

VOTING Stimmunterlagen

User manual

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1. Introduction

1.1 General information

This manual describes how to use the VOTING voting documents application. The target groups addressed are the users. The manual serves as an aid for using the application in daily work.

1.2 Equality article

In the context of gender equality, reference is made to the Federal Council's directive on the "Use of the gender star and similar spellings in German-language federal texts". Accordingly, depending on the situation, paired forms (citizens), gender-abstract forms (insured person), gender-neutral forms (insured person) or paraphrases without personal reference are used.

1.3 Purpose of the document

The manual provides all the information that the user needs to operate the application properly and to be able to react correctly in the event of problems.

2. Access to the application

VOTING voting documents can be accessed either via a direct link or via the Abraxas customer portal "MyAccount".

Access takes place with a user created separately for the VOTING applications with the prefix VO.

Direct link VOTING voting documents: <https://vo.abraxas-apps.ch/stimmunterlagen/>

Direct link to VOTING basic services: <https://vo.abraxas-apps.ch/basis/>

Direct link MyAccount: <https://abraxas-vo.sec.abraxas-apps.ch/myaccount/>

3. Glossary

Name / Abbreviation	Explanation / Description
Voting	Synonym for substantive transaction.
Counting circle	Voting unit / corporate body such as a political municipality.
Double Pukelsheim	Electoral procedure used in proportional elections (e.g. cantonal council elections). The cantonal council seats are first allocated to the parties and in a further step the party seats are allocated to the constituencies.
eCH	eGovernment Standards Switzerland. The eCH association promotes, develops and adopts standards in the field of eGovernment.
Hagenbach-Bischoff	Electoral procedure used in proportional representation elections (e.g. National Council elections), whereby seats are allocated according to quota.
Client	Technical representation of an organisation within SECURE Connect.
Superior authority	Competent authority of an electoral district.
Protocol	PDF file with an extract of the results, with signature.
Ballot	Summarises the business of the same election and voting Sunday.
Constituency	A constituency is the - usually geographically contiguous - part of an electoral area in which eligible voters vote on the filling of one or more mandates.

Table1 : Glossary

4. Roles

Authorisations can be assigned for each application via the SECURE Connect Adminpanel. The handling of the admin panel is described in a separate manual. Only the "Voting administrator" role is available for the VOTING voting documents application. This role can be used to complete all work steps in the application.

5. Settings in VOTING basic services

Basic settings for ordering voting documents can be found in the "Voting basic services" module in the "Constituencies" section.

At least one constituency is assigned to a client. If orders are also placed for special municipalities/corporations, additional constituencies assigned to a client are visible in this section.

Click on the pencil icon of a constituency to view or edit it.

The settings for voting documents can be found in about half of the pop-up window. Here you will find the basic settings for ordering voting documents. The following information can be customised independently:

- Add / remove logo
- Colour of the voting card: if no colour is defined, the voting card will be printed in white
- Return address: The addition "Postal vote" is printed automatically and does not need to be included in one of the fields.
- Print data details
 - o Desired postage for outgoing mailing
 - o Desired franking for return postage
 - o Desired production type / dispatch type

The information stored for the constituency in VOTING Basic Services is used to generate the voting card in VOTING voting documents. If it becomes apparent during the ordering process that an imprint on the voting card needs to be changed, this must be done in VOTING Basic Services for the relevant constituency.

If the information on the constituency matches the planned order, the order can be started in VOTING Voting documents.

6. Ballot overview

After successfully logging in, you can see the upcoming, past and already archived ballots in the ballot overview. You will also find the logged-in user and the selected client at the top right. Click on the name to open the view for changing clients and logging out.

6.1 Various ballots

The ballot overview is divided into three different tables. The top list shows upcoming ballots and those for which a transaction has already been entered. The middle table shows past ballots for which the deadline has not yet expired. All past and completed ballots are shown under Archived ballots.

vo

VOTING Stimmunterlagen

Hans Muster
Gemeinde XY

HM

Urnengänge

Datum Urnengang	Frist Anmeldung DVZ	Frist Gut zum Druck	Frist Lieferung Beilagen
21.07.2024	05.07.2024	05.07.2024	05.07.2024
15.08.2024			
19.08.2024			
23.09.2024	10.08.2024	20.08.2024	20.08.2024
10.11.2024	01.08.2024	01.08.2024	01.08.2024
24.11.2024	12.08.2024	12.08.2024	01.10.2024
18.05.2025	14.03.2025	24.03.2025	26.03.2025
19.08.2025			
28.09.2025	06.08.2025	06.08.2025	04.08.2025
01.01.2026			

Vergangene Urnengänge

Datum Urnengang	Frist Anmeldung DVZ	Frist Gut zum Druck	Frist Lieferung Beilagen
Keine Einträge vorhanden.			

Archivierte Urnengänge

Datum Urnengang	Frist Anmeldung DVZ	Frist Gut zum Druck	Frist Lieferung Beilagen
Keine Einträge vorhanden.			

Figure 1: Overview of ballots

Important:

- The ballot overview only shows ballots that were previously recorded in the VOTING basic services.
- Ballots at federal/cantonal level are only visible once the higher authority has authorised them.

Click on the desired ballot to start the entry process for the voting documents.

6.2 Differentiation of ballot responsibility

Cantonal responsibilities:

If a ballot is held at federal or cantonal level, the canton must record and authorise it in the VOTING basic services application. This then applies to all political municipalities in the canton. The municipalities then open their business in this ballot. However, the canton must specify the deadlines for this in advance so that the voting document process can be started by the municipality.

Municipal responsibilities:

Once the canton has activated the ballot, the municipalities can enter their municipal business in it. This is then set up separately for each municipality. However, with the date specifications of the canton.

If the municipalities create a ballot themselves, this only applies to the political municipality. It therefore enters all deadlines and transactions and is responsible for the process itself. There is also an additional step when ordering the voting documents.

Only one ballot can take place per date. If there are already ballots from lower authorities on a date on which the higher authority is opening a ballot, the business will be transferred to the ballot of the higher authority. However, responsibility for municipal business remains with the lower authorities.

