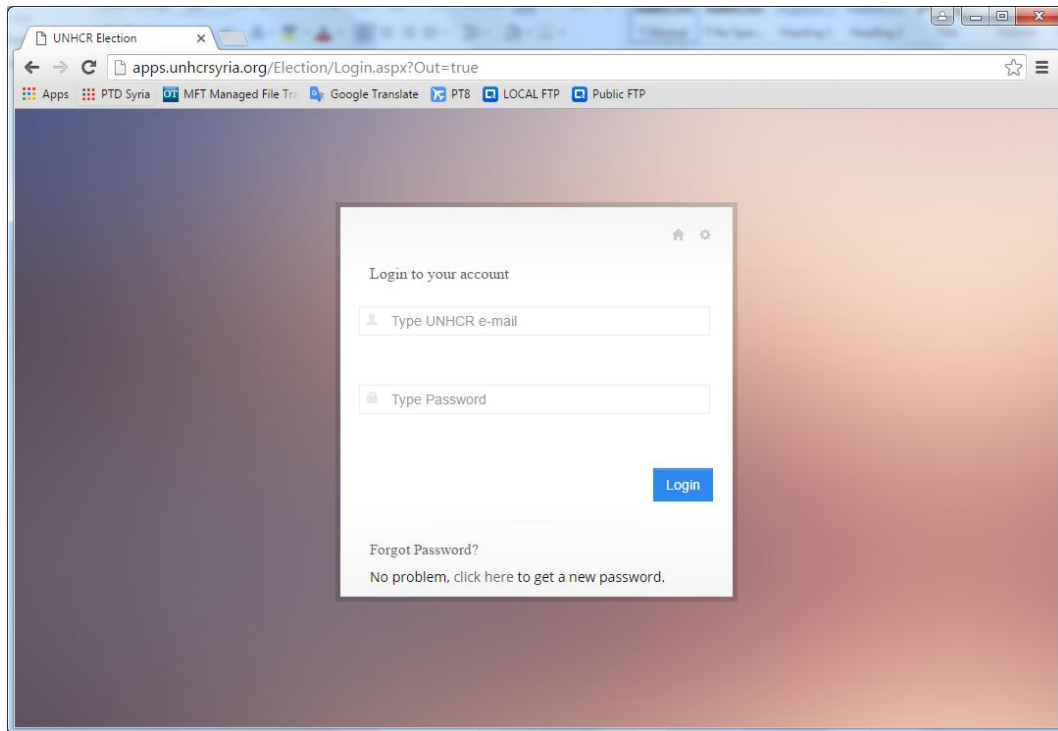


# Election User Guide

## Part I: Admin Part

### Step #1:

Login to <http://apps.unhcrsyria.org/Election/Login.aspx>

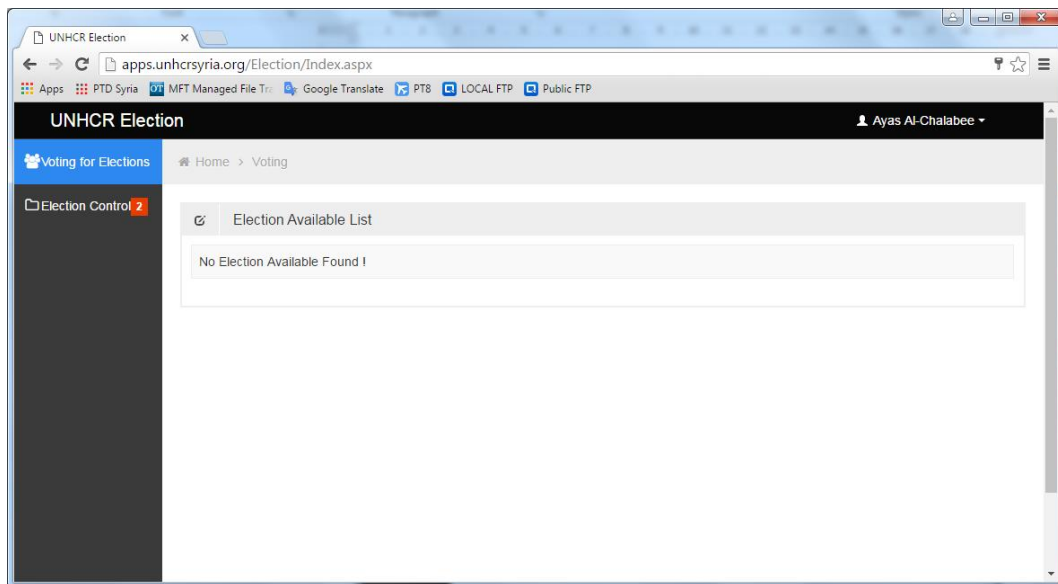


### Step #2:

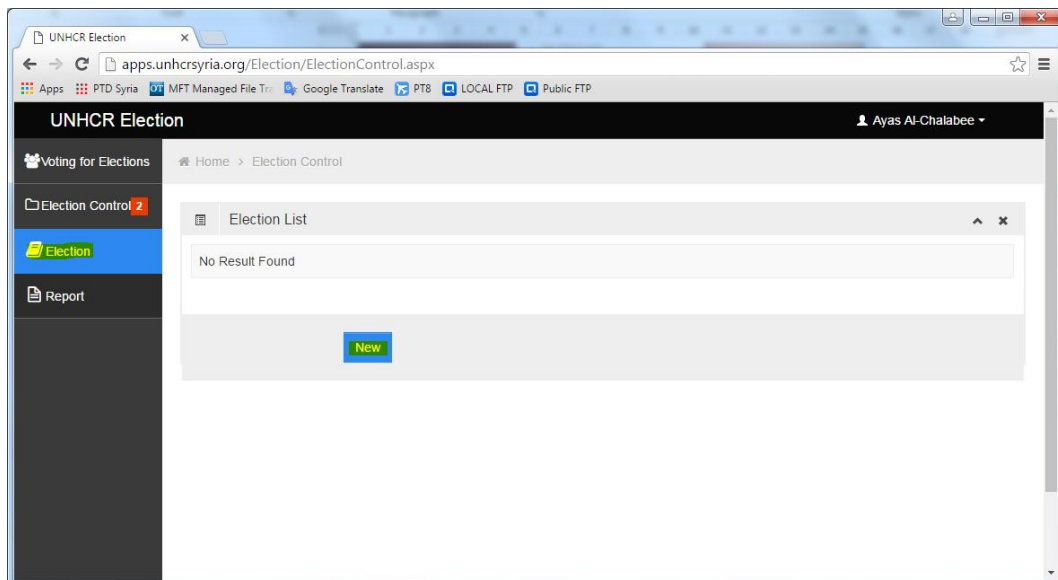
Use your admin username and password to login, if you don't have please contact Mr. Jawad Al-Fazaa [alfazaa@unhcr.org](mailto:alfazaa@unhcr.org) to give you access to the system.

### Step #3:

After you login for the first time you should see the below page



To create a new election, click on Election Control on the left side menu



Click on Election and click New Button.

- Put a proper title for the election
- Put some description for the election, what it is about as example!
- Put the minimum and maximum candidates staff vote for.
- Tick active to make the election action during the specified dates later.
- Active Date: where the election will be available for staff to vote
- Expiry Date: where the voting deadline is.
- Candidates List; put the names of the candidates, each one in a single line.
- Click Save changes to save the election!

**Election Form**

Title : PSP Election

Text : Election Description

Selection Rang : 3 Min 5 Max

Active : ☒

Active Date : 10/08/2016 0:01

Expiry Date : 11/08/2016 23:59

Candidates List (Press enter between Candidates) :

Candidate A Full Name  
Candidate B Full Name  
Candidate C Full Name  
Candidate D Full Name  
Candidate E Full Name  
Candidate F Full Name  
More Other Candidates

No Answer List

Save changes Close

Do you see the page below?

UNHCR Election

Voting for Elections

Election Control 2

Election

Report

Home > Election Control

Election List

	Title	Question	Active	ShowResult	Active Date	Expiry Date
View	PSP Election	Election Description	<input checked="" type="checkbox"/>	<input type="checkbox"/>	8/10/2016 12:01:00 AM	8/11/2016 11:59:00 PM

New

Congratulations, you finished the first half of creating a new election.

