



# Electronic Balloting Portal CEN Technical Report

User guide

Version	Date	Author	Modifications description
1.0	2017-10-26-	EMA / MB	First version

## Table of Contents

<b>TABLE OF CONTENTS .....</b>	<b>2</b>
<b>1 INTRODUCTION .....</b>	<b>4</b>
1.1 CEN TECHNICAL REPORT BALLOTING WORKFLOW.....	5
1.2 ELECTRONIC BALLOTING APPLICATION OVERVIEW .....	6
1.3 PRINCIPLES OF THE ELECTRONIC BALLOTING APPLICATION.....	7
1.3.1 <i>Permissions to vote and comment</i> .....	7
1.3.2 <i>Management of users and their balloting roles</i> .....	7
1.3.3 <i>Centralized and decentralized modes of balloting</i> .....	7
1.3.4 <i>CEN Technical Report Balloting roles</i> .....	8
1.4 ACCESS TO EBALLOTING PORTAL.....	9
1.4.1 <i>Access through CEN Electronic Applications homepage</i> .....	9
1.4.2 <i>Access directly from eCommittee homepage</i> .....	11
<b>2 LOGGING IN AND LOGGING OUT.....</b>	<b>11</b>
2.1 LOGGING IN .....	11
2.2 LOGGING OUT.....	12
2.3 PASSWORD FORGOTTEN.....	13
<b>3 USER INTERFACE AND NAVIGATION .....</b>	<b>14</b>
3.1 CEN TECHNICAL REPORT BALLOTING - NAVIGATION.....	14
3.2 SEARCHING FOR BALLOTS .....	15
3.3 ACCESSING CLOSED BALLOTS .....	16
3.4 VIEWING THE DETAILS OF A BALLOT.....	17
3.5 TOOLS MENU .....	18
3.6 HELP MENU.....	19
<b>4 BALLOT SCREEN DESCRIPTION .....</b>	<b>20</b>
4.1 GENERAL DESCRIPTION.....	20
4.2 VIENNA AGREEMENT HANDLING .....	22
4.2.1 <i>Principle</i> .....	22
4.2.2 <i>Data displayed</i> .....	22
4.2.3 <i>Gateway to ISO Balloting</i> .....	24
4.2.4 <i>Special cases and mismatch errors</i> .....	24
<b>5 CASTING VOTES.....</b>	<b>25</b>
5.1 BALLOT SELECTION .....	25
5.2 CASTING A VOTE .....	26
5.3 ERROR MESSAGES.....	29
5.4 MODIFICATION OF VOTES.....	30
5.5 DELETION OF VOTES .....	32
<b>6 SUBMITTING A COMMENT .....</b>	<b>33</b>
6.1 BALLOT SELECTION .....	33
6.2 SUBMIT A COMMENT.....	33
6.3 ERROR MESSAGES.....	34
6.4 MODIFICATION OF COMMENTS.....	35
6.5 DELETION OF COMMENTS.....	36
<b>7 VIEW THE BALLOT AUDIENCE.....</b>	<b>37</b>
<b>8 CAST A VOTE ON BEHALF OF SOMEONE ELSE .....</b>	<b>38</b>
<b>9 SUBMIT A COMMENT ON BEHALF OF SOMEONE ELSE.....</b>	<b>39</b>
<b>10 ADD A VOTE AFTER THE BALLOT HAS BEEN CLOSED .....</b>	<b>40</b>

<b>11</b>	<b>PROCESS VOTING RESULTS AND COMMENTS</b>	<b>41</b>
11.1	DOWNLOAD THE BALLOT RESULTS/COMMENTS (ZIP FILE)	41
11.2	INSTALL THE COMMENT COLLATION TOOL (CCT) ON YOUR COMPUTER	42
<b>12</b>	<b>HELPDESK INFORMATION</b>	<b>43</b>
	<b>ANNEX 1: VOTE OPTIONS AND COMMENTS REQUIRED</b>	<b>44</b>
	<b>ANNEX 2: EXAMPLE OF BALLOT RESULT DOCUMENT IN RTF FORMAT</b>	<b>45</b>

# 1 Introduction

This document is written for the following users of the CEN TR e-Balloting system (see the definition of the different roles in § 1.3.4):

- **Voter**
- **Commenter**
- **Monitor**
- **Content Owner**
- **Ballot Owner**

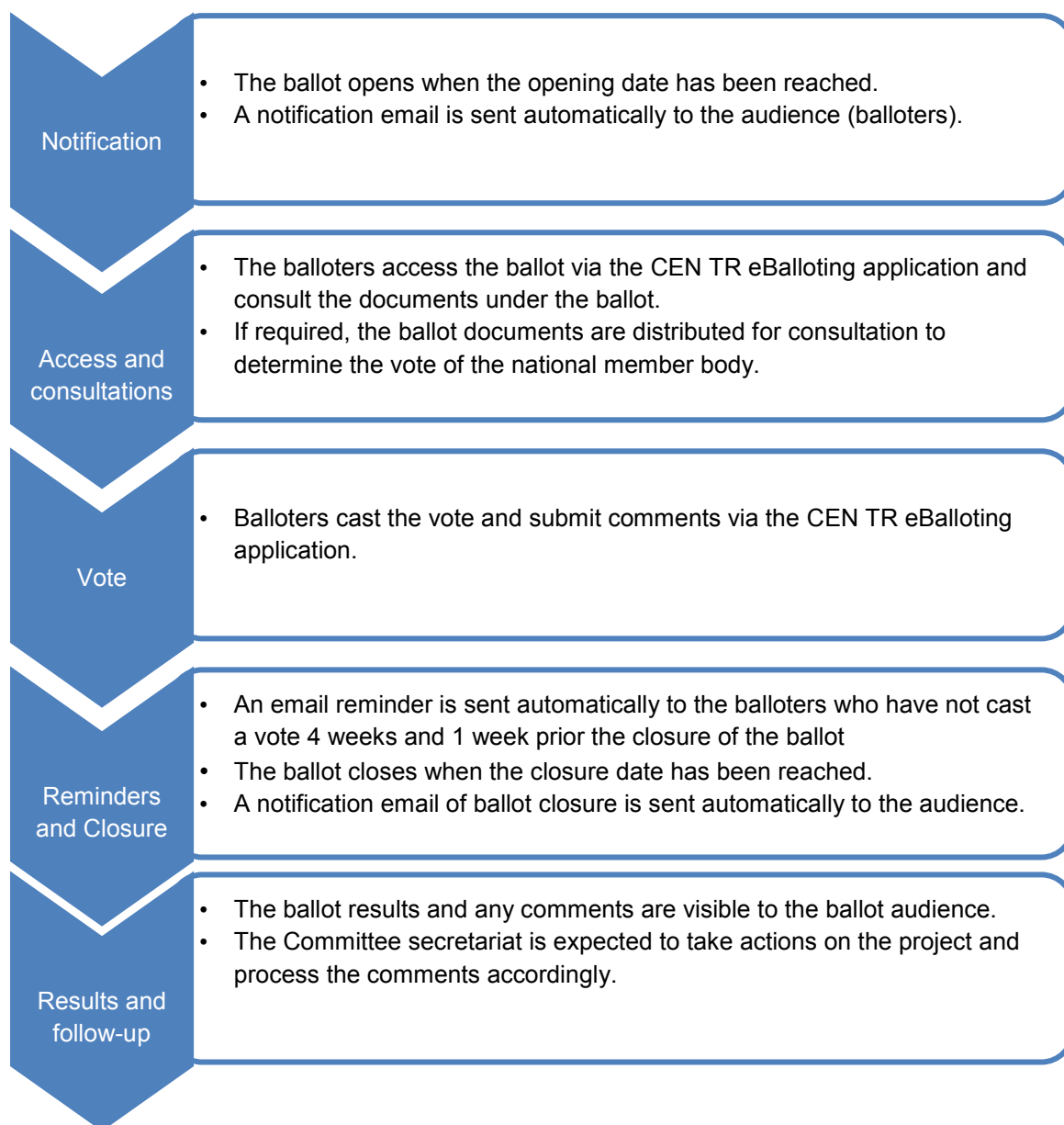
For each chapter of this document, the roles concerned by the explanation will be indicated as follows:

- **[All]** : these chapters concern all the roles
- **[Voter]** : these chapters only concern the Voter
- **[Commenter]** : only concerns the Commenter
- **[Ballot Owner]** : only concerns the Ballot Owner
- ...

## 1.1 CEN Technical Report balloting workflow

[All]

The CEN Technical Report balloting process and its follow-up are characterized by the following main stages:



**Figure 1 - Workflow CEN Technical Report Balloting**

## 1.2 Electronic Balloting application overview

[All]

**ELECTRONIC BALLOTING ON DRAFT STANDARDS** [i ABOUT](#)

[ELECTRONIC BALLOTING FOR CEN ENQUIRY](#)  
Types: Enquiry  
[Click to bookmark](#)

[GUIDE TO THE APPLICATION](#)  
 [CONTACT \(CONTENT ISSUES\)](#)   
 [HELPDESK \(TECHNICAL AND FUNCTIONAL ISSUES\)](#)

[ELECTRONIC BALLOTING FOR PQ/UQ](#)  
Types: PQ/UQ  
[Click to bookmark](#)

[GUIDE TO THE APPLICATION](#)  
 [CONTACT \(CONTENT ISSUES\)](#)   
 [HELPDESK \(TECHNICAL AND FUNCTIONAL ISSUES\)](#)

[ELECTRONIC BALLOTING FOR FV/UAP](#)  
Types: FV/UAP  
[Click to bookmark](#)

[GUIDE TO THE APPLICATION](#)  
 [CONTACT \(CONTENT ISSUES\)](#)   
 [HELPDESK \(TECHNICAL AND FUNCTIONAL ISSUES\)](#)

[ELECTRONIC BALLOTING FOR TR](#)  
Types: TR  
[Click to bookmark](#)

[GUIDE TO THE APPLICATION](#)  
 [CONTACT \(CONTENT ISSUES\)](#)   
 [HELPDESK \(TECHNICAL AND FUNCTIONAL ISSUES\)](#)

[ELECTRONIC BALLOTING FOR SR](#)  
Types: SR  
[Click to bookmark](#)

[GUIDE TO THE APPLICATION](#)  
 [CONTACT \(CONTENT ISSUES\)](#)   
 [HELPDESK \(TECHNICAL AND FUNCTIONAL ISSUES\)](#)

[COMMITTEE INTERNAL BALLOTING](#)  
Types: CIB  
[Click to bookmark](#)

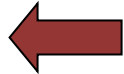
[GUIDE TO THE APPLICATION](#)  
 [CONTACT \(CONTENT ISSUES\)](#)   
 [HELPDESK \(TECHNICAL AND FUNCTIONAL ISSUES\)](#)

Figure 2 - Electronic Balloting application overview

## 1.3 Principles of the Electronic Balloting application

---

[All]

### 1.3.1 Permissions to vote and comment

- Authorized to **cast votes** (with associated comments if needed) are the representatives of **CEN Members** in the committee, defined as **CEN Voters** in the Global Directory. CEN Members can also define a person as **CEN Centralized Voter** which allows the person to vote in CEN-TR ballots of all the CEN/TCs (see also § 1.3.3).
- Authorized to **submit comments** are the representatives of **partner (Annex III) organizations** as well as CEN Consultants.

