

# **Easy Count System (Version: 1.1 Beta)**

## User manual

Welcome to the “**Easy Count System**” for vote counting!

### **Program Purpose:**

The “**Easy Count System**” is for vote counting at owners’ general meetings for appointment of a management committee for the formation of an owners’ corporation or for re-appointment of a management committee.

### **Program Features:**

All menus in the “**Easy Count System**” are designed with simplicity and practicality in mind, aiming to let users derive a voting result in the shortest time. The features of the menus are as follows:

#### **【Data on Building and Meeting】**

- If the number of management committee members is smaller than the minimum number required for a specified number of flats as stipulated in the Building Management Ordinance, the program will prompt the users to make corrections;
- To ensure the data is complete and accurate, the program will prompt the users at various steps;

#### **【Data on Candidates】**

- No ceiling on the number of candidates is set. Users may vote for a number of candidates for the appointment of a specified number of management committee members;

#### **【Multiple-computer Configuration】**

- Support multiple-computer, simultaneous input of ballot data to speed up the vote counting process;
- Allow simple and straightforward data import and export;

#### **【Ballot Data Input】**

- Suitable for voting by secret ballot. Sequential serial numbers will automatically be generated to prevent duplication;
- Quick and easy input and correction of ballot data. Users only have to click and choose the appropriate data in different fields;
- Users can quickly locate the ballot data of a particular serial number;

#### **【Viewing Ballot Data】**

- Allow users to view the ballot data that has been input to facilitate checking and prompt corrections;

#### **【Voting results】**

- Accurately count the number of shares obtained by the candidates in the voting and produce the voting results promptly.

**Software Requirements:**

- Windows 98 or above
- MS Access 2000 or above

This program is best viewed in 800 x 600 resolution.

Home Affairs Department  
July 2007

Steps in using this program for vote counting are demonstrated below. Error messages that may appear in the course of using this program are also explained in detail.

1. On completion of voting, gather all the ballots and screen out manually the invalid ballots to prevent the data from being input into the program. Invalid ballots include ballots voided for uncertainty, such as bearing multiple marks and voting for candidates the number of which exceeds the number of management committee members to be appointed as approved by a resolution, etc.
2. Copy and save this program onto the computer, preferably to a new directory, e.g. C:\Vote.
3. Run the program and the disclaimer dialogue box will be displayed. Read the terms and conditions carefully. If you accept them, select **【I Accept】** to enter the Main Menu. If not, select **【I Decline】** to exit the program.

