

WardWalk Guide: Download an Export

Step-by-step support for campaign users

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Best for	Core Leadership and Admin users
Guide number	09.1
Keywords	download export, export data, reports, CSV, campaign data

Who This Guide Is For

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

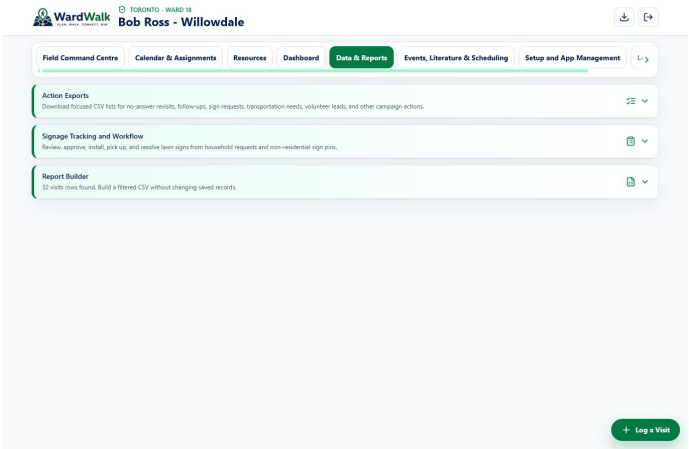
Explains how to download campaign data exports.

What You Will Learn

- Who can download exports
- Choose export type
- Apply filters
- Download file
- Save securely
- Do not share 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.



Example WardWalk screen. Your campaign view may differ based on role and setup.

Step-By-Step Instructions

1. Who can download exports

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

2. Choose export type

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

3. Apply filters

Check active filters before assuming data is missing. Clear filters or adjust date/status/location filters if results look too narrow.

4. Download file

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

5. Save securely

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

6. Do not share without authorization

Follow the on-screen WardWalk controls for do not share without authorization. Pause and ask your campaign Admin if the task affects users, voter data, exports, or campaign setup.

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.