MINSAIT

Electronic Voting system

User Manual

October 2025

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Introduction

01

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Introduction

This manual describes the operation and scope of the electronic voting process. Its objective is to provide clear and verifiable guidance for evaluating the complete electronic voting process in a controlled environment.

Voting would be done through the devices deployed in the plenary room

Access to the application

02

2.1. Voting station
2.2. Login

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2.1 Voting station

General description

The polling station consists of secure, self-contained stations for **in-person voting**, composed of:

➢ **Laptop with Touch screen**

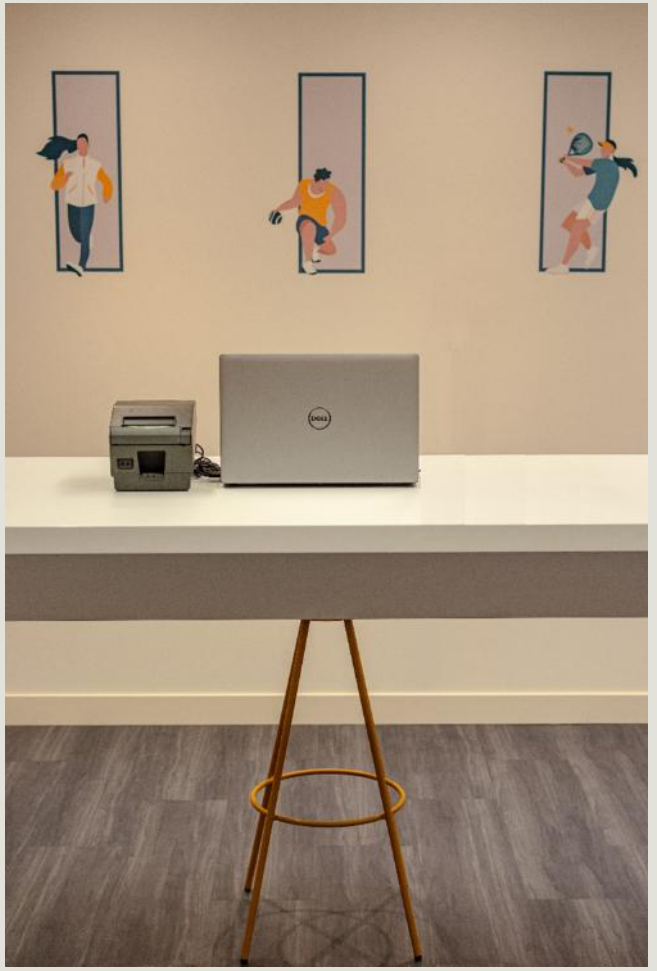
- **Function:** Allows voters to **interact directly with the electronic ballot** (selecting options, **reviewing and confirming** their vote), offering large buttons and visual confirmations **to reduce errors and improve accessibility.**

➢ **QR code reader**

- **Function:** Reading of the **voter's accreditation** (voter's credentials) to expedite identification prior to access

