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Communication

Communication occurs frequently between election officials and other parties. An effective and convenient communication system can facilitate election management. With the powerful communication tools provided in the PPMS, election officials are released from the tedious time consuming tasks of phone calls, mails and emails.

What is provided in the communication?

Click the **Communication** task bar in the task menu section, and you will be in the communication page (see Fig. 6-1).

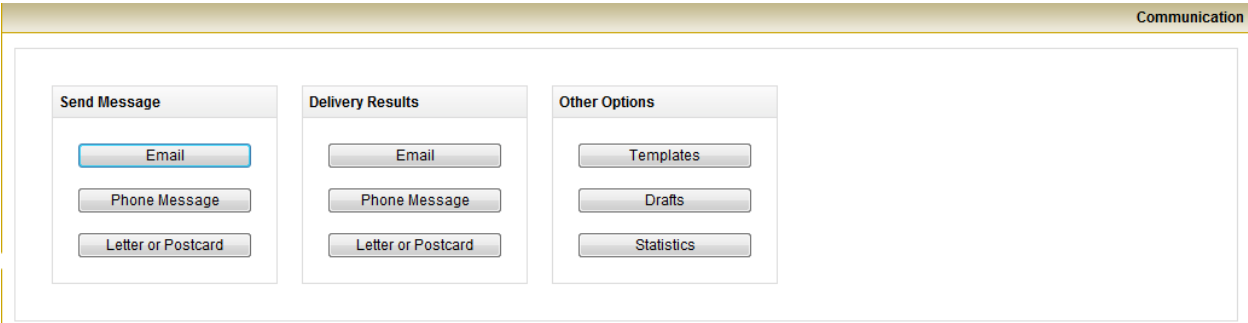


Fig. 6-1 the Communication page

The Communication page includes three groups of functions: Send Message, Delivery Results and Other Options.

The Send Message group is mainly used to create a message and send the message to a group of recipients. It can also be used to create message templates or message drafts.

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The Delivery Results group is used to check the delivery results of sent messages.

Other Options group is used to create or edit a message template, create or edit a message draft, view the delivery result statistics and message history.

How to create and send a message?

A message is created in the Communication – Send Message page. Users can get to the Send Message page in several ways, depending on the recipients users want to communicate with.

How to get to the Send Message page?

Officials often need to communicate with contact persons of organizations (facility owners) and facilities.

For users' convenience, the system has set up some groups as pre-defined groups, including All Organizations, All Facilities, All Potential Facilities and All Election Facilities. The contact information of the organization/facility in each group will be automatically collected by the system.

1. To communicate with one of the pre-defined groups:
 - a. Click the **Communication** task bar in the task menu section.
 - b. Click one message type button (Email, Phone Message, Letter or Postcard) from the Send Message group. The Send Message page will appear (see Fig. 7-1).
 - c. Select one group from the drop down list. All contact persons in the group will be included automatically.

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Back Send Save As Template Templates Save As Draft Drafts New Draft Document Send Message

Training Election 02 4/3/12

Email Phone Letter

☐ Testing

To Group: All Potential Facilities Detail

Subject:

Message:

Source

Font Size

Type: ☐ Survey ☐ Schedule

Contact Options: ☐ Select All ☒ Primary Contact ☐ Secondary Contact ☐ Emergency Contact 1 ☐ Emergency Contact 2

Sender Email: elections@edmonton.ca

Preview Save As Template Send Save As Draft

Saved Email Templates Document

☐ Election Notice

☐ Organization Info about Election

☐ Testing Special features of Email

Delete

Fig. 7-1 the Communication – Send Message page

2. To communicate with a group of any selected organizations or selected buildings:
 - a. Click the **Organizations** task bar or the **Facilities** task bar in the task menu section.
 - b. Click the number link of the category of organizations or facilities. You will get to the Organization List page or Facilities List page.
 - c. In the organizations list or facilities list, click the check boxes of the organizations or facilities you want to select.
 - d. Click **Communication** button, you will be in the Communication – Send Message page. As shown in Fig. 7-4, the selected organizations/facilities are automatically listed in the To Group box.

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Fields in red are required.

Testing

To Group: Organizations

All Saints Anglican Church

BETHEL METHODIST CHURCH

Capital City Christian Church

the three selected organizations

Subject:

Message:

Type: ☐ Survey ☐ Schedule

Contact Options: ☒ Select All ☒ Primary Contact ☒ Secondary Contact

Sender Email:

Save As Template Send Save As Draft Spell Check

Fig. 7-4 the Send Message page for email message

The Send Message page

The Send Message page is the place users create messages, send messages, and create message templates. No matter how you get there, you get to the same Send Message page except the To Group box is populated with different recipients.

In the LMS, users can communicate with others by emails, phones and letters. As shown in Fig. 7-5, there are three navigation tabs-- Email, Phone, and Letter—for the three different message avenues. Click the tab of the kind of message that you would like to create. The Send Message page will show information specific for that kind of message.

There are several screen features shared in Send Message pages for email, phone and letter:

1. Button Bar:

There are Back, Send, Save As Template, Save As Draft, Spell Check, Templates, Drafts, New Draft, and New Template buttons at the top of the page.

2. Templates List:

All the available templates for this kind of message are listed on the right of the page with a Delete button at the bottom.

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Fig. 7-5 the Send Message page for phone message

3. Message Area:

Most information of a message is entered from here.

a. Message Tabs

Three message tabs are available for three kinds of message: Email, Phone, and Letter.

b. To Group box

If you are going to communicate with one of the pre-defined groups, click the drop down button and select one group from the drop down list.

If you are going to communicate with a group of selected organizations or selected facilities, all the organizations or facilities in the selection are listed in the box.

For an Email or Phone message, there is a Testing check box. When the Testing box is checked, you can type in multiple email addresses separated by semicolon (for email message), or multiple phone numbers separated by semicolon (for phone message).

c. Detail button

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Click the **Detail** button next to the To Group box, all the recipients will be listed in the pop up window.

Recipients Detail - Election Training Organizations			Total: 4
Organization/Building	Contact Person	Contact Info	
BETHELONIA AME CHURCH	Doyle, Karen	kelly@konnech.com	
Bradfordville Baptist Church	Lemons, Matt		
BETHELONIA AME CHURCH	Smith, Joe	anne@konnech.com	
BETHEL METHODIST CHURCH	Walker, Johnnie	heather@konnech.com	
All A B C D E F G H I J K L M N O P Q R S T U V W X Y Z			

d. Subject

In the space provided type in a subject for the message.

e. Message/Content

For emails and letters, just type the message in the Message/Content box.

Message:

type in the content of the email →

Good Day!

This is a friendly reminder that our Election is coming up in 2 weeks. We will notify you when we are thinking about delivering supply to your building. It should be within this coming week.

Thank you!

An email message

Content:

Preview

type in the content of the letter →

click to insert dynamic label →

\$Date\$

Dear: \$BuildingOwner\$,

We have a scheduled election coming up: \$ElectionTitle\$ held on \$ElectionDate\$.

We are interested in using your building for this election.

Will \$BuildingName\$ at \$BuildingAddress\$ be available to be an election building on \$ElectionDate\$?

Please call us back if interested in more information!

Thank you,
George Konnech
(517) 381 1830

A letter message

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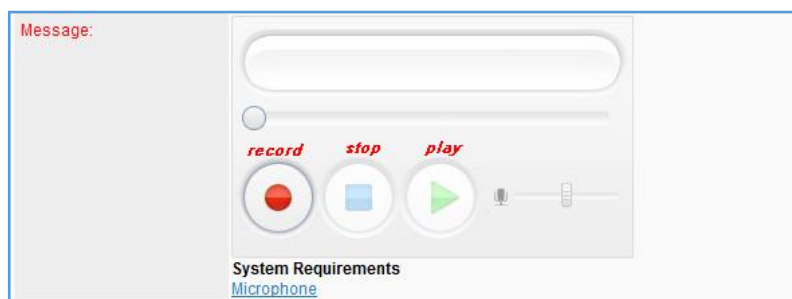
Use dynamic labels to create a generic letter:

There is an icon button of dynamic labels in the Content box. Click the button, the list of dynamic labels will show in the pop up window. Click the one you want to insert in your message and click OK button. The dynamic label will be inserted at the cursor.



These dynamic labels are variables which will be assigned with values according to the recipients and show the assigned values in the message. Thus the message content can be printed out with information specific to each recipient.

For phone messages, click the Record button  to record your message.



A phone message

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f. Type (only for Email and Phone message)

Users can add additional attributes (with survey or schedule) to an email message or a phone message.

- Survey check box:

Click the survey check box to create a message with a survey when simple responses (Yes or No) from recipients are expected.



For a survey email message, the system will automatically add two links in the email: one for a Yes response, and one for a No response. Recipients can complete the survey by simply clicking the correct link for the response.

For a phone message, the system will remind recipients to respond “Yes” by pressing 3 on a phone or to respond “No” by pressing 5 on a phone.

- Schedule check box:

Users can schedule the message to be sent at a specific date and time.

Click the Schedule check box, then select a date and time in the pop up window.

Type: ☒ Survey ☒ Schedule

May. 10 2011 10 AM 00

g. Contact Options

Users can select whom of each organization or facility the message will be sent to, such as primary contact or secondary contact. For phone messages, users can also select if the message will be sent to work phone, mobile phone or both.

Contact Options:

☐ Select All

☒ Primary Contact ☐ Secondary Contact

☒ Work Phone ☐ Mobile Phone

h. Sender Email (only for Email message)

A default sender email address can be coded to a specified email address provided by the election office (if not provided, ‘info@konnech.com’ will be used as the default). This address will be showing as the address of the sender for sent out emails. It is also the address that replied emails will be received.

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Sender Email:

If you want the replied emails to be sent to another email address, type the address in the Sender Email box. The emails will be sent out as a message from this email address instead of the default address. Any reply to the sent out email will be received at the email address specified in the Sender Email box.

i. Show Caller ID # as (only for Phone message)

Show Caller ID # As:

Create and Send Message

- Go to the Send Message page (detailed instructions in 7.1).
- Click the message tab (Email tab, Phone tab or Letter tab) to get to the page for the kind of message you are going to create.
- Fill in the information in the Message Area (detailed instructions in 7.2). Fields in red are required, and others are optional.
- Click the **Send** button at the Button Bar or at the bottom of the page.
- If you want to create another message, just click the **New Draft** button. The old message will be cleared and you can create another one by repeating from step c.

Message Draft

If you cannot finish your message at one time, you can save your draft and finish it later.

Create your message in the Send Message page.

Click the **Save As Draft** button to save the message draft.

When you decide to finish the message, go to the Send Message page.

Click the message tab of the kind of message of your draft.

Click the **Drafts** button at the Button Bar. All the saved drafts are listed on screen.

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Back

Communication Draft

Email	Phone	Letter	
☐ Subject	To	Recipients	Action
☐ Address Template	Facilities (Austin OBrien High School)	Primary Contact, Secondary Contact, Emergency Contact1, Emergency Contact2	Edit
☐ Organization Info about Election	All Organizations	Primary Contact, Secondary Contact	Edit
☐ qq	Facilities (Our Lady Of Mount Carmel Elementary / Junior High School)	Primary Contact, Secondary Contact, Emergency Contact1, Emergency Contact2	Edit
☐ qq1	Facilities (A. Blair McPherson School; Our Lady Of Mount Carmel Elementary / Junior High School)	Primary Contact, Secondary Contact	Edit
Delete			

Click the Edit link of the draft and the draft will show in the Send Message page.

Continue to finish the message.

Message Templates

Message Templates are saved message files that will be used over and over again. A message template can be an email message, a phone message or a letter message.

How to create a message template

A message template can be created in a way similar to a message.

- Create a message in a Send Message page (detailed instructions in 10.3). Note: The Subject of the message will be the name of the template.
- Click the **Save As Template** button at the Button Bar or at the bottom of the page. The message will be saved as a template and added to the Templates List on the right side of the page.
- If you want to create another message, just click the **New Draft** button. The old message will be cleared and you can start to create a new message.

