



# ELECTIONS MONITORING SYSTEM

## MOBILE APP MANUAL

**Other Important Links:**

[www.electionsmonitor.com.ng](http://www.electionsmonitor.com.ng)

[www.inecelectionresults.ng](http://www.inecelectionresults.ng)

[www.erad.ng](http://www.erad.ng)

**Contact:**

Whatsapp Only: 09098871502

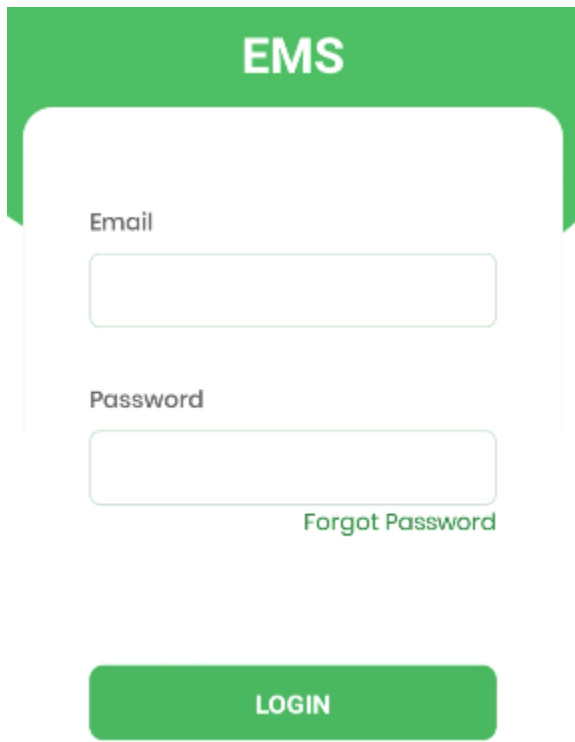
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# 1.0 APPLICATION LOGIN

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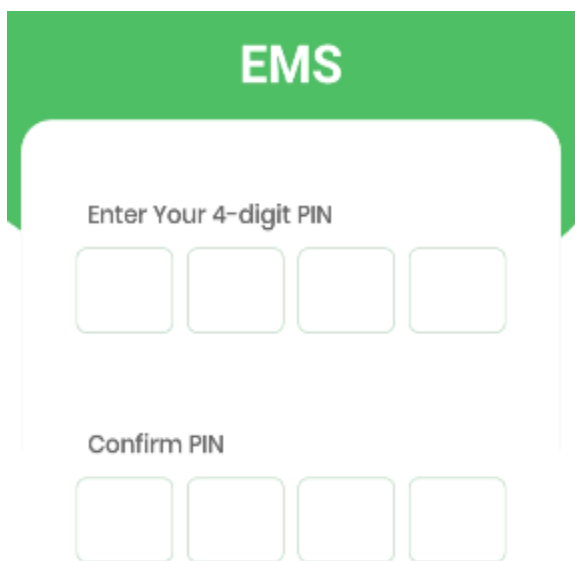
## 1.1 HOW TO SETUP LOGIN PIN



The screenshot shows the EMS login interface. At the top, there is a green header with the text "EMS". Below the header, there are two input fields: "Email" and "Password". Below the "Password" field, there is a link that says "Forgot Password". At the bottom of the form, there is a green button with the text "LOGIN".

### STEP 1

ENTER the **email address** and **password** provided to you by the party administrator to commence using the system.



The screenshot shows the EMS login interface for the second step. At the top, there is a green header with the text "EMS". Below the header, there are two sections for PIN entry. The first section is labeled "Enter Your 4-digit PIN" and contains four empty square input boxes. The second section is labeled "Confirm PIN" and also contains four empty square input boxes.

