

# **Mentor ePolls**

## **Voting and Commenting**

# 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.
- Access ePolls from your group's mentor area.
- 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](mailto:invalid:m.j.ceglia@ieee.org)

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1900.5 ▼ | [Help](#) | [eTools](#) | [Logout](#)

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

The screenshot shows the IEEE Mentor ePolls interface. At the top left is the IEEE Mentor logo and the text "Greg's Test IC ePolls". A table lists ePolls with columns: Start (ET), ePoll Name, Question, Document, End (ET), Vote, and Actions. A red box highlights the column headers. A larger red box above the table lists the features: Start (ET), ePoll Name, Question, Document, End (ET), Vote, and Actions. A red box around the "Closed ePolls" link is connected by a red line to another red box labeled "Closed ePolls".

Start (ET) ▼	ePoll Name	Question	Document	End (ET)	Vote	Actions
12-Jan-2012 15:22:33	Test 2	this is another test			Approve	<a href="#">Vote</a>
11-Nov-2011 14:11:06	test poll	this is a test?			Approve	<a href="#">Vote</a> , <a href="#">Status</a>

[Closed ePolls](#)

Closed ePolls

# 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.
- **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.
  - **Vote** – Vote or make comments on the poll
  - **Status** – View voting results and comments (only available if enabled by officer/admin)
- **Closed ePolls** – This shows all polls that have ended.

# 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?	<a href="#">TEST.zip</a>		<a href="#">Vote</a>	
25-Jul-2011 09:08:37	This is a Poll	Is the sky blue?	<a href="#">TEST.pdf</a>	31-Jul-2011 23:59:59	<a href="#">Vote</a>	


[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

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

**Affiliation:**

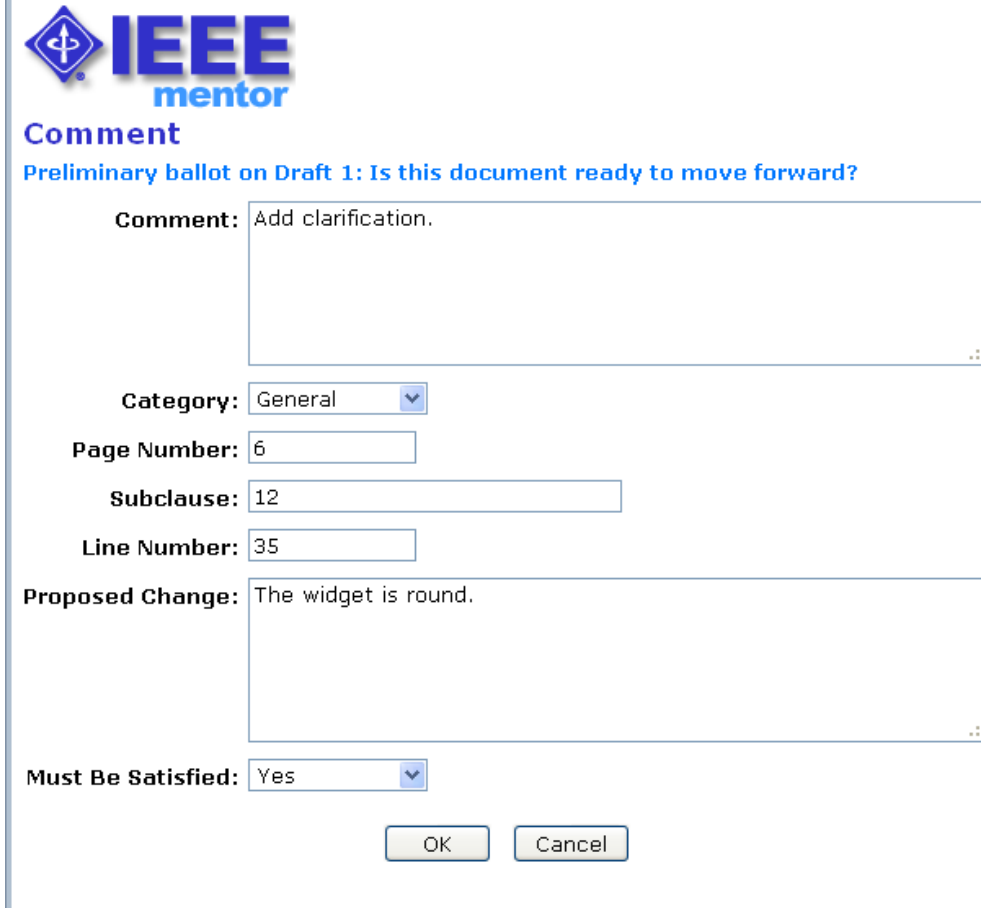
**Vote:**  Approve  
 Disapprove  
 Abstain

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

To submit a single comment, click "Add comment". Click "Upload comments" to use the CSV/XLS upload feature

- 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 a Single Comment



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

# Uploading a comment spreadsheet



## Greg's Test IC Upload comments

Use this page to upload ePoll comments which were prepared offline. The CSV file should be in the format below. You can [download a blank CSV template for this ePoll](#).

```
Comment,Category,Proposed Change
"My comment",...
...
```

CSV File:

Download the blank CSV file

Once you have saved the CSV file with your comments, click "Browse" to locate the file and upload your comments.

