



# User Manual

Version 1.0

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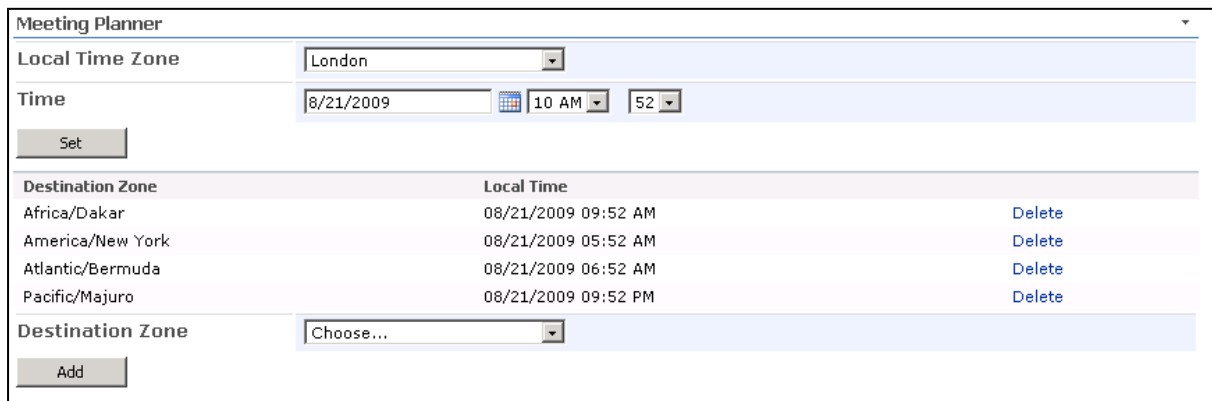
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# 1 Introduction

The Meeting Planner Web Part enables your business to view the time differences between your local office and the destination office you are choosing from a list of cities from around the world.

Therefore, users of the web part will be able to organise their daily meetings taken into consideration the office hours of their required destination.



The screenshot shows the Meeting Planner web part interface. It includes a 'Local Time Zone' dropdown set to 'London', a 'Time' section with a date picker for '8/21/2009', a time dropdown for '10 AM', and a minutes dropdown for '52'. Below this is a 'Set' button. The main part of the interface is a table with two columns: 'Destination Zone' and 'Local Time'. The table lists four zones: Africa/Dakar, America/New York, Atlantic/Bermuda, and Pacific/Majuro, each with a corresponding local time and a 'Delete' link. At the bottom, there is a 'Destination Zone' dropdown set to 'Choose...' and an 'Add' button.

Destination Zone	Local Time	
Africa/Dakar	08/21/2009 09:52 AM	Delete
America/New York	08/21/2009 05:52 AM	Delete
Atlantic/Bermuda	08/21/2009 06:52 AM	Delete
Pacific/Majuro	08/21/2009 09:52 PM	Delete

**Figure 1 - Meeting planner web part**

This user manual is intended for SharePoint users who are configuring and/or using the Meeting Planner Web Part within Microsoft Office SharePoint Server 2007.

Refer to the Meeting Planner Installation Manual for guidance on the steps to install and deploy the Meeting Planner solution.

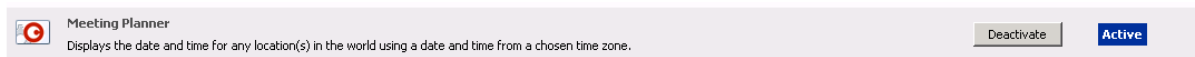
## 2 Configuring Meeting Planner

### 2.1 Activating Meeting planner

The following instructions will guide you through the steps to implement the Meeting Planner Web Part on your site

First of all, the Meeting Planner Feature should be activated in order to be able to insert the web part on your site.

1. Click on Site Actions-> Site Setting-> Modify All Site Settings
2. Look under the Site Administration column for Site Collection Features, once it is clicked you will be presented with list of features. If you are not on the root site you should click on go to top level site settings.
3. Activate the Meeting Planner

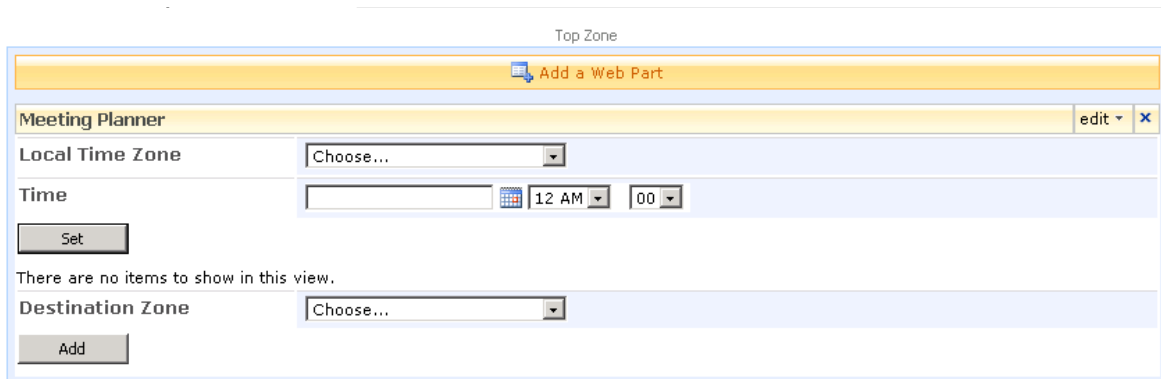


You can also refer to Meeting Planner Installation Manual for the above

### 2.2 Adding the web part

Select **Edit Page** from the **Site Actions** menu on the page where the Meeting Planner web part needs to be added.