### 1.3.2 Management of users and their balloting roles

Users are registered in the **Global Directory** in the roles of CEN balloters. Users and their roles are registered and maintained by the user administrators of CEN Member Bodies in the Global Directory for Voters and Monitors.

Any changes in user data and role assignments relevant for balloting are immediately reflected in the access permissions for particular users to the balloting application.

In addition to the role of a balloter, there are other balloting related roles defined in the application which are associated with certain permissions (see details in § 1.3.4). These other balloting roles are managed by the CEN administrators.

### 1.3.3 Centralized and decentralized modes of balloting

- **Centralized balloting:** In this type of balloting, one or more individuals vote on all ballots for which a member body has a responsibility to vote.
- **Decentralized balloting:** The responsibility to vote is decentralized for each committee or sets of committees to different individuals, who can only vote on a number of committees for which they have been assigned the role of balloters.

The assignment of users to the roles of centralized or decentralized balloters is done by the user administrators of each CEN member body.

The roles of Commenter, assigned to representatives of Partner Organizations, and CEN Consultant are managed by the CEN User administrators.

### 1.3.4 CEN Technical Report Balloting roles

On various screens and explanations some terms are used in relation 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 given ballot.

Balloting roles	Role definitions	Permissions
<b>Ballot Owner</b>	Responsible to initiate and run the balloting process. This role is assumed by CCMC for <b>CEN-TR Ballots</b> .	Has full access to the CEN-TR balloting environment. A BallotOwner has also the permission to register a vote or comment in the balloting application on behalf of a <b>Voter</b> or <b>Commenter</b> (if required).
<b>Voter</b>	User authorized to vote on behalf of his/her national member organization, or some other person(s) appointed by him/her.	Can vote on all ballots inside a particular committee.
<b>Commenter</b>	Person representing an organization or a CEN Consultant who has no right to vote on a ballot, but can, if needed, submit a comment on a ballot document.	Can comment on all ballots inside a particular committee.
<b>Monitor</b>	Person representing an organization who has read/viewer-access to all or a subset of the ballots relevant for its organization without having the permission to cast, modify or delete a vote/comment him/herself. This role may also be used to give access to the results when voting is closed.	Can see ballots as well as votes cast by his/her member body, but cannot cast a vote or submit a comment.
<b>Content Owner</b>	Role given to Committee Secretaries, Chairmen and their support staff.	Give access to information on Open ballots, and to vote results and comments when ballot is closed.

Figure 3 – CEN-TR balloting roles



## 1.4 Access to eBalloting portal

[All]

### 1.4.1 Access through CEN Electronic Applications homepage

You can access the CEN eBalloting application through the CEN Electronic Applications homepage at <http://login.cen.eu>.

Click on **Electronic Balloting on Draft Standards**.

**CEN** Electronic applications

Display: [icon] [icon]

**CENTC Server** [icon] Committee members | Committee officers | Voters

Document management for CEN Technical Bodies, CEN (-CENELEC) Policy and governance bodies and related groups, including:

- CEN/TC Working area for committee work
- E-TRANS Working area for Document exchange
- CEN Management platforms
- ProjexData data feeds

**Electronic Balloting on Draft Standards** [icon] Committee officers | Voters

Support of consensus feedback processes for CEN committees, including:

- Enquiry and FV/UAP ballots
- PQ/UQ ballots
- Systematic Review
- Committee internal ballots

**Electronic Balloting for Governance** [icon] Committee officers | Voters

Support of consensus feedback processes for CEN governance committees, including:

- AG ballots
- BT ballots

**National Mirror Committee** [icon] Committee members | Committee officers | Voters

Dissemination of CEN documents to National Mirror Committees.

**Global Directory** [icon] User administrators

Central repository for managing committees, organizations, users and their roles for international, regional and national work, including:

- Full list of user administrators
- Reports

**Event Notifications** [icon] Committee members | Committee officers | Voters | User administrators

Manage notifications sent by CEN systems, including:

- Notification settings (Enable/ disable, frequency, format)
- Online on-demand reports


**Need help?**

- [Electronic applications user guides](#)
- [Contact helpdesk](#)

Figure 4 - CEN Electronic Applications homepage


From the electronic Balloting on Draft Standards Portal page click on **Electronic Balloting for TR**, this leads you to the balloting application as shown below:

**ELECTRONIC BALLOTING ON DRAFT STANDARDS**[i ABOUT](#)

 [ELECTRONIC BALLOTING FOR CEN ENQUIRY](#)  
Types: Enquiry


[GUIDE TO THE APPLICATION](#)  
[CONTACT \(CONTENT ISSUES\)](#)  
[? HELPDESK \(TECHNICAL AND FUNCTIONAL ISSUES\)](#)

Click to bookmark

 [ELECTRONIC BALLOTING FOR PQ/UQ](#)  
Types: PQ/UQ


[GUIDE TO THE APPLICATION](#)  
[CONTACT \(CONTENT ISSUES\)](#)  
[? HELPDESK \(TECHNICAL AND FUNCTIONAL ISSUES\)](#)

Click to bookmark

 [ELECTRONIC BALLOTING FOR FV/UAP](#)  
Types: FV/UAP


[GUIDE TO THE APPLICATION](#)  
[CONTACT \(CONTENT ISSUES\)](#)  
[? HELPDESK \(TECHNICAL AND FUNCTIONAL ISSUES\)](#)

Click to bookmark

 [ELECTRONIC BALLOTING FOR TR](#)  
Types: TR


[GUIDE TO THE APPLICATION](#)  
[CONTACT \(CONTENT ISSUES\)](#)  
[? HELPDESK \(TECHNICAL AND FUNCTIONAL ISSUES\)](#)

Click to bookmark

 [ELECTRONIC BALLOTING FOR SR](#)  
Types: SR

[GUIDE TO THE APPLICATION](#)  
[CONTACT \(CONTENT ISSUES\)](#)  
[? HELPDESK \(TECHNICAL AND FUNCTIONAL ISSUES\)](#)

Click to bookmark

 [COMMITTEE INTERNAL BALLOTING](#)  
Types: CIB

[GUIDE TO THE APPLICATION](#)  
[CONTACT \(CONTENT ISSUES\)](#)  
[? HELPDESK \(TECHNICAL AND FUNCTIONAL ISSUES\)](#)

Click to bookmark

Figure 5 - Electronic Balloting on Draft Standards Portal

## 1.4.2 Access directly from eCommittee homepage

Alternatively, you can also directly access your committee ballots by clicking on a ballot reference under the **Ballots** frame of the eCommittee homepage:

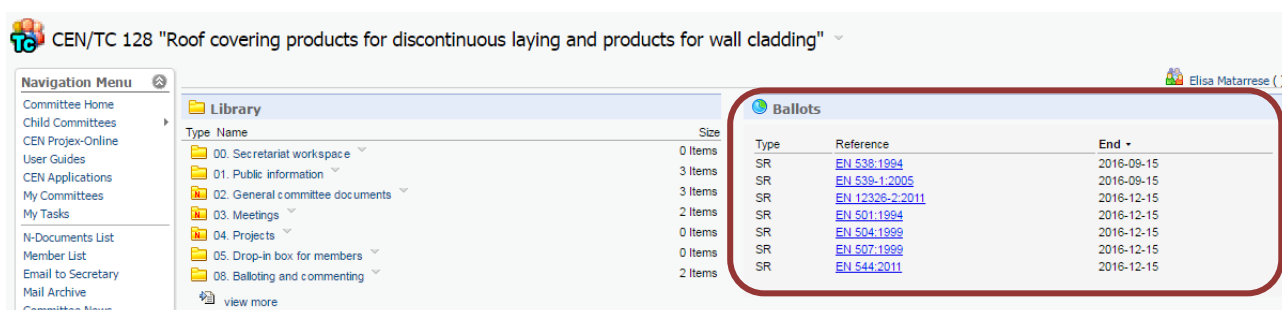


Figure 6 - Access from Committee home page

## 2 Logging in and logging out

[All]

### 2.1 Logging in

Your username and password will be sent to you by e-mail after your initial registration by your National Member Body in the Global Directory and to the CEN eServices (e.g. eCommittees, Electronic Balloting). Please follow the steps 1-5 as described in the mail. You will be asked to change your temporary password by following the URL in the mail. After this:

- Start your Internet browser and open the following URL: <https://login.cen.eu>.
- Access the **Electronic Balloting for TR** (see § **Error! Reference source not found.**)
- Choose the account you want to use (CEN-CENELEC account, ISO account, AFNOR account or DIN account)

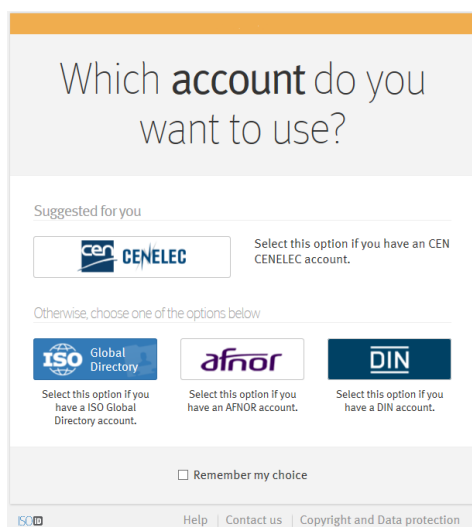
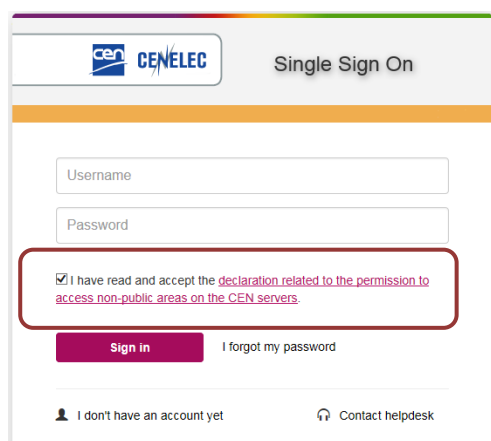


Figure 7 -Sign into applications

2016-mm-dd

- d) Enter your username and password (same username and password used to access the CENTC and Global Directory applications)
- e) Read the declaration and tick the box to accept the conditions



The screenshot shows the 'Single Sign On' login page for CENELEC. It features a header with the CENELEC logo and the text 'Single Sign On'. Below the header are two input fields for 'Username' and 'Password'. A red box highlights a checkbox with the text: 'I have read and accept the [declaration related to the permission to access non-public areas on the CEN servers](#)'. Below this is a purple 'Sign in' button and a link 'I forgot my password'. At the bottom, there are links for 'I don't have an account yet' and 'Contact helpdesk'.

Figure 8 - CEN Electronic Applications Log-in screen

- f) Click on **Sign in**



Please note that both username and password are case-sensitive, i.e. they have to be entered exactly as provided.

## 2.2 Logging out

- a) Choose **Log-out** on the **Tools** menu.
- b) Click on **Log-out** on the Log-out screen to leave the e-Balloting server.
- c) You will be forwarded to the list of CEN applications.



