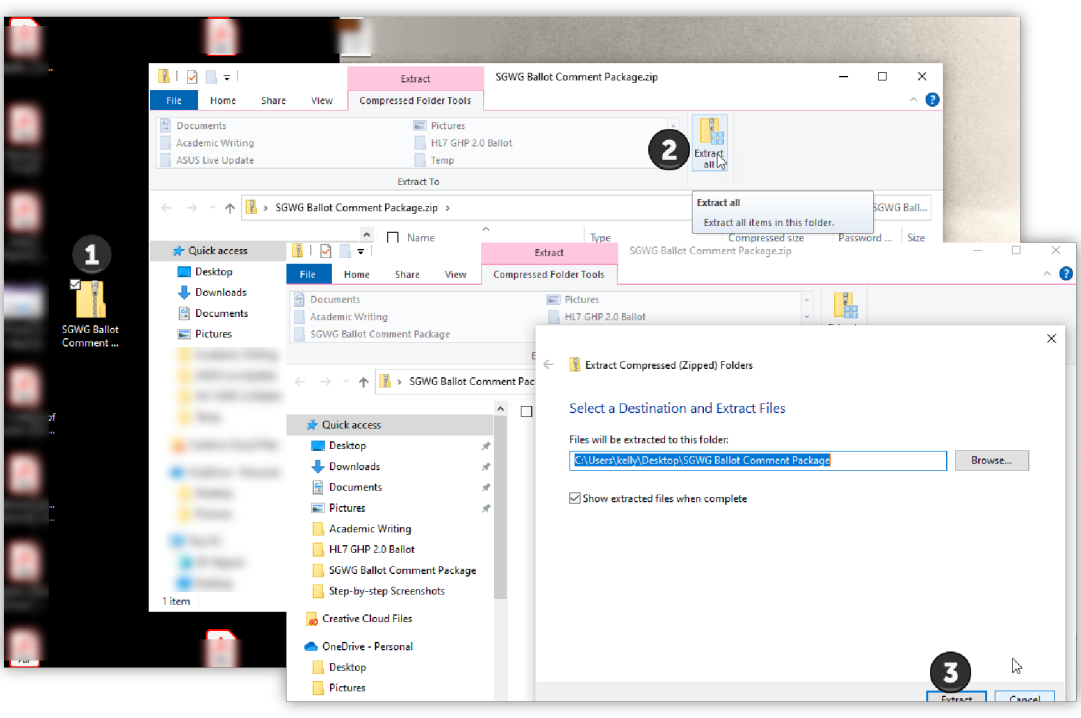
# Access Ballot File Contents

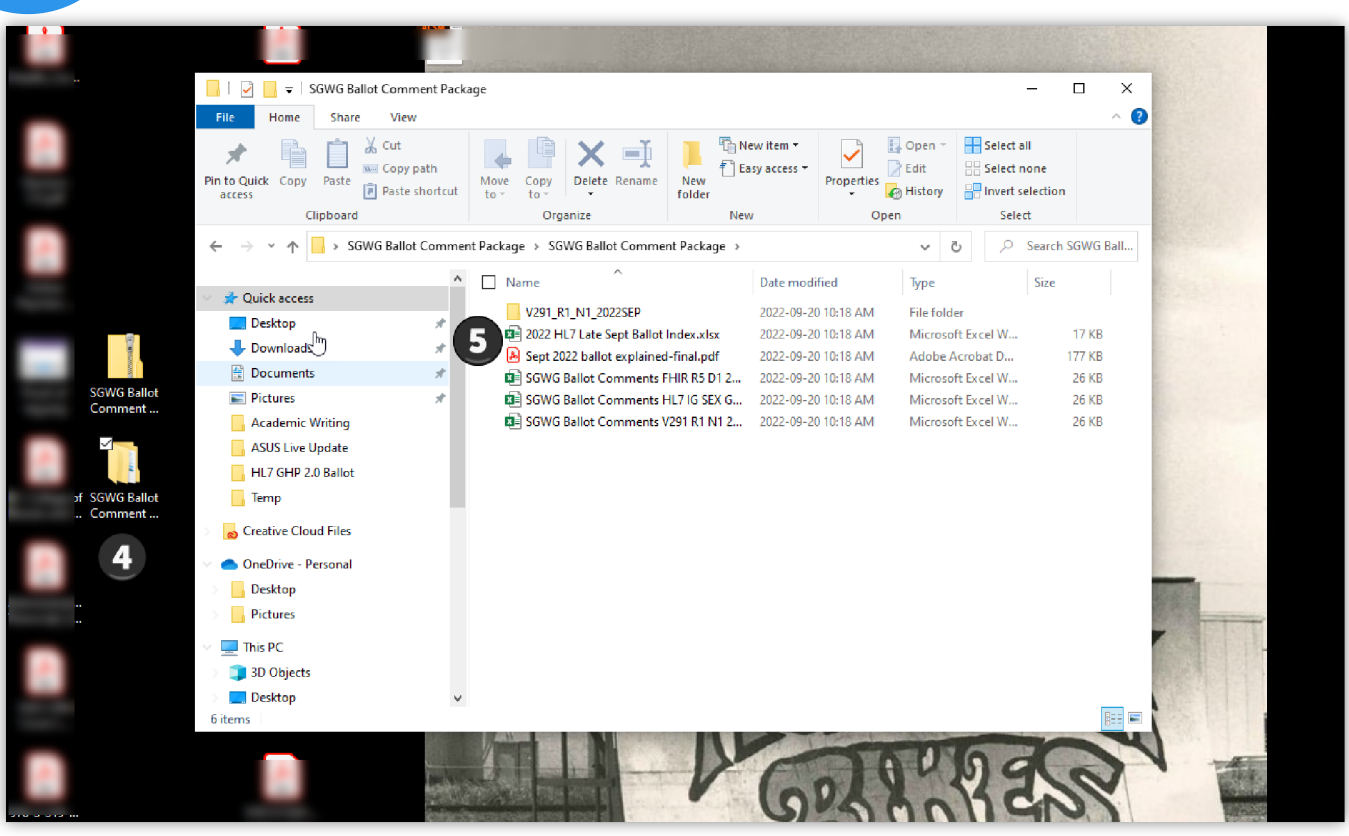
# Step-by-step

## A Extract .zip File Content



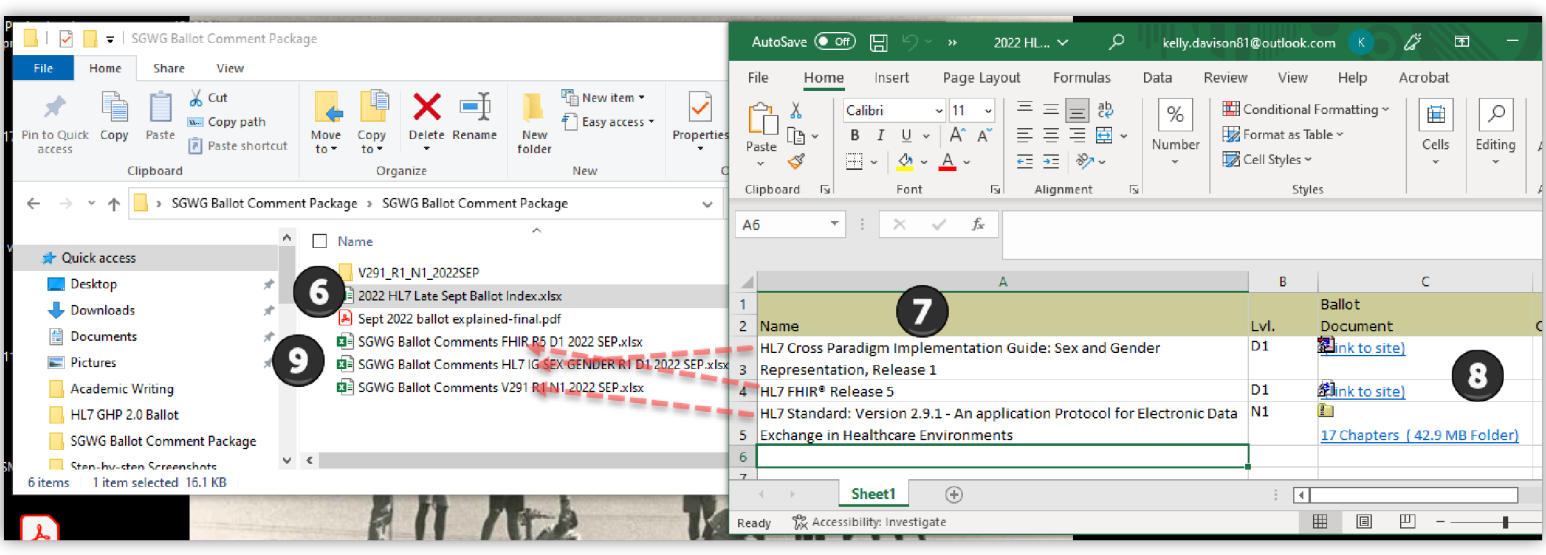

1. Find and double click the .zip file that you downloaded from the SGWG forum or click here to download the package. If you opted to email transchair@uvic.ca for the file content, skip to section B
2. Double-click "Extract All"
3. Click "Extract"

