



Using Data Files from the Supervisor of Elections

Last Updated: Thursday, March 10, 2022

The content of this document is confidential and a proprietary trade secret. It is therefore not subject to open disclosure under Florida Public Records laws.

This document is provided solely for the use of licensed users of Voter Focus and Web Focus. The content, in whole or in part, is not to be disclosed to any unauthorized person.

The information in this document is subject to change without notice. No part of this document may be reproduced or transmitted in any form or by any means, electronic or mechanical, for any purpose, without the express written permission of VR Systems Inc.

© 1995-2022 VR Systems Inc. All rights reserved.

Distribution Notice

Counties, Please Note Before Distributing this Document

You are welcome to use all or part of this document in preparing documentation for distribution to political candidates or committees. However, if you choose to omit our copyright statement and/or footers stating that the information is proprietary and confidential, please insert the following text as a preface to any documentation containing material from this document. Note that you will need to insert your county's name in the text.

This document was prepared in part using material provided to <your county name> County by VR Systems Inc. Such material is confidential and a proprietary trade secret. The software is also a proprietary trade secret. Software and software documentation are therefore not subject to open disclosure under Florida Public Records laws.

If you have questions about this matter, please contact us.

CONTENTS

Distribution Notice

Data Available from Your Supervisor of Elections

Candidate Label Export File

Text File of Voters With or Without Voting History

Daily Election Files

Absentee Ballot Request Information File	16
Early Voting Summary	17
Early Voting Voters List	17

Loading the File Into Excel

Using Microsoft Word to Create Mailing Labels

Loading a File Into Microsoft Access

Data Available from Your Supervisor of Elections

Data to Request from Supervisor	Delivery Formats	File Layout Description
Mailing Labels for Vote-by-Mail Voters (sometimes called "Candidate Labels" or "Absentee Labels")	Printed labels File on disk or by email File posted to your candidate area of the Supervisor's website *	"Candidate Label Export File " on page 7
Text File of Voters with or without Voting History You can request a list of all voters or just the voters requesting mail ballots for a specific election.	Printed list File on disk or by email. File posted to your candidate area of the Supervisor's website *	"Text File of Voters With or Without Voting History" on page 9
Walking List of Voters in Door-to-Door Order	Printed list File on disk or by email	Self-explanatory
Mailing Labels for Voters Meeting Specific Criteria (consult your Supervisor on criteria)	Printed labels File on disk or by email	Self-explanatory
Daily Election Files sent to the State: Absentee Ballot Request Information File Early Voting Summary Early Voting Voters List	Printouts Files on disk or by email Files posted to your candidate area of the Supervisor's website *	"Daily Election Files" on page 16

Data to Request from Supervisor	Delivery Formats	File Layout Description
Get Out the Vote Report	File on disk or by email ** Files posted to your candidate area of the Supervisor's website *	Self-explanatory

* 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

Field Name	Length	Description
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.)

Field Name	Length	Description
"Formatted_Address"	81	<p>First line of the mailing address. If the voter has no mailing address, this field contains the first line of the residential address.</p> <p>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:</p> <p style="padding-left: 40px;">2345A S MONROE ST 67B</p> <p>where A is the street number suffix, S is the street direction, and 67B is the apartment number.</p> <p>For a street with a direction suffix, the address might be:</p> <p style="padding-left: 40px;">4234B SHAMROCK RD E</p>
"City_State"	40	City and state of address used in Formatted_Address.
"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

Field Name	Length	Description
"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	<p>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:</p> <p>Voter List—This field contains the mailing address. If the voter record has no mailing address, the residential address is used instead.</p> <p>Absentee Requests—This field contains the first one of the following addresses found in the voter record:</p> <ul style="list-style-type: none"> • 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
"Mailing_Address_2"	40	Second line of the address used in Mailing_Address_1.

Field Name	Length	Description
"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

Field Name	Length	Description
"Registration_Date"	11	Date voter registered to vote in MM/DD/YYYY format
"Congressional_District"	2	Voter's US Congressional district
"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.

