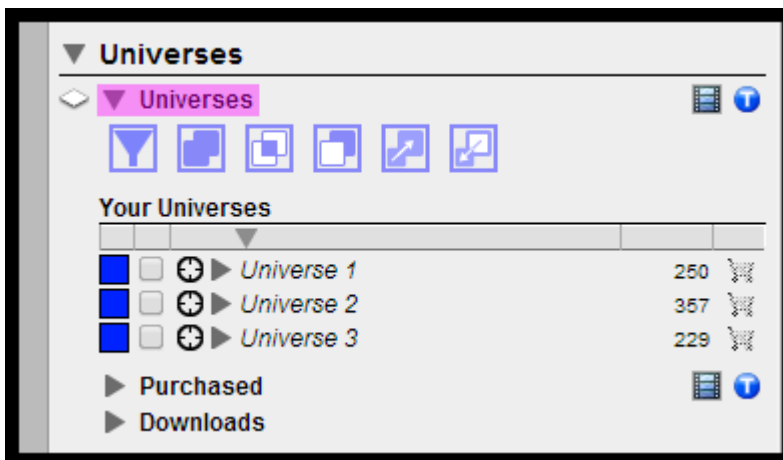


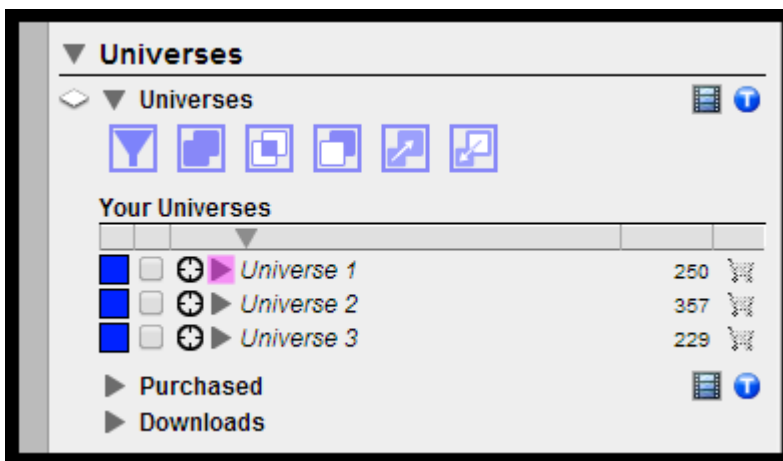
CSV Exports

The CSV export will create a spreadsheet of voters in the exported universe, complete with their name, address, phone number, registration date, and more.

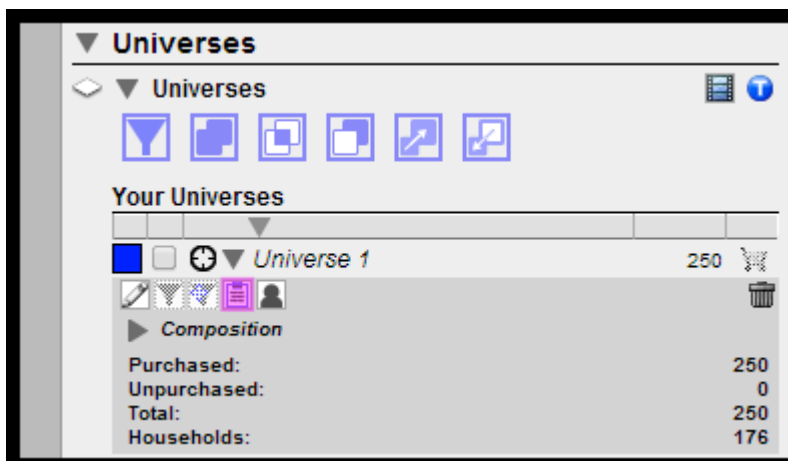
1. Open the Universe section in your side panel.



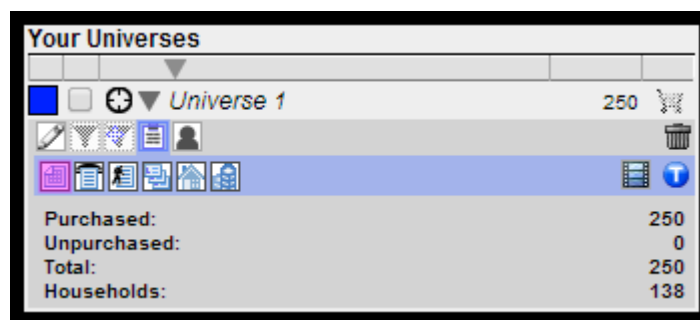
2. Select the Universe used to make the Walking List and click on the triangle to the left of its name.



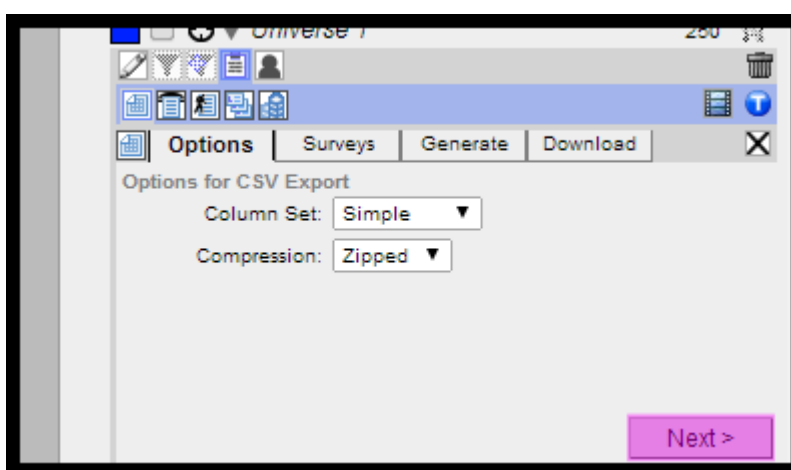
3. A drop down menu will appear containing 5 small button icons. Click on the clipboard icon.



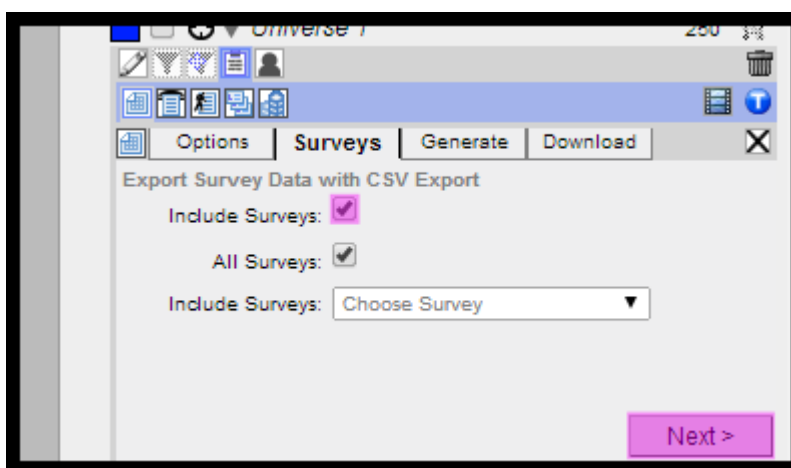
4. A drop down menu will appear that contains 6 different export methods. Click on the “CSV Export” icon; first on the left.



