



Assembly Voting
Dedicated to democracy

CONFERENCE VOTING

V. 1.6

CONFERENCE USER MANUAL



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INTRODUCTION AND ADVISED PROCESS

Assembly Conference Voting is the solution for conducting online statutory and non- statutory elections at AGMs (Annual General Meetings), EGMs (Extraordinary General Meetings) and SGMs (Special General Meetings). Whether the participants are in the same room or whether they are sitting apart, they can all see what the conductor presents and participate with questions and in the ongoing elections. All in a secure and user-friendly system for both the meeting managers and the participants.

Election participant

Assembly Conference Voting is accessed through a link by email or SMS sent from the campaign module.

Election Observer

Assembly Conference Voting is accessed through an observer link by email or SMS. It can be password protected or open. Observers will not be able to vote or communicate – only observe.

Organisation Owner

Assembly Conference Voting can be accessed through the backend, where organisation owners can setup and conduct the elections.

Organisation Manager

Assembly Conference Voting can be accessed through the backend, where organisation managers can setup and conduct the elections.

Election Manager

Assembly Conference Voting can be accessed through the backend, where election managers can only edit and conduct elections, which an Organisation Owner/Manager has assigned them to.

Operators

Assembly Conference Voting can be accessed through the backend, where system operators can view configuration and conduct the elections, which an Organisation Owner/Manager has assigned them to.

Order of Actions setting up a conference

There are many ways to set up a conference, but the advised order is:

1. Configuration page
2. Ballots and presentation slides with options
3. Voter group(s)
4. Voters import (mapping them to voter group(s) in the process of importing them. Make sure that all voters are assigned to a voter group. Mark the voters you will use for test as demo voters

5. Templates mail template(s) and/or SMS template(s)
6. Make all tests needed in demo mode with demo voters
7. Optionally send out invitation to production voters in due time before the conference for them to try to log in. In demo mode, production voters will go to a screen confirming their successful login and saying that the event is not yet open.
8. When done testing – go to production mode.
9. When meeting starts push “initiate meeting”.
10. When meeting is done – push “Conclude meeting”

A number of things to consider...

Number of election codes.

It is advised to use more than 1 election code for voters to log in to the conference. If only 1 code is used – a wrong person receiving the election code could vote. Optimally you would send 1 code by SMS and another by email, but you could also combine a known information like birthdate or e.g., employee number with an election code.

Sensitive personal information.

Good data protection practice says that you should only use sensitive data, if no other options are available. In other words – don't use e.g., sensitive information if you have other means of attaining the same effect.

Mails are sent out as secure email – but the SMS technology is not considered a safe media for sensitive information.

RULESETS AND RESULT METHODS CALCULATION

Default voting:

A ballot with default voting emulates regular vote submission, where crosses are simply placed on the ballot. Minimum and max number of votes on the ballot.

Ranked voting:

A ballot with ranked voting emulates the case where the order of the placed crosses (numbers) is of importance to the result generation. This ruleset has special result calculations such as the

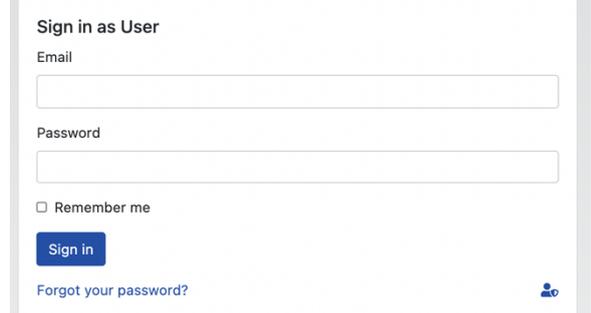
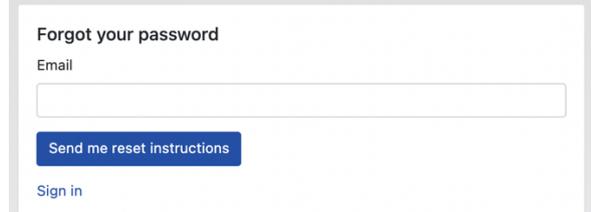
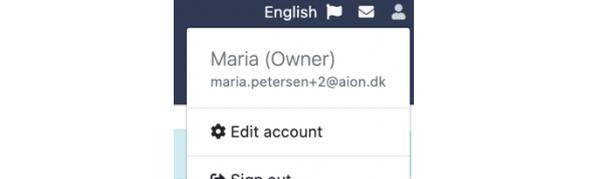
- Prioritisation method
- Score methods (Whole numbers)
- Score method (Fractions)

Split voting:

A ballot with split voting emulates the case where a voter's weight represents the number of physical ballots they would have. They can distribute the number of ballots over several options.

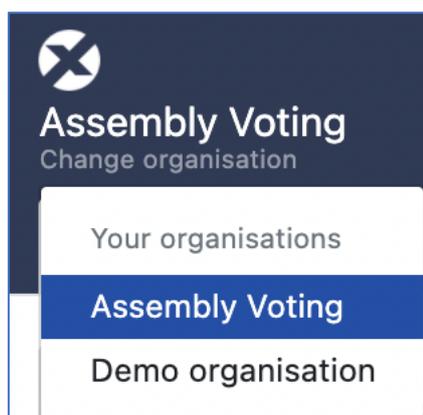
LOGIN

To get access to backend you need to login.

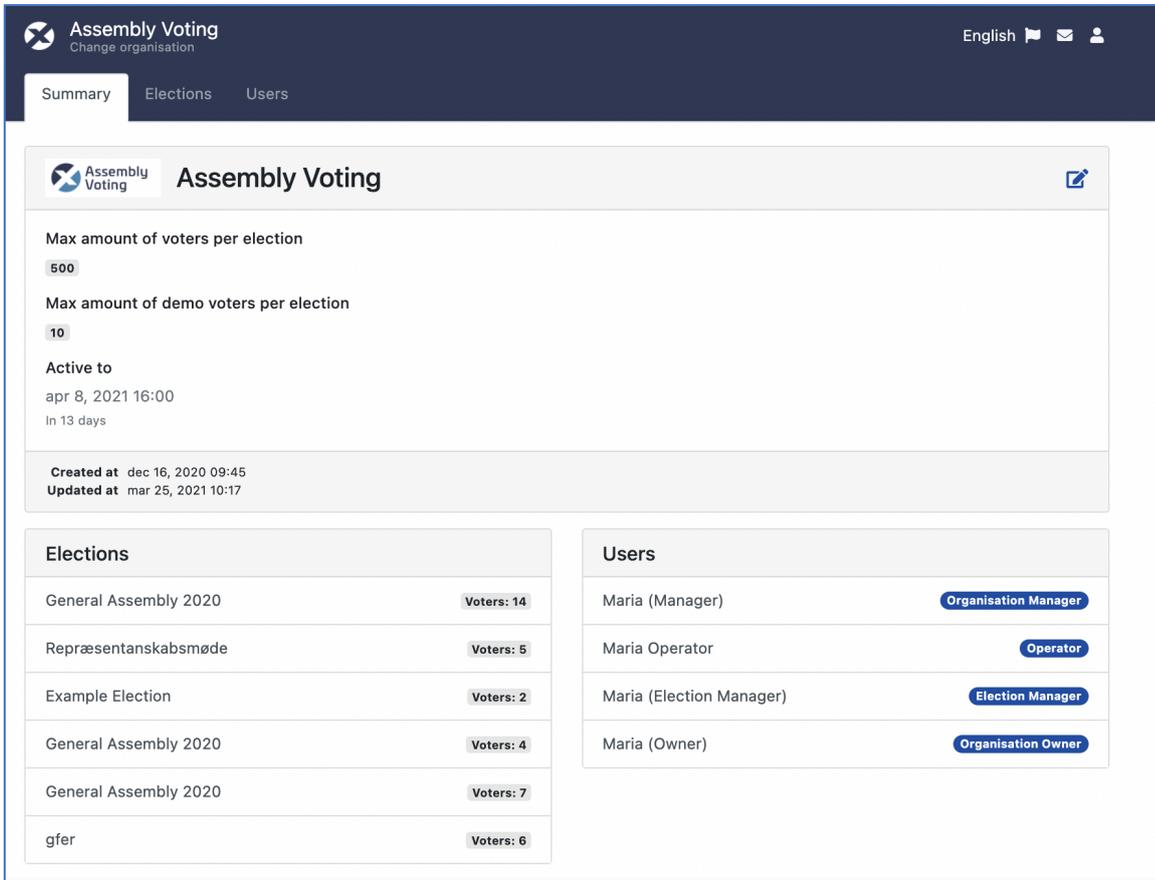
	<p>Login</p>	<p>Use the username and password you have chosen or been given. Or go to “Forgot your password” to set a new password.</p>
	<p>Forgot your password or first time logging in</p>	<p>Write the email you are registered with in the system. An email with a reset link will be sent to the email.</p>
	<p>User toolbar</p>	<p>In the top right corner of the screen it is possible to change language, see system announcements, and edit account and sign out of your account.</p>

ORGANISATIONS

When you log on as a user, you start on your “Organisation summary”, where you will see an overview of elections and admins connected to your organisations. You can navigate to the election by going to the different tabs. If you have been attached to several organisations you can toggle between them by accessing the dropdown menu “Change organisation” in the left corner.



Summary



Assembly Voting
Change organisation

English 🇬🇧 📧 👤

Summary Elections Users

Assembly Voting

Max amount of voters per election: 500

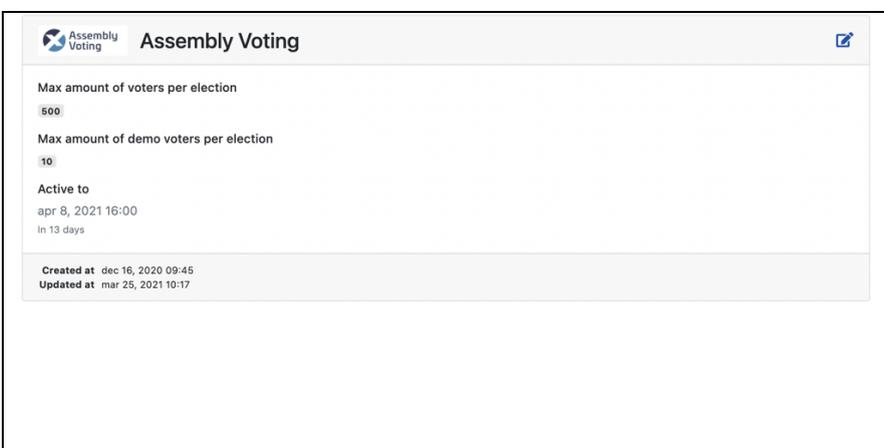
Max amount of demo voters per election: 10

Active to: apr 8, 2021 16:00
In 13 days

Created at: dec 16, 2020 09:45
Updated at: mar 25, 2021 10:17

Elections	Users
General Assembly 2020 Voters: 14	Maria (Manager) Organisation Manager
Repræsentantskabsmøde Voters: 5	Maria Operator Operator
Example Election Voters: 2	Maria (Election Manager) Election Manager
General Assembly 2020 Voters: 4	Maria (Owner) Organisation Owner
General Assembly 2020 Voters: 7	
gfer Voters: 6	

The summary will give you a fast overview of details and links to:

	<p>Organisation setup</p>	<p>Shows Name, logo and dates for creation of organisation and last date for update of organisation. You will need to contact your supplier to add more organisations if needed.</p>
--	----------------------------------	--

<table border="1"> <thead> <tr> <th colspan="2">Elections</th> </tr> </thead> <tbody> <tr> <td>General Assembly 2020</td> <td>Voters: 14</td> </tr> <tr> <td>Repræsentskabsmøde</td> <td>Voters: 5</td> </tr> <tr> <td>Example Election</td> <td>Voters: 2</td> </tr> <tr> <td>General Assembly 2020</td> <td>Voters: 4</td> </tr> <tr> <td>General Assembly 2020</td> <td>Voters: 7</td> </tr> <tr> <td>gfer</td> <td>Voters: 6</td> </tr> </tbody> </table>	Elections		General Assembly 2020	Voters: 14	Repræsentskabsmøde	Voters: 5	Example Election	Voters: 2	General Assembly 2020	Voters: 4	General Assembly 2020	Voters: 7	gfer	Voters: 6		Elections	Overview and Links to the current elections created under the organisation. Elections will be explained in the next chapter "Election overview (organisation level)"
Elections																	
General Assembly 2020	Voters: 14																
Repræsentskabsmøde	Voters: 5																
Example Election	Voters: 2																
General Assembly 2020	Voters: 4																
General Assembly 2020	Voters: 7																
gfer	Voters: 6																
<table border="1"> <thead> <tr> <th colspan="2">Users</th> </tr> </thead> <tbody> <tr> <td>Maria (Manager)</td> <td>Organisation Manager</td> </tr> <tr> <td>Maria Operator</td> <td>Operator</td> </tr> <tr> <td>Maria (Election Manager)</td> <td>Election Manager</td> </tr> <tr> <td>Maria (Owner)</td> <td>Organisation Owner</td> </tr> </tbody> </table>	Users		Maria (Manager)	Organisation Manager	Maria Operator	Operator	Maria (Election Manager)	Election Manager	Maria (Owner)	Organisation Owner		Users	Overview and Links to the backend users of the system. Users will be explained in chapter "Users overview (organisation level)"				
Users																	
Maria (Manager)	Organisation Manager																
Maria Operator	Operator																
Maria (Election Manager)	Election Manager																
Maria (Owner)	Organisation Owner																

Election overview

Edit an election by clicking the small magnifying glass  or make a new election by clicking "New election" where you can choose between an "Empty election" or an "Example election". The latter will create a demo election that you can browse through and preview how an election can look like when it has been setup.

Assembly Voting
Change organisation
English

Summary Elections Users Auditing Accounting

Elections

+ New Election

Search

Id	Title	Mode	Slug	Created at
34	Example Election	Demo	6a6d354a	mar 24, 2021 10:00
33	Repræsentantskabsmøde	Production	46a740c6	mar 23, 2021 15:07
21	gfer	Demo	gfer	feb 23, 2021 14:03
14	General Assembly 2020	Demo	firma	dec 17, 2020 15:15
9	General Assembly 2020	Production	163116b8	dec 16, 2020 10:28
8	General Assembly 2020	Demo	General-Assembly-2020	dec 16, 2020 10:26

Displaying **all 6** elections

Filters

Search an election by using filters

<div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 10px;"> <p>Filters</p> <input style="width: 90%; border: none;" type="text" value="Slug"/> Search </div> <div style="border: 1px solid #ccc; padding: 5px;"> <p>Filters</p> <input style="width: 90%; border: none;" type="text" value="Slug test"/> Search ✕ </div>	<p>Slug search</p> <hr/> <p>Reset table</p> <div style="background-color: yellow; padding: 2px 5px; border-radius: 3px; text-align: center; width: 20px; margin: 5px auto;">✕</div>	<p>Search in slug – needs precise slug</p> <hr/> <p>Resets the filter for the search</p>
---	---	--

New election

<p>New Election</p> <p>Locales</p> <ul style="list-style-type: none"> <input checked="" type="checkbox"/> English <input type="checkbox"/> French <input type="checkbox"/> Danish <input type="checkbox"/> Swedish <input type="checkbox"/> Finnish <input type="checkbox"/> German <input type="checkbox"/> Russian <p>Title</p> <p>en</p> <p><input type="button" value="Create Election"/> <input type="button" value="Cancel"/></p>	<p>Locales</p>	<p>Choose one or multiple languages. If wanted language is not there – contact your provider for a translations file.</p>
	<p>Title</p>	<p>Type title name of the election. If multiple locales has been chosen a translation is required in chosen locales.</p>

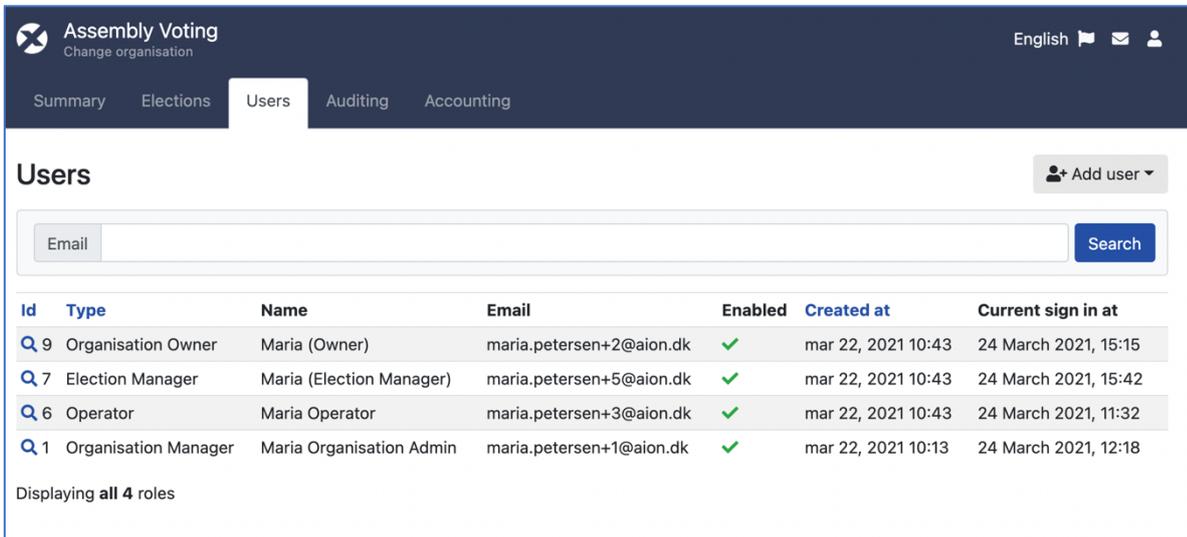
Give the new election a title and choose language(s). For configuration of an election go to Configuration tab.

