

VISTEMA®-Board

THE 3D CONSTELLATION AND VISUALIZATION TOOL



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Technical requirements

Hardware

Software

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Hardware – recommended for coaches in an ONLINE setting

Laptop



A laptop with a screen size of at least 14 inches is recommended for working with the VISTEMA[®]-Board. The larger the screen, the better. This allows you to see the conversation partner in one window while the VISTEMA[®]-Board is displayed in the other. Using an additional screen is also very helpful. This allows you to display the board on one screen and the video communication with the client on the other screen.

Desktop PC



A desktop PC with the largest possible screen (or even two) on which you can work in multiple windows would also be ideal.

Mouse with scroll wheel & headset



It is highly recommend using a mouse with a scroll wheel – it makes interacting with the board much easier.

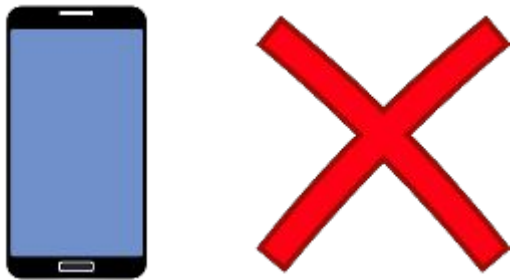
A headset greatly improves your intelligibility and the other participants' understanding. It is not a requirement, but it is recommended.

Hardware – further information



Tablet

The use of a tablet can definitely be recommended for working with the VISTEMA[®]-Board. However, there will always be the difficulty of navigating between the individual windows of the applications required for online counselling. One way of working with a tablet is to have the board on the tablet and the video communication on the mobile phone. Experience has shown that working in a face-to-face setting works very well with a tablet.



Smartphone

Working on a smartphone is explicitly not the goal of the development at this time. The screen size is simply too small. Although **the application can run on all smartphones**, but handling the figures is quite challenging. The use of a mobile phone stylus can help here. These are usually ballpoint pens with a rubber sleeve at one end that can be used to operate touch screens. But even if you manage to move the figures, the display is often too small to be meaningful in terms of depth. However, a mobile phone is sufficient as an emergency aid.

Hardware - Coachee - in an online setting



Recommended only for very experienced tablet users.



If possible, a headset is also recommended for the coachee.



Technical Specification - Software

operating systems



Windows



Apple



Android



iOS



Linux also works without any problems, but we only offer limited support for it.



Browser



Chrome (Recommended)



Firefox (Recommended)



Microsoft Edge



Safari



Opera



Vivaldi

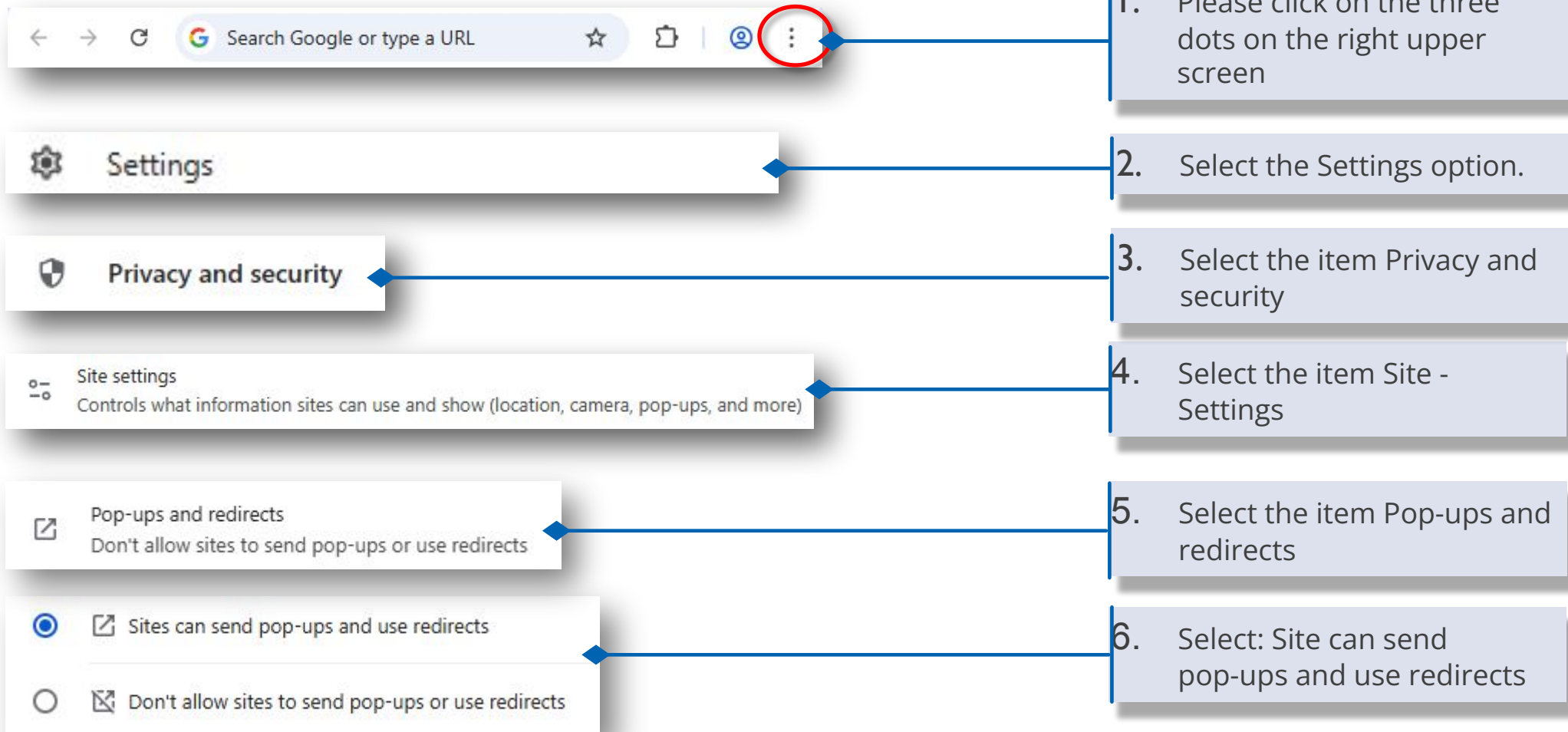


The board does not load

Cause: Pop-ups are disabled - Instructions for enabling pop-ups



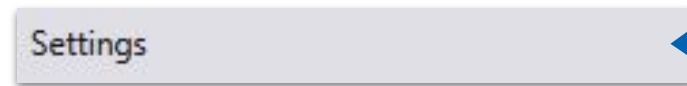
Allow pop-ups: Google Chrome



Allow pop-ups: Firefox



1. Click on the three lines here



2. Select the menu item "Settings".

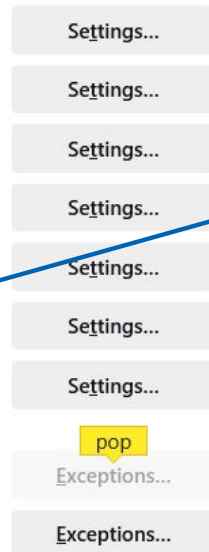


3. Enter "pop" in the search field.

Search Results

Permissions

- Location
- Camera
- Microphone
- Speaker Selection
- Notifications [Learn more](#)
- Autoplay
- Virtual Reality
- ☐ Block **pop**-up windows
- ☒ Warn you when websites try to install add-ons



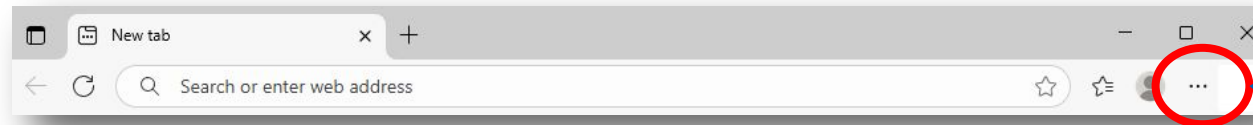
4. Uncheck the box next to Block pop-up windows.

☐ Block pop-up windows



→ **Content**

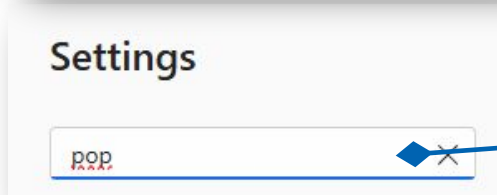
Allow pop-ups: Microsoft Edge



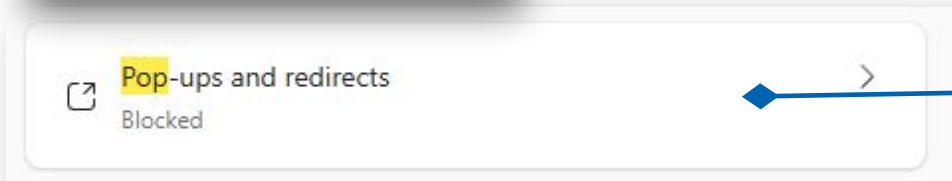
1. Please click on the three dots on the right upper screen



