

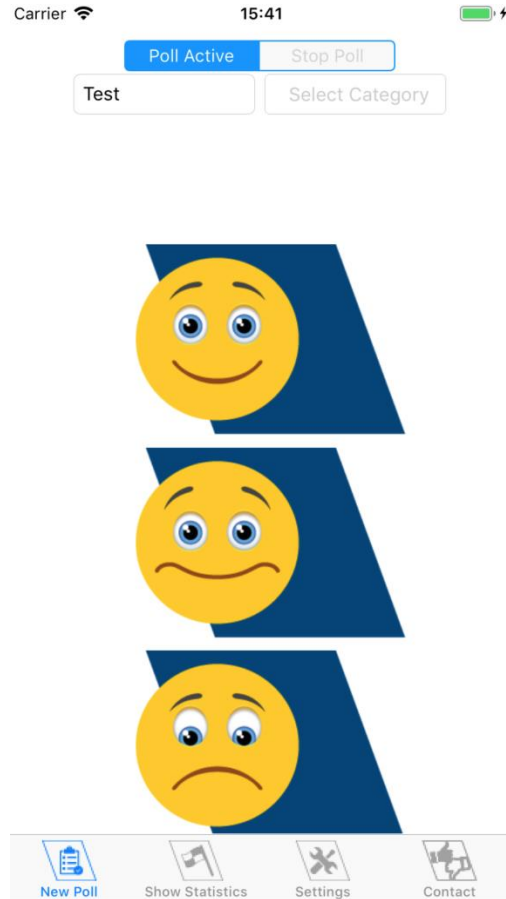


ACG's App EVALuate

What It Can Do For You And How To Use It

How To Use EVALuate

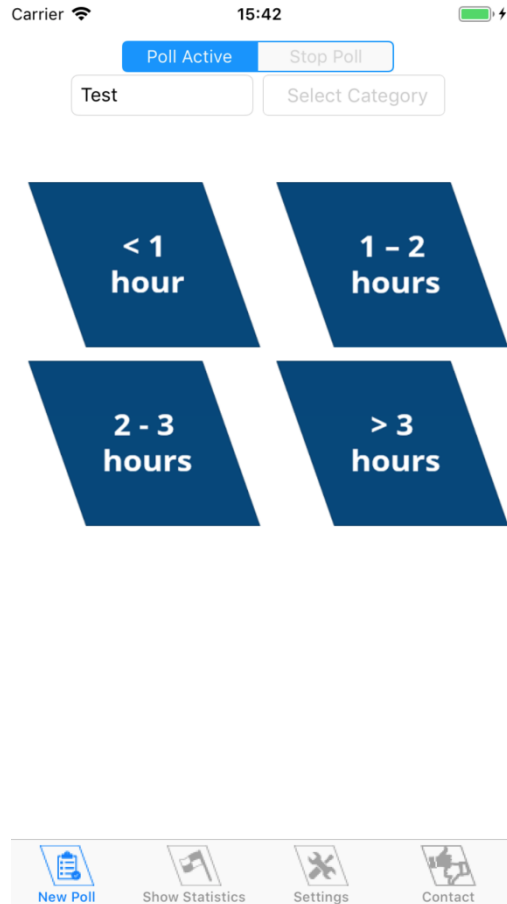
Basic Function



Do you want to know what your audience thinks about your presentation or about a meeting? Start EVALuate on your iPhone or iPad and pass your device to the audience. Your attendees then, one after the other, tap one of the smileys shown on the display and hand your device over to the next. On iPads your attendees may even add comments. EVALuate counts the hits for each smiley. Once you end the poll EVALuate presents the result as a report which you may export as a csv-file.

How To Use EVALuate

Basic Function



The options of EVALuate however go beyond polling! You might also want to learn how much time the visitors of your bookstore or your fashion shop spent in your rooms. Simply choose the option "period of time" in the settings and EVALuate will do the job! Ask every visitor to enter his choice (e.g. on an iPad at the exit), EVALuate will count the answers for you and produce an exportable report!

How To Use EVALuate

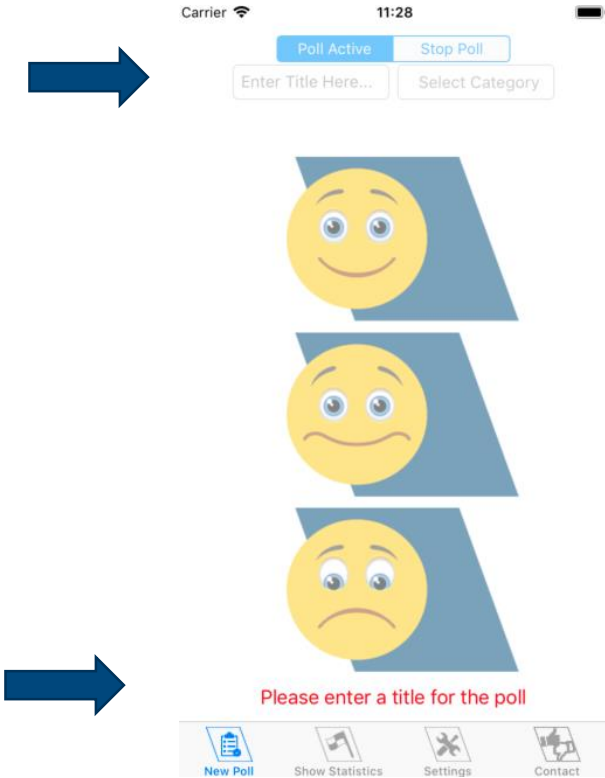
Start



Start EVALuate by choosing its icon on the homescreen of your iPhone or iPad.

