

# myBallot™

## IEEE Standards Association New Electronic Balloting System



# Introducing myBallot™

## The better way to ballot

- The new myBallot™ system represents a paradigm shift in your balloting experience. For example:
  - Rather than waiting to be invited to join balloting groups, you can sign up yourself at your convenience by logging on to the myBallot™ website.
  - You can view and update your invitation pool participation.
  - You can submit and view your vote and comments online while the ballot is still open.
  - During a ballot recirculation, you can review responses to your comments online.
- This will be a unique opportunity to direct, manage and control your own Standards Sponsor balloting experience.



# Introducing myBallot™

## The better way to ballot

- **Sponsors and Working Group Chairs can also benefit. For example, they can:**
  - start an invitation and ballot at their own convenience, including choosing opening and closing dates.
  - see how many invitations are being sent, and to whom.
  - delegate balloting work to a Ballot Designee who can do everything from start the invitation to extending the ballot.
  - extend the ballot if the response rate has not been met or choose to fail the ballot and start anew.
  - gather RevCom documents pertaining to balloting directly from the system.

# Introducing myBallot™

The better way to ballot

- **Additional features include:**
  - Help pages are available to assist you through every aspect of balloting.
  - Links to Standards Development Online are found right inside the myBallot™ system.
  - Links to email IEEE-SA Staff are a click away.
  - 24/7 access to ballot information.
- *You manage your ballots!*
- *You update your ballots!*



# myBallot™

The better way to ballot

- To access the myBallot system, you need:

## An IEEE Web Account

- Prepare yourself for the new system by getting your IEEE Web Account today!

<http://services1.ieee.org/membersvc/registration/intro.htm>



# Login Screen

**Welcome to MyBallot, IEEE Standard Association's Electronic Balloting System**

By logging on below you will gain access to important IEEE Standards Association Sponsor Balloting information. Please use your IEEE Web Account username & password to begin using this system.

An IEEE Web Account provides IEEE members, IEEE SA Members and other valued customers access to a variety of IEEE online services.

Username:

Password:

**Login using your IEEE WebAccount.**

**Access privileges to IEEE online services vary based on membership status. Please view the product/service website for specific access requirements.**

**IEEE Members & IEEE SA Members**  
[Register for an IEEE Web Account](#)  
-- [Change Password](#)  
-- [Recover Username/Password](#)  
-- [Change Personal Security Identifiers](#)

**Other Valued Customers**  
[Register for an IEEE Visitor Web Account](#)  
-- [Change Password](#)  
-- [Change Personal Security Identifiers](#)

**Note: IEEE uses Cookies for Web Account Registration, Change Password and Recover Username/Password**

The log in screen uses the same authentication system that is used by the IEEE Membership system. This means you will use your IEEE Web Account to access the myBallot system.

In the past (with the old balloting system) you were given a unique URL, username & password for each ballot. With the new myBallot system you will have ONE URL and ONLY ONE USERNAME & PASSWORD to remember!

# myBallot Control Panel

IEEE Standard Electronic Balloting

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## MyBallot Control Panel

Balloting Management	Memberships	General
<a href="#">Show/Join Open Ballot Invitations</a>	<a href="#">Join IEEE</a>	<a href="#">Standards Development Online</a>
<a href="#">Manage MyBallot Activity</a>	<a href="#">Update Web Account Info</a>	<a href="#">Send Sponsor Email</a>
<a href="#">Enroll/Manage Invitation Pool Memberships</a>		<a href="#">Send Balloting Center Email</a>
<a href="#">View All IEEE Ballot &amp; Invitation History</a>		

**Join invitation pools.**

IEEE

When you log in, the first screen will provide you information about balloting and access, which will depend on your IEEE-SA Membership status.

In this scenario, the person logged in is an IEEE- SA Member.

First let's look at how to JOIN AN INVITATION POOL. This link from the Control Panel will guide you through the process.

An invitation pool is a list of individuals who have indicated an interest in a specific area of standards development. This list of individuals will be the first to be notified when a project (in that specific area of interest) is ready to ballot.

In this screen you can enroll or remove yourself from an invitation pool. When your interests change you should come here and modify your invitation pool memberships. This way the invitation pool will always reflect those who truly are interested in that area.

