

SOE Reports User Guide



For assistance please contact

850-245-6292

Last updated 11/13/2014

Overview

The SOE Reports application will be the repository for various reports and surveys that Supervisors of Elections must submit to the Division of Elections. This new system has many attractive benefits to both supervisors and to the division: it utilizes the already existing SOE Portal, which gives the system a strong security foundation; it serves as both a way to intake information as well as a way to store/retrieve information; it incorporates simple logical checks on entered data; and it can be programmed to generate a variety of reports based on the data entered into it. These powerful features do come at a cost: new report types have to be individually programmed and written into the system, a time consuming process. Currently the system only includes one type of report – the UOCAVA Report. As time goes on, additional reports and surveys will be added to the system.

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Navigating SOE Reports

Step 1: Navigate to the SOE Administrative Services Portal:

<https://soesecure.elections.myflorida.com/SOEAdminServices/> and click on the SOE Reports/Surveys button

Florida Department of State
Division of Elections
SOE Administrative Services - TEST

Welcome Alex Mosca
User Role : View Application List

Home Contact Exit

Application Links

Elections

[Eight SOE \(Special\)](#) | [User Guide](#) (Revised 10/01/2012)
Special Primary on May 14, 2013 for House 2

Voter Registration

[Aged FDLE Felon/Death Match Report](#)
This application will be down for maintenance from 5 p.m. to 7 p.m on 3/29/13 .

Miscellaneous

[File Transfer Utility](#)

[SOE Reports/Surveys](#) | [User Guide](#)
UOCAVA Report for Primary Available

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Once you click the button, you will be in the reports application. If you do not see the button for this application, contact your county's security administrator; they will need to give you access to the application.

Step 2: Identify the report you want to file/update/view. Click "Action" and select "Details" from the drop down menu on the right of that report.

Reports Administration - Home Page

County Alachua

Current Reports Archived Reports

Report Codes
-- ALL --

| Report Code | Report Header | Completed | Election Date or Report Year | Deadline | Revised | Action |
|-------------|-------------------------------|-----------|------------------------------|-----------------------|-----------------------|----------|
| UOCAVA | 2014 Federal General Mid-Term | | 11/4/2014 12:00:00 AM | 9/20/2014 12:00:00 AM | 5/22/2014 10:28:48 AM | Action ▾ |
| UOCAVA | 2014 General Election | | 11/4/2014 12:00:00 AM | 9/20/2014 12:00:00 AM | 5/30/2014 2:26:26 PM | Action ▾ |

You will see a variety on information about the report on the left side of the screen. To access the report itself, hit “select” in the box on the right.

Florida Department of State
Division of Elections
SOE Reports Administration

Welcome, SOE Tester!
Alachua, Update
Home Exit

TEST Region

Reports Administration - Details for Uniformed and Overseas Citizens Absentee Voting Act 45-Day

All Reports Completed Reports Incomplete Reports

Report Description Uniformed and Overseas Citizens Absentee Voting Act 45-Day
Report Header 2014 Federal General Mid-Term
Report Code UOCAVA
Election Date 11/4/2014 12:00:00 AM
County Due Date 9/20/2014 12:00:00 AM
Deadline Date 9/20/2014 12:00:00 AM
Report Due Date 9/22/2014 12:00:00 AM
Completed Date NOT COMPLETE
Archived Date NOT ARCHIVED
Created Date 5/22/2014 10:28:48 AM
Created By Jim Thackston
Revised Date 5/22/2014 10:28:48 AM
Revised By Jim Thackston

Total Status Records: 1

| County | County Code | Completed Date | Complete | |
|---------|-------------|----------------|----------|--------|
| Alachua | ALA | | | Select |

[Back](#)

You will now be in the specific page for that particular report. As each report is different, please refer to the appropriate section of this document for details on how to complete each report.

View Completed Reports

Once you have completed a report, you can view details of your submission by going to the main page, and selecting “details” from the dropdown menu to the right of each report.

