

LOCAL COUNCIL

INTERNAL PLATFORM

2019

**4122** GREY

# JURY PRESIDENT USE CASE

## E-MAIL INFORMATION

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- After President of the Jury is assigned, they receive an informative e-mail.
- This e-mail contains the URL of the Local Council voting platform and a unique password.
- The link in the mail body will direct the user to the login page of the platform.

Local Council

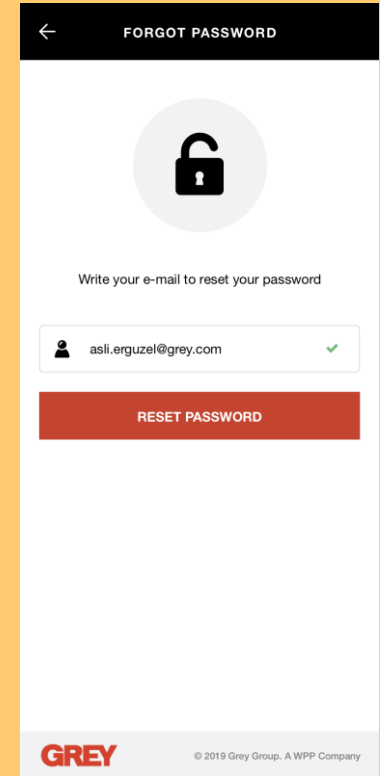
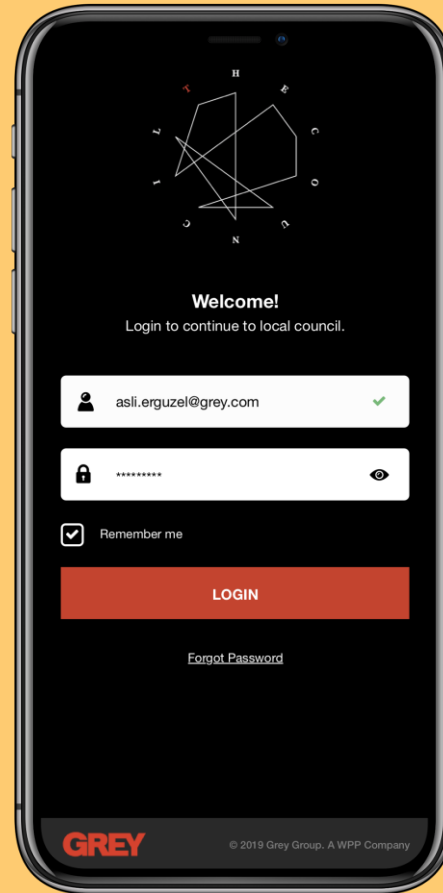


Jury President



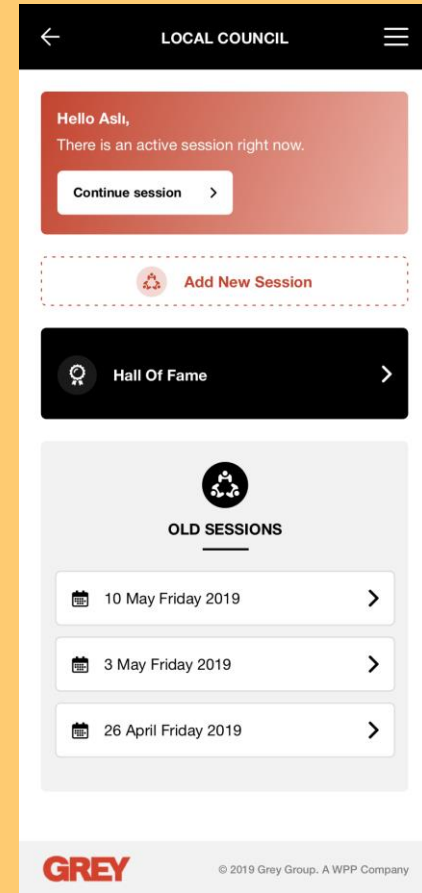
# LOGIN

- At the login page, the user will enter the platform by typing their e-mail address and password, which was included in the e-mail.
- If they forget or lose their password, they could request a new password by clicking the link "Forgot Password".
- The user will receive the requested password by a new e-mail.



