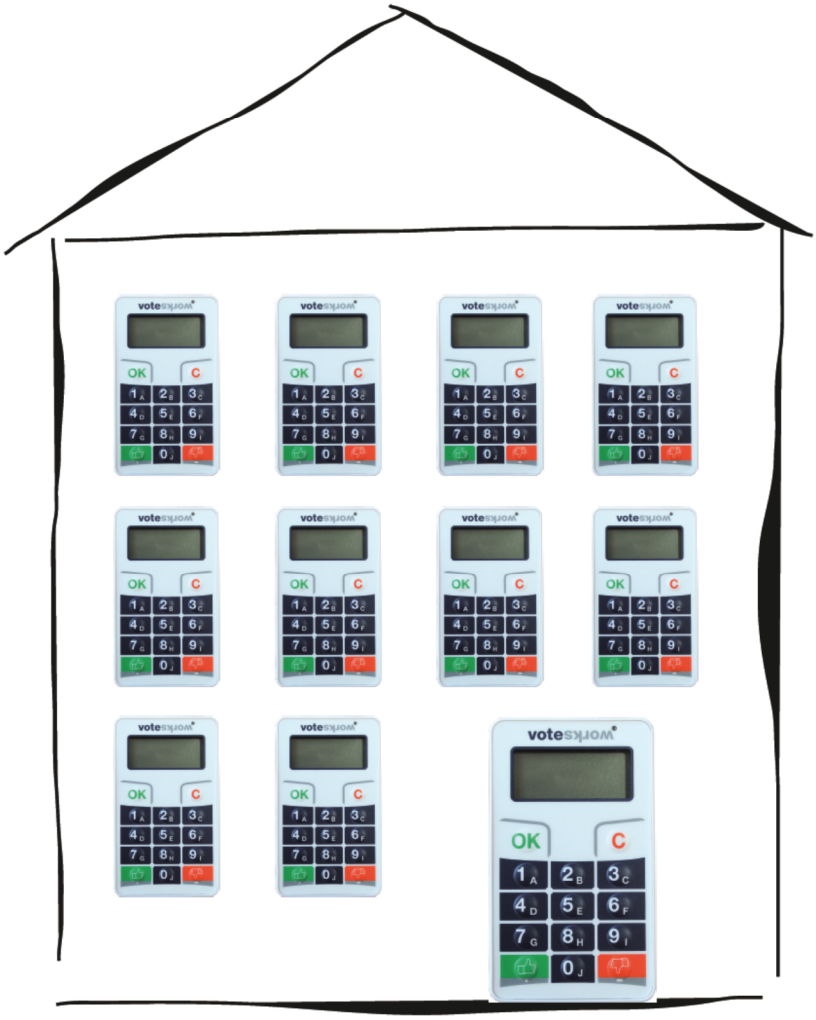
9/1/2017

OwnARS



Manual Vers. 5.1

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1. About this manual

This manual shall assist you in preparing and running property owner meetings supported by VoteWorks Hard- and Software. Step by Step you will be familiarized with how to setup an Agenda, how to organize the list of Owners with the different type of shares and/or proxy votes, as well as how to run a voting and store the results for an external storage. Last but not least we will introduce you to several different types of majorities and voting principals which from which you can choose in order to apply to the necessities of your decision making process.

If you need additional support please call
+49 (0) 2244 8777-0 from Monday till Friday 08:00 – 18:00h CET

Outside these times please try to contact us over the following mobile number
+49 171 8822 206 we will try to call you back, as soon as possible.

For all customers which do have a valid Maintenance Contract this service is free of charge.

If your maintenance contract has expired we are happy to renew it. Otherwise please note that we might have to inform you that we will have to charge you for our support.

2. How does it work?

In a nutshell your OwnARS voting system consists of three main components:
- the OwnARS Software.
- the VoteWorks Hardware (several RF-Keypads and at least one RF „base station“.
- your data.

2.1 OwnARS Software

OwnARS software is a stand alone product, in general you don´t require any additional tools or software programmes to run your voting system. Of course OwnARS does provide interfaces to other software for Im- or Export of data. This allows to import agendas or „participant lists“ on a comma separated format. We will cover the details of such import or export in a minute.
The operation of the software is easy as we offer both an „on-screen“ toolbar as well as a set of Hot keys (Chapter 4.4ff)

2.2 VoteWorks Hardware: RF Keypads and Base station

OwnARS software supports different models of RF-Hardware. All systems require a computer with a Windows Operating system and at least two components:

- A base station, which is connected to the USB-Port of your PC. This base station is the RF-Interface to up to 500 keypads at a time.
- RF Keypads which are used to transmit the (Y/N/A) votes to the base station using the 2,4Ghz bandwith.

Each keypad has a unique number. Within the „Owners“ List you can assign the keypad to an specific user. As all data like proxy votes or weights is only hold and processed in the software, therefore you can assign any keypad to any participant. In case a keypad gets lost or destroyed by accident, you can simply replace the keypad and adjust the settings in the software.

During a voting the participants press a single button e.g. 1 for Yes, 2 for No or 3 for Abstain and the pressed button will be transmitted to the base station together with the keypad number.

The use of the 2,4 Ghz bandwith is unrestricted due to an emitting RF power which is high enough to cover an area of 40m by 40m, but is not in conflict with other devises you can even run it in areas with usual WiFi environment.

The setup of Hardware is handled through an automatic Hardware Assistant *(Chapter 3.2 Automatic Hardware assistant).*

2.3 Your data

Your OwnARS data is stored in sequence of your **voted** agenda items. Several votings on one and the same topic, will generate multiple results/ data sets. None of your deleted votings will be deleted in the storage area, unless you delete them yourselve in that report file. The voting results will be stored anonymously or with individual results pending on your settings within the setup. All data is stored automatically and is used to create reports as pdf or other file formats. (Chapt. 6.5 provides further details).

3. Before you can start…

3.1 Software Installation

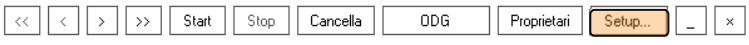
OwnARS software will be installed and is ready for use even without any licencing. In all cases where no license information has been entered so far, OwnARS will automatically start as a “Demo” allowing a maximum of 5 keypads to be configured for voting. All other functionality is unrestricted. In other words you can use even a „demo version“ for preparing and testing your sessions. In order to run systems with more then five keypads you need a software license key, which is either referring to a serial Number of the PC (which is generated during the process of installation and can be looked up under “Setup/About/Licence Info”) or to the serial number of the base station which you are going to use. The later solution does have the advantage, that such a license key can be used by any PC (as long as the corresponding base station is connect.

3.2 Software Registration (Activation of License Code)

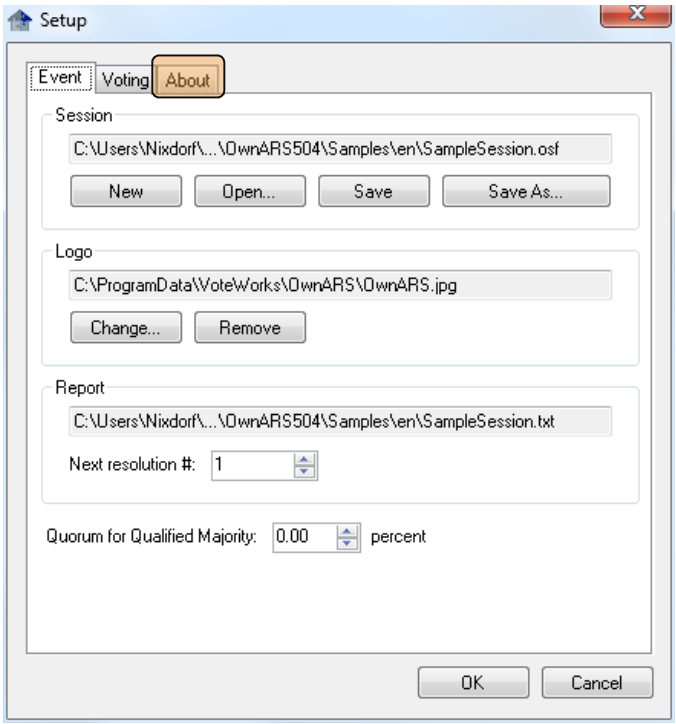
Start OwnARS clicking the OwnARS Icon which should show up on your desktop after successfull installation:

Clicking the OwnARS Icon will start the progamme.

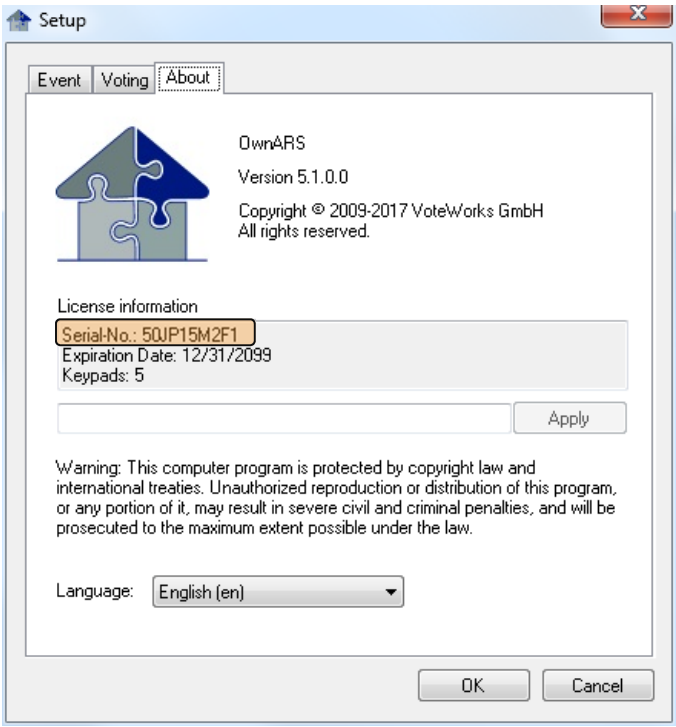
OwnARS will immediately bring up the presentation mode. In order to view the tool bar you have to move the mouse. An inactivity of the mouse for a few seconds will cause that the toolbar disappears.



