

## EOM User Guide for Voting-

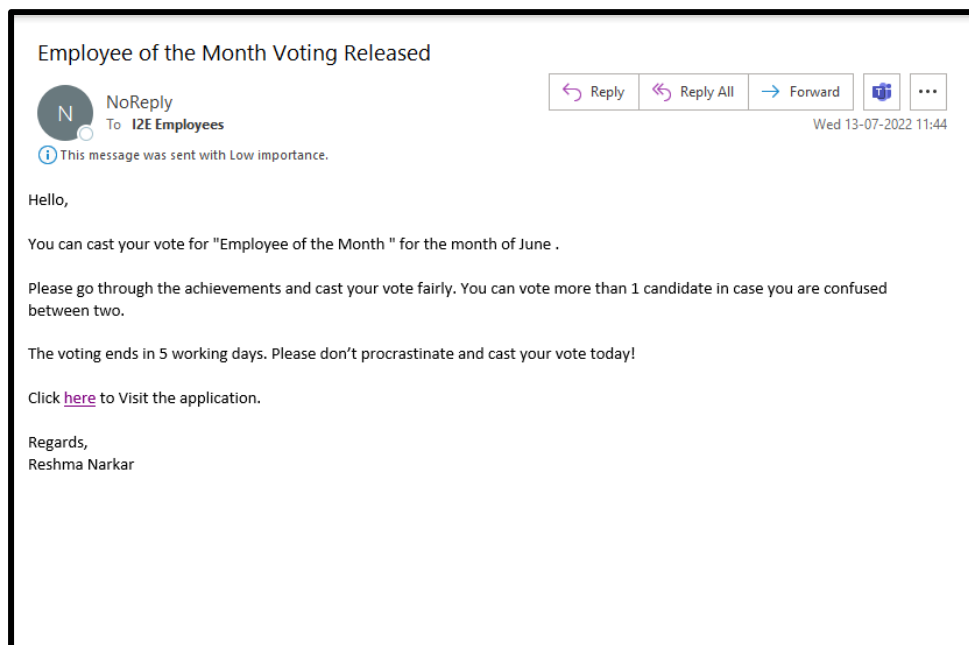
EOM is an application developed by I2E consulting for internal use. For every month Nominators will nominate few individual employees or group of employees for top performers of the month. After the month end, Approver will approve the nominations and release it for voting. Normal User/Voter will vote for employees or group of employees. After voting has completed, results will be declared.

### Notes -

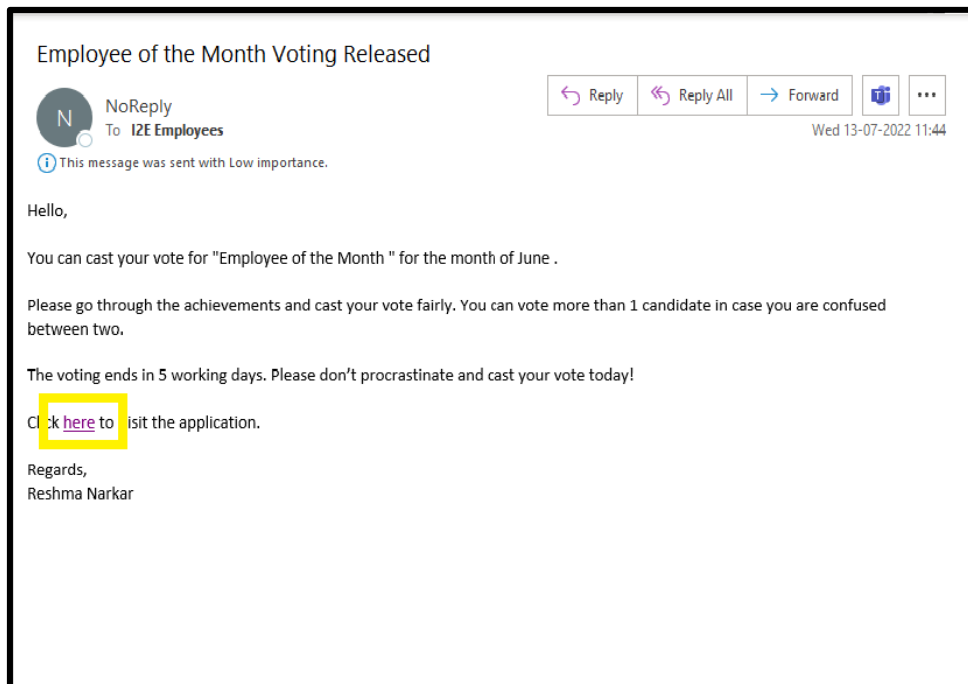
**1.Voter has 5 working days of period to vote**

