

The EARS 9 Main Screen

Enter data from canvassing

NEW - See your
Helpers/Supporters

Enter telling data
and print knock-up sheets

Create letters, canvass cards,
emails, delivery lists and more

Enter Canvass Data Add Election Data Apply same data to people Edit Electoral Role Create Walk Routes Poll Day Knockup Letters Email Phone Stats All Reports Exit Canvass Cards Labels Delivery Simple List

Training
BRISTOL, CITY OF
SOUTHMEAD
SOA
SOB
SOC
SOD
BROMLEY
CROYDON

SOA:779 WALL, Daniel T. (Mr) 1 Homeleaze Road, Bristc BS10 6BZ
SOA:780 MATTHEWS, Stephen (Mr) 2 Homeleaze Road, Bristc BS10 6BZ
SOA:781 Homeleaze Road, Bristc BS10 6BZ
SOA:782 Homeleaze Road, Bristc BS10 6BZ
SOA:783 Homeleaze Road, Bristc BS10 6BZ
SOA:784 ORAM, Alex C. (Mr) 5 Homeleaze Road, Bristc BS10 6BZ
SOA:785 ORAM, Anne J. (Mrs) 5 Homeleaze Road, Bristc BS10 6BZ
SOA:786 HALE, Lisa (Ms) 6 Homeleaze Road, Bristc BS10 6BZ
SOA:787 BEDFORD, Ludgera (Mrs) 7 Homeleaze Road, Bristc BS10 6BZ
SOA:788 SANGSTER, Rhea J. (Ms) 8 Homeleaze Road, Bristc BS10 6BZ
SOA:789 SANGSTER, Jasbir A. 8 Homeleaze Road, Bristc BS10 6BZ
SOA:790 PIEKARNIAK, Dawn J. 9 Homeleaze Road, Bristc BS10 6BZ
SOA:791 PIEKARNIAK, Beverly J. T. 9 Homeleaze Road, Bristc BS10 6BZ
SOA:792 FLOOK, Nicholas A. (Mr) 10 Homeleaze Road, Bristc BS10 6BZ
SOA:793 FLOOK, Jon A. (Mr) 10 Homeleaze Road, Bristc BS10 6BZ
SOA:794 LYONS, Graham E. (Mr) 11 Homeleaze Road, Bristc BS10 6BZ
SOA:795 THOMAS, Allison (Mrs) 12 Homeleaze Road, Bristc BS10 6BZ
SOA:796 WATKINS, Luke K. (Mr) 12 Homeleaze Road, Bristc BS10 6BZ
SOA:797 HIGNELL, Rita G. (Ms) 13 Homeleaze Road, Bristc BS10 6BZ
SOA:798 HIGNELL, Michael (Mr) 13 Homeleaze Road, Bristc BS10 6BZ
SOA:799 BARRETT, Stephen P. (Mr) 14 Homeleaze Road, Bristc BS10 6BZ
SOA:800 BARRETT, Haydn M. (Mr) 14 Homeleaze Road, Bristc BS10 6BZ
SOA:801 BARRETT, Marion T. (Mrs) 14 Homeleaze Road, Bristc BS10 6BZ
SOA:802 GUIVER, Paul O.C. (Mr) 15 Homeleaze Road, Bristc BS10 6BZ
SOA:803 GOOLAM, Victoria (Ms) 16 Homeleaze Road, Bristc BS10 6BZ
SOA:804 BONEFAAS, Christopher (Mr) 17 Homeleaze Road, Bristc BS10 6BZ
SOA:805 GARLAND, David L. (Mr) 18 Homeleaze Road, Bristc BS10 6BZ
SOA:806 TAYLOR, Sharron (Ms) 19 Homeleaze Road, Bristc BS10 6BZ
SOA:807 TAYLOR, Richard A. (Mr) 19 Homeleaze Road, Bristc BS10 6BZ

Local 2011 (N) 2010 (N) 2009 (J) 2007 (N) 2006 (N) 2005 (N)

Find Locate Filter unfiltered Edit Filter View by Local Authority Eligible at December 2011 People: 1704

Navigator to
pick a Ward
or Polling
District

Create delivery walks

Double click on an elector to see their data

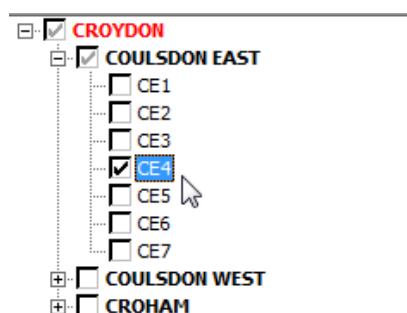
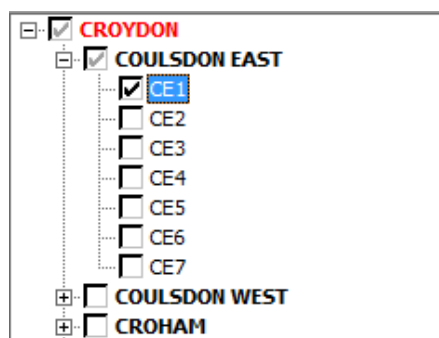
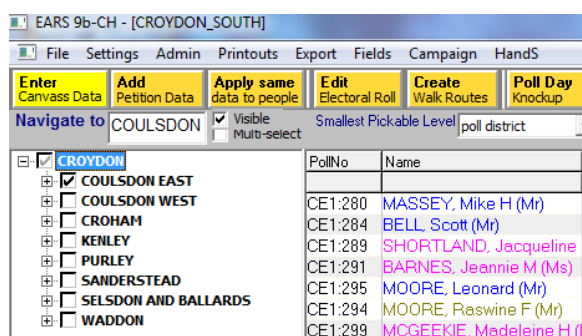
Find an elector

