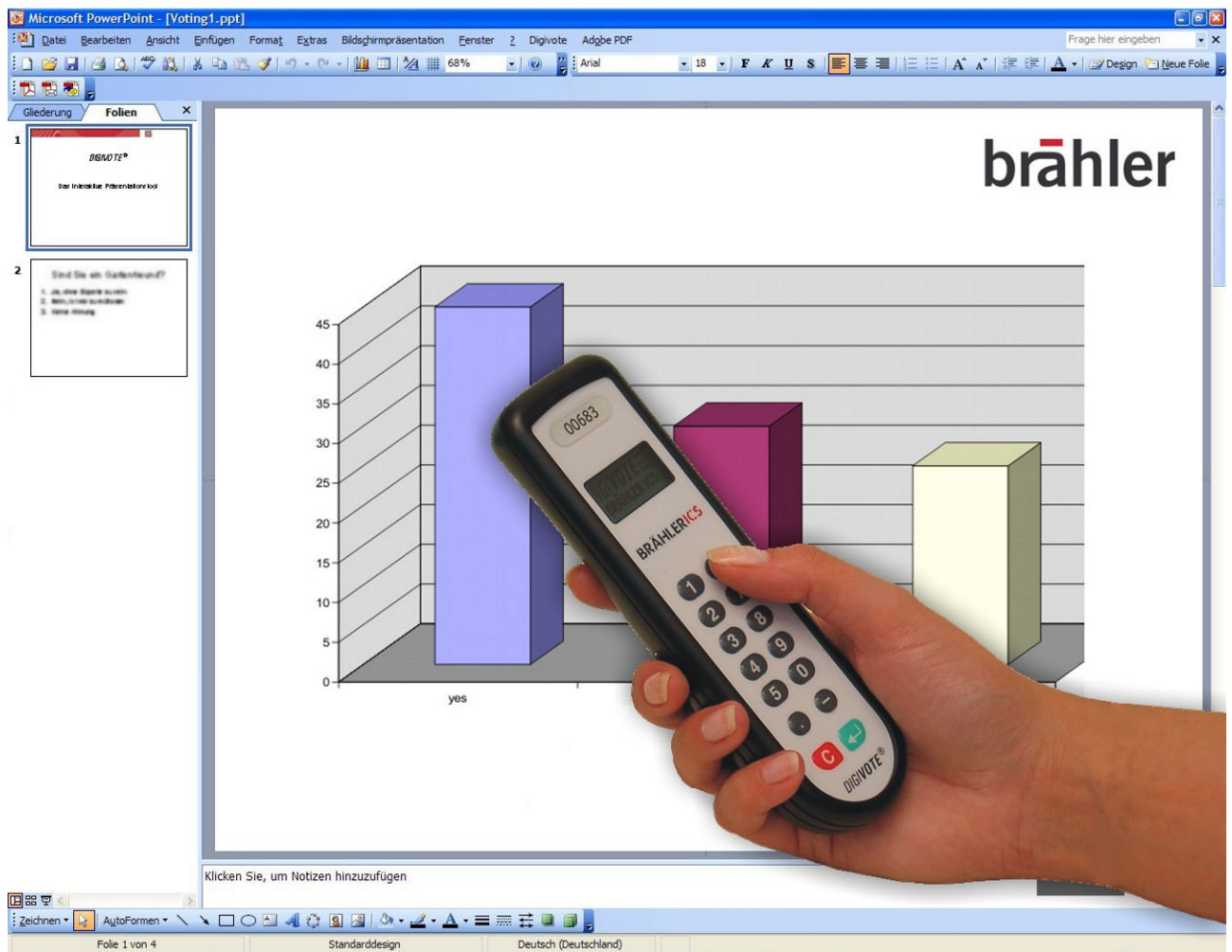


DIGIVOTE® III

Software basic interactive



Software operating instructions

Rev 3.1

Printed in Germany

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Operating instructions DIGIVOTE basic interactive BGSWE-DIGIVOTE-basic-inter.doc

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International Congress Service AG**

P.O. Box 3264

53627 Königswinter, Germany

About this manual

Symbols

The meanings of the symbols and fonts used in this manual are as follows:



Indicates an important note, if not minded, the functionality of the unit, the security of your data, or your health are put at risk.



Supplementary information, remarks, and tips follow this symbol.



Text, which follows this symbol, describes activities that must be performed in the order shown.

Words in bolded letters require your special attention.

Important remarks

General

Please keep this manual together with the DIGIVOTE® equipment. If you pass on the unit to other parties, please include this manual.



Please read the manual carefully, taking special care when you see this symbol as it indicates important information!



Although DIGIVOTE® is a simple and reliable system, it is recommended, that the BRÄHLER ICS advisory service is consulted for planning, installation and commissioning.



In no case it is allowed to charge voting units with disposable batteries inside!



When inserting the batteries you should be aware of the correct polarity. There are corresponding sign in the battery compartment. Incorrectly inserted batteries may leak and destroy the device.

1. Overview

You can use this PowerPoint add-in to enhance your presentations with interactive votes started straight from Microsoft™ PowerPoint.

1.1 Introduction

DIGIVOTE® basic interactive is an add-in for Microsoft™ PowerPoint that enables you to conduct interactive opinion polls, using voting devices, straight from your PowerPoint presentation. An easy-to-use DIGIVOTE® wizard generates question and result slides within your presentation. Once you have created these slides using the DIGIVOTE® wizard, you can use all of PowerPoint's formatting and animation features to improve the look of your question slides. Then, when you run the presentation, at every question slide **DIGIVOTE® basic interactive** will automatically display a toolbar that you can use to start the vote. **DIGIVOTE®** will then collect the votes from the DIGIVOTE® voting devices and display the result once voting ends.

1.2 System Requirements

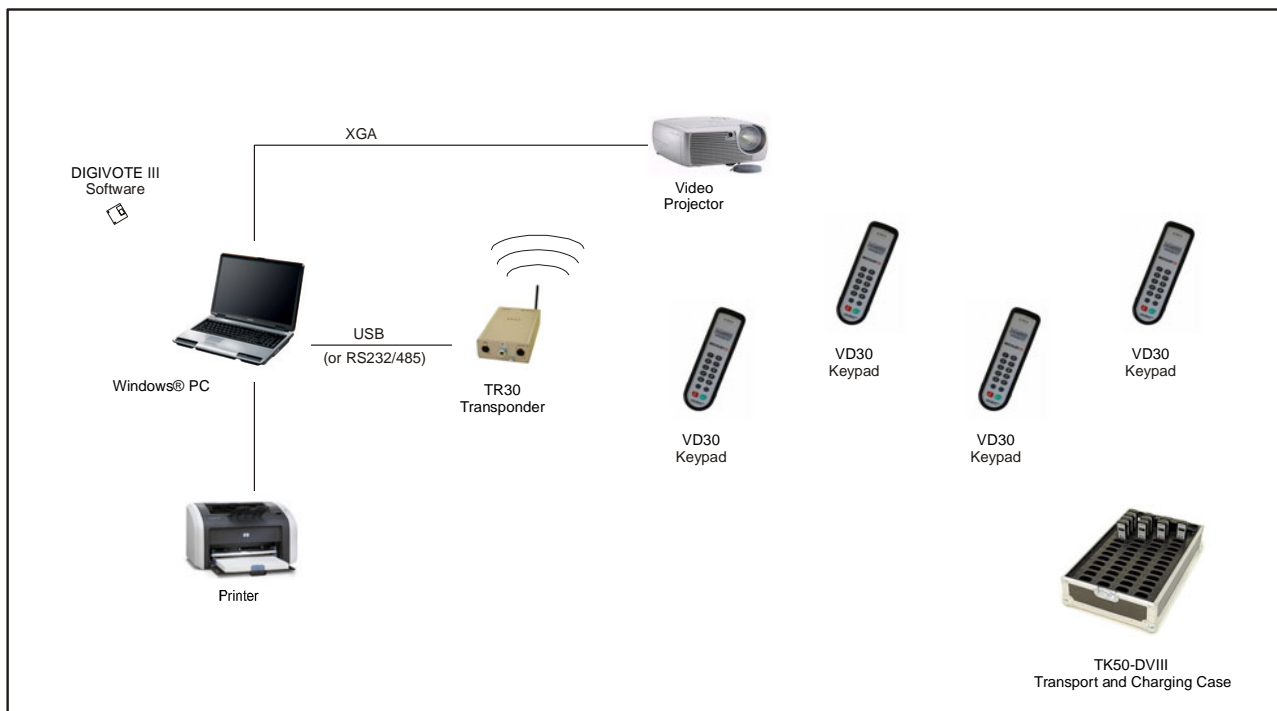


Figure 1

Hardware

- Standard PC with Office equipment,
- a free USB port (or a COM port via RS232/485)
- DIGIVOTE® III TR30 transponder, VD30 voting unit

Software

- Microsoft™ Windows XP
- Microsoft .Net Framework 2.0
- Microsoft™ Office (Powerpoint) 2003/2007

2. Installation

Before you start the installation, please read the licence agreement.



If there is an older version of DIGIVOTE® basic interactive already installed, you should uninstall it.



You require administrator rights to install this part of the program.

The installation processes only differ slightly according to the medium supplied:

Installing the CD version

- Insert the CD
- If Autostart is enabled, setup begins automatically
- Follow the instructions below

Installing a DOWNLOAD version

- Unpack the compressed file to the folder of your choice
- In this folder, start the **DVIII basic interactive.exe** file
- Follow the instructions below

When starting first question is shown below:

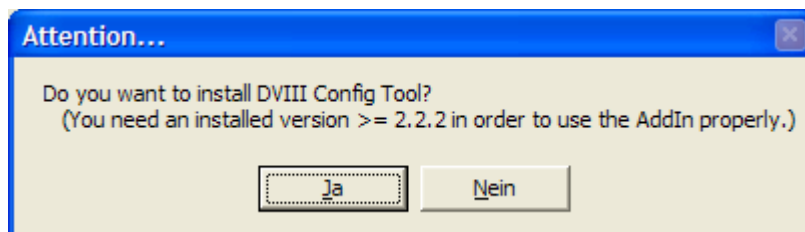


Figure 2

For proper use of DIGIVOTE basic interactive it is necessary to install the current version of DVIII Config Tool. This is automatically done by clicking the “Ja/Yes” button. Otherwise it is not installed “Nein/No”.

The DVIII Config Setup Wizard will guide you through the installation procedure.

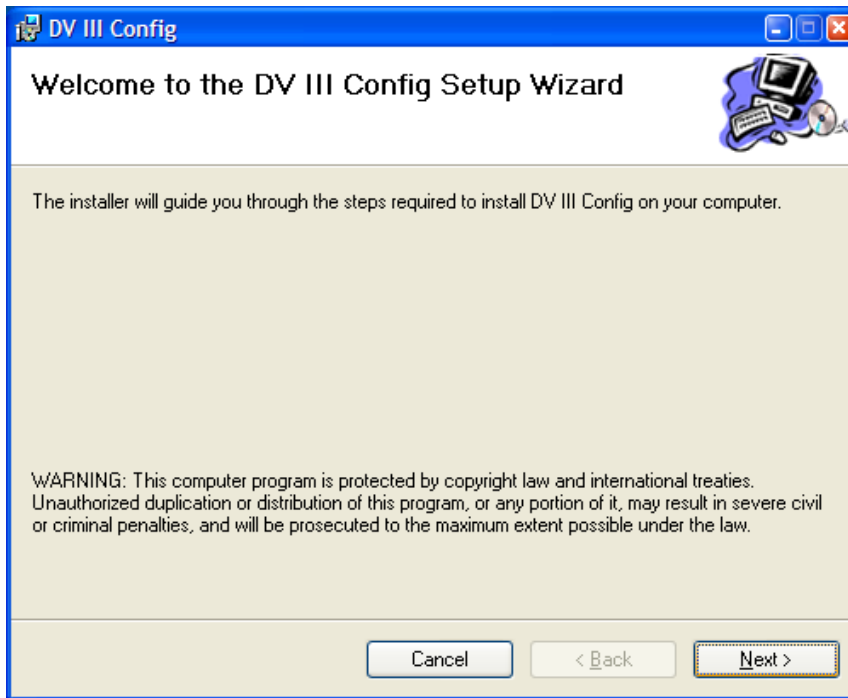


Figure 3

Confirm with "Next". "Cancel" will stop installation.