How To Use EVALuate

Start

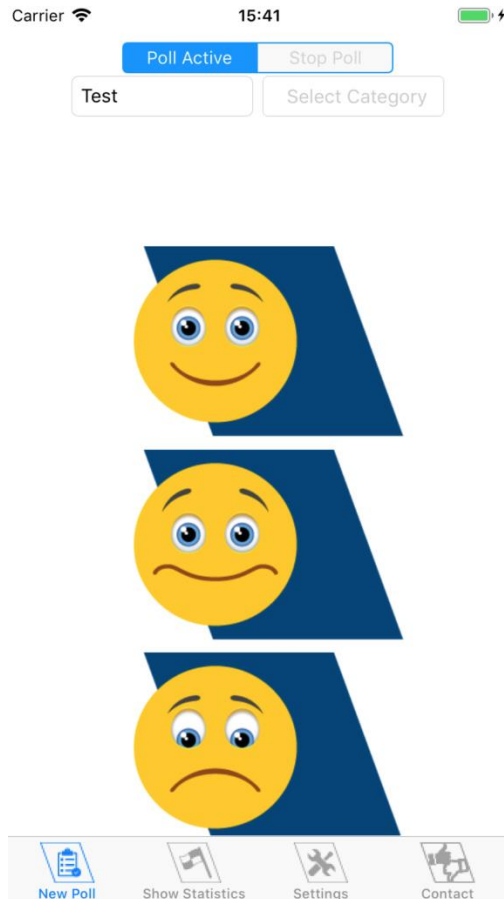


Once you started EVALuate you will be prompted to enter a title for the poll. Enter the title in the field placed in the upper left corner which says "Enter title". Thereafter the faded smileys will be activated.

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Start

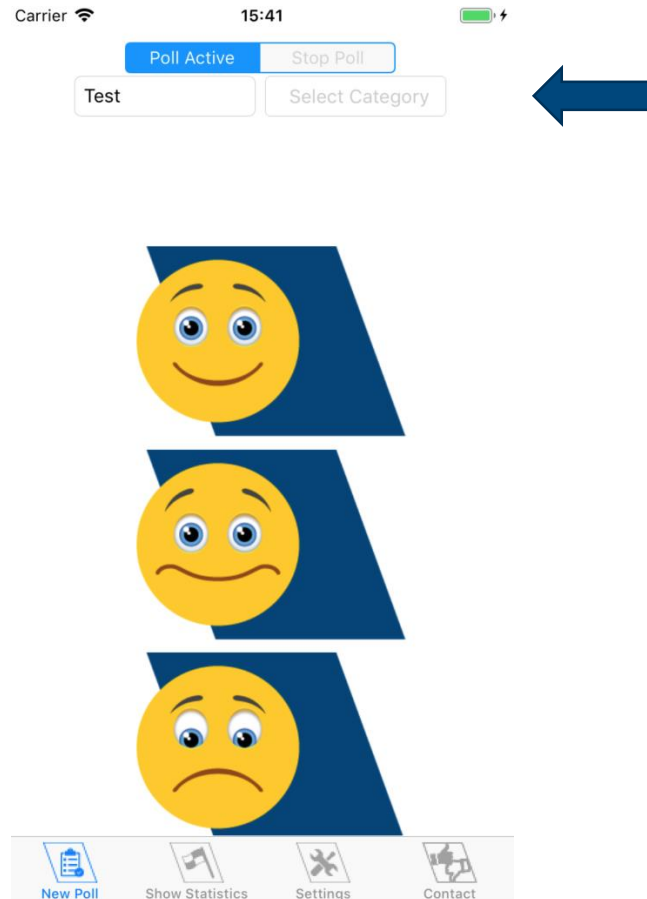


Once you entered the title for your poll the smileys will be clear and may be hit. The prompting has gone away. Your poll is ready for use!

