VOTING Wahlvorschlag

User Manual

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For digital Switzerland. For Sure.

abraxas

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1.   Introduction

1.1   General

This manual describes the operation of the **VOTING Wahlvorschlag** application. The intended target groups are the users of the application. This manual serves as a tool to support the use of the application in daily work.

1.2   Purpose of the document

The manual provides all the information that the user needs to operate the **VOTING Wahlvorschlag** application correctly and to respond appropriately in case of problems.

2. Roles

Permissions for each application can be assigned via the IAM Adminpanel with the appropriate role. The following roles (see columns) can be assigned within VOTING Wahlvorschlag:

Role	Description
Cantonal Supervisor (Wahlverwalter)	Can create and manage elections, as well as create, modify, and delete users/tenants in VOTING Wahlvorschlag.
Party User (Parteiverantwortliche / Benutzer)	Can manage election proposals, lists, and persons within the assigned tenant.

Table 1: Overview of roles within VOTING Wahlvorschlag

3. User and tenant management

Purpose: A superior authority can create users for VOTING Wahlvorschlag and assign them to tenants.

3.1 Registration

Access to VOTING Wahlvorschlag requires registration by the superior authority. Each person is registered with a username, last name, first name, and email address, and is assigned to a pre-created tenant.

4.   Creating an election proposal (proportional election)

Purpose: A party or group creates and manages election proposals for a proportional election ("Proporz").

The superior authority records upcoming elections and sets deadlines for the submission of election proposals, as well as other information relevant to the election or the creation of the election proposal.

In the Elections Overview, parties and groups can see the election titles along with their respective submission deadlines and the number of days remaining for submitting an election proposal.

4.1   Create a proportional election proposal

In the first step, the election for which an election proposal is to be created is selected.

Figure 1: Elections overview

On the election proposal overview page that opens, one or more election proposals can be created or managed.

In the section "Dokumente" (Documents), documents provided by the superior authority for this election can be downloaded.

Figure 2: Election proposal overview

By clicking on "Wahlvorschlag hinzufügen" (Add Election proposal), a new election proposal can be created.

Figure 3: Add election proposal - Proportional representation

To create an election proposal, a designation is mandatory, typically the name of the party or group.

Optionally, the designation can be further specified by age, gender, region, or party wing. This is particularly relevant if there are multiple lists from the same party/group for an election.

The person who creates the election proposal is automatically registered as the representative of the proposal and is listed accordingly on the election proposal form.

Optionally, a deputy can be selected from the dropdown menu, who can also manage the election proposal. The deputy is also displayed on the election proposal form.

Other users assigned to the tenant can be selected from the dropdown menu with read-only rights and added by clicking "Hinzufügen" (Add) (bottom left). All users with read-only rights will then be listed at the bottom of the page.

By clicking the "Hinzufügen" (Add) button (bottom right), the election proposal is created.

The election proposal then appears in the election proposal overview.

4.2 Edit or delete an election proposal

By clicking on the pencil icon, the election proposal can be edited again.
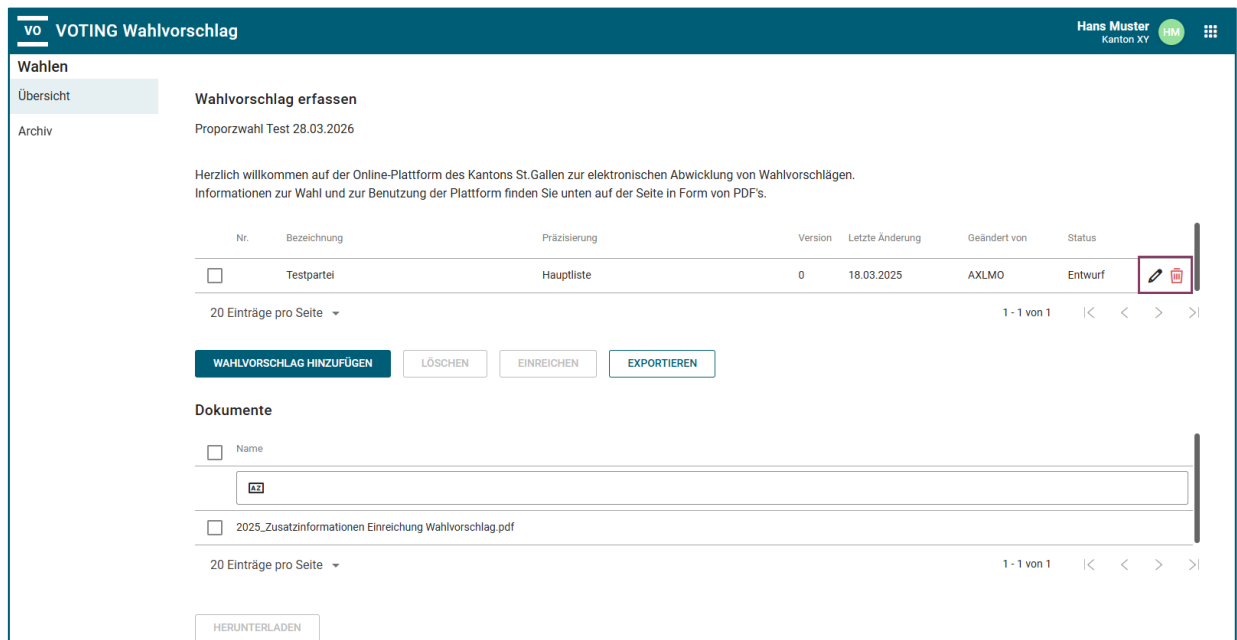A election proposal can be deleted by clicking on the trash bin icon.

