

## The Electronic Voting System - EVS

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

### Creating an Election

- 1) Login at:

<https://evs.montclair.edu>

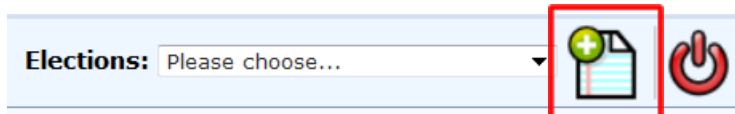
- 2) Enter your NetID Username and Password

- 3) Click **Login**

The first time you login you will be asked to accept the usage policy for this application.

Click **“Yes”** to continue the process.

- 4) Click on the **Create, import or copy an election** button on the right side of the administration toolbar.



**NOTE:** All election settings and functions are organized into tabs. The default tab that opens when starting a new election is General. The only field that is required on this page is the title of the election.

- 5) Type the title of the election in the **Title** field

- 6) Click **Save**

### Additional Tabs and Descriptions

#### General

- **Description:** This allows you to enter a description of the election. You can incorporate HTML elements such as images or videos in this section using the WYSIWYG editor. By default, description is used in the invitation email.
- **Welcome message:** This allows you to enter a message that will display when a participant first logs into your election. (Ex: "Thank you for taking the time to participate in this election"). You can incorporate HTML elements such as images or videos in this section using the WYSIWYG editor.
- **End message:** This allows you to enter a message that will display when a participant completes your election. You can incorporate HTML elements such as images or videos in this section using the WYSIWYG editor.

- **End URL:** This URL will be presented as a link at the end of the election, and allows you to direct your participants back to any page.
- **URL description:** The description for the link using the End URL.
- **Administrator:** This is the name of the contact person who administers the election. It will be included in emails sent out inviting participants to vote.
- **Admin email:** This is the email address of the administrator (as above) and is used as the 'reply to:' address on any emails sent.
- **Bounce email:** This is the email address where a delivery error notification email should be sent.

## Presentation and Navigation

- **Format:** Choose from "Question by question", "Group by group" or "All in one".
  - **Question by Question:** Election will display one question per page.
  - **Group by Group:** Election will display all questions in a group per page. Elections formatted this way still have a separate "welcome" page and "submit" page same as the election formatted "question by question".
  - **All in one:** Election will display all questions in one single page. Activated All in one election do not have a "welcome" page or "submit" page - the welcome message and submit button all appear on the same page.
- **Template:** You can choose one from the installed templates in your system or create your own. Some HTML knowledge is required. You can copy an existing template and try to manipulate that one. There is msu election template that is preferred to be used.
- **Show welcome screen:** Yes/No. If "Yes", then the welcome message defined in Text Elements section will be displayed. Default is "Yes".
- **Navigation delay:** Number of seconds before Previous and Next buttons are enabled. Default 0 seconds.
- **Show [<< Prev] button:** This option defaults to "Yes", however if you set it to "No" then users will not have the option of moving to a previous page while completing the election.
- **Show question index / allow jumping:** Yes/No. Default "No". When "Yes", an index will be displayed on the right side. Users can jump to any section in the election.
- **Keyboard-less operation:** By activating this setting there will be a virtual keyboard available for certain question types.
- **Show progress bar:** Yes/No. Default "Yes". Allow the administrator to turn off the Progress bar.
- **Participants may print answers:** This option defaults to "No". When it is set to "Yes", a participant can print a summary of responses at submit time.
- **Public statistics:** Yes/No. Default is "No". If set to "Yes" users who have voted in the election will be presented with a link to statistics for the current election. The admin can set which questions should be included in these statistics by applying the according question attribute. This is very helpful for elections where there is a preference share the results with all of the voters.
- **Show graphs in public statistics:** Determines if public statistics for this election include graphs or only show a tabular overview. Creating graphs for huge elections with lots of answers takes some time and server resources so this is the switch to turn them on/off (default setting: "Off").
- **Automatically load URL when election complete:** Yes/No. Default is "No". If "Yes", when the election is completed, it will automatically redirect to the End URL. The end URL can be defined in the Text Elements Section. Please note that this only works on an active election.

- **Show "There are X questions in this survey":** Yes/No. Default is "Yes". If "Yes", the message will be displayed on the Welcome Screen. This option will not affect the print version.
- **Show group name and/or group description:** Will control the display of Group Names and Descriptions. This option will not affect the print version.
- **Show question number and/or code:** Default is "Show both".
- **Show "No answer":** Yes/No. Default is "Yes". When "Yes", a "No Answer" option will be displayed as the default option for non-mandatory single-select questions. Be aware that if you switch this off, the participant won't be able to unselect a chosen answer option in a non-mandatory question. If you want to have an "Abstain" option in your choices this is one way of doing it. However, note that this will only work with single select questions.

