# **Close Talk Control version 2.6.1.7**

2012-01-26

CONFERENCE SYSTEM

# New features and changes

*Close Talk Control* version 2.6.1.7 contains several enhancements and additions that will add to the already powerful functionality of the *Close Talk Conference System* range of products. This document describes the functional changes and new features of this major update relative to the time tested version 2.4.2.6. Familiarity with *Close Talk Control* is assumed, new users should also study the full program manual.

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### Installation

This version will automatically upgrade the existing version, the only prerequisite is to uninstall the previous version of *Close Talk Control* before installing this new version, simply use the *Windows Control Panel-Add/Remove software* tool to uninstall the current version.

### Attendance tools

Earlier version of *Close Talk Control* used text menu commands and an alternating work in the *Delegate-* and *Seating lists*. Even though this was very effective once getting used to it also had a quite high learning curve. With this version, all the functions for *Seating list* editing has been replaced with clearly readable function texts and procedures. The alternating work between the Delegate and Seating list has been eliminated by the inclusion of a simplified version of the Delegate list directly in the Seating list as figure 1 shows, making all the necessary attendance tools available in the same window.



Sorting: Last name	~	Organisation: Other Compa	iny 👻	Function:	Region:	~
Name	Organisation	Function	Region	Order number		-
Unit Eight	Other Company	Shareholder	North			
Unit Eleven	Other Company	Replacement	West			
Unit Five	Other Company	Shareholder	North			
Unit Seven	Other Company	Replacement	South	2		
Unit Twelve	Other Company	Replacement	East	2		

Figure 1 shows the new look of the *Seating list* where the upper table (1) is the original *Seating list*.

In the middle (2) there is now a toolbar for editing of the Seating list and attendance.

The lower table (3) is a reduced version of the Delegate list including sorting and filtering functions.

The Seating and Delegate list distribution in the window can be adjusted by clicking and dragging the border pointed to by (4).

The reduced version of the Delegate list is shown in figure 2. Only information required for attendance is shown in the table.

This table is also write-protected, for editing the Delegate list, use the full Delegate list window as described in section 5 in the full manual.

Just as in the full Delegate list window, there are sorting and filtering tools available here for quick and easy location of groups and individual delegates.

Fig. 2: The Delegate list is now available in the Seating list



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Þ		3	No delegate	÷		Г	Chairr
Π	1		All delegate	s ordinar;	/		Secre
	Ĩ		All delegate	s vote			Visitor
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Π	<u>I</u>		Erase seat		Ctrl+I	Del 19	Share
Π		ъ	Unit Six		Ihird	ompany	Share
	ĩ	7	Unit Sever	1	Other	Company	Repla
	ŝ.	0	There is a large		Other	Compony	Chara

Fig. 3: New menu texts

Figure 4 show the Seating list before the conference is started. The new editing functions is now shown clearly readable in the middle toolbar.

In the example in figure 4, "Unit Two" will be placed on seat 2 when the *Execute* button is clicked. Colors are used to highlight from which table the information is derived where red indicates that the name is from the lower Delegate list and blue indicates the Seating list.

The work method is very simple, select the delegate to be edited by clicking the name in the lists, as different delegates are clicked the toolbar in the middle is updated continuously. When the desired delegate(s) have been selected, choose the desired operation by clicking the respective circle. In earlier versions all the editing functions were available as text menu commands.

Many of the functions are still there but the most important attendance tool functions have now been removed and are now available in the toolbar shown in figure 1.

Compare the image in figure 3 with the image shown in the full manual section 4 *Seating list* to see which functions that have been moved.