**2.Voter can vote multiple nominees and groups**

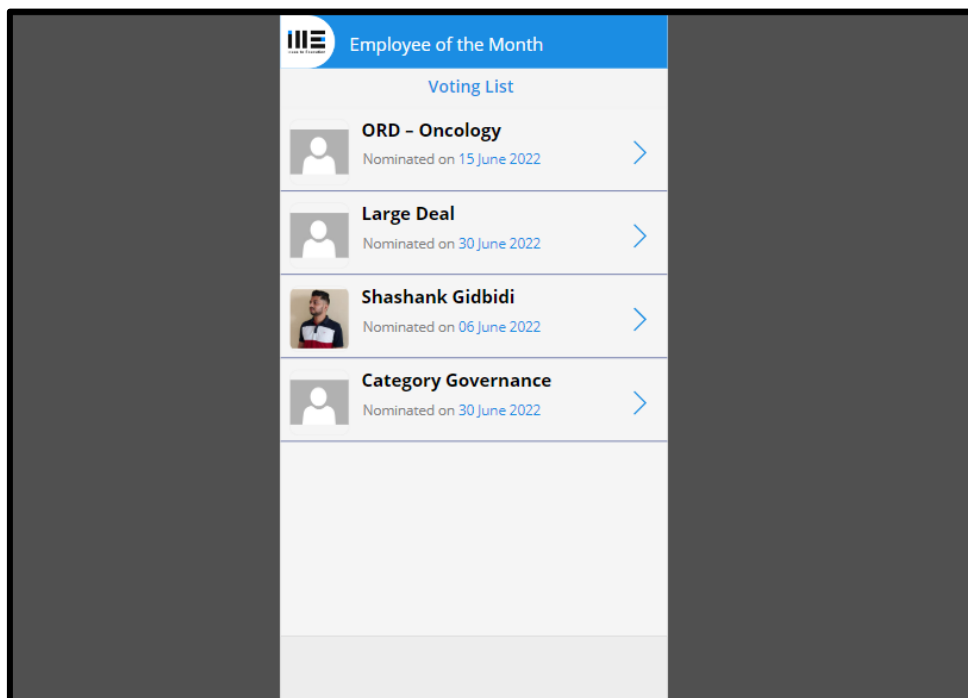
1. Voter will receive a Notification Email for voting once the nominations are released for voting. Email will have a link to application.



