Quick Start - Getting Started

1. Overview

Welcome to Meeting Schedule Assistant!

So you don't want to read the Help File contents, you just want to get started! OK, follow these vital steps, and you are on your way!

- Step 1 — Custom Assignments
- Step 2 — Databases
- Step 3 — Other Settings
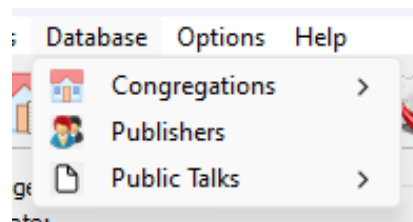- Step 4 — Backup Settings
- Step 5 — Date Range
- Step 6 — Create Schedule

Step 1 — Custom Assignments

Use the Custom Assignments Manager to add in any additional assignments into the software to meet the needs of your congregation.

Step 2 — Databases

Populating the databases is the next thing that needs to be done.

Congregations	The Congregations database is designed for the Public Talk Coordinator to use. You can manage congregations, their respective speakers and which talk outlines they give. It also has it's own report viewer. 📋 You must add your own Congregation as a minimum, and set it as Local, even if you don't add any speakers. Several parts of the software rely on this Local Congregation setting.
Publishers	The Publishers database is deigned for the Life and Ministry Meeting Overseer, Coordinator of the Body of Elders, and any one else who has a responsibility of oversight for scheduling (e.g. Sound Overseer / Attendant Overseer). Here is a sample of the types of information you can manage for each Publisher: • Assignments • Availability • Field Service Group It also has it's own report viewer.
Public Talks	The Public Talks database is designed for the Public Talk Coordinator. Keep track of when when talk outlines have been requested and if they have digital media. You can also indicate if a particular talk outline is excluded.

Step 3 — Other Settings
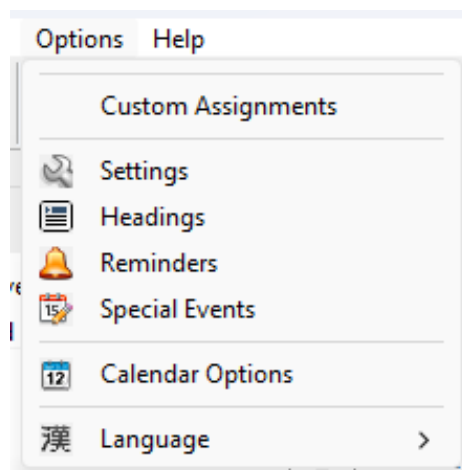
We wre nearly ready to start using the software! Just a few more things to do.

1. Settings — Fine-tune how the two editors will work on the Settings window. E.g. Day of Meeting / Automatic Backup.
2. Headings — Confirm how you want the Headings to appear on your Assignment History schedules.

3. Special Events — Specify any upcoming dates for <u>Special Events</u> (Theocratic).
4. Calendars — Connect to your Google / Outlook <u>Calendars</u> for synchronization.

Step 4 — Backup Settings
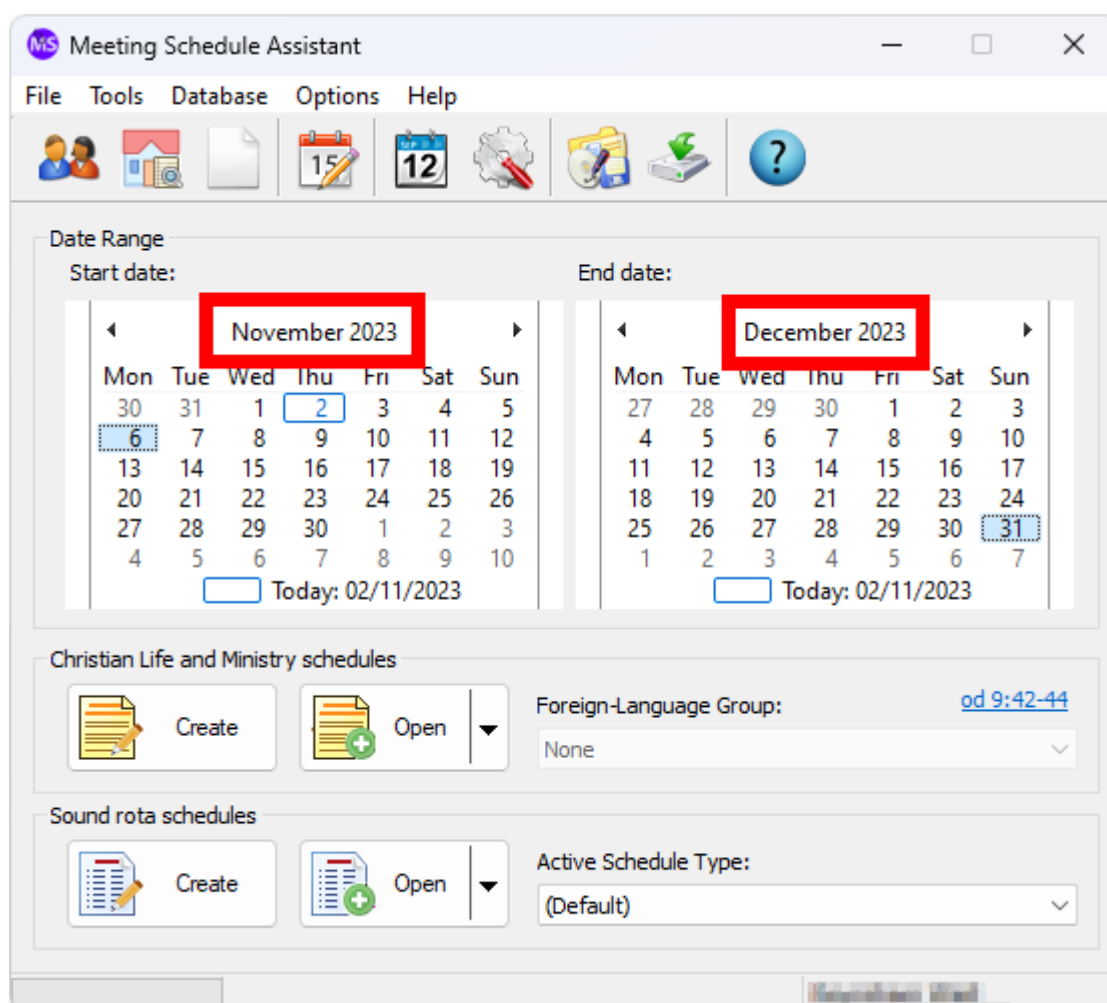
Make a <u>Backup</u> so that you can quickly get back up and running in a disaster-recovery situation. This can be done from the <u>Toolbar</u> or File menu.