# Adding comments to a spreadsheet

Enter comments in the columns shown in the spreadsheet you downloaded. *Not all columns will be used in all polls.*

**You must follow certain rules for the comments to upload properly:**

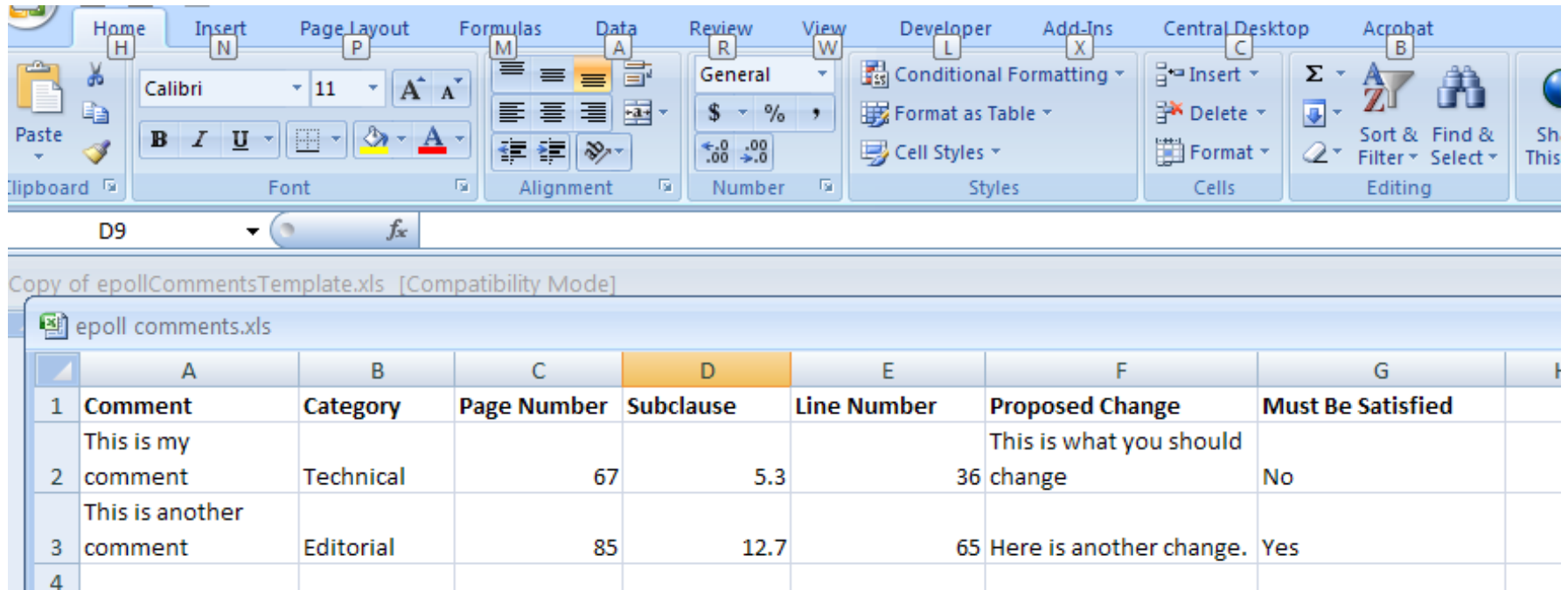
- **Comment** – Enter text here. Describe a problem or something you want to be changed.
- **Category** – You must enter "General", "Editorial" or "Technical". **This must match exactly or the upload won't accept this document.**
- **Page Number** - Enter number of page. Number should be the printed page number from the clean (i.e. non-redline) draft. **Integers only.** If you need to enter something non-integer, describe location in the comment.

# Adding comments to a spreadsheet

- **Subclause** - Enter subclause, e.g. "1.2a.3b", "C.3". Don't include the word "Annex, Clause, Subclause" etc...
- **Line Number** – Enter line number. **Integers only.**
- **Proposed Change** - Enter text here. Enter what you'd like to see changed to resolve this comment.
- **Must be Satisfied** - Enter "Yes" or "No". **This must match exactly or the upload won't accept this document.** Enter "Yes" only if you require this comment to be satisfied before changing your vote from "no" to "yes".

**Note:** any non-ASCII characters will be converted to their nearest ASCII equivalents (e.g. "<mu>" changes to "u")

# Comment spreadsheet example



Copy of epollCommentsTemplate.xls [Compatibility Mode]

epoll comments.xls

	A	B	C	D	E	F	G	H
1	<b>Comment</b>	<b>Category</b>	<b>Page Number</b>	<b>Subclause</b>	<b>Line Number</b>	<b>Proposed Change</b>	<b>Must Be Satisfied</b>	
2	This is my comment	Technical	67	5.3	36	This is what you should change	No	
3	This is another comment	Editorial	85	12.7	65	Here is another change.	Yes	
4								

*You may save files as CSV or XLS for upload*

# Viewing Votes and Comments

You may not see this link if the feature has not been enabled for your poll.

To view votes and comments, click "Status"



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?	<a href="#">TEST.zip</a>		1/1/0	Approve	<a href="#">Edit</a> , <a href="#">Close</a> , <a href="#">Vote</a> , <a href="#">Status</a>
25-Jul-2011 09:08:37	This is a Poll	Is the sky blue?	<a href="#">TEST.pdf</a>	31-Jul-2011 23:59:59	2/0/0	Approve	<a href="#">Edit</a> , <a href="#">Close</a> , <a href="#">Vote</a> , <a href="#">Status</a>

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



# Viewing Votes and Comments

**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

# 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](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>