



# Electronic Balloting Portal CIB Balloting

User guide

Version	Date	Author	Modifications description
0.1	2010-02-23	Cécile Colinia	Initial version
1.0	2010-04-20	CC + MB	First Released version
1.1	2011-12-01	EDP/CC	Permissions to vote and comment updated
2.0	2014-12-16	EDP/CC	CIB Templates added

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## 1 Introduction

This document is written for the following users of the Committee Internal Balloting system (see the definition of the different roles in § 1.3.4):

- **Voter**
- **Commenter**
- **Monitor**
- **Surveyor**
- **Content Owner**
- **Ballot Owner**

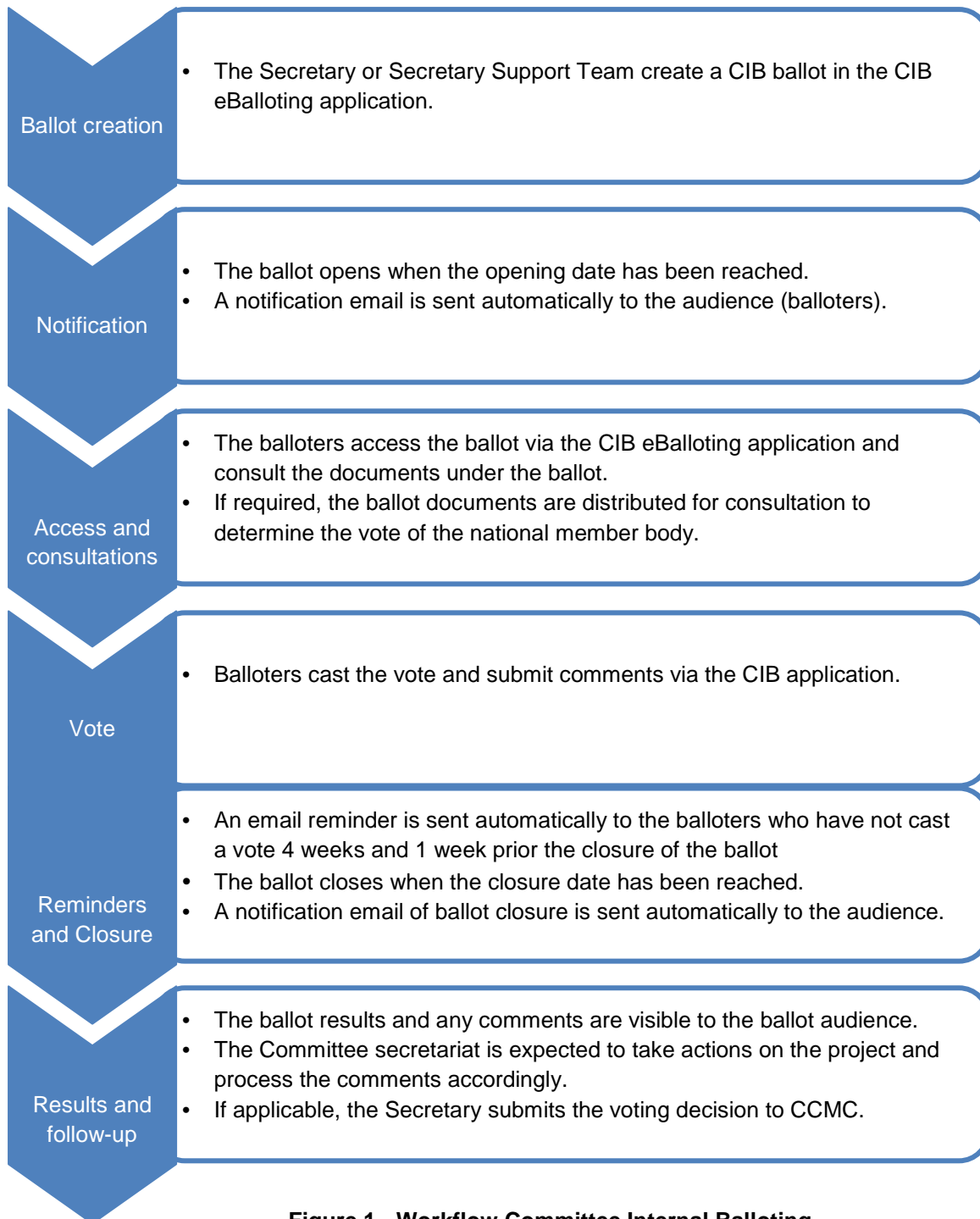
For each chapter of this document, the roles concerned by the explanation will be indicated as follows:

- **[All]** : these chapters concern all the roles
- **[Voter]** : these chapters only concern the Voter
- **[Commenter]** : only concerns the Commenter
- **[Ballot Owner]** : only concerns the Monitor
- ...

## 1.1 Committee internal balloting workflow

[All]

The CIB balloting process and its follow up are characterized by the following main stages:



**Figure 1 - Workflow Committee Internal Balloting**

## 1.2 Electronic Balloting application overview

[All]

The screenshot displays the 'Electronic Balloting Portal' interface. At the top, there is a header bar with the title 'Electronic Balloting Portal'. Below this, the main content area is divided into several sections. The first section, 'ELECTRONIC BALLOTING V. 3', includes links for 'FREQUENTLY ASKED QUESTIONS' and 'ABOUT'. A red arrow points to the 'FREQUENTLY ASKED QUESTIONS' link with the text 'View all types of ballots'. The subsequent sections are 'ELECTRONIC BALLOTING FOR FV/UAP', 'ELECTRONIC BALLOTING FOR CEN ENQUIRY', 'ELECTRONIC BALLOTING FOR PQ/UQ', and 'COMMITTEE INTERNAL BALLOTING'. Each of these sections has a 'Types:' field and a 'Click to bookmark' link. To the right of each section, there are three links: 'GUIDE TO THE APPLICATION', 'CONTACT (CONTENT ISSUES)', and 'HELPDESK (TECHNICAL AND FUNCTIONAL ISSUES)'. Red arrows point to the 'CONTACT (CONTENT ISSUES)' link in each of these sections, with corresponding text: 'View FV/UAP ballots', 'View ENQ ballots', 'View PQ ballots', and 'View all CIB ballots (NWI, AdopPWI, CIB...)'. The interface is clean and professional, with a light blue and white color scheme.

**Electronic Balloting Portal**

**ELECTRONIC BALLOTING V. 3**

[FREQUENTLY ASKED QUESTIONS](#) ← View all types of ballots

[ABOUT](#)

**ELECTRONIC BALLOTING FOR FV/UAP**

Types: FV/UAP

[GUIDE TO THE APPLICATION](#)

[CONTACT \(CONTENT ISSUES\)](#) ← View FV/UAP ballots

[HELPDESK \(TECHNICAL AND FUNCTIONAL ISSUES\)](#)

[Click to bookmark](#)

**ELECTRONIC BALLOTING FOR CEN ENQUIRY**

Types: Enquiry

[GUIDE TO THE APPLICATION](#)

[CONTACT \(CONTENT ISSUES\)](#) ← View ENQ ballots

[HELPDESK \(TECHNICAL AND FUNCTIONAL ISSUES\)](#)

[Click to bookmark](#)

**ELECTRONIC BALLOTING FOR PQ/UQ**

Types: PQ/UQ

[GUIDE TO THE APPLICATION](#)

[CONTACT \(CONTENT ISSUES\)](#) ← View PQ ballots

[HELPDESK \(TECHNICAL AND FUNCTIONAL ISSUES\)](#)

[Click to bookmark](#)

**COMMITTEE INTERNAL BALLOTING**

Types: CIB

[GUIDE TO THE APPLICATION](#)

[CONTACT \(CONTENT ISSUES\)](#) ← View all CIB ballots (NWI, AdopPWI, CIB...)

[HELPDESK \(TECHNICAL AND FUNCTIONAL ISSUES\)](#)

[Click to bookmark](#)

Figure 2 - Electronic Balloting application overview

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## 1.3 Principles of the Electronic Balloting application

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[All]

### 1.3.1 Permissions to vote and comment

- Authorized to **cast votes** (with associated comments if needed) are the representatives of **CEN Members** in the committee, defined as **Internal Balloting Voters** in the Global Directory. CEN Members can also define a person as **CIB centralized Voter** which allows the person to vote in CIBs of all the CEN/TCs (see also § 1.3.3).
- Authorized to **submit comments** are the representatives of **external liaison organizations** as well as CEN Consultants.

### 1.3.2 Management of users and their balloting roles

Users are registered in the **Global Directory** in the roles of committee internal balloters. Users and their roles are registered and maintained by the user administrators of CEN Member Bodies in the Global Directory.

Any changes in user data and role assignments relevant for balloting are immediately reflected in the access permissions for particular users to the balloting application.

In addition to the role of a balloter, there are other balloting related roles defined in the application which are associated with certain permissions (see details in § 1.3.4).

### 1.3.3 Centralized and decentralized modes of balloting

- **Centralized balloting:** In this type of balloting, one or more individuals vote on all ballots for which a member body has a responsibility to vote.
- **Decentralized balloting:** The responsibility to vote is decentralized for each committee or sets of committees to different individuals, who can only vote on a number of committees for which they have been assigned the role of balloters.

The assignment of users to the roles of centralized or decentralized balloters is done by the user administrators of each CEN member body.

### 1.3.4 Committee Internal Balloting roles

On various screens and explanations some terms are used in relation to roles in the balloting process with which you may not be familiar. The table below gives an overview and explanations of these terms and relates it to business functions in CEN. Note that each role can be assumed by more than one individual for any given ballot.

Balloting roles	Role definitions	Permissions
<b>Ballot Owner</b>	Responsible to initiate and run the balloting process. This role is assumed by the <b>Committee Secretary</b> and his/her <b>Support Team</b> for <b>Committee-Internal Ballots</b> .	Can create ballots of the respective committee(s), has full access to the committee-internal balloting environment. A BallotOwner has also the permission to register a vote or comment in the balloting application on behalf of a <b>Voter</b> or <b>Commenter</b> (if required).
<b>Voter</b>	User authorized to vote on behalf of his/her national member organization, or some other person(s) appointed by him/her.	Can vote on all ballots inside a particular committee.
<b>Commenter</b>	Person representing an organization who has no right to vote on a ballot, but can, if needed, submit a comment on a ballot document. Examples: - A representative of a liaison organization, - A representative of another committee of CEN, in liaison with the committee which has originated the ballot	Can comment on all ballots inside a particular committee.
<b>Monitor</b>	Person representing an organization who has read/viewer-access to all or a subset of the ballots relevant for its organization without having the permission to cast, modify or delete a vote/comment him/herself. This role may also be used to give access to the results when voting is closed.	Can see ballots as well as votes cast by his/her member body, but cannot cast a vote or submit a comment.
<b>Content Owner</b>	Role given to Committee Chairmen and their support staff to give access to information on Open ballots, and to vote results and comments when ballot is closed.	

**Figure 3 - Committee internal balloting roles**

## 1.4 Access to eBalloting portal

[All]

### 1.4.1 Access through CEN Electronic Applications homepage

You can access the CEN eBalloting application through the CEN Electronic Applications homepage at <http://login.cen.eu>.

Click on **Electronic Balloting on Draft Standards**.



CEN Electronic Applications

ccolinia@cencenelec.eu | Sign out

List of protected applications

Welcome to CEN Electronic Applications portal page.

