

PANL

Room Manager 3.1.1

Part 5 ~ Outlook Add-In

(Ver.2.6.0-3.2.0)



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PANL

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Table of Contents

1. About This Guide	3
2. Intended Audience	3
3. Document References	3
4. Getting Started with Outlook Add-In	4
4.1 Installing Outlook Add-In	4
4.2 Configure Outlook Add-In	6
4.3 Login to PRM	8
4.4 Booking Meeting Room	9
4.5 Dashboard	13
4.6 Notifications	14
4.7 About	15
4.8 Tutorial	16
5. Appendix	17
5.1 Glossary of Terms, Acronyms & Abbreviations	17
5.2 List of Figures	17
5.3 List of Tables	17
Revision History	18

1. About This Guide

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

2. 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.



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.

3. Document References

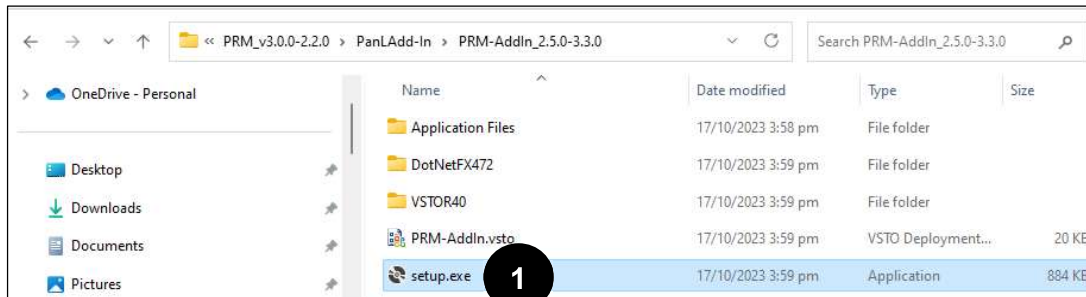
Document Name	Document Type	Format
BRTSYS_AN_037_PRM_User_Guide_-_1._Introduction	Application Note / User Guide	PDF
BRTSYS_AN_038_PRM_User_Guide_-_2._Installation_and_Configuration		
BRTSYS_AN_039_PRM_User_Guide_-_3._PRM_Management_Console		
BRTSYS_AN_040_PRM_User_Guide_-_4._PRM_and_PanLHub_Supervisor_Console		
BRTSYS_AN_042_PRM_User_Guide_-_6._PanL_PD100_Touch_Display		

4. Getting Started with Outlook Add-In

4.1 Installing Outlook Add-In

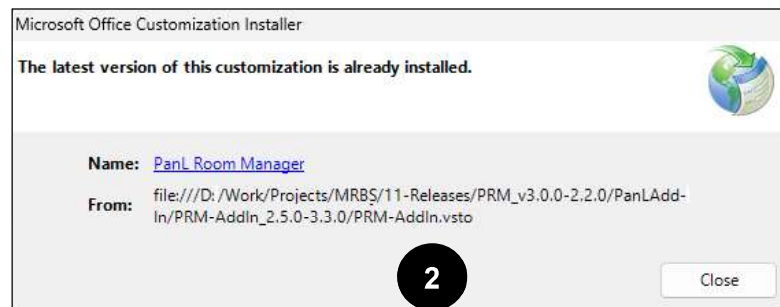
The PRM Outlook Add-In provides an alternative option for users to view and book room(s) from the calendar aside from the PanL display or through Outlook Web Access. Users can also view room info and include catering or equipment ordering when sending meeting requests.

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**.

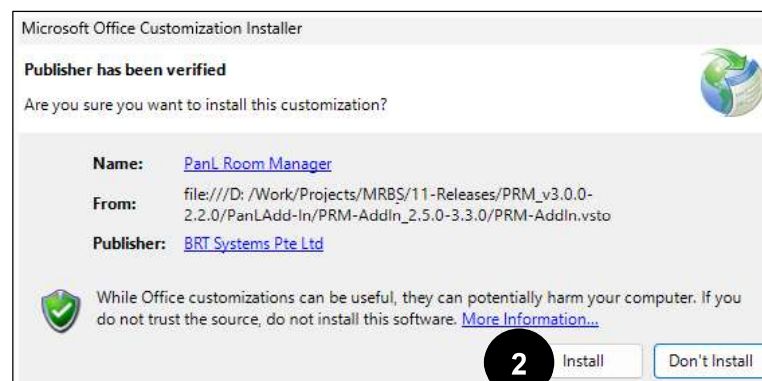


For Outlook Add-In Update: To install a new updated version if previous Outlook add-in version is already installed, uninstall it from installed programs under Control Panel and follow the same steps to install a new Outlook Add-In version.