How to use a message template

If the message you are going to send out is already saved as a message template, you can open the template and load the message into the Message box.

All the available message templates for the kind of message you are going to create are listed in the Templates List on the right side of the Send Message page (see Fig. 11-1).

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Back Update Template Templates New Template Save As Draft Drafts New Draft Communication - Letter

Training Election 02 4/3/12

Email Phone Letter

To Group: All Organizations Detail

Subject: Facility Letter

Owner: ☐ Organization ☒ Facility

Contact Options: ☒ Select All ☒ Primary Contact ☒ Secondary Contact

Content:

Source

Font Size

\$FacilityName\$
 \$FacilityUnit/Suite, Building#, Street, Suffix, Quadrant\$
 \$FacilityCity/Province, PostalCode\$

Dear \$FacilityContactPerson\$,
 Is your facility associated with the following organization?

\$OrganizationName\$
 \$OrganizationUnit/Suite, Building#, Street, Suffix, Quadrant\$
 \$OrganizationCity/Province, PostalCode\$

Would you be interested in providing your facility for the \$ElectionDate\$ \$ElectionTitle\$?

Preview Print One Print All Update Template Save As Draft

Saved Letter Templates

- ☐ address examples
- ☐ Booking Template (04.17)
- ☒ Facility Letter
- ☐ Multiple Booking Template
- ☐ ORG Address & Org Contact Name

Delete Add New

Fig. 11-1 to use a message template

Click the name of the message template you are going to use. The message template will appear in the message box.

Make changes if desired.

Click the **Send** button to send the message.

If you want to save the changes to the template, click **Update Template** button.

Manage the message templates

All templates of the three kinds of message can be managed together in the Saved Templates page.

Users can check what templates are available in the system, view the message of templates, make changes to templates, add new templates into the system and delete no longer used templates. Users can also make a template shared between members.

Templates of a specific kind of message can also be managed in the Templates List of the Send Message page.

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1. The Saved Templates page

Two ways to get to the Saved Templates page:

- a. If you are in a Send Message page, click the **Templates** button at the Button Bar.
- b. Click the **Communication** task bar to get to the Communication page and click the **Templates** button in the Other Options group.

The Saved Templates page will appear (see Fig. 11-2).

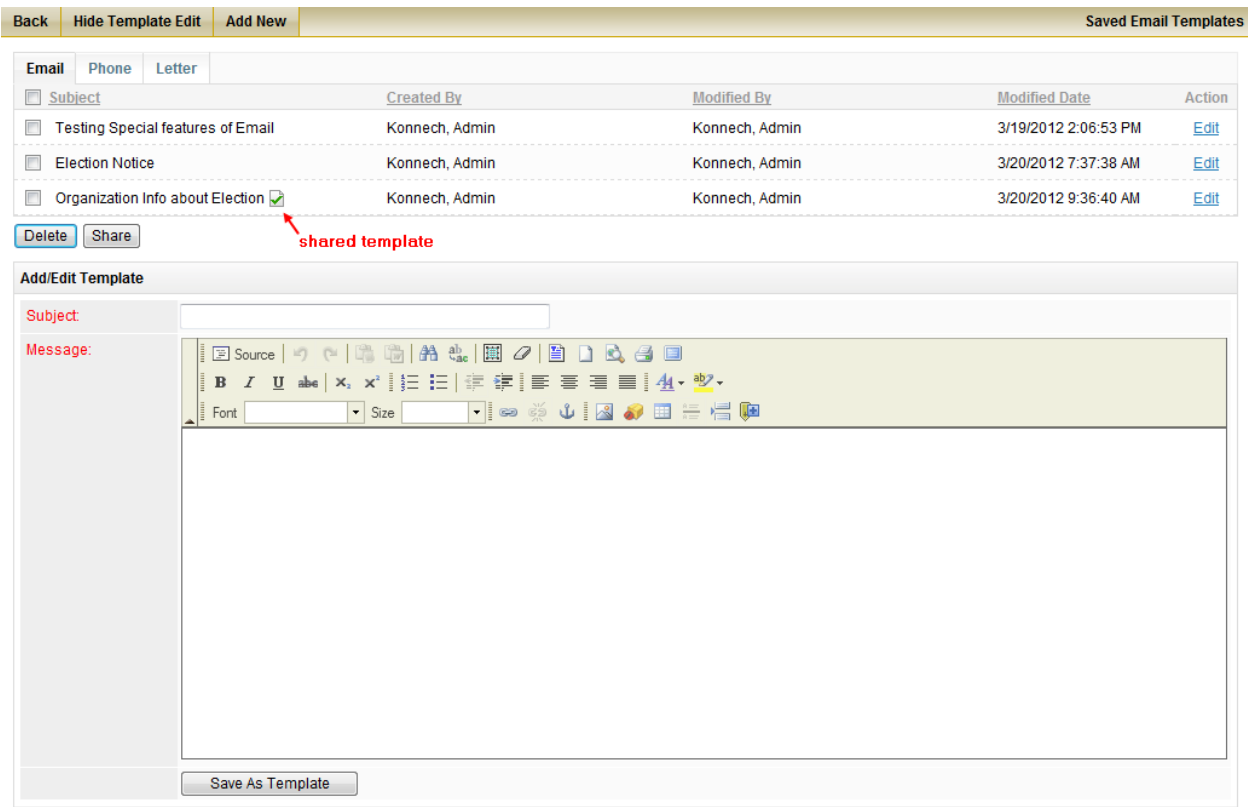


Fig. 11-2 the Saved Templates page

At the top of the page, three message tabs are available for users to navigate to other kinds of message templates. In Fig. 11-2, the current page is for saved email templates. If you want to check phone message templates, click the Phone tab and the page will be changed to saved phone templates.

All the available message templates of the kind are listed.

2. Add a new template

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Below the templates list, there is an Add/Edit Template area. If the Subject and Message fields are not cleared, click the **Add New** button to clear the content.

Under the Add/Edit Template, type a subject and create the message (type in the email message, record the phone message or type in the letter content).

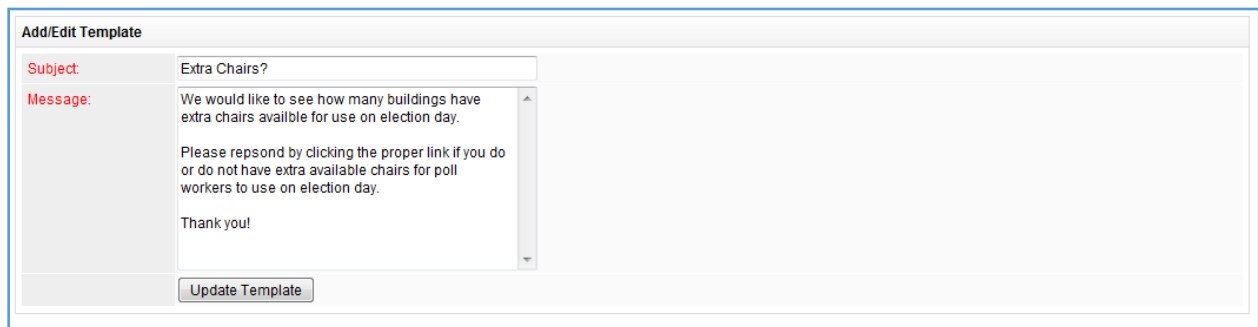
Click the **Save As Template** button to save the template. The new template will be added into the list.

2. Delete templates

Select the templates you want to delete (check the box at the left end of the message), click the **Delete** button. A pop up window will double check your intention. Click **OK** to confirm the deletion or click **Cancel** to cancel the deletion.

3. Edit a template

Click the Edit link at the right end of the message you want to edit; the message of the template will be shown in the Message box in the Add/Edit Template area.



The screenshot shows a web form titled "Add/Edit Template". It has two main input areas: "Subject" and "Message". The "Subject" field contains the text "Extra Chairs?". The "Message" field is a larger text area containing three lines of text: "We would like to see how many buildings have extra chairs available for use on election day.", "Please repsond by clicking the proper link if you do or do not have extra available chairs for poll workers to use on election day.", and "Thank you!". At the bottom right of the form is a button labeled "Update Template".

Make the changes you desire.

Click the **Update Template** button to save the changes.

4. Share a template

A template can be created for private use or for sharing with other members. By default, a template is private. If you want to share a template, follow the steps:

- Select the template and click the **Share** button below the list (see Fig. 11-2).
- Confirm your action by clicking the **OK** button in the pop up window. A Share List will appear in another pop up window with all the system members.
- Select the members you want to share the template with and click the **Save** button below the list.

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The template will become a shared template. Notice the icon  after the template name indicates it is a shared template.

Message Delivery Results

Where to check the message delivery report

There are two ways to check the message delivery report. You can check the delivery report while a message is sending or you can check it later.

1. Check the delivery report of the message you are sending:

Every time when you are sending a message, a Message Sent page will appear on screen (see Fig. 12-1). It shows the message subject, its content, and its recipients. Information about the delivery is also available, such as sent time and sent method.

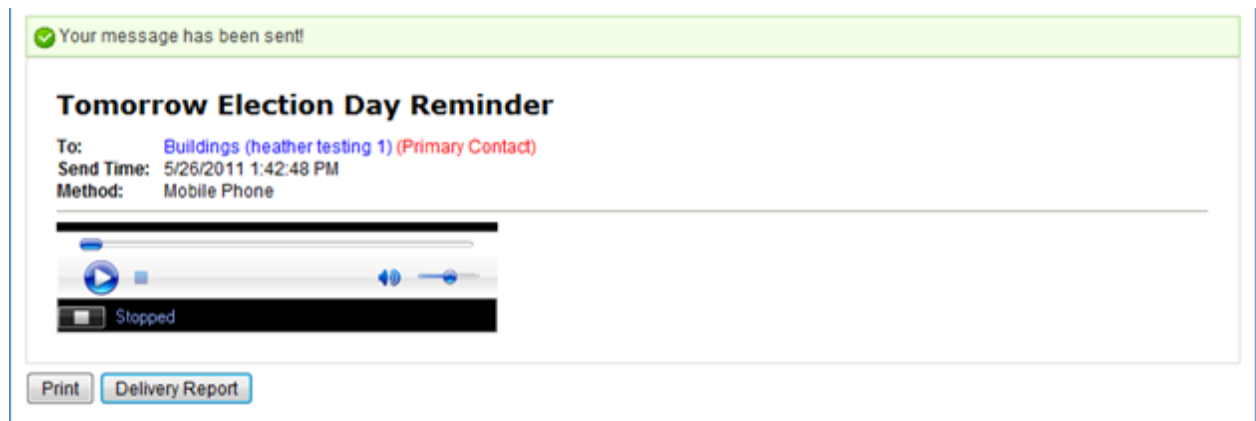


Fig. 12-1 the Message Sent page

To view the delivery report, click the **Delivery Report** button. The Message Delivery Report page will show.

Often it takes some time for a message to be sent to all recipients. The result you see at this point in time may not reflect the final result when the delivery is not yet 100 % completed. You can refresh the page to check the latest result.

2. Check the delivery report of a message you sent before:

The LMS keeps delivery results for all sent out messages. Users can check the delivery report of a message any time after it is sent out.

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- Click the **Communication** task bar in the task menu section.
- Click one message button (Email, Phone Message, Letter or Postcard) from the **Delivery Results** group. The Message Delivery page will show (see Fig. 12-2). All sent out messages are grouped under three message tabs: Email, Phone, and Letter.

