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Overview

This is a manual to help you understand how to populate the data in the WAMS (worker access module). WAMS is a tool that the election officer can use to see upcoming elections, sign up for training and also update their personal contact information as needed.

This manual will explain how you:

- Upload material for the help resources
- Upload material for the training materials
- Generate quiz questions and quizzes

Training Material

Training material can be uploaded within EOMS to have available for certain online training classes, for the 'training material' tab of WAMS or for the 'help resources' section on the main screen. The material uploaded can be within any of these:

formats: .doc; .rar; .pdf; .zip; .docx; .xls; .gif; .jpg; .jpeg; .bmp; .png; .xlsx; .ppt; .pptx; .xml; .txt; .avi; .wmv; .rmvb; .rm; .flv; .mov

Categories

All training material must be uploaded into a category. This can help organize your material.

1. Click on the training tab.
2. Click on the 'Training Materials' button.
3. The next screen will list any existing material already uploaded into the system.
4. Click the 'Category Setup' button to review all existing categories.

Title	Category	Size	Last Modified	Showcase	Publish	Help Resources	Action
1.1.1	Basic Questions	488 KB	09/05/2014	☐	☐	☐	Edit Delete
1.1.2	Basic Questions	0 KB	09/11/2014	☐	☐	☐	Edit Delete
1.1.3	Basic Questions	0 KB	09/05/2014	☐	☐	☐	Edit Delete
1.1.4	Basic Questions	488 KB	09/11/2014	☐	☐	☐	Edit Delete

AB 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](#) [Delete](#)

Add New

In the category setup screen, type in the new category desired and click 'Add New'. This will add to the existing list.

Category Name: ← Click

Materials Category		
Category Name	Sort Order	Action
Basic Questions	0	Update Delete
Math Questions	0	Update Delete
Helpful Reminders	0	Update Delete

Edit existing categories

Click into the field and edit the name of the existing category. Click update across from the category you just updated to save the change.

Change the order of the categories by using the sort order column. Again, click 'Update' once finished making modifications.

Click the 'x' in the top corner to close the popup screen.

You can only delete a category that currently doesn't have any material tied to it. So the 'delete' button will only be available to click for the categories that fit this criteria.

Category Name:

Materials Category		
Category Name	Sort Order	Action
Basic Questions	0	Update Delete
Math Questions	0	Update Delete
Helpful Reminders	0	Update Delete

Upload Material

Material can be uploaded into EOMS. The material can be used for classes, the help resource section or the training material section of WAMS.

1. In the training tab, click 'Training Materials'.
2. Click 'Add' to upload a file.

Back

Category Setup

Training Materials (4)

☐ Title	Category	Size	Last Modified
☐ FILE	Basic Questions	400 KB	09/05/2014
☐ Google URL	Basic Questions	0 KB	09/11/2014
☐ Image of Slide	Basic Questions	8 KB	09/05/2014
☐ TEST	Basic Questions	493 KB	09/11/2014

AR A B C D E F G H I J K L M N O P Q R

Add

Delete

3. There are three different types of files you can upload into the module:
 - a. Video
 - b. Document
 - c. Website
4. For any of the file types, you will always need to identify the file title and the category you want to categorize the item under.
 - a. Type the title into the 'File Title' column.
 - b. Choose the 'Type' of file you are uploading.
 - i. If you chose video or document -
 1. Choose a category from the dropdown box.
 2. Click 'select from client' to find the file on your desktop computer.
 3. Click 'Select from FTP Server' if the file you want was uploaded to the FTP site you share with us. (We recommend this for the large video files you may want to upload)
 - a. For videos, we found it is best to convert the video to .flv – so you can check this box if desired.
 4. Click 'Save' when finished. Wait for a 'save successful' message. Then click 'Back' to see your new file in the training material tab.
 - ii. If you chose 'website'

Back	
Materials Add/Edit	
File Title	
Type	☐ Video ☐ Document ☐ Website
Category	Basic Questions
File	Select From Client Select From FTP Server
	☐ Convert to .flv format Maximum file size 10MB The allowed file format: doc, rar, pdf, zip, docx, xls, gif, jpg, jpeg, bmp, png, xlsx, ppt, ppb, xml, txt, avi, wmv, rmvb, rm, flv, mov, swf
Save	

- ii. If you chose 'website'
 1. Choose the desired category from the dropdown

2. Type in the website URL. Notice we recommend you starting the URL with 'http://' or 'https://' or 'ftp://'.
 - a. For example you'd type in 'http://google.com'
3. Click 'Save' when finished. Wait for a 'save successful' message. Then click 'Back' to see your new webpage in the training material tab.

Back

Materials Add/Edit

File Title:

Type: ☐ Video ☐ Document ☒ Website

Category: Basic Questions ▼

WebSite URL: (Please start with "http://" or "https://" or "ftp://")

Save

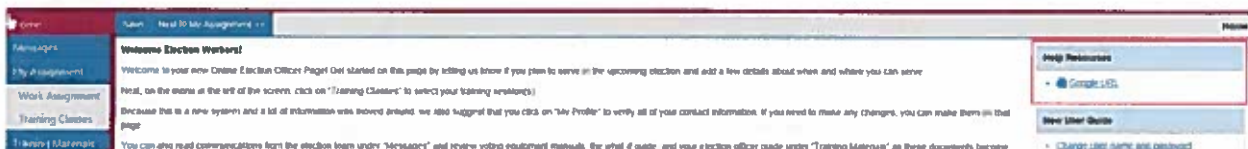
Review uploaded material

1. In the training material tab, you can click on any of the titles to view the website or download the file/video.
2. If the file or website is incorrect, you can click 'edit' across from the title to make an edit. Remember to save when changes have been made.

Title	Category	Size	Last Modified	Uploaded	Published	Help Resources	Actions
1.1.1.1	Basic Questions	490 KB	09/05/2014	☒	☒	☒	Edit Cancel
1.1.1.2	Basic Questions	0 KB	09/11/2014	☒	☒	☒	Edit Cancel
1.1.1.3	Basic Questions	0 KB	09/05/2014	☒	☒	☒	Edit Cancel
1.1.1.4	Basic Questions	490 KB	09/11/2014	☒	☒	☒	Edit Cancel

Define material as a 'help resource'

In WAMS home page, there is a 'help resources' section. You are able to define which material item(s) should be posted there.



1. In the training material section, click the check box across from the title of the item under the help resources column. Anything with the check box defined means it will be present in the help resource section of WAMS.



Publishing Material

'Publish' means the file will be available within the 'Training Materials' tab of WAMS. Some files you upload may only be used for training class material and you won't want to share it for everyone to review. So the 'Publish' feature is the way you can hide certain material from the training material tab.

To Publish

1. In the training material tab of EOMS, click the 'Publish' check box next to the title of the item you want to be present in the WAMS training material tab. This will have the file be available for anyone in the training material tab.