Filters

View by Borough, Constituency or Local Party

How to pick a Polling District

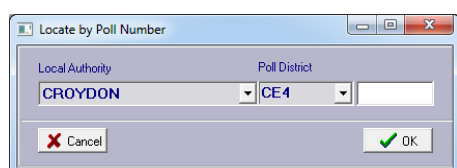
Your polling districts can be found on the left hand side of the main EARS screen. Click on the + signs to see the polling districts inside each ward.




Pick your new polling district by ticking the box beside it. EARS will now display the electors in this polling district.

How to find an Elector

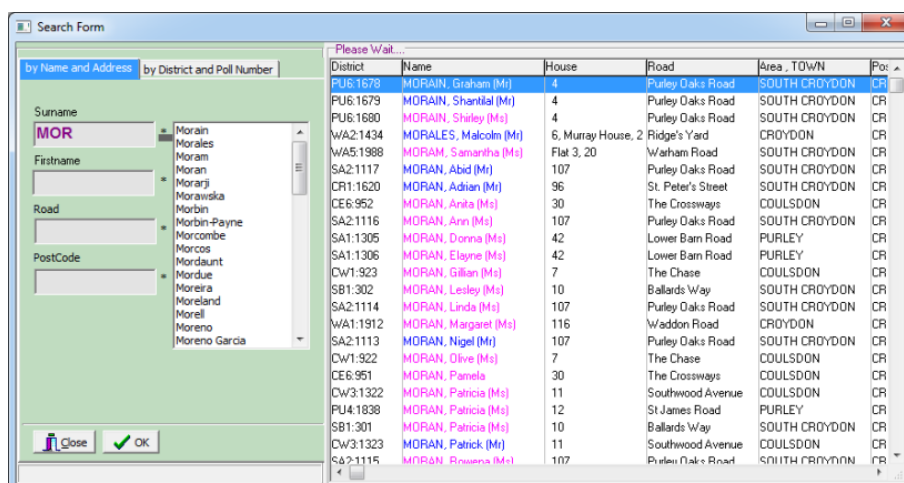
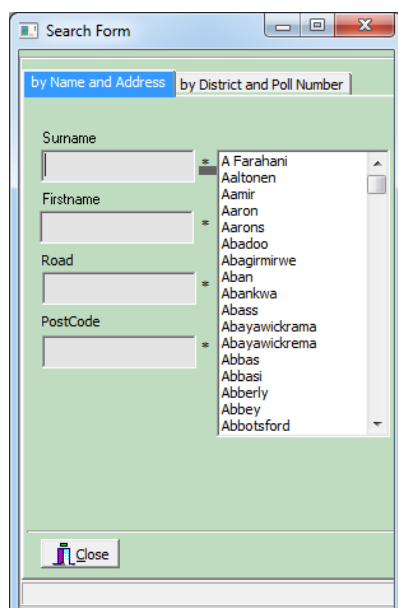
To find an elector using a polling number, click on  (found at the bottom of the screen).



Pick the district and type in the poll number.

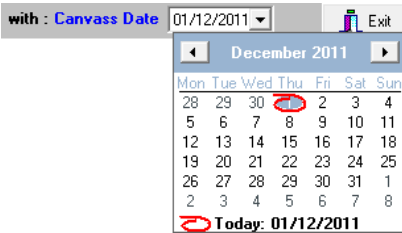
To find an elector using a name or address, click on  (also found at the bottom of the screen).

Type in the name or road of the elector. EARS automatically searches for matching names & roads as each letter is typed in.



How to add Canvass Data

Click the  button.



Pick Yes if the canvass was carried out today, or pick the date of the canvass by clicking Canvass Date and choosing a day from the calendar.

To enter the canvass, type 1 for column 1 etc or click that column – eg Lib Dem=1, Prob=2, Lab=3, Sft Lab=4 etc.

