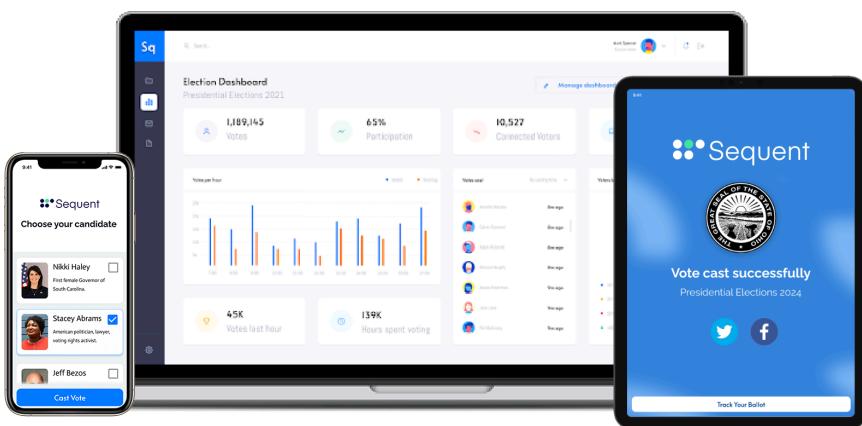


# Sequent OVCS

## System Manual



<b>Customer</b>	COMELEC
<b>Date</b>	11/12/2024
<b>Revision</b>	1.0

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## Introduction

The System Manual is designed to guide users through the functionalities and operations of the Sequent Online Voting System (OVS) administration portal. This manual provides step-by-step instructions for logging in, managing users, and configuring roles. By following this manual, administrators can efficiently navigate the system, perform necessary administrative tasks, and ensure the smooth functioning of the OVS. This document aims to provide clear and concise instructions that enhance the user experience and facilitate the effective management of the voting system.

# Logging In

The system requires users to authenticate before accessing the administration environment by visiting the domain of your instance. Users need a username and password to access the administration environment.

Initial administrator credentials for the system will be provided by Sequent personnel.

The Admin Portal login page enables the administrator to login to the system, or reset their password.



## SEQUENT PLATFORM ADMIN

Login to the Admin Portal

Username

Password

**Login**

*Powered by Sequent Tech Inc*

### Log in

1. Enter your credentials.
2. Select **Login**.

*Note that the password policy will apply, and appropriate notifications will be provided.*

English ▾

## Forgot Your Password?

Username or email

[« Back to Login](#)Submit

Enter your username or email address and we will send you instructions on how to create a new password.

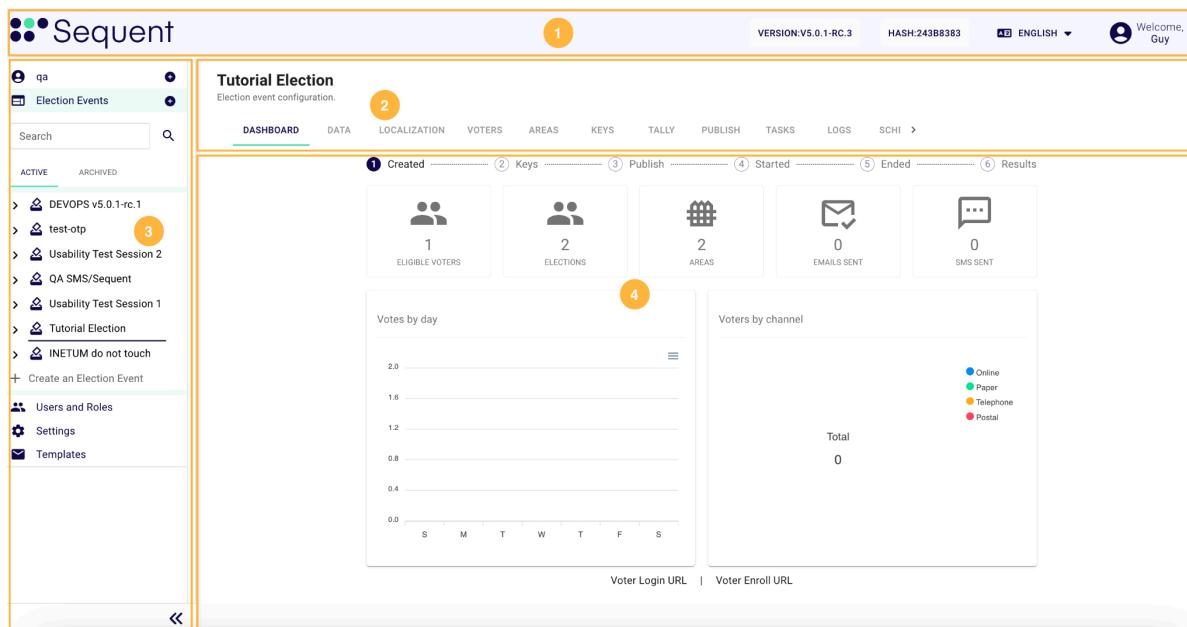
### Reset password

1. Select **Reset password**.
2. Enter your email.
3. Click **Send**.
4. Follow the reset password instructions sent via email.

# Basic Navigation

The system's user interface (UI) is divided into four main areas, each serving a specific function:

1. **Header** (Top Bar)
2. **Navigation Tabs** (Under Election Event Title)
3. **Side Menu** (Left Sidebar)
4. **Main Content Area** (Data Display)



The screenshot illustrates the Sequent application's user interface. At the top left is the Sequent logo. To its right is the header bar containing the version number (VERSION: V5.0.1-RC.3), a hash code (HASH: 243B8383), and a language selector (ENGLISH). On the far right is a welcome message for the user "Guy".

The main content area displays a "Tutorial Election" event configuration. It includes a navigation bar with tabs: DASHBOARD (highlighted in green), DATA, LOCALIZATION, VOTERS, AREAS, KEYS, TALLY, PUBLISH, TASKS, LOGS, SCHI, and Results. Below the navigation bar is a timeline showing the event's status: Created (1), Keys (2), Publish (3), Started (4), Ended (5), and Results (6).

Key statistics are displayed in a row of icons: 1 ELIGIBLE VOTERS, 2 ELECTIONS, 2 AREAS, 0 EMAILS SENT, and 0 SMS SENT.

The central part of the screen shows two charts: "Votes by day" (a line chart with data points at 0.0, 0.4, 0.8, 1.2, 1.6, 2.0) and "Voters by channel" (a pie chart showing 0 total voters across Online, Paper, Telephone, and Postal categories).

At the bottom of the main content area are links for "Voter Login URL" and "Voter Enroll URL".

The left sidebar contains a search bar and a list of election events. The list includes "qa", "Election Events", "DEVOPS v5.0.1-rc.1", "test-otp", "Usability Test Session 2", "QA SMS/Sequent", "Usability Test Session 1", "Tutorial Election", and "INETUM do not touch". A "Create an Election Event" button is also present. The sidebar also includes sections for "Users and Roles", "Settings", and "Templates".

## Header (1)

The header, located at the top of the screen, provides global controls and essential information that are always accessible. This area includes:

- System Logo and Version Number: The logo of the system, along with the current version number, is displayed prominently for easy identification.
- Language Selector: A dropdown menu that allows users to switch between different languages, ensuring that the system is accessible to a broader audience.
- Account Icon: An icon that provides access to user account settings and the option to log out of the system. This is where users can manage their profile information and security settings.

## Navigation Tabs (2)

The navigation tabs under the selected entity title let you easily browse different sections, each showing specific information. Each entity has several unique tabs designed for its specific functions and data. This setup makes it easy to find and manage all the details related to each entity.

## Side Menu (3)

The side menu, located on the left of the screen, provides easy access to Election Events, Settings, Users, Roles, and Communication Templates. This omnipresent menu ensures seamless navigation across all screens, allowing you to quickly access system settings and manage Election Events.

This section of the screen is one of the most critical areas of the system. It contains the Election Event tree, where you can access and create Elections, Contests/Questions, or Candidates/Answers. To facilitate navigation, we have added a search field that allows you to search within the election event section and its entire tree structure for any entity name, whether it be a Question, Candidate, or Election.

Election Events are categorized into Active and Archived for better organization. This allows users to archive election events that have been finalized or used for testing purposes, maintaining a clean tree structure with only the events currently in progress.

## Main Content Area (4)

The main content area, situated in the center of the screen, displays the currently selected section, whether it is an Election Event, Settings, or Communication Templates, among others. Each section can contain additional tabs that provide more detailed options and settings related to the chosen topic. This layout ensures that users have a comprehensive view and easy access to all relevant functionalities and information.

# Create an Election

## Introduction

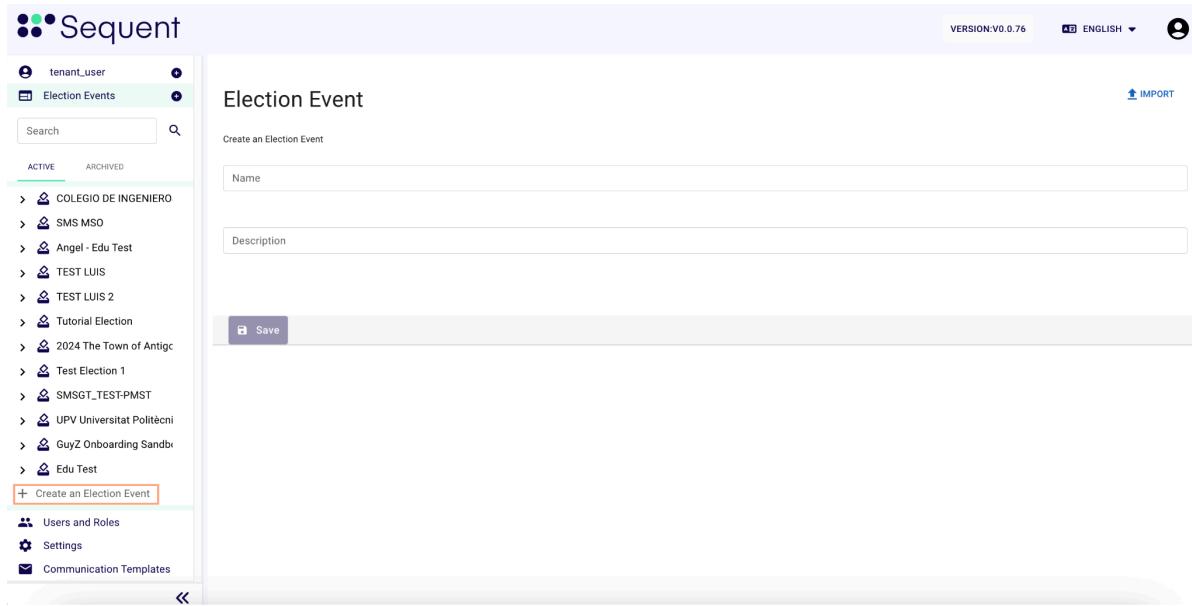
The Create an Election section of the System Manual provides a comprehensive guide on preparing an election within the Sequent Online Voting System (OVS). This section covers the essential steps and procedures that administrators need to follow before the actual voting begins. From logging in to the administration portal and creating election events and elections to setting up areas and voters, this guide ensures that all necessary preparations are made for a smooth and efficient election process. Detailed instructions on managing trustees, keys, voters and election-specific data are also included to ensure the integrity and security of the election. By following this guide, administrators can ensure that the pre-election phase is conducted meticulously and thoroughly.

## Election Event

Election Events cover all activities related to a voting process, from configuring the data to announcing the final results. One system installation can handle multiple elections simultaneously or sequentially, with each being managed by different administrators or the same.

## Create Screen

Creating an Election Event in the Sequent Online Voting System (OVS) can be done via two different methods: one by clicking on the side panel in the “Election Event” “+” icon or by clicking in the “Event Tree” in the “+ Create an Election Event” link as it can be shown in the following screen.



1. In the Election Events section, on the left sidebar, locate the "Election Events" section. Create a new Election Event at the bottom of the list. You will see an option labeled "+ Create an Election Event" highlighted with an orange box in the image above. Click on this option to start the process.
2. Enter Election Event Details:
  - **Name:** In the "Name" field, enter the name of the Election Event you want to create.
  - **Description (optional):** In the "Description" field, provide a brief description of the Election Event.
3. Save the Election Event:
  - Once you have filled in the necessary details, click on the **Save** button to create the Election Event.
4. Alternatively: **Import** an Election Event using an existing configuration file (see below).

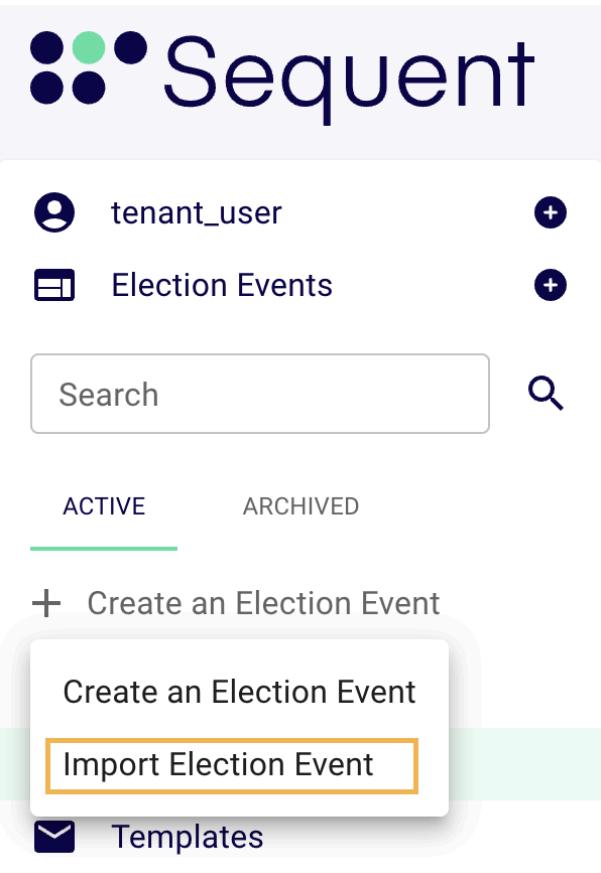
The newly created Election Event will appear in the list of active election events on the left sidebar.

### Import Election Event

In order to import an Election Event, you will need the appropriate JSON file (which is created by exporting an already configured election event).

Once you have located your import file

1. Select the **Create an Election Event** button on the Side Menu



The screenshot shows the Sequent application's sidebar. It includes a user icon labeled "tenant\_user" with a plus sign, a folder icon labeled "Election Events" with a plus sign, a search bar with a magnifying glass icon, and two filter buttons: "ACTIVE" (underlined) and "ARCHIVED". A callout box highlights the "Import Election Event" button, which is enclosed in an orange border.

2. Select **Import Election Event**

## Import Election Event

Import election event data

Import Election Events using a JSON file.

Integrity Check (SHA-256)

  
**Drag & drop files or Browse**

Supported format: txt

**Cancel**

**Import**

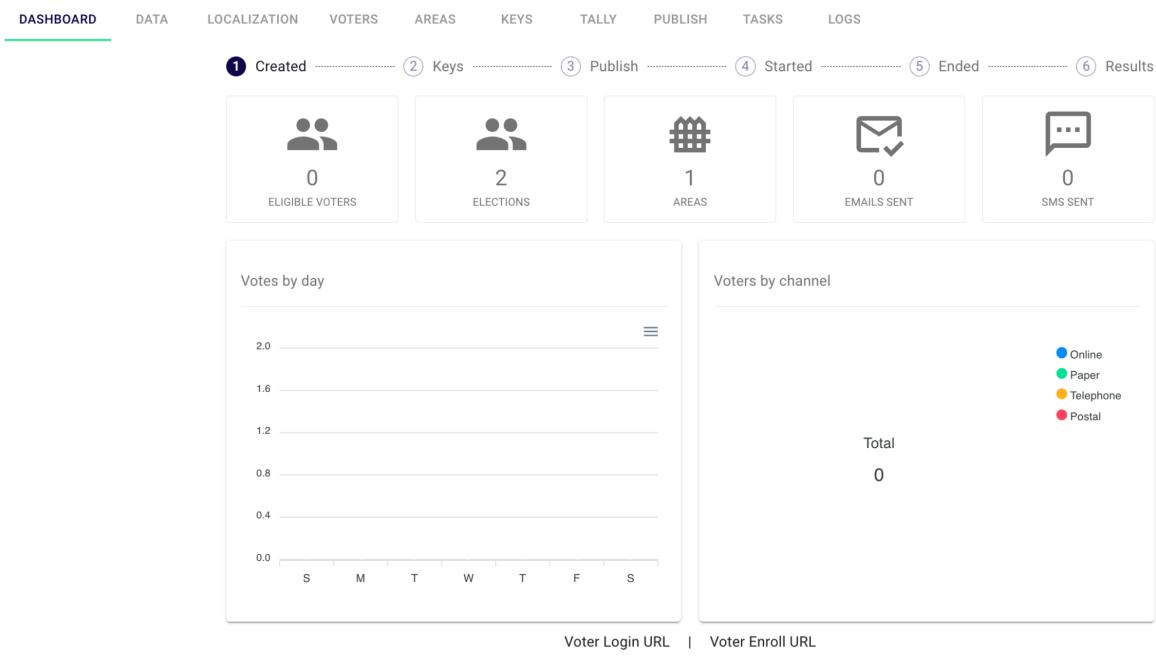
3. Drag and drop your previously created JSON configuration file into the designated area and select **Import**.

## Dashboard Tab

The election event dashboard provides a comprehensive view of the election status and key metrics.

### Tutorial Election

Election event configuration.



At the top of the Data Display section on the dashboard of an Election Event, there is a Step Crumb that indicates the status of the election event; these statuses are sequential and described below:

- **Created:** This is the initial stage where the election event is set up. During this step, administrators configure the ballot designs, voters, and areas (districts/precincts) in the system.
- **Keys:** Once the initial election configuration has been provided to the system, the administrator will need to execute a "Key Ceremony." Once the key ceremony is executed, the status of the election will change to Keys, meaning that cryptographic keys have been generated.
- **Publish:** Once the Election Keys have been generated, the administrator can "Publish" the ballot styles in the voting portal. This can be compared to printing paper ballots. At this point, the election event is published for voters, and any voter accessing the voter portal can see the Election configured in the event. Administrators can publish multiple times while editing the election.
- **Started:** The voting period has started.
- **Ended:** The voting period has concluded.