To Un-publish

1. In the training material tab of EOMS, uncheck the box next to the title of the file desired. This will hide the file from the training materials tab of WAMS.



Delete a file

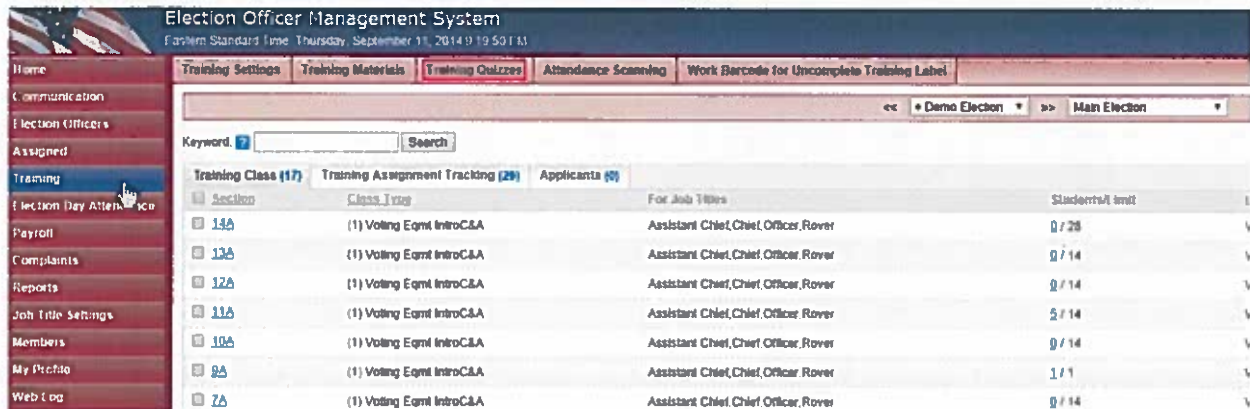
Files can be deleted only if they are not marked as published, as the showcase video, or attached to a training course.

Click the 'Delete' button across from the file you want to delete. A popup will appear asking if you are sure you want to continue with the action. You can continue or cancel. A successful message will appear if the file was deleted. If it can't be deleted a message will appear explaining why the deletion action was unsuccessful.

Training Quizzes

Training quizzes are for online training classes and are election specific. The quizzes are created based on questions uploaded to the system which are grouped into different categories. The quizzes can be set to expire on a specific date and are also password protected.

The training quizzes section is located within the Training tab of EOMS. It is a button within the top header of the tab.



Breakdown of the Training Quiz section:

Title – represents the title of the quiz

Creator & Create Time – the person that generated the quiz within the EOMS system and the date/time it was added.

Last Modified Time – the date that someone changed something within the quiz.

Enabled – if the check box is clicked for a quiz, this means the quiz is available to be selected for an online training for the selected election.

Access Code – this is the password the worker must enter in order to access the quiz online

Action – for enabled quizzes, you can click 'Preview' or 'Detail'. For not enabled quizzes you can click 'Preview' or 'Edit'.

Question Library – this is where all the different quiz questions are stored and added. Questions are stored under specific categories which are user defined.

Add – allows the user to generate a new quiz for the election listed within the screen.

Copy from Other Elections – this button allows you to re-generate a quiz which was generated from a past election for the current election.

Deleted – delete an existing quiz

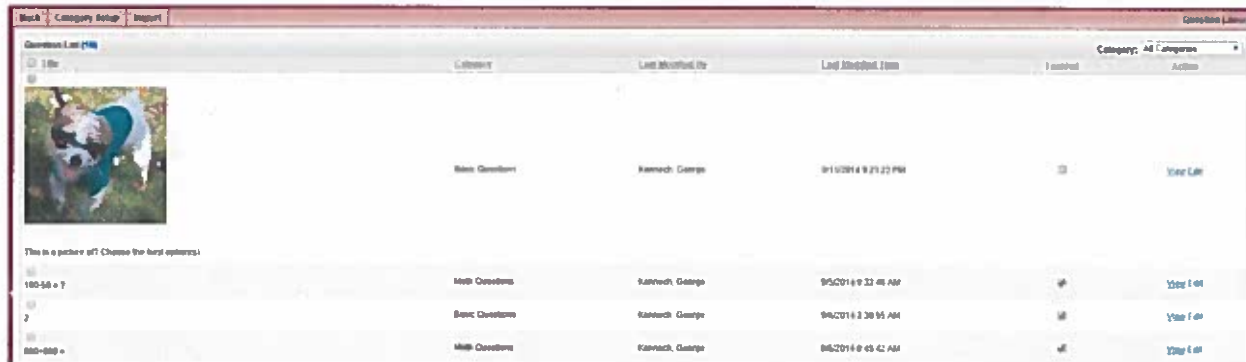


Question Library

Within the Training Quizzes screen, click Question Library. The screen shows off all the questions generated within the system.

- Each question is categorized and can be marked as 'enabled'. Enabled means the question is available to be a part of a quiz.
- Quiz questions can include a photo if desired.
- Quiz answers can include a photo if desired.

- The answer to a quiz question can either be one option only or multiple. It's up to you to define the correct answer(s).



Category	Last Modified By	Last Modified Date	Action
Basic Questions	Kenneth George	10/10/2014 9:23:23 PM	View List
Math Questions	Kenneth George	9/5/2014 9:32:48 AM	View List
Basic Questions	Kenneth George	9/4/2014 3:38:55 AM	View List
Math Questions	Kenneth George	8/5/2014 8:45:42 AM	View List

Creating Quiz Question Categories

Categories are important to the system because quizzes are setup by pulling random questions from a specific category—making each quiz unique each time a worker views the quiz.

In the Question Library page, click 'Category Setup'. A popup will appear with the current categories stored within the system.

Add a category

In the Question Library page, click 'Category Setup'. A popup will appear with the current categories stored within the system. To add a category, place your cursor into the blank text field. Type the title of the new category and then click 'Add' across from the text field. This will add the category to the list.



Category Name	Action
Math Questions	Edit Delete
Voting Equipment Questions	Edit Delete
Worker Questions	Edit Delete
	Add

Edit a category

In the Question Library page, click 'Category Setup'. A popup will appear with the current categories stored within the system. Click 'edit' across from the desired category you'd like to be modified. This will generate the category to be within a text field. Update the text as needed and then click 'Update'.



Delete a category

Deleting a category can only occur if no quiz questions are filed under the category. In the Question Library page, click 'Category Setup'. A popup will appear with the current categories stored within the system. Click 'delete' across from the desired category. A popup will appear instantly letting you know if the deletion was successful or not.



Adding New Quiz Questions

Within the Question Library tab, you are able to add new questions one by one or you can download an excel file which is outlined to allow you to add multiple questions to the file and then upload it into the system.

