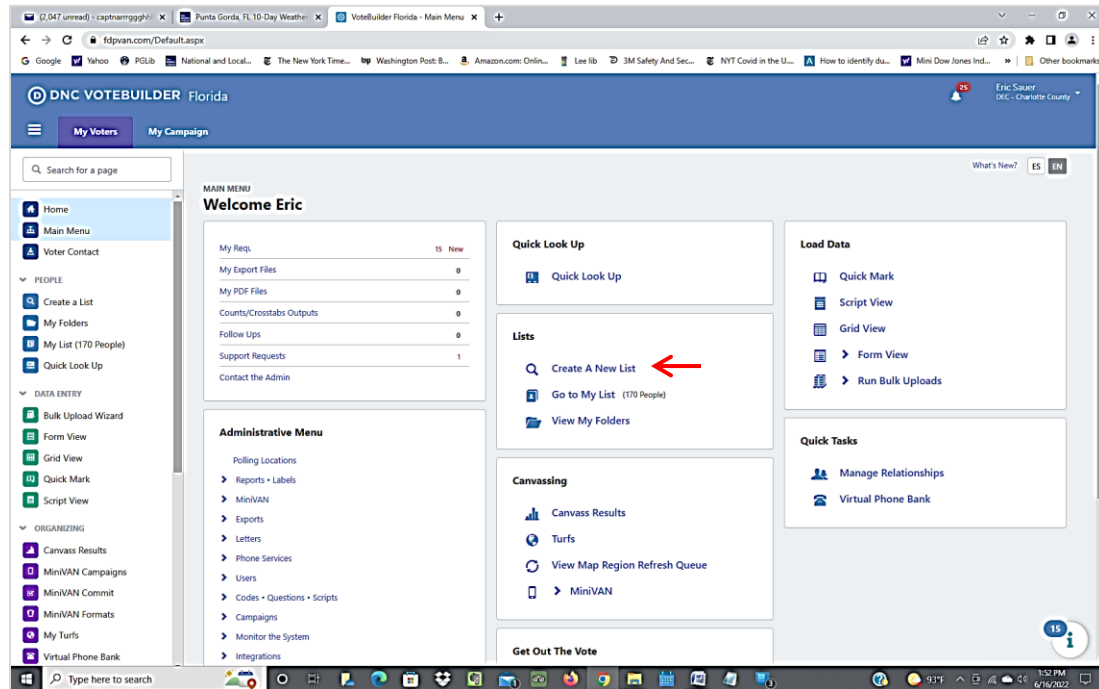# How to Use VAT to Improve the Voter Data in VAN
Step 5: How to Find and Use VAT Data Uploaded to VAN

Step 5 explains how to locate and use the VAT data that has been uploaded to VAN to create a list of voters you want to target. These instructions use the VAT New Voters data uploaded into the "Registration: New Registration (Public)" survey question you created in VAN. To access Status Changes and Party Changes data, substitute the title of the corresponding survey question to use that data in VAN.
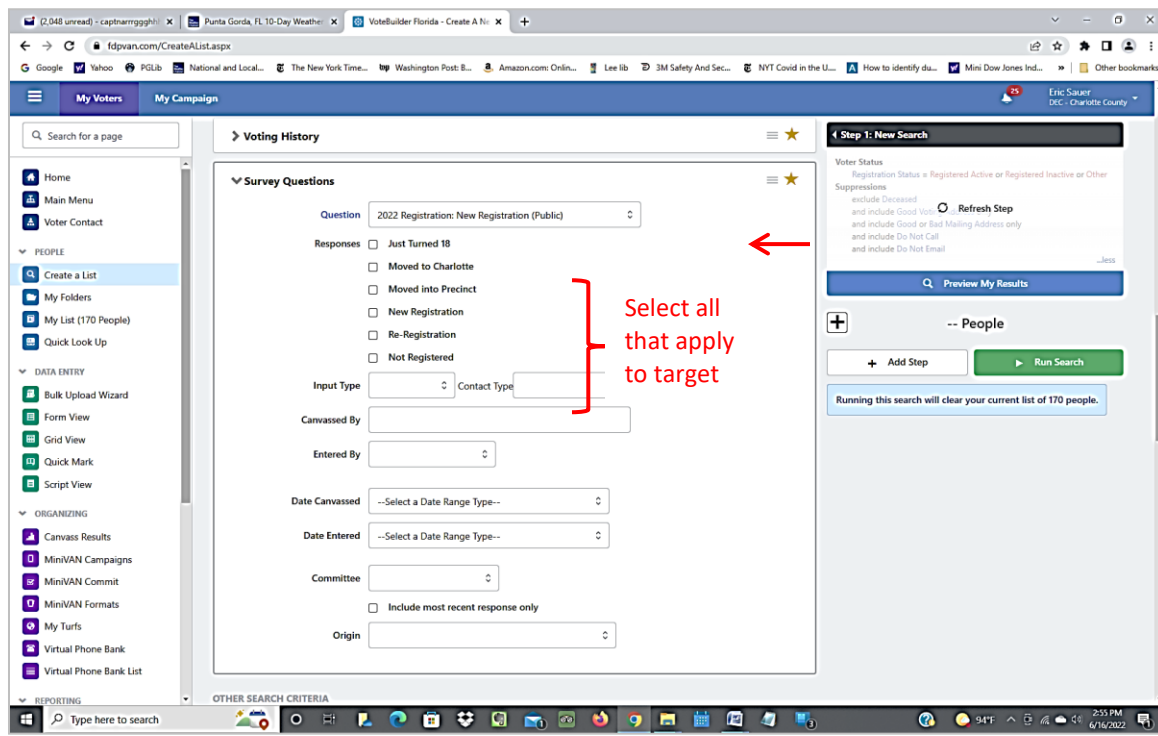
5.1 Plan how to use VAT data. Without VAT data, VAN only presents a snapshot of the current voters on the most recently uploaded statewide data disk from FDOE. VAT allows you to discover voters completely new to the county, those who have moved within the county, and the new enthusiastic 18 year old voters, etc. Those labeled New Reg are voters who are new to the county with no voting history so they may be from outside Florida or from within Florida, but they likely need encouragement to vote. Creating separate lists of different kinds of new voters allows volunteers to customize their voter engagement scripts. Splitting lists of new voters into precincts or turfs allows volunteers to contact voters in manageable numbers and in their own neighborhoods. Focusing limited volunteer efforts to reach new voters and inactive "warm Dem" voters helps maximize efforts to get people to the polls or to register for vote by mail.

