Moderator's Handbook

Webinato by Omnovia Technologie (www.webinato.com)



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How to Moderate Webinato like a Pro



A word from the CEO

Hi,

Welcome to Webinato — the 4th generation release of the smartest online media platform you can use for hosting exciting, engaging webinars.

Webinato has been rigorously engineered and developed from over 10 years of demanding customer requirements. We are proud to say that our platform was built specifically for major companies who wanted carefully designed features to handle their multimedia presentations successfully.

Your Webinato account functions much like a conference center would for your company. Inside this conference center, you can add individual conference rooms with each one set up and configure differently. This way you can have rooms for things like sales presentations, online training, or corporate announcements. Each room can be ready to go for a specific function or purpose — a huge time saver. Inside every Webinato room, you'll find all the tools you could need to host more exciting, more engaging, and hopefully more successful online events. This complete guide will walk you through how to access and moderate a Webinato webinar room with confidence. Please take a few minutes and carefully go through this guidestep by step.

If you have any questions or need any help, please don't hesitate to ask for support or reach out to your accountmanager. We'll do whatever is necessary to make sure you can use our platform successfully.

Last but certainly not least, thank you for allowing us the opportunity to serve you.

Best,

Belal Atiyyah. CEO



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<u>Summary</u>

This guide is designed to be used by web conference Presenters and Organizers (a.k.a. moderators/hosts – *the term moderators will be used in this document from here*). The purpose of this document is to describe the functions available to them within the web conference room. For the remainder of this document, we will use the term "Moderator" to represent all of the roles listed

For the remainder of this document, we will use the term "Moderator" to represent all of the roles listed above.

Quick Tour on Webinato Desktop Application

Webinato is no longer a web-based application and requires a software installation in order to,

- Join the webinar room,
- Manage events.

The application is available for Windows, Mac OS, and Linux Platforms. A full installation guide is available at <u>https://support.webinato.com/support/solutions/articles/12000072128</u>

Webinato Application FAQs: <u>https://support.webinato.com/support/solutions/articles/12000072914</u> Known Issues: <u>https://support.webinato.com/support/solutions/articles/12000072917</u>

How Do I Find Access Links?

There are two methods for a Moderator to gain access to a web conference room. There is a direct access link or through SSO (Single Sign On) if it is implemented on your website. Please refer to the Administrator Guide for additional information on setting up SSO (Single Sign On). The direct link will look something like <u>https://yourCompany/Name.webinato.com/room1/presenter</u>

Quick tips

Tip: Here, yourcompanyname should be replaced with your account (subdomain).

To Find Access Links...

- Log into the admin page by visiting <u>https://www.webinato.com/members/members.php</u> and signing in
- Go to either Quick Links at the top or click View Access Information (Login) link.



Getting Technical Support

 Visit <u>help.webinato.com</u> to search our knowledgebase or open a support ticket Live Chat is available 24/7 and can be accessed via <u>help.webinato.com</u>.
 Phone Support is available from 8 AM – 5 PM Central Time at +1 415.394.8010 x2



Important: We will help you with setting up the Screen Sharing Software anytime, upon request.

Other Guides

- Administrator's Guide: <u>https://www.webinato.com/sc/WebinatoAdministratorGuide.pdf</u>
- QuickStart Guide: <u>https://www.webinato.com/sc/WebinatoQuickStartGuide.pdf</u>
- Event Guide: <u>https://www.webinato.com/sc/WebinatoEventGuide.pdf</u>
- Attendee's Guide: <u>https://webinato.freshdesk.com/support/solutions/articles/5000601863</u>



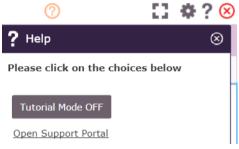
How to Use the Knowledgebase and Technical Support Portal

The support link is embedded in your Admin Portal as well as in the Webinar room.

• On Admin Page (upper-right, next to the profile)

```
🕜 Support 👘
```

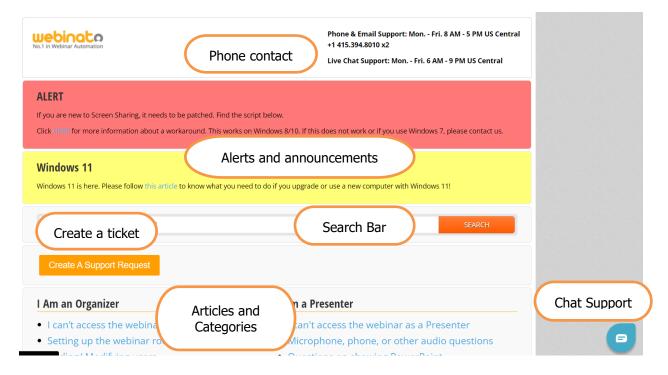
• In the Webinar room, click the help icon (?) and then the Open Support Portal link.



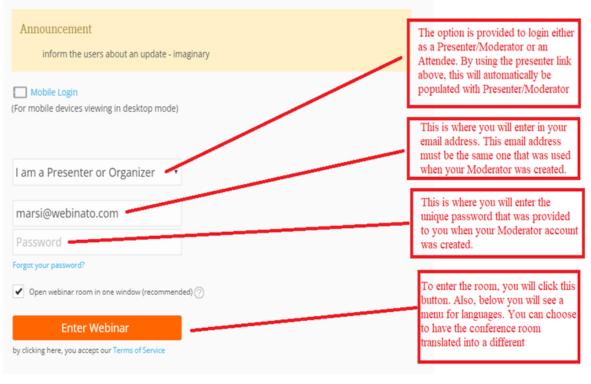
 In the Webinar room, if the tutorial mode is on (turn on using the "?" to get the help panel), click one of the self-learning tooltips

How to Get Help

- Search the portal for comprehensive guides with videos. If an answer is not available,
- Make a call using the number given there,
- Click the chat icon on the left to contact real-time agents (from 6 AM to 8 PM CT),
- Create a ticket,







A sample login page

Starting a Session

To start a session an organizer (a.k.a. moderator or host) must enter the webinar room. Then the system auto-starts the session. Before an organizer enter, presenters and attendees can enter and wait.