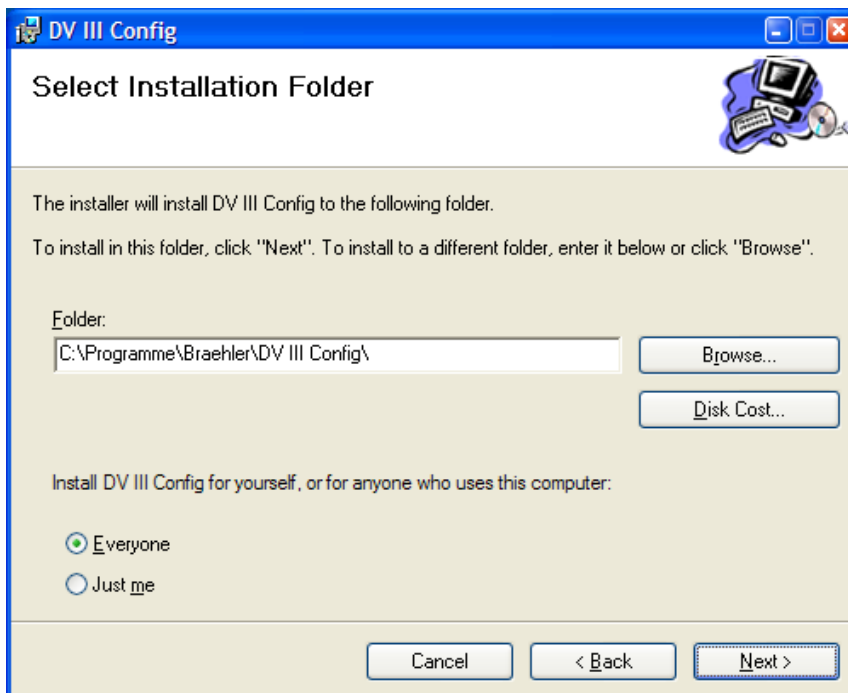


Figure 4

Confirm with "Next" or change the install folder.

With the next Figure the installation of DVIII Config is complete.

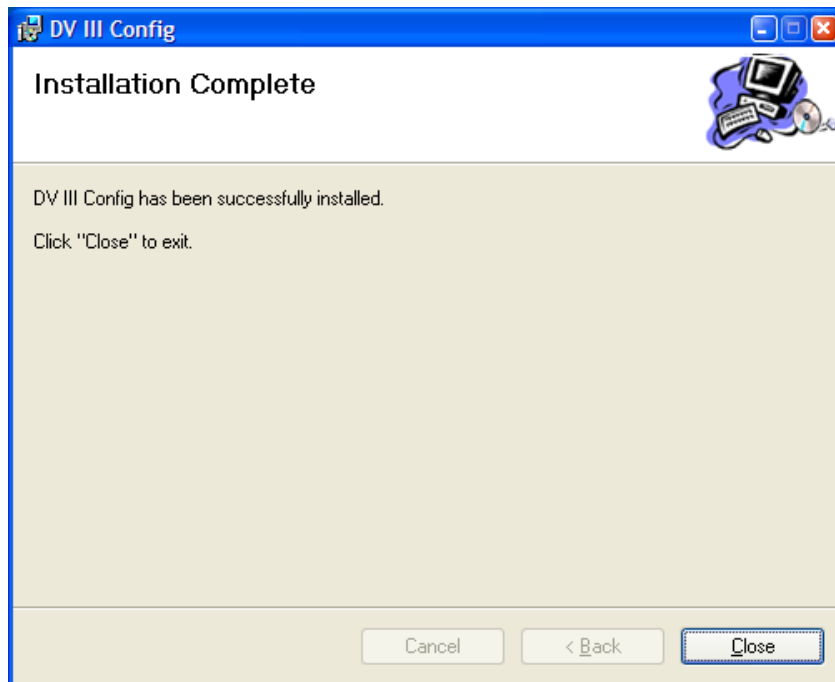


Figure 5

Confirm with "Close"

The next step is the installation of Microsoft .NET Framework 2.0 if not already done. .NET is a software platform developed by Microsoft™. It consists of a runtime environment, a collection of class libraries (API) and linked services. The Microsoft Installer will handle this part of installation.

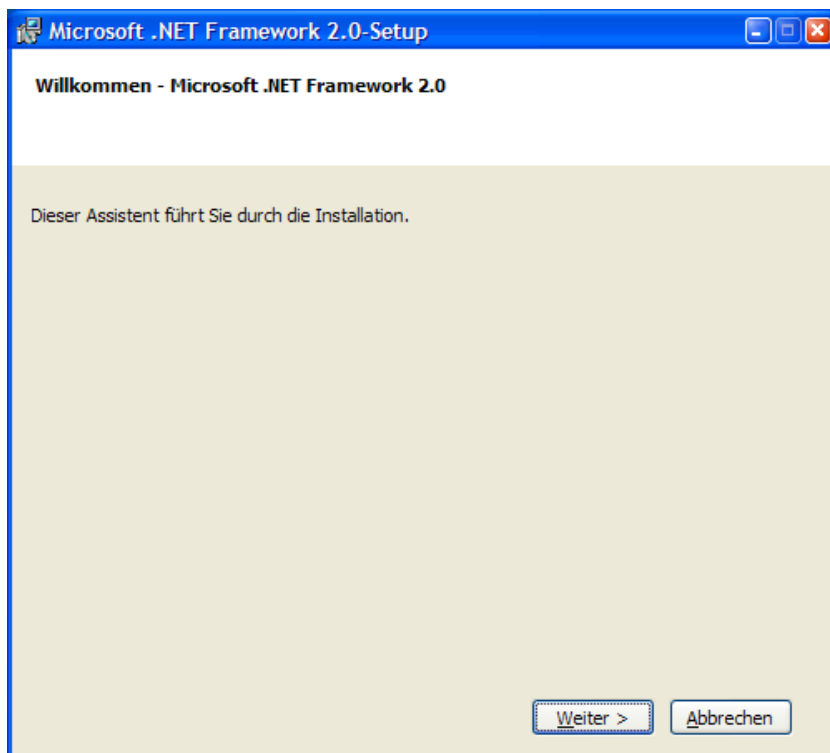


Figure 6

The last step is the installation of the Digivote basic interactive add-in.

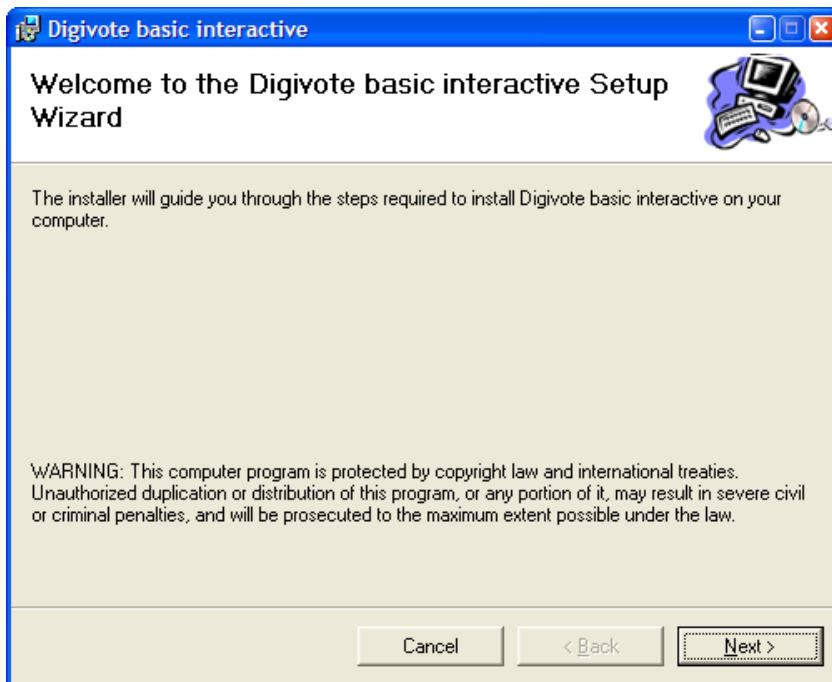


Figure 7

The wizard makes installation simple and effective. When the program has been successfully installed, the screen appears as below:

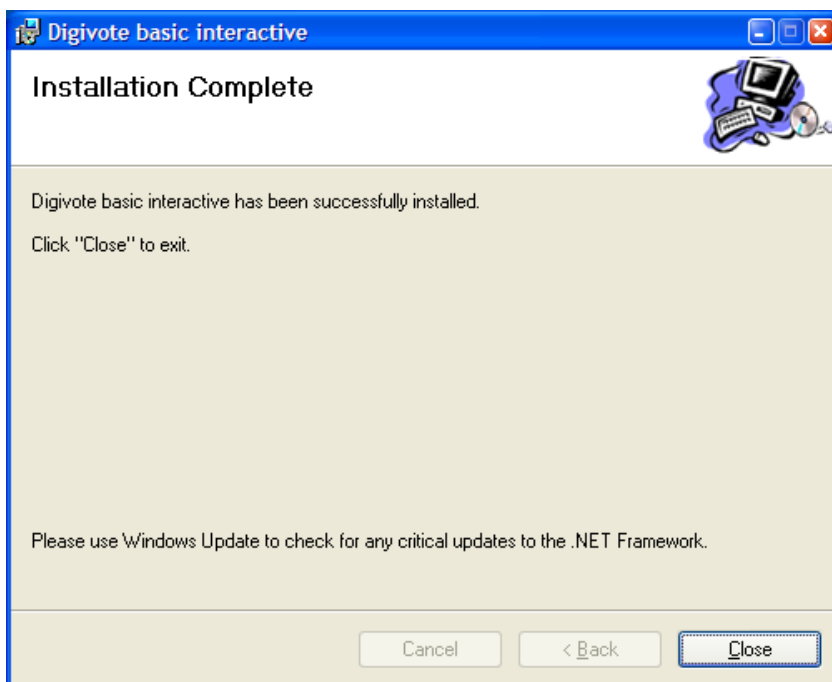


Figure 8

Click on the "Close" button to finish installing the software add-in. You will be informed that DIGIVOTE® basic interactive is not a self-contained program, so you will not find it under Windows™ XP program folder → "Start" "All Programs".

2.1 General Guidelines for Using DIGIVOTE® basic interactive

- Create your PowerPoint presentation as usual, except for the question slides.
- Use the **DIGIVOTE® basic interactive** wizard to create the interactive question slides and the corresponding result slides.
- Connect your DIGIVOTE® hardware to your computer.
- Start your PowerPoint presentation as usual.
- After activation, start settings to assign the number range of the voting devices being used.
- When the presentation reaches a voting question, the voting bar appears at the bottom of the screen. Press the space bar to start the vote.
- When voting ends, **DIGIVOTE® basic interactive** will process the voting results received. When advancing to the result slide, it will show the current voting results.
- To repeat a vote on a question, just go backwards in your presentation and do the vote again.
Caution: This will overwrite the previous results for the question.
- The voting results will automatically be saved as an integral part of your PowerPoint presentation. Save your presentation under a new name if you want to retain the results of a previous vote.

3. DIGIVOTE® Start under PowerPoint™

When the add-in has been installed successfully, you can start PowerPoint as usual. In the menu bar you will see a new menu, "Digivote".



