

KEYPOINT Resource and Presentation Manager

USER GUIDE



FOR SPEAKER USE ONLY. DO NOT DUPLICATE OR DISTRIBUTE.
For technical support, please call 855-536-2413.

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OVERVIEW

The KEYPOINT Resource and Presentation Manager is an interactive presentation builder and resource library that provides trained speakers with approved promotional presentations that can be customized based on approved business rules. KEYPOINT serves as the platform that speakers utilize for promotional presentations on behalf of Otsuka America Pharmaceutical, Inc. (OAPI) and Lundbeck.

With KEYPOINT, you can:

- Choose from a library of core presentations
- Preview slides within the presentations
- Customize a presentation by moving, adding, or removing approved promotional slides within the guidelines approved by OAPI and Lundbeck
- Present a core or customized presentation directly from your computer or iPad

KEYPOINT does not require a browser or the Internet after initial content download in order to present. An Internet connection is only necessary to receive software (slide content) updates. For more information about Automatic Updates, see page 8 of this guide.

MINIMUM SYSTEM REQUIREMENTS

iPAD® APPLICATION

The KEYPOINT Resource and Presentation Manager application is a multimedia program. Please update your iPad 2 or above to IOS 5.0 or higher to ensure that the presentation features run smoothly.

DESKTOP APPLICATION

PC System Requirements

Operating system: Windows XP, Vista, 7, 8 Desktop:

Please note Windows 8.1 is not supported

CPU: Pentium 4 2.4GHz+ or AMD 2400xp+

System memory (RAM): 1GB+

Hard disk: 2GB+ free space

MAC System Requirements

Operating system: Mac OS X 10.6.8 or later

CPU: Dual Core Intel Mac

System memory (RAM): 1GB+

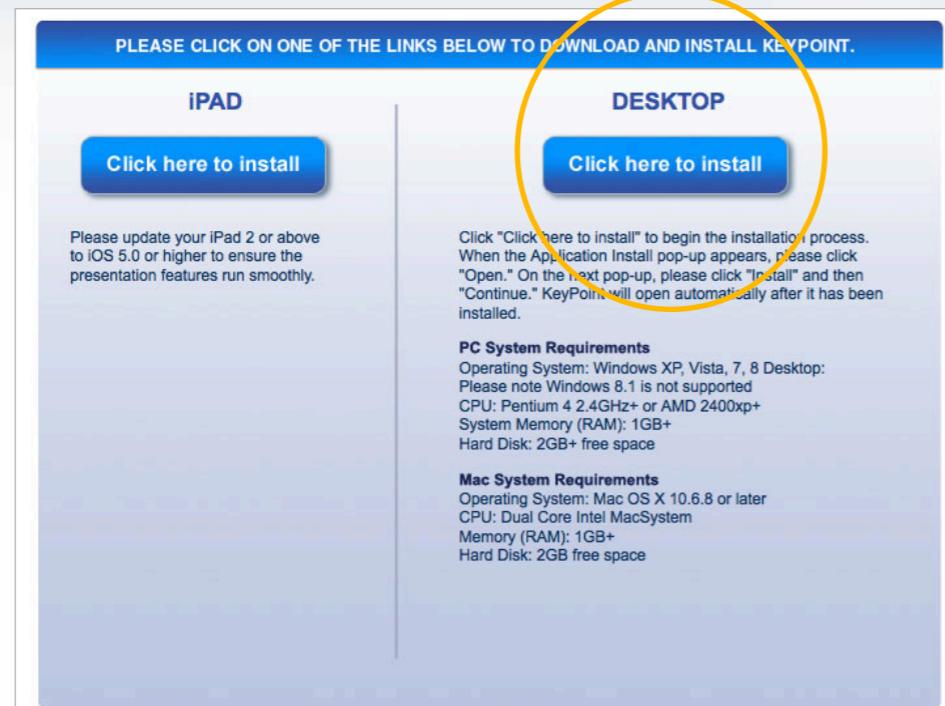
Hard disk: 2GB free space

INSTALLATION

The KEYPOINT Resource and Presentation Manager application can be downloaded to your device from a link that will be available to speakers via e-mail. The download time for the KEYPOINT application to your device from www.keypointapplication.com is approximately 5-10 minutes when using a broadband Internet connection. The initial slide data download may take several additional minutes depending on file size after initial login.

The KEYPOINT application will run directly from your device after the initial content is downloaded.

1



**FIGURE 1 (PC DESKTOP)—
INSTALLATION PAGE**

New PC users and PC users with older versions of KEYPOINT can go to www.keypointapplication.com to download the latest version of KEYPOINT. Desktop installation is located on the right side of the screen. Click on the button that reads **Click to install for Desktop** to begin the installation process. Once you have done so, a message prompt window will appear (Keypoint.msi). Click **Save file**.

2

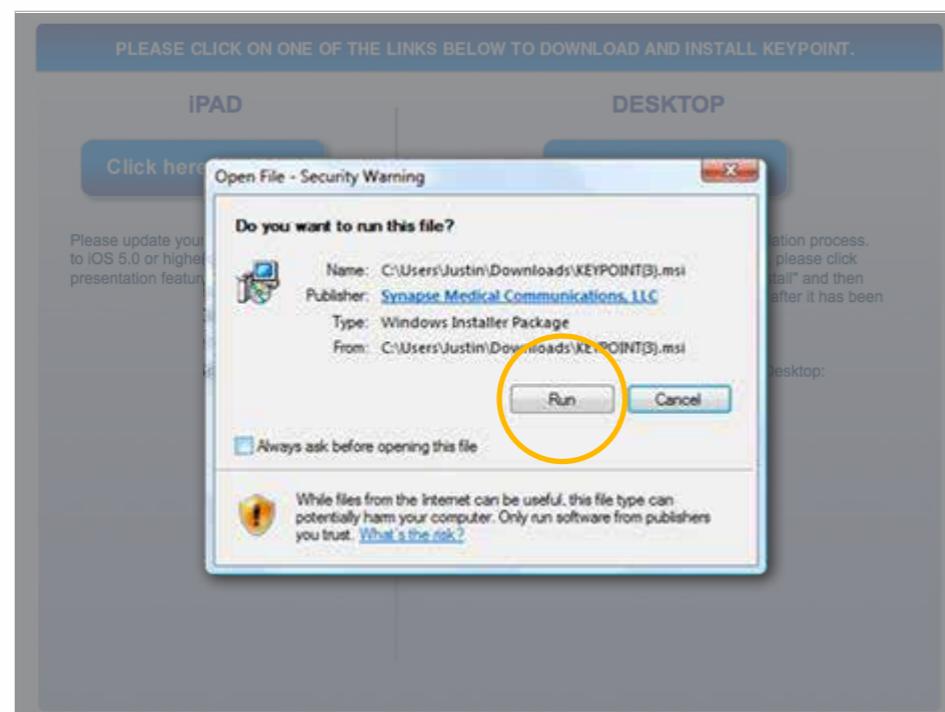
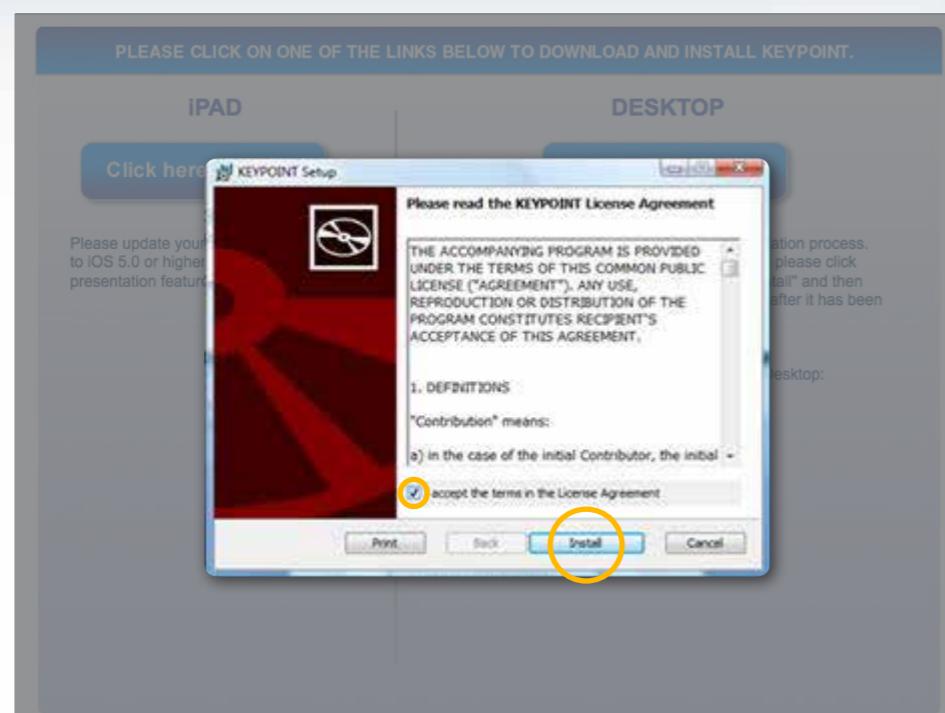


FIGURE 2 (PC DESKTOP)—RUN KEYPOINT

Once you save this file, a new message prompt window will appear (Open File). Click **Run** to continue the installation process.

3



4

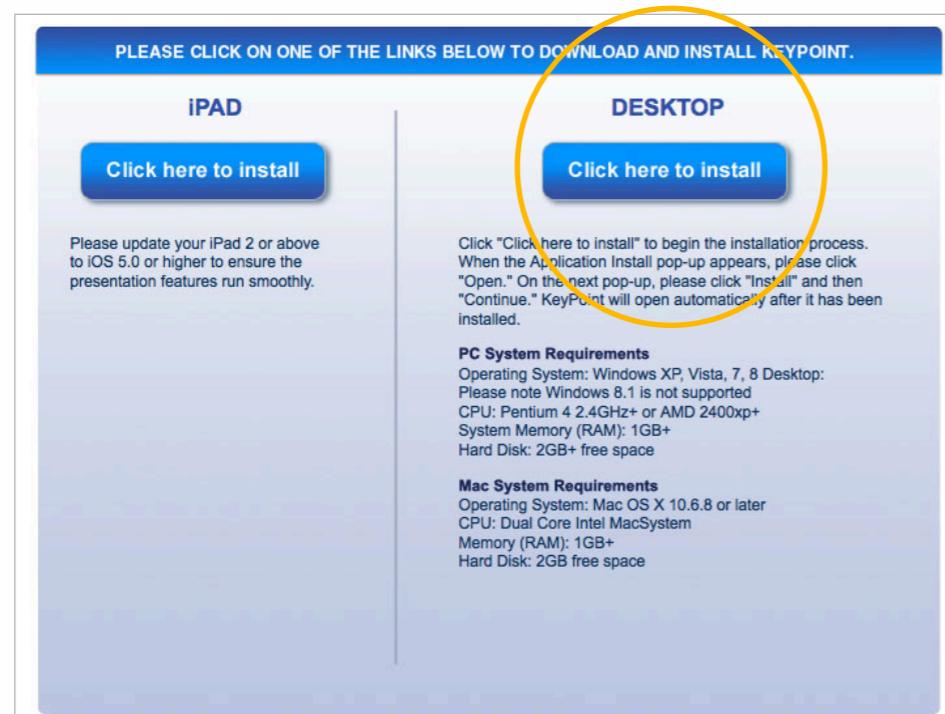


FIGURE 3 (PC DESKTOP)— KEYPOINT LICENSE AGREEMENT

Please wait while the Setup Wizard installs KEYPOINT. The KEYPOINT license agreement will then appear. Please select “I accept the terms in the License Agreement” and click **Install**.

KEYPOINT will begin the installation process. Please note that download time may vary based on Internet connection speed (from 5-10 minutes). Once this is complete, a message prompt window will appear that states, “The KEYPOINT Setup Wizard has been completed.” To exit the Setup Wizard, click **Finish**.

The new KEYPOINT icon is now located on the desktop. Please note that upon launch, you will see the most recent version installed successfully.

FIGURE 4 (MAC DESKTOP)— INSTALLATION PAGE

New MAC users and MAC users with older versions of KEYPOINT can go to www.keypointapplication.com to download the latest version of KEYPOINT. Desktop installation is located on the right side of the screen. Click on the button that reads **Click to install for Desktop** to begin the installation process. Upon clicking the installer, KEYPOINT will begin downloading to your Downloads folder.

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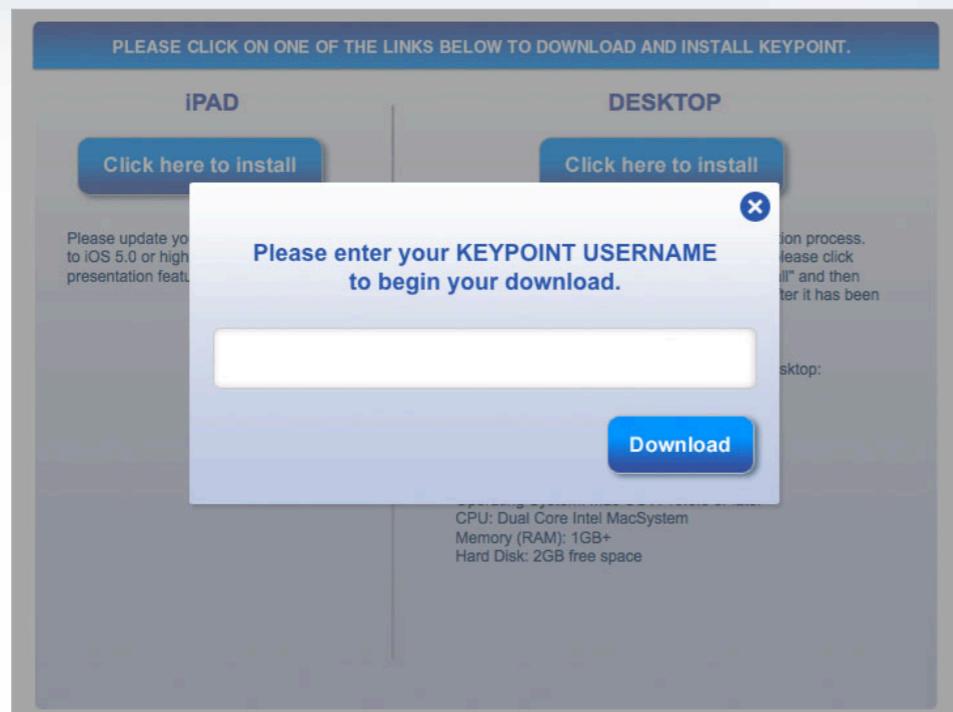


FIGURE 5 (ALL DEVICES)—CONFIRM E-MAIL

Once you select the appropriate platform to download the app you will be prompted to confirm your e-mail address to ensure you receive the correct version of KEYPOINT.