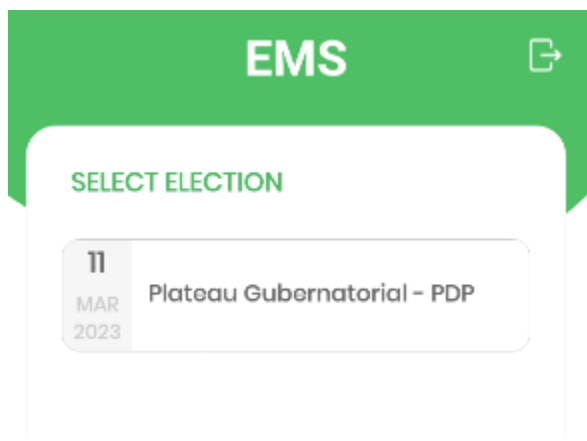
### STEP 2

ENTER your unique 4-digit PIN code and then confirm it by re-entering it in the designated field. You will be given the PIN

#### NOTE

Your login **PIN** is a personal identification number that you will use to access the system the next time you return, eliminating the need to enter your **email** and **password** again. In other words, instead of having to remember and enter both your email and password each time you want to access the system, you can simply enter your PIN to quickly and securely log in.

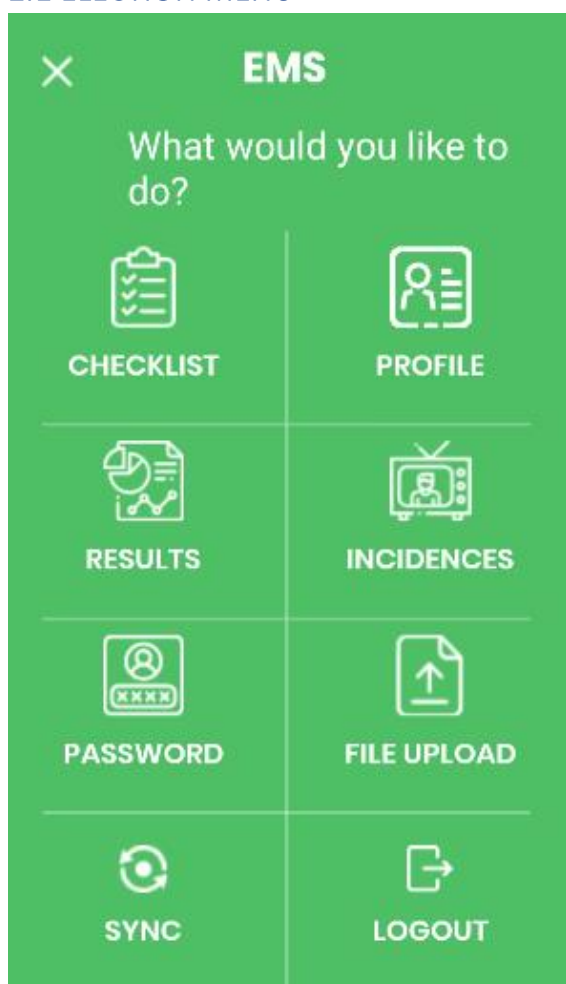
## 2.0 ELECTION SELECTION



### ELECTION LIST

Upon successful login, you will see the election you have been authorized to monitor. SELECT IT.

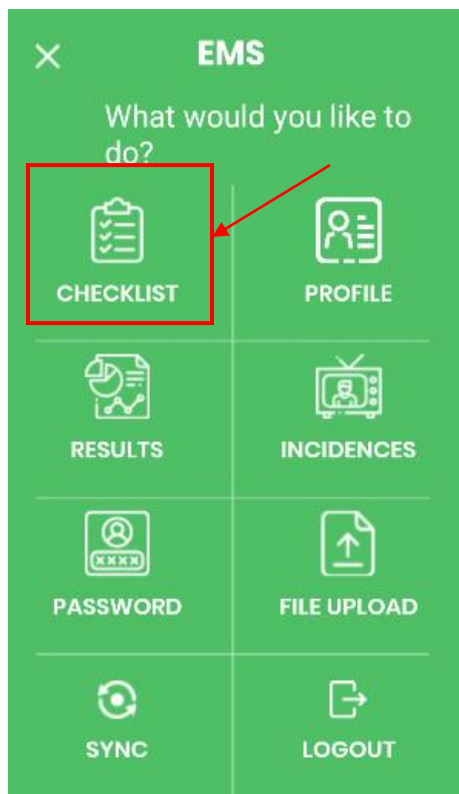
## 2.1 ELECTION MENU



Upon accessing this section of the application, you will be presented with the menu options specifically designed for reporting from the polling unit.

