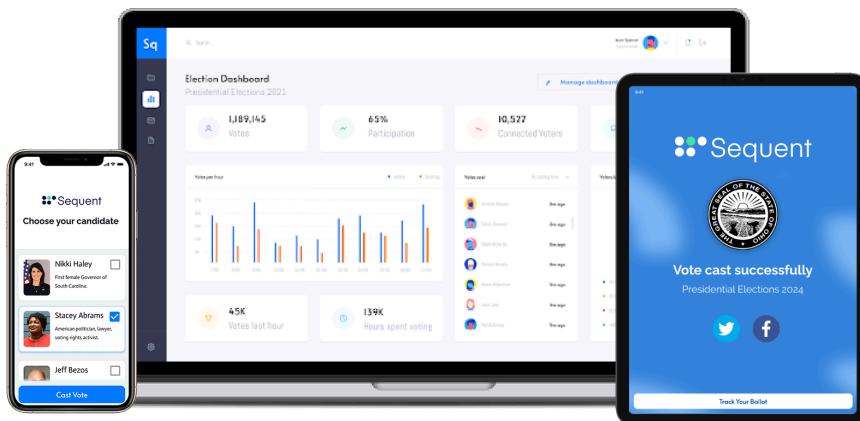


Sequent Online Voting

OVCS System Manual



Customer	COMELEC
Date	1/01/2025
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Introduction

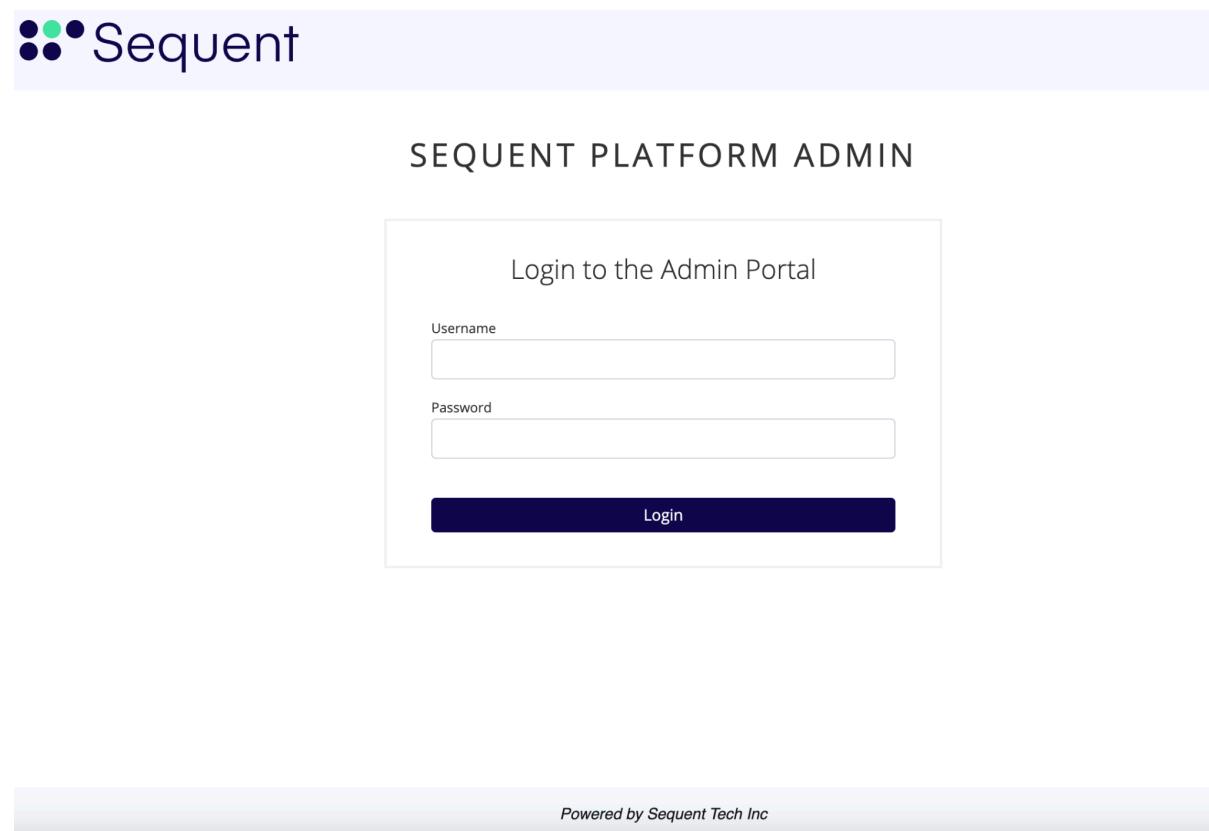
The System Manual is designed to guide users through the functionalities and operations of the Sequent Online Voting System (OVS) administration portal. This manual provides step-by-step instructions for logging in, managing users, and configuring roles. By following this manual, administrators can efficiently 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.

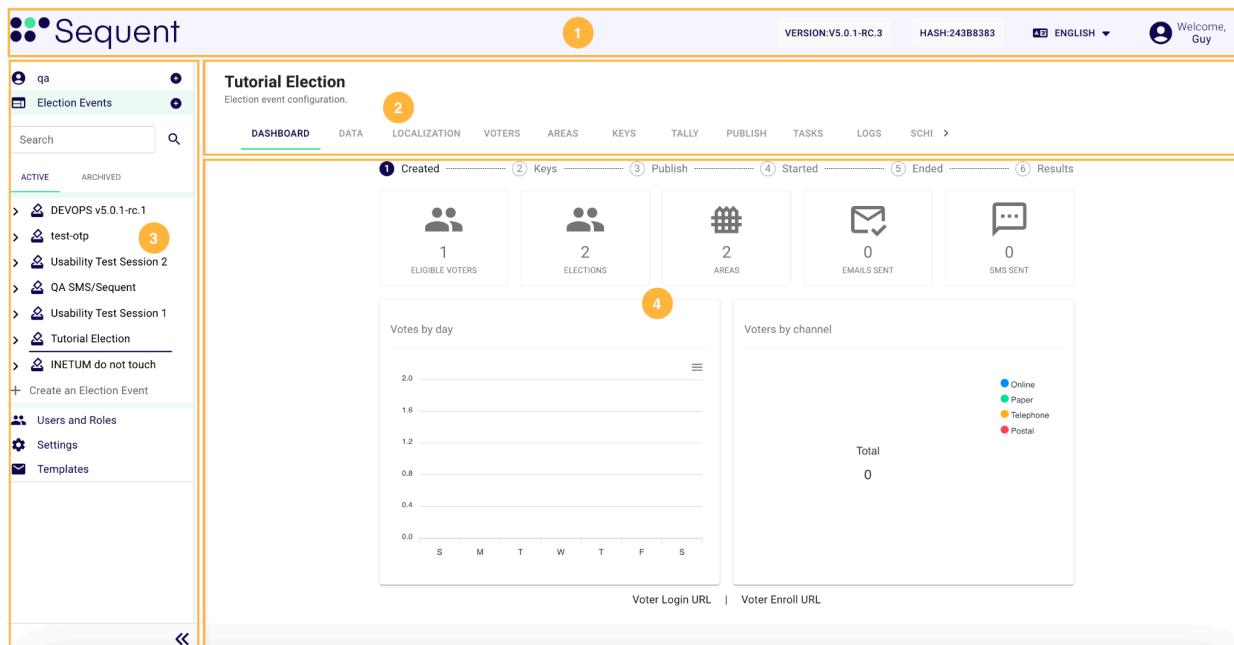
Reset password

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 displays the Sequent application 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), a language selector (ENGLISH), and a user welcome message ('Welcome, Guy'). The main title 'Tutorial Election' is centered above a navigation bar with tabs: DASHBOARD (highlighted in green), DATA, LOCALIZATION, VOTERS, AREAS, KEYS, TALLY, PUBLISH, TASKS, LOGS, and SCHI. Below the navigation bar is a horizontal timeline with six status points: ① Created, ② Keys, ③ Publish, ④ Started, ⑤ Ended, and ⑥ Results. The main content area shows summary statistics: 1 ELIGIBLE VOTERS, 2 ELECTIONS, 2 AREAS, 0 EMAILS SENT, and 0 SMS SENT. Below these are two charts: 'Votes by day' (a line graph showing 2.0 votes on Sunday) and 'Voters by channel' (a pie chart showing 0 total voters across Online, Paper, Telephone, and Postal categories). At the bottom are links for 'Voter Login URL' and 'Voter Enroll URL'.

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

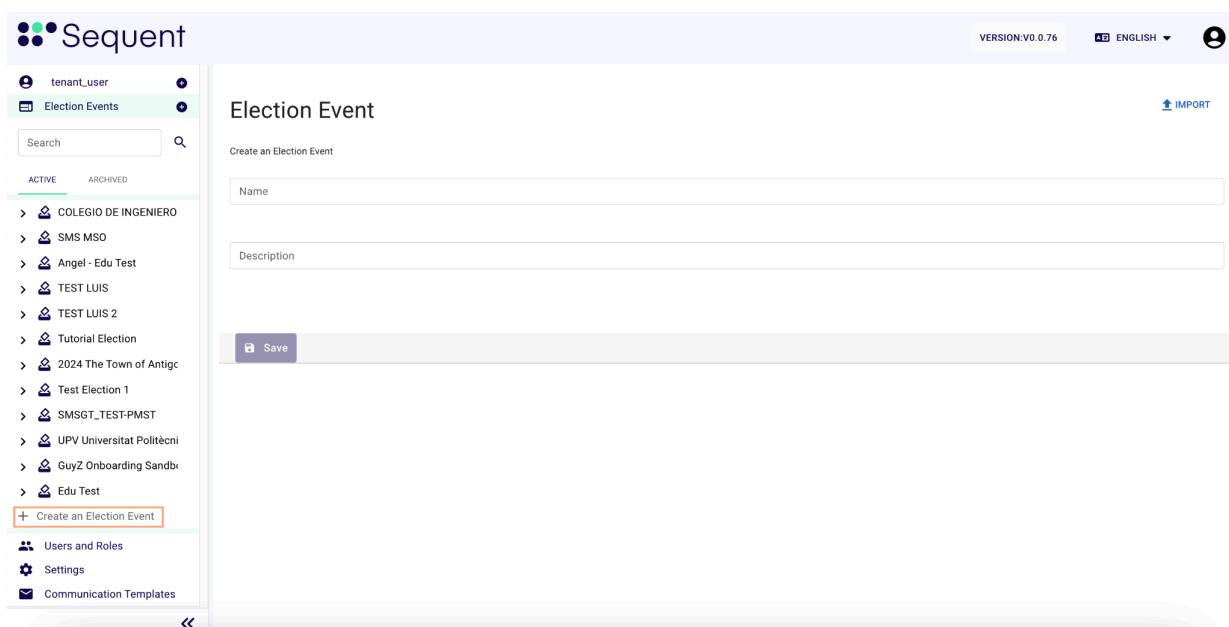
The Create an Election section of the System Manual provides a comprehensive guide on preparing an election within the Sequent Online Voting System (OVS). This section covers the essential steps and procedures that administrators need to follow before the actual voting begins. From logging in to the 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.



The screenshot shows the Sequent Online Voting System (OVS) interface. At the top, there is a navigation bar with the Sequent logo, version information (VERSION: V0.0.76), language selection (ENGLISH), and user profile. Below the navigation bar, the main content area has a title "Election Event" and a sub-section "Create an Election Event". There are input fields for "Name" and "Description", and a "Save" button. On the left side, there is a sidebar with a tree view of "Election Events" under the "tenant_user" section. The sidebar includes links for "Users and Roles", "Settings", and "Communication Templates". A red box highlights the "+ Create an Election Event" link in the sidebar.

