

System summary

This system is suitable for meeting sign-in, vote, research, recommend and election application, etc.

SunVote EVS system include the hardware and software: hardware including EA1000 (or EA2000T) base stations, E61(or V51) keypad, software is SunVote EVS.

System application principle



Common function introduction (see as below)

【 Prepares 】 Before the start of the meeting you need set 3 details(agendas、 participants and download ballot).

【 Starts 】 In the meeting, you can click "Prev Agenda" or "Next Agenda" icon to choose the previous or the next agenda, click the "Start/Stop Vote" to start/stop the current agenda; Click "Display Results" to view the voting results.

【 System Management 】 Keypad management (contains: keypad type、 keypad test、 replace keypad and remote power off) .Base station management (contains: change base station channel and change base station connection mode)

【 Reports 】 You can click the "Report" icon to check the statistical reports, and you can also check the ballot detail if voting in onymous mode.



Prepares

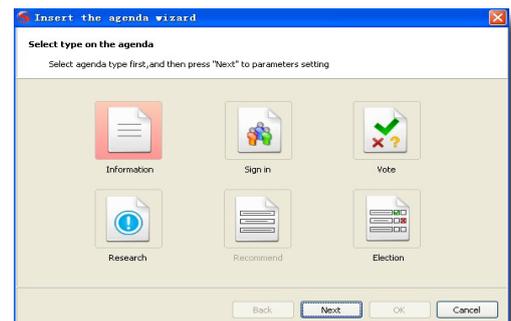
In order to ensure the meeting go smoothly, preparations for the meeting is necessary. preparations before the meeting mainly contains three settings: edit agendas、 set the number of participants and download ballots to all keypads.

① Edit Agenda

According to the requirements of the meeting, you can edit corresponding agenda. Please pay attention to the order of the agendas.

【 Steps 】 click "Agenda" icon on the main interface to open the "Agenda Edit" page -> click "Add" icon on the "Agenda Edit" page, it will pop a window as the right photo. -> choose the type of agenda, click "next" to set parameters of this agenda -> at last, click "OK" button to complete this agenda. According to these steps, you may complete others.

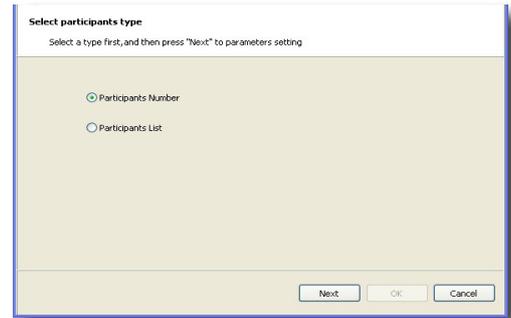
In "Agenda Edit" page, also you can edit or delete the existing agenda by clicking according icon, you can change the background of projection, and you can adjust the order of the agenda.



② Set Participants

According to the requirements of the meeting, you can select participants type (participants number or import participants list)

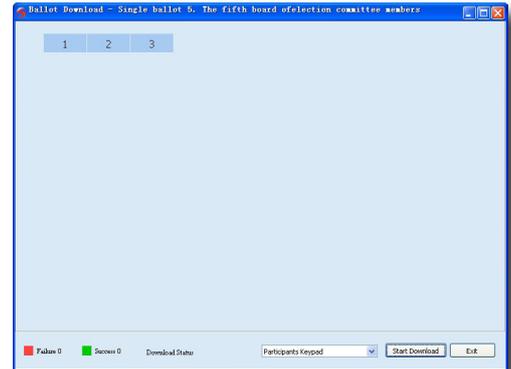
【Steps】 Click "Participants" icon on the main interface to open the "set participants wizard" window as the right picture -> Select participants type, click "next" to enter another setting window. then input participants number or import participants list (excel file you have prepared) on this setting window -> At last, click "OK" button to complete participants settings.



③ Download Ballots

After completing agenda and participants settings, you need to select the election agenda and then download this ballot to all keypads.

【Steps】 Turn on all keypads -> Click "Ballot Download" icon to open the "Ballot Download" window as the right picture -> Click "Start Download" (pane shows green, it is normal. if red, you need to download data according to keypad again) -> Close the window, return to main interface.



