

Arizona Republican Party



Voter Vault 3 Manual

Arizona Republican Party

Randy Pullen, Chairman



Dear Voter Vault User,

I am pleased to introduce to you the Republican Party's Voter Vault 3 system. Voter Vault 3 (VV3) is a critical tool in assisting with voter registration, getting Republicans elected to office, and spreading the Republican message across Arizona.

This manual will help you navigate the VV3 system and will guide you through, step-by-step, on how to lookup voters, create walking and calling lists, and develop specialized lists utilizing a wide variety of criteria based on age and party affiliation to associated groups and voting history.

Whether you are a precinct committeeman, a party leader, a Republican candidate, or a campaign staffer, VV3 will be your best friend throughout this election cycle. I encourage you to get to know the system, take advantage of this training seminar, and feel free to ask any and all questions of our extremely talented AZGOP staff.

As Republicans, we need to pull together and embrace the various new technologies that will assist us in winning elections and promoting Republican ideals and values.

Thank you for taking the time to involve yourself with this training and I look forward to working with you throughout the 2010 election and beyond.

Sincerely,

A handwritten signature in black ink that reads "Randy Pullen". The signature is written in a cursive, flowing style.

Randy Pullen

System Requirements

- Windows compatible computer
- Internet connection (high speed recommended)
- Internet Explorer 6.0 or better
 - VV3 is **not compatible** with other internet browsers

Internet Explorer Security Settings

VV3 is fully dynamic and does not use cached pages for many features. To take full advantage of VV3, you must change your default browser settings to refresh live data.

From the *Tools* menu at the top of the screen, select *Internet Options*. There are different settings for each Internet Explorer version.

- Internet Explorer 6
 - Click on the *General* tab
 - Under the *Temporary Internet Files* section, click the *Settings* button
 - Under *Check for newer versions of stored pages*, select *Every visit to the page*
- Internet Explorer 7
 - Click on the *General* tab
 - Under the *Browsing History* section, click the *Settings* button
 - Under *Check for newer versions of stored pages*, click *Every time I visit the webpage*
 - Next, click on the *Security* tab
 - Click on *Custom Level* button
 - Scroll down the list to the *Scripting* section
 - Under *Allow Programmatic clipboard access*, click *Enable*

- **Internet Explorer 8**
 - Complete all of the items above under Internet Explorer 7 (when installed as an upgrade to IE 7, the *Allow Programmatic clipboard access* value will need to be reset as *Enable*)
 - The layout of VV3 may look different in Internet Explorer 8
 - To change the layout of VV3 to the previous format, use the *Compatibility View* option in the main toolbar (the “torn page” icon to the right of the padlock) or select *Compatibility View* on the *Tools* menu
 - If the *Compatibility View* is not selected, some web pages, buttons and reports will appear distorted (however, web page functionality is not affected if *Compatibility View* is disabled)
- **Windows Vista**
 - Complete all of the items above under Internet Explorer 7 or 8
 - Next, click on the *Advanced* tab
 - Scroll down to the *Security* options and click the checkbox for *SSL 2.0* (the boxes for SSL 3.0 and TLS 1.0 should already be checked; if not check them)
 - You will have to re-do these settings every time there is a Vista update as the update process invalidates any settings you have made

Pop Up Blocker Settings

If you are using a pop up blocker, you will need to add www.votervault3.com to the list of allowed sites. You will find the pop up blocker settings under the Internet Explorer *Tools* menu.

Look Up An Individual

- On the *User Menu*, click *Search*
- Next, click *Look Up an Individual*
- The *Individual Voter Lookup* page will now be displayed

The screenshot shows the 'Individual Voter Lookup' page. At the top, there is a navigation bar with the RNC logo and 'Voter Vault' text. A search bar is located in the top right corner. Below the navigation bar, there is a sidebar menu with options like 'Search', 'Look Up an Individual', 'Lists', 'Get A Count', 'Maps', 'Precincts and Election Tools', and 'My Toolbox'. The main content area is titled 'Individual Voter Lookup' and contains several input fields: 'Name' (with instructions to enter last and first names separated by a comma), 'Address' (with instructions to enter street, city, and state), 'Zip' (with instructions to enter zip code), 'Phone' (with instructions to enter phone number), and 'Registration Number' (with instructions to enter registration number and a 5+5 field for last name and house number). There are also radio buttons for 'Exact Match' and 'Closest Matches', a dropdown for 'No of Records to display (1-25)' set to '10', and 'Search Now' and 'Clear Search' buttons.

