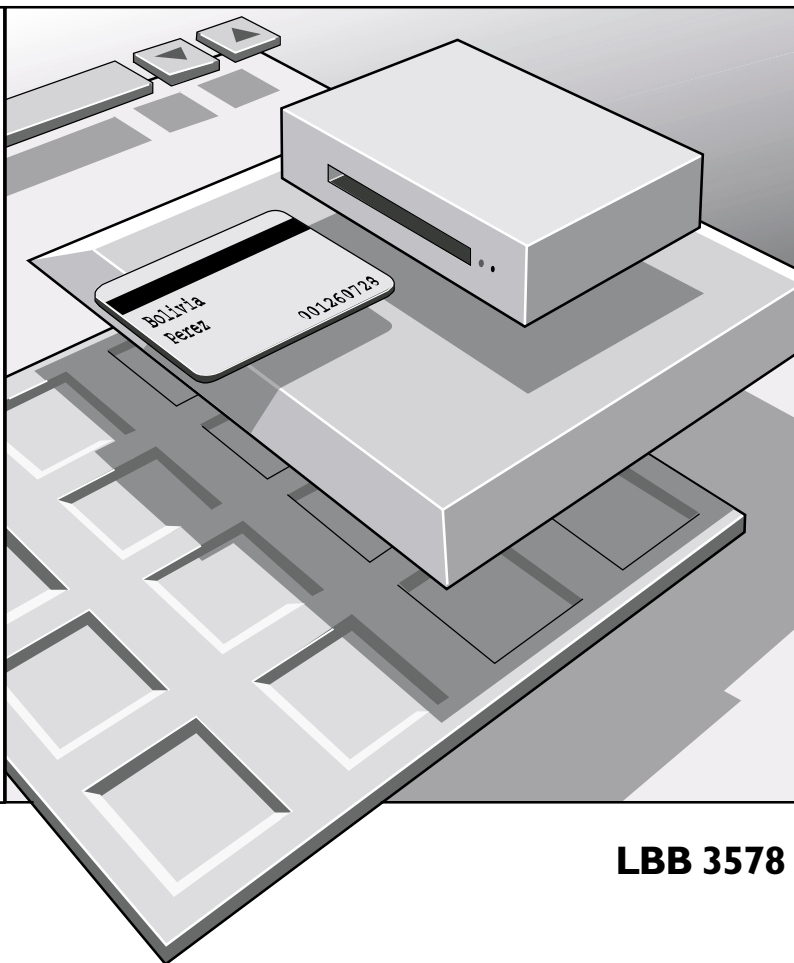




Digital Congress Network

Attendance Registration and Access Control

Software User Manual



LBB 3578



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EXPLANATORY NOTES

About this manual

This user manual is divided into four chapters. Chapters 1 and 2 provide background information and chapters 3 and 4 provide detailed user information as follows:

- Chapter 1 - *Attendance Registration* - containing a brief overview of the Digital Congress Network (DCN) and an overview of the functionality of the Attendance Registration application.
- Chapter 2 - *Getting started* - containing details of how to start the Attendance Registration application from the DCN Startup screen and a description of the Help facility.
- Chapter 3 - *Preparing for a conference* - containing details about pre-conference activities using Attendance Registration, such as enabling and disabling access and registration options, specifying access and registration requirements, and logging attendance registration activity.
- Chapter 4 - *Monitoring activity during a conference* - containing details of viewing who is present/absent at a conference, stopping attendance registration, printing, and exiting Attendance Registration.

An appendix provides additional reference information that will be helpful to experienced users. This consists of:

- A.1 - *Overview of Attendance Registration menus*
- A.2 - *Short-cut (accelerator) keys*
- A.3 - *Alphabetic index*

EXPLANATORY NOTES

Manual conventions

For clarity this user manual uses consistent styles, symbols and typographical conventions. They are:



NOTE: General notes are contained within rules and indicated with this symbol in the left margin. Notes are used to draw attention to special actions or information.



CAUTION: A caution is contained within rules and indicated with this symbol in the left margin. Cautions are used to draw attention to actions or commands that could lead to a loss of information or damage to equipment.

- An action (to be carried out by the user) is shown on a grey background and indicated with a round bullet mark.

Typographical conventions

The following are typographical conventions (text styles) are used in this manual:

- Typed input - information to be typed in using the keyboard is shown as:

Filename

- Single key - input via a single key (or keys) on the keyboard is shown as:
<enter>, <shift>, etc.
- Multiple keys - input via a combination of keys pressed together is shown as:

<ctrl>+<p>, <alt>+<f4>

- Screen text - information that appears on screen is shown as:
'Choose Startup Modules.'



NOTE: Some keyboards use <RETURN> instead of 'Enter'. Functionally, these keys are identical.

EXPLANATORY NOTES

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I.1 ABOUT ATTENDANCE REGISTRATION

What is Attendance Registration?

The Attendance Registration module is one of the DCN software modules designed for monitoring and controlling conferences and discussions using the DCN contribution equipment.

Attendance Registration allows you to specify requirements that conference participants must satisfy before gaining entrance to a DCN-controlled conference and using the available facilities.

The functionality of Attendance Registration falls into two categories:

Registration: you can specify entrance requirements that conference participants have to meet before entering the conference room. This normally means participants have to insert an ID-card in an ID-card reader, either at the entrance to the conference venue or at the contribution unit (if there is an ID-card reader built-in). Registration at a contribution unit can also be by means of pressing the '*Present*' key. Attendance Registration classifies participants as present once they have registered their presence, and absent when they have not yet identified themselves or they have registered their departure. You can display lists on-screen of all '*present*' and '*absent*' participants, and print hard copies of these lists. There is also a window (the '*Total*' window) which can be permanently displayed on-screen that gives an overview of all participants who have registered their presence or absence.

Access: the settings specified for registration can also be used for access purposes. This means that although participants can enter the conference venue, they cannot use any of the contribution unit facilities (such as microphone, voting, intercom) without first satisfying access requirements. Access is controlled by means of ID-cards, with or without PIN code, and by PIN code alone. You can also control where participants sit by specifying whether they can occupy any seat or a particular, pre-defined one.