## Publication and Access Control

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

## Notification and Data Management

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

## Tokens

- **Anonymized responses?** This is always set to "Yes" and cannot be changed. It's not possible to connect a response to the voter token that submitted the response. Responses can be viewed individually in the results data, but they remain anonymous.
- **Use HTML format for token emails?** When set to "Yes", all emails sent by the token management interface (invite, reminder, confirmation) will be formatted as HTML. You'll then be able to use rich formatting for these emails. Default is "Yes" at election creation. Caution: when you switch on/off this feature, you'll have to double check that your email templates are still displayed, as you want.
- **Set token length to:** Usually you don't need to change this. The default setting of 15 digits (max. supported value: 99) is fine. If changing this setting, please enter a number (X) which should be greater than 5 (if the number entered is <5 it will be converted to the default value of 15). When generating tokens all tokens will use a length of X digits.

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

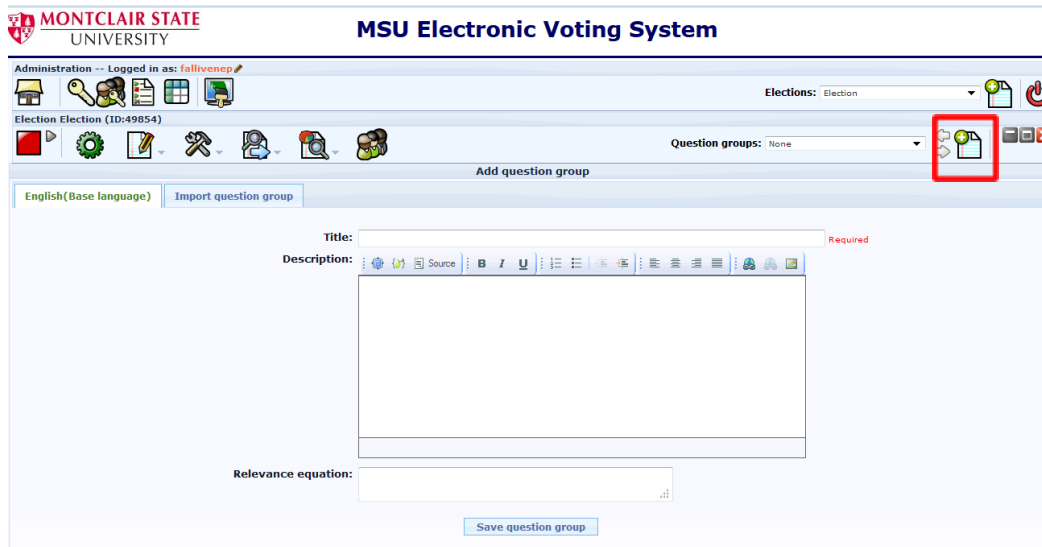
## Creating a Question Group

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

- 1) Click on the **Add new group to election** icon
- 2) Type the **Title** of the group
- 3) Type a **Description** of the group (optional)

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

4) Click **Save question group**



The screenshot shows the MSU Electronic Voting System interface. At the top, it says 'MONTCLAIR STATE UNIVERSITY' and 'MSU Electronic Voting System'. Below this is a navigation bar with icons for Administration, Elections, and Question groups. The main area is titled 'Add question group'. It contains fields for 'Title' (marked as Required), 'Description' (with a rich text editor toolbar), and 'Relevance equation'. There is a 'Save question group' button at the bottom. A red box highlights the 'Add question group' button in the top right corner of the interface.

## Creating Questions

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

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

- 10) After hitting **Save** for one of the question types listed above you will be prompted with a Warning stating that additional information is needed. Click on that message to add the answers.

Question adfdf (ID:56)

Code: 12: (Optional question)

Question: adfdf

Help:

Type: Multiple choice

Warning: You need to add subquestions to this question

Option 'Other': No

Mandatory: No

Relevance: 1

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

English(Base language)

Edit subquestions

| Code  | Subquestion              | Action |
|-------|--------------------------|--------|
| 50001 | Some example subquestion |        |

Predefined label sets... Quick add....

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

Enter your subquestions:

option 1  
option 2  
option 3  
option 4

Replace Add Cancel

13)Click **Replace**

14)Click **Save changes**

English(Base language)

Edit subquestions

| Code | Subquestion | Action |
|------|-------------|--------|
| 1    | option 1    |        |
| 2    | option 2    |        |
| 3    | option 3    |        |
| 4    | option 4    |        |

Predefined label sets... Quick add...

