Candidate Data File Import Instructions

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Updated December 17, 2021

1. Microsoft Excel Text file Import Tool

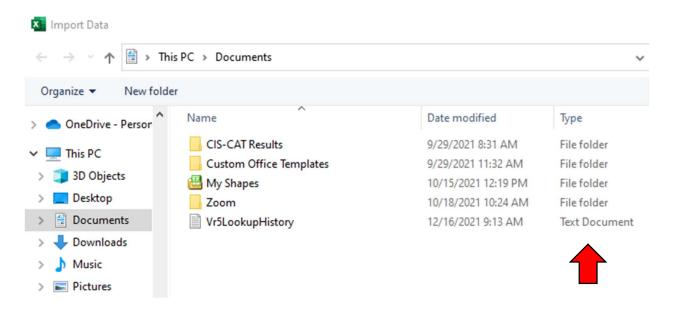
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Open the **Microsoft Excel** app and under the **Home** or **New** tab select a blank workbook.

Select the **Data** tab from the ribbon and **From Text/CSV**.

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This will open **File Explorer** on your computer. Navigate to where you downloaded the file from your candidate login portal on our website. Click on the **Text File** or **CSV File** you want to import and then click **Open** in the bottom right of File Explorer.



Make sure your options in the next window are as below, **Delimiter** should be **Comma**. Click **Load**.

ile Origin		Delim	iter		Data Type D	etection		
-	ern European (Windows) 🔻 Com	ma		1	rst 200 rows	*	C
VoterID	Voter_Name	Last_Name	First_Name	Middle_Name	Name_Style	Formatted_Address	City_State	Zip_Cour
120686603	AADLAND, ZACHARY S	AADLAND	ZACHARY	STEPHEN		4090 LEMA DR	SPRING HILL FL	34609
123986578	AANES, JAMES W	AANES	JAMES	WAYNE		4164 CANDLER AVE	SPRING HILL FL	34609
04370701	AANES, KAREN S	AANES	KAREN	STONE		4164 CANDLER AVE	SPRING HILL FL	34609
04349211	AANONSEN, BARBARA B	AANONSEN	BARBARA	BEATRICE		3106 SAW MILL LN	SPRING HILL FL	34606
04499193	AANONSEN, KJELL A	AANONSEN	KJELL	ANSKAR		6046 NEWMARK ST	SPRING HILL FL	34606
104346428	AANONSEN, MARY J	AANONSEN	MARY	JANE		6046 NEWMARK ST	SPRING HILL FL	34606
18285252	AANONSEN, RYAN A	AANONSEN	RYAN	ALAN		6052 NEWMARK ST	SPRING HILL FL	34606-38
22957959	AANONSEN, STEVEN A	AANONSEN	STEVEN	ALBERT		12443 LOMBARDY ST	SPRING HILL FL	34608
14338358	AARNIO, BLAKE M	AARNIO	BLAKE	M		2180 WHITEWOOD AVE	SPRING HILL FL	34609
21631577	AARON, APRIL R	AARON	APRIL	RENEA		27092 ROPER RD	BROOKSVILLE FL	34602
104445994	AARON, BEVERLY	AARON	BEVERLY			8154 FORT DADE AVE	BROOKSVILLE FL	34601
104415810	AARON, JEANNETTE	AARON	JEANNETTE			5172 ELWOOD RD	SPRING HILL FL	34608
104396835	AARON, KATHRYN E	AARON	KATHRYN	E		2227 EVANGELINA AVE	SPRING HILL FL	34608
106676866	AARON, LINDA F	AARON	LINDA	FAY		1059 BUCKHURST DR	SPRING HILL FL	34609
04389185	AASKOR, MATTHEW A	AASKOR	MATTHEW	A		18238 NICHOLAS AVE	BROOKSVILLE FL	34604
104427120	AASKOV, ALAN R	AASKOV	ALAN	R		18224 NICHOLAS AVE	BROOKSVILLE FL	34604
04427166	AASKOV, BRENDA R	AASKOV	BRENDA	R		18224 NICHOLAS AVE	BROOKSVILLE FL	34604
27133663	ABAD, CARMEN L	ABAD	CARMEN	L		1962 LANDOVER BLVD	SPRING HILL FL	34608
27133658	ABAD, MIGUEL	ABAD	MIGUEL			1962 LANDOVER BLVD	SPRING HILL FL	34608
28235344	ABAD, SELENIA L	ABAD	SELENIA	LEE		1962 LANDOVER BLVD	SPRING HILL FL	34608-18
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Once loaded in the data will appear in the spreadsheet -

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4	A	В	С	D	E F
1	/oterID 💌	Voter_Name 🔽	Last_Name	First_Name	Middle_Name 🛛 🔽 Name_Styl
2	120686603	AADLAND, ZACHARY S	AADLAND	ZACHARY	STEPHEN
3	123986578	AANES, JAMES W	AANES	JAMES	WAYNE
4	104370701	AANES, KAREN S	AANES	KAREN	STONE
5	104349211	AANONSEN, BARBARA B	AANONSEN	BARBARA	BEATRICE
6	104499193	AANONSEN, KJELL A	AANONSEN	KJELL	ANSKAR
7	104346428	AANONSEN, MARY J	AANONSEN	MARY	JANE
8	118285252	AANONSEN, RYAN A	AANONSEN	RYAN	ALAN
9	122957959	AANONSEN, STEVEN A	AANONSEN	STEVEN	ALBERT
10	114338358	AARNIO, BLAKE M	AARNIO	BLAKE	M
11	121631577	AARON, APRIL R	AARON	APRIL	RENEA
12	104445994	AARON, BEVERLY	AARON	BEVERLY	
13	104415810	AARON, JEANNETTE	AARON	JEANNETTE	
14	104396835	AARON, KATHRYN E	AARON	KATHRYN	E
15	106676866	AARON, LINDA F	AARON	LINDA	FAY
16	104389185	AASKOR, MATTHEW A	AASKOR	MATTHEW	Α
17	104427120	AASKOV, ALAN R	AASKOV	ALAN	R
18	104427166	AASKOV, BRENDA R	AASKOV	BRENDA	R
19	127133663	ABAD, CARMEN L	ABAD	CARMEN	L
20	127133658	ABAD, MIGUEL	ABAD	MIGUEL	

This can be used to sort/filter through the data. This data can be used to create databases or mail merge list/labels. The Hernando County Supervisor of Elections does not provide documentation on mail merge or database creation. Please consult the user manual or documentation for your software for future instructions.

1.1 Voting History Codes:

Code Description			
<blank></blank> Not registered at the time of the election, or information not availab			
Y	Voted at the polls		
Z Voted at the poll by provisional ballot (ballot was tabulated)			
N Did not vote			
A Voted VBM (includes referred ballots that were tabulated)			
B VBM ballot rejected by canvassing board (not tabulated)			
P Provisional ballot rejected by canvassing board (not tabulated)			
Ε	Early Voted		
F	Early Voted by provisional ballot (ballot was tabulated)		
X	Ineligible to vote		