Moderator's Handbook

Webinato
by
Omnovia Technologies
(www.webinato.com)

webinato
No.1 in Webinar Automation

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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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Summary

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 thisdocument 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 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 *https://support.webinato.com/support/solutions/articles/12000072128*

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

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 *https://yourCompanyName.webinato.com/room1/presenter*

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

To Find Access Links…

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

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Getting Technical Support

Visit *help.webinato.com* to search our knowledgebase or open a support ticket
Live Chat is available 24/7 and can be accessed via *help.webinato.com*.
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: *https://www.webinato.com/sc/WebinatoAdministratorGuide.pdf*
- QuickStart Guide: *https://www.webinato.com/sc/WebinatoQuickStartGuide.pdf*
- Event Guide: *https://www.webinato.com/sc/WebinatoEventGuide.pdf*
- Attendee's Guide: *https://webinato.freshdesk.com/support/solutions/articles/5000601863*

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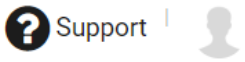
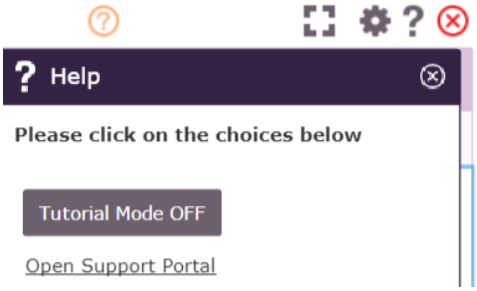
How to Use the Knowledgebase and Technical Support Portal

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)



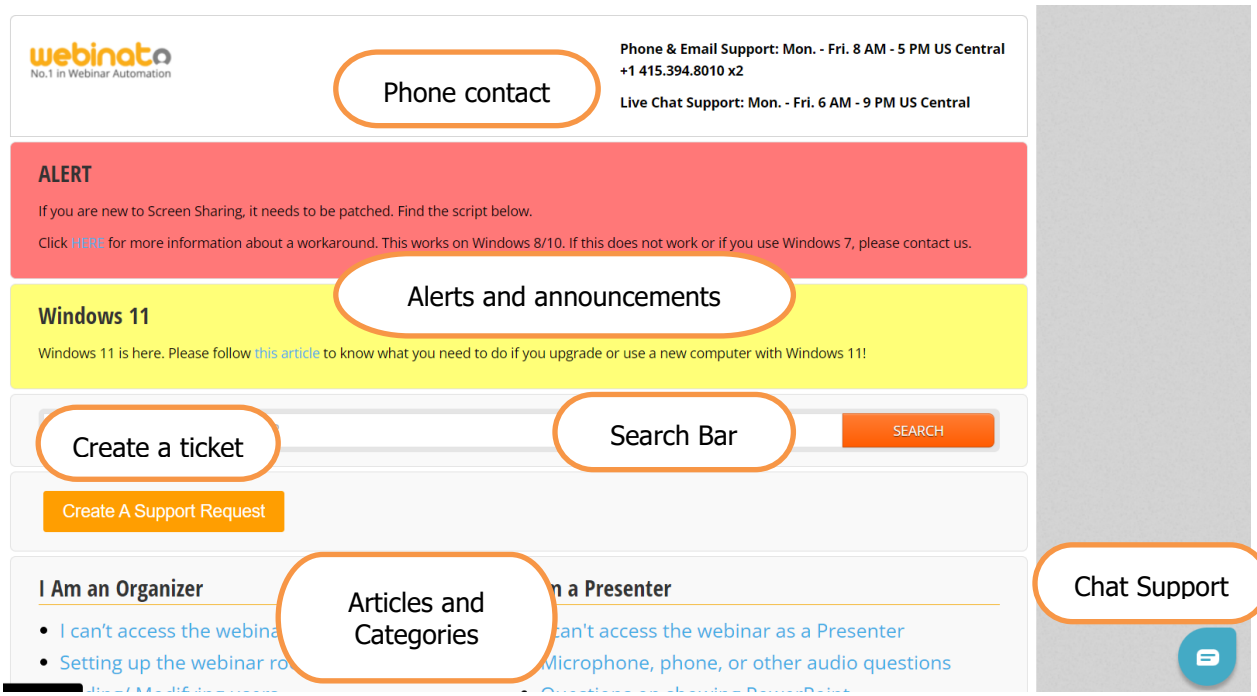
- In the Webinar room, click the help icon (?) and then the *Open Support Portal* link.



- 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,



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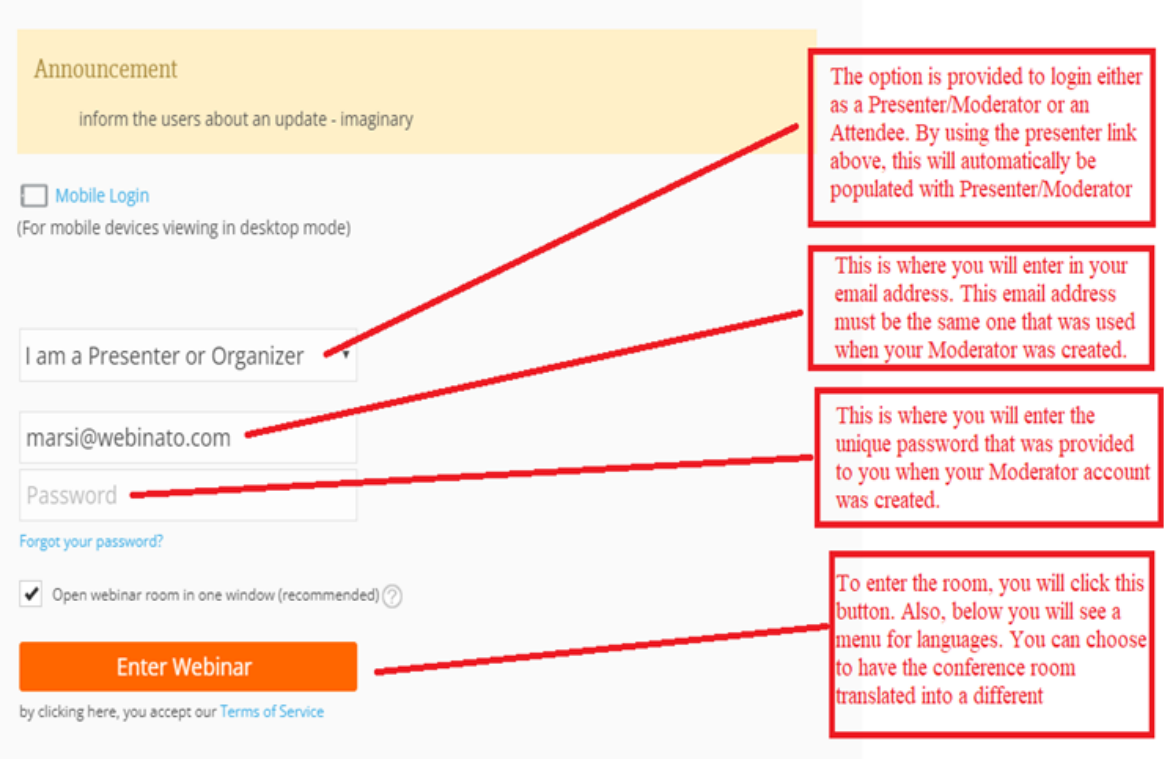
Login In (Direct Access)



A sample login page

Starting a Session

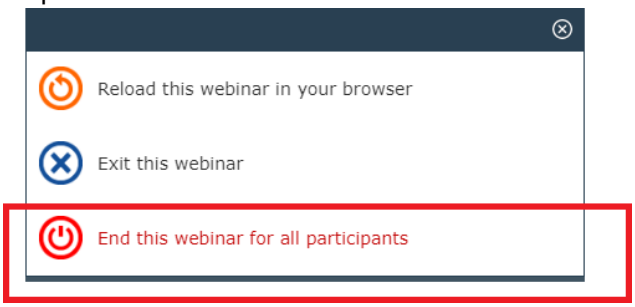
To start a session an organizer (a.k.a. moderator or host) must enter the webinar room. Then the system auto-starts the session. Before an organizer enter, presenters and attendees can enter and wait.

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:



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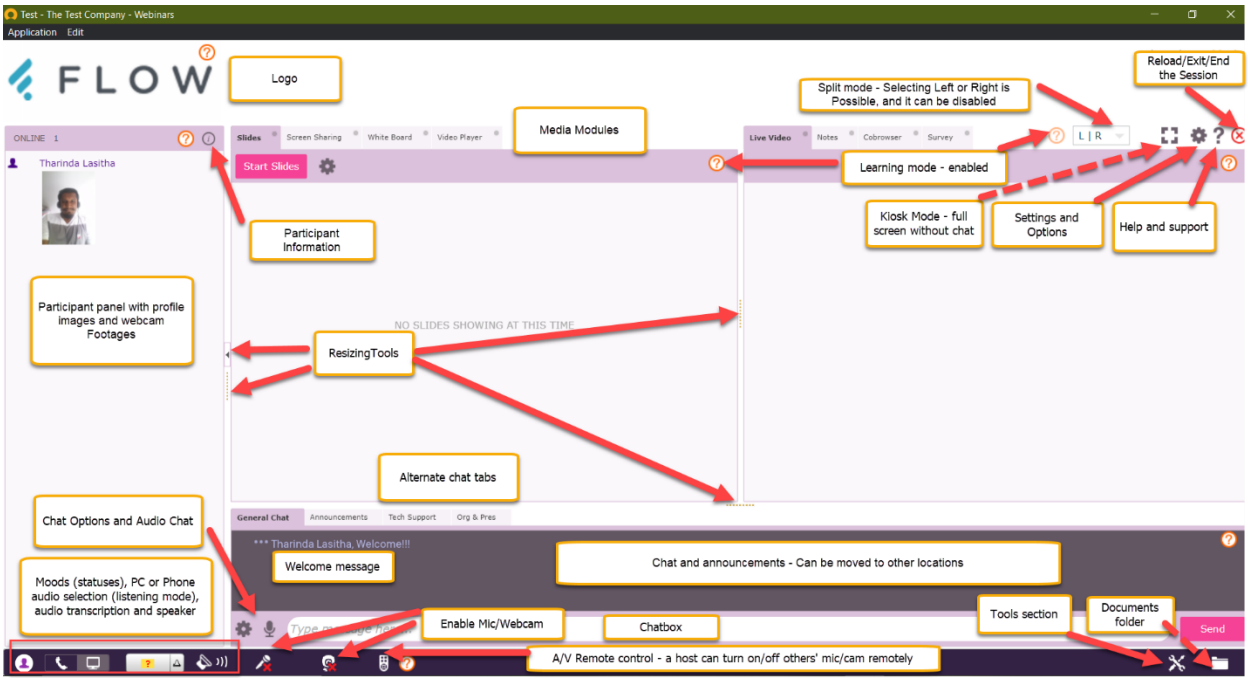
Components of the Webinato Webinar Room