If you need an election in a language not available – please contact supplier.

Users overview

In the Users overview – you have an overview of users and operators under the Organisation.

You can make new users on the “Add user” dropdown menu or edit or delete existing users.



Id	Type	Name	Email	Enabled	Created at	Current sign in at
9	Organisation Owner	Maria (Owner)	maria.petersen+2@aion.dk	✓	mar 22, 2021 10:43	24 March 2021, 15:15
7	Election Manager	Maria (Election Manager)	maria.petersen+5@aion.dk	✓	mar 22, 2021 10:43	24 March 2021, 15:42
6	Operator	Maria Operator	maria.petersen+3@aion.dk	✓	mar 22, 2021 10:43	24 March 2021, 11:32
1	Organisation Manager	Maria Organisation Admin	maria.petersen+1@aion.dk	✓	mar 22, 2021 10:13	24 March 2021, 12:18

Displaying all 4 roles

User types

There are four different user types that can be created. This section gives an overview of the different types and their roles within the organisation site.

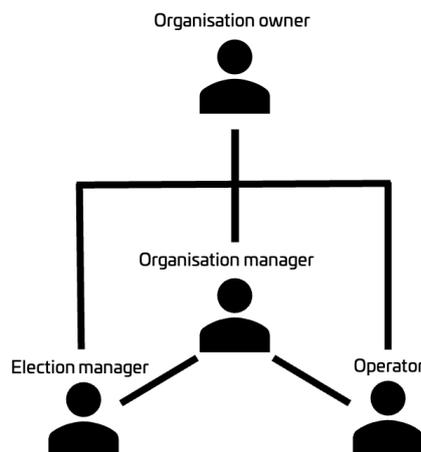


Table overview of user roles and permissions:

	Organisation Owner	Organisation Manager	Election Manager	Operator
Organisation level				
Create user	x	x		
Modify user types	x	x		
Delete users	x	x		
Send reset password	x	x		
Permissions	x	(x)		
Create elections	x	x		
Assign elections	x	x		
Auditing	x	(x)		
Accounting	x	(x)		
Election level				
Modify elections	x	x	x	
Configuration	x	x	x	
Manage campaigns/templates	x	x	(x)	
Manage voters	x	x	(x)	
Slides	x	x	x	x
Live	x	x	x	x

(x) - Only if permission has been given by organisation owner or organisation manager.

New user

	<p>Click on the dropdown menu 'Add user' to invite a user to your organisation.</p> <p>Choose a user type from the dropdown to continue.</p>
	<p>Type the e-mail address of the user you wish to add and click "Send invite".</p>

Summary
Elections
Users
Auditing
Accounting

Organisation Manager was successfully created. x

User

Name
[blank]

Email
maria.petersen+12@aion.dk

Enabled

Last sign in at
Never

Created at mar 25, 2021 10:25
Updated at mar 25, 2021 10:25

Role within organisation

Type
Organisation Manager

Display name
[blank]

Permissions

Auditing <input checked="" type="checkbox"/>	Accounting <input checked="" type="checkbox"/>	Permissions <input checked="" type="checkbox"/>
--	--	---

You will be redirected to the new user's profile details.

The invitation will be received in the user's inbox and they will have to click on the link to confirm their account.

User Permissions and Access

User

Name
Maria (Election Manager)

Email
maria.petersen+5@aion.dk

Enabled

Last sign in at
mar 24, 2021 11:44
1 day ago

Created at mar 22, 2021 10:43
Updated at mar 24, 2021 15:43

Role within organisation

Type
Election Manager

Display name
[blank]

Permissions

Manage voters <input checked="" type="checkbox"/>	Manage campaigns <input checked="" type="checkbox"/>
---	--

Elections

General Assembly 2020	<input type="checkbox"/>
Repræsentantskabsmøde	<input type="checkbox"/>
Example Election	<input type="checkbox"/>

Organisation Owners and Organisation Managers have access to all elections, whereas Election Managers and Operators will need to be given access to elections by an owner or manager. To give access go to the Election Manager's or Operator's user profile. Next to Elections click the  to give access to existing elections.

Organisation Owners can edit permissions of the Organisation Managers by clicking on  next to the Role within organisation. Here the permissions to view Auditing and Accounting can be configured as well as giving the Organisation Manager permission to handle permissions regarding other users. Similarly, an Organisation Owner or an Organisation Manager (with permissions) can edit, whether an Election Manager should be given permissions to manage Voters and Campaigns in an election.

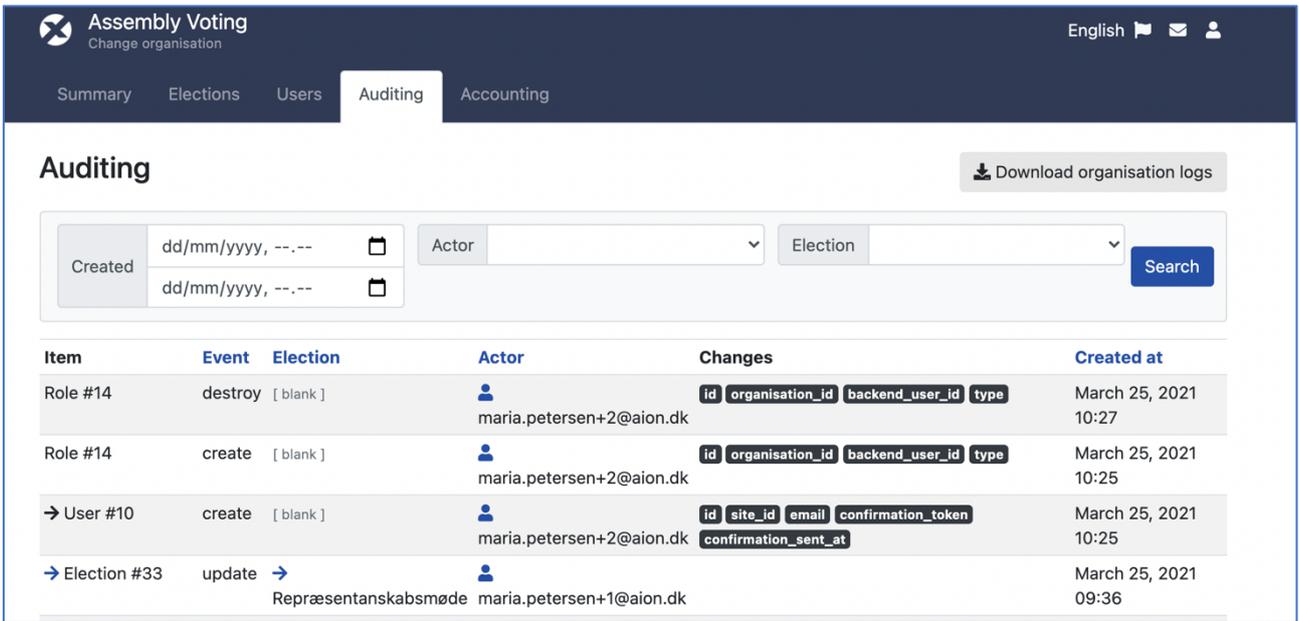
To change a user role the Organisation Owner can click on  next to the Role within organisation.

To delete a user the Organisation Owner can click on  next to the Role within organisation.

Auditing

In the Auditing pane under Organisations, you will have the full overview of all backend updated made by users, marked with a time stamp and responsible Actor.

You can navigate in the log by using the filter function and you can download the full logs. If you are only interested in a single election – you should filter the specific election instead.



The screenshot shows the 'Auditing' section of the Assembly Voting application. At the top, there's a navigation bar with 'Summary', 'Elections', 'Users', 'Auditing', and 'Accounting'. The 'Auditing' tab is active. Below the navigation bar, there's a 'Download organisation logs' button. The main area contains a search filter with two 'Created' date pickers, 'Actor' and 'Election' dropdown menus, and a 'Search' button. Below the filter is a table of audit logs.

Item	Event	Election	Actor	Changes	Created at
Role #14	destroy	[blank]	 maria.petersen+2@aion.dk	id organisation_id backend_user_id type	March 25, 2021 10:27
Role #14	create	[blank]	 maria.petersen+2@aion.dk	id organisation_id backend_user_id type	March 25, 2021 10:25
→ User #10	create	[blank]	 maria.petersen+2@aion.dk	id site_id email confirmation_token confirmation_sent_at	March 25, 2021 10:25
→ Election #33	update	→ Repræsentantskabsmøde	 maria.petersen+1@aion.dk		March 25, 2021 09:36

Item

→ Campaign #38

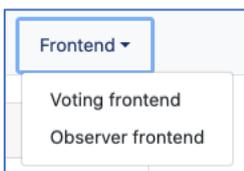
If a small blue arrow is in front of the log – you can click to link to the information.

USER OVERVIEW UNDER SPECIFIC ELECTION

When you have created or start editing an election, you will have 8 menu tabs: SUMMARY, CONFIGURATION, SLIDES, VOTER GROUPS, VOTERS, CAMPAIGNS, TEMPLATES, AND LIVE.

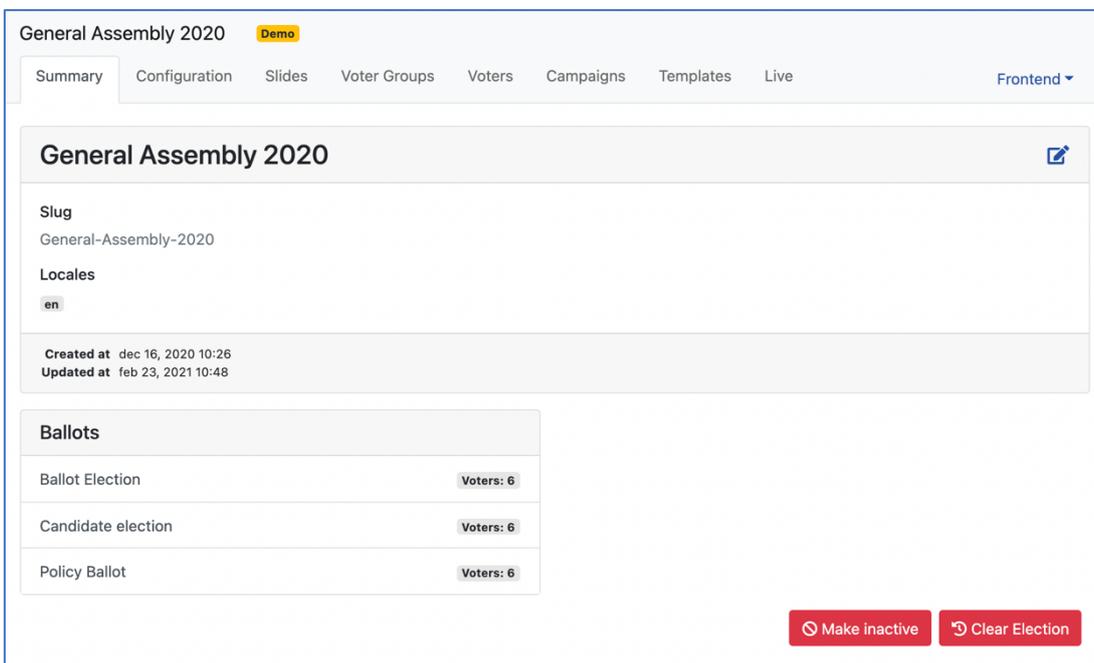


You will also have a small dropdown “Frontend” with links to the voters and observer’s frontend – these will open in a new tab, when clicked.



We will go through the 8 different tabs below.

Summary



The summary will give you a fast overview of details and links to:

<p>General Assembly 2020 ✎</p> <p>Slug General-Assembly-2020</p> <p>Locales en</p> <p>Created at: dec 16, 2020 10:26 Updated at: feb 23, 2021 10:48</p>	Election setup	<p>Gives you an overview of organisation name, slug, locales/languages and when election was setup as well as last edited.</p> <p>Click on  if you wish to delete the election or change slug, locales, or title.</p>								
<p>Ballots</p> <table border="1"> <tr><td>Ballot 1</td><td>Voters: 8</td></tr> <tr><td>Ballot 2</td><td>Voters: 8</td></tr> <tr><td>Ballot 3</td><td>Voters: 8</td></tr> <tr><td>Nyt</td><td>Voters: 0</td></tr> </table>	Ballot 1	Voters: 8	Ballot 2	Voters: 8	Ballot 3	Voters: 8	Nyt	Voters: 0	Ballots	Overview of ballots with number of voters registerable to the ballot.
Ballot 1	Voters: 8									
Ballot 2	Voters: 8									
Ballot 3	Voters: 8									
Nyt	Voters: 0									
	Alert guide	A help box that highlights any errors or missing e.g., translations. Click the wrench tool to go and correct errors.								

Clear election:

Functionality that deletes all votes and voters from the election.

Clear Election ✕

This will delete all votes and voters in this election, are you sure this is what you want to do?

Close
Clear Election

Make inactive/active:

Functionality that disables or enables the election. It will redirect to the Live tab.

Configuration

General Assembly 2020 Demo

Summary
Configuration
Slides
Voter Groups
Voters
Campaigns
Templates
Live
Frontend ▾

In this tab you set up the master configuration of the conference/election.

Main

	Locales	Make choice of languages. If a language is not available contact supplier to get it added.
--	---------	--



Main Locales locales en da Title local_string en General Assembly 2020 Description local_string en <p>Welcome to the General Assembly 2020.</p>	Title	Title on the frontpage of election site.
	Description	Description will be visible on the left side of the login page to the live election.

Election Codes

Election Codes Amount of election codes select 1 Login link prefill checkboxes Election code 1 Election code 1 label local_string en Election Code 1 da Valgkode 1 Election code 1 help local_string	Amount of election codes	Choose between 1 and 3 codes. It is Recommended to send 1 code per email and second per SMS to avoid that e.g., email goes to the wrong person.
	Login link prefill	If clicked the election code sent by email or SMS from the system prefills the election code(s)
	Election code label	Label on login page
	Election code help	Help text to login field on login page.
	Election code 1 label	Election code 1 label

Encryption

<div style="border: 1px solid #ccc; padding: 5px;"> <p>Encryption</p> <p>Encryption type select</p> <p>AES encryption</p> </div>	Encryption type	Unencrypted or encrypted with AES. This encryption concerns the transmission layer and is advised to be encrypted.
--	-----------------	--

Voter Counts

<div style="border: 1px solid #ccc; padding: 5px;"> <p>Voter counts</p> <p>Enabled boolean</p> <p><input checked="" type="checkbox"/></p> <p>Shown counts checkboxes</p> <p><input type="checkbox"/> Total voters <input type="checkbox"/> Voters present</p> <p><input type="checkbox"/> Eligible voters present</p> <p>Voting progress bar select</p> <p>Votes / eligible voters present</p> </div>	Enabled	Enable/disable voter counts visible in the sidebar for both voters and users.
	Shown counts	Total voters Voters present Eligible voters present Weight sum of eligible voters present
	Voting progress bar	Choose which values the voting progress bar uses to display the progress. <div style="border: 1px solid #ccc; padding: 5px; margin-top: 5px;"> <p>Hide the progress bar</p> <p>Votes / eligible voters total</p> <p>✓ Votes / eligible voters present</p> <p>Vote weights / weight of eligible voters total</p> <p>Vote weights / weight of eligible voters present</p> </div>

User Modules

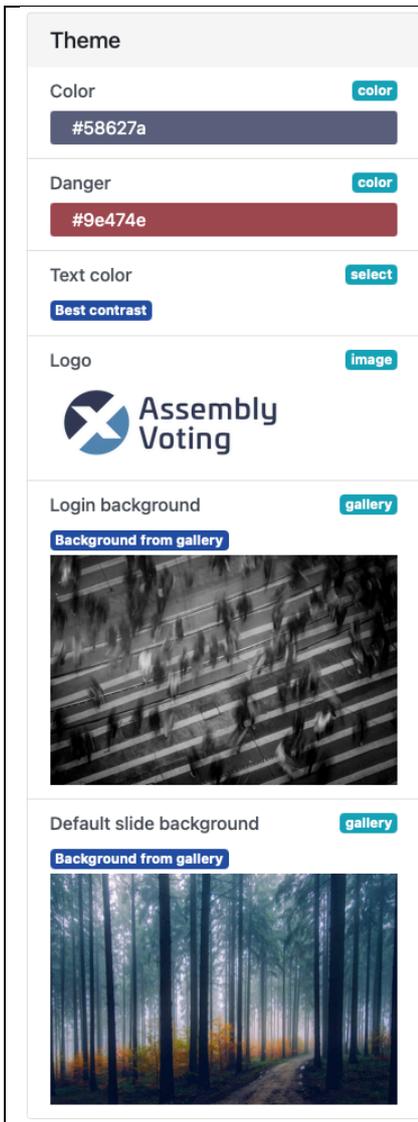
<div style="border: 1px solid #ccc; padding: 5px;"> <p>User Modules</p> <p>Comments boolean</p> <p><input checked="" type="checkbox"/></p> <p>Amendments boolean</p> <p><input checked="" type="checkbox"/></p> <p>Candidacies boolean</p> <p><input checked="" type="checkbox"/></p> </div>	Comments	Let the participants make comments
	Amendments	Let the participants propose amendments
	Candidacies	Let the participants propose themselves as candidates

Sign up

<div style="border: 1px solid #ccc; padding: 5px;"> <p>Sign up</p> <p>Enabled boolean</p> <p><input checked="" type="checkbox"/></p> <p>Sign up message wysiwyg</p> <p>Sign up required boolean</p> <p><input checked="" type="checkbox"/></p> </div>	Enabled	Enable/disable the sign up module. If enabled, a new frontend page for sign up will be available, as well as a new voter page on the voter tab with participation information.
	Sign up message	Information visible to the voter after logging into the sign-up form. It is recommended that the message contains information relevant to the voters choice of participating.

