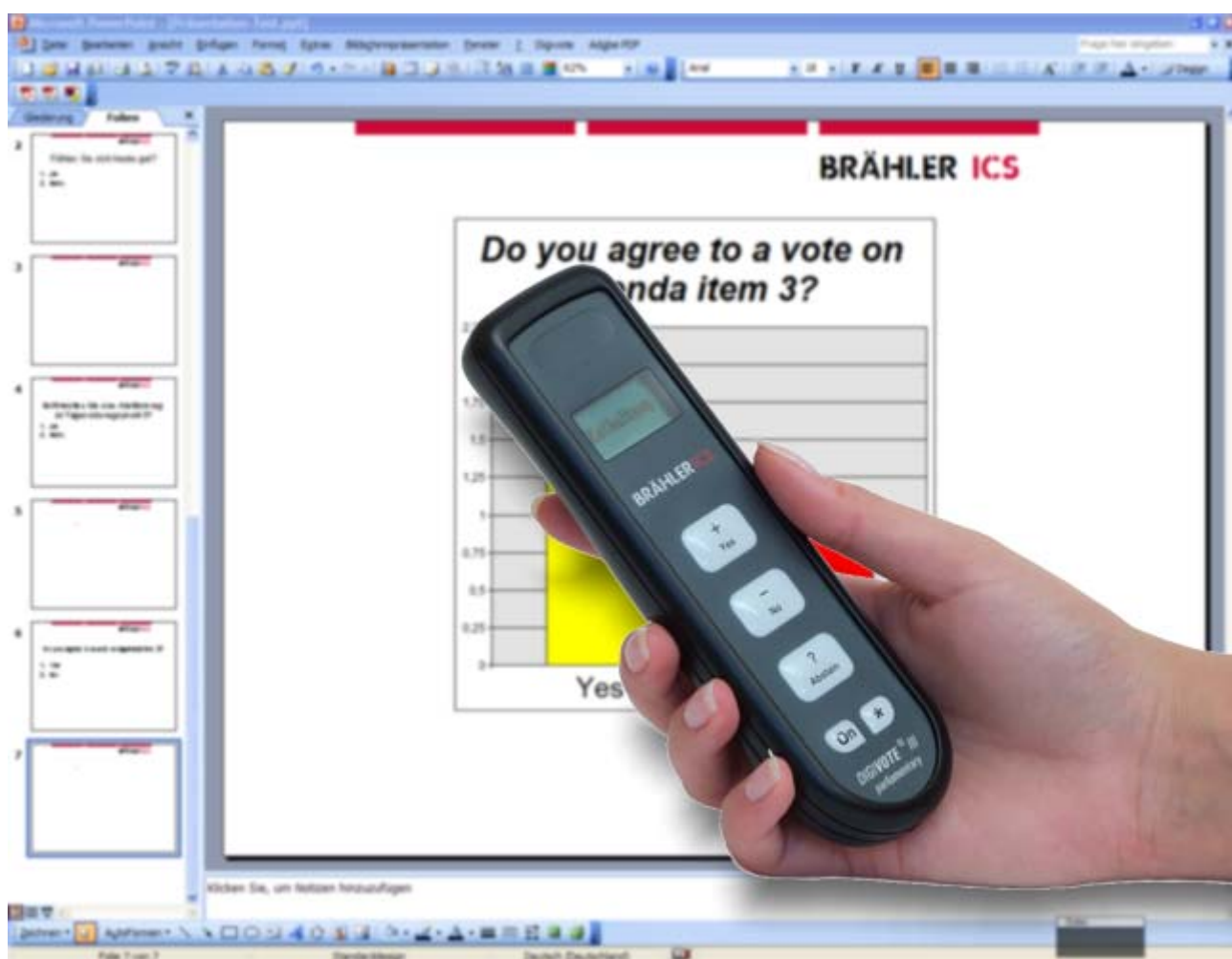


- **DIGIVOTE[®] III**
- **Software basic parliamentary**



Software operating instructions

Rev 2.0

Printed in Germany

Should you have any questions about this manual please contact:

Brähler ICS Konferenztechnik
International Congress Service AG
Auf der Alten Burg 6
53639 Königswinter, Germany
Tel.: +49 (0)2244 930-0
E-Mail: sales@braehler.com

You will find further information about our products on the internet at:

www.braehler.com

© 2008
BRÄHLER ICS AG, Königswinter

DIGIMIC® is a registered Trade Mark of Brähler ICS Konferenztechnik International Congress Service AG, Germany.

All other mentioned trademarks are trademarks or registered trademarks belonging to a particular proprietary and will be accepted as protected.

All rights reserved, especially (also partly) the translation, reprint, reproduction through copying or other similar methods.

BRÄHLER ICS reserves the right to make changes without notice.

Operating instructions DIGIVOTE basic parliamentary BGSWE-DIGIVOTE-basic-parl.doc

March 08

Inhalt

License Agreement	5
About this manual	8
Symbols	8
Important remarks	9
General.....	9
1. Overview	10
1.1 Introduction	10
1.2 System Requirements.....	10
Hardware	10
Software	10
2. Installation	11
Installing the CD version.....	11
Installing a DOWNLOAD version.....	11
2.1 General Guidelines for Using DIGIVOTE® basic parliamentary	14
3. DIGIVOTE® Start under PowerPoint	15
3.1 Configuration	17
Handheld Scan	22
3.2 Participant Data	24
3.2.1 Name Fields	24
3.2.2 Rename Name Fields.....	25
3.2.2 Use a Name Field	25
3.3 Name List	25
3.4 Groups.....	26
3.4.1 Create Additional Groups.....	26
3.4.2 Delete a Group	27
3.4.3 Rename a Group	27
3.5 Assign Groups.....	27
3.6 Prepare Votes – the Steps in the Digivote Wizard.....	29
3.7 Edit Vote	31
3.8 Run Vote	31
3.9 Graphic Scoring (New chart ...)	32
3.10 Change Graphic Scoring (Edit chart...)	33
3.11 Tabular Scoring (New Table...)	33
3.12 Change Tabular Scoring (Change Table...)	35
3.13 Report Types.....	36
3.13.1 Name List	36
3.13.2 Detailed List.....	36
3.13.3 Total List	36
3.13.4 Cross-Classified Table.....	36
3.13.5 Chart.....	36
3.14 The Rules Wizard	36
3.14.1 Rule for Name List	37
3.14.2 Rule for Detailed List.....	37
3.14.3 Rule for Total List	38
3.14.4 Rule for Cross-Classified Table	39
3.14.5 Rule for Chart	39
3.15 Reports	39
3.15.1 New Report	40
3.15.2 Rename a Report.....	40
3.15.3 Change a Report	40

3.15.4 Delete a Report.....	40
3.15.5 Display a Report	41
3.16 Settings.....	41
3.17 Registration	41
3.18 Help.....	42
3.19 Info about Digivote.....	42
Contact information	43

License Agreement

0. LICENSE AGREEMENT

Below are the terms and conditions of the Agreement applying to use of BRÄHLER software by you, the end user (hereinafter also called "licensee").

By opening the sealed packet(s) containing the software disks you are agreeing to be bound by the terms of this agreement.

Therefore, please read through the following terms and conditions fully and carefully. If you do not agree to the terms of this agreement, you may not open the disk package(s).

In this case promptly return the unopened disk package(s) and all other items of the purchased product (including all written materials, accompanying hardware and the packaging) to the place you obtained them for a full refund.

TERMS OF AGREEMENT

0.1 Subject-Matter of this agreement

The subject-matter of this Agreement is the Computer Software Program recorded on this data carrier (disk), the description of the program and the operating instructions, including all other related written materials, hereinafter called "Software". BRÄHLER ICS draws attention to the fact that, given the rate of technological progress, it is not possible to make computer software fully compatible with absolutely all applications and software and hardware combinations. Thus the subject-matter of this agreement covers only such Software as is substantially operative in keeping with the description of the program and the operating instructions.

0.2 Extent of Use

For the duration of this agreement BRÄHLER ICS grants you the simple non-exclusive right (hereinafter also called "license") to use the accompanying copy of BRÄHLER ICS software on a single computer (i.e. with a single CPU) at only one location. If this single computer represents a multi-user system, this right of use applies to all users of this single system. As the licensee you may physically transfer the Software (i.e. recorded onto a storage medium) from one computer to another, provided that you only use the Software on a single computer at any one time. Any further usage is prohibited.

0.3 Particular Restrictions

The licensee is forbidden to

- a) hand over the Software or the accompanying written materials to third parties or to otherwise make this available to such third parties without prior written consent from BRÄHLER ICS; b) transfer the Software from one computer to another via a data network or data transmission channel;
- c) modify, translate, reverse engineer, decompile or disassemble the Software without prior written consent from BRÄHLER ICS;
- d) create derivative programs from the Software or copy the accompanying written materials;
- e) to translate such written materials or modify them or produce derivative documentation from it.

0.4 Ownership of Rights

By purchasing this software product you are only given ownership of the physical storage medium onto which the Software has been recorded. This is not accompanied by acquisition of the rights to the Software itself. In particular, BRÄHLER ICS reserves the right to publish, copy, process and exploit the Software.

0.5 Copying

The Software and the accompanying written materials are protected by copyright. In as far as the Software is not copy-protected; you are permitted to make a single copy solely for backup or archival purposes. You are obliged to attach or include a BRÄHLER ICS copyright notice to or with the backup copy. The copyright notice comprised in the Software as well as the included registration code may not be removed. You are expressly forbidden to otherwise copy the Software and the accompanying written materials in whole or in part, both in the original form of the Software or by way of derivation, or by merging it with other software or somehow otherwise copying it.

0.6 Duration of this Agreement

This Agreement is of unlimited duration. The licensee's right to use this Software is automatically extinguished without notice if he infringes any of the terms of this Agreement. On expiry of his right of use, he is obliged to destroy all original disks as well as all copies of the Software including any modified copies, not forgetting the accompanying written materials.

0.7 Damages for Violation of this Agreement

BRÄHLER ICS draws attention to the fact that you are liable for all damage which accrues to BRÄHLER ICS by virtue of copyright violations arising from a violation of one of the terms of this Agreement by you.

0.8 Modifications and Updates

BRÄHLER ICS is entitled to make updates of the Software at its own discretion. BRÄHLER ICS is not obliged to make future updates of the Software program available to those licensees who have not returned the signed registration card to BRÄHLER ICS or who have not paid the corresponding update charges.

0.9 Warranty and Liability of BRÄHLER ICS

- a) BRÄHLER ICS warrants vis-à-vis the original licensee that, at the time of the delivery, the data carrier (disk) onto which the Software has been recorded and the accompanying hardware will be free from defects in materials and workmanship under normal service and maintenance.
- b) Should the data carrier (disk) or the accompanying hardware be faulty, the purchaser may demand replacement of the goods for a warranty period of 6 months from the day of receipt. To qualify for this he must return the disk(s), any accompanying hardware including the backup copy and written materials and a copy of the invoice/receipt to BRÄHLER ICS or to the place where the product was obtained.
- c) For the above-mentioned reasons specified under Point 0.1 of this Agreement, BRÄHLER ICS shall assume no liability as to the faultlessness of the Software. In particular BRÄHLER ICS disclaims any warranty for the Software's suitability as regards meeting the needs and purposes of the purchaser or as regards the ability of the Software to work in unison with other software programs chosen by the purchaser. The responsibility for correct choice and for any consequences arising from use of the Software or from the aims pursued and results achieved by its implementation shall be borne by the purchaser. The same applies to the written materials accompanying the Software. If the Software is not substantially usable in accordance with Point 0.1 of this Agreement, the purchaser has the right to rescind the Agreement. BRÄHLER ICS has the same right if the manufacture of substantially usable software within the meaning of Point 1 is not possible within reasonable bounds.
- d) BRÄHLER ICS shall not be held liable for damages, unless these have been brought about with intent or by gross negligence on the part of BRÄHLER ICS. Liability for gross negligence is additionally excluded for business people. Liability for any program characteristics promised by BRÄHLER ICS remains unaffected. Liability for consequential damages arising from defects, which are not covered by the warranty, is excluded.