7. VOTING procedure Voting documents as a lower authority

7.1 Step 1 Voting Items

After opening the voting procedure, the seven steps that must be completed to order the voting documents are shown at the top. On the right-hand side there is a grey field showing the higher authority and the specified deadlines. The first step is to check whether all voting items have been entered and are visible. If a voting item is missing at federal or cantonal level, the higher authority must enter or release it in the VOTING Basis application. In this case, please contact the relevant higher authority. If a voting item is missing at municipal level, this can also be entered in the VOTING Basis application.

The screenshot shows the 'VOTING Stimmunterlagen' interface. At the top, there's a navigation bar with 'VO VOTING Stimmunterlagen' and user information 'Hans Muster, Gemeinde XY'. Below this, a progress bar shows seven steps: 1. Geschäfte (in Bearbeitung), 2. Layout SRA (offen), 3. Beilagen (offen), 4. Stimmregister (offen), 5. Gut zum Druck (offen), 6. Druckauftrag (offen), and 7. Nachdruck (offen). The main content area is titled 'Geschäfte' and shows a table for 'Geschäfte Gemeinde XY'. The table has four columns: Nr., Geschäftstyp, Einflussbereich, and Kurzbezeichnung. It contains one row with Nr. 1, Geschäftstyp Majorzwahl, Einflussbereich Gemeinde XY, and Kurzbezeichnung Test Handbuch. To the right of the table, there's a grey sidebar with information about the higher authority 'Oberbehörde Kanton XY' and deadlines for 'Frist Auftragserteilung Produktionszentrum 15.07.2024', 'Frist Gut zum Druck 19.07.2024', and 'Frist Lieferung Beilagen 18.07.2024'. At the bottom right, there's a checkbox labeled 'Eigene Geschäfte sind vollständig erfasst' and a button 'AUF FOLGENDE SETZEN'.

Nr.	Geschäftstyp	Einflussbereich	Kurzbezeichnung
1	Majorzwahl	Gemeinde XY	Test Handbuch

Figure 2: Voting items

If all voting items and visible, this can be confirmed by activating the checkbox at the bottom right and the first step can be set to completed. If there are no separate voting items, this is also confirmed by activating the checkbox. The text next to the checkbox then reads: "It has no voting items of its own". If voting items are still missing after confirming this step, they can be entered in VOTING Basis until the order entry deadline expires. In this case, the step does not need to be confirmed again.

7.2 Step 2 Layout SRA

In the second step, the layout of the voting cards is defined. A separate template is set up in advance for each political municipality. If there are any deviations in the text modules, one or more text modules can be edited manually using the "Edit text modules" selection field on the left. If the layout provided by the higher authority is not suitable, the "Override default" checkbox can be activated and a new layout can then be selected from the drop-down menu.

Figure 3: Layout SR / Edit text modules

The layouts differ according to various features. For example, a layout including date of birth and personal ID and one without these two features are provided.

If all text modules have been entered correctly, this is confirmed using the checkboxes at the bottom right and task 2, layout SRA, is completed by clicking the "Set to completed" button.

7.3 Step 3 Inserts

In the third step, the inserts that are to be packed by the Abraxas production centre are entered. The inserts that have already been entered by the higher authority are entered in the upper area. The quantity of federal and cantonal inserts required by your municipality must be entered here. This is made up of the number of voters and the reserve enclosures. The entry is made by clicking on "SET" and entering the value in the "Number required" field.

VOTING Stimmunterlagen

Übersicht Unengänge > Stimmrechtsunterlagen vom 18.06.2023

1. Geschäfte erledigt 2. Layout SRA erledigt 3. Beilagen in Bearbeitung 4. Stimmregister offen 5. Gut zum Druck offen 6. Druckauftrag offen 7. Nachdruck offen

Beilagen

Kanton XY eidgenössisch

Kategorie	Dokument	Anzahl bestellt	Anzahl benötigt	Farbe	Lieferant	Stempelabgaben
Eidgenössische Broschüre		100'000	0			
	Stempelabgabe Merkblatt	100'000	SETZEN	Gelb	Kanton XY	<input checked="" type="checkbox"/>

Gemeinde XY + BEILAGEN ERFASSEN

Kategorie	Dokument	Anzahl bestellt	Anzahl benötigt	Farbe	Lieferant	Ersatzwahl Ständerat	Stadt Abstimmung Wiesli	Stempelabgaben
Eidgenössische Broschüre		5'000	5'000					
	Stempelabgabe	5'000	5'000	weiss	Gemeinde XY	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/> EINFLUSSBEREICHE AUSSCHLIESSEN
Kommunale andere Beilage		420	420					
	Bauplan Wiesli	420	420	grün	Gemeinde XY	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/> EINFLUSSBEREICHE AUSSCHLIESSEN

Beilage benötigte Anzahl festlegen

Bezeichnung
Stempelabgabe Merkblatt

Anzahl benötigt

ABBRECHEN SPEICHERN

20.04.2023
Frist Lieferung Beilagen
26.04.2023

Hinweis:
Bitte erfassen Sie die Beilagen zu Ihren Geschäften. Die Beilagen sind separat bei Ihrer Druckerei zu bestellen und an das Produktionszentrum zu liefern.

Fassen Sie einzelne Beilagen, insbesondere Stimm-, Wahlzettel und Wahlanleitungen, soweit wie möglich auf einem Bogen zusammen.

Bestellen Sie die Beilagen rechtzeitig, nach unseren Konfektionierungs- und Liefervorgaben, in den geforderten Mengen, inkl. vorgegebener Reserven.

Verarbeitungsreserven für Abraxas:
bis 2'000 Stimmberechtigte → 10% (mindestens aber 100)
bis 10'000 Stimmberechtigte → 5%
ab 10'000 Stimmberechtigte → 3%

Bestehen Sie auf die Lieferung der exakten Bestellmengen.
Vereinbaren Sie, dass keine Unter- und Überlieferungen akzeptiert werden!

