

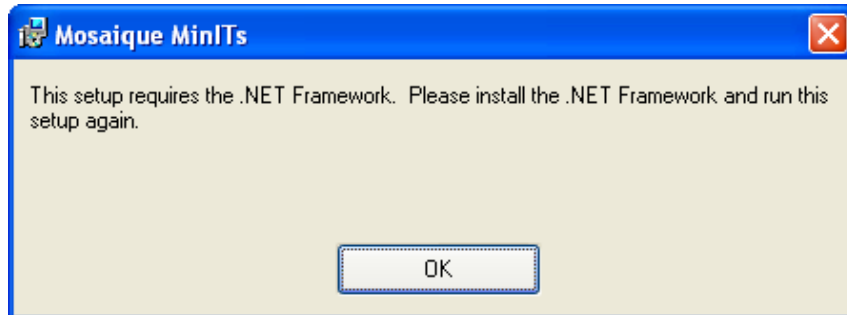
miniITs – A Quick Guide to Getting Started



Single User
Version 4.1

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

1. MiniITs 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 miniITs 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

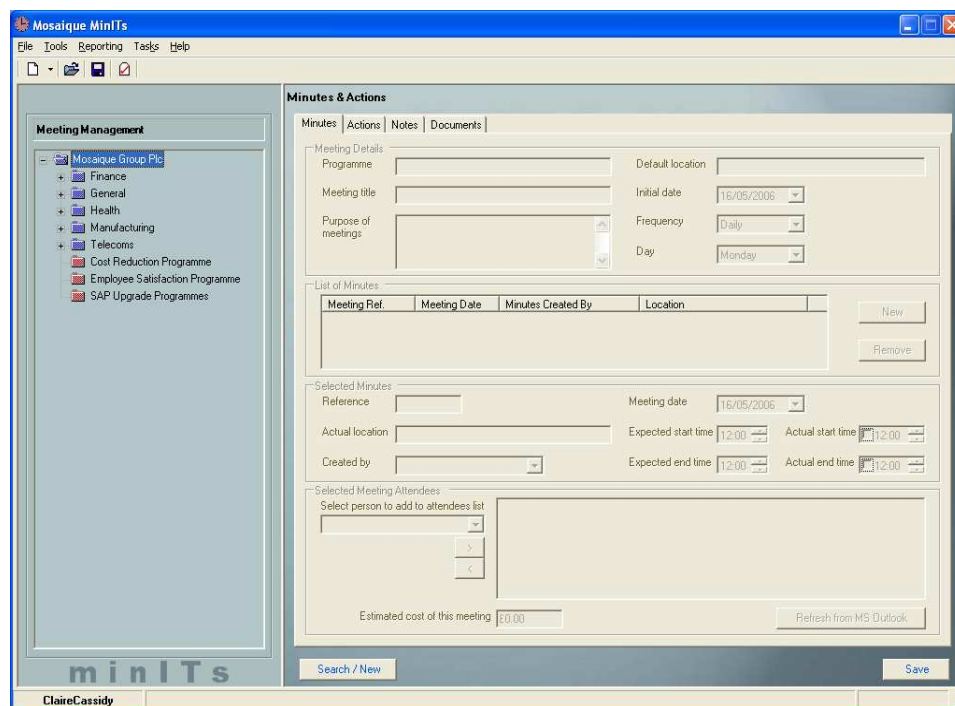
Organisation Structure

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 its 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.

