MOSAIQUE

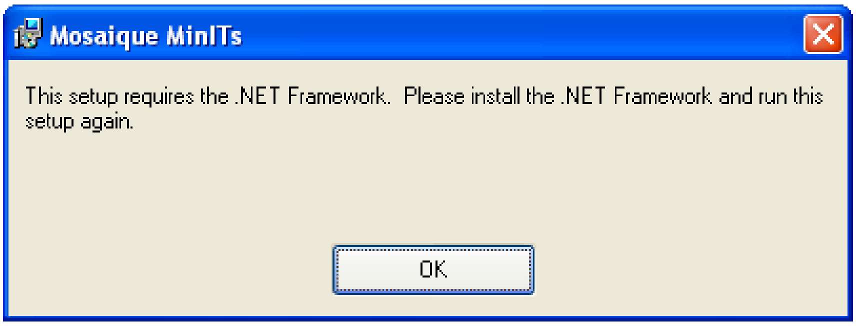
minITs – A Quick Guide to Getting Started

Single User

Version 4.1

This document aims to give you a brief overview of how to install and get started with **minITs**.

1. MinITs requires a .Net Framework to be on your pc. This is a common file that is found on most pc's but if you haven't got it, please visit http://www.microsoft.com/downloads/details.aspx?FamilyID=0856EACB-4362-4B0D-8EDD-AAB15C5E04F5&displaylang=en

   You need do nothing else with this file other than install it on your pc.

2. Login to minITs using the following:

   Username = **administrator**
   Password = **Password1**

   Please note: you must enter the login information **exactly** as they appear above, otherwise an error message will be displayed.

Using minITs

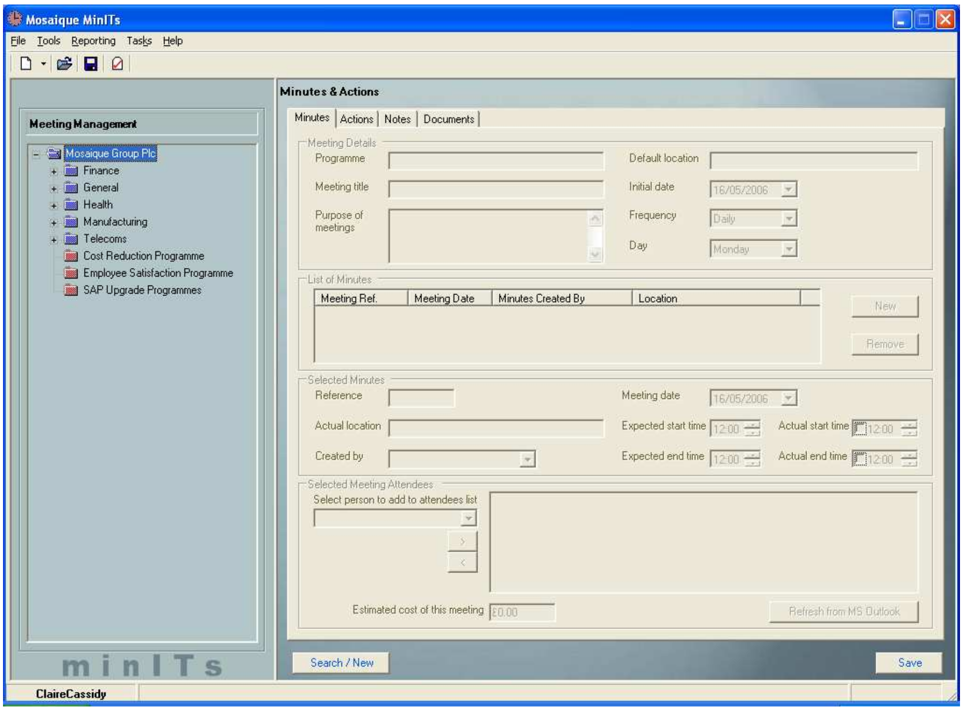
Organisation Structure

In order to get the most out of minITs, it is important to spend some time initially entering information about the structure of your organisation – you will only need to enter this information once.

You need to begin with the top level followed by divisions, business units, departments, teams etc. To set up the structure, right mouse click 'Organisation Level 1' on the left hand side of the screen, click on Details and enter the new name of the organisation and press <OK>.