If the menu appears in German, the language of the menu can be switched to English as shown besides.

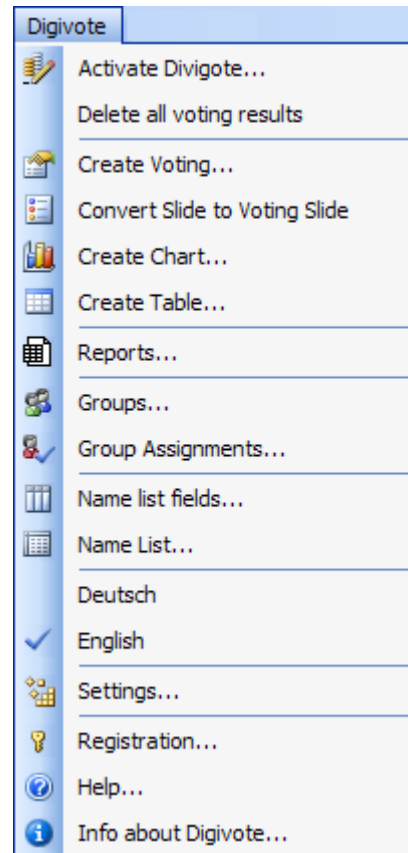


Figure 9

3.1 Registration

First of all the registration should be done. Otherwise the program runs in demo mode without hardware support.

These input fields are used to register the software. They also make a demo version of the Digivote software into an unrestricted version without reinstalling it. The registration data provided when purchasing the software is entered into the rows "Name", "Company" and "Register key". These details should not be passed on to third parties.

Figure 10

3.2 First steps

To start a session create and save a new presentation. A name must be given when the presentation is saved.

Then click "Activate Digivote ..." in the "Digivote" menu. This creates a new database, i.e. the PowerPoint document (.ppt) now has an Access database (.mdb).



The name in front of .ppt and .mdb is the same and if one is changed, the other must also be changed. The two files must be located in the same folder.

DIGIVOTE® only has to be activated once at the start of a PowerPoint® presentation.

Note: The Microsoft™ Access Office program does not need to be installed for DIGIVOTE® basic interactive.



Prior to the first starting up of a planned vote it is necessary to collect the used hardware with the menu "Settings..." see → 3.3 Settings

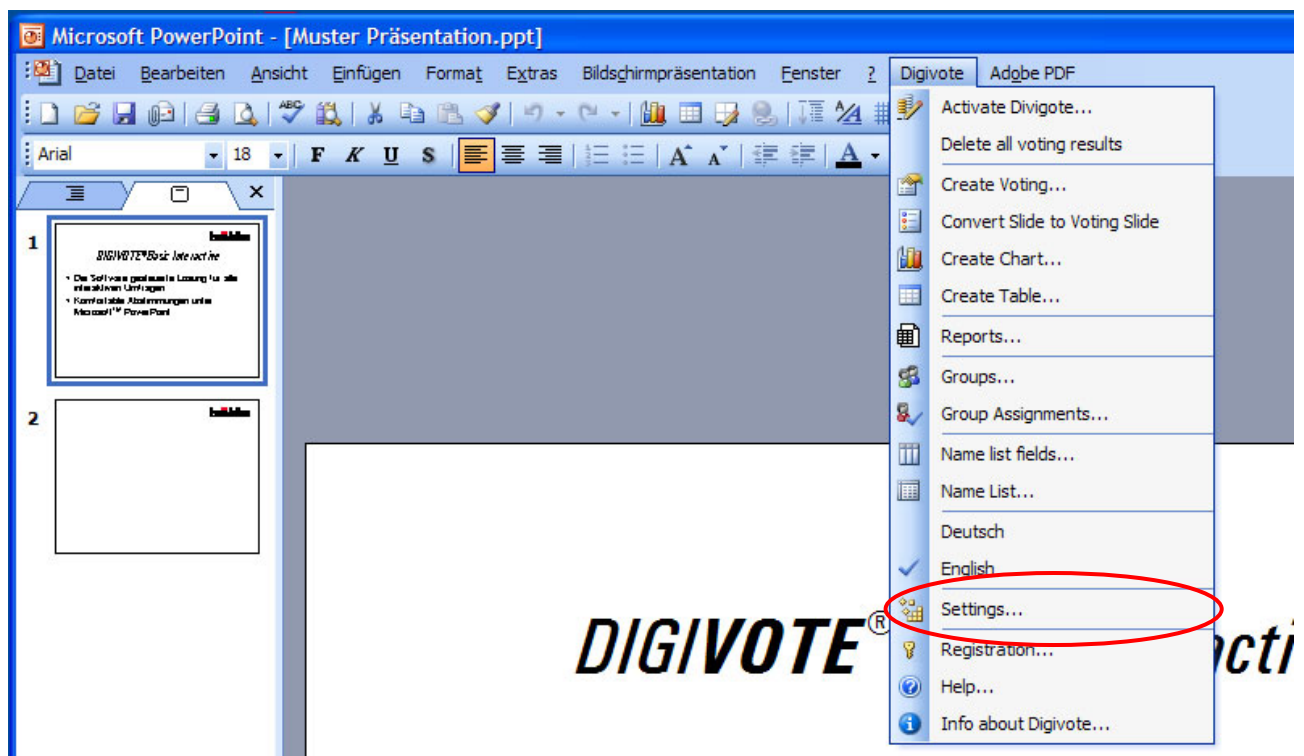


Figure 11

When the program has been activated, you should first start the menu bar "Digivote/Settings..."

The next chapter describes the procedure how to handle the used hardware.

3.3 Settings

This dialog has two main tasks:

- Allocation of the total hardware. This means that all available voting units must be gathered in a hand-held list (Figure 12).
- To test the DIGIVOTE® hardware. There is no urgent need to run the test, as it is only intended for testing the units before starting a voting session. Here we show the test for DIGIVOTE hardware consisting of the TR30 transponder and the VD30 voting units.

The tool is available in PowerPoint® on the new menu entry "Digivote - Settings".

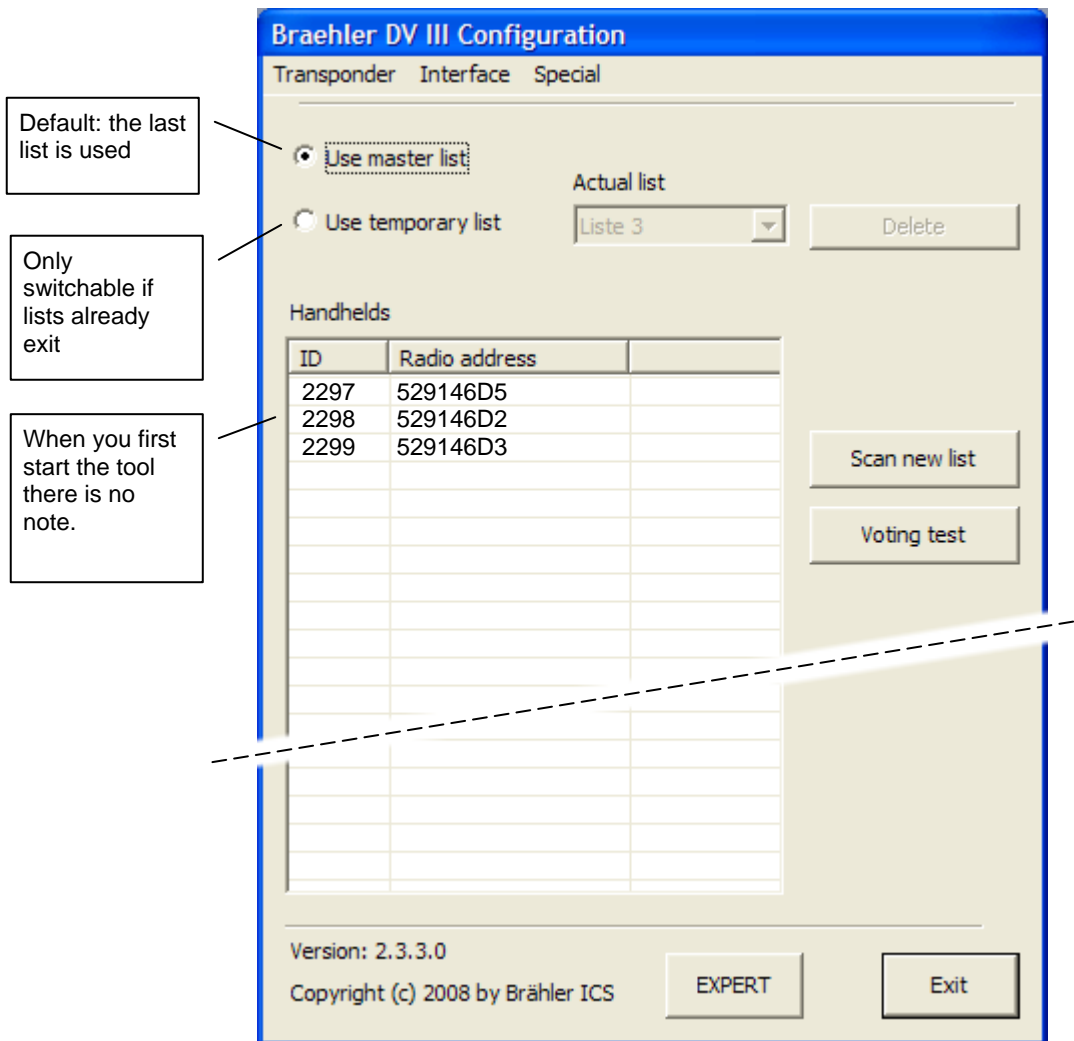


Figure 12

In Figure 12 the transponder is correctly connected via the USB interface. The IDs "2297, 2298 and 2299" notation confirms the scan as an example.

Remark: The tool can also be used as a separate program outside of PowerPoint®. "Start - All programs – BRAEHLER - DV III Config will start the tools. It opens in the "BASIC" mode.

The description in this manual is limited to the BASIC mode. If necessary, refer to the EXPERT mode in the user guide for the Config tool.

BASIC Mode

Control or adjust the communication port you use for the TR30 transponders. If there is a COM (serial) connection control also "Interface" if necessary.