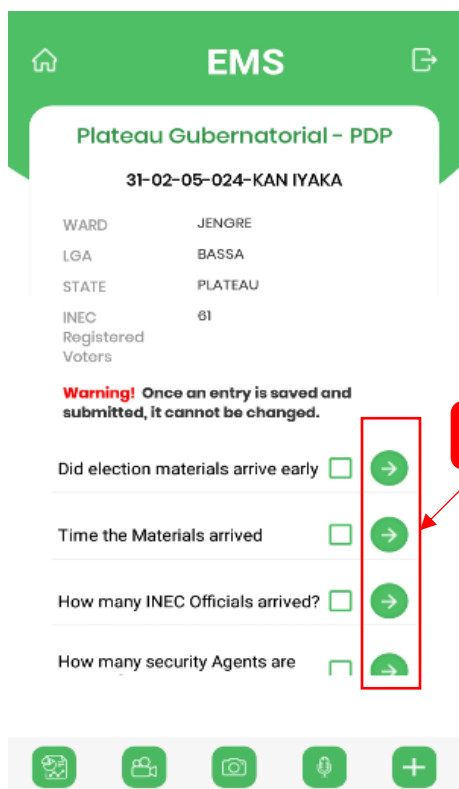
## 3.0 CHECKLIST

### 3.1 HOW TO RESPOND TO CHECKLIST




#### STEP 1

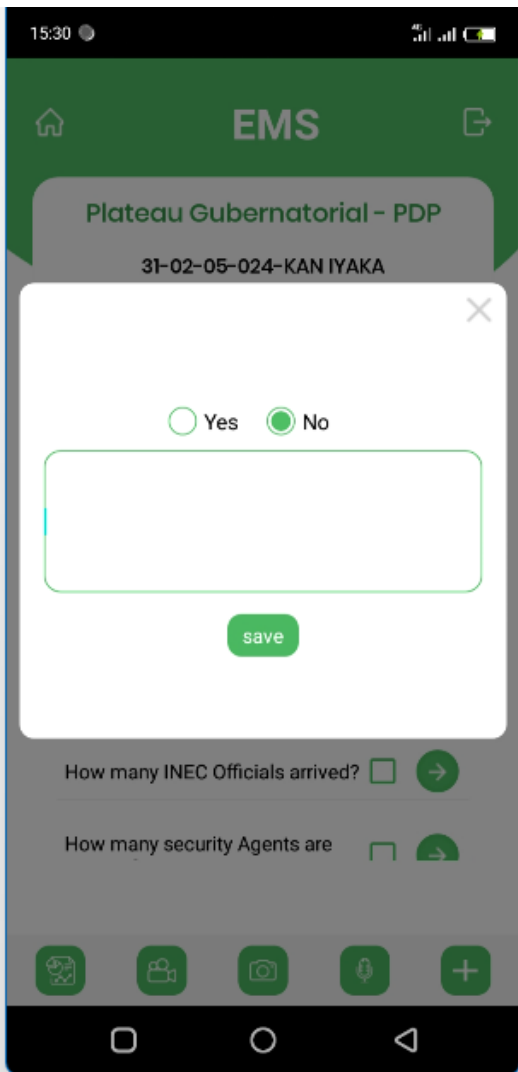
You can access the Checklist form from the Menu by clicking on 'CHECKLIST'.



#### STEP 2

This page displays a comprehensive list of all the checklists that have been uploaded by the party administrator.

Click on the arrow next  to a checklist to respond the prompt.

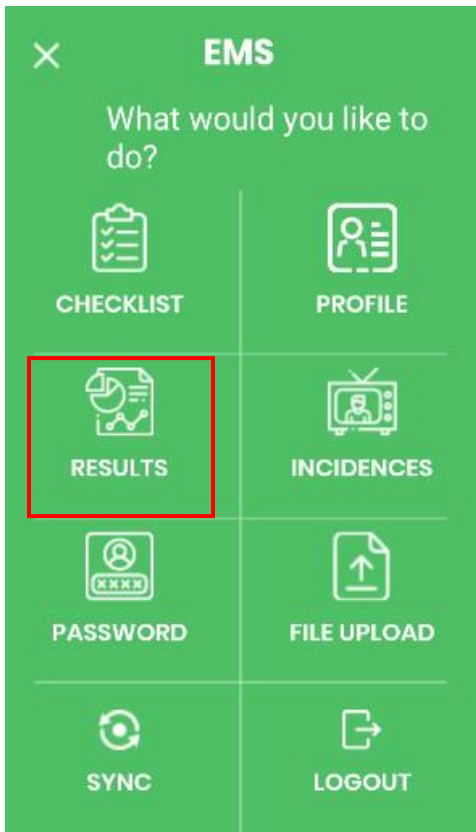


### STEP 3

Please choose either '**Yes**' or '**No**' and provide a comment if necessary in the designated field then click on save to respond to a checklist prompt. Once you have saved your response you cannot change your response.