As EARS automatically moves to the next record, **Each data entry needs one keypress or click.** (ie rather faster than two swipes of a bar code reader)

PollNo	Name	House	Libden	Prob	Con	Scon	Lab	Slab	Anti	Nv	Gr	Other
Stoats Nest Road												
1090	IPPERCIEL, James S		29	1	2	3	4	5	6	7	8	9
	POSTER	POSTAL	LIFT	AGE								
Full Data												
1091	STUBBS, Helen R		31									
1096	CRICHTON, Stanley A.J.		33									
1092	CRICHTON, Christine N		33									

Click here to enter the person as a Lib Dem

PollNo	Name	House	Libden	Prob	Con	Scon	Lab	Slab	Anti	Nv	Gr	Other	Bnp	Ukip
Stoats Nest Road														
1090	IPPERCIEL, James S		29	LD										
1091	STUBBS, Helen R		31	Prob										
1096	CRICHTON, Stanley A.J.		33	Con										
1092	CRICHTON, Christine N		33	SCon										
Full Data														
1093	CRICHTON, David H.C.		33	1	2	3	4	5	6	7	8			
	POSTER	POSTAL	LIFT	AGE	SEX									
Full Data														
1094	Poster Wanted	had H	33											
1095	Window Poster		33											
1097	Stakeboard	a R	35											
1098	Superboard	A	35											
1098	Good Poster Site	E.B.	35											
1099	Good Poster Site		37											
	TORY POSTER													

If somebody wants a poster, first click on the **Poster** choice box to select **Poster Wanted**. Then add the canvass data (which moves to the next record)

When you have finished click on **Exit**. Your canvass data will appear on the main screen:

Name	House	Road	Postcode	Letter Group name	Poster	Postal	Door	Phone	Survey	UK	Mayor	Local	UK
IPPERCIEL, James S (Mr)	29	Stoats Nest Road, Couls	CR5 2JJ				LD			2010 (N)	2008 (N)	2006 (N)	2005 (N)
STUBBS, Helen R (Ms)	31	Stoats Nest Road, Couls	CR5 2JJ				Prob						
CRICHTON, Stanley A.J. (Mr)	33	Stoats Nest Road, Couls	CR5 2JJ				Con			LD		S Lab	
CRICHTON, Christine N (Mrs)	33	Stoats Nest Road, Couls	CR5 2JJ				SCon			LD		S Lab	
CRICHTON, David H.C. (Mr)	33	Stoats Nest Road, Couls	CR5 2JJ							LD			

How to enter Telling Numbers

Click on the **Poll Day Knockup** button at the top of the screen.

To enter a telling number, click on the white **Poll Number** box and type in the number.

Polling Day

District colour ☐ District **CE1** Pollstation The Garage, 62 Stoats Nest Village Statistics Exit

Enter Telling Numbers | Print Shuttleworths (Knockup sheets)

Voted / Knock after	Pollnum	Name	House	Road	Area, TOWN
<input checked="" type="checkbox"/> Default to Voted	Poll number				
Voted 1					

Full Data Use + or - or (last+1 or -1), . (dot) or PgUP/PgDN (toggle last), Del (Delete), S (Search), F (Full Data) or TAB 7 for knock after 7pm etc

Find name/address Import poll nos from a file Save to database

Type poll nos (+ Enter or D for Don't Knock) or Press TAB + shortcut keys of 6=knock after 6pm, T=Tory, M=Moved etc

Press **Enter** to add it to a list.

Polling Day

District colour ☐ District **SOD** Pollstation Statistics Exit

Enter Telling Numbers | Print Shuttleworths (Knockup sheets)

Voted / Knock after	Pollnum	Name	House	Road	Area, TOWN
<input checked="" type="checkbox"/>	1	HEAVENS, Chijoke	2	Ascot Road	Bristol

☒ Default to Voted **Poll number**

Voted

Full Data Use + or - or (last+1 or -1), . (dot) or PgUP/PgDN (toggle last), Del (Delete), S (Search), F (Full Data) or TAB 7 for knock after 7pm etc

Find name/address Import poll nos from a file Save to database

Type poll nos (+ Enter or D for Don't Knock) or Press TAB + shortcut keys of 6=knock after 6pm, T=Tory, M=Moved etc

When you have finished typing in your numbers click on **Save to database**, and your telling numbers will be stored.

Polling Day

District colour ☐ District **SOD** Pollstation Statistics Exit

Enter Telling Numbers | Print Shuttleworths (Knockup sheets)

Voted / Knock after	Pollnum	Name	House	Road	Area, TOWN
<input checked="" type="checkbox"/>	1	HEAVENS, Chijoke	2	Ascot Road	Bristol
<input checked="" type="checkbox"/>	234	TILEY, Gary	82	Charfield Road	Bristol
<input checked="" type="checkbox"/>	509	TWOMEY, James	35	Eastleigh Road	Westbury on Trym, Bristol


☒ Default to Voted **Poll number**

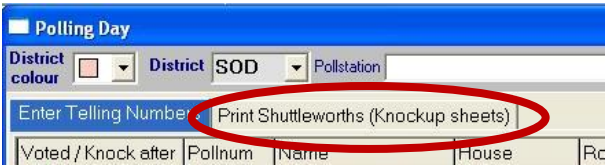
Voted

Full Data Use + or - or (last+1 or -1), . (dot) or PgUP/PgDN (toggle last), Del (Delete), S (Search), F (Full Data) or TAB 7 for knock after 7pm etc