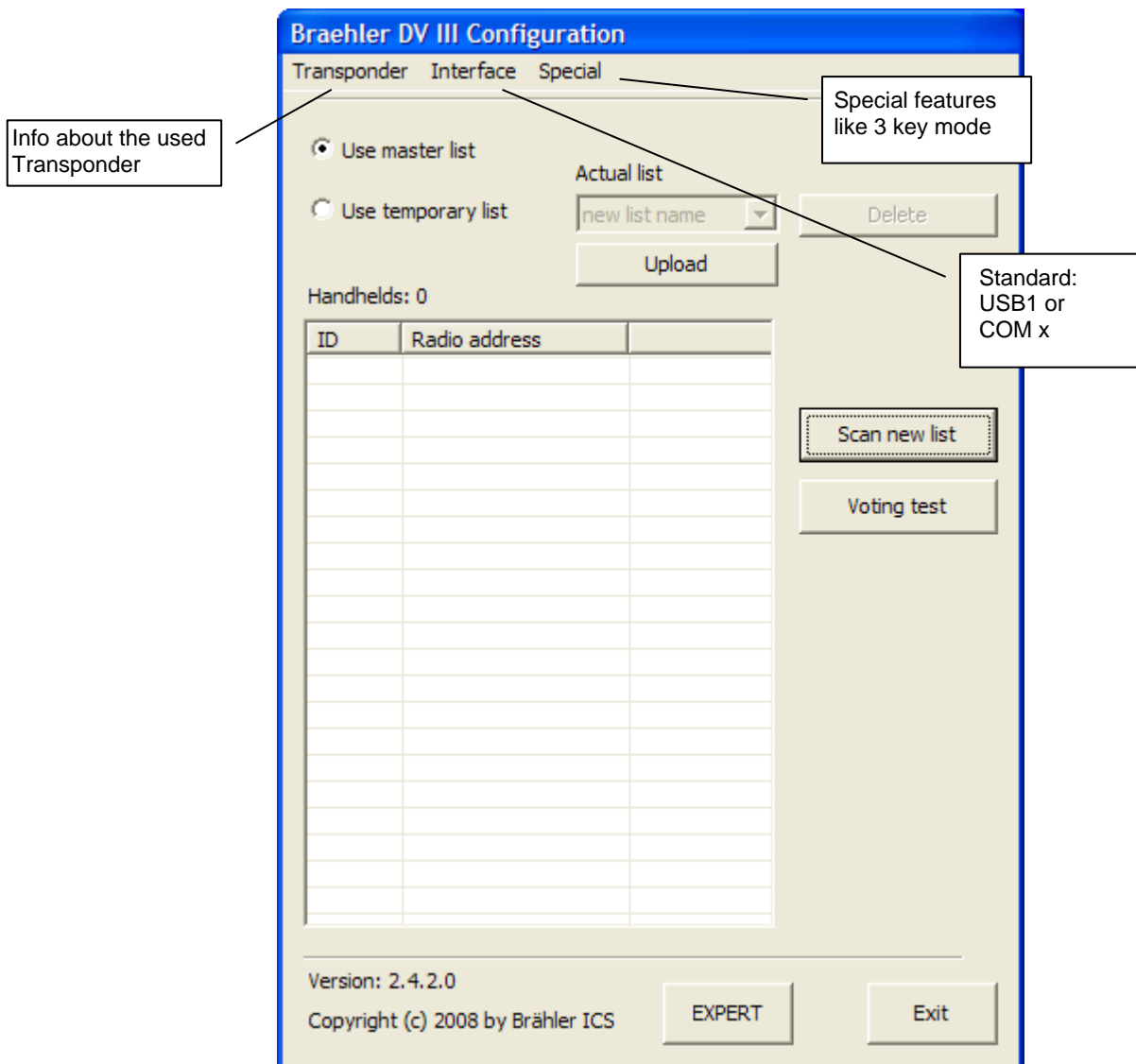
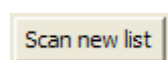


Figure 13

Next follow the steps before the device can be used for the first time:



1. This is how the voting units to be used are registered. For the next step refer to the next section "Scan new list" Handheld Scan.

Test Vote

2. "Test Vote" is not an absolute requirement but is an easy to carry out handheld test after scanning the available units. We therefore recommend this test to ensure the voting process runs smoothly.

The screenshot shows a software window titled "Test vote" with a table and a control panel. The table has columns for ID, Vote1, Vote2, Vote3, and Vote10. The control panel includes a "Vote-Keys" field, checkboxes for "Ack vote", "Shifted", and "Times", a "Broadcast" checkbox, a "Vote-Lines" dropdown, and buttons for "Start vote", "Stop vote", "Clear results", and "Exit".

ID	Vote1	Vote2	Vote3	Vote10
2297	1			
2298	778			
2299	8			

Callouts and their descriptions:

- Handheld ID: Points to the ID column in the table.
- Pressed keys per Vote: Points to the Vote1 column in the table.
- Additional report of voting time: Points to the "Times" checkbox.
- Number of keystrokes to be shown: Points to the "Vote-Keys" field.
- Confirmation of the handheld in the display: Points to the "Ack vote" checkbox.
- Representation in the handheld display right-aligned: Points to the "Shifted" checkbox.
- Starts or stops the vote test: Points to the "Start vote" and "Stop vote" buttons.
- Deletes the "Vote" results list: Points to the "Clear results" button.
- Exits the vote test: Points to the "Exit" button.

Figure 14

The handheld display shows the text "Start Voting" at the top, followed by a signal strength icon, a battery level icon, and a numeric keypad with digits 1 through 5. A callout points to the battery icon with the text "Confirmation in the handheld display".

Scan over all:

The entire ID range is scanned - maximum 250 handhelds simultaneously.

approx. max expected handhelds:

Enter approximate number of handhelds expected (Maximum 250).

Scan ID ranges:

This selection sets the area to be scanned by the handhelds' ID, to scan only a certain range of handhelds.

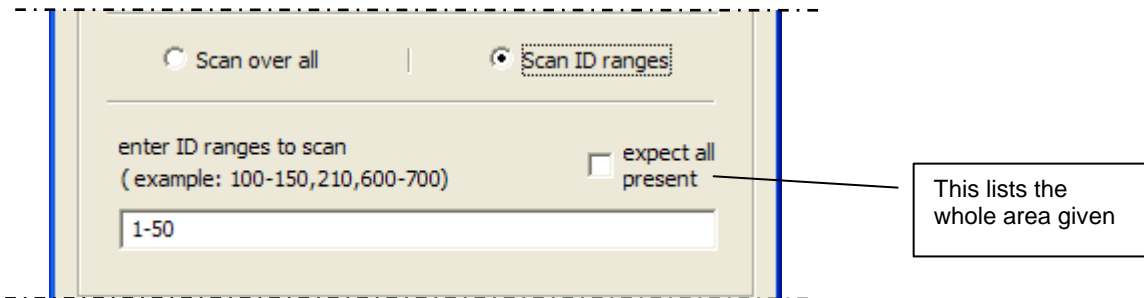


Figure 16

Other buttons for "Handheld Scan" window:

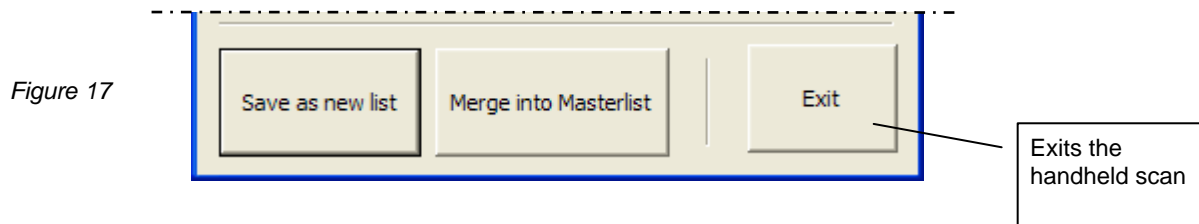
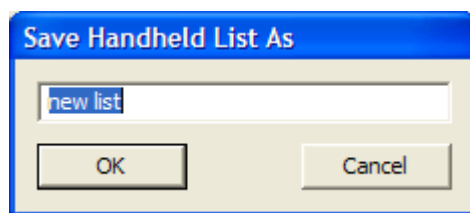


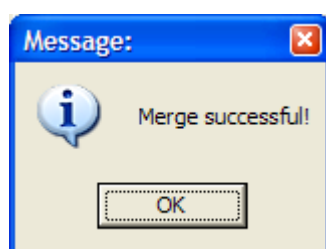
Figure 17

Save as new list:



Import or describe (e.g. extra case number 23) the recommended list name (here: new list) and confirm with "OK". Do not use the same name twice.

Merge into Master list:



The scan list produced is added to the master list. This is confirmed with a message (OK) → Merge successful

Special features

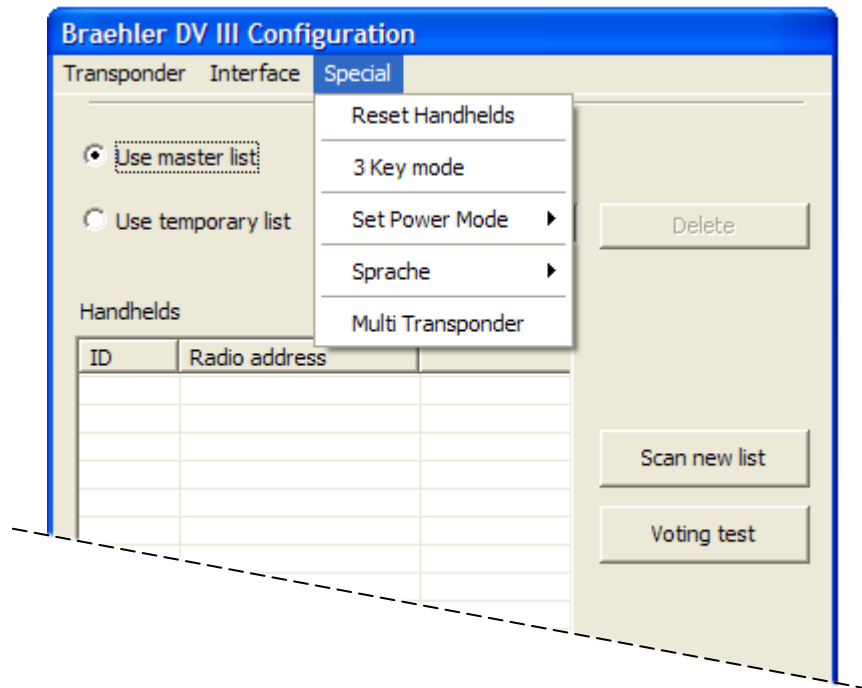


Figure 18

Reset Handhelds: All in use voting units are reset

3 Key mode: When using voting units with only 3 voting keys (parliamentary units) this option has to be enabled

Set Power mode: several power modes for the voting units are available, as there are:

On	backlight: on	display: on
Standby	backlight: off	display: on
Sleep	backlight: off	display: off
Off	Power save disabled	
Battery save	reduced power mode, 3 sec wake up time	

Sprache: this means language is selectable between English and Deutsch (German)

Multi transponder: Only relevant in multi transponder mode. If more than one transponder in a session is intended to be used, the numbers of these transponders are entered here. Also the option "active" is set.



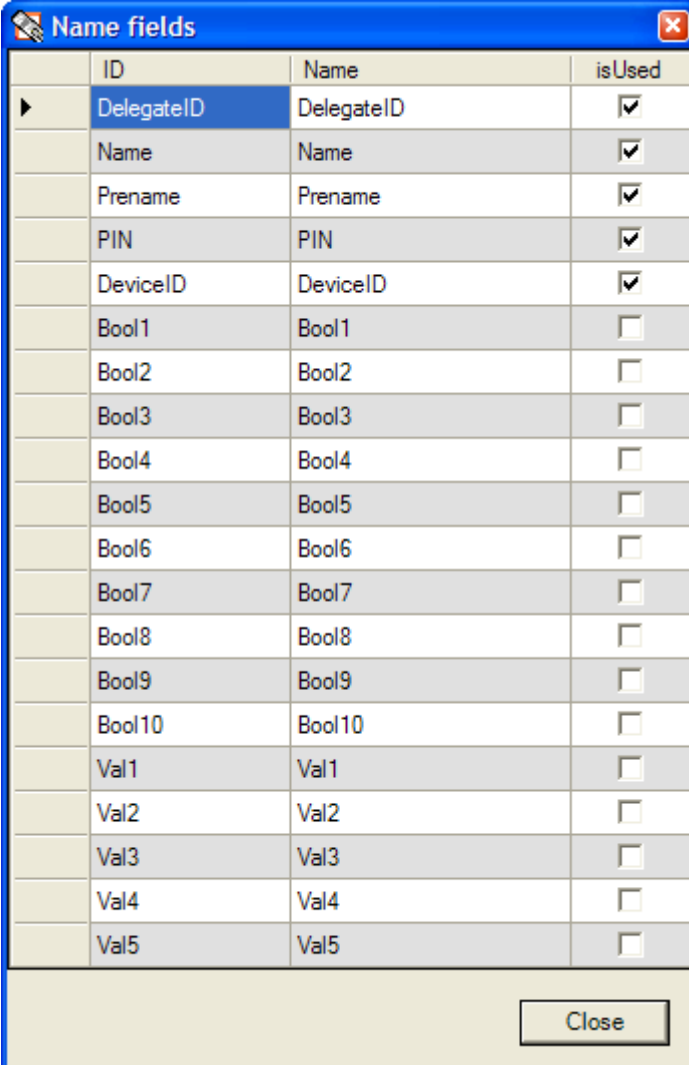
3.4 Participant Data

DIGIVOTE® basic interactive enables a number of data items to be created for each participant (also referred to as "delegates"). These items of data are specified in the name fields and displayed in the name list.