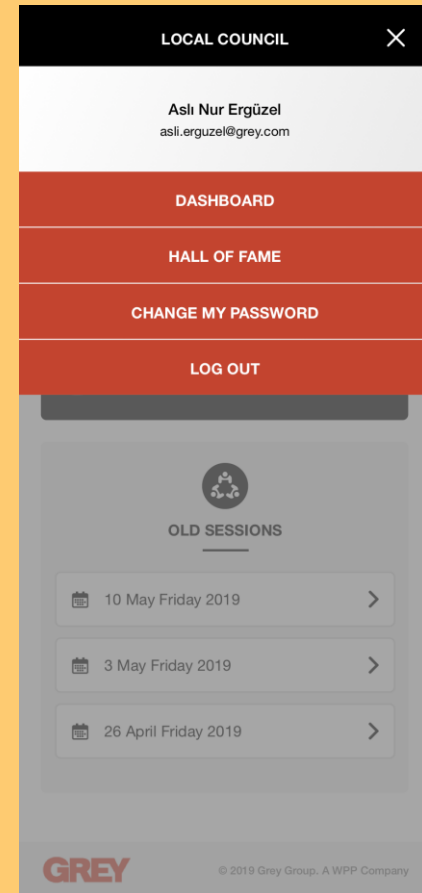
# DASHBOARD

- The dashboard welcomes users who have successfully logged in to the platform.
- Users can access the session by clicking if there's an active session listed on the Dashboard.
- If there are no active sessions, users can create a new one.
- Hall of Fame will list projects with the highest average scores of all sessions.
- All previous sessions directed by the assigned Jury President will also be listed.



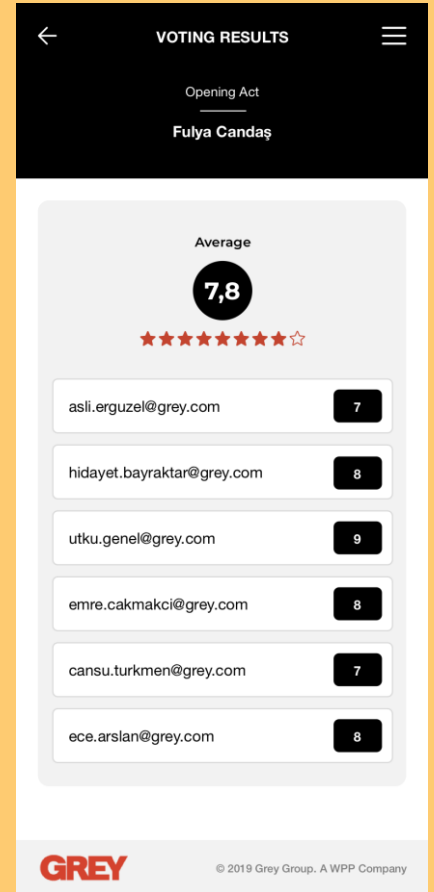
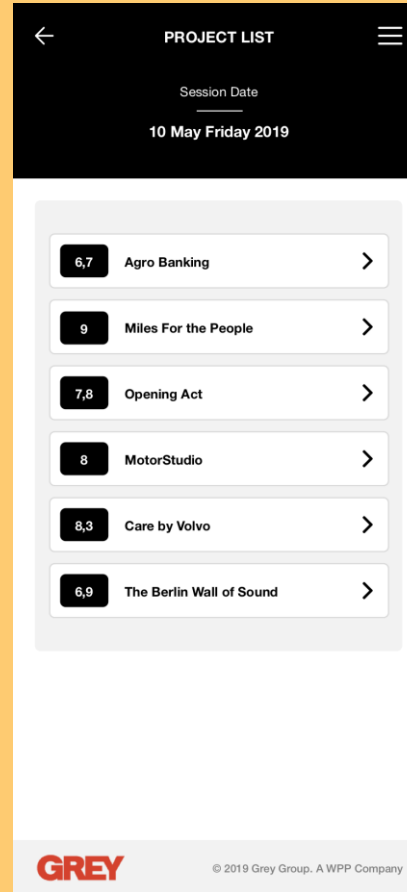
# MENU