The screenshot shows the 'Electronic Balloting for TR' interface. At the top right, the user's email 'ematarrese@cencenelec.eu' and the date '2016-08-24' are displayed. Below this is a navigation bar with 'All open' and 'Tools' (with a dropdown arrow) and 'Help' (with a dropdown arrow). The 'Tools' dropdown menu is open, showing options: 'Balloting portal', 'Open ballots', 'Search', 'CENTC Committee Areas', 'Manage my roles', and 'Logout' (which is highlighted with a red box). Below the navigation bar is a table with 11 ballots found. The table has columns: Type, Committee, Reference, Vote, Opening date, and Closing date. The data rows are as follows:

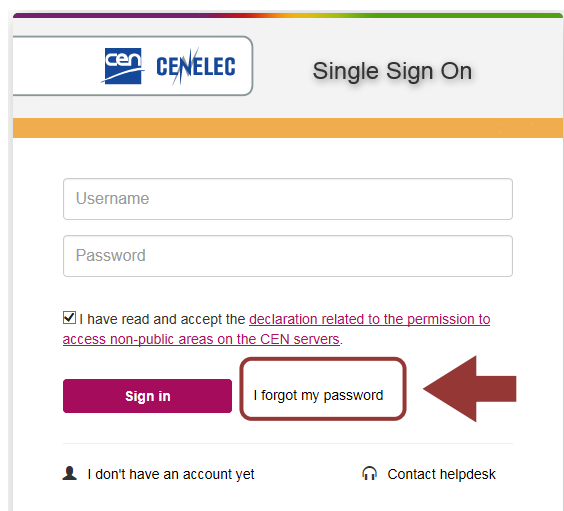
Type	Committee	Reference	Vote	Opening date	Closing date
TR	CEN/TC 252	FprCEN/TR 13387-1		2016-08-19	2016-11-19
TR	CEN/TC 252	FprCEN/TR 13387-4		2016-08-19	2016-11-19
TR	CEN/TC 278	FprCEN ISO/TR 17424		2016-08-19	2016-11-19

Figure 9 – CEN TR e-balloting Logout screen

## 2.3 Password forgotten

If you have forgotten your password, you can request a new password on the log-in page.

Click on the link **I forgot my password** next to the Sign in button and follow the instructions on the screen. Within the next few minutes you will receive an e-mail with a link to reset your password. Follow the link and click the Reset Password button. This will send you an email with a new temporary password. Follow the steps in the mail exactly to change your temporary password.



The screenshot shows the CENELEC Single Sign On interface. At the top, there is a header with the CENELEC logo and the text 'Single Sign On'. Below the header, there are two input fields for 'Username' and 'Password'. Underneath these fields is a checkbox with the text 'I have read and accept the [declaration related to the permission to access non-public areas on the CEN servers.](#)'. Below the checkbox are two buttons: a blue 'Sign in' button and a white 'I forgot my password' button. The 'I forgot my password' button is highlighted with a red rectangular box, and a large red arrow points to it from the right. At the bottom of the form, there are two links: 'I don't have an account yet' and 'Contact helpdesk'.

**Figure 10 – Password forgotten**

### 3 User interface and navigation

[All]

#### 3.1 CEN Technical Report Balloting - Navigation

The **CEN Technical Report Balloting home page** displays a list of all currently open ballots, which you are allowed to view depending on the roles assigned in the Global Directory (note that the list is different for users performing different roles and/or representing different member bodies).

**Electronic Balloting for TR** ematarrese@cencenelec.eu  
2016-08-24

[All open](#) Tools ▼ Help ▼

[All mandatory](#)
[Vote required](#)
[All open](#)
[New last 2 weeks](#)
[Closing in 2 weeks](#)
[Closed last 2 weeks](#)
[Search](#)
[New Ballot](#)

11 ballots found

Type	Committee	Reference
TR	CEN/TC 252	<a href="#">FprCEN/TR 13387-1</a>
TR	CEN/TC 252	<a href="#">FprCEN/TR 13387-4</a>
TR	CEN/TC 278	<a href="#">FprCEN ISO/TR 17424</a>

**List of ballots**  
Click on the ballot reference name to open a specific ballot

Figure 11 – CEN TR Balloting main page



*All columns in the Home Screen are sortable. By clicking on the column heading the column will be sorted. Clicking a second time will reverse the sort.*

*Sorting applies to all ballots currently found (the number indicated on top of the ballot list) and not only to the ballots displayed on the current screen. Therefore, a ballot may disappear from the 20 listed due to the sorting.*

The tabs at the top of the page have the following functions (from left to right):

**Electronic Balloting for TR** ematarrese@cencenelec.eu  
2016-08-24

[All open](#) Tools ▼ Help ▼

[All mandatory](#)
[Vote required](#)
[All open](#)
[New last 2 weeks](#)
[Closing in 2 weeks](#)
[Closed last 2 weeks](#)
[Search](#)
[New Ballot](#)

11 ballots found

Type	Committee	Reference	Vote	Opening date	Closing date	Role
TR	CEN/TC 252	<a href="#">FprCEN/TR 13387-1</a>		2016-08-19	2016-11-19	Ballot owner
TR	CEN/TC 252	<a href="#">FprCEN/TR 13387-4</a>		2016-08-19	2016-11-19	Ballot owner
TR	CEN/TC 278	<a href="#">FprCEN ISO/TR 17424</a>		2016-08-19	2016-11-19	Ballot owner

Figure 12 – CEN TR Balloting tabs

Tabs	Description
<b>All mandatory</b>	This Tab displays all ballots for which a balloter has been registered and has an <b>obligation to vote</b> , independent of whether a vote has already been cast by the balloter or not.
<b>Vote required</b>	This Tab displays all ballots for which a balloter has been registered and has an <b>obligation to vote</b> , but <b>has not yet cast a vote</b> .
<b>All open</b>	Displays all the ballots which are currently open and on which you can vote or submit a comment.
<b>New last 2 weeks</b>	Displays all the ballots which were opened within the last 2 weeks.
<b>Closing in 2 weeks</b>	Displays all the open ballots which will close during the next 2 weeks.
<b>Closed last 2 weeks</b>	Shows all the ballots which closed during the last 2 weeks. It allows access to the closed ballots and the individual votes and comments submitted by the member bodies and any commenting liaison organizations.
<b>Search</b>	Opens the search screen which allows to search with user defined values (e.g. ballots closed more than 2 weeks ago, search with a particular reference number, etc).

Figure 13 – CEN TR Balloting tabs functions

### 3.2 Searching for ballots

The Ballot search screen allows you to enter parameters into the search fields to find the ballots which match those criteria. This functionality is useful for specific requests, e.g. to find all ballots of a particular committee, a ballot based on its reference number or ballots open or closed within time periods which are not covered by the predefined queries executed through the tabs.

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

Figure 14 – Search functionalities

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

Search Fields	Explanation/Function of the fields
Type	TR
Status	Ballot stages
Reference/Title	Ballot reference number or document title element.  <u>Notes:</u> - A search by reference or title is a free text search that matches in any part of the ballot reference number or the title (e.g. searching for "smit" will match "smith"). - not case-sensitive.
Committee	Only those committees to which your profile is registered will be displayed.
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

Figure 15 – Search parameters

### 3.3 Accessing closed ballots

Closed ballots can be accessed in two ways:

- Click on **"Closed last 2 weeks"** from the main screen, which will list all ballots which have been closed during this period.
- Open the **Search screen** and then choose from the field *Status* the value **"Closed"**. Enter additional search values to further specify your query.



### 3.4 Viewing the details of a ballot

From the search screen, click on the ballot reference to open the ballot details screen:

**Electronic Balloting for TR** ematarrese@cencenelec.eu  
2016-08-24

[Search](#) Tools ▼ Help ▼

Type:  Reference or Title:  Opening date: from  to

Status:  Committee:  Closing date: to

3 ballots found

Type	Committee	Reference	Vote	date	Closing date	Role
TR	CEN/TC 252	<a href="#">FprCEN/TR 13387-1</a>		-19	2016-11-19	Ballot owner
TR	CEN/TC 252	<a href="#">FprCEN/TR 13387-4</a>		-19	2016-11-19	Ballot owner
TR	CEN/TC 278	<a href="#">FprCEN ISO/TR 17424</a>		-19	2016-11-19	Ballot owner

**List of ballots**  
Click on the ballot reference name to open a specific ballot

Figure 16 - Open ballot details

This will open the Ballot details screen:

**Electronic Balloting for TR** ematarrese@cencenelec.eu  
2016-08-24

[All open](#) > [FprCEN/TR 13387-1](#) Tools ▼ Help ▼

[Cast vote as](#) [Submit Comment as](#)

**Reference:** [FprCEN/TR 13387-1](#)

**Committee:** CEN/TC 252 **Type:** TR (Technical Report)  
**Status:** Open **Initial closing date:** 2016-11-19  
**Opening date:** 2016-08-19 **Closing date:** 2016-11-19  
**Opened on:** 2016-08-24 10:41

**Title:** General safety guidelines - Safety philosophy and safety assessment

**French Title:** -  
**German Title:** -  
**Work Item Number:** 00252061  
**Procedure Iteration:** 1  
**Secretariat:** France (AFNOR)  
**Vienna Agreement Status:** None

**Reference documents and links**

[00252061\\_e\\_20160819.zip](#)

**Questions and answers**

No.	Questions	Possible Answers
1	Do you approve this draft as a Technical Report (TR) ?	Yes No * Abstention

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

[Back to list of ballots](#)

Figure 17 - Ballot Information screen

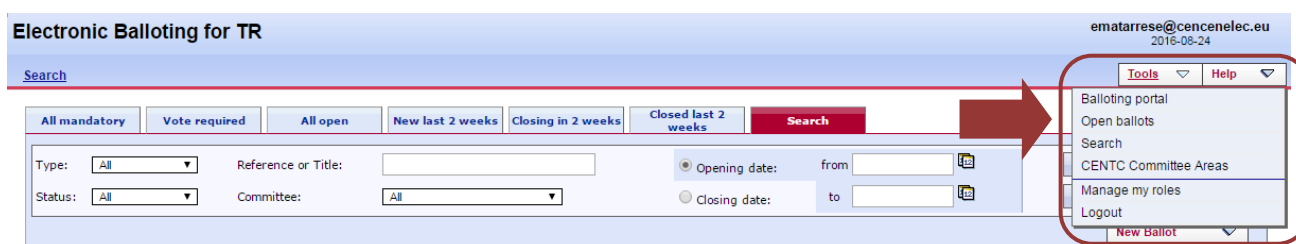
The ballot contains tabs with the following information:

Tabs	Description
<b>Information</b>	Lists the ballot attributes, the reference documents or hyperlinks, questions and vote values.
<b>Result</b>	Lists the ballot result with the number of answers for each question and the comments received. Includes link to download the results.
<b>Participation</b>	Lists of ballot owners and voters. This tab is only visible to the Secretary and support team (ballot owner).
<b>Audience</b>	Lists the complete ballot audience. This tab is only visible to the Secretary and support team (ballot owner).