NOTE: *There is a certain amount of preparatory work involved in the use of Attendance Registration. Before a conference is due to take place, participants can receive an encoded ID-card - with PIN code if applicable - and instructions on where to sit, if fixed seating is required.*

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GETTING STARTED

2.1 STARTING ATTENDANCE REGISTRATION

The DCN Startup screen

The Attendance Registration program is started from the DCN Startup screen (shown below).

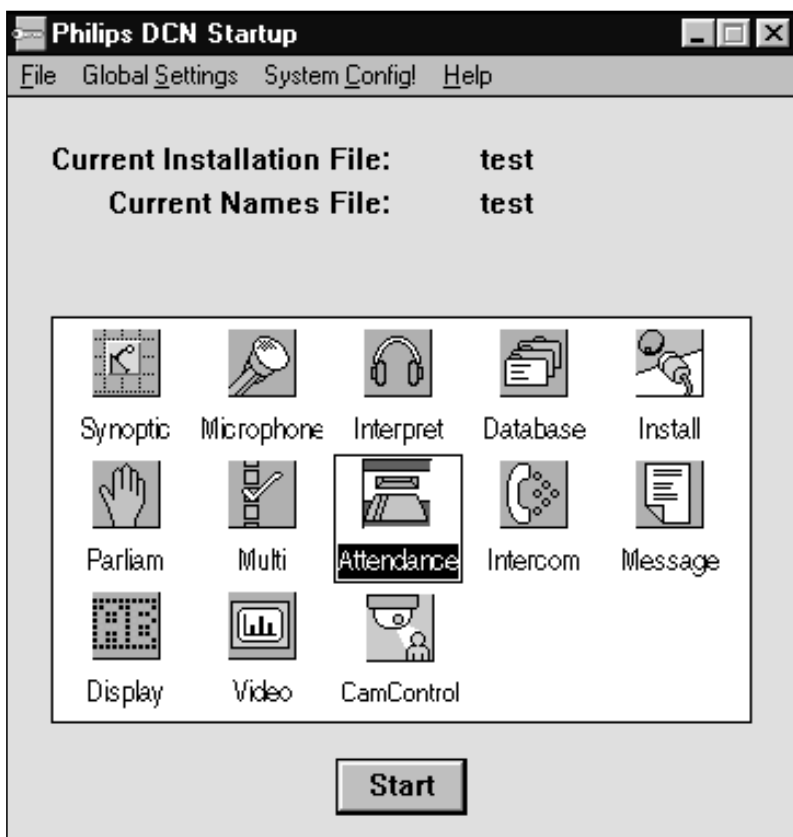


Fig. 1 The DCN Startup screen



NOTE: For starting the DCN Startup program from an icon in the desktop, refer to the Startup user manual.

The DCN software uses two user-created files that contain important information about the installed hardware configuration and about delegates' names. These files are:

- **Installation file** - containing information about channel assignment and the numbers that have been assigned to all microphones connected to the DCN. These seat numbers are assigned using the System Installation software (LBB 3585).
- **Names file** - containing information about the name, seat number and other conference and personal details of participating delegates. Names files are created using the Delegate Database software (LBB 3580).

DCN software modules may be started up from the Startup main window without specifying either an installation or names file. However, some software modules will not run without the appropriate installation or names file.

Attendance Registration makes use of the information contained both in an *installation file* and a *names file*. The screen line as specified in a *names file* is used by Attendance Registration to define delegates. Information from the *installation file* and *names file* is used for specifying access and registration requirements.

Selecting an installation- and a names file

For details on selecting an installation- and a names file, please refer to section 3.2 of the Startup user's manual, under the heading '*Selecting an installation- and a names file*'.



The Attendance Registration icon

For details on the Attendance Registration icon and how to start Attendance Registration from Startup, please refer to section 3.2 of the Startup user manual, under the heading '*Opening other modules from Startup*'.

2.2 USING HELP

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The Help menu

The '*Help*' menu in the title bar contains commands for an on-screen help facility. This help facility contains information on all commands in the menu bar, on which keyboard keys are functional, a description of how to use the Attendance Registration software, information on how to use the '*Help*' facility itself, plus an index and a glossary of terms. All information contained in this user manual can also be found in the '*Help*' facility.

The '*Help*' facility contains the following options:

- Index
- Keyboard
- Commands
- Procedures
- Glossary
- Using Help
- About Attendance Registration

Index

To access the index:

- Select the '*Help*' menu and click on '*Index*'.

A full list of subjects covered by the '*Help*' facility is given in alphabetical order. For more information on any subject contained in the index:

- Click on the required subject in the index.

An on-screen page with the requested information will appear.

Keyboard

This gives information on which keys on your keyboard can be used with the Attendance Registration software. This includes using keys to activate menu items, to move around in dialogue boxes, for short-cuts, and to select options from the main window. To access the '*Keyboard*' help facility:

- Select the '*Help*' menu and click on '*Keyboard*'.

A list of different key types is given. For more information on any key type contained in the list:

- Click on the required key type in the list.

An on-screen page with the requested information will appear.

Commands

This gives information on all options contained in the menu bar. This covers the 'View', 'Print', 'Settings' and 'Help' menus. To access the 'Commands' help facility:

- Select the 'Help' menu and click on 'Commands'.

A list of file menu groups is given. For more information on any menu group contained in the list:

- Click on the required menu group in the list.

A list of options in the selected menu group is given. For more information on any option contained in the list:

- Click on the required option in the list.

An on-screen page with the requested information will appear.

Procedures

This gives information on how to use the Attendance Registration software. To access the 'Procedures' help facility:

- Select the 'Help' menu and click on 'Procedures'.

A list of topics is given. For more information on any topic contained in the list:

- Click on the required topic in the list.

A list of options for the selected topic is given. For more information on any option contained in the list:

- Click on the required option in the list.

An on-screen page with the requested information will appear.

Glossary

To access the glossary:

- Select the 'Help' menu and click on 'Glossary'.

A list of terms used in the Attendance Registration help facility is given in alphabetical order. For more information on any term contained in the glossary:

- Click on the required subject in the glossary.

A window with the requested information will appear.

Using Help

This gives information on how to use the Attendance Registration help facility. To access the '*Using Help*' facility:

- Select the '*Help*' menu and click on '*Using Help*'.