Should you have any questions concerning this BRÄHLER ICS Software License Agreement, or if you desire to contact BRÄHLER ICS for any reason, please write to:

**Brähler ICS Konferenztechnik
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!

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 parliamentary is an add-in for Microsoft™ PowerPoint that enables you to conduct parliamentary voting, using handhelds, 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 parliamentary** 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

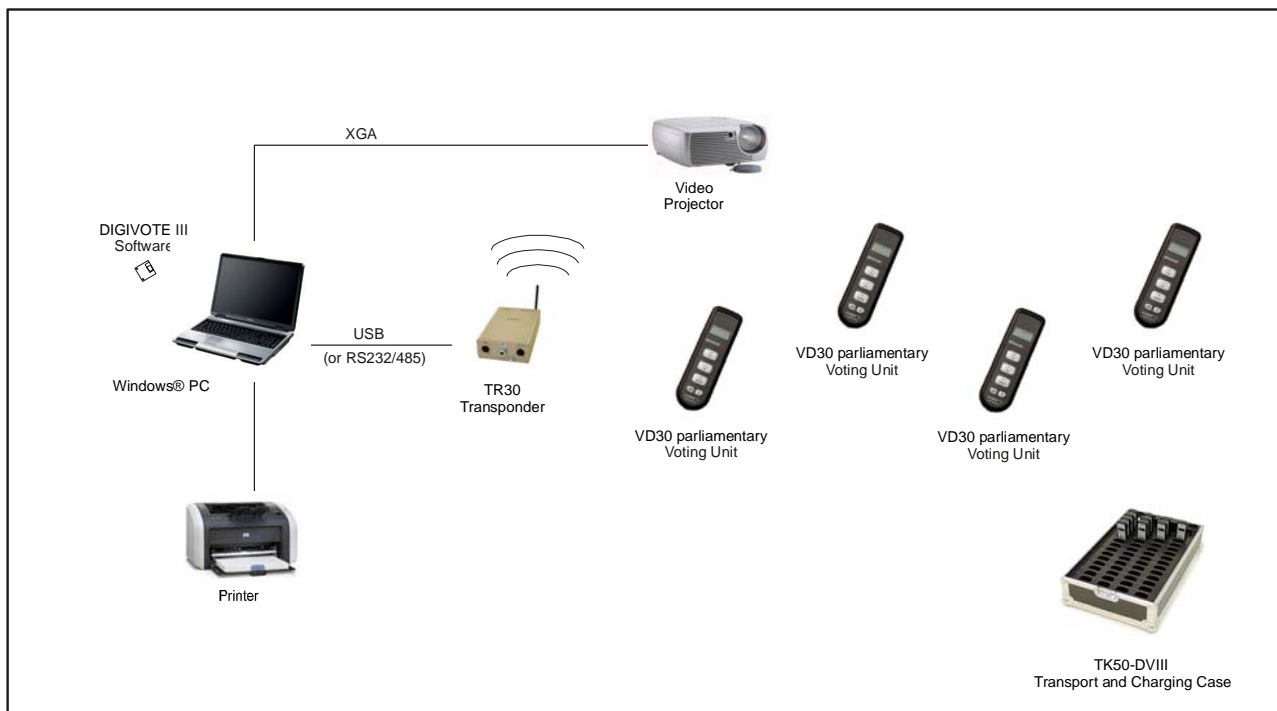


Figure 1

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

2. Installation

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



If there is an older version of DIGIVOTE® basic parliamentary 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 SETUP.EXE file
- Follow the instructions below

You must first confirm the question about installing an additional module for Microsoft.Net Framework by clicking on "Install". As stated in the software requirements, .NET 2.0 or above must be installed. .NET is a software platform developed by Microsoft™. It consists of a runtime environment, a collection of class libraries (API) and linked services.

We also recommend that you are connected to the Internet during the installation process, so that .NET can be updated if necessary.

You can use the "Cancel" button to abort the setup. If you do so, the program is not installed.

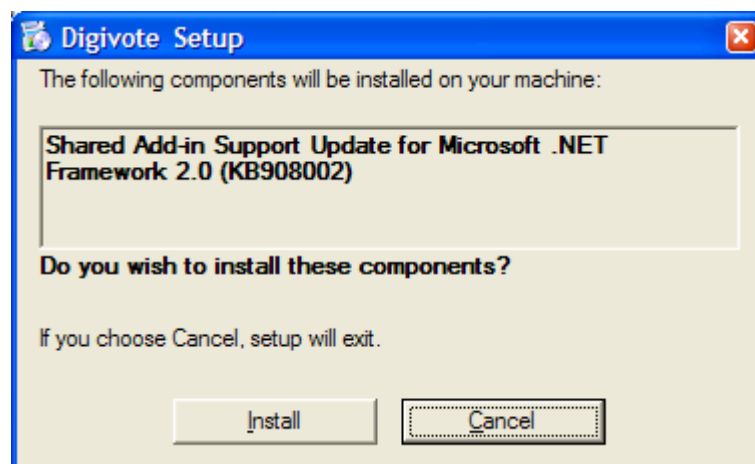


Figure 2

This installation will take a few moments...

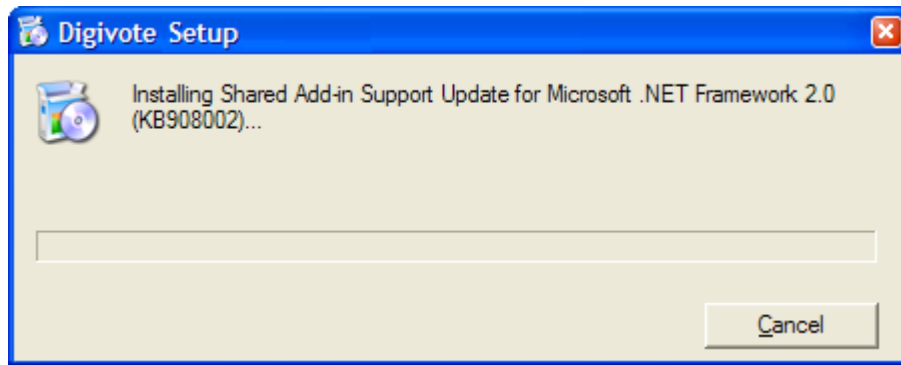


Figure 3

The DIGIVOTE program (add-in) itself will only be started when this has finished. The Setup wizard takes you through the installation including the DV3Config Setup.



Figure 4

The wizard makes installation simple and effective.

When the program has been successfully installed, the screen appears as below:

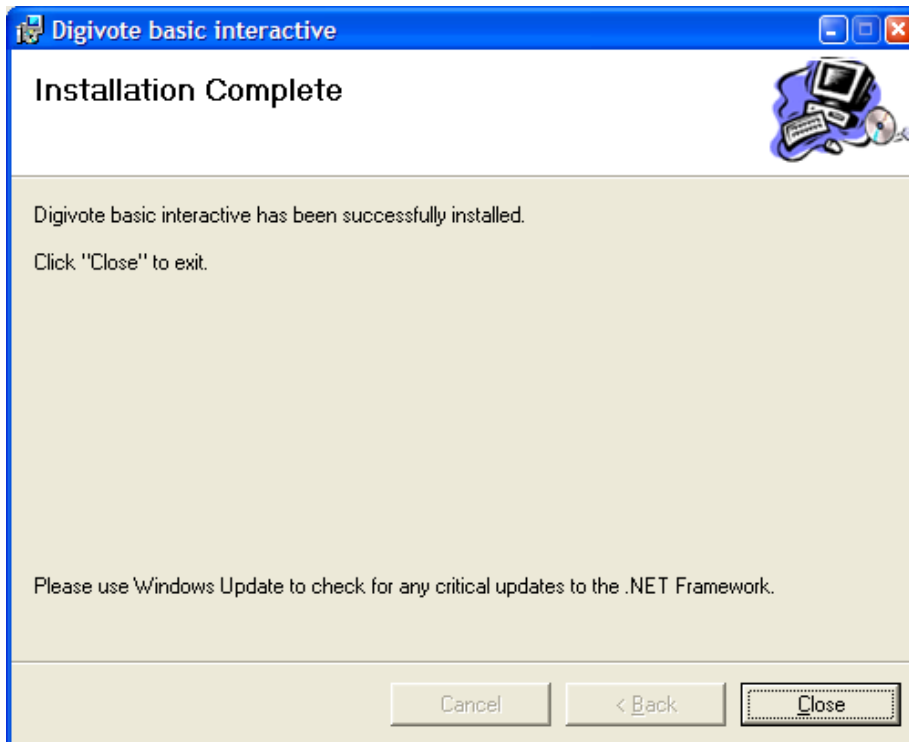


Figure 5

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".

Subsequent the Config Tool is automatically installed. The use of this tool is explained in the following section 3.1.

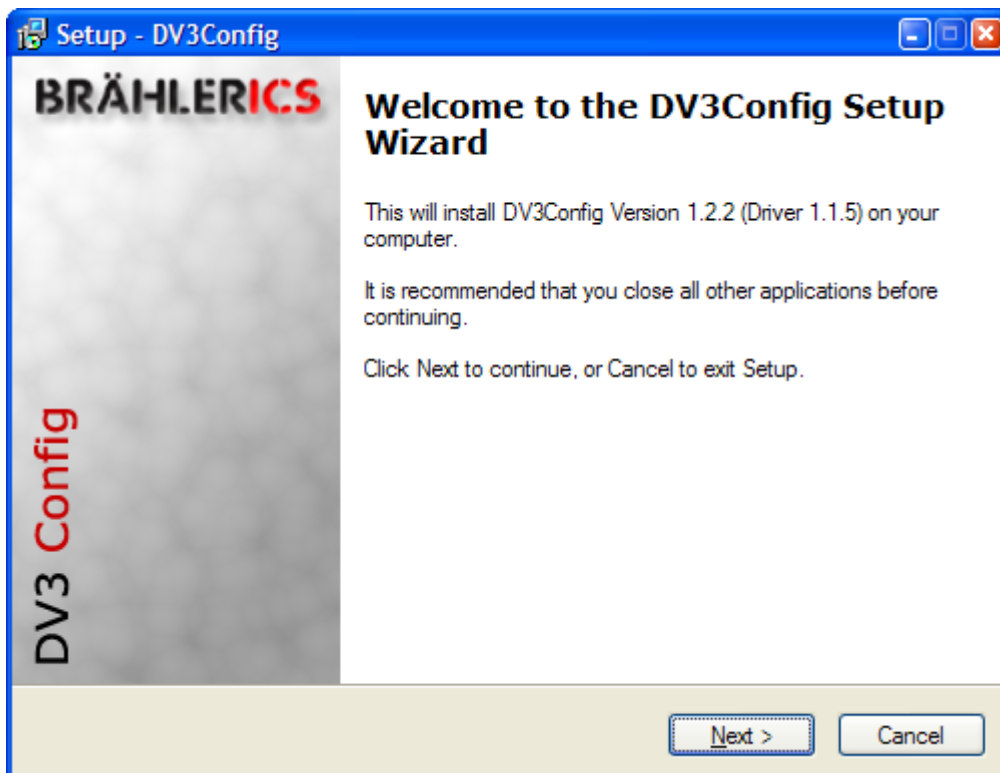


Figure 6

2.1 General Guidelines for Using DIGIVOTE® basic parliamentary

- Create your PowerPoint presentation as usual, except for the question slides.
- Use the **DIGIVOTE® basic parliamentary** 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, enter 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 parliamentary** will process the voting results received and display the pre-prepared results slide with the current 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 here.

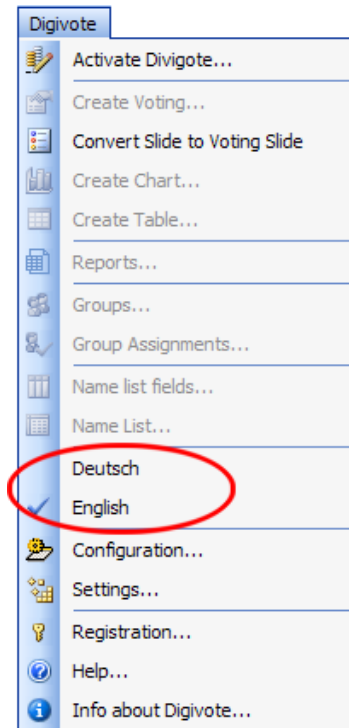


Figure 7

First 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 parliamentary.