Press „Setup…“ or CTRL+S to open the Setup menu.



The SETUP is divided into three sections, which we are going to cover below.
In order to set the license key click the TAB “About”…



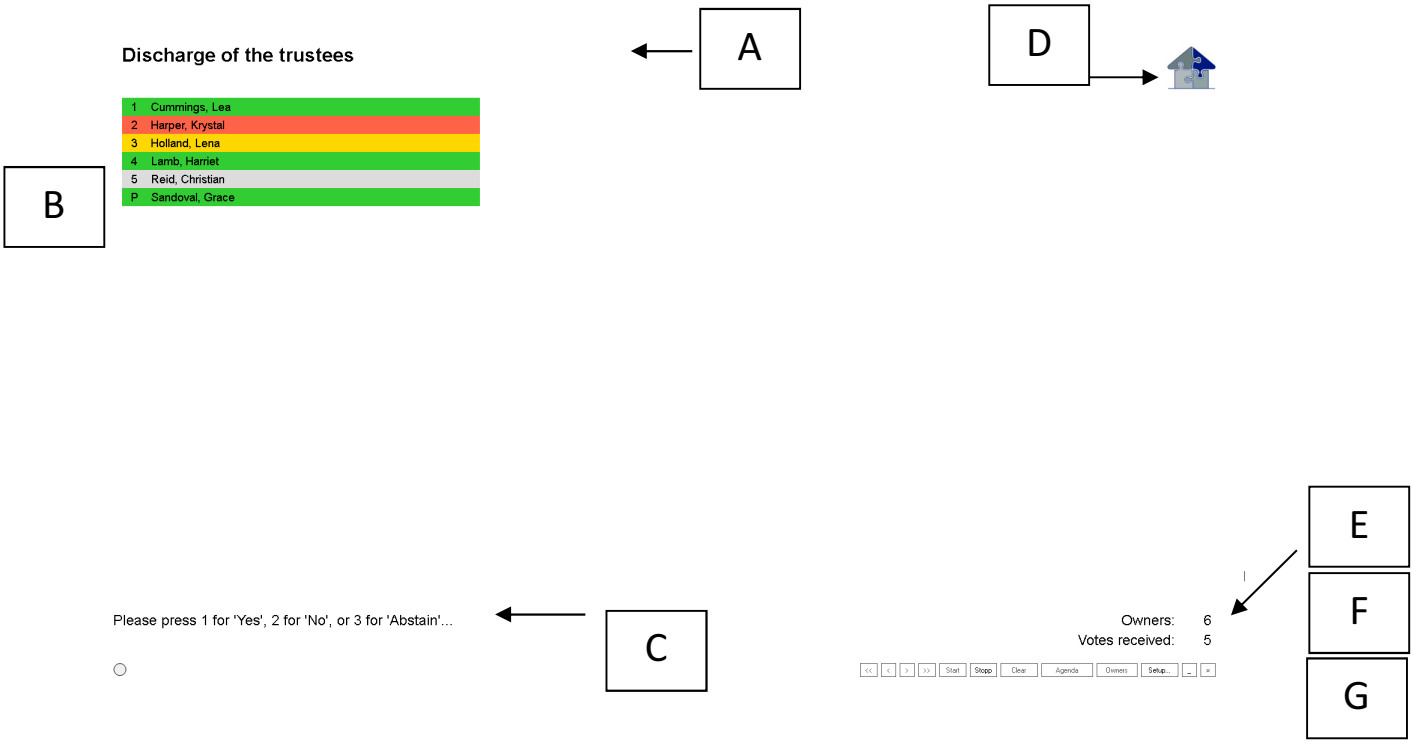
Under licence Information you will be shown the Serial-No. that has been generated during the process of installation.

If you want to license your software based on this serial no. please copy/paste this No. (or screen shot this dialog box) and send it to info@voteworks.de – if it´s a matter of urgency please call 02244-8777-0 or +49 171 8822 206.

Once we received your Serial no. we will return a License Code, which you please copy/paste into the box, left to „Apply“ – afterwards press „Apply“- now the number of keypads shown should be higher then 5.
Press „OK“ to finalize the licencing.

4. Getting started

4.1 The OwnARS User interface



A. **Topic** - (Just displaying the current agenda item! In order to edit the Top please click on this line or go to „Agenda“ using the button of the tool line).
B. **Keypad Number and Name of Participant/Owner** (pending on the cast the text will be backlighted red/green or yellow. Anonymous voting will be shown with blue back-light) – You can edit the names “on Screen” e.g. to fix typo´s.
C. **Correlation of Y/N/A buttons** – please note, pending of the keypads in use, the setup can be different: 1=Y, 2=N, 3=A or 1=Y, 2=A, 3=N.
D. **Branding –** you can setup your own Logo under “SetUp/Event/Logo”
E. **Display of owners** (who are entitled to vote)– shows, how much answers can be received at all.
F. **Display of incomming/votes cast** (in the case of MEAs etc. several decimal places can be shown and calculated)

G. **Menu bar to build up your session and to control the votings** – more details see below:

<<: Changes to display the first item of the agenda
<: Changes to display the preceding item of the agenda
>: Changes to display the next item of the agenda
>>: Changes to display the last item of the agenda
Start: Starts a voting.
Stop: Stops a running voting.
Delete: Deletes a voting result to achieve a new voting (the former voting result still exists in the result minute with an own decision number).
Setup…: Allows the change to another dialog box to prepare or change the configurations of your meeting
-: Minimises the display of the OwnARS software
x: Ends the OwnARS Software (before closing you are asked automatically, whether you like to save the session).

Note: As long as no voting results are present, the numbers of the voting units are not displayed in colour. After the voting has been completed and closed, only the items of the agenda and the all over result are displayed. Single results i.e. voting behaviour of single owners can not be displayed again after the end of the voting).

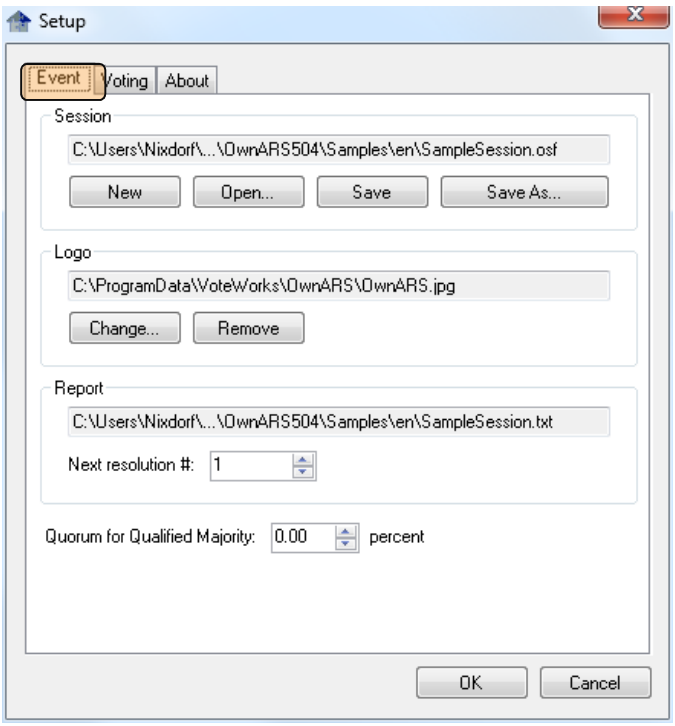
4.2 First Steps

Before you start to prepare your first meeting, we'd like to introduce you to the structure of the OwnARS software in detail: Please proceed in the following way:

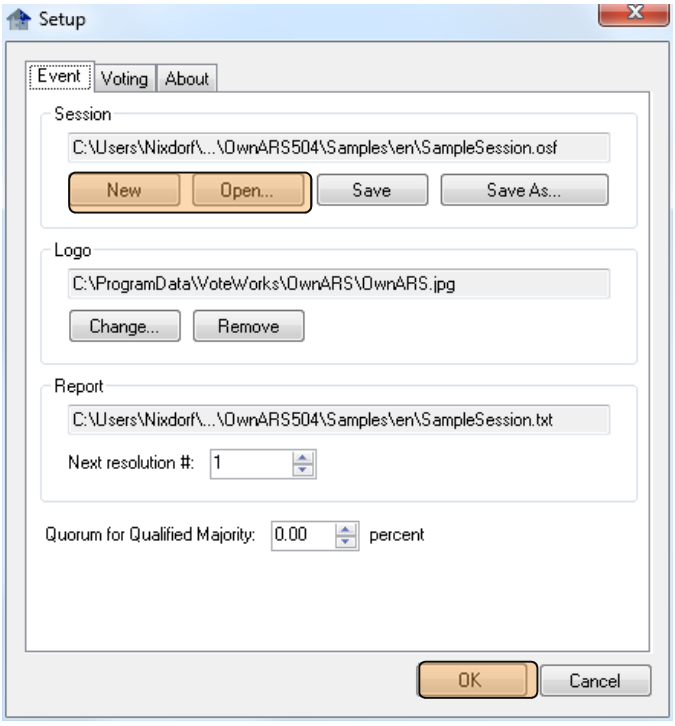
1. Start the programme OwnARS (if not done so far) by clicking the ICON on your desk top

Open "Setup".

