



SW6000 User Manual

Registration Facility

User guide for Shure SW6000 Conference Management Software
Version: 9.3 (2021)

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1 Introduction

The purpose of this document is to describe the Registration facility in SW6000.

The facility is used to enable a participant to register during a 'Registration check' or to register later.

The Registration facility is part of the SW6000-VOTE Voting module.

1.1 Licensing

The SW6000 Registration Facility is included in the SW6000-VOTE Parliamentary Voting module. This module is licensed separately and is not included in SW 6000 Conference Management Software (basic).

2 System applications and abbreviations

The following applications are referred to in this manual:

CAA – Conference Administration Application

The CAA is an application designed to organize and configure meetings. It's used by Administrators prior to and during an event for creating and maintaining basis meeting data such as agendas, participant information, participant lists and voting settings.

CUA – Conference User Application

Used by chairpersons, delegates, or other persons attending a meeting for viewing the current agenda, participant information and for starting/stopping meetings and managing microphones and speakers.

CUI – Central Unit Interface

The CUI application is the interface to the Central Unit. As the name indicates it is managing the communication with the CCU Central Unit. The CUI is also interfacing with all client applications (CUA's, CAA's, CDA's and ECA). The CDA's and ECA are applications used for information sharing and outside the scope of this document.

The client applications will typically receive messages from the CCU through the CUI. And finally the CUI is used by client applications to broadcast messages to all other client applications.

CDA – Conference Display Application

Used to display public information to the audience.

ECA – External Control Application

Used to interface to external equipment by use of RS232.

3 Registration process

3.1 Registration

Registration is an optional meeting facility, when active, enables participants during a meeting to perform registration when a 'Registration check' is started or to make a 'late' registration. When a participant is registered he remains registered even if he logs out until the meeting is stopped or a new registration session is started.

A 'Registration check' can be started at any time during the meeting, forcing the participants to perform registration.

The registration facility is only available if a registration configuration is selected for a meeting and only when the use of ID cards are selected in 'Meetings|Options' and with the following meeting modes:

- Login using code/card
- Login using code/card on seat
- Login using code/card on list
- Login using code/card on preferred seat

Only units with ID card reader can use the registration facility.

The modes 'No Login', 'Prepared participant seat table' and 'Automatic login on preferred Seat' are not supported. If one of those meeting modes are used, a 'Registration check' cannot be started.

Registration can be done automatically at login, by activating a button on the CUA or by activating a registration button on a popup in the CUA.

The following screens includes settings, which, explained in details in later sections, determines the registration behavior:

- CAA Meeting
- CAA Meeting|Options
- CAA Setup|Equipment|Conference units
- CAA Setup|Configurations|Registration configurations
- CAA Setup|Meeting role

