

# **AASHTO ELECTRONIC BALLOTING SYSTEM QUICK REFERENCE GUIDE**

The AASHTO Electronic Balloting System is an invitation-based system to conduct electronic ballots for AASHTO committees, subcommittees, technical sections, and task forces. Through this system you will be able to respond to all AASHTO-sponsored ballots and get immediate notification of ballot results.

To access this web site, please login using the access information provided to you by AASHTO. If you have any questions or need information on the AASHTO electronic balloting process, please contact iENGINEERING Corporation at [support@iengineering.com](mailto:support@iengineering.com) or call 410-992-9314.

**Note:** You must use Microsoft Internet Explorer 5.0 or higher or Netscape Navigator 4.7 or higher to access the AASHTO Electronic Balloting System web site. Also, you will need Adobe Acrobat Reader software to open the ballot file attachments.

## **ACCESSING AASHTO ELECTRONIC BALLOTING SYSTEM**

### **UPDATING USER INFORMATION**

### **FILLING BALLOT (FOR VOTING MEMBERS)**

### **FORWARDING BALLOT TO NON-VOTERS**

### **FILLING BALLOT (FOR NON-VOTERS)**

### **SENDING A REMINDER TO A NON-VOTER**

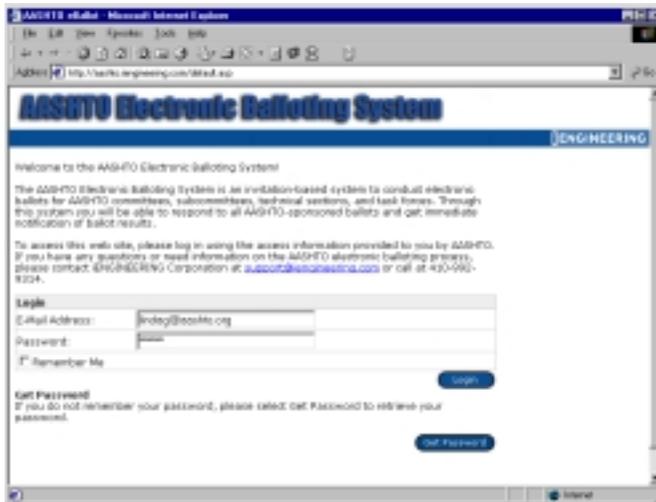
### **REVIEWING AND SUBMITTING BALLOT**

### **GENERATING A BALLOT REPORT**

# ACCESSING AASHTO ELECTRONIC BALLOTING SYSTEM

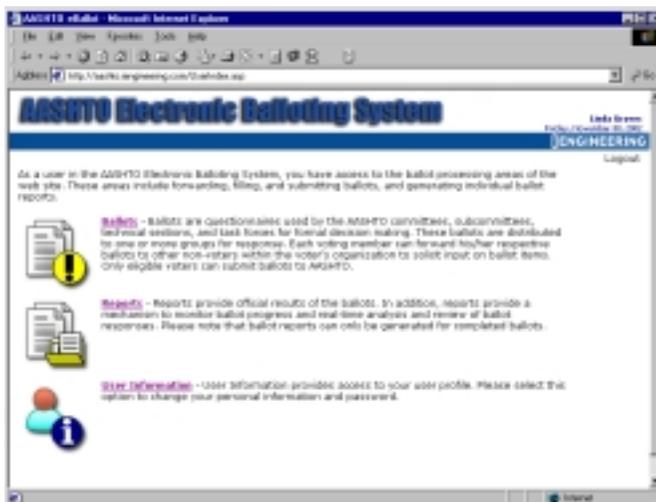
To access the AASHTO Electronic Balloting System web site, perform the following steps:

- 1 Run Microsoft Internet Explorer.
- 2 Enter the address of AASHTO Electronic Balloting System web site — <http://aashto.iengineering.com>
- 3 To login, enter your e-mail address and password provided to you by AASHTO, and click **Login**.



**Note:** To stay logged in to the web site for multiple sessions, select **Remember Me** check box. This option will create a cookie on your local computer with your login information. To delete the cookie, select **Logout**.

- 4 You will be forwarded to the AASHTO Electronic Balloting System home page if your login is successful.