- **Results:** The results have been generated and are available. An administrator will need to execute a "Tally Ceremony," where the previously generated cryptographic keys are used to decipher the encrypted ballots.

The following sections of this guide will provide additional information, providing a full understanding of the operations related to configuring, managing, and electing Sequent OLVS.

#### Metrics:

- **Eligible Voters:** This displays the number of voters eligible to participate in the election event. This number shows the total number of voters imported into the system, including those who have not been enabled yet.
- **Elections:** Shows the number of individual elections within the event.
- **Areas:** Indicates the number of geographic areas involved in the election event.
- **Emails Sent:** Total number of emails sent to voters.
- **SMS Sent:** Total number of SMS messages sent to voters.

#### Charts:

- **Votes by day:** A graphical representation of the daily voting activity for each ballot cast.
- **Voters by channel:** This pie chart shows the distribution of voters who voted on at least one of the ballots assigned to them by voting channel (Online, Paper, Telephone, postal).

This dashboard provides administrators with a quick view of the election event's progress and vital statistics, ensuring efficient management and oversight.

## Data Tab

The Data tab is similar across multiple entities in the system (Election Events, Elections, Contests, and Candidates). In this tab, you can configure the main values of each entity. Specifically, for Election Events, you can manage all related data here.

### Tutorial Election

Election event configuration.

DASHBOARD    **DATA**    LOCALIZATION    VOTERS    AREAS    KEYS    TALLY    PUBLISH    TASKS    LOGS

 EXPORT     IMPORT CANDIDATES

General	
Language	
Ballot Design	
Templates	
Voting Channels Allowed	
Custom URLs Prefix	
Support Materials	
Advanced Configurations	

We have different sections for election events. Each has a specific scope and provides a comprehensive breakdown of the information needed.

- **General:** Includes basic details.
- **Dates:** Start and End dates of the election event.
- **Language:** Supported Languages for this event.
- **Ballot Design:** Custom ballot features, including design, logos, links, and more.
- **Voting Channels Allowed:** Applicable voting methods.
- **Custom URLs Prefix:** Define custom URLs for the Voting / Enrollment portals and SAML endpoint.
- **Support Materials:** Additional documents are available in the Voting Portal for voters to review.
- **Advanced Configurations:** Enable system lockdown (no changes can be made), and Voting Portal session times and forced logout.

*More detailed information and views on each section are available below.*

## General

In this section you can set up basic details and configure multilingual names for your Election Event. The language available will depend on the one chosen in the Language section below.

## General

**ENGLISH** **SPANISH**

Name  
Tutorial Election

Alias

Description  
For Documentation screenshots

- **Languages Tabs:** Allows configuration of how your Election Event will appear in different languages in the Voting Portal.
- **Name:** Enter the official name of your Election Event.
- **Alias (optional):** Specify an alias for your Election Event, which will be used only for system display in the Side Menu.
- **Description (optional):** Provide a description of your Election Event.

## Language

Manage language options for your Election Event, and this selection will limit the languages available inside the elections in this event.

### Language

- |  |  |
|--|--|
| <input checked="" type="radio"/> English | <input checked="" type="radio"/> Default |
| <input checked="" type="radio"/> Spanish | <input type="radio"/> Default            |

1. Set the relevant languages for your Election Event using the available radio buttons.
2. Set the default language for your Election Event by selecting Default next to the appropriate language.

## Ballot Design

Manage how your Ballot looks in the voting portal for this Election Event.

### Ballot Design

Disable Ballot Audit Support

Skip Election List Screen

Show User Profile

Logo URL

Redirect Finish URL

Custom CSS

- **Disable Ballot Audit Support:** Enable/Disable the voters ability to verify their ballot encryption.
- **Skip Election List Screen:** Skip selecting Election in the voting portal.
- **Show User Profile:** Show user profile in the voting portal
- **Logo URL (optional):** Link to logo to be displayed in the voting portal.
- **Redirect Finish URL (optional):** Redirect the user to a URL once they finished voting.
- **Custom CSS:** CSS for ballot design.

### Voting Channels Allowed

Voting Channels are the methods in which votes are accepted in this Election Event.

#### Voting Channels Allowed

Online

Kiosk

1. Use the radio buttons to define which Voting Channels are applicable in this Election Event.

## Custom URLs Prefix

Define custom URLs for the Voting / Enrollment portals and SAML endpoint. These prefixes are intended to create a “clean” URL according to the user’s input.

### Custom URLs Prefix

Login:  
https:// sequent.vote

Enrollment:  
https:// sequent.vote

SAML:  
https:// sequent.vote

1. Input the URL prefix you wish to use for each endpoint.

*Example:*

*Input “myelection” into Login will direct users from: https://myelection.sequent.vote to the Login page of the Election Event.*

*Input “enrollment” into Enrollment will direct users from: https://enrollment.sequent.vote to the Enrollment page of the Election Event.*

## Support Materials

Provide additional documents that will be available in the Voting Portal.

### Support Materials

 Support Materials Activated

ENGLISH SPANISH

Title

Subtitle

+ ADD

No results found

1. **Support Materials Activated:** Enable/Disable additional support materials in the Voting Portal.
2. **Add:** Attach a document to act as support material, this will open the below tab.

## Support Material

Enter support material data.

[ENGLISH](#)[SPANISH](#) Title Subtitle Is Hidden

Drag & drop files or [Browse](#)

Supported format: txt

 Save

1. Enter Title for Support Material.
2. Enter Subtitle for Support Material.
3. Is Hidden: Defines whether Support Material is visible in the Voting Portal.
4. Drag and Drop the file.
5. Save.

## Advanced Configuration

Set advanced configurations for this Election Event.

## Advanced Configurations

Contest encryption policy\*  
Multiple Contests

Lockdown Status\*  
Not Locked Down

Voting Portal

Voting Portal Countdown policy\*  
Countdown with alert

time in seconds before expiration to show countdown  
369

time in seconds before expiration to show Logout alert  
180

- **Contest Encryption Policy**
  - **Single Contests:** Encrypt contests in a singular manner allowing only the audit of an entire tally using mathematical proof.
  - **Multiple Contests:** Encrypt multiple contests allowing the audit of whole ballots, allowing the replication of a paper audit.
- **Lockdown Status:** Enabling lockdown will disable the ability to make changes to this Election Event. ***This cannot be reversed.***
- **Voting Portal Countdown policy:** Allows automatically signing out a user after X time, with alert or no alert.
- Define the time in seconds before expiration to **show countdown** in the Voting Portal.
- Define the time in seconds before expiration to **show a Logout alert** (notification box) in the Voting Portal.

## Localization

This section allows you to configure specific visual elements in the Voting Portal, with support for displaying different content per language. A map of keys to elements in the Voting Portal is available in a separate file.

### Test Start Dates

Election event configuration.

DASHBOARD DATA **LOCALIZATION** VOTERS AREAS KEYS TALLY PUBLISH LOGS

Select Language  
English

+ ADD

Key ↑	Value	Actions
name	Test Start Dates	

Rows per page: 10 ▾ 1-9 of 9

- **Select Language:** Choose the language for which the localization will be applied.
- **Add:**

## Localization

Localization configuration




- Key: Specify the element to be customized, which can be derived from “Inspect Element” in your browser.
- Value: Enter the text to be displayed.

- **Actions:** Edit or Delete a Localization element

## Voters

Displays the currently configured voters for this Election Event.

### Tutorial Election

Election event configuration.

DASHBOARD DATA LOCALIZATION **VOTERS** AREAS KEYS TALLY PUBLISH TASKS LOGS

	<input type="checkbox"/> Id ↑	First Name	Last Name	Middle Name	Suffix	Birth Date	Voted	Actions
	<input type="checkbox"/> c5104164-5bd0-4eb3-9a4c-4c233d5311d1	Tutorial	Voter	-	-	31/12/1110	X	

Rows per page: 50 ▾ 1-1 of 1

This tab displays and manages voters. The table displays the currently configured voters.

- **Columns:** Enable/Disable which columns to display.
- **Add Filter:** Create a text filter for the table by column.
- **Add:** Provide a voter's information and add them to the Election Event.

### Voter

Create Voter






- **Import:** Import voters by CSV file.

## Import Voters

Import voters data

Import voters using a spreadsheet file in Comma Separated Values (CSV) format. Download an example import CSV file here.

Integrity Check (SHA-256)



Drag & drop files or [Browse](#)

Supported format: txt

[Cancel](#)

[Import](#)

- **Export:** Export voters as CSV file.
- **Send:** Message voters using the Send Notification tab (below).
- **Customer Filters:** Allows the selection of preset custom filters
  - Filters can be defined in Election Event > Data > Advanced Configuration

## Actions

The Actions column provides several options to interact with voter records:

-  [Send](#)
-  [Edit](#)
-  [Delete](#)
-  [Manually Verify](#)
-  [Change password](#)
-  [User's Logs](#)

- **Send (see below)**
- **Edit:** Modify voter details or change their assigned Area.
- **Delete:** Remove the voter from the system.
- **Manually Verify (see below)**
- **Change Password (see below)**
- **User's Logs:** View what actions this voter has performed.

## Send

This tab is used to send notifications to voters using different methods, schedules and templates.

## Send Notification

Send a notification to voters.

### Audience

Everyone

### Schedule

Send now

Date and time to start sending notifications —

dd/mm/yyyy, --::--

### Communication Template

Communication Method

Email

Communication Type

Ballot Receipt

Template Alias

Email Subject —

Participate in {{election\_event.name}}

#### PLAIN TEXT BODY

#### RICH TEXT BODY

Plain Text Body

Hello {{user.first\_name}},

Enter in {{vote\_url}} to vote

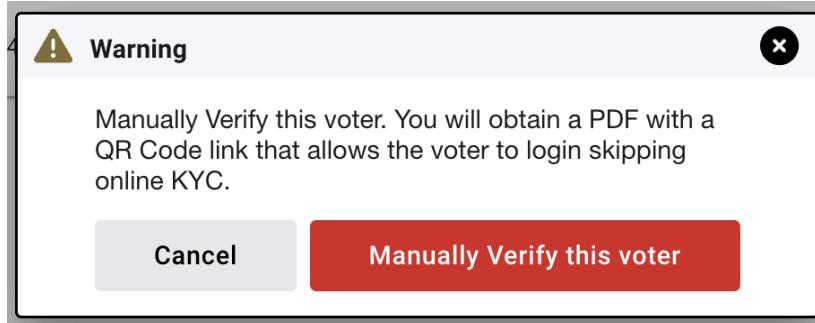
 **Send Notification**

- **Audience:** Who the notification is intended for.

- **Schedule:** When the notification will be sent.
- **Communication Template**
  - **Communication Method:** Email / SMS.
  - **Communication Type:** Content of the message if applicable.
- **Template Alias:** Name of preset template.
- **Email Subject:** Not applicable for SMS.
- **Message Body:** Plain/Rich text to be sent to the voter(s).

## Manual Verification

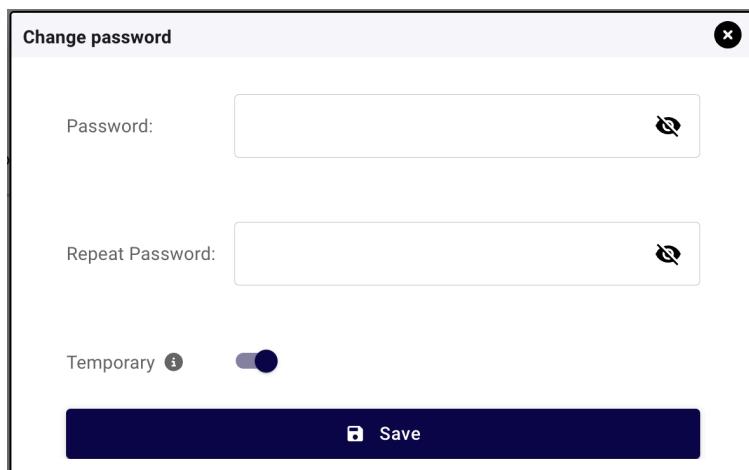
Confirm the voter's identity without additional verification steps.



As specified in the warning dialog, scanning the downloaded QR Code allows the voter to set a password and verify themselves without going through the KYC process. Once the voter completes this process, they will be allowed to vote.

## Change Password

Change the voter's password.



The form contains the following fields and controls:

- Password:** An input field with a clear icon.
- Repeat Password:** An input field with a clear icon.
- Temporary**: A toggle switch that is currently turned on (blue).
- Save**: A large blue button with a save icon.

Password and repeated password must match in order for the change to go through. Enabling the **Temporary** radio button will force the voter to change their password on their next login.

## User's Log

View the voter's user log.

<input type="checkbox"/>	<input type="checkbox"/> Id	User	Created	Statement timestamp	Statement kind	Message
	126	e988dff8-fb79-43c1-92d3-2dfc699a300a	Fri, 04 Oct 2024 11:25:27 GMT	Fri, 04 Oct 2024 11:25:27 GMT	KeycloakUserEvent	{"sender": {"name": "", "pk": "32f053ef167bd2422595479461d49d2c5116ac17de205a83c8e5362178bffd6"}, "sender_signature": "be38af695891c4d8f07aae6eb59afaab135ba8555e2ddde2e2b2cf9d889b7c262be27c39134d0299de3edeeb0eeb b242690931269b39a6cb8d893b8dcfa94503", "system_signature": "be38af695891c4d8f07aae6eb59afaab135ba8555e2ddde2e2b2cf9d889b7c262be27c39134d0299de3edeeb0eeb b242690931269b39a6cb8d893b8dcfa94503", "statement": {"head": {"event": "0eeb7bfe-d240-4ffc-ba15-421976ec5cc7", "kind": "KeycloakUserEvent", "timestamp": "1728041127"}, "body": {"KeycloakUserEvent": ["null", "LOGOUT"]}}, "artifact": null, "user_id": "e988dff8-fb79-43c1-92d3-2dfc699a300a"}
	124	e988dff8-fb79-43c1-92d3-2dfc699a300a	Fri, 04 Oct 2024 11:24:35 GMT	Fri, 04 Oct 2024 11:24:35 GMT	KeycloakUserEvent	{"sender": {"name": "", "pk": "32f053ef167bd2422595479461d49d2c5116ac17de205a83c8e5362178bffd6"}, "sender_signature": "989dc3d5fc2e8e1990d02b78a397d3a430dd9a36ec29b9c167e773aa09e2bb84e99c41ce7436978abd80cf4affeb 975ca2e2506df740c4821dc9230f6b7220c", "system_signature": "989dc3d5fc2e8e1990d02b78a397d3a430dd9a36ec29b9c167e773aa09e2bb84e99c41ce7436978abd80cf4affeb 975ca2e2506df740c4821dc9230f6b7220c", "statement": {"head": {"event": "0eeb7bfe-d240-4ffc-ba15-421976ec5cc7", "kind": "KeycloakUserEvent", "timestamp": "1728041075"}, "body": {"KeycloakUserEvent": ["null", "CODE_TO_TOKEN"]}}, "artifact": null, "user_id": "e988dff8-fb79-43c1-92d3-2dfc699a300a"}
	123	e988dff8-fb79-43c1-92d3-2dfc699a300a	Fri, 04 Oct 2024 11:24:34 GMT	Fri, 04 Oct 2024 11:24:34 GMT	KeycloakUserEvent	{"sender": {"name": "", "pk": "32f053ef167bd2422595479461d49d2c5116ac17de205a83c8e5362178bffd6"}, "sender_signature": "a7714ef4196db814ae100c6c29b814ef25ce0a42d191b3e34584d966fc33e93ed08b5be78bd3fccfc904655ba6bf 3dd1ad2f2ecb19484736e9093c83d0a40c", "system_signature": "a7714ef4196db814ae100c6c29b814ef25ce0a42d191b3e34584d966fc33e93ed08b5be78bd3fccfc904655ba6bf 3dd1ad2f2ecb19484736e9093c83d0a40c", "statement": {"head": {"event": "0eeb7bfe-d240-4ffc-ba15-421976ec5cc7", "kind": "KeycloakUserEvent", "timestamp": "1728041074"}, "body": {"KeycloakUserEvent": ["null", "LOGIN"]}}, "artifact": null, "user_id": "e988dff8-fb79-43c1-92d3-2dfc699a300a"}

[Close](#)

## Areas

Represent geographical or organizational divisions within which elections are conducted. These can range from small precincts or wards to larger regions such as districts or states.

### Tutorial Election

Election event configuration.

DASHBOARD	DATA	VOTERS	AREAS	KEYS	TALLY	PUBLISH	LOGS	<a href="#">COLUMNS</a>	<a href="#">ADD FILTER</a>	<a href="#">+ ADD</a>	<a href="#">IMPORT</a>	<a href="#">EXPORT</a>	<a href="#">UPSERT AREAS</a>	
<input type="checkbox"/>	Name	Description	Contests	Actions										
<input type="checkbox"/>	Area 1			<a href="#">Edit</a> <a href="#">Delete</a>										

Rows per page: 10 ▾ 1-1 of 1

- **Columns:** Enable/Disable which columns to display.
- **Add Filter:** Create a text filter for the table by column.
- **Add:** Add Area.
- **Import:** Import new Areas by CSV file.
- **Export:** Export Areas as CSV file.
- **Upsert:** Update/Insert Areas by CSV file.

## Publish

To commit any changes to an Election Event, they must be published using this tab. Additionally, you can start, pause, and stop Election Events here.

## Tutorial Election

Election event configuration.