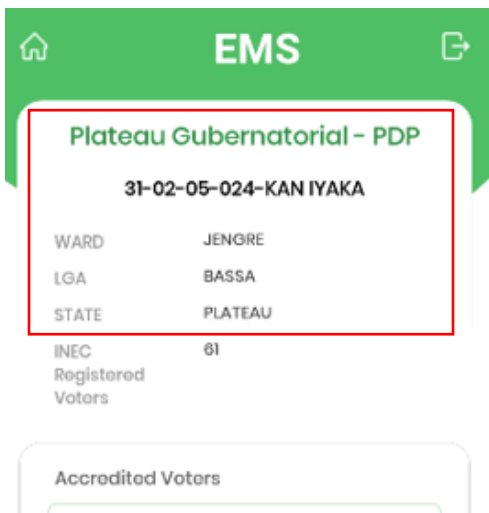
## 4.0 HOW TO SUBMIT RESULTS

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### STEP 1

Access the Results form from the Menu by clicking on '**RESULTS**'.



### STEP 2

Please verify that the polling unit assigned to you by the party administrator is correct.

**STEP 3**

Enter the number of **accredited** voters, **registered** voters extracted from the BVAS Machine at the Polling Unit, (**The INEC Official is supposed to give this to you, so ask for it**) **disputed** votes, and **rejected** votes, then click on the '**Save**' button to **submit** the data.

THESE DATA WILL BE GIVEN TO ALL PARTY AGENTS AT THE END OF THE VOTING EXERCISE. AGENTS SHOULD BE VERY OBSERVANT.

**STEP 4**

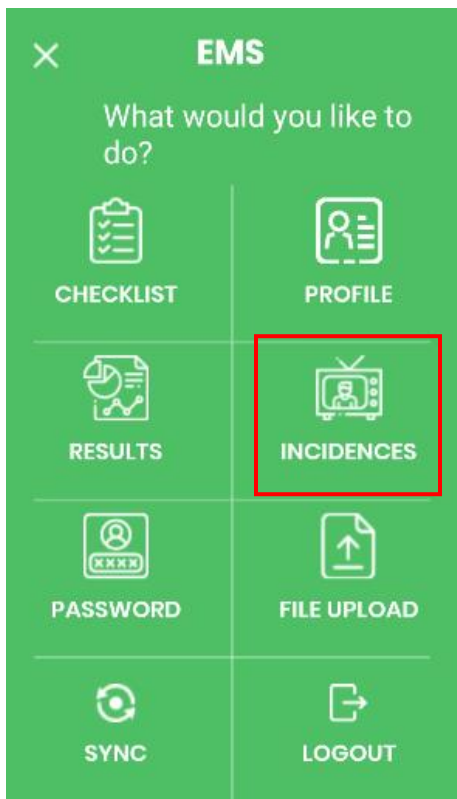
To record the votes received by a party, click the **dropdown** arrow in the corresponding party **column**, enter the number of **votes**, add any relevant **remarks**, then click '**Save**' to submit. Repeat this process for all the parties.

**NOTE**

After a result has been officially recorded and submitted, it cannot be altered or changed.