Press button Setup or button combination STRG + S to go to the setup.

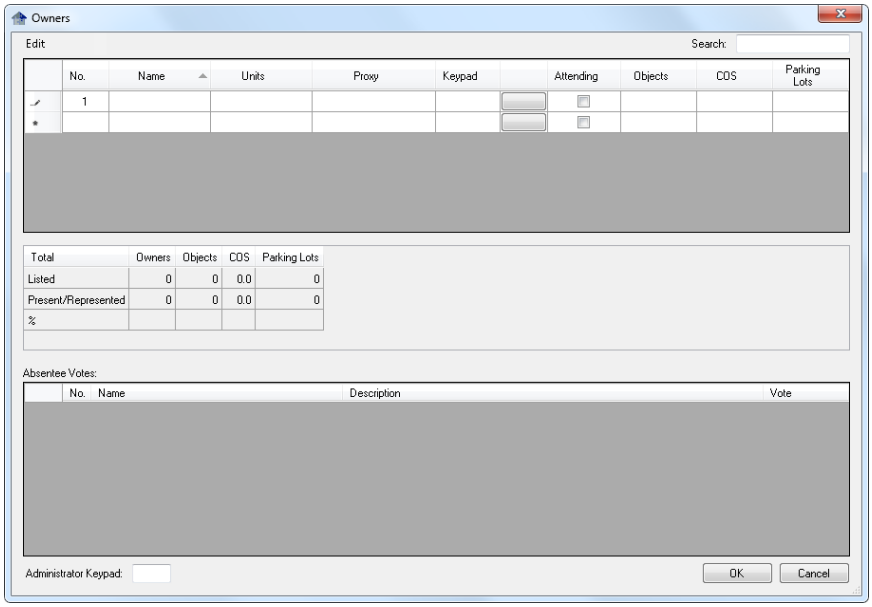


Click the tap „Event“.



Open a session or create a new one. Close the setup by „Ok“.

To create a new owners-list click into the menu bar „Owners”



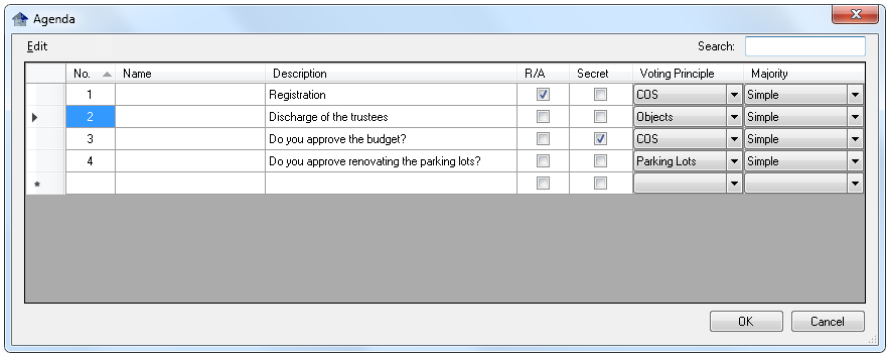
You can only edit this list within the fixed column. The list is saved when you leave the dialog box.

As an alternative we recommend to create the owner-list by importing a CSV file in the menu „Edit/Import File“.

Details for such an import you can find in chapter 5.1 under “import of owner-lists”.

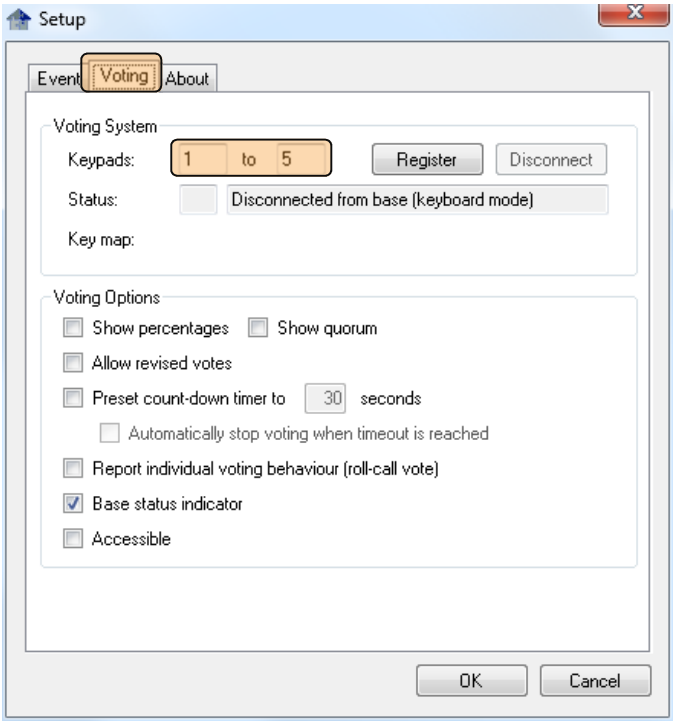
Now open the dia-log box „agenda“ by click on „Agenda".

The software opens a table in which you can directly edit the items of the agenda. Alternative you can load a txt file by choosing „Edit/Import Agenda“.



(The items of the agenda listed in a txt file must be sep-arated by a return-sign.)

Define on which ba-ses the voting result should be counted in the dropdown menus of the col-umns „Voting Prin-ciple“ and „Major-ity“.

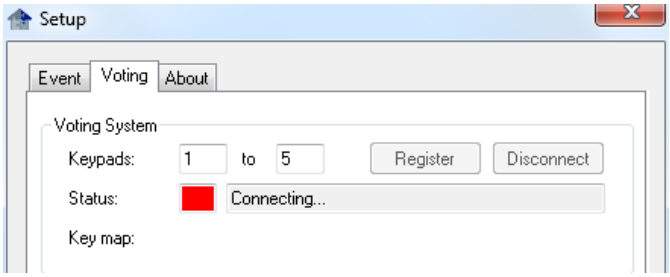


In the end please log in your voting units (Setup/ tab "Voting").

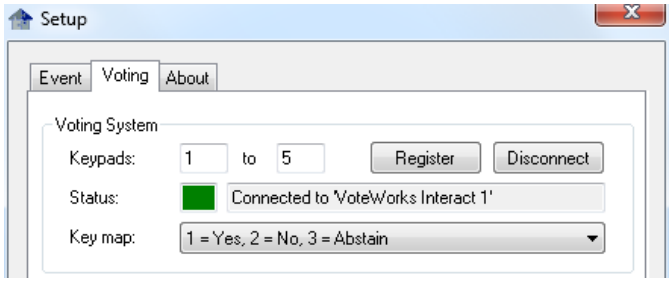
In the line for the voting units please insert the range of unit numbers you will us for example 1 – 100.

Please check if your base station (USB-stick) is connected to the PC and klick „Register“.

In this menu range you can adjust different voting options (see chapter 6).



Note:
If you have forgotten to connect the base station to the PC, you can see a red indication display.



If the log in was successful, the indication display changes to green; it displays which base is connected.

Close the menu by clicking „OK“

Your voting system is now technically ready for the first vote.

4.3 The first voting

A voting is opened by clicking "Start" (STRG+A) and stopped by clicking "Stop" (STRG+O).

The participants vote by pressing buttons on their voting units (1, 2 or 3). Depending on the hardware version there are green buttons with thumbs up (=yes) up or down (=no).

After the participants have voted the background of the table element for numbers and names gets green, red or yellow. If you have chosen “anonymous voting” in your agenda for this voting, the background colour of an owner, who has already voted, gets blue.

The voting is stopped by clicking on "Stop" (STRG+O). The result is displayed automatically. The result including the next resolution no. is saved additionally in the record file. You can fix place and name of this record file in the setup tab "Report". After each voting the resolution number is automatically incremented. Before starting the session you can fix the initial value for this number in the menu „Setup/Event“.

In the case of weighted votings you can toogle between none weighted and weighted display of the results by pressing „Strg+G“. This allows to show both results for votings, which need a “double qualified majority“.

The command buttons „<“ and „>“ take you to the preceding or the next agenda item.

