Manuals+ — User Manuals Simplified.

BRTSys
PANL Room Manager

BRTSys PANL Room Manager Instruction Manual

Contents

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Product Information

Specifications:

- **Product Name**: PRM Outlook Add-In
- **Version:** 2.0 (Ver.2.6.0-3.2.0)
- **Document Version**: 2.0
- **Issue Date:** 04-07-2024

Product Usage Instructions

About This Guide
This guide explains the usage of PRM Outlook Add-Ins. The screenshots used are for illustration purpose only.

Intended Audience
The intended audience will be System Integrators, Technical / Administrative users who will assist in realizing the capabilities, functions, and the full benefits of the product.

Document References
Document references provide additional information on related topics such as Introduction, Installation and Configuration, PRM Management Console, PRM and PanLHub Supervisor Console, and PanL PD100 Touch Display.

Getting Started with Outlook Add-In
The PRM Outlook Add-In provides an alternative option for users to view and book room(s) from the calendar aside from the PanL display or through Outlook Web Access. Users can also view room info and include catering or equipment ordering when sending meeting requests.

Installing Outlook Add-In

1. Extract or unzip the PRM- Add-In package file provided and execute the .exe file. Ensure that .net framework v4.7.2 or newer is preinstalled. The installer can be found in the DotNetFX472 folder. Click setup.

2. If the updated Outlook Add-In version is already installed, then an appropriate message is displayed. Click

[Close].

3. **For Outlook Add-In Update:** To install a new updated version if the previous Outlook add-in version is already installed, uninstall it from installed programs under Control Panel and follow the same steps to install a new Outlook Add-In version.

FAQ

- **Can I use the Outlook Add-In without an internet connection?**
  Yes, you can use the Outlook Add-In to view and book rooms offline. However, some features like catering or equipment ordering may require an internet connection.
- **Is technical support available for installing the Outlook Add-In?**
  Yes, technical support is available to assist with the installation of the Outlook Add-In if needed. Please refer to the product support documentation for contact information.

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Note

1. Ensure the firmware version and package version number are up-to-date and update/upgrade accordingly.
2. For more information about the latest version and compatibility, contact the BRT Systems sales/support.

Document References

| Document Name	Document Type	Format
BRTSYS_AN_037_PRM User Guide - 1. Introduction	Application Note / User Guide	PDF
BRTSYS_AN_038_PRM User Guide - 2. Installation and Configuration		
BRTSYS_AN_039_PRM User Guide - 3. PRM Management Console		
BRTSYS_AN_040_PRM User Guide - 4. PRM and PanLHub Supervisor Console		
BRTSYS_AN_042_PRM User Guide - 6. PanL PD100 Touch Display		

Getting Started with Outlook Add-In

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v4.7.2 or newer is preinstalled. The installer can be found in the DotNetFX472 folder. Click setup.
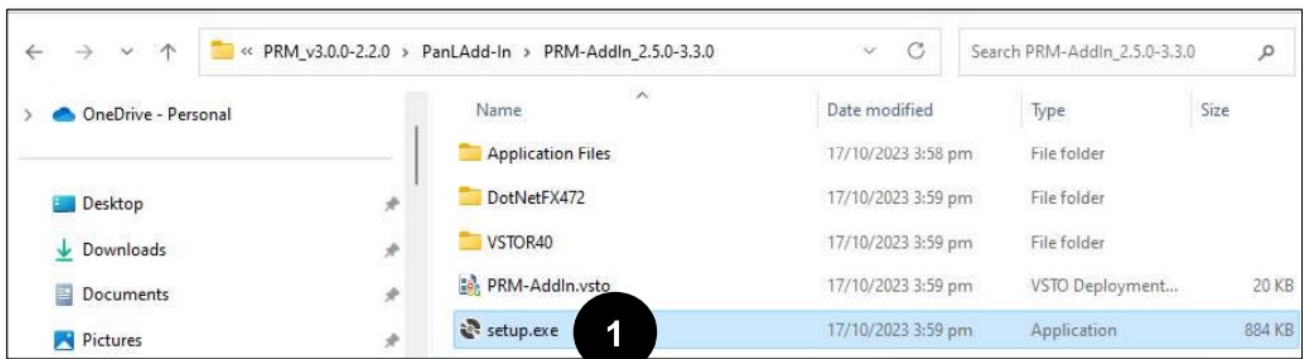