2. Select the item 'Settings'.



3. Enter "pop" in the search field.



4. Select the item 'Pop-ups and redirects'.



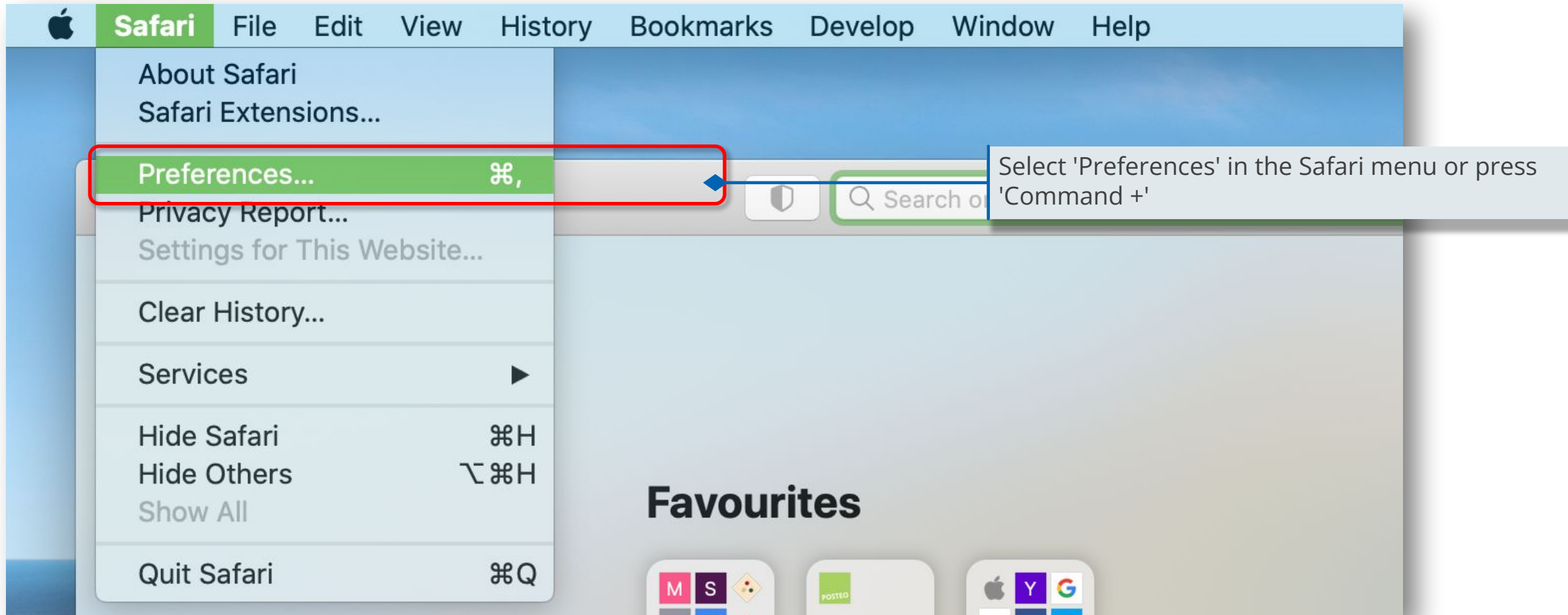
5. Slide the slider to the left to allow pop-ups.

Blocked (recommended)



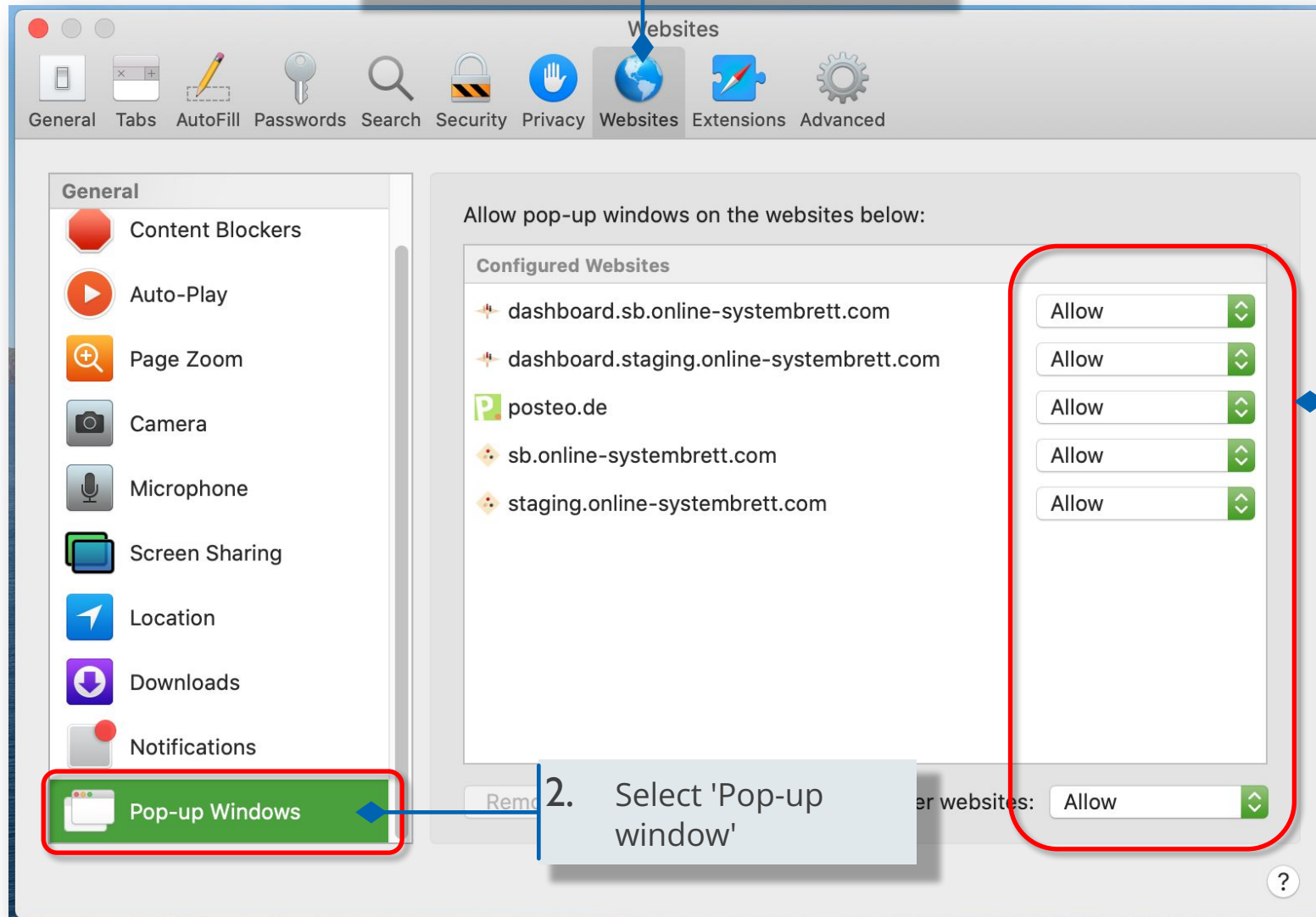
→ **Content**

Allow pop-ups: Safari Browser



Allow pop-ups: Safari browser

1. Please click on Websites

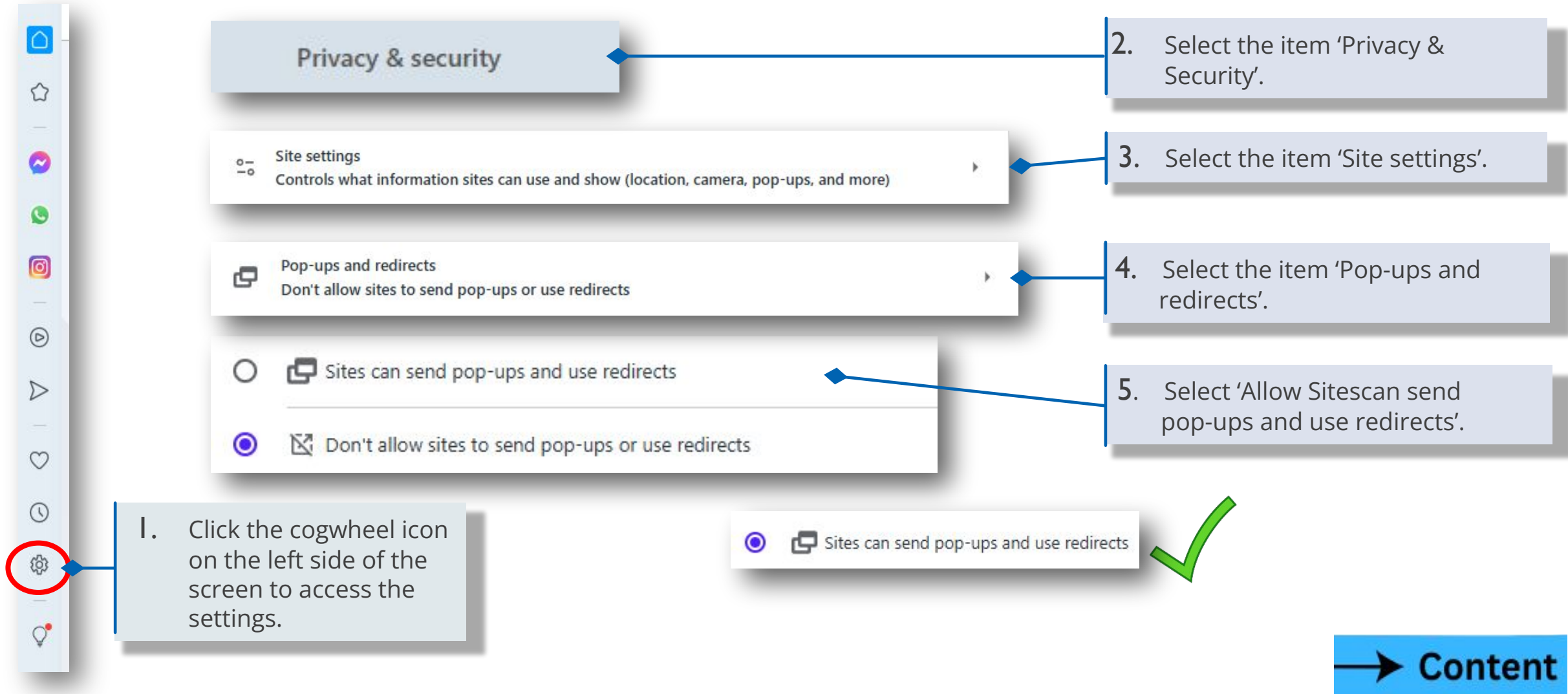


2. Select 'Pop-up window'

3. Allow pop-up windows for all websites, or at least all websites from vistema.org

→ **Content**

Allow pop-ups: Opera



The image shows a vertical sidebar on the left with various icons. A red circle highlights the cogwheel (settings) icon. A blue arrow points from this icon to a text box labeled '1. Click the cogwheel icon on the left side of the screen to access the settings.' The main content area shows the 'Privacy & security' settings page. A blue arrow points from a text box labeled '2. Select the item 'Privacy & Security'.' to the 'Privacy & security' header. Another blue arrow points from a text box labeled '3. Select the item 'Site settings'.' to the 'Site settings' option. A third blue arrow points from a text box labeled '4. Select the item 'Pop-ups and redirects'.' to the 'Pop-ups and redirects' option. A fourth blue arrow points from a text box labeled '5. Select 'Allow Sitescan send pop-ups and use redirects'.' to the 'Sites can send pop-ups and use redirects' option. A green checkmark is placed next to the 'Sites can send pop-ups and use redirects' option. In the bottom right corner, there is a blue button with a right-pointing arrow and the text 'Content'.