Edit	seating	list							
ile Edi	t <u>C</u> ontrol	<u>S</u> earch S	how Lock						
Seat	Delegate	0	)rganisation	Function	Present	Votes	Position		
1	Unit One	1	he Company	Chairman	Yes	Yes	1		
2	Unit Two	1	he Company	Secretary	Yes	Yes	2		
3	Unit Three	e 1	he Company	Visitor	Yes	Yes	3		
4	Unit Four	1	he Company	Replacement	Yes	Yes	4		
5	Unit Five	0	ther Company	Shareholder	Yes	Yes	5		
6	Unit Six	1	hird Company	Shareholder	Yes	Yes	1		
7	Unit Seve	n (	)ther Company	Replacement	Yes	Yes	1		
8	Unit Eight	0	ther Company	Shareholder	Yes	Yes	1		
9	Unit Nine	1	hird Company	Shareholder	Yes	Yes	1		
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Edit S Place Remo Place Star Deleg Sorting: Unit Or Unit To Unit To Unit To Unit Fit	Deating Unit Two over Unit T e ordinary d tt Roll Call pate dat pate dat pate dat ne Ti wo Ti nree Ti wo Ti nree Ti vve Unit Vve Unit Ti vve Unit Vve Unit Ti vve Unit Vve Uni	list wwo lelegate Unit abase: ganisation ne Company ne Company ne Company the Company the Company the Company	as de fro Two Organisation Function Chairman Secretary Visitor Replacement Shareholder	Region West West East North	2 seat 2 Function: Order nu	mber 1	Re	Es	xecute

Fig. 4: The editing tools are now in clear text

The text of the selected function is then underlined to further emphasize the operation. Once the desired operation is shown, in the example above it is "<u>Place Unit Two as delegate in seat 2</u>", click the *Execute* button and the function is executed. If no errors where found the program is now ready to accept a new command, if not, study the error message, correct the parameters and try again.

Just as in earlier versions, the available functions are different before and during a conference. Figure 4 shows the toolbar before a started conference and all the available functions are only used for pre-conference editing of the Seating list, no changes to the attendance and fee system is made until the conference has been started. The available pre-conference functions as shown in figure 4 are "Place Xxx Yyyy as delegate in seat Z" that is used to place persons from the Delegate list in specific seats in the Seating list. A duplicate error message is shown if the person already is placed in another seat. The function "Remove Xxx Yyyy from seat Z" clears that seat, the seat is then empty. Finally, the function "Place ordinary delegate is described under *Seating list* in section 4 of the full manul) to its active seat. To reset active seats of the entire Seating list to it's ordinary delegates, use the *All delegates ordinary* menu command as shown in figure 3.



When the Seating list is ready for conference start the conference control panel is used to start the conference, see section 5 in the full manual. Once the conference is started all the delegates marked as *Present* in the Seating list (the column *Present* in figure 5 shows *Yes*) will be logged as *arrived* at the time of the conference start. From now on, all editing in the Seating list will directly affect the attendance records.

🦻 Edit	seating list							
<u>Eile E</u> d	it <u>C</u> ontrol <u>S</u> earch	S <u>h</u> ow <u>L</u> ock						
Seat	Delegate	Organisation	Function	Present	Votes	Position		
4	Unit Four	The Company	Replacement	Yes	Yes	4		
5	Unit Five	Other Company	Shareholder	Yes	Yes	5		
6	Unit Six	Third Company	Shareholder	Yes	Yes	1		
7	Unit Seven	Other Company	Replacement	Yes	Yes	1		
8	Unit Eight	Other Company	Shareholder	Yes	Yes	1		
9	Unit Nine	Third Company	Shareholder	Yes	Yes	1		
10	Unit Ten	Third Company	Shareholder	Yes	Yes	1		
Deleg	unit Ten gate database:	to seat	number	and log [		Re	as dep	arted.
	<u> </u>		~			~		~
Name	Organisation	Function	Region	Order nu	umber			
Unit O	ne The Company	Chairman	West					
Unit T	wo The Company	Secretary	West					
Unit T	hree The Company	Visitor	East					
Unit F	our The Company	Replacement	East		1			
Unit Fi	ive Other Compar	y Shareholder	North					
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Fig. 5: The Seating list during a started conference

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Seat	Delegate	0	rganisation	Function	Present	Votes	Position		
7	Unit Seven	0	ther Company	Replacement	Yes	Yes	1		
8	Unit Eight	0	ther Company	Shareholder	Yes	Yes	1		
9	Unit Nine	T	hird Company	Shareholder	Yes	Yes	1		
10	Unit Ten	T.	hird Company	Shareholder	Yes	Yes	1		
100	Unit Elever	n 0	ther Company	Replacement	Yes	Yes	1		
101	Unit Twelve	e 0	ther Company	Replacement	Yes	Yes	1		
102	Unit Thirtee	en T	he Company	Replacement	Yes	Yes	1		
Place	Unit Two Unit Ten Jate Unit Te	an	in seat as departe did r was	10  and log and clea not arrive, remove expected but	i as arrived. <u>ir seat.</u> /e from log	Log Unit	Ten ar seat.	as dep	arted. Execute
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Fig. 6: Functions for logging arrivals and departures

Figure 5 shows the Seating list with a started conference. The toolbar in the middle has now been updated to contain the available attendance control tools. The working order for these new tools are as described earlier.

