

## L2 VoerMapping - Exporting Records

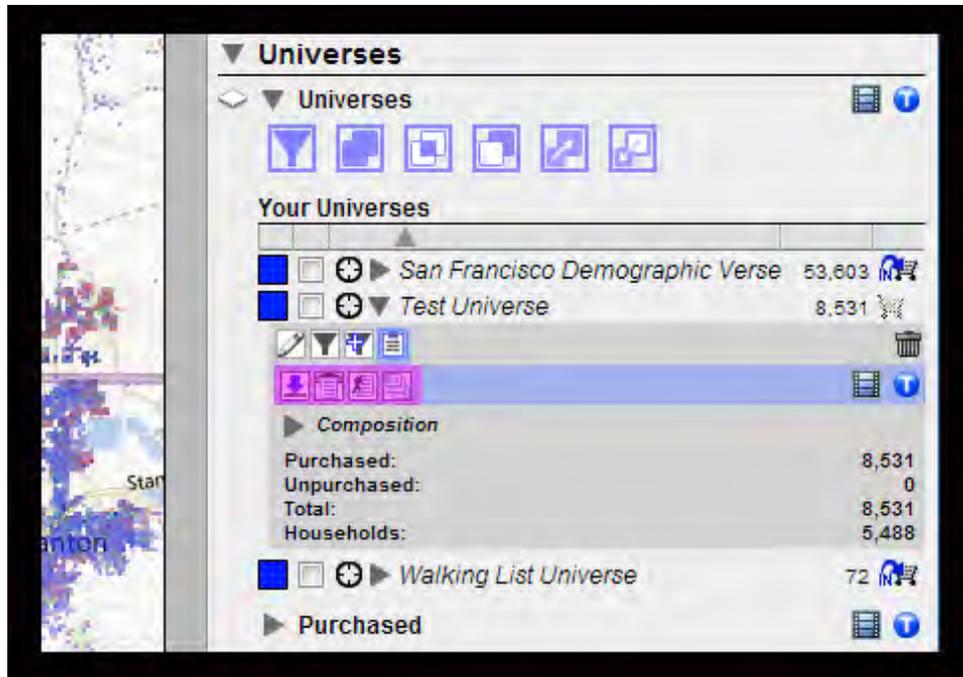
Once records have been purchased and unlocked in your subscription, they are available for downloading to your personal computer. Only purchased records may be downloaded and they may be downloaded as many times as you wish over the course of a year without additional payments.

Voter records may be exported in a wide variety of formats including mailing labels, databases, printable lists and, for L2 Ground Game™ subscribers, lists pushed to the mobile devices of your canvassers in the field.

To export voter data, open the Universes section of the sidebar menu and select the universe you wish to export. Note that only universes with a grayed-out shopping cart have been fully purchased and are available for export. Those universes with an active shopping cart icon are not fully purchased and should be purchased prior to exporting.



Click on the name of the Universe you wish to export. A drop down section will appear containing 4 small buttons (5 if you have L2 Ground Game™). The button on the far right displays a clipboard. Clicking on this icon will now reveal four more buttons for the available export options.



 **Csv Export:** Exports records in a comma-separated values (csv) file format for importing into other databases or opening in Excel.

 **Phone Export:** Exports records in a .pdf format for printing with a list of addresses and phone numbers.

 **Walking Export:** Exports records in a .pdf format with addresses organized by street.

 **Mailing Export:** Exports records in a comma-separated values (csv) format organized by mailing address with one record per household and also containing telephone number.

Click on one of the export options and another drop down menu will appear on the “Options” tab.

