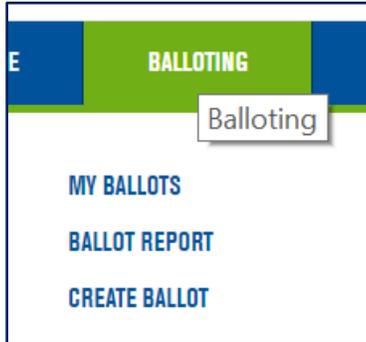


# INSTRUCTIONS FOR ONLINE BALLOTS

Use these instructions to help guide you through ASHRAE's new online balloting system



## VIEWING A BALLOT



- When a ballot is open for voting you will receive an email notification from a sender called "OSRAcknowledgement" with a link to the ballot
- Alternatively, you may log in to <https://osr.ashrae.org> to access the ballot page from the drop-down menu titled **Balloting** → **My Ballots**

### Examples:

1: Shows an open ballot; click **Vote** to open

2: Shows a ballot that is closed or pending recirculation; click **Results** to open



### Helpful Hint

You can filter the ballot viewer by committee, standard year, document name, and version.

To turn off a filter, select the blank space above the list of options.



## SUBMITTING A BALLOT

- From **My Ballots**, select **Vote** to submit or change a vote.
- The colored box labeled **My Vote** indicates your current vote for each ballot; you can also click this box to enter the ballot and submit or change your vote.
- If negative votes with reason have been submitted, a blue box labeled **Show No Votes With Reason** will be visible in the ballot; click to open.
- Note that a textbox labeled **Reason** is provided in each ballot. Your entry in this textbox will immediately be visible to others IF it accompanies a negative vote. All other comments will only be revealed in the ballot report.

## VIEWING RESULTS

- If a ballot is closed, you can click **Results** for the vote tally and negative/no-vote reasons.
- The format for the vote tally is **YES-NO-NO WITHOUT REASON-ABSTAIN-NOT RETURNED**.
- For detailed results, return to the **Balloting** drop-down menu and select **Ballot Report**
- Be sure to click “Refresh Report” after making your ballot selection.
- Once you’ve generated your report, you can download a copy for your records using the button highlighted in the screenshot below.

The screenshot shows the 'Ballot Report' interface. It includes several search filters: Committee (SSPC189.1), Base Standard/Guideline (189.1-2017-Standard), Standards Committee Document (Search for a Standards Committee Document...), and Public Review Draft Document (Search for a Draft Document...). There are also fields for Start Date and End Date, and a 'RefreshReport' button. At the bottom, there is a navigation bar with a yellow download icon highlighted.

## RECIRCULATION BALLOTS

- The letter ballot/continuation phase of online balloting is also called the “first circulation.” If the first circulation results in **No Votes With Reason**, the ballot must be recirculated.
- The status column pictured here shows the results of the first circulation: the vote tally and whether it’s **PASSING** or **FAILING**.
- Click **Vote** to open the ballot and review the **No Votes With Reason**.
- No further action is needed unless you would like to change your vote and/or submit your own reason.
- Note that if you do submit a negative vote with reason during recirculation, it will not be available for others to view until the ballot closes and a new report can be generated.

Status
In Recirculation
<b>Passed</b> (18-1-2-3-4)