Florida Department of State
Division of Elections
SOE Reports Administration

Welcome, SOE Tester!
Alachua, Update
Home Exit

TEST Region

Reports Administration - Home Page

County Alachua

Current Reports Archived Reports

Report Codes
-- ALL --

| Report Code | Report Header | Completed | Election Date or Report Year | Deadline | Revised | Action |
|-------------|-------------------------------|-----------|------------------------------|-----------------------|-----------------------|----------|
| UOCAVA | 2014 Federal General Mid-Term | | 11/4/2014 12:00:00 AM | 9/20/2014 12:00:00 AM | 5/22/2014 10:28:48 AM | Action ▾ |
| UOCAVA | 2014 General Election | | 11/4/2014 12:00:00 AM | 9/20/2014 12:00:00 AM | 5/30/2014 2:26:26 PM | |

Details
View Reports

Then hit “select” next to the report details

Florida Department of State
Division of Elections
SOE Reports Administration

Welcome, SOE Tester!
Alachua, Update
Home Exit

TEST Region

Reports Administration - Details for Uniformed and Overseas Citizens Absentee Voting Act 45-Day

All Reports Completed Reports Incomplete Reports

Report Description: Uniformed and Overseas Citizens Absentee Voting Act 45-Day
Report Header: 2014 Federal General Mid-Term
Report Code: UOCAVA
Election Date: 11/4/2014 12:00:00 AM
County Due Date: 9/20/2014 12:00:00 AM
Deadline Date: 9/20/2014 12:00:00 AM
Report Due Date: 9/22/2014 12:00:00 AM
Completed Date: NOT COMPLETE
Archived Date: NOT ARCHIVED
Created Date: 5/22/2014 10:28:48 AM
Created By: Jim Thackston
Revised Date: 5/22/2014 10:28:48 AM
Revised By: Jim Thackston

Total Status Records: 1

| County | County Code | Completed Date | Completed By | |
|---------|-------------|----------------|--------------|--------|
| Alachua | ALA | 06/19/2014 | SOE Tester1 | Select |

Back

You will then see a summary of your completed report

2014 Federal General Mid-Term

UOCAVA - Uniformed and Overseas Citizens Absentee Voting Act 45-Day

Alachua County Summary

Total Ballot Requests: 110
 Total Ballots Sent Ontime: 100
 Total Ballot Sent Late: 10

Alachua County Late Details

Alachua County total late ballots entered: 10

| Sent Date | Total Domestic Military | Domestic Military Description | Total Overseas Military | Overseas Military Description | Total Overseas Civilian | Overseas Civilian Description | Voter Contact Information | Late Reason | Action Taken / Other Comments |
|------------|-------------------------|-------------------------------|-------------------------|-------------------------------|-------------------------|-------------------------------|---------------------------|-------------|-------------------------------|
| 09/21/2014 | 3 | mailed | 3 | mailed | 3 | mailed | | | |
| 09/22/2014 | 1 | test | 0 | | 0 | | | | |

[Back](#)

You can also view/download the final generated reports. Go to the home page and select “View Report” from the drop down box to the right of the report.

Reports Administration - Home Page

County Alachua

Current Reports
 Archived Reports

Report Codes
 -- ALL --

| Report Code | Report Header | Completed | Election Date or Report Year | Deadline | Revised | Action |
|-------------|-------------------------------|-----------|------------------------------|-----------------------|-----------------------|--------------|
| UOCAVA | 2014 Federal General Mid-Term | | 11/4/2014 12:00:00 AM | 9/20/2014 12:00:00 AM | 5/22/2014 10:28:48 AM | Details |
| UOCAVA | 2014 General Election | | 11/4/2014 12:00:00 AM | 9/20/2014 12:00:00 AM | 5/30/2014 2:26:26 PM | View Reports |

A list of reports will then be available for viewing and download in PDF and Excel format.

UOCAVA Report for 19th Congressional District Special

UOCAVA

Report Total(s): 4

| Status | Generated Date | Generated By | Distributed Date | Distributed By | File Count |
|-------------|-----------------------|---------------------------|------------------|----------------|------------|
| COM | 6/11/2014 11:24:00 AM | Steven Mars | | | 4 |
| Report Type | Generated Date | Filename | Filesize | | |
| Detail_PDF | 6/11/2014 11:22:53 AM | UOCAVA_44_Detail_PDF.pdf | 2 KB | | |
| Detail_XLS | 6/11/2014 11:22:54 AM | UOCAVA_44_Detail_XLS.xls | 5 KB | | |
| Summary_PDF | 6/11/2014 11:22:55 AM | UOCAVA_44_Summary_PDF.pdf | 2 KB | | |
| Summary_XLS | 6/11/2014 11:22:55 AM | UOCAVA_44_Summary_XLS.xls | 5 KB | | |

These final report files will not be available immediately upon submission of your data. The files first need to be generated by a Divisions of Elections’ staff member after the reporting period is over. Once generated, they will be available for viewing or download.

UOCAVA Report

Part 1: Input totals data. Hit the "edit" button to activate the fields.

