



**CINECA**

# User Manual of the voting application

u-Vote Online

- Election with individual candidates, single preference, authentication with institutional credentials



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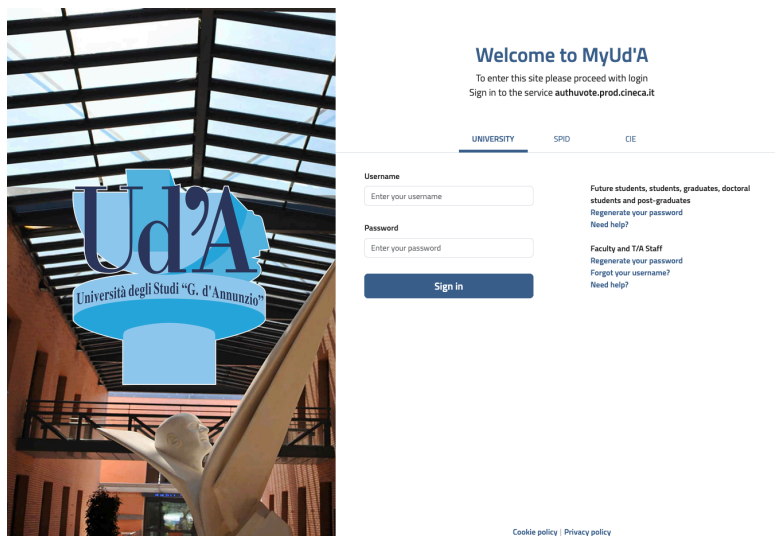
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# 1 Accessing the voting system

After connecting to the address (URL) of the voting system, following the instructions received from their University, the voter will be directed to the university's authentication page (Figure 1) and, having authenticated with their institutional credentials, will access the voting system.

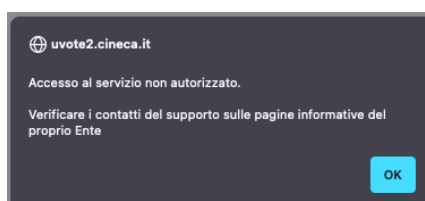


**Figure 1: Authentication**

Once successfully authenticated, the voter will enter the voting system (Figure 2).

Voters who do not remember their credentials can use the password recovery procedure made available by the University or contact the technical staff supporting the university's IT systems.

The voter who sees the message "Accesso al Sistema non autorizzato" in Figure 1-a must first check that he is in the opening time of the vote and, if so, check with the Electoral Office that he has the right to vote for the election in progress. The Electoral Office will notify Cineca of any inclusion in the electorate.



**Figure 1-a: Accesso al servizio non autorizzato**

## Note

- The voting system allows you to express only one preference for each ballot.
- The voting system allows you to vote with devices (PCs, Smartphones, Tablets) equipped with an internet connection and a recent and updated browser with Javascript (ES6) support enabled.
- In case you encounter problems during voting, we recommend that you try a different browser (Chrome, Edge, Firefox, Opera, Safari...) or a different device (e.g. a PC instead of a Smartphone).
- The appearance of a ballot that, for example, shows only the blank ballot choice, is symptomatic of a browser with disabled Javascript support, incompatible or outdated.
- The "Internet Explorer" browser is not supported.
- Outside of voting days and times, it is normal for a different page to appear from the one in Figure 1 and that, even if active, the voting system denies access outside voting hours.

## 2 Voting operations

### 2.1 Voter identity confirmation

Once the authentication phase has been completed, the voter is shown a summary of the personal data associated with the credentials used (Figure 2) where he can select the language of the voting interface between Italian (IT default) and English (EN).

The figure displays two screenshots of the uVote application interface for voter identity confirmation. Both screenshots show the same layout with a header bar, a main content area, and a footer bar.

**Top Screenshot (Italian):**

- Header:** uVote logo, "Elezioni DEMO con candidature individuali - DEMO", dates "29/01/2024 - 29/01/2024", language buttons "IT" and "EN", and a "LOGOUT" button.
- Main Content:**
  - Section: "DATI PERSONALI"
  - Form fields: "Nome: SPERANZA" and "Cognome: CAIANO".
  - Text: "ATTENZIONE! Il voto è personale, libero e segreto. L'elettore, in considerazione della modalità di voto da remoto, è direttamente responsabile della personale osservanza di detti principi."
  - Buttons: "NON SONO IO. ESCI" and "CONFERMO LA MIA IDENTITÀ E ACCETTO".

