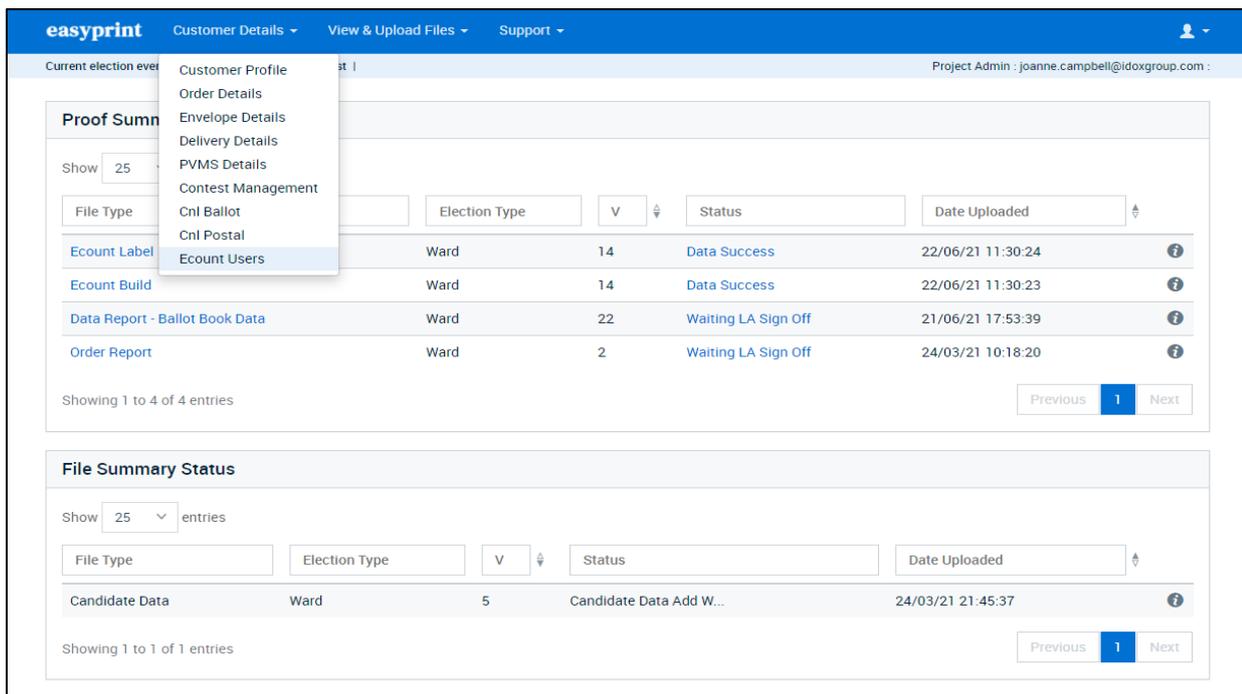


# Creating eCount Users within EasyPrint

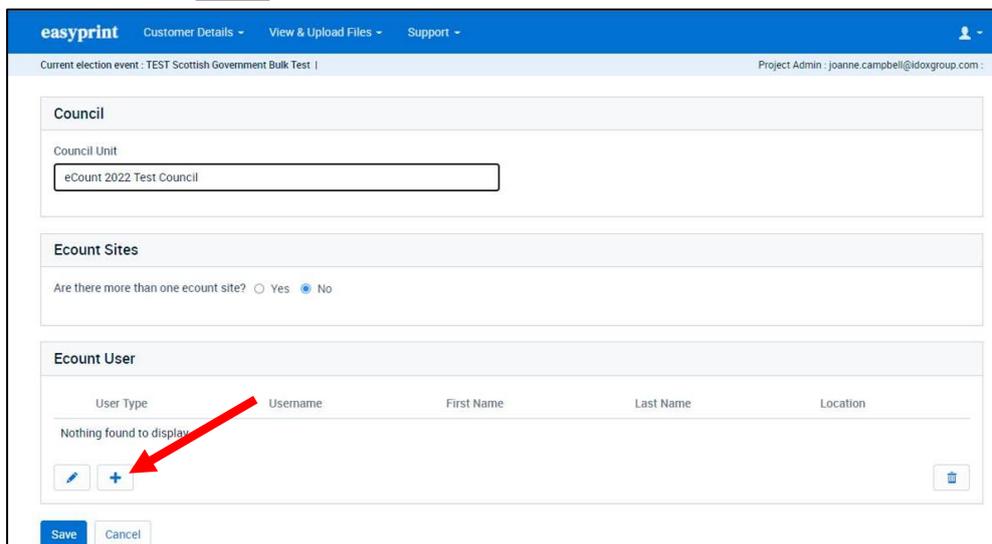
Login to Easyprint - <https://easyprint.idoxgroup.com/>

