

# IVS-PowerPoint 1.6



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# Interactive Voting System

The Interactive Voting System (IVS®) is an interactive means of making presentations and improving communication in all types of groups. It facilitates contact between speakers and listeners. The listener is able to react to the speaker and the speaker is able to respond in turn, thus creating an interaction. In this way, the passive listener becomes an active participant, which allows him to take greater part in the speaker's presentation.

IVS® consists of a network of keypads (voting devices) that pass on information to the cluster (receiver). This cluster collects the data and sends it to the software. The IVS software saves the information and presents the data in clear charts.

The IVS® can be used in many ways. Besides supporting congresses and seminars, where the opinion of the entire group is measured, IVS® offers several other possibilities, like:

**Evaluation of a meeting** By evaluating a meeting with IVS®, the data is immediately electronically available. Therefore, the processing and reporting can be done much faster. Feedback of the results to the audience is, in this case, not always wanted or needed. With IVS®, you decide whether you want to show the results immediately in a chart, or evaluate the results afterwards.

**Measuring consensus** If you want to know whether there is a basis for a decision within the company or within a group, you can use a rating question. Besides the results for the given ratings, this question also displays the mean value and the deviation. By first asking a reference question, e.g. "In which sector are you employed", you can determine if there is a basis for the decision within a certain group.

**Knowledge check** Within IVS® you can set up a correct answer. Per question you can set up multiple correct answers. This way it is possible to measure the knowledge level of the audience. This methodology is used in education and training situations. It is also possible to measure whether a group of people is informed about the changes within a company or within a profession.

**Research** IVS® stores the results of every keypad individually. This means that although the system is anonymous, it is still possible to tell which participant voted what on a question. The results can be exported to a spreadsheet application (like Microsoft Excel) or to a statistical application (like SPSS Statistics). This way it is possible to easily gain lots of information.

# Introduction

IVS-PowerPoint is an add-in for Microsoft PowerPoint, that combines the interactive capabilities of IVS with the presentation capabilities of Microsoft PowerPoint. Using the tab that IVS-PowerPoint adds to Microsoft PowerPoint, you can add interactive elements to your PowerPoint presentation, such as a question, an answer block and a result diagram. During the slideshow, these questions can be voted and the results are displayed in the result diagrams.

This manual describes how you use IVS-PowerPoint to create a new presentation, or how you convert an existing presentation. During this conversion, existing elements, like text frames, are converted into interactive elements.

Both PowerPoint and IVS-PowerPoint are terms that are used regularly in this manual. The term PowerPoint is used for the presentation application Microsoft PowerPoint, and IVS-PowerPoint is used for the IVS add-in, including the tab that is installed by the add-in.

You can use this manual as a textbook. You start with the first chapter, which explains how you can easily create a presentation with a question and answers. The following chapters describe how to extend the presentation for several other applications. Finally, the manual describes how to connect the network and how to vote during a slideshow.

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# Installation

After having installed IVS-PowerPoint, you will probably start searching for a shortcut in the Start Menu of Windows. Here you will only find shortcuts to two tools, but there is no shortcut for the main IVS-PowerPoint application.

IVS-PowerPoint is no separate application, but an add-in for Microsoft PowerPoint. After having installed IVS-PowerPoint, you start Microsoft PowerPoint, which exposes an extra tab in the ribbon. Using the buttons on this tab, you can prepare an interactive presentation and you can vote on the questions in the presentation during a slideshow.

## Microsoft PowerPoint

Before you can install IVS-PowerPoint, a version of PowerPoint needs to be available on your computer. If this is not the case, IVS-PowerPoint can still be installed, but there is no possibility to display the tab.

IVS-PowerPoint only supports Microsoft PowerPoint 2007, 2010, 2013, 2016 and 2019. Microsoft PowerPoint 2010 and higher come in both a 32-bit version and a 64-bit version. It is important that you install the corresponding version of IVS-PowerPoint. Install the 32-bit version of IVS-PowerPoint if you also have the 32-bit version of Microsoft PowerPoint installed. If you install the wrong version, the IVS tab will not be available in PowerPoint.

## Microsoft Excel

To be able to insert a result diagram using IVS-PowerPoint, Microsoft Excel also has to be installed. Microsoft PowerPoint uses the charting capabilities of Microsoft Excel to insert charts into the presentation. If Excel is not installed, PowerPoint uses the Microsoft Graph feature to insert charts. IVS-PowerPoint will use whatever method Microsoft PowerPoint uses to insert result diagrams.

## Microsoft Graph

When performing a normal installation of Microsoft Office, the Microsoft Graph feature is automatically installed. However, if a custom installation was performed, this feature might not be installed. You will notice this because IVS-PowerPoint is unable to insert a result diagram. In this case, please refer to the Microsoft Office manual to find out how to add features to the Microsoft Office installation and add the Microsoft Graph feature that can be found under Office tools. When necessary, ask your system administrator to perform this installation for you.

# Creating a new presentation

Before being able to support a PowerPoint presentation with IVS<sup>®</sup>, you will have to provide this presentation with some interactive slides. An interactive slide contains a question with the corresponding answers and, if necessary, a diagram for displaying the voting results. This diagram does not necessarily have to be on the same slide as the question and answers, but can also be inserted on the next slide or even further down the presentation.

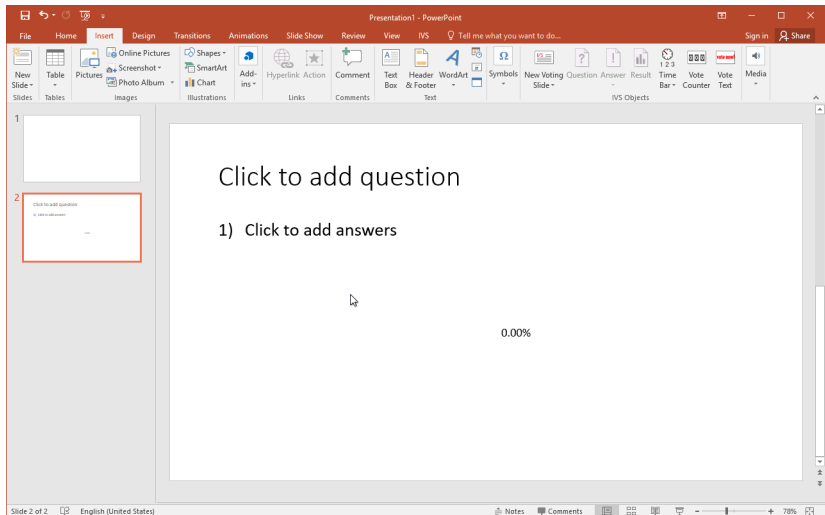
You can insert interactive slides while creating a new presentation, but you can also insert new interactive slides into an existing presentation. And it is also possible to convert an existing slide, that already contains a question and answer texts, into an interactive slide, so that you can use IVS<sup>®</sup> to vote on this question.

## Inserting a new slide


To insert a new interactive slide, select the **Insert** tab and click on the upper half of the **New Voting Slide** button in the **IVS Objects** group. A new slide will be inserted into your presentation, containing a text frame for the question, a text frame for the answers and a bar chart. If you want to insert a different type of diagram, you can click on the lower half of the **New Voting Slide** button. You then select the desired chart type from the menu.

When inserting a chart, you can momentarily see Microsoft Excel appearing. This is normal behavior. After inserting the chart, Excel will disappear again.

A new interactive slide has been added to an empty presentation



At the top of the new slide is a text frame that is a placeholder for the question text. After clicking in this text frame, you can immediately enter the question text. You can use all formatting options that PowerPoint offers.

Below the question text is a text frame that is a placeholder for the answer texts. After clicking in this text frame, you can immediately enter the answer texts. Each paragraph in this text frame is considered an answer. This means that although an answer can span multiple lines, as soon as you press , you start with the next answer. Each time you start with a new answer, an extra bar will be added to the corresponding chart.

Paragraphs in this text frame will be numbered automatically, so that the audience knows which button to press to vote for a certain answer. When entering the answer texts, you can use all formatting options that PowerPoint offers. You can also modify the paragraph numbering, or even completely leave out the numbering. If you leave out the paragraph numbering, you will have to have another way of letting the audience know which number belongs to which answer.

Right next to the text frame for the answers is a diagram that will display the results of a voting. Because there are no results available for this brand new slide, there are also no bars that can be displayed in this diagram. Only the values for each bar, in this case 0.00%, are displayed. To check what the diagram will look like during a voting, or to modify its formatting, you can make use of example results. For more information, see “Displaying example results” on page 20.

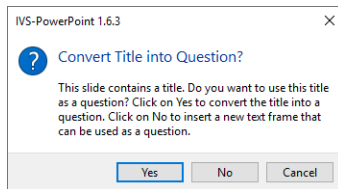
## Inserting a question

When you don’t want to insert a complete new slide, you can also add separate interactive elements. This can be useful if you want to add questions to an already existing PowerPoint presentation. It allows you to add a separate question, answer block and result diagram.

To insert a question, select the **Insert** tab and click on the **Question** button in the **IVS Objects** group.

When the slide already contains a text frame that PowerPoint uses as a title, you are asked if you want to convert this text frame into an interactive question.

### Converting an existing title into a question



If you click on **Yes**, the title will be converted into a question. Any text in this text frame will now be used as the question text. If you click on **No**, an extra text frame will be inserted that can be used as a question.

If the slide does not contain a title, one will be added and it will be used as a question.

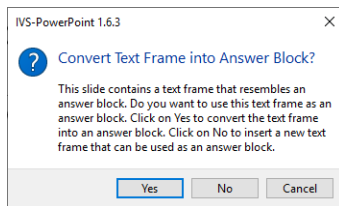
## Inserting an answer block

An answer block is a text frame containing multiple answers. Each paragraph in this text frame will be considered an answer. The paragraphs are numbered by default.

To insert an answer block, select the **Insert** tab and click on the upper half of the **Answer** button in the **IVS Objects** group.

When the slide already contains a text frame that PowerPoint uses as a subtitle, this text frame will automatically be converted into an answer block. When the slide contains a text frame with numbered paragraphs, you are asked if you want to convert this text frame into an answer block.

### Converting an existing text frame into an answer block



If you click on **Yes**, the text frame will be converted into an answer block. Any text in this text frame will be used as answer texts. If you click on **No**, an extra text frame will be inserted that can be used as an answer block.

If the slide does not contain a text frame, a new one will be added and this will be used as an answer block. The paragraphs in this text frame are automatically numbered.

At this moment, IVS-PowerPoint does not support separate answers. When each answer has its own text frame, you will first have to put all answers in one single text frame. Only then can this text frame be converted into an answer block.

## Inserting a result diagram

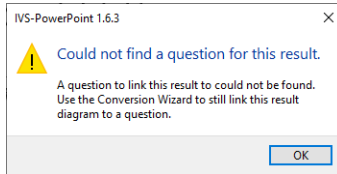
A result diagram is a chart that displays the results of a voting. This result diagram can be placed on the same slide that also contains the question, so that the results are immediately available upon closing the voting. It is also possible to put the result diagram on a different slide. This can be useful when the slide containing the question and answers has not enough space to also contain the result diagram. Or you can put the diagram on a slide further down your presentation, if you don't want the results to be shown immediately.

To insert a result diagram, select the **Insert** tab and click on the **Result** button in the **IVS Objects** group.

A new result diagram is inserted into the current slide. To be able to display the voting results for a certain question, this new result diagram is automatically linked to the question that is on the same slide, or to the question on a preceding slide.

When no question could be found, most likely because all questions are already linked to a result diagram, you will be notified about this.

**The result diagram could not be linked to a question**



You can still manually link the result diagram to a certain question by using the Conversion Wizard. For more information, see "The Conversion Wizard" on page 14.

# Converting an existing presentation

If you have an existing PowerPoint presentation, which already contains the questions and answers, you can convert the slides with questions and answers, so that they are recognized by IVS-PowerPoint and you can vote on these questions.

When the slide already contains a text frame with a question text and a text frame with answer texts, you can convert these by inserting a new question and a new answer block. Upon inserting a question, IVS-PowerPoint checks if the slide contains a text frame that can be used as a question. If this is the case, IVS-PowerPoint will ask you if it can convert this text frame into a question. The same is true for an answer block.

The disadvantage of this method is that the question text must be in a text frame that PowerPoint normally uses as a title. If the question text was entered in a normal text frame, then this text frame will not be recognized as a question, and IVS-PowerPoint will insert a new text frame for entering the question text.

If you are uncertain whether the question text and answer texts are in the correct text frames, you can use the Conversion Wizard instead. The Conversion Wizard offers the possibility to select one of the available text frames on the slide and convert that one into a question.

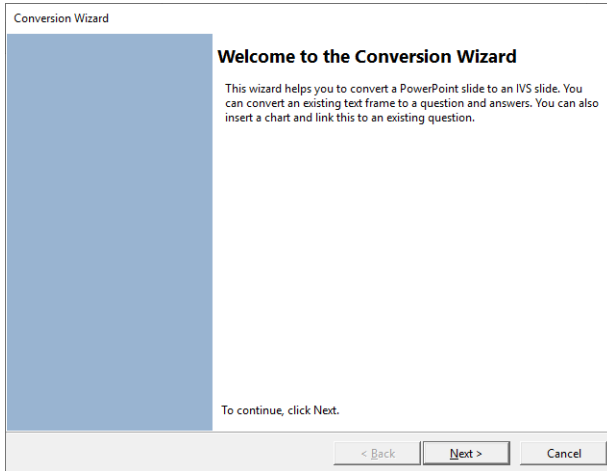
## The Conversion Wizard

Using the Conversion Wizard allows you to convert existing text frames on a slide into a question or answer block. You can also insert a new question, answer block or result diagram. Besides, the Conversion Wizard also helps you with linking a result diagram to a question.

The Conversion Wizard can only convert one PowerPoint slide at a time. Therefore, you first select the slide containing the question and answers. After that, you start the Conversion Wizard to convert this slide.

To start the Conversion Wizard, select the **IVS** tab and click on the **Conversion Wizard** button in the **Convert** group.

**The Conversion Wizard helps you with the conversion of a PowerPoint slide into an IVS slide**



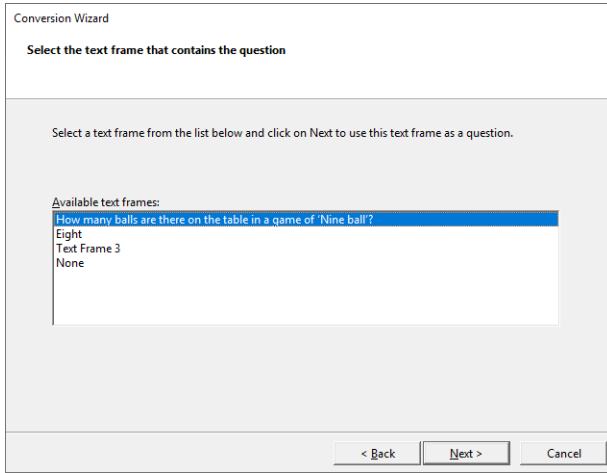
## Selecting a text frame for the question

The first step in the Conversion Wizard is converting a text frame into a question. The Wizard displays a list with all text frames found on the current slide, including the text contained in these text frames. Text frames that don't contain any text will be listed as 'Text Frame 3', 'Text Frame 19', etc.

From this list you select a text frame that you want to convert into a question. If you don't want to convert a text frame at this moment, you choose the last option **None**.

The Conversion Wizard only lists single text frames. Text frames that are grouped together or grouped with other objects, cannot be listed by the Conversion Wizard. If you still want to use these text frames, you first have to ungroup them before starting the Conversion Wizard.

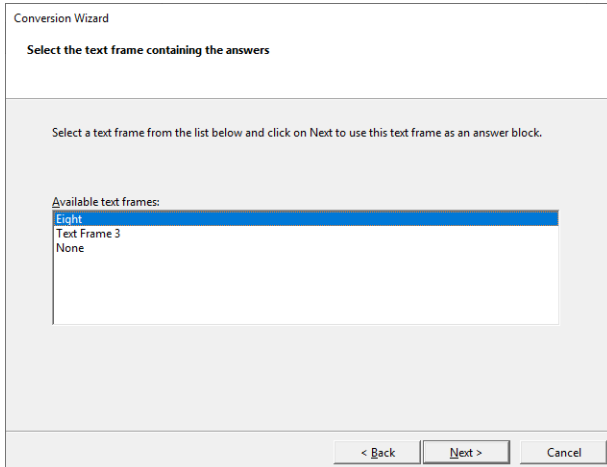
**Selecting a text frame that contains the question text**



**Selecting a text frame for the answers**

The next step is selecting a text frame that contains the answers. Again, the Wizard lists all available text frames. You select the text frame that you want to convert into an answer block. If you don't want to convert a text frame at this moment, you choose the last option **None**.

**Selecting a text frame that contains the answers**



**Adding a result diagram**

After selecting the question and answers, the Conversion Wizard can also insert a result diagram into the current slide. If you want to do this, you select the option **Yes, add a result diagram**. If you don't want to insert a result diagram at this moment, because you might want to insert the result



diagram on a different slide than this one, you select the option **No, this slide does not need to have a result diagram added.**

**You can have the Wizard insert a result diagram**

Conversion Wizard

Do you want to add a result diagram?