3.2 Registration Flow Chart

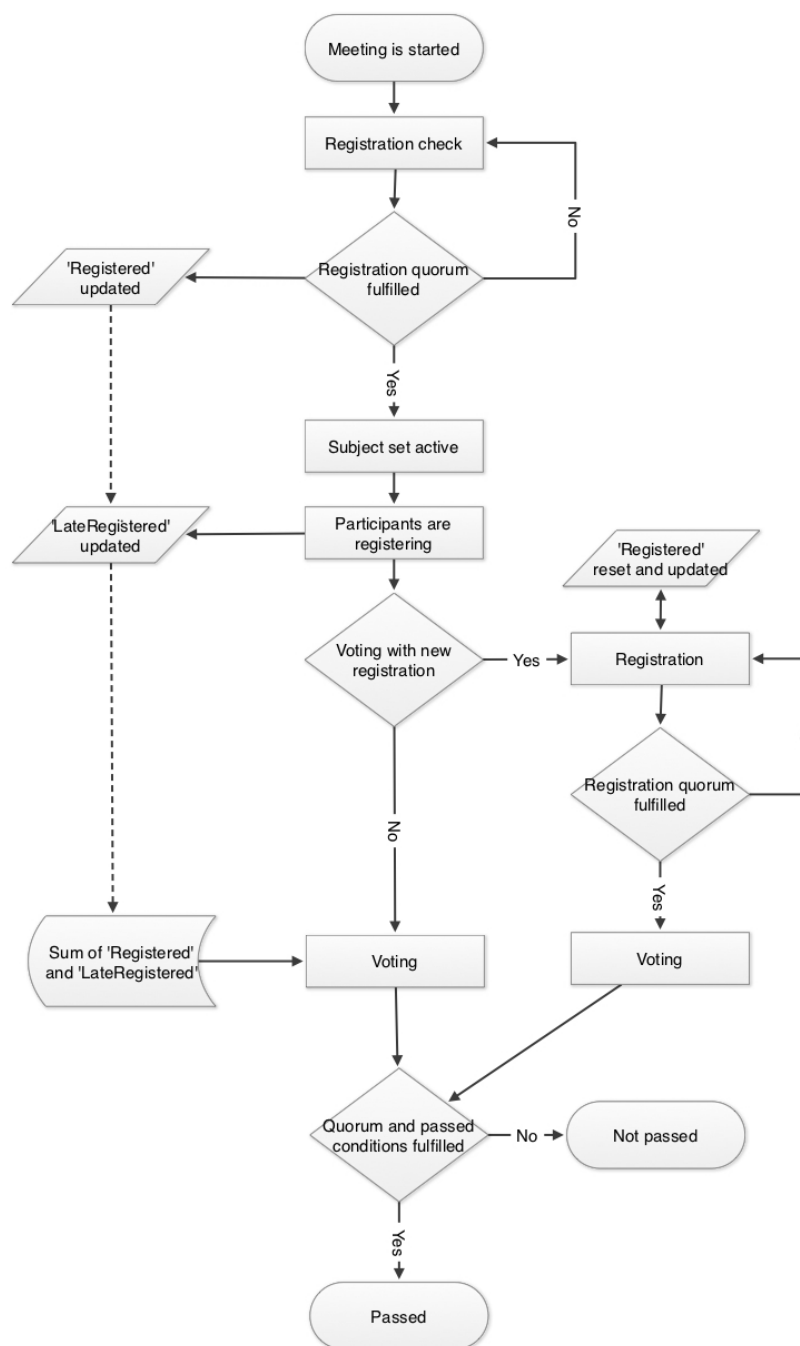


Figure 3.2-A

3.3 Database and Variables

The time of a Registration Session is stored in the database. The registration of each participant with time is also stored in the database. Two variables 'Registered' and 'LateRegistered' counts the registered participants as shown in the Formula Field table.

The variables 'Registered' and 'LateRegistered' are reset whenever a Meeting is started or Paused or a 'Registration check' is started.

4 CAA Application

4.1 Meetings

The screenshot shows the 'Meetings' application window. At the top, there is a filter section with a 'Meetings' dropdown and date range inputs. Below this is a table listing various meetings. The 'City Hall Meeting (Code)' is selected, and its details are shown in the 'Details' section below. In the 'Details' section, the 'Registration configuration' dropdown is highlighted with a red box, showing 'Register 2/3' as the selected option. Other details include meeting ID, name, mode, speak mode, agenda subject configuration, voting configuration, and speech time configuration. There are also checkboxes for 'System language', 'Language in use in the meeting', and 'No language choice at meeting start'. At the bottom, there are buttons for 'Import', 'Export', 'Add', 'Delete', 'Update', 'Cancel', and 'Close'.

Meeting ID	Meeting name	Published	Requests open	Start date	End date
	City Hall Meeting (Prepared seat table)			5/7/2020	12/30/2020
	City Hall Meeting (Preferred seat)			5/2/2020	12/30/2020
	City Hall Meeting (Code on List)			5/2/2020	12/11/2020
	City Hall Meeting (No login)			5/2/2020	12/11/2020
	City Hall Meeting (Code on Seat)			5/2/2020	12/11/2020
	City Hall Meeting (Auto login)			4/30/2020	12/30/2020
	City Hall Meeting (Code)			1/16/2020	12/16/2020
	Agenda test 960 subjects			9/2/2019	11/1/2020
	Agenda test 480 subjects			9/2/2019	11/2/2020
	Assembly meeting #23			4/11/2019	5/25/2019
	Assembly meeting #24			3/28/2019	5/25/2019

Details

English (US) Arabic Chinese Danish Dutch French Georgian Japanese Russian Welsh

Meeting ID:

Meeting name:

Meeting mode:

Speak mode:

Agenda subject configuration:

Voting configuration:

Registration configuration:

Speech time configuration:

Today: 11/2/2020

Start date:

Start time:

End date:

Customer meeting ID:

Customer field 1:

Customer field 2:

Customer field 3:

Customer field 4:

Meeting type:

Alert on display:

☒ System language

☒ Language in use in the meeting

☐ No language choice at meeting start

Buttons: Import, Export, Add, Delete, Update, Cancel, Close

Figure 4.1-A

The dropdown selection 'Registration configuration' in the meeting details section is used to select the registration configuration for the meeting.

If no registration configuration is selected, the registration facility is not available for the meeting.

The Registration facility is available in the following Meeting modes:

- Login using code/card
- Login using code/card on seat
- Login using code/card on list
- Login using code/card on preferred seat

The modes 'No login', 'Prepared participants seat table' and 'Automatic login on preferred seat' are not supported. If one of those meeting modes are used, the [Registration check] button is disabled.

4.1.1 Meetings|Options

‘Use external validation /registration’ and ‘Use of card’ in the meeting options must be selected to use the registration facility.

If selected a validation of the inserted ID card is done before the participant is registered and has access to the CUA. A positive validation result will register the participant.

