name is:

<county ID>_EVS_<FVRS election number>_<date of run>_<time of run>.txt

Contents of the file, reading left to right:

County ID	FVRS election number	Election date
Election name	Early voting location	Date of summary file
Total of early votes		

Early Voting Voters List

This State-required text file lists county voters who have early voted in an election to date. The file is sent to the State system daily beginning the Tuesday after the Monday when early voting begins and ending the day after early voting finishes. If multiple elections have early voting in progress on a given day, a separate file for each election is sent to the State.

The file name is:

<county ID>_EVL_<FVRS election number>_<date of run>_<time of run>.txt

Contents of the file, reading left to right:

County ID	FVRS election number	Election date
Election name	Voter registration ID	Voter name
Precinct	Party	Voter's early voting location
Date voter early voted		

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**.
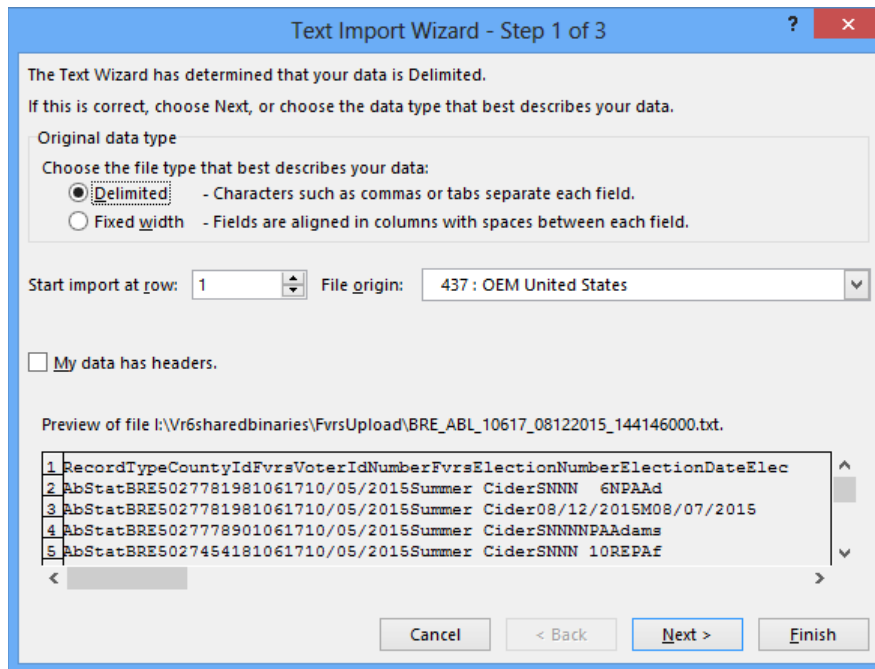
3 On the second dialog, under **Delimiters**, select **Tab** if the file does not contain commas or **Comma** if the file has commas between the data elements. If you aren't sure which delimiter to use, select the one that separates the data in Excel's **Data Preview** pane so it looks like the example here:
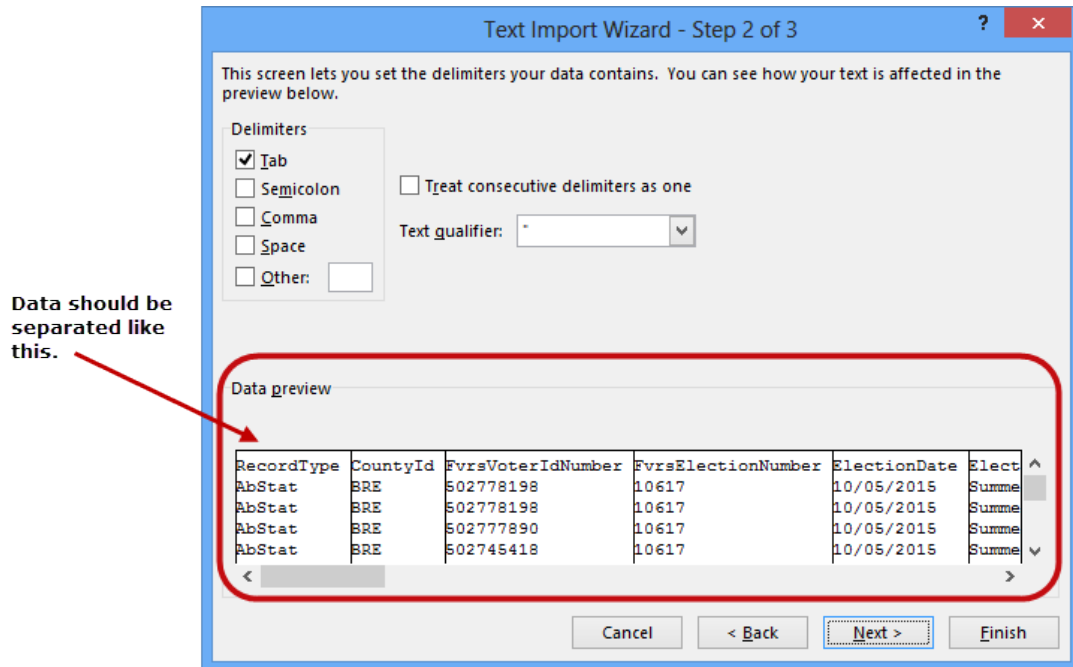
Clear the other check boxes in the **Delimiters** box. For the **Text Qualifier**, select the double-quote character (").Click **Next.**

