



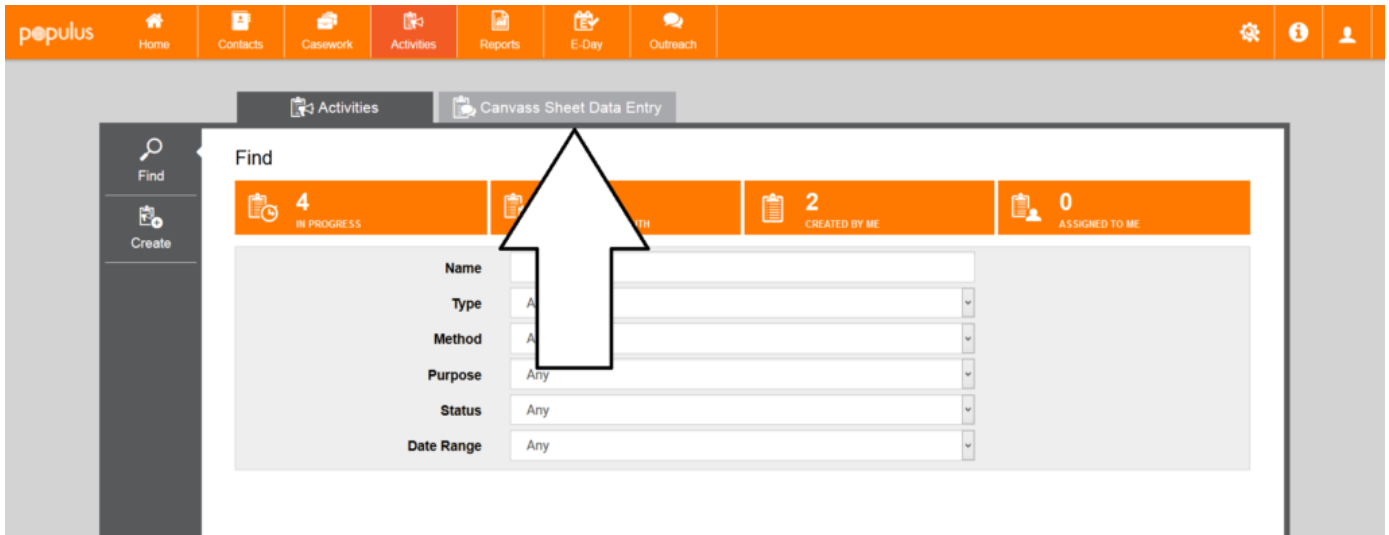
# Entering Data from Canvasses

Entering data for canvass sheets is super easy.

## Finding the Canvass Sheet Data Entry Page

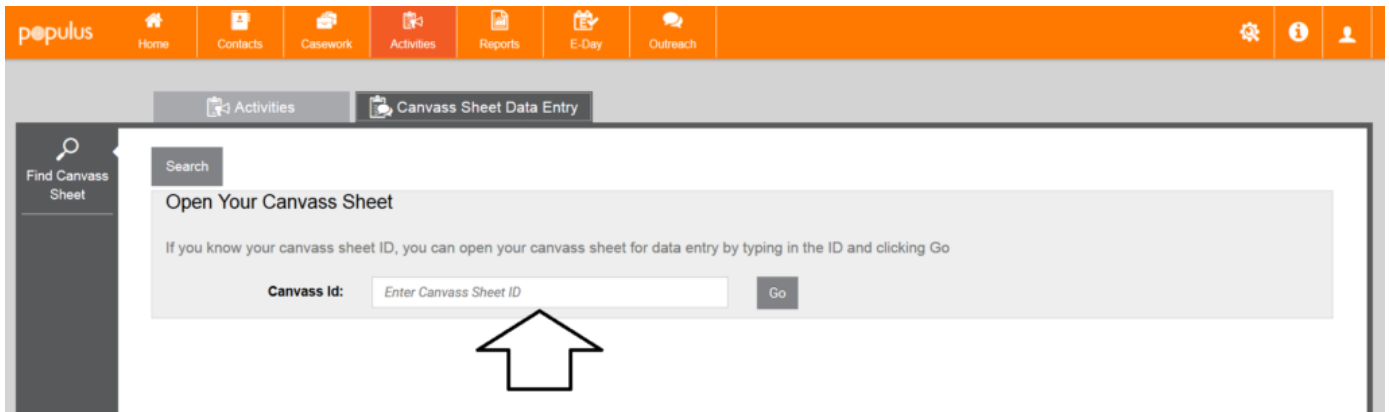
The screenshot displays the Populus dashboard interface. At the top, there is an orange navigation bar with the Populus logo and several menu items: Home, Contacts, Casework, Activities, Reports, E-Day, and Outreach. The main content area is divided into three sections: Casework, Contacts, and Activities. Each section contains a 'MANAGE YOUR [SECTION]' button and several action buttons. A large white arrow points to the 'Activities' tab in the top navigation bar. On the right side of the dashboard, there is a 'CURRENT REGIONAL CONTEXT' panel showing the date 'March 11, 2019 MONDAY' and a 'QUICK LINKS' panel with options like 'NOTIFICATION HISTORY', 'MODIFY PASSWORD', 'POPULUS SUPPORT', and 'USER GUIDE'.

