

kaspersky

Organizer User Guide 3.0

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About the Polys Online Voting System

The Polys Online Voting System ("the system") is a blockchain-based computerized system for conducting online voting.

The system lets you perform the following actions:

- create votes and control vote settings
- register voters
- get and view vote results
- contact Technical Support

You can use a free version with limited functionality without purchasing a license. You can also [purchase Standard or Premium licenses](#).

The system uses the following user roles:

- *Organizer* – a user that can create and manage votes and get vote results.
- *Voter* – a user that can receive, fill in, and submit ballots. A voter can also view the results of an available vote, even if the voter did not participate in it.
- *Site visitor* – a user that can view documents on the site, purchase a license, contact technical support, or review information about the system.

Software requirements

Software and hardware requirements for working with the Polys Online Voting System.

Minimum hardware requirements:

- CPU clock speed: 1.1 GHz
- RAM: 2 GB
- Disk space: 16 GB

Supported browsers:

- Google™ Chrome™ 68 and higher
- Mozilla™ Firefox™ 68 and higher
- Safari® 11 and higher
- Microsoft® Edge 17 and higher

We recommend using the latest versions of the supported browsers. You can download the latest versions of the supported browsers from the official websites of their makers.

What's new

The Polys Online Voting System has the following new functions and improvements:

Version 3.0

- New behavior has been added for logging out of an organizer account. Now users can choose whether to log out of the account only on the current device or on all devices except the current one.
- The system licensing has been updated. When the license expires you have access to an unlimited number of votes with up to 20 participants, as well as an unlimited number of votes with open access in test mode for a number of participants indicated in the purchased license.
- For a vote using PIN codes, the ability to download tickets with PIN codes as a PDF file has been added.

Version 2.12

- The interface language in the Voter app can now be switched between Russian and English.
- Acceptance of the license agreements has been streamlined: now you have to accept the agreements only during registration and not every time you log in to the system.
- The way passwords and the secret key are displayed has changed: creating and entering them is more secure now.

Version 2.11

- The interface language in the Organizer panel can now be switched between Russian and English. You can select the language in the **Settings** menu.
- The interface of the **Voting period** block has changed. When selecting the voting period you can now choose to automatically end voting after a set period after a manual start. This voting period option can be configured by tapping the **Schedule a specific time** button.
- The display of the Voter app interface has been optimized for monitors.
- The information displayed about a vote using PIN codes changes according to the vote stage.
- New behavior has been added for logging out of a voter account. Now the voter has the option to log out of their account on all devices except the current one.

Version 2.10

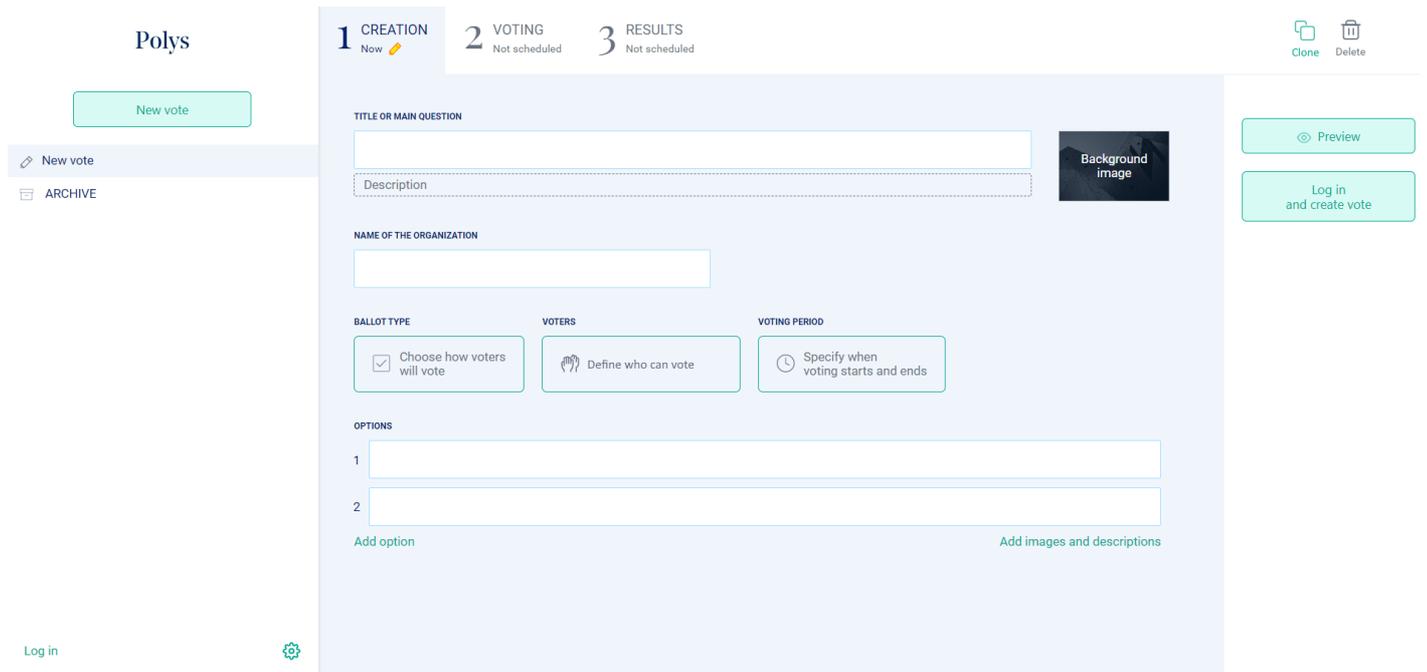
- For the Premium license, the **Voters** block now has the **Allow open access with authorization by phone** setting that can be used to allow voters to vote after authorization via text message.
- The interface of the **Ballot type** block has changed. When selecting the **Multiple choice** option, the number of voting options must be entered manually in the corresponding field.