**Figure 18 – Tabs in ballot details screen**

### 3.5 Tools Menu

The tools menu provides shortcuts to access different functions of the electronic balloting application:



**Figure 19 – Tools menu**

The following options are available within the **Tools** menu:

Tools menu	Description
<b>Balloting Portal</b>	Electronic balloting Portal start page.
<b>Open Ballots</b> (same as tab All Open)	This function displays all the open ballots to which a user is registered.
<b>Search</b>	Direct link to the <b>Search</b> tab.
<b>CENTC Committee areas</b>	Direct link to the CENTC server ( <b>eCommittee</b> ).

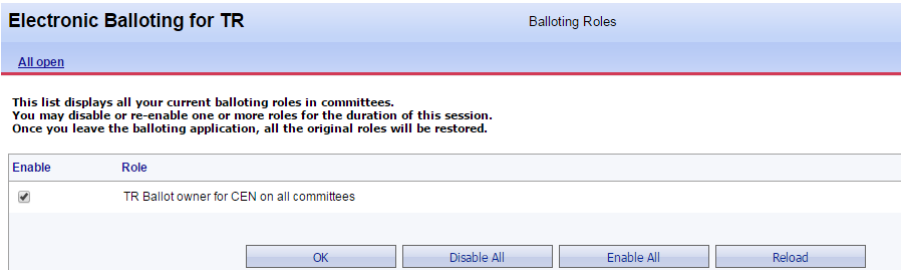
Tools menu	Description
<b>Manage my roles</b>	<p>This function displays all the roles of a user. It allows the user to disable certain roles temporarily and, thereby, to display only ballots corresponding to the remaining role(s). Roles can also be re-enabled. Enabling and disabling of roles has no effect on the registration of business roles in the Global Directory. Moreover, it lasts only until logging out from the current session: at the next login, all roles available to the user as defined in the Global Directory are enabled by default.</p>  <ul style="list-style-type: none"> <li>• <b>OK:</b> confirms the enabled/disabled roles</li> <li>• <b>Disable All:</b> disables all the roles</li> <li>• <b>Enable All:</b> enables all the roles</li> <li>• <b>Reload:</b> enables all the roles available to the user as defined in the Global Directory</li> </ul>
<b>Log out</b>	Allows the user to Logout from the balloting system <u>and</u> from Livelink.

Figure 20 - Tools menu options

### 3.6 Help Menu

The Help menu provides an easy way to access help files on Electronic Balloting and User Guides.

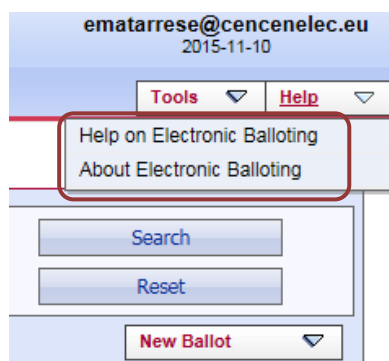


Figure 21 - Help Menu

## 4 Ballot screen description

[All]

### 4.1 General Description

In order to access a ballot, click on the **Reference** link of the ballot or click on the function button next to the reference and select '**Browse**'.

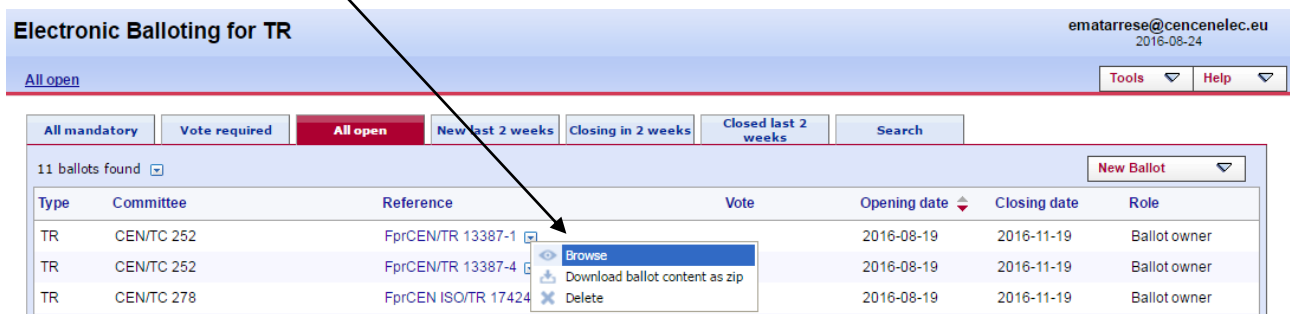


Figure 22 – CEN TR open ballots details

The system will then show you the **Ballot Information Tab**:

**Ballot metadata**

**Ballot documents**

**Ballot votes and comments**

**Voting and Commenting**

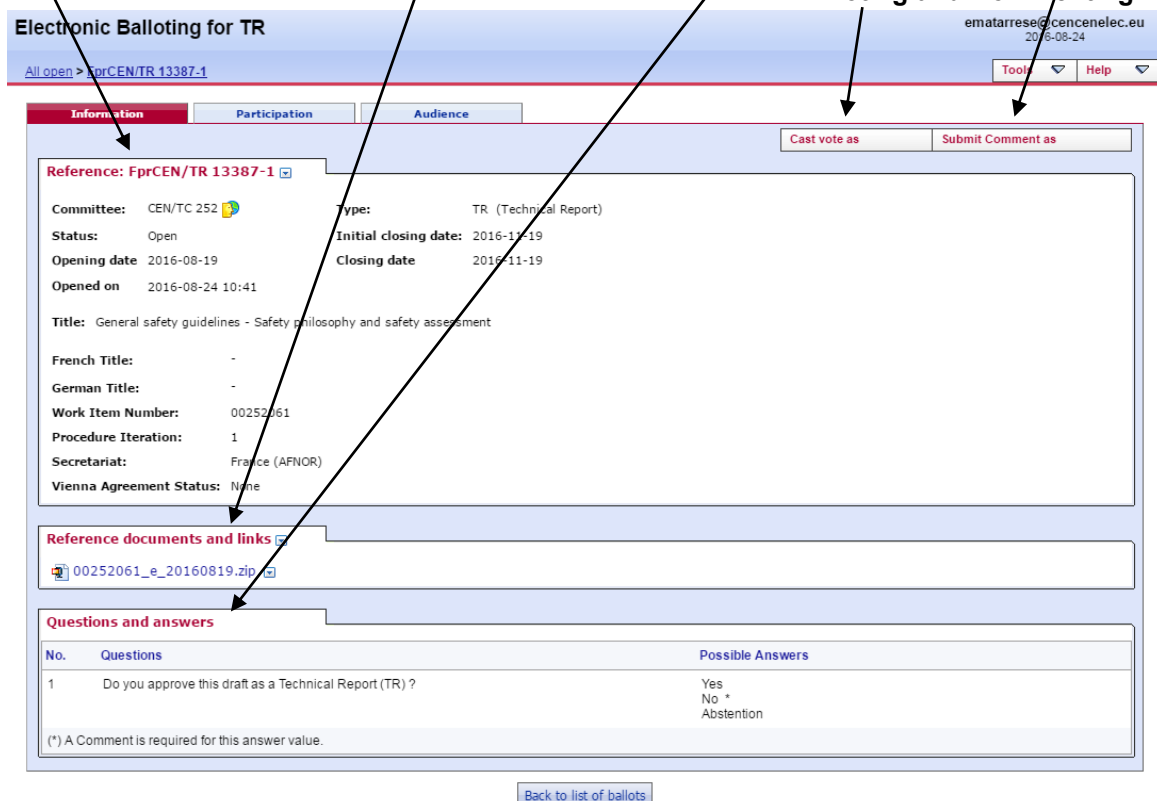


Figure 23 – CEN TR ballot information tab

At the bottom of all Ballot detail screens, clicking on the **[Back to list of Ballots]** button invokes the last list of ballots (standard tab or Search Result.).

A ballot contains the following metadata:

Metadata		Explanation
Reference		Reference of the TR Document (e.g. "FprEN 10027-1)
Committee		Body originator of the ballot
Status		Ballot status e.g. Open, Closed...
Opening date		Issue date of the TR
Opened on		Date of the opening of the ballot by the system
Initial closing date		Closing date initially assigned for the ballot (this field will be different from the next one if the voting period has been extended)
Closing date		The real vote target date (taking into account an eventual extension)
Closed on		Date of the closure of the ballot
Title		English title of the draft Standard
French Title		French title of the draft Standard
German Title		German title of the draft Standard
Type of vote		Vote on Technical Report (TR)
Work Item Number		Reference number of the draft document submitted to TR
Procedure Iteration		Numeric field used to distinguish between 1 <sup>st</sup> , 2 <sup>nd</sup> and 3 <sup>rd</sup> TR
Ballot Secretariat		Reference of Member holding the secretariat
Vienna Agreement Status		None, VA/ISO or VA/CEN (see next section for details)
Proposed implementation dates		
	Announcement period	Number of months added to the DAV in order to have the deadline for announcement
	Publication Period	Number of months added to the DAV in order to have the deadline for publication
	Withdrawal Period	Number of months added to the DAV in order to have the deadline for withdrawal of conflicting national standards
Note		Ad hoc information to balloters (not displayed if empty)

## 4.2 Vienna Agreement handling

### 4.2.1 Principle

For ballots running in a Parallel process with ISO, under the **Vienna Agreement**, some information about the corresponding ISO ballot is displayed.

The following conditions must be met in order to find the matching ballot :

- **Vienna Agreement Status** value of the CEN ballot is **VA/ISO** or **VA/CEN**,
- The CEN **WI Number** is associated with a valid ISO **CS Number**,
- The **planned closing date** of the ISO ballot is equal to the CEN ballot planned closing date  $\pm$  8 days, OR
- The **planned opening date** of the ISO ballot is equal to the CEN ballot planned closing date  $\pm$  8 days

### 4.2.2 Data displayed

If a matching ballot is found in the ISO Balloting system, the following information is displayed in the Vienna Agreement section of the Ballot Information page:

Metadata	Explanation
<b>Vienna Agreement Status</b>	VA/CEN for CEN lead, VA/ISO for ISO lead
<b>Ballot Type</b>	Type of ISO matching ballot : DIS / FDIS
<b>Reference</b>	Ballot Reference of ISO matching ballot
<b>Committee</b>	Body originator of the ISO matching ballot
<b>ISO Reference documents</b>	These links give access to documents from the ISO matching ballot.