Figure 4: Overview of registered election proposal - Proportional representation

4.3 Add candidates to the election proposal

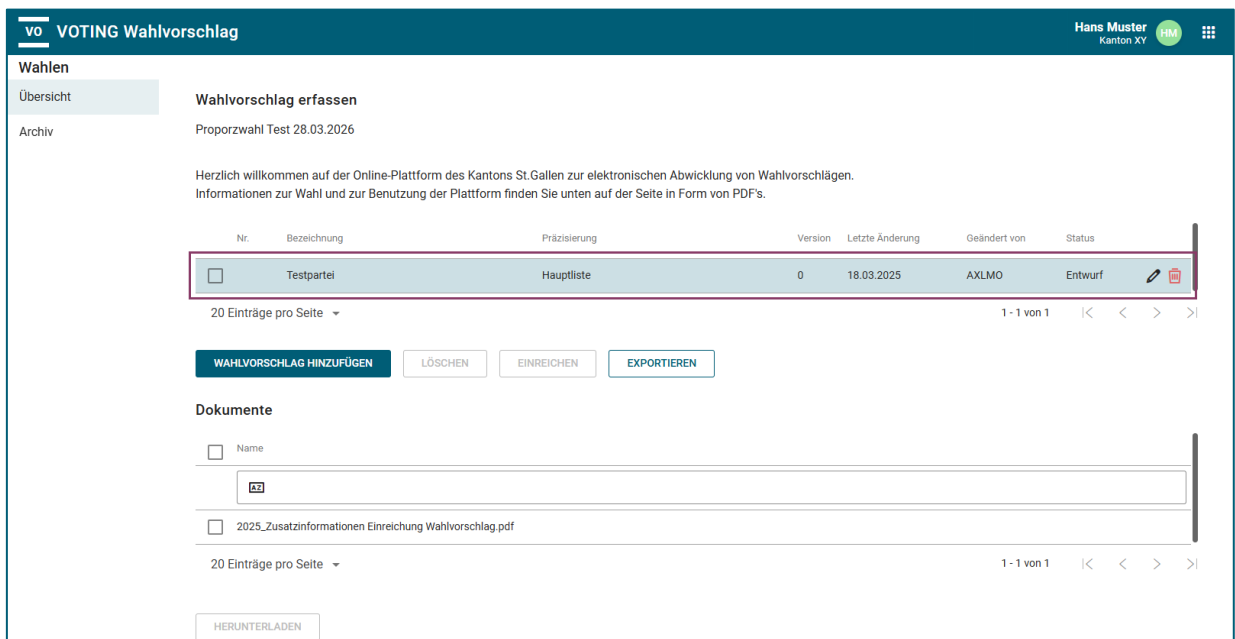By clicking on the row of the election proposal, candidates can be added to the proposal.

