

Mentor ePolls

Polling for Groups

What is ePolls?

- ePolls is the newest feature of Mentor, the IEEE tool for Working Group collaboration.
- ePolls allows group officers to set up online ballots strictly for the use of their groups.
- ePolls is structured similarly to the myBallot section of myProject™, but is flexible enough to be used for whatever the group wishes to use it for.
- Unlike myBallot, ePolls will **not**: handle group balance, allow for recirculations or create automatic notifications and invitations.

How do I access ePolls?

- Access ePolls from your group's mentor area.
- You must request access to ePolls for your mentor group.
- Email myproject-admin@standards.ieee.org to request ePolls, or contact your staff liaison for more information. A complete list of staff liaisons can be found here:
<https://development.standards.ieee.org/pub/liaisons>
- Access mentor at:
<https://development.standards.ieee.org/my-site>

Accessing ePolls

IEEE STANDARDS ASSOCIATION

eTools

PLEASE LOG IN

Now you can access myProject, IMAT, and Mentor with a single login. Simply enter your IEEE Web Account username and password below to begin!

USERNAME:

PASSWORD:

LOGIN TO: 

LOGIN

Log into Mentor using your IEEE username and password. Select "mentor" from the "LOGIN TO" menu.

Accessing ePolls

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Welcome to Mentor TEST SITE

Mentor is currently providing services to the following groups. If your group is interested in using this tool, please contact your IEEE-SA Staff Liaison for more information.

NOTE: A comprehensive listing of all Smart Grid Working Groups who are using Mentor can be found [here](#)

[IEEE Personal Health Devices Working Group](#)
[IEEE RMLT WG13](#)
[IEEE 1547.7 Working Group](#)
[IEEE SCC21 P1547.8 Working Group](#)
[IEEE 1725 Working Group](#)
[IEEE 1900 Working Group](#)
[IEEE 1901 Working Group](#)
[IEEE 1904 Working Group](#)

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25-Jul-2011 08:39:35 ET

Select your group from the dropdown menu

Accessing ePolls

Select "ePolls" from the "more" menu

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P1900.5 Working Group

edited 12-Jul-2010 by invalid:m.j.ceglia@ieee.org

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- Documents
- ePolls**
- Files
- Mail
- Roster

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25-Jul-2011 08:40:19 ET

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Welcome to the Policy Language and Architectures for Managing Cognitive Radio for Dynamic Spectrum Access Applications working group document repository.

If you are a member of the working group, please verify that you have signed up for the P1900.5 working group listing in myProject. Verification can be made by accessing the Manage Activity Profile link found on the myProject home screen.


Steps:

1. Please access the myProject system (<https://development.standards.ieee.org>)
2. Once you have accessed the myProject Home screen, click on Manage Activity Profile
3. Once there, please click the (+) sign to expand the IEEE-SASB Coordinating Committees listing
4. Once the screen refreshes, click the (+) sign to expand the SCC41 - Dynamic Spectrum Access Networks listing
5. Lastly, place a check mark in the working group listing and hit continue


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ePolls Features

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25-Jul-2011 09:08:38 ET

ePolls

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| Start (ET) ▾ | ePoll Name | Question | Document | End (ET) | Votes [A/D/-] | Vote | Actions |
|------------------------------|----------------------------|--------------------------|--------------------------|--------------------------|-------------------------------|----------------------|--|
| 25-Jul-2011 09:08:37 | This is a Poll | Is the sky blue? | TEST.pdf | 31-Jul-2011 23:59:59 | 0/0/0 | | Edit , Close , Vote , Status |

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Start ePoll Name Question Document End (ET) Votes [A/D/-] Vote Actions

New ePoll Closed ePolls ePoll Summary

ePolls Features

- **Start** – This is the date and time the poll was opened. All times are US Eastern Time.
- **ePoll Name** – This is the name of the poll.
- **Question** – This is the question you are responding to with your vote
- **Document** – This is a file related to the poll. This is useful for taking preliminary ballots on a draft document, but polls can also be created without a file.
- **End** – This is the date and time the poll will close. All times are US Eastern Time.
- **Votes [A/D/-]** – This is a tally of the votes cast [**A** Approve, **D** Disapprove, - Abstain].
- **Vote** – This is your current vote on the poll.
- **Actions** – These are all of the actions you have available to you for a particular poll. The available actions will change depending on the status of the poll and your particular access level.
 - **Edit** – Edit the poll
 - **Close** – Close the poll
 - **Vote** – Vote or make comments on the poll
- **Status** – View voting results and comments
- **New ePoll** – Use this to create a new poll (will only be available to officers).
- **Closed ePolls** – This shows all polls that have ended.
- **ePoll Summary** – This allows you to view all of the votes cast for all polls in a specified date range.

