How to Use VAT to Improve the Voter Data in VAN Step 4: Bulk Upload of a VAT Spreadsheet into a VAN Survey Question

The VAT to VAN Process

VAT (<u>Voter Analysis Tools</u>) 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 privileges to complete the bulk upload.

In the detailed instructions that follow, New Voter information is used as the example. The procedure is quite similar for Party Changes and Status Changes. The different procedures used to bulk upload party and status change data are detailed after the applicable steps.

There are five steps to transfer information from VAT to VAN which should be done 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, Bulk Upload the VAT spreadsheet into the Survey Question, creating a bulk upload mapping template to "map" the data in the spreadsheet to the Survey Question Responses or selecting a previously created mapping template.
- 5) To access the VAT data uploaded into VAN, use the Survey Question and responses you used to complete the bulk upload to create a targeted list of voters for canvassing.

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 check that My Voters is highlighted. Within 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** in the drop-down menu as the mode to load data and click on "Next".

| Select | Туре | | |
|---------|---------------|--------------------------|------|
| Which t | ype of bulk u | pload do you want to do? | |
| | Mode | Load data with | |
| | mode | | |
| | | I State File II) | |

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" to see and select the .csv file stored in your computer that was downloaded from VAT. The file name will show by the "Select A File" box and in the "Import Name" box.
- First Row CLICK to check box
- Advanced CLICK to check box

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 complete (especially for "New Voter" data).

Below is a magnified view of the Bulk Upload screen with a significant number of unmatched people (418). At this point, consider abandoning the upload and attempting it later, after a fresh batch of FDOE data has been uploaded into VAN.

BULK UPLOAD

NewToCharlotte20220228 xlsx

Unmatched People Alert

There are 418 people that have not matched in our database via State File ID. Anyone who recently registered may not be in the voter file yet.

Suggested Actions

• Export these unmatched people as a new file for review and follow-up

Export Unmatched People

• Continue your bulk upload with only the rows matched to the voter file

Next

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** box, SELECT **Apply Survey Response**.

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| O DNC VOTEBUILDE | ER Florida | P | |
| 🗏 My Voters My C | Campaign | | |
| Q. Search for a page | Home / Bulk Upload | | ES EN |
| Mome | BUIK UPLOAD NewToCharlotte20220228 xlsx Cancel Save | Mapping Template | Finish |
| Main Menu Koter Contact | • Please be sure to map all of your relevant columns and values to the appropriate fields before selecting the 'Finish' button. Data from your file will not be applied unless i | it is mapped below. | |
| ✓ PEOPLE Q Create a list | Mapping Template | | |
| My Folders | You are using a new mapping template | | |
| My List (45 People) | Apply values to the record from NewToCharlotte20220228 xisx the you want added to your database, then click Finish. | | |
| Quick Look Up | Apply New Mapping 0 | | |
| DATA ENTRY Bulk Upload Wizard | Mapping Column from File Applied Value | | Records |

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 (Your) 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.

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| | BU Survey Question | * Apply One Value to All Records | 2022 Registration: New Registration 0 | Save Mappin | Template Finish |
| Home Main Menu Voter Contact PEOPLE | | O Apply One Value to All Records O Choose Column from Data File | 0 new to char county 0 | i unless it is map | ped below. |
| Create a List My Folders | Campaigr | Choose Column from Data File | • | | |
| Cuick Look Up | Contacted How | * Apply One Value to All Records | No Actual Contact 0 | | |
| DATA ENTRY Bulk Upload Wizard | | O Choose Column from Data File | • | | Records |
| Form View | Contacted When | O Apply One Value to All Records | mm/dd/yyyy 🖴 | | |
| Grid View Culck Mark | | Choose Column from Data File | dote 0 | - | |
| Script View | | | | | Sample Again |
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| MiniVAN Commit | | | | UOE Honds | |
| MiniVAN Formats | James Albert Robinson | 5/31/2021 12:00:00 AM | Moved to Charlotte | DOE Florida | |
| My Turfs | Jessie Louise Llewellyn | 5/31/2021 12:00:00 AM | Moved to Charlotte | DOL Florida | |
| Virtual Phone Bank | | | | | 245.041 |

