Doorstep App

Quickstart guide

Labour
labour.org.uk

CAMPAIGN TECHNOLOGY

0345 092 22 99
Option 3 the helpline is open
Monday - Friday 9.30am to 6.00pm

campaigntechnology@labour.org.uk
members.labour.org.uk/campaigntechnology

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Introduction

You can use the Contact Creator Doorstep App to record voter ID on your mobile phone or tablet while out on the doorstep.

Hours spent on data entry after every session will soon be a thing of the past.

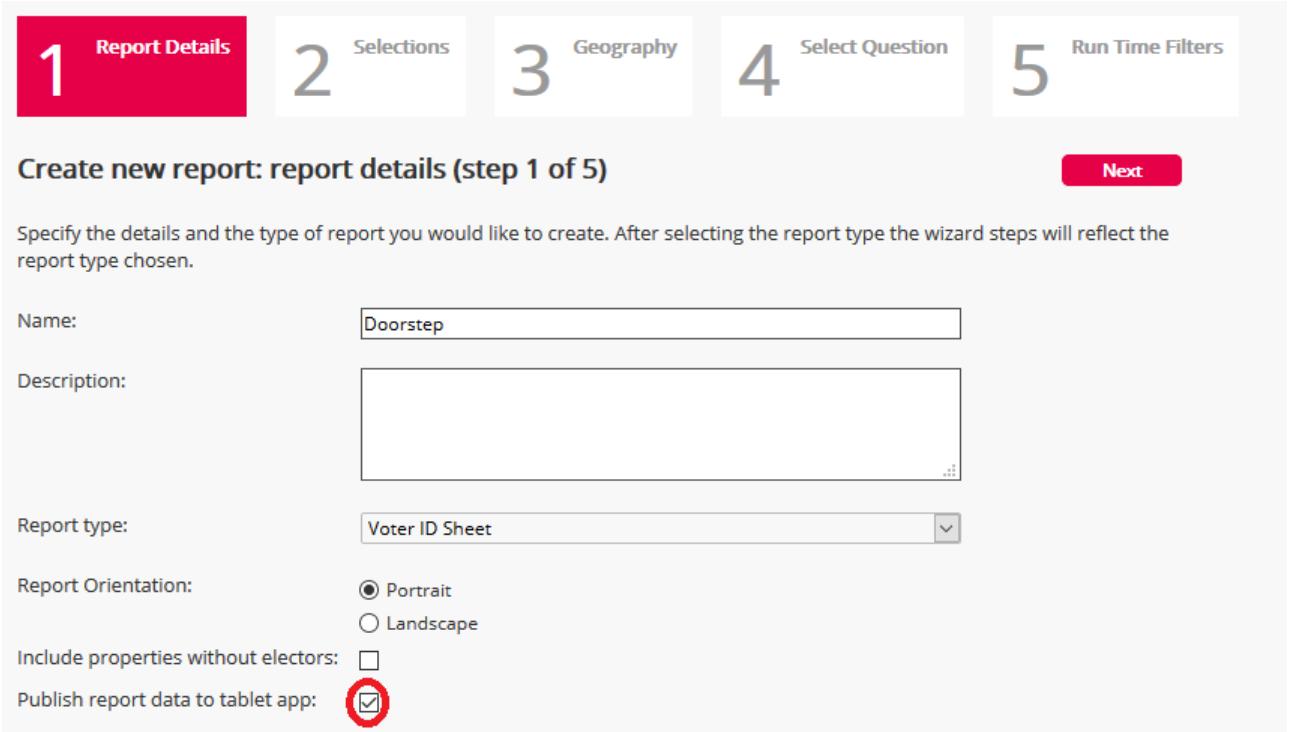
The new Doorstep App allows campaigners to enter responses to Voter ID directly into Labour's systems – you can either use the app to replace the clipboard and paper, or individual activists can use the app in conjunction with a traditional boardrunner.

When you run a Voter ID report in Contact Creator, you can select a checkbox on Stage 1 which will mean you get a Session ID and PIN for use with the App.

By saving time on entering data, it allows you more time to have meaningful conversations with voters in our communities.