This slide does not contain a diagram. Do you want to add a diagram that can be used to display the results of this question?

Yes, add a result diagram

No, this slide does not need to have a result diagram added

< Back   Next >   Cancel

## Linking the result diagram

If you choose to insert a result diagram, you will also have to link it to a question. The result diagram can only display the results of a question when it is linked to this question.

The Conversion Wizard lists all available questions in the presentation. From this list you select one question you would like to link this result diagram to.

**The result diagram is linked to one of the available questions**

Conversion Wizard

Select the question to link this result diagram to

From the list below, select a question to link the result diagram to. Choose the option 'Current question' to link it to the question that was converted earlier. Choose the option 'None' to not link the result diagram. It will not be able to display the results of the voting.

Available questions:

- Current question
- None

< Back   Next >   Cancel

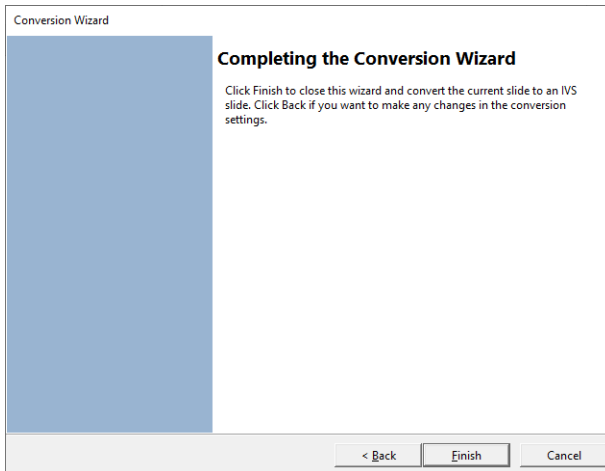
When there are no questions available in this presentation, but you did indicate in the first step of the Conversion Wizard that you wanted to convert a text frame into a question, you can choose the

option **Current question**. This option indicates the text frame that the Conversion Wizard is going to convert into a question. If you don't want to link the result diagram to a question at this moment, you choose the option **None**.

## Completing the Conversion Wizard

By completing the Wizard, the conversions that you have chosen are actually performed. If necessary, you can make changes by clicking the **Back** button. If you click on **Finish**, the selected text frames are converted, a result diagram is added and this result diagram is linked to the selected question.

### Completing the Conversion Wizard



# Modifying the presentation

After inserting interactive elements, such as a question, answer block and result diagram, or after converting existing text frames into interactive elements, you can modify the formatting of these elements to your own needs. You can use all options that PowerPoint offers.

You could, for example, use your own background, change the font and color of the question and answer texts, apply a different theme, or even add animations to the different elements.

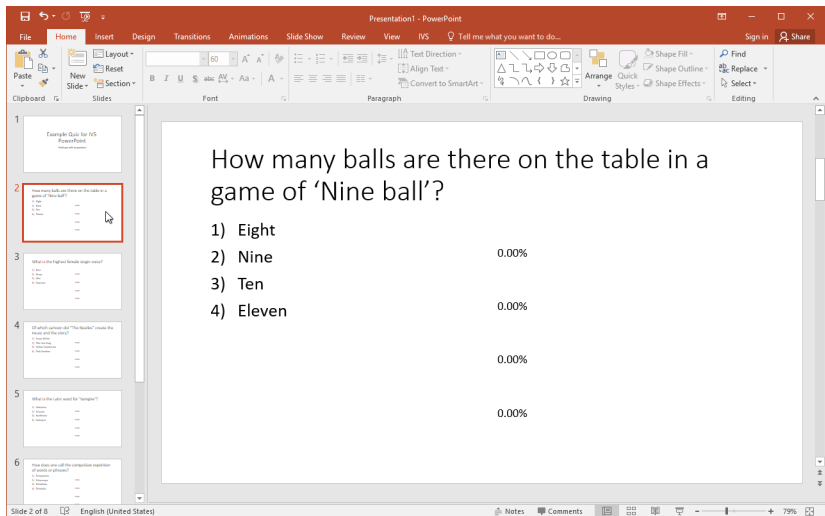
## Applying a different theme

PowerPoint offers you the option of applying a theme to one or more slides, which will change the background, set up the font and colors of text frames and put objects in certain positions.

Interactive elements that were inserted by IVS-PowerPoint also follow the formatting of a certain theme. This means that by applying a theme, you can quickly change the formatting of a question and answer block. The colors of the bars in the result diagram are also modified by the theme.

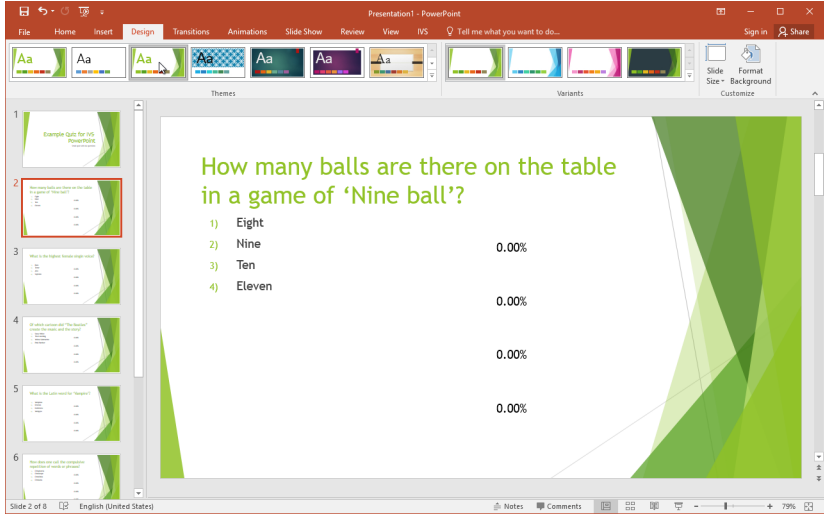
In the following example, a question, answer block and result diagram were inserted on a slide using the default PowerPoint theme.

**Example of a question with the default theme**



By applying a different theme, the formatting can be changed very quickly. In the following example, the 'Facet' theme was applied.

## Example of a question after applying the 'Facet' theme



## Displaying example results

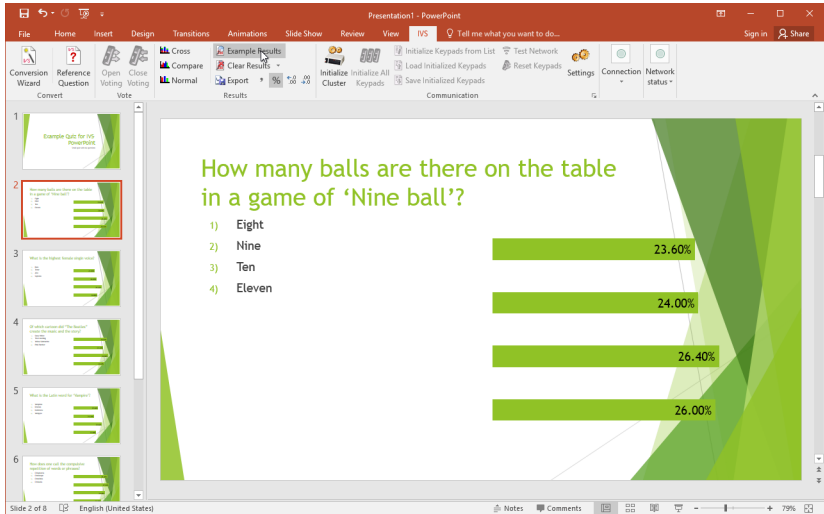
After applying a different theme, you can clearly see that the background has changed and that the font and color of the question and answer texts have been changed. Even in the result diagram, the text font has changed.

Because you haven't voted on this question yet, there are no results to display in the result diagram. To be able to check the colors of the bars, you can make use of example results.

To display example results, select the **IVS** tab and click on the **Example Results** button in the **Results** group.

Example results are created and displayed in all result diagrams. If you make changes in your presentation, you add an extra question for example, or add extra answers to a question, the example results are not immediately displayed for this extra question or these extra answers. New example results need to be created and displayed by clicking on the **Example Results** button again.

## Example results are displayed for this question



## Switching between percentages and absolute values

By default, after inserting a result diagram, the values on the bars are displayed in percentages with two decimal places. If you want to display more or less decimal places, or if you want to display the results in absolute values, you can change this in the result diagram itself. For more information, see "Modifying the result diagram" on page 23.

You can also easily change the number of decimal places, or switch between percentages and absolute values, by using the four buttons on the IVS-PowerPoint tab. You will find the four buttons **Absolute Values**, **Percentages**, **Increase Decimal** and **Decrease Decimal** in the **IVS** tab, in the bottom right corner of the **Results** group.

### Absolute Values

By clicking on the **Absolute Values** button, the values in the diagram are displayed as absolute values.

### Percentages

By clicking on the **Percentages** button, the values in the diagram are displayed as percentages, with two decimal places by default.

### Increase Decimal

To display more decimal places, you click on the **Increase Decimal** button. Each time you click on this button, an extra decimal is added, up to a maximum of five decimal places. If there are absolute values displayed in the diagram, clicking this button will switch to percentages without any decimal places.

## Decrease Decimal

To display less decimal places, you click on the **Decrease Decimal** button. Each time you click on this button, one decimal will be removed. If no decimal places are left, and you click this button one more time, you will switch to absolute values.

## Modifying the question text

Because the question text is in a normal PowerPoint text frame, you can also apply all kinds of formatting that PowerPoint offers. You can, for example, change the formatting of certain words, you can apply animation to the text or to the entire text frame, or add a question number to the question by applying paragraph numbering to the question text.

If you use paragraph numbering to number the questions, please make sure that you put the correct number in front of each question. Paragraph numbering always starts at number 1, and does therefore not necessarily correspond to the number of the question. Even if you add or delete questions you should check whether the numbering is still correct. This is not automatically updated.

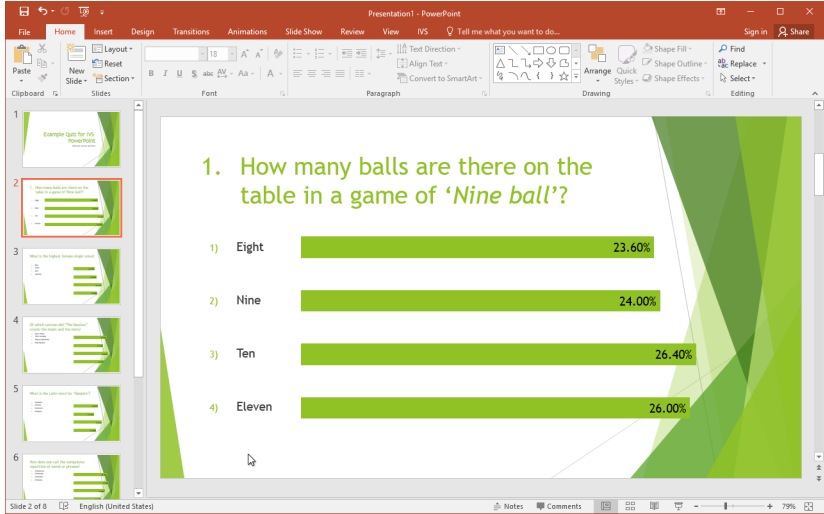
## Modifying the answer texts

Answer texts, too, are in a normal PowerPoint text frame. Paragraph numbering is automatically applied to this text frame. Each paragraph is therefore automatically numbered.

Each paragraph in this text frame is considered an answer. The paragraph numbering is used as an answer numbering, so that your audience knows which button to push to vote for a certain answer.

What applies to the question text also goes for the answer texts. You can use all kinds of formatting that PowerPoint offers. You can also choose to omit the paragraph numbering. Please note that in this case, your audience still needs to know which button belongs to which answer option. The answer options should be numbered one way or the other. This could also be done by incorporating the numbering in the background image.

The question text and answer texts have been modified

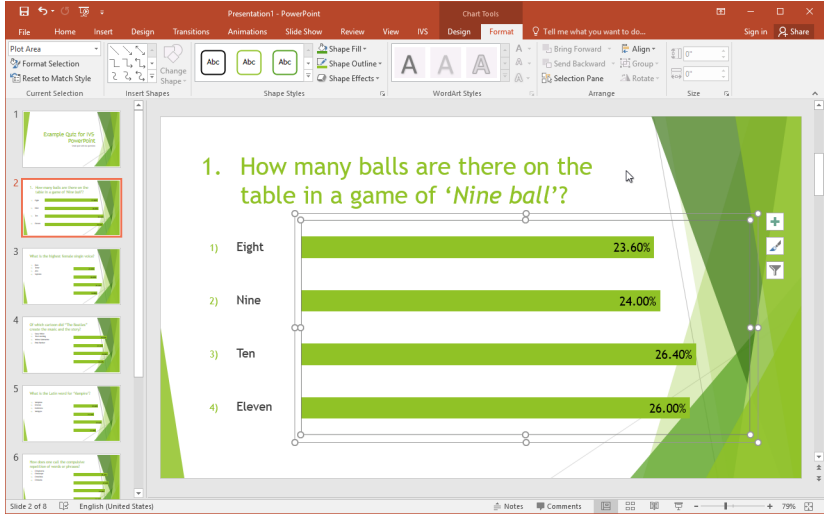


In the example above, the word 'Nine ball' in the question text was changed to italics. By using paragraph numbering, the number "1." was put in front of the question text. The text frame for the answers was moved down a little bit. Using paragraph numbering, the answers are numbered with a parenthesis behind the number. The spacing between the paragraphs was changed to 6 points before and 52 points after the paragraph. This will put the answers in front of the bars in the result diagram. Finally, the result diagram was made somewhat wider so that the bars are closer behind the answers.

## Modifying the result diagram

The result diagram is a default Excel chart. You can modify this chart from within PowerPoint. If you select the chart, you can choose a different design on the **Design** tab, or change the settings of the separate chart items on the **Format** tab.

## Change the formatting of the result diagram



By clicking on the different elements in the chart, for example on the bars or on the texts, you can set up the properties of these elements. It is also possible to choose a different chart type, for example a 3D chart or a pie chart.

### Using a different chart type

If you choose a different chart type, thereby changing from a bar chart to a column chart, then please note the following. In PowerPoint, a bar chart is normally displayed with the first bar at the bottom of the chart and the last bar at the top. Since this does not correspond to the order of the answer options, a bar chart is reversed by IVS-PowerPoint, so that the first bar is displayed at the top. If you change from a bar chart to a column chart, the bars are still displayed in reversed order, so that they are now displayed backwards. The other way around, if you change from a column chart to a bar chart, the bars are still displayed normally, meaning that the first bar is at the bottom. In fact, the chart is displayed upside down.

This being upside down of the bars is automatically corrected by IVS-PowerPoint, but only when the chart is no longer selected, by clicking somewhere outside the chart.

### Asking a reference question

You can use a reference question to divide your audience into different groups. The results of all the other questions can then be reviewed divided into these groups.

A simple reference question could be: *"Are you:"*, with the answer options *"Man"* and *"Woman"*. For all the other questions you can review what the men as well as the women have answered to that question. Reviewing the results divided into the groups of a reference question is called *crossing*.



You can ask more than one reference question in the presentation. If you are going to cross a question, you can do this with any question. It is not necessary to have prepared a reference question. However, crossing with a reference question is easier, because a shortcut key is automatically assigned to a reference question.

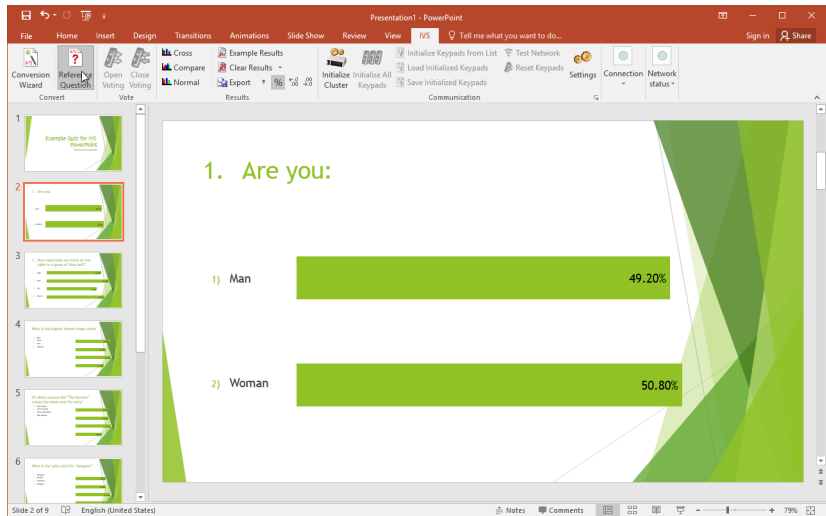
## Converting a question into a reference question

To turn a question into a reference question, you first have to insert this question as if it were a normal question. Next, you turn on the **Reference Question** button, to turn this question into a reference question.

To turn the current question into a reference question, select the **IVS** tab and click on the **Reference Question** button in the **Convert** group.

By turning off the same button again, you turn the reference question back into a normal question again.