A list of topics is given. For more information on any topic contained in the list:

- Click on the required topic in the list.

A list of options for the selected topic is given. For more information on any option contained in the list:

- Click on the required option in the list.

An on-screen page with the requested information will appear.

About Attendance Registration

This provides software release information. To display the '*About...*' window:

- Select the '*Help*' menu and click on '*About Attendance...*'.

The following window appears:

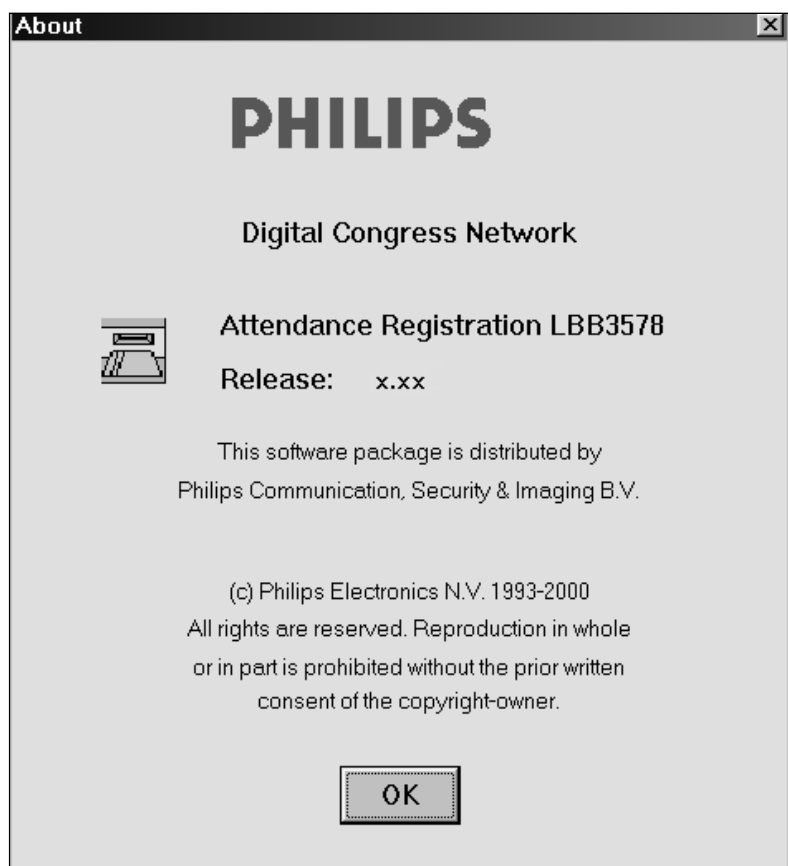


Fig. 2 The 'About Attendance...' window

To remove this window:

- Click on the 'OK' push button.

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PREPARING FOR A CONFERENCE

3.1 THE MAIN WINDOW

The Attendance Registration main window is used to display one of two lists of conference participants. You can select whether ‘*Present*’ or ‘*Absent*’ participants are displayed, where:

- ‘*Present*’ means participants who have registered their presence at the conference by satisfying the attendance/registration requirements specified using this software module.
- ‘*Absent*’ means participants who have already been registered as ‘*Present*’, and who then register as absent. Participants may also be on the absent list when attendance registration is activated. For information about the contents of the absent list when attendance registration is activated, refer to page 3-8.

In both of the above cases, a screen line for each delegate is displayed, which contains information specified in the Delegate Database software module.

From the main window you can also access the menu bar, which allows you to specify which list is displayed, to display or remove the ‘*Total*’ window, to print attendance registration activity and/or participant lists, store attendance registration activity in a file, specify and enable/disable the access/registration requirements, and access the ‘*Help*’ menu.

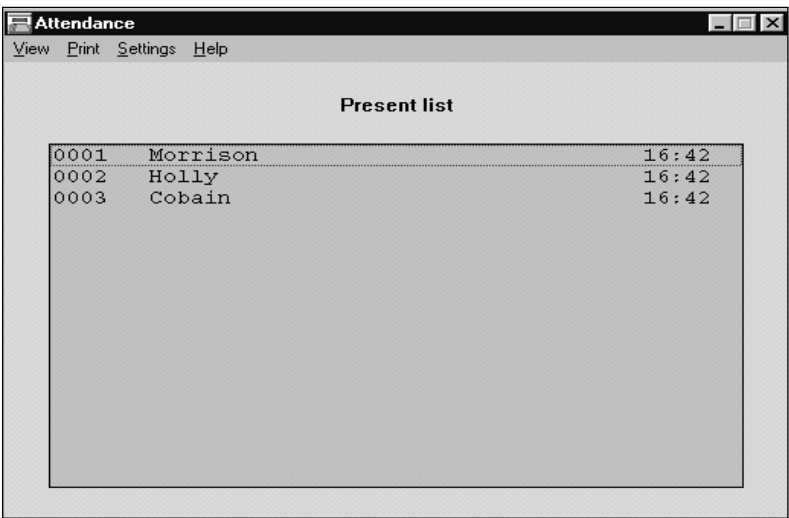


Fig. 1 The main window

PREPARING FOR A CONFERENCE

The main window contains the following elements:

- 'Present/Absent List' static text
- List box displaying contents of 'Present' list or 'Absent' list
- Menu bar



NOTE: The time given for each delegate is derived from the PC internal clock, and cannot be altered using Attendance Registration.



NOTE: The contents of the '**Absent**' list are taken directly from the screen lines specified in the currently open names file. Therefore, when you start up Attendance Registration, all screen lines from the names file will be displayed in the '**Absent**' list. For more details on the '**Absent**' list, please refer to chapter 4.1.

