Candidate Data File Import Instructions
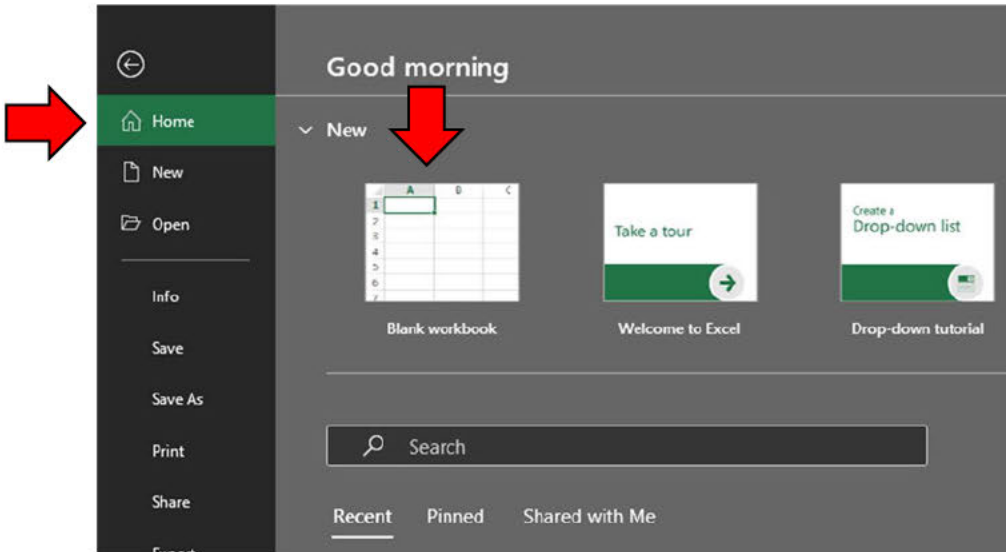
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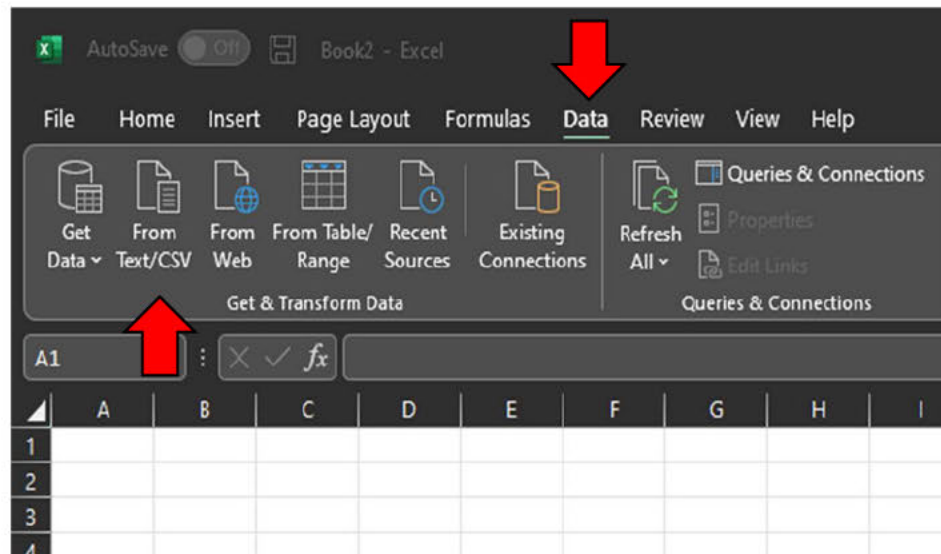www.HernandoVotes.gov

Updated December 17, 2021
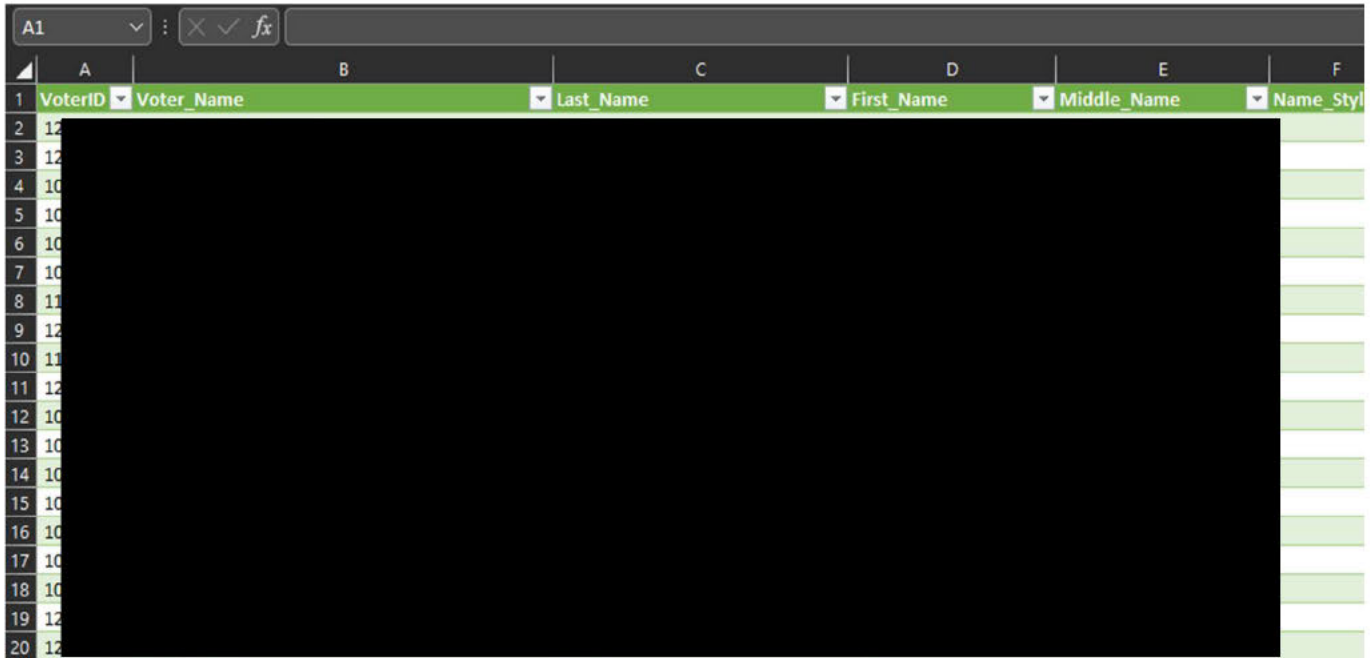
1. Microsoft Excel Text file Import Tool

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**.

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**.

Once loaded in the data will appear in the spreadsheet –

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>	Not registered at the time of the election, or information not available
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)
E	Early Voted
F	Early Voted by provisional ballot (ballot was tabulated)
X	Ineligible to vote