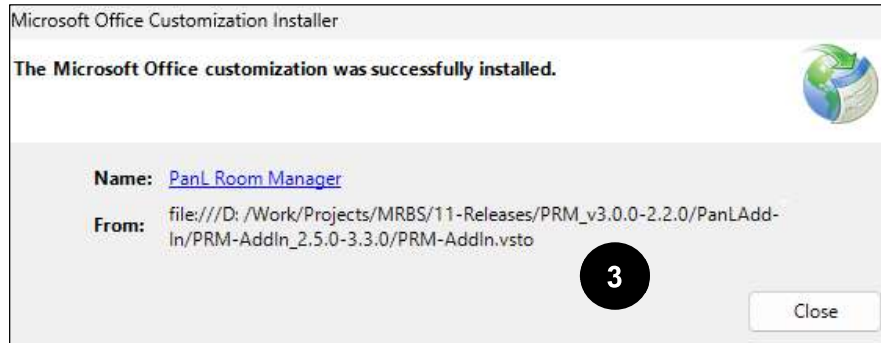
2. If the updated Outlook Add-In version is already installed, then an appropriate message is displayed. Click **[Close]**.



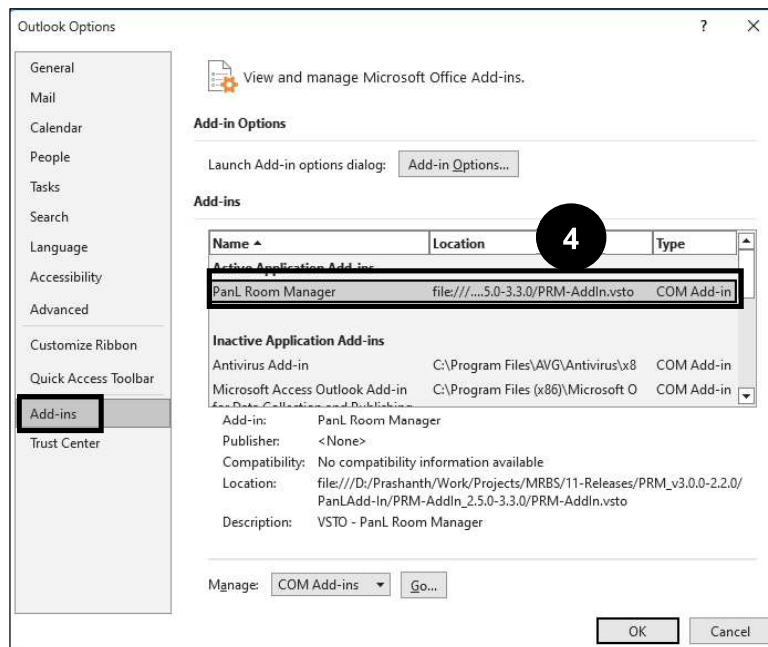
If the Outlook Add-In is installed for the first time, the Microsoft Office Customization Installer window is displayed, click **[Install]**.



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.



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:

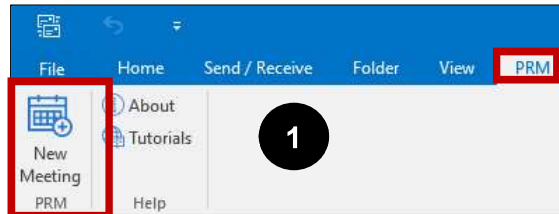
1. The PRM tab may not appear as part of the menu after installation due to Outlook disabling the Add-In. This issue can be resolved by removing PRM Add-Ins from Outlook's blacklist. In Outlook, go to File > Manage COM Add-ins. Under PanL Room Manager, click the "Options" dropdown, select "Always enable this add-in" and click "Apply".
2. Ensure your default internet browser is configured correctly in order to view the *PanL Room Manager*, *BRT Systems Pte Ltd* and *More Information* links

4.2 Configure Outlook Add-In

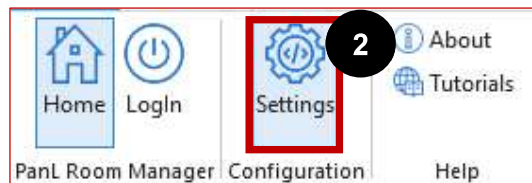
Upon installing the Add-In and restarting Outlook, the PRM Add-In functions should appear as part of the ribbon menu.