1. Click on Customer Details Menu
2. Click on eCount Users

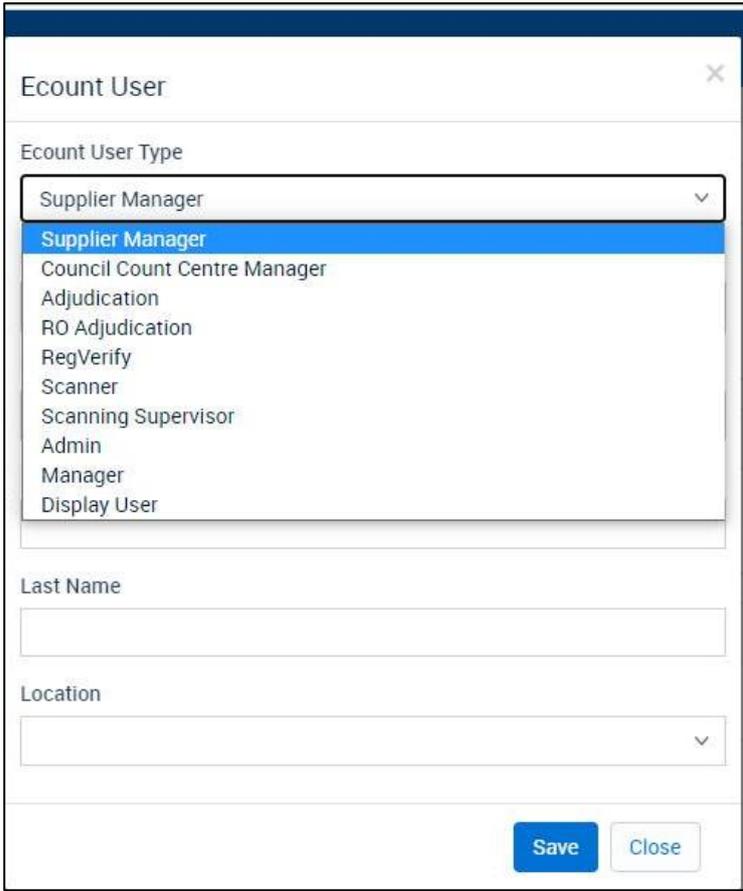


## Adding a User

1. Click on  to add a user



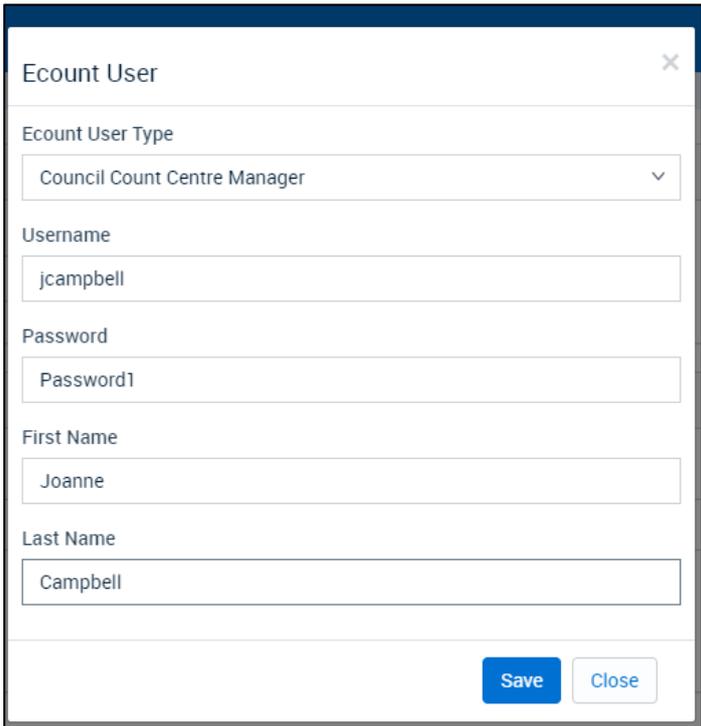
## 2. Select the user type



The screenshot shows a web form titled "Ecount User". The "Ecount User Type" dropdown menu is open, displaying a list of user roles. "Supplier Manager" is highlighted in blue. Other roles listed include Council Count Centre Manager, Adjudication, RO Adjudication, RegVerify, Scanner, Scanning Supervisor, Admin, Manager, and Display User. Below the dropdown are empty text input fields for "Last Name" and "Location". At the bottom right are "Save" and "Close" buttons.

