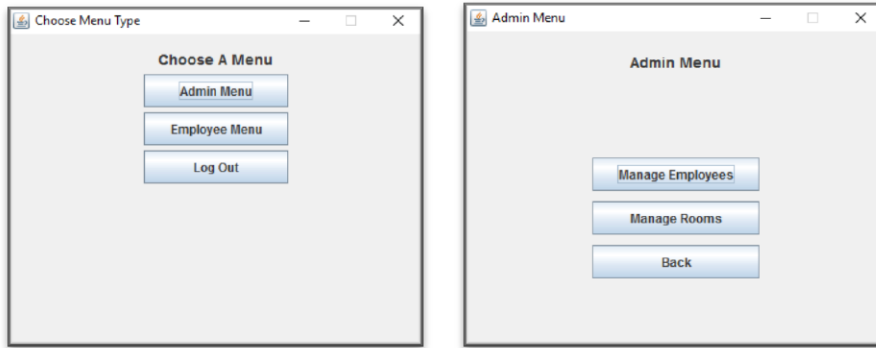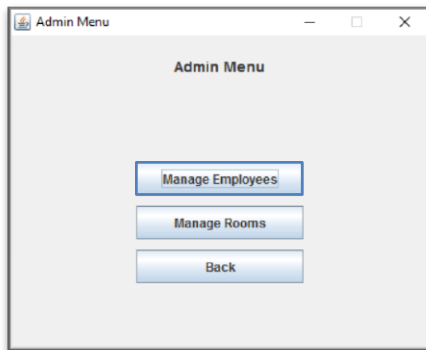# Admin Functions

1. Once you are logged in, click on **Admin Menu** to access the Admin functions. This should then open up the **Admin Menu,** where the admin can choose to **Manage Employees**, or **Manage Rooms**.
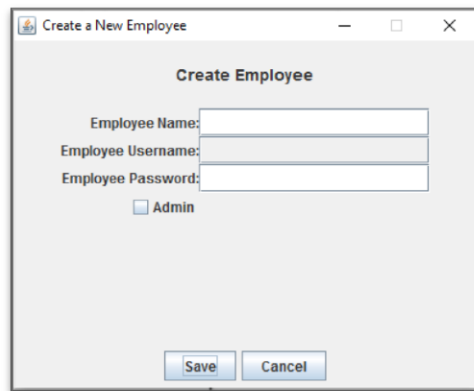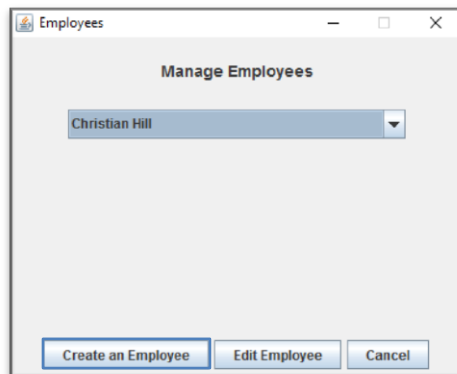

2. **Managing Employees**

    a. **Creating New Employees**

        i. In order to create a new employee, First, you must click on **Create an Employee**.

        ii. Once you have clicked on **Create an Employee,** you may fill out the employee's information. Here you may create their Login information and decide whether
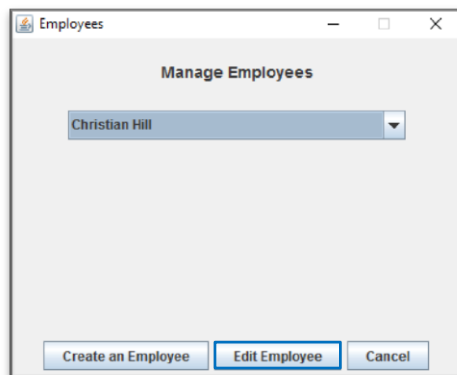
or not they have Admin privileges.

        iii. Click **Save** once you are ready to create the employee.