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).

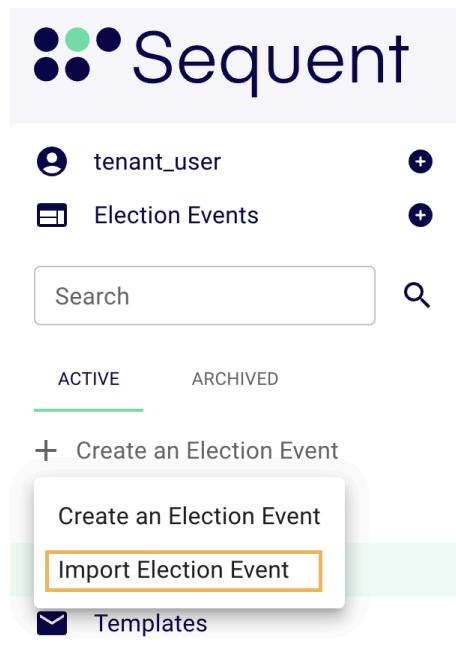
The newly created Election Event will appear in the list of active election events on the left sidebar.

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



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](#)

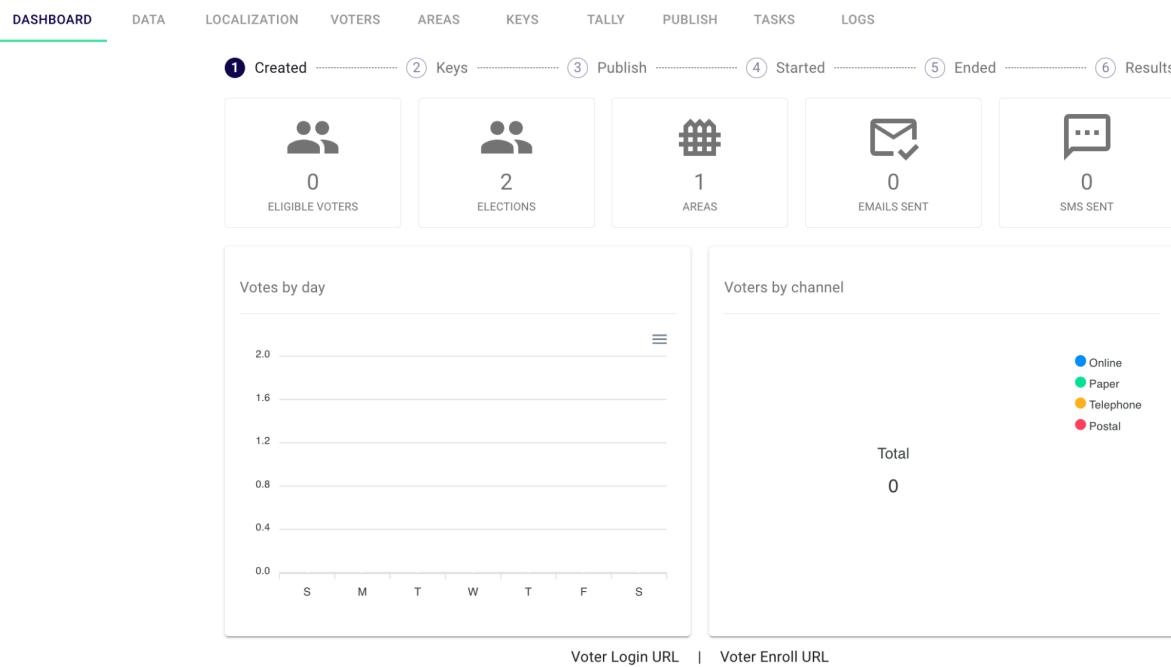
3. Drag and drop your previously created JSON configuration file into the designated area and select Import.

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

English Default

Spanish 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

 Save

- 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

 Id ↑	First Name	Last Name	Middle Name	Suffix	Birth Date	Voted	Actions
 c5104164-5bd0-4eb3-9a4c-4c233d5311d1	Tutorial	Voter	-	-	31/12/1110	X	

Rows per page: 50 ▾ 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

First Name
Last Name
Email
Username

 Save

- 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}},

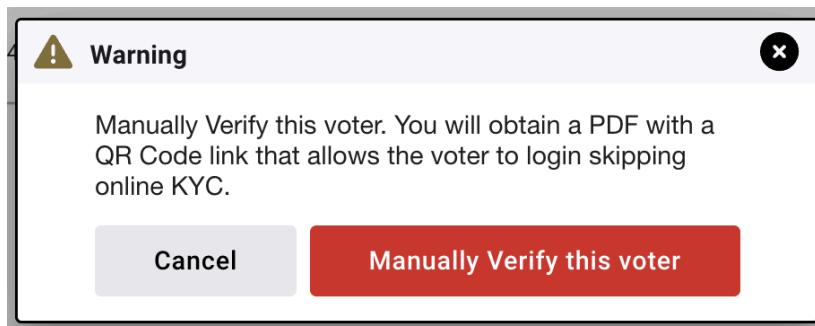
Enter in {{vote_url}} to vote

 **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.

Change password

Password:

Repeat Password:

Temporary

Save

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.

User's Logs

	↓ Id	User	Created	Statement timestamp	Statement kind	Message
<input type="checkbox"/>	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": "32f053ef167bdf2422595479461d49d2c5116ac17de205a83c8e5362178bfdf6" }, "sender_signature": 'bec38df695891c4d8f07aa6eeb59afaab135ba8555e2ddde2b2cf9d889b7c262be27c39134d0299de3edeeb0eeb b242690931269b39a6cbdc83b8dc6a94503' }, "system_signature": 'bec38df695891c4d8f07aa6eeb59afaab135ba8555e2ddde2b2cf9d889b7c262be27c39134d0299de3edeeb0eeb b242690931269b39a6cbdc83b8dc6a94503' }, "statement": { "head": { "event": "0eeb7fe-d240-4ffc-ba15-421976ec5cc7" }, "kind": "KeycloakUserEvent", "timestamp": 1728041127 }, "body": { "KeycloakUserEvent": ["null", "LOGOUT"] } }, "artifact": null, "user_id": "e988dff8-fb79-43c1-92d3-2dfc699a300a")
<input type="checkbox"/>	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": "32f053ef167bdf2422595479461d49d2c5116ac17de205a83c8e5362178bfdf6" }, "sender_signature": '989dc3d5fc2e8e1990d02b78a397d3a430dd9a36ec29b9c167e773aa09e2bb84e99c41ce7436978abd80cf4affeb 975ca2e2506df740c4821dc9230f6b7220c' }, "system_signature": '989dc3d5fc2e8e1990d02b78a397d3a430dd9a36ec29b9c167e773aa09e2bb84e99c41ce7436978abd80cf4affeb 975ca2e2506df740c4821dc9230f6b7220c' }, "statement": { "head": { "event": "0eeb7fe-d240-4ffc-ba15-421976ec5cc7" }, "kind": "KeycloakUserEvent", "timestamp": 1728041127 }, "body": { "KeycloakUserEvent": ["null", "CODE_TO_TOKEN"] } }, "artifact": null, "user_id": "e988dff8-fb79-43c1-92d3-2dfc699a300a")
<input type="checkbox"/>	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": "32f053ef167bdf2422595479461d49d2c5116ac17de205a83c8e5362178bfdf6" }, "sender_signature": 'a7714ef4196dbe14ae100c6c29b814ef25ce0a42d191b3e34584d966fcfc33e93ed08b5be78bd3fcfcc904655ba6bf 3dd1ad2f2ecb19484736e093c83d0a40c' }, "system_signature": 'a7714ef4196dbe14ae100c6c29b814ef25ce0a42d191b3e34584d966fcfc33e93ed08b5be78bd3fcfcc904655ba6bf 3dd1ad2f2ecb19484736e093c83d0a40c' }, "statement": { "head": { "event": "0eeb7fe-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

				☰ COLUMNS	FILTER	+ ADD	IMPORT	EXPORT	UPSERT AREAS
	Name	Description	Contests	Actions					
<input type="checkbox"/>	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 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				
						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					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

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

 REGENERATE
 EXPORT

CURRENT

```
{
  "ballot_publication_id": "f0f671ed-0929-42c8-98f3-107ef860f020",
  "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": "01199000",
            "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": "01199000",
            "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"
              }
            }
          ]
        }
      ]
    }
  ]
}
```

[Show More](#)
[Show More](#)
 [Back](#)
 [Preview](#)
 [Publish Changes](#)

3. Review the changes
 4. (Optional) Select Preview in order to preview the Voting Portal changes in a separate tab (per Area).
 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](#) [TASKS](#) [LOGS](#) [SCHEDULED EVENTS](#) [REPORTS](#) [APPROVALS](#)

Tasks Execution

Information about the executed tasks

 COLUMNS
 ADD FILTER
 EXPORT

<input type="checkbox"/>	Id	Name	Start time ↓	Status	Actions
<input type="checkbox"/>	9de3a9e3-302f-45d1-96a8-64555744b008	Create Election Event	18/11/2024, 15:04:08	SUCCESS	

Rows per page: 10 ▾ 1-1 of 1

View a Task

1. Select the eye icon in the Actions column

Tasks Execution

Information about the executed tasks

Task Information

status: SUCCESS

Type	Create Election Event
Executor	Guy ZilberQA
Start time	18/11/2024, 15:04:08
End time	18/11/2024, 15:04:16

Logs

Date	Entry
18/11/2024, 15:04:08	Task started
18/11/2024, 15:04:16	Task completed successfully

[Back](#)

- View detailed information about this specific task.
- (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

COLUMNS
EXPORT

<input type="checkbox"/>	↓ Id	User	Created	Statement timestamp	Statement kind	Event Type	Log Type	Description
<input type="checkbox"/>	25	d5b5148d-15bc-444c-a56e-2600319cd31b	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-2600319cd31b	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-2600319cd31b	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-2600319cd31b	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-2600319cd31b	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-2600319cd31b	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-2600319cd31b	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-2600319cd31b	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	ca95ef31-1f86-4743-810c-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	ca95ef31-1f86-4743-810c-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 2 3 >

- 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 LOGS **SCHEDULED EVENTS** REPORTS APPROVALS

Scheduled Events

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

	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

Election

Start Date and Time * 

 Save

2. Select a Scheduled Event Type.
3. Select an Election (*Optional*)
 - 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.
 - Start Date and Time for “Stop Voting Period” is the time the voting period ends.
 - 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.

