

# NATIONAL eBAlloting- QUICK START GUIDE

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This “quick start guide” covers the main features of the National eBalloting to help you get started.

Note that a full *User guide* explaining all of the features of the application. References to the full *User guide* are shown on the top right hand corner of each page in this document.

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For further questions and assistance on the National eBalloting, please contact the ISolutions at [helpdesk@iso.org](mailto:helpdesk@iso.org).

**Benefit:**

Simpler consensus building, better voting performance, increased efficiency

The National eBalloting is a voting tool which manages two kind of national ballots:

## 1. National Committee Internal Ballot (NCIB)

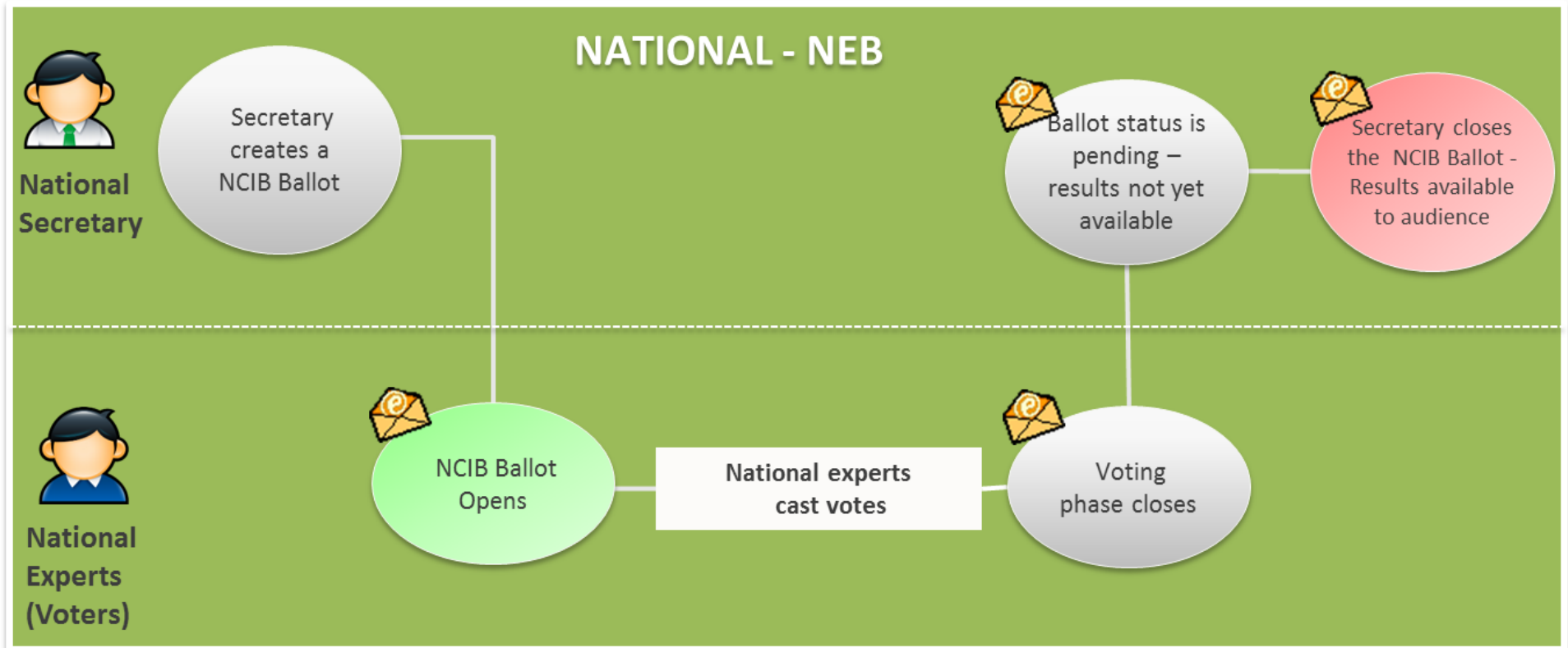