Application interface

After logging in to the Organizer panel, you can perform the following actions:

- [Create votes](#)
- [Monitor voting](#)
- [Get and view vote results](#)

The interface of the Organizer panel under the Standard license is shown in the figure below.



Interface of the Organizer panel during activation under Standard

The interface of the Organizer panel under the Premium license is shown in the figure below.

The interface is divided into three main sections: a sidebar, a top navigation bar, and a main content area.

- Sidebar:** Contains navigation icons for 'New vote', 'ARCHIVE', 'Votes', 'Events', 'Voters', 'Settings', and 'Log In'.
- Top Navigation:** Shows three steps: '1 CREATION Now', '2 VOTING Not scheduled', and '3 RESULTS Not scheduled'. On the far right, there are 'Clone' and 'Delete' icons.
- Main Content Area:**
 - TITLE OR MAIN QUESTION:** A text input field and a 'Description' field.
 - NAME OF THE ORGANIZATION:** A text input field.
 - BALLOT TYPE:** A checkbox for 'Choose how voters will vote' (checked).
 - VOTERS:** A button for 'Define who can vote'.
 - VOTING PERIOD:** A button for 'Specify when voting starts and ends'.
 - ANONYMITY:** Radio buttons for 'Secret vote' (selected) and 'Open vote'. A note states: 'After the results are counted, you will see how each person voted'.
 - OPTIONS:** Two numbered text input fields (1 and 2).
 - Buttons:** 'Add option' and 'Add images and descriptions'.
 - Background Image:** A placeholder labeled 'Background image'.
- Right Panel:** Contains 'Preview' and 'Log in and create vote' buttons.

Interface of the Organizer panel during activation under Premium

Licensing the system

This section describes the basic concepts associated with system licensing.

About the license

A *license* is a time-limited right to use the Polys Online Voting System, provided to you on the basis of a *license certificate* and in accordance with the [Terms of Use](#). The functionality available to you depends on the [type of license you have](#). The Polys Online Voting System offers limited functionality without purchasing license.

If you have questions, you can contact [Technical Support](#) regardless of whether you have a license.

We recommend you to promptly renew your license.

The system supports the following license types:

- Standard. It lets you use the system at <https://polys.vote> in accordance with the Terms of Use, Data Processing Agreement, and Privacy Statement.
- Premium. It lets you deploy the system on a custom domain based on an agreement with AO Kaspersky Lab.

After the system is activated under a new license, you can continue to use the system under the previous license, if it has not yet expired.

Each month you can create up to 5 votes with 20 participants without purchasing a license. To do this, you need to register in the [system](#) and accept the Terms of Use, Data Process Agreement, and Privacy Statement.

If you have questions about license types or the Terms of Use, you can go to <https://polys.vote/pricing> to contact us.

