Connecticut

Secretary of the State Office

Elections Division

Online Absentee Ballot - Admin

Instruction Manual

Version History:

1.0	09/06/2022	Sachin Shetty	Initial version
1.1	09/14/2022	Sachin Shetty	Updated based on some changes made

Contents

1. Login Page

Purpose: TO ALLOW THE STATE ADMIN AND LOCAL USERS TO LOGIN TO THE APPLICATION.

1. SOTS will share the URL for the live system. Enter the URL in the browser's address bar and click Enter. System displays the admin portal login screen.
2. Enter the Username and Password on the **Login** screen.
3. Click the **"Sign In"** button.
4. Click the **"Reset"** button to remove the data entered.
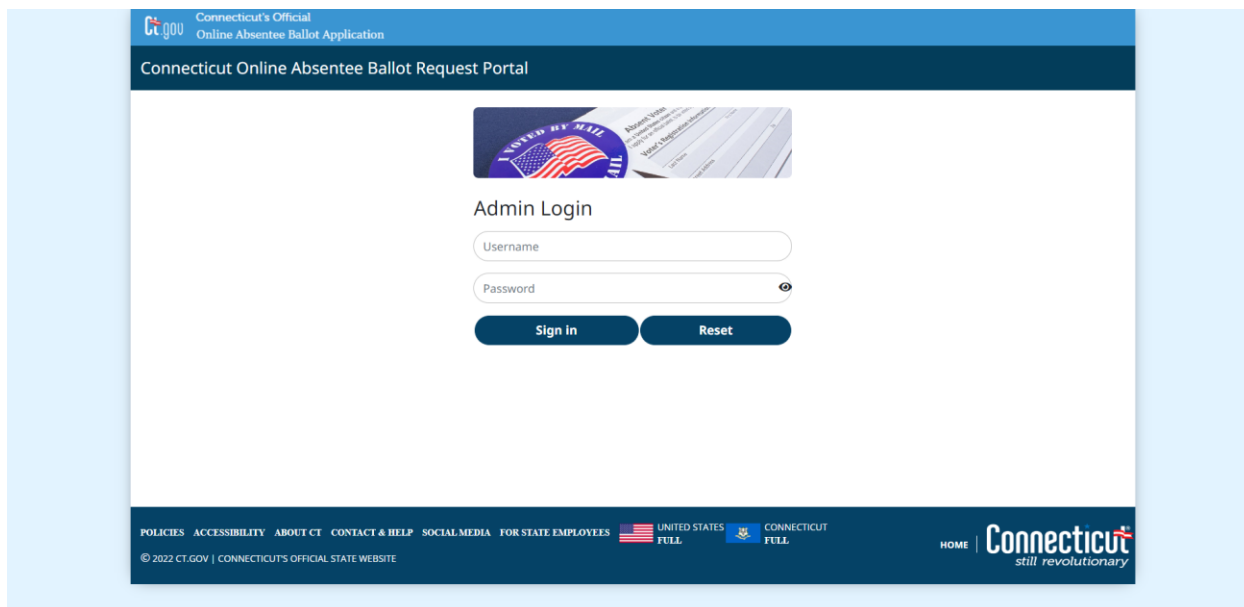
2. Dashboard

Purpose: TO ALLOW THE STATE ADMIN AND TOWN USERS TO ACCESS THE FUNCTIONALITY OF THE ONINE ABSENTEE BALLOT ADMIN SYSTEM.

Once the user has logged in successfully, the system will display the Dashboard, with the following tabs across the top of the screen that allow the user to access the Online Absentee Ballot Admin functions:

S. No.	Menu Item	Available to State User?	Available to Town User?
1.	Dashboard	Yes	Yes
2.	Elections	Yes	No
3.	Reports	Yes	Yes
4.	Users	Yes	No
5.	Manage Maintenance Page	Yes	No
6.	Manage Password	Yes	Yes

