## ACCESSING DATA CANDIDATE DATA RETRIEVAL

## 1. Go to <u>www.pascovotes.com</u>



2. **Hover** over 'Candidates', then **hover** over 'Guide for Candidates', then **hover** over 'Candidate Support', then **click** 'Financial Reporting'

BRIAN E. CORLEY	Y, SUPERVISOR O	F ELECTION	IS
Supervisor of Elections Voters Election	ons Candidates P	6	ollworkers
	Local Candidates »		
Quick Links	Municipal Candidates »	ates	News
Register to Vote	Statewide & Multicounty Candidates	n Dates	EAC Election Security Video     2018 Candidate Guide
Am I Registered?	El Candidate/Committ	ee Election Date	2018 Candidate Guide     2018 Voter's Guide     A new version of PascoVotes is
Vote By Mail	Pr Archived Reports »	08/28/2018	available1 Protected Addresses Address Card Reply Form
Where Do I Vote?	G Guide for Candidates »	Becoming a Candidate	Corley's Corner     Public Records Request Notice
Early Voting	Financial Reporting Login	Candidate Qualifying	
Contact Us	About Judicial Elections	Candidate Support »	Financial Reporting
	Candidate Forums		Publications

3. Candidate Financial Reporting Menu appears



4. Click 'Order Retrieval Login'



5. Order Retrieval Login screen appears

	Order Retrieval Login
	Pasco County Election Information
	During an active election cycle, our office distributes files containing information about Mail Ballot voters and early voters. These files are produced in accordance with Florida Election Law and the rules adopted by the Florida Division of Elections.
	Early Voting information is available to the public.
	Mail Ballot voter information is only available to authorized members of the public as defined in Florida Election Law (section 101.62 (3)).
	According to the Division of Elections' rules, the Mail Ballot Status files are sent to the Division each day beginning 60 days before a State-wide primary election and continuing until 15 days after the corresponding State-wide general election.
	Early Voting information is available once early voting has begun for an election and continues until the early voting period ends. Please refer to the <u>State's Public File</u> Access page to access these files.
	If you are authorized under section 101.62(3) of Florida's Election Laws and have obtained a login if from Pasco County's Supervisor of Elections office, please press the "Login" button below to access your Mail Ballot Information Files. If you are authorized and have received (or wish to receive) a State of Florida Division of Elections login, please use the <u>State's Public File Access</u> page to retrieve your files.
	Login
	If u have any questions regarding these files, please contact the Supervisor of Elections' office.
6. Click 'Lo	gin'
	continuing until 15 days after the corresponding State-wide general election.
	arly Voting information is available once early voting has begun for an election and continues until the early voting p ccess page to access these files.
	In ou are authorized under section 101.62(3) of Florida's Election Laws and have obtained a login id from Pasco Coun "Lugin" button below to access your Mail Ballot Information Files. If you are authorized and have received (or wish to log
	Login
	It you have any questions regarding these files, please contact the Supervisor of Elections' office.

7. Candidate File Access screen appears

Order Retrieval Login
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 Login

8. **Enter** the Numeric ID number and password in the space provided. Passwords and IDs are issued by the elections' office (see screen shot below)

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 571						
Please enter your password						
Login						

- 9. Then click 'Login'. LOG IN DOES NOT WORK IF YOU HAVE NOT PLACED AN ORDER (it takes approximately 2 hours for data to upload to your portal <u>after it has been created</u>. Please allow 24-hours for orders to be processed)
- 10. The Candidate File Access screen now states "Welcome: (Name of Candidate)" ... be sure to read the instructions listed below your name

Order Retrieval Login						
Candidate File Access Welcome:						
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: 2018-05-03 10:46:06 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				
	2018-05-02 16:46:38	Download 2018-05-03 10:46:53				