To configure the Add-In Settings –

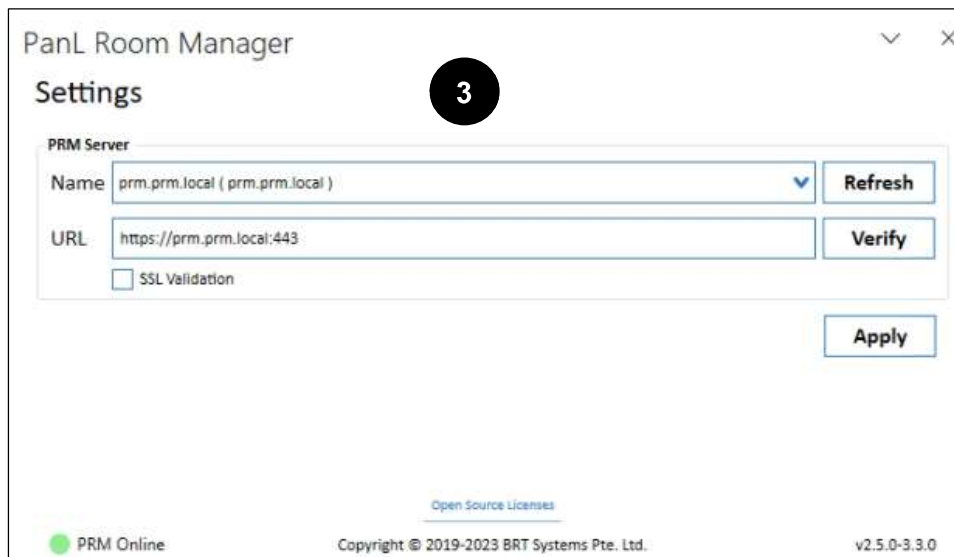
1. From the outlook ribbon, click **PRM → New Meeting** to view the PRM Add-In Meeting interface.



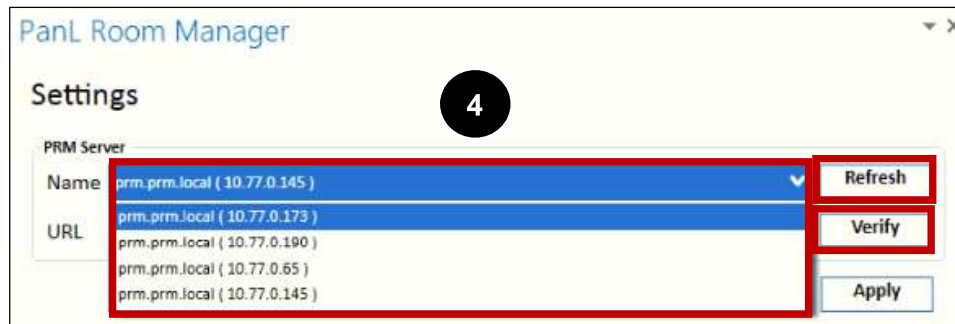
2. Go to **Settings**.



3. The Settings interface is displayed with the PRM Server details (if available).

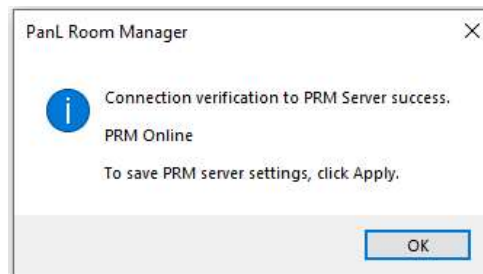


4. To select a different PRM Server, click on the dropdown control.



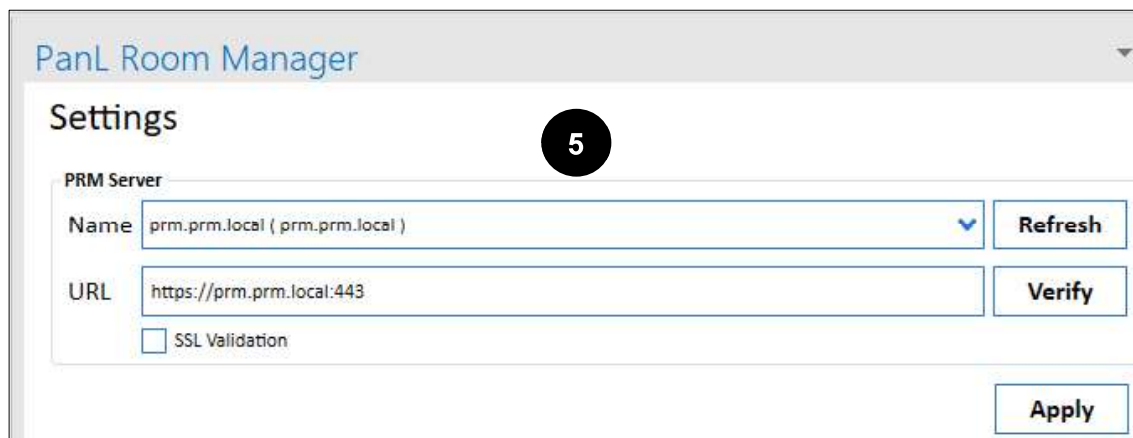
If the PRM Server details are not available as part of the dropdown list, then click on **[Refresh]** to discover the PRM Server in the network. Once it is discovered, select the required PRM Server from the dropdown list.

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.

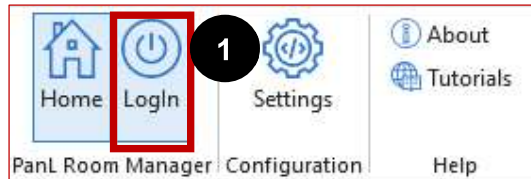
5. Click **[Apply]** to save the changes (if any).