For Outlook Add-In Update: To install a new updated version if previous Outlook add-in version is already installed, uninstall it from installed programs under Control Panel and follow the same steps to install a new Outlook Add-In version.
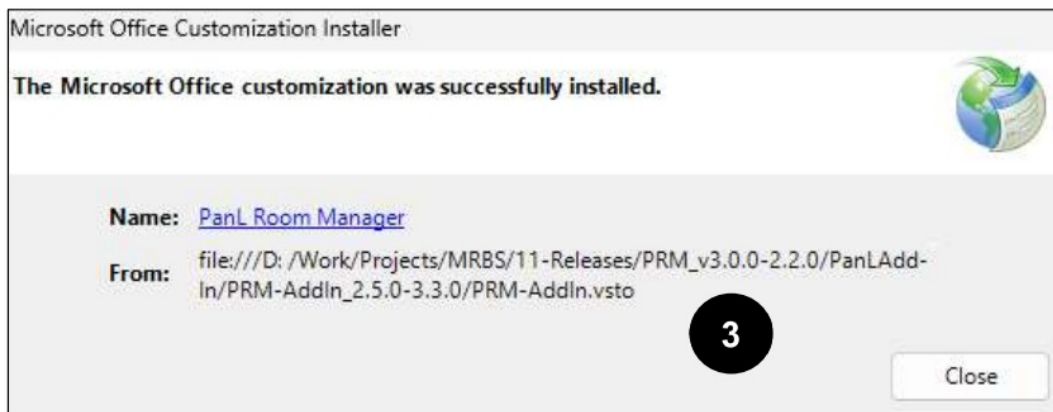
2. If the updated Outlook Add-In version is already installed, then an appropriate message is displayed. Click [Close].
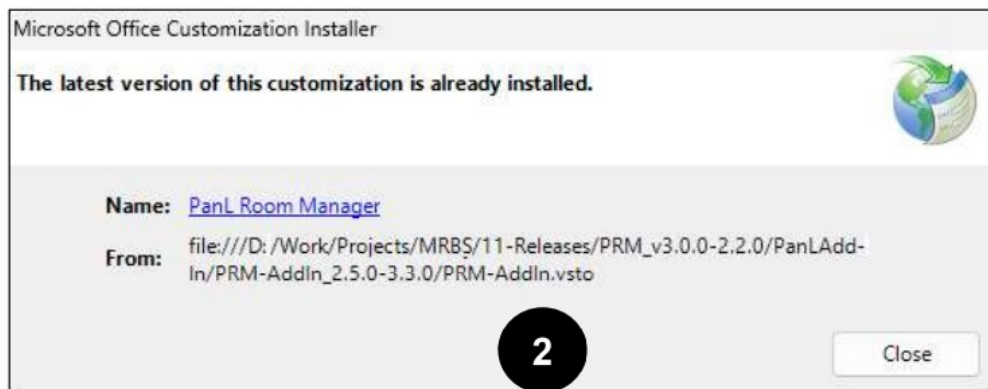

If the Outlook Add-In is installed for the first time, the Microsoft Office Customization Installer window is displayed, click [Install].
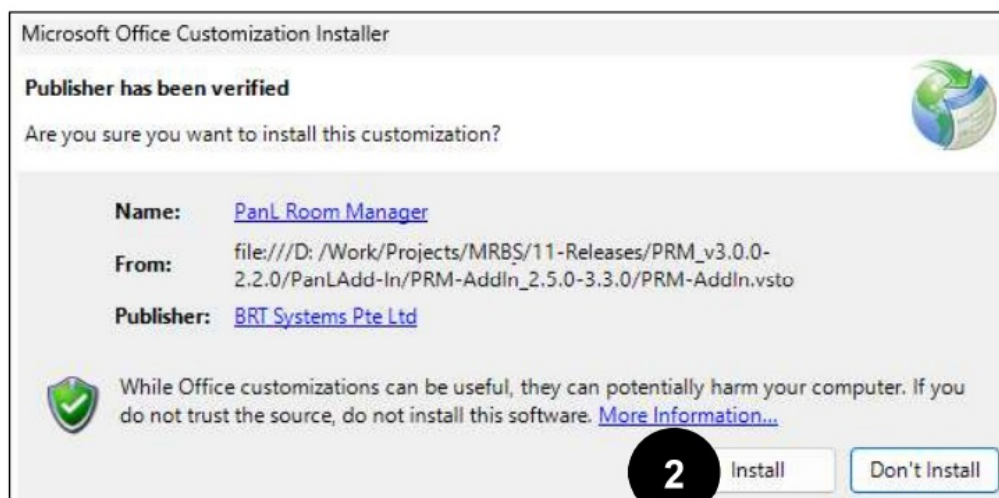
3. Upon successful installation, an appropriate message indicating the same is displayed. Close the message window and restart Microsoft Outlook for the add-in to take effect.

Microsoft Office Customization Installer

The Microsoft Office customization was successfully installed.

Name: PanL Room Manager

From: file:///D: /Work/Projects/MRBS/11-Releases/PRM_v3.0.0-2.2.0/PanLAdd-In/PRM-AddIn_2.5.0-3.3.0/PRM-AddIn.vsto

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Close

4. To verify if Add-In is successfully installed, click File Options. The Outlook Options window is displayed. Click on Add-Ins tab and verify whether PanL Room Manager is displayed as part of the Active Application Add-Ins.
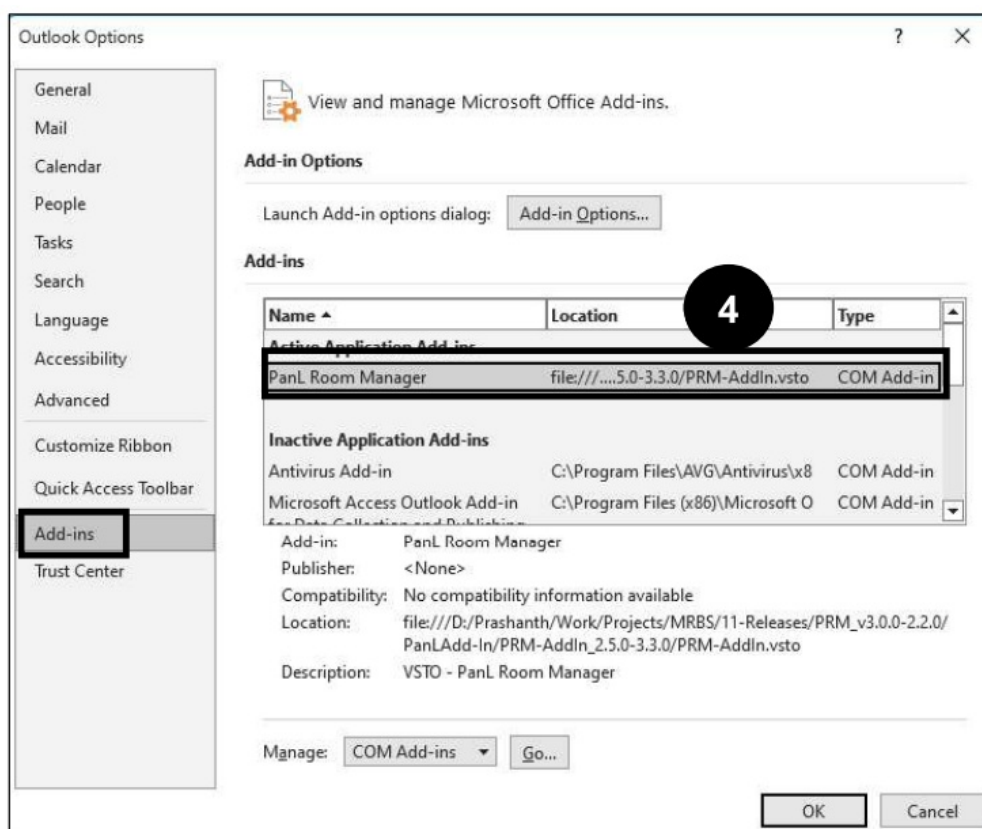
Note:

1. The PRM tab may not appear as part of the menu after installation due to Outlook disabling the Add-In. This issue can be resolved by removing PRM Add-Ins from Outlook's blacklist. In Outlook, go to File > Manage COM Add-ins. Under PanL Room Manager, click the "Options" dropdown, select "Always enable this add-in" and click "Apply".

2. Ensure your default internet browser is configured correctly in order to view the PanL Room Manager, BRTSystems Pte Ltd and More Information links

Configure Outlook Add-In
Upon installing the Add-In and restarting Outlook, the PRM Add-In functions should appear as part of the ribbon menu.
To configure the Add-In Settings

1. From the outlook ribbon, click PRM New Meeting to view the PRM Add-In Meeting interface.
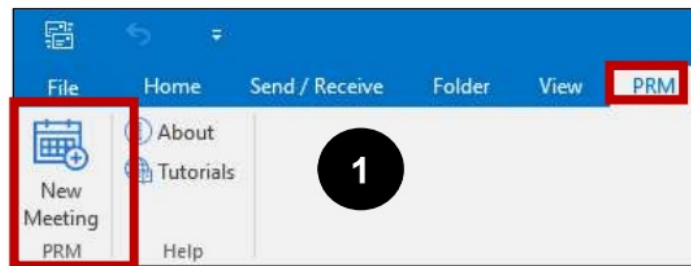
2. Go to Settings.

3. The Settings interface is displayed with the PRM Server details (if available).
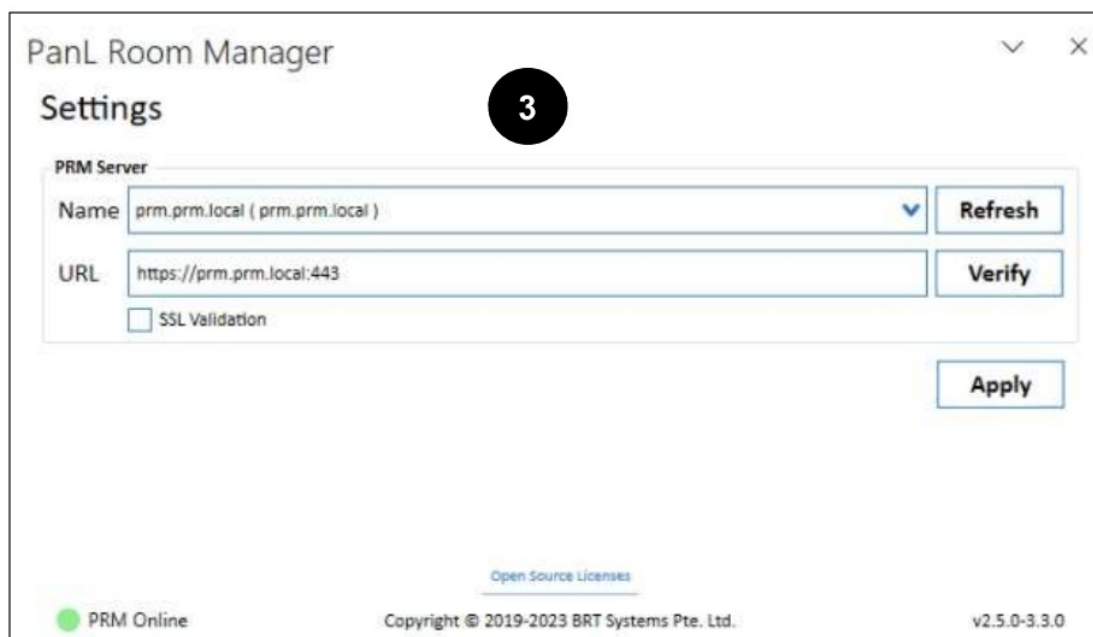
4. To select a different PRM Server, click on the dropdown control.
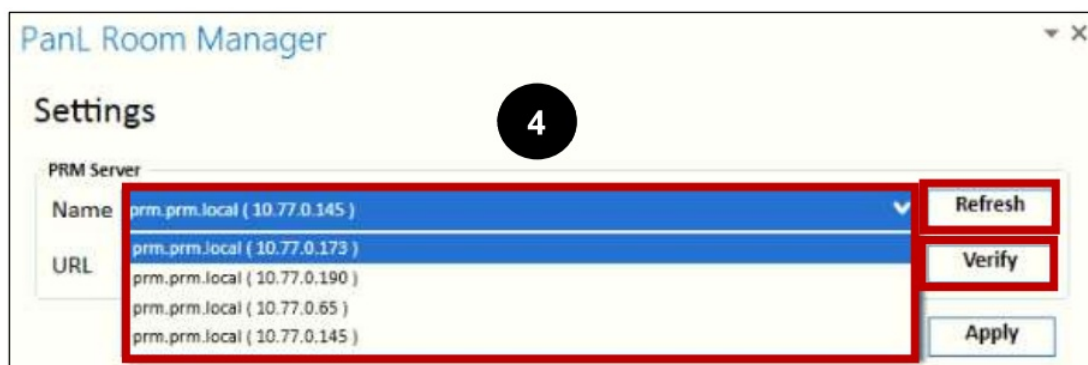
- If the PRM Server details are not available as part of the dropdown list, then click on [Refresh] to discover the PRM Server in the network. Once it is discovered, select the required PRM Server from the dropdown