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Quick tips

Hardware

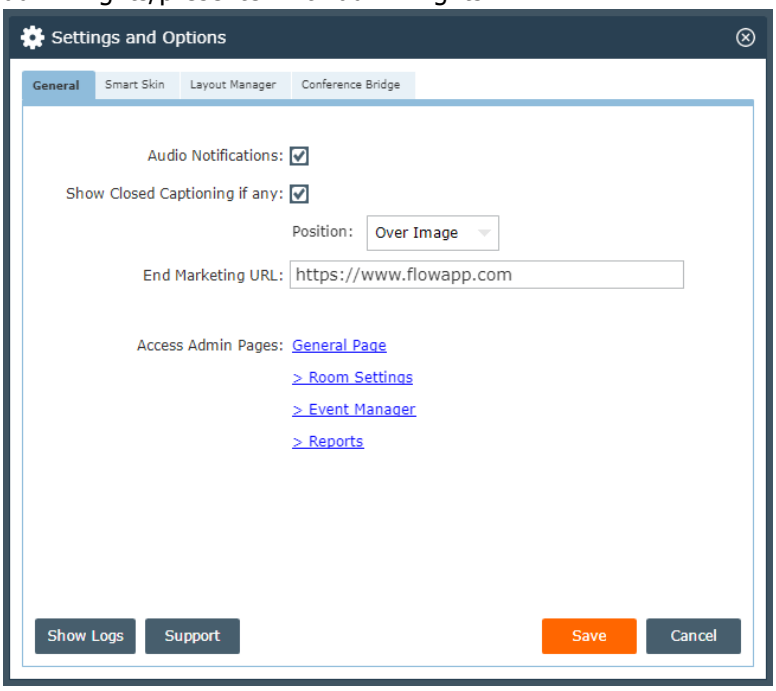
- Keyboard and Mouse or compatible pointing device,
- Speakers or USB Headset with a Microphone,
- A Compatible Webcam,
  See *https://help.webinato.com/support/solutions/articles/5000602005* for recommendations
- Good internet with at least 1 Mbps upload (Wired/Fiber recommended), 2Mbps or more upload 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.



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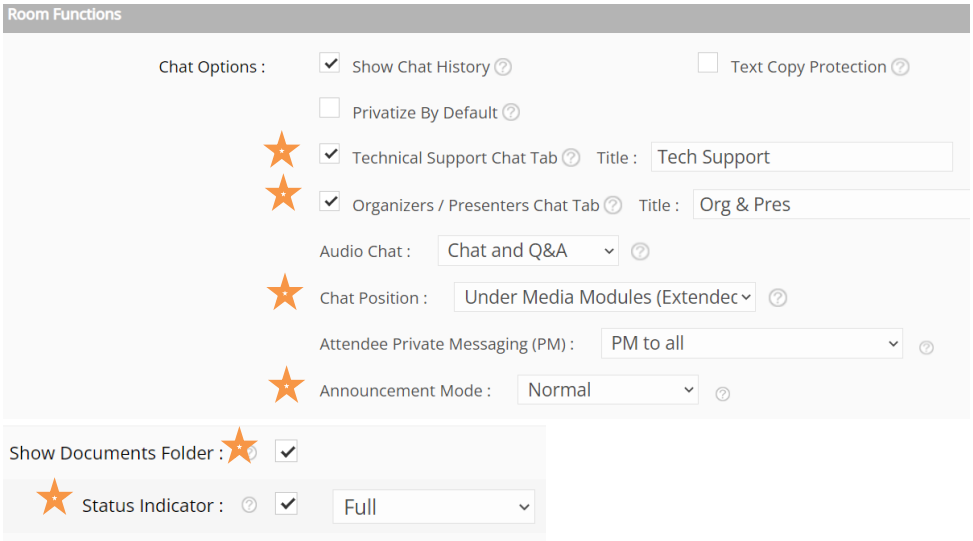
- Configure Smart Skin (Theme) – discussed below
- Configure Room Layout with Layout Manager – discussed below
- Conference Bridge – configuring phone dial-in options (refer to the following guides)
    - Setting up for the webinar room (admin guide): *https://help.webinato.com/support/solutions/articles/12000017576*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

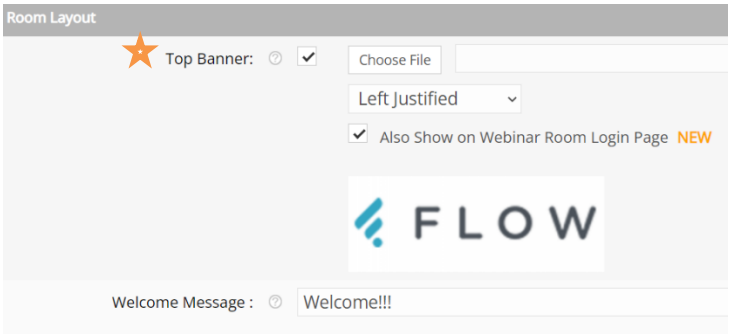
How do you arrange the Layout, Theme, and other options?

There are two ways of doing this.

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



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



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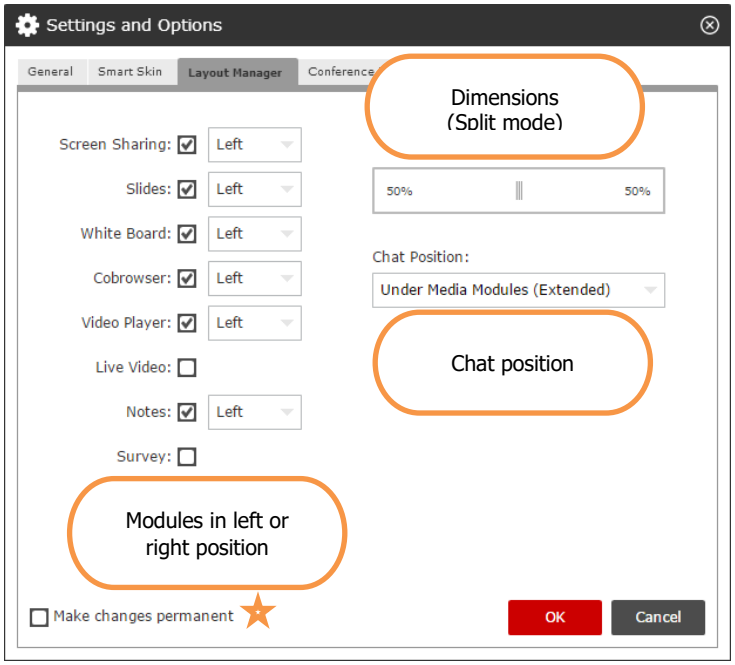
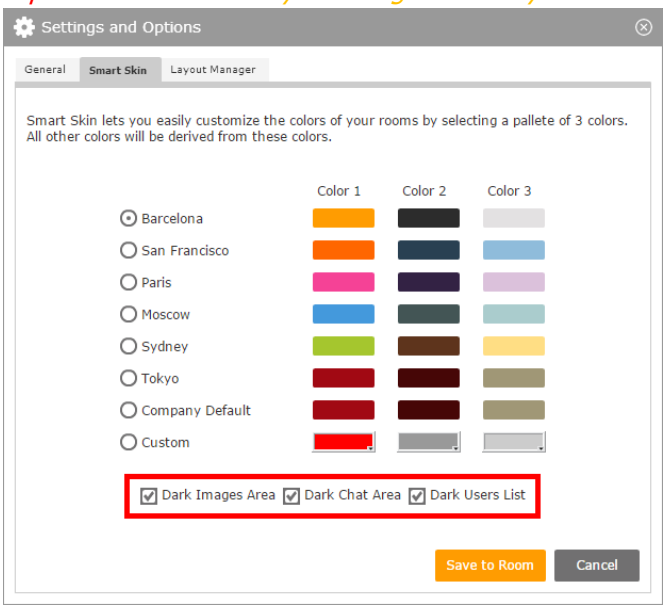
2. Layout (single or split view, chat position, and dimensions) can be moderated by any organizer in the webinar room – *the ability to change on the fly*
   a. Click on the Cogwheel at the upper-right in the webinar room > get to Layout options



***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.*

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*.



***Tip**: You can actually change the color and shade of the background by selecting the Custom colors option, and changing the Tab Color (the furthest right color option).*

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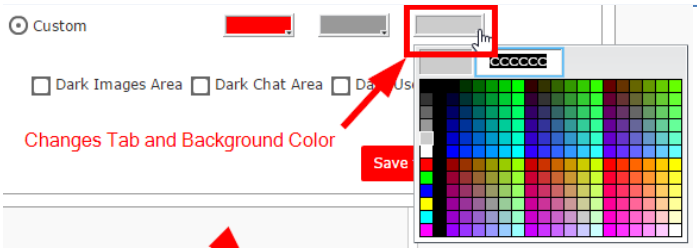
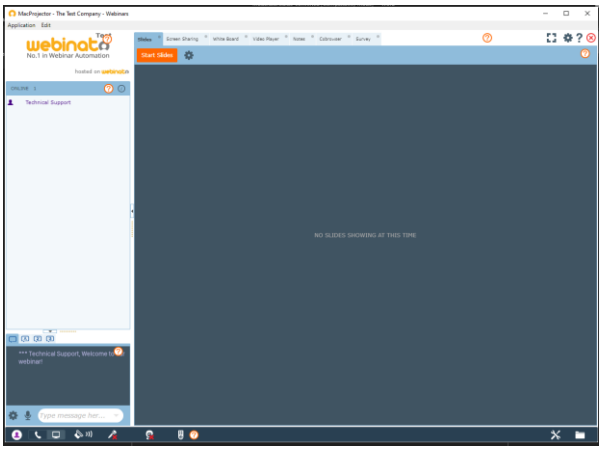
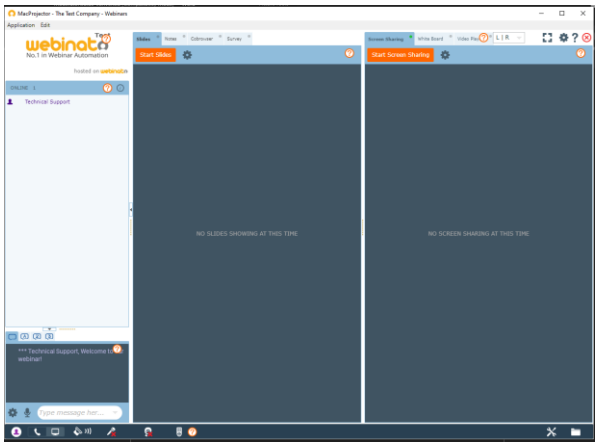