- In the *Name* box, type in the voter's name in the following order: Last Name, First Name (with comma)
- Type in any other fields you may know
- Only use other fields if you are confident that these fields apply because this will narrow the search and results
- Use the examples (**eg.**) given under each field for best results

Tips on Looking Up Voters

Because people register to vote in different ways and County records can be imperfect, you might be unable to find your target on the first try. Try varying the spelling of the voter's last name and/or first name and you will get different results.

Individual Voter Lookup

Press 'Escape' or 'Clear search' button to enter new search criteria.

Name
 Please enter the voter's last name and first name, separated by a comma (eg. Smith,John A). Middle name is optional; if entering a middle name, add after the first name

Address
 Please enter the voter's address (eg. 713 S 12TH ST). For best search, enter the street directional (eg. N, E, NE) and street type (eg. St, Ave, Ln).

City
 Please enter city.(eg. BURLINGTON)

Zip **Phone** **County**
 Please enter zip code.(eg. 52601) Please enter phone.(eg. 412-687-2457)

Registration Number
 Enter registration number (eg. 0001551071)

5 + 5
 Enter up to the first five letters of the voter's last name and up to the first five digits of the voter's house number (eg. jones123). Do not include spaces in the house number.

Exact Match
 Closest Matches
 No of Records to display (1-25)

Last Name	First Name	Middle Name	Address	City	Phone	Party	County
ADEN	TRACEY	A	3349 W CROCUS DR	PHOENIX	602-548-0334	R	MARICOPA

Walking And Calling List

- On the *User Menu*, click on *Lists*
- Next, click *Create a Walk List* or *Create a Calling List*
- You will have four options to choose from:
 - *Generate Walking List*
 - *Generate Call List*
 - *Online Poll Watch List*
 - *Access Completed Lists*
- Select *Generate Walking List* or *Generate Call List*
- A list of one or more precincts will now be displayed (depending on your user access)

The screenshot shows the RNC Voter Vault website. The header includes the RNC logo, 'VOTER VAULT', and a user login area with 'Welcome Sample Sample | Logout'. Below the header is a navigation bar with 'Select Different District', 'Home', 'Arizona', 'Precinct MC0001', 'ACACIA', 'Precinct', 'List Creation', and 'Precinct Selection'. The main content area is titled 'Create a Walking List' and features a sidebar with navigation options: Search, Lists (with sub-options 'Create a Walk List' and 'Create a Calling List'), Get A Count, Maps, Precincts and Election Tools, and My Toolbox. The main form has fields for 'County' (a dropdown menu), 'Precinct No' (a text input), and 'Precinct Name' (a text input), followed by a 'Search Now' button. Below the form is a table with columns: County, Precinct No, Precinct Name, and No Of Voters. The table contains one row: MARIICOPA, MC0001, ACACIA, 1817. At the bottom of the form are buttons for 'Set Up List' and 'Clear Precinct Selections'.

County	Precinct No	Precinct Name	No Of Voters
MARIICOPA	MC0001	ACACIA	1817

- To select a precinct or precincts, click on the box under *No of Voters* that corresponds to the precinct
- Next, click *Set Up List* (select one precinct at a time in order to download the list faster)
- The *Filters* page will now be displayed

Walking List Filters
Choose which Households you want included in each Precinct

Party: <input type="checkbox"/> R-Republican <input type="checkbox"/> D-Democrat <input type="checkbox"/> I-Independent <input type="checkbox"/> O-Other <input type="checkbox"/> U-Unidentified	Absentee Voter: <input type="checkbox"/> P-Permanent <input type="checkbox"/> T-Temporary <input type="checkbox"/> M-Military	Perfect Voter: <input type="checkbox"/> 1-Voted in 1 of 4 <input type="checkbox"/> 2-Voted in 2 of 4 <input type="checkbox"/> 3-Voted in 3 of 4 <input type="checkbox"/> 4-Voted in 4 of 4 <input type="checkbox"/> 5-Newly Reg Voter <input type="checkbox"/> 0-Voted in 0 of 4	Age: <input type="checkbox"/> 1-Age 18-25 <input type="checkbox"/> 2-Age 26-35 <input type="checkbox"/> 3-Age 36-45 <input type="checkbox"/> 4-Age 46-55 <input type="checkbox"/> 5-Age 56-61 <input type="checkbox"/> 6-Age 62+	Address Status: <input type="checkbox"/> Y-Has Moved <input checked="" type="checkbox"/> N-Has Not Moved	Deceased: <input type="checkbox"/> Y-Yes <input checked="" type="checkbox"/> N-No
			w/Phone Numbers: <input type="checkbox"/> Has Phone <input type="checkbox"/> No Phone	Gender: <input type="checkbox"/> M-Male <input type="checkbox"/> F-Female	

