

## The Electronic Voting System - EVS

The electronic voting system is based on the MSU surveys application. Its primary purpose is to allow the MSU community to vote on a variety of issues, membership or procedures. If you have requested an election in the past you should be very familiar with the process.

**End URL:** This URL will be presented as a link at the end of the election, and allows you to direct your participants back to any page.

**URL description:** The description for the link using the End URL.

**Administrator:** This is the name of the contact person who administers the election. It will be included in emails sent out inviting participants to vote.

**Admin email:** This is the email address of the administrator (as above) and is used as the 'reply to:' address on any emails sent.

**Bounce email:** This is the email address where a delivery error notification email should be sent.

### **Presentation and Navigation**

**Format:** Choose from "Question by question", "Group by group" or "All in one".

- o **Question by Question:** Election will display one question per page.
- o **Group by Group:** Election will display all questions in a group per page. Elections

**Show "There are X questions in this survey":** Yes/No. Default is "Yes". If "Yes", the message will be displayed on the Welcome Screen. This option will not affect the print version.

**Show group name and/or group description:** Will control the display of Group Names and Descriptions. This option will not affect the print version.

**Show question number and/or code:** Default is "Show both".

**Show "No answer":** Yes/No. Default is "Yes". When "Yes", a "No Answer" option will be displayed as the default option for non-mandatory single-select questions. Be aware that if you switch this off, the participant won't be able to unselect a chosen answer option in a non-mandatory question. If you want to have an "Abstain" option in your choices this is one way of doing it. However, note that this will only work with single select questions.

## Publication and Access Control

**Start date/time:** Set this to some date if you want your election to start on a certain date. The election will start on midnight of that day and only then will people be able to answer to it. To disable this just clear the date from the input field. If you want the time for the start of the election to be different just replace the 00:00 with the desired time.

**Expiry date/time:** Set this to some date if you want your election to expire on a special date. This is the last date on which the public election script will let people participate.

## Notification and Data Management

**Enable assessment mode?** With this setting you can enable/disable assessments for this election.

## Tokens

**Anonymized responses?** This is always set to "Yes" and cannot be changed. It's not possible to connect a response to the voter token that submitted the response. Responses can be viewed individually in the results data, but they remain anonymous.

**Use HTML format for token emails?** When set to "Yes", all emails sent by the token management interface (invite, reminder, confirmation) will be formatted as HTML. You'll then be able to use rich formatting for these emails. Default is "Yes" at election creation.

Caution: when you switch on/off this feature, you'll have to double check that your email templates are still displayed, as you want.

**Set token length to:** Usually you don't need to change this. The default setting of 15 digits (max. supported value: 99) is fine. If changing this setting, please enter a number (X) which should be greater than 5 (if the number entered is <5 it will be converted to the default value of 15). When generating tokens all tokens will use a length of X digits.

The **Import** and **Copy** tabs are only relevant to you if you wish to reuse the format of an older election for a new election. Only elections created through the EVS can be used for an import.

## Creating a Question Group

Before you can add questions to your election you must create a question group. More than one question group can be created but only one is required. A field in the **Presentation and Navigation** tabs determines whether the name of the question group is displayed.

- 1) Click on the **Add new group to election** icon
- 2) Type the **Title** od. A field in the

**Relevance equation** allows you to present only certain groups of questions and hide others based on certain answers (optional)

