



CEN/AG Electronic balloting application

User Guide for the BallotOwner

Revision history

The following revisions have been made to this document:

Date	Version	Person	Summary of changes
2006-09-11	1.0	CC	Initial version
2006-09-28	2.0	CC	Updated with the automatic data picker at ballot creation
2006-10-13	2.1	MB	Info on Livelink folders and Procedure to add votes in closed ballot

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1. Introduction

The BallotOwner is responsible for the initiation and running of the balloting process. This role is assumed by CCMC for CEN/AG ballots. The BallotOwner has the highest access rights.

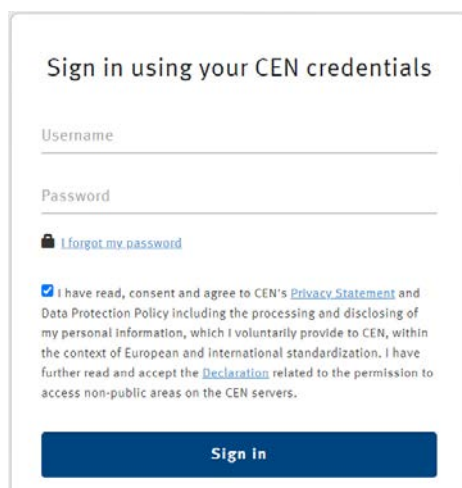
2. Accessing the eB3 environment

The CEN/AG balloting application is hosted at ISO on the new EB3 environment. For the **CEN/AG resolutions/recommendations**, a single sign-on procedure is implemented: users have to log in the LiveLink environment (CENTC server) before using the EB3 Balloting application. The link between the two environments is based on the unique login name (i.e. the user mail address).

Use the following URL: <https://cen.iso.org>.

3. Login to the server and logout

After having entered the above-mentioned URL, the login screen of the server is displayed.



The screenshot shows a login form titled "Sign in using your CEN credentials". It includes fields for "Username" and "Password", a link for "I forgot my password", and a checkbox for agreeing to the "Privacy Statement" and "Data Protection Policy". A "Sign in" button is located at the bottom.

The application can only be accessed by administrators, balloters and other authorized users, who have been appointed by their member bodies and are registered on the CENTC Livelink server.

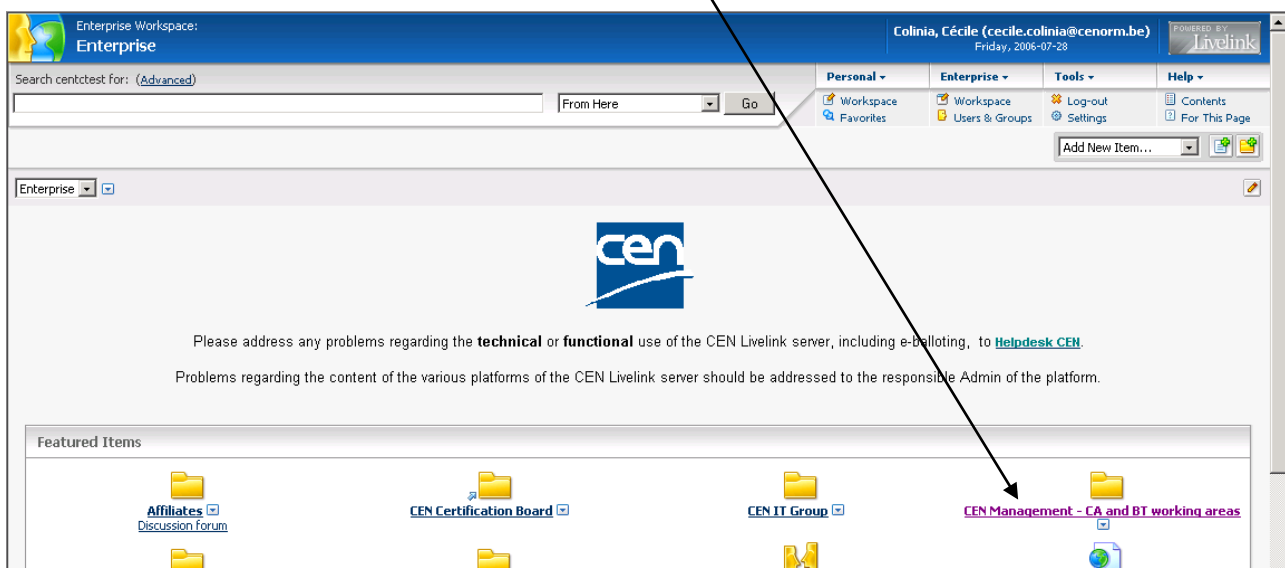
Each balloter must login to the server entering the user name and password provided by CCMC or their NSB Administrator in exactly the form specified. For BallotOwner, the user name and password is provided by CCMC. (**Note:** the user name and password are both case-sensitive).

To logout, please choose the option **Log-out** from the dropdown menu **Tools**. This menu is only visible after successful log-in.



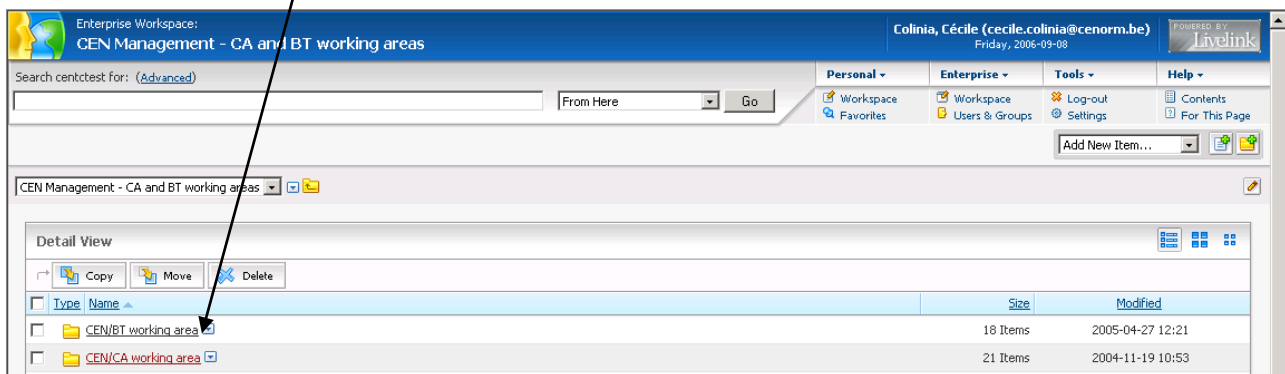
4. Accessing the balloting application

After having logged onto the server, click on **'CEN Management – CA and BT working areas'**.

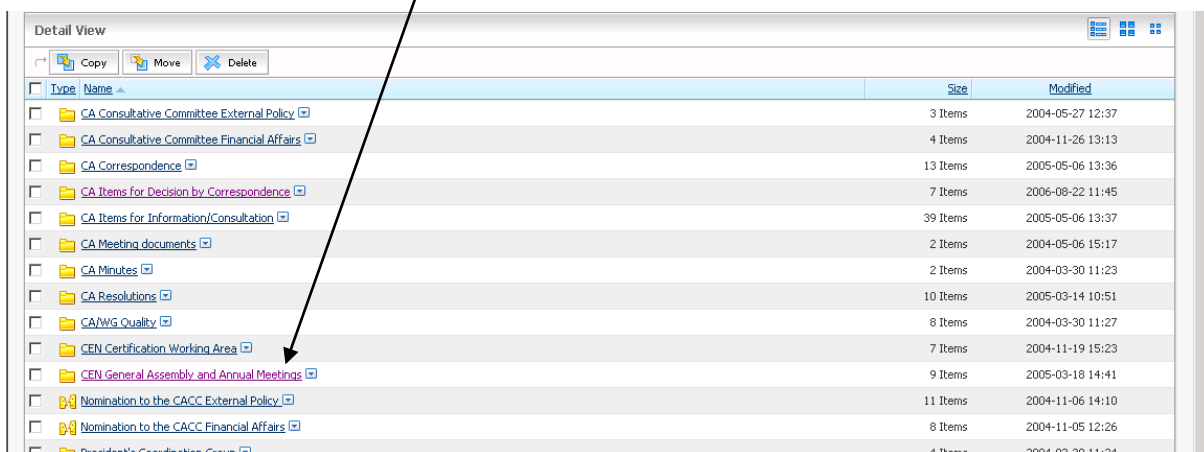


4.1 Accessing the CEN/AG balloting application

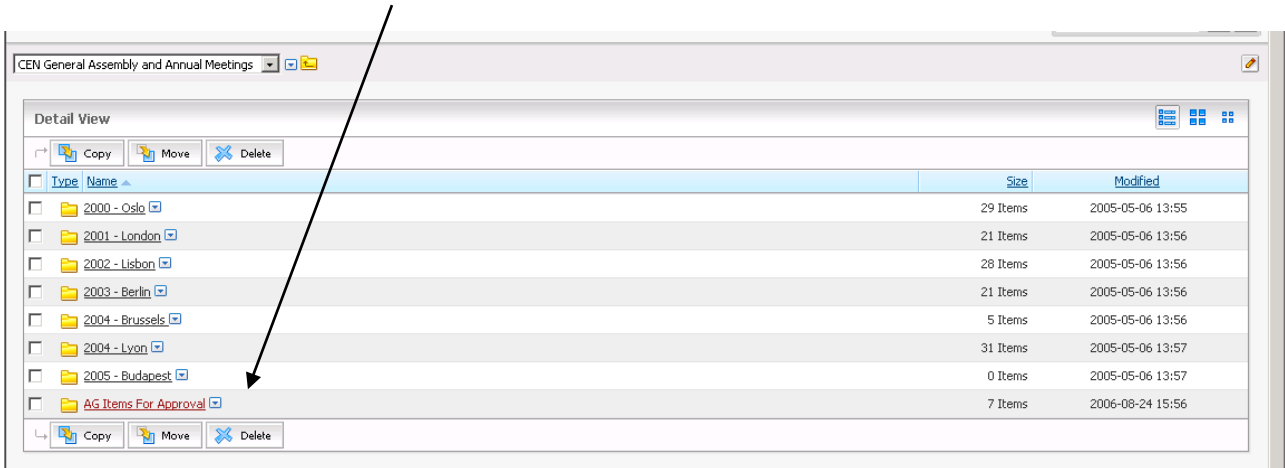
Click on **'CEN/CA working area'**.



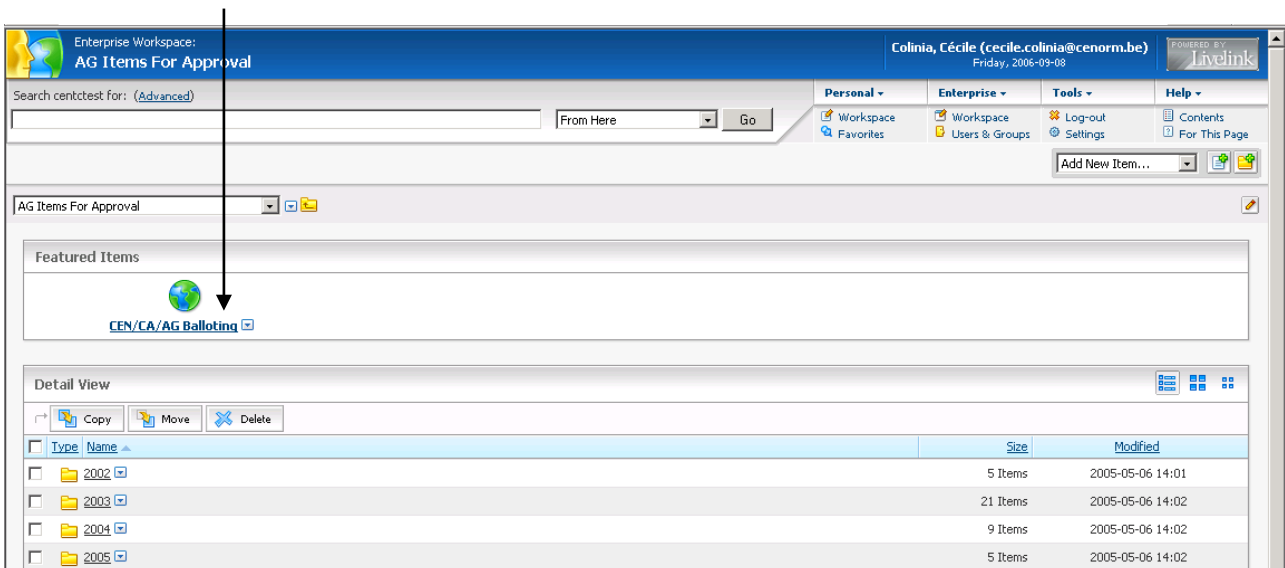
Click on **'CEN General Assembly and Annual Meetings'**.



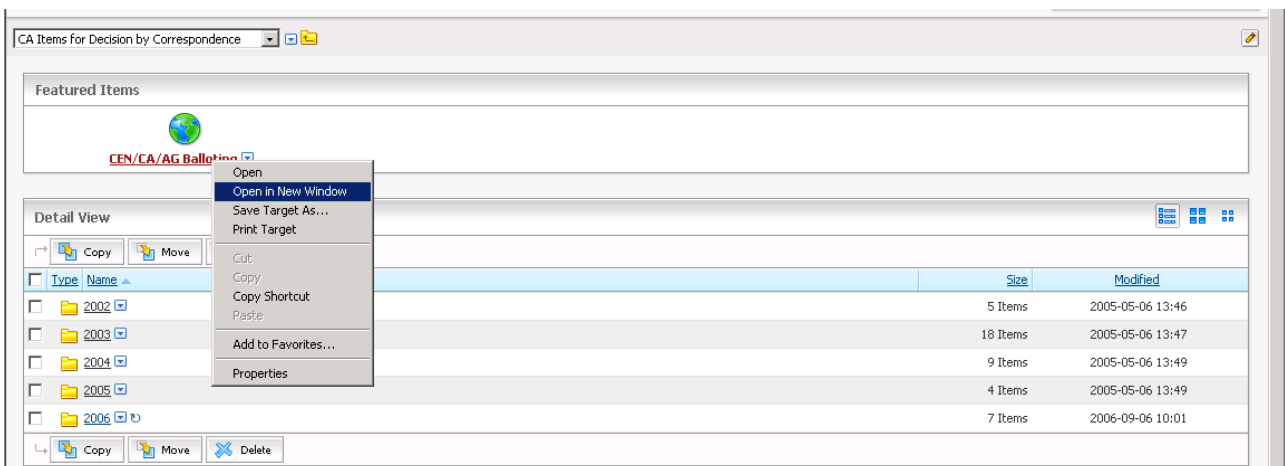
Click on **'AG Items for Approval'**.



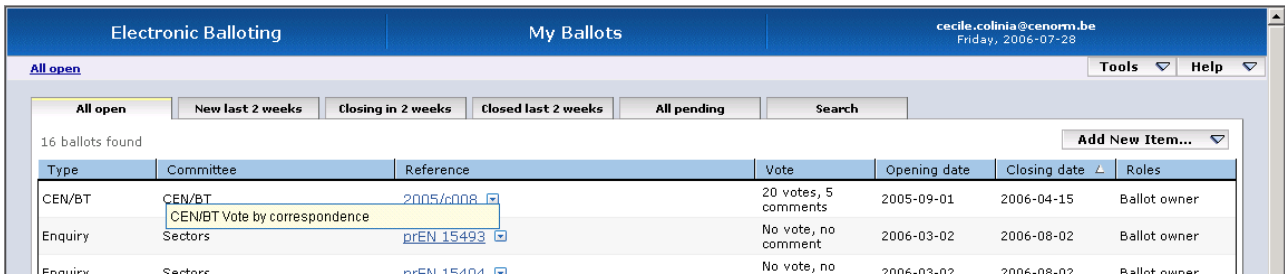
Click on **'CEN/CA/AG Balloting'** to access the electronic balloting application.



Tip: If you want to be able to keep an open window for information on the Livelink platform, you may open the balloting application in a new window (by right-clicking on the link and choosing the **"Open in New Window"** option).



The AG electronic balloting application is opened.



Note: If you also have another role for another ballot type in the same “Vote Group” (e.g., CEN/BT...), you will also have access to these ballots from this screen.

In order to only display the CEN/AG ballots, you can use the **Search** option to select on ballot type (see § 9), or temporarily disable the other roles (see the **Manage my roles** option in § 7.1.1. of the **CEN Electronic Balloting Application User Guide**, which is available through the Help option of the software).

