



# PRESENTS

## IEEE vTools

### Tutorials

**Topic:** Voting – Update Election Results

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# Sign In

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Sign In

IEEE vTools **VOTING**



VTOLS ▾ HOME VOTING ABOUT

vTools.Voting is part of the vTools project which is developed and made possible by IEEE volunteers. This application was created to assist IEEE organization 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.

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

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version 2.0.0

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# 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



# Past Ballots Dashboard

## BALLOT DASHBOARD

The **Past Ballots Dashboard** includes ballots once the election has ended.

### Past Ballots

Name	Dates 	Organization	Options
IEEE Queretaro Section	17 Oct 2016 12:00 AM - 04 Nov 2016 11:59 PM	Queretaro Section	Preview   Print (PDF)   <b>Manage</b>   Email Log   Results

Once the election has ended , you can update election results by clicking on the **Manage** option.

**Note:** Only the **Election Manager** will have access to the election results. This is to maintain the integrity of the election process

# Manage Ballot - Update Election Results



## MANAGE BALLOT

**Note:** Election results are **not** automatically reported to IEEE headquarters.

### IEEE Queretaro Section

Organization	Queretaro Section (R90361)
Start/End dates	17 October 2016 12:00 AM - 04 November 2016 11:59 PM
Timezone	Mexico City
Eligible voters	There are 80 registered voters
Online voter turnout	23%
# of emails sent	0 (out of 3 max)
Last email sent on	No emails have been sent.
Next email can be sent on	You can send an email now

#### Ballot Results

- [View results](#)
- [Report results to IEEE headquarters](#)
- [Export results \(CSV\)](#)
- [Update results based on paper ballots](#)

Click on **Update results based on paper ballots.**



# Update Election Results

## UPDATE BALLOT RESULTS

### IEEE Queretaro Section

**Organization** Queretaro Section (R90361)  
**Start/End dates** 17 October 2016 12:00 AM - 04 November 2016 11:59 PM

You can add write-in candidates and add or subtract votes based on paper ballots below.

Chair			
Saul Tovar-Arriaga	<input checked="" type="radio"/> Add <input type="radio"/> Subtract	<input type="text" value="0"/> votes	18 currently
<a href="#">Add new write-in candidate</a>			
Vice-chair			
Carlos Torres Hernandez	<input checked="" type="radio"/> Add <input type="radio"/> Subtract	<input type="text" value="0"/> votes	18 currently
<a href="#">Add new write-in candidate</a>			
Treasurer			
Sandra Hernandez Lopez	<input checked="" type="radio"/> Add <input type="radio"/> Subtract	<input type="text" value="0"/> votes	18 currently
<a href="#">Add new write-in candidate</a>			

On this screen, you will see the results of the ballot, and are given the option to add the paper ballot votes for the corresponding candidates.

For this example, we will add 2 votes for Treasurer, and 1 for Vice-chair.

Please note that the system will log that results were updated manually.

# Update Election Results

The following updates to the election results have been recorded.

## UPDATE BALLOT RESULTS

IEEE Queretaro Section

**Organization** Queretaro Section (R90361)  
**Start/End dates** 17 October 2016 12:00 AM - 04 November 2016 11:59 PM

Confirmation message that changes have been recorded

Please confirm your changes.

Chair

Name	Adjustment
Saul Tovar-Arriaga	no change

Vice-chair

Name	Adjustment
Carlos Torres Hernandez	+1 vote

Adjustment to votes is displayed. Click **Save Changes** to confirm changes

Treasurer

Name	Adjustment
Sandra Hernandez Lopez	+2 votes

Cancel Changes

Make More Changes

Save Changes



# Review Updated Election Results

## BALLOT RESULTS

### IEEE Queretaro Section

Organization	Queretaro Section (R90361)
Start/End dates	17 October 2016 12:00 AM - 04 November 2016 11:59 PM
Eligible voters	There are 80 registered voters
Online voter turnout	23%

#### Chair

Name	Percent	Votes	Manual
Saul Tovar-Arriaga	100.0	18	

#### Vice-chair

Name	Percent	Votes	Manual
Carlos Torres Hernandez	100.0	19	1

#### Treasurer

Name	Percent	Votes	Manual
Sandra Hernandez Lopez	100.0	20	2

Return to **Manage Ballot**  
Click **View Results** to review updated election results.

#### Ballot Results

[View results](#)

[Report results to IEEE headquarters](#)

[Export results \(CSV\)](#)

[Update results based on paper ballots](#)

[Voter status report ?](#)

Here we see that the changes have taken place. The prior voting results for Vice-chair were 18 votes, but after adding the 1 paper ballot vote, the total is now 19 votes.

Manage Ballot

Ballot Dashboard

# Update with Write-In

## BALLOT RESULTS

### IEEE Queretaro Section

**Organization** Queretaro Section (R90361)  
**Start/End dates** 17 October 2016 12:00 AM  
**Eligible voters** There are 80 registered voters  
**Online voter turnout** 23%

#### Chair

Name	Percent	Votes	Manual
Saul Tovar-Arriaga	100.0	18	

#### Vice-chair

Name	Percent	Votes	Manual
Carlos Torres Hernandez	95.0	19	1
Maria Rios (write-in)	5.0	1	1

#### Treasurer

Name	Percent	Votes	Manual
Sandra Hernandez Lopez	100.0	20	2

#### Vice-chair

Carlos Torres Hernandez  Add  Subtract  votes 19 currently  
Maria Rios (new write-in)  votes

[Add new write-in candidate](#)

In this example, a write-in candidate has been added to the election results.

# Report Election Results

## **MANAGE BALLOT**

### IEEE Queretaro Section

**Organization** Queretaro Section (R90361)

**Start/End dates** 17 October 2016 12:00 AM - 04 November 2016 11:59 PM

**Timezone**

**Eligible voters**

**Online voter turnout**

**# of emails sent**

**Last email sent on**

**Next email can be sent on**

No emails have been sent.

You can send an email now

**Note:** Election results are **not** automatically reported to IEEE headquarters.

Note: Election results are reported using another vTools application:  
**vTools.OfficerReporting** ( <http://officers.vtools.ieee.org> )

For more information, click [here](#).

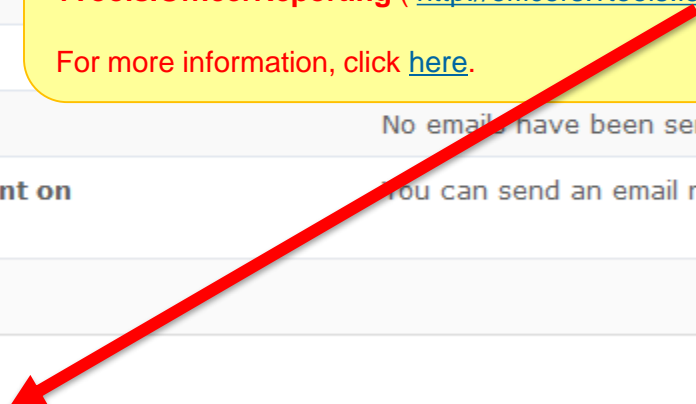
Ballot Results

[View results](#)

[Report results to IEEE headquarters](#)

[Export results \(CSV\)](#)

[Update results based on paper ballots](#)



# 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!