Prior to the first starting up of a planned vote it is necessary to collect the used hardware with the menu "Configuration..." see → Chapter 3.1

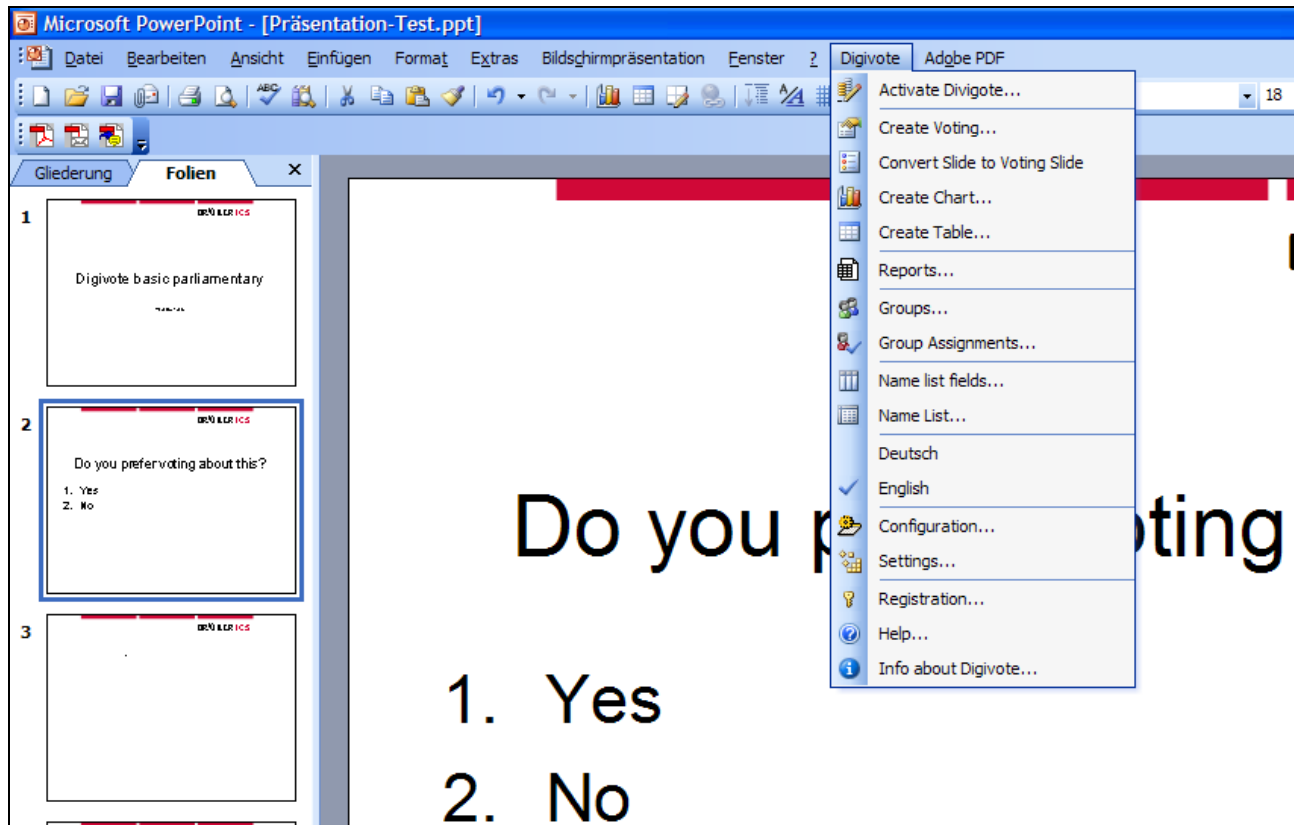


Figure 8

When the program has been activated, you are asked to enter the numbers of the devices that are to be used, as in Fig. 9. They may be entered as individual devices (e.g. 1,5,6,43), as a continuous series (e.g. 1-10) or as a mix (e.g. 1, 2-6, 43, 47-52). In Fig. 9, device numbers 243 to 246 are entered.

Refer to the Hardware Scan in Chapter 3.1 just before the first starting of a planned vote.

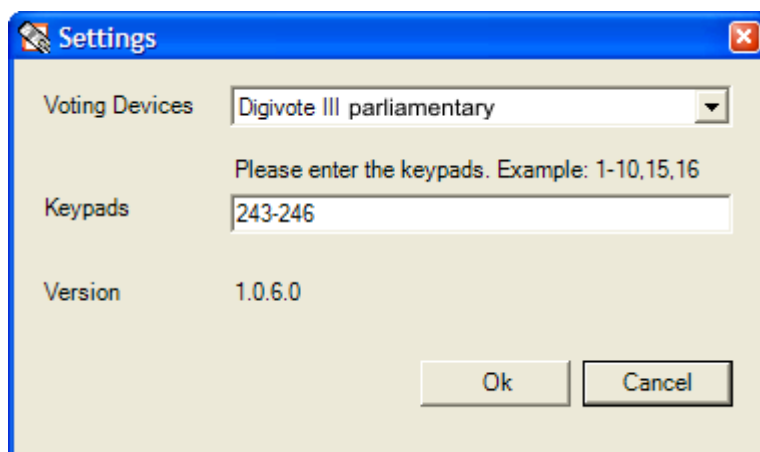


Figure 9

Confirming button "OK" DIGIVOTE® basic parliamentary then automatically generates an entry in the name list for each device. This menu item also shows the voting device being used (device type). In this description, this is Digivote III basic parliamentary.

3.1 Configuration

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 (fig. 10).
- 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 - Configuration".

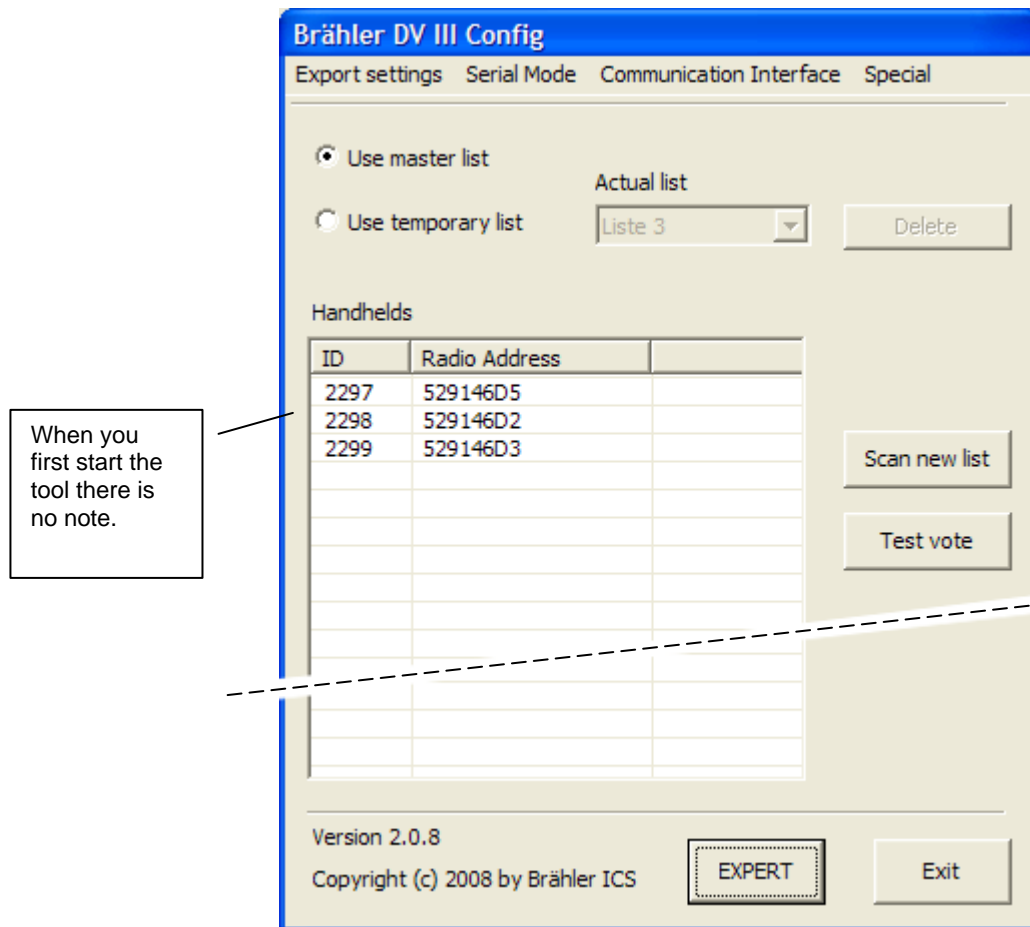


Figure 10

In Fig. 10 the transponder is correctly connected via the USB interface. The IDs "2297, 2298 and 2299" notation confirms the scan as an example.

The tool can also be used as a separate program outside of PowerPoint®. "Start - All programs - BRÄHLER ICS - 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 "Serial Mode" if necessary.

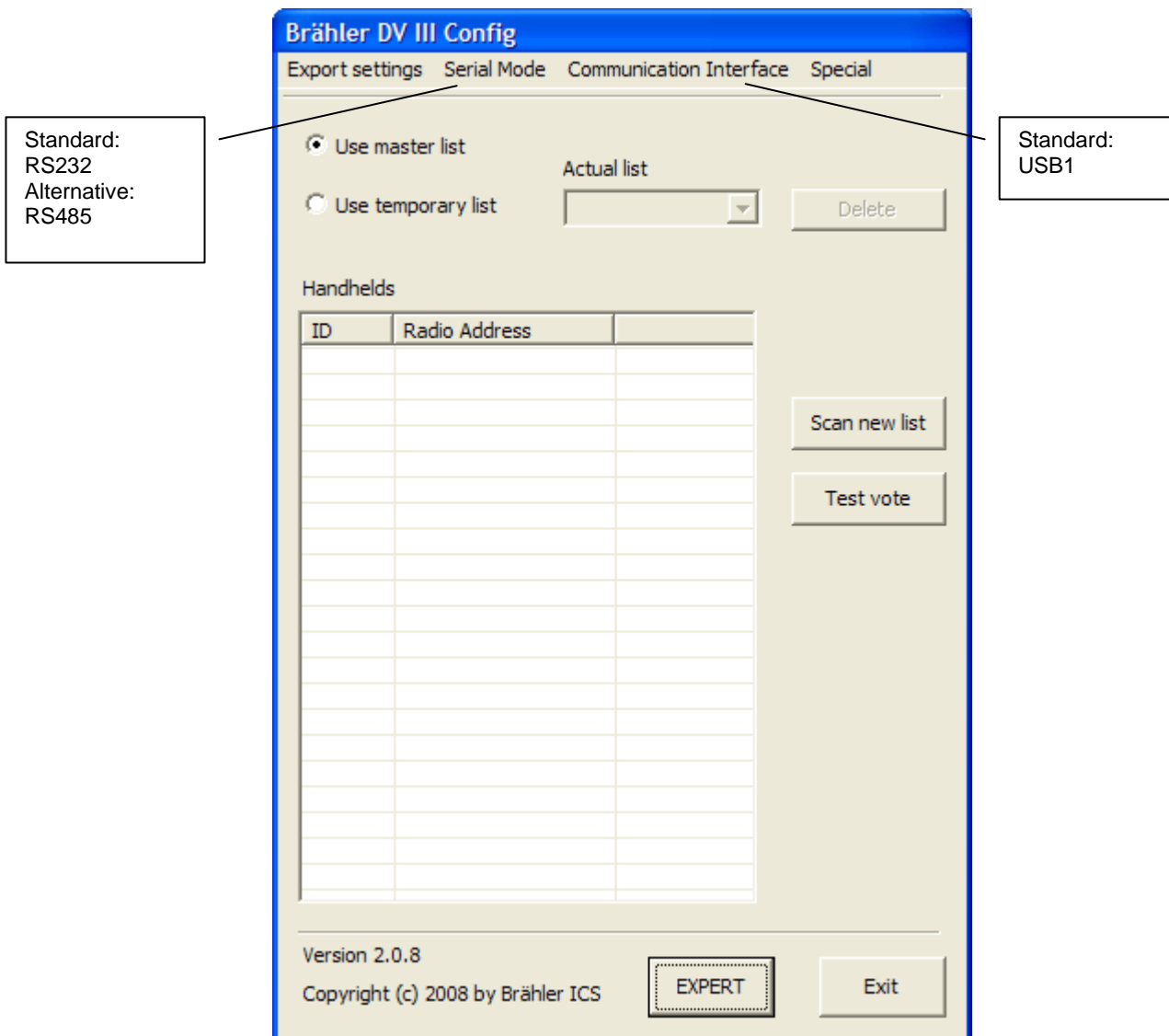


Figure 11

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

Scan new list

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.