Alternative access to the balloting application

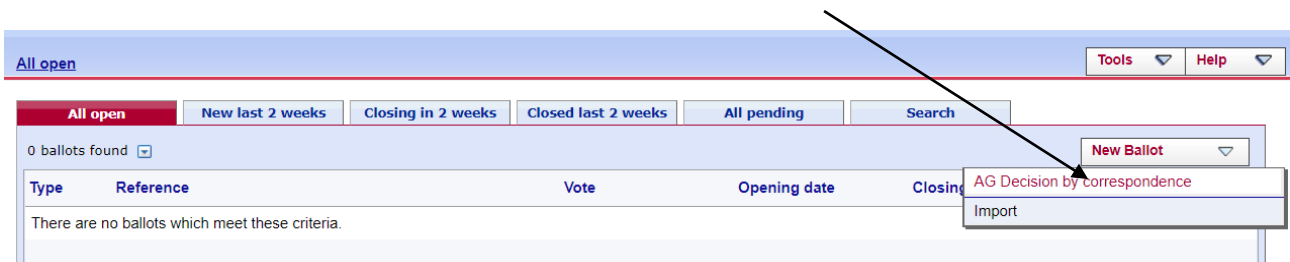
You can also use the following link to directly access the balloting application:

<http://cen.iso.org/livelink/eb32/part/viewMyBallots.do?method=doAllOpen&ballotTypes=typeGroupCAAG>

Attention: If you are not yet logged on the CENTC server, the system will ask you to log in first. After logging in, you will directly access the eB3 balloting application.

5. Creation of the CEN/AG ballots

To create a CEN/AG ballot, open the menu **New Ballot**.
Click accordingly on **CEN/AG Decision by correspondence**.



You have then the possibility to:

- either automatically retrieve the ballot data from Livelink (if there is already a source document in Livelink)
- or manually create the metadata of the ballot

5.1 Automatic ballot data picker

Once you have selected the ballot type you want to create, the tab **Selection of reference** allows you to automatically retrieve all the data available in Livelink.

You may enter the reference of the document you want to retrieve (in the form “**AG Resolution nn/yyyy**”), then click on **Pick from Livelink**.

Electronic Balloting Selection of reference marc.bellier@cerom.be
Thursday, 2006-09-28

All open Tools Help

Selection of reference Ballot Information Reference Documents

If there is already a source document in Livelink, please pick it below:

Reference: CA Resolution 14/2006 Pick from Livelink

<< Previous Next >> Cancel

If the syntax is correct, the system will automatically open the corresponding Livelink folder. Otherwise (or if you left the “**Reference**” field blank), it will show all the yearly folders and allow to select the appropriate folder by clicking on its icon:

Load ballot content from Livelink:

Ballot Reference:
CA Items for Decision by Correspondence (current folder)

Content to load:


Name	Resolution	Description
2002		
2003		
2004		
2005		
2006		
Template		

No documents found in this folder (or insufficient permissions).


Load Cancel

In the resulting document list, you may then select the appropriate document and click on **Load**.

Load ballot content from Livelink:

Ballot Reference:
 2006 (current folder) 

Content to load:

Name	Resolution	Description
 Voting Results		
<input type="radio"/> CA N 1654	CA Recommendation 01/2006	CEN CA Alternate Member for DS
<input type="radio"/> CA N 1655	CA Recommendation 02/2006	CEN/CA Members for ASRO
<input type="radio"/> CA 1693 SADCSTAN MoU	CA Recommendation 17/2006	Proposed Memorandum of Understanding between CEN and SADCSTAN
<input type="radio"/> CA N 1695	CA Recommendation 18/2006	CEN/CENELEC Internal Regulations - Part 3 (2006) : Rules for the structure and drafting of CEN/CENELEC Publications (ISO/IEC Directives - Part 2, modified)
<input checked="" type="radio"/> CA N 1692	CA Resolution 14/2006	Partner Standardization Body - Application from the Department of Standardization and Metrology of the Republic of Moldova (DSM RM)
<input type="radio"/> CA 1694	CA Resolution 15/2006	Memorandum of Understanding between CEN and GSO
<input type="radio"/> CA N 2605	Recommendation 01/2006	CENCER Scheme Rules
<input type="radio"/> CA N 9999	Resolution 99/2006	ISO:JH Test

The title, AG number and the opening and closing dates are then displayed.

Selection of reference **Ballot Information** **Refi**

If there is already a source document in Livelink, please pick it below:

Reference: CA Resolution 14/2006

Title: Partner Standardization Body - Application from the Department of Standardization and Metrology of the Republic of Moldova (DSM RM)

CA number: CA N 1692

Opening date: 2006-08-20

Closing date: 2006-09-15

Note : If some data is missing in Livelink, the system will display a warning message :

CA number: CA N 1692

Opening date: not set

Closing date: not set

You may then correct the data in Livelink and restart the Picking operation or you may go forward and add the missing data in the next Balloting screen.

Click on **Next>>** to continue the creation of the ballot.

An interactive form containing the ballot information is displayed. You have the possibility to add a Note or to modify the data (see § 5.2 below for detailed explanations on the modification of Ballot data).

Clicking on [Create] will create the ballot. In the next screen [**Reference Documents**], you can then check that the Reference Document was correctly fetched from Livelink. If needed, you may also upload additional documents, as described in § 5.2.2 below.

5.2 Manual ballot creation

If you want to manually create a ballot, simply click directly on **Next>>** in the **Selection of reference** tab.

An interactive form is then displayed. You have to enter the metadata in the different fields.

The screenshot shows a web interface with three tabs: 'Selection of reference', 'Ballot Information' (active), and 'Reference Documents'. The 'Ballot Information' tab contains the following fields:

- Reference:** A text input field with a red asterisk.
- Title:** A large text area with a rich text editor toolbar above it.
- CA number:** A text input field with a red asterisk and a placeholder '(CA N nnnn xxxxxx)'.
- Opening date:** A date input field with the value '2006-09-29' and a red asterisk.
- Closing date:** A date input field with the value '2006-10-26' and a red asterisk.
- Note:** A large text area with a rich text editor toolbar above it.

At the bottom of the form, there are three buttons: '<< Previous', 'Create', and 'Cancel'.

Metadata	Explanation
Reference	Reference of the draft AG resolution by correspondence (e.g. AG Resolution 01/2006)
Title	English title of the draft resolution by correspondence
AG number	Reference number of the draft resolution by correspondence (e.g. AG N 695)
Opening date	Issue date of the draft resolution by correspondence
Closing date	The real vote target date (taking into account an eventual extension)
Note	Ad hoc information to balloters

Note: You will always be able to modify these metadata while the ballot is open (see § 6).

Tip: You can copy/paste the title of the draft resolution from the AG platform, if you have kept an open window on the corresponding page (see tip on page 6). In this case, you have to be careful and avoid special formatting of text (like tables or icons, as explained in **Annex 4** below).

5.2.1 Ballot Information

Electronic Balloting Ballot Information cecile.colinia@cenom.be
Monday, 2006-09-11

closed last 2 weeks Tools Help

Ballot Information Reference Documents

Reference: CA Resolution 15/2006 *

Title: Memorandum of Understanding between CEN and GSO

CA number: (CA N nnnn xxxxxx) CAN1694

Opening date: 2006-09-01 * [Calendar icon]

Closing date: 2006-10-09 * [Calendar icon]

Note:

Create Cancel

The fields **Title** and **Note** are in Rich Text i.e. you can use some formatting features similar to those used in MS Word (e.g. alignment, numbering, bullets, indent...).

Clicking on the icon  will open a calendar. Simply click on the appropriate date.

Opening date: 2006-07-01 * [Calendar icon]

Closing date: 2006-10-29 [Calendar icon]

Note:

July, 2006

wk	Mon	Tue	Wed	Thu	Fri	Sat	Sun
26						1	2
27	3	4	5	6	7	8	9
28	10	11	12	13	14	15	16
29	17	18	19	20	21	22	23
30	24	25	26	27	28	29	30
31	31						

Select date

After having entered metadata, click on **Create** to confirm them and to continue the ballot creation by adding the Reference document(s).

Click on **Cancel** to come back to the ballot screen.

5.2.2 Reference document(s) and links

Note: The balloting documents shall be copied to the balloting folder, not linked or referenced.

Ballot Information

Reference Documents

Reference: CA Resolution 15/2006
Committee: CEN/CA
Title: Memorandum of Understanding between CEN and GSO

Opening date: 2006-09-01
Closing date: 2006-10-09

Reference documents and links

No reference documents nor links.
To add reference documents and/or links, please choose one of the menu options.

- Add new reference document
- Add new reference document from Livelink
- Add new link

Finish

Click on the function button and select the appropriate option:

5.2.2.1 Add new reference document

Electronic Balloting

Reference Documents

cecile.colinia@cenorm.be
Monday, 2006-09-11

Closed last 2 weeks

Tools Help

Ballot Information

Reference Documents

Reference: CA Resolution 15/2006
Committee: CEN/CA
Title: Memorandum of Understanding between CEN and GSO

Opening date: 2006-09-01
Closing date: 2006-10-09

Reference documents and links

No reference documents nor links.
To add reference documents and/or links, please choose one of the menu options.

- Add new reference document
- Add new reference document from Livelink
- Add new link

Finish

Upload a Ballot Reference Document

Ballot Reference: CA Resolution 15/2006
Ballot Title: Memorandum of Understanding between CEN and GSO

Document Name to display:

(Please leave blank to use the name of the uploaded file.)

Please select a new file below:

Browse...

Upload Cancel

Click on **Browse** to select a document from your local environment.

Double-click on the appropriate file. The system brings back the file. You also have the possibility to put a **Document Name to display**. If you want to use the name of the uploaded file, please simply leave this field blank.

Upload a Ballot Reference Document

Ballot Reference: CA Resolution 15/2006

Ballot Title: Memorandum of Understanding between CEN and GSO

Document Name to display:

(Please leave blank to use the name of the uploaded file.)

Please select a new file below:

Then click on **Upload** to add the document.

Ballot Information **Reference Documents**

Reference: CA Resolution 15/2006

Committee: CEN/CA **Opening date:** 2006-09-01

Title: Memorandum of Understanding between CEN and GSO **Closing date:** 2006-10-09

Reference documents and links

Memorandum

Click on **Finish** to confirm the reference document.

5.2.2.2 Add new reference document from Livelink

Ballot Information **Reference Documents**

Reference: CA Resolution 15/2006

Committee: CEN/CA **Opening date:** 2006-09-01

Title: Memorandum of Understanding between CEN and GSO **Closing date:** 2006-10-09

Reference documents and links

No reference documents nor links.

To add reference documents and/or links, and choose one of the menu options.

Select the appropriate document in the following screen. This screen displays the content of the corresponding folder on the Livelink AG platform.

Load ballot content from Livelink:

Ballot Reference: CA Resolution 15/2006 **Committee:** CEN/CA

Ballot Title: Memorandum of Understanding between CEN and GSO

Content to load:

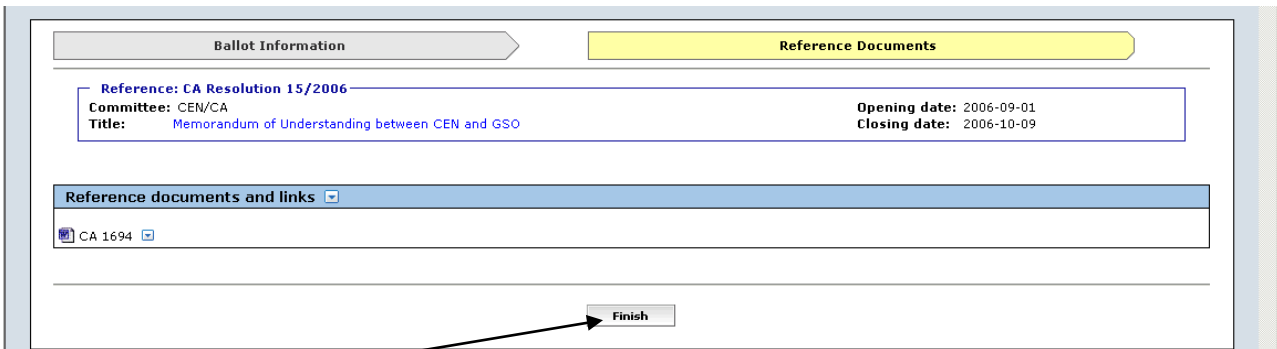
Name		
<input type="checkbox"/>	Name: Voting Results	
<input type="checkbox"/>	Resolution: CA Recommendation 01/2006 Name: CA N 1654 Description: CEN CA Alternate Member for DS	
<input type="checkbox"/>	Resolution: CA Recommendation 02/2006 Name: CA N 1655 Description: CEN/CA Members for ASRO	
<input type="checkbox"/>	Resolution: CA Resolution 14/2006	Name: CA N 1692 Description: Partner Standardization Body - Application from the Department of Standardization and Metrology of the Republic of Moldova (DSM RM)
<input checked="" type="checkbox"/>	Resolution: CA Resolution 15/2006 Name: CA 1694 Description: Memorandum of Understanding between CEN and GSO	
<input type="checkbox"/>	Resolution: Recommendation 01/2006 Name: CA N 2605 Description: CENCER Scheme Rules	
<input type="checkbox"/>	Resolution: Resolution 99/2006 Name: CA N 9999 Description: ISO:JH Test	

Click on **Load**.

Note: If the system can not find the correct folder on the basis of the ballot reference you specified, it will display the root folder for “AG Items for Approval” accordingly. You have therefore to check if the reference is correct and/or check that the corresponding resolution documents are stored in the correct folder on the AG platform. You may also navigate through the folder structure in order to find your document.

Reminder: (see Annex 3)

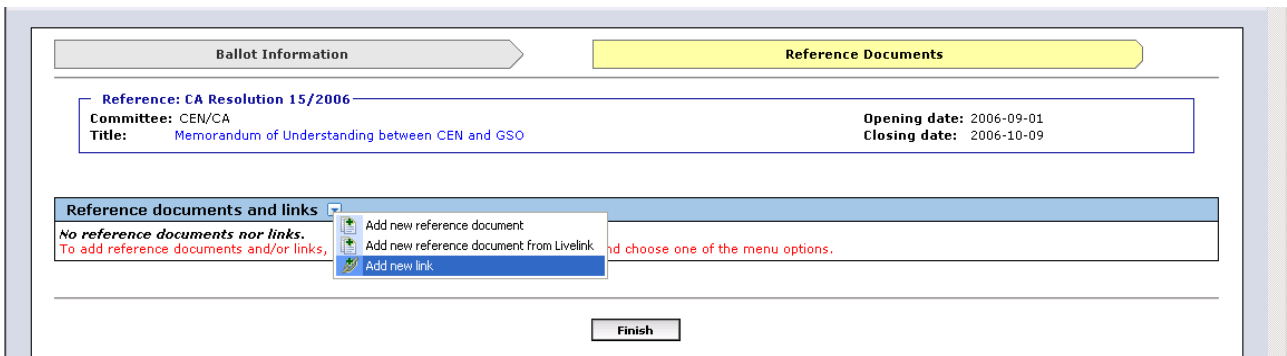
- Document references are in the form **<AG Resolution nn/yyyy>** where
 - **<nn>** is the resolution number
 - **<yyyy>** is the year
- Folders follow the following naming syntax: **<yyyy>**



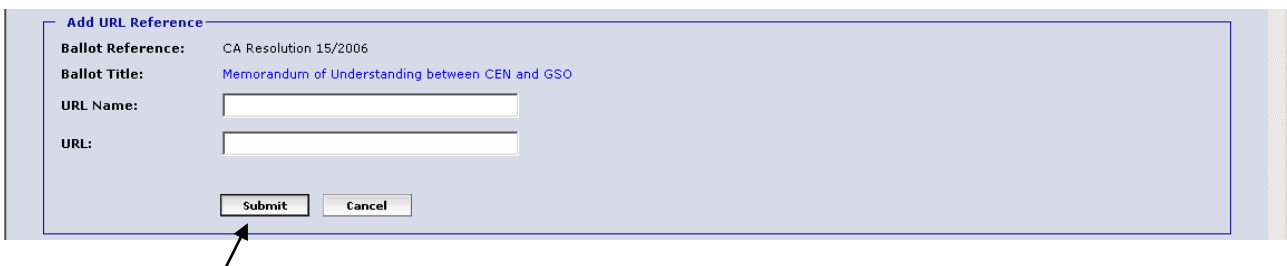
Click on **Finish** to confirm the reference document.

5.2.2.3 Add new link

In addition to the reference documents, you also have the possibility to add URL links to complementary information.



Enter the **URL Name** and the **URL**.



Confirm with **Submit**.

Ballot Information Reference Documents

Reference: CA Resolution 15/2006
Committee: CEN/CA
Title: Memorandum of Understanding between CEN and GSO
Opening date: 2006-09-01
Closing date: 2006-10-09

Reference documents and links

CA 1694
cenorm

Finish

Click on **Finish**.

6. Modification of the ballot

6.1 Modification of the metadata

To modify the metadata, click on the function button next to the ballot reference and select **Edit**.

Information Participation Audience

Reference: CA Resolution 15/2006 **Edit**
Committee: CEN/CA
Status: Open
Opening date: 2006-09-01
Opened on: 2006-09-11 06:52
Closing date: 2006-10-09
Closed on:
Title: Memorandum of Understanding between CEN and GSO
CA number: CA N 1694

Reference documents and links

CA 1694
cenorm

Questions and Answers

No.	Questions	Possible Answers
1	Vote on the Draft Resolution / Recommendation	Agrees Disagrees with comments * Disagrees fundamentally * Abstains *

(*) A Comment is required for this answer value.

Add New Item...