Information	Participation	Audience
<div>Reference: <b>FprCEN ISO/TR 32100</b></div> <div> <div>Committee: CEN/TC 248</div> <div>Status: Open</div> <div>Opening date: 2016-09-01</div> <div>Opened on: 2016-09-01 11:25</div> </div> <div> <div>Type: TR (Technical Report)</div> <div>Initial closing date: 2016-11-25</div> <div>Closing date: 2016-11-25</div> </div> <div> <div>Title: Safety rules for the construction and installation of lifts - Basics and interpretations - Part 12: Use of EN 70-20 and EN 70-50 in specific markets</div> <div>French Title: Règles de sécurité pour la construction et l'installation des ascenseurs - Fondamentaux et interprétations - Partie 12: Utilisation des normes EN 70-20 et EN 70-50 dans les marchés spécifiques</div> <div>German Title: -</div> <div>Work Item Number: 00248609</div> <div>Procedure Iteration: 1</div> <div>Secretariat: United Kingdom (BSI)</div> </div> <div> <div>Vienna Agreement Status: VA/ISO</div> <div>ISO ballot type: New Work Item Proposal</div> <div>ISO reference: <a href="#">ISO/NP 32100</a></div> <div>ISO committee: ISO/TC 45/SC 4</div> </div>		
<div>Reference documents and links</div> <div>00248609_e_20160819.zip</div>		
<div>ISO reference documents</div> <div>ISO_32100</div>		

Figure 24 – Vienna Agreement information

The Ballot **Result** page displays the same data information as above for the matching ISO ballot.

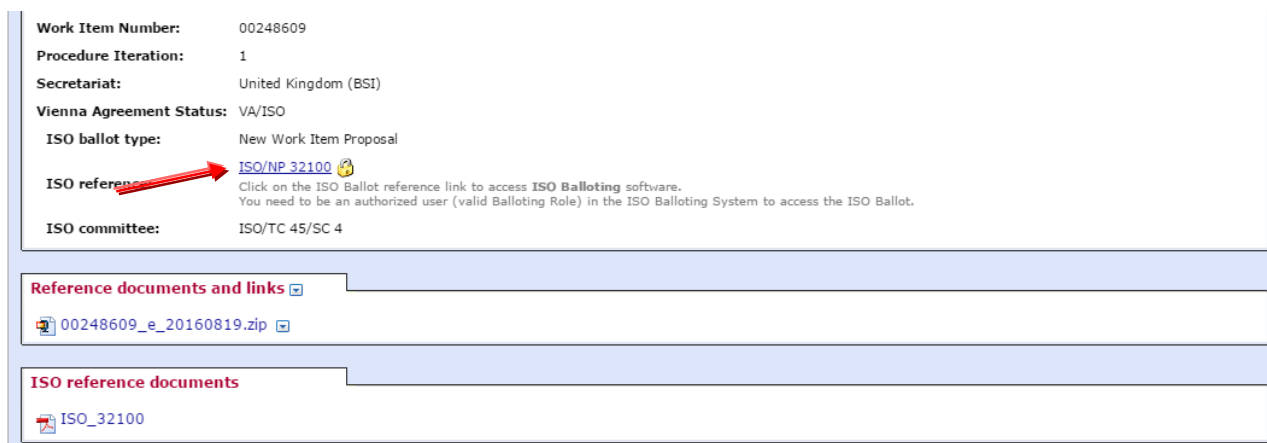
In addition, the link under **ISO Downloads** allows to download the Results of the ISO ballot in ZIP format, in a format similar to the ZIP file holding the CEN ballot results.


Information	Result	Participation	Audience
<div>Reference: <b>FprCEN ISO/TR 32100</b></div> <div> <div>Committee: CEN/TC 248</div> <div>Status: Closed</div> <div>Opening date: 2016-09-01</div> </div> <div> <div>Initial closing date: 2016-11-25</div> <div>Closing date: 2016-11-25</div> </div> <div> <div>Vienna Agreement Status: VA/ISO</div> <div>ISO reference: ISO/NP 32100</div> </div> <div> <div>ISO ballot type: Final Draft International Standard</div> <div>ISO committee: ISO/TC 45/SC 4</div> </div>			
<div>CEN Download</div> <div>Ballot results: <a href="#">as a Zip file</a></div>			
<div>ISO Download</div> <div>Ballot results: <a href="#">as a Zip file</a></div>			


Figure 25 – Vienna Agreement information



### 4.2.3 Gateway to ISO Balloting

For Open Ballots, the reference of the ISO Ballot becomes an hyperlink leading to the ISO eBalloting application:



Work Item Number:	00248609
Procedure Iteration:	1
Secretariat:	United Kingdom (BSI)
Vienna Agreement Status:	VA/ISO
ISO ballot type:	New Work Item Proposal
ISO reference:	<a href="#">ISO/NP 32100</a>  Click on the ISO Ballot reference link to access ISO Balloting software. You need to be an authorized user (valid Balloting Role) in the ISO Balloting System to access the ISO Ballot.
ISO committee:	ISO/TC 45/SC 4

**Reference documents and links** 

 00248609\_e\_20160819.zip 

**ISO reference documents**


 ISO\_32100

Figure 26 – Vienna Agreement information

This hyperlink leads to the corresponding Ballot in the ISO eBalloting system, allowing authorized users to cast Votes or Comments on the ISO Ballot.

### 4.2.4 Special cases and mismatch errors

#### a) Provisional relation

If the relation between an ISO and a CEN project is flagged as “**provisional**”, the system considers there is no relation.

#### b) Frozen relation

At any time, the relation between an ISO and a CEN project can be **frozen**.

Starting from this date, all new ISO or CEN ballots will not be considered as being related. However, the ballots that were created before this date will remain in relation.

The system is using the **creation date** of a ballot to evaluate if a relation is frozen or not.

#### c) Vienna Agreement mismatch error

If a ballot is **closed** and a **twin project is found**, an error “**Inconsistent Vienna Agreement status**” will be displayed if :

- the Vienna agreement status of the ballot is set to ISO or CEN and the Vienna agreement status of the twin ballot is not set
- the Vienna agreement status of the ballot is not set

#### d) Mismatch error on ballots

If zero or more than one twin ballot is found, an error “**No matching information found**” will be displayed.



## 5 Casting votes

### [Voters]

### 5.1 Ballot selection

First select the ballot in the **Ballot Selection screen** (or via the **Search** function described in §3.2).

Electronic Balloting for TR francis.ballot@afnor.fr  
2016-08-24

[All open](#) Tools ▼ Help ▼

[All mandatory](#)
[Vote required](#)
[All open](#)
[New last 2 weeks](#)
[Closing in 2 weeks](#)
[Closed last 2 weeks](#)
[Search](#)

11 ballots found New Ballot ▼

Type	Committee	Reference	Vote	Opening date	Closing date	Role
TR	CEN/TC 252	FprCEN/TR 13387-1		2016-08-19	2016-11-19	Voter
TR	CEN/TC 252	FprCEN/TR 13387-4		2016-08-19	2016-11-19	Voter
TR	CEN/TC 278	FprCEN General safety guidelines - Thermal hazards		2016-08-19	2016-11-19	Voter

Figure 27 – Select ballot

**Note:** For Open ballots, the info displayed under the column 'Vote' is only an indication that your own organization has cast a vote on the ballot and not the total of votes/comments cast by all member bodies (as it appears for Closed ballots).

Electronic Balloting for TR francis.ballot@afnor.fr  
2016-08-24

[All open](#) Tools ▼ Help ▼

[All mandatory](#)
[Vote required](#)
[All open](#)
[New last 2 weeks](#)
[Closing in 2 weeks](#)
[Closed last 2 weeks](#)
[Search](#)

11 ballots found New Ballot ▼

Type	Committee	Reference	Vote	Opening date	Closing date	Role
TR	CEN/TC 252	FprCEN/TR 13387-1		2016-08-19	2016-11-19	Voter
TR	CEN/TC 252	FprCEN/TR 13387-4	→ Voted	2016-08-19	2016-11-19	Voter
TR	CEN/TC 278	FprCEN ISO/TR 17424		2016-08-19	2016-11-19	Voter

Figure 28 – Vote indication

The ballot opens and the following screen with ballot metadata and attached ballot documents (if there are any) is displayed.

**Ballot metadata**      **Ballot document(s)**      **Ballot question(s) & answers**      **Voting & commenting**

**Electronic Balloting for TR** francis.ballot@afnor.fr  
2016-08-24

[All open](#) > [FprCEN/TR 13387-1](#) [Tools](#) [Help](#)

---

**Information** [Cast Vote](#)

**Reference: FprCEN/TR 13387-1**

<b>Committee:</b> CEN/TC 252	<b>Type:</b> TR (Technical Report)
<b>Status:</b> Open	<b>Initial closing date:</b> 2016-11-19
<b>Opening date:</b> 2016-08-19	<b>Closing date:</b> 2016-11-19
<b>Opened on:</b> 2016-08-24 10:41	
<b>Title:</b> General safety guidelines - Safety philosophy and safety assessment	
<b>French Title:</b> -	
<b>German Title:</b> -	
<b>Work Item Number:</b> 00252061	
<b>Procedure Iteration:</b> 1	
<b>Secretariat:</b> France (AFNOR)	
<b>Vienna Agreement Status:</b> None	

**Reference documents and links**

[00252061\\_e\\_20160819.zip](#)

**Questions and answers**

No.	Questions	Possible Answers
1	Do you approve this draft as a Technical Report (TR) ?	Yes No * Abstention

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

[Back to list of ballots](#)

Figure 29 - Questions &amp; Answers

## 5.2 Casting a vote

### [Voter]

In order to cast a vote, click on **Cast vote**. To download a file, click on the file name.

**Information** [Cast Vote](#)

**Reference: FprCEN/TR 13387-1**

<b>Committee:</b> CEN/TC 252	<b>Type:</b> TR (Technical Report)
<b>Status:</b> Open	<b>Initial closing date:</b> 2016-11-19
<b>Opening date:</b> 2016-08-19	<b>Closing date:</b> 2016-11-19
<b>Opened on:</b> 2016-08-24 10:41	

Figure 30 – Cast vote

**Vote**

Reference: FprCEN/TR 13387-1

Committee: CEN/TC 252

Status: Open

Opening date: 2016-08-19

Closing date: 2016-11-19

Vote: France (AFNOR)

by Ballot, Francis Mr

Do you approve this draft as a Technical Report (TR) ?

-- select an answer --

Cast vote Reset Cancel

Figure 31 – Vote screen

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. In this case, a red star \* appears next to the 'Comment file' label.

**Vote**

Reference: FprCEN/TR 13387-1

Committee: CEN/TC 252

Status: Open

Opening date: 2016-08-19

Closing date: 2016-11-19

Vote: France (AFNOR)

by Ballot, Francis Mr

Do you approve this draft as a Technical Report (TR) ?

No

Comment file: \*

Please select the file to upload: Choose File No file chosen

Please use only Word documents based on the CEN Commenting Template !

Cast vote Reset Cancel

Figure 32 – Vote option requiring comment

**Note:** there is only one comment file per vote and ballot. If you want to input comments associated with several questions, they should be identified by the usual acronyms in Column 4 of the Commenting template. Type of comment :

- **ge** = general
- **te** = technical
- **ed** = editorial

To add a comment file, click on **Choose File** (or **Browse...**) and select your file from your local disk.

Comment file: \*

Please select the file to upload: Choose File No file chosen

Please use only Word documents based on the CEN Commenting Template !

Figure 33 – Browse comment

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.

