

# rVotes

## Loading Phone Data from Excel Sheet

Version: August 8, 2011

First, prepare the “Excel” data sheet for import into rVotes.

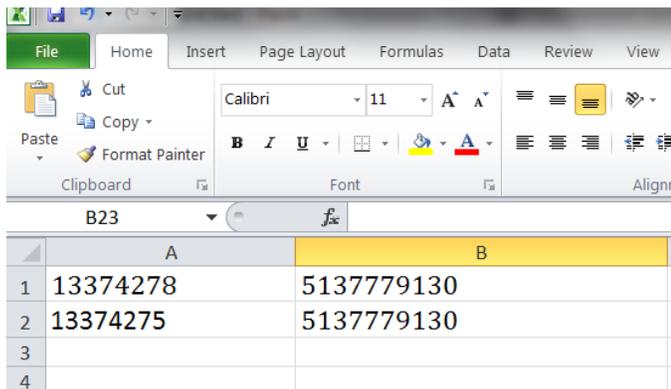
The columns should be as follows:

- Voter ID
- Phone Number (10 digits, no spaces)

For Voter ID, use either the:

- Secretary of State Voter ID (SOS ID) without the “OH”
  - Must have numbers only.
  - If copy and paste into Excel, Excel will automatically delete any starting zeros.
- rVotes ID (rVid ID)
  - Different from SOS ID

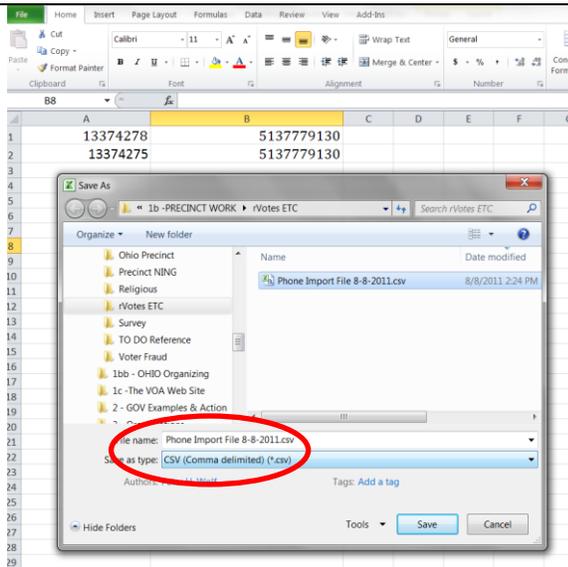
**Do not use the “Local Voter ID”,** which is typically specific to counties, since the same number could be in use in another locale / county.



Prepare an rVotes import file from the Excel document, by saving it as a “Comma Delimited File”.

Delete any header rows you might have in Excel prior to creating the “Comma Delimited File”.

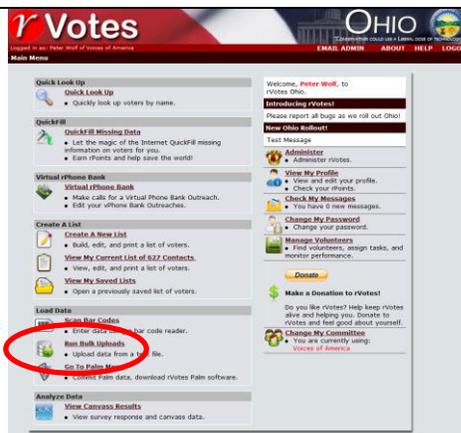
Do this in Excel from the “File” drop-down menu by selecting “Save As”. Then select “Comma Delimited” (CSV) from the “Save As Type” drop-down menu.



