

HELP MANUAL

www.counsellingrooms.eu/co.uk

Enter the password gate by putting in your username and password.
Put Remember Me only if you are using a private computer.

Secure Meeting Centre Counselling Rooms



Username

Password

Remember Me?


[Forgotten your password? Click here](#)

Once you get beyond this password gate, you will be in the controlled area. If you buy an SSL, you will be totally secure and will be logged out automatically. You will need to log in again every time you come out of the section.


Secure Meeting Centre for Counselling Rooms

Your name will show here when you are logged in


Control Panel, Click an image to enter area




Meeting Planner



Enter Meeting



Edit Your Details



Log Off

Meetings for **Test Account** today
To book a meeting for today, click a free time
To book one for the future, use the meeting planner
To enter a meeting currently started Click the meeting.

25/07/2008	
9 ⁰⁰	
10 ⁰⁰	
11 ⁰⁰	
12 ⁰⁰	
13 ⁰⁰	
14 ⁰⁰	
15 ⁰⁰	
16 ⁰⁰	
17 ⁰⁰	

Users Currently Online
Double Click a user if you wish to interact

Test Account

Once you are within the secure section, this control panel is available to you. If you are an administrator, you will be able to add and remove people as well as set user options and change passwords etc. Otherwise, if you are a user added by the administrator, you will only have the ability to set up meetings, send out invites and edit your own details.

You may need to change your password to one you can easily remember. Save the details before you leave this screen. To go back to the first screen, always go to [HOME](#) rather than use the back arrow on your browser.

Your Details

[Home](#) >> Editing User Details

Please Complete the form and click Update when finished

When you have finished, click here to update and save your changes

Username

Password

Full Name

Email Address

Repeat Email Address

Control Panel, Click an image to enter area



Meeting Planner



Enter Meeting



Edit Your Details

To change your details or password, click here

Setting up meetings

Secure Meeting Centre for Counselling Rooms

Control Panel, Click an image to enter area

Meeting Planner Enter Meeting Edit Your Details Log Off

Click here to create a meeting and add people

Users Currently Online
Double Click a user if you wish to interact

Test Account

Meetings for **Test Account** today
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To enter a meeting currently started Click the meeting.

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To set up a meeting, click on the meeting planner. This will take you to the Meeting Planner page. If you want to see 24 hours, click on the button. Click on a date and a time to choose it.

Meeting Planner

Home >> Meeting Planner
Click an empty date to add a meeting or click an existing meeting to interact with it

July 2008

Mo	Tu	We	Th	Fr	Sa	Su
30	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31	1	2	3
4	5	6	7	8	9	10

All times are GMT +1

- To view a day, click on the calendar above.
- Dates in **Red** have meetings on them.
- To add a meeting, click the time to the right, this will open the meeting planner
- To view out of hours click the button below

Click Here to View 24 hours

25/07/2008

25/07/2008	
9 ⁰⁰	
10 ⁰⁰	
11 ⁰⁰	
12 ⁰⁰	
13 ⁰⁰	
14 ⁰⁰	
15 ⁰⁰	
16 ⁰⁰	
17 ⁰⁰	

Today's date will be highlighted here, for example, the 25th July 2008

Click here to see the 24 hour calendar

Then set up the meeting options.

Book a new meeting

Home >> Meeting Planner

Meeting Attendees Setup Meeting Options Save Meeting Delete Meeting

Set up the Meeting Options here

First set the background – the default is plain, so unless you want to choose a different background, just click Set Options and the background will be plain.

Book a new meeting

Home >> Meeting Planner

Meeting Attendees Setup Meeting Options Save Meeting Delete Meeting

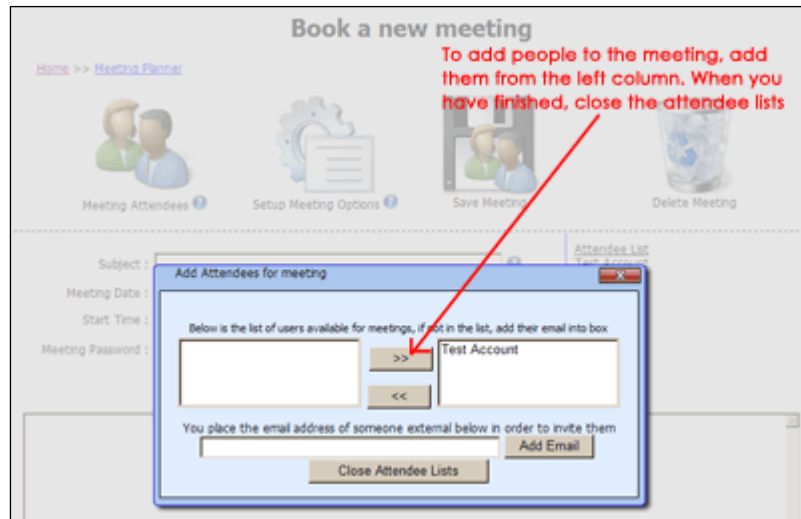
Set the background. If you want the white background, just set the options

