



Teamsoft TeamAgenda Server

How to recreate an agenda file ?

Additional Information

TeamAgenda Server Version

In order to use the following information, you need to run at least TeamAgenda Server 1.3.9 on a Mac or Windows computer.

How to recreate an agenda file ?

In order to access the “Recreate agenda file” functionality of your TeamAgenda server, you need to connect to the server. Here are the steps :

- Go to the computer with the defective agenda file
- Start your 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 username and password.
- Go to “Recreate agenda file” 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 agenda file recreate.
- Press “Recreate and get the personal agenda file”. This button is at the bottom of the window.
- The agenda file will be create and download on your desktop.
- Mac users only : On the first use of the agenda file, drag and drop the agenda file on the TeamAgenda application. This will register the file with TeamAgenda.
- Enter your password and you will be connected with your team.



Note for user that use an older release of TeamAgenda server

On older release of TeamAgenda, there is no graphical interface for recreating agenda. But there is a command tool to do the same job. Here are the steps :

- Start a terminal window for Mac or a DOS window for Windows from your TeamAgenda Server.
- Run the following command:

For Mac : `sudo stsd recreate --uid=0-ABCDE-0 --file=MyAgendaFile.ta`
(you need to enter your password; the letter of the password will not be echo at the screen)

For Windows : `stsd recreate --uid=0-ABCDE-0 --file=MyAgendaFile.ta`

Notes :

- The parameters `--uid` is the actual user uid which can be found using TeamAgenda Server WebAdministration page. Replace uid by the actual uid of the user.
- The parameter `--file` is the file pathname to produce. Replace MyAgendaFile.ta by the filename that you want.

How to recreate an agenda file from TeamAgenda ?

Note : In order to do this, you need to be able to run TeamAgenda and to connect to your TeamAgenda Server. If you are not able to connect to your TeamAgenda Server, you will not be able to recreate an agenda file.

Here are the steps :

- Start TeamAgenda.
- Go into Context and “Team Administration”.
- Enter your team administration password.
- Select “Recreate a Personal Agenda”.
- Select the user that you want the agenda file to be recreate.
- Press OK.
- Select the name to “Save As” and the destination “Where”.
- Press Save.
- If necessary, copy the agenda file to the computer of the user.

Note: If the Team Administration menu is not in the Context menu, please select “Switch To Full Menus” and try again the preceding steps.



Contacts



Sales & Marketing
Montreal: 514-908-7212
Toronto: 416-238-9519
Fax: 514-697-7859

Support:
Tel: 514-905-5950
support@teamsoft.com
<http://www.teamsoft.com>