6

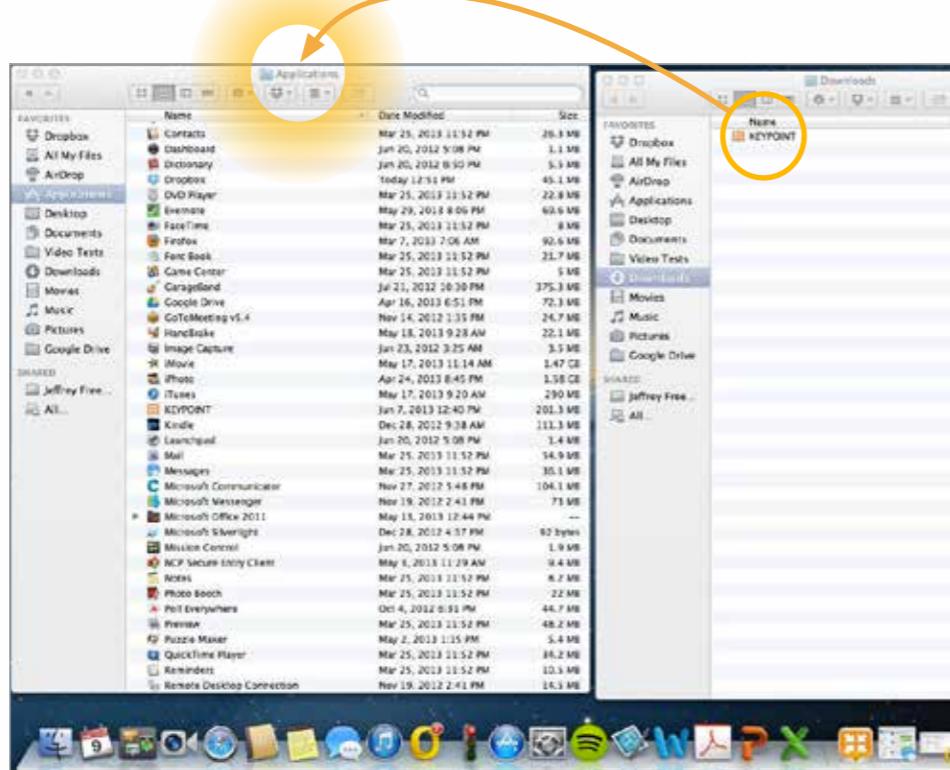


FIGURE 6 (MAC DESKTOP)—APPLICATIONS FOLDER

Once KEYPOINT has fully downloaded, drag the KEYPOINT application from the Downloads folder into the Applications folder.

7

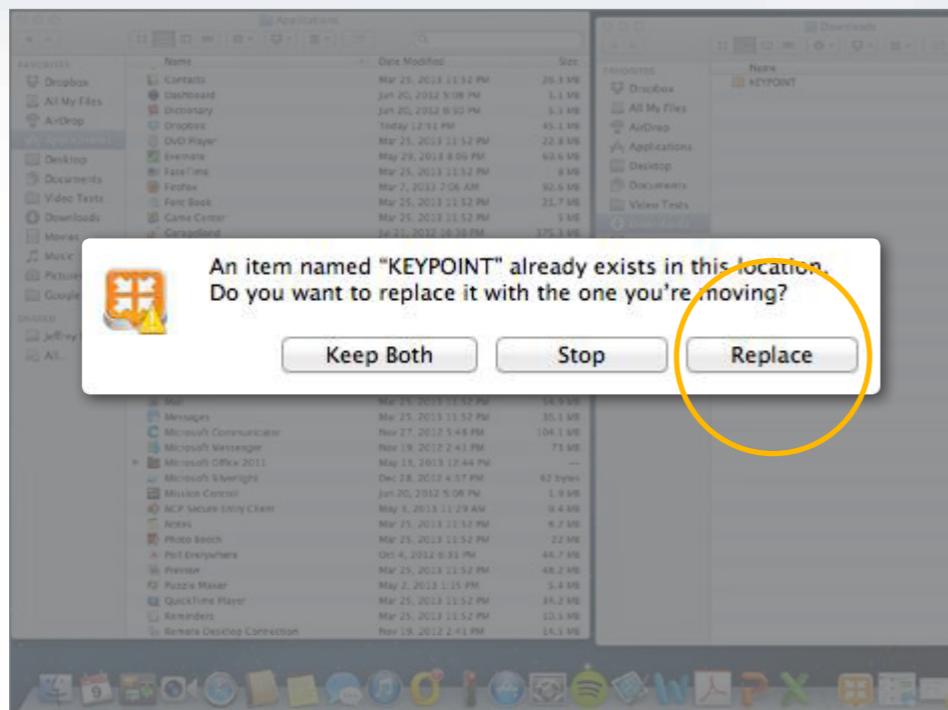


FIGURE 7 (MAC DESKTOP)—REPLACE FILE

If you have a previous version of KEYPOINT, you will see a pop-up window asking if you would like to “Keep Both,” “Stop,” or “Replace” with the new one. Click **Replace** and the new version will be ready to use from your Applications folder.

8

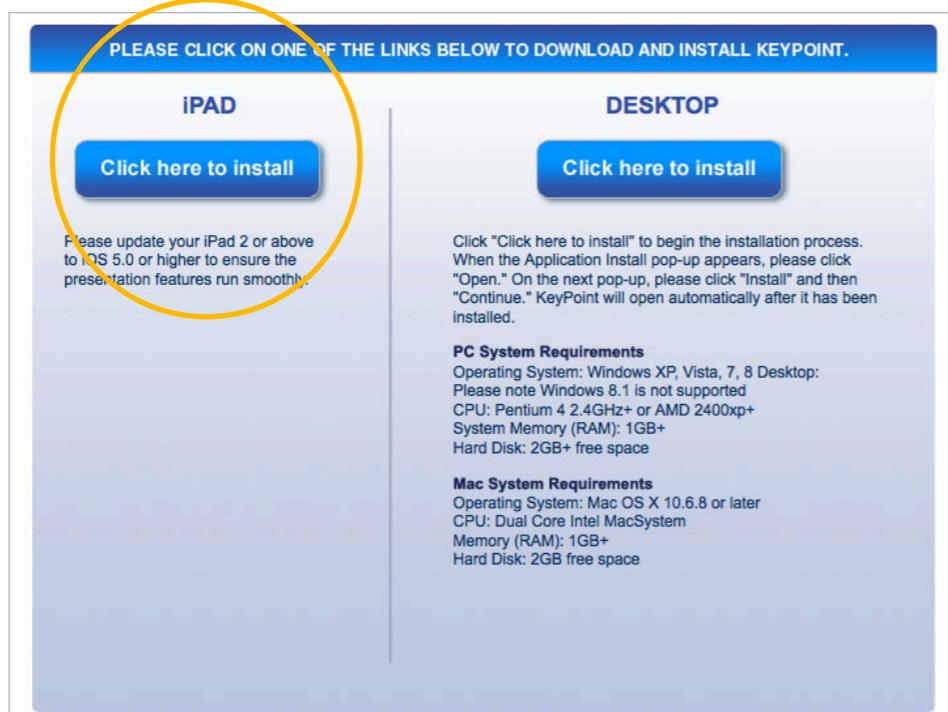


FIGURE 8 (iPAD)—INSTALLATION PAGE

New iPad users and iPad users with older versions of KEYPOINT can go to www.keypointapplication.com to download the latest version of KEYPOINT. The iPad installation button is located on the left side of the screen. Please click the link to begin the installation process.

Once you click the link, the KEYPOINT application will begin installing on your iPad. If you have an earlier version of KEYPOINT, the updated KEYPOINT application will overwrite the previous version.

KEYPOINT

KEYPOINT UPDATES

During login, KEYPOINT will automatically check for updates when there is a network connection and the application is turned on.

If applicable, you will be given the option to download the latest KEYPOINT application updates or new slide deck content.

When updated slide content is available, an e-mail notification will be sent. Please be sure to connect to the Internet to download the updates in a timely manner. To ensure you receive the most current slide deck content, you will need to download the updates promptly after receiving the e-mail notification.

If you previously chose to bypass receiving the updates as shown on page 11, the application will require you to download these updates upon your next successful KEYPOINT login.

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FIGURE 1—LAUNCH

Tap or click the icon from your Home Screen to launch the application.

Once you launch KEYPOINT, you are taken to the login screen.

LOGGING IN TO KEYPOINT

1

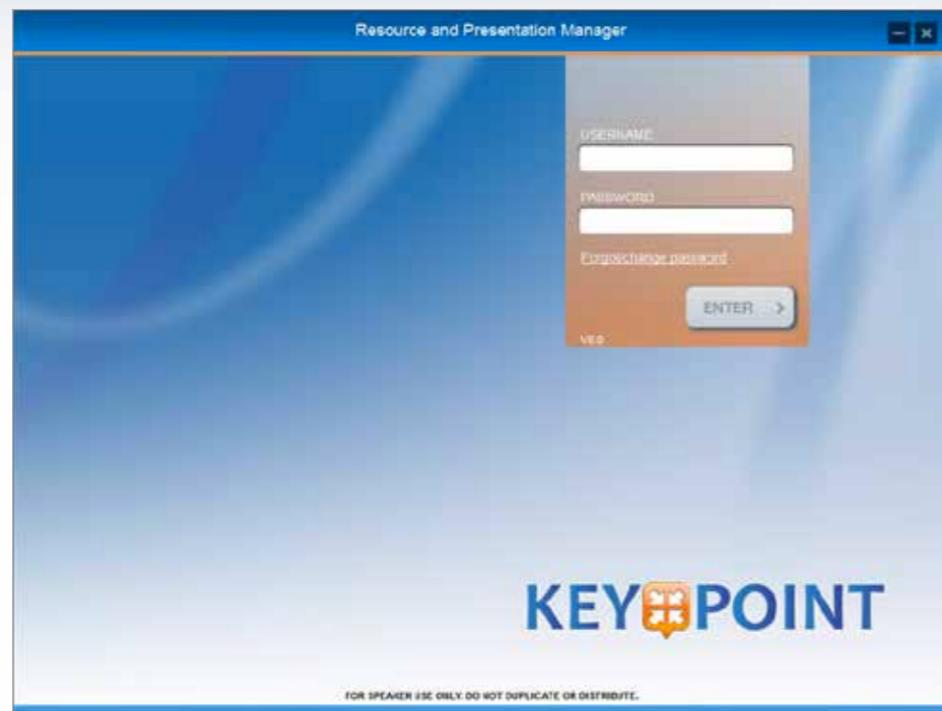


FIGURE 1—LOGIN SCREEN

Your username is your e-mail address. Your default password is included in the initial download e-mail. It is not necessary to change the default password.

If you forgot or need to change your password, click or tap the “Forgot/change password” link.

2

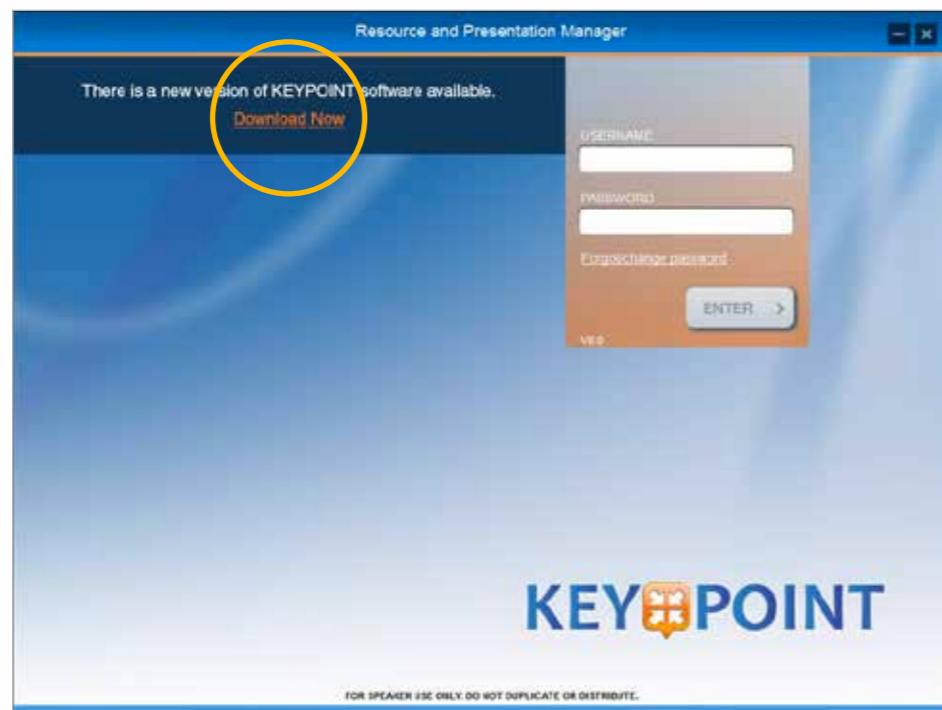


FIGURE 2—KEYPOINT UPGRADE

This message will appear when there is a new version of KEYPOINT available for you to download.

By selecting “Download Now,” your Web browser will open to www.keypointapplication.com where you can install the latest version of the KEYPOINT app.

3

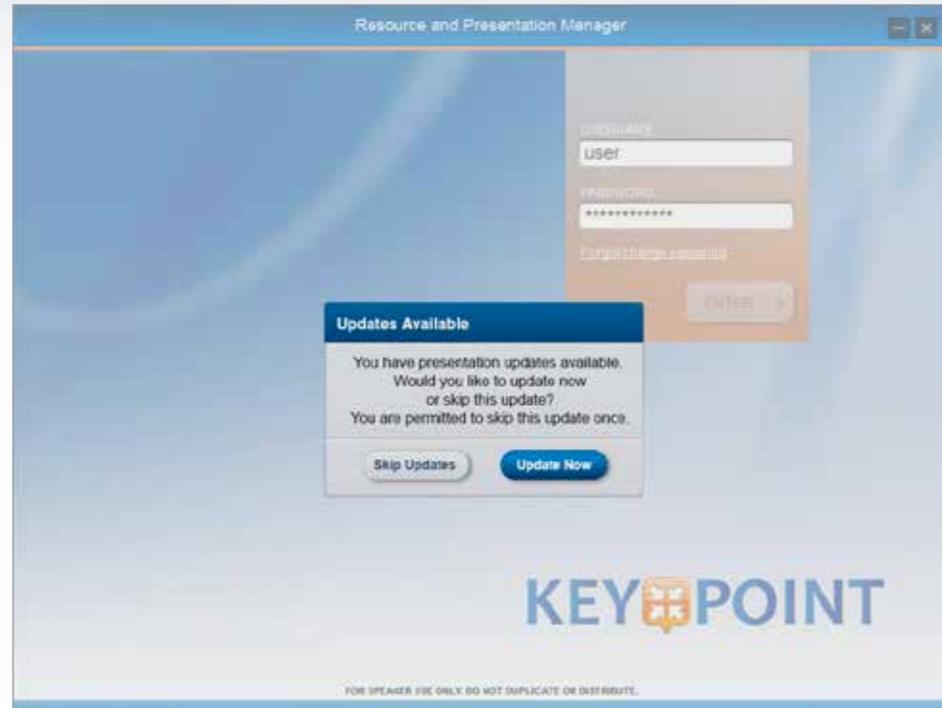


FIGURE 3—SLIDE DECK UPDATES

There is now the option to update or bypass downloading the new/revised slide decks.

