

INSTRUCTION MANUAL

ONLINE VOTING SYSTEM



BICOL UNIVERSITY COLLEGE OF EDUCATION
INTEGRATED LABORATORY SCHOOL – HIGH SCHOOL DEPT.

BS COMPUTER SCIENCE 3A

BICOL UNIVERSITY COLLEGE OF SCIENCE
COMPUTER SCIENCE AND INFORMATION TECHNOLOGY DEPARTMENT
ACADEMIC YEAR 2020 – 2021

MAY 2021

SOFTWARE DESCRIPTION

Description

The Bicol University College of Education Integrated Laboratory School High School Department (BUCEILS HS) Online Voting System is a web-based software that allows students to vote electronically anywhere for the annual Student Supreme Government Elections. It also permits administrators, specifically the Commission on Election (COMELEC) of the institution, to conduct the election and manage its process and other necessary information.

Benefits and Value

- Election accessibility inside and outside of the institution
- Fast collection and counting of votes and other required information
- Automated generation of results and reports

Platform Requirements

Any device with browsers supporting HTML, CSS, and JavaScript, and has stable internet connection that can access the system.

TABLE OF CONTENTS

Getting Started	4
Software Users	4
Student	4
Administrator	4
Head Administrator	4
Login	4
Dashboard	5
Logout	6
Administrator	8
Account Management	8
Student Accounts	8
Add individual student account	8
Add accounts with file	9
Generate password	10
Send credentials via e-mail	11
Edit account details	12
Delete account	12
Candidate Information Management	13
Customize Officer Positions	13
Add position	13
Edit position details	14
Delete position	15
Load default positions	15
Update Candidate Information	16
Add candidate	16
Edit candidate details	17
Delete candidate	18
Election Configuration	19
Election Schedule and Period Configuration	19
Election Report Signatory Configuration	20
Add signatory	20
Upload e-signature	20
Delete Signatory	21

View System Logs	22
System Access Logs	22
Administrator Activity Logs	22
Election Monitoring	23
View Student Vote Status	23
View Election Results	24
Generate Election Results Report	25
View Vote Summary	26
View Election Archive	26
Use Message Box	26
Student	27
View Election Guide	27
View Candidate Information	27
Voting	28
Cast Votes	28
Vote Receipt Generation	30
View Election Results	30
View Election Archive	30
Use Message Box	31
Head Administrator	31
Election Tied Results	31
Administrator Account Management	32
Add an account	32
Edit account details	33
Delete an account	34
Election Setup Procedure	35
Before the Election	35
During the Election	35
After the Election	36

GETTING STARTED

Software Users

The BUCEILS HS Online Voting System shall be utilized by three types of users:

Student

A user who is officially enrolled in the secondary level of Bicol University and has the capability to vote for their preferred candidates of the current academic year's election. The student can likewise view the information of the candidates, previous electoral winners, and the final results of the election with the use of the system.

Administrator

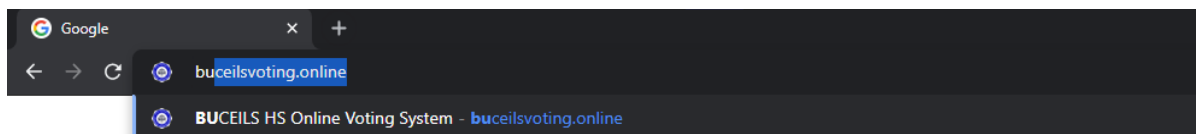
A user who is officially enrolled in the secondary level of Bicol University and is an active member of the Commission on Elections during the academic year of the election. The administrator can manage student accounts, update candidate information, configure the election schedule and signatories, and monitor other information, such as results and logs.

Head Administrator

A user who is part of the faculty in the secondary level of Bicol University and is the appointed adviser of the Commission on Elections. The head administrator can access all administrator-related features, which includes the management of administrator accounts and tied results.

Login

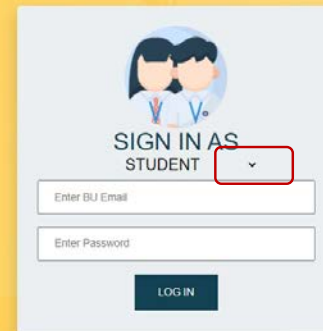
1. Go to buceilsvoting.online



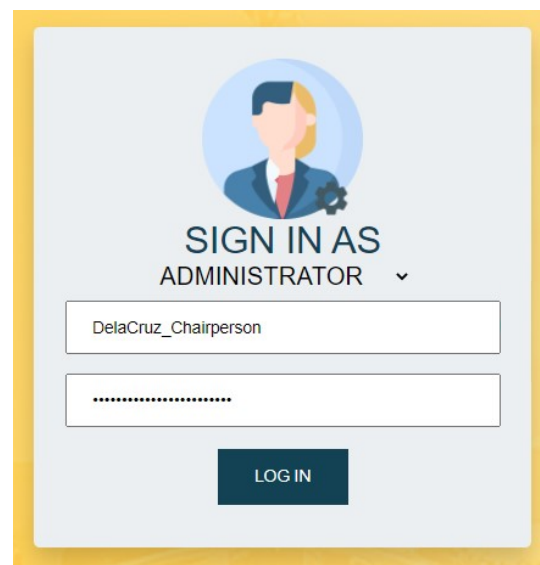
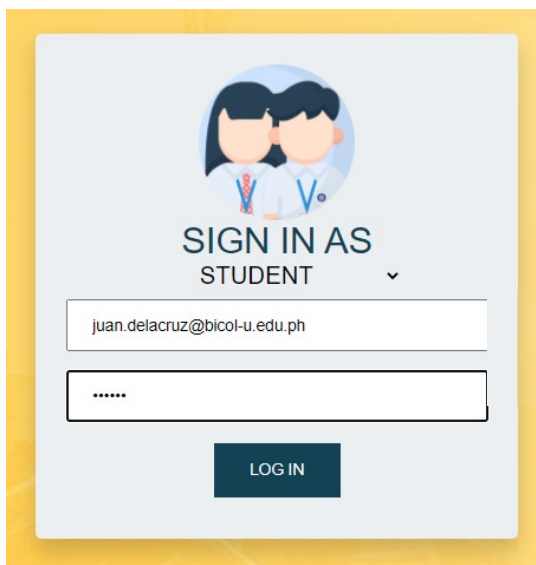
2. Click on the dropdown button to choose whether to login as student or as an administrator.

ONLINE VOTING SYSTEM

BICOL UNIVERSITY COLLEGE OF EDUCATION
INTEGRATED LABORATORY SCHOOL HIGH SCHOOL DEPT.



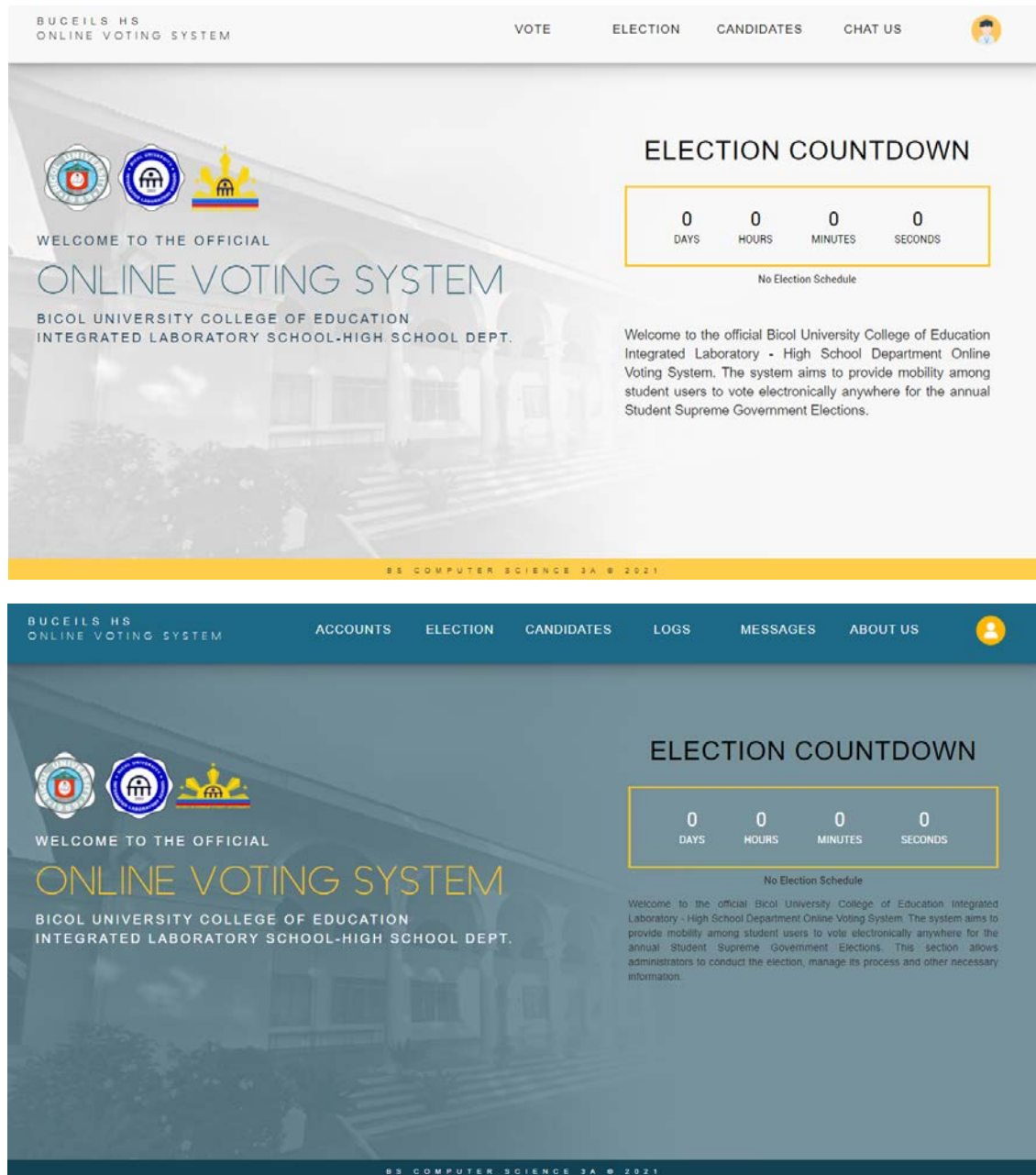
3. For students, enter your Bicol University e-mail and password, while for administrators, enter your username and password, then click “Login”. You will be redirected to your dashboard once your login credentials were verified.



