IEEE vTools

Tutorials
Topic: Voting – Manage Active Election
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Ballot Dashboard
  – Active ballots options
    – Manage election process
      – Update date election will close
      – View email log
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**.
Active Ballots – Manage Option

Active Ballots – click on ‘Manage’ to view election information and details

<table>
<thead>
<tr>
<th>Name</th>
<th>Dates</th>
<th>Organization</th>
<th>Status</th>
<th>Options</th>
</tr>
</thead>
<tbody>
<tr>
<td>Devry University Election</td>
<td>06 Aug 2019 12:00 AM - 09 Aug 2019 12:00 AM</td>
<td>Devry University-North Brunswick</td>
<td>0% voted</td>
<td>Preview Report (PDF) Manage</td>
</tr>
</tbody>
</table>

While an election has running, you can view progress details by clicking on the Manage option.

Note: Only the Election Manager will have access to the ‘Manage’ option. This is to maintain the integrity of the election process.
You can change the date that the election will close.

**NOTE:** You cannot make the election end earlier than the current end date but you can extend the date the election will close.

Email status – shows number of emails sent and when the next email can be sent.
**Email Log**

**Note:** As the creator of the ballot, you will also receive all emails sent to the voters.

### EMAIL LOG

**Susquehanna Section 2018 Officers Election Ballot**

All emails sent to voters will include the creator of the ballot as one of the recipients.

Please click on e-mail subject to view its contents.

<table>
<thead>
<tr>
<th>Subject</th>
<th>Sent on</th>
<th>Sent to</th>
</tr>
</thead>
<tbody>
<tr>
<td>Susquehanna Section 2018 Officers Election Ballot</td>
<td>09 October 2017 05:15 AM - Eastern Time (US &amp; Canada)</td>
<td>All voters</td>
</tr>
</tbody>
</table>

[Manage Ballot] [Ballot Dashboard]
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!