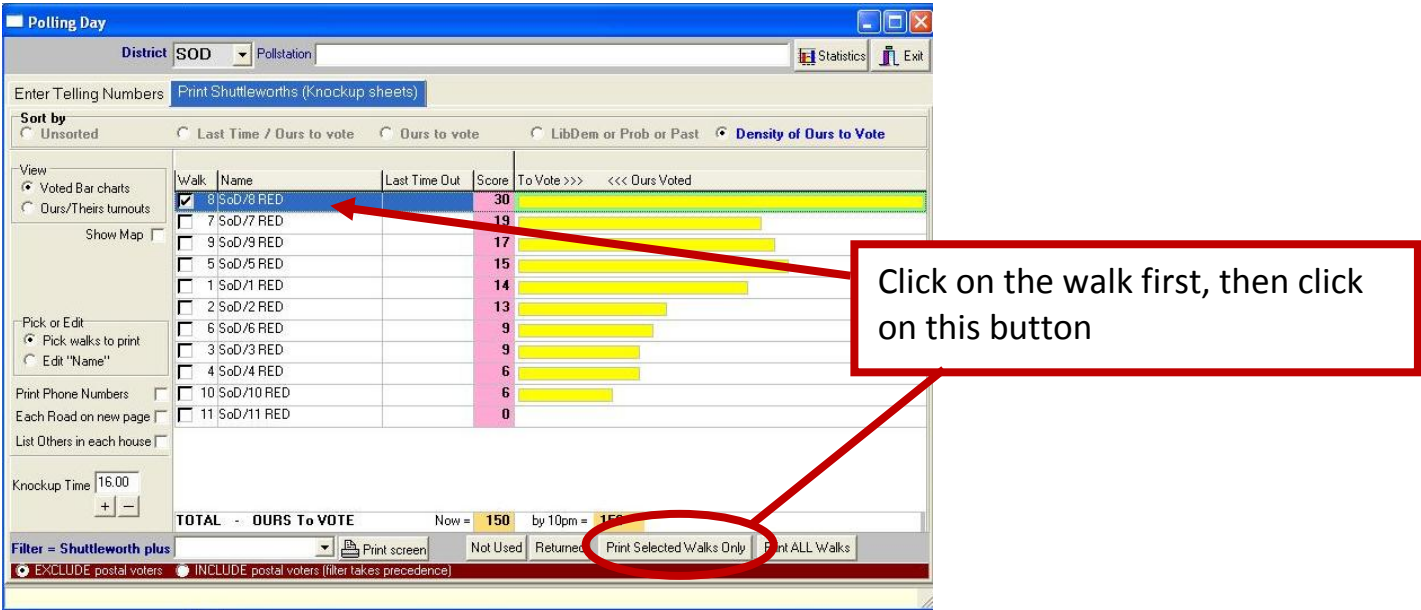
Find name/address Import poll nos from a file Save to database

How to print Knock-Up Sheets

Click on the  button again, but this time click on the **Print Shuttleworths** tab:



The following screen displays all of your walks with the amount of people canvassed as Lib Dem or Probable in each one. Click on the walk you wish to print the knock-up sheet for to tick and highlight it, and then click on **Print Selected Walks Only**.



This shows a preview of your knock-up sheet. Click on the Printer icon in the left hand corner to print.




How to create simple Filters

Click the **Edit Filter** icon to see the following screen. To create a simple filter select **Basic**.



This changes the screen to show three frequently used simple filters.
Tick the first box to include everyone who is eligible to vote.



You can change the election type or Poll Day (and the filter diagram changes accordingly).

Tick the second box to exclude moved, dead or people who have indicated No Mail.



Tick the third box to include everyone canvassed as a particular party.



Tick the canvass boxes to indicate which canvass data you wish to include.

You can also pick or add readymade filters from the Template menu (on the fourth box).
Or you can return to the advanced filter screen to try picking any other type of field.
Use either AND or OR between each filter element. A diagram illustrates the filter as you go.

Finally Click **Save + Exit** and type in a name for your filter.
Your main screen will display only the people included by your filter.

WILLIAMS, Dipak E.B. (Mr)	37	Stoats Nest Road, Couls	CR5 2JJ		Got	SLab							LD
MELLETT, Charlie L	45	Stoats Nest Road, Couls	CR5 2JJ										SLab
MELLETT, Paul R (Mr)	45	Stoats Nest Road, Couls	CR5 2JJ			LD							SLab
MELLETT, Rebecca H (Ms)	45	Stoats Nest Road, Couls	CR5 2JJ										SLab
BRAITHWAITE, Sally R (Ms)	53	Stoats Nest Road, Couls	CR5 2JJ			LD							LD
PEACHEY, Anjali R (Ms)	55	Stoats Nest Road, Couls	CR5 2JJ		Got	LD							
GRANT, Ben Y G (Mr)	57	Stoats Nest Road, Couls	CR5 2JJ			Prob							

How to create a Filter for Ours, Tory or Labour

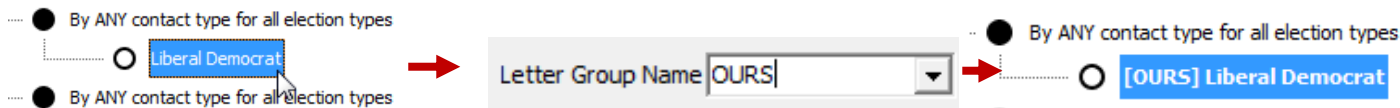
Click on **Edit Filter** to begin.

