

E-Gov Connector

Welcome to the **Confero Platform**. This quick start guide will help you through the synchronization of your Notubiz-prepared meeting with **Confero**.

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The **Confero Platform** is not compatible with mobile devices and can only be used with the Google Chrome or Microsoft Edge browser.

- Download Google Chrome: <https://www.google.com/chrome/>
- Download Microsoft Edge: <https://www.microsoft.com/en-us/edge>

Introduction

What is Confero's E-Gov Connector?

The **Confero's** e-gov connector will allow you to import meetings prepared in Notubiz and other egov software into **Confero** by syncing both systems. The integration includes all the meeting information, including the general meeting details (name of the meeting, start and end times), agenda topics and voting items, and a list of participants.

Once the meeting is synchronized to **Confero**, the meeting roles such as chairperson, operator or guest can be defined for each participant, and more participants can be added. Depending on your licenses, a seating and camera layout can be defined in **Confero Cloud**.

What You Need to Know

The **Confero Platform** can only sync meetings from Notubiz **24 hours backwards** and **2 weeks upfront**.

Regarding the agenda topics and participants, the meetings from Notubiz can only be **synced in one direction** to **Confero**. In case you need to edit a synced meeting directly in **Confero**, it will **not be possible to sync it back to Notubiz**. If you want to make changes on the agenda or add people with voting rights, you need to do this in Notubiz and sync the meeting again. The meeting will be **overwritten** in **Confero** with the adapted agenda items and participants from egov.

It is **not possible to add ad hoc agenda topics and voting items** during a meeting to be synced back to Notubiz. Only the voting results from the voting items originally from Notubiz will be synced back to Notubiz.

Even though **Confero** allows multiple voting options, only **two voting options** are available in Notubiz: **Voor** ('Yes') and **Tegen** ('No'). After syncing, **do not add extra voting options** as the results won't be synced back to Notubiz after the meeting.

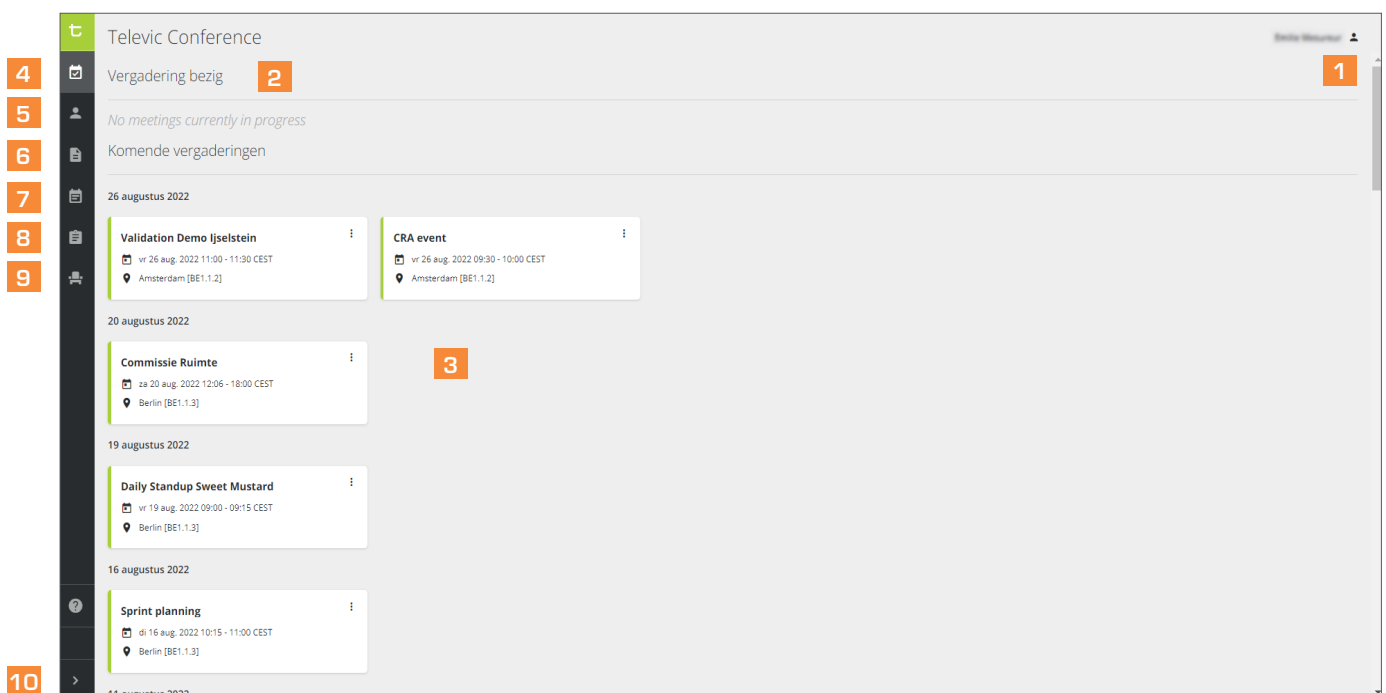
Before Starting

Before starting the syncing process, make sure the following **email requirements** are met:


- **Every participant must have an email address** entered in Notubiz in the role part of their account. In case an email field is empty, you won't be able to synchronize the meeting to **Confero** including this participant.
- **Emails must be linked to individual persons.** In case several people have the same default email address (e.g. '*griffier@organization.com*'), you won't be able to synchronize the meeting to **Confero** including those participants. **Contact Televic's Back Office** so that they can configure the 'default email address' functionality. Afterwards, **Confero** will automatically assign an **email address with a unique ID**, such as '*12345@email.com*'. Be aware that when using a default email address, the user will not be able to participate remotely.

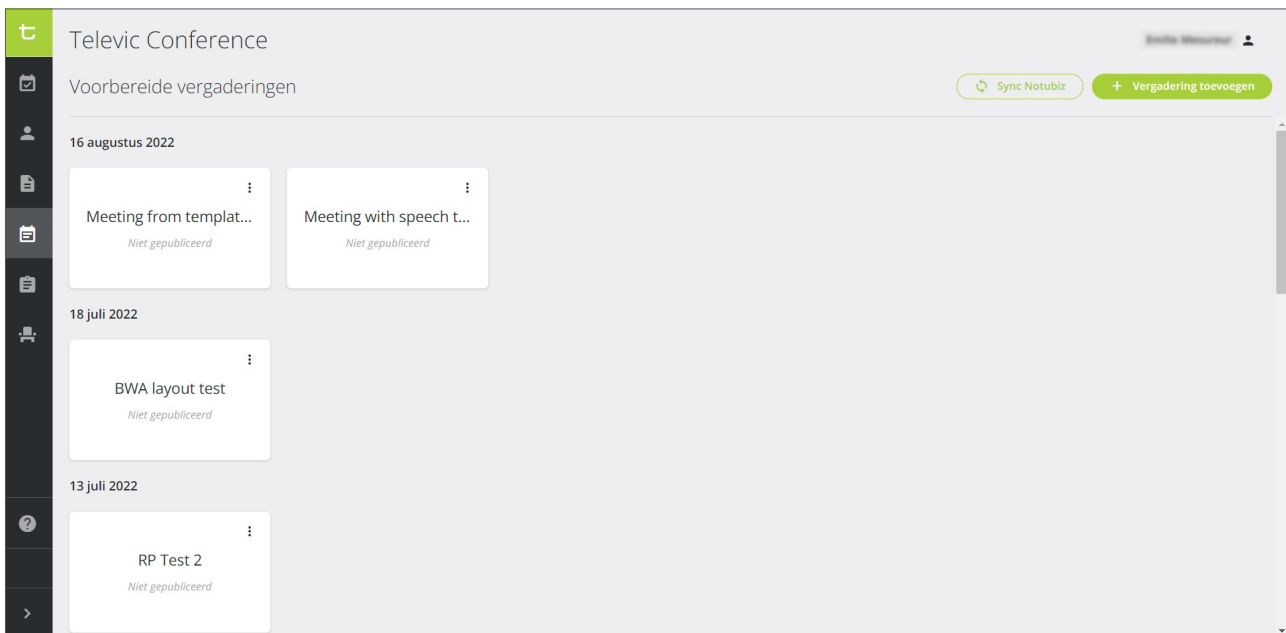
Syncing Confero with Notubiz


1. Log in to the Confero platform. The dashboard opens:




- 1 Profiel:** edit your name, change your password and organization, log out.
- 2 Vergadering bezig:** when a meeting has started, click on "Join" to configure your camera and microphone settings, and join an ongoing meeting.
- 3 Komende vergaderingen:** click on a meeting for more details (date, place, agenda, etc.). Click on the **More** icon to unpublish or delete a meeting.
- 4 Dashboard:** click on to return to your dashboard.
- 5 Gebruikers:** click on to see the list of delegates, add new delegates or edit delegates' details.
- 6 Vergadersjablonen:** click on to see the list of meeting templates, add new meeting templates or edit them, and sync **Confero** with Notubiz.
- 7 Voorbereide vergaderingen:** click on to see the list of prepared meetings, prepare new meetings or edit them.
- 8 Meeting reports:** click on to see the list of meeting reports (date, start/end time, room name, voting results) and send the voting results to Notubiz.
- 9 Vergaderzalen:** click on to access the Room Layout section. *[This icon only appears in the menu if you have the rights to create room layout.]*
- 10 Software informatie:** click on to expand the side bar and see the names of the menu icons and software information.