#### Step #4:

Click View link on the first column on the above page to upload the list of the staff they need to vote

The screenshot shows an 'Election Form' window. It contains the following fields and controls:

- Title :** A text box containing 'PSP Election'.
- Text :** A text box containing 'Election Description'.
- Selection Rang :** A range selector with '3' in the first box, 'Min' in the middle, '5' in the second box, and 'Max' on the right.
- Active :** A checkbox that is checked.
- Active Date :** A date box containing '10/08/2016' and a time box containing '0:01'.
- Expiry Date :** A date box containing '11/08/2016' and a time box containing '23:59'.
- Candidates List (Press** : A text box with a dropdown arrow.
- Buttons:** At the bottom, there are four colored buttons: 'Save changes' (blue), 'Delete' (red), 'Import' (yellow), and 'Compose' (orange), followed by a 'Close' button (grey).

#### Step #5:

After creating the election, you have to send this to multiple people to vote, therefore; create a new Excel Sheet file and put the staff name on Column A and email address on Column B

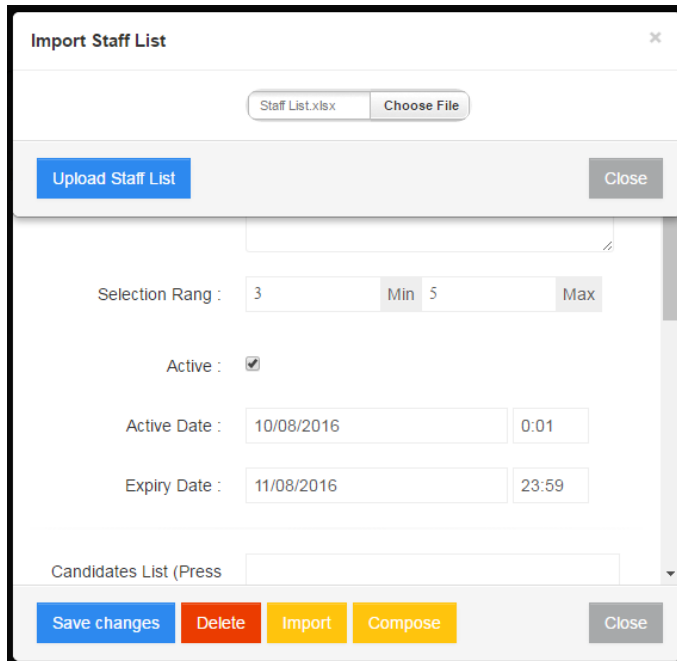
The screenshot shows an Excel spreadsheet with the following data:

	A	B	C	D	E	F	G	H	I
1	Ayas Al-Chalabee	<a href="mailto:alchala@unhcr.org">alchala@unhcr.org</a>							
2	Jawad Al-Fazaa	<a href="mailto:ALFAZZAA@unhcr.org">ALFAZZAA@unhcr.org</a>							
3	Mahmoud Maksoud	<a href="mailto:maksoud@unhcr.org">maksoud@unhcr.org</a>							
4									
5	You can have more, maybe 1000 contact?								
6									
7									
8									
9									
10									
11									
12									
13									
14									
15									
16									

The spreadsheet is titled 'Staff List - Excel'. The active cell is B9. The status bar at the bottom shows 'Sheet1' and '100%' zoom.

## Step #6:

Click on Import Button then select the excel you created, and click Upload Staff List Button

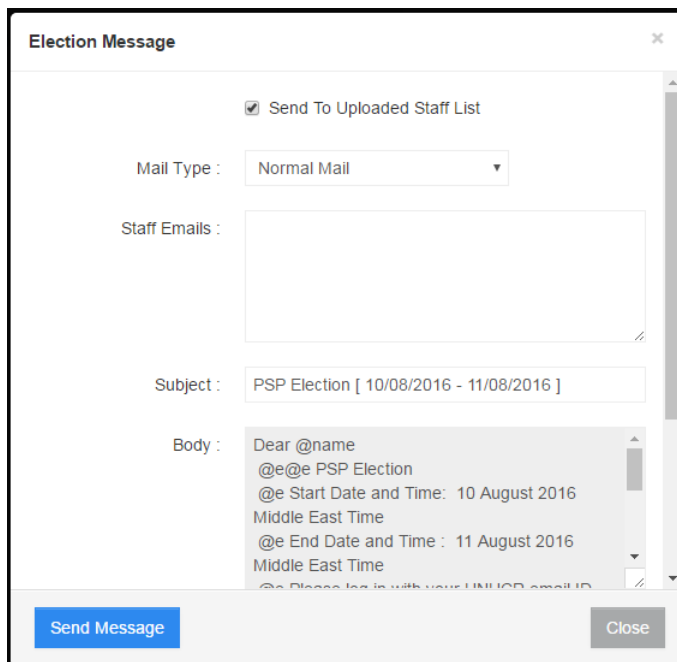


The 'Import Staff List' dialog box contains the following elements:

- File selection area: 'Staff List.xlsx' and 'Choose File' button.
- Buttons: 'Upload Staff List' (blue) and 'Close' (grey).
- Selection Range: '3' in a field, with 'Min' and 'Max' labels.
- Active: ☒ checkbox.
- Active Date: '10/08/2016' and '0:01'.
- Expiry Date: '11/08/2016' and '23:59'.
- Candidates List (Press [field]).
- Bottom buttons: 'Save changes' (blue), 'Delete' (red), 'Import' (yellow), 'Compose' (yellow), and 'Close' (grey).

## Step #7:

Click on View link and click on Compose Button this time. The below popup window will appear



The 'Election Message' dialog box contains the following elements:

- Checkbox: ☒ 'Send To Uploaded Staff List'.
- Mail Type: 'Normal Mail' dropdown.
- Staff Emails: [Empty text area].
- Subject: 'PSP Election [ 10/08/2016 - 11/08/2016 ]'.
- Body: Pre-filled text: 'Dear @name', '@e@e PSP Election', '@e Start Date and Time: 10 August 2016 Middle East Time', '@e End Date and Time : 11 August 2016 Middle East Time', '@e Please log in with your UNICED email ID'.
- Buttons: 'Send Message' (blue) and 'Close' (grey).

Tick Send To Uploaded Staff List checkbox, and change the Mail Type to Normal Mail, later you can send another email for all where you need to change the email type to Reminder Email.

Note: If a staff member was included on the Excel Sheet but for any reason he/she didn't receive the email, you can back and send the email individually to that staff member, this is the benefit of this field!

Finally, click Send Message Button to send email to the staff they are included on the Excel sheet to provide them with link of the website and login username and password

The staff included on the Excel Sheet List they will receive the email below for Syria Poll email address.

Dear Ayas Al-Chalabee

PSP Election

Start Date and Time: 10 August 2016 Middle East Time

End Date and Time : 11 August 2016 Middle East Time

Please log in with your UNHCR email ID using the random password sent to you via email message.

URL: <http://apps.unhcrsyria.org/election/>

Username: [alchala@unhcr.org](mailto:alchala@unhcr.org)

Password: 123EX\$%SES

[Please note : this password superseeds any passwords you recived previously for this site]

