How to Use VAT to Improve the Voter Data in VAN
Steps 1 &2: How to 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 have changed their 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 be given VAT authorization and have 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 procedure is quite similar for Party Changes and Status Changes. Any procedure changes needed in order to extract party and status change data 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 VAT extraction program and save on your computer.

2) In VAT, use the program from step 1 to download a .csv spreadsheet with the information 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 an existing program to extract specific voter information from VAT. Three pre-written programs are available on the VAT Documentation page or directly at https://vat.flddc.org/Analyzer/Docs/LEE/Examples

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 VAT: NewVoter.txt, PartyChanges.txt, and StatusChanges.txt.

Step 2: Extract the voter data from VAT

Using the program from step 1, extract the desired data from VAT. The downloaded data will be in a .csv (comma separated values) file that can be directly uploaded into VAN. Save the file in the folder for VAT to VAN downloads you created in your computer.

**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 for Your County.
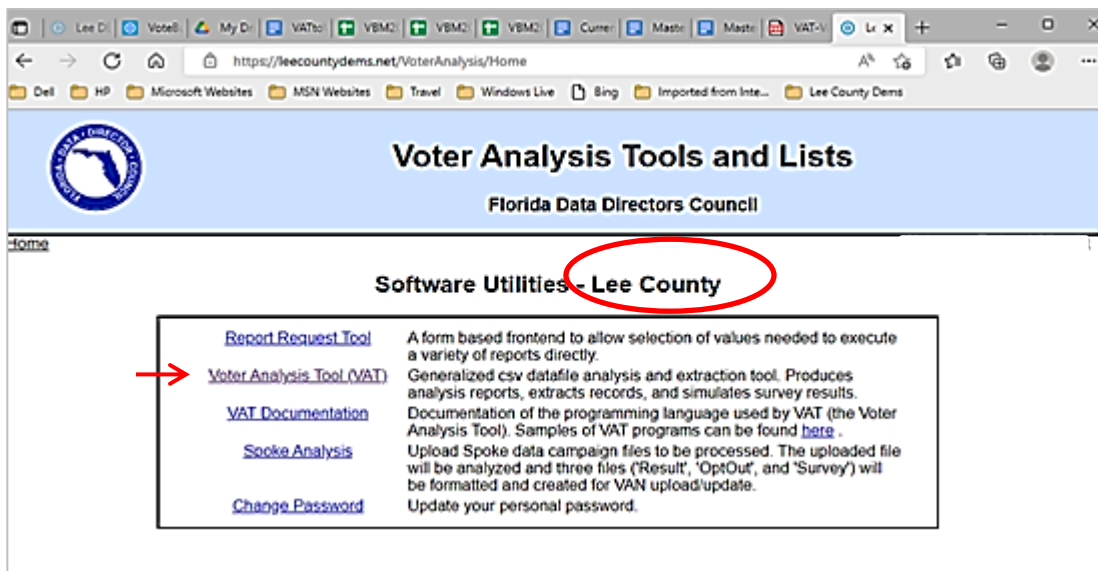
2.3 On the **Voter Analysis Tool** page, select the type of data file you want to download and the corresponding VAT extraction program you saved in step 1 on your computer.
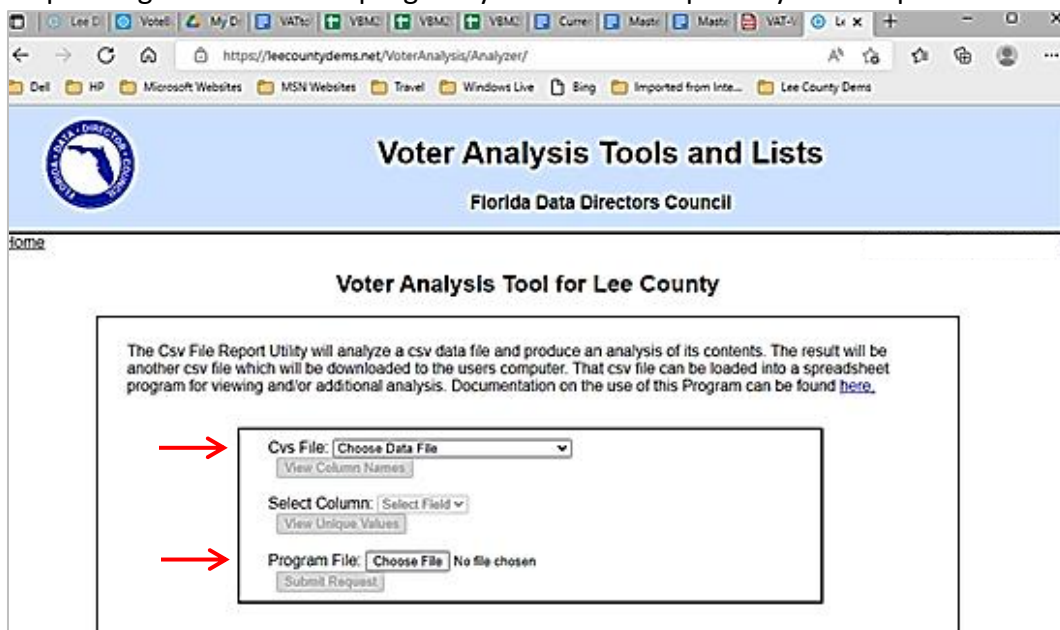
- **Csv File** – From the drop-down menu select the VAT data file for the type data you want. "New Voters" data files are used to extract New Voters or Party Changes. The "Merged" data files are used to extract Status Changes. For example, to download the New Voters in Lee County from 5/17/2022 select "DOE_LEE_20220517_NewVoters.dat".