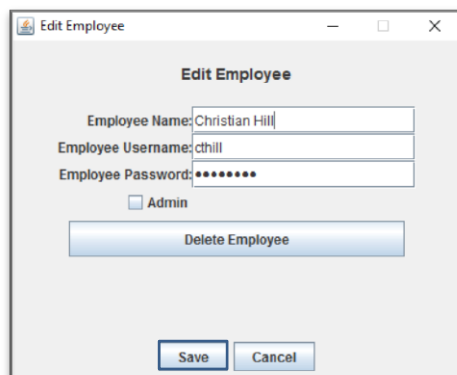b. **Editing Employee Information**

        i. In order to edit the information of an existng employee, you must first select an employee from the dropdown menu, and click **Edit Employee.**

        ii. Once you click **Edit Employee,** the employees information will be displayed, giving you the ability to edit it.
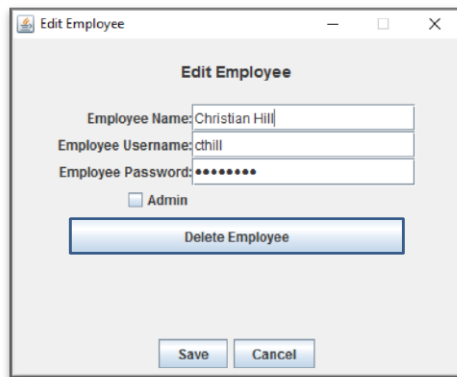

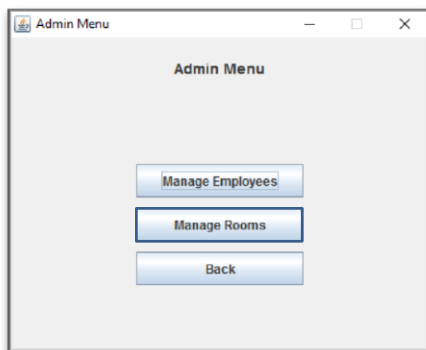   iii. Once you are satisfied with the new information, click **Save.**

c. **Deleting Employees**

        i. In order to delete an existing employee, select the employee from the drop down menu, and click **Edit Employee.**

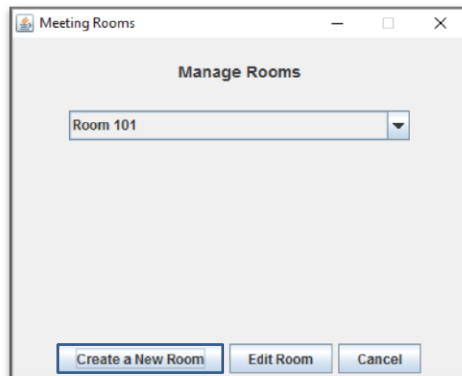ii. Once the employee's information is displayed, click **Delete Employee**.
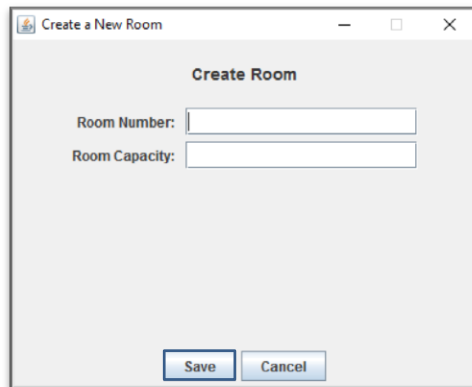

3. **Managing Rooms**

a. **Creating New Rooms**

i. In order to create a new room, First, you must click on **Create a New Room.**

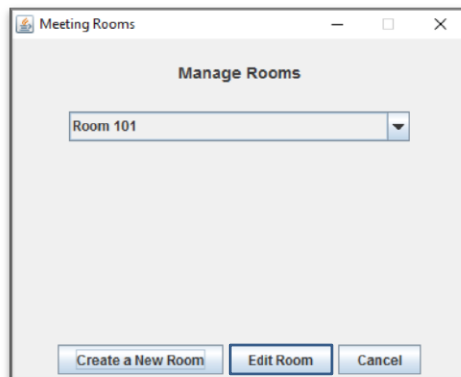ii. Once you have clicked on **Create a New Room,** you may fill out the room's information.