Upon a successful log-in, you are only allowed to bypass receiving the updates one time. Once you log in again, you will be required to receive the updates you previously skipped. You will receive a notification of the download.

This message will only appear if there are updates to the KEYPOINT slide decks.

4

The screenshot shows the Keypoint Change Password interface. At the top is the Keypoint logo. Below it is a blue header bar with the text "CHANGE PASSWORD". Underneath the header, there is a message: "Please enter your username below and click submit." A text input field labeled "USERNAME:" is present, followed by a blue "SUBMIT >" button.

FIGURE 4—FORGOT/CHANGE PASSWORD

Input your username and click or tap **Submit**; you will receive an e-mail allowing you to change your password.

5

This screenshot is identical to Figure 4, showing the Keypoint Change Password page. However, a red error message at the bottom states: "Your username does not exist within our system. Please reenter it or contact keypoint@synapseny.com".

**FIGURE 5—ERROR MESSAGE:
USERNAME IS INVALID**

The system will ask you to reenter your username or contact keypoint@synapseny.com.

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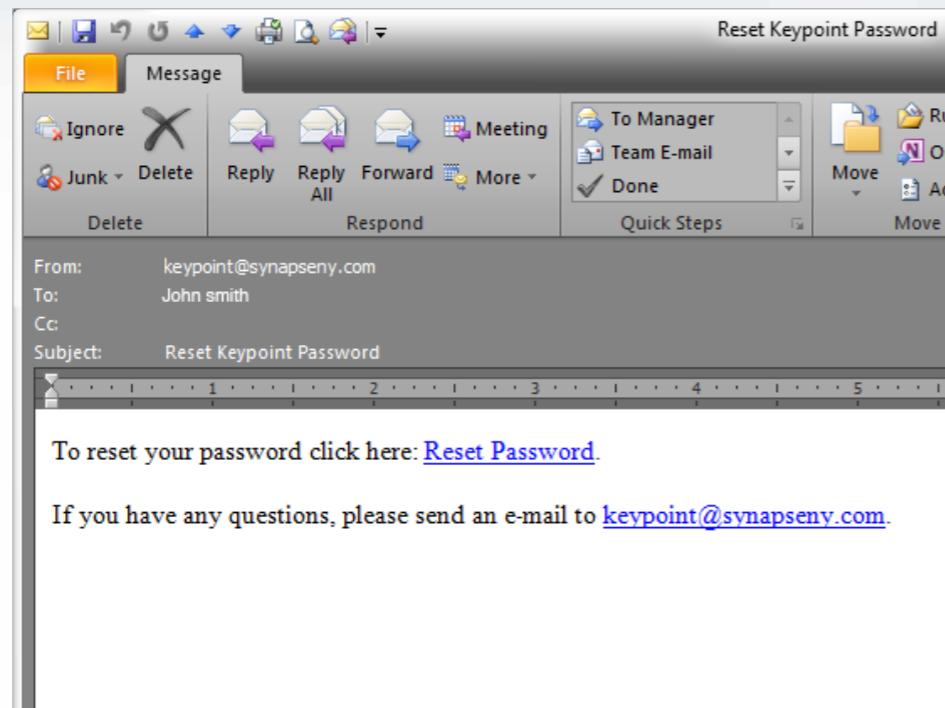


FIGURE 6—E-MAIL: PASSWORD LINK

KEYPOINT will send you an e-mail to the address on file providing a link to change your password.

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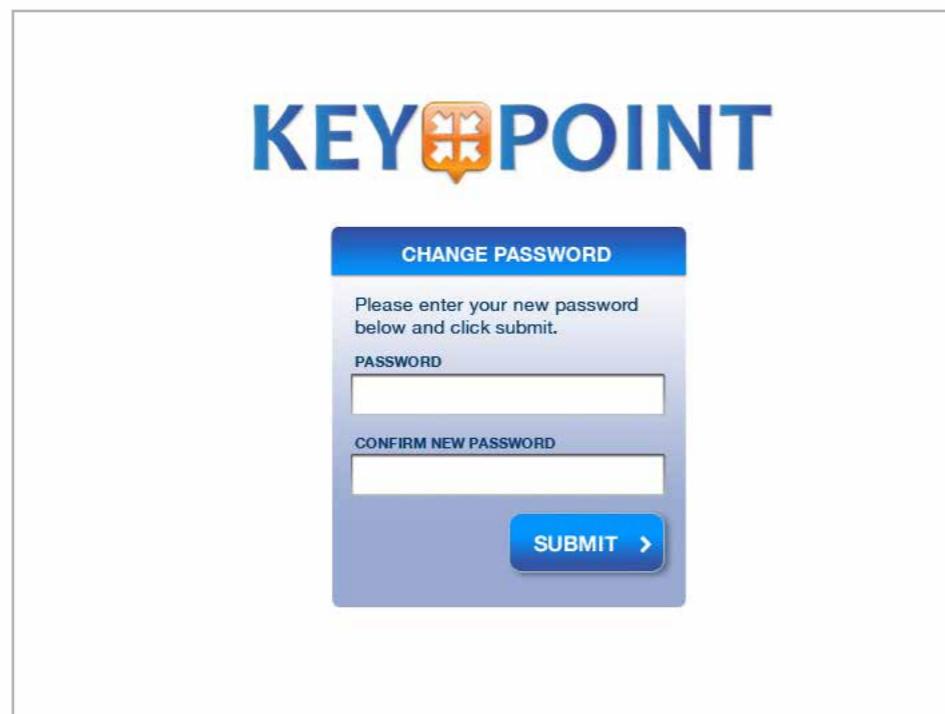


FIGURE 7—LOG IN TO CHANGE PASSWORD

After clicking the link in your e-mail, you will enter and confirm your new password.

8

The screenshot shows the 'CHANGE PASSWORD' form on the KEYPPOINT website. It includes fields for 'PASSWORD' and 'CONFIRM NEW PASSWORD', both of which are currently empty. A blue 'SUBMIT >' button is at the bottom. Below the form, a red error message states: 'Your passwords do not match. Please enter matching passwords in each box.'

FIGURE 8—ERROR MESSAGE: PASSWORDS DO NOT MATCH

If you do not reenter your password correctly, you will receive an error message.

9

The screenshot shows the 'PASSWORD CONFIRMATION' page on the KEYPPOINT website. It displays a message: 'Thank you. Your password has been updated to the new password you selected. Please remember your password for your next log-in.'

FIGURE 9—PASSWORD CONFIRMATION

After successfully changing your password, you are ready to begin working in KEYPPOINT Resource and Presentation Manager.

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FIGURES 1 AND 2—SPEAKER BUREAU SELECTION

Upon login, speakers serving on multiple speaker bureaus will have the option of choosing between active bureaus.

Your menu will include a **Home** button to navigate easily between bureaus.

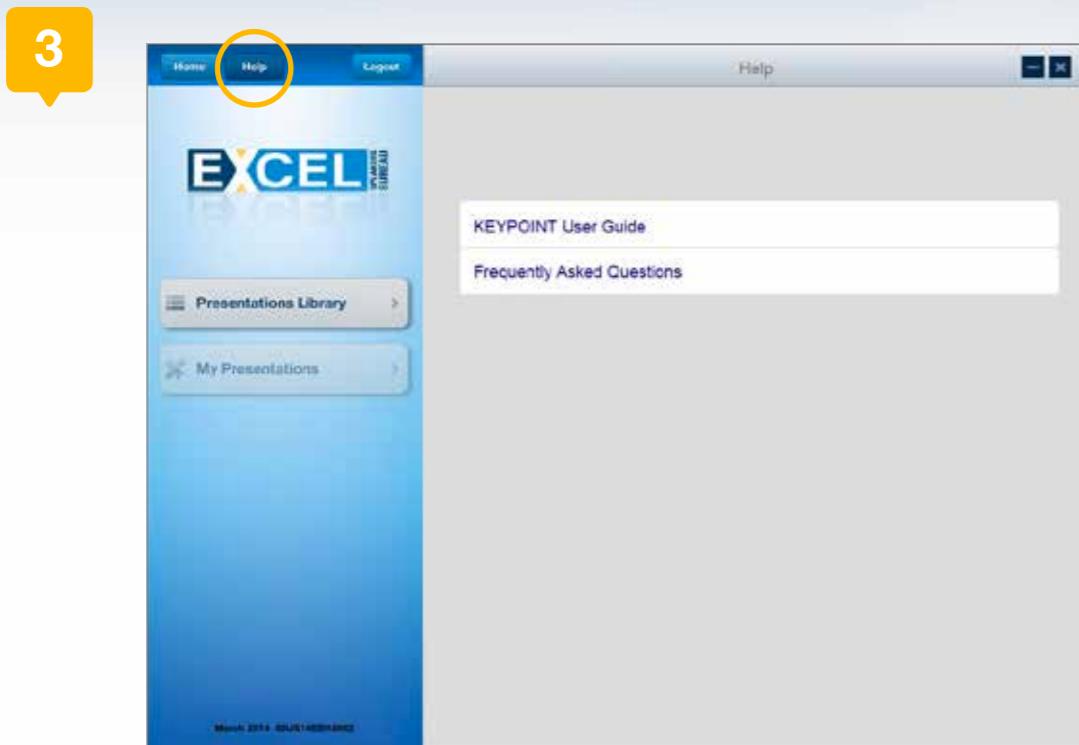


FIGURE 3—HELP BUTTON

Upon selecting the “Help” button at the top left, you will be taken to a new page of menu options. Select either the KEYPOINT User Guide or KEYPOINT Frequently Asked Questions.

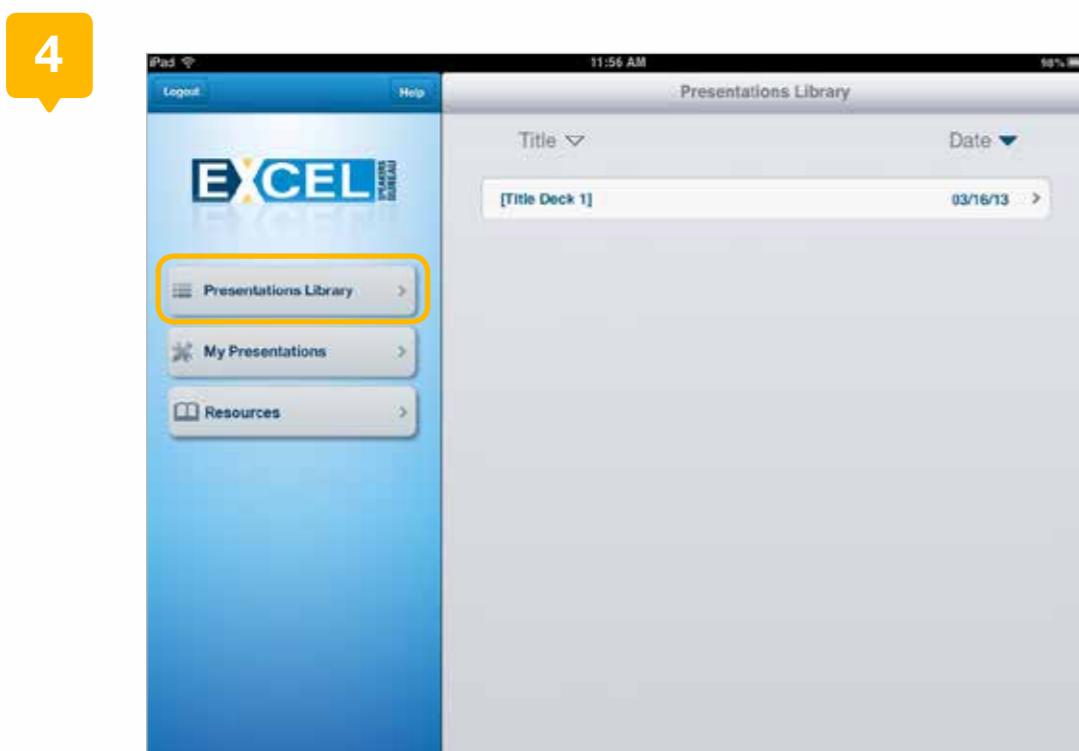


FIGURE 4—PRESENTATIONS LIBRARY

Upon login, you will automatically view the **Presentations Library**, which includes ONLY core presentations. They can be sorted by title or date.

When you select a presentation, you can either present as is, or customize based on predetermined business requirements.

Customizing a presentation is explained on pages 22-31.

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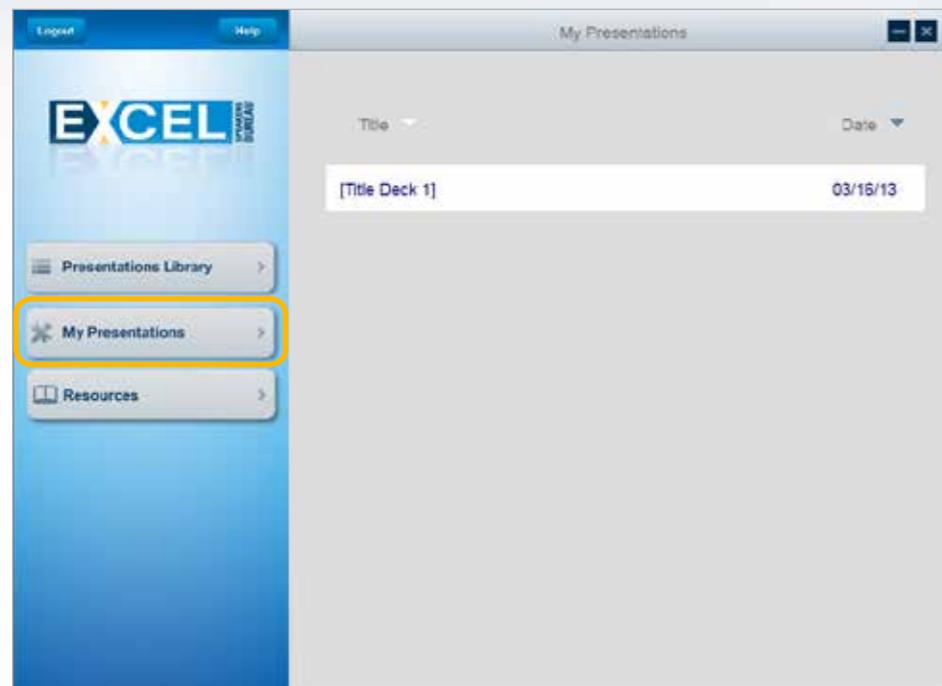


FIGURE 5—MY PRESENTATIONS

The **My Presentations** tab contains the customized decks that you have created. For more information, see the “Customizing a Presentation” section in this user guide starting on page 22.

