Upload VAT New Voter Data into VAN
Steps 1 &2: Extract Voter Data from VAT

The VAT to VAN Process

VAT (Voter Analysis Tools) has 3 kinds of voter data that can be extracted with pre-written programs, then uploaded into VAN (VoteBuilder): New Voters (DEM and NPA voters new to your county since the last update); Status Changes (DEM and NPA voters who have become active or inactive); and Party Changes (voters who changed party affiliation). The groups are not mutually exclusive. For example, a voter may both become active and change party affiliation.

To extract data from VAT and upload it into VAN your county must have VAT authorization and a VAT Administrator. Send a request to rlbiltgen@me.com for VAT authorization. You also need VAN level 4 administrative rights to conduct the bulk upload.

In the instructions that follow, New Voter information is used as the example. The differences for Party Changes and Status Changes are detailed after the applicable steps.

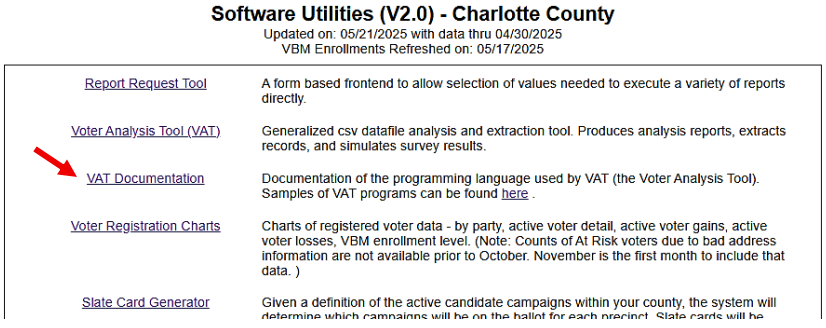
The entire VAT to VAN process includes 5 steps which should be completed in order.

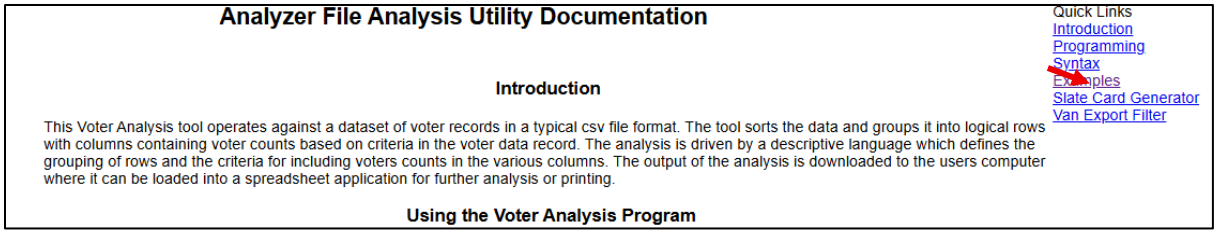
1) Download the appropriate three VAT extraction programs and save on your computer.
2) In VAT, use the programs from step 1 to download the three .csv spreadsheets with the data to upload into VAN.
3) In VAN, either select a previously created Survey Question or create a new Survey Question with responses that correlate with the information in the spreadsheet extracted from VAT.
4) In VAN, complete a Bulk Upload of the VAT spreadsheet into the Survey Question mapping the data in the spreadsheet to the Survey Question Responses by creating a bulk upload mapping template or selecting a previously created mapping template.
5) To access the VAT data uploaded into VAN, use the Survey Question responses to create a target list of voters for canvassing.

Note: It may be useful to document the file locations and file names of extraction programs and downloaded files, as well as the names of saved survey questions and mapping templates.

Step 1: Download a VAT program to extract voter information from VAT

Download the three programs to extract the specific voter information from VAT. From the VAT Home Page, click VAT Documentation then on that page click Examples in the upper right.