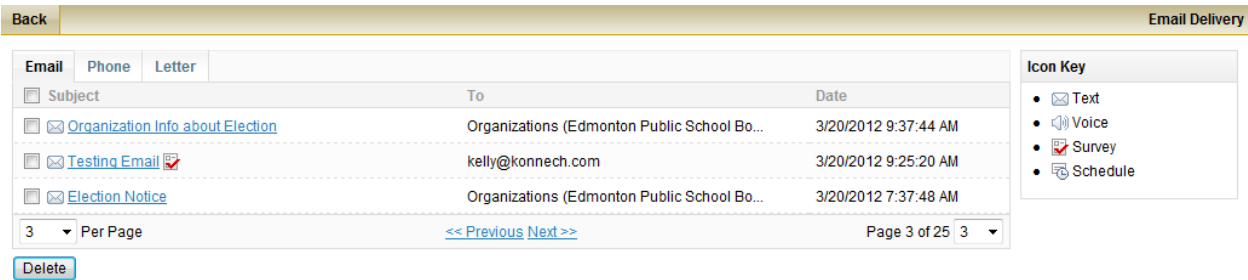


Fig. 12-2 the Message Delivery page

- Click the message whose delivery result you would like to view. The Message Delivery Report page will show (see Fig. 12-3).

Information in the Message Delivery Report page

Fig. 12-3 is a message delivery report for a phone message. An email message delivery report is very similar to a phone message delivery report.

There are usually three parts of information in a message delivery report. They are message information, survey statistics (only available for survey messages) and delivery report statistics.

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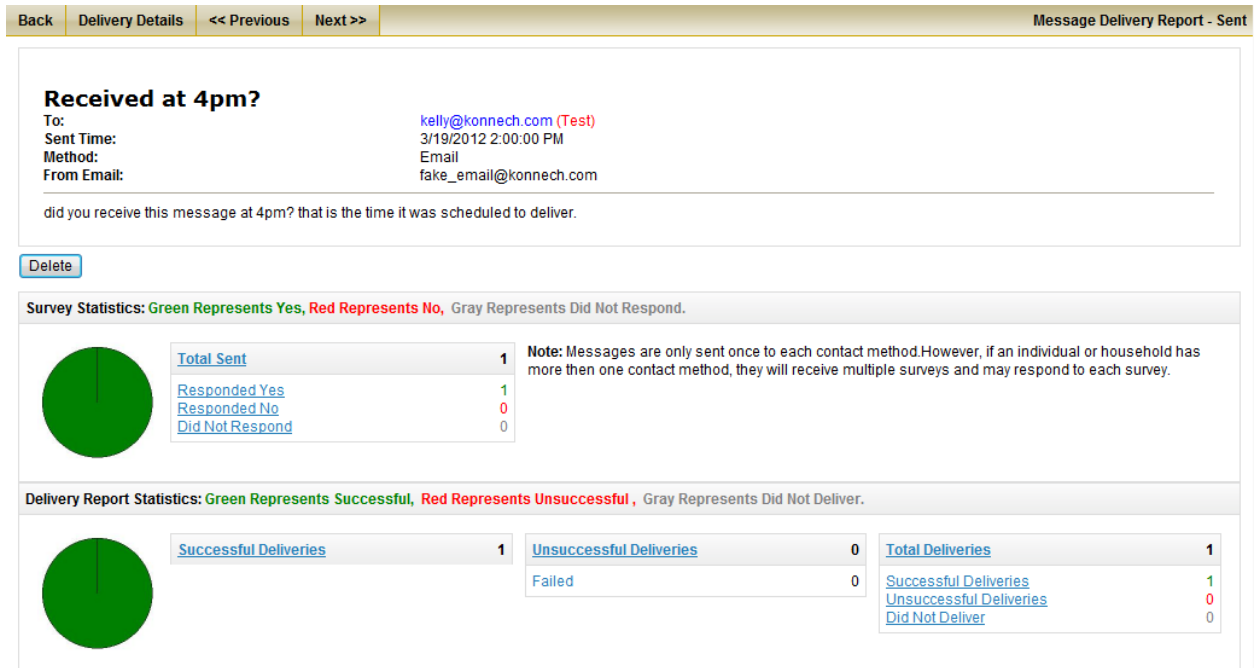


Fig. 12-3 the Message Delivery Report page

1. Message information

At the top of a message delivery report is the message information part. It shows the message information that you saw at the Message Sent page when you were sending, including the message name, its recipients, sent time, sent method and the message content. For a phone message, you can play the recording to hear the message.

2. Survey Statistics

For a survey message, there will be information of survey statistics at the middle part of the report page.

Successful deliveries are grouped into three categories according to their responses to the survey: Responded Yes, Responded No and Did Not respond.

- The total number of successful deliveries and the number for each response category are listed here.
- A pie chart provides an illustration for the percentage of each response category.
- A link is available for each category and the Total Sent. Click any one of the links, and you will see the survey report of the recipients in that group.

The system provides a **Send Another Message** button in the page. It allows users to send another message to a group in a specific category.

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Back Export		Email Survey Report
Email Survey Report - Yes		
Name	Survey Value	Date/Time
☐ kelly@konnech.com	Yes	3/19/2012 2:02:45 PM
All A B C D E F G H I J K L M N O P Q R S T U V W X Y Z		
Resend Send Another Message		

3. Delivery Report Statistics

At the bottom of a message delivery report is the delivery report statistics. Here all deliveries are grouped into three categories: Successful Deliveries, Unsuccessful Deliveries and Did Not Deliver.

- The total number of deliveries and the deliveries number for each category are listed here.
- A pie chart provides an illustration for the percentage of each category.
- A link is available for each category and the total deliveries. Click any one of the links, and the Message Delivery Detail page will appear. You will see the delivery information of all recipients in that group.

Back

Export

Email Message Delivery Details

Email Message Delivery Details - Successful

☐ Name	Contact Info	Status 	Time
☐ kelly@konnech.com	kelly@konnech.com	Sent	02:01:25 PM
AllA B C D E F G H I J K L M N O P Q R S T U V W X Y Z			

Resend

Fig. 14-4 the Message Delivery Details page

The **Resend** button is available to resend the message to unsuccessful deliveries.

4. Delivery Details button

There is a **Delivery Details** button at the Button Bar of the page. It brings you to a Message Delivery Details page with information of all the deliveries for the message. Users can check the status of each delivery and the explanation for every status. (see Fig. 14-4)

A Resend button is also available in the page.

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Election Settings

This tab is where you are able to generate new elections. An election can be generated in the system 2 different ways:

- **Using no existing election template** – this means the election generated will first consist of the election name and date. The active building tab will be empty and there will be no precincts defined in the precinct tab. Not choosing a template means you have to generate each list from scratch.
- **Using an existing election template** – this can be thought of as a ‘save as new’ feature. Your new election will mimic exactly the election you chose as a template. So the active building list will resemble exactly what is setup in the template election along with the precinct list. Any change you make in the current election will only affect the current election; it won’t affect the election template.
 - Meaning Election 2 was generated by choosing Election 1 as a template.
 - Election 1 had 10 buildings defined as the VSPC sites.
 - In election 2 I changed the building VSPC list to only consist of 5 sites.
 - Election 1’s data will not be affected by this adjustment made in election 2.

Within this tab you can:

- Generate a main election
- Manage an election – changing the date/name/number
- Setting an election as default

Number	Election Name	Election Period	Date	Default	Status	Action
20150702	Kelly's Test Election	10/12/2015 - 11/02/2015 Exclude 11/01/2015	11/03/2015	☒	Pre Published	Manage
201507	2015 July Elec	07/01/2015 - 07/28/2015 Exclude 07/21/2015, 07/26/2015	07/29/2015	☐	Pre Published	Manage
20150706	Mock Election Douglas	07/01/2015 - 07/13/2015 Exclude 07/10/2015	07/24/2015	☐	Pre Published	Manage
20150707	Statewide Election	07/01/2015 - 07/13/2015	07/17/2015	☐	Pre Published	Manage
20150701	Mock Election	07/01/2015 - 07/07/2015	07/14/2015	☐	Pre Published	Manage
20150700	Sara Election		07/12/2015	☐	Pre Published	Manage
20150708	2015 Primary Election		06/02/2015	☐	Pre Published	Manage

Set an election to default

Default means when you login to PollChief, the system will have the election toolbar set to the election defined to default.

In the election settings tab, click the bullet point across from the election you want to set as default.

Set an election status

The status is used to ‘Lock’ an election or keep it open for editing.

The Pre Published & Published status types are used to drive data within the PRTL.

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Pre published means the election is listed for the user to see within the PRTL.
But no classes are available to sign up for yet.

Published means the election is listed and the user can sign up for training
classes within the PRTL.

The Lock status makes the election be view only. You can pull reports or export files, but
nothing can be edited.

From the election setting tab, use the dropdown across from the desired election to set the
status. OR you can click 'Manage' across from the election to update the status type.

Manage/Edit an existing election

'Managing' and election can be thought of as 'editing'. You can only edit some detail – you are
NOT allowed to edit the template that was chosen to generate an election.

1. In the election settings tab → find the election desired. NOTE: this tab is setup to review
elections by year. So if you are looking for an election which is not in the current year,
use the top right corner dropdown to choose the proper year.
2. Click 'Manage' across from the election.

Add New		Election Lis					
Election List (7)		Alert Settings					
		Select Election Year: 2015 Election					
Number	Election Name	Election Period	Date	Default	Status	Action	
20150702	Kelly's Test Election	10/12/2015 - 11/02/2015 Exclude 11/01/2015	11/03/2015	☒	Pre Published	Manage	
201507	2015 July Elec	07/01/2015 - 07/28/2015 Exclude 07/21/2015, 07/26/2015	07/29/2015	☐	Pre Published	Manage	
20150706	Mock Election Douglas	07/01/2015 - 07/13/2015 Exclude 07/10/2015	07/24/2015	☐	Pre Published	Manage	
20150707	Statewide Election	07/01/2015 - 07/13/2015	07/17/2015	☐	Pre Published	Manage	
20150701	Mock Election	07/01/2015 - 07/07/2015	07/14/2015	☐	Pre Published	Manage	
20150700	Sara Election		07/12/2015	☐	Pre Published	Manage	
20150708	2015 Primary Election		06/02/2015	☐	Pre Published	Manage	
All A B C D E F G H I J K L M N O P Q R S T U V W X Y Z							
Add New							

3. In the next screen, you'll be able to edit the detail for the main election. Once finished,
click 'save'.
 - a. Election Period – thought of as the early voting timeframe. Set the 'from' and
'to' fields.
 - b. Use the exclude calendar button to define the day(s) that the VSPC may not be
open during the election period. Click the (+) to add another day to the exclude
list.

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Back		Save	
Election Add/Edit			
Election Name:	Kelly's Test Election		
Election Number:	20150702		
Election Date:	11/03/2015 		
Election Period	From: 10/12/2015 	To: 11/02/2015 	
Exclude 	11/01/2015  		
Status	Pre Published ▼		
Description:			
Save			

[Add a new election](#)

In the election settings tab, click 'Add New'. All the fields in red are required.

The 'Election Settings Template' dropdown is where you can choose an election to base your new election off of. If you don't choose an election as a template, your election will generate with no buildings within the active building tab and no precincts in the precinct tab.

Make sure you have the proper detail defined. Once you save a new election, you can't edit the election's template chosen.

Poll Platform Management System

Back	Save
Election Add/Edit	
Election Name:	
Election Number:	20150703
Election Date:	
Election Period	From:  To: 
Exclude 	 
Status	Pre Published ▼
Election Settings Template: 	Select Template ▼
Description:	
Save	

Organizations

This tab is used to manage the building owner information such as contact names, phone numbers and emails. For example the School Board would be the 'owner' of all the public schools in Douglas County. You may need to contact a specific person of the school board to request permission to use a public school for the election.

This tab also allows you to categorize the organization as a public organization, or private organization. This categorization can be used to document which buildings should receive payment if used for an election.

Some of our customers only pay buildings that have an organization which is categorized as private. The pay would go to the organization contact person and address, not the building's contact person and address. This is something we can work out to fit your needs.

Reviewing the organization tab

In the left menu bar, click on the Organization tab. This will reveal a chart defining how many organizations have buildings being used for a 'type of building'. You then see the total number of buildings which are being used for that type.

- Click on the number under the organization column header that is in line with 'All Buildings'. This will show off all the organizations currently within the system.