- In case the user failed to input the correct login credentials three times, the user is required to re-enter their details and respond to the CAPTCHA below.

Dashboard

The software contains two different dashboard layouts, one for the students and the other for the administrators. Similarly, both dashboards serve as the home page containing a small description of the website, navigation, and the election timeframe countdown.



Logout

1. On the upper right corner of the website, click or hover your mouse on the user icon.



2. Click "Logout".



ADMINISTRATOR

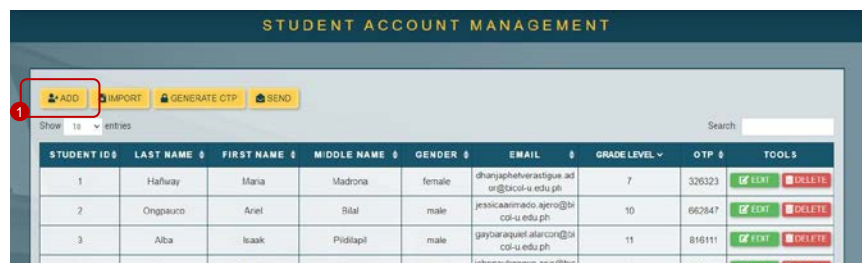
This section will serve as guide for regular administrators navigating through the whole system. This includes the configuration of the election and the management of student information.

Account Management

The administrators have the capability to manage student accounts, such as adding, deleting, and editing details. Only the head administrator can make changes for the administrator account management, while the regular administrators are limited to viewing. Selected buttons will be disabled during the election. For regular administrators, click on “Accounts” displayed on the navigation bar, then select “Students”.

Student Accounts

- Add individual student account:
 1. Select “Add”



2. Enter the required information on the text fields.
3. To proceed, click “Add”, otherwise, select “Cancel”.

The screenshot shows the 'Add New Student' form. It has input fields for 'Enter Student ID', 'Enter Last Name', 'Enter First Name', 'Enter Middle Name', 'Gender' (a dropdown menu), 'Enter Email', and 'Enter Grade Level'. At the bottom, there are two buttons: 'Add' and 'Cancel'. The 'Add' button is highlighted with a red box and a red circle with the number 3. The entire form area is outlined with a red box and a red circle with the number 2.

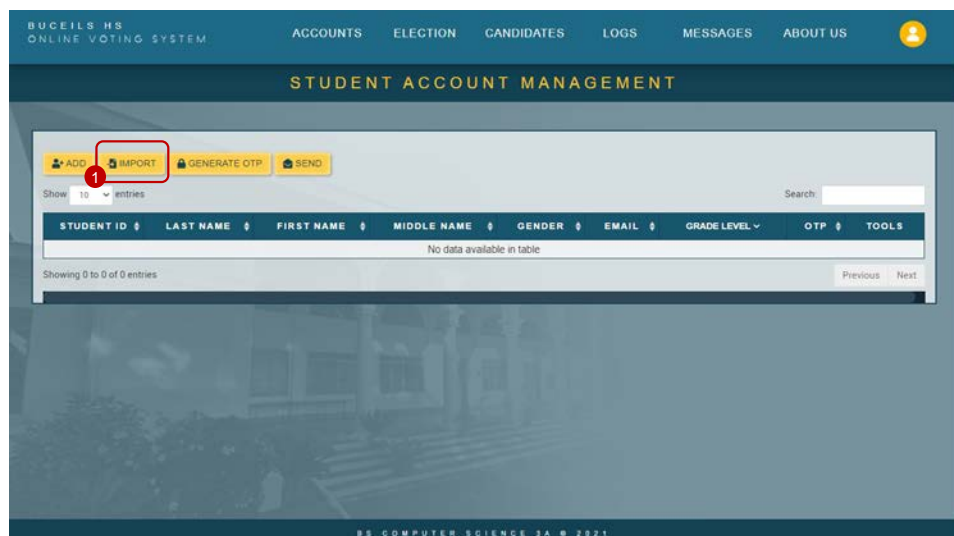
- Add list of students and accounts with file:

Before you proceed to upload a new list of students, please follow the format for the CSV file:

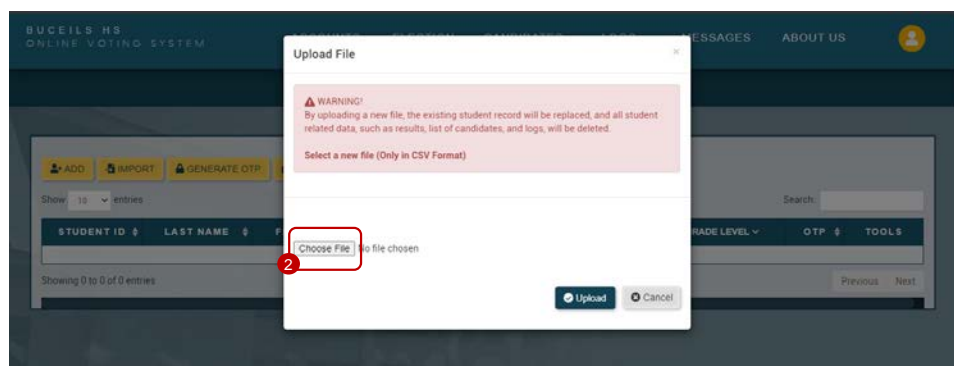
Student ID	First Name	Middle Name	Last Name	BU email	Grade Level	OTP*	Voting Status*
123456	Juan	Cardo	Dela Cruz	juancardo.delacruz@bicol-u.edu.ph	12	0	0

Note: All values for OTP and Voting Status should be zero (0).

1. Select "Import".

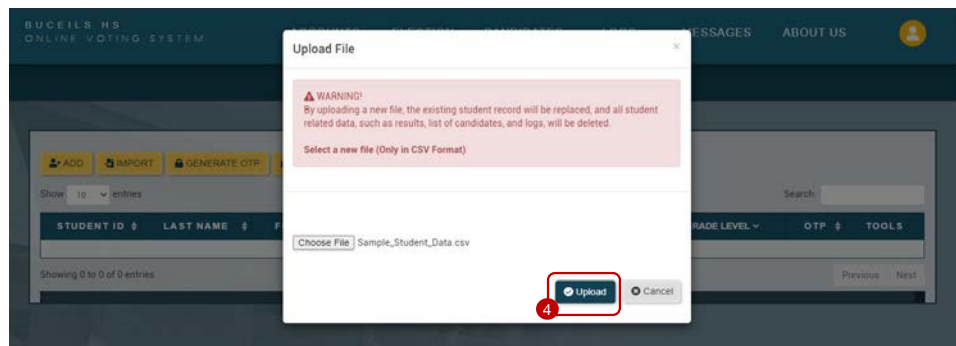


2. Click on "Choose File".



3. Select the CSV file containing the list of students, then click "Open".

4. Click “Upload” to add or overwrite the existing list of students.

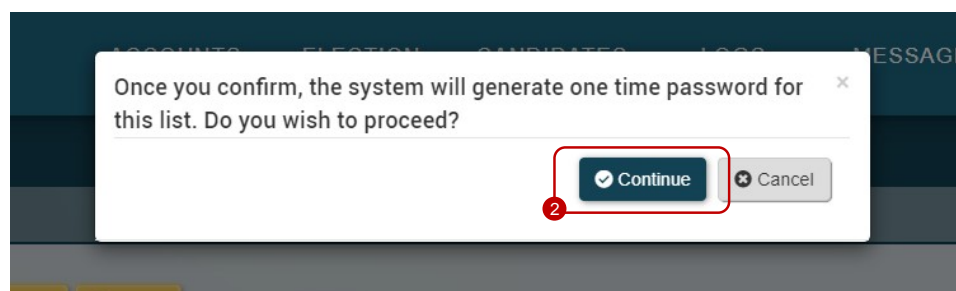


Note: If you proceed to upload the new file, all of student related data, specifically the current stored list of students, access logs, list of candidates, vote status, vote results, and vote summary, will be deleted.

- Generate password
 1. Select “Generate Password”.