**Information**

**Reference: FprCEN/TR 13387-1**

**Committee:** CEN/TC 252 **Type:** TR (Technical Report)

**Status:** Open **Initial closing date:** 2016-11-19

**Opening date:** 2016-08-19 **Closing date:** 2016-11-19

**Opened on:** 2016-08-24 10:41

**Title:** General safety guidelines - Safety philosophy and safety assessment

**French Title:** -

**German Title:** -

**Work Item Number:** 00252061

**Procedure Iteration:** 1

**Secretariat:** France (AFNOR)

**Vienna Agreement Status:** None

**Reference documents and links**

00252061\_e\_20160819.zip

**Votes and comments**

Type	Country	Participant	Participation	Do you approve this dr...	Cast by	Date
	France	AFNOR	Member, Inside EEA	Yes	Ballot, Francis Mr	2016-08-24 15:53

[Back to list of ballots](#)

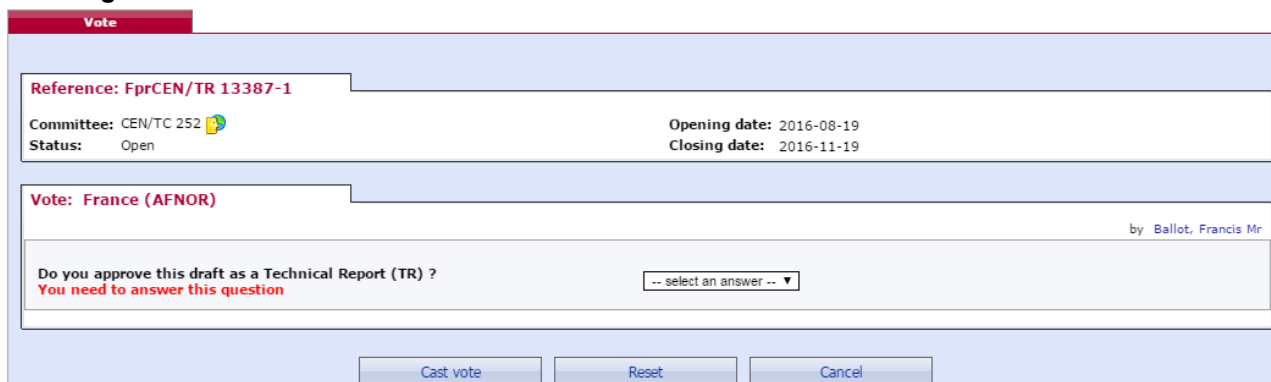
**Figure 34 – Vote cast**

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 of this action.

## 5.3 Error messages

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

### - Missing vote value :

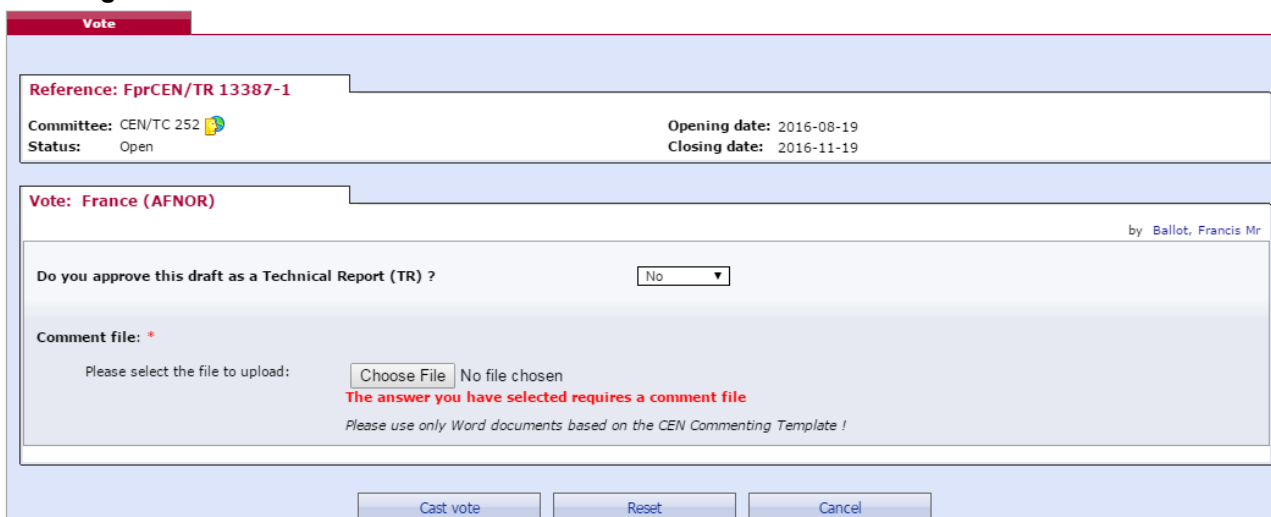


The screenshot shows a web form titled "Vote" with a red header. The form contains the following information:

- Reference:** FprCEN/TR 13387-1
- Committee:** CEN/TC 252 (with a globe icon)
- Status:** Open
- Opening date:** 2016-08-19
- Closing date:** 2016-11-19
- Vote:** France (AFNOR)
- by:** Ballot, Francis Mr
- Question:** Do you approve this draft as a Technical Report (TR) ?
- Error message:** You need to answer this question (in red text)
- Answer dropdown:** -- select an answer --
- Buttons:** Cast vote, Reset, Cancel

Figure 35 – Error message when vote is missing

### - Missing comment :



The screenshot shows the same "Vote" form as Figure 35, but with the following differences:

- Answer dropdown:** No
- Comment file:** \*
- Text:** Please select the file to upload:
- Buttons:** Choose File, No file chosen
- Error message:** The answer you have selected requires a comment file (in red text)
- Text:** Please use only Word documents based on the CEN Commenting Template !
- Buttons:** Cast vote, Reset, Cancel

Figure 36 – Error message when vote is missing

## 5.4 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**.

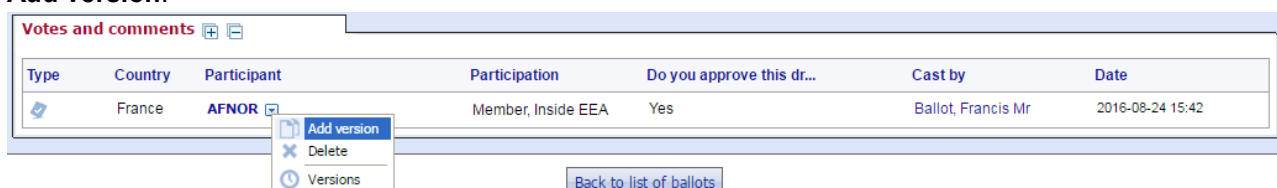


Figure 37 – Add version

This will display the **Vote screen** again and allow you to choose another vote option and/or modify or delete your comment file.

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.

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

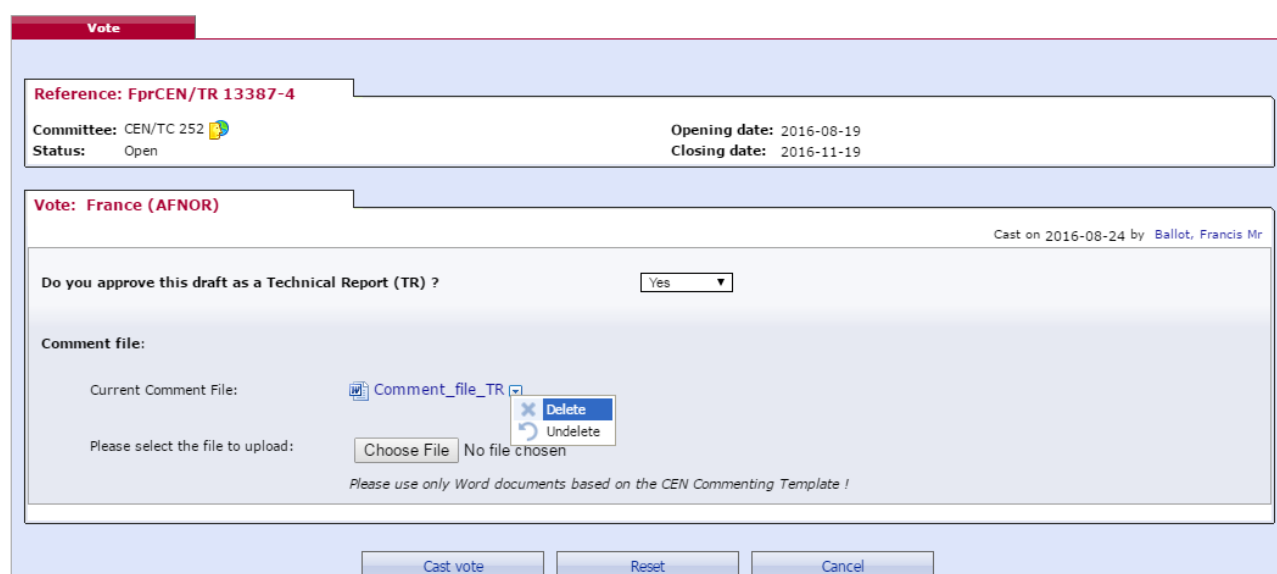


Figure 38 – Vote screen

The following message will be displayed:

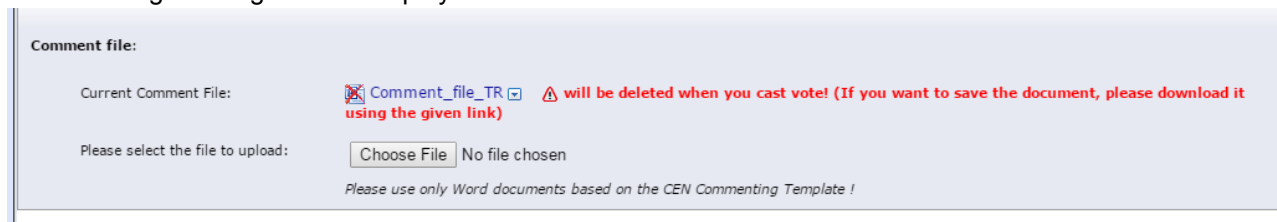


Figure 39 – Delete comment file

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.

**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:

**Figure 40 – Error message when comment file is required**

Simply click on **Choose File** (or **Browse...**) and select the new file. Confirm with **Cast vote**.

**Note:**

To browse the different versions of a vote, select the “**Versions**” option in the function menu of the vote.

**Figure 41 – 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 Question value opens the Comment file, if it exists.

**Figure 42 – Vote versions**

## 5.5 Deletion of votes

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

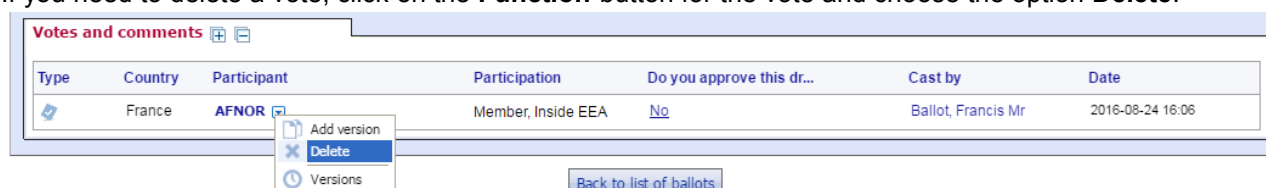


Figure 43 – Delete function

The system will ask you to confirm the deletion.