☐ Die Beilagen sind vollständig erfasst (oder es gibt keine Beilagen)
☐ Die benötigten Anzahlen sind überall eingetragen

AUF ERLEDIGT SETZEN

Figure 4: Ordering quantities and inserts

A value must be set for each insert in the Number required column. If an insert is not required at all, the quantity must be set to 0.

Your own municipality is listed at the bottom and next to it is the "+Enter insert" button. Click on the button to open the entry screen.

In the editing screen, it is important that the insert is labelled as clearly and unambiguously as possible.

The number of enclosures required is entered under Number required. Once again, all eligible voters plus the reserves must be calculated here.

The standard format is A5. If the insert contains A4, this must be clarified with our print centre and recorded in advance.

The next step is to specify the colour of the insert. This helps to avoid errors when packaging the voting material.

The supplier and contact details are entered in the Supplier field so that the print centre knows where to contact in the event of queries.

The planned delivery date is filled in with the planned delivery date of the insert to Abraxas. However, this must be before the deadline date for the delivery of the inserts in the info field on the right-hand side of the overview.

Beilage definieren

Bezeichnung
Beilage XY

Verwenden Sie eine eindeutige, sprechende Bezeichnung für die korrekte Zuordnung jeder physischen Beilage zu ihrem Auftrag. Am besten den Titel oder die Überschrift der Beilage verwenden.

Kategorie

- ☐ Eidgenössischer Stimmzettel
- ☐ Eidgenössische Broschüre
- ☐ Eidgenössische Wahlanleitung
- ☐ Eidgenössische andere Beilage
- ☐ Kantonaler Stimmzettel
- ☐ Kantonale Broschüre
- ☐ Kantonale Wahlanleitung
- ☐ Kantonale andere Beilage
- ☐ Kommunaler Stimmzettel
- ☐ Kommunale Broschüre
- ☐ Kommunale Wahlanleitung
- ☒ Kommunale andere Beilage
- ☐ Stimmzettel für alle Geschäftsebenen
- ☐ Eigenes Stimmzettel-Couvert
- ☐ Standard Stimmzettel-Couvert

Anzahl benötigt
2500

Format
☒ A5 (Standard) ☐ A4 ☐ A6

Farbe
Grün

Verwenden Sie für jedes Geschäft eine separate Farbe für die Beilagen. Dies macht die gesamte Verarbeitungskette sicherer und hilft allen Beteiligten bei der eindeutigen optischen Differenzierung.

Lieferant
Druckerei Gemeinde XY

Erfassen Sie den Lieferanten der Beilage mit Kontaktperson, Telefon und E-Mail.

Lieferung geplant
10.07.2024

Ermitteln Sie die vorgegebenen Liefertermine der Jahresplanung. Sollten die Termine nicht eingehalten werden können, nehmen Sie für die alternative Planung und Ermittlung der möglichen Zusatzkosten folgend mit dem Support kontakt auf.

Geschäfte Gemeinde XY

- ☒ alle
- ☒ Test Handbuch

ABBRECHEN SPEICHERN

Figure 5: Entering inserts

The last step in entering your own inserts is to select which shops are affected. Tick the checkboxes and, if all the details are correct, click "Save" to complete the process.

Once all inserts have been entered and a number of the required inserts have been filled, step 3, inserts, can be set to completed using the checkboxes at the bottom right. This step must be completed before the deadline for placing the order with the production centre.

7.4 Step 4 Voting register

The step with the voting register should be uploaded or retrieved as soon as possible during the print job, but can also be uploaded once and then imported again at a later date as long as the "OK to print" has not yet been issued in step 5. You can do this by uploading or downloading a file using the "+Upload voting register" or "+Retrieve voting register" button.

The screenshot shows the 'VOTING Stimmunterlagen' interface. The main menu includes 'Übersicht Umengänge' and 'Stimmrechtsunterlagen vom 18.06.2023'. The progress bar shows steps 1 to 7, with step 4 'Stimmregister' highlighted. The 'Stimmregister' section has a button '+ STIMMREGISTER HOCHLADEN'. A modal titled 'Stimmregister hochladen' is open, containing the following fields and options:

- ☐ Nicht zustellen
- Typ Stimmrechtsausweis: Standard
- Bezeichnung: SR_Gemeinde XY
- DATEI AUSWÄHLEN
- Datum: 01.01.2023
- ⚠ Datum der letzten Aktualisierung
- Geschäfte Gemeinde XY:
 - ☐ alle
 - ☐ Stadt Abstimmung Wiesli
- Geschäfte Kanton XY eidgenössisch:
 - ☐ alle
 - ☐ Stempelabgaben
- Geschäfte Kanton XY kantonal:
 - ☐ alle
 - ☐ Ersatzwahl Ständerat
- ABBRECHEN
- SPEICHERN

On the right, the 'Hinweis' section states: 'Die Stimmregister-Dateien müssen aus der Einwohnerkontrolle-Lösung exportiert und hochgeladen werden. Um möglichst aktuelle Stimmunterlagen zu erzeugen, sollten die Daten möglichst zeitnah zur Erteilung des Druckauftrags erstellt werden.'

At the bottom right, there is a checkbox 'Die Stimmregister-Dateien sind vollständig und korrekt hochgeladen' and a button 'AUF ERLEDIGT SETZEN'.

Figure 6: Upload voting register

The screenshot shows the 'VOTING Stimmunterlagen' interface. The main menu includes 'Übersicht Umengänge' and 'Stimmrechtsunterlagen vom 18.08.2024'. The progress bar shows steps 1 to 8, with step 4 'Stimmregister' highlighted. The 'Stimmregister' section has a button '+ STIMMREGISTER ABRUFEN'. A modal titled 'Stimmregister abrufen (1/2)' is open, containing the following fields and options:

- Filter Stimmregister: Gemeinde XY Standard (nicht verändern)
- Version: Bitte auswählen...
- Version neu erstellen:
 - Bezeichnung: 18.08.2024
 - (Pflichtfeld d.h. Datum des Umengangs): 18.08.2024
- Vergangene Versionen: Keine Filterversionen vorhanden
- ABBRECHEN
- SPEICHERN

On the right, the 'Hinweis' section states: 'Der Stimmregisterabzug kann direkt über die automatische Schnittstelle gesteuert werden.'