In the meeting

According to the conference process, using SunVote EVS system can conveniently and quickly start the agenda. After voting, it will automatically generate reports, the result is clear at a glance.

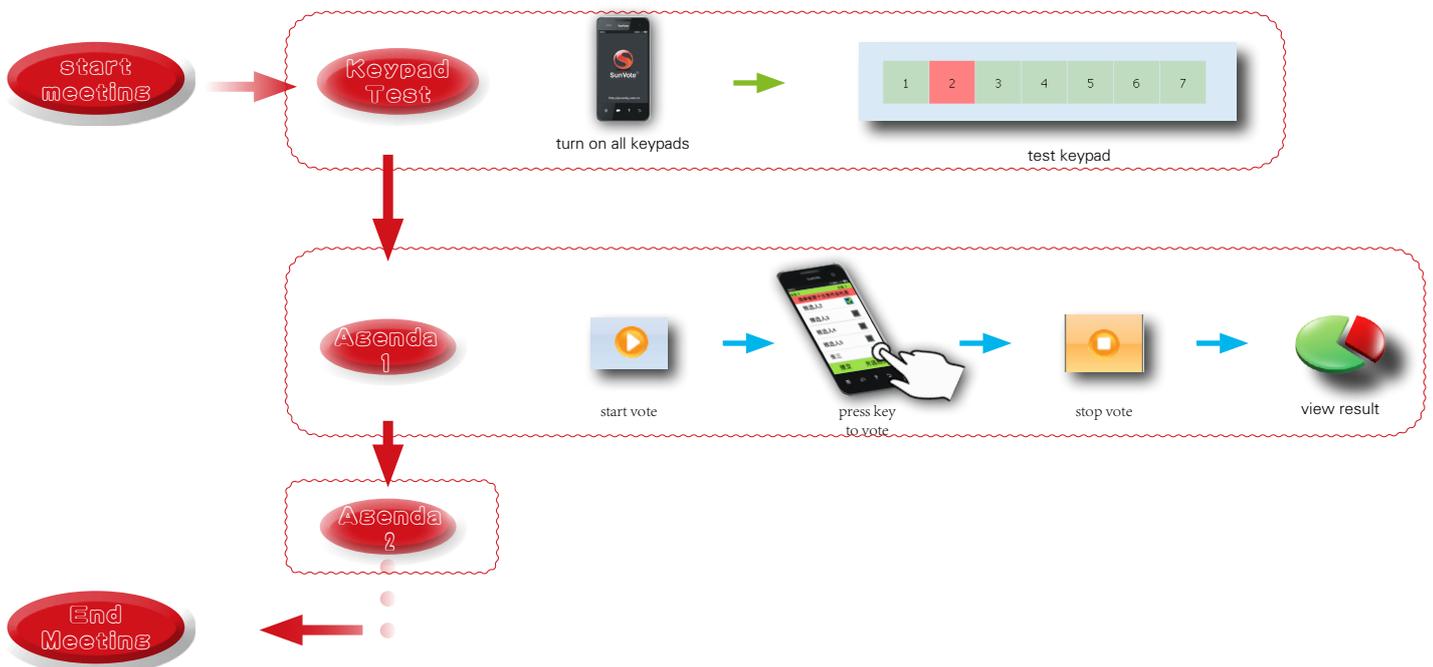
【Steps】

Keypad Test

Turn on all keypads -> Click "Keypad Test" icon on the main interface to open the "Keypad test" window -> Click "Start Test" button to test the keypads (pane shows green, said normal. red said weak current, need to replace the battery in time.) -> Close the window, return to main interface.

Voting (agenda 1, 2,...)

Click "Prev Agenda" or "Next Agenda" icon on the main interface to select an agenda -> click "Start Vote" icon to start this selected agenda, the icon will change to "Stop Vote" -> Then the participants can press the keys on keypad to vote and submit their ballots -> click "Stop Vote" icon to stop current agenda -> click "Display Result" to view the result of current agenda -> continue the next agenda (refer to the previous steps).