4.4 Hotkeys

The following hot keys can be used if you don’t want to use a computer mouse:

Strg+Z back to the preceding agenda item
Strg+W go on to the next agenda item
Strg+A start voting
Strg+O stop voting
Strg+L delete voting result
Strg+S open setup
Strg+G toggle between weighted and not weighted display of voting results
Strg+P show votes per cent
Strg+T display of further member tables
(in the case the screen cannot simultaneously display all members)
Strg+B close actual application

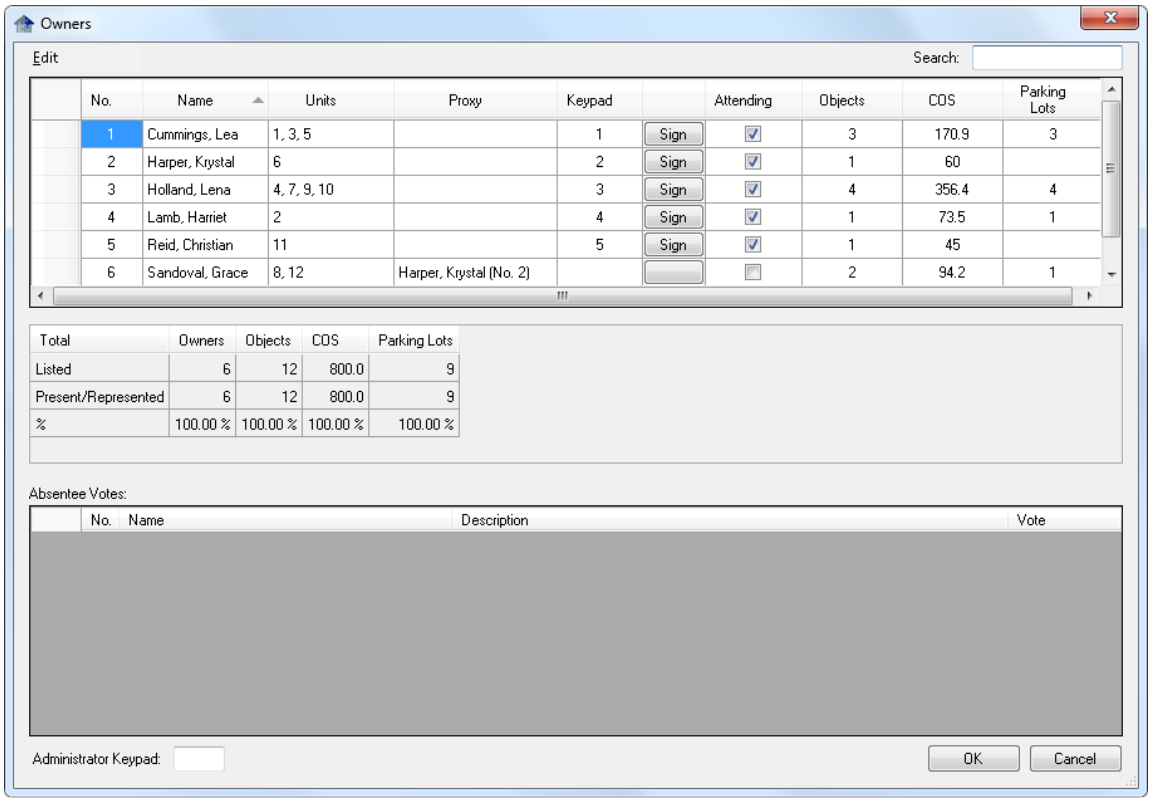
5. Preparations for an owners meeting

As already explained in chapter 4 the following steps are necessary before you can start a voting:
- Installing the software and registration
- Connection and registration of hardware
- Creating or loading an owner's list
- Creating or loading an agenda

This chapter is engaged with the preparations for the meeting with the purpose of explaining how to create an owner's list and agenda as well as how to adopt a logo and how to create a register file.

5.1 Creating an owner's list

Easiest way to create an owner's list is to overwrite an available list of participants in the owners table.



Just click into the single table elements and override the content.
You can generated a new line by completing your inputs in the line which shows a prefixed starlet.

In this table view you cannot change the number or names of the columns.

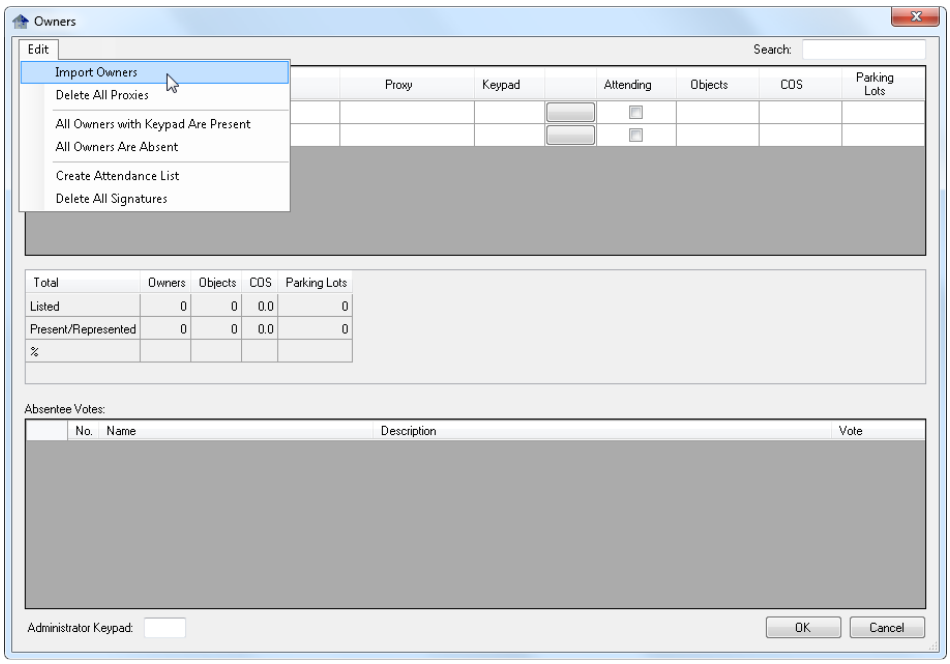
If you like to change the number or names of the columns (i.e. the columns in which you define the weights and subgroups, in the example file these are the columns flats and inhabitated area) please use the pattern file „Owners.csv". You can find it under c:/Eigene Dateien/OwnARS/Samples/en.
As an alternative you can build a file with the same schematic as given below:

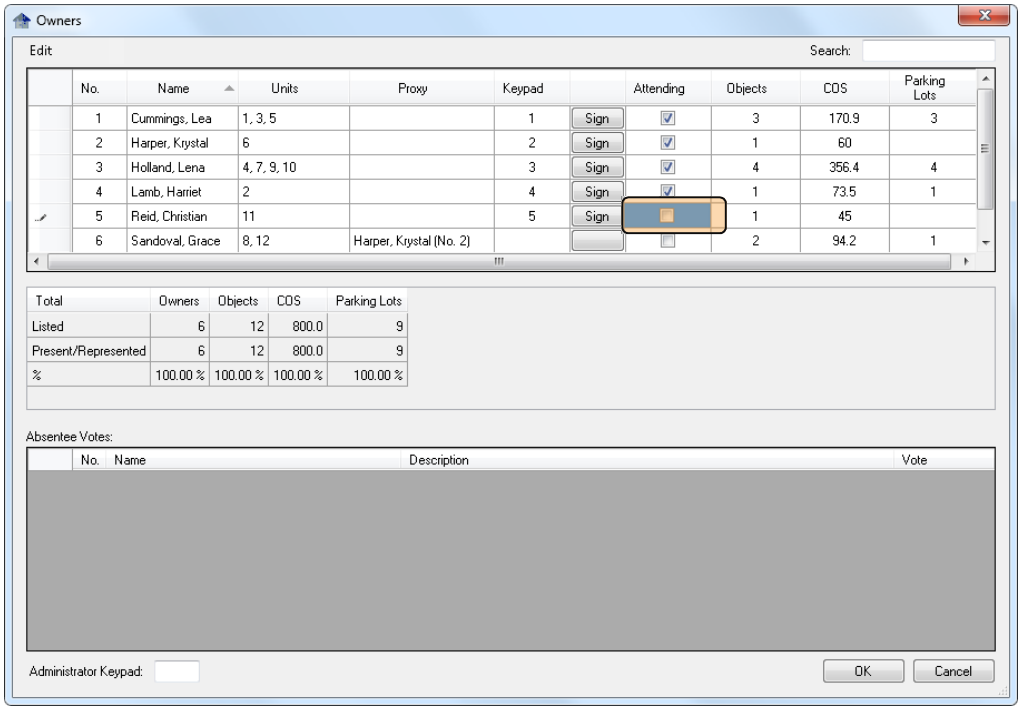
	A	B	C	D	E	F	G
1	No.	Surname	Firstname	Keypad	Presents	MEA,3	No. of flats
2	1	Janosch	Bert	1		13,607	1
3	2	Bauer	Klaus	2		10,351	1
4	3	Penner	Helmut	3		13,458	1
5	4	Lungert	Maria	4		13,558	1
6	5	Schatz	Erika	5		10,441	1
7	6	Rabe	Michael	6		13,409	1
8	7	Gabel	Franz	7		13,558	1
9	8	Meier	Monika	8		10,441	1
10	9	Scheibel	Detlef	9		13,409	1

Columns A-E can only be renamed but need to stay in same order. The follow columns can get any name and can be sorted by your choice.

If you want the system to calculate with more then one decimal place please enter e.g. “,2” or “,3” for two, three or more decimal places as part of the column header in order to be taken in account.

After you have saved your owner’s file as a csv-file you can import/load it over the menu „Edit/Import Owners“ within the owners dialogue box.