At the bottom right, there is a checkbox 'Das Stimmregister ist vollständig und korrekt importiert' and a button 'AUF ERLEDIGT SETZEN'.

Figure 7: Retrieve voting register

There are three types of voting register that can be selected for the upload. In principle, this should be set to Standard, but for customers who use eVoting there is also the E-Voting type. For the State Chancellery there is also the selection Swiss abroad. We recommend defining which list this is in the designation. So voting register standard or e-voting etc. Then fill in the completion date (current date) and select the relevant transactions. It is possible to upload a register with the "Do not deliver" checkbox, which is then sent to the municipality rather than to the person. This is for people who have moved away or changed their address. To do this, simply enter the data as before and then tick the checkbox at the top.

If you use the VOTING voting register, you can select the "+Retrieve voting register" button. If you select this, the interface window opens and you can select a predefined filter there. This retrieves the filtered personal data directly and uploads it as a voting register. The file distinguishes directly between standard, undeliverable and e-voting and there is no need to load multiple voting registers.

If all tabs are loaded, you can confirm the control question at the bottom right and also set task 4 to completed.

7.5 Step 5 Ready to print

7.6 In step five, a message is sent directly to the print centre after the check and after completion, and you do not have to send us an email as before.

The screenshot shows the 'VOTING Stimmunterlagen' web application. The top navigation bar includes 'Übersicht Unterengänge' and 'Stimmunterlagen vom 18.08.2025'. The main interface has a progress bar with steps 1-8. Step 5, 'Gut zum Druck', is the current step. The left sidebar shows 'Generierung SRA' with 'Anzahl Stichproben' set to 10. The main area displays a preview of a voting card for 'Herr Eichen-Müller' from 'Gemeinde XY'. The right sidebar contains 'Oberbehörde' information and a 'Hinweis' about the sampling process. At the bottom right, there are three checkboxes for confirmation: 'Die Stichproben sind geprüft', 'Alle Angaben sind korrekt', and 'Das Gut zum Druck kann erteilt werden'. The last checkbox is checked.

Figure 8: Good to print / Samples

The number of sample sizes can be selected on the left-hand side of the print approval. There you can control how many voting cards are displayed in the preview.

A grouping or sorting can be added. However, the grouping is only used by the higher authority and does not need to be filled in. However, the sorting can be selected if you would like to have the voting cards in a certain order if they are not distributed by the post office but directly by the municipality.

The selected voting cards, which must be checked as random samples, should then be displayed in the centre. These random samples represent the "good to print" after subsequent confirmation. It is therefore extremely important that you check the address, data and text modules carefully, as they cannot be adjusted once they have been completed. If all samples are correct, you can tick the three checkboxes "The samples have been checked", "All details are correct" and "Approval for printing can be granted" and then set step 5 to completed.

Important: All previously entered data can still be adjusted up to this point. However, as soon as step five, Approved for printing, is completed, nothing more can be adjusted and the order is sent to the print centre.

7.7 Step 6 Print job

In the next step, Print job, all details and transmitted data are now displayed. The upper section displays the recorded voting cards and the lower section displays the recorded inserts and their delivery status. Once this step has been reached, the order process is complete and the status of the order can be checked here at any time.

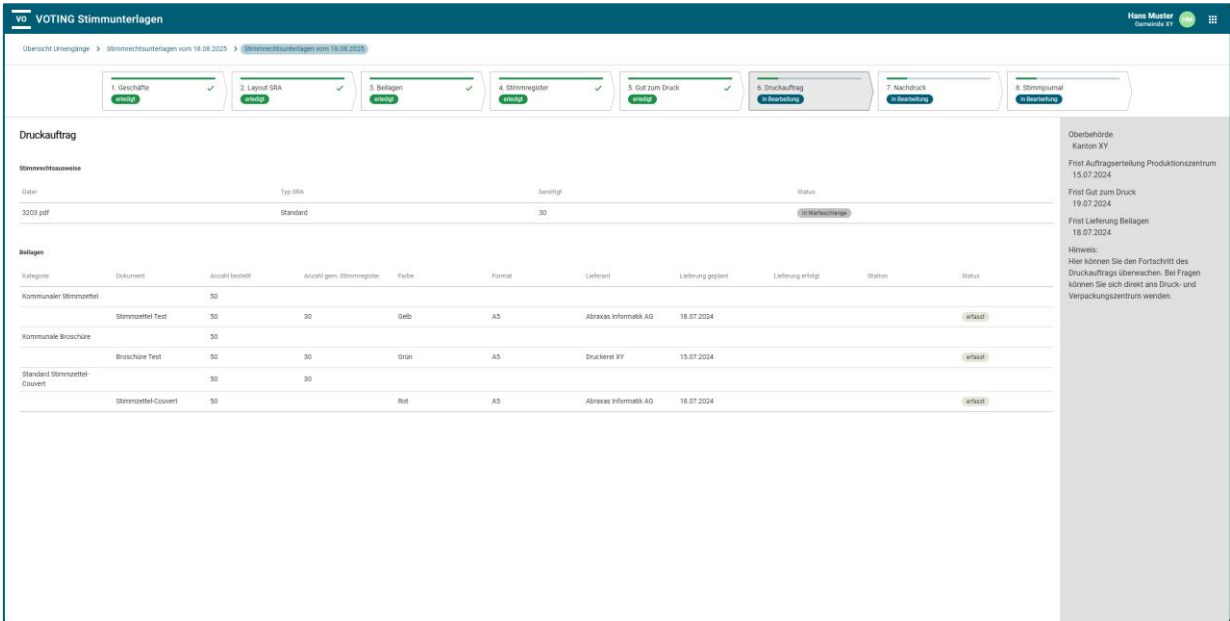


Figure 9: Print order Summary

7.8 Step 7 Reprint

Additional voting cards can be generated and printed directly in the VOTING voting documents under step seven, reprinting. This may be necessary, for example, if someone moves in after the voting register has been created.

This option eliminates the need to send blank voting cards.

