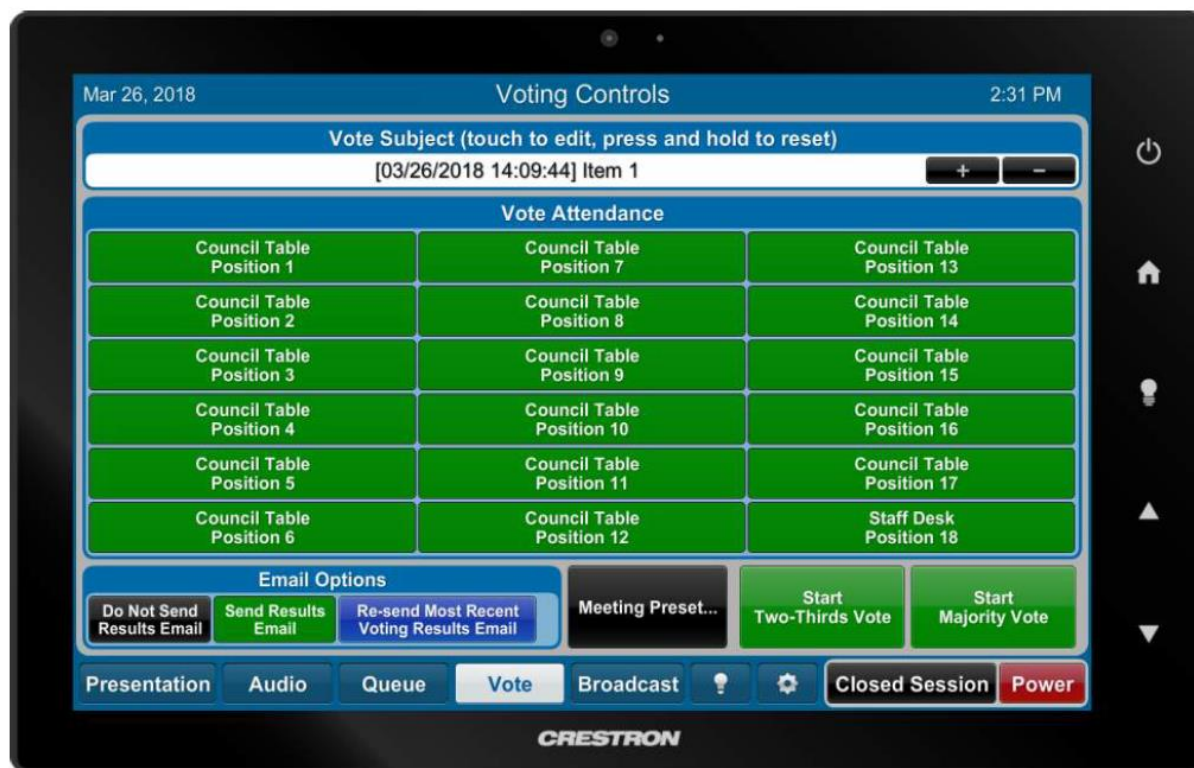## Voting Controls

The voting controls page allows you to create and manage a vote, choose voting participants, display the results, and forward the results to a pre-defined email address.

The top bar that runs the width of the page is labeled **Vote Subject**. In the event that you want to take a vote on a specific subject, you can take a vote and label the results for future reference. As you can see in the image above, if no subject title is given, then the date and time are placed into the title by default, along with an item number that automatically increments with each vote. If you would like to keep the default title, but need to change the item number, the '+/-' buttons can be used. If you would like to label the subject with some more useful info, then you can do so by clicking on the "subject" to edit it, or pressing and holding to delete what is currently there.
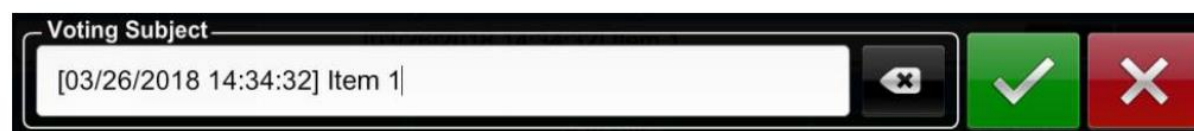
Once you have pressed on the subject box a text entry field will pop up as shown above. Once you have finished putting the required info into the title, simply pressing the "checkmark" button will validate the title and bring you back to the page displayed above.