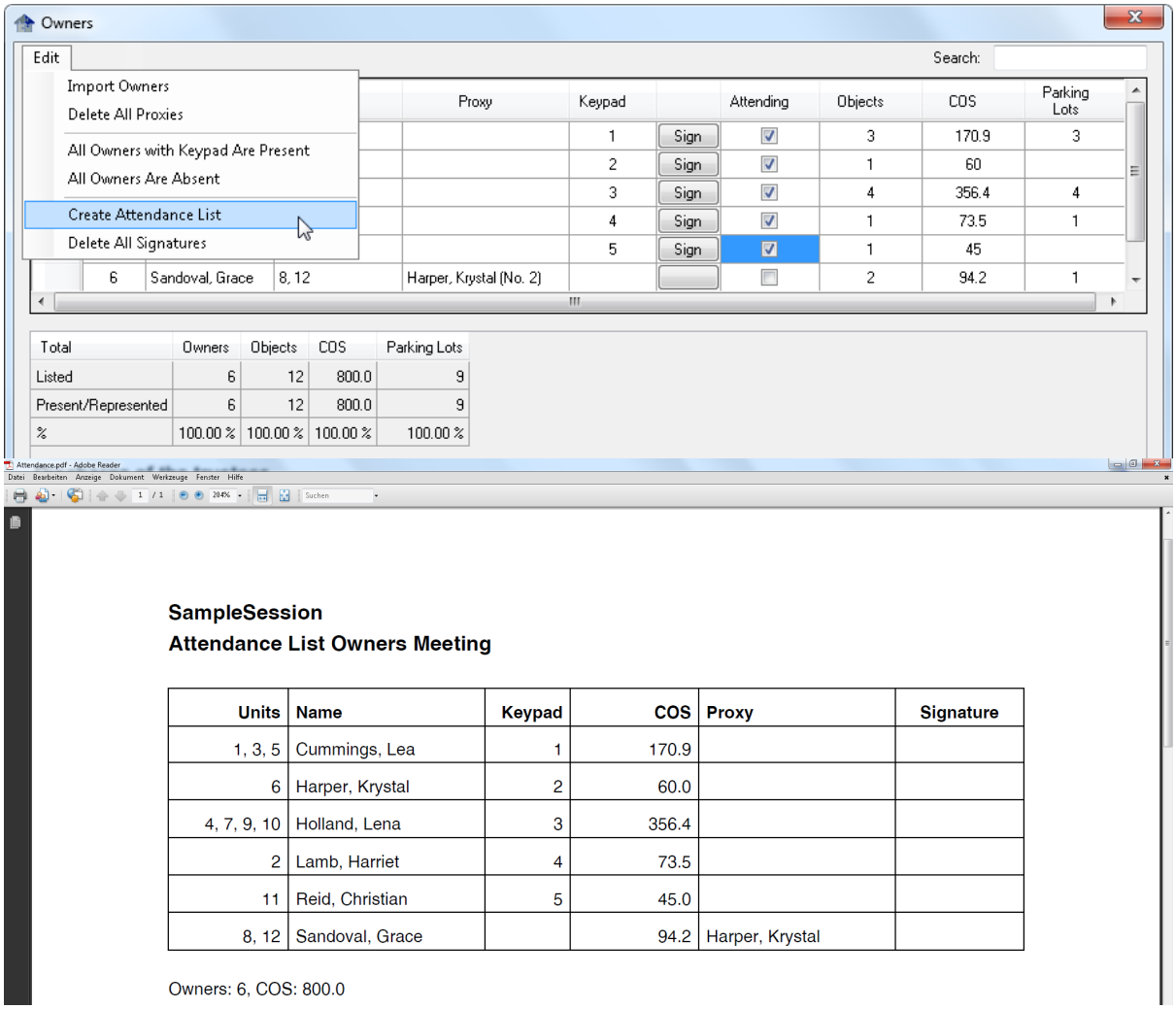


Participants who have no check mark in the column „Attending“ cannot vote. In this way you prevent abuse of the voting units. If a participant leaves the meeting before it ends, you can set his voting unit on “unattending” (not present).

In case you must replace a voting unit because of a failure, defect or loss, you can assign a new voting unit to the concerning participant by entering a new/the concerning number in the according column line. You must override the old number, so that the lost voting unit can no longer be evaluated.

5.2 Creating an attendance list

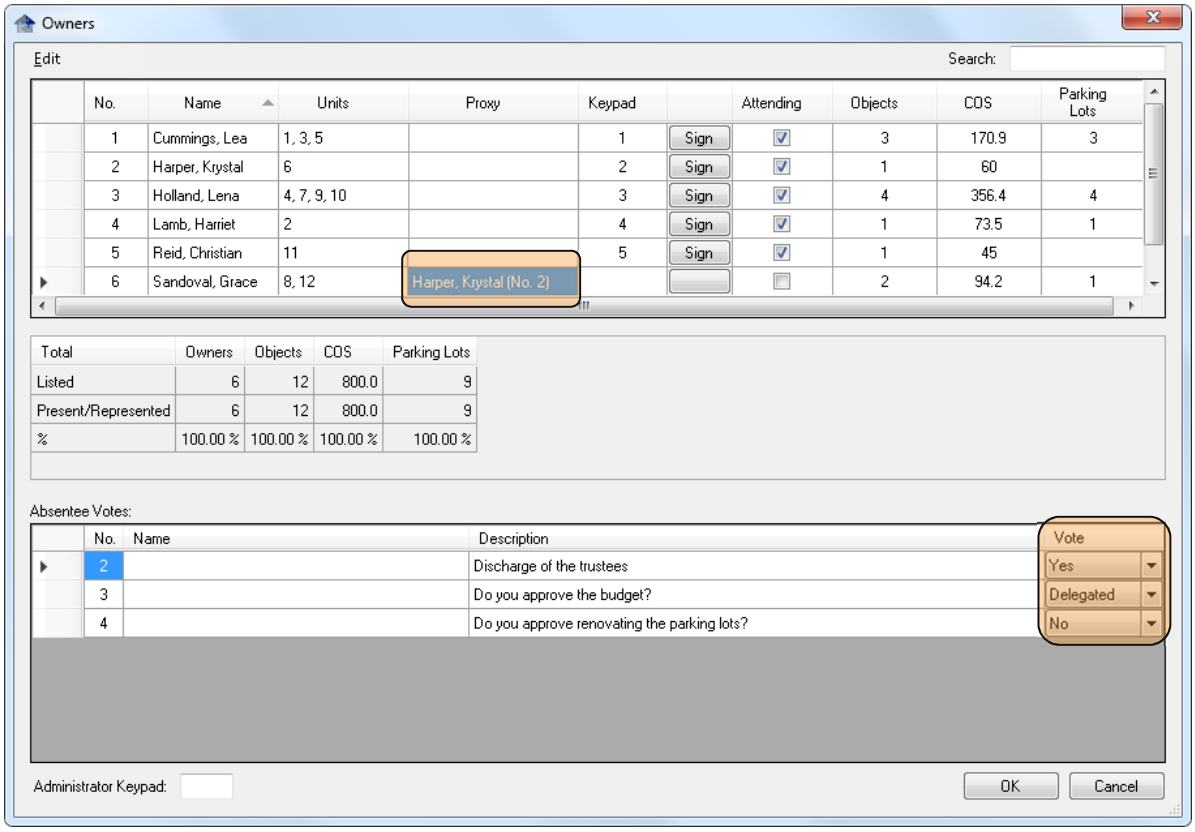
You can create an attendance list over the menu command „Modicia/Crea una lista presenti”. A PDF is created, which can be printed and used to be signed by the owners.



5.3 Management of power of attorney (Proxy) and Absentee Votes

You can manage power of attorney and proxy votes in the table owners.
Chose the line of the owner, who wants to consign his voting rights. Go to the column “Proxy” and chose from the drop down list the owner, to which the power of attorney should be consigned.

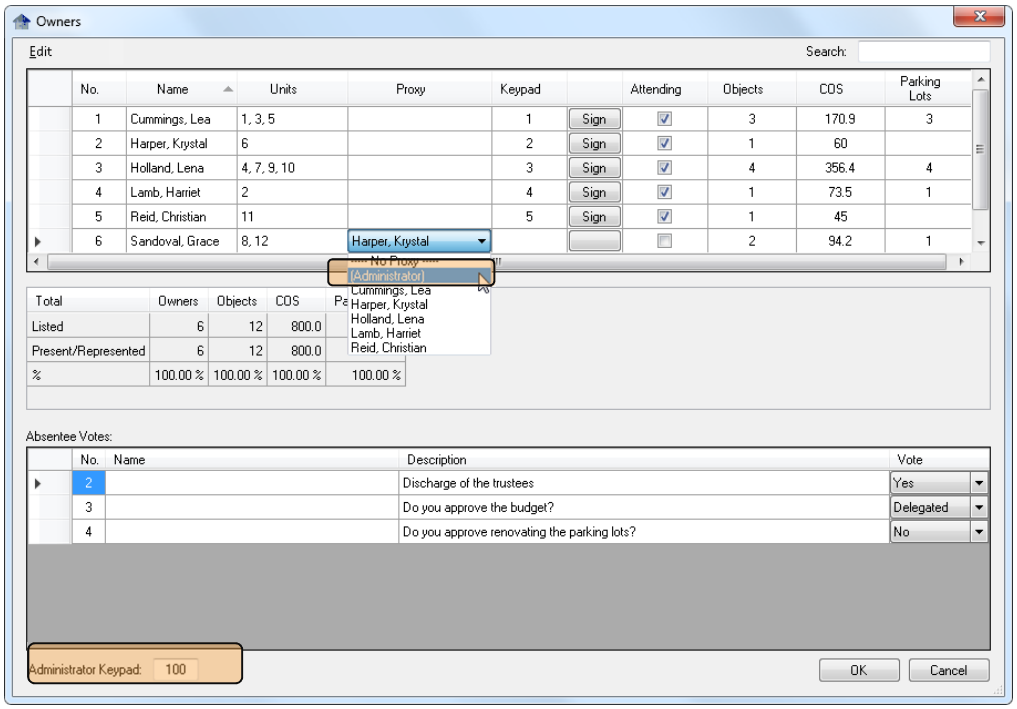
Once a resolution was disposed you can chose different options of power of attorney for every agenda item: Either the voting right is predecided by the owner himself (yes-no-abstention) or the power of attorney is consigned to the predetermined person (Delegated).



5.3.1 Voting Unit of the Property Manager

Another possibility to handle the power of attorney is allocate it to the keypad of the administrator (“administrator keypad”).