**About.**

**Home Affairs Department**

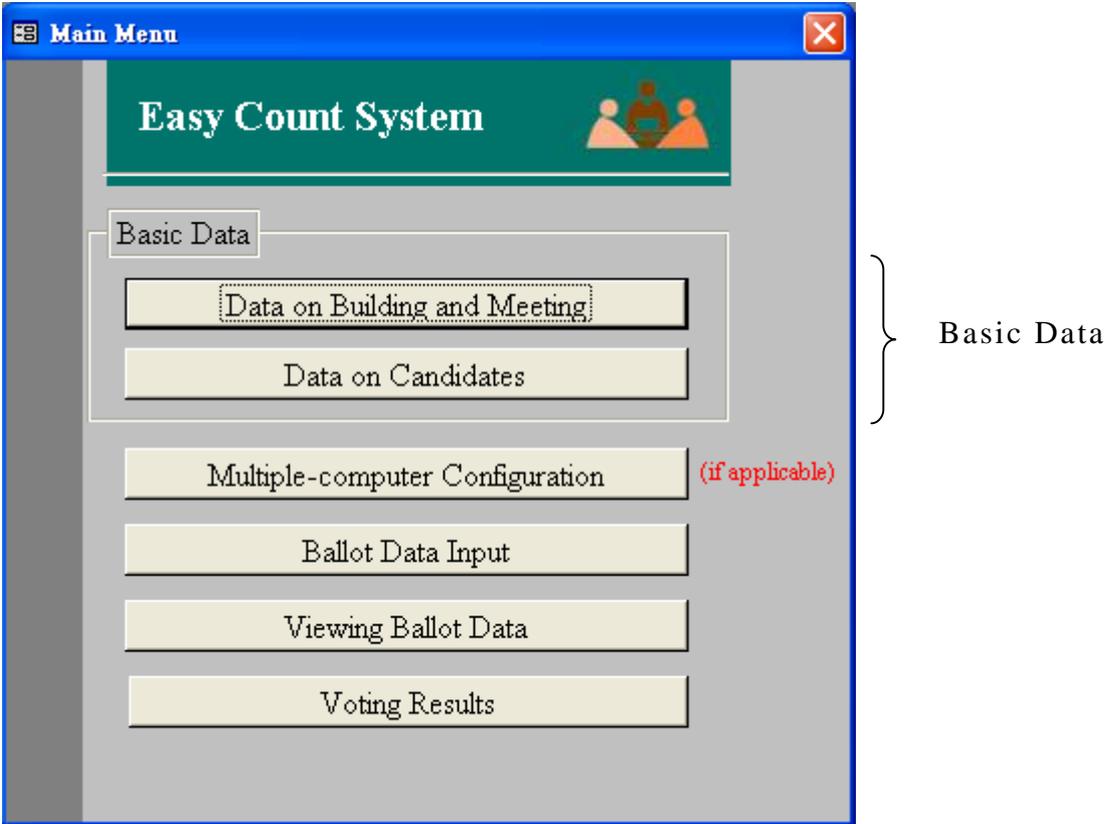
This software and documents are provided by the HAD of the HKSARG to facilitate vote counting by building owners for the appointment of members of management committees at meetings of owners. While the HAD has made every effort to take different circumstances into consideration in the design of the software and documents, the rules governing voting, such as the basis on which shares are determined and voting rights, may vary from building to building depending on their respective deeds of mutual covenant. Therefore, the HAD gives no statement, representation, warranty or guarantee, express or implied, as to the accuracy or appropriateness of the software for use in any particular circumstances. The HAD accepts no liability or responsibility (howsoever caused) for the contents of the software and documents. The HAD is not responsible for any loss or damages whatsoever arising out of or in connection with the software and documents.

The HAD welcomes any views on any inadequacies of the software. Our e-mail address is: [bm\\_enq@had.gov.hk](mailto:bm_enq@had.gov.hk)

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4. After entering the **Main Menu**, input the **Basic Data** needed for voting. Input data in the **【Data on Building and Meeting】** menu first and then the **【Data on Candidates】** menu.



5. Points to note when entering data in the **【Data on Building and Meeting】** menu:

The screenshot shows a form titled "Data on Building and Meeting" with the following fields and annotations:

- (a)** Points to the "Number of Flats\*" field, which contains the value 5000.
- (b)** Points to the "Total Number of Shares\*" field, which contains the value 12345.
- (c)** Points to the "Number of Shares Options" section, which includes a list of options (10, 20, 30, 40) and "Add" and "Del" buttons.
- (d), (e)** Point to the "Add" and "Del" buttons respectively.
- (f)** Points to the "Del" button.
- (g)** Points to the "Now" button in the "Date of Meeting" field.
- (h)** Points to the entire form area.

A red note in the form states: "Note: Once ballot data input has started, no changes should be made to fields marked with \*!"

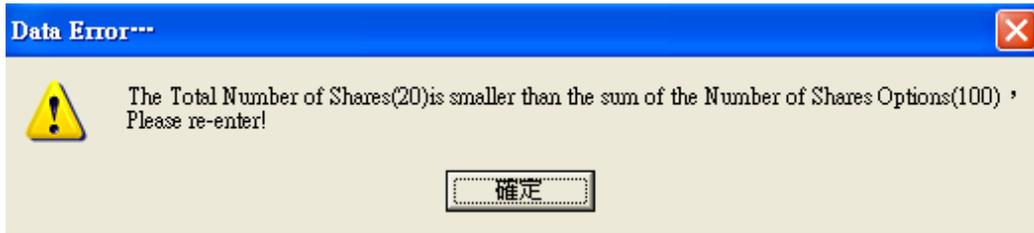
(a) Under the Building Management Ordinance, there are minimum requirements for the number of management committee members depending on the number of flats in a building. If the number of members entered is smaller than the statutory requirement, an error message will appear;



(b) If users skip the "Total Number of Shares" and go to the "Number of Shares Options", a prompt will appear (as shown on the below).