Firstly, click on the **Canvass** button and tick **Liberal Democrat**. Click OK and then click on **OR**.

Click on the **Canvass** button again and tick **Hard Conservative**. Click OK and then click on **OR** again.

Click on the **Canvass** button for a third time and tick **Hard Labour**. Click OK.

You can give each group a name. Click on the group in the diagram and type a name into the Letter Group Name box.



Click on **Save + Exit** and name your filter.

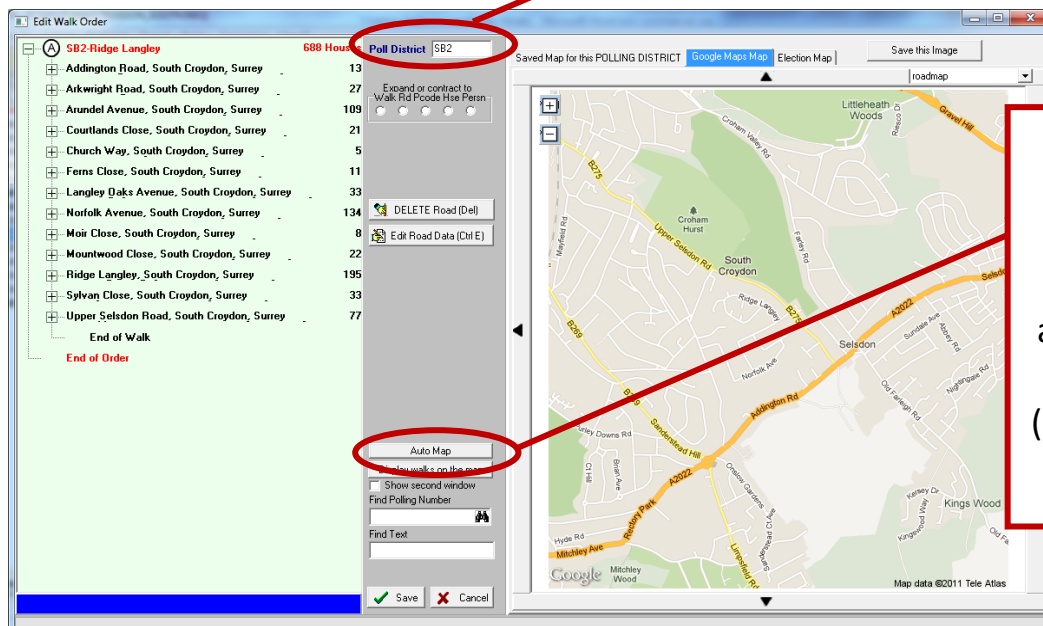
Road	Postcode	Letter Group name	Poster	Postal	Door	Phone	Survey	Euro	Ma
Blueberry Gardens, Cou	CR5 2SX	OURS			LD			2009 (J)	200
Blueberry Gardens, Cou	CR5 2SX	OURS			LD				
Blueberry Gardens, Cou	CR5 2SX	OURS							
Blueberry Gardens, Cou	CR5 2SX	LABOUR							
Blueberry Gardens, Cou	CR5 2SX	OURS			LD				
Blueberry Gardens, Cou	CR5 2SX	OURS			LD				
Blueberry Gardens, Cou	CR5 2SX	TORY	Got	Con					
Blueberry Gardens, Cou	CR5 2SX	TORY	Got	Con					

The names will appear in the **Letter Group Name** column on the main screen, and make it simple to distinguish between the groups when sending letters.

How to create Walks

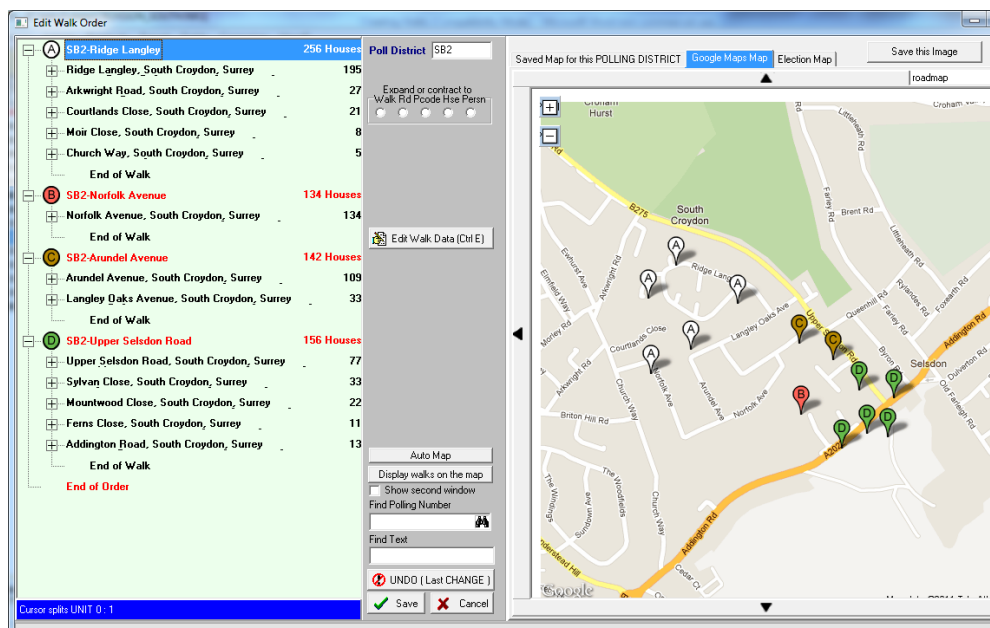
Click the **Create Walk Routes** button.