Click on the **Add a Web Part** bar and add the Meeting Planner web part



### 2.3 Meeting planner settings

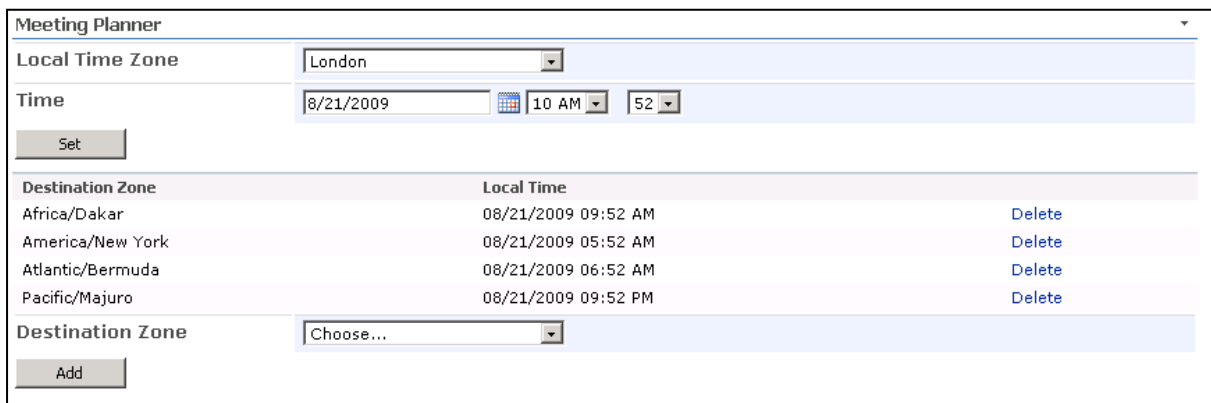
Once the web part is implemented the user will be presented with three main sections

1. **Local Time Zone:** it is a drop down list that includes major cities from all around the world and time zones that users can select to indicate their office time zone.
2. **Time:** it consists of date and time fields so that the user can set the current or required date and time.
3. **Destination Zone:** Again, It is a drop down list of major cities and time zones that the user can select to find the time difference between the office and the required destination.



### 3 Using Meeting Planner

1. For the **Local Time zone** select a location where the Meeting is held
2. In the **Time** section select the date and required time for the meeting.
3. Click the Set button
4. In **Destination Zone** section select all locations from the drop down list, where attendees are located.
5. Click the Add button



The screenshot shows the Meeting Planner interface. It includes a 'Local Time Zone' dropdown set to 'London', a 'Time' section with a date picker for '8/21/2009', a time picker for '10 AM', and a minutes dropdown for '52'. A 'Set' button is located below the time section. Below that is a table with columns for 'Destination Zone' and 'Local Time', and a 'Delete' link for each row. The table lists four destination zones: Africa/Dakar, America/New York, Atlantic/Bermuda, and Pacific/Majuro. At the bottom, there is a 'Destination Zone' dropdown set to 'Choose...' and an 'Add' button.

Destination Zone	Local Time	
Africa/Dakar	08/21/2009 09:52 AM	Delete
America/New York	08/21/2009 05:52 AM	Delete
Atlantic/Bermuda	08/21/2009 06:52 AM	Delete
Pacific/Majuro	08/21/2009 09:52 PM	Delete

As shown above, a list will be generated that shows your destination zone (continent/city), the local time of that destination and the option to delete this input.

The user can select multiple destinations and all of them will be listed as above

## 4 Meeting Planner Web Part Settings

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On the right hand of the web part title click on the arrow and you will be presented with the drop down list with four options

1. **Minimize:** to minimize the web part and show the web part title only
2. **Close:** close the web part and it will be hidden
3. **Modify Share web Part :** Once clicked it will open the web part properties pane which has several options to modify the layout and appearance of the web part
4. **Export:** which will allow the user to save the web part

### 4.1 Meeting Planner Web Part Properties Pane

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The Web Properties Pane consists of the following

1. **Appearance:** This determines how the web part title name, its height and width, and chrome type from a drop down list that will be shown on the page.
2. **Layout:** It determines the zone and direction of the web part position on the page.
3. **Advanced:** the user will be presented with several options such as making the web part title clickable and provide a description for the web part.
4. **Meeting Planner:** It consists of source and destinations zones chosen by the user. The destination zone will be separated with semi colon when more than one is selected.