Field Name	Length	Description
20 voting-history fields	1	<p>Appear only if you requested that the file include voting-history data.</p> <p>Consists of 20 voting-history fields, each with a field header containing the election name and date. For example: General_ElectionNov62012</p>

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 not counted (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 by the voter E—Voter error N—Unsigned P—Provided M—Mailed R—Requested (for this election) S—Standing (all elections) 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 subsequently appear twice in the Absentee Ballot Request Information file; appearing 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 appear with the *S* status and are only listed once. Those voters are not 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:

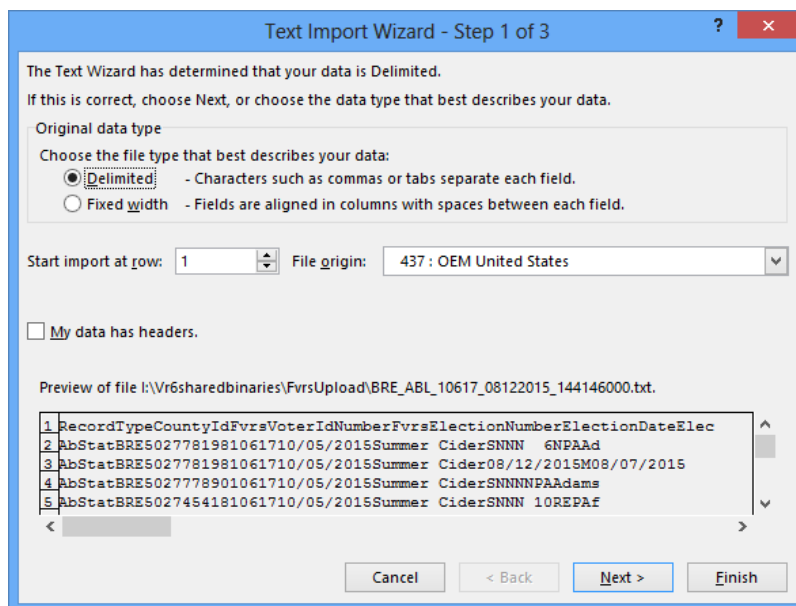
<county ID>_EVL_<FVRS election number>_<date of run>_<time of run>.txt

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		

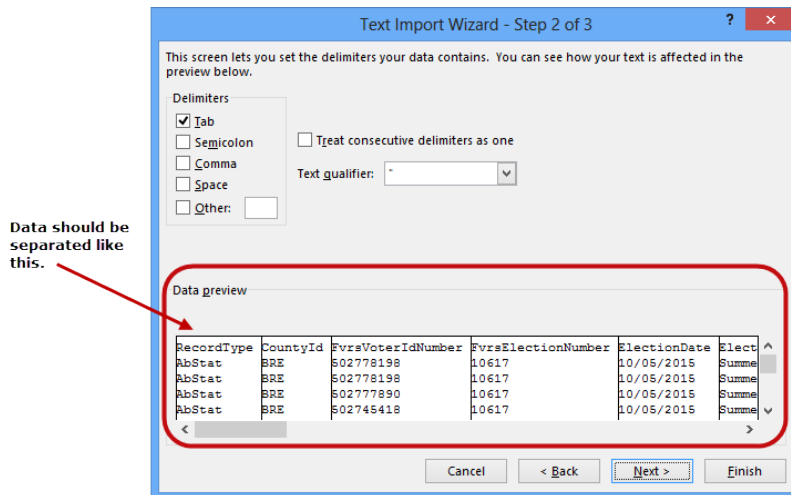
Loading the File Into Excel

1. In Excel, select **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 one of the following:
 - **Tab**—if the file does not contain commas.
 - **Comma**— if the file has commas between the data elements.

