

# **Download Instructions For Election Files**

## **Sumter County**



# DOWNLOAD ELECTION FILES

1. Go to [www.sumterelections.org](http://www.sumterelections.org)



2. Click on link "Candidate File Download" on left side under [Candidates]

When you visit the link, the following will appear inside your site...

## Election Information

During an active election cycle, our office distributes files containing information about absentee voters and early voters. These files are produced in accordance with Florida Election Law and the rules adopted by the Florida Division of Elections. Absentee 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 files are sent to the Division each day beginning 35 days before a State-wide primary election and 45 days before a State-wide general election. In both cases, these files will be updated daily until 10 days after the 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 [State's Public File Access](#) page to access these files.

If you are authorized under section 101.62(3) of Florida's Election Laws, please login to access your Absentee Information Files.

If you have any questions regarding these files, please contact the Supervisor of Elections' office.

If you have been authorized to receive from the State's site, press **Login** button. (see above)

For the Sumter County's information:

## 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

Enter your Candidate Financial User ID and password. Press the **SEND** button. (see above)



You will then be presented with a list of files you are authorized to download.

When you press on the Download button, the file will probably appear in their browser window...

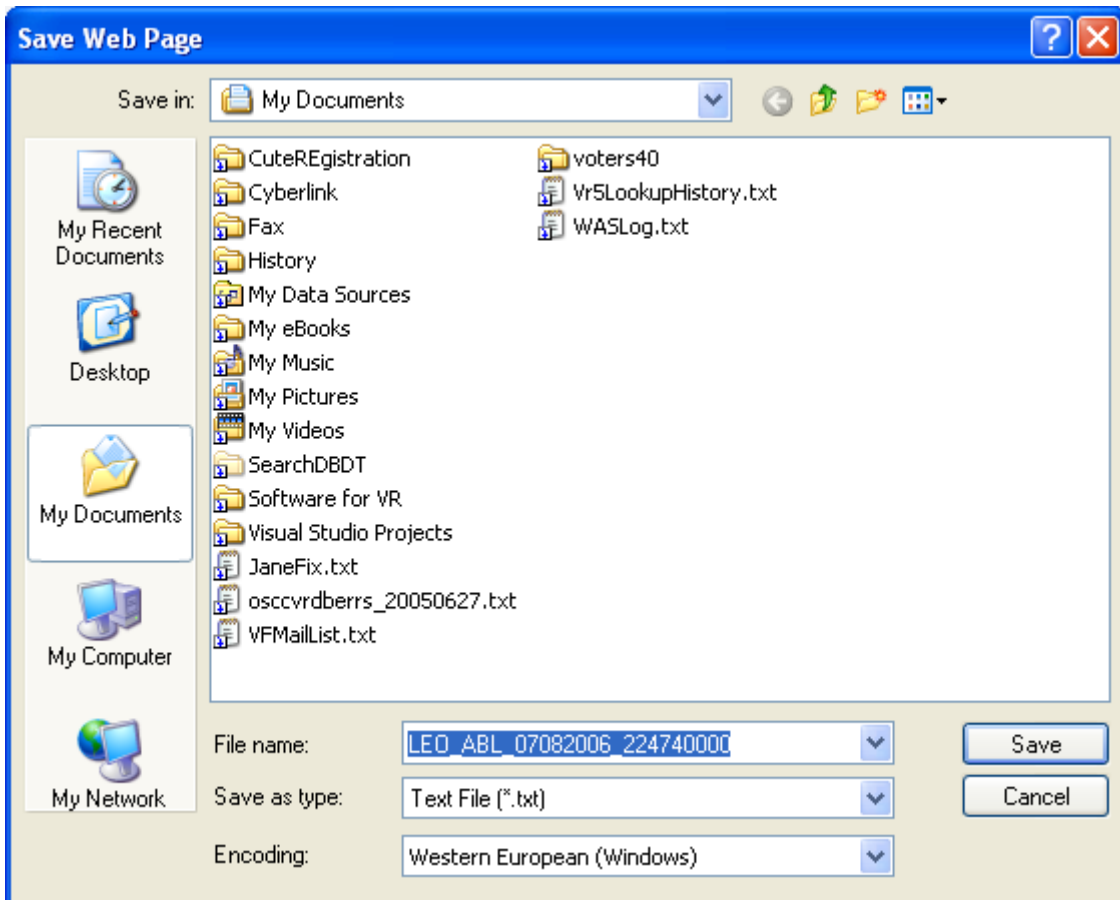
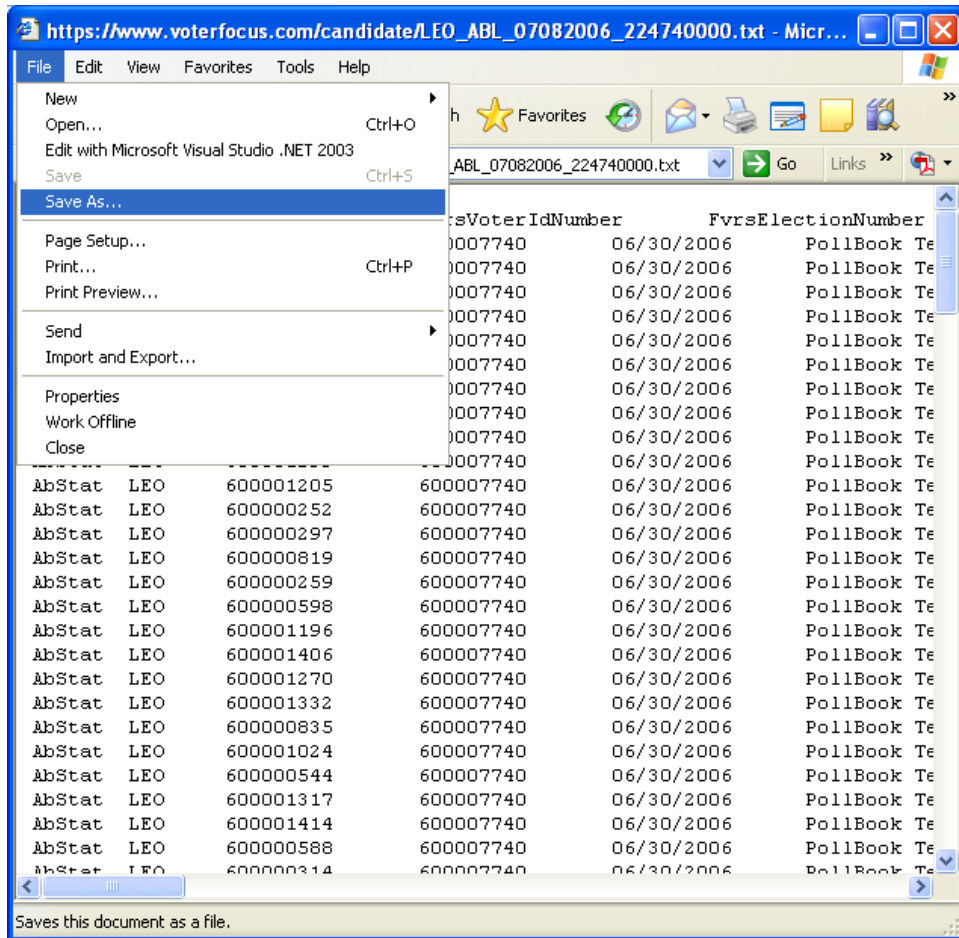
The screenshot shows a web browser window with the address bar containing the URL: [https://www.voterfocus.com/candidate/LEO\\_ABL\\_07082006\\_224740000.txt](https://www.voterfocus.com/candidate/LEO_ABL_07082006_224740000.txt). The browser interface includes a menu bar (File, Edit, View, Favorites, Tools, Help), a toolbar with navigation buttons (Back, Forward, Home, Stop, Refresh), a search bar, and a status bar at the bottom showing 'Done' and 'Internet'.

The main content area displays a text file with the following columns: RecordType, CountyId, FvrsVoterIdNumber, FvrsElectionNumber, and PollBook Te. The data consists of 25 rows, each representing a record for a candidate (LEO).

