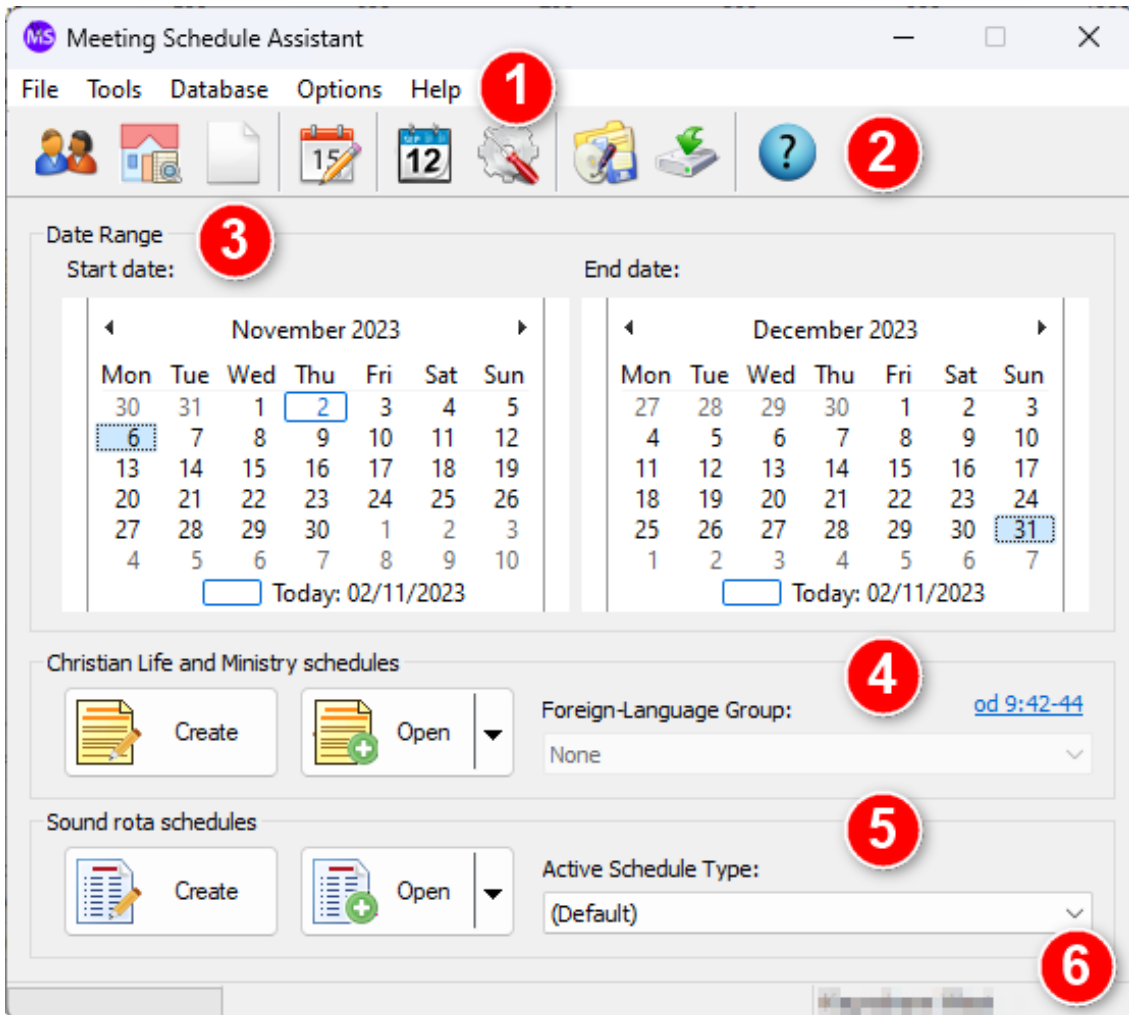


# Using Meeting Schedule Assistant

localhost:8080/index.html

## 1. Overview



This is the main application window and can be broken down into 6 sections:

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

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

There are 5 menus:

- [File](#)
- [Tools](#)
- [Database](#)
- [Options](#)
- [Help](#)

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

## Section 2 — Toolbar

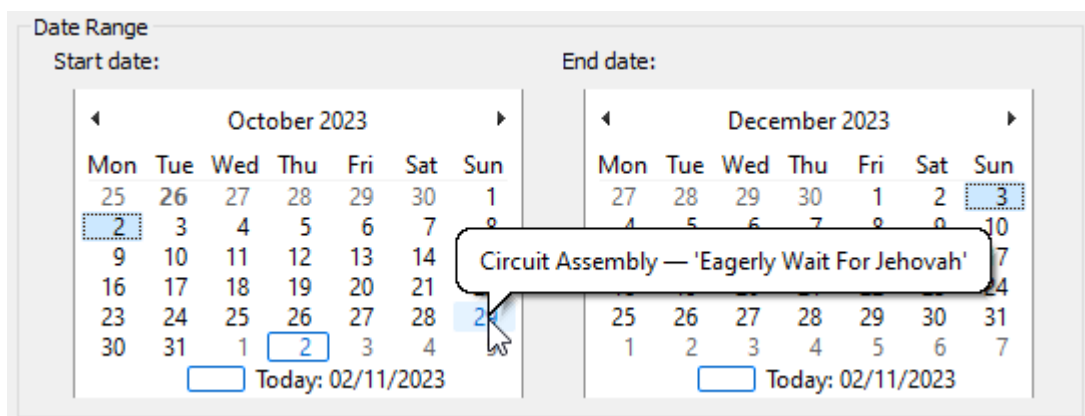



The toolbar has several handy shortcuts to some of the commonly used features in the software