In addition, if users change the "Total Number of Shares" after entering the "Number of Shares Options", resulting in the "Total Number of Shares" being smaller than the sum of the "Number of Shares Options", a prompt will also appear (as shown on the below);



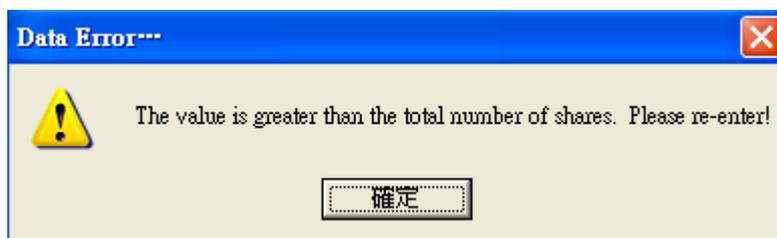
- (c) Please enter the number of shares of all the flats in the “Number of Shares Options” before input of ballot data. If any options are found being excluded after ballot data input has started, additions can only be made on the host computer (if client computers are used for data input) before ballot data input can resume;
- (d) If users click the **【Add】** button without entering a number of shares in the field, a prompt will appear (as shown on the left below.)



If users enter a number of shares that already exists in the “Number of Shares Options”, a prompt will appear (as shown on the right below);



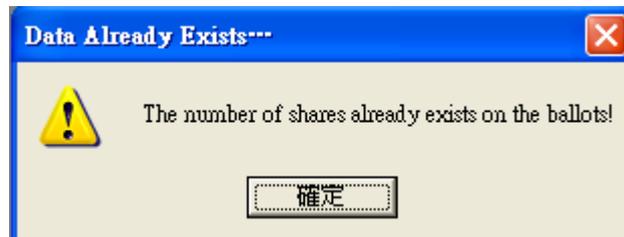
- (e) If the number of shares added is greater than the “Total Number of Shares”, the program will prompt the users to re-enter the data (as shown on the left below.)



If the sum of the “Number of Shares Options” is greater than the “Total Number of Shares”, the program will prompt the users to re-enter the data (as shown on the right below);



- (f) If users click the **【Del】** button without selecting a number of shares, a prompt will appear (as shown on the left below). Under normal circumstances, no data should be deleted from the “Number of Shares Options” once ballot data input has started. Users cannot delete any option in the “Number of Shares Options” that already exists on the ballots. Otherwise, a prompt will appear (as shown on the right below);



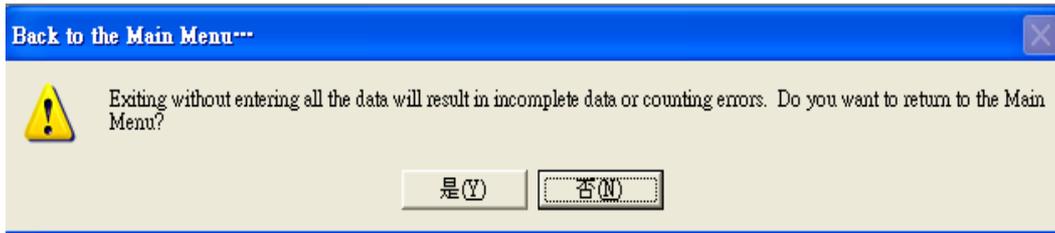
- (g) Click the **【Now】** button to enter the current date and time. The date and time of meeting entered should be in the formats as shown in the brackets. The time should be in 24-hour format (e.g. 7:15 p.m. should be entered as 19:15);



- (h) All fields are mandatory and must be completed (except the “Number of Shares Options”). If a field is left blank and the **【Back】** button is clicked, a dialogue box will show the blank field and prompt the users to enter the data.



If users insist on returning to the Main Menu, they have to confirm again;



6. Points to note when entering data in the 【Data on Candidates】 menu:



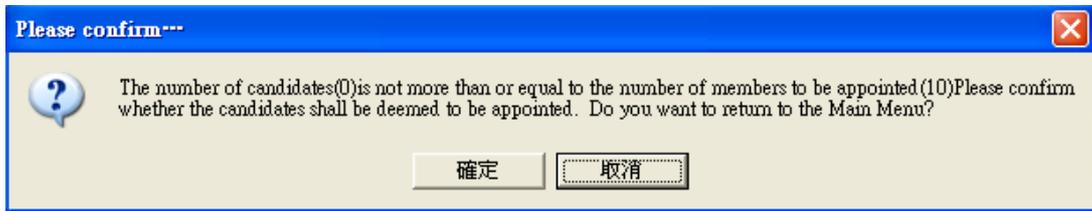
(a) The “Candidate’s No.” is assigned by users. The program accepts non-consecutive numbers but not duplicated numbers. If users enter the same Candidate’s No. again, a prompt will appear (as shown on the left below). If users skip “Candidate’s No.” and go to “Candidate’s Name”, a prompt will appear (as shown on the right below);