Options

Details

English (US)ArabicعربيChineseDanishDutchFrenchGeorgianJapaneseRussianWelsh

Meeting name

Test a card login

Speak lists settings

Max. delegate speakers (1-8)

8

Max. speakers (1-8)

8

Max. speak requests (0-250)

30

Max. speak replies (0-250)

30

Microphone off mode

☐ Auto off (sec)

0

Speak interrupt ability

☐ None

☒ Lower

☐ Same / Lower

Participants names in MXC devices

☐ First / last name

☒ Show name

Display settings

CDA display name	CDA screen configuration
▶ PCCHNIELSEC01 (1)	Default CDASetup
PCCHNIELSEC01 (2)	Default CDASetup

Voting time setting

☒ Preset voting time

2:05

☐ Counting up

☒ Counting down

External validation / Registration

☒ Use External validation / Registration

Auto-printing

☐ Auto-print report at voting stop

Agenda

Default 'Open mic on'

☒ Auto-approve pre-requests to speak

☐ Use multilevel agenda on DC6990

Login mode

☐ Use 'Login code'

☒ Use card programmed with 'User ID / Login code'

☐ Use NFC card affiliated with user

Update

Cancel

Close

Figure 4.1-B

4.2 Setup

4.2.1 Setup|Equipment|Conference Units

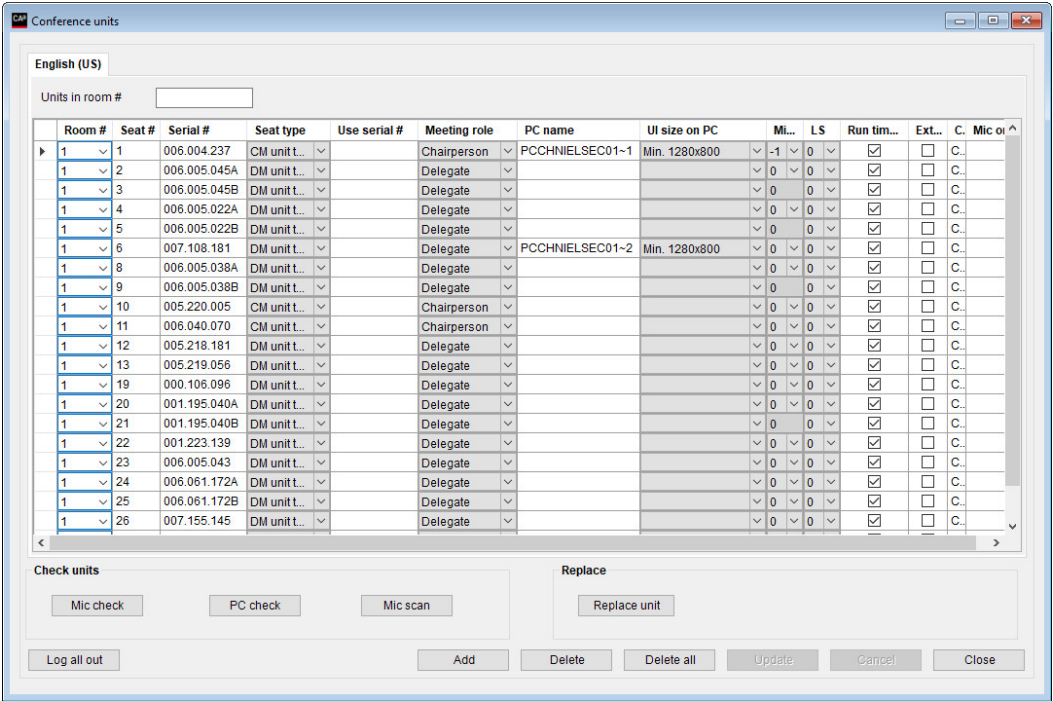


Figure 4.2-A

When using the Registration facility for a meeting, the setting ‘External validation/Registration’ determines if a user is requested to ‘Register’ or will be automatic registered when logging in. When selected a user cannot login before a ‘Registration check’ has be run.

Only units with ID card reader can use the registration facility.

4.2.2 Setup|Configuration|Registration Configuration

The configuration screen is used for setting up the parameters for a registration configuration.

Important: Multiple configurations can be created, but only one configuration can be active for the meeting.

Label	Registration result column formula	Show in voting pie	Show in CUA	Width
Party present	if((Sum(DMC)>0),(Sum(DMC)),0)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	2
Delegates on li	DelOnList	<input type="checkbox"/>	<input checked="" type="checkbox"/>	2
Registered	Registered	<input type="checkbox"/>	<input checked="" type="checkbox"/>	2
TotalPresent	TotalPresent	<input type="checkbox"/>	<input checked="" type="checkbox"/>	2
Attendance	TotalAttendance	<input type="checkbox"/>	<input checked="" type="checkbox"/>	1
LoggedIn	TotalLoggedIn	<input type="checkbox"/>	<input checked="" type="checkbox"/>	1
		<input type="checkbox"/>	<input checked="" type="checkbox"/>	1
		<input type="checkbox"/>	<input checked="" type="checkbox"/>	1
		<input type="checkbox"/>	<input checked="" type="checkbox"/>	1

Figure 4.2-B

4.2.2.1 Registration Buttons

Register	Option to set the color of the registration button presented in the CUA
-----------------	---

4.2.2.2 Voting Time Setting

Option to set the time the registration session is running after starting. Counting up or down can be selected.

4.2.2.3 Parameters

CDA interim result	Results on the CDA registering displays will be updated during the registering session as the participants enter the registering
Chairperson interim result	Results on the CUA registering screen on a participant with 'Chairperson' rights will be updated during the registering session
Delegate interim result	Results on the CUA registering screen will be updated during the registering session as the participants enter the registering
Use quorum formula	The Quorum formula is only used if this parameter is checked. Otherwise the Quorum formula field must be blank
Mandatory login seat	If ticked the registration cannot be started if a participant is not logged in at the selected seat

4.2.2.4 Passed Criterias

The user can define a formula in this field that will determine if a registration quorum is reached or not. A Quorum is normally based on a calculation of present participants being equal to or more than a required number.

