T E A M S O F T ®

WINDOWS

TEAMAGENDA®

INSTALLATION

Attention: Please be advised that depending on your operating system and configuration the images displayed in this document may vary from your own.

T E A M S O F T ®

1) From the desk top double-click on the icon.

TeamAgendaSetup_5.0.0b7.exe

2) Select the language to use during installation and for **TeamAgenda**® software.

Select Setup Language

Select the language to use during the installation:

English

Deutsch
English
Français
Svenska

3) To continue, click the **OK** button.

Select Setup Language

Select the language to use during the installation:

English

OK   Cancel

4) To continue, click the **Next >** button.

Setup - TeamAgenda

Welcome to the TeamAgenda Setup Wizard

This will install TeamAgenda 5.0.0b7 on your computer.

It is recommended that you close all other applications before continuing.

Click Next to continue, or Cancel to exit Setup.

Next >   Cancel

5) After reading the license agreement select the option [I accept the agreement] and then click the [Next >] button.
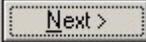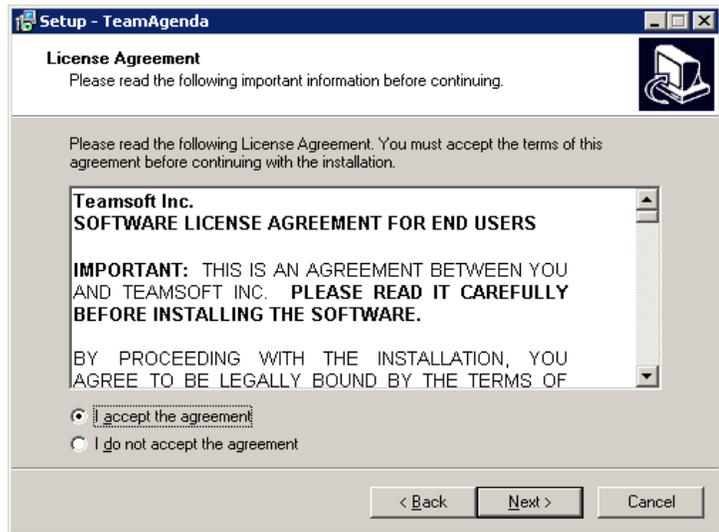
6) After reading the introduction, click the [Next >] button to continue.
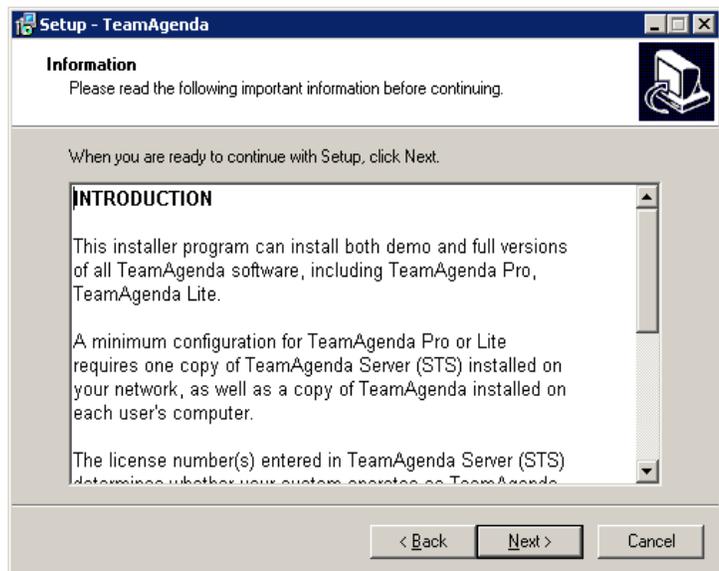
7) Enter your name and your company name and click the **Next >** button to continue.
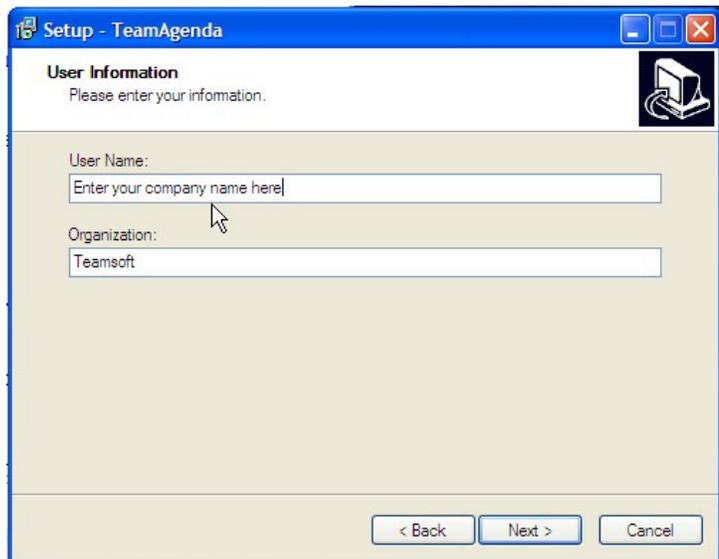
8) By default **TeamAgenda**® will be installed on your hard drive.