Creating a New Poll (Admins/Officers)

To create a new poll,
click "New ePoll"

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ePolls

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| Start (ET) ▼ | ePoll Name | Question | Document | End (ET) | Votes [A/D/-] | Vote | Actions |
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Creating a New Poll (Admins/Officers)



ePoll Name: Preliminary Ballot on the Documen

Question: Is this document ready to move forward?

Document: \\locker\home\gmarchin\My Documents\TEST.doc Browse...

End Date: 07/22/2011

mm/dd/yyyy, leave empty for an open-ended ePoll.

Type: One vote per user

- Participants:
- Voting Member
 - Observer
 - Non Voting Member

Comment Format: Comment, Category, Page Number, Subclause, Line Number, Proposed Change, Must Be Satisfied

Additional Invitations:

Enter the email addresses of any additional people to receive an invitation to join the balloting group. Delimit each email address with a space or comma.

OK

Cancel

Fill out the fields and click "OK" to create your poll.

[Open ePolls](#)

Creating a New Poll (Admins/Officers)

- **ePoll Name** – Enter a unique name for your poll, this cannot be the same as another poll either open or closed.
- **Question** – The question that will be answered by the approve/disapprove vote. Place all instructions for the specific poll in this box.
- **Document** – Upload a file if the poll is related to a specific document. You can only upload one file. If multiple files are required, create a .zip file first.
- **End Date** – Specify the date you would like the poll to close (use mm/dd/yyyy format e.g. 01/01/2012) or leave this box empty for an open-ended poll.
- **Participants (Working Groups only)** – *All IC group involvement levels will have voting access to ePolls.* Place a check in the box next to the involvement level of participants you would like to have access to the poll. For Working Groups, these involvement levels can be managed through myProject™. Users who have not been given an involvement level are classified as “interested” and will not have access to ePolls.
- **Comment Format** – Select the level of structure you would like to be available for comments depending on what your poll is being used for.
- **Additional Invitations** – You can send email notifications about this poll by placing email addresses in this box. **This is only a notification; users will not be able to access the poll unless they have already joined your group and been given the appropriate membership status.**

Editing a Poll (Admins/Officers)

To edit an open poll,
click "Edit"

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| Start (ET) ▼ | ePoll Name | Question | Document | End (ET) | Votes [A/D/-] | Vote | Actions |
|----------------------|----------------|------------------|--------------------------|----------------------|---------------|------|--|
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Editing a Poll (Admins/Officers)



ePoll Name: Preliminary Ballot on the Document

Question: Is this document ready to move forward?

Document: \\locker\home\gmarchin\My Documents\TEST.doc

End Date: 07/22/2011
mm/dd/yyyy, leave empty for an open-ended ePoll.

Type: One vote per user

Participants: Voting Member
 Observer
 Non Voting Member

Comment Format: Comment, Category, Page Number, Subclause, Line Number, Proposed Change, Must Be Satisfied ▾

Additional Invitations:

Enter the email addresses of any additional people to receive an invitation to join the balloting group. Delimit each email address with a space or comma.

[Open ePolls](#)

Change any of the fields or upload a different file and click "OK" to save your changes.

Editing a poll does not notify the group of the change. Notifications should be handled separately through the Mentor email function.

Voting on a Poll

Click "Vote" next to the poll you would like to vote on.




| Start (ET) ▼ | ePoll Name | Question | Document | End (ET) | Vote | Actions |
|----------------------|-------------------------------|---|--------------------------|----------------------|----------------------|---------|
| 25-Jul-2011 10:24:16 | Preliminary ballot on Draft 1 | Is this document ready to move forward? | TEST.zip | | Vote | |
| 25-Jul-2011 09:08:37 | This is a Poll | Is the sky blue? | TEST.pdf | 31-Jul-2011 23:59:59 | Vote | |

[Closed ePolls](#)

Votes can be changed by the individual voter at any time during the poll period.