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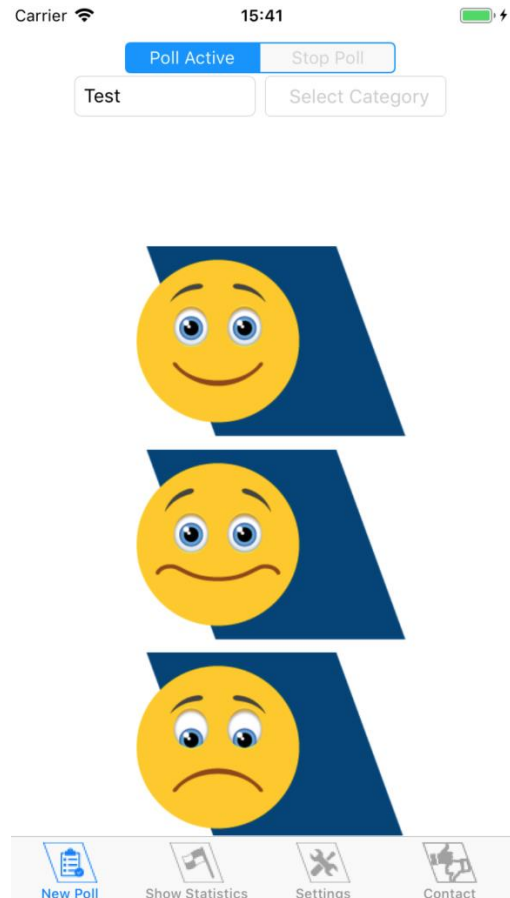
Start



You might also want to choose a category for the poll like "meeting", "presentation", "training". This is optional and not required for proceeding.

How To Use EVALuate

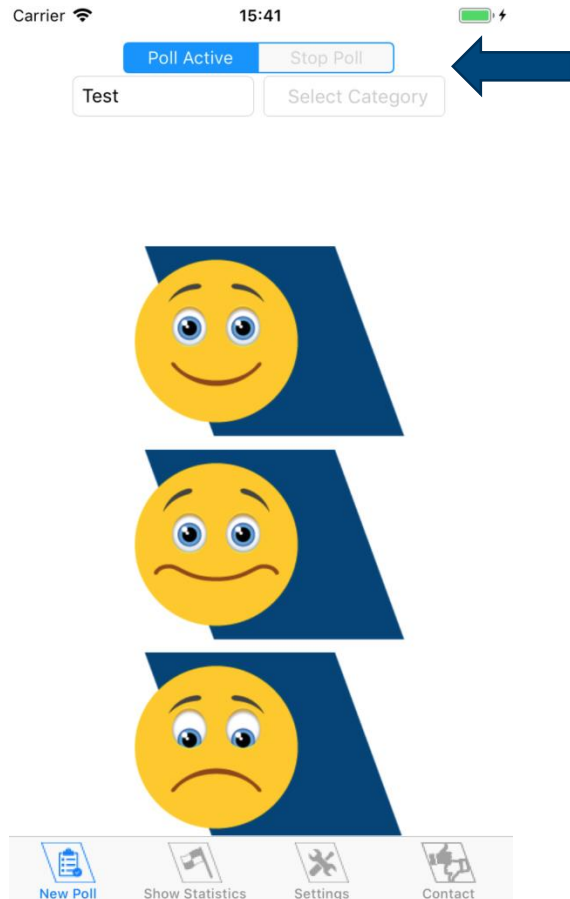
How The Poll Works



Now each of the smileys may be tapped repeatedly, yet just once by any attendee. To make sure each attendee makes just one choice, the screen will be faded out after each hit of a smiley and not accept any entry for a couple of seconds. During this period the attendee currently holding your device should pass it on. The length of the fading out period may be defined in the settings.

How To Use EVALuate

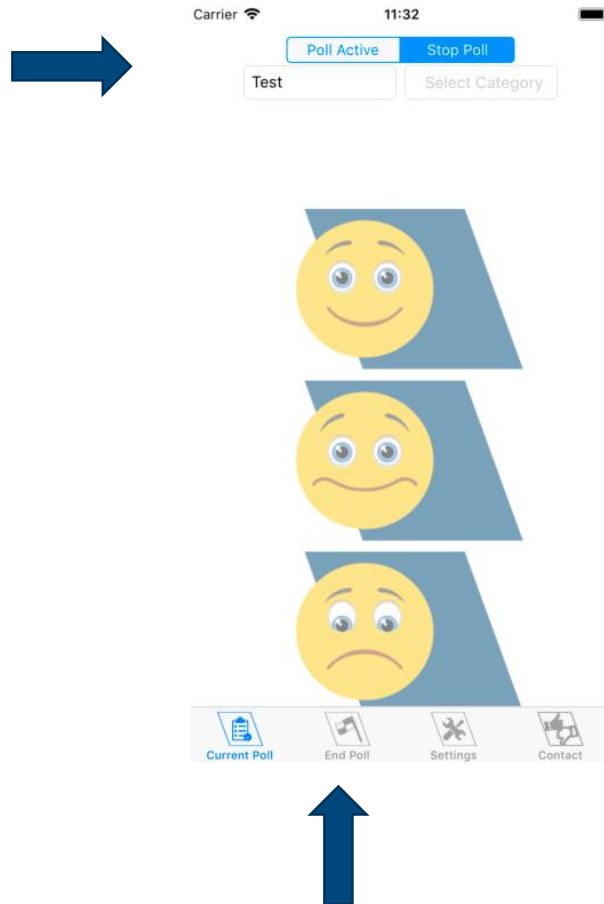
How The Poll Works



Once each attendee has given feedback, interrupt the poll by tapping the field "Stop Poll" in the headline. The smileys will be deactivated for polling and they will be displayed faded.

