

VAT to VAN

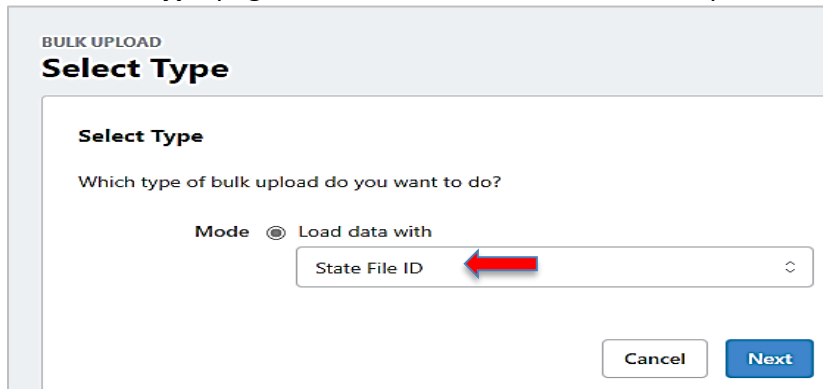
Step 4: Bulk Upload of VAT Data into a VAN Survey Question

Step 4 instructions detail how to bulk upload the saved VAT spreadsheet from step 2 into VAN using the survey question created in step 3. The first time VAT information is uploaded into a VAN survey question a mapping template must be created and saved as described in Section 4A. After a mapping template has been saved it can be used for future uploads as described in Section 4B.

Step 4A. First Time Upload of a VAT Spreadsheet into a VAN Survey Question

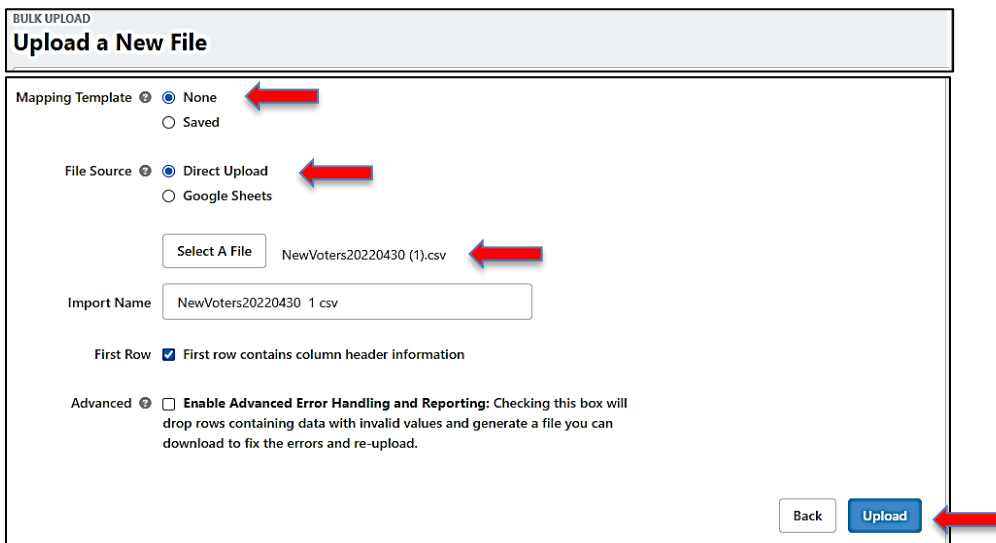
4A.1 On the VAN Main Menu page in the **Load Data** box, CLICK on **Run Bulk Uploads → Upload a New File**. This takes you to **Bulk Upload/Select Type**.

On the **Bulk Upload / Select Type** page, select **State File ID** from the drop-down and click “Next.”