DASHBOARD	DATA	VOTERS	AREAS	KEYS	TALLY	PUBLISH	LOGS																					
						<span>III COLUMNS</span>	<span>ADD FILTER</span>	<span>START ELECTION</span>	<span>PAUSE</span>	<span>STOP ELECTION</span>	<span>PUBLISH CHANGES</span>																	
<b>Publish History</b> <table border="1"> <thead> <tr> <th>Id ↑</th> <th>Is generated</th> <th>Published at</th> <th>Created at</th> </tr> </thead> <tbody> <tr> <td>082d1f6e-a6f3-4a81-8499-1c565ea65423</td> <td>X</td> <td>2024-07-03T14:52:41.069251+00:00</td> <td></td> </tr> <tr> <td>1f964d24-721f-4cd6-b595-e00814fcfc24</td> <td>X</td> <td>2024-07-03T14:42:37.964431+00:00</td> <td></td> </tr> <tr> <td>ceb06650-586c-4498-afb3-4ce525ab94bd</td> <td>✓</td> <td>2024-07-09T11:02:28.857997+00:00</td> <td>2024-07-09T11:02:27.255735+00:00</td> <td></td> </tr> </tbody> </table>												Id ↑	Is generated	Published at	Created at	082d1f6e-a6f3-4a81-8499-1c565ea65423	X	2024-07-03T14:52:41.069251+00:00		1f964d24-721f-4cd6-b595-e00814fcfc24	X	2024-07-03T14:42:37.964431+00:00		ceb06650-586c-4498-afb3-4ce525ab94bd	✓	2024-07-09T11:02:28.857997+00:00	2024-07-09T11:02:27.255735+00:00	
Id ↑	Is generated	Published at	Created at																									
082d1f6e-a6f3-4a81-8499-1c565ea65423	X	2024-07-03T14:52:41.069251+00:00																										
1f964d24-721f-4cd6-b595-e00814fcfc24	X	2024-07-03T14:42:37.964431+00:00																										
ceb06650-586c-4498-afb3-4ce525ab94bd	✓	2024-07-09T11:02:28.857997+00:00	2024-07-09T11:02:27.255735+00:00																									
Rows per page: 10 ▾ 1-3 of 3																												

All publications and their respective changes can be viewed in the table using the “eye” icon.

- **Columns:** Enable or disable columns for display.
- **Add Filter:** Create text filters for the table by column.
- **Start Election:** Begin the Election Event.
- **Pause:** Temporarily halt the Election Event.
- **Stop Election:** End the Election Event.
- **Publish Changes:** Apply any changes to this Election Event,
  - *Note: Also publishes changes to any Election under this Election Event.*

## Publish Changes / Preview

Changing settings in the Admin Portal will not apply them until they have been published. Publishing changes is done by selecting **Publish Changes** in the Publish tab.

1. Select **Publish Changes**
2. Enter your password as this is a sensitive operation

Changes to be Published
 

CURRENT

```
{
  "ballot_publication_id": "f0f671cd-0929-42c8-98f3-107ef860f02b",
  "ballot_styles": [
    {
      "area_id": "84baf423-e994-4b81-aec2-bd5f56e2e2cd",
      "contests": [
        {
          "alias": "DUBAI PCG - PARTY LIST / Vote for 1",
          "alias_i18n": {},
          "en": "DUBAI PCG - PARTY LIST / Vote for 1"
        },
        {
          "annotations": [
            "miru:contest-id": "01199900",
            "miru:contest-name": "PARTY LIST / Vote for 1"
          ],
          "candidates": [
            {
              "alias": null,
              "alias_i18n": {},
              "annotations": [
                "miru:candidate-affiliation-id": "",
                "miru:candidate-affiliation-party": "",
                "miru:candidate-affiliation-registered-name": "",
                "miru:candidate-id": "9900110088",
                "miru:candidate-name": "88 SYSTEM OF A DOWN",
                "miru:candidate-setting": "candidate"
              ]
            }
          ]
        }
      ]
    }
  ]
}
```

CHANGES TO PUBLISH

```
{
  "ballot_publication_id": "85b78dfb-931d-40e9-8a95-2358155eb402",
  "ballot_styles": [
    {
      "area_id": "84baf423-e994-4b81-aec2-bd5f56e2e2cd",
      "contests": [
        {
          "alias": "DUBAI PCG - PARTY LIST / Vote for 1",
          "alias_i18n": {},
          "en": "DUBAI PCG - PARTY LIST / Vote for 1"
        },
        {
          "annotations": [
            "miru:contest-id": "01199900",
            "miru:contest-name": "PARTY LIST / Vote for 1"
          ],
          "candidates": [
            {
              "alias": null,
              "alias_i18n": {},
              "annotations": [
                "miru:candidate-affiliation-id": "",
                "miru:candidate-affiliation-party": "",
                "miru:candidate-affiliation-registered-name": "",
                "miru:candidate-id": "9900110088",
                "miru:candidate-name": "88 SYSTEM OF A DOWN",
                "miru:candidate-setting": "candidate"
              ]
            }
          ]
        }
      ]
    }
  ]
}
```








3. Review the changes
4. (Optional) Select **Preview** in order to preview the Voting Portal changes in a separate tab (per Area).

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5. Select **Publish Changes** in order to apply the changes.

- **Regenerate:** Regenerate the diff files
- **Export:** Export the diff files

## Tasks

Monitor the execution of previous tasks and access detailed information about system actions. This feature provides insights into task progress, system behavior, and operational history, ensuring transparency and traceability.

DASHBOARD	DATA	LOCALIZATION	VOTERS	POSTS	KEYS	TALLY	PUBLISH	<b>TASKS</b>	LOGS	SCHEDULED EVENTS	REPORTS	APPROVALS											
<b>Tasks Execution</b>																							
Information about the executed tasks																							
<table border="1"> <thead> <tr> <th style="width: 40px;"></th> <th style="width: 100px;">Id</th> <th style="width: 200px;">Name</th> <th style="width: 150px;">Start time ↓</th> <th style="width: 100px;">Status</th> <th style="width: 100px;">Actions</th> </tr> </thead> <tbody> <tr> <td><input type="checkbox"/></td> <td>9de3a9e3-302f-45d1-96a8-64555744b008</td> <td>Create Election Event</td> <td>18/11/2024, 15:04:08</td> <td><span style="background-color: green; color: white; padding: 2px 5px;">SUCCESS</span></td> <td></td> </tr> </tbody> </table>													Id	Name	Start time ↓	Status	Actions	<input type="checkbox"/>	9de3a9e3-302f-45d1-96a8-64555744b008	Create Election Event	18/11/2024, 15:04:08	<span style="background-color: green; color: white; padding: 2px 5px;">SUCCESS</span>	
	Id	Name	Start time ↓	Status	Actions																		
<input type="checkbox"/>	9de3a9e3-302f-45d1-96a8-64555744b008	Create Election Event	18/11/2024, 15:04:08	<span style="background-color: green; color: white; padding: 2px 5px;">SUCCESS</span>																			
Rows per page: <select style="width: 40px;">10</select> 1-1 of 1																							

## View a Task

1. Select the eye icon in the **Actions** column

Tasks Execution		status: SUCCESS
Information about the executed tasks		
Type	Create Election Event	
Executor	Guy ZilberQA	
Start time	18/11/2024, 15:04:08	
End time	18/11/2024, 15:04:16	
<b>Task Information</b>		
Type	Create Election Event	
Executor	Guy ZilberQA	
Start time	18/11/2024, 15:04:08	
End time	18/11/2024, 15:04:16	
<b>Logs</b>		
Date	Entry	
18/11/2024, 15:04:08	Task started	
18/11/2024, 15:04:16	Task completed successfully	
<a href="#" style="border: 1px solid #ccc; padding: 2px 10px; margin-bottom: 10px;">◀ Back</a>		

2. View detailed information about this specific task.  
 3. (Optional) Select **Back** to return to the table view.

## Logs

Access the system log to monitor activity across the entire platform, including voter events, Keycloak events, system events, and user events. The Logs tab provides a holistic view of

all ongoing activities, offering detailed insights into the system's operations.

DASHBOARD DATA LOCALIZATION VOTERS POSTS KEYS TALLY PUBLISH TASKS **LOGS** SCHEDULED EVENTS REPORTS APPROVALS

### Logs

General logs of the main and IAM databases

<input type="checkbox"/>	<input type="checkbox"/> ↓ Id	User	Created	Statement timestamp	Statement kind	Event Type	Log Type	Description
<input type="checkbox"/>	25	d5b5148d-15bc-444c-a56e-2600319cc031b	Fri, 15 Nov 2024 10:53:16 GMT	Fri, 15 Nov 2024 10:53:16 GMT	KeycloakUserEvent	USER	INFO	Electoral log created.
<input type="checkbox"/>	24	d5b5148d-15bc-444c-a56e-2600319cc031b	Fri, 15 Nov 2024 10:53:16 GMT	Fri, 15 Nov 2024 10:53:16 GMT	KeycloakUserEvent	USER	INFO	Electoral log created.
<input type="checkbox"/>	23	d5b5148d-15bc-444c-a56e-2600319cc031b	Fri, 15 Nov 2024 10:53:16 GMT	Fri, 15 Nov 2024 10:53:16 GMT	KeycloakUserEvent	USER	INFO	Electoral log created.
<input type="checkbox"/>	22	d5b5148d-15bc-444c-a56e-2600319cc031b	Fri, 15 Nov 2024 10:53:16 GMT	Fri, 15 Nov 2024 10:53:16 GMT	KeycloakUserEvent	USER	INFO	Electoral log created.
<input type="checkbox"/>	21	d5b5148d-15bc-444c-a56e-2600319cc031b	Fri, 15 Nov 2024 10:53:00 GMT	Fri, 15 Nov 2024 10:53:00 GMT	SendCommunications	SYSTEM	INFO	Communication sent to user.
<input type="checkbox"/>	20	d5b5148d-15bc-444c-a56e-2600319cc031b	Fri, 15 Nov 2024 10:53:00 GMT	Fri, 15 Nov 2024 10:53:00 GMT	KeycloakUserEvent	USER	INFO	Electoral log created.
<input type="checkbox"/>	19	d5b5148d-15bc-444c-a56e-2600319cc031b	Fri, 15 Nov 2024 10:53:00 GMT	Fri, 15 Nov 2024 10:53:00 GMT	KeycloakUserEvent	USER	INFO	Electoral log created.
<input type="checkbox"/>	18	d5b5148d-15bc-444c-a56e-2600319cc031b	Fri, 15 Nov 2024 10:53:00 GMT	Fri, 15 Nov 2024 10:53:00 GMT	KeycloakUserEvent	USER	INFO	Electoral log created.
<input type="checkbox"/>	17	ca95ef31-1fb8-4743-810c-01cd636e6a0b	Fri, 15 Nov 2024 07:04:21 GMT	Fri, 15 Nov 2024 07:04:21 GMT	SendCommunications	SYSTEM	INFO	Communication sent to user.
<input type="checkbox"/>	16	ca95ef31-1fb8-4743-810c-01cd636e6a0b	Fri, 15 Nov 2024 02:51:12 GMT	Fri, 15 Nov 2024 02:51:12 GMT	KeycloakUserEvent	USER	INFO	Electoral log created.

Rows per page: 10 ▾ 1-10 of 25 < 1 2 3 >

1. Select **Columns** in order to hide/show different points of data per log entry.

## Scheduled Events

Define scheduled events for your Election Event or related Elections.

DASHBOARD DATA LOCALIZATION VOTERS POSTS KEYS TALLY PUBLISH TASKS **SCHEDULED EVENTS** REPORTS APPROVALS

### Scheduled Events

Manages the configuration of the automatic execution of events like the start or end of the voting period.

<input type="checkbox"/>	Election	Type	Stopped At	Scheduled At	Actions
<input type="checkbox"/>	DHAKA PE - Test Voting	End Voting Period	Wed Oct 30 2024 15:00:00 GMT+0200	Wed Oct 30 2024 15:00:00 GMT+0200	 

Rows per page: 10 ▾ 1-1 of 1

## Adding a Scheduled Event

1. Select **Add.**

## Create Scheduled Event

Create a new Scheduled Event configuration.

Type — Start Voting Period

Election

Start Date and Time \* dd/mm/yyyy, --::—

 Save

2. Select a Scheduled Event Type.
3. Select an Election (*Optional*)
  - a. If no Election is selected, the Scheduled Event will apply to the Election Event and all related Elections.
4. Select the starting date and time for this event.
5. Select the starting date and time for when this scheduled event is triggered.
  - a. Start Date and Time for “Stop Voting Period” is the time the voting period ends.
  - b. Start Date and Time for “Start Voting Period” is the time the voting period starts.

**Warning:** The End dates in the Election Event OVERRIDE dates set in Elections.

**Example:**

- Election Event End Date is set to: 1.1.2000 18:00
- Election End Date is set to: 1.1.2000 18:30

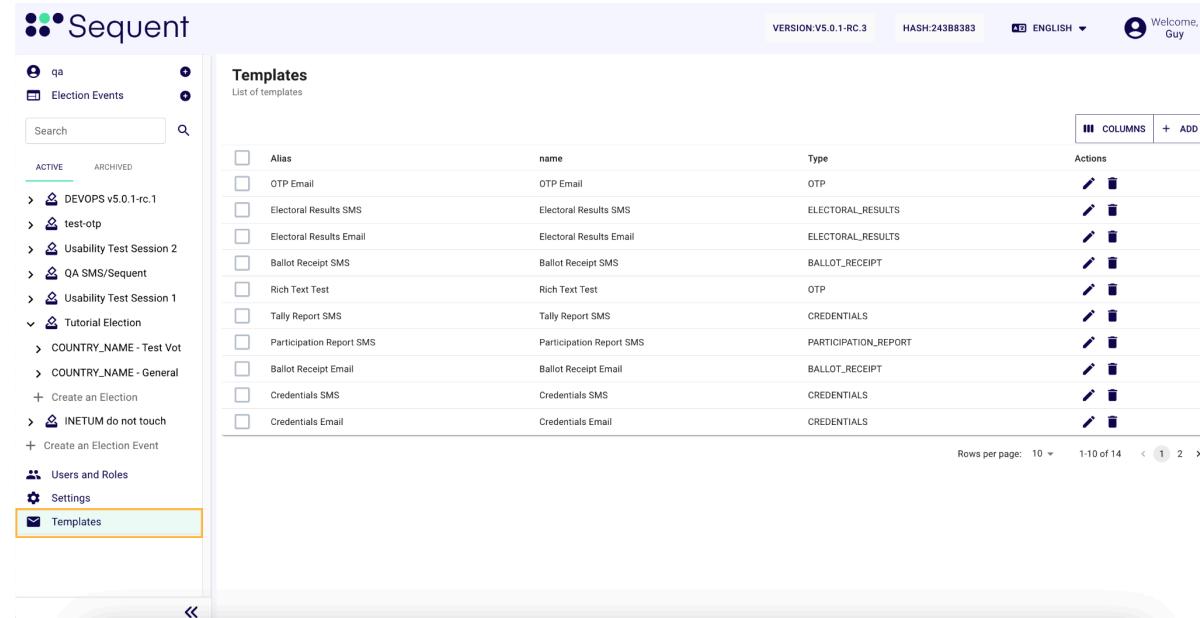
**Result:** The *Election AND Election Event* will end at 18:00.

## Reports

The Reports tab allows for the configuration, generation, and scheduling of reports using predefined Templates (refer to the Templates section of this guide for details). Some Reports, like the Initialization Report, Manual Verification, and Ballot Receipt, are triggered automatically by system actions. Other reports, such as the Statistical Report and Voter List Summary, can be scheduled or generated manually as needed. This tab provides full control over Report configuration and scheduling, ensuring flexibility and automation where required.

## Templates

To manage Reports efficiently, it is essential to associate Report Types with Templates. This association allows consistency and clarity throughout different types of Reports. The combination of Report Type and Template produces a “recipe” for generating Reports.



The screenshot shows the Sequent software interface with the following details:

- Header:** VERSION:V5.0.1-RC.3, HASH:243B88383, ENGLISH, Welcome Guy
- Left Sidebar:**
  - qa
  - Election Events
  - Search input field
  - ACTIVE (highlighted)
  - ARCHIVED
  - DEVOPS v5.0.1-rc.1
  - test-otp
  - Usability Test Session 2
  - QA SMS/Sequent
  - Usability Test Session 1
  - Tutorial Election (expanded)
    - COUNTRY\_NAME - Test Vot
    - COUNTRY\_NAME - General
  - Create an Election
  - INETUM do not touch
  - Create an Election Event
  - Users and Roles
  - Settings
  - Templates** (highlighted with an orange border)
- Content Area:**

### Templates

List of templates

	Alias	name	Type	Actions
<input type="checkbox"/>	OTP Email	OTP Email	OTP	
<input type="checkbox"/>	Electoral Results SMS	Electoral Results SMS	ELECTORAL_RESULTS	
<input type="checkbox"/>	Electoral Results Email	Electoral Results Email	ELECTORAL_RESULTS	
<input type="checkbox"/>	Ballot Receipt SMS	Ballot Receipt SMS	BALLOT_RECEIPT	
<input type="checkbox"/>	Rich Text Test	Rich Text Test	OTP	
<input type="checkbox"/>	Tally Report SMS	Tally Report SMS	CREDENTIALS	
<input type="checkbox"/>	Participation Report SMS	Participation Report SMS	PARTICIPATION_REPORT	
<input type="checkbox"/>	Ballot Receipt Email	Ballot Receipt Email	BALLOT_RECEIPT	
<input type="checkbox"/>	Credentials SMS	Credentials SMS	CREDENTIALS	
<input type="checkbox"/>	Credentials Email	Credentials Email	CREDENTIALS	

Rows per page: 10 | 1-10 of 14 | < 1 2 >

1. Select **Add** to create a Template

## Create a Template

**General**

Template Alias \*

Template Name \*

Type \*

Choose Methods

Email    SMS    Document

2. Input information into the fields
  - a. **Template Alias (Optional):** The display name of your template in the Administration Portal
  - b. **Template Name:** The name of your template in the Administration Portal
  - c. **Template Type:** The type of your template. There are many areas of the system which use Templates. Examples are available in the above screenshot of the Templates section.
3. The **Email/SMS/Document** radio buttons indicate if you want to include an Email/SMS message in the Template, or add a Document as an attachment.
4. Once a Template has been configured, it will be used in different areas of the system.

*Note: Templates are configurable and it is suggested to use predefined or default formats. For further clarification, refer to the Reports section in Election Event.*

**Example:** Configuring the Ballot Receipt (or Voter Receipt) and selecting Save will set the receipt to look like the Document section in the accordion (see below).

## Document

RICH TEXT BODY    PLAIN TEXT BODY

Paragraph    B    I    A    ...