An extra question was inserted, that has been converted to a reference question



Later, you can cross with the first reference question in your presentation, by pressing the **Alt** + **I** keys. By pressing the **Alt** + **E** keys, you cross with the second reference question in your presentation, etc. For more information about crossing, see "Crossing results" on page 42.

# Saving the presentation

When you save the PowerPoint presentation, it will be saved completely, including the IVS objects like question, answer block and result diagram. Even the results that are displayed in the result diagrams, are also saved. This is true for both the voted results and any example results that might be available.

## Clearing example results

After creating a new presentation, or after inserting questions, answers and result diagrams into an existing presentation, it is better to save it without any results in it. If you are going to use this presentation to vote with, or even use it multiple times, you can open the original presentation each time, so that it does not contain any results of the last time.

If you used example results for helping you review the formatting of the presentation, you can clear them now before saving the presentation.

To clear the example results, select the **IVS** tab and click on the **Clear Results** button in the **Results** group.

After having cleared the example results, you can save the PowerPoint presentation.

# Connecting the voting network

Before you can use a presentation to vote with, you will have to connect the voting network. This means that you have to connect the Base Station to your computer, and initialize the keypads that you are going to use.

The keypad is used to have the audience cast their votes. Each participant receives one keypad to do so. There are 10 or 11 keys on the keypad that allow the audience to make a choice. The LCD screen displays the choice that is made. To correct the choice made, the keypad has a correction key. On RF-I and Lite keypads this is the red key. On RF-II keypads it is the red C-key. On both RF-I and RF-II keypads you find this key on the left side of the keypad. On Lite keypads you find this key to the left of the LCD screen.

On the RF-II keypad, there are two scroll keys and an enter key just below the LCD screen. Whether these keys are used or not depends on the settings of each question in the script.

All keypads have a built-in wireless transmitter and receiver that are used to communicate with the Base Station. The Base Station controls the keypads to open and close a voting and to activate only those keys that are relevant for the voting. Furthermore, the Base Station receives the information from the keypads during a voting. These are processed and transferred to IVS-PowerPoint, so that it can show the results in a chart. A RF-I or RF-II Base Station can control up to 1,000 keypads and a Lite Base Station can control up to 250 keypads.

## The keylock

You need a license for IVS-PowerPoint to be able to use the voting network. This license determines how many keypads you can use. One license you get free of charge with the software. This license allows you to use a maximum of 30 keypads. For all other licenses, you need to connect a so-called keylock to the computer. Depending on the keylock you use, you get a license for a maximum of 250 keypads or 4,000 keypads.

**Keylock for  
connecting to  
the USB port**



The keylock should be connected to a USB port of the computer.

## Charging the keypads

To be able to operate completely wireless, the keypads are equipped with a battery. Depending on the type of keypad, this is either a rechargeable NiMH-battery, or two normal AA-type batteries.

The RF-I and RF-II keypads are equipped with a rechargeable battery. These keypads come in a charging case, that cannot only be used to transport the keypads, but also to charge the battery. To charge the keypads, you place them in the charging case with the charging contacts facing down and then switch on the case by connecting it to the AC power.

### RF-I keypads

When the case is switched on, the battery status of the keypad is indicated by a LED. When charging the battery the LED blinks red. When the battery is fully charged the LED lights continuously red.

It takes about two hours to fully charge the battery. After that, the keypad can be used for about eight hours.

The moment the keypad is taken from the case, it switches itself on. A keypad stays switched on until it is put back into the case to be charged, or until the battery runs empty.

### RF-II keypads

When the case is switched on, the battery capacity of the keypad is indicated by the LED.

When the battery is charged for less than 40% the LED lights continuously red. When it is charged between 40% and 70% the LED will blink red. When charged over 70% the LED will blink green. When fully charged, the LED lights continuously green.

It takes about five hours to fully charge the battery. After that, the RF-II keypad can be used for approximately 20 hours.

The moment the keypad is taken from the case, it switches itself on. A keypad stays switched on until it is put back into the case to be charged, or until the battery runs empty.

### Lite keypads

When the keypad is equipped with a set of fully charged batteries, it can be used for approximately one year. If the batteries are empty, they must be replaced with a new set of batteries.

A Lite keypad is normally switched off and is only switched on when a key is pressed.

## Connecting the Base Station

The Base Station has to be connected to a USB port of your computer. Always use the USB cable that comes with the system. An RF-I or RF-II Base Station also has to be connected to the AC power using the supplied adapter. When connected to the power, a red LED lights at the front side of the Base

Station. A Lite Base Station is powered by the USB bus, so there is no need for a separate power adapter. When the computer is switched on, a red LED lights at the front side of the Lite Base Station.

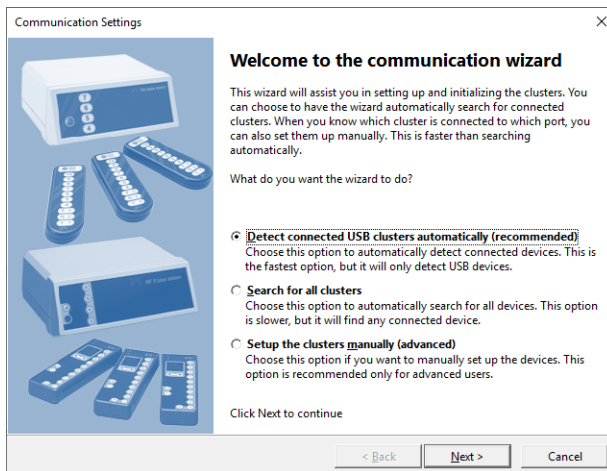
When the Base Station is connected to the computer for the first time, you have to install the device drivers. Please refer to the separately supplied "Supplement connecting USB Base Station" booklet.

To achieve the best communication with the keypads, do not place the Base Station too close to computers or other devices, or in the neighborhood of cables. If you need the Base Station in a large room we advise you to place it on a tripod in the front or in the back of the room with the front of the Base Station facing the audience.

## Communication with the Base Station

When the Base Station is connected to the computer and, when necessary, to the AC power and the device drivers are installed, IVS-PowerPoint can communicate with it. To establish this communication, select the **IVS** tab and click on the **Settings** button in the **Communication** group. A dialog box for setting up the communication appears.

The dialog box to set the communication helps you through the settings in only a few steps



## Searching for Base Stations

By installing the device drivers for the Base Station, your computer gets an extra serial port. This port is used to communicate with the Base Station. In the *Communication Settings* dialog box you will see an overview of all serial ports available on your computer, up to a maximum of sixteen ports. For each of these ports you can indicate if a Base Station is connected to it or not.

You can manually indicate on which ports a Base Station has been connected, but you can also have the wizard automatically detect which ports have a Base Station connected and what type of Base Station this is.

If you choose **Detect connected USB clusters automatically (recommended)**, the wizard retrieves the information about the connected Base Stations from the Windows device manager. This is the fastest method to detect the Base Stations, but it only works to detect the most common USB-connected Base Stations.

If you choose the **Search for all clusters** option, the next step is that the wizard will check each port to see which Base Station is connected to it. This method is a lot slower, but it also detects the less common Base Stations connected to the serial port.

If you choose for the **Setup the clusters manually (advanced)** option, automatic searching is skipped.

Click **Next** to start the automatic searching of the Base Stations, or to manually select the Base Stations.

## Selecting Base Stations

For each of the available serial ports, you have to indicate whether a Base Station is connected to this port, and if yes, which type of Base Station. If you had the Base Stations detect automatically, the correct Base Stations are already filled in for the appropriate serial ports.

The automatically detected Base Station are already selected

Communication Settings

Which clusters do you want to initialize?  
Select the clusters that you want to use. You can use a maximum of 2 clusters, each connected to its own COM port.

COM4: Lite Base Station

COM255: None

These clusters were automatically detected. Click Next to continue.

< Back Next > Cancel

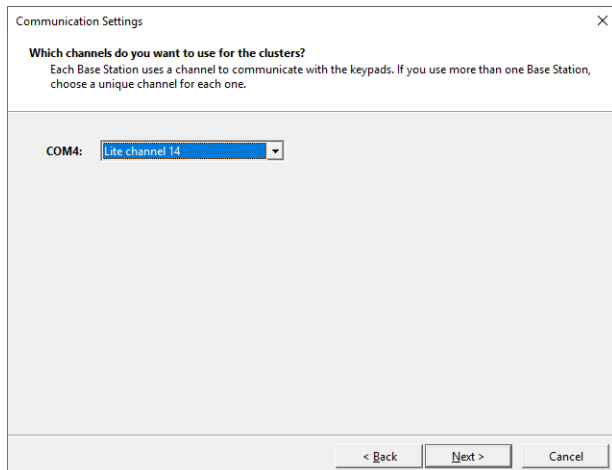
For each of the available serial ports, you select which type of Base Station is connected to it. If no Base Station is connected to a particular serial port, select **None**. After having selected the correct Base Stations, click **Next** to continue.

## Selecting channels

To be able to communicate over a wireless connection, the Base Station uses one of the available channels. Because multiple channels are available, multiple Base Stations can be used together,

without them interfering with each other. If two Base Stations are in each other's vicinity and they both use the same channel, they will interfere with each other, which causes a very bad wireless connection with the keypads.

**Select a channel for the keypads to communicate with the Base Station**



In the *Communication Settings* dialog box you see an overview of all serial ports to which a Base Station is connected. For each of these ports you can indicate which channel the Base Station should use to communicate with the keypads.

If you use only one Base Station it does not matter which channel you choose for communication. However, if you use multiple Base Stations, or if there is an active Base Station in a room nearby, you have to select a unique channel for each Base Station.

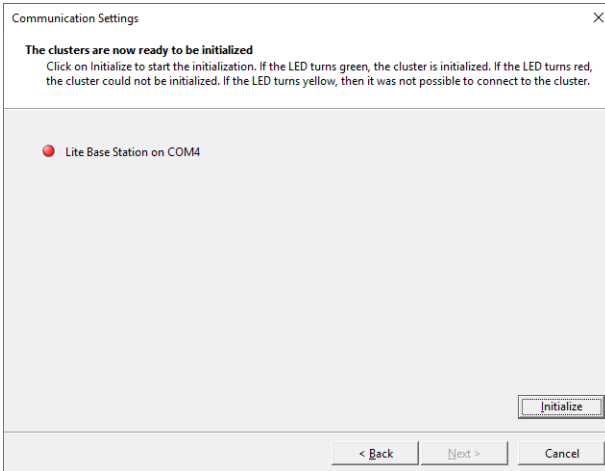
If you use an RF-I or RF-II Base Station, you can choose from four different channels. You can therefore also use a maximum of four Base Station at the same time. If you use a Lite Base Station, you can choose from 51 different channels. Although it is theoretically possible to use a maximum of 51 Base Stations, in practice you cannot use more than sixteen Base Stations, because the software cannot select more than sixteen ports.

After you have set the channel, click the **Next** button to continue.

## Initializing the Base Stations

After selecting the correct serial port and setting the channel, the Base Station can be initialized. During initialization, IVS-PowerPoint checks whether it can communicate with the Base Station on the selected serial port. If communication succeeds, the Base Station is set to the selected channel.

**The connected Base Station can be initialized**



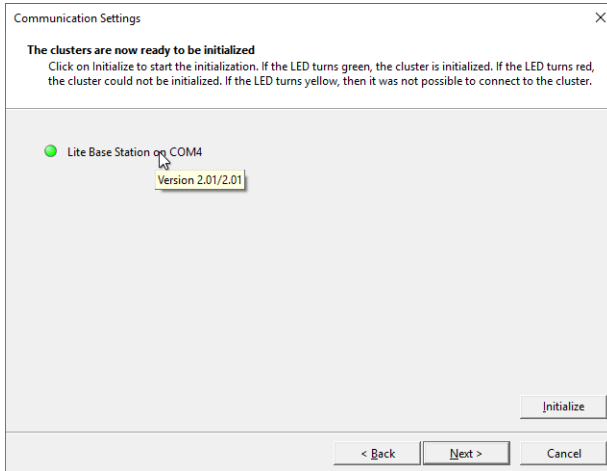
In the *Communication Settings* dialog box you see an overview of all serial ports to which a Base Station is connected. The status of the Base Station is indicated by means of a LED. A red LED indicates that the Base Station hasn't been initialized yet. A dark red LED indicates communication with the Base Station. A green LED indicates that the Base Station has been successfully initialized. A yellow LED indicates that the selected serial port could not be used for communication. If that is the case, check to see whether other software that is running on your computer, might keep the serial port busy. If that is the case, close this software, or select a different serial port to connect the Base Station to. Please refer to the separately supplied booklet "Supplement connecting USB Base Station".

To initialize the Base Station click the **Initialize** button. When the Base Station has been initialized, this is indicated by a bright green LED. If the LED stays red, click the **Previous** button to check the settings. Also check whether the Base Station is connected to the AC power, whether it is correctly connected to a USB port of the computer and whether the device drivers have been installed.

After the Base Station has been successfully initialized, you could if necessary check the version of the Base Station. To do this, move the mouse over the text behind the green LED. A little window appears showing the version number of the Base Station. This version number consists of two parts. The first part indicates the version of that part of the Base Station that communicates with the computer. The second part indicates the version of that part that communicates with the keypads.



The connected Base Station has been initialized and the version number is showing



After initializing the Base Station, click the **Next** button to continue.

## Keypad functionality

There are three types of Base Station: the RF-I Base Station, the RF-II Base Station and the Lite Base Station. There are also three types of keypad: the RF-I keypad, the RF-II keypad and the Lite keypad. The RF-I keypad and the RF-II keypad can be used by both the RF-I Base Station and the RF-II Base Station. The Lite keypad can only be used by the Lite Base Station.

### RF-I Base Station

If you use an RF-I Base Station, there is no need to choose the keypad functionality. RF-I functionality is automatically selected. You can use both RF-I and RF-II keypads, but you cannot use the extra features of the RF-II keypad.

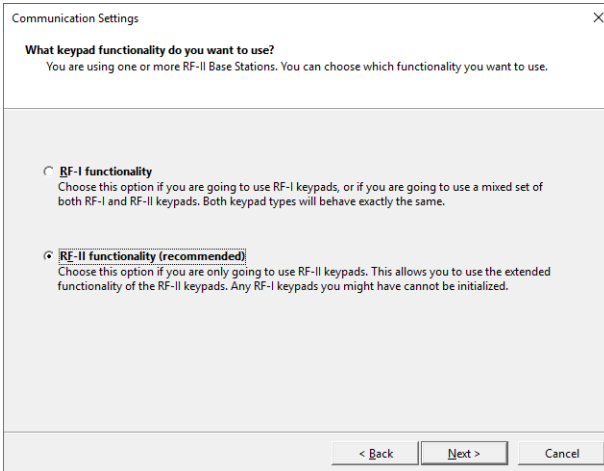
### RF-II Base Station

If you use an RF-II Base Station, you have to choose which keypad functionality you are going to use. This keypad functionality determines whether you can both use RF-I and RF-II keypad, or whether you can only use RF-II keypads.

### Lite Base Station

If you use a Lite Base Station, there is no need to choose the keypad functionality. You can only use the Lite keypads.

**If you use an RF-II Base Station, you can choose the functionality of the keypads**



If you are only going to use RF-I keypads, you choose **RF-I functionality**. If you are going to use both RF-I and RF-II keypads, you also choose **RF-I functionality**. If you are only going to use RF-II keypads, you choose **RF-II functionality**.

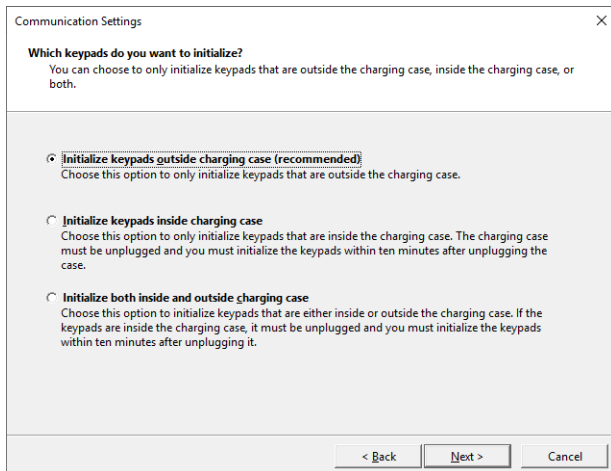
After having chosen the functionality, you click the **Next** button to continue.

## Initializing keypads

Keypads have to be initialized before the Base Station can communicate with them. During initialization the keypad will be set to the same channel as to which the Base Station was set.

Only when you use an RF-II Base Station and you chose to use **RF-II functionality** you can choose which keypads should be initialized.

**An RF-II Base Station can initialize both keypads that are outside the case and keypads that are still inside the case**



**Initialize keypads outside charging case (recommended)** If you start initializing the keypads, only keypads that were taken from the charging case will be initialized. This option is recommended, because with this option the keypads can always be initialized.

**Initialize keypads inside charging case** With this option, only the keypads that are still inside the charging case will be initialized. The only condition is that the charging case cannot be connected to the mains anymore. After disconnecting the case from the mains, the keypads can be initialized for a period of ten minutes. After that, the keypads can no longer be initialized.