About the license certificate

A *license certificate* is a document emailed to you when you purchase a Standard or Premium license. It contains your activation code.

The license certificate contains the following information about the purchased license:

- activation code;
- name of the system;
- license information (number of votes, number of voters, number of accounts);
- activation period;
- expiration date.

About the activation code

When you purchase a license you get an activation code. An *activation code* is a unique sequence of Latin letters and numerals. You receive the activation code at the email address you provided when purchasing the license.

The license term begins from the date the system is activated using the license.

If you lose your activation code after activating the system, contact us.

To buy a Standard license and get an activation code:

1. [Register in the system](#).
2. Click your account name in the lower left corner of the main page of the Organizer panel.
3. Click **Buy a license**.
4. On the page that opens, select the desired plan.
5. Pay using your bank card.
You will receive an email confirming your purchase.

To apply an activation code:

1. Click your account name in the lower left corner of the main page of the Organizer panel.
2. Click **Enter activation code**.
3. In the window that opens, click the **Enter a new activation code** button.
4. Enter the new activation code in the field and click the **Apply** button.

If you enter an activation code for a new license when the validity term of the current license has not expired, the activation code for the previous license may be used again as long as its term has not expired.

About the Data Processing Agreement

Personal data is information that pertains to a specific person and makes it possible to identify that person. This identification could be made based on this information alone or in combination with any other information. The processing of personal data is governed by the General Data Protection Regulation 2016/679.

Before using the system, accept the Data Processing Agreement.

You can review the Data Processing Agreement:

- in the system's registration window;

- in the **About Polys** window (**Settings – About Polys**).

The informational links are available to all users regardless of whether they are logged in.

About the Terms of Use

The *Terms of Use* is a legal agreement between you and AO Kaspersky Lab. It sets forth the terms on which you may use the system.

Before using the system, accept the Terms of Use.

You can review the Terms of Use:

- in the system's registration window;
- in the **About Polys** window (**Settings – About Polys**).

The informational links are available to all users regardless of whether they are logged in.

About the Privacy Statement

You can review the details of how your personal data is processed in the Privacy Statement.

Before using the system, accept the Privacy Statement.

You can review the Privacy Statement:

- in the system's registration window;
- in the **About Polys** window (**Settings – About Polys**).

The informational links are available to all users regardless of whether they are logged in.

Comparison of license types

Two types of licenses are available: Polys Online Voting System Premium and Polys Online Voting System Standard (see the table below).

Comparison of system functionality depending on license type

Functionality	Premium	Standard	Without purchasing a license
Ability to use a custom domain name	✓	—	—
Weighted voting	✓	—	—
Open access to votes with phone-based authorization	✓	—	—

Voting based on lists of phone numbers with personal voting links sent to participants	✓	—	—
Voting based on lists of pre-registered voters	✓	—	—
Light theme for the Organizer panel and Voter app	✓	—	—
Additional color customization for the Voter app (for example, using the customer's corporate colors)	✓	—	—
Open vote	✓	—	—
Ballot type: For , Against , Abstain with a limited number of For answers	✓	—	—
Available types of votes	The types and number of votes and participants are determined by the agreement with Kaspersky	The number of votes and participants is specified when you purchase a license. After all paid votes have been used, until the license expires you continue to have access to an unlimited number of any votes with up to 20 participants, as well as an unlimited number of votes with open access in test mode for the number of voters specified in the purchased license	5 votes per month with up to 20 participants, including votes based on lists, as well as open access in test mode
Maximum number of organizer accounts	50	1	1

Registration in the system

To register an account:

1. On the main page of the Organizer panel, click the **Log in** button in the lower left corner of the screen.
In the Cookies banner that appears, you can grant or decline permission to allow cookie files to be processed.
2. In the window that opens, enter your email address to confirm it and log in to the system.
3. Follow the **Privacy Statement**, **Terms of Use**, and **Data Processing Agreement** links to review these documents. Then select the checkboxes to confirm your acceptance of these documents.

If you do not confirm your acceptance of the Privacy Statement, Terms of Use, and Data Processing Agreement, you will not be able to register in the system.

If you registered in the system before October 10, 2022 and are using an activation code but have not accepted the new agreements (Privacy Statement, Terms of Use, and Data Processing Agreement), then the system will display a banner with a warning about the need to read and accept the new agreements, with a link to the corresponding pages.