**Aim:** Voting on national standards

## 2. National Positioning Ballot (NPOS)

**Aim:** Gaining national consensus before voting on an international or regional standard.

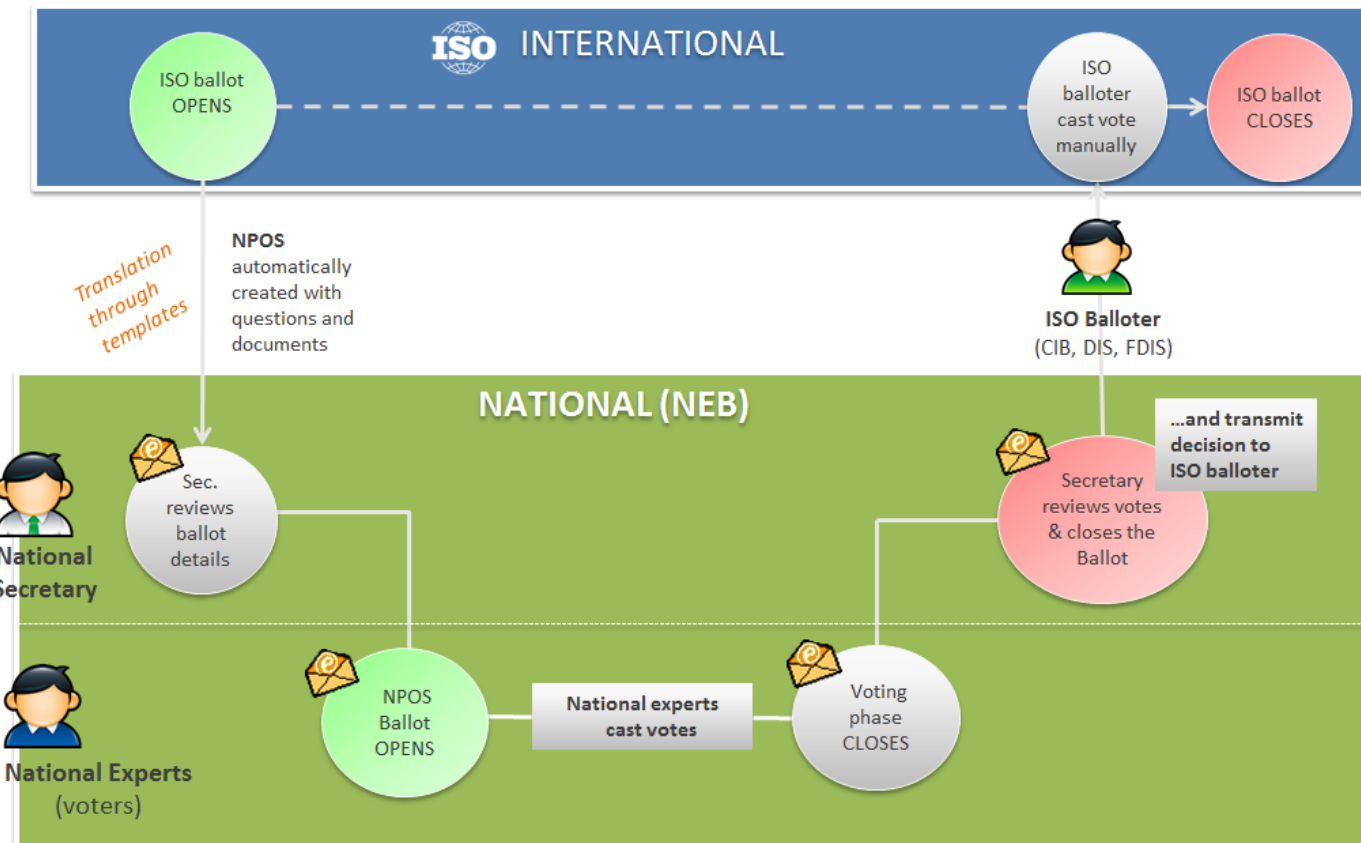
Type	Committee	Reference	Vote	Opening date	Closing date	Role	Source Type	Source
NCIB	ABNT/CB-004	test livelink julie		2014-01-09	2014-02-05	Ballot manager		
NPOS(A)	ABNT/CB-004	ISO/IEC CD Guide 13083.3 - test js		2014-01-15	2014-02-28	Ballot manager	ISO/CD	ISO/TC 1
NPOS(A)	ABNT/CB-004	ISO 2958:1973/NP Amd 11.2 - test js		2014-01-15	2014-03-31	Ballot manager	ISO/INP	ISO/TC 22
NPOS(A)	ABNT/CB-004	test ad hoc		2014-01-15	2014-04-01	Ballot manager	ISO/CIB	ISO/TC 22
NPOS(A)	ABNT/CB-004	ISO 2611:1998-2 - test Julie NPOS SR3		2014-01-02	2014-11-02	Ballot manager	ISO/ISR	ISO/TC 1
NPOS(A)	ABNT/CB-004	ISO 1114:1977-2 - test Julie NPOS SR7	2 votes	2014-06-04	2014-12-01	Ballot manager	ISO/ISR	ISO/TC 34