Running a report

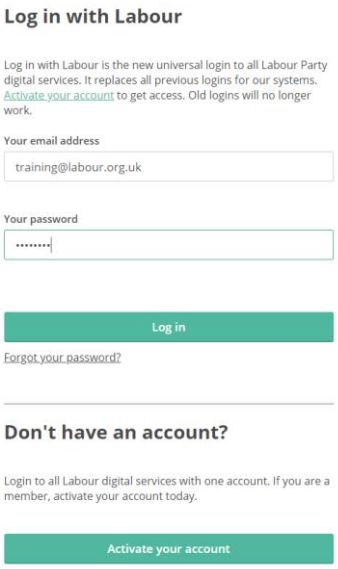
Whenever you run a Voter ID report, simply enable the 'Publish report data to tablet app' option on Stage 1 of the 'run report' wizard. Once you have done this once, Contact Creator will remember that about you and (unless you turn it off) will always enable you to use the Doorstep App for all Voter ID reports you run, including from the "Quick Reports".



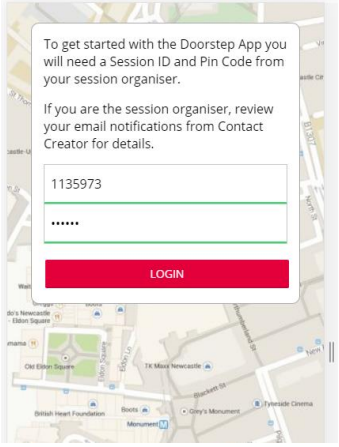
Shortly after the report has been generated (up to an hour – the PINs are generated at half past every hour), you as the Contact Creator user will receive an email containing the unique session ID and pin code for use with the Doorstep App. The session ID is the same as the Report ID printed at the bottom of the page.

Please bear in mind that the Doorstep App is designed to replace Voter ID sheets on the doorstep, not to replicate the entire Contact Creator database on your mobile phone. When reports are generated, the data for the area which you run off will be accessible on the Doorstep App for 72 hours. Therefore, you should only run off a report covering only those streets which you are likely to be working in within the next 72 hours, rather than entire wards or constituencies, or dozens of roadgroups at once. **For data protection and performance reasons, codes for reports of more than about 1500 electors will not generate and you won't receive a PIN.**

Logging into the App



Once you have received the PIN via email, you can login to the app at **https://doorstep.labour.org.uk.** You will need to sign in with your Labour Login details. If you don't have a Labour Login, click "Activate your account" at the bottom and fill in your membership number and email.



Once you have signed in, put in the session ID and PIN which will have been emailed to you:

Thank you for using Labour's Doorstep App for Contact Creator! The report you recently produced in Contact Creator has now been processed and is ready for you to use.

The URL for the Doorstep App is https://doorstep.labour.org.uk.

For full details of how to use the App, training resources, and answers to frequently asked questions, please visit https://members.labour.org.uk/doorstep-app.

To use the doorstep app, you and all the people running the app on their phone or tablet device in your session will need:

- to have created a login for themselves using my.labour.org.uk;
- to know the session ID for the session they are working on; and
- to know the PIN for the session they are working on.

The session ID and the PIN for the session you have just created are:

Session ID: 1135973

PIN code: 866059

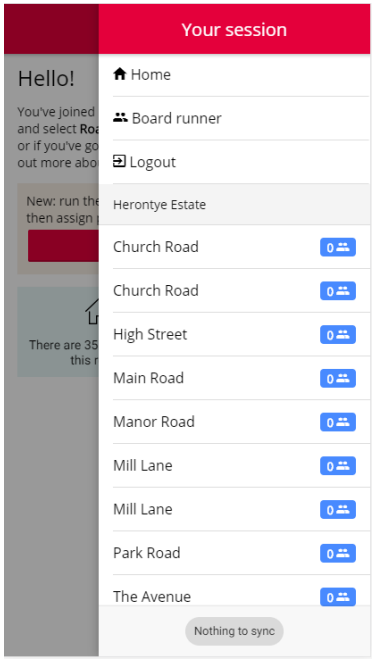
Please remember that this Session ID and PIN should only ever be given to Labour Party members whom you trust to use the data properly – just as you would be careful with printed Voter ID sheets.

Once you have logged in and can see the Home page, you no longer need to be connected to the internet and can disconnect if needed.