All the previous attendance tools and one new is now available in clearly readable text.

The top-most function shown in figure 5 Place Xxx Yyyy in seat Z (and log as arrived). Log Vvv Wwww as departed is used to place a delegate in the desired seat in the Seating list. If the new delegate immediately should be logged as arrived, tick the check box after the seat number to activate the command text and *log as arrived*. If there already is a present delegate in the intended seat (Presentcolumn shows Yes) it will automatically be logged as departed. Now click the *Execute* button, if no problems are found the operation is executed and all arrivals and departures are logged in the attendance system.

Figure 6 shows how to log a single delegate as arrived or departed. Choose the desired delegate name, select the function *Log Xxx Yyyy as departed/arrived* and click *Execute*. The delegate is now registered in the time log as required. The system automatically senses if the delegate is present or not an dupdates the function accordingly.

To also clear the seat at departures, tick the check box to activate the *and clear seat* text, to leave the departed delegate make sure that the check box is not ticked and that the text *and clear seat* is greyed before clicking *Execute*.



-lie Ealc	Control Search S	how Lock					
Seat D	elegate C	rganisation	Function	Present	Votes	Position	
1 Ui	nit One T	he Company	Chairman	Yes	Yes	1	
2 Ui	nit Two T	he Company	Secretary	No	Yes	2	
3 Ui	nit Three T	he Company	Visitor	Yes	Yes	3	
4 Ui	nit Four T	he Company	Replacement	Yes	Yes	4	
5 Ui	nit Five C	)ther Company	Shareholder	Yes	Yes	5	
) Delegate	Unit Three	was	expected but	Unit Six		arrive	ed instead.
) Move [L Delegat Sorting:	Jnit Three e database:	Organisation	number	Function:	4	Re	as departed.
Move L	Jnit Three Te database:	Organisation	number	Function:	mber	Re	as departed.
Move L Delegat Sorting: Name Unit One	Init Three Te database:	Organisation	number	Function:	mber	Re	as departed. gion:
Move L Delegat Sorting: Name Unit One Unit Two	Init Three  te database:  Drganisation  The Company  The Company	Organisation Function Chairman Secretary	Region West West	Function:	mber	Re	as departed.
Move L Delegat Sorting: Name Unit One Unit Two Unit Three	Init Three Contraction Conganisation The Company The Company The Company The Company	Transation Crganisation Function Chairman Secretary Visitor	Region West West East	Function:	mber	Re	as departed.
Move L Delegat Sorting: Name Unit One Unit Two Unit Two Unit Three Unit Four	Jnit Three e database:	To seat I Organisation Function Chairman Secretary Visitor Replacement	Region West West East East	Function:	mber	Re	gion:
Move L Delegat Sorting: Unit One Unit Two Unit Two Unit Three Unit Four Unit Five	Jnit Three e database:	To seat a Organisation Function Chairman Secretary Visitor Replacement Shareholder	Region West West East East North	Function:	mber 1	Re	as departed.

Fig. 7: The expected delegate did not arrive

Figure 7 shows the function to handle a delegate that is expected but late for the conference start and that eventually did not arrive.

Select the delegate in the Seating list and choose the function *Delegate Xxx Yyyy did not arrive, remove from log (and clear seat).* When the *Execute* button is clicked the delegate will be completely removed from the attendance time log and marked as departed. Just as with the earlier functions the seat can also be cleared by ticking the check box to activate the function text *and clear seat*, if the delegate name should remain for that seat, disable this function before clicking *Execute*.