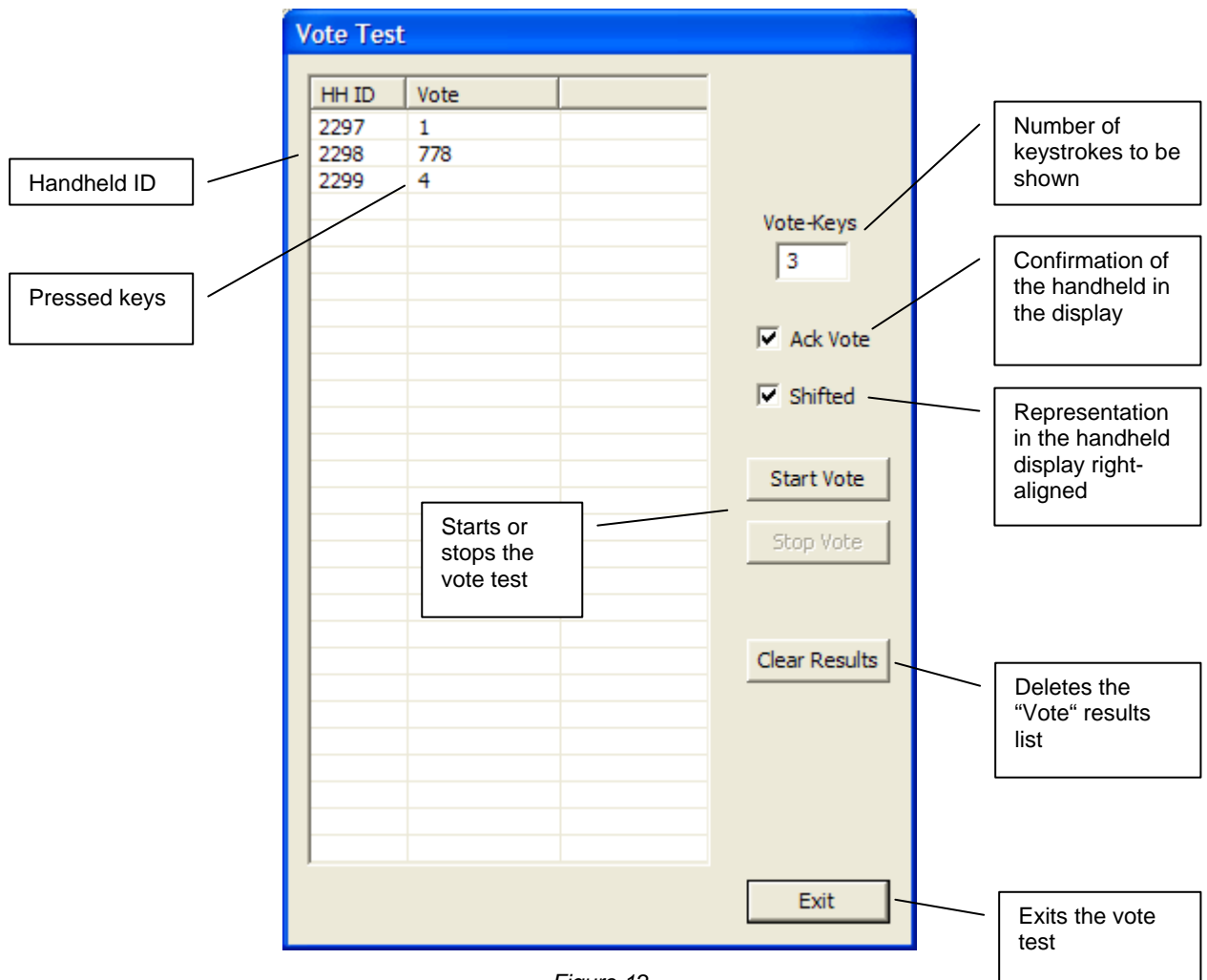
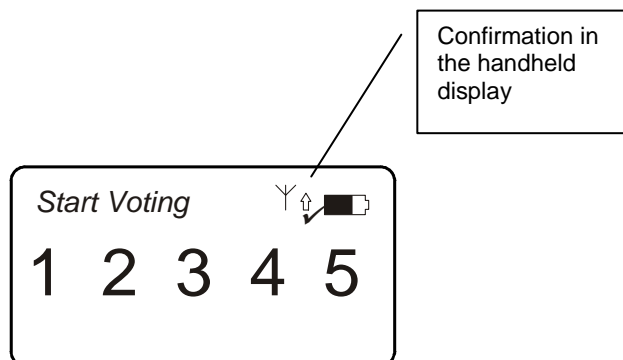


Figure 12



3. "Export settings – DIGIVOTE interactive professional"

This function creates and saves the necessary ini-file.

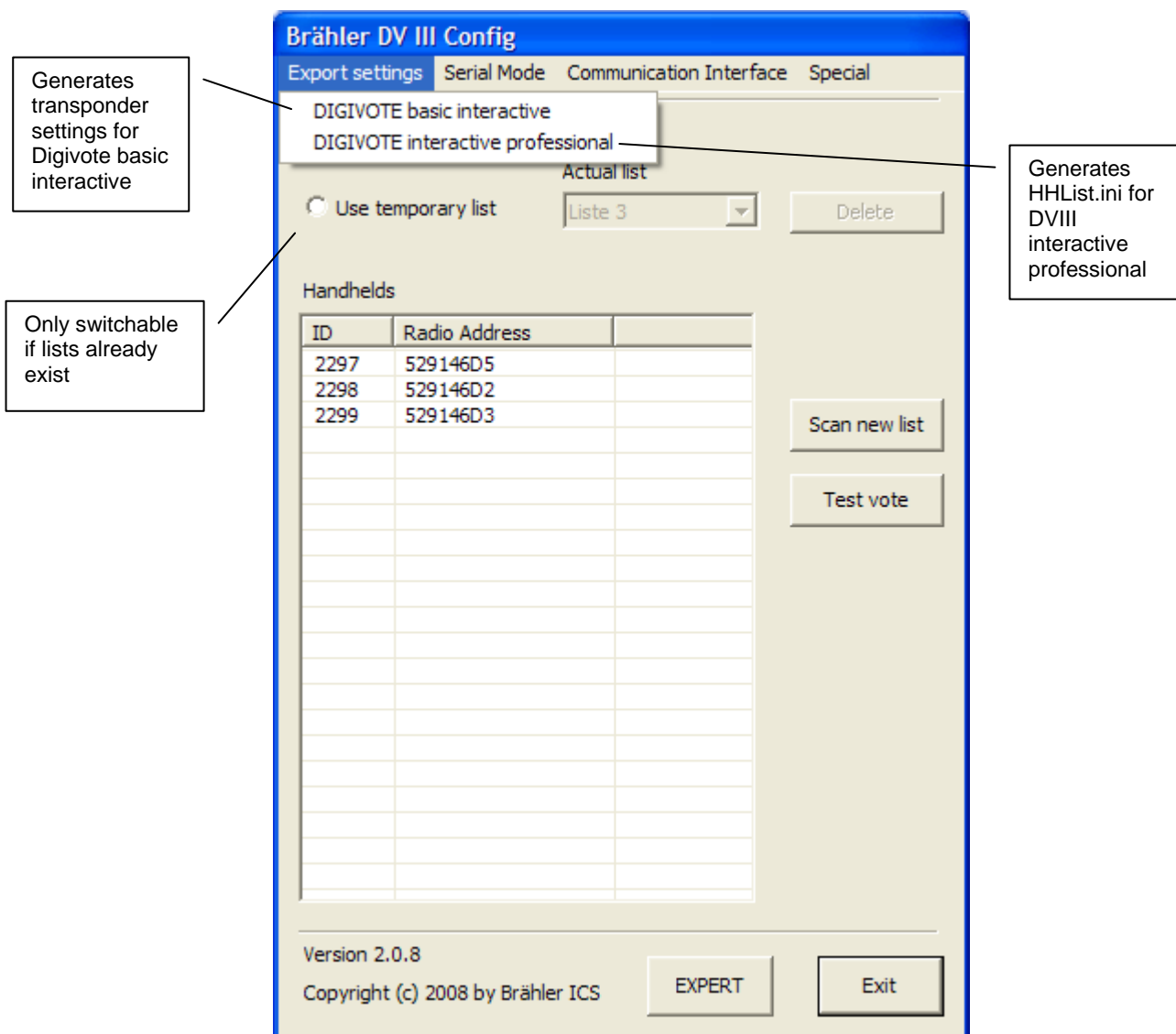


Figure 13

Just click on "Export settings – DIGIVOTE interactive professional" to call up the dialogue "Save as". If it is not preset, save the ini file in the DVIII installation directory. Normally this is „DIGIVOTE III“. In this case do not change the name entered, **hhlst.ini**.

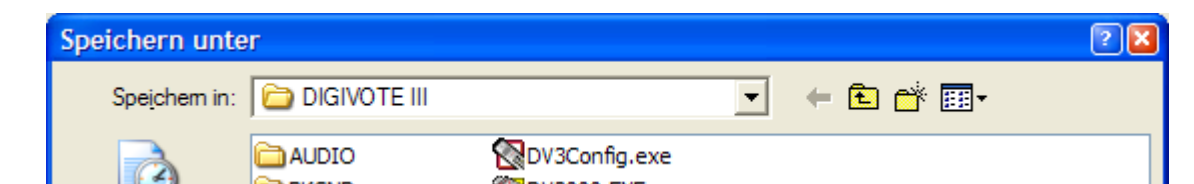
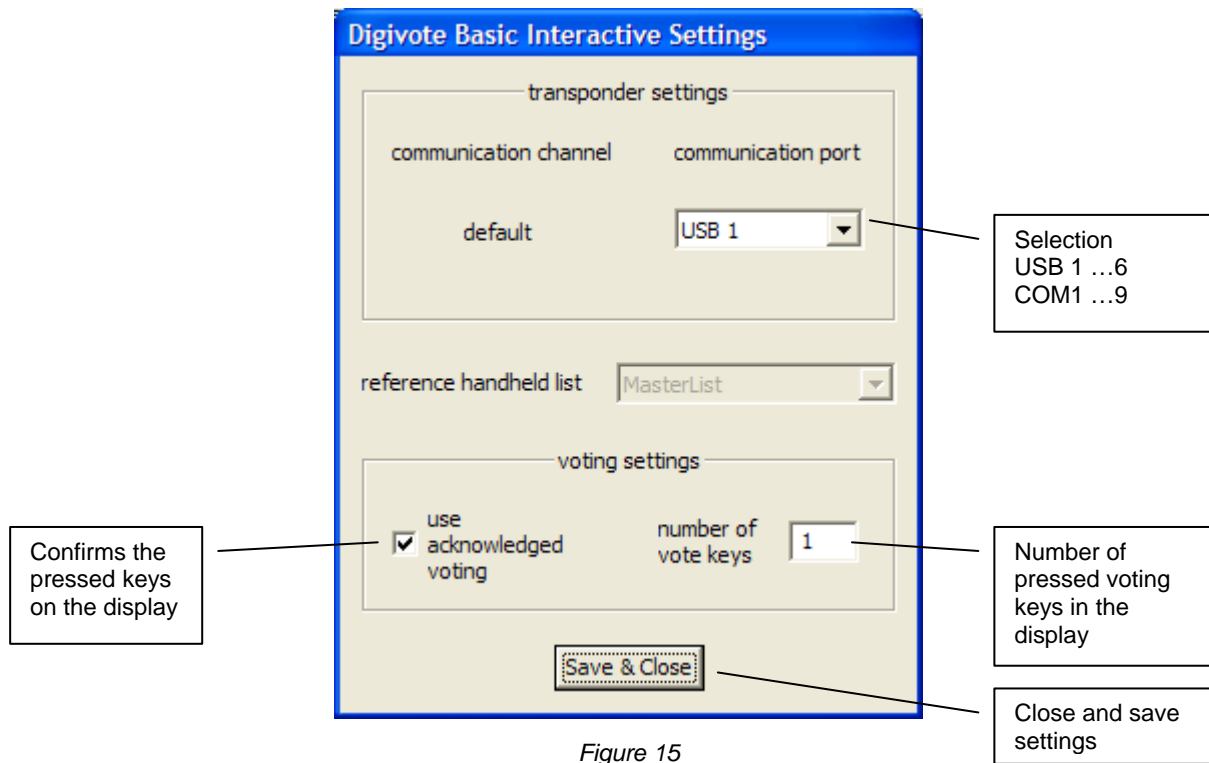


Figure 14

Click on “**Export settings – DIGIVOTE basic interactive**” to call up the following dialogue.

Here you can make transponder settings outside the “basic interactive” software. In the BASIC mode of Config Tool settings are limited to the communication port or the interface between the transponder and the PC as well as the voting settings described in fig. 15.