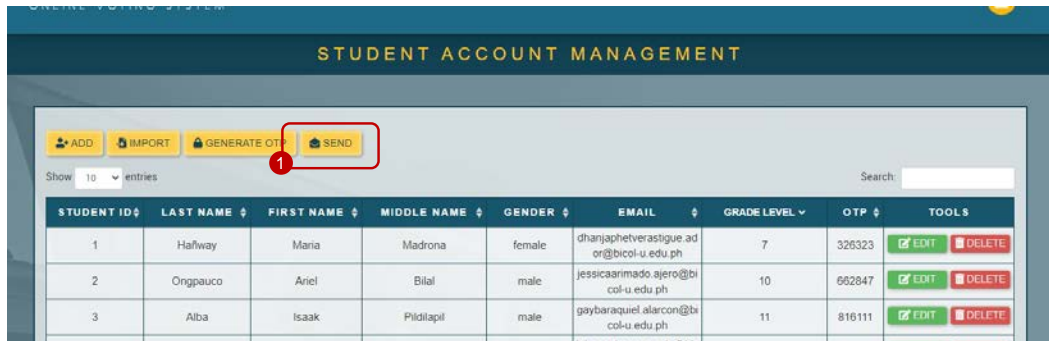


2. Click on “Continue” to proceed with the generation of password.

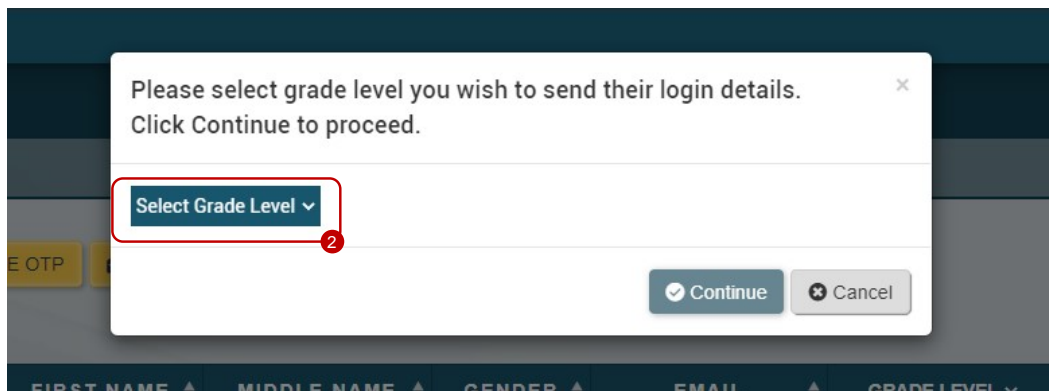


Note: Users will be redirected to the login page when password changed.

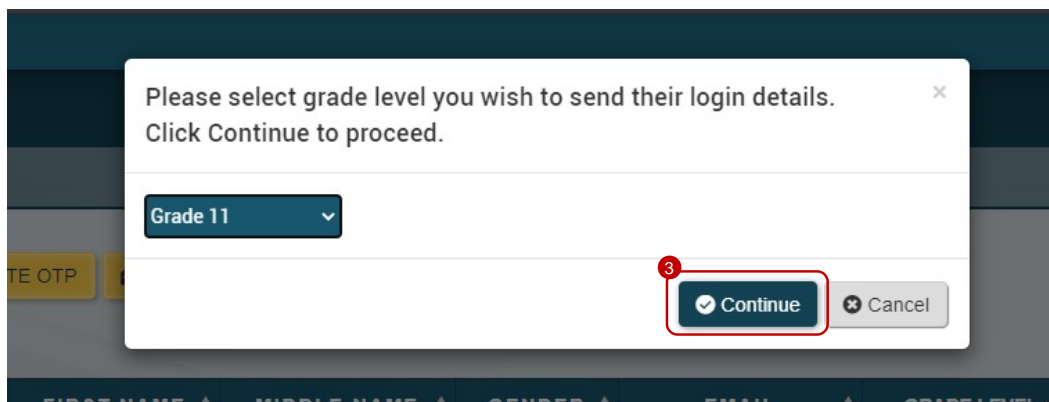
- Send login credentials via e-mail:
 1. Select “Send”.



2. Select a grade level you wish to send their login details.



3. Click on “Continue” to proceed with the sending of login credentials to students.



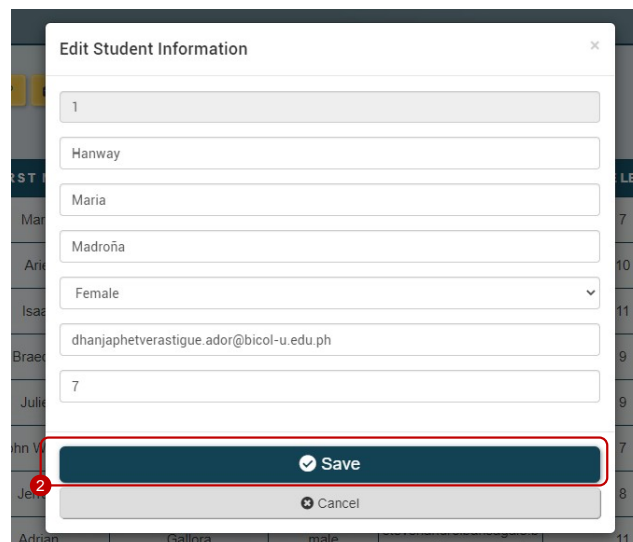
- Edit account details:

1. In the table under “Tools”, click on “Edit”. A dialog box will appear.



STUDENT ID	LAST NAME	FIRST NAME	MIDDLE NAME	GENDER	EMAIL	GRADE LEVEL	OTP	TOOLS
1	Hanway	Maria	Madrona	female	dhanjaphetverastigue.ador@bicol-u.edu.ph	7	326323	EDIT DELETE
2	Ongpauco	Ariel	Bitai	male	jessicaanimado.ajero@bicol-u.edu.ph	10	662847	EDIT DELETE
3	Alba	Isaak	Pildipit	male	gaybaraquiel.alarcon@bicol-u.edu.ph	11	816111	EDIT DELETE
4	Sibug	Braedon	Lozo	male	johnpaulrenevo.assis@bicol-u.edu.ph	9	953764	EDIT DELETE

2. After the changes made, click “Save”.



Edit Student Information

1

Hanway

Maria

Madroña

Female

dhanjaphetverastigue.ador@bicol-u.edu.ph

7

Save Cancel

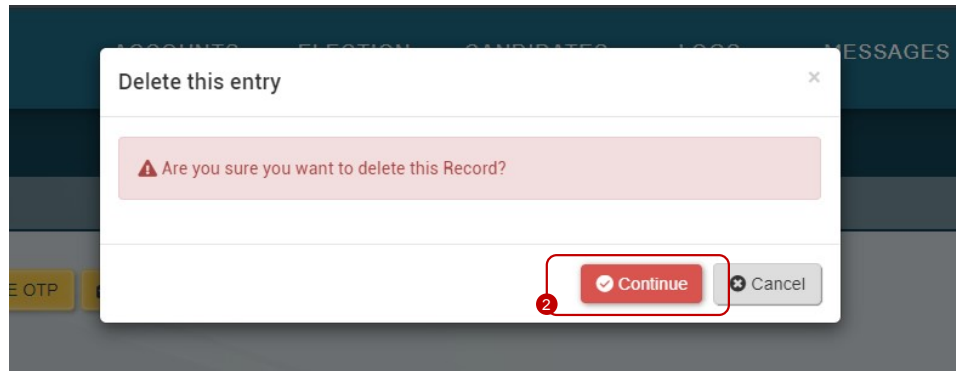
- Delete account:

1. In the table under “Tools”, click on “Delete”.



STUDENT ID	LAST NAME	FIRST NAME	MIDDLE NAME	GENDER	EMAIL	GRADE LEVEL	OTP	TOOLS
1	Hanway	Maria	Madroña	female	dhanjaphetverastigue.ador@bicol-u.edu.ph	7	326323	EDIT DELETE
2	Ongpauco	Ariel	Bitai	male	jessicaanimado.ajero@bicol-u.edu.ph	10	662847	EDIT DELETE
3	Alba	Isaak	Pildipit	male	gaybaraquiel.alarcon@bicol-u.edu.ph	11	816111	EDIT DELETE

2. Click on “Continue” to confirm.

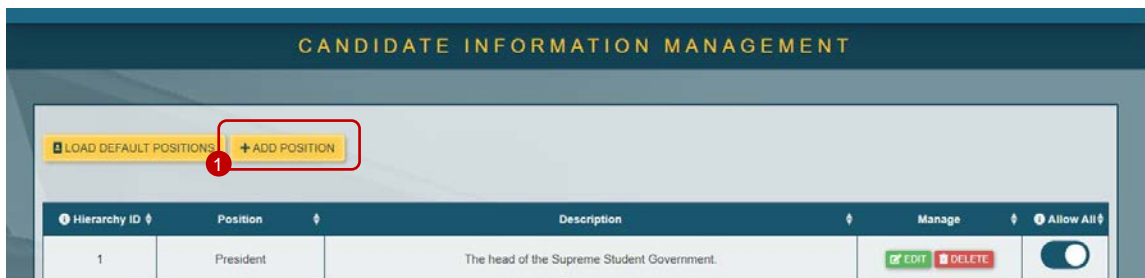


Candidate Information Management

The administrators are responsible for updating the roster of running candidates. To proceed, click on “Candidates” located in the navigation bar, then select “Update Position” to update the officer positions, or “Update Info” to manage the details of running candidates. Selected buttons will be disabled during the election.

Customize Positions

- Add position:
 1. Click “Add Position”.