list.

- If the PRM Server still could not be discovered, enter the PRM Server URL manually and click [Verify] to verify the connection. Upon successful verification, an appropriate message indicating the same is displayed.
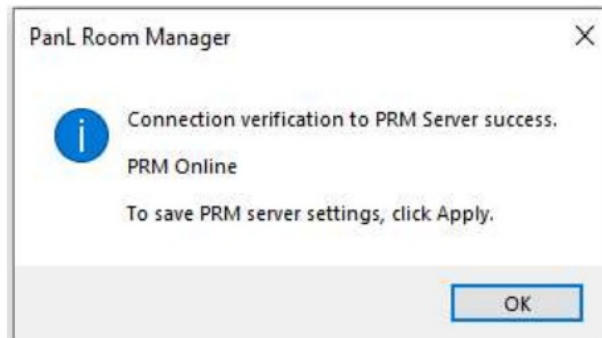
- Select the SSL Validation checkbox to enable validation of the server certificate by the clients. By default, the checkbox is unchecked indicating that the validation is disabled.

5. Click [Apply] to save the changes (if any).
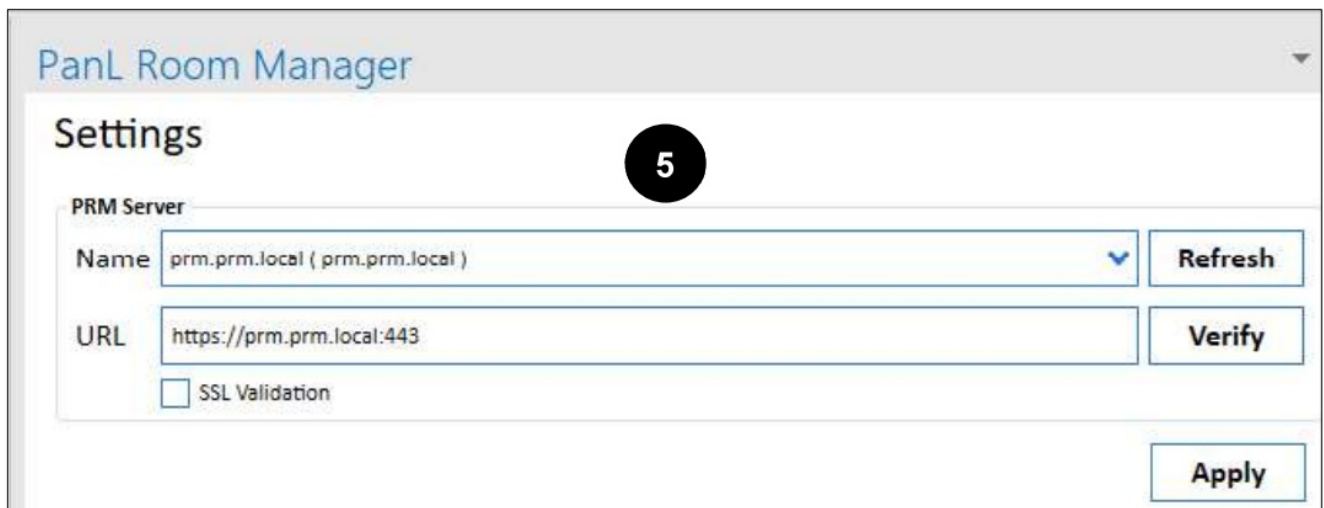
Login to PRM
To login to PRM

1. From the PRM ribbon, click Login.
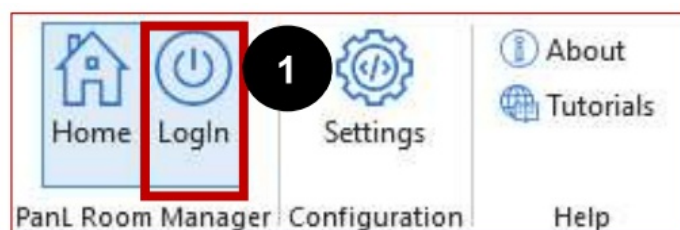
2. The PanL Room Manager login interface is displayed. To switch to a different PRM Server, click on the hyperlink or [Change] to access the settings interface. Alternatively, upon selecting a different PRM Server (if any) and clicking [Change] will also switch back to the settings page.