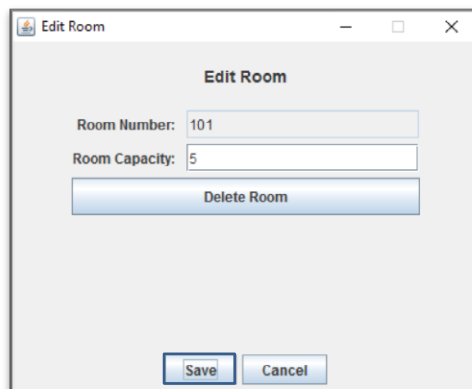iii. Once you are satisfied with the new room information, create the room by clicking **Save.**

b. **Editing Room Information**

i. In order to edit the information of an existing room, you must first select a room from the drop down menu, and click **Edit Room.**

ii. Once you click **Edit Room,** the room's information will be displayed, giving you the ability to edit the **Room Capacity**.
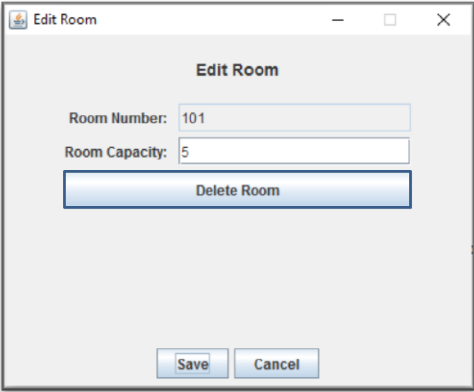

iii. Once you are satisfied with the new information, click **Save.**

c. **Deleting Rooms**
   i. In order to delete an existing room, select the room from the drop down menu, and click **Edit Room.**
   ii. Once the employee's information is displayed, click **Delete Room**.

Employee Functions

1. Once you are logged in, click on **Employee Menu** to access the employee functions. This should then open up the **Employee Menu,** where the employee can choose to **Display Schedule, Create Meeting, Manage Meetings,** and **Change Password.**
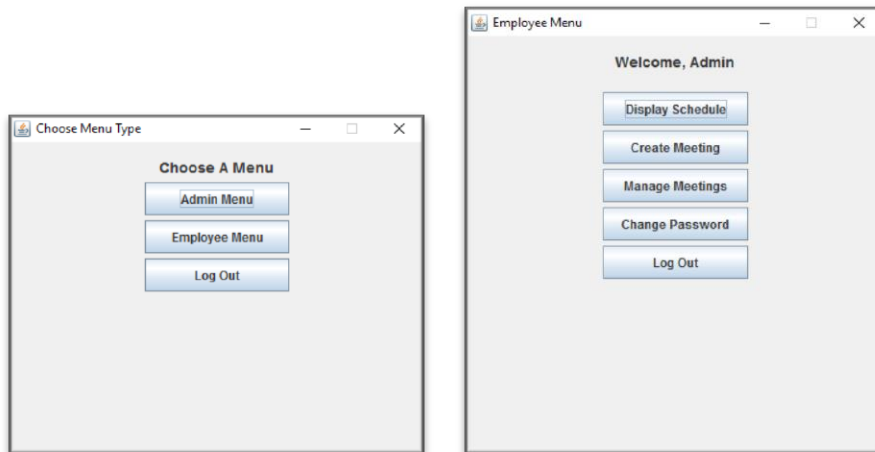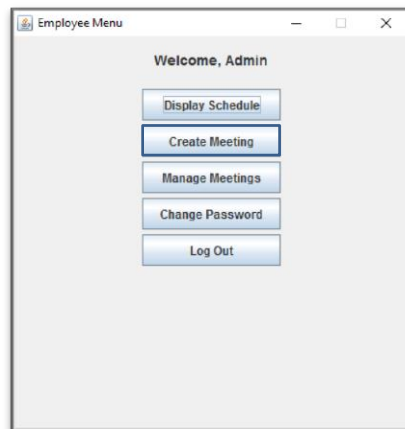