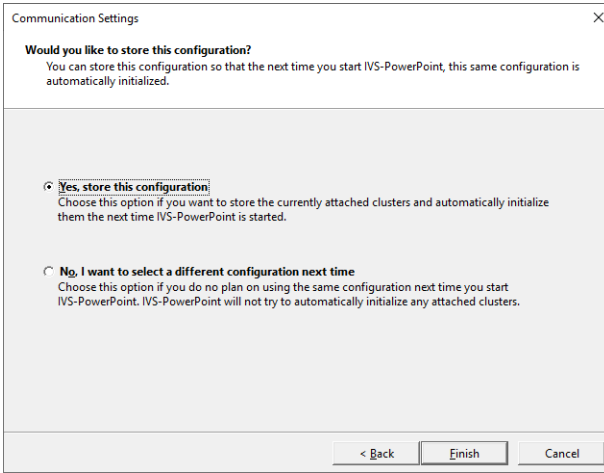
**Initialize both inside and outside charging case** This option initializes all keypads, whether they are still inside the case, or were taken from the case. Keypads that are still in the charging case can only be initialized when the case is no longer connected to the mains. After disconnecting the case from the mains, the keypads can be initialized for a period of ten minutes. After that, the keypads can no longer be initialized.

After having indicated which keypads you want to initialize, click the **Next** button to continue.

## Storing the configuration

Now that the Base Station has been set up and initialized, you can store this configuration. Every time you start PowerPoint, it will try to initialize the Base Station with these same settings.

**When starting PowerPoint, you can have it automatically initialize the Base Station**



**Yes, store this configuration** If you start PowerPoint, it tries to initialize the Base Station on the same serial port and with the same channel you just configured.

**No, I want to select a different configuration next time** When you select this option, PowerPoint does not try to initialize the Base Station during startup. Select this option if you often use PowerPoint without any Base Stations connected, for example, when you are only preparing scripts.

After having selected the desired option, click the **Finish** button to finish the setup of the Base Station.

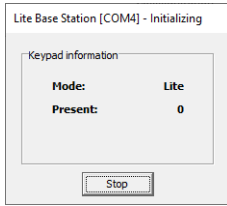
## Initializing the keypads

After the Base Station has been set up and initialized, you have to initialize the keypads. During initialization, all available keypads will report themselves to the Base Station. The Base Station numbers the keypads and sets them to the same channel the Base Station was set.

If you are using RF-II keypads, you can see when a keypad is initialized. In that case, you can see the IVS® logo in the LCD screen. When using RF-I keypads or Lite keypads you cannot see whether a keypad is initialized or not.

To initialize the keypads, select the **IVS** tab and click on the **Initialize All Keypads** button in the **Communication** group.

The operating mode and the number of initialized keypads are displayed in the initialization dialog



During initialization of the keypads the *Initialization* dialog is shown. It shows in which mode the Base Station is currently operating and the number of keypads already initialized by the Base Station. When the number of keypads changes, it will be displayed in red. If it stays the same for more than a second, it is displayed in blue. When the number of keypads has reached the maximum license, it is displayed in purple.

### RF-I keypads

If you use RF-I keypads, you have to take them out of the charging case before they can be initialized. As soon as a keypad has been initialized, you will see that the counter in the initialization window is increased by one.

### RF-II keypads

If you use RF-II keypads, you have to take them out of the charging case before they can be initialized. As soon as a keypad has been initialized, you will see that the IVS®-logo appears in the LCD screen. In the initialization window you will see that the counter is increased by one.

### Lite keypads

When using Lite keypads, you first have to switch them on before they can be initialized. You can switch on a Lite keypad by pressing a random key. The key you pressed appears in the LCD screen. The keypad will then try to find a Base Station. If it finds a Base Station, the red LED lights. The keypad then waits until the Base Station confirms that it has found a keypad. When the keypad receives this confirmation, the green LED lights shortly and the number disappears from the LCD screen. The keypad has now been successfully initialized and the counter in the initialization window is increased by one.

When, during the initialization, the counter in the initialization dialog stops at 30, even though you took more than 30 keypads out of the case, check whether you connected your keylock. For more information, see "The keylock" on page 27.

When all keypads are initialized, you can click on the **Stop** button in the initialization dialog to stop the initialization of the keypads.

## Saving a list with initialized keypads

When all keypads have been initialized, the Base Station maintains a list of the keypads it initialized. This list is also stored on your computer by default. In the unlikely event that the Base Station would

get disconnected from the mains, this list can be restored in the Base Station. This prevents you from having to put all keypads back in the charging cases and having to initialize them again.

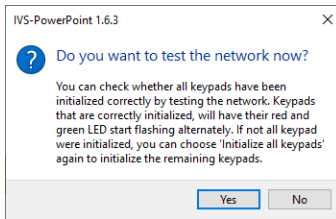
You can also save the list of keypads yourself, allowing you to choose a file name and a location where you want to save the list. This can be useful if you want to take the list to another computer. To do this, click on the **Save initialized keypads** button in the **Communication** group on the **IVS** tab.

## Testing the network

After initializing the keypads and saving the list of initialized keypads, you can test the RF-I and RF-II keypads. During this test the Base Station continuously sends messages to the keypads. The keypads show that they receive the messages by alternately lighting their red and green LED respectively. Because Lite keypads are switched off by default, and are only switched on when a key is pressed, they cannot be tested.

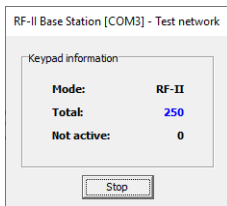
After saving the list with initialized keypads, you are asked whether you want to test the network. If you only use Lite keypads, this question is skipped, because Lite keypads cannot be tested.

After initializing the keypads you can test them



Always respond **Yes** to this question to see if the keypads function correctly.

The Test Network dialog shows how many keypads are not active



While testing the keypads, the *Test network* dialog is displayed. It shows the mode the Base Station is currently operating in, how many keypads have been initialized by the Base Station and how many keypads do not respond to messages from the Base Station.

Click on the **Stop** button in the *Test network* dialog to stop testing the network. The keypads are now ready to vote.



# Voting


With the help of the PowerPoint presentation and the initialized voting network you are now ready to vote. During the voting, the results of the keypads are stored in the presentation itself. To keep these results, you will have to save the presentation after the voting. If you don't want to overwrite the original presentation, you will have to save the presentation under a different name.

You can use the same presentation several times. It is important that you keep the original presentation – that is, the presentation without results. Each time you are going to vote, you open the original presentation. After the voting, you save the presentation under a different name, so that the results of this voting session are kept in a separate presentation.

After the presentation, you can easily review the results. Because the results are saved in the presentation itself, you only have to open the presentation to review the results. You can even cross and compare results, like you would during the real session.

## Starting a slideshow

You can both vote while editing the presentation and during a slideshow. While editing the presentation you can use the buttons in the ribbon to open and close the voting. During a slideshow, the ribbon is not available. You can then use the  and  keys to open and close the voting respectively.

You can start the slideshow like you normally would in PowerPoint. You could do this for example by pressing . As long as no slideshow has been started, this key functions as 'Start slideshow from the beginning'. If a slideshow has already been started, this key functions as 'Open the voting'.

## Slideshow with extended desktop

If you work with an extended desktop, you can have the slideshow displayed on the secondary screen. The presentation is still available on the primary screen so that you can still make changes when necessary.



If you are going to vote with the slideshow on the secondary screen, please make sure that the slideshow is active at the moment you are going to vote. If it is not active, for example because you just edited a text in the presentation, the voting will be opened for the question that is currently visible in the slideshow. This might not necessarily match the question that you currently edited.

## Displaying the status bar

When a slideshow is displayed on only one screen instead of on an extended desktop, PowerPoint's ribbon is no longer available to open and close the voting. Nor is it possible to monitor the status of the IVS network, for example to see how many votes have already been received.

To still be able to monitor the status of the network, you can use a small status bar, that is displayed in the upper right corner of the screen. The status bar contains five buttons to open the voting, close the voting, cross the results, compare the results and undo a crossing or comparison, respectively. The status bar also displays the status of the network. Behind the "A:" the number of active keypads is shown and behind the "V:" the number of votes received is shown. If the voting is opened, this status area turns green. If something is wrong with the communication, this area turns red.


To show the status bar, select the **IVS** tab and check the **Show Status Bar** checkbox in the **Network Status** group.

Because the status bar is rather prominently visible during a slideshow, you can choose to hide it when you no longer need it. To hide the status bar, you press . By again pressing  the status bar is shown again. Please note that this key only functions as long as PowerPoint is the active application.

If you use a touch screen to control the presentation, you can also use a touch version of the status bar. This will make the status bar a bit bigger, so that it is easier to tap on the controls. The touch version only has a Start and Stop button, and a status area that shows the number of votes received. To change the status bar into a touch version, right click on the status bar and choose the **Touch control** option.

The status bar can also be hidden as long as there is no question on the current slide. To do this, right click on the status bar and choose the **Only show on slides with question** option. To automatically show the status bar each time you start a slideshow, right click on the status bar and choose the **Show automatically when starting slide show** option.

## Opening the voting

When you reach a slide that contains a question, you can vote on this question. This requires the voting to be opened. By opening the voting, the correct keys on the keypads are activated. On the RF-I and RF-II keypad the green LED lights up. On the Lite keypad no LED lights up. To open the voting, press .

After opening the voting, the keypads can be used to vote with by pressing one of the activated keys. Which keys are activated depends on the number of answers that are available for the current question.




After pressing a valid key, the green LED on the RF-I and RF-II keypads goes out and the red LED lights for a short time. On the RF-II keypad the choice that was made is shown in the display for a short time. After about one second, the red LED goes out and the choice disappears from the display. The vote has now been sent. When an invalid key is pressed, nothing happens. The green LED stays on.

After pressing a valid key on the Lite keypads, the red LED lights. The choice that was made is shown in the display. The keypad now sends its vote to the Base Station and gets a confirmation. After receiving this confirmation, the green LED lights for a short time. After about a second the green LED goes out and the choice that was made disappears from the display. When an invalid key is pressed, the choice that was made is shown in the display for a very short time and then immediately disappears.

After a valid vote is given, the RF-I and RF-II keypads are blocked. They cannot be used to give another vote, unless an earlier given vote is first corrected. After a valid vote is given, the Lite keypads can still be used to vote. The choice that was made is shown in the display and the red LED lights. But because this extra vote is not accepted by the system, no confirmation will be sent and the green LED will not light. After about a second, the red LED goes out and the choice that was made disappears from the display.

## Closing the voting

After receiving all the votes, the voting can be closed again. On all RF-I and RF-II keypads that haven't voted yet, the green LED goes out and the keypads no longer respond when a key is pressed. The Lite keypads still respond when a key is pressed, by showing the choice that was made in the display. The red LED however, that indicates that the vote was sent, does not light. The choice that was made almost immediately disappears from the display.

To close the voting, press . After closing the voting, the results of the voting are shown in the result diagram.

# Crossing results

By asking one or more reference questions in your presentation, you can divide your audience into different groups. During the rest of your presentation you ask questions that will initially show the total results. By *crossing* this question with an earlier voted reference question, you can review the total results per group.

You can cross a question with any other question. However, if you want to use a shortcut key to cross a question, you can only cross with an earlier voted reference question.

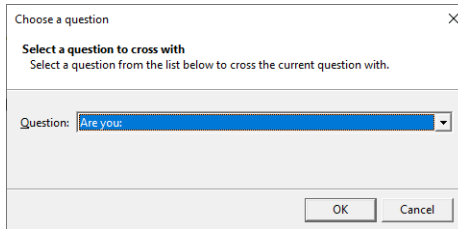
## Crossing while editing the presentation

If you are still editing the presentation, you can cross a question by using the buttons in the ribbon.

To cross the current question with any other question, select the **IVS** tab and click on the **Cross** button in the **Results** group.

A dialog window appears, listing all the questions in your presentation, with the exception of the current question.

Select a question from this list to cross the current question with



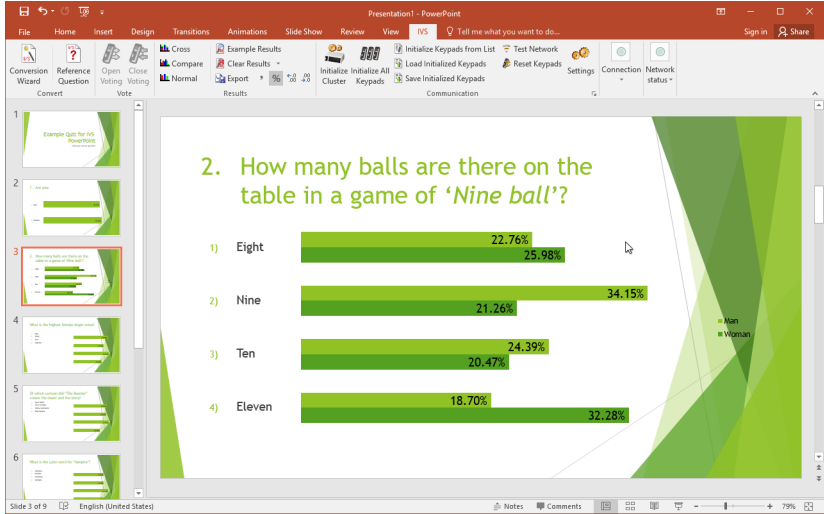
Choose a question ✕

Select a question to cross with  
Select a question from the list below to cross the current question with.

Question: Are you?

You select a question from the list with which you want to cross the current question and then you click on **OK**.

The current question has been crossed with a reference question



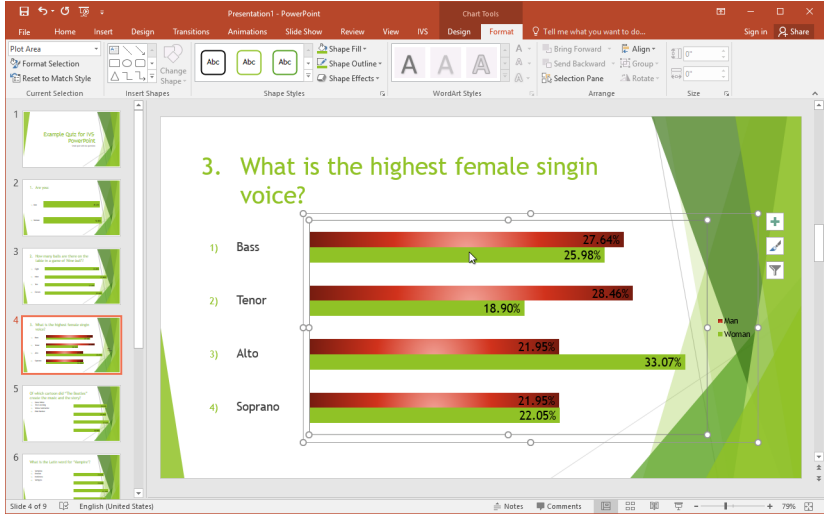
## Modifying the bars in the result diagram

In chapter "Modifying the result diagram" on page 23 you could read how to modify the bars in the result diagram. These modifications only apply to the first set of bars. As soon as you are going to cross, multiple sets of bars are added to the result diagram, depending on the number of answers of the question you are crossing with.

You can also modify the other sets of bars, but of course only when they are visible on the screen. If you need to cross a question during a slideshow, you should do this first while still preparing your presentation. If necessary, you can now modify the other sets of bars. After making modifications, you can undo the crossing. PowerPoint remembers which modifications you made to the other sets of bars. If you later cross this question again, the bars will look the same as you set them up. The same is true if you are going to compare results.

If you only modified the first set of bars while editing the presentation and you did not cross the question to also modify the other sets, all the other bars will look rather standard after crossing.

Only the first set of bars has been modified, which makes the other sets look rather standard after crossing



## Crossing during a slideshow

During a slideshow, there are two ways to cross a question. If you had set up a reference question before, you can now cross with this reference question. By pressing **Alt** + **F1**, you cross the current question with the first reference question in your presentation. With **Alt** + **F2**, you cross with the second reference question in your presentation. You can go on like this until the ninth reference question, with which you can cross by pressing **Alt** + **F9**.

If you did not set up a reference question, or if you want to be able to cross with more than nine questions, you can make use of the **Cross** button in the status bar. If the status bar is not yet shown, you can press **F8** to make it visible. See also "Displaying the status bar" on page 40.

If you click on the **Cross** button in the status bar, a little window appears, in which you can type the number of the question you want to cross with. For example, if you would like to cross the current question with question 2, you type a "2" in this window and then press **Return**.



To be able to cross a question directly from the status bar, you need to know the number of the question you want to cross with. If you don't know the question number, you can have a list displayed with all available questions. After clicking on the **Cross** button, you enter a "0" (zero) in the little window and press **Return**. A list is then displayed from which you can select a question you want to cross with.

## Back to the normal results

After crossing a question, it will stay crossed in the result diagram. It will also stay crossed when you go to another slide, or even when you save the presentation and open it again at a later time.

If you want to undo the crossing and display the normal results again, you can do this in two ways. If you are still editing your presentation, you can use the ribbon to display the normal results.

To display the normal results for this question, select the **IVS** tab and click on the **Normal** button in the **Results** group.

During a slideshow it is also possible to display the normal results. By pressing the  +  keys on the keyboard you undo the crossing.