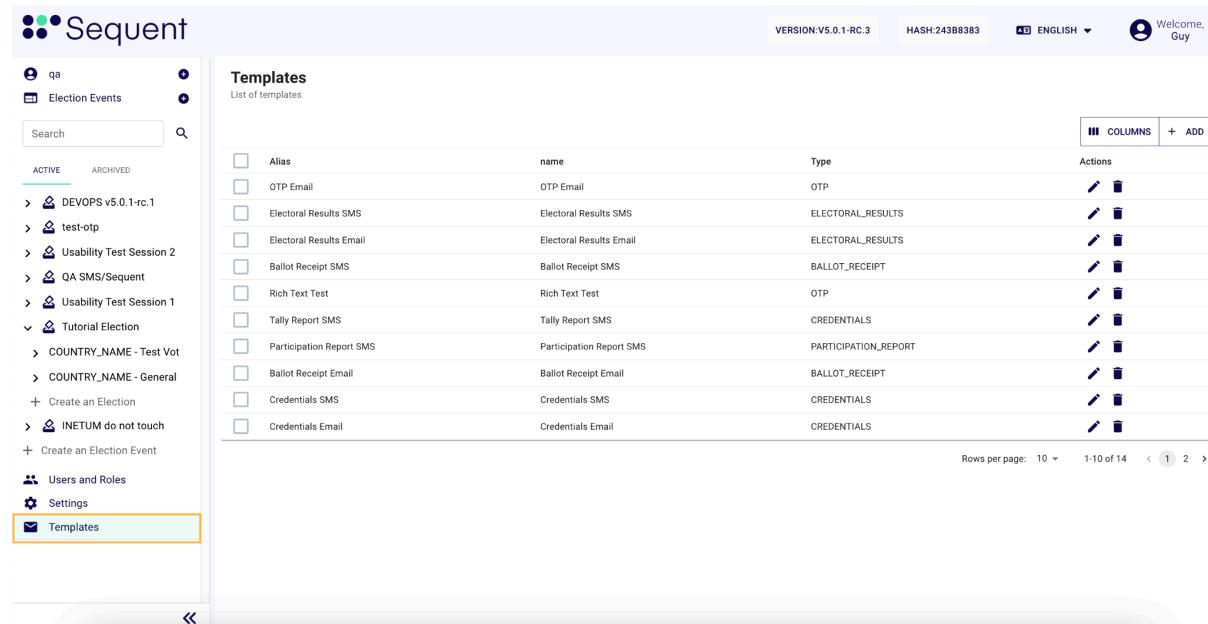
Example:

- 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.

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 Administration Portal interface. On the left, there is a sidebar with navigation links: 'qa' (selected), 'Election Events', 'Search' (with a magnifying glass icon), 'ACTIVE' (selected), 'ARCHIVED', 'DEVOPS v5.0.1-rc.1', 'test-otp', 'Usability Test Session 2', 'QA SMS/Sequent', 'Usability Test Session 1', 'Tutorial Election' (expanded, showing 'COUNTRY_NAME - Test Vot' and 'COUNTRY_NAME - General'), '+ Create an Election', '+ Create an Election Event', 'Users and Roles', 'Settings' (selected), and 'Templates' (highlighted with an orange border). The main content area is titled 'Templates' and contains a table with the following data:

Actions	Type	name	Alias
[Edit] [Delete]	OTP	OTP Email	OTP Email
[Edit] [Delete]	ELECTORAL_RESULTS	Electoral Results SMS	Electoral Results SMS
[Edit] [Delete]	ELECTORAL_RESULTS	Electoral Results Email	Electoral Results Email
[Edit] [Delete]	BALLOT_RECEIPT	Ballot Receipt SMS	Ballot Receipt SMS
[Edit] [Delete]	OTP	Rich Text Test	Rich Text Test
[Edit] [Delete]	CREDENTIALS	Tally Report SMS	Tally Report SMS
[Edit] [Delete]	PARTICIPATION_REPORT	Participation Report SMS	Participation Report SMS
[Edit] [Delete]	BALLOT_RECEIPT	Ballot Receipt Email	Ballot Receipt Email
[Edit] [Delete]	CREDENTIALS	Credentials SMS	Credentials SMS
[Edit] [Delete]	CREDENTIALS	Credentials Email	Credentials Email

At the bottom right of the table, there are buttons for 'ROWS PER PAGE: 10', '1-10 of 14', and page numbers '1' and '2'.

1. Select Add to create a Template
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.

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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

{{{data.logo}}}

Your vote has been cast

The confirmation code bellow 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

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.

1. Select Add.

Create Report

Create a new Report configuration.

Type *	<input type="text"/>
Election	<input type="text"/>
Template	<input type="text"/>
Permission Label	<input type="text"/>
Encryption Policy *	<input type="text"/> Unencrypted
<input type="button" value="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. Add the appropriate Permission Label for the Report, this will determine which users will be able to see, generate and preview the report.
6. 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

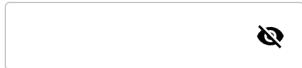
Encryption Policy *
Unencrypted

 Save

5. Set the Encryption Policy to Configured Password

 **Password** 

Password: 

Repeat Password: 



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						
													COLUMNS	ADD FILTER				
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

Rows per page: 10 ▾ 1-1 of 1

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

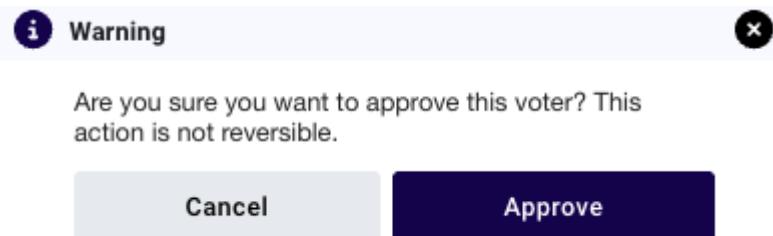
DASHBOARD	DATA	LOCALIZATION	VOTERS	AREAS	KEYS	TALLY	PUBLISH	TASKS	LOGS	SCHEDULED EVENTS	REPORTS	APPROVALS	
Approval Information													
ID Card Type	Philippine Passport												
First Name													
Last Name													
Username	-												
Mobile No.													
Email													
OTP Method	-												
Post/Embassy	Dhaka PE												
Country	Maldives/Dhaka PE												
ID Validated?	VERIFIED												
Authorized Elections	-												
ID No.													

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@sequentech.io	-	-	<input checked="" type="checkbox"/> 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.



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

Keys/Tally

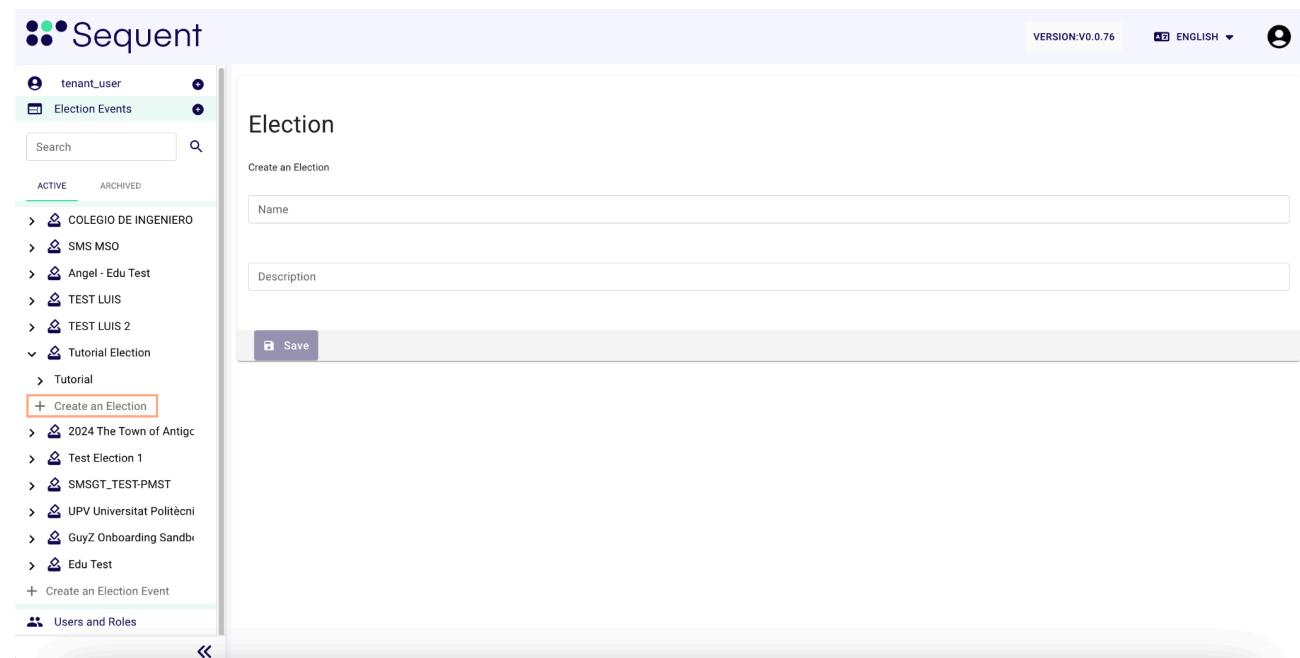
Keys and Tally ceremonies are not relevant for the Pre-Election phase and will be explained during the Election Management part of this guide.

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:



The screenshot shows the Sequent OVS interface. On the left, there is a sidebar with a tree view of election events. The tree includes nodes like "COLEGIO DE INGENIERO", "SMS MSO", "Angel_Edu Test", "TEST LUIS", "TEST LUIS 2", "Tutorial Election", "Tutorial", and several entries under "+ Create an Election" such as "2024 The Town of Antigc", "Test Election 1", "SMSGT_TEST-PMST", "UPV Universitat Politècnica de València", "GuyZ Onboarding Sandbr", and "Edu Test". There is also a "+ Create an Election Event" node. The main panel is titled "Election" and has a sub-section "Create an Election". It contains two input fields: "Name" and "Description", and a "Save" button at the bottom.

1. Navigate to the Election Event where you intend to create a new Election:

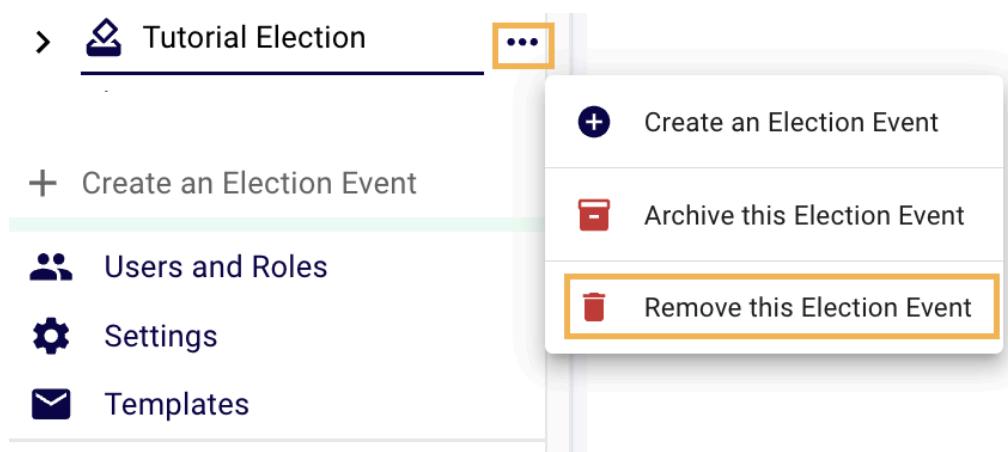
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- On the left sidebar, locate the "Election Events" section.
2. Initiate the Creation of an Election:
- At the bottom of the Election Event, you will see an option labeled "Create an Election" highlighted with an orange box in the image above. Click 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

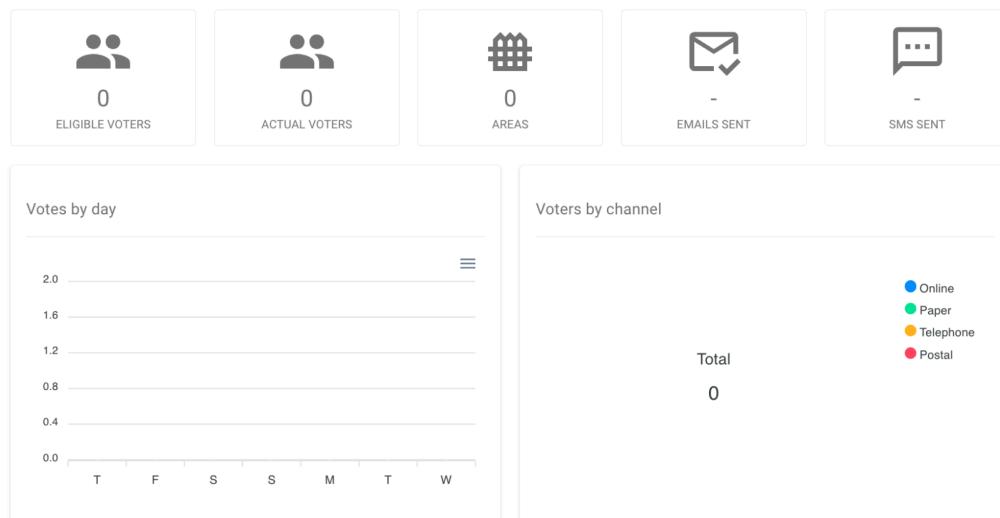
1. Navigate to the Election Event you wish to delete.
2. Click on the kebab menu and select "Remove this Election Event"



Dashboard

Tutorial

Election configuration.