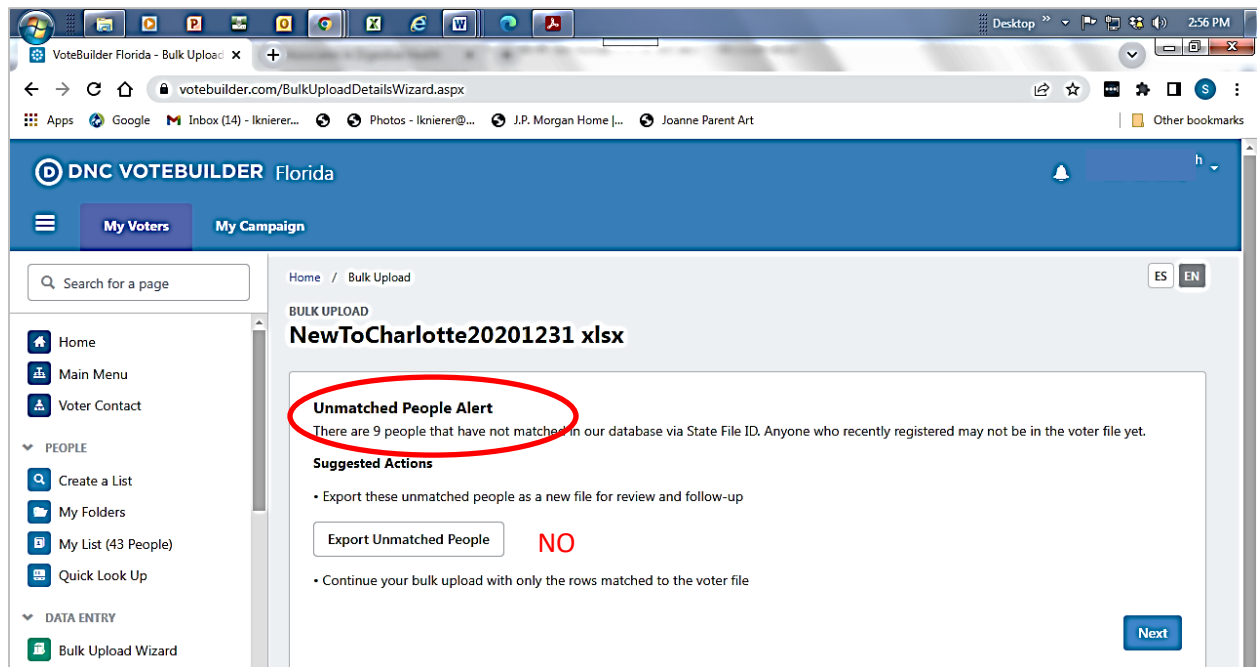


4A.2 This brings you to the **Upload a New File** page. Select a value for each item below.

- **Mapping Template** - SELECT **None**.
- **File Source** -SELECT **Direct Upload**
- **Select a File** – CLICK “Select a file” and select the .csv file from VAT stored in your computer
- **First Row** – CLICK to check box
- **Advanced** – leave unchecked
- When complete, CLICK **Upload** in bottom right.

