



Meeting.Manager 1.00

Simple and clever – Create your meeting minutes easy and immediately.



13.04.2008

Installation manual

Meeting.Manager 1.00 is a simple Notes-Database which is running on a server or a client. To run Meeting.Manager in a client-only version please have a detailed look at the chapter „local installation“.

Following steps are mandatory for installing the system :

1) Signing the database

Please sign the template « **meetingmanager_100.ntf** » with your admin / server id.

2) Create a new database from the template

Create a new database on your designated server / client in any directory.

3) Language options

For setting up the language options please open the database and go to view « **Configuration – All setup** » as shown in the graphic.

Open the document «**Config**».

Switch to the tab «**Multi-Language**» and select the designated language in the field «**selected language**».

Activate these settings by running the action «**09 User – 02 set language (User)**».

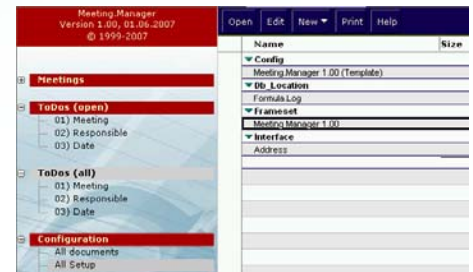
4) Print setup

When printing a meeting system-commands will be used. Therefore select the language of your operating system in the field « **System language (for print)** »

5) Including meeting rooms

When creating a meeting document you can select meeting-rooms from any existing Notes Database. For activating this option please enter the following information in the corresponding fields in the section « **Meeting rooms** » :

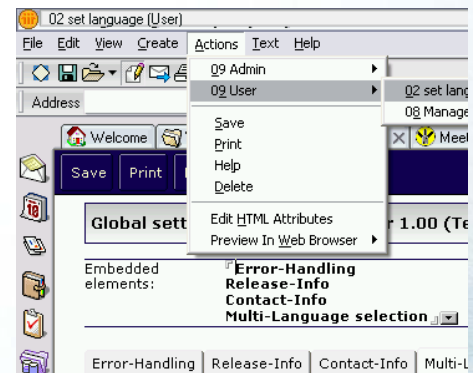
- Path of the database that contains the meeting rooms
- Name of the view that shows all meeting rooms
- Number of column that contains the meeting rooms.



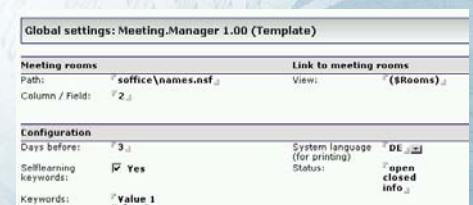
Open the view « *Konfiguration – Alle Setup* »



Open the document « *Config* » and switch to tab « *Multi-Language* »



Activate your language with the action « *09 User – 02 set language* »



Include existing meeting rooms



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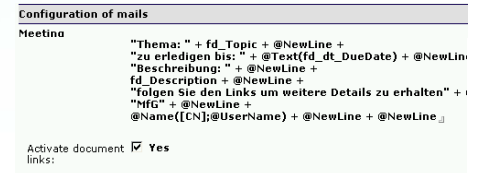
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6) Local Installation

To avoid access-problems please deactivate the opportunity « activate document links » in the central config document.

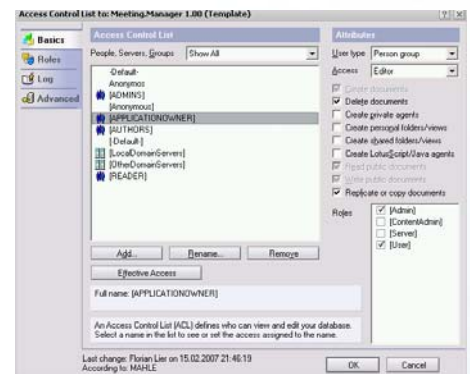


For local installation please disable sending of document links!

7) Access Rights:

Groups	Rolle	Access
Server	Admin ;Server ;User	Manager
Administratoren	Admin ;User	Manager
Application Owner	Admin ;User	Editor
User	User	Author / Reader

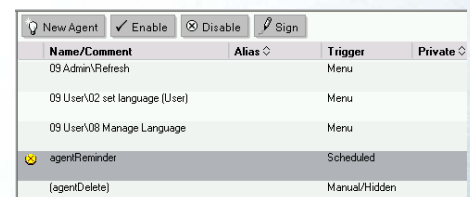
Each user has author rights to all documents created by himself or ToDos where he is the responsible person.



ACL-settings for Meeting.Manager 1.00

8) Reminder :

For activation of reminder functionalities please Um die Wiedervorlage / Erinnerung zu ermöglichen aktivieren Sie bitten den Agenten « agentReminder » in der Datenbank.



Agent for sending reminders