



# The Election Cycle

(Candidates to Enight to Voting History)

2016 FSASE Summer Conference

Presented by Janet Modrow  
Data Processing Manager

## Local Candidate Tips

The data entered for local candidates is used to populate the election night results database used by EnightSOE.

<https://soesecure.elections.myflorida.com/SOEAdminServices/>

### ➤ **Accuracy**

- For office errors or discrepancies, please email Kristi Bronson.
- Candidate errors can be corrected by the county until the completed check box has been set.

### ➤ **Timeliness**

- Start entering candidates as soon as possible.
- Data cannot be loaded into EnightSOE until ALL counties are done.

## Local Candidate Tips (cont'd)

- Verify the office settings:
  - **IsPartisan** - determines what party choices are available for candidates
    - If set to 'N' then candidate party can be non-partisan (NOP) or write-in (WRI).
  - **InPrimary** - determines if the contest will be loaded into EnightSOE for the Primary.
    - If incorrect, it will cause an error when trying to map your results file.
  - **Vote For more than 1**
    - This should be notated after the office description.
    - This is used when automatically updating candidate's status to unopposed or elected after the election.

## Local Candidate Tips (cont'd)

- Verify candidate information:
  - Utilize the available reports to check the data.
  - **Name** is entered as it should appear on the results canvass.
  - **Party** determines contest placement in partisan races.
  - **Status** should not be active (ACT) at the end of qualifying.
    - Status should be qualified (QUA), did not qualify (DNQ) or withdrew (WIT).
    - Upon completion of entering qualifying information for local candidates by ALL counties, the system will automatically set candidates to unopposed (UNO) where appropriate.



## Local Candidate Tips (cont'd)

- **VoterID** is a required field.
  - Verify the voter name & party matches the candidate.
  - If the candidate has a protected address, then a 'No Voter record found' message will display.
- Check the completed boxes for the 1<sup>st</sup> and 2<sup>nd</sup> qualifying periods.
  - The system is locked 10 days after qualifying end.
  - If a candidate withdraws after qualifying, contact Kristi Bronson.
  - EnightSOE cannot be loaded until every county is complete.
- **Contest Codes** can be obtained from the Local Candidates application. These lists contain codes for every candidate.

## EnightSOE Tips

### ➤ **Defining the election in the tabulation system**

- Do not use “<” or “>” in description fields – this will cause errors when trying to process the xml files.

### ➤ **Contest Codes**

- Download election related contests.
- Download ES&S import files.

### ➤ **County Information**

- Update contact phone numbers.
- Update county results URL.
- Update canvassing board members.

## EnightSOE Tips (cont'd)

### ➤ **Mapping Files:**

- If you make any changes to the tabulation system (e.g. correct a spelling error) after you mapped, you must remap the file. Please call your Enight contact person to request the mapping be opened back up.
- Municipal contests and referendums need to be mapped only if you want them to appear on the canvass. If you don't want them on the canvass, then ignore the contest.

## EnightSOE Tips (cont'd)

### ➤ **Verify mapping results**

- Use L&A file that contains results.
- Verify the results are recorded accurately for each candidate.
- Verify that turnout was recorded in EnightSoe.
  - **Since the Primary has an amendment, turnout will be based on total book closing figures.**

### ➤ **Reporting Percentage Complete**

- This should represent how many polling places have reported.
- Estimate Percent Complete: manually fill in percent complete.
- Use Precincts Reporting: pulls precincts reporting from the results file. After the first upload verify that it's not reporting 100% complete. If it is then change to estimate percent and enter the correct percentage.



## Absentee Ballots & Early Voting Reports

- New SOE Portal Application
- Manage security for public site
- See if file has been processed successfully
- See if file made it to the FTP server

## Voting History

- VH01 history is used in the monthly voter extracts.
- VH03 history is used to generate the election recap legislative report.
  - This file can be uploaded only once and subsequent uploads will not be processed.
  - If you need to upload it again, please email Alex Mosca.

## Contact Information:

Kristi Bronson: [Kristi.Bronson@DOS.MyFlorida.com](mailto:Kristi.Bronson@DOS.MyFlorida.com)

Janet Modrow: [Janet.Modrow@DOS.MyFlorida.com](mailto:Janet.Modrow@DOS.MyFlorida.com)

Alex Mosca: [Alexander.Mosca@DOS.MyFlorida.com](mailto:Alexander.Mosca@DOS.MyFlorida.com)

Questions,  
Comments,  
or  
Suggestions