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Meeting Scheduler user guide

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Validated by <i>Resp. Blue Light</i>	Date : 2014-07-23

Follow-up of the modifications

Version	Date	Object	Modifications
2.0	2014-07-23	Creation of the document	
2.0	2015-06-10	Update of the document	
2.0	2015-07-27	Update of the document	Set an existing user password

Informations on this document

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1 Meeting scheduler access

To reach the application, open your browser and type the url : <http://meetingscheduler.bluelightav.org/backoffice>
Website is optimized for Firefox browser. We do not guarantee the running on another browser.




Meeting Scheduler


Login :

Password :

Validate

Type your login, password and validate. A menu appears.

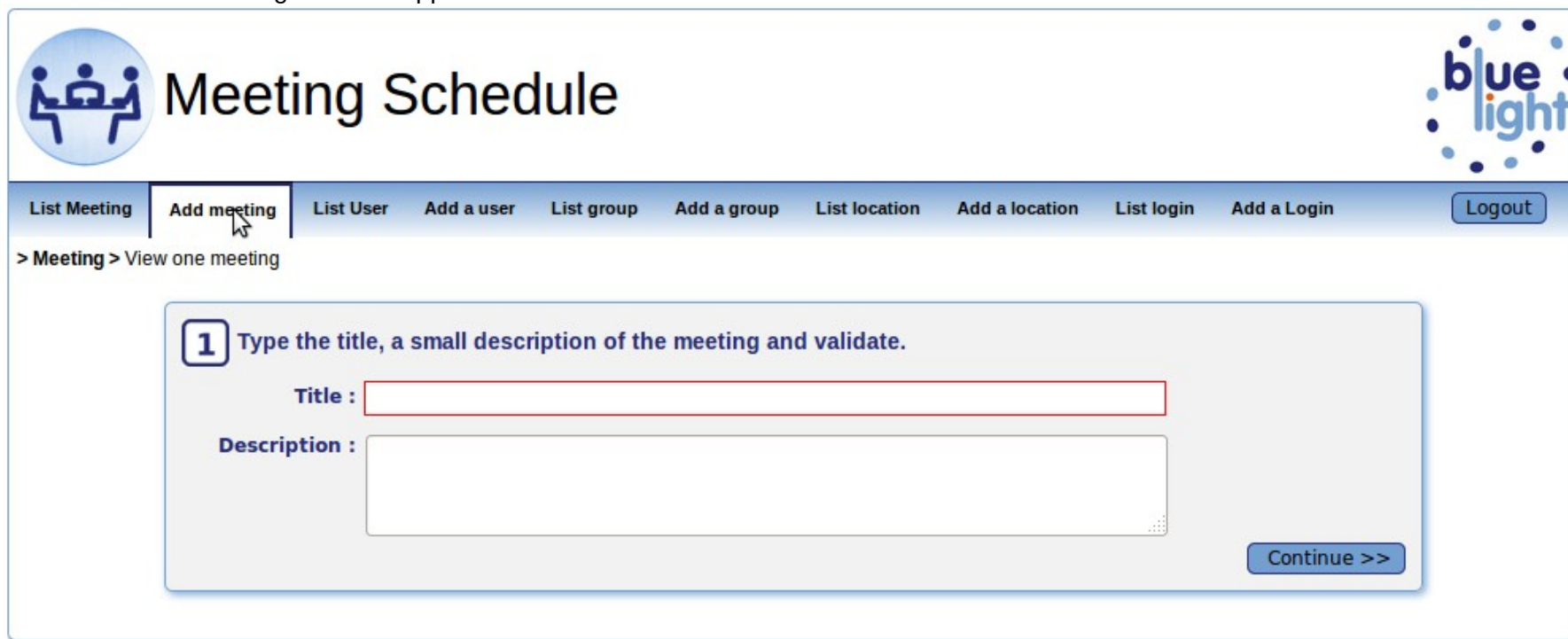
 **Meeting Schedule**



List Meeting Add meeting List User Add a user List group Add a group List location Add a location List login Add a Login Logout

2 Create a new meeting

Click on 'Add meeting' menu. It appears a window.