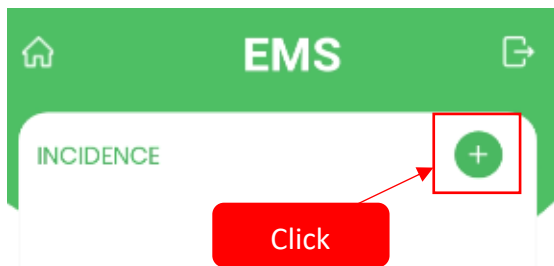


## 5.0 HOW TO REPORT INCIDENTS




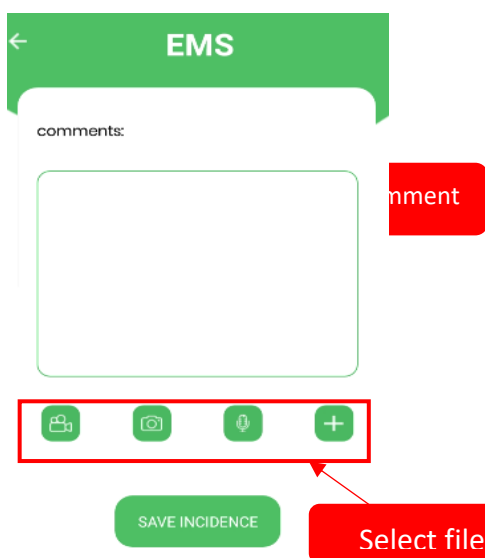
### STEP 1

Access the incidence form from the Menu by clicking on '**INCIDENCES**'.



### STEP 2

Click on the  button to initiate the process of reporting an incident.



### STEP 3

The incident reporting form includes a **comment** box for entering any **relevant** description of the incidence details.

Below the comment box, you will find four options for attaching evidence to your report:

- **Video** Coverage
- **Photograph**
- **Audio** Recording
- File **Upload** from your device.

Please choose the appropriate option that corresponds to the type of file you wish to send to the party administrator. **MAKE SURE YOU SAVE AFTER EACH RECORDING**

## 6.0 FILE UPLOAD

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Multimedia file upload is an important feature in our Elections Monitoring System for party administrators because it allows **party agents** to upload and store multimedia evidence of potential election irregularities or violations.

### 6.1 BENEFITS OF FILE UPLOAD TO PARTY ADMINISTRATORS

#### **Evidence collection:**

Party Administrators can use multimedia file to collect and store evidence of potential election irregularities, such as **photos**, **voice** record or **videos** of voting or counting procedures.

#### **Increased transparency:**

The ability to upload and store multimedia evidence of election irregularities can increase the transparency of the election process, allowing for a more thorough **investigation** of potential **violations**.

#### **Improved decision making:**

Party Administrators can use multimedia evidence to make more informed decisions about potential election irregularities and to make recommendations for future elections.

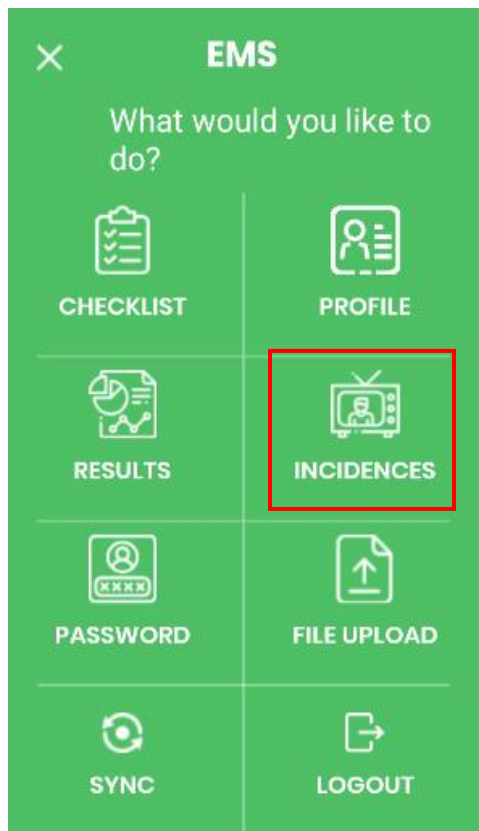
#### **Evidence preservation:**

Electronically uploading and storing multimedia files can help preserved the integrity of evidence, ensuring that it is protected from tampering or loss.

#### **NOTE**

The file upload feature can be used to capture the election result sheets before and after the election, the arrival of election officials, the result counting process, the ballot boxes before, during, and after the election, etc.


