

WardWalk Guide: Filter Exported Data

Step-by-step support for campaign users

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Best for	Core Leadership and Admin users
Guide number	09.3
Keywords	filter export, sort data, Excel filter, Google Sheets filter, campaign report

Who This Guide Is For

This guide is for core leadership and admin users who need to complete this WardWalk task.

Explains how to work with exported campaign data.

What You Will Learn

- Use filters in Excel
- Use filters in Google Sheets
- Sort by status or location
- Save a working copy
- Avoid changing the original export

Before You Begin

- Use the email address approved for your campaign.
- Use a current browser and a stable internet connection.
- Open the WardWalk app link provided in your setup or invitation email.
- Confirm your campaign has approved the data, document, or export you are about to use.

Step-By-Step Instructions

1. Use filters in Excel

Open CSV exports in Excel or Google Sheets. Keep a secure original copy and avoid changing exported data unless you are working on a separate copy.

2. Use filters in Google Sheets

Open CSV exports in Excel or Google Sheets. Keep a secure original copy and avoid changing exported data unless you are working on a separate copy.

3. Sort by status or location

Follow the on-screen WardWalk controls for sort by status or location. Pause and ask your campaign Admin if the task affects users, voter data, exports, or campaign setup.

4. Save a working copy

Follow the on-screen WardWalk controls for save a working copy. Pause and ask your campaign Admin if the task affects users, voter data, exports, or campaign setup.

5. Avoid changing the original export

Open Data & Reports, choose the action list or export type, apply any filters, download the CSV, and store it securely.

Privacy reminder

WardWalk may contain sensitive campaign, voter-list, resident, volunteer, and private campaign information. Do not share screenshots, exports, voter-list files, resident notes, or private campaign materials unless authorized by your campaign.

Common Issues

- File will not open: download again and open with Excel or Google Sheets.
- Expected records missing: check filters and date ranges.
- Sensitive data concern: stop sharing and ask an Admin before sending the file.

Related Guides

- 01.1 - Accept Your Invitation (wardwalk-01-accept-your-invitation.pdf)
- 01.2 - Sign In for the First Time (wardwalk-01-sign-in-first-time.pdf)
- 01.3 - Install WardWalk on iPhone or Android (wardwalk-01-install-on-phone.pdf)
- 01.4 - Understand Your User Access (wardwalk-01-understand-user-access.pdf)

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Still Need Help?

Visit www.wardwalk.ca/support or contact WardWalk Support through the Contact Us form. Please do not include sensitive voter-list data, resident notes, private campaign files, or exported data unless requested by WardWalk through an approved process.