Poll Platform Management System

Home			
Communication	<< Kelly's Test Election >>		
Organizations			
Buildings			
All Buildings	Organizations	Provided For	Buildings
Potential Buildings	8	All Buildings	17
Active Buildings	7	Potential Buildings	16
Asset Planning	7	VSPC	15
Areas	1	Training Locations	1
Precincts	1	24/7 Drop-off	1
Election Settings	1	Designated Drop-offs	1
Payments	1	Post Offices	1
Reports	1	Other Locations	1
Street Index			

- Click on the organization name or click 'edit' across from the organization desired to review the organization profile.
- The Building Count column is showing how many buildings which are tied to that organization are currently defined as 'active' or an election / the total number of buildings tied to that organization.
- Search for a specific organization using the search box on the right
- Use the 'export' button at the top to get this information in an excel file.
- Click 'export for import' to update any organization information and re-import for a quick information update for the organization(s).

Home	Back	Add New	Export	Export For Import	Import	Organizations Provided For All Building									
Communication															
Organizations	All Organizations (8)														
Buildings	☐	Vendor ID	Organization Name	Work Phone	Building Count (Active/Total)	Action									
All Buildings	☐	V006	DOUGLAS COUNTY		2 / 2	Edit									
Potential Buildings	☐	V003	DOUGLAS COUNTY FAIRGROUNDS AND EVENT CENTER		1 / 1	Edit									
Active Buildings	☐	V001	DOUGLAS COUNTY SCHOOL DISTRICT		7 / 7	Edit									
Asset Planning	☐	V005	DOUGLAS COUNTY SHERIFF OFFICE		1 / 1	Edit									
Areas	☐	V002	LARKSPUR FIRE DEPT.		1 / 1	Edit									
Precincts	☐	V02	Post Office 1		1 / 1	Edit									
Election Settings	☐	9547	TEST BLDG		1 / 2	Edit									
Payments	☐	V004	TOWN OF PARKER		2 / 2	Edit									
Reports	All A B C D E F G H I J K L M N O P Q R S T U V W X Y Z														
Street Index	Add New Delete Communication														
Members															
Search Keyword: Organization Type: All Provided For: All Buildings Search															

Add a new organization

- Click on the number under the organization column header that is in line with 'All Buildings'. This will show off all the organizations currently within the system.
- Click 'Add New'
- Define all the fields in red. These must be filled out in order to save the profile successfully.
 - Type: this is just categorizing the type of organization. We can have the type be setup to drive which building(s) get payment. Typically, only buildings tied to an organization that is categorized as a 'private' type have the opportunity to be paid for election use.

Poll Platform Management System

- All other fields can be filled out if desired. To tie buildings to an organization, that must be done in the actual building profile (within any of these tabs: all / potential/active building tabs).
- Click 'Save' when finished.

Edit an Organization

- Click on the number under the organization column header that is in line with 'All Buildings'. This will show off all the organizations currently within the system.
- Click 'edit' across from an organization.
- Review/edit the profile as needed.
 - You can review the list of buildings that are tied to the organization. You can edit the building profile here by clicking 'edit' across from the desired building.
 - You can delete the building as well. Note: you will be deleting the building completely from the database. You can only delete a building if it is not currently in use.

Back View << Previous Next >> Save Save/Next Organization Add/Edit

Organization Add/Edit

Vendor ID: V001

Name: DOUGLAS COUNTY SCHOOL DISTRICT

Tax ID:

Type: --SCHOOL

Mailing Address:

Street Address: 701 PRAIRIE HAWK DR

City/State: CASTLE ROCK CO

Zip: 80109

Remark:

Primary Contact

Prefix:

First Name: KAY

Last Name: LIVINGSTONE

Position: FACILITIES USE COORD

Work Phone:

Fax:

Mobile Phone:

Other Phone:

Email:

Secondary Contact

Prefix:

First Name: KELLIE

Last Name: FRASERSMITH

Position: FACILITIES USE COORD

Work Phone:

Fax:

Mobile Phone:

Other Phone:

Email:

Save

Building List Communication Log

Building Name	Address	Zip	Phone	Status	Action
CASTLE VIEW HIGH SCHOOL	5254 N. MEADOWS DR	80568		Active	Edit Delete
CHAPARRAL HIGH SCHOOL	15655 BROOKSTONE DR	80134		Active	Edit Delete
		80104		Active	Edit Delete

DoPostBackWithOptions(new WebForm_...

Poll Platform Management System

Building Status Types

Each building within the database has a status. The status is used to help you define the availability of the building.

The definitions of the building status types defined below are just suggestions. You can define the status types as you need for your county:

Unusable – buildings that you surveyed or visited but do not meet the standard requirements for being any type of election location.

Inactive – buildings that you surveyed or visited and only meet some of the standard requirements for being a voting location. You can also use this status to define buildings that could be used for a VSPC, BUT the building owner notified you that the building isn't available for the upcoming election(s).

- Buildings defined as 'inactive' can be chosen to be used for: training locations or other uses. They can't though be chosen for a VSPC.
 - You must update the building status from inactive to potential in order to have the building available to be chosen as a VSPC.

Potential – buildings that you surveyed or visited and meet the standard requirements for being an election location. These locations are available to be chosen to become a VSPC.

Active – buildings that have been defined as a VSPC.

All Building Tab

All building tab is where you can review all buildings in the database with their status type defined. You also can add new buildings to the database from this tab.

The all building tab has a useful search box to the right of the screen to help you find the desired building(s).

Keyword search allows you to search for a building by: building name/id#/address/zip code

Review all the buildings tied to a specific type of organization

Set the list to show only buildings of a specific status

This tab also allows you to:

Export the building list to Excel

Export the location address labels to an Avery label

Use an export for import feature to update specific information on the buildings

Review the Poll Location Map – a way to review all the locations within the Google Map feature

Poll Platform Management System

Review the voter density Map – a way to review the precinct ‘general area’ and the locations within or surrounding the precinct.

All Buildings (17)

BLDG ID	Building Name	Organization	Phone	Zip	Status	Action
EDCVHS	CASTLE VIEW HIGH SCHOOL	DOUGLAS COUNTY SCHOOL DISTRICT		80568	Potential	Edit
EDCPHS	CHAPARRAL HIGH SCHOOL	DOUGLAS COUNTY SCHOOL DISTRICT		80134	Potential	Edit
VSPCEOHQ	DOUGLAS COUNTY ELECTIONS OFFICE	DOUGLAS COUNTY		80109	Potential	Edit
EDDCHS	DOUGLAS COUNTY HIGH SCHOOL	DOUGLAS COUNTY SCHOOL DISTRICT		80104	Potential	Edit
1111	Fake Building	TEST BLDG		44884	Potential	Edit
EDHRHS	HIGHLANDS RANCH HIGH SCHOOL	DOUGLAS COUNTY SCHOOL DISTRICT		80130	Potential	Edit
VSPCHRSS	HIGHLANDS RANCH SHERIFF SUBSTATION	DOUGLAS COUNTY SHERIFF OFFICE		80129	Potential	Edit
VSPCLKS	LARKSPUR FIRE DEPT.	LARKSPUR FIRE DEPT.		80118	Potential	Edit
EDMVHS	MOUNTAIN VISTA HIGH SCHOOL	DOUGLAS COUNTY SCHOOL DISTRICT		80126	Potential	Edit
VSPCPMC	PARK MEADOWS CENTER	DOUGLAS COUNTY		80124	Potential	Edit
VSPCPKREC	PARKER REC CENTER	TOWN OF PARKER		80134	Potential	Edit
VSPCPH	PARKER TOWN HALL	TOWN OF PARKER		80134	Potential	Edit
EDPNHS	PONDEROSA HIGH SCHOOL	DOUGLAS COUNTY SCHOOL DISTRICT	(517) 555-0055	80134	Potential	Edit
1518	Post Office 1	Post Office 1		48864	Inactive	Edit
EDRCHS	ROCK CANYON HIGH SCHOOL	DOUGLAS COUNTY SCHOOL DISTRICT		80124	Potential	Edit
9547	TEST BLDG	TEST BLDG		44884	Potential	Edit
EDTRHS	THUNDERRIDGE HIGH SCHOOL	DOUGLAS COUNTY FAIRGROUNDS AND EVENT CENTER		80129	Potential	Edit

Gray font color represent unusable buildings.
 ⓘ if clicked shows off the note left for the unusable building.

Adding a New Building

All buildings are tied to an organization, or building owner. When adding a new building, you can choose from an existing organization, or add a new organization.

1. In the ‘All Building’ tab → click ‘Add New’. In the ‘add new’ screen, all fields in red are required.

All Buildings (17)

BLDG ID	Building Name	Organization	Phone	Zip	Status	A
EDCVHS	CASTLE VIEW HIGH SCHOOL	DOUGLAS COUNTY SCHOOL DISTRICT		80568	Potential	
EDCPHS	CHAPARRAL HIGH SCHOOL	DOUGLAS COUNTY SCHOOL DISTRICT		80134	Potential	
VSPCEOHQ	DOUGLAS COUNTY ELECTIONS OFFICE	DOUGLAS COUNTY		80109	Potential	

2. Click on the magnified glass in the organization field. This will pop up all the existing organizations in the database. Choose an organization to associate with the building by clicking the box next to the desired organization and clicking ‘Save’. OR you can click ‘Add New Organization’ if the desired org. isn’t listed in the popup.

Poll Platform Management System

Back Save Save/Next

Building Add/Edit

Building ID: 9062

Building Name: Kelly's fake Building

Organization Name: 

Building Address: Street Address

City: State: CO

Zip:

☐ Define Mailing Address for Payment

Building Phone Number:

Open Hours:

Picture Map Point Attach Files

Choose File No file chosen Upload

Maximum file size: 5MB.
The allowed file format: .gif, .jpg, .jpeg, .bmp, .png

- a. If you click 'Add New Organization' from the popup, fill in the required fields in red and then 'save'. Then in the popup, find the organization and click 'Save'.
3. Complete filling out the building profile as needed. You can:
 - a. Document contact names and information
 - b. Upload an image of the building
 - c. Attach other files about the building to the profile
4. Once you save the new building's profile, it'll add to the all location list. All new buildings add to the database with the status of 'Inactive'.

Update the building's status type in the all building tab

If the building has a status of unusable, inactive or potential, you can update the status using the 'Change Status' button.

If a building has a status of unusable – it can be updated to inactive or potential

If a building has a status of inactive – it can be updated to unusable or potential

If a building has a status of potential – it can be updated to inactive or unusable

Check the box next to the desired building. Then click 'Change Status'. Choose the desired status from the dropdown and click 'Save'.

All Buildings (1) Review and set buildings to be used for: Potential

BLDG ID	Building Name	Organization	Phone	Zip	Status	Action
☒ 02487	fake building	FAKE		44444	Inactive	Edit

All A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

Add New Delete Change Status Communication

Gray font color represent unusable buildings.
If clicked shows off the note left for the unusable building.

To update a building's status from potential to active, this is done in the Potential building tab.

Poll Platform Management System

Potential Building Tab

The potential building tab is setup to show you only the buildings that have a status of potential or active. Its use is to help you review only the available locations for an election.

In this tab you can edit a building profile by clicking 'edit' across from the desired location.

NOTE: Potential and active buildings have a tab within the profile called 'Other Info'. This tab allows you to document building stats and ADA information. Update the fields as needed and then click 'save'.

Review the Poll Location Map – this map is filtered by default to only show off the potential and active buildings. The inactive and unusable buildings are left out of this map.

Set a potential building's status as 'Active' by checking the box next to the desired location and clicking 'Set as active'. This will update the status of the location and move the building to the active building tab.

You can also remove a building from the potential tab. If you do this, the building's status will update to 'Inactive'. Check the box next to a building and click 'Remove from Potential'.

This tab also has available the same search options as the all locations tab & the export feature for the building list and the address labels.