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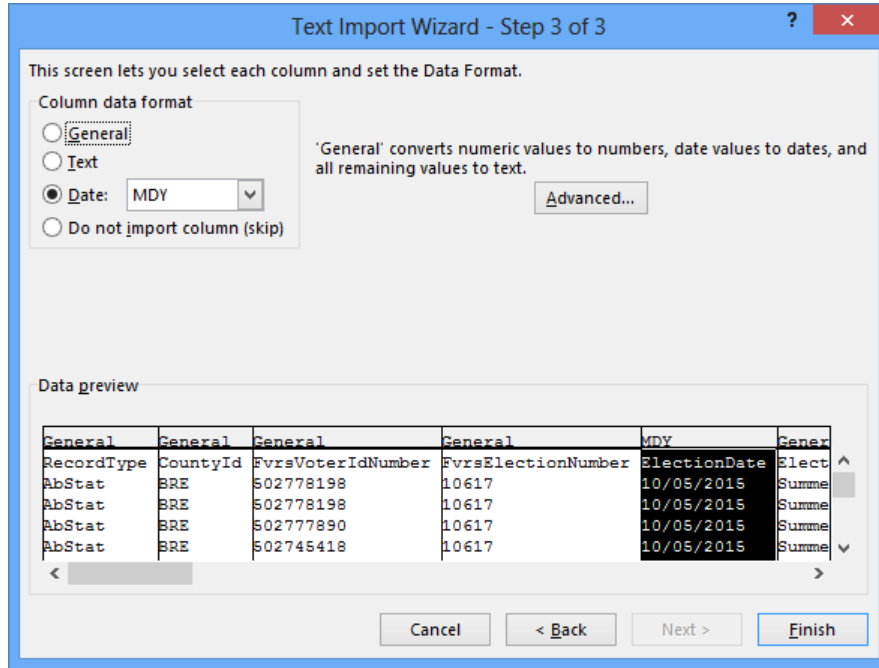
5   Click **Finish** to load the file into an Excel worksheet.

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.