3.4.1 Name Fields

Only the name fields below are available for the name list:

- DelegateID
- Name
- Prenom
- PIN
- DeviceID



ID	Name	isUsed
DelegateID	DelegateID	<input checked="" type="checkbox"/>
Name	Name	<input checked="" type="checkbox"/>
Prenom	Prenom	<input checked="" type="checkbox"/>
PIN	PIN	<input checked="" type="checkbox"/>
DeviceID	DeviceID	<input checked="" type="checkbox"/>
Bool1	Bool1	<input type="checkbox"/>
Bool2	Bool2	<input type="checkbox"/>
Bool3	Bool3	<input type="checkbox"/>
Bool4	Bool4	<input type="checkbox"/>
Bool5	Bool5	<input type="checkbox"/>
Bool6	Bool6	<input type="checkbox"/>
Bool7	Bool7	<input type="checkbox"/>
Bool8	Bool8	<input type="checkbox"/>
Bool9	Bool9	<input type="checkbox"/>
Bool10	Bool10	<input type="checkbox"/>
Val1	Val1	<input type="checkbox"/>
Val2	Val2	<input type="checkbox"/>
Val3	Val3	<input type="checkbox"/>
Val4	Val4	<input type="checkbox"/>
Val5	Val5	<input type="checkbox"/>

Close

Figure 19

There are also 10 Yes/No fields (Bool1...Bool10) and 5 number fields (Val1...Val5) for the name list. The field name "Bool" indicates that there is a further field for clicking like: female, male, employee, etc.

3.4.2 Rename Name Fields

Every name field is allocated its own internal name (ID), name fields can be adjusted, e.g. "Prenome" to "Firstname" or "Bool1" to "female".

- Select the "Name Fields" menu item
- Change the entry in the "Name" column after marking

3.4.3 Use a Name Field

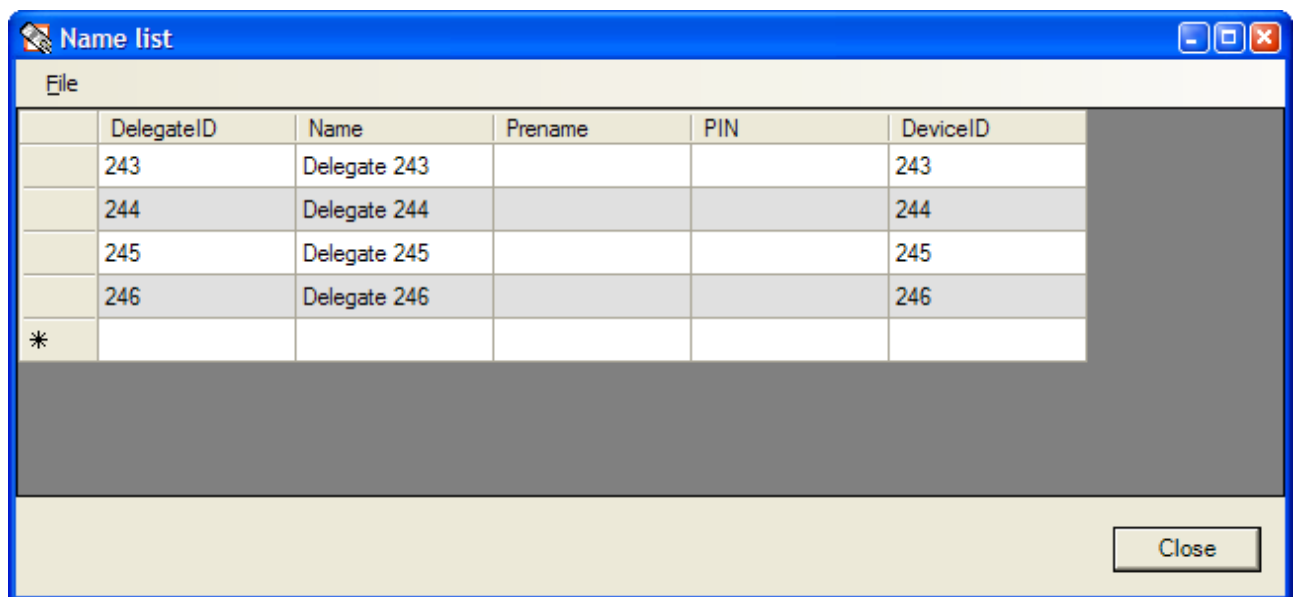
In order that the name fields you require can be used, proceed as follows:

- Select the "Name Fields" menu item
- Click in the "IsUsed" column

The selected fields will now appear in the name list.

3.5 Name List

The fields selected under "Name Field" appear in the "Name List" table. The names can be edited and adjusted to suit your requirements:



	DelegateID	Name	Prenome	PIN	DeviceID
	243	Delegate 243			243
	244	Delegate 244			244
	245	Delegate 245			245
	246	Delegate 246			246
*					

Figure 20

Mark the field to be edited with the mouse or cursor keys and add a new name or ID by overwriting. Instead of entering a completely new name, an existing entry can be changed by pressing the F2 key. The DelegateID is the same as the ID number of the voting unit, and cannot be changed in the name list.

The list of names can be sorted to each column. So, with a click on "Name" the list is sorted by name.

3.6 Groups

When a DIGIVOTE® PowerPoint presentation is created, 10 groups (Group1 ... Group10) are automatically generated. Their purpose is to group multiple delegates together. A good example would be game shows in which different interest groups compete against one another. DIGIVOTE® basic interactive can thus also be used to conduct this type of vote.

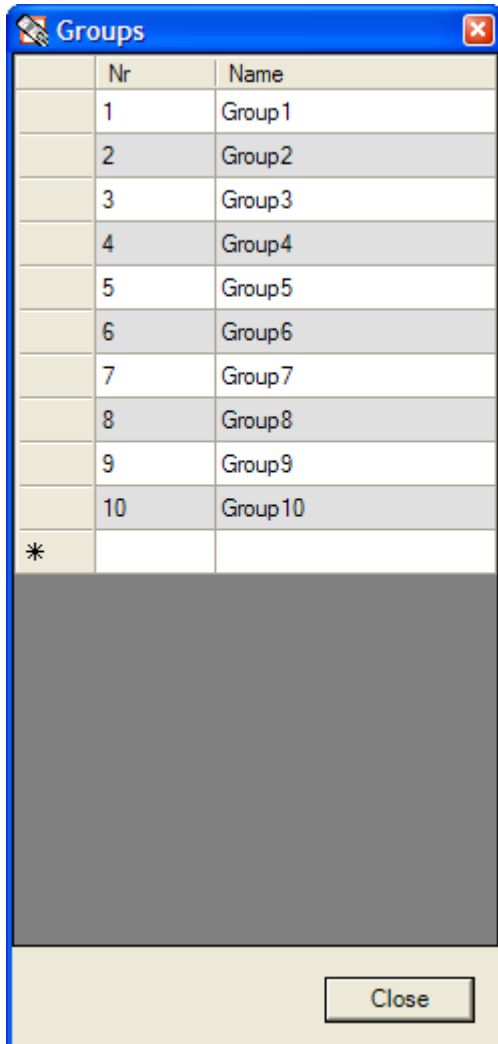


Figure 21

The number of groups may be added to; groups can be deleted and renamed, as described below:

3.6.1 Create Additional Groups

You can create as many new groups as you want. To do so, proceed as follows:

- Select the „Groups...” menu item
- Enter a new group in the last group – marked with an *. Enter the new number (Nr) and a relevant Name

3.6.2 Delete a Group

You can delete one or more groups. To do so, proceed as follows:

- Select the "Groups..." menu item
- Click on the group to be deleted in the first column
- Press the "Delete" key
- The selected group is deleted (Note: the deletion cannot be reversed)

3.6.3 Rename a Group

Any group can be renamed, in the following way:

- Select the "Groups..." menu item
- Click on the group you wish to rename
- Enter a new name in the "Name" column, e.g. by overwriting

3.7 Assign Groups

This menu item can be used to assign individual voting devices to groups, and to bring voting devices together to form groups.

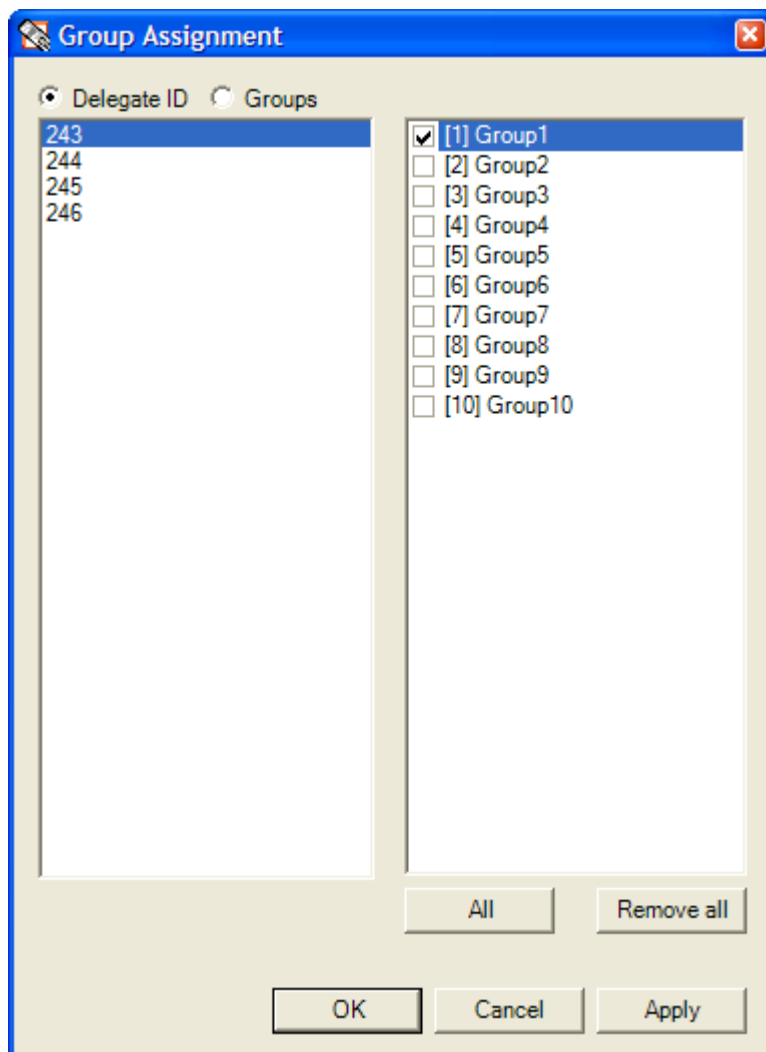


Figure 22

In the image above, the voting devices in use are listed on the left of the menu window. Each device listed can be assigned to a group by clicking on the relevant fields in the right-hand side. In the example shown, the device numbered 243 is assigned to Group 1.

Each device can also be assigned to more than one group. Click on the "All" button to select every group.

Important: Each assignment is only made definitive by clicking the "Apply" button!