How To Use EVALuate


How The Poll Works



You may resume the poll by tapping "Poll Active" in the headline. To close the poll, choose "End Poll" in the bottom line. This will end the poll and will take you to the report screen.

How To Use EVALuate

Evaluate The Poll



End of Poll	Title	😊	😐	😞	😡
04.10.2018 11:36:39	Test	1	0	0	0
04.10.2018 11:32:19	Test	1	0	0	0
02.10.2018 10:31:37	K	1	0	0	0
25.09.2018 14:18:59	O	1	0	0	0
25.09.2018 14:16:36	L	1	0	0	0

Carrier 11:46

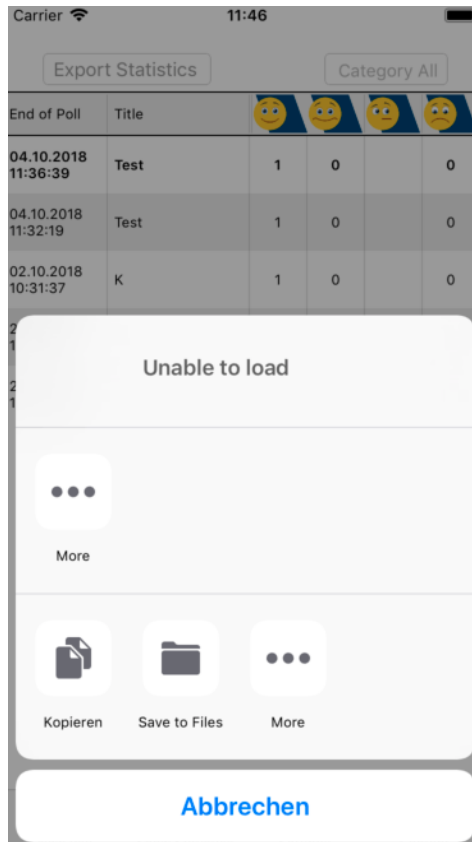
Export Statistics Category All

New Poll Show Statistics Settings Contact

On the report screen you can now see the report on the poll. The screen may also display reports of previous polls sorted by creation date in descending order. Tapping the button "Export Statistics" will produce a csv-file that may be transferred to other devices or applications, e.g. via e-mail. If you choose to export the report, all of the reports, including the previous polls, will be exported.

How To Use EVALuate

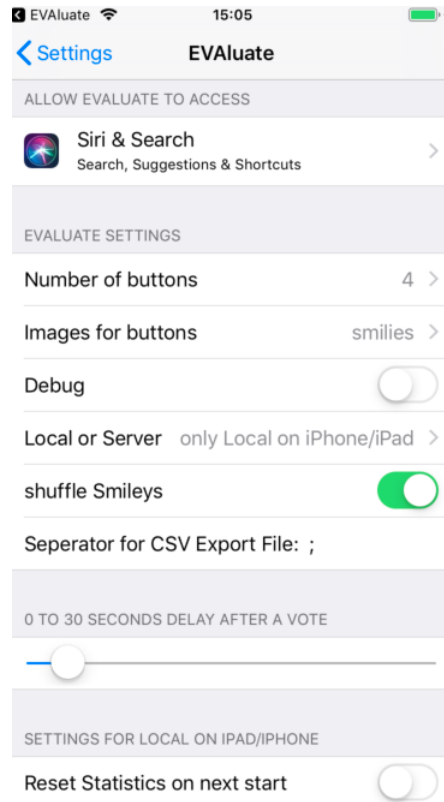
Evaluate The Poll



There are a couple of options to get the csv-file out: You might want to send it via AirDrop to another Apple device or to send it via e-mail. The options you have vary depending on your device and on your settings.

How To Use EVALuate

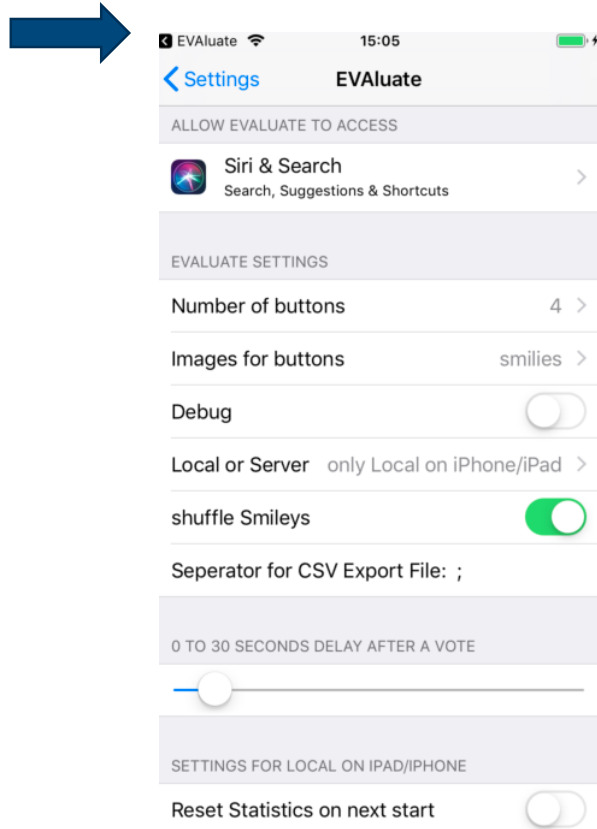
System Settings



The system settings of your device allow you to control the features of EVALuate. Go to settings either from the homescreen of your device or by tapping the button "Settings" in the bottom line of EVALuate.