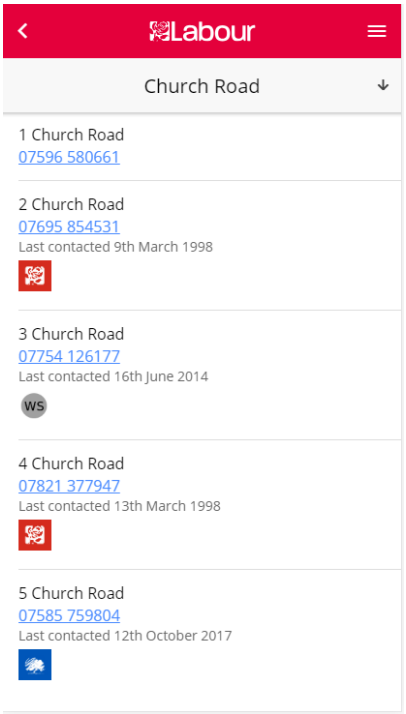
Using the App (Normal Mode)

The Doorstep App can be used in two different ways. The first, the 'normal' mode and the way the app was launched in 2016, is designed to be used by individual activists in conjunction with a traditional boardrunner with a clipboard and sheets – so called 'hybrid sessions'. Here, the boardrunner can simply give an activist using the app a house number to go to, and the activist can get the names and details of the electors from the app, and enter any data, without the need to feedback to the boardrunner.

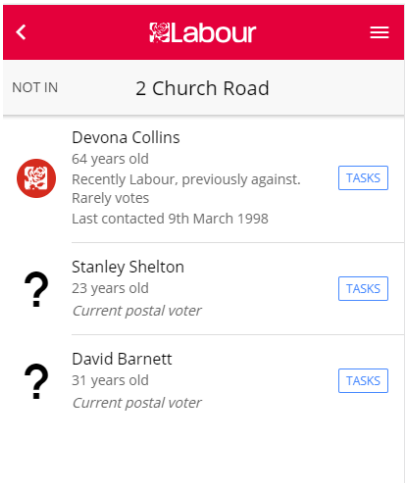
The app can also be used in this mode in small teams of 2 or 3 without a boardrunner, when it is easier to keep track of which houses have already been done.

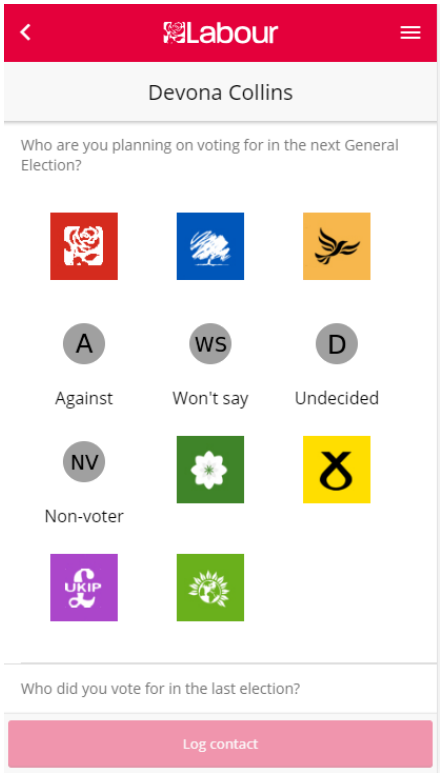


Firstly, click the menu button in the top right or the "Properties" button on the home page to bring up a list of streets. Select a street and you'll see a list of the properties in the street and a quick summary of the electors in each property: the previous voter ID of the electors, the last time anyone in the property was contacted and any phone number.



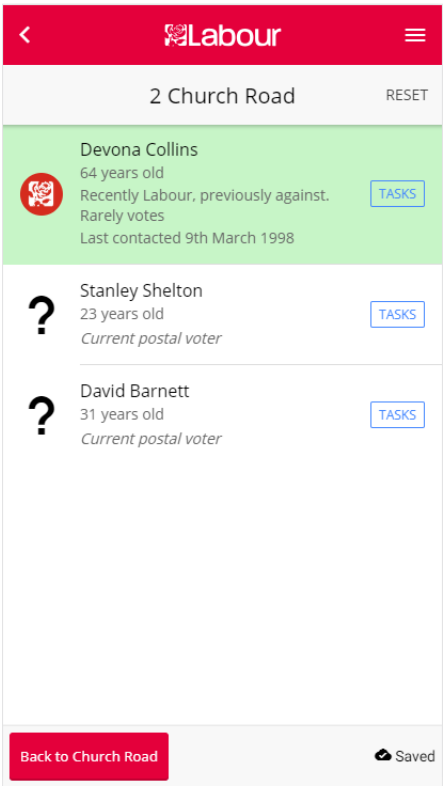
You can then click into an individual property to bring up the names of the electors in the house, and information such as their previous voter ID, their broad voting record, whether they are a postal voter or not and their age if we know it. If no one answers the door, you can hit "Not In" in the top-left.

