



Meeting Planner

User Manual

Version 1.0.0.4

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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 other office locations for the purpose of planning meetings.

Meeting Planner

Local Time Zone London

Time 2/1/2010 3 PM 48

Set

Destination Zone	Local Time	
New York	2/1/2010 10:48:00 AM	
Houston	2/1/2010 9:48:00 AM	
California	2/1/2010 7:48:00 AM	
London	2/1/2010 3:48:00 PM	
Paris	2/1/2010 4:48:00 PM	
Dubai	2/1/2010 7:48:00 PM	
Mumbai	2/1/2010 9:18:00 PM	
Hong Kong	2/1/2010 11:48:00 PM	
Beijing	2/1/2010 11:48:00 PM	
Tokyo	2/2/2010 12:48:00 AM	
Seoul	2/2/2010 12:48:00 AM	
Sydney	2/2/2010 2:48:00 AM	
Africa/Gaborone	2/1/2010 5:48:00 PM	Delete
America/Guyana	2/1/2010 11:48:00 AM	Delete

Destination Zone Choose...

Add

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.

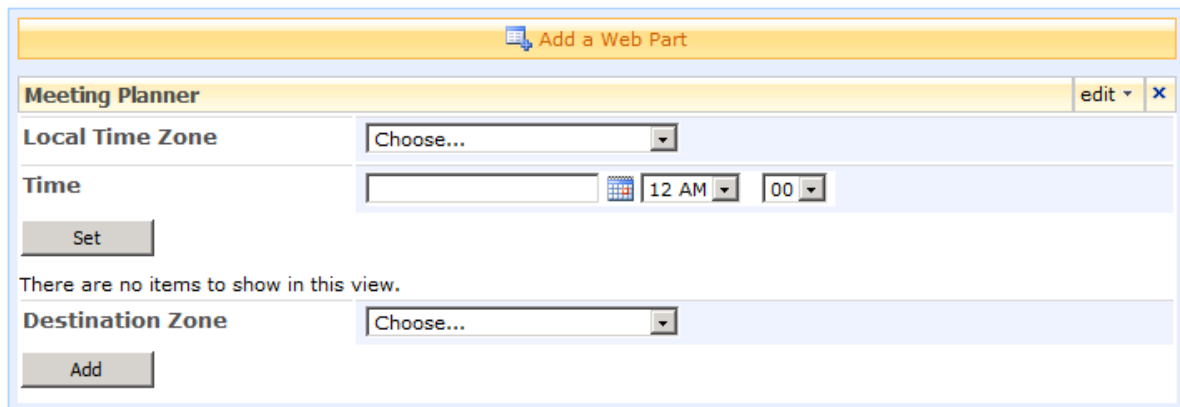
Refer to the Meeting Planner Installation Manual for guidance on the steps to install and deploy the Meeting Planner solution.

2 Configuring Meeting Planner

2.1 Add 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



The screenshot shows the 'Add a Web Part' dialog box with the 'Meeting Planner' web part selected. The web part interface includes a title bar with 'Meeting Planner' and 'edit' and 'x' buttons. Below the title bar, there are three main sections: 'Local Time Zone' with a 'Choose...' dropdown, 'Time' with a date field, a time field set to '12 AM', and a 'Set' button, and 'Destination Zone' with a 'Choose...' dropdown and an 'Add' button. A message states 'There are no items to show in this view.'

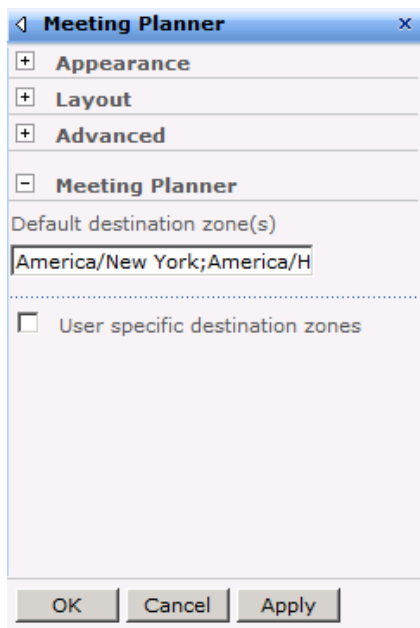
2.2 Meeting Planner Settings

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.

2.3 Meeting Planner Configuration

To configure the Meeting Planner web part select **Modify Shared Web Part** from the web part edit menu.



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:** This 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:** default destination zone(s) and the behaviour of the user specific zones can be configured.

2.3.1 Default Destination Zones

Default destination zones are zones that will appear by default in the list of destination zones.

