

## Meetings



Otto Ebenbichler recommends:

„The effective use of this app bases on four options: 1) you can schedule a meeting and send its agenda to everyone by just a single mouse click. (2) You can use this template as a guideline for your meeting. (3) You can edit the meeting online by this template. (4) To forward the results you can send them immediately after the meeting (also by just one single mouse click) to all attendees.”

## user manual

## impress

idea & concept:  
Mag. Otto Walter Ebenbichler

technical development  
Gunharth Randolf

design  
DI Michael Ebenbichler

product responsibility  
communautic® ltd

Physio Observer® is a member of the  
communautic® group

service requests to:  
office@physioobserver.com

all rights reserved by O.W.Ebenbichler

## menue icons

- public access
- observer permission
- completed
- canceled
- descending order
- ascending order
- individual order
- close/open menu

## command bar

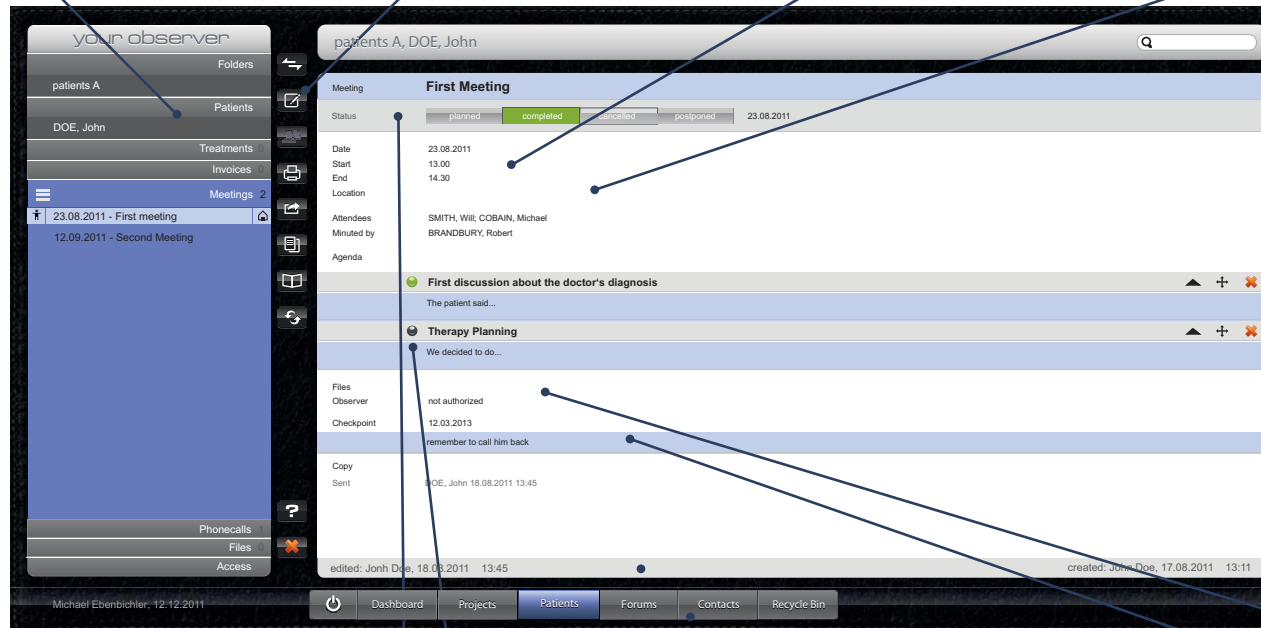
- create new meeting protocol
- print content
- send content as an email
- duplicates meeting protocol
- patient file
- refresh platform
- download manual
- delete all data

## date, start, end

Date, start and end of a meeting can be set by mouse. For this click on "Date", "Start", "End" - it opens a calendar (or time table) window. You leave these windows by a single mouse click outside.

## location

You specify a location for this meeting by clicking on "location" - a contact search window opens. Choose a single contact (tab "Contact"). The contact address is now applied as a "location". You can also enter a location address manually (tab "Note").



## files, observer

You have the option to attach several documents to a meeting. Click on "Files", a title list of the files (those you have already imported into this app) opens. Choose the desired file folder (single mouse click on the title). Now a link to this file will be generated. With "Observer" you decide whether users with observer permission are „not authorized" (default setting) or „authorized" to see the content data.

## status



Make sure you set the meeting on a current status (planned, completed, canceled, postponed). You duplicate a meeting template by clicking on "postponed". The original entry will be retained. The new meeting protocol includes all agenda items.

## reached/not reached

A simple mouse click on left to the agenda title means you have reached this objective within the meeting, the button now becomes green:

## checkpoint

With the check point function you specify that you want to be reminded about this topic. To the date entered here, you will be informed automatically (module Desktop).