2. Fill up the form with necessary details. The “Hierarchy ID” should indicate the position number, one being the highest, and the largest number being the lowest. “Position Name” refers to the title of a person currently required in the organization. The main responsibilities of the mentioned position should be filled up on “Position Description”.
3. Press the “Save” button to continue.

Note: The “Allow All” switch determines which position can be voted by students in all grade levels. Some positions, such as representatives, are only voted by their respective grade level, therefore, the switch should be turned off.

Hierarchy ID	Position	Description	Manage	Allow All
1	President	The head of the Supreme Student Government.	EDIT DELETE	<input checked="" type="checkbox"/>
2	Vice President	Supports the President and will assume the presidency if the President resigns.	EDIT DELETE	<input checked="" type="checkbox"/>
3	Secretary	In charge of organization correspondence and document keeping.	EDIT DELETE	<input checked="" type="checkbox"/>
4	Treasurer	Financial officer in charge of book keeping organization expenses, income and savings.	EDIT DELETE	<input checked="" type="checkbox"/>
5	Auditor	Audits the financial records of the treasurer.	EDIT DELETE	<input checked="" type="checkbox"/>
6	Grade 7 Representative	Represents the voice of the Grade 7 students.	EDIT DELETE	<input type="checkbox"/>
7	Grade 8 Representative	Represents the voice of the Grade 8 students.	EDIT DELETE	<input type="checkbox"/>
8	Grade 9 Representative	Represents the voice of Grade 9 students.	EDIT DELETE	<input type="checkbox"/>

- Edit position:
 - Click on the “Edit” button located in the table.

LOAD DEFAULT POSITIONS

+ ADD POSITION

Hierarchy ID	Position	Description	Manage	Allow All
1	President	The head of the Supreme Student Government.	<div> <div>1</div> <div>EDIT</div> <div>DELETE</div> </div>	<input checked="" type="checkbox"/>
2	Vice President	Supports the President and will assume the presidency if the President resigns.	<div> <div>EDIT</div> <div>DELETE</div> </div>	<input checked="" type="checkbox"/>
3	Secretary	In charge of organization correspondence and document keeping.	<div> <div>EDIT</div> <div>DELETE</div> </div>	<input checked="" type="checkbox"/>
4	Treasurer	Financial officer in charge of book keeping organization expenses, income and savings.	<div> <div>EDIT</div> <div>DELETE</div> </div>	<input checked="" type="checkbox"/>

2. Edit the details you wish to change. The Hierarchy ID can't be edited.
3. Once finished, click on "Save".

- Delete position:
 1. Click on the "Delete" button located in the table.

Hierarchy ID	Position	Description	Manage	Allow All
1	President	The head of the Supreme Student Government.	EDIT DELETE	<input type="checkbox"/>
2	Vice President	Supports the President and will assume the presidency if the President resigns.	EDIT DELETE	<input type="checkbox"/>
3	Secretary	In charge of organization correspondence and document keeping.	EDIT DELETE	<input type="checkbox"/>
4	Treasurer	Financial officer in charge of book keeping organization expenses, income and savings.	EDIT DELETE	<input type="checkbox"/>

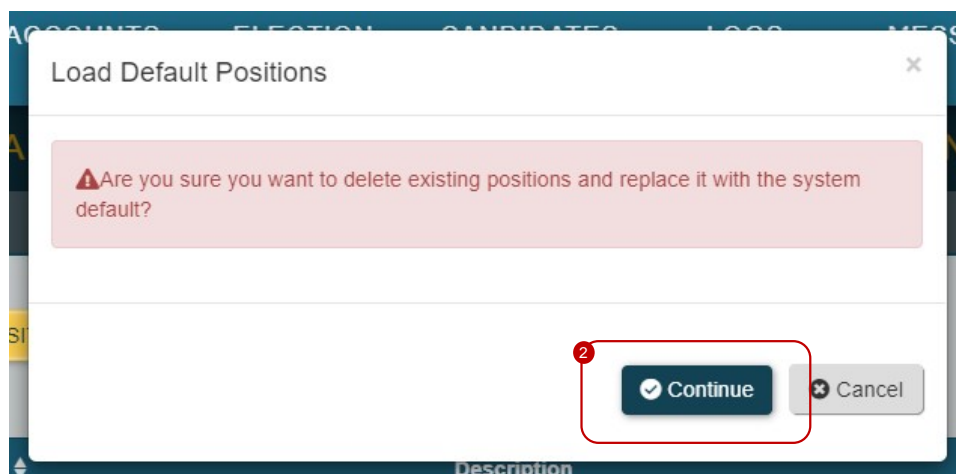
2. To confirm, click "Continue".

Note: A position cannot be deleted when there is an existing candidate.

- Load Default Positions:
 - To replace the existing positions with the system's default, click on "Load Default Positions".



- Click "Continue" to proceed.



Update Info

- Add new candidate:
 - Click on the "+ Add New Candidate" button.



2. A pop-up form will appear. Fill out the necessary information. The name of the candidate should depend on the list of students under student account management.
3. Click on “Save” to officially add the candidate, otherwise, select “Cancel”.

To add the profile image of the candidate, select “Upload Photo” on the row of the candidate. Browse and select for the image to add. To change, select “Change Photo”. The image file should not exceed 1 megabyte (MB).

Upload Photo	Last Name	First Name	Position	Partylist	Platform/s	Credential/s	Manage
<div>Upload Photo</div>	Balangao	Adrian	President	Party 1	Lorem ipsum dolor sit amet, consectetur adipiscing elit. Maecenas a nisl in risus finibus malesuada.	Curabitur interdum eros et ullamcorper dapibus. Duis dictum ultricies leo, a dictum est ullamcorper eu.	<div>EDIT</div> <div>DELETE</div>

- Edit candidate details:
 1. Click on the “Edit” button located in the table.

Upload Photo	Last Name	First Name	Position	Partylist	Platform/s	Credential/s	Manage
<div>Upload Photo</div>	Balangao	Adrian	President	Party 1	Lorem ipsum dolor sit amet, consectetur adipiscing elit. Maecenas a nisl in risus finibus malesuada.	Curabitur interdum eros et ullamcorper dapibus. Duis dictum ultricies leo, a dictum est ullamcorper eu.	<div>EDIT</div> <div>DELETE</div>

2. A pop-up form will appear containing the current information applied. Edit the details by clicking on the fill-up forms.
3. To apply changes, click on “Save, otherwise, select “Cancel”.

- Delete candidates:
 1. Click on the “Delete” button located in the table.

ADD NEW CANDIDATE							
Show: 10 entries		Search:					
Upload Photo	Last Name	First Name	Position	Partylist	Platform/s	Credentials	Manage
Upload Photo	Balangao	Adrian	President	Party 1	Lorem ipsum dolor sit amet, consectetur adipiscing elit. Maecenas a nisl in risus finibus malesuada.	Curabitur interdum eros et ullamcorper dapibus. Duis dictum ultricies leo, a dictum est ullamcorper eu	<div> <div>✓ 159</div> <div>DELETE</div> </div>

Showing 1 to 1 of 1 entries

Previous 1 Next

2. To confirm, click “Continue”.

Election Configuration

The election configuration allows administrators to limit the ballot access of students depending on the set time and date of the election. It also let administrators select who will sign the election results report.

Election Schedule and Period Configuration

1. Input the starting date of election by month, day, and year (mm/dd/yyyy). You may also select the calendar button to select the date on dropdown.
2. Input the starting time of election by hour (12-hour format), minutes, and period (AM/PM). You may also select the clock button to select the time on dropdown.
3. Repeat the same process for the end time and date of election.
4. Click on "Update Schedule" to set the election schedule.
5. After setting up the election schedule, proceed by selecting the election period.
6. Click on "Update Period" to continue.

Notes: In case the schedule needs to be edited or updated, repeat the same process. The updating of election period shall only be available after setting up the schedule and before the election schedule begins. The election period is important to set since it will affect which students from different grade levels are applicable for candidacy and voting. The box on the right side of the screen is for sending reminders to all students through their BU mail.

Jun 03, 2021 (07:17pm) to Jun 03, 2021 (07:18pm)
START OF SCHOOL YEAR

ELECTION PERIOD

select

UPDATE PERIOD

ELECTION SCHEDULE

Date Start: mm/dd/yyyy

Time Starts: 12:00 am

Date Ends: mm/dd/yyyy

Time Ends: 12:00 am

UPDATE SCHEDULE

Vote Reminders:

SEND REMINDERS

Election Report Signatory Configuration

- Add signatory:
 1. Select the “Add” button. A dialog box will appear.

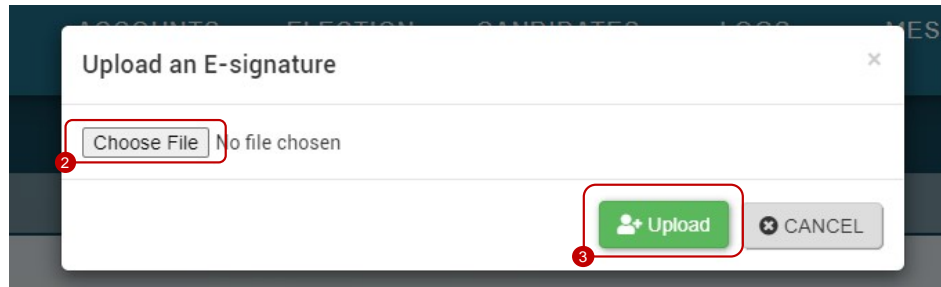


2. Search for the name or position of the admin by using the text fields.
3. Click on “Add” to continue, otherwise “Cancel”.