# Comparing results

If you ask the same question twice, it is possible to compare the results of these two questions. You could for example ask a question at the beginning of the meeting and repeat that question at the end of the meeting. By comparing both questions, you can see whether the opinion of your audience has changed during the meeting.

Another method where comparing two exactly the same question is applied, is the so-called *Peer Instruction*. This originally American method is often applied in educational environments. With this method, two the same questions are asked. The students have to answer the first question by intuition, and then they get a few minutes to discuss about the answers with their peers. After the discussion, they are invited to vote again and the results are compared with each other. In practice, it turns out that the number of correct answers increases remarkably for the second question.

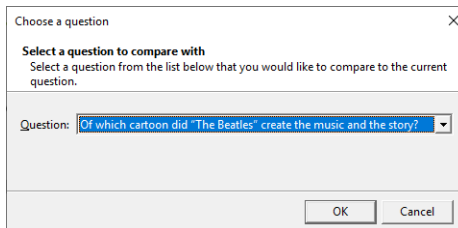
## Comparing while editing the presentation

If you are still editing the presentation, you can compare two or more question by using the buttons in the ribbon.

To compare the current question with another question, select the **IVS** tab and click on the **Compare** button in the **Results** group.

A dialog box appears listing all the questions in your presentation that have the same number of answers as the current question.

Select a question from this list with which you want to compare the current question

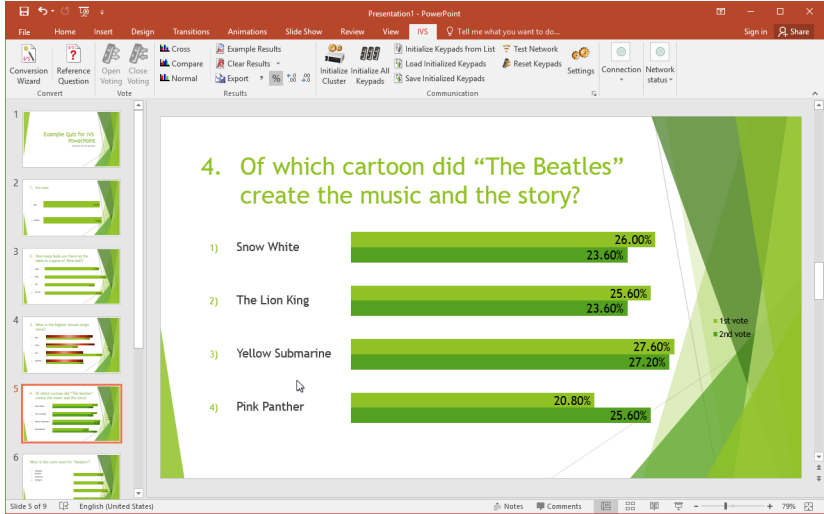


The dialog box is titled "Choose a question" and has a close button (X) in the top right corner. It contains the following text and elements:

- Select a question to compare with**
- Select a question from the list below that you would like to compare to the current question.
- A label "Question:" followed by a dropdown menu. The dropdown menu is open, showing the text "Of which cartoon did 'The Beatles' create the music and the story?".
- At the bottom, there are two buttons: "OK" and "Cancel".

From this list you select a question with which you want to compare the current question and then you click on **OK**.

The current question is compared with the previous question



By clicking the **Compare** button again, you can compare these two questions with a third question. This way you can compare a maximum of five questions.

## Comparing during a slideshow

During a slideshow, you can only compare questions by using the status bar. If the status bar is not yet shown, you can display it by pressing **F8**. See also "Displaying the status bar" on page 40.

If you click on the **Compare** button in the status bar, a little window appears, in which you can type the number of the question you want to compare with. For example, if you would like to compare the current question with question 3, you type a "3" in this window and then press **Return**.

To be able to compare a question directly from the status bar, you need to know the number of the question you want to compare with. If you don't know the question number, you can have a list displayed with all available questions. After clicking on the **Compare** button, you enter a "0" (zero) in the little window and press **Return**. A list is then displayed from which you can select a question you want to compare with.

## Back to the normal results

After comparing two or more questions, they will stay compared in the result diagram. They will also stay compared when you go to another slide, or even when you save the presentation and open it again at a later time.

If you want to undo the comparison and display the normal results again, you can do this in two ways. If you are still editing your presentation, you can use the ribbon to display the normal results.

To display the normal results for this question, select the **IVS** tab and click on the **Normal** button in the **Results** group.

During a slideshow it is also possible to display the normal results. By pressing the **Alt** + **0** keys on the keyboard you undo the comparison.

## Two result diagrams on a single slide

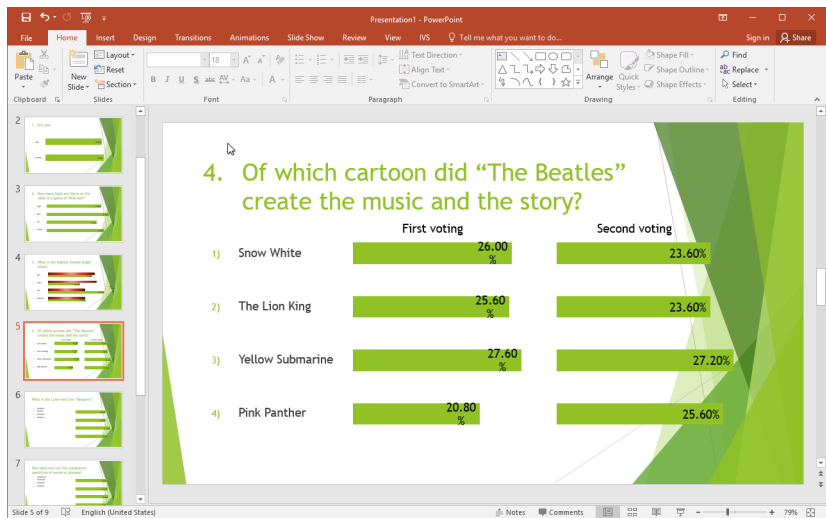
Another way of comparing two questions with each other is by placing two result diagrams on a single slide. The first result diagram displays the results of the first question, while the other result diagram displays the results of the second question.

It is not possible to use the ribbon to place a second result diagram on a slide. It is however possible to copy the original result diagram and paste it on the slide where you want to place the two result diagrams next to each other.

In the following example the same question is asked twice. Both questions are on two consecutive slides. Both slides contain a result diagram to display the results of that question. On the second slide, the result diagram was made a little smaller. Then a copy was made of the result diagram on the first slide, and this one was pasted on the second slide. Both diagrams were placed next to each other to be able to compare the results.

Finally, two text frames were added to mark the difference between the first and the second voting.

**This slide contains two diagrams so that the results can be compared**





# Vote automatically with the time bar

You can use a time bar to run the voting automatically. As soon as you open the voting, the time bar starts counting down. When it ends, the voting is automatically closed. This allows you to keep control of the time needed for the voting.

There are three types of time bar that you can insert: a horizontal bar, a vertical bar and a text counting down. When you insert a time bar, you can indicate how many seconds it should take for this time bar to count down and whether it should start automatically or that you rather start it manually.

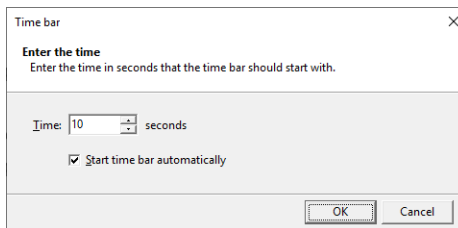
## Inserting a time bar

Before you insert a time bar you choose which type you want to insert.

To insert a time bar, select the **Insert** tab and click on the lower half of the **Time bar** button in the **IVS Objects** group. From the menu that appears you select the type of time bar you want to insert. If you want to insert a text frame counting down, you can also click directly on the upper half of the **Time bar** button.

Before the time bar is inserted, a dialog box appears in which you can indicate how many seconds it should take for the time bar to count down and whether it should start automatically or that you rather start it manually.

Setting up the properties of the time bar



Time bar

Enter the time  
Enter the time in seconds that the time bar should start with.

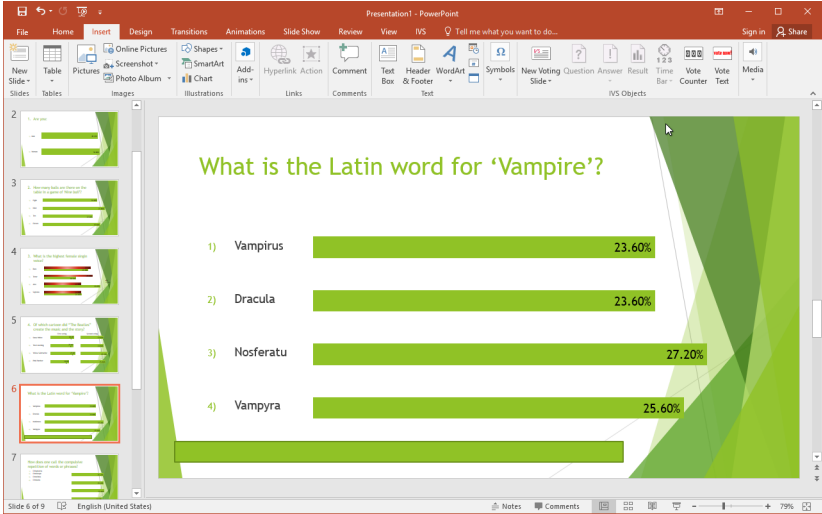
Time: 10 seconds

Start time bar automatically

OK Cancel

When you click on **OK** the time bar is inserted.

**A time bar was inserted to have the voting run automatically**



In PowerPoint, a horizontal or vertical time bar is a grouped object comprising two rectangles. Both rectangles are filled with a solid color. One of the rectangles is used to indicate a full time bar, the other one to indicate an empty time bar. If you ungroup this object to edit one of the rectangles, IVS-PowerPoint will no longer see this object as a time bar, not even when you regroup the two rectangles. If you want to edit one of the rectangles, for example to give it a different color, leave them grouped together. Even when grouped together you can still edit the rectangles separately.

## Modifying the settings of the time bar

Once a time bar has been inserted, it is not possible to change its settings. Should the time you set up for the time bar proof to be too short, and you inserted a horizontal or vertical bar, it is not possible to change the time. You will have to remove the time bar and insert a new one, with the correct time.

Only when you inserted a text frame counting down, you can easily change the time by entering the new time into the text frame itself. For example, if your time bar needs to count down in 15 seconds instead of 10 seconds, you simply click inside the text frame, remove the text and enter "15" as the new value.

Also when you want to change the type of the time bar, for example from a horizontal to a vertical bar, you can only do this by removing the existing time bar and inserting a new time bar of the desired type. Make sure that you do not rotate a horizontal time bar to make it a vertical one. After rotating a time bar, IVS-PowerPoint will not be able to calculate the correct position of both parts of the time bar, which possibly makes them run separately at two different locations.

# Extra options

Besides the standard options PowerPoint offers you, IVS-PowerPoint offers you two extra types of text frames that you can insert, that both respond to the voting.

With the help of the *Vote Counter* you can display a counter that indicates how many votes have been received so far. The *Vote Text* is a text frame that is only displayed when you open the voting during the slideshow.

Both the *Vote Counter* and the *Vote Text* can only be inserted on a slide that also contains a question.

## Vote Counter

The Vote Counter is a normal text frame, in which a number is filled in during voting, that indicates the number of people that have already voted.

To insert a vote counter, select the **Insert** tab and click on the **Vote Counter** button in the **IVS Objects** group.

By default, the text frame of the vote counter is inserted in the top right corner of the slide, with a "0" as text. You can then move the text frame to any position you like. You can also format the text any way you like. When you open the voting, the text in this text frame will be replaced by a "0". As soon as votes are received, the number of votes received is displayed in this text frame.

## Vote Text

The Vote Text is a normal text frame, in which you may enter any text you like. When you start a slideshow, this text frame is automatically hidden at first. Only when you open the voting will this text frame be shown. And when you close the voting, it is hidden again. You can use the Vote Text for example to display "Please vote now", so that your audience knows when it can vote.

To insert a vote text, select the **Insert** tab and click on the **Vote Text** button in the **IVS Objects** group.

By default, the text frame of the vote text is inserted at the bottom of the slide. When you click inside the text frame, you can enter your own text. You can also move the text frame to any position you like.

# Exporting the results

After you have voted all questions and the slideshow has ended, you can export the results of the voting for processing in other applications, like for example in Microsoft® Excel™.

To export the results, select the **IVS** tab and click on the **Export** button in the **Results** group.

The results are saved in a text file, with values separated by a list separator. This file type can be opened by Microsoft® Excel™, for example.

After having clicked on the **Export** button, you can enter a file name and choose a location where you want to save the file. If you then open this file in Excel, you see the keypad numbers in the first column. The second column shows the answers for question 1, the third column for answer 2, etc.

# Voting with the smartphone via IVS-Online

In addition to voting with keypads, your participants can also vote via their own smartphone, tablet, laptop, desktop or any other device that is connected to the internet and has a browser. To let your participants vote online, you connect your script with IVS-Online. Your participants visit an IVS-Online website, which is linked to your script. As soon as you open voting, your online participants will see the question with the corresponding answers. By tapping the answer of their choice, they can cast their vote. If you close voting, the question disappears again from the online participants and, when this is set up, they see the result in a bar chart.

There are two steps to preparation for allowing your participants to vote online. First, you must connect your script to IVS-Online. Your script is then stored on the IVS-Online server, so that your participants can go to the IVS-Online website to participate in the voting. The second step is to initialize a virtual Base Station, called the IVS-Online Gateway. Just as a normal Base Station handles communication with the keypads, the virtual IVS-Online Gateway takes care of the communication with the online participants.

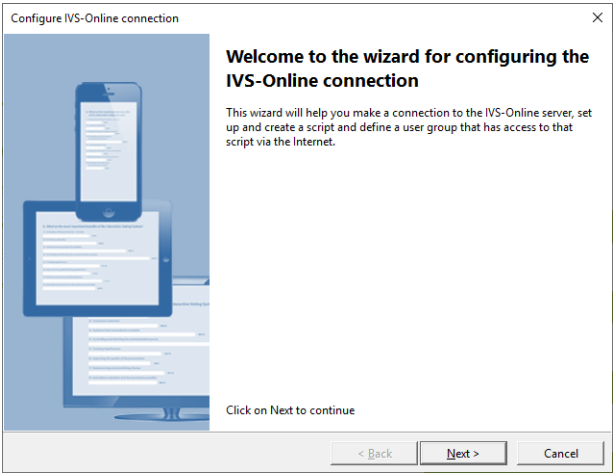
The votes that your online participants cast are temporarily stored on the IVS-Online server. Every time you open the voting, the results of a previous voting are deleted. When you disconnect from the IVS-Online server, for example when closing PowerPoint, the results of the last voting are also deleted. Results of an online voting therefore never remain on the IVS-Online server. Just like the results of the keypads, they are only stored in a session on the computer on which you use PowerPoint.

To use IVS-Online you need a license for IVS-PowerPoint. This license is an extra license on top of the license for using more than 30 keypads. With IVS-PowerPoint's free license, with which you can use up to 30 keypads, you can try out IVS-Online with up to 3 participants. You also need an account for the IVS-Online server. You can request an account from PowerPoint by clicking the Request trial account button in the **Connection** group on the **IVS** tab.

## Configuring the IVS-Online connection

To connect your script to IVS-Online, you use the configuration wizard. This wizard guides you through the configuration in a few steps. To start the wizard, click the **Configure Connection** button in the **Connection** group on the **IVS** tab.

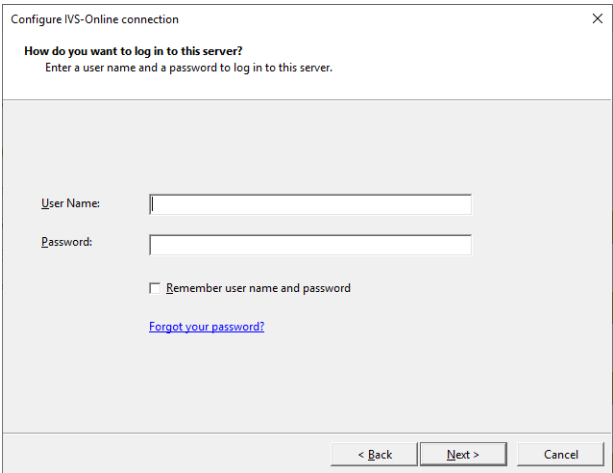
The wizard for creating an IVS-Online connection guides you through the configuration in a few steps



### Logging in to the server

The first step is to log in to the IVS-Online server. To be able to do this, you need the account information for the server. If you do not have an account yet, you can request one by clicking the **Request trial account** button in the **Connection** group of the **IVS** tab. A web page will then be opened in which you can enter your email address. By clicking on the **Send activation code** button, you will receive an email with further instructions at the indicated email address. This email address is also your IVS-Online account user name.

Logging in to the IVS-Online server



Enter your user name and the corresponding password. When you click on the **Next** button, a connection is made to the IVS-Online server and you are logged in with the entered data.

With the **Remember user name and password** option you can have the entered user name and corresponding password stored on the computer. If you have to log in again later, this information will be entered automatically. The password is stored encrypted. The user name is also stored in the script. If you open the script again at a later time, a connection is automatically made to the IVS-Online server with this user name. If the corresponding password is stored on the computer, this connection will be completed automatically. If no password has been saved, the password will be requested every time you open the script.