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The menu bar

All menu options referred to in this user manual are contained within the menu bar, located underneath the title bar at the top of the main window. Access to drop-down menus is gained by clicking on the menu title, displayed in the menu bar. The full list of menu options is as follows:

<u>V</u> iew	<u>P</u> rint	<u>S</u> ettings	<u>H</u> elp
<u>A</u> bsent List	<u>L</u> ist...	<u>A</u> tt. <u>R</u> egistration	<u>I</u> ndex
<u>P</u> resent List	<u>P</u> rint Activity...	<u>A</u> ccess <u>C</u> ontrol	<u>K</u> eyboard
<u>A</u> lphabetical <u>o</u> rder		<u>A</u> tt. Reg. Activity...	<u>C</u> ommands
<u>A</u> uthorised		<u>M</u> ode...	<u>P</u> rocedures
<u>V</u> oters Only			<u>G</u> lossary
<u>T</u> otal			<u>U</u> sing Help
			<u>A</u> bout Attendance ...

PREPARING FOR A CONFERENCE

3.2 SPECIFYING REGISTRATION AND ACCESS REQUIREMENTS

Before a conference begins, you can specify which registration and access requirements are to be applied to conference participants. To do so:

- Select the 'Settings' menu and click on 'Mode...'.

The following dialogue box appears:

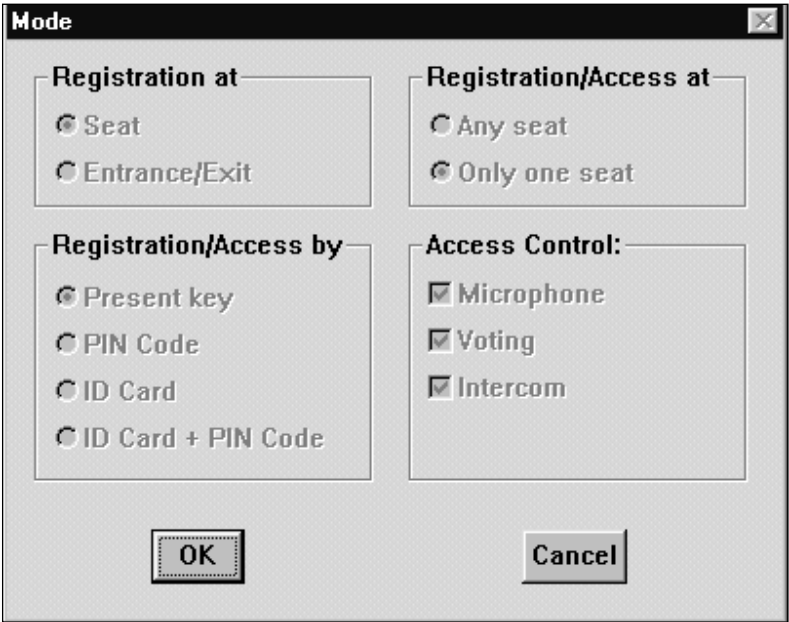


Fig. 3 The 'Mode...' dialogue box

Enabling the 'Mode' dialogue box options

If Attendance Registration and/or Access Control is active, then none of the options in the 'Mode' dialogue box will be enabled. To enable them, i.e. to be able to alter them, you must first switch Attendance Registration and/or Access Control off. This can be done by disabling the 'Att. Registration' and 'Access Control' options in the 'Settings' menu.

Disabling/enabling the Attendance Registration and Access Control options - to do so:

- Select the 'Settings' menu and click on 'Att. Registration'.

The tick mark (ü) disappears/appears to indicate this option is disabled/enabled.

- Select the 'Settings' menu and click on 'Access Control'.

The tick mark disappears/appears to indicate this option is disabled/enabled.

Once both options are no longer active, you can specify registration and access requirements.

Specifying registration requirements



NOTE: *An installation file and a names file must be open before specifying registration requirements and full access control.*

The first stage is to determine where participants should register themselves to the DCN system. There are two options:

- 'Seat'
- 'Entrance/Exit'

If you select 'Seat', this means that participants should register themselves to the DCN system at the contribution unit (delegate- or chairman unit) they are going to use. You can also specify how the delegates should register (e.g. ID-card with or without PIN code, PIN code only or present key).

If you select 'Entrance/Exit', this means that participants should identify themselves to the DCN system when they enter the conference hall. This will be done by means of ID-cards that are presented to an ID-card reader which is located at the entrance (for 'present' registration) or exit (for 'absence' registration). You can specify whether participants also have to enter a PIN code to gain admittance.

PREPARING FOR A CONFERENCE

To specify where registration should take place:

- Click on the 'Seat' or 'Entrance/Exit' radio button in the 'Registration at' part of the 'Mode' dialogue box, as required.

If you select 'Seat', you can then specify how registration should be carried out. There are four options:

- 'Present key': This means pressing the 'Present' key on the contribution unit
- 'PIN Code': This means entering a PIN code on the contribution unit
- 'ID-Card': This means presenting an ID-card to an ID-card reader on the contribution unit
- 'ID-Card + PIN Code': This means inserting an ID-card and entering a PIN code

3



NOTE: If the '**Any seat**' option is selected in the '**Registration/Access at**' part of the '**Mode**' dialogue box, only the last two options above are available.



NOTE: If '**Att. Registration**' (but not '**Access**') is enabled, participants do not need cards to activate microphones. When '**Att. Registration**' is not enabled, participants can identify themselves at random seats with an ID card.

If you select 'Entrance/Exit', there are two options:

- 'ID-Card': This means presenting an ID-card to an ID-card reader at the entrance and exit of the conference hall
- 'ID-Card + PIN Code': This means presenting an ID-card and entering a PIN code.

To specify how registration should be carried out:

- Click on the appropriate radio button in the 'Registration/Access by' part of the 'Mode' dialogue box.

Specifying seats for participants - if registration or access is to take place at the contribution unit ('Seat'), you can specify whether this has to be at a specific unit or whether it can take place anywhere. If you specify 'Any seat', this means participants can sit wherever they want. This is only possible if registration is by ID-card (with or without PIN code). If you specify 'Only one seat', this means that participants should only register at the seat that has been assigned to them. (Details of what seat has been assigned, as well as ID-cards and PIN numbers [if applicable] are sent to participants before a conference takes place). This data comes from the names file, which is

PREPARING FOR A CONFERENCE

created using the Delegate Database application module.



NOTE: If **'Present key'** or **'PIN Code'** has been selected for **'Registration/Access by'**, then the **'Any seat'** option is disabled, and **'Only one seat'** is automatically selected.