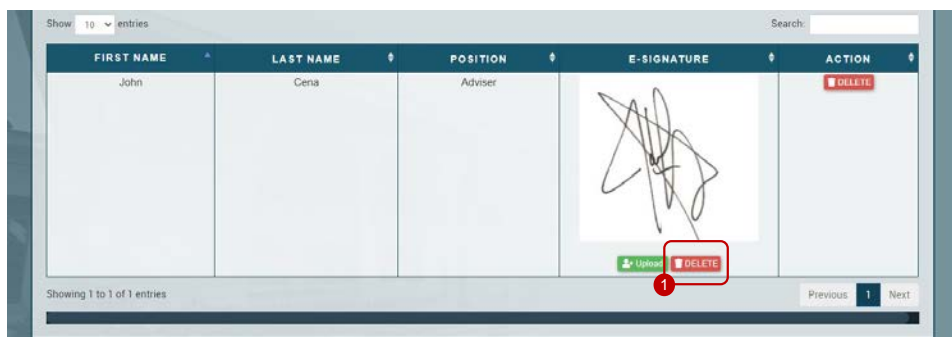
- Upload E-Signature
 1. Click “Upload”.



2. “Choose File”, then select the image you want to use, then click “Upload”.



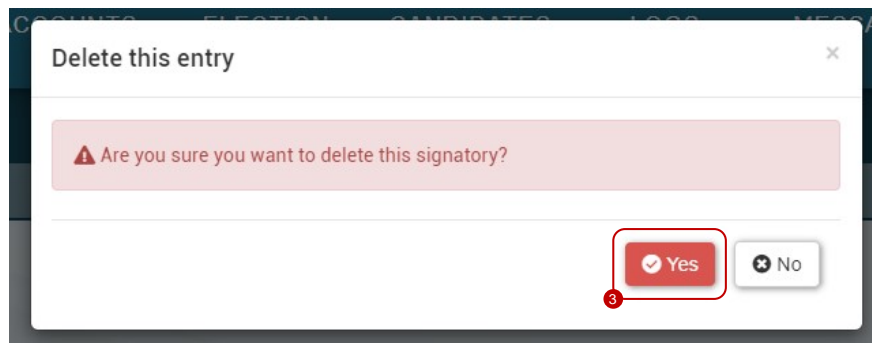
- Delete signatory:
 1. To remove a signatory, make sure that the e-signature photo is deleted.



2. Select "Delete" under Action.



3. To proceed, click "Yes".



View System Logs

The system logs permit administrators to monitor the activity of students and administrators based on their entry and exit in the system. It also monitors the modifications made by administrators. To access, select “Logs” on the navigation bar, then choose “Access Log” or “Activity Log” to proceed.

Note: All stored logs that exceed 30 days will automatically be deleted.

System Access Logs

The page contains two tables, one for the access logs of the administrators, and below for the students. The view can be sorted by clicking on the arrows on the head column. You may also filter the view for a particular date, time (in 24-hour format), action, and name of administrator or student by using the search field on the upper right corner above the table.

ACCESS DATE	ACCESS TIME	ACTION	ACCESSED BY
04-25-2021	22:38:04	Login	John Cena
04-26-2021	10:31:37	Login	John Cena
04-26-2021	10:31:34	Login	John Cena
04-26-2021	10:23:25	Login	John Cena
04-26-2021	10:23:22	Login	John Cena
04-26-2021	10:22:35	Login	John Cena
04-26-2021	10:22:30	Login	John Cena

ACCESS DATE	ACCESS TIME	ACTION	ACCESSED BY
05-25-2021	23:55:44	Login	Dante Medina
05-25-2021	23:50:27	Login	Dante Medina
05-25-2021	23:49:27	Login	Dante Medina
05-25-2021	23:45:16	Login	Dante Medina
05-25-2021	23:44:30	Login	Mason Montez
05-25-2021	23:38:55	Login	Mason Montez
05-25-2021	23:36:41	Login	Dante Medina

Administrator Activity Logs

The table contains the date, time, administrator username, and action taken. You may filter the view by using the search field on the upper right corner above the table.

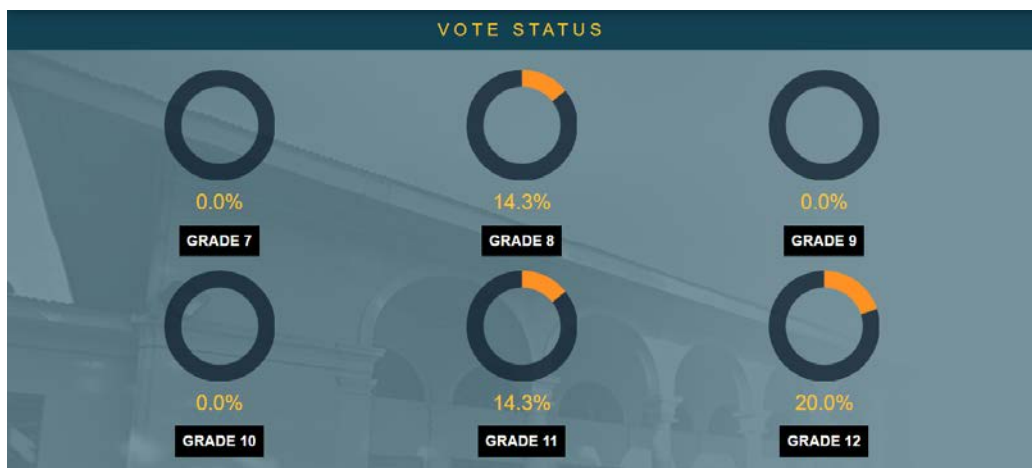
DATE	TIME	ADMIN USERNAME	ACTION
2021-05-22	23:55:32	Cena_Adviser	deleted Info of Student : 36
2021-05-22	23:48:32	Cena_Adviser	deleted Info of Student : 36
2021-05-22	23:40:09	Cena_Adviser	updated Info of Student : 37
2021-05-22	23:31:55	Cena_Adviser	deleted Info of Student : 34
2021-05-22	23:23:51	Cena_Adviser	updated Info of Student : 33
2021-05-22	23:12:54	Cena_Adviser	deleted Info of Student : 15
2021-05-22	22:58:33	Cena_Adviser	updated Info of Student : 1
2021-05-22	22:50:16	Cena_Adviser	set Election Countdown

Election Monitoring

The administrators shall monitor the data input during the election, such as student voting status and election results. Selected buttons and features shall be disabled during the election.

View Student Vote Status

- On your navigation bar under “Election, select “Vote Status”. Circular graphs will appear showing the percentage of students who have voted in different grade levels.



- To see the list of students and their status, click on their respective grade level.

The screenshot shows a dashboard titled "VOTE STATUS" with a sub-header "GRADE 12". Below the header is a table listing students and their voting status. The table has columns for LASTNAME, FIRSTNAME, MIDDLENAME, and STATUS. The table shows 5 entries, with the first 4 entries having a status of "VOTE NOT CASTED" and the 5th entry having a status of "VOTE CASTED".

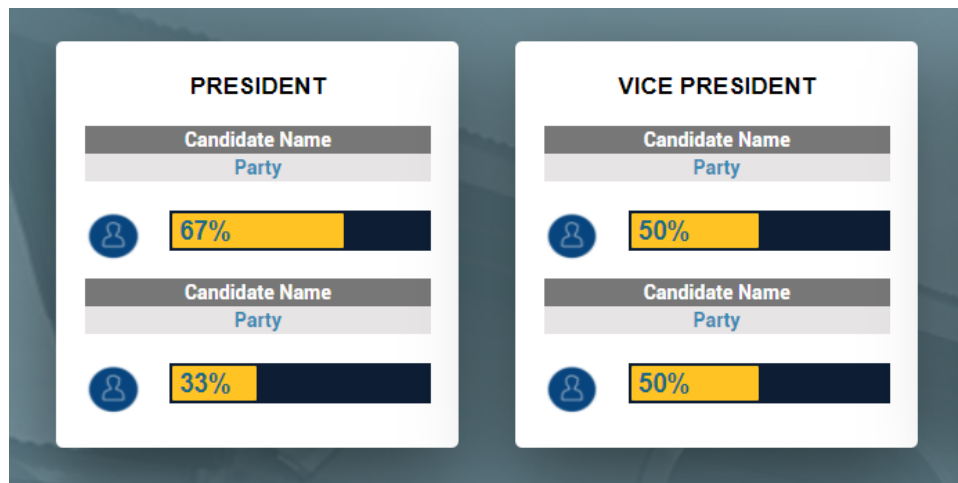
LASTNAME	FIRSTNAME	MIDDLENAME	STATUS
Briones	Gabriella	Regidor	VOTE NOT CASTED
Dela Cruz	Juan	Cardo	VOTE NOT CASTED
Lim	Jazmine		VOTE NOT CASTED
Roque	Rodrigo	Bongo	VOTE CASTED
Santiago	Horencia	Lopa	VOTE NOT CASTED

Showing 1 to 5 of 5 entries

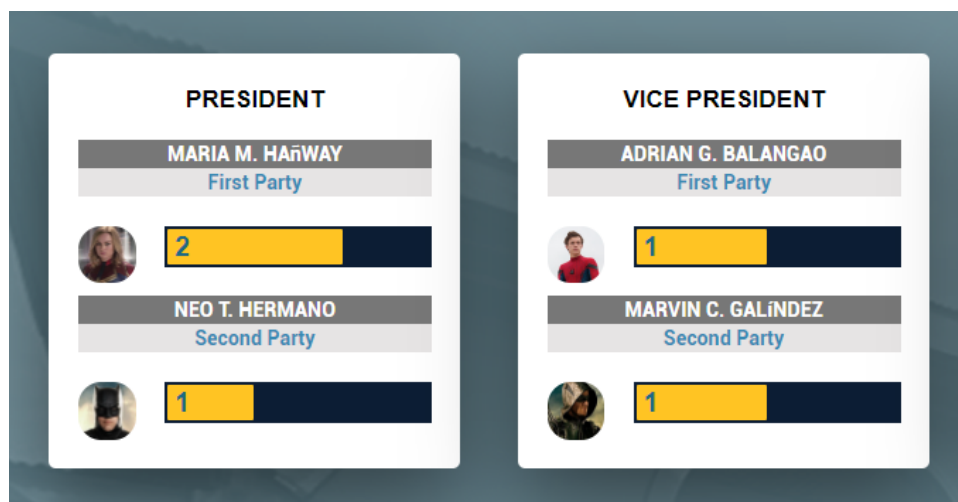
View Election Results

The Election Results will display a list of candidates with their respective number of votes. During the ongoing election, the candidates will be hidden, labeled as anonymous, and the data will be updated for every five seconds. After the election, the names of candidates and their respective number of votes received will be revealed.