This page lists web-based applications that can be securely accessed with a single login.  
You can find more information about CEN applications on the official CEN website.

Event Notifications	Manage notification reports on changes in the CEN system.
CENTC Server	Document management systems for the collaborative development of standards.
<b>Electronic Balloting on Draft Standards</b>	Support of consensus feedback processes for committees in CEN standardization.
Electronic Balloting for Governance	Support of consensus feedback processes for governance in CEN standardization.
Global Directory	Central repository for managing committees, organizations, users and their roles for international, regional, and national work.
National Mirror Committee Server	Dissemination of CEN documents to National Mirror Committees.

Home

- List of applications
- Help
- Contact helpdesk

Actions

- My settings

Administration


- Dashboard
- Notification messages
- Statistics


Figure 4 - CEN Electronic Applications homepage


From the electronic Balloting on Draft Standards Portal page click on **Committee Internal Balloting**, this leads you to the balloting application as shown below:





**ELECTRONIC BALLOTING V. 3**


[FREQUENTLY ASKED QUESTIONS](#)

[ABOUT](#)


**ELECTRONIC BALLOTING FOR FV/UAP**  
Types: FV/UAP


[GUIDE TO THE APPLICATION](#)


[CONTACT \(CONTENT ISSUES\)](#)


[HELPDESK \(TECHNICAL AND FUNCTIONAL ISSUES\)](#)

Click to bookmark


**ELECTRONIC BALLOTING FOR CEN ENQUIRY**  
Types: Enquiry


[GUIDE TO THE APPLICATION](#)


[CONTACT \(CONTENT ISSUES\)](#)


[HELPDESK \(TECHNICAL AND FUNCTIONAL ISSUES\)](#)

Click to bookmark


**ELECTRONIC BALLOTING FOR PQ/UQ**  
Types: PQ/UQ


[GUIDE TO THE APPLICATION](#)


[CONTACT \(CONTENT ISSUES\)](#)


[HELPDESK \(TECHNICAL AND FUNCTIONAL ISSUES\)](#)

Click to bookmark

**COMMITTEE INTERNAL BALLOTING**  
Types: CIB

[GUIDE TO THE APPLICATION](#)

[CONTACT \(CONTENT ISSUES\)](#)

[HELPDESK \(TECHNICAL AND FUNCTIONAL ISSUES\)](#)

Click to bookmark

Figure 5 - Electronic Balloting on Draft Standards Portal

## 1.4.2 Access directly from eCommittee homepage

Alternatively, you can also directly access your committee ballots by clicking on **Committee Ballots** in the navigation menu of the eCommittee homepage:

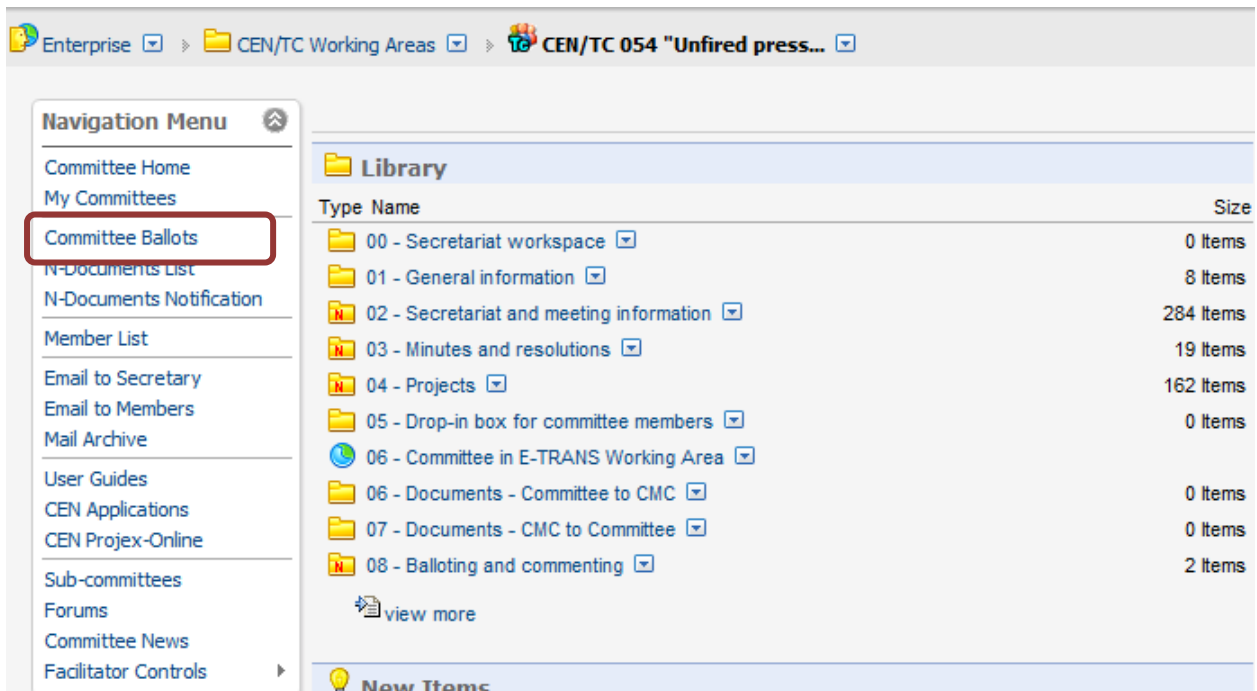


Figure 6 - Access from Committee home page

## 2 Logging in and logging out

[All]

### 2.1 Logging in

Your username and password will be sent to you by e-mail after your initial registration by your National Member Body in the Global Directory and to the CEN eServices (e.g. eCommittees, Electronic Balloting). Please follow the steps 1-5 as described in the mail. You will be asked to change your temporary password by following the URL in the mail. After this:

- Start your Internet browser and open the following URL: <https://login.cen.eu>.
- Click on **Sign into applications**

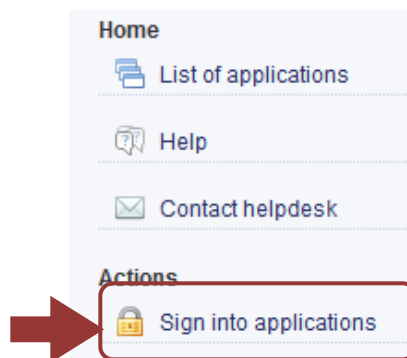


Figure 7 -Sign into applications

- Enter your username and password (same username and password used to access the CENTC and Global Directory applications)
- Read the declaration and tick the box to accept the conditions

A screenshot of the 'Sign in to Identity Manager' login page. It features input fields for 'Username' and 'Password'. To the right are links for 'Help', 'I have lost my password...', 'I don't have an account yet...', and 'Contact helpdesk'. At the bottom, there is a checkbox with the text 'I have read the declaration, and I accept the conditions set forth therein'. This checkbox is highlighted with a red rectangular box. Below the checkbox is a 'Sign In' button.

Figure 8 - CEN Electronic Applications Log-in screen

- Click on **Sign in** and select **Electronic Balloting on Draft Standards**.



Please note that both username and password are case-sensitive, i.e. they have to be entered exactly as provided.

## 2.2 Logging out

- Choose **Log-out** on the **Tools** menu.
- Click on **Log-out** on the Log-out screen to leave the CENTC server.
- You will be forwarded to the list of CEN applications.

The screenshot shows the 'Committee Internal Balloting' interface. At the top right, the user email 'ccolinia@cencenelec.eu' and the date '2014-09-29' are displayed. Below this is a navigation bar with 'Tools' and 'Help' menus. The 'Tools' menu is open, showing options like 'Balloting portal', 'Open ballots', 'Search', 'CENTC Committee Areas', 'Manage my roles', and 'Logout'. The 'Logout' option is highlighted with a red box. Below the menu is a table of ballots with columns: Type, Committee, Reference, Vote, Opening date, and Closing date. The table shows two rows of data.

Type	Committee	Reference	Vote	Opening date	Closing date
CIB	CEN/TC 89	Registration - National delegation to CEN/TC 89 Plenary 2014	14 votes	2014-07-09	2014-09-09
CIB	CEN/TC 67	N 561 prEN 12004-1_14.08.22	11 votes	2014-08-29	2014-09-30

Figure 9 - Committee internal balloting Logout screen

## 2.3 Password forgotten

If you have forgotten your password, you can request a new password on the log-in page.

Click on the link **I have lost my password** next to the log-in fields and follow the instructions on the screen. Within the next few minutes you will receive an e-mail with a link to reset your password. Follow the link and click the Reset Password button. This will send you an email with a new temporary password. Follow the steps 1- 5 in the mail exactly to change your temporary password.

The screenshot shows the 'Sign in to Identity Manager' page. It features a login form with fields for 'Username' and 'Password'. Below these fields is a checkbox labeled 'I have read the declaration, and I accept the conditions set forth therein'. A red arrow points from the 'Password' field to the 'I have lost my password...' link in the 'Help' section on the right. The 'Help' section also includes links for 'I don't have an account yet...' and 'Contact helpdesk'. A 'Sign In' button is located at the bottom of the login form.

Figure 10 – Password forgotten

### 3 User interface and navigation

[All]

#### 3.1 CIB Balloting - Navigation

The **Committee Internal balloting home page** displays a list of all currently open ballots, which you are allowed to view depending on the roles assigned in the Global Directory (note that the list is different for users performing different roles and/or representing different member bodies).

**Committee Internal Balloting** ccolinia@cencenelec.eu 2014-09-29

All open Tools Help

332 ballots found << < 1 - 20 > >>

Type	Committee	Reference	Votes	Opening date	Closing date	Role
CIB	CEN/TC 89	Registration - National delegation to CEN/TC 89				Ballot owner
CIB	CEN/TC 67	N 561 prEN 12004-1_14.08.22				Ballot owner
CIB	CEN/TC 67	N 562 prEN_14891_14.08.22				Ballot owner
CIB	CEN/TC 69	CEN/TC 69 N 1874				Ballot owner
CIB	CEN/TC 128	CEN/TC128 N 1601 Draft Decision C 446	11 votes	2014-07-30	2014-09-30	Ballot owner
CIB	CEN/TC 146	N 280 DD C173 "Project leader to work on NWI Cartoni...	12 votes	2014-07-19	2014-09-30	Ballot owner
CIB	CEN/TC 155	N 4131 Draft DECISION 1209 by correspondence	15 votes	2014-09-02	2014-09-30	Ballot owner

**List of ballots**

Click on the ballot reference name to open a specific ballot

Figure 11 – Committee Internal Balloting main page



All columns in the Home Screen are sortable. By clicking on the column heading the column will be sorted. Clicking a second time will reverse the sort.

Sorting applies to all ballots currently found (the number indicated on top of the ballot list) and not only to the ballots displayed on the current screen. Therefore, a ballot may disappear from the 20 listed due to the sorting.

The tabs at the top of the page have the following functions (from left to right):

**Committee Internal Balloting** ccolinia@cencenelec.eu 2014-09-29

All open Tools Help

All open New last 2 weeks Closing in 2 weeks Closed last 2 weeks Search

332 ballots found << < 1 - 20 > >>

Type	Committee	Reference	Votes	Opening date	Closing date	Role
CIB	CEN/TC 89	Registration - National delegation to CEN/TC 89 Plenary 2014	14 votes	2014-07-09	2014-09-19	Ballot owner

Figure 12 - Committee Internal Balloting tabs

Tabs	Description
<b>All open</b>	Displays all the ballots which are currently open and on which you can vote or submit a comment.
<b>New last 2 weeks</b>	Displays all the ballots which were opened within the last 2 weeks.
<b>Closing in 2 weeks</b>	Displays all the open ballots which will close during the next 2 weeks.
<b>Closed last 2 weeks</b>	Shows all the ballots which closed during the last 2 weeks. It allows access to the closed ballots and the individual votes and comments submitted by the member bodies and any commenting liaison organizations.
<b>Search</b>	Opens the search screen which allows to search with user defined values (e.g. ballots closed more than 2 weeks ago, search with a particular reference number, etc).