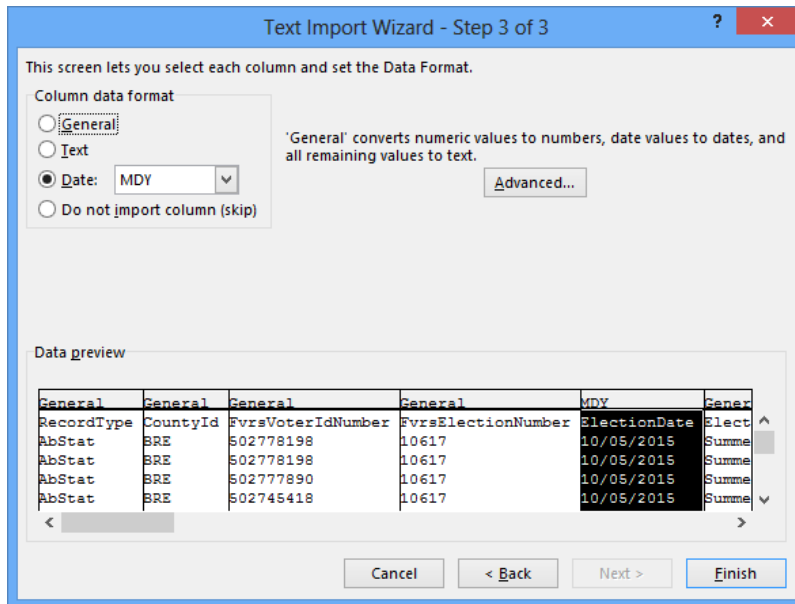
If you aren't sure which delimiter to use, select the one that logically separates the data in Excel's Data Preview pane so it looks like the example here.



4. Clear the other check boxes in the Delimiters box.
5. For the Text Qualifier, select the double-quote character ("), and then click **Next**.

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.

6. You can change the format of any column by clicking in the column and selecting a different format in the Column data format box. You might, for example, want to change data fields to a **Date** format, as shown in the example here:

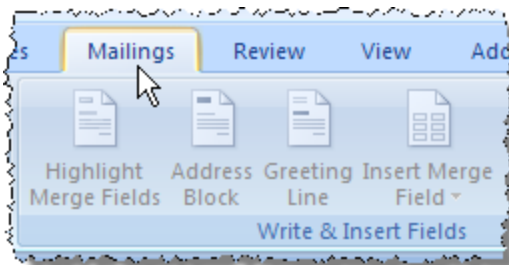


7. Click **Finish** to load the file in an Excel worksheet.

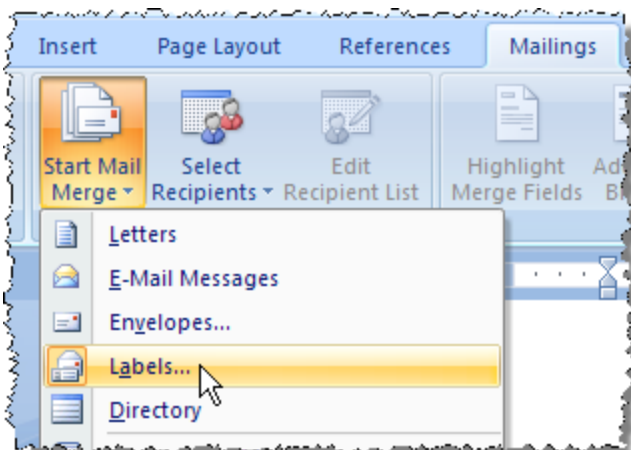
If you plan to create mailing labels using the mail merge capability in Microsoft Word, save the Excel worksheet as a text (TXT) file.

Using Microsoft Word to Create Mailing Labels

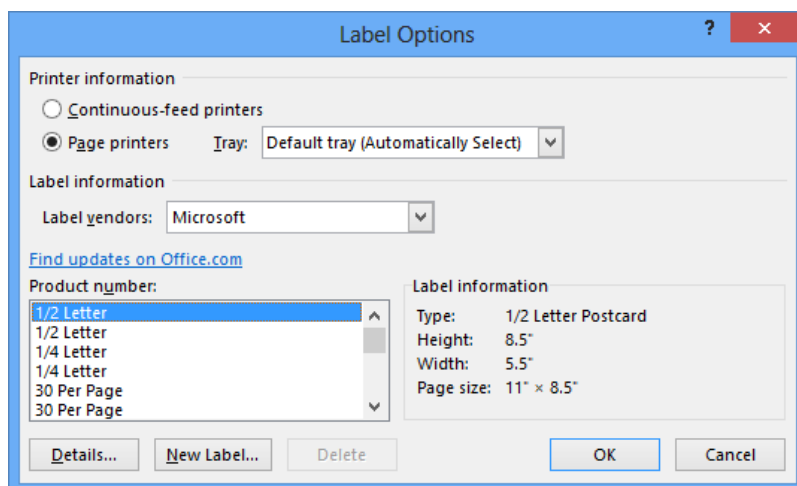
1. In Word, open a new blank document.
2. On the Word ribbon, click **Mailings**.