State User
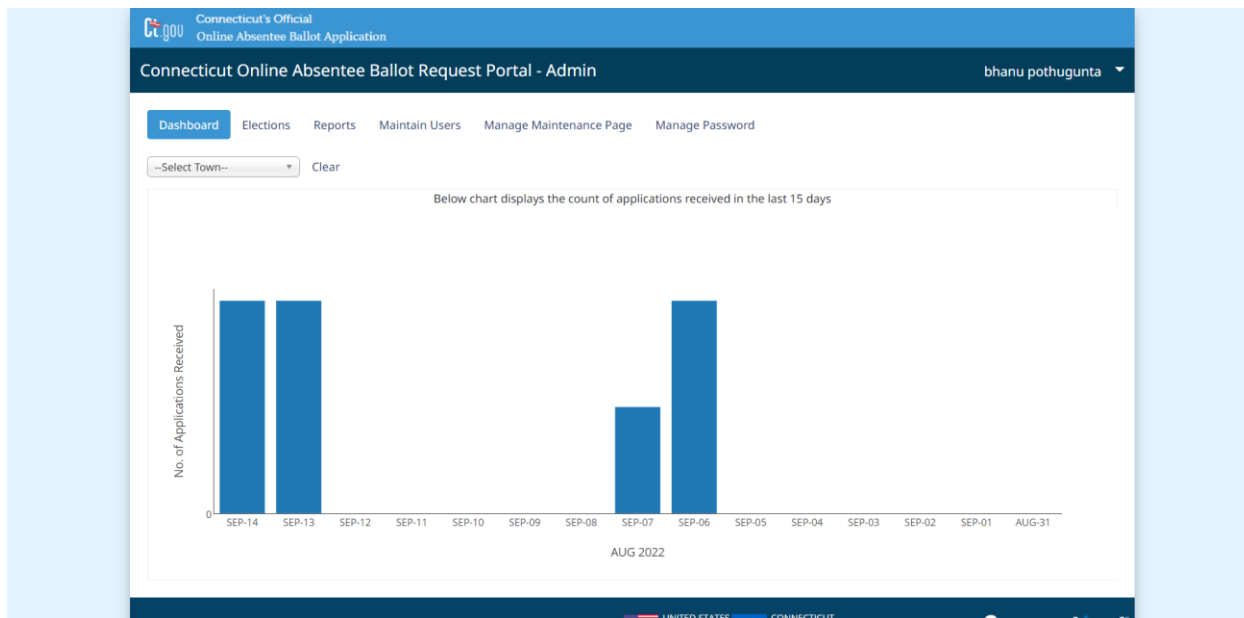
Town User
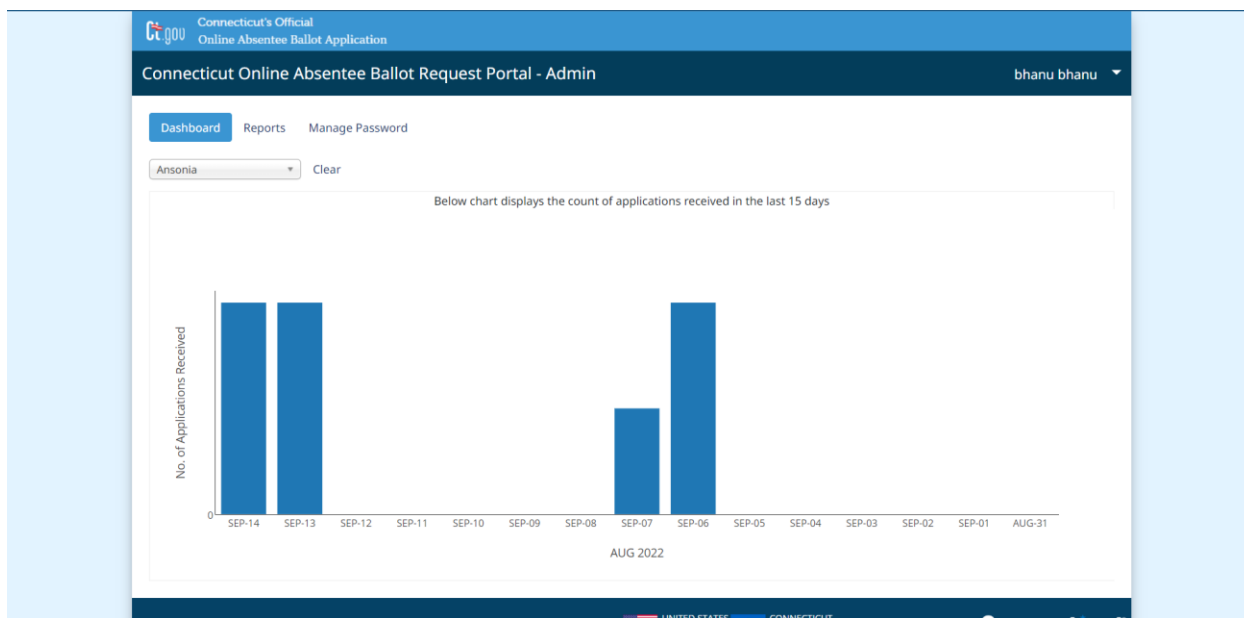
1. The Dashboard will display the count of application received(in a bar graph format) in the last 15 days for the upcoming election.
2. The dates are displayed on the X axis and count is displayed on the Y axis.
3. Hovering over the graph displays the count of application received for that date.
4. For the State Admin user, the counts displayed includes the applications received for all the towns by default. The State Amin user can filter them to look at the counts for individual towns as well.

The State Admin user can select the town from the type ahead search dropdown and the graph will display the counts for the selected town.

5. Clicking **"Clear"** will revert back to display the counts with all the towns included.
6. When the Town User logs in, they will see the count of applications for their town only. There will be no filtering capability.