When you are back on the main voting page with an appropriate title for the vote you can then define who is present for the voting process.

Pressing a user's name will toggle their attendance between "present" (green) and "not present" (grey). By default the system will assume that everyone is present at the beginning of a meeting session. An example of some participants not being present is shown in the image below:
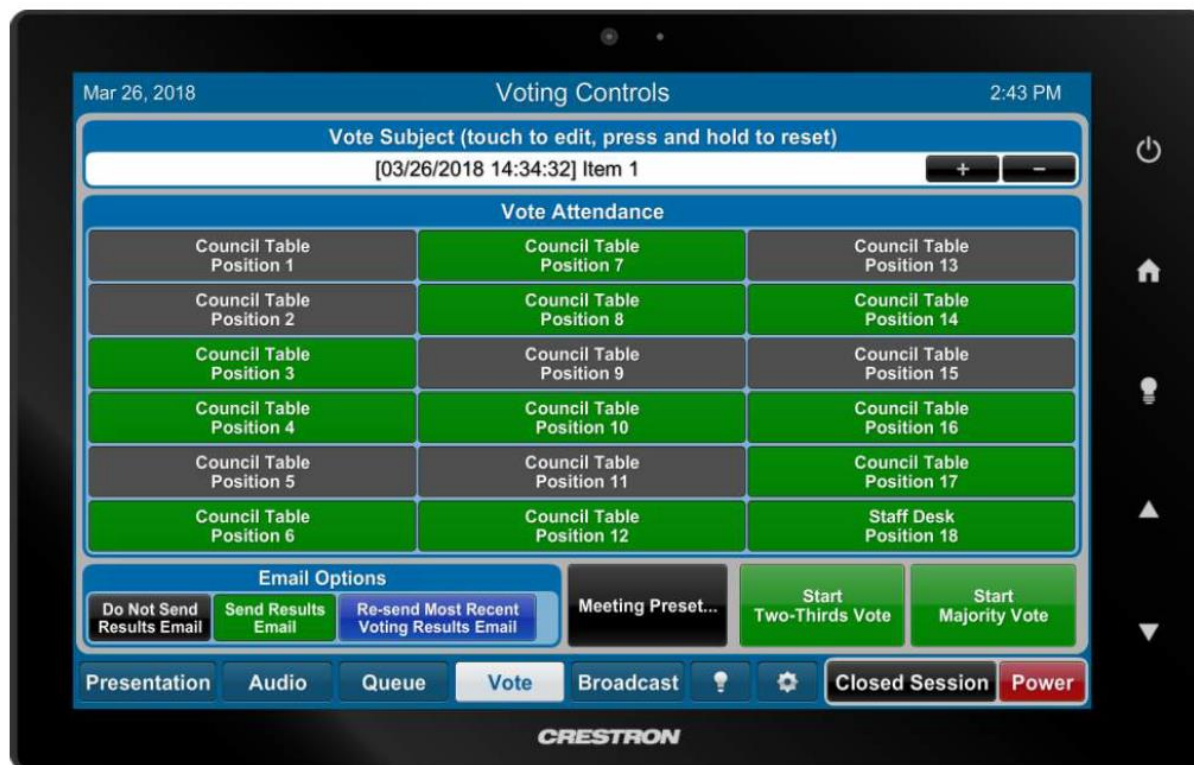

As you can see, the councilors at station 1, 2, 5, 9, 11, 13 and 15 are not present, and their stations will be excluded from the voting process.

The controls in the **Email Options** area allow you to determine if voting results should be sent to the email recipients specified in the current meeting preset, or just displayed locally without generating an email containing the results. If needed, you can also re-send the most recent voting results email.