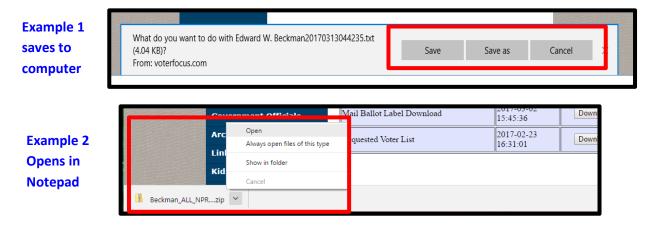
11. **IF YOU HAVE NOTIFIED THE ELECTIONS' OFFICE** THAT YOU WANT DATA, your files appear under the 'Log off' button with a 'File Description', 'File Date' and 'Last Download'. New Files will appear with 'Download' and 'Ready' under the 'Last Download' column. Files that have already been downloaded will show the date and time the files were accessed

Last access date: 2017-03-08 10:52:5 Log off The following files are available for y machine.		e select the file you wish to bring to your
File Description	File Date	Last Download
Mail Ballot Label Download	2017-03-13 16:46:41	Download Ready
Mail Ballot Label Download	2017-03-02 15:45:36	Download 2017-03-08 10:52:57
Requested Voter List	2017-02-23	Download Ready

- 12. All files sent to your portal will be in .txt format (text file)
- 13. Click 'Download' on the file that you wish to access

g off following files are available for you chine.	u to download. Please	select the file you wish to bring to your				
e Description	File Date	Last Download				
il Ballot Label Download	2017-03-13 16:46:41	Download Ready				
il Ballot Label Download	2017-03-02 15:45:36	Download 2017-03-08 10:52:57				
	0017-02-02					

14. The text file will automatically open OR a menu bar will open on your screen asking if you would like to Save, Save As, or Cancel (example 1). Menu bars vary according to your operating system (see second example). If a file is "zipped" or "compressed" the data must be extracted before being saved)



- 15. Click 'Save As' and save the text file in an easily accessible place on your computer (like your Desktop) ... <u>continue to step 16</u> ... <u>unless</u> your file opened in Notepad or a browser window (follow steps a. e. below if the file opened directly into Notepad or a browser window)
  - a. If the text file automatically opens into Notepad or a browser window, you should save the text file to your computer
  - b. From your internet browser's menu, find the 'File|Save As' feature. Click it and the 'Save' dialog window appears on screen (the File|Save As feature location differs with each type of browser, i.e. Explorer, Chrome, Safari, etc...). Sometimes the save feature is available if you right click in the middle of the data. (Notepad is the second example)

🕞 🕑 🍘 https://www.voterfocus.com/candidate/Exp20140206_Sampe_Pct2_NPA_voters.bt 👂 🖌 🗟 C 🛛 🥥 Candidate Report 🔹 > Avalon - We Ar 🚾 Order Retriev	al Lo <i> v</i> oterfocus.com
"VoterID", "Voter Name", "Last Name", "First Name", "Middle Name", "Name Style", "Formatted Address", "City State", "Zip Country", "117837770", "Eit, Leon Y", "Elt", "Leon", "Yuryevich", "", "Zi420 A D May RD", "Dade City FL", "33523", "21420 A D May RD", 21420," "118918182", "Buchanan, Brandon R", "Buchanan", "Brandon", "Regis", "", "Zi282 A D May Rd", "Dade City FL", "33523", "Zi422 A D May RD", 21420," "118918182", "Buchanan, Robert C", "Lang", "Bochert", "Charles", "", "Zi282 A D May Rd", "Dade City FL", "33523", "Zi422 A D May Rd", 218 "121277699", "Norris, Emilee M", "Norris", "Emilee", "Mae", "", "19012 Adirondack Ter", "Dade City FL", "33523", "19012 Adirondack "10642783", "Fitcel, Jeanetta M", "Friedel", "Jeanetta", "10642781", "Fitcel, Licking M", "Statos Bailon, Homero", "Sixtos Bailon, Homero", "Sixtos Bailon, Homero", "Sixtos Bailon, "Norris", "Richard", "Kinberly", " "106667310", "Alvarez, Kimberly S", "Alvarez", "Kimberly", " "106467310", "Alvarez, Kimberly S", "Alvarez", "Kimberly", "	","","A D May","RD" Rd",21826,"","","A 26,"","","A D May",
"106422743","Privateer, Charles R","Privateer","Charles 106453006", "Andersen, Valeria A", "Andersen, "Valeria", 106652645","Mann, Linda K", "Mann", "Linda","K", "I", "1934 106487564", "Geisser, Kimberly A", "Geisser", "Kimberly", 119177387", "Gerza, Domingo", "Garza", "Domingo", "T, "", "PO 106465164", "Garza, "Marcia", "Leer, "T, "PO BOX 188", "Trilby FL", "33593", "20904 Beaver Rd", 20904, "", "", "BO	',21737,"","","Alv "","Alvarez","LN", as","Dr","","",",", 3055,"","","Bald E _,"Rd","","","",",","
"104360699","Yager, Scott W","Yager","Scott","W","","PO BOX 934","Trilby FL","33593","21104 Beaver Rd",21104,"","","Beaver "115532908","Evans, Ashley E","Evans","Ashley","E","","7098 CR 661","Bushnell FL","33513","21135 Beaver Rd",21135,"","","B "106539726","Klar, Sarah A","Klar","Sarah","Ann","","19148 Burke Rd","Dade City FL","335323","19148 Burke Rd",19148,"","", "106539740","Klar, Duane A","Klar","Sarah","Ann",","19148 Burke Rd","Dade City FL","33523","19148 Burke Rd",19148,"", "11159959","Rose, Winford","Rose","Winford",",","19446 Burke Rd","Dade City FL","33523","19446 Burke Rd",19148,"", "11159959","Rose, Winford","Rose","Winford",",","19446 Burke Rd","Dade City FL","33523","19446 Burke Rd",19446,",",","E 120172212","Gilpin, William","Gilpin","William",",","20654 Caboose Dr","Jade City FL","33553","20654 Cabose Dr",20654, "106631228","Fruett, Amy C","Fruett","Amy","Causey",","FO BOX 532","Sunterville FL","33555","38032 Causey RD",38032,",","	","Rd","","","","33 eaver","Rd","",""," Burke","Rd","","", ","Burke","Rd","", urke","Rd",",",", urke","Caboose","Dr