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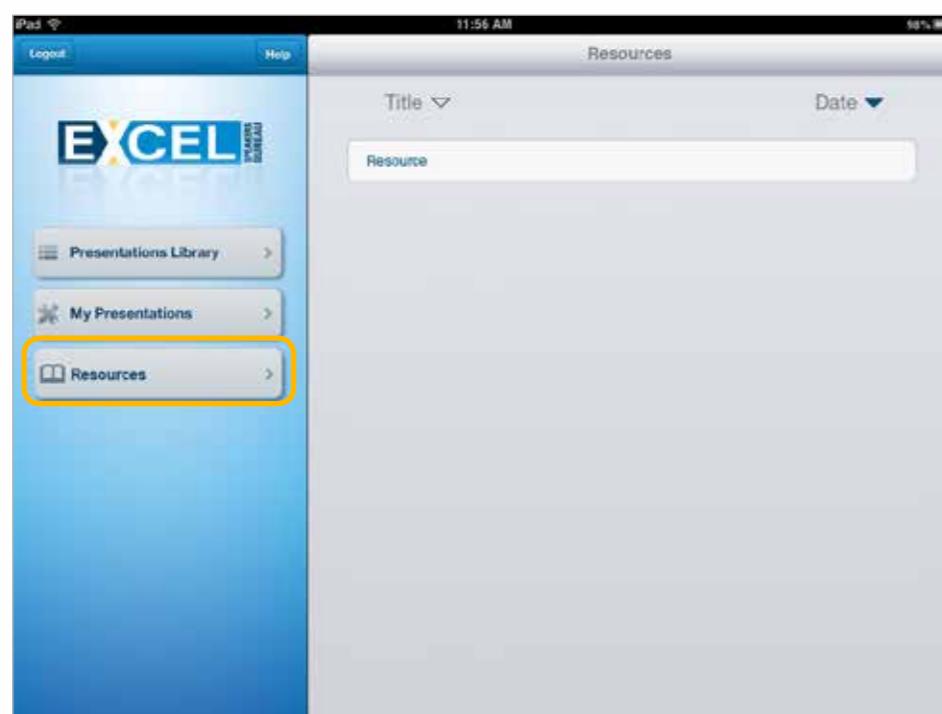
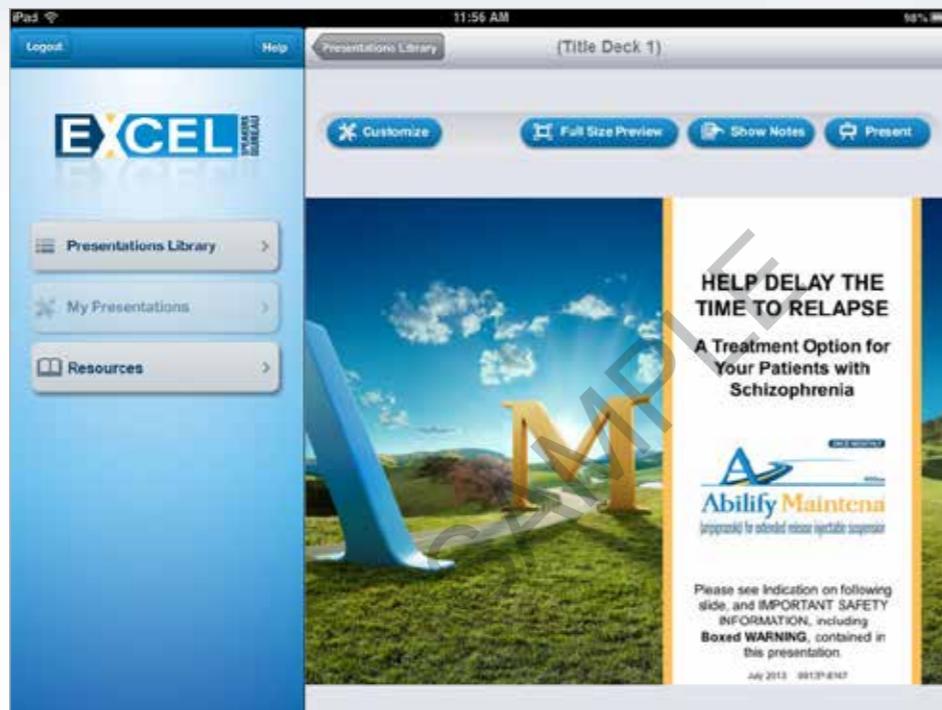


FIGURE 6—RESOURCES

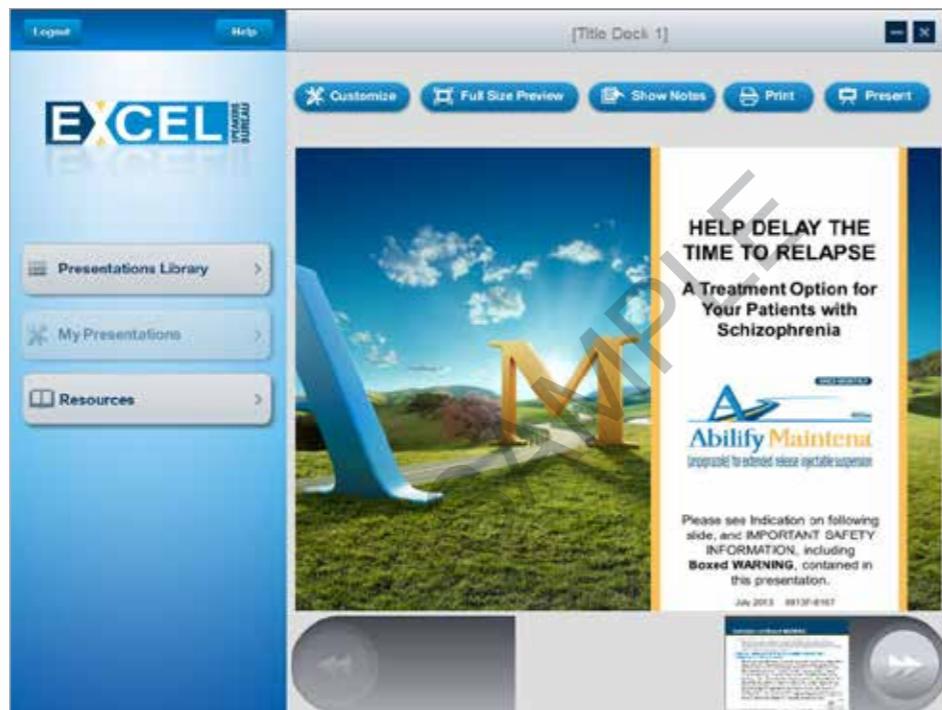
The **Resources** tab contains documents that offer the Speaker additional relevant information. Content within this section is not printable and should not be used for presentation purposes; it is for Speaker use only.

In addition to resources, this tab may also house reference material for presentations you are permissioned to use. This reference material is available by request only.

7



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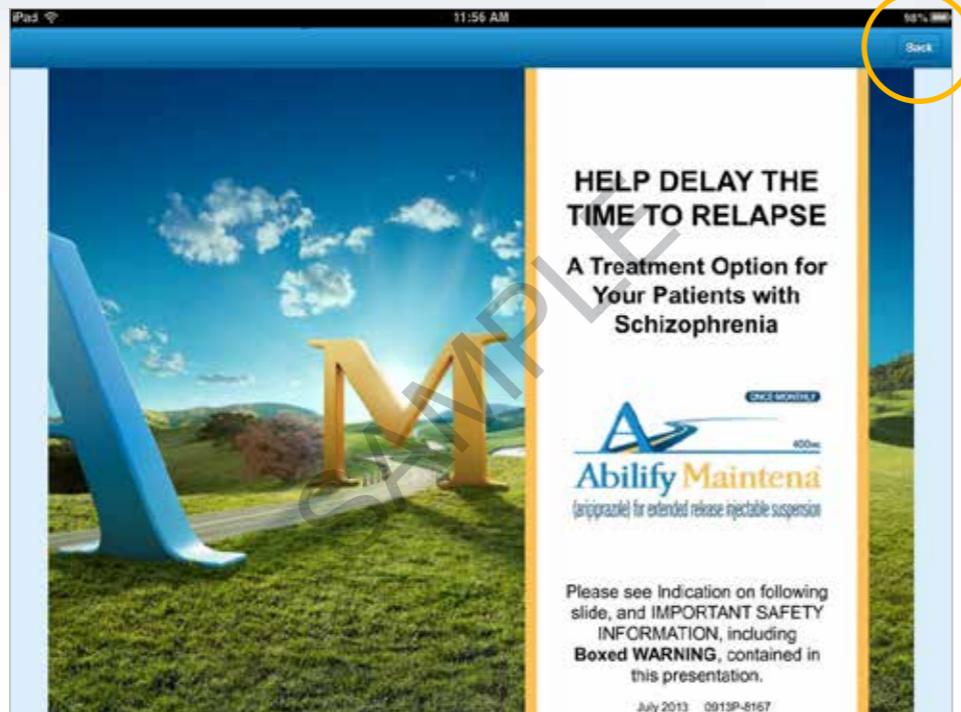
FIGURES 7 (IPAD) AND 8 (DESKTOP)— CORE PRESENTATIONS LIBRARY SELECTED

Once a core presentation is selected, you can choose from the following options:

1. Customize
2. Full Size Preview
3. Show Notes
4. Print (desktop only)
5. Present

In the default view, you can review individual slides. For iPad, swipe the screen left to move forward and swipe right to move backward within the presentation. For desktop, click the forward or back buttons within the application to advance or move backward.

9



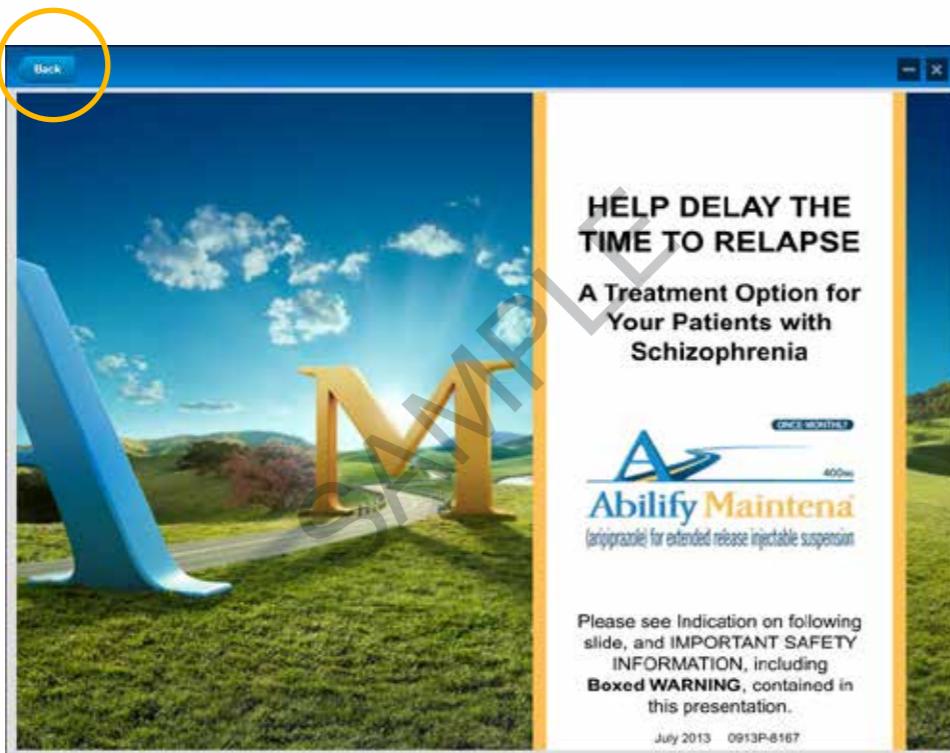
FIGURES 9 (iPAD) AND 10 (DESKTOP)— FULL SIZE PREVIEW

Select **Full Size Preview** to view an individual slide in full screen.

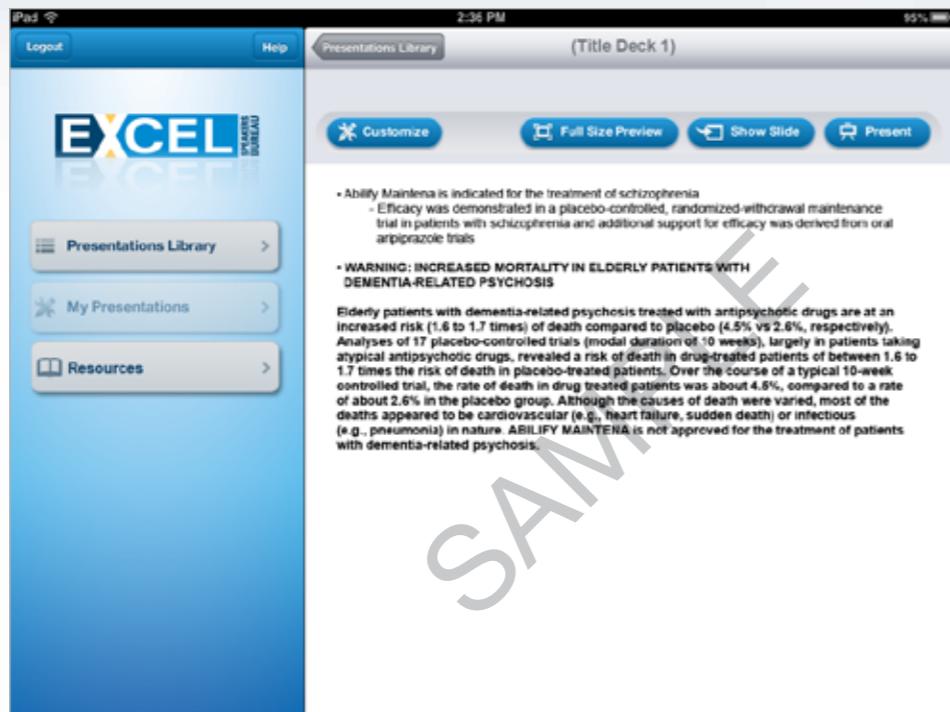
Select **Back** to return to the normal preview.