Figure 13 - CIB tabs functions

## 3.2 Searching for ballots

The Ballot search screen allows you to enter parameters into the search fields to find the ballots which match those criteria. This functionality is useful for specific requests, e.g. to find all ballots of a particular committee, a ballot based on its reference number or ballots open or closed within time periods which are not covered by the predefined queries executed through the tabs.

To initiate a search, click on **Search** after having entered the search parameters. To clear the screen and remove search parameters, click on **Reset**.

**Committee Internal Balloting** ccolinia@cencenelec.eu  
2014-09-29

**Search** Tools Help

Type:  Reference or Title: 
☒ Opening date: from

Status:  Committee: 
☐ Closing date: to

**Search criteria**

Enter your search criteria here and click "Search"

Type	Committee	Reference	Vote	Result	Status	Opening
To start your search, please define one criterion (or several criteria) to search for.						

Figure 14 – Search functionalities

The Search screen allows to enter or to select parameters in the following search fields:

Search Fields	Explanation/Function of the fields
<b>Type</b>	<b>CIB</b> (Committee Internal Ballot)  <b>CIB-ActivPWI</b> (Activation of a Preliminary Work Item)  <b>CIB-AdopPWI</b> (Adoption of a Preliminary Work Item)  <b>CIB-AdopFV</b> (Adoption of the final draft for Formal Vote)  <b>CIB-NWI</b> (Adoption of a New Work Item)  <b>CIB-9mthTol</b> (3 year time frame for the development of EN, TR & TS – 9 months Tolerance Request)
<b>Status</b>	Ballot stages
<b>Reference/Title</b>	Ballot reference number or document title element.  <u>Notes:</u> - A search by reference or title is a free text search that matches in any part of the ballot reference number or the title (e.g. searching for "smit" will match "smith"). - not case-sensitive.
<b>Committee</b>	Only those committees to which your profile is registered will be displayed.
<b>Opening date</b>	Specifies that the date in the range between "From" and "To" is an opening date.
<b>Closing date</b>	Specifies that the date in the range between "From" and "To" is a closing date.
<b>From</b>	Range start date
<b>To</b>	Range end date

Figure 15 – Search parameters

### 3.3 Accessing closed ballots

Closed ballots can be accessed in two ways:

- Click on "**Closed last 2 weeks**" from the main screen, which will list all ballots which have been closed during this period.
- Open the **Search screen** and then choose from the field *Status* the value "**Closed**". Enter additional search values to further specify your query.

### 3.4 Viewing the details of a ballot

From the search screen, click on the ballot reference to open the ballot details screen:

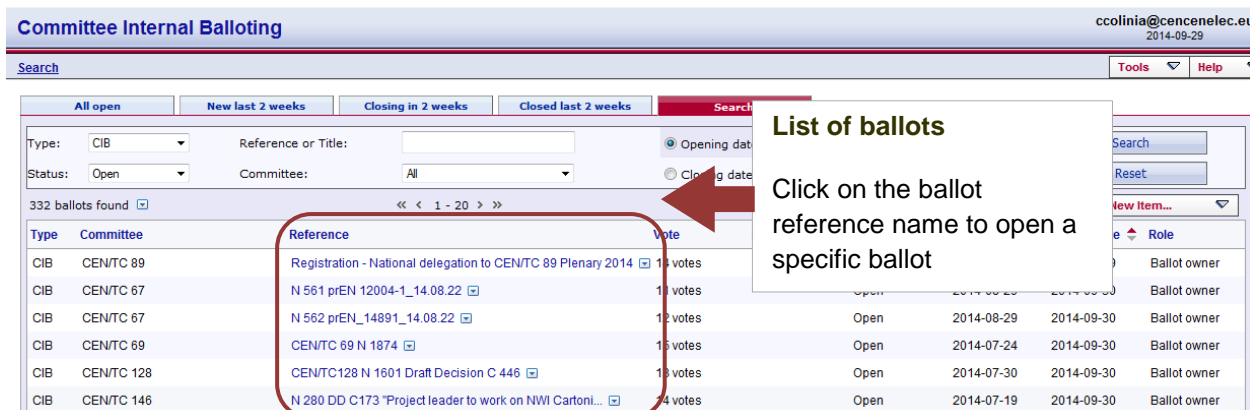


Figure 16 - Open ballot details

This will open the Ballot details screen:

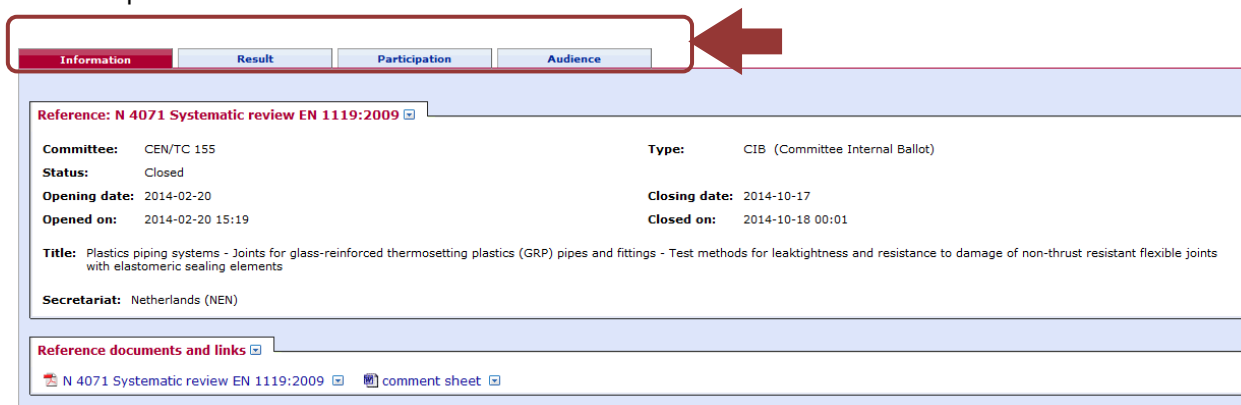


Figure 17 - Ballot Information screen

The ballot contains tabs with the following information:

Tabs	Description
<b>Information</b>	Lists the ballot attributes, the reference documents or hyperlinks, questions and vote values.
<b>Result</b>	Lists the ballot result with the number of answers for each question and the comments received. Includes link to download the results.
<b>Participation</b>	Lists of ballot owners and voters. This tab is only visible to the Secretary and support team (ballot owner).
<b>Audience</b>	Lists the complete ballot audience. This tab is only visible to the Secretary and support team (ballot owner).

Figure 18 – Tabs in ballot details screen



## 3.5 Tools Menu

The tools menu provides shortcuts to access different functions of the electronic balloting application:

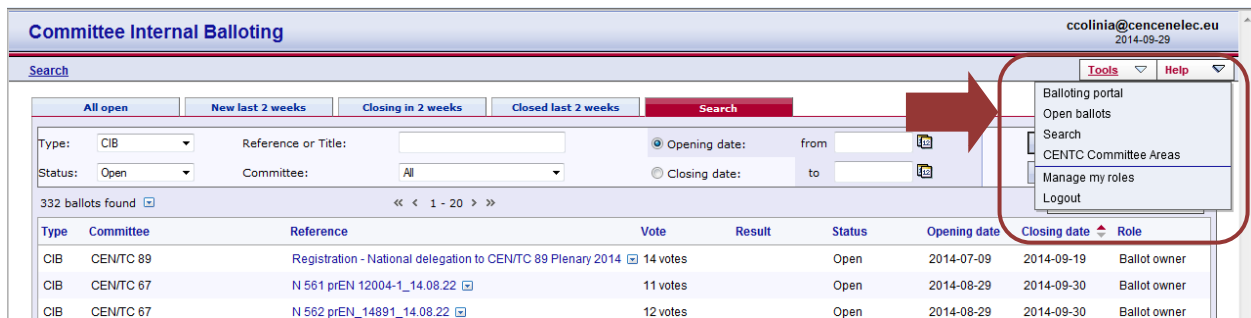


Figure 19 – Tools menu

The following options are available within the **Tools** menu:

Tools menu	Description
<b>Balloting Portal</b>	Electronic balloting Portal start page.
<b>Open Ballots</b> (same as tab All Open)	This function displays all the open ballots to which a user is registered.
<b>Search</b>	Direct link to the <b>Search</b> tab.
<b>CENTC Committee areas</b>	Direct link to the CENTC server ( <b>eCommittee</b> ).

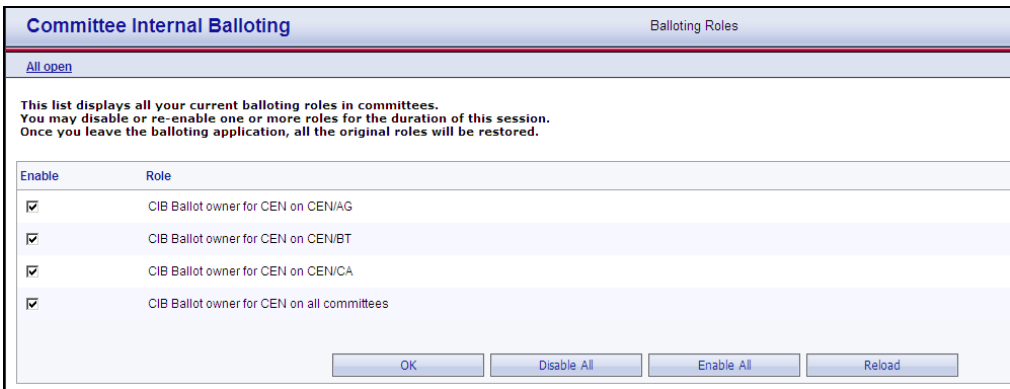
Tools menu	Description
<b>Manage my roles</b>	<p>This function displays all the roles of a user. It allows the user to disable certain roles temporarily and, thereby, to display only ballots corresponding to the remaining role(s). Roles can also be re-enabled. Enabling and disabling of roles has no effect on the registration of business roles in the Global Directory. Moreover, it lasts only until logging out from the current session: at the next login, all roles available to the user as defined in the Global Directory are enabled by default.</p>  <ul style="list-style-type: none"> <li>• <b>OK:</b> confirms the enabled/disabled roles</li> <li>• <b>Disable All:</b> disables all the roles</li> <li>• <b>Enable All:</b> enables all the roles</li> <li>• <b>Reload:</b> enables all the roles available to the user as defined in the Global Directory</li> </ul>
<b>Log out</b>	Allows the user to Logout from the balloting system <u>and</u> from Livelink.

Figure 20 - Tools menu options

### 3.6 Help Menu

The Help menu provides an easy way to access help files on Electronic Balloting and User Guides.