Click the **Next >** button to continue.

Tip: You may change the default directory by clicking the **Browse...** *button.*
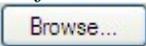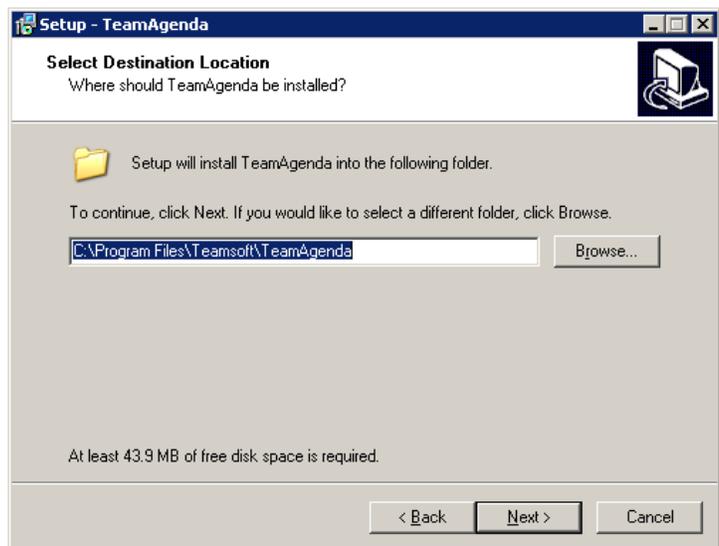
*Note: If you already have a version of **TeamAgenda**® installed on your hard drive and you wish to use the same path, the new installation will overwrite the previous one. However, your Personal Agenda will be untouched; it will automatically be converted to the new version upon opening it. If you wish to keep your current version you need to choose a different path.*

9) Click the [Next >] button to install the "Full installation".
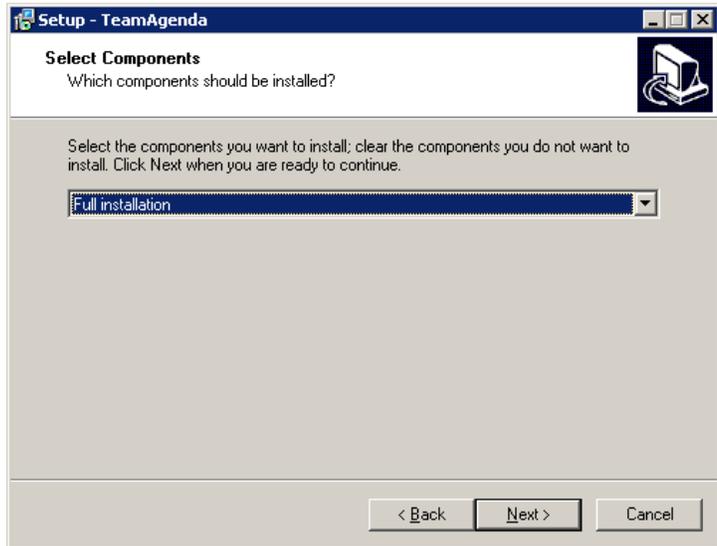
10) The wizard will create a shortcut in program files.

