

Team Timekeeper User Guide

About App

Team Timekeeper is a meeting optimization app that integrates with Microsoft applications, enabling users to set specific time limits for focused discussions. It offers a visual representation of elapsed versus planned time, promoting efficiency and accountability. The app provides real-time control over the meeting's pace with start, stop, pause, and reset options. Its user-friendly interface ensures ease of use for both seasoned facilitators and newcomers. Team Timekeeper continuously evolves, welcoming user feedback for improvement.

Prerequisites for using the app

- **Admin Setup:** Your Teams admin should have configured Team Timekeeper for the organization.
- **Tenant Admin Consent:** Consent must be granted by the tenant admin.
- **Active Subscription:** Your organization needs an active subscription to the Team Timekeeper service.

Get a Subscription

The Team Timekeeper subscription can be obtained either directly within Microsoft Teams or via the Azure Marketplace. This flexibility allows you to choose the most convenient purchasing method for your organizational needs. For comprehensive guidelines on managing your subscription in Teams or Azure Marketplace, refer to the specific instructional pages provided by Microsoft.

Activating Your Subscription

After setting up your Team Timekeeper subscription, the next step is to activate it. This is conveniently done via the Team Timekeeper's admin page, which is available at [Team Timekeeper Admin](#). Additionally, if you're coming from the subscription process on Microsoft Teams or the Azure Marketplace, you will find that you're automatically directed to the admin page, making it a straightforward process to get started.

- **Review Subscription Details:** On the admin page, carefully review all the information to ensure it's correct.
- **Activation:** Click on the 'Activate' button to initiate your subscription.

The admin page is also where you can manage your subscription details and user allocations.



Buy Assign Cancel Subscription

<input type="checkbox"/>	ID	Name	Status	Plan	End Date	Assigned Seats
<input type="checkbox"/>	67924f7b-a399-47e7-947e-37b35942f62f	Subscription Team 1	Subscribed	standard	-	2
<input type="checkbox"/>	c0b82dad-9e18-4acb-ae8f-f9b91323e062	Subscription Team 2	Subscribed	standard	-	1

Managing User Assignments

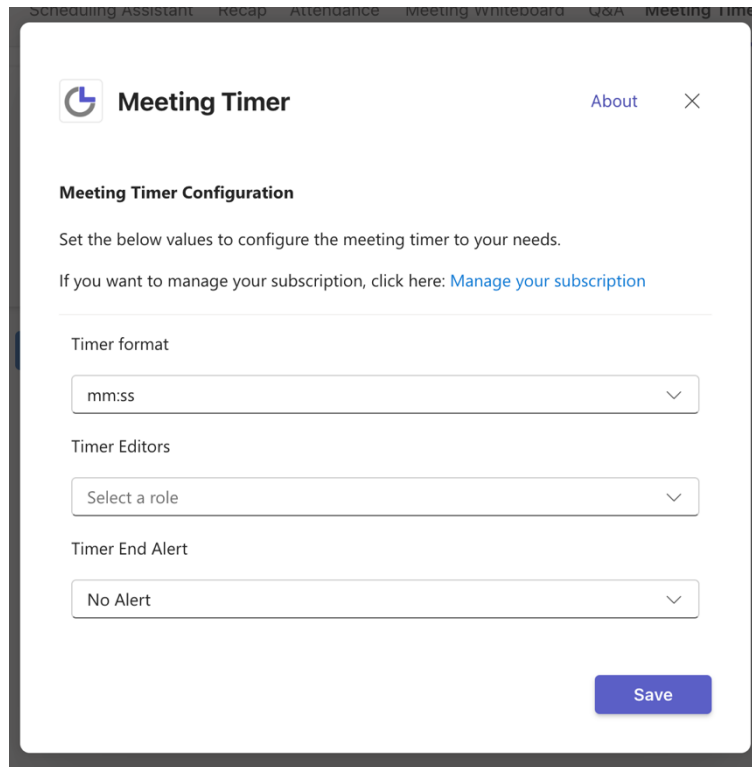
- **Assigning Users to Subscriptions:**
 - Navigate to the 'User Assignment' section within the admin page.
 - Click on "Assign User" to add new users to your subscription.
 - Keep in mind the number of available seats you have as per your subscription plan. The number of users you can assign is limited to the number of purchased seats.
- **Modifying User Assignments:**
 - To remove existing users, select the users you wish to remove and click on "Remove User".
 - If you need to add more users than your current subscription allows, you will need to modify the number of seats. This can be done either directly in your Teams app or on the Team Timekeeper's SaaS page.