# Manage Invitation Pool Memberships

MyBallot Control Panel >> Manage Invitation Pool Memberships

Invitation Pools are used to form IEEE Sponsor-level balloting groups. If you belong to an invitation pool, you will receive future invitations to ballot projects or standards in the technical area of interest for that invitation pool.

You can either join or remove yourself from specific invitation pools. The invitation pools that you currently belong to have a check in the "Enrolled" column.

To update your invitation pools:

- Select the checkbox in the row next to the Sponsor selected and you wish to continue receiving invitations.
- Clear the checkbox in the row next to the Sponsor to remove yourself from an invitation pool.
- Click on the Update button.

As standards projects near the IEEE Sponsor Ballot stage, individuals who belong to the relevant invitation pool will receive an "invitation to ballot." Those who respond positively to these invitations (and who are IEEE Standards Association members or pay a per-ballot fee) will then form the ballot for that project.

Scroll down to view the entire Invitation Pool list.

Update Cancel

Enrolled	Sponsor
<b>Aerospace and Electronic Systems</b>	
<input type="checkbox"/>	AES/OSA Gyro Accelerometer Panel
<b>Antennas and Propagation</b>	
<input checked="" type="checkbox"/>	AP/A Antennas
<input checked="" type="checkbox"/>	AP/P Propagation
<b>Broadcast Technology</b>	
<input type="checkbox"/>	IA/ICPS Industrial and Commercial Power Systems
<input type="checkbox"/>	IA/PCI Petroleum and Chemical Industry
<b>Instrumentation and Measurement</b>	
<input checked="" type="checkbox"/>	IM Instrumentation and Measurement
<b>Microwave Theory and Techniques</b>	

IEEE

Place a check mark in the pools you are interested in and when a Sponsor Ballot Invitation begins you will get a notification.

Come back here often to keep your record up to date.

# myBallot Control Panel

The screenshot shows the IEEE-SA myBallot Control Panel for a user named 'TEST SA USER'. The page is organized into three main sections: Balloting Management, Memberships, and General. A callout box highlights the 'Manage MyBallot Activity' link in the Balloting Management section.

Balloting Management	Memberships	General
<a href="#">Show/Join Open Ballot Invitations</a>	<a href="#">Join IEEE</a>	<a href="#">Standards Development Online</a>
<a href="#">Manage MyBallot Activity</a>	<a href="#">Update Web Account Info</a>	<a href="#">Send Sponsor Email</a>
<a href="#">Enroll/Manage Invitation Pool Memberships</a>		<a href="#">Send Balloting Center Email</a>
<a href="#">View All IEEE Ballot &amp; Invitation History</a>		

**View & join open invitations.**

Let's look at how the IEEE-SA Member would view and join open ballot invitations.

# Show/Join Open Ballot Invitations

[MyBallot Control Panel](#) >> [Show/Join Open Ballot Invitations](#)

Here you will find a list of all open sponsor ballot invitations. If you are interested in participating in an IEEE Standards sponsor ballot, make your selection below.

To learn more about a project or standard being balloted, click on the project number or standard number to review the title, scope, purpose, and other ballot information.

When you join a ballot group, you have an obligation to review, comment, and vote on the document within the specified time frame. You will be voting on the acceptability of the project or standard as an IEEE Standard. If approved by the ballot group, the project/standard will be sent to the IEEE-SA Standards Board for approval. To show our appreciation for your effort, the names of all voters will be listed in the front matter of the published standard.

To join a ballot group:

1. Place a check mark in the "Join Ballot Group" box for the invitations on which you wish to ballot.
2. Choose the classification category that best identifies your interest in relation to the subject of the project or standard.
3. Press OK.

The screenshot shows a table of open ballot invitations with the following columns: Join Ballot Group, Classification, Stage, Sponsor, PAR or Standard #, Title, and Invitation Close. The table contains two rows of data. The first row has a checked checkbox, 'Academic' classification, 'Invitation' stage, 'C/802.8' sponsor, and 'P807' standard number. The second row has a checked checkbox, 'Academic' classification, 'Invitation' stage, 'PE/EM' sponsor, and 'P67' standard number. Annotations include: 'Select the ballot.' pointing to the 'Join Ballot Group' checkbox in the first row; 'Select your classification.' pointing to the 'Classification' dropdown menu in the first row; and 'View invitation announcement.' pointing to the 'P67' link in the second row.