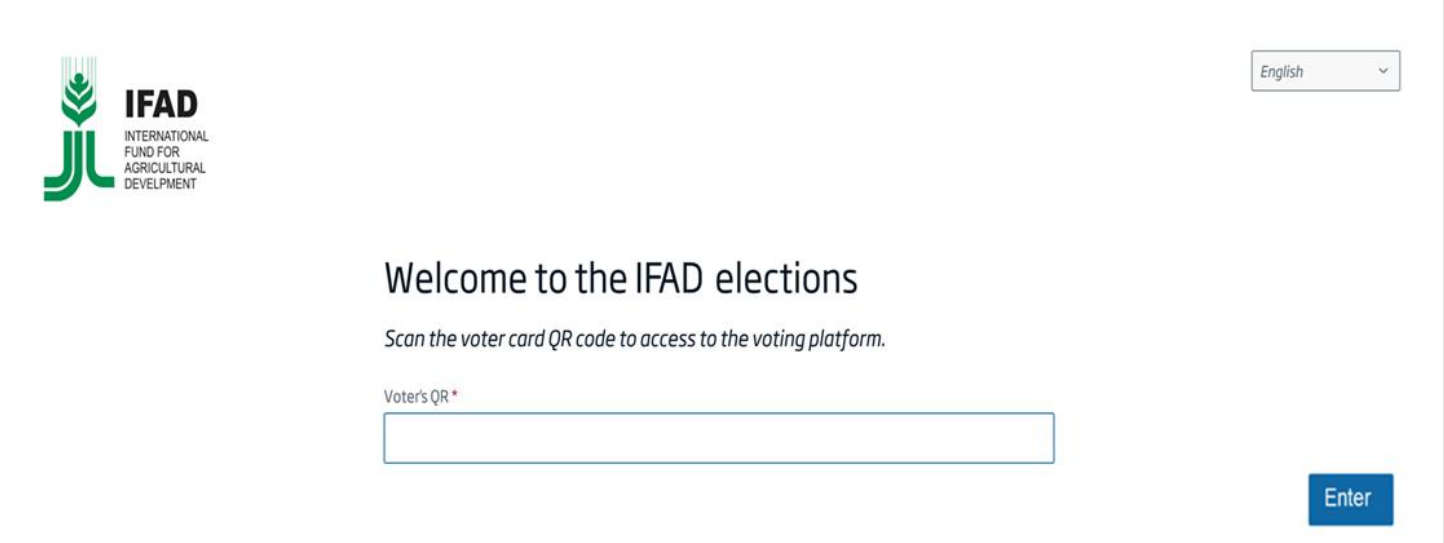
➢ **Thermal printer**

- **Function:** Issuance of a vote **verification receipt**, which contains a code for individual verification, without revealing the vote choice or any other personal information.



2.2 Login

Before voting, you will be given a token with a **QR** code used to identify you when accessing the voting platform.



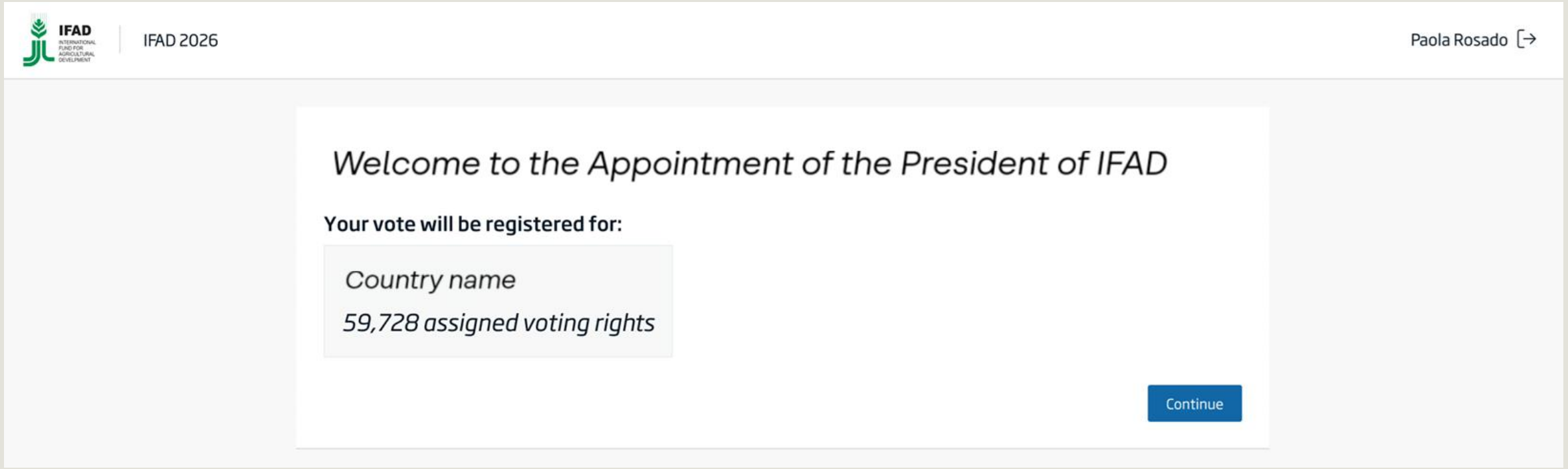
Scan the QR code with the reader, the system will read it and allow you to access the voting platform.

If there is a problem reading the QR code, you can type it manually in the input form field and press the "**Enter"** button.

Each Member State will be provided with only one printed QR code.