BLDG ID	Building Name	Organization	Phone	Zip	Status	Action
☐ EDCVHS	CASTLE VIEW HIGH SCHOOL	DOUGLAS COUNTY SCHOOL DISTRICT		80568	Active	Edit
☐ EDCPHS	CHAPARRAL HIGH SCHOOL	DOUGLAS COUNTY SCHOOL DISTRICT		80134	Active	Edit
☐ VSPCEOHQ	DOUGLAS COUNTY ELECTIONS OFFICE	DOUGLAS COUNTY		80109	Active	Edit
☐ EDDCHS	DOUGLAS COUNTY HIGH SCHOOL	DOUGLAS COUNTY SCHOOL DISTRICT		80104	Active	Edit
☐ 1111	Fake Building	TEST BLDG		44884	Potential	Edit
☐ EDHRHS	HIGHLANDS RANCH HIGH SCHOOL	DOUGLAS COUNTY SCHOOL DISTRICT		80130	Active	Edit
☐ VSPCHRSS	HIGHLANDS RANCH SHERIFF SUBSTATION	DOUGLAS COUNTY SHERIFF OFFICE		80129	Active	Edit
☐ VSPCLKS	LARKSPUR FIRE DEPT.	LARKSPUR FIRE DEPT.		80118	Active	Edit
☐ EDMVHS	MOUNTAIN VISTA HIGH SCHOOL	DOUGLAS COUNTY SCHOOL DISTRICT		80126	Active	Edit
☐ VSPCPMC	PARK MEADOWS CENTER	DOUGLAS COUNTY		80124	Active	Edit
☐ VSPCKREC	PARKER REC CENTER	TOWN OF PARKER		80134	Active	Edit
☐ VSPCPTH	PARKER TOWN HALL	TOWN OF PARKER		80134	Active	Edit
☐ EDPNHS	PONDEROSA HIGH SCHOOL	DOUGLAS COUNTY SCHOOL DISTRICT	(517) 555-0055	80134	Active	Edit
☐ EDRCHS	ROCK CANYON HIGH SCHOOL	DOUGLAS COUNTY SCHOOL DISTRICT		80124	Active	Edit
☐ 9547	TEST BLDG	TEST BLDG		44884	Active	Edit
☐ EDTRHS	THUNDERRIDGE HIGH SCHOOL	DOUGLAS COUNTY FAIRGROUNDS AND EVENT CENTER		80129	Active	Edit

Poll Platform Management System

Active Buildings

The active building tab is made up of separate tabs. Each tab houses a list of buildings that will be used for the election but for a specific purpose

VSPC tab – list of buildings to be used as an election location. These buildings allow you to define if the site will be open during the early voting period and/or election day.

Training Location tab – list of buildings to be used for training classes for the worker module

24/7 Drop-off – list of buildings used for the 24/7 drop-off of ballot stations

Designated Drop-offs – list of buildings which will have the ballot drop-off stations setup. The hours of these sites will depend on the building's hours of operation.

Post Offices – list of post offices that will be participating in the election

Other locations – this is where you can define the other buildings that will be used to have workers assigned to.

Click on each tab to review the list of buildings defined under each category.

VSPC Tab

This tab is election specific – meaning the election dropdown at the top is available for you to use to review the list of buildings that will be used for the listed election.

Within this tab you can:

- use the search box to find buildings listed here
- Add a new building to this list – you're not adding a brand new building but choosing a building from you potential location list to be added to the active list.
- Remove buildings from the list.
- Replace an existing building with a new building.
- Export the building list or the location address labels.
- Review the location map of just the active buildings
- Define if the building will be used for the early voting period and election day, or only election day.

Editing a building profile

Click 'Edit' across from a building in this tab to edit and update the building's profile. This will open the screen up in the basic info tab for the building.

The most important part of the basic info tab may be defining the election period use. Click the check box next to the desired use selection. This will populate the building in the worker module as a site that will need job title setup for.

You must click 'Save' to save the changes made in the tab before moving to any other tab within the profile.

Poll Platform Management System

Home Communication Organizations Buildings All Buildings Potential Buildings Active Buildings Asset Planning Areas Precincts

Export Location Label << Kelly's Test Election >>

VSPC (15)	Training (1)	24/7 Drop-off (1)	Designated Drop-offs (1)	Post Offices (1)	Other Locations (1)	
☐ Building ID	Building Name	Building Phone Number	Election Period	Election Day Use	Action	
☐ EDCVHS	CASTLE VIEW HIGH SCHOOL		Y	Y	Edit	
☐ EDCPHS	CHAPARRAL HIGH SCHOOL		Y	Y	Edit	
☐ VSPCEQHQ	DOUGLAS COUNTY ELECTIONS OFFICE			Y	Edit	
☐ EDDCHS	DOUGLAS COUNTY HIGH SCHOOL		Y	Y	Edit	

Building N

Basic Info Contact Info Other Info

Building ID: EDCVHS

Building Name: CASTLE VIEW HIGH SCHOOL

Organization Name: DOUGLAS COUNTY SCHOOL DISTRICT

Building Address:

Street Address: 5254 N. MEADOWS DR

City: CASTLE ROCK State: CO

Zip: 80568

☐ Define Mailing Address for Payment

Building Phone Number:

Open Hours: 12

Constraint:

Training Classroom #:

Election Setup Area & Room #:

Cross Street:

Short Directions:

Long Directions:

Comments:

Picture Map Point Attach Files

Choose File No file chosen Upload View All

Maximum file size: 5MB.
The allowed file format: .gif, .jpg, .jpeg, .bmp, .png

Election Use

☒ Election Period: 10/12/2015 - 11/02/2015 Exclude 11/01/2015

☒ Election Day: 11/03/2015

Election Used Log Communication Log

Updating Contact Info

1. In the building profile, click on the contact info tab.
2. Any information you update, you must click 'Save' before moving onto a different tab.

Updating the Other Info tab

1. In the building profile, click on the other info tab.
2. This information is to help you understand what the building has to offer. Fill in the fields as needed and then remember to click 'Save' before moving onto a different tab.

Add an election building to the list

Whether your election was generated using a template or not, you can add more buildings to the VSPC list.

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1. In the active building tab, click 'Add'. This will pull up a popup that shows all the buildings that have a status of 'potential'. Check the box next to the desired building and click 'Save'. This will add the building to the list.
 - a. If the building desired has a status of inactive or unusable, review the steps above to change the building status.

Training Location tab

This tab defines the locations that will be used for training poll workers.

Click 'Add' within this tab to add a new building to this tab. The training location will then be present in the PWMS for training class setup purposes.

24/7 Drop-off

Click 'Add' within this tab to add a new building to this tab.

Click the check box next to the building you want to remove and click 'Remove'.

Click the check box next to the building you want to replace with another one. Then click 'Replace building(s)'. This will allow you to choose which building you want to replace it with.

Designated Drop-offs tab

Click 'Add' to add a new building to this tab.

Click the check box next to the building you want to remove and click 'Remove'.

Click the check box next to the building you want to replace with another one. Then click 'Replace building(s)'. This will allow you to choose which building you want to replace it with.

Post Offices tab

Click 'Add' to add a new building to this tab.

Click the check box next to the building you want to remove and click 'Remove'.

Click the check box next to the building you want to replace with another one. Then click 'Replace building(s)'. This will allow you to choose which building you want to replace it with.

Other Location tab

Again – this tab is housing the buildings that you will assign workers to work at that are not considered a 'VSPC'.

Click 'Add' to add a new building to this tab.

Click the check box next to the building you want to remove and click 'Remove'.

Click the check box next to the building you want to replace with another one. Then click 'Replace building(s)'. This will allow you to choose which building you want to replace it with.

Asset Planning

For each building within the active building tab, you can specify any special needs the building may need to make it work well as a voting center. You will be able to access the all item tab,

Poll Platform Management System

which comes from the asset management system, and pick and choose the items that will be needed at the location. You can also define the planned quantity needed for each item chosen. This will feed back into the asset module as a planning list for the different building(s).

Note: this feature is not available for testing.

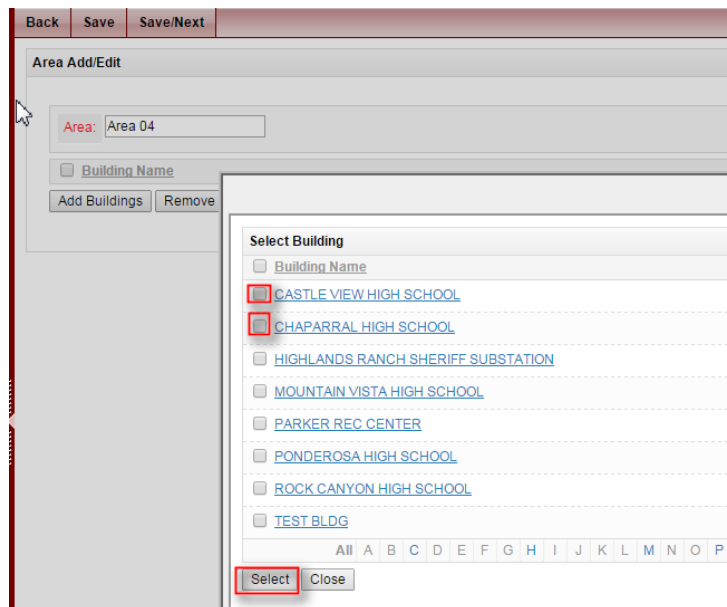
1. In the asset planning tab, you'll see all the buildings which are being used as a 'VSPC'.
2. Click 'edit' across from one.
3. Click 'add item' to review the all item tab and choose items to associate to the building. These will be the items you plan to have at the site to make it a successful VSPC.
4. Check the box next to the desired item and click 'select'.
5. Define the planned quantity needed for each item and click 'save'. If you know the planned list is final, you can click 'completed' to eliminate others from adjusting it.

Area tab

The area tab is where you can group VSPC locations together for job title assignment purposes.

Add New Areas

- In the area tab, click 'add new' to add a new area.
- Each area needs a unique name. define the name in the text field present
- Click 'add building'. This will generate the popup of VSPCs. Only the VSPCs that haven't been associated to an area yet will be listed.
- Check the box next to the desired location and click 'select'.



- The selected locations will be in the list for the new area. Repeat the step of clicking 'add buildings' if you want to add more buildings to the rea. Click 'save' to complete the area setup.

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Editing an area

- In the area tab, click 'edit' across from an area.
- Click 'add building' to add more areas
- Check the box next to a building in the area list and click 'remove' to remove the building from this area list.
- Click 'save' when finished.

Precinct tab

The precinct tab is where you can review / edit the list of precincts that will be used for the coming election.

Precincts

Clicking on the precinct tab will lead you to the page where you can review all the precincts that will be used in the coming election.

Within the precinct list you can:

- Add new precincts
- Edit precinct profiles
- Delete precincts from an election
- Use the keyword search to find a specific precinct
- Export the precinct list
- Use an export for import feature to update precinct information like registered voter numbers

Home	Export	Export For Import	Import	Add New	All Precincts	
Communication	<< Kelly's Test Election >>					
Organizations	Keyword: Search					
Buildings	Precinct (155)					
All Buildings	☐ PCT	Shortened PCT Number	Total / %	Action		
Potential Buildings	☐ 4043918106	106	301 / 0.00%	Edit		
Active Buildings	☐ 4043918107	107	799 / 0.00%	Edit		
Asset Planning	☐ 4043918306	306	1084 / 0.00%	Edit		
Areas	☐ 4043918317	317	834 / 0.00%	Edit		
Precincts	☐ 4043918332	332	1929 / 0.00%	Edit		
Election Settings	☐ 4043918345	345	1199 / 0.00%	Edit		
Payments	☐ 4043918346	346	1021 / 0.00%	Edit		
Reports						
Street Index						

Add a new precinct using 'Add New'

In the precinct tab, click 'Add New'. Define the fields in red. All other fields are not required to be filled out.

When finished defining the detail, click 'Save'.

Poll Platform Management System

Back Save Save/Next

Precincts Add/Edit

◆ Kelly's Test Election

Precinct:

Shortened PCT Number:

Languages:

Registered Voter: Total: Turnout Ratio (%):

Poll Book:

Magisterial District (MD):

Town Residents:

Comments:

Save Save/Next

Add a new precinct using 'Import Feature'

1. In the precinct tab, click 'Export for Import'. This will generate an excel sheet. In the excel file, fill out column A. You can also document the registered voter detail within this excel sheet with the precinct.