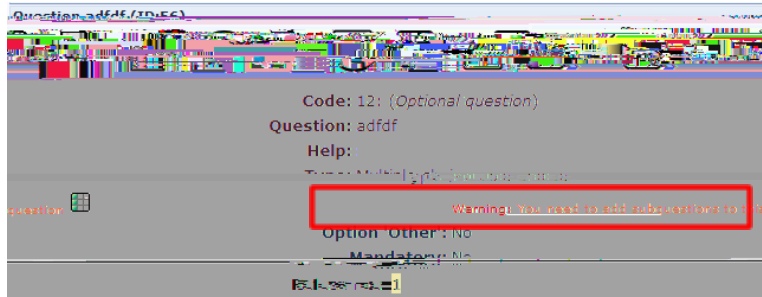
4) Click **Save question group**

## Creating Questions

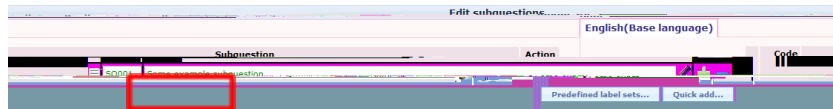
- 1) Click on the **Add New Question to group** icon
- 2) Type a number under **Code**. This is your ID, number, or code for the question. This field is only for quick identification. Try to be consistent with your coding in this field.
- 3) Type the question under **Question**. There is no real limit to the length of the question.
- 4) Type additional information under **Help** if your question needs some explanation or you want to explain how it should be answered. When you put text in this field, a “Question Mark” icon appears on the election entry screen with the help text right beside.
- 5) Choose a **Question type\*\*** by clicking on the drop down arrow to display a list of question types. There are multiple question types you can choose from.
- 6) Choose whether or not question is **Mandatory**. If you do not want users to be able to abstain you can select **Yes** under **Mandatory** and they cannot submit the ballot without responding to that particular question.
- 7) **Validation** allows you to enter a regular expression and validate the answer (optional).
- 8) **Relevance equation** applies conditions using the Expression Manager (optional).
- 9) Click **Save**

Some question types require an additional step to enter the answer options and sub-questions. Those question types are **Ranking**, **List radio**, **List with write in option** and **Multiple Choice**.

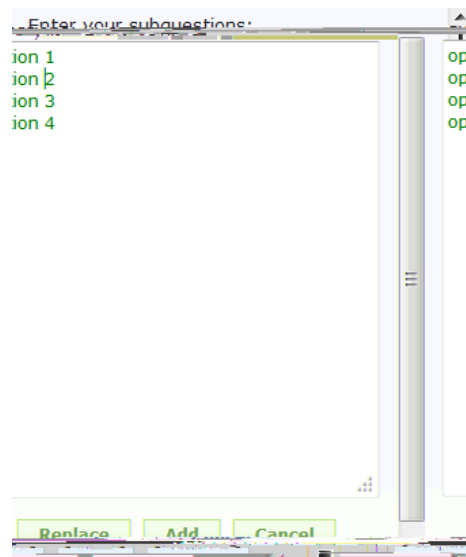
10) After hitting **Save**



11) Click on **Quick add....**



12) Type the answers hitting **Enter** after each line



13) Click **Replace**

14) Click **Save changes**



## Question Types

**File upload** - can be used to collect file(s) from a user in response to a question.

**Ranking** - allows you to present your participants with a list of possible answers/options, which they may then rank in order of preference.

**Text display** - does not collect input from the user and simply displays text. It can be used to provide further instructions or a design break in the survey.

**Yes/No** - collects a response of "Yes" or "No" from the user.

**List (radio)** - collects input from a list of radio buttons.

**List with write-in options** - displays a list of radio buttons, while allowing the participants to provide an additional comment with their submission.

**Long free text** - collects multiple lines of text input.

**Short free text** - collects a single line of text input

**Multiple choice** - collect input of multiple selections through checkboxes.

## Previewing Your Election

Once you setup the election you can preview it by clicking the green gear "**Test this election**" on the second toolbar. This will allow you to go through the election without having the election active yet. Any submitted votes will not be recorded.

## Adding Authorization to the Election

All the elections are anonymous. By default, the elections are public. To only allow certain users to vote in the election, authorization tokens must be enabled. Tokens must also be enabled to restrict users from voting more than one time.

- 1) Click on the **Token Management** icon on the second toolbar
- 2) Click **Initialize tokens**
- 3) Click **Continue**
- 4) Add Voters by either clicking on **Add new token entry** (this will allow you to add voters one at a time) or by clicking on Import tokens from CSV file. The latter method is recommended for a large group of voters. When using a CSV file three attributes are mandatory for the voters: first name, last name and email address.

send the e-mails in advance (before you open the election) it is recommended to edit the e-mail template to include the start date and time of the election. The start date/time and the expiration date/time can be set up through the **General Settings** of the election, accessible from the second toolbar by clicking the **Election Properties** icon.

- 1) On the tokens page click on **Edit email templates** to modify the email
- 2) Click on **Send email invitation** to send the email out to voters

## Activate the Election

In order for the system to start an election and allow users to access it, the election must be activated. To activate the election, click on the small green triangle entitled "**Activate this election**".

## Reviewing Election Results

- 1) Click on **Responses** and then **Responses and statistics**
- 2) Click **Display responses**
- 3) Click **Get statistics from these responses** to see a summary of the responses