1. Click the cogwheel icon on the left side of the screen to access the settings.

2. Select the item 'Privacy & Security'.

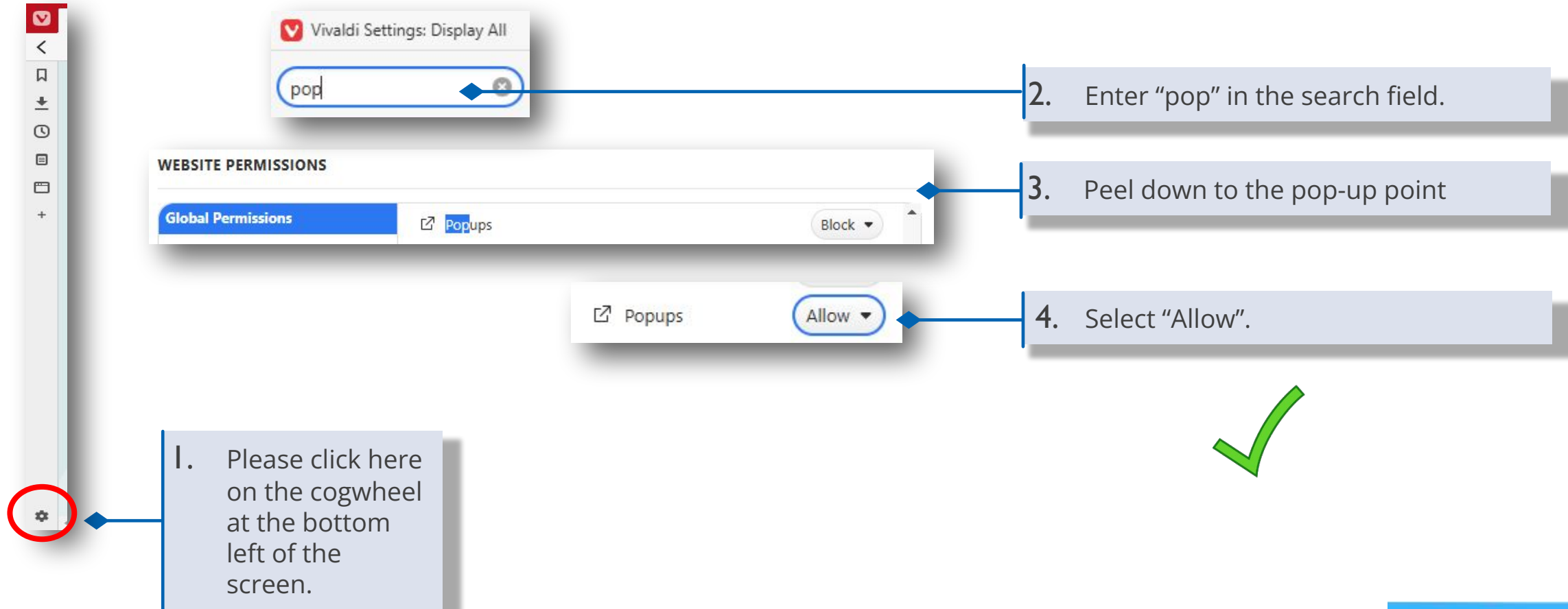
3. Select the item 'Site settings'.

4. Select the item 'Pop-ups and redirects'.

5. Select 'Allow Sitescan send pop-ups and use redirects'.

Content

Allow pop-ups: Vivaldi



The image shows a Vivaldi browser interface with four numbered steps to allow pop-ups. Step 1 points to the settings cogwheel in the bottom-left toolbar. Step 2 points to the search field in the 'Vivaldi Settings: Display All' window, which contains the text 'pop'. Step 3 points to the 'Popups' section under 'WEBSITE PERMISSIONS' in the settings window, where the current status is 'Block'. Step 4 points to the 'Allow' dropdown menu in the 'Popups' section. A large green checkmark is positioned to the right of the steps.

1. Please click here on the cogwheel at the bottom left of the screen.
2. Enter "pop" in the search field.
3. Peel down to the pop-up point
4. Select "Allow".

My dashboard

[My sessions](#)

[My account](#)

[Subscription and payments](#)

→ **Content**

Home Dashboard / My Boards

Sort / search sessions

Create Board

BOARD

Notifications

My Boards (1)

My Templates

My Videos

Template Library

Academy

Media **NEW**

Network

Experts

to the website

Latest news

Help

Newsletter

My Account

Log Off

support@vistema.org

Time balance: 03:00

Created

Descending

Search

X

48€
-98%

Take advantage of this opportunity NOW:
Get unlimited access for only ONE EURO in the first month!

Get now

My first board

Create with key P on board

Open Board

Copy link

Shared

Session Time used: 00:00

Last modified 15.06.2026 17:05

Created 15.06.2026 16:51

Save as template

Delete Board

Share Board

Duplicate Board

Set Password

Edit / Change

➔ **Content**

Create board


BOARD

 Notifications

 My Boards (1)

 My Templates

 My Videos

 Experts

 to the website

 Latest news

 Help

Newsletter

 My Account

 Log Off

support@vistema.org

Time balance: 02:00

Back

Create Board

Title

This field is required

Password

Description (optional)

Session Notes (optional)

Tags (optional)

Enter tags (press Enter or comma to add)

Shared Session

☒

Session details

Use the input fields to provide a good description so that you can find the session again at any time using the search function.

Share session with others

Can also be changed at any time under 'My sessions'

Note

Give your session a meaningful name that is not too long.

You also have the option of organising your sessions using the 'Index' field.

Use boards 1/2

Titel

Give your session a name that is as meaningful as possible, but not too long.

You also have the option of adding keywords to the sessions using the 'Index' field.

Description

This field is only displayed if there is an entry in the 'Description' field.

Index

This field is only displayed if there is an entry in the 'Index' field.

Preview image

Created from the last screenshot (P) of the board

Share

Allows other users to access this board. If sharing is revoked, the board is immediately locked for all other users.

Index

Client's Topic

Description



Open Board

Copy link

Shared ☒

Session Time used: 01:39

Last modified 06.01.2026 19:31

Created 05.01.2026 14:13

Show Notes

Save as template

Delete Board

Share Board

Duplicate Board

Set Password

Edit / Change

Session Notes

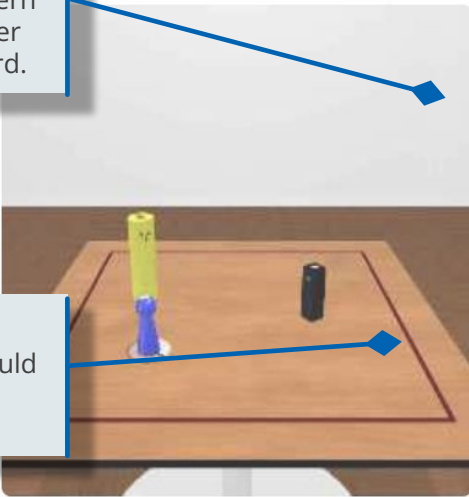
This field is only displayed if there is an entry in the 'Session Notes' field.

Send board to another account

Use boards 2/2

Titel
"It has proven useful to use the client's topic or concern as the label – this will later be displayed on the board."

Description
Use terms that you would search for to find this session again.



Index

Client's Topic

Description



Delete board
WARNING: This action cannot be undone!

▶ Open Board

🔗 Copy link

Copy the access link and open the board to start the session.

Shared ☒

Session Time used: 01:39
Last modified 06.01.2026 19:31
Created 05.01.2026 14:13

Show Notes

Save as template

Delete Board

Share Board

Duplicate Board

Set Password

Edit / Change

Set password
Here you can reset or change your password at any time.

Edit/change
information at any time

➔ **Content**

How do I get to the order screen?

The screenshot displays the VISTEMA BOARD user interface. On the left is a sidebar menu with the following items: Notifications, My Boards (1), My Templates, My Videos, Template Library, Academy, Newsletter, My Account, and Log Off. The main content area features three subscription cards, each with an "ORDER NOW" button. The first card, "Time balance 'FreeTime'", shows a price of 24 € for 3 hours and includes a text input field with "3" and the label "hour". The second card, "Subscription 'Unlimited'", shows a price of 1,- € * (with a red badge indicating a 98% discount from 48 €) and includes a note about the first month. The third card, also "Subscription 'Unlimited'", shows a price of 480,- € / Year and includes a note about 2 months free. Below the subscription cards is a "Navigate to..." section with three options: "MANAGE SUBSCRIPTION", "MANAGE PAYMENT METHOD", and "INVOICES". A callout box points to the "My Account" link in the sidebar, stating: "In the dashboard, click on 'My Account'." Another callout box points to the "ORDER NOW" buttons on the subscription cards, stating: "Select hourly model or desired subscription". A third callout box points to the "Time balance" card, stating: "Here you can view your invoices, change payment methods and cancel your subscription."