Export Export For Import Import Add New

Use this excel file for the precinct import feature if desired

Keyword: Search

Precinct (155)

PCT	Shortened PCT Number	Total / %
4043918106	106	301 / 0.00%
4043918107	107	799 / 0.00%
4043918306	306	1084 / 0.00%
4043918317	317	834 / 0.00%
4043918332	332	1929 / 0.00%

Back in the precinct tab, click 'Import'. In the import screen, browse for the file you just made. Check the box shown below the browse button to tell the system you're going to update some fields from the excel sheet into PollChief. This will reveal options for you to choose with what you want to update. When ready, click 'Upload'. This then will give you feedback with how successful the import was. It'll tell you if you:

- Added any new precincts
- Updated existing precinct profiles

Poll Platform Management System

- Anything didn't update do to error

FYI: This is useful for when you are generating an election with no template.

Edit a precinct

1. Click 'edit' across from a precinct. Edit the fields desired and then click 'save'.

Delete a precinct

1. Click the box next to the precinct and click 'Delete'. The system will warn you about the action that is about to occur. You can click 'continue' or 'cancel'. The system will then notify you if the deletion was successful or not.

Export the precinct list

In the precinct tab, click 'Export'. This will export the data you see in the precinct tab.

Payments

Payments can be documented in PollChief for a building's use for an election. Typically, the payment can only go to a building that has its organization defined as 'Private'. Please contact us if this needs to be modified.

You can send a building payment to the payment tab when you are ready to generate the export file. Not all building payments need to be in one export file. The system is setup to allow you to generate numerous export files with the proper pay for the current buildings with the 'approved' payment status. Therefore, if you have a group of buildings that need to be paid before the election, you can generate their payment export. Then you can pay the remaining buildings on a separate payment export after the election.

If the exported payment is incorrect, you can 'void' the payment and produce an export with the correct amount if needed.

All exported pay files are kept in the system with the election it was generated for.

Defining payments

1. In the active building tab → review the list of buildings. Notice that some have a dollar sign icon next to the name. This is representing that the building is tied to a private organization.

Poll Platform Management System

The screenshot displays the 'Poll Platform Management System' interface. On the left is a navigation menu with options: Home, Communication, Organizations, Buildings (highlighted), Precincts, Election Settings, Payments, Reports, Street Index, Members, My Profile, and Web Log. The 'Buildings' section is active, showing a list of buildings under the 'Active Buildings' tab. The list includes columns for Building ID, Building Name, Building Phone Number, Election Period, Election Day Use, and Action. A red box highlights the 'TEST BLDG' entry. On the right sidebar, the 'Icon Key' section is highlighted, showing options for 'Private' and 'Sent To Payroll'.

Building ID	Building Name	Building Phone Number	Election Period	Election Day Use	Action
EDCVHS	CASTLE VIEW HIGH SCHOOL		Y	Y	Edit
EDCPHS	CHAPARRAL HIGH SCHOOL		Y	Y	Edit
VSPCEQHO	DOUGLAS COUNTY ELECTIONS OFFICE			Y	Edit
EDDCHS	DOUGLAS COUNTY HIGH SCHOOL		Y	Y	Edit
EDHRHS	HIGHLANDS RANCH HIGH SCHOOL			Y	Edit
VSPCHRSS	HIGHLANDS RANCH SHERIFF SUBSTATION			Y	Edit
VSPCLKLS	LARKSPUR FIRE DEPT.		Y	Y	Edit
EDMVHS	MOUNTAIN VISTA HIGH SCHOOL			Y	Edit
VSPCPMC	PARK MEADOWS CENTER			Y	Edit
VSPCPKREC	PARKER REC. CENTER			Y	Edit
VSPCPTH	PARKER TOWN HALL			Y	Edit
EDPNHS	PONDEROSA HIGH SCHOOL	(517) 555-0055	Y	Y	Edit
EDRCHS	ROCK CANYON HIGH SCHOOL		Y	Y	Edit
9547 (\$)	TEST BLDG		Y	Y	Edit
EDTRHS	THUNDERRIDGE HIGH SCHOOL				Edit

- Only private buildings will have a payment field in their profile.
- In the edit screen of the active (private) building, define the payment you want to send to the building for its use in an election.
- Currently, the address that will populate in the final payment export file is the building's address. If you want the payment sent to a different address, click the 'Define Mailing address for Payment' check box and define the mailing address.
- Click save once finished.

Poll Platform Management System

Back	View	<< Previous	Next >>	Save	Save/Next
------	------	-------------	---------	------	-----------

[+ Kelly's Test Election](#)

Basic Info	Contact Info	Other Info
------------	--------------	------------

Building ID

9547

Building Name:

TEST BLDG

Organization Name:

TEST BLDG

Building Address:

Street Address

4443 ROAD

City

DENVER

State

CO

Zip

44884

☐ Define Mailing Address for Payment

Building Phone Number:

Payment:

\$75.00

Open Hours:

Constraint:

Training Classroom #:

Election Setup Area & Room #:

Cross Street:

Short Directions:

Long Directions:

Comments:

test,1234 ;;

Picture

Map Point

Attach Files

No Picture

Choose File

No file chosen

Upload

Maximum file size: 5MB.

The allowed file format: .gif, .jpg, .jpeg, .bmp, .png

Election Use

☒ Election Period: 10/12/2015 - 11/02/2015 Exclude 11/01/2015

☒ Election Day: 11/03/2015

Election Used Log	Communication Log
-------------------	-------------------

Sending Payments to the Payment tab

- Back in the active building tab, click the check box next to each private building you want to send to the payment tab.
 - The payment tab is where the final pay export is produced defining the amount the building should be paid for the election use.
- Click 'Send to Payroll'. This will place a yellow dollar sign next to the building name to help you recognize that this building's pay amount is already within the payment tab.

Poll Platform Management System

Export Location Label

<< Kelly's Test Election >>

VSPC (15) Training (1) 24/7 Drop-off (1) Designated Drop-offs (1) Post Offices (1) Other Locations (1)

ID	Building Name	Building Phone Number	Election Period	Election Day Use	Action
☐ EDCVHS	CASTLE VIEW HIGH SCHOOL		Y	Y	Edit
☐ EDCPHS	CHAPARRAL HIGH SCHOOL		Y	Y	Edit
☐ VSPCEOHQ	DOUGLAS COUNTY ELECTIONS OFFICE			Y	Edit
☐ EDDCHS	DOUGLAS COUNTY HIGH SCHOOL		Y	Y	Edit
☐ EDHRHS	HIGHLANDS RANCH HIGH SCHOOL			Y	Edit
☐ VSPCHRSS	HIGHLANDS RANCH SHERIFF SUBSTATION			Y	Edit
☐ VSPCLKS	LARKSPUR FIRE DEPT.		Y	Y	Edit
☐ EDMVHS	MOUNTAIN VISTA HIGH SCHOOL			Y	Edit
☐ VSPCPMC	PARK MEADOWS CENTER			Y	Edit
☐ VSPCPKREC	PARKER REC CENTER			Y	Edit
☐ VSPCPTH	PARKER TOWN HALL			Y	Edit
☐ EDPNHS	PONDEROSA HIGH SCHOOL	(517) 555-0055	Y	Y	Edit
☐ EDRCHS	ROCK CANYON HIGH SCHOOL		Y	Y	Edit
☒ 9547 \$	TEST BLDG		Y	Y	Edit
☐ EDTRHS	THUNDERRIDGE HIGH SCHOOL				Edit

All A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

Add Remove Replace Buildings Communication **Send To Payroll**

Payment Tab – edit pay amounts

- Each building which has been sent to payment will be listed here. This is where you can finalize the pay amount for each building and then export the file with the final pay amount.
- Click 'edit' across from a building and its payment.

Payroll Export Export Approve All Checks Building Payment

<< Kelly's Test Election >>

Building Payment (1) Export Event Summary (0) Filter: All

Building Name	Payment Status	Export Event	Tax ID	Modified Date Time	Modified By	Payment	Action
TEST BLDG	Unapproved			07/24/2015 08:45 AM	Konnech, George	\$75.00	Edit

All A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

Remove Approve All Checks

- Adjust the pay amount for the building if needed by typing into the adjustment box. You can type in '10' to add \$10 to the originally defined amount. Or you can type in '-10' to subtract \$10 from the original amount.
 - Another way to adjust the payment is to change the pay amount from the building profile back in the active building tab.
- Click 'save'.

Poll Platform Management System

Back	Save	Save/Next																							
Payment Edit - TEST BLDG																									
Tax ID:																									
Street Address	4443 ROAD																								
City/State:	DENVER CO																								
Zip:	44884																								
Save																									
			<table border="1"> <thead> <tr> <th>Pay</th> <th>Total</th> </tr> </thead> <tbody> <tr> <td colspan="2">Use for: Election Building</td> </tr> <tr> <td>Payment:</td> <td>\$75.00</td> </tr> <tr> <td colspan="2">Amount</td> </tr> <tr> <td>Adjustment:</td> <td> 0.00 </td> </tr> <tr> <td>Grand Total:</td> <td>\$75.00</td> </tr> <tr> <td colspan="2"> ☐ Approved </td> </tr> <tr> <td colspan="2"> ☐ Void </td> </tr> <tr> <td colspan="2">Notes:</td> </tr> <tr> <td colspan="2"> </td> </tr> <tr> <td colspan="2"> Save </td> </tr> </tbody> </table>	Pay	Total	Use for: Election Building		Payment:	\$75.00	Amount		Adjustment:	0.00	Grand Total:	\$75.00	☐ Approved		☐ Void		Notes:				Save	
Pay	Total																								
Use for: Election Building																									
Payment:	\$75.00																								
Amount																									
Adjustment:	0.00																								
Grand Total:	\$75.00																								
☐ Approved																									
☐ Void																									
Notes:																									
Save																									

Approve the building payment

1. If the pay amount defined is correct, you can approve the payment so the system knows to export that amount into the excel file.
2. In the edit screen for the building in the payment tab, click the approved check box and then click 'save' to make the payment view only. It no longer will be able to be edited with the approved status defined.
3. To approve multiple building payments at once, be in the payment tab and click 'approve all checks'. A popup will appear asking if you are sure you want to approve them all. Click 'ok'. All building payments should be view only now and ready for the 'Payroll Export'.
4. Note: all approved payments will show in the profile of the payment the date and which user marked the pay as 'approved'

Poll Platform Management System

Back

Save

Save/Next

Payment Edit - [TEST BLDG](#)

Tax ID:

Street Address

City/State:

Zip:

4443 ROAD

DENVER CO

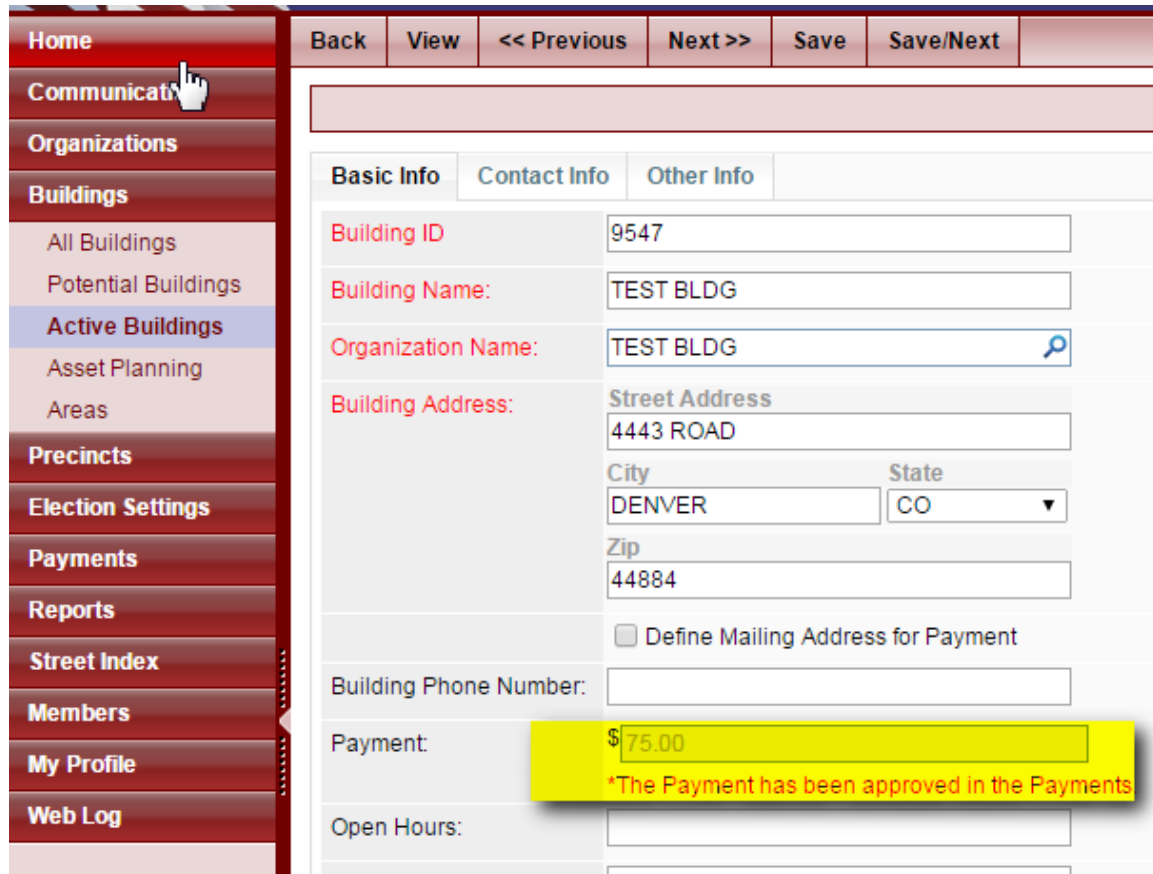
44884

Save

Pay	Total
Use for: Election Building	
Payment:	\$75.00
Amount	
Adjustment:	0.00
Grand Total:	\$75.00
☒ Approved By Konnech, George On 07/24/2015	
☐ Void	
Notes:	
Save	

5. Note: all payments which are marked as approved – the pay can no longer be changed from the payment edit screen or the building profile:

Poll Platform Management System



The screenshot shows the 'Poll Platform Management System' interface. On the left is a sidebar menu with the following items: Home, Communicate, Organizations, Buildings, All Buildings, Potential Buildings, Active Buildings (highlighted), Asset Planning, Areas, Precincts, Election Settings, Payments, Reports, Street Index, Members, My Profile, and Web Log. A mouse cursor is pointing at 'Communicate'. The main content area has a top navigation bar with buttons: Back, View, << Previous, Next >>, Save, and Save/Next. Below this is a tabbed interface with 'Basic Info', 'Contact Info', and 'Other Info' tabs. The 'Basic Info' tab is active, showing fields for Building ID (9547), Building Name (TEST BLDG), Organization Name (TEST BLDG), and Building Address. The address fields include Street Address (4443 ROAD), City (DENVER), State (CO), and Zip (44884). There is a checkbox for 'Define Mailing Address for Payment' which is unchecked. Below the address fields is a 'Building Phone Number' field. The 'Payment' field shows '\$75.00' and a yellow tooltip message that reads '*The Payment has been approved in the Payments'. The 'Open Hours' field is empty.

Un-approve the building payment

1. Click 'edit' across from the desired building.
2. You can unclick the check box next to the 'approved by' stamp. Note this is only an option IF the payment hasn't been exported yet into the excel file.
3. Click 'save' to release the approved payment status. The adjustment box will now no longer be view only.

Removing a building from the payment tab

1. In the payment tab, click the check box next to the building desired to remove out of the tab. (note: you can only remove building payments that do not have an approved or exported or voided status)
2. Click 'remove'. This will take them out of the tab.

Exporting the payment to excel

1. Clicking 'Payroll Export' will only pull the building(s) and the pay defined for it into the file IF the payment is marked as approved.

Poll Platform Management System

The screenshot shows the 'Building Payment' interface. At the top, there are tabs: 'Payroll Export', 'Export', and 'Approve All Checks'. The 'Payroll Export' tab is selected and highlighted with a red box. Below the tabs, there is a search bar with 'Kelly's Test Election' entered. A table lists building payments. The first row is for 'TEST BLDG' with a status of 'Approved', a payment of '\$75.00', and a modified date of '07/24/2015 08:45 AM'. The 'Export' button is highlighted with a red box.

Building Name	Payment Status	Export Event	Tax ID	Modified Date Time	Modified By	Payment	Action
TEST BLDG	Approved			07/24/2015 08:45 AM	Konnech, George	\$75.00	Edit

2. Review the popup to make sure the correct information is defined. Click 'Export' to generate the excel sheet.
 - a. Note: once you click 'export', the excel sheet will be produced and the system will lock that pay in for the building.

The screenshot shows a 'Payroll' popup window titled 'Kelly's Test Election - 11/03/2015'. It contains a table with the following data:

Building Name	Payment total	Address	City	State	Zip
TEST BLDG	\$75.00	4443 ROAD	DENVER	CO	44884

At the bottom of the popup, there are three buttons: 'Close', 'Print', and 'Export'. The 'Export' button is highlighted with a red box.

3. Clicking 'EXPORT' will produce an Export Event Summary number. This is just a way to track which export file the pay for the building is a part of. Also, clicking 'export' will change the building payment status from Approved to Exported.

The screenshot shows the 'Building Payment' interface after clicking 'Export'. The 'Payroll Export' tab is still selected. The table now shows the payment status as 'Exported' and the 'Export Event' ID as '20150724111334'. The 'Export' button is highlighted with a red box.

Building Name	Payment Status	Export Event	Tax ID	Modified Date Time	Modified By	Payment	Action
TEST BLDG	Exported	20150724111334		07/24/2015 08:45 AM	Konnech, George	\$75.00	Edit

Voiding a payment

1. If the check payment was exported with an incorrect amount, or you paid the incorrect building, or maybe the address was documented incorrectly, you can void the payment and produce a payment with the correct information. Note: voiding payment can only happen if the payment status is 'Exported'.
2. Click 'edit' across from the building in the payments tab.
3. Click the 'Void' box. A popup will appear warning you of your action if you continue. Click 'ok' to complete this process.

Poll Platform Management System

Allen County

Brevard

Detroit

Poll Location Management System

Mountain Standard Time: Friday, July 24, 2015 9:14:47

Back

Next >>

Save

Save/Next

Payment Edit - [fake bldg](#)

Tax ID:

Street Address [43 road](#)

City/State: [denver CO](#)

Zip: [33333](#)

Save

Add Check

Pay

Use for: Election Building

Payment:

\$5,000.00

Amount

Adjustment:

0.00

Grand Total:

\$5,000.00

☒ Approved By Konnech, George On 07/24/2015

SAP: 20150724112308 ON Konnech, George On 07/24/2015

☒ Void

Notes:

Save

The page at [test.vote4douglas.com](#) says: >

Once this action has been done, you cannot undo it.

OK

4. The system will now list in the building payment profile that the previous exported amount has been 'voided' by which use and when

Poll Platform Management System

Back	Next >>	Save	Save/Next
----------------------	-------------------------------	----------------------	---------------------------

✓ Saved Successfully.

Payment Edit - [fake bldg](#)

Tax ID:	
Street Address	43 road
City/State:	denver CO
Zip:	33333

[Save](#)
[Add Check](#)

Pay	Total
Use for: Election Building	
Payment:	\$5,000.00
Amount	
Adjustment:	0.00
Grand Total:	\$5,000.00
☒ Approved By Konnech, George On 07/24/2015 SAP: 20150724112308 ON Konnech, George On 07/24/2015 ☒ Void By Konnech, George On 07/24/2015	
Notes:	
Replacement	

Defining A replacement check after a payment was defined as voided

1. Click 'edit' across from a payment which is defined as 'voided'. Click the 'Replacement' button.
2. This will produce a 2nd column of the payment data. You can edit the pay amount for the building using the adjustment box.
3. When finished modifying the pay, click 'approve' and save. This payment then will be part of the next payroll export file.

Poll Platform Management System

Back Next >> Save Save/Next

Saved Successfully.

Payment Edit - [fake bldg](#)

Tax ID: Street Address [43 road](#) City/State: [denver CO](#) Zip: [33333](#)

Save

Pay Total

Use for: Election Building

Payment: \$5,000.00

Amount

Adjustment: 0.00

Grand Total: \$5,000.00

☒ Approved By Konnech, George On 07/24/2015

SAP: 20150724112308 ON Konnech, George On 07/24/2015

☒ Void By Konnech, George On 07/24/2015

Notes:

Replacement

Pay Total

Use for: Election Building

Payment: \$5,000.00

Amount

Adjustment: -4500.00

Grand Total: \$500.00

☐ Approved

☐ Void

Notes:

Save

Reviewing the Export Event Summaries

1. In the payment tab, click 'Export Event Summary'. The screen will list the current export event number(s) that have been generated for this election.

SAP Event

<< Kelly's Test Election >>

Building Payment (3)	Export Event Summary (2)	PE#	Created Date	Created By	Valid Payment	Void Payment	Total Payment	Valid Count	Void Count	Action
		20150724111334	07/24/2015	Konnech, George	\$75.00	\$0.00	\$75.00	1		Export View
		20150724112308	07/24/2015	Konnech, George	\$0.00	\$5,000.00	\$5,000.00		1	Export View
		Total			\$75.00	\$5,000.00	\$5,075.00			

2. Click on the 'valid count' number across from a PE# to see which building(s) are part of this event.
3. If a building's pay was defined as 'voided', the void column would have a number defined. Click on the number in the void count column for the PE# to see which building /pay was voided out.
4. Click 'export' to create the export file again.

Reports

The Reports task allows users to create new reports for elections and manage already existed reports.

Click the **Reports** task bar in the task menu section, and the Report List page will show all the reports of the default election or the election you are currently working on. If you want to check reports of another election, select the election from Election Index box at the right of the page. The All link is used to view reports of all the elections.

Poll Platform Management System

Add New				Report
Report List (13)				Search Keyword: Search
☐	Title	Creator	Date	Action
☐	Kelly Testing	Shettler, Kelly	04/26/2012	Edit
☐	Voting Station Booking - Confirmed Status	Konnech, Admin	04/26/2012	Edit
☐	Facility Contact Report	Zeng, Heather	04/25/2012	Edit
☐	VOTING STATION CONTACT REPORT	Konnech, Admin	04/25/2012	Edit
☐	VS Booking Detail for 1 Facility	Zeng, Heather	04/25/2012	Edit
☐	Voting Station Booking Detail	Zeng, Heather	04/25/2012	Edit
☐	Facility Directory	Abbott, Roger	03/28/2012	Edit
☐	title 2	Konnech, Admin	03/20/2012	Edit
☐	facility contact	Konnech, Admin	03/20/2012	Edit
☐	Voting Station Combination Table	Konnech, Admin	03/19/2012	Edit
☐	Voting Station Phone List	Konnech, Admin	03/19/2012	Edit
☐	Daily Contacts	Konnech, Admin	03/19/2012	Edit
☐	Voting Station Data Source	Konnech, Admin	03/19/2012	Edit
All A B C D E F G H I J K L M N O P Q R S T U V W X Y Z				
Add New Delete Save As New				

Election Index(All)
 Mony's 2013 Election
 No Template Election 4/10/12
 Training Election 02 4/3/12
 EVENTS FOR MARCH ELECTION
 Training Template 03/27/2012
 mdp's election

Create new reports

In the Report List page, click the **Add New** button at the top of the page or at the bottom of the page. The Report Add/Edit page will appear on screen.

Back Preview Save Save/Next Save As New				Report Edit
Report Add/Edit				
Template:	Customized Report			
Title:				
Data Source:	Asset Planning Facility Facility Other Information Organization Voting Station			
Select Fields:	All Fields ☐ Field Name			
		Report Display Fields ☐ Field Name		Need Sum List Order Letter Index Up Down Top Bottom
Condition:	Save Save/Next Save As New			

1. Report templates

The LMS has saved frequently used reports as report templates.