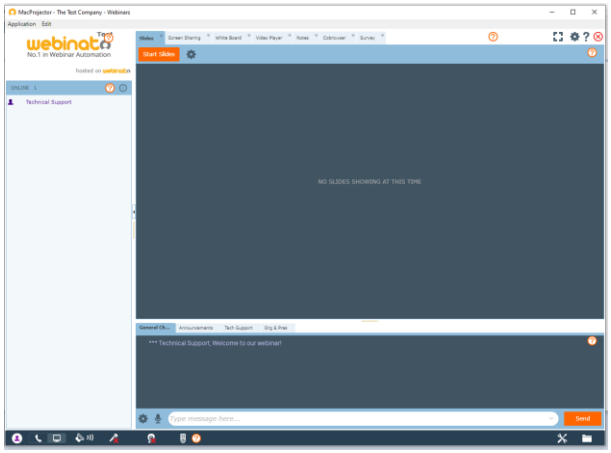
For more information, refer to the detailed guide here:
https://help.webinato.com/support/solutions/articles/5000685273

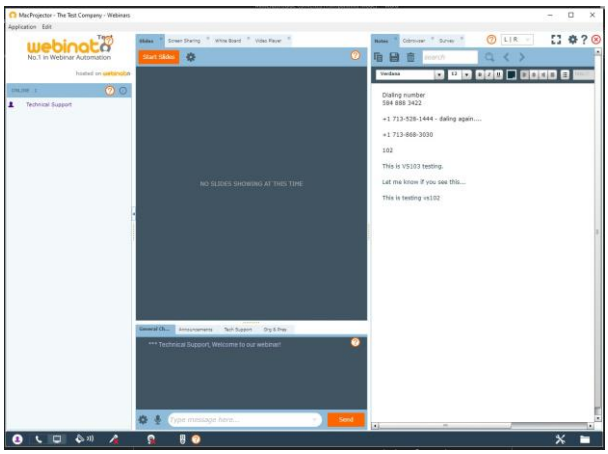
Configuring the Room Layout

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


Split Screen 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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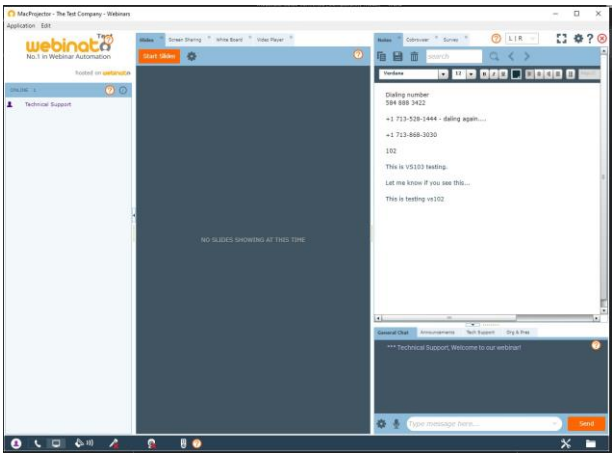
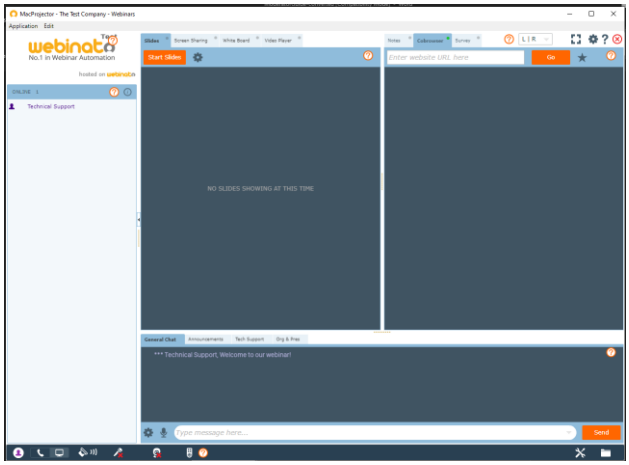


Split Screen View with Chat under Right Media Module

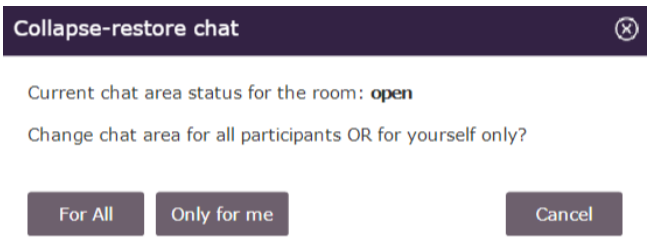


Chat in Under Media Modules Extended view

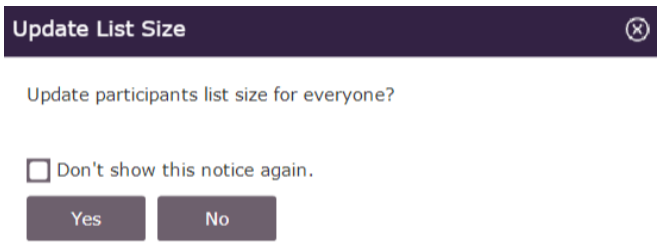
Managing Dimensions

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

***Tip**: Use the Carrot button and Kebab/Meatball buttons (dots) to click or drag to resize for yourself or for the entire room.*



Updating chat area for self/all



Resizing for self/all

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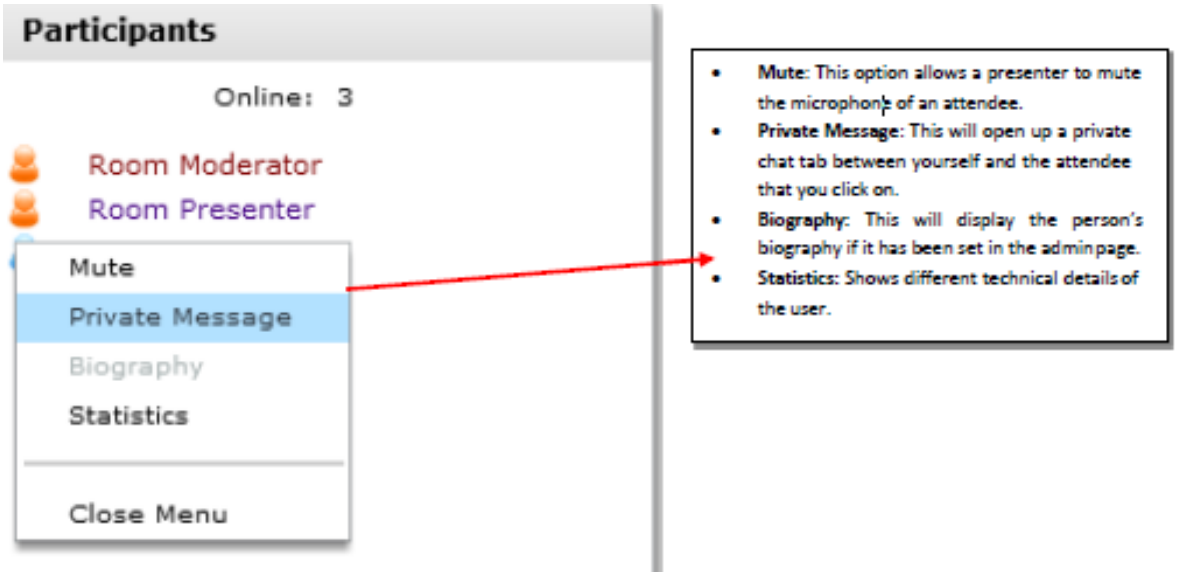
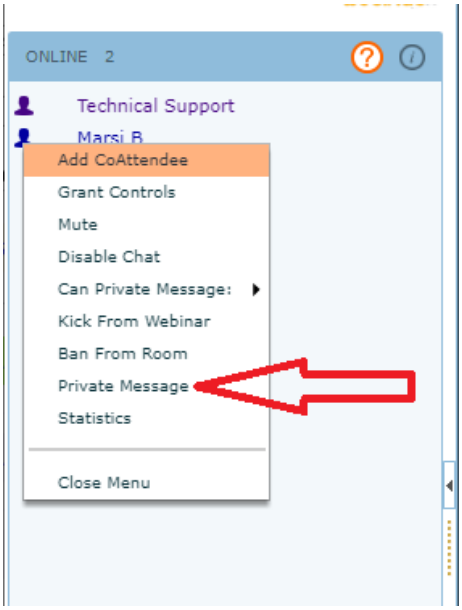
Participants List

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.



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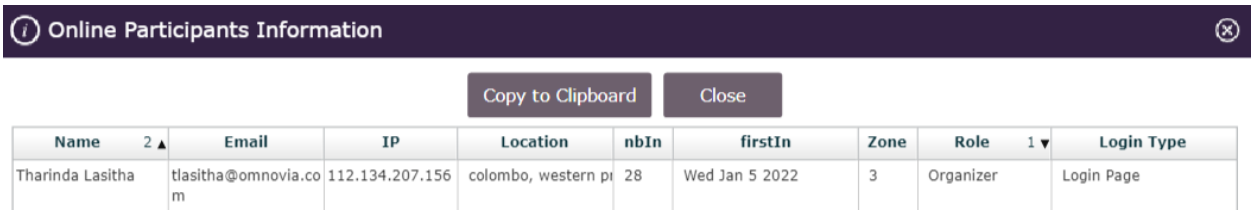
Viewing Participant Information

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

An example of what you can get is below.



Here,

- *nbln is the number of times a person logged in to the webinar room,*
- *firstIn is the time the participant first accessed the webinar room according to cookies if any,*
- *Zones:*
  - *1 – US and Canada*
  - *2 – Europe*
  - *3 – Asia*
  - *4 – Australia*

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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:

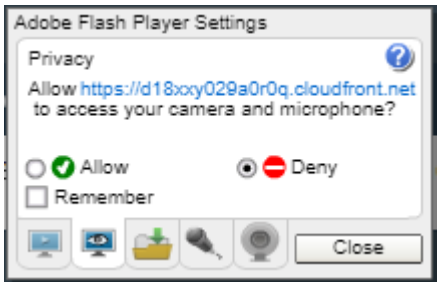
1. VOIP
2. Telephone (with the need to record audio)
3. VOIP + Telephone

VOIP

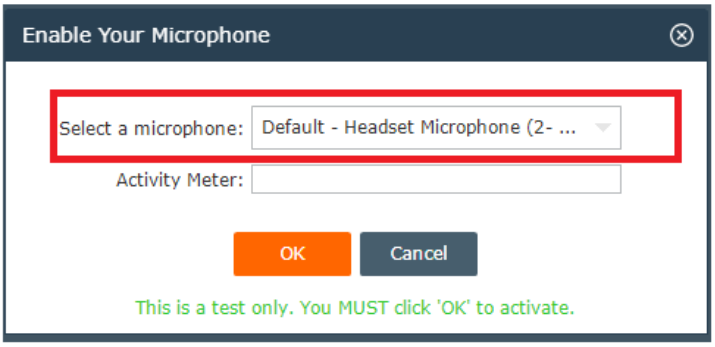
The web Conference allows for a headset, built-in microphone on a computer or free-standing microphone to be used. Please follow these steps to set up your microphone:

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.