To create the next level down, right mouse click on the Organisation Level you have just created and click on New → Organisation Level. Enter the relevant name and press <OK>.

The name you have entered is then displayed as a BLUE folder in the Tree Structure on the left hand side of the screen (as shown below).



To add further organisation levels, simply repeat this process. Please ensure that the organisation that you want your new level to be associated with is indicated as having it's folder open before creating the new organisation.

Then you can go on and enter your Programmes, Sub Programmes, Projects etc. by right mouse clicking on the organisation level that you want to be associated with and then New → Programmes etc. these will then appear in the tree structure as RED folders.

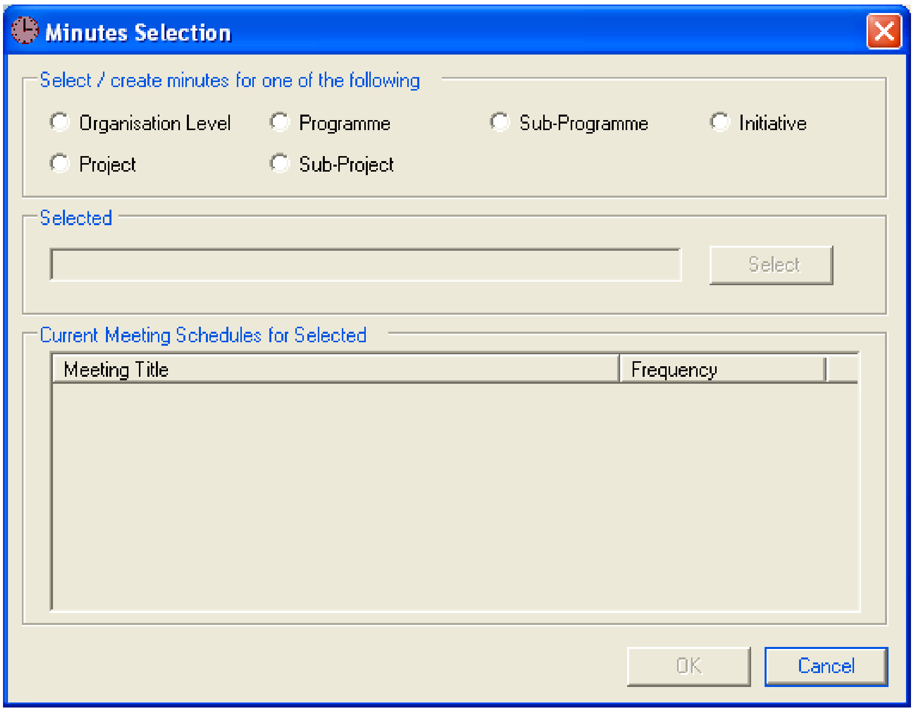
Maintenance

You will now need to add the names of key people within your organisation. To do this, click on Tools → Maintenance → Personnel table. Click on the <Add> button and enter the relevant details. Once you have finished entering the information, click on the <OK> button. Click <Add> again to enter further personnel details.

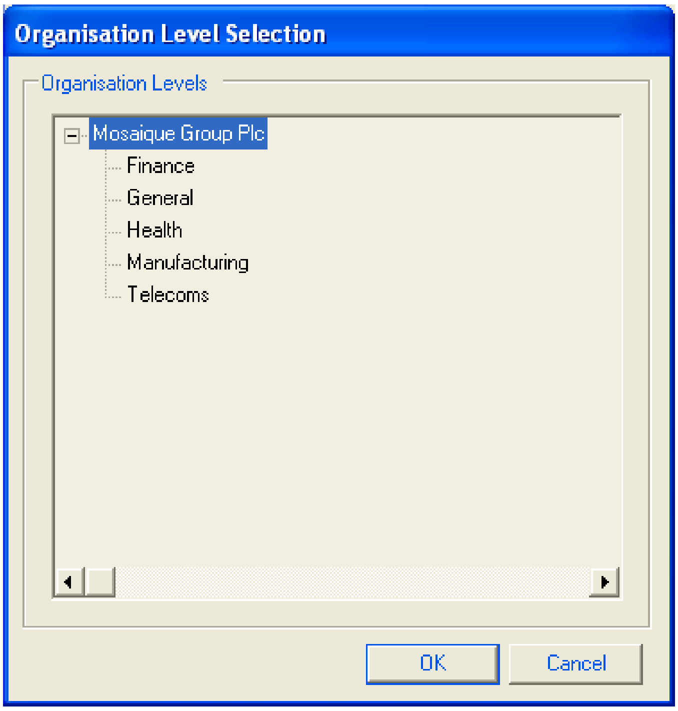
Note:- only enter the person's standard hourly rate if you would like minITs to calculate the cost of each meeting.