VISTEMA
BOARD

- Notifications
- My Boards (1)
- My Templates
- My Videos
- Template Library
- Academy
- Newsletter
- My Account
- Log Off

support@vistema.org
Time balance: 03:00

Time balance "FreeTime"
24 €
for 3 hours
How many hours of time would you like to purchase? Please select. (at least 3)
3 hour
ORDER NOW

Subscription "Unlimited"
1,- € * **48 € -98%**
* the first month and then 48,- €, billed monthly
The flexible subscription for those who like using the VISTEMA®-Board but don't want to be tied down long-term.
ORDER NOW

Subscription "Unlimited"
480,- € / Year
2 Months FREE - almost 20% off!
Ideal for those who use the VISTEMA®-Board extensively and want to save in the long run.
ORDER NOW

Navigate to...

- MANAGE SUBSCRIPTION
- MANAGE PAYMENT METHOD
- INVOICES

Here you can view your invoices, change payment methods and cancel your subscription.

In the dashboard, click on 'My Account'.

Select hourly model or desired subscription

My account

My Profile

Change billing address

e-mail

team@vistema.org

Name

John

Surname

Doe

susanne.kogler@candoit.at

Telephone

+43 676 1234567

Country

Language for emails and messages

German

Language in user interface

English

Save

Change billing
address

Click here to edit your details

My profile

Here you can manage all
your data.

Account Management

Delete account

Delete account

This action cannot be undone
and will immediately terminate your active
subscription, delete your free time and delete all
your sessions.

Please exercise caution!

➔ **Content**

Operating instructions

First steps with your VISTEMA®-Board

Set up session

Step 1: Create session

Click on the top right of the window



Step 2: Name the session

Fill in (at least) the 'Title' and 'Password' fields.

Step 3: Enable session sharing

Save the session



Conducting a consultation

Step 1: Copy session link

Click on



You have now copied the access link to your computer's clipboard and can now paste it into any text.

Step 2: Open session

Click on



The coach's VISTEMA®-Board opens in a new browser window.

Step 3: Send session link

Now paste the session link into an email or into the chat of the video conferencing software (Zoom, Teams, Skype, etc.) using Ctrl+V (Windows) or Cmd+V (MacOS). Your coachee can click on the link and will be taken directly to the shared VISTEMA®-Board.

Please note!

The coach board must be open in the 'FreeTime' plan.

If you have the 'FreeTime' payment plan: In order for the coachee to have 'their' board open permanently, the coach board must be open and the approval **Shared**  must be set to 'green' – similar to a Zoom video conference, where the host of the session must be present.

The 'Timeless' subscription includes 'free sessions'.

If you have taken out a 'Timeless' subscription: With a subscription, all sessions are so-called 'free sessions'. This means that as long as is set to 'green', the board **Shared**  it ANY TIME by anyone who has the access link and password.

Functions with a letter in brackets, are also accessible via the keyboard

Name tags on/off (N)

Helicopter view (H)

Center board (C)

Create helper (G)

Create area (A)

Create figure (F)

Turn element quickly

Dock options bottom left

Turn element precisely

Obtain inside view of the figure

Lock element

Change face, color, shape, transparency

Show figure history

Change size

Say goodbye to element

Create name tag

Viewing angle indicator (also for rotation of the figure)

Session name

Screenshot (P)
saves a picture of the current view

Toggle left sidebar

Toggle figure names

Toggle area names

Context menu
(display with right mouse button)

Obtain inside view of the figure

View board from behind the figure

Create nametag

Lock figure

Change face, colour, shape, transparency

Duplicate element

Connect figure to another figure

Leave session

Undo last action

Redo last undone action

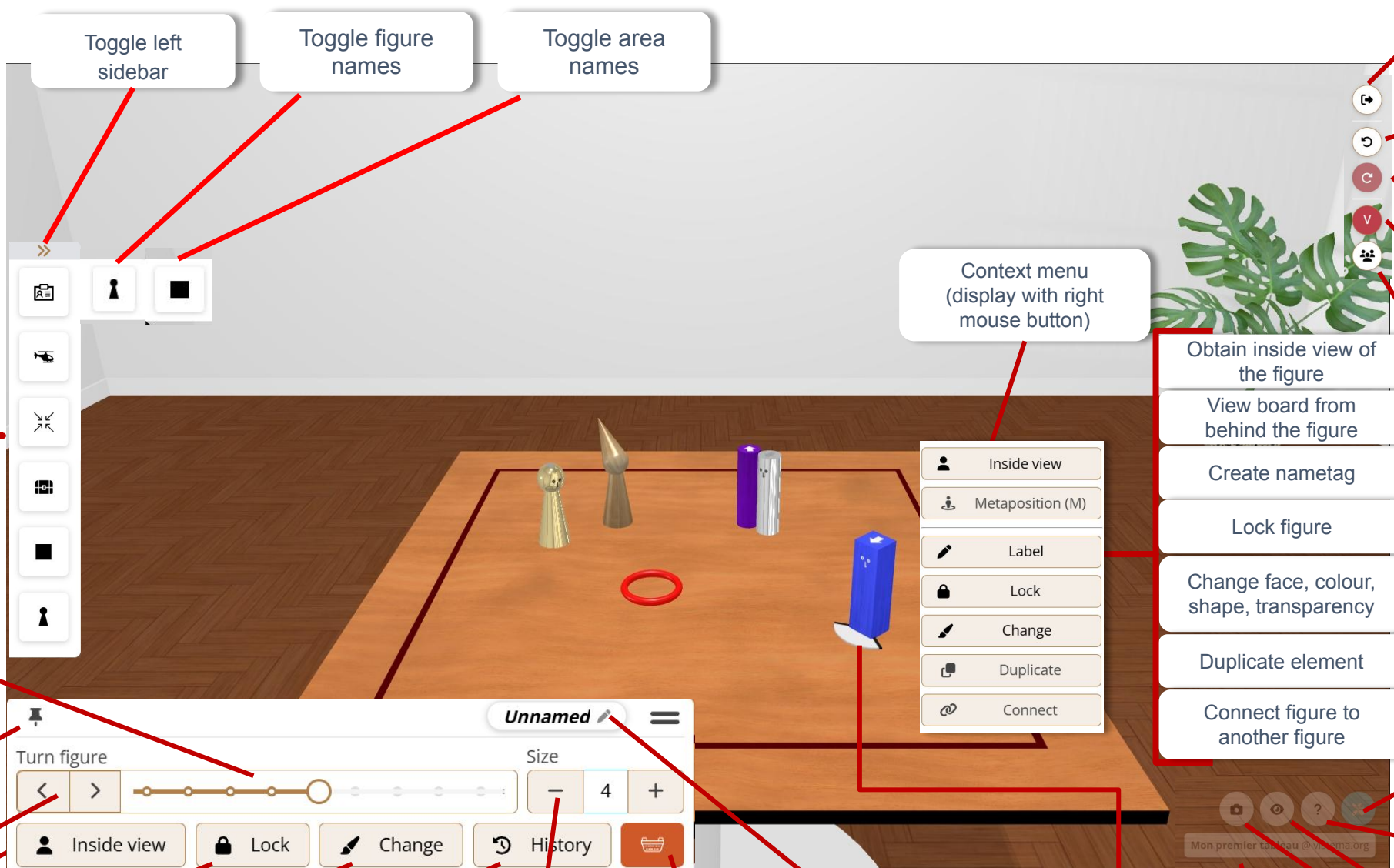
Attendees (short form)

