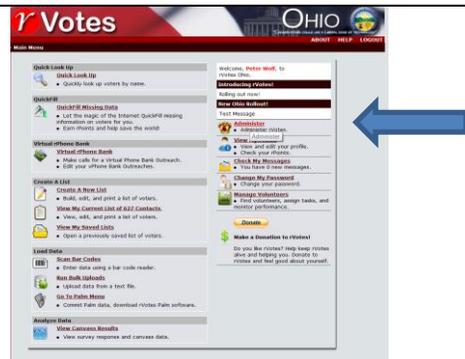


rVotes: How Add Users Instructions

Version: Updated 9/19/2011

Requires the appropriate USER security access for your group/ committee.

From the “Main Menu” section click on “Administer”



Click on “Administer Users”



Click on “Add User”



The “Add New User” dialogue box to the right will then open up.

You, as the Admin., can accept the default User Name or create a new one. You do need to create an Initial Password for the new user.

You will need to share both the user name and password with the new user. It is okay to share both in an e-mail (not usually a good practice), since the user, upon log-in, will immediately have to change the password.



After you click on “Save”, the interface to the right will open up.

You do not have to fill in any of the user contact information, since the New User can do this more efficiently themselves when they first log onto rVotes.



Next, click on “Assign Voters” to select which geographic region the New User will manage by:

1. Recruiting additional, trusted New Users and
2. Actively assuring that neighborhood /precinct organizing is pursued within the assigned region.

You will be able to assign counties and/or precincts to the New User from the drop-down menu, as can be seen on the right.

The screenshot shows the top navigation bar with 'Assign Voters' highlighted. Below it, a table lists assigned values for 'County' (Fayette) and 'Assigned on' (9/10/2011). A blue arrow points to the 'Assign Voters' button. Below the table, there are sections for 'Security' (with 'Log In to rVotes' checked) and 'Communication' (with 'Send Messages' unchecked). A second screenshot below shows the 'Assign Voters to Peter Wolf' page with a dropdown menu for 'Assign Voters by County' open, listing various Ohio counties. A blue arrow points to this dropdown menu.

Now you need to decide what permissions/ security you should give to the New User from the many options available in rVotes. (Due to its many capabilities.)

The “NEW USERS” you add in your organization, can in-turn add “NEW USERS”, assuming you provided them with the appropriate permissions. Net, you can create a cascading rVotes “USER” community for your geography. In fact, once you receive rVotes access, you should immediately inform members in your organization that anyone interested in rVotes access should contact you instead of rVotes staff for access.

Assure that all “USERS” to whom you and others give access to rVotes are like-minded conservatives. Additionally, only provide as-needed, appropriate capability access to new USERS. The permission/ security profile can always be changed by you at a later time.

The screenshot shows the 'Assign Voters' page with the 'Security' section expanded. A blue arrow points to the 'Security' section. The 'Security' section includes sub-sections like 'Basic', 'Communication', 'System Administration', 'User Monitoring', 'Searching', 'Letters', 'Data Entry', 'Palm', 'Volunteer Management', 'Analyze Data', 'My List Functions', and 'Bulk Upload'. Each sub-section contains a list of permissions with green checked boxes indicating they are selected. A 'Security Legend' on the right explains the symbols used for permissions.

Note the following as you decide on which permissions to grant a New User and how to do it most efficiently:

- Use the “View Profile” and “Apply Profile” feature, as appropriate. Check the dropdown menu if any of the available profiles can be used. Click on “View Profile” to see what permissions are granted, and “Apply Profile” to use this profile for the New User.
- If you are providing access to trusted New Users who you expect to actively recruit other New Users, give them the maximum permissions. See green checked boxes in example to the right. Otherwise, provide only the necessary permissions. You can always add more permissions later.
- First, you must decide on the permissions for “System Administration” – see leftward arrow in picture on right. (Proceed to next box to continue this topic.)