How To Use EVALuate

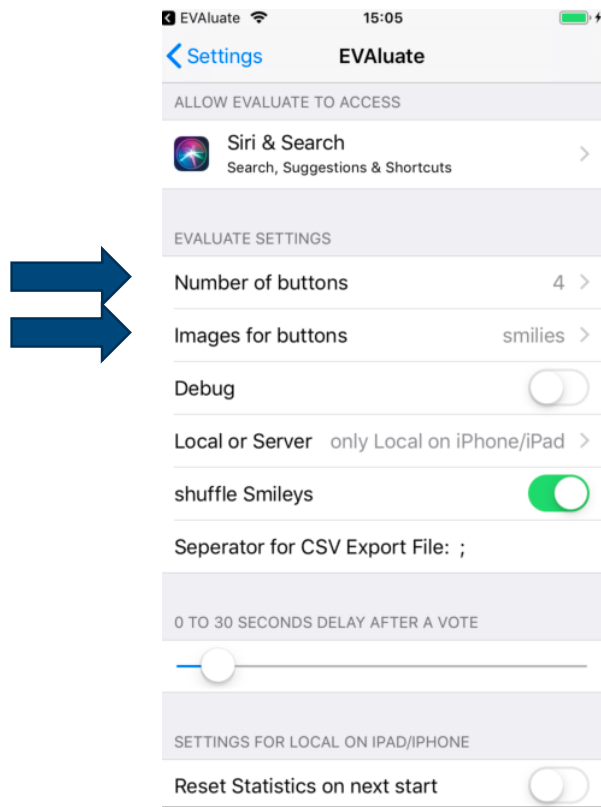
System Settings



If you enter the settings screen directly from EVALuate (instead of opening it from the homescreen) it is easy to return to EVALuate by tapping "EVALuate" in the upper left corner. EVALuate will then be resumed from where it was when you left it.