If you did not purchase a license, system functionality will be unavailable until you accept the Privacy Statement, Terms of Use, and Data Processing Agreement. As soon as you read and accept these documents, the system unblocks the functions of the Organizer panel.

4. Check your inbox and follow the link in the email you received.
The system finalizes your registration. A window opens with an automatically generated 64-character password (a secret key for logging in, which protects your account from unauthorized access).
5. Copy and save your secret key in order to log in to the system in the future.
We recommend saving the secret key in safe and reliable storage, such as Kaspersky Password Manager or KeePass.
6. Close the window with the secret key.
The system's main page – the Organizer panel – opens in the browser.

Logging in and out of the Organizer panel

You can schedule and conduct online voting in the *Organizer panel*. You can use a browser to log in to the Organizer panel on any device or computer.

To log in to the Organizer panel:

1. Be sure you are connected to the internet.
2. Launch a browser and go to one of the following web addresses, depending on your license:
 - If you have a Premium license: <https://<custom domain name>.polys.vote>;
The login window opens (see step 4).
 - If you have a Standard license or free access with limited functionality: <https://polys.vote>².

On the page of the Polys website that opens, click the **Log in** button and select **As Organizer**. The Organizer panel opens.

3. If you have not yet registered, complete the [registration](#) process.
4. A login window opens, where you can select one of the following methods for logging in:
 - If you want to log in using email:
 - a. Enter your email address in the corresponding field and click the **Continue** button.
 - b. Enter your email address and log in by clicking the **Log in to Polys** button.
 - c. Copy the secret key and click the **Close** button.
 - If you want to log in using a secret key:
 - a. Select the **Log in with secret key** method.
 - b. Enter the secret key in the corresponding field.

To log out of the system:

Click the profile button and select from among the following logout options:

- If you want to log out of the system only on this device, click the **Log out** button.
- If you want to log out of the system on all devices, click the **Log out on all devices** button.

Creating a vote

In the system, a vote is created on the **Creation** tab.

When creating a vote, any required fields that are not filled in are highlighted in red. The maximum length of a title or question is 150 characters.

To create a vote:

1. On the **Creation** tab, in the **Title or main question** field, enter the name of the vote.
2. If necessary, add an image to the vote by clicking the **Background image** button, and/or enter a description of the vote in the **Description** field.
3. Enter the name of the organization or vote organizer in the **Name of the organization** field.
4. Click the **Ballot type** block and select one of the following options:

- **Single choice**

Select this ballot type if you want voters to select one answer from a list of possible answers.

- **Multiple choice**

Select this ballot type and indicate the maximum number of answers, if you want voters to choose several answers from a list.

- **For, Against, Abstain**

Select this ballot type if you want voters to choose **For**, **Against** or **Abstain** for each question, and select one of the following options:

- **For, Against**

Select this option if you want voters to choose either **For** or **Against**.

- **For, Against, Abstain**

Select this option if you want voters to choose among **For**, **Against** and **Abstain**.

- **For, Against, Abstain (with a limited number of For answers)**

This function is available under a Premium license.

Select this option if you want to limit the number of **For** answers. To do this, enter a number from 1 to 99 in the **Maximum number of "For" answers in the ballot** field.

For example, if a vote includes five proposals and/or questions, and you set the maximum number of **For** answers to 3, then a voter will be able to choose only **Against** or **Abstain** for two of them.

If the selected maximum number of answers is equal to the maximum number of options, then the ballot type will automatically be **For, Against, Abstain** without a limit on the number of **For** answers.

- **Multi-option points system**

Select this ballot type if you want users to distribute points among options. To do this, enter a number from 2 to 100 in the **Determine the number of points** field. For example, if you indicate 50 points for 5 options, then voters can decide how to distribute these points among the options in such a way that the total number of distributed points is 50.

5. Click the **Voters** block and select one of the following options:

- **Predefined voter list**

[A voter list is generated during vote creation](#) by one of the following methods:

- by email (personal login link sent via email)
- by phone number (personal login link sent via text message)

This function is available under a Premium license.

- by PIN code from the organizer (ticket with a link and unique 8-character code for accessing the vote)
- [by vote weight](#)

This function is available under a Premium license.

Select this option if voters have votes with different weights.

Weighted voting is a voting process where each voter has a predefined vote weight. The vote weight could depend on the voter's age, work experience, number of shares in a corporation, or education level. To conduct a weighted vote, you need to first create and upload a voter list with a vote weight distribution.