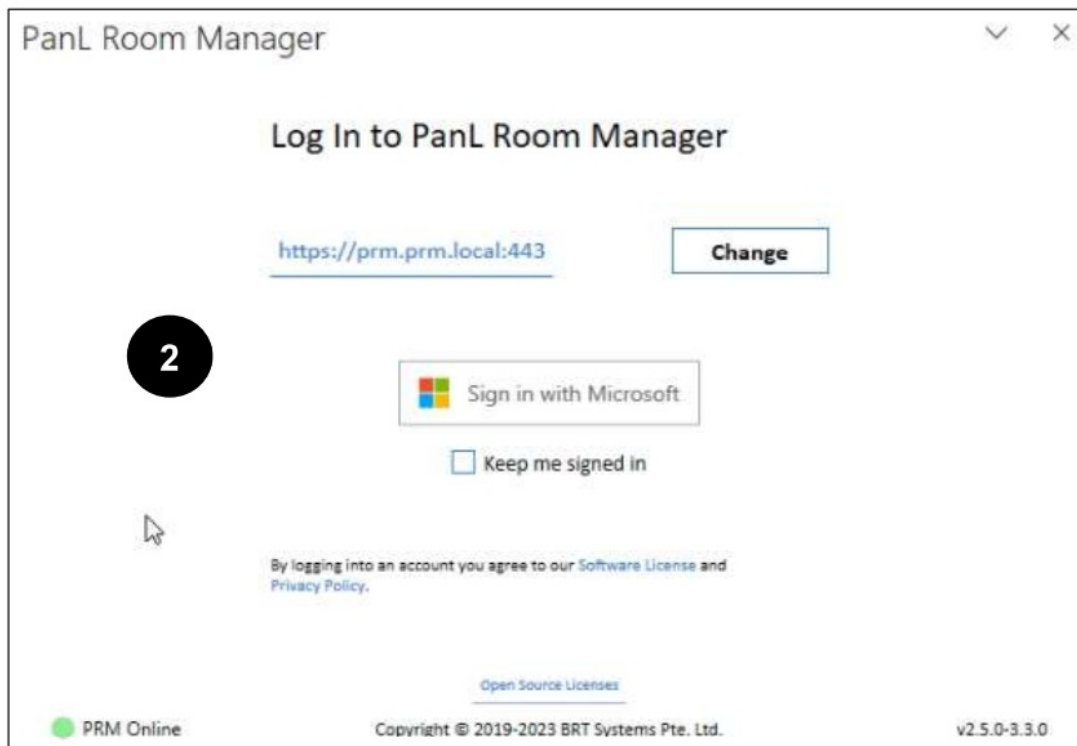
3. Click [Sign in with Microsoft] to login with the Microsoft account. Pick an existing account. Alternately, click Use another account to select another account.
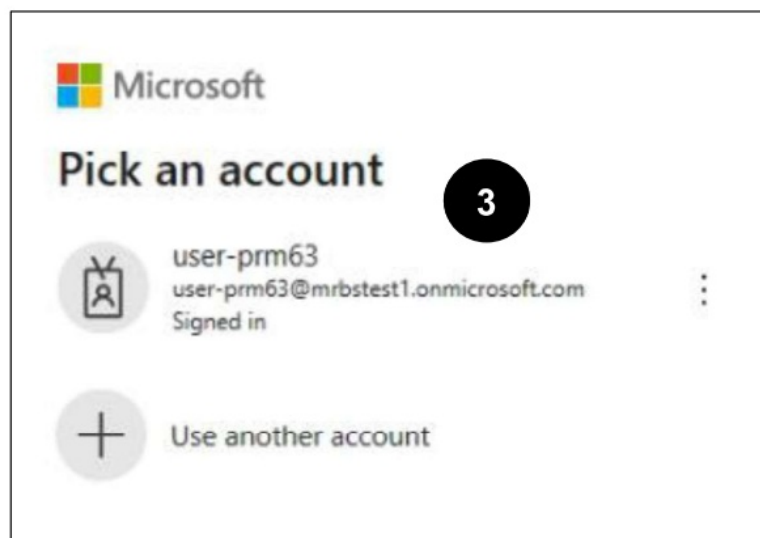
Upon successful login, the Meeting Room booking interface is displayed.

Booking Meeting Room
To schedule a meeting and add rooms/equipment/catering items

1. From the PRM ribbon, click Meeting.
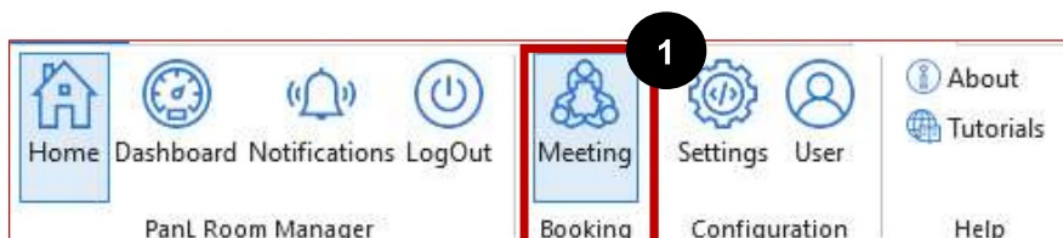
2. The Book Meeting Items interface is displayed.

3. Add Meeting Room (s) / Equipment / Catering Item (s) to the meeting appointment using the steps given below
   - To add room(s),
     - To select room(s), click on the checkbox available next to the room name.

     - The meeting room information will be displayed.

○ The newly added room is displayed as part of the meeting appointment window.