Add one quiz question

In the question library page, click 'Add'. The next screen allows you to define:

- **Category** – these come from the quiz question category list. Categorizing a question allows the module to pull this question into a quiz if the category type is selected.
- **Enable** – A question can be added to the system, but not available for quiz use.
 - Marking the 'No' bullet point means the question will not be available for any quiz which requests this question category.
 - Marking the 'Yes' bullet point means the question will be available for any quiz which requests this question category.
- **Question** – type the question within the defined text box. Use this icon to upload an image for the quiz question if desired. The quiz question can be a photo and text.

- Option A,B,C,D – Document within the different text fields the options a person can choose as the answer for the question.
 - Use the same button to upload an image to be part of the answer:

- Note: all 4 options must be filled in. These are required fields.
- Answer -- select the bullet point next to the letter option which houses the question's answer.
 - Note: one of the 4 options can be the answer. Or you can have the question have multiple correct answers. Click the bullet(s) that represent the correct answer.

Option D:

Source

Font Size A B I U x²

none

body p

Answer: ☐ A ☒ B ☐ C ☐ D

Save Save/Add New

Add multiple quiz questions at once

The import feature allows you to download an Excel template which outlines what needs to be filled in in order for the questions to be successfully uploaded to the system. This feature really makes it easy for you to document all your questions (for all different category types) and answer options and upload the data. NOTE: this feature won't allow you to upload any images for questions/answers.

In the question library page, click 'Import'. A popup will appear where you can access a template to download and fill out as upload the file.

Import

Question Import

Browse... Upload Download Template

☐ Check the box to update the selected columns with the uploaded file.

Maximum file size: 10MB
The allowed file format: Xls; Xlsx

Required fields:
Question
Category
Option_A
Option_B
Option_C
Option_D
Answer(A/B/C/D)

Operation Manual:

1. Click the "Download Template" button to download the template file
2. Enter data in the columns identified on the left as required. All other columns are optional. Do not change or delete the template title row.
3. If data has been copied from other documents into the template, be sure to format all cells afterward as Text.
4. Save your updated template then click the Browse button to select your new template. Click Upload to complete the process.

Click 'Download Template' to have the Excel file prompt appear. Open or save the file.

Within the excel file, the columns are already titled with the appropriate fields. You must document information within all the titled columns:

Column A Question – for each row, type the question you want added to the system.

Column B Category – for each row, type the category the question will fall under. Note: you have to type the title of the category as it is within the PWMS system.

You can document within the excel sheet questions for different category types. There is no limitation within this file.

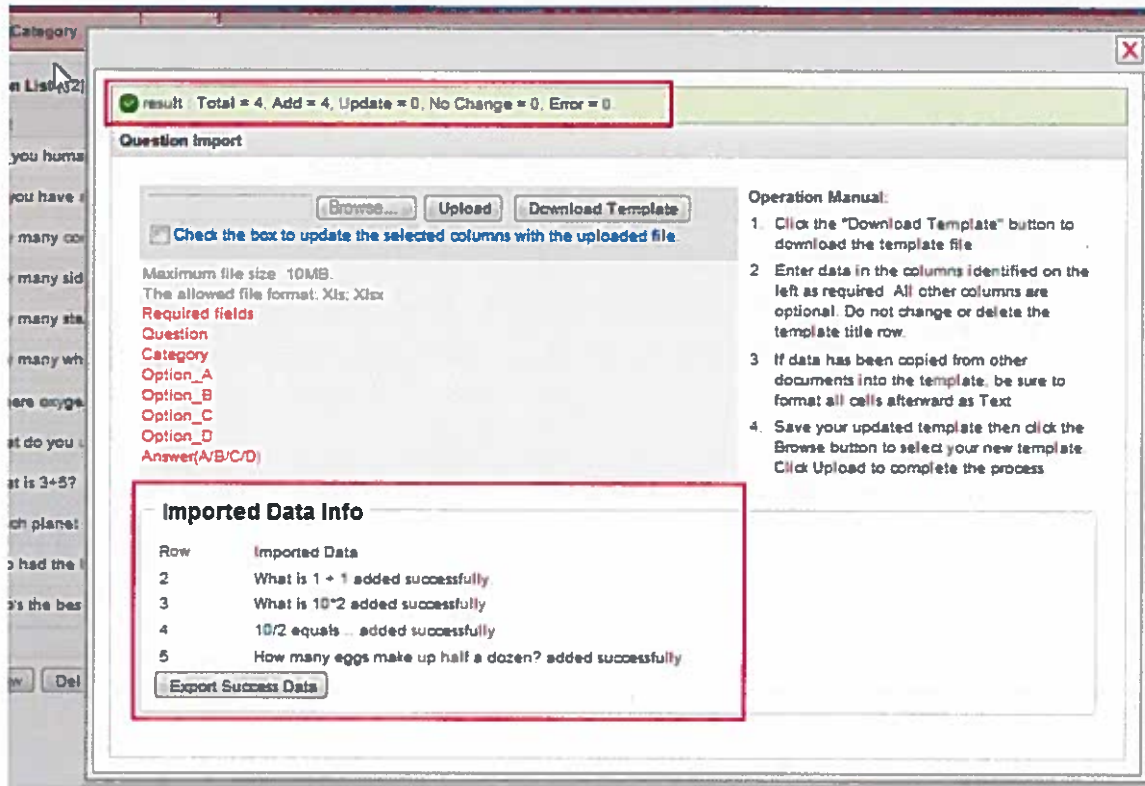
Column C – F – These are the different answer options that go with the question within the row. Make sure you type out the proper answer in one of these columns for the question.

Column G Answer – Document the letter that will be the correct answer out of the 4 different options.

Remember to save the file before closing the document.

	A	B	C	D	E	F	G	H
	Question	Category	Option_A	Option_B	Option_C	Option_D	Answer(A/B/C/D)	
2	What is 1 + 1	Math Questions	2	0	4	3 A		
3	What is 10*2	Math Questions	2	12	20	200 c		
4	10/2 equals...	Math Questions	10	2	20	5 D		
5	How many eggs in...	Math Questions	12	6	24	15 B		

Back within EOMS Training quizzes → Question Library → Import popup, click 'Browse' to find the file and populate the screen. Once the file is added, click 'Upload'. This will then generate a progress report: showing off if the data imported worked successfully or not.