If the result of the Quorum formula is fulfilled it is interpreted as 'Quorum obtained'. Anything else is interpreted as 'Quorum not obtained'.

Note: Refer to the paragraph '4.2.3.7 Formula Fields' for details about the syntaxes and variables to use.

Examples of calculating Quorum:

Example	At least 2/3 of the number of appointed members (120) must have registered. 80 and above is OK	Registered $\geq 120 * (2/3)$
---------	---	-------------------------------

4.2.2.5 Registration Result calculations

The result of the registration can be shown with up to nine result columns. When adding configurations the layout can be previewed using the [Preview] button.

For each of the nine rows the following fields are available:

Label	Specifies the text for each column
Registration result column formula	Field for inserting a formula for showing the registration result. Refer to '4.2.3.7 Formula Fields' for details.
[Edit]	Selecting this button [Edit] presents a window for creating the formulas.
Show in voting pie	Select to get the result to be shown in the CDA – Voting Pie
Show in CUA	Select to get the result to be shown in the CUA – Result
'Color'	Select the color for showing the result
Width	Defined the relative width in the voting columns. Value 1-5.

Note: The results from the 'Registration result display columns' are used in the Registration reports.

4.2.2.6 Registration Result Column Formula

The result of the registration sessions can be displayed on the CUA screens or CDA screens in different ways. Either as plain numbers due to the limited space on the screen or as column charts with numbers.

Up to nine different results can be shown each based on the formulas inserted in the 'Registration display column formula'.

Note: Refer to the paragraph '4.2.3.7 Formula Fields' for details about the syntaxes and variables to use.

Examples of calculating registration results:

Example	Total number of registered participants	Registered
---------	---	------------

4.2.2.7 Formula Fields

4.2.2.7.1 Variables

A number of predefined variables are available for use in the formula fields. The variables combined with the syntaxes forms the calculations, which are used in the formula fields.

Each of the variables can be used when specifying a passed or a voting result formula.

Field	Field type	Description	Include Voting Weight
Present	Integer	The value for Participants present	x
TotalSeats	Integer	Sum of Seats configured in 'CAA Setup Equipment Conference units'	
TotalPresent	Integer	The value of all votes present	x
TotalAttendance	Integer	Same as 'TotalPresent' (at Registration result only)	x
TotalVotes	Integer	Same as 'TotalPresent' (at Registration result only)	x
TotalLoggedIn	Integer	Same as 'TotalPresent' (at Registration result only)	x
DelOnList	Integer	Sum of the participants with voting right on the 'Participants Seat Table'	

Field	Field type	Description	Include Voting Weight
Registered	Integer	Sum of the participants who indicated presence during a 'Registration check'	
LateRegistered	Integer	Sum of the participants who indicated presence after a 'Registration check' is stopped. The value is reset when a registration session is started	

4.2.2.7.2 Syntaxes

The following syntaxes are valid when specifying formulas:

+	Add
-	Minus
/	Divide
*	Multiply
and	Two statements combined with 'and' shall fulfil condition
or	One of two statements combined with 'or' shall fulfil condition
sum('voting_group')	Sum (incl. voting weight) of the given votes for a Voting Group.
sum('voting_group',condition)	Sum (incl. voting weight) of the given votes for the Group 'ABC' fulfilling the 'condition'. The condition could be "Vote1"
iif (condition,truepart,falsepart)	If the 'condition' is true then the 'truepart' is shown, if not the 'falsepart' is shown
convert(number,'System.Int32')	<p>Converts a decimal number to the lower integer part.</p> <p>Example 4:</p> <p style="padding-left: 40px;">convert(3,'System.Int32') = 3</p> <p style="padding-left: 40px;">convert(2.5,'System.Int32') = 2</p> <p>Example 5:</p> <p style="padding-left: 40px;">25% of Total present is always rounded up to the nearest integer:</p> <p style="padding-left: 40px;">iif(convert(TotalPresent/4,'System.Int32')<TotalPresent/4, convert(TotalPresent/4,'System.Int32')+1, convert(TotalPresent/4,'System.Int32'))</p>

4.2.2.7.3 Use of Voting Group parameter

Use of participants 'Voting group' parameter in the formulas is a way of counting votes from group of participants separately and use this count in calculating Quorum or Passed/Not passed results or in the Voting Result columns. The 'voting group' is specified for each participants in the Participants Table.

The 'Voting group' parameter type is 3 digits alphanumerical.

In the following the 'Voting group' parameter ABC has been used for some participants and DEF for others.

Example	<p>To get all participants with 'Voting Group' = 'DMC' who are present.</p> <p>Enclose the 'Voting Group' in quotes and use the SUM-function (you are in fact creating a sum of the individual results...)</p>	iif((Sum('DMC')>0),(Sum('DMC')),0)
---------	--	------------------------------------

4.2.3 Setup|Meeting Role

This screen is used to create and maintain the various 'Meeting roles' that can be assigned to participants and seats specifying the screens, button or special functionality that applies to a participant's or a seat's profile.