## 6.2 HOW TO RECORD / UPLOAD VIDEO, PICTURES AND AUDIO EVENTS

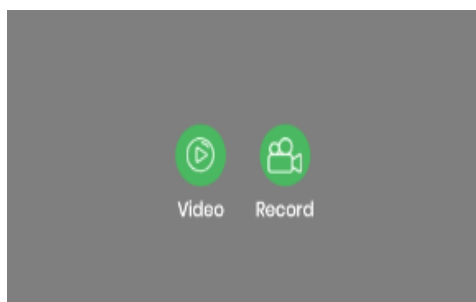


You can capture photographs or record video or audio events from anywhere you see these icons on the app. You will see these icons from the CHECKLIST, RESULTS, INCIDENTS AND FILE UPLOAD MENUS





### STEP 1

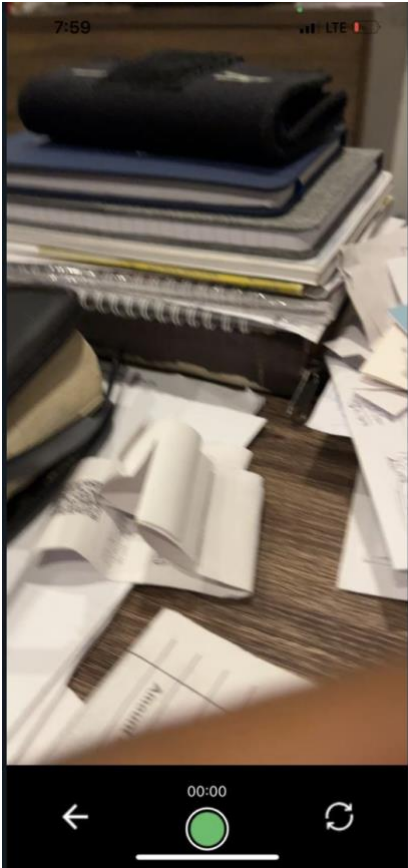
For Video Coverage click on the icon  to proceed.




### STEP 2

-Select **Video**  to PLAY an existing video file from your mobile device.


-Select **Record**  to perform a live video capture using your mobile device camera. (The maximum allowed recording time is **120** seconds per recording)





### STEP 3

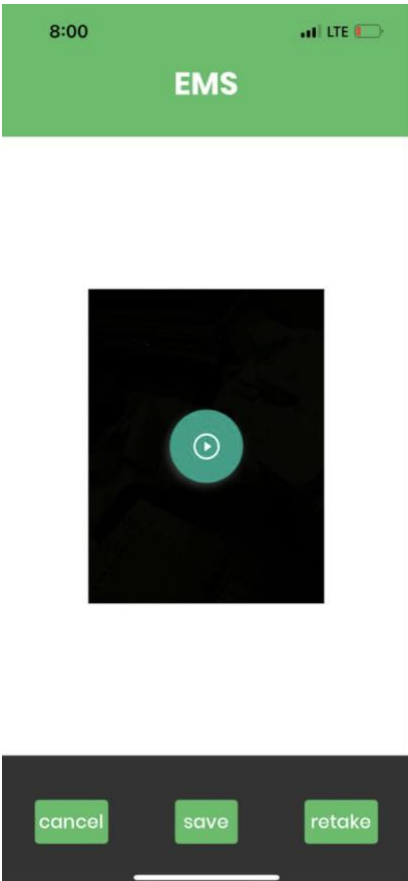
- CLICK **Record Icon**  to start VIDEO RECORDING the event

### STEP 4

- CLICK **Stop Icon**  to stop VIDEO RECORDING the event

- Use this icon to go **BACK** 

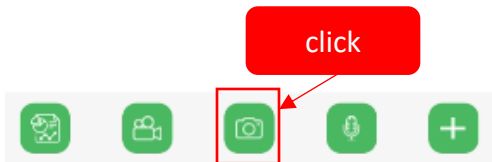
- Use this Icon to change Camera direction 




### STEP 5

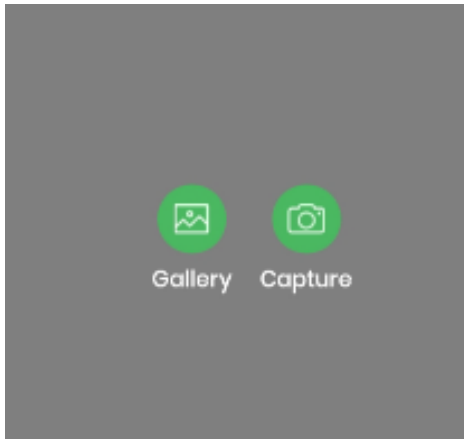
- After stopping the recording, you must **SAVE** accordingly or **RETAKE** or **CANCEL**

## FOR TAKING PICTURES





### STEP 1

Click on the **Camera** icon  to proceed.