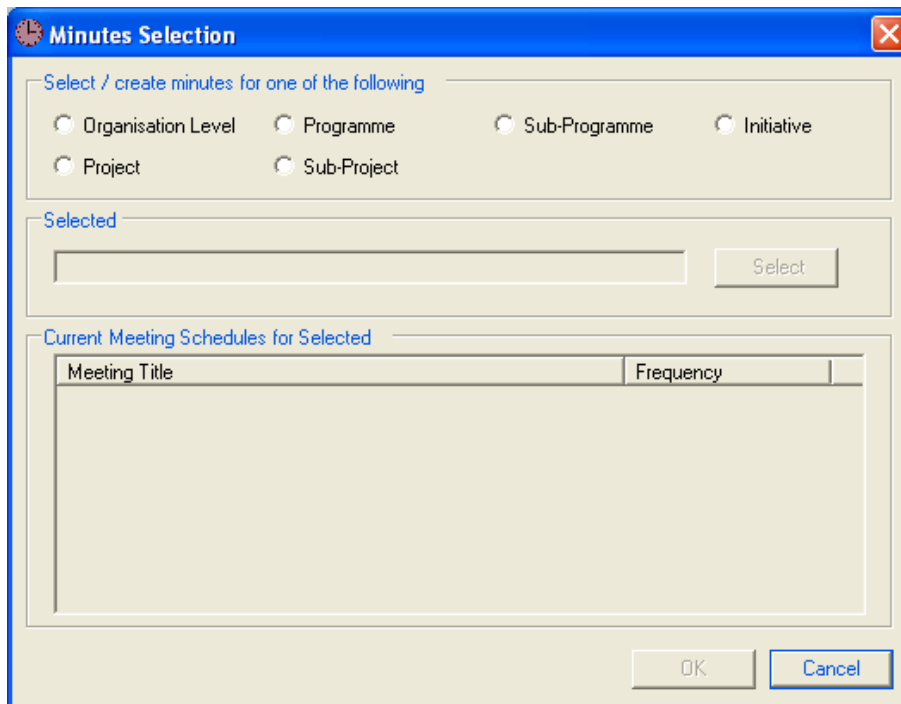
Maintenance

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:



The **Minutes Selection** dialog box is used to select or create minutes for a specific level. It features a section for selecting the level, a list of selected items, and a table for current meeting schedules.

Select / create minutes for one of the following

☐ Organisation Level ☐ Programme ☐ Sub-Programme ☐ Initiative

☐ Project ☐ Sub-Project

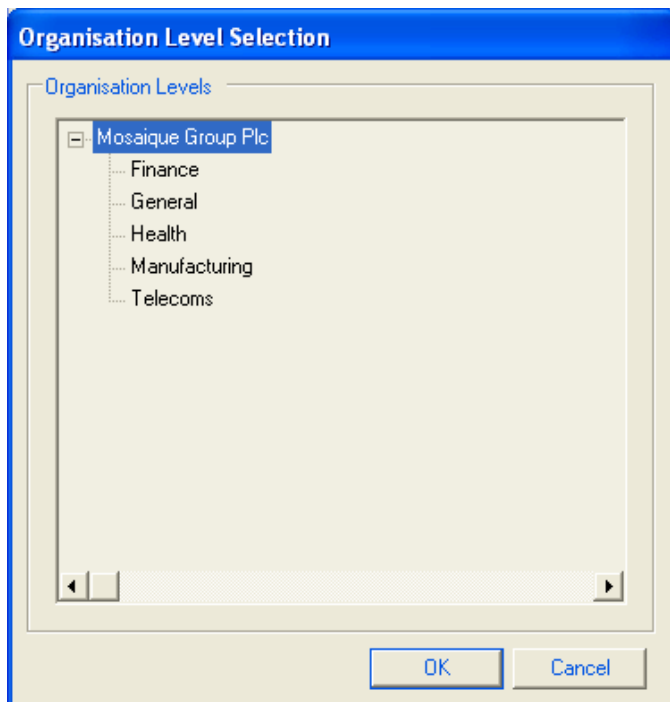
Selected

[Empty text box]

Current Meeting Schedules for Selected

Meeting Title	Frequency
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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>.