- **To add equipment(s),**
    ○ Click on Equipment tab. A list of equipment (if any) is displayed. The search box can be used to search for the desired equipment. Click on the checkbox and select the required equipment.
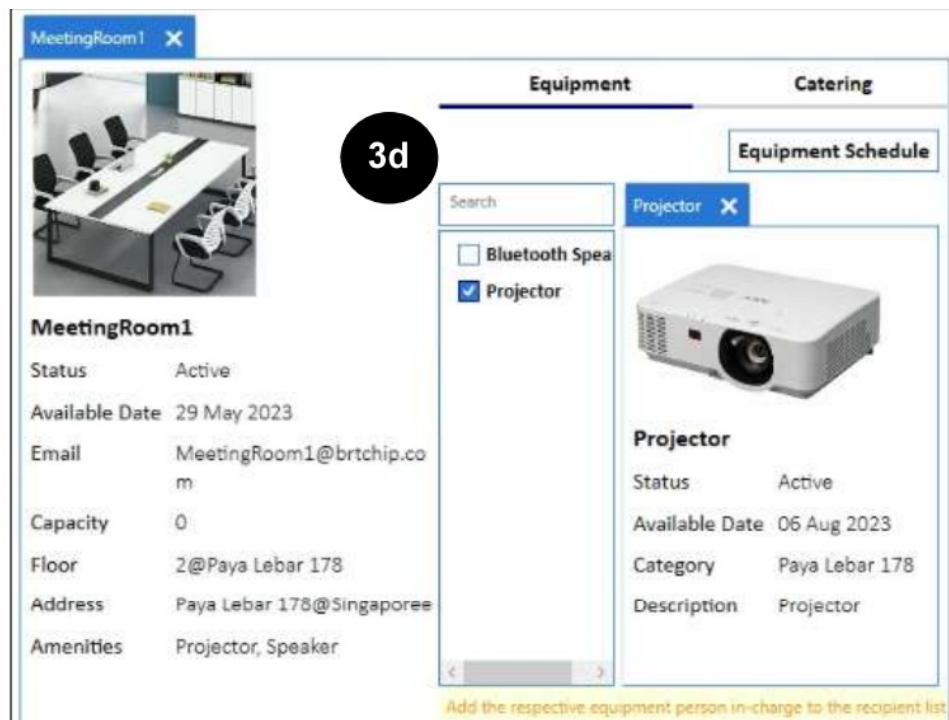
- Click on [Equipment Schedule] to view the equipment calendar and check for the availability.
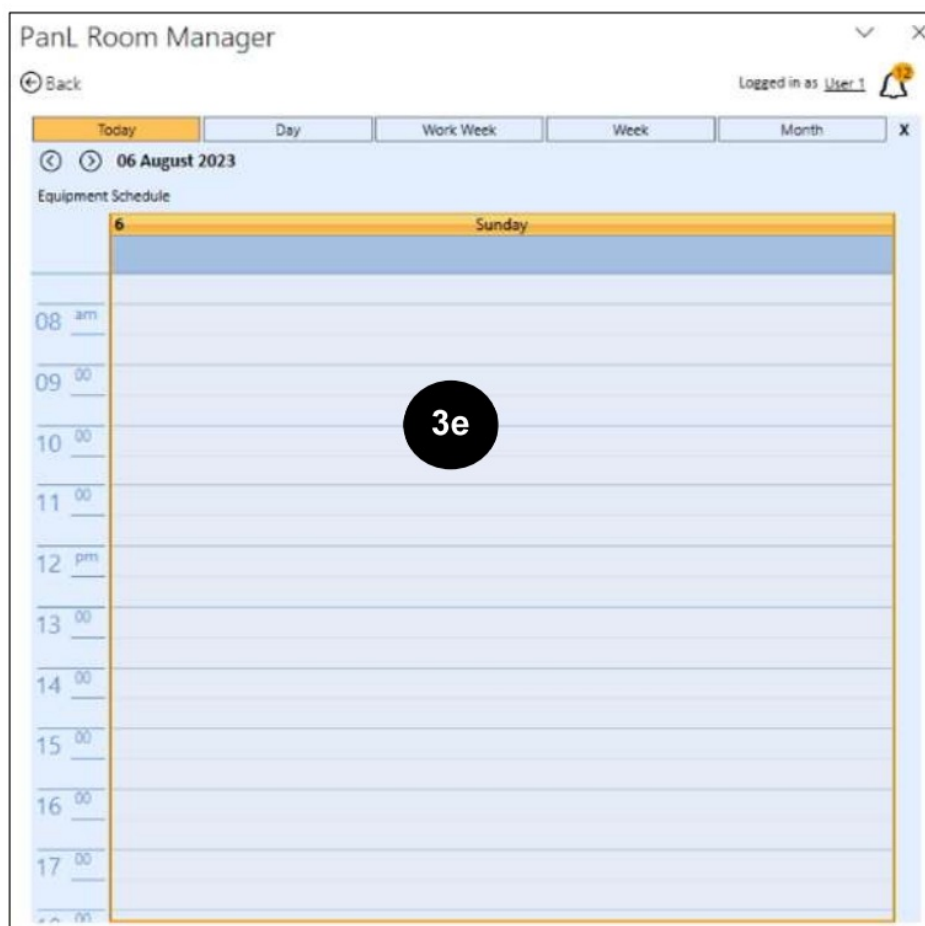
- **To add Catering Items,**

  Click on Catering tab. A list of catering items (if any) is displayed. The search box can be used to search for the desired catering item. Click the checkbox and select the required catering item. Select the required quantity.

4. Upon adding the required room(s) / equipment(s) / catering item(s) to the meeting invitation, select the Meeting Start Time / End Time; enter the Meeting Subject / Meeting Agenda and click [Send]. An email notification will be sent to the list of participants/attendees.


Dashboard

The PRM dashboard displays insightful statistical information on a weekly, monthly, or yearly basis specific to the login user.