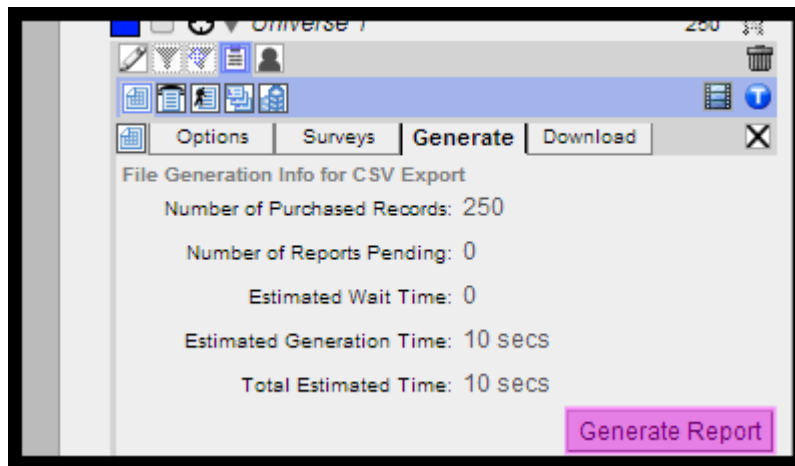
- This will open up an Options tab with Column Set options for “Simple” and “Enhanced”. Simple will show only basic information on the voter, while Enhanced will show detailed information on the voter. The compression option can be changed to either be archived into a .zip file or to have no compression.



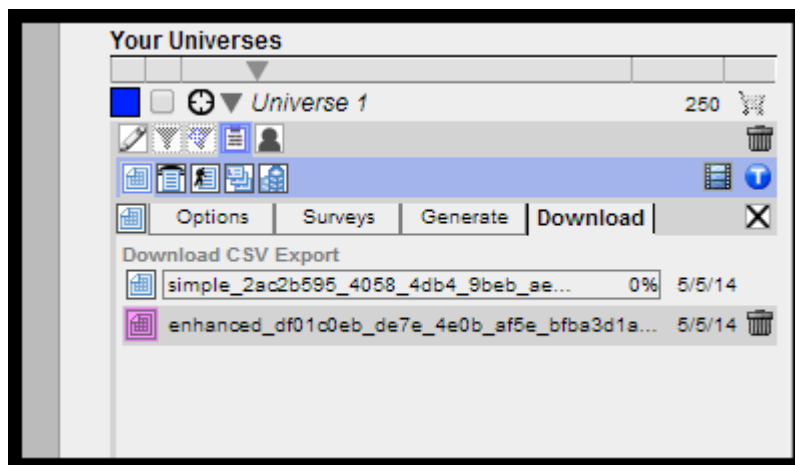
- If you have GroundGame enabled on your VoterMapping application, the Surveys tab allows survey data to be included with the export. Click “Include Surveys” and then choose to either include all surveys or pick and choose which survey(s) you would like to include.



7. On the next page, click on the “Generate Report” button to start putting together the voter records.



8. Download the export you have created by clicking on the "Download" tab and click on the export once the icon has turned green. Or if you are downloading many exports simultaneously, you can go to the downloads section below to see all your exports ready for download in one place.



▼ Universes

► Universes

► Purchased

▼ Downloads

List the following:

☒ CSV Export

☒ Phone List Export

☒ Walking List Export

☒ Mailing List Export

☒ Telemarketing Export













☒ NationBuilder Export

☒ Pending Exports

☒ Finished Exports

☐ Errored Exports

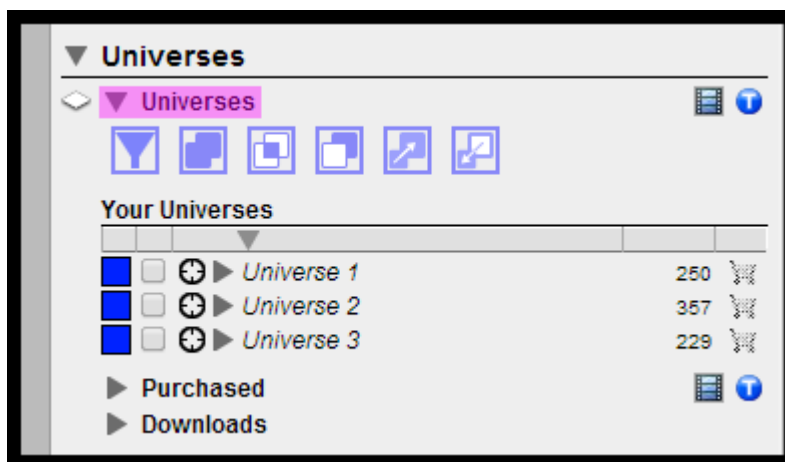
☐ Downloaded Exports

	household_f1f827f4_621c_457a_9a34_deb1a...	8/18/14		▲
	mailing_13559e19_5119_432a_af83_fbcfb78...	8/18/14		
	walking_79342380_a79b_4b62_aa09_621fe6...	8/18/14		
	phone_8d5e5a2c_0fc7_460c_882d_dd27b57...	8/18/14		
	enhanced_e1da3767_8144_4222_9e9c_975e...	8/18/14		
	simple_0a31551b_8d43_423b_b57c_0a11ae...	8/18/14		▼

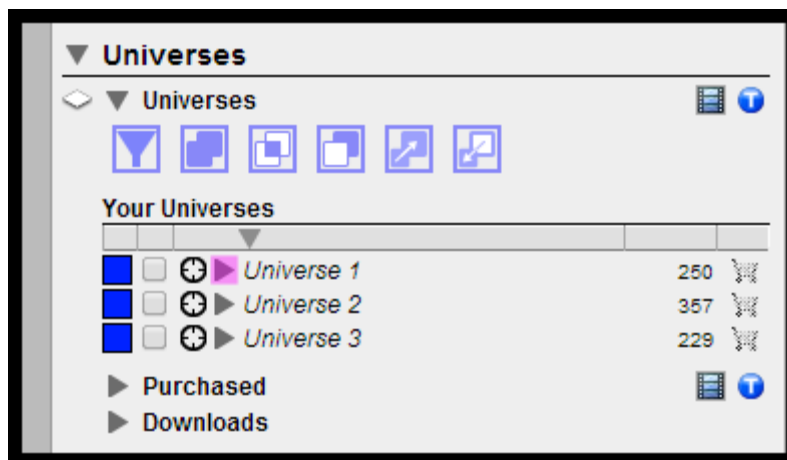
Exporting Phone Lists

A Phone List export will create a PDF with every voter and their phone number for ease of calling them.

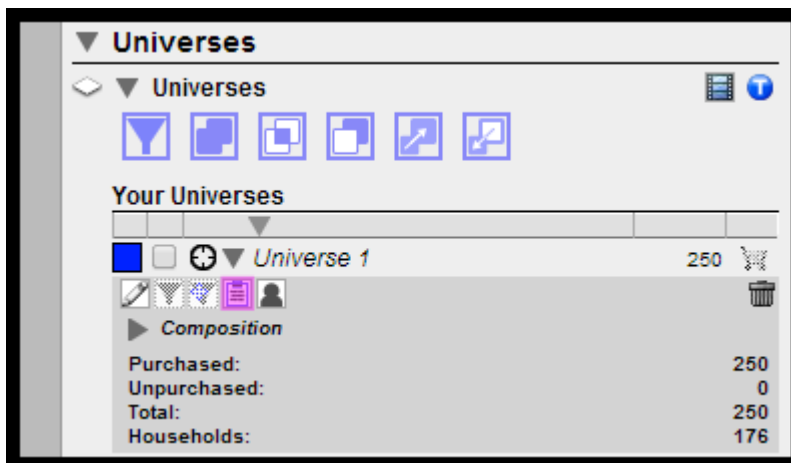
1. Go to the Universe section in Voter Mapping; it is in the sidebar menu.