If you have forgotten your password, you can click on the **Forgot your password?** link. A webpage will open in which you can enter your email address. An email will then be sent to this email address with instructions on how to reset your password.

## Creating a script

After connecting to the IVS-Online server, you also have to create a script on the IVS-Online server. The questions and answers are stored in this online script, so that they can be shown to the online participants when the voting is opened. You only need to create one online script per script. You can change the online script at any time by restarting the configuration wizard.

### Creating a new online script

Configure IVS-Online connection

Do you want to create a new script?  
You can create a new script or modify the current script.

**Create a new script**  
Choose this option if you want to create a new script on the IVS-Online Server. Use this option when you saved the IVS-Professional script under a different name and want to link it to a new script in IVS-Online.

**Modify the current script**  
Choose this option if you want to modify the current IVS-Online script.

< Back    Next >    Cancel

**Create a new script** With this option you can create a new online script on the IVS-Online server. If you have not created an online script before, this is the only option.

**Modify the current script** If you restart the configuration wizard after you had previously created an online script, you can modify the online script with this option.

## Naming the script

You can give your online script a name. This name may match your normal script, but this is not required. The name of the script is displayed in the title bar of the browser when your online participants visit your script.

### Naming the online script

The screenshot shows a dialog box titled "Configure IVS-Online connection" with a close button (X) in the top right corner. The main heading is "How do you want to name the script?" followed by the instruction "Enter a name for the new script." Below this is a text input field labeled "Script Name:" which is currently empty. At the bottom of the dialog, there are three buttons: "< Back", "Next >", and "Cancel".

## Setting up a time frame

You can make your online script immediately available, but you can also set a time frame within which it is available.

### Setting a time frame within which the script can be used

The screenshot shows a dialog box titled "Configure IVS-Online connection" with a close button (X) in the top right corner. The main heading is "When can this script be used?" followed by the instruction "Select whether this script can always be used, or enter a start date and end date within which this script can be used." There are two radio button options: "This script can always be used" (which is selected) and "This script can only be used within this time frame". Below the second option is the instruction "Choose this option if you want to limit the time frame within which the users can login to your internet script." At the bottom, there are two rows of date and time pickers. The first row is for "Start Date:" with a date picker set to "8/ 8/2019" and a time picker set to "4:00:00 PM". The second row is for "End Date:" with a date picker set to "8/ 9/2019" and a time picker set to "4:00:00 PM". At the bottom of the dialog, there are three buttons: "< Back", "Next >", and "Cancel".



**This script can always be used** With this option there is no restriction on the script. Your participants can visit the web page of your online script at any time. However, the participants still have to wait until a question is put to the vote.

**This script can only be used within this time frame** With this option you can set a start and end date, within which your script is available. When your participants visit the web page of your online script outside this time frame, they will be notified that the script is not (yet) available.

## Welcoming the online participants

When you have created a real-time script, and your online participants go to the web page of your online script for the first time, they will see a welcome page, as long as the voting is not open yet. In between all questions, when the voting is closed, they will see a standby page.

For both pages you can set the text that your participants will see. In addition, you can optionally upload an image that is displayed with this text.

If you have created an online questionnaire, this step is skipped, because with an online questionnaire your participants do not have to wait.

### Setting the welcome texts for your online participants

Configure IVS-Online connection

How would you like to welcome your remote voters?  
You can enter a custom text and upload a custom image to show to your remote voters.

Custom text to show before voting is started:

Custom image to show before voting is started: Preview

Custom text to show when waiting for the next question:

Custom image to show when waiting for the next question: Preview

In the upper part of this window you can enter a text that your online participants will see when they first visit the web page of your online script. You can also add an image to this text by clicking on the **Load Image** button. After selecting an image, a preview of this image is displayed in the Preview box. To no longer display the selected image, click the **Clear Image** button.

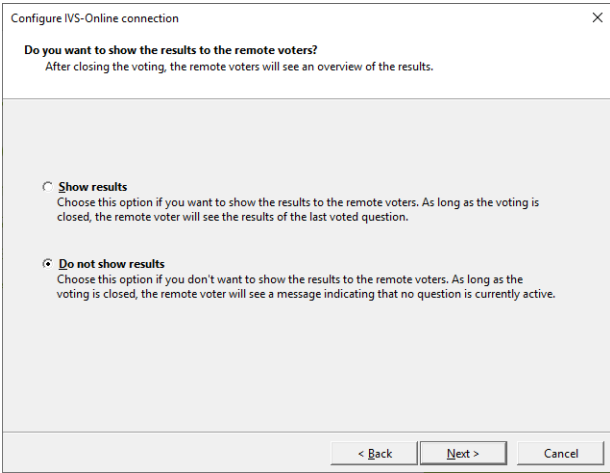
In the lower part of this window you can enter a text that your online participants will see when the voting is closed and they must wait until the voting for the next question is opened. You can also add an image to this text.

If you do not enter your own text, the server will use a default text. By default, an image of a green check mark is displayed along with the custom text for the voting. There is no preview of this image, because your online script has not yet been created. If you do not want to use an image, you can go through the configuration wizard again at a later time and click on the **Clear Image** button to remove the image of the check mark.

## Showing the results

You can choose to also display the results of the voting on your online participants' smartphone. These results are only displayed if they are also displayed in PowerPoint. If you have a result diagram on the same slide as the question, the results will be displayed immediately after the voting is closed. If the result diagram is on the next slide, your online participants will only see the results when you go to the next slide.

### Showing the results to your online participants



Configure IVS-Online connection

Do you want to show the results to the remote voters?  
After closing the voting, the remote voters will see an overview of the results.

Show results  
Choose this option if you want to show the results to the remote voters. As long as the voting is closed, the remote voter will see the results of the last voted question.

Do not show results  
Choose this option if you don't want to show the results to the remote voters. As long as the voting is closed, the remote voter will see a message indicating that no question is currently active.

< Back    Next >    Cancel

**Show results** With this option, the results are displayed to your online participants. The results appear as soon as they are displayed in a result diagram in PowerPoint. They remain visible until the next question is opened.

**Do not show results** With this option the online participants will not see any results. If the voting is closed, they will see a standby page.

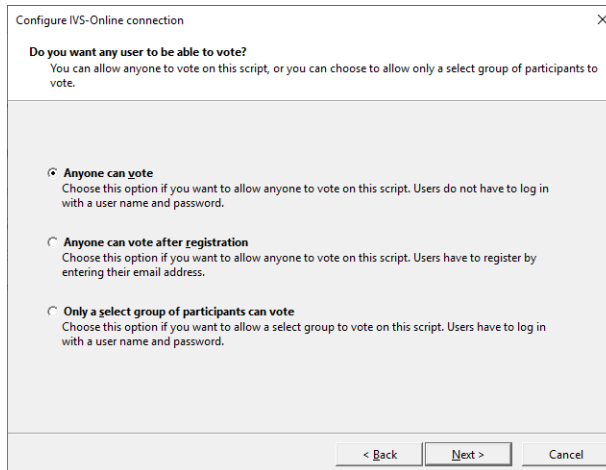
For online participants, the total results are always displayed, in absolute numbers or in percentages, depending on how they are displayed in the result diagram in PowerPoint. The results are always shown in a bar chart, regardless of how they are shown in PowerPoint. A crossing or comparison cannot be displayed with the online participants. When you cross or compare in PowerPoint, the online participants only see part of the results.

## Determining who is allowed to vote

Your online script is available to anyone who knows the link to the webpage of your script. This corresponds to voting with keypads, where the keypads are freely available in the room, with the difference that online participants do not necessarily have to be in the room. This is not always desirable, for example if you only want participants to vote in the room and prevent the link from being passed on to participants who are not present in the room.

You can therefore protect your script with a user name and password. You determine in advance who can participate and who cannot.

### Determining who are allowed to vote



Configure IVS-Online connection

Do you want any user to be able to vote?  
You can allow anyone to vote on this script, or you can choose to allow only a select group of participants to vote.

**Anyone can vote**  
Choose this option if you want to allow anyone to vote on this script. Users do not have to log in with a user name and password.

**Anyone can vote after registration**  
Choose this option if you want to allow anyone to vote on this script. Users have to register by entering their email address.

**Only a select group of participants can vote**  
Choose this option if you want to allow a select group to vote on this script. Users have to log in with a user name and password.

< Back    Next >    Cancel

**Anyone can vote** With this option there is no restriction on your online script. Everyone who visits the webpage of your online script can vote.

**Anyone can vote after registration** With this option, everyone can still participate. Participants are asked to register with their email address. Although they are asked for an email address, participants do not necessarily have to enter an email address. Any name can be entered. However, if two participants both decide to enter the name 'Santa Claus', then it is impossible to determine which of them is which.

**Only a select group of participants can vote** With this option one can only participate after entering a user name and password. You must enter a list of user names and passwords in advance.

## Creating a user group

If you have selected the option **Only a select group of participants can vote**, you can first create a user group. This contains all users who can participate in your online script. You can reuse a user group for another online script if you want the same users to participate. In that case you can select an existing user group, and you do not have to add all users again to your online script.

## Creating a user group

Configure IVS-Online connection

**Which users are allowed to vote remotely?**  
Select an existing user group, or enter the name of a new user group.

User Group:

**This user group is an anonymized group**  
Choose this option if you need the group to be anonymized. You create new users by only entering an email address. Users have to log in by following a link they receive in an email. The users are automatically anonymized, which makes it impossible to view their individual results. This option can only be selected for new groups.

< Back   Next >   Cancel

You can select an existing user group from the list of user groups. If you want to create a new user group, enter a name for this new user group here.

With the option **This user group is an anonymized group** you can make this group anonymous. Your participants do not have to log in with a user name and password, but follow a unique link that they receive in an email. Moreover, the voting results of each question are returned in a random order, so that it is not possible to find out which results belong to which participant. This also means that crossing questions is not possible with an anonymous group, because it is not possible to find out how the participants answered the reference question.

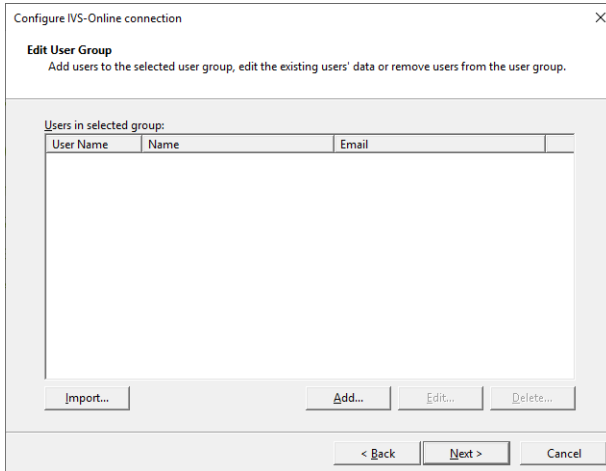
You use an anonymous group when you want your users to vote absolutely anonymously, but still want to determine who can participate in the vote. This is in contrast to the option **Everyone can vote**, where the participants also vote anonymously, but where also everyone can participate, who knows the link to your online script.

## Editing the user group

If you have selected an existing user group, the user name, full name, and email address of all users in this group are displayed. You can add or remove users or modify the details of certain users.

If you have created a new user group, then there are of course no users present. You can add new users or import them from an existing list.

## Adding users to or removing users from a user group



With the **Add** button you can add a new participant to this user group. With the **Edit** button you can edit the data of the selected participant. With the **Delete** button you can remove the selected participant(s) from the user group.

With the **Import** button you can import an existing list of participants, so that you do not have to add all participants one by one. The list can be a normal text file, with the data of one participant on each line, separated by a tab. The list can also be a CSV file, with the data of one participant on each line, separated by a list separator. Each line must contain the following information, in this order: user name, full name of participant, password, and email address. Only the user name is required, the other details are optional. If you do not enter a full name, the user name will be used as the full name. If you do not enter a password, the IVS-Online server will generate a password itself. If you do not enter an email address, you cannot have this participant sent an invitation; it's up to you to ensure that the participant receives his user name and password.

## Adding a user

If you click on the **Add** button, you can enter the details of a new participant so that it is added to the user group. If you click on the **Edit** button, you can edit the selected participant's details. The current details of this participant has already been filled in.

## Adding a new user to the user group

The screenshot shows a dialog box titled "Configure IVS-Online connection" with a close button (X) in the top right corner. Below the title bar, the text "Add a New User" is displayed, followed by the instruction "Enter the information for the new user." The main area of the dialog contains several input fields and checkboxes:

- User Name:** A text input field.
- Full Name:** A text input field.
- Password:** A text input field.
- Confirm Password:** A text input field.
- Show Characters**: A checkbox to toggle password visibility.
- Send an invitation email to this address:**: A checked checkbox with an associated text input field for the email address.

At the bottom of the dialog, there are three buttons: "< Back", "Next >", and "Cancel".

Under *User Name* you enter a name that is unique to this user group, with which the participant must log in. If you do not enter a user name, the email address will be used as the user name.

Under *Full Name*, enter the participant's full name. If you do not enter a full name, the email address will be used as the full name.

Under *Password* you enter the password for this user. Under *Confirm Password*, enter the password again. You can optionally check the **Show Characters** option to verify whether you have entered the password correctly. If you do not enter a password, the IVS-Online server will generate a password itself.

With the option **Send an invitation email to this address** you can have the IVS-Online server send an email to the participant, containing his user name, password and a link to the web page of your online script. This link also contains his login details, so only clicking on the link is sufficient. He then does not have to enter a user name and password.

If you do not send an invitation to the participant, you must inform him of his user name and password and the link to the webpage of your online script in another way. You can only retrieve a participant's password, by starting the connection wizard again, and checking each user's properties.

## Sending an invitation

After having added all participants to the user group, you can have the participants sent an invitation by email. This invitation contains a link to the web page of your online script, when necessary the time when this page is available, and the user name and password with which the user can log in. The email also contains a link that allows the user to log in directly, without having to enter his user name and password. This link is also coded in a QR code, which he can scan with his smartphone to go directly to the web page.

## Sending the participants an email with an invitation

Configure IVS-Online connection

Do you want to send the users an invitation?  
Select whether you want to send the users an invitation email.

**Yes, send the users an invitation**  
Choose this option if you want to send the users an invitation email. This invitation contains a link to the internet page where the user can log in, the information necessary to log in, and a date and time when the voting will start.

Send the invitation to newly added users only

**No, do not invite the users at this moment**  
Choose this option if you don't want to invite the users at this moment.

< Back   Next >   Cancel

**Yes, send the users an invitation** With this option, an invitation email is sent to all participants whose email address has been entered. If you enable the option **Send the invitation to newly added users only**, only participants that you have just added to the user group will receive an invitation. Users who were already in the group, and who could have received an invitation earlier, will not be invited again. This option is only available if an email address of at least one participant is known.

**No, do not invite the users at this moment** Select this option if you do not want to send invitations at this time.

## Setting an alias

An alias is a short name for your script. This alias is used to determine the link that your online participants must enter to access the web page of your online script. This link always starts with <https://ivs.eu/>, followed by your online script's alias.

You can have this alias determined automatically. The IVS-Online server then generates an alias of five random letters and numbers. You can also enter the alias yourself. However, the alias must be unique because there cannot be two different online scripts that are assigned the same link. If the alias that you have entered does not appear to be unique, because someone else has already used this alias once for another online script, an alias will still be generated automatically. You will not be notified in advance if your alias is not unique.

## Setting an alias for your online script

Configure IVS-Online connection

**Setting the script's alias**  
Automatically generate an alias or enter your own alias for this script. The alias is used in the internet link for the participants.

**Automatically generate an alias**  
Choose this option if you want to automatically generate an alias for this script. The alias comprises five randomly chosen letters and digits.

**Use a specific alias**  
Choose this option if you want to select your own alias for this script. You can enter the alias in the text field below. An alias must be unique. If the given alias could not be created, then an automatically created alias will still be used.

< Back   Next >   Cancel

**Automatically generate an alias** With this option you let the IVS-Online server automatically determine an alias for your script. This alias consists of five random lowercase letters and numbers.

**Use a specific alias** With this option you can enter an alias for your online script yourself. The alias must be unique to the entire IVS-Online server. For example, if you enter 'test' as an alias, then there is a big chance that this alias has already been used by someone else for an online script. If the alias is not available, an alias will be automatically generated for your script.

An alias is not only linked to your online script, but also to the selected user group. If you change your online script from **Only a select group of participants can vote** to **Everyone can vote**, a new alias will be generated.

If you have assigned an alias to your online script yourself and you want to use this alias later for another online script, you must first release the alias. You do this by starting the configuration wizard again and then selecting the option **Automatically generate an alias**. The IVS-Online server will then automatically generate a new alias for your online script, which will release your own alias so that it becomes available for another online script.

## Setting extra options

In addition to online voting, you can also offer your online participants the opportunity to send messages. For more information, see "Configuring message sending" on page 72.



## Setting extra options for your online participants

Configure IVS-Online connection

Do you want to set up extra options?  
Select the extra options you want your remote voters to be able to use besides voting.