To view the dashboard,
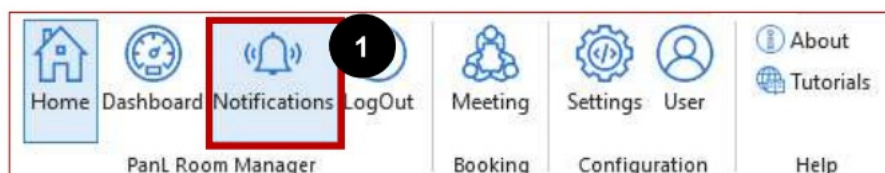
1. From the PRM ribbon, click Dashboard.

2. The User Dashboard interface is displayed. This interface provides the meeting statistics Booking details, if any, on a daily/weekly/monthly basis and a pictorial representation of the statistical data. It also displays the Quota Consumption (Room Quota / Equipment Quota).
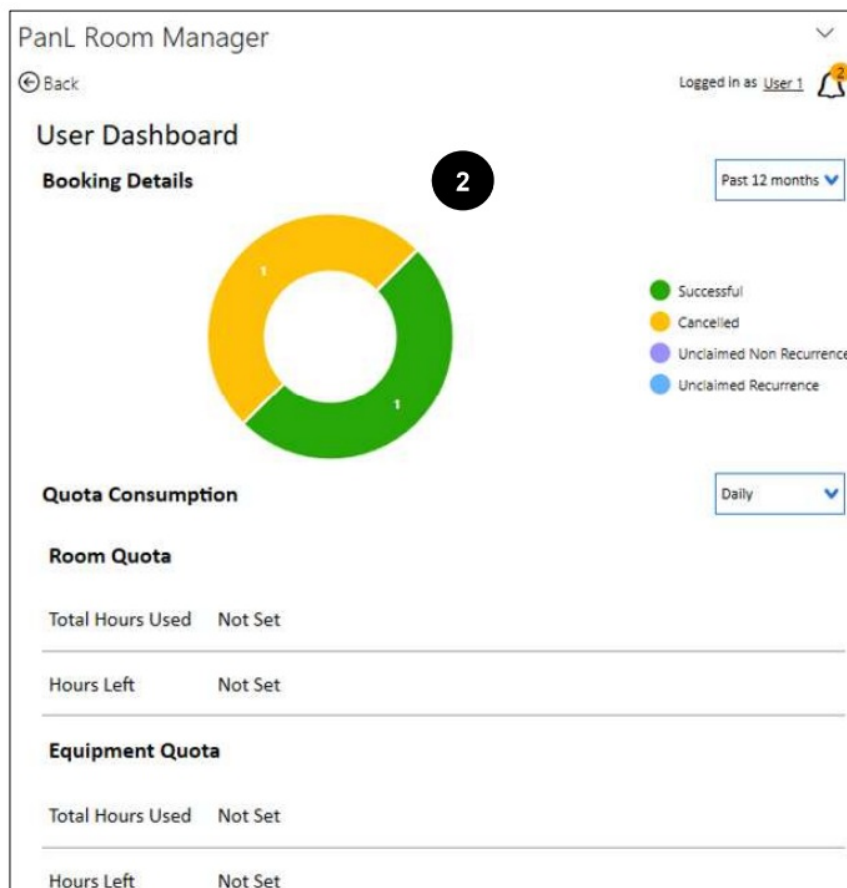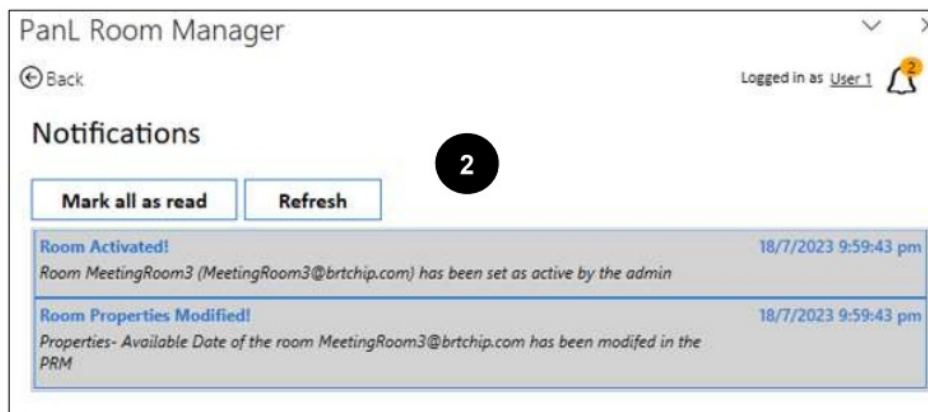

Notifications

To view the notification updates related to meeting room, equipment, and catering items,

1. From the PRM ribbon, click Notifications.

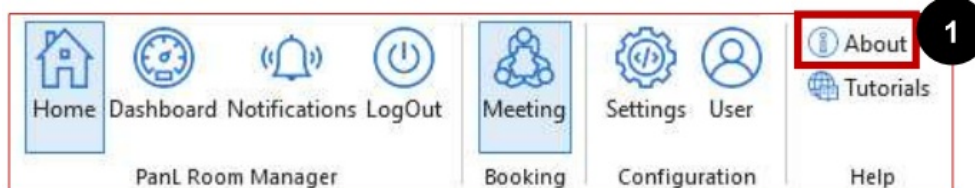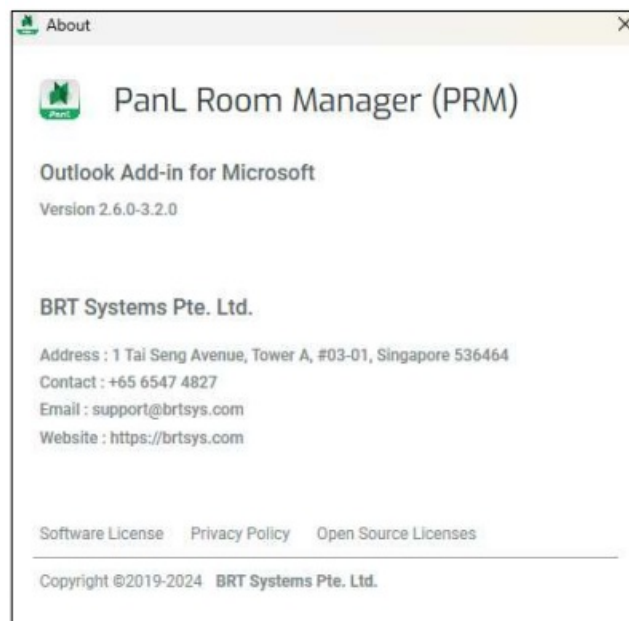2. The list of notifications, if any, are displayed in the table.