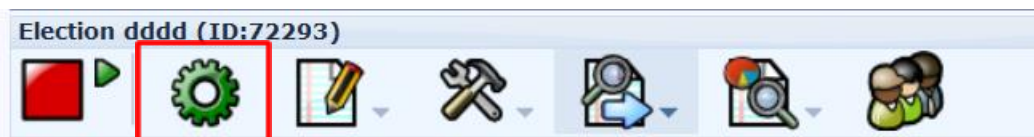
Save changes

## Question Types

- **File upload** - can be used to collect file(s) from a user in response to a question.
- **Ranking** - allows you to present your participants with a list of possible answers/options, which they may then rank in order of preference.
- **Text display** - does not collect input from the user and simply displays text. It can be used to provide further instructions or a design break in the survey.
- **Yes/No** - collects a response of "Yes" or "No" from the user.
- **List (radio)** - collects input from a list of radio buttons.
- **List with write-in options** - displays a list of radio buttons, while allowing the participants to provide an additional comment with their submission.
- **Long free text** - collects multiple lines of text input.
- **Short free text** - collects a single line of text input
- **Multiple choice** - collect input of multiple selections through checkboxes.

## Previewing Your Election

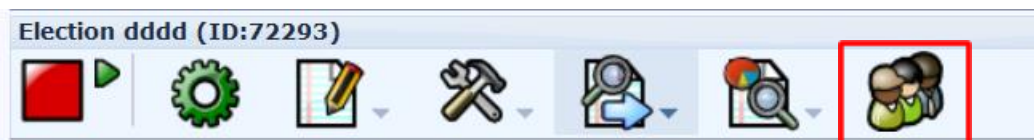
Once you setup the election you can preview it by clicking the green gear “**Test this election**” on the second toolbar. This will allow you to go through the election without having the election active yet. Any submitted votes will not be recorded.



## Adding Authorization to the Election

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

- 1) Click on the **Token Management** icon on the second toolbar



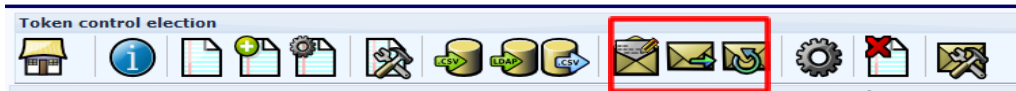
- 2) Click **Initialize tokens**
- 3) Click **Continue**
- 4) Add Voters by either clicking on **Add new token entry** (this will allow you to add voters one at a time) or by clicking on Import tokens from CSV file. The latter method is recommended for a large group of voters. When using a CSV file three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

## Emailing the Election to Voters

Tokens are delivered to the voters through e-mail. EVS allows for sending initial e-mail invitations and reminders. There are default e-mail templates that are editable per election. You can edit the email templates but please make sure you do not remove the link to the election. The link contains the authorization token, so if it's removed, the recipient won't be able to access the election. If you

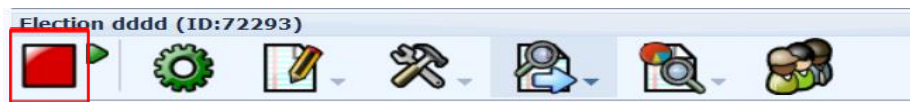
send the e-mails in advance (before you open the election) it is recommended to edit the e-mail template to include the start date and time of the election. The start date/time and the expiration date/time can be set up through the **General Settings** of the election, accessible from the second toolbar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

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



## Activate the Election

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



## Reviewing Election Results

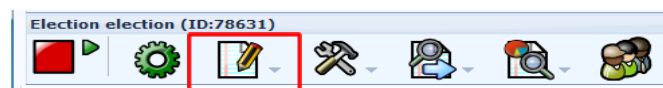
- 1) Click on **Responses** and then **Responses and statistics**



- 2) Click **Display responses**
- 3) Click **Get statistics from these responses** to see a summary of the responses

## Authorizing Other Users to See Election Results

- 1) Click **Election Properties**



- 2) Click **Election Permissions**
- 3) Click the drop down arrow next to user. If the user does not appear in the dropdown you will have to ask the application administrator to add the user or ask the user to login and accept the usage policy at which time a user profile is created for that user.
- 4) Click **Add User**

Once you add the user selecting the “**Statistics**” option on the next page will allow you to give permission to that user to review the election results.