Creating a Set of Minutes

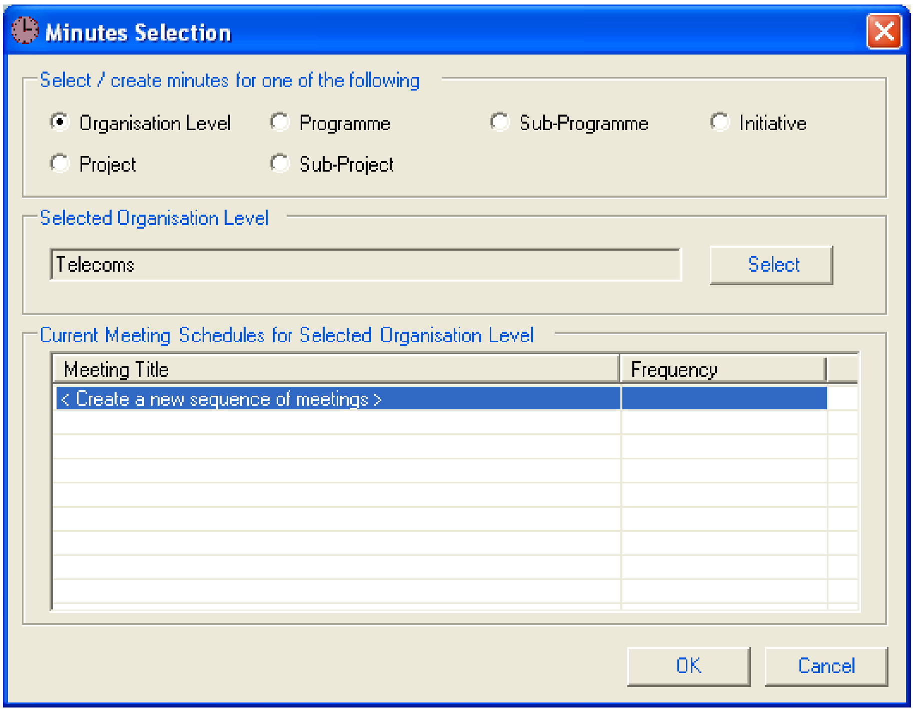
To create a set of minutes, right mouse click anywhere on the tree structure and select <Find Minutes and Actions> from the menu. The following screen appears:



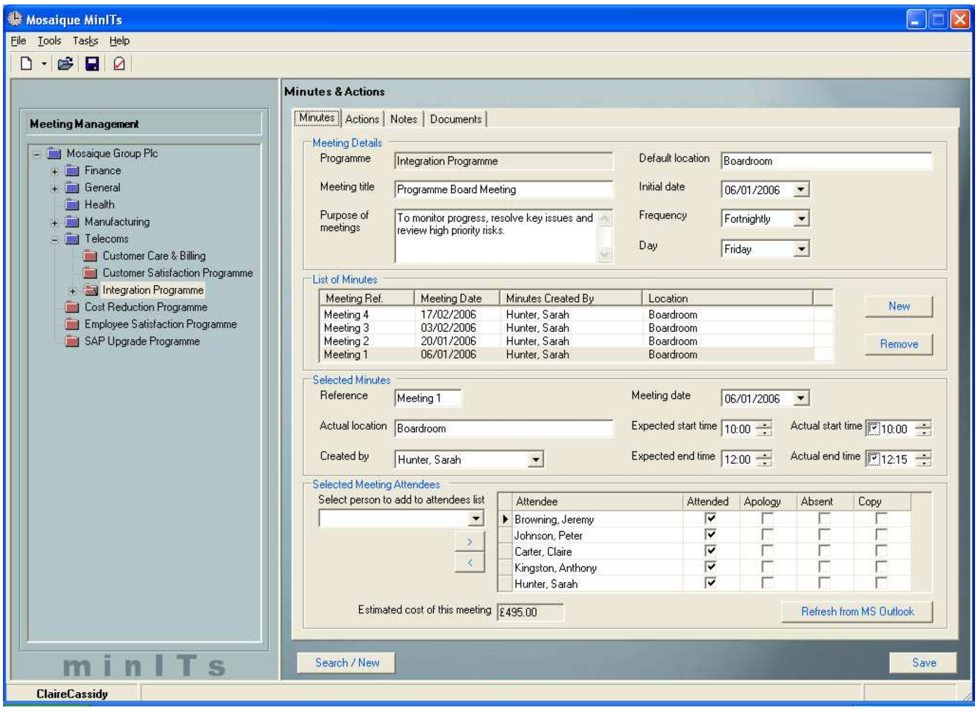
If you wish to create a set of minutes for a team or board meeting, click on the <Organisation> radio button, select the appropriate level from the list and click <OK>.