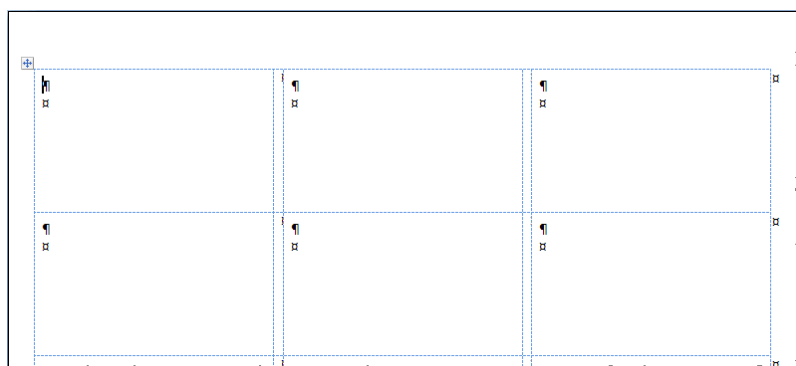
3. Click **Start Mail Merge > Labels**.



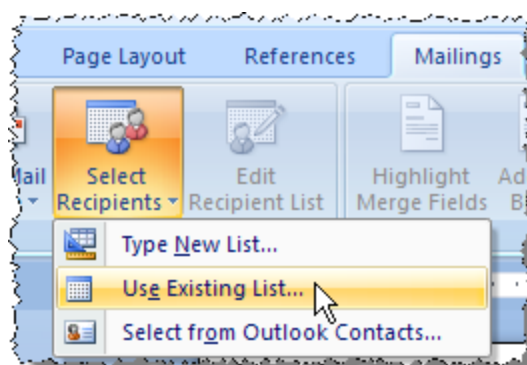
4. On the Label Options dialog, select the type of printer you have—either **Continuous-feed** or **Page printer**—and the tray where your blank labels are loaded.



5. In the **Label vendors** field, select your label vendor from the drop-down list.
6. In the **Product number** field, select the label size.
7. Click **OK** to display a grid sized for your mailing labels.