Figure 5: Open candidate overview

In the candidate overview, all people who are running for election can be added to the list. To do so, click on "Kandidatur hinzufügen" (Add Candidate).
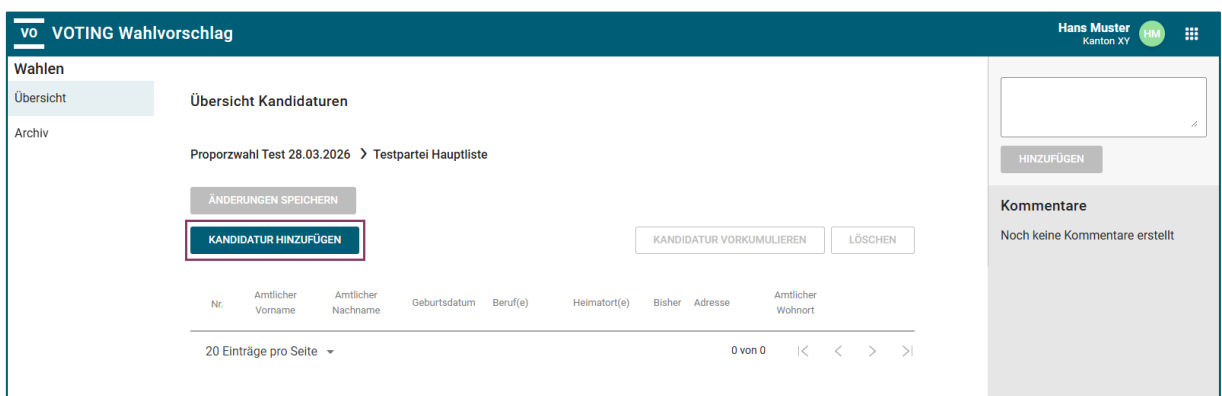

Figure 6: Candidate overview

In the pop-up window, the details for each candidate can be entered.

Some fields contain informational texts for correct entries, which become visible when the mouse is hovered over the circled "i".

Figure 7: Add candidate I

In the section "Angaben für Stimmzettel" (Information for ballot paper), the details for occupation and place of residence can be adjusted if desired for the print on the ballot paper.

Figure 8: Add candidate II

By clicking "Übernehmen" (Apply), the candidacy is saved, and the entry window closes.
By clicking "Übernehmen und nächster Kandidat" (Apply and next candidate), the candidacy is saved, and the form is cleared, allowing the next candidate to be entered.

As soon as the number of registered candidacies matches the available list slots, the "Übernehmen und nächster Kandidat" (Apply and next candidate) button is disabled.

After registration, the entered candidacies are displayed in the Candidate Overview.

4.4   Manage candidacies

Edit a candidacy
A candidacy can be edited at a later point in time by clicking on the pencil icon.

Figure 9: Overview of registered candidacies

Pre-cumulate a candidacy (Vorkumulieren)
By clicking on a candidacy (the row will be highlighted in blue) and then clicking the "Kandidatur vorkumulieren" (pre-cumulate candidacy) button, a candidacy can be pre-cumulated. A pre-cumulated candidacy is indicated by checkmarks in front of the candidate number.

Delete a candidacy
A selected candidacy or cumulated row can be deleted by clicking "Löschen" (Delete).

Important:
If a cumulated candidacy is deleted, only the cumulation is removed, not the initial candidacy. To delete the entire candidacy, the step must be repeated.

Change list position
The order of the candidates can be changed by clicking and holding the mouse button, then dragging the row to the desired position.

Comment on candidacies

Persons who have access to the election proposal can leave comments on the candidacies. This comment field can also be used for easy coordination between the user and the superior authority regarding the candidacies.

Save candidacies in the election proposal

Once the maximum number of possible seats in the election proposal is reached (either through individual entries or pre-cumulations), a notification appears. No further candidacies can be added, and existing ones cannot be further cumulated.

By clicking "Änderungen speichern" (Save changes), the election proposal is saved. When this is done, the candidates are assigned a number. If the order of the candidates is changed later, the numbering is automatically updated.

All future changes to candidacies must be saved again using the "Änderungen speichern" (Save changes) button.

Figure 10: Candidate Overview – Maximum number of candidates reached

5. Creating an election proposal (majority election)

Purpose: A party or group submits an election proposal for a majority election ("Majorz").

Fundamentally, creating a majority election proposal differs only slightly from creating a proportional (Proporz) election proposal.

To create a majority election proposal, the desired majority election can be selected from the Elections Overview.
By clicking on "Wahlvorschlag hinzufügen" (Add election proposal), a new election proposal can be created.

