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# Voting Management



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Version: 1-2

Date: 2013-06-05

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## Overview

The voting module allows opinion to be gathered quickly and easily. Votes can be presented to all users or to subgroups of users.

The screenshot displays the All n One web application interface. At the top right, it shows the user is logged in as Philip Lacey with a Logout link. Below this is the 'All n One Control Bar' with a 'Public Private' toggle. The 'Latest News' section features a news item titled 'Business Express Inspires : Daily Thought' updated on 2013-06-05. A central navigation bar contains various icons for home, clock, atom, group, arrows, bar chart, puzzle, globe, person, and mail. Below this are sections for 'Reminders', 'Change', and 'Help'. A 'Voting Management' button is visible on the right. At the bottom, there are buttons for 'View', 'Add', 'My Details', 'My Password', 'Wixi', 'Suggestion', and 'Help Me!', along with a search bar containing the text 'To Search, type and press enter'. The footer contains the copyright information: '© All n One Ltd 2005 - 2013 - BE Release 7 - Server [Dev1] - 2013-06-05 13:21:56'.

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## Structure

- My Choices: Allows a user to search and manage their votes
- Choice Management: Allows votes to be created and allocated
- Vote Reporting: Provides different ways of reviewing the results

The screenshot displays the 'All n One Control Bar' interface. At the top right, it shows 'Logged in as : Philip Lacey | Logout'. Below the header, there are 'Public' and 'Private' tabs. The main content area is titled 'Main Menu » Voting Management menu' and contains the instruction 'Please select a section.' The interface is organized into three main sections, each with a minus sign icon for expansion:

- My Choices**
  - My Outstanding Choices
  - View my most recent votes
  - Search my votes
- Choice Management**
  - Pose a Choice
  - Edit a Choice
  - Delete a Choice (and all votes)
  - Grant Choice access to users
  - Remove Choice access from users
  - Grant user access to Choice(s)
  - Remove user access from Choice(s)
- Vote Reporting**
  - Vote Reports - By Period
  - Vote Reports - By Category
  - Vote Reports - By Department
  - Vote Reports - By Keyword
  - Vote Reports - With Comments
  - Keyword search in Comments

At the bottom of the interface, there is a row of 15 icons representing various system functions. Below the icons, the footer text reads: '© All n One Ltd 2005 - 2013 - BE Release 7 - Server [Dev1] - 2013-06-05 13:22:51'.

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## Creating a vote

Main Menu > Choice Management  
> Pose a Choice

Although there are many options,  
the key ones are the Title and  
Options lines at the top.

The title is the question to be  
asked.

The Options (separated by  
commas) are the values that will  
be presented for selection.

The opening and closing date and  
time will limit when the voting can  
take place with a pre-set default of  
seven days.

Allow Comments is off by default but can be turned on to allow for feedback.

Release Results presents back to those with permission to view the outcome of the voting and the group sub-option manages which users can see the message. By default the option will be None and this needs to be changed to allow the vote to be seen.

The screenshot shows a web form titled "Choice Management" with several sections:

- Choice Management:**
  - Title: Text input field. Description: "The question displayed to the voters"
  - Options: Text input field. Description: "Please put in the selectable options separated by commas, e.g. Yes,No"
  - Opens: Date and time picker (2013-06-05 13:37:58). Description: "Date the choice appears"
  - Closes: Date and time picker (2013-06-12 13:37:58). Description: "Date the choice closes and results confirmed"
  - Allow Comments: Dropdown menu (False). Description: "Allow users to put anecdotal feedback with their vote"
  - Release Results: Dropdown menu (OnClose). Description: "The different ways of showing the results"
- Quick Security:**
  - Group: Dropdown menu (None). Description: "If used will automatically grant access to the selected groups"
- Custom Options:**
  - Description: Text area. Description: "Further description of the question if necessary"
  - URL: Text input field. Description: "If URLs or external resources that can add extra info"
  - Category: Text input field. Description: "Keywords of a category making it easy to report on"
  - Result to Info Centre: Dropdown menu (False). Description: "Should a notice be made of the results?"
  - Keywords: Text input field. Description: "When searching for this type of vote, this keyword can help"
  - Type: Dropdown menu (Vote). Description: "Type of choice by default, vote"

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Custom selection of users to see a vote is also possible from the Voting Management menu in the Choice Management section.

All further options are used in specific scenarios and described in the inline help.

Type in a Title and Options.