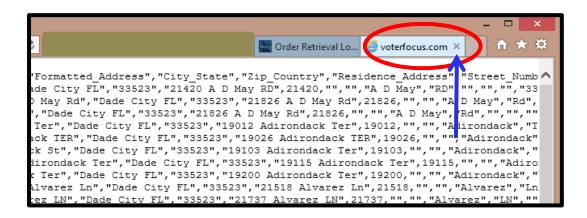
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	","Cisle: ","Mille:	Hide Folders			Encoding:	Western European (Wi	n Y	Save	Can	cel

A closer look at the Save Dialog Box shows the file path of where the document will be saved, the name of the file you are saving, the file type (should be a text file (\*.txt)).
 Click 'Save' to save the data to the desired location

🏭 OS (C:) 🖵 Tiffannie Allig	ood (\\soe.lan\Tron\The Vz v
File name:	Exp20140206_Sampe_Pct2_NPA_voters.txt
Save as type:	Text File (*.txt)
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	ankus","Bruno","Peter","JR","PO BOX 595","San Antonio FL","33576","21806 Field Of Dreams am","Wendy","Jayne","","36836 Foxglove Ave","Dade City FL","33523","36836 Foxglove Ave",

e. Close Notepad or the browser window that opened up with the txt file



16. Once the text file is saved to your computer the original menu bar shown in Step 14 changes to 'Open, Open folder, View Downloads' (see next screen shot)

17. You can click 'Open' to see the text file (usually in Notepad) or close out of the menu bar and open your file using an application like Microsoft Excel or Access

144235.txt finished downloading.	Open Open folder View downloads			

18. Log off the Order Retrieval – Candidate File Access system once all files have been downloaded (files are deleted after a few months but may be accessed until that time)

appear in a new browser window. Typically, the applicatio the file (i.e. use the File/Save menu).							
Last access date: 2014-02-06 12:03:24 Log off The following files are available for you to download. Please select the fi- machine.							
File Description	File Date	Last Down					
Requested Voter List	2014-02-06 09:36:33	Down					
Absentee Label Download	2014-01-22	Downl					

