

Electronic Voting system User Manual



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Introduction

01

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

- 2.1. Voting station
- 2.2. Login

02

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

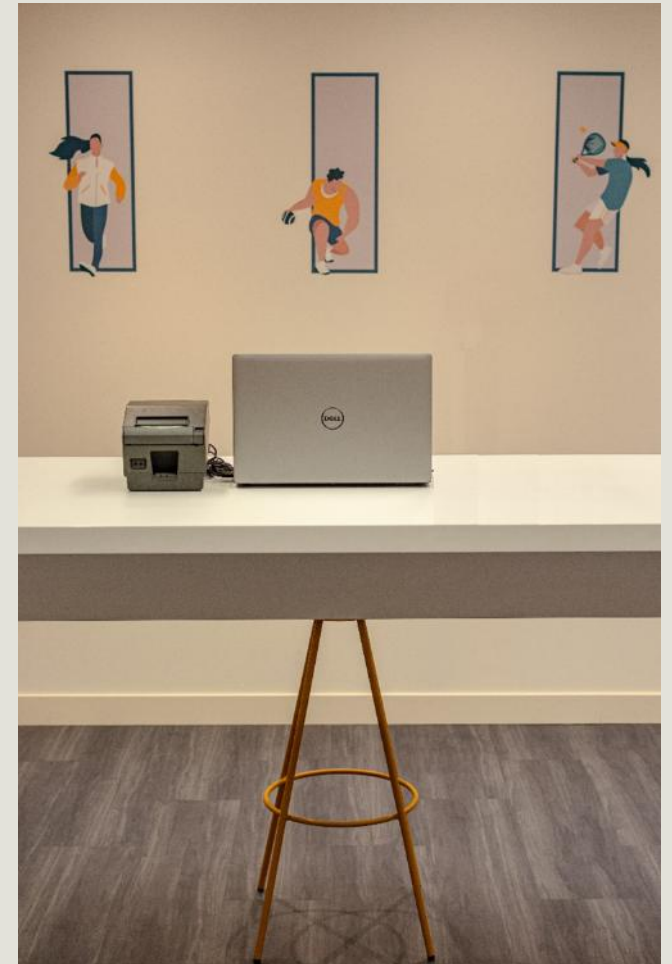
- **Function:** Allows voters to **interact directly with the electronic ballot** (selecting options, **reviewing and confirming** their vote), offering large buttons and visual confirmations **to reduce errors and improve accessibility.**

