IEEE vTools

Tutorials

Topic: Voting – Preview a Ballot
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Option – Preview (Print) online ballot
  – 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.

Preview and Print versions of the ballot are available.

**Active Ballots** - Select **Preview** to view online ballot or **Print** to view print version

**Saved (draft) Ballots** – Select **Preview** to view online ballot or **Print** to view print version

**Past Ballots** – Select **Preview** to view online ballot or **Print** to view print version
Ballots saved as draft will be listed on Ballot Dashboard under **Saved Ballots**.

**Saved Ballots**

<table>
<thead>
<tr>
<th>Name</th>
<th>Dates</th>
<th>Organization</th>
<th>Options</th>
</tr>
</thead>
<tbody>
<tr>
<td>PCJ PE31 Chapter election 2017</td>
<td>14 May 2017 12:00 AM - 03 June 2017 11:59 PM</td>
<td>Princeton-Central Jersey Section Chapter, PE31</td>
<td></td>
</tr>
</tbody>
</table>

**Preview of online ballot.**

Click **Preview** to view online ballot.

Click on Candidate Name to view candidate details.
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.