{{{data.logo}}}

### Your vote has been cast

The confirmation code below verifies that your ballot has been cast successfully. You can use this code to verify that your ballot has been counted.

Your Ballot ID: {{{data.ballot\_id}}}

Ballot tracker link: [Click here](#)

### Verify that your ballot has been cast

You can verify your ballot has been cast correctly at any moment using the following QR code:

{{{data.qrcode}}}

Press ⌘0 for help

65 words

## Tutorial Election

Election event configuration.

< LOCALIZATION    VOTERS    AREAS    KEYS    TALLY    PUBLISH    TASKS    LOGS    SCHEDULED EVENTS    **REPORTS**

### Reports

Generate reports for the election events

**COLUMNS**    + ADD

<input type="checkbox"/> Report Type	Template	Election	Actions
<input type="checkbox"/> ELECTORAL_RESULTS	Statistical Report - Tutorial	Tutorial	  

Rows per page: 10 ▾    1-1 of 1

#### 1. Select Add.

## Create Report

Create a new Report configuration.

Report Type  
Ballot Receipt

Election

Template

Repeatable

 Save

2. Select a Report Type.
  - a. This is the type of data that will be generated.  
*Example: Statistical Report - generates statistical data about Tally results*
3. Select an Election from which the data will be gathered.
  - a. If this field remains blank, ALL Elections will have this Report configuration applied to them.
4. Select the appropriate Template (*Optional*).
  - a. If this field remains blank, the Report will use a Default Template designed by Sequent.
  - b. The Template is how the Report data will be displayed in the report (HTML code).
  - c. Templates are associated with Report Types in the Templates tab (see Templates section of this guide for more information).
5. Select Save.

### Repeatable Reports

Enabling the Repeatable option allows repeatedly generating and sending Reports according to a set amount of time using [Cron Expressions](#).

Repeatable

Cron Expression \*

Email Recipients \*

 Save

1. Set your Cron Expression (see below for a quick guide).
2. Set the Email Recipients of this report.
3. Select Save.

### Setting up a Cron Expression

A cron expression is a set of instructions that tells a system when to run a task. It consists of five parts each associated with a position (from left to right):

1. **Minute** (0-59)
2. **Hour** (0-23)
3. **Day of the month** (1-31)
4. **Month** (1-12)
5. **Day of the week** (0-6, where 0 = Sunday and 6 = Saturday)

Here are some examples:

1. **Hourly Report:** `0 * * * *`  
This runs the task *every hour* at the top of the hour (e.g., 1:00, 2:00, etc.).
2. **Daily Report:** `15 9 * * *`  
This runs the task *every day* at 9:15 AM.
3. **Monthly Report:** `30 10 1 * *`  
This runs the task on the *first day of every month* at 10:30 AM.
4. **Day of the Week Report:** `0 14 * * 5`  
This runs the task *every Friday* at 2:00 PM.

### Encrypted Reports

To ensure the protection of sensitive information, reports can be encrypted with a password chosen by the user. This functionality not only secures the content from unauthorized access but also maintains the encryption status and the user-defined password during export and

import. Reports that are encrypted at the time of export will retain their encrypted state when imported, eliminating the need for re-encryption. Additionally, the predefined password ensures continuity, requiring the same credentials for decryption regardless of where or when the report is accessed.

1. Click **Create Report** or **Add**.
2. Choose a Type
3. Choose an Election
4. (Optional) Choose a Template

## Create Report

Create a new Report configuration.

Type \*

Election

Template

Encryption Policy \*

Unencrypted

 Save

5. Set the Encryption Policy to **Configured Password**

**>Password**

Password:

Repeat Password:

**Save Password**

6. Enter password in the *Password* field.
7. Repeat password in the *Repeat Password* field.
  - a. **This password is required to decrypt all generated reports created from this recipe**
8. Click **Save Password**

## WIP - Approvals

Track the status of voter enrollment approvals, categorized into automated and manual processes. This page also facilitates the management of manual verification, streamlining the approval workflow.

DASHBOARD	DATA	LOCALIZATION	VOTERS	AREAS	KEYS	TALLY	PUBLISH	TASKS	LOGS	SCHEDULED EVENTS	REPORTS	APPROVALS														
												<div style="display: flex; justify-content: space-between;"> <span>COLUMNS</span> <span>ADD FILTER</span> </div> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 10%;">Id</th> <th style="width: 20%;">Created at ↓</th> <th style="width: 20%;">Updated at</th> <th style="width: 15%;">Applicant</th> <th style="width: 15%;">Verification type</th> <th style="width: 10%;">Status</th> <th style="width: 10%;">Actions</th> </tr> </thead> <tbody> <tr> <td>e273e4a8-e822-465e-9dcb-a2f3df54d8b4</td> <td>27/11/2024, 08:43:59</td> <td>27/11/2024, 08:43:59</td> <td></td> <td>MANUAL</td> <td>PENDING</td> <td></td> </tr> </tbody> </table> <p>Rows per page: 10 ▾ 1-1 of 1</p>	Id	Created at ↓	Updated at	Applicant	Verification type	Status	Actions	e273e4a8-e822-465e-9dcb-a2f3df54d8b4	27/11/2024, 08:43:59	27/11/2024, 08:43:59		MANUAL	PENDING	
Id	Created at ↓	Updated at	Applicant	Verification type	Status	Actions																				
e273e4a8-e822-465e-9dcb-a2f3df54d8b4	27/11/2024, 08:43:59	27/11/2024, 08:43:59		MANUAL	PENDING																					

1. Select the eye icon in order to open an approval request.

**Approval Information**

ID Card Type	Philippine Passport
First Name	[REDACTED]
Last Name	[REDACTED]
Username	-
Mobile No.	[REDACTED]
Email	[REDACTED]
OTP Method	-
Post/Embassy	Dhaka PE
Country	Maldives/Dhaka PE
ID Validated?	VERIFIED
Authorized Elections	-
ID No.	[REDACTED]

## 2. Review the Approval Information

Voters							
Find matching voters							
First Name	Last Name	Email	Authorized Elections	Middle Name	Register via	Terms Of Service	Actions
Felix	Robles	felix@seuentech.io	-	-	<input type="button" value="email"/>	-	

Rows per page: 10 ▾ 1-1 of 1

3. If the Approval Information matches a voter, select the green check icon in order to verify this voter.
  - a. Filters will automatically be applied according to the first and last name in the Approval Information.



Are you sure you want to approve this voter? This action is not reversible.



4. Approve the warning dialog in order to finalize the approval of the voter.

## Keys/Tally

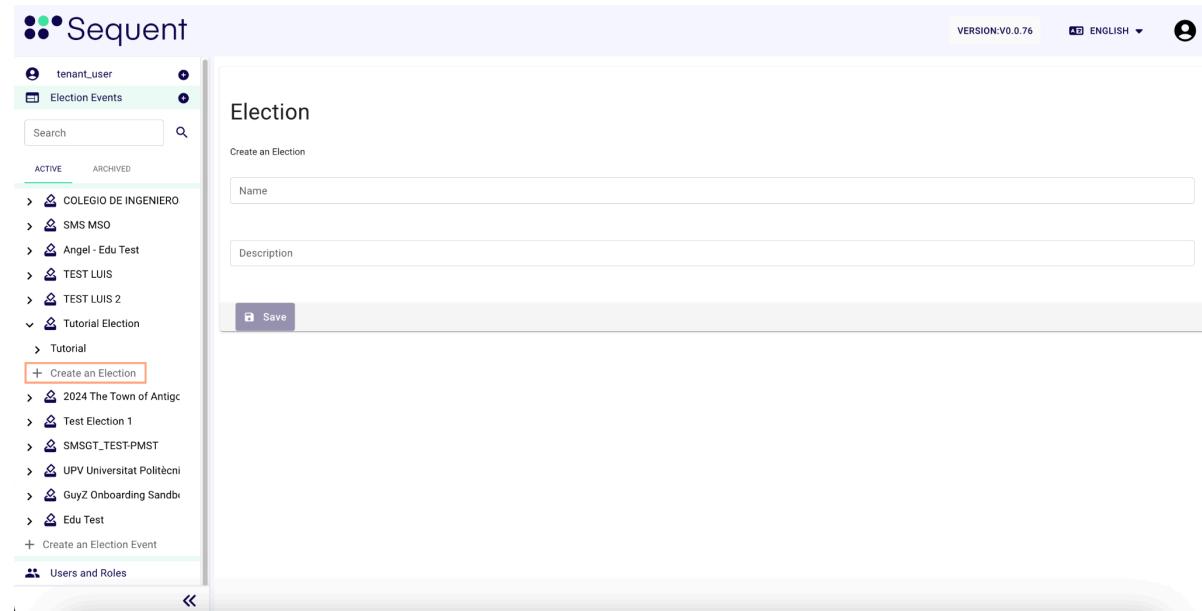
Keys and Tally ceremonies are not relevant for the Pre-Election phase and will be explained during the **Election Management** part of this guide.

## Election

An Election is a specific voting activity within an Election Event. It involves the actual voting process where voters cast their ballots for candidates or questions presented on the ballot. Each Election is a component of the broader Election Event and operates within the parameters set by the Election Event configuration.

## Create

To create an Election in the Sequent Online Voting System (OVS) using the provided screen:


 A screenshot of the Sequent Online Voting System (OVS) interface. The left sidebar shows a tree view of election events under the 'tenant\_user' section, with 'ACTIVE' selected. One node, 'Create an Election', is highlighted with an orange box. The main content area is titled 'Election' and contains a form for 'Create an Election'. It has two input fields: 'Name' and 'Description', both currently empty. Below the fields is a 'Save' button. At the top right of the main area, it says 'VERSION:V0.0.76 ENGLISH'.

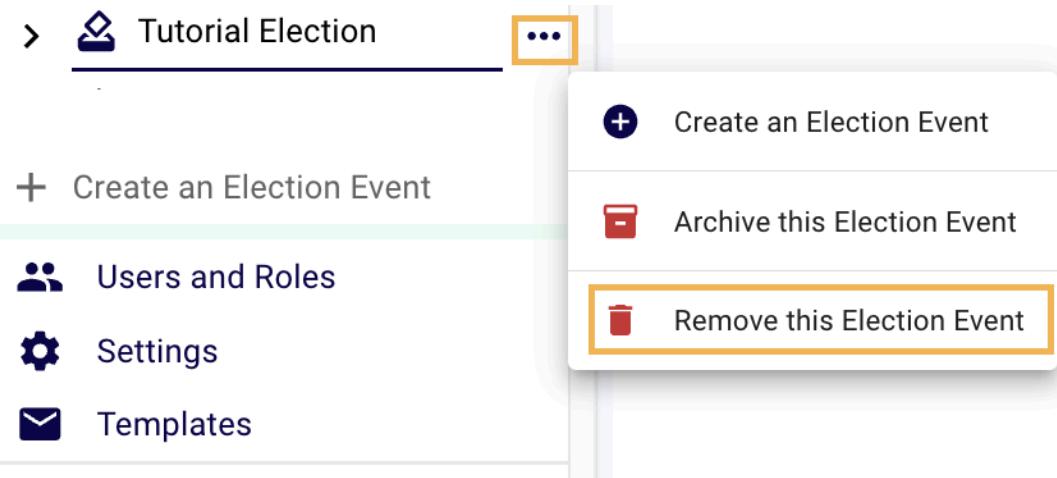
1. **Navigate to the Election Event where you intend to create a new Election:**
  - On the left sidebar, locate the "Election Events" section.
2. **Initiate the Creation of an Election:**
  - At the bottom of the Election Event, you will see an option labeled "Create an Election" highlighted with an orange box in the image above. Click on this option to start the process.
3. **Enter Election Details:**
  - **Name:** In the "Name" field, enter the name of the Election you want to create.
  - **Description (optional):** In the "Description" field, provide a brief description of the Election.
4. **Save the Election:**
  - Once you have filled in the necessary details, click on the "Save" button to create the Election.

The newly created election will appear in the list of active election events on the left sidebar.

## Delete

1. Navigate to the **Election Event** you wish to delete.

2. Click on the kebab menu and select “**Remove this Election Event**”



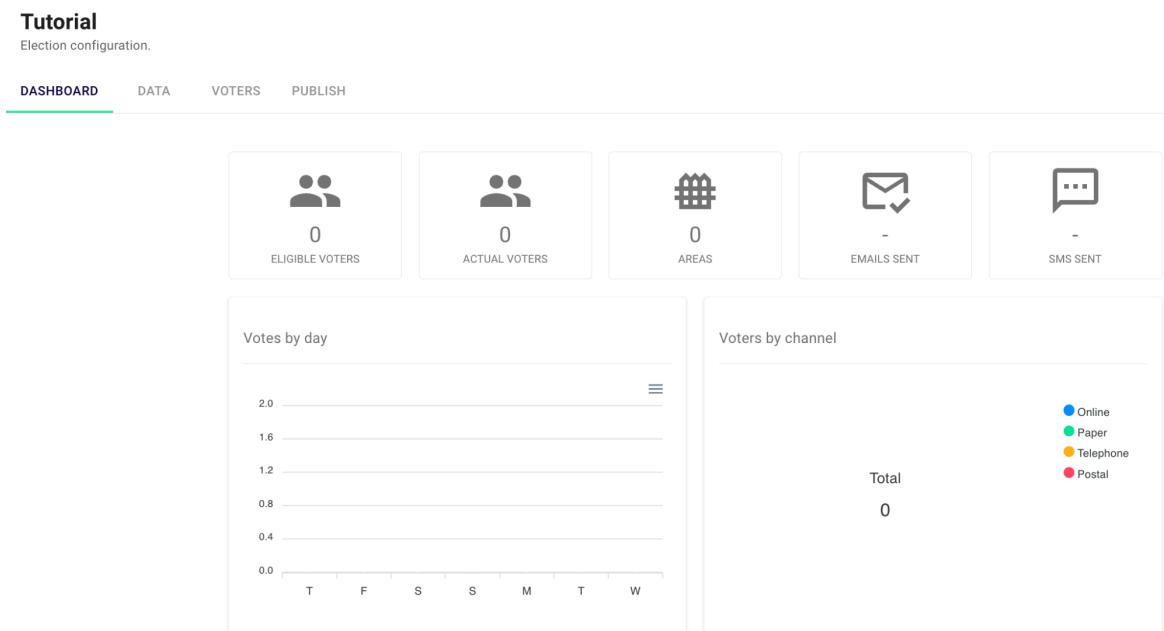
The screenshot shows a navigation sidebar with the following items:

- > **Tutorial Election**
- + Create an Election Event**
- Users and Roles**
- Settings**
- Templates**

A context menu is open over the "Tutorial Election" item, containing the following options:

- Create an Election Event**
- Archive this Election Event**
- Remove this Election Event** (highlighted with a yellow border)

## Dashboard



- **Metrics:**
  - **Eligible Voters:** Displays the number of voters eligible to participate in the Election.
  - **Actual Voters (Enrolled Voters):** Shows the number of enabled voters within the Election.
  - **Areas:** Indicates the number of geographic areas involved in the Election.
  - **Emails Sent:** Total number of emails sent to voters.
  - **SMS Sent:** Total number of SMS messages sent to voters.
- **Charts:**
  - **Votes by Day:** A graphical representation of the daily voting activity.
  - **Voters by Channel:** A pie chart showing the distribution of votes by voting channel (Online, Paper, Telephone, Postal).

This dashboard provides administrators with a snapshot of the Election's progress and statistics.

*Note that this is not the same data displayed in Election Event, but a subset of that data relevant only for this Election.*

## Data

Manage data related to the Election.

**Test Voting**  
Election configuration.

DASHBOARD DATA VOTERS PUBLISH

General

Language

Voting Channels Allowed

Ballot Design

Receipts

Image

Advanced Configuration

 Save

- **General:** Set up basic details.
- **Language:** Supported Languages.
- **Voting Channels Allowed:** Applicable voting methods.
- **Ballot Design:** Manage presentation of ballot elements.
- **Receipts:** Method of receipt to voter.
- **Image:** Picture for this Election.
- **Advanced Configuration:** Import Advanced Configuration.

*More information on each section is available below.*

### General

Setup basic details and configure multilingual names for this Election.

## General

ENGLISH SPANISH

Name  
Tutorial

Alias

Description

## Dates

Set the start and end dates for your Election.

### Dates

Start Date and Time  
dd/mm/yyyy, --:--

End Date and Time  
dd/mm/yyyy, --:--

1. Select Start and End date and time for your Election using the calendar menus.
  - Start Date: Commence the voting period.
  - End Date: End the voting period.

## Language

Manage language options for your Election.

### Language

- English       Default  
 Spanish       Default

1. **Define Languages:** Set the relevant languages for your Election using the available radio buttons.
2. **Set Default Language:** Set the default language for your Election by selecting “Default” next to the appropriate language.

## Ballot Design

Manage presentation of ballot elements.

### Ballot Design

Audit Button Display Options \*  
Show In Help Dialog

Presentation contests order \*  
Custom

#### Reorder contests

SENATOR / Vote for 12

PARTY LIST / Vote for 1

1. **Audit Button Display Options:** Displays the audit ballot button in the voting portal
2. **Presentation Contests Order:** Choose between Random, Alphabetical and Custom ordering.
  - a. When selecting **Custom**, the option to **Reorder Contests** manually becomes available.

## Voting Channels Allowed

Voting Channels are the methods in which votes are accepted in this Election.

### Voting Channels Allowed

Online

Kiosk

1. Use the radio buttons to define which Voting Channels are applicable in this Election.

## Image

Allows uploading an image to be displayed within the system for this Election.

### Image

Drag & drop files or [Browse](#)  
Supported format: txt

1. Upload an image by dragging and dropping a .png file.

## Advanced Configuration

Allows uploading a configuration to be applied for this Election and defining the allowed number of votes for this Election.

**Advanced Configuration**

 Cast Vote Confirmation Modal

Number of allowed votes  
10000

Permission Label



Drop a file to upload, or click to select it.

