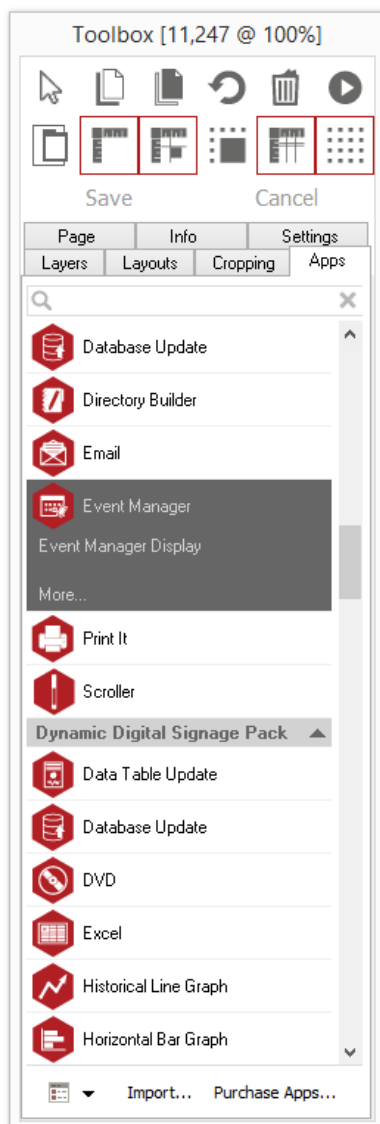# Event Manager App.

Contents.

Introduction.

This is an interactive diary booking system that automatically adds events, appointments and bookings to calendars when they have been made from a kiosk or screen. This is particularly useful for large office blocks or hotels where meetings or reservations can be made by the customers quickly and efficiently, with limited intervention from staff.

The app is comprised of 2 parts:

1. Event Manager page app – configure the app to work on a page within your project.
2. Event Manager project app – configure the app to run across your project.
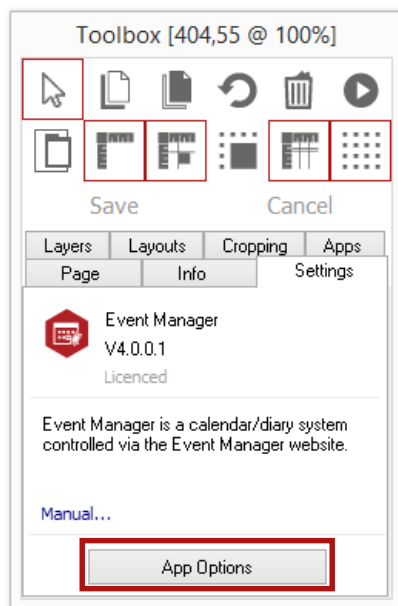
1. Using the Event Manager page app.

To access the app open an existing or new page and select the 'App' tab of the page editor 'Toolbox' (shown). Apps are grouped within the relevant app packs and are displayed red if they have been licenced. For more information about licencing apps go to Licencing apps.

Select the app from the list or search for it using the search bar. When an app is selected it will be highlighted as shown.

The Event Manager App requires the Project App to be added at this point. On selecting the Event Manager App from the 'Toolbox' you will be prompted to 'run' the project app if it is not already running.

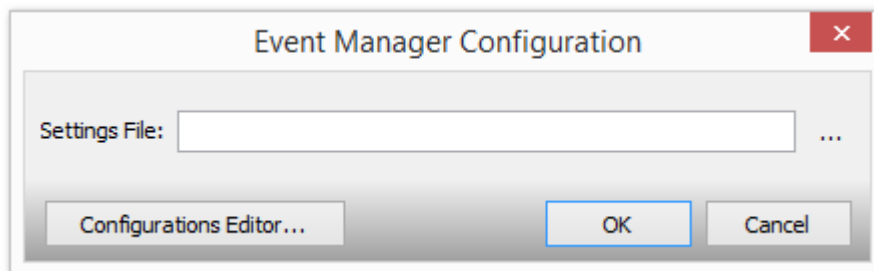Once you have selected your app draw an area on your page where you would like to use the app.

