



Managing Meetings With Zerista

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Managing Meetings with Zerista

- Creating a meeting (user)
- Updating a meeting (user)
- Deleting a meeting (user)

Creating a meeting (user) Step 1

- Login to Zerista (Ice-13.zerista.com)
- Click on “Attendees”

The screenshot shows the Linaro Connect Europe 2013 website. The header features the event title "Linaro Connect Europe 8th - 12th July 2013" and the location "The Burlington Hotel- Dublin, Ireland". Below this is the slogan "BUILDING THE FUTURE OF Linux on ARM" and a colorful circuit board graphic. The navigation menu includes "Home", "Attendees", "Sessions", "Speakers", "Demonstrators", "Chat", "My Page", and "Logout". A search bar is located below the navigation. The main content area is divided into a left sidebar with navigation links (Messages, Meetings, Schedule, Contacts, Demonstrators) and a central "Chatter News" section. The "Chatter News" section includes a message input field, an "Update" button, and social media sharing icons. Below the input field are two news items: one by Leslie Hawthorn about a keynote speaker announcement, and another by Benoit Cousson about checking in at the Guinness Store House. On the right side, there is an "Updated Profiles" section showing four user profile cards for Scott Bambrough, Stephen Boyd, Ian Cambell, and Kim Phillips.

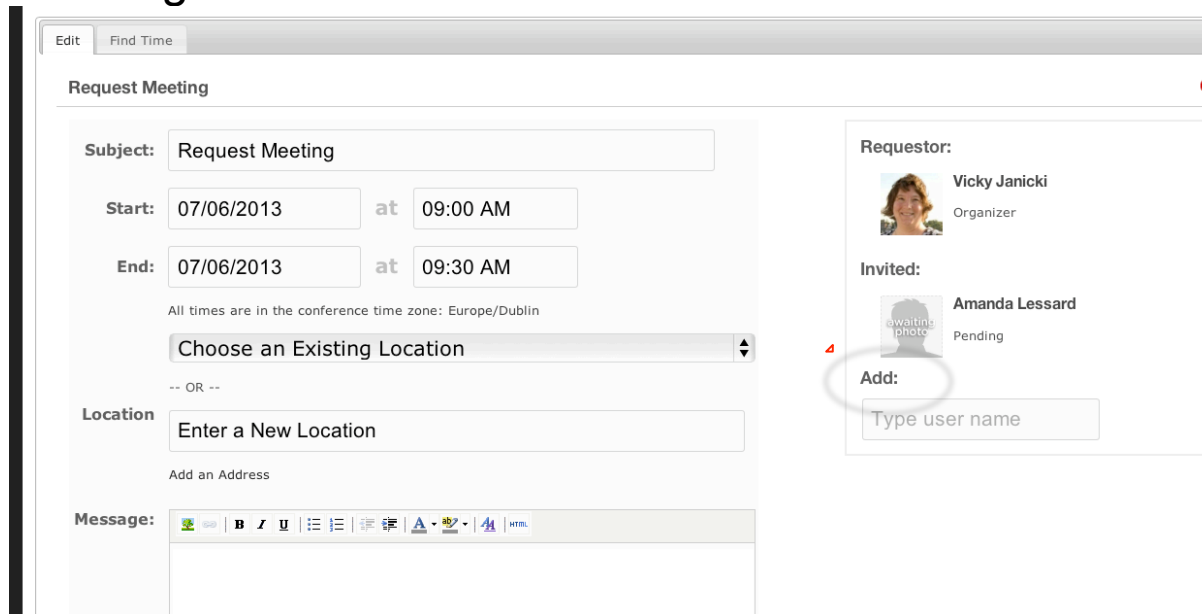
Creating a meeting (user) Step 2

- Search for an attendee
- Click on the “+” icon to invite to a meeting

The screenshot shows a web application interface for searching attendees. At the top, there is a navigation bar with links for Home, Attendees, Sessions, Speakers, Demonstrators, Chat, My Page, and Logout. Below the navigation bar, there is a search bar with the text "amanda" entered. To the right of the search bar is a "Clear" button. Below the search bar, there is a "Show Advanced Search" link. The main content area is divided into two sections. On the left, there is a "Filter By Last Name" section with a grid of letters from A to Z, and a "Filter By" section with a dropdown menu showing "Android" and "Automation And Validation". On the right, there is a search results section. It shows "YOUR SELECTIONS: SEARCH: AMANDA" and "1 RESULT". Below this, there is a "Sort By" section with options: LAST NAME, UPDATED, COMPANY, TITLE, and COUNTRY. To the right of the sort options is a "PRINT" button. The search result shows a profile for "Amanda Lessard" with a placeholder for a photo and a "0" next to it. To the right of the profile, there is a "NETWORKS" section with the text "None yet." and a "4" next to it. At the bottom right of the profile, there is a calendar icon with a "+" sign inside a circle, indicating an option to add the attendee to a meeting.

Creating a meeting (user) Step 3

- Add additional invitees by typing the name in the Add box and selecting from the list given.
- Enter Meeting Title, start/end and agenda if one
- Select an existing meeting room starting with “B”.
- Click “Create”. Note that invitees will have status of “Pending” until they accept the meeting.



The screenshot shows a web interface for creating a meeting. The main form is titled "Request Meeting" and contains the following fields:

- Subject:** Request Meeting
- Start:** 07/06/2013 at 09:00 AM
- End:** 07/06/2013 at 09:30 AM
- All times are in the conference time zone: Europe/Dublin
- Location:** Choose an Existing Location (dropdown menu)
- OR --
- Location:** Enter a New Location (text input)
- Add an Address
- Message:** (Rich text editor with icons for bold, italic, underline, list, link, image, etc.)