2. Select the Universe used to make the Walking List and click on the triangle to the left of its name.

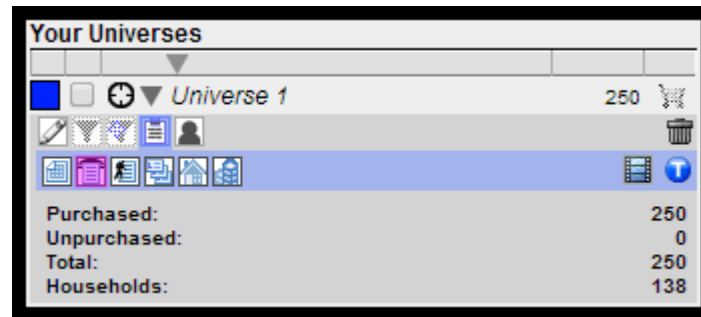


3. A drop down menu will appear containing 5 small button icons. Click on the clipboard icon.

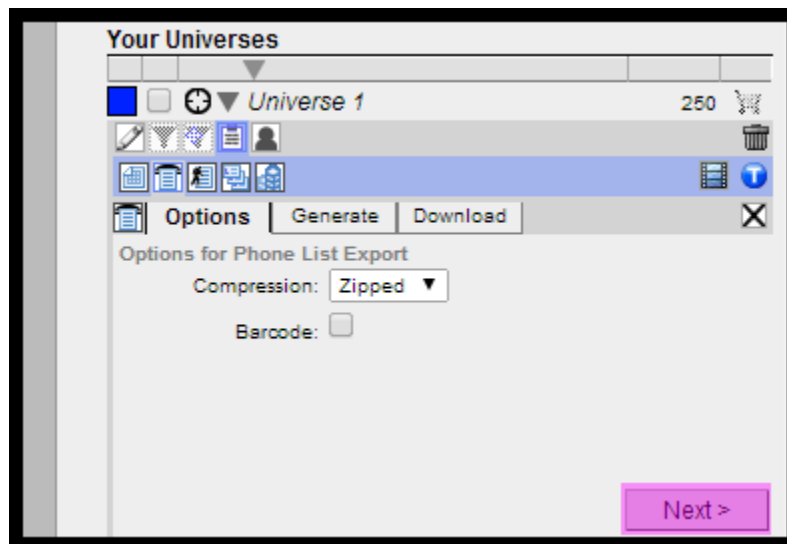


4. A drop down menu will appear that contains 6 different export methods. Click on the "Phone List Export"

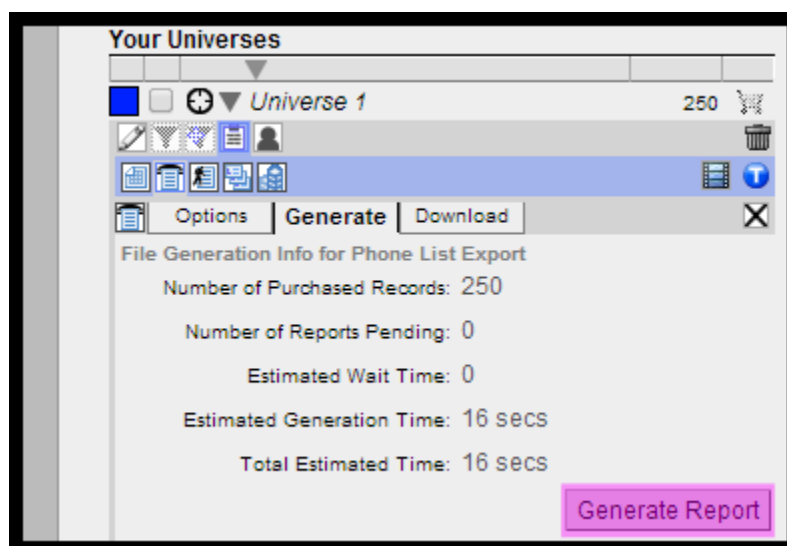
icon; second from the left.



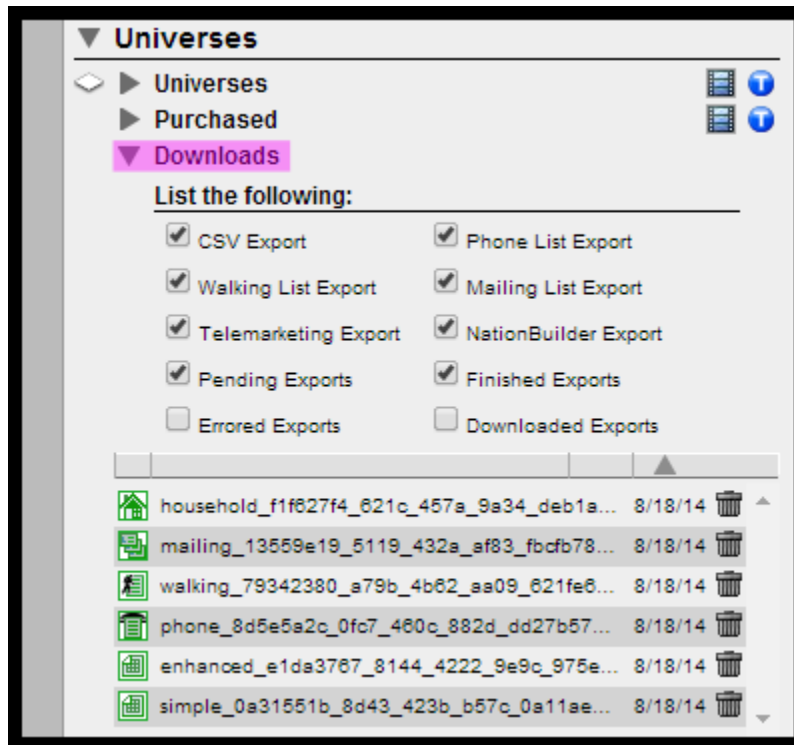
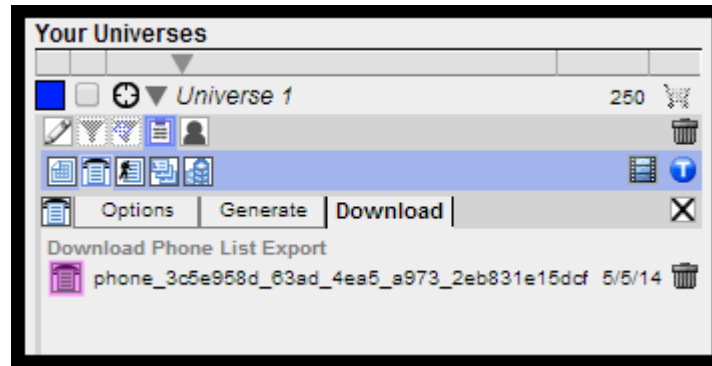
- This will open up an Options tab with Compression options and an option to include a barcode. The compression option can be changed to either be archived into a .zip file or to have no compression.