Voting on a Poll

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Vote
Preliminary ballot on Draft 1: Is this document ready to move forward?

Affiliation: ▼

Vote: Approve
 Disapprove
 Abstain

You have not commented on this ePoll.
[Open ePolls](#) | [Add comment](#) | [Upload comments](#)


Confirm your affiliation (this field will be pre-filled with your affiliation selection in myProject™).

Select your vote and click "OK". You will receive a message telling you that you may now submit comments.

Submitting Comments

To submit a comment, click "Add comment".

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Vote
Preliminary ballot on Draft 1: Is this document ready to move forward?

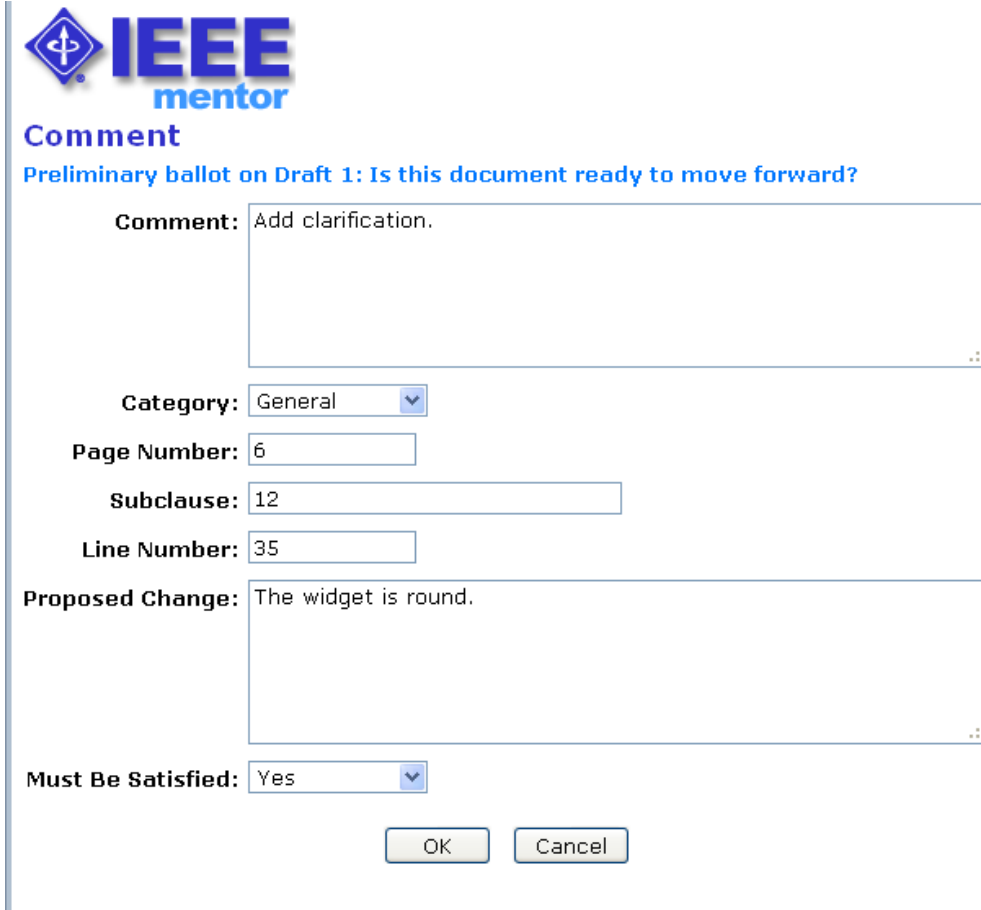
Affiliation: ▼

Vote: Approve
 Disapprove
 Abstain

You have not commented on this ePoll.
[Open ePolls](#) | [Add comment](#) | [Upload comments](#)

- Comments are only visible by the commenter and group officers.
- Comments are not required and the ability to comment is not dependant on the type of vote, but you must vote first in order to make comments.
- You may make multiple comments on a single poll.