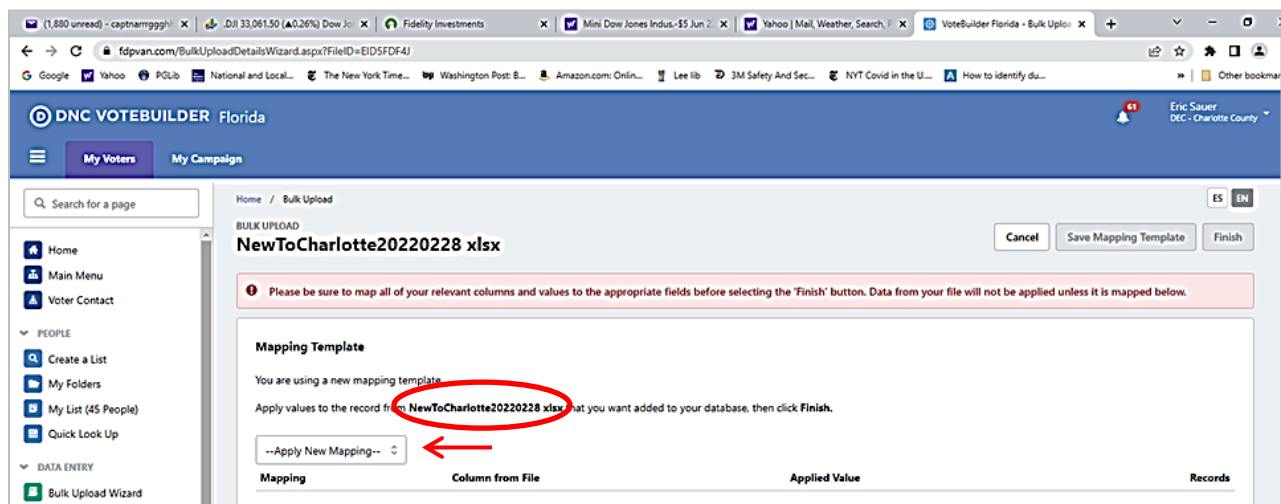


4A.3 This brings you to the **Bulk Upload / Unmatched People Alert** page showing the number of people in the VAT file that are NOT found in VAN. If it is less than ~1% of your spreadsheet population, continue. If a greater number, delay the upload until the latest new registrants have been added to VAN. To continue, CLICK **Next**. (Do not click “Export Unmatched People”.)



Note: If the data you are attempting to upload is recent within a couple months of the upload date, Florida VAN may not have been updated yet since it may take 2-6 weeks or more to update.

4A.4 On the next **Bulk Upload** page, verify the name of the file you will upload in the **Mapping Template** box. In the **Apply New Mapping** drop down menu, SELECT **Apply Survey Response**.



4A.5 The *first* **Apply Survey Response** page maps the VAT spreadsheet column headers to the survey question and selects the column header which will be mapped to the Survey Question Responses. The following example is for New Voters data.

- **Survey Question** - **SELECT Apply One Value to All Records.**
From the pull-down menu **SELECT** the name of the survey question you created for the type of VAT data being uploaded.
- **Survey Response** - **SELECT Choose Column from Data File** whose data will be mapped to the Survey Question responses.
From the pull-down menu **SELECT New to County**
- **Campaign** – leave blank
- **Contacted How** - **SELECT Apply One Value to All Records.**
From the pull-down menu **SELECT No Actual Contact**
- **Contacted When** – **SELECT Choose Column from Data File.**
From pull-down menu **SELECT Date**
- **Canvasser** - **SELECT Choose Column from Data File. SELECT DOE Florida.**
- When complete, **CLICK Next.**

The table below shows how to map VAT data for Status Changes or Party Changes to the corresponding VAN survey question. The survey question title will vary for your county,

Left Column		Right Column		
	Select for All 3	New Voters	Change of Status	Change of Party
Survey Question	Apply One Value to all Records	2022 Registration: New Registration	2022 Registration: Status Change	2022 Affiliation: Party Change
Survey Response	Choose Column From Data File	New to County	Status Change	Party Change
Campaign	Leave Blank	Leave Blank	Leave Blank	Leave Blank
Contacted How	Apply One Value to all Records	No Actual Contact	No Actual Contact	No Actual Contact
Contacted When	Choose Column from Data File	Date	Date	Date
Canvasser	Choose Column from Data File	DOE Florida	DOE Florida	DOE Florida

4A.6 The *second Apply Survey Response* has automatically populated the left column on the screen with the column labels from the downloaded VAT .csv spreadsheet. You will map it to the Survey Question Responses in the right column. The Count column in each category is auto-filled.

New to County automatically populated from the VAT spreadsheet data	Count auto calculated	Load as Survey Response drop-down menu of VAN Survey Question responses
Moved into County	#	Moved into County
Moved within County	#	Moved within County
Newly Reg	#	Newly Reg
Re-Registered	#	Re-Registered
Turned 18	#	Turned 18

After completing, click NEXT in lower right corner.

Apply Survey Response

Please map the values of new to char county to Survey Response and click Next to proceed.

new to char county	Count	Load As Survey Response
Moved to Charlotte	259	Moved to Charlotte
Moved within Charlotte	88	Moved into Precinct
Newly Reg	370	New Registration
No	2	Not Registered
Re-registered	31	Re-Registration
Turned 18	35	Just Turned 18

Complete All

Prev Next

Note: If your survey question was created prior to the 2025 VAT update, your survey question responses might be slightly different and your new voter file may fail to load. If so, you will need to create a new mapping template as explained above and you can save it to replace the previous mapping template.

The table below shows the mapping templates for Status Change and Party Change VAT spreadsheets and their corresponding VAN survey questions.