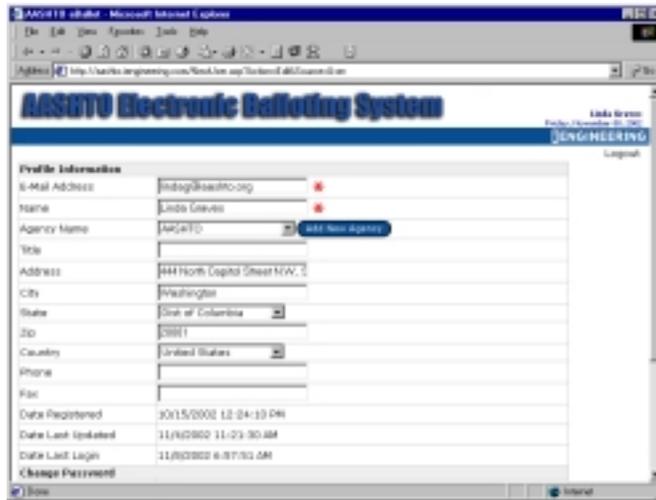


In the event that you encounter a login error, please contact iENGINEERING Corporation at [support@iengineering.com](mailto:support@iengineering.com) or call 410-992-9314.

## UPDATING USER INFORMATION

User Information provides access to your user profile. To update your user information, perform the following steps:

- 1 Access the AASHTO Electronic Balloting System through Microsoft Internet Explorer.
- 2 Select **User Information**.
- 3 Change your user information and/or your password as necessary, and then click **Submit** to update your changes.



The screenshot shows a web browser window displaying the AASHTO Electronic Balloting System. The page title is "AASHTO Electronic Balloting System" and the user is logged in as "Linda Graves" with the role "ENGINEERING". The "Profile Information" section contains the following details:

E-Mail Address	linda@aaawto.org
Name	Linda Graves
Agency Name	AASHTO <a href="#">Add New Agency</a>
Title	
Address	844 North Capitol Street N.W. 2
City	Washington
State	Dist of Columbia
Zip	20001
Country	United States
Phone	
Fax	
Date Registered	10/15/2002 12:04:10 PM
Date Last Updated	11/02/02 11:01:30 AM
Date Last Login	11/02/02 9:07:03 AM

At the bottom of the form, there is a "Change Password" link.

- 4 Click on **Continue** to return to the home page.

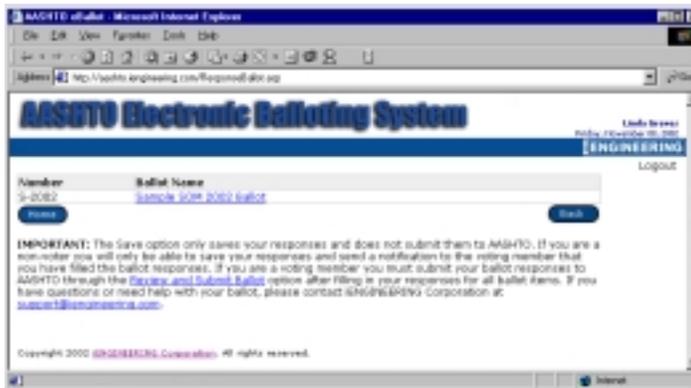
## FILLING BALLOT (FOR VOTING MEMBERS)

**Fill Ballot** allows voting members to complete their ballots. Each voting member can vote on each ballot item and/or enter a comment. Please note that most recent responses will overwrite the earlier ones. To fill in an available ballot through the AASHTO Electronic Balloting System, perform the following steps:

**1** Access the AASHTO Electronic Balloting System through Microsoft Internet Explorer.

**2** To fill in available ballots, select **Ballots** and then select **Fill Ballot**.

**3** Select the ballot that you would like to fill in.



**4** On the selected ballot page, download the associated ballot attachment. The ballot attachment provides background information on the ballot that may be required to respond to the ballot questions. Please note that the attachment is provided in Adobe Acrobat file format.

**5** To fill in your ballot, verify your contact information on the ballot page. You may also enter a comment on the ballot in its entirety or on an individual ballot item.



Click **Save** to save your contact information and comment.