About

To view about the PRM Outlook Add-Ins version
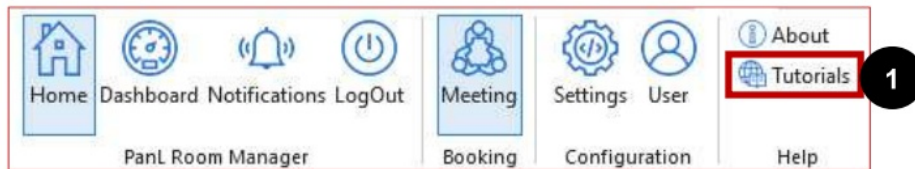
1. From the PRM ribbon, click About.

2. The product related information such as Version Number, Privacy Policy, Software License, Open- Source Licenses, and copyright are displayed. Click on the respective links to view the details.
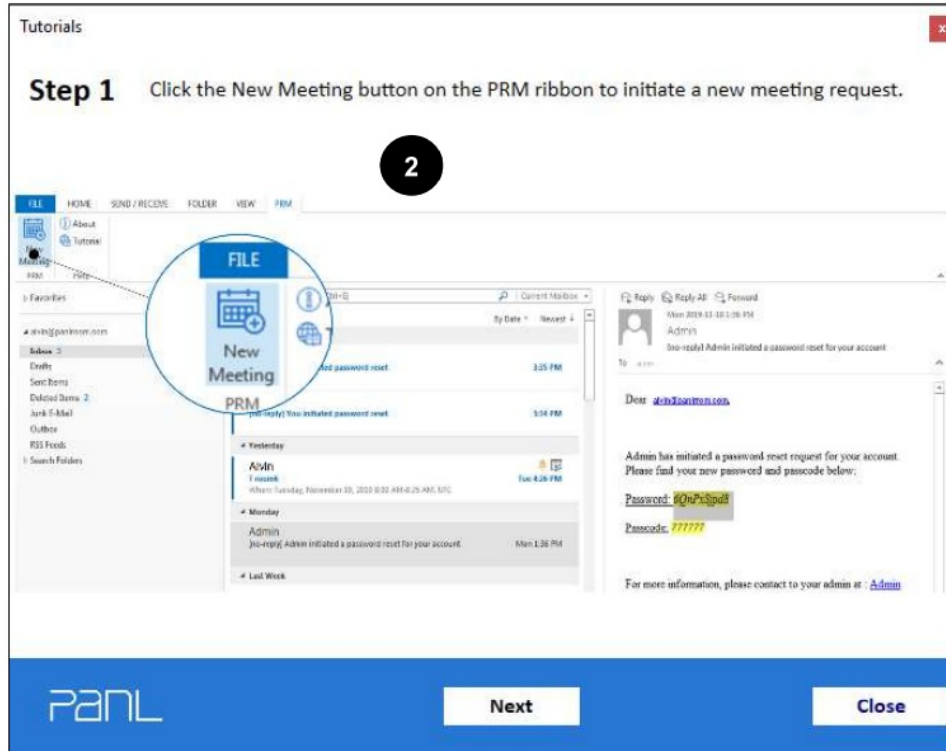

Tutorial

To quickly get started with the PRM Add-In

1. From the PRM ribbon, click Tutorial.

2. The Tutorial interface is displayed. Click [Next] to navigate through the tutorial steps or click [Close] to close the tutorial.

Appendix

Glossary of Terms, Acronyms & Abbreviations

Term or Acronym	Definition or Meaning
PRM	The PanL Room Manager is designed to support from large to small organizations to automatically handle meeting room booking issues such as room booking conflicts, ghost bookings, under-utilized rooms, etc.
SSL	Secure Sockets Layer is an encryption-based Internet security protocol.
URL	A Uniform Resource Locator, colloquially known as an address on the Web, is a reference to a resource that specifies its location on a computer network and a mechanism for retrieving it.

Revision History

- **Document Title :** BRTSYS_AN_041 PRM User Guide – 5. Outlook Add-In
- **Document Reference No.:** BRTSYS_000112
- **Clearance No.** : BRTSYS#073

- **Product Page :** **https://brtsys.com/prm/**
- **Document Feedback :** Send Feedback

Revision	Changes	Date
Version 1.0	Initial release for PanL Room Manager (PRM) V2.5.0	14-08-2023
Version 2.0	Updated release for PanL Room Manager (PRM) V3.1.1 (Outlook Add-Ins 2.6.0-3.2.0)	04-07-2024

Documents / Resources

BRTSys PANL Room Manager [pdf] Instruction Manual
PANL Room Manager, PANL, Room Manager, Manager

References

- ∂ **Home - PanL Room Manager**
- **User Manual**