TEST Region

2014 Federal General Mid-Term

UOCAVA - Uniformed and Overseas Citizens Absentee Voting Act 45-Day

Alachua County Summary

Total Ballot Requests: 0
Total Ballots Sent Ontime: 0
Total Ballot Sent Late: 0


[Edit](#) [Back](#)

Alachua County Late Details

Alachua County total late ballots entered: 0

| Sent Date | Total Domestic Military | Domestic Military Description | Total Overseas Military | Overseas Military Description | Total Overseas Civilian | Overseas Civilian Description | Voter Contact Information | Late Reason | Action Taken / Other Comments |
|-----------|-------------------------|-------------------------------|-------------------------|-------------------------------|-------------------------|-------------------------------|---------------------------|-------------|-------------------------------|
|-----------|-------------------------|-------------------------------|-------------------------|-------------------------------|-------------------------|-------------------------------|---------------------------|-------------|-------------------------------|

Then, type in the data in the appropriate fields.



Florida Department of State
Division of Elections
SOE Reports Administration

Welcome, SOE Tester!
Alachua, Update

[Home](#) [Exit](#)

TEST Region

2014 Federal General Mid-Term

UOCAVA - Uniformed and Overseas Citizens Absentee Voting Act 45-Day

Alachua County Summary

Total Ballots Sent Ontime:

Total Ballot Sent Late:

Total Ballot Requests: 0

[Save](#) [Cancel](#)

Once you have typed in the data, hit save. If everything is OK, you will see a green banner reading “successfully saved”

The screenshot shows a web interface for the 2014 Federal General Mid-Term UOCAVA. At the top, a green banner displays the message "UOCAVA Summary successfully saved." with a close button (X). Below this, the page title is "2014 Federal General Mid-Term" and the subtitle is "UOCAVA - Uniformed and Overseas Citizens Absentee Voting Act 45-Day". The main section is titled "Alachua County Summary" and contains the following statistics:

- Total Ballot Requests: 110
- Total Ballots Sent Ontime: 100
- Total Ballot Sent Late: 10

Below the statistics are two blue buttons: "Edit" and "Back". An orange arrow points from the success banner to the "Edit" button. Below the summary is a section titled "Alachua County Late Details" with the text "Alachua County total late ballots entered: 0" and a green "+ New" button. Below this is a table with the following columns:

| Sent Date | Total Domestic Military | Domestic Military Description | Total Overseas Military | Overseas Military Description | Total Overseas Civilian | Overseas Civilian Description | Voter Contact Information | Late Reason | Action Taken / Other Comments |
|-----------|-------------------------|-------------------------------|-------------------------|-------------------------------|-------------------------|-------------------------------|---------------------------|-------------|-------------------------------|
|-----------|-------------------------|-------------------------------|-------------------------|-------------------------------|-------------------------|-------------------------------|---------------------------|-------------|-------------------------------|

If you need to, you can edit the entered data by using the “Edit” button.


Part 2: Late Details. If you enter any number of ballots sent late, you will need to enter details on these late ballots. Hit the “+ New” button to create a Late Details report. If you do not have any late ballots, you can skip this part.

This screenshot is identical to the one above, showing the "Alachua County Summary" and "Alachua County Late Details" sections. In this version, an orange arrow points from the right side of the page to the green "+ New" button in the "Alachua County Late Details" section.

Enter late details on this next screen for each day ballots were sent late. Hit the “create” button once one day’s data is completely entered.

Alachua County Late Details

| | |
|-------------------------------|---|
| Sent Date | <input type="text" value="06/30/2014"/> |
| Total Domestic Military | <input type="text" value="0"/> |
| Domestic Military Description | <input type="text"/> <small>(eg. 4 ballots regular mailed, 20 emailed, 1 faxed)</small> |
| Total Overseas Military | <input type="text" value="0"/> |
| Overseas Military Description | <input type="text"/> <small>(eg. 23 ballots express mailed, 6 emailed)</small> |
| Total Overseas Civilian | <input type="text" value="0"/> |
| Overseas Civilian Description | <input type="text"/> <small>(eg. 6 ballots express mailed, 6 emailed, 3 faxed)</small> |
| Used Requested Method | <input type="text"/> <small>Was the method used to transmit the late ballots requested by the voter? (e.g. Yes/No)</small> |
| Voter Contact Information | <input type="text"/> <small>Do you have phone, fax or email contact information for affected voters? (e.g. For all but 2 voters; Fax for 10 voters; email for 15 voters)</small> |
| Late Reason | <input type="text"/> <small>Why were the ballot(s) late?</small> |
| Action Taken / Other Comments | <input type="text"/> <small>What action was taken?</small> |



The system will use logic to check if you enter too many late absentee ballots or if the date entered does not make sense. It will not let you create or save a report with errors. Correct the data entered and try again.

