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

Log into Mentor using your IEEE username and password. Select “mentor” from the “LOGIN TO” menu.
Accessing ePolls

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

Select your group from the dropdown menu.
Accessing ePolls

Select “ePolls” from the “more” menu

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
### ePolls Features

#### Table of ePolls

<table>
<thead>
<tr>
<th>Start (ET)</th>
<th>ePoll Name</th>
<th>Question</th>
<th>Document</th>
<th>End (ET)</th>
<th>Vote</th>
<th>Actions</th>
</tr>
</thead>
<tbody>
<tr>
<td>12-Jan-2012 15:22:33</td>
<td>Test 2</td>
<td>this is another test</td>
<td></td>
<td></td>
<td>Approve</td>
<td>Vote</td>
</tr>
<tr>
<td>11-Nov-2011 14:11:06</td>
<td>test poll</td>
<td>this is a test?</td>
<td></td>
<td></td>
<td>Approve</td>
<td>Vote, Status</td>
</tr>
</tbody>
</table>

**Closed ePolls**

**Start (ET)**

**ePoll Name**

**Question**

**Document**

**End (ET)**

**Vote**

**Actions**
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.

Votes can be changed by the individual voter at any time during the poll period.
Voting on a Poll

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 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

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

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

Download the blank CSV file

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: [Browse...]

OK Cancel
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

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"
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:**
- 25-Jul-2011 Disapprove David Chester
- 28-Jul-2011 Approve Lynn Grande

**Comments:**
- David Chester: Add clarification.

**Vote tally**
- **Vote detail**
- **Download**
- **Comments**

![Image with diagram and tables showing vote tally and comments]

**Vote spreadsheet | Comment spreadsheet | ePolls**
For More Information

Mentor ePolls User Guide


Mentor help pages

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

Contact Your Staff Liaison

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