NOTE: If **'Any Seat'** has been selected for **'Registration/Access at'**, then the **'Present key'** option and **'PIN Code'** option are disabled.

To specify seats:

- Click on the appropriate radio button in the *'Registration/Access at'* part of the *'Mode'* dialogue box.

Activating attendance registration - once you have specified all registration requirements:

- Click on the **'OK'** push button.



NOTE: Clicking on the **'Cancel'** push button in the **'Mode'** dialogue box closes the dialogue box without initiating commands and/or changes. This applies to all dialogue boxes in the Attendance Registration program.

- Select the **'Settings'** menu and click on **'Att. Registration'**.

A tick mark (ü) appears to indicate this option is enabled. All selections concerning registration made in the *'Registration at'*, *'Registration/Access at'* and *'Registration/Access by'* boxes will now be applied.

Specifying access requirements



NOTE: An installation file and a names file must be open before specifying access requirements.

The registration requirements you specify can also be used for access control purposes. This means that participants who must register themselves at the entrance/exit by means of an ID-card (with or without PIN code) must also identify themselves to the contribution unit they are going to use before gaining access to the unit's functions. Access control can be specified for the following three functions:

- microphone
- voting
- intercom

PREPARING FOR A CONFERENCE



NOTE: In the *Microphone Management* module, it is possible to disable microphone access control for individual contribution units by deselecting the **'Access Check'** option for these units. For more information, refer to the *Microphone Management user manual*.

To specify Access Control:

- Click on the appropriate radio button in the **'Access Control'** part of the **'Mode'** dialogue box.

3



NOTE: If the **'Present key'** option is selected in the **'Registration/Access by'** part of the **'Mode'** dialogue box, the **'Access Control'** part of the **'Mode'** dialogue box is disabled.

- Click on the **'OK'** push button.
- Select the **'Settings'** menu and click on **'Access Control'**.

A warning message with the following text is displayed:

'All microphones will be switched off, all intercom links will be disconnected and a running vote round will be stopped'

- Click on the **'OK'** push button to continue.
- Click on the **'Cancel'** push button to return to the main window without applying the selected access requirements.

A tick mark (ü) appears when this option is enabled. All selections concerning access made in the **'Registration/Access at'** and **'Registration/Access by'** boxes will now be applied.

The contents of absent list depend on whether a names file is open, and on the attendance registration settings. When a names file is open the contents of the absent list depend on the attendance registration settings as follows:

- **'Present key'** - when this option is selected, the absent list will contain all delegates assigned with a seat number.
- **'PIN Code'** - when this option is selected, the absent list will contain all delegates assigned with a seat number and PIN code.
- **'ID-Card'** - when this option is selected, the absent list will contain all delegates assigned with an ID-card number.

PREPARING FOR A CONFERENCE



NOTE: If the **'Only one seat'** option is selected, the absent list will contain all delegates assigned with both an ID-card number and a seat number.

- **'ID-Card + PIN Code'** - the absent list will contain all delegates assigned with an ID-card number and a PIN number.
-



NOTE: If the **'Only one seat'** option is selected, the absent list will contain all delegates assigned with an ID-card number, PIN number and a seat number.

If there is no names file open, attendance registration is only possible using the 'Present' key on contribution units. In this case, both the present and absent lists will be empty.



NOTE: If **'Att. Registration'** is not selected in the **'Settings'** menu, both the present and absent lists are cleared.

Combining access and registration requirements

It is also possible to combine these two functions. In order to do so, the following conditions must be met:

- The **'Entrance/Exit'** option in the **'Registration at'** part of the **'Mode'** dialogue box is enabled.
- The **'Only one seat'** option in the **'Registration/Access at'** part of the **'Mode'** dialogue box is enabled.

Once these conditions are met, an ID-card presented to the ID-card reader at the entrance used for registration also automatically de-blocks the contribution unit, thus granting access. However, it is still necessary for delegates to insert their ID cards in their contribution units.

PREPARING FOR A CONFERENCE

3.3 LOGGING ATTENDANCE REGISTRATION ACTIVITY

This option allows you to log all attendance registration activity by saving it in a file. You must specify the name of the file where logging information will be stored. To do so:

- Select the 'Settings' menu and click on 'Att. Reg. Activity...'.

The following dialogue box appears:

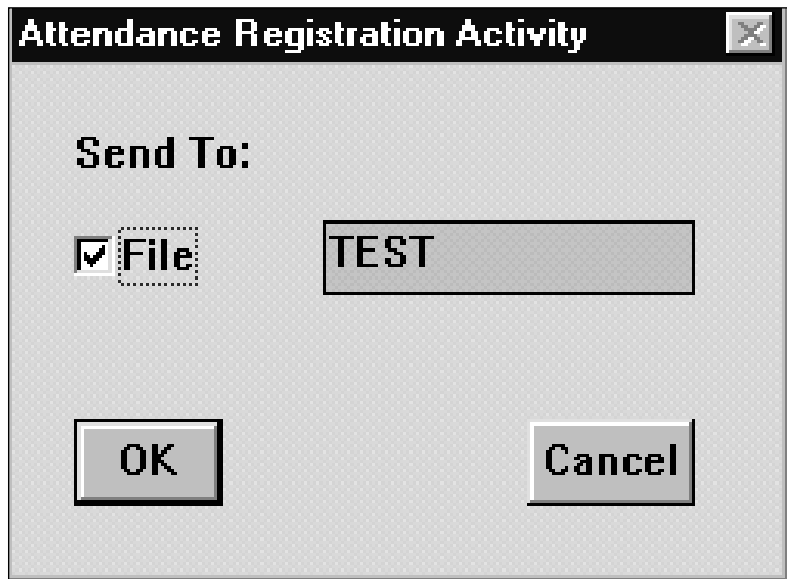


Fig. 4 The 'Attendance Registration Activity' dialogue box

If you wish to log attendance registration activity:

- Click on the 'File' check box.

When this option is selected, a tick mark appears in the check box.

The 'Send To:' edit field allows you to specify the name of the attendance registration activity file. You can enter a filename, which must be a valid MS-DOS name no longer than eight characters. The path (i.e. the location of the file) cannot be specified here, but is determined by the information contained in the DCN.INI file. The information in this MS-DOS file is stored in ASCII format.