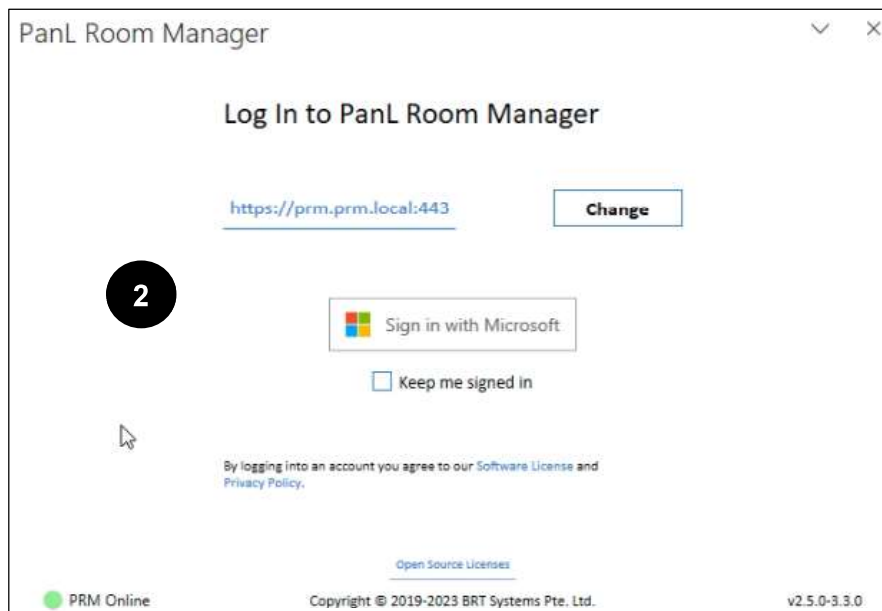
4.3 Login to PRM

To login to PRM –

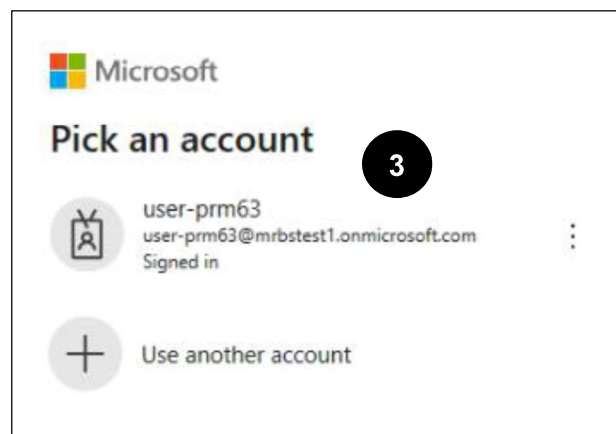
1. From the PRM ribbon, click **Login**.



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.

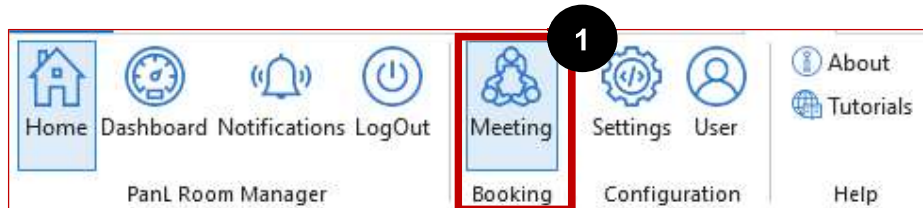


Upon successful login, the *Meeting Room* booking interface is displayed.

4.4 Booking Meeting Room

To schedule a meeting and add rooms/equipment/catering items –

- From the PRM ribbon, click **Meeting**.



- The Book Meeting Items interface is displayed.