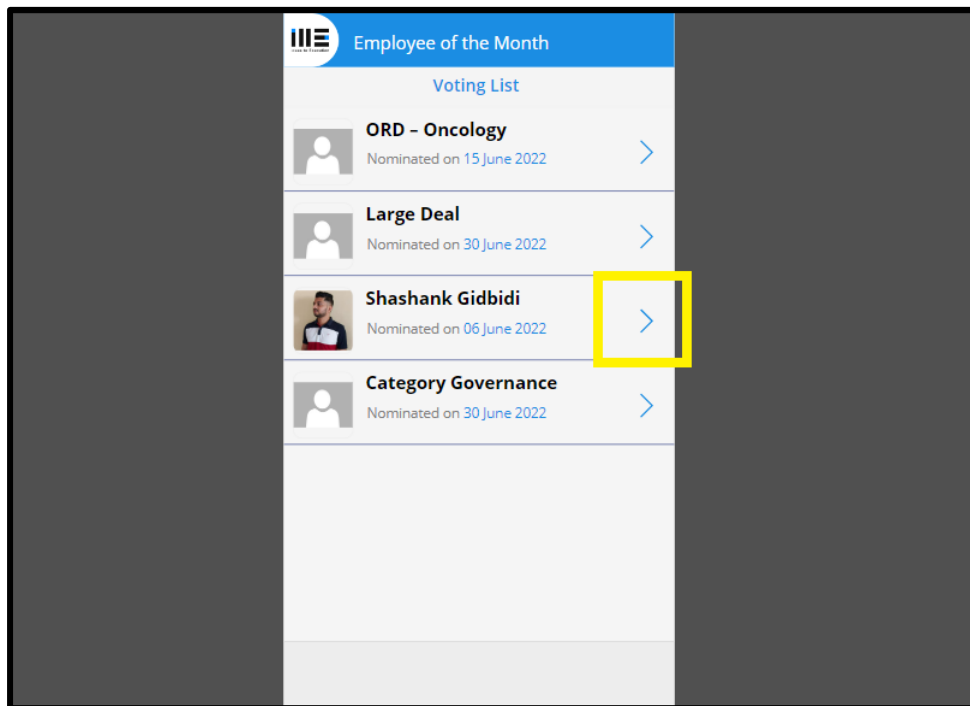
2. Voter will click on hyperlinked text “here” and will be routed to the application in browser.  
(Voter must log in with work email)



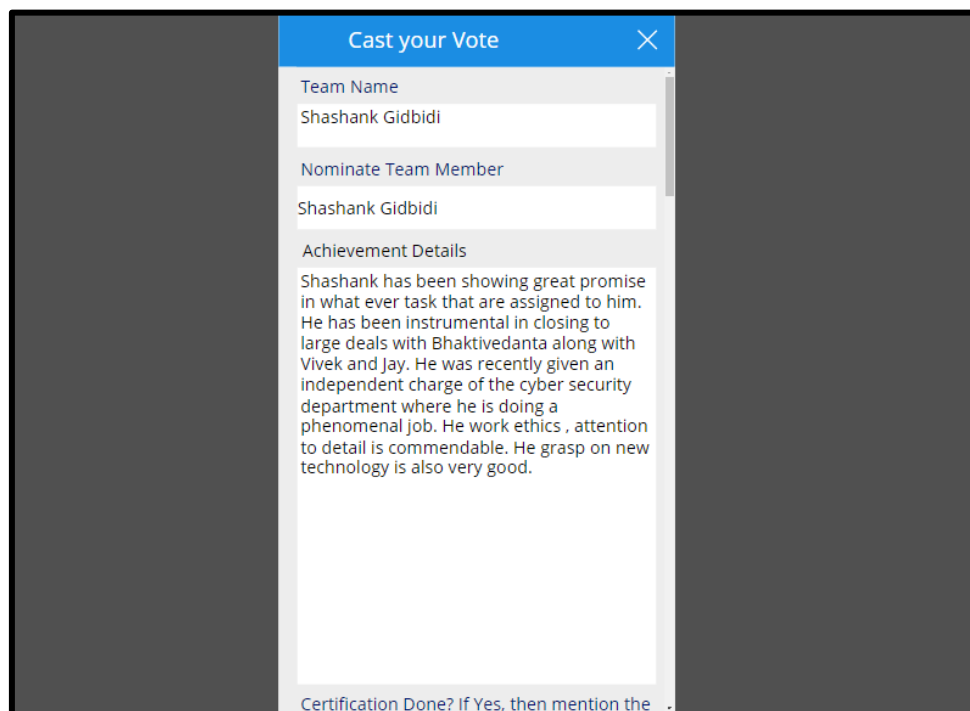
3. Voter will see all the nominations released for voting. Nominations can be for individual or can be for group of people. In case of group, group name will be shown as title on nomination screen.



