Select Participants

Select Participants for TeamTime Evaluation

Depending on the model you are working on, you can select participants for Likelihood and Impact Teamtime Evaluation on:

Likelihood

MANAGE MODELS	IDENT	IFY/STR	UCTURE	LIKELIHOOD OF EVENTS		OF EVENTS	RISKS	CONTROL	s co	NTROLLEI	DRISKS
Structure Visual B	rainstorming	Mea	ure Syr	nthesize Reports		· · ·			6) o 🔒	0
·	Ŧ				5	Select TeamTin	ne™ Participants				
■Evaluation status	0			(requires TeamTime™ Assis ypad numbers in front of par		<u> </u>			Montin	q ID: 622-	765 56
Measurement Method	ods			ers to join the TeamTime™ n					Weetin	Ig ID. 022-	-700-00
B Bayesian Updating			Drag a column header here to group by that column					Search	Search		
Set Measurement O	ptions			adel here to group by that cold		~					
 Judgment Option 	s	~	E-mail		IY	Name		Has Data	Access Mode		
 Evaluation setting 	·	\checkmark	Admin			Administrator		No	On-line	•	
 Participant displa 	y opti		ceo@;	gwu.edu	G	Chief Engineering	Officer	Yes	On-line	•	
o Surveys settings		che@c	gwu.edu	ø	Chief Executive Of	fficer	Yes	On-line	•		
• Default Scales				·	G						
Anytime Evaluation Send Invitations Collect my input Data Grid ZeamTime™ Evaluation Select Participants		< 🗹		wu.edu		Chief Risk Officer		Yes	On-line	•	
			denisri	sman@gwu.edu	G	Denis Risman		No	On-line	•	
		~	devinn	agy@gwu.edu	G	Devin Nagy		No	On-line	•	
		~	grace@	@eci.com	G	Grace		No	On-line	•	
		~	its@gv	vu.edu	S	IT Supervisor		Yes	On-line	•	
o Invite Participants			● j.doe@)eci.com	ø	John Doe		No			
 Start/Stop Meetin 	ig 📀		james(@eci.com	ø	James		No	On-line	-	
		10	15 00 5	0 100 000				Dana	4 = 6 0 / 40 items)		2
		10	15 20 5	0 100 200				Page	e 1 of 2 (12 items)		2 >

Impact

MANAGE	EMODELS	IDENT	IFY/STR	UCTURE	LIKELIH	OOD OF EV	ENTS IM	PACT	OF EVENTS	RISKS	1 I	CONTROLS	s co	NTROLLE) RISKS
Structure	Visual Brainsto	orming	Meas	ure Syn	nthesize	Reports							6	; 🖸 🔓	C .
		Ŧ						S	elect TeamTim	ne™ Participants					
	nent Methods	0		Display ke	ypad numb		Assistant) of participant e™ meeting u						Meetin	g ID: <u>304</u> -	702-90
 Set Measurement Options Judgment Options 			Drag	a column header here to group by that column			Set "Keypad" mode			Search					
	ition settings		~	E-mail				17	Name		T Ha	is Data 🝸	Access Mode		
	pant display opti		~	Admin					Administrator			Yes	On-line	•	
	/s settings		~	e ceo@g	gwu.edu			S	Chief Engineering	Officer		Yes	On-line	•	
 Default Anvtime E 			~	che@g	gwu.edu			S	Chief Executive Of	ficer		Yes	On-line	•	
o Send I		0		cro@g	wu.edu			S	Chief Risk Officer			Yes	On-line	•	
o Collect		0		denisri	isman@gw	u.edu		S	Denis Risman			No	On-line	•	
• Data G	∂rid ∋™ Evaluation	0	~	e devinn	agy@gwu.	edu		ø	Devin Nagy			No	On-line	•	
	Participants	-	~	grace@	@eci.com			S	Grace			No	On-line	•	
o Invite F	Participants		~	its@gw	vu.edu			S	IT Supervisor			Yes	On-line	•	
o Start/S	top Meeting	0	~	• j.doe@	eci.com			ø	John Doe			No	On-line	•	
			~	james(@eci.com			G	James			No	On-line	•	
				james(00		G	James				On-line 1 of 2 (12 items)	• < 1	2

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

Participants can evaluate the threats, objectives, and/or events 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 <u>general</u> <u>links</u>.

Setting Keypad mode in TeamTime Evaluation

You can enable Keypads on TeamTime evaluation on:

- LIKELIHOOD OF EVENTS > MEASURE > TeamTime Evaluation > <u>Select TeamTime Participants</u>
- IMPACT OF EVENTS > MEASURE > TeamTime Evaluation > <u>Select TeamTime Participants</u>

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 participal 	nt 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		
✓ E	-mail	1T	Name	Has Data	Access Mode	
 • 	Admin		Administrator	No	Keypad •	1
 • 	ceo@gwu.edu	S	Chief Engineering Officer	Yes	Keypad •	2
 • 	che@gwu.edu	S	Chief Executive Officer	Yes	On-line 🔹	J
 • 	cro@gwu.edu	S	Chief Risk Officer	Yes	On-line	
 • 	denisrisman@gwu.edu	S	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 a will be available on the TeamTime meeting evaluation page when the Use Keypad option is checked. (This turns green a when you hover over it). See Instructions for <u>Using TeamTime Keypad Assistant</u>.

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 enabled the Use Keypads option in the <u>TeamTime Select Participants</u> 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).