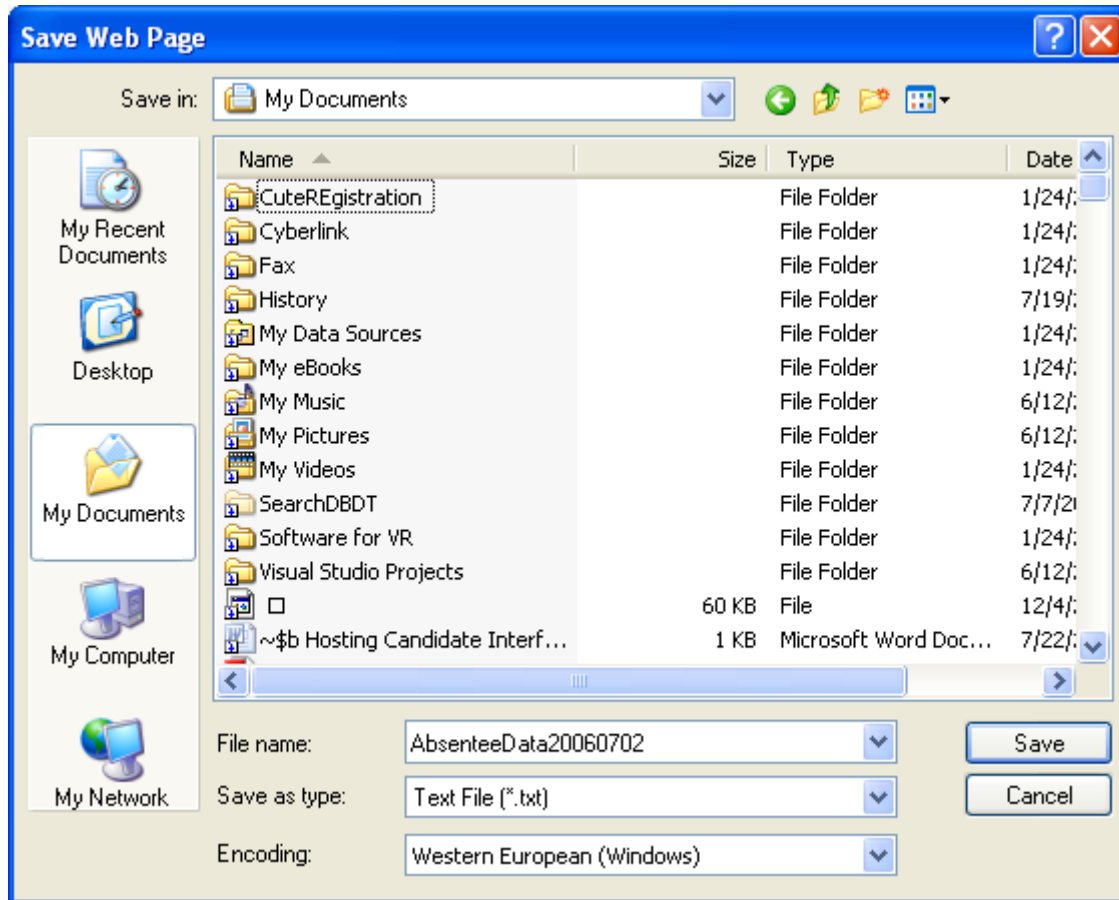
| RecordType | CountyId | FvrsVoterIdNumber | FvrsElectionNumber | PollBook Te |             |
|------------|----------|-------------------|--------------------|-------------|-------------|
| AbStat     | LEO      | 600000806         | 600007740          | 06/30/2006  | PollBook Te |
| AbStat     | LEO      | 600000880         | 600007740          | 06/30/2006  | PollBook Te |
| AbStat     | LEO      | 600000877         | 600007740          | 06/30/2006  | PollBook Te |
| AbStat     | LEO      | 600000466         | 600007740          | 06/30/2006  | PollBook Te |
| AbStat     | LEO      | 600000758         | 600007740          | 06/30/2006  | PollBook Te |
| AbStat     | LEO      | 600000691         | 600007740          | 06/30/2006  | PollBook Te |
| AbStat     | LEO      | 600000383         | 600007740          | 06/30/2006  | PollBook Te |
| AbStat     | LEO      | 600000501         | 600007740          | 06/30/2006  | PollBook Te |
| AbStat     | LEO      | 600001040         | 600007740          | 06/30/2006  | PollBook Te |
| AbStat     | LEO      | 600001299         | 600007740          | 06/30/2006  | PollBook Te |
| AbStat     | LEO      | 600001205         | 600007740          | 06/30/2006  | PollBook Te |
| AbStat     | LEO      | 600000252         | 600007740          | 06/30/2006  | PollBook Te |
| AbStat     | LEO      | 600000297         | 600007740          | 06/30/2006  | PollBook Te |
| AbStat     | LEO      | 600000819         | 600007740          | 06/30/2006  | PollBook Te |
| AbStat     | LEO      | 600000259         | 600007740          | 06/30/2006  | PollBook Te |
| AbStat     | LEO      | 600000598         | 600007740          | 06/30/2006  | PollBook Te |
| AbStat     | LEO      | 600001196         | 600007740          | 06/30/2006  | PollBook Te |
| AbStat     | LEO      | 600001406         | 600007740          | 06/30/2006  | PollBook Te |
| AbStat     | LEO      | 600001270         | 600007740          | 06/30/2006  | PollBook Te |
| AbStat     | LEO      | 600001332         | 600007740          | 06/30/2006  | PollBook Te |
| AbStat     | LEO      | 600000835         | 600007740          | 06/30/2006  | PollBook Te |
| AbStat     | LEO      | 600001024         | 600007740          | 06/30/2006  | PollBook Te |
| AbStat     | LEO      | 600000544         | 600007740          | 06/30/2006  | PollBook Te |
| AbStat     | LEO      | 600001317         | 600007740          | 06/30/2006  | PollBook Te |
| AbStat     | LEO      | 600001414         | 600007740          | 06/30/2006  | PollBook Te |
| AbStat     | LEO      | 600000588         | 600007740          | 06/30/2006  | PollBook Te |
| AbStat     | LEO      | 600000314         | 600007740          | 06/30/2006  | PollBook Te |