Setup meeting options

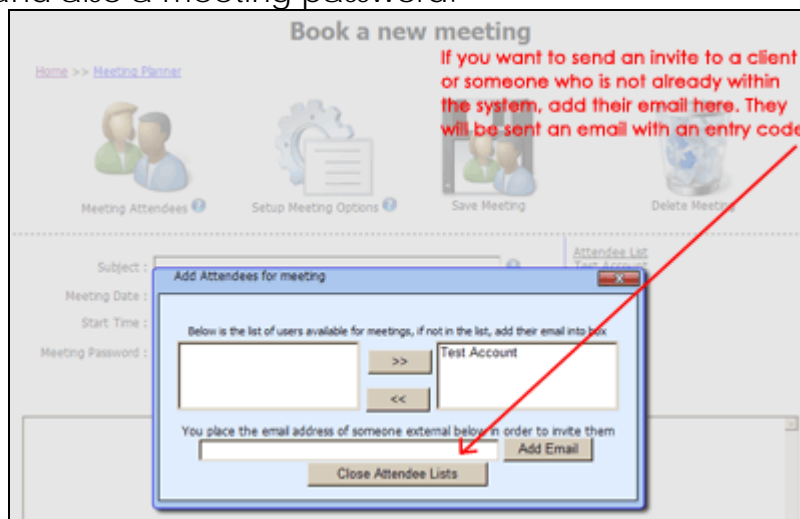
Please Choose the setup for the meeting
Colour Scheme (Click to change)

No Emoticons Set Options

To add people to the meeting, use the arrows

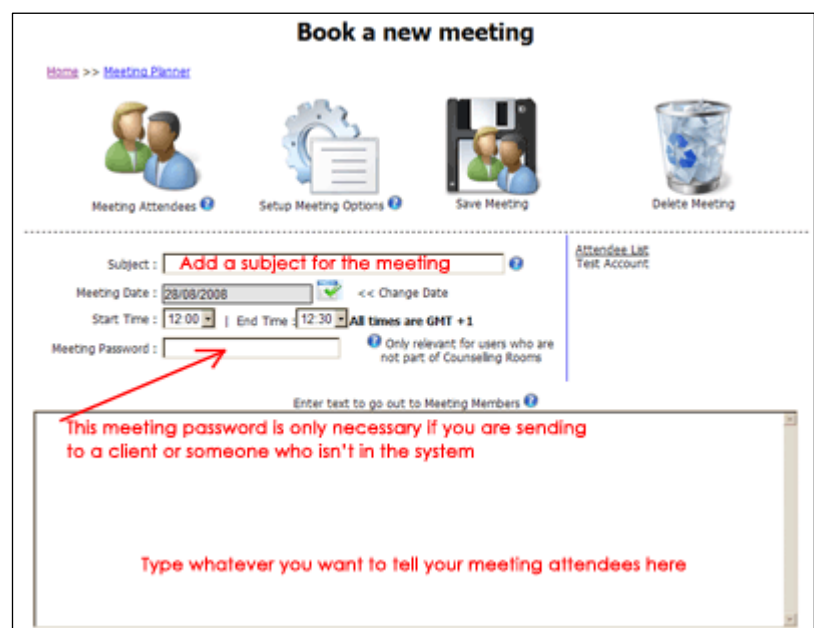


If you are selling space to other therapists and they are on the system, they will already be on your list and can easily be added. To invite clients or if you have a training facility or offer paid supervision, add the email address of the client, supervisee or trainee and they will be sent an invitation email with the time and date of the meeting and also a meeting password.



Close Attendee Lists when you have added everyone

Add a subject for the meeting i.e. "Anger Workshop" or "Session", but a subject is not obligatory. If the attendees are all in the system, you will not need passwords as they will have logins. However, for anyone else, you MUST put the meeting password and then they will use this to get into the meeting. If it's for a group, then everyone will have the same entry password.



