MiniVAN Training Document

Summary: MiniVAN is an app used in place of paper scripts for canvassing. MiniVAN is available on smartphones and tablets. The app is free on Apple IOS and Android devices in their respective app stores. Before getting started, make sure you have the app downloaded on your device. MiniVAN is easy to use and eliminates the need for data entry after committing the data in Votebuilder

Logging Into MiniVAN
1. Ensure you have the MiniVAN app downloaded
2. Open MiniVAN and select the option on the screen 'Log In Without ActionID'.
3. If you use an ActionID when logging on to Votebuilder, select the 'Log In with ActionID' option
4. The login screen should appear as follows

- Logging in without an ActionID
- On the first line, titled 'URL', enter 'votebuilder.com'
- On the second line, enter your Votebuilder username
- On the third line, enter your Votebuilder password
- Click the orange 'Log In' button

## Accessing a Walk List Using Your List Number

1. Select the option to 'Enter a List Number' at the top of the screen
2. From your printed walk list, locate the list number on the bottom left corner of the map page


3. Continues on the next page

4. Type your list number in the given space, be mindful of the hyphen. If your list number was entered correctly, the list should load and display addresses. The following screenshot highlights how addresses are displayed:
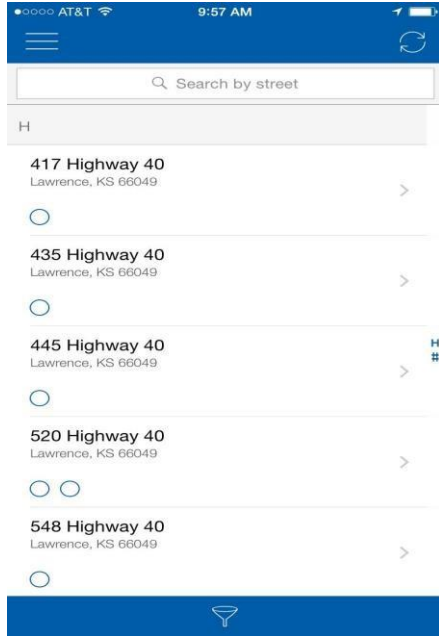

- You are able to determine the number of people in the household via the circles beneath the address
- For example, 2 circles beneath the address indicates there are 2 people on your list living at the designated address
- Selecting an address allows for you to view all the individuals who live at that address

5. Select an individual by clicking on their name. Which will take you to the script
6. The 2 screenshots below display an individual on a walk list

- If you are unfamiliar with the script, select the 'Show Script' button at the bottom of your screen to display the question with the script
- You are also able to add notes from this section
- Once you become comfortable with the script, you can hide the script using the 'Hide Script' button in the bottom left of the screen to have the shorthand questions displayed

- You may select the 'Details Screen for more information on the voter
- From the 'Details' screen, you are able to update/add phone numbers and emails
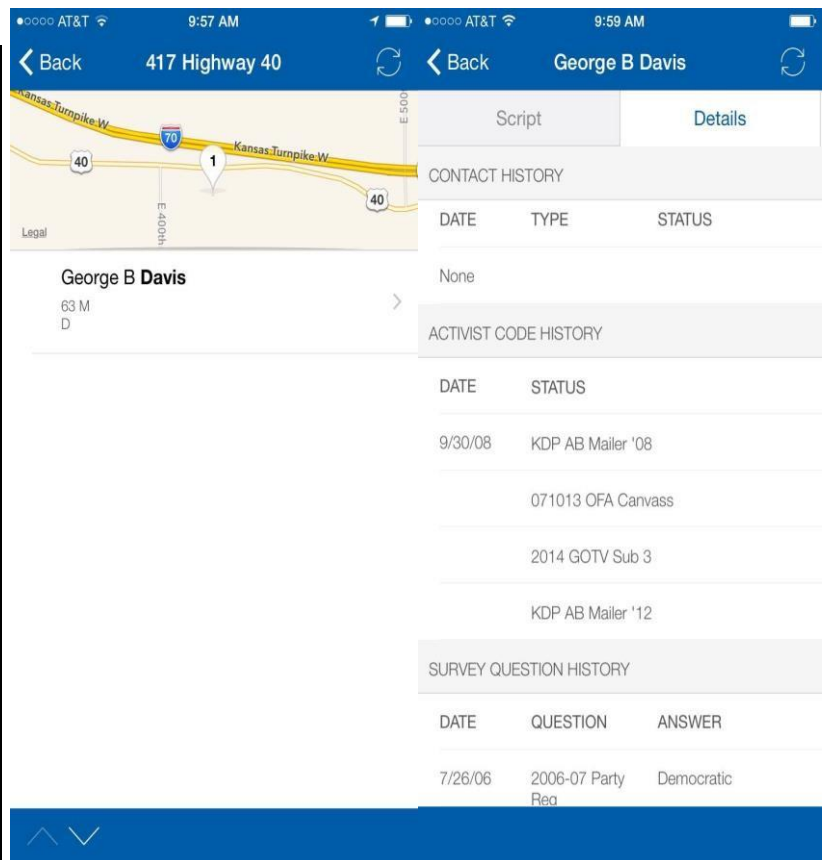
7. Once individuals have been contacted, the circle(s) underneath their address will appear a solid color. If anyone at an address was not contacted, their circle will not appear as a solid color
8. Use the 'Back' button in the top left corner to return to the home screen
9. The top left corner of the home screen has a 'hamburger' icon (Three Horizontal Lines). Clicking this icon opens a menu of additional functions within MiniVAN. These functions are highlighted in the screenshot below
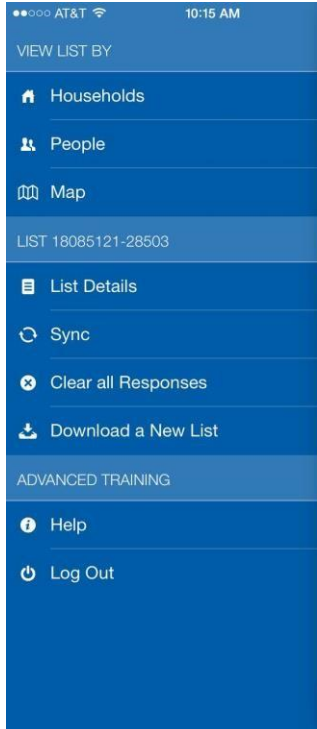
- An option for viewing the map of your turf
- Syncing data
- Downloading a new list
- Clearing all canvass responses
- Different sorting options

10. As always, updating your data in Votebuilder is imperative. Throughout your canvass, sync your data every four or five households to ensure none of your data is lost. Following your canvass, either you or your Votebuilder Administrator will have to commit the data from your canvass on the Votebuilder website
11. The process of committing data is outlined on the next page

Committing MiniVAN Data (Administrative Function- High Level Access Required)

Committing MiniVAN data will ensure that data is applied to the voter's profile for future reference and eliminates the need for data entry following a canvass

1. From the Main Menu, under the 'Load Data' heading on the right-hand side of the page, click on 'MiniVAN'
2. Users will be directed to the 'MiniVAN Commit' page, as shown below
3. Under the 'Status' section, select 'Pending' to show all uncommitted canvas results

4. Check the box to the left of the correct list name, and then click the blue 'Commit' icon in the upper right corner of the page
5. If committed correctly, you will receive conformation that the data was committed successfully, and you will be redirected to the main menu

Contact Matthew Lee with Any Concerns or Questions
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