It provides information about ISO and/or CEN ballots relevant to each national committee.



### Summary of Key features:

- ✓ Ballots created manually by Secretaries of national committees (NC)
- ✓ Possibility to create questionnaires with multiple questions and possible answers
- ✓ Possibility to upload documents for vote
- ✓ Possibility to use pre-defined templates
- ✓ Automatic notifications sent to the ballot audience

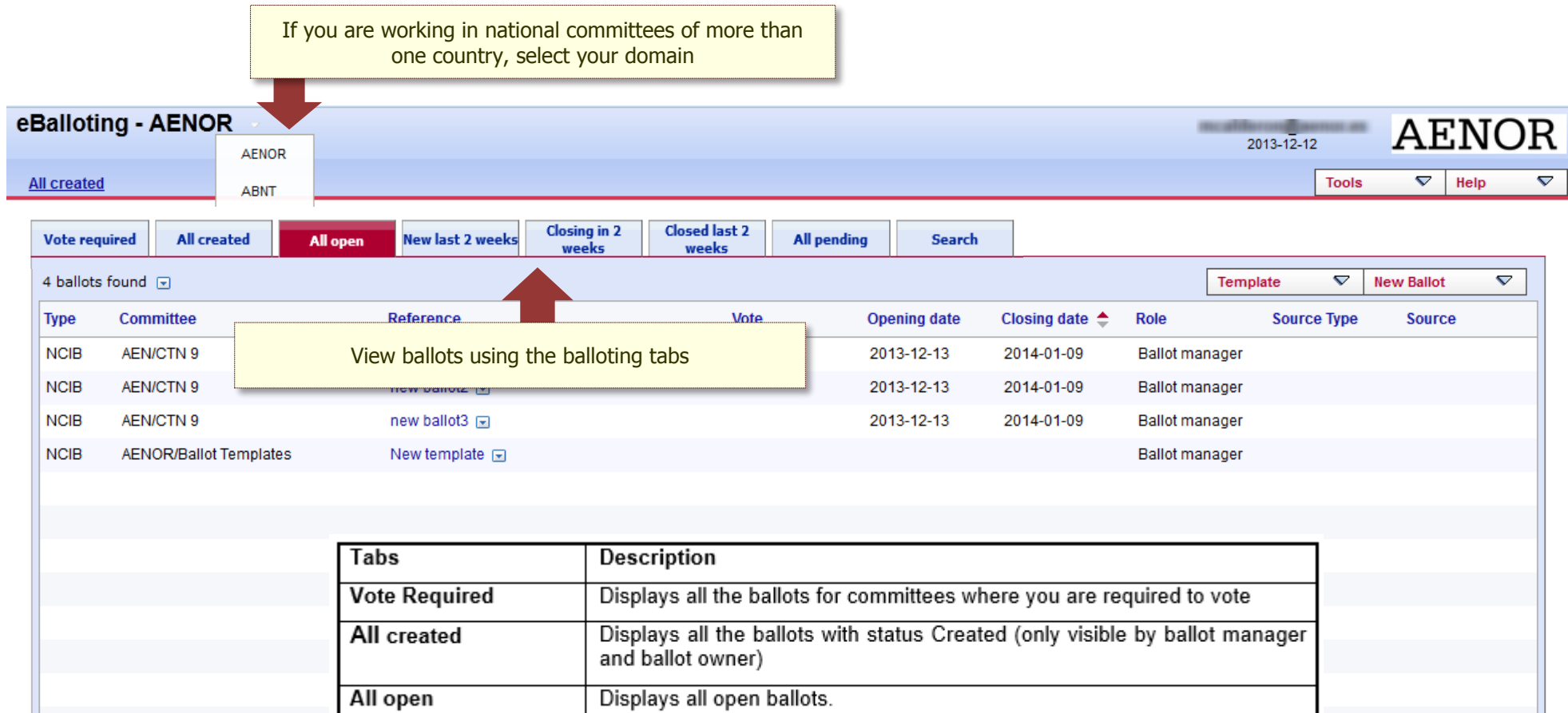


## Summary of Key features:

- ✓ Mapping between national and international/regional committees is set in the Global Directory (via NMC)
- ✓ Manually or automatically create new ballots
- ✓ Questions and possible answers and reference documents of source ballot are automatically copied
- ✓ Possibility to use pre-defined ballot templates to translate international or regional English ballots into locale language
- ✓ Automatic notifications sent to the ballot audience

The **Home page** displays a list of all ballots, which you are allowed to view depending on the roles assigned in the ISO Global Directory.

If you are working in national committees of more than one country, select your domain



**eBalloting - AENOR** 2013-12-12 **AENOR**

[All created](#) AENOR ABNT [Tools](#) [Help](#)

[Vote required](#) [All created](#) **[All open](#)** [New last 2 weeks](#) [Closing in 2 weeks](#) [Closed last 2 weeks](#) [All pending](#) [Search](#)

4 ballots found [Template](#) [New Ballot](#)

Type	Committee	Reference	Vote	Opening date	Closing date	Role	Source Type	Source
NCIB	AEN/CTN 9			2013-12-13	2014-01-09	Ballot manager		
NCIB	AEN/CTN 9			2013-12-13	2014-01-09	Ballot manager		
NCIB	AEN/CTN 9	<a href="#">new ballot3</a>		2013-12-13	2014-01-09	Ballot manager		
NCIB	AENOR/Ballot Templates	<a href="#">New template</a>				Ballot manager		

Tabs	Description
<b>Vote Required</b>	Displays all the ballots for committees where you are required to vote