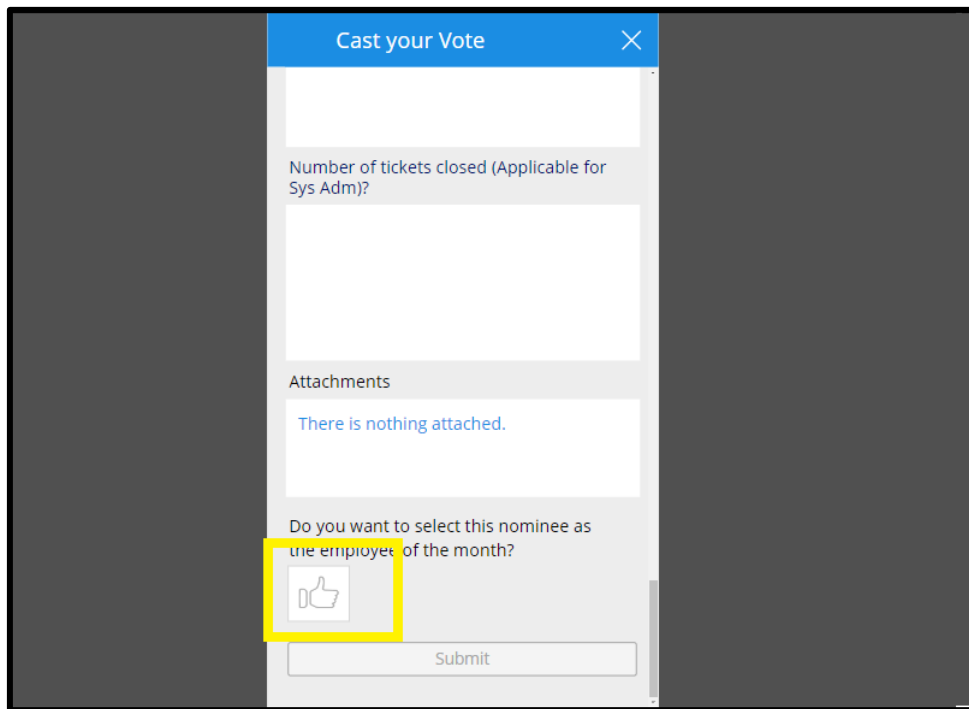
4. Voter can click on arrow icon beside nomination which will open a detailed page for respective nomination.