Using Microsoft Word to Create Mailing Labels

1 In Word, open a new blank document. (Click **File > New > Blank document > Create**.)

2 On the Word ribbon, click **MAILINGS**.
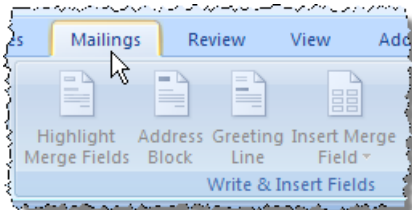
3 Click **Start Mail Merge > Labels**.
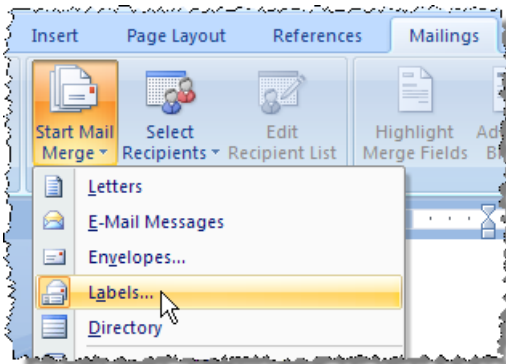
4 On the **Label Options** dialog, select the type of printer you have—either **Continuous-feed** or **Page printer**—and the tray where your blank labels are loaded.
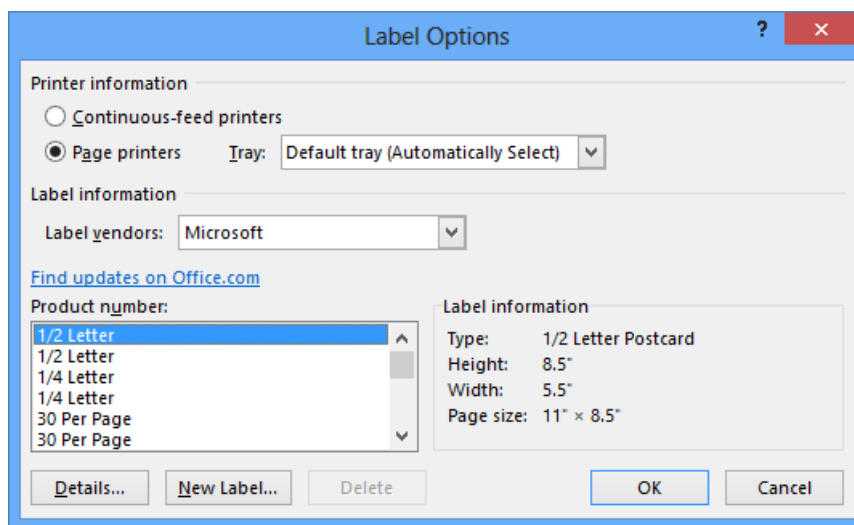
In the **Label vendors** field, select your label vendor from the drop-down list. Select the label size in the **Product number** field. Click **OK** to display a grid sized for your mailing labels.
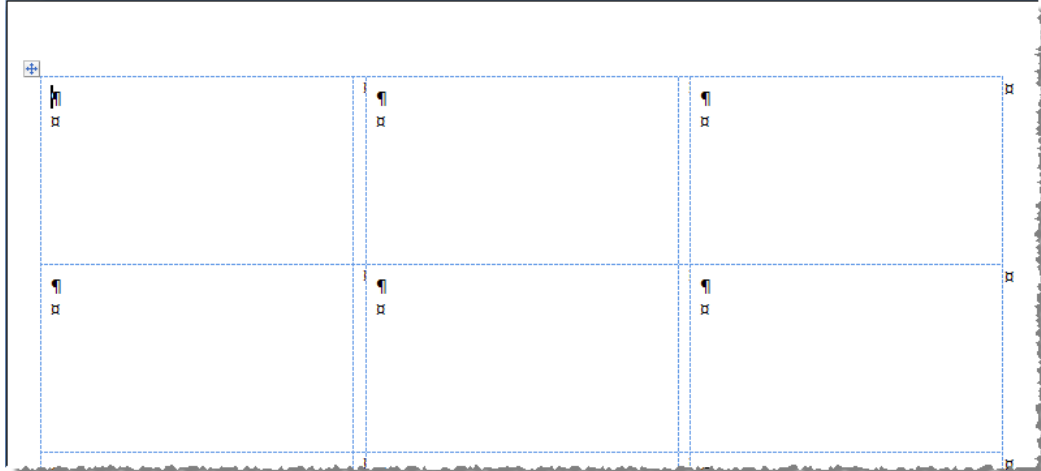
5 Click **Select Recipients > Use an Existing List**.
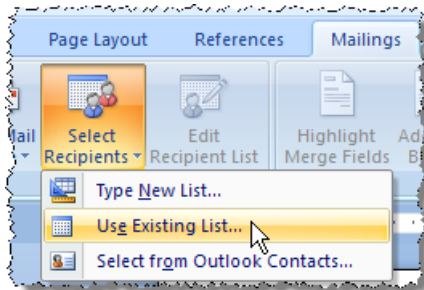
6 On the **Select Data Source** dialog, navigate to the text file you saved in Excel and click **Open**.