3. Manage Elections

**Purpose: TO ALLOW STATE ADMIN TO ADD, EDIT, AND DELETE ELECTIONS.**

1. From the Dashboard, select the **"Elections"** tab to display the **Elections** screen. The screen will display the list of existing elections (if any). This option is available only to the State users. Town users will not see this option.
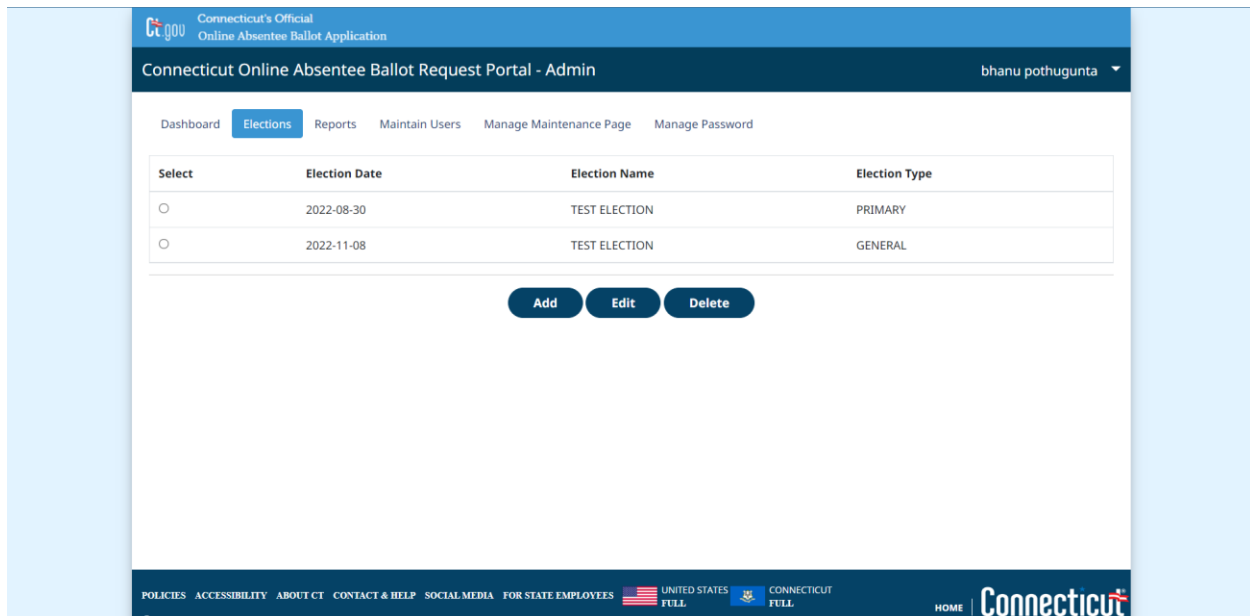
3.1   Add Election