**6** Click on **Continue** to return to the ballot page.

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Select the Ballot Items that you would like to fill in. Please note that each ballot may have multiple ballot items. On the selected ballot item page, download the associated ballot item attachment. The ballot attachment provides background information on the ballot items that may be required to respond to the ballot questions. Please note that the attachment is provided in Adobe Acrobat file format.

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On the selected ballot item, enter your response to each ballot question by selecting **Agreed** or **Disagreed**. You may also enter a comment with each ballot question response.

<b>Ballot Details</b>	
Ballot Number	62082
Ballot Name	Sample NGEP 2002 Ballot
Ballot Manager	<a href="#">Tara Madala</a>
Ballot Start Date	11/02/02
Ballot End Date	11/13/02
Ballot Attachment	<a href="#">NGEP 2002 Ballot and Meeting Minutes.pdf (1.28 MB)</a>
<small>Note: To download and save the file attachment to your local disk, right-click the link for the file, and then click Save Target As (Microsoft Internet Explorer) or Save Link As (Internet Navigator). Please note that this file attachment is for AASHTO internal use only.</small>	
<b>Item Details</b>	
Part Number	TS-1a
Part Name	Technical Section 1a
Part Attachment	<a href="#">Technical Section 1a Meeting Minutes.pdf (0.49 MB)</a>
<b>Item Number</b>	
Description	74 Revised Section 6.2.2 of T216-02. See pages 2 and 6 of minutes. Notes * includes concurrent ballot item.
Decision	<input type="radio"/> # Agreed <input type="radio"/> # Disagreed
Comment	<input type="text"/>

Click **Save** to save your ballot question responses.

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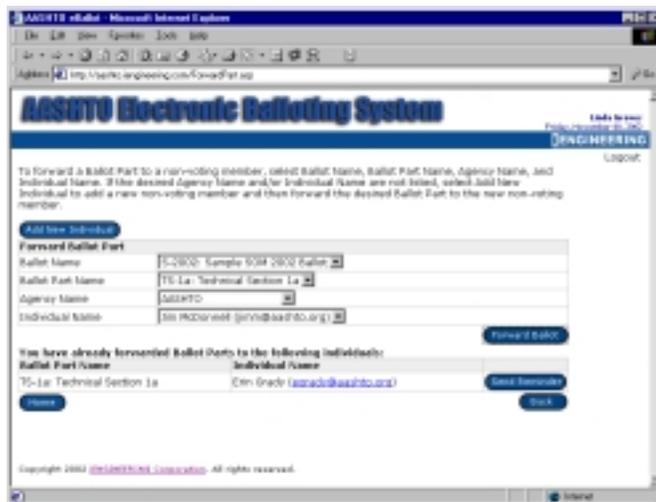
Click on **Continue** to return to the ballot page. Repeat Step 8 to enter and save responses for all ballot items.

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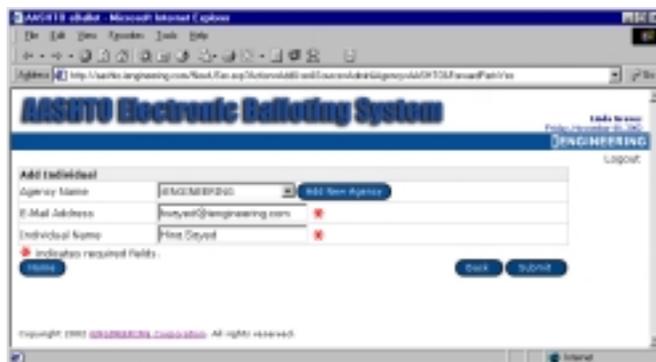
## FORWARDING BALLOT TO NON-VOTERS

This area allows voting members to forward selected parts of the ballot to non-voters within the group or agency to solicit input on ballot items and, if necessary, to send e-mail reminders. A non-voter can fill in a ballot, but cannot submit it to AASHTO. To forward a ballot to a non-voter, perform the following steps:

- 1 Access the AASHTO Electronic Balloting System through Microsoft Internet Explorer.
- 2 To forward available ballots, select **Ballots** and then select **Forward Ballot**.
- 3 Select Ballot Name, Ballot Part Name, Agency Name, and Individual Name for the ballot that you want to forward, then click **Forward Ballot**.



- 4 Click on **Continue** to return to the ballot forward page.
- 5 If the desired Agency Name and/or Individual Name is not listed, click **Add New Individual** to add a new non-voter.