<b>All created</b>	Displays all the ballots with status Created (only visible by ballot manager and ballot owner)
<b>All open</b>	Displays all open ballots.
<b>New last 2 weeks</b>	Displays all ballots which were opened within the last 2 weeks
<b>Closing in 2 weeks</b>	Displays all open ballots which will close during the next 2 weeks.
<b>Closed last 2 weeks</b>	Show all the ballots which closed during the last 2 weeks.
<b>All pending</b>	Displays all the ballots with status Pending (only visible by ballot manager and ballot owner)
<b>Search</b>	Opens the search screen which allows to search with user defined values

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.

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

Enter your **Search criteria** here and click **Search**

Type: All ▼
Reference or Title: 
Source ballot type: All ▼

☒ Opening date: from

Search

Status: All ▼
Committee: All ▼
Source committee: All ▼

☐ Closing date: to

Reset

Template ▼
New Ballot ▼

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

Search Fields	Explanation/Function of the fields
Type	<b>All</b> – Search for all ballot types (NCIB, NPOS (M) and NPOS(A)) <b>NCIB</b> – National Committee Internal Ballots <b>NPOS (M)</b> – Manual National Positioning Ballots <b>NPOS (A)</b> – Automatic National Positioning Ballots
Status	Ballot status (created, open, pending, closed)
Ref/Title	Ballot reference number or document title element. <i>Note: 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").</i>
Committee	Only those national committees to which your profile is registered will be displayed.
Source ballot type	Search for NPOS ballots according to the source ballot type
Source committee	Search for NPOS ballots for a specific source committee (ISO/CEN)
Opening date	Specifies that the date in the range between "From" and "To" is an opening date
Closing date	Specifies that the date in the range between "From" and "To" is a closing date
From	Range Opening/Closing date
To	Range Closing/Closing date