- [Publishers Database](#)
- [Congregations Database Report Viewer](#)
- [Public Talks](#)
- [Special Events](#)
- [Calendar Options](#)
- [Settings](#)
- [Backup Settings](#)
- [Restore Settings](#)
- [Help](#)

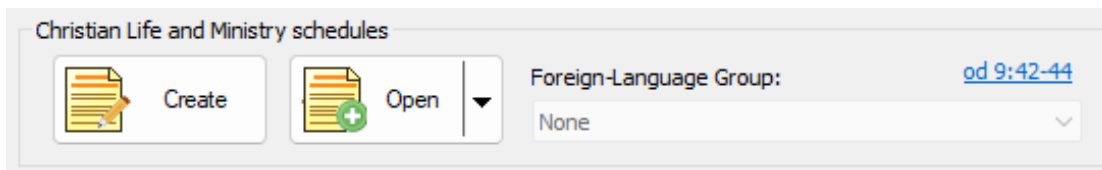
## Section 3 — Calendars

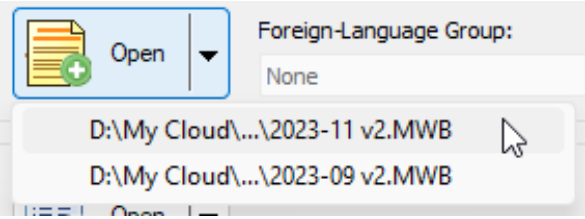
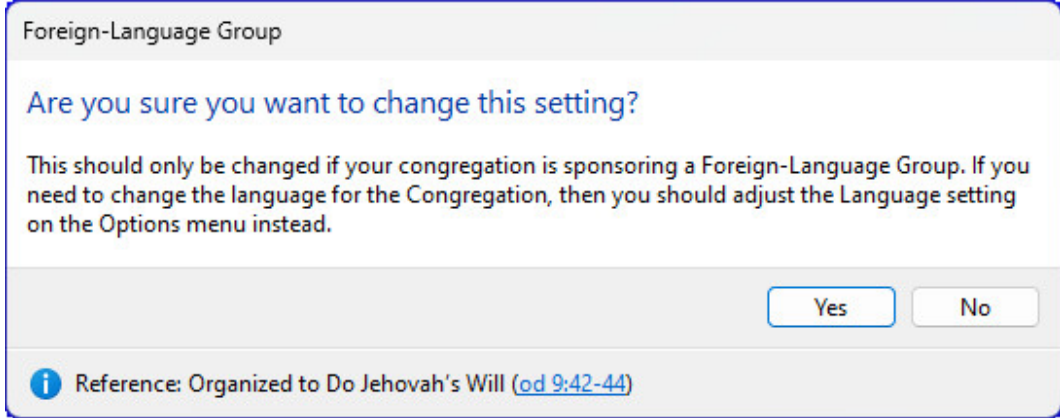

Use the two calendars to select a date range to create a schedule for. Any [Special Events](#) are displayed if you hover the mouse over the date:



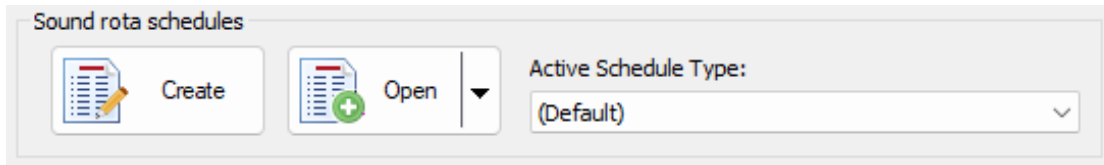
 The date range must be set when you need to create a new schedule.

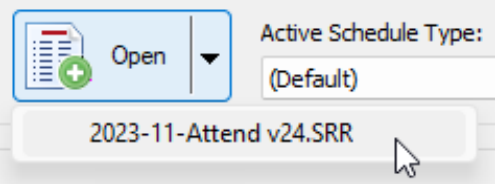
## Section 4 — Christian Life and Ministry Schedules



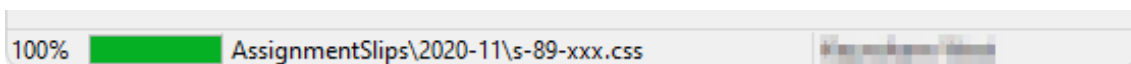
Create	Displays the <u>Meeting Editor</u> , with everything setup for your chosen date range.
Open	<p>Click the button to select the schedule that you want to open and it will be displayed in the <u>Meeting Editor</u>.</p> <p>Or, you can click the drop-down arrow, to display a list of recently opened schedules (up to 10). Simply select one of these schedules to open it in the Meeting Editor:</p> 
Foreign-Language Group	<p>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:</p>  <p> 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.</p>

## Section 5 — Sound Rota Schedules



Create	Displays the <u>Assignments Editor</u> , with everything setup for your chosen date range.
Open	<p>Click the button to select the schedule that you want to open and it will be displayed in the <u>Assignments Editor</u>.</p> <p>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:</p> 
Active Schedule Type	<p><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.</p> <p>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.</p>

## 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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