The screenshot displays the 'VOTING Stimmunterlagen' (Voting Documents) interface. At the top, a progress bar shows steps 1 through 8. Step 7, 'Nachdruck' (Reprint), is currently active. Below the progress bar, the 'Nachdruck' section contains several input fields: 'Personen-ID', 'Anrede' (set to 'Herr'), 'Titel', 'Vorname' (Max), and 'Nachname' (Muster). Below these are fields for 'Geburtsdatum', 'Adresse 1', 'Adresse 2', 'Stimme' (set to 'Bürgersteig'), 'Hausnummer' (4), and 'Wohnung' (empty). There is a checkbox for 'Schweiz' which is checked. Below this is a field for 'PLZ' (9000) and 'Ort' (St. Gallen). A dropdown menu for 'Kommunalsprache' is set to 'Deutsch'. A red box highlights the 'STIMMAUSWEIS DRUCKEN' button. On the right side, there is a sidebar with information about the 'Oberbehörde' (Kanton XY), 'Frist Auftragserteilung Produktionszentrum' (15.07.2024), 'Frist Gut zum Druck' (19.07.2024), and 'Frist Lieferung Beilagen' (18.07.2024). A note at the bottom of the sidebar states: 'Hinweis: Hier können Sie nachträglich zusätzliche Stimmausweise ausdrucken.'

Figure 10: Reprint

To create a reprint, there are some mandatory fields that must be filled in. These are first name, surname and the address fields street, house no., postcode and town. The PDF can then be prepared and printed using the "Print polling card" button.

7.9 Step 8 Voting journal

In the last step, the voting journals can be exported. Until the switch to VOTING, these were delivered directly to the municipality with the "Not delivered". As we no longer generate blank voting cards, we have decided to offer the voting journal in digital form only. The most important personal data and key figures are available in the three exports.

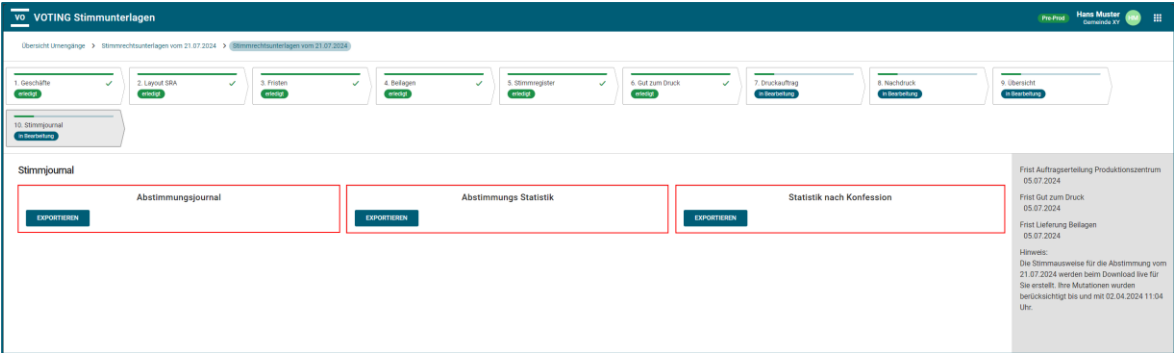


Figure 11: Export Voting Journal

8. VOTING process Voting documents as a higher authority

8.1 Step 1 Voting items

After opening the voting process, the nine steps that need to be completed to order the voting documents are shown at the top. On the right-hand side there is a grey field showing the pre-defined dates and deadlines. The first step is to check whether all voting items have been entered and are visible. If a voting items is missing here, it can be entered in the VOTING Basis application.

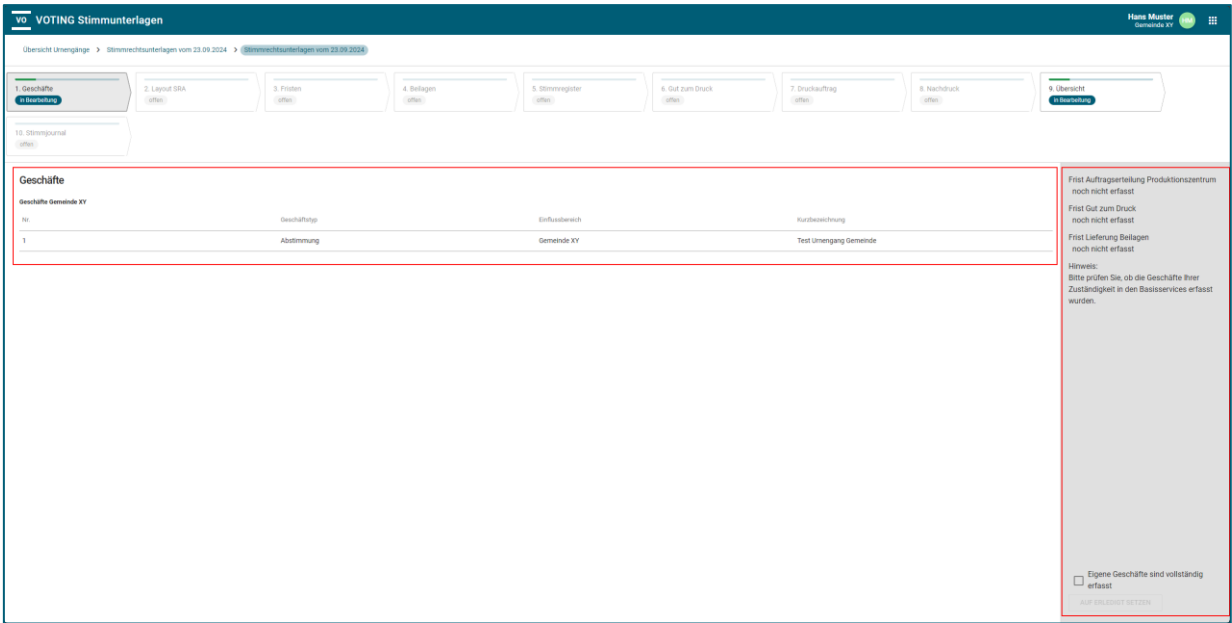


Figure 12: voting items

If all voting items are visible, the question can be confirmed by activating the checkbox at the bottom right and the first step can be set to completed. If voting items are still missing after confirming this step, they can be entered in VOTING Basis until the order entry deadline has expired. In this case, the step does not need to be confirmed again.