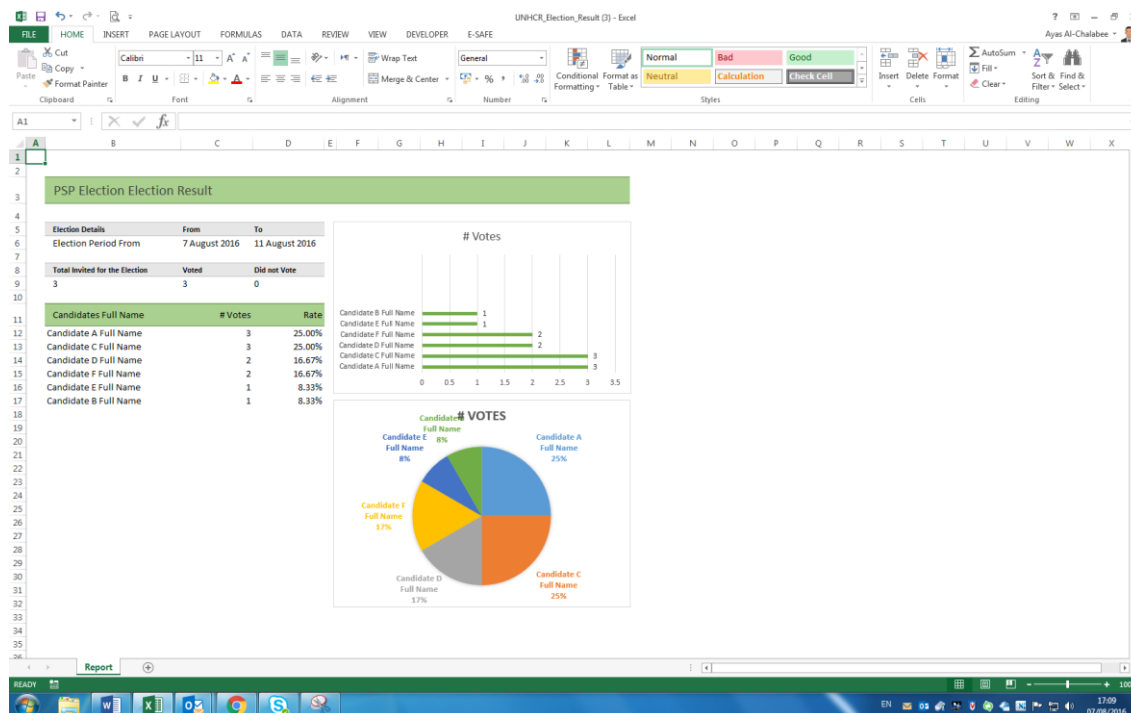
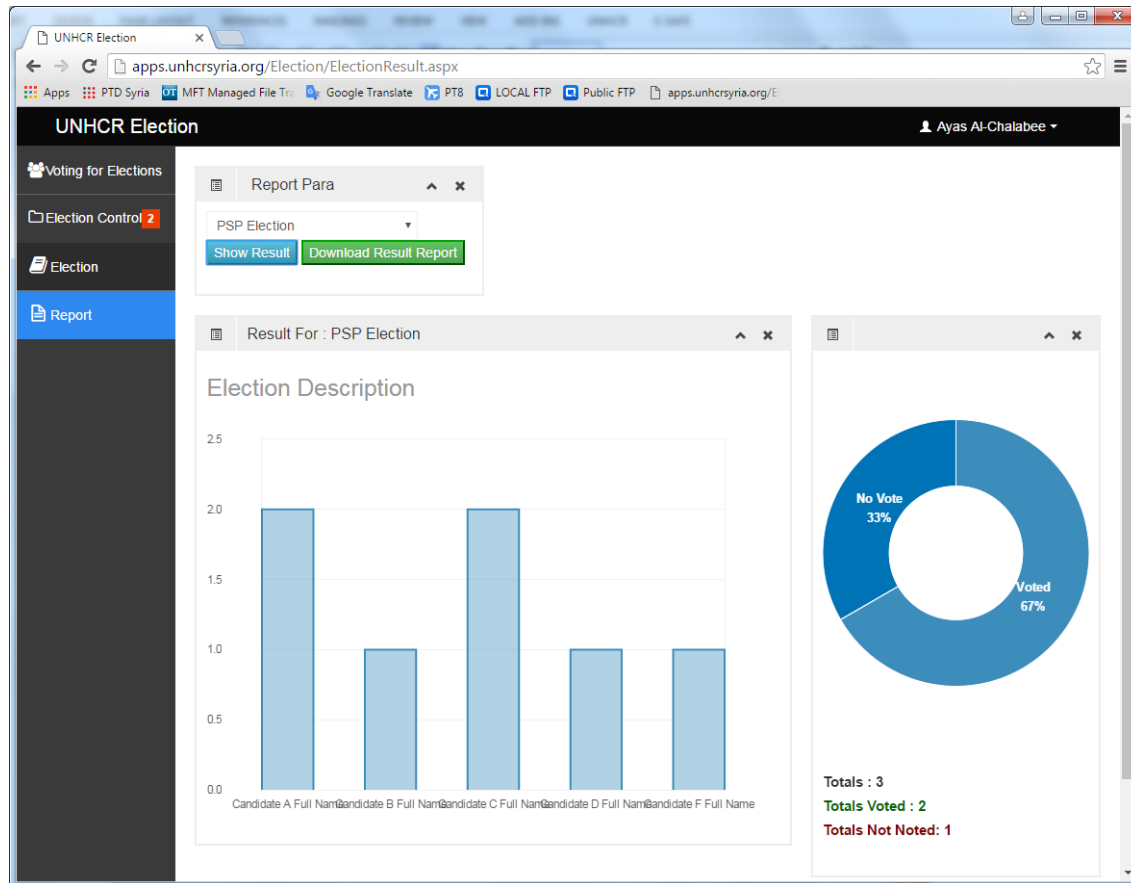
If you have any problem to login please contact ICT unit via [SYRDAIT@unhcr.org](mailto:SYRDAIT@unhcr.org) or call 2888 |