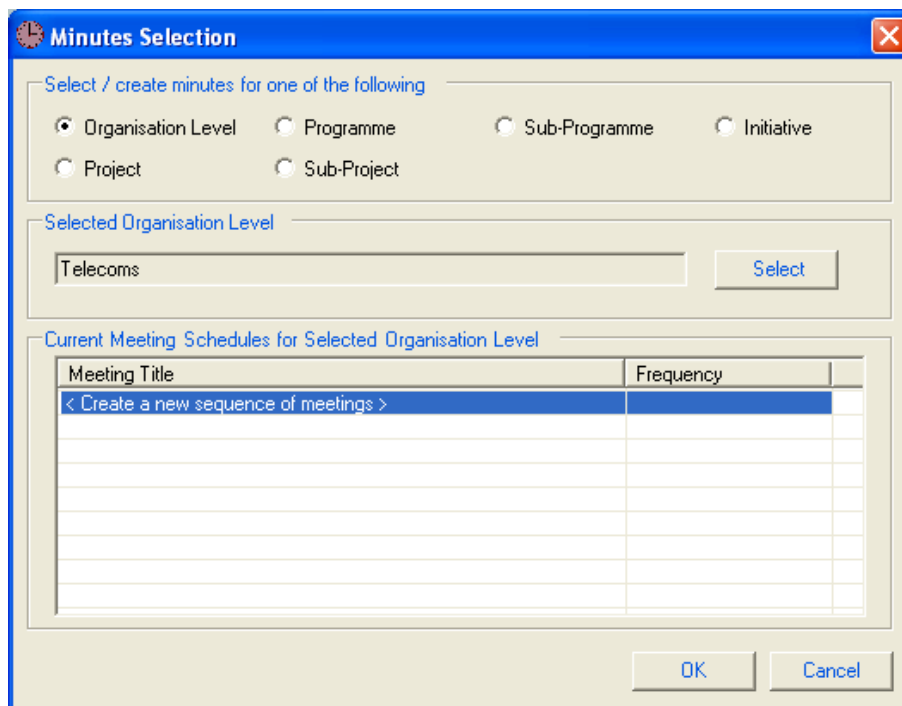


The **Organisation Level Selection** dialog box displays a tree structure of organisation levels. The 'Mosaique Group Plc' level is selected, showing its sub-levels: Finance, General, Health, Manufacturing, and Telecoms.

Organisation Levels

- [-] Mosaique Group Plc
 - Finance
 - General
 - Health
 - Manufacturing
 - Telecoms

The following screen appears:



Minutes Selection

Select / create minutes for one of the following

☒ Organisation Level
 ☐ Programme
 ☐ Sub-Programme
 ☐ Initiative
☐ Project
 ☐ Sub-Project

Selected Organisation Level

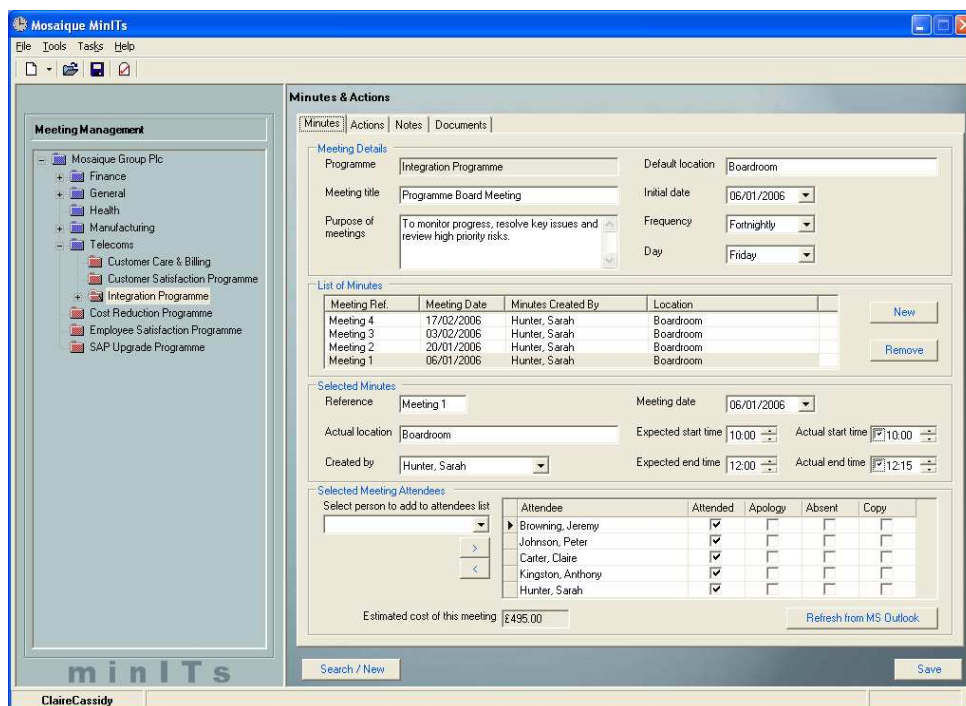
Telecoms Select

Current Meeting Schedules for Selected Organisation Level

Meeting Title	Frequency
< Create a new sequence of meetings >	

OK Cancel

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



Mosaïque MiniTs

File Tools Tasks Help

Meeting Management

- Mosaïque Group Plc
 - Finance
 - General
 - Health
 - Manufacturing
 - Telecoms
 - Customer Care & Billing
 - Customer Satisfaction Programme
 - Integration Programme
 - Cost Reduction Programme
 - Employee Satisfaction Programme
 - SAP Upgrade Programme