Save UOCAVA Detail failed, please check the values entered. X

2014 Federal General Mid-Term
UOCAVA - Uniformed and Overseas Citizens Absentee Voting Act 45-Day

Alachua County Late Details

| | |
|-------------------------------|--|
| Sent Date | <input type="text" value="06/19/2014"/> |
| Total Domestic Military | <input type="text" value="999"/> |
| Domestic Military Description | <input type="text"/> <small>(eg. 4 ballots regular mailed, 20 emailed, 1 faxed)</small> |

Domestic Military Description must be entered when ballots are greater than 0.

You will need to create a late details report for each date that you mailed out late ballots. The system keeps track of the number of late ballot details entered, and will not let you submit the final report until this number matches the number on the original report.

2014 Federal General Mid-Term
UOCAVA - Uniformed and Overseas Citizens Absentee Voting Act 45-Day

Alachua County Summary

Total Ballot Requests: 110
 Total Ballots Sent Ontime: 100
 Total Ballot Sent Late: 10

[Edit](#) [Back](#)

Needs to match

Alachua County Late Details

Alachua County total late ballots entered: 9 [+ New](#)

| Sent Date | Total Domestic Military | Domestic Military Description | Total Overseas Military | Overseas Military Description | Total Overseas Civilian | Overseas Civilian Description | Voter Contact Information | Late Reason | Action Taken / Other Comments | |
|------------|-------------------------|-------------------------------|-------------------------|-------------------------------|-------------------------|-------------------------------|---------------------------|-----------------------|--|------------------------|
| 09/21/2014 | 9 | 9 faxed | 0 | | 0 | | yes | administrative errors | voters were contacted and ballots were faxed | Action |

In the example above, Alacha originally stated they had ten late ballots. They have entered one details report with information on nine ballots, so they are not yet finished. They need to create another late details report by hitting the “+New” button (or edit an existing report to correct an error).

UOCAVA Detail successfully saved. X

2014 Federal General Mid-Term
UOCAVA - Uniformed and Overseas Citizens Absentee Voting Act 45-Day

Alachua County Summary

Total Ballot Requests: 110
 Total Ballots Sent Ontime: 100
 Total Ballot Sent Late: 10

[Edit](#) [Back](#) [Data Completed](#)

Match!

Alachua County Late Details

Alachua County total late ballots entered: 10

| Sent Date | Total Domestic Military | Domestic Military Description | Total Overseas Military | Overseas Military Description | Total Overseas Civilian | Overseas Civilian Description | Voter Contact Information | Late Reason | Action Taken / Other Comments | |
|------------|-------------------------|-------------------------------|-------------------------|-------------------------------|-------------------------|-------------------------------|---------------------------|-----------------------|--|------------------------|
| 09/21/2014 | 9 | 9 faxed | 0 | | 0 | | yes | administrative errors | voters were contacted and ballots were faxed | Action |
| 09/22/2014 | 0 | | 1 | 1 faxed | 0 | | Yes | Bad fax number | Contacted voter and got corrected fax number | Action |

Now that another report has been entered, the totals match, and the report can be submitted.

If you need to edit a report, select “edit” from the drop down box on the right of each report.

Alachua County Late Details
 Alachua County total late ballots entered: 10

| Sent Date | Total Domestic Military | Domestic Military Description | Total Overseas Military | Overseas Military Description | Total Overseas Civilian | Overseas Civilian Description | Voter Contact Information | Other Comments | Action |
|------------|-------------------------|-------------------------------|-------------------------|-------------------------------|-------------------------|-------------------------------|---------------------------|----------------|---------------------------|
| 09/21/2014 | 3 | mailed | 3 | mailed | 3 | mailed | | | Action ▾ |
| 09/22/2014 | 1 | test | 0 | | 0 | | | | Edit Details Delete |

Part 3: Final submission of data . To finalize the report, hit the “Data Completed” button. This button will not appear if your totals do not match.