➤ QR code reader

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

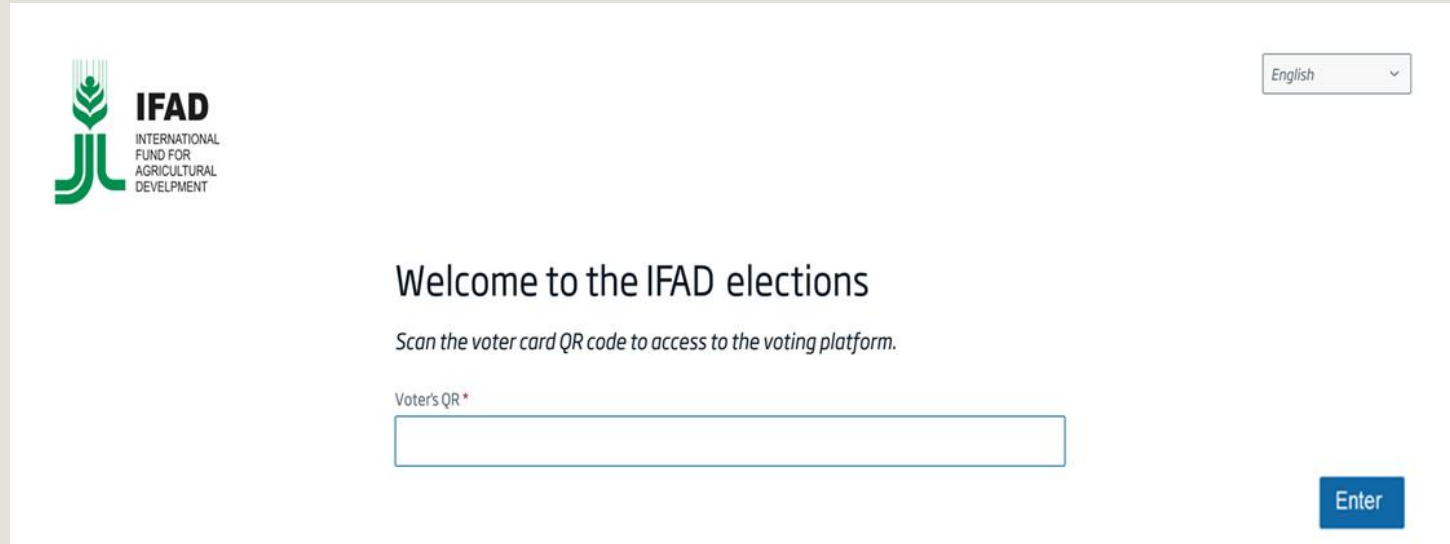
➤ Thermal printer

- **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.

The IFAD login interface. At the top left is the IFAD logo (a green stylized plant) and the text "IFAD INTERNATIONAL FUND FOR AGRICULTURAL DEVELOPMENT". At the top right is a language dropdown menu showing "English". The main heading is "Welcome to the IFAD elections". Below it is the instruction "Scan the voter card QR code to access to the voting platform." followed by a text input field labeled "Voter's QR *". A blue "Enter" button is at the bottom right.

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

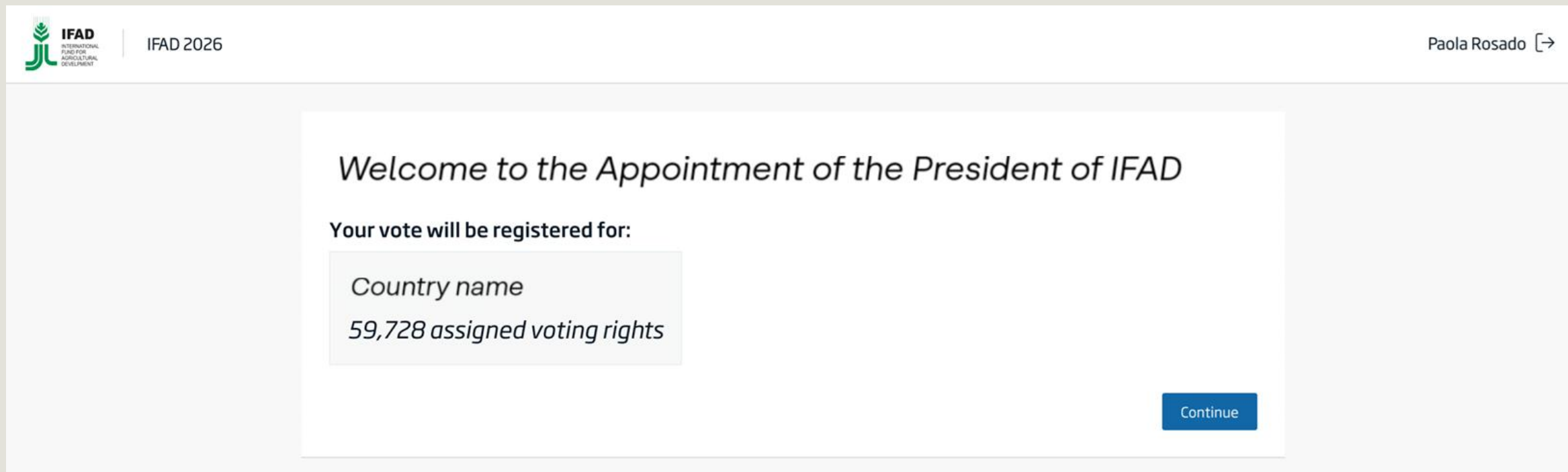
If there is a problem reading the QR code, you can type it manually in the input form field and press the “**Enter**” button.



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:

A screenshot of a web application interface for IFAD 2026. The header shows the IFAD logo and 'IFAD 2026' on the left, and the user name 'Paola Rosado' with a logout icon on the right. The main content area has a light gray background. In the center, there is a white box with the text 'Welcome to the Appointment of the President of IFAD'. Below this, it says 'Your vote will be registered for:'. A light gray box contains the text 'Country name' and '59,728 assigned voting rights'. At the bottom right of the white box is a blue 'Continue' button.