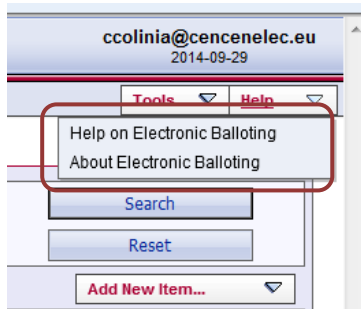


Figure 21 - Help Menu

## 4 Creating a new ballot

[Ballot Owner]

### 4.1 Create an Ad-Hoc ballot

From the drop-down menu "New Ballot" on the **Committee Internal Balloting screen**, choose the option "Ad hoc Committee Internal Ballot"



Figure 22 - Create an Ad hoc Committee Internal Ballot

This will launch a 4-step wizard that will help you creating the Ad Hoc Committee Internal ballot.

#### Step 1 – Committee selection

This step allows you to select the committee for which you wish to create a CIB ad-hoc ballot. Select the committee from the drop-down list:

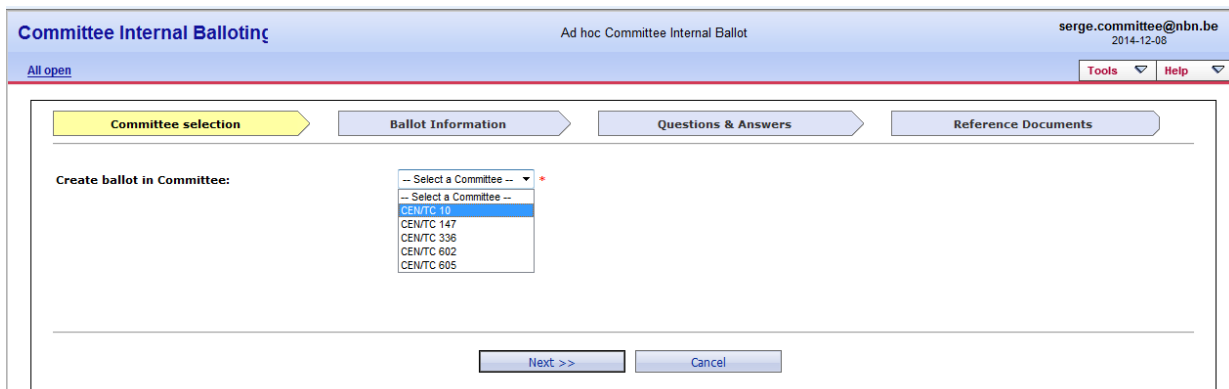


Figure 23 - Committee selection



*The drop-down list will only display committees for which you are registered as Secretary or Secretary support team in the Global Directory.*

Click the **Next** button.



Fields	Description
Reference	Ballot reference or document title.
Title	Title of in English.
Opening date	Vote opening date
Closing date	Vote closing date
Notes	Any notes relevant to the ballot.

Figure 25 - Ballot metadata fields



*The Ballot Reference should be as explicit as possible as it is the reference used to search for your ballot in the electronic balloting platform.*

Click the **Next** button.

### Step 3 – Questions & Answers

The ad-hoc ballot allows you to define the questions and answers you wish to ask. In this step, you will define the set of questions and answers for the ballot.

#### ❖ Define questions

- Define the question in the textbox.

Committee selection    Ballot Information

Question 1 ☐ Do you agree with...

Question 2 ☐ Do you support the preparation of...

Add Question

**Define question**  
Type the text of your question here

Figure 26 - Define question

❖ **Define answers**

- Define a possible answer in the textbox.
- For each answer, you can select if no **comment** is allowed, if a comment is compulsory or if a comment is optional by selecting one of the option in the drop-down list at the right of the answer.
- To add another answer, click on the **Add Answer** button.
- To delete an answer, open the function menu (☰) of the corresponding answer and select **Delete**.
- To move an answer up or down in the list of answers, open the function menu (☰) of the corresponding answer and select **Up** or **Down**.

The screenshot displays the 'Questions & Answers' interface. At the top, there are four tabs: 'Committee selection', 'Ballot Information', 'Questions & Answers' (active), and 'Reference Documents'. Below the tabs, there are two question sections. Each section has a question text box on the left and an 'Answers' section on the right. The 'Answers' section contains a list of answers (Yes, No, Abstention for Question 1; Yes, No for Question 2) and a dropdown menu for selecting comment options. The dropdown menu for Question 2 is open, showing a list of options: 'No comment allowed', 'Comment optional', 'Comment required (HTML window)', 'Comment required (using CEN Commenting Template)', and 'Comment required (HTML window or CEN Commenting Template)'. An 'Add Answer' button is located below the answer list for each question. At the bottom left, there is an 'Add Question' button.

Figure 27 - Define answers

Some information about the different types of comment options available:

Comment options	Description
<b>No comment allowed</b>	Balloter cannot add comment on selected answer.
<b>Comment optional</b>	Balloter can add comment on selected answer. Comment option include HTML window and/or document upload.
<b>Comment required (HTML window)</b>	Balloter must add a comment to selected answer. Comment option include HTML window only.
<b>Comment required (using CEN commenting template)</b>	Balloter must add a comment using the CEN commenting template. Comment option include document upload only.
<b>Comment required (HTML window or CEN commenting template)</b>	Balloter must add a comment using the CEN commenting template. Comment option include document upload and HTML window.

Figure 28 - Comment field options

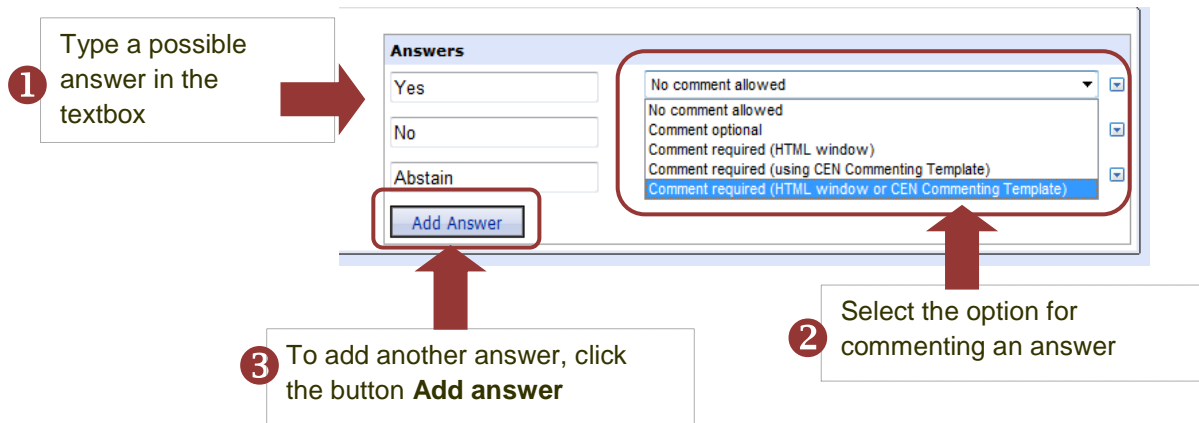


Figure 29 - Define answers

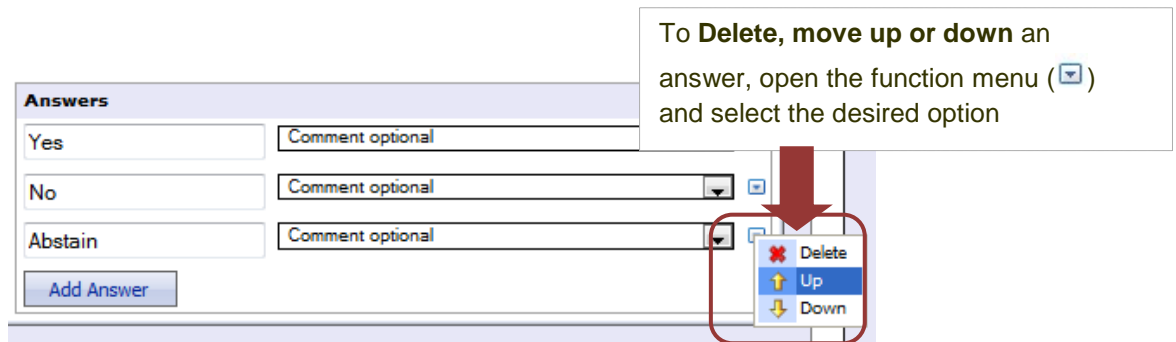


Figure 30 - Change order of answers

#### ❖ Add more questions

- To add a new question, click on **Add question**
- To delete a question, open the function menu ( ) of the corresponding question and select **Delete**.
- To move up or down a question in the list of questions, open the function menu ( ) of the corresponding question and select **Up** or **Down**.



Figure 31 - Add more questions

Once ready, click the **Create** button. The ballot creation is confirmed by a pop-up window as soon as you clicked **Create**.

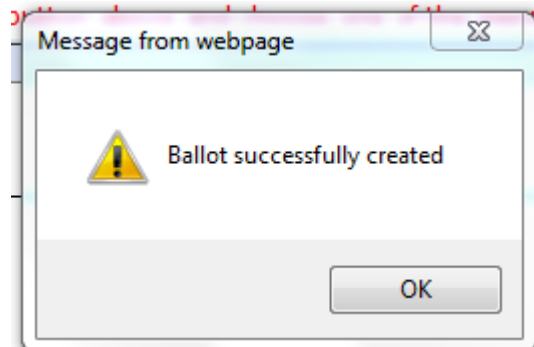



Figure 32 – Ballot creation confirmation message

#### Step 4 – Reference documents

This step allows you to link to the ballot any reference document(s).

Open the function menu (  ) next to **Reference document and links** and select one of the two options: **Add new reference document** or **Add new link**.

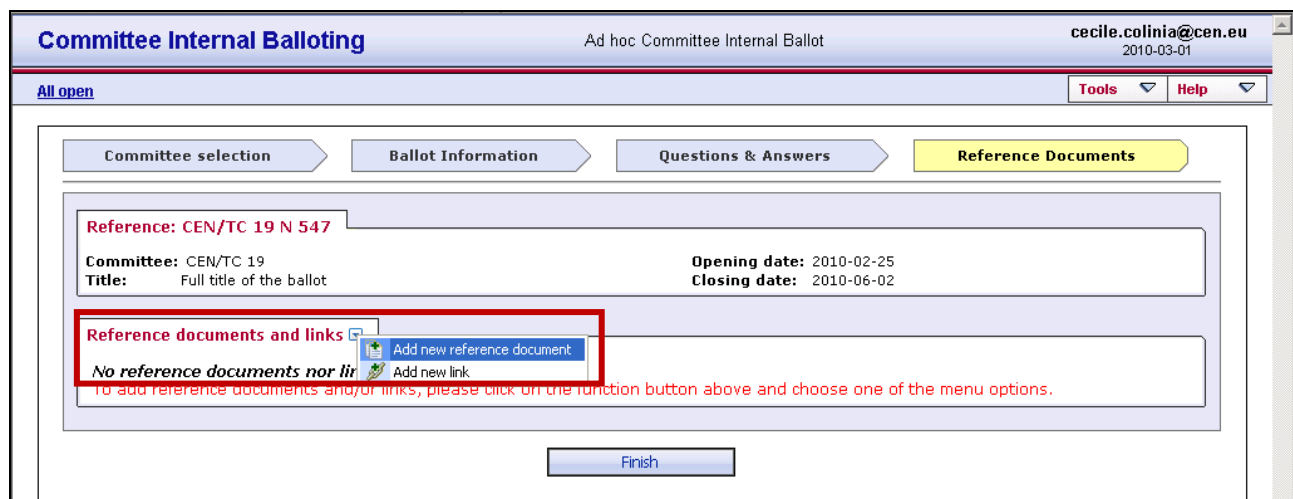


Figure 33 – Add new reference document

In both cases, you have to identify a reference for the document you wish to load. Choose the document from your local system or insert/paste a hyperlink into the second window. Note that you can apply both methods of adding documents into one ballot.