- **Existing list**

Existing list is a list obtained by pre-registering participants. You can create a [new list or use an existing voter list](#).

This function is available under a Premium license.

Select this option if you already used the **Voters** section to create a list of voters who confirmed their participation by pre-registering.

- **Open access in test mode**

Select this option to allow voters to participate using a link without registration or logging in. Send the voting link to voters after the vote is created.

- **Open access with authorization by phone**

This function is available under a Premium license.

Select this option if you want voters to access the vote via text message without registration. Send the voting link to voters after the vote is created. The voter follows the link, enters their phone number in the authorization window, receives a text message with a code, and confirms their phone number by entering the code in the appropriate field. Then the voter is taken to the ballot page. The [license](#) limits the number of voters.

6. Select the start and end times for voting:

- If you want to start voting manually, click the **Start and stop manually** button.
- If you want to start voting manually and end automatically at a scheduled time, click the **Specify a vote duration** button and indicate the end time for voting.
- If you want voting to start and end automatically, click the **Schedule a specific time** button and indicate the start and end times for voting along with the time zone.

7. In the **Anonymity** block, select one of the following options (this block is only available under a Premium license):

- **Secret vote.** If you select this option, the choices of individual voters remain anonymous to all.
- **Open vote.** If you select this option, after the voting ends you will see how each person voted. Open vote is only available under a Premium license. A vote that uses a weighted list must be open.

8. In the **Options** fields, enter the possible answers to the question. If you selected a **For, Against, Abstain** ballot type, then the name of the field will be changed to **Proposals and questions**, where you need to enter the proposal or questions put up for the vote.

9. If necessary, do the following:

- add new fields using the **Add option** link
- add images and descriptions to questions using the **Add images and descriptions** link

10. If you want to see what the vote will look like, click the **Preview** button.

11. If you want to see what the vote will look like on a different device, click the **Copy link** button and send the link to a smartphone or tablet.

12. Click the **Create vote** button.

If you selected **Start and stop manually** in step 6, you need to click the **Start voting** button to allow voters to start voting. To stop voting, you need to click the **Stop voting** button.

If you set start and end times in step 6, the voting starts and ends automatically at the scheduled times.

Voters will receive an email or text message notification about the upcoming and in-progress vote.

After creating a vote, you can monitor voter turnout on the **Voting** tab.

The figure below shows an example of filled-in voting settings.

Example of filled-in voting settings under a Premium license

Creating and using a predefined voter list

The **Use an existing list** setting is for creating voter lists that can be used when creating new votes.

To create a voter list:

1. Fill in all voting settings on the **Creation** tab.
2. On the **Creation** tab, click the **Voters** settings block and select **Create voter list**.
3. If you want voters to access the vote via email, select the **By email** setting and do the following:
 - If you want to enter voters' email addresses manually, click the **Enter manually** button.
 - If you prepared a table with voters' email addresses in a CSV-formatted file, click the **Upload *.csv** button.
If you don't know how to create a CSV-formatted file, download the template file using the **Template file** link in the **Voters** settings block. Then use the template to create your own voter list in any spreadsheet application (for example, Microsoft Excel®).
4. If you want voters to access the vote by phone number, select the **By phone number** setting and do the following:

This function is only available under a Premium license.

- If you want to enter voters' phone numbers manually, click the **Enter manually** button. The system supports Russian and international phone numbers, and voters can recover access to the vote via a text message.

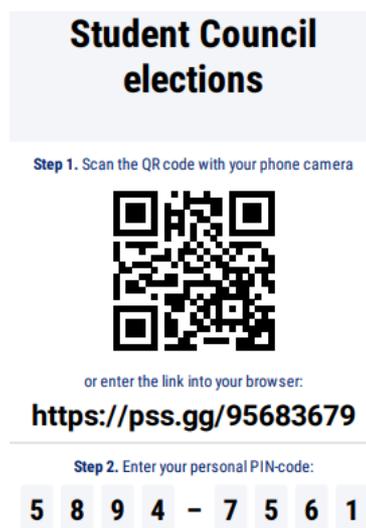
- If you prepared a table with voters' phone numbers in a CSV-formatted file, click the **Upload *.csv** button. If you don't know how to create a CSV-formatted file, download the template file using the **Template file** link in the **Voters** settings block. Then use the template to create your own voter list in any spreadsheet application (for example, Microsoft Excel).