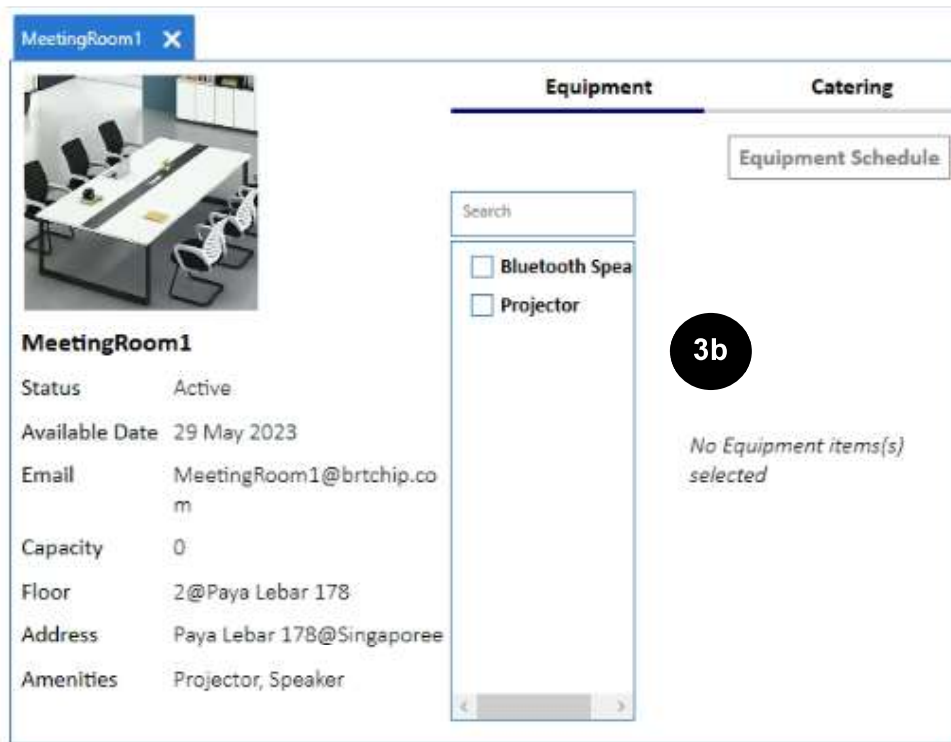
- Add Meeting Room (s) / Equipment / Catering Item (s) to the meeting appointment using the steps given below –

To add room(s),

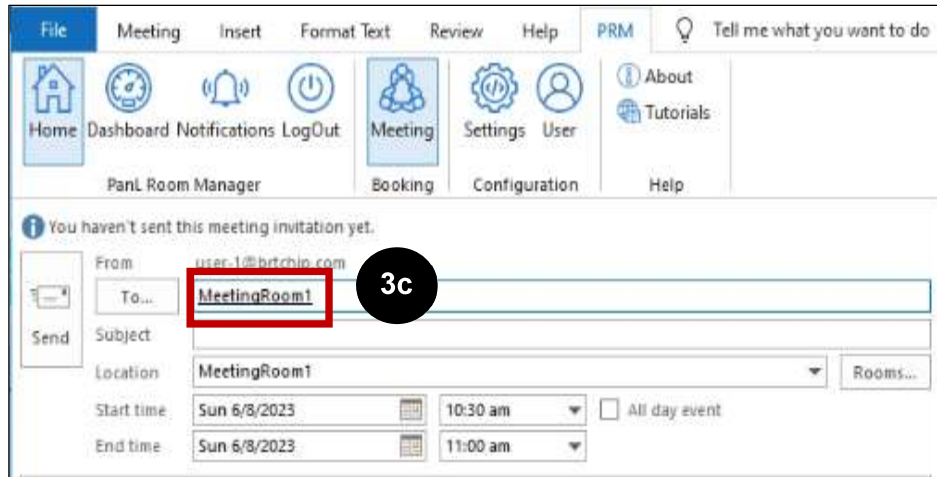
- To select room(s), click on the checkbox available next to the room name.



- b. The meeting room information will be displayed.



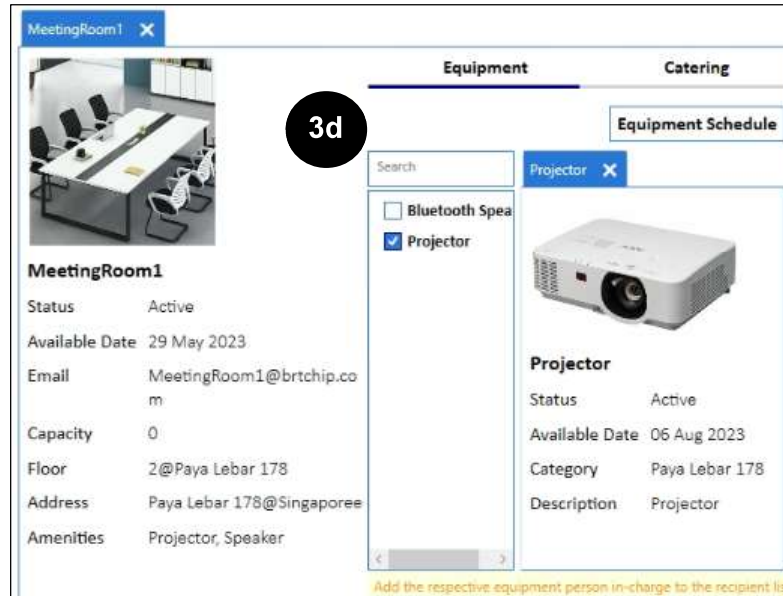
- c. The newly added room is displayed as part of the meeting appointment window.



