Main page: Cisco Unified MeetingPlace, Release 7.0

Up one level: Using MeetingPlace Conference Manager

Note: To use the MeetingPlace Conference Manager, you must have either System Manager or Attendant privileges.

Caution!! To avoid system issues, we recommend that you limit the usage of concurrent Conference Manager sessions.

Contents

- 1 Modifying the Panes on the Search Page
  - 1.1 Procedure
- 2 Finding All In-Session and Currently Scheduled Meetings
  - 2.1 Procedure
- 3 Finding a Meeting by Using an Advanced Search Query
  - 3.1 Before You Begin
  - 3.2 Procedure
- 4 Filtering the Search Results List
  - 4.1 Before You Begin
  - 4.2 Procedure
  - 4.3 Troubleshooting Tips

Modifying the Panes on the Search Page

When you first log in to a server, you will see the Search For Meeting page. This page is divided into two configurable panes. Complete this procedure to modify the panes.

Procedure

To	Do This
Resize the two search panes.	Use your mouse to move the divider between the two panes.
Hide a search pane.	Click the arrow at the top of the divider to either hide or show a given pane.

Finding All In-Session and Currently Scheduled Meetings

MeetingPlace Conference Manager comes with two predefined search queries: to search for all in-session meetings, and to search for all of today's meetings. When you submit a query, your search results appear in the right pane.

Procedure

To	Do This
Find all of the meetings taking place right now.	Click the **In-Session Meetings** link.
Find all of the meetings scheduled to take place today.	Click the **All Today's Meetings** link.

Finding a Meeting by Using an Advanced Search Query

An advanced search query allows you to search for meetings by using one or several variables: Meeting ID number, Scheduler ID number, meeting subject, date interval or meeting state.

The search is not case-sensitive.

Before You Begin

- Make sure that you are on the Search For Meeting page of the server that you want to search.
- If you are logged in to multiple servers, you can navigate between them by choosing the server from the Server drop-down list on the main page.

Procedure

1. Enter information for at least one search parameter on the Search For Meeting page.
   - Scheduler ID, Subject, and Meeting ID are not case-sensitive.
   - Click the calendar icon to choose your From and To dates.
   - A meeting day is defined as beginning at 12:00 AM and ending at 11:59 PM.
   - Make sure that you check at least one meeting state: Not Started, Ended, Waiting, or In Session.
2. Click **Search**.

   Search results appear in the right pane.

Filtering the Search Results List

After you have completed a search, you can filter the results to obtain a smaller list of search results. Filtering occurs dynamically as you choose your filter attributes.

Before You Begin

Search for a meeting. See either Finding All In-Session and Currently Scheduled Meetings or Finding a Meeting by Using an Advanced Search Query for instructions.

Procedure

1. Look at the right pane of the Search For Meeting page.
2. Choose an attribute from the Filter drop-down box.
3. Enter a value in the "contains" field.
    - ♦ If you choose "In a Date Range" as your filter, indicate a From and To date range.
4. Check one or more meeting states: Not Started, Ended, Waiting, or In Session.

Troubleshooting Tips

- To sort the list of search results, click the heading of the column by which you want to sort your results.
- To return to an unfiltered list, clear the text fields.