NGP VAN

Print

What is it?

The Print feature is used when paper-based lists are desired for phone banking, canvassing, event sign-ups, and other purposes. For example, if you are having a phone bank and no computers are available to callers, by choosing the applicable Script and Report Format, you can generate a printed list that provides a clear way for your staff or volunteers to contact your targets, ask the desired questions, and record key information for later data entry.


When to use it?

Use this function whenever you want hardcopy lists for people in your organization to use as part of their outreach efforts. Results are recorded on the lists and other volunteers can enter the data into VAN using the many data input tools available to users.

How to use it?

To print, open your list and click 'Print' from the menu at the top of the My List page. A new menu with a series of drop downs and radio buttons will appear. It looks complicated, but once you familiarize yourself with the available options, you'll be a pro. First, name your list so that you're able to easily identify it in the PDF Print Jobs list. Choose the appropriate Report Format

and Script (optional). If you are unaware of which Report Format or Script to use, ask someone in your organization who is familiar with these tools.
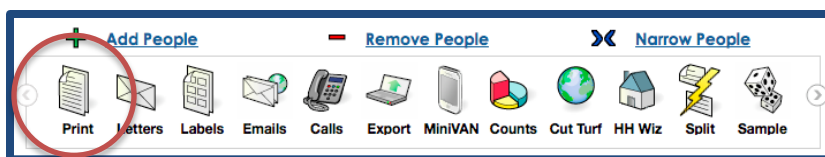
There are built-in sort orders depending on which of the 'Contacted How' options you select. For 'Phone,' the default sort order is Phone Number, which can facilitate callers asking to speak to more than one person in the household. For Contacted How of 'Walk,' the default sort order lists addresses in the same order you would find them on the street in the real world. In addition to the ability to edit the sort order, Report Formats allow you to 'Set Print Defaults' that will populate the Print details page upon selection. See the PDF on Report Formats for further information.

When you're ready to print, click 'Next' and your list will automatically be turned into a PDF. Click 'My PDF Files' in the upper-left corner of the Main Menu and look for the list name. Click 'Download File,' and you can print the list as you would any other document.