If you want to consign the power of attorney to his special voting unit, please use the element ”administrator keypad” and fill in the number of the voting unit, which should consign his power of attorney. The dropdown menu “proxy” shows topmost the property manager (administrator) quasi as an owner. This is not possible, if the property manager is an owner himself- otherwise the “head count” will have an error of plus one!



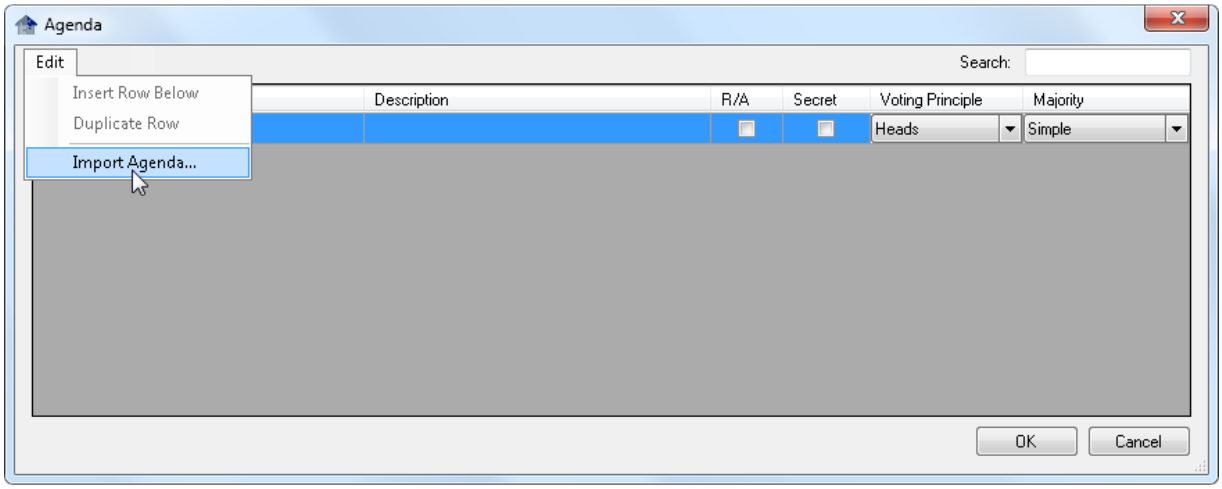
Important note for owners, who own several objects and want to consign their power of attorney: If an owner owns several flats and is entitled to multiple vote per capita, the system registers and calculates this fact correctly through a pseudo consignment of power of attorney to the owner himself i.e. his fist. In other words: in the ideal case the owner only needs one voting unit. If such owners want to actually consign their power of attorney for example to the property manager, it is sufficient to only consign the power of attorney for the first flat. All other objects/flats are already deposed here.

The same is effective for commissions, they automatically count for the deposed pseudo power of attorneys. That means: Commissions must only by deposed once!

5.4 Creating an agenda

In general you can edit your Agenda by overwriting any existing Text/ Description.
If you finally press “Enter” once your cursor is in the line headed by an asterix, in new line/ a new agenda topic will be generated.

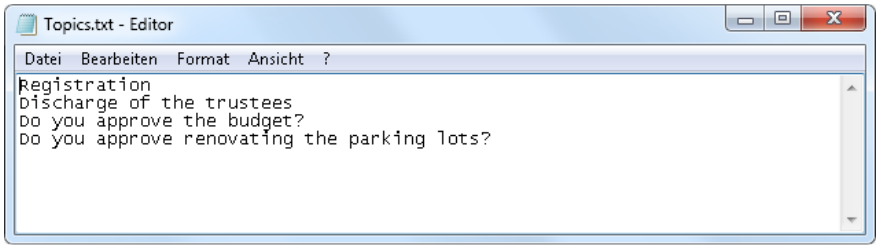
Use the commands Edit/Insert Row Below or “Duplicate Row” for all occasions where you want to speed up the process of creating a new agenda item (e.g. in all cases where you unexpectly want to or have to vote twice on an agenda item and you do not want to loose the results of the first voting).



5.4.1 Create and Import an agenda from a .txt file

Creating an agenda can be done with any arbitrary text editor.
It should be generated without bullet points. Please use Enter to separate single items.

The text entered in such a way will be imported as „Description“ of your agenda item.



If you import such a text file, all items will automatically be numbered and columns like „Name“, „R/A“, „Secret“, „Voting Principle“ and „Majority“ will be filled by default, ready to be adjusted by you in whichever way.

If you check mark the column “secret” this agenda item will be voted without showing individual voting behavior – only the fact that somebody voted will be shown by a blue backlight of his keypad number/name.

The dropdown menu of the column Voting priniciple allows you to select the dedicated voting mode for a certain agenda item. This may be a certain weighted vote or a dedicated subgroup – which excludes all owners/keypads which have not been assigned to this group, for

what so ever reason. For details regarding structuring your Onwers List please refer to the corresponding manual chapters.

If you check mark column R/A instead of an agenda item you are creating an attendance check. Only keypad button A/1 is released once opening a voting. You can only participate in such an attendance check if your list entry as an owner shows a flag in column „attending".

ATTENTION : Your attendance list (in the dialog box/List Owners) is updated every time you run an attendance check. As a consequence Owners which have not been participating in the last attendance check are blocked from all further votings! Please make sure that such „late arrivals" (e.g. after an individual cigarette break) are manualy brought upto date – setting their check mark again in the Owners List… !

5.4.2 Create and Import an Agenda from a .csv file

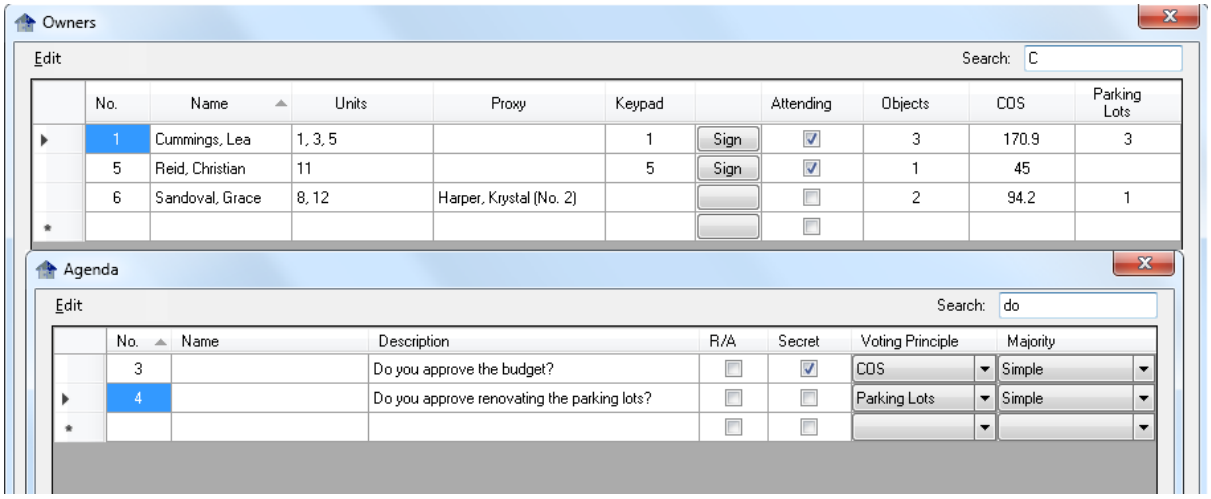
If your prepare your agenda by generating a csv file you can preset all parameters yourselve. Please make sure your agenda (as an csv file) does follow this structure:

	A	B	C	D	E	F	G
1	No.	Name	Description	R/A	Secret	Voting Principle	Majority
2	1		Registration	1	0	COS	Simple
3	2		Discharge of the trustees	0	1	Objects	Simple
4	3		Do you approve the budget?	0	0	COS	Simple
5	4		Do you approve renovating the parking lots?	0	0	Parking Lots	Unanimous
6							

Please note the use of Capital letters in the header line of the column "Voting Principle". As sample file is ready for use after downloading and installing the software under …OwnARS/Samples/en named "Topics.csv".

5.4.3 Full-text Search

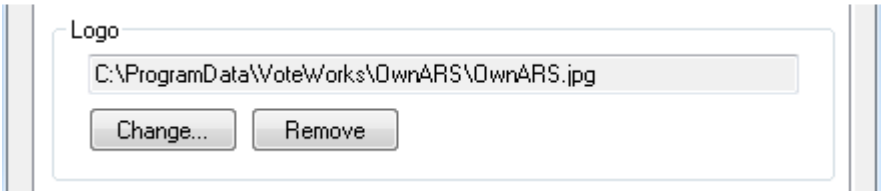
For both tables „Agenda" as well as „Owners" a full text seach is offered. Any entry in the field next to Search will reduce the number of shown list entries to only those which have a match with the search text…



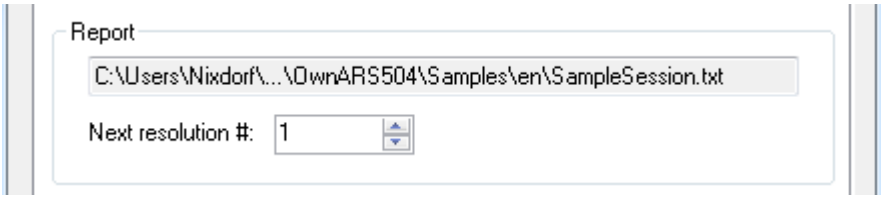
5.5 Embedding Customized Logos

In the tap „Event“ of the menu item „setup“ you can find a browser named „Logo“ which offers the opportunity to embed a logo into the screen mask. The logo is displayed at the top on the right.