The screenshot shows the 'Meeting Schedule' application interface. At the top left is a circular icon with three people at a table. The title 'Meeting Schedule' is prominently displayed. A navigation bar at the top contains several menu items: 'List Meeting', 'Add meeting' (which is highlighted with a mouse cursor), 'List User', 'Add a user', 'List group', 'Add a group', 'List location', 'Add a location', 'List login', 'Add a Login', and a 'Logout' button. Below the navigation bar, a breadcrumb trail reads '> Meeting > View one meeting'. The main content area features a light gray box with a blue-bordered instruction: '1 Type the title, a small description of the meeting and validate.' Below this instruction are two input fields: 'Title :' followed by a single-line text box, and 'Description :' followed by a larger multi-line text box. A blue button labeled 'Continue >>' is positioned at the bottom right of the form area.

Type the title, description and click on 'Continue >>' button.

The calendar box appears.
Click on the day of the meeting you want to organize.

2 Select a day by clicking on it

<< July 2014 >>

Mo	Tu	We	Th	Fr	Sa	Su
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

The meeting schedule box appears.
Choose starting time, duration and location (select or add location if it does not exist).
Click on Add button.

2 Select a day by clicking on it

<< July 2014 >>

Mo	Tu	We	Th	Fr	Sa	Su
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

3 Select time, duration and location

Start. time: 9 h 0 mn

Duration: 1 h 30 min

Location: Matrimandir - First floor

Or add location :

Add

The first schedule meeting appears with day, time, duration and location.
You can add a second, third, etc by clicking on a day and fill the meeting schedule box.

List Meeting	Add meeting	List User	Add a user	List group	Add a group	List location	Add a location	List login	Add a Login	Logout																																										
> Meeting > View one meeting																																																				
<p>1 Type the title, a small description of the meeting and validate.</p> <p>Title : New meeting</p> <p>Description : Bla bla bla Bla bla bla Bla bla bla Bla bla bla Bla bla bla Bla bla bla Bla bla blaBla bla bla Bla bla bla Bla bla bla Bla bla bla</p> <p style="text-align: right;">Modify</p>																																																				
<p>2 Select a day by clicking on it</p> <p><< July 2014 >></p> <table border="1"> <thead> <tr> <th>Mo</th><th>Tu</th><th>We</th><th>Th</th><th>Fr</th><th>Sa</th><th>Su</th></tr> </thead> <tbody> <tr><td></td><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td></tr> <tr><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td></tr> <tr><td>14</td><td>15</td><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td></tr> <tr><td>21</td><td>22</td><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td></tr> <tr><td>28</td><td>29</td><td>30</td><td>31</td><td colspan="3"></td></tr> </tbody> </table>											Mo	Tu	We	Th	Fr	Sa	Su		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31			
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<p align="center">Schedule meeting</p> <table border="1"> <thead> <tr> <th colspan="6">July</th> </tr> <tr> <th>Day</th><th>Time</th><th>Duration</th><th>Location</th><th colspan="2">Del.</th> </tr> </thead> <tbody> <tr> <td>26</td><td>09:00</td><td>01:30</td><td>(Matrimandir - First floor)</td><td colspan="2">✖</td> </tr> </tbody> </table>											July						Day	Time	Duration	Location	Del.		26	09:00	01:30	(Matrimandir - First floor)	✖																									
July																																																				
Day	Time	Duration	Location	Del.																																																
26	09:00	01:30	(Matrimandir - First floor)	✖																																																
<p>4 Select a group or add a user</p> <p>No user meeting</p> <p>-- Select group --</p> <p>Or select users</p> <p>Hold down the control (ctrl) key to select multiple users</p> <ul style="list-style-type: none"> "kumar11 ." Abha Afsanah Agnes Darkali Akash Akash H Alain Alain B Alan Alexander Broersma Alok Ambre Amy amy@auroville.org.in Anand Ananda Anandamayi Anandi <p>or add user : <input type="text"/></p> <p align="right">Add ++</p>																																																				

4

Select a group or add a user

No user meeting

-- Select group --

Or select users

Hold down the control (ctrl) key to select multiple users

"kumar11."