**Bottom Screenshot (English):**

- Header:** uVote logo, "Elezioni DEMO con candidature individuali - DEMO", dates "29/01/2024 - 29/01/2024", language buttons "IT" and "EN", and a "LOGOUT" button.
- Main Content:**
  - Section: "PERSONAL DATA"
  - Form fields: "First name: SPERANZA" and "Last name: CAIANO".
  - Text: "ATTENZIONE! Il voto è personale, libero e segreto. L'elettore, in considerazione della modalità di voto da remoto, è direttamente responsabile della personale osservanza di detti principi."
  - Buttons: "IT'S NOT ME. LOGOUT" and "I CONFIRM MY IDENTITY AND ACCEPT".

**Figure 2: Confirmation of voter identity (according to IT/EN choice).**

After verifying that the information shown is correct and corresponds to their personal data, the voter confirms their identity by selecting the "**I CONFIRM MY IDENTITY AND ACCEPT**" button.

If the voter does not recognize the personal data as his/her own, he/she must select the button "**IT'S NOT ME. LOGOUT**".

Given that the authentication method involves the use of the personal institutional credentials of those entitled, this type of inconvenience should occur only when you grant the use of your device to a colleague (being already authenticated on the University services or, in any case, having stored your credentials in the browser). If you need to grant the use of your device to a colleague, it is advisable to let him use a private/anonymous/incognito browser window, or open a browser other than the one normally used, on which your institutional credentials have not been stored.

**N.B. Immediately report any problem to support, stopping voting operations.**

## 2.2 Election presentation and selection of voting options

After confirming their identity, the voter is shown the ballots available for voting (Figure 3). By selecting IT or EN you can change the language of the voting interface.

***Each voter will have at his disposal only the ballots corresponding to the elections within his competence***



**Figure 3: List of available ballots (IT/EN)**

By selecting the "**VOTE**" button in Figure 3, corresponding in this case to the only ballot available, you can access the list of candidates in Figure 4.

You can now, alternatively (Figure 4):

- **Vote blank ballot** by selecting the "**BLANK BALLOT**" button.
- **Express a preference** by selecting the "check" symbol ✓ to the right of the name of the chosen candidate.

At the bottom left is the "**Max number of preferences**" that can be selected on the ballot (1 in this case) and the number of "**Selected preferences**", i.e. those that the voter has already selected but not yet entered in the ballot box.

The screenshot shows the Italian version of the voting application. At the top, a dark blue header contains the text "Elezione DEMO con candidature individuali -DEMO" and "Elezione DEMO con candidature individuali" with a close button (X). Below the header, a light gray bar contains the text "Elenco dei candidati. Scorrere la pagina per visualizzare l'elenco completo." and a button labeled "Istruzioni per votare" with a question mark icon. The main area is a list of five candidates, each in a white box with a blue checkmark icon to the right: CAMMARATA MARINELA, CANTORE DUMITRU, CATTANEO AGOSTINA, FERRATO DORIANA, and MASIERO ARDIAN. At the bottom, there is a status bar with the text "Numero massimo preferenze: 1" and "Preferenze selezionate: 0". To the right of this text are two buttons: "SCHEDA BIANCA" and "VOTA".

The screenshot shows the English version of the voting application. At the top, a dark blue header contains the text "Elezione DEMO con candidature individuali -DEMO" and "Elezione DEMO con candidature individuali" with a close button (X). Below the header, a light gray bar contains the text "List of candidates. Scroll the page to view the entire list." and a button labeled "Voting instructions" with a question mark icon. The main area is a list of five candidates, each in a white box with a blue checkmark icon to the right: CAMMARATA MARINELA, CANTORE DUMITRU, CATTANEO AGOSTINA, FERRATO DORIANA, and MASIERO ARDIAN. At the bottom, there is a status bar with the text "Max number of preferences: 1" and "Selected preferences: 0". To the right of this text are two buttons: "BLANK BALLOT" and "VOTE".

**Figure 4: List of Candidates (according to IT/EN selection).**

You can expand the "Voting instructions" box (Figure 4a) above the list of candidates and close it again after viewing them using the up/down arrow on the right of the box.