### STEP 2

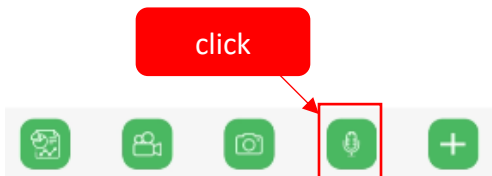
-Select **Gallery**  to upload an existing image from your mobile device.

-Select **Capture**  to take a picture using your mobile device camera.

**STEP 3** - CLICK **Capture Icon**  to take a PICTURE

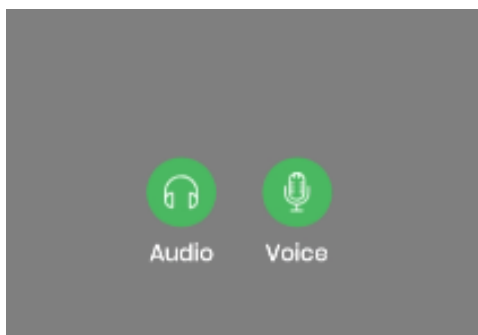
**STEP 4** - CLICK SAVE as previously shown

## FOR AUDIO RECORDING




### STEP 1

Click on the **Microphone** icon  to proceed.



### STEP 2

-Select **Audio**  to upload an existing audio file from your mobile device.

-Select **Voice**  to do a **Voice Recording** using the microphone on your mobile device.

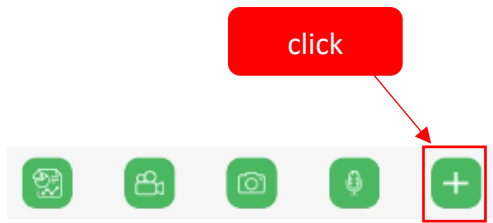
**STEP 3** - CLICK **Record Icon**  and see the moving bars



**STEP 4** - CLICK 

**STEP 5** - SAVE as previously shown

IF YOU WANT TO SEND MATERIALS RECORDED DIRECTLY INTO THE MOBILE PHONE TO THE APP/SERVER, THEN THE FILE ATTACHMENT FEATURE CAN BE USED. ANY FILE FORMAT CAN BE ATTACHED.

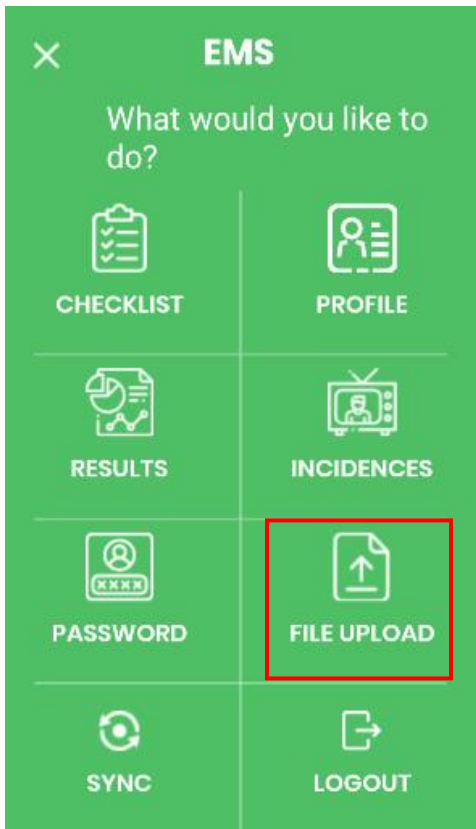


**STEP 1**

Click on the **Attachment** icon  to proceed.

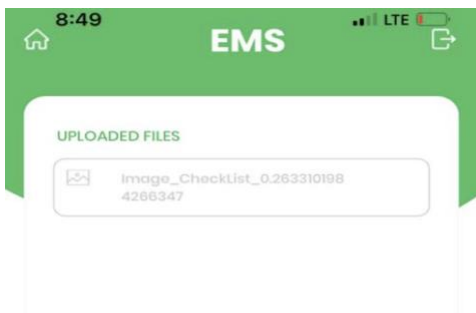
**STEP 2** – Select the file required to be attached.