8.2 Step 2 Layout SRA

In the second step, the layout of the voting cards is defined. A separate template is set up in advance for each political municipality. However, if there are any deviations in the text modules, one or more text modules can be edited manually using the "Edit text modules" selection field on the left. As the political municipality acts as the higher authority in this case, it can select its own layout for the voting register card.

The screenshot displays the 'VOTING Stimmunterlagen' web application. At the top, a navigation bar shows the current step '2. Layout SRA' in a grey box, with other steps like '1. Geschäfte', '3. Fristen', etc., in white boxes. Below this is a progress bar with 10 steps. The main content area is divided into three sections. On the left, a sidebar titled 'Layout Stimmrechtsausweis' contains a 'Standard' dropdown menu and a 'TEXTBAUSTEINE BEARBEITEN' button. In the center, a modal window titled 'Textbausteine bearbeiten' lists four text modules: 'Text brieflich Gemeinde XY', 'Text Freitext Gemeinde XY', 'Text vorzeitig Gemeinde XY', and 'Text Urne Gemeinde XY', each with a 'BEARBEITEN' button. On the right, a sidebar contains status information: 'Frist Auftragserteilung Produktionszentrum noch nicht erfasst', 'Frist Gut zum Druck noch nicht erfasst', and 'Frist Lieferung Beilagen noch nicht erfasst'. Below this is a 'Hinweis' section with a warning icon and text. At the bottom right, there are two checkboxes: 'Die Stimmrechtsausweise sind definiert' and 'Die Textbausteine sind in Ordnung', both currently unchecked. A 'AUF BEZUGSATZ SETZEN' button is located at the bottom right of the interface.

Figure 13: Layout SR / Edit text modules

If the preview is satisfactory so far, the checkboxes at the bottom right can be confirmed again and task 2, Layout SRA, can be completed by clicking the "Set to completed" button.

8.3 Step 3 Deadlines

In the third step, the deadlines must be entered. The dates are entered by us for blank appointments. However, if you are planning a separate ballot, this must first be agreed with our production centre.

The screenshot shows the 'VOTING Stimmunterlagen' interface. The top navigation bar includes the logo 'vo VOTING Stimmunterlagen' and the user 'Hans Muster Gemeinde XY'. The main content area displays a progress bar with steps 1-10. Step 3, 'Fristen', is the active step. Below the progress bar, there are three date input fields for 'Frist Auftragserteilung Produktionszentrum', 'Frist Lieferung Beilagen', and 'Frist Gut zum Druck'. To the right of these fields, there is a section titled 'Hinweis:' with a paragraph of text. At the bottom right, there is a checkbox labeled 'Freigabe erteilen' and a button labeled 'AUF EREIGNIS SETZEN'.

Figure 14: Deadlines

To complete the step, you can enter the specified or agreed dates here in the date fields. Once these have been entered correctly and checked, the step can be completed by confirming the checkboxes and clicking on "Set to completed".

8.4 Step 4 Inserts

In the third step, the inserts that are to be packed by the Abraxas production centre are entered. The inserts are entered by clicking on "+Enter insert".

In the processing screen, it is important that the insert is labelled as clearly and unambiguously as possible.

The number of enclosures required is entered under Number required. Once again, all eligible voters plus the reserves must be calculated here.

The standard format is A5. If the insert contains A4, this must be clarified with our print centre and recorded in advance.

The next step is to specify the colour of the insert. This helps to avoid errors when packaging the voting material.

The supplier and contact details are entered in the Supplier field so that the print centre knows where to contact in the event of queries.

The planned delivery date is filled in with the planned delivery date of the insert to Abraxas. However, this must be before the deadline date for the delivery of the inserts in the info field on the right-hand side of the overview.

Beilage definieren

Bezeichnung
Kommunaler Stimmzettel

Verwenden Sie eine eindeutige, sprechende Bezeichnung für die korrekte Zuordnung jeder physischen Beilage zu Ihrem Auftrag. Am besten den Titel oder die Überschrift der Beilage verwenden.

Kategorie

☐ Eidgenössischer Stimmzettel
☐ Eidgenössische Broschüre
☐ Eidgenössische Wahlanleitung
☐ Eidgenössische andere Beilage
☐ Kantonaler Stimmzettel
☐ Kantonale Broschüre
☐ Kantonale Wahlanleitung
☐ Kantonale andere Beilage
☒ Kommunaler Stimmzettel
☐ Kommunale Broschüre
☐ Kommunale Wahlanleitung
☐ Kommunale andere Beilage
☐ Stimmzettel für alle Geschäftsebenen
☐ Eigenes Stimmzettel-Couvert
☐ Standard Stimmzettel-Couvert

Anzahl benötigt
500

Format
☒ A5 (Standard) ☐ A4 ☐ A6

Farbe
Grün

Verwenden Sie für jedes Geschäft eine separate Farbe für die Beilagen. Dies macht die gesamte Verarbeitungskette sicherer und hilft allen Beteiligten bei der eindeutigen optischen Differenzierung.

Lieferant
Gemeinde XY

Erfassen Sie den Lieferanten der Beilage mit Kontaktperson, Telefon und E-Mail.

Lieferung geplant
20.08.2024

Entnehmen Sie die vorgegebenen Liefertermine der Jahresplanung. Sollten die Termine nicht eingehalten werden können, nehmen Sie für die alternative Planung und Ermittlung der möglichen Zusatzkosten frühzeitig mit dem Support Kontakt auf.

Geschäfte Gemeinde XY
☒ alle
☒ Test Urnengang Gemeinde

ABBRECHEN SPEICHERN

Figure 15: Entering inserts

The last step in entering your own inserts is to select which shops are affected. Select the checkboxes there and, if all the details are correct, finalise the process by clicking "Save".

Once all inserts have been entered and a number of the required inserts have been filled, step 3, inserts, can be set to completed using the checkboxes at the bottom right. This step must be completed before the deadline for placing the order with the production centre.