Update column(s) within an excel file which already has been imported

Within the EOMS Training quizzes → Question Library → Import popup, click 'Browse' to find the file and populate the screen. Once the file is added, click the check box under the browse option. This will then reveal the different fields within the excel file. Choose which column(s) you choose to re-upload. Click 'Upload'. This will then generate a progress report: showing off if the data imported worked successfully or not.

result: Total = 4, Add = 0, Update = 2, No Change = 2, Error = 0

Question Import

☒ Check the box to update the selected columns with the uploaded file

Maximum file size: 10MB.
The allowed file format: Xls, Xlsx

Required fields
Question
Category
Option_A
Option_B
Option_C
Option_D
Answer(A/B/C/D)

Operation Manual:

1. Click the "Download Template" button to download the template file.
2. Enter data in the columns identified on the left as required. All other columns are optional. Do not change or delete the template title row
3. If data has been copied from other documents into the template, be sure to format all cells afterward as Text
4. Save your updated template then click the Browse button to select your new template. Click Upload to complete the process

Select Columns To Update

☐ Category ☐ Option_A ☐ Option_B
☐ Option_C ☒ Option_D ☐ Answer(A/B/C/D)

Imported Data Info

Edit quiz questions

Within the quiz library page, you are only able to edit quiz questions that are not marked as 'enabled'. Click 'edit' across from the question desired. Within the next screen you can update all the information. Make changes to the data where needed and click 'Save' to save the changes.

In the 'edit' screen of a question, you can click 'Preview' to review how the quiz question will look in WAMS:

Back << Previous Next >> Save Save/Add New **Preview Quiz Question**

Question Add/Edit

Category: Math Questions

Enable: ☒ No ☐ Yes

Question: 100-50 = ?

View the quiz question

Within the quiz library page, click 'View' across from a question to see what it will look like in WAMS. This will generate the question and answer options in a small popup. The answer you define as the correct answer will be chosen at the bottom of the popup.



Delete a quiz question

Within the question library page, you can only delete a quiz question if it is not marked as 'enabled'. If available, click the check box next to the quiz question. Then at the bottom of the screen, click 'Delete'.

Generating Quizzes

Quizzes are election specific – meaning once you generate a quiz it will not be available for all the upcoming elections. You can though copy the quiz over from a previous election to an upcoming election if desired. Within this section it will define how to use the different ways to generate quizzes for an election.

Within the training tab, click on the button titled 'Training Quizzes' to review existing quizzes as well as generate new.



Add a new quiz

Within the Training Quizzes page, click 'Add' at the bottom of the screen. The new screen allows you to begin creating the quiz.

Title – Type in the name of the quiz within this text field

Status – click the box next to enabled if you want the quiz to be available for the present

Election which is listed at the top of the page. Leaving this check box unclicked will still create the quiz; it just won't be available to be chosen for online training classes

End Time – click the calendar icon to choose a date when this quiz will no longer be available for workers to take.

Notification Email – document the email address you want the notification to be sent to. The notification is sent instantly for each worker who takes the quiz within WAMS. It lists out the worker's name, the quiz title, the score the worker received and the passing grade.

Place a semicolon (;) after each email address to successfully have this email be sent to more than one email address.

Passed Score – document the grade you want to be considered passing. Note that it's looking for the percentage that will be considered passing, not how many points they should receive.

Access Code – each quiz is password protected. Enter the password into this field. The code can be emailed to the attendees of the course within the Training tab.

Description – type any notes about the quiz within this text field

Question Source:

Section – Considered a 'Category'. It allows you to title the specific section of the quiz.

Category – choose from the dropdown the category type. This will pull questions from the selected category and have them be listed under this section.

Number of Questions – define how many questions you want to have within this section from the category defined.

For example within the question library you have 10 questions under the category: Math. If within the 'Number of Questions' field I type 5, the system will randomly choose 5 of the 10 questions for this section of the quiz.

Point/Each – define how many points per question the user will receive if they answer the question(s) within this section correctly.

Plus sign () – By clicking this you can generate a new section for the quiz. Repeat the steps as listed above within the question source portion.

The screenshot shows the 'Quiz Add/Edit' form. At the top are 'Back' and 'Save' buttons. The form fields include:

- Election:** 2012 Presidential Election
- Title:** (empty text box)
- Status:** ☒ Enabled
- End Time:** (empty text box with a calendar icon)
- Notification Email:** (empty text box) with a note: 'Multiple split by a semicolon ";"'
- Passed Score:** (empty text box) %
- Access Code:** (empty text box)
- Description:** (empty text box)
- Question Source:** ☒ Section
- Category:** Math Questions (dropdown menu)
- Number of Questions:** (empty text box)
- Points/Each:** (empty text box)

At the bottom is a 'Save' button.

Once finished defining all the fields, click 'Save'. This will generate your quiz within the system and if enabled, have the quiz available to be chosen for Online Training.

Copy a quiz from a previous election

Within the Training Quizzes page, note the election that is listed at the top of the page. Make sure listed is the election you want to add quizzes to from a previous election.

Click the 'Copy from Other Elections' button → this will generate a popup which allows you to choose an election and then select the quiz or quizzes desired.

The screenshot shows the 'Training Quizzes' page. At the top, there's a dropdown menu set to 'Math Questions'. Below it is a table of quizzes:

Quiz Type	Created	Create Time	Last Modified Time	Enabled	Access Code	Action
Difficult Quiz	Karmach, George	04/20/14 1:50:44 AM	01/19/2016 02:17 PM	☒	234	Details Edit
Easy Quiz	Karmach, George	04/20/14 1:50:42 AM	01/19/2014 02:02 PM	☒	234	Details Edit

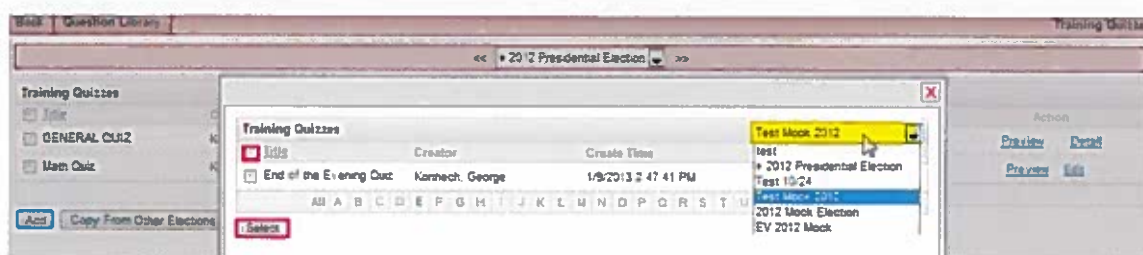
Below the table is an 'Add' button and a 'Copy from Other Elections' button. A popup window titled 'Training Quizzes' is open, showing a list of quizzes from a previous election:

Quiz Type	Created	Create Time	Last Modified Time
Fun Quiz	Karmach, George	04/20/14 9:43:32 AM	04/20/14 9:43:32 AM
Fun Quiz 2	Karmach, George	04/20/14 9:44:48 AM	04/20/14 9:47:02 AM

At the bottom of the popup is a 'Select' button.

Within the popup, use the dropdown in the right corner to choose an election. The election chosen will then populate the main screen with the different quizzes which were present for that election.

