



# PRESENTS

## IEEE vTools

### Tutorials

**Topic:** Voting – Manage Active Election

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IEEE vTools **VOTING**



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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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# 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



# Active Ballots – Manage Option

## Active Ballots

**Active Ballots** – click on 'Manage' to view election information and details

Name	Dates ?		Status	Options
Susquehanna Section 2018 Officers Election Ballot	09 Oct 2017 12:00 AM - 22 Oct 2017 11:59 PM	Susquehanna Section	2% voted	Preview   Print (PDF)   Email Log   Email   <b>Manage</b>

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

# Manage Ballot – Active Ballot

## **MANAGE BALLOT**

### Susquehanna Section 2018 Officers Election Ballot

Organization	Susquehanna Section (R20043)
Start/End dates	09 October 2017 12:00 AM - 22 October 2017 11:59 PM
Timezone	Eastern Time (US & Canada)
Eligible voters	There are 577 registered voters
Online voter turnout	2%
# of emails sent	1 (out of 3 max)
Last email sent on	October 09, 2017 05:15
Next email can be sent on	October 12, 2017 05:15

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

#### Ballot Results

[Email log](#)

#### Ballot Dates

Close ballot on 

22 Oct 2017 11:59 PM



You can change the date that the election will close.

**Update**

#### **NOTE:**

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

# 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.

Subject	Sent on	Sent to
<a href="#">Susquehanna Section 2018 Officers Election Ballot</a>	09 October 2017 05:15 AM - Eastern Time (US & Canada)	All voters

[Manage Ballot](#)

[Ballot Dashboard](#)

# 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!