1. To add a new election, click the **"Add "** button. The system will display the **"Add Election"** data entry fields.
2. Enter the election details(All 3 are required fields) –
    a. Election Date,
    b. Election Name, and
    c. Election Type.
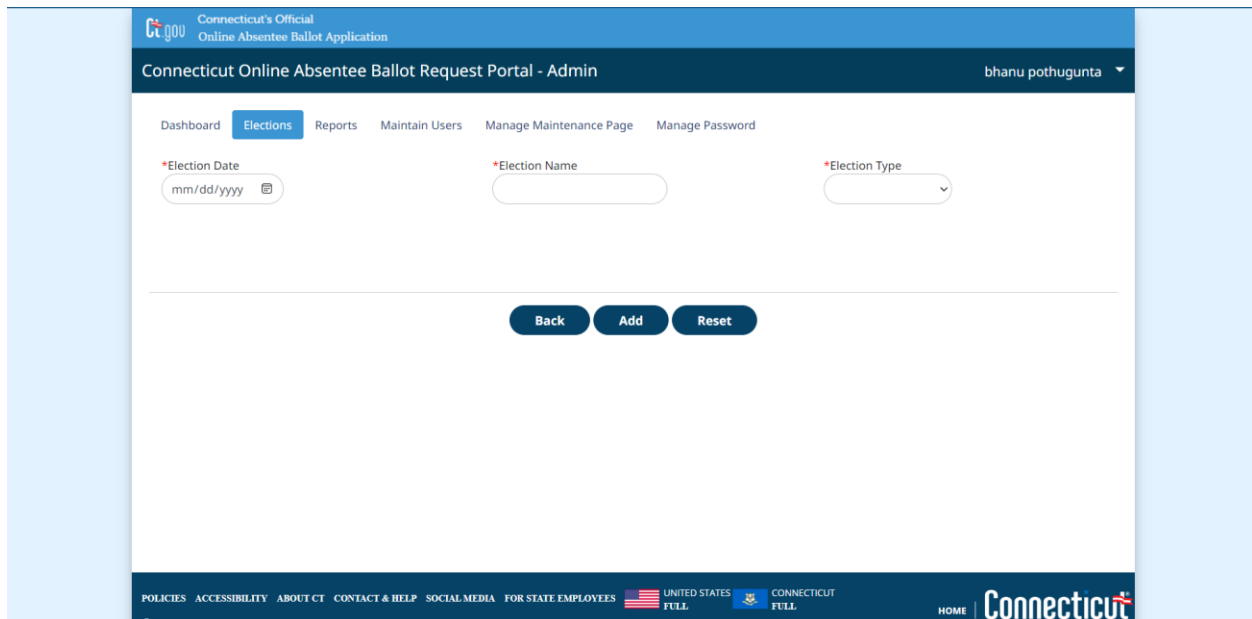
3. Clicking **"Back"** button will navigate to the Maintain Users screen.
4. Clicking **"Reset"** button will clear all the data entered.
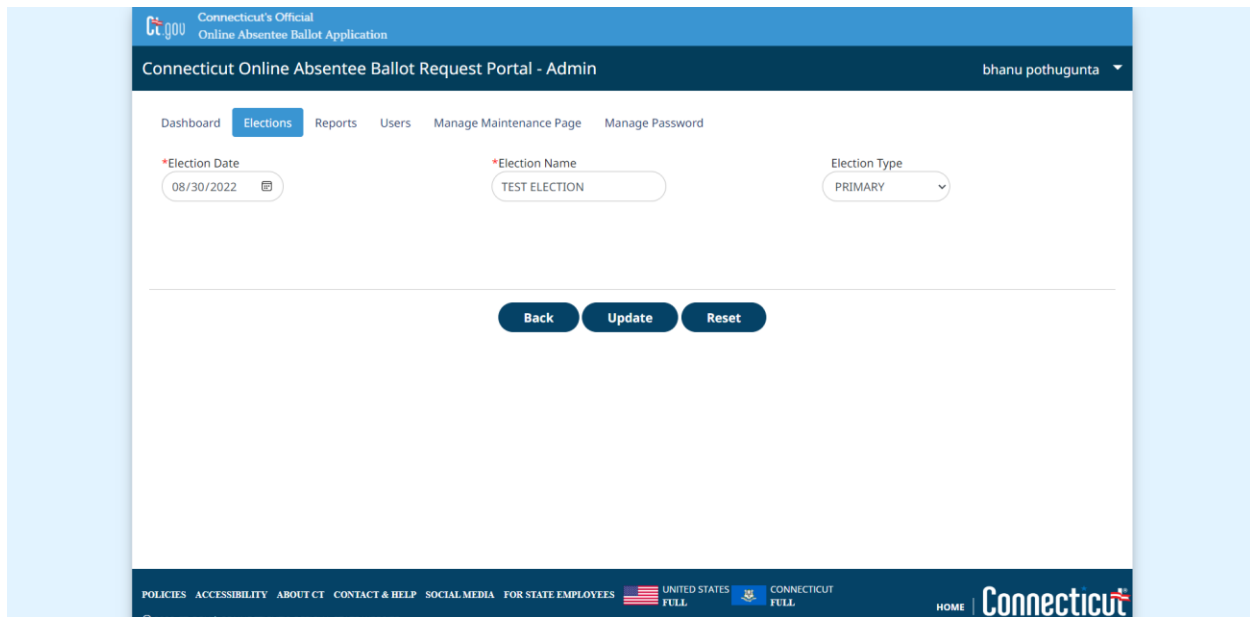5. After all the details are entered click the **"Add"** button. A confirmation message will be displayed. Click **"OK"** to close the message.

3.2   Edit Election

1. To edit an election from the **Election** screen, select the radio button next to the election that the user wants to edit and click the **"Edit"** button. Data entry fields populated with election details will be displayed.

2. Clicking **"Back"** button will navigate to the Maintain Users screen.
3. Clicking **"Reset"** button will clear all the data entered recently.
4. Make the necessary updated and click the **"Update"** button. A **confirmation** message will be displayed.

3.3 Delete Election

1. To delete an election, select the radio button next to the election that the user wants to delete and click the **"Delete"** button. A **confirmation** message will be displayed.

2. Click **"OK"** to delete the election or **"Cancel"** to close the pop-up without taking any action.

oabr-sots.stag.ct.gov says

Election deleted Successfully

OK

4. Reports

Purpose: TO ALLOW STATE ADMIN, TOWN USERS TO DOWNLOAD THE REPORTS GENERATED DAILY FOR AN ELECTION.

1. From the Dashboard, select the **"Reports"** tab to display the **Reports Queue** screen. The screen will display the list of all existing reports (if any).

State User

Town User

2. System displays the list of reports generated on a daily basis in a queue for the users to download with the most recent report on the top of the list.
3. The grid displays the following fields:
    a. Report ID
    b. Town Name
    c. Report Name
    d. Election Date Name
    e. Date Time Created
    f. Status

4. For the State Admin user, the reports for all towns are listed by default. The State Admin user can filter them to look at the reports for individual towns as well. The State Admin user can select the town from the type ahead search dropdown and the grid will display the report/s for the selected town.
5. Clicking **"Clear"** will revert back to display the reports for all the towns.
6. The reports can also be filtered using the date filter. Selecting the date will list only the reports generated for that date.
7. When the Town user logs in, they will see the reports for their town only. There will be no filtering capability.
7. The **"Report ID"** column is a hyperlink which upon clicking downloads the PDF report which contains all the applications received in the previous day for that town.
8. By default, the screen will display the first page. If there are multiple pages the system provides the capability for the user to navigate to a particular page by:
    a. Clicking the corresponding page number.
    b. Clicking **"Next"** to navigate to the next page.
    c. Clicking **"Previous"** to navigate to the previous page.
    d. Clicking **"First"** to navigate to the first page.
    e. Clicking **"Last"** to navigate to the last page.