UOCAVA Detail successfully saved. X

2014 Federal General Mid-Term
 UOCAVA - Uniformed and Overseas Citizens Absentee Voting Act 45-Day

Alachua County Summary

Total Ballot Requests: 110
 Total Ballots Sent Ontime: 100
 Total Ballot Sent Late: 10

[Edit](#) [Back](#) [Data Completed](#)

Alachua County Late Details
 Alachua County total late ballots entered: 10

| Sent Date | Total Domestic Military | Domestic Military Description | Total Overseas Military | Overseas Military Description | Total Overseas Civilian | Overseas Civilian Description | Voter Contact Information | Late Reason | Action Taken / Other Comments | Action |
|------------|-------------------------|-------------------------------|-------------------------|-------------------------------|-------------------------|-------------------------------|---------------------------|-----------------------|--|----------|
| 09/21/2014 | 9 | 9 faxed | 0 | | 0 | | yes | administrative errors | voters were contacted and ballots were faxed | Action ▾ |
| 09/22/2014 | 0 | | 1 | 1 faxed | 0 | | Yes | Bad fax number | Contacted voter and got corrected fax number | Action ▾ |

When you hit the button, you will see a summary page with a warning. Do not proceed unless you are complete, as once you hit the button, your report is locked and cannot be edited.

Warning: You are about to lock this information from being edited.

2014 Federal General Mid-Term

UOCAVA - Uniformed and Overseas Citizens Absentee Voting Act 45-Day

Alachua County Late Details

Total Ballot Requests: 110
 Total Ballots Sent Ontime: 100
 Total Ballot Sent Late: 10

| Sent Date | Total Domestic Military | Total Overseas Military | Total Overseas Civilian |
|------------|-------------------------|-------------------------|-------------------------|
| 09/21/2014 | 3 | 3 | 3 |
| 09/22/2014 | 1 | 0 | 0 |

Data Complete Cancel

Hit "Data Completed" again to finish submission and lock your report. You will see a green "Success" banner.

Success: Your information has been submitted.

Reports Administration - Details for Uniformed and Overseas Citizens Absentee Voting Act 45-Day

All Reports
 Completed Reports
 Incomplete Reports

Report Description: Uniformed and Overseas Citizens Absentee Voting Act 45-Day
Report Header: 2014 Federal General Mid-Term
Report Code: UOCAVA
Election Date: 11/4/2014 12:00:00 AM
County Due Date: 9/20/2014 12:00:00 AM
Deadline Date: 9/20/2014 12:00:00 AM
Report Due Date: 9/22/2014 12:00:00 AM
Completed Date: NOT COMPLETE
Archived Date: NOT ARCHIVED
Created Date: 5/22/2014 10:28:48 AM
Created By: Jim Thackston
Revised Date: 5/22/2014 10:28:48 AM
Revised By: Jim Thackston

Total Status Records: 1


| County | County Code | Completed Date | Completed By | |
|---------|-------------|----------------|--------------|--------|
| Alachua | ALA | 06/19/2014 | SOE Tester1 | Select |

Back

You are now finished submitting your UOCAVA report!

Voter Education Survey

You will now be at the home page that contains all of the questions on the survey. You can click on the “Instructions” button to access general information about the survey. To access each question, click on the question in the “Category” column. You can answer the questions in any order. You can also complete some questions, saving your responses along the way, and come back to complete the survey at a later time.



Florida Department of State
Division of Elections
SOE Reports Administration

Welcome, Alex Mosca!
Administrator

[Home](#) [Administration](#) [Exit](#)

TEST Region

Voter Education Survey - January 2013 through 2014 General Election

Bay County - Pending

Questions: 77
Answered: 0
Remaining: 77

[Back](#) [Instructions](#)

Federal Funds: \$0.00
County Matching Funds: \$0.00
Other County Funds: \$0.00

| No. | Topic | Category | Answer | Rank | Federal Funds | County Matching Funds | Other County Funds |
|-----|-------------|--|--------|------|---------------|-----------------------|--------------------|
| 1 | Voter Guide | Voter Guide used by the Supervisor of Elections | | | \$0.00 | \$0.00 | \$0.00 |
| 2 | Voter Guide | Voter Guide used by the Supervisor of Elections | | | \$0.00 | \$0.00 | \$0.00 |
| 3 | Voter Guide | Voter Guide used by the Supervisor of Elections | | | \$0.00 | \$0.00 | \$0.00 |
| 4 | Voter Guide | Voter Guide used by the Supervisor of Elections | | | \$0.00 | \$0.00 | \$0.00 |
| 5 | Voter Guide | How to register to vote including how to register by mail | | | \$0.00 | \$0.00 | \$0.00 |
| 6 | Voter Guide | Where to obtain voter registration applications | | | \$0.00 | \$0.00 | \$0.00 |
| 7 | Voter Guide | Dates for upcoming elections and early voting periods | | | \$0.00 | \$0.00 | \$0.00 |
| 8 | Voter Guide | Registration deadlines for the next Primary & General Election | | | \$0.00 | \$0.00 | \$0.00 |

Survey Instructions

Please answer **all of the questions** on the survey and note the following:

Most questions are in a **Yes** or **No** format next to the specific activity that was conducted by your county to educate your voters. Additional comments or detailed descriptions may be required.