6. On the next page, click on the “Generate Report” button to start putting together the voter records



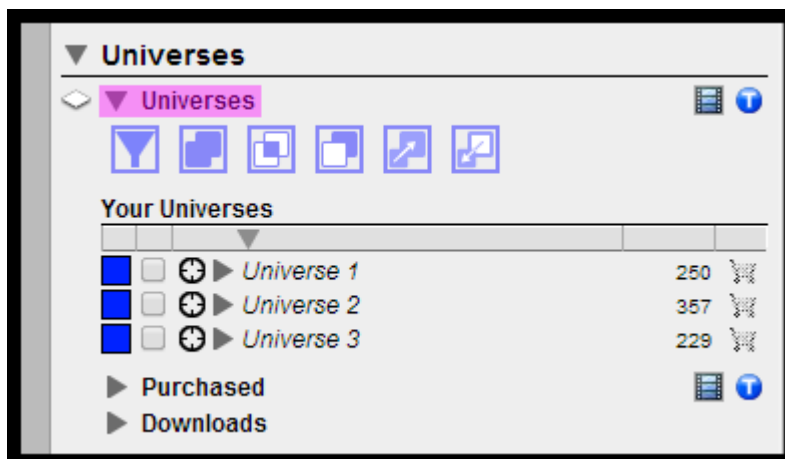
7. Finally, download the export you have created by clicking on the “Download” tab and click on the export once the icon has turned green. Or if you are downloading many exports simultaneously, you can go to the downloads section below to see all your exports ready for download in one place.



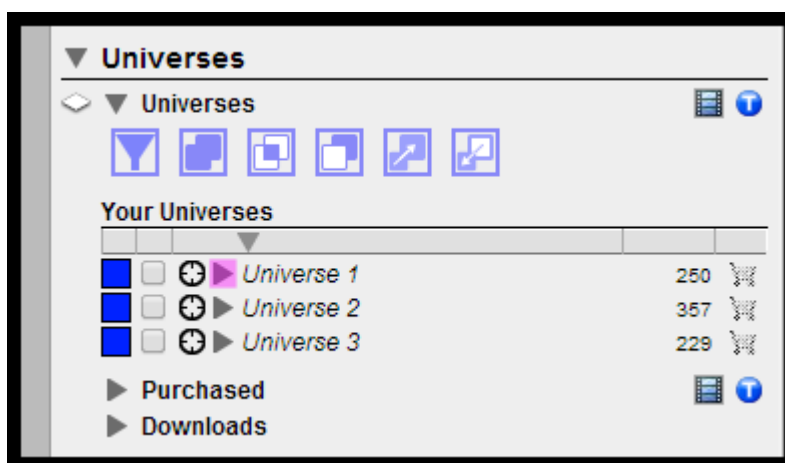
Exporting Walking Lists

The Walking Lists export will create a PDF for paper walking lists for your canvassers without a mobile device for Ground Game. You can also opt to include surveys in order to collect survey answers that can be entered back into Voter Mapping later.

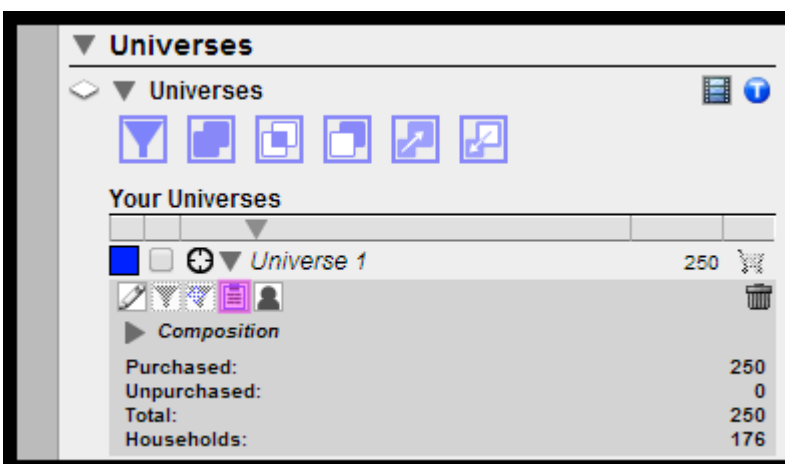
1. Go to the Universe section in Voter Mapping; it is in the sidebar menu.



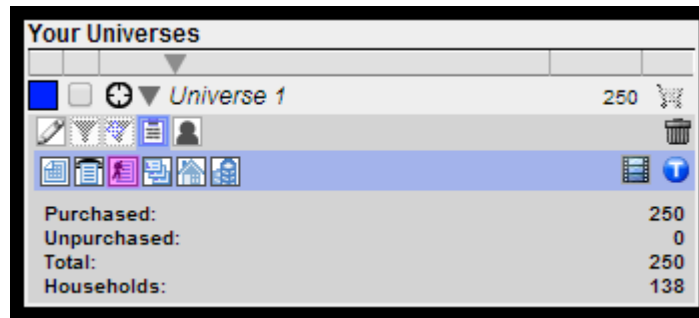
2. Select the Universe used to make the Walking List and click on the triangle to the left of its name.



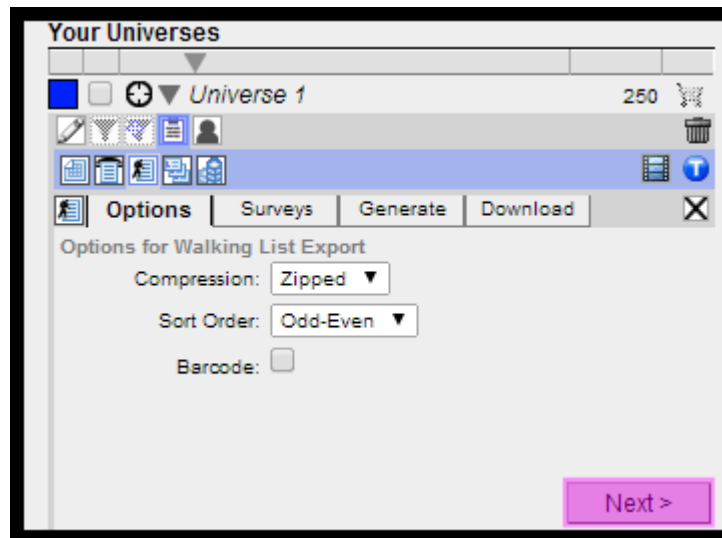
A drop down menu will appear containing 5 small button icons. Click on the clipboard icon.



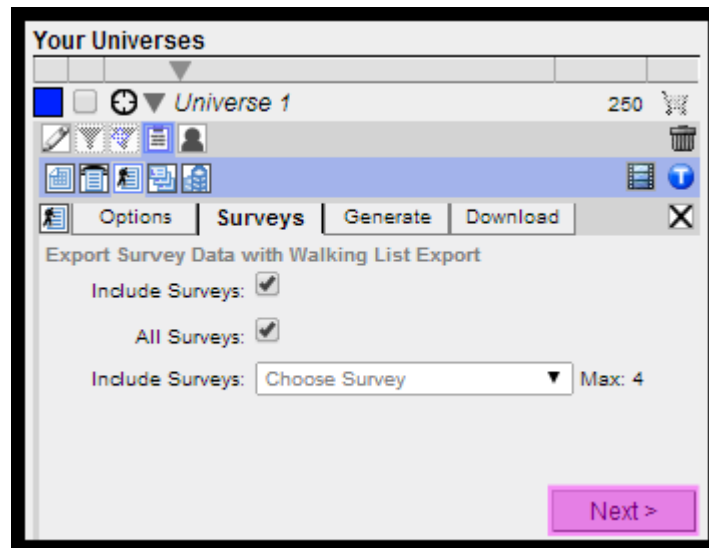
3. A drop down menu will appear that contains 6 different export methods. Click on the “Walking List Export” icon; third from the left.



