

TownVOTE 3.0

User Guide



Launch the EZ-VOTE Connect app from the desktop and select the **Voting & Elections** module (banner) from the Dashboard:



Figure 1 - Select Voting & Elections from the Connect Dashboard

Overview

To run a voting session in “TownVOTE” you’ll need:

- **Topic List/Speakers Queue**
- **Participant List**

There is also **Ad-Hoc Polling** and **View Reports** buttons on the left Sidebar menu. These are used to vote on a topic that you haven’t had a chance to prepare yet – and you’ll type it right after you click the Ad-Hoc Polling button.

The View Reports button takes you to the list of sessions



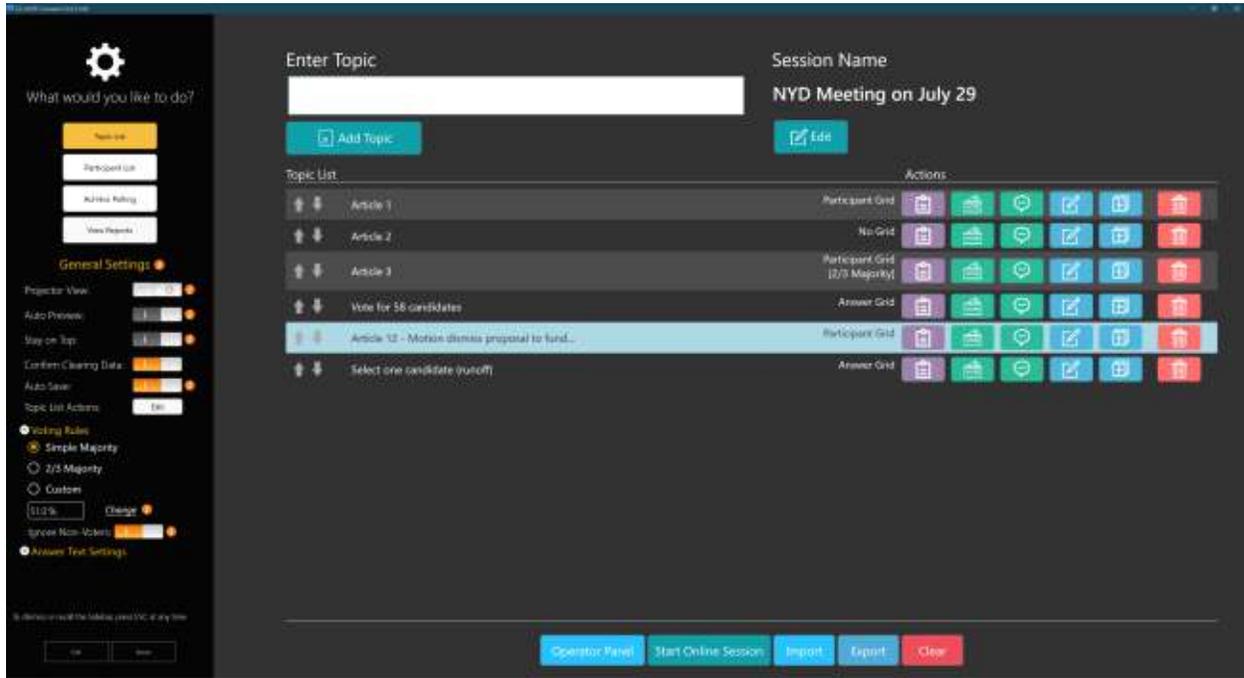


Figure 2 - Define your Agenda on the Topic List page. Enter your Articles/Motions here so you can vote on them quickly and efficiently.

Topic List allows you to pre-load all your voting topics (e.g. Articles, or Motions) ahead of time, organize them in the order that you expect to vote on them (i.e. create a Meeting Agenda), and edit them on the fly, if needed. Simply press Enter after each topic text and start typing the next one. This section also offers a **Speakers Queue**, so that participants can vote to speak For or Against any of the issues.

Using a **Participant List** is a critical step that ensures only the people who are authorized to vote will be able to participate in the polling. Simply provide the information with linked Keypad ID and Name and TownVOTE will take care of the rest.

Ad-Hoc Polling allows you start polling on any topic at any time – no preparation needed. Simply start the ad-hoc poll, type the topic text and open polling. Close the poll and start a new one with just a Spacebar.