The interactive form is opened and you are able to modify all the metadata.

Information

Reference: CA Resolution 15/2006 *

Committee: CEN/CA

Status: Open

Opening date: 2006-09-01 *
Voting will open at 00:00 CET that day.

Closing date: 2006-10-09 *
Voting will close at 23:59 CET that day.

Title: Memorandum of Understanding between CEN and GSO

CA number: (CA N nnnn xxxxxx) CA N 1694

Note:

Submit Reset Cancel

Click on **Submit** to confirm the modification.
 Click on **Reset** to restore the original metadata.
 Click on **Cancel** to come back to the ballot screen.

6.2 Modification of the Reference document(s) and links

6.2.1 Modification of reference document

To simply modify the document name, click on the function button next to the document reference and select **Edit**.

Reference documents and links

- CA 1694 View Edit Delete
- cenorm

You will then be able to modify the document name.

Edit a Ballot Reference Document

Ballot Reference: CA Resolution 15/2006

Ballot Title: Memorandum of Understanding between CEN and GSO

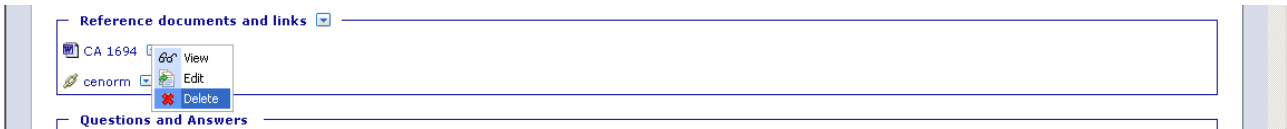
Document Name to display: CA 1694

Submit Cancel

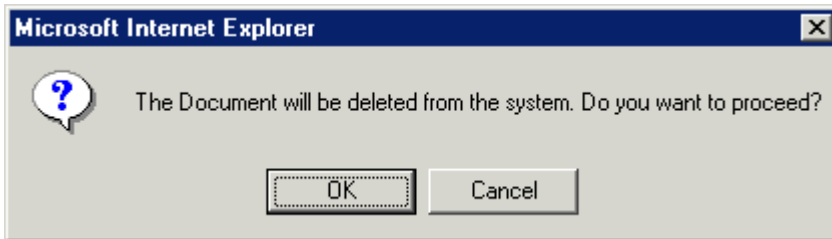
Click on **Submit** to confirm the modification.
 Click on **Cancel** to come back to the ballot screen.

To modify the document content, you have to replace the existing document by a new one.

Click first on **Delete**.



The system will ask you to confirm the deletion.



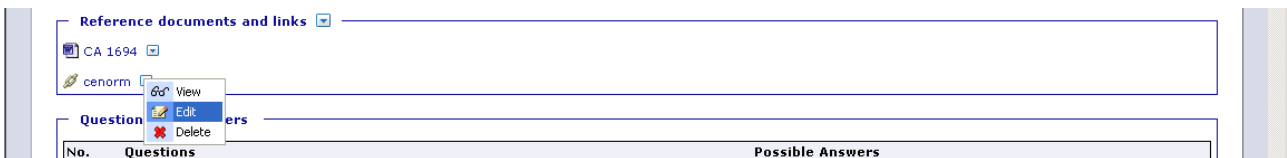
Click on **OK** to confirm the deletion.

Click on **Cancel** to come back to the ballot screen.

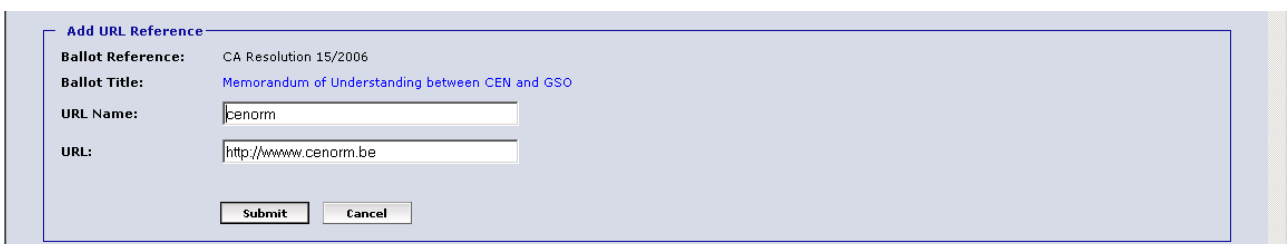
Once deleted, you simply have to add the new reference document (see § 5.2.1 and 5.2.2)

6.2.2 Modification of links

Click on the function button next to the link and select **Edit**.



You are now able to either modify the **URL Name** and/or the **URL** itself.

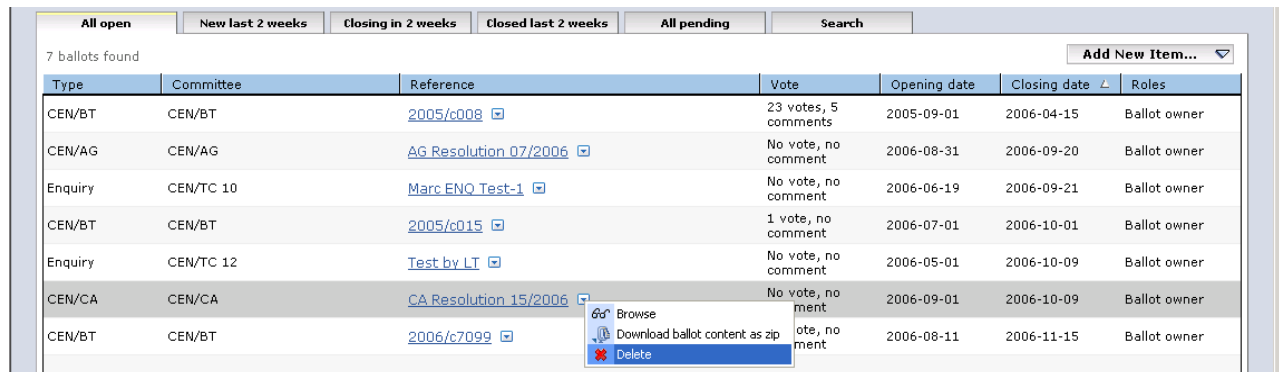


Click on **Submit** to confirm the modification.

Click on **Cancel** to come back to the ballot screen.

7. Deletion of ballot

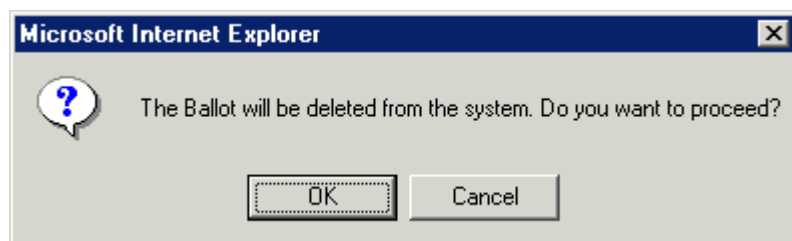
To delete a ballot, go to the ballot selection screen and click on the **Function**-button of the appropriate ballot. Choose the option **Delete**.



The screenshot shows a web interface with a table of 7 ballots. The table has columns for Type, Committee, Reference, Vote, Opening date, Closing date, and Roles. A context menu is open over the last row, showing options: Browse, Download ballot content as zip, and Delete (highlighted).

Type	Committee	Reference	Vote	Opening date	Closing date	Roles
CEN/BT	CEN/BT	2005/c008	23 votes, 5 comments	2005-09-01	2006-04-15	Ballot owner
CEN/AG	CEN/AG	AG Resolution 07/2006	No vote, no comment	2006-08-31	2006-09-20	Ballot owner
Enquiry	CEN/TC 10	Marc ENQ Test-1	No vote, no comment	2006-06-19	2006-09-21	Ballot owner
CEN/BT	CEN/BT	2005/c015	1 vote, no comment	2006-07-01	2006-10-01	Ballot owner
Enquiry	CEN/TC 12	Test by LT	No vote, no comment	2006-05-01	2006-10-09	Ballot owner
CEN/CA	CEN/CA	CA Resolution 15/2006	No vote, no comment	2006-09-01	2006-10-09	Ballot owner
CEN/BT	CEN/BT	2006/c7099	No vote, no comment	2006-08-11	2006-11-15	Ballot owner

The system will ask you to confirm the deletion.



Click on **OK** to confirm the deletion.

Click on **Cancel** to come back to the ballot selection screen.

8. Ballot Participation and audience

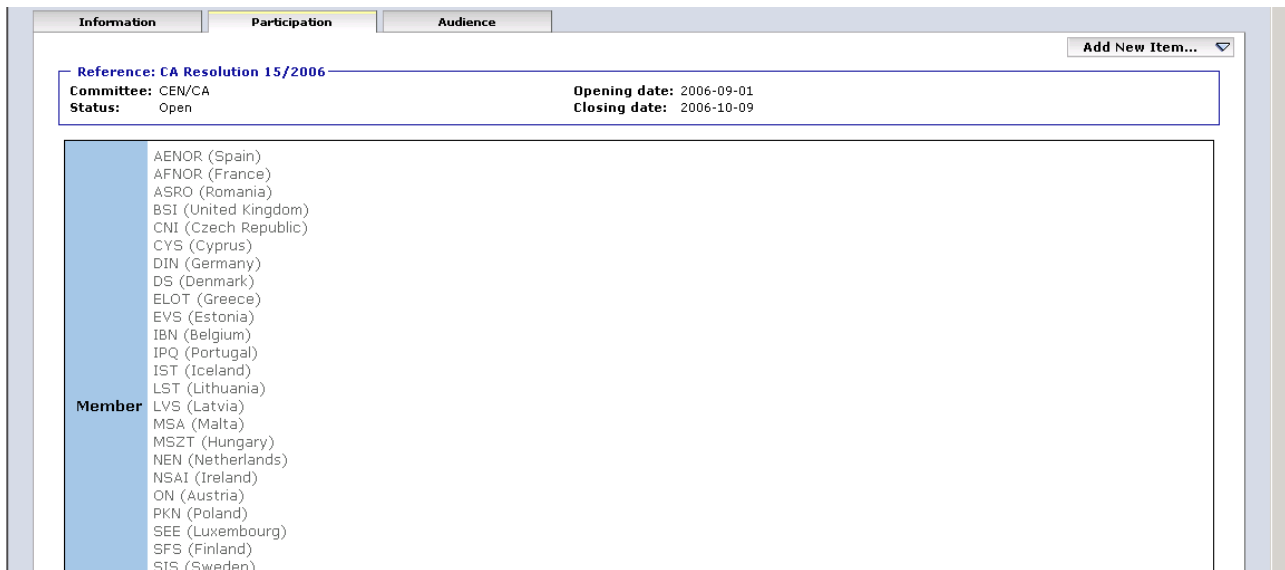
8.1 Participation

You can see the ballot participants by selecting the **Participation** tab of the ballot.

The **participation** of CEN members is fixed at ballot creation, and shall not be subject to modification. This means that e.g. new CEN members should not be allowed to vote on existing open ballots. They will be added to the participation of ballots opened after their official reconnaissance as CEN members.

The following information is displayed on the Ballot Participants screen:

- **Secretariat:** Country name + Organization acronym of the organization holding the "Committee" secretariat (not relevant for CEN/AG)
- **Member:** Country name + Organization acronym of the organizations participating to the ballot and entitled to vote on the draft AG resolutions
- **Liaison:** Country name + Organization acronym of the external organizations authorized to cast comments on the draft resolutions (not relevant for CEN/AG)



8.2 Audience

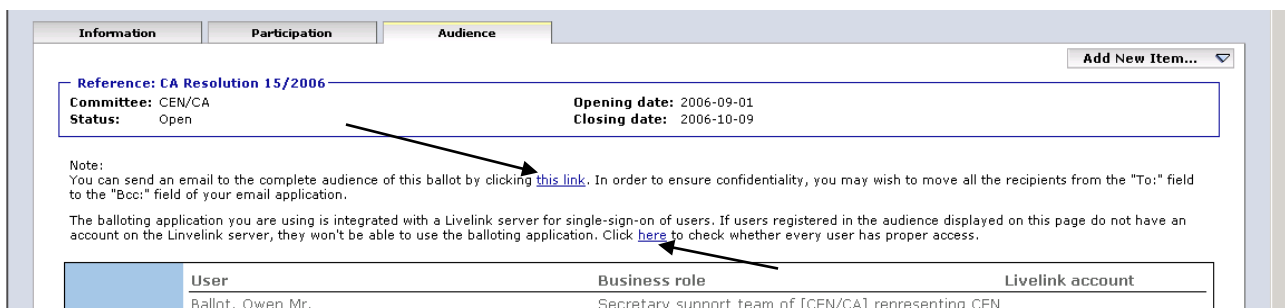
You can see the ballot audience in the **Audience** tab of the ballot.

The **audience**, i.e. the individuals representing the CEN members as voters, may change while a ballot is open, and also when it is closed.

The following information is displayed on the Ballot Audience screen:

- **Ballot Owner:** User Name + Role and Organization represented
- **Voter:** User Name + Role and Organization represented

Note: See Annex 2 for detailed information on the 2 roles.



Note 1: You have the possibility to send an email to the complete audience of this ballot by clicking on [“this link”](#). In order to ensure confidentiality, you may wish to move all the recipients from the "To:" field to the "Bcc:" field of your email application.

Note 2: The balloting application you are using is integrated with a Livelink server for single-sign-on of users. If users registered in the audience displayed on this page do not have an account on the Livelink server, they won't be able to use the balloting application. Click on the [“here”](#) link to check whether every user has valid access.

Information Participation **Audience** Add New Item... ▾

Reference: CA Resolution 15/2006
 Committee: CEN/CA Opening date: 2006-09-01
 Status: Open Closing date: 2006-10-09

Note:
 You can send an email to the complete audience of this ballot by clicking [this link](#). In order to ensure confidentiality, you may wish to move all the recipients from the "To:" field to the "Bcc:" field of your email application.
 The balloting application you are using is integrated with a Livelink server for single-sign-on of users. If users registered in the audience displayed on this page do not have an account on the Livelink server, they won't be able to use the balloting application. Click [here](#) to check whether every user has proper access.

	User	Business role	Livelink account
Ballot owner	Ballot, Owen Mr.	Secretary support team of [CEN/CA] representing CEN	Valid
	Bellier, Marc	Secretary support team of [CEN/CA] representing CEN	Valid
	Colinia, Cécile Ms.	Secretary support team of [CEN/CA] representing CEN	Valid
	Holmberg, Johan Mr.	Secretary support team of [CEN/CA] representing CEN	Valid
	Morris, Katherine Ms.	Secretary support team of [CEN/CA] representing CEN	Missing login "katherine.wiseman@cenorm.be"
	Vander Cammen, Renée Ms.	Secretary support team of [CEN/CA] representing CEN	Valid

	User	Business role	Livelink account
Voter	Ballot, Bjørn Mr.	Committee Balloter of [CEN/CA] representing DS (Denmark)	Valid
	Ballot, Eddy Dr.	Committee Balloter of [CEN/CA] representing ELOT (Greece)	Valid
	Ballot, Güdrun Mrs.	Committee Balloter of [CEN/CA] representing DIN (Germany)	Valid

9. Searching for particular ballots (Ballot search screen)

The **Search screen** allows you to enter parameters into the search fields and retrieve the ballots which match these criteria. This functionality is useful for specific requests, e.g. to find a ballot based on its reference number, on its opening or closing date etc. It is the only possibility to find ballots, if they exceed the scope of the queries implemented via the Tabs in the *Ballot Selection screen*.

On the ballot selection screen, click on the **Search** tab to open the **Ballot Search screen**. You may also use the **'Search'** option in the **'Tools'** menu.

Electronic Balloting My Ballots cecile.colinia@cenorm.be
 Tuesday, 2006-08-01

Search Tools ▾ Help ▾

All open New last 2 weeks Closing in 2 weeks Closed last 2 weeks All pending **Search**

Type: All Reference or Title: Opening date: from Search
 Status: All Committee: All my Committees Closing date: to Reset

Add New Item... ▾

Type	Committee	Reference	Vote	Status	Opening date	Closing date	Roles
To start your search, please define one criterion (or several criteria) to search for.							

To initiate a search, click on **Search** after having entered the search parameters.
 To clear the screen and remove the search parameters, click on **Reset**.

The **Search screen** allows to enter or select parameters in the following search fields:

Fields in the Search screen	Explanation/Function of the field
Type	Selecting a ballot type (possible values are: CEN/AG) will retrieve the ballots of this type. You can then define additional search criteria (e.g. status, closing date...) to refine your query.

Fields in the Search screen	Explanation/Function of the field
Status	Selecting a ballot status (<i>Open, Pending, Closed</i>) will automatically retrieve all the ballots which are currently under this status. You can then define additional search criteria (e.g. opening date, closing date...) to refine your query.
Reference or Title	You can enter a string of characters that is part of the ballot reference or title. (Note: this is not case-sensitive).
Committee	Selecting a ballot committee will automatically retrieve all the ballots of this committee. You can then define additional search criteria (e.g. status, closing date...) to refine your query.
Opening date	Specifies that the date in the range between "From" and "To" is an opening date
Closing date	Specifies that the date in the range between "From" and "To" is a closing date
From	Range start date
To	Range end date

Note: Like in the Tab lists above, these Search lists may be sorted by clicking on column headers and you may navigate from page to page when the number of ballots present in the search results is superior to 20.