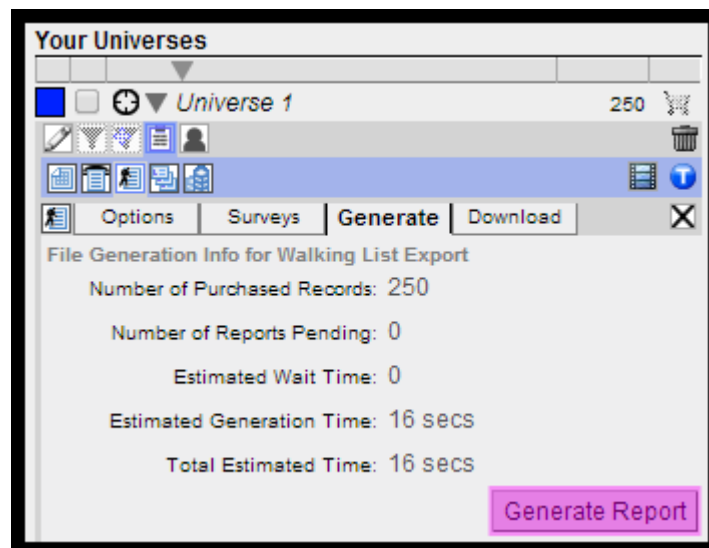
4. This will open up an Options tab with Compression and Sort Order options and an option to include a barcode. The compression option can be changed to either be archived into a .zip file or to have no compression. The sort order can be either be Odd-Even (showing all the odd numbered houses on a street, then all the even numbered houses) or Zig-Zag (going down the street numerically in a zig-zag pattern).



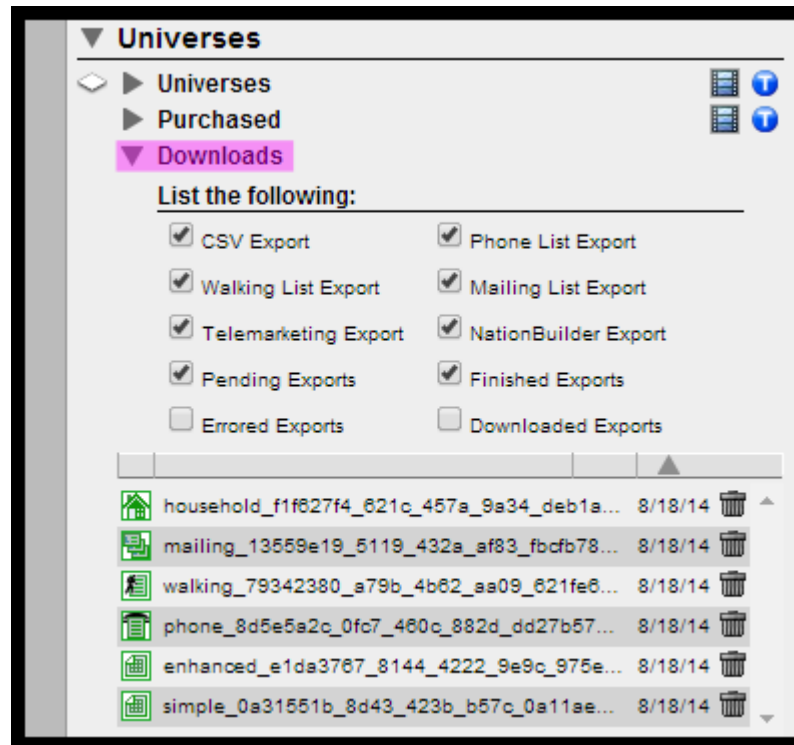
5. If you have Ground Game enabled on your VoterMapping application, the Surveys tab allows survey questions and answers to be included with the export. Click “Include Surveys” and then choose to either include all surveys or pick and choose up to 4 surveys to include in the export.



6. On the next page, click on the “Generate Report” button to start putting together the voter records.



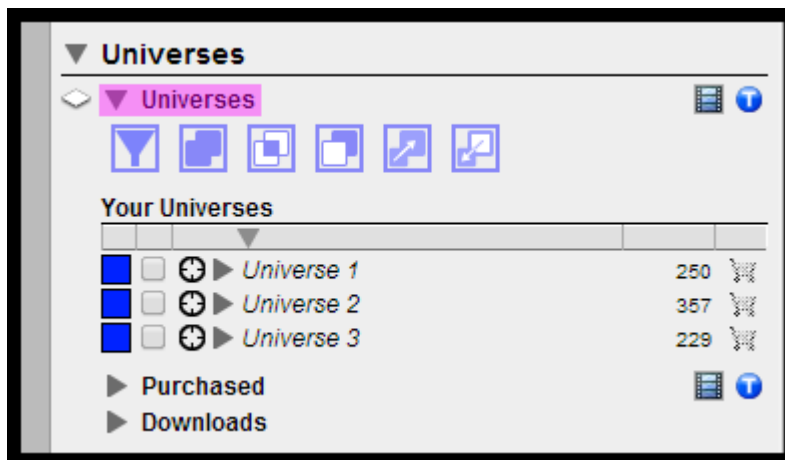
7. Finally, download the export you have created by clicking on the “Download” tab and click on the export once the icon has turned green. Or if you are downloading many exports simultaneously, you can go to the downloads section below to see all your exports ready for download in one place.



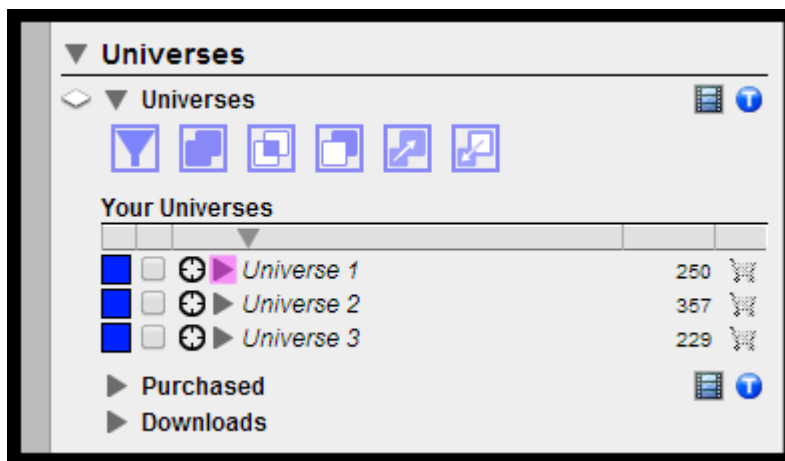
Exporting Mailing Lists

The Mailing List export will create a spreadsheet that contains a randomly chosen voter for each household in the universe, and will contain their address with city, state, and zip code.

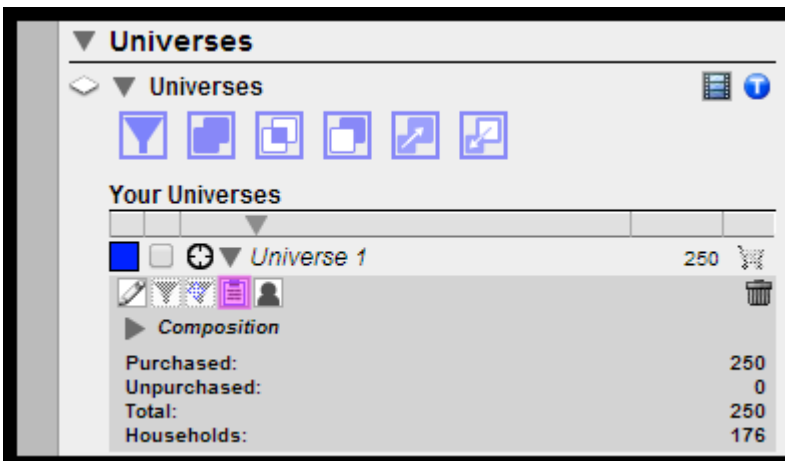
1. Go to the Universe section in Voter Mapping; it is in the sidebar menu.