- The user can navigate quickly by clicking on the menu at the top right corner.
- Clicking "Dashboard" will redirect them to the opening page, "Add New Session" will create a new session, "Hall of Fame" will list projects with the highest points, "Change my Password" will allow the user to change their password and "Log Out" will log the user out of the system. 😊



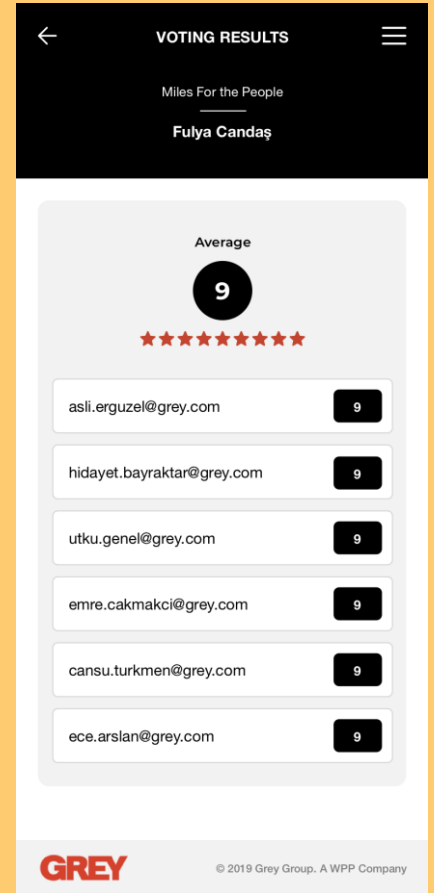
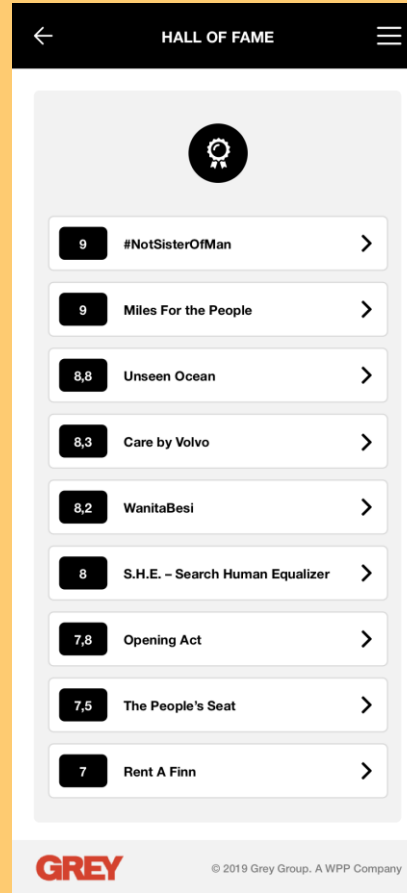
# OLD SESSIONS

- The user will see every previous session as a list.
- When clicking to see the details for one of these sessions, they will see the project list of that session.
- They can view the average point for each project in the listing page, or click to see the detailed information of how each jury member voted per project.



# HALL OF FAME

- The Hall of Fame page lists the projects that have reached the highest average score in the sessions that have taken place through the online Local Council platform.
- On the project listing page, the user can see the average scores. By clicking on the details, jury president can see specific scores given by each jury member.





# CHANGE PASSWORD

- Passwords specified by the system and sent via e-mail can be changed with a unique password.
- Through the change password page, after typing the current password sent by the system, the users are required to type their new password twice in the provided text boxes.

← CHANGE PASSWORD ☰

Write your new password

Current Password

New Password

New Password Again

CHANGE PASSWORD

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# ADD NEW SESSION

## STEP 1: ADD JURY MEMBERS

- The first step to create a new session is to determine the jury members for that specific session.
- If a jury member is defined in the system for the first time, they're not listed in the dropdown, and the user will have to enter the e-mail address manually. However, if a jury member has been defined to the system at least once, they can be automatically selected from the dropdown.
- Removing the jury is possible before submitting selected jury members.
- The submitted jury members will receive an information e-mail.