Select Agency Name or click **Add New Agency** to enter a new agency name if the desired agency name is not listed. Enter the individual's e-mail address and name, and then click **Submit** to add the new individual. Please use correct syntax for the e-mail address for the ballot forwarding to be successful.

- 6 Click on **Continue** to return to the ballot forward page.
- 7 Repeat Steps 5 and 6 to add any number of non-voters, and repeat Steps 3 and 4 to forward the desired ballot parts to any number of non-voters.

## FILLING BALLOT (FOR NON-VOTERS)

This area allows non-voters to complete part or all of the ballot. Each non-voter can respond to each ballot item and/or enter a comment. Please note that the most recent responses will overwrite earlier ones. Non-voters cannot directly submit their ballots to AASHTO. They must submit their filled ballots to the voting members who will then review the responses and submit them officially to AASHTO. To fill in an available ballot forwarded to you, perform the following steps:

- 1 Access the AASHTO Electronic Balloting System through Microsoft Internet Explorer.
- 2 To fill in available ballots, select **Ballots** and then select **Fill Ballot**.
- 3 Select the ballot that you would like to fill in.



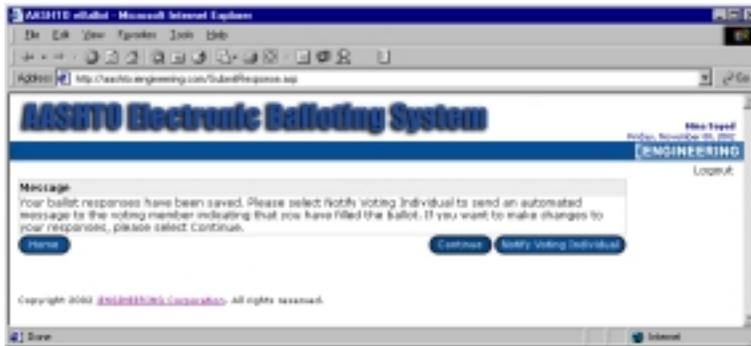
- 4 On the selected ballot page, download the associated ballot attachments. The ballot attachments provide background information on the ballot that may be required to respond to the ballot questions. Please note that the attachments are provided in Adobe Acrobat file format.
- 5 To fill in your ballot, enter your response to each ballot question by selecting **Agreed** or **Disagreed**. You may also enter a comment with each ballot question response.



Click **Save** to save your ballot question responses.

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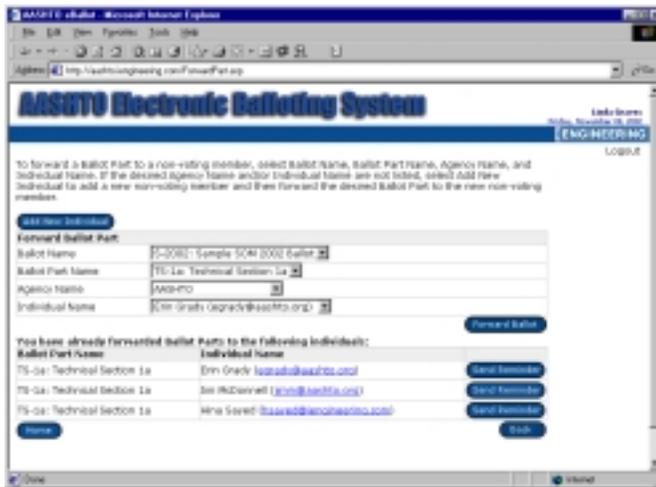
If you have entered responses to all ballot questions, click **Notify Voting Individual** to send an automated message to the voting member indicating that you have filled in your ballot. If you want to continue working on your ballot responses, click **Continue**.



## SENDING A REMINDER TO A NON-VOTER

A voting member can, if necessary, send an automated e-mail notification to a non-voter to whom a ballot part has been forwarded. This notification is meant to remind the non-voter to fill in and save the forwarded ballot and to notify the voting member to submit the forwarded ballot by the specified date. To send a reminder to a non-voter, perform the following steps:

- 1 Access the AASHTO Electronic Balloting System through Microsoft Internet Explorer.
- 2 To send a reminder to non-voters, select **Ballots** and then select **Forward Ballot**.
- 3 Click **Send Reminder** next to the individual name to send an automated reminder to the non-voter to complete the assigned ballot.

