

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 and 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.

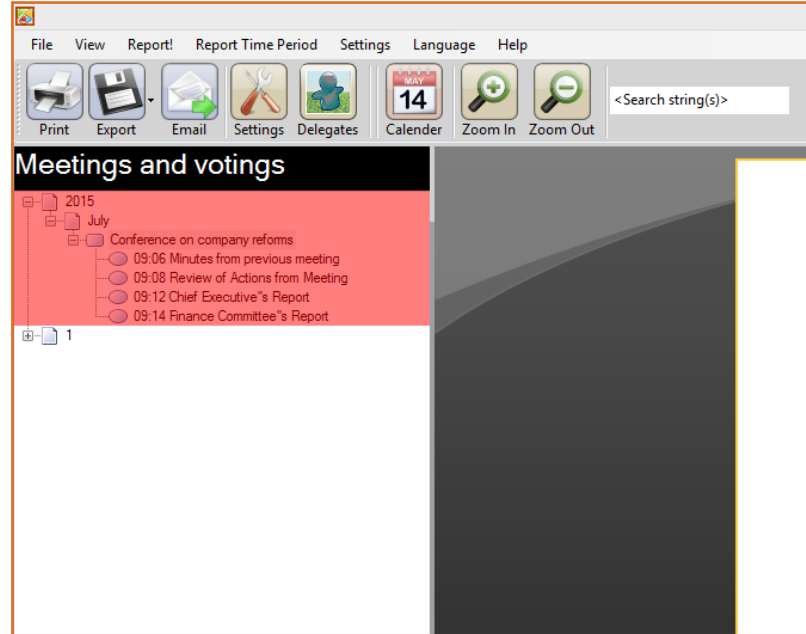
You find Meeting Reporter at the desktop of your computer, please open Meeting Reporter, we'll first show you how you find a meeting and wherefore the buttons **Print**, **Export** and **Email** are, you can find them at the top of the Meeting Reporter main screen.



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

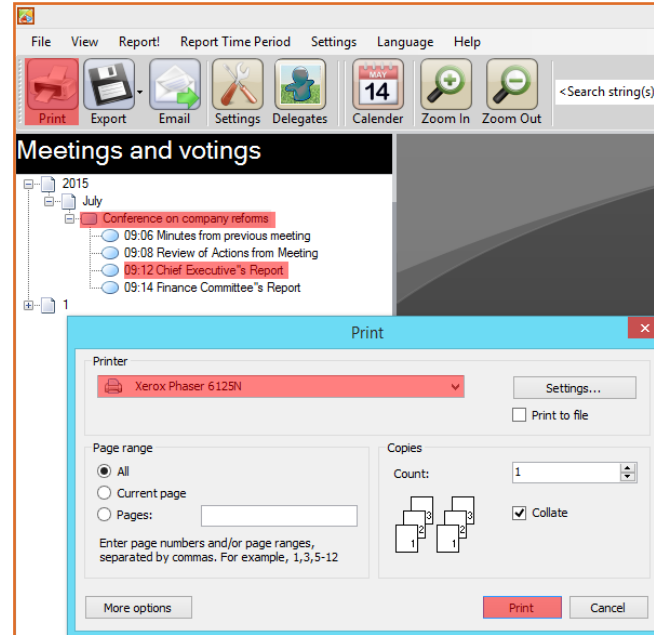
This is the index of **Meeting Reporter**, here you can select the report of a meeting or part(s) of a meeting.

- 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.