Sample results during the election:



Sample results after the election:



- **Post Result**
 - the election results will not be displayed on the student dashboard until the “Post Result” button will be selected.
- **Reset Election**
 - when selected, the number of votes will return to zero, the voting status of all students will be reset, returning to the “not voted” status, the election schedule will be deleted, and the display of election results on the student dashboard will be removed.

Generate Election Results Report

After the election, the system automatically generates the report of the election results. If the election has tied results, a message will appear until the head administrator finalizes the results. If the head administrator has finalized the results or if the election has no tied results, the election report will be available for download or printing.

The election result has

Unresolved Tied Results

Results should be finalized by the Head Admin as soon as possible.

OK

Election Report has been successfully generated

DOWNLOAD

June 3, 2021

DECLARATION OF RESULTS FOR BICOL UNIVERSITY INTEGRATED LABORATORY SCHOOL (BUCEILS) SUPREME STUDENT GOVERNMENT (SSG) ELECTION FOR A.Y. 2021-2022

We, the Commission on Election (COMLEC), hereby announce the results of the Student Council Election for the Academic Year 2021-2022 held between June 3, 2021 (7:17 PM) to June 3, 2021 (7:18 PM) using the BUCEILS Online Voting System. Below is a table of the summary of results:

CANDIDATES	YEAR LEVEL VOTES												TOTAL
	7	8	9	10	11	12							
PRESIDENT													
Morales, Marissa F.	2	2	2	0	0	0	0	0	0	0	0	0	6
Alcaraz, Anna E.	0	0	0	0	0	0	0	0	0	0	0	0	0
ABSTAIN	0	0	0	0	0	0	0	0	0	0	0	0	0
VIC. PRESIDENT													
Morales, Marissa F.	2	2	2	0	0	0	0	0	0	0	0	0	6
Pedillo, Ron S.	0	0	0	0	0	0	0	0	0	0	0	0	0
ABSTAIN	0	0	0	0	0	0	0	0	0	0	0	0	0
SECRETARY													
Belangue, Adrian G.	2	2	1	0	0	0	0	0	0	0	0	0	5
Macatangay, Arnold D.	0	0	0	0	0	0	0	0	0	0	0	0	0
ABSTAIN	0	0	1	2	1	0	0	0	0	0	0	0	4
TREASURER													
Perez, John G.	2	1	0	0	0	0	0	0	0	0	0	0	3
Altago, John Wesley	0	0	2	2	1	0	0	0	0	0	0	0	5
ABSTAIN	0	1	0	0	0	0	0	0	0	0	0	0	1
Number of Enrolled Students:	2	2	2	2	2	0	2	2	2	2	2	2	12
Number of Votes Received:	2	2	2	2	2	0	2	2	2	2	2	2	12

In the event of a tie between candidates voting for the same position, an additional point, indicated by the plus one (+1) symbol beside the original vote count, was given to the candidate who won the coin toss. Leading candidates who failed to meet the minimum number of votes required to meet the electoral quota shall not be elected to the position to which they are running for. The newly elected candidates' names are highlighted in the table.

Page 1 of 2

Certified true and correct by:

John F. Altago
CENA, JOHN
ADVISER

SARA, TOMAS
SARA, TOMAS
CHAIRPERSON

CRISPACUA, ARIEL
CRISPACUA, ARIEL
CO-CHAIRPERSON

Page 2 of 2

View Vote Summary

The Vote Summary allows administrators to view the votes made individually by all students. The names of students will remain encrypted for privacy purposes. Administrators are allowed to print or download a copy of the vote summary.

VOTE SUMMARY

PRINT SUMMARY

Show 10 entries

Search:

STUDENT	PRESIDENT	VICE PRESIDENT	SECRETARY	TREASURER	AUDITOR	REPRESENTATIVES					
						7	8	9	10	11	12
1679091c5a880fa8b5e6087eb1b2dc	Mason Montejo	Horencia Santiago	Abstained	John Wesley Atega	Abstained	Abstained	Abstained	Abstained	Abstained	Abstained	Abstained
45c48cce2e2d7bdea1afc51c7c6a26	Anna Gevarra	Ken Padilla	Jerrald Macatangay	John Wesley Atega	Abstained	Abstained	Abstained	Abstained	Abstained	Abstained	Abstained
6512b443dfcaafec02c990b0a826525ca	Anna Gevarra	Ken Padilla	Abstained	John Wesley Atega	Abstained	Abstained	Abstained	Abstained	Abstained	Abstained	Abstained
8f14e45f0eeaf67a5a3d6dd34bea2543	Anna Gevarra	Ken Padilla	Abstained	John Wesley Atega	Abstained	Abstained	Abstained	Abstained	Abstained	Abstained	Abstained
a878679a2f3e71d9181a07b7542122c	Mason Montejo	Horencia Santiago	Adrian Balangao	Abstained	Abstained	Abstained	Abstained	Abstained	Abstained	Abstained	Abstained
c20a34d7f0f6f7759aa27adcc9e8e8710	Anna Gevarra	Ken Padilla	Abstained	John Wesley Atega	Abstained	Abstained	Abstained	Abstained	Abstained	Abstained	Abstained
c4ca4238a0b923820dccc509a0f75849b	Mason Montejo	Horencia Santiago	Adrian Balangao	Julien Puno	Abstained	Abstained	Abstained	Abstained	Abstained	Abstained	Abstained
c81e728d9d4c29538f06789cc14862c	Mason Montejo	Horencia Santiago	Adrian Balangao	Julien Puno	Abstained	Abstained	Abstained	Abstained	Abstained	Abstained	Abstained
c9f09595b5ab9159f51f82097e2384	Anna Gevarra	Ken Padilla	Abstained	John Wesley Atega	Abstained	Abstained	Abstained	Abstained	Abstained	Abstained	Abstained
d3b446020a4269755d38e9d163e620	Anna Gevarra	Ken Padilla	Abstained	John Wesley Atega	Abstained	Abstained	Abstained	Abstained	Abstained	Abstained	Abstained

Showing 1 to 10 of 12 entries

Previous

1

2

Next

View Election Archive

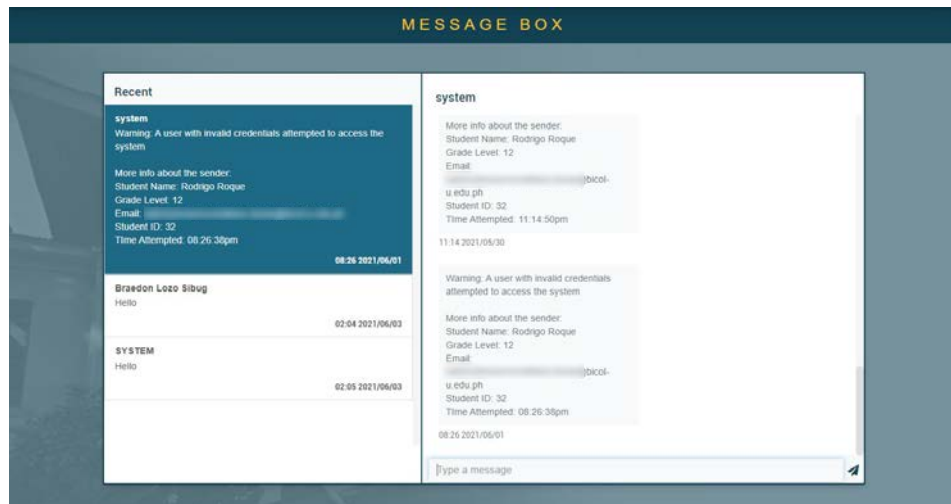
The election archive allows both administrators and students to view winners of previous elections.

Note: Two consecutive finished elections with the same end date should not be allowed to avoid conflict with the display.



Use Message Box

The Message Box will allow administrators to assist students online. It also allows administrators to receive warning messages about suspicious behavior made by students on the system. The left side of the chat box displays the inbox, while the right side displays the full conversation on the selected message. A message on the inbox displaying a blue background indicates that no reply or message was sent to the user.