On the right side, there is a sidebar with the following information:

- Requestor:** Vicky Janicki (Organizer)
- Invited:** Amanda Lessard (Pending)
- Add:** Type user name (text input)

A red circle highlights the "Add:" field in the sidebar.

Creating a meeting (user) Using Find Time

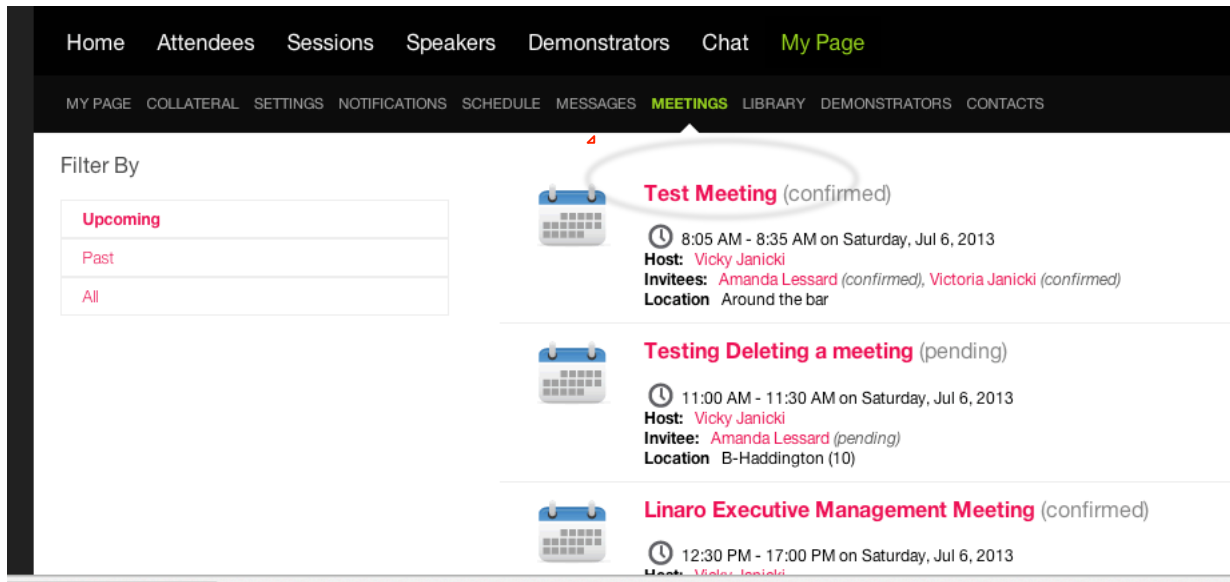
- Use the Find Time Tab to see when the invitees are free.

The screenshot displays a web application interface for meeting scheduling. At the top, a navigation bar includes links for Home, Attendees, Sessions, Speakers, Demonstrators, Chat, and My Page. Below this, a tabbed interface shows 'Edit' and 'Find Time' tabs, with 'Find Time' being the active tab. The main area is a calendar grid for two attendees: Amanda Lessard and Vicky Janicki. The time slots range from 08:00 AM to 10:30 AM. A grey 'Unavailable' block is shown for Vicky Janicki from 08:00 AM to 08:30 AM. A grey 'Meeting' block is shown for Amanda Lessard from 09:00 AM to 09:30 AM.

Time	Amanda Lessard	Vicky Janicki
08:00 AM		Unavailable
08:30 AM		
09:00 AM	Meeting	
09:30 AM		
10:00 AM		
10:30 AM		

Updating a meeting (user)

- Find your meeting by clicking on the meeting tab when on your Zerista home page or from My Page and then click on meetings
- Click the title of the meeting. Edit the meeting information and click “Update”. Click the black X to exit edit mode.



The screenshot shows the 'My Page' interface with a navigation bar at the top containing 'Home', 'Attendees', 'Sessions', 'Speakers', 'Demonstrators', 'Chat', and 'My Page'. Below this is a secondary navigation bar with 'MY PAGE', 'COLLATERAL', 'SETTINGS', 'NOTIFICATIONS', 'SCHEDULE', 'MESSAGES', 'MEETINGS', 'LIBRARY', 'DEMONSTRATORS', and 'CONTACTS'. The 'MEETINGS' tab is active. On the left, there is a 'Filter By' section with three options: 'Upcoming', 'Past', and 'All'. The main content area displays a list of meetings:

- Test Meeting** (confirmed)
8:05 AM - 8:35 AM on Saturday, Jul 6, 2013
Host: Vicky Janicki
Invitees: Amanda Lessard (confirmed), Victoria Janicki (confirmed)
Location: Around the bar
- Testing Deleting a meeting** (pending)
11:00 AM - 11:30 AM on Saturday, Jul 6, 2013
Host: Vicky Janicki
Invitee: Amanda Lessard (pending)
Location: B-Haddington (10)
- Linaro Executive Management Meeting** (confirmed)
12:30 PM - 17:00 PM on Saturday, Jul 6, 2013
Host: Vicky Janicki

Deleting a meeting (user)

- Find your meeting by clicking on the meeting tab when on your Zerista home page or from My Page and then click on meetings
- Click the title of the meeting. Click the Red X and confirm you want to delete the meeting.

Home Attendees Sessions Speakers Demonstrators Chat My Page Logout

Edit Find Time

Edit Meeting

This meeting was created on Jun 27, 2013, 20:28 PM (Europe/Dublin)

Subject: Testing Deleting a meeting

Start: 07/06/2013 at 11:00 AM

End: 07/06/2013 at 11:30 AM

All times are in the conference time zone: Europe/Dublin


B-Haddington (10)

-- OR --


Location Enter a New Location

Add an Address

Requestor:

 **Vicky Janicki**
Organizer

Invited:

 **Amanda Lessard**
Pending

Add:

Type user name