[DASHBOARD](#)
[DATA](#)
[VOTERS](#)
[PUBLISH](#)


- 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

<input type="checkbox"/>	guy.zilber@seuentech.com	✓	Guy	+12345678	Zilber	guy.zilber@seuentech.com	Area 1	X				
--------------------------	--------------------------	---	-----	-----------	--------	--------------------------	--------	---	--	--	--	--

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 SCHL >

<input type="checkbox"/>	Id ↑	First Name	Last Name	Area	Middle Name	Suffix	Birth Date	Voted	Actions
<input type="checkbox"/>	71ae94ae-d894-4224-be0c-8128acc133bd	Tutorial	Voter	-	-	-	31/12/1110	X	⋮

Rows per page: 10 ▾ 1-1 of 1

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	SCHI	>
<div style="display: flex; justify-content: space-between;"> ☰ COLUMNS FilterWhere + ADD ⬆ IMPORT ⬇ EXPORT ✉ SEND </div>											
Id ↕	First Name	Last Name	Area	Middle Name	Suffix	Birth Date	Voted	Actions			
<input type="checkbox"/>	71ae94ae-d894-4224-be0c-8128acc133bd	Tutorial	Voter	Area 1	-	-	31/12/1110	X	⋮	⋮	⋮

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
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<h2>Publish History</h2>										
<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="radio"/>	<input type="radio"/>
<input type="checkbox"/>	1f964d24-721f-4cd6-b595-e00814fcfc24		X				2024-07-03T14:42:37.964431+00:00		<input type="radio"/>	<input type="radio"/>
<input type="checkbox"/>	ceb06650-586c-4498-afb3-4ce525ab94bd		✓		2024-07-09T11:02:28.857997+00:00		2024-07-09T11:02:27.255735+00:00		<input type="radio"/>	<input type="radio"/>

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

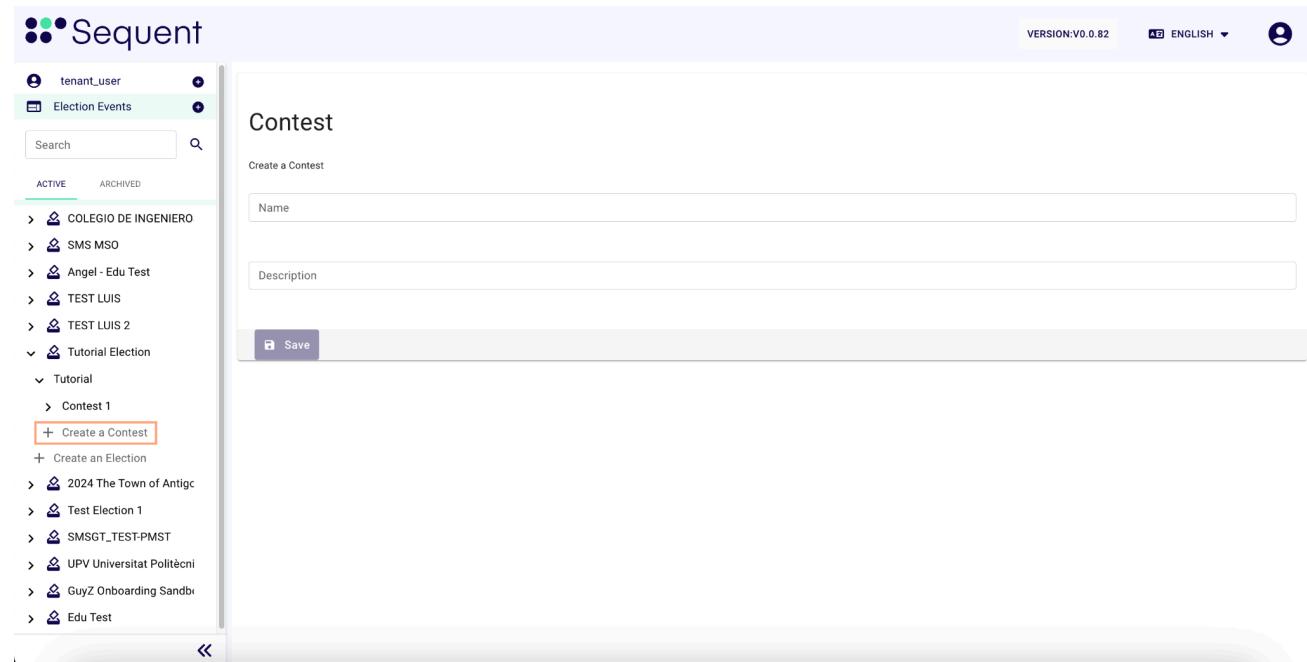
- Columns: Enable or disable columns for display.
 - Add Filter: Create text filters for the table by column.
 - Start Election: Begin the Election Event.
 - Pause: Temporarily halt the Election Event.
 - Stop Election: End the Election Event.
 - Publish Changes: Apply any changes to this Election.

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:


 A screenshot of the Sequent Online Voting System (OVS) interface. The top navigation bar includes the Sequent logo, version information (VERSION: V0.0.82), language selection (ENGLISH), and user profile. The main content area is titled "Contest" and contains a form for "Create a Contest". The form has fields for "Name" and "Description", with a "Save" button at the bottom. On the left sidebar, under the "Election Events" section, there is a list of election events. One item, "+ Create a Contest", is highlighted with an orange border. Other items in the list include "COLEGIO DE INGENIERO", "SMS MSO", "Angel - Edu Test", "TEST LUIS", "TEST LUIS 2", "Tutorial Election", "Tutorial", "Contest 1", "+ Create an Election", "2024 The Town of Antigc", "Test Election 1", "SMSGT_TEST-PMST", "UPV Universitat Politècnica", "GuyZ Onboarding Sandb", and "Edu Test". There are also "ACTIVE" and "ARCHIVED" filters at the top of the sidebar.

1. Navigate to the Election where you intend to create a new Contest:
 - o On the left sidebar, locate the "Election Events" section.
2. Initiate the Creation of a Contest:
 - o 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:
 - o Name: In the "Name" field, enter the name of the Contest you want to create.
 - o Description (*optional*): In the "Description" field, provide a brief description of the Contest.
4. Save the Contest:
 - o 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.

Image


Drag & drop files or Browse
Supported format: txt

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

Advanced Configuration

Advanced Configuration

Number of allowed votes
1


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

Preview
▶ {...} 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			
			COLUMNS	ADD FILTER	+ ADD
<input type="checkbox"/>	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.

Search Area

Channel

Data

Total Votes *

0

Total Valid Votes *

0

Total Invalid Votes *

Implicitly Invalid Votes *

Explicitly Invalid Votes *

Blank Votes *

Blank Votes *

Census *

0

Candidates

Candidate 1

Total Votes *

Candidate 2

Total Votes *

Back

Next >

- Fill in the Tally Sheet accordingly.

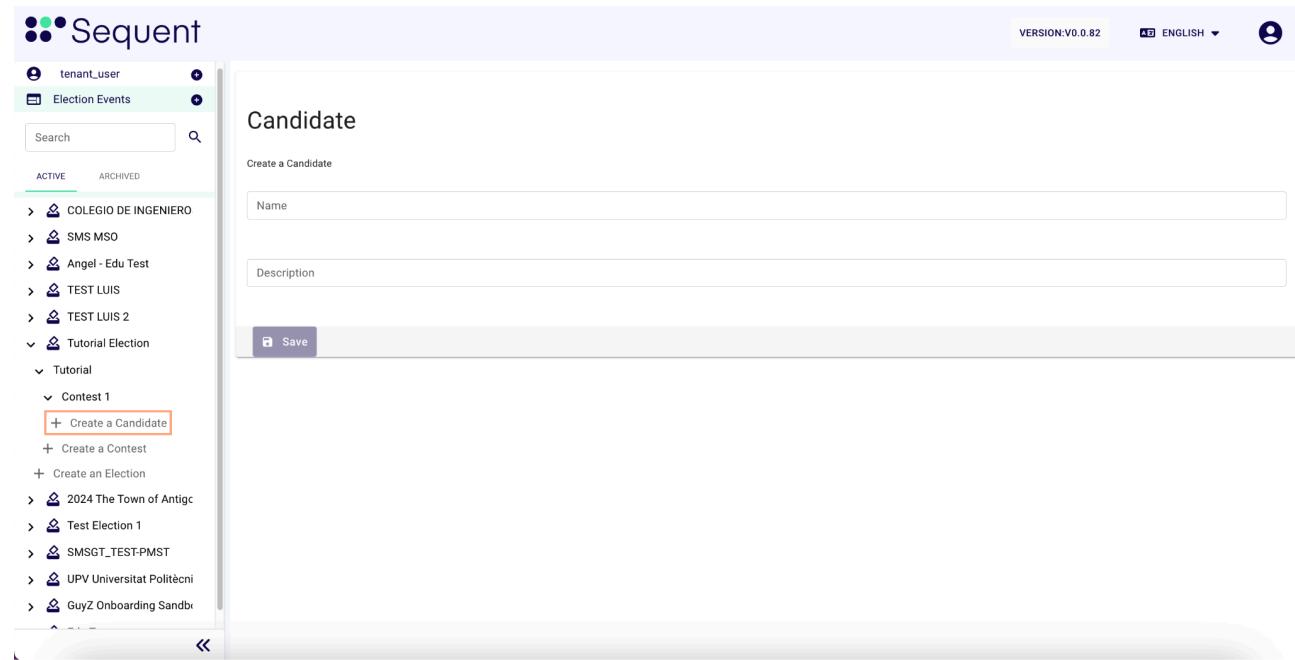
Note that results are currently only calculated and displayed in the Election Event Report after the final Tally.

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:



The screenshot shows the Sequent software interface for managing election events. On the left, there is a sidebar with a tree view of election events. One event, "Contest 1" under "Tutorial Election", is highlighted with an orange border. Inside this contest, there is a link labeled "+ Create a Candidate" which is also highlighted with an orange box. The main content area is titled "Candidate" and contains fields for "Name" and "Description", both of which are empty. A "Save" button is located at the bottom of this form.

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:

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](#)

tenant_user

Election Events

Search Q

ACTIVE ARCHIVED

- > COLEGIO DE INGENIERO
- > SMS MSO
- > Angel - Edu Test
- > TEST LUIS
- > TEST LUIS 2
- ✓ Tutorial Election
 - > Tutorial
 - + Create an Election
- > 2024 The Town of Antigc
- > Test Election 1
- > SMSGT_TEST-PMST
- > UPV Universitat Politècnica de València
- > GuyZ Onboarding Sandbr
- > Edu Test
- + Create an Election Event

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

7. 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	✓	✗	✗

8. 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.