Topic List

When the app starts, you can start entering your pre-defined topics (i.e. motions, amendments) in the **Topic List** section:



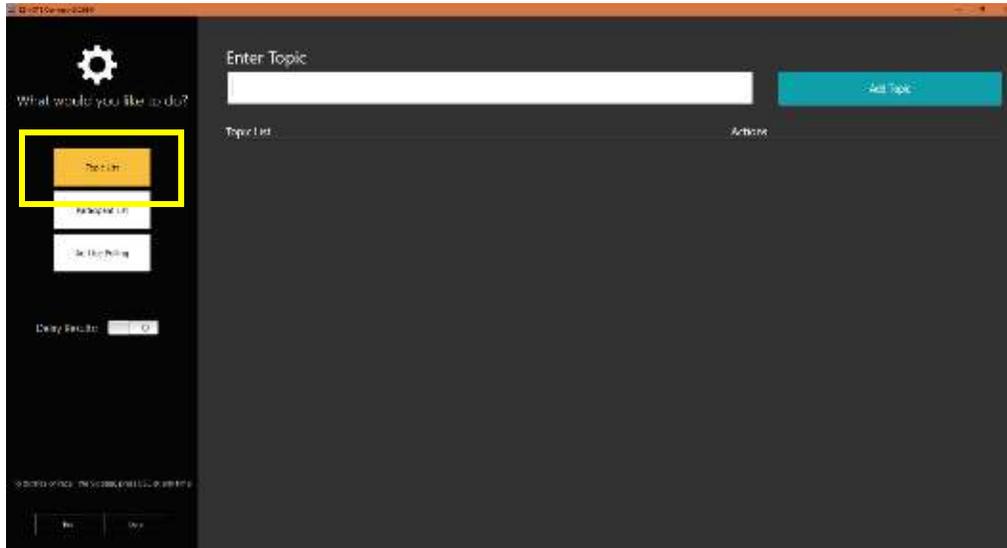


Figure 3 - Enter your motions and amendments in Topic List

Speakers Queue

Right in the **Topic List**, you can edit, reorder and delete the upcoming topics to ensure the correctness of reporting. Feel free to switch back-and-forth between pre-defined **Topic List** and the **Ad-Hoc Polling**, and 'open the floor' to questions using the **Speakers Queue** feature.

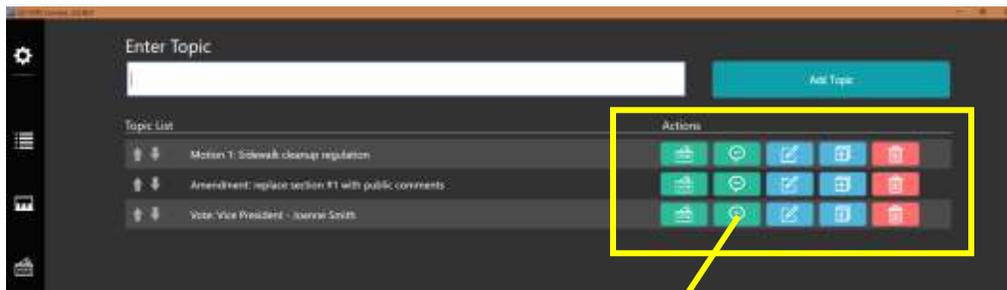


Figure 4 - Edit, Duplicate, or Delete your Topics easily from here.



Figure 5 - Speakers Queue records participants' desire to speak For or Against any issue

Participant List

To start the polling session, you'll need to create, or import a Participant List (PL). Head over to the **Participant List** section to do that:



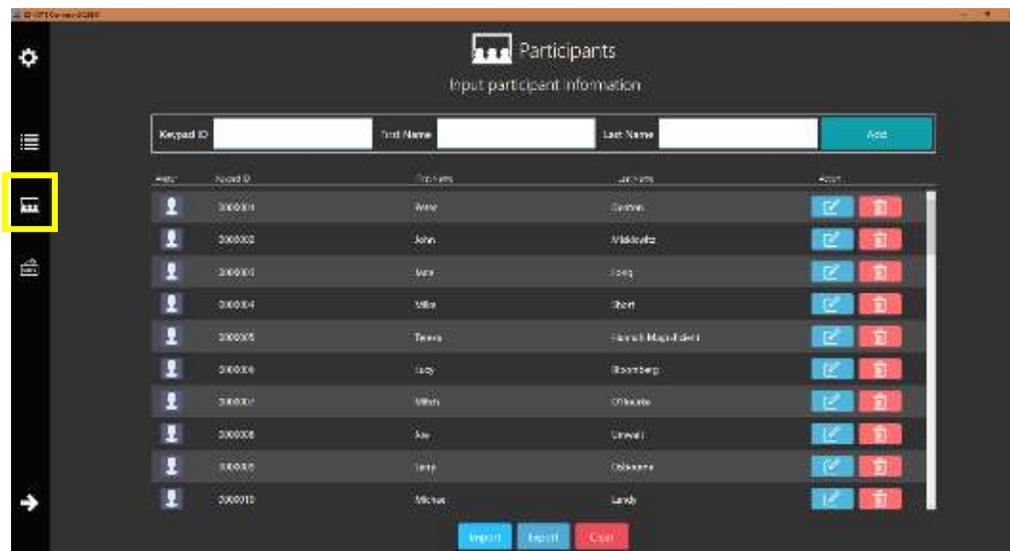


Figure 6 - Participant List management is quick and easy

Only the keypads in the **Participant List** will have their votes registered, so you can be sure only the authorized voters are participating and able to weigh-in on the vote.

Import from a simple CSV file like this:

- 1, Peter, Denton
- 2, John, Miskewitz
- 3, Jane, Long
- 4, Mike, Short



Ad-Hoc Polling

If your voting session is not scripted and you don't know what topics will come up for vote, you can simply start the polling session and enter all motions, or amendments on the fly, using the **Ad-Hoc Polling** section:

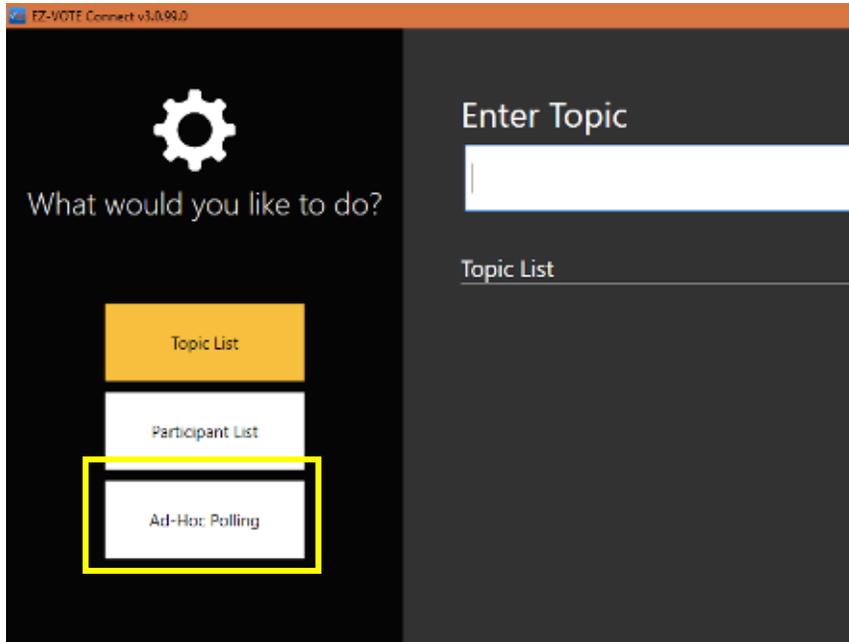


Figure 7 - With Ad-Hoc Polling, you can poll just-in-time, without advanced preparation

As soon as your base receive is connected, detected, and you can see the **Voting Grid**, press Spacebar to start the first poll. Type the text for the first vote, and press Enter, or click Open Vote:

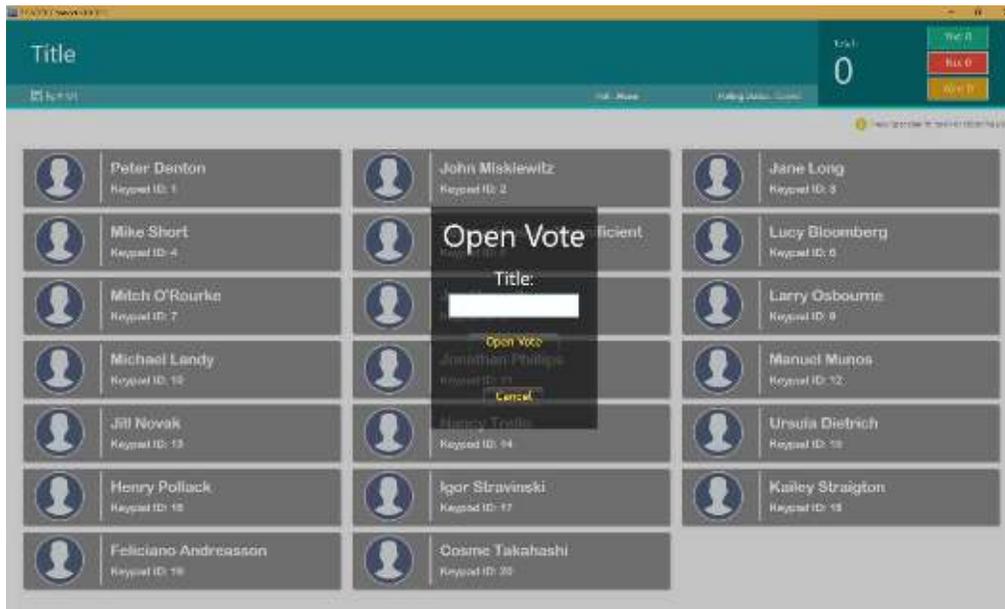


Figure 8 - Spacebar opens and closes the poll at any time.



TownVOTE 3.0 User Guide

While voting is in progress, you will see the **Vote Counters** at the top update in real-time, giving you instant consensus on the progress of the vote:

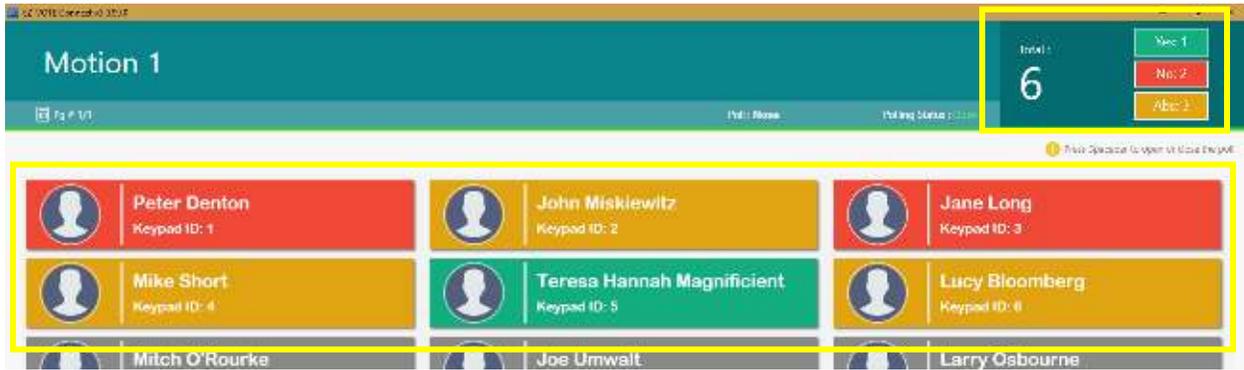
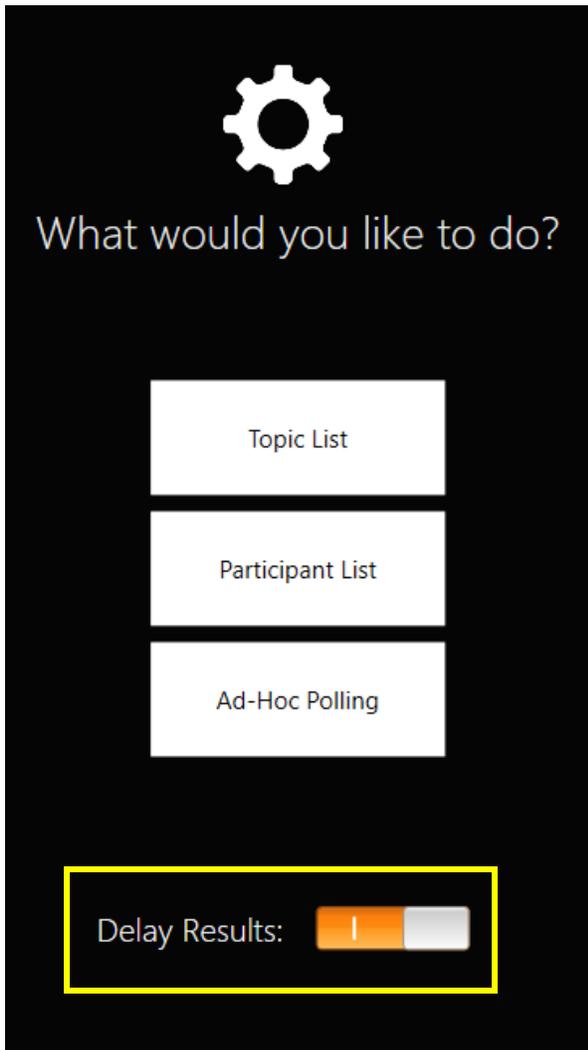