Figure 11: Add election proposal - Majorz

In the form "Wahlvorschlag hinzufügen" (Add election proposal), the first name and last name of the candidate can be used as the designation of the election proposal.

The person who creates the election proposal is automatically registered as the representative of the proposal and is listed accordingly on the election proposal form.

Optionally, a deputy can be selected from the dropdown menu, who can also manage the election proposal. The deputy is also displayed on the election proposal form.

Other users assigned to the tenant can be selected from the dropdown menu with read-only rights and added by clicking "Hinzufügen" (Add) (bottom left). All users with read-only rights are then listed at the bottom of the page.

By clicking the "Hinzufügen" (Add) button (bottom right), the election proposal is created.

Figure 12: Add election proposal - Majorz

The election proposal then appears in the election proposal overview.

Figure 13: Overview of registered election proposal – Majorz

By clicking on the row, the remaining required details for the candidacy can be entered.
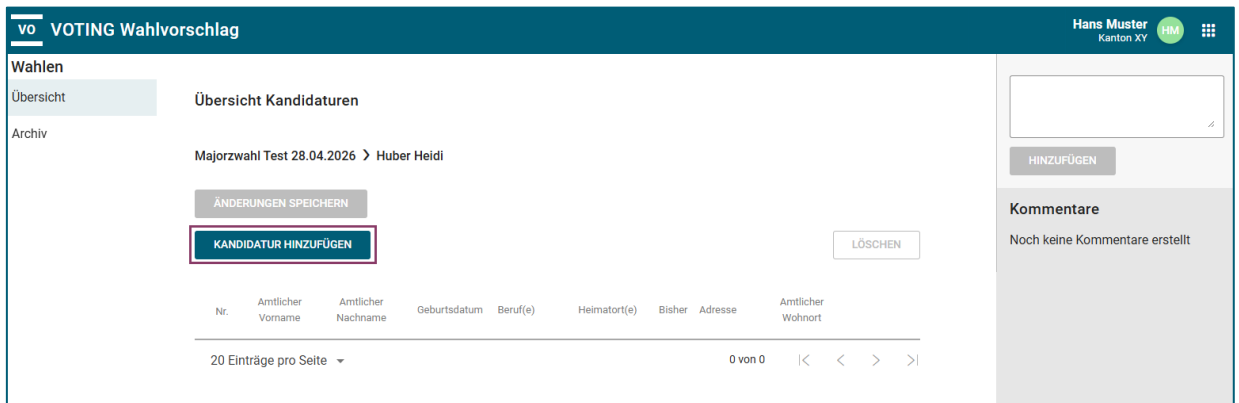
Figure 14: Add candidacy - Majorz

From this point, the process is the same as in a proportional election (see Chapter 4).

6.   Export / Print election proposal (as draft)

Purpose: A party or group can export or print election proposals (majority election and proportional election) as drafts.

To export, the desired election proposal must be marked with the checkbox.

Figure 15: Selected election proposal

The following documents can be exported:

Figure 16: Export options for proportional election proposal (draft)

The list connection form is not available for Majorz election proposals.

After creation, the election proposal is in the status "Entwurf" (Draft) and can be used, for example, for the first circulation within the party or group.

The column for collecting signatures is still hidden in this status.

Proporzwahl Test 28.03.2026 — Kanton St. Gallen

Bezeichnung des Wahlvorschlags: Testpartei

Evtl. **Präzisierung** nach Alter, Geschlecht, Region oder Parteiflügel: Hauptliste

Listennummer (Bitte nicht ausfüllen, wird zugeteilt): _____ Einreichedatum: _____ _____ Uhr

Kandidatur(en)

Anzahl Sitze: 3

Nr.	Name 1. Zeile Amtlich 2. Zeile Politisch	Vorname(n) 1. Zeile Amtlich 2. Zeile Politisch	Geschlecht (m/w)	Geburtsdatum			Beruf inkl. allfälliger Titel und weiterer Bezeichnungen für Stimmzettel	Adresse			Heimatort(e) inkl. Kantonszugehörigkeit	Bisher	Kontrolle (leer lassen)
				Tag	Monat	Jahr		Strasse/Nr.	PLZ	Wohnort 1. Zeile Amtlich 2. Zeile Politisch		
01	Mustermann Mustermann	Verena Vreni	w	1	1	1980	Finanzberaterin	Bahnhofstr. 5	9000	St.Gallen St.Gallen	St. Gallen SG	☑	
01	Mustermann Mustermann	Verena Vreni	w	1	1	1980	Finanzberaterin	Bahnhofstr. 5	9000	St.Gallen St.Gallen	St. Gallen SG	☑	
02	Muster Muster	Maximilian Max	m	2	2	1990	Architekt	Marktgasse 10	9000	St. Gallen St. Gallen	Flawil SG	☐	