Scan over all:

The entire ID area is scanned

approx. max expected handhelds:

Enter approximate number of handhelds expected

Scan ID ranges:

This selection sets the area to be scanned by the handhelds' ID

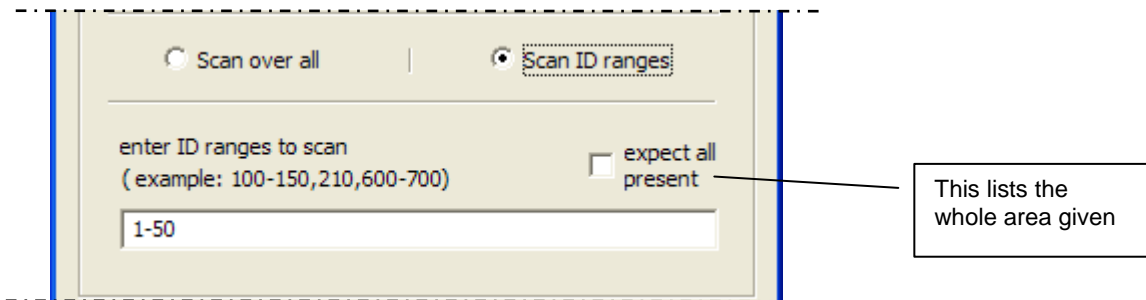


Figure 17

Other buttons for "Handheld Scan" window:

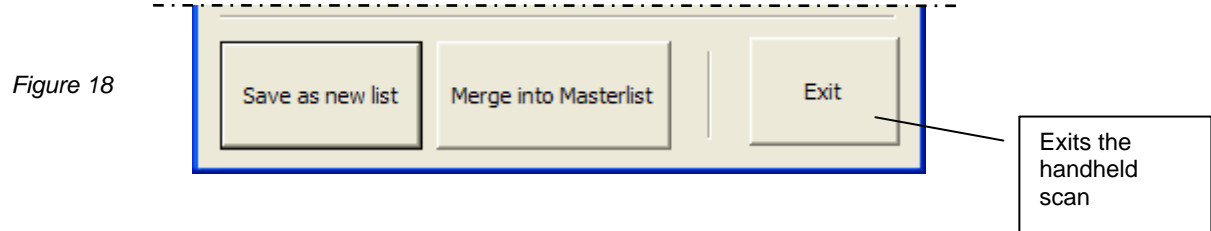
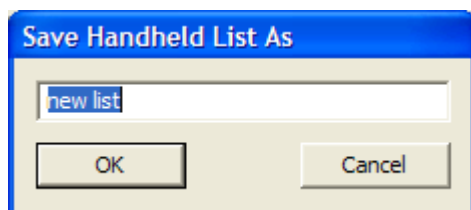


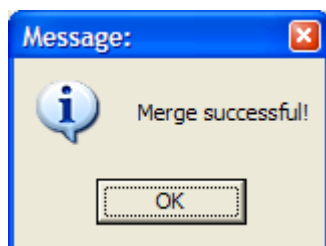
Figure 18

Save as new list:



Import or describe (e.g. extra case number 23) the recommended list name (here: new list) and confirm with "OK".

Merge into Master list:



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

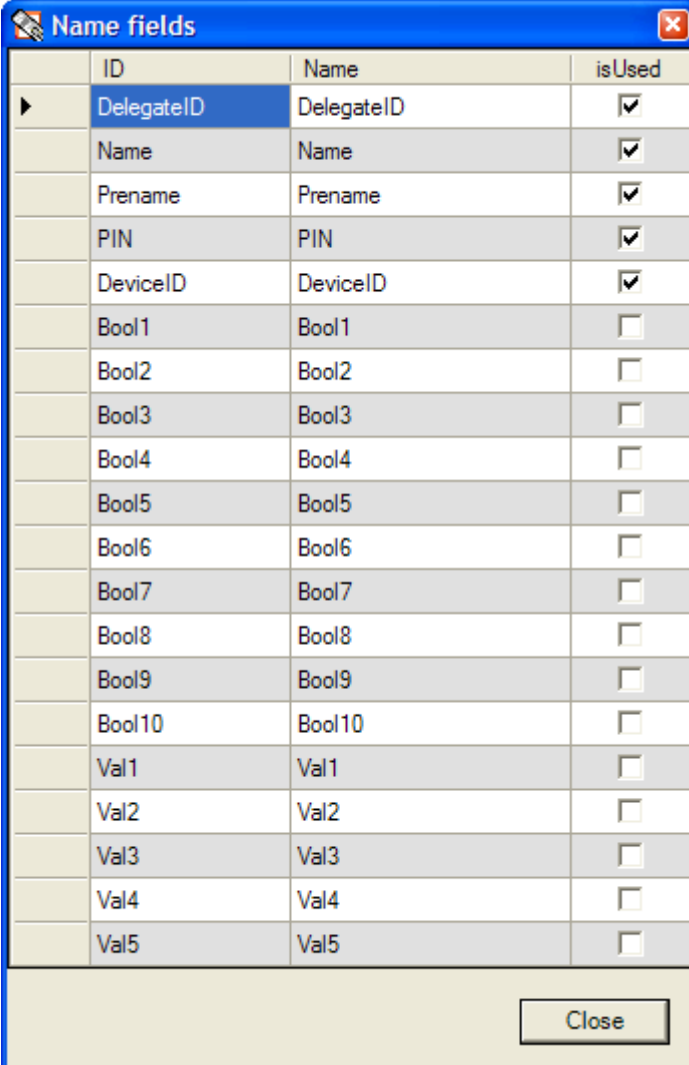
3.2 Participant Data

DIGIVOTE® basic parliamentary 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.

3.2.1 Name Fields

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 to select like: female, male, employee, etc.

3.2.2 Rename Name Fields

Every name field is allocated its own internal name (ID) which 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

3.2.2 Use a Name Field

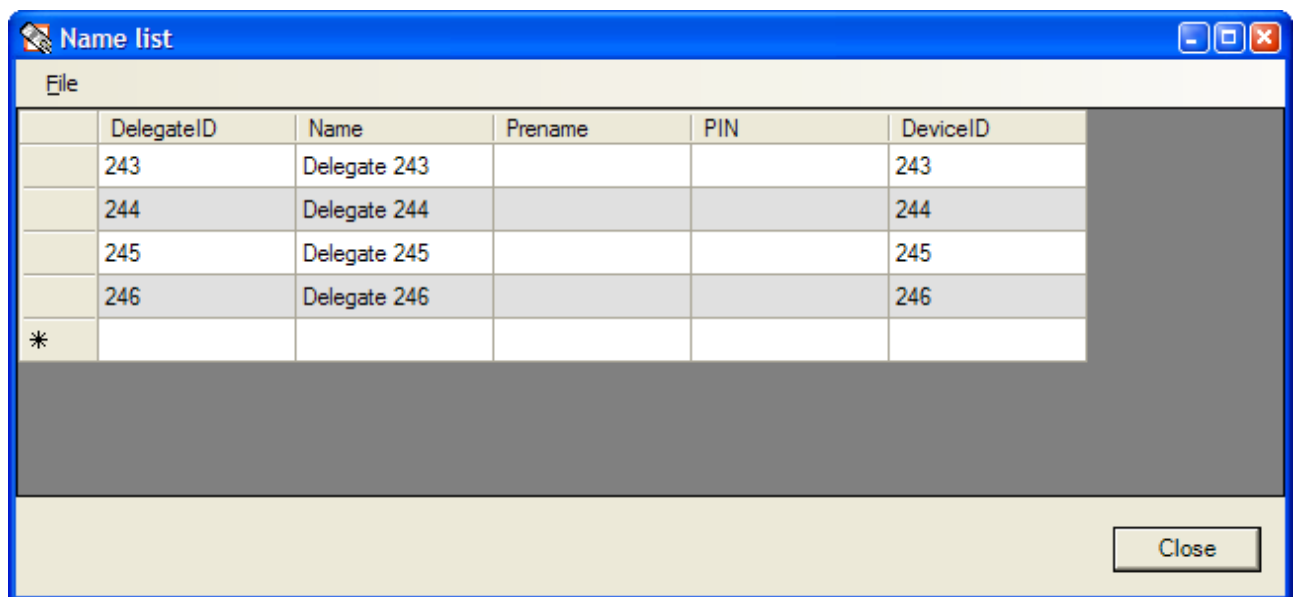
In order that the name fields you require can be used, proceed as follows:

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

The selected fields will now appear in the name list.

3.3 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.

3.4 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 gameshows in which different interest groups compete against one another. DIGIVOTE® basic parliamentary can thus also be used to conduct this type of vote.

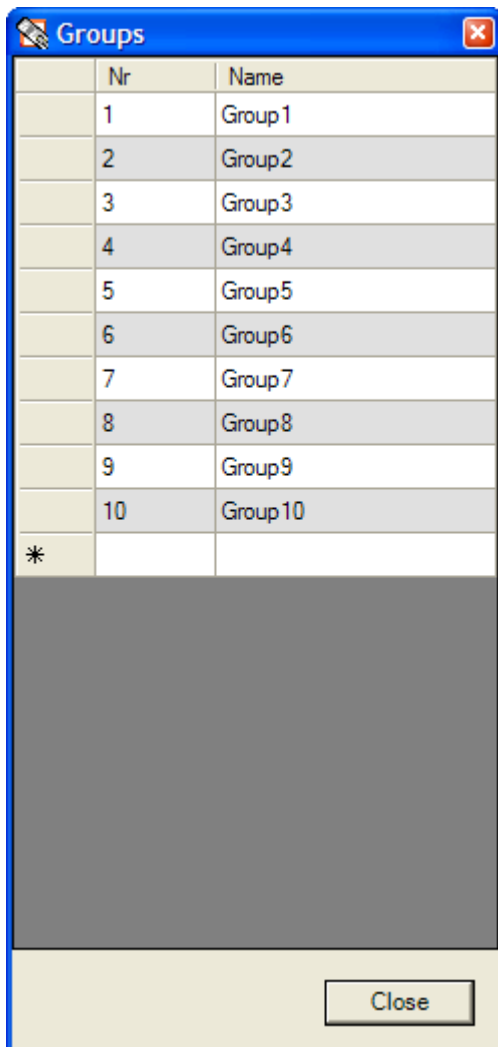


Figure 21

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

3.4.1 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

3.4.2 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)

3.4.3 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

3.5 Assign Groups

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

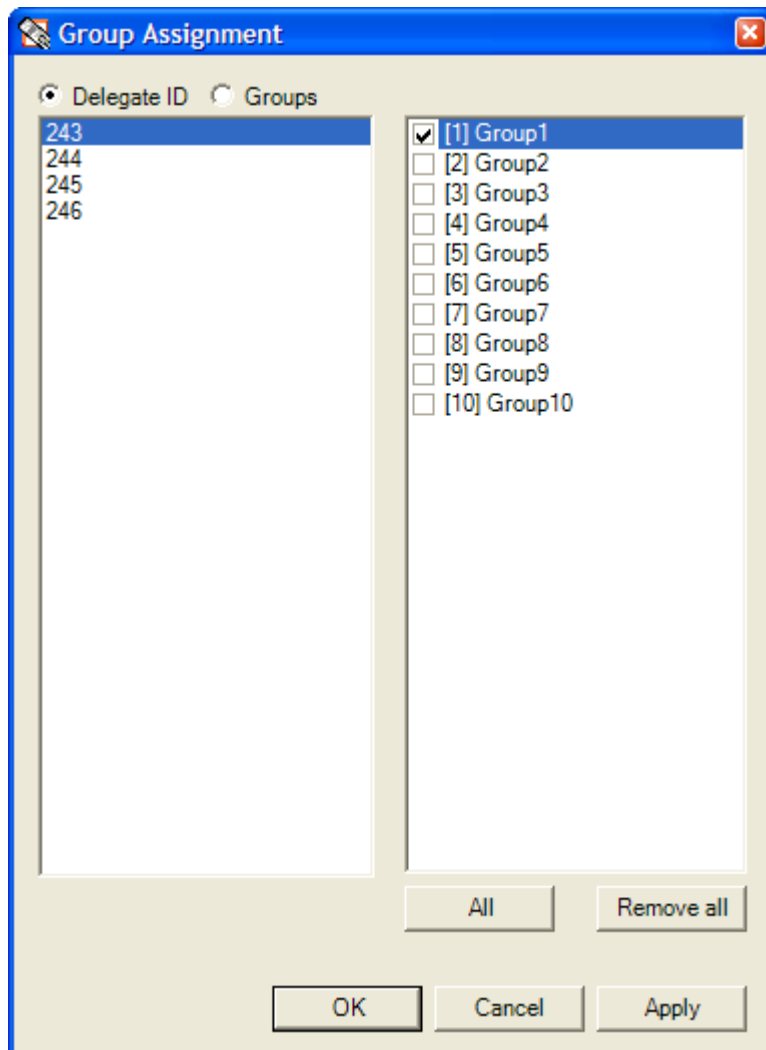


Figure 22

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!