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Seat	Delegate I	Organisation	Function	Present	Votes	Position	^
1	Unit One	The Company	Chairman	Yes	Yes	1	
2	Unit Two	The Company	Secretary	No	Yes	2	
▶ 3	Unit Three	The Company	Visitor	Yes	Yes	3	
4	Unit Four	The Company	Replacement	Yes	Yes	4	
5	Unit Five	Other Company	Shareholder	Yes	Yes	5	~
<ul> <li>Log I</li> <li>Deleg</li> <li>Deleg</li> <li>Move</li> </ul> Deleg: Sorting:	Unit Three ate Unit Three <u>Unit Three</u> Unit Three ate database:	as depart did r was to seat	ed and clea not arrive, remov expected but number	r seat. ve from log Unit Six and log Function:	✓] and cle	ar seat. arrive Re	ed instead. as departed.
Name	Organisation	Function	Region	Order nu	mber		^
Unit On	ie The Company	Chairman	West				
11. 2 -	io The Company	Secretary	West				
Unit Tw	no inc company						
Unit Tw Unit Th	ree The Company	Visitor	East				
Unit Tw Unit Th Unit Fo	ree The Company ur The Company	Visitor Replacement	East East		- 1		
Unit Tw Unit Th Unit Fo Unit Fo	ree The Company ur The Company ve Other Company	Visitor Replacement y Shareholder	East East North		1		

Fig. 8: Another delegate than expected arrived

Figure 8 shows the function for handling the situation where a specific delegate was expected for a seat but another shows up as his/her replacement.

Select the name of the delegate that was expected for the required seat in the Seating list, select the function *Delegate XxxYyyy was expected but Vvv Wwww arrived instead* in the toolbar and then use the Delegate list below to select the name of the delegate that actually arrived. Then click *Execute*. The accumulated time log for the expected delegate is transferred to the actual delegate that arrived.



Figure 9 shows the new function to move delegates between seats in the Seating list. This function is a two-step function, using only the top Seating list, first the delegate to be moved and second to which seat. Select the name of the delegate to be moved and activate the function Move Xxx Yzzz to seat number Z (and log Vvv Wwww as departed) as shown in figure 9. Then select the name for the seat where the delegate should be moved to. Now the command selection is done and the Execute button is activated as shown in figure 10, If the delegate in the target seat currently is present, the function text and log Vvv Wwww as departed will become active to inform that the delegate in the target seat will be automatically logged as departed by the delegate move operation.

Edit seating list Eile Edit Control Search Show Lock Seat Delegate Organisation Function Present Votes Position 1 Unit One The Company Chairman Yes Yes 2 Unit Two The Company No Yes 2 Secretary 3 3 Unit Three Visitor The Company Yes Yes 4 Unit Four The Company Replacement Yes Yes 4 5 Unit Five 5 Other Company Shareholder Yes Yes Edit Attendance O Place Unit Six 3 🔽 and log as arrived. Log Unit Three in seat as departed O Log Unit Three as departed 📃 and clear seat. O Delegate Unit Three did not arrive, remove from log 🔽 and clear seat. Execute O Delegate Unit Three was expected but 11 hit Six arrived instead. Move Unit Three to seat number ??? and log Delegate database Organisation: Sorting: Function: Region × ~ Name Organisation Function Region Order number Unit One The Company Chairman West Unit Two The Company Secretary West Unit Three Unit Four The Company Visitor East The Company Replacement East Unit Five Other Company Shareholder North 🕨 Unit Six Third Company Shareholder South 1

Fig. 9: Move delegate in the Seating list

Hie Edit	<u>Control</u> <u>Search</u> S	<u>h</u> ow <u>L</u> ock					
Seat	Delegate C	Irganisation	Function	Present	Votes	Position	
1	Unit One T	he Company	Chairman	Yes	Yes	1	Ĩ.
2	Unit Two T	he Company	Secretary	No	Yes	2	1
3	Unit Three T	he Company	Visitor	Yes	Yes	3	1
4	Unit Four T	he Company	Replacement	Yes	Yes	4	
5	Unit Five C	Ither Company	Shareholder	Yes	Yes	5	
Delega	ate Unit Three	did r was	not arrive, remov	ve from log	and cle	ar seat.	Exec
Move Delegation Sorting:	<u>Unit Four</u> ate database:	to seat	number 3	and log U	nit Three	arr	ived instead
Move     Delega     Sorting:	Unit Four ate database:	to seat	number 3	Function:	nit Three	arr	ived instead. <u>as departed.</u> Region:
Move     Move     Delega     Sorting:     Name	Unit Four ate database:	to seat	number 3	Function:	ni <u>t Three</u> mber	F	ived instead.
Move     Move     Delega     Sorting:     Name     Unit One	Unit Four ate database:	to seat Organisation Function Chairman	number 3	Function:	nit Three	F	as departed.
Move     Move     Delega     Sorting:     Name     Unit On:     Unit Tw	Unit Four ate database:	to seat	number 3 number 3 N Region West West	Function:	mit Three	F	as departed.
Move      Delega Sorting:      Name Unit On: Unit Tw Unit Thr	Unit Four ate database: Organisation e The Company o The Company ree The Company	Organisation Function Chairman Secretary Visitor	Region West West East	Function:	mber	erre erre erre erre erre erre erre err	as departed.
Move     Move     Delega     Sorting:     Name     Unit On:     Unit On:     Unit Thr     Unit Fou	Unit Four ate database: Unit Four ate database: Urganisation e The Company ate The Company ate The Company ate The Company	Organisation Function Chairman Secretary Visitor Replacement	Region West West East East	Function:	mber	e arr	as departed.
Move     Move     Delega     Sorting     Unit On     Unit Tw     Unit Tw     Unit Fou     Unit Fou     Unit Fou	Unit Four ate database: Unit Four ate database: Unit Four The Company Unit Four The Company Unit Four Unit Four	to seat	Region West East East North	Function:	mber	F	as departed.