5.2 To create a targeted list of voters, on the VAN **Main Menu** page, check that My Voters is highlighted. Under **Lists**, CLICK on Create A New List. That takes you to the **Create a New Search** page.

5.3 On the **Create a New Search** page

- Registration status defaults to include Active, Inactive, and Other
- SELECT Dems, NPAs or both from the Party tab
- From the Suppressions tab, CLICK Remove all Suppressions (not everyone marked as deceased actually is deceased so better to err on the side of inclusion)
- From the Home Districts tab, SELECT Your County from the County drop-down menu
  - Depending on the nature of your search, you may want to further narrow your search by SELECTING a Precinct from that drop-down menu.
- CLICK Survey Questions to open the drop down menu of survey questions.
  - SELECT the survey question you used to upload the VAT data of interest
  - This will reveal all the survey question responses. Select the responses, individually or in combination, to define your target audience
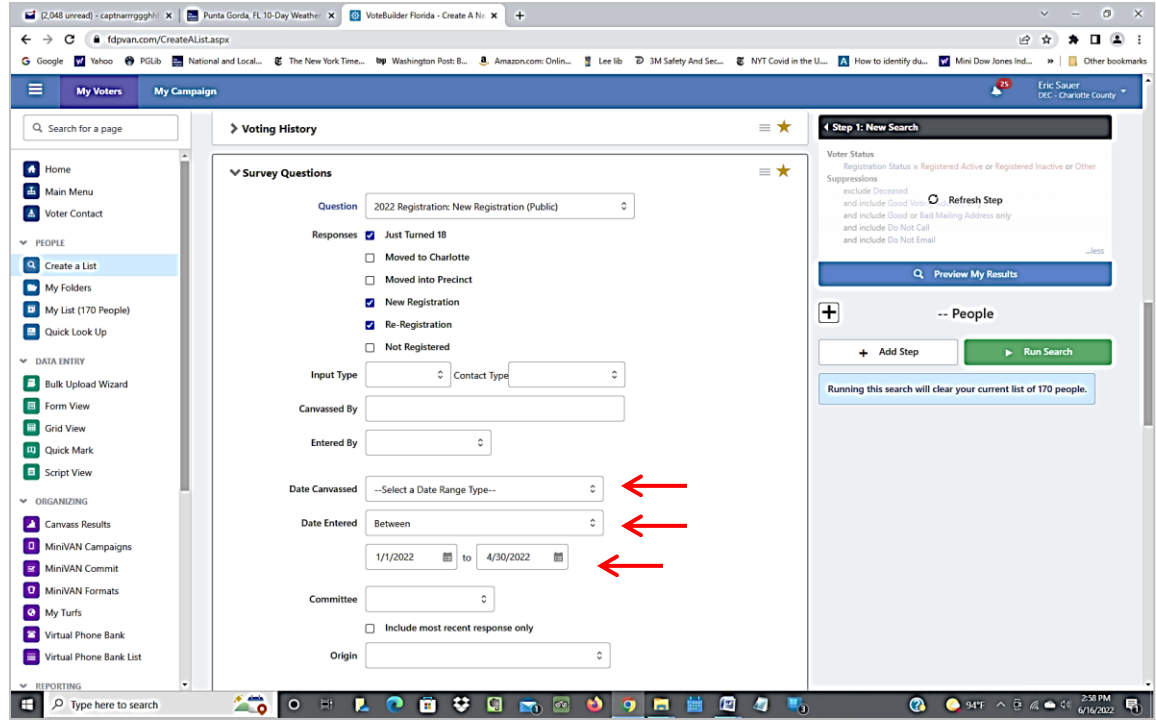