ADD JURY MEMBERS

Type an e-mail or select from dropdown

- ece.aslan@grey.com
- cansu.turkmen@grey.com
- hidayet.bayraktar@grey.com
- utku.genel@grey.com
- umut.gulbayrak@grey.com
- emre.cakmak@grey.com

\* E-mail will be sent to the jury members your selected

SUBMIT

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ADD JURY MEMBERS

Type an e-mail or select from dropdown

- alemsah.ozturk@grey.com
- fatih.kocak@grey.com
- alen.dursun@grey.com
- alper.balkanli@grey.com
- ufuk.cetincan@grey.com
- hidayet.bayraktar@grey.com
- utku.genel@grey.com
- umut.gulbayrak@grey.com
- emre.cakmak@grey.com

\* E-mail will be sent to the jury members your selected

SUBMIT

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# ADD NEW SESSION

## STEP 2: ADD PROJECT

- The second step is adding the details for each project of the new session.
- At the start of the session, all projects can be added at once in bulk or skipped and gradually added to the process.
- While adding a project, the user will define the project name, project description and the name of the Project owner.
- If an assigned jury member is also actively involved in a presented project, the user will select that jury from the drop-down and disable them from the voting process of the project.

The screenshot shows the 'ADD PROJECT' form with the following fields:

- Project name
- Project description (max. 120)
- Project owner's name
- Type location or select from dropdown
- Select owner if the person is a jury mem...

Buttons: Add New Project (dashed border), SKIP (solid red)

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The screenshot shows the 'ADD PROJECT' form with the following fields filled:

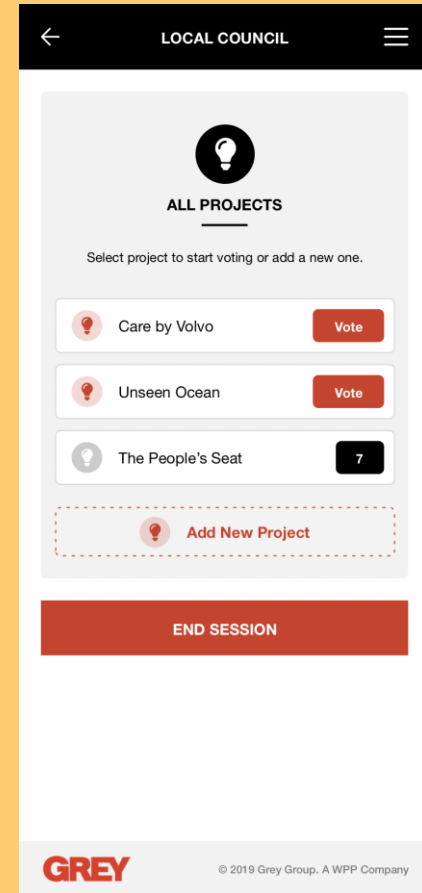
- Project name: S.H.E. - Search Human Equalizer
- Project description (max. 120): As a browser extension, S.H.E. creates less biased results and stops the cycle.
- Project owner's name: Hidayet Bayraktar
- Type location or select from dropdown: Turkey
- Select owner if the person is a jury mem...: fulya.candas@grey.com

Buttons: Add New Project (dashed border), COMPLETE THIS STEP (solid red)

