



Polls

User Guide

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1. What is the Purpose of This Facility?

This facility enables the user to view a list of Polls that are available on the Stedman Cousins Web Site.

Once the list of Polls has been displayed, the user can select a particular Poll of interest in order to cast a vote or view the results of a particular Poll.

A Poll is normally created by the Web Site Administrators.

A Poll is associated with a Forum Topic and can be accessed when the Forum Topic is accessed.

Registered Users and Stedman Cousins Members are allowed to cast a vote in a Poll. Anonymous Users are not permitted to vote.

A user can only vote once in a Poll.

1.1. Key Points

A summary of the key points covered in this document is shown in Table 1.

Item	Reference
1. Terms used in this document.	Section 2.1 on page 4.
2. The information presented to the user, the options available to the user and the possible actions that may be performed by the user.	Section 3 on page 6.
3. How to access the Polls Page.	Section 6.1 on page 9.
4. Where to go for help and where to find additional information.	Section 7 on page 10.

Table 1: Things You Need to Know



2. Terms and Concepts

This section provides a definition of the terms and concepts used in this document.

2.1. Terms

Term	Definition
Anonymous User	A Web Site user who is just visiting, i.e. a Guest.
Stedman Cousins Member	A user who has applied for membership of the Stedman Cousins and has paid the appropriate membership fee.
FAQ	FAQ is an acronym for "Frequently Asked Question(s)". The term refers to listed questions and answers, all supposed to be frequently asked in some context, and pertaining to a particular topic.
Forum	An Internet forum is a web application for holding discussions and posting user generated content. Internet forums are also commonly referred to as Web forums, message boards, discussion boards, (electronic) discussion groups, discussion forums, bulletin boards, fora (the Latin plural) or simply forums.
Help Desk	The Help Desk provides the users with a central point for help on various issues in using the Web Site. The user notifies the help desk of his or her issue, and the system issues a Ticket that has details of the problem. This enables the Web Site administrators to manage the issues through to resolution.
Home Page	The homepage (often written as home page) or main page is the front page, webserver directory index, or main web page of a website of a group, company, organisation, or individual.
Moderator	A Moderator is a person granted special powers to enforce the rules of an Internet forum (message board). Almost all moderators on all forums can move discussions to different sections of the forum, close discussions, edit the content of individual postings, answer questions (or help people with problems), and 'stick' discussions so they remain visible in their forum section even if no new postings are made to them. Different forums may give their moderators further powers, such as being able to block/ban people from the message board.
Post	An entry in an Internet forum (message board).
Registered User	A user who has registered with the Stedman Cousins Web Site by providing basic information including a userid and a valid e-mail address. There is no fee required.
Thread	A threaded discussion is an electronic discussion (such as one via e-mail, e-mail list, bulletin board, newsgroup, conference or Internet forum) in which the software aids the user by visually grouping messages. Messages are usually grouped visually in a hierarchy by topic. A set of messages



Term	Definition
	grouped in this way is called a topic thread or simply "thread".
Topic	The focus of a discussion or debate.

Table 2: Definition of Terms



3. What Functions are Available?

This section provides an outline of the functions available on the Polls Page.

The Polls Page allows the user to view a list of Polls that are available on the Stedman Cousins Web Site.

3.1. Information Displayed

The following information is displayed in the list of Polls:

- **Poll Question** – This is the text of the Poll question.
- **Total Voters** – This shows the number of users who have voted in the Poll.
- **Total Votes** – This shows the total number of votes that have recorded in the Poll. (Normally a user can only vote once in a Poll so the Total Voters and the Total Votes should be the same.)
- **Expiration** – This shows the date and time the Poll is due to expire.

3.2. User Options

Once the list of Polls has been displayed, the user can then:

- Select a particular Poll of interest.
- Cast a vote in the Poll.
- View the results of a Poll.



4. Who Uses This Facility?

This section explains what particular user groups can and cannot do on the Polls Page.

The Polls Page is used by Registered Users and Stedman Cousins Members who wish to view a list of Polls that are available on the Stedman Cousins Web Site.