PREPARING FOR A CONFERENCE

To enter a filename:

- Click on the 'Send To' text box.
- Type in the filename.
- Click on the 'File' check box.

If you entered an invalid filename, or did not enter one at all, a warning message with the following text is displayed:

'Invalid filename'

- Click on the 'OK' push button.

You will return to the dialogue box and can enter a valid filename and/or location.

Once you have finished specifying all parameters in the 'Attendance Registration Activity' dialogue box:

- Click on the 'OK' push button.

Any changes made will be saved, and you will return to the main window.

- Click on the 'Cancel' push button to return to the main window without saving any changes.

For details about printing this file, please refer to page 4-5.



NOTE: *Logging and printing cannot take place simultaneously.*

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**4.1 VIEWING WHO IS PRESENT/ABSENT
AT A CONFERENCE**

During a conference you can monitor which conference participants have registered their presence and which have registered their departure from the conference venue, and at what time the actions took place. A *‘Present’* or *‘Absent’* list is displayed in the main window. Participants are represented by their screen line, including name and seat number, followed by *‘hh:mm’*, where *‘hh’* is the hour and *‘mm’* the minute that the action took place. The information for the *‘Present’* and *‘Absent’* lists is derived from the names file created in Delegate Database. Which lists are displayed is determined by whichever names file was selected in Delegate Database.

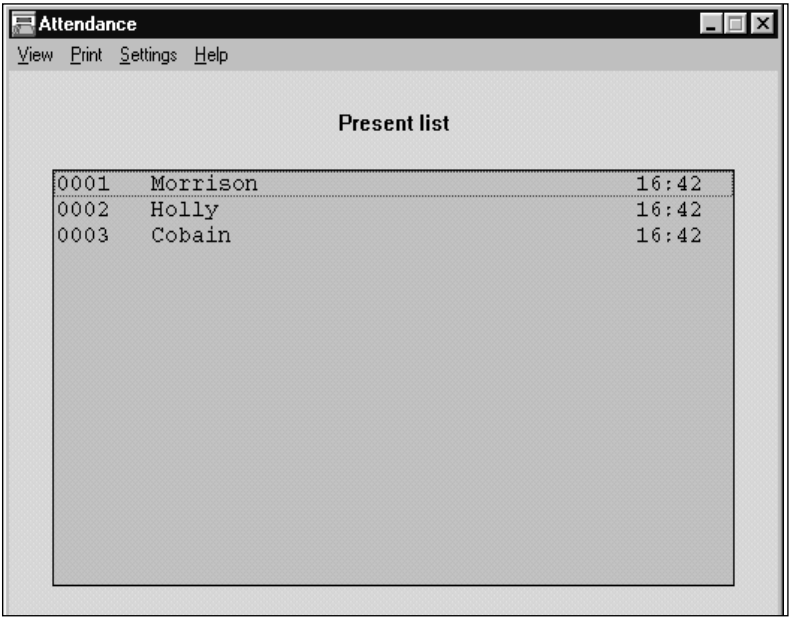


Fig. 1 The main window

You can also display a window that shows the total number and percentage of participants that are registered as *‘Present’* and *‘Absent’*, and the *‘Total’* number of participants.

MONITORING ACTIVITY DURING A CONFERENCE

Displaying a list of all 'Present' participants - to call up a list of all 'Present' participants on-screen:

- Select the 'View' menu and click on 'Present List'.

The main window will display a list of the participants who are registered as 'Present', and the time that registration took place. The text above this list will say 'Present List'. If the list contains more participants than can be displayed, a scroll bar appears. The list is dynamically updated as new participants register their presence.



NOTE: *The time given for each delegate is derived from the PC internal clock, and cannot be altered using Attendance Registration.*

Displaying a list of all 'Absent' participants - to call up a list of all 'Absent' participants on-screen:

- Select the 'View' menu and click on 'Absent List'.

The main window will display a list of the participants who are registered as 'Absent', and the time of their departure. The contents of the absent list will depend on whether a names file is open, and on the attendance registration setting. For information about the contents of the absent list, refer to page 3-8.

Displaying an alphabetical list of all 'Absent' or 'Present' participants - to specify that lists of 'Absent' or 'Present' participants are displayed in alphabetical order:

- Select the 'View' menu and click on 'Alphabetical order'.

Displaying a list of all 'Absent' or 'Present' participants with Voting authorisation - to specify that lists of 'Absent' or 'Present' participants with voting authorisation are displayed:

- Select the 'View' menu and click on 'Authorised voters only'.

A tick mark (✓) appears to indicate that this option is enabled.

An example of the main window showing a list of 'Present' participants in alphabetical order is shown on the next page.