	Sign up required	Determines whether a voter is required to have signed up before the start of an election to log in and participate. If turned on, voter needs to be both signed up and enabled in order to participate.
--	------------------	---

Theme

 <p>The screenshot shows the 'Theme' configuration page. It includes sections for: <ul style="list-style-type: none"> Color: #58627a Danger: #9e474e Text color: Best contrast Logo: Assembly Voting logo Login background: A gallery image of an assembly hall. Default slide background: A gallery image of a forest path. </p>	Colour	<p>Theme color</p> <p>#1d4f7a</p>  <p>Use colour picker or put in RGB colour code.</p>
	Danger	Danger colour is for error messages. Normal is red, but if the site is branded in a red colour choose another warning colour as e.g., yellow.
	Text colour	The colour of text that appears on the theme colour. "Best contrast" automatically picks either black or white based on theme colour.
	Logo	Upload customer logo
	Login background	Picture on login screen
	Default Slide Background	Theme default slide background

Observer access

	Restrict observer access	Enables or disables username and password protection of observer access
	Observer Username	Define observer username

<div data-bbox="167 302 558 616"> <p>Observer access</p> <p>Restrict observer access boolean</p> <p><input checked="" type="checkbox"/></p> <p>Observer Username string</p> <p>Observer Password string</p> </div>	Observer Password	Define observer password
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Stream

<div data-bbox="167 757 582 873"> <p>Stream</p> <p>Stream url string</p> </div>	Stream URL	The link must be embeddable. Not all sites work when embedded, so be sure to check with your streaming provider.
<div data-bbox="167 940 734 1344"> <p>Attribute</p> <p>Please fix the errors below</p> <ul style="list-style-type: none"> Stream url stream provided is not directly supported. <p>Stream url</p> <p><input type="text" value="http://aion.dk"/></p> <p>stream provided is not directly supported.</p> <p><input type="checkbox"/> Skip url validation</p> <p>This will allow you to embed the url, but there is no guarantee it will work well. Be sure to check if it works as intended.</p> <p>Update Configuration</p> </div>	Stream URL error	If streaming URL are not recognized – you will have the opportunity to skip URL validation and see if it works even though it can't be validated in Conference program.

Slides tab

General Assembly 2020 Demo								
Summary	Configuration	Slides	Voter Groups	Voters	Campaigns	Templates	Live	Frontend ▾

This election does not have any slides yet

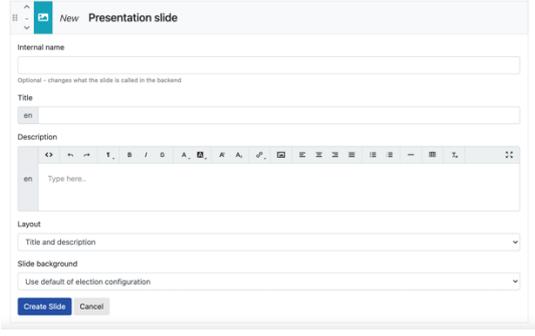
Here you can manage the presentation of the election. A presentation consists of a sequence of slides. A slide can be either a presentation slide (ex. a welcome, an explanation, an image etc.) or a ballot slide (ex. yes/no, candidate election etc.). You should now create the presentation and ballot slides needed to conduct your election.

+ Create presentation slide
+ Create ballot slide

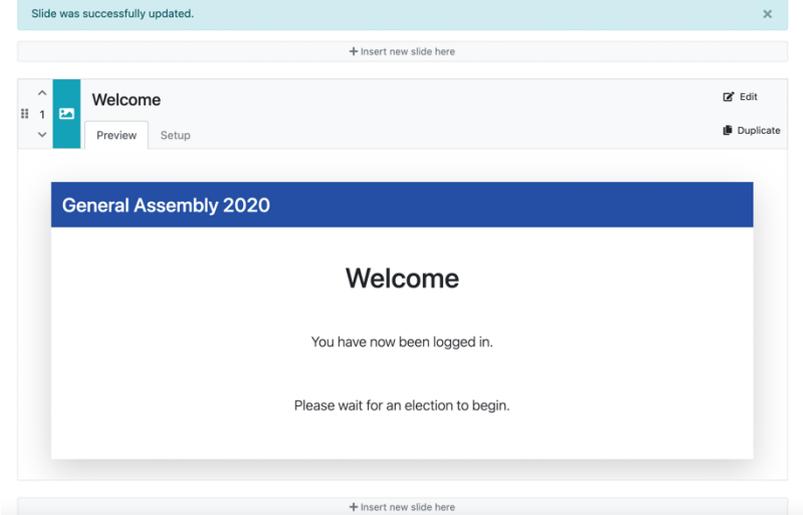
Click on either “+ Create presentation slide” button or “+ Create ballot slide” to begin creating the presentation for the election.

It is recommended you start a presentation with a presentation slide before you create your ballots.

New Presentation Slide

	Internal name	Optional - changes what the slide is called in the backend
	Title	Gives the Slide a title
	Description	Write description/content in the editor
	Layout <input checked="" type="checkbox"/> Title and description <input type="checkbox"/> Single image <input type="checkbox"/> Title and image	Choose slide setup
	Slide background <input checked="" type="checkbox"/> Use default of election configuration <input type="checkbox"/> No background <input type="checkbox"/> Background from gallery <input type="checkbox"/> Uploaded background	Optionally choose a background for the slide, if it is not to use the theme background slide
Image 1 <input type="text" value="Choose Image"/> <input type="button" value="Browse"/> <input type="button" value="Delete"/>	Image <input type="checkbox"/> Single image <input type="checkbox"/> Title and image	Choose image if Layout is defined as either "Single image" or "Title and image"

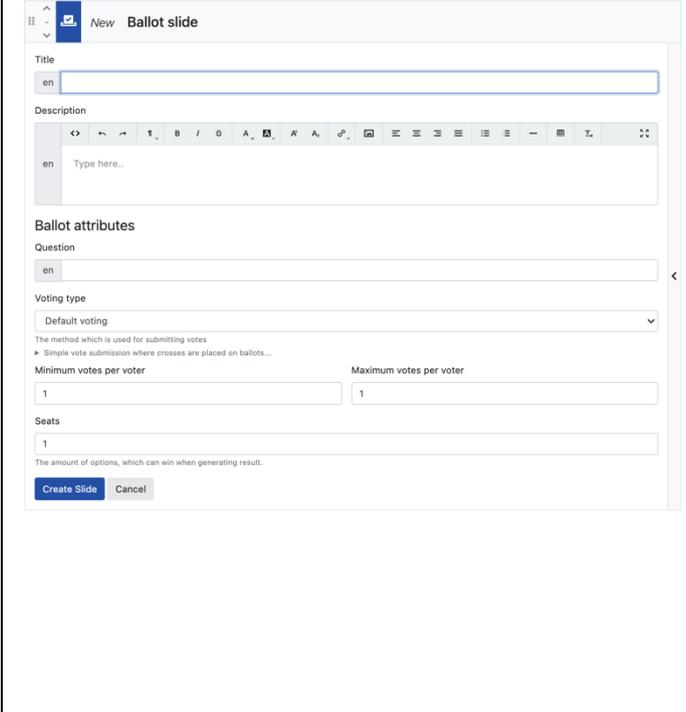
Adding a new slide after the first slide

	<p>To create a new slide after you have created your first slide you will now be able to create it above or under the slide by clicking the "+ Insert new slide here" button.</p>
<p>Ballot slide Presentation slide + Insert new slide here</p>	<p>Click on the type of slide to be created next.</p>

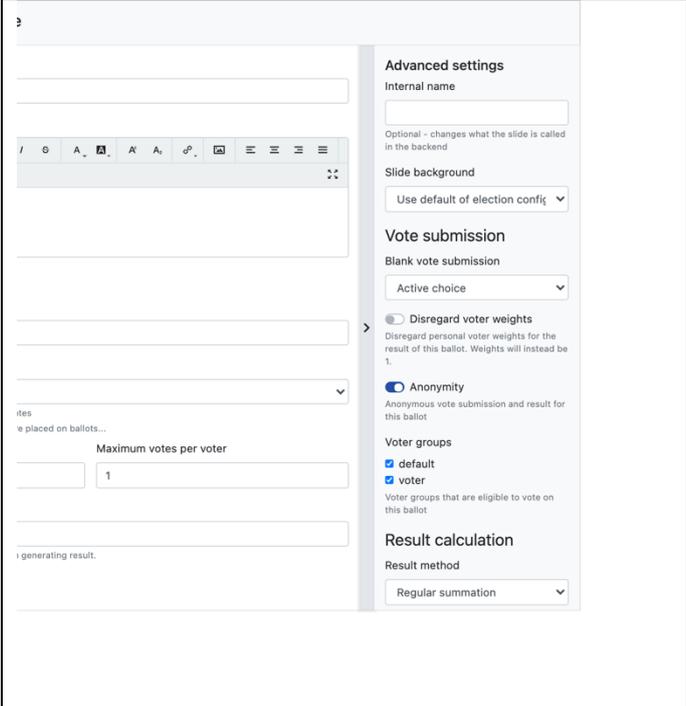
New Ballot Slide

Give your new ballot a name and a short description. The description will be visible in top of the ballot. To access the advanced settings click on the “<” arrow to the right side of the ballot.

Slide setup

	<p>Title</p>	<p>Give your new ballot a Title.</p>
	<p>Description</p>	<p>Write description/content in the editor. The description will be visible in the top of the ballot.</p>
	<p>Question</p>	<p>Question on ballot</p>
	<p>Voting type</p>	<p>The method which is used for submitting votes See start of the manual for descriptions of rulesets</p>
	<p>Minimum Votes per voter</p>	<p>Define Minimum Votes per voter</p>
	<p>Maximum votes per voter</p>	<p>Define Maximum votes per voter</p>
	<p>Seats</p>	<p>The amount of options, which can win when generating result.</p>

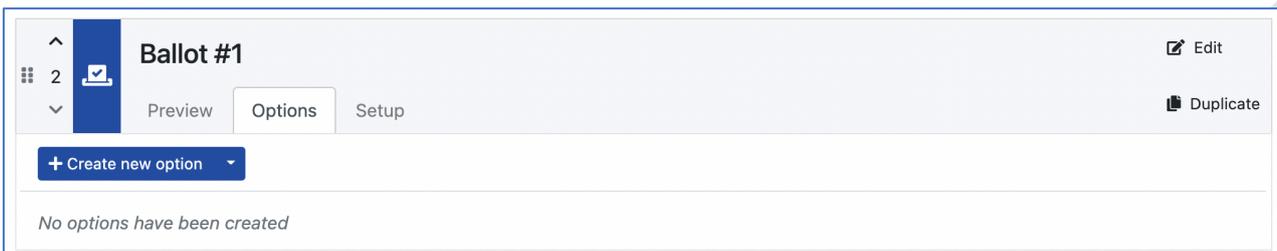
Ballot advanced settings

	<p>Internal name</p>	<p>Type an internal name only visible in the backend</p>
	<p>Slide background</p>	<p>Choose a background for the slide, if it is not to use the theme background slide</p>
	<p>Blank vote submission</p>	<p>Depending on ruleset chosen above – blank vote can be “disabled”, “Implicit” or “Active choice.”</p>
	<p>Disregard voter weight</p>	<p>Disregard personal voter weights for the result of this</p>

		ballot. Weights will instead be 1.
	Anonymity	Anonymous vote submission and result for this ballot If "no" – it will be visible on ballot that the vote submission is not anonymous.
	Voter groups	Map the voter groups to the ballot if you have already made voter groups. If not you can do the mapping process later
	Result method	Choose result method for the given rule set.
		Select between the options to choose how the results of the ballot will appear.

Ballot options

When you have created your new ballot slide, you need to create the options on the ballot by going to the Options tab and clicking “+ Create new option”



You can easily make a “Yes, No”, or a “For, Against” on the little dropdown arrow on the “Create new option” button.

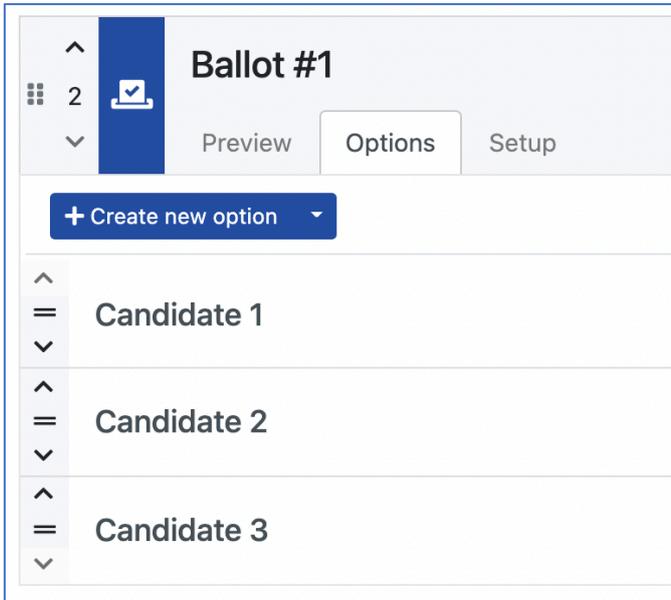


Create new options on ballot slide

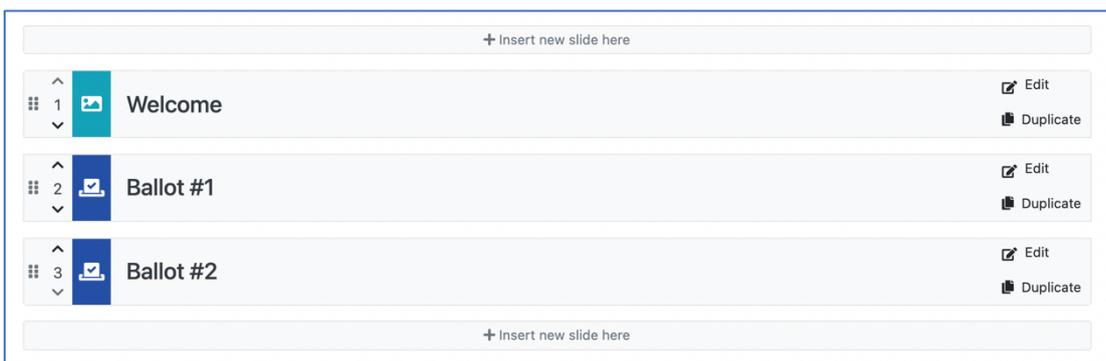
	Title	Title of the option
Description	Description of the option.	
Image	Browse and choose an image. The image will be cropped to a 1:1 aspect ratio	
Handle	Must be unique. Used by the system to differentiate the options.	

When filled out add option by clicking “Create option”

Options can be ordered by clicking the arrows in the left of the options or drag and drop on the “=”



On the Slides tab, you can – when you have made your slides and ballots - see an overview of existing slides  and ballots .