First, click on the **Activities** tab.



Then, click on **Canvass Sheet Data Entry**.

## Entering the Canvass ID



You should have landed on a page that asks you to enter the ID of a canvass sheet. Get out the canvass sheets that you'd like to enter into the system.

Event: 2016-19FO  
**Canvass List ID: 1224727**  
 Canvass Type: Door-To-Door  
 Canvass List Generated: 2019-02-01 03:47 PM



Canvass Date: \_\_\_\_\_  
 Canvassed By: \_\_\_\_\_  
 Data Entry Date: \_\_\_\_\_  
 Data Entered By: \_\_\_\_\_  
 Advanced Poll Location: \_\_\_\_\_  
 E-Day Poll Location: \_\_\_\_\_

**Legend:** RF: Refused MV: Moved NIS: Not In Service LM: Left Message DE: Deceased  
 WN: Wrong Number NH: Not Home IN: Inaccessible LG: Language Barrier HS: Hostile

**Contact Strikeout:** DNC: Do not Contact NIS: Not In Service WN: Wrong Number DE: Deceased  
 IV: Ineligible to Vote NV: Not Voting Voted: Has Voted

**Street# Strikeout:** Contact Civic Address does not match the street name listed at the top of the page.

**Phone Strikeout:** Contact Communication Policy is blocking the communication method of this Canvass Type.

**Event Type Examples:**  
 2000FE / 2000PE 2000 Federal Election / 2000 Provincial Election  
 2000FB / 2000PB 2000 Federal By-Election / 2000 Provincial By-Election  
 2000FO / 2000PO 2000 Federal Outreach / 2000 Provincial Outreach

Marks:	Liberal	Green	Conservative	Bloc	
1 - Supporter (voting NDP)	Leanings (if other party preference is known)				
2 - Probable NDP	2L	2G	2C	2B	NV - Not Voting
3 - Undecided but open to NDP	3L	3G	3C	3B	WS - Won't Say
4 - Opposed (not in NDP universe)	4L	4G	4C	4B	IV - Ineligible to Vote

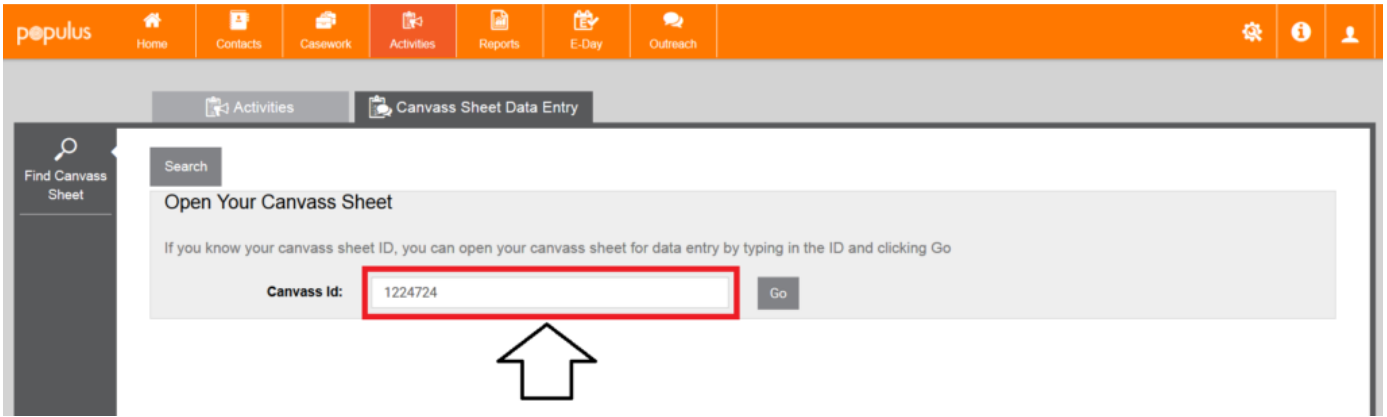
On the first page of the sheet, find the ID.

