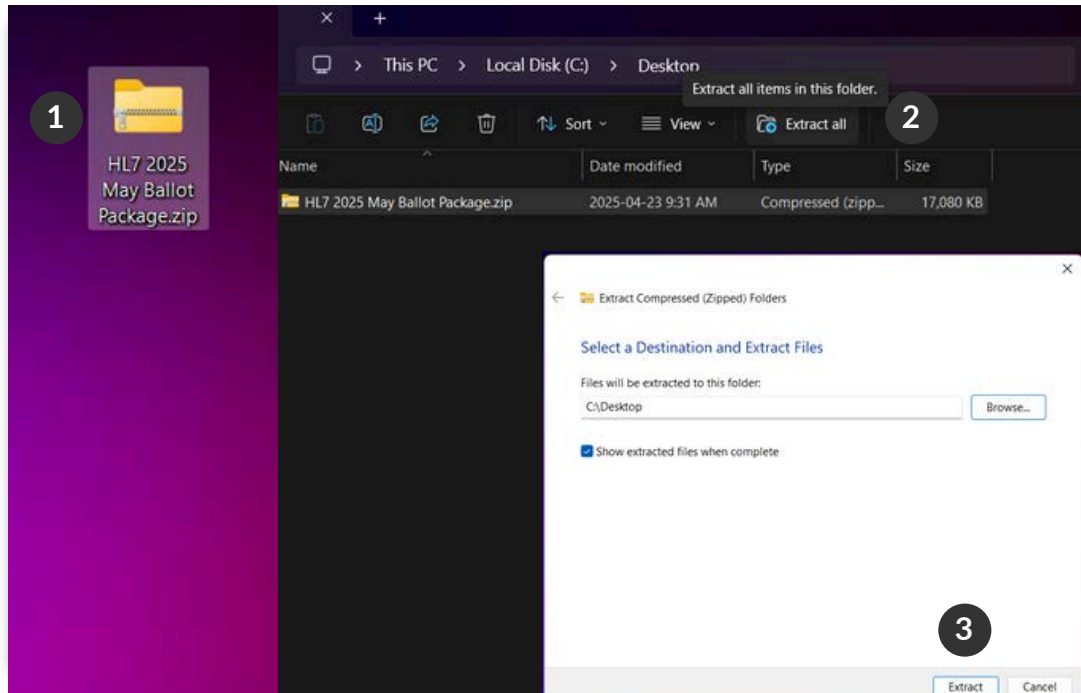# Access Ballot File Contents
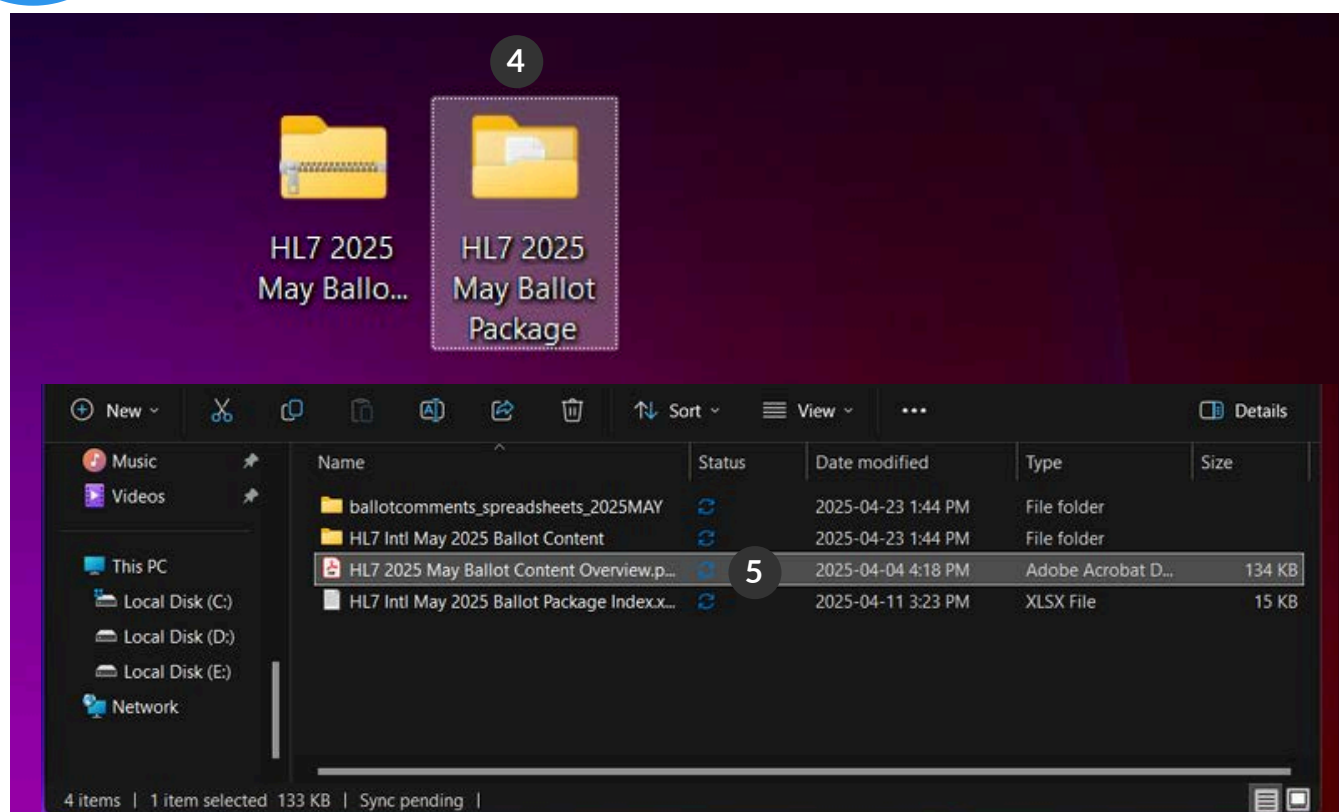# Step-by-step