5. Voters can read all the information provided by the nominator for the respective nomination.



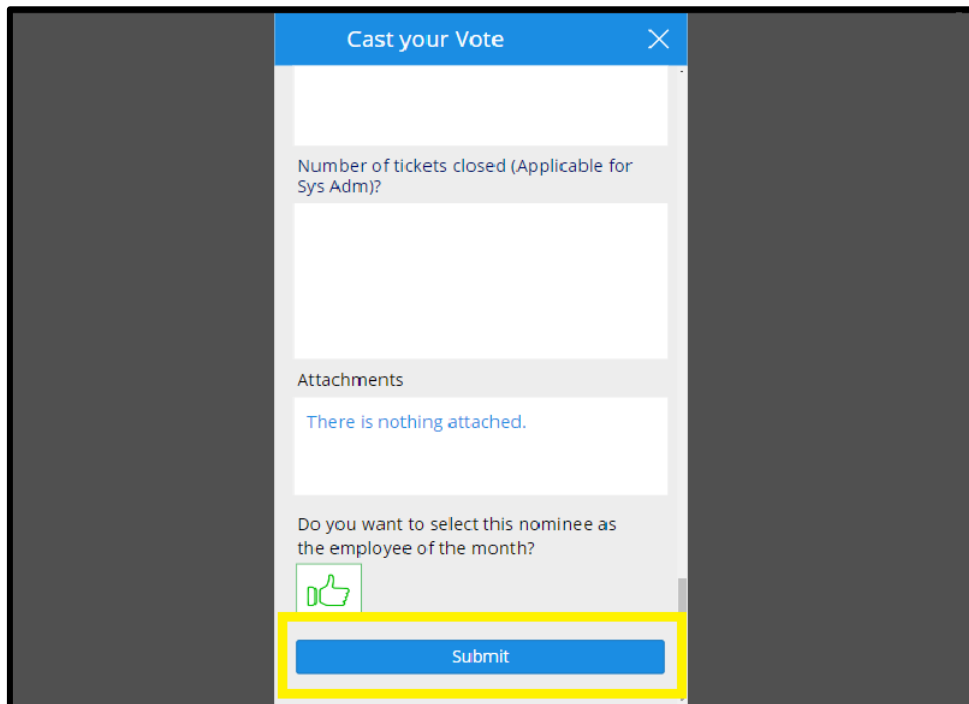
6. To vote for the nomination, Voter can click on the thumbs-up Icon at the bottom of details page of respective nomination.



The screenshot shows a modal dialog titled "Cast your Vote" with a close button (X) in the top right corner. The dialog contains the following elements:

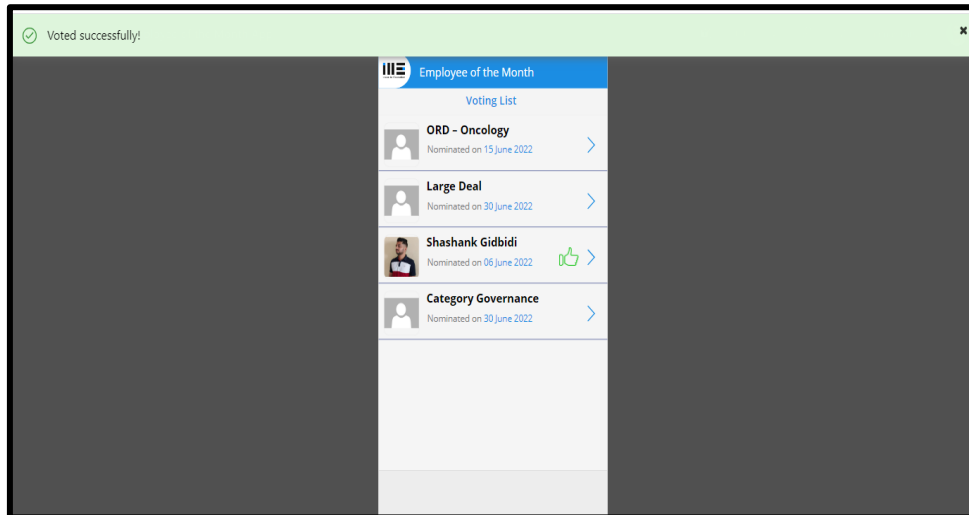
- A text input field for "Number of tickets closed (Applicable for Sys Adm)?".
- An "Attachments" section with the text "There is nothing attached."
- A question: "Do you want to select this nominee as the employee of the month?".
- A thumbs-up icon, which is highlighted with a yellow rectangular box.
- A "Submit" button at the bottom.

7. Click on Submit button to confirm your voting



This screenshot shows the same "Cast your Vote" dialog box as the previous one, but with the "Submit" button highlighted by a yellow rectangular box. The thumbs-up icon is now green, indicating it has been selected. The other elements of the dialog remain the same.

8. Voter will see a success message and a thumbs-up icon in front of voted nomination.



9. Voter can follow above steps to vote multiple candidates.

#### Reminder Mails -

Voters will receive 2 reminder mails for voting

- 2 days after voting released.
- On the last day of voting.