



# CLiKAPAD

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## CLiKGrid Quick Start Guide

### Installation

The CLiKGrid software works in conjunction with the main ppvote software which must be installed prior to installing the grid module.

The ppvote software can be downloaded from:

<https://www.clikapad.com/downloads/login/>

The installer for the grid voting module is available from the following link:

<https://www.clikapad.com/downloads/clikgrid/>

Once installed now load PowerPoint. You will see the Add-Ins tab in the top right of the Office ribbon bar which will have both the main 'CLiKAPAD' menu and the 'CLiKAPAD Grid' button.

### Setup

Before using the grid software, make sure your keypads are setup and tested by selecting CLiKAPAD > Keypads > Setup. Please ensure your keypad numbers start from 1.

You can now click the main Grid menu bar to reveal the main Grid side panel. The first step is to initialise the software. Click the Initialise button and the indicator should turn green, if the indicator remains red please make sure you have completed the main Keypad Setup.

### Inserting Grid Voting Slide

To create a voting slide using the default settings click the Add Motion button. A new grid voting slide will be inserted into your presentation. You can adjust the default settings and create further voting slides if required. You can alter the number of voting options (max range 1-4), what colours to show when the votes are received/revealed, how many columns in the main grid, etc. Once all settings are complete the Add Motion button, this creates a Grid Voting slide based on your current settings.

All of the elements on the Grid voting slide can be edited, moved, formatted, etc. to make the slide look how you want. All the objects on the slide are standard PowerPoint text boxes, shapes and tables.

Other options that you can alter include the results being shown as percentage/number/both, whether the votes are shown on screen as soon as they are received (Dynamic mode) and how to show the results as they arrive (Silent mode).

### Optional: User Definitions File

You can link the presentation to a UserDefinitions.xlsx file, to do this click the Load Definitions button - once the file is selected make sure the User Definitions option is now selected. The definitions file allows you to place keypads into distinct "groups". These groups can then be displayed as a sub-result under the main overall result. For instance you may have a voting process that requires an overall vote of 50% or more to pass AND a majority vote of 75% or more from subset of the voters (e.g. a special committee or board). Using the definitions file will allow you to do this.

The User Definitions also allow you to group keypads into those whose individual vote appears on the live display, and those that don't (but still count toward the final overall result).

Attached is an example User Definitions.

### Live voting

Before running a live vote make sure the steps in the Setup section are completed to initialise the grid voting software.

Start the slide show navigate to your grid voting slide and press V. The vote will start, the vote indicator on the slide will change to show the vote is running and the countdown timer will begin to count down from the starting value down to 0 (n.b. the countdown indicator is optional, if you don't want to use it just delete the countdown box from the slide).

To close the vote, either let the countdown timer reach 0 seconds, or press V. The vote will close and reveal / compile the results.

To restart the vote, press V. If data already exists on the slide you will be asked to confirm you wish to restart the vote, if selected to restart the vote the current data will be cleared and the slide will be reset.

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