8.5 Step 5 Voting register

The step with the voting register should be uploaded as soon as possible with the print order, but can also be uploaded once and then imported again at a later date as long as the "OK to print" has not yet been issued in step 6. You can do this by uploading a file using the "+Upload voting register" button or by importing it directly from the VOTING voting register using the "+Retrieve voting register" button, see Figure 7.

The screenshot displays the 'VOTING Stimmunterlagen' web application. At the top, a progress bar shows steps 1 through 9. Step 5, 'Stimmregister', is the current active step, indicated by a blue highlight and a 'Hochladen' button. Below the progress bar, the 'Stimmregister' section contains a button labeled '+ DATEI HOCHLADEN (eCH-0045)'. A modal window titled 'Datei hochladen (eCH-0045) (1/2)' is open in the center, featuring a text input for 'Bezeichnung' (containing 'SR_Standard'), a 'DATEI AUSWÄHLEN' button, a file path 'SR_Stitz_V2.xml', a date picker set to '13.06.2024', and 'ABBRECHEN' and 'SPEICHERN' buttons. On the right side of the interface, there is a list of dates and a 'Hinweis' section. At the bottom right, a red box highlights a checkbox labeled 'Die Stimmregister Dateien sind vollständig und korrekt hochgeladen'.

Figure 16: Importing voting registers

There are three types of voting register that can be selected. In principle, this is set to "Standard", but there is also the "E-voting" type for customers who use eVoting. For the State Chancellery there is also the selection "Swiss abroad". We recommend defining which list this is in the designation. So voting register standard or e-voting etc. Then fill in the completion date (current date) and select the relevant transactions. There is the option of uploading a register with a list of persons using the "Do not deliver" checkbox, which is then sent to the municipality rather than to the person. This is for people who have moved away or have changed. To do this, simply enter the data as before and then tick the "Do not send" checkbox at the top.

If you use the VOTING voting register, you can select the "Retrieve voting register" button. If you select this, the interface window opens and you can select a predefined filter there. This directly retrieves the filtered personal data and uploads it as a voting register. The file distinguishes directly between standard, undeliverable and e-voting and there is no need to load multiple voting registers.

Once all registers have been loaded, you can confirm the control question at the bottom right and also set task 5 to completed.

8.6 Step 6 Ready to print

In step six, a message is sent directly to the print centre after the check and after the "OK to print" has been completed, instead of having to send us an email as before.

The screenshot shows the 'VOTING Stimmunterlagen' interface. At the top, there's a navigation bar with 'Übersicht Unterlagen' and 'Stimmrechtunterlagen vom 18.08.2025'. Below this, a progress bar shows steps 1 to 8. Step 5, 'Gut zum Druck', is highlighted with a blue button labeled 'Beenden'. The main content area is divided into three columns. The left column, 'Generierung SRA', has a red border and contains a 'Anzahl Stichproben' section with radio buttons for 10, 20, and 50, and options for 'GRUPPIERUNG HINZUFÜGEN' and 'SORTIERUNG HINZUFÜGEN'. The middle column displays a preview of the voting card, including a header with 'P.P. Druck', a QR code, and a 'Stimmrechtsausweis' section with personal data and voting instructions. The right column, also with a red border, contains a 'Hinweis' section with a warning about the voting process and a 'Druckdatenangaben' section with checkboxes for 'Die Stichproben sind geprüft', 'Alle Angaben sind korrekt', 'Das Gut zum Druck kann erstellt werden', and 'Die Druckdatenangaben wurden geprüft'. At the bottom right, there's a button labeled 'AUF DRUCK ZENTRUM'.

Figure 17: Good for print / SRA check

The number of sample sizes must be selected on the left-hand side of the print approval. There you can control how many voting cards are displayed in the preview.

A grouping or sorting can also be added. However, the grouping is only used by the higher authority and does not need to be filled in. However, the sorting can be selected if you would like to have the voting cards in a certain order if they are not distributed by the post office but directly by the municipality.

The selected voting cards, which must be checked as random samples, should then be displayed in the centre. These samples represent the "good to print" after subsequent confirmation. It is therefore extremely important that you check the address, data and text modules carefully, as they can no longer be adjusted once they have been completed. If all samples are correct, you can tick the three checkboxes "The samples have been checked", "All details are correct" and "Approval for printing can be granted" and then set step 5 to completed.

Important: All previously entered data can still be adjusted up to this point. However, as soon as step six, Approved for printing, is completed, nothing more can be adjusted and the order is sent to the print centre.

8.7 Step 7 Print job

In the next step, Print job, all details and transmitted data are now displayed. The upper section displays the recorded voting cards and the lower section displays the recorded inserts and their delivery status. Once this step has been reached, the order process is complete and the status of the order can be checked here at any time.