The settings relevant to the registration feature is marked on the following screen:

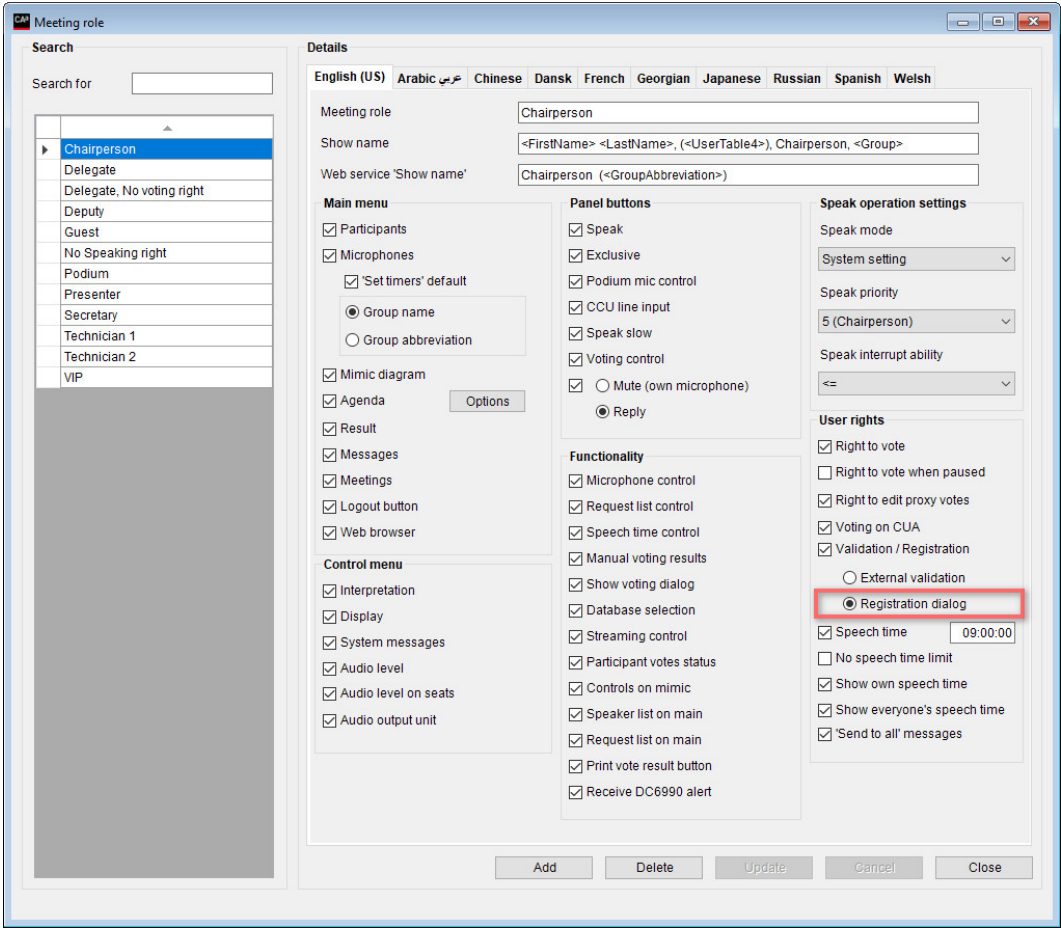


Figure 4.2-C

4.2.3.1 User Rights | Validation/Registration

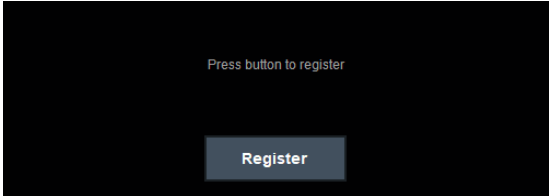
External validation	Option for selecting validation of the inserted ID card. Validation is done using a third party validation facility like finger print reader. The validation is done through the ECA application.
Registration dialog	<div>This option is used to enable/disable a popup on the CUA when a ID card is inserted in the attached conference unit. When enabled, the participant must press a 'Registration' button on the popup to register/login to proceed when a 'Registration check' is started or he insert the ID card after a 'Registration check' has been run.</div> <div></div> <div>When selecting the [Register] button the participant is registered and the dialog closes. The Result screen is then shown with the [Present] button activated as the participant is already registered.</div>