A Extract .zip File Content

1. Right-click on the package on your Desktop, or click here to download the package
2. Double-click "Extract All"
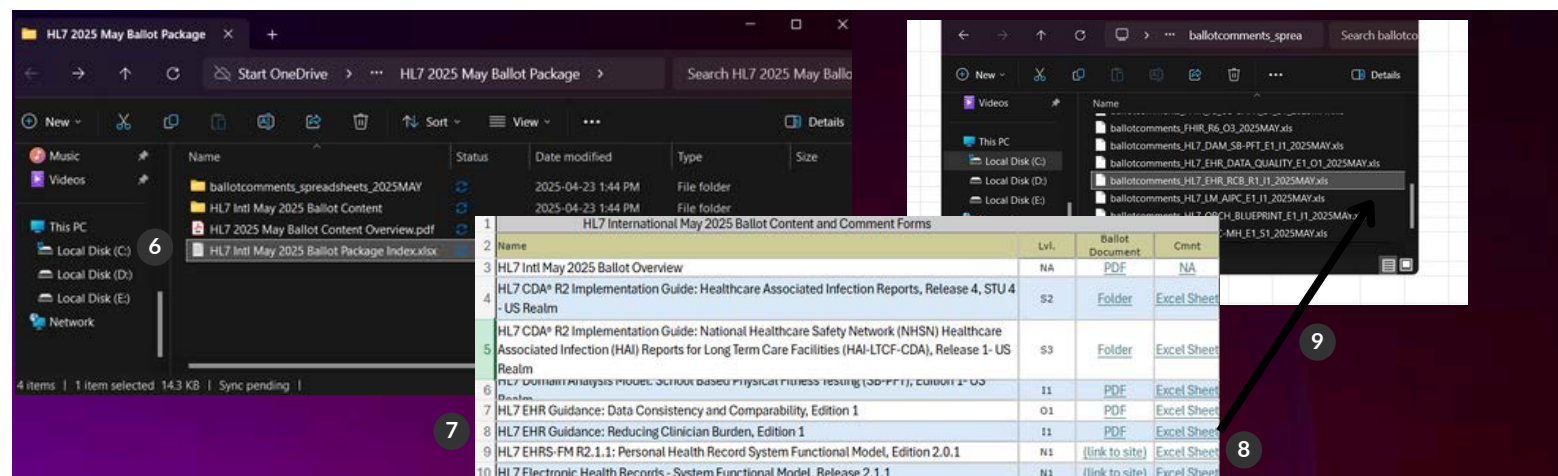3. Click "Extract."

B Access Ballot Contents

4. Locate unzipped ballot file on desktop and double-click to view content

C Review/Populate Ballot

5. To view ballot content, double click on the "HL7 Intl May 2025 Ballot Package Index.xlsx" excel file

6. The open file will contain twenty five (25) rows. **The HL7 Logical Model: Anatomical Inventory and Person Characteristics, Edition 1 information is on row 22.** The PDF link will take you to the content to be reviewed. The Excel spreadsheet link will take you to the spreadsheet for your comments.

D Explaining the Ballot Sheets

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

- **Column C "Section"** refers to what part of the document you are referring to. Put the section number where the content you are commenting on can be found if it has one.
- **Column E "Page names"** refers to page numbers in the document. Put the page number where the content you are commenting on can be found.
- **Column G "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 H "Subcategory"** is the subcategory of comment: select "comment," "correction," "question," or "suggestion" from the dropdown list
- **Columns J and K** are for existing and proposed wording changes only
- **Column L is "Ballot Comment"** - the key field where you enter your comments
- **Save your work!**
- **Columns Q and R** are name and email, and the intent of collecting this information is to provide an avenue for feedback to you. If you are submitted directly to Infoway, please include this information. If you wish to remain anonymous, please submit your populated spreadsheets or comments (in the body of an email) to the HL7 Project Chair (kdaviso@uvic.ca). There is a separate step-by-step for this option - here

CONGRATS
You made it !