

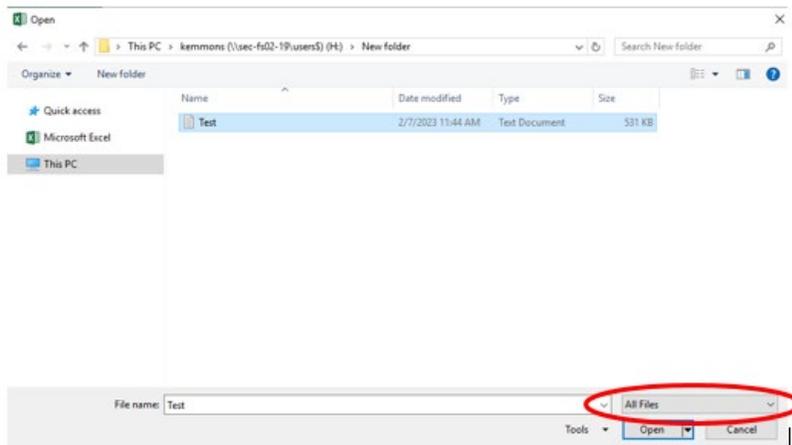
## In-Person and Vote by Mail Numbers

### Extracts to Use

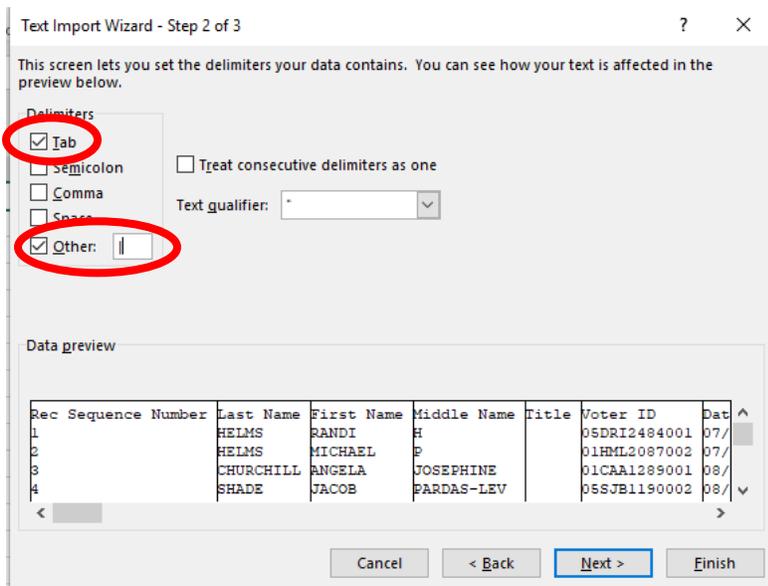
Use extract #22, which is the early voter extract. It has a 3 letter code of EVX. Pull one shortly after the local election for the most accurate data.

### Opening the Extract in Excel

In Excel, go to File: Open: browse and navigate to the folder where the file is located. In the bottom right corner of that window, change the dropdown from 'All Excel Files' to 'All Files.' Select the extract and click 'Open.'



A 'Text Import Wizard' will display. In step 1, keep the file type 'Delimited' and click 'Next.' In step 2, check 'Tab' and 'Other.' In the box next to 'Other,' press SHIFT and BACKSLASH (\) together to create the delimiter |. Click 'Next,' then 'Finish.'

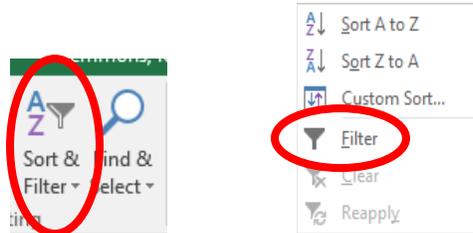


### Filtering the Excel Spreadsheet

In the spreadsheet, select the first row by selecting the left-hand number 1 to highlight the first row:

	A	B	C	D	E	F	G	H	I	J	K	L	M
1	Rec Sequ	Last Name	First Name	Middle Name	Title	Voter ID	Date Appl	Voter Stat	Poll ID	Re EV Type	Election T	Election D	Party Encr

In the upper right corner, select 'sort & filter,' then select 'filter' from the dropdown to add a filter to the first row.



Since up to three ballots can be recorded for each voter, you will need to calculate the number of third ballots sent and received, the number of second ballots sent and received, and the number of first ballots sent and received, then add them together. You will need to repeat the process for both mail-in and in-person EVs. A table on the last page is provided to help you keep track of the numbers as you filter.

### Calculating Third Ballot Totals

First, you will filter the number of third ballots mailed and returned. In column AQ, select the filter arrow  to display the filter options, then unselect all except 'M' and click 'OK.' In the bottom left corner of Excel, the number of records that were filtered displays. Record this in the table for the number of ballots mailed for the third ballot.

To calculate the number of third ballots returned, filter column AT by unselecting 'N' and clicking 'OK.' Take the number from the bottom left corner and record it in the table.

In column AQ's filter, unselect 'M' and select 'I,' then click 'OK.' The number in the bottom left corner will be the number of in-person third ballots.

### Calculating Second Ballot Totals

After finding totals for the third ballot, under 'Sort & Filter,' select 'Clear' to remove filters from all columns.

In column AK, select the filter arrow then unselect all except 'M' and click 'OK.' Take the number from the bottom left corner and record it in the table for second ballots mailed.

To calculate the number of second ballots returned, filter column AN by unselecting 'N' and clicking 'OK.'

To calculate the number of in-person second ballots, in column AK's filter, unselect 'M' and select 'I,' then click 'OK.' Record the number from the bottom left corner in the table for the number of second ballots in-person.

### Calculating First Ballot Totals

After finding totals for the second ballot, under 'Sort & Filter,' select 'Clear' to remove filters from all columns.

In column AE, select the filter arrow then unselect all except 'M' and click 'OK.' Take the number from the bottom left corner and record it in the table for first ballots mailed.

To calculate the number of first ballots returned, filter column AH by unselecting 'N' and clicking 'OK.'

For the number of in-person first ballots, in column AE's filter, unselect 'M' and select 'I,' then click 'OK.'

Record the number from the bottom left corner in the table for the number of first ballots in-person.

<b>Ballot Number</b>	<b>Ballots Mailed</b>	<b>Ballots Mailed &amp; Returned</b>	<b>In-Person Ballots</b>
Third Ballots			
Second Ballots			
First Ballots			
<b>Total</b>			