How To Use EVALuate

System Settings

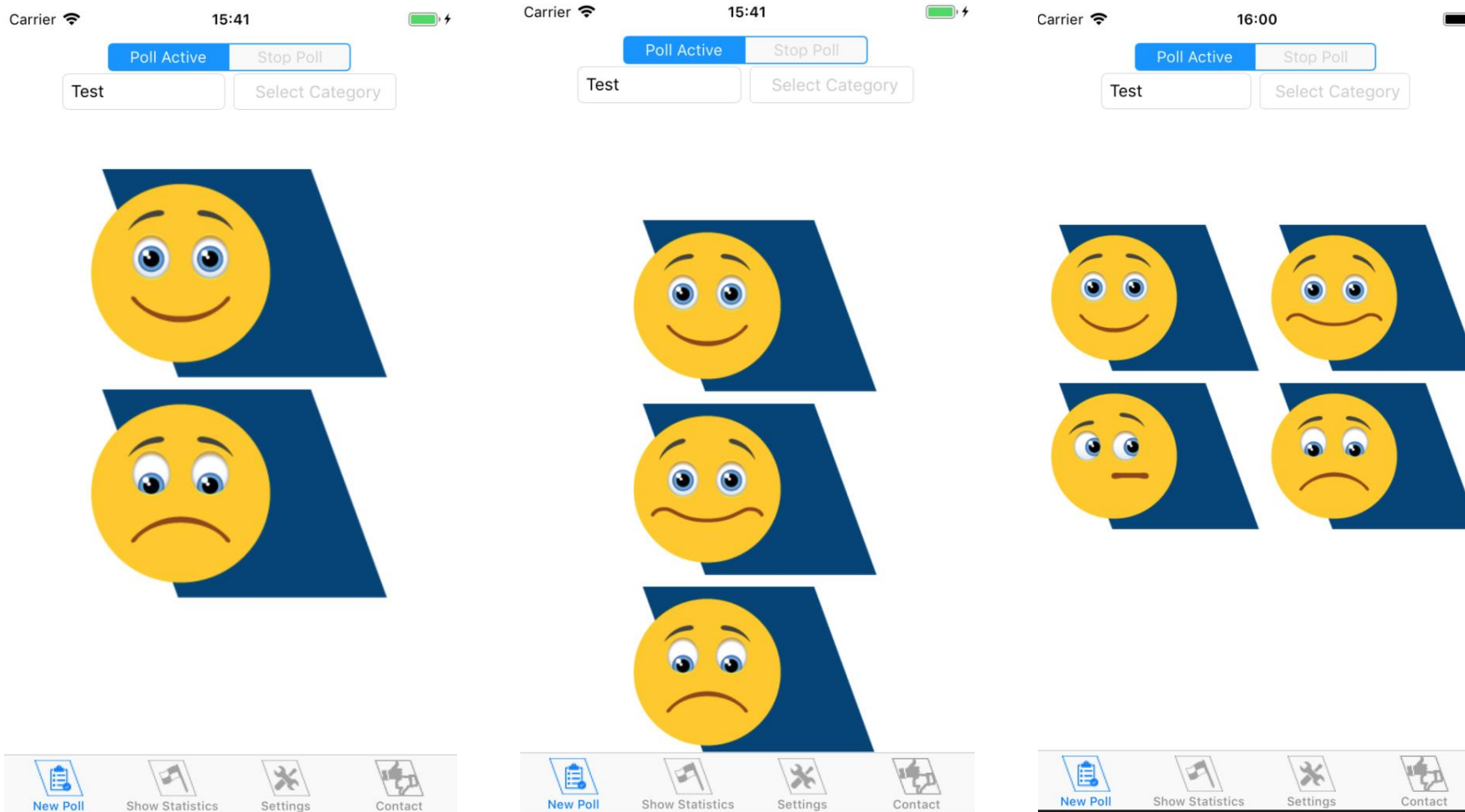


The option "Number of buttons" allows to define if 2, 3 or 4 smileys or periods of time are displayed during a poll. With "Images for buttons" you choose between smileys or time periods. These settings combined offer a range of options how the poll is presented to your audience or visitors. Explore these options on the following pages.

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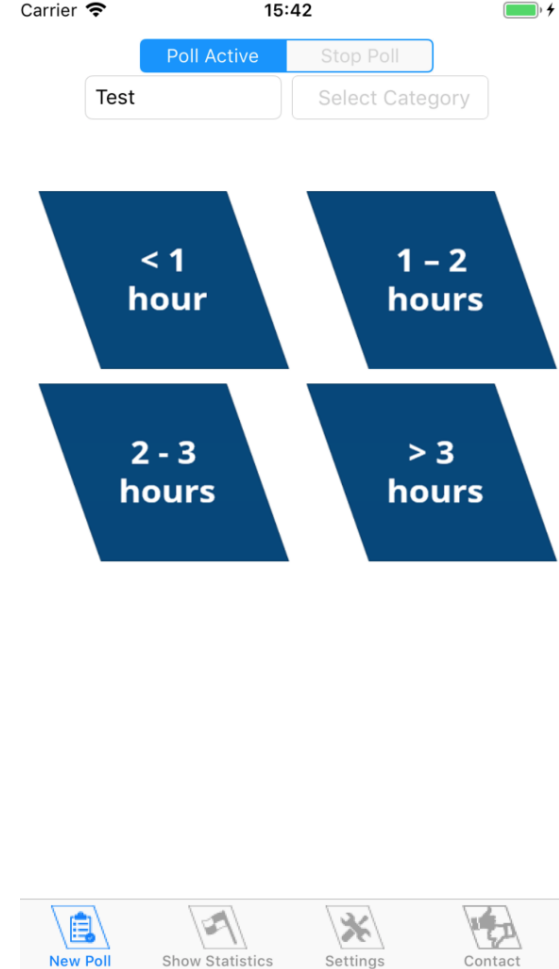
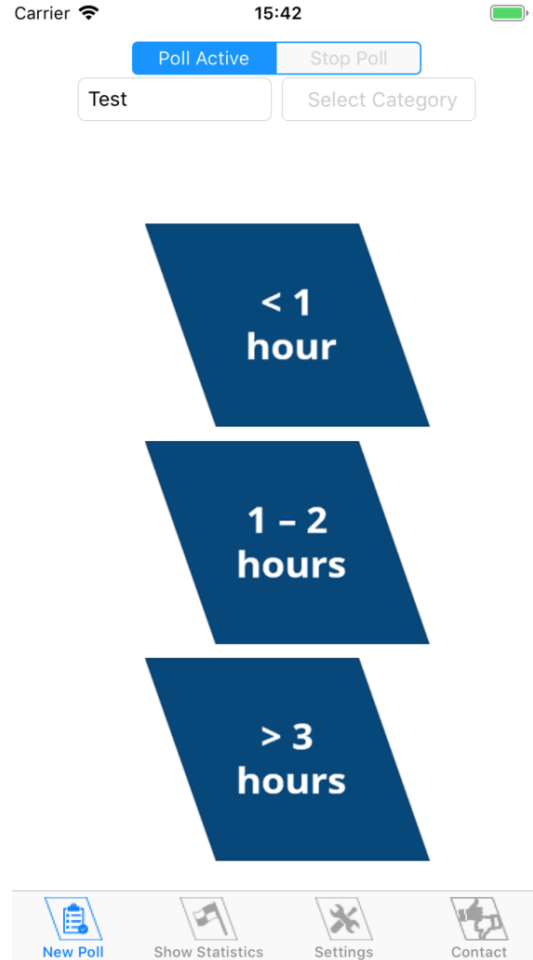
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System Settings: Number of Smileys