***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.*

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Webcam

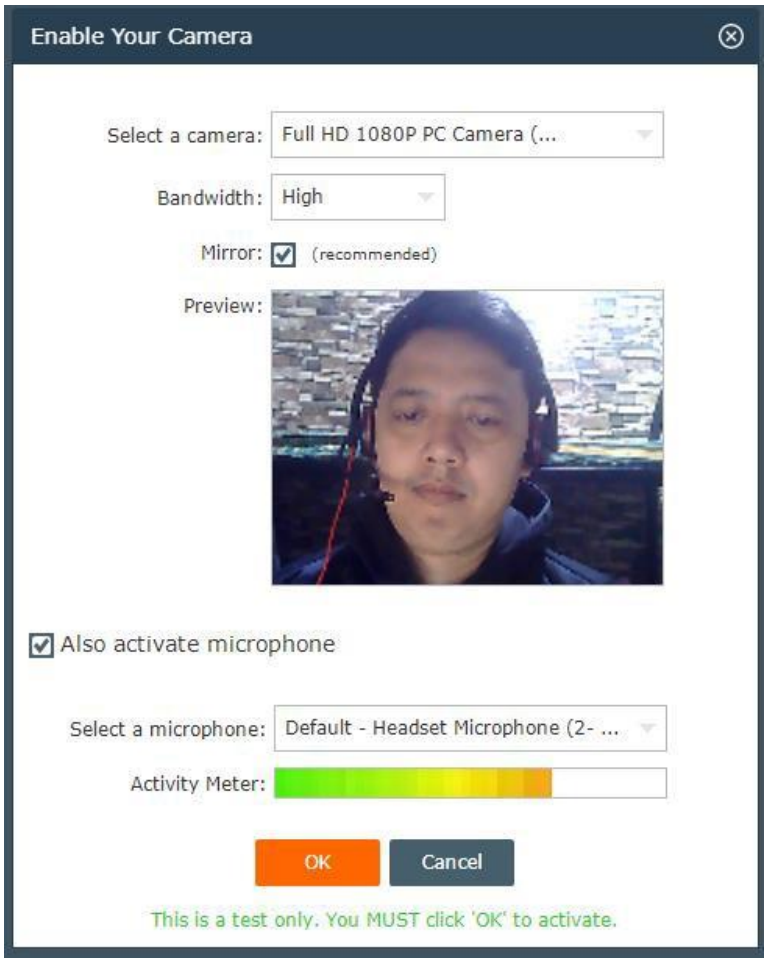
This section covers how to turn on your webcam. Please follow these simple steps:

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 medium quality in most cases.
3. If the preview window displays a proper preview, click on OK.

Quick tips

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



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Chat Moderation

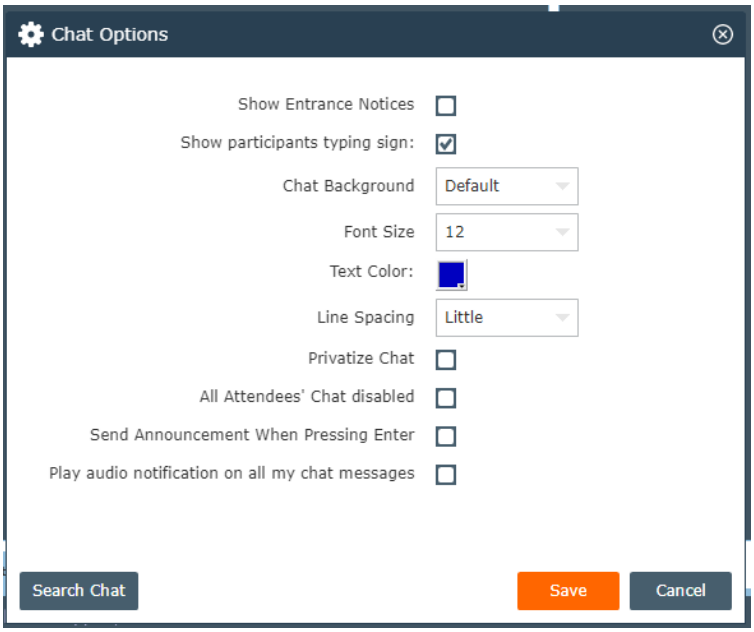
Chat Options

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.



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).

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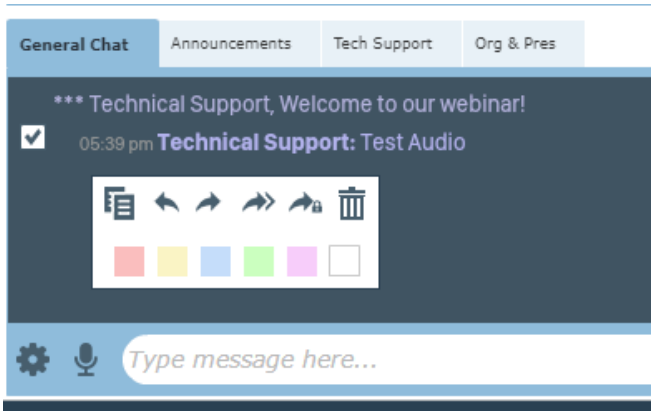

Options for a submitted message…

Copy text of chat entry

Delete chat entry

Send a private response to the author of that chat entry

Forward chat entry to all

Forward chat entry to the alternate public chat tab (if available)

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

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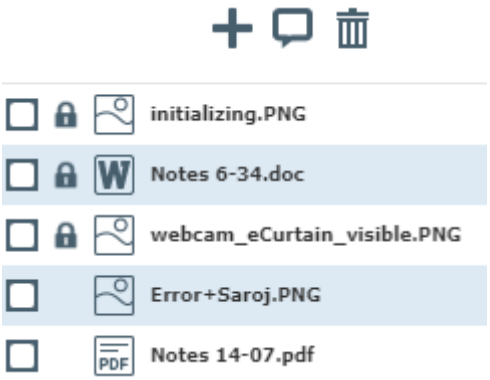
Handling Documents

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.

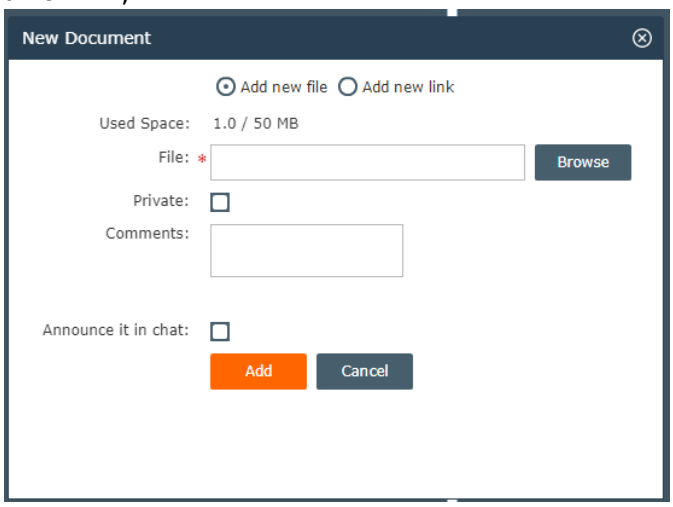
2. The following dialog box will open



Quick tips

If documents button is not visible, refer *https://help.webinato.com/support/solutions/articles/5000601893*

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*,



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.

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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).

1. *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).*
2. *Use the **Laser Pointer** tool with **slides** and **video player** to point and tip.*

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.

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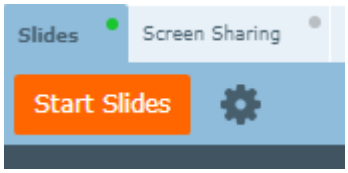
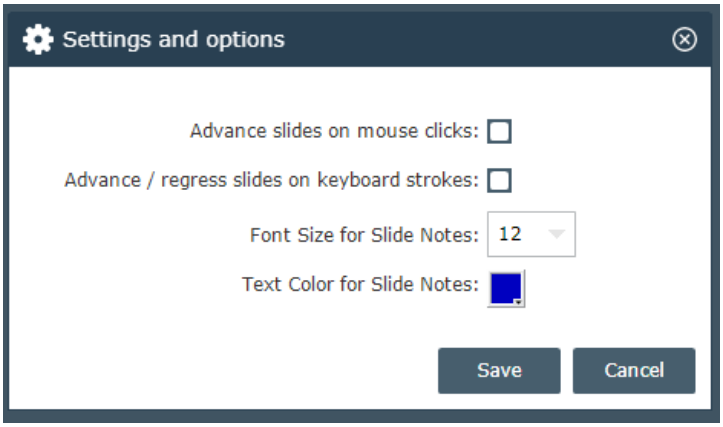
Slides Module

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**



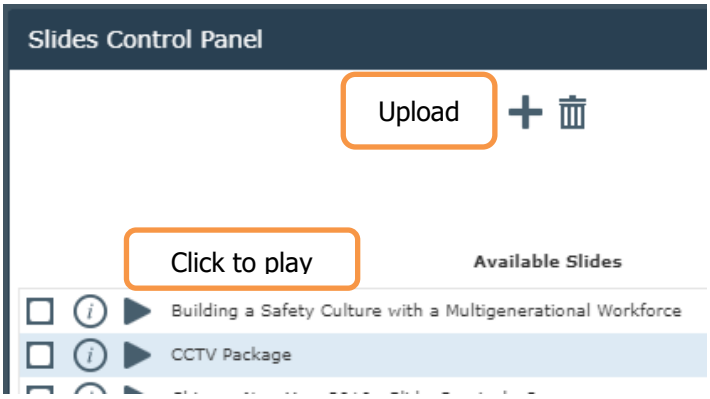
Options

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



How Do I Play the Slideshow?

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



Quick tips

When uploading, select your file and then click Start Upload and Conversion. You will see the uploading and conversion processes individually. Once complete, you will see a success message.