Vertretung des Wahlvorschlags: _____ E-Mail: _____ Unterschrift: _____

Stellvertretung des Wahlvorschlags: _____ E-Mail: _____ Unterschrift: _____

Alle Kandidierenden müssen dieses Formular unterzeichnen.

Figure 17: Example PDF export of the candidate form - proportional representation

7.   Submit election proposal

Purpose: An election proposal is submitted to the responsible authority.

When all information on the election proposal is correct, it can be submitted electronically by clicking "Einreichen" (Submit). The status is then changed to "Eingereicht" (Submitted).

Figure 18: Submit election proposal

If a candidate export is performed after submission, a column for the candidate's signature appears on the form.

Figure 19: Example PDF export of the candidate form - Proportional representation with signatures

9.   Review and revision of candidacies

Purpose: The responsible authority reviews the candidacies and can mark them for revision and leave comments.

The candidacies submitted to the authority are reviewed and, if necessary, marked for revision. Marked fields are highlighted in green in the candidate overview, and the marking is also visible in edit mode. Additionally, an eye icon marks the row or candidacy that needs to be revised.

Figure 20: Field marked for revision

Fields may be marked if information is entered incorrectly (e.g., the place of origin was entered without the associated canton). In consultation with the candidate, changes and additions can be made and saved.

Figure 21: Field marked for revision in edit mode

To inform the authority about the changes made, a comment can be written in the comment column. The authority can then remove the marking once the issue is resolved.

Figure 22: Revised and commented candidacy

10.   Status overview

Purpose: Users of VOTING Wahlvorschlag know the current status of an election proposal.

An election proposal goes through the following statuses:

Entwurf (Draft)
A new election proposal that is being created is given the status "Entwurf" (Draft). People managing the election proposal can freely edit the proposals and candidacies.

Eingereicht (Submitted)
When all information on the election proposal is correctly entered, it can be submitted electronically. After submission, the status changes to "Eingereicht" (Submitted). The election proposal form can now be downloaded and signed by the candidates as well as the representatives and deputies of the election proposal.

Formell eingereicht (Formally submitted)
After the original election proposal with the signatures, as well as the form "Unterzeichnende" (Signers), is submitted to the superior authority, the election proposal is marked as "Formell eingereicht" (Formally submitted). It is still possible to add comments and make changes to the election proposal, but editing or deleting comments is no longer possible.
The election proposal can be manually locked as soon as the review and corrections by the superior authority and the representatives and deputies of the election proposal have been completed. From this point on, election proposals can only be edited by the superior authority.

Gültig (valid)
If the election proposal is reviewed and approved, it is given the status "Gültig" (Valid) by the superior authority. Editing or deleting comments is no longer possible.
The election proposal can be manually locked as soon as the review and corrections by the superior authority and the representatives and deputies of the election proposal have been completed. From this point on, election proposals can only be edited by the superior authority.

11.   Final steps and notes

Purpose: Parties and groups can submit election proposals correctly.

- The signatures of the candidates and the list representatives are collected on the exported forms.
- Signatures for the form "Unterzeichnende" (Signers) can be collected.
- For proportional elections (Proporz), the form "Listenverbindungen" (List unions) can be exported, filled out, signed, and submitted.
- The original election proposal with the signatures, along with the form "Unterzeichnende" (Signers), must be submitted to the superior authority (pay close attention to the submission deadline).
- The superior authority compares the submitted information with the electronically submitted data.
- Any necessary adjustments are discussed directly with the representatives or deputies of the election proposals and are updated in the system by the superior authority (corrected information is displayed in green).
- List and sub-list unions are recorded by the authority according to the form "Listenverbindung" (List unions).
- The election proposals undergo a formal review by the superior authority. If no deficiencies are found, the election proposals are declared valid on the VOTING Wahlvorschlag online platform.
- The information from the election proposals is exported to the result determination system and further processed.