STUDENT

This section will serve as guide for students who will be utilizing the system for the election. This includes the submission of votes and the viewing of election-related information.

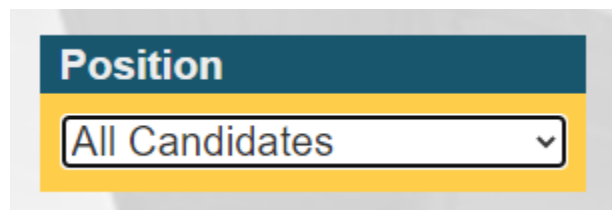
View Election Guide

This page consists of details considering the proper procedure of online voting that should be observed during the election.

View Candidate Information

This contains the list of all candidates who are running for the election. It offers assistance to students for their selection of candidates by providing information about the candidates including their credentials and platforms.

To filter the view by position, click on the dropdown located at the left side of the screen, then select the position you want to view.

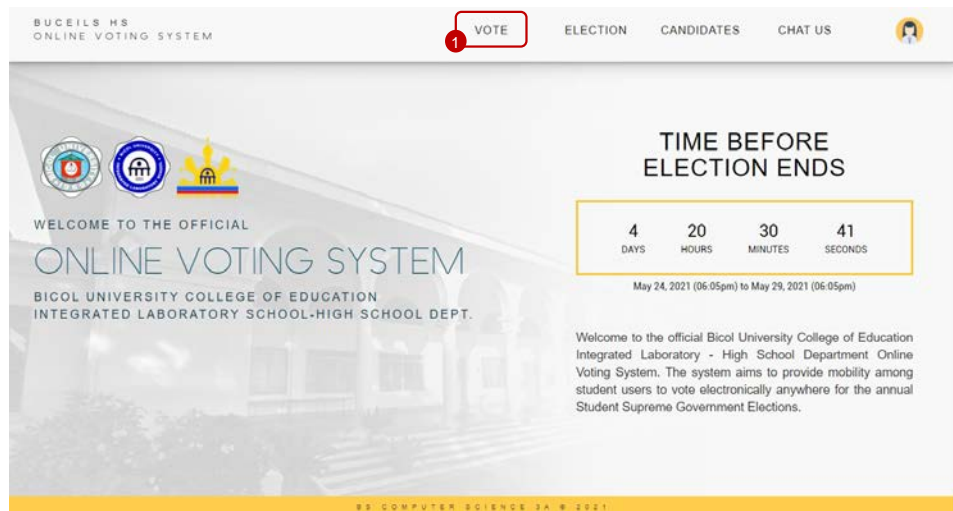


Voting

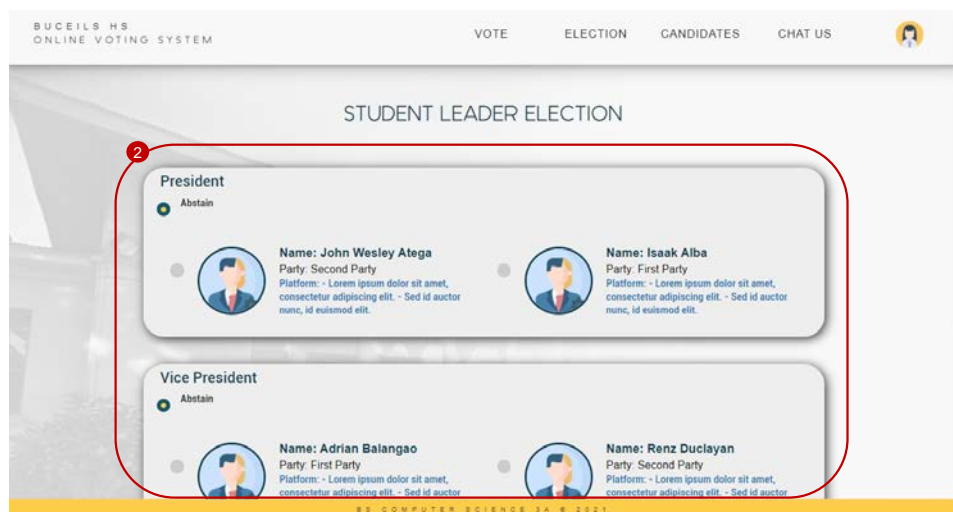
The ballot shall only be accessible during the said schedule of the election. If the student had already voted, the “Vote” navigation will allow the students to re-download their vote receipt.

Cast Votes

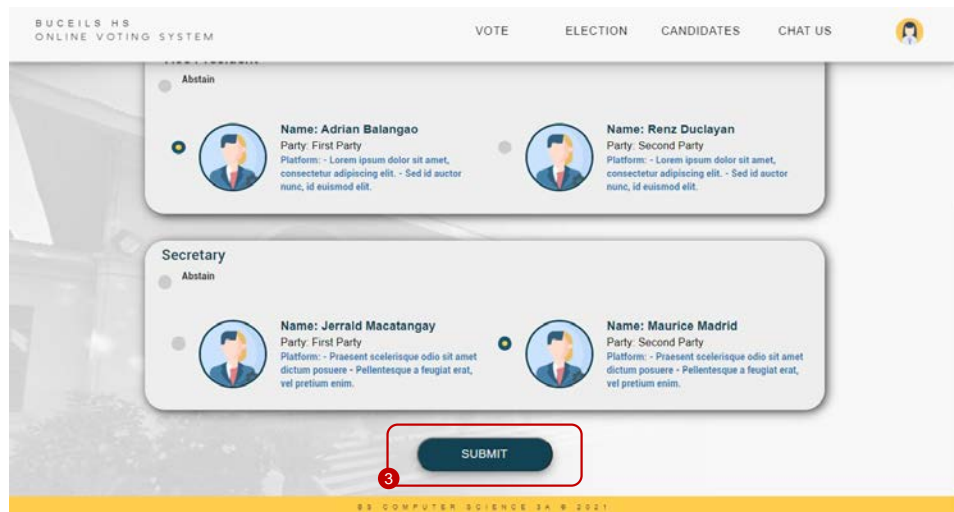
1. On your navigation bar, click on “Vote”.



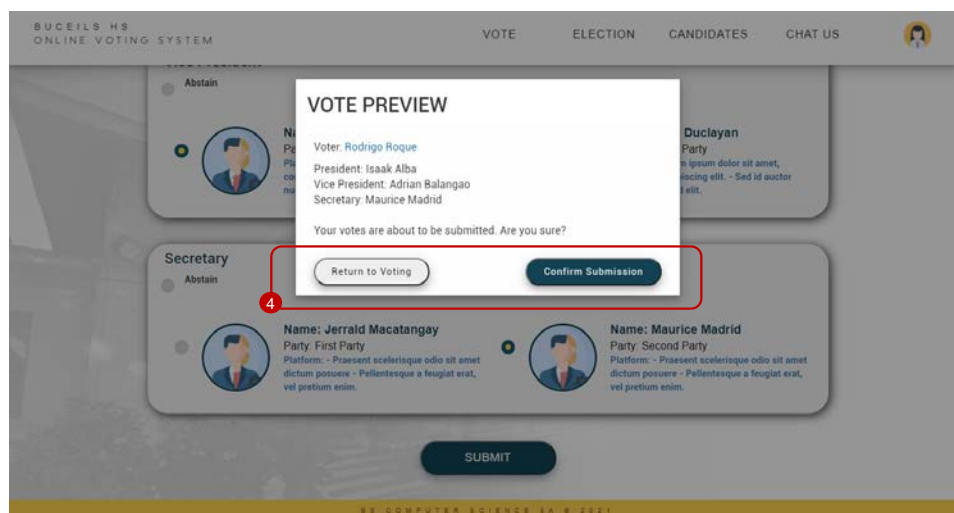
2. Select your preferred candidate by clicking the button on the left side of the candidate; otherwise, select “Abstain”.



- After selecting your preferred candidates for each position, click on “Submit”.