## 6.3 HOW TO TAKE / UPLOAD PICTURE



### STEP 1

Access the file upload feature from the Menu by clicking on '**FILE UPLOAD**'

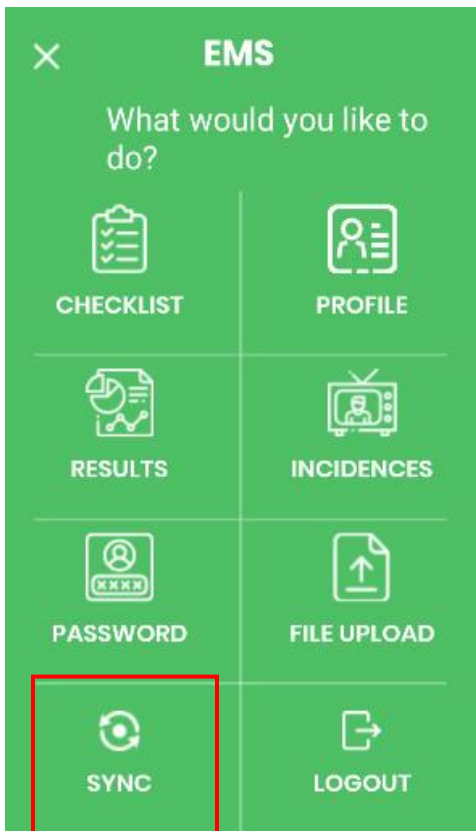


### STEP 2

This screen displays the list of multimedia files that have been uploaded into the server. From this screen too pictures can be taken, video and audio recordings can be done.

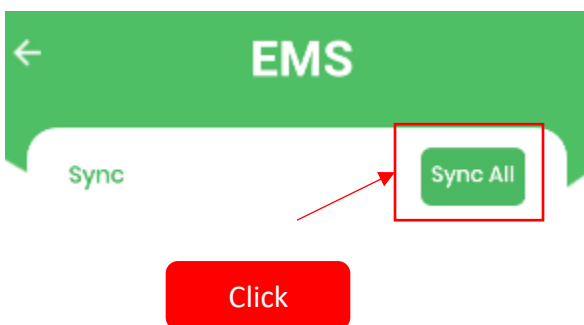
## 7.0 DATA SYNCHRONIZATION

### 7.1 HOW TO SYNCHRONIZE THE DATA YOU HAVE CAPTURED WITH THE EMS SERVER



#### STEP 1

Access the synchronization feature form from the Menu by clicking on '**SYNC**'.



#### STEP 2

To transfer all of the data that was captured while offline to the EMS server, click on the '**Sync All**' button. This will ensure all data captured are fully synced to the server

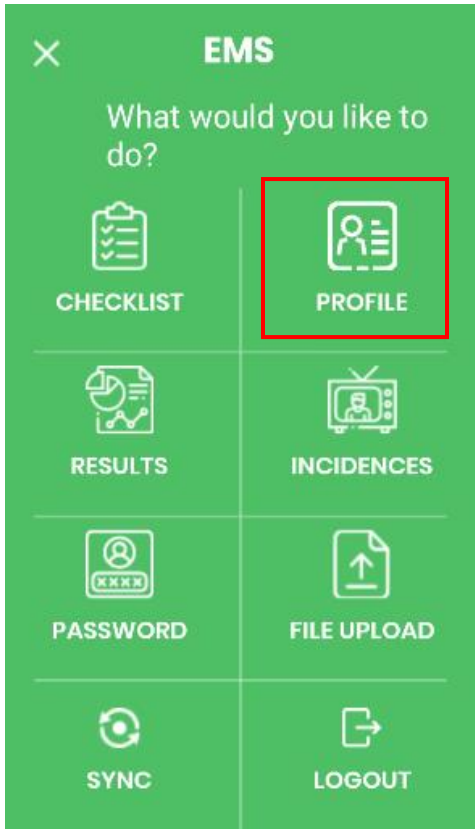


## 8.0 PROFILE

### 8.1 HOW TO UPDATE PROFILE

#### STEP 1

You can access your profile from the Menu by clicking on '**PROFILE**'.



#### STEP 2

To make changes to your **profile**, click on the '**EDIT PROFILE**' button.  
To change your password, click on the '**CHANGE PASSWORD**' button.