The 'Settings' tab within the Toolbox will automatically open when the app is added to the page.

From here you can set your app up by clicking on the 'App Options' button, as shown.
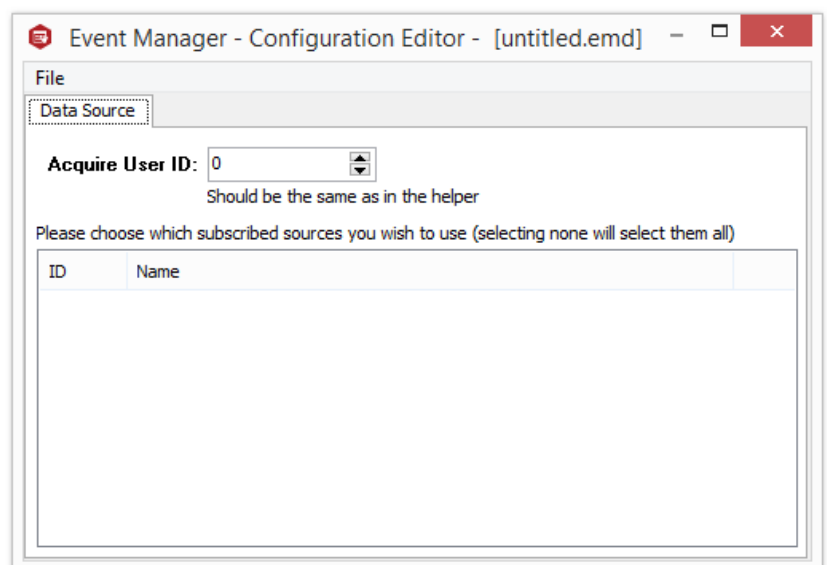
Understanding the App Options.

In the Settings File enter the name of the setting file from which the drawing of this app is derived. There is

currently no editor available for this and a configuration file will be generated for you by your reseller.

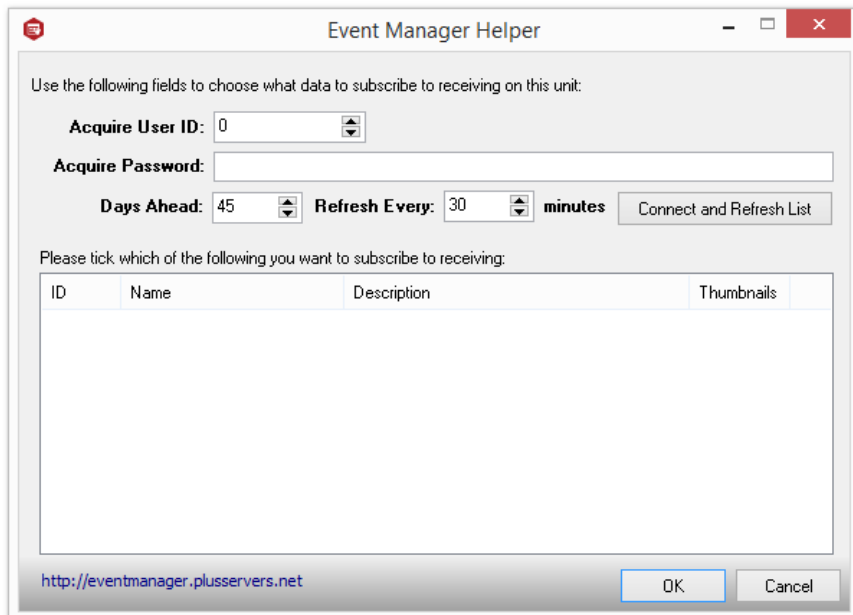Pressing the *Configurations Editor* button will launch the editor.

Acquire User ID: This should be the same User ID as set up in the project app. (see Using the Event Project app for more details.)

This window will display the calendars or diaries that you wish to be shown when the app is played on a page. If you do not select any of them then all of them will be made available.