(b) Under normal circumstances, no data on candidates should be deleted once ballot data input has started. If users delete any candidate’s name that already exists on the ballots, a prompt will appear;



(c) If the number of candidates is smaller than the “Number of Members” in the 【Data on Building and Meeting】 menu, a prompt will appear;



7. On completion of basic data input, users should decide whether more than one computer is required for data input. If client computers are to be used, please follow the steps to set the multiple-computer configuration. Otherwise, there is no need to enter the **【Multiple-computer Configuration】** menu.

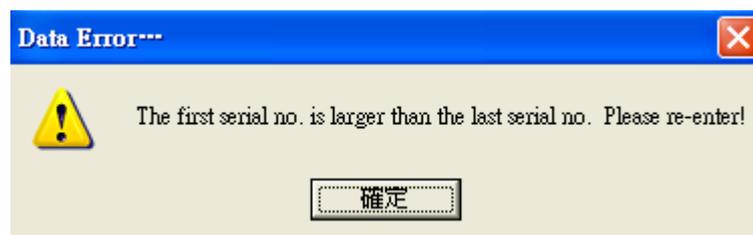
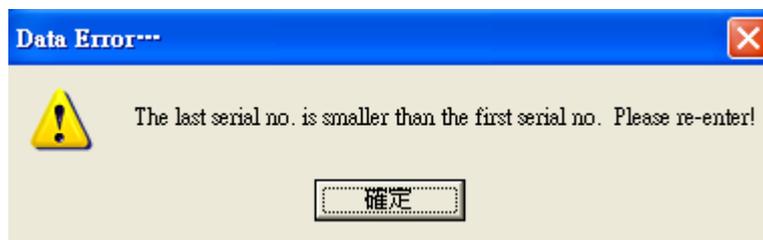
Points to note when setting **【Multiple-computer Configuration】** :

The screenshot shows the 'Multiple-computer Configuration' dialog box with the following steps and annotations:

- Step 1: Make sure all data in the **【Data on Building and Meeting】** and **【Data on Candidates】** menus are correct and no changes are needed.
- Step 2: Close this program and copy this program onto a storage medium with enough capacity for this program.
- Steps to be carried out on the client computers:
  - Step 3: Copy the program onto all client computers and open this Multiple-computer Configuration menu.
  - Step 4: Set the local machine no.:  **Note: The client computers should be assigned different nos. and different ranges of serial nos.** (a)
  - Step 5: Set the range of serial nos.  -  (Range: 1-32767) (b)
  - Step 6: Return to the **【Ballot Data Input】** menu to input the ballot data.
  - Step 7: On completion of data input on the client computers, insert a disk into A: drive and click **Export** (c), (d)
- Step 8: Data should also be exported from the host computer to prevent data loss. Please repeat Step 7 to export data.
- Step 9: Copy all the files generated from client computers into the directory where the program is stored on the host computer and click **Import** (e)

**Note:** Files already imported must not be imported again. Otherwise, a prompt will warn users of data loss. On completion of data import, all ballot data will be saved on host computer.

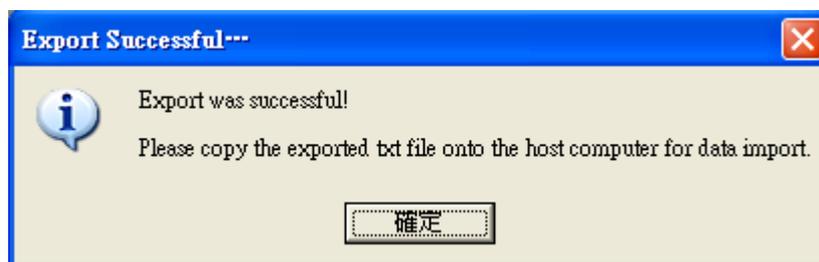
- (a) Note the prompts marked in red. Otherwise, the files cannot be imported successfully. The local machine no. is used for identification of files exported from different client computers (e.g. if the local machine no. is 2, the file exported from this machine will be votedata2.txt);
- (b) Under any circumstances, the first serial no. should be smaller than the last serial no. Otherwise, a prompt will appear;