7 Verify that the cursor is in the first label box (that is, the top left box on the page). Click **Insert Merge Field** and, on the list that appears, click the field you want to appear in the first line of the label. (Typically this is the voter name.)
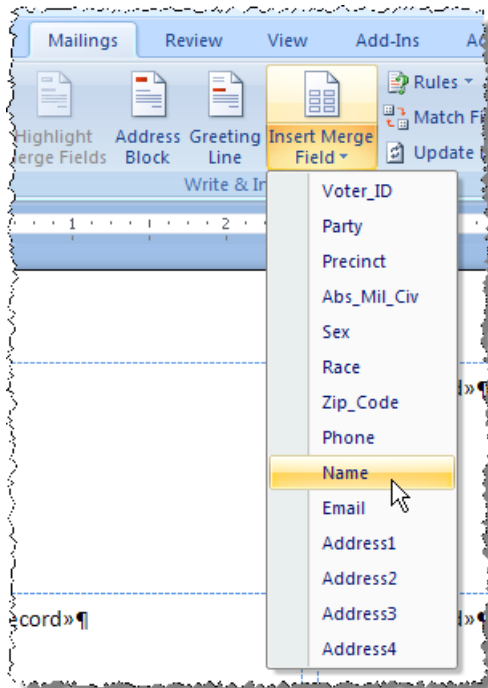