For those questions requiring you to rank the activity for effectiveness, use the **scale 1 to 5** (5 = HIGHEST or most effective).

For each **General Topic**, the following field is included: "Other. Please provide a detailed description of the activity in the comments field". Enter detailed description of the activity in the comments field if your county conducted other activities relating to the general Topic.

For those questions about **Funds** expended on Voter Education Activities from January 2013 through the 2014 General Election, enter the amount into any one or more of the following categories:

- Federal Funds
- County Matching Funds
- Other County Funds

If you are unable to clearly break out the funds by category for a given topic, use the **Summarize Funds** category at the end of each topic. [Warning: Amounts entered by specific category and in the Summarize Funds field will result in double expenditures totals].

The deadline to submit your completed survey is December 15, 2014. Allow sufficient time in advance to review your survey results for accuracy before final submission. If you have questions about this survey, or need additional information, please contact Althera Johnson at 850-245-6211 or Althera.Johnson@dos.myflorida.com, or Joyce Durbin at 850-245-6206 or Joyce.Durbin@dos.myflorida.com.

[Okay, I got it!](#)

Begin answering the questions. Please refer the “General Instructions” at the bottom of each question for specific information on how to answer each question.

Florida Department of State
Division of Elections
SOE Reports Administration

Welcome, Althera Johnson!
Update
Home Exit

TEST Region

Voter Education Survey - January 2013 through 2014 General Election
Nassau County - Pending

Topic: Voter Guide
Category: Voter Guide used by the Supervisor of Elections
Statutory Provision: DOE Voter Ed Rule 1S-2.033(1)
Question 1: Did your County use a Voter Guide as part of your Voter Education efforts?
Answer: Yes No
Comment:

Save Answer & Continue Skip & Go to Next Question Cancel & Return to List

General Instructions * Once you've finished answering a question, click on the "Save Answer & Continue" button. If you click on "Skip & Go to Next Question", your current answer will not save.
* Either enter dollar amounts in each category or if you are not able to clearly break them out by category, enter the total in the summarize funds question at the end of each Topic. Otherwise, the amount will be doubled.

Once you have completed a question, click the “Save Answer and & Continue” button; this question page will be recorded as “Completed” and the survey will advance to the next not yet completed question.

You can also skip a question by clicking on the “Skip & Go to Next Question;” if you do this, any data you have entered for this question will not be saved.

If you click on “Cancel & Return to List” button, any data you have entered for this question will not be saved and you will be returned to the main page.

To complete a question with the rank effectiveness and funds, follow the “General Instructions” listed on the page.

Voter Education Survey - January 2013 through 2014 General Election
Alachua County - Completed

Topic Advertisements and Publications
Category Mailers, Brochures, Pamphlets, Newsletters, Utility Bill Inserts
Statutory Provision DOE Voter Ed Rule 1S-2.033 and 98.255, F.S.

Question 27 Did your County participate in Voter Education activities for the given Topic and Category?
Answer Yes No

Rank Effectiveness 1 2 3 4 5 (Most Effective)

Federal Funds
County Matching Funds
Other County Funds

Comment - Required if "Yes"

General Instructions * Once you've finished answering a question, click on the "Save Answer & Continue" button. If you click on "Skip & Go to Next Question", your current answer will not save.
* Either enter dollar amounts in each category or if you are not able to clearly break them out by category, enter the total in the summarize funds question at the end of each Topic. Otherwise, the amount will be doubled.

If you select “Yes”, you must rank effectiveness and enter funds, if any. If you click on “Save Answer & Continue” before you have completed the question, you will receive an error message.

Voter Education Survey - January 2013 through 2014 General Election
Broward County - Pending

Topic Advertisements and Publications
Category Mailers, Brochures, Pamphlets, Newsletters, Utility Bill Inserts
Statutory Provision DOE Voter Ed Rule 1S-2.033 and 98.255, F.S.

Question 27 Did your County participate in Voter Education activities for the given Topic and Category?
Answer Yes No

Rank Effectiveness 1 2 3 4 5 (Most Effective)
Rank is required if Answer is Yes

Federal Funds
County Matching Funds
Other County Funds

Comment - Required if "Yes"

If you entered the Rank Effectiveness, but did not enter a comment which is required if you responded "Yes", you will receive an error message.