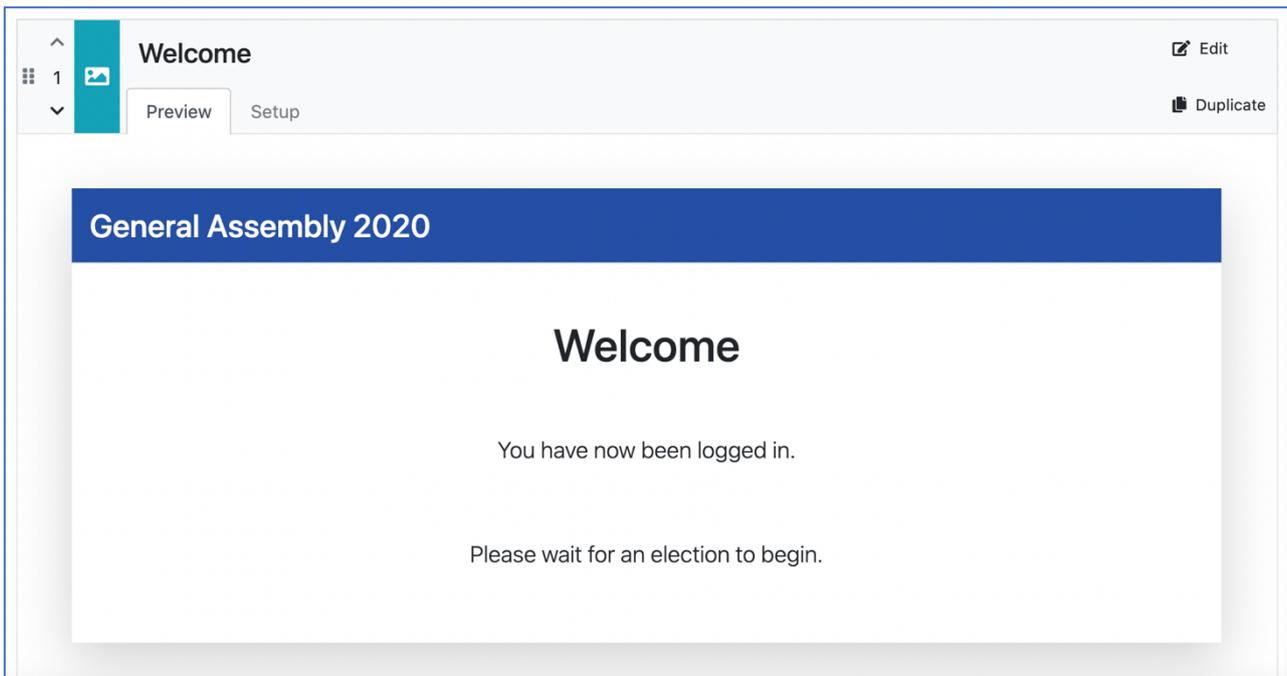


The overview will give you following information and options:

Presentation slide:

When you click a slide you will get a preview of the slide, as well as a summary overview – you edit the information on the ballot by clicking this sign: 

You duplicate by clicking this sign: 



	<p>Preview</p>	<p>Gives you a preview option of the slide</p>
	<p>Setup</p>	<p>Gives you an overview of the setup of the slide</p>

Ballot slide:

When you click a slide you will get a preview of the ballot slide, an overview of options on slide as well as a summary of the slide – you edit the information on the ballot by clicking this sign:

 Edit

^
2
v



Ballot #1

 Edit

Preview

Options

Setup

 Duplicate

General Assembly 2020

Ballot #1

Pick your favorite candidate

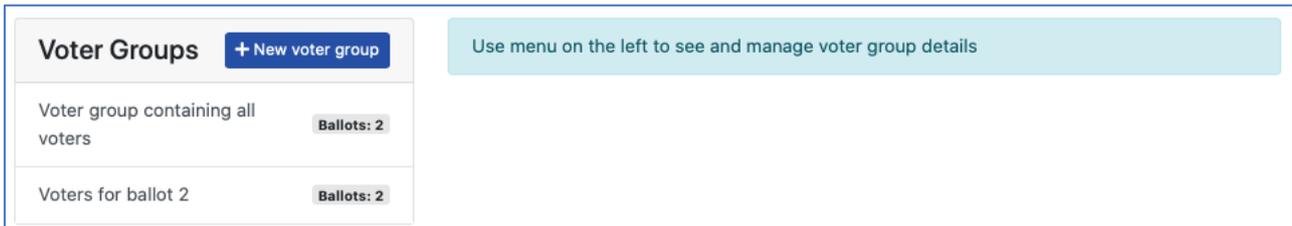
<div style="border: 1px solid #ccc; padding: 10px;"> <div style="display: flex; justify-content: space-between; align-items: center; border-bottom: 1px solid #ccc;"> <div style="display: flex; align-items: center;"> ^ 2 v <div style="background-color: #0056b3; color: white; padding: 2px 5px; border-radius: 3px;">  </div> <div style="margin-left: 5px;"> <h2>Ballot #1</h2> </div> <div style="text-align: right;">  Edit </div> </div> <div style="display: flex; justify-content: space-between; width: 100%;"> <div style="border: 1px solid #ccc; padding: 2px 5px; border-radius: 3px;">Preview</div> <div style="border: 1px solid #ccc; padding: 2px 5px; border-radius: 3px;">Options</div> <div style="border: 1px solid #ccc; padding: 2px 5px; border-radius: 3px;">Setup</div> <div style="text-align: right;">  Duplicate </div> </div> </div> <div style="padding: 10px 0 10px 20px;"> <div style="text-align: center; margin-bottom: 10px;"> <h2>Ballot #1</h2> </div> <p>Pick your favorite candidate</p> <div style="margin-bottom: 10px;"> <input style="width: 100%; padding: 5px;" type="text" value="Candidate 1"/> </div> <div style="margin-bottom: 10px;"> <input style="width: 100%; padding: 5px;" type="text" value="Candidate 2"/> </div> <div style="margin-bottom: 10px;"> <input style="width: 100%; padding: 5px;" type="text" value="Candidate 3"/> </div> <div style="margin-bottom: 10px;"> <input style="width: 100%; padding: 5px;" type="text" value="Blank vote"/> </div> </div> </div>	<p>Preview</p> <div style="border: 1px solid #ccc; height: 100px; width: 100%;"></div>	<p>Gives you a preview option of the slide</p>
---	--	--



	Options (on ballot slide)	Gives you an overview of options on the ballot slide and possibility to edit those.
	Setup	Gives you an overview of the setup of the slide

Voter Groups tab

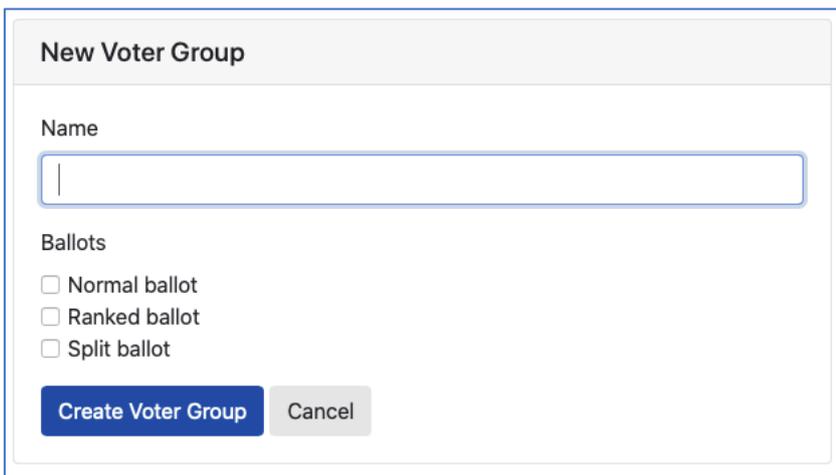
Under the tab “Voter Groups”, you will have the option of adding a voter group. You will always need at least 1 voter group. It is possible to import voter groups in the process of importing voters – but it is also possible to make voter groups first and then map voters to correct existing voter group, under the [import voters process](#).



The screenshot shows the 'Voter Groups' tab interface. On the left, there is a list of voter groups: 'Voter group containing all voters' with 'Ballots: 2' and 'Voters for ballot 2' with 'Ballots: 2'. A '+ New voter group' button is located at the top left of the list. On the right, there is a light blue box with the text 'Use menu on the left to see and manage voter group details'.

Click “New voter group” and give it a name as well as you can define what Ballots the voter group should have access to vote on. If no access to vote, the voter will have the role as observer for that Ballot.

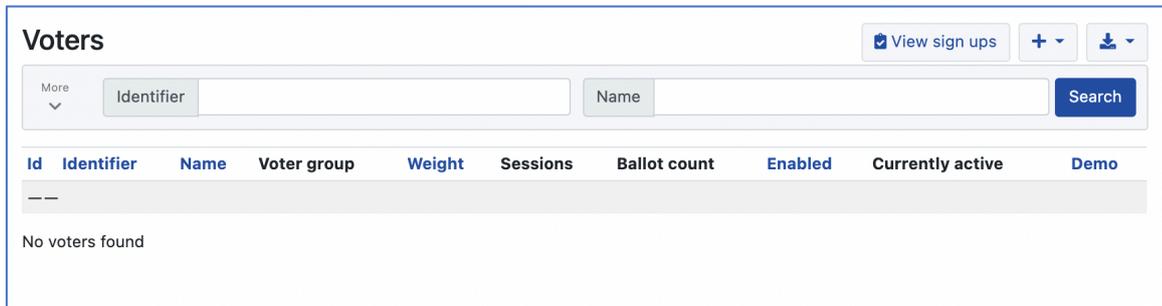
If you haven’t made any ballots yet or will make more later – you can map the ballots to voter groups later in the process here or from the ballots configuration tab.



The screenshot shows the 'New Voter Group' form. It has a title bar 'New Voter Group'. Below the title bar, there is a 'Name' label and an empty text input field. Underneath, there is a 'Ballots' label and three radio button options: 'Normal ballot', 'Ranked ballot', and 'Split ballot'. At the bottom of the form, there are two buttons: 'Create Voter Group' (in blue) and 'Cancel' (in grey).

Voters tab

Under the tab “Voters”, you will have the option of adding a voter (new voter), import voters, deleting voters, editing voters and search voters, as well as the option to download the Voter CSV file.



Voters View sign ups + ↓ ↓

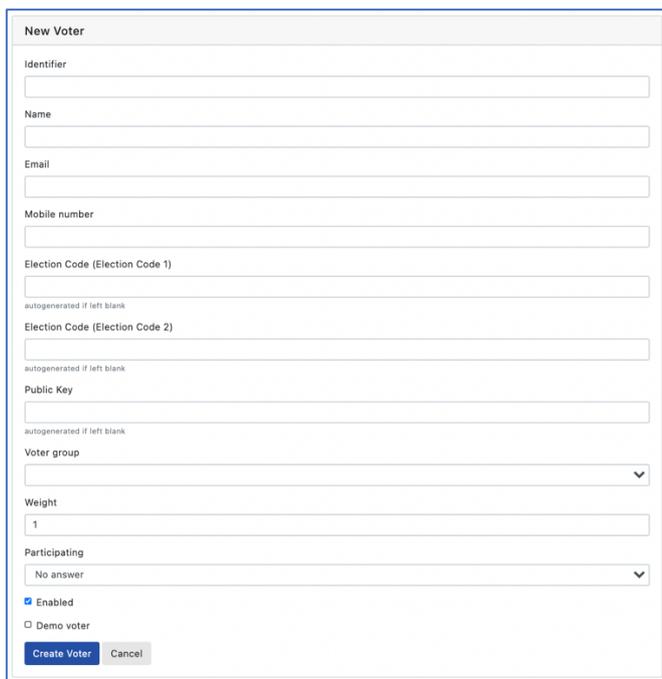
More ↓ Identifier Name Search

Id	Identifier	Name	Voter group	Weight	Sessions	Ballot count	Enabled	Currently active	Demo
No voters found									

New voter

To add a new voter manually click on + ↓ and select “New Voter”.

Fill in the required information. It is not recommended to use sensitive personal information unless necessary. Use a unique value as identifier – as e.g. birthdate, name or employees’ number.



New Voter

Identifier

Name

Email

Mobile number

Election Code (Election Code 1)
autogenerated if left blank

Election Code (Election Code 2)
autogenerated if left blank

Public Key
autogenerated if left blank

Voter group

Weight

Participating

Enabled

Demo voter

Create Voter Cancel

Demo voter

Demo voter functions as a test voter for the election while it is in the draft mode. This way users can test the election before it is presented live. Demo voters will be disabled to participate in the election once it is in live/initiation mode. Demo voters can be identified by the label Demo voter. It

is possible to create or remove the demo voter feature by clicking the box ‘Demo voter’ while creating or editing a voter. More about this feature can be found in the Live tab section.

Import voters

Automatic import

Fill out the provided spreadsheet and upload it here. The system will handle the rest.

[How does this work?](#)
[Example spreadsheet](#)

Import voters automatically

Manual import

If you need more control over how the voters are imported, you can import the voters manually.

[How does this work?](#)

Import voters manually

Voter Importer

Id	Status	Total	Imported	Demo voters	Created at

No voter importer found

To add a new Voters file you can choose between Automatic Import or Manual Import.

The Voter importer will show you any already uploaded voter files. You can delete a voter importer by clicking the magnifying glass and the click “Delete”

Automatic Import

Automatic import

Fill out the provided spreadsheet and upload it here. The system will handle the rest.

[How does this work?](#)
[Example spreadsheet](#)

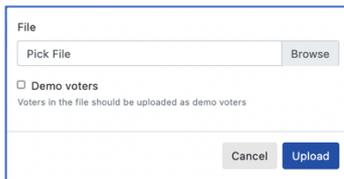
Import voters automatically

The Automatic import requires that you download the provided spreadsheet and replace the information with your voter information, save it, and then upload it to the system by using the Automatic Import button. This function provides a simple way of importing voters as long as you do not have custom requirements to the data.

1. Download Example spreadsheet by clicking on [Example spreadsheet](#)
2. Open the spreadsheet in your spreadsheet editor

name	email	phone
Inge Nikolaus	inge-nikolaus-0@mail.adr	12345678
Tori Hackett	tori-hackett-1@mail.adr	23456789
Abram Wehner	abram-wehner-2@mail.adr	34567901
Elke Bechtelar	elke-bechtelar-3@mail.adr	45679012
Altha Huels	altha-huels-4@mail.adr	56790123

3. Replace the information in the spreadsheet with your voters information
4. Save the file
5. Click on the button “Import voters automatically”



6. Select the file for upload and start the import process by clicking “Upload”

Voters View sign ups + ↓ ↓

More ↓ Identifier Name Search

Id	Identifier	Name	Voter group	Weight	Sessions	Ballot count	Enabled	Currently active	Demo
51118	eqRNcsMDgymy	Altha Huels	default	1	0	0	✓	✗	
51117	8coPQX1TaTYM	Elke Bechtelar	default	1	0	0	✓	✗	
51116	5USZgAyiddfb	Abram Wehner	default	1	0	0	✓	✗	
51115	2yL2VVVzuZ7k	Tori Hackett	default	1	0	0	✓	✗	
51114	NewBKCVeOqgN	Inge Nikolaus	default	1	1	0	✓	✗	

7. The file will now create your voters with a system generated unique ID, default voter group, and a system generated election code.

Manual import

Manual import

If you need more control over how the voters are imported, you can import the voters manually.

[How does this work?](#)

[Import voters manually](#)

Manual import gives you more control over the data that is imported as you will connect every data from your spreadsheet manually to the system.

Click “Import voters manually” and choose your .csv file. Remember your Voters file has to have:

1. Voter identity (Unique factor – don't use sensitive information unless necessary)
2. Name if you wish to identify your voters.
3. Mobile number if you want to use SMS campaigns
4. Email if you want to use email campaigns
5. Optionally voter group
6. Optionally weight if weighted voters

Example for voters file below

	A	B	C	D	E	F
1	id	name	mobile	email	votergroup	weight
2		1 Maria Petersen	31587360	maria.petersen@aion.dk	voter	1
3		2 Christian Banja	31541519	christian@aion.dk	voter	2
4		3 Dennis Otzen	25636625	dennis@aion.dk	voter	2
5		4 Mark Jensen	31409279	mark@aion.dk	voter	1
6						

Voter Importer #40

Uploaded → Map columns → Validating → Validated → Importing → Map values → Mapping → Done

Uploaded file

 importliste.csv Reupload

Sample

id	name	mobile	email	votergroup	weight
1	Maria Petersen	31587360	maria.petersen@aion.dk	voter	1
2	Christian Banja	31541519	christian@aion.dk	voter	2
3	Dennis Otzen	25636625	dennis@aion.dk	voter	2
4	Mark Jensen	31409279	mark@aion.dk	voter	1

Showing 4 of 4 voters

Map columns

Created at mar 26, 2021 12:22
Updated at mar 26, 2021 12:22 

If you are not happy with your preview – you can “Re-upload”. Or you can go to next step and Click “Map columns”, to map the columns in the .csv file.

Voter Importer #22

Uploaded → Map columns

Column with unique ID

Column with election code (Election code)

Autogenerated if left blank - Should not be set when public key is set

Column with public key

Used to validate voters - Should not be set when election codes are set

Column with voter's name

Column with voter's email

Is required to use email campaigns

Column with voter's mobile number

Is required to use SMS campaigns

Column with voter group

The column identifies which group the voter belongs to

Column with the voter's weight

Not required - voters have a default weight of 1

Column with enabled status

Not required - voters are enabled by default

Cancel
Save changes

Created at oct 28, 2020 15:23

Updated at oct 28, 2020 15:23

Unique ID	Mandatory mapping of unique identifier column
Election code	Election code column. Autogenerated if left blank - Should not be set when public key is set
Public key	Used to validate voters - Should not be set when election codes are set
Voters name	Name of the voter – can be used in email and sms campaigns
Voters email	Email of voter – used to send out campaigns
Voters mobile number	SMS of voter – used to send out campaigns
Column with voter group	Mandatory mapping of column with voter group
Voter weight	Optional mapping of weighted votes column
Enabled status	Optionally mapping of enabled/disabled - voters are enabled by default

When done – click “Save changes”, “cancel” if you want to go back or click the red trash bin to delete the importer.