**Message sending**  
Select this option if you want to allow your remote voters to send messages to the moderator.

Meeting evaluation  
Select this option if you want to allow your remote voters to fill out an evaluation form during or at the end of the meeting.

< Back   Next >   Cancel

**Message sending** With this option you offer your online participants the possibility to send messages.

**Meeting evaluation** This option is not currently supported.

## Summary

Before your online script is actually created, a user group is created and online participants are added, a brief summary of the settings is first shown. Only in the next step will all settings actually be sent to the IVS-Online server.

## A summary of the settings for your online script

Configure IVS-Online connection

**Summary**  
This is a summary of the settings that are going to be changed. Click Next to perform the changes. Click Back to review your settings.

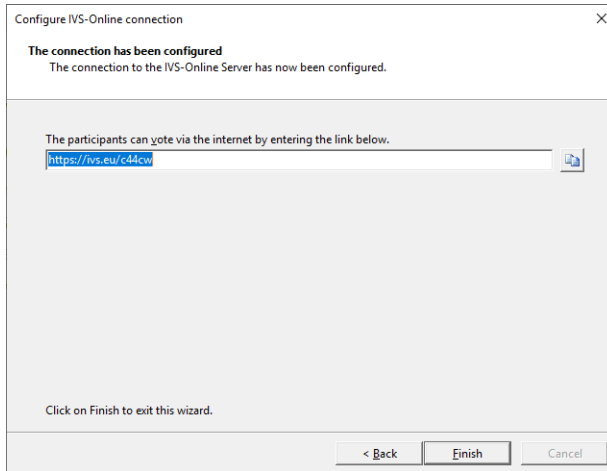
<b>Script name:</b>	Online script for manual
<b>Script type:</b>	Real-time script
<b>Availability:</b>	Always
<b>Display remote results:</b>	No
<b>Remote voters allowed:</b>	Only registered
<b>User group:</b>	User group for manual
<b>Number of users in group:</b>	1
<b>Send invitation:</b>	Yes
<b>Script alias:</b>	Created automatically
<b>Use message sending:</b>	No
<b>Message queue name:</b>	N/A

< Back   Next >   Cancel

## Completing the wizard

After all settings have been sent to the IVS-Online server, which can take a while, especially when many invitations have to be sent, the link to the web page of your online script is displayed.

The connection to the IVS-Online server has been configured



You can copy the link to the clipboard by clicking the **Copy the link to the clipboard** (📄) button.

When you click **Finish**, the final step will be to send a list of questions and corresponding answers from your script to the IVS-Online server. This may take a while.

The account data and information about the online script and user group are stored in your presentation. So don't forget to save your presentation after you have connected to IVS-Online. If you do not save the presentation, the online script can no longer be used later. You will then have to create a new online script. This also means that your own alias, which you have linked to this online script, is not usable, and can no longer be released for use with another online script.

## Initializing the IVS-Online Gateway

After having configured the connection to the IVS-Online server, you have to initialize the IVS-Online Gateway. This is a virtual Base Station, which ensures that the voting is opened and closed among online participants. It works in the same way as a Lite Base Station, which ensures communication with the keypads. The IVS-Online Gateway is a virtual Base Station, because you do not have to physically connect it to your computer.

To initialize the IVS-Online Gateway, click the **Settings** button in the **Communication** group on the **IVS** tab. The Communication Settings wizard appears. Select the option **Set up the clusters manually (advanced)** and click **Next**.

You can select the IVS-Online Gateway on any port. If you do not have real serial ports on your computer, you can also use the COM255 virtual port to initialize the IVS-Online Gateway. Select the IVS-Online Gateway on port COM255 and click **Next**.

Click the **Initialize** button to initialize the IVS-Online Gateway. Then click **Next** and then **Finish**.

For more information about initializing Base Stations, see “Communication with the Base Station” on page 29.

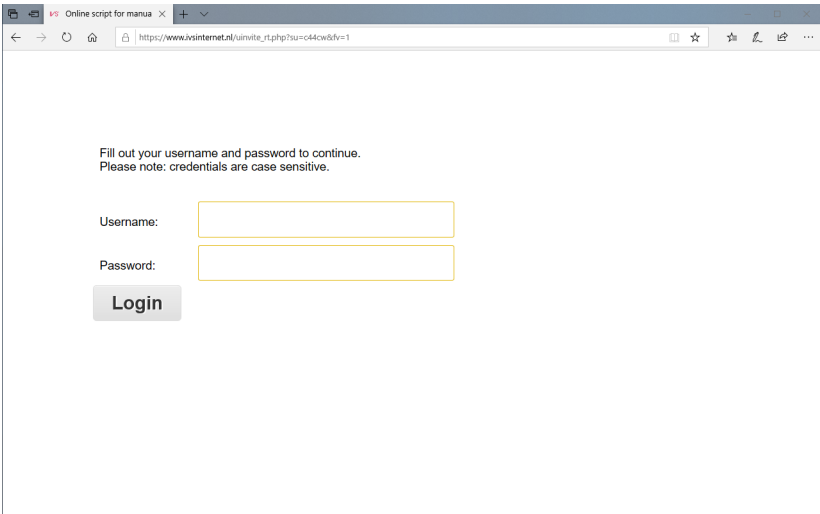
## Voting using the browser

To be able to vote, your online participants go to the link that they received in an invitation via email, or that you passed on to your online participants in another way.

### Logging in

If your script is set up so that only a select group of participants can vote, the online participants must first log in with the user name and password they have received.

#### An online participant first has to log in



Fill out your username and password to continue.  
Please note: credentials are case sensitive.

Username:

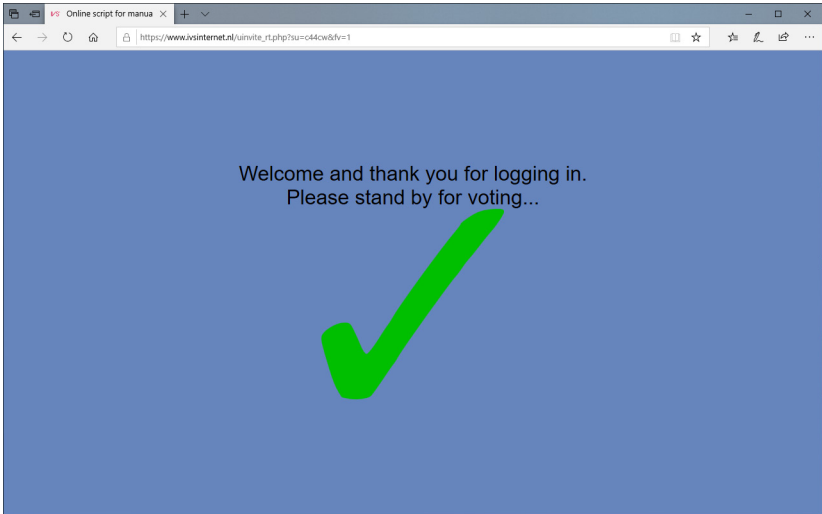
Password:

**Login**

Both the user name and password are case sensitive. These must therefore be carefully copied.

After the participant has logged in, the welcome text appears, as set in the configuration wizard for the IVS-Online connection.

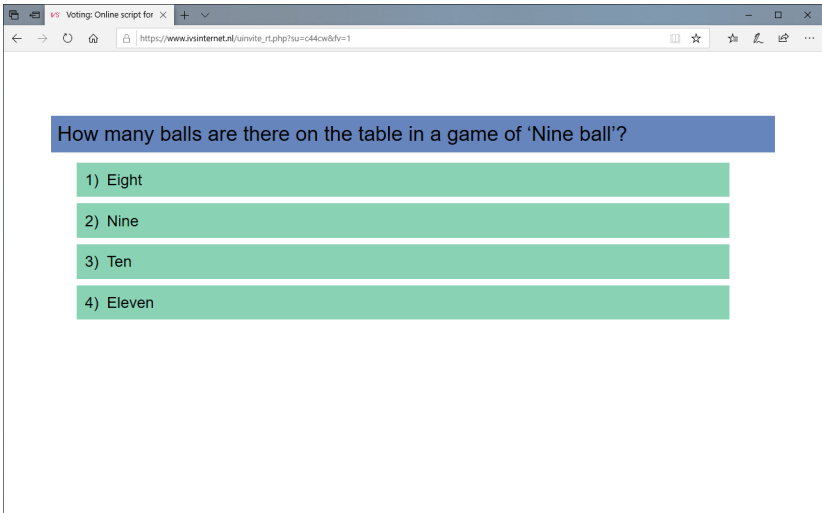
**The welcome text is displayed after the online participant has logged in**



## Voting

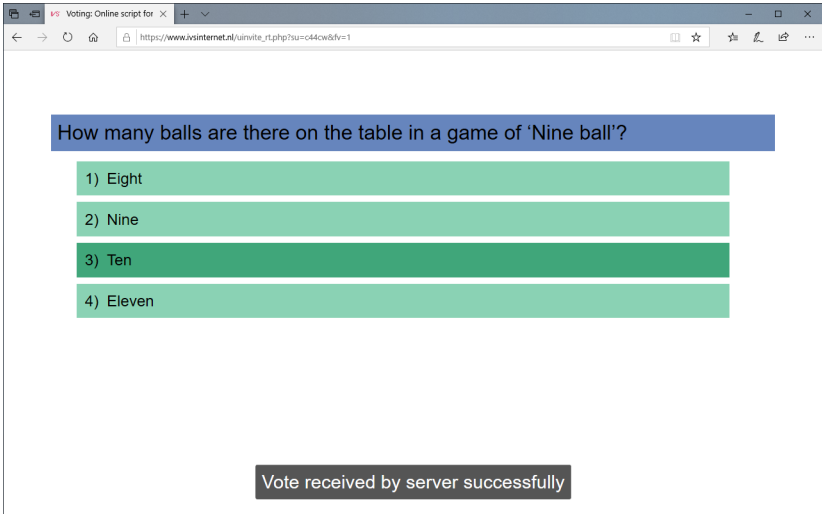
When the voting is opened in IVS-PowerPoint, the question with corresponding answers is displayed in the browser of the online participant.

**The question with the corresponding answers is shown**



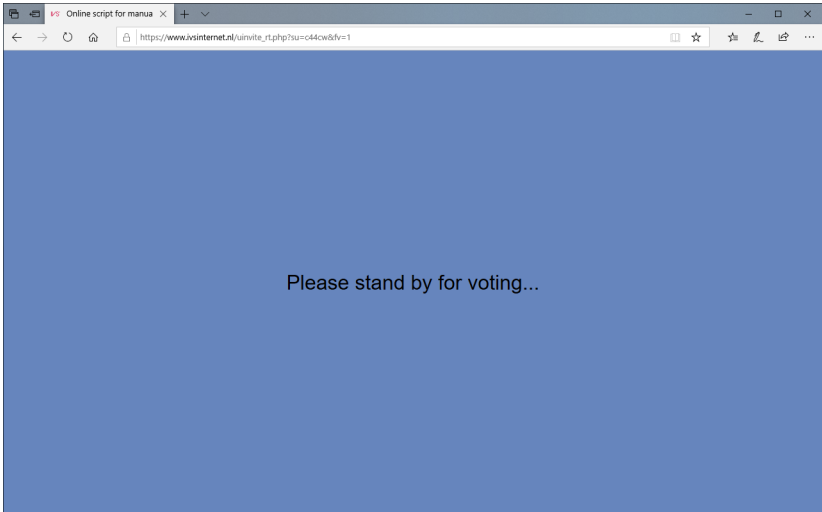
The participant can cast his vote by clicking or tapping one of the answers. The chosen answer changes color and the bottom of the screen briefly shows that the vote has been received by the IVS-Online server.

The participant has cast his vote and this has been received by the server



After the voting is closed, the welcome text for the next question is displayed. If your online script was set to also show the results, the results of the voting will be displayed instead of the welcome text.

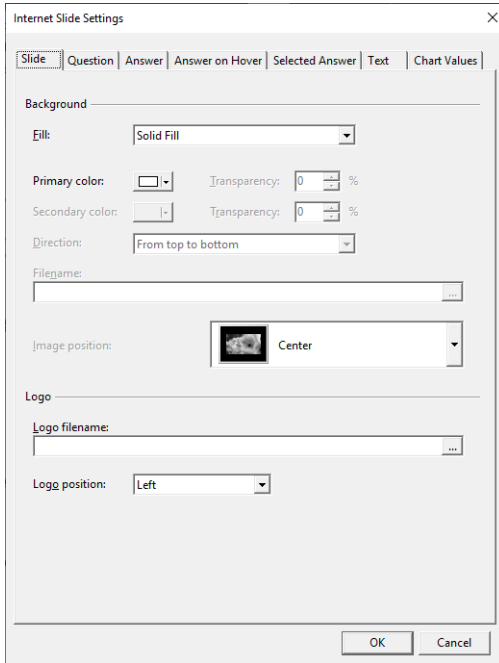
The voting is closed



## Modifying the online script's layout

The layout of the online script is not automatically based on the layout of the presentation. Instead, it can be set up separately by clicking on the **Slide Settings** button in the **Connection** group on the **IVS** tab.

**Dialog for setting the slide layout for slides in IVS-Online**



On the *Slide* tab, you can set up the background of the slide. You can also select an image that will be used as a logo at the top of each slide. The logo can be displayed on the left side, the right side, or in the middle of the slide.

On the *Question* tab, you can set up the background of the question. You can also set the font used for the question's text.

On the *Answer* tab, you can set up the background and font for the answers. On the *Answer on Hover* tab, you can set up the same properties for the answer again. These will be used when the mouse hovers above the answer. These options only apply when the webpage is opened on a desktop or laptop, where the answer can be pointed at with the mouse before it is clicked. With a smartphone or tablet, no mouse is available and an answer cannot be pointed at. These settings therefore have no effect on a smartphone or tablet.

On the *Selected Answer* tab, you can set up the background and font used for the selected answer. These options apply to all devices on which the web page is opened. When a participant clicks or taps one of the answer options, this answer will be selected and the choice made will be passed on to the IVS-Online server. To make it clear to the participant what answer he has given, the background color of this answer can be changed to a different color.

On the *Text* tab, you can set up the background and font used for texts. These are currently not used in IVS-PowerPoint.

On the *Chart Values* tab, you can set up the background and font used for the values in the charts.

The fonts will only be used for the online participant if they are available on his device. For example, if you choose the Impact font for the answers, this will not be used on the smartphone of an online participant, because the Impact font is not installed there.

The position and size of the text boxes for the question and the answers are not taken over. A question always appears at the top of the screen, with the answers below. The text boxes for the question and answers always cover the full width of the screen, with the answers on both the left and the right slightly indented relative to the question.

If you have made changes to the layout, you must save your presentation to apply these changes to your online script. If you have already opened the webpage of your online script in a browser, you must first refresh the page in your browser before the changes to the layout will take effect.

If you make changes to the questions or answers, they will be automatically sent to the IVS-Online server when you open the voting. However, this happens every time you open the voting, which causes an unnecessary delay. Therefore, after changing questions or answers, or adding additional questions or answers, it is better to first save your presentation before you open the voting. When saving, the changes are also sent to the IVS-Online server, which prevents that this has to be done each time the voting is opened.

# Sending messages with the smartphone via IVS-Online

Your online participants can not only vote with the questions that you put to the vote, they can also send interim messages to, for example, the presenter or a panel chair. In these messages they can, for example, respond to a presentation, but they can also ask questions that could then be answered by a panel.

Participants can send messages from the same web page that they use for voting. With the help of two buttons at the top of the page, they can switch between voting and sending messages. When you open the voting, the page automatically switches to voting, so that the participants are given the opportunity to cast their vote.

Sending messages is independent of voting with IVS-PowerPoint. Your participants use the same webpage, but the messages are only sent to the IVS-Online server and can be viewed and moderated via another webpage. This does not require IVS-PowerPoint. However, configuring the option to send messages is done from the same configuration wizard that you use to configure online voting.

## Configuring message sending

First, start the configuration wizard by clicking the **Configure Connection** button in the **Connection** group on the **IVS** tab. Click **Next** in the wizard until you arrive at the page for setting additional options.

### Setting extra options

On the page for setting additional options, you enable the **Message sending** option to be able to configure this option.



### Configuring the sending of messages

Configure IVS-Online connection

Do you want to set up extra options?  
Select the extra options you want your remote voters to be able to use besides voting.

**Message sending**  
Select this option if you want to allow your remote voters to send messages to the moderator.

**Meeting evaluation**  
Select this option if you want to allow your remote voters to fill out an evaluation form during or at the end of the meeting.

< Back   Next >   Cancel

### Creating a message queue

The messages that your participants send are stored in a message queue. You can create a new message queue that is linked to your online script, but you can also link an existing message queue to your online script.

### Creating a new message queue or using an existing queue

Configure IVS-Online connection

Which message queue do you want to use?  
Select an existing message queue or create a new one.

**Create a new message queue**  
Select this option if you want to create a new message queue.

**Use an existing message queue**  
Select this option if you want to use an existing message queue. Any messages that are already in the queue, will stay in that queue. Select an existing queue from the list below.