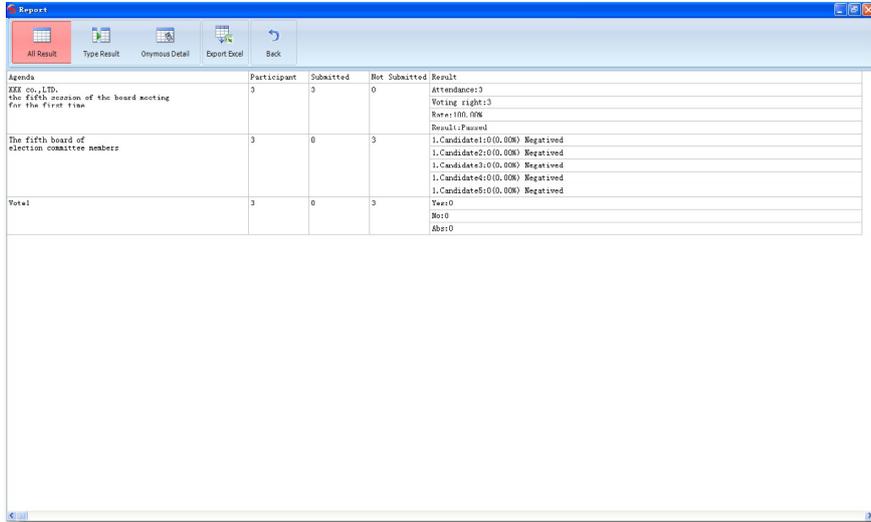


Report

Statistics report:

for convenience of analyzing data after the meeting, we can check the voting results of all agendas by viewing the statistics report. We can also see the anonymous detail if anonymous mode is onymous. All the reports can be exported as Excel file.

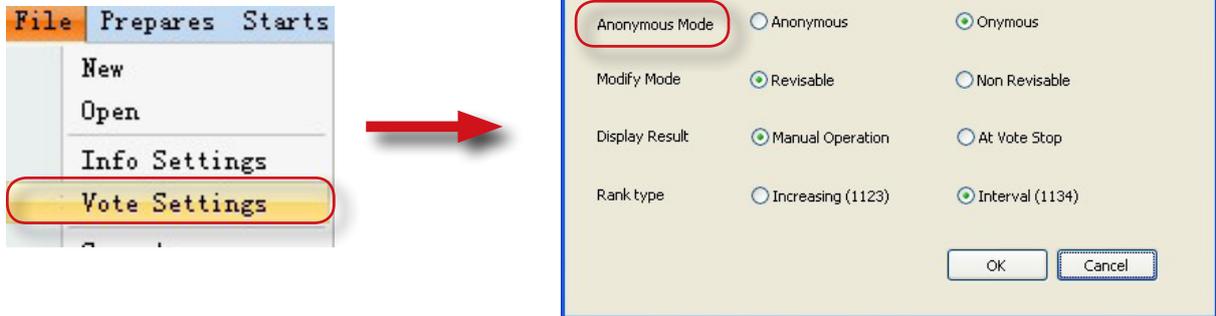
【steps】 Click "Report" icon on the main interface to open the "Report" window, click one of the report icons can open this report -> in the Report window Click "export excel" icon, it will export the current table.



Agenda	Participant	Submitted	Not Submitted	Result
XXX CO.,LTD. The fifth session of the board meeting For the First time	3	3	0	Attendance:3 Voting right:3 Rate:100.00% Result:Passed
The fifth board of election committee members	3	0	3	1.Candidate1:0(0.00%) Negative 1.Candidate2:0(0.00%) Negative 1.Candidate3:0(0.00%) Negative 1.Candidate4:0(0.00%) Negative 1.Candidate5:0(0.00%) Negative
Total	3	0	3	Yes:0 No:0 Abst:0

Additional instruction

1) About the setting method of the anonymous mode, please refer to the following schematic diagram.



2) About selecting keypad type, please refer to the following schematic diagram.

The default of keypad type is V50 (i.e. V51). If your keypad type is E61 (i.e. E60), you need to select E61 (i.e. E60).