- **Program File** – Select the VAT extraction program downloaded in step 1 saved in your computer that corresponds to the desired type of data. For example, select the saved "NewVoters.txt" *program* file if you have selected a New Voters *data* file.

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

Note: For Status Changes data the .csv file will be something like "DOE_LEE_20220412_Merged.dat" and the Program File will be "StatusChanges.txt"

For Party Changes data the .csv file will be something like "DOE_LEE_20220517_NewVoters.dat" and the Program File will be "PartyChanges.txt"

2.4 After several seconds 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 .csv data file and extraction program. If the problem persists contact your county VAT Administrator.

Otherwise CLICK the **Download Analysis** button to download the .csv data file from VAT. The file icon appears in the lower left corner of the screen. 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 in the directory or folder created on your computer for VAT to VAN downloads.
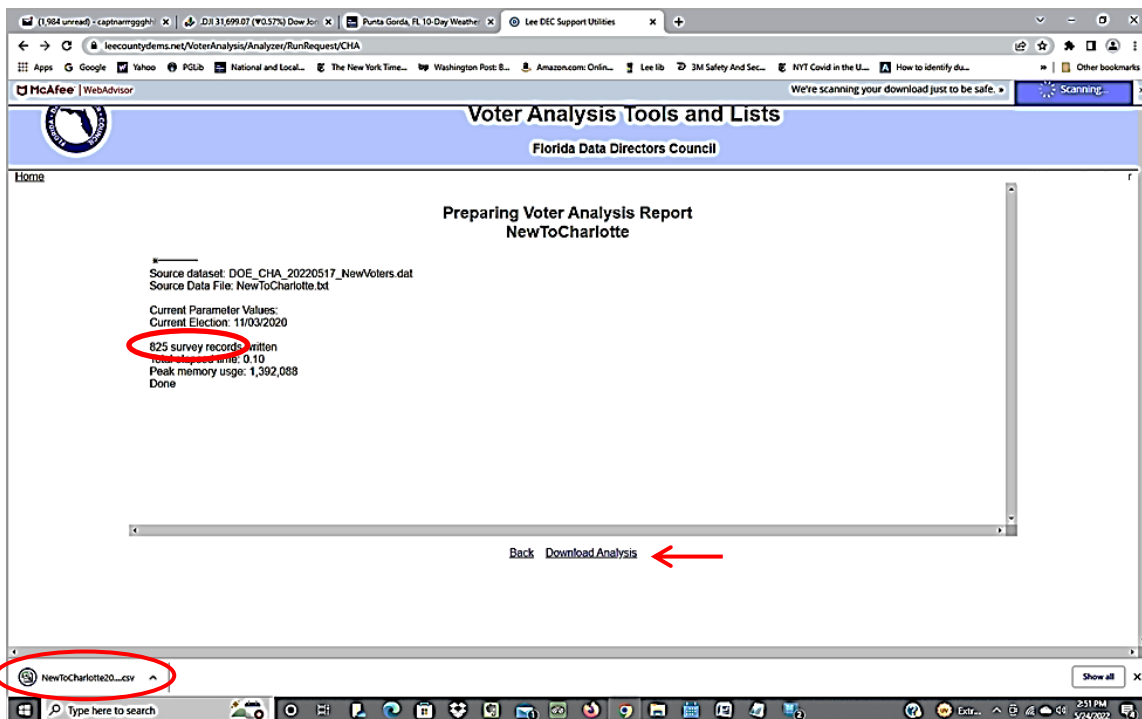
Note: If your New Voters Report downloads in Excel, you can adjust column widths to make all the columns readable by double clicking on the column border.
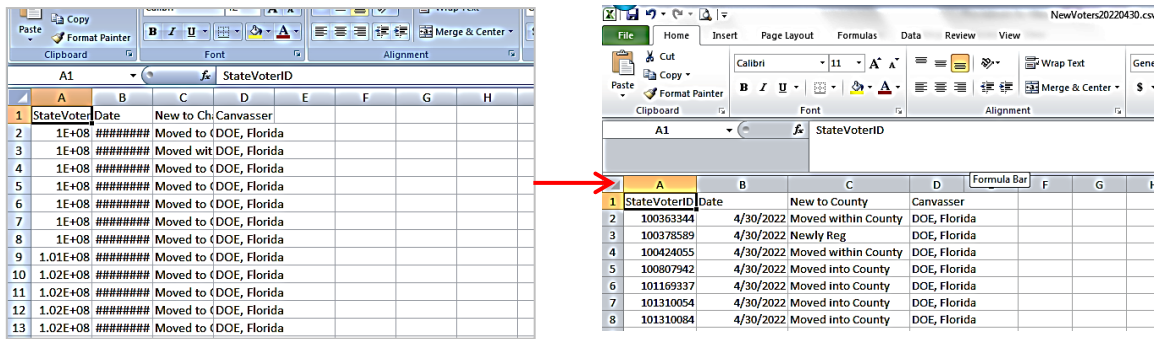
2.5 To download additional types of voter data, click the Back button at the bottom of the page, reset the "Choose File" box by clicking on it and then clicking on "Cancel". Then repeat steps 2.3 and 2.4, selecting the appropriate .csv data file and Program File and clicking on "Submit Request".