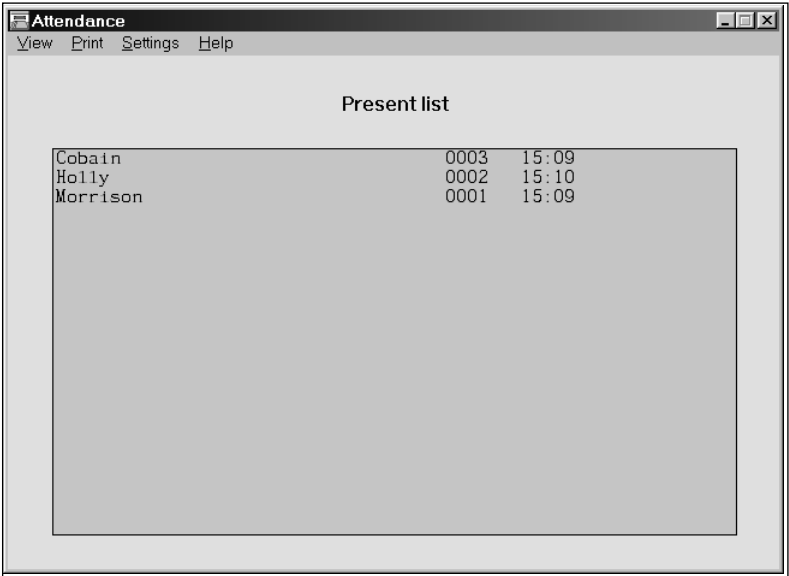


Fig. 2 The main window

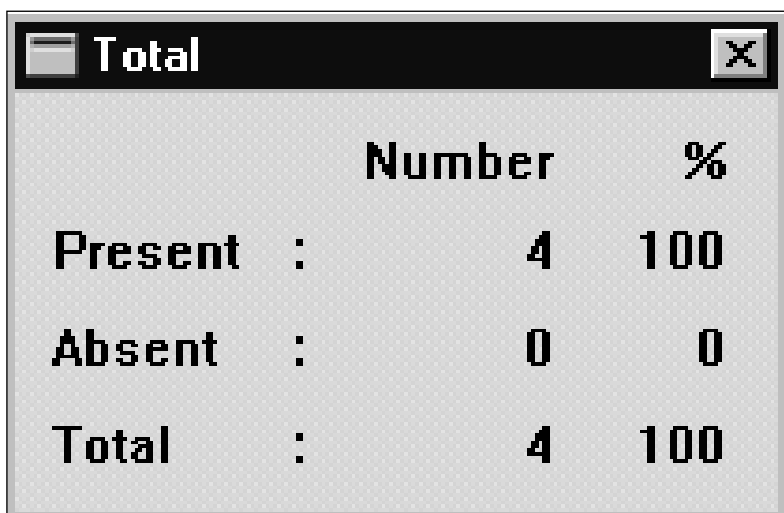
You can also display a 'Total' window which gives the total number of 'Present' and 'Absent' participants in absolute and percentage form. This window remains active even when the Attendance Registration program is minimized and other DCN software modules are being used. This gives you a constant overview of the number of participants entering and leaving the conference hall. The window is dynamically updated each time a change occurs, i.e. someone enters or leaves.

To display this window:

- Select the 'View' menu and click on 'Total'.

MONITORING ACTIVITY DURING A CONFERENCE

The following dialogue box appears:



The image shows a window titled 'Total' with a close button (X) in the top right corner. The window contains a table with three columns: a label, 'Number', and '%'. The data is as follows:

	Number	%
Present :	4	100
Absent :	0	0
Total :	4	100

Fig. 3 The 'Total' window

To remove this window from the screen:

- Select the 'View' menu and click on 'Total' again.

The 'Total' window will disappear.

Stopping attendance registration

To stop attendance registration:

- Select the 'Settings' menu and click on 'Att. Registration'.

The tick mark (✓) disappears to indicate this option is disabled. All data in the 'Present' and 'Absent' lists will be cleared.

4.2 PRINTING

The *'Print'* menu in Attendance Registration allows you to print the actual *'Present'* list and/or the *'Absent'* list, and also to print an attendance registration activity file (for more details of attendance registration activity files, please refer to section 3.3, *'Logging attendance registration activity'*).

Printing the actual *'Present'*/*'Absent'* list

This option allows you to print the actual *'Present'* list and/or the *'Absent'* list. To do so:

- Select the *'Print'* menu and click on *'List...'*.

The following dialogue box appears:

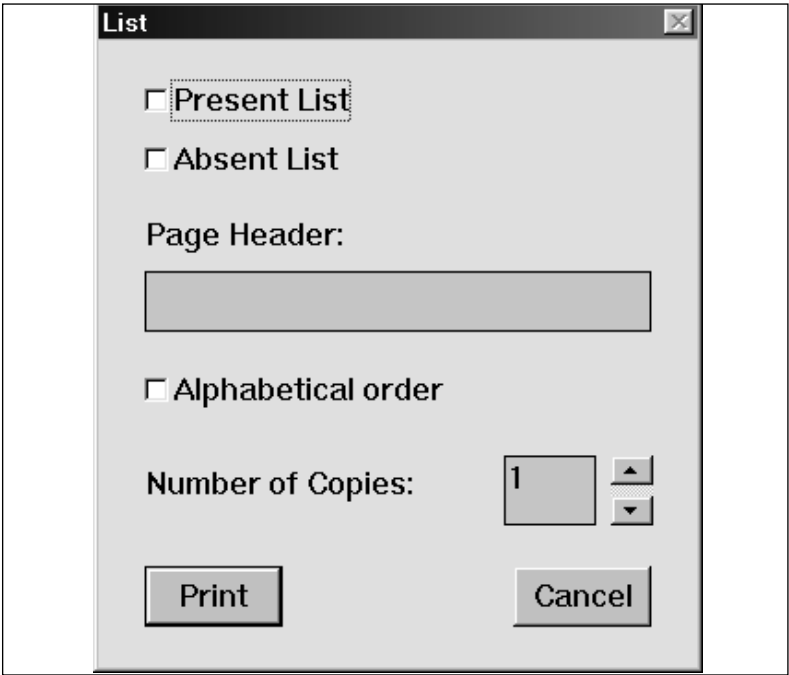


Fig. 4 The *'List'* dialogue box

To select the *'Present'* list for printing:

- Click on the *'Present List'* check box.

MONITORING ACTIVITY DURING A CONFERENCE

To select the 'Absent' list for printing:

- Click on the 'Absent List' check box.



NOTE: These options are not mutually exclusive, so both the '**Present**' list and the '**Absent**' list can be selected for printing.

To specify a page header:

- Select the 'Page Header:' text box. A descriptive name may be entered up to 80 characters long. This text box may also be left blank.

To specify that the list is printed in alphabetical order:

- Click on the 'Alphabetical order' check box.

To specify the number of copies:

- Select the 'Number of Copies:' field and type in the required number.



NOTE: The up and down arrow buttons on the right-hand side of this field can be used to scroll to the required number. The maximum number is nine.

- Click on the 'Print' push button.

The specified number of hard copies of the selected list(s) will be printed out. You will return to the main window.

- Click on the 'Cancel' push button to return to the main window without printing anything.

Printing an attendance registration activity file

You can also print a copy of the files that have been set up to record attendance registration activity. To do so:

- Select the 'Print' menu and click on 'Print Activity...'



NOTE: This list is in alphabetical order.