Page 4 of 9

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 C | olumn | Right Column | | | | | | |
|---|--------------------|--------------------|--------------------|-------------------|--|--|--|--|
| | Select for All 3 | New Voters | Change of Status | Change of Party | | | | |
| Survey Question | Apply One Value to | 2022 Registration: | 2022 Registration: | 2022 Affiliation: | | | | |
| Survey Question all Records Survey Response Choose Column | all Records | New Registration | Status Change | Party Change | | | | |
| Survey Bechence | Choose Column | New to (Your) | Status Change | Darty Change | | | | |
| Survey Response | From Data File | County | Status Change | Party Change | | | | |
| Campaign | Leave Blank | Leave Blank | Leave Blank | Leave Blank | | | | |
| Contacted How | Apply One Value to | No Actual Contact | No Actual Contact | No Actual Contact | | | | |
| Contacted How | all Records | NO ACTUAL CONTACT | NO ACTUAL CONTACT | NO ACTUAL CONTACT | | | | |
| Contacted When | Choose Column | Date | Date | Date | | | | |
| | from Data File | Date | Date | Date | | | | |
| Canvassor | Choose Column | DOE Elorida | DOE Elorida | DOE Elorida | | | | |
| Callvassel | from Data File | | | | | | | |

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 to (Your County) |
| Moved within County | # | Moved within County |
| Newly Reg | # | Newly Reg |
| No | # | No |
| Re-Registered | # | Re-Registered |
| Turned 18 | # | Turned 18 |

After completing, click NEXT in lower right corner.

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| | ULK UPLOAD | | | 16 | Save Mancien Template Finish |
| Home U | Apply Survey Response | | | × | |
| Main Menu Veter Centact | Please map the values of new to chor co | unty to Survey Response and click Next to pro | cesd | | d unless it is mapped below. |
| * PEOPLE | new to char county | Count | Load As Survey Response | _ | |
| Create a List | Moved to Charlotte | 259 | Moved to Charlotte | | |
| My Folders D My List (45 People) | Moved within Charlotte | 88 | Moved into Precinct 0 | 1 | |
| Quick Look Up | Newly Reg | 370 | New Registration | Complete | |
| DATA ENTRY Bulk Upload Wizard | No | 2 | Not Registered 0 | All | Records |
| E Form View | Re-registered | 31 | Re-Registration 0 | | |
| Grid View Quick Mark | Turned 10 | 35 | Just Turned 18 2 | | |
| C Script View | | | | | Sample Again |
| · ORGANIZING | | | | Prev | ← |
| Canvass Results | Name | date- | new to ch | ar county | converser |
| MiniVAN Campaigns | Beth Lynne Crawford | 5/51/2021 12:00:00 AM | Re-register | ed . | DOI: Florida |
| MiniVAN Commit | James Albert Sobinson | 5/31/2021 12:00:00 AM | Moved to 1 | Shadette | DOE-Florida |
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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 | Load into Survey | VAT Spreadsheet | Load into Survey | | | | | |
| Info | Question Response | Info | Question Response | | | | | |
| Auto filled | select from drop- | Auto filled | select from drop- | | | | | |
| | down | | down | | | | | |
| 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.**

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| DNC VOTEB | UILDER Florida | | | 4 ⁰⁰ |
| My Voters | My Campaign | | | |
| н | iome / Bulk Upload | | | ES EN |
| B | BULK UPLOAD | | Cancel | ave Mapping Template |
| 1 | New Tocharlotte20210531 xisx | | | |
| | Mapping Template | | | |
| | You are using a new mapping template. | | | |
| | Apply values to the | | | |
| | Save Mapping Template | | | * |
| | Mapping Template Nam | e* VAT New Registered DFM NPA | | |
| | Apply Survey Resp | | | Edit Remove |
| | | | Cancel | |
| | Sample Data (5 of 785 Records) | | Cancer | Save |
| | | | | |
| | A sample set of records from NewToCharlotte20210531 x | sx are displayed below, click Sample Again to see a new | v set of records. | Sample Again |
| | News | - | and the first second to | |
| | 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 |
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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.