When import is done, you will see a sample of voters. If this looks like expected you push “Validate and import rows” or you can go back and edit the mapping if you click “Change columns” or click “Back” to start the process over. You also have the option of deleting the importer by clicking  and start the process over.

Voter Importer #40

Uploaded → **Map columns** → Validating → Validated → Importing → Map values → Mapping → Done

Sample

identifier	voter_group_mapping	name	email	phone	weight
1	voter	Maria Petersen	maria.petersen@aion.dk	31587360	1
2	voter	Christian Banja	christian@aion.dk	31541519	2
3	voter	Dennis Otzen	dennis@aion.dk	25636625	2
4	voter	Mark Jensen	mark@aion.dk	31409279	1

Showing 4 of 4 voters

[Back](#) [Change columns](#) [Validate and import rows](#) 

Created at mar 26, 2021 12:22
Updated at mar 26, 2021 12:25

Next step is to map the “Mapping column” in your voters file with the ballots”. You will see a summary of the import mapped on voter groups.

If you had mapping in your voters file you should edit the mapping by clicking “Edit Mapping”

Voter Importer #40

Uploaded → Map columns → Validating → Validated → Importing → **Map values** → Mapping → Done

Assign voter groups

voter

Create group "voter"

default

Cancel Save changes

Created at mar 26, 2021 12:22
Updated at mar 26, 2021 12:29 🗑️

Here you map your mapping groups to existing voter groups or let the system create the new voter groups as named in your file.

If this looks like expected you push “Start mapping” You also have the option of deleting the importer by clicking 🗑️ and start the process over.

Voter Importer #40

Uploaded → Map columns → Validating → Validated → Importing → **Map values** → Mapping → Done

Preview of result

Group assignment

Voter Group	Current voters	New voters	New total
voter	New	4	4

Enabled voters

Value	Enabled?	Count
Default	Yes	4

Undo import 🔗 Edit mappings Start mapping

Created at mar 26, 2021 12:22
Updated at mar 26, 2021 12:31 🗑️

You will now get a confirmation that voter importer has been completed successful.

Voter Importer #11

Uploaded → Map columns → Importing → Map values → Mapping → **Done**

All voters have been updated.

4 voters were imported

0 voter groups were created

Created at	dec 16, 2020 14:10	
Updated at	dec 16, 2020 14:14	

Filter

By choosing the filter option you can look up a voter by a search in factors

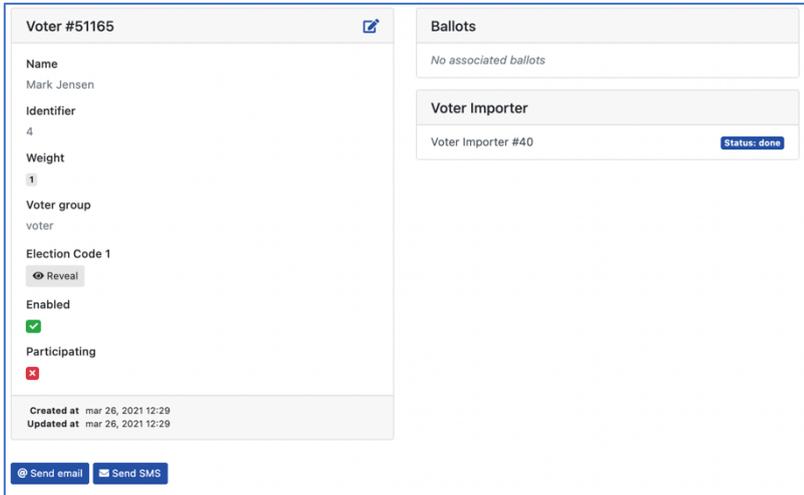
<div style="border: 1px solid #ccc; padding: 5px;"> <p>Filters</p> <p>Identifier <input style="width: 90%;" type="text"/></p> <p>Name <input style="width: 90%;" type="text"/></p> <p>Voter group <input style="width: 90%;" type="text"/></p> <p>Ballot count <input style="width: 90%;" type="text"/></p> <p>Enabled <input style="width: 90%;" type="text"/></p> <p>Demo <input style="width: 90%;" type="text"/></p> <p>Have voted on <input style="width: 90%;" type="text"/></p> <p>Have not voted on <input style="width: 90%;" type="text"/></p> <p><input type="button" value="Search"/></p> </div>	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 30%;">Identifier</td> <td>Search for a voter by identifier</td> </tr> <tr> <td>Voter group</td> <td>Search for voter list by voter group</td> </tr> <tr> <td>Ballot count</td> <td>Search for voter list by number of ballots available to them</td> </tr> <tr> <td>Enabled</td> <td>Search for a voter by disabled/enabled status</td> </tr> <tr> <td>Demo</td> <td>Search for a voter by type Demo voter or Voter.</td> </tr> <tr> <td>Have voted on</td> <td>Choose ballot to see voter who voted</td> </tr> <tr> <td>Have not voted on</td> <td>Choose ballot to see voter who did not leave a vote</td> </tr> </table>	Identifier	Search for a voter by identifier	Voter group	Search for voter list by voter group	Ballot count	Search for voter list by number of ballots available to them	Enabled	Search for a voter by disabled/enabled status	Demo	Search for a voter by type Demo voter or Voter.	Have voted on	Choose ballot to see voter who voted	Have not voted on	Choose ballot to see voter who did not leave a vote
Identifier	Search for a voter by identifier														
Voter group	Search for voter list by voter group														
Ballot count	Search for voter list by number of ballots available to them														
Enabled	Search for a voter by disabled/enabled status														
Demo	Search for a voter by type Demo voter or Voter.														
Have voted on	Choose ballot to see voter who voted														
Have not voted on	Choose ballot to see voter who did not leave a vote														

Editing or deleting a voter:

By clicking the “magnifying glass”  by a voter, you have the option of editing  or deleting 

The election code(s) is by standard hidden. You can reveal the election code – but this will be noted in the audit log.

You can also send an individual email and/or SMS to the voter if you have made email and/or SMS templates.



The screenshot displays the voter profile for Voter #51165. The interface is divided into two main sections: a left-hand sidebar with voter details and a right-hand section for associated ballots and importers.

Voter #51165 

Name
Mark Jensen

Identifier
4

Weight
1

Voter group
voter

Election Code 1
 Reveal

Enabled

Participating

Created at mar 26, 2021 12:29
Updated at mar 26, 2021 12:29

Ballots
No associated ballots

Voter Importer
Voter Importer #40 Status: done

Edit the voter details by clicking 

<div style="border: 1px solid #ccc; padding: 5px;"> <p>Edit voter</p> <p>Identifier <input type="text" value="4"/></p> <p>Name <input type="text" value="Mark Jensen"/></p> <p>Email <input type="text" value="mark@aion.dk"/></p> <p>Mobile number <input type="text" value="31409279"/></p> <p>Election Code 1 <input type="button" value="Reveal"/></p> <p>Public Key <input type="text" value="0286e319a0e0cb7a8427aaca46de9f27b1e999bb84892b1e6fe49d2860c533d673"/> <small>autogenerated if left blank</small></p> <p>Voter group <input type="text" value="voter"/></p> <p>Weight <input type="text" value="1"/></p> <p>Participating <input type="text" value="No answer"/></p> <p><input checked="" type="checkbox"/> Enabled <input type="checkbox"/> Demo voter</p> <p><input type="button" value="Update Voter"/> <input type="button" value="Cancel"/> <input type="button" value="Delete Voter"/></p> </div>	<table border="1"> <tr> <td>Identifier</td> <td>Be aware that identifier should be unique and optimal not include sensitive personal information!</td> </tr> <tr> <td>Name</td> <td>Voter name</td> </tr> <tr> <td>Email</td> <td>Voter email</td> </tr> <tr> <td>Mobile number</td> <td>Voter mobile number</td> </tr> <tr> <td>Election code</td> <td>If you reveal it will be noted in audit log</td> </tr> <tr> <td>Public key</td> <td>Generated by the system</td> </tr> <tr> <td>Voter group</td> <td>Change voter group</td> </tr> <tr> <td>Weight</td> <td>Change weight</td> </tr> <tr> <td>Participating</td> <td>Change participation status</td> </tr> <tr> <td>Enabled</td> <td>Change status between enabled/disabled</td> </tr> <tr> <td>Demo voter</td> <td>Change Demo voter on/off</td> </tr> <tr> <td>Update voter/</td> <td>When done with changes – save changes by clicking “update voter”</td> </tr> <tr> <td>Cancel</td> <td>Cancel changes by clicking “Cancel”</td> </tr> </table>	Identifier	Be aware that identifier should be unique and optimal not include sensitive personal information!	Name	Voter name	Email	Voter email	Mobile number	Voter mobile number	Election code	If you reveal it will be noted in audit log	Public key	Generated by the system	Voter group	Change voter group	Weight	Change weight	Participating	Change participation status	Enabled	Change status between enabled/disabled	Demo voter	Change Demo voter on/off	Update voter/	When done with changes – save changes by clicking “update voter”	Cancel	Cancel changes by clicking “Cancel”
Identifier	Be aware that identifier should be unique and optimal not include sensitive personal information!																										
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Update voter/	When done with changes – save changes by clicking “update voter”																										
Cancel	Cancel changes by clicking “Cancel”																										

Sign ups

If you have enabled sign ups under Configuration then the  button will appear in the voters tab. Here you can gain an overview of whom of your voters have signed up for the election.

Sign ups  Enable signed up voters (0) 

More

Id	Identifier	Name	Voter group	Participating	Enabled
 51165	4	Mark Jensen	voter	No answer	✗
 51164	3	Dennis Otzen	voter	No answer	✗
 51163	2	Christian Banja	voter	Participating	✓
 51162	1	Maria Petersen	voter	Not participating	✓

Displaying all 4 voters

To return to the normal overview of the voters click on [View all voters](#) or if you want to download the participant list by click on 

You are able to have as many disabled voters uploaded as you need but only a certain amount of them can be enabled. (If you want to see how many voters can be enabled for an event you can find this number for your organisation on the organisation level's summary tab). The sign up function gives you the possibility of gaining an overview of the amount of people who intend on participating in the event and enabling them to participate. The voters who have not answered the sign up will appear in the list as **No answer** and the voters who have answered will either appear with **Participating** or **Not participating**. If the voters have been uploaded as disabled you will be able to enable participating voters after they have signed up by clicking on [Enable signed up voters \(1\)](#)

Notice! Once the election has been put into production mode and exited demo mode the voters can no longer login to the sign-up page. This means that if it has been set as a requirement in configuration that sign up is needed to participate in the event the voters who have "not answered" or have answered they will "not participate" are unable to login to the election.

How to enable a not signed up voter in production mode

To enable a voter to login after an election has started you will have to manually edit this on their voter profile in the voter tab.

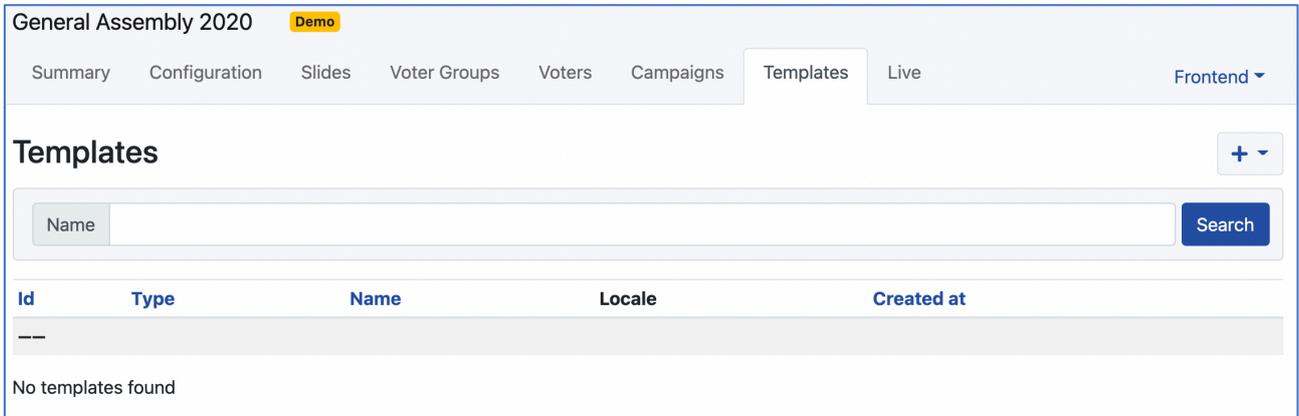
<p>General Assembly 2020 Demo</p> <p>Summary Configuration Slides Voter Groups Voters Campaigns Templates Live Frontend</p> <p>Voters View sign ups + - </p> <p>More <input type="text" value="Identifier"/> <input type="text" value="Name"/> Search</p> <table border="1"> <thead> <tr> <th>Id</th> <th>Identifier</th> <th>Name</th> <th>Voter group</th> <th>Weight</th> <th>Sessions</th> <th>Ballot count</th> <th>Enabled</th> <th>Currently active</th> <th>Demo</th> </tr> </thead> <tbody> <tr> <td>Q 51165</td> <td>4</td> <td>Mark Jensen</td> <td>voter</td> <td>1</td> <td>0</td> <td>0</td> <td>✗</td> <td>✗</td> <td></td> </tr> <tr> <td>Q 51164</td> <td>3</td> <td>Dennis Otzen</td> <td>voter</td> <td>2</td> <td>0</td> <td>0</td> <td>✓</td> <td>✗</td> <td></td> </tr> <tr> <td>Q 51163</td> <td>2</td> <td>Christian Banja</td> <td>voter</td> <td>2</td> <td>0</td> <td>0</td> <td>✓</td> <td>✗</td> <td></td> </tr> <tr> <td>Q 51162</td> <td>1</td> <td>Maria Petersen</td> <td>voter</td> <td>1</td> <td>1</td> <td>0</td> <td>✓</td> <td>✗</td> <td></td> </tr> </tbody> </table> <p>Displaying all 4 voters</p>	Id	Identifier	Name	Voter group	Weight	Sessions	Ballot count	Enabled	Currently active	Demo	Q 51165	4	Mark Jensen	voter	1	0	0	✗	✗		Q 51164	3	Dennis Otzen	voter	2	0	0	✓	✗		Q 51163	2	Christian Banja	voter	2	0	0	✓	✗		Q 51162	1	Maria Petersen	voter	1	1	0	✓	✗		<p>Go to voter tab</p>
Id	Identifier	Name	Voter group	Weight	Sessions	Ballot count	Enabled	Currently active	Demo																																										
Q 51165	4	Mark Jensen	voter	1	0	0	✗	✗																																											
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Q 51163	2	Christian Banja	voter	2	0	0	✓	✗																																											
Q 51162	1	Maria Petersen	voter	1	1	0	✓	✗																																											
<p>Summary Configuration Slides Voter Groups Voters Campaigns Templates Live Frontend</p> <p>Voter #51164 </p> <p>Name Dennis Otzen</p> <p>Identifier 3</p> <p>Weight 2</p> <p>Voter group voter</p> <p>Election Code 1 Reveal</p> <p>Enabled ✓</p> <p>Participating ✗</p> <p>Created at mar 26, 2021 12:29 Updated at mar 29, 2021 15:26</p> <p>Send email Send SMS</p> <p>Ballots No associated ballots</p> <p>Voter Importer Voter Importer #40 Status: done</p>	<p>Find the voter who you wish to edit their participation status</p>																																																		



<p>Participating</p> <ul style="list-style-type: none"><input checked="" type="checkbox"/> No answer<input type="checkbox"/> Not participating<input type="checkbox"/> Participating	<p>Edit status to participating</p>
<p>Voter #51164 </p> <p>Name Dennis Otzen</p> <p>Identifier 3</p> <p>Weight 2</p> <p>Voter group voter</p> <p>Election Code 1 <input type="button" value="Reveal"/></p> <p>Enabled <input checked="" type="checkbox"/></p> <p>Participating <input checked="" type="checkbox"/></p> <p>Created at mar 26, 2021 12:29 Updated at mar 29, 2021 15:18</p>	<p>They will now be able to login and join the election</p>

Templates tab

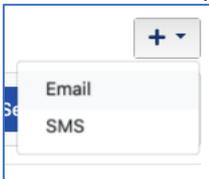
Under the Templates tab you make your email and/or SMS Templates. You can search any existing Templates by using the filter option.



The screenshot shows the 'General Assembly 2020' interface with a 'Demo' badge. The navigation menu includes Summary, Configuration, Slides, Voter Groups, Voters, Campaigns, Templates (active), and Live. A 'Frontend' dropdown is visible. The 'Templates' section has a '+ v' button and a search bar with a 'Search' button. Below is a table with columns: Id, Type, Name, Locale, and Created at. The table is empty, showing 'No templates found'.