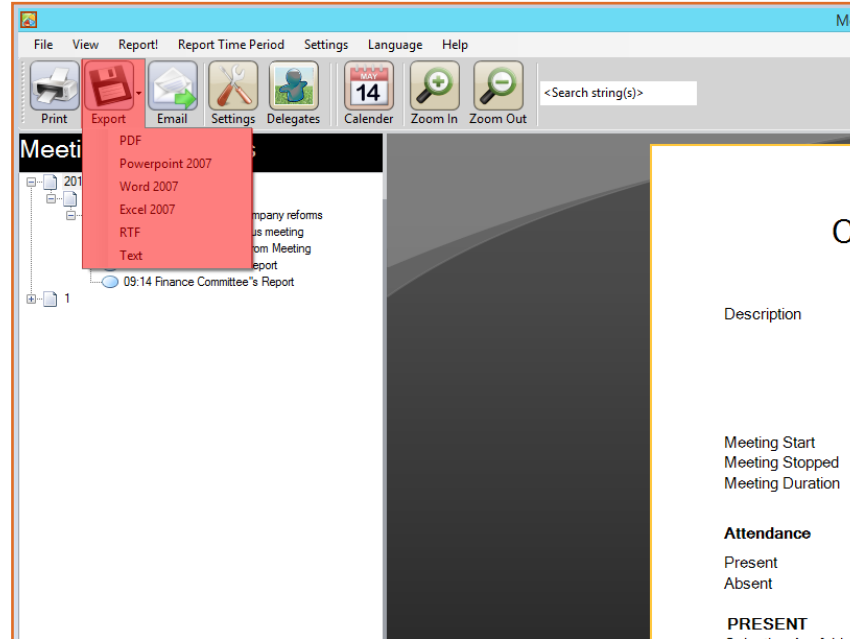
- Select and report a meeting or part of meeting that you want to print and click **Report** at the lower left corner of the window.
- Click at the **Print** button.



- 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.

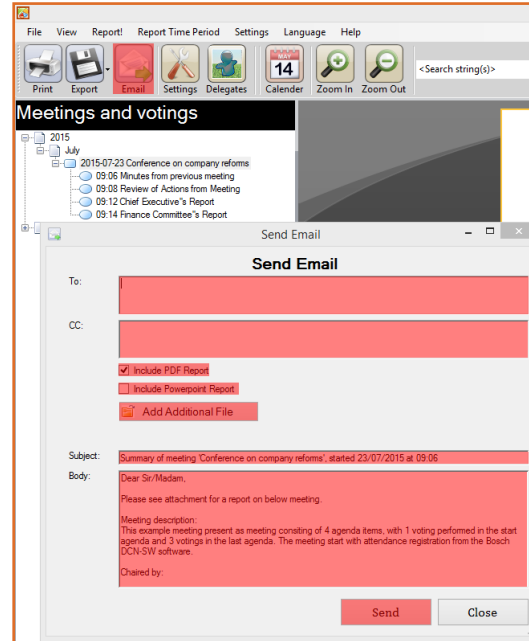
- Select and report a meeting or part of meeting that you want to export and click **Report** at the lower left corner of the window.
- Click at the **Export** button.



- Select the document type where you want to export the meeting to.
- Give the document a name and 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.



AudioVisual
conference automation

Meeting Reporter settings

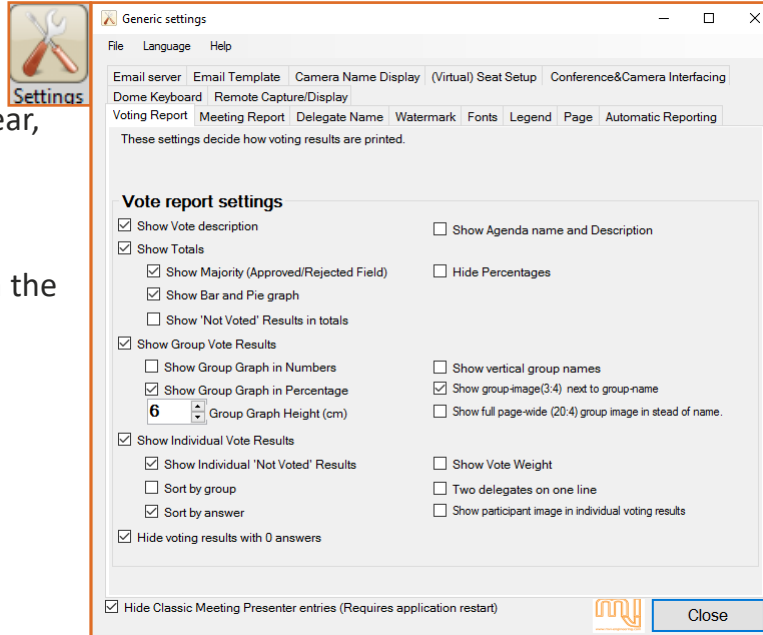
The next slides will give you some information about the settings menu. A very important menu because there you setup all the options you want to see at the reports.