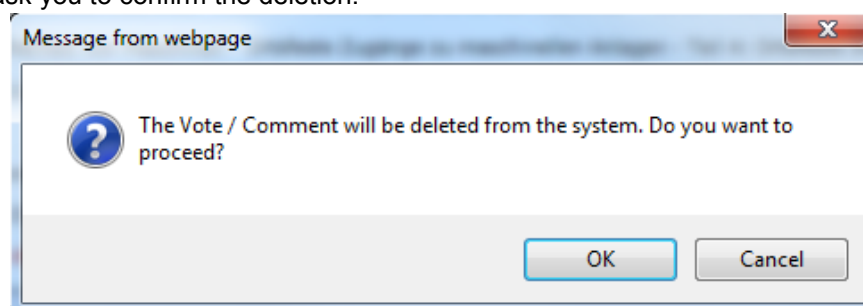


Figure 44 – Deletion confirmation message

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 ballotter authorized to cast a vote on behalf of an organization, any other ballotter of that organization with the same permission can modify or delete a vote or a comment which had been submitted by the previous ballotter.



## 6 Submitting a comment

[Commenter]

### 6.1 Ballot selection

First select the ballot in the Ballot Selection screen (or via the Search function described in § 3.2).

Type	Committee	Reference	Vote	Opening date	Closing date	Role
TR	CEN/TC 10	FprCEN/TR 115-3		2016-08-24	2016-11-24	Commenter
TR	CEN/TC 10	FprCEN/TR 81-10	Safety of escalators and moving walks - Part 3: Correlation between EN 115:1995 and its amendments and EN 115-1:2008	2016-08-24	2016-11-24	Commenter
TR	CEN/TC 10	FprCEN/TR 81-11	Safety of escalators and moving walks - Part 3: Correlation between EN 115:1995 and its amendments and EN 115-1:2008	2016-08-24	2016-11-24	Commenter

Figure 45 – Select ballot

**Note:** For Open ballots, the info displayed under the column 'Vote' is only the comment of your own organization and not the total of votes/comments received.

### 6.2 Submit a comment

Click on **Submit Comment**.

Figure 46 – Submit Comment

Figure 47 – Comment screen

To add a comment file, click on **Choose File** (or **Browse...**) and select your file.

Once you have submitted your comment, click on **Submit comment** to confirm your comment.

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

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



Votes and comments  						
Type	Country	Participant	Participation	Do you approve this dr...	Cast by	Date
		Domain Noise 	Liaison	<a href="#">Comments</a>	Committee, Consuelo Mrs	2016-08-24 16:38

Figure 48 – Comment submitted

After having submitted a comment, the name of the commenter is displayed in the 'Cast by' column on the *Ballot information* Tab, together with the date of this action.

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

## 6.3 Error messages

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

### - Missing comment :

Comment

Reference: FprCEN/TR 81-10

Committee: CEN/TC 10 

Status: Open

Opening date: 2016-08-24

Closing date: 2016-11-24

Comment: Domain Noise

by Committee, Consuelo Mrs

Comment file: \*

Please select the file to upload:

Choose File

No file chosen

This ballot requires comments as an attached comment file

Please use only Word documents based on the CEN Commenting Template !

Submit comment

Reset

Cancel

Figure 49 –Comment screen

## 6.4 Modification of Comments

### [Commenter]

A commenter can edit a comment as long as a ballot is open.


From the **My Ballots screen**, click on the ballot reference for which you wish to modify your comment. Click on the **Functions**-menu arrow  on the right of the comment and select the option **"Add version"**.



Figure 50 – Add version

This will display the **Comment screen** again and will allow you to modify or delete your comment file.



Figure 51 – Comment screen

Once you have modified your comment, click on **Submit comment** to confirm the modification.

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

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

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



Figure 52 – Versions

The screen will show all the successive versions.

**Versions**

**Reference:** FprCEN/TR 115-3

**Committee:** CEN/TC 10

**Status:** Open

**Opening date:** 2016-08-24

**Closing date:** 2016-11-24

**Opinions**

Version	Date	Cast by	Participant	Do you approve this dr...
1	2016-08-24 16:38	Committee, Consuelo Mrs	Domain Noise	<a href="#">Comments</a>
2	2016-08-24 16:41	Committee, Consuelo Mrs	Domain Noise	<a href="#">Comments</a>

[Cancel](#)

Figure 53 –Comment versions

## 6.5 Deletion of Comments

### [Commenter]

A commenter can delete a comment as long as the ballot is open.

From the **My Ballots screen**, click on the ballot reference for which you wish to delete your comment. Click on the **Functions**-menu arrow on the right of the comment and select the option **"Delete"**.

**Votes and comments**

Type	Country	Participant	Participation	Do you approve this dr...	Cast by	Date
		Domain Noise	Liaison	<a href="#">Comments</a>	Committee, Consuelo Mrs	2016-08-24 16:41

[Add version](#)  
[Delete](#)  
[Versions](#)

[Back to list of ballots](#)

Figure 54 – Delete function

The system will ask you to confirm the deletion.

Message from webpage

The Vote / Comment will be deleted from the system. Do you want to proceed?

[OK](#) [Cancel](#)

Figure 55 – Deletion confirmation message

Click on **OK**.



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

## 7 View the ballot audience

### [Ballot Owner]

From the ballot information screen, click on the **Audience** tab to open it.

The screenshot shows the 'Electronic Balloting for TR' interface. At the top, there's a header with the title 'Electronic Balloting for TR' and user information 'ematarrese@cencenelec.eu' and '2016-08-25'. Below the header is a navigation bar with three tabs: 'Information', 'Participation', and 'Audience'. The 'Audience' tab is selected and highlighted with a red box and an arrow. Below the navigation bar, there's a section for 'Reference: FprCEN/TR 13387-1' and 'Committee: CEN/TC 252'. The 'Status' is 'Open'. There are also dates for 'Opening date: 2016-08-19' and 'Closing date: 2016-11-19'. Below this is a 'Note' section with instructions on how to send an email to the complete audience or a partial audience. At the bottom, there's a table of voters with columns for 'User' and 'Business role'. The table lists 'Ballot, Francis Mr' and 'TR Voter representing France (AFNOR)'. There are also buttons for 'Cast vote as' and 'Submit Comment as'.

Figure 56 - Ballot audience

The **Audience** tab lists all the individuals having a balloting role in the committee. In order to find the people that are entitled to vote, scroll the page down to the section **Voter**.



You can send an email to all **Voters** by clicking on the envelope icon (✉) next to the section title.

## 8 Cast a vote on behalf of someone else

### [Ballot Owner]

A ballot owner has the possibility to cast a vote on behalf of any participant.

Selecting the option “**Cast vote as**” opens the relevant *Vote screen*.

The screenshot shows the 'Electronic Balloting for TR' interface. At the top, there's a header with the email 'ematarrese@cencenelec.eu' and the date '2016-08-25'. Below the header, there's a navigation bar with 'All open > FprCEN/TR 13387-1' and 'Tools' and 'Help' buttons. The main content area has three tabs: 'Information', 'Participation', and 'Audience'. The 'Information' tab is selected, showing details for 'Reference: FprCEN/TR 13387-1'. The details include: Committee: CEN/TC 252, Type: TR (Technical Report), Status: Open, Initial closing date: 2016-11-19, Opening date: 2016-08-19, Closing date: 2016-11-19, Opened on: 2016-08-24 10:41, Title: General safety guidelines - Safety philosophy and safety assessment, French Title: -, German Title: -, Work Item Number: 00252061, Procedure Iteration: 1, Secretariat: France (AFNOR), and Vienna Agreement Status: None. A red arrow points from the 'Cast vote as' button to the 'Vote' screen.

Figure 57 - Cast a vote as

The next screen will allow you to first select the Member Body on behalf of which you will cast the vote, and then the answer to each of the questions in the ballot. Click on the **Cast vote** button to save the vote.

The screenshot shows the 'Vote' screen. At the top, there's a header with the email 'ematarrese@cencenelec.eu' and the date '2016-08-25'. Below the header, there's a navigation bar with 'All open > FprCEN/TR 13387-1'. The main content area has a 'Vote' tab. The 'Vote' tab shows details for 'Reference: FprCEN/TR 13387-1'. The details include: Committee: CEN/TC 252, Status: Open, Opening date: 2016-08-19, and Closing date: 2016-11-19. Below the details, there's a 'Vote:' dropdown menu with 'Belgium (NBN)' selected. A red arrow points to this dropdown menu with the text 'Select from the drop down list the Member Body'. Below the dropdown menu, there's a question: 'Do you approve this draft as a Technical Report (TR) ?'. To the right of the question, there's a dropdown menu with '-- select an answer --'. A red arrow points to this dropdown menu with the text 'Select the answer to each question'. At the bottom, there's a 'Cast vote' button. A red arrow points to this button.

Figure 58 - Enter voting information

## 9 Submit a comment on behalf of someone else

### [Ballot Owner]

A ballot owner has the possibility to submit a comment on behalf of any participant.

Selecting the option “**Submit Comment as**” opens the relevant *Vote screen*.

The screenshot shows the 'Electronic Balloting for TR' interface. At the top right, the user email is 'ematarrese@cencenelec.eu' and the date is '2016-08-25'. Below the header, there are tabs for 'Information', 'Participation', and 'Audience'. A red box highlights the 'Submit Comment as' button, with a red arrow pointing to it from the 'Cast vote' button. The main content area displays details for 'Reference: FprCEN/TR 81-10'. The details include: Committee: CEN/TC 10, Status: Open, Opening date: 2016-08-24, Initial closing date: 2016-11-24, Closing date: 2016-11-24, Opened on: 2016-08-24 16:33, Title: Safety rules for the construction and installation of lifts - Basics and interpretations - Part 10: System of the EN 81 series of standards, French Title: Règles de sécurité pour la construction et l'installation des ascenseurs - Eléments de base et interprétations - Partie 10 : Système de la série des normes EN 81, German Title: -, Work Item Number: 00010057, Procedure Iteration: 1, Secretariat: France (AFNOR), and Vienna Agreement Status: None.

Figure 59 -Submit a comment as

The next screen will allow you to first select the participant on behalf of which you will submit a comment, and then add a comment and/or a file. Click on the **Submit comment** button to register the comment.

The screenshot shows the 'Enter comment' screen. At the top right, the user email is 'ematarrese@cencenelec.eu' and the date is '2016-08-25'. Below the header, there are tabs for 'Comment', 'Participation', and 'Audience'. The main content area displays details for 'Reference: FprCEN/TR 81-10'. The details include: Committee: CEN/TC 10, Status: Open, Opening date: 2016-08-24, Initial closing date: 2016-11-24, Closing date: 2016-11-24. A red box highlights the 'Comment' dropdown menu, with a red arrow pointing to it from the text 'Select a participant from the drop down list'. Below the dropdown, there is a 'Comment file' section with a 'Choose File' button and a 'No file chosen' button. A red box highlights the 'Choose File' button, with a red arrow pointing to it from the text 'Upload a file'. At the bottom, there is a 'Submit comment' button, which is highlighted with a red box and a red arrow pointing to it from the text 'Submit comment'.