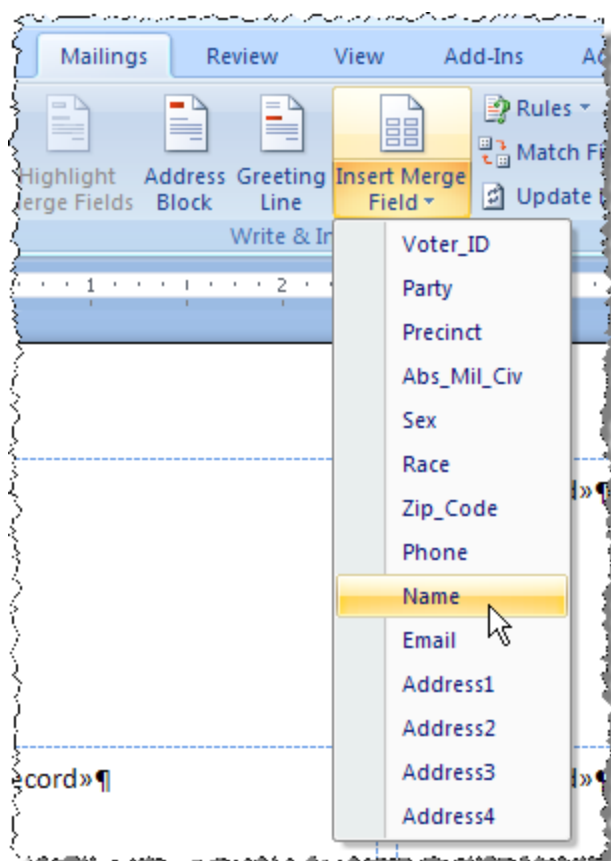


8. Click **Select Recipients > Use an Existing List**.

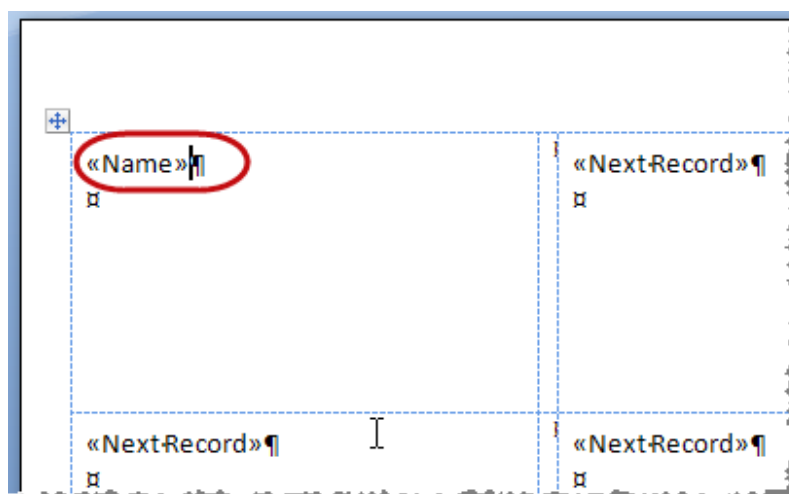


9. On the Select Data Source dialog, navigate to the text file you saved in Excel and click **Open**.

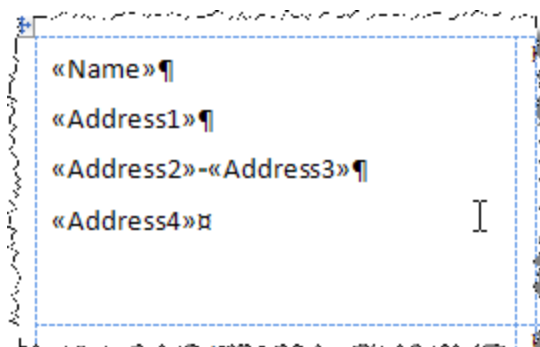
10. Verify that the cursor is in the first label box (that is, the top left box on the page).
11. Click **Insert Merge Field** and, on the list that appears, click the field you want to appear in the first line of the label. (Typically, this is the voter name.)



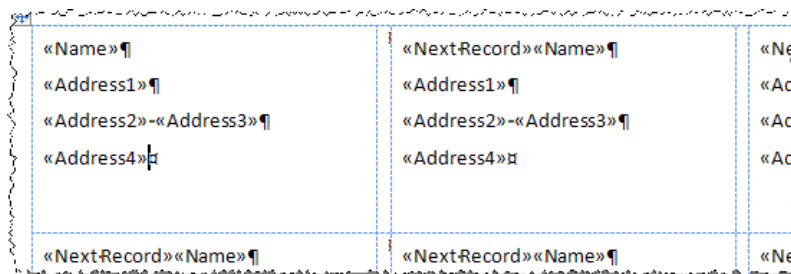
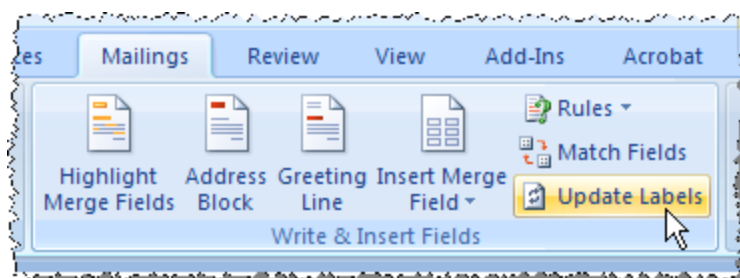
The data field you selected will appear in the first label box.