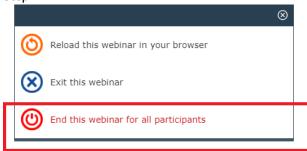
Ending a Session

Only the Moderator has the right to end a session manually. This can be done by clicking on the red X icon on the upper-right and then the red colored *End the webinar for all participants* button.

1. Step 1:

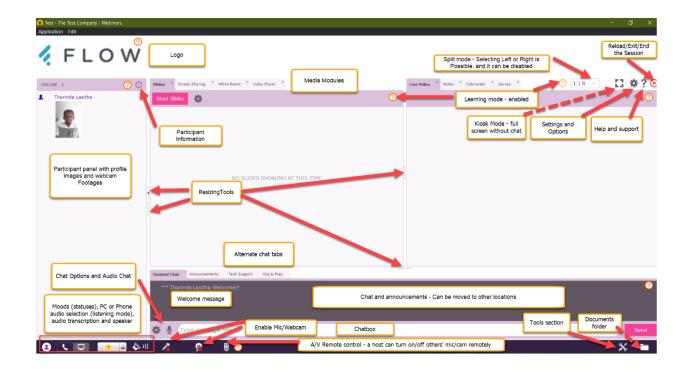


2. Step 2:





Components of the Webinato Webinar Room





Quick tips

<u>Hardware</u>

- Keyboard and Mouse or compatible pointing device,
- Speakers or USB Headset with a Microphone,
- A Compatible Webcam, See <u>https://help.webinato.com/support/solutions/articles/5000602005</u> for recommendations
- Good internet with at least 1 Mbps upload (Wired/Fiber recommended), 2Mbps or more upload speed for presenters who use screen sharing. 4Mbps or more download speed for viewing.

Room Setting and Options

This section covers the in-room *Settings and Options* as shown below. Use the cogwheel at the upper right-hand corner in the webinar room to open the panel.



What You Can Do with It

• Configure notifications and closed captioning positions (self), configure the exit landing page for this session or for permanent, and access the admin portal as a super admin/organizer with admin rights/presenter with admin rights.

😫 Setti	ngs and O	ptions		\otimes
General	Smart Skin	Layout Manager	Conference Bridge	
	Audi	o Notifications:	V	
Sho	w Closed Ca	ptioning if any:		
			Position: Over Image 🔍	
	End	Marketing URL:	https://www.flowapp.com	
	Acces	s Admin Pages:	General Page	
			<u>> Room Settings</u>	
			> Event Manager	
			<u>> Reports</u>	
Show	Logs Si	upport	Save Cancel	



- Configure Smart Skin (Theme) discussed below
- Configure Room Layout with Layout Manager discussed below
- Conference Bridge configuring phone dial-in options (refer to the following guides)
 - Setting up for the webinar room (admin guide): <u>https://help.webinato.com/support/solutions/articles/12000017576</u>
 - Using the Conference Bridge tab: <u>https://help.webinato.com/support/solutions/articles/12000028446</u>
 Using the Conference Bridge:
 - https://help.webinato.com/support/solutions/articles/5000659177

How do you arrange the Layout, Theme, and other options?

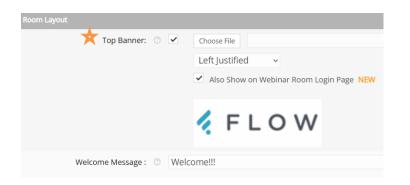
There are two ways of doing this.

1. Some of the items can be moderators via the **admin page** (see below)

Distance in the		
Room	FUI	

Chat Options :	 Show Chat 	t History ⊘	Text Copy Protection	1 (?)
	Privatize B	By Default 🕜		
*	Technical :	Support Chat Tab 🕐	Title : Tech Support	
7	Organizer	s / Presenters Chat Tab	Title : Org & Pres	
	Audio Chat :	Chat and Q&A	~ ⑦	
7	Chat Position :	Under Media Me	odules (Extendec 🗸 ⊘	
	Attendee Priva	te Messaging (PM) :	PM to all	* ⑦
*	Announcemen	t Mode : Normal	• 0	
Show Documents Folder : 🜟 🗔	•			
🗙 Status Indicator : 💿 🔽	Full	~		

(Status indicator at bottom right and documents folder at bottom right)





- 2. Layout (single or split view, chat position, and dimensions) can be moderated by any organizer in the webinar room *the ability to change on the fly*
 - a. Click on the Cogwheel at the upper-right in the webinar room > get to Layout options

Settings and Options 🛞	
General Smart Skin Layout Manager Conference Dimensions (Split mode)	
Slides: Left So% So% So% So% So% So% So% So% Chat Position: Under Media Modules (Extended) Chat position Live Video: Live Video: Left Survey: Modules in left or right position	Important: You must check Make changes permanent to make sure the changes are available for the next sessions. To keep the settings for a single session, don't check this option.
Make changes permanent Cancel	

3. To change the color theme for both the webinar room and direct login page, one must be a *super admin* – *the ability to change on the fly*.

All other colors	will be derived from thes				Tip: You can actually chang
(Barcelona	Color 1	Color 2	Color 3	color and shade of the
	O San Francisco				background by selecting th
(O Paris				Custom colors option, and
(O Moscow				changing the Tab Color (the
(🔾 Sydney				furthest right color option).
(🔿 Tokyo				
(🔿 Company Default				
(O Custom				

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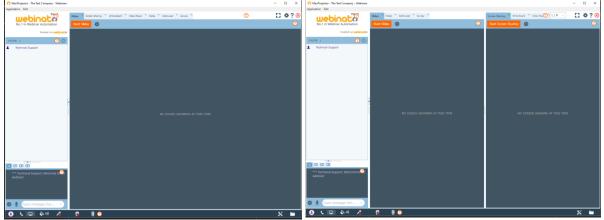




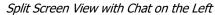
For more information, refer to the detailed guide here: https://help.webinato.com/support/solutions/articles/5000685273

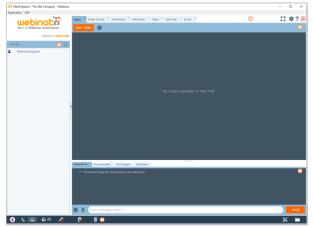
Configuring the Room Layout

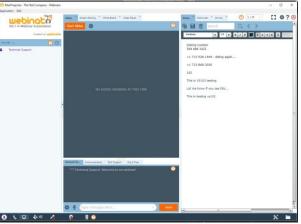
The web conference room can be configured with one single presentation area or a split screen view. Please see the examples below.