The above file is the State's Absentee Status file (for a test county). Other files will look similar. The data will be more usable if loaded into an application like Microsoft Excel or Microsoft Access. To do this, the file must first be saved to their computer workstation...

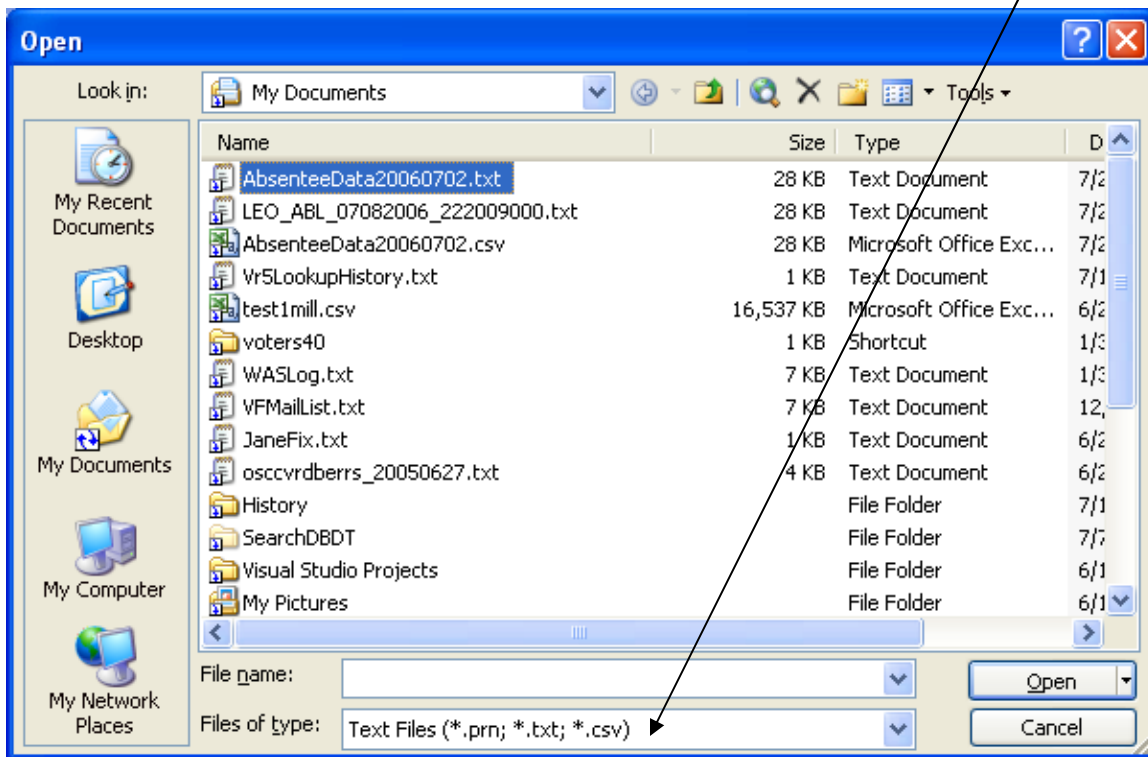
They should use the menu to perform a File/Save as...