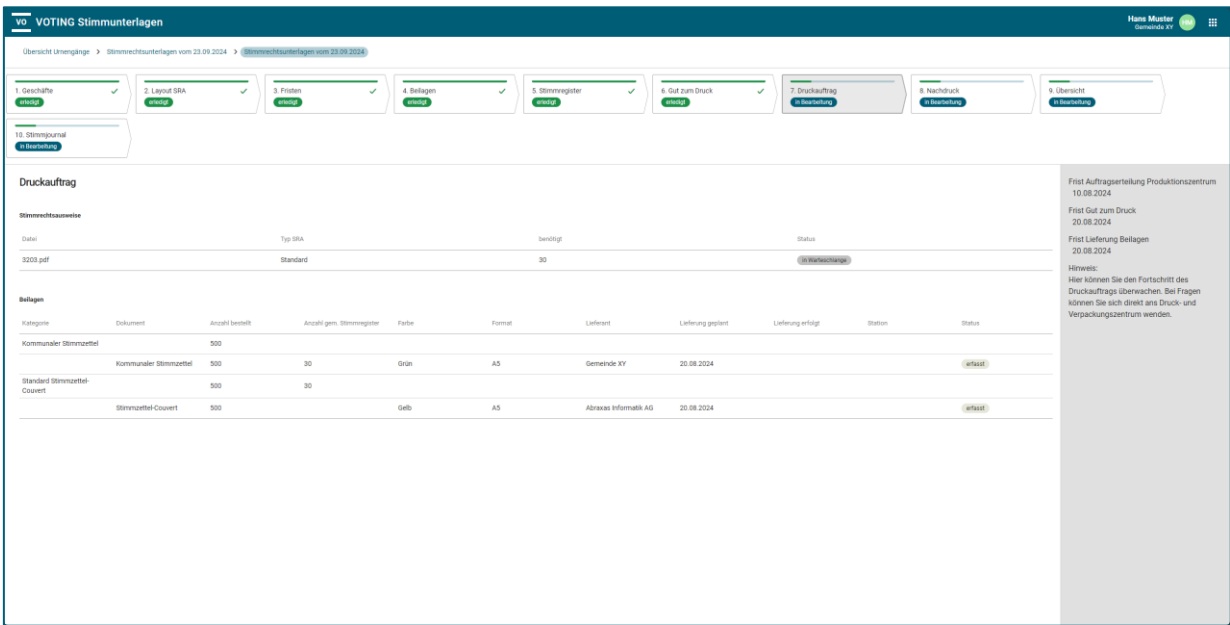


Figure 18: Print order and inserts

8.8 Step 8 Reprint

There is now step eight, reprint, which is used to generate and print additional voting cards directly in the VOTING voting documents. This may be necessary, for example, if someone moves in after the voting register has been created. This option eliminates the need to send blank voting cards.

The screenshot shows the 'VOTING Stimmunterlagen' interface. At the top, there's a progress bar with steps 1-10. Step 8, 'Nachdruck', is highlighted. The 'Nachdruck' form contains the following fields:

- Personal-ID
- Vorname
- Nachname
- Geburtsdatum
- Adresse 1
- Adresse 2
- Straße
- Hausnr.
- Wohnungnr.
- PLZ
- Korrespondenzsprache (Deutsch)

At the bottom of the form is a button labeled 'STIMMAUSWEISE DRUCKEN'. On the right side, there's a sidebar with the following information:

- First Auftragserteilung Produktionszentrum: 10.08.2024
- First Gut zum Druck: 20.08.2024
- First Lieferung Belagen: 20.08.2024
- Hinweis: Hier können Sie nachträglich zusätzliche Stimmausweise ausdrucken.

Figure 19: Reprint

In order to create a reprint, there are some mandatory fields that must be completed. These are first name, surname and the address fields street, house no., postcode and town. The PDF can then be prepared and printed using the "Print polling card" button.

8.9 Step 9 Print overview

In the last tab, 9th print overview, the print status of all inserts and orders can be checked. In addition to the print order window, you can also see your own and the sub-authorities' enclosures/orders here.

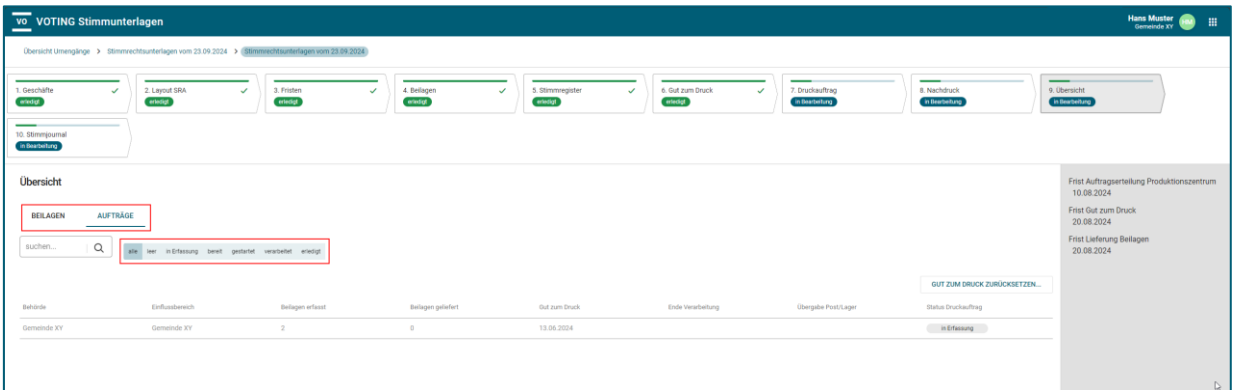


Figure 20: Print overview

8.10 Step 10 Voting journal

In the last step, the vote journals can be exported. Until the switch to VOTING, these were delivered directly to the municipality with the "Not delivered" votes. As we no longer generate blank voting cards, we have decided to offer the voting journal in digital form only. The most important personal data and key figures are available in the three exports.

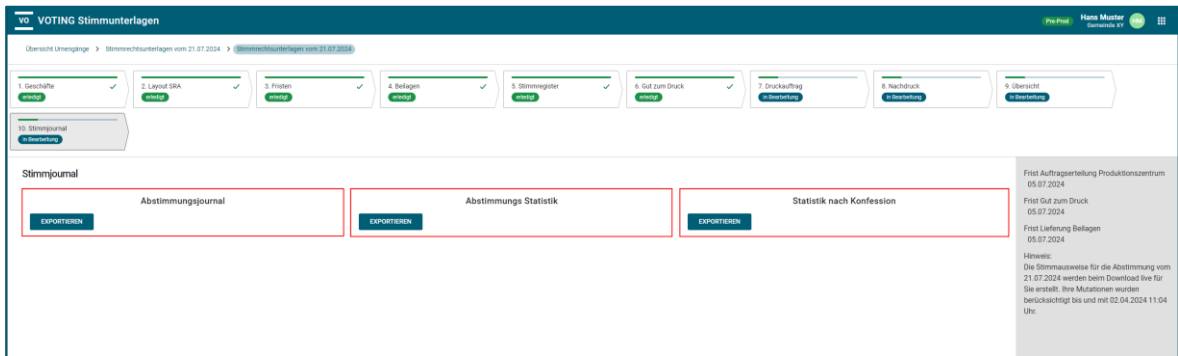


Figure 21: Voting journal export