## B Access Ballot Contents



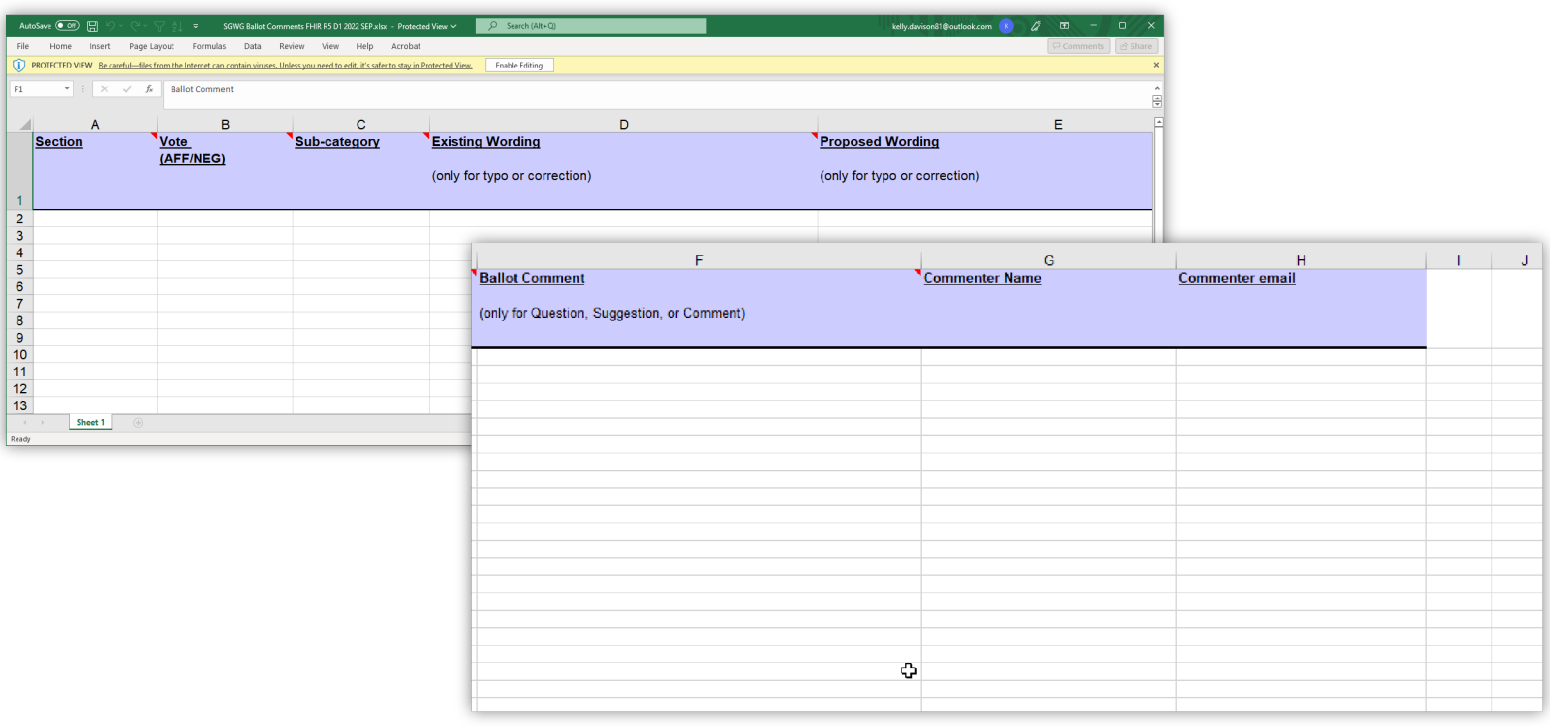

4. Locate unzipped ballot file on desktop and double-click to view content
5. Double click the PDF document "Sept 2022 ballot explained-final.PDF" and read it

## C Review/Populate Ballot




6. To view ballot content, double click on the "2022 HL7 Late Sept Ballot Index" excel file
7. The open file will contain three rows, each with a link to one of the three items that need to be reviewed.
8. Click on each link one at a time, noting your comments in the corresponding spreadsheet file 9

## D Explaining the Ballot Sheets




The following is an explanation of the headings, and expectations for reviewers submitting comments via these sheets:

- Column A "Section" refers to the section in the ballot document you are referring to. Put the section number where the content you are commenting on can be found
- Column B "Vote" is either negative or affirmative. If you agree, tell us by voting "AFF", and provide rationale. If you disagree, vote "NEG" and tell us why. You may still request changes to wording if you vote "AFF"
- Column C "Subcategory" is the subcategory of comment: select "comment," "correction," "question," or "suggestion" from the dropdown list
- Columns D and F are for existing and proposed wording changes only
- Column F (not shown) is "Ballot Comment" - the key field where you enter your comments
- Save your work!
- Columns G and H are name and email, and the intent of collecting this information is to provide an avenue for feedback. If you are submitted directly to Infoway, please include this information. If you wish to remain anonymous, please submit your populated spreadsheets to the transchair email at UVIC. There is a separate step-by-step for this

# CONGRATS

*You made it !*