Single Presentation View with Chat on the Left







Single Presentation View with Chat on the Bottom

Split Screen View with Chat under Left Media Module



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Split Screen View with Chat under Right Media Module

Chat in Under Media Modules Extended view

Managing Dimensions

Managing the size of the room is possible via collapse/expand/resize options.

4					
	Ŧ	•••	 •••	•	



FUN FACT

Collapse-restore chat	\otimes	Update List Size	\otimes
Current chat area status for the room: open		Update participants list size for everyone?	
Change chat area for all participants OR for yourself only?			
		Don't show this notice again.	
For All Only for me Cancel		Yes No	

Updating chat area for self/all

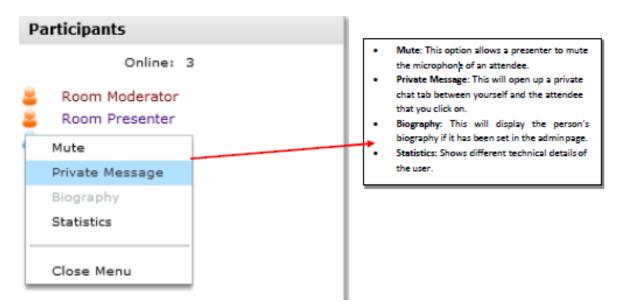
Resizing for self/all



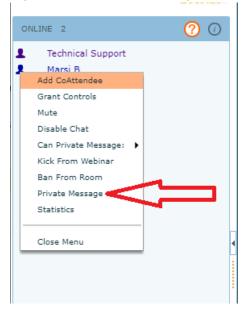
Participants List

The Participants List appears on the left pane of the window. It allows you to see who is logged into the room, as well as perform several important administrative functions.

If you left click on any attendee's name, a menu will appear that will give you several administrative functions. If you have a *presenter* role, your menu will look like the following.



If you have a *Moderator* role, your menu will look like the following.





Viewing Participant Information

To view a comprehensive set of participant information, click (i) in the upper-right corner on the participant panel (see below).

ONLINE	1	0
• •	Thorindo Locitho	

An example of what you can get is below.

			Copy to Clipboa	ard	Close				
Name	2 🛦 Email	IP	Location	nbIn	firstIn	Zone	Role	1 🔻	Login Type
arinda Lasitha	tlasitha@omnovia.co m	112.134.207.156	colombo, western pr	28	Wed Jan 5 2022	3	Organizer		Login Page
-`\	FUN FA	СТ							
Ű									
Here.									
Here,	nbln is the nun	nber of time	es a person lo	aaed	in to the webi	nar roc	om.		
	nbln is the nun firstIn is the tin							g tu	o cookies if
•	nbln is the nun firstIn is the tin any,							g ta	o cookies if
•	firstIn is the tin							g ta	o cookies if
•	firstIn is the tin any, Zones:		icipant first ac					g ta	o cookies it
•	firstIn is the tin any, Zones: o 1 – US	ne the parti	icipant first ac					g ta	o cookies if
:	firstIn is the tin any, Zones:	ne the parti and Canada rope	icipant first ac					g ta	o cookies if



Audio Video Controls

Audio

This section covers the various methods of audio communication that are available within the web conference room. There are essentially three ways that you can setup audio:

- 1. VOIP
- 2. Telephone (with the need to record audio)
- 3. VOIP + Telephone

VOIP

The web Conference allows for a headset, built-in microphone on a computer or free-standing microphone to be used. Please follow these steps to set up your microphone:

1. Click on the microphone icon on the bottom toolbar of the room,



2. The first time that you do this, you will get a popup window that will walk you through the microphone setup. It will look like the following. Click *Allow* and *Remember* next,



3. Choose your microphone from the dropdown menu and test your audio.

	⊗	
Select a microphone: Default - Headset Microphone (2 🔻	٦	
Activity Meter:		
OK Cancel		
This is a test only. You MUST click 'OK' to activate.		



Important: We recommends using echo cancelling headsets for best results. If you are going to use the built-in microphone on your computer, you must use a set of headphones in order to listen to the audio.Otherwise, you will receive feedback and echo.



Webcam

This section covers how to turn on your webcam. Please follow these simple steps:

1. Click on the webcam icon as shown below,



- 2. The Camera Setup Wizard will appear where you can choose the quality of your video and the specific camera that you would like to use. Please note: it is recommended to use
- 3. If the preview window displays a proper preview, click on OK.

medium quality in most cases.

Tip: If you cannot see your video, contact technical support.

Enable Your Camera		\otimes
Select a camera:	Full HD 1080P PC Camera (
Bandwidth:	High	
Mirror:	(recommended)	
Preview:		
☑ Also activate microp	phone	
Select a microphone:	Default - Headset Microphone (2 🐨	
Activity Meter:		
	OK Cancel	
This is a test	only. You MUST click 'OK' to activate.	



Chat Moderation

Chat Options

This section covers the various options that exist for the following roles:

- 1. Presenter's Role
- 2. Moderator's Role

Presenter Role

The following is a list of capabilities that Organizer gets as chat configuration options.

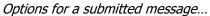
🏟 Chat Options	⊗
Show Entrance Notices	
Show participants typing sign:	\checkmark
Chat Background	Default
Font Size	12 🔻
Text Color:	
Line Spacing	Little
Privatize Chat	
All Attendees' Chat disabled	
Send Announcement When Pressing Enter	
Play audio notification on all my chat messages	
Search Chat	Save Cancel

For presenters, there will be a limited number of controls (see below).