- Click on the **Prepared meetings** icon  in the vertical menu on the left. A page with the list of prepared meetings opens:




- Providing that you are sure the **meeting template has been fully completed in Notubiz**, click on  in the top left corner of the page.

- A pop-up window opens with a list of available meetings, asking you to select your meeting to be synced. Click on  again to confirm. The sync starts and can last for a few seconds.
- When the sync is finished, a message saying *'Your Notubiz sync was successful'* appears, and the meetings prepared in Notubiz are added in the list of **Prepared meetings**.

Take into account the following:

New Participants

Participants to a meeting who haven't already been entered previously, will be **automatically added to the participants database** . They will receive an onboarding notification email. Refer to the manual "[Confero Guide for Delegates](#)" for more information about onboarding.

Participant Roles

In case a participant has **two roles in Notubiz** (e.g. Chairperson and Delegate), this participant will be added twice, once for each role. Assigning another role must be done manually in **Confero**.

Voting Rights


In Notubiz, Chairpersons have no voting rights. In Confero, they do. It is therefore advised to **change the role of the Chairperson in Confero** and choose **"Operator"** instead, as operators have no voting rights.

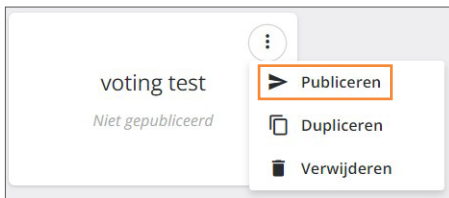
Editing


It is **not recommended to edit prepared meetings in Confero** after they have been synced from Notubiz (e.g. agenda topics, voting items, voting options). The **changes cannot be synced back to Notubiz** afterwards.

Extra Participants [Optional]

After the sync, you can add extra participants in the prepared meetings (e.g. an operator, a guest, etc.) if needed. Refer to the manual "[Confero Guide For Meeting Managers](#)" for more information on how to add participants.

- When **all information have been entered** and the prepared meetings are ready, you can **publish them**. In the left vertical panel of your dashboard, click on the Prepared Meetings icon  to access the list of prepared meetings:



Click on the **More**  icon of the meeting you want to publish, then click on **Publish**,



or

open the prepared meeting and click on  **Publish** in the top right corner of the window.

By publishing the meeting, you can choose to **send the invitation email or not**. If you select the option, all participants will receive a meeting invitation email. The meeting will appear on their **Confero** dashboard in the list of upcoming meetings, and they will have access to the information you entered (date, time, place, agenda items, etc.).



Once a meeting has been published, it is not possible to edit it anymore. To edit a published meeting, it is necessary to unpublish it first (see section below). Refer to the manual "[Confero Guide For Meeting Managers](#)" for more information on how to unpublish a meeting. If you sync again this meeting from Notubiz, all changes added to this meeting in Notubiz will be added in **Confero**. Then again, you need to publish the meeting.

7. Once the meetings are over, **reports** are available in **Confero**. Click on the **Meeting reports** icon  in the left vertical panel to access them. Next to each meeting report, there is a button  that you need to push to be able to sync the voting results to Notubiz.

The reports cover the following information:

- General: date of the meeting, start time, end time, room name.
- Overall voting summary: voting question, number of votes, start time.
- Individual voting details.

Refer to the manual "[Confero Guide For Meeting Managers](#)" for more information about meeting reports.

FAQs and Troubleshooting

Why can I not access the Confero Platform in my browser?

The Confero Platform is not compatible with mobile devices and can only be used with the Google Chrome or Microsoft Edge browser.

- Download Google Chrome: <https://www.google.com/chrome/>
- Download Microsoft Edge: <https://www.google.com/chrome/>

My browser denies me access to the Confero Platform.

The following domain names need to be whitelisted: *.televic.com, *.tokbox.com, *.opentok.com.

For more information on changing the permission settings of the browser and whitelisting domains, click on the following link:

- For the Google Chrome browser: <https://support.google.com/chrome/answer/114662>
- For the Microsoft Edge browser: <https://support.microsoft.com/en-us/microsoft-edge/change-site-access-permissions-for-extensions-in-microsoft-edge-7d1c889d-e267-4be0-15d4-3ed5d0c82ef5>

A participant hasn't received an onboarding and/or meeting notification email.

Verify if the email field was filled in Notubiz or that it was not a shared default email. Refer to the section "Before Starting" of this manual for more information.

Not all meetings from Notubiz appear in the Prepared Meetings section of the Confero Platform.

Meetings can only be synced from Notubiz to Confero 24 hours backwards and 2 weeks upfront.

For more information about using the Confero Platform, please visit the Confero Knowledge Base by clicking on the Help icon  in the left menu, or enter the following address in your browser: <https://conferocloud.televic.digital/Knowledgebase/>