In this slide we'll explain something about the settings from **Meeting Reporter**. You can change the settings by adding or remove parts that you want or don't want to see in the report.

➤ Click at the **Settings** button.

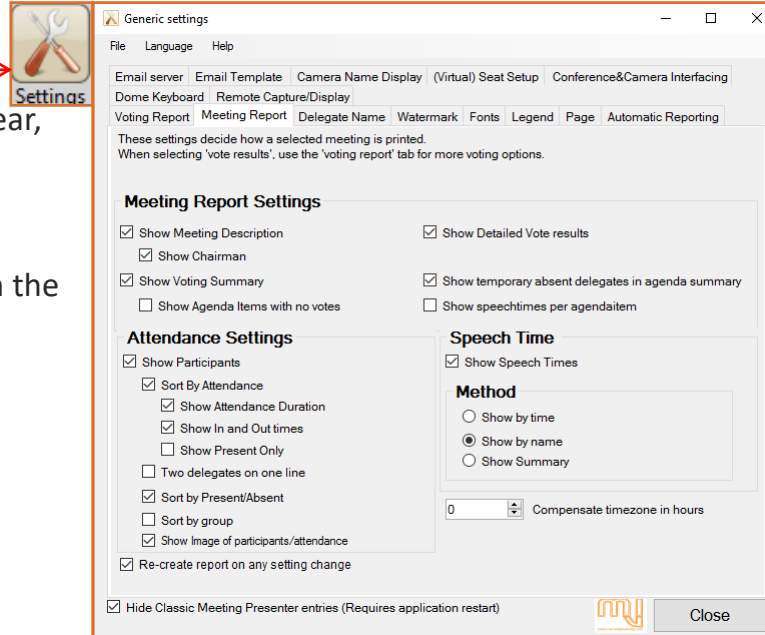
➤ Generic settings window will appear, open the tab **Voting Report**.

➤ Here you can select or deselect options you want or don't want in the report about votes.



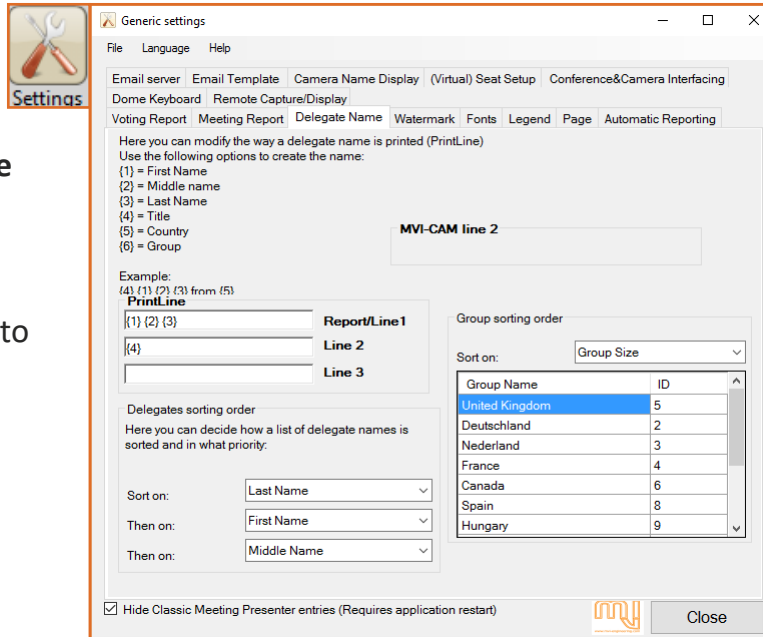
In this slide we'll explain something about the settings from **Meeting Reporter**. You can change the settings so you can add or remove parts that you want or don't want to see in the report.

- 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.



In this slide we'll explain something about the settings from **Meeting Reporter**. You can change the settings so you can add or remove parts that you want or don't want to see in the report.

- 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.



In this slide we'll explain something about the settings from **Meeting Reporter**. You can change the settings so you can add or remove parts that you want or don't want to see in the report.

➤ Click at the **Settings** button.