4.1. User Groups

There are four main User Groups:

1. Anonymous Users.
2. Registered Users.
3. Financial Members.
4. Honorary Members.

A Poll is associated with a Forum Topic so access to a Poll is dependent upon the user's access rights within the Forums. Each Group has certain access rights to information in the Forums and can perform certain actions within each Forum.

4.2. Forum Categories

There are two types of Forums:

1. Public Forums.
2. Private Forums.

The **Public Forums** can be accessed by all users. The **Private Forums** can only be accessed by Stedman Cousins Members.

4.3. Forum Access Rights

The Actions available to a user will depend upon the permissions that have been defined for a particular Forum and a particular User Group. Although there may be different User Group permissions for different Forums, the permissions will be much the same for most Forums within each category.



4.3.1. Public Forum Permissions

The permissions used for most Public Forums are shown in Table 3.

Action	Anonymous Users	Registered Users	Financial Members/ Honorary Members
Can View	Yes	Yes	Yes
Can start new topics	No (see Note 1)	Yes	Yes
Can Reply	No (see Note 1)	Yes	Yes
Can Edit	No	Yes	Yes
Can Delete	No	Yes	Yes
Can Add Poll	No	No	No
Can Vote	No	Yes	Yes
Can Attach	No	Yes	Yes
Can Post without Approval	No	Yes	Yes

Table 3: Actions by User Group – Public Forums

Note:

1. Anonymous Users no longer have update access to the Forums on the Stedman Cousins Web Site. This policy has been introduced because of the large volume of anonymous postings of inappropriate and offensive material.

4.3.2. Private Forum Permissions

The permissions used for most Private Forums are shown in Table 4.

Action	Anonymous Users	Registered Users	Financial Members/ Honorary Members
Can View	No	No	Yes
Can start new topics	No	No	Yes
Can Reply	No	No	Yes
Can Edit	No	No	Yes
Can Delete	No	No	Yes
Can Add Poll	No	No	Yes
Can Vote	No	No	Yes
Can Attach	No	No	Yes
Can Post without Approval	No	No	Yes

Table 4: Actions by User Group – Private Forums



5. When is This Facility Needed?

This section describes the situations where the user needs to make use of the Polls Page.

The Polls Page is needed when a user wishes to view a list of Polls that are available on the Stedman Cousins Web Site.

6. How Do I Use This Facility?

This section describes the steps required to perform each function available on the Polls Page.

6.1. Accessing the Polls Page

To access the Polls Page, you simply select the **Polls** item on the Main Menu. The system will display the Polls Page. This page will show a list of the Polls that have been created by the Web Site administrators.

6.2. Polls Page

An example of a Polls Page is shown in Figure 1.

From this page, the user has access to these options:

1. Select one of the Polls by clicking on the title of the Poll Question.
2. View the results of a Poll by selecting the **Results** option.