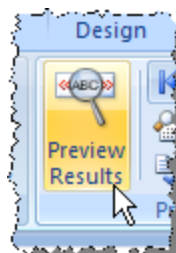
12. Repeat the previous step for all fields you want on the label. Remember to format the label by inserting returns and spaces so that the fields won't run together. Here is an example of a finished label layout.



13. After you insert all the fields for the label layout and the layout is formatted properly, click **Update Labels** to fill the other blocks in the grid with the layout in the first block.



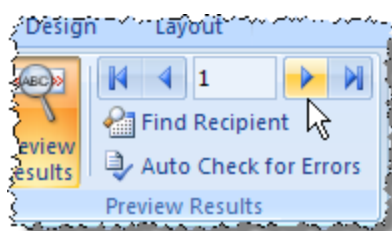
14. Click **Preview Results**.



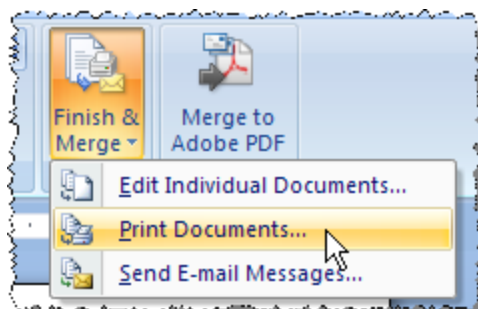
The label grid is populated with the voter data from the text file (that is, the “recipients list”).

Micheal J. Hamer USS Aubrey Fitch 24th Fuel Unit-FPO-AE-09139 :	Jenny R. Linzy PO BOX 2158 Athens GA- 12345 :	Betsy S. tAubert 94 Rue Jboulay Lyon-69007-Rhone-Alpes FRANCE :
Karen MF. Painter PO BOX 3344 Great City FL- 12345 :	David D. Houston 2890 Teran Villa Great City FL- 12345 :	Charles L. Durnang 103 Devonshire Ln Atmore AL 12344 :

15. Use the arrows in the Preview Results box on the toolbar to scroll through the labels to verify the layout looks good.



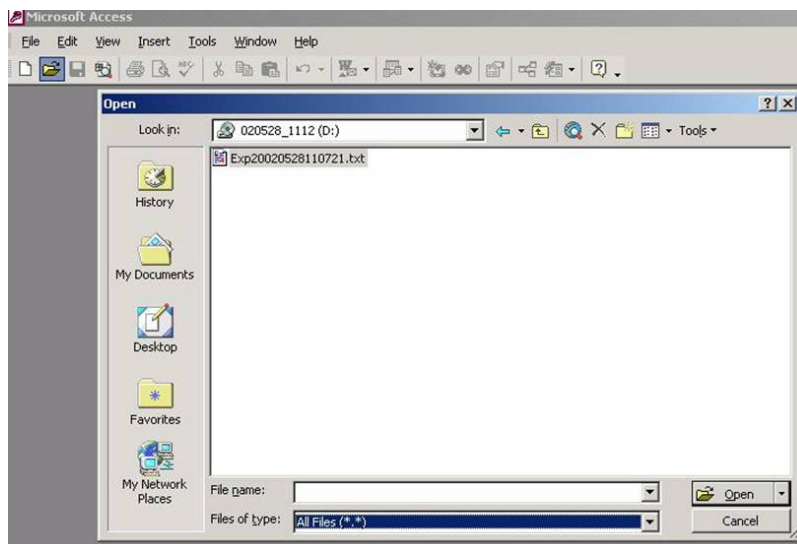
16. When you are ready to print, click **Finish & Merge > Print Documents**.