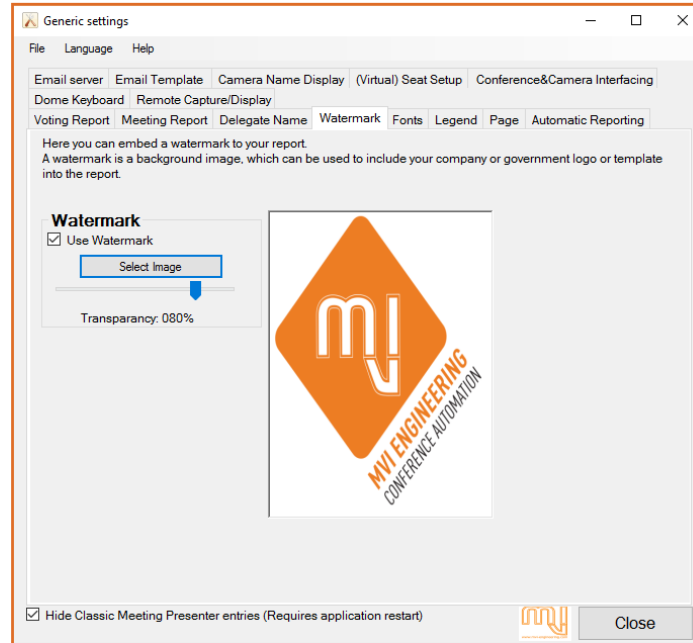


➤ Generic settings window will appear, open the tab **Watermark**.

➤ Select **Use Watermark**.

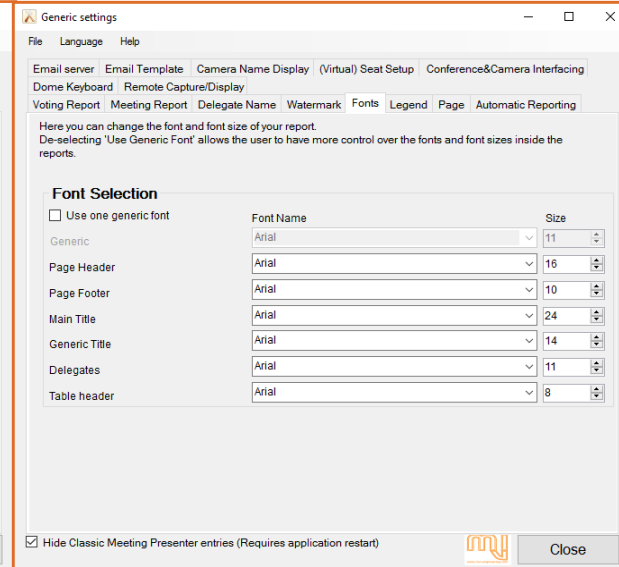
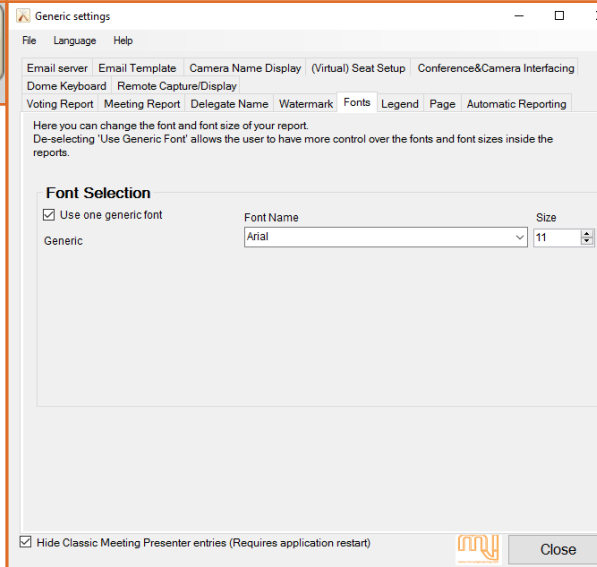
➤ Click **Select Image** and choose an image you want to use as a watermark and click **Open**.

➤ You can choose a transparency percentage.