Add New Reference document screen:

The screenshot shows the 'Committee Internal Balloting' portal interface. At the top, the title 'Committee Internal Balloting' is on the left, and the user email 'cecile.colinia@cen.eu' and date '2010-03-01' are on the right. Below the title bar, there is a link 'All open'. The main content area is titled 'Add new reference document' in red. It contains the following fields and controls:

- Ballot Reference:** CEN/TC 19 N 547
- Ballot Title:** Full title of the ballot
- Document name to display (including N-number):** A text input field with a placeholder. Below it, a note states: 'If left blank, the name of the uploaded file is used.'
- Please select a new file below:** A text input field followed by a 'Browse...' button.
- At the bottom, there are two buttons: 'Upload' and 'Cancel'.

Figure 34 – Add new reference document screen

Add New Link screen:

The screenshot shows the 'Committee Internal Balloting' portal interface. At the top, the title 'Committee Internal Balloting' is on the left, and the user email 'cecile.colinia@cen.eu' and date '2010-03-01' are on the right. Below the title bar, there is a link 'All open'. The main content area is titled 'Add URL Reference' in red. It contains the following fields and controls:

- Ballot Reference:** CEN/TC 19 N 547
- Ballot Title:** Full title of the ballot
- URL Name:** A text input field.
- URL:** A text input field.
- At the bottom, there are two buttons: 'Submit' and 'Cancel'.

Figure 35 – Add new link screen

❖ Click on **Submit**.

Click on the **Finish** button to terminate the wizard.

The CIB ballot has been successfully created, with the reference document and will open automatically on the defined Start date.

## 4.2 Create a ballot based on a template

In the CIB balloting section, click on **New Ballot** and in the drop-down menu that appears select one of the following ballot templates:

- 3YTF for development EN, TR & TS – 9 mth Tolerance Request
- Activation of a Preliminary Work Item
- Adoption of a New Work Item
- Adoption of a Preliminary Work Item
- Adoption of the final draft for Formal Vote

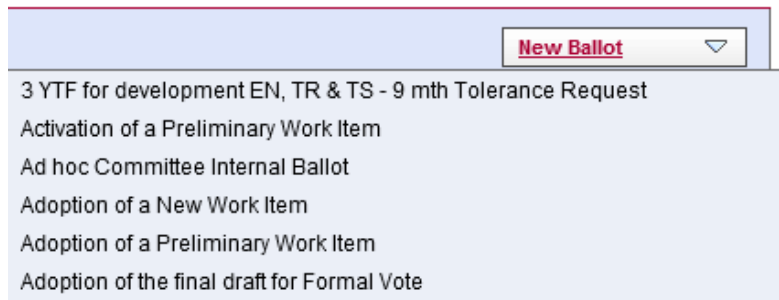


Figure 36 – Ballot templates

This will launch a 4-step wizard that will help you creating the ballot.

### Step 1 – Committee selection

This step allows you to select the committee for which you wish to create a ballot based on a template. Select the committee from the drop-down list.



*The drop-down list will only display committees for which you are registered as Secretary or Secretary support team in the Global Directory.*

A screenshot of a web application interface showing a multi-step wizard. The title bar at the top says 'Committee Internal Balloting' and 'Activation of a Preliminary Work Item'. The user's email 'serge.committee@nbn.be' and the date '2014-12-05' are also visible. Below the title bar, there are four tabs: 'Committee selection' (highlighted in yellow), 'Ballot Information', 'Questions & Answers', and 'Reference Documents'. In the 'Committee selection' tab, there is a label 'Create ballot in Committee:' followed by a dropdown menu. The dropdown menu is open, showing a list of committees: 'CEN/TC 10', 'CEN/TC 147', 'CEN/TC 336', 'CEN/TC 602', and 'CEN/TC 605'. At the bottom of the wizard, there are two buttons: 'Next >>' and 'Cancel'.

Figure 37 - Committee selection

Click the **Next** button at the bottom of the page.

## Step 2 – Ballot information

This step allows you to enter the ballot's metadata, i.e. ballot reference, start date, and end date. Fill in all the required fields.



*The system proposes by default a 1-month duration for the ballot, but you are free to modify it.*

Committee Internal Balloting Adoption of a New Work Item ccolinia@cencenelec.eu  
2014-09-29

[All open](#) [Tools](#) [Help](#)

Committee selection **Ballot Information** Questions & Answers Reference Documents

Reference :

Title: 

Size  **B** *I* U **ab** **X<sub>2</sub>** **X<sup>2</sup>**

Opening date: 2014-09-30   
Voting will open at 00:00 Central European Time that day.

Closing date: 2014-10-30   
Voting will close at 23:59 Central European Time that day.

Note: 

Size  **B** *I* U **ab** **X<sub>2</sub>** **X<sup>2</sup>**

<< Previous Next >> Cancel

Figure 38 - Ballot Metadata

Fields	Description
Reference	Ballot reference or document title.
Title	English title
Opening date	Vote opening date
Closing date	Vote closing date
Notes	Any notes relevant to the ballot.

Figure 39 - Ballot Metadata fields

Click the **Next** button.

### Step 3 – Questions & Answers

This step displays the set of questions and answers that will be proposed during the ballot. Since the ballot is based on a template for the questions and answers, you cannot change any of them.

No.	Questions	Possible Answers
1	We agree that a European Standard on this subject is feasible and therefore agree to the addition of the proposed new Work Item to the program of work of the committee.	Yes No * Abstention/No interest
2	Standard(s), regulation(s), and other relevant documentation existing in our country, with any remarks concerning their application if necessary and consequences for global relevance, as well as copyright information on these documents, are attached.	Yes (references provided below) * No
3	Do you wish to add any additional comments?	Yes * No
4	We are committed to participate actively in the development of the project, at least by commenting on working drafts.	Yes (and we nominate experts below) * No

(\*) A Comment is required for this answer value.

Figure 40 - Questions &amp; Answers

Once ready, click the **Create** button to move to Step 4.



*Note that until you click the **Create** button, you can go back in the process anytime by clicking the **Previous** button to modify the ballot data.*

The ballot creation is confirmed by a pop-up window as soon as you clicked **Create**.

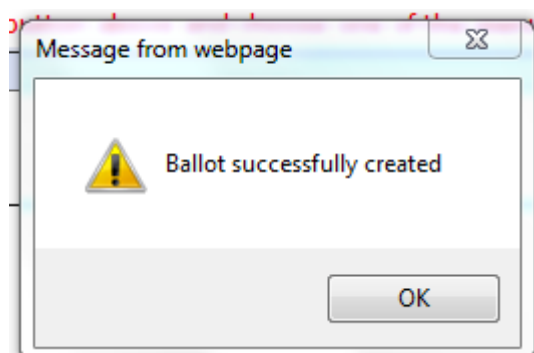



Figure 41 – Ballot creation confirmation message

#### Step 4 – Reference documents

This step allows you to link to the ballot any reference document(s).

Open the function menu (  ) next to **Reference document and links** and select one of the two options: **Add new reference document** or **Add new link**.

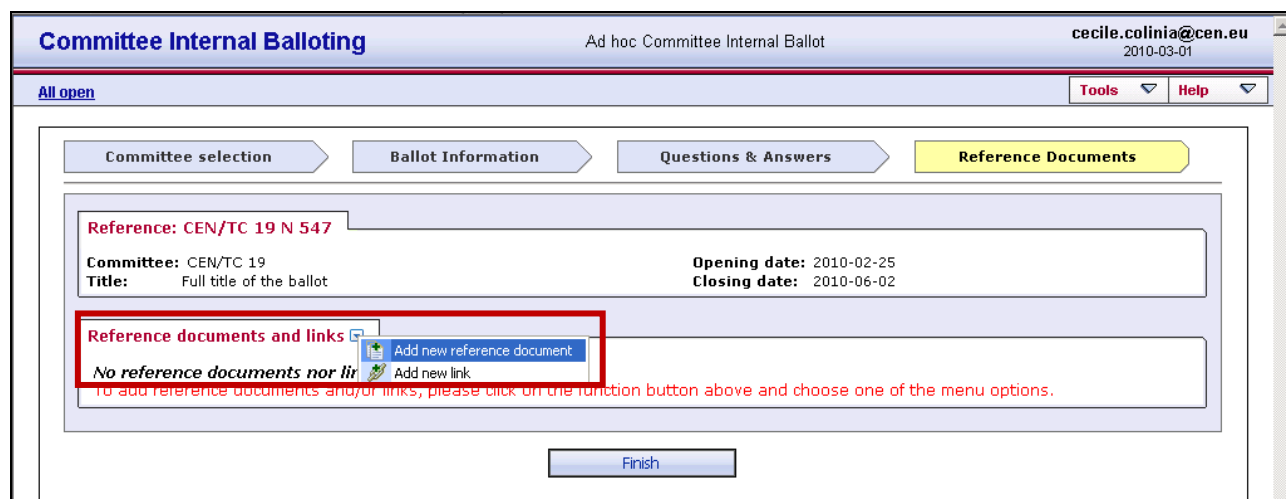


Figure 42 – Add new reference document

In both cases, you have to identify a reference for the document you wish to load. Choose the document from your local system or insert/paste a hyperlink into the second window. Note that you can apply both methods of adding documents into one ballot.

Add New Reference document screen:

The screenshot shows a web application window titled "Committee Internal Balloting". In the top right corner, it displays the email "cecile.colinia@cen.eu" and the date "2010-03-01". Below the title bar, there is a link "All open". The main content area is titled "Add new reference document" in red. It contains the following fields and controls:

- Ballot Reference:** CEN/TC 19 N 547
- Ballot Title:** Full title of the ballot
- Document name to display (including N-number):** A text input field with a placeholder text: "If left blank, the name of the uploaded file is used."
- Please select a new file below:** A text input field followed by a "Browse..." button.
- At the bottom, there are two buttons: "Upload" and "Cancel".

Figure 43 – Add new reference document screen

Add New Link screen:

The screenshot shows a web application window titled "Committee Internal Balloting". In the top right corner, it displays the email "cecile.colinia@cen.eu" and the date "2010-03-01". Below the title bar, there is a link "All open". The main content area is titled "Add URL Reference" in red. It contains the following fields and controls:

- Ballot Reference:** CEN/TC 19 N 547
- Ballot Title:** Full title of the ballot
- URL Name:** A text input field.
- URL:** A text input field.
- At the bottom, there are two buttons: "Submit" and "Cancel".

Figure 44 – Add new link screen

❖ Click on **Submit**.

Click on the **Finish** button to terminate the wizard.

The CIB ballot has been successfully created, with the reference document and will open automatically on the defined Start date.

### 4.3 Create a new ballot by cloning an existing ballot

Cloning a ballot will create a new ballot by copying the questions and answers from an existing one. After cloning a ballot you will still have to define the ballot metadata (reference, title, start and end date, etc.) and will be able to edit the copied questions and answers (if the ballot is of the type ad-hoc CIB).