Check the box next to the quiz you'd like to add and click 'Select'. This will add the quiz to the current election. Note: quizzes that are added from a previous election should be reviewed / edited. The 'end time' date should be updated as well as possibly the access code.

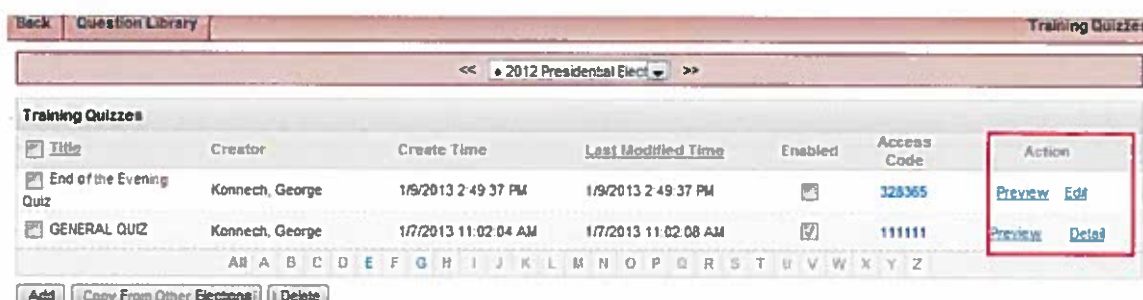


Edit an existing quiz

Within the Training Quizzes page, quizzes are either marked as 'enabled' or not.

Enabled quizzes can be previewed and the detail can be reviewed. Enabled quizzes can't be edited.

To edit a quiz, unlick the 'enabled' check box to populate the 'edit' button under the action column. Or if the quiz already is not enabled, click 'edit' under the action column.

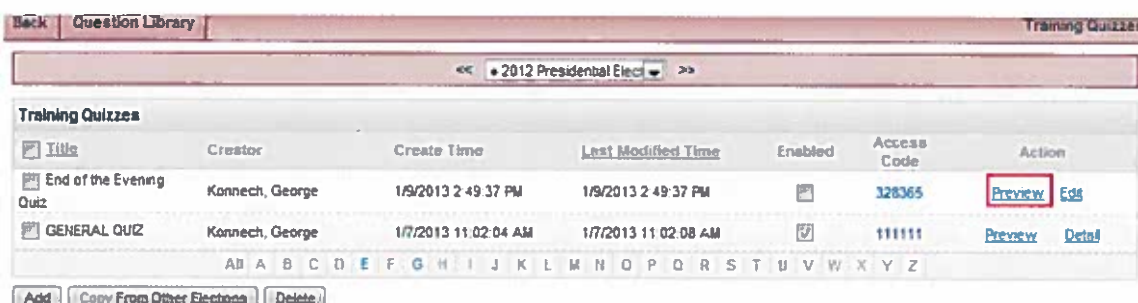


In the edit screen, make changes where needed. Once finished click 'Save'. Note: you can enable the quiz again within the edit screen or within the main training quizzes screen.

If workers complain that the quiz within their training class says it's not available, it's more than likely because the quiz 'end date' is set to something in the past. Within the edit screen of the quiz is where you can fix that issue that can arise.

Preview a quiz

Within the Training Quizzes page, click 'Preview' across from the quiz desired. This will generate the quiz as a worker would see it if they were taking the quiz within WAMS. Remember that the system randomly chooses the questions within a specific section for the quiz. So clicking 'preview' multiple times may produce a different quiz each time.



Within the preview screen the title of the quiz is showing along with the different sections and the questions.

Click 'Export' to have the quiz be exported to a Microsoft Word document which allows you to print if needed.

GENERAL QUIZ

Equipment Portion (Total 3 questions, each 2 points.)

1. Which planet are you living now?

A. Mars
B. Mercury
C. Earth
D. Sun

☐ A ☐ B ☒ C ☐ D

2. How many corners are there in a triangle?

A. One
B. Two
C. Three
D. Five

☐ A ☐ B ☐ C ☐ D

Delete a quiz

Within the Training Quizzes page, check the box next to the desired quiz and click 'Delete' at the bottom of the screen.

A popup will appear asking if you are sure you want to continue with the action. You can continue or cancel the action.

A quiz can only be deleted if it is not currently within an online training class.

Title	Creator	Create Time	Last Modified Time	Enabled	Access Code	Action
☐ End of the Evening Quiz	Konnech, George	1/8/2013 2:49:37 PM	1/8/2013 2:49:37 PM	☐	228365	Preview Edit
☒ GENERAL QUIZ	Konnech, George	1/7/2013 11:02:04 AM	1/7/2013 11:02:08 AM	☒	111111	Preview Delete
☐ Math Quiz	Konnech, George	1/8/2013 11:37:51 AM	1/8/2013 11:37:51 AM	☐	111111	Preview Edit

AB 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](#) [Copy From Other Elections](#) [Delete](#)

Online Training Class Sections

Within EOMS, the Training Tab allows you to setup online training classes as well as physical locations for training.

Online training sections are different than physical location training because it allows the user to attach specific training material to the class as well as a quiz.

Creating a training class section

Within the training tab, click 'Add Section'. Fill in the screen as needed but know that not all fields are required. Only the red fields are required in order to have the section save successfully.

Section – document a section number or title

Class Type – define which class type the section is for. Defining the class type will then populate automatically the targeted groups and job title

Instructor – define the instructor of the course.

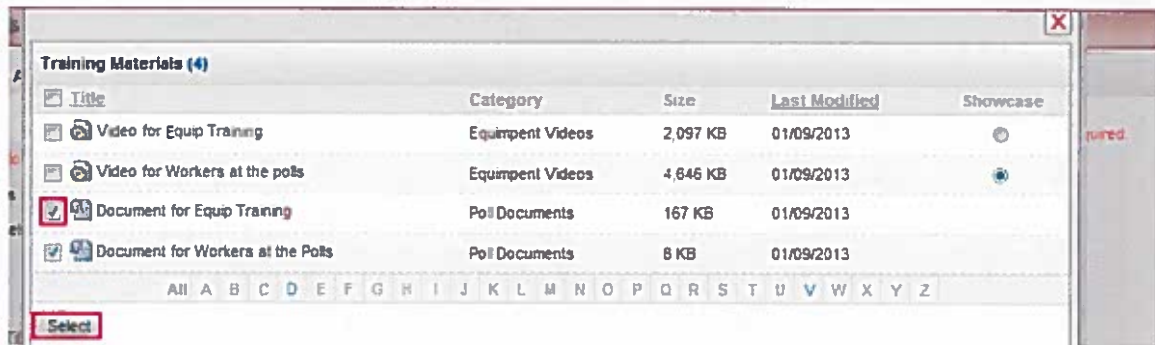
Training location – since we're creating an online course, click 'Is Online'. This will hide the address field.