2.3 Voting Rights information

After logging into the application, a welcome screen will appear with the Member States voting rights:



Click "**Continue"** button to proceed

Voting rights and the country will appear on the screen

Voting process

03

3.1 Elements on screen

3.2 Demo Voting

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3.1 Elements on screen

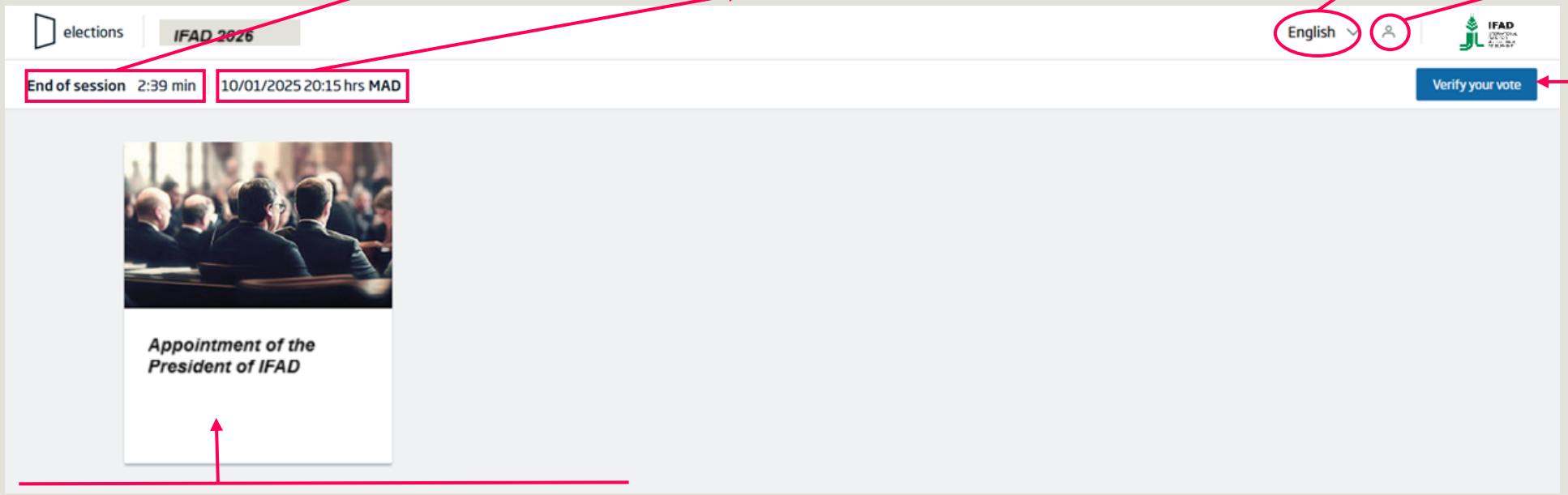
Once you've logged into the platform, you'll be taken to the main voting screen. This screen contains the following elements:

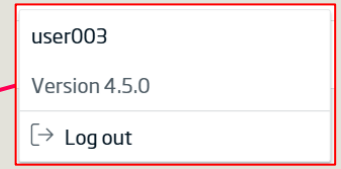
The time to complete the voting process is set at 5 minutes. The time can be customized. If you don't complete the voting process within the time limit, you can log in again in a new session (during the established voting hours) and cast your vote.

Date and time

Application language selection

User data. Option to exit the application





Accesss to vote verification

The first step is to click on the icon of the election:

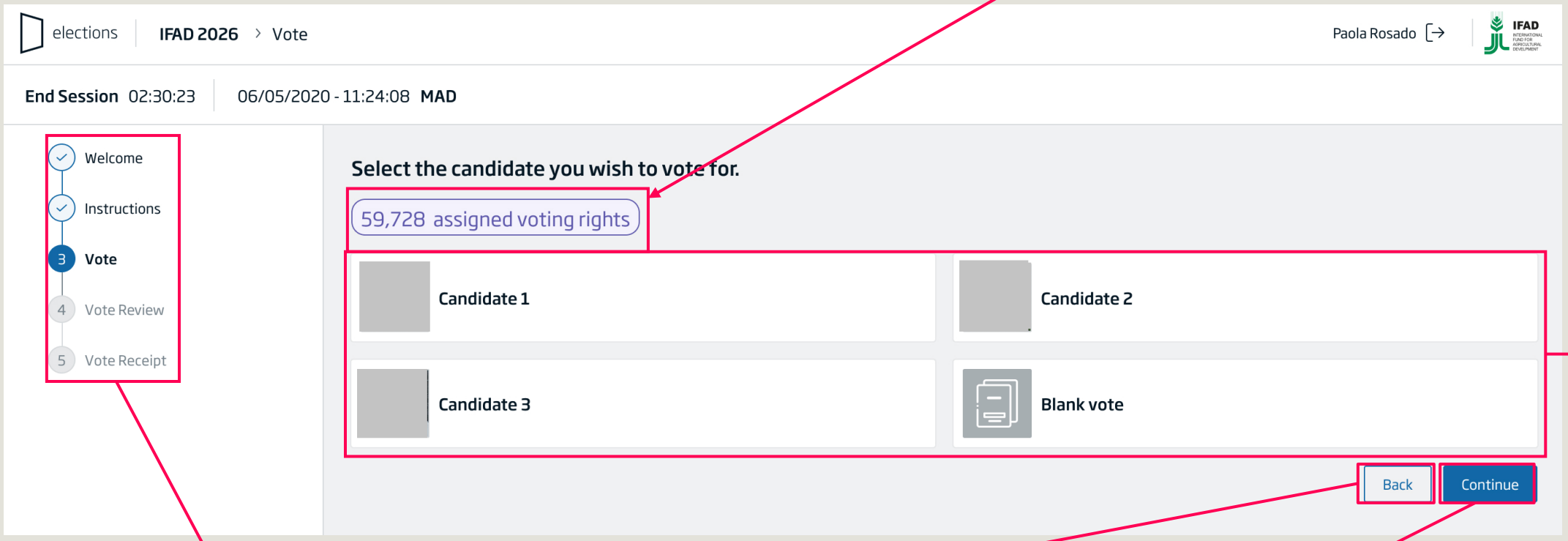
- Press "**Appointment of the President of IFAD**" to access. See point 3.2 of the manual

3.2 Selecting a candidate

The voting screen display is as shown below.

List of candidates. You must select one of the candidates displayed.

Voting rights of the Member State.



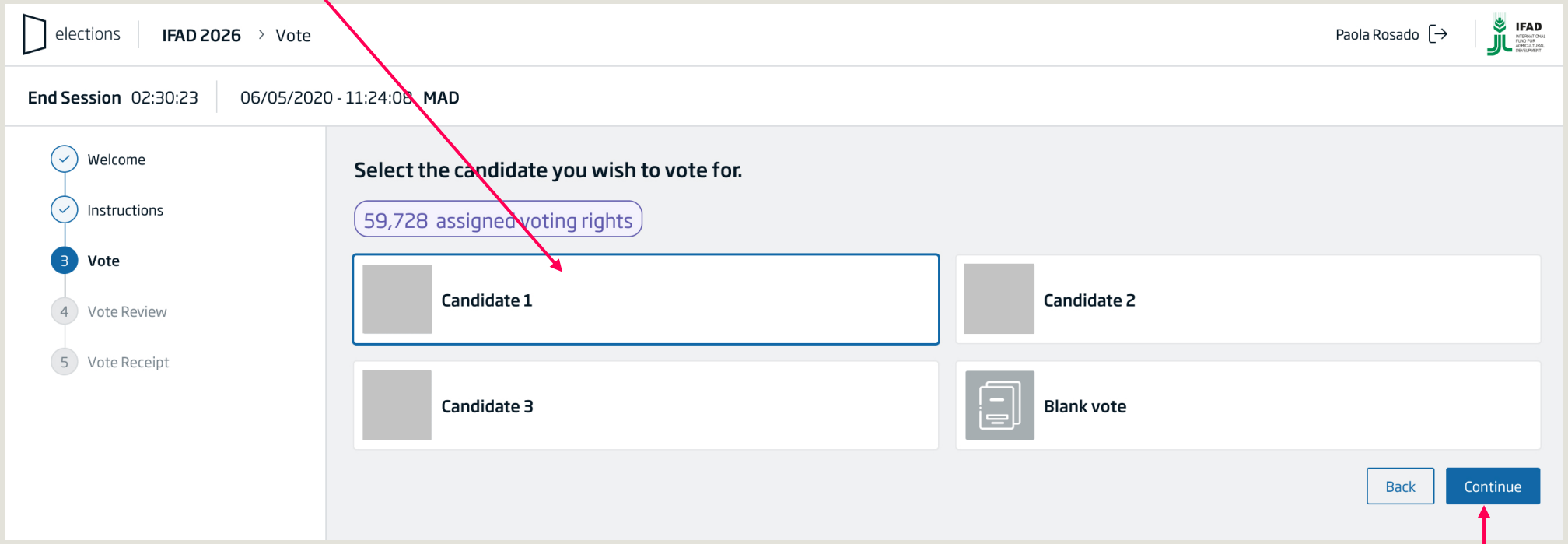
Voting process steps. At all times the step being carried out is highlighted.