Click on the [Next >] button to continue or click the [Browse...] button to modify the default location.
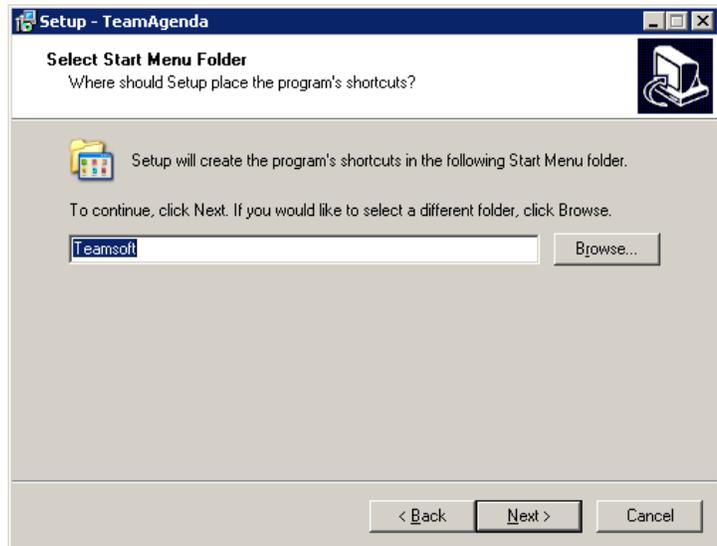
11) Click the [Next >] button to continue.
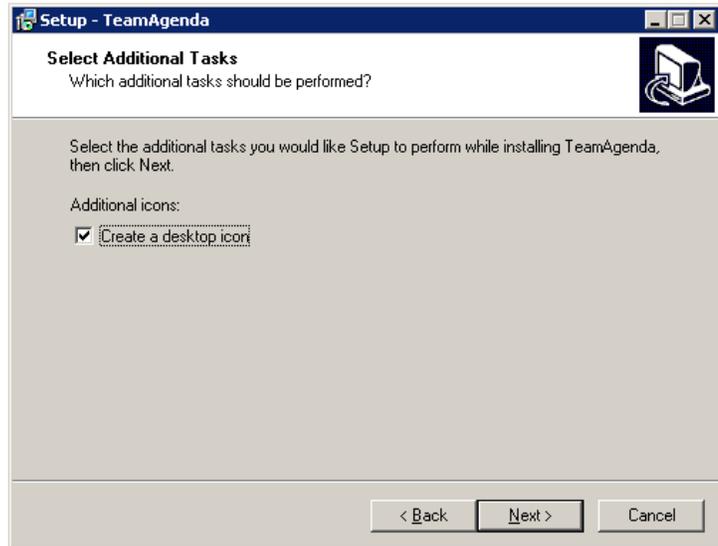
12) Click the [Install] button to start the installation.