Show list of all attendees

Coach menu
open/close

View help

Look here
Send your view to everybody



THE COACH MENU

Coachmenu

Time balance

01:06

Send link

Attendee

Observer Mode

Coach

Isabella

Coachmenu

Objects

Little helpers

Areas

Special figures

Initial orientation center

Default figure size

Default area size

Process

Prompt for label

Move in the inside view

Lock helicopter view

Concealed Mode

Coachmenu

Board markings

Square

Square 1

Circle

Line A

Line B

Line C

Line D

Reset board markers

Coachmenu

Clear board

Board orientation

Configure Board

Room rotation

Reset board

Background

3D

Furnishing

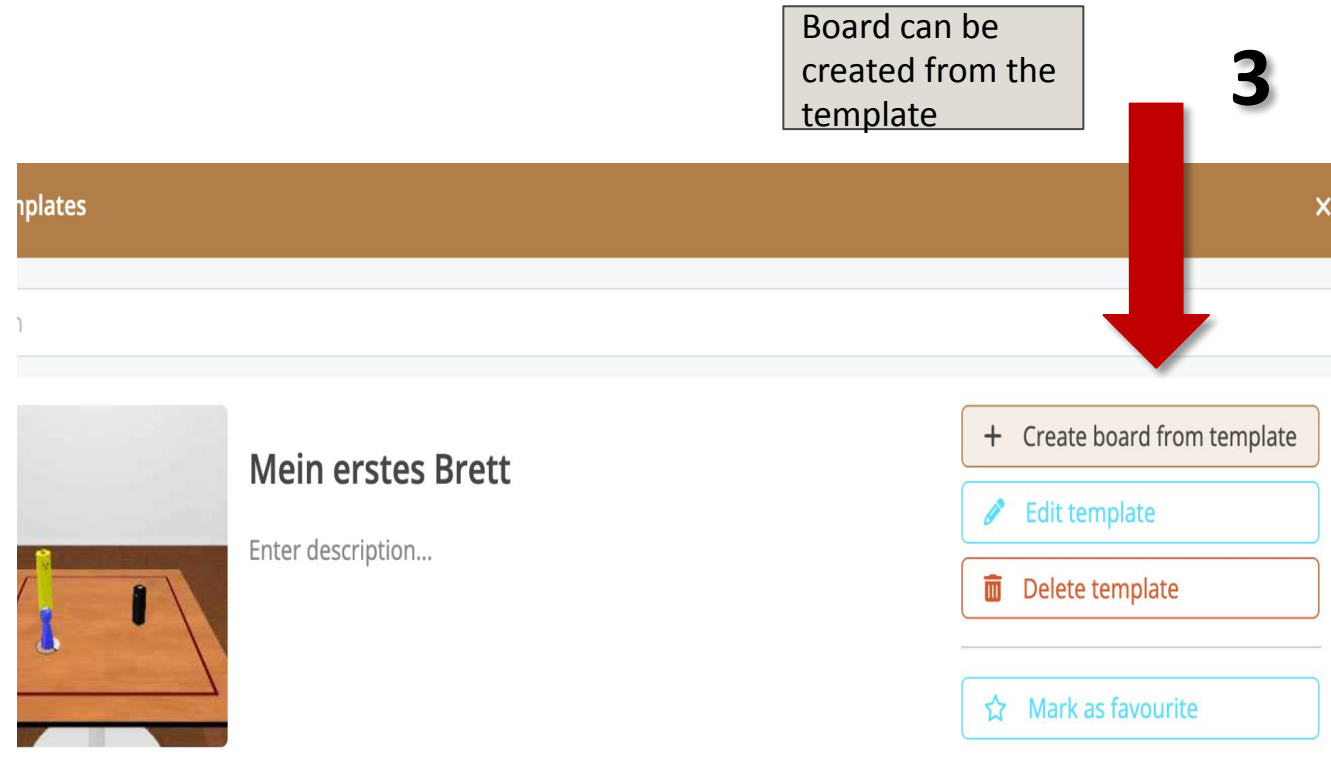
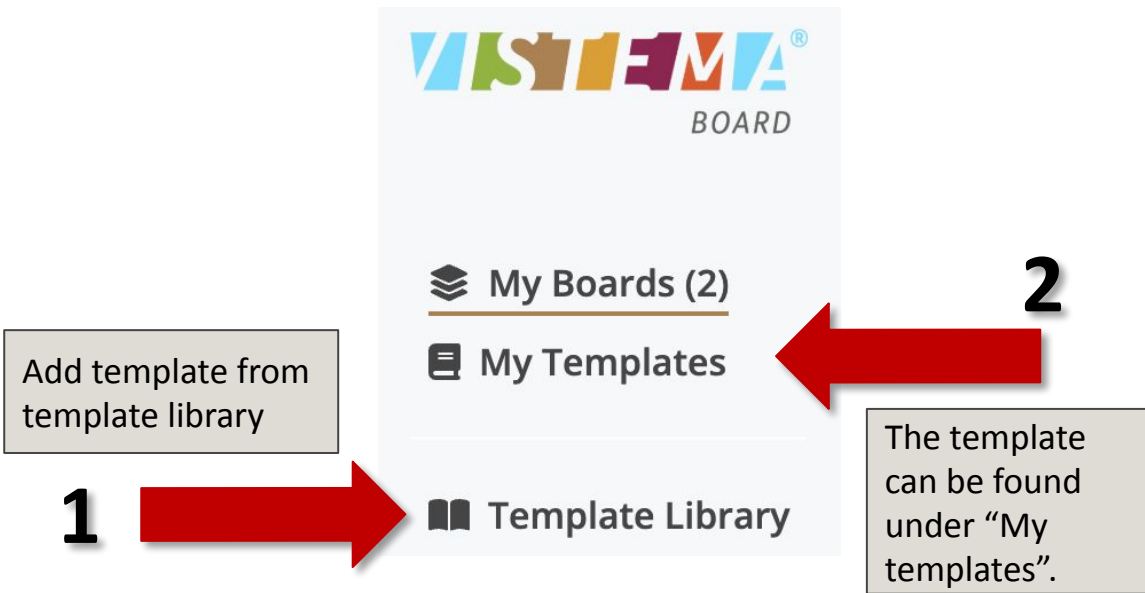
Background color

Textures

Board texture

Window view

THE TEMPLATE LIBRARY



KEYBOARD COMMANDS – An overview

All of this can also be done using the keyboard:

On the board:

- A - Create area
- C - Standard view
- G - Create helper
- H - Helicopter view
- N - Switch name tags
- P - Create intelligent screenshot
- + - Zoom in
- , # - Zoom out
- 0-9 – Size 1-10 (for selected element)
- Shift + 0-9 – Size 11-20 (for selected element)
- Arrow keys - Rotate and tilt board
- Delete key - Delete figure (when figure is selected)
- M - Metaposition (when figure is selected)
- Ctrl/Control + D - Duplicate figure
- Hold down Ctrl/(Control) or Alt key for multiple selection/joint movement

In the interior view:

- + - zoom in
- , # - zoom out
- W - step forward
- A - step left
- S - step backward
- D - step right
- E - turn left
- R - turn right
- ... or alternatively use the arrow keys

Apple tip:

right mouse button with Control + left mouse button

Instructions for coaches

[Open the session](#)

[Arrange windows](#)

[Allow coachee to join](#)

[Grant permission to share screen](#)

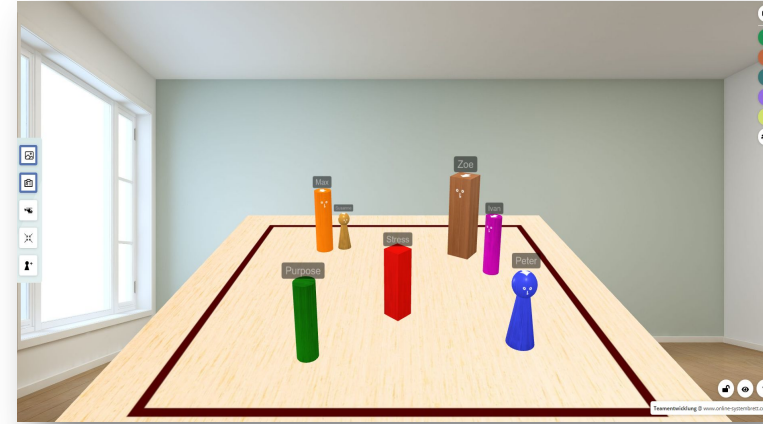
[Working with a coachee](#)

[Working with a team](#)

Zoom setup: Coach



1. First, join the Zoom meeting...



...and the constellation board.

2. Attention: The sharing setting must be set to 'green'!

Blocked



Shared



3. Ensure that you, as the coach, enter the session via the 'Open Board' field.

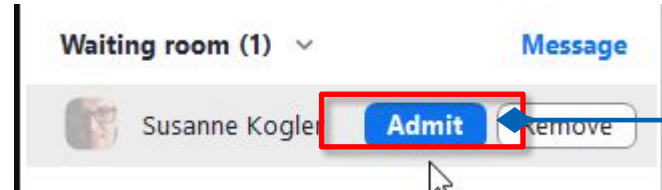


Open Board



Copy link

Zoom setup: Coach

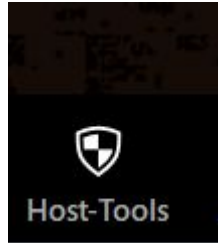


1. Allow your coachee to enter if you have enabled the waiting room release.

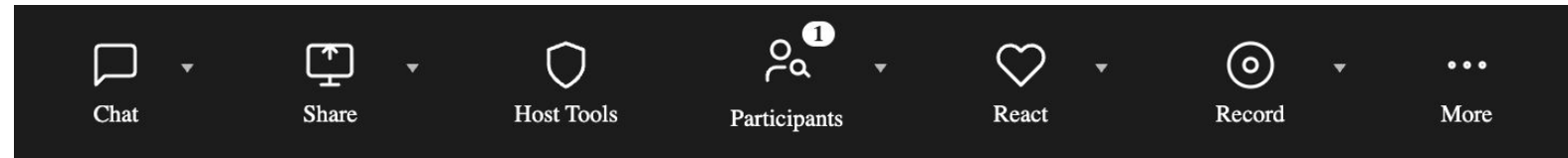
<https://dashboard.sb.online-systembrett.com/login/session/ccc22812-256b-4ac8-a628-8c7bece8b75a/b0acce79-1a0e-422d-95b5-79fb4b855c6f>

2. Copy the link to your board and send it to the Zoom chat. Then ask your coachee to open it.
3. Tell the coachee the password for the session.