Analyzer File Analysis Utility Documentation

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Introduction
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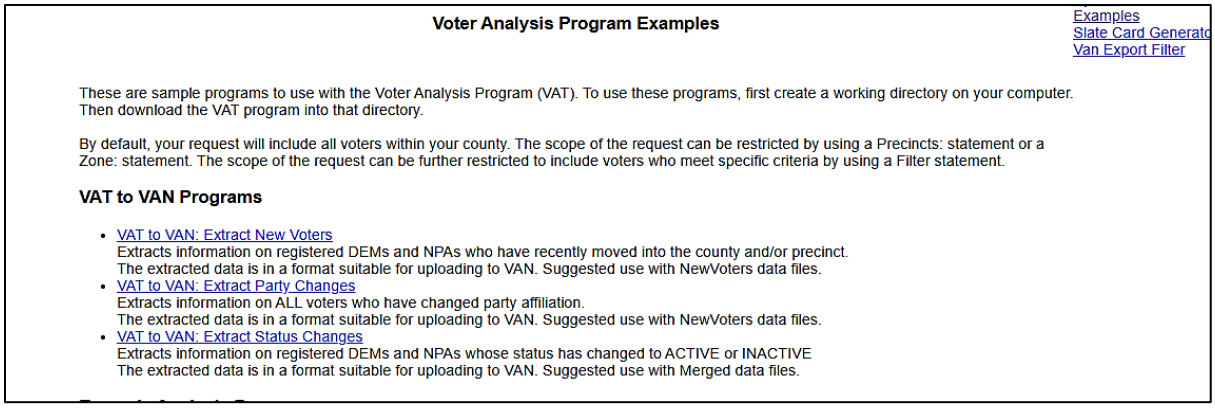
Syntax
Examples
Slate Card Generator
Van Export Filter

Introduction

This Voter Analysis tool operates against a dataset of voter records in a typical csv file format. The tool sorts the data and groups it into logical rows with columns containing voter counts based on criteria in the voter data record. The analysis is driven by a descriptive language which defines the grouping of rows and the criteria for including voters counts in the various columns. The output of the analysis is downloaded to the users computer where it can be loaded into a spreadsheet application for further analysis or printing.

Using the Voter Analysis Program



Voter Analysis Program Examples

Examples
Slate Card Generato
Van Export Filter

These are sample programs to use with the Voter Analysis Program (VAT). To use these programs, first create a working directory on your computer. Then download the VAT program into that directory.

By default, your request will include all voters within your county. The scope of the request can be restricted by using a Precincts: statement or a Zone: statement. The scope of the request can be further restricted to include voters who meet specific criteria by using a Filter statement.

VAT to VAN Programs

- VAT to VAN: Extract New Voters
  Extracts information on registered DEMs and NPAs who have recently moved into the county and/or precinct.
  The extracted data is in a format suitable for uploading to VAN. Suggested use with NewVoters data files.
- VAT to VAN: Extract Party Changes
  Extracts information on ALL voters who have changed party affiliation.
  The extracted data is in a format suitable for uploading to VAN. Suggested use with NewVoters data files.
- VAT to VAN: Extract Status Changes
  Extracts information on registered DEMs and NPAs whose status has changed to ACTIVE or INACTIVE
  The extracted data is in a format suitable for uploading to VAN. Suggested use with Merged data files.

The VAT extraction program files for the three types of data are:

VAT to VAN: Extract New Voters
VAT to VAN: Extract Party Changes
VAT to VAN: Extract Status Changes