The screenshot shows a search interface with the following elements:

- Navigation tabs: All open, New last 2 weeks, Closing in 2 weeks, Closed last 2 weeks, All pending, Search.
- Search filters: Type (All), Reference or Title, Opening date (from), Status (Closed), Committee (All my Committees), Closing date (to).
- Results: 109 ballots found. A pagination control shows '<< 1 - 20 >>'. An 'Add New Item...' button is visible.
- Table columns: Type, Committee, Reference, Vote, Status, Opening date, Closing date, Roles.
- Table rows (partial):

Type	Committee	Reference	Vote	Status	Opening date	Closing date	Roles
CEN/BT	CEN/BT	2005/c001	6 votes, 4 comments	Closed	2006-07-01	2006-07-26	Ballot owner
CEN/BT	CEN/BT	2005/c002	5 votes, 2 comments	Closed	2006-07-01	2006-07-20	Ballot owner
CEN/BT	CEN/BT	2005/c003	18 votes, 2 comments	Closed	2006-06-01	2006-06-07	Ballot owner
CEN/BT	CEN/BT	2005/c004	5 votes, 2 comments	Closed	2006-03-20	2006-05-02	Ballot owner

10. Voting on behalf of an Organization

Once the vote is open, the BallotOwner can cast a vote on behalf of an Organization.

10.1 Ballot selection

Go to Tab **All Open** and select the ballot for which you have to cast a vote by clicking on its **Reference**.

The screenshot shows the search interface with the following elements:

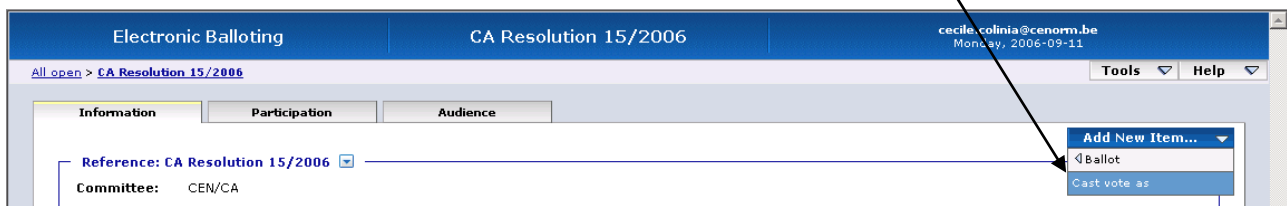
- Navigation tabs: All open, New last 2 weeks, Closing in 2 weeks, Closed last 2 weeks, All pending, Search.
- Results: 7 ballots found. An 'Add New Item...' button is visible.
- Table columns: Type, Committee, Reference, Vote, Opening date, Closing date, Roles.
- Table rows (partial):

Type	Committee	Reference	Vote	Opening date	Closing date	Roles
CEN/BT	CEN/BT	2005/c008	23 votes, 5 comments	2005-09-01	2006-04-15	Ballot owner
CEN/BT	CEN/BT	2005/c015	1 vote, no comment	2006-07-01	2006-10-01	Ballot owner
CEN/BT	CEN/BT	2006/c7099	No vote, no comment	2006-08-11	2006-11-15	Ballot owner
CEN/AG	CEN/AG	AG Resolution 07/2006	No vote, no comment	2006-08-31	2006-09-20	Ballot owner
CEN/CA	CEN/CA	CA Resolution 15/2006	No vote, no comment	2006-09-01	2006-10-09	Ballot owner
Enquiry	CEN/TC 10	Marc ENQ Te	Memorandum of Understanding between CEN and GSO	2006-06-19	2006-09-21	Ballot owner

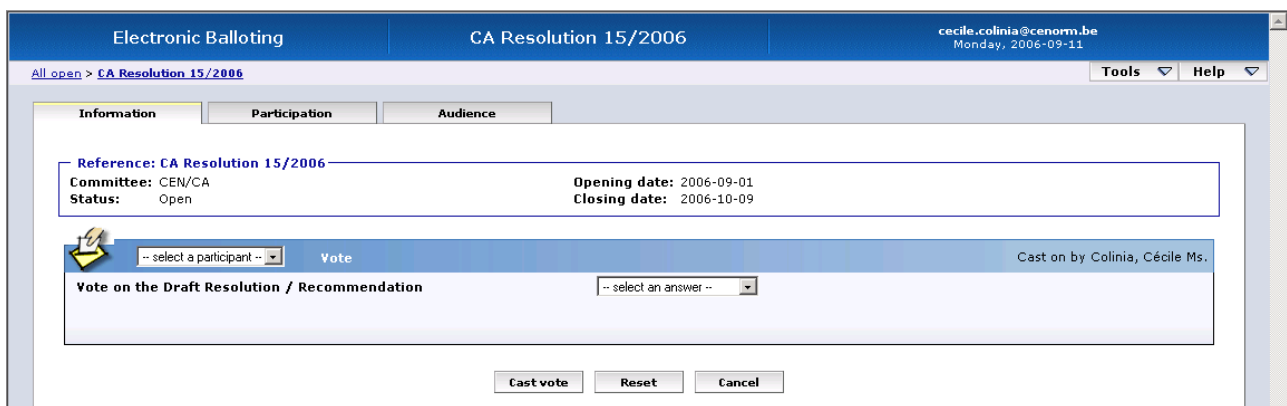
Note: In the column *Roles* you see your own status in this ballot.

10.2 Casting vote on behalf of an organization

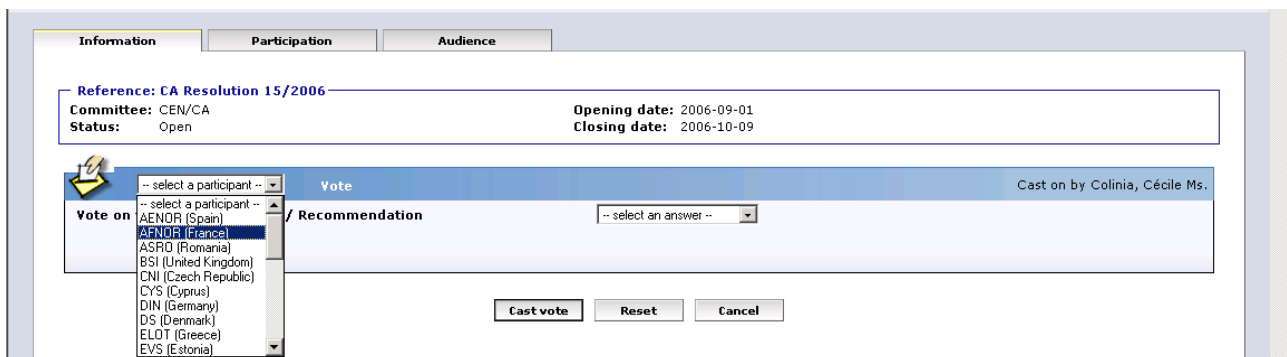
Open the **Add New Item** dropdown menu and choose the option **Cast Vote as**.



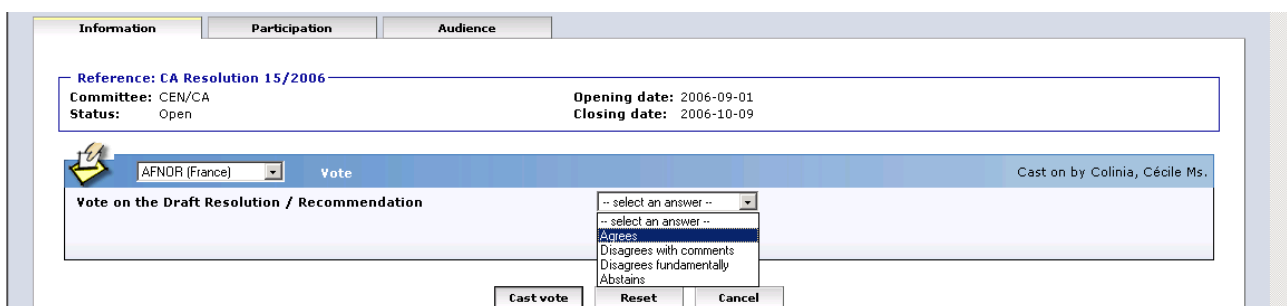
The **Vote** screen is displayed.



Select first the organization on behalf of which you are voting.



Then select an answer.

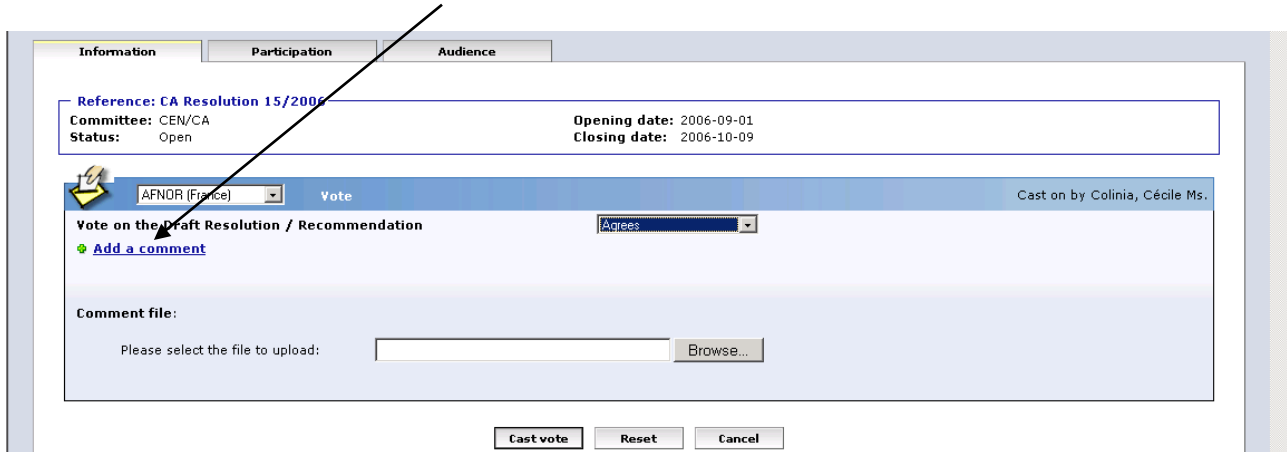


For each type of ballot, a number of defined vote options exist. Choosing a certain vote option may require that you submit comments in conjunction with your vote.

A list of permitted vote options and the requirement to submit comments is given in **Annex 1** of this User guide.

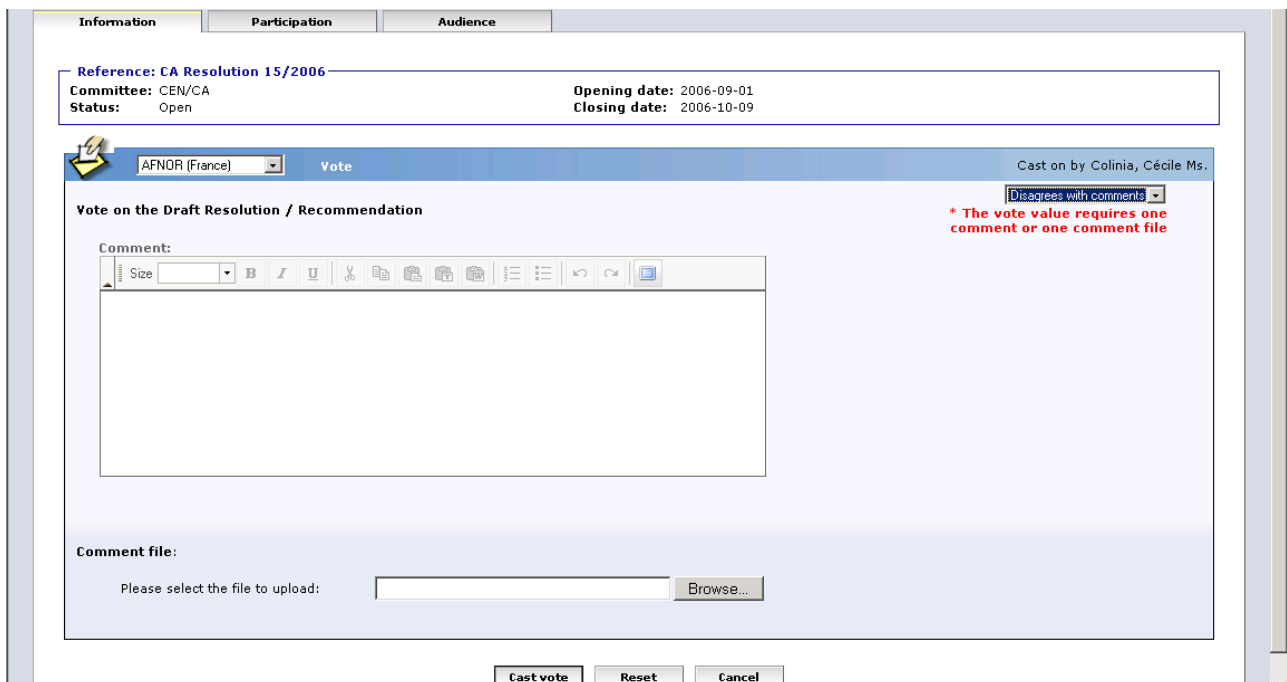
Selecting an answer will give the possibility to add a comment (text and/or file):

If you want to add a comment text for an answer not necessarily requesting one (e.g. 'Agrees'), you first have to click on [Add a comment](#) in order to be able to introduce your comment.



The screenshot shows a web interface for voting on a draft resolution. At the top, there are tabs for 'Information', 'Participation', and 'Audience'. Below the tabs, the reference is 'CA Resolution 15/2006', the committee is 'CEN/CA', and the status is 'Open'. The opening date is '2006-09-01' and the closing date is '2006-10-09'. The user is logged in as 'AFNOR (France)' and is currently voting 'Agrees'. The interface includes a 'Vote' button, a 'Cast on by' field showing 'Colinia, Cécile Ms.', and a 'Vote on the Draft Resolution / Recommendation' section. A blue link labeled 'Add a comment' is highlighted with a red arrow. Below this, there is a 'Comment file' section with a text input field and a 'Browse...' button. At the bottom, there are 'Cast vote', 'Reset', and 'Cancel' buttons.

For options requesting one comment (or comment file), the comment box is automatically opened once you have selected one of these options.



This screenshot shows the same voting interface as the previous one, but with the 'Add a comment' link selected. The 'Comment' box is now open, displaying a rich text editor with various formatting options (bold, italic, underline, link, unlink, list, indent, outdent, undo, redo, copy, paste). The 'Comment file' section remains visible below the text editor. A red warning message is displayed on the right side of the interface: '* The vote value requires one comment or one comment file'. The 'Disagrees with comments' dropdown menu is also visible. The 'Cast vote', 'Reset', and 'Cancel' buttons are at the bottom.

You have the possibility to either enter a comment text and/or add a comment file (there is only one comment file per vote and ballot).

➤ **Comment text (preferred method to use)**

Enter your text in the box. You also have the possibility to format your text (bold, italic, bullets...).

This method is preferred because comments input in this field are automatically collated by the system when generating the Results file at ballot closure.

See **Annex 5** for detailed information on the capabilities and limitations of these Rich Text fields.

➤ **Comment file (only use this option for long documents)**

To add a comment file, click on **Browse...** and select your file (the preferred format for these files is Microsoft Word .DOC).

Once you have voted (+ added comments if required), click on **Cast vote** to confirm the vote.

If you click on **Reset**, the Vote options you have just entered will be removed.

If you click on **Cancel**, you come back to the ballot screen without validating the vote.

After having cast a vote, the name of the balloter who cast the vote, is displayed in the list of the *Ballot Information Tab*, together with the date and time of this action.

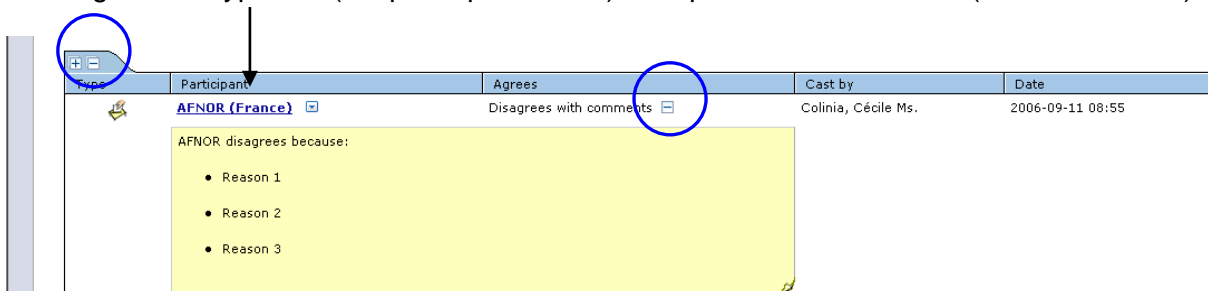


Type	Participant	Agrees	Cast by	Date
	AFNOR (France)	Disagrees with comments	Colinia, Cécile Ms.	2006-09-11 08:55

Note: If the vote is modified, the name of the person who has last modified the vote is displayed.