Id	Type	Name	Locale	Created at
No templates found				

Make New template by adding on the “+” and choose SMS or email.



Email Template

Give your template a name and a subject (will be subject in the email)

Make content in email and inject placeholders/attributes as below.

Create template when done.

REMEMBER! Email is considered a safe media but avoid sending out sensitive personal information if possible.

New Email Template

Name

Locale

The chosen locale is used for translating autogenerated buttons and texts in the template

Subject

Message

Dear %(name)

In this e-mail you will find information on how to access the digital general assembly.

You access the site on this button:

%(login_link)

You will need your election code to login:

%(election_code_1)

Looking forward to seeing you

Best regards

Assembly Voting

Template can handle basic html code

Injectable voter attributes

Attribute	Inject Key
Identifier	%(identifier)
Name	%(name)
Election Code 1	%(election_code_1)
Election Code 2	%(election_code_2)
Election Code 3	%(election_code_3)
Login link	%(login_link)
Automatic login link	%(auto_login_link)
Sign up link	%(sign_up_link)
Email	%(email)
Mobile number	%(phone)

SMS Template

Give your template a name and a subject (will be subject in the sms)
 Make content in SMS and inject placeholders/attributes as below
 Create or update template when done

REMEMBER! SMS is NOT considered a safe media, avoid sending out sensitive personal information in SMS.

A SMS is taxed as 2 SMS if exceeding 160 characters including spaces and line breaks

New SMS Template

Name

Locale

English

The chosen locale is used for translating autogenerated buttons and texts in the template

Message

Dear %{name}

 Welcome to the election
 %{login_link}

Injectable voter attributes

Attribute	Inject Key
Identifier	%{identifier}
Name	%{name}
Election Code 1	%{election_code_1}
Election Code 2	%{election_code_2}
Election Code 3	%{election_code_3}
Login link	%{login_link}
Automatic login link	%{auto_login_link}
Email	%{email}
Mobile number	%{phone}

Campaign tab

Under the Campaigns tab you make your email and/or SMS campaigns. You can search any existing campaigns by using the filter option.

General Assembly 2020 Demo

Summary Configuration Slides Voter Groups Voters **Campaigns** Templates Live Frontend ▾

Campaigns + ▾

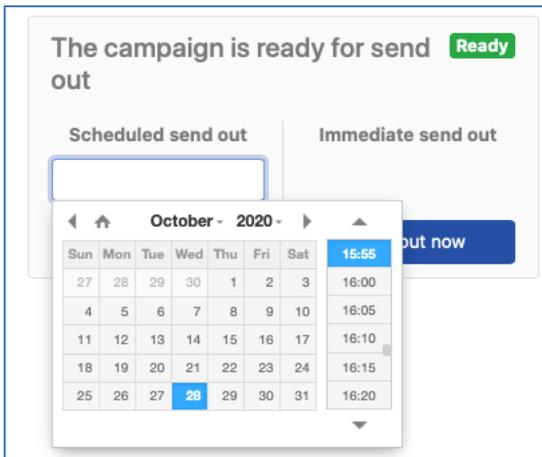
Search

Id	Type	Name	Recipients	Criteria	Template	Status	Scheduled	Created at

No campaigns found

New SMS Campaign

<div style="border: 1px solid #ccc; padding: 5px;"> <p>New SMS Campaign</p> <p>Name</p> <input style="width: 90%;" type="text"/> <p><small>Pick a name to make it easier to find in the backend.</small></p> <p>Sender</p> <input style="width: 90%;" type="text" value="E-Voting"/> <p>Recipient groups</p> <p><input type="checkbox"/> Voter group containing all voters</p> <p><input type="checkbox"/> Voters for Ballot 2</p> <p>Recipient criteria</p> <div style="border: 1px solid #ccc; padding: 2px; width: 90%;">No criteria ▾</div> <p>Template</p> <div style="border: 1px solid #ccc; padding: 2px; width: 90%; height: 20px;"></div> <p style="text-align: right;"> Create Campaign Cancel </p> </div>	<p>Name</p> <p>Sender</p> <p>Recipient group</p> <p>Recipient criteria</p> <p>Template</p> <p>Create campaign</p> <p>Cancel</p>	<p>Pick a name to make it easier to find in the backend.</p> <p>Sender of SMS</p> <p>Choose recipient group(s) based on voter groups</p> <p>Choose criteria in combination with voter group</p> <p>Choose a template</p> <p>Creates campaign you have configured and takes you to timing for the send out.</p> <p>Cancels the campaign and takes you back to campaign overview</p>
--	---	--



When campaign has been created you are given the option to send it out now or schedule for later send out.

Email Campaign:

New Email Campaign	
Name	Pick a name to make it easier to find in the backend.
Sender	Sender of email
Recipient group	Choose recipient group(s) based on voter groups
Recipient criteria	Choose criteria in combination with voter group
Template	Choose a template
Create campaign	Creates campaign you have configured and takes you to timing for the send out.
Cancel	Cancels the campaign and takes you back to campaign overview

When campaign has been created you are given the option to send it out now or schedule for later send out.

Campaign was successfully created. ✕

Campaign: Welcome email ✎

Recipient groups
General

Recipient criteria
No criteria

8 recipients in the selected group.

Example message

From: Assembly Voting <noreply@mail.assembly-voting.com>
To: **General**
Subject: Welcome

Dear Anders Andersen

Welcome to the election

[Go to login](#)

The campaign is ready for send out Ready

Scheduled send out

Send on schedule

Immediate send out

Send out now

The campaign is ready for send out Ready

Scheduled send out

Immediate send out

Send out now

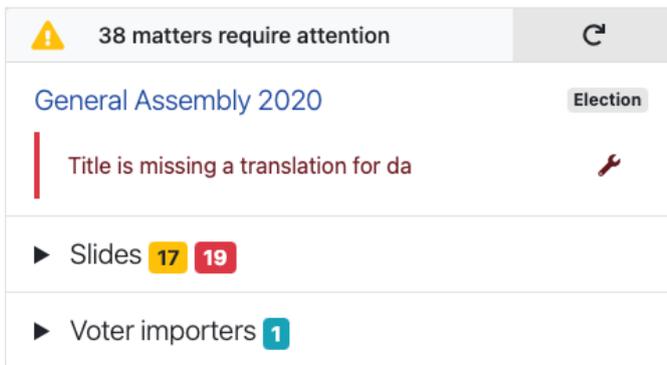
October - 2020

Sun	Mon	Tue	Wed	Thu	Fri	Sat	Time
27	28	29	30	1	2	3	16:00
4	5	6	7	8	9	10	16:05
11	12	13	14	15	16	17	16:10
18	19	20	21	22	23	24	16:15
25	26	27	28	29	30	31	16:20
							16:25

ALERT GUIDE

This feature will alert you of any errors your elections have.

Alert guide can be accessed by clicking on the orange triangle  on the right side of the window.



There are three types of alerts:

1. Critical alerts are highlighted in red
2. Warning alerts are highlighted in yellow
3. Suggestion alerts are highlighted in blue

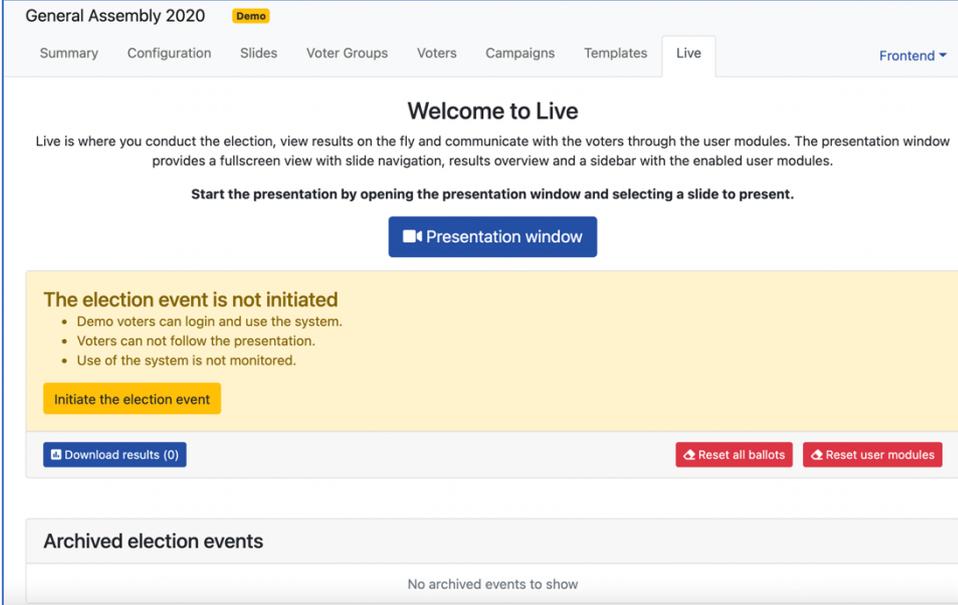
As the name indicates critical alerts should be resolved before initiating the event or else the presentation of the election will not function optimally. Similarly, should the warning alerts be resolved before running the election event. The suggestion alerts are however not critical to solve, but an indicator that a task was not finished properly.

The alert guide helps you to locate the errors. The location of the errors can be accessed by clicking on the wrench tool  next to each error.

If you make changes and the alerts remains in the alert guide window, try to update the alert guide by clicking the refresh button . If the alert persists perhaps the error was not fixed properly.

LIVE & PRESENTATION MODE

The “Live” tab is where the conductor of the meeting controls the slideshow as well as the election, when the meeting begins.

	Presentation window	Access to the presentation window
	Initiate the election event	Switching from Demo mode to In Progress mode.
	Reset all ballots	The function will reset all ballots and results.
	Reset user modules	The function resets the modules comments, amendments, candidacies, and highlights.
	Download results	The function downloads results.
	Archived election events	This is an overview of all concluded elections.

Modes of Presentation

The presentation mode exists in two modes:

1. Demo
2. Production

Demo mode is turned on by default when the event is created. In this mode users/operators are able to test the election with demo voters before running the real event. In this mode voters who are not demo voters are unable to login to the election.

To enter Production mode (also referred to as to initiate the election) and enable voters to participate click on the orange button “Initiate the election event”. The following prompt will appear which is necessary to confirm:

Initiate the election event ✕

Initiating the election event will do the following:

- All ballots, comments, amendments and candidacy suggestions are reset.
- Demo voters can no longer log in.
- Production voters can login.
- Initiation of the system will be monitored for accounting.

Close
Initiate the election event

Once confirmed the window will update to Production mode and the election event is now ready to begin.

General Assembly 2020 Production

Summary Configuration Slides Voter Groups Voters Campaigns Templates Live Frontend ▾

The election event has been initiated ✕

Welcome to Live

Live is where you conduct the election, view results on the fly and communicate with the voters through the user modules. The presentation window provides a fullscreen view with slide navigation, results overview and a sidebar with the enabled user modules.

Start the presentation by opening the presentation window and selecting a slide to present.

Presentation window

The election event is in progress

Initiated: mar 26, 2021 13:49

- Demo voters can not log in.
- Production voters can login.
- Use of the system is monitored for accounting.

Conclude the election event

Reset all ballots
Reset user modules

Archived election events

No archived events to show

Conclude event

Once the presentation window has been exited and the event has ended it is important for the operator/user to press the “conclude event” in the Live tab to disable the registration of system use.

Conclude the election event ×

Concluding the election event will do the following:

- A collective report of the results will be generated.
- A report of all actions throughout the event will be generated.
- The election switches back to being "Demo".
- Demo voters can access and use the system.
- Production voters can not follow the presentation.
- Length of the event is registered in accounting report.

Close

Conclude the election event

When clicked and the prompt has been confirmed and closed the mode will change back to Demo mode. Note that now the section “Archived election events” has been updated with the data from the latest election event.

Recently concluded event less than a minute ago

Initiated	Concluded	Event days
mar 26, 2021 13:50	mar 26, 2021 13:51	1

Download result report
Download results
Download user module data

Archived election events

No archived events to show

In Archived election events the data from all the produced events can be viewed and downloaded.

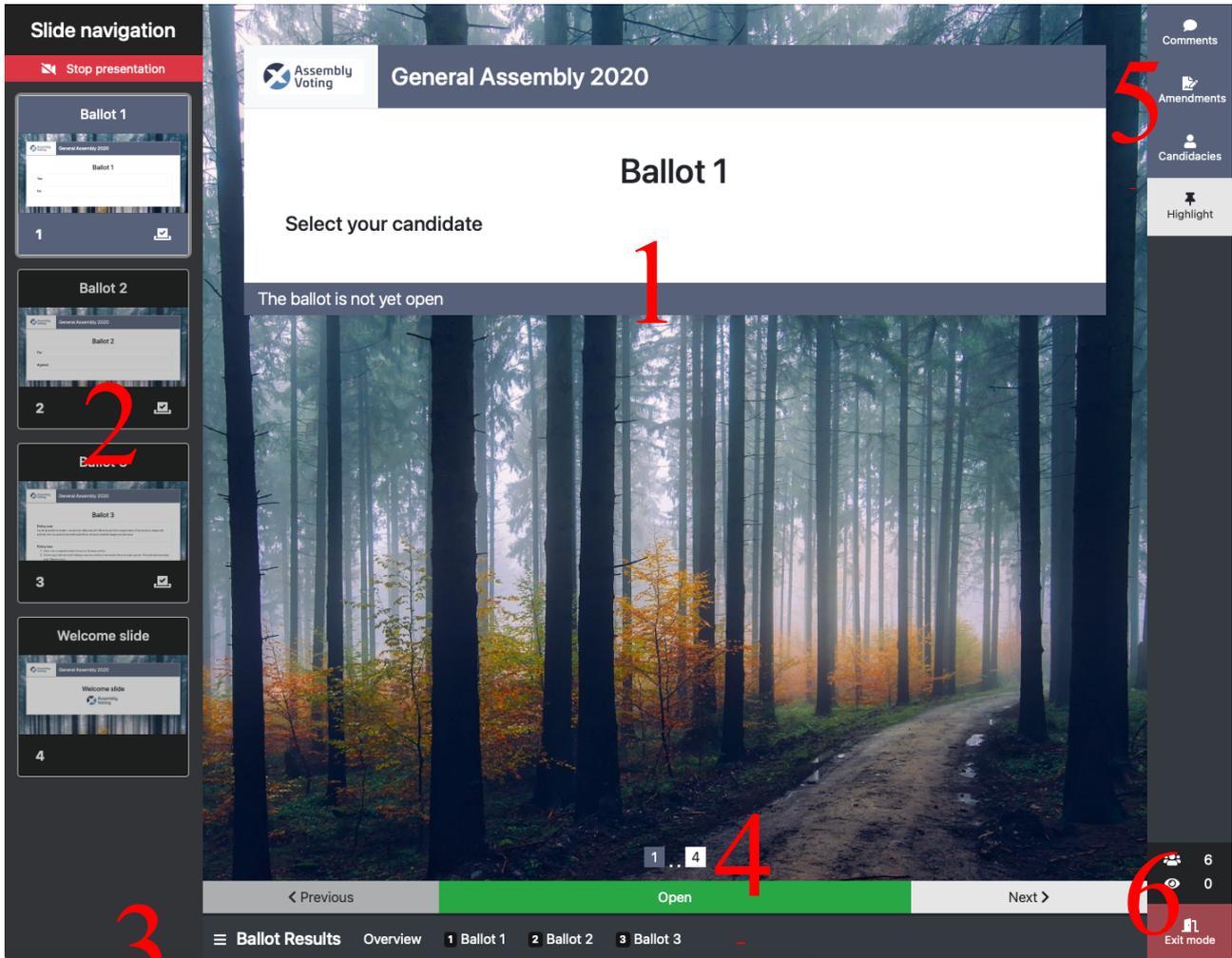
Presentation window

First step is to click the “Presentation mode”. Everybody with voter or observer access will now be able to login and see the first slide the presenter marks as active by clicking on it in the “Slide navigation” to the left.

Overview – managing the conference

The meeting operator or user will have an overview with a

1. **Presentation window** on top in the center,
2. **Left Slide navigation bar** - slide navigation, as well as stop presentation
3. **Result overview** of the ballots in bottom menu.
4. **Slide navigation** and **ballot handling** below presentation window
5. **Comments, Amendments, candidates and Highlight** overview in top right
6. Voters numbers right bottom bar as well as **exit presentation mode**.