Preview  
▶ {...} 9 items

1. **Cast Vote Confirmation Modal:** Display a dialog box confirming that the vote will be cast.
2. **Number of Allowed Votes:** Amount of revotes permitted for this Election.
3. **Permission Label:** Label this Election with permissions which can be associated with an Admin Portal user.
  - a. Set the permission label to “Permission A”
  - b. Choose a user: Set their permission label to “Permission A”
  - c. Now this user can access this election while other voters cannot.
4. **Upload (Optional):** Drag and drop a configuration file in order to upload an advanced configuration.

## Voters

This section displays the voters already assigned to this Election, via Areas and Contests.

*Note - voters are not created per Election, but are assigned via Areas and Contests.  
Return to this section once you've successfully created a Contest.*

**Tutorial**  
Election configuration.

DASHBOARD DATA **VOTERS** PUBLISH

No voters yet.

Do you want to create one?

 + Create Voter  Import

1. Creating a voter in this context does not directly add them to this specific **Election**; it registers them in the associated **Election Event**.
2. To assign voters to a particular **Election**, you need to follow these steps: first, create a **Contest**, then assign the **Contest** to an **Area**, and finally, assign the **Voter** to that **Area**.

*Refer to the example below*

## Assign a Voter to an Election Example

*Voter record from Election Event Voters tab*

guy.zilber@sequentech.com    Guy    +12345678    Zilber    guy.zilber@sequentech.com    Area 1    X   

**Tutorial Election**  
Election event configuration.

DASHBOARD    DATA    LOCALIZATION    **VOTERS**    AREAS    KEYS    TALLY    PUBLISH    TASKS    LOGS    SCHEDULE >

Id ↑	First Name	Last Name	Area	Middle Name	Suffix	Birth Date	Voted	Actions
71ae94ae-d894-4224-be0c-8128acc133bd	Tutorial	Voter	-	-	-	31/12/1110	X	

Rows per page: 10 ▾    1-1 of 1

1. In the **Election Event**, notice that the voter is not assigned to an area.

**Tutorial Election**  
Election event configuration.

DASHBOARD    DATA    LOCALIZATION    **VOTERS**    AREAS    KEYS    TALLY    PUBLISH    TASKS    LOGS    SCHEDULE >

Id ↑	First Name	Last Name	Area	Middle Name	Suffix	Birth Date	Voted	Actions
71ae94ae-d894-4224-be0c-8128acc133bd	Tutorial	Voter	-	-	-	31/12/1110	X	

2. Select the **Election voters**, notice that no voters are associated.

**General Election**  
Election configuration.

DASHBOARD    DATA    **VOTERS**    PUBLISH

No voters yet.

Do you want to create one?

Create Voter    Import

3. Proceed to the Areas tab in the **Election Event**, create an **Area**.

**Areas**  
Area configuration.

Name  
name\_of\_area

Save

4. Select the **Edit icon** for the relevant **Area**, assign the appropriate **Contest** and **Save**.

## Areas

Area configuration.

Name	name_of_area
------	--------------

Description
-------------

Area contest
--------------

POST_NAME - SENATOR / Vote for 12
-----------------------------------

POST_NAME - PARTY LIST / Vote for 1
-------------------------------------

5. Go back to **Voters** in **Election Event** and **Edit** the voter to add the relevant **Area**.

## Area

Area 1
--------

 Save
--

Your Voter is now assigned to the Election(s) associated with this Area and Contest.

## Tutorial Election

Election event configuration.

DASHBOARD DATA LOCALIZATION **VOTERS** AREAS KEYS TALLY PUBLISH TASKS LOGS SCHIE >

III COLUMNS		= ADD FILTER	+ ADD	IMPORT	EXPORT	SEND
<input type="checkbox"/>	Id ↑	First Name	Last Name	Area	Middle Name	Suffix
<input type="checkbox"/>	71ae94ae-d894-4224-be0c-8128acc133bd	Tutorial	Voter	Area 1	-	31/12/1110 X :

Rows per page: 10 ▾ 1-1 of 1

## Publish

To commit any changes to an Election, they must be published using this tab. Additionally, you can start, pause, and stop Elections here.

### Tutorial Election

Election event configuration.

DASHBOARD DATA VOTERS AREAS KEYS TALLY PUBLISH LOGS

COLUMNS ADD FILTER START ELECTION PAUSE STOP ELECTION PUBLISH CHANGES

#### Publish History

<input type="checkbox"/> Id ↑	Is generated	Published at	Created at	
<input type="checkbox"/> 082d1f6e-a6f3-4a81-8499-1c565ea65423	✗		2024-07-03T14:52:41.069251+00:00	
<input type="checkbox"/> 1f964d24-721f-4cd6-b595-e00814fcfc24	✗		2024-07-03T14:42:37.964431+00:00	
<input type="checkbox"/> ceb06650-586c-4498-afb3-4ce525ab94bd	✓	2024-07-09T11:02:28.857997+00:00	2024-07-09T11:02:27.255735+00:00	

Rows per page: 10 ▾ 1-3 of 3

All publications and their respective changes can be viewed in the table using the “eye” icon.

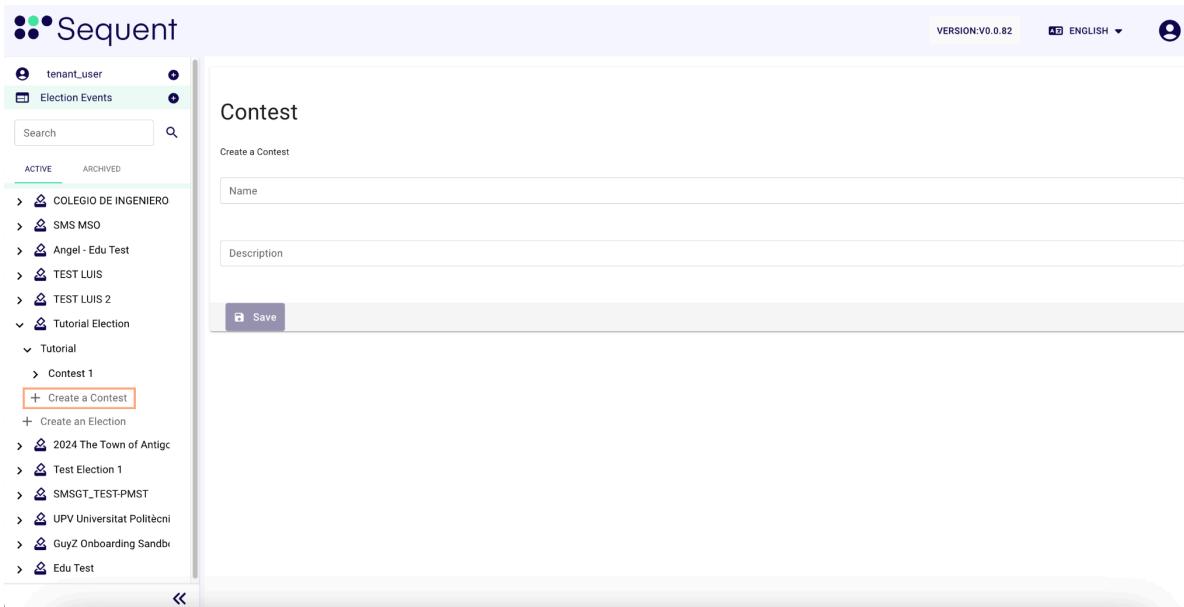
- **Columns:** Enable or disable columns for display.
- **Add Filter:** Create text filters for the table by column.
- **Start Election:** Begin the Election Event.
- **Pause:** Temporarily halt the Election Event.
- **Stop Election:** End the Election Event.
- **Publish Changes:** Apply any changes to this Election.

## Contest

Contests are components within an Election Event, representing specific issues or positions that voters will decide on. Each Contest is assigned to an Area and linked to Candidates or options, ensuring accurate and efficient voting.

## Create

To create a Contest in the Sequent Online Voting System (OVS) use the provided screen:



The screenshot shows the 'Contest' creation interface. On the left, there's a sidebar with navigation links like 'tenant\_user', 'Election Events', 'Search', 'ACTIVE', 'ARCHIVED', and a tree view of election events including 'COLEGIO DE INGENIERO', 'SMS MSO', 'Angel - Edu Test', 'TEST LUIS', 'TEST LUIS 2', 'Tutorial Election', 'Tutorial', 'Contest 1', and '+ Create a Contest'. The main area is titled 'Contest' and contains a 'Create a Contest' form with fields for 'Name' and 'Description', and a 'Save' button.

1. **Navigate to the Election where you intend to create a new Contest:**
  - On the left sidebar, locate the "Election Events" section.
2. **Initiate the Creation of a Contest:**
  - At the bottom of the Election, you will see an option labeled "Create a Contest" highlighted with an orange box in the image above. Click on this option to start the process.
3. **Enter Contest Details:**
  - **Name:** In the "Name" field, enter the name of the Contest you want to create.
  - **Description (optional):** In the "Description" field, provide a brief description of the Contest.
4. **Save the Contest:**
  - Once you have filled in the necessary details, click on the "Save" button to create the Contest.

## Data

Manage data related to the Contest.

**Contest 1**  
Contest configuration.

**DATA**    **TALLY SHEETS**

---

General	▼
Ballot Voting System	▼
Ballot Design	▼
Image	▼
Advanced Configuration	▼

- **General:** Set up basic details.
- **Ballot Voting System:** Allows implementation of different voting systems for the Ballot.
- **Ballot Design:** Manages the display of ballot elements, along with alerts and settings.
- **Image:** Picture for this Election.
- **Advanced Configuration:** Import Advanced Configuration.

*More information on each section is available below.*

### General

Setup basic details and configure multilingual names for this Election.

## General

ENGLISH SPANISH

Name  
Contest 1

Alias

Description

## WIP - Ballot Voting System

### Ballot Design

Manages the display of ballot elements, along with alerts and settings. This includes customizing the layout, configuring visual elements, and setting up notifications to ensure voters have a clear and user-friendly voting experience. Additionally, it allows administrators to adjust settings to meet specific election requirements.

## Ballot Design

Is acclaimed

Min votes  
0

Max votes  
12

Winning candidates num  
12

Presentation candidates order \*  
Alphabetical

**Edit Lists**

Presentation enable checkable lists \*  
Candidates And Lists

Presentation max selections per type

**Policies**

Under Vote Policy \*  
Warn in Review

Invalid Vote Policy \*  
Not Allowed

Blank Vote Policy \*  
Allowed

Over Vote Policy \*  
Not Allowed with Warning message and Disable further selections

Page Name

- **Is acclaimed:** The winner for this Contest has already been determined. Voters can view the result on the Ballot but are unable to cast a vote.
- **Under-Vote Alert:** Displays a message if the voter does not select the minimum number of votes available to them.
- **Winning Candidates Number:** Specifies the number of candidates that can win the contest.
- **Candidate Order:** Determines the order in which candidates will be displayed.
- **Edit Lists:**
  - **Enable Checkable Lists:** Allows for different voting concepts, including lists, candidates, and combined candidates and lists.
  - **Max Selections Per Type:** Sets the maximum number of selections available for each type of candidate.
- **Policies:** Used to define Ballot Policies in terms of voter behavior:
  - **Allowed:** The ballot behavior is allowed and the vote can be cast.

- **Warn:** The ballot behavior is allowed, the user will be warned, and the vote can be cast.

- **Warn Invalid Implicit and Explicit**

- **Not Allowed:** The ballot behavior is not allowed, the vote cannot be cast.

- **Policy Types**

- **Under Vote Policy:** When a voter selects fewer options than allowed.
  - i. **Allowed:** Voters can submit their ballot without any warning.
  - ii. **Warn:** Voters can submit their ballot but will receive warnings during both the ballot and review phases.
  - iii. **Warn in Review:** Voters can submit their ballot, but the warning will only appear during the review phase.
  - iv. **Warn and Alert:** Voters can submit their ballot but will receive warnings during the ballot phase, and a confirmation dialog will force them to acknowledge the submission with fewer options selected.
- **Over Vote Policy:** When a voter selects more options than allowed.
  - i. **Allowed:** Voters can submit their ballot without any warning.
  - ii. **Warn:** Voters can submit their ballot but will receive warnings during both the ballot and review phases.
  - iii. **Warn and Alert:** Voters can submit their ballot, but they will receive warnings in the ballot phase, a confirmation dialog will force them to acknowledge the submission with excess selections.
  - iv. **Not Allowed with Warn and Alert:** Voters cannot submit their ballot. They will be warned and alerted during both the ballot and review phases.
  - v. **Not Allowed with Warning and Selection Lock:** Voters will be warned and unable to select more options than allowed.
- **Invalid Vote Policy:** When a voter selects an invalid option.
  - i. **Allowed:** Voters can submit their ballot without any warning.
  - ii. **Warn:** Voters can submit their ballot but will receive warnings during both the ballot and review phases.
  - iii. **Warn Implicit and Explicit:** Voter will receive warnings for both explicitly invalid options (e.g., a null vote) and implicitly invalid votes (e.g., selecting more candidates than allowed).
  - iv. **Not Allowed:** Voters cannot submit their ballot if invalid options are selected.
- **Blank Vote Policy:** When a voter selects the blank vote option.
  - i. **Allowed:** Voters can submit their ballot without any warning.
  - ii. **Warn:** Voters can submit their ballot but will receive warnings during both the ballot and review phases.
  - iii. **Warn in Review:** Voters can submit their ballot, but the warning will only appear during the review phase.
  - iv. **Not Allowed:** Voters cannot submit a blank ballot.

- **Page Name:** Define the page name for this Contest.

- Contests with the same page name will appear on the same page.
- Contests with no page name will appear separately by default.

## Image

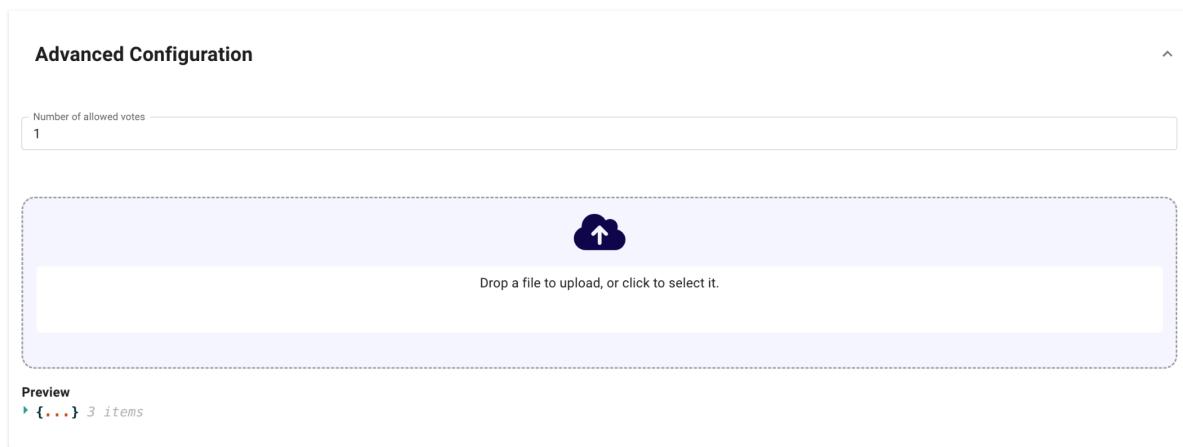
Allows uploading an image to be displayed within the system for this Election.



The screenshot shows a user interface for uploading an image. At the top left, it says "Image". Below that is a large rectangular area with a dashed border, representing a placeholder for the uploaded file. In the center of this area is a dark blue cloud icon with a white upward-pointing arrow. Below the icon, the text "Drag & drop files or [Browse](#)" is displayed, followed by "Supported format: txt".

1. Upload an image by dragging and dropping a .png file.

## Advanced Configuration



The screenshot shows a user interface for advanced configuration. At the top left, it says "Advanced Configuration". Below that is a text input field labeled "Number of allowed votes" with the value "1". Below the input field is a large rectangular area with a dashed border, representing a placeholder for the configuration file. In the center of this area is a dark blue cloud icon with a white upward-pointing arrow. Below the icon, the text "Drop a file to upload, or click to select it." is displayed. At the bottom left of this area, there is a "Preview" section with a small thumbnail and the text "▶ {...} 3 items".

1. *(Optional)* - Drag and drop a configuration file in order to upload an advanced configuration.

## WIP - Tally Sheets

Allows uploading manual Tally's to the system in cases of a combined Digital and Paper vote.

**Contest 1**

Contest configuration.

[DATA](#)    **TALLY SHEETS**

	Channel	Contest	Area	Published	Actions
<input type="checkbox"/>	POSTAL	Contest 1	Area 1		

Rows per page: 10 ▾ 1-1 of 1

- **Columns:** Enable/Disable which columns to display.
- **Add Filter:** Create a text filter for the table by column.
- **Add:** Add Tally Sheet (see below).

## Adding Tally Sheet Example

**Contest 1**

Contest configuration.

[DATA](#)    **TALLY SHEETS**
**1** Edit

**2** Confirm

**Tally Sheet**

Tally Sheet configuration.


**Data**








**Candidates**




[Back](#)
[Next >](#)

1. Fill in the Tally Sheet accordingly.

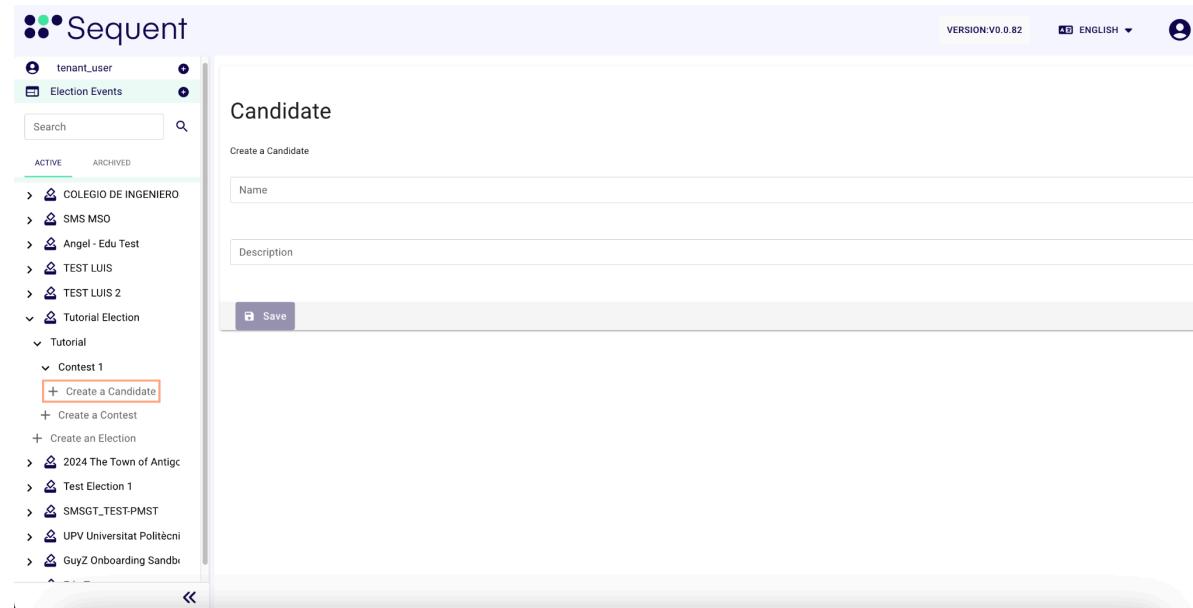
*Note that results are currently only calculated and displayed in the Election Event Report after the final Tally.*

## Candidate

Candidates are individuals or parties vying for office or specific positions within elections, associated with particular elections and areas, whose selection is determined by voter preference during the election process.