View comments

Clicking on the hyperlink (i.e. participant name) will open the comment file (in HTML-format).



Type	Participant	Agrees	Cast by	Date
	AFNOR (France)	Disagrees with comments	Colinia, Cécile Ms.	2006-09-11 08:55

AFNOR disagrees because:

- Reason 1
- Reason 2
- Reason 3

The [+] and [-] buttons next to the Answer allow to Open/Close textual comments associated with this answer.

The [+] and [-] buttons above the column 'Type' allow to Open/Close all the textual comments in one go.

10.3 Error messages

If you input incorrect values (missing vote value, missing comment...), the system will display the following error messages:

- Missing participant:

The screenshot shows a voting interface for a draft resolution. At the top, there is a dropdown menu with "-- select a participant --" and a red error message: "You need to enter a participant". The interface includes a "Vote" button, a "Cast on by" field with the name "Colinia, Cécile Ms.", and a "Vote on the Draft Resolution / Recommendation" section with a dropdown menu set to "Agrees". Below this is an "Add a comment" link and a "Comment file:" section with a text input field and a "Browse..." button. At the bottom, there are three buttons: "Cast vote", "Reset", and "Cancel".

- Missing vote value:

The screenshot shows a voting interface for a draft resolution. At the top, there is a dropdown menu with "CNI (Czech Republic)" and a "Vote" button. The "Cast on by" field shows "Colinia, Cécile Ms.". The "Vote on the Draft Resolution / Recommendation" section has a dropdown menu with "-- select an answer --" and a red error message: "You need to answer this question". Below this is a "Comment file:" section with a text input field and a "Browse..." button. At the bottom, there are three buttons: "Cast vote", "Reset", and "Cancel".

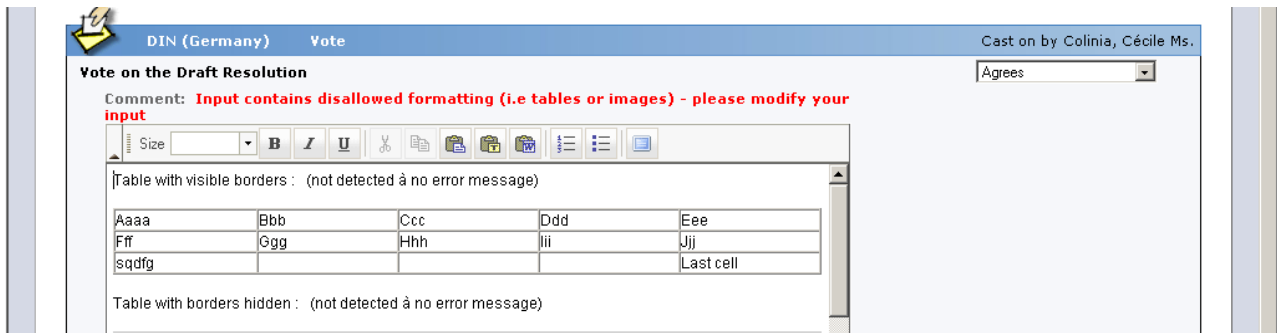
- Missing comment:

The screenshot shows a voting interface for a draft resolution. At the top, there are tabs for "Information", "Participation", and "Audience". Below the tabs, there is a reference box with "Reference: CA Resolution 15/2006", "Committee: CEM/CA", "Status: Open", "Opening date: 2006-09-01", and "Closing date: 2006-10-09". The main interface has a dropdown menu with "CNI (Czech Republic)" and a "Vote" button. The "Cast on by" field shows "Colinia, Cécile Ms.". The "Vote on the Draft Resolution / Recommendation" section has a dropdown menu with "Disagrees with comments" and a red error message: "* The vote value requires one comment or one comment file". Below this is a "Comment:" section with a red error message: "The answer requires an inline comment or a comment file" and a rich text editor. At the bottom, there is a "Comment file:" section with a text input field and a "Browse..." button, with a red error message: "The answer requires an inline comment or a comment file". At the bottom of the interface, there are three buttons: "Cast vote", "Reset", and "Cancel".

- Formatting errors :

When pasting text from other applications, the following messages warn the user of conversion problems :

- **Input contains disallowed formatting (i.e tables or images) - please modify your input**
- **Input contains formatting errors - please modify your input**



See **Annex 5 : How to use Rich text input fields** for information on these messages and the handling of Rich Text fields.

10.4 Display of vote

As BallotOwner, after having cast a vote, you will be able to see all the votes cast (by you or by the different voters) during the balloting period.


Type	Participant	Agrees	Cast by	Date
	<u>AFNOR (France)</u>	Disagrees with comments	Colinia, Cécile Ms.	2006-09-11 08:55
	ASRO (Romania)	Agrees	Colinia, Cécile Ms.	2006-09-11 09:20
	CNI (Czech Republic)	Disagrees with comments	Colinia, Cécile Ms.	2006-09-11 09:24

The following information is displayed on the *Ballot screen*:

- **Type:** Vote or Comment
- **Participant:** Country name and organization name of the voter. If a comment file has been added to the vote, the country name is underlined. Click on the country name to have access to the comment.
- **Agrees:** Displays the answer to the Question.
- **Cast by:** Login-name of the balloter who has cast the vote. If the vote is modified, the login-name of the person who has last modified the vote is displayed.
- **Date:** Date of the last modification.

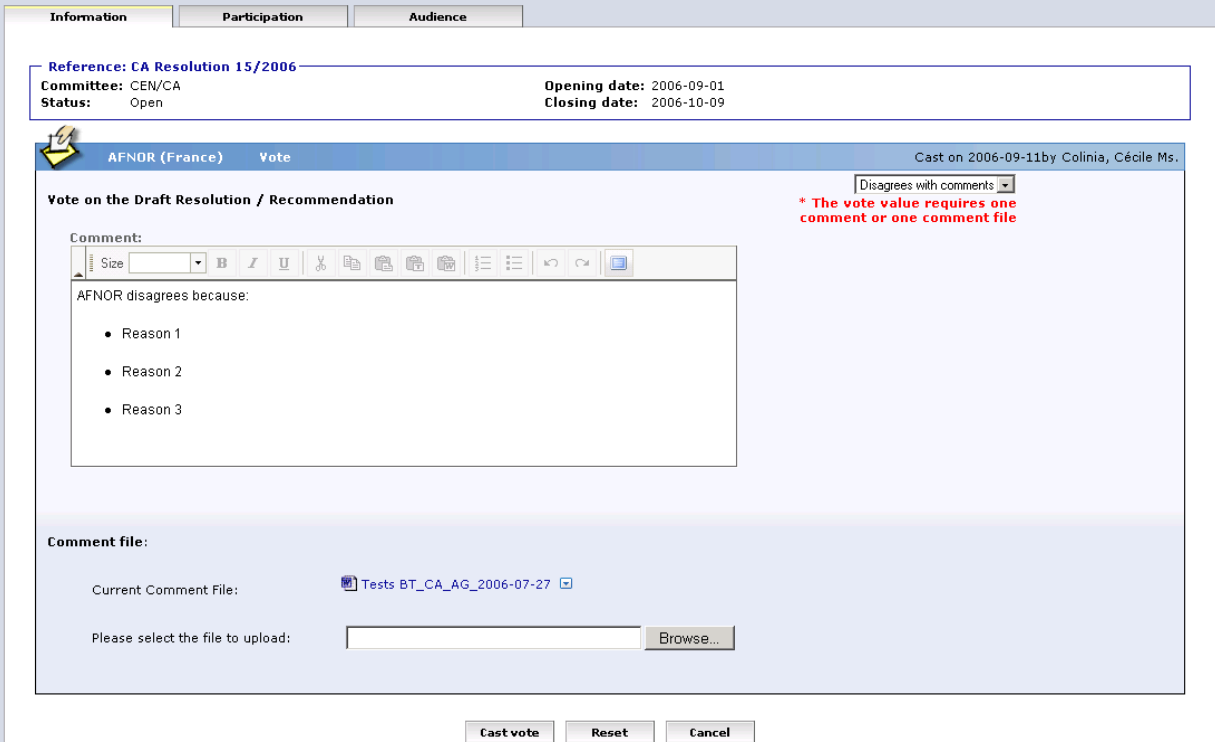
10.5 Modification of votes

If you wish to modify a vote already cast, click on the **Function-Button** for the vote and choose the option **Add version**. This will display the **Vote screen** and you can choose another vote option and/or you can modify your comment (text and/or file).



Type	Participant	Agrees	Cast by	Date
	AFNOR (France)	Disagrees with comments <input type="checkbox"/>	Colinia, Cécile Ms.	2006-09-11 08:55
	ASRO (Romania)	Agrees	Colinia, Cécile Ms.	2006-09-11 09:20
	CNI (Czech Republic)	Disagrees with comments <input type="checkbox"/>	Colinia, Cécile Ms.	2006-09-11 09:24

The **Vote** screen is displayed and you are able to modify the vote.



Information | Participation | Audience

Reference: CA Resolution 15/2006
Committee: CEM/CA
Status: Open

Opening date: 2006-09-01
Closing date: 2006-10-09

AFNOR (France) Vote Cast on 2006-09-11 by Colinia, Cécile Ms.

Disagrees with comments * The vote value requires one comment or one comment file

Vote on the Draft Resolution / Recommendation

Comment:

AFNOR disagrees because:

- Reason 1
- Reason 2
- Reason 3

Comment file:

Current Comment File: Tests BT_CA_AG_2006-07-27

Please select the file to upload: Browse...

Cast vote Reset Cancel

If there was not yet a comment text before, click on **Add a comment** to add one now.
If there was already a comment text, you will be able to modify it directly.

Click on **Cast vote** to confirm your modifications.
Click on **Reset** to restore the initial value.
Click on **Cancel** to come back to the ballot screen.

To modify the comment file, simply browse on your local system to upload the new version of your comment. It will automatically supersede the previous version.

Reference: CA Resolution 15/2006
 Committee: CEN/CA
 Status: Open
 Opening date: 2006-09-01
 Closing date: 2006-10-09

AFNOR (France) Vote Cast on 2006-09-11 by Colinia, Cécile Ms.

Disagrees with comments:
*** The vote value requires one comment or one comment file**

Vote on the Draft Resolution / Recommendation

Comment:
 AFNOR disagrees because:

- Reason 1
- Reason 2
- Reason 3

Comment file:
 Current Comment File:
 Please select the file to upload:

To delete the comment file, click on the function button next to the comment file and choose the option **'Delete'**.

Comment file:
 Current Comment File:
 Please select the file to upload:

The following message will be displayed:

Comment file:
 Current Comment File: **⚠ will be deleted when you cast vote! (If you want to save the document, please download it using the given link)**
 Please select the file to upload:

Click on **Cast vote** to delete the file (you also have the possibility to first save the comment by downloading it before deleting it).

The comment file is deleted and the system comes back to the ballot screen.

Information Participation Audience Add New Item...

Reference: CA Resolution 15/2006

Committee: CEN/CA
 Status: Open
 Opening date: 2006-09-01 Closing date: 2006-10-09
 Opened on: 2006-09-11 06:52 Closed on:

Title: Memorandum of Understanding between CEN and GSO
 CA number: CA N 1694

Reference documents and links

CA 1694
 cenorm

Type	Participant	Agrees	Cast by	Date
	AFNOR (France)	Disagrees with comments	Colinia, Cécile Ms.	2006-09-11 09:29
	ASRO (Romania)	Agrees	Colinia, Cécile Ms.	2006-09-11 09:20

Attention: If you delete a comment file for a vote value requesting a comment and that no comment has been entered, the system will display the following error message:

DIN (Germany) Vote Cast on 2006-09-11 by Colinia, Cécile Ms.

Disagrees fundamentally

* The vote value requires one comment or one comment file

Vote on the Draft Resolution / Recommendation

Comment: The answer requires an inline comment or a comment file

Comment file:

Current Comment File: Tests BT_CA_AG_2006-09-01 will be deleted when you cast vote! (If you want to save the document, please download it using the given link)

Please select the file to upload: Browse...

The answer requires an inline comment or a comment file

Submit Reset Cancel

Simply click on **'Browse'** and select the new file. Confirm with **Submit**.

Note: To browse the different versions of a vote, select the **"Versions"** option in the function menu of the vote.

Type	Participant	Agrees	Cast by	Date
	AFNOR (France)	Disagrees with comments	Colinia, Cécile Ms.	2006-09-11 09:29
	ASRO (Romania)	Agrees	Colinia, Cécile Ms.	2006-09-11 09:20

Menu options: Add version, Delete, Versions

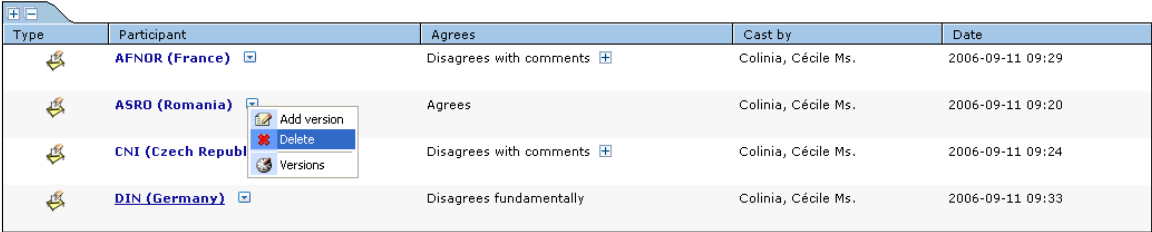
The screen will show all the successive versions, with a behaviour similar to the Voting section of the ballot **"Information"** tab: clicking on the Participant name opens the Comment file, if it exists.

Version	Date	Cast by	Participant	Agrees
1	2006-09-11 08:55	Colinia, Cécile Ms.	AFNOR (France)	Disagrees with comments
2	2006-09-11 09:29	Colinia, Cécile Ms.	AFNOR (France)	Disagrees with comments

Cancel

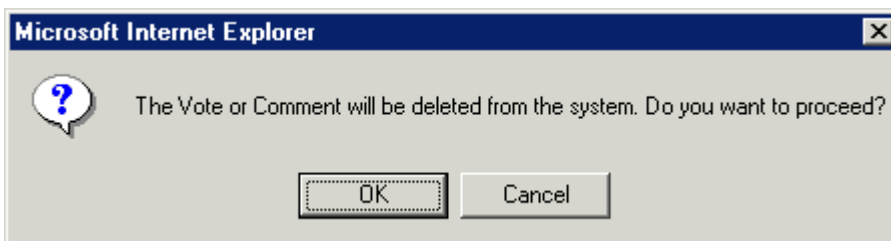
10.6 Deletion of votes

If you need to delete a vote, click on the **Function**-button for the vote and choose the option **Delete**.



Type	Participant	Agrees	Cast by	Date
	AFNOR (France)	Disagrees with comments	Colinia, Cécile Ms.	2006-09-11 09:29
	ASRO (Romania)	Agrees	Colinia, Cécile Ms.	2006-09-11 09:20
	CNI (Czech Republ)	Disagrees with comments	Colinia, Cécile Ms.	2006-09-11 09:24
	DIN (Germany)	Disagrees fundamentally	Colinia, Cécile Ms.	2006-09-11 09:33

The system will ask you to confirm the deletion.



Click on **OK**.

This option should be used with caution, and only in exceptional circumstances, as it completely destroys the existing Vote object.

Note that a vote and an accompanying comment (text and/or file) can be modified and/or deleted as long as the status of the ballot is open.

If there is more than one balloter authorized to cast a vote on behalf of an organization, any other balloter of that organization with the same permission can modify or delete a vote or a comment which had been submitted by the previous balloter.

11. Pending stage

11.1 Access to ballots during the Pending stage

In this stage, only the BallotOwner can modify a vote on behalf of a balloter.

Other users (ObligatedVoters) are only able to see the votes cast by their own organization, but not those cast by other CEN members.

11.2 Closing the ballot (manual)

During the Pending stage, the BallotOwner decides the final outcome of the ballot by manually entering the final result value. This operation triggers the transition to the next stage (i.e. Closed).

Select the ballot (either using the **All pending** tab or the **Search** facilities).

Type	Committee	Reference	Vote	Opening date	Closing date	Roles
CEN/AG	CEN/AG	01/2005	1 vote, no comment	2006-06-27	2006-08-09	Ballot owner
CEN/AG	CEN/AG	01/2006	4 votes, no comment	2006-07-01	2006-07-20	Ballot owner
CEN/AG	CEN/AG	03/2005	1 vote, no comment	2006-06-21	2006-08-03	Ballot owner
CEN/AG	CEN/AG	04/2005	6 votes, no comment	2006-06-19	2006-07-25	Ballot owner
CEN/BT	CEN/BT	2005/c010	1 vote, no comment	2006-05-18	2006-06-30	Ballot owner
CEN/BT	CEN/BT	2006/c061	2 votes, no comment	2006-08-21	2006-11-23	Ballot owner
CEN/BT	CEN/BT	2006/c099	No vote, no comment	2006-05-20	2006-06-30	Ballot owner
CEN/CA	CEN/CA	CA 1 by LT	2 votes, no comment	2006-06-01	2006-07-06	Ballot owner
CEN/CA	CEN/CA	CA Resolution 15/2006	8 votes, no comment	2006-09-01	2006-09-08	Ballot owner
CEN/AG	CEN/AG	Marc AG test	Memorandum of Understanding between CEN and OSO	2006-06-12	2006-07-26	Ballot owner

Go to tab **Pending Result**.