Surveys Affiliations

Survey Name	Survey Desc.	Status
Tucson City Council		Active Survey
voip test	Test	Active Survey

Selected Surveys:

Back Continue Reset Filters

- Select the filters you wish to apply to your list
 - Do not select any boxes under Absentee Voter (these filters are rarely updated and will most likely skew your results)
 - If you are looking for all voters regardless of ***Perfect Voter*** status or ***Age***, leave all boxes unchecked under these filters instead of selecting each one
 - Under ***Perfect Voter***, if you select Voted in 3 of 4, that **does not include** 2 of 4 and 1 of 4, so you must select each box if you want to include those filters
- When the filters are set, click ***Continue***
- The ***Walking List Formatting*** page will now be displayed

Walking List Formatting

Count Results	
Matching Voters	515
Matching Households	383
Time Spent Computing Results:	0.172 Seconds
Number Of Voter Records Checked:	3,388,845

**** These results are output of the entire list of precincts used for getting counts.**

Mapping Options : Show Precinct Map Pushpins on Map Generate Routing Directions

PDA Mapping Options : Generate PDA Map
 Note - if records to download are greater than 100 (approx), then PDA map won't generate.

Order records in output file by : By Voter Alphabetically Precinct Walking Order Odd/Even Walking Order by Street Perfect Voter Descending Walking Order by Carrier Route Routing Directions Order

Choose columns which you want printed:

Page Title :

Prepared For :
 [Appears on the heading]

Show Response
 [Appears on each line e.g. Y N N/A]

Insert Page Break When Street Changes.

[Will NOT be Printed] [Will be Printed]

Voter Name
 Sex
 PV
 AV
 Party
 Address
 Telephone
 Response

>> << Up Down

- Select the order you want your records in and the columns you want to be printed on your list
- When the formatting page is set, click **Generate File**
- The **File Ready** page will now be displayed

Print file is ready please click the following link to view the file now.

Walking List files are
[WALKLIST_PRECINCT_MC0001_ACACIA_272.PDF](#)

[Back to List Creation](#)



Note: To make an Adobe Acrobat print file, you need the Adobe Acrobat Reader software installed on your computer. If you do not have it on your computer, you can download it for free by clicking on one of two links below:

[Adobe Acrobat Reader Website](#)

- Click on the [blue link](#) under **Walking List files are** or **Call List files are**
- The list will download in PDF format

Basic Counts And Exports

- On the *User Menu*, click on *Get A Count*
- Next, click *Basic Counts and Exports*
- The *Voter Criteria Selection* page will now be displayed

The screenshot shows the 'Voter Criteria Selection' interface. On the left is a dark red navigation menu with the following items: Search, Lists, Get A Count (expanded to show Basic Counts and Exports and Advanced Counts and Exports), Maps, Precincts and Election Tools, and My Toolbox. The main content area has a header with the RNC Voter Vault logo and a search bar. Below the header, there are tabs for 'Voter Info', 'Perfect Voter', 'Vote History', 'Affiliations', 'Surveys', 'Households', and 'Other'. The 'Voter Info' tab is active, displaying a grid of checkboxes for various criteria: Party (R-Republican, D-Democrat, I-Independent, O-Other, U-Undertilled), Gender (M-Male, F-Female), Age (1-Age 18-25, 2-Age 26-35, 3-Age 36-45, 4-Age 46-55, 5-Age 56-61, 6-Age 62+), Phone Numbers (Has Phone, No Phone), Email (Yes, No), Address Status (Y-Has Moved, N-Has Not Moved), and Deceased (Y-Yes, N-No). There is also an 'Include Non-Voters' checkbox. At the bottom of the form are 'Get Count Now' and 'Reset' buttons.