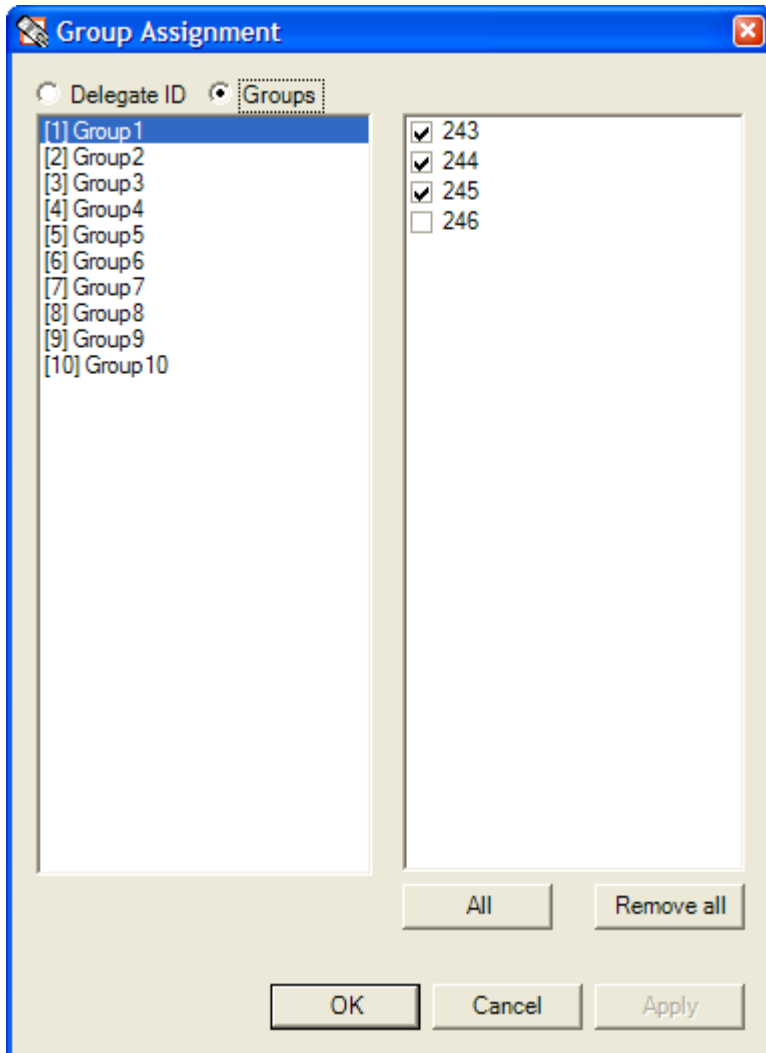


Figure 23

In group assignments, the display can also be arranged by group. To do this, you simply need to click on the "Groups" button. Group assignments can also be made in this view.

Here, too, each assignment is only saved when the "Apply" button is clicked!

3.8 Prepare Votes – the steps in the Digivote Wizard

The DIGIVOTE® wizard creates or edits special PowerPoint slides which you can use to conduct interactive votes. These slides are called, albeit not visibly, vote slides. You can edit them as you would edit any other slide, but you should only change the text of the question by using the DIGIVOTE® wizard.

The DIGIVOTE® wizard works in two different modes:

- Create mode
- Edit mode

Depending on which slide is currently selected (marked), the Digivote menu will toggle between "Create Voting..." and "Edit Voting..."

1. If the slide currently selected is a normal PowerPoint slide, the DIGIVOTE® wizard generates a new question slide after the current slide.
2. If the slide currently selected is a question slide that has already been created, the DIGIVOTE® wizard starts in Edit mode and both the content and properties of the current question can be edited.
3. If the slide currently selected is a DIGIVOTE® result slide, the DIGIVOTE® wizard creates a new question and result set, as in 1.

A vote is prepared as follows:

- Select the "Create Voting ..." menu item
- Give the vote a name, e.g. Customer Survey
- Specify the voting type.
 - Yes/No
 - Yes/No/Abstain
 - Multiple choice with at least 2 alternatives

Max. 10 response options
Max. number of selection options

- Specify the duration of the vote in seconds. If this is set to "manual", the vote is controlled using Start / Stop.

- Click the "Next" button

Figure 24

Now the template for entering the questions appears (Figure 25). You then proceed like this:

- Enter the questions, e.g. "How satisfied are you with our work?"
- Enter the answer options, e.g. "Very satisfied", "Satisfied" ...
- Enter the legend text if necessary: abbreviations for long answers
- With quiz questions, mark the correct answers with "Ok"
- Assign any points for quiz questions
- Click the "Finish" button

The field color can be used for the graphical analysis assigned certain colors. It opens up a dialogue to determine the colors.

The legend texts can be used as an alternative response text. With corresponding entries, these texts are used instead of the answer text.

With the "OK" box the correct answer is marked.

With the field 'points' answers can be assigned with different points. This allows, for example, in game shows for ratings assigned answers.

Enter the question and the answer text. The legend text ist used for the result slide only. Press the color button for changing the color.

Who built the Great Hall in Hampton Court near London?

	Answer text	Color	Legend text	Ok	Points
1	Elizabeth I.	Green		<input type="checkbox"/>	0
2	Henry VIII.	Red		<input type="checkbox"/>	0
3	George II.			<input type="checkbox"/>	0
4	Elizabeth II.	Yellow		<input type="checkbox"/>	0
5	James III.	Blue		<input type="checkbox"/>	0

Close < Back Finish

Figure 25

When you click "Finish", a Powerpoint slide is generated with the questions. A slide created in this way can be changed in terms of its graphical appearance, font size, etc., as is usual with PowerPoint. This does not apply to changes in the wording, as these need to be made in the Digivote wizard.

3.9 Edit Voting ...

A slide created using DIGIVOTE basic interactive can also be changed:

- Select, or mark, a PowerPoint slide with a defined vote
- Select the "Edit Voting..." menu item
- Edit the entries or text
- Click the "Finish" button

3.10 Create chart ...

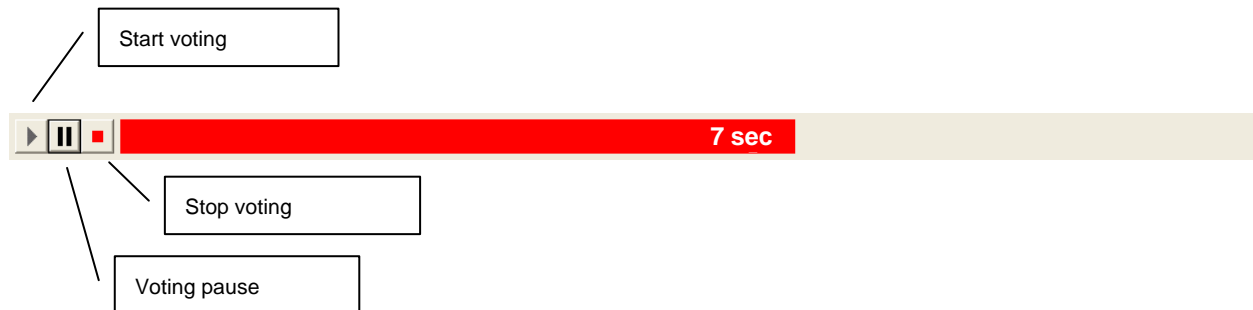
Voting scores are displayed in concise charts. After creating a voting the display option is recommended.

- Select the vote
- Select the "Create Chart ..." menu item

The chart is inserted as a new PPT slide. If voting data already exists, the voting data is displayed. If a vote is conducted at a later stage, the data display is updated. A slide created in this way can be changed in terms of its graphical appearance, font size, etc., as is usual with PowerPoint.

3.11 Run Vote

To start a voting is easily done In PowerPoint's Presentation mode. When a slide appears that contains a vote, an image automatically appears at the bottom of the screen with control symbols which can be used to control the voting.




The voting may be displayed in the way shown below:

DIGIVOTE

How many receivers did Brähler provide for the WTO conference in Hong Kong 2005?

1.	1.500
2.	6.000
3.	10.500
4.	13.000
5.	26.000



▶
⏸
■

7 sec

Figure 26

- >Start (with the space bar or a mouse click): the vote is started. If duration has been specified in advance, the time remaining in seconds is displayed within an increasing bar. When the time is up, the vote ends automatically and the voting data is saved in the database.

If the voting duration is manual, the vote will continue until "Stop" ends it.

- II Pause: The vote can be interrupted with the Pause button (space bar or click on the II symbol) and then restarted with the "Start" button (space bar).
- Stop: A vote, once started, can be ended with the "Stop" button. A vote with a predefined duration can also be terminated prematurely.

3.12 Create Table...

Votes can be displayed and formatted in a tabular format. To create this type of table, proceed as follows:

- Select the "Create Table..." menu item
- Enter the report name, e.g. "Customer Satisfaction"
- Select the report type, e.g. Totals List (see next chapter for a description of the types)
- Confirm with "OK"

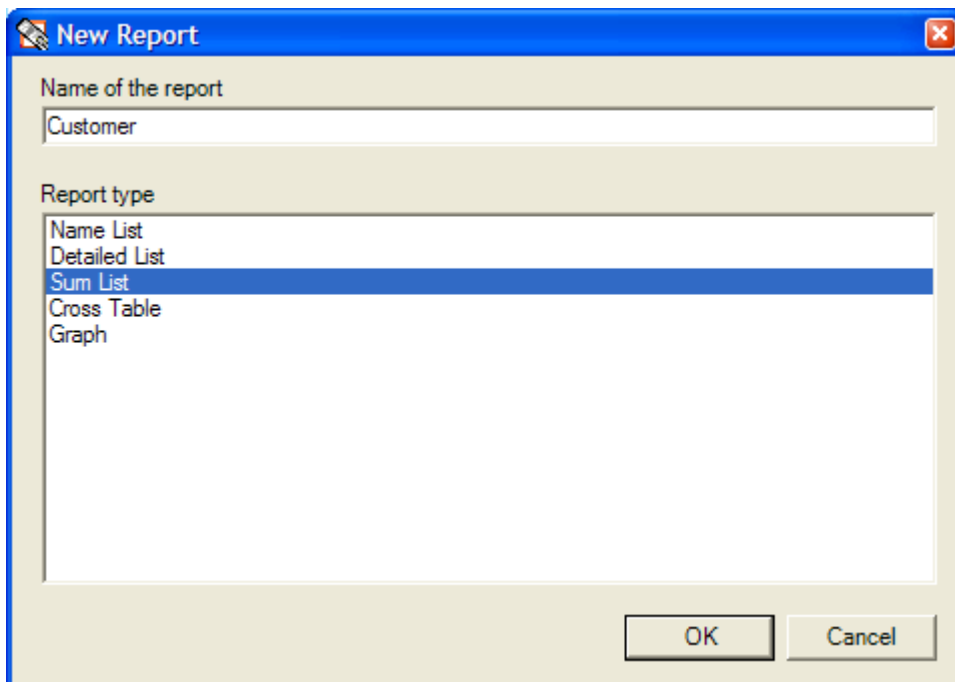


Figure 27

A rules wizard appears which varies according to the report type. For the example in question, it looks like this:

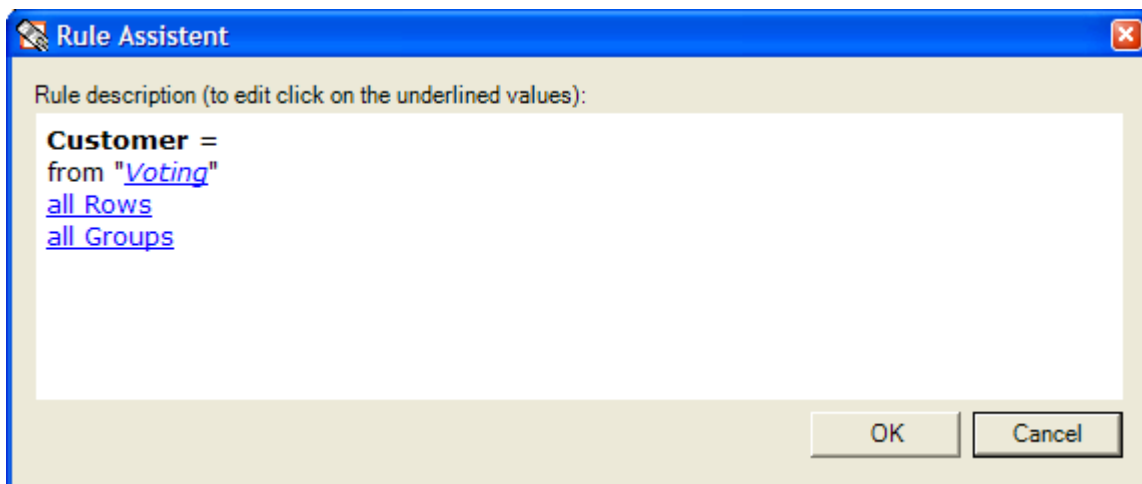


Figure 28

For the rest of the table description, you click on the underlined values. A window appears, as in Figure 29, for assigning fields. Here you can use the "Add" button to choose fields from the list of available fields on the left for the tables in the presentation. In this assignments window you can also use the "Remove" button to delete any fields that are not required:

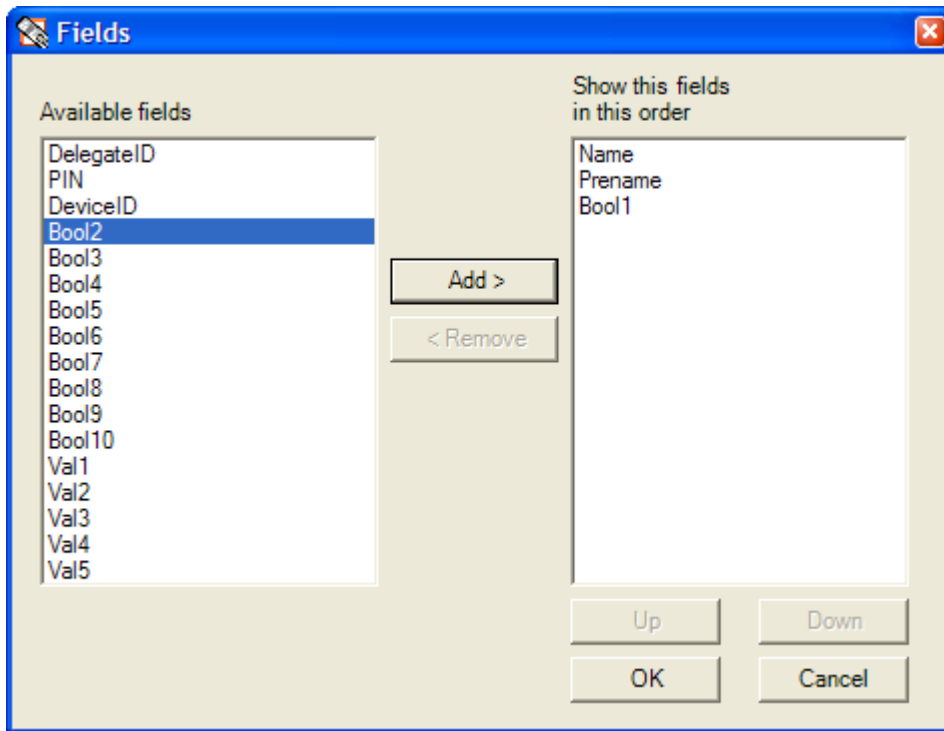


Figure 29

In the example shown above, "Surname", "First Name" and "Bool1" were selected for the display from the list of available fields. The order of the fields can be changed via the "Up" and "Down" can be changed. First of all, mark the name of the field to be moved and then using "Up" and "Down" to the desired location.

When "OK" is selected, a new slide with the table so defined is created in PowerPoint (Fig. 31). The contents of the table depend on the entries in the "Name Fields" and "Name List" menu items.

Customer

Name	Prename	Bool1
Delegate 243		
Delegate 244		
Delegate 245		
Delegate 246		

Figure 30

3.13 Change Table...

To change a table, proceed as follows:

- In PowerPoint, select a slide with a scoring table; e.g. by clicking
- Select the "Change Table..." menu item
- Change the report as described in "Tabular Scoring" (3.10)

3.14 Report Types

When you are creating tables, you always need to enter the report type. The different report types are explained below:

3.14.1 Name List

This report type is used to output fields from the name list. This is described in 3.5 Name List.

3.14.2 Detailed List

This report type can be used to output the details of a vote for each delegate.

3.14.3 Total List

With this report type, the voting results for each individual delegate are collated and output to a table.

3.14.4 Cross-Classified Table

This report type is used to display the results from two different votes in a table as a correlation.

3.14.5 Chart

This report type shows the voting results in a graphic format. The wizard is used to select the vote required.

3.15 The Rules Wizard

The wizard is an elegant way of creating an analysis. The rules wizard has a different model, depending on the report type.

What the models have in common is that they each generate a rule for the display. If it is new, i.e. when it is first used, it contains a placeholder for data. For example, there is a "Voting" placeholder for any vote that has been saved (Figure 31)

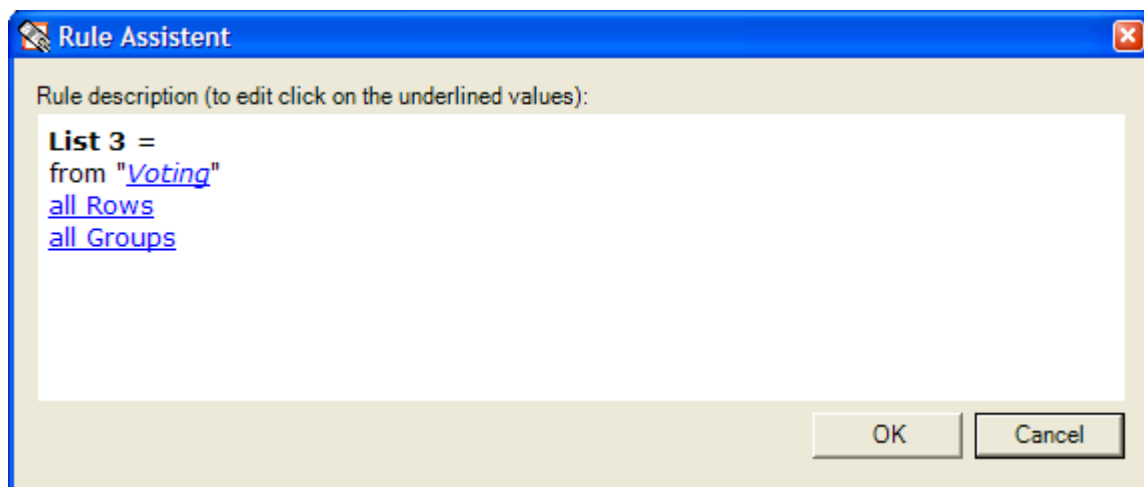


Figure 31

When you click on the placeholder, a list of votes is displayed. After a particular vote has been selected, the placeholder is replaced by the name of the vote.

3.15.1 Rule for Name List

When the report function and the name list have been selected, the menu below appears:

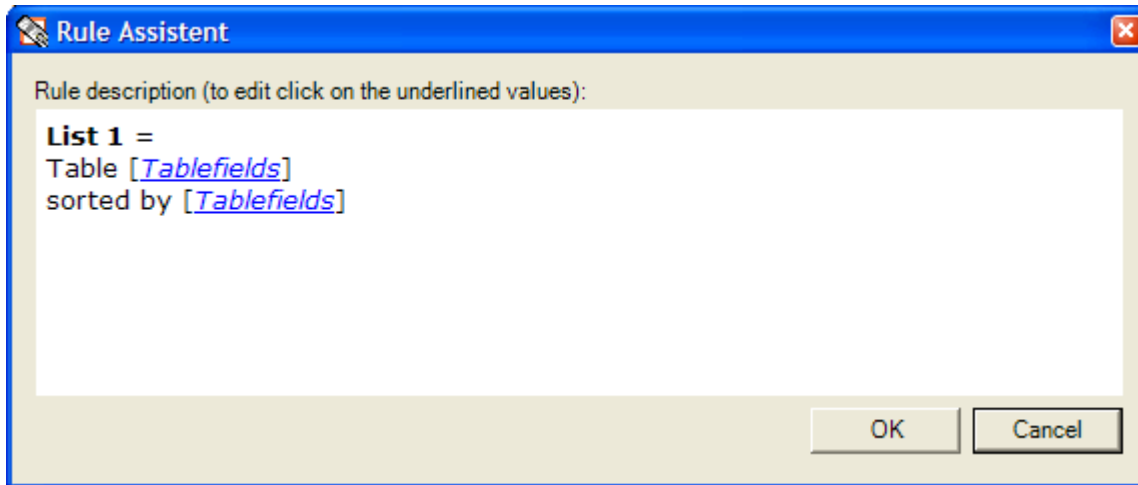


Figure 32

The parameters mean:

- Table [Tablefields]: Select the fields you require from the name list (Figure 32)
- Sorted by [Tablefields]: Fields can be sorted, e.g. by name

The menu below appears after clicking on [Tablefields] in Figure 32

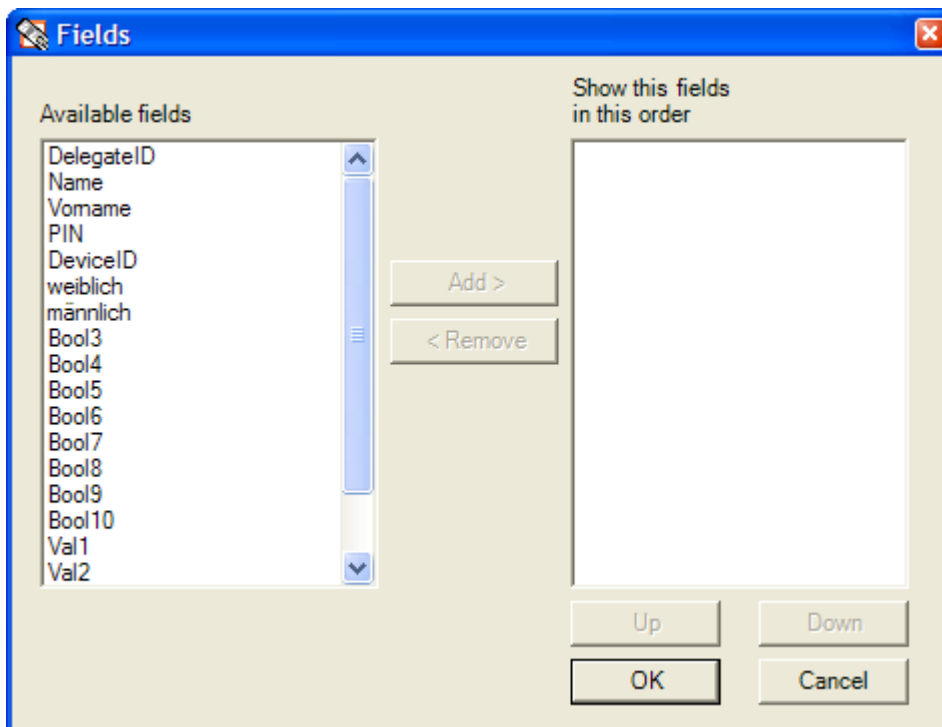


Figure 33

Here, all the available fields are listed in the left-hand column. The required fields are clicked (marked) and the "Add" button is used to move them to the right-hand side list of fields used.