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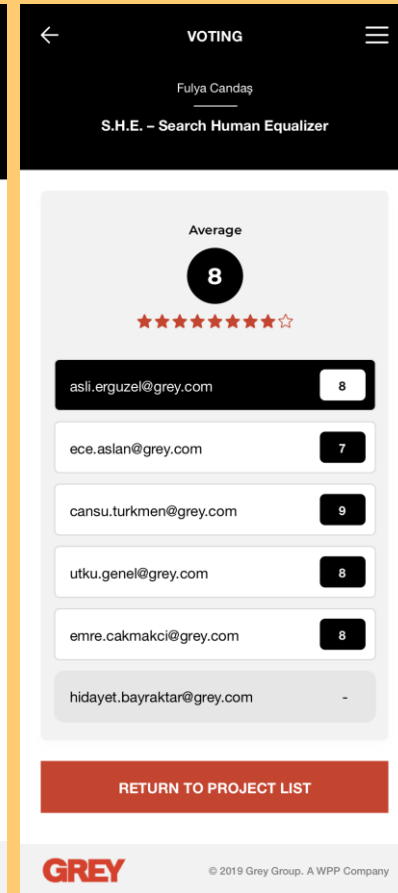
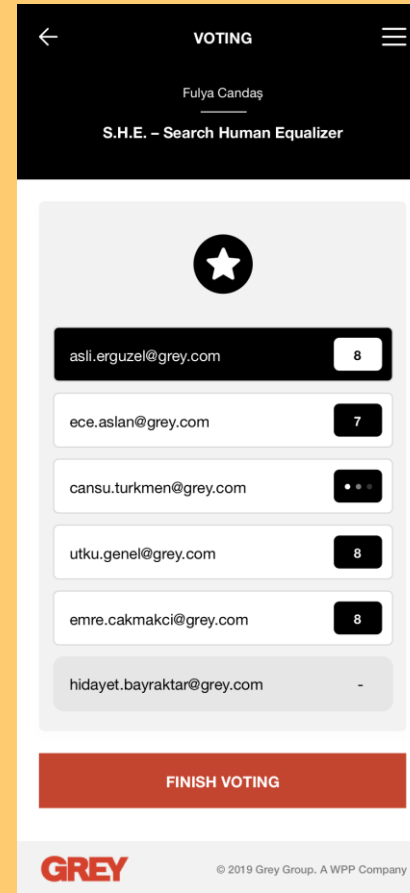
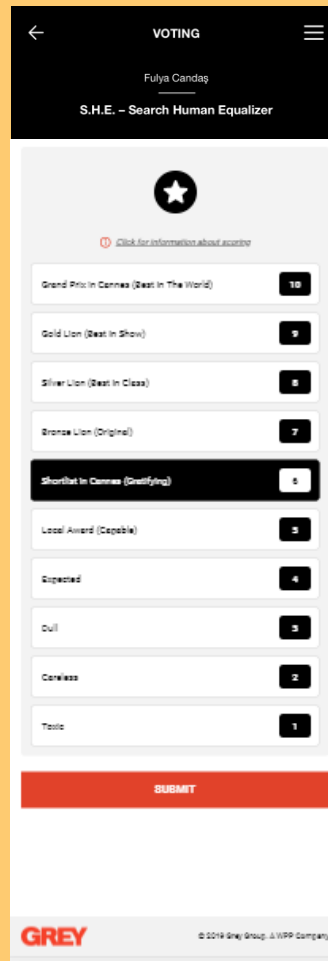
## ALL PROJECTS FOR SESSION

- All of the projects for the newly created session are listed on a page in bulk.
- During the session, users can see which project is currently being voted and its average score.
- It's possible to add a new project during the session by clicking the "Add New Project" button from this page if needed.
- Projects that have not yet been voted on can be put to the vote by clicking on the Vote button next to them.



# VOTING

- Projects that are being put to the vote in the first step are voted and submitted between scores 1 to 10.
- In the second step, jury members voting process can be tracked.
- Voting can be finalized by clicking the "Finish Voting" button.
- In the results page, the average score for the project is displayed along with the votes of each jury member.



# JURY USE CASE

## E-MAIL INFORMATION

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- An informative e-mail is sent to the jury members who are added to the system by the jury president to enter the system.
- A custom URL is included in this e-mail where the user can visit to vote in the voting platform of Local Council.
- By clicking on the link in the mail body, the user can access the voting page of the platform and wait for the jury president to start the voting process.