Select from the list of formatting options your particular export type contains:

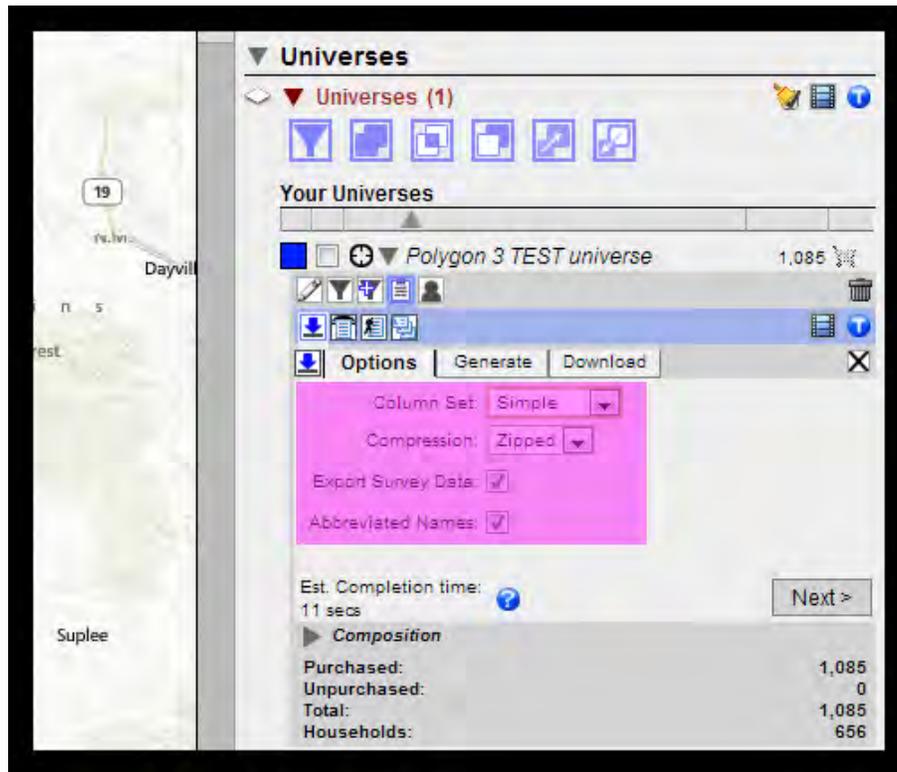
Column Set Simple: Export contains basic fields in download. [Csv]

Column Set Enhanced: Export contains all fields in download. [Csv]

Export Survey Data: Export includes survey answers. [Csv]

Abbreviated Names: Export includes survey answers using abbreviated name

values as opposed to the full value. [Csv]



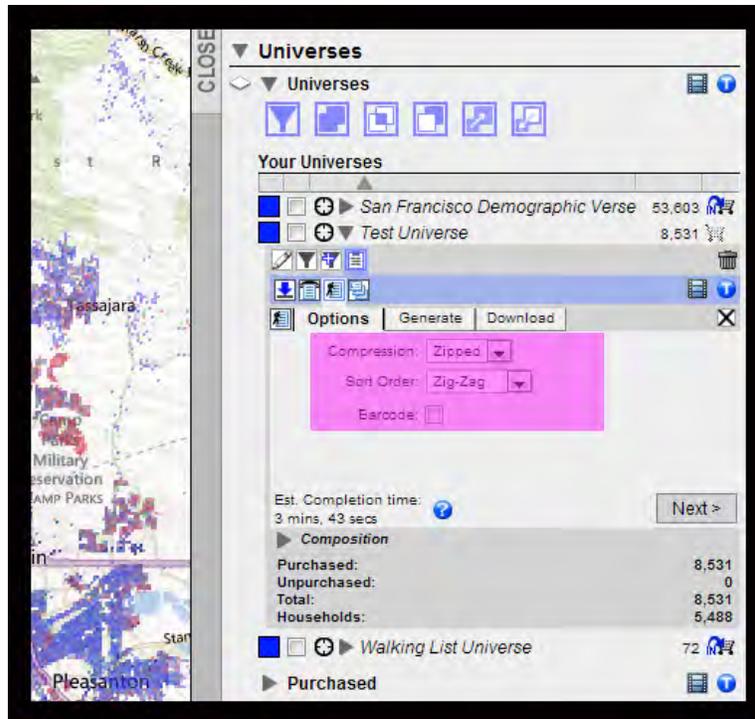
Compression Zipped: Export file is in a zipped folder. [Phone Export, Walking Export]

Compression None: Export file is not zipped. [Phone Export, Walking Export]

Sort Order Zig-Zag: Addresses on a street are in ascending house number order within street within precinct. [Walking Export]

