Using Meeting Maker

I.   Purpose:

The purpose of this procedure is to keep track of people when they are out of the office, on travel, or at a meeting.

II.   Cautions and Hazards:

None.

III.   Requirements:

- Meeting Maker software.

IV.   Procedure:

A.   Accessing Meeting Maker

1.   Click "Program Files."

2.   Click "Meeting Maker."

3.   Click "Meeting Maker" (third program column).

4.   Enter your user name and password.

B.   Entering Meeting Maker Information

1.   Click "Proxy."

2.   Select appropriate office calendar

3.   Click "File."

4.   Click "New Activity."

5.   Type in the name and activity the title box. Do not use the location box. Use examples on calendar for the correct format.

a)   Example, if John Doe was going to Nauru you would type in "John Doe- FT @ Nauru."

6.   Click "Schedule."

a)   Enter the date and time. Change the duration to 30 minutes to save room for other entrees.

b)   Click "frequency" and enter whether the activity will be daily, weekly, monthly, quarterly, or annually.

c)   Click "daily" (TWP office calendar uses daily)

       d)   Select the start and end date, then click "ok"

7.   Click "Notes."

       a)   Type the contact information.

       b)   Type the location, duration, hotel name, phone number, and emergency contact information.

8.   Click "Options."

       a)   Select a reminder time.

       b)   Select a label to designate the activity.

V.   References:

None.

VI.   Attachments:

None.