1. Log in to the Administration Portal.
2. 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.

☰ COLUMNS
EXPORT

<input type="checkbox"/> 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

3. 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.

[!\[\]\(322f83b490f68248a3d6a5a74d86adc6_img.jpg\) Back](#) [!\[\]\(06a4eb136428a195e689dea61a7abffa_img.jpg\) 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.

[!\[\]\(dd6831133a7cfae4c1ade0262b0048d2_img.jpg\) Back](#) [!\[\]\(a311dd0ac277d9ecea1d9f6b29643b0f_img.jpg\) 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.

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	✓	✓	✓

8. 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																				
<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"/>																											
Publish History																											
<table border="1"> <thead> <tr> <th><input type="checkbox"/> Id ↑</th><th>Is generated</th><th>Published at</th><th>Created at</th><th></th></tr> </thead> <tbody> <tr> <td><input type="checkbox"/> 082d1f6e-a6f3-4a81-8499-1c565ea65423</td><td>X</td><td></td><td>2024-07-03T14:52:41.069251+00:00</td><td></td></tr> <tr> <td><input type="checkbox"/> 1f964d24-721f-4cd6-b595-e00814fcfc24</td><td>X</td><td></td><td>2024-07-03T14:42:37.964431+00:00</td><td></td></tr> <tr> <td><input type="checkbox"/> 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>								<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	
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<input type="checkbox"/> 1f964d24-721f-4cd6-b595-e00814fcfc24	X		2024-07-03T14:42:37.964431+00:00																								
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Rows per page: <input type="button" value="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.



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				
						III 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					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.

Tutorial Election

Election event configuration.

DASHBOARD	DATA	VOTERS	AREAS	KEYS	TALLY	PUBLISH	LOGS						
								III COLUMNS	= ADD FILTER	+ ADD	⬆ IMPORT	⬇ EXPORT	✉ SEND
<input type="checkbox"/>	Email	Enabled	First name	Mobile	Last name	Username	Area	Voted	Actions				
<input type="checkbox"/>	guy.zilber@sequentech.com	✓	Guy	+12345678	Zilber	guy.zilber@sequentech.com	Area 1	X	✉ ✍ trash grid				
<input type="checkbox"/>	edulix@invotes.com	✓	Eduardo	+34634571634	Robles	sample+1@example.com	-	X	✉ ✍ trash grid				
<input type="checkbox"/>	voter@vote.com	✓	Votey		Voter	voter@vote.com	Area 1	X	✉ ✍ trash grid				

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.

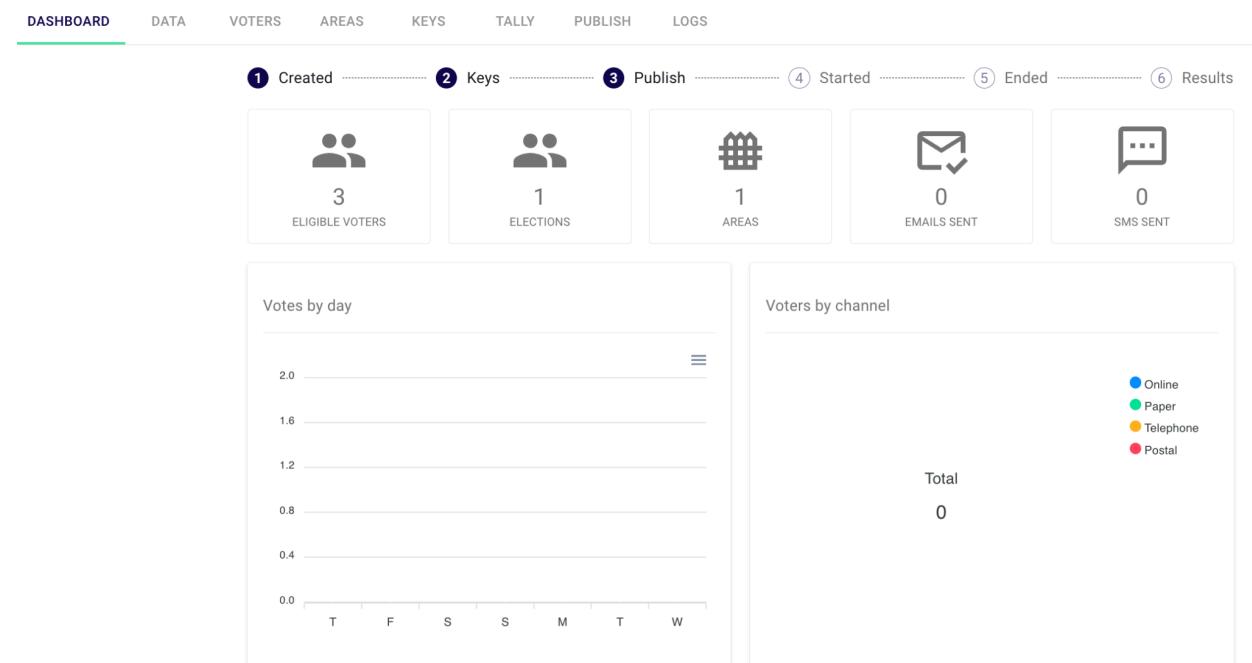
More elaborate information is available in Create Election > Election Event > Voters.

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.

Tutorial Election
Election event configuration.

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

No Tally yet.

Do you want to create one?

+ Start Tally Ceremony

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 Antigc
- > Test Election 1
- > SMSGT_TEST-PMST
- > UPV Universitat Politècnica de València
- > GuyZ Onboarding Sandb
- > Edu Test
- + Create an Election Event

Users and Roles

Settings

Communication Templates

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 < >

Back **Start Tally Ceremony >**

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.

Close **Ok**

- Select Ok if you wish to continue.

Trustees

Key fragment import status

Trustees	Fragment
trustee2	
trustee1	

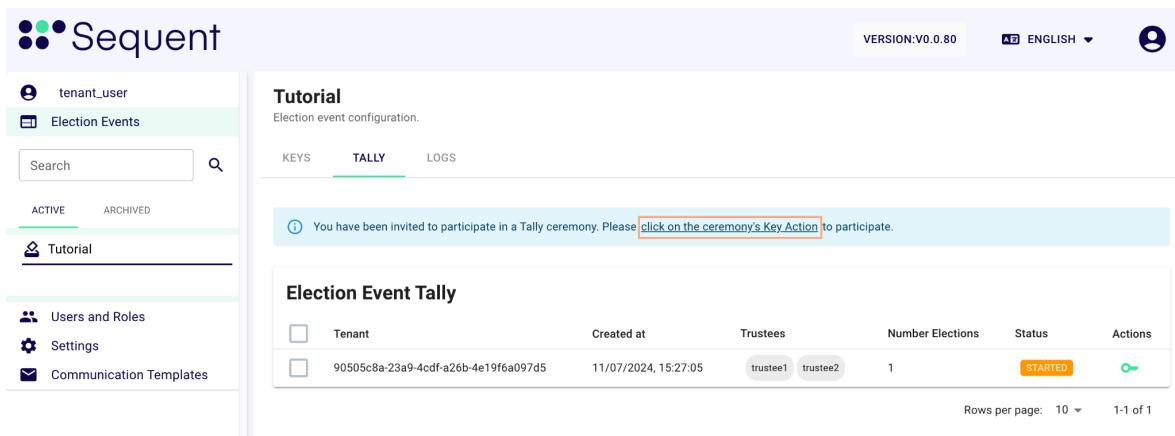
0/2 trustees imported the key
2 trustees needed

Rows per page: 10 ▾ 1–2 of 2 < >

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

Trustee Cryptographic Key Verification Process

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



The screenshot shows the Sequent Administration Portal interface. The left sidebar has a 'tenant_user' section and a 'Tutorial' section which is currently active. The main content area is titled 'Tutorial' and shows 'Election event configuration'. Below this is a 'KEYS' tab, the 'TALLY' tab which is selected and highlighted in green, and a 'LOGS' tab. A message box says: 'You have been invited to participate in a Tally ceremony. Please [click on the ceremony's Key Action](#) to participate.' The 'Election Event Tally' table lists one entry:

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

Rows per page: 10 ▾ 1–1 of 1

- 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	<input checked="" type="checkbox"/>

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

2/2 trustees imported the key  2 trustees needed 

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.



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

<input type="checkbox"/> Tenant	Created at	Trustees	Number Elections	Status	Actions
<input type="checkbox"/> 90505c8a-23a9-4cdf-a26b-4e19f6a097d5	11/07/2024, 15:27:05	trustee1 trustee2	1	SUCCESS	

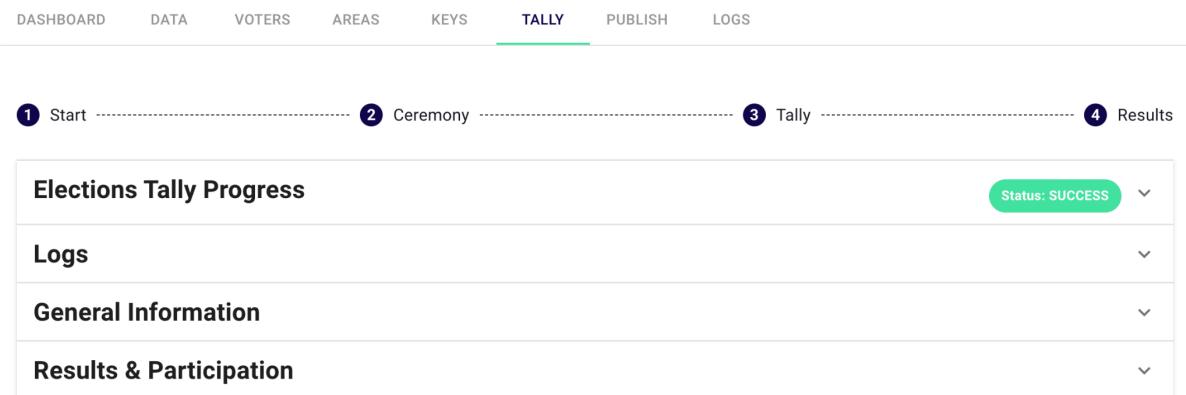
Rows per page: 10 ▾ 1-1 of 1

- 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.



The screenshot shows a navigation bar with tabs: DASHBOARD, DATA, VOTERS, AREAS, KEYS, TALLY (which is underlined in blue), PUBLISH, and LOGS. Below the navigation bar, a horizontal sequence of four numbered steps is shown: 1 Start, 2 Ceremony, 3 Tally, and 4 Results. A green status indicator 'Status: SUCCESS' with a dropdown arrow is positioned above the main content area. The main content area contains four expandable sections: 'Elections Tally Progress' (Status: SUCCESS), 'Logs', 'General Information', and 'Results & Participation'.

Elections Tally Progress: Status of the tally.