Minutes & Actions

Minutes | Actions | Notes | Documents

Meeting Details

Programme: Integration Programme
 Meeting title: Programme Board Meeting
 Purpose of meetings: To monitor progress, resolve key issues and review high priority risks.
 Default location: Boardroom
 Initial date: 06/01/2006
 Frequency: Fortnightly
 Day: Friday

List of Minutes

Meeting Ref.	Meeting Date	Minutes Created By	Location
Meeting 4	17/02/2006	Hunter, Sarah	Boardroom
Meeting 3	03/02/2006	Hunter, Sarah	Boardroom
Meeting 2	20/01/2006	Hunter, Sarah	Boardroom
Meeting 1	06/01/2006	Hunter, Sarah	Boardroom

New Remove

Selected Minutes

Reference: Meeting 1
 Meeting date: 06/01/2006
 Actual location: Boardroom
 Expected start time: 10:00
 Actual start time: 10:00
 Expected end time: 12:00
 Actual end time: 12:15
 Created by: Hunter, Sarah

Selected Meeting Attendees

Select person to add to attendees list

Attendee	Attended	Apology	Absent	Copy
Browning, Jeremy	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Johnson, Peter	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Carter, Claire	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Kingston, Anthony	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Hunter, Sarah	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Estimated cost of this meeting: £495.00

Refresh from MS Outlook

Search / New Save

minIts

ClaireCassidy

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.

The screenshot shows the Mosaique MiniTs application window. On the left is a 'Meeting Management' tree with folders like Finance, General, Health, Manufacturing, and Telecoms. The main area is titled 'Minutes & Actions' with tabs for Minutes, Actions, Notes, and Documents. The 'Actions' tab is active, displaying a table of actions:

Ref	Action	Actionee	Date Created	Target Date	Actual Date	Status
4/1	Set of key business objectives required from Bo...	Browning, J...	17/02/2006	03/03/2006		Open
4/2	Obtain a copy of the proposed organisation stru...	Carter, Claire	17/02/2006	03/03/2006		Open
4/3	Venue to be booked to communicate to all staff ...	Hunter, Sarah	17/02/2006	24/02/2006		Pending...
4/4	Stakeholder map to be reviewed by JB	Browning, J...	17/02/2006	10/03/2006		Open
4/5	Benefit realisation plan to be circulated to all key...	Hunter, Sarah	17/02/2006	31/03/2006		Open

Below the table is the 'Selected Action Details' form for Action Ref: 4/5 and Meeting Ref: Meeting 4. It includes fields for Action, Owner (Hunter, Sarah), Priority (High), Date created (17/02/2006), Target completion (31/03/2006), Actual completion (16/05/2006), and Status (Pending Closure). There is an 'Assign To Tasks' button. At the bottom, there is an 'Action updates' section with a table for Date and Details, showing an update on 31/03/2006: 'Plan circulated'. Buttons at the bottom include 'Generate Minutes', 'Distribute Minutes', 'New', 'Update', 'Remove', 'Search / New', and 'Save'.