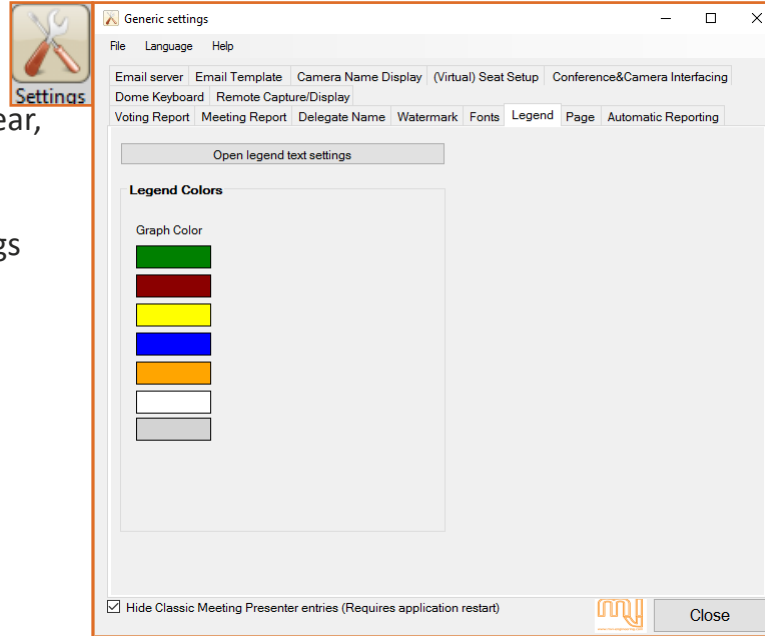
In this slide we'll explain something about the settings from **Meeting Reporter**. You can change the settings so you can add or remove parts that you want or don't want to see in the report.

- 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.



In this slide we'll explain something about the settings from **Meeting Reporter**. You can change the settings so you can add or remove parts that you want or don't want to see in the report.

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

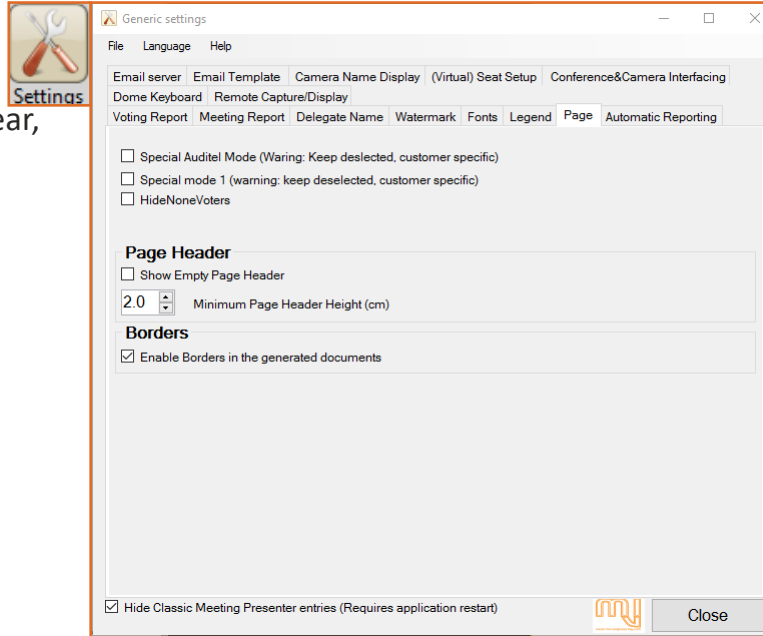


In this slide we'll explain something about the settings from **Meeting Reporter**. You can change the settings so you can add or remove parts that you want or don't want to see in the report.

➤ Click at the **Settings** button.