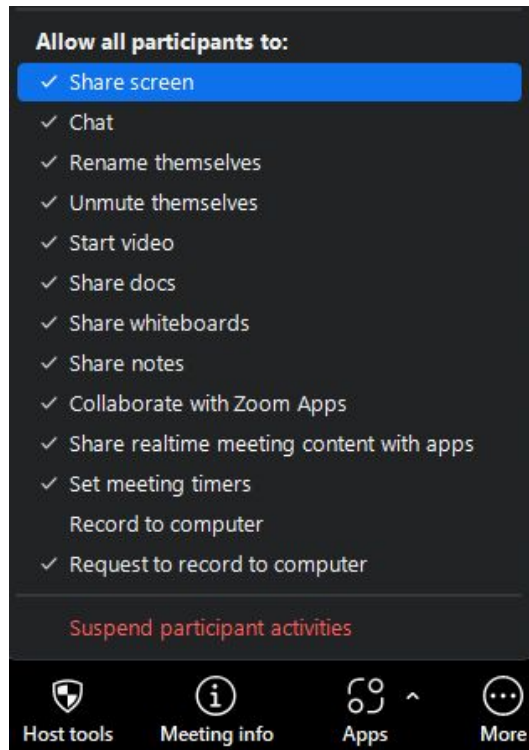
Zoom setup: Coach



1. Click on the 'Host Tools' field.



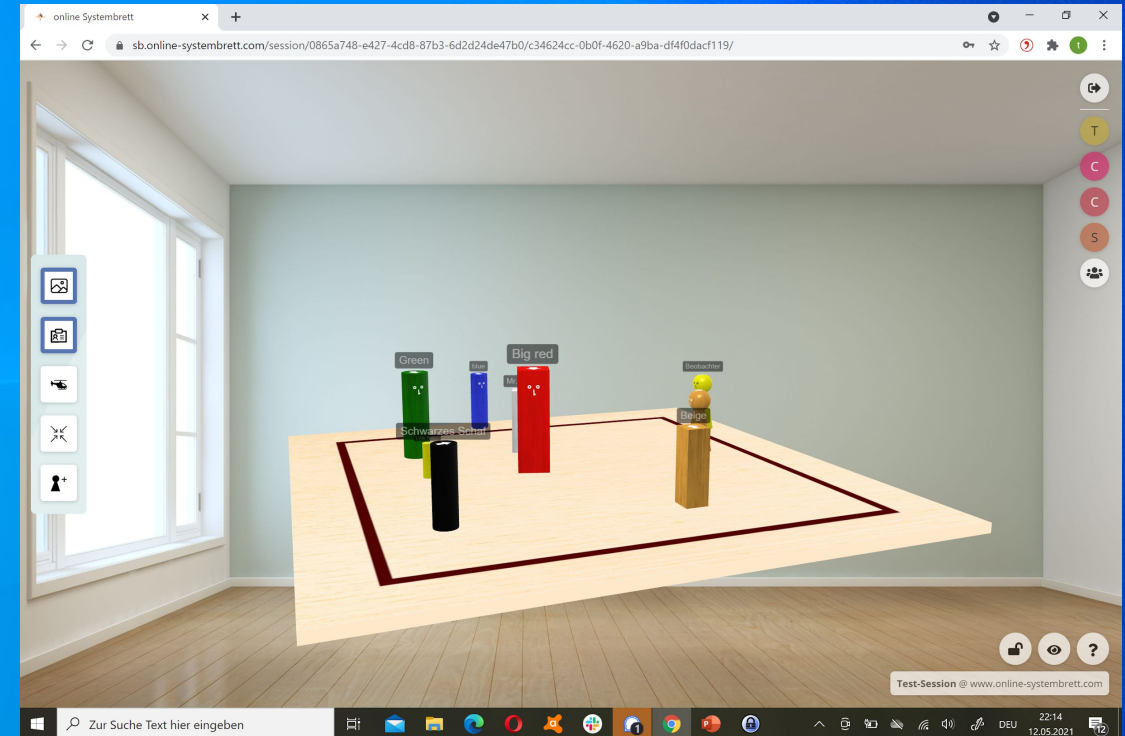
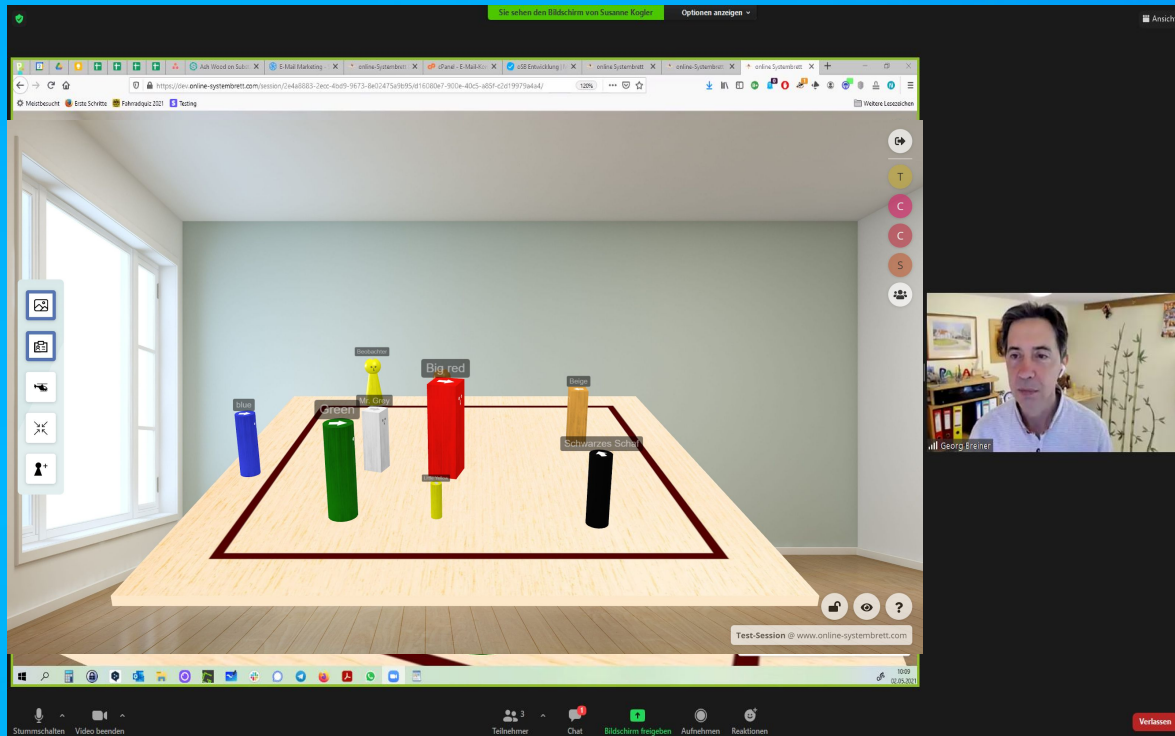
2. Ensure that 'Screen sharing' is permitted.



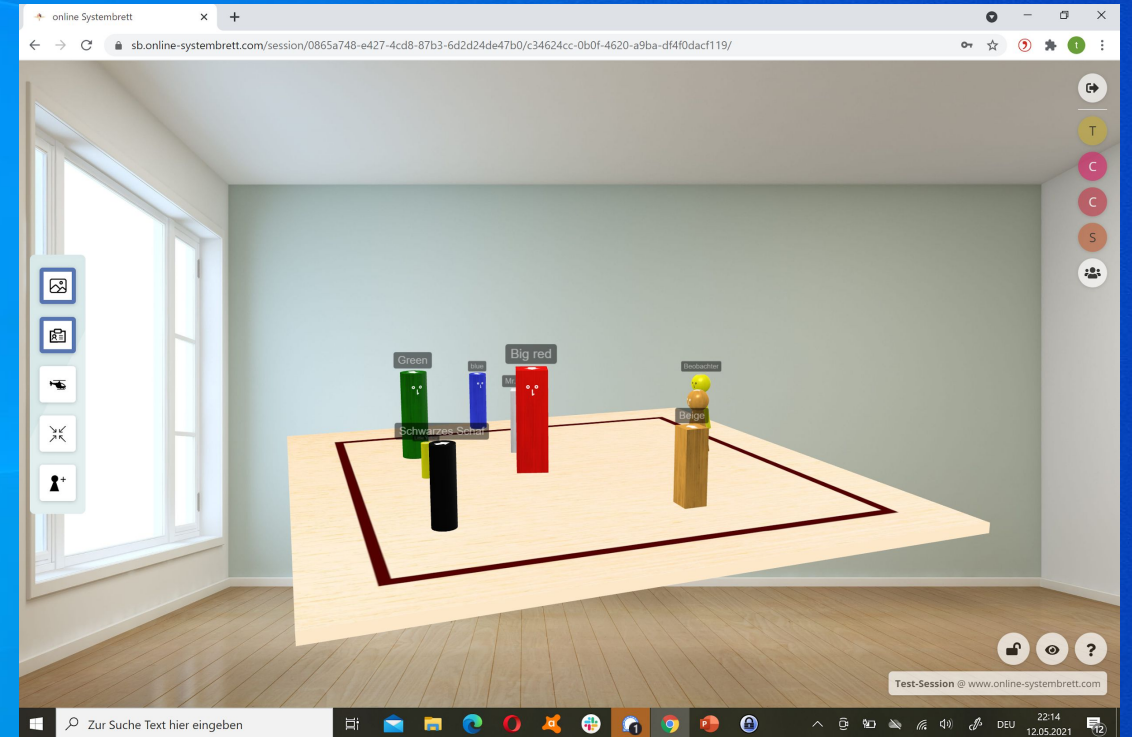
3. Ask your coachee to click on the 'Share screen' field.

Zoom setup: Coach

Arrange the Zoom and Browser windows as follows:



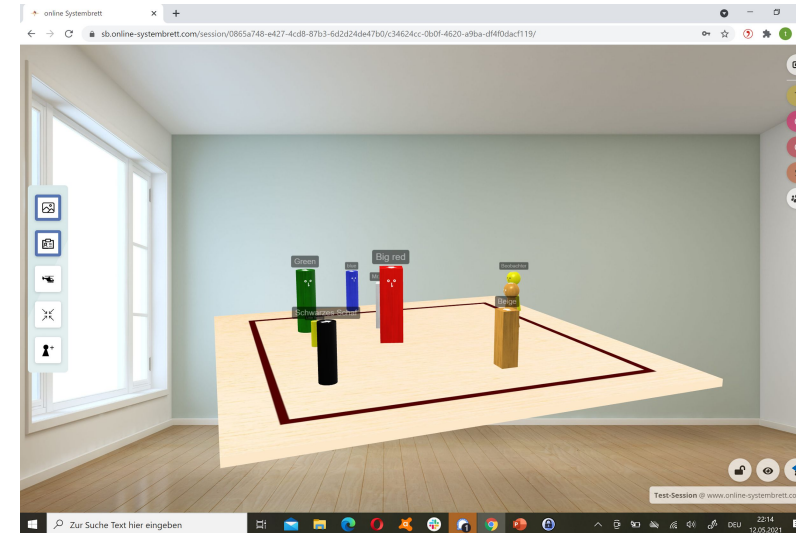
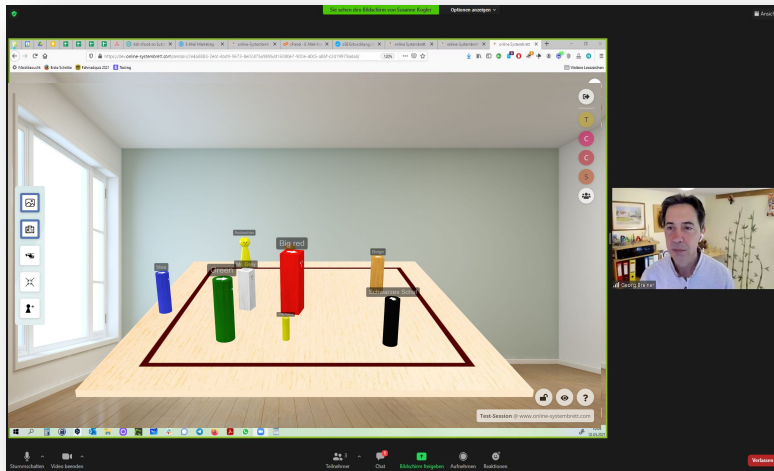
Zoom setup: Coach – focus on coachee



Working with a coachee

Please ask your coachee to share their board with you **via Zoom**.