Section:	
Class Type:	TestA Test Manage
Targeted Groups:	New Poll Workers Active Poll Workers Student Poll Workers County Staff Organizations
Job Title:	Test Clerk Test Security Guard
Instructor:	Manage
Training Location:	☐ Is Online
Address:	

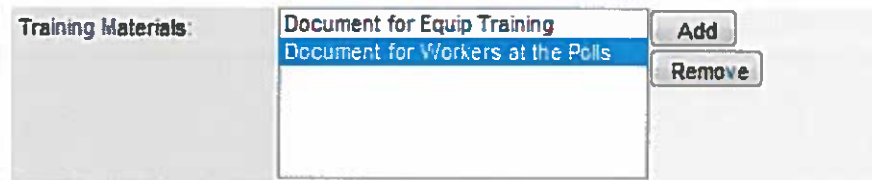
Training Materials – this allows you to choose from the training material added to the system will be used for this specific section.

Training Materials:	Add Remove
----------------------------	---

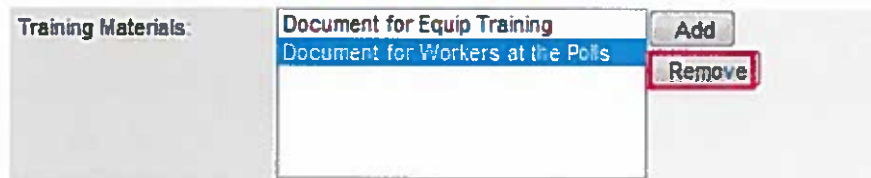
Add Material – Click the 'Add' button to review the popup of training material. A popup will appear showing off the different material. Check the box next to the desired material and click 'Select' to add to the section.



The material selected will then appear in the Training Material box. (see image below)



Remove Training Material – Click on the material item you want to remove and then click the 'remove' button. If you want to remove multiple items, click and hold the Ctrl button on your keyboard. Note: The blue highlighted items are the items chosen to be deleted.



Pre-generated Quiz – select from the dropdown the quiz for the section. The quizzes that appear here are only quizzes marked as 'enabled' for the current election.

Section:	2R	
Class Type:	(1) Voting Eqmt IntroC&A ▼	Manage
Targeted Groups:	New Election Officers Active Election Officers Student Election Officers County Staff Organizations	
Job Title:	Assistant Chief Chief Officer Rover	
Instructor:	▼	Manage
Training Location:	☒ Is Online	
Training Materials:	Image of Bldg TEST	Add Remove
Pre-generated Quiz:	Easy Quiz ▼	

Save

Once finished click 'Save'. The quiz will be added to the main Training tab page and the location will show off as 'training online'.



Editing a training class section

To edit an online training class section, click on the desired section number. This will take you to the edit screen of the class. Make changes where needed and click 'Save'.

<< 2012 Presidential Election >>

Keyword: Search

Training Class (4) Completed (1) Applicants (1) Filter: All

Section	Class Type	Targeted Groups	Students/Limit	Location	Date/Time	Action
401	CR Clerk Refresher	Active Poll Workers	0 / 30	Training Location 1	1/30/2013 9:00 PM	Print Letter
201A	BIS INTRODUCTION	Student Poll Workers, Active Poll Workers, New Poll Workers	1 / 30	Training Location 1	1/11/2013 5:00 PM	Print Letter
102A	Judge Asst Judge Training	New Poll Workers	2 / 0	Training Online (Send Access Code)		Print Letter
102Q	BIS INTRODUCTION	Student Poll Workers, Active Poll Workers, New Poll Workers	2 / 0	Training Online (Send Access Code)		Print Letter

Click the section number to edit the class data

Notifying students of their online training class quiz access code

Each quiz has an access code which the taker must have in order to access the quiz. To send out the code to the individuals within the class, click the 'Send Access Code' link within the training class section row.

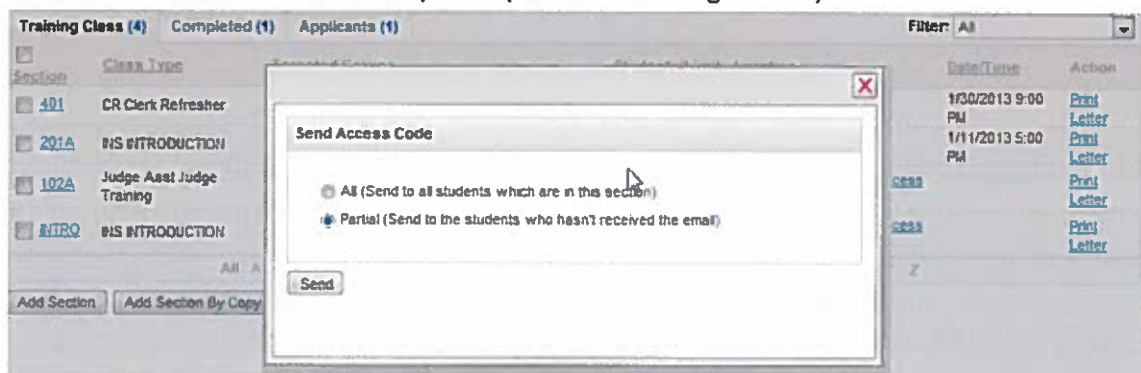


Clicking this link will trigger a popup message. The popup allows you to choose who you want the access code to be sent to:

All – meaning send to all the workers within this class section the access code to the online training quiz

Partial – meaning only send to those workers within this class section that have not yet been sent the access code to the online training quiz

Select the proper option desired and click 'Send'. It will instantly send out the email to those workers with a valid email address within their profile (see email message below)





elections@loudoun.gov

Thu 9/11/2014 9:54 PM

mark as read

To: ☐ Kelly Shettler**Dear Kitty Aab**

You have been assigned to take class **2R 1 Voting Eqmt IntroC&A**. In order to receive credit for taking this class, you are required to review all class material and take the **Easy Quiz**. In order to take this quiz, you must have this access code handy: **234**. To login and review the class, click here: <http://test.vote4loudoun.com/Pollaccess>

This interactive communication is provided by PollChief®.

If you click within the class to see the individuals assigned to the class, the icon next to their names represents that they have been sent the access code for the quiz.

Within the class roster, you also can send the access code:

Check the box next to the desired worker(s) and then click the 'Send Email for Access Code' button. This also will send the email instantly to the worker(s) as well as document the icon next to their name.