The **Meeting Preset** button provides access to the controls for selecting and modifying the current meeting preset. Meeting presets will be covered in detail later in this document.

Once the vote subject, attendance and email options have been set, you are ready to start the voting process by pressing the **Start Two-Thirds Vote** or **Start Majority Vote** button.
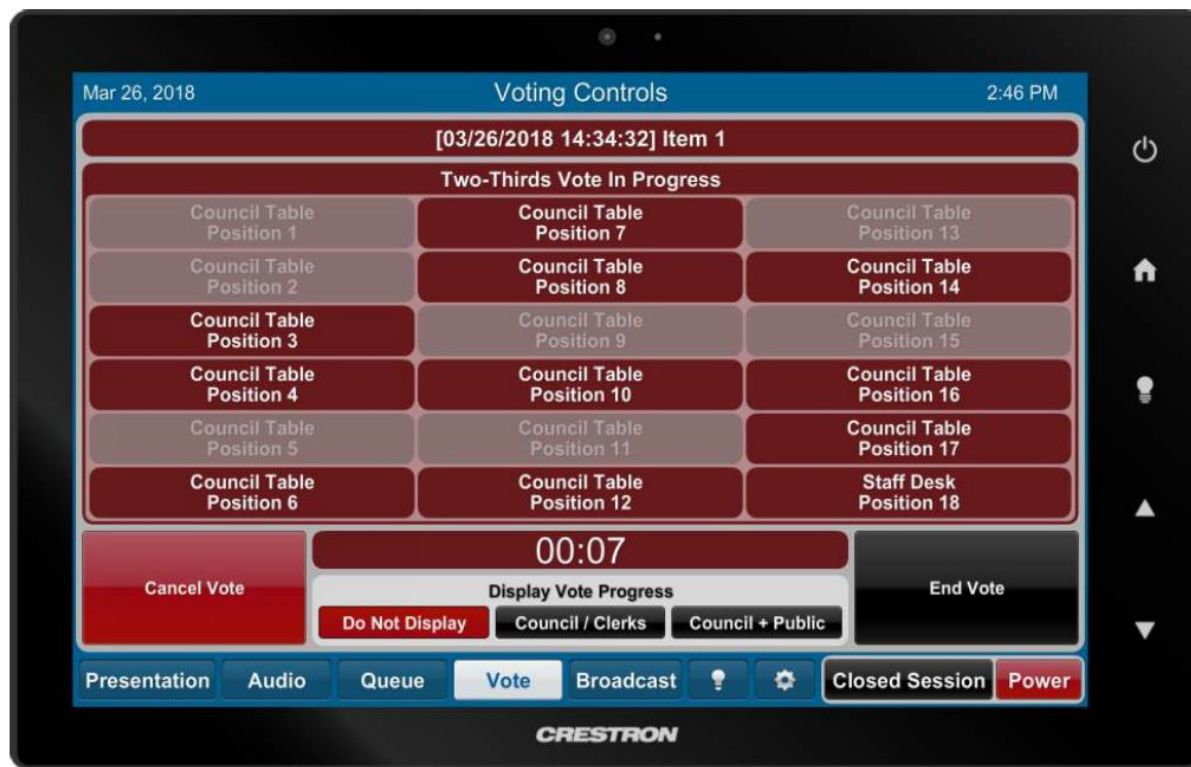
Once the voting process has been started, the touch panel will display the **Voting In Progress** page displayed above.

The topmost section of this page displays the vote subject, as defined on voting setup page. The next section shows the status of each voting station – a red name indicates that the user at that station has not voted, a green name indicates that the user has entered their vote, and a greyed-out name indicates that the user at that station was marked as "not present" on the voting setup page.

Underneath the status area is a large timer, which indicates how much time has elapsed since the **Start Vote** button was pressed.

By default, the voting progress information is displayed on the touch panels only. The progress information can also be made available on the Council and Clerk preview monitors by pressing the **Council / Clerks** button in the **Display Vote Progress** area. Progress information can also be presented on all displays (including staff preview monitors and public-facing displays) by pressing the **Council + Public** button.

