

# RITIS MEETING



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# Meeting Participant Quick Reference Guide

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# Meeting Participant Quick Reference Guide

## Logging into RITIS Meeting

- ▶ You will receive a meeting link in an email from the meeting Host, similar to the sample shown below:  
<https://meeting.ritis.org/login/f9299ebc5434f2e2914b92c3be695a80>
- ▶ Copy and paste the link into a browser (Internet Explorer, Google Chrome, etc.) and press enter, which will take you to the RITIS Meeting logon screen (shown on the left).
- ▶ Enter your email, name, choose your organization, then click Login.

## The “Meeting in Progress” Participant Screen

- ▶ The “Meeting in Progress” screen opens, with a main viewing area and sidebar information:

The **Meeting Details** area shows the meeting name, call-in information, meeting location and meeting description.

### Map/Document Area

Participants will see a map and be able to view various data layers (weather, devices, probe speed data) or any documents being shared by the Host or Presenter.

Click on **Meeting Notes** to add information into the Meeting Log. Click on **Leave Meeting** if necessary (you will need to log back in to rejoin).

The **Poll Results** area will graphically display results of polls taken during the meeting.

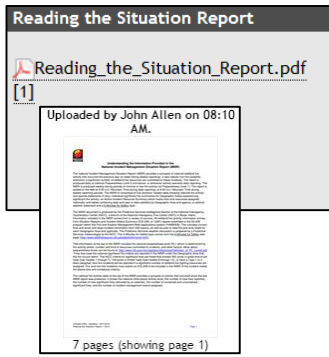
The **Attendance** list displays the Host, Presenter(s) and Participants in the meeting.

**Timeline** events – that can display clickable links, weather, traffic or other time-sensitive information – will display in this area after being entered, and saved by the Host.


Use the **Submit Question** area to communicate with the Host, by typing a question and clicking on the **?** or by clicking on the **Request to Speak** button.

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## Using the Timeline (for viewing alerts, downloading documents, etc.)



(NOTE: only the Host can edit the Timeline boxes)

- ▶ The **Timeline** boxes are where the Host may enter alerts or other information, and where clickable links to documents will be placed. Hovering over the link displays a thumbnail of the document, with detail on who provided the upload, at what time, total number of pages and page showing in the thumbnail.
- ▶ To access any document, simply click on the link shown in the box, e.g.:  

- ▶ Depending on your browser, click the appropriate button to open or save:



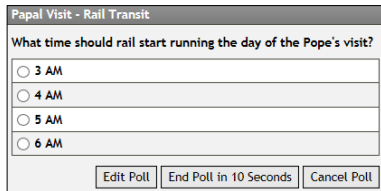
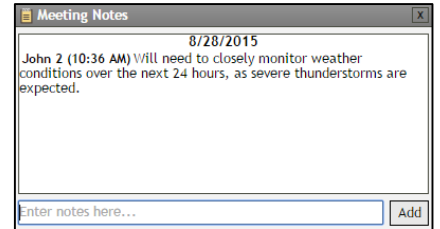
(Internet Explorer)



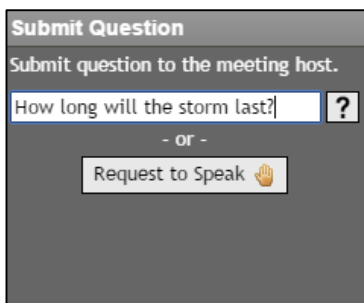
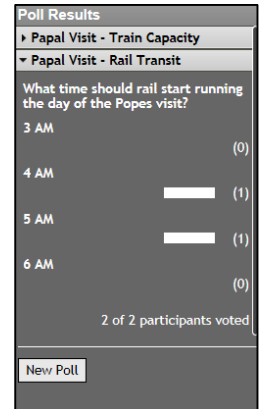
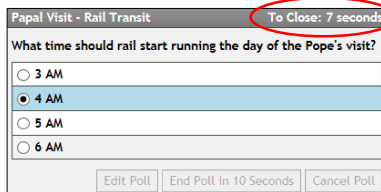
(Google Chrome)


## Adding Notes, Taking a Poll, Submitting a Question

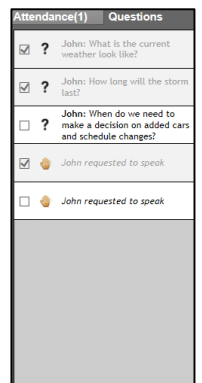
- ▶ To add notes to a meeting, click on the **Meeting Notes** links in the upper right corner of the meeting screen.
- ▶ Type your notes in the dialog bar, then click Add.
- ▶ Your notes will appear on the screen, with your name and the date and time and will be added to the Meeting Log.