Fig. 10: Move delegate in the Seating list, step 2

When the command line reads correctly click the *Execute* button. If the delegate in the target seat is present he/she will be logged as departed. The current time log of the delegate that was moved is *not affected*, i.e. if the delegate being moved is not present, it will remain *not present* after the move. Use the previous functions to maintain the correct state of present/departed. The seat that a delegate is moved *from* will be cleared by the move operation.

CLOSETALL CONFERENCE SYSTEM

To abort or restart an attendance function without clicking the *Execute* button, click any field in the Seating list that is not a name field and all the functions in the toolbar will be greyed. The desired attendance function is then ready to be used as described earlier.

At the moment, Close Talk Control can not differentiate between present and serving delegates in the attendance reports. This may be a problem in situations where you have present but not serving replacement delegates in for example parliamentary situations. To be able to register attendance for present but not serving delegates, a functionality using so called "ghost seats" have been included in the Seating list. "Ghost seats" are seats that cannot get a microphone or participate in voting. Add the required numbers of "ghost seats " in the Seating list. Start the "ghost seat" numbering with something easily recognizable, e.g. if you have 55 "real seats", start the ghost seats with number 100 and upwards. The Delegate unit-ID field must also contain a number other than 0 for a ghost seat. Before adding ghost seats, click the *Show->Unit* ID on the Seating list menu to show the delegate unit ID:s in the list. While entering ghost seat numbers also enter running Delegate unit ID numbers other than 0 but lower than 1000, for example Unit-id=1 for seat 100, ID=2 for seat 101 and so on.

"Ghost seats" cannot participate in voting so one additional setting must be made. Click *File-Settings* on the main program window menu to open the program settings dialog as shown in figure 13. Select the *Voting* tab and find the setting as figure 13-(1) shows. Enter the starting number for the "ghost seats". Seats starting with this number will now be excluded from voting permanently, regardless of what the *Votes* column in the Seating list shows. The default setting for this is 0, enabling all seats in the Seating list to participate in voting.

With the use of "ghost seats" in the Seating list and the new attendance tool function *Move delegate* described earlier the situation with *present but not serving* and *present and serving* can be handled. Keep *present but not serving* delegates in the ghost seats and move them to the real seats when they start serving. When they stop serving, move them back to a ghost seat.