The data field you selected will appear in the first label box.
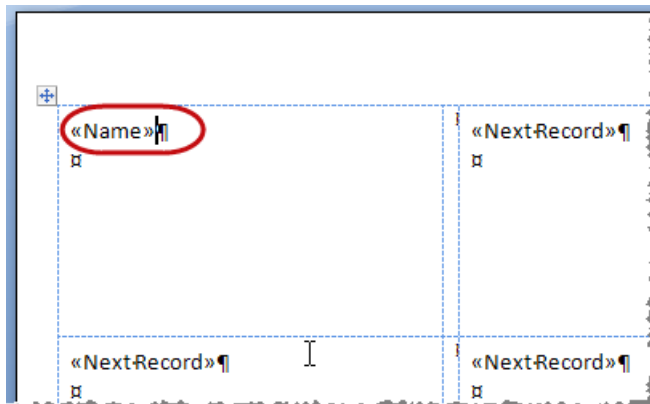
Repeat this step for all fields you want on the label. Remember to format the label by inserting returns and spaces so that the fields won't run together. Here is an example of a finished label layout:
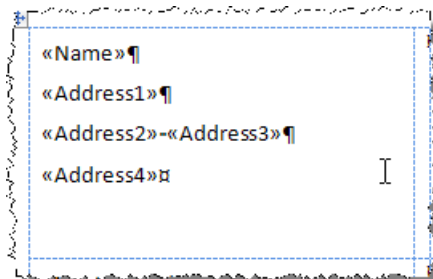
8 When the label layout contains all fields you want and is formatted properly, click **Update Labels**
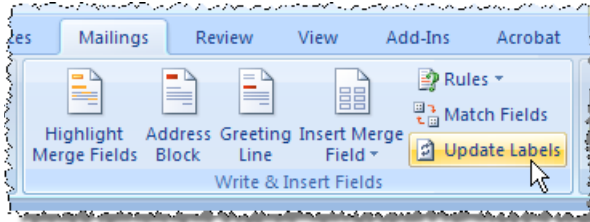
to fill the other blocks in the grid with the layout in the first block.
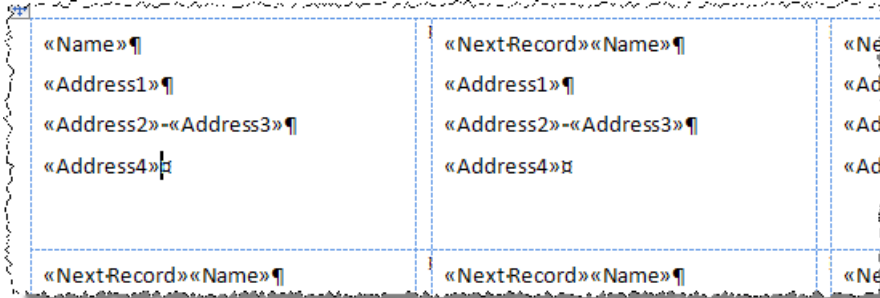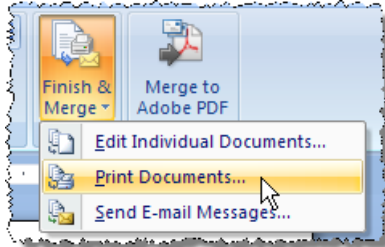