Figure 60 - Enter comment

## 10 Add a vote after the ballot has been closed

### [Ballot Owner]

As the Secretary of a committee or a member of the support team, you can re-open a ballot that has closed in order to cast a last minute vote on behalf of a NSB or WG expert. To do this, you need to first manually re-open the ballot, then cast the vote, then manually close the ballot again.



Note that re-opening and closing a ballot **will not send any notifications** to the audience.

### Step 1: re-open the ballot

Select **Edit** from the Metadata functions menu (little blue arrow next to the ballot reference heading)

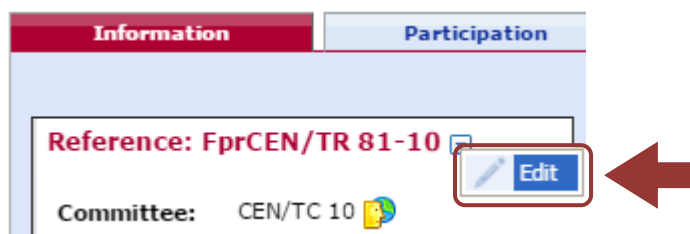


Figure 61 - Edit Ballot Metadata

On the next screen, set the status field to **Open** and then click **Submit**:

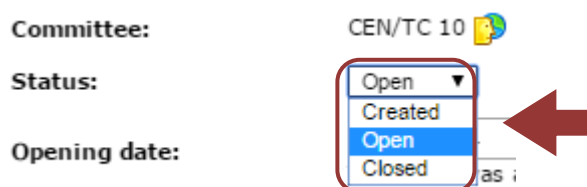


Figure 62 - Edit Ballot Status

You will be taken back to the ballot.

### Step 2: Cast the vote

From the **Add item menu** on the top right of the screen, select **Cast vote as** and enter the vote as described in section §8.

### Step 3: Close the ballot

Repeat Step 1 and change the Status field to **Closed**.



## 11 Process voting results and comments

[All]

### 11.1 Download the ballot results/comments (ZIP file)

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

- 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.

Electronic Balloting for TR							
Closed last 2 weeks							ematarrese@cencenelec.eu 2016-08-25
							Tools ▼ Help ▼
All mandatory	Vote required	All open	New last 2 weeks	Closing in 2 weeks	Closed last 2 weeks	Search	
3 ballots found							New Ballot ▼
Type	Committee	Reference	Vote	Result	Opening date	Closing date	Role
TR	CEN/TC 124	CEN/TR 1234	5 votes, 1 comment	Approved	2016-06-10	2016-08-24	Ballot owner
TR	CEN/TC 252	FprCEN/TR 13387-1		Disapproved	2016-08-19	2016-08-24	Ballot owner
TR	CEN/TC 10	FprCEN/TR 81-10		Disapproved	2016-08-24	2016-08-25	Ballot owner

Figure 63 – Recent closed ballots screen

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

- If the ballot was closed longer than two weeks ago, you need to use the **Ballot Search screen** (see § 3.2). 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.

Electronic Balloting for TR

ematarrese@cencenelec.eu  
2016-08-25

Search

Tools

Help

All mandatory

Vote required

All open

New last 2 weeks

Closing in 2 weeks

Closed last 2 weeks

Search

Type: All

Reference or Title:

Opening date: from

to

Search

Status: Closed

Committee: All

Closing date: to

to

Reset

5 ballots found

New Ballot

Type	Committee	Reference	Vote	Result	Status	Opening date	Closing date	Role
TR	CEN/TC 124	CEN/TR 1234	5 votes, 1 comment	Approved	Closed	2016-06-10	2016-08-24	Ballot owner
TR	CEN/TC 252	FprCEN/TR 13387-1		Disapproved	Closed	2016-08-19	2016-08-24	Ballot owner
TR	CEN/TC 10	FprCEN/TR 81-10		Disapproved	Closed	2016-08-24	2016-08-25	Ballot owner

Figure 64 – Search screen

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.

In the **Result** tab, click on **voting result and comments as a Zip file** (click on the Zip icon ).

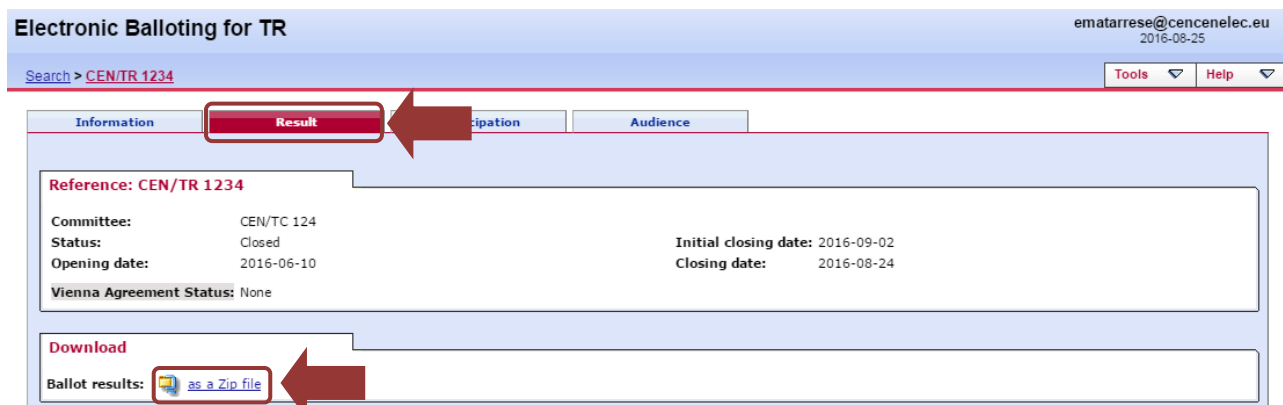


Figure 65 - Download ballot results/comments

Browse the content of the extracted folder on your computer (result of voting/index.pdf, Comment files).




Name	Type	Compressed size	Password ...	Size
 CommentFiles	File folder			
 index.pdf	Adobe Acrobat Document	87 KB	No	
 index.rtf	Rich Text Format	12 KB	No	

Figure 66 -Extracted folder

## 11.2 Install the Comment Collation Tool (CCT) on your computer

In your internet browser, go to <http://cen.iso.org>, folder [Guides to CEN IT applications](#). Here you find the user guides to all CEN electronic applications. Select **03 – Support to decision making**, then **CEN-ISO Commenting Template and Comment Collation Tool**.

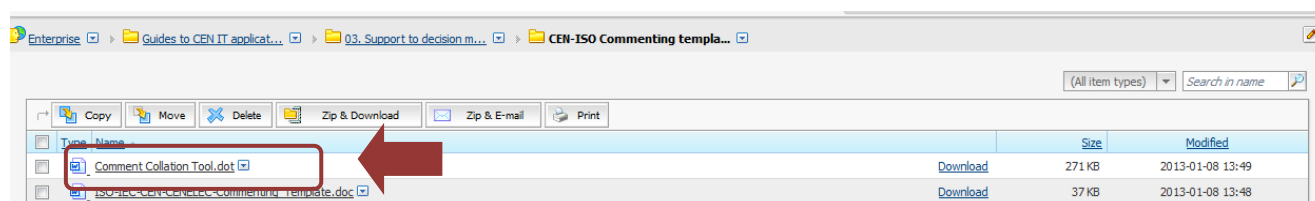


Figure 67 - Comment Collation Tool



The **Comment Collation Tool** allows you to compile comments into one document to finalize the results of the vote

## 12 Helpdesk information

### [All]

For e-balloting application issues (e.g. technical issues, functionalities, support...), please contact our helpdesk at ISO: [helpdeskcentc@iso.org](mailto:helpdeskcentc@iso.org).

Online documentation and support document on the use of the balloting application is available under **Help**.

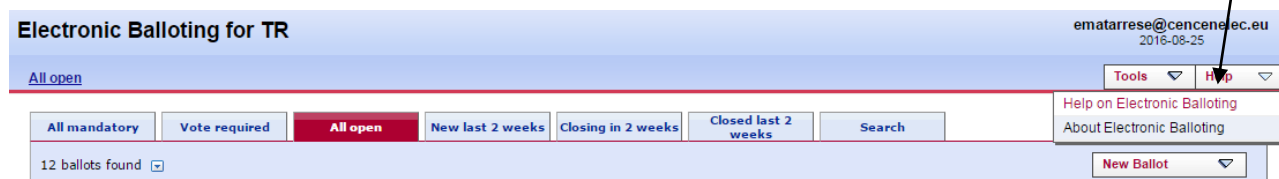


Figure 68 – Help menu

## ANNEX 1: Vote options and comments required

### **Ballot type = TR**

#### ➤ Question 1 – Do you approve this draft as a Technical Report (TR)?

Vote options	Comments required	Communication of comments
Yes	No but permitted	Use CEN commenting template
No	Yes	Use CEN commenting template
Abstention	No but permitted	Use CEN commenting template

## ANNEX 2: Example of ballot result document in RTF format



# Voting Results

Ballot Information	
Ballot reference	FprCEN/TR 13387-1
Ballot type	TR (Technical Report)
English title	General safety guidelines - Safety philosophy and safety assessment
French title	
German title	
Work item number	00252061
Procedure iteration	1
Vienna agreement status	None
Committee reference	CEN/TC 252
Committee secretariat	France (AFNOR)
Opening date	2016-06-10
Initial closing date	2016-08-24
Closing date	2016-08-24
Note	

## Result of voting

*(National Members having abstained are not counted in this vote.)*

## Approved

**National Members approving: 3**

**National Members disapproving: 1 (requirement > 50%)**

Votes by National Members					
Country	Member	Participation	Approval	Disapproval	Abstention
Austria	ASI	Member			
Belgium	NBN	Member		X *	
Bulgaria	BDS	Member	X		
Croatia	HZN	Member			
Cyprus	CYS	Member			
Czech Republic	UNMZ	Member			
Denmark	DS	Member			
Estonia	EVS	Member			
Finland	SFS	Member			
France	AFNOR	Secretariat			
Germany	DIN	Member	X		
Greece	NQIS ELOT	Member			X
Hungary	MSZT	Member			
Iceland	IST	Member			
Ireland	NSAI	Member			
Italy	UNI	Member			
Latvia	LVS	Member	X *		
Lithuania	LST	Member			

Votes by National Members					
Country	Member	Participation	Approval	Disapproval	Abstention
Luxembourg	ILNAS	Member			
Malta	MCCAA	Member			
Netherlands	NEN	Member			
Norway	SN	Member			
Poland	PKN	Member			
Portugal	IPQ	Member			
Romania	ASRO	Member			
Slovakia	SOSMT	Member			
Slovenia	SIST	Member			
Spain	AENOR	Member			
Sweden	SIS	Member			
Switzerland	SNV	Member			
The Former Yugoslav Republic of Macedonia	ISRM	Member			
Turkey	TSE	Member			
United Kingdom	BSI	Member			
<b>TOTALS</b>			3	1	1

(\*) A comment file was submitted with this vote

Comments from Voters			
Country	Member	Participation	
Belgium	NBN	Member	CEN TR 1234 NBN.docx
Latvia	LVS	Member	CEN TR 1234 LVS.docx
	CEN	Partner	CEN TR 1234 CEN.docx