

AudioVisual conference automation

This slide show will guide you thru **Meeting Reporter**. Meeting reporter is the ideal tool to report your meetings. It's like an archive where you can find all the reports of all the meetings. But also, when you are at a meeting and delegates want to know the voting results of a meeting 2 months ago, you select the meeting en present the voting results.

There are multiple ways to export the meeting report like PDF, PowerPoint, Word, Excel, RTF or Text. And if you want to email or print it, that's also possible.

You find Meeting Reporter at the desktop of your computer, please open Meeting Reporter, we'll first show you how you find a meeting and wherefore the buttons **Print**, **Export** and **Email** are, you can find them at the top of the Meeting Reporter main screen.

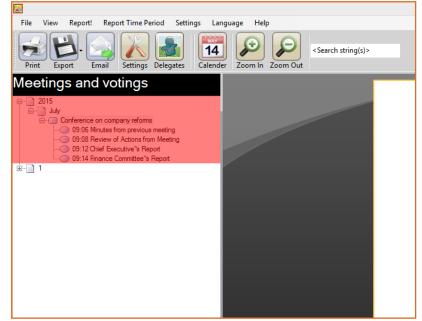


The **Zoom In** and **Zoom Out** buttons can be used to zoom in or out.



This is the index of Meeting Reporter, here you can select the report of a meeting or part(s) of a meeting.

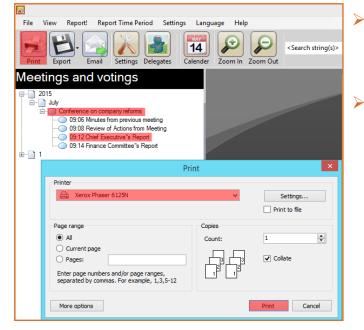
- The index is subdivided in several layers so you can easily find the report where you looking for.
- Select year > month > meeting and optional > agenda item or voting.





In this slide we'll explain to you how you can print a meeting.

- Select and report a meeting or part of meeting that you want to print and click
   Report at the lower left corner of the window.
- Click at the **Print** button.

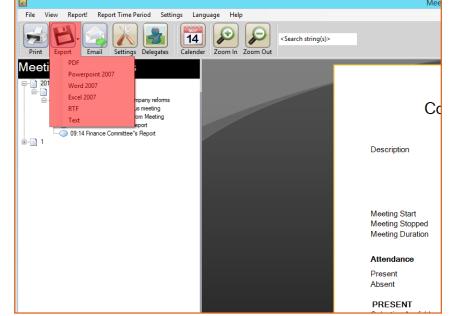


- Select the printer you want to use and set your favorite settings.
- Click Print. The meeting will now be printed.



In this slide we'll explain to you how you can export a meeting to a document, you can choose multiple document types, see picture.

- Select and report a meeting or part of meeting that you want to export and click
   Report at the lower left corner of the window.
- Click at the **Export** button.



- Select the document type where you want to export the meeting to.
- Give the document a name en click **Save**. The meeting will now be exported to the document type you've selected.



In this slide we'll explain to you how you can email a meeting. Make sure you setup the email settings.

- Select and report a meeting or part of meeting that you want to email and click **Report** at the lower left corner of the window.
- Click Email.
- Enter the email address(es) where you want to send the report to.
- Select Include PDF Report if you want to attach a PDF Report of the meeting to the email.



- Select Include PowerPoint Report if you want to attach a PowerPoint Report of the meeting to the email.
- Click Add Additional File to add and additional file as an attachment to the email.
- Enter **Subject** of the email.
- At Body you can enter an accompanying message.
- Click **Send** to send email.



Meeting Reporter settings

The next slides will give you some information about the settings menu. A very important menu because there you setup all the options you want to see at the reports.



- Click at the Settings button.
- Generic settings window will appear, open the tab Voting Report.
- Here you can select or deselect options you want or don't want in the report about votes.

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- Click at the Settings button.
- Generic settings window will appear, open the tab Meeting Report.
- Here you can select or deselect options you want or don't want in the report about a meeting.

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- Click at the Settings button.
- Generic settings window will appear, open the tab Delegate Name.
- Here you can change some settings about how you want to see delegates names at the reports.

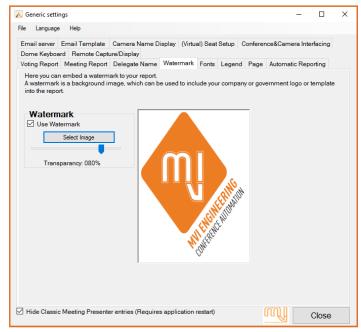
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Click at the Settings button.



- Generic settings window will appear, open the tab Watermark.
- Select Use Watermark.
- Click Select Image and choose an image you want to use as a watermark and click Open.
- You can choose a transparency percentage.





- Click at the Settings button.
- Generic settings window will appear, open the tab Fonts.
- Here you can change some settings about fonts like the font itself and the font size.
- If you uncheck 'Use one generic font' you'll be able to set different fonts and font sizes for different parts of the report.

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- Click at the Settings button.
- Generic settings window will appear, open the tab Legend.
- Here you can change some settings about the legend colors.

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- Click at the Settings button.
- Generic settings window will appear, open the tab Page.
- Here you can change some page settings.

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## Meeting Reporter settings

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nis slide we'll explain something abo	out the settings from Meeting Reporter.	What To Report           Image: Generate report and show report         Image: Generate report           Image: PDF         Image: Generate report
Click at the <b>Settings</b> button. Generic settings window will appear, open the tab <b>Automatic Reporting</b> . Here you can change some settings about automatic reporting.	Concrete settings  Concrete setting  Concret	PowerPoint 2007     Word 2007     Excel 2007  When To Report When a voting session ends When a meeting ends Saved Reports Path C:\Users\gemeente Gmenio\Desktop\Reports C:\Users\gemeente Gmenio\Desktop\Reports C:\users\gemeente Gmenio\Desktop\Reports
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In the next slide we will explain about Image Assistant.