5. Manage Users

Purpose: TO ALLOW STATE ADMIN TO ADD, EDIT, AND DELETE USER ACCOUNTS.

1. From the Dashboard, select the **"Users"** tab to display **Maintain User** screen. This option is available only to the State users. Town users will not see this option.
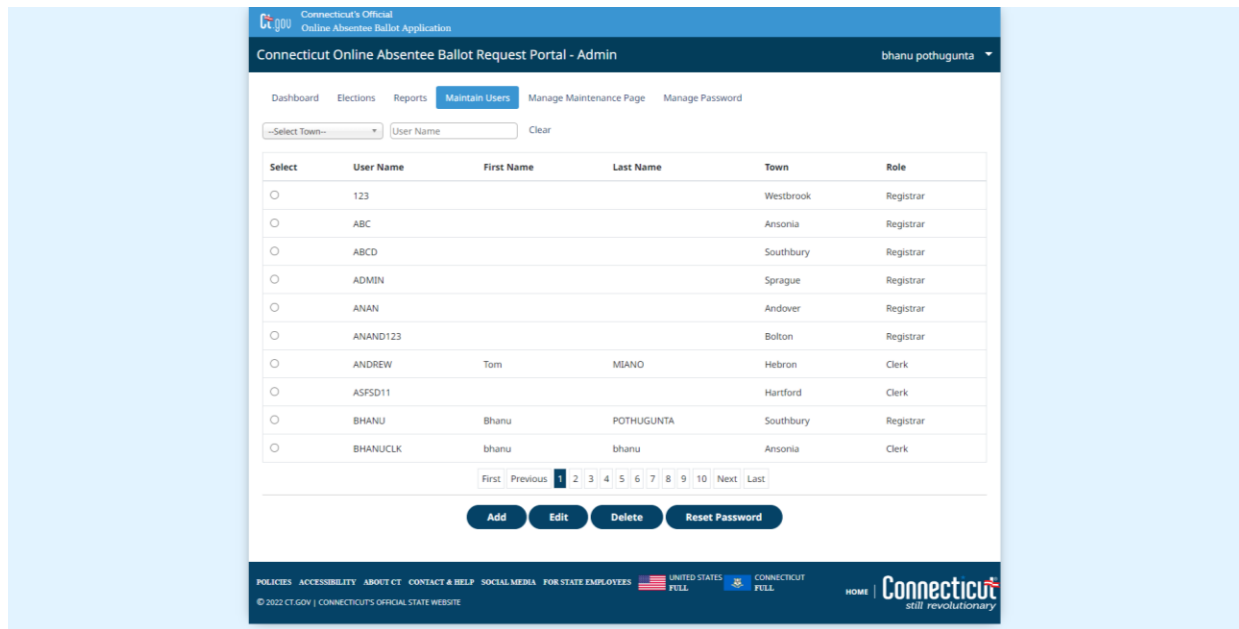
2. The State Admin user can filter them to look at the users from individual towns. The State Admin user can select the town from the type ahead search dropdown and the grid will display the user/s for the selected town.
3. Clicking **"Clear"** will revert back to display the users for all the towns.
4. The list can also be filtered using the username field. Entering the username will filter the results based on the data entered in the User Name field.
5. By default, the screen will display the first page. If there are multiple pages the system provides the capability for the user to navigate to a particular page by:
   a. Clicking the respective page number.
   b. Clicking **"Next"** to navigate to the next page.
   c. Clicking **"Previous"** to navigate to the previous page.
   d. Clicking **"First"** to navigate to the first page.
   e. Clicking **"Last"** to navigate to the last page.

5.1   Add User

1. To add a new user, click the **"Add "** button. The system will display the **"Add User"** data entry fields.
2. Enter the user details (All 5 are required fields):
   a. User Name
   b. First Name
   c. Last Name