eat Dele	gate (	)rganisation	Function	Present	Votes	Position	
1 Unit I	One 1	he Company	Chairman	Yes	Yes	1	
2 Unit	Two 1	he Company	Secretary	No	Yes	2	
3 Unit	Three 1	he Company	Visitor	Yes	Yes	3	
4 Unit	Four 1	he Company	Replacement	Yes	Yes	4	
5 Unit I	Five (	)ther Company	Shareholder	Yes	Yes	5	
Delegate	'hree Unit Three	] ] did i	and clea	r seat. ve from log (	💌 and cle	ar seat.	Еке
Delegate ( Move <b>Delegate</b> Sorting:	Uni Three database:	Was To seat	expected but ( number	Unit Six and log	5	erriv Bi	ed instead as departed egion:
Delegate Delegate Delegate Sorting	Unit Three database:	Organisation	expected but ( number) x Region	Unit Six and log Function: Order nu	mber	B	ed instead
Delegate Move Delegate Sorting: Name Unit One	database:	Urganisation Crganisation Function Chairman	expected but ( number	Unit Six and log Function: Order nu	mber	erriv Re	ed instead
Delegate Move Delegate Sorting: Name Unit One Unit Two	database:	Urganisation Organisation Function Chairman Secretary	expected but [ number	Unit Six and log Function: Order nu	mber	erriv Bi	ed instead
Delegate Move Delegate Sorting: Name Unit One Unit Two Unit Two Unit Three	Unit Three database:	Urganisation Organisation Function Chairman Secretary Visitor	expected but [ number	Unit Six and log Function: Order nu	mber	Bi	ed instead
Delegate Delegate Sorting: Name Unit One Unit Two Unit Two Unit Three Unit Four	Unit Three database:	Ves Organisation Function Chaiman Secretary Visitor Replacement	expected but   number	Unit Six and log	mber 1	Brive Environment	ed instead as departed egion:
Delegate Move Sorting: Unit One Unit One Unit Two Unit Three Unit Four Unit Four Unit Four	Unit Three database:	Urganisation Organisation Function Chairman Secretary Visitor Replacement Shareholder	Region West West East East East North	Unit Six and log	mber 1	Britania	ed instead es departed

e Eur Co							
Seat Dele	gate 0	Irganisation	Function	Present	Votes	Position	
6 Unit !	Six T	hird Company	Shareholder	Yes	Yes	1	
7 Unit 1	Seven 0	ther Company)	Replacement	Yes	Yes	1	
8 Unit I	Eight C	ther Company	Shareholder	Yes	Yes	1	
9 Unit I	Nine T	hird Company	Shareholder	Yes	Yes	1	
10 Unit	Ten T	hird Company	Shareholder	Yes	Yes	1	
100 Unit I	Eleven 0	ther Company	Replacement	Yes	Yes	1	
101 Unit 1	Twelve D	Ither Company	Replacement	Yes	Yes	1	
102 Unit 1	Thirteen T	he Company	Replacement	Yes	Yes	1	
103 Unit I	Fourteen T	he Company	Replacement	Yes	Yes	1	
104 Unit I	Fifteen T	he Company	Replacement	Yes	Yes	1	
) <u>Place</u> Uni ) <u>Place</u> Uni ) Remove U ) Place ordin Start Roll	ing list t <u>Seven</u> Jnit Fouteen ary delegate Unit Call	as de fro	Hegate in seat ( m seat 103) in s	103 seat 103			Execute
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Coll Seal Place Unit Place ordin Start Roll Start Roll Delegate orting: Name Unit One Unit Two Unit Three Unit Five Unit Five	Ing list Iseven Jiht Fouteen ary delegate Unit Call Call Organisation The Company The Company The Company The Company Other Company Other Company Dither Company Dither Company Dither Company	as de fro Fourteen Organisation Chaiman Secretary Vistor Replacement Shareholder Shareholder	Region in seat 103 in seat 103 in seat 103 in seat 103 west East East East East East South	103 eeat 103 Prinction: Order nu	mber 1	Re	Execute



#### Fig. 13: News in the Voting settings



## Voting

Four new functions are added to the voting system. Figure 13-(2) shows the choice for how to handle no cast votes, i.e. when a user doesn't make an active vote choice on their unit. Earlier there where only two choices available, *Report as no vote cast* and *Interpret as voter is absent*. A third choice has now been added, *Interpret as vote result Abstain* which means that if the delegate doesn't make an active vote result choice on their delegate unit it will be handled as the vote result *Abstain*. Another new function is the setting *Exclude absentees from vote reports* as shown in figure 13-(3). When this setting is activated, absent voters will not be included in vote result reports but the total number of absentees will still be summed and included in the vote report heading.



Fig. 14: New printing options for voting results

The settings for automatic printing and exporting of vote results was earlier available in the voting control panel. It has now been moved to the program settings found in *File->Settings*. Figure 13-(4) show the new settings, checkmark all desired automatic report handling functions that will be executed for every successful vote session. These settings are now saved after exiting the program.

The manual printing and exporting of vote results is still available in the voting control panel as figure 14 shows with the added possibility of printing results sorted by name or seat number.