*It is recommended to only clone ad-hoc ballots and not any other type, i.e. do not clone ballots based on templates!*

From the list of ballots that are displayed, open the function menu (☰) of the corresponding ballot you wish to clone and select **Clone this ballot (copy questions & answers)**.

The screenshot shows the 'Committee Internal Balloting' web application. At the top, the user 'cecile.colinia@cen.eu' is logged in. Below the header, there are tabs for 'All open', 'New last 2 weeks', 'Closing in 2 weeks', and 'Closed last 2 weeks'. A search bar is also present. The main area displays a table of 10 ballots found. The table has columns: Type, Committee, Reference, Vote, Opening date, Closing date, and Role. The 'Clone this ballot (copy questions & answers)' option is highlighted in the context menu.

Type	Committee	Reference	Vote	Opening date	Closing date	Role
CIB	CEN/TC 19	Marc CIB-Test_05 (with accents) ☐	7 votes, 1 comment	2009-12-16	2010-03-17	Ballot owner
CIB	CEN/TC 19	Marc CIB-Test_07 ☐	2 votes	2010-02-02	2010-04-03	Ballot owner
CIB	CEN/TC 19	Marc CIB-Test_06 (with accents) ☐	5 votes	2010-01-06	2010-04-06	Ballot owner
CIB	CEN/TC 10	Marc CIB-Test_12 ☐	1 vote	2010-02-09	2010-05-10	Ballot owner
CIB	CEN/TC 10	testJLR ☐	1 vote	2010-01-13	2010-05-13	Ballot owner
CIB	CEN/TC 278	CIB - Danish Test Ballot ☐		2010-02-18	2010-05-19	Ballot owner
CIB	CEN/TC 10	Marc CIB-for_NMC 10-922 ☐		2010-02-23	2010-05-24	Ballot owner
CIB	CEN/TC 10	CEN/TC 10 N 123 ☐		2010-02-26	2010-06-02	Ballot owner
CIB	CEN/TC 19	CEN/TC 19 N 547 ☐		2010-02-25	2010-06-02	Ballot owner
CIB	CEN/TC 19	CEN/TC 19 N 587 ☐		2010-02-26	2010-06-02	Ballot owner

Figure 45 – Clone this ballot function

The following message is displayed:

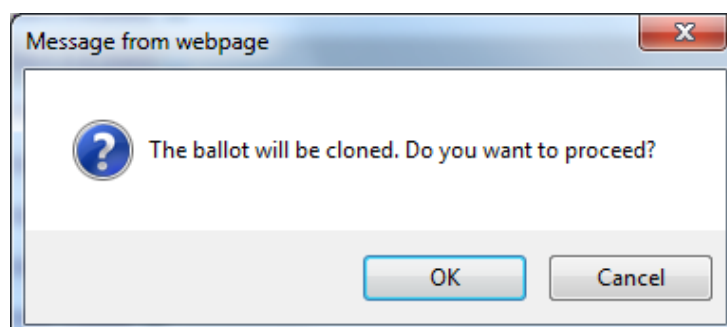


Figure 46 – Message displayed when cloning ballot

Click on *OK* to confirm the cloning.

Click on *Cancel* to cancel the cloning.

You will then be redirected to the usual 4-step wizard.



*When cloning a ballot, reference documents are not copied.*

## 5 Editing existing ballots

### [Ballot Owner]

Existing ballots can be modified by the ballot owner at any time as long as the ballot has not closed from the Ballot Information screen.




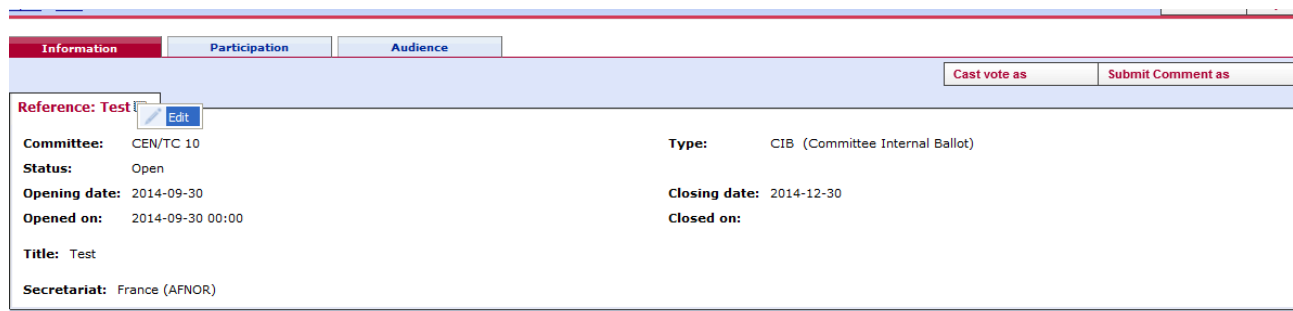
*A voter can edit and/or delete a vote as long as a ballot is open.*



No notifications are sent after a change has been made.

### 5.1 Modify metadata

To update ballot metadata, i.e. ballot reference, title, start date and end date, click on the function menu (  ) next to ballot reference and select **Edit**.



Information	Participation	Audience
<div>Cast vote as <span>Submit Comment as</span></div> <div>Reference: Test <span>Edit</span></div> <div><div><b>Committee:</b> CEN/TC 10</div><div><b>Status:</b> Open</div><div><b>Opening date:</b> 2014-09-30</div><div><b>Opened on:</b> 2014-09-30 00:00</div><div><b>Title:</b> Test</div><div><b>Secretariat:</b> France (AFNOR)</div></div> <div><div><b>Type:</b> CIB (Committee Internal Ballot)</div><div><b>Closing date:</b> 2014-12-30</div><div><b>Closed on:</b></div></div>		

Figure 47 - Editing Metadata



Modify any of the metadata as appropriate and click **Submit** to finish editing:

**Information**

**Reference:** Test

**Committee:** CEN/TC 10

**Status:** Open

**Opening date:** 2014-09-30  
Voting will open at 00:00 Central European Time that day.

**Closing date:** 2014-12-30  
Voting will close at 23:59 Central European Time that day.

**Type:** CIB (Committee Internal Ballot)

**Title:**

Activation of WI 00010999

**Note:**

**Submit** **Reset** **Cancel**

**Figure 48 - Update ballot metadata**

Some information on the different values in the Ballot status field:

Ballot Status	Explanation	Visibility of the ballot
<b>Created</b>	The ballot has been created by the Secretary/Support Team (completion of stages 1 to 3 of the ballot creation process)	Secretary/Support Team only
<b>Open</b>	The ballot has opened for voting after reaching the Opening Date. Email notifications regarding the opening of the ballot are sent to the ballot audience.  Votes can be cast and comments submitted	<b>Balloter/commenter:</b> Ballot information and ballot document(s); own vote and comments.  <b>Secretary/Support Team:</b> the same, plus all votes and comments submitted at a certain point in time
<b>Closed</b>	The ballot has closed for voting after reaching the closing date. Email notifications regarding the closing of the ballot are sent to the ballot audience.  The ballot result is fixed and changes to the ballot are no longer possible	<b>Balloter/Commenter:</b> Ballot information and ballot document(s); Voting results  <b>Secretary/Support Team:</b> Same as balloter/commenter

**Figure 49 – Ballot Status**

## 5.2 Modify attached files

The screenshot shows the 'Committee Internal Balloting' interface. At the top, the user 'cecile.colinia@cen.eu' is logged in on '2010-03-01'. The breadcrumb trail is 'All open > CEN/TC 19 N 547'. There are 'Tools' and 'Help' dropdown menus. The 'Information' tab is selected, showing details for 'Reference: CEN/TC 19 N 547'. The details include: Committee: CEN/TC 19, Status: Created, Opening date: 2010-02-25, Opened on: 2010-03-01 11:35, Type: CIB (Committee Internal Ballot), Closing date: 2010-06-02, Closed on: (empty), Title: Full title of the ballot, and Secretariat: Netherlands (NEN). Below this is the 'Reference documents and links' section, which contains two items: 'CEN/TC 19 N 547' and 'CEN/TC 19'. The 'Questions and answers' section is partially visible at the bottom, showing a table with one question: 'Do you agree with...'. The table has columns for 'No.', 'Questions', and 'Possible Answers'.

No.	Questions	Possible Answers
1	Do you agree with...	Yes No * Abstention *

Figure 50 - Committee internal balloting – Information tab

To update reference documents and links, click on the function menu (☐) next to Reference documents and links and select one of two options:

This screenshot shows a close-up of the 'Reference documents and links' section. A red box highlights the function menu icon (a square with a downward arrow) next to the section title. A dropdown menu is open, showing three options: 'Download ballot content as zip', 'Add new reference document', and 'Add new link'. A large red arrow points from the right towards the dropdown menu. Above the section, there is a 'Status' field set to 'Open', an 'English title' field with 'N 10018', and a 'Note' field with 'This New Working Group will ...'. Below the section, the 'Questions and answers' section is partially visible.

Figure 51 - Update Reference documents and links

## 1 – Add new reference document:

Allows you to add a new document to the ballot.

## 2 – Add new link

To attach the link to the document, do as follows:

- ❖ select the option **Add new link**

The screenshot shows the 'Committee internal balloting' interface. The top navigation bar includes 'Committee internal balloting', 'New Work Item Proposal (ISO)', and 'Tools' and 'Help' menus. Below this, there are four tabs: 'Committee selection', 'Ballot Information', 'Questions & Answers', and 'Reference Documents' (which is highlighted in yellow). The 'Reference Documents' tab contains a section titled 'Reference: ISO TC 34 New work Item Proposal' with fields for 'Committee: ISO/TC 34', 'English title: NWIP for training', 'Start date: 2011-09-17', and 'End date: 2011-12-17'. Below this is a section titled 'Reference documents and links' with a message: 'No reference documents nor links'. A red box highlights the 'Add new link' button, and a red arrow points to it. At the bottom of the form is a 'Finish' button.

Figure 52 - Add new link

- ❖ Give a name to the URL and paste the link to the documents into the URL field.

The screenshot shows the 'Committee Internal Balloting' interface. The top navigation bar includes 'Committee Internal Balloting', 'cecile.colinia@cen.eu', and '2010-03-01'. Below this, there are two tabs: 'All open' and 'Add URL Reference' (which is highlighted). The 'Add URL Reference' tab contains a form with fields for 'Ballot Reference: CEN/TC 19 N 547', 'Ballot title: Full title of the ballot', 'URL Name:', and 'URL:'. A red box highlights the 'URL Name' and 'URL' fields, and a red arrow points to them. At the bottom of the form are 'Submit' and 'Cancel' buttons.

Figure 53 - Add URL Reference

- ❖ Click on **Submit**.

## 5.3 Modify questions/answers (only available for Ad hoc CIB)



Questions/answers can only be modified if the ballot is in status **Created** (i.e. the ballot has not opened for voting yet).

To update the questions/answers of an Ad hoc CIB ballot, click on the function menu ( ) next to Questions and answers and click on **Edit**.



Figure 54 - Edit Questions and answers

For detailed instructions on how to edit questions and answers, please refer to section [Create an AD-hoc ballot: Step 3 – Questions & Answers](#).

## 6 Voting and commenting

### [Voters, Commenters]

First select the ballot in the **My ballots screen** (or via the **Search** function described in §3.2).