2. **Display Schedule**
   a. In order to display your schedule, first click **Display Schedule**. This will display your weekly schedule and allow you to reserve and unreserve time slots in your schedule, changing your availability.
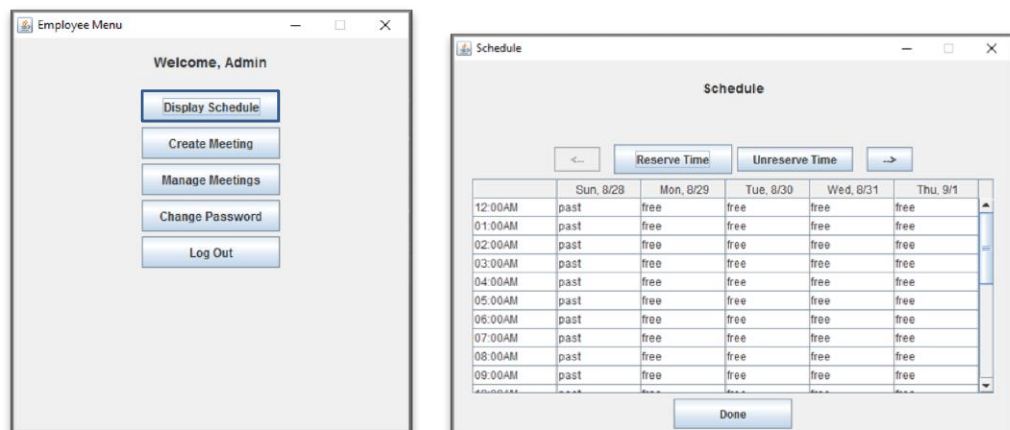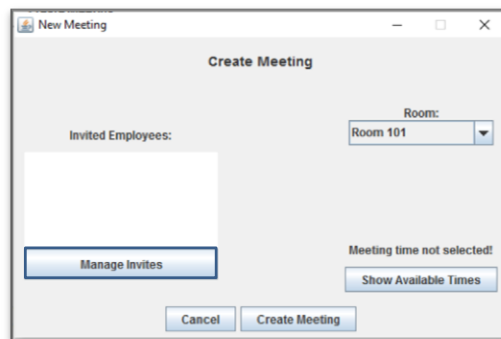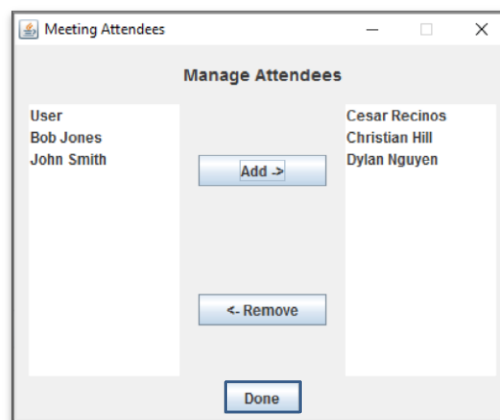

3. **Create Meeting**

a. In order to create a meeting, first click **Create Meeting.**

b. Then you must select the employees to be invited to the meeting by clicking **Manage Meeting.**

    i. From there, you can choose which employees get invited, then click **Done**.

c. Once the employees have been chosen, you must choose a room in which to host the meeting by selecting one from the drop down menu.

d. The final step is to set the time for the meeting. You must click **Show Available Times.**

i. From there, you may select a start time from the available slots, and click **Select** once you're satisfied.