IFAD
INTERNATIONAL
FUND FOR
AGRICULTURAL
DEVELOPMENT

IFAD 2026

Paola Rosado [→]

Welcome to the Appointment of the President of IFAD

Your vote will be registered for:

Country name
59,728 assigned voting rights

Continue

Click “**Continue**” button to proceed



Voting rights and the country will appear on the screen

Voting process

- 3.1 Elements on screen
- 3.2 Demo Voting

03

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.

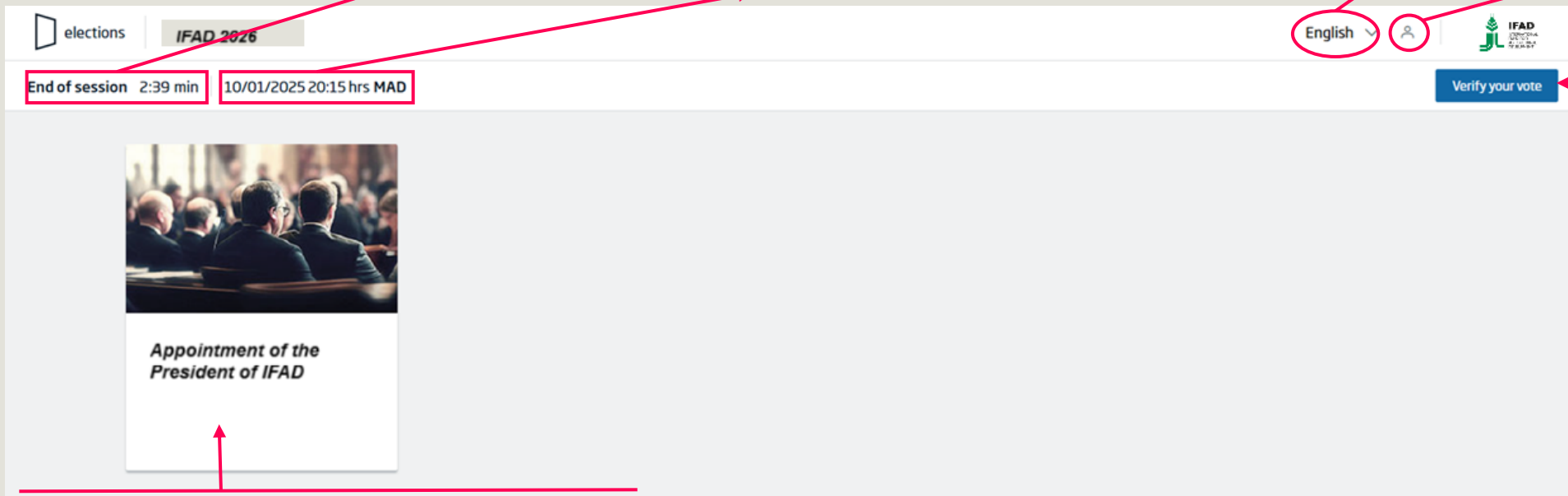
Date and time

Application language selection

User data. Option to exit the application

user003
Version 4.5.0
[→] Log out

Access 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.

The screenshot displays the IFAD 2026 voting interface. At the top, the navigation bar includes 'elections', 'IFAD 2026', and 'Vote'. The user's name, 'Paola Rosado', is shown next to a profile icon. Below the navigation bar, a status bar indicates 'End Session 02:30:23' and the date/time '06/05/2020 - 11:24:08 MAD'. The main content area is titled 'Select the candidate you wish to vote for.' and shows '59,728 assigned voting rights'. There are four candidate options: 'Candidate 1', 'Candidate 2', 'Candidate 3', and 'Blank vote'. At the bottom, there are 'Back' and 'Continue' buttons. A sidebar on the left shows the voting process steps: 'Welcome', 'Instructions', 'Vote' (highlighted), 'Vote Review', and 'Vote Receipt'.

elections | IFAD 2026 > Vote

Paola Rosado [→] IFAD INTERNATIONAL FUND FOR AGRICULTURAL DEVELOPMENT

End Session 02:30:23 | 06/05/2020 - 11:24:08 MAD

Select the candidate you wish to vote for.