Note: At this point you may review the settings and click the [< Back] button to change any settings.
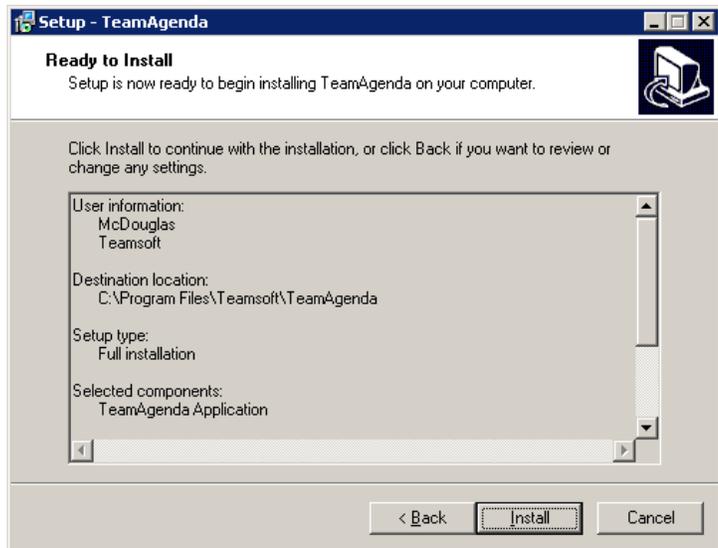
13) Setup will show the progress of the installation.
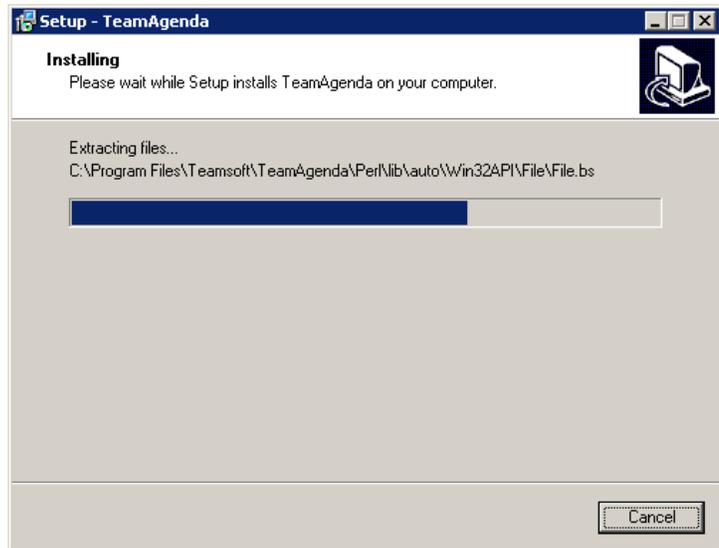
14) Setup will notify you when the installation of **TeamAgenda**® is completed.

Click the Finish button.

Note: TeamAgenda® *will be launched, if you selected to "Run the TeamAgenda*® *for the first time".*
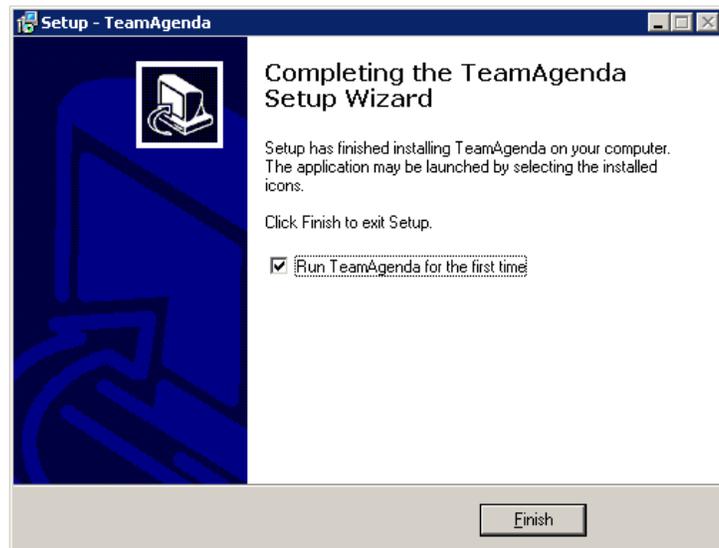
15) The "**Open or Create a Personal Agenda**" window will appear allowing you to create your Personal Agenda by entering your name in the box "*File name*".