Note: You cannot advance slides while in **Full Size Preview**.

10



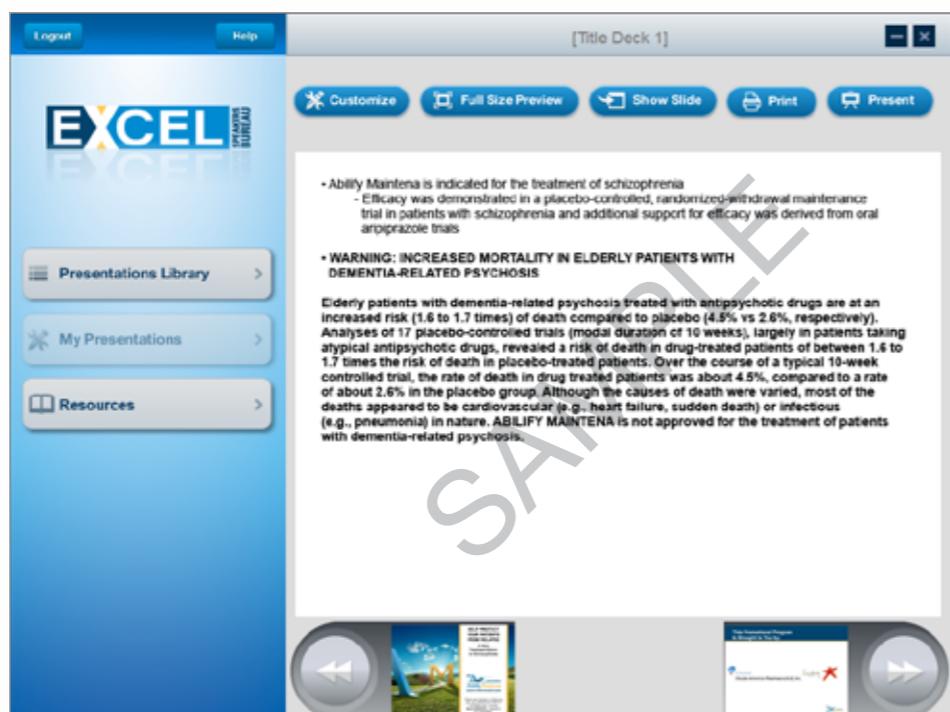
11



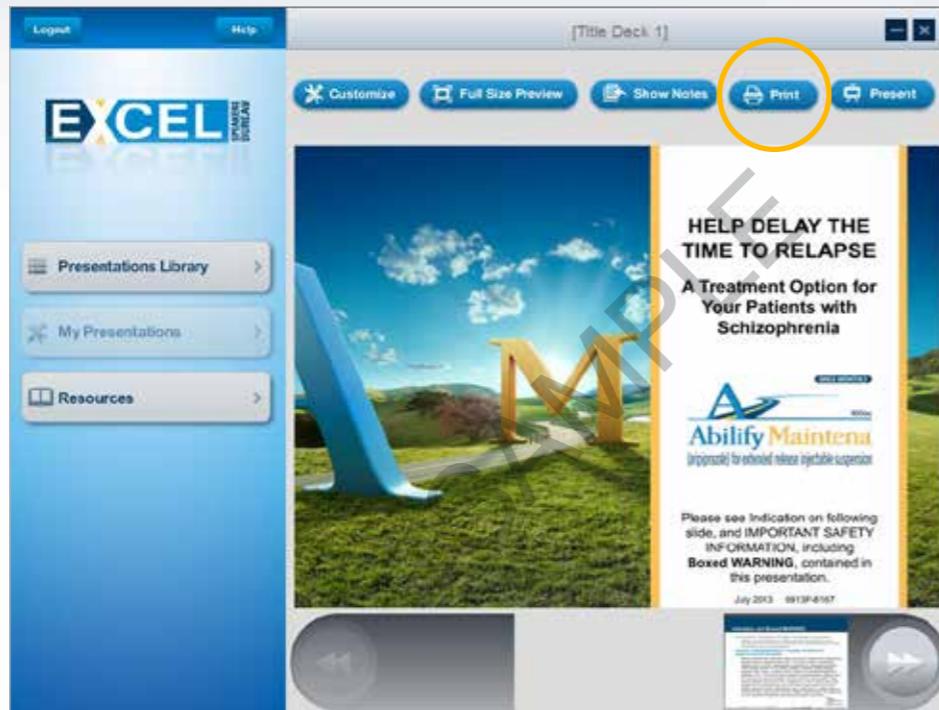
FIGURES 11 (IPAD) AND 12 (DESKTOP)—SPEAKER NOTES FEATURE

Select **Show Notes** to reveal presentation notes for a specific slide. To return to viewing the slide, select **Show Slide**.

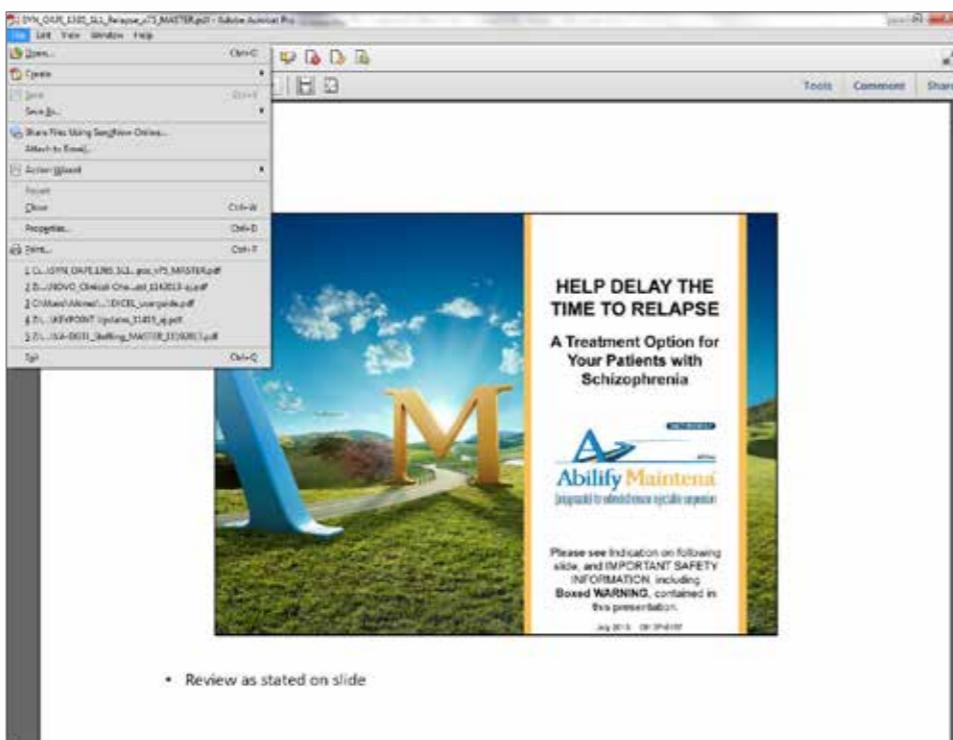
12



13



14



FIGURES 13 AND 14 (DESKTOP ONLY)— PRINTING SLIDES

First, click the Print button in the upper right corner of the screen.

This will open the slides as a .pdf file. Go to File → Print where you can print the whole document or select a range of slides to print.

Note: To print a customized deck, you must be connected to the Internet—the file will open as a .pdf in your web browser. You can then go to File → Print where you can print the whole document or select a range of slides to print.

Note: Printing is only available for desktop, not iPad.

1



2



FIGURES 1 (IPAD) AND 2 (DESKTOP)— CUSTOMIZE YOUR PRESENTATION

You can customize a core presentation by selecting the **Customize** button.

After you select **Customize**, the system will require you to name your presentation. Enter a title up to 40 characters in length, then select **Done**.

After naming your presentation, you can view the customization screen displaying a grid of thumbnail slide images.

Note: Customized decks are not saved locally to each specific device (computer or iPad). You will not be able to retrieve customized decks that were saved locally, should you decide to work on a different device (eg, A/V- or Rep-supplied laptop).

3



4



FIGURES 3 (iPAD) AND 4 (DESKTOP)— GRID OF THUMBNAIL SLIDES READY FOR CUSTOMIZATION

Icons are displayed to the right of each slide thumbnail:

- 🔒 **Locked Slide:** Slide is locked and cannot be removed or moved.
- ✖ **Remove Slide:** Selecting this icon will remove an optional slide from the presentation. The removed slide will appear in the slide tray on the left. To return a slide to the presentation, simply double-click or tap and drag the thumbnail back to the presentation and the slide will go back to its original location.
- ⓘ **Rules for This Slide:** Selecting this icon provides information on whether a slide is required or optional, or if slide bundling rules apply.
- 🔍 **Single-Slide Preview:** View a larger image of the slide with speaker notes in a pop-up window.

5



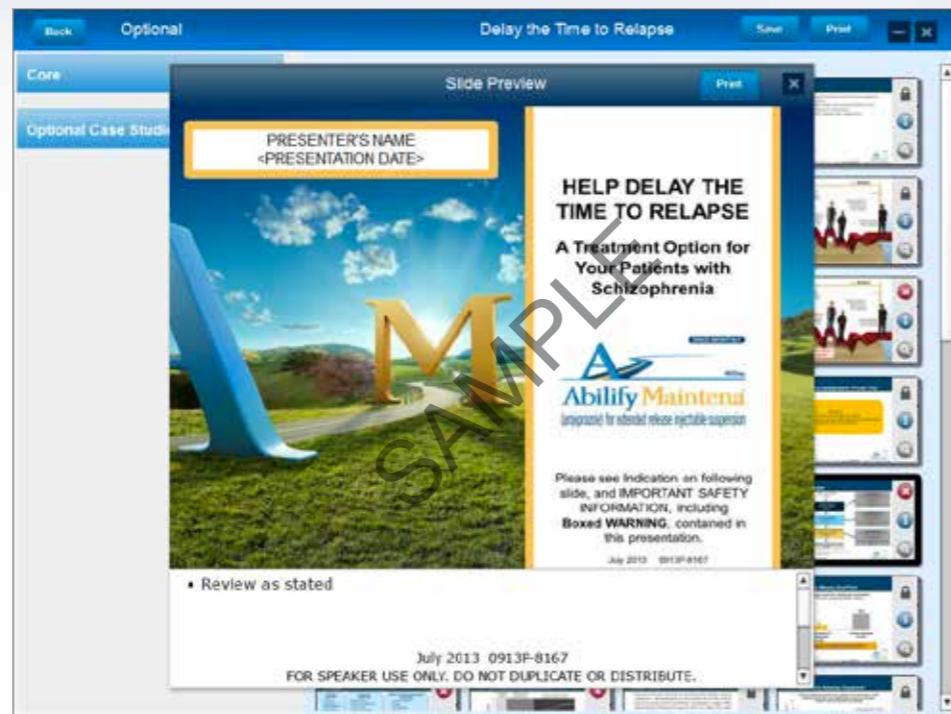
FIGURES 5 (iPAD) AND 6 (DESKTOP)— HIGHLIGHT SLIDE PREVIEW

TIP Double-click or double-tap a thumbnail in the grid to highlight a specific slide. To return to thumbnail size, double-click or double-tap on the highlighted slide.

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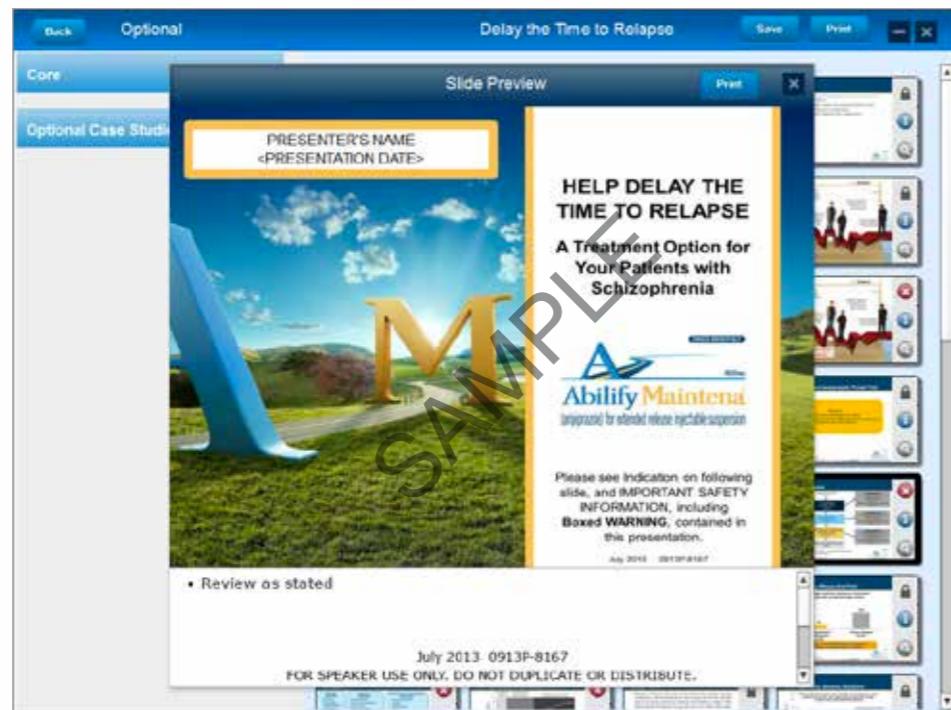


FIGURES 7 (iPAD) AND 8 (DESKTOP)— SHOW SPEAKER NOTES ON A SINGLE-SLIDE PREVIEW

TIP

Select the Single-Slide Preview (magnifying glass) icon to see a slide preview with speaker notes.

8



9



FIGURES 9 (iPAD) AND 10 (DESKTOP)— PRESENTER'S SLIDE: NAME ENTRY

Presenters can enter their name, title, and date of the presentation on the first slide.

Highlight the slide by double-tapping or clicking on the image.

Press or click the <Presenter's Name> field. The **Name** window will appear and allow you to enter a customized name.