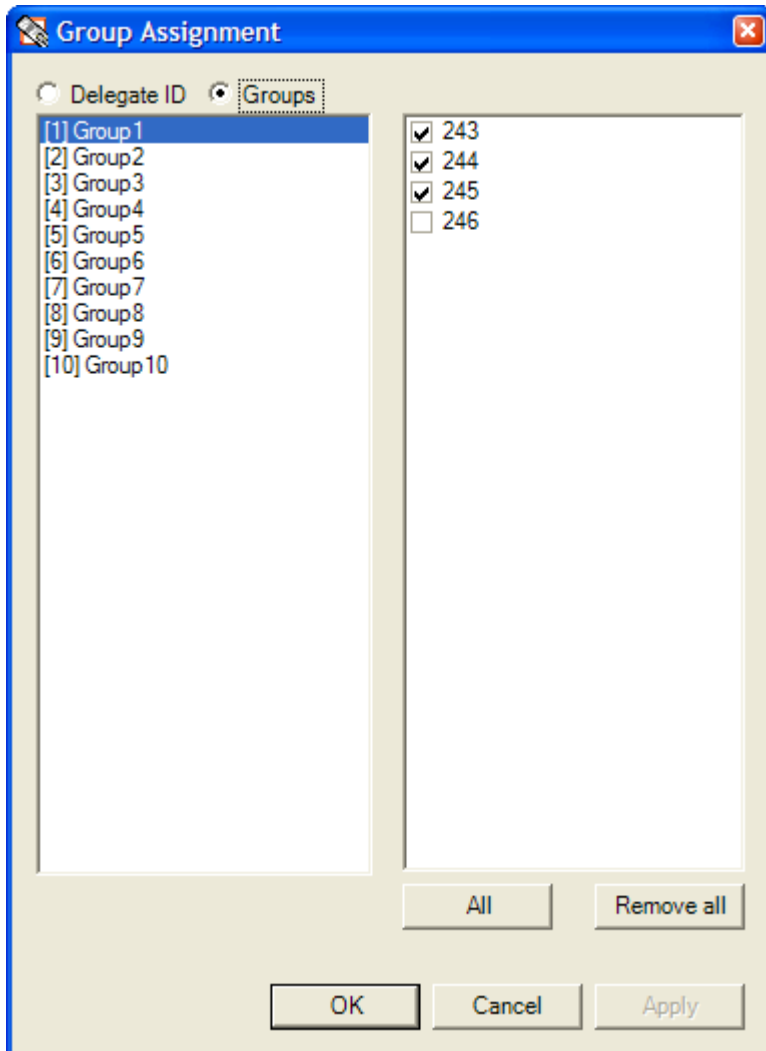


Figure 23

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!

3.6 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 can 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 "New Vote..." and "Change Vote..."

1. If the slide currently selected is a normal PowerPoint slide, the DIGIVOTE® wizard generates a new question slide after the current slide, and then a result 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.

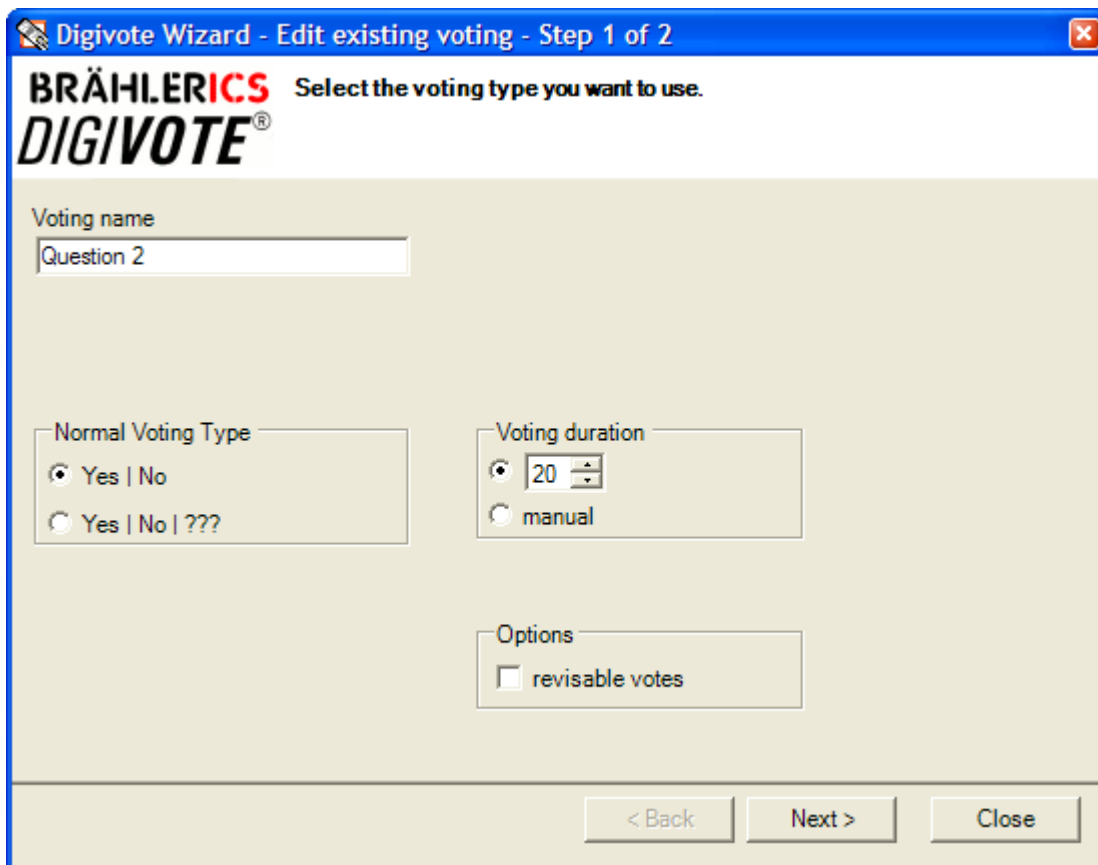
A vote is prepared as follows:

- Select the "New Vote ..." menu item
- Give the vote a name, e.g. Customer Survey
- Specify the vote mode.
 - Yes/No
 - Yes/No/Abstain

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

- If you wish, click the option "Vote can be altered". This enables decisions to be changed within the voting time.

- Click the "Continue" button



Digivote Wizard - Edit existing voting - Step 1 of 2

BRÄHLERICS Select the voting type you want to use.
DIGIVOTE®

Voting name
Question 2

Normal Voting Type
 Yes | No
 Yes | No | ???

Voting duration
 20
 manual

Options
 revisable votes

< Back Next > Close

Figure 24

Now the template for entering the questions appears (Fig. 15). 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: abbreviations for long answers
- 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.

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.

3.7 Edit Vote

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

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

3.8 Run Vote

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.



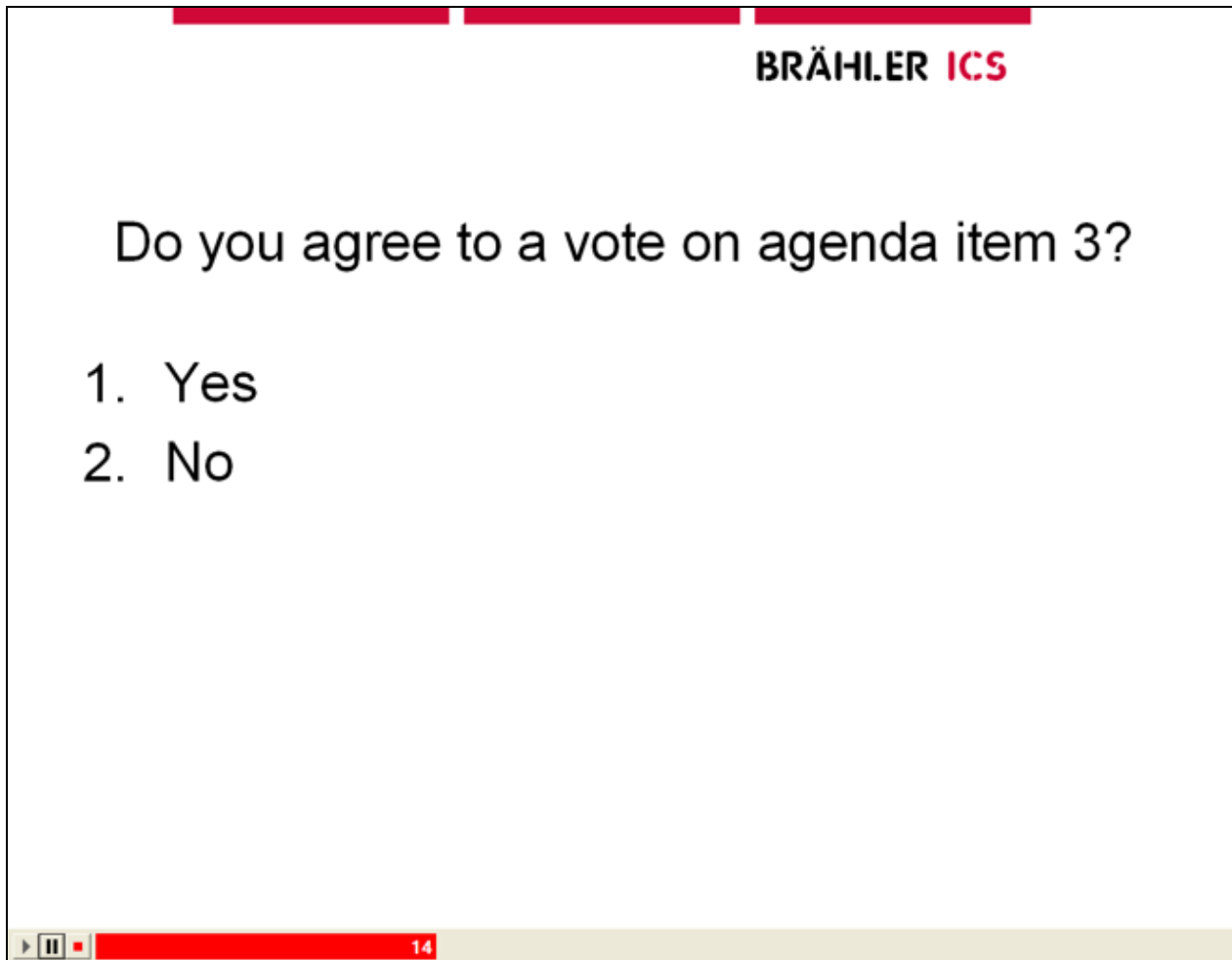


Figure 26

- >Start (with the space bar or a mouse click): the vote is started. If a duration has been specified in advance, the time remaining in seconds is displayed. At the same time, the voting is shown graphically. 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.

- || Pause: The vote can be interrupted with the Pause button (space bar or click on the || 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.

3.9 Graphic Scoring (New chart ...)

Voting scores are displayed in concise charts. There are various display options, depending on the voting mode selected.

- Select the "New chart ..." menu item
- Select the vote
- Select the chart type you want on the left-hand side
- "Edit" the chart if needed
- Click the "Ok" button

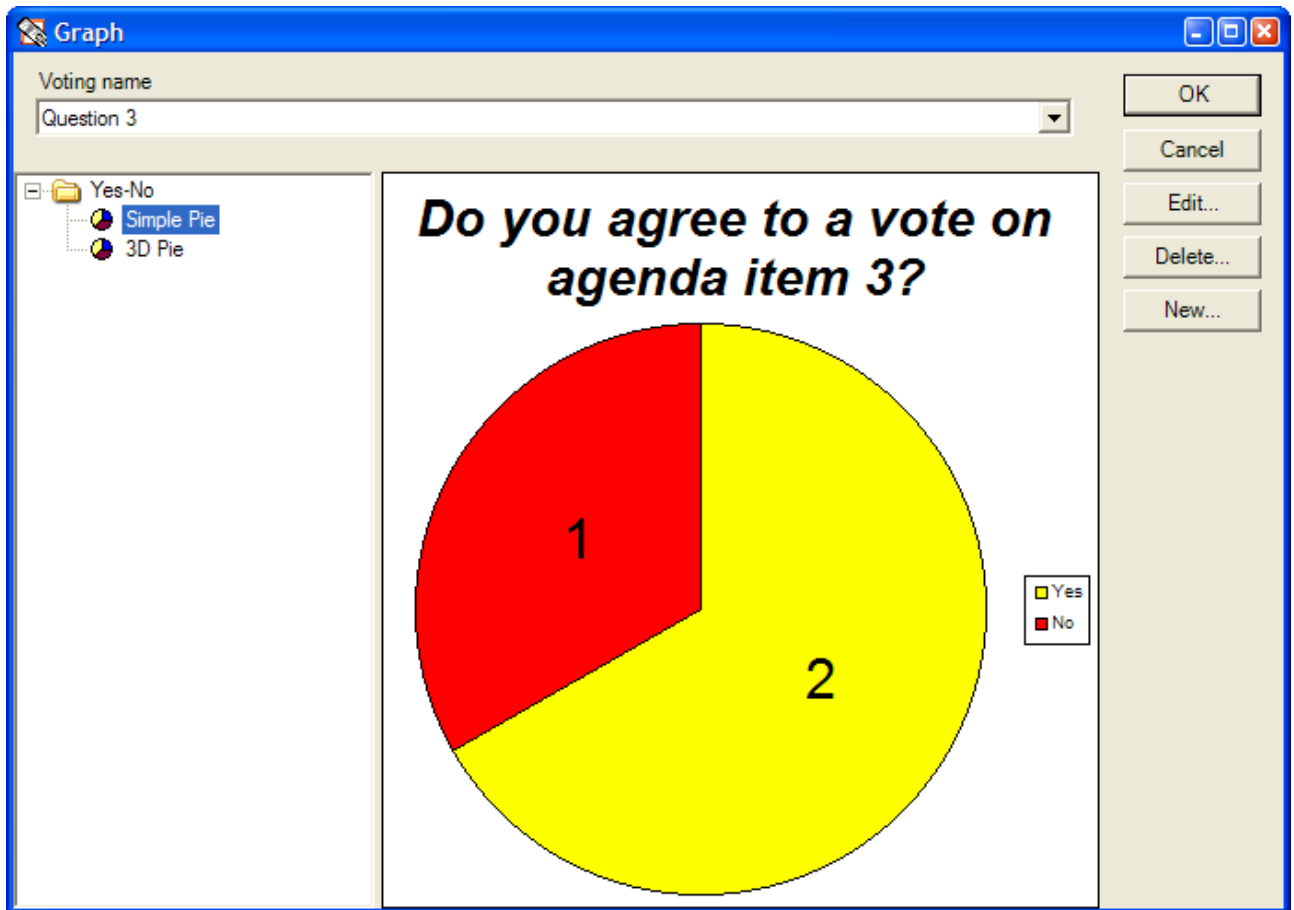


Figure 27

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.