Submitting Comments



The screenshot shows the IEEE Mentor web interface for submitting comments. At the top left is the IEEE Mentor logo. Below it, the word "Comment" is displayed in blue. Underneath, a blue link reads "Preliminary ballot on Draft 1: Is this document ready to move forward?". The form contains several fields: a large text area for the "Comment" with the placeholder text "Add clarification."; a "Category" dropdown menu set to "General"; a "Page Number" text box containing "6"; a "Subclause" text box containing "12"; a "Line Number" text box containing "35"; a "Proposed Change" text area containing "The widget is round."; and a "Must Be Satisfied" dropdown menu set to "Yes". At the bottom of the form are two buttons: "OK" and "Cancel".

Fill out the fields
and click "OK" to
save your
comment.

- The fields available may change.
- Admins/Officers have the ability to determine which fields they want displayed.

Viewing Votes and Comments (Admins/Officers)

To view votes and
comments, click
"Status"



ePolls

Search

25-Jul-2011 11:15:30 ET

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| Start (ET) ▼ | ePoll Name | Question | Document | End (ET) | Votes [A/D/-] | Vote | Actions |
|----------------------|-------------------------------|---|--------------------------|----------------------|---------------|---------|--|
| 25-Jul-2011 10:24:16 | Preliminary ballot on Draft 1 | Is this document ready to move forward? | TEST.zip | | 1/1/0 | Approve | Edit , Close , Vote , Status |
| 25-Jul-2011 09:08:37 | This is a Poll | Is the sky blue? | TEST.pdf | 31-Jul-2011 23:59:59 | 2/0/0 | Approve | Edit , Close , Vote , Status |

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Viewing Votes and Comments (Admins/Officers)

ePoll Status

Initiator: Lynn Grande

ePoll Name: Preliminary ballot on Draft 1

Question: Is this document ready to move forward?

Type: One vote per user

Document: /Polls/TEST.zip

Start (ET): 25-Jul-2011 10:24:16

End (ET): open

Approve: 1

Disapprove: 1

Abstain: 0

Votes:

| Date ▲ | Vote | Email |
|-------------|------------|---------------|
| 25-Jul-2011 | Disapprove | David Chester |
| 25-Jul-2011 | Approve | Lynn Grande |

Comments:

| Name | Comment ▲ | Category | Page Number | Subclause | Line Number | Proposed Change | Must Be Satisfied |
|---------------|--------------------|----------|-------------|-----------|-------------|----------------------|-------------------|
| David Chester | Add clarification. | General | 6 | 12 | 35 | The widget is round. | Yes |

[Vote spreadsheet](#) | [Comment spreadsheet](#) | [ePolls](#)

Vote tally

Vote detail

Download

Comments

Closing a Poll (Admins/Officers)

To close a poll before it's end date or close an open-ended poll, click "Close"

You cannot edit or vote on closed polls, but you can access results in "Closed ePolls"



ePolls

Search

25-Jul-2011 11:15:30 ET

[New ePoll](#) | [Closed ePolls](#) | [ePoll Summary](#)

| Start (ET) ▼ | ePoll Name | Question | Document | End (ET) | Votes [A/D/-] | Vote | Actions |
|----------------------|-------------------------------|---|--------------------------|----------------------|---------------|---------|--|
| 25-Jul-2011 10:24:16 | Preliminary ballot on Draft 1 | Is this document ready to move forward? | TEST.zip | | 1/1/0 | Approve | Edit , Close , Vote , Status |
| 25-Jul-2011 09:08:37 | This is a Poll | Is the sky blue? | TEST.pdf | 31-Jul-2011 23:59:59 | 2/0/0 | Approve | Edit , Close , Vote , Status |

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For More Information

Mentor ePolls User Guide

https://mentor.ieee.org/etools_documentation/dcn/11/etools_documentation-11-0012-00-MENT-epolls-user-guide.pdf

Mentor help pages

<https://mentor.ieee.org/mentor-help/bp/StartPage>

Contact Your Staff Liaison

<https://development.standards.ieee.org/pub/liaisons>