10



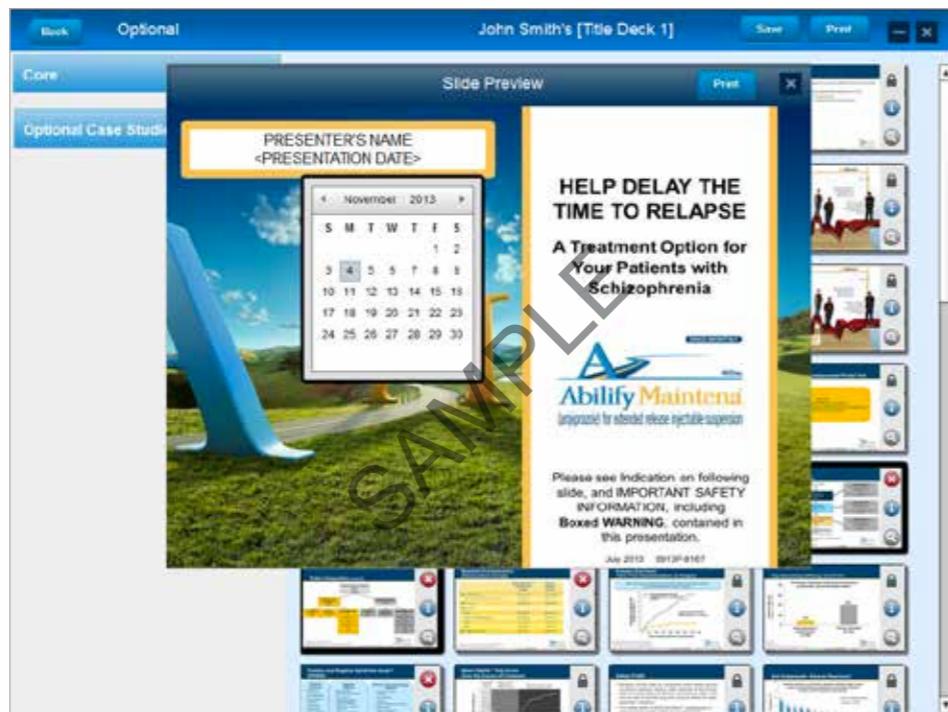
11



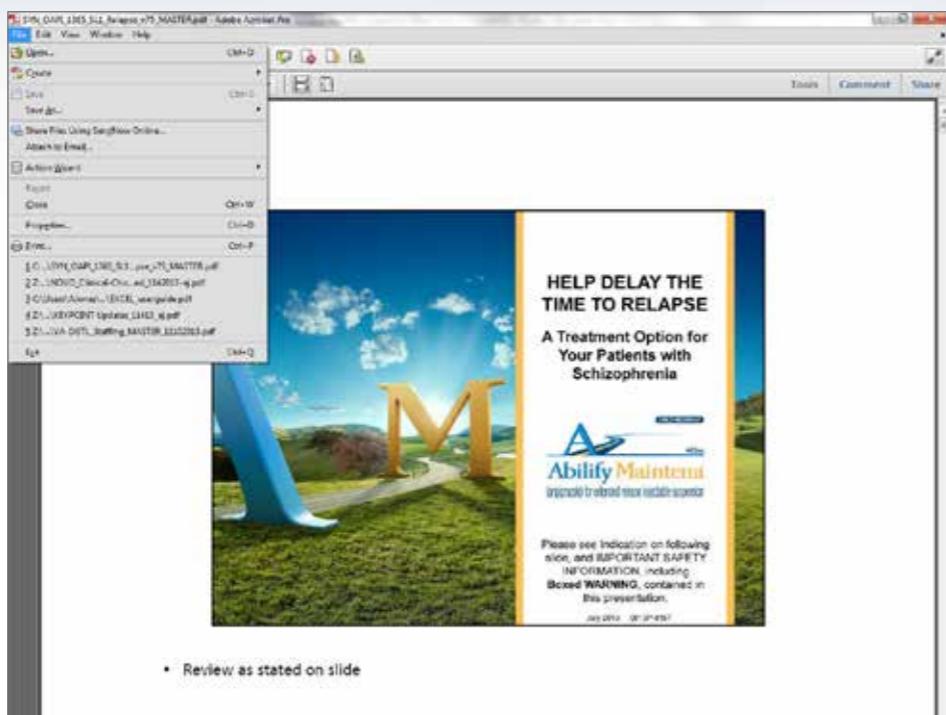
FIGURES 11 (iPAD) AND 12 (DESKTOP)— PRESENTER'S SLIDE: DATE ENTRY

TIP Press or click and hold on the <Insert Date> field to view the **Customize Calendar** window and to enter the date.

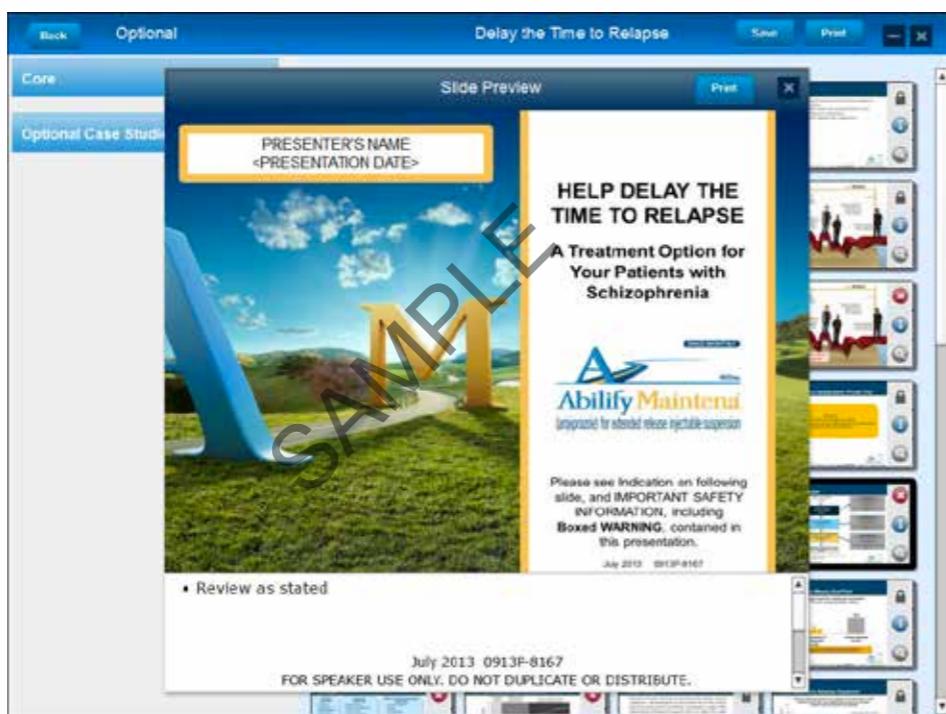
12



13



14



FIGURES 13 AND 14 (DESKTOP ONLY)— PRINTING SLIDES IN CUSTOMIZE MODE

First, click the **Print** button in the upper right corner of the screen.

To print a customized deck, you must be connected to the Internet—the file will open as a .pdf in your web browser. You can then go to File → Print where you can print the whole document or select a range of slides to print.

To print an individual slide, click the Single-Slide Preview icon in the lower right corner of the thumbnail and then click the **Print** button in the upper right corner of the slide preview window.

Note: Printing is only available for desktop, not iPad.

15



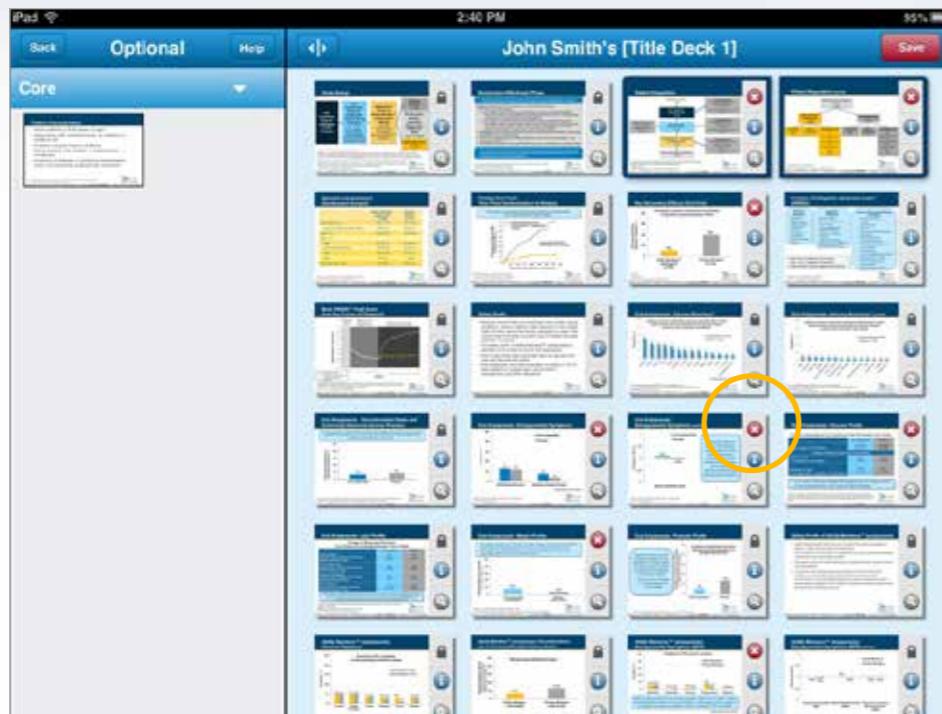
FIGURE 15 (iPAD AND DESKTOP)— BUNDLED SLIDE GROUPS

Bundles have a dark blue border to show the grouping of slides.

Bundling Rules:

Bundles may have different rules for use. When clicked upon, the rules for that bundle will be displayed.

16

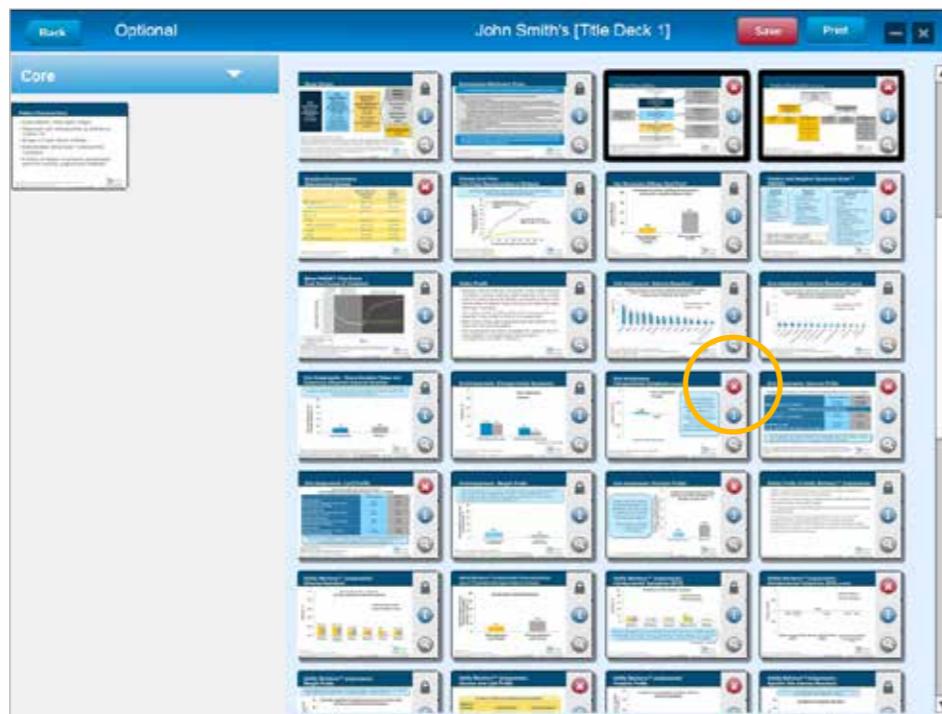


FIGURES 16 (iPAD) AND 17 (DESKTOP)— REMOVE SLIDE FROM PRESENTATION

Optional slides may be removed from a presentation. Select the Delete icon on the upper right corner of a slide to remove it from the presentation. The slide will automatically move into the slide tray on the left side of the screen.

TIP You can always return a slide to the presentation. For desktop, drag the thumbnail from the slide tray back to the presentation; for iPad, tap the slide. The slide will return to its original placement.

17



18

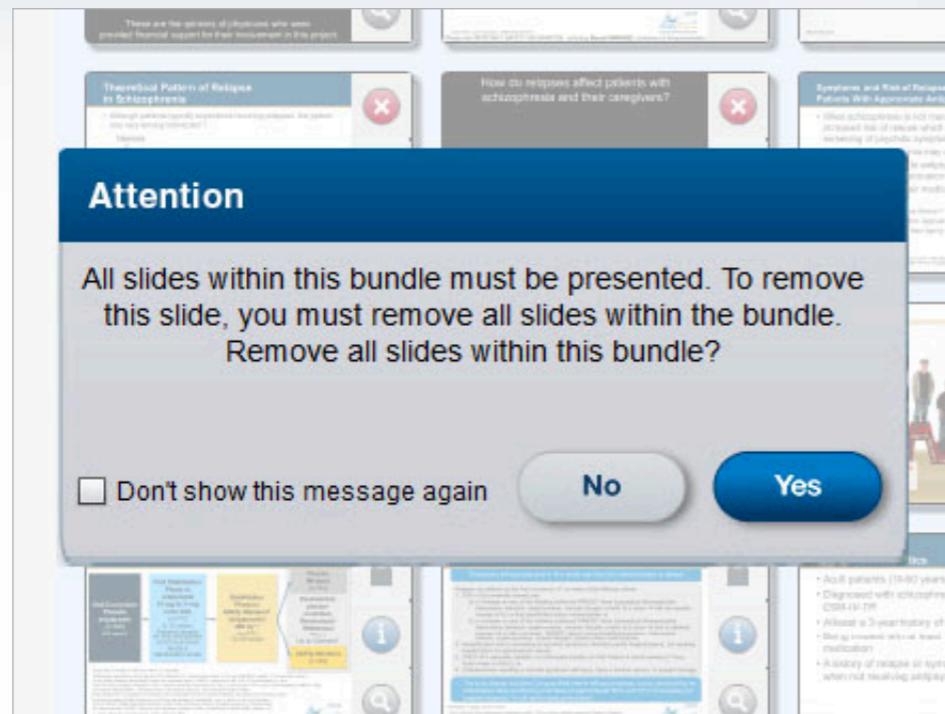


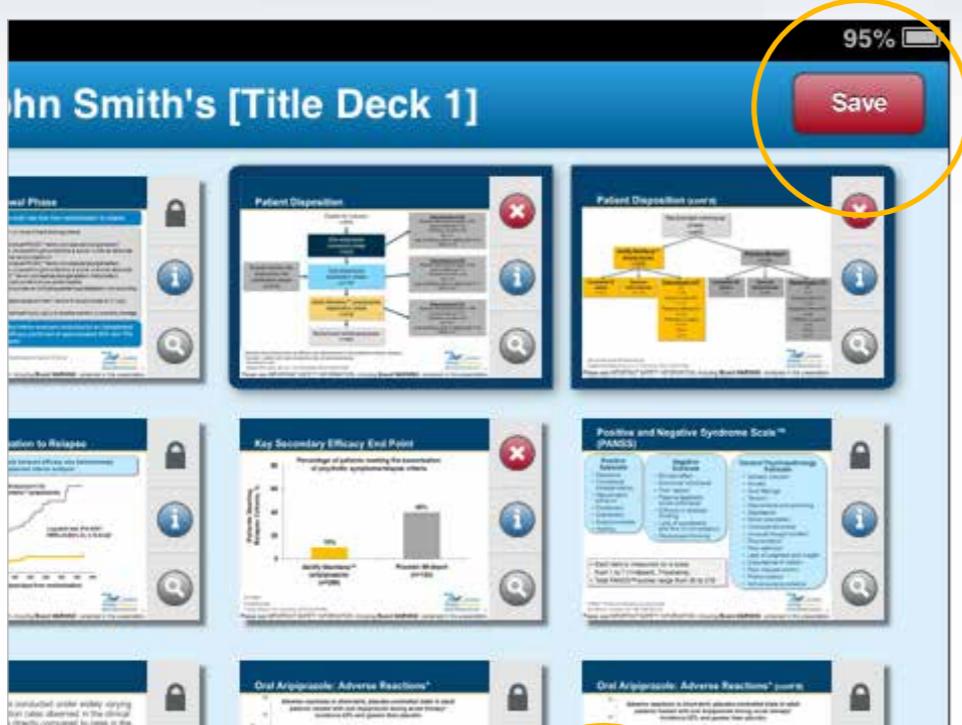
FIGURE 18—BUNDLE MESSAGES

If slides are bundled, a message will appear to verify that you want to take action on the bundle.