- 1. Show entrance notices,
- 2. Participants" typing sign (when participants are typing, an animation is displayed next to the names)
- 3. Change the chat background (self),
- 4. Font size (self)
- 5. Text color (visible to all)
- 6. Line spacing of the chat (self),
- 7. Show Presenters' messages only (hides other chat).







E	Copy text of chat entry
<u>ش</u>	Delete chat entry
*	Send a private response to the author of that chat entry
*	Forward chat entry to all
\rightarrow	Forward chat entry to the alternate public chat tab (if available)
A B	Forward chat entry to the alternate private chat tab (if available)
	Highlight chat entry with a specified color (select white to remove it)

For more information, refer to the detailed guide here:

https://help.webinato.com/support/solutions/articles/5000601966



Handling Documents

Documents Folder

The documents folder allows you to upload any file type or website into a shared repository where attendees can download them from within the room.

Please follow these simple steps to upload either a file or a web link:

1. Click on the documents button at the bottom right.



2. The following dialog box will open



\sim	initializing.PNG
W	Notes 6-34.doc
\sim	webcam_eCurtain_visible.PNG
\sim	Error+Saroj.PNG
PDF	Notes 14-07.pdf



If documents button is not visible, refer <u>https://help.webinato.com/suppor</u> <u>t/solutions/articles/5000601893</u>

- 3. Click on the + symbol to upload a file,
- 4. Click on browse to find a file on your computer or network drive. Choose either *Add a new file* or *Add a new link*,

New Document		\otimes
	⊙ Add new file O Add new link	
Used Space:	1.0 / 50 MB	
File:	*	Browse
Private:		
Comments:		
Announce it in chat:		
	Add Cancel	

- 5. Click the file and then click open. To add a link type or copy/paste,
- 6. This file can be made a private file (attendees cannot see it) by checking Private,
- 7. You can also add comments about the file,
- 8. Click *Add* to add it to the list.



Webinato Media Modules

There are 8 media modules (the last 2 are only available for users who use Optima services).

- Slides
- Screen Sharing
- Video Player
- Live Video
- Whiteboard
- Notes
- Survey
- CoBrowser

Media Module Tabs

These tabs represent a specific media module. You get configuration options (cogwheel) next to most items. Some modules provide annotation tools (Slides, Screen Sharing, Whiteboard) while other modules provide a laser pointer as well (Slides, Video Player).

 Use the Layout Manager to arrange/add/remove module tabs as you wish. You can also use split view (a set of modules on the left and right).
 Use the Laser Pointer tool with slides and video player to point and tip.



FUN FAC1

- 1. **Important**: Always keep the screen sharing tab on the left.
- 2. **Important**: Always keep the Whiteboard module the annotations of Slides module won't work otherwise.
- *3.* **Cobrowser/Survey** are part of the **Optima** packages (please contact sales to enable these features).

A summary of all the modules and related guides can be found here: https://help.webinato.com/support/solutions/articles/5000688150.



Slides Module

Use this to upload Microsoft PowerPoint slideshow documents (.ppt and .pptx files only). To start, go to the **Slides**tab. And click the button **Start Slide**



Options

Next to the Start Slides, there is a cogwheel. This will bring up the settings related to the slides module.

Settings and options 🛞
Advance slides on mouse clicks: Advance / regress slides on keyboard strokes: Font Size for Slide Notes: Text Color for Slide Notes:
Save Cancel

How Do I Play the Slideshow?

To play a slide, simply click the play button. To upload a new slideshow, click the + button

Slides Control Panel	Quick tips
Upload 🕂 🛅	
Click to play Available Slides	When uploading, select your file and then click Start Upload and Conversion. You will see the
 Building a Safety Culture with a Multigenerational Workforce 	uploading and conversion processes
CCTV Package	individually. Once complete, you will
	see a success message.



Technical Requirements and Best Practices

- Supported File Formats: PPT, PPTX,
- Keep the size below 50 MB
- Keep the number of slides below 150
- Don't use embedded media
 Supported fonts list: <u>https://help.webinato.com/helpdesk/attachments/</u>



Slide module supports most of the basic and advanced PowerPoint animations. But its not friends with embedded objects and custom fonts!

More information

5025791244

- Best practices: <u>https://help.webinato.com/support/solutions/articles/5000602002</u>
- How to use slides and annotation tools:
 <u>https://help.webinato.com/support/solutions/articles/5000685326</u>
- Capabilities: <u>https://help.webinato.com/support/solutions/articles/5000601917</u>
- Troubleshooting conversion errors:
 <u>https://help.webinato.com/support/solutions/articles/5000601923</u>
- Troubleshooting other issues: <u>https://help.webinato.com/support/solutions/articles/5000685328</u>



Screen Sharing



Screen Sharing with Webinato involves some installation work. The following details will help you.



Important: We no longer support Mac editions after Mojave – *Either Bootcamp or Parallels with Windows is required. We support Windows 7 to Windows 11 (Windows XP to 8 are obsolete but we still support these platforms).*

Installing/Running the Screen Sharing Application

No Screen Sharing application detected	\otimes		
The Webinato Screen Sharing application is required to share your screen. You do not appear to have it installed.			
If you do, please click 'Launch' otherwise click 'Install'			
Install Launch Cancel			

The installation involves two steps,

- 1. Click the Start Screen Sharing button or the Cogwheel button to open the settings panel
 - a. If you click the start button, it will ask whether to install or launch. Click Install > Save the setup file > Double click to execute the installation.
 - b. If you clicked the Cogwheel, the download link is at the bottom of the panel – *Reinstall the Screen Sharing Application*



Important: If you are on Windows 7 or earlier, contact technical support as this script won't work on such systems

- c. Or use the direct link https://www.webinato.com/sc/WebinatoScreenShareSetup.exe
- Next, download and run the following script (right-clicking and running the script as admin will help if it fails) - <u>http://webinato.com/sc/Webinato_SSCI.bat</u>



After the installation... Running the Screen Sharing for the first time.

Step 1: Check the preferences by clicking the Cogwheel button next to the start button. The following should be selected. If you are on Windows 7 check the *Disable Aero Effects* checkbox.