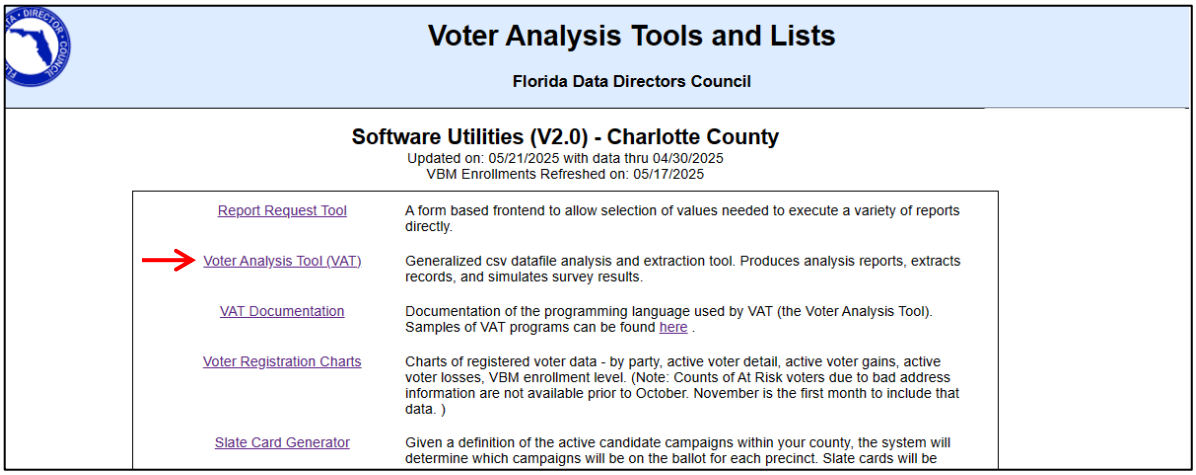
Save each program as a .txt file in a folder or directory created on your computer for VAT to VAN files. Use the VAT file name: NewVoter.txt, PartyChanges.txt, and StatusChanges.txt.

Step 2: Extract the voter data from VAT

Using the programs from step 1, extract the desired data from VAT. Save as a .csv file.

2.1 Log in to VAT at https://vat.flddc.org using your email address and VAT password. This takes you to the **Voter Analysis Tools and Lists** page.

2.2 CLICK **Voter Analysis Tool (VAT)** which takes you to the Voter Analysis Tool page.



Voter Analysis Tools and Lists

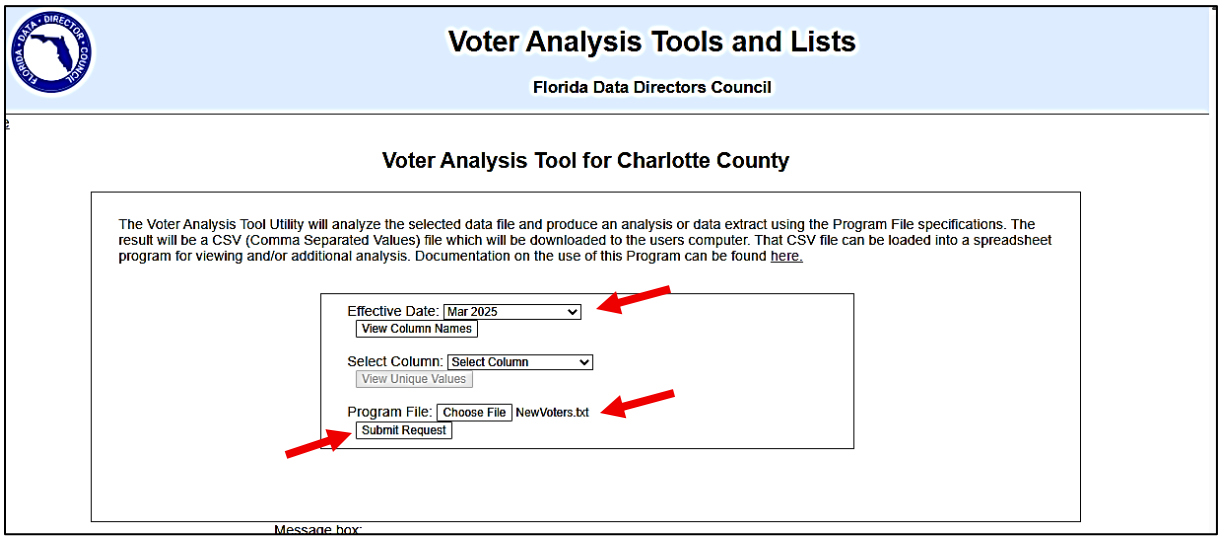
Florida Data Directors Council

Software Utilities (V2.0) - Charlotte County

Updated on: 05/21/2025 with data thru 04/30/2025
VBM Enrollments Refreshed on: 05/17/2025