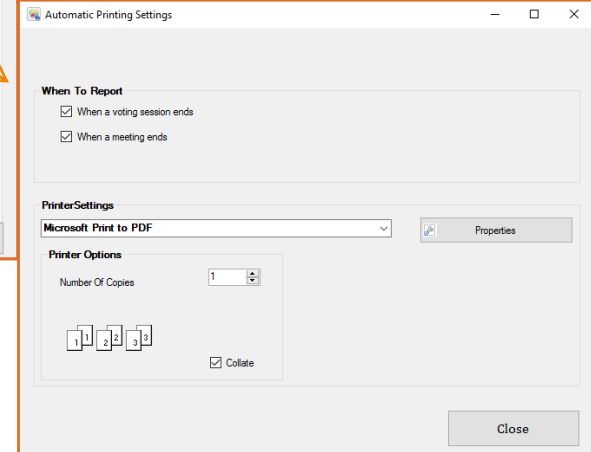
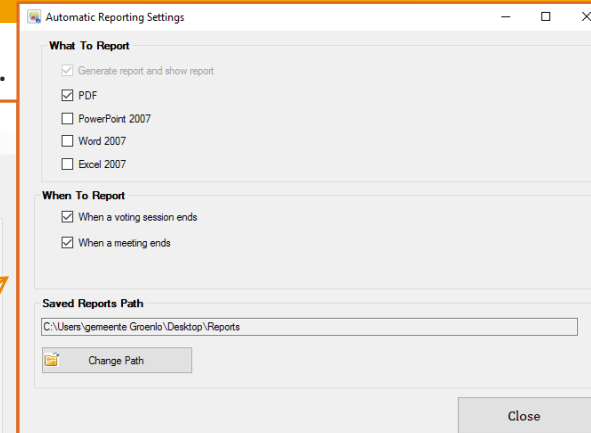
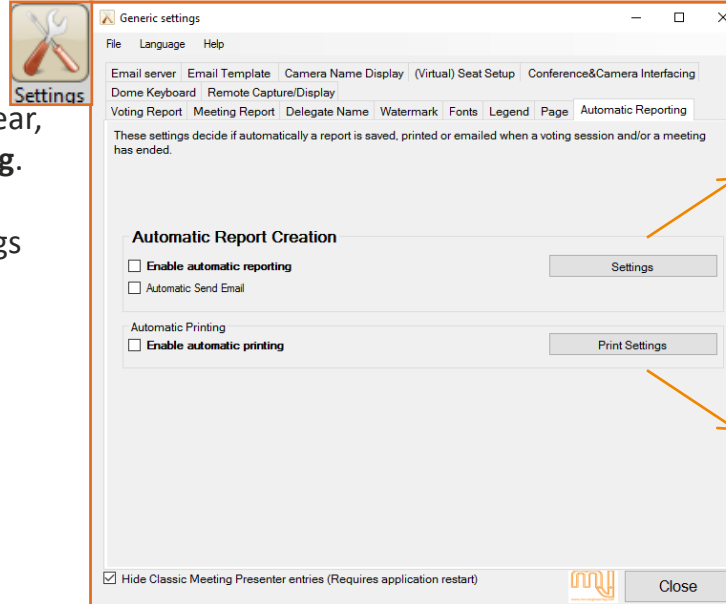
➤ Generic settings window will appear, open the tab **Page**.

➤ Here you can change some page settings.



In this slide we'll explain something about the settings from **Meeting Reporter**.

- Click at the **Settings** button.
- Generic settings window will appear, open the tab **Automatic Reporting**.
- Here you can change some settings about automatic reporting.





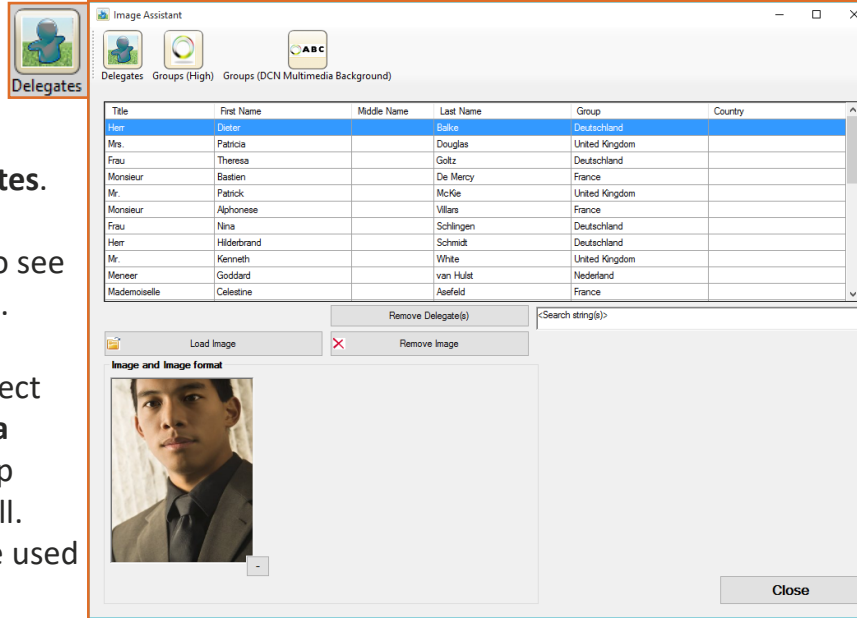
In the next slide we will explain about **Image Assistant**.