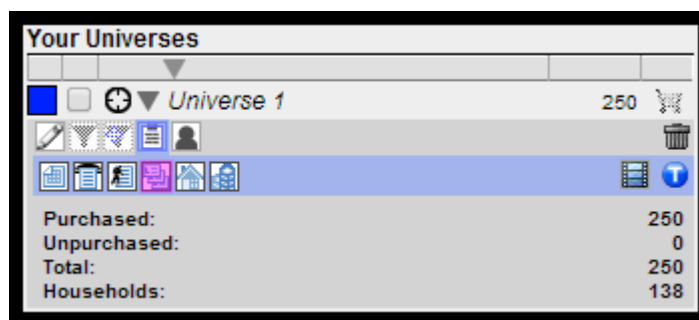
2. Select the Universe used to make the Walking List and click on the triangle to the left of its name.



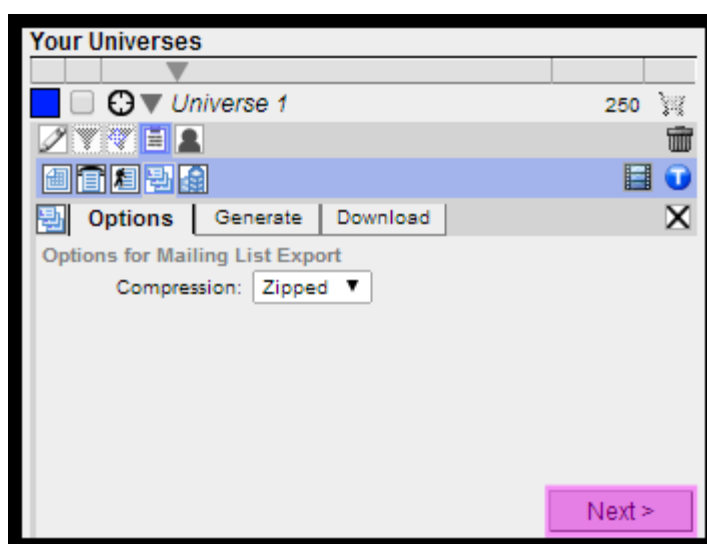
3. A drop down menu will appear containing 5 small button icons. Click on the clipboard icon.



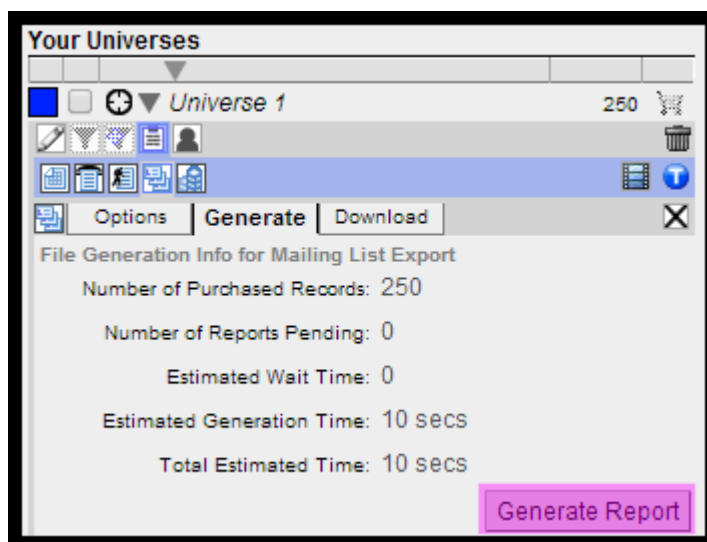
4. A drop down menu will appear that contains 6 different export methods. Click on the “Mailing List Export” icon; fourth from the left.



5. This will open up an Options tab with Compression options. The compression option can be changed to either be archived into a .zip file or to have no compression.

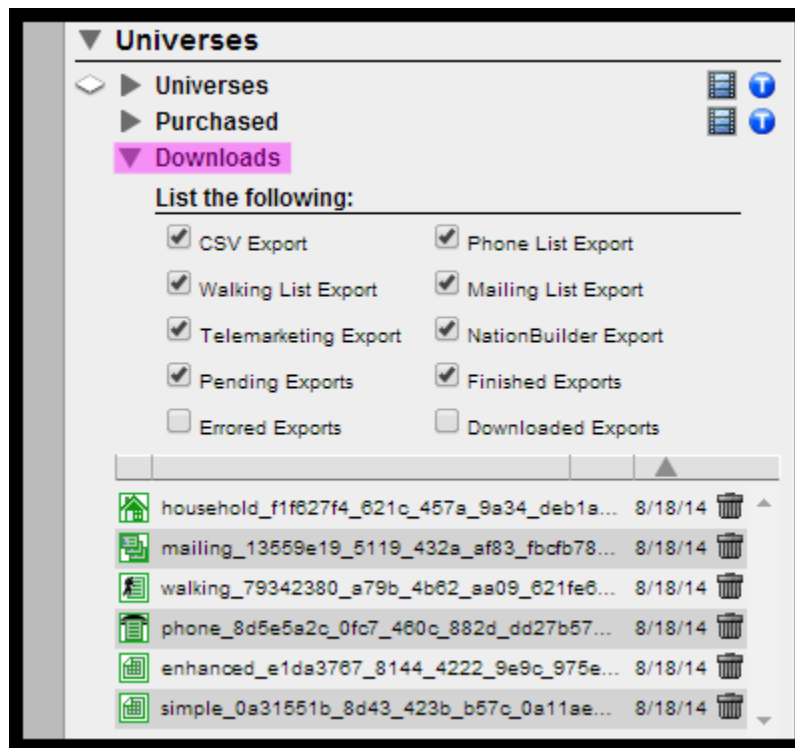
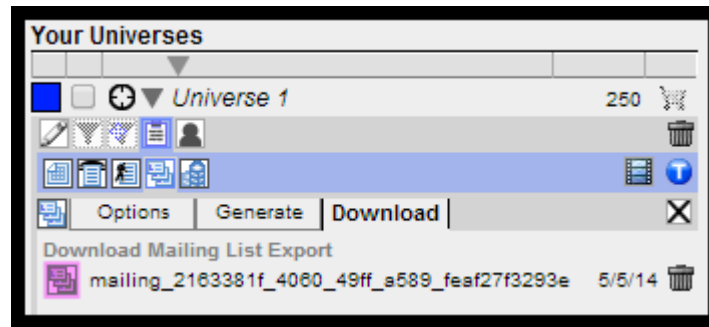


6. On the next page, click on the “Generate Report” button to start putting together the voter records.



7. Finally, download the export you have created by clicking on the “Download” tab and click on the export once the icon has turned green. Or if you are downloading many exports simultaneously, you can go to

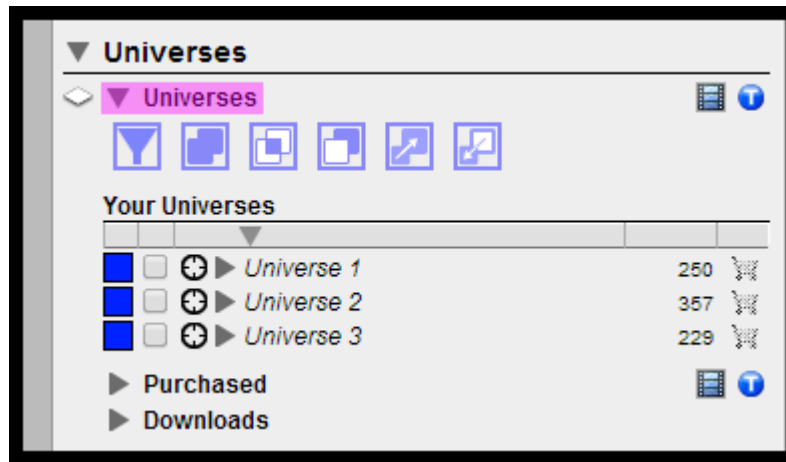
the downloads section below to see all your exports ready for download in one place.