Join Ballot Group	Classification	Stage	Sponsor	PAR or Standard #	Title	Invitation Close
<input checked="" type="checkbox"/>	Academic	Invitation	C/802.8	P807	Recommended...	
<input checked="" type="checkbox"/>	Academic	Invitation	PE/EM	P67	Guide for Operat...	
<input type="checkbox"/>	Academic					
<input type="checkbox"/>	General Interest					



An invitation is a mechanism to seek out interested parties to join the ballot group. Therefore, a project in the INVITATION PHASE is really FORMING THE BALLOT GROUP. You can view the Invitation Announcement here by clicking on the PAR link.

Here you will find ALL open invitations. THIS IS THE SCREEN THAT ALLOWS YOU TO JOIN AN OPEN BALLOT GROUP - You will NOT automatically be included in the ballot group!

If you want to be included in the Ballot Group, you must place a check mark next to the project/standard you want to ballot, then choose your interest classification.

# myBallot Control Panel

IEEE Standard Electronic Balloting

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### MyBallot Control Panel

Balloting Management	Memberships	General
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<a href="#">Manage MyBallot Activity</a>	<a href="#">Update Web A</a>	<a href="#">mail</a>
<a href="#">Enroll/Manage Invitation Pool Memberships</a>		<a href="#">Send Balloting Center Email</a>
<a href="#">View All IEEE Ballot &amp; Invitation History</a>		

IEEE

Once you are enrolled in a ballot group, you will get an email notification about the opening date of the ballot (voting and comment period).

Manage myBallot Activity is where the voter places his/her votes & comments.

## Manage myBallot Activity

MyBallot Control Panel >> **Manage MyBallot Activity**

Your Balloting Group status/history is as follows. You may review any comments you have submitted at any time, but you may only submit comments or vote on ballots during a comment period (initial circulation or recirculation).

This Ballot Activity Summary area allows you to:

- View and/or download the PAR authorizing the project
- View and/or download a draft (click on the Draft #)
- Cast your vote
- Change your vote (up to the time the ballot period closes)
- View your comments submitted

Please click on the Draft # to view the draft. You may not view comments other than yours until after the ballot closes.

**View the draft.**

**Enter/review your comments.**

**Submit your vote.**

PAR #	Standard #	Category	Item	Close Date	Vote	Actions
P1076.6	1	Academic	Ballot	04/01/2004 11:59pm ET	Disapprove	Comments
P404	2	Producer	Comment Resolution 2	02/17/2004 11:59pm ET	Approve	Comments
P67		Academic	Invitation			
P807		Academic	Invitation			
Std. 1231-2000	1	Consultant	Ballot	04/01/2004 11:59pm ET	<input type="text"/> Approve Disapprove Abstain - Lack of time	Comments

OK Cancel

The voter can view the draft document here – there is no need to remember a different password for each document!

A drop down box provides your vote choices.

The comment area is available for uploading bulk comments, entering single comments, attaching a file to your comments or viewing comments already submitted while the ballot period is open.

# Single Comment

IEEE Standards Electronic Balloting Test Sponsor

MyBallot Control Panel >> Manage MyBallot Activity >> Ba

P1076.6 Standard for VHDL Register Transfer Level (RTL) Synthesis

[Submit a new comment](#)

[Upload comments prepared offline](#)

There are no comments recorded for this ballot.

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MyBallot Control Panel >> Manage MyBallot Activity >> Ballot Comments >> New Comment

P1076.6 Standard for VHDL Register Transfer Level (RTL) Synthesis

This comment is part of my NO vote

Page:

Sub-clause:

Line #:

Comment:

Insufficient information is provided about atmosphere inside tank

Attached File:  Browse...

Proposed Change:

Additional information and Caution statement is needed, or section should be eliminated altogether

IEEE

This screen is used if you would like to submit a single comment or upload a file with comments already prepared.