5. If you want voters to access the vote via a PIN code, select **By PIN code from you** setting and do the following:

- In the field that appears, indicate the number of voters, which corresponds to the number of voting tickets that the system will generate with a link and QR code for accessing the vote. Each ticket also contains a unique 8-character PIN code.

After creating a vote, you can save the tickets in PDF format by clicking the **Download tickets with PIN codes** button, or save them in CSV format by clicking the **Download (.csv) file with PIN codes** button.

After voting starts, the Organizer panel also displays a link for a personal or public device (for example, for a voter participating on someone else's computer) that you can send to a voter to participate in the vote. If a voter uses a link for a public device, the session ends automatically.



A ticket with a QR code, link, and PIN code for accessing a vote

- Click the **Done** button.
- After voting starts, distribute the PIN codes to the voters. You can do this in any way that is convenient for you: via email, text message, messaging app, or paper printout.

Creating a list through pre-registration

This function is available under a Premium license.

In the **Voters** section, you can create a voter list and send voters invitations in advance to confirm their participation in the vote. Only voters who accept their invitations are included in the final list.

Such voter lists created with prior confirmation of participation can be used as predefined lists in various votes in the future.

You can also perform actions on the resulting list in the [Votes](#) section.

To create a new voter list:

1. In the **Voters** section, click the **New voter list** button.
2. In the window that opens, select **Request pre-registration by email**.
3. In the table that opens, enter email addresses manually or upload a CSV-formatted list previously created in a spreadsheet application such as Microsoft Excel.
4. Click the **Send invitations** button.
5. In the **Send invitations** window that opens, enter the vote name and text of the invitation to voters.
6. Click the **Send** button.
As voters accept your invitation, the voter table displays check marks (see the figure below). These check marks indicate that future voters accepted your invitation.
7. When you decide to stop registering voters, click the **Stop voter registration** button. The result is a voter list consisting of people who accepted your invitation.
8. To create a vote that uses this list, click the **Create a vote for this list** button. Then you need to fill in all the other vote settings.

The screenshot displays the 'Voters' section of a web application. On the left is a dark blue sidebar with icons for 'Votes', 'Events', 'Voters', 'Settings', and 'Profile'. The main content area is light orange and features a 'New voter list' button at the top. Below it, a card shows the voter list name 'Voters 27.09.2022'. A progress indicator shows '66,67%' and '2 out of 3 people invited'. Below this is a table of email addresses with columns for 'Email', 'Voter's name', and 'Participation confirmed'. The table lists three voters: John Smith (confirmed), Jenny Smith (confirmed), and Alexander John (Retry). On the right side of the card, there is a timer '0:00:39' and buttons for 'Stop voter registration' and 'Resend invitations...'.

Email	Voter's name	Participation confirmed
smith@domain317.ru	John Smith	✓
jsmith@domain317.ru	Jenny Smith	✓
alexj@domain317.ru	Alexander John	Retry

Creating a voter list through pre-registration by accepting invitations from the organizer

Creating a voter list for a weighted vote

If needed, you can create a weighted vote.

This function is available under a Premium license.

To create a voter list for a weighted vote:

1. Open any spreadsheet application that supports working with CSV files (for example, Microsoft Excel) and create a table with three columns. The table does not need column headers or borders. The figure below shows an example of creating a list for a weighted vote. Indicate the following data in the table:

- In the first column, enter the voter's name.
- In the second column, enter the voter's email address or phone number.
- In the third column, enter the vote weights.

Voter	Email address	Vote weight
John Smith	smith@domain317.com	5
Jenny Smith	jsmith@domain317.com	4
Alexander John	alexj@domain317.com	5

Example of a voter list with vote weights

2. Log in to the system and fill in all voting settings on the **Creation** tab.
3. On the **Creation** tab, click the **Voters** settings block.
4. Click the **Create voter list** button.
5. Select whether the created list will be based on email addresses or phone numbers.
6. Click the **Upload *.csv** button and select the CSV-formatted voter list prepared in Step 1.
7. Click the **Create vote** button.
8. Click the **Start voting** button.

Starting and ending voting

After a vote is created, the system can automatically start accepting ballots according to a schedule or wait for you to start this process manually. The **Voting** tab is available after [the vote is created](#).