The table below lists the survey questions to be selected if the Status Changes or Party Changes VAT data are to be selected. Your county file names may vary but should be similar to these.
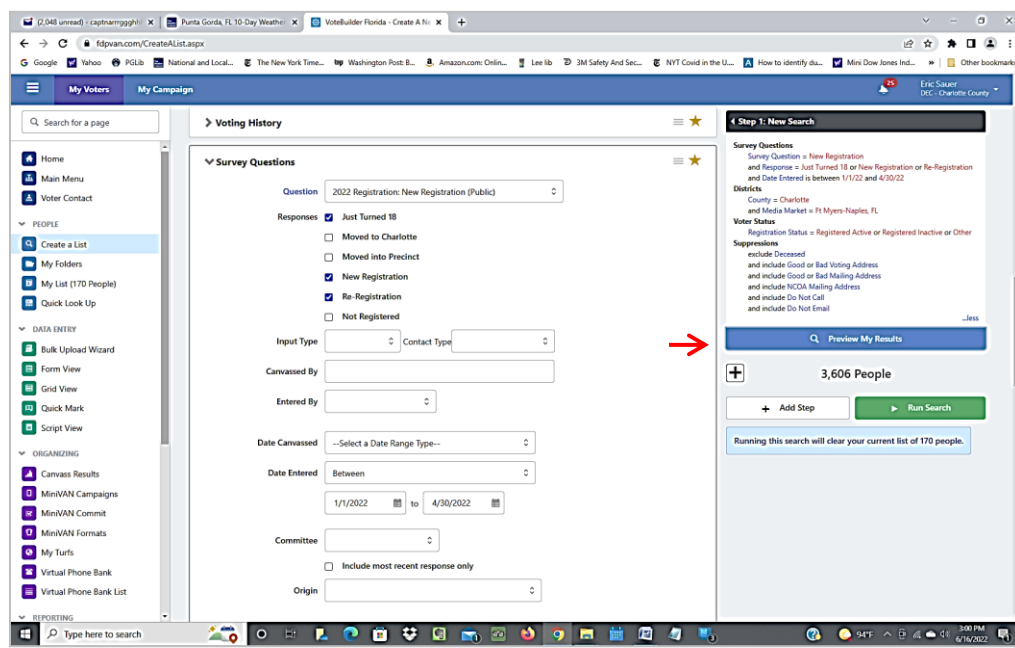
	New Voters	Status Changes	Party Changes
VAT Extraction Program	NewVoters.txt	StatusChanges.txt	PartyChanges.txt
Name to "select csv data file " in VAT	DOE_Cty_20220517_NewVoters.dat	DOE_Cty_20220517_Merged.dat	DOE_Cty_20220517_NewVoters.dat
VAT named .csv data file you downloaded	NewVoters20220517.csv	StatusChanges20220517.csv	PartyChanges20220517.csv
Survey Question in VAN	2021 Registration: New Registration (Public)	2022 Registration: Status Change (Public)	2022 Affiliation: Changed Party (Public)
Mapping Template Name	New_Registrations	Status_Change	Party_Changes

Continuing on the **Create A New Search** page in the opened Survey Questions box

- SELECT either the Date Canvassed or Date Entered to identify the date range of the data you want included in your search. The canvassed date is the date on the VAT downloaded file that was uploaded such as New Voters20220531.csv. The date entered is the upload date. From the drop-down menu select "Between", "in the Range of" or "in the Month of" then add the appropriate month or date range using the calendars.

CLICK on Preview My Results to display the number of voters satisfying the criteria selected.

5.4 At this point there are a number of options:

- Create a Counts and Crosstabs report by precinct indicating a breakdown of new voters for a designated time period by precinct
- Create a Master Search from this data to create a Canvassing or Virtual Phone Banking campaign to reach these new voters
- Modify the search criteria in the Create a New Search page to select different precincts, different survey question responses or survey question date range. Then CLICK on the Preview My Results blue bar. The results show how the list changed when the search criteria were changed. If you click on Run Search, the latest modified list will replace the previous one. Once the Run Search green bar is clicked, it is necessary to SELECT the Edit Existing Search option from the Edit Search drop-down menu (top right), before the search criteria can be further altered or narrowed.
- You may want to save the more encompassing county search list for future use and then modify to narrow it.
- CLICK Run Search and Save your search with a descriptive name and year so you can find it for later use to narrow your search or cut turfs.

Note: A search will be saved but a list is only saved in VAN for 30 days so it is wise to save it also on your computer for future reference.