Teamsoft: TeamAgenda Notification

Additional Information

Introduction

This document contains additional information for configuring automatic reply to changes made to personal agendas.

Requirements

o TeamAgenda 4.5 or the latest release
o TeamAgenda Server (STS) 1.3 or the latest release

How do I activate automatic reply to changes to my agenda?

- Start you favorite browser and go to http://127.0.0.1:32423. Replace the IP address 127.0.0.1 by the address of your server.
- Enter your administrative username and password.
- Go to "User preferences" tab.
- Enter the name of the user (in the Find box) that want his agenda file recreate.
- Select "Find".
- In the window with the list of username, select the user that want his notification modify.
- Press "View". This button is at the bottom of the window.
- A window will appear at your screen.
- Activate one of these two options (Note: In order to activate an option, you need to deactivate the other option):
    o List changes by others as they occur: Each change done to your agenda will be shown in your Notification window.
    o Reply to changes automatically: All changes will be accepted automatically.
- Select Save and Close

These steps need to be done for each user.

Teamsoft

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