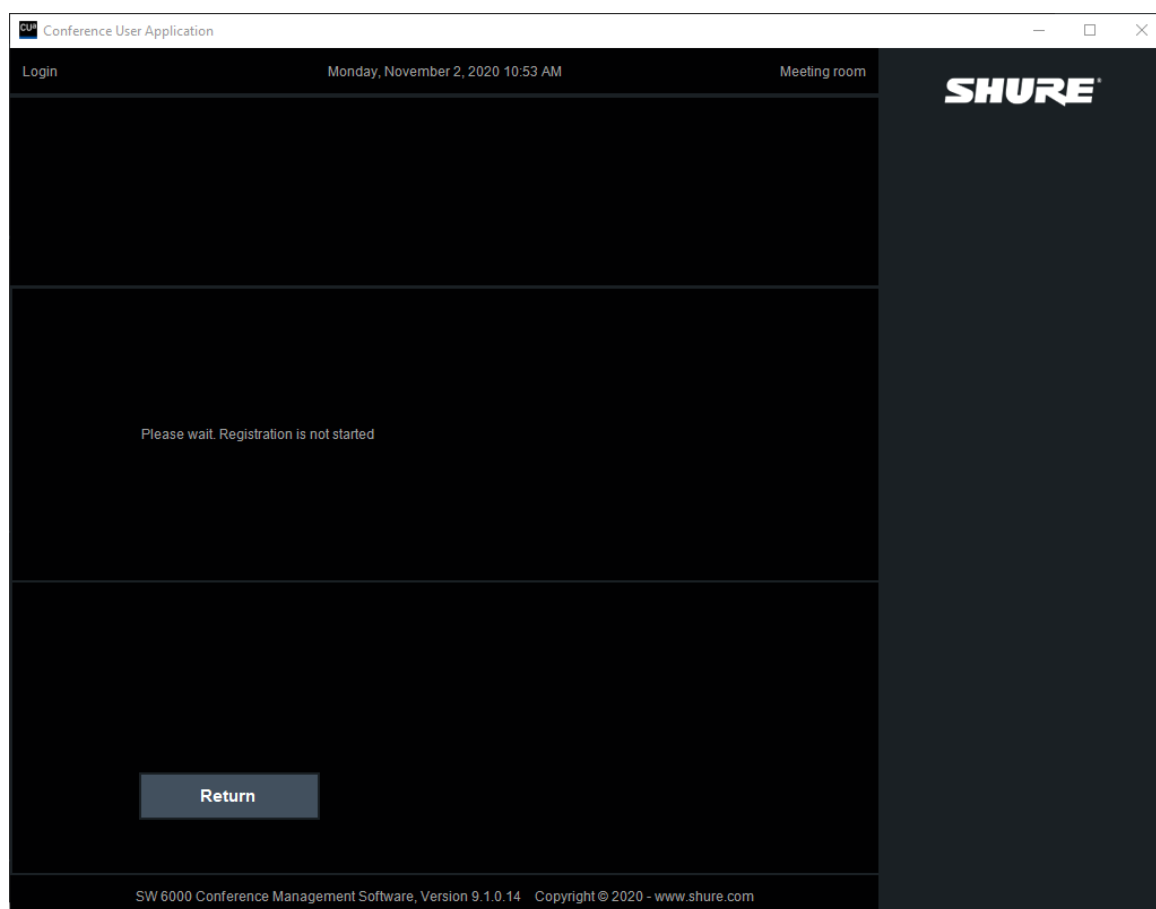
Figure 4.2-D

5 CUA Application, Registration

5.1 Start Meeting

A meeting can be started by users with 'Meetings' configured in 'CAA|Setup|Meeting role'. This may be a 'Technician' or a 'Chairperson'.

When the meeting is started all participants, with 'External validation / Registration' in 'CAA|Setup|Equipment|Conference units' selected, are presented for this screen:



No delegates can login, before a 'Registration check' is started.

To avoid, that the participant who is starting the meeting, is presented for this screen, the 'Validation / Registration' option in the meeting role for this participant in 'CAA|Setup|Meeting role' shall be unselected.

5.2 'Registration check' button

When the meeting is started a [Registration check] button is available in the Chairperson's CUA for starting a registration session. Only participants with 'Start voting' selected in 'CAA|Setup|Meeting role' have access to the [Registration check] button.

5.2.1 Type 1 layout

In 'Type 1 Layout' of the CUA the [Registration check] button replaces the [Speak slow] / [Exclusive] button:

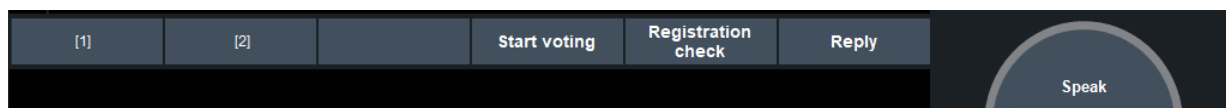


Figure 3.6-A

5.2.2 Type 2, 3 and 4 layout

In 'Type 2, 3 and 4 Layout' of the CUA the [Registration check] button replaces the [Speak slow] button:

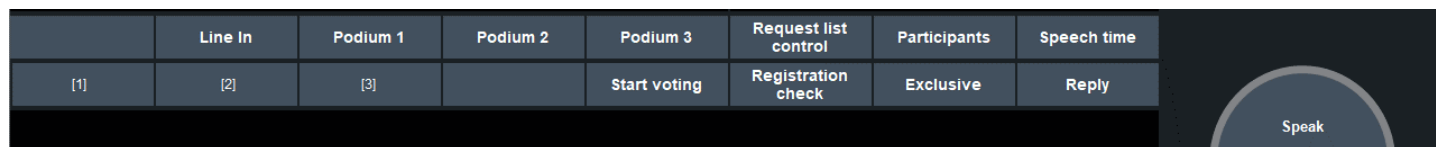


Figure 5.1-B

5.3 Registration check

Starting a registration brings the registration result screen for the participant, who starts the Registration and for the participants with 'Voting control' rights.