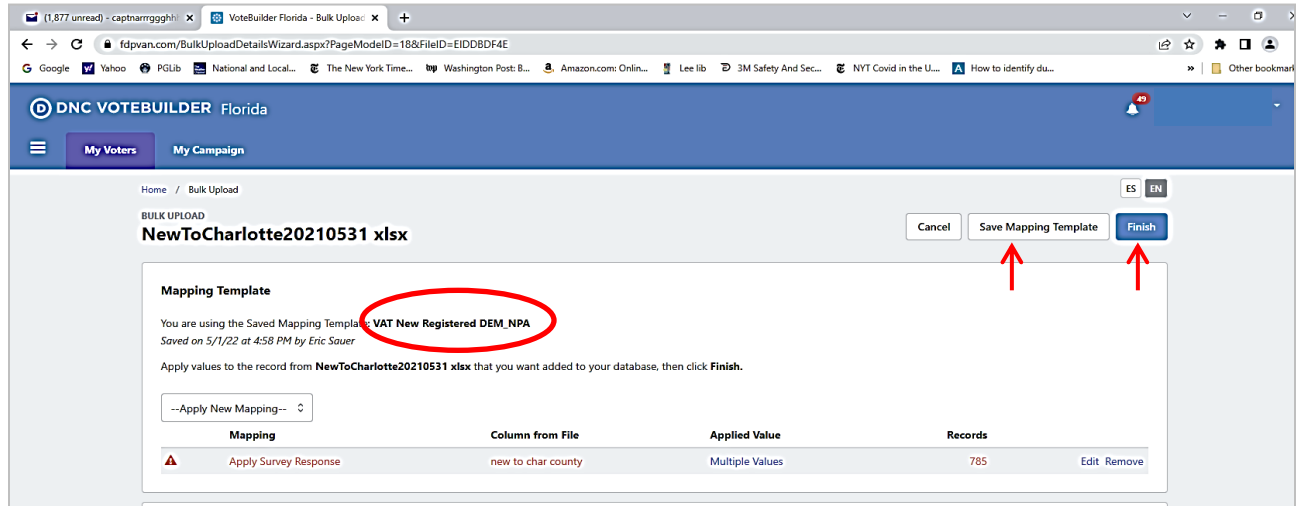
Apply Survey Response Mapping Substitutions			
Change of Status		Change of Party	
VAT Spreadsheet Info <i>Auto filled</i>	Load into Survey Question Response <i>select from drop-down</i>	VAT Spreadsheet Info <i>Auto filled</i>	Load into Survey Question Response <i>select from drop-down</i>
ACT->INA	ACT to INA	REP->DEM	REP to DEM
INA->ACT	INA to ACT	REP->NPA	REP to NPA
		REP->OTH	REP to OTH
		DEM->REP	DEM to REP
		DEM->NPA	DEM to NPA
		DEM-> OTH	DEM to OTH
		NPA->DEM	NPA to DEM
		NPA->REP	NPA to REP
		NPA-> OTH	NPA to OTH
		OTH->DEM	OTH to DEM
		OTH->REP	OTH to REP
		OTH->NPA	OTH to NPA

4A.7 This brings you to the **Save Mapping Template** dialogue box. Type in the file name to save your mapping template for future uploads of the same category of data. In this example the file name is VAT New Registered DEM_NPA. **CLICK Save.**