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| My Voters | My Campaign | | | | | |
| | Home / Bulk Upload | | | | ES EN | |
| | BULK UPLOAD | | | Cancel Save Mapping Template | Finish | |
| | New IoCharlotte20210531 XISX | | | | | |
| | Mapping Template You are using the Saved Mapping Template VAT Ne Saved on 5/1/22 at 4:58 PM by Eric Souer Apply values to the record from NewToCharlotte20 Apply New Mapping Mapping | v Registered DEM_NPA 210531 xisx that you want added to your datable Column from File | ase, then click Finish. Applied Value | Records | 1 | |
| | Apply Survey Response | new to char county | Multiple Values | 785 Edi | it Remove | |
| | | | | | | |

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.

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| | Committee View | Top Date From | Date To | | | | | | | | |
| | Charlotte DEC C All Batches C | 100 0 | | | | | | | | | |
| | Upload Type Created By | Exclude API User | | | | | | | | | _ |
| | | | | | | | Rememb | er Filters Refresh Res | ults | | |
| | | | | | | | | | | | |
| A | Active Bulk Batches our Bulk Upload Batch may still be processing, Refresh to | update the table. | | | | | | | | | |
| | Import Name | Upload Type | User | Date | Count | Processed | Complete | Issues Orig | inal File | | |
| | NewToCharlotte20210531 xlsx | Add Survey Questions: Multiple | Sauer, E. | 5/1/22 | 785 | Created | u Car | Dow | nload | | |
| | NewToCharlotte20211231 xlsx | Add Survey Questions: Multiple | Sauer, E. | 4/30/72 | 1,053 | 100% Processed | 1053 | 0 Issues Dow | nload | > | |
| | NewToCharlotte20220131 xlsx | Add Survey Questions: Multiple | Sauer, E. | 4/30/22 | 2,201 | 100% Processed | 2261 | 0 Issues Dow | | | |
| | Multiple Import Files 2773077 2773169 2773334 2773 | Add Notes | DeMeritt, L | 4/30/22 | 1 | 100% Processed | 0 | | | | |
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| | Multiple Import Files 2773077 2773169 2773334 2773 | Add Survey Questions: Multiple | DeMeritt, L | 4/30/22 | 1 | 100% Processed | 0 | | | | |
| | Multiple Import Files 2773077 2773169 2773334 2773 | Apply Canvass Result Codes: Multiple | DeMeritt, L | 4/30/22 | 18 | 100% Processed | 0 | | | | |
| Type here to s | earch O 🖽 📘 | 0 🗄 😌 🖸 💼 | a 🕹 | 9 | . İ | <u>a</u> | 3 | 😚 Raining now | · ^ @ ∧ | 影 🗅 🕼 🕺 | 05 PM 1/2022 🖏 |

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 <u>Saved</u> 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.



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.

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| Committee View Charlotte DEC 0 All Batches Upload Type Created By | Top Date From 0 100 0 Exclude API User 0 0 | Date To | | | | Remember Fi | Iters | fresh Results | | | |
| Active Bulk Batches Your Bulk Upload Batch may still be processing. Refresh Import Name | to update the table. | User | Date | Count Pr | ocessed | Complete | Issues | Original File | | | |
| NewToCharlotte20210531 xlsx | Add Survey Questions: Multiple | Sauer, E. | 5/1/22 | 785 10 | 00% Processed | 785 | 0 Issues | Pownload | | | |
| NewToCharlotte20211231 xlsx | Add Survey Questions: Multiple | Sauer, E. | 4/30/22 | 1,053 | Processed | 1053 | o issues | Download | | | |
| NewToCharlotte20220131 xlsx | Add Survey Questions: Multiple | Sauer, E. | 4/30/22 | 2,261 10 | 00% Processed | 2261 | 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.