Elezione DEMO con candidature individuali - DEMO  
Elezione DEMO con candidature individuali

Elenco dei candidati. Scorrere la pagina per visualizzare l'elenco completo.

Istruzioni per votare

Per esprimere la preferenza per uno o più candidati è necessario selezionarlo/i con l'icona  e poi premere il pulsante VOTA. Alternativamente è possibile votare SCHEDA BIANCA tramite l'apposito pulsante.  
L'icona  indica che il regolamento non consente la selezione del candidato.  
L'icona  consente di visualizzare informazioni aggiuntive sul candidato.  
Il sistema mostrerà il riepilogo della scheda elettorale chiedendo conferma prima di inviare il voto in urna.

CAMMARATA MARINELA



CANTORE DUMITRU



CATTANEO AGOSTINA



FERRATO DORIANA



MASIERO ARDIAN



Numero massimo preferenze: 1  
Preferenze selezionate: 0

SCHEDA BIANCA

VOTA

Elezione DEMO con candidature individuali - DEMO  
Elezione DEMO con candidature individuali

List of candidates. Scroll the page to view the entire list.

Voting instructions

Check the maximum number of preferences you can select on the bottom left of the page.  
Select the candidate(s) with the icon  and click on VOTE button.  
Alternatively, click on BLANK BALLOT button.  
The icon  means that a regulation makes it impossible to select that candidate.  
The icon  shows more information about that candidate.  
The system will show you the summary of the ballot and will ask you to confirm your vote before finalizing it.

CAMMARATA MARINELA



CANTORE DUMITRU



CATTANEO AGOSTINA



FERRATO DORIANA



MASIERO ARDIAN



Max number of preferences: 1  
Selected preferences: 0

BLANK BALLOT

VOTE

Figure 4a: Voting instructions / Istruzioni per votare



By selecting the "check" symbol  corresponding to the candidate for whom you intend to vote, the symbol will be highlighted as in Figure 5 (the candidates displayed are not the actual ones)

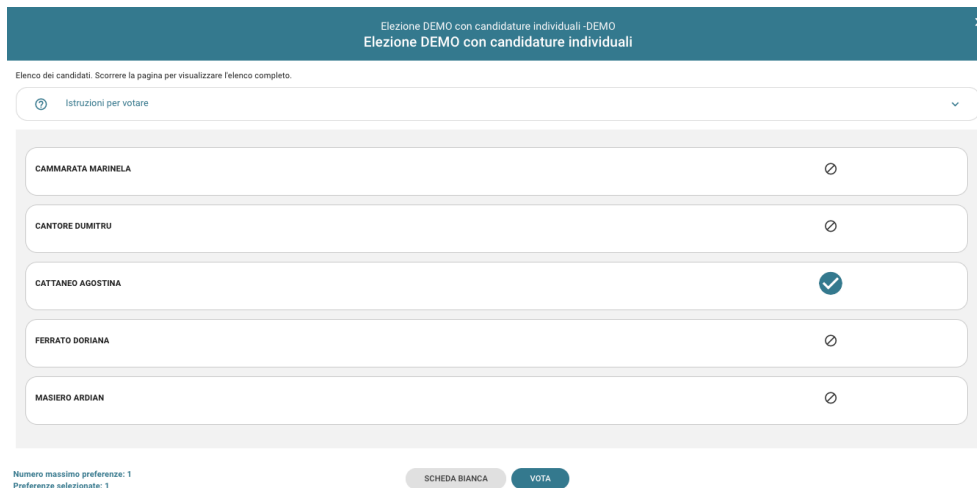


Figure 5: Selected candidate.

Once the desired candidate has been selected, the number of "Selected preferences" reaches the "Max number of preferences" that can be expressed and it is not possible to select other candidates; the check mark corresponding to them is replaced by the prohibition symbol.

**To change the selection you will have to first deselect the candidate already chosen by selecting the highlighted 'check' symbol **

The voter can confirm their intention to vote for the chosen candidate by selecting the "**VOTE**" button and, subsequently, "**CAST THIS BALLOT**". (Figure 10)

## 2.3 Confirming/Changing your Selection

The voter can confirm the intention to vote for the chosen candidate by selecting the "**VOTE**" button in Figure 5 and then, "**CAST THIS BALLOT**". (Figure 10)



Figure 10: Confirmation of the vote for the Candidate

If the voter has chosen to vote with a blank ballot, he or she will access the confirmation screen in Figure 11.