## 3. Add the users details e.g.

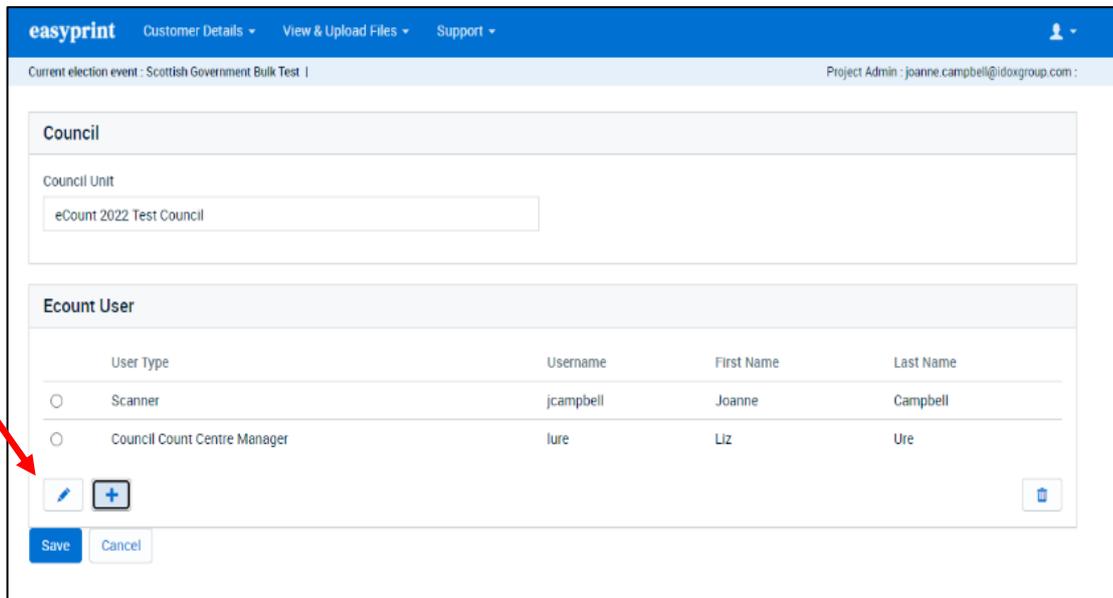
- Username e.g. (Unique for each user e.g. initial and surname)
- Password e.g. (common to all as they will be prompted to change their password the first time they log onto eCount.
- First Name & Last time.
- Click on save



The screenshot shows the "Ecount User" form with the following details filled in: "Ecount User Type" is set to "Council Count Centre Manager", "Username" is "jcampbell", "Password" is "Password1", "First Name" is "Joanne", and "Last Name" is "Campbell". The "Save" and "Close" buttons are visible at the bottom right.