Report Request Tool	A form based frontend to allow selection of values needed to execute a variety of reports directly.
Voter Analysis Tool (VAT)	Generalized csv datafile analysis and extraction tool. Produces analysis reports, extracts records, and simulates survey results.
VAT Documentation	Documentation of the programming language used by VAT (the Voter Analysis Tool). Samples of VAT programs can be found here .
Voter Registration Charts	Charts of registered voter data - by party, active voter detail, active voter gains, active voter losses, VBM enrollment level. (Note: Counts of At Risk voters due to bad address information are not available prior to October. November is the first month to include that data.)
Slate Card Generator	Given a definition of the active candidate campaigns within your county, the system will determine which campaigns will be on the ballot for each precinct. Slate cards will be

2.3 On the **Voter Analysis Tool** page, select the month of the data you want to download and the corresponding VAT extraction program you saved in step 1 on your computer.



Effective Date: From the drop-down menu select the month for which you want the data.

Select Column: ignore

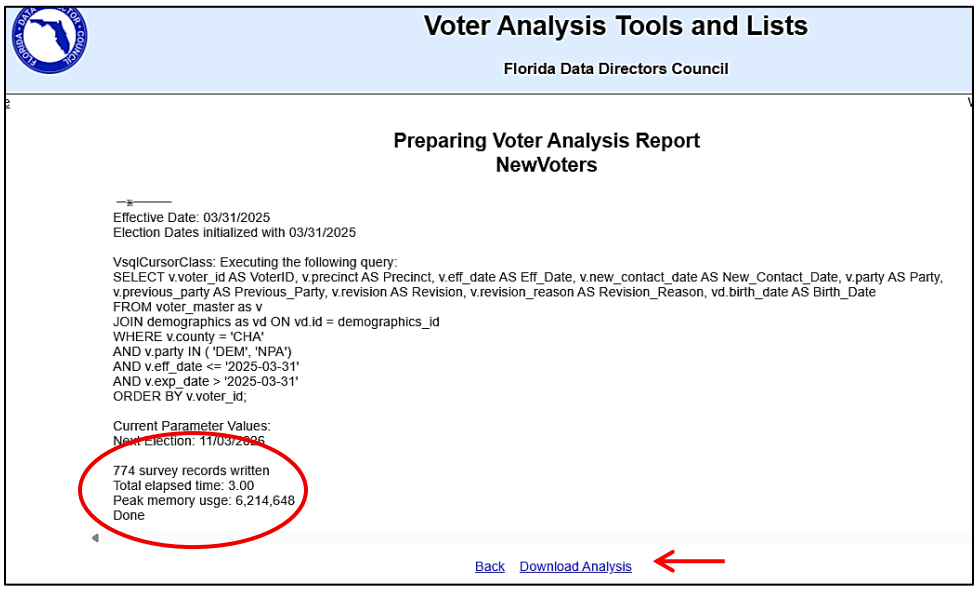
Program File: Select the VAT extraction program downloaded in step 1 saved in your computer that corresponds to the desired type of data.

For New Voters data the Program File = NewVoters.txt
For Status Changes data the Program File = StatusChanges.txt
For Party Changes data the Program File = PartyChanges.txt

When you have selected both values, CLICK the **Submit Request** button.