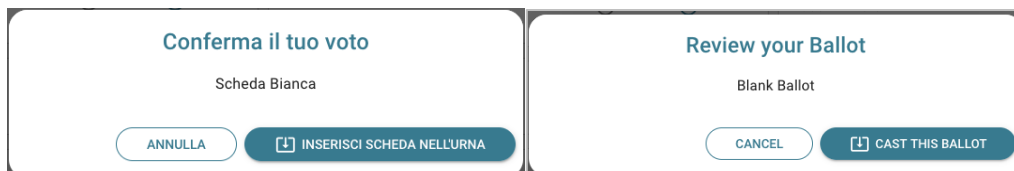


Figure 11: Confirmation of the vote for a blank ballot.

If the voter does not want to confirm his choice, he or she can select "**Cancel**" to return to the candidate selection page (Figure 5).

If the voter wants to confirm his vote, he or she will select the button "**CAST THIS BALLOT**" (Figure 10 or Figure 11).

Once the ballot has been inserted into the ballot box, the confirmation message will appear (Figure 12).



**Figure 12: Confirmation of voted ballot.**

N.B. In the event of an error when entering the vote in the ballot box, the election will be blocked with the "Ballot blocked" message. The ballot will be automatically unlocked by the system after 5 minutes, after which the voter can complete their vote.

## 2.4 Special features of access with "mobile" devices

Using devices such as smartphones or tablets, candidates will be displayed in a single column and you will need to scroll down the page to view them all.

## 2.5 Updating the list of available ballots

Once the voting for the only available ballot paper has been completed, the voter will see the message in Figure 13: "Grazie per aver votato, operazioni di voto concluse" or "Thanks for voting" according to the language (IT/EN) selected for the voting interface.

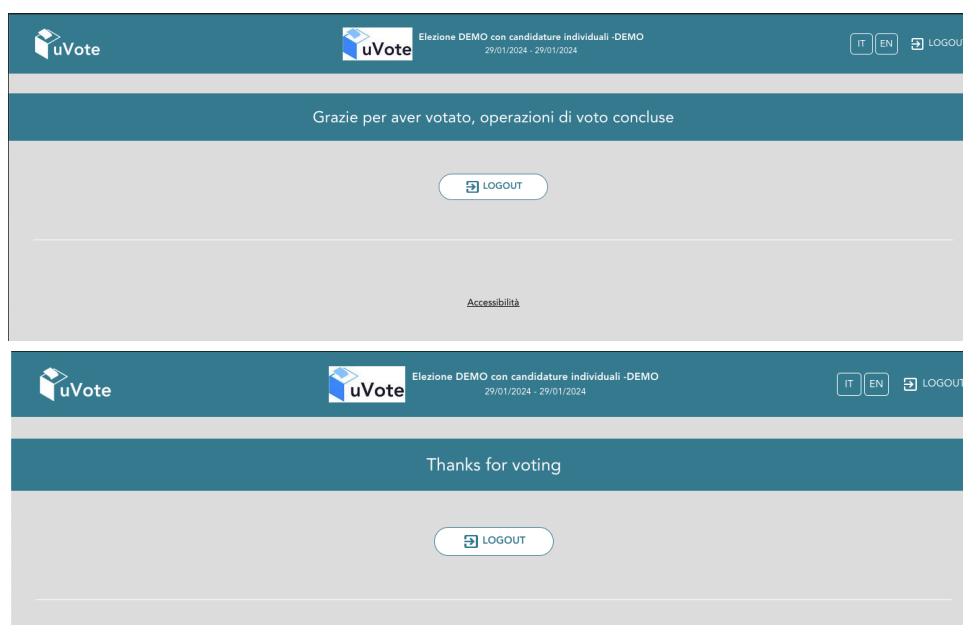


Figure 13: Thanks for voting / Grazie per aver votato – (IT/EN).

## 2.6 Notification of completion of voting operations

At the end of the voting operations, it is advisable to logout, especially if the device used to vote is not strictly personal.

### **Warning!**

**Remember to always LOGOUT at the end of the voting operations or in case of abandonment of the device used (especially if not strictly personal).**