Voter Education Survey - January 2013 through 2014 General Election
Broward County - Pending

Topic: Advertisements and Publications
Category: Mailers, Brochures, Pamphlets, Newsletters, Utility Bill Inserts
Statutory Provision: DOE Voter Ed Rule 1S-2.033 and 98.255, F.S.

Question 27: Did your County participate in Voter Education activities for the given Topic and Category?
Answer: Yes No

* If Answer is Yes, rank effectiveness and enter funds if any.
* If Answer is No, bypass rank effectiveness and funds then click Save Answer & Continue.
* Funds should be entered as a number with up to 2 decimal places. Do NOT use dollar signs (\$) or commas. (ie. 25000.00 or 0.00 for none)

Rank Effectiveness: 1 2 3 4 5 (Most Effective)

Federal Funds:
County Matching Funds:
Other County Funds:

Comment - Required if "Yes"

Comment is required if Answer is Yes

If you enter a fund amount with a dollar (\$) sign or a comma, you will receive an error message.

Error: Unable to save answer, please correct the errors below.

Voter Education Survey - January 2013 through 2014 General Election
Broward County - Pending

Topic: Advertisements and Publications
Category: Precinct Maps
Statutory Provision: DOE Voter Ed Rule 1S-2.033 and 98.255, F.S.

Question 28: Did your County participate in Voter Education activities for the given Topic and Category?
Answer: Yes No


* If Answer is Yes, rank effectiveness and enter funds if any.
* If Answer is No, bypass rank effectiveness and funds then click Save Answer & Continue.
* Funds should be entered as a number with up to 2 decimal places. Do NOT use dollar signs (\$) or commas. (ie. 25000.00 or 0.00 for none)

Rank Effectiveness: 1 2 3 4 5 (Most Effective)

Federal Funds:
The value '\$1000' is not valid for Federal Funds.
County Matching Funds:
Other County Funds:

Comment - Required if "Yes"

Once you have answered the last question (77), click on "Save Answer & Continue and the "Summary Page" will be next.



Florida Department of State
Division of Elections
SOE Reports Administration

Welcome, Althera Johnson!
Update
Home Exit

TEST Region

Voter Education Survey - January 2013 through 2014 General Election
Bay County - Answered

Topic: SOE Input

Category: SOE's Ideas and Suggestions on Improving the Survey.

Question 77: Does your County have any ideas and suggestions on improving the Voter Education Survey? If so, please complete the comment section.


Answer: Yes No

Comment - Required if "Yes":

Save Answer & Continue
Skip & Go to Next Question
Cancel & Return to List

General Instructions * Once you've finished answering a question, click on the "Save Answer & Continue" button. If you click on "Skip & Go to Next Question", your current answer will not save.
* Either enter dollar amounts in each category or if you are not able to clearly break them out by category, enter the total in the summarize funds question at the end of each Topic. Otherwise, the amount will be doubled.

Once you've reviewed the information, click on "Submit for Completion."



Florida Department of State
Division of Elections
SOE Reports Administration

Welcome, Althera Johnson!
Update
Home Exit

TEST Region

Voter Education Survey - January 2013 through 2014 General Election
Bay County - Answered