3.10 Change Graphic Scoring (Edit chart...)

The selected display for the graphic scoring can also be changed:

- Select a chart slide in PowerPoint
- Select the "Edit chart..." menu item
- Make changes as in "Graphic Scoring"
- Click the "Ok" button

3.11 Tabular Scoring (New Table...)

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

- Select the "New 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"

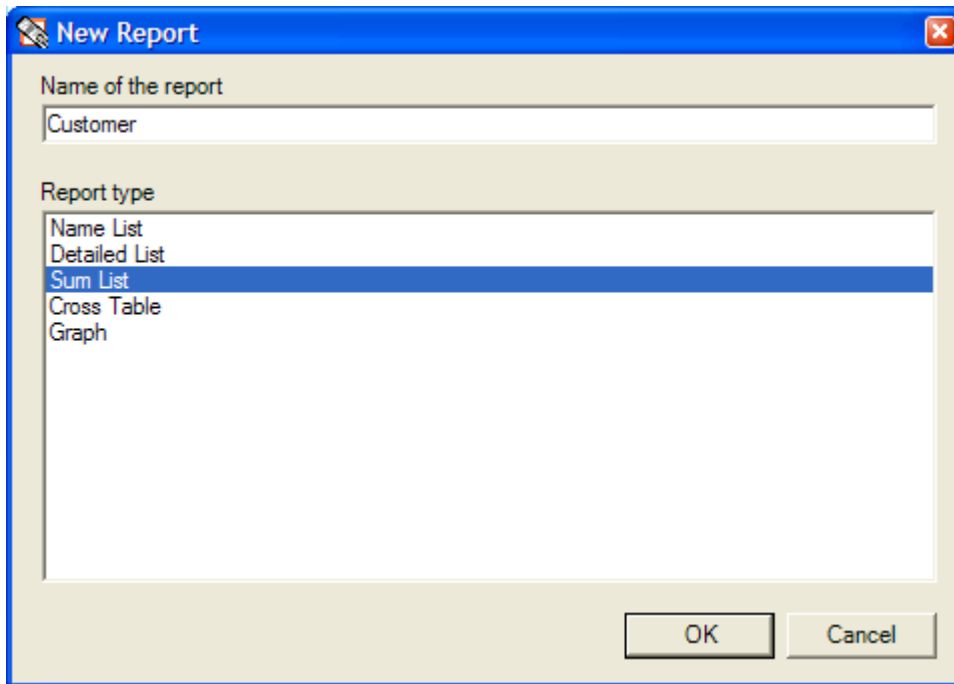


Figure 28

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

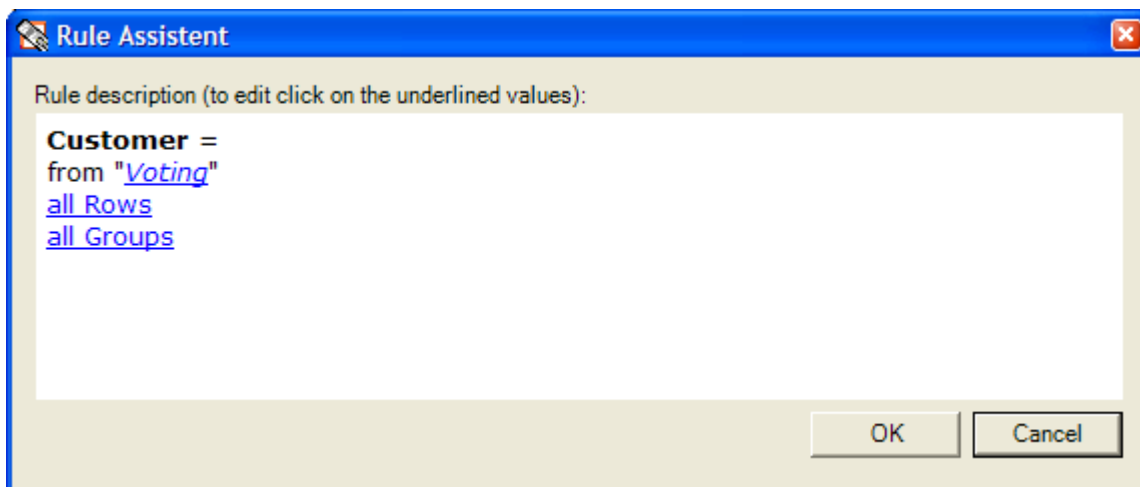


Figure 29

For the rest of the table description, you click on the underlined values. A window appears, as in Figure 20, 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:

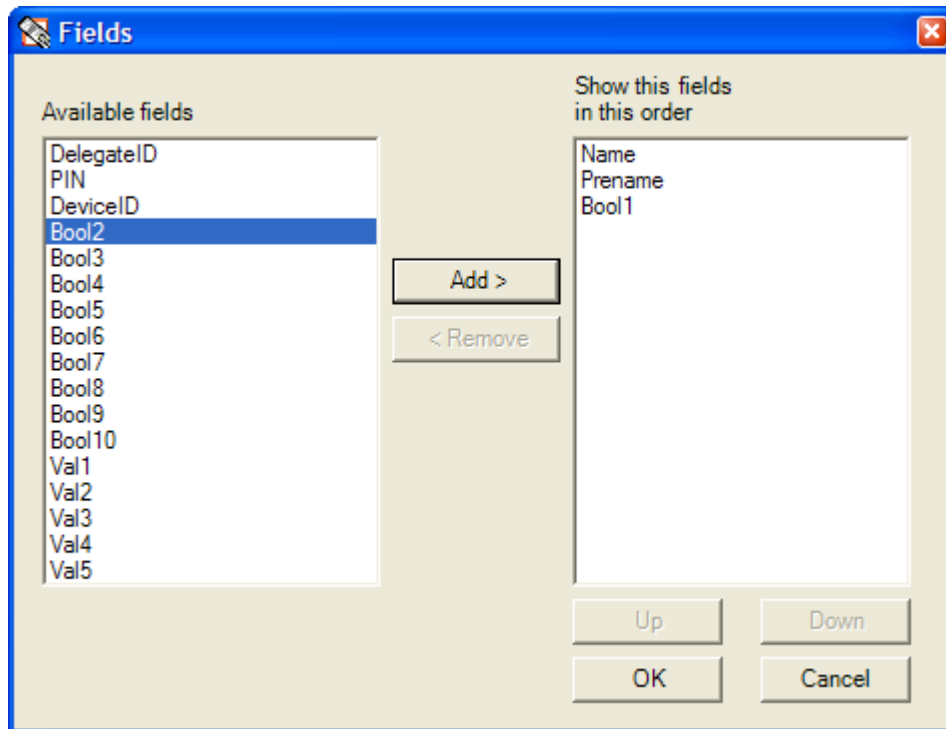


Figure 30

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. 20). The contents of the table depend on the entries in the "Name Fields" and "Name List" menu items.

Customer

Name	Prenom	Bool1
Delegate 243		
Delegate 244		
Delegate 245		
Delegate 246		

Figure 31

3.12 Change Tabular Scoring (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)

3.13 Report Types

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

3.13.1 Name List

This report type is used to output fields from the name list. This is described in 3.3 Name List.

3.13.2 Detailed List

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

3.13.3 Total List

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

3.13.4 Cross-Classified Table

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

3.13.5 Chart

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

3.14 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 (Fig. 22)

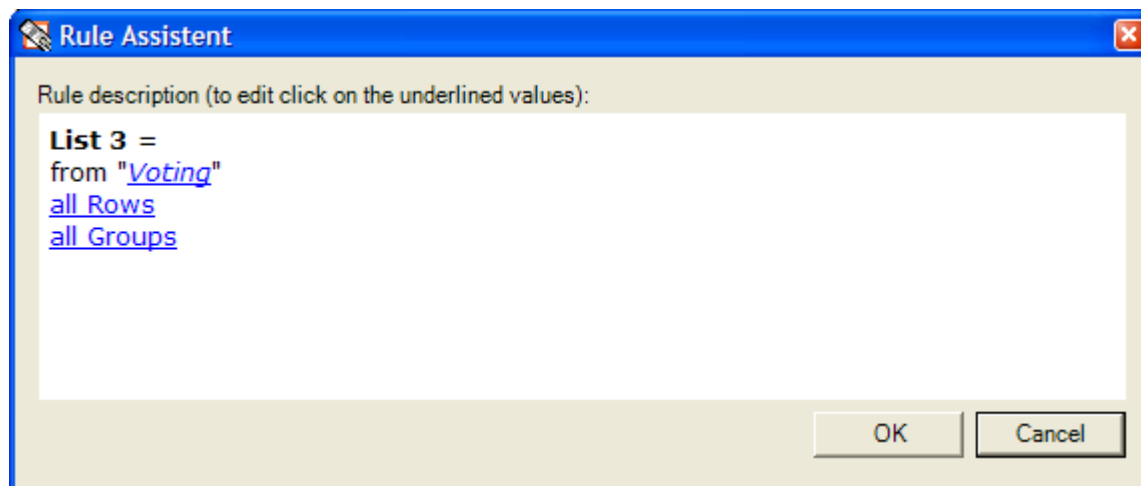


Figure 32

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.

3.14.1 Rule for Name List

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

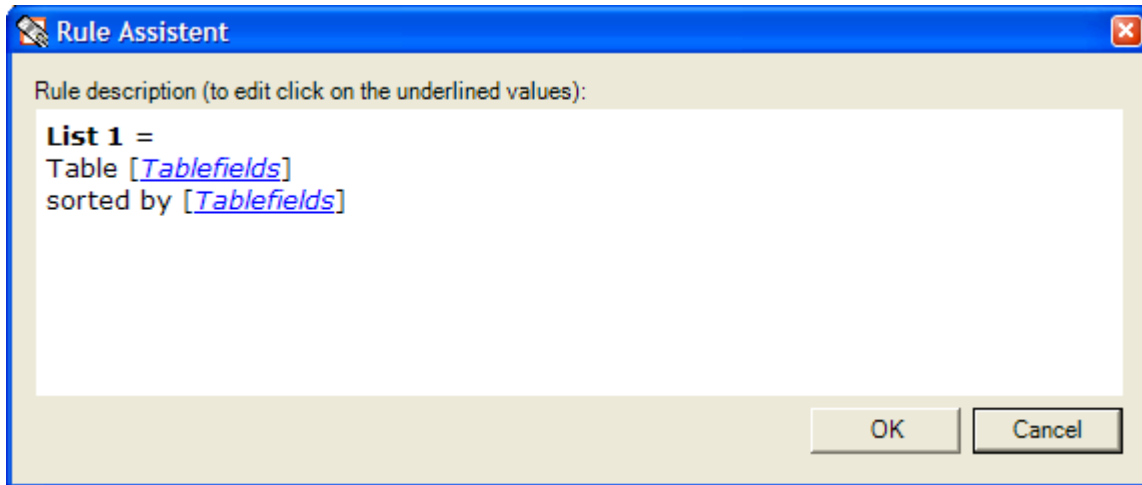


Figure 33

The parameters mean:

- Table [Tablefields]: Select the fields you require from the name list (Fig. 23)
- Sorted by [Tablefields]: Fields can be sorted, e.g. by name