For this example, pick district **SB2** (which has no walks).



Click on **Auto Map**

EARS uses Ordnance Survey coordinates to automatically group roads into delivery Walks (of your desired number of houses).



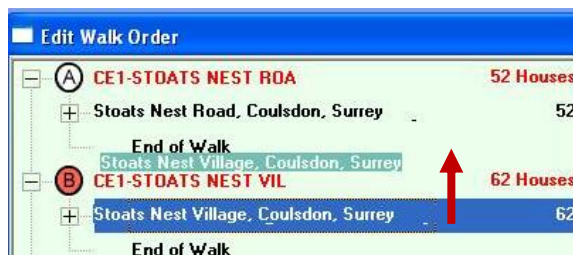
Each walk is shown with different coloured pins.

This makes it easy to see any roads out of place.

To fine tune walks, just drag and drop the roads.

If you try doing this, you will see that as you touch each road the map shows where it is.

Click “Display walks on the map” to show each walk in a different colour.
Click any walk to see numbered pins for each road in that walk.



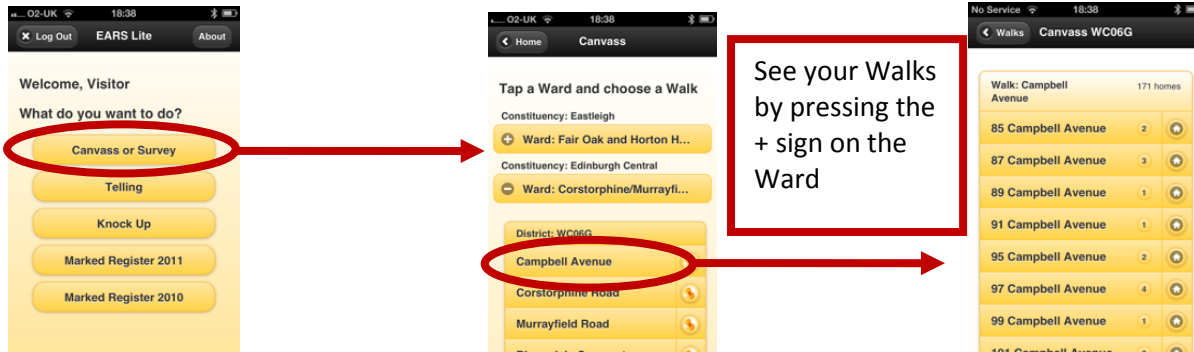
An example of dragging a road into a different walk

EARS Lite - How to Canvass on your smartphone or via an internet browser

Browse to <https://ears-net.co.uk/ears-lite> and login with a user of **demolite** and password of **mobile**.

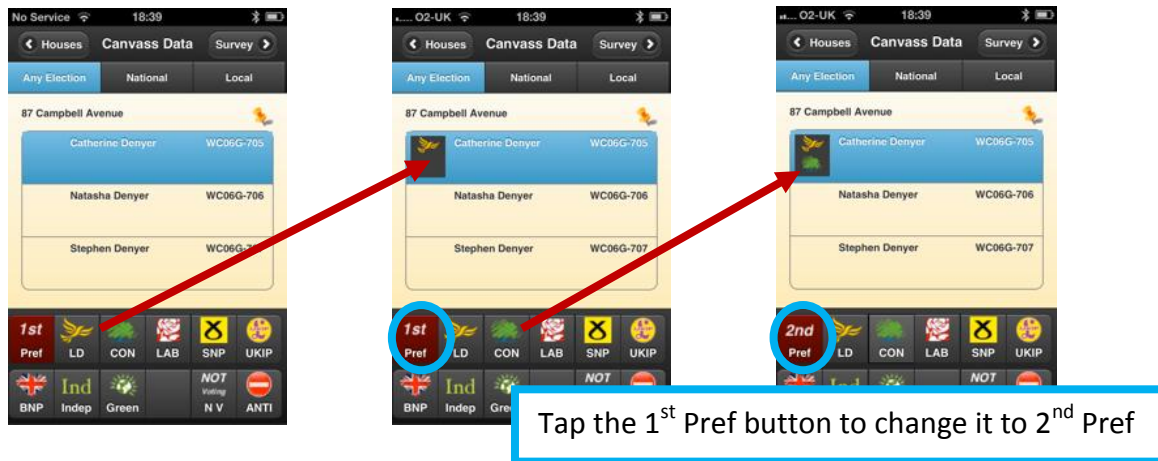
Pick **Canvass or Survey** to see a list of your Wards and Walks.