Poll Platform Management System

If there is a report template which has the same elements as the report you are going to create, select the template in the Template drop down list box. The system will automatically create the report for you.

If you want to customize your report, select the Customized Report in the Template drop down list box.

2. How to customize your report

Report Add/Edit

Template: Customized Report

Title:

Data Source: Facility
 Facility Other Information
 Organization
 Voting Station
 Voting Subdivision

Select Fields:

All Fields

☐ Field Name

☒ Comment

☐ Constraints

☐ CrossStreets

☐ Emergency1 Contact Name

☐ Emergency1 Email

☐ Emergency1 Fax

Condition: Election

Facility Planning Completed

Multi Voting Station

Organization Type

Click the > button to move the selected field(s) to Report Display Fields

to select on which field the report will be sorted

Report Display Fields

Field Name	Need Sum	List Order	Letter Index
☐ Field Name	☐	☐	☐
☐ Address	☐	☐	☐
☐ City	☐	☐	☒

Click the check box to select a field

to select which field has the alphabet index

Click these buttons to move the fields around

Up

Down

Top

Bottom

- Select the Customized Report in the Template box.
- Type in a title in the Title box.
- Select one option in the Data Source box according to what kind of data that will be included in the report. The selection of the Data Source will determine what will be available in the Select Fields section and the Condition section.
- In the Select Fields section, select and arrange data fields that will show in the report.

Poll Platform Management System

Here users can customize the pattern of the report (see Fig. 21-2):

- a. Select the fields that will be included in the report:

Check the boxes of the fields in the All Fields section and click the > button to move them to the Report Display Fields section.

- b. Arrange the fields in an order based on how the fields will be showing in the report:

Check the boxes of fields that you want to move in the Report Display Fields.

Use the Up, Down, Top, Bottom buttons to re-arrange the selected fields.

- c. Add other features to the fields in the Report Display Fields section

Check the Need Sum box of a field if you want the sum of the field to be showing at the end of the report.

Check the List Order box of a field if you want the field to be sortable.

Check the Letter Index box of a field if you want to have the Alphabet index for the field.

- In the Condition section, set up a condition by selecting options in the boxes. Each drop down box is used to narrow down the records that will be included in the report. Only records that meet the conditions will show in the report.
- Click the **Preview** button to preview the report.
- Click the **Save** button to save the report.
- Click the **Back** button to go back to the Report List page.

Manage reports

In the Report List page, users can also view a report, edit a report and delete reports.

1. View a report:

Click a report name link. The report will appear on screen. You can click the **Print** button to print the report or click the **Export** button to export the report to an Excel file.

2. Edit a report:

Click the Edit link of a report. The Report Add/Edit page populated with the report information will appear on screen. Make changes to the information and click the **Save** button for update.

Poll Platform Management System

3. Delete reports:

Select the reports that you want to delete by clicking their check boxes.

Click the **Delete** button and click the **OK** button in the pop up window to confirm the deletion. The reports will be deleted from the system.

Street Index

The LMS has a street index to connect a street, part of a street, or an apartment with its subdivision.

Using the Street Index, the voting subdivision of a given address can be obtained, which is an important function for other PollChief modules: Worker Management System and Call Management System.

Click the **Street Index** task bar in the task menu section, the Streets List page will appear. There are three tabs available: Street Index, Apartments and Dorms.

Import

Export

Add New

Streets List

Keyword:

Search

Street Index (10583)

Apartments (0)

Dorms (0)

☐ Precinct	Req Suf	Low#-High#	End Suf	StDir	Street Name	StDirSuf	Type	Odd/Even/Both	Zip	Action
☐ 4304518259		603-603			1ST		AVE	B	80108	Edit
☐ 4304518259		431-431			2ND		AVE	B	80108	Edit
☐ 4304518259		449-635			2ND		AVE	B	80108	Edit
☐ 4304518259		497-497			3RD		AVE	B	80108	Edit
☐ 4304518259		502-633			3RD		AVE	B	80108	Edit
☐ 4303918101		16770-16770			9J		RD	B	80135	Edit
☐ 4043918403		16784-18725			9J		RD	B	80135	Edit
☐ 4043918403		14330-14330			ABBEY		AVE	B	80135	Edit
☐ 4044418352		15830-15998			ABBEYLARA		LN	B	80134	Edit
☐ 6303918255		5402-5570			ABBEYWOOD		CIR	B	80130	Edit
☐ 6303918247		10634-10668			ABBOTSWOOD		CT	B	80129	Edit
☐ 6304318217		4654-4795			ABERDEEN		AVE	B	80126	Edit
☐ 6304318218		8650-8758			ABERDEEN		CIR	B	80130	Edit
☐ 6304318218		1-25			ABERNATHY		CT	B	80130	Edit
☐ 4044518113		4258-4301			ABSTRACT		ST	B	80109	Edit
☐ 4044418323		10840-10895			ACADIA		PL	B	80138	Edit
☐ 4044418323		10905-10975			ACADIA		LN	B	80138	Edit
☐ 4044418323		21010-21060			ACADIA		DR	B	80138	Edit
☐ 4304418207		13482-13630			ACHILLES		DR	B	80124	Edit
☐ 4043918404		5378-5426			ACOMA		PL	B	80118	Edit

20

▼

Per Page

Next >>

Page 1 of 530

1

▼

All

A

B

C

D

E

F

G

H

I

J

K

L

M

N

O

P

Q

R

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T

U

V

W

X

Y

Z

Add New

Delete

1. Street Index

Poll Platform Management System

This is the default page of the Street Index task and is under the Street Index tab.

The functions provided are:

- View the streets list

Alphabet Index Bar and Page Control Bar are available for viewing the list.

Fields with underlined names can be sorted.

- Search streets by street name or precinct

Type the street name or part of the street name in Keyword searching box and click the **Search** button to search streets by name.

Type the precinct number in Keyword searching box and click the **Search** button to search streets in a precinct.

- View or edit a street/part of a street

Click the street name link to view a street, or click the Edit link of a street to change the information of the street.

- Add streets to the street index

Click the **Add New** button, fill in the information in the Street Add/Edit page and click the **Save** button to add it to the street index.

Poll Platform Management System

Back	Save	Save/Next		
------	------	-----------	--	--

Street Add/Edit

Street Name:

City:

Low#/High#:

Ward:

Odd/Even/Both:

Apt Req:

Precinct:

Invalid Add:

Zip:

DEM Voter:

Street Type:

REP Voter:

Beg SUF:

NPA Voter:

End SUF:

OTH Voter:

StDir:

Num Voter:

StDirSuf:

Sort:

Apt From:

Apt To:

Town Precinct:

Cong:

Sen:

Hse:

Save

- Delete streets from the street index

Click the check boxes to select the streets that you are going to delete, click the **Delete** button and click the **OK** button in the pop up window to delete the selected streets.

2. Apartments

Click the Apartments tab in the Streets List page and the Apartments List page will appear.

The functions provided are:

- View the apartments list
- Search apartments by apartment name, street name or precinct
- View or edit apartment information

Poll Platform Management System

- Add or delete apartments

To add an apartment, just type in the apartment name, the street name and the precinct number in the Add New box and click the **Save** button.

Members tab

The Members section allows you to review users to the platform.

12.1 View member information

1. Click on Members in the menu bar.
2. All users of the system are listed.
3. Using the line of letters at the bottom of the page, you can search for members by choosing the letter that matches the initial of their last name.
4. Click on the name of member to view the detailed information.

Home	Search Search					
Communication						
Organizations						
Buildings	Member List (16) Role Filter: All					
All Buildings	Name	Employee #	Position	Email	Work Phone	Status
Potential Buildings	Brenner, Cordie			fake@email.com	(517) 555-4455	Active
Active Buildings	Contreras, Ruben			FAKE@EMAIL.COM	(517) 555-4455	Active
Asset Planning	County, Douglas			fake@email.com	(517) 555-0055	Active
Precincts	Davis, Sheri			fake@email.com	(517) 555-0055	Active
Election Settings	Feng, chilian					Active
Payments	Gifford, Charlotte			fake@email.com	(517) 555-4455	Active
Reports	Jeffery, Page			fake@email.com	(517) 555-0055	Active
Street Index	Jones, WB Dub			fake@email.com	(517) 555-4455	Active
Members	Klotz, Merlin			fake@email.com	(517) 555-0055	Active
My Profile	Konnech, George	00000		g.he@konnech.com	(111) 111-1111	Active
Web Log	Laumeyer, George			FAKE@EMAIL.COM	(517) 555-5554	Active
	Meyer, Elaine			email@email.com	(517) 555-4445	Active
	Neville, Patrick			email@fake.com	(517) 555-4455	Active
	Pipes, Connie			fake@email.com	(517) 555-4455	Active
	xu, zhenzhen					Active
	Ye, feifei					Active
	All A B C D E F G H I J K L M N O P Q R S T U V W X Y Z					

View member information

1. Click on the member's name desired to review their profile.

Add a new member

For now, please contact kelly@konnech.com. They will provide you with a username/password for the platform module.

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My Profile

In My Profile, the information you view is what you have created for yourself. You can edit any of the information and change your password. Only you can see this information.

View and edit basic information

1. Click on My Profile in the menu bar. The Basic Information page is displayed by default.
2. Make changes to your information in the corresponding area if desired.
3. Click on the Update button after you have finished.

Reset password

1. Click on the My Profile tab in the menu bar. The Basic Info page is displayed by default.
2. Click on the Reset Password tab near the top of the page.
3. Enter the current password you use.
4. Enter the New Password.
5. Enter again to Confirm New Password.
6. Click on the Update button after you finish.

Weblog

The weblog is a tab that tracks the activity in the system by each user. The search box is the best way to navigate through this information.

Poll Platform Management System

- Use the keyword search to find a record. Hover over the question mark icon next to the word keywords to understand what you can search for.
- Choose an action type to find all the 'add new' activity or 'edit' activity.
- Narrow into a specific election using the election dropdown.
- Use the date range to narrow into a specific time frame.

The screenshot displays the 'Web Action Log (1013)' interface. On the left is a navigation menu with options: Home, Communication, Organizations, Buildings (selected), All Buildings, Potential Buildings, Active Buildings, Asset Planning, Precincts, Election Settings, Payments, Reports, Street Index, Members, My Profile, and Web Log. The main content area shows a table of actions with columns: Operator, Action, Description, and Date Time. The table lists several actions performed by 'Konnech, George', including 'Adjust Check', 'Edit Potential Building', 'Edit Building', 'Add Building', and 'Edit Payroll'. Each action entry includes detailed description text with links for further information. On the right side, there is a 'Search' panel with fields for 'Keywords', 'Action Type' (set to 'All'), 'Election' (a dropdown menu), and 'Date Range' (set to 'Month'). A 'Search' button is located at the bottom of the search panel.

Operator	Action	Description	Date Time
Konnech, George	Adjust Check	Add a new check, Location Name : [fake bldg], Election Name: [20150702 Kelly's Test Election]	07/24/2015 09:23 AM
Konnech, George	Edit Potential Building	Building Name: [fake bldg] • Added Completed: [No] • Added Userfor: [VSPC]	07/24/2015 09:22 AM
Konnech, George	Edit Building	Building Name: [fake bldg] • IsPotential: From [Inactive] to [Potential]	07/24/2015 09:22 AM
Konnech, George	Add Building	Building Name: [fake bldg] • Building ID: [1417] • Street Address: [43 road] • City: [denver] • State: [CO] • Zip: [33333] • IsPotential: [inactive]	07/24/2015 09:22 AM
Konnech, George	Edit Payroll	Payroll Title: [Poll Worker Name: Election Name: 20150702 Kelly's Test Election] • Payroll Process Status: From [Yes] to [No]	07/24/2015 08:45 AM
Konnech, George	Edit Payroll	Payroll Title: [Poll Worker Name: Election Name: 20150702 Kelly's Test Election] • Payroll Process Status: From [Yes] to [No]	07/24/2015 08:41 AM