- (c) When the button “Export” is clicked, the program will prompt the users to insert a disk (as shown on the left below). If the users fail to insert a disk after clicking “OK”, a warning prompt will appear (as shown on the right below);



- (d) On completion of data export, the program will prompt the users to copy the exported file onto the host computer for data import;



- (e) All the files successfully exported through the A: drive of the client computers must be copied to **the directory where the program is stored** in the host computer for data import. Users may first copy all the exported files onto the host computer and then click the button **【Import】** to import all the files at one go without having to import the files one by one;

On completion of data import, a dialogue box will appear showing the number of files imported.

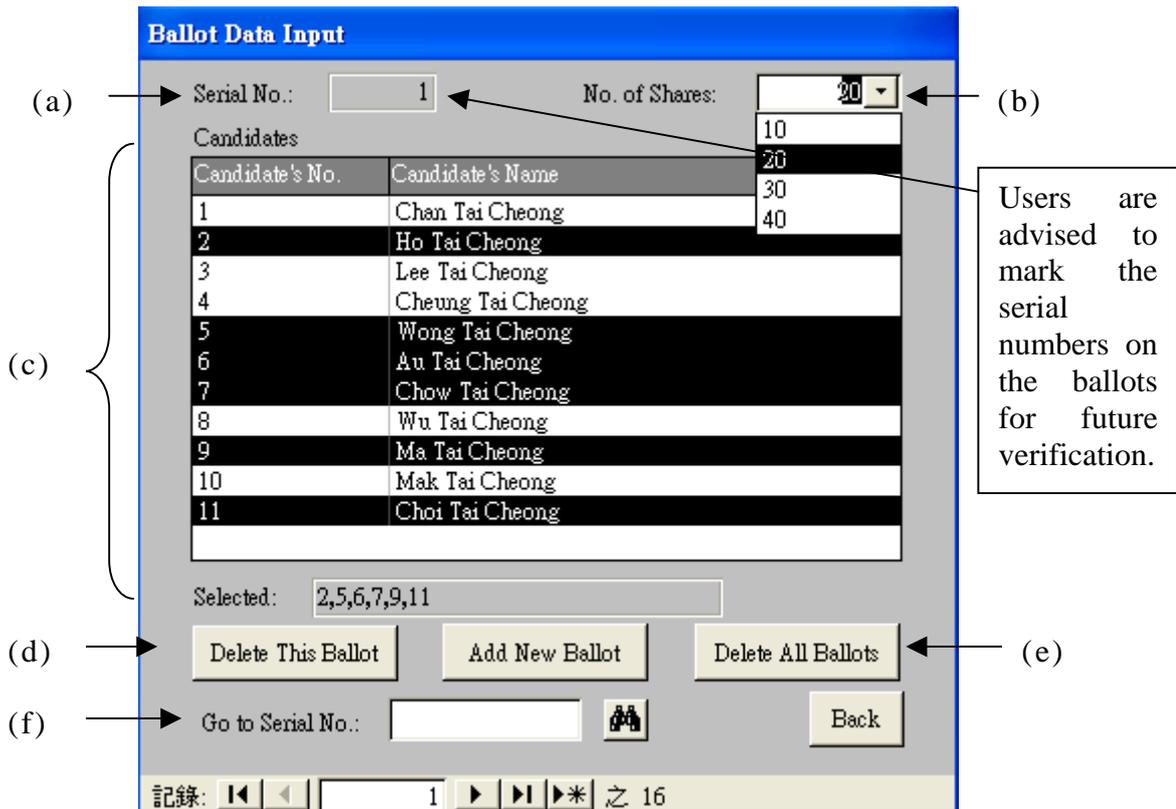


On completion of data import, the file extension of all imported files will change from “txt” to “old”. If the imported data is found to be incorrect, users may delete all the ballot data and change all “old” files to “txt” files before importing the data again.