Member	Date cast	Agrees	Disagrees with comments	Disagrees fundamentally	Abstains
Spain	AENOR 2006-09-11 09:37:57	X			
France	AFNOR 2006-09-11 09:29:10		X		
Romania	ASRO 2006-09-11 09:20:40	X			
United Kingdom	BSI No vote received				
Czech Republic	CNI 2006-09-11 09:24:05		X		
Cyprus	CYS No vote received				
Germany	DIN 2006-09-11 09:33:28			X	

This screen displays the votes cast by each member body (+ a summary of the ballot results, e.g. total of votes cast, total of positive votes...).

Ballot results:	
Total number of votes cast:	8
Total number of votes not received:	21
Agreeing:	3
Disagreeing with comments:	2
Disagreeing fundamentally:	2
Abstaining:	1
Ballot result:	
Result explanation:	

Comments submitted in conjunction with a vote are also displayed on that screen.

Comments from Voters:		
Member	Comment	Date
France (AFNOR)	<i>Short comment</i>	2006-09-11 09:29:10
AFNOR disagrees because:		
<ul style="list-style-type: none"> Reason 1 Reason 2 Reason 3 		
Czech Republic (CNI)	<i>Short comment</i>	2006-09-11 09:24:05
gdfg dffdg fdg fd		
Germany (DIN)	<i>Comment File</i>	2006-09-11 09:33:28
DIN(Germany).doc		
Estonia (EVS)	<i>Short comment</i>	2006-09-11 09:38:42
EVS		
Slovakia (SUTN)	<i>Comment File</i>	2006-09-11 09:38:14
SUTN(Slovakia).doc		
Italy (UNI)	<i>Short comment</i>	2006-09-11 09:39:30
UNI completely disagrees with the following:		
<ol style="list-style-type: none"> fdsfj kjfksdqjf ldsjfkdsj fdmj dfjfdj lds f sflfd kqdfjdjkjf fj qfjdsf oisdfu iosdfu dfuiofsdu iodufiodsu fidsufoidsu fkdfkjdhccxiosqi ,cxvjwxh vjcxh jchvh ckvhdkjh dfh dklvh fjvh djkhshds 		
And kfvjwxkv jcvjk cv j cvj kfdvjvkfdv jkfdg fkdw vwkjfv jw		

Go to the bottom of the screen in order to manually close the ballot. You also have the possibility to add an explanation.

CEN/CA actions:

Ballot Result Adopted Adopted Failed

Explanation

Action

Select the appropriate **Ballot Result** (either *Approved* or *Failed*) and if necessary add an explanation. Click then on **Close Ballot** to confirm the closure of the ballot.

The system displays a **Close Ballot Report**.

Close Ballot Report:

- Generate CEN/CA Ballot Results. Success
- Export Ballot Results to CEN/CA area. Success
- Update CEN/CA Ballot source document. Success
- Ballot closure Success

If all the different tasks succeeded, click on **OK** to continue to close the ballot.

In certain cases, the ballot will not be closed and the report will give you the reasons.

Example:

Close Ballot Report:

- ✔ Generate CEN/CA Ballot Results. Success
- ✘ Export Ballot Results to CEN/CA area. Failure
Please check that the voting results folder is present and that the name is correct (including capital letters)
- Close Ballot:** ✘ Update CEN/CA Ballot source document. Failure
Please check that the ballot document exists in the appropriate folder and that the Draft Resolution number matches the ballot reference
- ✘ **Ballot closure** Failure
The ballot could not close at this time, please first correct the above problems

12. Accessing the results of closed ballots and comments

To access the result of closed ballots, you have two options:

- a) If the ballot was closed within the last two weeks, click on the tab **Closed last 2 weeks** from the **Ballot Selection screen**. This results in a list of those ballots, to which a balloter has access and which were closed within the last two weeks.

All open		New last 2 weeks		Closing in 2 weeks		Closed last 2 weeks		All pending		Search	
6 ballots found											
Type	Committee	Reference	Vote	Opening date	Closing date	Roles					
CEN/BT	CEN/BT	2005/c006	9 votes, 3 comments	2006-08-01	2006-08-31	Ballot owner					
CEN/AG	CEN/AG	AG Resolution 06/2006	13 votes, no comment	2006-08-20	2006-08-31	Ballot owner					
CEN/CA	CEN/CA	CA Recommendation 02/2006	9 votes, no comment	2006-08-01	2006-08-31	Ballot owner					
CEN/CA	CEN/CA	CA Resolution 15/2006	8 votes, no comment	2006-09-01	2006-09-08	Ballot owner					

Note: for closed ballots, the info displayed under the column **Vote** is the total of votes received and not only the vote of your own member body.

- b) If the ballot was closed longer than two weeks ago, you need to use the **Ballot Search screen** (see § 9). Change the setting for **Status** to **Closed**. To limit the number of ballots displayed in the list, you may enter a time range for the start or the end date of the ballots.

All open		New last 2 weeks		Closing in 2 weeks		Closed last 2 weeks		All pending		Search	
Type:	CEN/CA	Reference or Title:		Opening date:	from			<input type="button" value="Search"/>			
Status:	Closed	Committee:	All my Committees	Closing date:	to			<input type="button" value="Reset"/>			
4 ballots found											
Type	Committee	Reference	Vote	Status	Opening date	Closing date	Roles				
CEN/CA	CEN/CA	CA Recommendation 02/2006	9 votes, no comment	Closed	2006-08-01	2006-08-31	Ballot owner				
CEN/CA	CEN/CA	CA Resolution 15/2006	8 votes, no comment	Closed	2006-09-01	2006-09-08	Ballot owner				
CEN/CA	CEN/CA	Recommendation 01/2006	9 votes, no comment	Closed	2006-07-01	2006-07-25	Ballot owner				
CEN/CA	CEN/CA	Resolution JHTEST 99/2006	No vote, no comment	Closed	2006-07-28	2006-08-24	Ballot owner				

Clicking on the **Ballot Reference** of any of the listed ballots will open the **Ballot** and give you the possibility to access the vote result screen.

12.1 The Vote result screen

After a ballot is closed, the balloters can access the **Vote result screen**. This screen displays the overall ballot result for the document, including the votes by each member body. Comments submitted in conjunction with a vote are also displayed in that screen.

Information

Result

Participation

Audience

Add New Item... ▾

Reference: CA Resolution 15/2006

Committee: CEN/CA

Status: Closed

Voting results: go to CEN/CA results folder

Opening date: 2006-09-01

Closing date: 2006-09-08

Results of voting:

Member		Date cast	Agrees	Disagrees with comments	Disagrees fundamentally	Abstains
Spain	AENOR	2006-09-11 09:37:57	X			
France	AFNOR	2006-09-11 09:29:10		X		
Romania	ASRO	2006-09-11 09:20:40	X			
United Kingdom	BSI	No vote received				
Czech Republic	CNI	2006-09-11 09:24:05		X		
Cyprus	CYS	No vote received				
Germany	DIN	2006-09-11 09:33:28			X	
Denmark	DS	No vote received				
Greece	ELOT	No vote received				
Estonia	EVS	2006-09-11 09:38:42	X			
Belgium	IBN	No vote received				
Portugal	IPQ	No vote received				
Iceland	IST	No vote received				
Lithuania	LST	No vote received				
Latvia	LVS	No vote received				
Malta	MSA	No vote received				
Hungary	MSZT	No vote received				
Netherlands	NEN	No vote received				
Ireland	NSAI	No vote received				
Austria	ON	No vote received				
Poland	PKN	No vote received				
Luxembourg	SEE	No vote received				
Finland	SFS	No vote received				
Sweden	SIS	No vote received				
Slovenia	SIST	No vote received				
Norway	SN	No vote received				
Switzerland	SNV	No vote received				
Slovakia	SUTN	2006-09-11 09:38:14				X
Italy	UNI	2006-09-11 09:39:30			X	

Ballot results:

Total number of votes cast:	8
Total number of votes not received:	21
Agreeing:	3
Disagreeing with comments:	2
Disagreeing fundamentally:	2
Abstaining:	1
Ballot result:	Adopted
Result explanation:	
Explanation of result of CA Resolution 15/2006: bla bla bla...	

Comments from Voters:		
Member	Comment	Date
France (AFNOR)	<i>Short comment</i>	2006-09-11 09:29:10
AFNOR disagrees because:		
<ul style="list-style-type: none"> Reason 1 Reason 2 Reason 3 		
Czech Republic (CNI)	<i>Short comment</i>	2006-09-11 09:24:05
gdfg dffdg fdg fd		
Germany (DIN)	<i>Comment File</i>	2006-09-11 09:33:28
DIN(Germany).doc		
Estonia (EVS)	<i>Short comment</i>	2006-09-11 09:38:42
EVS		
Slovakia (SUTN)	<i>Comment File</i>	2006-09-11 09:38:14
SUTN(Slovakia).doc		
Italy (UNI)	<i>Short comment</i>	2006-09-11 09:39:30
UNI completely disagrees with the following:		
<ol style="list-style-type: none"> fdfj kjfk:sdqjf ldsjfkdsj fdmj dfjfdj lds f sldf kqdfjdjkjf fj qfjidsf oisdfu iosdfu dfuiofsduf iodufiodsu fidsufoidsu fkdfkjdhccxiosqi ,cxvjwxh vjcxh jchvh ckvhdkjh dfh dklvh fjvh djkhshds 		
And kfvjwxkv jcvjk cv j cvj kfdjvjkfdv jkfdg fkdw vwkjfv jw		

12.2 Go to CEN/AG results folder

In the **Result** screen header, clicking on **'go to CEN/AG results folder'** (Voting results) will open the related folder in the CEN/CA Working Area.

Information | **Result** | Add New Item...

Reference: [CA Resolution 15/2006](#)

Committee: CEN/CA

Status: Closed

Voting results: [go to CEN/CA results folder](#)

Opening date: 2006-09-01

Closing date: 2006-09-08

Enterprise: CEN Management - CA and BT working areas: CEN/CA working area: CA Items for Decision b - Microsoft Internet Explorer

Address: <http://centctest.iso.org/livelink/livelink?func=ll&objId=773899&objAction=browse&sort=name>

Enterprise Workspace: **Voting Results** | Colinia, Cécile (cecile.colinia@cenorm.be) | Monday, 2006-09-11

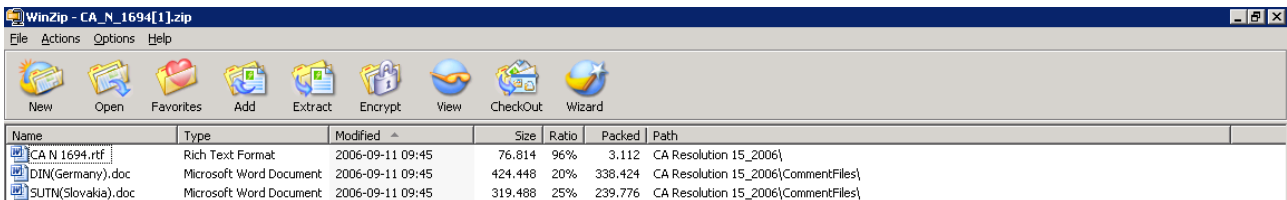
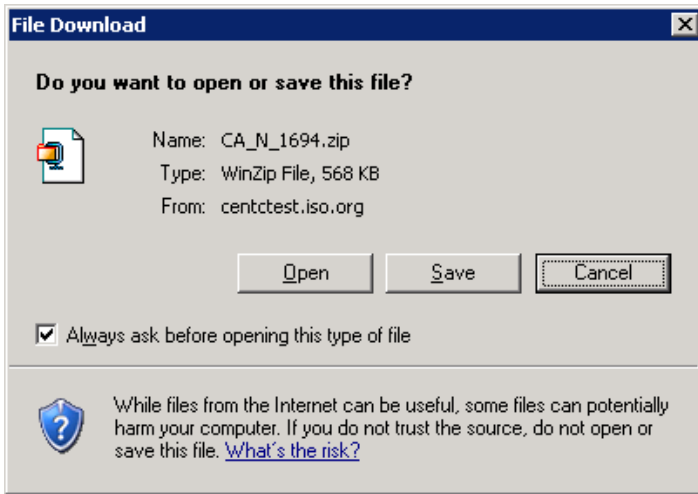
Search centctest for: (Advanced) [From Here] [Go]

Category View

Type	Resolution	Functions	Name	Issue date	Target date	Status	Size
<input type="checkbox"/>	Resolution 99/2006	<input type="checkbox"/>	CA N 1234 A valid CA number	2006-07-26	Adopted	91 KB	
<input type="checkbox"/>	Resolution 99/2006	<input type="checkbox"/>	CA N 1234 JHTEST CA	2006-08-24	Adopted	3 KB	
<input type="checkbox"/>	CA Recommendation 02/2006	<input type="checkbox"/>	CA N 1655	2006-08-31	Adopted	22 KB	
<input type="checkbox"/>	CA Resolution 15/2006	<input type="checkbox"/>	CA N 1694	2006-09-08	Adopted	569 KB	
<input type="checkbox"/>	Recommendation 01/2006	<input type="checkbox"/>	CA N 2605	2006-07-25	Adopted	269 KB	

Results from balloting are combined in a Zip file (e.g. **AG_N_695.zip**) containing the different comment files as well as the ballot result document in RTF format (see example in Annex 4).

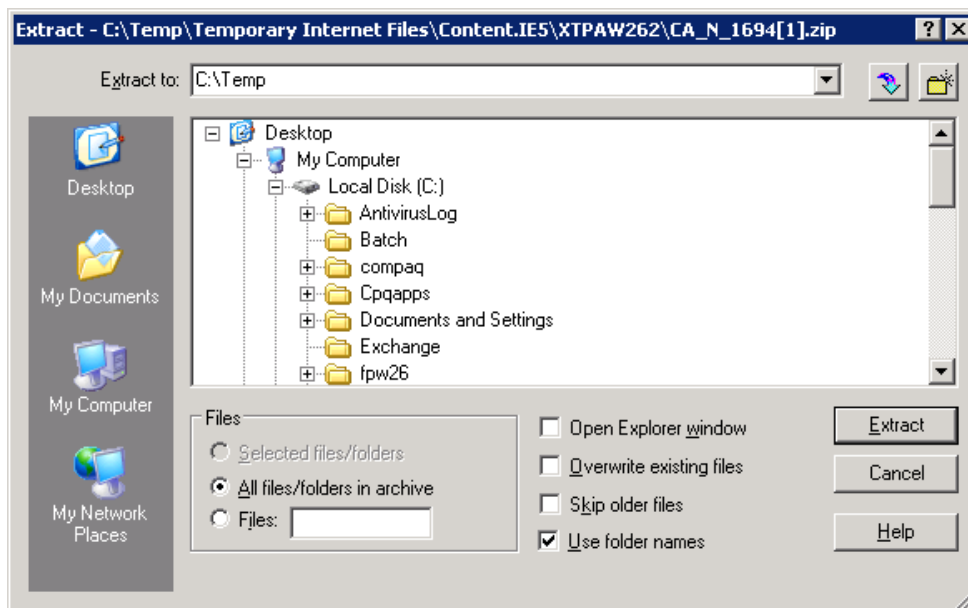
By clicking on the **Resolution** reference, you have the possibility to open or save the zip file.



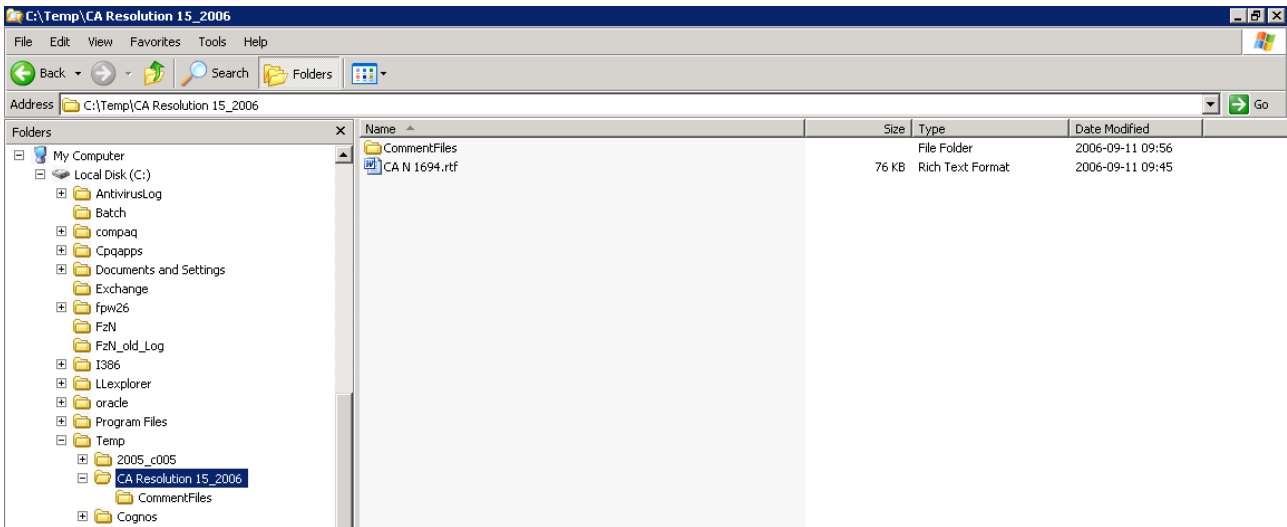
The zip file contains:

- A document called “AG_N_xxxx.rtf” containing the ballot result (same content as the ballot result page in the balloting environment).
- The different comment files.