The following screen appears:



Click on the <OK> button to create a new meeting schedule. The following screen appears:



Start by entering the **Meeting Details** at the top of the screen i.e. Meeting Title, Purpose of the Meeting, Frequency etc. Then click <save> located at the bottom right hand of the screen.

To enter a new set of minutes, click on the <New> button on the **right hand side** of the screen and enter the details of the meeting in the **Selected Minutes** section. Then click <save> located at the bottom right hand of the screen.

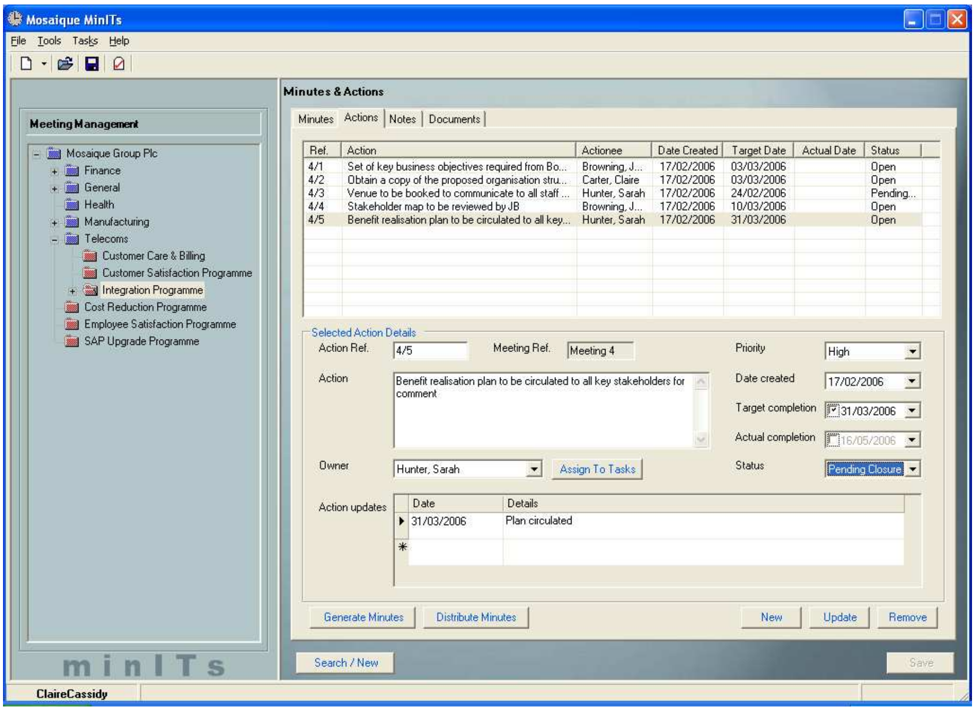
To select the attendees, select the relevant people from the drop down list, and double click the appropriate column (i.e. Attended, Apology, Absent, Copy). Alternatively, you can import the meeting data from Microsoft Outlook by clicking on the <Refresh from MS Outlook> button. Once you have completed this screen, click on the <Save> button.