Scre	en Shar	ng Settings	\otimes
Viewer	Screen Sha	ring application	
Option	al Setting	5	<u> </u>
🖌 Ren	nove wallpa	per when sharing your screen	
🗌 Don	't show dra	wing on/off button on shared a	irea
🖌 Hide	e other win	dows when sharing a window	
Only	y show visi	ole windows in list of applicatio	ns
Advan	ced Settin	gs (changes are not recomn	nended)
🖌 Use	Image Dri	/er	
🗌 Sha	re parent v	vindows only - no sub-areas	
Use internal Screen Sharing application			
Disable Aero Effects (faster image)			
🖌 Use	tight enco	ling	
Securit	y port:	1111	
Screen port:	sharing	6900 ×	
Image	Quality:	16 🔷 bits	
<u>Reinsta</u>	II The Scre	en Sharing Application	
		Save	Cancel

Step 2: To launch,

- 1. Reload the webinar room on your end,
- 2. Click the *Start Screen Sharing* button
- 3. Click Launch

Step 3: If everything is complete, the following toolbox appears. Choose if you wish to project a region of your screen, one or two monitors, or a specific application from a list (the app must stay in the foreground – *some applications may not be supported*).

Screen Sharing	\otimes	
Region	Monitor	Application



Step 4: Select a screen or, a couple of screens if you clicked Monitor, otherwise, click project if you click the Region.

Select Region (378 x 349)	
Move this window using the Title Bar and resize it using lower-right corner to cover the region you wish to project, then click the button below.	Quick tips
Project Cancel	If you selected Region, the drag handles are on the top title bar as follows.

Using Annotation Tools

- 1. Click the button at the upper right-hand corner,
- 2. Select the Color (click on the color to get a color pallet), and use the drawing pen to draw -

6 ÷



3. Click the eraser to erase –

How to Stop Screen Sharing Properly?

To prevent issues follow https://help.webinato.com/support/solutions/articles/5000602034

More Instructions

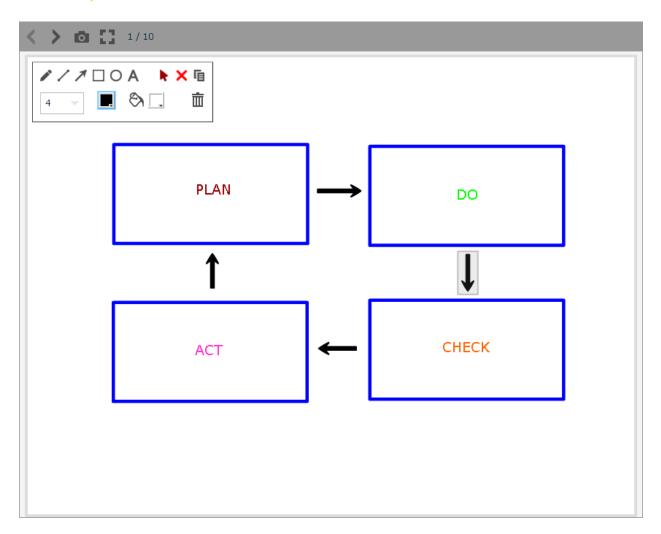
Some detailed guides...

- Sharing screen with the audience: <u>https://help.webinato.com/support/solutions/articles/5000601864</u>
- Screen Sharing Preferences: <u>https://help.webinato.com/support/solutions/articles/5000601876</u>
- Limitations/Troubleshooting: <u>https://help.webinato.com/support/solutions/articles/5000601880</u>



White Board

Whiteboard allows Organizers and Presenters to collaborate visually and then easily share it with an audience. This works similarly to the paint program in the Windows operating system. You can draw anything you would like to show to the audience. There are 10 boards and your drawings get *automatically saved* and available for the next session.



A detailed guide is available here: <u>https://help.webinato.com/support/solutions/articles/5000601973</u>



How Do I Save the Drawing as an Image? Quick Tutorial on Screen Capturing and Saving Snaps with Webinato

Some modules and tools allow you to capture screenshots, save and share them with your audience in real-time. Be sure to enable the Documents folder before you begin (refer to the *Administrator's guide* – p.17)

1.	Click to get the f	ile uploading dialog box,	Quick tips
	This will add the snap Name: Private: Comments:	shot to the Documents folder. White Board: 1 11-26	This option is available with,Whiteboard,Instant Poll (result).
	Announce it in chat:	Add Cancel	

- 2. Name your file, add comments, and to share in general chat, check the checkbox at the bottom. To make this available for organizers/presenters only, check *Private*.
- 3. Click Add.



Video Player

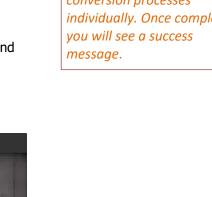
You can upload a video file from your computer, load a YouTube movie, or record a video from your webcam. To get started go to the *Video Player* and click the *Start Video Player* button.



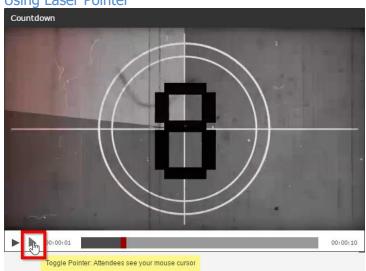
Click the green triangle button to play a video, the + button to upload one, or the red dot to record your webcam with audio *on the fly*.

Video Player Control Panel 🛞	
Video Player allows you to upload and stream videos to all viewers or simply play YouTube videos. Please NOTE YouTube Videos are no longer supported.	-ŷ-) FUN FACT
Available Videos	When uploading, select your file and then click Start
Webinato Greeting	Upload and Conversion. You will see the uploading and
Technical Requirements	conversion processes individually. Once complete, you will see a success

- Accepted formats: .avi, .flv, .mov, .mp4, .mpg, and .wmv
- Recommended file size: Below 500 MB per file



Using Laser Pointer





How Do I Record a Video using My Webcam Footage?

Also, you can record a movie from an available webcam.