9 Click **Preview Results**.
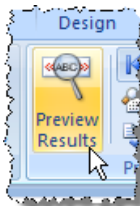
The label grid will be loaded with voter data from the text file (that is, the "recipients list").
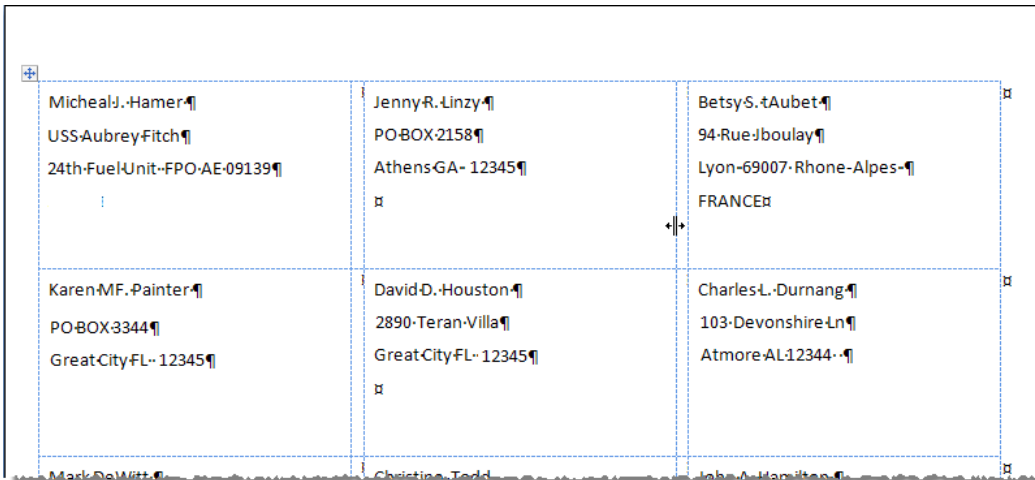
You can scroll through the labels to verify you got good results. To scroll, use the arrow buttons in the **Preview Results** box on the Toolbar.
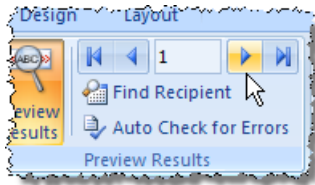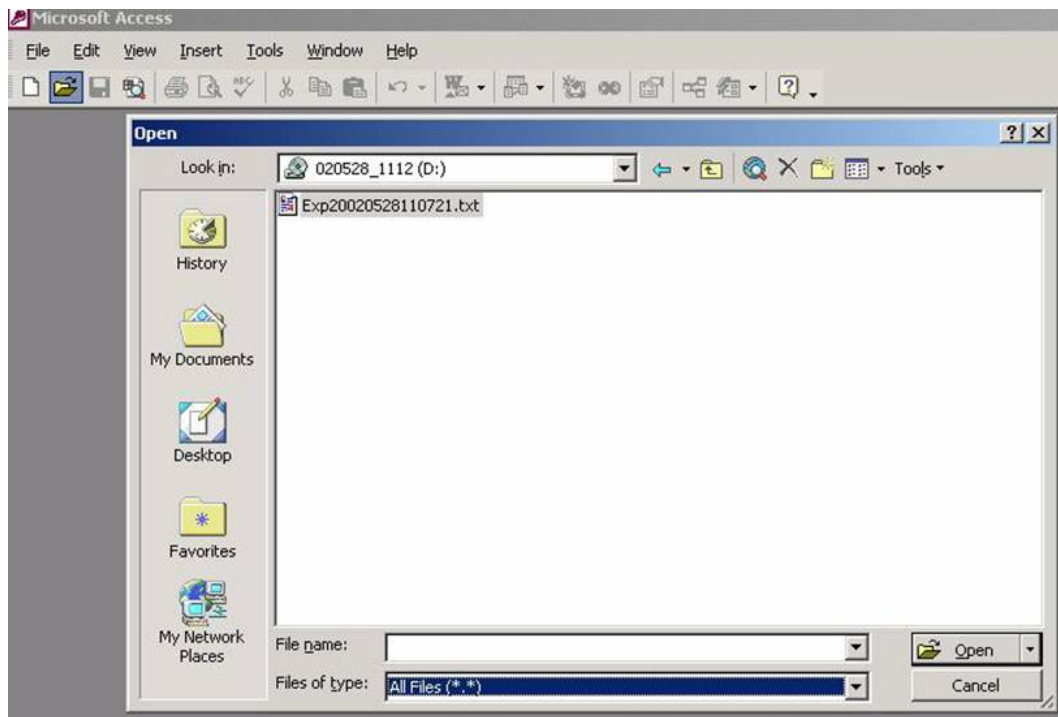
10 When you are ready to print, click **Finish & Merge > Print Documents**.

Select your printer and click **OK** to print the labels.

Loading a File into Microsoft Access

1 In Access, click **File > Open**.

At the top of the **Open** dialog, in the **Look In** field, select the folder where the file provided by the Supervisor of Elections is located. In the **Files of type** field select **All Files**. Highlight the text file and click **Open**.