      d.   Town and

      e.   Role.
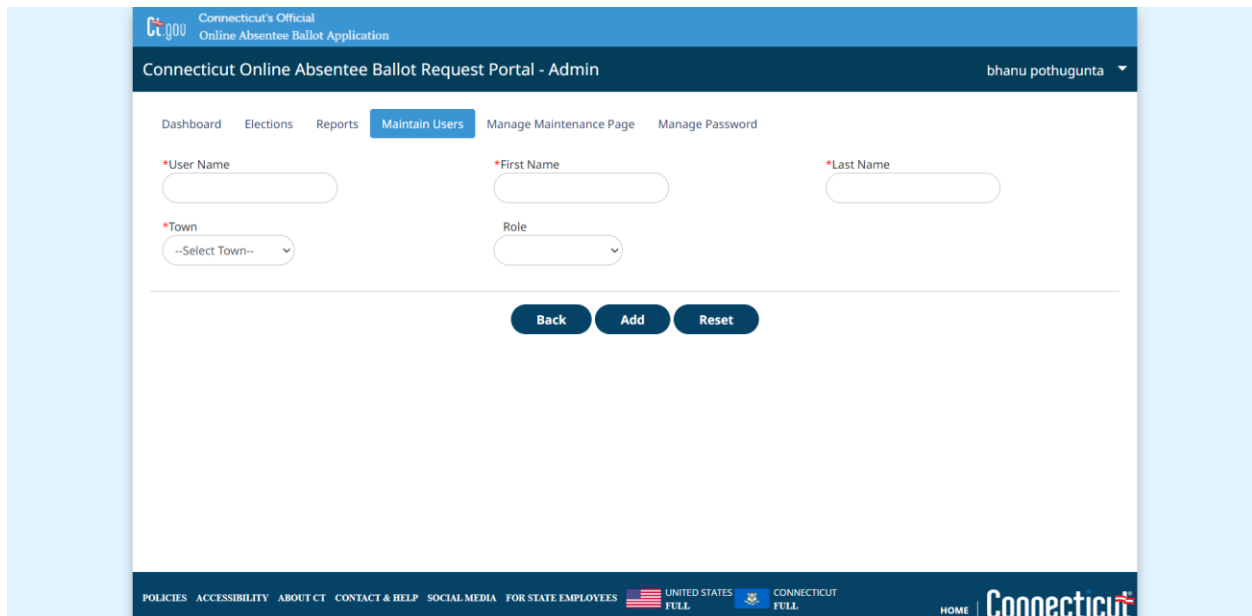
3. Clicking **"Back"** button will navigate to the Maintain Users screen.
4. Clicking **"Reset"** button will clear all the data entered.
5. After all the details are entered click the **"Add"** button. An alert message will display with a password. This password needs to be provided to the user. Click **"OK"** to close the message.
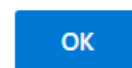
5.2   Edit User

1. To edit a user from the **Maintain User** screen select the radio button next to the user name that the user wants to edit and click the **"Edit"** button. Data entry fields pre populated with user details will be displayed.
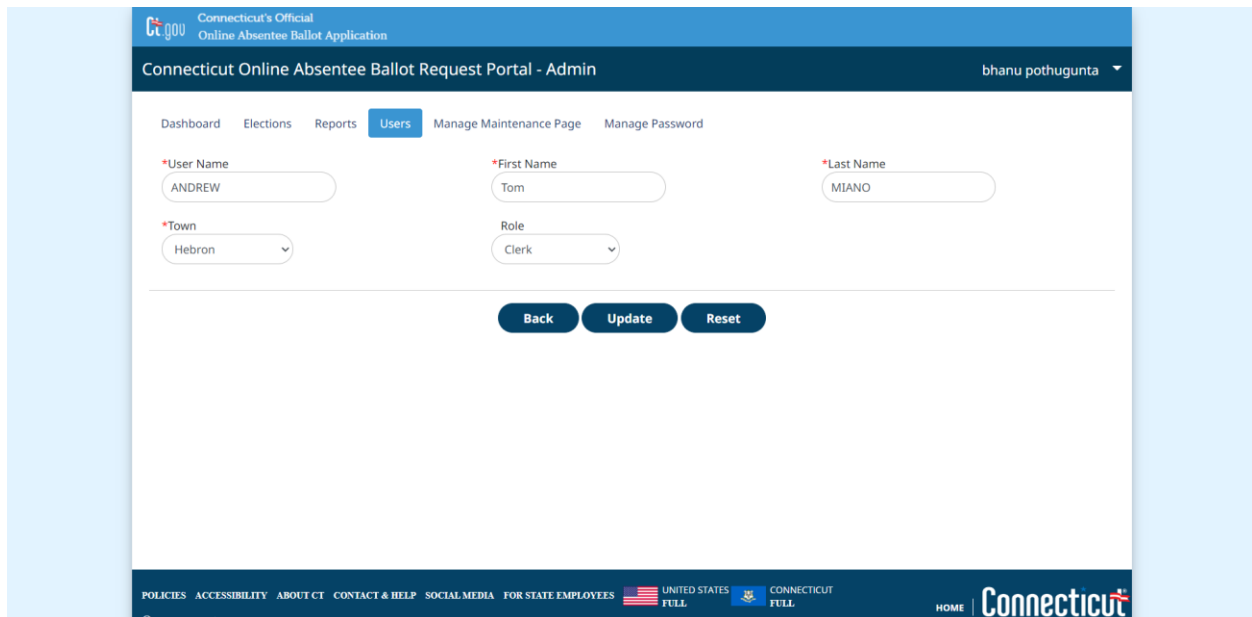
2. Clicking **"Back"** button will navigate to the Maintain Users screen.
3. Clicking **"Reset"** button will clear all the data entered recently.
4. Make the necessary updated and click the **"Update"** button. An alert message will be displayed.

5.3   Delete User

1. To delete a user, select the radio button next to the user name that the user wants to delete and click the **"Delete"** button. A confirmation message will be displayed.

2. Click **"OK"** to delete the user or **"Cancel"** to close the pop-up without taking any action.

oabr-sots.stag.ct.gov says

User deleted Successfully

OK

5.4   Reset Password

1. To reset a password for a user, select the radio button next to the user name that the user wants to reset, click the **"Reset Password"** button. A confirmation message will be displayed.

oabr-sots.stag.ct.gov says

Are you sure, do you want to reset Password for this user?