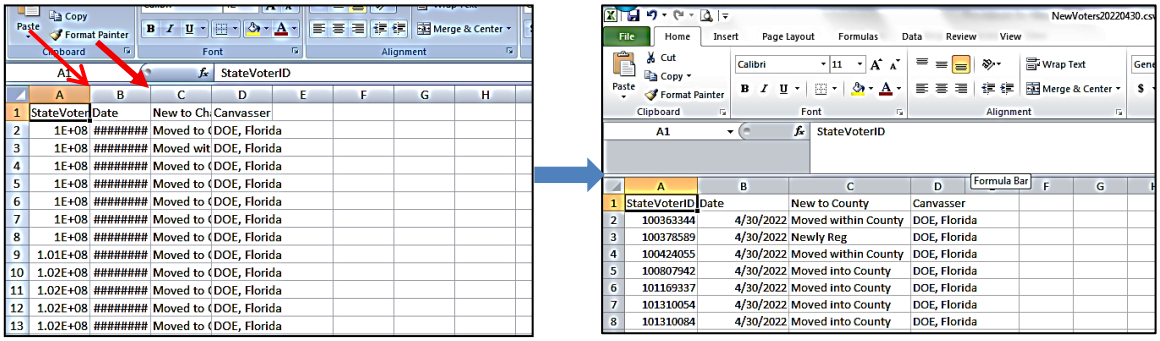
2.4 You will see a **Preparing Voter Analysis Report** page that shows a count of voter records extracted. If the count is 0 or there is an error message, go back to Step 2.3 and verify that you selected the correct extraction program. If the problem persists contact your county VAT Admin.

Otherwise CLICK the **Download Analysis** button to download the .csv data file from VAT.



On Apple devices, the .csv file downloads as simple text and a pop-up dialogue box asks you to specify the directory in which to file it. On a PC, the file may download in Excel as a .csv spreadsheet. SAVE the VAT-named .csv file with the month and year in the directory or folder created on your computer for VAT to VAN downloads.

Note: If your New Voters Report downloads in Excel, you can adjust column widths to make all the columns readable by double clicking on the right-side column border.



2.5 To download the changes in party and changes in status data, it is easiest to go back to the Home page (see upper left corner) and click Voter Analysis Tool and select the month for the file and the correct program file and download.

Appendix 1 – Understanding the VAT Extraction Program Coding

Below are basic explanations of the VAT pre-written program lines for New Voters and descriptions of the logic operators and operands. In general, you will see there are "Statements" followed by a value, "Filters" with criteria for selecting a specific set of data, and "Print Statements" that tell the program what to print in a specific place like a column header. VAT extraction programs may be modified to extract customized data. Since there are syntax conventions that go beyond the scope these instructions, please contact rlbiltgen@me.com for help writing a customized program.

New Voters Pre-written Program	Explanation of Program line
RequestType: VoterSurvey	Statement asking what kind of data is being requested.
Filter: Include (New_Contact == Y) AND ((Party == DEM) Or (Party == NPA))	Filter says to INCLUDE new voters (new contacts) who are Dems or NPAs
Filter: Exclude (Party_Change == Y)	Filter says to EXCLUDE voters who changed parties
Survey: 'NewVoters'	Statement asking the name of the data to be downloaded.
New Voters Pre-written Program	**Explanation of Program line**
Column: 'StateVoterID' Print: VoterID	Column Statements indicate the column headers in the VAT download file. The separate Print Statement indicates which VAT data should fill each record under this column heading.
Column: Date Print: FileEffectiveDate	"Date" is the field and the FileEffectiveDate is the last day of the month of the FDOE data to be entered as "Date"
Column: 'New to County'	Column Statement asking the name of the data file of the VAT download. The next 6 "Print Statements" tell what to print for different voters in the data file New to County.
Print: 'Turned 18' (New_Registration == Y) AND (Age == 18)	For voters who are new and turned 18 the program will print "Turned 18" under the column "New to County".
Print: 'Newly Reg' (New_Registration == Y) AND (Revision Reason == 10)	For voters who are new AND have no voting history the program will print "Newly Reg" under "New to County".
Print: 'Moved into County' (New_Registration == Y) AND (Revision Reason == 12)	For voters who are new AND their present county is NOT the same as their previous county the program will print "Moved into County".
Print: 'Moved within County' (Revision Reason == 13)	For voters who are NOT new AND the precinct has changed the program will print "Moved within (County)".
Print: 'Re-registered' (New_Registration == Y) AND (Revision Reason == 11)	For voters with w new registration AND a voting history AND the Present County = Previous County, the program will print "Re-Registered" in the column "New to County".
Column: Canvasser Print: "DOE, Florida"	The FDOE data disk is considered the canvasser