Committee Internal Balloting							eddy.ballot@elot.gr 2010-03-01
All open							Tools Help
<div> All open New last 2 weeks Closing in 2 weeks Closed last 2 weeks Search </div>							
4 ballots found							
Type	Committee	Reference	Vote	Opening date	Closing date	Role	
CIB	CEN/TC 19	Marc CIB-Test_05 (with accents)	Voted	2009-12-16	2010-03-17	Voter	
CIB	CEN/TC 19	Marc CIB-Test_07		2010-02-02	2010-04-03	Voter	
CIB	CEN/TC 19	Marc CIB-Test_06 (with accents)		2010-01-06	2010-04-06	Voter	
CIB	CEN/TC 19	CEN/TC 19 N 587		2010-02-26	2010-06-02	Voter	←

Figure 55 – Select ballot

The ballot opens and the following screen with ballot metadata and attached ballot documents (if there are any) is displayed. In order to cast a vote, click on **Add New Item** and select **Cast vote for**. To download a file, click on the file name.

## Screen areas for

Ballot metadata

Ballot document(s)

Ballot question(s) & answers

Voting & commenting

Information Participation

Reference: Test

Committee: CEN/TC 10  
Status: Open  
Opening date: 2014-09-30  
Opened on: 2014-09-30 09:00  
Title: Test  
Secretariat: France (AFNOR)

Type: CIB (Committee Internal Ballot)  
Closing date: 2014-12-30  
Closed on:

Reference documents and links

CEN

Questions and answers

No.	Questions	Possible Answers
1	Would you agree that...	Yes No * Abstain *

(\*) A Comment is required for this answer value.

Back to list of ballots

Cast Vote

Figure 56 - Questions & Answers

## 6.1 Casting a vote

[Voter]

Click on **Cast Vote**.

Information Participation

Reference: Serge - Test Template for CEN/TC 602

Type: CIB (Committee Internal Ballot) Template  
Status: Open

Cast Vote

Figure 57 – Cast vote

Vote

Reference: Serge - Test Template for CEN/TC 602

Committee: CEN/TC 602  
Status: Open  
Opening date: 2014-09-24  
Closing date: 2034-09-25

Vote: France (AFNOR)

My Question ? -- select an answer --

by Ballot, François Mr

Cast vote Reset Cancel

Figure 58 – Vote screen

A ballot can contain more than one question with associated answers. Choose a vote value from the dropdown menu for the corresponding question and enter – if required or needed – any comment in the **Comment**-window or by submitting a file containing all your comments.

Once you have voted (+ added comments if required), click on **Cast vote** to confirm the vote.

If you click on **Reset**, the vote options you have just entered will be removed.

If you click on **Cancel**, you come back to the ballot screen without validating the vote.



Type	Participant	Cast by	Date
	France (AFNOR)	Ballot, François Mr	2014-12-08 09:27
	My Question ?	No	

Figure 59 – Vote cast

After having cast a vote, the name of the balloter who cast the vote, is displayed in the list of the *Ballot Information Tab*, together with the date of this action.

## 6.2 Submitting a comment

### [Commenter]

Click on **Submit Comment**.

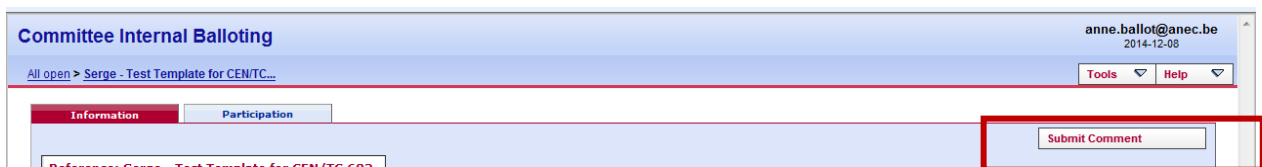


Figure 60 – Submit Comment

2014-12-16

Figure 61 – Comment screen

You have the possibility either to enter your comment directly on the screen or to upload a comment file. To add a comment file, click on **Browse...** and select your file.

Once you have submitted your comment, click on **Submit comment** to confirm your comment.

If you click on **Reset**, the comment you have just entered will be removed.

If you click on **Cancel**, you come back to the ballot screen without validating the comment.

Type	Participant	Cast by	Date
Comments	CEN/Consultant Noise 2	Ballot, Connie Mrs.	2010-03-01

Figure 62 – Comment submitted


After having submitted a comment, the name of the commenter is displayed in the 'Cast by' column on the *Ballot information* Tab, together with the date of this action.

**Note:** If the comment is modified, the name of the person who has last modified the comment is displayed.

## 6.3 Modifying a vote or comment

### [Voter] / [Commenter]

A voter/commenter can edit a vote/comment as long as a ballot is open.

From the **My Ballots screen**, click on the ballot reference for which you wish to modify your vote/comment. Click on the **Functions**-menu arrow  on the right of the vote/comment and select the option "**Add version**".

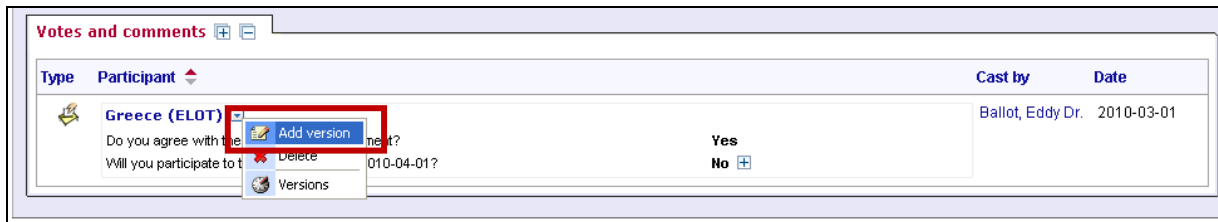


Figure 63 – Add version

This will display the **Vote/Comment screen** again and will allow you to choose another vote option, modify your comment and/or modify or delete your comment file.

The screenshot shows the "Vote/Comment screen" for "Greece (ELOT)". At the top, it displays "Reference: CEN/TC 19 N 587", "Committee: CEN/TC 19", "Status: Open", "Opening date: 2010-02-26", and "Closing date: 2010-06-02". Below this, the "Vote: Greece (ELOT)" section shows "Do you agree with the subject of this document?" with a "Yes" dropdown, and "Will you participate to the next meeting on 2010-04-01?" with a "No" dropdown. A "Comment:" field with a rich text editor is present, containing the text "dgf ddf f df". At the bottom, there are three buttons: "Cast vote", "Reset", and "Cancel".

Figure 64 – Vote/Comment screen

Once you have modified your vote/comment, click on **Cast vote/Submit comment** to confirm the modification.

If you click on **Reset**, the options you have just entered will be removed.

If you click on **Cancel**, you come back to the ballot screen without validating the vote/comment.



**Note :** To browse the different versions of a vote/comment, select the “**Versions**” option in the function menu of the vote.

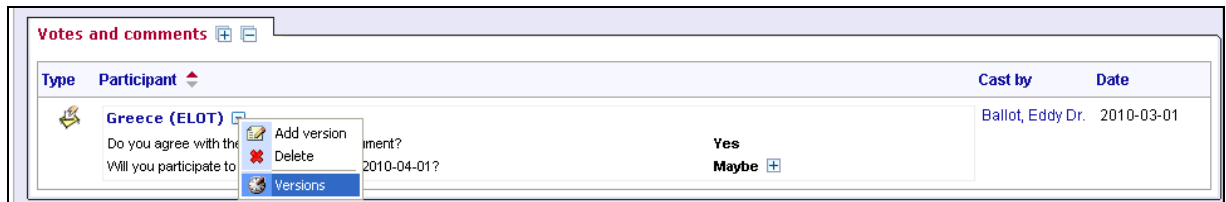


Figure 65 – Versions

The screen will show all the successive versions.

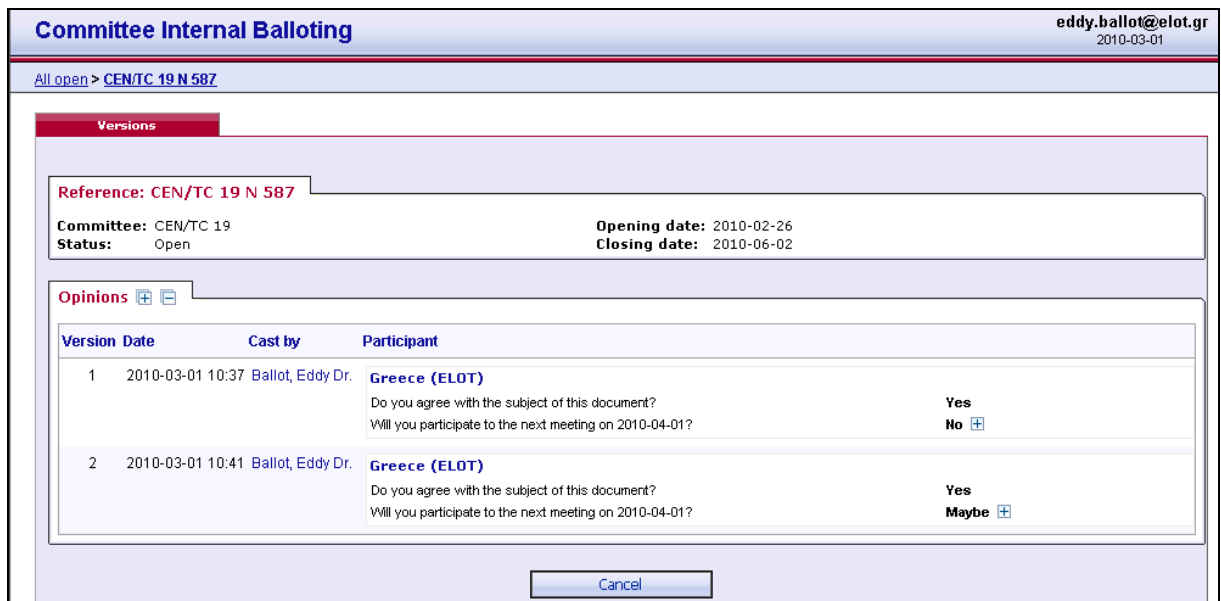


Figure 66 – Vote/comment versions

## 6.4 Deleting a vote or comment

[Voter] / [Commenter]

A voter/commenter can delete a vote/comment as long as the ballot is open.

From the **My Ballots screen**, click on the ballot reference for which you wish to delete your vote/comment. Click on the **Functions**-menu arrow on the right of the vote/comment and select the option “**Delete**”.

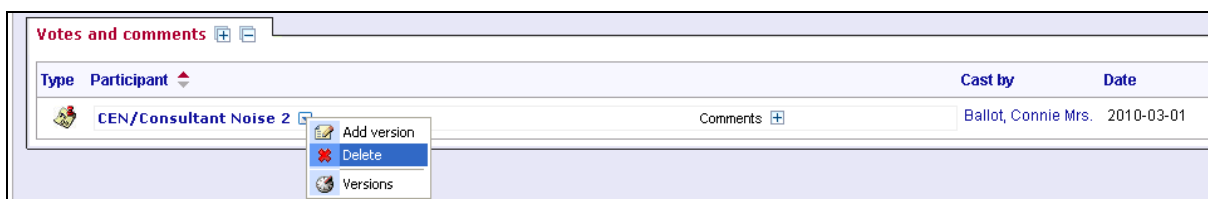


Figure 67 – Delete function

The system will ask you to confirm the deletion.