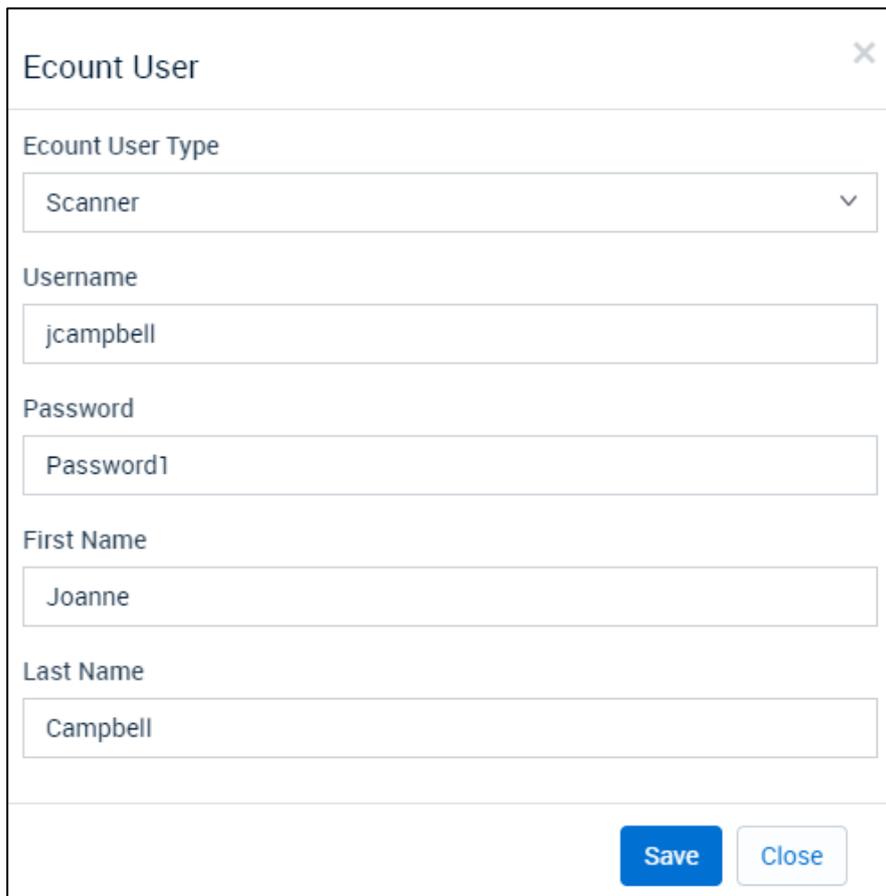
## Edit a User

1. Select the User you wish to edit by clicking in the radio button beside the user
2. Click on  to edit the user



User Type	Username	First Name	Last Name
<input type="radio"/> Scanner	jcampbell	Joanne	Campbell
<input type="radio"/> Council Count Centre Manager	lure	Liz	Ure