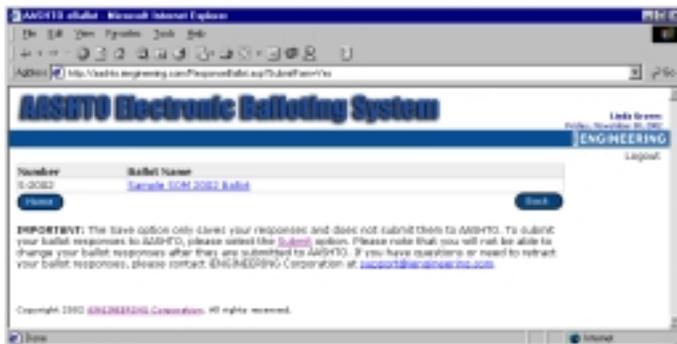


- 4 Click on **Continue** to return to the ballot forward page. Repeat Step 3 to send reminders to other non-voters, if necessary.

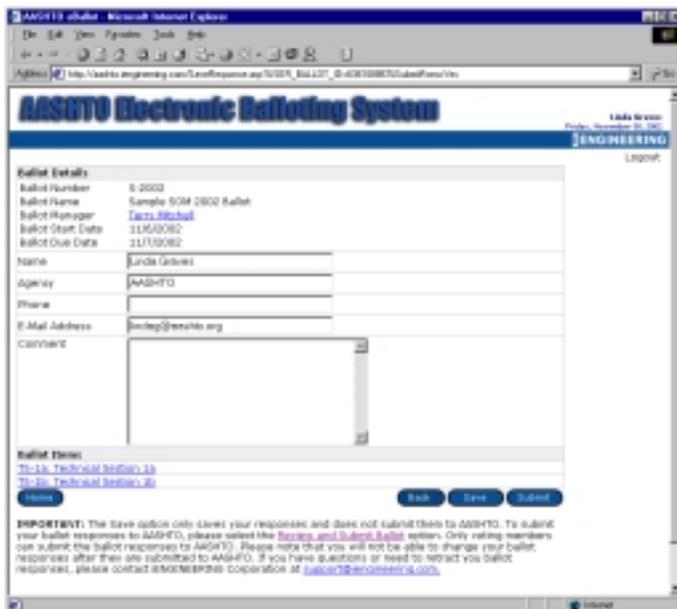
## REVIEWING AND SUBMITTING BALLOT

Once the ballots are completely filled in, the voting member is able to review the final responses and submit the official response to AASHTO. After a ballot is submitted, no changes can be made to the official responses, and the ballot is marked as submitted. The system allows the Administrator and Manager to reopen a submitted ballot in case a voting member submits the ballot without responding to all ballot items. To review and submit your filled-in ballot, perform the following steps:

- 1 Access the AASHTO Electronic Balloting System through Microsoft Internet Explorer.
- 2 To review and submit your ballot, select **Ballots** and then select **Review and Submit Ballot**.
- 3 Select the ballot that you would like to review and submit.



- 4 To review the ballot, select each ballot item and review your responses to ballot questions. If you make any changes to your responses, click **Save** to save your changes.



- 5 To submit your ballot, click **Submit**. Please note that you will not be able to make changes to your ballot responses after submitting your ballot to AASHTO. If you have questions or need to retract your ballot responses, please contact iENGINEERING Corporation at [support@iengineering.com](mailto:support@iengineering.com).

## GENERATING A BALLOT REPORT

Reports provide official results of the ballots. Please note that ballot reports can only be generated for ballots that have been submitted to AASHTO. To generate a ballot report, perform the following steps:

- 1 Access the AASHTO Electronic Balloting System through Microsoft Internet Explorer.
- 2 To generate your ballot report, select **Reports** and then select **Report by Voting Member**.
- 3 Select the Ballot Name and click **Generate Report**.



- 4 To generate a printer-friendly report, click **Printer Friendly Report** on the report page.



- 5 To print the printer-friendly ballot report to a printer or save it as an Adobe Acrobat file, select **Print...** menu item from the browser **File** menu. Please note that the printer-friendly report is designed to print on 8.5" x 11" paper in portrait orientation.