## VIEW THE DETAILS OF A BALLOT

User guide - section 3.5

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

**Electronic Balloting** secretary\_test@ 2012-10-19

All open Tools Help

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

2 ballots found

Type	Source Type	Committee	Source	Reference	Opening date	Role
NPOS(M)	ISO/CD	AEN/TC test 1	ISO/TC 38/SC 1	ISO 105-D01:1993/CD Amd - [icon]	2-12-17	Ballot owner
NPOS(A)	ISO/NP	AEN/TC test 1	ISO/TC 38/SC 1	ISO 105-D01:1993/NP Amd 1.2 - [icon]	3-01-02	Ballot owner

**List of ballots**  
Click on the ballot reference name to open a specific ballot

-----

**Electronic Balloting** secretary\_test@ 2012-10-19

All open > ISO 105-D01:1993/CD Amd -

Information Participation Audience

Reference: ISO 105-D01:1993/CD Amd - [icon]

Committee: AEN/TC test 1  
Status: Open  
Opening date: 2012-10-19  
Opened on: 2012-10-19 00:01

Title: Textiles -- Tests for colour fastness -- Part D01: Colour fastness to dry cleaning -- Amendment 1

Pending phase: yes

The ballot contains tabs with the following information:

- **Information:** Lists of the ballot attributes, the reference documents or hyperlinks, questions and votes values
- **Participation:** Lists of ballot owners and votes.
- **Audience:** List the complete ballot audience.

*Notes: The Participation and audience tabs are only visible by the Secretary and SST)*

**STEP 1:** Click on **Ballot** and select the type of ballot you want to create

Electronic Balloting

secretary\_test@2012-10-19

All openToolsHelp

All openAll createdNew last 2 weeksClosing in 2 weeksClosed last 2 weeksAll pendingSearch

2 ballots found

Type	Source Type	Committee	Source	Reference
NPOS(M)	ISO/CD	AEN/TC test 1	ISO/TC 38/SC 1	ISO 105-D01:1993/CD Amd -
NPOS(A)	ISO/INP	AEN/TC test 1	ISO/TC 38/SC 1	ISO 105-D01:1993/NP Amd 1.2 -

Click on **Ballot** and in the drop-down menu select the relevant ballot type.


Ballot

National Committee Internal Ballot

National Positioning Ballot

Template for Committee Draft

2013-01-02Ballot owner

 Ballot templates are managed by your National Member Body

**STEP 2:** Follow the 4-steps wizard to create your ballot





The ballot metadata and reference documents and links can be modified as long as the ballot is not closed. The ballot questions and answers can only be modified when the ballot is in status Created



No notifications are sent after a change has been made

secretary\_test@

2012-10-19

ISO 105-D01:1993/CD Amd 1

Tools

Help

Information

Participation

Audience

Reference: ISO 105-D01:1993/CD Amd 1

Committee: AEN/TC test 1

Status: Created

Opening date: 2012-10-21

Closing date: 2012-12-15

Title: Textiles -- Tests for colour fastness -- Part D01: Colour fastness to dry cleaning -- Amendment 1

Pending phase: yes

Ballot source information

Reference: ISO 105-D01:1993/CD Amd 1 - test if template doc are added to source ballot

Type: ISO/CD (Committee Draft (ISO))