Note:- the Estimated Cost of the Meeting is only calculated if you have entered an hourly rate against each person in the Personnel Table.

Actions

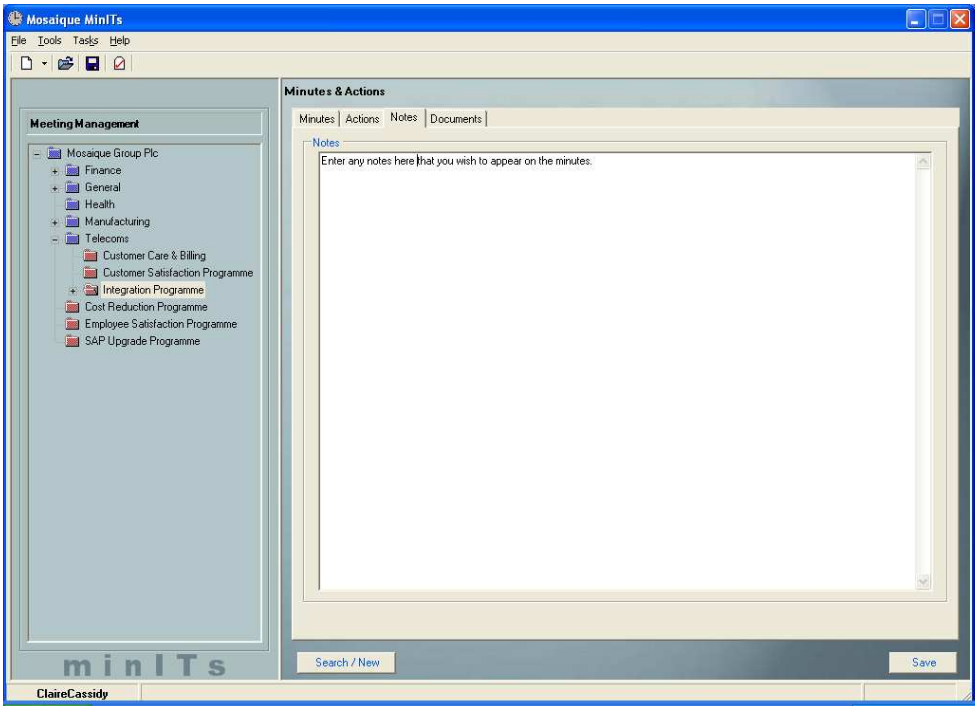
Click on the **Actions** tab at the top of the screen to start entering actions for the meeting (as shown below). Click on the <New> button and enter the action details in the ‘Selected Action Details’ area of the screen. Once you have finished completing the details, click <Assign To Tasks>. This will generate an email within MS Outlook addressed to the actionee and containing relevant information about the action.

Note: action updates can be entered prior to the next meeting (at the bottom of the screen). These are then automatically reflected in the minutes for the next meeting.