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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: *https://help.webinato.com/helpdesk/attachments/5025791244*

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

More information

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

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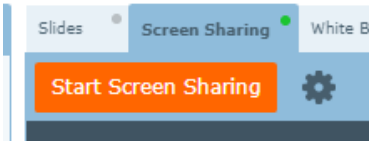
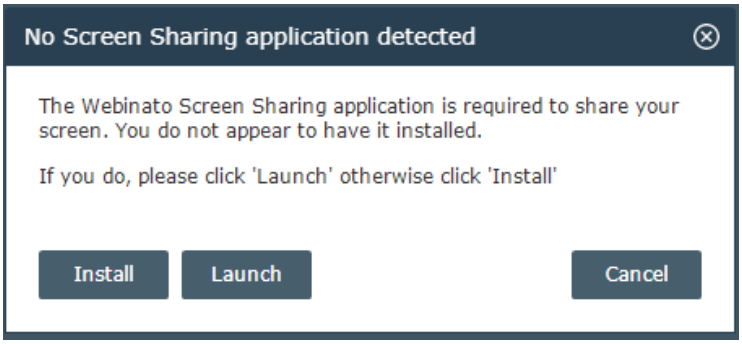
Screen Sharing



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



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

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

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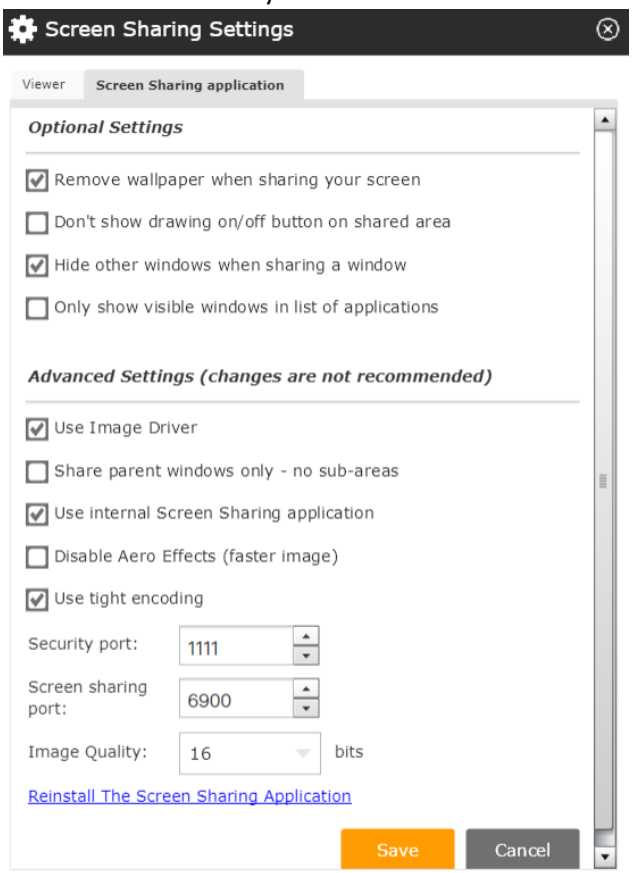
After the installation… Running the Screen Sharing for the first time.

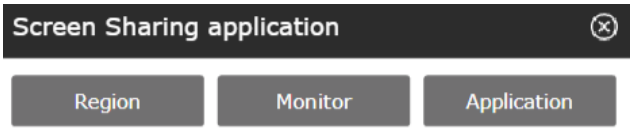
Step 1: Check the preferences by clicking the Cogwheel button next to the start button. The following should be selected. If you are on Windows 7 check the *Disable Aero Effects* checkbox.



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*).



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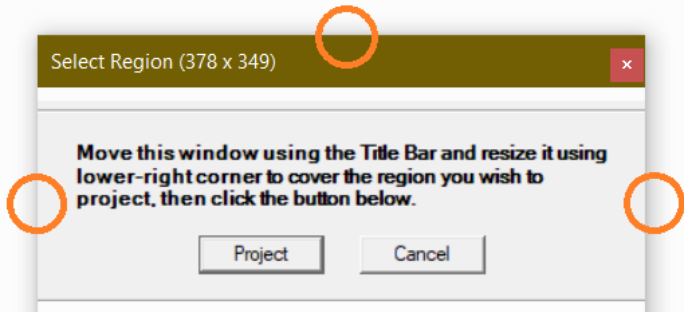
Step 4: Select a screen or, a couple of screens if you clicked Monitor, otherwise, click project if you click the Region.



Quick tips

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 -
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: *https://help.webinato.com/support/solutions/articles/5000601864*
- Screen Sharing Preferences: *https://help.webinato.com/support/solutions/articles/5000601876*
- Limitations/Troubleshooting: *https://help.webinato.com/support/solutions/articles/5000601880*

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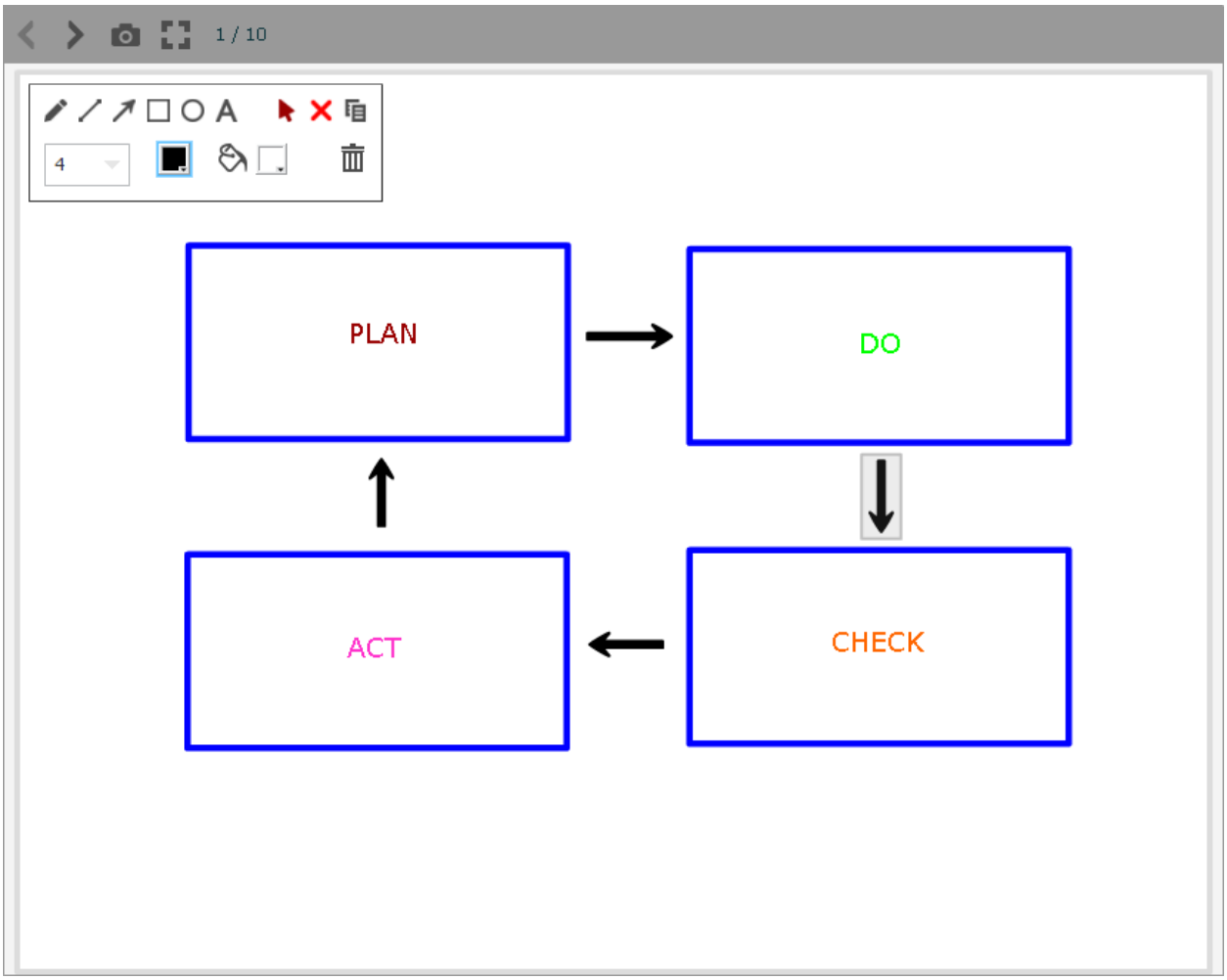
White Board

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: https://help.webinato.com/support/solutions/articles/5000601973

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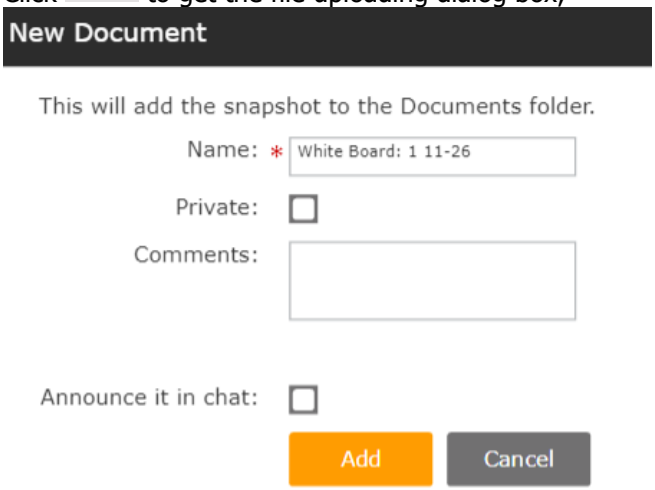
How Do I Save the Drawing as an Image? Quick Tutorial on Screen Capturing and Saving Snaps with Webinato

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 file uploading dialog box,



Quick tips

This option is available with,
- Whiteboard,
- Instant Poll (result).

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.

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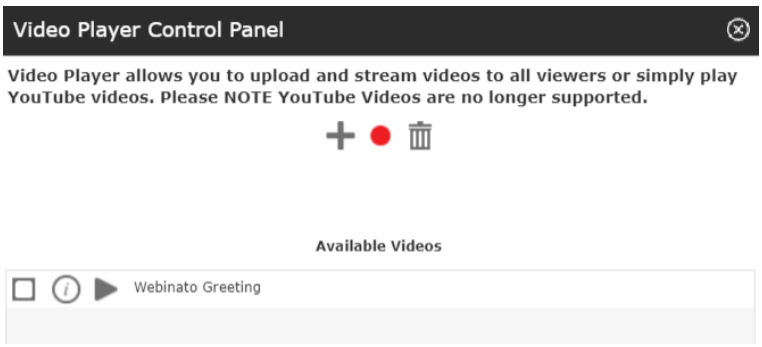
Video Player

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*.

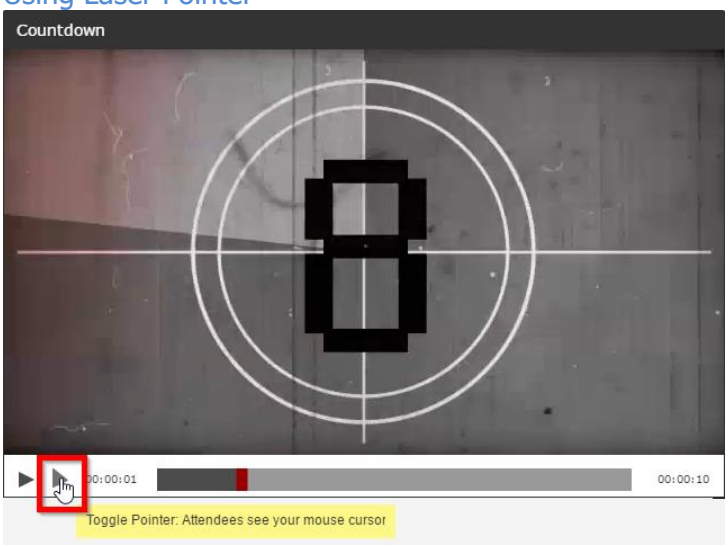


When uploading, select your file and then click Start Upload and Conversion. You will see the uploading and conversion processes individually. Once complete, you will see a success message.

