



# PRESENTS

## IEEE vTools

### Tutorials

**Topic:** Voting – Ballot Dashboard

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You must be signed in to access volunteer's **Ballot Dashboard** options.

vTools.Voting is part of the vTools project which is developed and made possible by IEEE volunteers. This application was created to help IEEE units in conducting online elections.

**Please sign in to continue using the system.** If you need help please [click here](#) to view a tutorial.

Note: Please ensure that you use your IEEE member web account to sign in. If you do not recall your web account information, or aren't sure you have one, you may go to: <http://www.ieee.org/web/accounts> to recover your account information.



# Ballot Dashboard

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Click '**Ballot Dashboard**' to view Active, Saved and Past ballots, create new ballots and **manage** elections.



Voting



Ballot Dashboard



# Ballot Dashboard

## BALLOT DASHBOARD

The **Ballot Dashboard** shows all of the ballots created including: Active, Saved (Drafts), and Past Ballots.

New Ballot

Select organization ? \*

Start typing a name, SPO ID or Geocode of the unit you want to manage in the text box. The system will suggest units that match what you have typed. Click on the name shown in the list to select your organizational unit. The name selected will be shown in the text box. Click on 'Create' to create a ballot for the selected organizational unit.

STB16072 - Devry University-North Brunswick

Choose type ?

- Election
- Motion

Choose template ?

- Do not use template
- Do not use template
- Chair | Vice-Chair | Secretary | Treasurer
- COM

Create

Select **organization** holding election or motion.

Choose **type** – election or motion

You have access to only those ballots you have **created (Manage option)**. This is to maintain the integrity of the election process

Ballots

Active Ballots

There are no entries to display




Saved Ballots

Gavel icon for Motion .




Click **Create** to open a new ballot form

Check icon for Election .

**Saved (draft) Ballots** – Click **Manage** to edit ,load voter list, activate election or motion, send emails.

Type	Name	Dates ?	Organization	Options
 Motion		29 Dec 2020 12:00 AM - 29 Dec 2020 11:59 PM	Princeton/Central Jersey Section	Preview Print (PDF) Manage
	Volt Training Demo Ballot PCJ R10329 Create	01 Dec 2020 12:00 AM - 08 Dec 2020 12:00 AM	Princeton/Central Jersey Section	Preview Print (PDF) Manage
 Election		03 Nov 2020 12:00 AM - 03 Nov 2020 11:59 PM	Princeton Univ	Preview Print (PDF) Manage

Past Ballots

Type	Name	Dates ?	Organization	Options
	VOLT Training WIE PCJ Active Ballot 2020	02 Nov 2020 12:00 AM - 04 Nov 2020 12:00 AM	Princeton/Central Jersey Section Affinity Grp,WIE	Preview Print (PDF) Manage
	VoLT Training - Devry University Election	25 Nov 2019 05:00 PM -	Devry University-North Brunswick	Preview Print (PDF) Manage
	Training Election- Ph...	08 Oct 2020 11:59 PM	Princeton/Central Jersey Section Chapter,PHO36	Preview Print (PDF)

**Past** – Once motion or election has ended, view online results under **Manage** option.



# Thank you!

## IEEE vTools

### End of the tutorial

Thank you for viewing the tutorial. Please remember to visit vTools' site (<http://vtools.ieee.org>) to learn more about our projects. If you have any questions regarding [vTools.Voting](#), please email us at: [vtools@ieee.org](mailto:vtools@ieee.org).

Thank you!