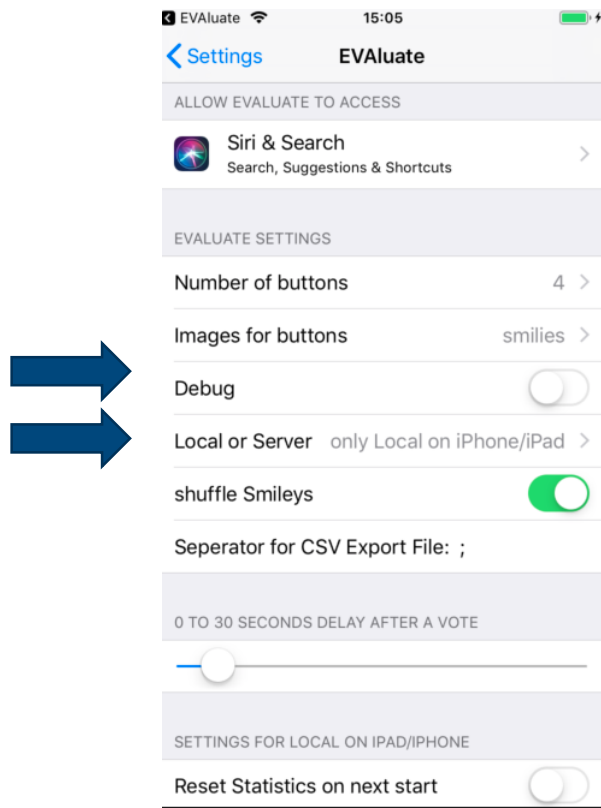
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System Settings: Number Of Periods Of Time



How To Use EVALuate

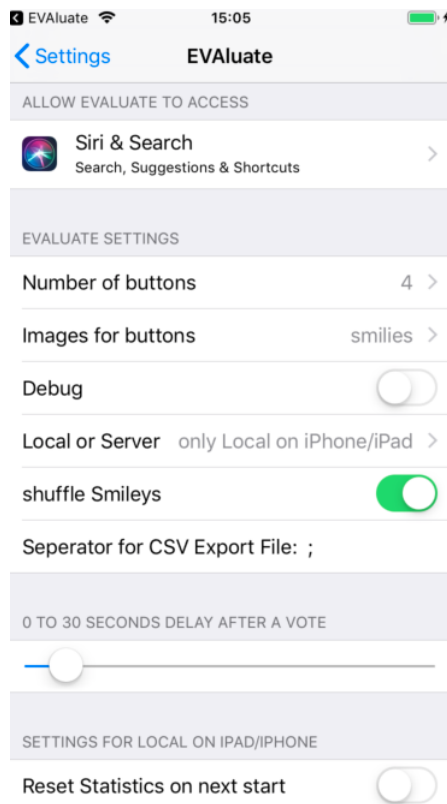
System Settings



The options "Debug" and "Local or Server" are, as a rule of thumb, only used by support for debugging. By default, "Debug" should be switched off and "Local or Server" should be set to "only Local on iPhone/iPad". The latter is currently the only option anyway, this choice has been introduced for later use and is of no relevance for the current version of EVALuate.