Extract the content of the zip file to your local environment.



The system will save the **.rtf** document on that drive (e.g. c:\temp) and will create a folder (named e.g. AG Resolution 06/2006) containing 1 sub-folder : **CommentFiles**.



Open the **.rtf** results file in Word. The associated documents will appear as links and it will be easy to navigate to the text of every comment from this page.

13. Exceptional cases – Modification of ballot status

In exceptional cases you might need to manually modify a ballot status, e.g. to re-open a pending or closed ballot, or to put back a ballot opened by mistake in status “Created”...

Select the ballot.

Type	Committee	Reference	Vote	Opening date	Closing date	Roles
CEN/BT	CEN/BT	2005/c006	9 votes, 3 comments	2006-08-01	2006-08-31	Ballot owner
CEN/AG	CEN/AG	AG Resolution 06/2006	13 votes, no comment	2006-08-20	2006-08-31	Ballot owner
CEN/CA	CEN/CA	CA Recommendation 02/2006	9 votes, no comment	2006-08-01	2006-08-31	Ballot owner
CEN/CA	CEN/CA	CA Resolution 15/2006	8 votes, no comment	2006-09-01	2006-09-08	Ballot owner
Enquiry	CEN/TC 38	test consultant Memorandum of Understanding between CEN and G80		2006-06-08	2006-09-09	Ballot owner
Enquiry	CEN/TC 256	test consultantAK	No vote, 1 comment	2006-06-08	2006-09-09	Ballot owner

Edit the ballot.

Reference: [CA Resolution 15/2006](#) [Edit](#)

Committee: CEN/CA

Status: Closed

Opening date: 2006-09-01

Opened on: 2006-09-11 06:52

Closing date: 2006-09-08

Closed on: 2006-09-11 09:45

Modify the **Status** and if necessary, the **Opening/Closing date**.

Confirm with **Submit**.

Note 1: Normally, the system performs automatic transitions from **'Created'** to **'Open'** and from **'Open'** to **'Pending'** on the basis of the opening and closing dates given in the ballot metadata. These automatic transitions can only be triggered once. It means that, if the BallotOwner changes the state of a ballot from **'Open'** to **'Created'** in order to correct some data, he/she will have to manually change the state from **'Created'** to **'Open'** afterwards. The system will not perform the state change automatically, even if the opening date is due.

Note 2: In these exceptional cases the ballot status displayed on the CEN/AG platform on Livelink (under folder **"Voting results"**) won't be updated automatically. You will have to update it manually.

Type	Resolution	Func	date	Target date	Status	Size
<input type="checkbox"/>	Resolution 99/2006			2006-07-26	Adopted	91 KB
<input type="checkbox"/>	Resolution 99/2006			2006-08-24	Adopted	3 KB
<input type="checkbox"/>	CA Recommendation 02/2006			2006-08-31	Adopted	22 KB
<input type="checkbox"/>	CA Resolution 15/2006			2006-09-08	Adopted	569 KB
<input type="checkbox"/>	Recommendation 01/2006			2006-07-25	Adopted	269 KB

Click on the function button of the voting result and then select **Info – Categories**.

Click on **CENManagement**. Then modify the **Status** and confirm with **Submit**.

The screenshot shows a web application interface for 'Categories Info for: CA N 1694'. The interface includes a search bar, navigation tabs (General, Specific, Audit, Categories, Ratings, References, Versions), and a form with fields for Item, Issue date, Target date, Resolution, Status, Action, Group, and Meeting. The 'Status' dropdown menu is open, showing options: <None>, Draft, Pending, Adopted, and Failed. The 'Status' field is currently set to 'Adopted'. A 'Submit' button is visible at the bottom of the form.

14. Notifications

14.1 Opening and closing notifications

E-mail notifications about newly opened and closed ballots are sent on the open and close date to all balloters for the ballots they are registered for. The notifications are sent every working weekday at 10:00 in the morning.

Notifications are personal and only contain ballots relevant to that person. If there is more than one ballot opened or closed at the same time, information about all relevant ballots is included in the same e-mail.

14.2 Important notice

We cannot guarantee at 100 % the correct delivery of notifications. It is the NSB's responsibility to check the ballots present in the e-Balloting environment on a regular basis, every week for example (same policy as in ISO).

ANNEX 1 : Vote options and comments required

Ballot type = CEN/AG

Vote options	Comments required	Communication of comments
Agrees	May comment	Text field (preferred) or Word file
Disagrees with comments	Must comment	Text field (preferred) or Word file
Disagrees fundamentally	Must comment	Text field (preferred) or Word file
Abstains	Must comment	Text field (preferred) or Word file

ANNEX 2 : Terms used in the application related to different roles in balloting

On various screens, some terms are used related to roles in the balloting process with which you may not be familiar. The table below gives an overview and explanations of these terms and relates it to business functions in CEN. Note that each role can be assumed by more than one individual for any ballot.

Terms related to balloting roles	Explanations of the roles & Corresponding business function in CEN
BallotOwner	Responsible to initiate and run the balloting process. This role is assumed by CCMC for CEN/AG ballots.
Voter	Member of the CEN AG, authorized to vote on behalf of his/her national member organization, or some other person(s) appointed by him/her.

ANNEX 3 : Operation of the AG Livelink folders.

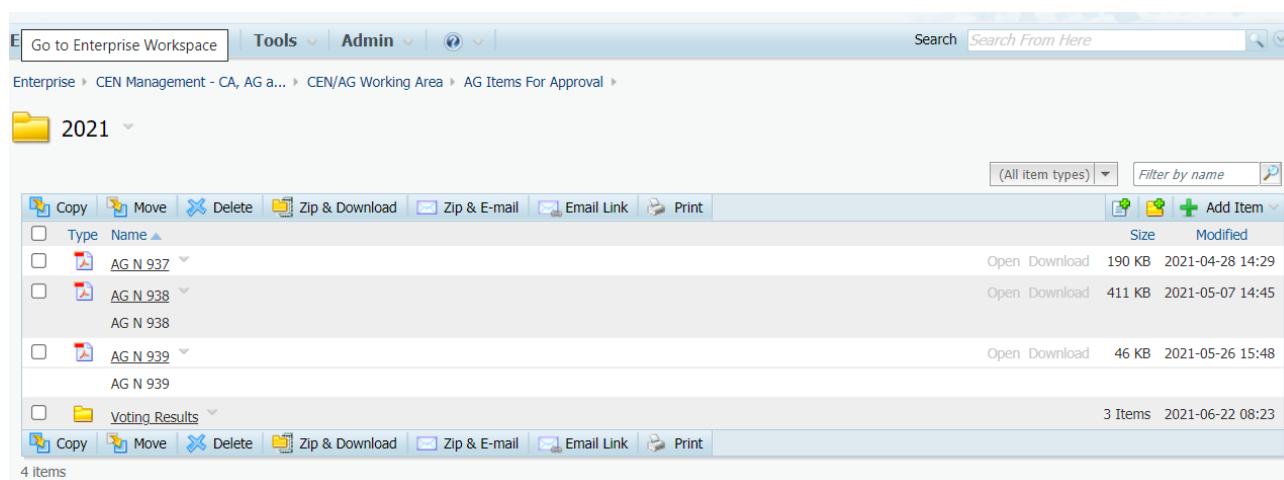
A3.1 AG Items for Approval

The aim of the folder “**AG Items for Approval**” is to support the operation of the AG resolution balloting work.

The folder is made of yearly subfolders for AG Resolution and / or Recommendation documents subjected to the balloting process.

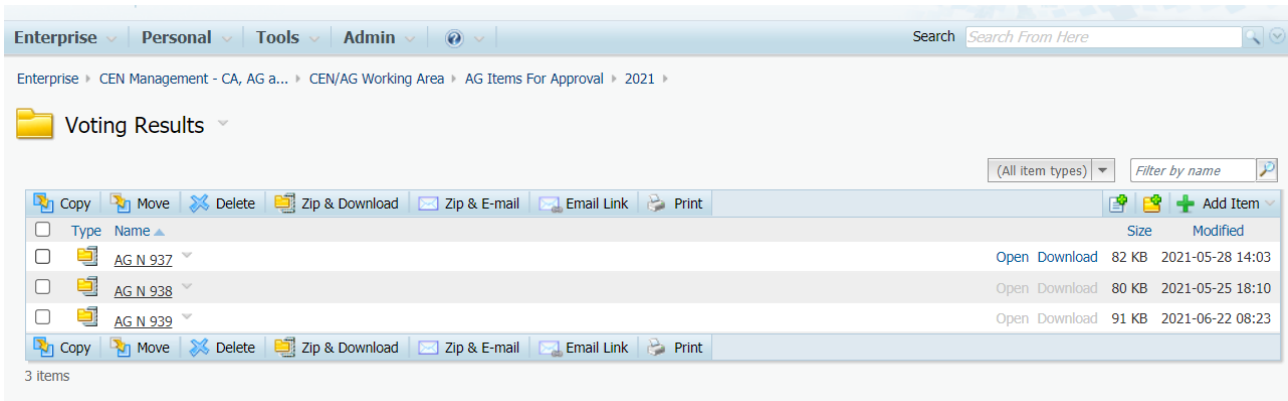
Besides the names and descriptions of the draft resolutions / recommendations contained in these subfolders, the view displays for each document :

- the **Issue Date** for the vote
- the **Target Date** for the vote
- the current Resolution **Status** of the Document :
 - **Draft** : before and during the Voting period
 - **Pending** : voting is closed, but final outcome not input by CCMC yet
 - **Adopted** : CCMC has closed the ballot with an Acceptation
 - **Failed** : CCMC has closed the ballot with a Failure
- its **Size**



Each of these subfolders also contains a '**Voting Results**' folder where a list of voting results and related comments are stored as soon as voting is closed.

Note : It is important to respect the exact wording of the name of this folder (Including Capital letters) to allow the automatic copy of ballot results when the ballot is closed by the Ballot Owner.



IMPORTANT: Please note that once a resolution has passed the voting deadline and the voting result is available, the '**Status**' attribute in both lists will indicate the voting result (**Adopted** or **Failed**).

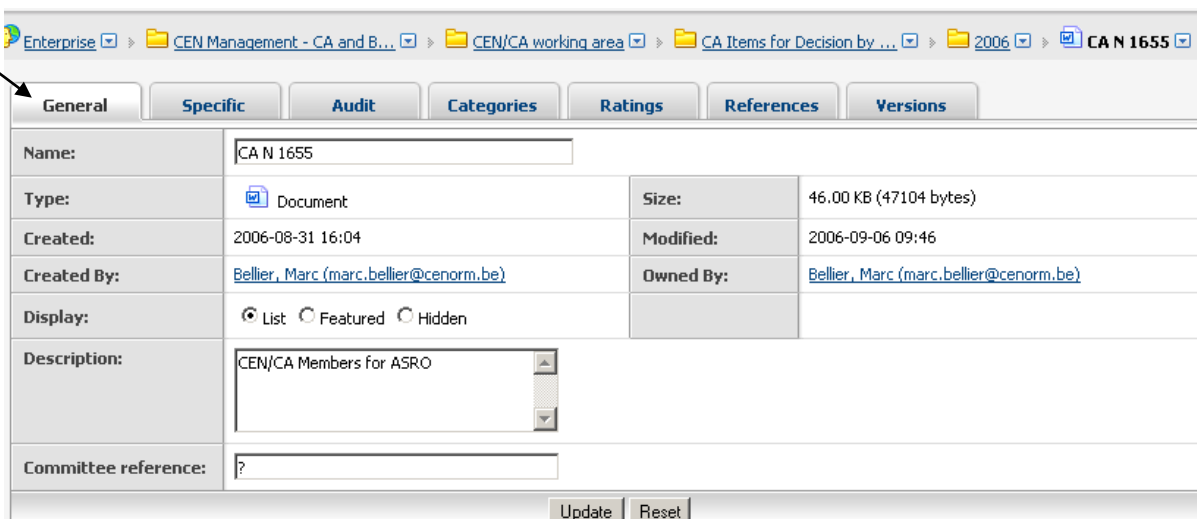
A3.2 Procedure and Naming Conventions

To ensure a correct working of the link between the AG Livelink platform and the CEN/AG e-Balloting software, some naming conventions and constraints must be respected when adding documents to the Folders described above.

- A new Folder is created for every new year and named after the year value :
 - <yyyy>

Examples :

- **2005**
- **2006**



- When uploading the document, the following information must be entered in the **General Info** Tab :
 - **Name** : AG number (in the form “**AG N nnn**”)
 - **Description** : Subject of the Resolution (summarized if too long)

Other fields are automatically set by Livelink.

Categories Info for “AG Items for Approval” :

The screenshot shows a web-based form interface for 'AG Items for Approval'. The 'Categories' tab is selected, indicated by an arrow. The form contains the following fields and values:

- Item:** (Empty text box)
- Issue date:** 2006, August, 31
- Target date:** 2006, September, 28
- Resolution:** AG Resolution 07/2006
- Status:** Draft
- Action:** <None>
- Group:** CA
- Meeting:** (Empty text box)

At the bottom of the form, there are buttons for Submit, Apply, Reset, Upgrade, Remove, and Cancel.

- the following information should be entered in the **Categories Info** Tab :
 - **Issue date** : Issue date of the document
 - **Target date** : Expected closing date of the ballot
 - **Resolution** : Document reference in the form “**AG Resolution nn/yyyy**” where
 - <nn> is the resolution number
 - <yyyy> is the year
 - **Status** :
 - **Draft** when the document is uploaded
 - Other status values (**Pending, Adopted, Failed**) will be automatically updated by the e-Balloting software.
 - **Group** : “CA”

ANNEX 4 : Special Procedures.

A4.1 Adding votes to a Closed Ballot

Normally, the system prevents you from adding or changing votes in a Closed Ballot.

If for an exceptional reason (previous error, technical problem, ...), the Ballot Owner needs to change votes in a Closed Ballot, he/she should follow this procedure :

- 1) In the **Information** tab, select the **Edit** function,

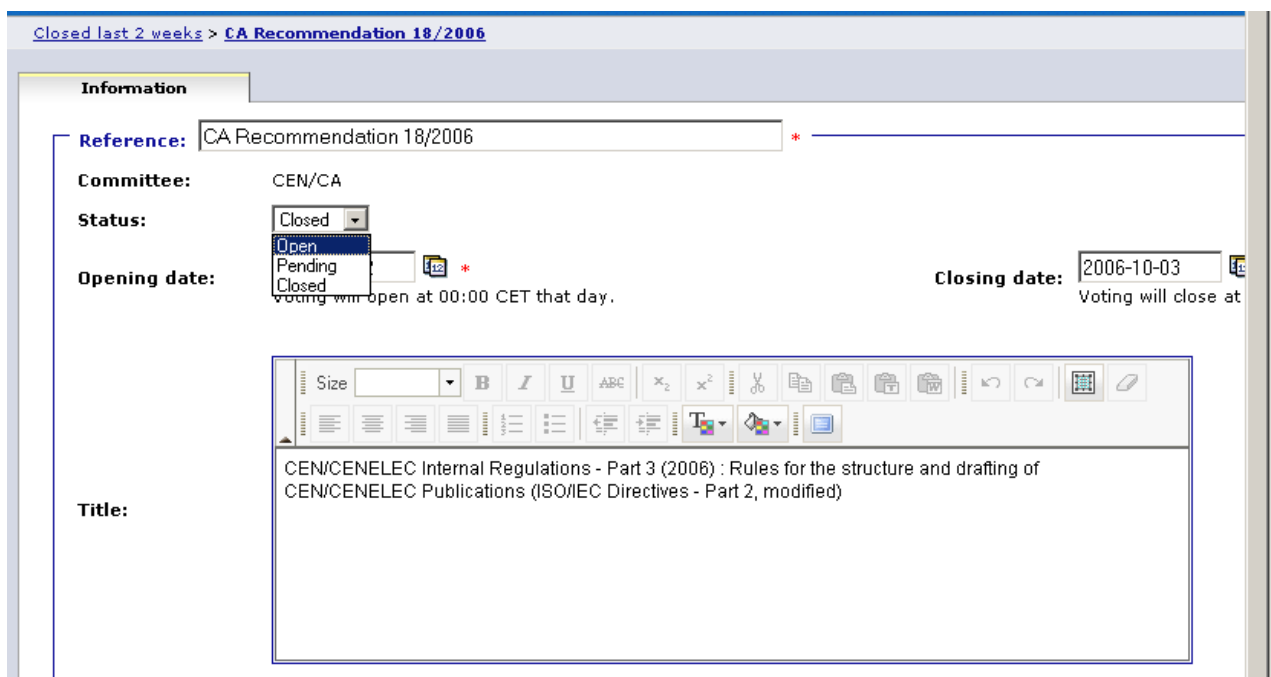


The screenshot shows the 'Information' tab of a web application. The breadcrumb trail is 'Closed last 2 weeks > CA Recommendation 18/2006'. The 'Tools' and 'Help' menus are visible in the top right. The main content area has four tabs: 'Information', 'Result', 'Participation', and 'Audience'. An 'Add New Item...' button is in the top right of the content area. The 'Information' tab is active, displaying the following details:

- Reference:** CA Recommendation 18/2006
- Committee:** CEN/CA
- Status:** Closed
- Opening date:** 2006-09-12
- Closing date:** 2006-10-03
- Opened on:** 2006-09-27 15:09
- Closed on:** 2006-10-11 17:08
- Title:** CEN/CENELEC Internal Regulations - Part 3 (2006) : Rules for the structure and drafting of CEN/CENELEC Publications (ISO/IEC Directives - Part 2, modified)
- CA number:** CA N 1695

An 'Edit' button with a pencil icon is highlighted, and an arrow points to it from above.