59,728 assigned voting rights

Candidate 1

Candidate 2

Candidate 3

Blank vote

Back Continue

1 Welcome

2 Instructions

3 Vote

4 Vote Review

5 Vote Receipt

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.

elections | IFAD 2026 > Vote

Paola Rosado [→] | IFAD
INTERNATIONAL FUND FOR AGRICULTURAL DEVELOPMENT

End Session 02:30:23 | 06/05/2020 - 11:24:08 MAD

Welcome
Instructions
3 Vote
4 Vote Review
5 Vote Receipt

Select the candidate you wish to vote for.

59,728 assigned voting rights

Candidate 1
Candidate 2
Candidate 3
Blank vote

Back Continue

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.

elections | IFAD 2026 > Vote

End of session 2:33 min | 10/01/2025 20:58 hrs MAD

Vote

Review vote

Confirmation

Voting summary

Please review the answers you have selected before casting your vote.

Appointment of the President of IFAD

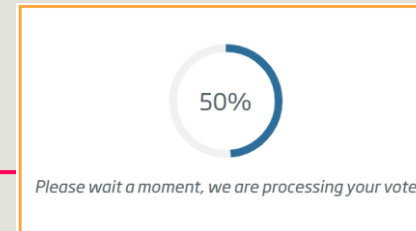
Select the candidacy of your preference:

Blank vote

Change answer Cast vote

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

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



The vote was successful

Your vote has been correctly registered in the system, thank you for your participation.

Your vote receipt code is:

oMi2TOv3Pm6OIXcda30Tgl87arCSxP8l1YVlupwY0A

Check receipt Exit

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



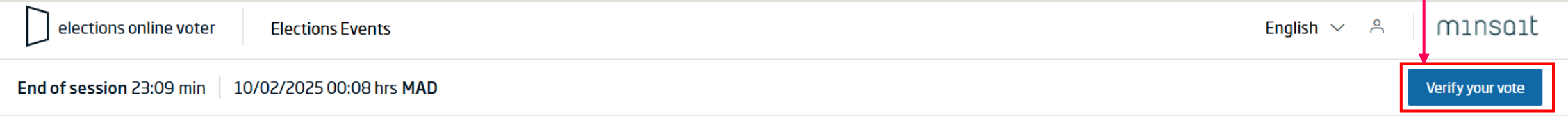
You can only vote once.

Vote verification

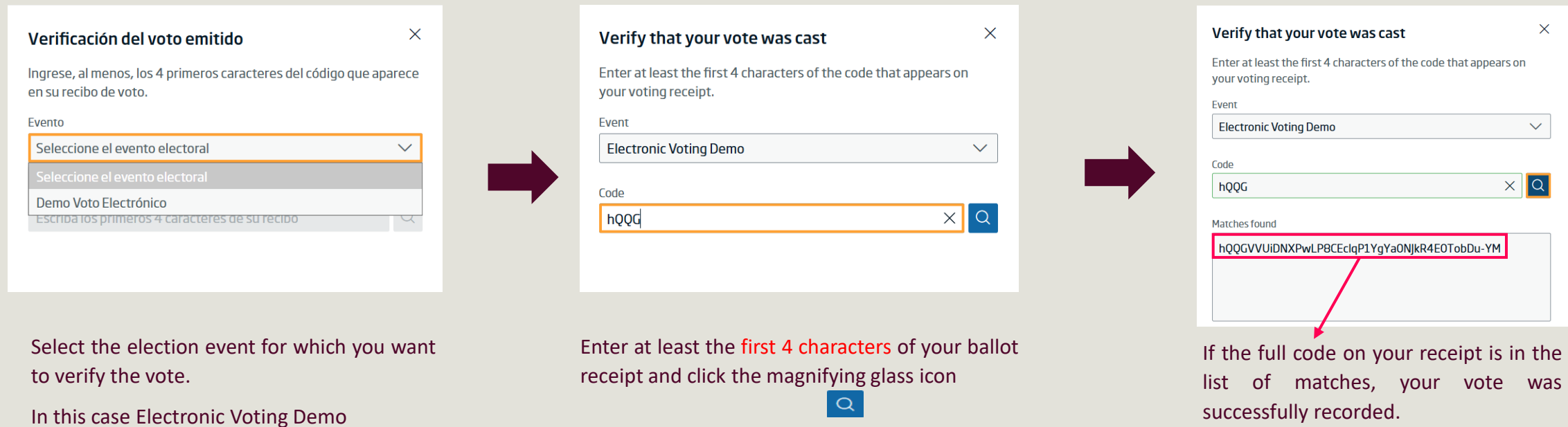
04

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:



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

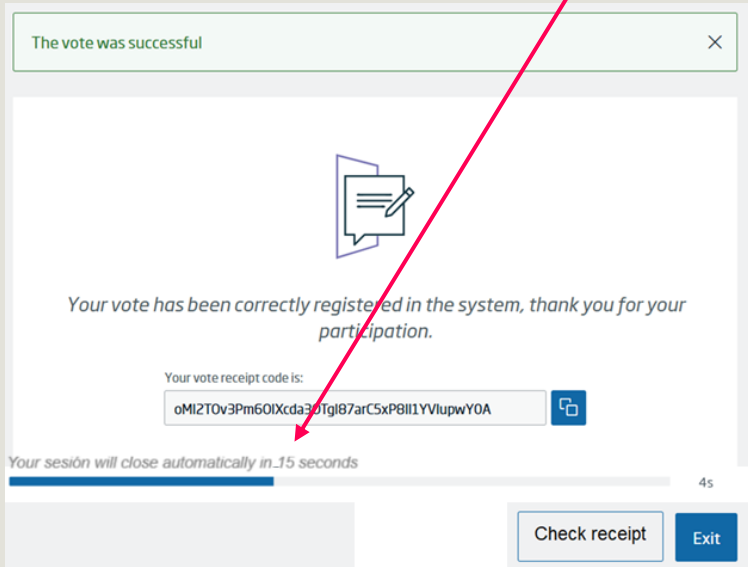
Logout session

05

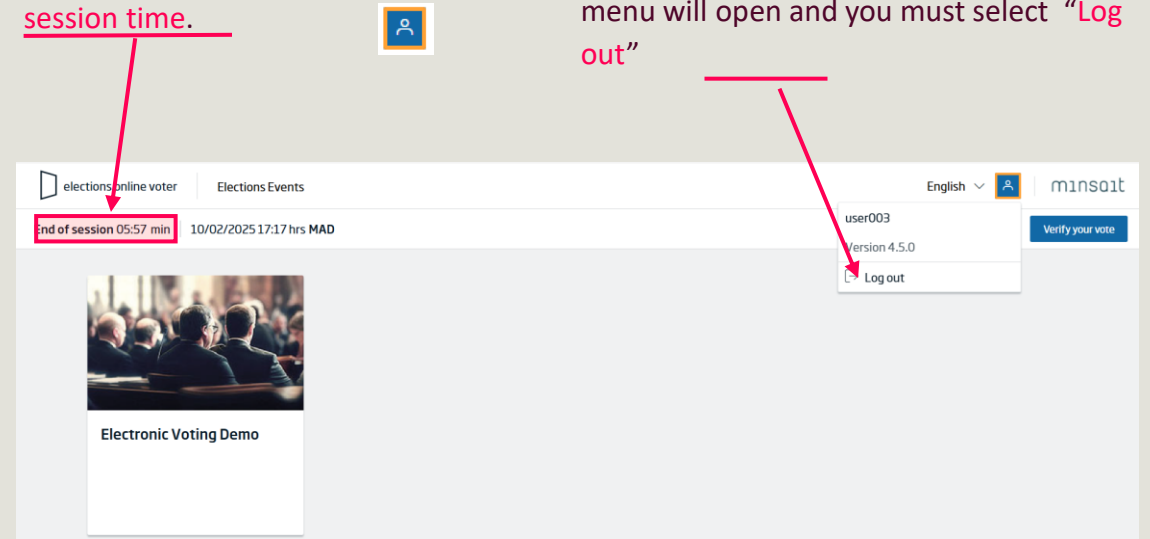
Logout session

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.