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When the voting process is started, the touch-enabled preview monitors at stations that were marked as "present" will display the voting options shown below:
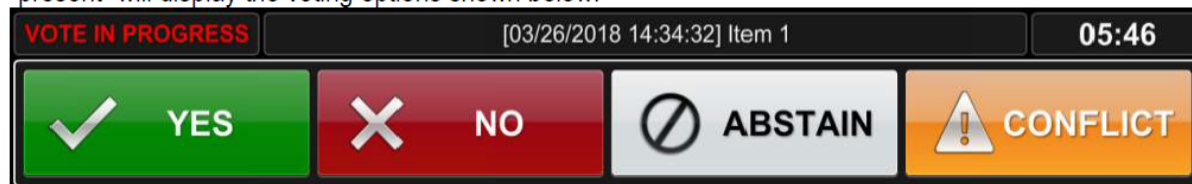

The white border around the voting options will flash to indicate that vote entry is required. Once a voting option has been selected, the white border will stop flashing and the selected option will be highlighted in blue, as shown below:
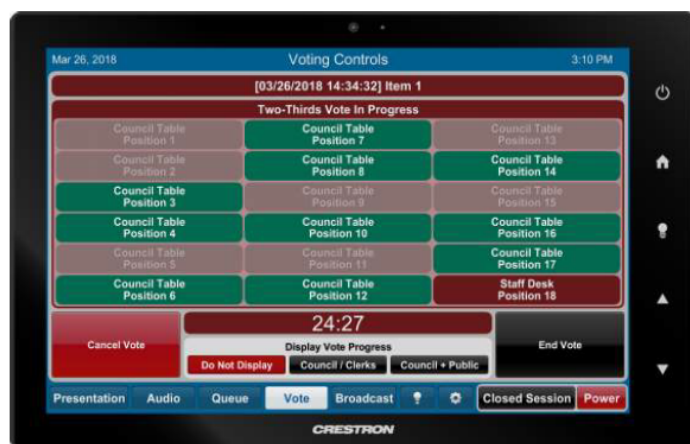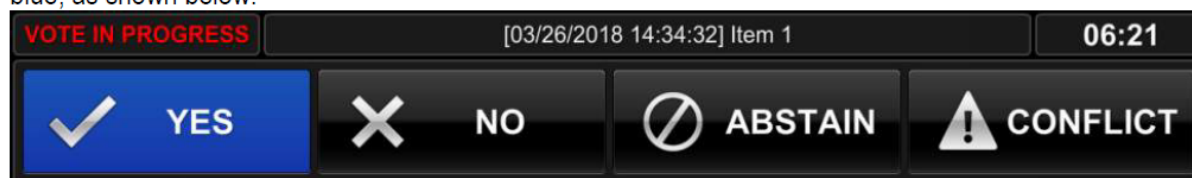
As participants enter votes at their stations, their voting status on the main control touch panels will change from red to green. When all participants have entered votes, the background of the vote subject and status areas will change from red to green, indicating that all eligible participants have voted.

Once all votes have been entered, press the **End Vote** button to tally the votes and view the results.
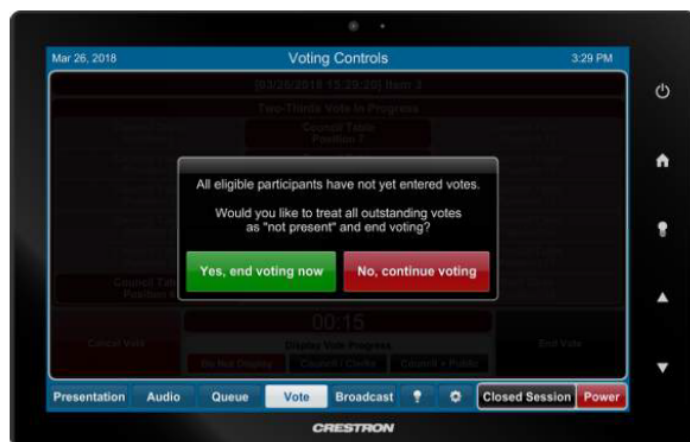
Pressing the **End Vote** button before all participants have entered votes will display a warning stating that votes have not been entered, and will give you the option to end voting anyway, marking all users who have not entered votes as "not present", or selecting to mark individual participants as 'conflict of interest'.