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.

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: MULTIMEDIA 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.



- **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.



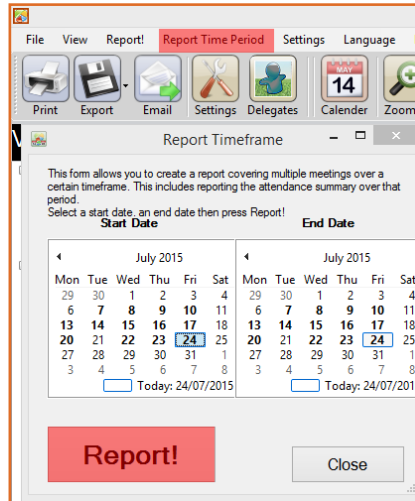
The calendar **button** can be used as a sort of filter. For instance, when you're at a meeting and you want to see the voting results from a vote of a specific date, you select the date and you see the meetings and agenda items from that specific date, select the meeting, or part of the meeting you 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.

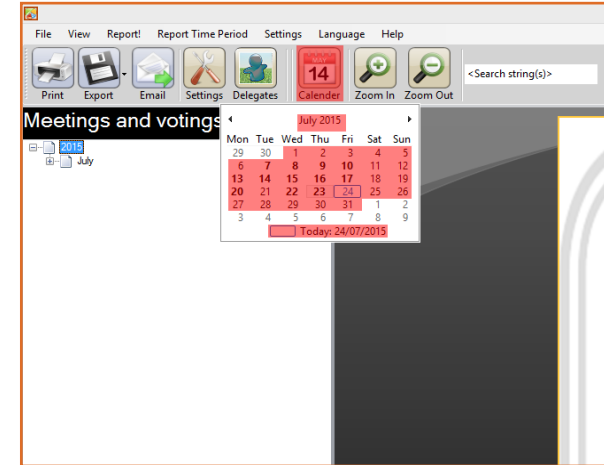
In this slide we will explain the **Calendar** functions.

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

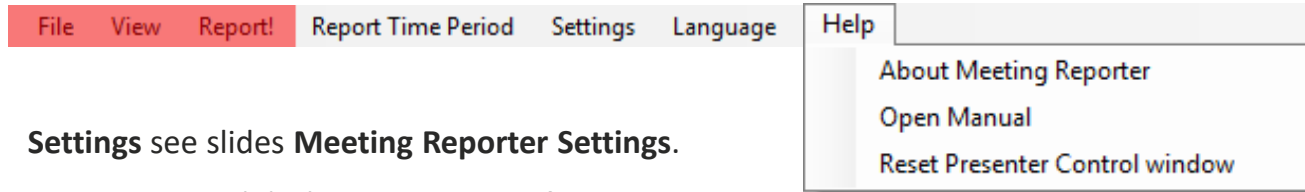
- Select a period (**start** and **end** date) that you want to report..
- Click **Report!** the report of the period you've selected will be created.



- Click **Calendar**.
- 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.



Settings see slides **Meeting Reporter Settings**.

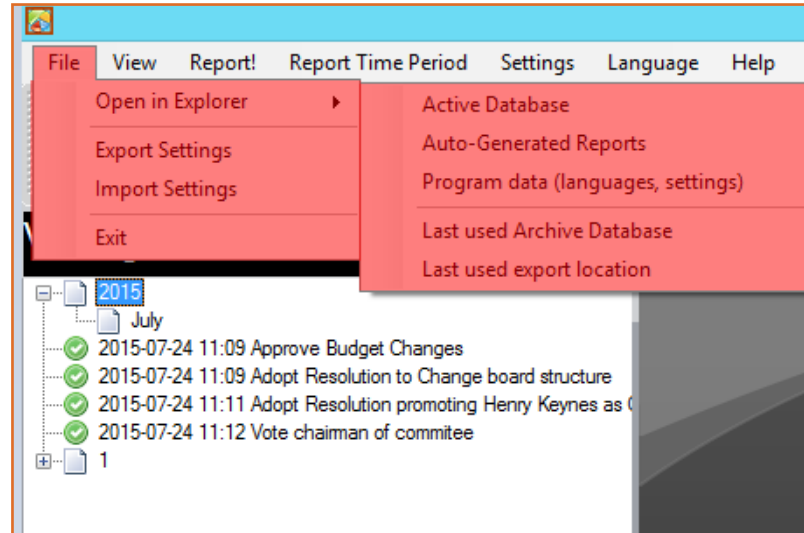
Language see slideshow **Language Editor**.