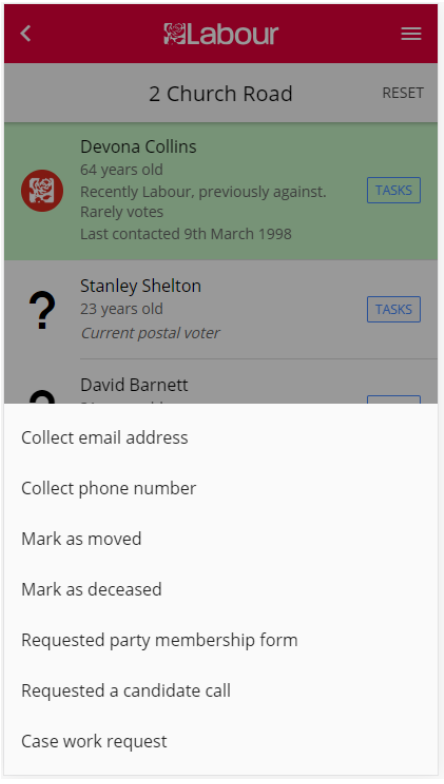




If you speak to an elector, click on their name to be taken to the screen where you can enter responses to the standard voter ID questions and any other local questions you added to the report from Contact Creator. Press "Log Contact" at the bottom when done.

You can then go into any other elector's you spoke to and enter data about them, and click "Back to Road" at the bottom to move on to the next house.





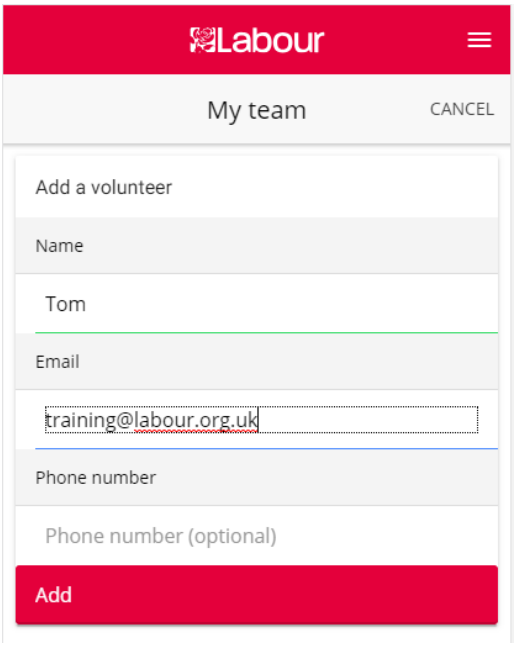
You can also press "Tasks" next to an elector's name to record additional information about them, such as if they have moved or died.

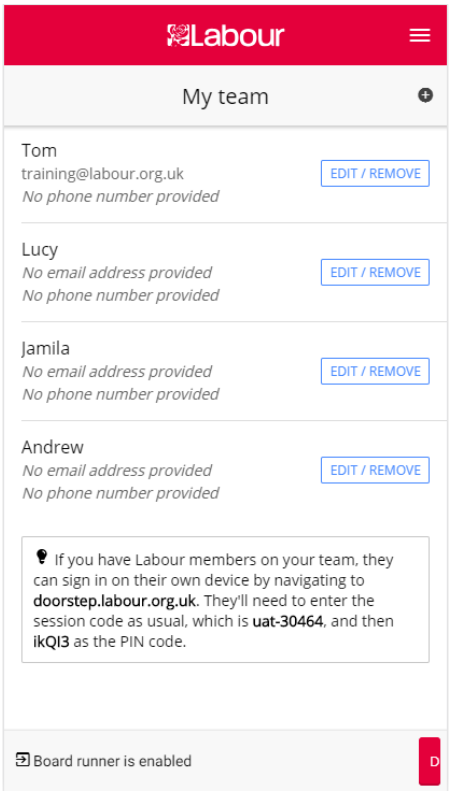
You can also collect phone numbers or email addresses – these screens **must** be completed by the elector themselves by typing in their details, so they can agree to the privacy policy.