Local Council

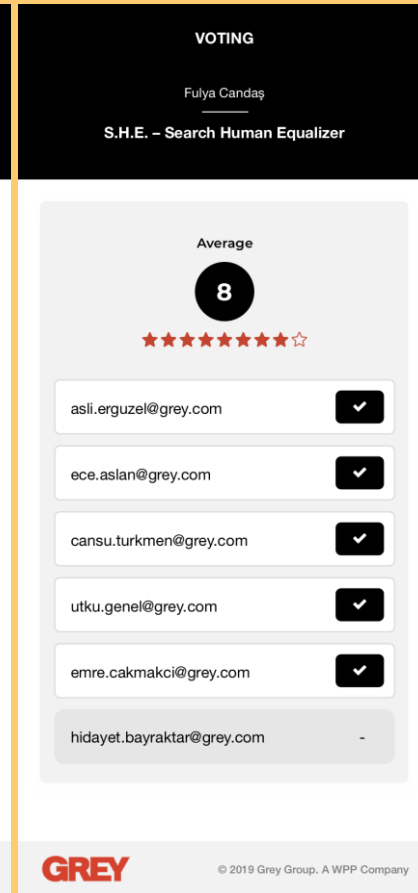
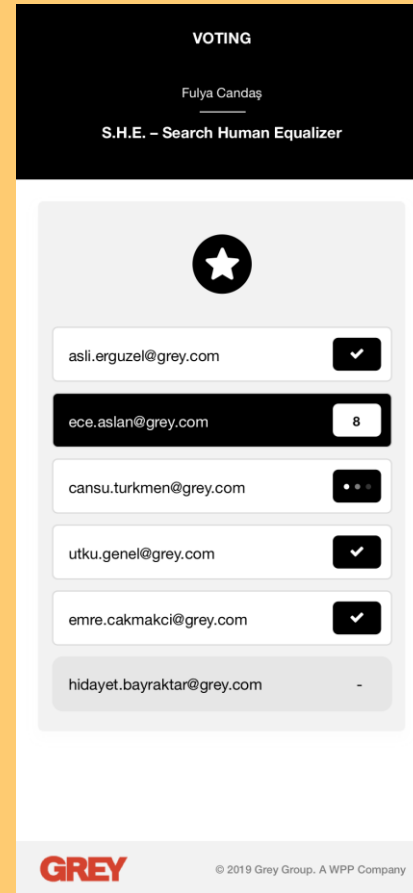
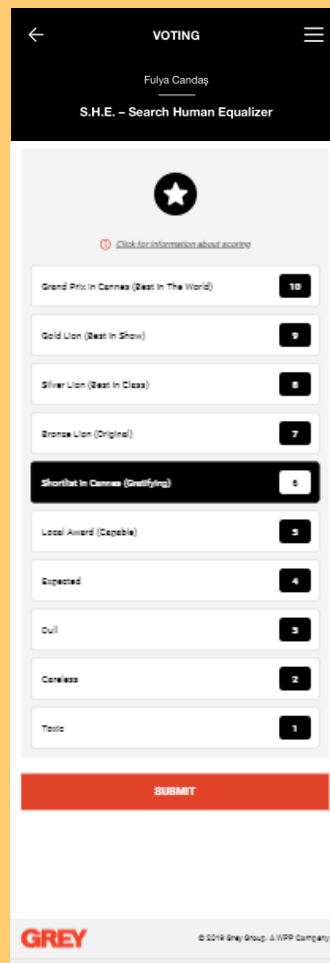


Jury President



# VOTING

- Projects that are being put to the vote in the first step are voted and submitted between scores 1 to 10.
- In the second step, the current status of jury members involved with the session can be viewed as those who have voted, and those who haven't voted yet.
- Jury members wait for the voting to be finalized by the Jury President.
- In the results page, the average score for the project is displayed. Members of the jury cannot view individual scores.





# ASSISTANT USE CASE

## E-MAIL INFORMATION

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- An informative e-mail is sent to the assigned assistant so that they can enter the system.
- This e-mail contains the URL of the Local Council voting platform and a unique password.
- The link in the mail body will direct the user to the login page of the platform.

Local Council



Jury Assistant



## ADD JURY PRESIDENT & MEMBERS

- Assistants can select a jury president that was previously assigned into the system from a drop down menu.
- In the second box, the jury members for that session can be added by their e-mail or selected from the drop down menu.
- Completing this step will take the user to the dashboard where they can add the projects and begin the session.
- Jury Assistants aren't able to vote for the projects.

ADD JURY MEMBERS

Select jury president

Type an e-mail or select jury members

\* E-mail will be sent to the jury members you selected

COMPLETE THIS STEP

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Thank you 😊

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