Abha

Afsanah

Agnes Darkali

Akash

Akash H

Alain

Alain B

Alan

Alexander Broersma

Alok

Ambre

Amy

amy@auroville.org.in

Anand

Ananda

Anandamayi

Anandi

or add user :

Add ++



A link appears in an orange box on top. You can copy this link and send it by mail to the guests or click on the envelope image to open your mail box with a pre formatted text.



To invite the participants, **copy** the link below into a email and send it to them:

<http://dev.bluelightav.org/Meeting/index.php?param=cGFnZT1tY2QucGhwJmlkPTE5Nw==>


Or click on the envelope below to open your mailbox and send them a mail:



Write: New meeting

Send | ✓ Spelling | Attach | Security | Save

From: Blue Light <bluelight@auroville.org.in> *bluelight@auroville.org.in*

To: 

Subject: New meeting

Body Text | Variable Width

hello everybody,

by clicking on the link below, you will find a table to see who can attend this meeting at which times:
<http://dev.bluelightav.org/Meeting/index.php?param=cGFnZT1tY2QucGhwJmlkPTE5Nw==>

Regards.



If you click on the link or you paste the link in your browser, a table appears with the guests and the date of the proposal meeting.

New meeting

Bla bla bla Bla bla bla Bla bla bla Bla bla bla Bla bla bla Bla bla bla Bla bla bla Bla bla bla Bla bla bla Bla bla bla Bla bla bla

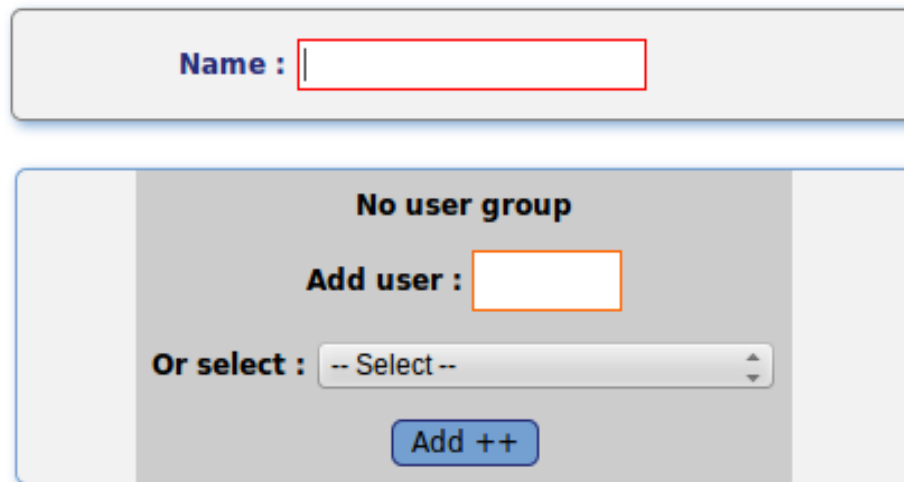
Below is a table to see who can attend this meeting at which times.
'Select' (click on) the boxes for date and time you will be available. Try to choose timings that have been selected by most of the other invitees.
To add a comment write it into the box and then click on the 'Save comment' button on the right.
You can come back to this link to see when others will be available too, once everyone has selected.
If you are interested using this tool for your own meetings, contact bluelight@auroville.org.in

	Sat 26 Jul 2014 09:00 - 10:30 Location Matrimandir - First floor	Wed 30 Jul 2014 09:00 - 10:30 Location bluelight	Wed 30 Jul 2014 09:00 - 10:30 Location bluelight	I won't participate	User Comment	
Anand	Select		Select	Select		Save comment
Andrey	Select			Select		Save comment
Bhanu			Select	Select		Save comment
Bharathy	Select	Select	Select	I won't participate	Outside	Save comment
Charles	Select		Select	Select		Save comment
Damien				Select		Save comment
Daniel	Select		Select	Select		Save comment
Dyuman	Select	Select	Select	I won't participate	Outside	Save comment
Philippe	Select		Select	Select		Save comment
Sam	Select	Select	Select	I won't participate	Outside	Save comment
	Sat 26 Jul 2014 09:00 - 10:30 Location Matrimandir - First floor	Wed 30 Jul 2014 09:00 - 10:30 Location bluelight	Wed 30 Jul 2014 09:00 - 10:30 Location bluelight	I won't participate	User Comment	

3 Add a group

In the menu you see **List Group** and **Add a Group** .