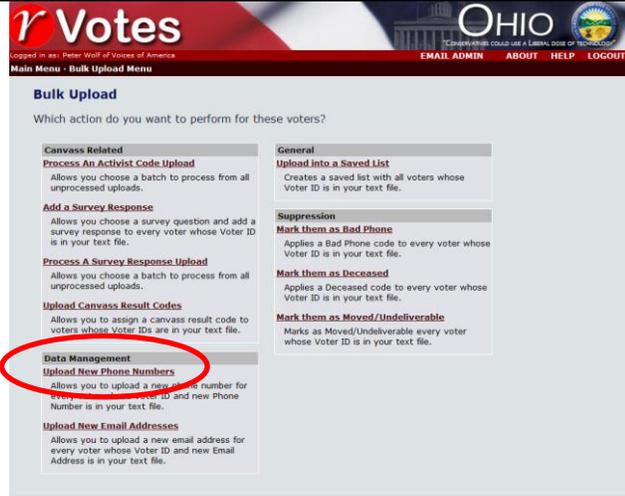
Note: Every voter record can have only two home phone numbers associated with it. If yet a third number is imported, one of the previous numbers will be overwritten.

To upload the “Comma Delimited File” into rVotes, log into rVotes and go to the “Main Menu”.

Under “Load Data”, select “Run Bulk Uploads”.

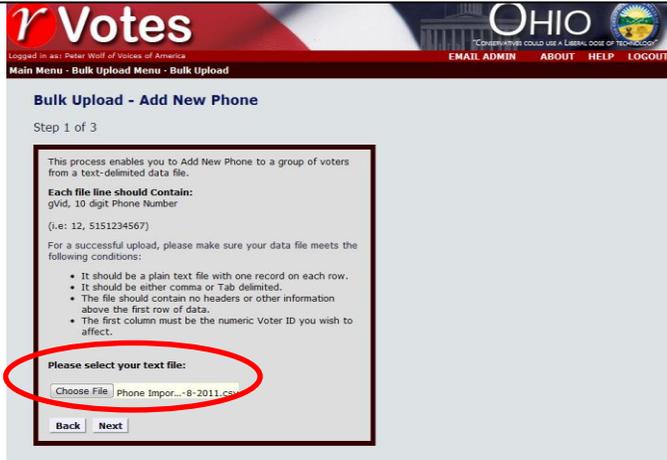


Under “Data Management”, select and click on “Upload New Phone Numbers”



From the “Bulk Upload – Add New Phone” screen, click on “Choose File” button and select the previously saved “Comma Delimited File” from your hard drive.

Then click “Next”



“Step 2 of 3” confirms that everything is in order prior to completing the process.

Please read all the information on this screen to confirm all, prior to clicking on “Next” to complete the process.

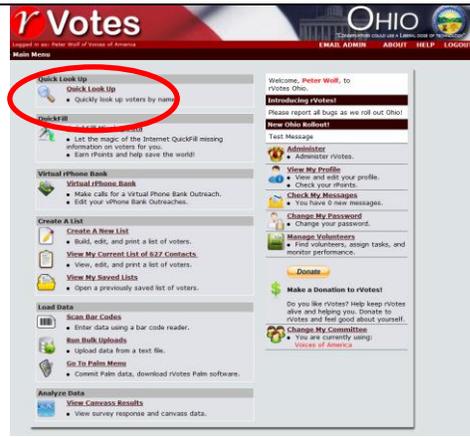


This screen confirms a successful import of your phone data.

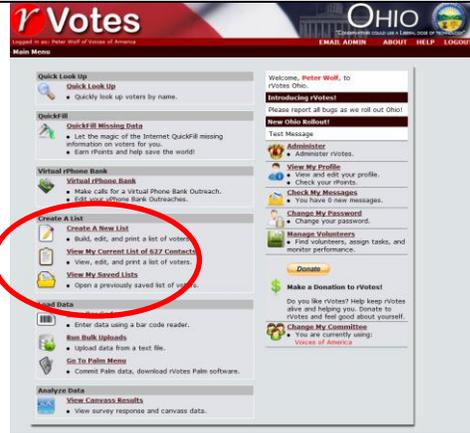
**Congratulations!**



You can confirm a proper import by clicking on “Quick Look Up” and checking one of the affected voters.



You can also check which voters still have missing phone numbers by viewing a voter list for your precinct, either by creating a new one or by selecting one of the saved lists.



Once you select a list, it will show all voters in your precinct, including their phone numbers or with blanks if none is available.

You can click on any of the voters listed who have no phone number and individually enter a phone number for them.