This allows you to see what your coachee sees via Zoom and also view different perspectives of the board in your own browser.



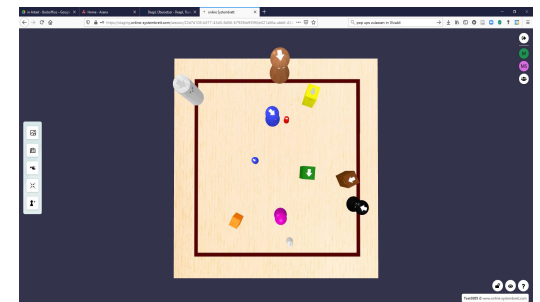
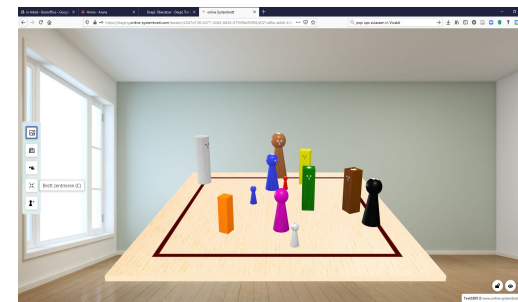
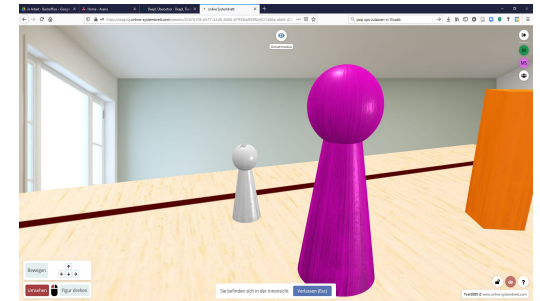
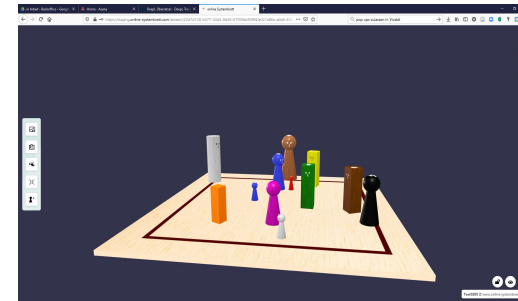
'Take a look'
function

If you have discovered a particularly interesting perspective and would like to point it out to your coachee, you can share your view with him/her using the 'eye symbol' at the bottom right of the screen. **(Please note that this must be communicated clearly!)**

Working with a team

You share your view with the team via Zoom – or nobody shares their screen (use the “Take a look” function instead).

When you share your screen, the team can see your screen, but they can work individually on the board and choose their own perspectives.



Working with a team – who is present?



In the Coach Dashboard, you can see how much free time you still have available.

In the Coach Dashboard, you can see who is present in the room and allow participants to actively participate or assign them an observer role.

Click on the '?' in the bottom right corner to display the help section.

Here you can turn the Coach Dashboard on and off.

Instructions for the coachee

[Entry](#)

[Quick guide](#)

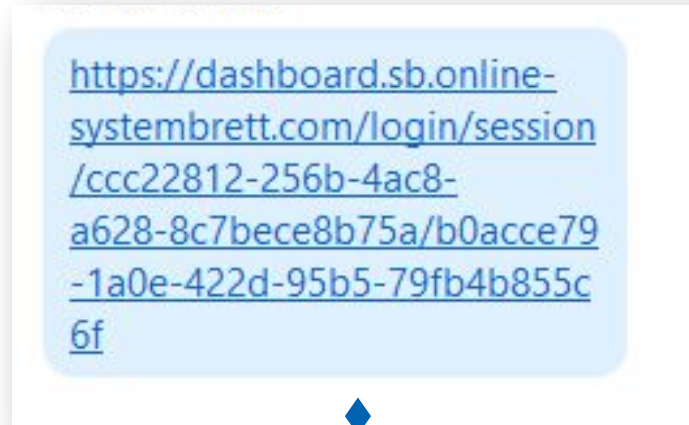
[Sharing the board view](#)

→ **Content**

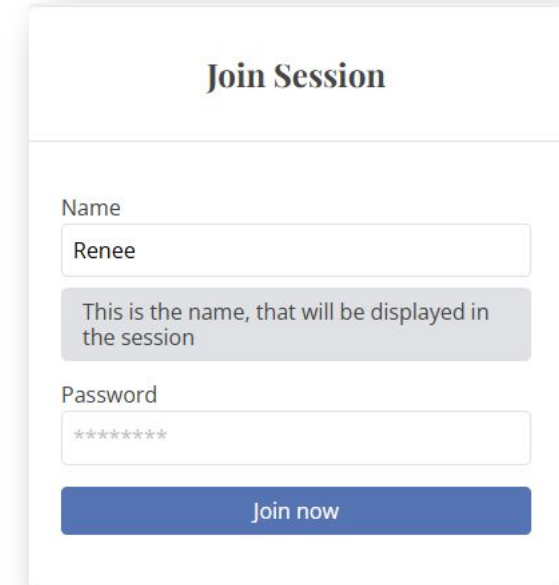
Accessing the constellation board



1. First, join the Zoom meeting.



2. You will receive the link to your constellation board via chat.



Join Session

Name

This is the name, that will be displayed in the session

Password

3. You will receive the password from your coach in the video call

Supporting clients

Open screen sharing
after board link

**IMPORTANT: Keep
calm!!!**

1. “Move your mouse to the bottom of your screen” (the bar may be hidden)
2. “Find the Zoom logo and click on it” (switch to Zoom)
3. “Go to the very bottom – the bar at the bottom may be hidden.”
4. ‘Click on the green arrow (share screen). If you can't find it, click on the three dots where it says “More”.’
5. ‘Select the appropriate window and click on Share again.’

Functions with a letter in brackets, are also accessible via the keyboard

Name tags on/off (N)

Helicopter view (H)

Center board (C)

Create helper (G)

Create area (A)

Create figure (F)

Turn element quickly

Dock options bottom left

Turn element precisely

Obtain inside view of the figure

Lock element

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Say goodbye to element

Create name tag

Viewing angle indicator (also for rotation of the figure)

Session name

Screenshot (P)
saves a picture of the current view

Toggle left sidebar

Toggle figure names

Toggle area names

Context menu
(display with right mouse button)

Obtain inside view of the figure

View board from behind the figure

Create nametag

Lock figure

Change face, colour, shape, transparency

Duplicate element

Connect figure to another figure

Leave session

Undo last action

Redo last undone action

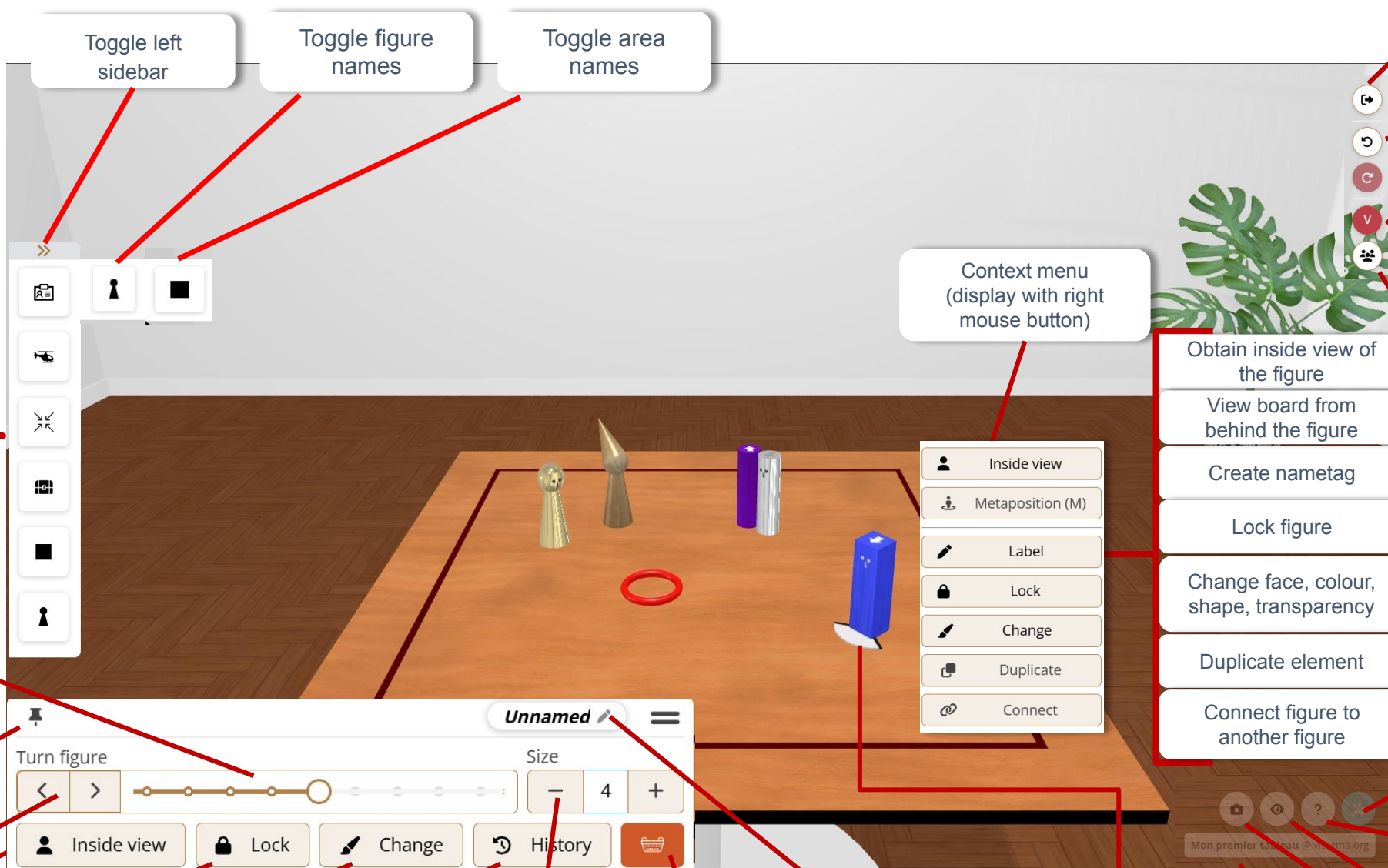
Attendees (short form)