The button“Back ” takes you to the main screen.

The Button “Continue”, remains disabled until an option is selected.

3.2 Electronic Voting Demo

- To select the desired option, tap on it. A check mark will highlight your selection.

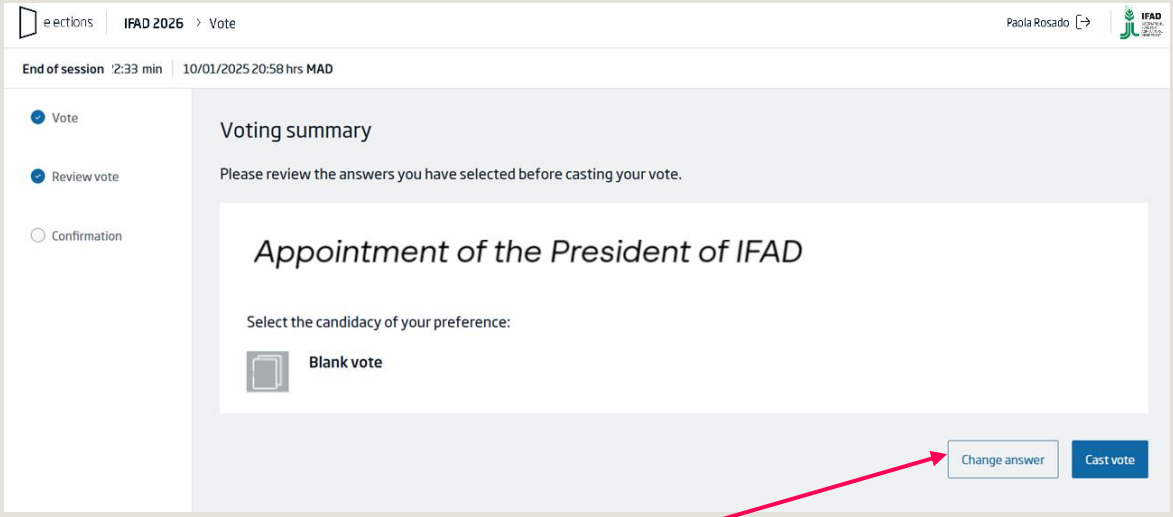


To proceed press the button “Continue”.

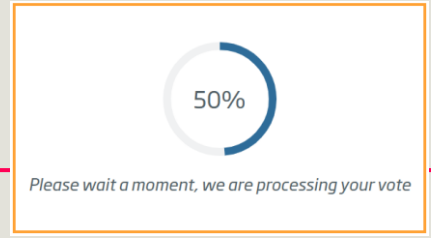
Only **ONE** option can be selected. To change the selection, you must first uncheck the previously selected option.

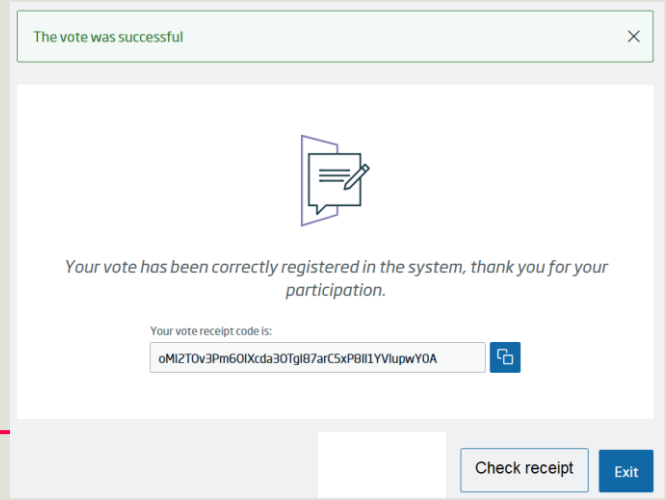
3.2 Electronic Voting Demo

The voting summary screen then appears.