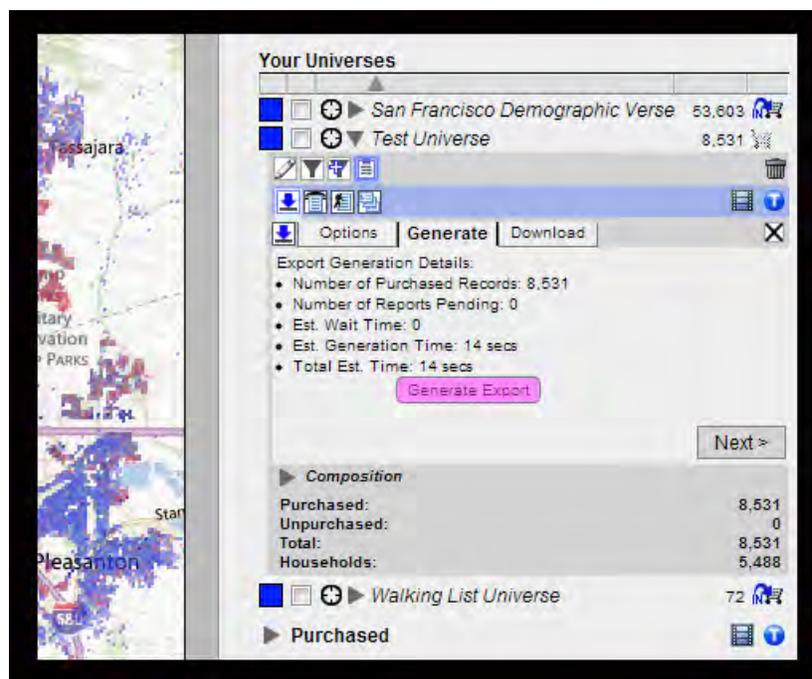
Sort Order Odd-Even: Addresses on a street are in ascending house number order within street within precinct but the even numbers are separated from the odd numbers so as to separate the two sides of the street on separate pages. [Walking Export]

Barcode: Export includes a column named "LALVOTERID" containing bar codes for each voter. [Phone Export, Walking Export]

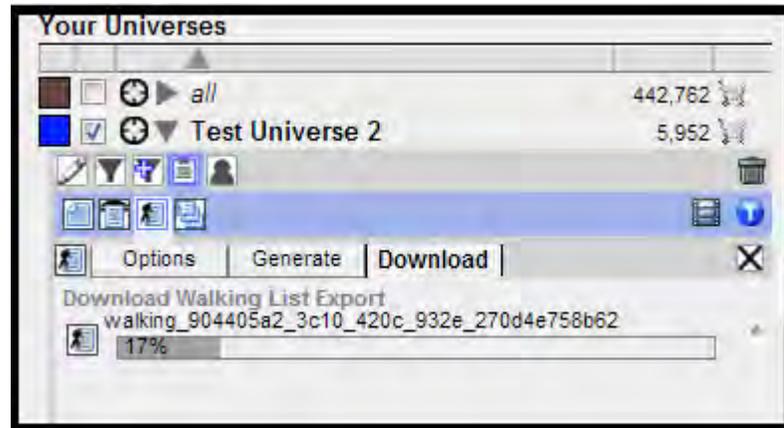


Once you have selected your desired settings, click on the Next button to open the Generate tab. Details of your export will be displayed including the number of jobs from other clients that are ahead of yours in the export queue and the estimated time to generate your export.

Click "Generate" to initiate the export file generation.



If your file size is relatively small no progress bar will be generated and your export should occur within 90 seconds. For larger file exports, a progress bar will appear showing the percentage of the job that has been completed.



In either case, hovering over the export file name will tell you the current status of the export. When the export file has been created, the download icon to the left of the file name will change color to green. This is an indication that your file is ready to download to your personal computer. Click the icon and the download process should begin.

Note that once you have launched an export file creation you may close the branch and continue with any other work. Multiple files can also be sent simultaneously for export file creation. Return to the universe branch at any time to check that the export file creation has completed and that the file is ready for downloading. Export files remain in your queue with newer export files appearing at the top.