Technical Requirements

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

Using Laser Pointer



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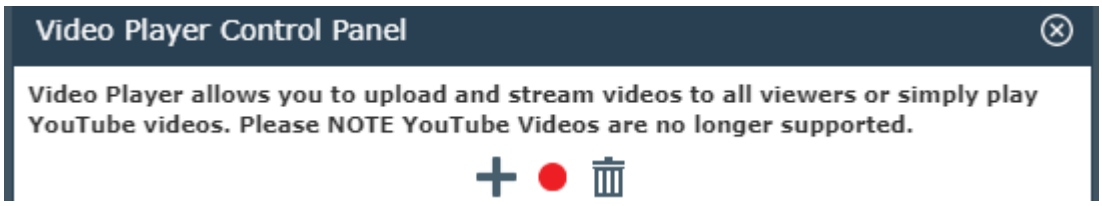
How Do I Record a Video using My Webcam Footage?

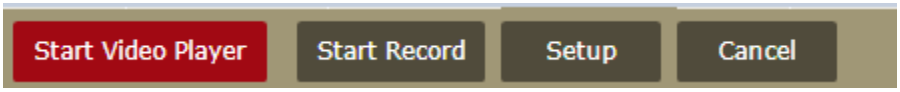
Also, you can record a movie from an available webcam.

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



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.

More information is available here:
https://help.webinato.com/support/solutions/articles/5000601889

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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 non-guided 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.

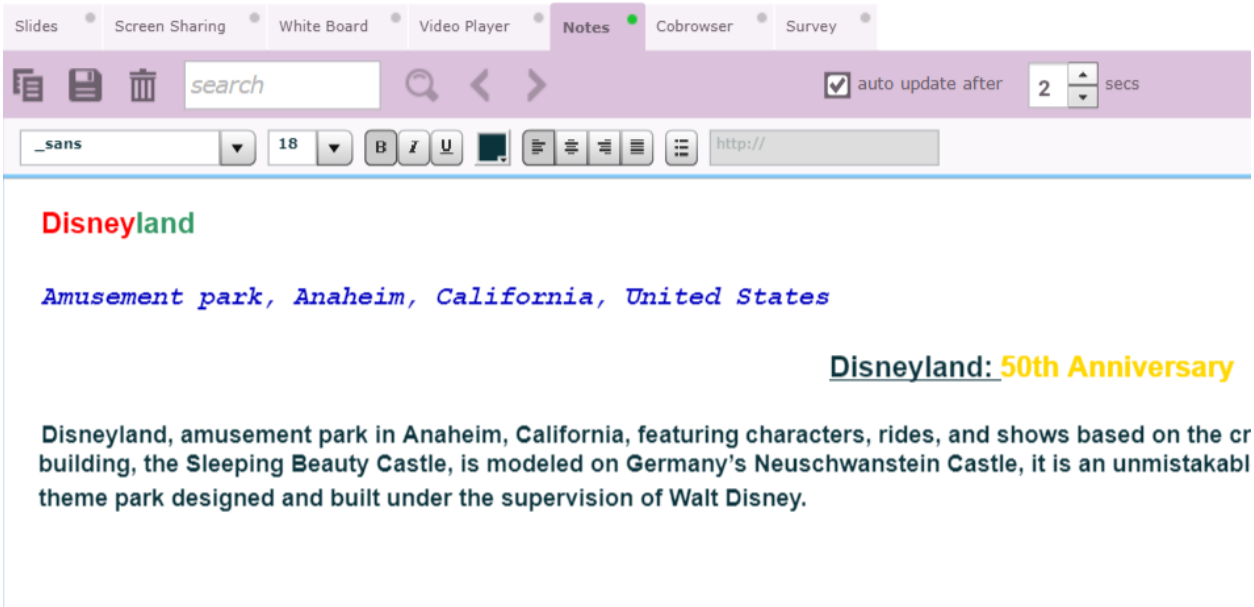
Limitations

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

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Tools

Webinato provides a set of additional tools for your convenience. It is available at the bottom right in the webinar room - . 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.*

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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.

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

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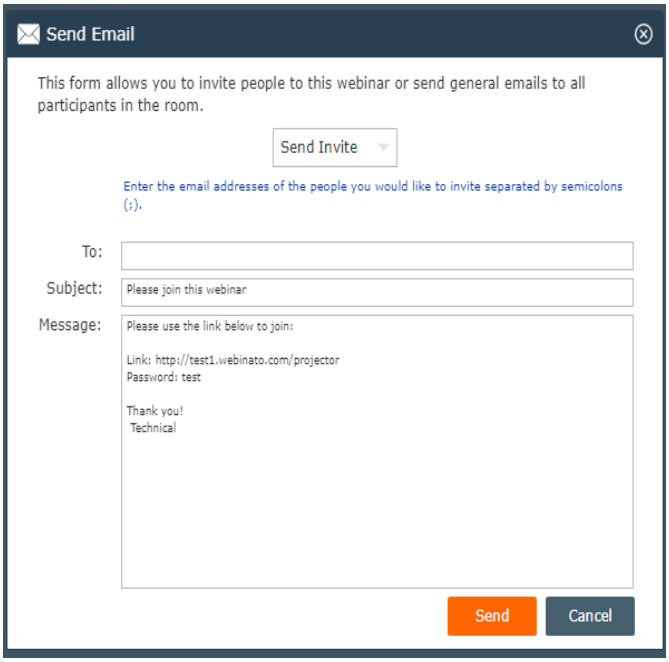
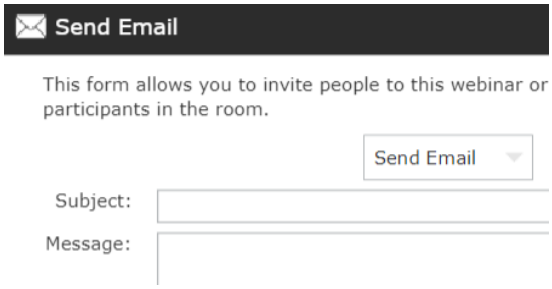


Send invitations



Send emails

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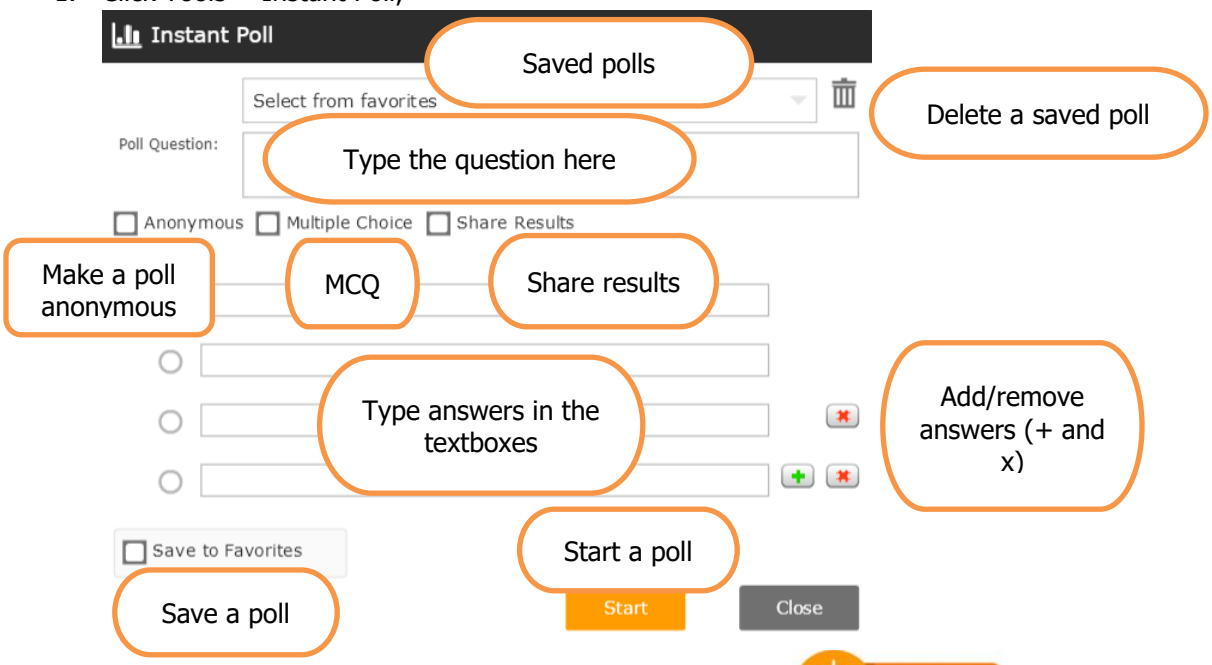
Instant Poll

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,

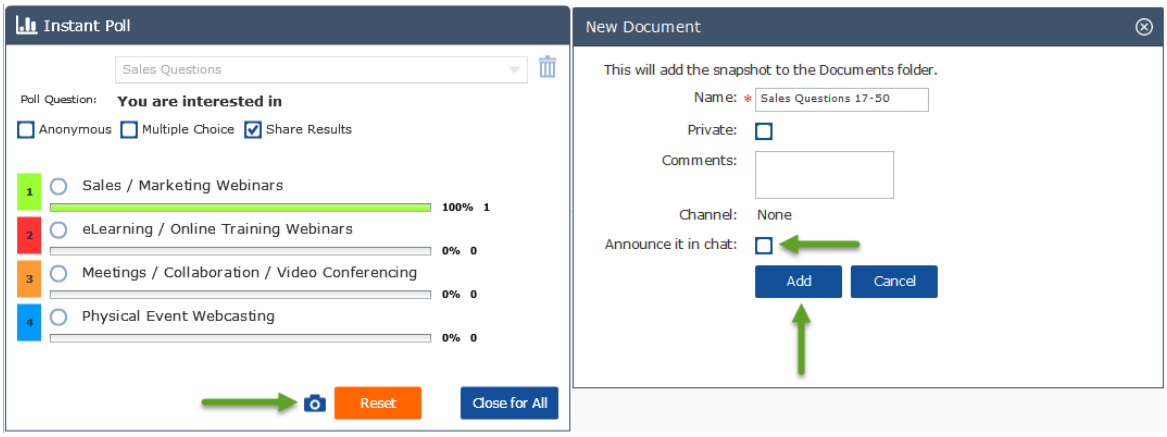
1. Click Tools > Instant Poll,



2. Create a poll or select from favorites (previously saved polls),
3. Click *Start*,
4. Click *Stop* Poll to stop or *Close for all* to silently close it.
5. Once you stop, you can *Reset* and do another poll without closing the tool. Or else, *Close for all*.