3. Make the changes as required and click on save.



Ecount User

Ecount User Type: Scanner

Username: jcampbell

Password: Password1

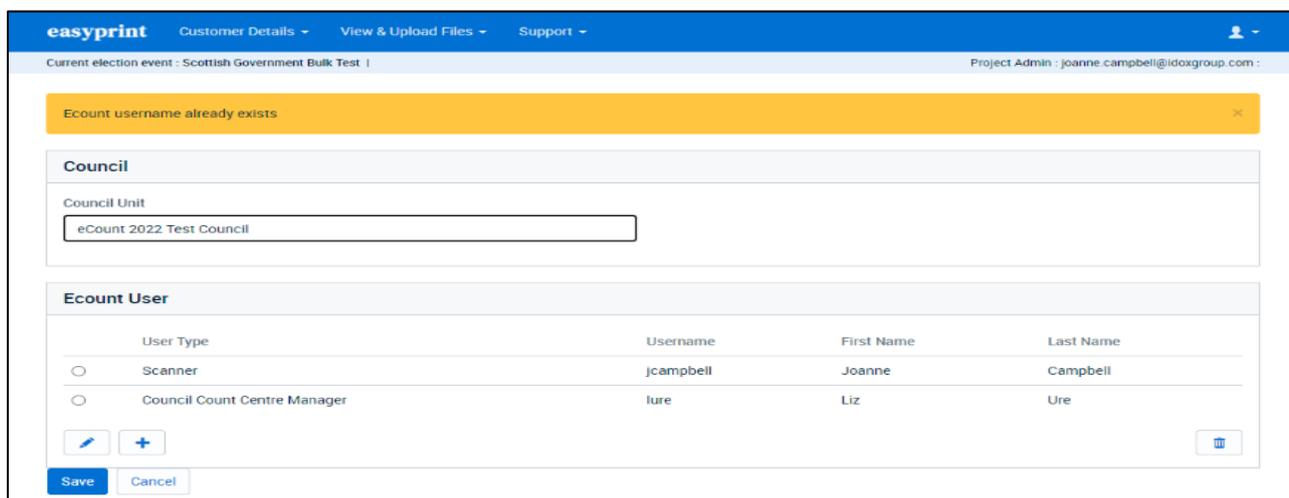
First Name: Joanne

Last Name: Campbell

Save Close

## Enter a Username Twice

1. If you enter a username twice on attempting to save the user a warning message will appear



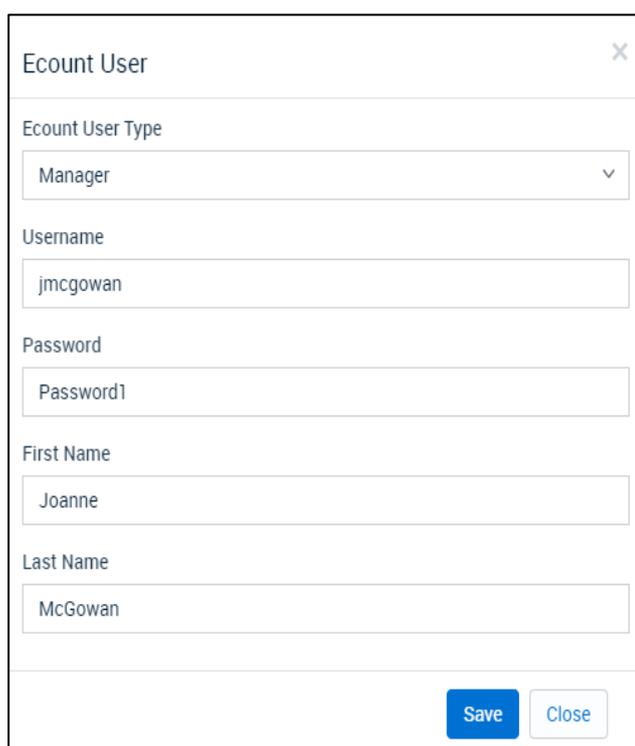
The screenshot shows the 'easyprint' user management interface. At the top, there are navigation links: 'Customer Details', 'View & Upload Files', and 'Support'. The current election event is 'Scottish Government Bulk Test'. A yellow warning banner at the top states 'Ecount username already exists'. Below this, the 'Council' section shows 'Council Unit' as 'eCount 2022 Test Council'. The 'Ecount User' section contains a table with the following data:

User Type	Username	First Name	Last Name
<input type="radio"/> Scanner	jcampbell	Joanne	Campbell
<input type="radio"/> Council Count Centre Manager	lure	Liz	Ure

At the bottom of the user table, there are 'Save' and 'Cancel' buttons.