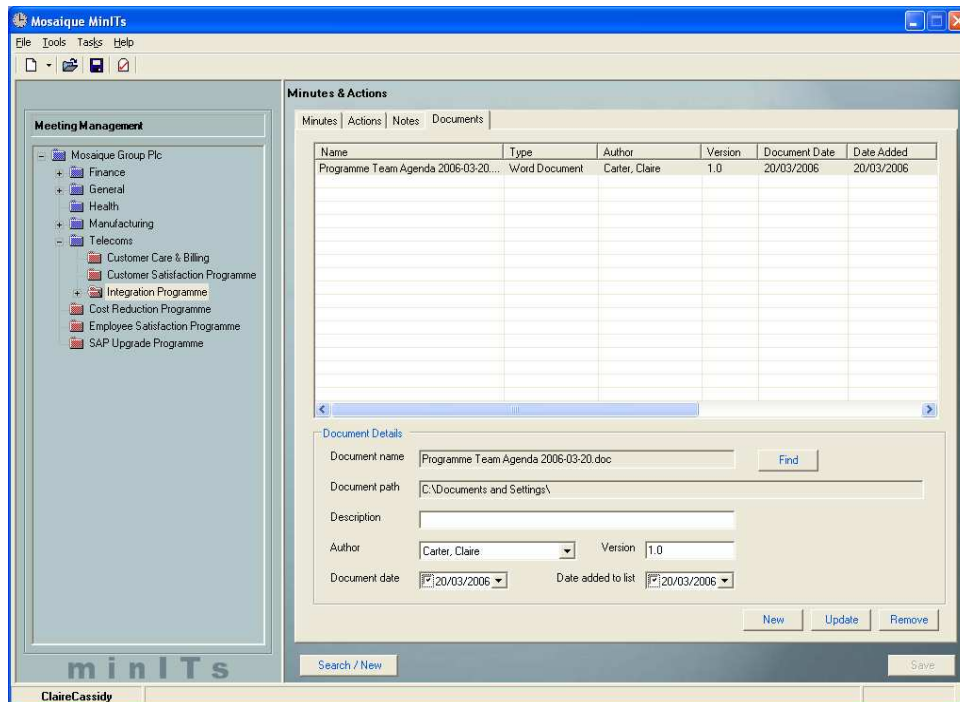
Notes

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

The screenshot shows the Mosaique MiniTs application window with the 'Notes' tab selected in the 'Minutes & Actions' section. The 'Notes' tab is active, displaying a large text area with the prompt 'Enter any notes here that you wish to appear on the minutes.' The 'Meeting Management' tree on the left is visible. At the bottom, there are 'Search / New' and 'Save' buttons.

Documents

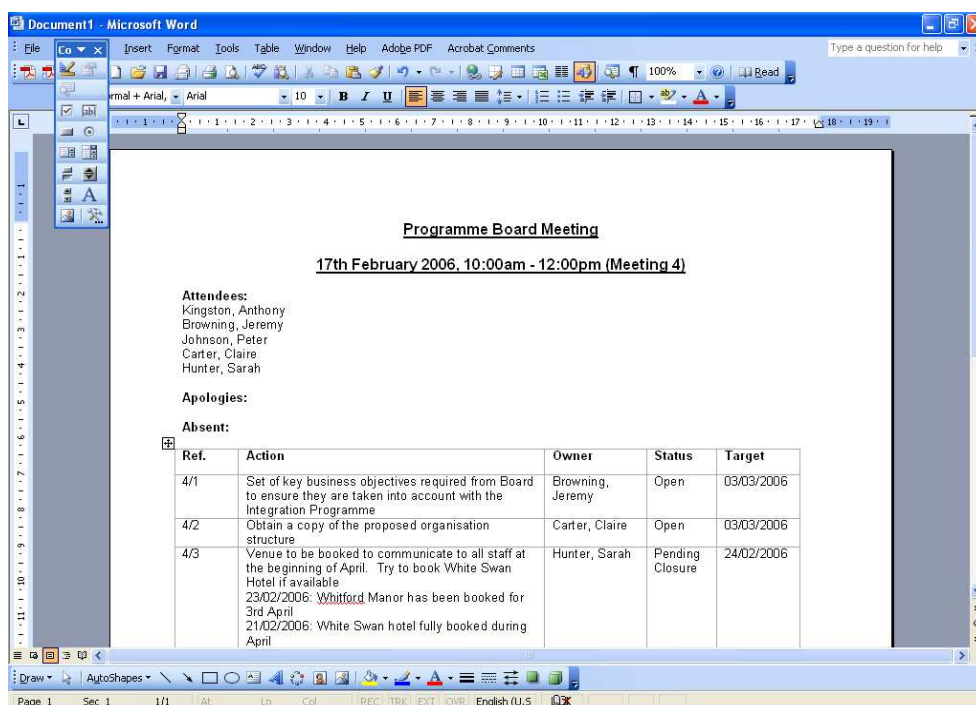
Click on the **Documents** tab if you wish to attach any documents to the meeting (e.g. the meeting agenda). To do this, click on <New>. Click on the <Find> button to locate the document, and enter the other relevant details. Then click on the <Update> button.



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@mosaiguegroup.com and we will be happy to assist you.