• 2012 Presidential Election

Poll Workers (2)		Organizations (0)	System Staff (0)	Class Type: Judge Asst Judge Training	Section: 102A
Name	Letter Printed	ID	Attendance	Completed	Quiz Score
☐ Abdullah, Mecca		500425386	No	No	
☐ FAKE NAME		1234567891000	Yes	Yes	• 0% 1/7/2013 11:04:41 AM • 100% 1/7/2013 11:05:47 AM

All Access code has been sent

Print out a training class invitation letter for a class section

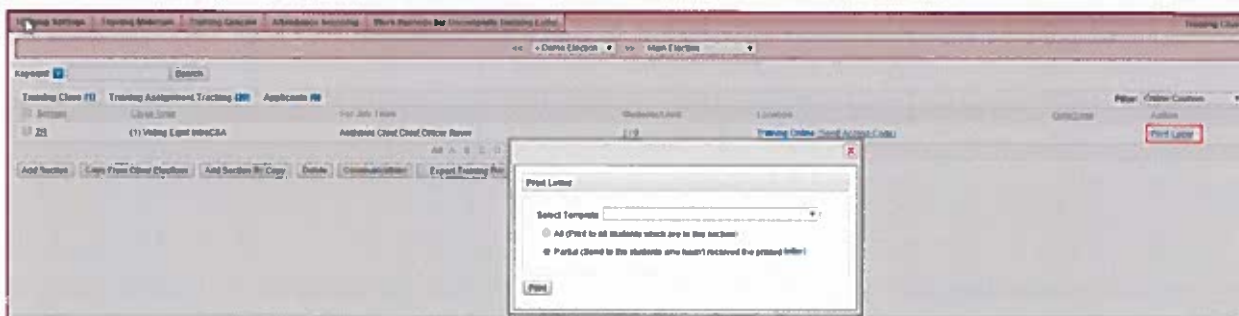
One way to notify the students of a class section to which they are assigned is to click the 'Print Letter' link at the right side of the page. This will allow you to choose which letter template to print for all students of the course or for only those that have not yet received the letter.

Across from the section desired, click 'Print Letter'. This will pull up a popup that allows you to select which letter template to print off for the students. Choose one from the dropdown list. Note: the templates which are listed in the dropdown are available to review/edit within the Communication tab → Template button → click the 'letter' tab → here are your saved templates.

All – meaning send to all the workers within this class section

Partial – meaning only send to those workers within this class section that have not yet been sent this letter

Finally, click 'Print'. This will update the printing status of those students.



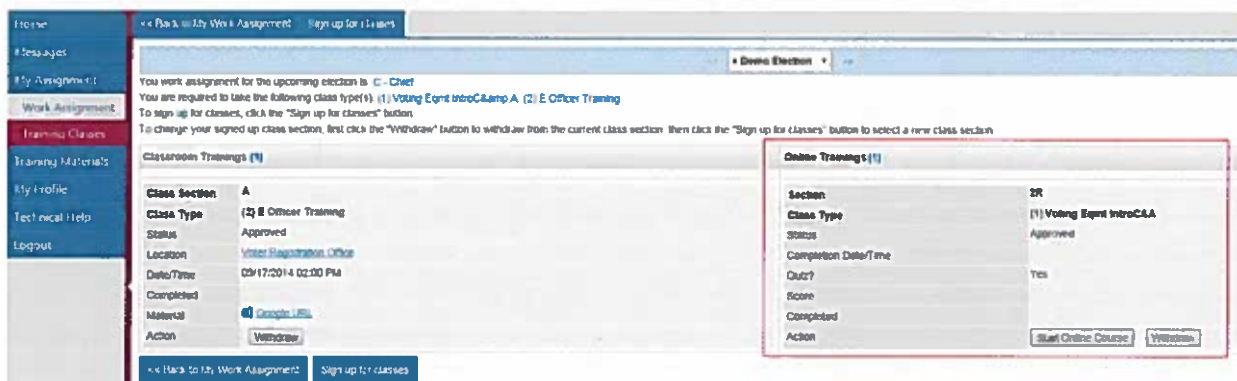
If you click on the number of students within the section for which you just printed the letter, you will notice a printing status for the workers. This will include a printer icon which, if you place your cursor over the icon, will list the date/time the letter was printed for that individual.

♦ 2012 Presidential Election						
Poll Workers (2)	Organizations (0)	System Staff (0)	Class Type: Judge Asst Judge Training	Section: 102A		
Name	Letter Printed	ID	Attendance	Completed	Quiz Score	
Abdulah, Mecca		500425386	No	No		
FAKE, NAME		1234567891000	Yes	Yes	• 0% 1/7/2013 11:04:41 AM • 100% 1/7/2013 11:05:47 AM	
All A B C 1/9/2013 3:55:53 PM K L M N O P Q R S T U V W X Y Z						
Add	Remove	Complaint	Communications	Set As Attended	Set As Completed	Assign to New Class
Export Training Bar Code		Send Email For Access Code				

Online training classes in WAMS

When a worker signs up for an online training class in WAMS, the class is added to their 'Training Classes' tab in the right column (see below).

1. The user can click 'Start online course' to review the material posted with the course and also begin their quiz.



- The material you defined to go with the online class will be presented and available to let the user click and /or download the file.

[Back](#)

Online Training:2R - (1) Voting Eqmt IntroC&A

Review the following Material

 [Image of Bldg](#) [Download](#)

 [TEST](#) [Download](#)

Quiz

Easy Quiz must be completed with a passing score of 56.00% by 12AM on 09/27/2014 [Take Quiz](#)

- The quiz associated with the online class will be available for the user as well. They can click the 'Take Quiz' button and then enter the code into the popup.

[Back](#)

Online Training:2R - (1) Voting Eqmt IntroC&A

Review the following Material

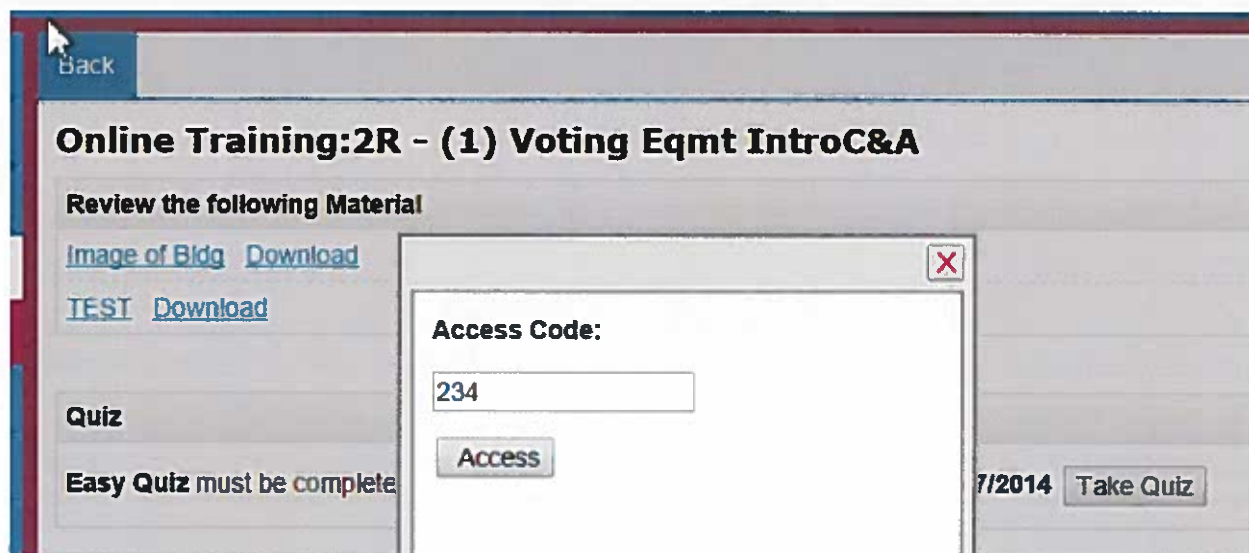
 [Image of Bldg](#) [Download](#)