Click the [Open] button to continue.
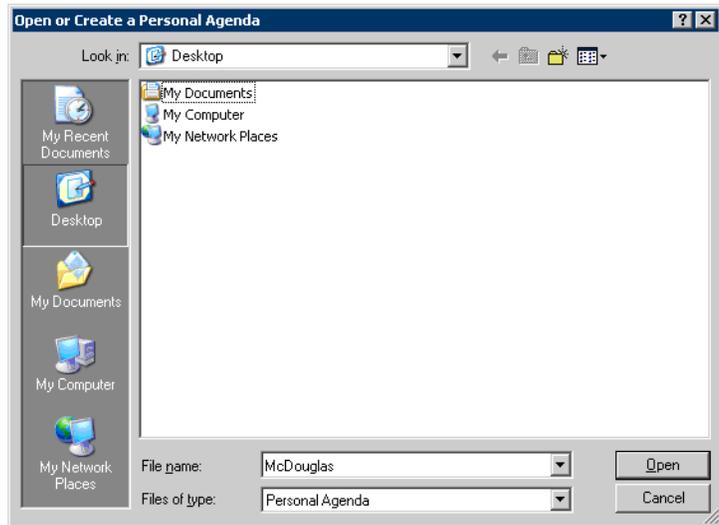
16) A dialog box will appear asking you to confirm the creation of the Personal Agenda.

Click the [Yes] button to continue.
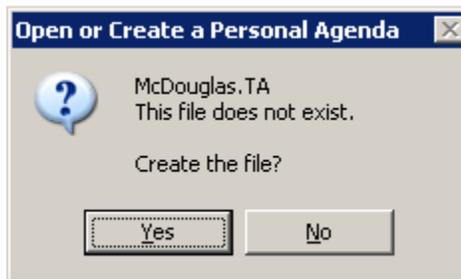
17) After the confirmation, your "Personnel Agenda" will open displaying the current week. **TeamAgenda**® will prompt you how you want your agenda as a stand alone or shared by a team.

| Do you want to work in a team with other users or resources? |
| Or do you want to work by yourself? |
| Standalone | With Team |

If you choose [Standalone] mode:

• The pop up "**Setting up to work standalone**" window will appear.

This window will allow you to import your personal holiday file, define categories and define your preferences.

Select "Import pre-defined holidays" and then click the [Do it] button to continue with the import function.

When you are finished with this setup of your Personal Agenda, click the [Done] button to save your configuration.

Setting up to work standalone

Do you want to import pre-defined holidays corresponding to your country?
If you later join a team, these holidays will be replaced by team holidays.

Import pre-defined holidays
Create categories
Consult the Online User Guide
Define your preferences

| Next | Do it | Done |

If you choose [With Team] mode:
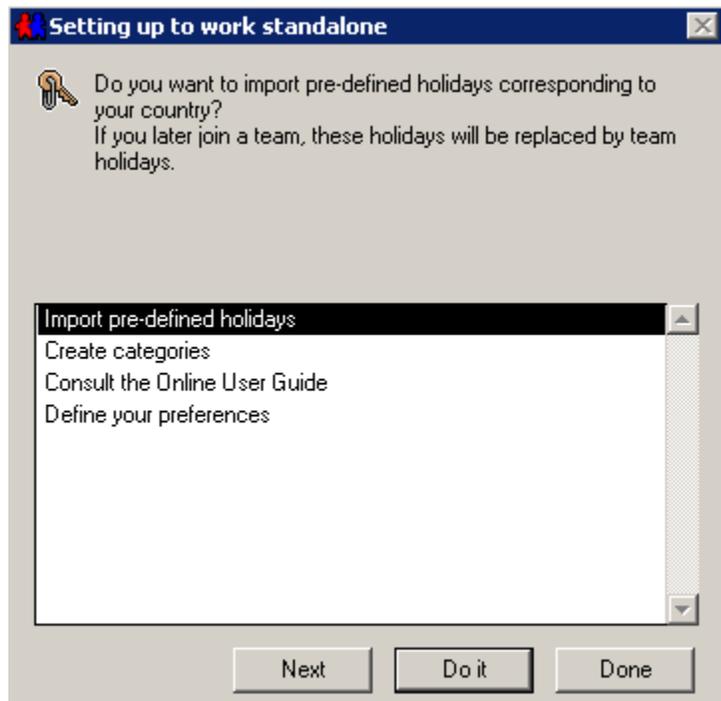
- The pop up "Setting up to work with a Team" window will appear.