Best Regards,  
SYRIA ICT UNIT



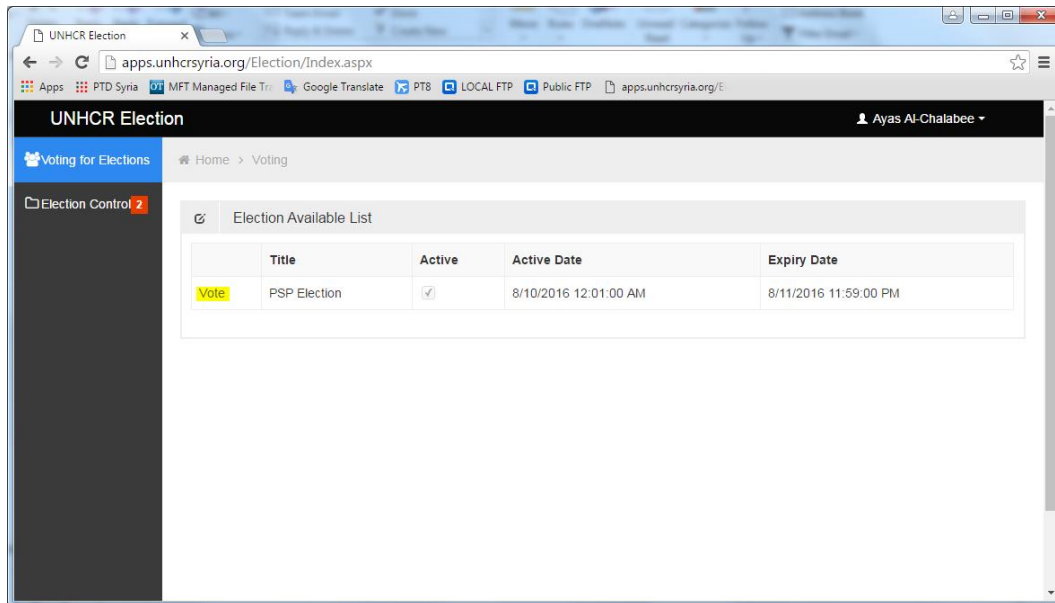
# Get the Result

Click on the Report and pick up election, click Show

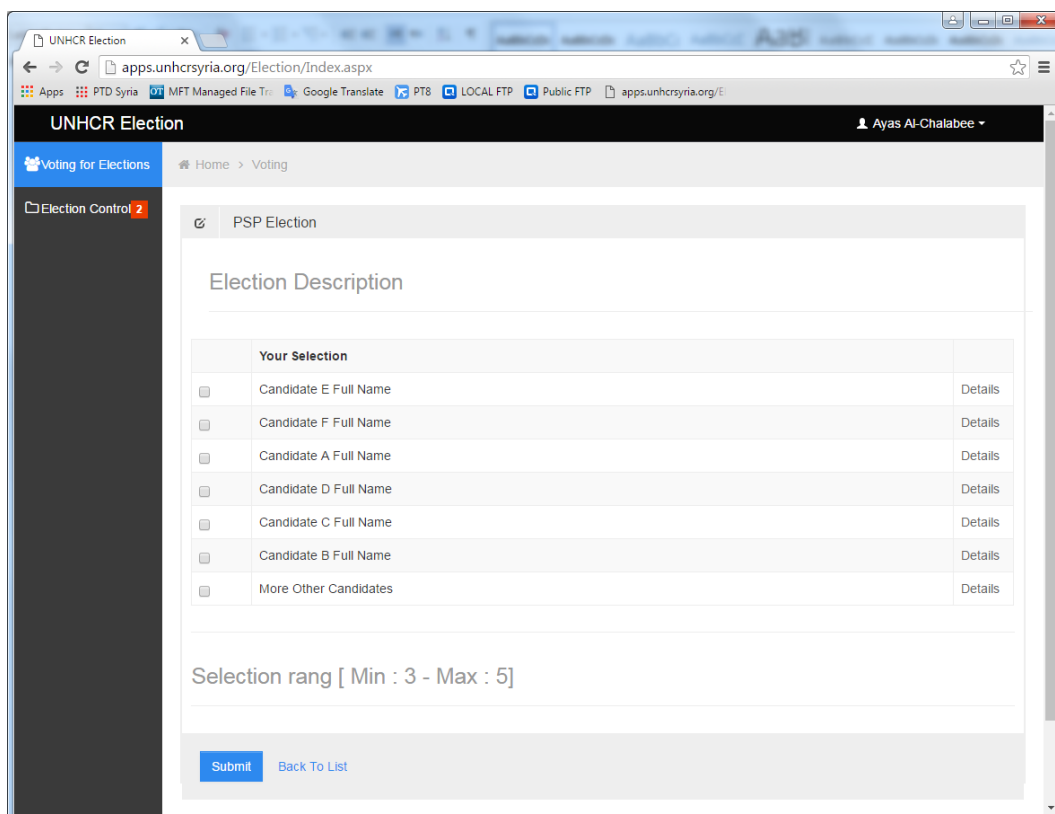


## Part II: User Part

When the staff will receive email the below page will open after login



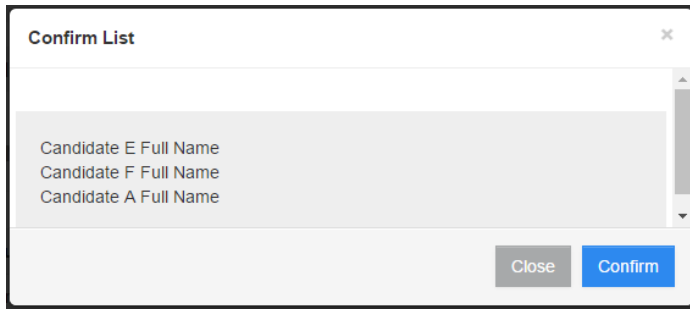
Click on Vote link to open the candidates list



Click Submit Button, a popup message will show the selected choices

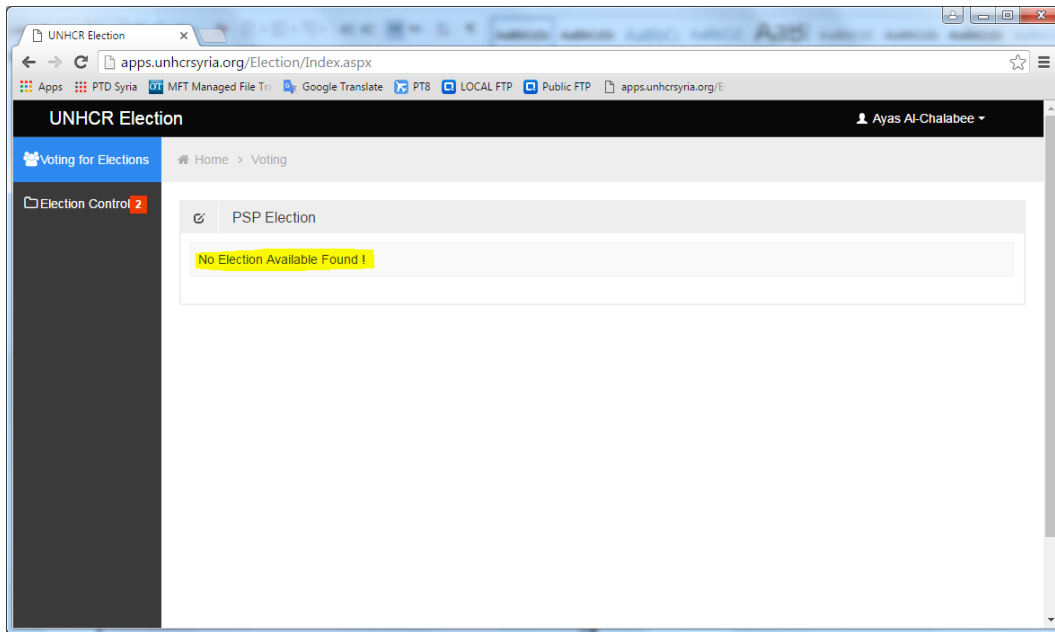


Click Confirm Button to submit the choices



A dialog box titled "Confirm List" with a close button (X) in the top right corner. It contains a list of three candidates: "Candidate E Full Name", "Candidate F Full Name", and "Candidate A Full Name". At the bottom right, there are two buttons: "Close" and "Confirm".

After voting, the staff will not be able to vote again or access the election.



If you have any query please don't hesitate to contact:

Mr. Jawad Al-Fazzaa via [alfazzaa@unhcr.org](mailto:alfazzaa@unhcr.org) , Mobile: +963 991 551 687