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

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

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

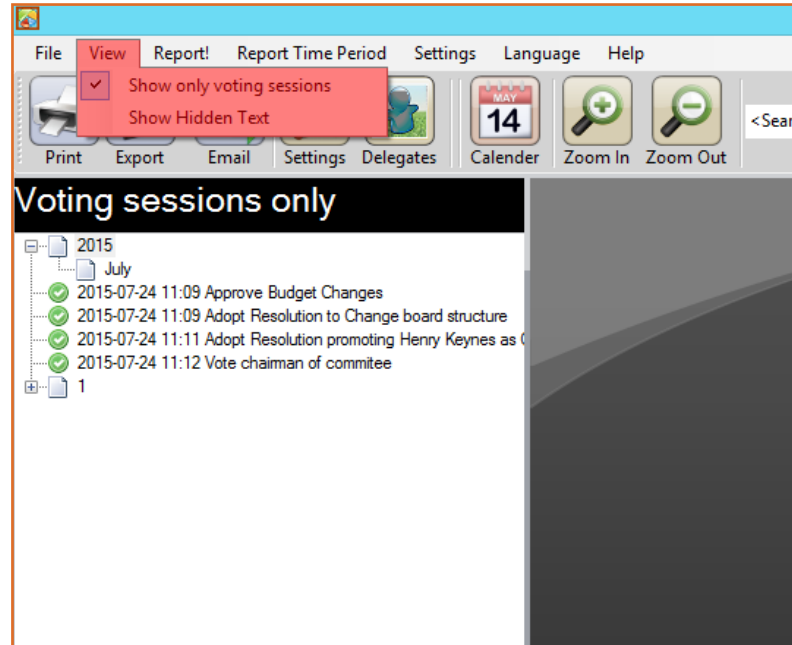
- **Open in Explorer** opens **sub** menu.
- **Export Settings** export settings so you can use them again later, for instance project based settings.
- **Import Settings** import your favorite settings that you've saved before for instance project based settings.
- **Exit** will close the client.



- **Active Database** will open the active database.
- **Auto-Generated Reports** opens the folder that contain the auto-generated 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.

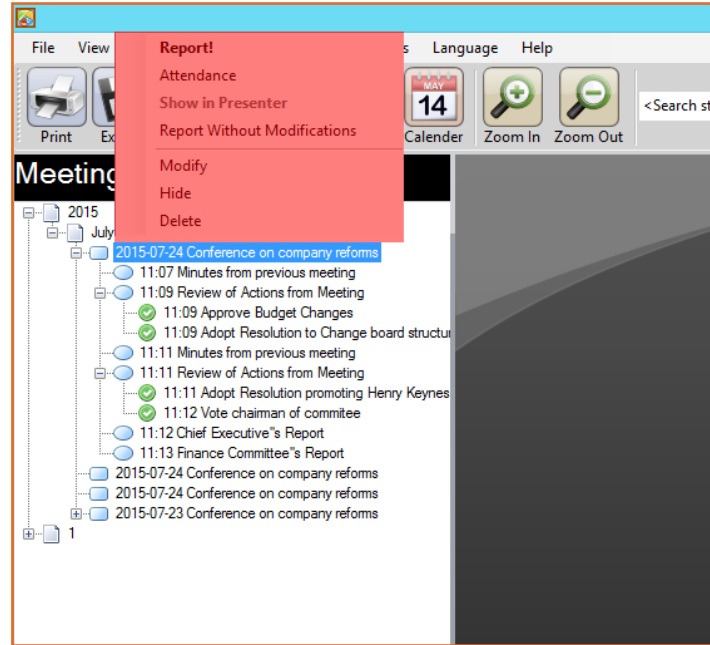
This slide is about the **View** menu. We explain what the functions are.

- **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 from 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.