**2** On the first dialog of the Link Text Wizard, select **Delimited** and click **Next**.
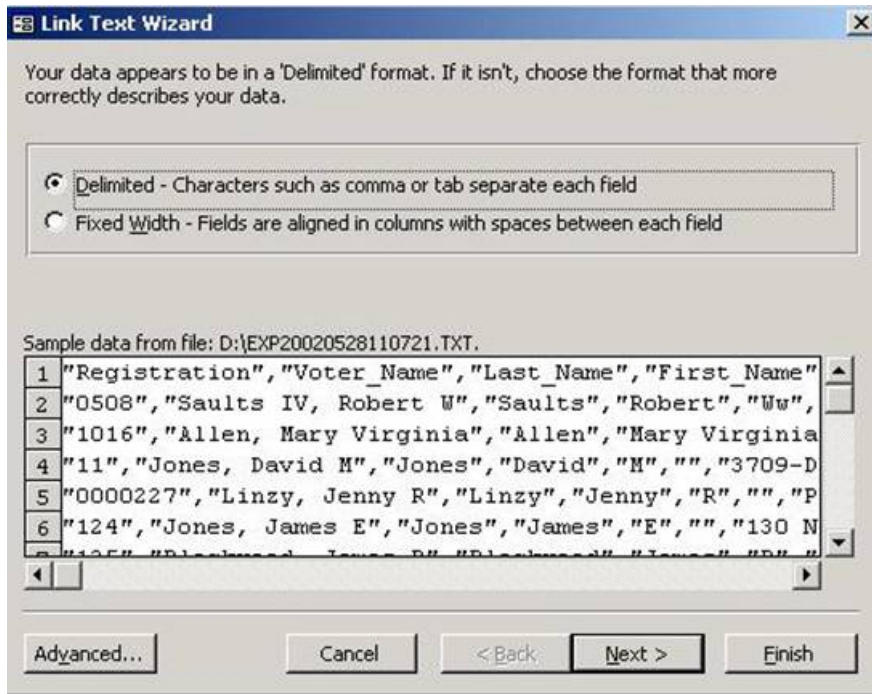
3 On the next dialog of the wizard, select **Tab** or **Comma** and click **Next**.
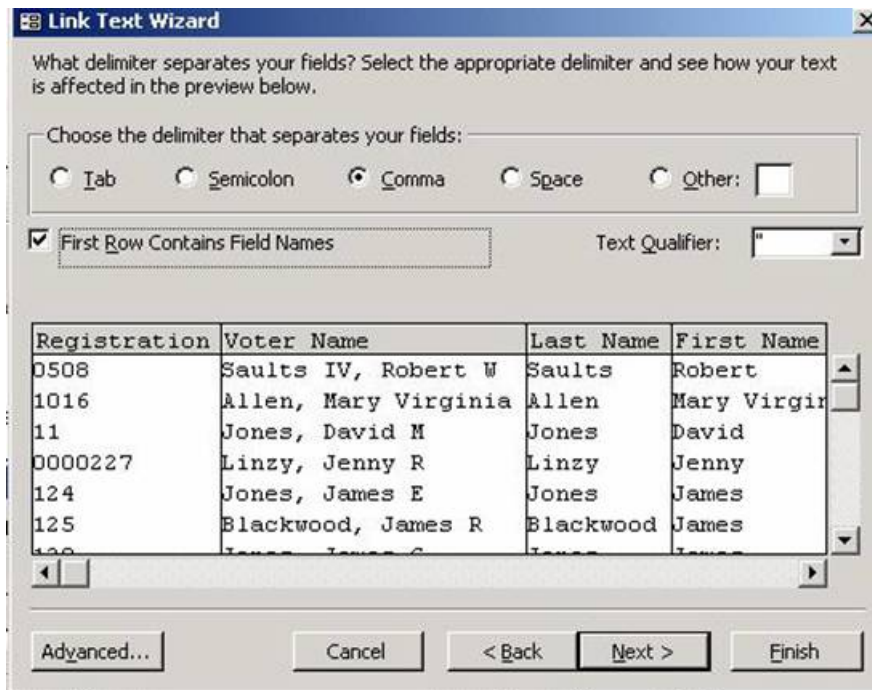

Examine the first line of the file. If it contains header information rather than individual voter data, select **First Row Contains Field Names**. Click **Next**.