🦻 Close Talk Control	
<u>Eile View Control Help</u>	
🏭 🗃 🛃 🕢 🕫 🛄 💻 🗭 🖇	
1: Available	2: Available
3: Available	🖌 🗂 Available
Speaker list:	Reply list
Automatic list No delegate(s) in speaker list Engelsk	Conference started Start

Fig. 15: The main operator panel status line has changed

The bottom status line on the main operator panel shown in figure 15 has been updated. The field that earlier showed the chairman microphone priority method has now been removed and a field for the current agenda matter has been added. The status line fields are now from left to right *speaker list handling method, number of delegates in the speaker list, the name of the active database, the state of the conference* and *current agenda matter*.

# Conference







الله F	<b>Edit</b> ile Edi	seating lis t Control	t Search	Show Lock		
1	Seat	Delegate		Organisation	Function	2
Γ	1	Unit One		The Company	Chairmar	1
•	2	Unit Two		The Company	Secretar	y
	3	Unit Three	Ordin	ary delegate	isitor	
	4	Unit Four	No de	legate	eplace	ment
	5 Edit S	Unit Five Seating	Activa Enter Enter	ate microphone in speaker list in reply list	harehol	lder
(	) Place	e Unit One	New s	seat	jate in :	seat
0	Remo	ove Unit Tu	Erase	seat	seat	2
(	) Place	e ordinary dele	egate U	nit Two		in s
	Sta	rt Roll Call	2	y   -		
[	Deleg	ate datal	base:	3		

Fig. 17: Remote activation of microphones

A new function for using a Delegate Unit as a platform microphone has been added. Figure 16-(1) shows the new setting. When the function is enabled the *Priority unit*, i.e. a Close Talk delegate unit with the programmed ID number, will be controlled by the Platform button pointed to by the arrow in figure 15. By using this function, the operator can choose whether a delegate shall speak from the seat or from a platform. When speaking from the seat the operator clicks on the regular delegate unit button in figure 15. If the delegate is supposed to speak from the platform the Platform button is used instead. The microphone on the *Priority unit* on the platform will be activated instead and the name of the current speaker is shown on the display. The name of the current speaker will be shown in the audio channel status field for the platform, located in the main program window. The status field for the actual audio channel used by the platform will show "Platform". The platform microphone can be shut down by clicking the red cross as usual.

Activating microphones pre-conference is now possible. The Chairman, Priority Unit and one extra delegate unit can now activate their microphones before a started conference as figure 16-(2) shows.

The microphone on the delegate units can now be activated remotely by the software operator using the new tools shown in figure 17-(1). Simply select the desired seat in the Seating List and right-click the mouse and select the *Activate microphone* command. A remote activation will be treated as any regular user activation according to the selected priority and channel availability rules. Delegate Units can also be entered into the Speaking and Reply Lists remotely by the operator with the new *Enter in speaking list* and *Enter in reply* list tools.

A tool to simplify a traditional roll call is now added to the Seating list toolbar as figure 17-(2) shows.

File Ec	lit	Control	Search Show		
Print	-	All	participants in se	at order	Pres
Evpo	et.	N All	participants in na	me order	Yes
Схро	15	Pre	esent participants	in seat order	Yes
Close	•	Pre	esent participants	in name order	Yes
1.1.1.1	4 L	Init Four	Our Compan	y Shareholder	Yes
	5 L	Init Five	Their Compa	ny Secretary	Yes

Fig. 18: New printing options for the Seating list

As figure 18 shows, the Seating List can now be printed and exported in seat and name order with all seats or only present delegate seats, the latter suitable for roll call or matter attendance list archiving. With a started conference the report header now also contains the current meeting matter as selected in the Agenda tool.



Seat	Delegate	Organi 🗸 Seati	ng List 👔	Present	Votes	Position
1	Unit One	The Company	Chairman	Yes	Yes	1
2	Unit Two	The Company	Secretar,	No	Yes	2
3	Unit Three	The Company	Visitor	Yes	Yes	3
4	Unit Four	The Company	Replacement	Yes	Yes	4
5	Unit Five	Other Company	Shareholder	Yes	Yes	5
6	Unit Six	Third Company	Shareholder	Yes	Yes	1
7	Unit Seven	Other Company	Replacement	Yes	Yes	1
8	Unit Eight	Other Company	Shareholder	Yes	Yes	1
9	Unit Nine	Third Company	Shareholder	Yes	Yes	1
10	Unit Ten	Third Company	Shareholder	Yes	Yes	1

Fig. 19: New menu function in the Seating list

The Seating list has a new function *Lock->Seating list*. By checking this setting as figure 19 shows the Seating list becomes locked from *direct editing*, i.e. it is no longer possible to edit the Seating list by clicking the table fields directly.