Step 5 — Date Range
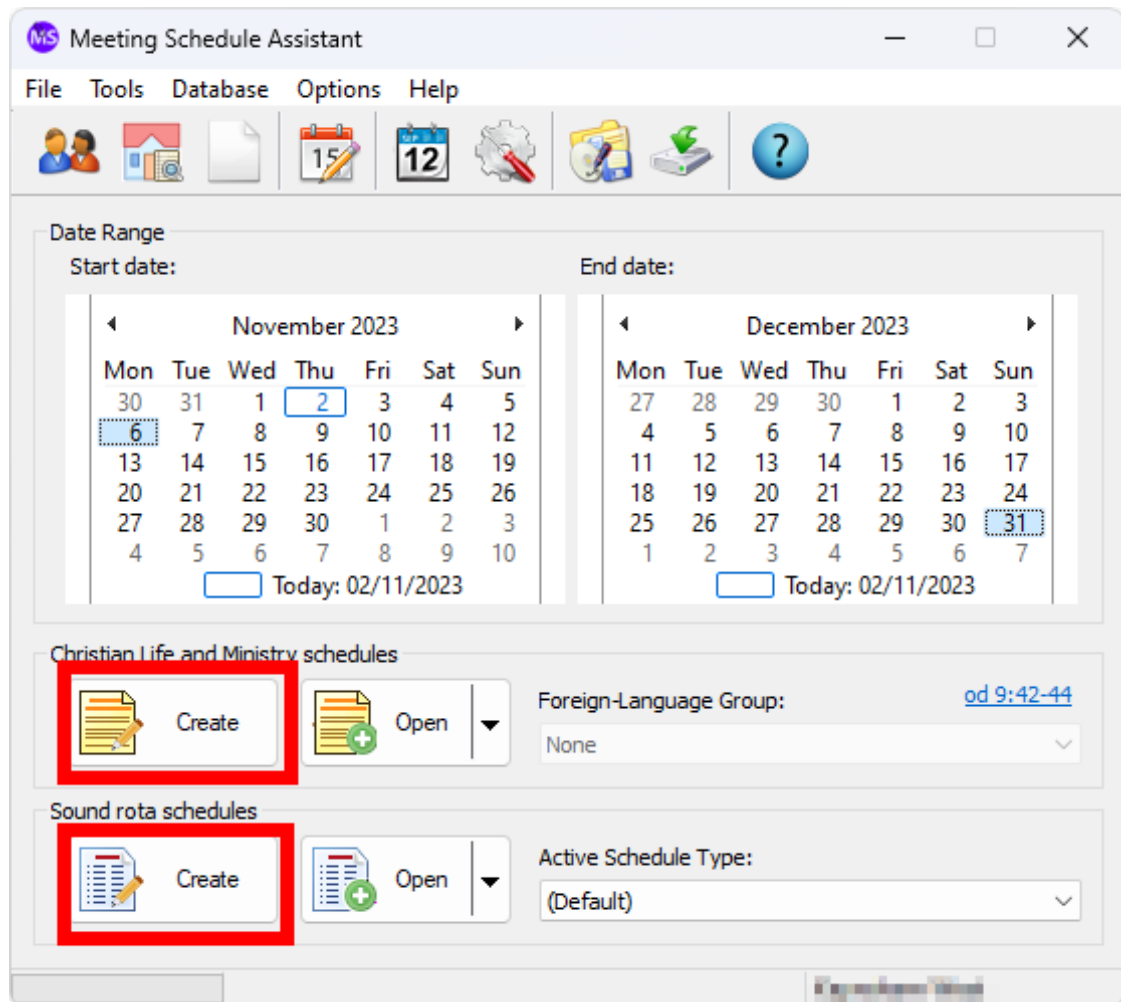
Exit back to the main window and select a date range:

Step 6 — Create Schedule

Create the schedule and continue with the <u>Assignments Editor</u> or <u>Meeting Editor</u>.

☕ ... and that is basically it! If you want to know more, make a cup of tea, sit back and check out the remainder of the help documentation.

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