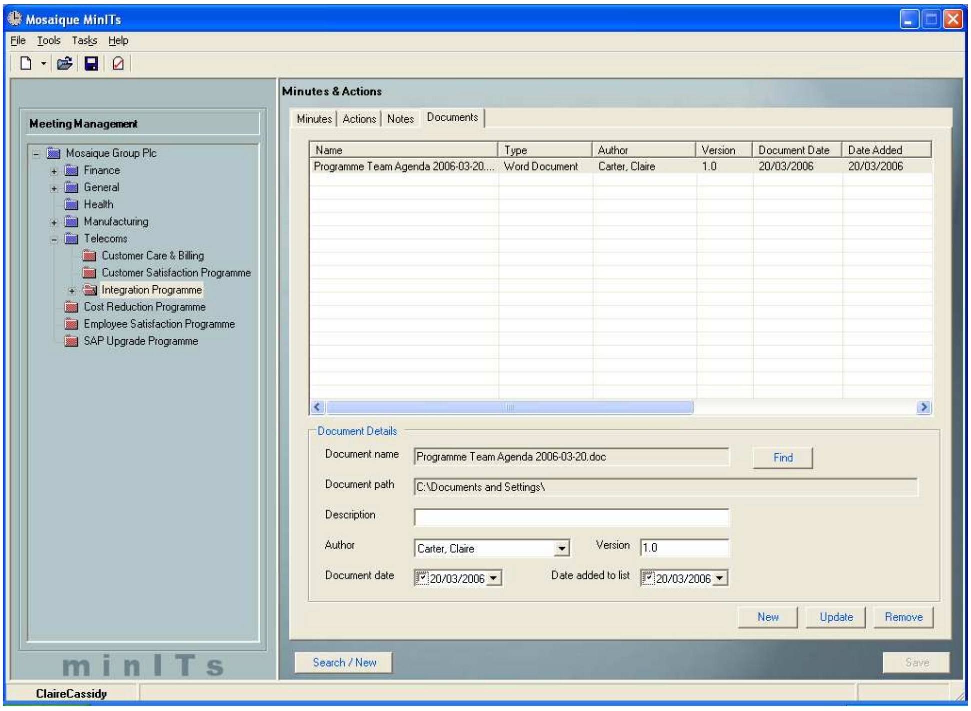
Notes

Click on the **Notes** tab to enter any notes from the meeting that you wish to include in the minutes.



Documents

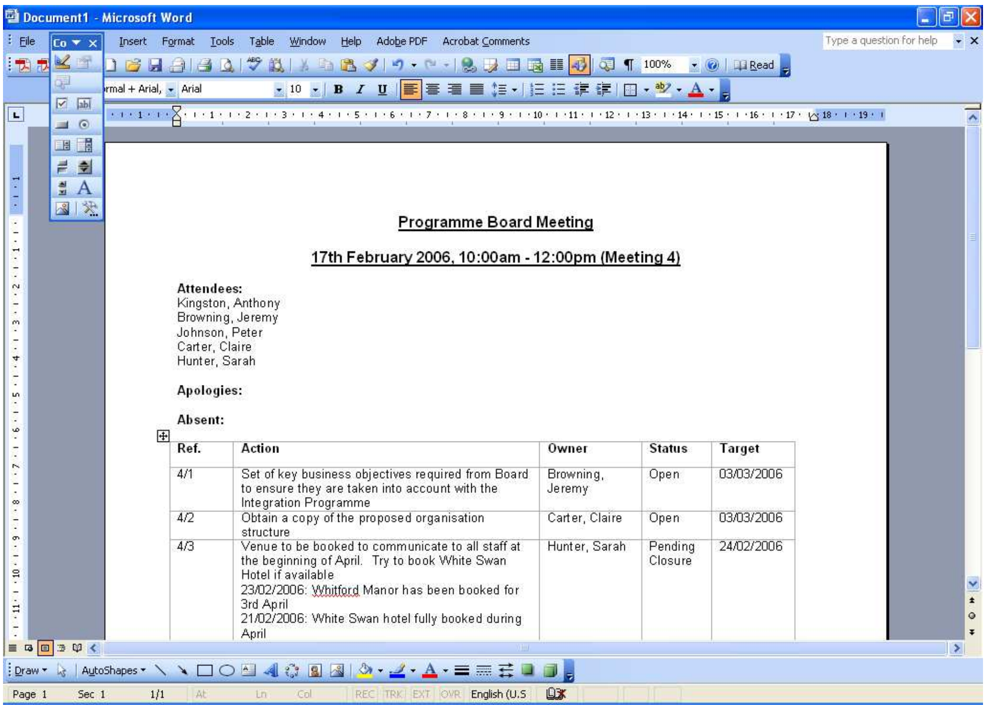
Click on the **Documents** tab if you wish to attach any documents to the meeting (e.g. the meeting agenda). To do this, click on <New>. Click on the <Find> button to locate the document, and enter the other relevant details. Then click on the <Update> button.



Generate Minutes

Once you have completed entering everything relating to the meeting, go back to the Actions tab and click on the <Generate> button. The system will generate a set of minutes in Microsoft Word as shown below.

Save the set of Minutes in the appropriate folder. Once you have done this, click on the <Distribute> button on the Actions tab and the system will automatically e-mail the relevant people with the set of Minutes you have generated.



minITs Support

If you have any queries, please e-mail support@mosaiquegroup.com and we will be happy to assist you.