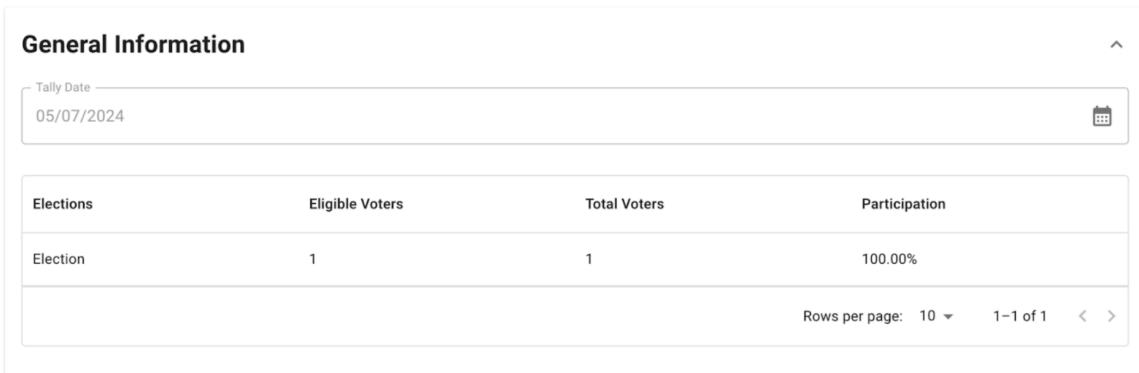
Logs: View tally logs for auditing purposes.

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.



The screenshot shows a 'General Information' section with a table. The table has four columns: 'Elections', 'Eligible Voters', 'Total Voters', and 'Participation'. One row is visible, showing 'Election' in the 'Elections' column, '1' in 'Eligible Voters', '1' in 'Total Voters', and '100.00%' in 'Participation'. At the bottom of the table, there are pagination controls: 'Rows per page: 10', '1-1 of 1', and navigation arrows.

Results and Participation:

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

Results & Participation

[EXPORT](#)

Elections.	ELECTION
Contests.	CONTEST
Areas.	GLOBAL AREA

[EXPORT](#)

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: 10 ▾ 1–1 of 1 < >

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.

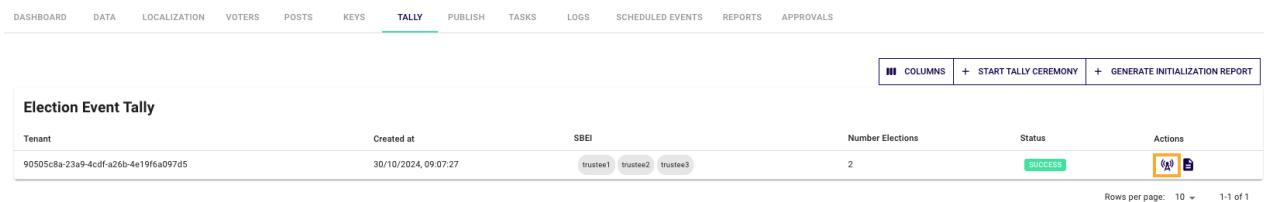
Blank Votes: Vote for no candidate. Counts as a valid vote.

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.



Election Event Tally					
Tenant	Created at	SBET	Number Elections	Status	Actions
90505c8a-23a9-4cdf-a26b-4e19f6a097d5	30/10/2024, 09:07:27	trustee1 trustee2 trustee3	2	SUCCESS	 

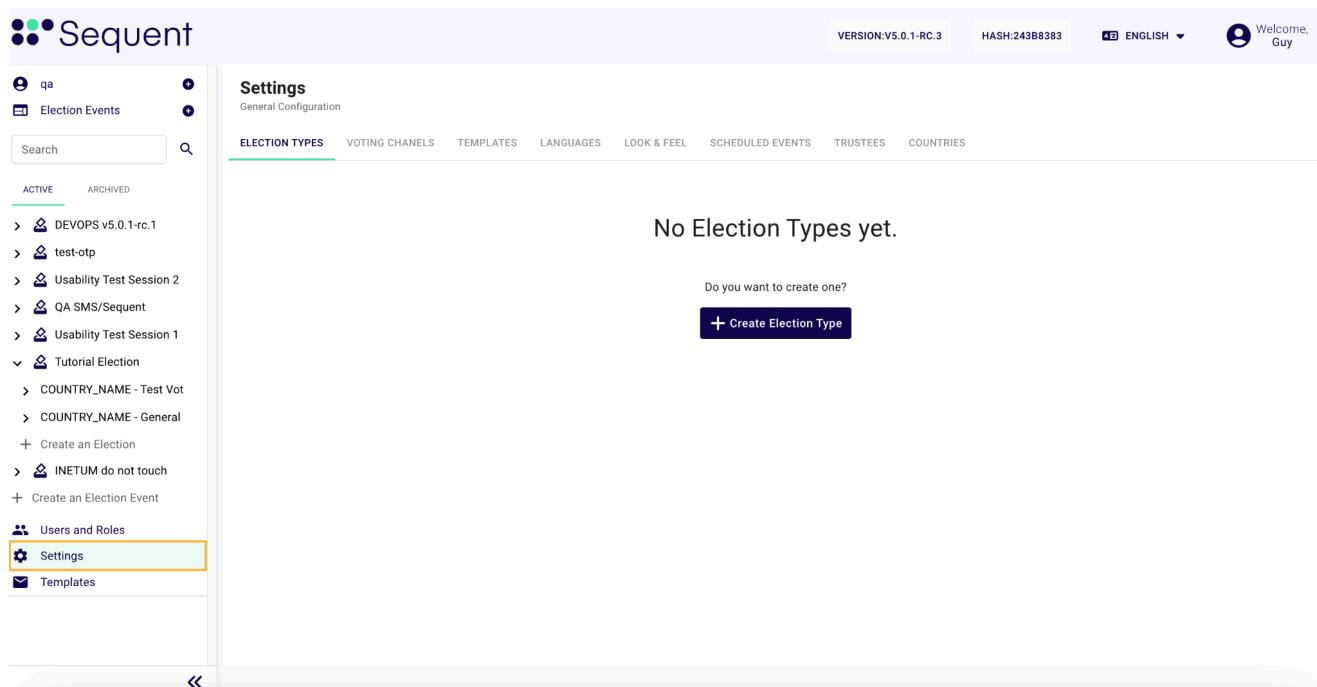
Rows per page: 10 ▾ 1-1 of 1

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.



VERSION: V5.0.1-RC.3 HASH: 243B88383 ENGLISH Welcome, Guy

ELECTION TYPES

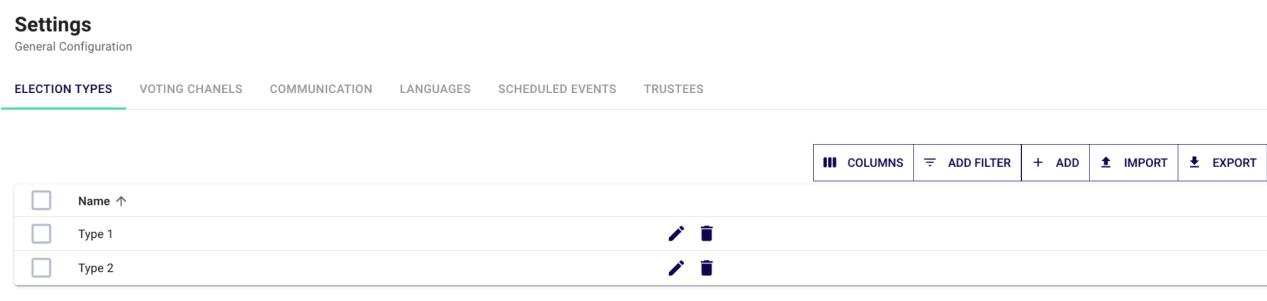
No Election Types yet.

Do you want to create one?

+ Create Election Type

WIP - Election Types

Allows you to create preset elections in the system.



ELECTION TYPES

Name ↑

Type 1

Type 2

COLUMNS ADD FILTER ADD IMPORT EXPORT

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

		COLUMNS	ADD FILTER	+	ADD	IMPORT	EXPORT
<input type="checkbox"/>	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.

Users and Roles
General configuration

EMAIL	ENABLED	FIRST NAME	MOBILE	LAST NAME	USERNAME	ACTIONS
	✓		+34634571634		felix	
	✓				service-account-service-account	
joyce.romaraog@smmsgt.com	✓	Joyce	+639619348134	Romaraog	joyce.romaraog	
edu@sequentech.io	✓	Eduardo	+34666000222	Robles	admin	
edu+trustee2@sequentech.io	✓	Trustee2	+34666000222		trustee2	
edu+trustee1@sequentech.io	✓	Test Trustee	+34666000222		trustee1	
joyce.romaraog@gmail.com	✓	Joyce		Romaraog	joycetrustee1	

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

Schedule

Send now

Date and time to start sending notifications –
 dd/mm/yyyy, -:-

Communication Template

Communication Method

Communication Type

Template Alias

Email Subject

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**

	Email	Enabled	First name	Mobile	Last name	Username	Actions	
<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.
 - Associated roles can also be imported.
- 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
Permission Label

Enabled *

2. Input the user's information.

a. Mandatory fields: Username, First Name, Last Name

3. Select a Role

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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.

1. Edit the desired user

Users

View and edit user data

Username *	admin
Email	edu@sequentech.io
First Name	Eduardo
Last Name	Robles
Act as Trustee	
Permission Label	<input type="button" value="WASHINGTONONDC"/> <input type="button" value="DUBAI"/> <input type="button" value="ATHENS"/> <input type="button" value="NEWYORK"/> <input type="button" value="TOKYO"/>

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

Advanced Configuration

Cast Vote Confirmation Modal

Number of allowed votes

1

Permission Label

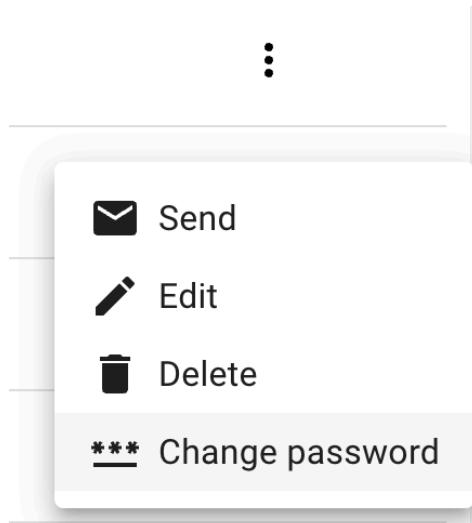
DUBAI

3. Enter the same Permission Label in the desired election
 - a. Select your Election
 - b. Select the Data tab
 - c. Open the Advanced Configuration accordion
 - d. Enter the exact same Permission Label in the appropriate section
4. 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: 

Repeat Password: 

Temporary 

 **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**

<input type="checkbox"/>	Name	Id ↑	 COLUMNS	 + ADD	 EXPORT
<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

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- 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"/>
Rows per page: 10 ▾ 1–10 of 59 < >	

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 Tally:** View the tally results for election events.
- **Edit Support Materials:** Modify support materials provided for election events.
- **Election Event Monitoring Dashboard View:** Access and view the election event monitoring dashboard.
- **Edit User:** Update user information and profiles.
- **Edit Election Event:** Make changes to the details of an election event.
- **Create Tally Sheet:** Generate a new tally sheet for election events.
- **Delete Election Event:** Remove an election event from the system.
- **View templates:** Access and view predefined templates.
- **Delete Contest:** Remove a contest associated with an election event.
- **Create Communication Template:** Build new templates for communication purposes.
- **Read Election:** Access election event details.
- **View election types settings:** Check the settings for various election types.
- **Miru Download:** Download Miru-related data or reports.
- **View Election Data:** Examine specific data related to election events.
- **Election Event Publish Columns:** View columns associated with publishing election events.
- **Miru Sign:** Perform signature operations in the Miru system.
- **Miru Send:** Send data or notifications via the Miru system.
- **Application Import:** Import application-related data.
- **Trustee Ceremony:** Manage ceremonies involving trustees.
- **Import Voter:** Add voter data into the system via import.
- **Read Monitoring Posts Already Generated Election Results:** View posts regarding pre-generated election results.
- **Back to Election Event Publish:** Return to the election event publishing interface.
- **View Election Event Voters Filters:** Access and apply filters for election event voters.
- **View countries settings:** Review and manage country-related settings.
- **Create Candidate:** Add a candidate to an election event.
- **Election Event Tasks Filters:** Use filters to refine election event tasks.
- **Read User Permission:** View details of user permissions.
- **Preview Election Event Publish:** Preview the publishing process for election events.
- **Create Election Event:** Initiate a new election event in the system.
- **Read Keys:** Access cryptographic or security keys.
- **Create Election:** Launch a new election.
- **Delete Report:** Remove a report from the system.
- **Read User:** View user details and related data.
- **Import Users:** Add multiple users to the system via import.
- **Read Monitoring Voters Who Voted:** Examine voters who have participated in the election.