OK   Cancel

2. Click **"OK"** will generate a temp password or **"Cancel"** to close the pop-up without taking any action.

oabr-sots.stag.ct.gov says

User password reset Successfully. New Password is N2hWUW$4g-

OK

6. Manage Maintenance Page

Purpose: TO ALLOW STATE ADMIN TO PUT UP MAINTENANCE PAGE FOR THE PUBLIC PORTAL.

1. From the Dashboard, select the **"Mange Maintenance Page"** tab to display **Mange Maintenance Page** screen. This option is available only to the State users. Town users will not see this option.

2. User can enter the following information in the '**Daily Maintenance**' section during which the maintenance page needs to be displayed.
   a. Daily Maintenance Start Hour
   b. Daily Maintenance Start Minute
   c. Daily Maintenance End Hour and
   d. Daily Maintenance End Minute

   The time should be 24 hours in the HH format for hours and MM format for minutes.

3. User can enter the following information in the '**Website Maintenance**' section during which the maintenance page needs to be displayed.
   a. Website Maintenance Start Date
   b. Website Maintenance End Date
   c. Website Maintenance Start Hour
   d. Website Maintenance End Date
   e. Website Maintenance Start Minute and
   f. Website Maintenance End Minute

4. User can enter any message that needs to be displayed on the landing page. Each newline should begin with <br> and end with </br>

5. Once all the details are entered, click 'Update' button and the system displays the confirmation message.

oabr-sots.stag.ct.gov says
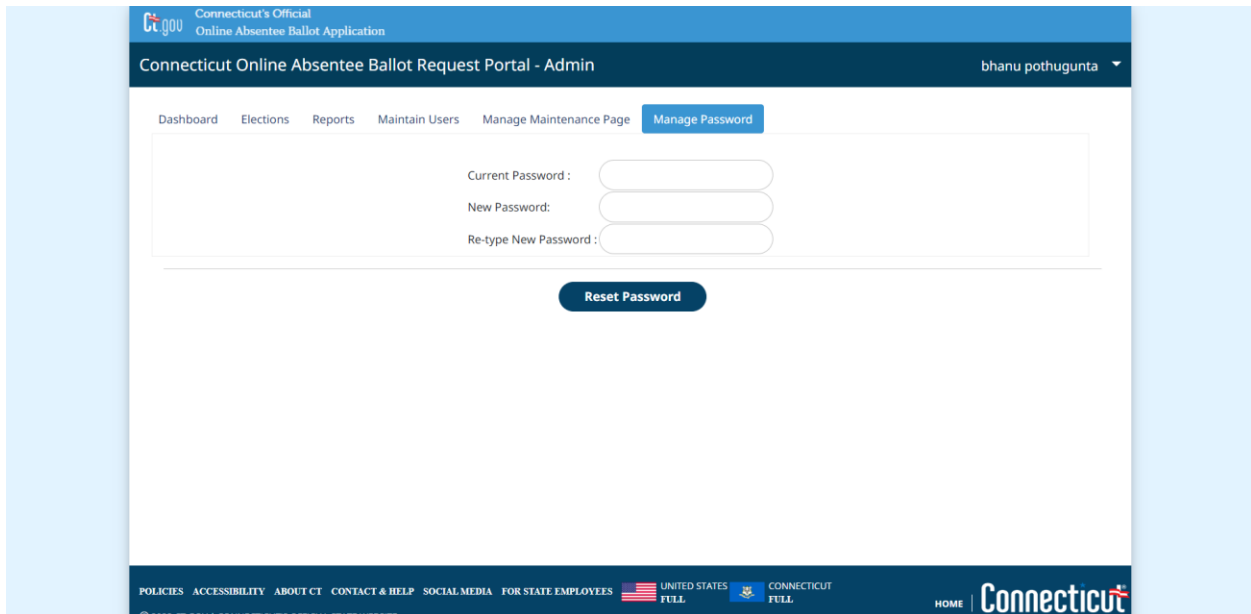
Properties updated Successfully
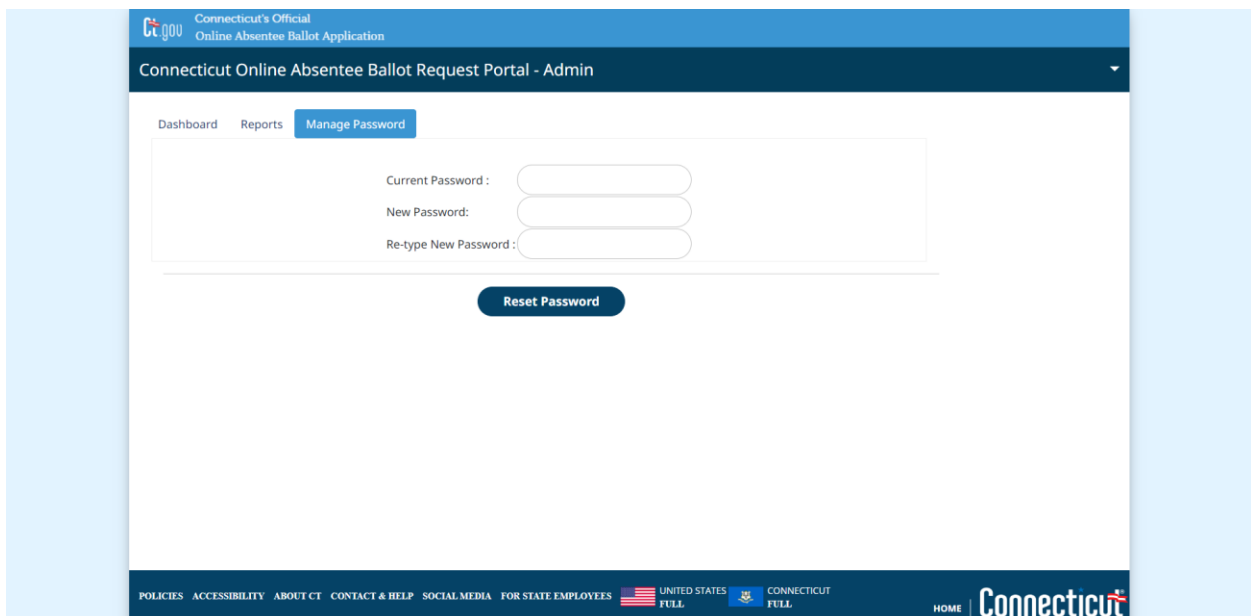
OK