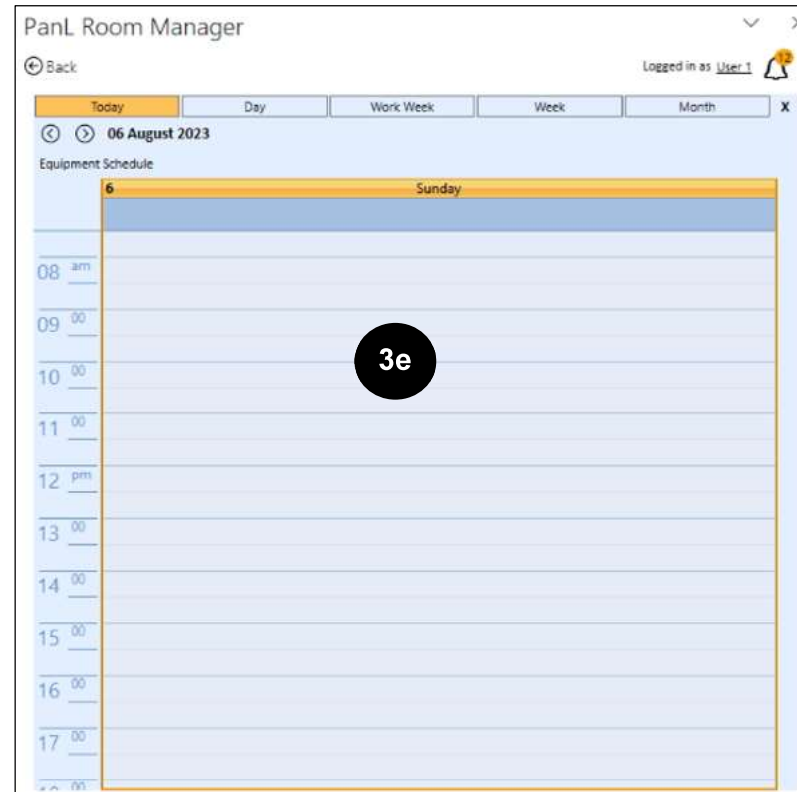

Note: Ensure to resolve the group names under the "To" and "Location" fields before sending the meeting document.

To add equipment(s),

- d. 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.



- e. Click on **[Equipment Schedule]** to view the equipment calendar and check for the availability.



To add Catering Items,

- f. 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*.

MeetingRoom1

Status: Active

Available Date: 29 May 2023

Email: MeetingRoom1@brtchip.com

Capacity: 0

Floor: 2@Paya Lebar 178

Address: Paya Lebar 178@Singaporee

Amenities: Projector, Speaker

Equipment

Search: Milo

☒ Milo

☐ Oreo

Milo

Status: Active

Available Date: 06 Aug 2023

Category: Paya Lebar 178

Description: Beverages

Price: \$ 0.00

Quantity: - 1 +

Add the respective catering person in-charge to the recipient list.

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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.

Project Meeting - Meeting

File Meeting Insert Format Text Review Help PRM Tell me what you want to do

Home Dashboard Notifications LogOut Meeting Settings User About Tutorials

Panel Room Manager Booking Configuration Help

You haven't sent this meeting invitation yet.

From: user-1@brtchip.com

To: MeetingRoom1

Subject: Project Meeting

Location: MeetingRoom1

Start time: Mon 7/8/2023 10:30 am

End time: Mon 7/8/2023 11:30 am

Hi,

Here is the meeting agenda,

1. Hardware Team Update
2. Software Team Update
3. Documentation Team Update
4. System Validation Team Update
5. Sales & Marketing Team Update

Thanks & Regards
Sarah

Panel Room Manager

Name	Country	Building	Floor	Capacity	Address
☒ MeetingRoom1	Singaporee	Paya Lebar 178	2	0	Paya Lebar 178...
☐ MeetingRoom2	Singaporee	Paya Lebar 178	2	0	Paya Lebar 178...

MeetingRoom1

Status: Active

Available Date: 29 May 2023

Email: MeetingRoom1@brtchip.com

Capacity: 0

Floor: 2@Paya Lebar 178

Address: Paya Lebar 178@Singaporee

Amenities: Projector, Speaker

Equipment

Search: Milo

☒ Milo

☐ Oreo

Milo

Status: Active

Available Date: 06 Aug 2023

Category: Paya Lebar 178

Description: Beverages

Price: \$ 0.00

Quantity: - 1 +

Add the respective catering person in-charge to the recipient list.