Pick your Walk and then pick the House you are canvassing from the list.

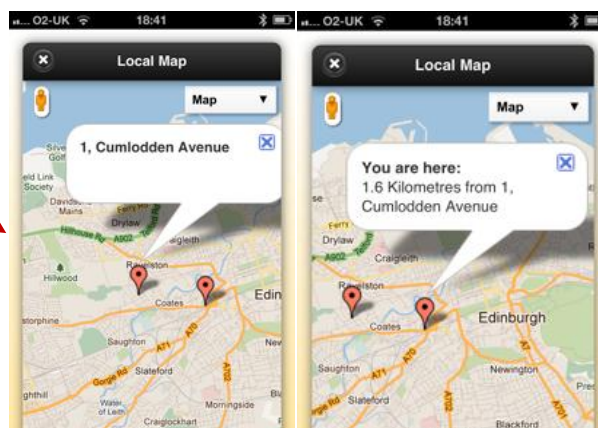
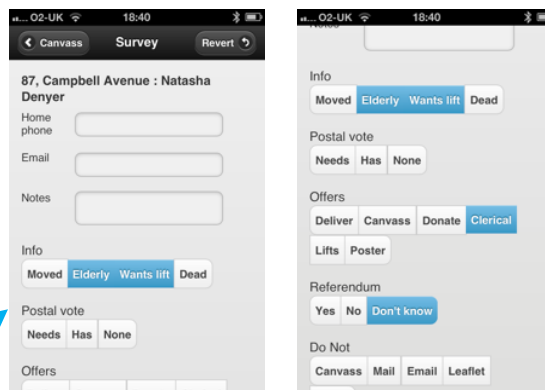



Pick the person you have canvassed and tap or click the party icon below.

The campaign can be set to allow you to either indicate 'soft' or a second preference. Here is an example of a campaign set for 1st or 2nd preferences.



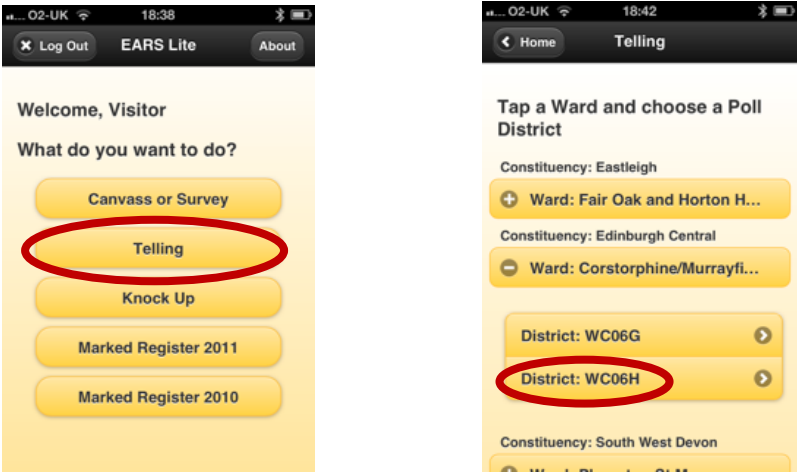
Tap **Survey** to add survey information about the person (using whichever fields have been setup)



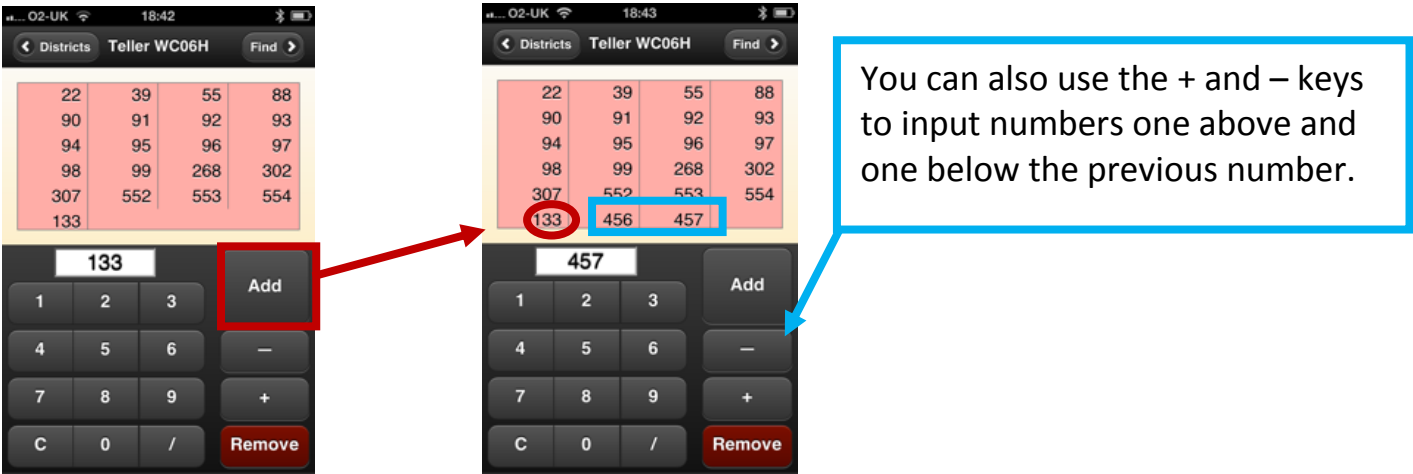
or tap the  to see a map with pins for the house and your current location.

