

Select Participants

Select Participants for TeamTime Evaluation

All participants in the model are listed. You can select all or only some of them to participate in any TeamTime evaluation session by clicking the check box to the left or their names:

Meeting ID: [287-878-933](#)

Use keypads (requires TeamTime™ Assistant)
Display keypad numbers in front of participant names

Allow new users to join the TeamTime™ meeting using Meeting ID

Drag a column header here to group by that column

Set "Keypad" mode for selected participants

Search...

<input type="checkbox"/>	E-mail	Name	Has Data	Access Mode	Groups
<input type="checkbox"/>	admin	Administrator	No	(All)	
<input checked="" type="checkbox"/>	selly@expertchoice.com	Facilitator	Yes	On-line	
<input checked="" type="checkbox"/>	steve@expertchoice.com	Steve	Yes	On-line	
<input checked="" type="checkbox"/>	kris@expertchoice.com	Kris	Yes	On-line	
<input checked="" type="checkbox"/>	pete@expertchoice.com	Pete	Yes	On-line	
<input checked="" type="checkbox"/>	dave@expertchoice.com	Dave	Yes	On-line	
<input checked="" type="checkbox"/>	marcia@expertchoice.com	Marcia	Yes	On-line	
<input checked="" type="checkbox"/>	z.bayta@eversun.ph	Project Manager	Yes	On-line	
<input checked="" type="checkbox"/>	1@eci.com	chin	Yes	On-line	

Participants can evaluate the objectives and/or alternatives in an Online mode from any location, and/or in the meeting room (in which the meeting facilitator has set up a keypad receiver) using keypads. The use of keypads and receiver requires a TeamTime Assistant license and the **Use keypads** check-box must be selected.

When **Allow new users to join TeamTime meeting using Meeting ID** is enabled, unregistered participants and the unselected participants in the table above will be allowed to join the TeamTime meeting using the meeting ID and [general links](#).

Setting Keypad mode in TeamTime Evaluation

Participants can evaluate the objectives and/or alternatives in an online mode from any location, and/or in the meeting room (in which the meeting facilitator has set up a keypad receiver) using keypads.

You can set the TeamTime mode in **COLLECT INPUT > TeamTime Evaluation > Select TeamTime Participants**.

The use of keypads and receiver requires a TeamTime Assistant license, and the **Use keypads** check-box must be selected.

- Use keypads (requires TeamTime™ Assistant)
- Display keypad numbers in front of participant names

If keypads are used, you can choose to display the keypad numbers in front of participant names for those who are using keypads.



You can assign keypad mode and keypad number to each participant from the Access Mode and Keypad columns respectively:

<input type="checkbox"/>	E-mail	Name	Has Data	Access Mode
	<input type="text" value="Q"/>	<input type="text" value="Q"/>	(All) ▾	(All) ▾
<input type="checkbox"/>	● admin	Administrator	No	
<input checked="" type="checkbox"/>	● selly@expertchoice.com	Facilitator	Yes	Keypad ▾ # 1 ▾
<input checked="" type="checkbox"/>	● steve@expertchoice.com	Steve	Yes	Keypad ▾ # 2 ▾
<input checked="" type="checkbox"/>	● kris@expertchoice.com	Kris	Yes	Keypad ▾ # 3 ▾
<input checked="" type="checkbox"/>	● pete@expertchoice.com	Pete	Yes	On-line
<input checked="" type="checkbox"/>	● dave@expertchoice.com	Dave	Yes	Keypad
<input checked="" type="checkbox"/>	● marcia@expertchoice.com	Marcia	Yes	View only
<input checked="" type="checkbox"/>	● z.bayta@eversun.ph	Project Manager	Yes	On-line ▾
<input checked="" type="checkbox"/>	● 1@eci.com	chin	Yes	On-line ▾

You can set keypad mode for all selected participants:



This will automatically assign keypad mode and keypad numbers to the selected participants.

The keypad icon  will be available on the TeamTime meeting evaluation page when the Use Keypad option is checked. (This turns green  when you hover over it). See Instructions for [Using TeamTime Keypad Assistant](#).



Instructions for Receiver and Keypads with TeamTime Evaluation

Plug the receiver into the USB port of the computer being used by the Facilitator.

The drivers should be loaded automatically.

Downloading and Installation of the TeamTime Keypad Assistant

To download and use the TeamTime Keypad Assistant, make sure that you enable the Use Keypads option in the [TeamTime Select Participants](#) setting.

When TeamTime evaluation is started, click on the keypad  icon to launch the Team Time Keypad Assistant (the keypad icon turns green  when you hover over it).