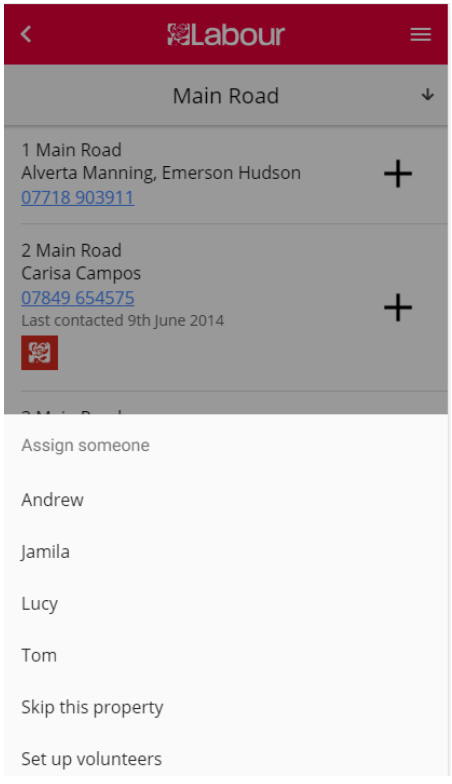
Using the App (Boardrunner Mode)

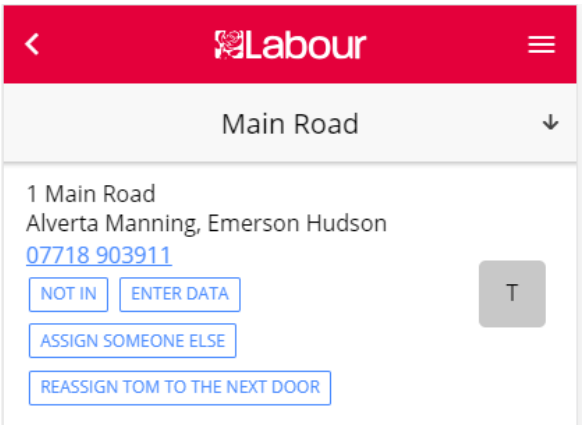
Boardrunner mode works in a very similar way to the normal mode as described above, but rather than being used by individual activists on their phones, it is designed to be used by a single person replacing the clipboard and paper sheets on a tablet device.

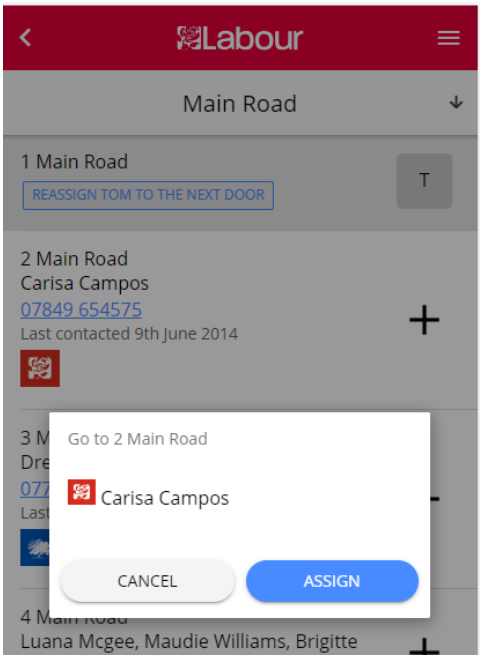
Enable Boardrunner mode by clicking “Set up a team” on the homepage of the app, or pressing “Boardrunner” from the menu. You can then set up a team of activists who are on your round, and assign them to properties in the street:











Once a person is assigned to a property, they can be reassigned to a different property and the people they were previously assigned to will automatically be marked as "Not In". You can also click "Reassign Tom to the next door" and the app will assign the volunteer to the next un-canvassed property in the street.

This is primarily designed to work in simple to canvass streets e.g. when you are going straight up and down a long street. In more complex street structures it's probably best to assign people manually.

Other functionality in Boardrunner mode, such as entering data and tasks, works the same way as the rest of the Doorstep App as described above.

FAQs

How to save?
Every time you select the 'Log contact' option, the Voter ID responses are automatically saved and synced back to Contact Creator. To check if any data needs to be manually saved, review the 'Data sync' option from the ☰ menu. If you are offline, data will be synced when you reconnect.

Can I use the App offline?
Yes – you will need internet connectivity to login to the app, but once you have done that you can go offline. Data will sync back when you regain connectivity.

I've ran a report but haven't received the PIN?
The mostly likely reason for this is either you haven't ticked the "Publish report to tablet app" checkbox on Stage 1 of running a report, or your report contains more than 1500 electors which is the max to load onto the app.

For more information about the Doorstep App visit https://labour.org.uk/members/activist-area/tools-for-activists/campaign-technology-support-team/ or contact us on campaigntechnology@labour.org.uk

Document control

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28/03/2019	TA	1.0	First version

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