How To Use EVALuate

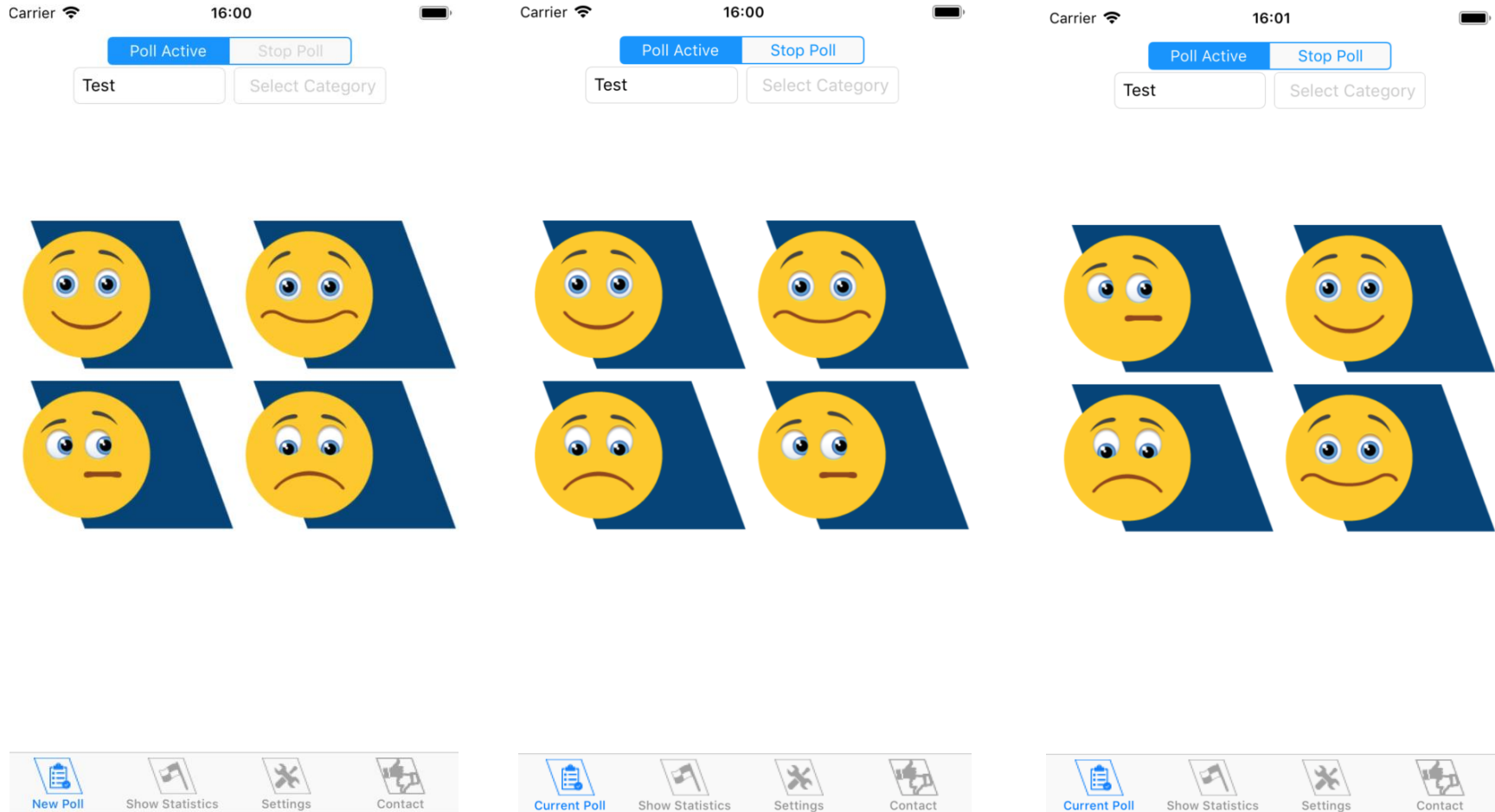
System Settings



The options "shuffle Smileys" will rearrange the smileys on the screen after tapping on a smiley while the poll is active. Explore what this looks like on the following page. The example shows the shuffle of 4 smileys, the shuffle works also with 2 or 3 smileys.

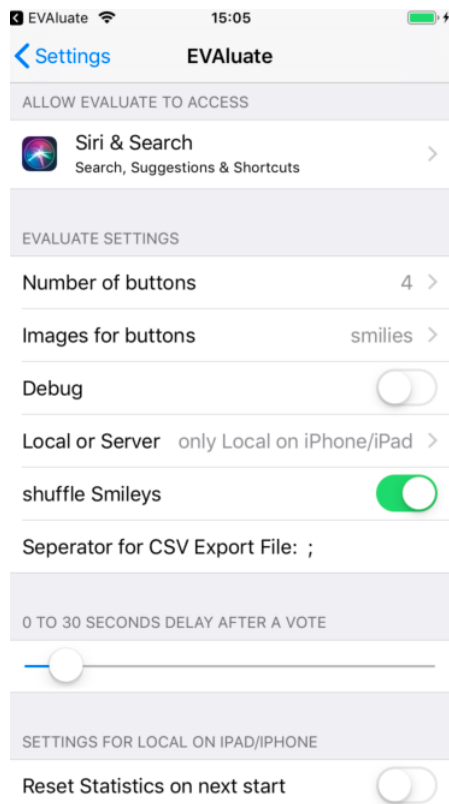
How To Use EVALuate

System Settings: Shuffle Of The Smiley's



How To Use EVALuate

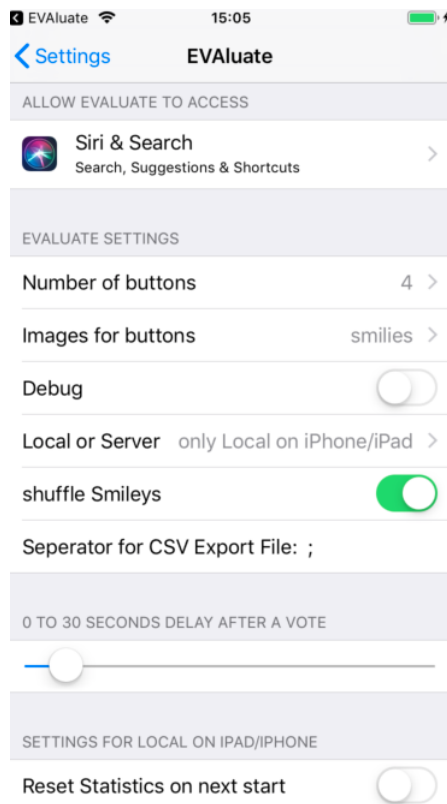
System Settings



The option "Separator for CSV Export File" lets you define the character to separate the exported data within the csv-file. By default EVALuate uses the ;-sign which is quite common for csv-files.

How To Use EVALuate

System Settings



The option "0 to 30 seconds delay after a vote" defines the period for fading out the smileys whenever a smiley was tapped. During that period no entry is possible. This is to prevent attendees from tapping a smiley more than once. The length of that period may vary from 0 to 30 seconds.

How To Use EVALuate

Enjoy!

Enjoy EVALuate!



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