2. Using the Event Manager project app.

To access the project app options click on the *Project tab* from either the main Welcome Screen or the Editor window. Select *Settings* from the dropdown menu and click on the *Project Apps* tab and then double click on the **Event Manager App.**

Acquire User ID: Enter your user ID and password. This will be assigned to you by your reseller when your event manager account is set up.
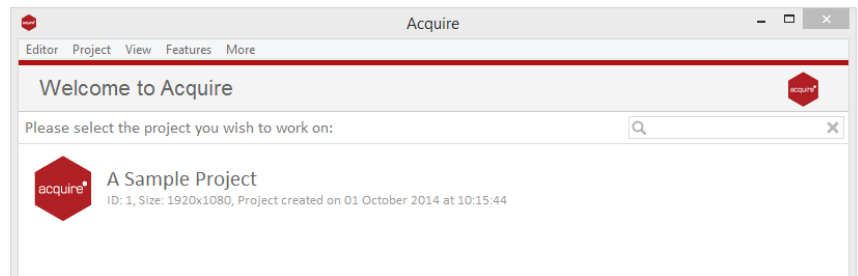
Connect & Refresh List: This allows you to automatically refresh the list of calendars and diaries available, by selecting the Days Ahead and defining how frequently the refresh should occur.

A list of calendars will be displayed here, which can be selected to opt in to subscribing to receiving.
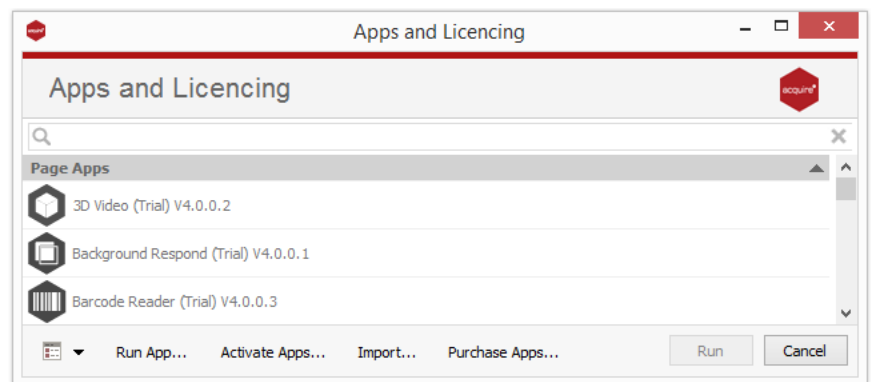
Licencing apps.

On purchasing an app pack you will be provided with a licence key. Save this to your computer.
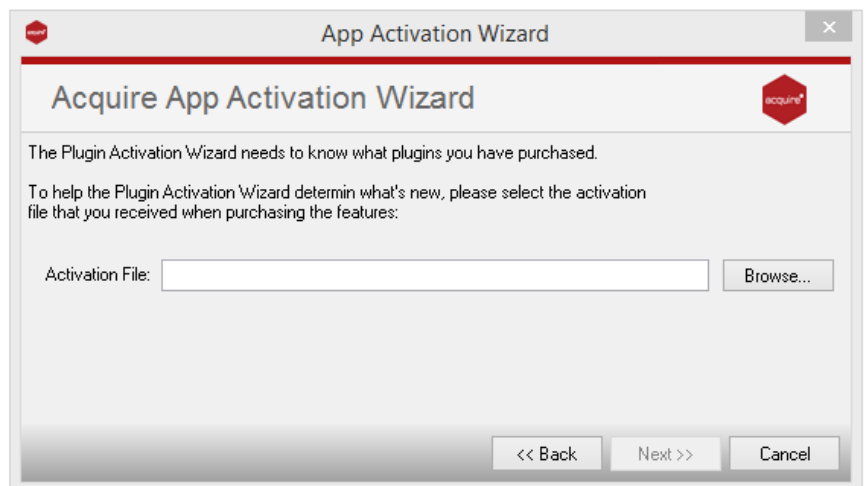
From the main 'Welcome Screen' click on *Editor* and select Apps and Licencing from the drop down menu.

Click *Activate Apps* and follow the onscreen instructions.

Use the 'Browse...' button to locate your saved licence key and follow the instructions to activate.

Your apps should now be activated and can be accessed from the apps list or from within a working project or project page.