How to input Telling Numbers using a smartphone or internet browser

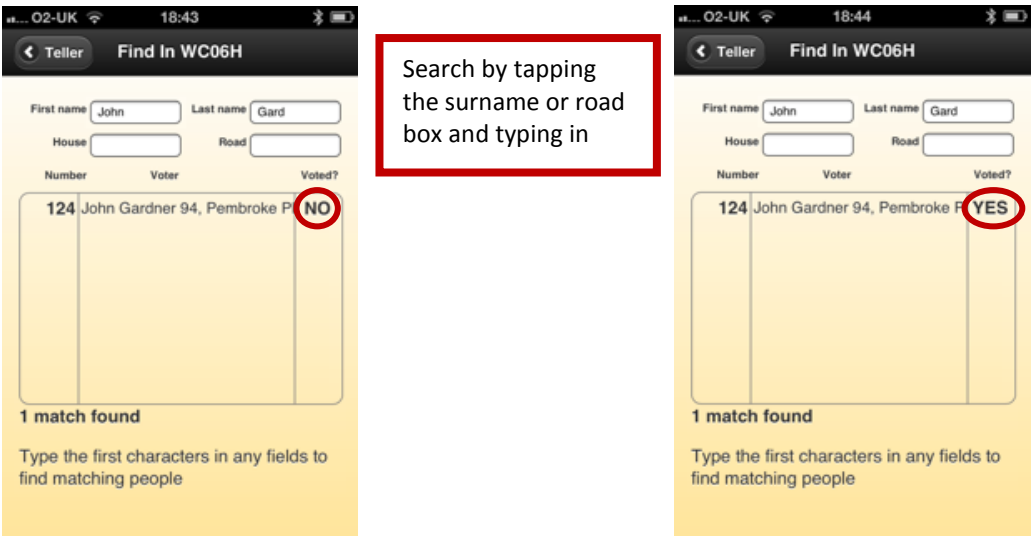
Tap on **Telling** and choose a Poll District.



Tap in a polling number and press **Add**.

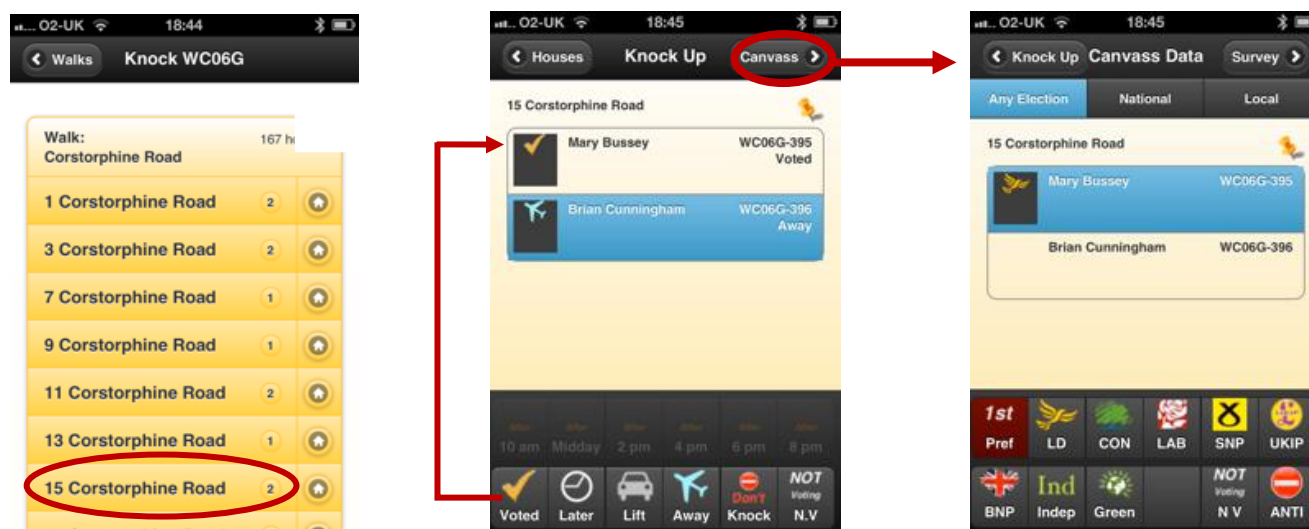


Tap on **Find** to search for people by name or address. When you have found them tap on the word **NO** to change it to **YES** and mark them as Voted.



How to input Knock-Up data on a smartphone or internet browser

Tap on **Knock Up** and pick your Walk and House. Tap on the person and pick the icon below. You can also tap on **Canvass** to add any new canvass data.



How to enter Marked Registers

Tap on **Marked Register 2011** and choose your polling district. Tap each person you want to set as Marked. If more than 50% of people have voted it is worth using the **Mark All** button first and then tapping just the people who have not voted.