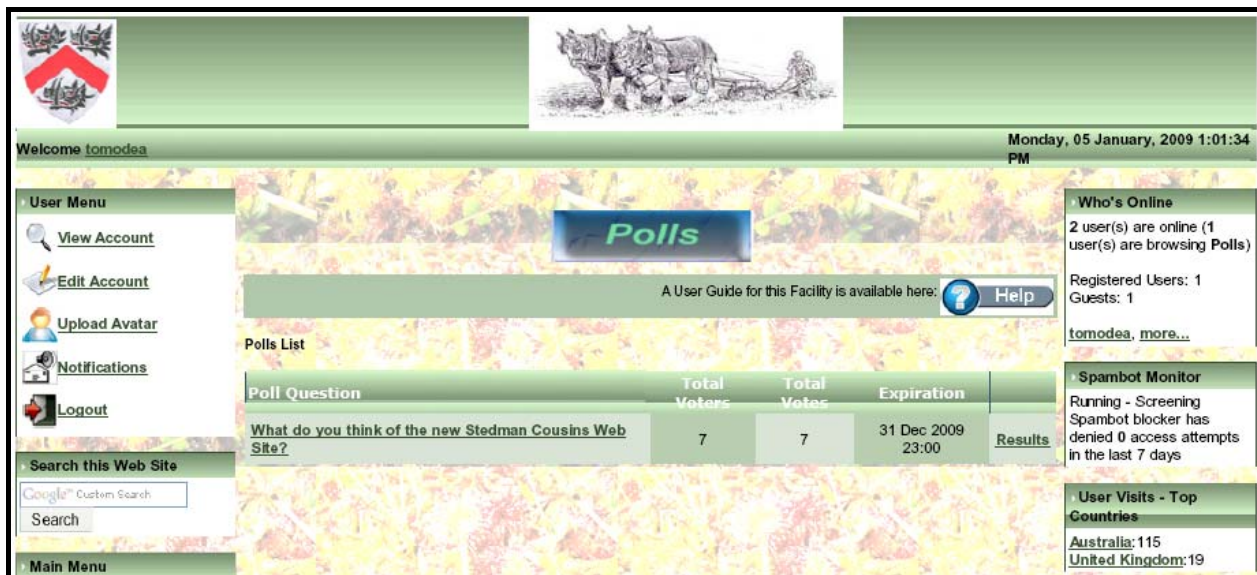


Figure 1: Sample Polls Page



7. Where Do I Go for Help?

This section explains what to do if you find errors or omissions, if you have questions, if you have comments or suggestions, or if you have problems using the Web Site.

7.1. *Errors and Omissions*

If there are any errors or omissions in this document, please use the **Help Desk** facility on this Web Site to report the problem. A *Ticket* will be opened in your name so that the administrators can manage the problem through to resolution.

7.2. *Questions*

If you have any questions about the information in this document, please use the **FAQ** facility on this Web Site. By searching the set of FAQs you may find the information you are looking for. If you cannot find the answer to your question, please submit your question using the **FAQ** facility so the administrators can respond.

7.3. *Comments and Suggestions*

If you have any comments about the functions provided by this Facility or if you have suggestions for improvement, please use the **Forums** facility on this Web Site. This will enable the administrators and other users to respond to your comments.

7.4. *System Problems*

If you encounter an error when using this Facility, please use the **Help Desk** facility on this Web Site to report the problem. A *Ticket* will be opened in your name so that the administrators can manage the problem through to resolution.



7.5. Related Documents

A list of related User Guides is shown in Table 5.

To find out how to	Refer to this User Guide
Find information about: <ul style="list-style-type: none"> • The Stedman Cousins' aims and pursuits. • News about recent activities (e.g. the latest publications of the Stedman Cousins Newsletter). • News about forthcoming events. • News about the latest Forum topics. • News about the latest FAQ items. • The latest Forums. 	Home Page - User Guide.pdf
Access Stedman Cousins Web Site facilities through the User Menu and the Main Menu.	Home Page - User Guide.pdf
Access the site-wide search facility.	Home Page - User Guide.pdf
Access the set of Forums that are available on the Stedman Cousins Web Site and participate in one or more Forum discussions.	Forums - User Guide.pdf
View a list of Topics within a Forum in order to find a Topic of interest or create a new Topic.	Forums - View Forum - User Guide.pdf
View a particular Topic within a Forum.	Forums - View Topic - User Guide.pdf
Create a new Topic within a Forum.	Forums - New Topic - User Guide.pdf
Add a Post to a discussion thread within an existing Topic.	Forums - Reply to a Post - User Guide.pdf
Edit a Post the user has previously added to a Forum Topic.	Forums - Edit a Post - User Guide.pdf
Delete a Post the user has previously added to a Forum Topic.	Forums - Delete a Post - User Guide.pdf
Report a Post within a Forum Topic as inappropriate.	Forums - Report a Post - User Guide.pdf
Search for Topics within one or more Forums.	Forums - Search - User Guide.pdf
View a list of Polls that are available on the Stedman Cousins Web Site.	Polls - User Guide.pdf (this document)
Cast a vote in a Poll.	Polls – Cast a Vote - User Guide.pdf
View the results of a Poll.	Polls – View Results of Poll - User Guide.pdf
Create a new Poll on the Stedman Cousins Web Site.	Polls – Create a New Poll - User Guide.pdf

Table 5: Related Documents