For a vote with an automatic start and end based on a schedule, the **Voting** tab displays the following information:

- Before voting starts – the caption **Soon**, a countdown until voting starts, and a gray icon.
- After voting starts – the caption **Now**, a countdown until voting ends, and a yellow-orange icon.

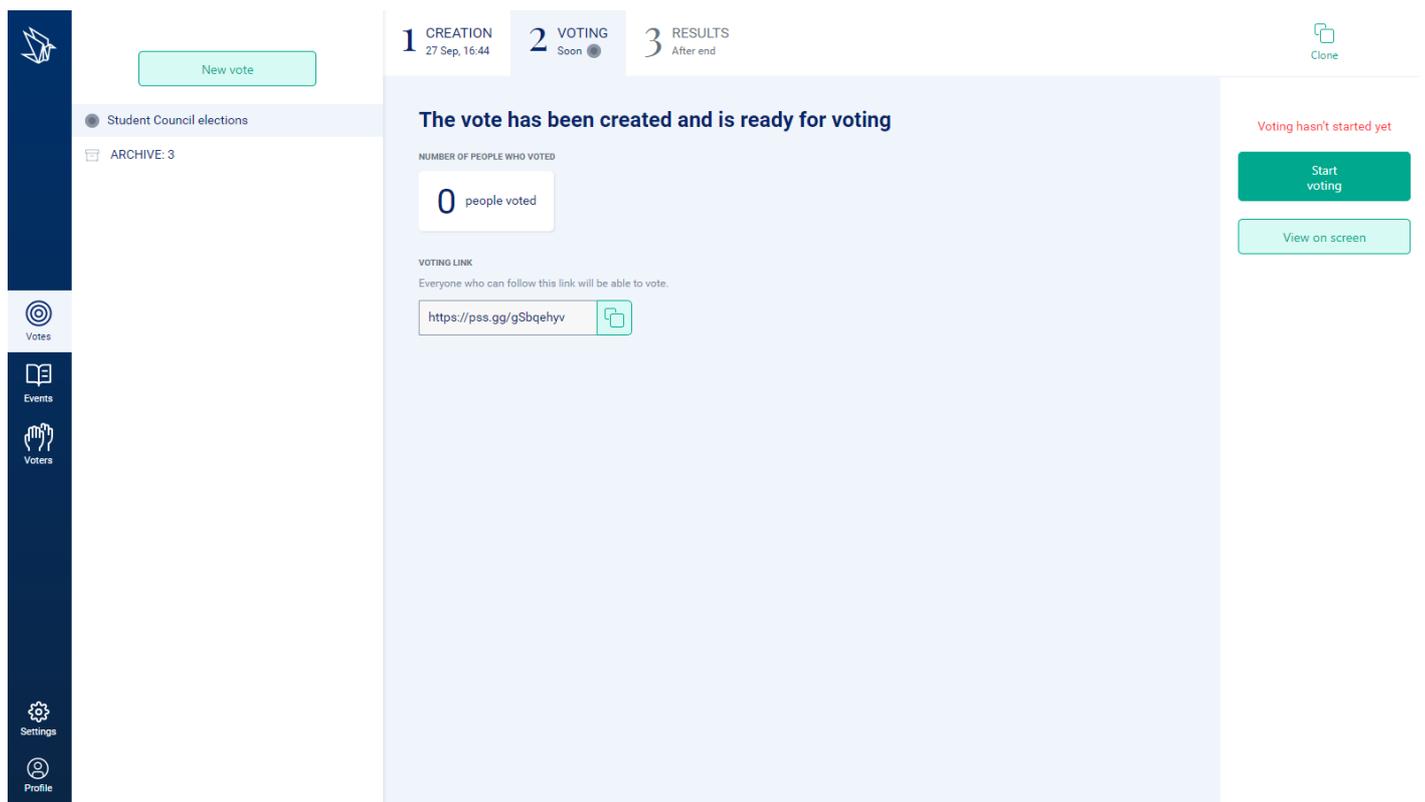
To start voting manually:

1. Select the vote that you want to start.
2. Click the **Start voting** button.

After voting is started, the system provides a real-time display of the number of voters who participated.

The figure below shows the screen that appears before voting starts.

The displayed information may vary based on the selected ballot.