If the slide cannot be removed, check the icon. Locked slides cannot be removed from the presentation.

SAVING A CUSTOMIZED PRESENTATION

1



FIGURES 1 (iPAD) AND 2 (DESKTOP)—SAVE BUTTON

Once a change has been made, the **Save** button in the upper right corner will turn red to indicate that your change has not been saved. When you are finished customizing a presentation, select **Save**.

If you tap or click the **Back** button in the left corner of the screen without saving your presentation first, a message will prompt you to save. You can select **Yes**, **No**, or **Cancel**. Select **Cancel** to return to customizing mode.

2



KEYPOINT CLOUD

Upon saving your customized slide deck, your presentation will be stored to the KEYPOINT Cloud as well as stored locally to your device when connected to the Internet.

You will be able to access your customized slide decks on any device that has the KEYPOINT application installed.

Note: Your customized slide decks are accessible on all of your devices after you have successfully logged in to the KEYPOINT network.

If you are not connected to the Internet, your customized slide decks will not be visible or be stored to the cloud when saved.

KEYPOINT

3

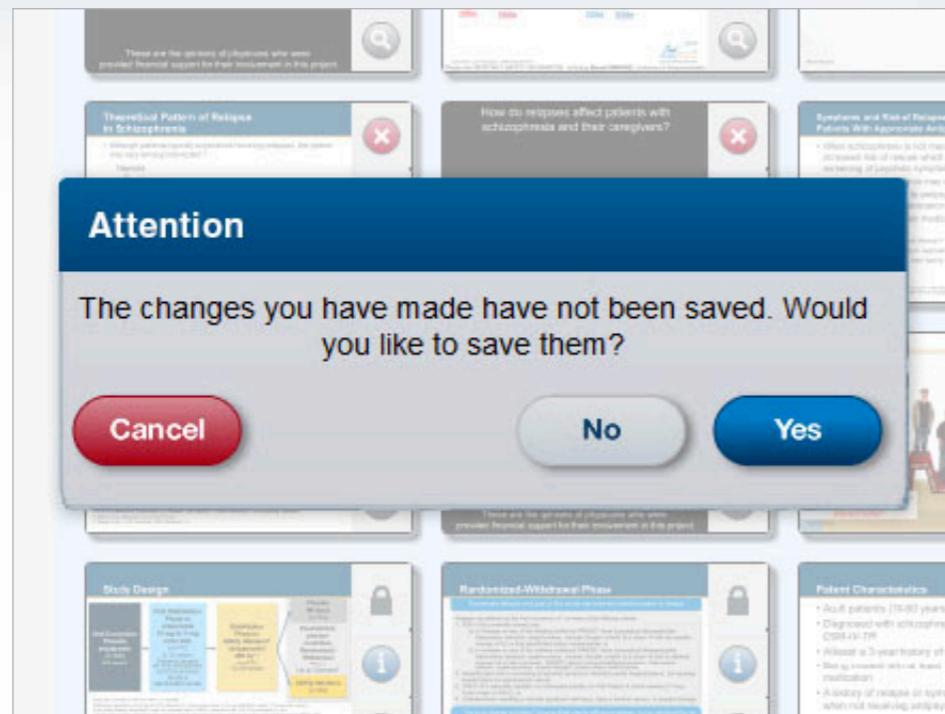


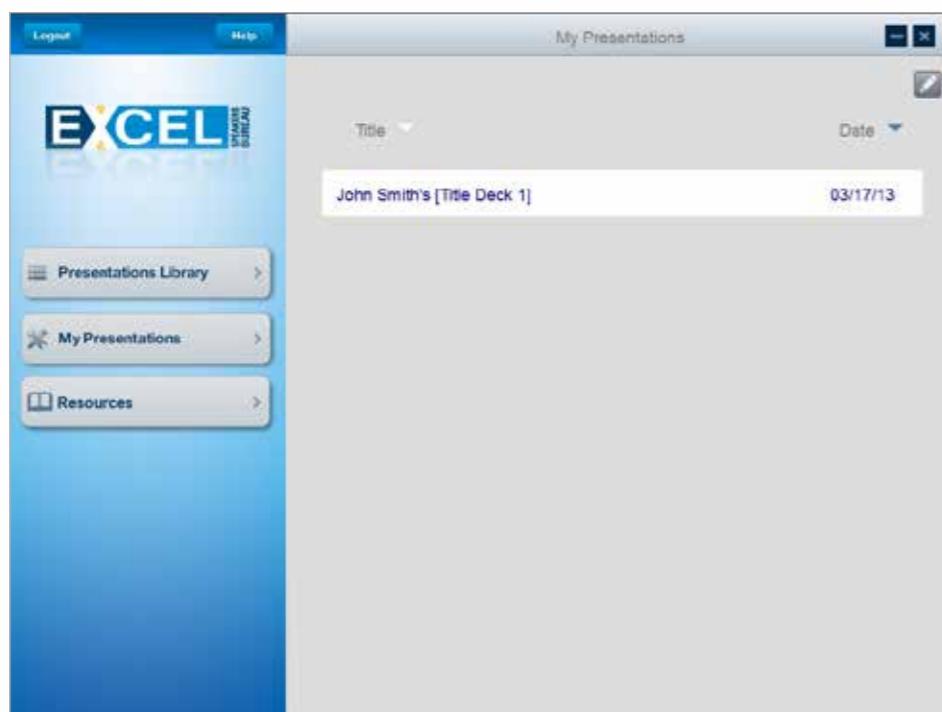
FIGURE 3—SAVE PRESENTATION MESSAGE POP-UP

Once you select **Yes**, your saved presentation will now be available in the **My Presentations** menu.

4



5



FIGURES 4 (iPAD) AND 5 (DESKTOP)— MY PRESENTATIONS DISPLAY WITH CUSTOMIZED DECK

To open a previously customized presentation, select **My Presentations** and all presentations you have previously customized and saved will be displayed.

Simply select the desired customized presentation to open it from the menu.

Upon saving your customized slide deck, your presentation will be stored to the KEYPOINT Cloud as well as stored locally to your device.

You will be able to access your customized slide decks on any device that has the KEYPOINT application installed.

Note: Your customized slide decks are accessible on all of your devices after you have successfully logged in to the KEYPOINT network.

If you are not connected to the Internet, your customized slide decks will not be visible.

OPENING A PREVIOUSLY CUSTOMIZED PRESENTATION



FIGURES 1 (iPAD) AND 2 (DESKTOP)— DELETING A CUSTOMIZED PRESENTATION FROM MENU

Select the Edit icon at the top right of the screen, which will display a red icon to the left of a presentation name.

If you select the red icon, a **Delete** button will appear on the right side of the presentation name.

Select the **Delete** button to delete the presentation from **My Presentations**.

TIP Selecting the Edit icon will give you the option of deleting, renaming, or duplicating the presentation.

3

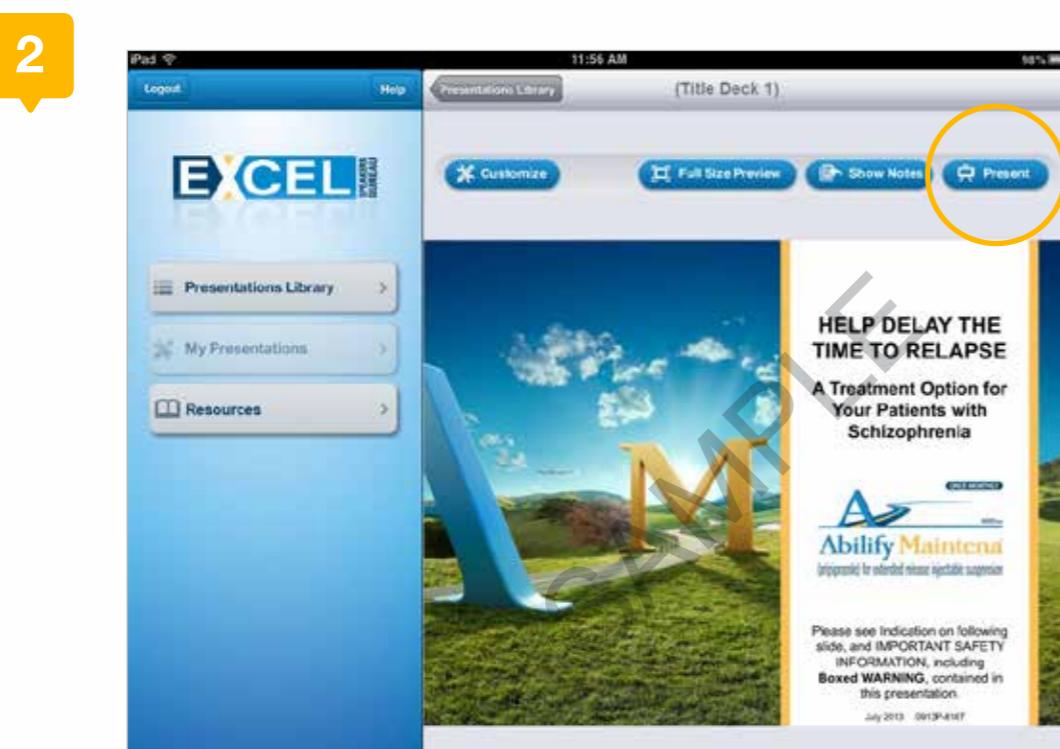
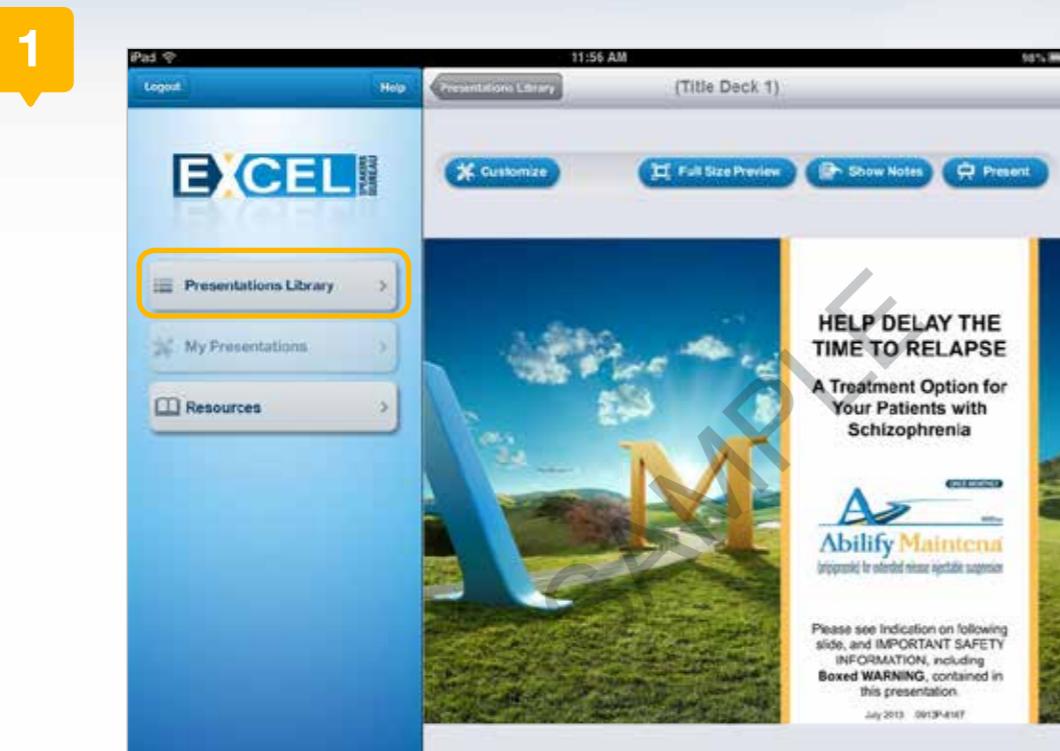


FIGURES 3 (iPAD) AND 4 (DESKTOP)—DUPLICATING A CUSTOMIZED PRESENTATION IN MENU

Selecting the Page icon to the right of the presentation name will duplicate the presentation.

4





FIGURES 1 AND 2—PRESENT MODE

Now that you have customized and saved your presentation, you are ready to present. You can present this or any customized deck you have created. You can also present any of the decks available in the **Presentations Library**.