4 The next dialog displays the name of each field and its data type. Using the bar across the bottom you can move through the fields. You might want to change

the data type of date fields like Birth_Date to **Date/Time** as shown here. Click **Next**.
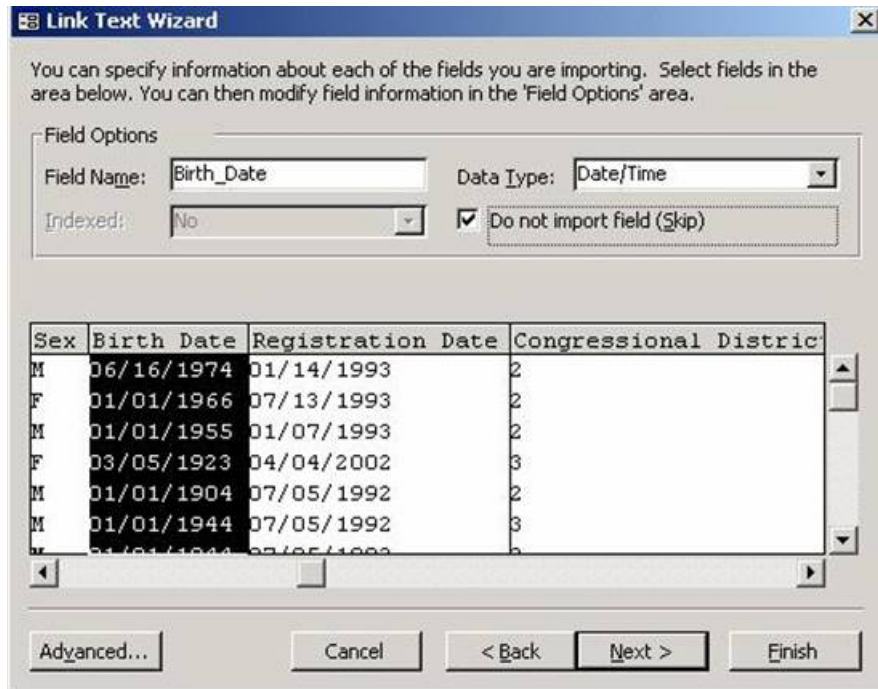
5 Enter a name for your Access table and click **Finish**.
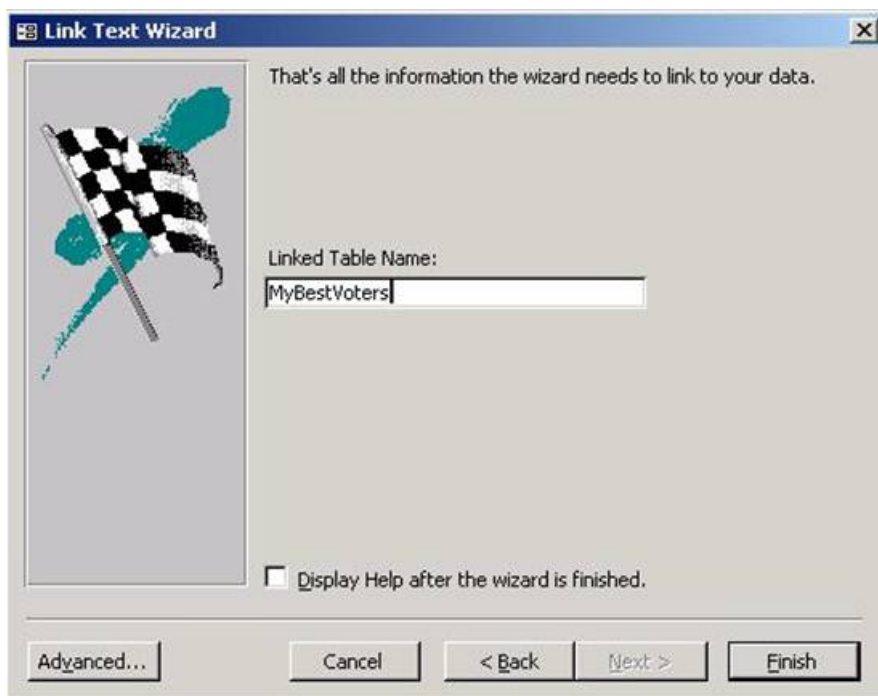
Access will then import the data file and it will be ready for use.