



**What is it?**

One of the most common ways to enter data from a phone bank or canvassing event is via Grid View. Grid View offers a table-style interface where people from a selected list appear along with the possible responses and Canvass Results from a designated Script. The names will appear in the same order as they do on the printed list, making data entry easy.

**Grid View**

My Campaign ID: [Green Box]

Records: 1 - 20 of 555

Contacted By: Caputnik, Esther  
 How: [Dropdown] Date: 6/17/13  
 Phone: [Dropdown]

MYC ID	Name	Address	City	Party	Age	Phone	Follow Up	Result	Canvasser	w or a	Rocket Scientist
100302224	Alexander, Charles J	21522 S Sandpiper Rd	Perry	D	27				Last Name, First Name		<input checked="" type="checkbox"/>
100302317	Anderson, Brian R	319 S Gulf Dr	Santa Rosa Beach	D	37				Last Name, First Name		<input type="checkbox"/>
100301796	Aufi, Carla J	805 Marvin Ave	Port St Joe	D	73				Last Name, First Name		<input type="checkbox"/>
100301860	Baker, Valarie E	190 S Mcgee Ave	Apopka	D	33				Last Name, First Name		<input type="checkbox"/>
100301962	Bass, Amy L	8785 Aspen Ave	Orlando	D	38				Last Name, First Name		<input type="checkbox"/>
100302084	Beckett, Carrie A	2455 Scott Rd	Fort Denaud	D	33				Last Name, First Name		<input type="checkbox"/>
100301978	Beery, Ann M	7588 State Highway 20 W	Freeport	D	51				Last Name, First Name		<input type="checkbox"/>
100302338	Berman, Geoff	1212 December Dr	Saint Louis		56				Last Name, First Name		<input type="checkbox"/>
100302329	Boose, Bridgette T	11739 College Park Trl Apt 6-B	Orlando	D	33				Last Name, First Name		<input type="checkbox"/>
100302183	Brustkem, Kimberly K	7802 Pine Crossings Cir Apt 1624	Orlando	D	49				Last Name, First Name		<input type="checkbox"/>
100302205	Camahan-McGregor, Romona	433 Vicks Landing Dr	Apopka	D	56				Last Name, First Name		<input type="checkbox"/>
100287688	Caputnik, Esther	123 California Ave	Mill Valley		44				Last Name, First Name		<input type="checkbox"/>
100302215	Cassey, Michael K	7833 Barnwood St	Orlando	D	38				Last Name, First Name		<input type="checkbox"/>



**When to use it?**

Use the Grid View interface to enter data from a phone bank, door-to-door canvass, or any other event that generates data on printed lists. The interface can be used by anyone with both the proper permission levels and a live Internet connection. The person entering the data need not, and often will not, be the same person who collected it.



**How to use it?**

Click on Grid View from the Main Menu, and you'll see a screen allowing you to call up the list for which you want to enter data. Choose 'Use My List' if you want to enter data for the current list you have loaded into the database. You may also enter a 'List Number', 'Continue my work' or 'Choose Quick Look Up.'

If you chose 'Use My List' will you now select the Script, the Contact Type and the Sort Order associated with the list. It is important to choose the same Script and Sort Order that were used when printing the list to ensure that the names are sorted on the screen in the same order as the printed list. Selecting 'Let me enter a List Number' will auto-populate the Print page fields and 'Continue my work' takes you directly to your Grid View and the page you were working on when you left it.

Once you are in Grid View, you can enter a Canvas Result such as 'Not Home,' or Activist Codes, responses to Survey Questions or schedule Events. Note that once you enter a Canvass Result, you cannot enter a response to a Survey Question and vice versa. They are mutually exclusive, e.g., a voter cannot be both 'Not Home' and have responded to your Survey Question. You have the option to 'Save,' or 'Save/Next' in the upper-right corner of the page. Both will save the data you have entered, but 'Save/Next' will take you to the next page of names.



**Expert Tips:**

- You have the option, after entering the collected data for people who were contacted, to click the 'Mark Remaining Not Home' button. Since 'Not Home' is a common result of canvassing and phone banking, this will save you time.
- To ensure your data is entered into VAN, remember to click 'Save/Next' when you are done with a page, or 'Save' if you are pausing in the middle of a page.
- You can also access Grid View from My List, by clicking on the 'Grid' icon at the top of the page.