If you agree with the recorded selection, click "Cast Vote" Your vote will be recorded, and a receipt will be issued.





If you want to modify the selection, click on “Change Answer” and you will return to the previous screen.

Pressing “Check receipt”, the vote verification screen is accessed.

You can only vote once.

Vote verification

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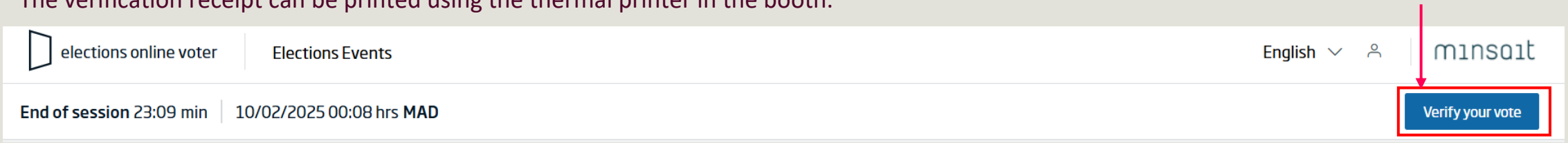
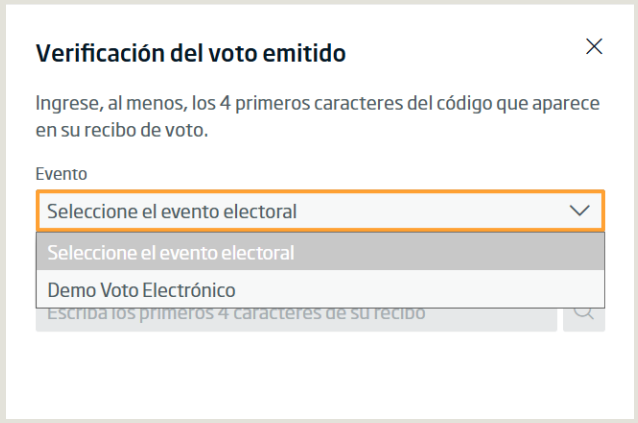
Vote verification

The vote verification process is performed from the main screen of the voting application by pressing the "Verify your vote" button.
The verification receipt can be printed using the thermal printer in the booth.

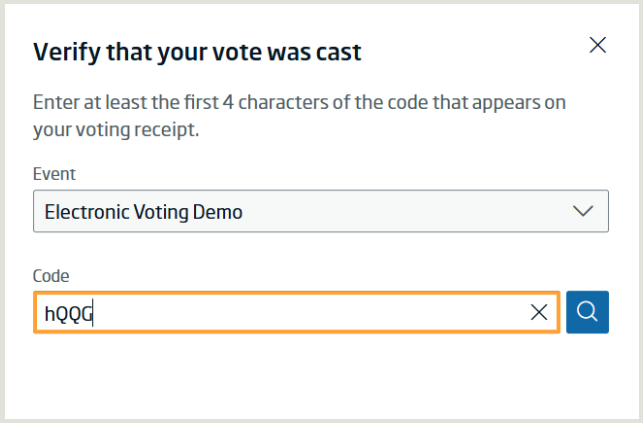


The verification process flow is as follows:

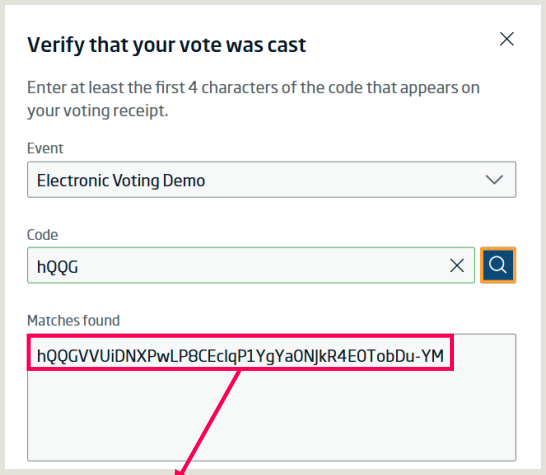


Select the election event for which you want to verify the vote.