This screenshot is similar to the previous one, showing the 'Security' section. A blue arrow points to the 'System Administration' sub-section, which includes permissions like 'Create and Edit User Security Profiles' and 'Impersonate Users'. Another blue arrow points to the 'View Profile' and 'Apply Profile' buttons in the 'Actions' panel on the right.

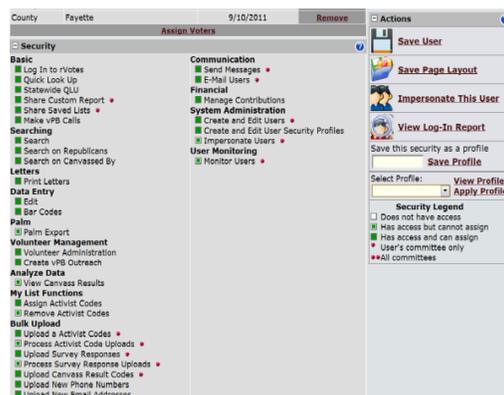
- As described in the “**Security Legend**” on the right, a single click in any of the boxes will create a green dot in the box and give New Users access to the indicated feature, but they cannot pass this capability onto New Users who they sign-up.
- Clicking in a box twice will completely fill in the box with green and allow the New User to have access to the capability and pass it on to New Users whom they sign-up.



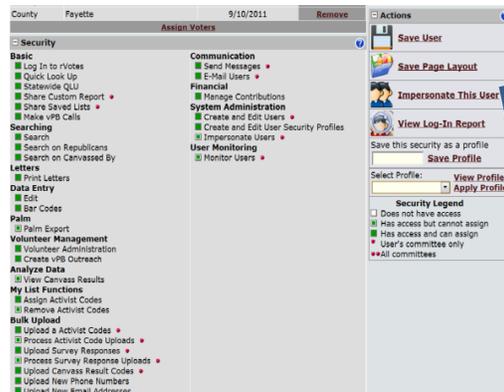
Once:

- The Voters/ Geographical Area are assigned and
- The capability access permissions / security are assigned,

Click on “**Save User**” to save the whole profile which you established for the New User.



You can also click on “**Impersonate This User**” to view the interface the New User will see when they log into rVotes.



You can always modify permissions / security for users you signed-up, by clicking on the users name in the “**User’s**” section of the “**Administration**” section.

rVotes
 Logged in as: Peter Wolf of Voices of America
 Main Menu - Administrator - Users

View: Standard | Display: Active Only | Committee: Voices of America

Security: [Dropdown]

Name	Committee	Type	UserID	Voters	Active	Team	Division	Security
Wolf, County	Voices of America	County Party	15581	Yes	Yes			450
	Voices of America	County Party	15651	Yes	Yes			450
	Voices of America	County Party	15652	No	Yes			320
	Voices of America	County Party	15572	No	Yes			95
	Voices of America	County Party	15543	Yes	Yes			450
	Voices of America	County Party	15592	Yes	Yes			450
	Voices of America	County Party	15580	Yes	Yes			450

Users: 7

Lastly, you must provide the New User with the assigned **User Name** and **Password**. The new user will then be able to access rVotes.

For the first time when the New User logs into rVotes, they will see the screen on the right which requires them to provide contact information and, importantly, **change the initial password** which was assigned to them.

The new user will then see the **End User License Agreement**. They must agree to all terms by checking each individual box.

The screenshot shows the rVotes Ohio user registration interface. At the top, there is a navigation bar with the rVotes logo and the Ohio state logo. Below the navigation bar, the user is greeted with a welcome message and a prompt to fill out contact information. The form is organized into several sections: Name (First, Middle, Last), Address (Address, City/State/Zip), E-Mail (E-Mail), and Phone (Home, Work, Cell). There is also a section for changing the password (Change Password, Change To, Confirm) and a section for actions (Last changed, Save). The form includes various input fields, dropdown menus, and checkboxes. A 'Required field' indicator is visible next to the E-Mail field.