FUN FACT

*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**.*



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

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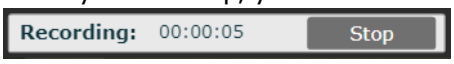
Autopilot Recorder

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,



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

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: *https://help.webinato.com/support/solutions/articles/5000601942*
- Playback modes: *https://help.webinato.com/support/solutions/articles/5000601927*
- Management: *https://help.webinato.com/support/solutions/articles/5000685304*
- Reports: *https://help.webinato.com/support/solutions/articles/12000015581*
- Editing an Autopilot: *https://help.webinato.com/support/solutions/articles/5000685302*

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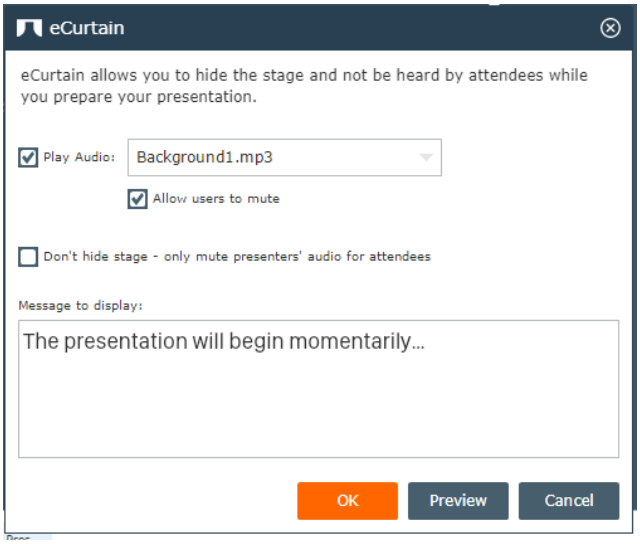
eCurtain

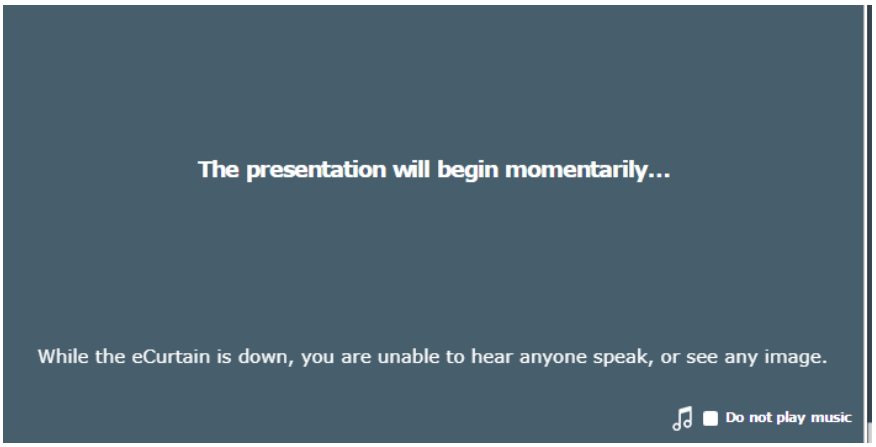
Clicking on the eCurtain brings the curtain down for all attendees. The idea is to screen the audio and visuals from the audience until the moderators/presenters are ready to go on air. They will see the following red curtain with a custom message on it. Play a custom music file (mp3) is also possible.

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*.



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).

Attendees will see the following curtain on their main deck. They can mute the tunes if needed.



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

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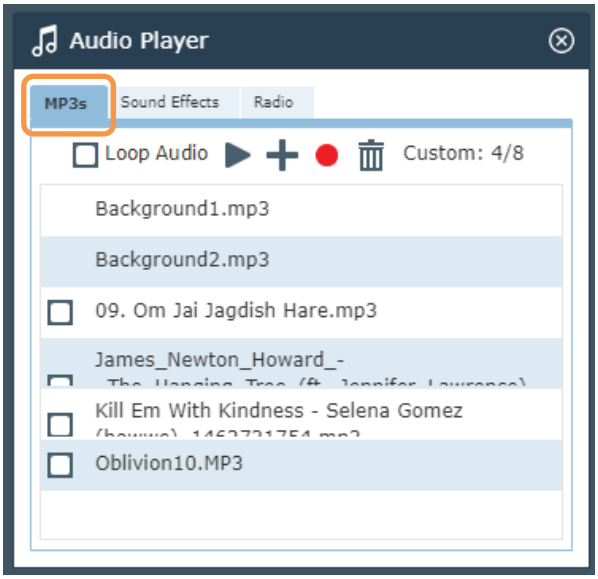
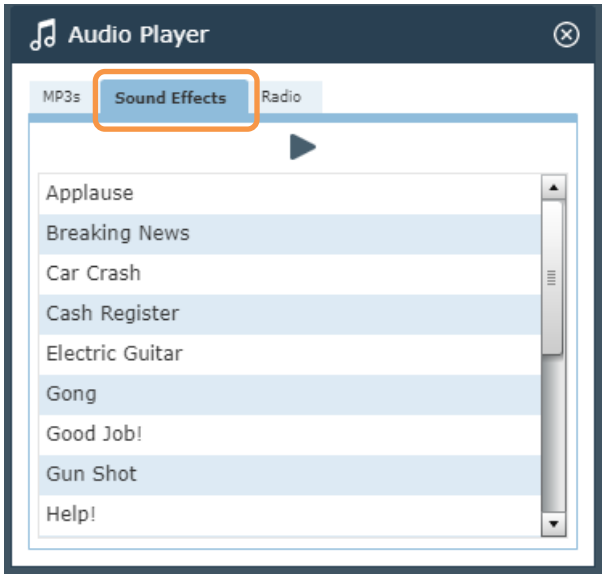
Audio Player

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





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

With eCurtian you can play these custom MP3 files.

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

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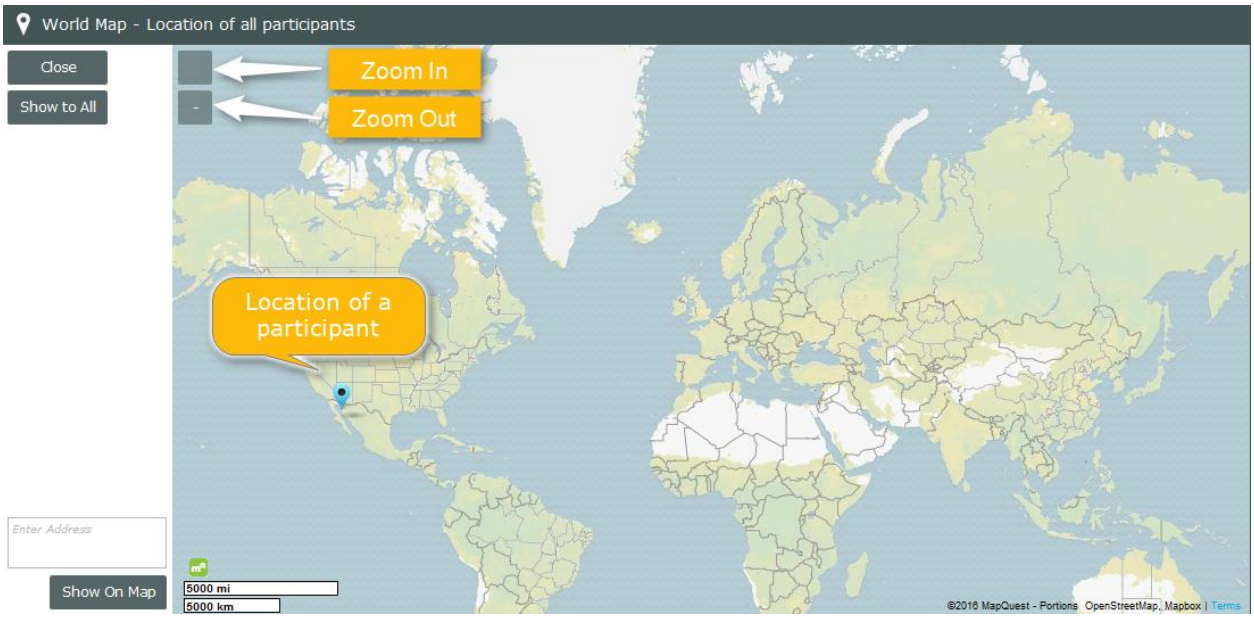
World Map

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



Quick tips

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

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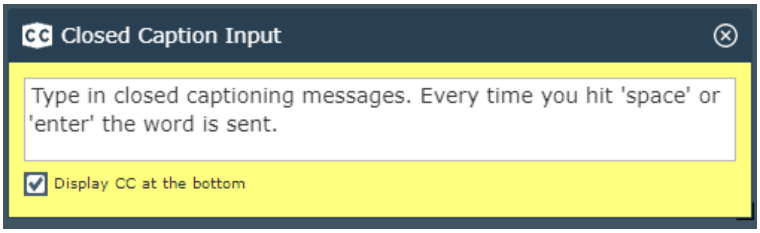
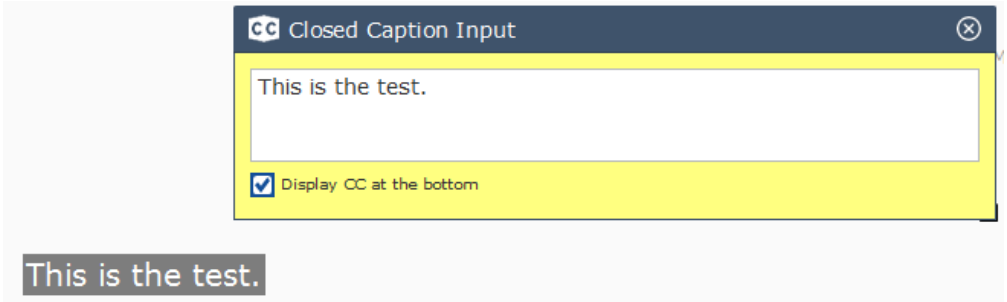
Closed Captioning

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.



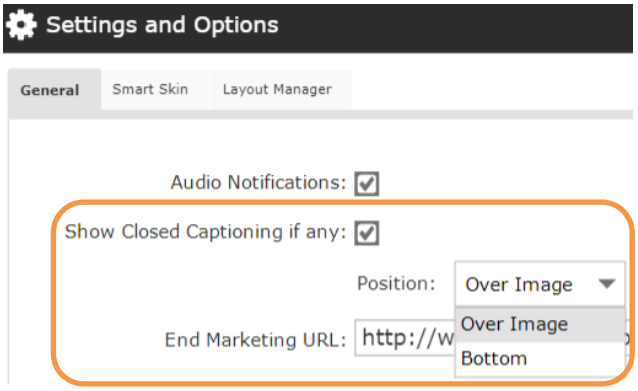
The following box will appear which is where the person typing the closed caption will type the text.