**ID: 1224727** **Myrville Road , Gloucester (EVEN)** **Poll: 001-0**

Canvassed By: \_\_\_\_\_ Data Entered By: \_\_\_\_\_ Page 2 of 19

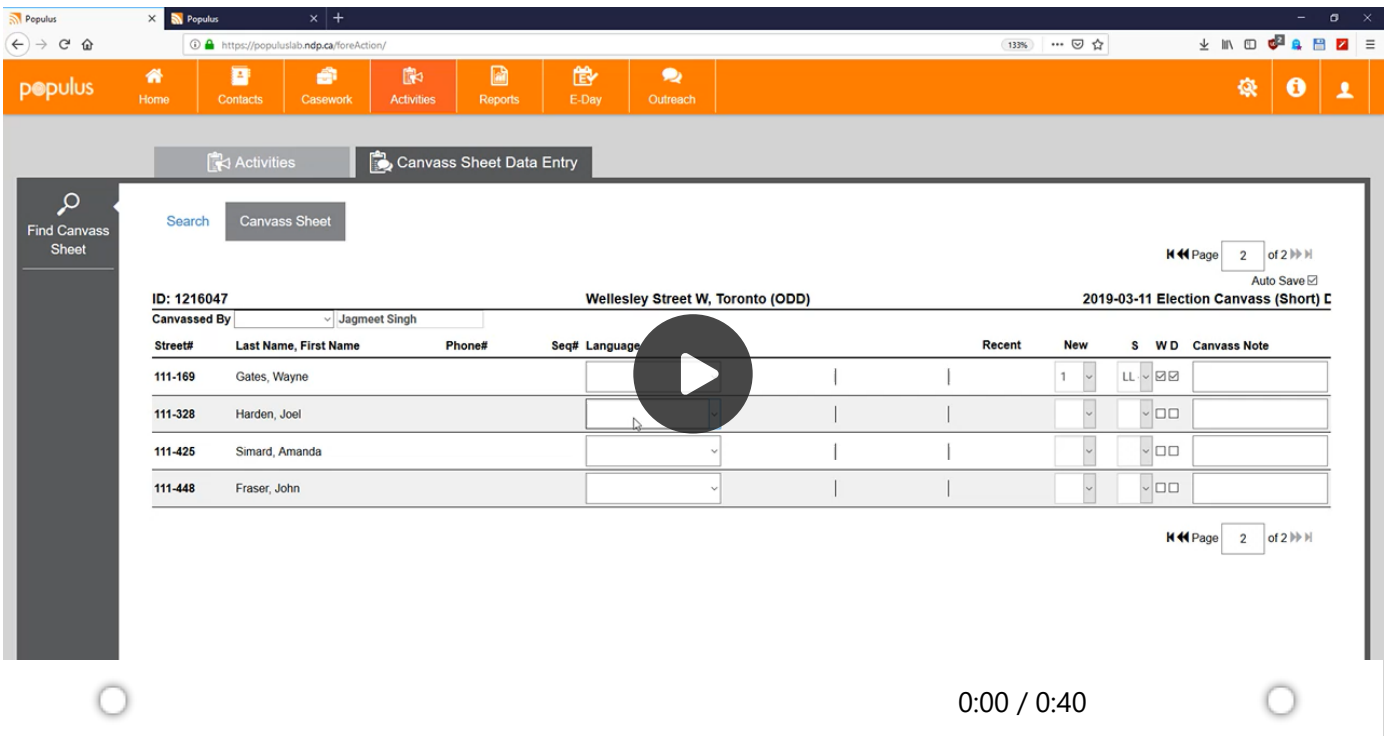
Street#	Last Name, First Name	Phone#	Seq#	Language	Recent	New	S	W	D	Canvass Note
1478-1						<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
1478-2						<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
1478-3						<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
1478-4						<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
1478-5						<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
1486						<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
						<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

You can also find the ID on any other page in the top left corner.



Enter the ID into the **Canvass Id** box in Populus, and press **Go**.

## Entering Data



The above video shows how to enter data in an example two-page canvass sheet.

## Adding Tags and Updating Contact Info

### Adding a Tag

populus Home Contacts Activities Reports E-Day

Activities Canvass Sheet Data Entry

Find Canvass Sheet

Search Canvass Sheet

Page 1 of 1 Auto Save

ID: 1233971 Wellington Street , Ottawa (EVEN) 2019-05-22 Pointage électoral (Court) Porte-à-porte (1)

Canvassed By

Street#	Last Name, First Name	Phone#	Seq#	Language	Recent	New	S	W	D	Canvass Note
180	Singh, Jagmeet	555-555-5555								

Page 1 of 1

0:00 / 0:26

Sometimes you'll see notes about people we're talking to on the doors that are more detailed than the level of support.

If you see in the Canvass Notes section that a contact expressed interest about a particular issue on the doorstep, you should tag them so that your riding association or head office can keep track of what contacts care about. This also makes it easier for everyone to target contacts based on their interests.

In the above video, Jagmeet expressed interest in a higher minimum wage and electoral reform, so we assigned him the income gap / minimum wage and electoral reform tags.

### Adding a Phone Number or Email