

# Setting Keypad mode in TeamTime Evaluation

You can enable Keypads on TeamTime evaluation on:

- [LIKELIHOOD OF EVENTS > MEASURE > TeamTime Evaluation > Select TeamTime Participants](#)
- [IMPACT OF EVENTS > MEASURE > 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 that are using keypads, as shown on the second checkbox above.



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

Drag a column header here to group by that column		Set "Keypad" mode for selected participants		Search...	
<input checked="" type="checkbox"/>	E-mail	Name	Has Data	Access Mode	
<input checked="" type="checkbox"/>	Admin	Administrator	No	Keypad	1
<input checked="" type="checkbox"/>	ceo@gwu.edu	Chief Engineering Officer	Yes	Keypad	2
<input checked="" type="checkbox"/>	che@gwu.edu	Chief Executive Officer	Yes	On-line	
<input checked="" type="checkbox"/>	cro@gwu.edu	Chief Risk Officer	Yes	On-line	
<input checked="" type="checkbox"/>	denisrisman@gwu.edu	Denis Risman	No	Keypad	
				View only	

You can set keypad mode for all selected participants:

Set "Keypad" mode for 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](#).