In this case Electronic Voting Demo



Enter at least the first 4 characters of your ballot receipt and click the magnifying glass icon



If the full code on your receipt is in the list of matches, your vote was successfully recorded.

Vote verification checks that the vote is in the ballot box, not for which candidate you have voted .

Logout session

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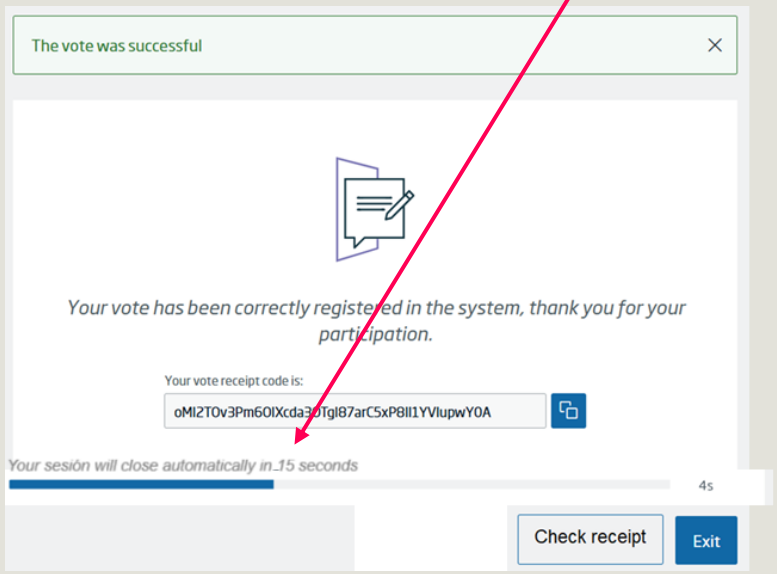
Logout session

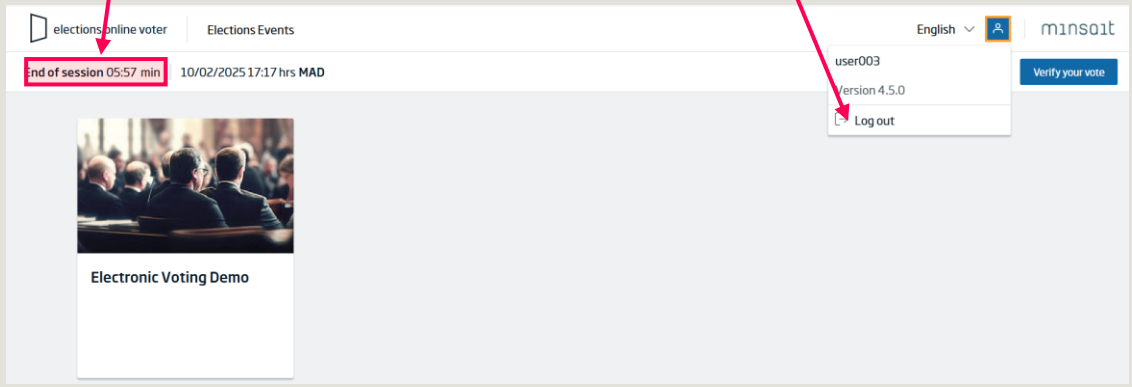
Logging out can be done in the following ways:

1) Automatically after casting the vote, after 10 seconds.



2) Automatically at the end of the session time.

3) By clicking on the button.The drop-down menu will open and you must select "Log out"



The maximum time to complete the voting process in a session is set at 5 minutes. If you do not complete the voting process within that time frame, you can log in again in a new session (within the established voting schedule) and cast your vote. If you voted in one of the two sessions, that vote is recorded and you cannot cast it again. The voter must log out using one of the options available and described above.

If the vote was not cast, even if the sessions ends, the voter can enter again and cast it.

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