- ▶ You may be asked to take a poll (multiple choice, short or multiple answers).
- ▶ Simply click on or type in an answer. The Host will then close the poll, giving participants a final 10 seconds to provide their answers.
- ▶ Tallied results will then be posted in the **Poll Results** area.



- ▶ Use **Submit Question** to communicate with the Host two ways: by typing a question in the dialog bar and then clicking , or clicking the Request to Speak button.
- ▶ The Host will see your question or request to speak, as shown on the right.



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## Promoting a Participant to a Presenter

▶ The Host can promote any Participant to be a Presenter, which provides additional functionality:

Choose to show the **Map** or alternately, click to **Show Document**.

To **Draw** on the screen, use these buttons to (moving left to right): set line color, set line thickness, draw a line (see **black arrows** below), undo your changes one at a time or Clear All.

Check the **Share Cursor Position** checkbox to allow meeting participants to see your cursor location (the cursor will appear as a red dot ●). If sharing a document, use the page change features to move back and forth, or go to a selected page.

**Use the Location Controls** to zoom in and out, center the screen on your initial view and track your physical location.

When you activate the Weather Radar layer, the **Weather Selection** dropdown menu appears, allowing you to choose a number of weather conditions:

- Current Condition
- Weather Forecast
- Chance of Precipitation
- Snowfall
- Temperature

Click the **Layer List** header bar to hide or show the list. Click each layer checkbox to see data for that layer on the map. A separate **Evacuation Support** layer list is also available.

▶ A Presenter can also use **Show Document** to present a document for review and discussion:

Click on the **Show Document** radio button, then the **Upload File** button. You can upload a file, or select a previously uploaded file using the **Uploaded Files** tab:

Click the **Uploaded Files** tab for a list of your uploaded files. For presenting lengthy documents, you can choose which page to start from, then click Present File:

**Upload File** | **Uploaded Files**

Only BMP, GIF, JPEG, JPG, PDF, PNG, TIF or TIFF files are supported.

Select File | Papal Visit - Septa & Survival Guide.JPG

Description  
This document shows SEPTA stations providing service to Philadelphia during the Papal visit, a "Survival Guide" and a web link for more information.

Upload File and Share | Upload File | Cancel

File	Description	Page(s)	Uploaded At	Uploaded By
Scan0001.pdf		1	Aug 24 - 05:31 PM	John Allen
* MATOC Fact Sheet - July 2014.pdf		2	Aug 24 - 05:34 PM	John Allen
* MATOC Fact Sheet - July 2014.pdf		2	Aug 27 - 10:48 AM	John Allen
Reading_the_Situation_Report.pdf		7	Aug 27 - 05:22 PM	John Allen
* Jabber.pdf		7	08:10 AM	John Allen
* Jabber.pdf		8	11:41 AM	John 2
Papal Visit - Septa & Survival Guide...	This document shows SEPTA stations providing service to Philadelphia during the Papal visit, a "Survival Guide" and a web...	1	02:56 PM	John 2

Present File starting from page: 1

File	Description	Page(s)	Uploaded At	Uploaded By
Traffic Box screen shot.pdf		1	Sep 18 - 03:41 PM	John Allen
TT meeting Training Session.pdf		10	Sep 18 - 03:42 PM	John Allen

Save Changes and Present File starting from page: 1

Click **Select File**, and choose your file for uploading (a description is optional). Then click either: **Upload File and Share** (will be shared with meeting attendees and saved); **Upload File** (saves to your Uploaded File list) or **Cancel**.

Clicking on a file will show the document management features – edit and remove. Click on the edit button to change the file name and description, then click save. Click on the red **X** to remove the document from the Uploaded File list.