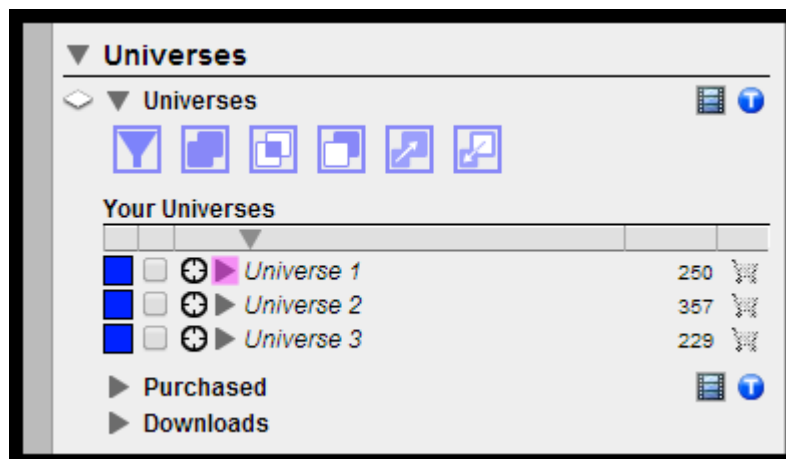
Telemarketing Export

The Telemarketing Export will create a spreadsheet with a row for each address and up to 10 voters living at each address, and includes each voters number.

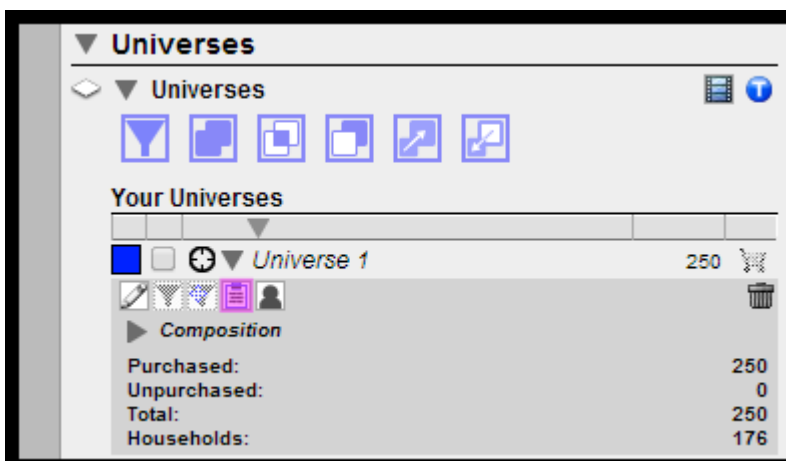
1. Go to the Universe section in Voter Mapping; it is in the sidebar menu.



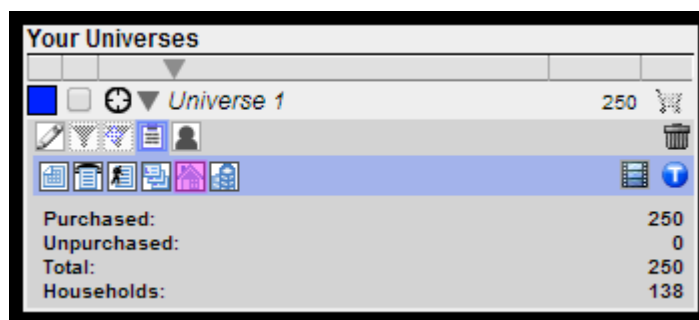
2. Select the Universe used to make the Walking List and click on the triangle to the left of its name.



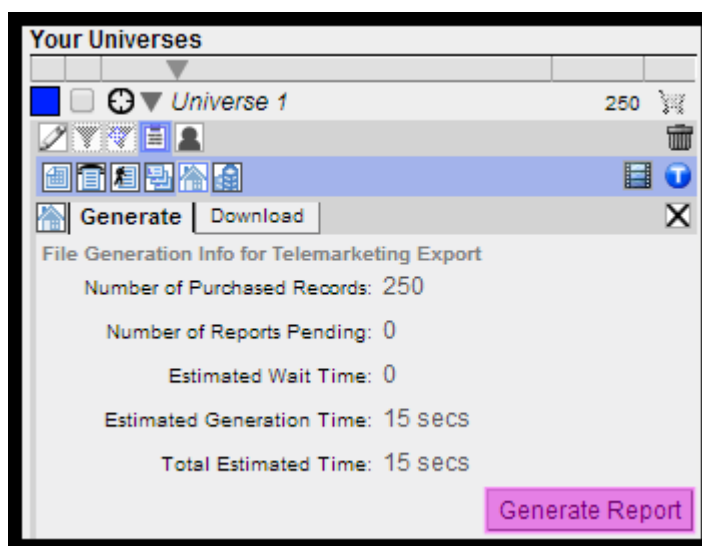
3. A drop down menu will appear containing 5 small button icons. Click on the clipboard icon.



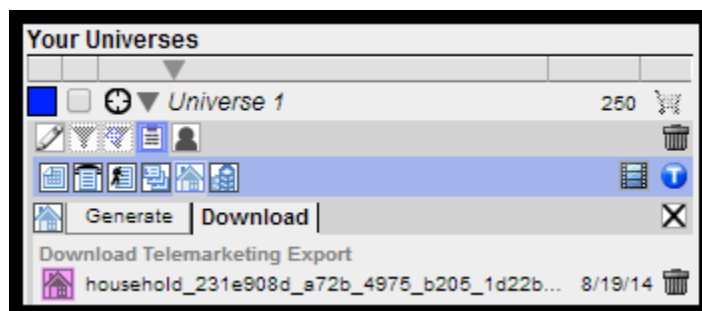
4. A drop down menu will appear that contains 6 different export methods. Click on the “Telemarketing Export” icon fifth from the left.



5. Click on “Generate Report” button to start putting together the voter records.



6. Finally, download the export you have created by clicking on the “Download” tab and click on the export once the icon has turned green. Or if you are downloading many exports simultaneously, you can go to the downloads section below to see all your exports ready for download in one place.