Participants where 'Right to vote' and 'Voting on CUA' are not selected in 'CAA|Setup|Meeting role' does not have access to the [Present] button:



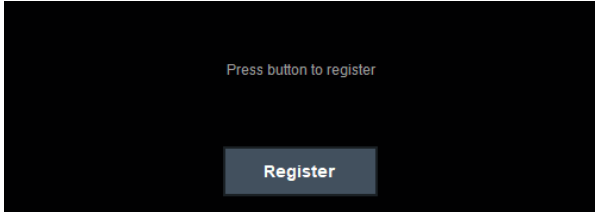
Figure 5.2-A

Those participants can now activate the 'Present' button to register to the meeting.

The result columns available are the column's configured in the 'Registration Configuration'.

Other participants, who might have logged in before the 'Registration check' is started or are logging in during or after the 'Registration check' (Late Registration), are presented for the following options depending on the system configuration:

ID card reader	Voting on CUA	Registration dialog	Action at 'Registration check'	Late Registration	Condition
No			'Registration', and 'Late registration' is not available. When stopping a 'Registration check' the participant is logged out and has to login in again, where he is not counted as 'Registered' but as 'Logged in'.		

ID card reader	Voting on CUA	Registration dialog	Action at 'Registration check'	Late Registration	Condition
Yes	No	No	Registered when ID card is inserted		Valid ID card is inserted
Yes	Yes	No	Select the [Present] button on the CUA	Login	
Yes	Yes or No	Yes	<div>The participants is presented for the following dialog box in the CUA</div> <div></div> <div>This dialog box remains until the [Register] button is activated or the ID card is removed.</div> <div>If the participant does not register during the 'Registration check', he is logged out.</div>		

5.4 Login after a Registration Session

Participants registered during or after a registration are treated in the same way.

If the participant decides to remove his ID card after he is registered or late registered, he is logged out but will remain as 'Registered/Late registered' until a 'Registration check' is run or the meeting is stopped or paused. The 'Registered' and 'LateRegistered' counters are accordingly not decreased if the participant log out.

The participant can insert his ID card in any conference unit to log in and will always be presented for the 'Registration' popup if enabled, but is only 'Late registered' again if a 'Registration check' has been run after he logged out.

5.5 Pausing a meeting

If a meeting is paused and resumed again, the variables 'Registered' and 'LateRegistered' are reset and all participants are logged out. And participants have to register again after Resuming.

5.6 Viewing of Registration Results

The result of the registration can be seen in three different views:

- Total Results (Figure 5.5-A)
- Individual Results
 - The Individual Results are shown in two columns sorted by Participant Name in alphabetical order.
 - A slider is present if the number of participants cannot be shown in one screen.
 - The following colors and font sizes are used:
 - Color TextColorGrey
 - Font size DelegateScreenDelegateListFont
- Group Results
 - The Group Results is shown in two columns sorted in by Group and then by Participant Name in alphabetical order.
 - A slider is present if the number of participants cannot be shown in one screen.
 - The following colors and font sizes shall be used:
 - Color participants TextColorGrey
 - Color groups TextColorWhite
 - Font size DelegateScreenDelegateListFont