In the **Default destination zone(s)** web part property multiple locations can be configured. Multiple location will need to be separated by a “;”. Locations are specified in the following format:

Continent/City

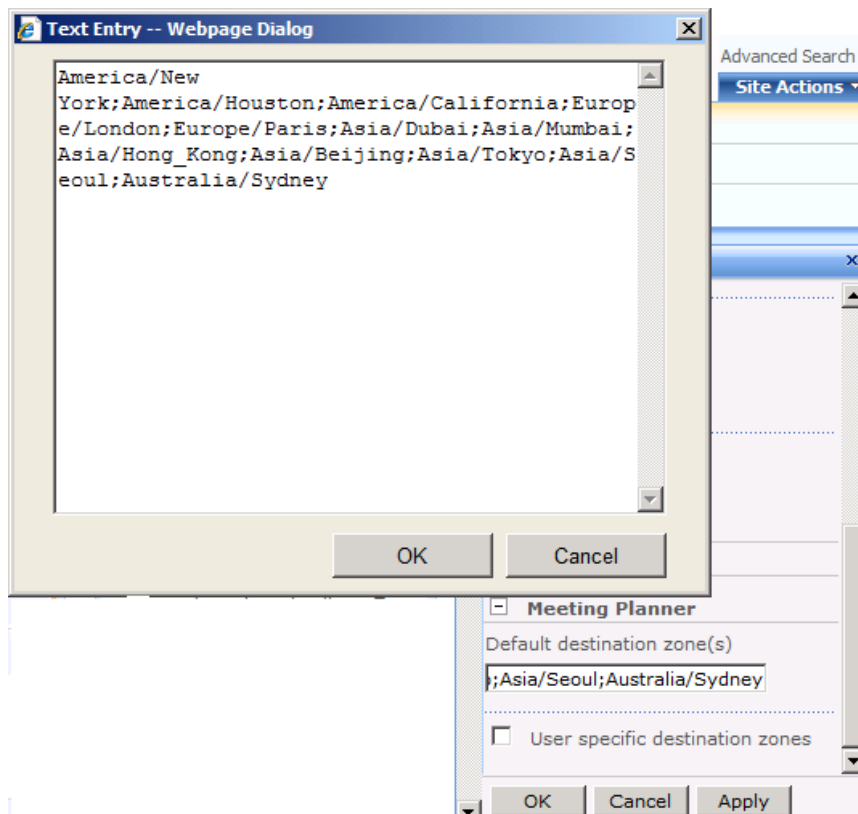


Figure 2 – Configuring Default Locations

Top Zone

Add a Web Part

Meeting Planner edit x

Local Time Zone London

Time 2/1/2010 12 AM 00

Set

Destination Zone	Local Time
New York	1/31/2010 7:00:00 PM
Houston	1/31/2010 6:00:00 PM
California	1/31/2010 4:00:00 PM
London	2/1/2010 12:00:00 AM
Paris	2/1/2010 1:00:00 AM
Dubai	2/1/2010 4:00:00 AM
Mumbai	2/1/2010 5:30:00 AM
Hong Kong	2/1/2010 8:00:00 AM
Beijing	2/1/2010 8:00:00 AM
Tokyo	2/1/2010 9:00:00 AM
Seoul	2/1/2010 9:00:00 AM
Sydney	2/1/2010 11:00:00 AM

Destination Zone Choose...

Add

Figure 3 – Default Locations

2.3.2 User Specific Destination Zones

If the **User specific Destination zones** option is selected in the web part properties then users will be able to add personal locations to the list of destination locations (i.e. without affecting other users view of the web part).

☐ User specific destination zones

If the option is not selected then changes to locations will be displayed to all users.


3 User Operation

Follow these steps to compare times for multiple locations.

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 the **Destination Zone** section, from the drop-down, select additional locations (e.g. where meeting attendees are located)
5. Click the **Add** button

Meeting Planner

Local Time Zone

Time 

Destination Zone	Local Time
New York	2/1/2010 10:48:00 AM
Houston	2/1/2010 9:48:00 AM
California	2/1/2010 7:48:00 AM
London	2/1/2010 3:48:00 PM
Paris	2/1/2010 4:48:00 PM
Dubai	2/1/2010 7:48:00 PM
Mumbai	2/1/2010 9:18:00 PM
Hong Kong	2/1/2010 11:48:00 PM
Beijing	2/1/2010 11:48:00 PM
Tokyo	2/2/2010 12:48:00 AM
Seoul	2/2/2010 12:48:00 AM
Sydney	2/2/2010 2:48:00 AM
Africa/Gaborone	2/1/2010 5:48:00 PM
America/Guyana	2/1/2010 11:48:00 AM

Destination Zone

As shown above, a list will be generated that shows your destination zones and the local times for each destination. The Local Time for each location will be compared to the selected (i.e. Set) Time and Local Time Zone.

To delete destination click the Delete link in the same column.