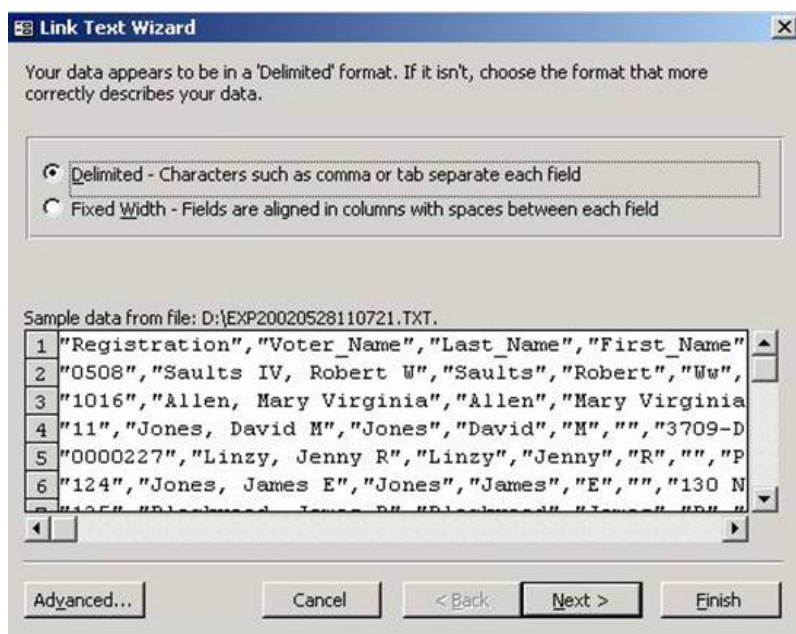
17. Select your printer and click **OK** to print the labels.

Loading a File Into Microsoft Access

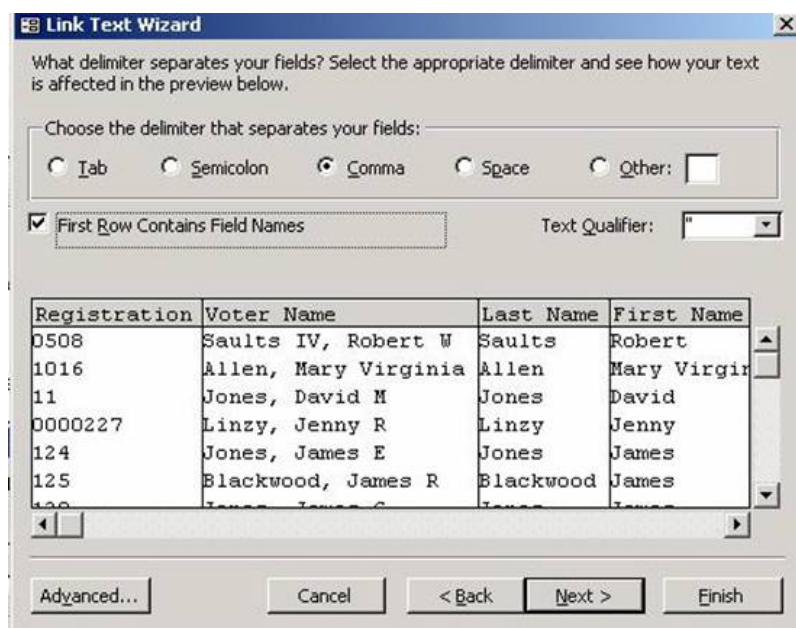
1. In Access, click **File > Open**.



2. 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.
3. In the Files of type field select **All Files**.
4. Highlight the text file and click **Open**.
5. On the first dialog of the Link Text Wizard, select **Delimited** and click **Next**.



6. On the next dialog of the wizard, select **Tab** or **Comma** and click **Next**.



7. Examine the first line of the file. If it contains header information rather than individual voter data, select **First Row Contains Field Names**. and click **Next**.
8. 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**.

Link Text Wizard

You can specify information about each of the fields you are importing. Select fields in the area below. You can then modify field information in the 'Field Options' area.

Field Options

Field Name: Data Type:

Indexed: ☒ Do not import field (Skip)

Sex	Birth Date	Registration Date	Congressional District
M	06/16/1974	01/14/1993	2
F	01/01/1966	07/13/1993	2
M	01/01/1955	01/07/1993	2
F	03/05/1923	04/04/2002	3
M	01/01/1904	07/05/1992	2
M	01/01/1944	07/05/1992	3

Advanced... Cancel < Back Next > Finish

9. Enter a name for your Access table and click **Finish**.

Link Text Wizard

That's all the information the wizard needs to link to your data.

Linked Table Name:

☐ Display Help after the wizard is finished.

Advanced... Cancel < Back Next > Finish

The data is imported into Access and is ready for use.