### Create

To create a Candidate in the Sequent Online Voting System (OVS) use the provided screen:



- 1. Navigate to the Contest where you intend to create a new Candidate:**
  - On the left sidebar, locate the "Election Events" section.
- 2. Initiate the Creation of a Candidate:**
  - At the bottom of the Contest, you will see an option labeled "Create a Candidate" highlighted with an orange box in the image above. Click on this option to start the process.
- 3. Enter Candidate Details:**
  - **Name:** In the "Name" field, enter the name of the Candidate you want to create.
  - **Description (optional):** In the "Description" field, provide a brief description of the Candidate.
- 4. Save the Candidate:**
  - Once you have filled in the necessary details, click on the "Save" button to create the Candidate.

## Data

Manage data related to the Candidate.

### Candidate 1

Candidate configuration.

DATA

General

Type

Image

**General:** Set up basic details.

**Type:** Attributes related to the Candidate.

**Image:** Picture for this Candidate to be displayed in the Voting Portal.

## General

Setup basic details and configure Candidate eligibility in the Voting Portal.

General

ENGLISH SPANISH

Name  
Candidate 1

Alias

Description

Disabled

1. Use the **Disabled** button to specify whether Voters can vote for this Candidate in the Voting Portal.

## Type

Setup attributes related to the Candidate which will be reflected in the Voting Portal.

#### Type

Type

Subtype

Invalid Vote

Blank Vote

Category List

Write-in

- **Invalid Vote:** Specifies whether this Candidate is an Invalid Vote, for example “Null Vote”, or “Spoil this Ballot”. Selecting this option will count as an Explicitly Invalid Vote.
- **Blank Vote:** Specifies whether this Candidate is a Blank Vote. Selecting this option will count as a Valid Vote.
- **Category List:** Specifies whether this Candidate is a list (a party).
- **Write-in:** Specifies whether this Candidate was a Write-In for the associated Contest.

#### Image

Allows uploading an image to be displayed within the system for this Candidate.

#### Image



Drag & drop files or [Browse](#)

Supported format: txt

1. Drag and drop an image in .png format.

*Note this image will appear both in the OVS and in the Voting Portal.*

# Election Management

## Introduction

The Election Management section of the System Manual is designed to provide administrators with the tools and knowledge needed to oversee and manage elections effectively within the Sequent Online Voting System (OVS). This section covers all aspects of managing the election process, including managing contests, voting channels, handling data, and overseeing the start and end of elections. Detailed instructions on key ceremonies, backups, verification, and ensuring the smooth operation of the election are included. This guide empowers administrators to manage elections with confidence, ensuring accuracy, transparency, and efficiency throughout the election period.

The guide is ordered in the same way that an Election is orchestrated. Follow it sequentially and perform the actions as described.

## Opening Key Distribution Ceremony

During the cryptographic key ceremony for an Election Event, trustees gather to generate essential cryptographic keys used to secure the voting process. This ceremony includes creating new keys for enhanced security measures. Each key undergoes backup procedures to ensure redundancy and prevent potential loss. Verification steps, such as cryptographic testing and audits, are performed to validate the integrity and functionality of each key. The ceremony concludes with trustees securely storing the keys, ensuring they are ready for deployment during election events to encrypt and decrypt sensitive voting data, thereby safeguarding its confidentiality and authenticity within the system.

## Creating Cryptographic Keys

To initiate the Key Ceremony in the Sequent Online Voting System (OVS) use the provided screen:

## Sequent

tenant\_user    Election Events

Search  

ACTIVE    ARCHIVED

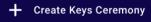
- > COLEGIO DE INGENIERO
- > SMS MSO
- > Angel - Edu Test
- > TEST LUIS
- > TEST LUIS 2
- > Tutorial Election
- + Create an Election
- > 2024 The Town of Antic
- > Test Election 1
- > SMSGT\_TEST:PMST
- > UPV Universitat Politècnica de València
- > GuyZ Onboarding Sandboxed
- > Edu Test
- + Create an Election Event

**Tutorial Election**  
Election event configuration.

DASHBOARD    DATA    VOTERS    AREAS    **KEYS**    TALLY    PUBLISH    LOGS

No Keys Ceremony yet.

Do you want to create one?

 + Create Keys Ceremony

1. Select your relevant Election Event.
2. Navigate to the **Keys** tab.
3. Select **Create Key Ceremony**.

**Tutorial Election**  
Election event configuration.

DASHBOARD    DATA    VOTERS    AREAS    **KEYS**    TALLY    PUBLISH    LOGS

① Configure ..... ② Ceremony ..... ③ Finished

### Create Election Event Keys Ceremony

In the Keys Ceremony each trustee will generate and download their fragment of the private key for the Election Event. To proceed, please choose the trustees that will participate in the ceremony and the threshold, which is the minimum number of trustees required to tally.

Threshold  
2

Trustees

trustee2  
 trustee1

 Back  Create Keys Ceremony >

4. Input the minimum Threshold for trustees for this Election Event.
5. Check the trustees to be associated with this Election Event.
6. Select **Create Keys Ceremony**.



**Are you sure you want to Create Keys Ceremony?**



You are about to Create Keys Ceremony. This action will notify the Trustees to participate in the creation and distribution of the Election Event Keys.

**Cancel**

**Yes, Create Keys Ceremony**

- Approve the Notification if you wish to continue.

KEYS    TALLY    LOGS

1 Start ----- 2 Download ----- 3 Check ----- 4 Finished

### Keys Ceremony Progress

Status: IN\_PROCESS ^

This screen shows the progress and logs of the Election Event's Keys Ceremony. In the Keys Ceremony each trustee will generate and download their fragment of the private key for the Election Event.

Trustee Name	Key Fragment Generated	Private Key Fragment Downloaded	Private Key Fragment Checked
trustee1	✓	✓	✓
trustee2	✓	✗	✗

- Trustees must download, backup and verify their key in order to proceed.  
*In the above image, trustee1 has completed the process while trustee2 has not.*

## Trustee Cryptographic Key Distribution Process

The Trustee must follow this procedure in order to download, backup and verify their respective keys. Once all trustees have completed this process, the Election can begin.

- Log in to the Administration Portal.
- Select the relevant Election Event.

KEYS    TALLY    LOGS

ⓘ You have been invited to participate in a Keys ceremony. Please [click on the ceremony's Key Action](#) to participate.

**IN PROCESS**

ID		Started at	Status	Trustee	Actions
<input type="checkbox"/>	d84671c2-67d3-43bb-ab46-cc589d8624c5	09/07/2024, 17:11:53	IN PROCESS	trustee1 trustee2	

Rows per page: 10 1-1 of 1

- Select the ceremony's Key Action invitation (orange box), or the green key icon.



① Start ..... ② Download ..... ③ Check ..... ④ Finished

## Trustee Keys Ceremony

You are about to participate in the Keys Ceremony as a Trustee (**trustee2**). This involves the following steps:

1. **Download** your Encrypted Private Key.
2. Create multiple **Backups** of the Encrypted Private Key.
3. **Check** that the backups works well.

[Back](#)  [Next](#)

### 4. Follow the on screen instructions.

KEYS      TALLY      LOGS

---

① Start ..... ② Download ..... ③ Check ..... ④ Finished

## Download Encrypted Private Key

To continue, please download and store your Encrypted Private Key at least into two different devices:

[Download your Encrypted Private Key](#)

Encrypted Private Key generated successfully.

[Back](#)  [Next](#)

5. Once the Encrypted Private Key has been downloaded, create MULTIPLE SECURE BACKUPS.
6. Select **Next** and confirm your backups have been created.

① Start ..... ② Download ..... ③ Check ..... ④ Finished

## Check your Encrypted Private Key Backups

Upload a Encrypted Private Key Backup to check that it's correct. You can try as many times as needed, from your different backups:


  
 Drag & drop files or [Browse](#)
  
Supported format: txt

encrypted\_private\_key\_trustee\_trustee2\_Sequent Internal Demo.txt

Backup verified successfully.

### 7. Drag and drop the Encrypted Private Key in order to verify it with the system.

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1 Start ----- 2 Download ----- 3 Check ----- 4 Finished

### Keys Ceremony Progress

Status: SUCCESS 

This screen shows the progress and logs of the Election Event's Keys Ceremony. In the Keys Ceremony each trustee will generate and download their fragment of the private key for the Election Event.

Trustee Name	Key Fragment Generated	Private Key Fragment Downloaded	Private Key Fragment Checked
trustee1	✓	✓	✓
trustee2	✓	✓	✓

- Once all trustees have completed the process, the Key Ceremony will be successfully completed.

## Publish and Manage an Election

Publishing and managing an online election entails a structured process designed to uphold transparency, security, and accessibility throughout the voting cycle. This includes making configuration adjustments, initiating new elections, temporarily pausing ongoing ones, halting elections if needed, and monitoring statistics. These tasks are critical for ensuring the smooth operation and accountability of the electoral process within the system.

To commit any changes to an Election, they must be published using this tab. Additionally, you can start, pause, and stop Elections here.

### Tutorial Election

Election event configuration.

DASHBOARD DATA VOTERS AREAS KEYS TALLY PUBLISH LOGS

 ADD FILTER  START ELECTION  PAUSE  STOP ELECTION  PUBLISH CHANGES

#### Publish History

<input type="checkbox"/> Id ↑	Is generated	Published at	Created at	
<input type="checkbox"/> 082d1f6e-a6f3-4a81-8499-1c565ea65423	✗		2024-07-03T14:52:41.069251+00:00	
<input type="checkbox"/> 1f964d24-721f-4cd6-b595-e00814fcfc24	✗		2024-07-03T14:42:37.964431+00:00	
<input type="checkbox"/> ceb06650-586c-4498-afb3-4ce525ab94bd	✓	2024-07-09T11:02:28.857997+00:00	2024-07-09T11:02:27.255735+00:00	

Rows per page: 10 ▾ 1-3 of 3

All publications and their respective changes can be viewed in the table using the “eye” icon.

- Columns:** Enable or disable columns for display.
- Add Filter:** Create text filters for the table by column.
- Start Election:** Begin the Election Event.
- Pause:** Temporarily halt the Election Event.
- Stop Election:** End the Election Event.
- Publish Changes:** Apply any changes to this Election.

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## Start and End Election

### Prerequisites for Starting Election:

1. Successfully complete the Opening Key Ceremony.
2. Publish Election Event.

#### Tutorial Election

Election event configuration.

DASHBOARD	DATA	VOTERS	AREAS	KEYS	TALLY	PUBLISH	LOGS
<input type="button" value="COLUMNS"/> <input type="button" value="ADD FILTER"/> <input type="button" value="START ELECTION"/> <input type="button" value="PAUSE"/> <input type="button" value="STOP ELECTION"/> <input type="button" value="PUBLISH CHANGES"/>							
<b>Publish History</b>							
	<input type="checkbox"/> Id ↗			Is generated		Published at	Created at
	<input type="checkbox"/> 082d1f6e-a6f3-4a81-8499-1c565ea65423			X		2024-07-03T14:52:41.069251+00:00	
	<input type="checkbox"/> 1f964d24-721f-4cd6-b595-e00814fcfc24			X		2024-07-03T14:42:37.964431+00:00	
	<input type="checkbox"/> ceb06650-586c-4498-afb3-4ce525ab94bd			✓		2024-07-09T11:02:28.857997+00:00	2024-07-09T11:02:27.255735+00:00

Rows per page: 10 ▾ 1-3 of 3

1. In order to begin your Election, select **Start Election**.
2. Pausing an Election is possible using **Pause Election**.
3. Once your Election is complete, select **Stop Election**.

## Message Voters Relevant Information

During an Election, the ability to communicate with voters using various templates and methods is crucial. This includes reminding voters to cast their ballots, providing confirmation of successful votes, sending credentials, and sharing important updates and information as needed.

If you wish to send voters a message, access the **Voters** tab in your Election event.

DASHBOARD	DATA	VOTERS	AREAS	KEYS	TALLY	PUBLISH	LOGS
<input type="button" value="COLUMNS"/> <input type="button" value="ADD FILTER"/> <input type="button" value="+ ADD"/> <input type="button" value="IMPORT"/> <input type="button" value="EXPORT"/> <input type="button" value="SEND"/>							
	<input type="checkbox"/> Email	Enabled	First name	Mobile	Last name	Username	Area
	<input type="checkbox"/> guy.zilber@seuentech.com	✓	Guy	+12345678	Zilber	guy.zilber@seuentech.com	Area 1
	<input type="checkbox"/> edulix@nvotes.com	✓	Eduardo	+34634571634	Robles	sample+1@example.com	-
	<input type="checkbox"/> voter@vote.com	✓	Votey		Voter	voter@vote.com	Area 1

Rows per page: 10 ▾ 1-3 of 3

1. Select **Send**, this will open the **Send Notification** tab (see below).

## Send Notification

Send a notification to voters.

### Audience

Everyone

### Schedule

Send now

Date and time to start sending notifications —

dd/mm/yyyy, --::--

### Communication Template

Communication Method

Email

Communication Type

Ballot Receipt

Template Alias

Email Subject —

Participate in {{election\_event.name}}

**PLAIN TEXT BODY**

**RICH TEXT BODY**

Plain Text Body

Hello {{user.first\_name}},

Enter in {{vote\_url}} to vote

 **Send Notification**

## 2. Fill in the appropriate information and **Send Notification**.

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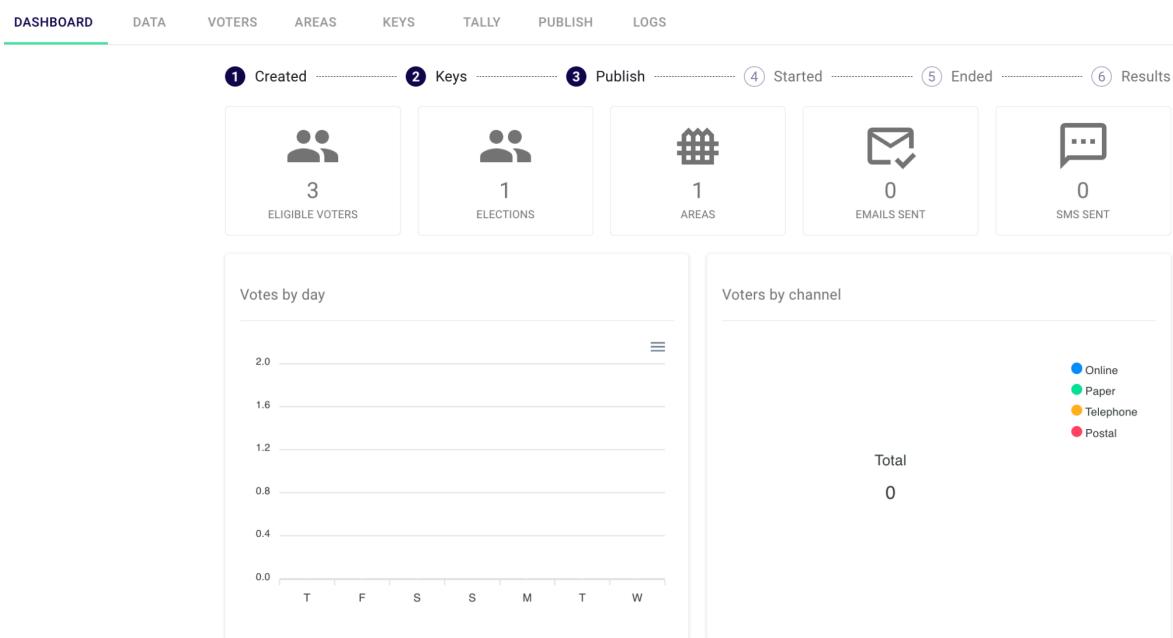
*More elaborate information is available in Create Election > Election Event > Voters.*

## Election Dashboard

The Election Dashboard enables administrators to access comprehensive information about the ongoing election, including detailed statistics on its structure and voter engagement across different days and channels.

### Tutorial Election

Election event configuration.



# Election Tally

## Introduction

The Election Tally section of the System Manual focuses on the critical tasks and procedures that need to be performed after the voting has concluded within the Sequent Online Voting System (OVS). This section guides administrators through the process of starting the tally ceremony, verifying keys, conducting the tally, and viewing the results. Detailed instructions are provided to ensure that the post-election phase is handled with the utmost integrity and precision. By following this guide, administrators can accurately and transparently conclude the tally process, ensuring that the results are verified and published correctly. This section ensures that the post-election activities uphold the standards of accuracy and trustworthiness essential for a credible election.

## Closing Key Ceremony

During the Closing Key Ceremony for an Election Event, trustees convene to utilize essential cryptographic keys in decrypting the final tally of votes. This ceremony involves the secure retrieval of stored keys, ensuring they are ready for use in the decryption process. Each key undergoes verification steps to confirm its integrity and functionality, including cryptographic testing and audits. Trustees meticulously decipher the encrypted voting data, ensuring accurate and transparent election results. The ceremony concludes with the keys securely stored again, maintaining the confidentiality and authenticity of the electoral outcome within the system.