Slide navigation

- Stop presentation
- Ballot 1 (1)
- Ballot 2 (2)
- Ballot 3 (3)
- Welcome slide (4)

General Assembly 2020

Ballot 1

Select your candidate

The ballot is not yet open

Navigation: < Previous | Open | Next >

Bottom Bar: Ballot Results | Overview | 1 Ballot 1 | 2 Ballot 2 | 3 Ballot 3

Right Panel: Comments, Amendments, Candidacies, Highlight, 6, 0, Exit mode

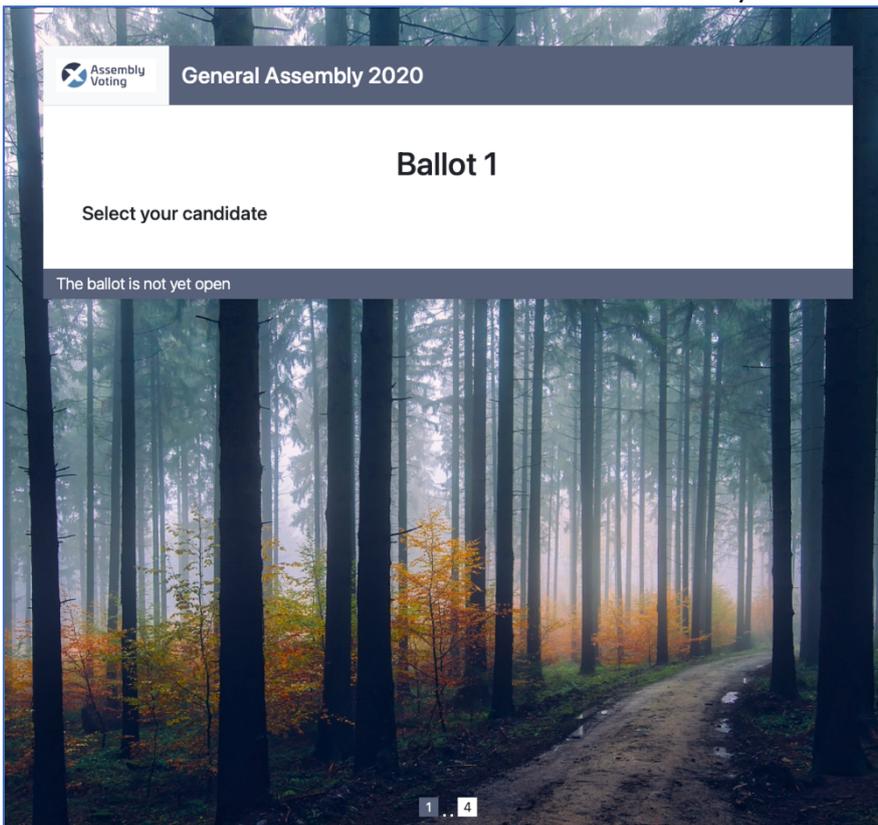
Red annotations: 1 (Select your candidate), 2 (Ballot 2), 3 (Slide navigation), 4 (Open button), 5 (Amendments), 6 (Exit mode)

It is possible to stop the presentation, by clicking “Stop presentation” in top right corner.

 . Change slide for the audience by clicking “Previous” and “Next” in the presentation window or click a slide in the navigation window.

1. Presentation window

Presenter will in the presentation window see the actual slide. Small numbers in the bottom of the window shows number of slides and what number slide you are at.



2. Ballot handling

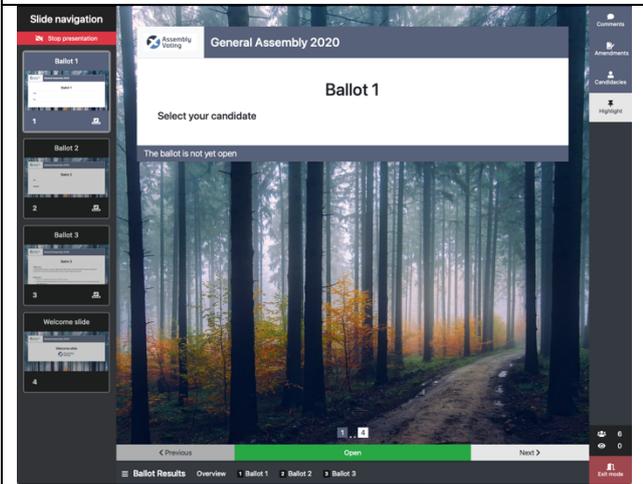
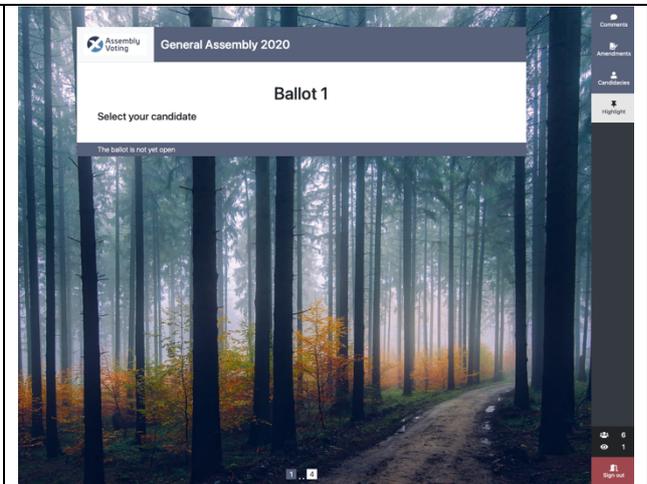
Navigating ballots

You can use the arrows to go to next and go to previous slide



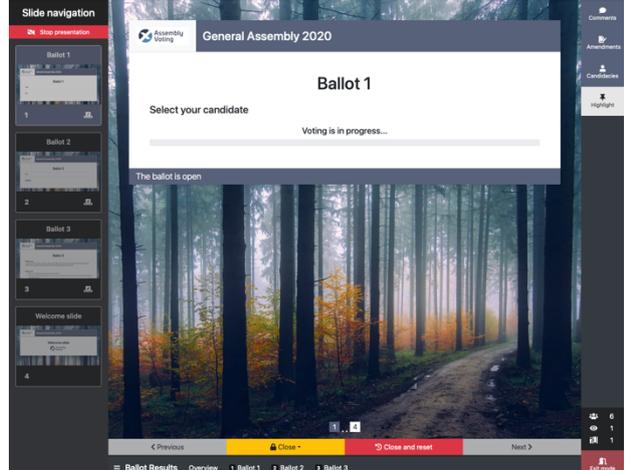
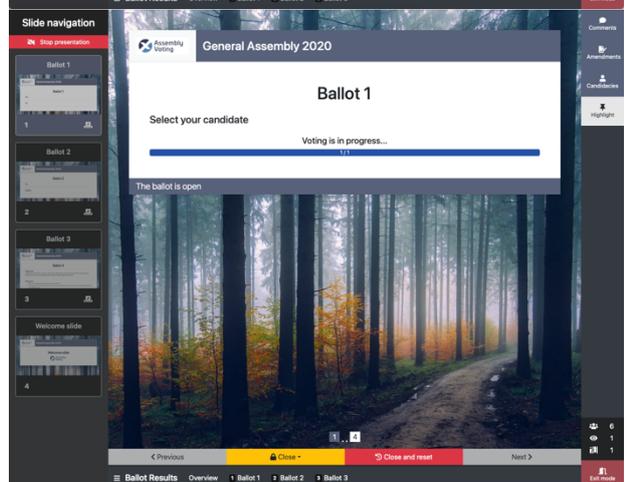
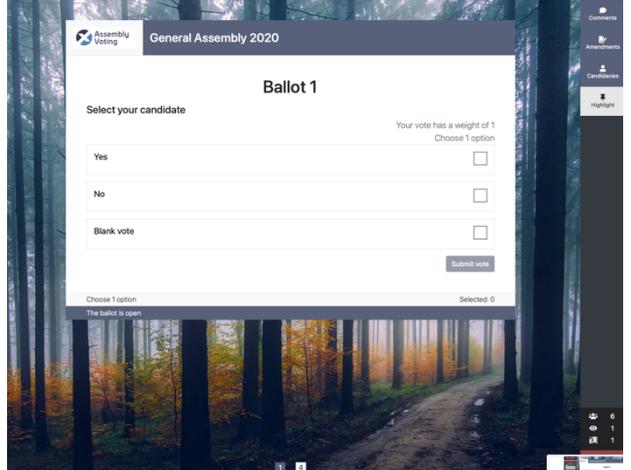
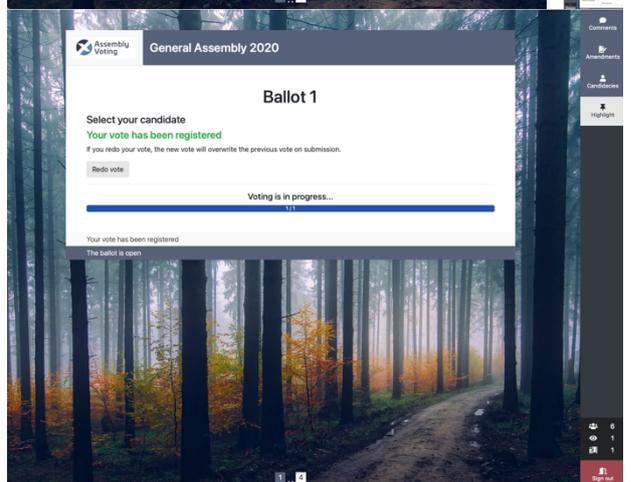
Conducting an election on a Ballot Slide

Meeting conductor will on ballots have the option of opening the elections for votes.

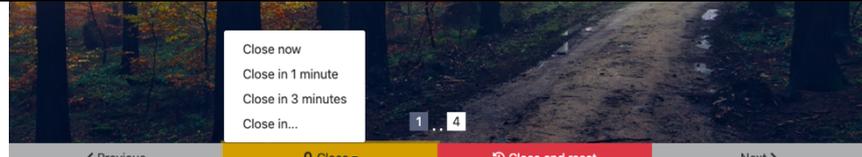
Operator/user view	Voters view
Ready to open	
	

Operator/user view	Voters view
--------------------	-------------

Election open

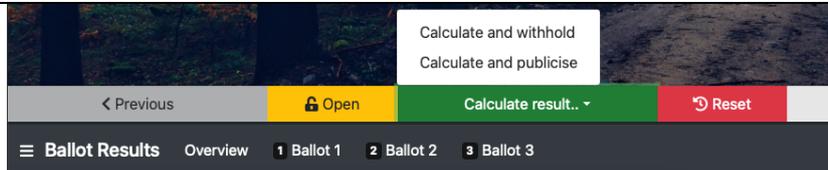
 	 
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Closing or timing closure of the election
Meeting conductor has the following options for timing the closing of the election.

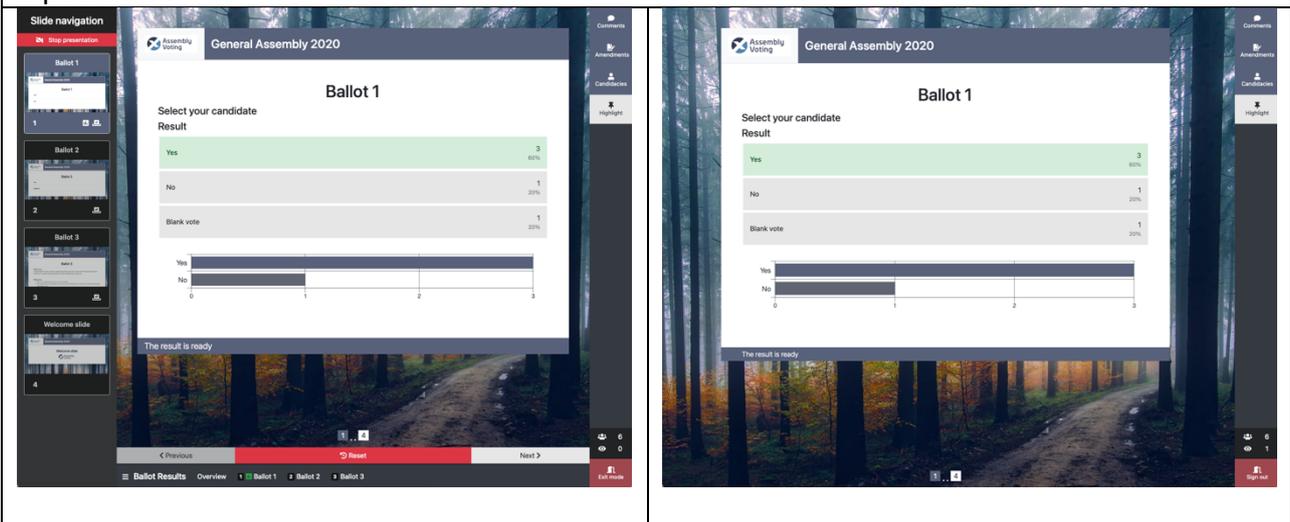


Calculate result

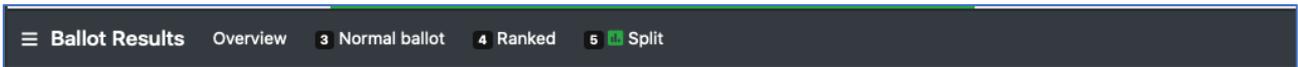
When the election is closed the meeting conductor has the option to calculate the result and withhold results or to publicise for all participants to see results. If withheld – backend users have the possibility to see the result in the bottom menu bar.



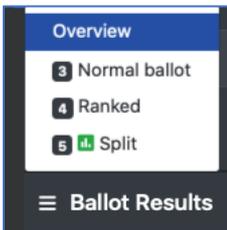
If publicised



3. Bottom result overview



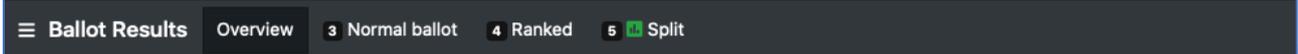
Click small menu to find specific ballot



Click overview to get status on the different ballots. Information is updated, when ballot is closed. You can see Information about:

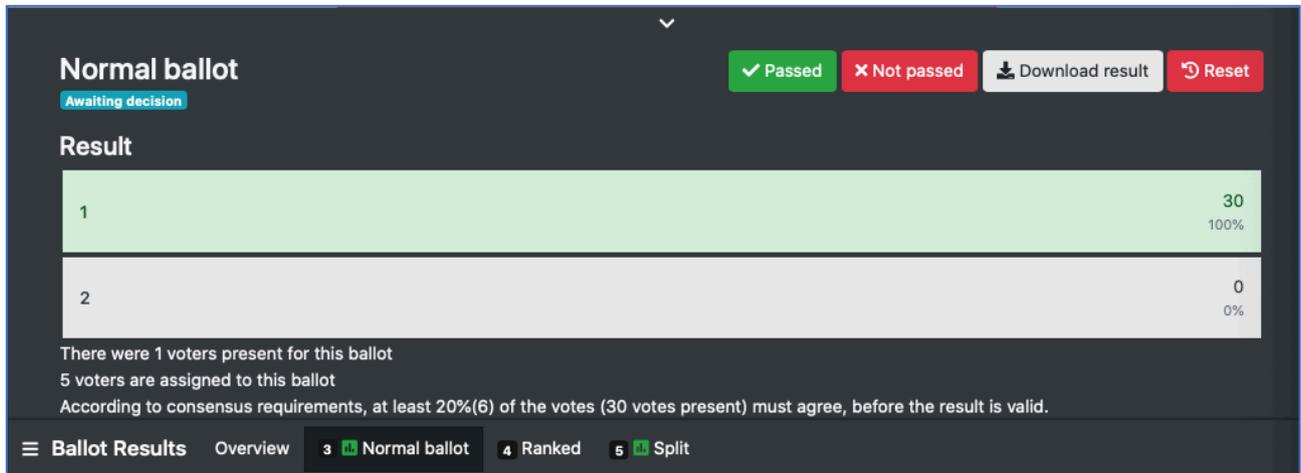
- State,
- Voters eligible present,
- Participation Eligibles present
- Votes

Ballot	State	Voters Eligibles present	Votes	Participation Eligibles present
Normal ballot	new		Not yet closed	
Ranked	closed	0	0	NaN%
Split	finished	1	1	100%
Overall				NaN%



Ballot overview

Click a ballot to get the following information and actions:



Normal ballot ✓ Passed ✗ Not passed Download result Reset

Result

1	30 100%
2	0 0%

There were 1 voters present for this ballot
5 voters are assigned to this ballot
According to consensus requirements, at least 20%(6) of the votes (30 votes present) must agree, before the result is valid.

Ballot Results Overview **3** Normal ballot **4** Ranked **5** Split

Information:

Result

Comments for result

Actions:

Optionally mark the result as passed or not passed.

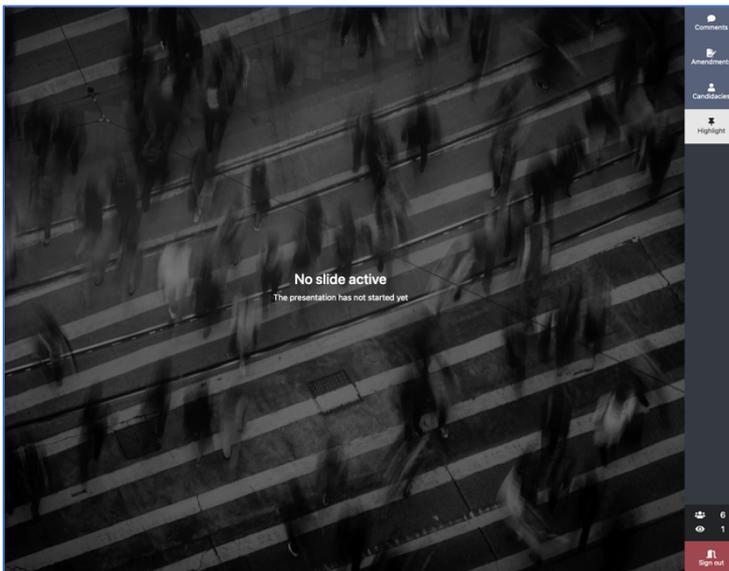
Download result as .csv

Reset ballot

4. Left side presentation bar

In the left side presentation bar you can navigate the slides as well as you can stop the presentation.