If no file is found, a prompt will also appear:



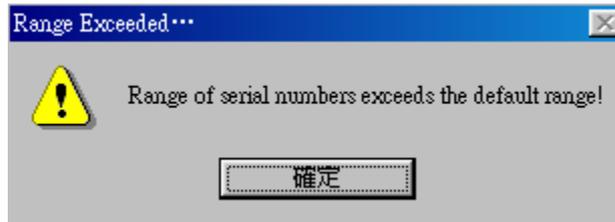
8. Points to note when entering data in the 【Ballot Data Input】 menu:



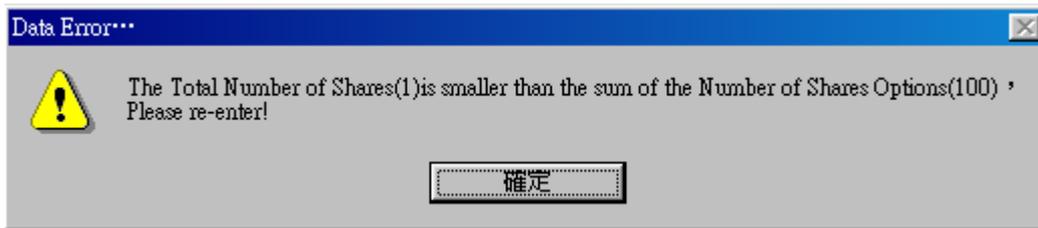
- (a) Serial numbers will automatically be assigned incrementally when a number is selected from the field “No. of Shares”. The number of serial numbers allowed depends on whether any range has been set in the 【Multiple-computer Configuration】 menu. An assigned serial number for a ballot that has been recorded but deleted subsequently cannot be re-assigned to another ballot;

No ballot data can be entered under the following circumstances:

- The range of serial numbers of ballots entered in a client computer exceeds the range set for that computer.

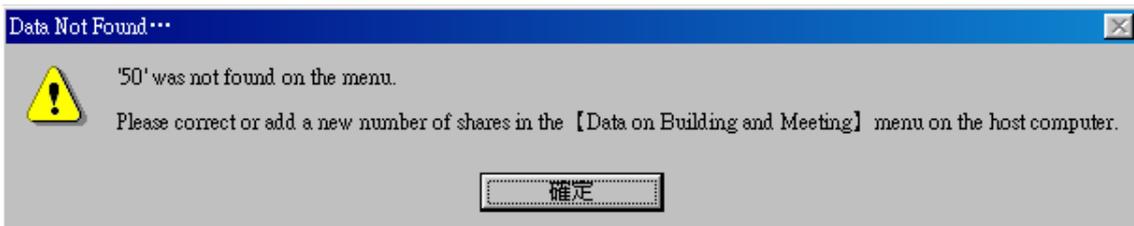


- The total number of shares represented by all the ballots exceeds the total number of shares into which the building is divided.



- A number of shares not on the menu is entered.

(Users should first add the number of shares in the **【Data on Building and Meeting】** menu on the host computer before entering the ballot data.)



- (b) Under normal circumstances, users are required to select a number of shares before entering the ballot data. However, if users first select a number of shares and then delete it, a prompt will appear;



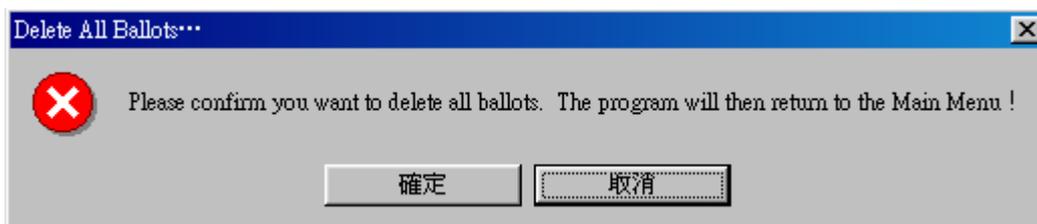
- (c) If the number of ballots exceeds the number of members entered in the **【Data on Building and Meeting】** menu, a prompt will appear;