## Count Centre Manager User

1. eCount is configured for one Count Centre Manager Only, this user will be the only one who will have the ability to over-ride the verification of boxes with -20 or +20 ballot papers or any boxes that have zero ballot papers.
2. If you have more than one staff member that will have a managerial role you may add them as a 'Manager' user type



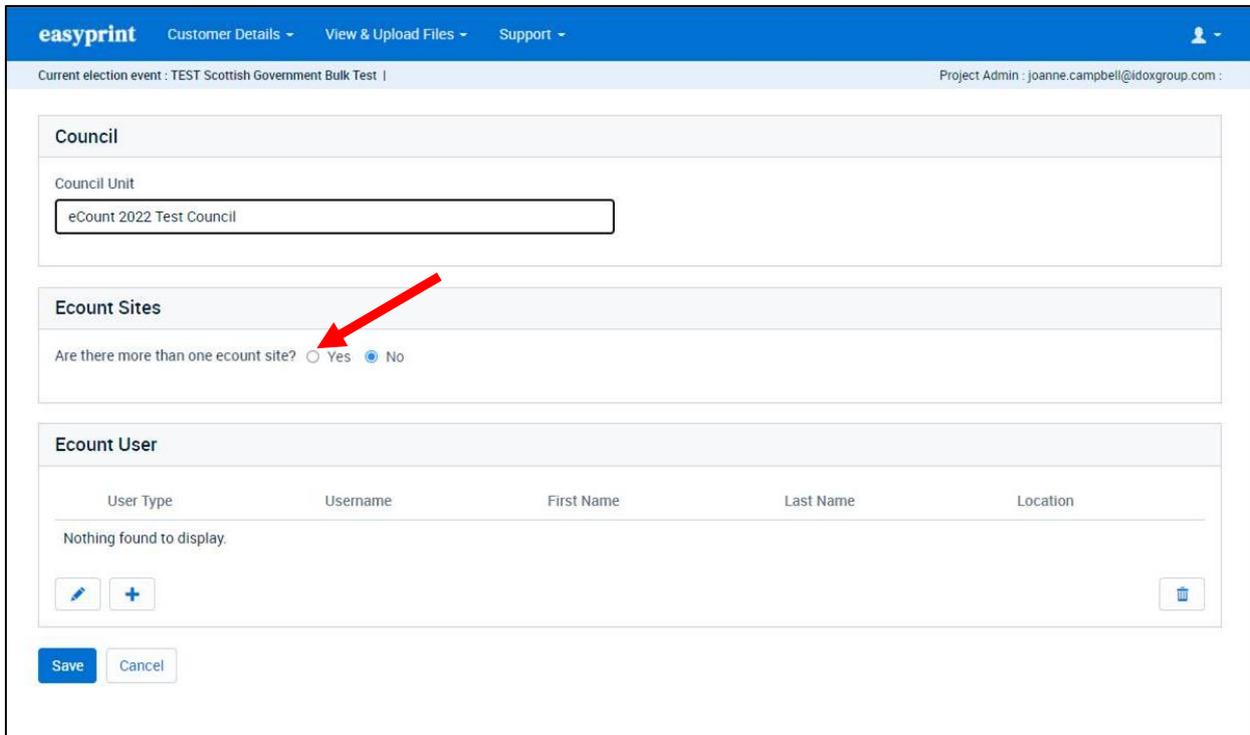
The screenshot shows the 'Ecount User' form with the following fields:

- Ecount User Type:** A dropdown menu with 'Manager' selected.
- Username:** A text input field containing 'jmcgowan'.
- Password:** A text input field containing 'Password1'.
- First Name:** A text input field containing 'Joanne'.
- Last Name:** A text input field containing 'McGowan'.

At the bottom right of the form, there are 'Save' and 'Close' buttons.