### Prerequisite Steps for Tally:

1. Successful Opening Key Ceremony has been completed and cryptographic keys have been verified.
2. (Optional) Voters have cast their vote in the Voting Portal.

*Note: A tally can be initiated without anyone having voted - but this is redundant as empty results will be shown.*

In order to begin the Tally process, select the **Tally** tab in your Election Event.

## Sequent

tenant\_user    Election Events

Search  

ACTIVE    ARCHIVED

- > COLEGIO DE INGENIERO
- > SMS MSO
- > Angel - Edu Test
- > TEST LUIS
- > TEST LUIS 2
- > Tutorial Election
- > 2024 The Town of Antic
- > Test Election 1
- > SMSGT\_TESTPMST
- > UPV Universitat Politècnica de València
- > GuyZ Onboarding Sandb
- > Edu Test
- + Create an Election Event

Users and Roles    Settings    Communication Templates



VERSION: V0.0.82    ENGLISH    

**Tutorial Election**  
Election event configuration.

DASHBOARD    DATA    VOTERS    AREAS    KEYS    **TALLY**    PUBLISH    LOGS

No Tally yet.

Do you want to create one?



### 1. Select Start Tally Ceremony.

**Tutorial Election**  
Election event configuration.

DASHBOARD    DATA    VOTERS    AREAS    KEYS    **TALLY**    PUBLISH    LOGS

① Start ----- ② Ceremony ----- ③ Tally ----- ④ Results

**Elections to Tally**  
Choose the elections you want to tally

Elections	Selected
Tutorial	<input checked="" type="checkbox"/>

Rows per page: 10 < 1-1 of 1 >

### 2. Select the relevant **Elections** you wish to tally and click **Start Tally Ceremony**.

- The tally will only begin after trustees have verified their keys.
- The system will notify them automatically.

**i** Are you sure you want to start a ceremony? 

You are about to start a tally ceremony . This action will notify the trustees to import their key fragments.

### 3. Select **Ok** if you wish to continue.

### Trustees

Key fragment import status

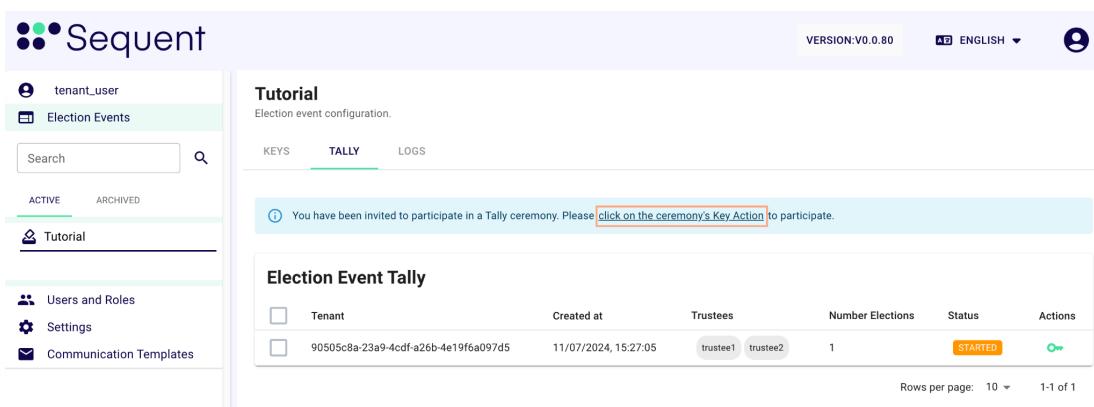
0/2 trustees imported the key  
2 trustees needed 

Trustees	Fragment
trustee2	
trustee1	
Rows per page: 10 ▾ 1–2 of 2 < >	

4. Trustees key fragment import status will now be available for viewing.

## Trustee Cryptographic Key Verification Process

1. Log in to the Administration Portal.
2. Select the relevant Election Event and the subsequent Tally tab.



The screenshot shows the Sequent Administration Portal. On the left, there's a sidebar with navigation links: tenant\_user, Election Events (which is selected), Search, ACTIVE, ARCHIVED, Tutorial (selected), Users and Roles, Settings, and Communication Templates. The main content area has a header "Tutorial" with a sub-header "Election event configuration". Below this, there are three tabs: KEYS, TALLY (which is selected), and LOGS. A message box says: "You have been invited to participate in a Tally ceremony. Please click on the ceremony's Key Action to participate." Below this is a table titled "Election Event Tally" with one row of data:

Tenant	Created at	Trustees	Number Elections	Status	Actions
90505c8a-23a9-4cdf-a26b-4e19f6a097d5	11/07/2024, 15:27:05	trustee1 trustee2	1	STARTED	

At the bottom right of the main content area, it says "Rows per page: 10 ▾ 1–1 of 1".

3. Select the ceremony's Key Action invitation (orange box), or the green key icon.

### Elections to Tally

Choose the elections you want to tally

Elections	Selected
Tutorial Election	
Rows per page: 10 ▾ 1–1 of 1 < >	

### Trustees process

Please upload your key fragment



Drag & drop files or [Browse](#)

Supported format: txt

4. Select the Election you wish to Tally.
5. Drag and drop your encrypted cryptographic key in order to verify it.

## Election Tally

**Trustees**  
Key fragment import status

Trustees ↑	Fragment
trustee2	<input checked="" type="checkbox"/>
trustee1	<input checked="" type="checkbox"/>

Rows per page: 10 ▾ 1-2 of 2 < >

[Back](#) [Start Tally >](#)

1. Once all trustees have verified their keys, select **Start Tally** to begin the Tally.

**i** Are you sure you want to start the tally? **x**

All required trustees have verified their key fragments. Everything is ready to begin receiving results. Do you want to start the Tally?

[Close](#) [Start Tally](#)

2. Select **Start Tally** if you wish to continue.

**Tutorial**  
Election event configuration.

[DASHBOARD](#) [DATA](#) [VOTERS](#) [AREAS](#) [KEYS](#) [TALLY](#) [PUBLISH](#) [LOGS](#)

1 Start ..... 2 Ceremony ..... 3 Tally ..... 4 Results

**Elections Tally Progress** Status: SUCCESS ▾

**Logs** ▼

**General Information** ▼

**Results & Participation** ▼

3. After a few minutes, the system will finalize the tally and show **Success**.

## Review Results

The tally has been completed, and the anticipated results are available for viewing. The **Tally** tab in your Election Event holds all the tallies.

### Tutorial

Election event configuration.

DASHBOARD DATA VOTERS AREAS KEYS **TALLY** PUBLISH LOGS

**III COLUMNS** **START TALLY CEREMONY**

Election Event Tally		Created at	Trustees	Number Elections	Status	Actions
<input type="checkbox"/>	Tenant	90505c8a-23a9-4cdf-a26b-4e19f6a097d5	trustee1 trustee2	1	SUCCESS	

Rows per page: 10 ▾ 1-1 of 1

- **Columns:** Enable or disable columns for display.
- **Start Tally Ceremony:** Initiate a Tally Ceremony for an Election.

1. To view Tally results, select the **View Results button** under **Actions**.

### Tutorial

Election event configuration.

DASHBOARD DATA VOTERS AREAS KEYS **TALLY** PUBLISH LOGS

① Start ..... ② Ceremony ..... ③ Tally ..... ④ Results

Elections Tally Progress		Status: SUCCESS
Logs	▼	
General Information	▼	
Results & Participation	▼	

**Elections Tally Progress:** Status of the tally.

**Logs:** View tally logs for auditing purposes.

**General Information:** Display tally date and voter participation per election.

**Results and Participation:** Detailed results sorted by Areas and Contests.

### General Information

Basic tally information.

General Information			
Tally Date <input type="text" value="05/07/2024"/> <span style="float: right;">CALENDAR</span>			
Elections	Eligible Voters	Total Voters	Participation
Election	1	1	100.00%
Rows per page: <select>10</select> <span>1–1 of 1</span> <span>&lt; &gt;</span>			

## Results and Participation:

Extensive tally information, sorted by areas, contests and elections.

Results & Participation		EXPORT
Elections.	<a href="#">ELECTION</a>	
Contests.	<a href="#">CONTEST</a>	<a href="#">EXPORT</a>
Areas.	<a href="#">GLOBAL</a>	<a href="#">AREA</a>

Participation Summary		Total	%
Eligible Voters		1	
Total Voters		1	100.00%
Total Valid Votes		1	100.00%
Total Invalid Votes		0	0.00%
Explicitly Invalid Votes		0	0.00%
Implicitly Invalid Votes		0	0.00%
Blank Votes		0	0.00%

Candidate Results			
Options	Number of Votes	Percent of Votes	Winning position
A	1	100.00%	1
Rows per page: <select>10</select> <span>1–1 of 1</span> <span>&lt; &gt;</span>			

## Results & Participation:

- **Elections:** Display results for different Elections.
- **Contests:** Display results for different Contests.
- **Areas:** display results for different Areas.

## Participation Summary:

- **Eligible Voters:** Total number of voters eligible to vote in this election.
- **Total Voters:** Total number of voters who cast their vote in this election.
- **Total Valid Votes:** Total number of valid votes cast.
- **Total Invalid Votes:** Total number of invalid votes cast.

- **Explicitly Invalid Votes:** Amount of explicitly invalid votes cast.
- **Implicitly Invalid Votes:** Amount of implicitly invalid votes cast.
- **Blank Votes:** Amount of blank votes cast.

**Explicitly Invalid Votes:** Null vote, spoiled ballots, acts of protest etc.

**Implicitly Invalid Votes:** Votes that are invalid for the ballot configuration such as multiple selections where only one selection is allowed.

**Blank Votes:** Vote for no candidate. Counts as a valid vote.

#### Candidate Results:

- **Options:** Candidate options
- **Number of Votes:** Number of valid votes
- **Percent of Votes:** Percentage of total votes for this candidate
- **Winning Position:** Placement in total rankings (*numerical*)

## WIP - Transmission Module

The **Transmission** module under the Tally tab allows the transmission of election results to external servers predefined in the system environment.

DASHBOARD	DATA	LOCALIZATION	VOTERS	POSTS	KEYS	TALLY	PUBLISH	TASKS	LOGS	SCHEDULED EVENTS	REPORTS	APPROVALS
<a href="#">COLUMNS</a> <a href="#">+ START TALLY CEREMONY</a> <a href="#">+ GENERATE INITIALIZATION REPORT</a>												
<b>Election Event Tally</b>												
Tenant		Created at		SBEI		Number Elections		Status		Actions		
90505c8a-23a9-4cdf-a26b-4e191fa097d5		30/10/2024, 09:07:27		trustee1 trustee2 trustee3		2		SUCCESS				
Rows per page: 10   1-1 of 1												

This tab is currently a work in progress. If you wish to receive documentation regarding this module, kindly reach out to Sequent personnel.

## System Setup

### Settings

The Settings tab, found at the bottom of the side menu, enables you to configure global system settings, including election types, voting channels, communication methods, supported languages, event scheduling, trustees, front end elements, and access control. This section of the guide provides detailed instructions on how to configure each of these settings effectively.

qa

Election Events

Search

---

ACTIVE      ARCHIVED

- > DEVOPS v5.0.1-rc.1
- > test-dtp
- > Usability Test Session 2
- > QA SMS/Sequent
- > Usability Test Session 1
- ✓ Tutorial Election
- > COUNTRY\_NAME - Test Vot
- > COUNTRY\_NAME - General
- + Create an Election
- > INETUM do not touch
- + Create an Election Event

---

Users and Roles

Settings

Templates

## Settings

General Configuration

ELECTION TYPES    VOTING CHANNELS    TEMPLATES    LANGUAGES    LOOK & FEEL    SCHEDULED EVENTS    TRUSTEES    COUNTRIES

No Election Types yet.

Do you want to create one?

+ Create Election Type

## WIP - Election Types

Allows you to create preset elections in the system.

### Settings

General Configuration

ELECTION TYPES    VOTING CHANNELS    COMMUNICATION    LANGUAGES    SCHEDULED EVENTS    TRUSTEES

	COLUMNS	ADD FILTER	+	ADD	IMPORT	EXPORT
<input type="checkbox"/>	Name ↑					
<input type="checkbox"/>	Type 1					
<input type="checkbox"/>	Type 2					

Rows per page: 10 ▾ 1-2 of 2

- **Columns:** Enable/Disable which columns to display.
- **Add Filter:** Create a text filter for the table by column.
- **Add:** Provide the name for an Election Type and add it to the system.
- **Import:** Import Election Types by CSV file.
- **Export:** Export Election Types as CSV file.

## Voting Channels

Allows the setup of relevant voting channels for the system.

## Settings

General Configuration

ELECTION TYPES    **VOTING CHANNELS**    COMMUNICATION    LANGUAGES    SCHEDULED EVENTS    TRUSTEES

- Online Voting
- Kiosk Voting

1. Use the radio buttons to enable or disable the voting channels.

## Languages

Define supported languages for election events. Only languages enabled in this menu will be available for election events.

### Settings

General Configuration

ELECTION TYPES    VOTING CHANNELS    TEMPLATES    **LANGUAGES**    LOOK & FEEL    SCHEDULED EVENTS    TRUSTEES    COUNTRIES

Enable languages in the system. Only languages enabled here will be available for election events.

- English
- Español
- Valencià
- Français
- Tagalog

1. Use the radio buttons to enable or disable different supported languages in your Election Events.

## Look & Feel

Look & Feel allows the customization of the Administration Portal to fit many needs. This is done by manipulating the Localization texts using Key:Values.

Each text element in the Administration Portal has a key name, the associated value will be the text that appears.

## Scheduled Events

This section has been moved to the Election Event level and will be removed in future versions.

## Trustees

Trustees are individuals responsible for overseeing and managing the voting process. They play a crucial role in ensuring the integrity and security of the election by handling cryptographic keys and overseeing secure data transactions.

Use the Trustees tab to create users for your trustees.

### Settings

General Configuration

ELECTION TYPES   VOTING CHANNELS   TEMPLATES   LANGUAGES   LOOK & FEEL   SCHEDULED EVENTS   **TRUSTEES**   COUNTRIES

	Name		
<input type="checkbox"/>	trustee3		
<input type="checkbox"/>	trustee1		
<input type="checkbox"/>	trustee2		

Rows per page: 10 ▾ 1-3 of 3

- **Columns:** Enable/Disable which columns to display.
- **Add Filter:** Create a text filter for the table by column.
- **Add:** Provide the name for an Election Type and add it to the system.
- **Import:** Import Election Types by CSV file.
- **Export:** Export Election Types as CSV file.

## Create Trustee

1. Select Add.

### Create Election Type

Name

Public key

Save

2. Input the name of your trustee.
3. Input the Public key provided by Sequent.
4. Select Save.

## Countries

Allows the blocking of certain countries from accessing the Voting portal and Enrollment processes.

**Settings**

General Configuration

ELECTION TYPES   VOTING CHANNELS   TEMPLATES   LANGUAGES   LOCALIZATION   LOOK & FEEL   TRUSTEES   **COUNTRIES**

---

### Country Blocking

Choose below the countries you want to block voting from.

Countries

Choose below the countries you want to block enrollment from.

Countries

**Save**

1. Select the countries you wish to block from the appropriate dropdown menus.
  - a. IP addresses originating from these countries will be denied access to the Voting Portal/Enroll Form.

## Users and Roles

The Users and Roles tab, found at the bottom left of the Side Menu allows you to display and define the current users and roles in the system.

**Sequent**

tenant\_user   Election Events

Search

ACTIVE   ARCHIVED

- > COLEGIO DE INGENIERO
- > SMS MSO
- > Angel - Edt Test
- > TEST LUIS
- > TEST LUIS 2
- > Tutorial Election
- > 2024 The Town of Antic
- > Test Election 1
- > SMSGT\_TEST:PMST
- > UPV Universitat Politècnica
- > GuyZ Onboarding Sandb
- > Edu Test
- + Create an Election Event

**Users and Roles**

General configuration

USERS   ROLES

	Email	Enabled	First name	Mobile	Last name	Username	Actions
<input type="checkbox"/>		✓		+34634571634		felix	
<input type="checkbox"/>		✓				service-account-service-account	
<input type="checkbox"/>	joyce.romaraog@smsgt.com	✓	Joyce	+639619348134	Romaraog	joyce.romaraog	
<input type="checkbox"/>	edu@sequentech.io	✓	Eduardo	+34666000222	Robles	admin	
<input type="checkbox"/>	edu+trustee2@sequentech.io	✓	Trustee2	+34666000222		trustee2	
<input type="checkbox"/>	edu+trustee1@sequentech.io	✓	Test Trustee	+34666000222		trustee1	
<input type="checkbox"/>	joyce.romaraog@gmail.com	✓	Joyce		Romaraog	joycetrustee1	

VERSION: V0.0.82   ENGLISH  

Rows per page: 10   1-7 of 7

## Send Notification Tab

This tab is used to message users using different methods, schedules and templates. Access this tab in different areas of the system by selecting the envelope icon.

## Send Notification

Send a notification to voters.

### Audience

Everyone

### Schedule

Send now

Date and time to start sending notifications —

dd/mm/yyyy, --::--

### Communication Template

Communication Method

Email

Communication Type

Ballot Receipt

Template Alias

Email Subject —

Participate in {{election\_event.name}}

#### PLAIN TEXT BODY

#### RICH TEXT BODY

Plain Text Body

Hello {{user.first\_name}},

Enter in {{vote\_url}} to vote

 **Send Notification**

- **Audience:** Who the notification is intended for.

- **Schedule:** When the notification will be sent.
- **Communication Template**
  - **Communication Method:** Email / SMS.
  - **Communication Type:** Content of the message if applicable.
- **Template Alias:** Name of preset template.
- **Email Subject:** Not applicable for SMS.
- **Message Body:** Plain/Rich text to be sent to the user.