Committee: ISO/TC 38/SC 1

Reference documents and links

CIB ballot document

test1

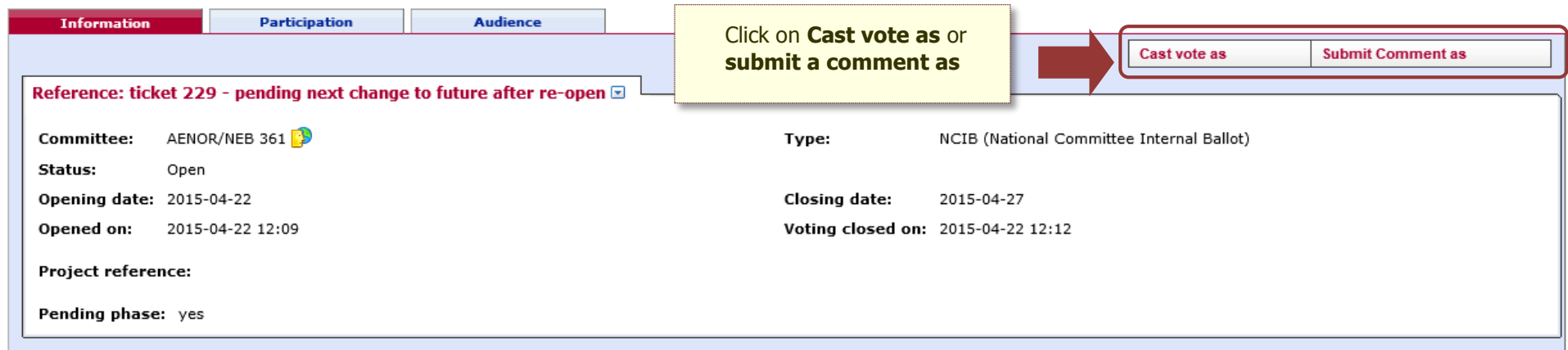
Questions and answers

No.	Questions	Possible Answers
1	¿Está de acuerdo con la distribución del proyecto como una DIS?	<div>Si *</div> <div>No *</div> <div>Nos abstenemos</div>

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

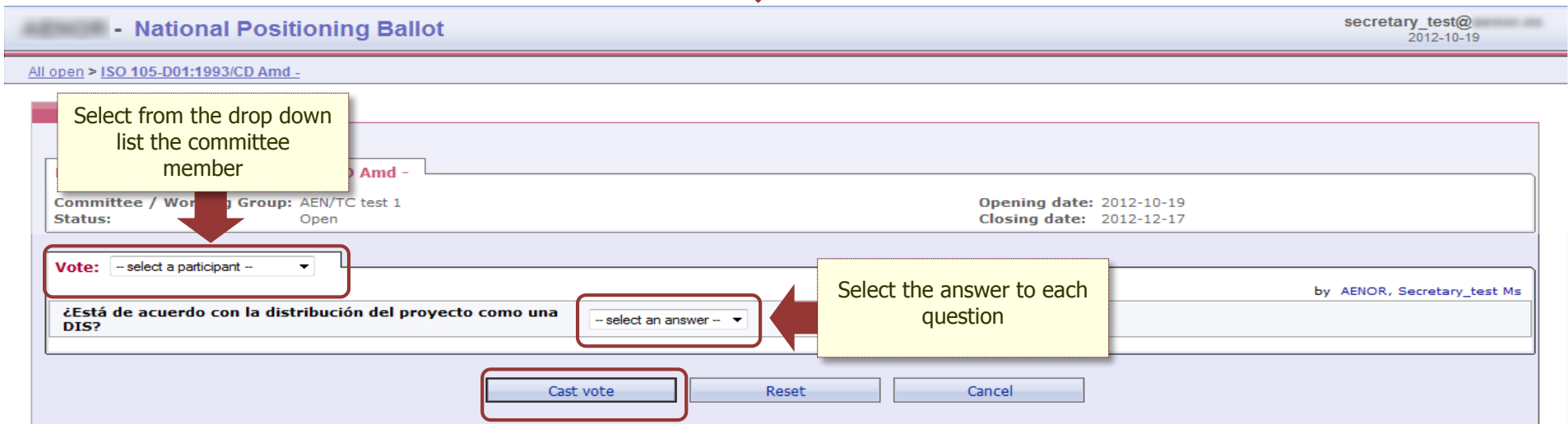
Back to list of ballots

To cast a vote /submit a comment on behalf of a voter, open the ballot and click on **Cast a vote as** or **submit a comment as**