  This window will allow you to set your password, your log in name in the team, define your categories and your personal preferences.

  Select "Connect your personal agenda to team" and click the [Do it] button.

  When you are finished with this setup, click the [Done] button to save your configuration.

Setting up to work with a Team

To work with other users or resources, join a team by sharing your personal agenda.

Get the host name or TCP/IP address of your TA-Server from your network administrator .

Connect your personal agenda to team
Set your user name as seen by other team members
Create or manage categories
Consult the Online User Guide
Define your preferences

[Next] [Do it] [Done]
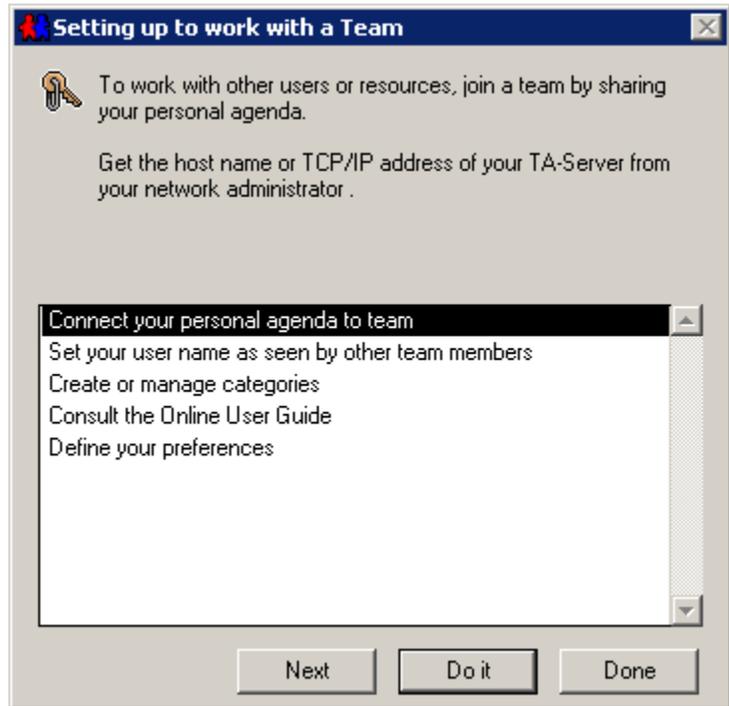
Note: You can always change these configurations at any time from the Main Menu, "Context", "Personal Agenda Setup…"

Context Commitment Format Window

Categories...
Directories...
Worksets...
Templates...

Grant Access to...
Access Granted by...
Resources/Public Agendas Access...
Category Access...

Personal Agenda Setup...
Team Setup...
Team Administration...

Preferences...

Hide Tool Bar
Switch to Short Menus
Switch to Lite Version
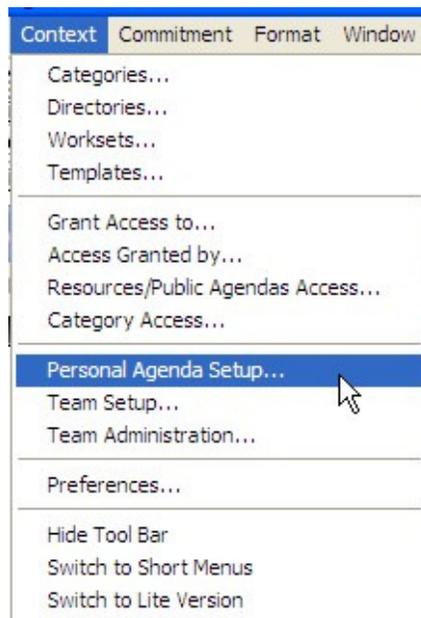
18) You will find these elements in the Start menu "Teamsoft" folder.

Release Notes
TeamAgenda
Teamsoft on the Web
Uninstall TeamAgenda
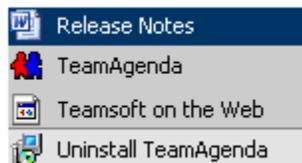
This page is left blank intentionally