IEEE vTools

Tutorials

Topic: Voting – Ballot Dashboard
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  - List of Active, Saved, Past ballots
You must be signed in to access volunteer’s Ballot Dashboard options.
Click ‘Ballot Dashboard’ to view Active, Saved and Past ballots, create new ballots and manage elections.
The Ballot Dashboard shows all of the ballots created including: Active, Saved (Drafts), and Past Ballots.

As the Election Manager, you have access to only those ballots you have created. This is to maintain the integrity of the election process.

Click Create to open a new ballot form.

Ballots can be created with or without a template.

Active Ballots – Preview online ballot, compose voter email, view email log and manage active election – update election end date.

Saved (draft) Ballots – Edit ballot, load voter list, send emails and activate election.

Saved (draft) Ballots – Click Manage to update a saved ballot, activate election, send emails.

Past – Once election has ended, view online election results under Manage option – update results based on paper ballots.
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.

Thank you!