The list with delegates we've added do all have their own photo.

In Image Assistant you be able to edit and change this photos. Of course you can use your own photos or choose to not use this function.



## Image Assistant

## More about Image Assistant.

- In Meeting Reporter Click Delegates to open the Image Assistant.
- > 2: Overview of all delegates.
- 3: Select Groups (high) to see group names and images.
- 4: MULTIMEDA ONLY Select Groups (DCN Multimedia Background) to see group names and images as well. This group images can be used to display on multimedia devices as background images.

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Frau	Theresa		Goltz	Deutschland		
Monsieur	Bastien		De Mercy	France		
Mr.	Patrick		McKie	United Kingdom		
Monsieur	Alphonese		Villars	France		
Frau	Nina		Schlingen	Deutschland		
Herr	Hilderbrand		Schmidt	Deutschland		
Mr.	Kenneth		White	United Kingdom		
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- 5: Remove Delegate(s) will delete selected delegate(s).
- **6: Remove Image** will remove a delegate's image.
- 7: Load Image will open a window where you can select an image for selected delegate. You can use your own image. Or open an explore then go to the image location and drag and drop the images into the Image Assistant.
- 8: Use the to resize an image.
- > 9: Close will close this window.



In the next slide we will explain the **Calendar** functions.

The calendar **button** to an be used as a sort of filter. For instance, when you're at a meeting and you want to see the voting results from a vote of a specific date, you select the date and you see the meetings and agenda items from that specific date, select the meeting, or part of the meeting you want to report and click **Report** and there it is, you can show it on the screens by clicking at the **Show in Presenter** button at the lower left corner of the screen.

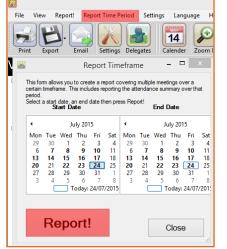
At the top menu you find **Report Time Period**. This function allows you to select a period, like multiple days, weeks, months or even a whole year and creates a report of it.



In this slide we will explain the **Calendar** functions.

At the top menu you find **Report Time Period**.

- Select a period (start and end date) that you want to report..
- Click Report! the report of the period you've selected will be created.



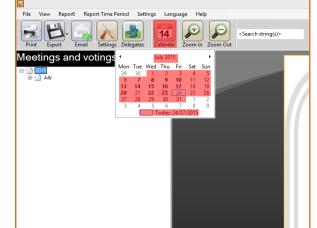


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- Select the month and year.
  - Select specific day.
  - If you click **Today** the calendar shows all meetings of today.





The following slides will show you more about red marked items from the top menu.

File View Report! Report Time Period Settings Language

Settings see slides Meeting Reporter Settings.

Language see slideshow Language Editor.

The **Help** menu has the following options.

For the **Report Time Period** menu see slide **Meeting Reporter Calendar**.

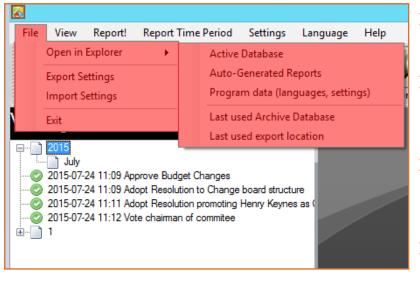
Help	
A	bout Meeting Reporter
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This slide is about the **File** menu. We explain what the functions are.

- Open in Explorer opens sub menu.
- Export Settings export settings so you can use them again later, for instance project based settings.
- Import Settings import your favorite settings that you've saved before for instance project based settings.

**Exit** will close the client

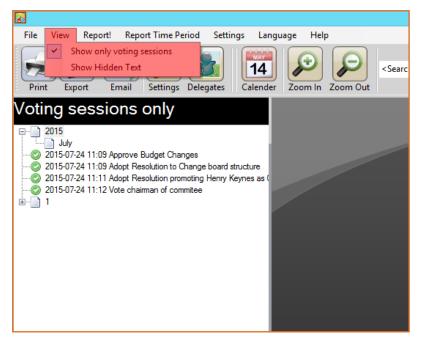


- Active Database will open the active database.
- Auto-Generated Reports opens the folder that contain the autogenerated reports.
- Program data (languages, settings) opens program data folder of Meeting Reporter.
- Last used Archive Database opens last used archive database.
- Last used export location opens last used export location.



This slide is about the **View** menu. We explain what the functions are.

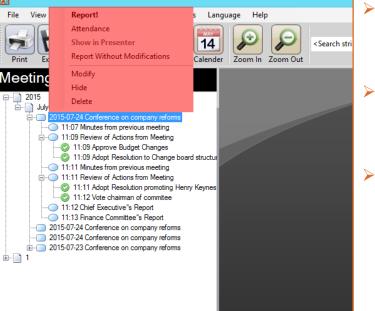
- Show only voting sessions will show you only the voting sessions and hide all other reports.
- If you hide items and you click Show Hidden Text it will show the hidden items like agenda items or voting sessions from the list.





The following slides will show you more about red marked items from the top menu.

- Report! will report the items that you've selected form the list, just like the 'Report!' button at the lower left corner of the Meeting Reporter window.
- Attendance will report only the attendance of a selected item from the list.
- Show in Presenter only available for voting sessions, the results of a voting sessions will be shown on screen.



- Report Without Modifications will report without modifications.
- Attendance will report only the attendance of a selected item from the list.
- Show in Presenter only available for voting sessions, the results of a voting sessions will be shown on screen.