4.5 Dashboard

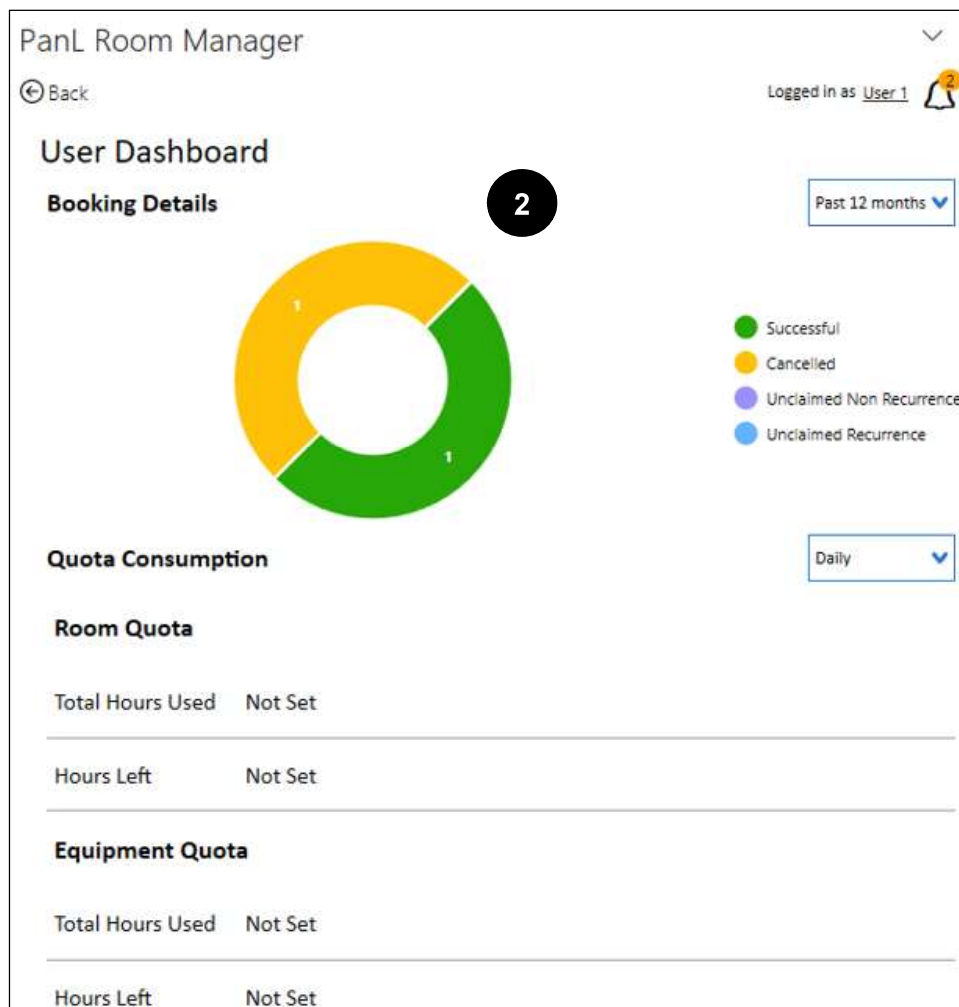
The PRM dashboard displays insightful statistical information on a weekly, monthly, or yearly basis specific to the login user.

To view the dashboard,

1. From the PRM ribbon, click **Dashboard**.



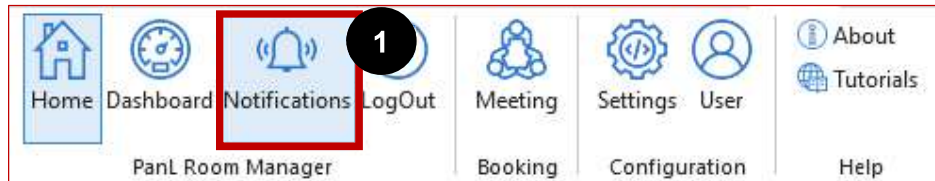
2. The User Dashboard interface is displayed. This interface provides the meeting statistics – Booking details, if any, on a daily/weekly/monthly basis and a pictorial representation of the statistical data. It also displays the Quota Consumption (Room Quota / Equipment Quota).