The voting process can be cancelled at any time by pressing the **Cancel Vote** button. To prevent accidental cancellation, you will be asked to confirm that you want to cancel the vote.
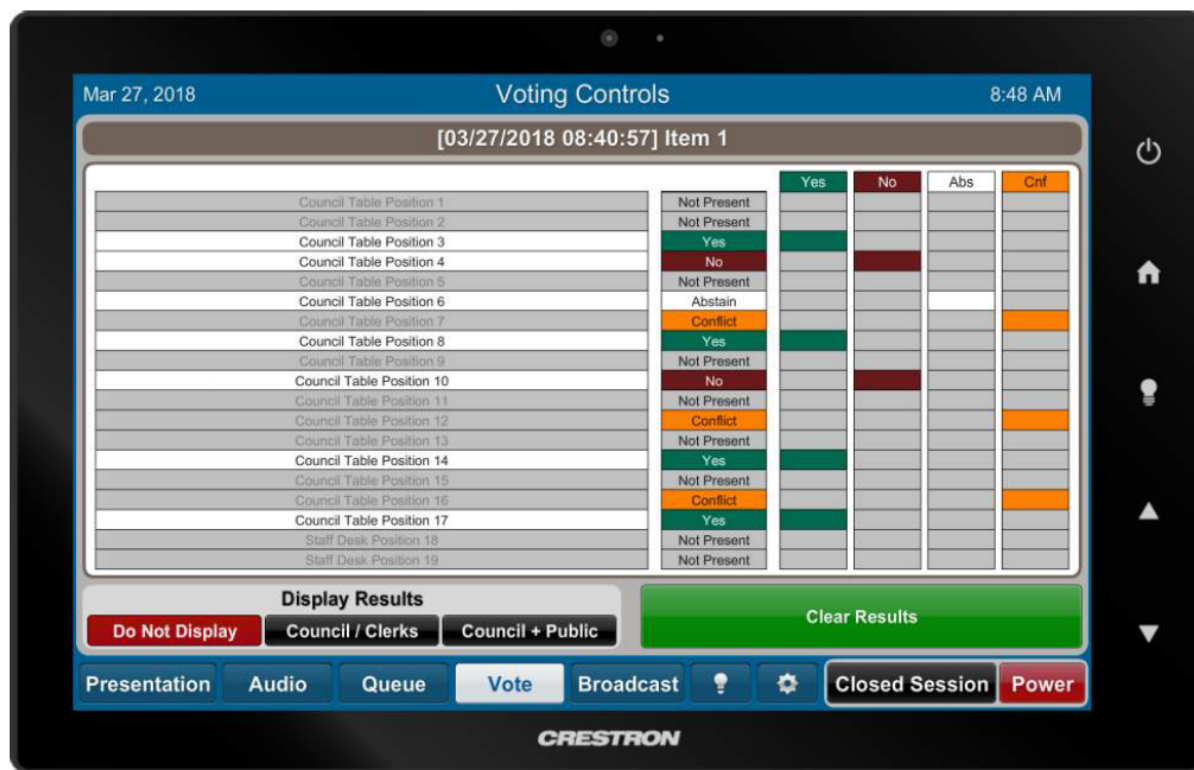
After pressing the **End Vote** button, the results will be tallied and displayed as shown above. Each participant's vote is displayed, along with total counts and the result after tallying the totals. If selected on the voting setup page, the results email will also be sent out at this time.

The touch-enabled preview monitors at each voting station will display only the result, as shown below:

As with the vote progression information, detailed voting results can also be displayed on the council and clerk stations, as well as on staff and public-facing displays by selecting the corresponding option in the **Display Results** section.

When you are finished viewing the results of the vote, press the **Clear Results** button to return to the voting setup page.