Expanding Your Subscription

If your organizational needs grow and you require additional seats for new users, the process for increasing your user count is straightforward. Modify the number of seats in your subscription either through the Teams app interface or via the Team Timekeeper's dedicated SaaS page. This ensures that your team's growth and changing dynamics are accommodated seamlessly within the Team Timekeeper app.

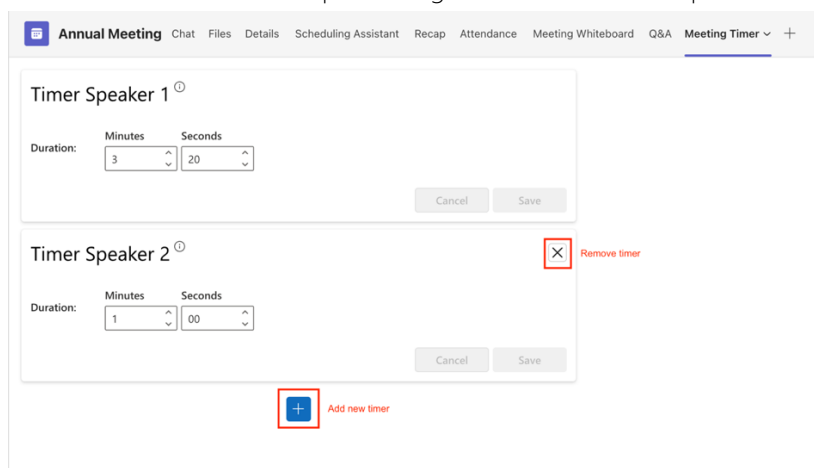
Installation and Configuration

- **Installation:** Add Team Timekeeper to your Microsoft Teams environment. This can typically be done by sideloading the app into Teams.
- **Initial Configuration:** The first time setup may involve adjusting global timer settings and permissions. This can be done through the app's configuration menu in Teams.



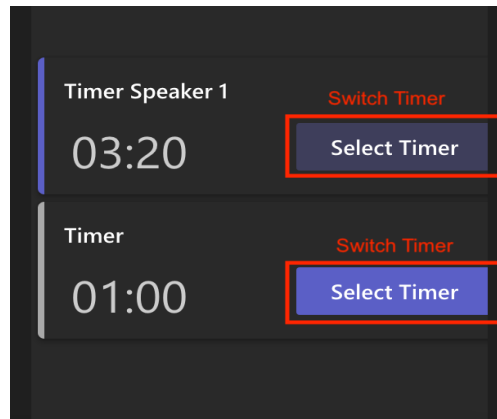
Team Timekeeper Tab:

1. Adding the Team Timekeeper App: To begin, add the Team Timekeeper app to your meeting.
2. Configuring Timers:
 - o Access the Team Timekeeper tab.
 - o On each card you have the option to customize the timer's name and its duration (in minutes and seconds).
 - o After any adjustments, ensure to click "Save" to apply and retain the changes made to your timer.
3. Adding Multiple Timers:
 - o Utilize the "+" button beneath the timer display to incorporate additional timers into your meeting.
 - o Each new timer can be set up following the instructions in Step 2.



Team Timekeeper Sidebar and Stage:

1. Starting the Meeting with Timer App:
 - o Upon starting your meeting, locate the Team Timekeeper within the meeting apps.
 - o In the meeting's sidebar, you'll find your active timer. If you've set up multiple timers, they will be displayed in a stacked arrangement beneath the current timer visualization.
 - o Use the "Select Timer" option to toggle between different timers for your meeting.



2. Sharing Timers on the Meeting Stage:
 - o Timers can be projected onto the meeting stage, with only one timer visible at a time.
 - o Changing the active timer in the sidebar will simultaneously switch the timer displayed on the stage.
3. Timer Controls:
 - o The timer can be managed using the start, pause, and reset buttons.
 - o "Start" initiates the timer countdown.
 - o "Pause" halts the timer, freezing it at the current time shown.
 - o "Reset" reverts the timer to its pre-selected duration.
4. Adjusting Timer During Pause:
 - o When paused, you can alter the timer's duration directly by clicking on the displayed time and modifying the minutes and seconds values.

Resources and Videos

- Details on how to use the Subscription Management can be found here: <https://teams-timer.com/support-help-faq/>
- End to End Teams App Integration Demo video can be found here: <https://teams-timer.com/support-help-faq/>