## Users

### Users and Roles

General configuration

[USERS](#)

[ROLES](#)

						 COLUMNS	 ADD FILTER	 ADD	 IMPORT	 EXPORT	 SEND	
<input type="checkbox"/>	Email	Enabled	First name	Mobile	Last name	Username						
<input type="checkbox"/>	edu@sequentech.io	✓	Eduardo	+34666000222	Robles	admin	   					
<input type="checkbox"/>	edu+trustee2@sequentech.io	✓	Trustee2	+34666000222		trustee2	   					
<input type="checkbox"/>	edu+trustee1@sequentech.io	✓	Test Trustee	+34666000222		trustee1	   					
<input type="checkbox"/>	joyce.romaraog@gmail.com	✓	Joyce		Romaraog	joycetrustee1	   					

Rows per page: 10 ▾ 1-7 of 7

- **Columns:** Enable/Disable which columns to display.
- **Add Filter:** Create a text filter for the table by column.
- **Add:** Provide a voter's information and add them to the Election Event.
- **Import:** Import voters by CSV file.
- **Export:** Export voters as CSV file.
- **Send:** Message voters using the Send Notification tab (below).

## Add a User

1. Select **Add**.

## Users

View and edit user data

Username *	
Email	
First Name	
Last Name	
Act as Trustee	<input type="checkbox"/>
Permission Label	

Enabled \*

2. Input the user's information.
  - a. Mandatory fields: Username, First Name, Last Name
3. Select a Role

Role	Active
admin	<input type="checkbox"/>
admin-light	<input type="checkbox"/>
sbei	<input type="checkbox"/>
trustee	<input type="checkbox"/>

Rows per page: 10  1–4 of 4 < >

4. Select Save.

## Permission Labels

Permission labels provide a straightforward method to control user access within the system. These labels are assigned to both users and elections, enabling administrators to restrict which elections a user can view or access within an election event.

Permission labels are text-based identifiers used to restrict access. If an election is assigned a specific permission label, only users with the same label will be able to view it, regardless of their assigned role within the system.

- Edit the desired user**

### Users

View and edit user data

— Username \* —

— Email —

— First Name —

— Last Name —

Act as Trustee

— Permission Label —

- Enter the preferred name for the Permission Label, there is no required naming convention.

#### Advanced Configuration

Cast Vote Confirmation Modal

Number of allowed votes

Permission Label

- Enter the same Permission Label in the desired election

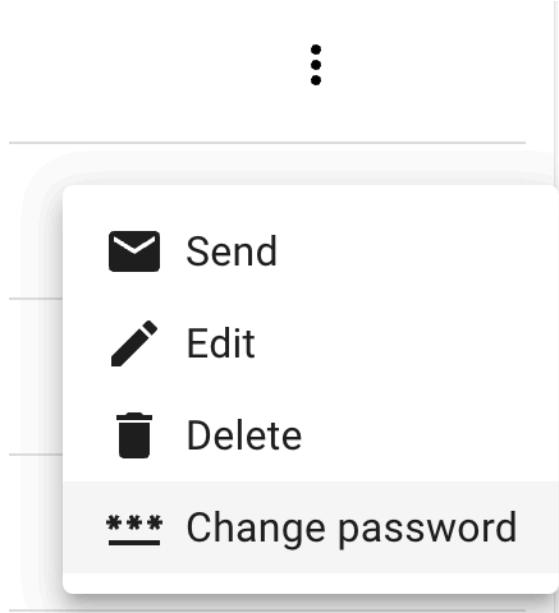
- Select your Election
- Select the **Data** tab
- Open the **Advanced Configuration** accordion
- Enter the exact same Permission Label in the appropriate section

- Select **Save**

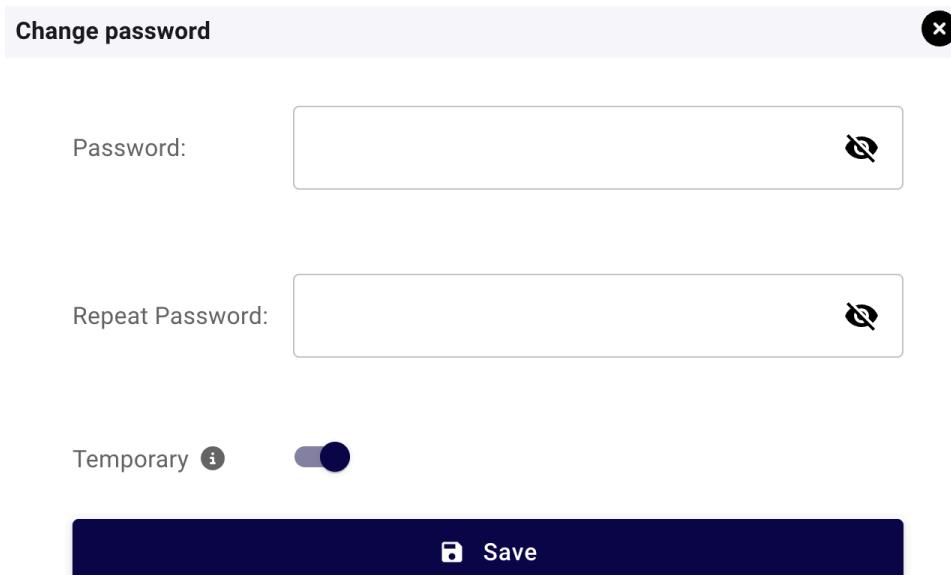
Only users with the entered Permission Label will be able to see this Election.

## Set the User's Password

1. Select the kebab menu and **Change password**



2. Input and repeat the preferred password



Change password ×

Password:  clear

Repeat Password:  clear

Temporary (i)

Save

3. (Optional) Turn on the **Temporary** radio button in order to prompt the user to change their password on initial login.

## Roles

Define roles with permissions. Roles are subsequently assigned to users.

## Users and Roles

General configuration

USERS    ROLES

**COLUMNS** **ADD** **EXPORT**

<input type="checkbox"/>	Name	Id ↑	
<input type="checkbox"/>	Luis	e12e5d6c-8ec9-4713-a756-c7a2e38b40b7	 
<input type="checkbox"/>	admin	7b5d27d5-9eb6-4261-8265-6d5fd48e1cfb	 
<input type="checkbox"/>	trustee	d0b2a193-32fc-479c-9bde-08b7b7b25c72	 

Rows per page: 10 ▾ 1-3 of 3

- **Columns:** Enable/Disable which columns to display.
- **Add:** Provide a voter's information and add them to the Election Event.
- **Export:** Export voters as CSV file.

## Add a Role

1. Select Add.

### Role

Create role

Name

 Save

2. Input the name of the Role.
3. Select Save.
4. To define this roles settings and permissions,  
select Edit  for the corresponding role record.

## Role Data

View and edit role

Name	admin
Permission	Active
Admin Dashboard View	<input checked="" type="checkbox"/>
Edit Support Materials	<input checked="" type="checkbox"/>
Edit Tally	<input checked="" type="checkbox"/>
Edit Trustee	<input checked="" type="checkbox"/>
Edit User	<input checked="" type="checkbox"/>
Edit Election Event	<input checked="" type="checkbox"/>
Send Notification	<input checked="" type="checkbox"/>
Edit User Permission	<input checked="" type="checkbox"/>
Create Tally Sheet	<input checked="" type="checkbox"/>
Edit Role	<input checked="" type="checkbox"/>

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5. Select the Permissions for this role.

## Permissions

The System provides the following list of permissions to configure custom roles, below an explanation of each of the permissions:

- View Election Event Voters Filters:**  
Allows users to view filters applied to voter lists for a specific election event.
- Edit User:**  
Allows editing user details and modifying their system-related attributes.
- Create Candidate:**  
Allows creating a new candidate for an election event.
- Edit Election Event:**  
Enables the modification of election event details, such as timelines, settings, or configurations.
- Create Tally Sheet:**  
Allows the creation of tally sheets for election events, crucial for recording and processing voting results.
- Create Contest:**  
Grants permission to create a new contest in the election system.

- **Miru Create:**  
Permission specific to "Miru," enabling users to create items or entities under this functionality.
- **Create Communication Template:**  
Allows creating templates for communication purposes within the election system.
- **Read Contest:**  
Grants access to view contest details and configurations.
- **Read Monitoring Automatic Approve Disapprove Voters:**  
Allows viewing the status and logs of automatically approved or disapproved voters in the election system.
- **Trustee Ceremony:**  
Grants permissions for trustees to manage ceremony-related actions, such as key generation and validation.
- **Edit Application:**  
Enables modification of application settings or data within the system.
- **Read Application:**  
Grants read-only access to application details and configurations.
- **Read Reports:**  
Allows viewing system-generated reports and insights.
- **View Election Event Tally:**  
Grants access to view the tally process or results of an election event.
- **Read User Permission:**  
Allows viewing the permissions assigned to users within the system settings.
- **Create Election Event:**  
Enables the creation of new election events in the system.
- **Manually Verify Voter:**  
Allows manual verification of voter details and statuses.
- **Read Keys:**  
Provides access to read security or trustee-related keys within the system.
- **Read User:**  
Allows viewing user profiles and associated information in the system.
- **Read Monitoring Voters Who Voted:**  
Grants access to monitor and view voters who have already cast their votes.
- **Edit Area:**  
Allows editing geographic voting areas within the system.
- **View Election Event Data:**  
Provides access to view detailed data specific to an election event.
- **Read Election Event:**  
Grants access to view the basic details and overview of an election event.
- **Read Monitoring Approve Disapprove Voters:**  
Allows monitoring of voter approval or disapproval logs in the election system.
- **Edit Candidate:**  
Enables modifications to candidate details within the system.
- **Edit Election:**  
Grants permissions to edit election configurations and settings.
- **Create User Permission:**  
Allows the addition of new user permissions to the system.

- **Delete Candidate:**  
Enables the deletion of a candidate from the system.
- **View Election Event Scheduled:**  
Provides access to view the schedule of events within an election.
- **Read Monitoring Posts Already Generated Election Results:**  
Allows viewing posts and logs related to generated election results.
- **View Election Event Voters Logs:**  
Enables access to logs specifically related to election event voters.
- **View Look and Feel Settings:**  
Grants access to view system appearance and customization settings.
- **Read Candidate:**  
Allows viewing of candidate information and profiles.
- **Delete Election:**  
Grants the ability to delete an election from the system.
- **View Tally Sheet:**  
Provides access to view tally sheets used in the election process.
- **Edit Voting Channel:**  
Allows editing of configured voting channels within the system.
- **Miru Download:**  
Permission specific to "Miru," enabling users to download related items or data.
- **Read Role:**  
Grants access to view defined user roles in the system.
- **Admin Ceremony:**  
Allows management of ceremonies within the system with administrative privileges.
- **View Election Event Voters:**  
Provides access to view voter details associated with a specific election event.
- **Read Area:**  
Grants access to view geographic areas used for voting.
- **Approvals Tab:**  
Allows access to the election approvals section within the users and roles screen.
- **View Election Event Areas:**  
Enables viewing of areas configured for a specific election event.
- **Read Cast Votes:**  
Allows viewing encrypted or anonymized votes cast in an election.
- **View Trustees Settings:**  
Grants access to view settings and configurations for trustees in the system.
- **Read Monitoring Posts Already Closed Voting:**  
Allows viewing logs and posts related to the closure of voting periods.
- **Create Tenant:**  
Enables the creation of new tenants (entities) in the system.
- **Read Communication Template:**  
Allows viewing of communication templates configured in the system.
- **Delete Election Event:**  
Allows the deletion of an entire election event, removing all associated data.
- **Miru Send:**  
Permission specific to "Miru," enabling users to send notifications or data related to this feature.

- **Edit Tenant:**  
Grants the ability to modify details or settings of existing tenants within the system.
- **Download Documents:**  
Allows users to download election-related documents stored in the system.
- **UsersAndRolesScreen.Permissions.Election-Event-Approvals-Tab:**  
Grants access to the election event approvals section within the users and roles screen.
- **Read Monitoring Manually Approve Disapprove Voters:**  
Enables viewing logs for voters manually approved or disapproved.
- **View Voting Channels Settings:**  
Provides access to view settings and configurations for voting channels.
- **Admin Dashboard View:**  
Allows access to view the administrative dashboard of the system.
- **Archive Election Event:**  
Enables archiving an election event for future reference while removing it from active events.
- **Edit Support Materials:**  
Grants permissions to modify materials used to support elections, such as guides or reference documents.
- **Edit Tally:**  
Allows editing tally configurations or results within the system.
- **Edit Trustee:**  
Enables modifications to trustee details and their associated settings.
- **Read Monitoring Enrolled Overseas Voters:**  
Provides access to view logs and statuses of overseas voters who have enrolled.
- **Send Notification:**  
Allows sending system notifications to users or voters.
- **Edit User Permission:**  
Grants the ability to modify permissions assigned to users.
- **Edit Role:**  
Allows editing of roles, including associated permissions and access levels.
- **Read Logs:**  
Grants access to read system logs for monitoring and troubleshooting purposes.
- **Edit Election State:**  
Enables the modification of an election's operational state (e.g., scheduled, ongoing, or closed).
- **Monitoring Authenticated Voters:**  
Allows monitoring and viewing of voters authenticated during the election process.
- **Read Support Materials:**  
Grants access to view materials designed to support users or voters.
- **Create Role:**  
Enables the creation of new roles with specific permissions and access levels.
- **Edit Contest:**  
Allows modification of contest details and configurations.
- **Read Election Type:**  
Grants access to view available election types within the system.
- **Read Tally:**  
Allows viewing tally data, including vote counts and related metrics.

- **Read Monitoring Posts Already Started Counting Votes:**  
Provides access to logs and posts indicating the start of the vote-counting process.
- **Read Election:**  
Grants access to view details about elections, including their configuration and status.
- **Edit Voter:**  
Allows modification of voter details and records within the system.
- **Assign Role:**  
Enables assigning roles to users for specific permissions and functionalities.
- **Read Voting Channel:**  
Provides access to view details about configured voting channels.
- **Publish Tally Sheet:**  
Allows publishing tally sheets to make vote counts or results official and accessible.
- **Upload Documents:**  
Enables the uploading of election-related documents to the system.
- **Read Documents:**  
Grants access to view documents stored in the system.
- **Edit Notification:**  
Allows modification of notification settings and content.
- **Read Trustee:**  
Grants access to view trustee details and configurations.
- **View Languages Settings:**  
Provides access to view system language configurations and localization options.
- **View Election Event Tasks:**  
Allows users to view tasks associated with an election event.
- **View Election Types Settings:**  
Grants access to view settings related to various election types in the system.
- **Read Notification:**  
Allows viewing notifications sent through the system.
- **View Election Event Publish:**  
Enables access to details of published election events.
- **View Settings:**  
Allows users to view system-wide settings and configurations.
- **Read Monitoring Posts Already Opened Voting:**  
Provides access to logs indicating when voting began in a specific election.
- **Election Monitoring Dashboard View:**  
Grants access to view the election monitoring dashboard for real-time updates and data.
- **Create Election:**  
Allows the creation of a new election within the system.
- **Create Trustee:**  
Enables adding new trustees to the system for election security and management.
- **View Templates Settings:**  
Provides access to view settings related to system templates.
- **View Election Event Logs:**  
Grants access to view logs generated during an election event.
- **Miru Sign:**  
Permission specific to "Miru," allowing users to sign documents or transactions.

- **Edit Communication Template:**  
Allows modifications to existing communication templates.
- **View Election Data:**  
Provides access to detailed election data for analysis or monitoring purposes.
- **Edit Permission Label:**  
Enables editing of labels used to define and categorize permissions.
- **View Countries Settings:**  
Grants access to view country-related configurations within the system.
- **View Templates:**  
Allows viewing templates available for various system functionalities.
- **Read Tally Results:**  
Grants access to view finalized results of election tallies.
- **Read Monitoring Voters Voted Test Election:**  
Allows viewing of logs for voters who participated in test elections.
- **View Election Publish:**  
Enables access to details about the publication of elections in the system.
- **Read Monitoring Posts Started Voting:**  
Grants access to logs indicating the start of voting posts.
- **Read Monitoring Posts Transmitted Results:**  
Provides access to logs of transmitted results during an election.
- **Read Tasks Execution:**  
Grants access to view the execution status of system tasks.
- **Delete Voter:**  
Allows the removal of voter records from the system.
- **Read Tenant:**  
Grants access to view details about system tenants.
- **Start Tally:**  
Allows initiating the tally process for an election event.
- **View Users and Roles:**  
Provides access to view details about users and their assigned roles.
- **Election Event Monitoring Dashboard View:**  
Grants access to a dedicated dashboard that displays monitoring data for election events in progress.
- **Admin User:**  
Provides full administrative permissions to manage users, roles, and system configurations.
- **View Election Event Voters Columns:**  
Allows viewing customized column settings related to election event voters in the system.
- **Create Voter:**  
Enables the creation and registration of a new voter in the system.
- **Edit Scheduled Events:**  
Allows modifications to the schedule of events, such as rescheduling or updating event details.
- **Cloudflare Write:**  
Grants permissions for Cloudflare-related configurations or operations.
- **Delete Tally Sheet:**  
Enables the removal of tally sheets from the system.

- **Create User:**  
Allows the addition of new users to the system, assigning them roles and permissions.
- **View Election Voters:**  
Grants access to a list of voters participating in elections, including their details.
- **Edit Reports:**  
Enables editing of reports generated by the system, including their format and data content.
- **Read Voter:**  
Allows access to view details about voters, including their profiles and participation history.
- **Import Voter:**  
Grants permission to bulk-import voter data into the system using external files.
- **Edit Election Type:**  
Allows modification of election types and their associated configurations.
- **Edit Publish:**  
Enables editing of publication settings for elections or related data.
- **Read Monitoring Posts Initialized the System:**  
Provides access to logs showing initialization details of the system for monitoring purposes.
- **Edit Documents:**  
Grants permission to modify uploaded documents related to elections.
- **View Election Event Reports:**  
Allows access to reports generated for specific election events.
- **Export Voter:**  
Enables exporting voter data from the system for external use.
- **View Election Event Keys:**  
Grants access to view cryptographic or operational keys associated with election events.
- **View Localization Settings:**  
Allows viewing of settings related to language and regional customization.
- **Delete Contest:**  
Enables the removal of contests from an election.
- **Change Voter Password:**  
Allows the system or user to reset or change a voter's password.
- **Create Election Type:**  
Grants permission to define new election types in the system.
- **Read Publish:**  
Provides access to view publication records for elections or other data.