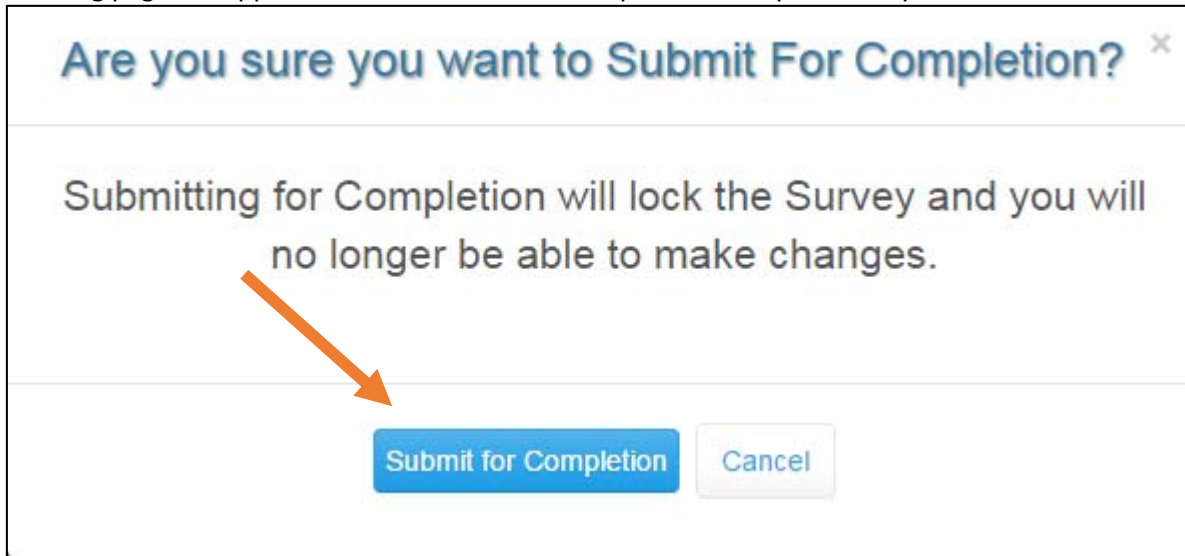
Questions: 77
Answered: 77
Remaining: 0

Back
Submit for Completion
Instructions


Federal Funds: \$18,922.54
County Matching Funds: \$2,838.38
Other County Funds: \$102,050.00

| No. | Topic | Category | Answer | Rank | Federal Funds | County Matching Funds | Other County Funds |
|-----|-------------|---|--------|------|---------------|-----------------------|--------------------|
| 1 | Voter Guide | Voter Guide used by the Supervisor of Elections | Yes | N/A | \$0.00 | \$0.00 | \$0.00 |
| 2 | Voter Guide | Voter Guide used by the Supervisor of Elections | Yes | N/A | \$0.00 | \$0.00 | \$0.00 |
| 3 | Voter Guide | Voter Guide used by the Supervisor of Elections | No | N/A | \$0.00 | \$0.00 | \$0.00 |
| 4 | Voter Guide | Voter Guide used by the Supervisor of Elections | No | N/A | \$0.00 | \$0.00 | \$0.00 |
| 5 | Voter Guide | How to register to vote including how to register by mail | Yes | N/A | \$0.00 | \$0.00 | \$0.00 |
| 6 | Voter Guide | Where to obtain voter registration applications | Yes | N/A | \$0.00 | \$0.00 | \$0.00 |
| 7 | Voter Guide | Dates for upcoming elections and early voting periods | Yes | N/A | \$0.00 | \$0.00 | \$0.00 |
| 8 | Voter Guide | Registration deadlines for the next Primary & General Election | Yes | N/A | \$0.00 | \$0.00 | \$0.00 |
| 9 | Voter Guide | How to update voter's registration information, i.e. name, address, party affiliation, etc. | Yes | N/A | \$0.00 | \$0.00 | \$0.00 |
| 10 | Voter Guide | How to update voter's signature and reason to keep it current | Yes | N/A | \$0.00 | \$0.00 | \$0.00 |
| 11 | Voter Guide | How to obtain, vote and return an Absentee Ballot | Yes | N/A | \$0.00 | \$0.00 | \$0.00 |
| 12 | Voter Guide | Voter's Bill of Rights and Voter's Responsibilities | Yes | N/A | \$0.00 | \$0.00 | \$0.00 |
| 13 | Voter Guide | Polling Place - Opening and closing times | Yes | N/A | \$0.00 | \$0.00 | \$0.00 |
| 14 | Voter Guide | What to expect at the polls, acceptable ID's & what to bring to the polls | Yes | N/A | \$0.00 | \$0.00 | \$0.00 |
| 15 | Voter Guide | When may a voter vote a Provisional Ballot? | Yes | N/A | \$0.00 | \$0.00 | \$0.00 |
| 16 | Voter Guide | What is meant by Florida is a closed Primary Election State? | Yes | N/A | \$0.00 | \$0.00 | \$0.00 |
| 17 | Voter Guide | Information on how Voter Information Cards are issued when there is a change in polling | Yes | N/A | \$0.00 | \$0.00 | \$0.00 |

This warning page will appear. Click on "Submit for Completion" and your survey will be submitted and locked.



This page will appear and "Completed" will appear next the County, i.e. -- **Bay County – Completed.**


Florida Department of State
Division of Elections
SOE Reports Administration

 Welcome, Althera Johnson!
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TEST Region

Voter Education Survey - January 2013 through 2014 General Election
Bay County - Completed

Questions: 77
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| 17 | Voter Guide | Information on how Voter Information Cards are issued when there is a change in polling place | Yes | N/A | \$0.00 | \$0.00 | \$0.00 |
| 18 | Voter Guide | Supervisor's contact information and website address | Yes | N/A | \$0.00 | \$0.00 | \$0.00 |

Congratulations, you have COMPLETED the Survey!