

Settings – Change your vote options

When your organization's BoardBook was configured, a default preference for voting terminology was made. We call these 'action vote options'. For example, by default most accounts will use 'Yea' to signal assent, and 'Nay' to signal dissent. This information shows up for your voting members if using electronic voting, for your minutes managers who are recording the action and on your minutes report. If your organization would like to use different words this is something that can be changed in settings.

This document will describe both what changes can be made as well as give instructions on how you can request that we make any changes for you as well as how you can make those changes.

In this document we will cover the following subjects:

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What options are available

As we previously mentioned, when your account was created, we applied default choices. This means that for most customers their options are as follows:

A yes/approve vote appears as	Yea
A no/disapprove vote appears as	Nay
A non-present voters are represented by	Absent
And two abstention options however by default only Abstain (with conflict) is available	
Abstain (with conflict)	which counts as a neutral vote
Abstain (without conflict)	which counts as a no vote

Yea, Nay, Abstain (with conflict), Abstain (without conflict), and or Absent can be replaced with whatever terms your organization prefers.

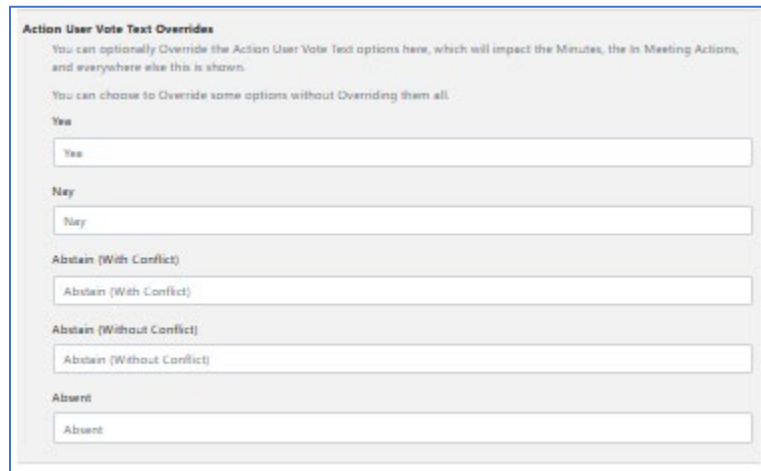
How you can make the changes

Note: ***Changing system settings incorrectly can cause issues which may be very difficult to recover from. Many of the settings are NOT intuitive. Please only change or update settings as specifically described in these instructions.*** Please remember that you always have the option to ask us to make the changes for you.

The user permission Settings Manager is required to make any changes in settings. To check for this permission, look at options in the gray menu bar, if you have settings listed you have this permission.

In the gray menu bar select 'Settings' and then 'Action Options'

In this section scroll down to the section labeled 'Action User Vote Text Overrides' see the screenshot below:



The screenshot shows a web interface titled "Action User Vote Text Overrides". Below the title, there is explanatory text: "You can optionally Override the Action User Vote Text options here, which will impact the Minutes, the In Meeting Actions, and everywhere else this is shown." and "You can choose to Override some options without Overriding them all." Below this text are five text input fields, each with a label to its left: "Yes", "No", "Abstain (With Conflict)", "Abstain (Without Conflict)", and "Absent". Each field contains the same text as its label, indicating they are the default values.

Replace the current text in the appropriate text fields and use the blue 'Save Applications Settings' button.

How to request a change

Now that you're familiar with the options available, here's the information we would need to make these changes for you. We need the request to come from a user with either the Organizational Administrator or Settings Manager permissions, or the head of the organization such as the Superintendent, CEO or City Manager. Then we will simply need to know what you want to call a positive response, a negative response, and abstention, and an absence.