- 2) Manually change the Ballot state from '**Closed**' to '**Open**'



The screenshot shows the 'Information' tab of the same web application. The breadcrumb trail is 'Closed last 2 weeks > CA Recommendation 18/2006'. The 'Reference' field contains 'CA Recommendation 18/2006'. The 'Committee' is 'CEN/CA'. The 'Status' dropdown menu is open, showing 'Open' selected, with 'Pending' and 'Closed' as other options. The 'Opening date' field is empty, and the 'Closing date' is '2006-10-03'. The 'Title' field contains the same text as in the previous screenshot. A rich text editor toolbar is visible above the title field.

- 3) Cast the missing vote(s), or change some existing vote as described in **§ 10.2** and **§ 10.5**.
- 4) In the **Information** tab, manually change the Ballot state from '**Open**' to '**Pending**'
- 5) In the **Pending Result** tab, update the vote result and the Explanation field if needed, and Close the ballot as described in **§ 11.2**.
- 6) The Ballot Results will be uploaded to Livelink as usual and a new version of the ZIP file will be added to the **Ballot Results** subfolder.

Note : This procedure should not last too long, to prevent a normal Voter from adding or modifying votes by accident in the temporarily Open ballot.

ANNEX 5 : How to use Rich text input fields.

A5.1 Rich Text features

The e-Balloting software allows the user to enter textual data in several **Rich Text entry fields** :

- Resolution **Title**
- Resolution Ad Hoc **Note**
- **Comment text** field used by Voters or Commenters













These Rich Text input fields have some features similar to those offered by a word processing tool like Microsoft Word.

The following functions may be accessed through the buttons present in the toolbar at the top of all Rich Text fields :

	Change text font size Possible values: <ul style="list-style-type: none"> - xx-small - x-small (= default size used in eB3) - small - medium - large - x-large - xx-large
	Format text to Bold
	Format text to <i>Italicized</i>
	Format text to <u>Underlined</u>
	Make numbered list
	Make bulleted list

The following buttons are available in Metadata Text fields :

	Format text to Strikethrough
	Format text to Subscript
	Format text to Superscript
	Cut selected text
	Copy selected text
	Paste text
	Paste as plain text
	Paste from Word
	Undo last operation

	Redo last undone operation
	Select all
	Remove format
	Left justify text
	Center text
	Right justify text
	Full justify text
	Decrease Indent
	Increase Indent
	Change Font color
	Change Background color
	Maximize the editor size

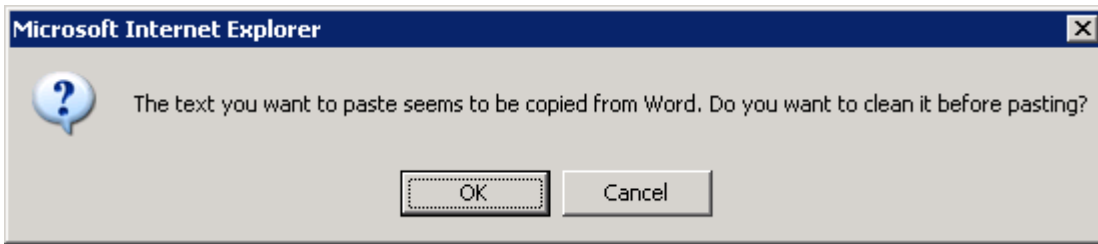
A5.2 Copy / Paste Limitations

The Rich Text fields allow the pasting of text copied from other applications (MS Word document, HTML Page, ...), but they are not full fledged text editors. Some limitations have to be taken into account when pasting text to these fields :

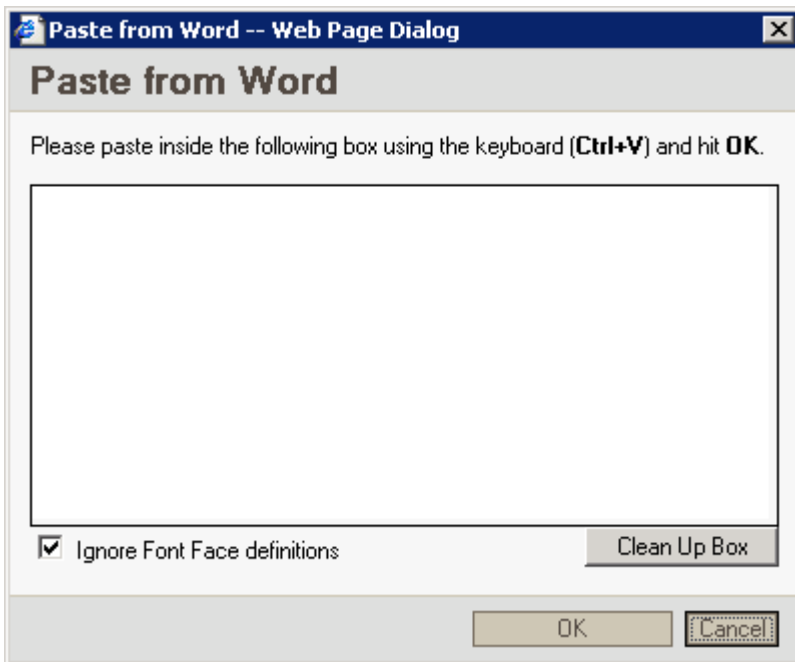
- **Tables and images** are not authorized.
When the system detects a table or an image in the text pasted in, it issues the following error message : **Input contains disallowed formatting (i.e tables or images) - please modify your input**
- Due to the non-standard way different software programs manage the HTML format, some caution is needed when pasting text copied from other environments :
 - Some formatting options (tabulations, margins) might be lost between applications.
 - Some special characters (i.e. →, €, 'single' & "double" quotes, ...) may be lost when transferred from one application to the other.
 - When copying text from MS Word, if the <End Of Paragraph> mark is not selected, the formatting of the last line of the text may be lost in the process.
Example : the last line of an enumerated list loses its numbering.
- Sometimes the internal formatting of the text is too hard to handle for the Html text converter. The following message is displayed in this case : **Input contains formatting errors - please modify your input.**

Copy/paste from Word

The following message is displayed when pasting a text from Word:

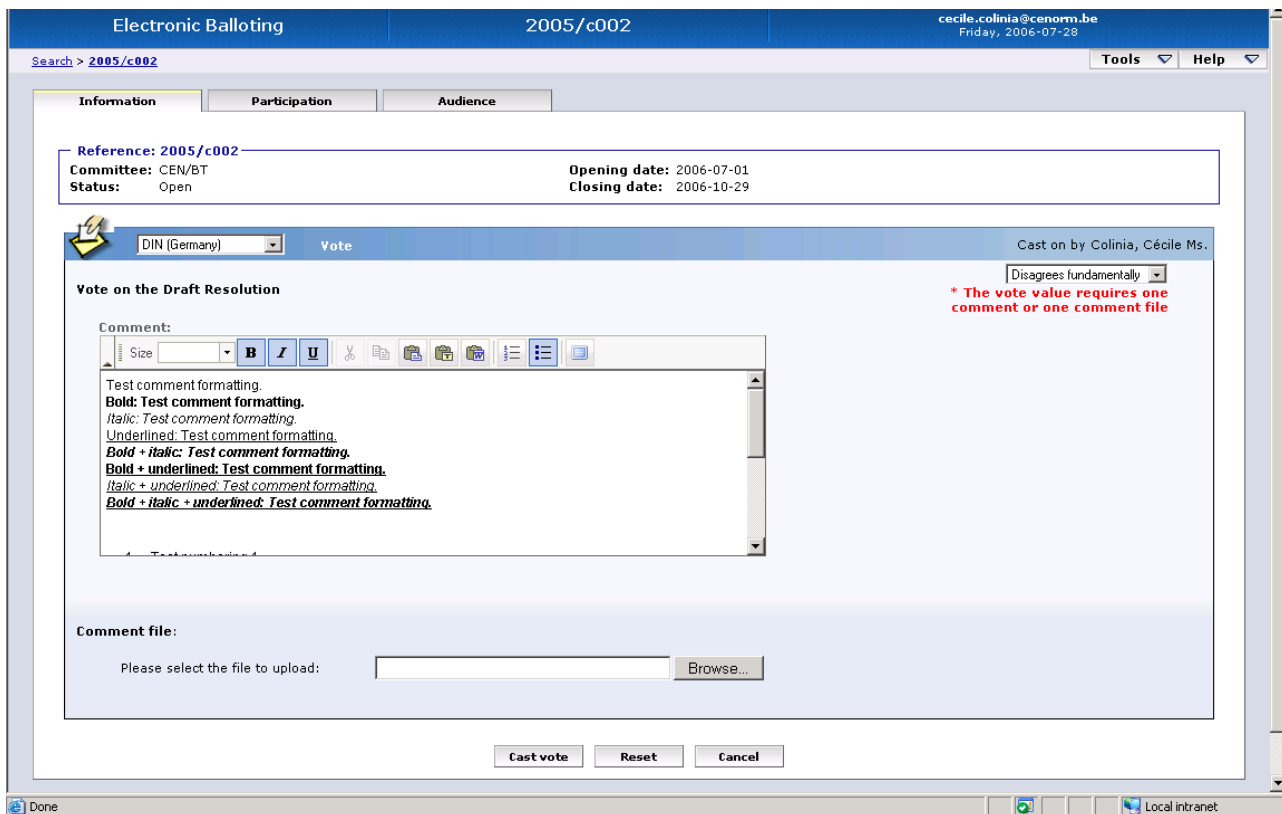


Click on **OK**. The following dialog box is displayed:



Paste your text inside the dialog box using **CTRL+V** and then click on **OK**.

The text is then brought back in the vote Vote screen.



Some tips to follow :

- When copying text from MS Word, avoid complicated formatting options in the initial document.
- Whenever possible, avoid special characters (such as '→', '€',) : they may disappear or be replaced by a question mark ('?') or another special character in the Rich text field.
- Some characters (i.e. 'single' and "double" quotes) may also be replaced by question marks depending on the source font or style.
- Tabulations and justifications (left, right, centered) are lost.
- Sometimes tables in Word documents or Html pages have no apparent borders and are not easily visible; they will nevertheless trigger the error message stating that tables are not allowed in this field.
- Converting a simple table to text in Word allows its content to be copied from Word to the comment field: its formatting may need the insertion of some additional space because tabulations are not preserved in the comment field.
- Some tables are not detected as such by the system, but the formatting problem triggers the more generic message : **Input contains formatting errors - please modify your input.** In this case, deleting the table normally solves the problem.

As a general rule, if you copy text from another application and paste it into a Text field in eB3, you should control your text after clicking on the [OK] button to submit it. You should then open your text to see if the formatting is incorrect or if some characters have been replaced by question marks ('?'). Should this be the case, you may correct your input by re-opening it in Edit mode.

ANNEX 6 : Example of ballot result document in RTF format

CEN/AG - Voting Results:

Ballot Information:

Ballot reference:	AG Resolution 08/2006
Ballot type:	CEN/AG
Ballot title:	Transfer of CEN Membership from the Danish Standards Association to Danish Standards
AG number:	AG N 697
Opening date:	2006-08-31
Closing date:	2006-09-11
Note:	



Votes:

Member		Date cast	Agrees	Disagrees with comments	Disagrees fundamentally	Abstains
Spain	AENOR	2006-09-13 10:46:13	X			
France	AFNOR	2006-09-13 11:55:22		X		
Romania	ASRO	2006-09-13 12:44:30	X			
United Kingdom	BSI	2006-09-13 12:45:24		X		
Czech Republic	CNI	2006-09-13 11:34:38				X
Cyprus	CYS	2006-09-13 12:46:14			X	
Germany	DIN	2006-09-13 12:46:38	X			
Denmark	DS	2006-09-13 12:46:50	X			
Greece	ELOT	2006-09-13 11:23:11			X	
Estonia	EVS	2006-09-13 12:47:06	X			
Belgium	IBN	2006-09-13 12:47:51		X		
Portugal	IPQ	2006-09-13 12:48:08	X			
Iceland	IST	2006-09-13 12:48:51	X			
Lithuania	LST	2006-09-13 12:49:03	X			
Latvia	LVS	2006-09-13 12:49:35		X		
Malta	MSA	2006-09-13 12:49:51				X
Hungary	MSZT	2006-09-13 12:50:02	X			
Netherlands	NEN	<i>No vote received</i>				
Ireland	NSAI	<i>No vote received</i>				
Austria	ON	<i>No vote received</i>				



Poland	PKN	<i>No vote received</i>				
Luxembourg	SEE	<i>No vote received</i>				
Finland	SFS	<i>No vote received</i>				
Sweden	SIS	<i>No vote received</i>				
Slovenia	SIST	<i>No vote received</i>				
Norway	SN	<i>No vote received</i>				
Switzerland	SNV	<i>No vote received</i>				
Slovakia	SUTN	<i>No vote received</i>				
Italy	UNI	<i>No vote received</i>				

CEN/AG Ballot Results:

Total number of votes cast:	17
Total number of votes not received:	12

Agreeing:	9
Disagreeing with comments:	4
Disagreeing fundamentally:	2
Abstaining:	2

Ballot result:	Failed
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Result Explanation:
<p><u><i>Bold + italic + underlined: Test comment formatting.</i></u></p> <ul style="list-style-type: none"> • Test numbering 1 • Test numbering 2 • Test numbering 3 + formatting (bold) • <i>Test numbering 4 + formatting (bold + italic)</i> <ol style="list-style-type: none"> 1. Test bullet 1 2. Test bullet 2 3. <u><i>Test bullet 3 formatting italic + underlined</i></u> 4. <u>Test bullet 4 + formatting (bold + underlined)</u> 5. <u><i>Test bullet 5 + formatting (bold + italic + underlined)</i></u> <p>Short comment.</p>

Comments from Voters:

Member	Comment	Date
France (AFNOR)	<i>Short comment</i>	2006-09-13 11:55:22
<p>Pas possible, franchement ... ça va pas non ?...</p>		
United Kingdom (BSI)	<i>Short comment</i>	2006-09-13 12:45:24
<p>I must say that :</p> <ol style="list-style-type: none"> 1. One 2. <u>Two</u> 3. <u>Three</u> 		
Czech Republic (CNI)	<i>Short comment</i>	2006-09-13 11:34:38
<p>OK I see it. Because I also see Enquiry ballots, there are more ballots display, and yhis one was on the second page of the "All open" tab.</p>		
Cyprus (CYS)	<i>Short comment</i>	2006-09-13 12:46:14
<p>Really not hapopy with this ... See file</p>		
Cyprus (CYS)	<i>Comment File</i>	2006-09-13 12:46:14
<p>CommentFiles/CYS(Cyprus).doc</p>		
Germany (DIN)	<i>Comment File</i>	2006-09-13 12:46:38
<p>CommentFiles/DIN(Germany).doc</p>		
Greece (ELOT)	<i>Comment File</i>	2006-09-13 11:23:11
<p>CommentFiles/ELOT(Greece).doc</p>		
Estonia (EVS)	<i>Short comment</i>	2006-09-13 12:47:06
<p>zef</p>		
Belgium (IBN)	<i>Short comment</i>	2006-09-13 12:47:51
<p>Je sais pas trop, maar ik zou graag akkoord zijn si on verandert un truc</p>		
Latvia (LVS)	<i>Short comment</i>	2006-09-13 12:49:35

ergzerh pzajf zejz e zaejof oo zoe fjzoefj ze ze jze pziejf

- fzeff
- rtdhtyuj
- rjşè,èş

Malta (MSA)

Short comment

2006-09-13
12:49:51

don't know