7. Manage Password

Purpose: TO ALLOW USERS TO CHANGE THEIR PASSWORD.

1. From the Dashboard, select the **"Mange Password"** tab to display **Mange Password** screen. This option is available only to the State users and Town users.

State User

Town User

2. To change the password, user needs to enter the

    a. Current password

    b. New password and

    c. Retype new password.

All 3 are required fields.

3. On clicking '**Reset Password**',

    a. System validates that the current password entered matches the user's current password else displays an alert message.

    b. System validates that the new and Re-type password entered matches else displays an alert message.

4. If all the validation pass then the system updates the password.

Below are the requirements for the password.

- Minimum 8 characters and maximum of 16 characters.
- Allowed characters are
  - 0-9
  - A-Z
  - a-z
  - ?=.*[@!\"#$%&()``*+,-./:;<=>?_].
- At least one number, one small letter and one capital letter.
- The new password should differ from the previous password by at least 2 characters.
- The following common words cannot be part of the password:
  - "welcome", "database", "account", "user", "password", "oracle", "computer", "abcd", "cvr", "cvrs", "test", "vote", "clerk", "elect", "election", "voter", "town", "admin", "state", "maine", "Andover", "Ansonia", "Ashford", "Avon", "Barkhamsted", "Beacon Falls", "Berlin", "Bethany", "Bethel", "Bethlehem", "Bloomfield", "Bolton", "Bozrah", "Branford", "Bridgeport", "Bridgewater", "Bristol", "Brookfield", "Brooklyn", "Canaan", "Canterbury", "Canton", "Chaplin", "Cheshire", "Chester", "Clinton", "Colchester", "Colebrook", "Columbia", "Cornwall", "Coventry", "Cromwell", "Danbury", "Darien", "Deep River", "Derby", "Durham", "East Granby", "East Haddam", "East Hampton", "East Hartford", "East Haven", "East Lyme", "Easton", "Ellington", "Enfield", "Essex", "Fairfield", "Farmington", "Franklin", "Glastonbury", "Goshen", "Granby", "Greenwich", "Griswold", "Groton", "Guilford", "Haddam", "Hamden", "Hampton", "Hartford", "Hartland", "Harwinton", "Hebron", "Killingly", "Killingworth", "Lebanon", "Ledyard", "Lisbon", "Litchfield", "Madison", "Manchester", "Mansfield", "Marlborough", "Meriden", "Middlebury", "Middlefield", "Middletown", "Milford", "Monroe", "Montville", "Morris", "Naugatuck", "New Britain", "New Canaan", "New Fairfield", "New Hartford", "New Haven", "Newington", "New London", "New Milford", "Newtown", "North Branford", "North Haven", "North Stonington", "Norwich", "Old Lyme", "Old Saybrook", "Orange", "Oxford", "Plainfield", "Plainville", "Plymouth", "Pomfret", "Portland", "Prospect", "Putnam", "Redding", "Ridgefield", "Rocky Hill", "Roxbury", "Salem", "Salisbury", "Scotland", "Seymour", "Sharon", "Sherman", "Simsbury", "Somers", "Southbury",

"Southington", "South Windsor", "Sprague", "Stafford", "Sterling", "Stonington", "Stratford", "Suffield", "Thomaston", "Thompson", "Tolland", "Torrington", "Trumbull", "Union", "Vernon", "Voluntown", "Wallingford", "Warren", "Washington", "Waterbury", "Waterford", "Watertown", "Westbrook", "West Hartford", "West Haven", "Weston", "Westport", "Wethersfield", "Willington", "Wilton", "Winchester", "Windham", "Windsor", "Windsor Locks", "Wolcott", "Woodbridge", "Woodbury", "Woodstock", "Testville", "Stamford", "OLD TOWN".