The logo is intentionally fixed to a small size; otherwise the result’s display would shrink.

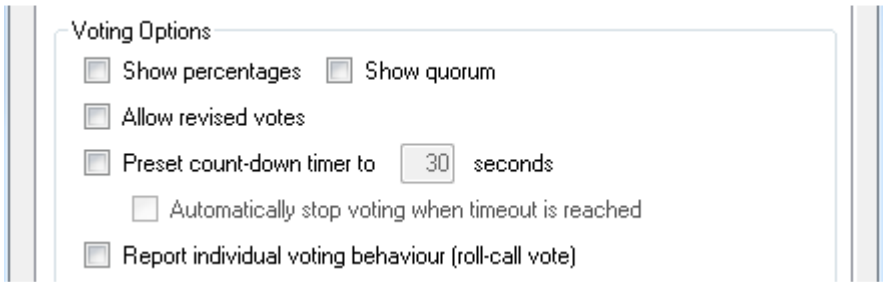


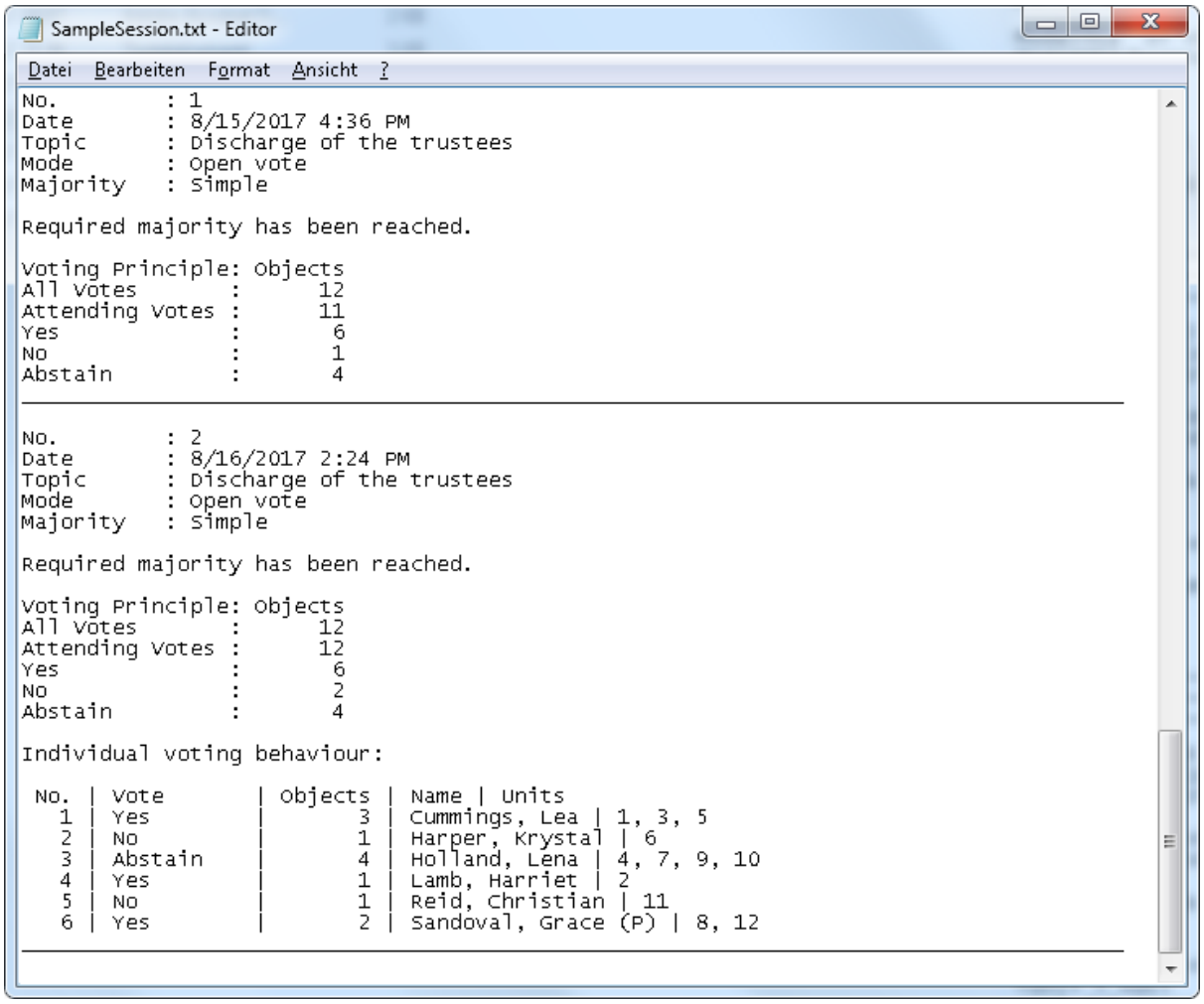
5.6 Setup a specific report file



Under “Report” (Setup/Event) you can save the result report of your session in a path und file name of your choice (for example the name or address of the property).

The TXT file is automatically generated based of the sequence of votings – not on the item list of your agenda. The report file is a text file with raw dates, which can be edited subsequently. Pending on your settings for the tick box option “Roll call vote” the txt file will store and show the individual voting behaviour at the end of each voting protocol.




SampleSession.txt - Editor

Datei Bearbeiten Format Ansicht ?

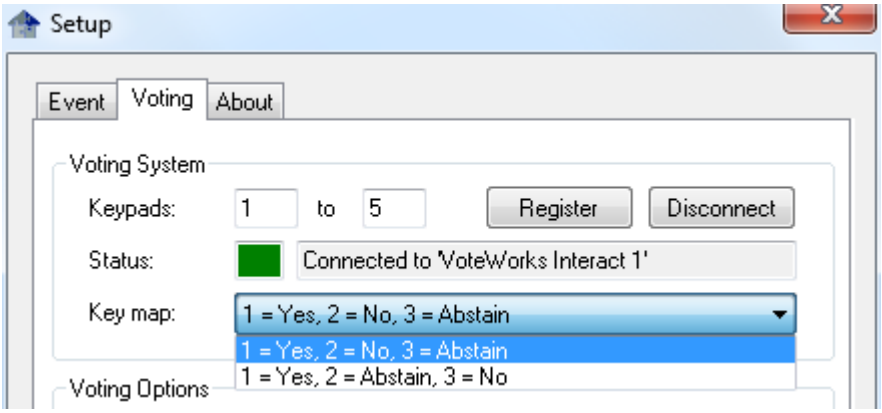
```
No.          : 1
Date         : 8/15/2017 4:36 PM
Topic        : Discharge of the trustees
Mode         : Open vote
Majority     : Simple

Required majority has been reached.

Voting Principle: Objects
All Votes        :      12
Attending Votes  :      11
Yes              :       6
No               :       1
Abstain          :       4
```

```
No.          : 2
Date         : 8/16/2017 2:24 PM
Topic        : Discharge of the trustees
Mode         : Open vote
Majority     : Simple

Required majority has been reached.

Voting Principle: Objects
All Votes        :      12
Attending Votes  :      12
Yes              :       6
No               :       2
Abstain          :       4

Individual voting behaviour:

 No. | Vote        | Objects | Name | Units
   1 | Yes         |       3 | Cummings, Lea | 1, 3, 5
   2 | No          |       1 | Harper, Krystal | 6
   3 | Abstain     |       4 | Holland, Lena | 4, 7, 9, 10
   4 | Yes         |       1 | Lamb, Harriet | 2
   5 | No          |       1 | Reid, Christian | 11
   6 | Yes         |       2 | Sandoval, Grace (P) | 8, 12
```

---

6. Voting Setup

6.1 Choose key map



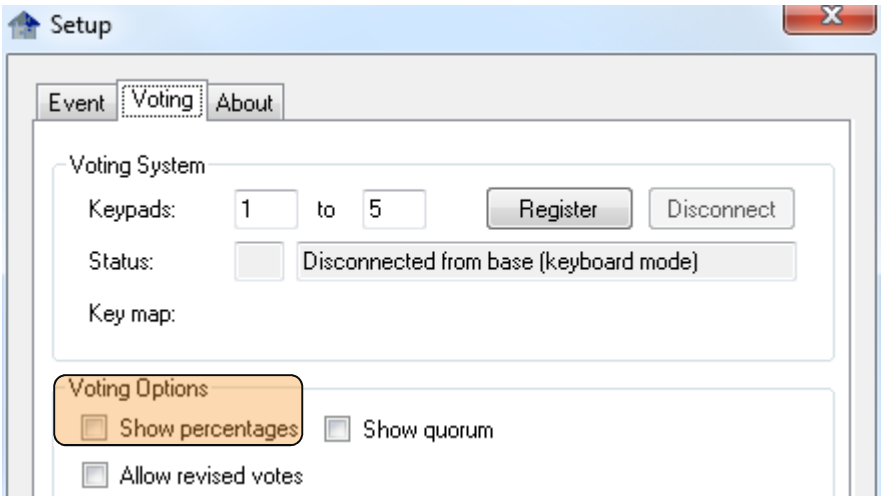
As of September 2017 two types of „VoteWorks Interact“ keypads will be available using teh same base station type, but working with a different key mapping, you will have to double check if the default settings of this setup part is in accordance with your Hardware Version.

If you work from VoteWorks Interact keypads („10 buttons) you can choose between the two Options: If you select 1=Yes, 2= Abstain, 3= No, participants can give their vote via the green (thump up) and the red button (thumb down) parallel to the keys 1,2 3.