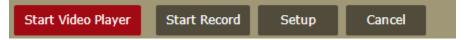
1. Click the "Record" button (red dot) and you will go through the camera setup. Then you will be on this screen

Video Player Control Panel	\otimes
Video Player allows you to upload and stream videos to all viewers or simply play YouTube videos. Please NOTE YouTube Videos are no longer supported.	,
+ • 🖮	

2. Click Allow to access the webcam if prompted (otherwise, do nothing),



- 3. Select the proper camera and microphone from the next Window. If your microphone/webcam are already configured/enabled, you may not see this prompt,
- 4. The recording toolbar appears next



- 5. Click the Start Recording button,
- 6. When recording is finished, click the Stop button



7. Provide a name and save the file – this will be added to the player's list.

Start Video Player	Name:	Test 1	Save	Cancel
--------------------	-------	--------	------	--------

More information is available here:

https://help.webinato.com/support/solutions/articles/5000601889



CoBrowser

The Cobrowser allows you to control a simple web browser from within the web conference room. When a presenter or moderator enters a URL address, this gets pushed to each attendee. Since this is a nonguided experience (to give a guided experience, use screen sharing), users got the freedom to use the website on their own. This works great with sign-up pages and sales pages.

https://www,disneyland.com	Go	* + ×
----------------------------	----	-------

Limitations

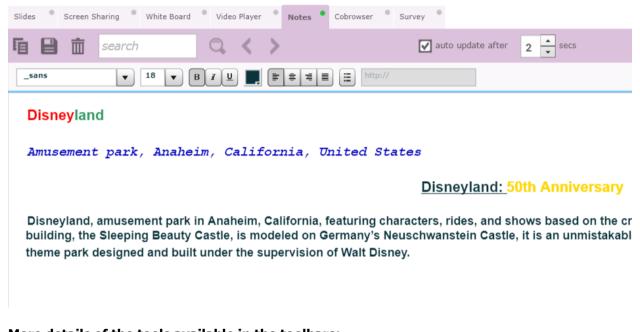
CoBrowser depends on the ability of a webpage to open inside of an iFrame. If it is not compatible, your website needs to whitelist webinato.com – your web developer can do this in a few steps. For more details, contact Webinato technical support team.

More information is available here:

https://help.webinato.com/support/solutions/articles/5000685346

Notes

The notes module functions very similarly to Notepad or a common text editor. There are many tools to make attractive notes. The module autosaves the note you create.



More details of the tools available in the toolbars: https://help.webinato.com/support/solutions/articles/5000685349



<u>Tools</u>

Webinato provides a set of additional tools for your convenience. It is available at the bottom right in the webinar room - $\mathbf{\tilde{x}}$. The list of tools is included below.

- Emailer (Obsolete) This tool can be used to invite guests and send emails to attendees.
- **Instant Poll** allows you to create polls and share them with your attendees making it easy to gauge your attendee's opinion at any time during your presentation.
- **AutoPilot** will record your session using our AutoPilot technology. The resulting AutoPilot recordings are highly interactive and can be played in group mode, event mode, and single mode.
- **E-Curtain** will hide the stage while the moderators coordinate the presentation behind the e-curtain.
- **Audio Player** allows you to record and play voice and music files. It contains several sound effects and Internet radio stations.
- **Map** tool will display the attendee's geographical location based on their IP address.
- Closed Captioning allows you to easily add closed captioning to your event.
- **Presence Manager** allows you to verify your audience is active and alert throughout your webinar.
 - **Q&A Manager** helps streamline the process of asking questions and providing answers.

Presentation Manager is the moderator's best ally. You can create an event script to easily play movies and slide shows, launch instant polls, start the recast recording, and more.

• **Timer** is a tool that allows you to display a countdown timer in the room.



Q&A Manager, Timer and Presentation Manager (Action Script) are *Optima* packages.



Emailer

Use this tool to send guest invites and send emails to all the attendees in a webinar room. To use the tool,

- 1. Click the help button at the upper-right ('?') in the webinar room,
- 2. Click Show Room Info,
- 3. Click *Invite* in the room information panel.



🔇 Send Email

Subject: Message:

participants in the room.

Important: This tool is obsolete and do not use it to send mass emails to avoid spam detection!

This form allows you to invite people to this webinar or

Send emails

Send Email

🔀 Send Em	ail	\otimes			
	This form allows you to invite people to this webinar or send general emails to all participants in the room.				
	Send Invite				
	Enter the email addresses of the people you would like to invite separated by semicolons $({\boldsymbol{j}}),$				
To:		1			
Subject:	Please join this webinar				
Message:	Message: Please use the link below to join:				
	Link: http://test1.webinato.com/projector Password: test				
	Thank you!				
	Technical				
	Send Cancel				

Send invitations



Instant Poll

With the polling tool, it is possible to create single and multiple choice polls with the ability to not collect details of the voters (anonymity), share results on the fly, and take a snapshot and save it in the documents folder. Polls can be saved and available for reuse.

To create a poll,

1. Click Tools > Instant Poll,	
Select from favorites	Delete a saved poll
Poll Question: Type the question here	
Anonymous Multiple Choice Share Results	
Make a poll anonymous MCQ Share results	
C Type answers in the textboxes	 Add/remove answers (+ and x)
Save to Favorites Save a poll	Close
 Create a poll or select from favorites (previously saved polls), 	-Q- FUN FACT
 Click <i>Start</i>, Click <i>Stop</i> Poll to stop or <i>Close for all</i> to silently close it. Once you stop, you can <i>Reset</i> and do another poll without closing the tool. Or else, <i>Close for all</i>. 	You can check share results option even after votes are complete if you change your mind in the last minute. To save the poll results, follow the instructions below .

💵 Instant Poll		New Document 🛞
 eLearning / Online Training Webinars Meetings / Collaboration / Video Conferencing Physical Event Webcasting 	 100% 1 0% 0 0% 0 0% 0 Close for All 	This will add the snapshot to the Documents folder. Name: * Sales Questions 17-50 Private: Comments: Channel: None Announce it in chat: Add Cance

A Detailed guide is available here: <u>https://help.webinato.com/support/solutions/articles/5000685343</u>



Autopilot Recorder

Webinato's **patented Autopilot technology** enables **interactive on-demand and group mode** recasts. It is only in the market.