- **Miru Create:** Create data or objects using the Miru system.
- **View users and roles:** Review details about users and their assigned roles.
- **Edit Application:** Modify application settings or configurations.
- **Edit Area:** Update details about an electoral area or region.
- **Read Election Event:** Access details of a specific election event.
- **Import Area:** Add area-related data into the system via import.
- **Create User Permission:** Set up new permissions for users.
- **Export Voter:** Extract voter information for external use.
- **Election Event Keys Columns:** Manage columns related to election event keys.
- **Export Publish:** Export published data for external systems.
- **View Tally Sheet:** Examine the contents of a tally sheet.
- **Edit Voting Channel:** Update the settings or configurations for voting channels.
- **Read Monitoring Automatic Approve Disapprove Voters:** Review automatic actions for approving or disapproving voters.
- **Export Tasks:** Extract details of tasks for external use.
- **Election Event Logs Filters:** Use filters to refine election event logs.
- **Read Reports:** View system-generated reports.
- **Delete Area:** Remove an electoral area or region.
- **View Election Dashboard:** Access and monitor the election dashboard interface.
- **Read Role:** View details about roles within the system.
- **Admin Ceremony:** Manage administrative ceremonies for election events.
- **Election Event Tally Columns:** Manage columns for election event tallies.
- **Change Voter Password:** Update the password for voter accounts.
- **Read Area:** Access details about a specific electoral area.
- **Export Trustees:** Extract trustee information for external purposes.
- **Election Event Areas Columns:** Manage columns for electoral areas in events.
- **Stop Voting:** Halt voting for an ongoing election event.
- **Election Event Tasks Columns:** Manage columns related to election event tasks.
- **Export Logs:** Extract logs for auditing or external processing.
- **View Election Event Areas:** Examine areas associated with election events.
- **Create Tenant:** Add a new tenant to the system.
- **Read Communication Template:** Access templates used for communication.
- **Create Ceremony:** Set up a new ceremony for an election event.
- **Edit Localization:** Adjust localization settings for the system.
- **Edit Tenant:** Modify details about an existing tenant.
- **View look and feel settings:** Review and adjust system appearance settings.
- **View trustees settings:** Examine settings related to trustees.
- **Export Ceremony:** Extract details about a ceremony for external use.
- **View Election Event Logs:** View logs for specific election events.
- **Download Documents:** Retrieve documents from the system.
- **Export Area:** Extract area details for external purposes.
- **Read Monitoring Approve Disapprove Voters:** Examine actions for approving or disapproving voters.

- **Read Monitoring Posts Already Closed Voting:** View monitoring posts for closed voting phases.
- **Election Event Areas Filters:** Apply filters to refine electoral area data.
- **View localization settings:** Access and adjust settings for system localization.
- **Read Localization:** Review specific localization settings.
- **Admin Dashboard View:** Access the administrative dashboard for high-level management.
- **Election Event Logs Columns:** Manage columns related to event logs.
- **View Election Event Publish:** Access and view publishing data for election events.
- **Edit Tally:** Make updates to the tally results for an election event.
- **Edit Trustee:** Update trustee information or settings.
- **Write Cloudflare:** Update Cloudflare configurations or settings.
- **Send Notification:** Dispatch notifications to users or stakeholders.
- **Edit User Permission:** Modify existing user permissions.
- **Generate Report:** Create system reports based on available data.
- **View Election Event Approvals:** Check approvals related to election events.
- **Edit Role:** Make changes to existing roles in the system.
- **Delete Candidate:** Remove a candidate from an election event.
- **Read Logs:** Access and review system logs.
- **Edit Election State:** Change the current state of an election event.
- **Edit Candidate:** Modify information about a candidate.
- **Create Role:** Define and set up a new role in the system.
- **Read Election Type:** View details about different election types.
- **Read Tally:** Access the results of tallied votes.
- **View Election Publish:** Access published details of elections.
- **Read Monitoring Manually Approve Disapprove Vote:** Review manually approved or disapproved votes.
- **Edit Voter:** Update voter details or account information.
- **View settings:** Access system settings for viewing or adjustments.
- **View IP Address:** Check recorded IP addresses in the system.
- **Application Export:** Export data related to system applications.
- **Read Monitoring Enrolled Overseas Voters:** Examine the list of enrolled overseas voters.
- **Create Report:** Build a new report within the system.
- **Assign Role:** Assign roles to users or groups.
- **Read Voting Channel:** Access information about configured voting channels.
- **Create Scheduled Event:** Set up a scheduled event in the system.
- **Read Contest:** View details about election contests.
- **Election Event Localization Selector:** Configure localization for election events.
- **Read Monitoring Posts Already Opened Voting:** View monitoring posts for voting that has been opened.
- **Publish Tally Sheet:** Finalize and publish a tally sheet.
- **Read Application:** Access application-specific data or configurations.

- **Monitoring Authenticated Voters:** Review the list of authenticated voters.
- **Upload Documents:** Add documents to the system.
- **Transmission Ceremony:** Manage ceremonies for result transmissions.
- **Edit Notification:** Modify the contents of notifications.
- **Read Trustee:** View trustee information.
- **View Election Voters:** Examine the list of voters for a specific election.
- **View Election Approvals:** Access approval details for elections.
- **Read Monitoring Posts Initialized The System:** Review monitoring posts for system initialization.
- **Election Monitoring Dashboard View:** Access and use the election monitoring dashboard.
- **Read Monitoring Voters Voted Test Election:** View the list of voters in test elections.
- **Edit Permission Label:** Update labels related to permissions.
- **Delete Voter:** Remove a voter from the system.
- **Read Documents:** Access uploaded or generated documents.
- **Read Monitoring Posts Already Started Counting Votes:** Review monitoring posts regarding the start of vote counting.
- **View Election Event Keys:** Access the keys associated with election events.
- **Read Notification:** View sent or received notifications.
- **Delete Election:** Remove an election from the system.
- **View Election Event Voters Columns:** Examine columns related to election event voters.
- **View Election Event Tasks:** View tasks associated with election events.
- **View Election Event Voters:** Access and review the voter list for election events.
- **Create Trustee:** Add a new trustee to the system.
- **Edit Election:** Make changes to an election's configuration.
- **Read Monitoring Posts Transmitted Results:** View monitoring posts for transmitted results.
- **Edit Reports:** Update system-generated reports.
- **Regenerate Publish:** Regenerate published data.
- **Edit Communication Template:** Modify existing templates for communication.
- **Election Event Reports Columns:** Manage columns for reports related to election events.
- **Upsert Area:** Add or update details about an area.
- **Read Cast Votes:** Examine the data of cast votes.
- **View Election IP Address:** Access election-related IP address data.
- **View voting channels settings:** Review settings for voting channels.
- **Read Tally Results:** Access and examine tallied results.
- **Delete Localization:** Remove localization configurations.
- **View Election Event Publish:** Access publishing details for election events.
- **Election Event Publish Filters:** Apply filters to refine published data.
- **Pause Voting:** Temporarily halt voting activities.
- **Archive Election Event:** Archive data for an election event.

- **Edit Scheduled Events:** Update the details of scheduled events.
- **Read Tenant:** Access information about tenants in the system.
- **Election Event Scheduled Event Columns:** Manage columns for scheduled event data.
- **Start Tally:** Begin the tallying process for an election event.
- **Admin User:** Manage administrative functions for users.
- **Back to Election Event Tally:** Return to the tallying interface for an election event.
- **Create Voter:** Add a new voter to the system.
- **View Election Event Data:** Examine specific data related to election events.
- **Preview Report:** Preview a report before finalization.
- **Delete Tally Sheet:** Remove a tally sheet from the system.
- **Create User:** Add a new user to the system.
- **Back to Election Event Tasks:** Return to the tasks interface for an election event.
- **View languages settings:** Access settings for available languages.
- **Create Publish:** Set up a new publish operation.
- **Read Voter:** View details about voters in the system.
- **View Election Event Reports:** Access reports related to election events.
- **View Election Event Scheduled:** Examine the schedule of events for an election.
- **Delete Scheduled Event:** Remove a scheduled event from the system.
- **Start Voting:** Begin voting activities for an election event.
- **Edit Election Type:** Update details about election types.
- **Edit Publish:** Modify data that has been published.
- **Read Tasks Execution:** View task execution details.
- **Create Contest:** Add a new contest to an election event.
- **Read Support Materials:** Access materials intended to support elections.
- **Create Localization:** Add new localization configurations.
- **Edit Documents:** Update uploaded or generated documents.
- **Publish Changes:** Finalize and apply published changes.
- **View templates settings:** Access settings for templates.
- **Create Area:** Add a new area or region to the system.
- **Read Candidate:** View details about candidates.
- **Manually Verify Voter:** Approve or verify a voter manually.
- **View Election Event Voters Logs:** Access logs related to election event voters.
- **Read Monitoring Posts Started Voting:** View monitoring posts regarding the start of voting.
- **Edit Contest:** Make changes to the details of an election contest.
- **Create Election Type:** Define a new type of election.
- **Read Publish:** Access details of published data.

Backup / Restore

The system enables the backup and restoration of tenant configurations, Keycloak settings, roles, and permissions. These configurations impact all election events within the tenant, ensuring consistency and alignment across Keycloak settings, role assignments, and tenant-specific parameters.

Tenant Configuration

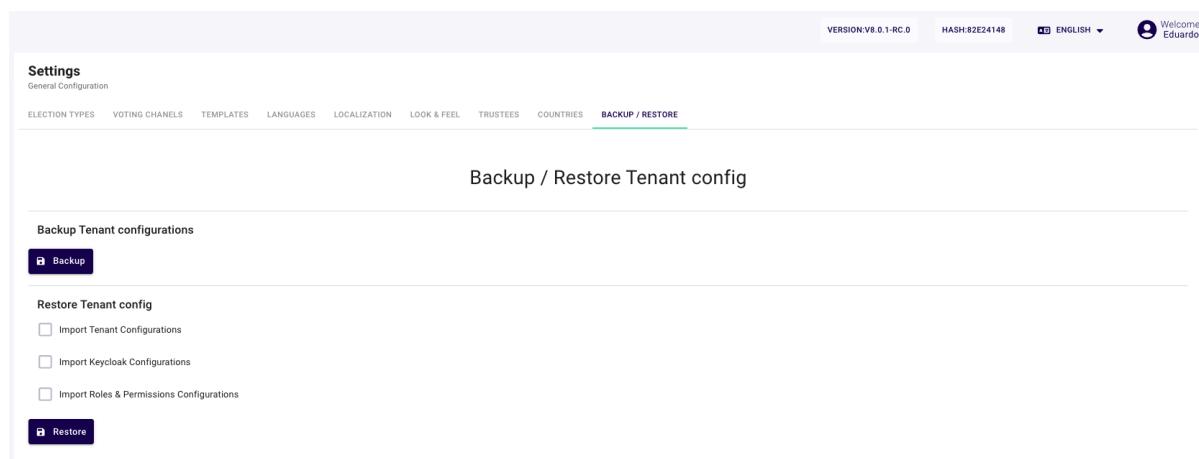
Contains settings and localizations for the Admin Portal, these configurations are for settings found in the “Settings” tab of the Admin Portal.