▼ Universes













► Universes

► Purchased

▼ Downloads

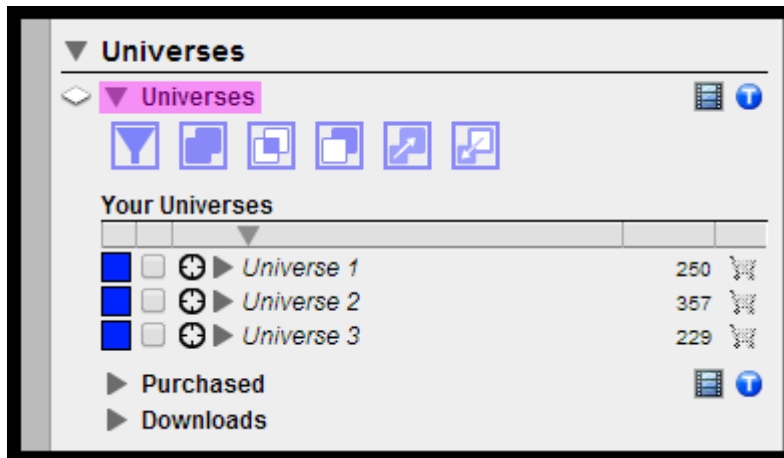
List the following:

- | | |
|--|--|
| <input checked="" type="checkbox"/> CSV Export | <input checked="" type="checkbox"/> Phone List Export |
| <input checked="" type="checkbox"/> Walking List Export | <input checked="" type="checkbox"/> Mailing List Export |
| <input checked="" type="checkbox"/> Telemarketing Export | <input checked="" type="checkbox"/> NationBuilder Export |
| <input checked="" type="checkbox"/> Pending Exports | <input checked="" type="checkbox"/> Finished Exports |
| <input type="checkbox"/> Errored Exports | <input type="checkbox"/> Downloaded Exports |

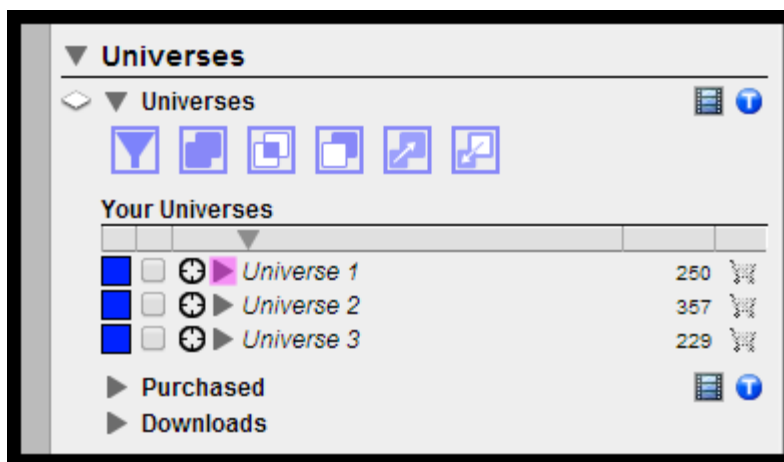
			▲
	household_f1f627f4_621c_457a_9a34_deb1a...	8/18/14	 ▲
	mailing_13559e19_5119_432a_af83_fcbf78...	8/18/14	
	walking_79342380_a79b_4b62_aa09_621fe6...	8/18/14	
	phone_8d5e5a2c_0fc7_460c_882d_dd27b57...	8/18/14	
	enhanced_e1da3767_8144_4222_9e9c_975e...	8/18/14	
	simple_0a31551b_8d43_423b_b57c_0a11ae...	8/18/14	 ▼

NationBuilder Export

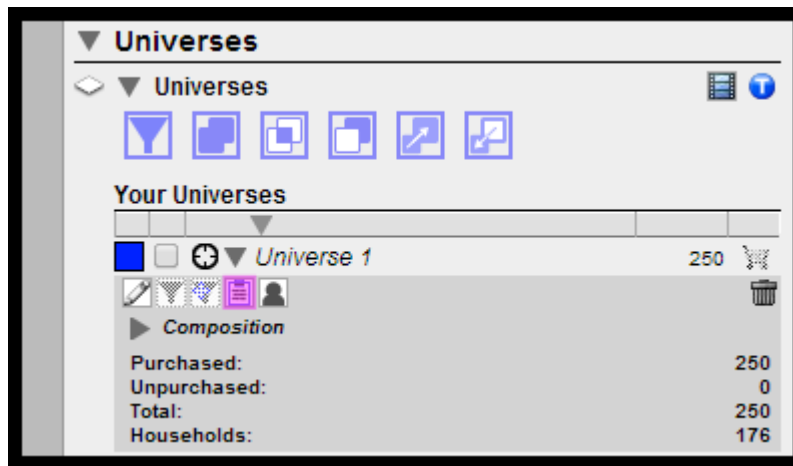
1. Go to the Universe section in Voter Mapping; it is in the sidebar menu.



2. Select the Universe used to make the Walking List and click on the triangle to the left of its name.



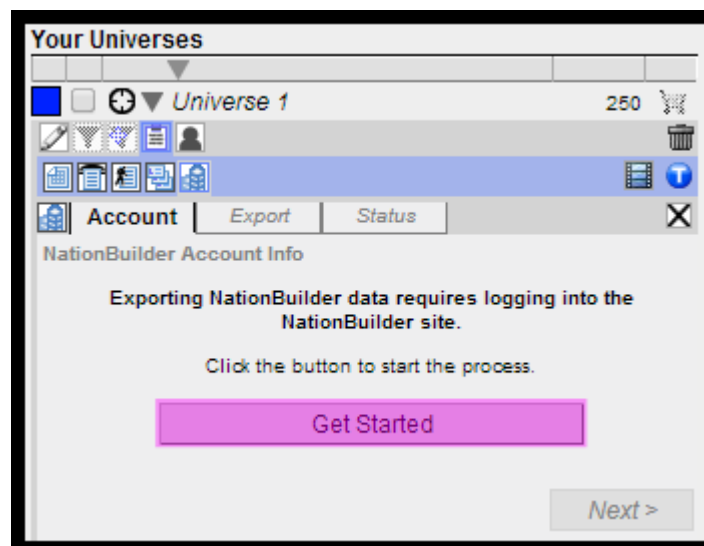
3. A drop down menu will appear containing 5 small button icons. Click on the clipboard icon.



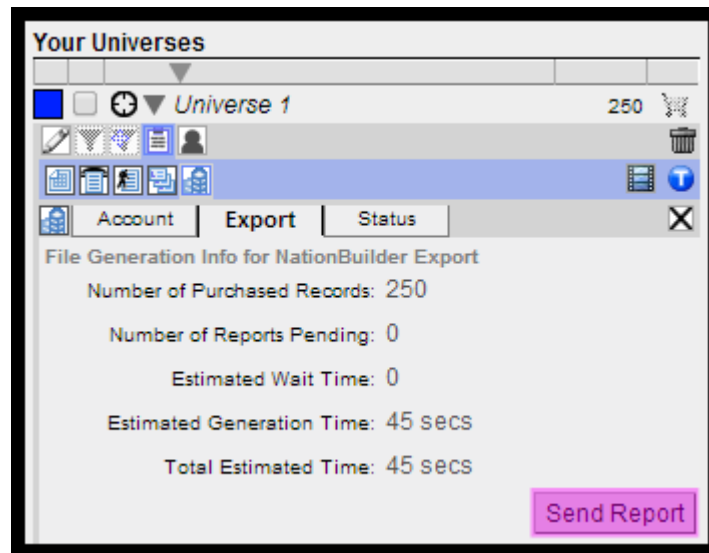
- A drop down menu will appear that contains 6 different export methods. Click on the “NationBuilder Export” icon; last from the left.



- On the account tab you can connect your NationBuilder account if you have not already done so by clicking on Get Started. Follow the instructions it gives to connect your NationBuilder account.



- In the Export tab click on Send Report.



7. The amount of records included in the export will determine how long it will take for it to complete. Once the NationBuilder export icon turns green, you will be able to go to your NationBuilder Dashboard and view all of the newly uploaded/updated records.