4. **Manage Meetings**

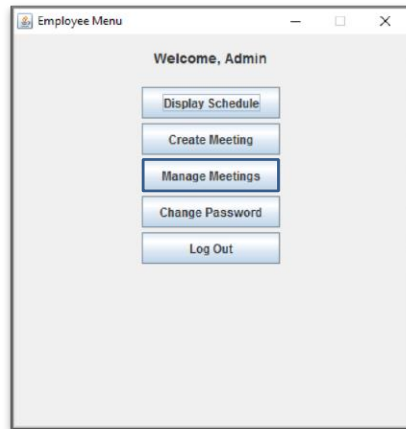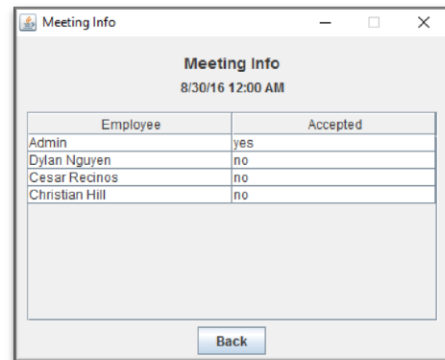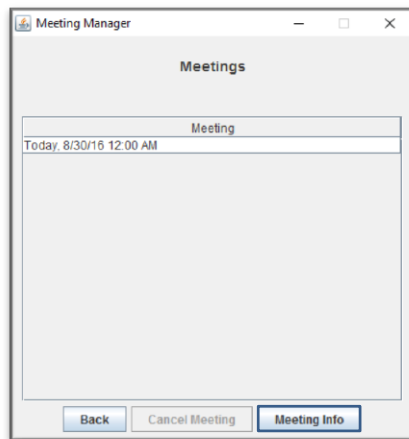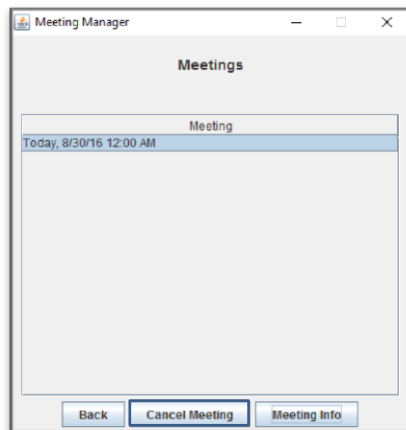a. In order to manage your existing meetings, click **Manage Meetings**.

  i. From there your existing meetings are displayed. You may view the meeting informaton by clicking **Meeting Info,** which will display the attending employees.
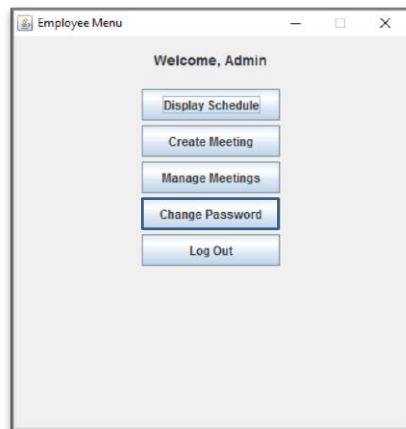

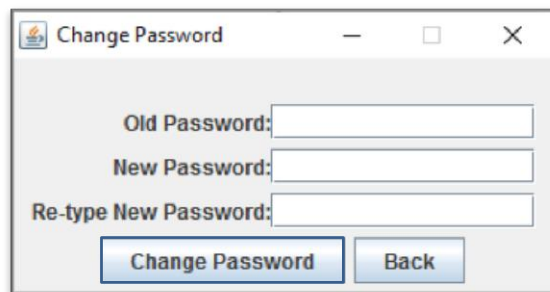 ii. You may also choose to cancel a meeting by selecting it from the list, and clicking **Cancel Meeting.**

5. **Change Password**

a. In order to change your password, first you must click **Change Password.**

b. Then you will be prompted to enter your old password, followed by your new one.

c. Once you have filled out the required information, click **Change Password.**

Meeting App

Instructions Manual

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