Quick tips

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.



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

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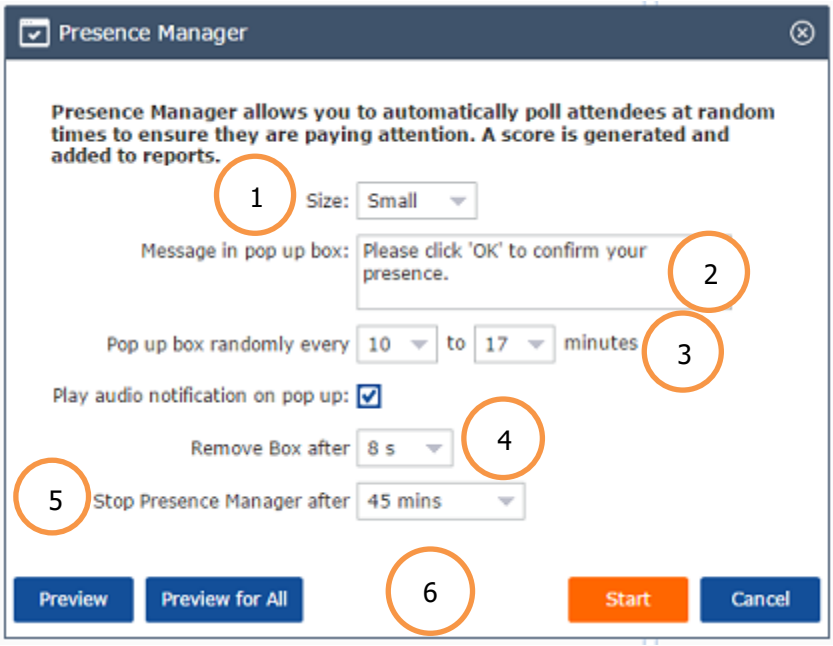
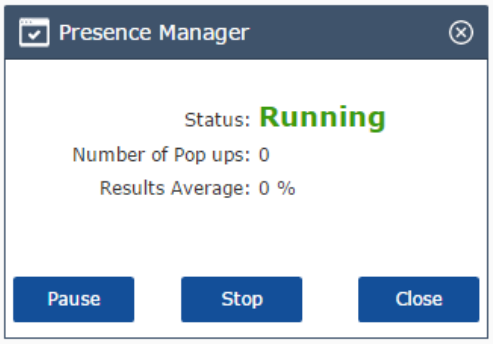
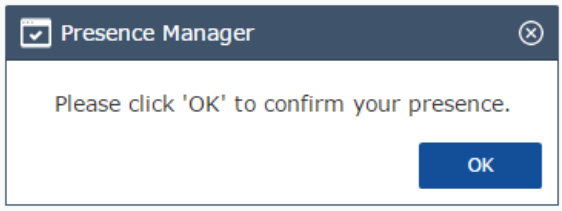
Presence Manager

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).



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)





The popup

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

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

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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

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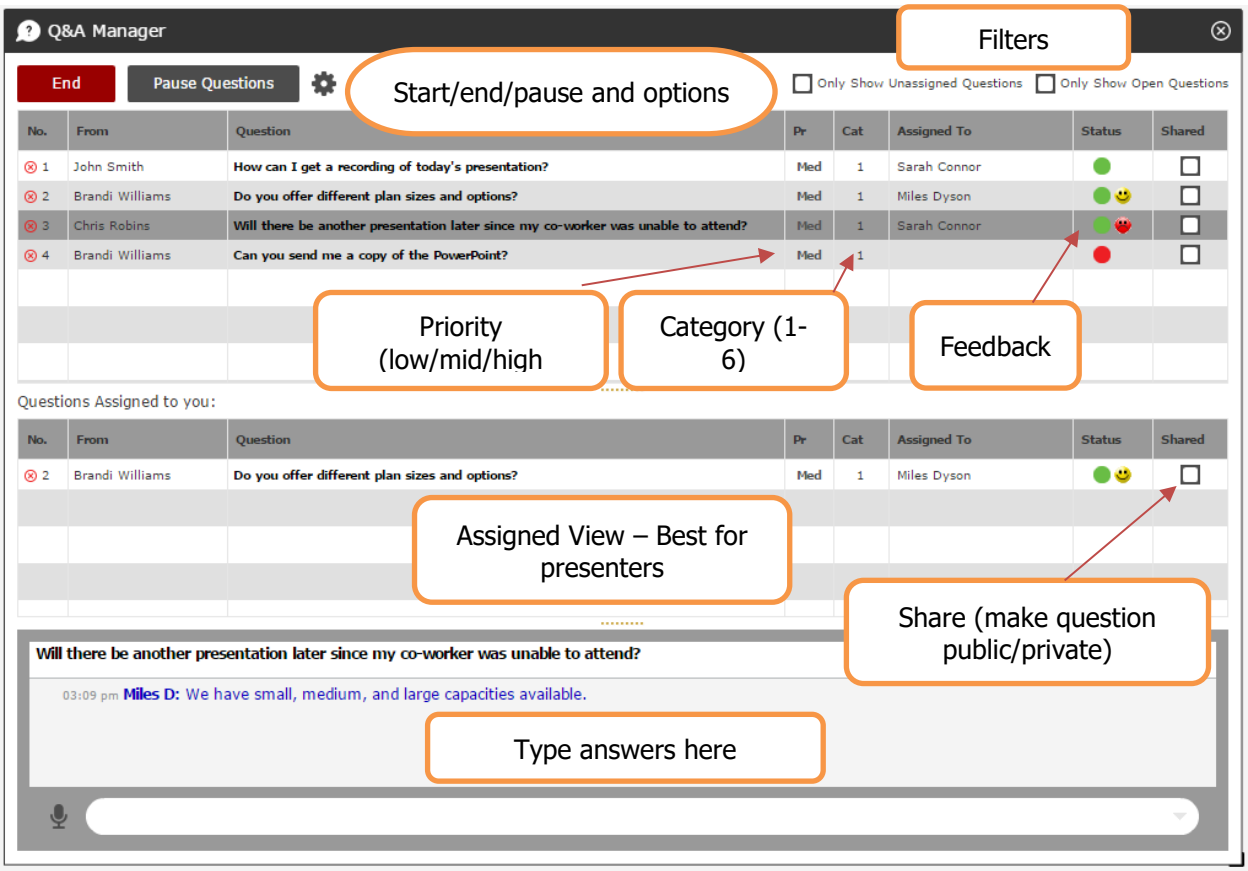
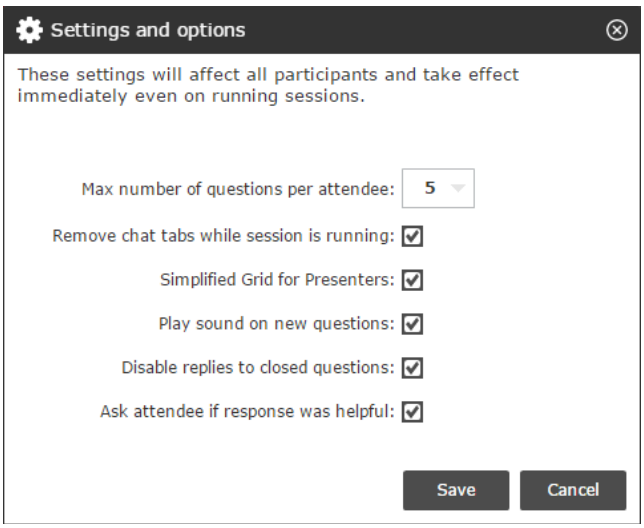
Q&A Manager in action (see below).



Q&A Settings and Options.



Quick tips

Upto 20 questions is allowed.

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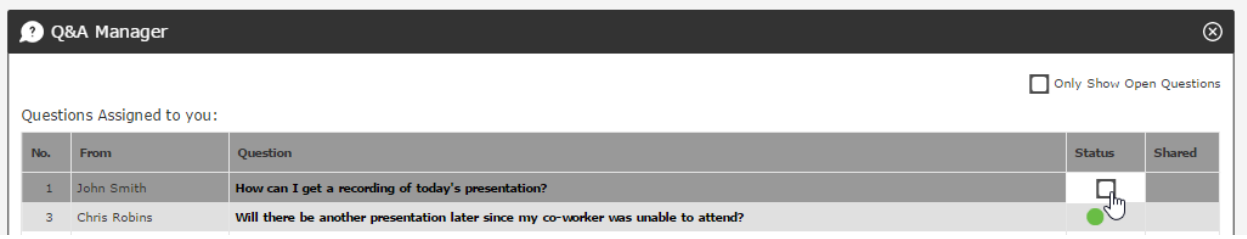
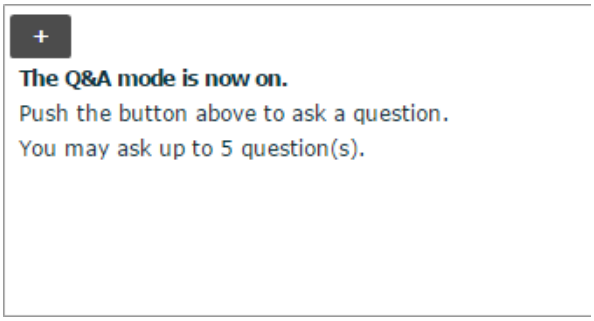
Presenter and Attendee Views.





***Important**: Do not run 2 or mode Q&A sessions in a single webinar session. This will overwrite the previous Q&A session data*.

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

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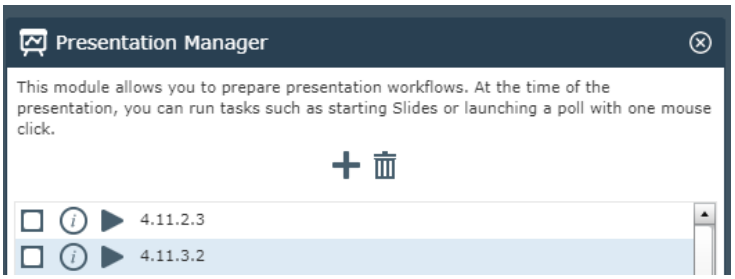
Presentation Manager

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



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: *https://help.webinato.com/support/solutions/articles/5000685310*

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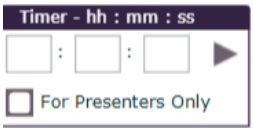
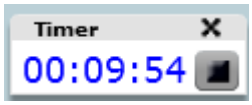
Timer

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: *https://help.webinato.com/support/solutions/articles/5000685314*

Thank you for choosing Webinato!

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