Show list of all attendees

Coach menu
open/close

View help

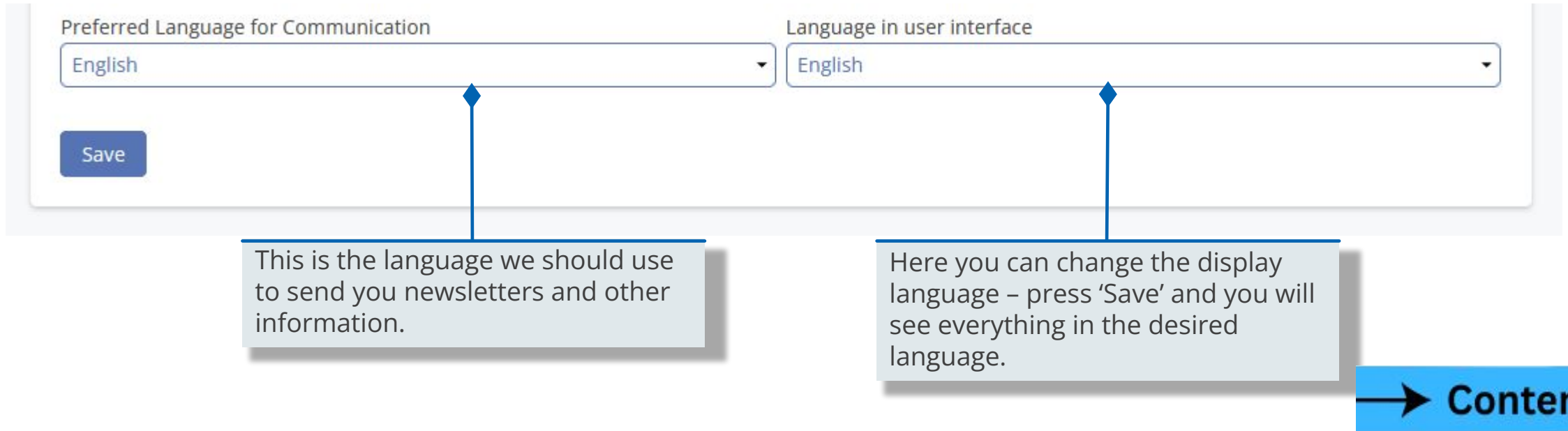
Look here
Send your view to everybody



Change language

The VISTEMA®-Board is currently available in German, English, French and Spanish. The display language automatically adjusts to the language setting in your browser.

If you would like to change the language, you can do so at any time under “My Account”.



Preferred Language for Communication

English

Save

Language in user interface

English

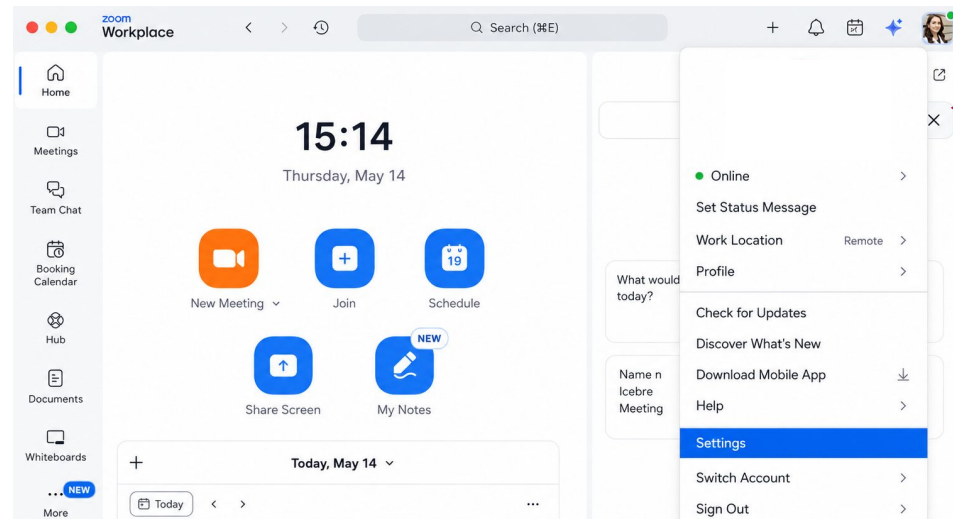
This is the language we should use to send you newsletters and other information.

Here you can change the display language – press ‘Save’ and you will see everything in the desired language.

→ Content

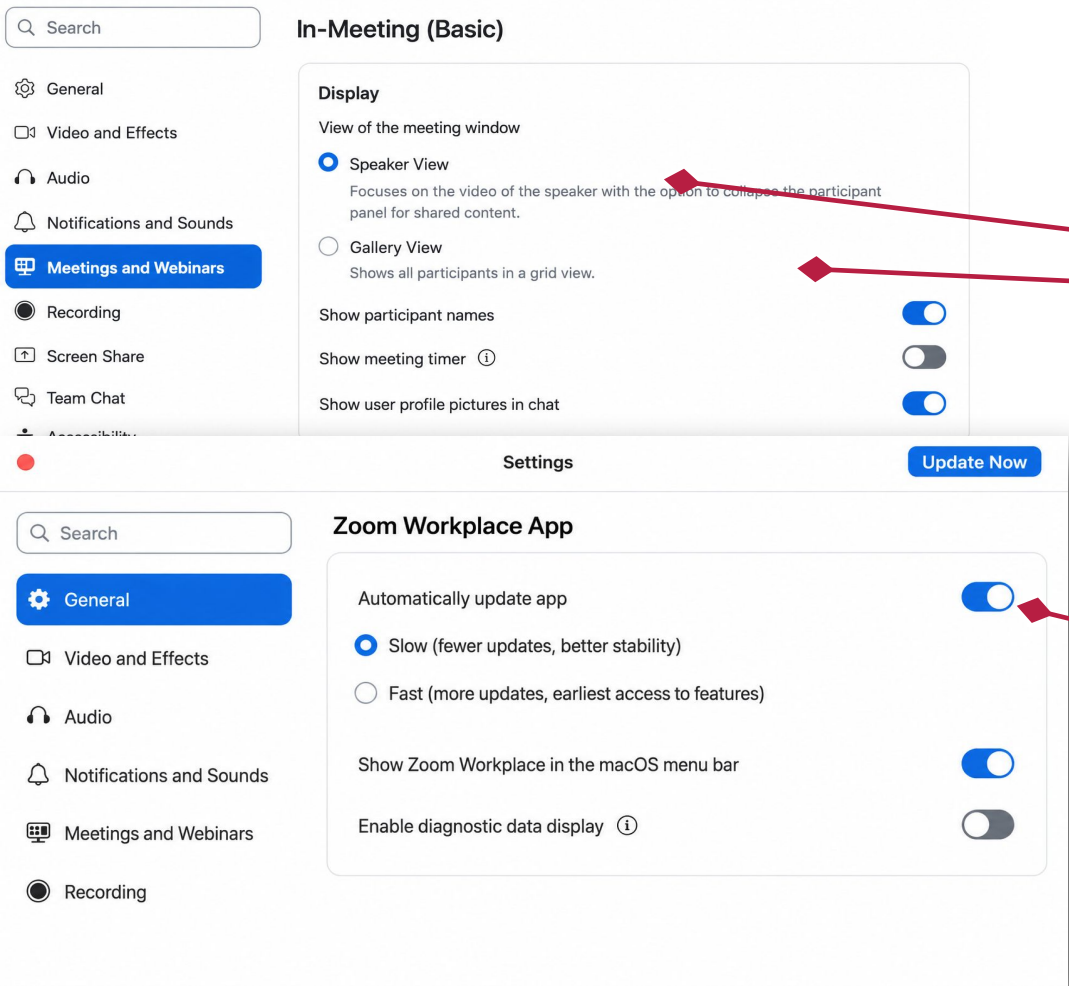
Recommended settings for Zoom

The following settings in Zoom have proven useful for us when working with the VISTEMA®-Board. If you find other settings work better for you, you are of course welcome to use them.



Click on the cogwheel to access the settings.

Recommended settings for Zoom



Disable Gallery View and switching to Speaker View mode

Enable automatic updates

Recommended settings for Zoom

Settings

Update Now

Search

General

Video and Effects

Audio

Notifications and Sounds

Meetings and Webinars

Recording

Share Screen

Team Chat

Accessibility

Keyboard Shortcuts

Statistics

My Profile

Window size when showing a shared screen:

Maintain current size

Switch to full screen

Scale to fit content ⓘ

Show shared content in side-by-side mode ⓘ

When I share

Shared windows of an application

Choose individual windows

Share all windows of an application

Show green border around my shared content ⓘ

Show my Zoom workplace applications and meeting windows ⓘ

Include share toolbar, annotation toolbar, and meeting notifications

Maintain current size

Enable all sharing options

We hope you enjoy using the VISTEMA®-Board

If you have any questions, please feel free to contact us by email at any time. support@vistema.org