# Comment File Upload

MvBallot Control Panel >> Manage MyBallot Activity >> Ballot Comments

**P1076.6** Standard for VHDL Register Transfer Level (RTL) Synthesis

[Submit a new comment](#) [Show Full Comment Text](#)

[Upload comments prepared offline](#)

Date ▲	Style	Page	Sub-clause	Line #	Comment	File	Proposed Change	Resolution Status	Resolution Detail
03/02/2004	Individual	3	50	1	<a href="#">Insufficient information is provided to...</a>				
03/02/2004	Individual	1	12-3	22	<a href="#">Standard</a>				

[back to top](#)

**P1076.6** Standard for VHDL Register Transfer Level (RTL) Synthesis


You can upload comments using the supplied Microsoft Excel or CSV (comma separated value) format.

[Microsoft Excel Comments \(XLS\)](#)

[Plain Text Comments \(CSV\)](#)

Comments File: C:\Documents and Settings\csantos\Desktop\comrr

[back to top](#)



This screen is used to upload bulk comments. The file format provided MUST be used.

[MyBallot Control Panel](#) >> [Manage MyBallot Activity](#) >> **Ballot Comments**

**P1076.6** Standard for VHDL Register Transfer Level (RTL) Synthesis

[Submit a new comment](#)

[Show Full Comment Text](#)

[Upload comments prepared offline](#)

<a href="#">Date</a> ▲	<a href="#">Style</a>	<a href="#">Page</a>	<a href="#">Sub-clause</a>	<a href="#">Line #</a>	<a href="#">Comment</a>	<a href="#">File</a>	<a href="#">Proposed Change</a>	<a href="#">Resolution Status</a>	<a href="#">Resolution Detail</a>
03/02/2004	Individual	30	Table 3		<a href="#">Service aged oil group 1, 69-288, acid n...</a>		<a href="#">Change acid number to .15 to agree with...</a>		
03/02/2004	Individual	31	6.3.4		<a href="#">Clause suggests D877 test should be desi...</a>		<a href="#">Complete clause should be rewritten to i...</a>		
03/02/2004	Individual	32	6.3.4		<a href="#">Dielectric values in table for D1816 are...</a>		<a href="#">Change values to 28 kV for &gt;69-288, and...</a>		
03/02/2004	Individual	32	6.3.4		<a href="#">Table of D877 values should be eliminate...</a>		<a href="#">Delete table to be consistent with C57.1...</a>		
03/02/2004	Individual	33	6.3.6		<a href="#">Table 5 IFT values for Service aged oil...</a>		<a href="#">Change &lt;69 to 25, 69-288 to 30, and &gt;345...</a>		
03/02/2004	Individual	6	5.2.5		<a href="#">Insufficient information is provided abo...</a>		<a href="#">Additional information and Caution state...</a>		
03/02/2004	Individual	3	50	1	<a href="#">Insufficient information is provided abo...</a>		<a href="#">Additional information and Caution state...</a>		
03/02/2004	Individual	1	12-3	22	<a href="#">Standards referenced throughout the docu...</a>		<a href="#">Update all standards referenced.</a>		



The specified file format must be used so the system can parse out the data and serve it back to the sponsor in a detailed format.

# myBallot Control Panel

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<a href="#">Enroll/Manage Invitation Pool Memberships</a>		
<a href="#">View All IEEE Ballot &amp; Invitation History</a>		

**View Invitation & Ballot History**

Finally you can view all of the Ballot & Invitation History. There is no need to go looking for important ballot data, it is all right here at your finger-tips.