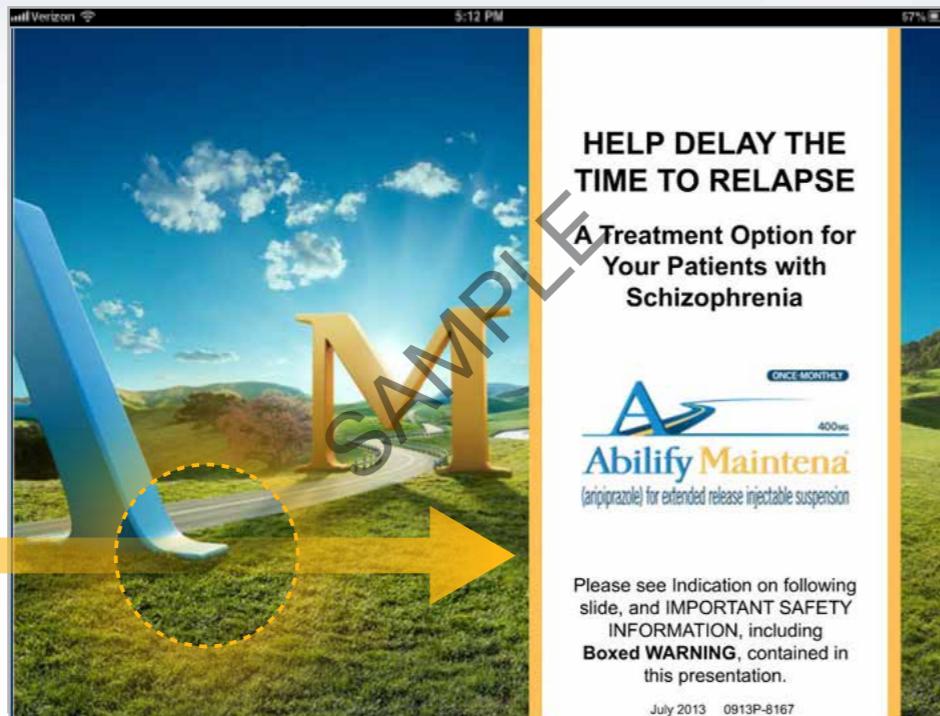
Note: Customized decks are not saved locally to each specific device (desktop or iPad). You will not be able to retrieve customized decks that were saved locally, should you decide to work on a different device (eg, A/V- or Rep-supplied laptop).

Select the deck you want to present by clicking on the title. You may present directly from your device or with an external display (eg, projector or separate monitor).

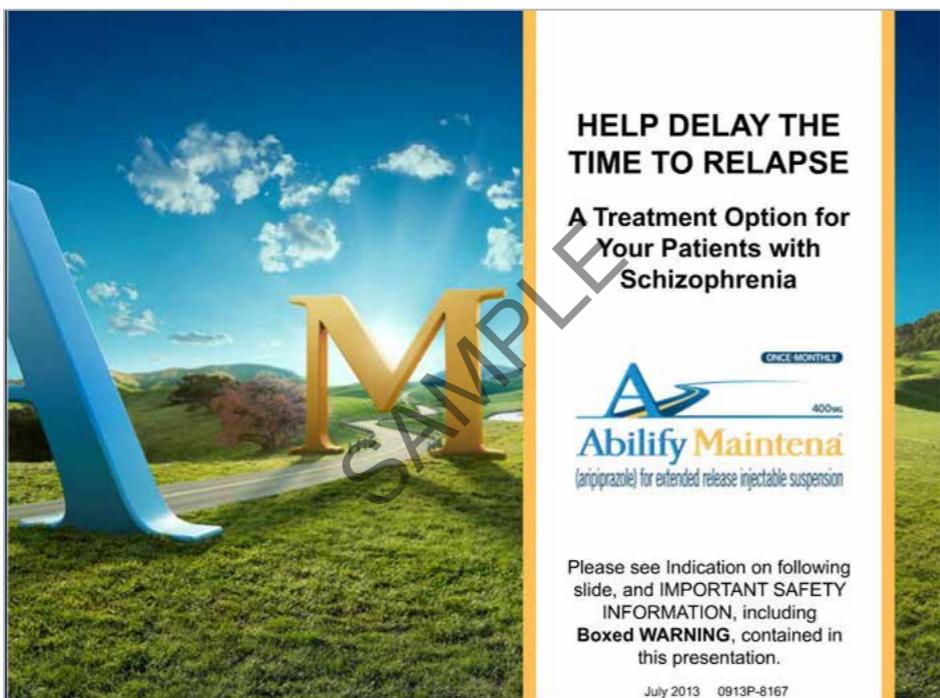
When you are ready to present, click **Present** to view the presentation in full-screen mode.

Note: **The speaker notes and KEYPOINT Platform are for speaker use only.** The only time you should be connected to an external device is when you are in **Present** (full-screen) mode. Once you have finished presenting, you should disconnect the external device.

3



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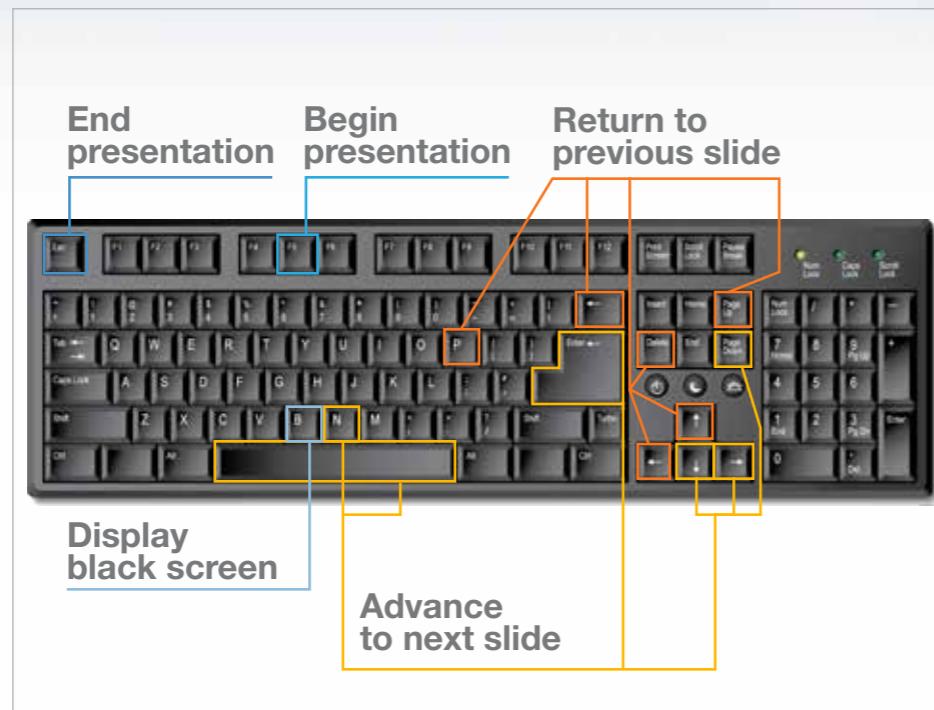


FIGURES 3 (iPAD) AND 4 (DESKTOP)—PRESENT MODE (CONT'D)

For iPad users, navigate through the presentation by swiping the screen left to move forward and right to move backward.

Desktop users can navigate using keystrokes or via wireless remote. See tips for navigating through the presentation on page 38.

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FIGURES 5 AND 6—PRESENT MODE (CONT'D)

For desktop users, navigate through the presentation using the following keystrokes:

- **Advance to next slide:** letter N; Page Down; Right or Down Arrow; Spacebar; Return/Enter
- **Return to previous slide:** letter P; Page Up; Left or Up Arrow; Delete/Backspace
- **Display black screen:** letter B
- **Begin presentation:** F5
- **End presentation:** Esc

Desktop users (PC and Mac) may also use wireless remotes to navigate through the presentation.*

For Logitech remotes:

- **Next slide:** RIGHT arrow
- **Previous slide:** LEFT arrow
- **Start/End presentation:** PLAY button (lower left)
- **Display black screen:** EMPTY screen button (lower right)

For Targus remotes:

- **Next slide:** RIGHT arrow
- **Previous slide:** LEFT arrow

*Note: All remote controls may not contain these features.

KEYPOINT

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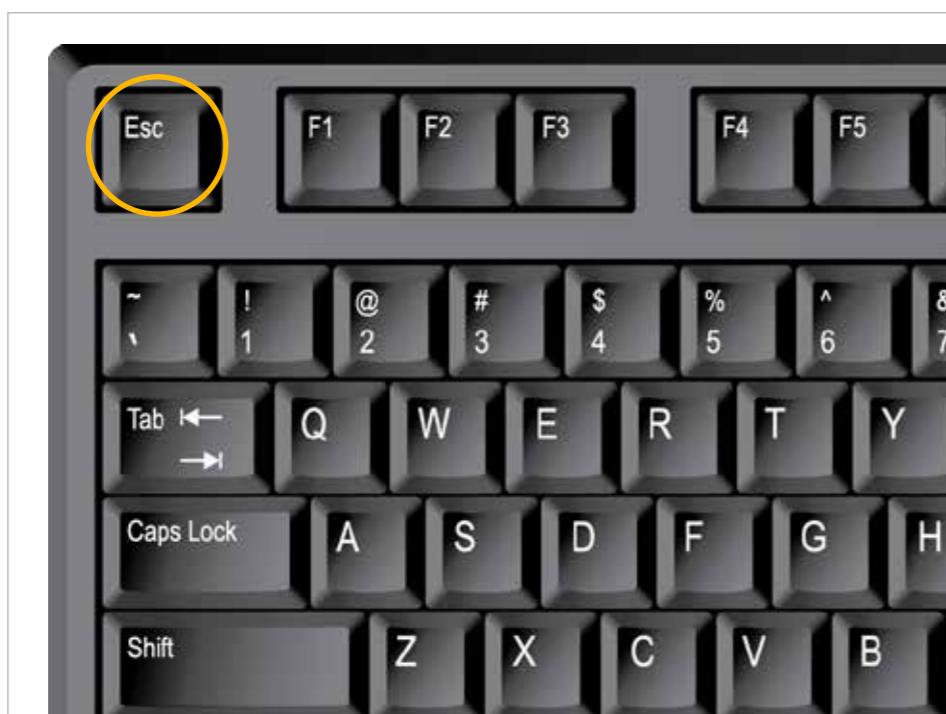
FIGURES 7 (iPAD) AND 8 (DESKTOP)—PRESENT MODE (CONT'D)

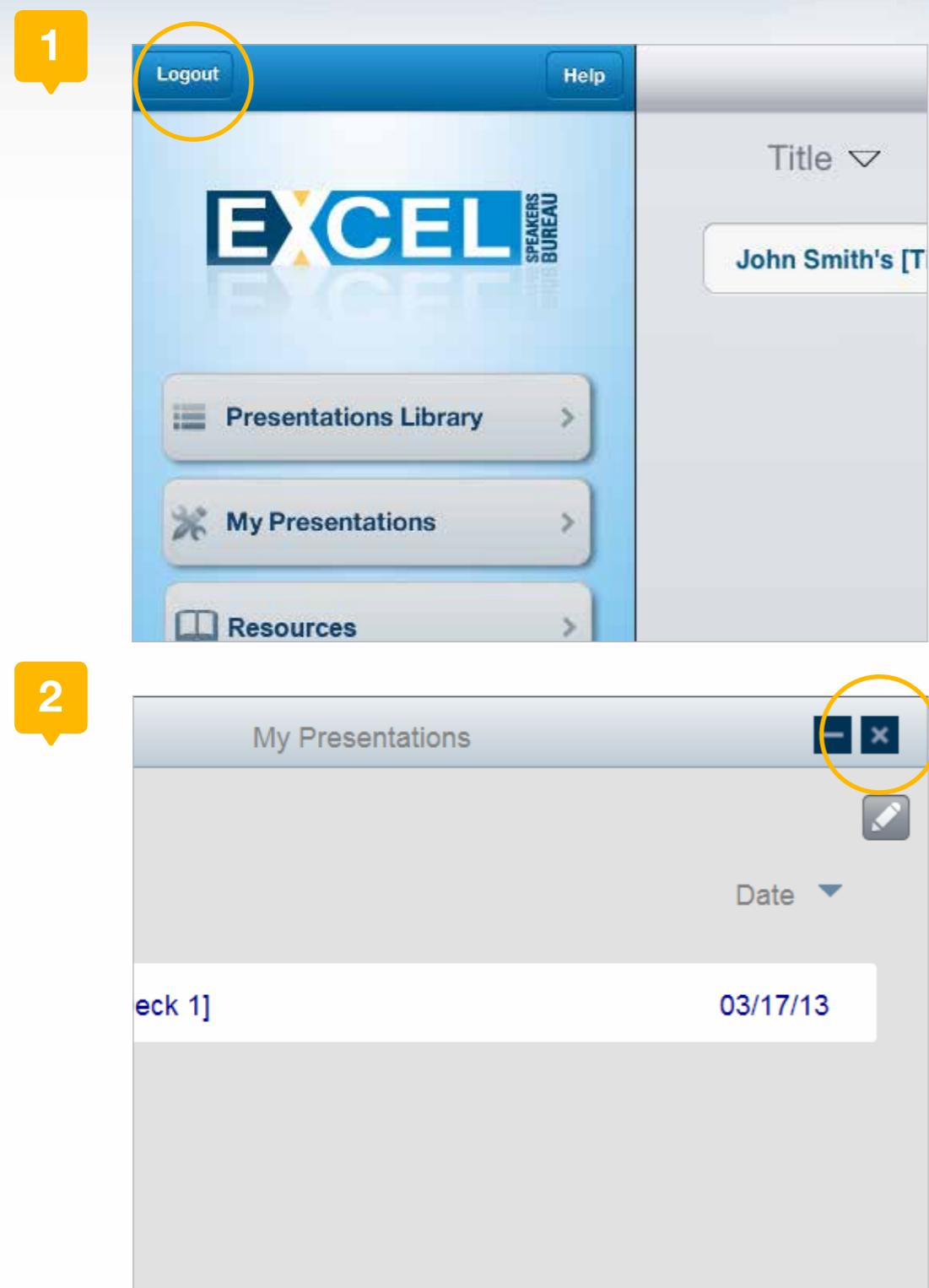
When your presentation is complete, you can exit by doing one of the following:

- **iPad users:** Double-tap the screen to view the menu at the top and select **End Presentation**
- **Desktop users:** Press the Esc key on your keyboard

Note: The only time you should be connected to an external device is when you are in **Present** (full-screen) mode. Once you have finished presenting, you should disconnect the external device.

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FIGURES 1 (iPAD) AND 2 (DESKTOP)—LOG OUT UPON COMPLETION

When you are finished working in KEYPOINT Resource and Presentation Manager, you may log out by tapping the **Logout** button on the upper left side of the screen.

The display will default to the beginning login screen.

CLOSING KEYPOINT

iPad: Press the iPad physical **Home** button to exit the application.

Desktop: Click the X in the right-hand corner.



KEYPOINT Resource and Presentation Manager **USER GUIDE**
For technical support, please call 855-536-2413.

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