When you have finished, check that everything is OK and then **save the meeting**. You are now ready to send out the invites. You will



automatically get one as well as you have set up the meeting.

Meeting Summary

Home >> Meeting Planner >> Book Meeting >> Meeting Summary

Schedule Meeting & Send Invites

Change meeting settings & Times

Delete Meeting

Meeting Subject : Meeting	If you need to alter anything, click here
Meeting Password :	
Meeting Date/Time : 28/08/2008 12:00:00 To 28/08/2008 12:30:00	All times are GMT +1
Attendee List : Test Account	
Theme :	
Use Emoticons? : No	
Meeting Summary (To be emailed to participants) :	

When you have finished, send the invites out

You can fine-tune the meeting before you send out invites or you can delete the whole meeting and start again.

Nothing is final until you have sent the meeting invites out. It is a good idea to add guests to your system in case you have any late comers. This is essential

as once you have sent the invites, ONLY those who are invited will be able to get into the meeting. Set up guests by adding GUEST 1, GUEST 2 and GUEST 3 to the system and adding them to every meeting. That way, you will always have three spaces available, whether they are used or not.

Entering a meeting

Secure Meeting Centre for Counselling Rooms

Control Panel, Click an image to enter area

Meeting Planner

Enter Meeting

Edit Your Details

Click here to enter the meeting on the date and at the time you set up

Log Off

Users Currently Online
Double Click a user if you wish to interact

Test Account

Meetings for **Test Account** today

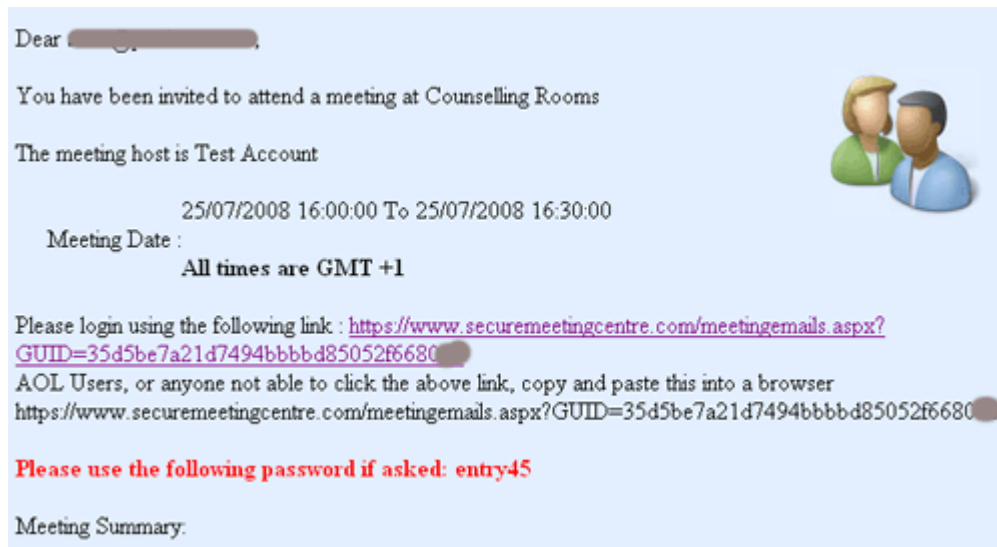
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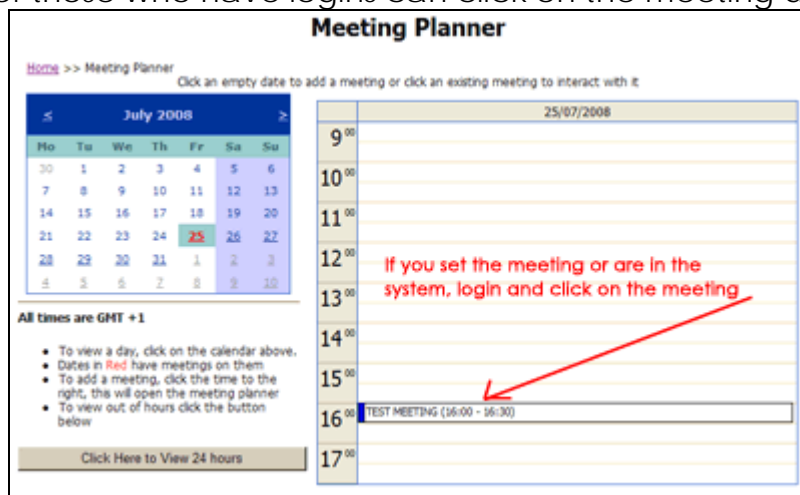
The administrator has the ability to download a meeting transcript at the end of a meeting. It is also possible to offer this facility to the therapists on your system and can be added when you purchase the software. It has been excluded from the package as a general transcript download because of confidentiality issues expressed by previous users.