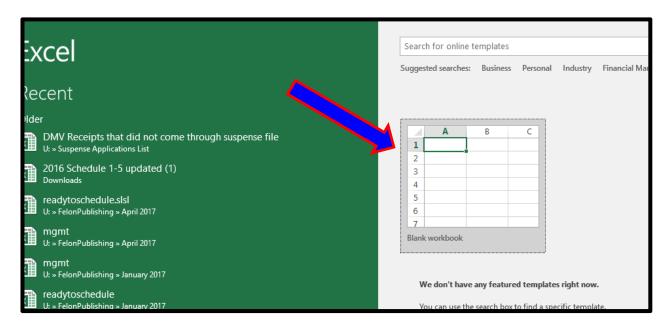
\*\*NOTE: If you are ordering daily vote by mail data, the files are generated at approximately 4:30 p.m. and should be available on your site by approximately 7:00 p.m. The elections' office sends the same daily files to a print house where the mail ballots are assembled and then mailed out the following day.

## **USING EXCEL TO OPEN THE DATA**

 Launch Excel (icon differs depending on version you are running) Note: Some steps may differ according to the version of Excel you are running



2. **Click** the blank workbook to open a new workbook



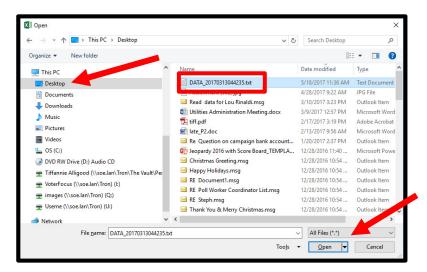
3. Click 'File'

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4. Click 'Browse'

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5. **Navigate** to the file path where you saved the data and be sure to select 'All files' so the text file will show up in the list (**NOT** 'All Excel Files' ... lower right-hand corner)



6. Click on the data file, then click 'Open'

					•
	^		Name	Date modified	Туре
			DATA_20170313044235.txt	5/18/2017 11:36 AM	Text Docume
			Attachment (002).jpg	4/28/2017 9:22 AM	JPG File
			🖂 Read data for Lou Rinaldi.msg	3/10/2017 3:23 PM	Outlook Item
			Utilities Administration Meeting.docx	3/9/2017 12:57 PM	Microsoft Wo
			1 tiff.pdf	2/17/2017 3:19 PM	Adobe Acrob
			late_P2.doc	2/13/2017 9:56 AM	Microsoft Wo
			🖂 Re Question on campaign bank account	1/20/2017 2:37 PM	Outlook Item
			Jeopardy 2016 with Score Board_TEMPLA	12/28/2016 11:40	Microsoft Po
			Christmas Greeting.msg	12/28/2016 10:54	Outlook Item
vault\Pe			🖂 Happy Holidays.msg	12/28/2016 10:54	Outlook Item
			RE Document1.msg	12/28/2016 10:54	Outlook Item
			🖂 RE Poll Worker Coordinator List.msg	12/28/2016 10:54	Outlook Item
			🖂 RE Steph.msg	12/28/2016 10:54	Outlook Item
			🖂 Thank You & Merry Christmas.msg	12/28/2016 10:54	Outlook Item
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7. Text Import Wizard appears on the screen, on Step 1, **verify** the 'Delimited' radio dial is selected, **then click** 'Next'

В	С	D	E	F	G	Н	I.	J	К				
			Т	ext Import	: Wizard -	Step 1 of	3		? ×	F			
	The Text W	The Text Wizard has determined that your data is Delimited.											
	If this is con	If this is correct, choose Next, or choose the data type that best describes your data.											
	Original da												
		he file type th				wate each fie	ы			H			
	Characters such as commas or tabs separate each field.     Fixed width - Fields are aligned in columns with spaces between each field.												
-		-								E			
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 On Step 2, <u>check the box</u> next to 'Comma' ... (<u>uncheck the box</u> next to Tab), then click 'Next'

H	Text Import Wizard - Step 2 of 3 ? ×
_	This screen lets you set the delimiters your data contains. You can see how your text is affected in the preview below.
	Semicolon
	Comma     Text gualifier:      ▼
-	Other:
-	Data greview
-	VoterID Voter_Name Last_Name First_Name Middle_Name Name_Style 117837770 Elt, Leon Y Elt Leon Yuryevich 118918182 Buchanan, Brandon R Buchanan Brandon Regis 119489578 Lang, Robert C Lang Robert Charles 121277639 Norris, Emilee M Norris Emilee Mae
-	Cancel <back next=""> Enish</back>