Keycloak Configuration

Contains settings and localizations for Keycloak. These configurations are for Election Events, Security, Translations, Biometric KYC parameters and more.

Roles & Permissions Configuration

Contains settings for roles and their associated permissions. These settings are found in “Users and Roles” under the “Roles” tab.



The screenshot shows the 'Settings' section of the Admin Portal. At the top, there are links for ELECTION TYPES, VOTING CHANNELS, TEMPLATES, LANGUAGES, LOCALIZATION, LOOK & FEEL, TRUSTEES, and COUNTRIES. The 'BACKUP / RESTORE' tab is currently selected. Below this, the page title is 'Backup / Restore Tenant config'. Under 'Backup Tenant configurations', there is a 'Backup' button. Under 'Restore Tenant config', there are three checkboxes: 'Import Tenant Configurations', 'Import Keycloak Configurations', and 'Import Roles & Permissions Configurations'. There is also a 'Restore' button.

Backup Tenant configurations

1. Select “Backup”
2. The downloaded file will include the Tenant, Keycloak and Roles & Permissions configurations.

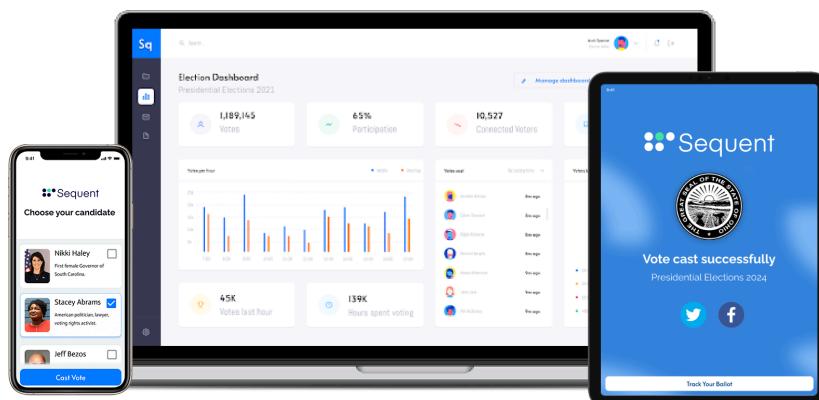
Restore Tenant config

1. Select the checkboxes of the files you wish to ingest into the system
2. Select “Restore”
3. Drag and drop the appropriate ZIP file (obtained from the Backup procedure)
 - a. There are no “mandatory” configs to backup
 - b. Backup is performed as an upsert on top of current configurations.

Sequent Online Voting

COMELEC

CSS Guide



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Inc.

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1. CSS in Sequent OVCS Ballot Design

In order to manipulate elements of the ballot using CSS, there are a few crucial concepts the user is required to understand

- Understanding CSS by reading the Guide to CSS, or any available content on the internet
- Extract a class name using “Inspect Element” in the browser
- Applying the desired changes in Ballot Design

2. Guide to CSS

2.1. Introduction to CSS (Cascading Style Sheets)

CSS (Cascading Style Sheets) is a styling language used to control the layout, appearance, and behavior of HTML elements in web pages. By defining styles such as colors, fonts, margins, and alignments, CSS helps create visually appealing, user-friendly, and responsive websites. It acts as the blueprint for how elements on the page will look and interact with the user.

2.1.1. Basic CSS Syntax

CSS syntax consists of selectors and declaration blocks:

Unset

```
selector {  
  
    property: value;  
  
}
```

- **Selector:** Targets the HTML element to be styled (e.g., `.css-6xhryf`).
- **Property:** Defines what aspect of the element to change (e.g., `background-color`).
- **Value:** Specifies the value for the property (e.g., `white`).

Example:

```
Unset

.css-6xhryf {

    background-color: white;

}
```

In this example:

- The selector `.css-6xhryf` targets an element with the class `css-6xhryf`.
- The property `background-color` is set to `white`, which changes the background color of that element.

2.2. Basic CSS Properties

2.2.1. Background Color and Color

- `background-color`: Sets the background color of an element.
- `color`: Sets the text color within an element.

Example:

```
Unset

.css-81l2ph {

    color: white; /* Text color */

    background-color: blue; /* Background color */

}
```

2.2.2. Display Property

- `display: none;`: Hides an element.
- `display: flex;`: A layout model that makes elements align and distribute space within a container.

Example:

```
Unset

.css-81l2ph {  
  
    display: none; /* Hides the element */  
  
}  
  
  
  
  
.css-2x91ux {  
  
    display: flex; /* Uses flexbox for layout */  
  
}
```

2.2.3. Borders and Sizing

- `border`: Defines the border's width, style, and color.
- `width, height`: Defines the size of the element.

Example:

```
Unset

.css-1dc9wjx {  
  
    border: 1px solid #23527c; /* 1px solid border with color */  
  
}
```

2.2.4. Flexbox Layout

Flexbox is a layout module that helps create flexible, responsive layouts without using floats or positioning.

Example:

Unset

```
.css-13t3pl8 {  
  
    display: flex; /* Creates a flexible container */  
  
    flex-direction: row-reverse; /* Reverses the order of the flex  
items */  
  
    gap: 10px; /* Adds space between flex items */  
  
}
```

2.3. Advanced CSS Selectors

CSS selectors allow targeting specific HTML elements or groups of elements to apply styles.

2.3.1. Class Selectors

Classes are a reusable and flexible way to style elements. You can assign multiple classes to an element, and each class can target different properties.

Example:

```
Unset  
.css-6xhrfy {  
    background-color: white;  
}
```

This targets any element with the class `css-6xhrfy`.

2.3.2. ID Selectors

ID selectors target a specific element with a unique ID. IDs should be unique to each page.

Example:

```
Unset  
#header {  
    font-size: 20px;  
}
```

2.3.3. Child Selectors and Pseudo-Classes

- **:hover**: Applied when the user hovers over an element.
- **:nth-child()**: Targets an element based on its position in a list of siblings.

Example:

Unset

```
.voting-screen > div:nth-child(even) .contest-title {  
  
background: #05b050;  
  
color: #FFFFFF;  
  
}  
  
  
.voting-screen > div:nth-child(odd) .contest-title {  
  
background: #2271c1;  
  
color: #FFFFFF;  
  
}
```

In this case:

- The background and text color change based on whether the `div` is an even or odd child.

2.4. Media Queries for Responsiveness

Media queries allow for the creation of responsive designs, which adapt based on the screen size or device capabilities (e.g., mobile vs. desktop).

Example:

```
Unset

@media (min-width: 1170px) {

    .css-13t3pl8 {

        max-width: 23.2%;

    }

}
```

Here, the `.css-13t3pl8` class applies only when the screen width is at least 1170px.

2.5. Practical Tools for Manipulating Frontend Elements

2.5.1. Inspecting Elements in the Browser (Developer Tools)

Web browsers like Chrome and Firefox have built-in developer tools that allow you to inspect and manipulate the HTML and CSS of a page in real-time.

- Right-click on any element and select "Inspect" to view its HTML structure and CSS rules.
- You can modify styles directly in the Developer Tools to see changes instantly.

2.5.2. Adding or Changing Classes

To define new classes and manipulate element visibility, alignment, and other properties, you can:

1. Create a New Class:

Unset

```
.new-class {  
  
    background-color: red;  
  
    display: block;  
  
}
```

2. Add this class to any HTML element:

Unset

```
<div class="new-class">This element will have a red  
background.</div>
```

3. **Align or Display an Element:** Use the `display` and `align-items` properties to adjust how elements are shown or aligned.

Unset

```
.centered {  
  
    display: flex;  
  
    justify-content: center;  
  
    align-items: center;  
  
}
```

4. **Hide Elements:** Use `display: none` to hide elements.

```
Unset
```

```
.hidden {  
    display: none;  
}
```

2.5.3. Common CSS Tools

- CSS Preprocessors (SASS/LESS): These tools allow writing more efficient and modular CSS by supporting variables, nesting, and mixins.
- CSS Frameworks (Bootstrap/Tailwind CSS): Pre-built CSS libraries that help speed up development with ready-to-use components and utilities.

3. Finding CSS class names using Inspect Element

To find a CSS class name using the "Inspect Element" feature in your browser, follow these steps:

3.1. Steps to Find CSS Class Names Using Inspect Element:

1. Open Developer Tools:

- **Google Chrome/Edge:** Right-click anywhere on the page and select **Inspect** (or press **Ctrl + Shift + I** or **Cmd + Option + I** on Mac).
- **Mozilla Firefox:** Right-click the element you want to inspect and select **Inspect** (or press **Ctrl + Shift + I**).

2. Inspect the Element:

- The **Developer Tools** window will appear. The **Elements** tab is where you can view and inspect the HTML of the page.
- **Hover over the webpage:** As you hover over different elements on the page, their corresponding HTML will be highlighted in the **Elements** panel. This helps you pinpoint the right part of the page you want to inspect.

3. Find the HTML for the Element:

- Click on the element you want to inspect, such as a button, text field, or any part of the ballot.
- In the **Elements** panel, the corresponding HTML code for the element will be highlighted.

4. Locate the Class Attribute:

- Look for the **class** attribute in the HTML tag. The **class** attribute contains the class names assigned to that element. For example:

Unset

```
<div class="ballot-item css-123abc">Vote for Candidate A</div>
```

- Here, the element has two classes: **ballot-item** and **css-123abc**. You can use these classes to apply or modify CSS.

5. Copy the Class Name:

- You can copy the class name(s) by selecting it directly from the HTML and right-clicking to **Copy**. You can copy the whole **class** attribute or just the individual

class name that you need.

6. View Applied Styles:

- On the right side of the Developer Tools window, there is usually a **Styles** pane that shows the CSS rules applied to the selected element.
- This section helps you understand which styles affect the element, and you can see the active class selectors and the properties being applied (like `background-color`, `font-size`, etc.).

3.2. Tips:

- If an element has multiple classes, all the classes will be listed within the `class` attribute and separated by spaces.
- If you don't see the element you're targeting in the HTML, try hovering over different parts of the page in the Elements tab or click on the page element directly to select it.
- If an element doesn't have a class attribute, it might have other attributes like `id`, which can also be used to target the element.
- Some class designs might be overwritten by active javascript code. If you're unable to change an element in Ballot Design, it is possible a code change is required.
- ChatGPT can help a lot when redesigning CSS elements, simply copy the class name into ChatGPT with a picture, and write a prompt describing what it is you're trying to do.

By using the Inspect Element tool, you can efficiently find and copy the class names needed to manipulate or style your elements through CSS.

4. Applying Changes in the Admin Portal > Ballot Design

1. Select the desired Election Event you wish to edit
2. Select **Data** tab
3. Open the **Ballot Design** accordion
4. In the **Custom CSS** section, enter the desired CSS caption.

- a. Hide button if voter hasn't voted example:

```
.election-selection-screen .election-item:has(.election-info [hasvoted='false'])  
.election-actions .MuiButton-secondary {
```

```
    display: none;
```

```
}
```

- b. Center title example:

```
.contest-title{  
    display: flex;  
    justify-content: center;  
}
```

- c. Set color example:

```
.css-rck9x6 {  
    color: #23527c;  
}
```

5. Select **Save**

6. Don't forget to **Publish** the changes in order to see them in the Voting Portal