What does an invite look like?

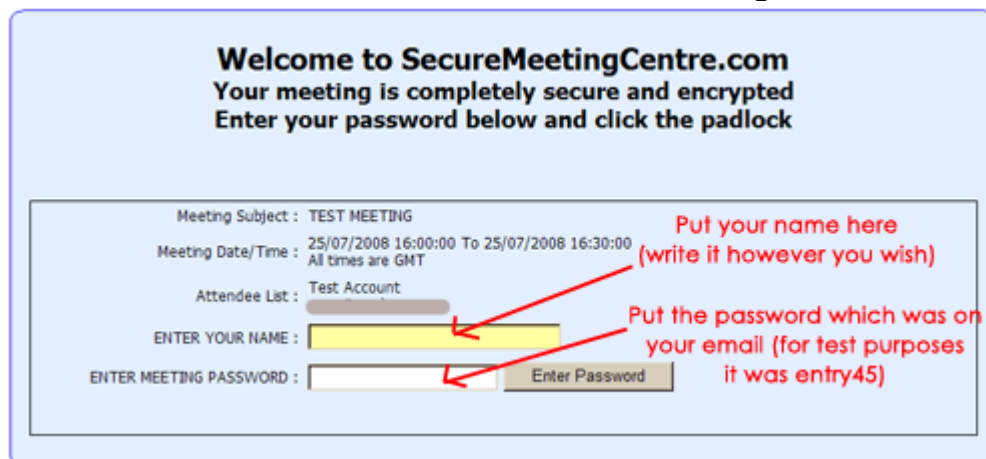
This invite has had the name and email address blanked out for security. Also, part of the link has been erased. The email below is similar to what your invited attendees will get. Anyone on the system will not need the entry code but all others will.



All of those who have logins can click on the meeting direct



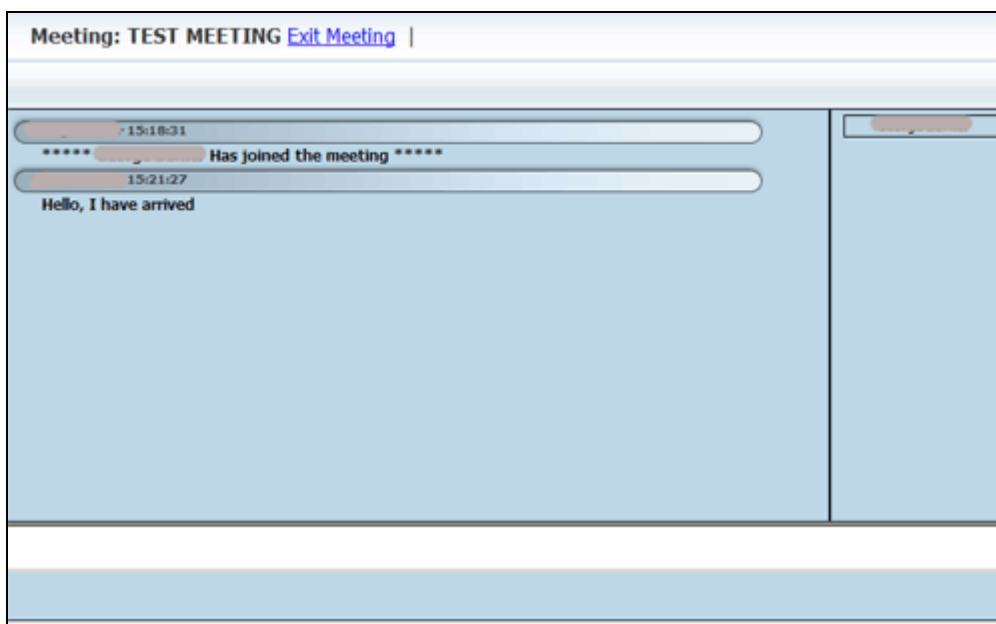
When the link in the email is clicked on, the following screen comes up



When the password is put in, this screen appears



Once into the room, this is what it looks like – the name has been blanked out.



END – please contact us with any queries