3.15.2 Rule for Detailed List

When the report function and the detailed list have been selected, the menu below appears:

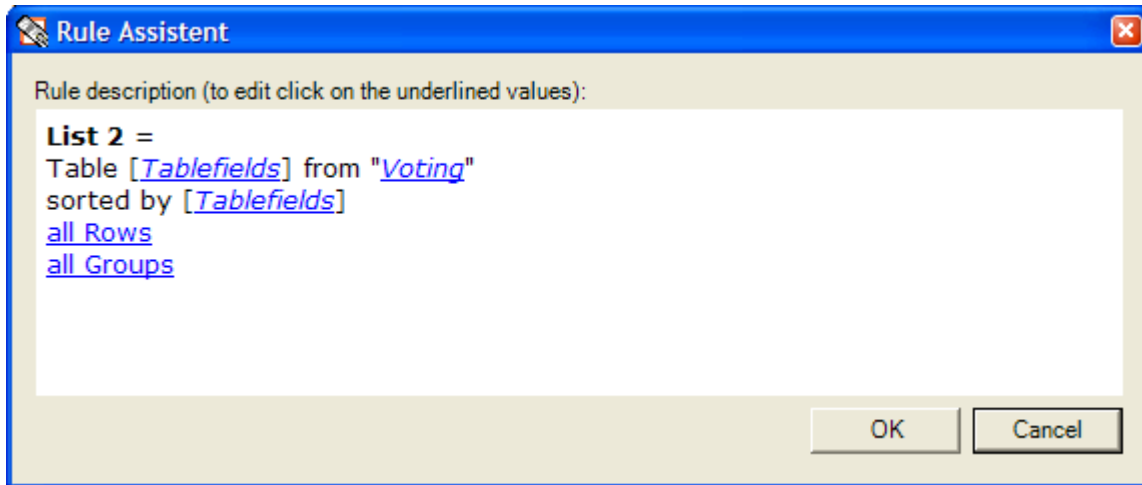


Figure 34

The parameters mean:

- Table [Tablefields]: Select the fields required (see Fig. 34)
- from [Voting]: Select the vote you want
- sorted by [Tablefields]: You can sort the fields
- all Rows: You can restrict the number of lines in the analysis. Default – all Rows
- all Groups: You can filter particular groups. Default – all Groups

3.15.3 Rule for Total List

After the report function and the total list have been selected, the menu below appears:

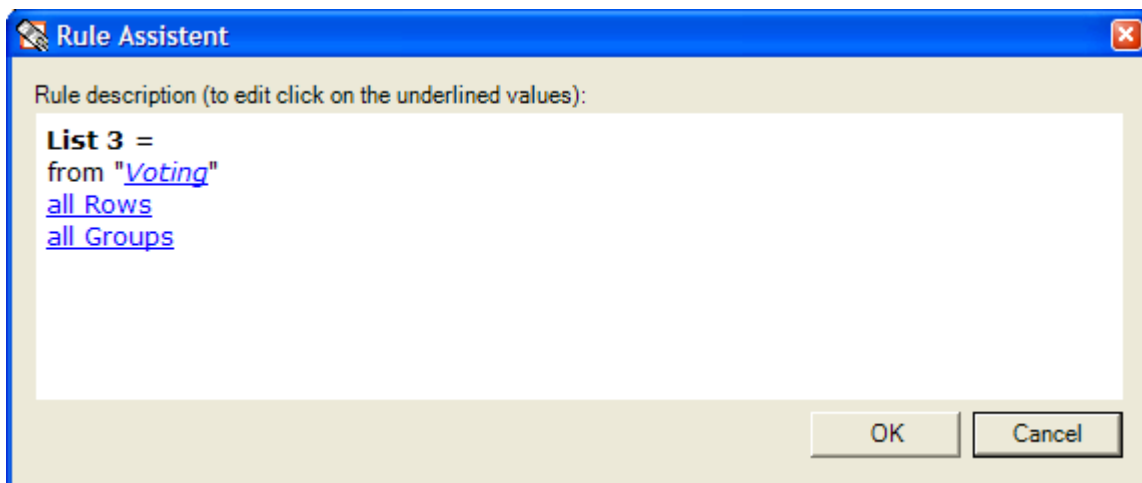


Figure 35

The parameters mean:

- from „Voting“: Select the vote you want
- all Rows: You can restrict the number of lines in the analysis. Default – all Rows
- all Groups: You can filter particular groups. Default – all Groups

3.15.4 Rule for Cross-Classified Table

After the report function and the cross-classified table have been selected, the menu below appears:

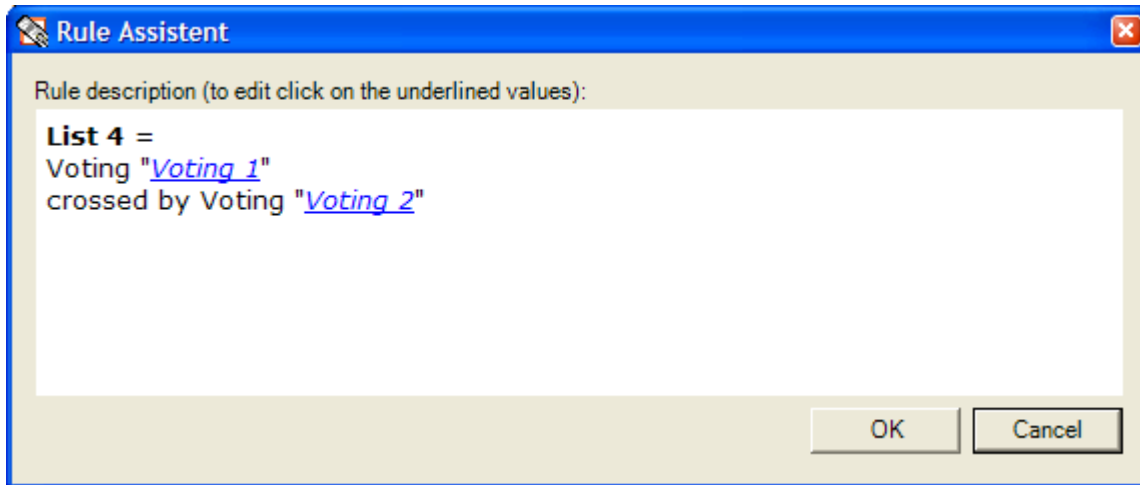


Figure 36

The parameters mean:

- Voting „Voting 1“: Select the vote you want
- crossed by Voting „Voting 2“: Select the second vote (the vote for drawing the comparison)

3.15.5 Rule for Chart

After the report function and the chart display have been selected, the menu below appears:

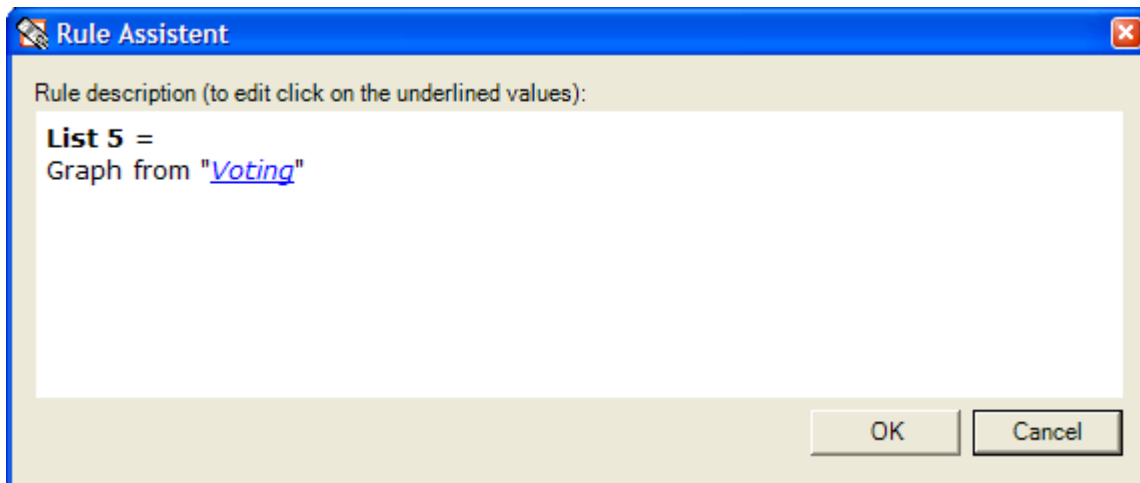


Figure 37

The parameters mean:

- Graph from „Voting“: Select the vote you want for the graphic display

3.16 Reports

Longer reports do not fit on a PowerPoint slide. This is particularly the case with tables with details. These types of report can be generated in the form of HTML pages (as on the Internet). These reports can be created as new, renamed, changed, displayed, printed out and deleted. As these reports are shown in a separate window, there is flexibility in terms of analysing them in other ways.

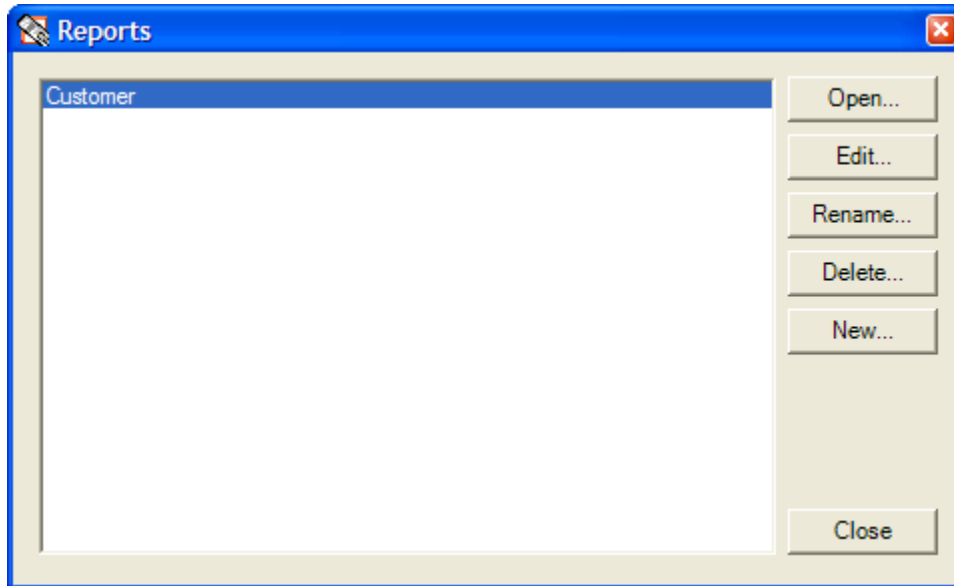


Figure 38

3.16.1 New Report

The procedure is:

- Select the "Reports..." menu item
- The list of previous reports appears
- Select the "New" button
- Give the report a name, e.g. "Customer Satisfaction Overall"
- Select the report type, e.g. Sum List
- The rule wizard described in 3.13 appears, depending on the report type
- Enter data into the rule wizard
- Confirm with "OK"
- The report appears in a separate window

3.16.2 Rename a Report

The procedure is:

- Select the "Reports..." menu item
- The list of previous reports appears
- Select the report that is to be renamed
- Click the "Rename..." button
- Enter the new name – or change the current one
- Confirm with "OK"

3.16.3 Edit a Report

To change a report, proceed as follows:

- Select the "Reports..." menu item
- The list of previous reports appears
- Select the report that is to be changed
- Click the "Edit..." button
- Edit the report as in "New Report"
- Confirm with "OK"

3.16.4 Delete a Report

To delete a report, proceed as follows:

- Select the "Reports..." menu item
- The list of previous reports appears
- Select the report that is to be deleted
- Click the "Delete..." button
- Confirm the security question with "OK"
- The report is deleted

3.16.5 Display a Report

To display a report, proceed as follows:

- Select the "Reports..." menu item
- The list of previous reports appears
- Select the report that is to be displayed
- Click the "Open..." button, or double-click on the report name
- The report appears in a separate window

3.17 Help

This menu item accesses the integrated Help. It opens this operating manual.

3.18 Info about Digivote

This menu item accesses information such as the version and registration details about DIGIVOTE®.



Figure 39

Contact information

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