- Select the criteria you wish to apply to your list
- When the criteria is set, click *Get Count Now*
- The *Export Data on Selected Voters* page will now be displayed

Export Data On Selected Voters

Selected Criteria:

Party=R-Republican

Address Status=N-Has Not Moved

Deceased=N-No

Count Results

Matching Voters	515
Matching Households	383
Time Spent Computing Results:	172 milliSecs
Number Of Voter Records Checked:	3,388,845

Select The Data Items Below Which Are To Be Included In The Export Data :

DATA ITEMS	
<input checked="" type="checkbox"/> HHREC	<input checked="" type="radio"/> Direct Mail
<input checked="" type="checkbox"/> Last Name	<input type="radio"/> Phone Bank
<input checked="" type="checkbox"/> First Name	<input type="radio"/> Walking Lists
<input checked="" type="checkbox"/> Middle Name	<input type="radio"/> Precinct Lists
<input checked="" type="checkbox"/> Jr/Sr/III/IV	<input type="radio"/> Doorbelling Notes
<input checked="" type="checkbox"/> Mailing Address	<input type="radio"/> User Defined
<input checked="" type="checkbox"/> Address	<input type="button" value="Mark All"/> <input type="button" value="Clear All"/>
<input checked="" type="checkbox"/> City	
<input checked="" type="checkbox"/> State	
<input checked="" type="checkbox"/> Zip	

Select The Options Used To Format the Export :

SEQUENCE	HOUSEHOLDING
<input type="radio"/> By Voter Alphabetically	<input type="radio"/> Individual Voters;
<input type="radio"/> By Voter Within Precinct	<input type="radio"/> Households - All Members;
<input checked="" type="radio"/> By Voter Within Zip Code	<input checked="" type="radio"/> Households - Only Qualified Members;
<input type="radio"/> Precinct Walking Order	RULE FOR HOUSEHOLD NAMES
<input type="radio"/> Odd/Even Walking Order	<input checked="" type="radio"/> Tom & Mary Smith/ The Smith Household
EXPORT OPTIONS	<input type="radio"/> Tom A & Mary W Smith/The Smith Household
<input checked="" type="checkbox"/> Export Field Names in Record 1	<input type="radio"/> Tom & Mary Smith
<input type="checkbox"/> Export Household Number Fields	<input type="radio"/> The Smith Household
<input type="checkbox"/> Export Household Member Fields	Export File Name
Max Members per Record: <input type="text" value="9"/>	<input type="text" value="STDExport.csv"/>
<input type="checkbox"/> Test Records to Export:	Select Output Format:
<input type="radio"/> Top N records : <input type="text"/>	<input checked="" type="radio"/> CSV <input type="radio"/> XLS <input type="radio"/> MDB
<input type="radio"/> Every Nth record : <input type="text"/>	<input type="button" value="Back"/> <input type="button" value="Export Data Now"/>
<input type="radio"/> Random sample : <input type="text"/>	

- Select the options you wish to apply to your list
 - Under **Sequence**, **Odd/Even Walking Order** is great for exporting walking lists

- Change the default **Export File Name** to something that uniquely identifies the file (remember file names cannot have spaces in them; the system will not be able to read the export file)
- Under **Select Output Format**, leave the file as **CSV**
- When the options are set, click **Export Data Now**
- A sample of your export file will now be displayed

Step 1: Review this sample of your export file.

HHName	HHREC	LastName	FirstName	MiddleName	SufName	RegAddr	RegCity	RegState	REGZIP1	PHONE	Co
GEORGE ACRITELLI	179432	ACRITELLI	GEORGE	WASHINGTON		13830 N 34TH AVE	PHOENIX	AZ	85053	6025712683	M
TRACEY ADEN	179435	ADEN	TRACEY	ANN		3349 W CROCUS DR	PHOENIX	AZ	85053	6025480334	M
DELORES ALBRIGHT	179441	ALBRIGHT	DELORES	DEL		3211 W GELDING DR	PHOENIX	AZ	85053	6025040354	M
ANDREA	179445	ALLENBERG	ANDREA			2826 W GELDING	PHOENIX	AZ	85053	6028682025	M

Step 2. Check your export criteria.

Data Center	:	
User	:	sample
Export File name	:	stdexport.csv
File Size	:	76 KB
Number of Records	:	383
Selection	:	
Party=R-Republican		
Address Status=N-Has Not Moved		
Deceased=N-No		

Step 3. Click on your download option.

Download and Open Export File

Download Zipped Export File to My Computer

Download to Drop Box

Download export in PDF format

- By clicking your download option you are undertaking sole responsibility for the contents and use of this export. If you are unsure of your responsibility herein, please do not use this export.
- PDF downloads will create a new PDF document for every precinct in the export.

- If the sample is good to go, click on **Download and Open Export File** (do not use any of the other download options)
- The file will open in a separate window

If you experience technical difficulties, please contact the Arizona Republican Party at 602-957-7770 or by e-mail at info@azgop.org.

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