

# Data Mapping & Technology

## *Using Technology to Support Your Work*

Modern outreach relies on data management and technology tools. Understanding how to work with these systems is essential for tracking impact, improving efficiency, and supporting the broader mission.

### Data Entry Best Practices:

- Accuracy is paramount—verify all information before submitting
- Legible handwriting ensures data can be read correctly
- Include all required fields—don't leave anything blank
- Double-check contact information for accuracy
- Note any special circumstances or follow-up needs

### Technology Tools You'll Use:

- Mobile applications for real-time tracking
- Database systems for petition information
- Communication platforms for team coordination
- Reporting dashboards for monitoring progress

### Data Security and Privacy:

- Protect personal information of supporters and colleagues
- Never share access credentials with unauthorized people
- Follow all protocols for handling sensitive data
- Report any security concerns immediately
- Understand data retention and deletion policies

#### Troubleshooting Technology Issues:

- Document what went wrong and when
- Take screenshots or photos of error messages
- Contact tech support with specific details
- Document workarounds you use in the meantime
- Provide feedback about technology problems to improve systems