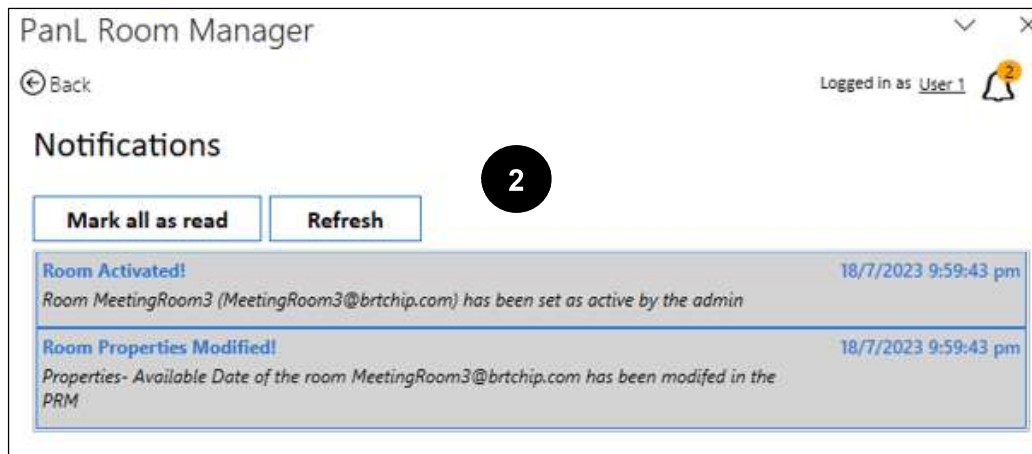
4.6 Notifications

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

1. From the PRM ribbon, click **Notifications**.



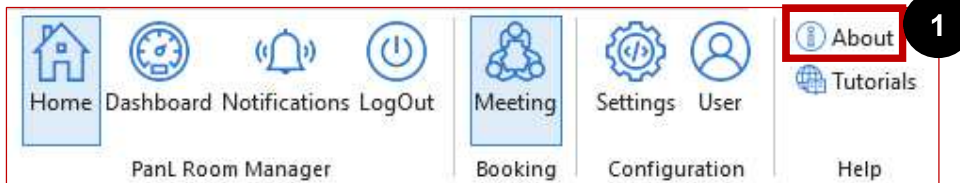
2. The list of notifications, if any, are displayed in the table.



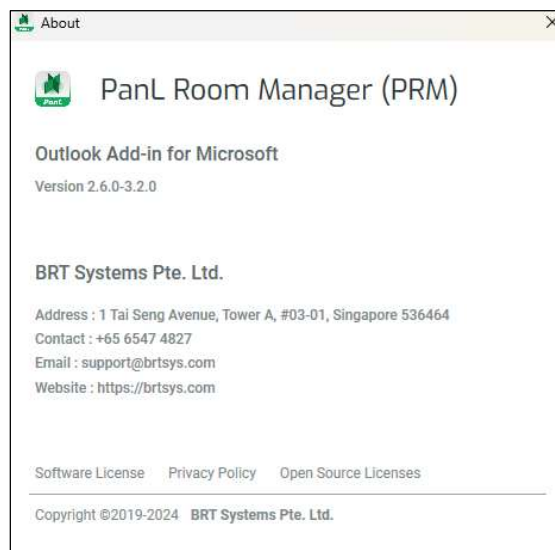
4.7 About

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.



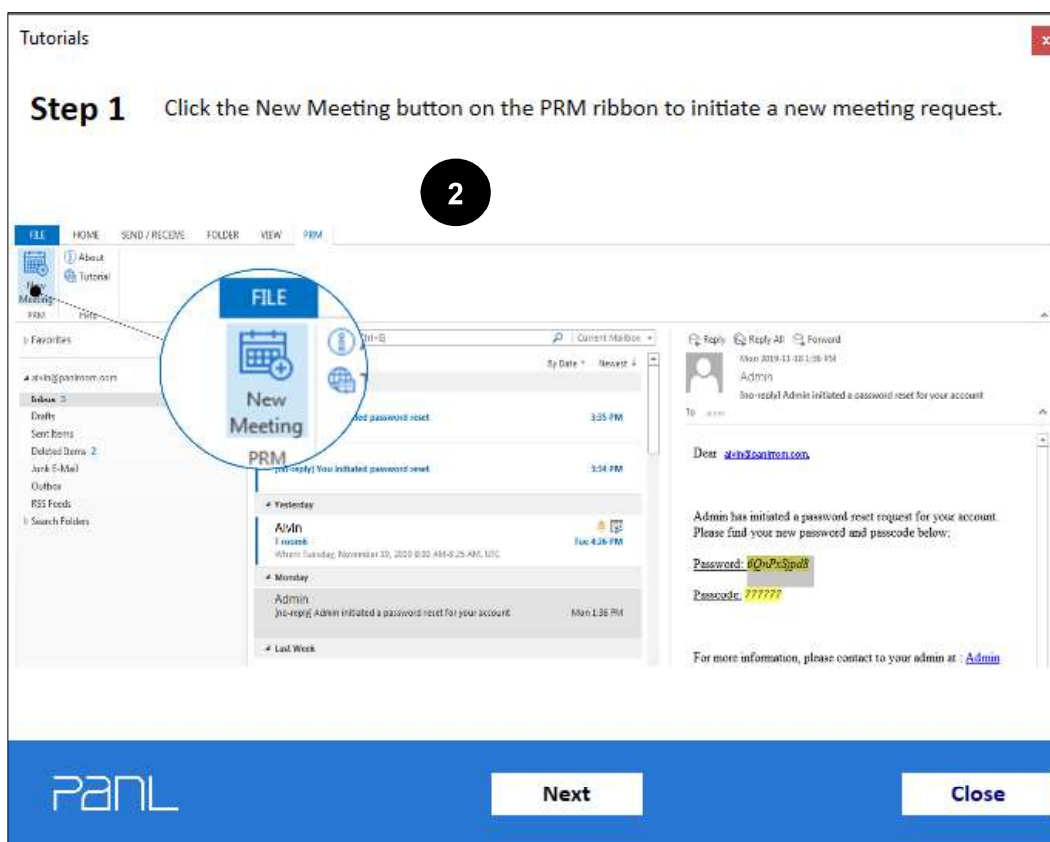
4.8 Tutorial

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.



5. Appendix

5.1 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.

5.2 List of Figures

NA

5.3 List of Tables

NA

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