Screen before voting starts and the "Start voting" button

For a vote with a manual start, the **Voting** tab displays the following information:

- Before the **Start voting** button is clicked – the caption **Soon** and a gray icon.
- After the **Start voting** button is clicked – the caption **Now** and a yellow-orange icon.

- To display general information about the vote, click the **View on screen** button. Vote information is shown: QR code and voting link (only for votes using a PIN code) and other information about the vote (for example, name of the vote, number of voters who participated).

To stop voting manually:

1. Select the vote that you want to stop.
2. Click the **Stop voting** button.
3. Confirm that you want to stop voting by clicking the **Stop** button.
The **Results** tab displays the vote results.

Getting vote results

The **Results** tab becomes available after the voting ends.

To get the vote results:

1. Wait for voting to end.
2. On the **Results** tab, use the following interface controls to get the results in the desired format:
 - a. Click the **Print results** button if you want to print the vote report or save it as a PDF.

This function is available under a Premium license.

- b. Click the **View on screen** button if you want to display the vote results to an audience (for example, during video conferencing or screen sharing).
 - c. If necessary, you can archive the vote using the **Archive** button.
If you want to return to an archived vote later, you can move it from the archive into the list of votes.

Troubleshooting

Errors in the operation of the system may cause system functions to become unavailable or the system to not perform requested operations (become non-responsive). The table below describes several errors and recommendations for fixing them.

Error	Possible causes	Troubleshooting instructions
Fields are highlighted with a red border	Required fields have invalid information or are empty	Fill in all the required fields
The page doesn't open	System error	Reload the page in your browser and check internet connection
The app doesn't respond		Contact Technical Support at hello@polys.me [↗]
Error message		Contact Technical Support at hello@polys.me [↗]

If errors occur that are not listed in the table, contact Technical Support at hello@polys.me [↗].

Contacting Technical Support

To send a message in the feedback form, you need to accept the [Privacy Statement](#) [↗].

When you visit the site you can accept or decline cookies in the cookie consent banner.

If you did not find a solution in the documentation or other sources of information about the system, we recommend contacting Technical Support in one of the following ways:

- at <https://polys.vote> [↗]
- via email at hello@polys.me [↗]

Sources of information about the system

This section describes sources of information about the system.

You can select the most appropriate information source based on the importance and urgency of your question.

Self-help sources

Kaspersky offers the following informational resources about the system:

- system's website page
- Interactive Help page
- social networks

System's website page

This [page](#) shares stories of Polys votes successfully conducted by organizations around the world.

The [blog](#) offers useful information, recommendations, and news about Polys.

Interactive Help

On this page, you'll find a regularly updated list of answers to frequently asked questions about the system. To ask a question, click the [FAQ](#) link and, in the window that opens, click the **Contact us** button.

Social networks

You can learn about the system on the following social networks:

- [VK](#)
- [Medium](#)

Contacting the Sales Department

If you have questions about choosing or purchasing the Polys Online Voting System or continuing to use it, you can discuss them with sales representatives at our Moscow headquarters by calling:

+7 (495) 797-87-00, +7 (495) 645-79-39, +7 (495) 956-70-00.

Support is available in Russian and English.

You can send questions to the Sales Department via email at hello@polys.me or by filling out the form at <https://polys.vote/contacts>.

Glossary

License

A time-limited right to use the Polys Online Voting System, provided to you on the basis of a license certificate and in accordance with the Terms of Use.

License certificate

A right to a license, which contains information about the terms of your agreement and instructions on how to apply the activation code.

Online vote

A voting procedure in which votes are cast using electronic ballots and processed electronically.

Open vote

A type of voting where the user can see how each person voted after the voting process is complete.

Organizer

A system user with the right to create and manage a vote.

Organizer panel

A web app that allows the organizer to plan and conduct online voting.

Secret vote

A type of voting where the user cannot see how each person voted after the voting process is complete.

Site visitor

A user that can view documents on the site, purchase a license, contact technical support, or review information about the system.

Ticket

A document that provides access to a vote based on PIN codes. It contains an 8-character PIN code and a QR code with a voting link.

Vote

A method for distributed decision-making by a group of individuals (voters), in which the decision is taken by counting up the votes of group members.

Voter

A user that can receive, fill in, and submit ballots. A voter can also view the results of an available vote, even if the voter did not participate in it.

Information about third-party code

Information about third-party code is contained in the [legal_notices.txt](#) file.

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