Figure 9 - Real-Time Voting Grid and Vote Counters allow you to instantly evaluate each vote

If you wish, you can turn off the real-time update of the **Voting Grid**, so that only the anonymous **Vote Counters** show the current progress. Simply turn **Delay Results** option on and when you manually close the poll, the individual polling results will be revealed:



TownVOTE 3.0 User Guide

TownVOTE also provides an at-a-glance poll outcome evaluation. The status bar at the top of the screen will simply turn red, or green, depending on whether the vote has Passed or Failed.

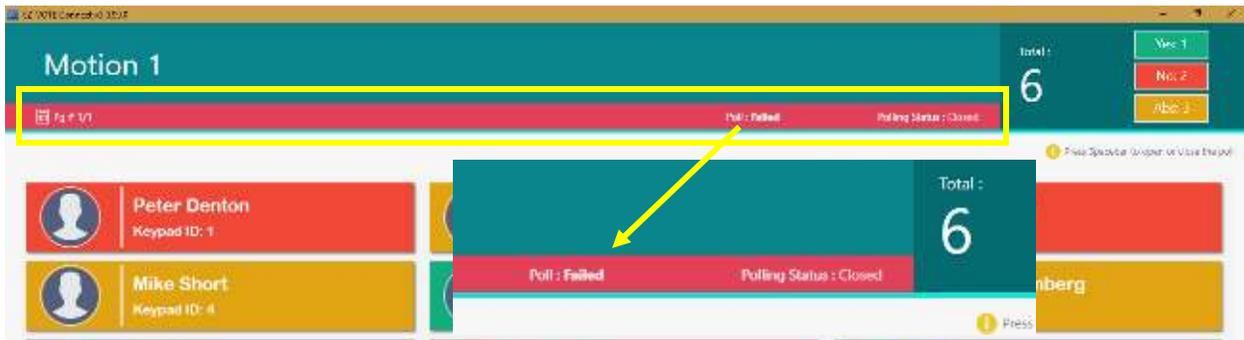


Figure 10 - Polling Status Bar will turn green or red to indicate the vote passing or failing

Auto-detect the hardware. If hardware is not detected, Demo Mode will be enabled.

Participant List must be selected. CSV format is accepted and it doesn't have to have column headers.

Select the CSV file and click Open.

If Demo Mode is enabled, you can disable the message on top of the screen, by pressing Shift+D.

Open vote by pressing Spacebar.

Close vote by pressing Spacebar again.

Add columns of voters' names, press + (plus). To reduce the number of columns, press - (minus).

To navigate from one page (of names) to another, press the right or left arrow (← or →).

To toggle between Windowed and Full Screen mode, press F11.

Toggle between Absolute votes and Percentages by pressing P.

To clear the votes, press C.

Summary of Keyboard Shortcuts

P	Percentage vs. Absolute Numbers
+/-	Add/remove columns
C	Clear votes
Space	Start/Stop vote
Shift+D	Toggle demo message
F11	Toggle full screen