MONITORING ACTIVITY DURING A CONFERENCE

The following dialogue box appears:

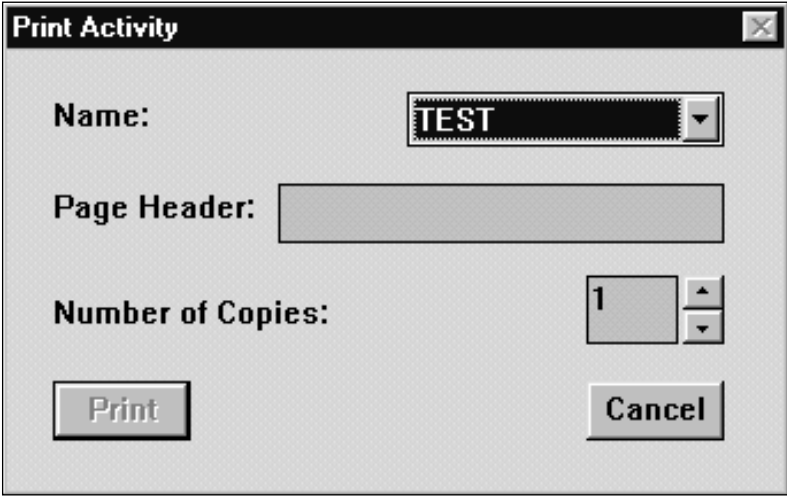


Fig. 5 The 'Print Activity' dialogue box

To select an attendance registration activity file for printing:

- Click on the arrow button on the right-hand side of the 'Name' entry field. A drop-down list of files appears.
- Scroll through the list and click on the required file. The filename appears in the entry field.



NOTE: The files that appear in this list are the files specified using the '**Attendance Registration Activity**' dialogue box. For more details, please refer to chapter 3.3, '**Logging attendance registration activity**'.



NOTE: A currently active attendance registration activity file cannot be printed. The 'File' check box in the '**Attendance Registration Activity**' dialogue box must first be cleared. For more details, please refer to chapter 3.3.

To specify a page header:

- Select the 'Page Header:' text box. A descriptive name may be entered up to 80 characters long. This text box may also be left blank.

To specify the number of copies:

- Select the 'Number of Copies:' field and type in the required number. The maximum number is nine.

MONITORING ACTIVITY DURING A CONFERENCE



NOTE: *The up and down arrow buttons on the right-hand side of this field can be used to scroll to the required number. The maximum number is nine.*

Once you have specified all parameters:

- Click on the 'Print' push button.

The specified number of hard copies of attendance registration activity will be printed out. You will return to the main window.

- Click on the 'Cancel' push button to return to the main window without printing anything.



NOTE: *This list is in chronological order.*

4.3 EXITING ATTENDANCE REGISTRATION

Temporarily exiting Attendance Registration

It is possible to temporarily leave Attendance Registration without closing it down completely. To do so:

- Click on the 'minimize' button situated at the top right of the application window.

The Attendance Registration program will become iconised in the Windows desk-top.

NOTE: The '**Total**' window, if enabled, remains active even after the Attendance Registration application is iconised.

To re-enter Attendance Registration:

- Click on the Attendance Registration icon.

Permanently exiting Attendance Registration

If you wish to exit Attendance Registration completely:

- Click on the 'close' button on the far top right corner of the window.

All settings are automatically saved and you will return to the Windows desk-top.

NOTE: By closing the Startup program, all DCN applications including Attendance Registration will close.



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APPENDIX A - REFERENCE GUIDE

A.I CONTROL MENUS

View menu

The 'View' menu covers displaying information on conference participants on-screen. The menu consists of the following items:

- '*Absent List*' allows the user to display a list of all participants registered as absent (refer to page 4-3).
- '*Present List*' allows the user to display a list of all participants registered as present (refer to page 4-3).
- '*Alphabetical order*' allows the lists of present and absent delegates to be displayed in alphabetical order (refer to page 4-3).
- **Authorised voters only** allows the lists of present and absent delegates to display the Authorised voters only (refer to page 4-3).
- '*Total*' allows the user to display a window with the numbers and percentages of participants registered as present and absent, plus the totals (refer to page 4-4).

Print menu

The 'Print' menu covers the options available for printing information on conference participants.. The menu consists of the following items:

- '*List...*' allows the user to print a list of all participants registered as absent and/or present (refer to page 4-6).
- '*Print Activity...*' allows the user to print all attendance registration activity (refer to page 4-7).

Settings menu

The 'Settings' menu covers system options available to the user. The menu consists of the following items:

- **Att. Registration** allows the user to activate parameters specified for registration (refer to page 3-5).
- **Access Control** allows the user to activate parameters specified for access control (refer to page 3-7).
- **Att. Reg. Activity...** allows the user to define a file where attendance registration activity can be stored (refer to page 3-10).
- **Mode...** opens a dialogue box that allows the user to specify requirements for registration and/or access (refer to page 3-4).

Help menu

The '*Help*' menu manages the on-line help related to the whole DCN application. The menu consists of the following items:

- Index provides the user with an alphabetical list of subjects covered by the help facility (refer to page 2-4).
- Keyboard provides the user with information on which keyboard keys can be used with the Attendance Registration software (refer to page 2-4).
- Commands provides the user with information on all options contained in the file menu (refer to page 2-5).
- Procedures provides the user with information on how to use the Attendance Registration software (refer to page 2-5).
- Glossary provides the user with an alphabetical list of terms used in the help facility (refer to page 2-6).
- Using Help provides the user with information on how to use the help facility (refer to page 2-6).
- About... displays the dialogue box with software release information (refer to page 2-6).

APPENDIX A - REFERENCE GUIDE

A.2 ACCELERATOR KEYS

Attendance Registration accelerator (short-cut) keys

Menu	Item	Short-cut
View		<ALT> + <V>
	Absent List	<A>
	Present List	<P>
	Alphabetical order	<O>
	Authorised voters only	<V>
	Total	<T>
Print		<ALT> + <P>
	List	<L>
	Print Activity...	<P>
Settings		<ALT> + <S>
	Att. Registration	<R>
	Access Control	<C>
	Att. Reg. Activity...	<A>
	Mode...	<M>
Help		<ALT> + <H>
	Index	<I>
	Keyboard	<K>
	Commands	<C>
	Procedures	<P>
	Glossary	<G>
	Using Help	<U>
	About...	<A>

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