9. On Step 3, click 'Finish'

	Text In	nport Wiza	rd - Step 3 o	of 3	?	×					
This screen lets you select each Column data format © General Text Date: MDY V Do not import column (skip	'General' remainin		eric values to nu	imbers, date valui nced	es to dates, and	all					
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٢		Cancel	< <u>B</u> ad	k Next :	> <u>Finis</u>	h					

10. Data is then imported into Excel and can be saved, sorted and/or filtered at your discretion. If your data is "scrambled" you did not follow the instructions in step 8. You will need to close the scrambled file and start again. See next screen shot for an example of what your data should look like if opened correctly

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з	1.25E+08	Dem	25.1	С	F	5	34652	(727)846-3	Michaela	M. Hebert	5752 Virgi	New Port	Richey FL	34652	
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6	1.07E+08	Npa	50.2	С	F	5	34652	(727)802-0	Amanda L	Amandalo	5253 Kapo	New Port	Richey FL	34652	
7	1.04E+08	Dem	50.3	С	F	5	34652		Cynthia B.	Steele	5428 Char	New Port	Richey FL	34652	
8	1.23E+08	Dem	60.1	С	M	4	34652		Robert W.	Figueroa	6105 Adan	New Port	Richey FL	34652	vale
9	1.17E+08	Dem	60.1	С	F	5	34652		Barbara A	nne T. Hari	5832 Dela	New Port	Richey FL	34652	
10	1.25E+08	Npa	60.1	С	М	5	34652		Christos H	atzoudis	5832 Dela	New Port	Richey FL	34652	
11	1.24E+08	Dem	60.1	С	М	5	34652		Alex M. Ir	izarry	5638 La Sa	New Port	Richey FL	34652	
12	1.24E+08	Dem	60.1	С	F	5	34652	(347)524-9	Sandra Iri:	zarry	5638 La Sa	New Port	Richey FL	34652	sanc
13	1.07E+08	Dem	60.1	С	F	5	34652		Kim Y. Kris	kim.kristo	5535 Magr	New Port	Richey FL	34652	
14	1.21E+08	Idp	60.1	С	м	5	34652		Charles D.	bama.styl	5543 Exec	New Port	Richey FL	34652	
15	1.06E+08	Rep	60.1	С	м	5	34652	(727)868-6	Michael A	visionbuil	6222 River	New Port	Richey FL	34652	
16	1.22E+08	Npa	60.1	С	F	5	34652	(334)531-1	Sara M. M	xoxsaram	5706 River	New Port	Richey FL	34652	xoxs
17	1.18E+08	Rep	60.1	С	F	5	34652		Alexandra	L. Robins	5920 River	New Port	Richey FL	34652	
18	1.22E+08	Rep	60.1	С	м	5	34652		Paul M. Sh	noemaker	6016 Gran	New Port	Richey FL	34652	
19	1.07E+08	Dem	60.2	С	F	5	34652	(727)768-7	Pamela A.	pamelaas	5144 Pleas	New Port	Richey FL	34652	

11. If your file includes voter history, the election dates and codes will appear in the far-right columns. The codes for voting history are listed below

Cli	pboard	5	Font	Fa	Alignment	Fa	Number	Fai	Styles
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			AW		AX			AY	
1	2016 Pri	imary Elec	tion(Aug/30/2016)	2016 Mur	nicipal Election(Ap	r/12/2016)	2016 Pr	es Preference Prim	ary(Mar)
2	N			х			x		
3	N						Y		
4	N			х			х	History	
5	N			х			х	Codes	
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7	N								
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9	N			х			N		
10	N			х			х		
11	N			х			х		
10	N			v			N		

## Voting History codes are as follows:

- Y voted at polls
- Z voted provisional at polls (counted)
- E voted early
- F voted early by provisional
- A voted absentee
- B voted absentee not counted
- P voted provisionally not counted
- N did not vote
- X not eligible