Change the file name to any name you like – but remember the name so you can open it in the application of your choice – if they use an extension of (.txt) then most applications will automatically format the data when the file is opened – i.e. AbsenteeData20060702.txt ...

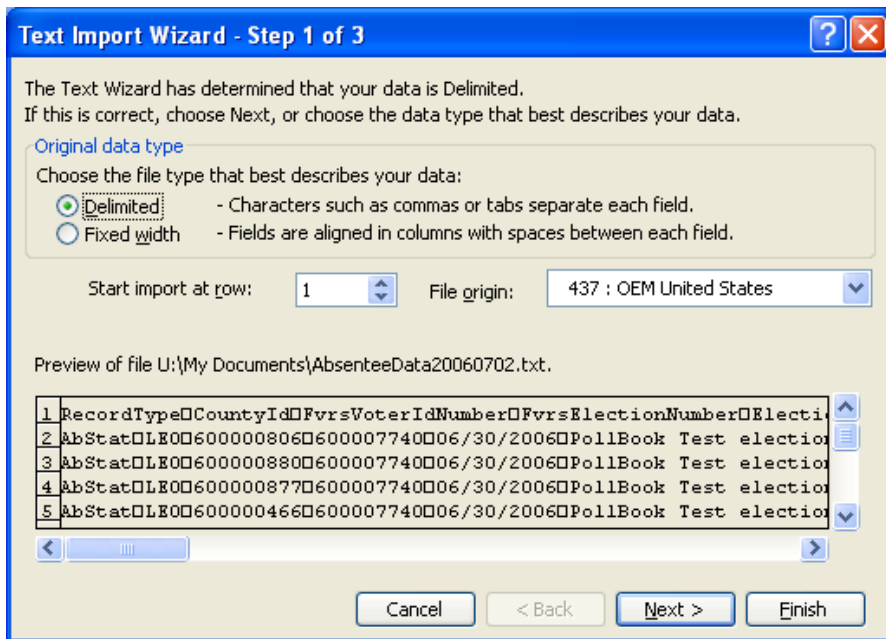


Then, they can open the file in one of the many applications that can open a “tab-delimited” file (i.e. Excel, Access, etc.) (NOTE: they may need to change the file type to see the .txt files)



For example, clicking open on the appropriate file in Excel delivers...

They may see...



If so, they should just press the Finish button, the following should appear...

The screenshot shows an Excel spreadsheet with the following data:

|    | A          | B        | C         | D            | E            | F            | G           | H         | I         | J          |
|----|------------|----------|-----------|--------------|--------------|--------------|-------------|-----------|-----------|------------|
| 1  | RecordType | CountyId | FvrsVoter | FvrsElectric | ElectionDate | ElectionName | LastAbsRec  | AbsenteeF | AbsReqDa  | AbsDeliver |
| 2  | AbStat     | LEO      | 6E+08     | 6E+08        | 6/30/2006    | PollBook T   | 6/25/2006 R |           | 6/25/2006 |            |
| 3  | AbStat     | LEO      | 6E+08     | 6E+08        | 6/30/2006    | PollBook T   | 6/25/2006 R |           | 6/25/2006 |            |
| 4  | AbStat     | LEO      | 6E+08     | 6E+08        | 6/30/2006    | PollBook T   | 6/25/2006 R |           | 6/25/2006 |            |
| 5  | AbStat     | LEO      | 6E+08     | 6E+08        | 6/30/2006    | PollBook T   | 6/25/2006 R |           | 6/25/2006 |            |
| 6  | AbStat     | LEO      | 6E+08     | 6E+08        | 6/30/2006    | PollBook T   | 6/25/2006 R |           | 6/25/2006 |            |
| 7  | AbStat     | LEO      | 6E+08     | 6E+08        | 6/30/2006    | PollBook T   | 6/25/2006 R |           | 6/25/2006 |            |
| 8  | AbStat     | LEO      | 6E+08     | 6E+08        | 6/30/2006    | PollBook T   | 6/25/2006 R |           | 6/25/2006 |            |
| 9  | AbStat     | LEO      | 6E+08     | 6E+08        | 6/30/2006    | PollBook T   | 6/25/2006 R |           | 6/25/2006 |            |
| 10 | AbStat     | LEO      | 6E+08     | 6E+08        | 6/30/2006    | PollBook T   | 6/25/2006 R |           | 6/25/2006 |            |
| 11 | AbStat     | LEO      | 6E+08     | 6E+08        | 6/30/2006    | PollBook T   | 6/25/2006 R |           | 6/25/2006 |            |
| 12 | AbStat     | LEO      | 6E+08     | 6E+08        | 6/30/2006    | PollBook T   | 6/25/2006 R |           | 6/25/2006 |            |
| 13 | AbStat     | LEO      | 6E+08     | 6E+08        | 6/30/2006    | PollBook T   | 6/25/2006 R |           | 6/25/2006 |            |
| 14 | AbStat     | LEO      | 6E+08     | 6E+08        | 6/30/2006    | PollBook T   | 6/25/2006 R |           | 6/25/2006 |            |
| 15 | AbStat     | LEO      | 6E+08     | 6E+08        | 6/30/2006    | PollBook T   | 6/25/2006 R |           | 6/25/2006 |            |
| 16 | AbStat     | LEO      | 6E+08     | 6E+08        | 6/30/2006    | PollBook T   | 6/25/2006 R |           | 6/25/2006 |            |
| 17 | AbStat     | LEO      | 6E+08     | 6E+08        | 6/30/2006    | PollBook T   | 6/25/2006 R |           | 6/25/2006 |            |
| 18 | AbStat     | LEO      | 6E+08     | 6E+08        | 6/30/2006    | PollBook T   | 6/25/2006 R |           | 6/25/2006 |            |
| 19 | AbStat     | LEO      | 6E+08     | 6E+08        | 6/30/2006    | PollBook T   | 6/25/2006 R |           | 6/25/2006 |            |
| 20 | AbStat     | LEO      | 6E+08     | 6E+08        | 6/30/2006    | PollBook T   | 6/25/2006 R |           | 6/25/2006 |            |
| 21 | AbStat     | LEO      | 6E+08     | 6E+08        | 6/30/2006    | PollBook T   | 6/25/2006 R |           | 6/25/2006 |            |
| 22 | AbStat     | LEO      | 6E+08     | 6E+08        | 6/30/2006    | PollBook T   | 6/25/2006 R |           | 6/25/2006 |            |
| 23 | AbStat     | LEO      | 6E+08     | 6E+08        | 6/30/2006    | PollBook T   | 6/25/2006 R |           | 6/25/2006 |            |
| 24 | AbStat     | LEO      | 6E+08     | 6E+08        | 6/30/2006    | PollBook T   | 6/25/2006 R |           | 6/25/2006 |            |
| 25 | AbStat     | LEO      | 6E+08     | 6E+08        | 6/30/2006    | PollBook T   | 6/25/2006 R |           | 6/25/2006 |            |
| 26 | AbStat     | LEO      | 6E+08     | 6E+08        | 6/30/2006    | PollBook T   | 6/25/2006 R |           | 6/25/2006 |            |

If you want to reformat some columns to present the full data – users are instructed to consult their application’s documentation on how to do this type data manipulation.

State files are cumulative – meaning that each file is a complete replacement of the previous file.

The Voter Focus☆ Candidate Label files are additive – meaning that they only include changes since the previous file.