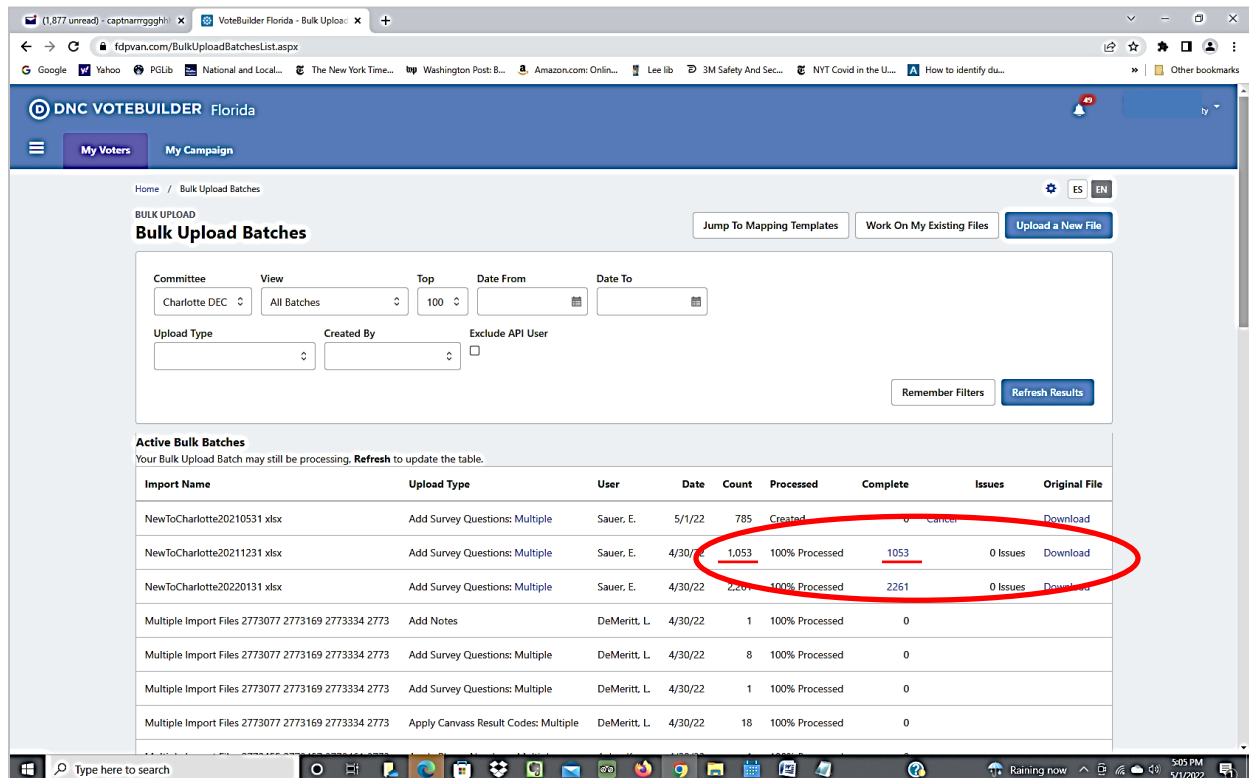
The screenshot shows the DNC VOTE BUILDER Florida interface. A 'Save Mapping Template' dialog box is open, prompting the user to enter a 'Template Name'. The text 'VAT New Registered DEM_NPA' is entered in the field. Red arrows highlight the text field and the 'Save' button. The background interface shows a 'BULK UPLOAD' section for a file named 'NewToCharlotte2010531.xlsx'. Below this, there is a 'Mapping Template' section and a 'Sample Data' table with 5 records.

Name	date	new to char county	canvasser
MacAlee Harlis	5/31/2021 12:00:00 AM	Moved to Charlotte	DOE, Florida
Pamela Ann Milana	5/31/2021 12:00:00 AM	Moved within Charlotte	DOE, Florida
Michael Paul Courchaine	5/31/2021 12:00:00 AM	Moved to Charlotte	DOE, Florida
Andrew Steven Pawlowski	5/31/2021 12:00:00 AM	Newly Reg	DOE, Florida

4A.8 On the **Bulk Upload / Mapping Template** page, **CLICK Save Mapping Template**. In the pop-up screen, type in the name of your new Mapping Template and click **Save**. In the pop-up screen, click “Finish Upload”, then click **Finish**. Document the saved name of the mapping template for others on the data team.



4A.9 The **Bulk Upload Batches** page will appear with the most recent Active Bulk Batches file at the top of the list, with the Count, Processed, Complete, Issues, etc. as column headers. **CLICK Refresh Results** until the **Processed** column indicates your upload is 100% Processed with 0 Issues. It should take less than a minute to process. The **Count** and number **Complete** should match.



To verify that the VAT file was successfully uploaded into VAN, jot down a few voters' IDs and the reason why they are new, e.g., Moved to County. In VAN, conduct a Quick Look Up of those voters and verify they have the correct Survey Question responses associated with their names.

Step 4B. Repeat Uploads of VAT .csv Files Using a Saved Bulk Upload Mapping Template

4B.1 On the VAN **Main Menu** screen check that My Voters is highlighted. In the **Load Data** box, **SELECT Run Bulk Uploads**. From the dropdown menu **SELECT Upload New File**.

On the **Bulk Upload / Select Type** page **SELECT State File ID** as the mode to load data with.
CLICK Next.