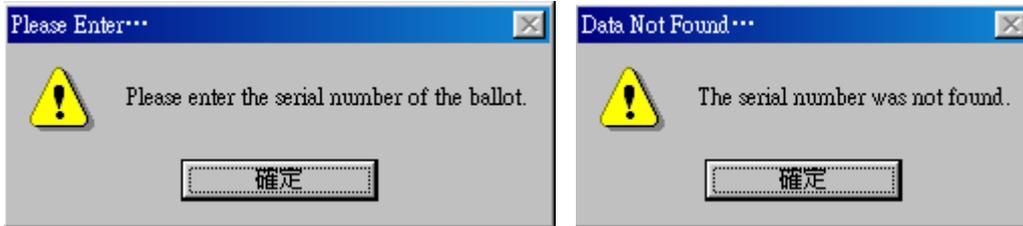
- (d) Users may click the **【Delete This Ballot】** button to delete a ballot that has been erroneously entered. Please note that the serial number of a deleted ballot cannot be re-assigned;



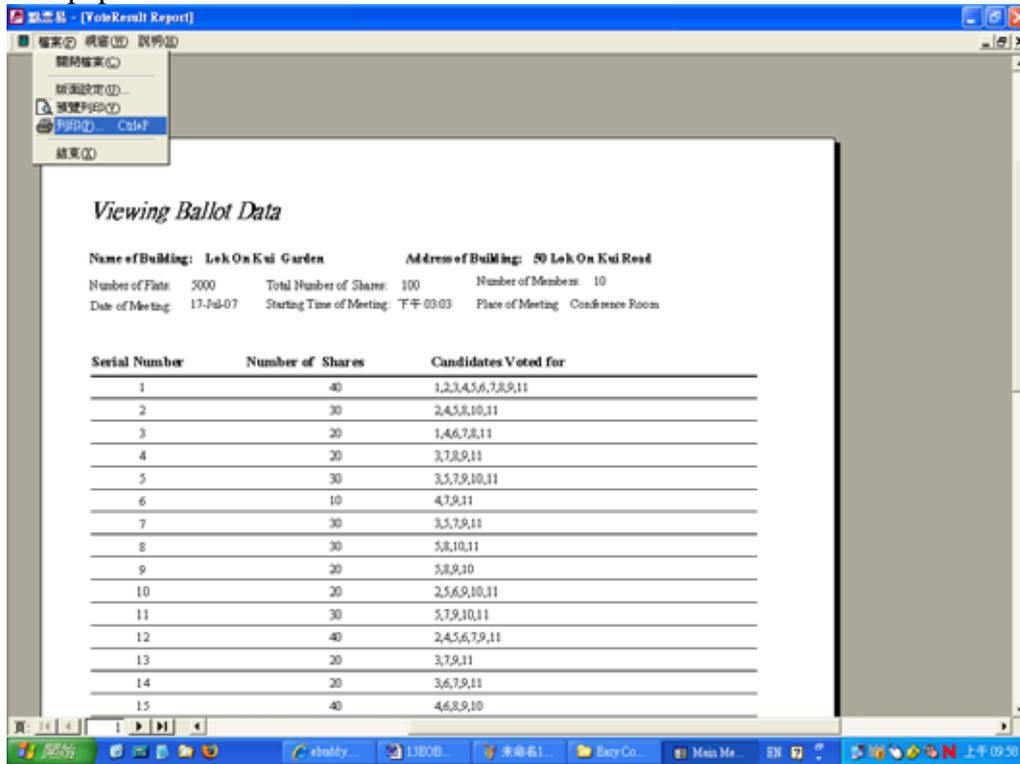
- (d) Users may click the **【Delete All Ballots】** button to delete all the ballots entered. As deleted data cannot be recovered, users are required to re-confirm before executing this function (e.g. if any errors are found after data was imported from the client computers, users may delete all the ballot data, make the necessary corrections and import the data into the host computer again);



- (f) Users may enter a number in the 【Go to Serial No.】 field to go to a particular serial number of ballot. A prompt (as shown on the left below) will appear if no serial number is entered. A prompt will also appear if the serial number entered is not found on the list of ballots;



- On completion of ballot data input, return to the Main Menu and select the **【Viewing Ballot Data】** menu. Make a printout of all data entered and check the data against the ballot papers.



10. On completion of checking and confirmation of the accuracy of all data entered, return to the Main Menu and select the **【Voting Results】** menu. Make a printout of the voting results and the vote counting process is completed.