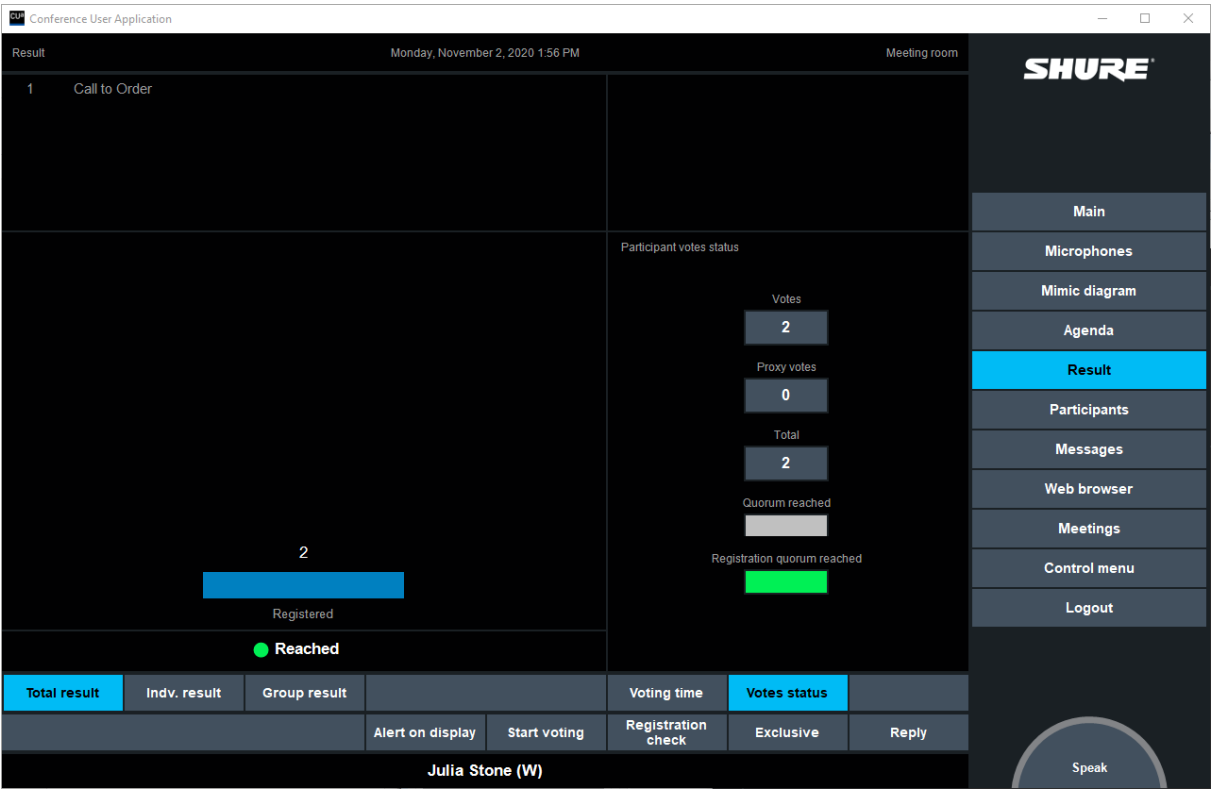


Figure 5.5-A

5.6.1 Vote Status

When a Registration Configuration is selected for the Meeting, a ‘Registration quorum reached’ indication will be visible in the ‘CUA|Result|Vote status’ sub panel. The window will show if registration quorum has been reached calculated from the quorum formula in the active ‘Registration configuration’.

5.6.2 Total Logged In

When a registration configuration is active the value ‘Total logged in’ on the Main screen is showing the sum of ‘Registered’ and ‘Late Registered’ participants.

5.7 Participants

The time of the latest registration time is shown in the Participants screen. Only the participants who are logged in are shown in the list.

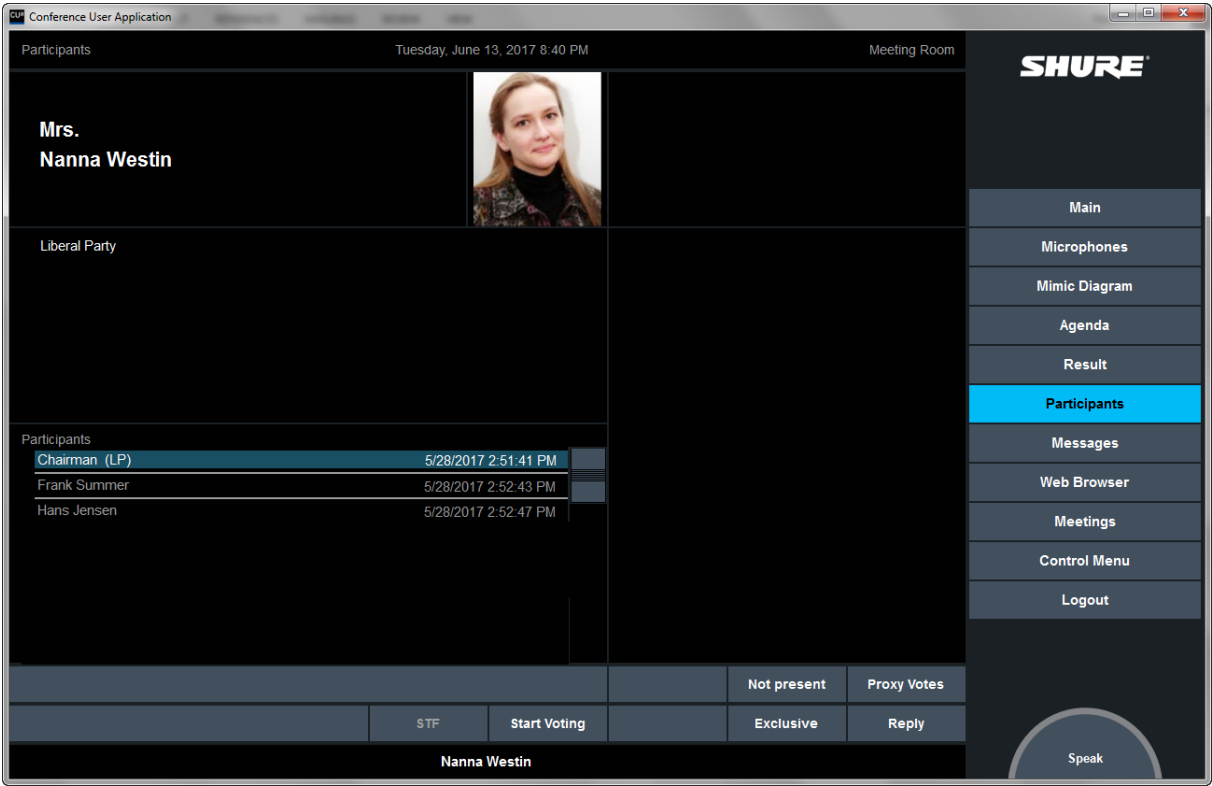


Figure 5.7-A

**United States, Canada, Latin
America, Caribbean:**

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