This screenshot shows the 'Information' tab of a ballot. A yellow callout box points to the 'Cast vote as' and 'Submit Comment as' buttons, with the text: 'Click on **Cast vote as** or **submit a comment as**'. The ballot details are as follows:

<b>Reference:</b> ticket 229 - pending next change to future after re-open	<b>Type:</b> NCIB (National Committee Internal Ballot)
<b>Committee:</b> AENOR/NEB 361	<b>Closing date:</b> 2015-04-27
<b>Status:</b> Open	<b>Voting closed on:</b> 2015-04-22 12:12
<b>Opening date:</b> 2015-04-22	
<b>Opened on:</b> 2015-04-22 12:09	
<b>Project reference:</b>	
<b>Pending phase:</b> yes	



This screenshot shows the 'National Positioning Ballot' page. A large red arrow points from the top section to this one. The page header includes 'secretary\_test@' and '2012-10-19'. The breadcrumb trail is 'All open > ISO 105-D01:1993/CD Amd -'. The ballot details are:

<b>Committee / Working Group:</b> AEN/TC test 1	<b>Opening date:</b> 2012-10-19
<b>Status:</b> Open	<b>Closing date:</b> 2012-12-17

Annotations include:

- A yellow box pointing to the 'Vote:' dropdown menu with the text: 'Select from the drop down list the committee member'.
- A yellow box pointing to the answer dropdown menu with the text: 'Select the answer to each question'.

The question is: '¿Está de acuerdo con la distribución del proyecto como una DIS?'. The answer dropdown shows '-- select an answer --'. At the bottom are buttons for 'Cast vote', 'Reset', and 'Cancel'.

The Secretary or SST **approves/disapproves or abstain the ballot results manually** once the ballot has reached the pending phase or, if there is no pending phase, when the ballot is closed.

**STEP 1:** Open the ballot you wish to approve/disapprove:

**Electronic Balloting**

All pending > ISO 105-D01:1993/CD Amd 1 - Active...

Information **Pending Result** Participation Audience

Reference: ISO 105-D01:1993/CD Amd 1 - Active and P-m

Opening date: 2012-10-16  
Closing date: 2012-10-16

Expert responses

Votes cast (0)

Votes not cast (4) AENOR, member\_test1 Ms AENOR, member\_test2 Mrs AENOR, member\_test3 Miss AENOR, member\_test4

OR

**Electronic Balloting** secretary\_test@ 2012-10-22

Closed last 2 weeks > ISO/CD 105-F10 - test NPOS Tools Help

Information **Result** Participation Audience

Reference: ISO/CD 105-F10 - test NPOS Edit

Committee: AEN/TC test 1 Type: NPOS(A) (Automatic National Positioning Ballot)

Status: Closed

Opening date

Opened on:

Title: Textiles fibre

Pending phase

**STEP 2:** Go to the **Action** section at the bottom of the page and:

1. Select the ballot result approval as appropriate
2. Enter your explanation
3. Close the ballot

**Actions**

Ballot Result **1**

Explanation **2**

Action **3**

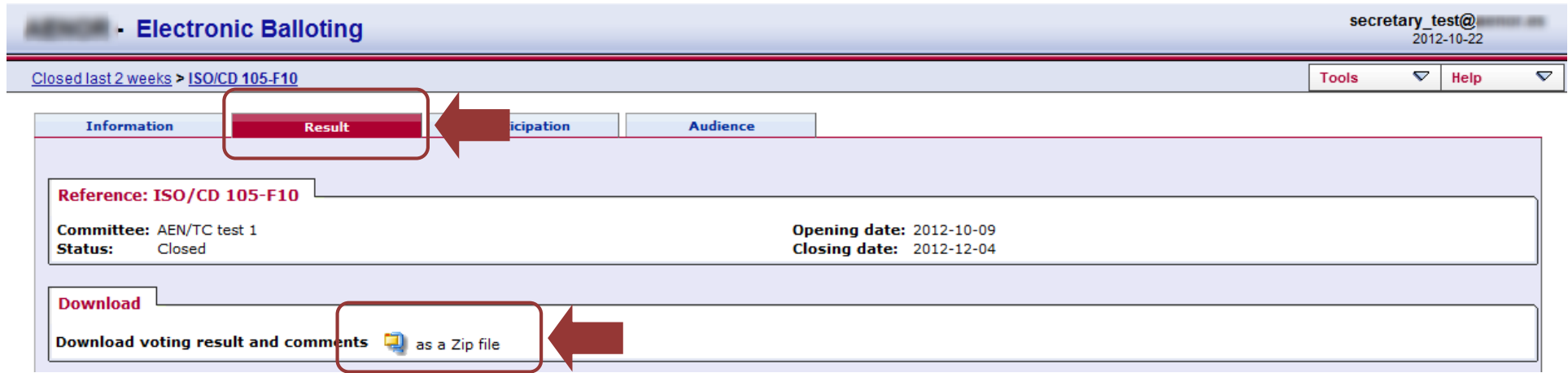
Close ballot

## DOWNLOAD BALLOT RESULTS


User guide - section 8.1

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 )



The screenshot shows the 'Electronic Balloting' interface. The 'Result' tab is selected and highlighted with a red box and an arrow. Below the tabs, the 'Reference' is 'ISO/CD 105-F10'. The 'Committee' is 'AEN/TC test 1' and the 'Status' is 'Closed'. The 'Opening date' is '2012-10-09' and the 'Closing date' is '2012-12-04'. In the 'Download' section, the option 'Download voting result and comments as a Zip file' is highlighted with a red box and an arrow. A large red arrow points down to the next screenshot.



The screenshot shows a WinZip window with the file 'ISO\_DIS 1751 (Ed 3)' selected. The 'Extract' button is highlighted with a red box and an arrow, with a yellow callout box saying 'Click on Extract'. The file details are as follows:

Name	Size	Packed Size	Modified	Created
ISO_DIS 1751 (Ed 3)	256 309	44 267		

There are two cloning functionalities:

### Simple Cloning

- Copy the ballot questionnaire only

### Full Cloning

- Create an exact copy of the ballot. Copy the ballot reference, title, opening and closing date, project reference, pending phase, questionnaire and ballot documents.

**STEP 1:** Open the ballot you wish to clone and select **Clone this ballot** for simple cloning or **full cloning of this ballot**.



Ballots can be cloned in any committees for which you are allowed to create ballots depending on the role assigned in the ISO Global Directory

**Electronic Balloting** secretary\_test@ 2012-10-22

[All open](#) Tools Help

[All open](#)
[All created](#)
[New last 2 weeks](#)
[Closing in 2 weeks](#)
[Closed last 2 weeks](#)
[All pending](#)
[Search](#)

3 ballots found Ballot

Type	Source Type	Committee	Source	Reference	Vote	Opening date	Closing date	Role
NPOS(A)	ISO/CD	AEN/TC test 1	ISO/TC 38/SC 1	ISO 105-D01:1993/CD Amd 1		2012-10-21	2012-12-15	Ballot owner
NPOS(M)	ISO/CD	AEN/TC test 1	ISO/TC 38/SC 1	ISO 105-D01:1993/CD Amd -		2012-10-19	2012-12-17	Ballot owner
NPOS(A)	ISO/NP	AEN/TC test 1	ISO/TC 38/SC 1	ISO 105-D01:1993/NP Amd 1.2 -			2013-01-02	Ballot owner

- Browse
- Download ballot content as zip
- Delete
- Clone this ballot (copy questions & answers)
- Full cloning of this ballot

Click on **Clone this ballot** or **Full cloning of this ballot**

**STEP 2:** Follow the 4-steps wizard to create your ballot