In this example we use

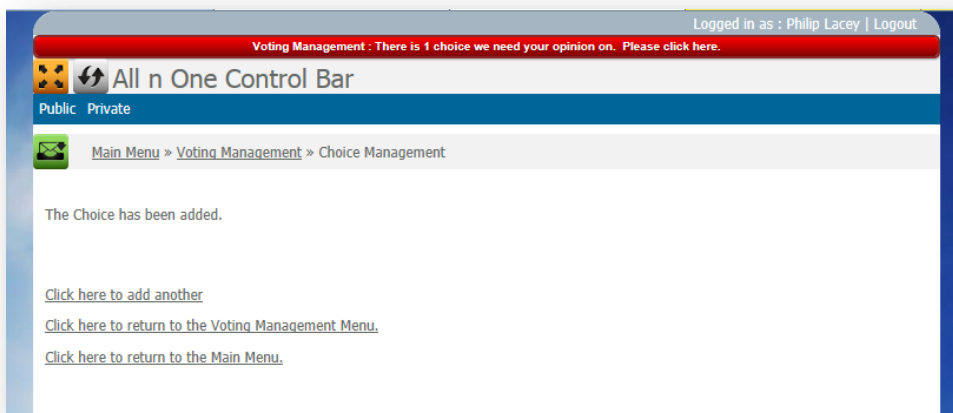
Title: Is this easy to use

Options: Yes, No

Group: All

Then click Add Choice.

If the default menu bars are used the voting bar will appear immediately at the top of every page. If custom menu bars are used menu bar 11 must be added to all the pages where you wish it to be seen.



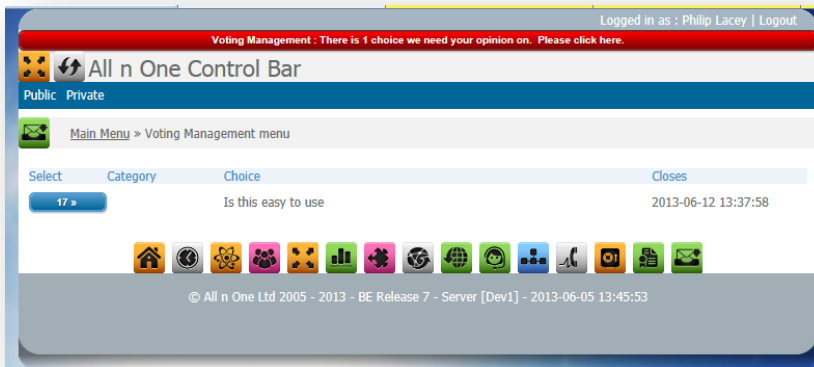
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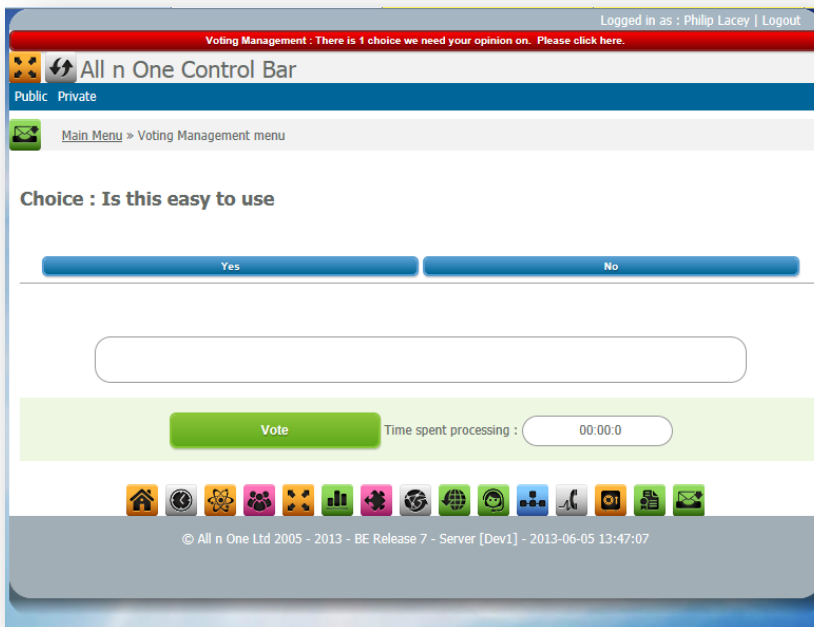
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## Voting

The user clicks the bar and is taken through to the available votes.



Choose the required vote.



Cast the vote.



Company Number: 400703      VAT Registered Number: IE 6420703G  
Directors: Nick Wheeler, Chris Thomson, Philip Lacey



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## Vote Reporting

There are a number of search criteria you can use to manage reports.

Vote Reports – By Period uses the closing date of the vote to limit the votes that are displayed in the report.

There is an option text field in the setup of the vote called Category which can be used to delimit which votes appear in a report.

By Department, uses the security permissions of a department to limit who is included in the reporting.

By Keyword limits the votes to those where the keyword field has been used. This is similar to Category, but the flexibility allows for multiple matches to be made across multiple votes.

Listing the With Comments report allows for all votes with comments and all the comments to be displayed.