When the Seating list is locked it is only possible to use the toolbar and menu commands for editing. This function has been added to prevent accidental editing of the Seating list which may happen quite easily at stressful situations. The Seating list is locked for direct editing as standard, remove the checkmark to unlock the list for direct editing and lock it again when done, whenever possible keep it locked and use the available toolbar and menu functions instead.

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Databases	:	
Engelsk (		
Svensk		
No backu	p available	
+ 0		1
		1

Fig. 20: New function in Manage databases

Export the databases		
This function exports the databases t The file can be archived, sent to othe The file is named "Close Talk Control program version that created the data IMPORTANT! The exported databas Close Talk Control that are equal to o file name!	o a compressed ZIP-file. er users, etc.  x_x_x_X" where "x_x_x_X" abase. e can only be used with ver r later than the version show	' is the rsions of wn in the
	Export	lose





Fig. 22: Select export target catalog

A new function has been added to Manage databases as figure 20 shows. By using the button *Export databases* the complete database can be saved as a compressed ZIP-file archive.

Click the button and the dialog for database export is shown as in figure 21. The resulting file archive is saved using a special name format as described in the dialog text. Do not alter the file name later, it provides important version information. Using an exported database with an older version of *Close Talk Control* may damage the structure of the database!

Click the "..."-button to select the target folder for the database export as figure 22 shows. When the desired folder has been selected click the OK button and the dialog in figure 23 is shown. Click the *Export* button to start the export, it will take a from a few to several seconds to complete depending on the size of the database and the computer performance, wait until the file has been created and then click *Close* to return to the previous dialog.

This function e The file can be The file is name program version	xports the databases to a archived, sent to other u ed "Close Talk Control x_ n that created the databa	a compressed ZIF users, etc. x_x_x'' where ''xj ase	<sup>_</sup> file. _x_x_x'' is the
IMPORTANT!	The exported database of	an only be used	with versions
Close Talk Cor file name!	ntrol that are equal to or la	ater than the vers	ion shown in t
Close Talk Cor file name! C:\Documents	ntrol that are equal to or la and Settings\GE\Skrivt	ater than the vers	ion shown in t

Fig. 23: Start the export



### Camera control

The camera follow functionality has been updated with three new modes, *Exclusive camera*, *Most recent microphone* and *Maximize usage* as figure 24 shows.

In *Exclusive camera* mode, once a free camera has been assigned to a position, i.e. a delegate has activated the microphone, it will remain at that position until the microphone is deactivated and then return to the neutral position after the *To neutral* setting delay. If any delegate activates a microphone during this delay and the camera has a programmed position for this new microphone, the camera will be moved to that delegate directly and will not return to the neutral position.

<ul> <li>Communication</li> <li>RS-232</li> <li>System</li> <li>BBV</li> <li>VISCA</li> <li>Generic</li> </ul>	VISLA, Bus control Cameras: Timers To Neutral: Update 2 Camera edit Position: 1x 5x New PSpeed: 1 ↓ ↓ ↓ Erase 1 2 3 4 5 6 7 G G G G G G G G PPPPPPP Camera: 1 ↓ ↓ ↓ D Camera In Out
	Camera usage mode Exclusive camera Most recent microphone Maximize usage

Fig. 24: New camera control functions

In *Most recent microphone* camera mode the system first checks if there is a free camera with a programmed position for that microphone. If so it is moved to the newly activated microphone. If no free camera is available, the camera that has been in longest use with a programmed position for the new microphone will be repositioned to the newly activated microphone. Once a camera is no longer needed it will be moved to the neutral position.

The *Maximize usage* mode has the same logical functionality as *Exclusive camera*, i.e. a camera will remain at an activated microphone as long as it is active. The difference with this mode is that all active microphones that did not get an active camera is stored in a queue on a first-in first-out basis. When a microphone is deactivated the system checks this queue to see if there are any active microphones that does not have an active camera. If there are no active microphones without an active camera, the now free camera is moved to the neutral position. If there are microphones in this queue, the camera is moved directly to the active microphone and not to the neutral position. If an active microphone without a camera is deactivated, it is removed from the camera waiting queue.