

WardWalk Guide: Open CSV Files

Step-by-step support for campaign users

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Best for	All users
Guide number	07.4
Keywords	CSV, Excel, Google Sheets, export file, spreadsheet

Who This Guide Is For

This guide is for all users who need to complete this WardWalk task.

Explains how to open WardWalk CSV exports.

What You Will Learn

- What a CSV file is
- Open in Excel
- Open in Google Sheets
- Keep leading zeros where needed
- Do not share exported files without authorization

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. What a CSV file is

A CSV file is a spreadsheet-style text file. WardWalk exports CSV files so they can be opened in Excel, Google Sheets, or similar tools.

2. Open 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.

3. Open 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.

4. Keep leading zeros where needed

Follow the on-screen WardWalk controls for keep leading zeros where needed. Pause and ask your campaign Admin if the task affects users, voter data, exports, or campaign setup.

5. Do not share exported files without authorization

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.