To use the recording tool,

- 1. Click Tools > Autopilot Recorder,
- 2. Type a suitable name (this can be changed via the admin portal) and click Start,
- 3. To stop, click the *Stop* button that appears below. It also shows a timer so you can track time. When you click stop, you will be asked to confirm the action,

Recording: 00:00:05 Stop

4. Provide some time to save it and show up in the list.

()	Test	<u>Show</u>
(i)	Webinato	<u>Show</u>

- 5. Click the play button to play the recast in the webinar (we call this "Group Mode"). To view information and on-demand link, click *Show*.
- 6. To delete one or many, select the checkboxes and click 👘 the button to delete.



You can convert the recasts to MP4 files (there is a fee).

Learn more about the Webinato Recast Tool and Technology by following the references below.

- FAQs: https://help.webinato.com/support/solutions/articles/12000003399
- Using the Tool: <u>https://help.webinato.com/support/solutions/articles/5000601942</u>
- Playback modes: <u>https://help.webinato.com/support/solutions/articles/5000601927</u>
- Management: <u>https://help.webinato.com/support/solutions/articles/5000685304</u>
- Reports: <u>https://help.webinato.com/support/solutions/articles/12000015581</u>
- Editing an Autopilot: <u>https://help.webinato.com/support/solutions/articles/5000685302</u>



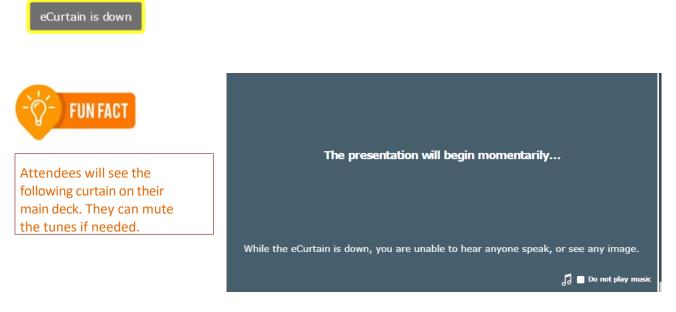
eCurtain

Clicking on the eCurtain brings the curtain down for all attendees. The idea is to screen the audio and visuals from the audience until the moderators/presenters are ready to go on air. They will see the following red curtain with a custom message on it. Play a custom music file (mp3) is also possible.

You may also choose to keep the eCurtain from being dropped down yet mute the streams to the audience with the *Don't hide stage*.

n eCurtain		\otimes			
	eCurtain allows you to hide the stage and not be heard by attendees while you prepare your presentation.				
Play Audio:	Background1.mp3				
	Allow users to mute				
Don't hide st Message to displa	age - only mute presenters' audio for attendees ay:				
The presentation will begin momentarily					
	OK Preview Cance	I			

Presenters and moderators will see the following blinking button inside the room. This is an indicator that the curtain is active. Clicking this will bring the curtain up and you will see a countdown with an "on air" message alerting you that the curtain is up and you are streaming live (on-air).



A detailed guide is available here: <u>https://help.webinato.com/support/solutions/articles/5000601970</u>



Audio Player

Play 2 default and up to 8 custom MP3 files and sound effects from a pre-populated list.

🞜 Audio Player	🛞 🎜 Audio Player	\otimes
MP3s Sound Effects Radio	MP3s Sound Effects Radio	
Loop Audio 🕨 🕂 🗕 📅 Custom: 4/8		
Background1.mp3	Applause	_
Background2.mp3	Breaking News	
	Car Crash	≣
09. Om Jai Jagdish Hare.mp3	Cash Register	
James_Newton_Howard	Electric Guitar	-
Kill Em With Kindness - Selena Gomez	Gong	
/hourses) 1460701764 mm2	Good Job!	
Oblivion10.MP3	Gun Shot	
	Help!	T

This includes a set of internet radio stations from a list of pre-populated stations. This can be customized upon request.

🎜 Audio Player	\otimes	
MP3s Sound Effects Radio		
Christmas Music (Christmas Music)		
Solo Piano SKY FM (Classical)		
Today's Best Country (Country)		
#1 for HIP HOP (Hip Hop)		
Smooth Jazz (Jazz)		
Roots Reggae (Reggae)		
80s SKY FM (Rock)		
All Hits 70s (Rock)		
KCRW (Talk-News)		



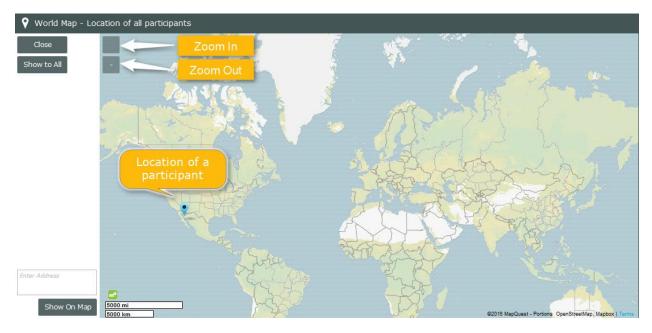
With eCurtian you can play these custom MP3 files.

A detailed guide is available here: <u>https://help.webinato.com/support/solutions/articles/5000602028</u>



World Map

Use this tool to view where your audience is arriving from (similar to a Google map) and share it with the audience.





You can drag the pins to organize. The map is also available with the session (room) report.

More information is available here:

https://help.webinato.com/support/solutions/articles/5000685313

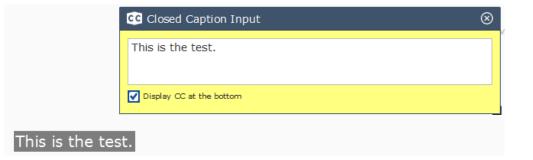


Closed Captioning

If you are familiar with the YouTube CC feature, this is the same concept. This is similar to a translation tool. However, a dedicated person is needed to either type or copy/paste captions.



The following box will appear which is where the person typing the closed caption will type the text.





