

Cool Solutions

m a g a z i n e

GROUPWISE 5.2
32-BIT

SCHEDULING: USING BUSY SEARCH

TIP

Resources can be anything the system administrator has defined, for example, conference rooms, VCRs, swimming pools, and so forth.

WATCH YOUR STEP

It's easy to select the wrong resource name when you can't remember what it is called.

You can see a list of all resources in the Address Book by clicking View ▶ Predefined Filters ▶ Filter for Resources.

TROUBLESHOOTING

If you do a Busy Search and a name in your list is crossed out, the Address Book entry for the person is invalid. This may occur for a short while after a person moves from one post office to another.


You need to schedule a meeting, a luncheon, a field trip, whatever. Who's available? When can everyone come?

Can you get that room with the big round table?...

You know the routine all too well. Don't sweat it!

Use Busy Search.

BASIC SCHEDULING OF PEOPLE AND THINGS

1. Click  on the toolbar in the Main Window.
2. Click Address.
3. Double-click the names of all the people and resources you want at the meeting.
4. Click OK.
5. Type the first possible day for the meeting.
6. Type the meeting's duration, place, subject, and any other meeting information.
7. Click Busy.


The dialog box that displays shows all the people and resources you selected on the left side, and a range of time on the right side. The shaded areas show when the people and resources are already scheduled. The open areas show when the people and resources are available.

8. Drag the black-outlined rectangle (showing the duration of your appointment) to the time you want to schedule the meeting, or click Auto-Select to have GroupWise choose the first available free time.
9. Click OK ▶ Send.

FINDING OUT WHAT'S GOING ON DURING THOSE SHADED TIMES

Busy Search shades blocks of time when people are unavailable, but you might want a little more information. Maybe a lunch could be moved to accommodate a more important meeting—maybe

that golf practice wasn't so vital after all! The key is to have Appointment Read rights for the people you're scheduling. Once users give you

Appointment Read rights, Busy Search results for them will display  to the left of their names.

When you click a shaded area across from a name, additional information about the appointment, such as Place, Subject, and From appears.

Instruct the people you commonly schedule to do the following.

1. Click Tools ▶ Options.
2. Double-click Security ▶ click the Proxy Access tab.
3. Type a username in the Name box ▶ click Add User. Repeat this for each user.
4. In the Access List box, Shift+click to select all the names in the list.
5. In the Access Rights group box, select the Read check box next to Appointments.

Access rights		
Mail/phone:	<input type="checkbox"/> Read	<input type="checkbox"/> Write
Appointments:	<input checked="" type="checkbox"/> Read	<input type="checkbox"/> Write
Reminder notes:	<input type="checkbox"/> Read	<input type="checkbox"/> Write
Tasks:	<input type="checkbox"/> Read	<input type="checkbox"/> Write

6. Click OK.

One way to convince people to give you Appointment Read rights is to stress that they can still have their privacy. If they mark appointments Private (click the appointment ▶ Actions ▶ Mark Private), private appointments will still be...well, private!

BUSY SEARCHING BUT NOT SCHEDULING EVERYONE

You might want to do a Busy Search on four different conferences rooms to see which one is available, but once you make your decision, you

only want to schedule one of them. Invite to Meeting in Busy Search saves you time as you perform this task.

1. Perform a Busy Search for all the people you want to invite and all the conference rooms you want to inquire about.
2. In Busy Search, once you have seen which conference room is available when you need it, click Invite to Meeting at the top of the dialog box.
3. Click a room you want to remove ▶ press Delete. Repeat this for each room.
4. Click OK ▶ wait for the Busy Search to recomplete.
5. Select the time you want ▶ click OK ▶ Send.

BUSY SEARCHING ON A SELECTED FEW

Sometimes you invite some additional people to a meeting who are not vital to the agenda. Perhaps they are needed more elsewhere, but it would be nice if they came. Or perhaps you just want to let them know you're having the meeting, but they don't need to come. You can check the schedules of a selected few by using Available Times.

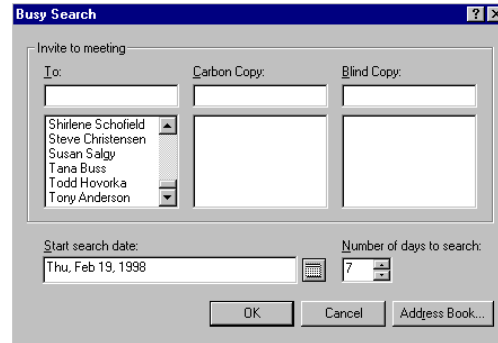
1. Perform a Busy Search.
2. In Busy Search, click the Available Times tab.
3. Deselect the check boxes next to the people who don't need to be included in the Busy Search.
4. Drag the black-outlined rectangle (showing the duration of your appointment) to the time you want to schedule the meeting, or click Auto-Select to have GroupWise choose the first available free time.
5. Click OK ▶ Send.

CHECK BUSY SEARCH BEFORE FILLING OUT THE APPOINTMENT

You can do a Busy Search before you actually fill out the appointment. Maybe you want to do an

initial check to save time in case no one is available.


1. Click Tools ▶ Busy Search.



2. Type usernames and resources in the To box. You can also use the Address Book button in the lower-right corner.
3. Type the Start Search Date and the Number of Days to Search ▶ click OK.
4. Click a time ▶ Request Meeting.
5. Type the Place, Subject, and Message of the appointment ▶ click Send.

SUCCESSFUL BUSY SEARCHING

Busy Search will be more successful if your co-workers have their schedules accurately represented in their Calendar. Encourage each other to schedule personal appointments for times you will be unavailable. To schedule a personal appointment,

1. Click the arrow on the right of  on the toolbar in the Main Window ▶ click Personal Appointment.
2. Type a subject, a place (optional), and a message (optional).
3. Type the start date, start time, and duration.
4. Click OK.

READING LIST

- See Schedule Meetings Without Leaving Your Desk in the Cool Solutions Vault