 [TEST](#) [Download](#)

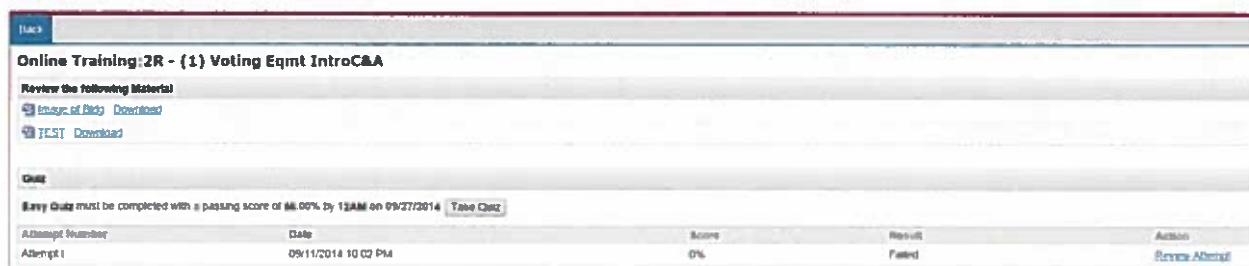
Quiz

Easy Quiz must be completed with a passing score of 56.00% by 12AM on 09/27/2014 [Take Quiz](#)

- In the popup, enter the code and then click 'access'



5. The user can read through the questions and answer as needed. They can click 'Submit' to enter their answers. This will instantly let them know if they passed or failed.
6. The use will always be able to 'start the online course' over and over. It'll show off each attempt the takes on the quiz and their score. They can click 'review attempt' to see the quiz and how they answered.



7. Back in EOMS, the admin user can also review in the worker's profile the attempts taken at the quiz and their score
 - a. In the class roster, the attempt and score will be listed:



- b. In the worker's profile – training Class content – you'll see the attempt and score.

City / State:	Leesburg / VA	Coming Election • Demo Election Work Bar Code: 012065706748259 Training Bar Code: 022065706748259 Serving: Shift: ☐ Outside Voting Precinct?
Zip:	20176-6922	
Mileage:		
Voting Precinct:	815	
Town Precinct:		
Home CD:	VA10	
Mailing Address		
Street # / Pre / Street:	19355 // Cypress Ridge /	
Type / Suf / Apt:	Ter /	
City / State:	Leesburg / VA	
Zip:	20176-6922	Assignment Job Title: C - Chief Working Place: Precinct 108 Building ID: 1001 Building Name: Mercer MS Date Assigned: 9/2/2014 Shift: All Day
Contact Info:	Mechanized calls ☒ Yes	
Home / Evening Phone:		
Work / Daytime Phone:		
Mobile Phone:		
E-mail:	kelly@konnect.com	Training Class 2R - (1) Voting Eqmt 0% IntroC&A A - (2) E Officer Training
Secondary E-mail:		

[More](#)

Status Update: 09/02/2014 10:30 AM

[Communication](#)

Elections in WAMS

The elections that appear in WAMS are available based on the election status in PLMS.

- Elections defined as 'Published' and in the future will be displayed in WAMS. The user will be able to sign up for training classes for this election.

Poll Location Management System PLMS

Eastern Standard Time: Friday, September 12, 2014 9:15:57 AM Hello, George Konnect (Version 7.4.14.0912)

[Add New](#) [Election List](#)

Number	Election Name	Absentee Elections	Date	Default	Status	Action
001	Demo Election	ABSENTEE ELECTION	10/20/2014	☒	Published	Manage
002	TEST		09/10/2014	☐	Published	Manage

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](#)

- Elections defined as 'Published' but in the past will not be displayed in WAMS.

Poll Location Management System PLMS Technical Help Logout
 Eastern Standard Time: Friday, September 12, 2014 9:15:57 AM Hello: George Kenneth (Version 2.4.14.0912)

Add New Election List

Election List (2) Alert Settings Select Election Year: 2014 Election

Number	Election Name	Absentee Elections	Date	Default	Status	Action
001	Demo Election	ABSENTEE ELECTION	10/20/2014		Published	Manage
02	TEST		09/10/2014		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

Home Save Next to My Assignment >>

Messages
 You can also read communications from the election team under "Messages" and review voting equipment manuals, the what-if guide, and your election officer guide under "Training Materials" as these documents become available.
 If you need assistance or have questions, use this [Contact link](#) to contact our Election Officer Team.

Work Assignment
 Training Classes

Training Materials
 My Profile
 Technical Help
 Logout

Messages (3 unread messages) No 'Test Election' displayed

Upcoming Elections (1)
 Please use the buttons to review the upcoming elections and specify if you are serving.

< Previous Election Demo Election Next Election >
Demo Election

Election Date: 10/20/2014

I will be serving: ☒ Yes ☐ No

Shift (Please...we really need all-day officers!):

☐ Willing to working outside your Voting Precinct?

Save Next to My Assignment >>

- Elections defined as 'pre-published' will be displayed in the home screen of WAMS to allow the user to define if they are interested in working or not. But the worker's work assignment and the election's training class information will not be present.
 - The assignment information and training class information will only be present in WAMS when the election status is marked as 'Published'.

Add New **Election List**

Election List (3) **Alert Settings** Select Election Year: 2014 Election

Number	Election Name	Absentee Elections	Date	Default	Status	Action
984	Nov Election		11/04/2014		Pre Published	Manage
001	Demo Election	ABSENTEE ELECTION	10/20/2014		Lock	Manage
02	TEST		09/10/2014		Published	Manage

AN 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

- The 'locked' status for an election will hide the election from WAMS as well.

Add New **Election List**

Election List (3) **Alert Settings** Select Election Year: 2014 Election

Number	Election Name	Absentee Elections	Date	Default	Status	Action
984	Nov Election		11/04/2014		Pre Published	Manage
001	Demo Election	ABSENTEE ELECTION	10/20/2014		Lock	Manage
02	TEST		09/10/2014		Published	Manage

AN 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