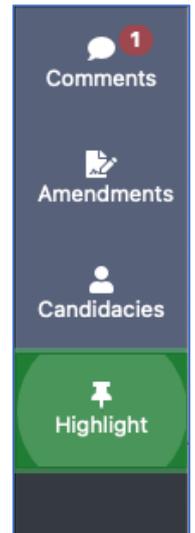
If voters are logged in and you stop presentation screen, they will get a message the “No slide is active” until you reopen the presentation.



5. Comments, Amendments, candidacies and Highlights

If activated in the configuration tab, it is possible to see list of comments, amendments and candidacies.

A small red number will be visible to signal new information not seen.



Comments

Clicking on the comment section will unfold the tab.

In this section the participants can follow the comments as well as

Any new amendments or candidacies created by other participants.

In the comments all participants are able to make comments, edit, and delete their own comment. The operator/users can moderate the chat by highlighting and deleting comments.



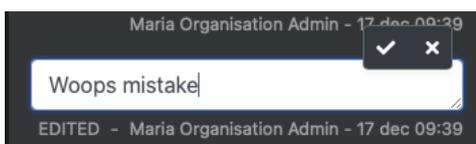
These are the three functions available to the operator/users:

Highlight, Edit, and Delete.

However, the operator/users is only able to edit their own comments.

Edit comments

Hover over a posted comment and click on the pen to edit a comment.

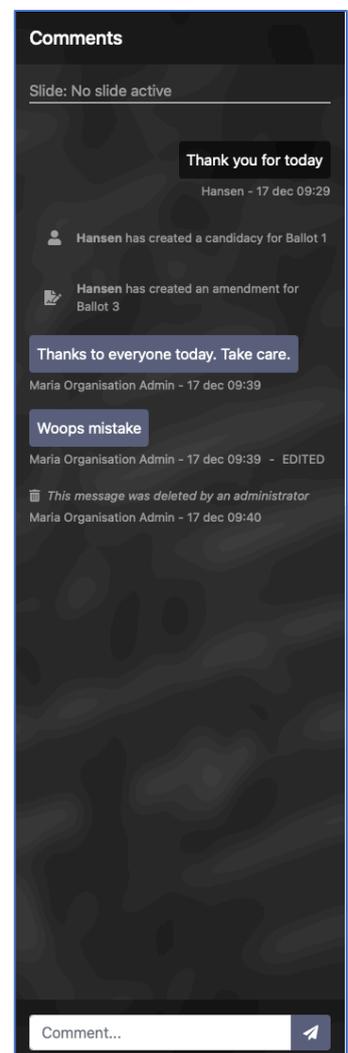


Correct the comment and if satisfied with the result click the check symbol.

The X symbol will restore the comment to before it was edited. After the comment has been edited all participants will be able to see it has been edited.

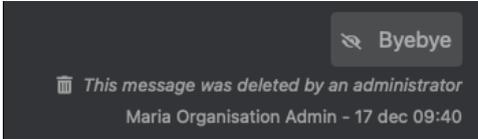
Delete comments

It is possible to remove comments from the chat by hovering over the



comment that should be deleted and by clicking on the trash bin it will be removed. Every participant is able to delete their own comments.

A comment deleted by the operator/users will look like this:



Restore comments

It is possible to restore a comment by hovering over the comment and clicking on the trash bin with the arrow . The comment will now reappear to all participants in the comment section.

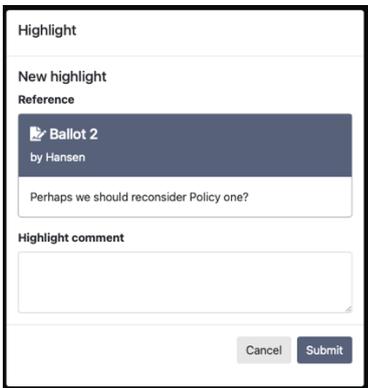
Amendments

By clicking on amendments, the section is unfolded to the right. If this module is in effect all participants are able to add amendments to all the proposed ballots.

The operator/user can highlight and delete proposed amendments.

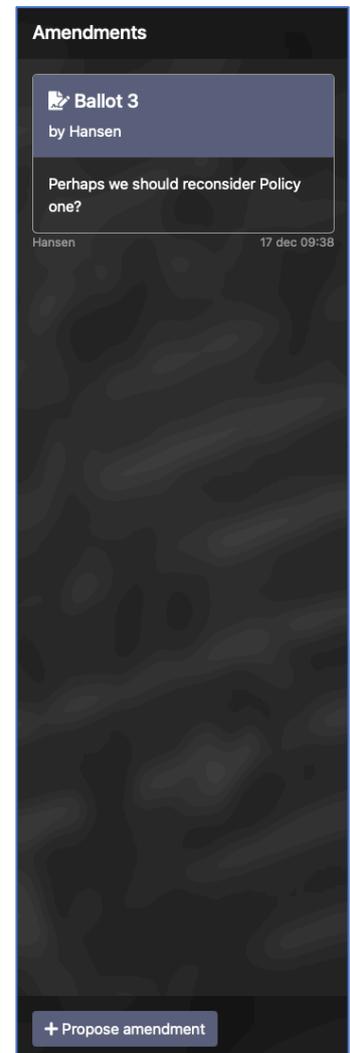
Highlight amendment

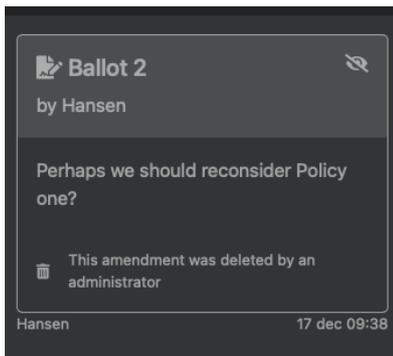
By hovering over the proposed amendment, the operator/user can highlight it by clicking on the pin. In the popup window the highlight will appear, and the operator/user is able to add comments before submitting the highlight.



Delete amendment

By hovering over the amendment and clicking on the trash bin the amendment will be deleted and it will now look like the following picture:



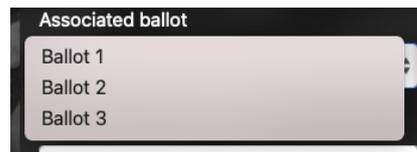
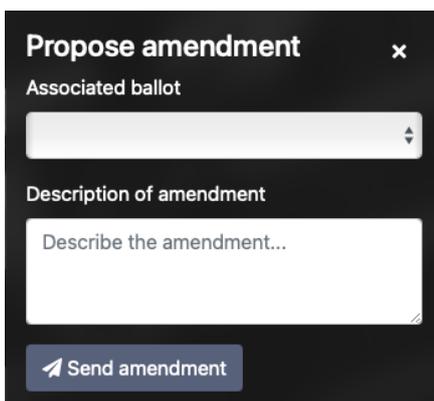


Restore amendment

By hovering over the deleted amendment, it is possible to restore it by clicking on the trash bin symbol with the arrow . The amendment will then reappear in the amendment section to all participants.

Propose amendment

This function is only accessible in the voter window and not to the operator/user. By clicking on the + button at the bottom of the section the proposal will appear where the voter can propose their amendment.



It is required to fill out which ballot the amendment is associated to.

When the participant has filled in the amendment and clicked "send amendment" it will appear on the amendment section for all participants to view.

Candidacies

By clicking on candidacies, the section is unfolded to the right.

If this module is in effect all participants are able to view and add candidacies to all the proposed ballots. The operator/user is able to add proposed candidacies directly to the ballot from the presentation window.

Add to Ballot

By hovering over the proposed candidacy and clicking the round + button  operator/user can add the candidacy directly to the ballot.

Note: it is possible to use the add to ballot function both before and while the ballot is open.

A new popup window to the backend will appear in the presentation window.

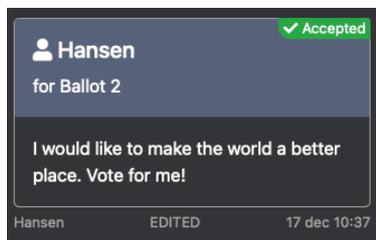
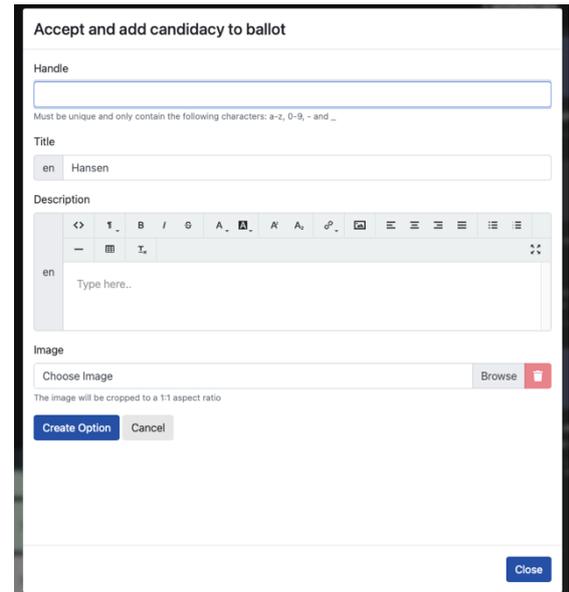
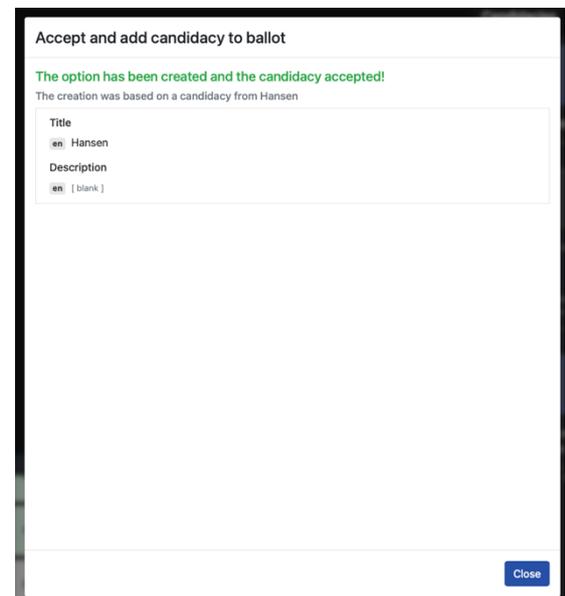
To add candidacy to ballot five steps is necessary to follow:

1. It is a requirement to add a Handle.
2. The name of the candidate has been auto filled in the Title field, make sure it is correct.
3. It is optional to add description and image.
4. Once the everything has been configured to satisfaction click "Create Option".

The page is now directed to a confirmation page where you can view the information that has been submitted. Note once submitted the information can only be edited from the backend under the Slide tab.

5. Click on close and the information will now appear on the ballot.

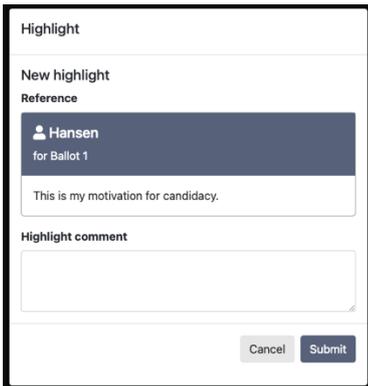
The proposed candidacies that have been added to the ballots will be marked with a checkmark and the text "accepted".

Note that once added it cannot be deleted again from the presentation window. Deleting a candidate from ballot must be done from backend under the Slide tab.

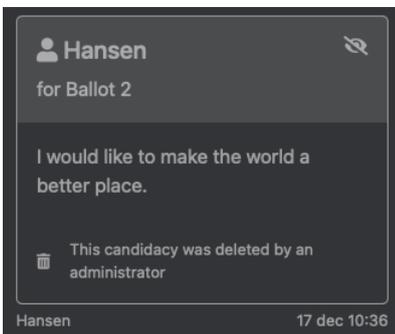
Highlight candidacy

By hovering over the proposed candidacy, the operator/user can highlight it by clicking on the pin symbol. In the popup window the highlight will appear, and the operator/user is able to add comments before submitting the highlight.



Delete candidacy

By hovering over the candidacy and clicking on the trash bin the proposed candidacy will be deleted and it will now look like the following picture:



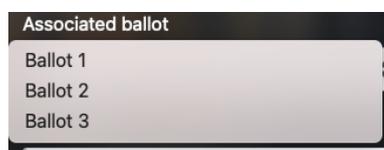
Note that deleting an accepted candidacy will only remove it from view in the candidacy section in the module, and not from the ballot to which it has been added. Deleting a candidacy that has already been added to ballot can only be done from backend in the Slide tab.

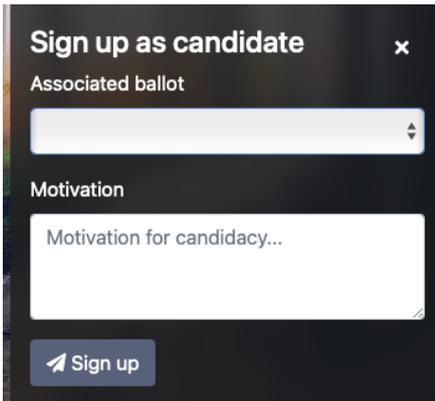
Restore candidacy

By hovering over the deleted amendment, it is possible to restore it by clicking on the trash bin symbol with the arrow . The candidacy will then reappear in the candidacy module to all participants.

Sign up as candidate

This function is only accessible in the voter window and not to the operator/user. By clicking on the button “Sign up as candidate” at the bottom of the module the proposal will appear where the voter can propose their amendment.

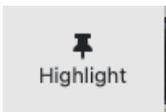




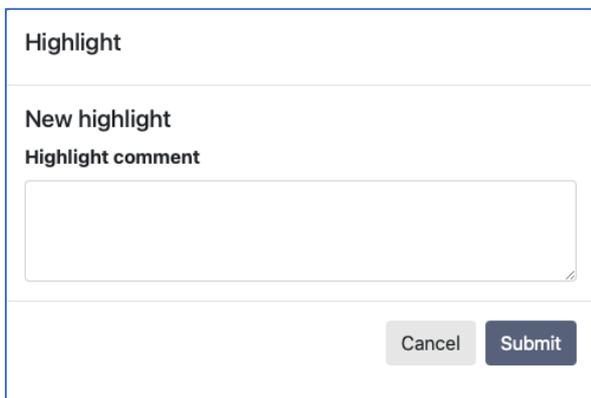
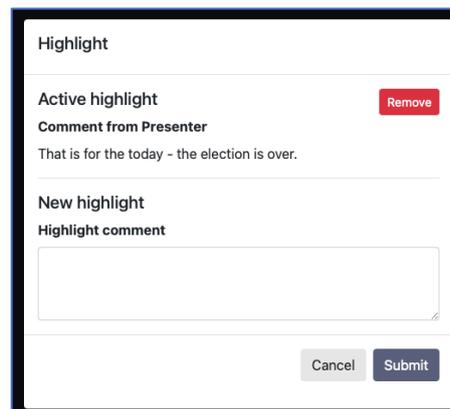
It is required to fill out which ballot the candidacy is associated to. When the participant has filled in the motivation and clicked “sign up” it will appear on the candidacy module for all participants to view.

Highlights

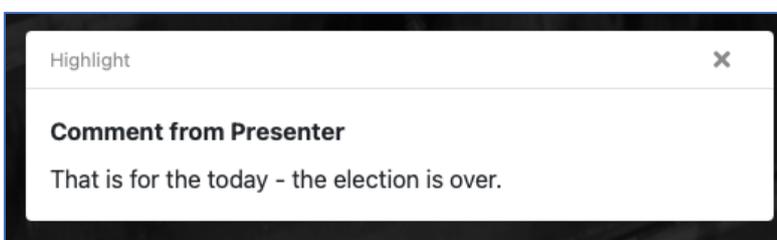
User/Operator can highlight a comment, amendment or candidacy by clicking the “pin” by the comment, amendment, or candidacy and write a message to all participants.



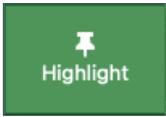
Alternatively, just click on the Highlight module and type a message.

All participants will get the message instantly as a popup that can be closed.



While there is an active highlight the Highlight module will change and pulsate green until the user has removed the pinned post.

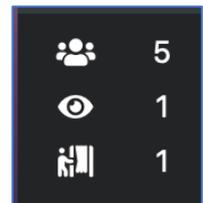


6. Voters number

In the configuration page you can choose the counts that should be visible in the sidebar for both voters and users.

Shown counts

- Total voters
- Voters present
- Eligible voters present
- Weight sum of eligible voters present



	5
	1
	1