You don't have to create or use a group if you schedule only one or two meetings. But if you intend to schedule regular with and invite certain people a group is handy. Check out if the group you want to invite already exists or create a new group.



The screenshot shows a web form for adding a group. At the top, there is a label "Name :" followed by a red-outlined text input field. Below this, there is a grey rectangular box containing the text "No user group". Inside this box, there is a label "Add user :" followed by an orange-outlined text input field. Below that, there is a label "Or select :" followed by a dropdown menu showing "-- Select --". At the bottom of the grey box, there is a blue button with the text "Add ++".

Enter a name of a new group and the add members to it. This tool is used but other people (in AV only). You can't add a user if this name is already present in the list under **Select**. Press the **Add ++** button to confirm every entry.

Once you have created your group go back to the main menu click on **Add a meeting**.

4 Add a login

Only for Administrator.

By clicking on 'Add a login' menu, you can add a new login to give the access to the meeting scheduler.

Name :

Email :

Administrator :

No

Password :

Confirm :

Create

Type name and email.

Leave Administrator select menu on NO, otherwise the new login could add, modify, delete login.

Add and confirm password.

Send by mail the login and password to the new user of the application by clicking on



5 Set an existing user's password

Only for Administrator.

By clicking on 'List login' menu, you display the login. Click on the login name you want to reset the password.

You access to the detail of the login.

Name :

damien

Email :

damien.navineau@gmail.com

Administrator :

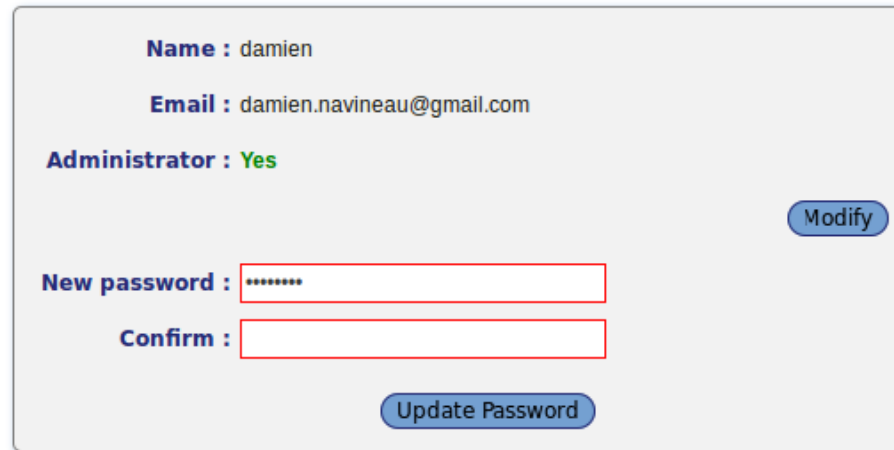
Yes

Modify

New password :

New Password

To reset the password, click on 'New password'.



A screenshot of a user profile form. It displays the following information: Name : damien, Email : damien.navineau@gmail.com, and Administrator : Yes. There are two input fields: 'New password' containing seven asterisks and a 'Confirm' field which is empty. To the right of the 'New password' field is a 'Modify' button. Below the 'Confirm' field is an 'Update Password' button.

Change the password in 'New password' input and 'confirm' input. Click on 'Update Password' to save the password.

Send a mail to the user with the new password by clicking on



6 Forgot a password

Only for Administrator.

If a user forgot his password, he can send a mail to Blue Light from the link 'forget your password ?' on the back office homepage.



Meeting Scheduler

Login :
Password :

[forget your password ?](#)

He send a mail to bluelight@auroville.org.in with subject **Meeting Schedule: forget password** and content:
I would like to renew my password for this username:
My email id:

As **administrator**, you enter into the meeting scheduler and click on 'List login'.
You find the user name and click on it to edit it.



Name : damien

Email : damien.navineau@gmail.com

Administrator : Yes

New password :

Confirm :

[Modify](#)

[Update Password](#)

You click on 'New password' button, enter new password, confirm and save the new password by clicking on 'Update password'. Then, you send the new password to the user name through the email id.