If you work from the VoteWorks Interact mini keypad (5buttons) you must select the key map option 1=Yes, 2= No and 3 = Abstain, as this is the way how the keypad design has been layed out!

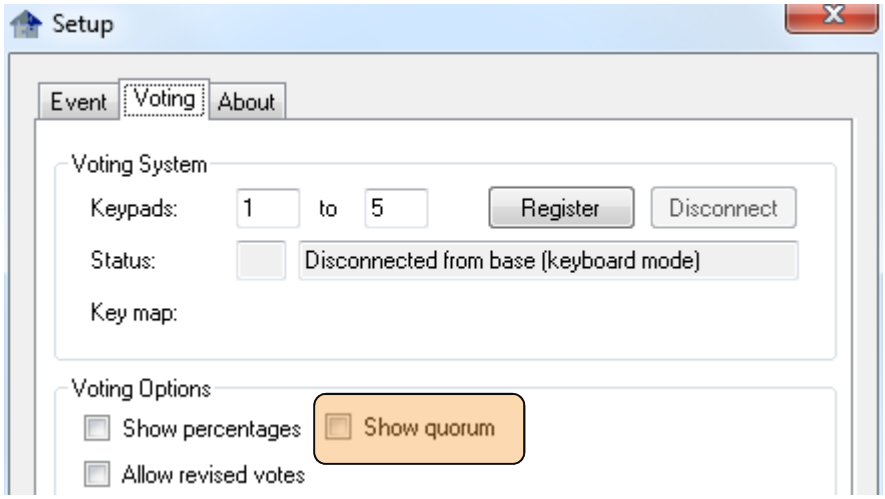
If you work with any other Hadware (e.g. Reply mini) you are not effected by this subject, as any other base station type will detected automatically “corrrect” and the key map setup will be set accordingly without any need for you to adjust this setting.

6.2 Show Voting Results in per cent



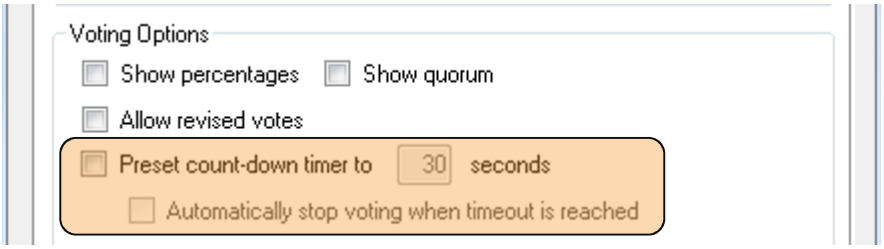
If you chose this option, the results are displayed as absolut figures (count) **and** in per cent (the percentages are calculated based on the settings in the column “Majority” within the agenda menu.
If you don’t chose this option, the results are displayed in absolute figures only.

6.2 Show Quorum



Choosing this option will display whether the necessary majority has been achieved. The necessary majority is calculated towards the deposed majority principle.

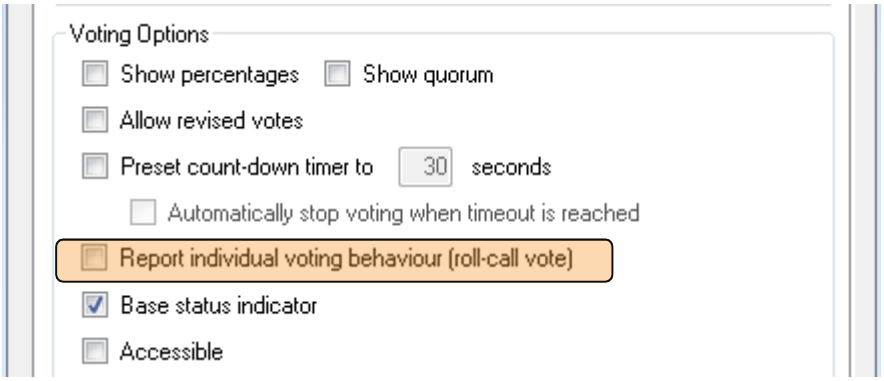
6.3 Countdown Timer



If you don’t chose this option the voting session ends not until pressing command button „Stop“ or short cut „STRG+O“.

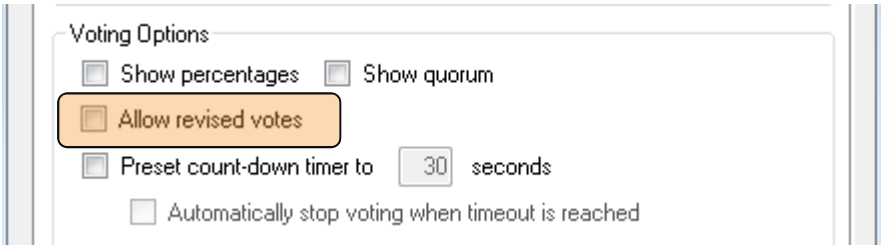
If you chose this option you have two options
a) the timer ends after “n“ seconds, but you end the voting procedure just the same as above described by pressing „Stop“ or short cut „STRG+O“.
b) you additionally tick the box “voting stops after timer sequence” and the voting automatically stops after “n” seconds.

6.5 Roll-call Vote



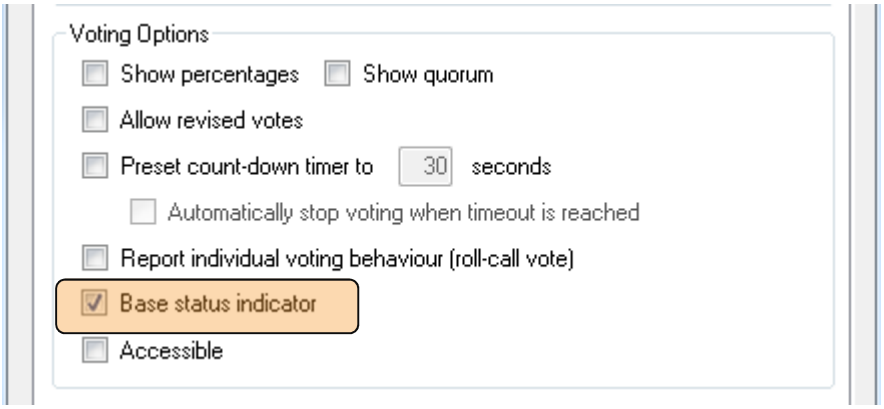
Choosing this option loges the voting behaviour of the participants as a part of the report file. Please respect all data protection requirements and restrictions.

6.6 Permission of Revised Voting



If this option is ticked **only the last keystroke** of a certain keypad within one voting is counted, what means that owners can change their vote up to the very last.
If this option isn't ticked **only the first keystroke** is counted.

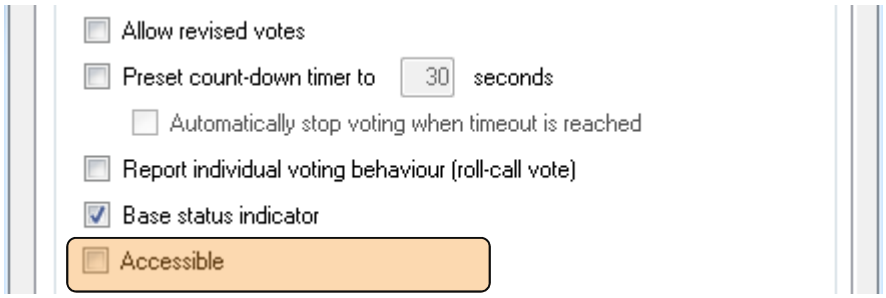
6.7 Base Station – status indicator



By ticking this option you decide that the circular indicator lamp which indicates the correct connection of the base station (USB sender/receiver) is displayed on the bottom at the left. The lamp shows green light if the base works and is connected correctly; if it shows red light please check the physical connection.

6.8 Accessibility Display For (Individual) Voting Units

Choosing this option during an open (not secret) vote leads to a display with changed indicators instead of the voting unit numbers. An „Y“ for Yes, a „N“ for No and an „A“ for Abstention are displayed. This enables colour-blind owners to control how their vote is calculated by the system.

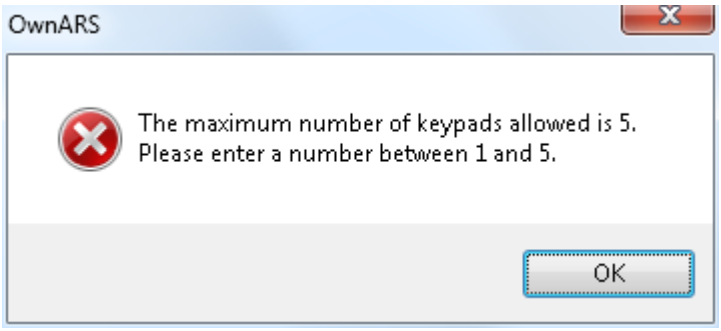


7. Simulation of Results

If you haven’t connected or configurated the hardware the software still allows the simulation or input of results using your PC keyboard (keyboard modus). Please use bottons 1 for Yes, 2 for No and 3 for Abstention..

Each pushing of key 1 is counted as Yes, each 2 as No and so on.

8. Trouble Shooting



Before you are allowed to connect more than 5 voting units, you must read out the serial number of you installation in menu: „Setup/About“. Proceed by generating an enabling code or contact your dealer to obtain it.

9. Contact Support Team

If you need further help, please feel free to contact our support team.

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