

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

The screenshot shows the 'Select TeamTime™ Participants' window for the 'LIKELIHOOD OF EVENTS' model. The 'Measure' sub-tab is active. The interface includes a sidebar with navigation options, a top navigation bar, and a main content area with a table of participants. The table has columns for 'E-mail', 'Name', 'Has Data', and 'Access Mode'. The 'LIKELIHOOD OF EVENTS' tab is selected, and the meeting ID is 622-765-565.

<input checked="" type="checkbox"/>	E-mail	Name	Has Data	Access Mode
<input checked="" type="checkbox"/>	Admin	Administrator	No	On-line
<input checked="" type="checkbox"/>	ceo@gwu.edu	Chief Engineering Officer	Yes	On-line
<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	On-line
<input checked="" type="checkbox"/>	devinnagy@gwu.edu	Devin Nagy	No	On-line
<input checked="" type="checkbox"/>	grace@eci.com	Grace	No	On-line
<input checked="" type="checkbox"/>	its@gwu.edu	IT Supervisor	Yes	On-line
<input checked="" type="checkbox"/>	j.doe@eci.com	John Doe	No	On-line
<input checked="" type="checkbox"/>	james@eci.com	James	No	On-line

Impact

The screenshot shows the 'Select TeamTime™ Participants' window for the 'IMPACT OF EVENTS' model. The 'Measure' sub-tab is active. The interface includes a sidebar with navigation options, a top navigation bar, and a main content area with a table of participants. The table has columns for 'E-mail', 'Name', 'Has Data', and 'Access Mode'. The 'IMPACT OF EVENTS' tab is selected, and the meeting ID is 304-702-906.

<input checked="" type="checkbox"/>	E-mail	Name	Has Data	Access Mode
<input checked="" type="checkbox"/>	Admin	Administrator	Yes	On-line
<input checked="" type="checkbox"/>	ceo@gwu.edu	Chief Engineering Officer	Yes	On-line
<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	On-line
<input checked="" type="checkbox"/>	devinnagy@gwu.edu	Devin Nagy	No	On-line
<input checked="" type="checkbox"/>	grace@eci.com	Grace	No	On-line
<input checked="" type="checkbox"/>	its@gwu.edu	IT Supervisor	Yes	On-line
<input checked="" type="checkbox"/>	j.doe@eci.com	John Doe	No	On-line
<input checked="" type="checkbox"/>	james@eci.com	James	No	On-line

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 [general links](#).

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](#).



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 [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).
