# **Using Meeting Schedule Assistant**

localhost:8080/index.html

#### 1. Overview

(MS 1	Meeting	Sche	dule A	ssistan	t		-						_			×
File	Tools	Data	base	Optio	ons	Help		)								
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So	und rota	sched	ules					A	C - h - c - h	L- T-			5			
	Create Open				-	Active Schedule Type: (Default)							~			
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This is the main application window and can be broken down into 6 sections:

- Section 1 Menu Bar
- Section 2 Toolbar
- Section 3 <u>Calendars</u>
- Section 4 Christian Life and Ministry Schedules
- Section 5 <u>Sound rota schedules</u>
- Section 6 <u>Status Bar</u>

Please see the <u>Contacting Me</u> help page if you want to contact me about anything concerning this program. Please see the <u>Revision History</u> to see what the latest features and changes are.

There are 5 menus:

- File
- <u>Tools</u>
- Database
- <u>Options</u>
- <u>Help</u>

Elick on the links to learn more about each of these menus.

# Section 2 — Toolbar



The toolbar has several handy shortcuts to some of the commonly used features in the software

- <u>Publishers Database</u>
- <u>Congregations Database Report Viewer</u>
- Public Talks
- <u>Special Events</u>
- Calendar Options
- <u>Settings</u>
- <u>Backup Settings</u>
- <u>Restore Settings</u>
- <u>Help</u>

# Section 3 — Calendars

Use the two calendars to select a date range to create a schedule for. Any <u>Special Events</u> are displayed if you hover the mouse over the date:

tart date							En	d date:						
4		Oct	ober 2	023		×		•		Dece	mber	2023		×
Mon	Tue	Wed	Thu	Fri	Sat	Sun		Mon	Tue	Wed	Thu	Fri	Sat	Sun
25	26	27	28	29	30	1		27	28	29	30	1	2	3
2	3	4	5	6	7	<u> </u>		4	5	6	7	0	0	
9	10	11	12	13	14	Circ	uit As	embly	— 'E	agerly	Wait I	For Jeł	novah	1 7
16	17	18	19	20	21	$\leq$					_			4
23	24	25	26	27	28	2		25	26	27	28	29	30	31
30	31	1	2	3	4	S		1	2	3	4	5	6	7
			oday:	02/11	(2022					<u>т</u>	oday:	02/11	(2022	

#### Section 4 — Christian Life and Ministry Schedules

Christian Life and Ministry schedules									
Create	Open -	Foreign-Language Group:	od 9:42-44						
		None	~						

Create	Displays the <u>Meeting Editor</u> , with everything setup for your chosen date range.
Open	Click the button to select the schedule that you want to open and it will be displayed in the <u>Meeting Editor</u> . Or, you can click the drop-down arrow, to display a list of recently opened schedules (up to 10). Simply select one of these schedules to open it in the Meeting Editor: Foreign-Language Group: D:\My Cloud\\2023-11 v2.MWB D:\My Cloud\\2023-09 v2.MWB
Foreign- Language Group	This drop-down list is disabled when your congregation does not sponsor a Foreign-Language Group. Please read the <u>Overview of Foreign- Language Group mode</u> help topic to learn how to use this feature correctly. The following prompt is displayed for you to confirm your actions: Foreign-Language Group Are you sure you want to change this setting? This should only be changed if your congregation is sponsoring a Foreign-Language Group. If you need to change the language for the Congregation, then you should adjust the Language setting on the Options menu instead. Yes No Reference: Organized to Do Jehovah's Will (od 9:42-44) A hyperlink has been provided on the right-hand side to the reference material in the Organized to Do Jehovah's Will publication. The same hyperlink is also displayed at the bottom of the pop-up window.

### Section 5 — Sound Rota Schedules

Sound rota schedules						
Create	Open		Active Schedule Type:			
		<b>[</b>	(Default) $\checkmark$			

Create	Displays the <u>Assignments Editor</u> , with everything setup for your chosen date range.
Open	Click the button to select the schedule that you want to open and it will be displayed in the <u>Assignments Editor</u> . Or, you can click the drop-down arrow, to display a list of recently opened schedules (up to 10). Simply select one of these schedules to open it in the Assignments Editor: Active Schedule Type: (Default) 2023-11-Attend v24.SRR
Active Schedule Type	<u>Schedule Types</u> hold their own copy of the programs settings. They are designed to help you to quickly customise how Meeting Schedule Assistant behaves. These are also included when you perform a <u>Backup</u> or <u>Restore</u> of the Meeting Schedule Assistant settings. Select the schedule type you would like to use from those available in the drop-down list. Schedule Types can be managed from the <u>Settings</u> window.

#### Section 6 — Status Bar



The status bar provides information as it performs certain actions and it has 3 panes:

- Left Progress Bar
- Middle Generic information (e.g. file names)
- Right Local Congregation Name

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