< Back   Next >   Cancel

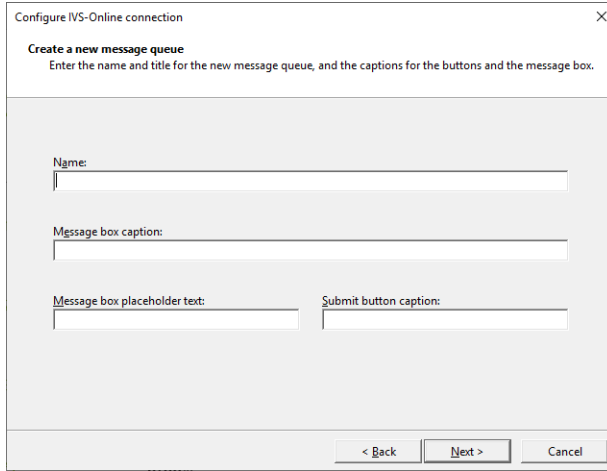
**Create a new message queue** With this option you create a new message queue and link it to your online script.

**Use an existing message queue** With this option you can link a previously used message queue to your script. If there are any messages in this queue, they will just remain. Your online participants can add additional messages to this message queue.

## The properties of a message queue

You can set four properties of a message queue. In addition to the name of the message queue, you can also adjust the texts that your online participant will see on the message page. This message page consists of a text box in which the participant can type his message text and a button with which the message is sent.

### Setting the properties of the message queue



The screenshot shows a dialog box titled "Configure IVS-Online connection" with a close button (X) in the top right corner. Below the title bar, the text reads "Create a new message queue" followed by the instruction "Enter the name and title for the new message queue, and the captions for the buttons and the message box." The main area of the dialog contains four text input fields: "Name:" (a single-line field), "Message box caption:" (a single-line field), "Message box placeholder text:" (a single-line field), and "Submit button caption:" (a single-line field). At the bottom of the dialog, there are three buttons: "< Back", "Next >", and "Cancel".

If you have selected an existing message queue, this screen will be populated with the data from the selected message queue and you can change this information if necessary.

Under *Name*, enter a name for this message queue. This name is only an indication of this message queue, and is used, for example, when you later want to link this message queue to another online script.

Under *Message box caption*, enter a text that will appear above the text box on the message page. Under *Message box placeholder text* you enter a text that will be placed in the text box. This text is only a placeholder text. This is displayed as long as the user has not entered his own text, and cannot be sent.

Under *Submit button caption*, enter a text that will be displayed on the send button.

## The properties of the message wall

The messages sent by the participants are displayed on a message wall. You can adjust a number of properties of this message wall.

## Setting the properties of the message wall

Configure IVS-Online connection

**Change the message wall properties**  
You can select a logo that appears at the top of the message wall and change the number of columns the messages will be displayed in.

Logo:   Preview

Header background color:

Number of message columns:

< Back   Next >   Cancel

The message wall is a fairly simple webpage, which displays the messages sent by the online participants. You can, for example, display this message wall on the big screen during your meeting.

By clicking on the **Load Image** button, you can load an image that is displayed as a logo on the message wall. The logo is displayed in a header at the top of the message wall. If you have selected an image, you can also set a background color for this header.

Under *Number of message columns* you can set in how many columns the messages are displayed on the message wall. You can choose from a fixed number of columns, but you can also have the number of columns determined automatically. Depending on the amount of messages and the amount of text in a message, the messages are automatically divided into several columns.

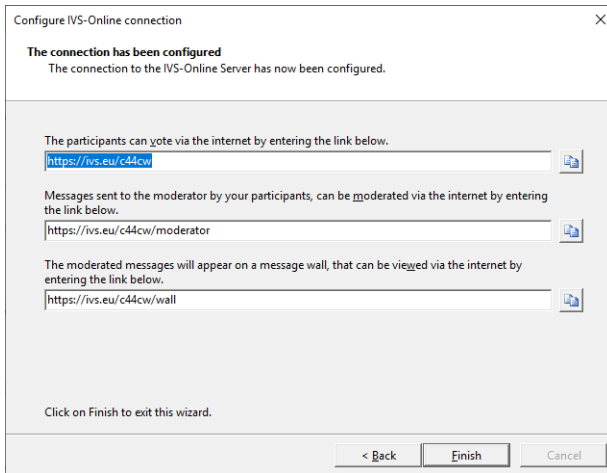
## Summary

Before your message queue is actually created and set up, a summary of the settings is first displayed. Only in the next step will all settings be actually sent to the IVS-Online server.

## Completing the wizard

After all settings have been sent to the IVS-Online server, the link to the web page of your online script is displayed. In addition, two additional links are displayed. One refers to the message wall, the other to a moderator page, on which a moderator can first moderate the messages before they appear on the message wall.

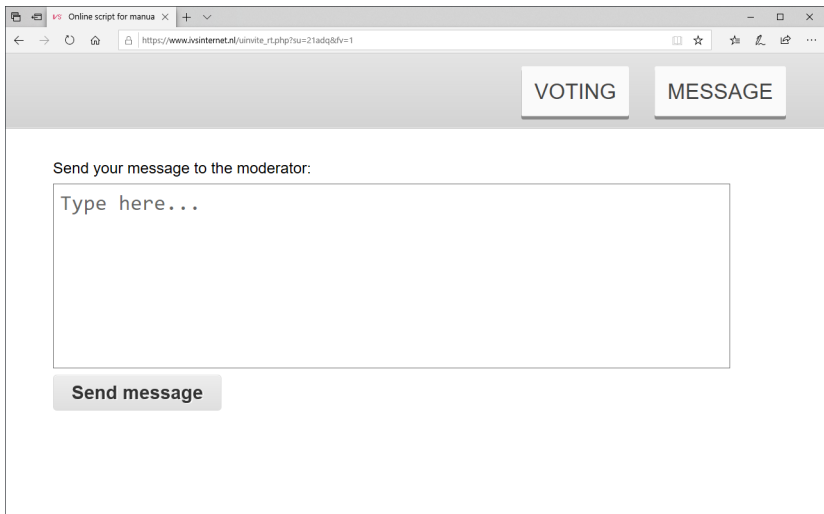
The connection to the IVS-Online server has been configured



## Sending messages via the browser

When the online participant logs on to the web page of your online script, two buttons now appear at the top of the page. With the **Voting** button the participant can participate in the voting, with the **Message** button the participant can send a message.

Sending a message to the moderator



## Moderating messages

The messages sent by the participants are not published directly on the message wall. This is to prevent all sorts of nonsensical messages from appearing on the message wall. Instead, the messages are first sent to a moderator. This moderator determines whether or not a message is published on the message wall.

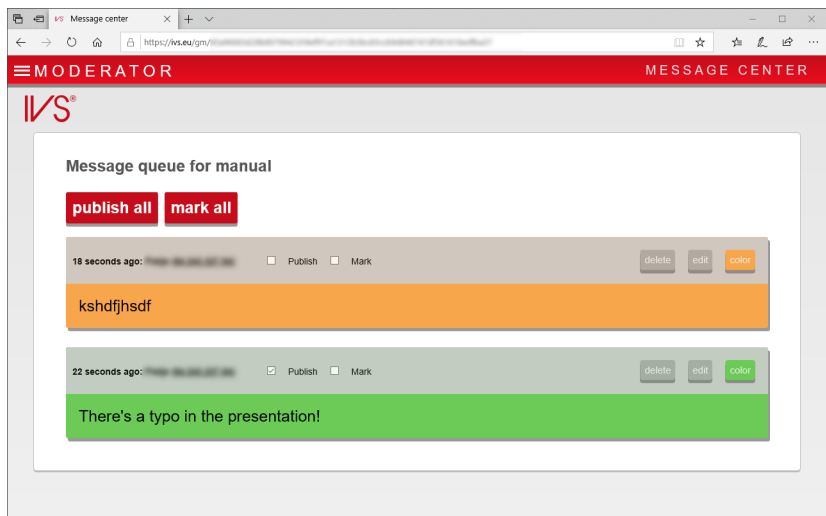
You can moderate the messages yourself by going to the website <https://ivs.eu/moderate> and logging in with the details of your IVS-Online account. Then select the desired message queue. You will then see all messages that are in this message queue.

When you have someone else do the moderation, it is not useful to give your account details away. That is why you can designate a guest moderator who can access your message queue via a special link.

A link to the moderator page of your online script is displayed at the end of the configuration wizard. This is a shortened link to a registration page for moderation. On this page you can log in with your account information from IVS-Online. You will then see the special link for the guest moderator.

You can request the link for the moderator page from IVS-PowerPoint by clicking on the **Copy Moderator Link** button in the **Connection** group on the **IVS** tab. A full link is copied to the clipboard. When you go to the webpage via this full link, you do not have to log in and you can immediately moderate only this single message queue.

The web page for moderating messages in the message queue



An overview of all sent messages is displayed on the moderation page. Each message includes the user name and IP address used to send the message. The moderator can publish a message on the message wall by placing a checkmark at *Publish*. Optionally, the message can be marked by checking

*Mark.* A marked message is displayed on the message wall using a different text color and a slightly larger font.

The moderator can also delete a message by clicking the **Delete** button. He can change the message text by clicking the **Edit** button. Finally, he can adjust the color of the message by clicking the **Color** button. Every message is assigned a random color by default.

## Showing the message wall

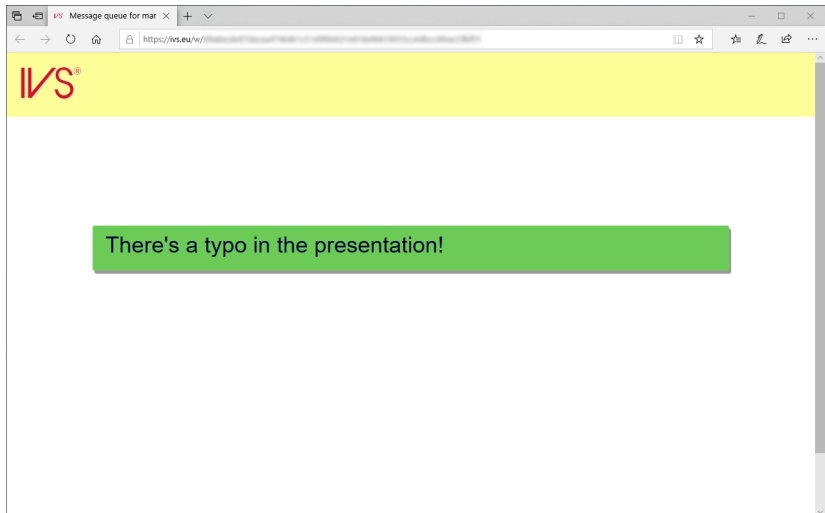
The messages published by the moderator will be placed on the message wall. The message wall is a web page that can be displayed in a browser.

You can view the message wall yourself by going to the website <https://ivs.eu/wall> and logging in with the details of your IVS-Online account. Then select the desired message queue. You will then see the message wall with all messages published by the moderator.

At the end of the configuration wizard a link is displayed to the web page of the message wall of your online script. This is a shortened link to a message page for the message wall. On this page you can log in with your account information from IVS-Online. You will then see the special link for the message wall.

You can request the link for the message wall from IVS-PowerPoint by clicking on the **Copy Message Wall Link** button in the **Connection** group on the **IVS** tab. A full link is copied to the clipboard. When you go to the webpage via this full link, you do not have to log in and you can immediately view the message wall for this single message queue.

The web page for the message wall



# Troubleshooting

During a session you could possibly run into several kinds of problems. For example, someone could stumble over the power cord of your Base Station, which will leave the Base Station without power. The following scenarios describe what could happen and what you have to do to bring the session to a successful ending.

## Scenario 1: Keylock not connected

You have arrived at the location where your session takes place, with plenty of time left. All keypads are in the charging case and are fully charged. You launch PowerPoint and start initializing the keypads. You take 100 keypads out of the cases. If you take a look at the initialization window, you see that only 30 keypads have been initialized and that no more are being initialized.

You check the keylock and discover that you forgot to connect it. To continue the initialization, you do the following:

- Stop the initialization of the keypads.
- Connect the keylock to a USB port of the computer.
- Continue initializing the keypads by selecting the **IVS** tab and clicking on the **Initialize All Keypads** button in the **Communication** group.

## Scenario 2: Wrong keylock or keylock forgotten

Just like in scenario 1 it seems that you cannot initialize more than 30 keypads. While checking the keylock you discover that you have connected a keylock that it is not suitable for IVS-PowerPoint. Unfortunately, you forgot to take the correct keylock with you. To continue the initialization, you do the following:

- Stop the initialization of the keypads.
- Select the **IVS** tab and click on the button behind **License** in the **Network Status** group.
- The dialog box for the temporary license appears. With this option you can purchase a temporary license without having to connect a keylock.
- In the *Temporary license* dialog box you see a program code, consisting of two blocks of five letters or numbers. You now call one of *Interactive Voting System's* employees and tell him or her this program code. In exchange for this code you will receive a license code, consisting of three blocks of five letters or numbers. You enter this in the three edit boxes.
- If the temporary license code was entered correctly, you see how many keypads can be used with this license. Click **OK** to activate this license.
- Continue initializing the keypads by selecting the **IVS** tab and clicking on the **Initialize All Keypads** button in the **Communication** group.

A temporary license has a certain validity, ranging from several hours to even several weeks. The IVS employee determines together with you what the validity of the license should be.

### Scenario 3: Base Station powerless while initializing keypads

While you are initializing the keypads, someone pulls a plug somewhere, resulting in your Base Station becoming powerless. Of course, the initialization stops, but not all keypads have been initialized. To continue initializing, you do the following:

- If it has not been done yet, reconnect the power to the Base Station.
- Re-initialize the Base Station, by selecting the **IVS** tab and clicking on the **Initialize Cluster** button in the **Communication** group.
- Click the **Initialize** button in the *Communication settings* dialog box. When the Base Station has been re-initialized, click the **Finish** button.
- If you use RF-I or RF-II keypads, they now have to be reset. You do this by putting them back in the charging cases, while these are connected to the AC power. If you use RF-I keypads, they have to stay in the charging case for at least five minutes before they are reset. If you use RF-II keypads, then they are reset immediately upon putting them in the charging case. If you use Lite keypads, then they don't have to be reset.
- Start initializing the keypads again by selecting the **IVS** tab and clicking on the **Initialize All Keypads** button in the **Communication** group.
- Take all keypads you want to use out of the charging cases.

### Scenario 4: Base Station powerless before session has started

Just like in scenario 3, your Base Station becomes powerless. However, all keypads are already initialized. You had not yet started your session.

When the keypads are being initialized, the Base Station keeps a list of all initialized keypads. After initializing the keypads, this list is also saved. When the Base Station becomes powerless, it will lose the list of keypads, so that it doesn't know which keypads are initialized. The keypads themselves are still initialized and therefore it is not necessary to re-initialize them. To continue your session, you do the following:



- If it has not been done yet, reconnect the power to the Base Station.
- Re-initialize the Base Station, by selecting the **IVS** tab and clicking on the **Initialize Cluster** button in the **Communication** group.
- Click the **Initialize** button in the *Communication settings* dialog box. When the Base Station has been re-initialized, click the **Finish** button.
- You need to place the list with initialized keypads back into the Base Station. You do this by selecting the **IVS** tab and clicking on the **Load Initialized Keypads** button in the **Communication** group.
- The standard dialog box for opening files appears. Select the list of keypads that you have saved when you were initializing the keypads. Click **Open** to open this list.



- A dialog box appears in which you can see how many keypads have already been loaded into the Base Station and how many have to be loaded in total.
- After the list has been reloaded, you will be asked if you want to test the network. This allows you to see if the communication with the keypads has been restored correctly. Click **Yes** to test the network. The dialog box for testing the network appears. If you use Lite keypads this step is skipped, because Lite keypads cannot be tested.
- After having checked that all keypads function correctly, click **Stop** to finish testing the network.

## Scenario 5: Base Station becomes powerless during a session

Just like in scenario 3 and 4 the Base Station becomes powerless. You already started the session and have voted on some of the questions. During a slideshow, no dialog boxes are displayed on screen. You notice that the Base Station became powerless, because the status bar displays “Offline” on a red background, instead of “Stand-by”. The “Offline” might not appear until you open the voting. To continue your session, you do the following:

- If your projector has a pause mode, use this, so the audience doesn’t see what you are doing.
- Leave the slideshow by pressing .
- Follow the steps as described in scenario 4.
- Restart the slideshow by pressing .
- Take the projector out of the pause mode.

## Scenario 6: Computer crashes during a session

While you are doing a session, your computer crashes for whatever reason. You have to restart the computer to be able to work with it again. To continue the session, you do the following:

- If it has not been done yet, restart your computer.
- Start PowerPoint. The Base Station will automatically be initialized.
- If PowerPoint offers you this option, select the option to restore the last used presentation.
- Depending on the point from which PowerPoint could restore your presentation, you continue with the questions. This could mean that you would have to revote a couple of questions.

## Scenario 7: Base Station powerless or computer crashes during a voting

While you have opened the voting, the Base Station becomes powerless or the computer crashes. To continue your session, you do the following:

- If your Base Station lost its power, follow the steps as mentioned in scenario 5.
- If your computer crashed, follow the steps as mentioned in scenario 6.
- Open the voting again for the question where you were. The audience has to vote for this question again, because some votes could be lost during the power loss or the crash.





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