Appendix 1 – Explanation of VAT file data names

VAT data file names are composed of 4 segments (e.g., DOE_LEE_20220517_NewVoters.dat)
- Three letter code identifying the source of the dataset:
  - DOE - Florida Department of Elections

- Three letter code identifying the county (e.g., LEE - Lee County, DAD - Miami_Dade)

- The release date of the FDOE data disk formatted as yyyymmdd.

- The type of data contained in the dataset. The type of data codes for VAT to VAN are:
  - Merged
    A dataset in which voter registration information and voting history have been combined. The Merged dataset also contains enhanced voter information (i.e., changes in data from the prior month) plus contact information and VBM enrollment status extracted from VAN. It contains data on all registered voters for the county.

  - NewVoters
    NewVoters data files are extracts from the corresponding Merged data file. This is a much smaller file that can be processed more quickly than the Merged dataset. The file contains the same columns as the Merged data file but only for those voters that have been identified as 'new' to a precinct.

    The definition of 'new' includes 1) new registrations, 2) voters who have moved and changed precincts, and 3) voters who have changed party affiliation.

    Also included are 'Young' voters who may have pre-registered as early as age 16 but have just turned 18 and their registration data is being released for the first time.

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
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 (Voting_History == N)	For voters who are new AND have no voting history the program will print "Newly Reg" under "New to County".
Print: 'Moved to County' (New_Registration == Y) AND (County <> Previous_County)	For voters who are new AND their present county is NOT the same as their previous county the program will print "Moved to (County)".
Print: 'Moved within County' (New_Registration == N) AND (Precinct_Change == Y)	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 (Voting_History == Y) AND (County == Previous_County)	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".
Print: 'No' (New_Registration == N) AND (Precinct_Change == N)	For voters who are NOT new AND have NO Precinct change the program will print "NO" (i.e., not a new voter).
Column: Canvasser Print: "DOE, Florida"	The FDOE data disk is considered the canvasser

Operator	Definition	Example	Explanation
==	equal to	(New_Registration == Y)	All newly registered voters in the county
<>	NOT equal to	(County <> Previous_County)	The current county differs from previous
<	less than	(Precinct < 50)	All Precincts 1 through 49.9
<=	less than or equal to	(Precinct <= 50)	All Precincts 1 through 50
>=	greater than or equal to	Precinct >= 50	All Precincts 50 and above
>	greater than	Precinct > 50	All Precincts 50.1 and above
AND	must meet **both** criteria	(New_Registration == Y) AND (Age == 18)	The voter must be newly registered and just turned 18.
OR	may meet **either** criteria	(Party == DEM) Or (Party == NPA)	The report will include voters who either DEM or NPA.