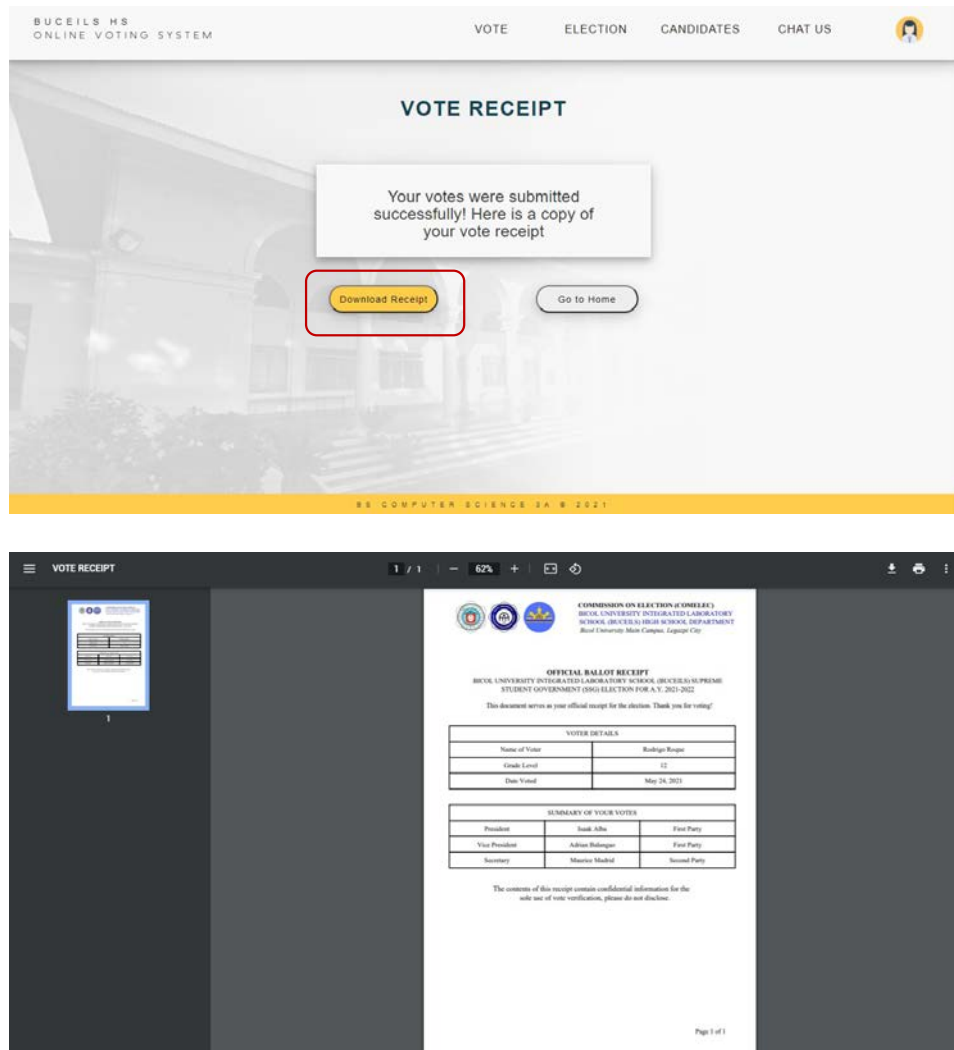
- A pop-up box will appear, showing the summary of your selection. If you wish to proceed, click on “Confirm Submission”; otherwise, to make changes, click on “Return to Voting”.



* If the election timeframe has ended while the student is still voting, the votes will not be accepted.

Vote Receipt Generation

After submitting your votes, the software will provide you a copy of your votes in a PDF file.



View Election Results

This page will display the list of all candidates and their vote results after the election. The results will be posted by the administrators.

View Election Archive

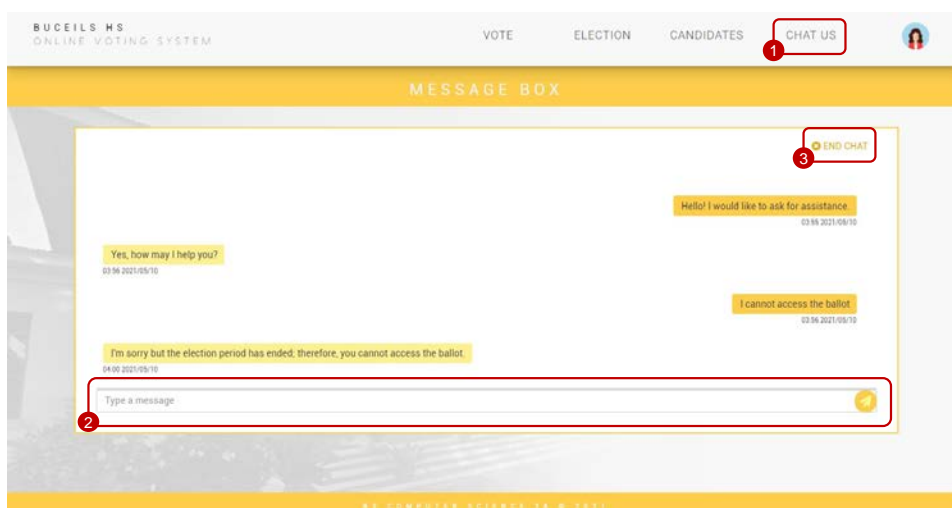
The election archive contains the list of students who won during the previous elections.

Use Message Box

The message box will allow students to communicate with administrators for assistance.

1. On your navigation bar, click on “Chat Us”.
2. Type your message on the text box below, then click on the send icon or press “Enter” to send.
3. Once the conversation ends, click on “End Chat” located at the top right of the message box to officially end the discussion.

* If the student forgot to select “End Chat”, the messages will automatically be deleted when tab closed or refreshed.



HEAD ADMINISTRATOR

This section will serve as guide for the head administrators who will be utilizing the system for the election. This includes the configuration of the tied election results and the management of administrator information.

Election Tied Results

The tie-breaker will only appear under the Election Report page if there are tied results during the election. It will also only be displayed if the tied results reached the 50% number of students quota. For the selection of winner, the decision will be done outside of the system.

1. Once the decision of winner/s was made, the head administrator shall select on the winning candidate's radio button.
2. Click on the "Submit" button. A preview will appear before the head administrator confirms or return to the selection.

The screenshot shows a "TIE BREAKER" interface. It has two main sections: "President" and "Vice President". Each section contains two candidate cards. Each card has a radio button, a profile picture, a name, a party, and a platform. A red box labeled "1" encompasses the radio buttons for all four candidates. Below the "Vice President" section is a "SUBMIT" button, which is highlighted by a red box labeled "2".

Position	Candidate Name	Party	Platform
President	Mason Montejo	Uno	Uno
	Anna Gevarra	Dos	Dos
Vice President	Horencia Santiago	Uno	Uno
	Ken Padilla	Dos	Dos

Administrator Account Management

The head administrators have the capability to manage administrator accounts, such as adding, deleting, and editing details. Selected buttons will be disabled during the election. To proceed, click on "Accounts" displayed on the navigation bar, then select "Admin".

Add an account

1. Click on the "Add Account" button.

The screenshot shows the "ADMINISTRATOR ACCOUNT MANAGEMENT" interface. At the top, there is a yellow button labeled "ADD ACCOUNT" with a red box labeled "1" around it. Below this is a search bar and a table with columns: NO., FIRST NAME, MIDDLE NAME, LAST NAME, USERNAME, COMELEC POSITION, ADMIN POSITION, and ACTION. The table is currently empty.

2. Fill out the necessary details.

3. To continue, click “Save Account”, otherwise, click “Cancel”.

Edit account details

1. Under the “Action” column of the table, select “Edit”.

2	Tomas	Mulya	Sarsa	Sarsa_Chairperson	Chairperson	Admin	EDIT DELETE
3	Ariel	Blal	Olgpauco	Ongpauco_CoChair	Co-Chairperson	Admin	EDIT DELETE
4	Steve	Carter	Rogers	Rogers_Member	Board Member	Admin	EDIT DELETE

Showing 1 to 4 of 4 entries

Previous 1 Next

2. Edit the details, then select “Update Account”, otherwise, select “Cancel”.

Delete an account

1. Under the “Action” column of the table, select “Delete”.

2	Tomas	Mutya	Sarsa	Sarsa_Chairperson	Chairperson	Admin	EDIT DELETE
3	Ariel	Bilal	Olgapauco	Olgapauco_CoChair	Co-Chairperson	Admin	EDIT DELETE
4	Steve	Carter	Rogers	Rogers_Member	Board Member	Admin	EDIT DELETE

Showing 1 to 4 of 4 entries

Previous 1 Next

2. To proceed, click “Yes”, otherwise, select “No”.

ELECTION SETUP PROCEDURE

This section will guide administrators on the procedure of setting up the election.

Before the Election

1. Login as administrator.
2. For the head administrator/s, select “Accounts” then “Admin”. Add, edit, or delete administrators.
3. If previous election data exists, select the “Reset Election” button that can be found on the “Vote Results” page, and delete the existing candidates or go to “Students” then import a new list of voters. If no existing data, proceed to step 4.
4. Go to “Accounts” then “Students”. Add the current school year’s list of students applicable for voting by importing a new list with a CSV file to replace the old records or by adding the students individually with the “Add” button.
5. Select “Generate Password” then send their login credentials by clicking “Send”.
6. Setup the schedule by clicking “Election” then “Configuration”, proceed to “Scheduler”. Set the Election Schedule first then set the Election Period.
7. Proceed to “Candidates”, then “Update Position”. Add, edit, or delete positions required for the election.
8. Select “Candidates” then click on “Update Info”. Add, edit, or delete candidates required for the election. Setup their photos by clicking “Upload Photo” or “Change Photo”.
9. Setup the signatories for the Election Results Report by selecting “Election”, then under “Configuration” click on “Signatory”. Add or delete the signatories and their e-signatures.

During the Election

- To check on the ongoing results, click on “Election” then “Vote Results”.
- To monitor the election status, select “Election” then “Vote Status”.
- In case the election needs to be repeated, click on “Election” then go to “Vote Results”. Below the election results, click on “Reset Election”. After resetting the election, go to “Election”, under “Configuration”, select “Scheduler”. Set the new Election Schedule, then proceed setting the new Election Period.
- In case the election schedule needs to be extended, proceed to the “Election Scheduler” then set the starting date and time with one minute after the current date and time of setting, then set the ending date and time you wish the extended election should end. Proceed by selecting “Update Schedule”.

After the Election

1. To preview the results, under “Election”, select “Vote Results”.
2. If tied results were shown, the head administrator/s should proceed to “Election Report” then select candidates to be declared as winner. If no tied results, proceed to step 3.
3. To reveal the results to the students, on the “Vote Results” page, select “Post Results”.
4. Generate the election results report under the “Election Report” page. The final results will also be displayed on the “Election Archive”.
5. If the election period is officially closed, the administrators may proceed taking down existing data from the system by selecting “Reset Election” and delete the candidates.