B4.2 This will bring up the **Bulk Upload / Upload a New File** page. Select an entry for each item.

- **Mapping Template** - **SELECT Saved**
- **Saved Template Name** - **SELECT** the name of your previously saved Bulk Upload Mapping Template for this Survey Question (for this example: "VAT New Registered DEM_NPA")
- **File Source**: **SELECT Direct Upload**
- **Select a File** – **CLICK Select a File** and scroll to **SELECT** the .csv VAT file stored in your computer. The file name will show up by the **Select a File** box and next to **Import Name**.
- The **First Row** box will be shaded gray and inaccessible when a saved mapping template is selected.
- **Advanced** - **CHECK** the box to the right.
- **CLICK Upload**.

The screenshot shows the 'BULK UPLOAD' section with the sub-header 'Upload a New File'. Below this, there is a section for 'File Requirements' and a form for uploading a file. The form includes the following fields and options:

- Mapping Template:** Radio buttons for 'None' and 'Saved'. A red arrow points to the 'Saved' option.
- Saved Template Name:** A dropdown menu showing 'VAT New Registered DEM_NPA'. A red arrow points to the dropdown.
- File Source:** Radio buttons for 'Direct Upload' and 'Google Sheets'. A red arrow points to the 'Direct Upload' option.
- Select A File:** A button labeled 'Select A File' next to a 'No File Chosen' status. A red arrow points to the button.
- Import Name:** A text input field.
- First Row:** A checkbox labeled 'First row contains column header information'. A red arrow points to the checkbox, and the word 'Inaccessible' is written next to it.

4B.3 The Bulk Upload / Unmatched People Alert page informs you if there are a large number of Voter IDs in the VAT spreadsheet that are not found in VAN. At times the updating of VAN data may take 6 weeks or longer. If there are a large number of unmatched people, wait to complete the upload until VAN has been updated with the FDOE data. This screen does not appear unless there are unmatched people.

4B.4. On the **Bulk Upload / Mapping Template** page verify you are using the correct *Saved* Mapping Template, then, **CLICK Finish**. In the “double check before continuing” pop-up screen, click “Finish” again.

4B.5 This will take you to the **Bulk Upload Batches** page that shows the latest Active Bulk Batches file at the top of the list, with the Count, Processed, Complete, and Issues as column headers.

CLICK Refresh Results until the **Processed** column indicates your upload is 100% Processed with 0 Issues. The Count of voter IDs should be the same as the Complete number. (**Note:** It is not necessary for the download to be “100% Processed” before starting on another file download.)

The Bulk Upload Batches page serves as documentation of when uploads have been completed and by whom. I may be useful to create additional documentation of the saved mapping templates and survey questions for others on the data team.

The screenshot shows the 'Bulk Upload Batches' page in the DNC VOTE BUILDER Florida interface. The page includes filters for Committee (Charlotte DEC), View (All Batches), Top (100), Date From, and Date To. There are also buttons for 'Jump To Mapping Templates', 'Work On My Existing Files', and 'Upload a New File'. Below the filters is a table of 'Active Bulk Batches'.

Import Name	Upload Type	User	Date	Count	Processed	Complete	Issues	Original File
NewToCharlotte20210531.xlsx	Add Survey Questions: Multiple	Sauer, E.	5/1/22	785	100% Processed	785	0 Issues	Download
NewToCharlotte20211231.xlsx	Add Survey Questions: Multiple	Sauer, E.	4/30/22	1,053	100% Processed	1,053	0 Issues	Download
NewToCharlotte20220131.xlsx	Add Survey Questions: Multiple	Sauer, E.	4/30/22	2,261	100% Processed	2,261	0 Issues	Download

Note: To verify that the VAT file was successfully uploaded into VAN, jot down a few voters’ IDs and the reason why they are new, e.g., Moved to County. In VAN, conduct a Quick Look Up of those voters and verify they have New Voter Survey Question responses listed under their names.

To upload additional VAT .csv files, click on Upload a New File in the upper right hand corner and repeat the process.

Note: It is useful for future data team use to document who has uploaded data, when, and the names of the Survey Questions and mapping templates created.

Note: If your survey question was created prior to the 2025 VAT update, your survey question responses might be slightly different and your new voter file may fail to load. If so, you will need to EDIT your mapping template.