## View Invitation & Ballot History

<a href="#">Project/Standard # ▼</a>	<a href="#">Society/Committee</a>	<a href="#">Type of Project</a>	<a href="#">Type of Ballot</a>	<a href="#">Current Status</a>	<a href="#">Invitation History</a>	<a href="#">Ballot History</a>
P1074	AES/AA	New	Individual	Ballot Closed	<a href="#">view</a>	<a href="#">view</a>
P112	EMB	New	Individual	Prelnvite		
P1431	AES/GA	New	Individual	PreBallot	<a href="#">view</a>	
P187	EMB	Revision	Corporate	Prelnvite		
P260.1	EMB	New	Individual	Prelnvite		
P270	EMB	New	Individual	Prelnvite		
P303	EMB	New	Individual	Ballot Closed	<a href="#">view</a>	<a href="#">view</a>
P336	EMB	New	Individual	Ballot Closed	<a href="#">view</a>	<a href="#">view</a>
P338	EMB	New	Individual	Prelnvite		
P62.2	EMB	New	Individual	PreBallot	<a href="#">view</a>	
PC57.93	IM	New	Individual	Ballot Closed	<a href="#">view</a>	<a href="#">view</a>
Std. 445566-1999	EMB	Reaffirmation	Corporate	PreBallot	<a href="#">view</a>	



By clicking on the column header you can sort the table of information in multiple ways.

Where there is invitation or ballot information you will see the link “view”.

Clicking on the word “VIEW” will open an information page on that specific project/standard.

## View Invitation History Detail



**IEEE** Standards  
Electronic  
Balloting

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[MyBallot Control Panel](#) >> [View All IEEE Ballot & Invitation History](#) >> [Invitation History](#)

**P303** Recommended Practice for Auxiliary Devices for Rotating Electrical Machines in Class I, Division 2 and Zone 2 Locations


<a href="#">Invitation Open Date</a>	<a href="#">Invitation Close Date</a>	<a href="#"># Invitations Sent</a>	<a href="#">Sponsor Chair Email</a>	<a href="#">Project Designee Email</a>
05/05/2004	05/14/2004	2	<a href="mailto:sponsor@ieee.bivio.biz">sponsor@ieee.bivio.biz</a>	

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For example, this is the View Invitation History for Project P303. Here you see the Invitation **Open & Close Dates**, the **# of Invitations Sent** and the Sponsor contact information.

## View Ballot History Detail



[Standards](#)  
[Electronic](#)  
[Balloting](#)

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[Help](#) [Logout](#)

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[MyBallot Control Panel](#) >> [View All IEEE Ballot & Invitation History](#) >> **Ballot History**

**P303** Recommended Practice for Auxiliary Devices for Rotating Electrical Machines in Class I, Division 2 and Zone 2 Locations

Initial or Recirculation	Ballot Open Date	Ballot Close Date	# of Balloters	Response Rate %	Approval Rate %	Negative Rate %	Abstain Rate %	Sponsor Chair Email	Project Designee Email
Initial Ballot	05/17/2004	06/11/2004	4	50.0%	100.0%	0.0%	0.0%	<a href="mailto:sponsor@ieee.bivio.biz">sponsor@ieee.bivio.biz</a>	

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This is the View Ballot History for Project P303.

Here you see the Ballot Open & Close Dates, the # of Balloters, ballot results, and the Sponsor contact information.

If this project had a recirculation completed, you would view that information here as well.

# myBallot Control Panel

**Balloting Management**      **Memberships**      **General**

[Show/Join Open Ballot Invitations](#)      [Join IEEE](#)      [Standards Development Online](#)

[Manage MyBallot Activity](#)      [Update Web Account Info](#)      [Send Sponsor Email](#)

[Enroll/Manage Invitation Pool Memberships](#)      [Send Balloting Center Email](#)

[View All IEEE Ballot & Invitation History](#)

**Built-in email functionality.**

Send Sponsor Email is an option available to voters.

## Send Sponsor Email

MyBallot Control Panel >> Send Sponsor Email

**To:** PE/EM Electric Machinery--Naeem

**From:** Test Sponsor

**Cc:**

**Subject:** I want to participate in Working Grou

**Message:**  
I am interested in Electronic Machinery and believe that I would be an asset to your Working Group. Please advise when I can join.  
Thanks! Mr. Engineer

OK Cancel

Choose the sponsor from the drop down menu – and enter your message.

# myBallot™

The better way to ballot

- Remember: to access the myBallot™ system, you need:

## An IEEE Web Account

- Get your IEEE Web Account today!

<http://services1.ieee.org/membersvc/registration/intro.htm>



**myBallot™**  
The better way to ballot

**New system coming in 2005!**

*If you have questions, please contact:*  
**sa-ballot@ieee.org**