The menu below appears after clicking on [Tablefields] in Fig. 23

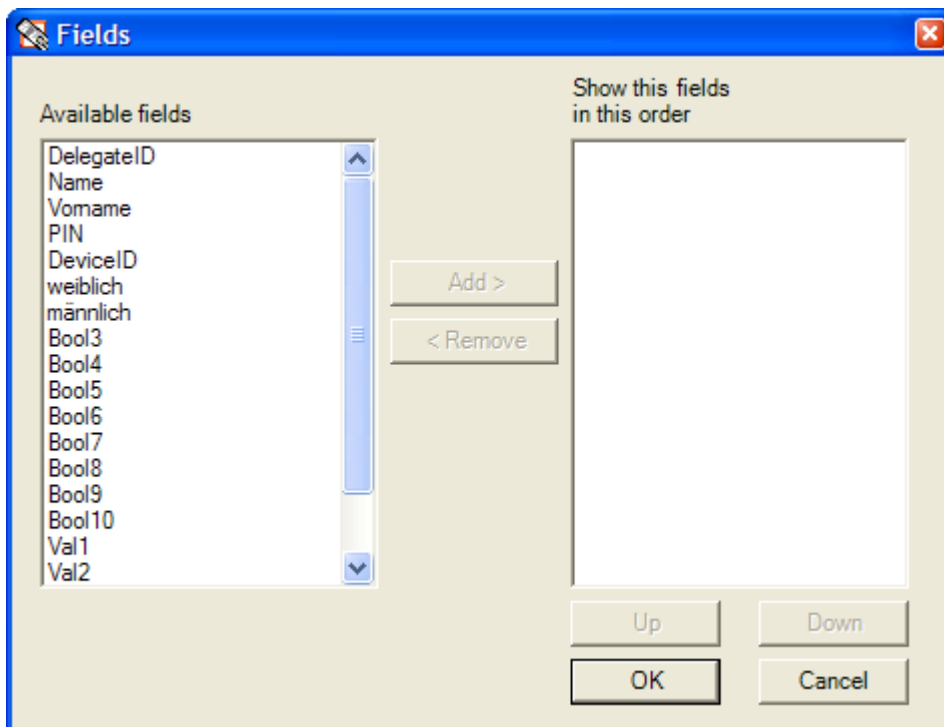


Figure 34

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.

3.14.2 Rule for Detailed List

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

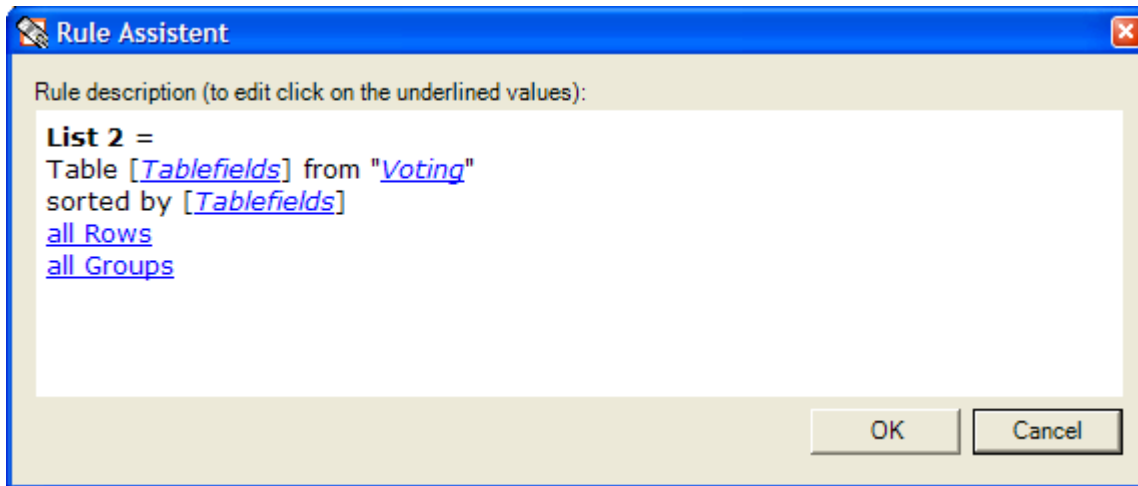


Figure 35

The parameters mean:

- Table [Tablefields]: Select the fields required (see Fig. 23)
- 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

3.14.3 Rule for Total List

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

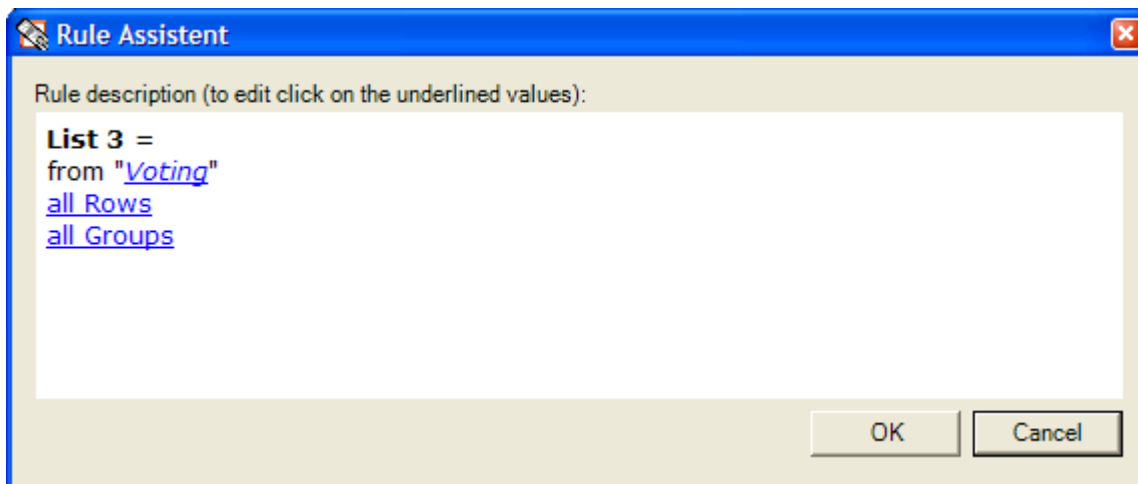


Figure 36

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

3.14.4 Rule for Cross-Classified Table

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

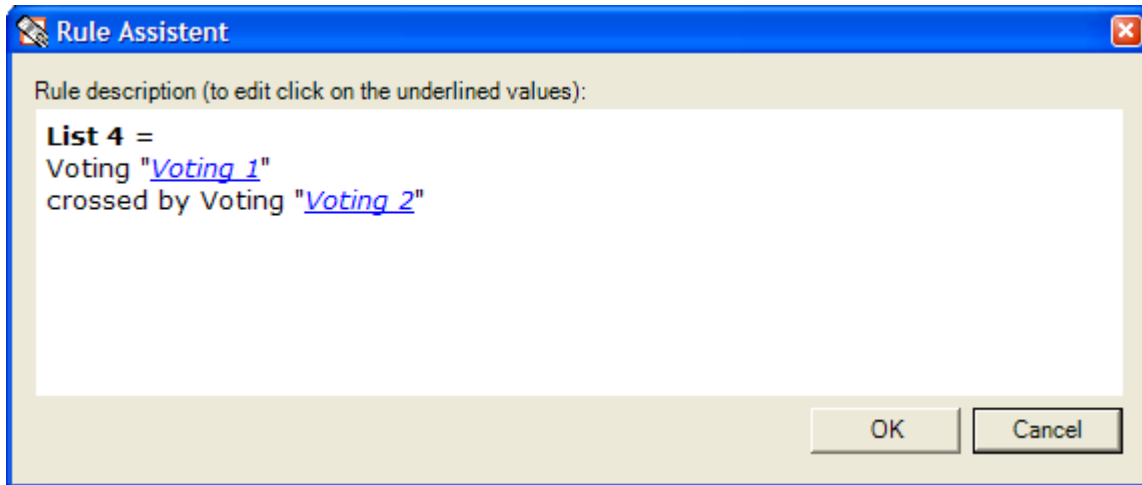


Figure 37

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)

3.14.5 Rule for Chart

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

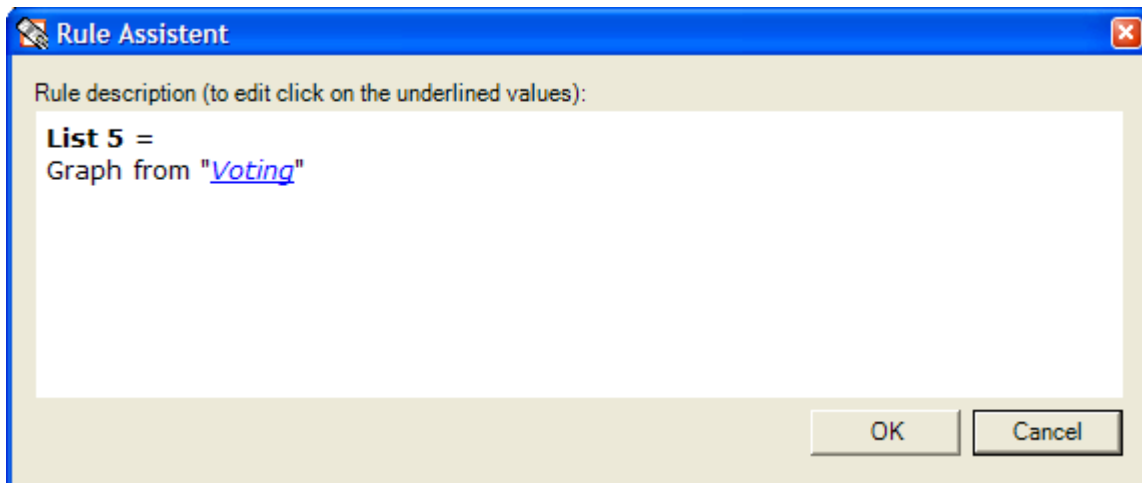


Figure 38

The parameters mean:

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

3.15 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.

3.15.1 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. Total 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

3.15.2 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"

3.15.3 Change 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 "Change..." button
- Change the report as in "New Report"
- Confirm with "OK"

3.15.4 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

3.15.5 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

3.16 Settings

This dialog is used to set voting units' properties. When a vote is started or activated with DIGIVOTE this dialog appears so that the voting units to be used can be specified (Fig. 8). All other voting devices, not included in the device numbers specified, are ignored. This prevents voting units being misused.

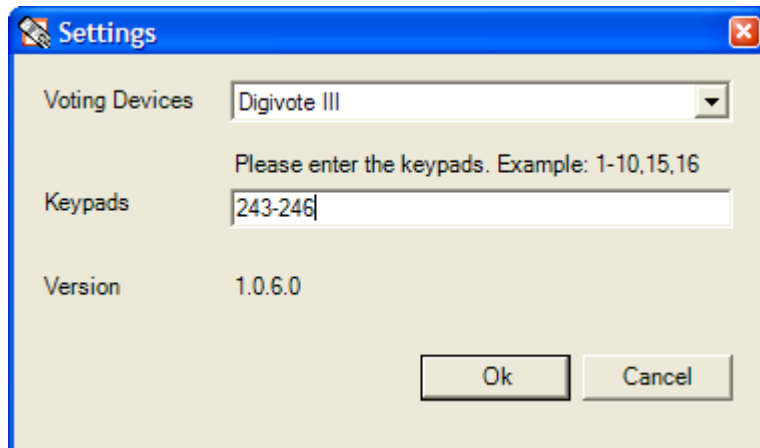


Figure 39

3.17 Registration

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 "Registration Code". These details should not be passed on to third parties.

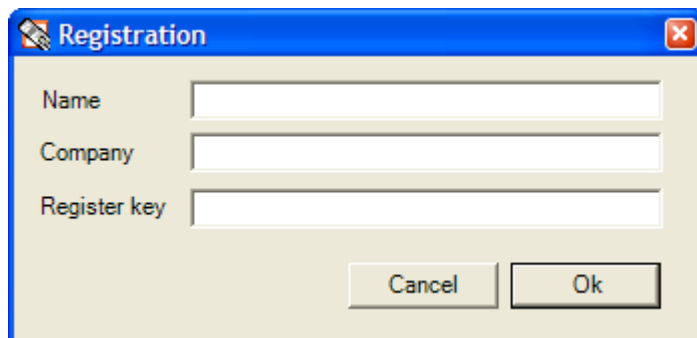


Figure 40

3.18 Help

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

3.19 Info about Digivote

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



Figure 41

Contact information

BRÄHLER ICS Konferenztechnik International Congress Service AG

P.O. Box 3264
53627 Königswinter

Tel.: +49 (0)2244 930-0
http:// www.braehler.com

Sales

Tel.: +49 (0)2244 930-0
Fax: +49 (0)2244 930-450
E-Mail: sales@braehler.com

Rental Service

Tel.: +49 (0)2244 930-200
Fax: +49 (0)2244 930-430
E-Mail: rental@braehler.com