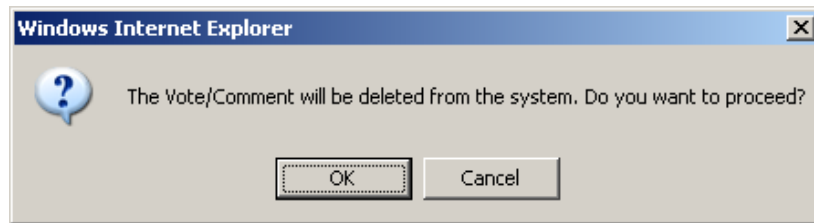


Figure 68 – Deletion confirmation message

Click on **OK**.



This option should be used with caution, and only in exceptional circumstances, as it completely destroys the existing Vote/Comment object.

## 6.5 View the ballot audience

### [Ballot Owner]

From the ballot information screen, click on the **Audience** tab to open it.

User	Business role
AFNOR ADMIN, ADMIN Mr	CIB Voter representing France (AFNOR)
Anastasova, Tina Mrs	CIB Voter representing The Former Yugoslav Republic of Macedonia (ISRM)
Andersson, Tobias Mr	CIB Voter of [CEN/TC 10] representing Sweden (SIS)
Angelini, Raffaella Ms	CIB Voter of [CEN/TC 10] representing Italy (UNI)
ARENAS, Jose Angel	CIB Voter of [CEN/TC 10] representing Spain (AENOR)
Arslan, Ferhat Mr	CIB Voter of [CEN/TC 10] representing Turkey (TSE)
Audran, Chantal	CIB Voter of [CEN/TC 10] representing France (AFNOR)
Balciauskas, Mindaugas Mr.	CIB Voter representing Lithuania (LST)
Ballot, Francis Mr	CIB Voter representing France (AFNOR)
Ballot, François Mr	CIB Voter of [CEN/TC 10] representing France (AFNOR)
Ballot, Sylvie Mme	CIB Voter of [CEN/TC 10] representing France (AFNOR)
Ballot, Turgut Mr	CIB Voter of [CEN/TC 10] representing Turkey (TSE)
BARDEANU, Valentin Mr	CIB Voter of [CEN/TC 10] representing Romania (ASRO)
Barros, Ermelinda Mrs	CIB Voter representing Portugal (IPQ)

Figure 69 - Ballot audience

The **Audience** tab lists all the individuals having a balloting role in the committee. In order to find the people that are entitled to vote, scroll the page down to the section **Voter**.



You can send an email to all **Voters** by clicking on the envelope icon (✉) next to the section title.

## 6.6 Cast a vote on behalf of someone else

### [Ballot Owner]

A ballot owner has the possibility to cast a vote on behalf of any participant.

Selecting the option “**Cast vote as**” opens the relevant *Vote screen*.

The screenshot shows a web browser window with the URL <http://centctest.iso.org/livellink/eb33/part/cencib/ballotAction.do?method=doView&>. The browser has tabs for 'Kronos EFFICIENT' and 'Test'. The page title is 'Committee Internal Balloting' and the user is 'serge.committee@nbn.be' with the date '2014-12-08'. The page has a navigation bar with 'All open' and 'Test' links, and 'Tools' and 'Help' buttons. The main content area has three tabs: 'Information', 'Participation', and 'Audience'. The 'Audience' tab is selected. Below the tabs, there is a red arrow pointing to a button labeled 'Cast vote as'. To the right of this button is a button labeled 'Submit Comment as'. Below the buttons, there is a section titled 'Reference: Test' with a dropdown arrow. This section contains the following information: Committee: CEN/TC 10, Status: Open, Opening date: 2014-09-30, Opened on: 2014-09-30 00:00, Title: Test, Secretariat: France (AFNOR), Type: CIB (Committee Internal Ballot), Closing date: 2014-12-30, Closed on: (empty). Below this is a section titled 'Reference documents and links' with a dropdown arrow, containing a link to 'CEN'. Below that is a section titled 'Questions and answers' with a dropdown arrow. This section contains a table with the following data:

No.	Questions	Possible Answers
1	Would you agree that...	Yes No * Abstain *

Below the table, there is a note: (\*) A Comment is required for this answer value. At the bottom of the page, there is a button labeled 'Back to list of ballots'.

Figure 70 - Cast a vote as

The next screen will allow you to first select the Member Body on behalf of which you will cast the vote, and then the answer to each of the questions in the ballot. Click on the **Cast vote** button to save the vote.

Committee Internal Balloting

serge.committee@nbn.be  
2014-12-08

All open > Test

**Vote**

Reference: Test

Committee: CEN/TC 10

Status: Open

Opening date: 2014-09-30

Closing date: 2014-12-30

Vote: Cyprus (CYS)

-- select an answer --

Would you agree that...

Cast vote

Reset

by Committee, Serge Mr

Figure 71 - Enter voting information

## 6.7 Submit a comment on behalf of someone else

### [Ballot Owner]

A ballot owner has the possibility to submit a comment on behalf of any participant.

Selecting the option “**Submit Comment as**” opens the relevant *Vote screen*.

Committee Internal Balloting

serge.committee@nbn.be  
2014-12-08

All open > Test

Tools

Help

**Information**

Reference: Test

Committee: CEN/TC 10

Status: Open

Opening date: 2014-09-30

Closing date: 2014-12-30

Opened on: 2014-09-30 00:00

Type: CIB (Committee Internal Ballot)

Title: Test

Secretariat: France (AFNOR)

Submit Comment as

Reference documents and links

CEN

Figure 72 -Submit a comment as

The next screen will allow you to first select the participant on behalf of which you will submit a comment, and then add a comment and/or a file. Click on the **Submit comment** button to register the comment.

Committee Internal Balloting

serge.committee@nbn.be  
2014-12-08

All open > Test

Comment

Reference: Test

Committee: CEN/TC 10  
Status: Open

Comment: ANEC

by Committee, Serge Mr

Comment: \*

Size: [dropdown] [B] [I] [U] [link icon] [image icon] [table icon] [list icon] [undo icon] [redo icon] [help icon]

Comment file: \*

Please select the file to upload: [Browse...]

Please use only Word documents based on the CEN Commenting Template !

Submit comment [Cancel]

Figure 73 - Enter comment

## 6.8 Add a vote after the ballot has been closed

### [Ballot Owner]

As the Secretary of a committee or a member of the support team, you can re-open a ballot that has closed in order to cast a last minute vote on behalf of a NSB or WG expert. To do this, you need to first manually re-open the ballot, then cast the vote, then manually close the ballot again.



Note that re-opening and closing a ballot **will not send any notifications** to the audience.

### Step 1: re-open the ballot

Select **Edit** from the Metadata functions menu (little blue arrow next to the Metadata heading)

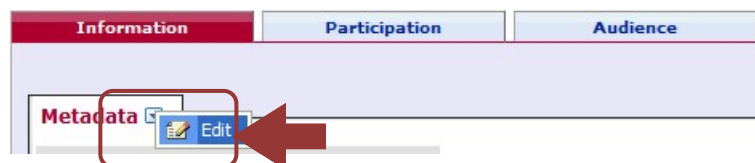


Figure 74 - Edit Ballot Metadata

On the next screen, set the status field to **Open** and then click **Submit**:

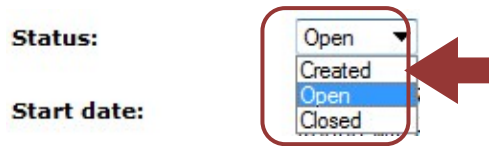


Figure 75 - Edit Ballot Status

You will be taken back to the ballot.

### Step 2: Cast the vote

From the **Add item menu** on the top right of the screen, select **Cast vote as** and enter the vote as explained in section [Cast a vote on behalf of someone else](#).

### Step 3: Close the ballot

Repeat Step 1 and change the Status field to **Closed**.

## 7 Process voting results and comments

[All]

### 7.1 Download the ballot results/comments (ZIP file)

Open the closed ballot for which you wish to download the results.

In the **Result** tab, click on **voting result and comments as a Zip file** (click on the Zip icon ).

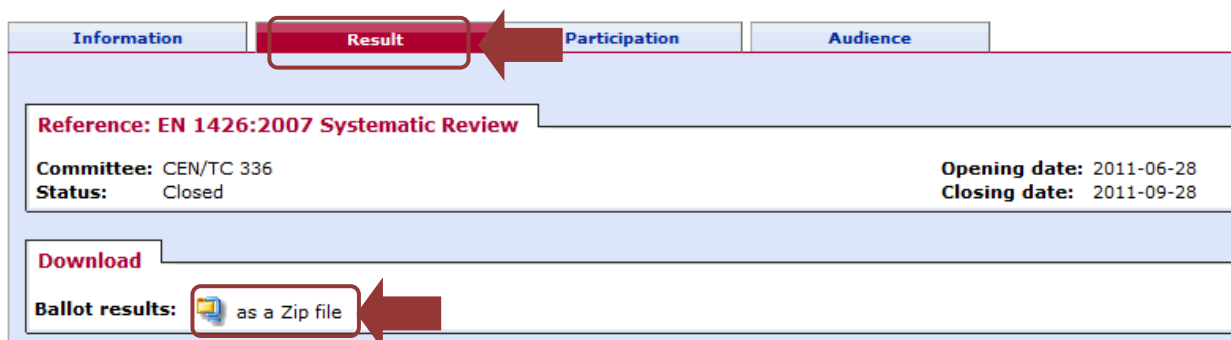


Figure 76 - Download ballot results/comments

Browse the content of the extracted folder on your computer (result of voting/index.pdf, Comment files).

Name	Date modified	Type	Size
CommentFiles	2013-01-08 13:48	File folder	
index.pdf	2013-01-08 13:48	Adobe Acrobat D...	7 KB
index.rtf	2013-01-08 13:48	Rich Text Format	48 KB

Figure 77 -Extracted folder

## 7.2 Install the Comment Collation Tool (CCT) on your computer

In your internet browser, go to <http://cen.iso.org>, folder [Guides to CEN IT applications](#). Here you find the user guides to all CEN electronic applications. Select **03 – Support to decision making**, then **CEN-ISO Commenting Template and Comment Collation Tool**.

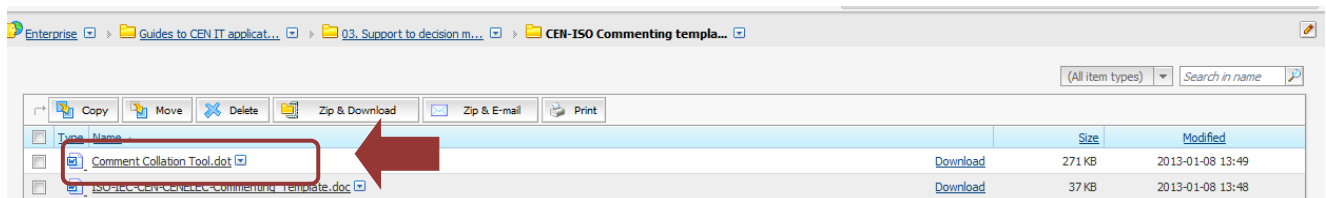


Figure 78 - Comment Collation Tool



The **Comment Collation Tool** allows you to compile comments into one document to finalize the results of the vote

## 8 Helpdesk information

[All]

For e-balloting application issues (e.g. technical issues, functionalities, support...), please contact our helpdesk at ISO: [helpdeskcentc@iso.org](mailto:helpdeskcentc@iso.org).

Online documentation and support document on the use of the balloting application is available under **Help**.



Figure 79 – Help menu