To change the position where CC appears, or to stop CC from being displayed, 1. Click the settings and options cogwheel at the upper-right in the webinar room,

2. Use the options to configure the viewer.

Settings and Options								
General	Smart Skin	Layout Manager						
	Audi	io Notifications:						
Sho		ptioning if any:						
			Position:	Over Image	•			
	End	Marketing URL:	http://w	Over Image Bottom	,			

More details are available here: <u>https://help.webinato.com/support/solutions/articles/5000601981</u>



Presence Manager

Presence checks or polling is useful to find out if your audience is paying attention. It captures the answers and presents them with the session report (CSV only). In combination with the certificates option, it is possible to send certificates upon a threshold of popup clicks automatically at the end of an event (this option is only available with events).

Presence Manager	\otimes
Presence Manager allows you to automatically poll attendees at random times to ensure they are paying attention. A score is generated and added to reports.	
1 Size: Small 👻	
Message in pop up box: Please click 'OK' to confirm your presence.	
Pop up box randomly every 10 - to 17 - minutes	
Play audio notification on pop up: 🗹	
Remove Box after 8 s v 4	
5 Stop Presence Manager after 45 mins	
Preview for All 6 Start Cance	el

- 1. Size of the presence popup,
- 2. Message to appear for the voters,
- 3. Appear the popup between the following intervals between A and B (A = 5, 8, 10, 12, 15, 20, 25 and B = 8, 10, 12, 15, 17, 20, 25, 30 in minutes),
- 4. Remove the popup box after n sections (n = 4, 6, 8, 10, 15, 20, 40, 60, 120 in seconds),
- 5. When to stop (No Limit, 20, 30, 45, 60 minutes, 1, 11/2, 2, 3, 4 hours), and
- 6. Preview options and start or cancel buttons.
- 7. When started, it shows the following options (see below)

Presence Manager 🛞	Presence Manager
Status: Running	Please click 'OK' to confirm your presence.
Number of Pop ups: 0 Results Average: 0 %	ок
	The popup
Pause Stop Close	

The number of popups that occurred and the number of votes received are included in the CSV report.

A detailed guide is available here: <u>https://help.webinato.com/support/solutions/articles/5000685307</u> More on Certificate Issuance: Contact the customer support team.





The following set of tools are Advanced, Premium tools that you need to purchase.

Q&A Manager

The Webinato Q&A Manager is a powerful module designed to streamline the process of asking questions and providing answers. With this module, you can initiate, manage and close a separate Q&A session. It's a more comprehensive way to handle a formal Q&A session at the end of a webinar. The new Q&A Manager boasts the following features:

- Managed in its own module, separate from chat
- You can answer via text or by having the Presenter address questions using live audio
- Assigning Questions to other Organizers or Presenters
- Threaded Responses for clear, concise answers
- Ability to Share commonly asked questions to all Attendees
- Sorting and arranging options
- Separate views for Organizer and Presenters, including a Simplified Presenter view
- Attendee feedback on completed questions (happy or angry emojis)
- Report generation after a meeting is concluded



Q&A Manager in action (see below).

🤊 Q	2) Q&A Manager			Filters	\otimes	
E	nd Pause Qu	estions	0	nly Show	Unassigned Questions Only SI	now Open Questions
No.	From	Question	Pr	Cat	Assigned To Stat	tus Shared
⊗ 1	John Smith	How can I get a recording of today's presentation?	Med	1	Sarah Connor	
⊗ 2	Brandi Williams	Do you offer different plan sizes and options?	Med	1	Miles Dyson	•
🛞 З	Chris Robins	Will there be another presentation later since my co-worker was unable to attend?	Med	1	Sarah Connor) 😐 🗌 👘
⊗ 4	Brandi Williams	Can you send me a copy of the PowerPoint?	Med	1	/ •	
Quest	ions Assigned to you:	Priority (low/mid/high 6)	1-		Feedback	
No.	From	Question	Pr	Cat	Assigned To Stat	tus Shared
⊗ 2	Brandi Williams	Do you offer different plan sizes and options?	Med	1	Miles Dyson	•
		Assigned View – Best for presenters				
					Share (make ques	stion
Will	Will there be another presentation later since my co-worker was unable to attend? public/private)					
	03:09 pm Miles D: We h	ave small, medium, and large capacities available.				
Type answers here						
Ģ						T.

Q&A Settings and Options.

Settings and options 🛞	Outiels time
These settings will affect all participants and take effect immediately even on running sessions.	Quick tips
Max number of questions per attendee: 5	Upto 20 questions is allowed.
Remove chat tabs while session is running: 🗹	
Simplified Grid for Presenters: 🗹	
Play sound on new questions: 🗹	
Disable replies to closed questions: 🗹	
Ask attendee if response was helpful: 🗹	
Save Cancel	



Presenter and Attendee Views.

🤉 ၇	&A Manager		\otimes
			Only Show Open Questions
Quest	ions Assigned to you:		
No.	From	Question	Status Shared
1	John Smith	How can I get a recording of today's presentation?	G .
3	Chris Robins	Will there be another presentation later since my co-worker was unable to attend?	
Push	Q&A mode is n o the button ab may ask up to t	ove to ask a question.	s will overwrite

A detailed guide is available here: <u>https://help.webinato.com/support/solutions/articles/5000685306</u>



Presentation Manager

This feature allows you to pre-record action steps from within the room and plays them back using a simple-to-manage interface.

Resentation Manager	\otimes				
This module allows you to prepare presentation workflows. At the time of the presentation, you can run tasks such as starting Slides or launching a poll with one mouse click.					
□ (1) ▶ 4.11.2.3					
□ (i) ▶ 4.11.3.2					

To record a script, you have to perform a recordable action and let the script record it for you. Once recorded, you can click the Play button of the script and open the sub-actions list. For instance, you can capture collapse/expand chat/participant list, and load a bunch of slides to start with one click on the list. It is an action list in simple terms.

A detailed guide is available here: <u>https://help.webinato.com/support/solutions/articles/5000685310</u>



Timer

The timer can serve as a countdown mechanism viewable either by everyone or just presenters and moderators.



Timer in action.



A detailed guide is available here: <u>https://help.webinato.com/support/solutions/articles/5000685314</u>

Thank you for choosing Webinato!