

Merging Voter Registration Information with Voter History

1. Make sure both worksheets are open
2. Determine how much information you would like merged from the Voter Information sheet onto the Voter History sheet.
3. On the voter history sheet, in the first open cell to the right of the data (F2) below the header line, enter the following formula:

=VLOOKUP(\$A2,

Then, on the voter registration information sheet, select all information you would like transferred. You need to ensure that the Voter ID Number is on the furthest left of the selection field and that it extends from the first and last Voter ID Number then as far right to include the amount of information you want to merge. After you have selected all fields that you would like included (which will show in the formula), finish the formula on the voter history sheet as such:

,COLUMN(B1),FALSE)

The final formula will end up looking similar to this:

=VLOOKUP(\$A2,'SearchExport-2016218-2251.csv'!\$A\$4:\$AQ\$1918,COLUMN(B1),FALSE)

4. Press enter
5. Click on the cell with the formula you just entered (make sure you cannot see a cursor)
6. Drag the small square on the bottom right of the cell down to the last line of data on the worksheet
7. Ensure that the new column of data is still selected and drag the same small square to the right across as many columns of data you selected to merge.
8. You can cut and paste column headings from the Voter Registration Information sheet based on the amount of information you pulled.
9. From here, you can sort the columns to determine the information needed by any of the fields listed on the top row.
10. The "Last Registration Date," "Last Updated Date," and "Date Last Voted" will be in numeric format, you will need to change the format of these cells by highlighting the column, right clicking, selecting "Format Cells," then clicking on "Date" and then selecting "*03/14/2001" under "Type."
11. A field with "0" indicates a field that did not have information entered.