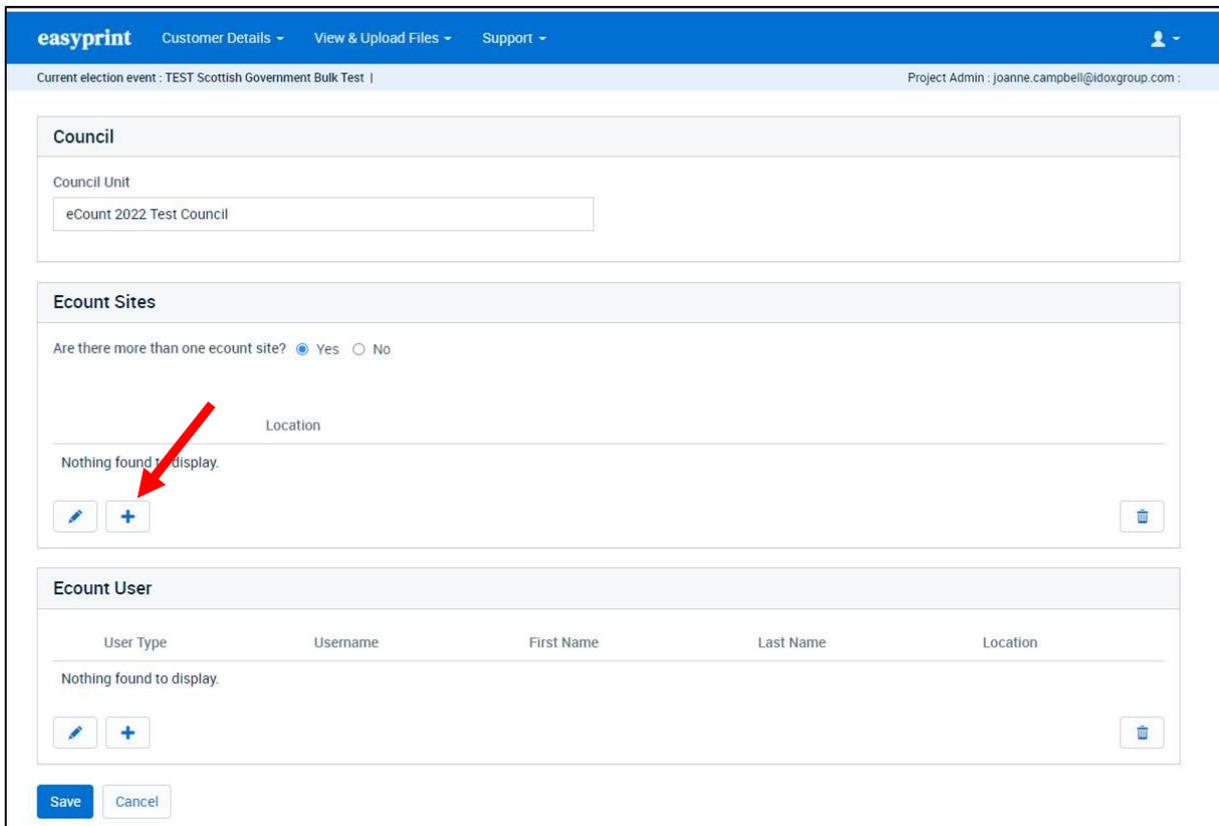
## More than one Count Centre

For councils that have more than one count centre they must select 'Yes' under Ecount Sites:



The screenshot shows the 'easyprint' interface for a council. The 'Council Unit' is 'eCount 2022 Test Council'. In the 'Ecount Sites' section, the question 'Are there more than one ecount site?' has two radio buttons: 'Yes' (unselected) and 'No' (selected). A red arrow points to the 'No' radio button. Below this is the 'Ecount User' section, which is currently empty with a 'Nothing found to display.' message and a '+ ' button to add users. At the bottom are 'Save' and 'Cancel' buttons.

You will then be able to add another eCount location.



This screenshot shows the same interface as above, but the 'Yes' radio button is now selected for 'Are there more than one ecount site?'. A red arrow points to the '+' button in the 'Ecount User' section, indicating where to click to add a new user. The 'Ecount User' table remains empty with a 'Nothing found to display.' message.

Give the new location a name and then select save as seen below

