

AvePoint Meetings Pro for iPad

Release Notes

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AvePoint Meetings Pro 4.2.3.0 for iPad

Release Date: May 8, 2017

New Features and Improvements

- Added support for Japanese localization.

AvePoint Meetings Pro 1.0.0 for iPad

Release Date: January 25, 2017

New Features and Improvements

- In the login page, users can enter the URL of the AvePoint Meetings Pro Server Address to log into AvePoint Meetings Pro. If users do not know the URL, they can click the QR code icon in the **AvePoint Meetings Pro Server Address** text box, and scan the QR code that is generated in the **Meetings Pro QR Code** page of AvePoint Meetings Pro for SharePoint to log in.
- AvePoint Meetings Pro for iPad is only supported on iPads with iOS 8, 9, and 10.
- AvePoint Meetings Pro for iPad provides a **My Actions** page. On the **My Actions** interface, users can find an overview of all the actions that are assigned to the current user. **My Actions** are divided into **Incomplete Actions** and **Completed Actions**. Those actions can be filtered by **Not Started**, **In Progress**, **Deferred**, and **Waiting on Someone Else** status.
- AvePoint Meetings Pro for iPad provides a **Meetings** page. On the **Meetings** interface, users can filter **My Meetings**, **Overdue Meetings**, **Upcoming Meetings** and **Outlook Meetings** located in a specific SharePoint site by selecting the corresponding option.
- The agenda owner or meeting organizer can use the agenda timer for agenda timing. The expected duration of the agenda timer cannot be longer than the duration of the meeting.
- AvePoint Meetings Pro for iPad provides a **Dashboard**. On the **Dashboard** interface, users can get an overview on my upcoming meetings, pinned meetings, and **My Actions** in all statuses.
- Users can create meetings, agendas, actions, notes, and decisions via both iPad and the SharePoint Online site where AvePoint Meetings Pro resides.

Meetings and agendas can be edited from both sides by multiple users. If a meeting or agenda is being edited by multiple users at the same time, the latest version with modifications will be kept; if a meeting or agenda is deleted before and during the process of being edited, the latest version with modifications can be saved as a new one.

Actions, notes and decisions can be edited or deleted from both sides by multiple users. If the action, note, or decision is being edited by multiple users at the same time, all of the versions with modifications can be kept as different actions; if the action, note, or decision is deleted before and during the process of being edited, the latest version with modifications can be

saved as a new one.

- Improved functionality for searching on the **Meetings** page. When you click the **Search** button on the upper-right corner, the search page appears and a text box appears on the top of the page. If the **Meeting** option is selected, enter the keyword of the meeting title and description to search for the meeting; if the **Agenda** option is selected, enter the keyword of the agenda title to search for the agenda; if the **Action** option is selected, enter the keyword of the action title and description to search for the action; if the **Note** option is selected, enter the keyword of the note title and description to search for the note; if the **Decision** option is selected, enter the keyword of the proposer, seconder and decision title to search for the decision; if the **Attachment** option is selected, enter the keyword of the attachment name to search for the attachment.
- In the login page, users can enter the URL of the **AvePoint Meetings Pro Server Address** in the format of *https://HostName:Port*, or scan the QR code that is generated in the **Meetings Pro QR Code** page of AvePoint Meetings Pro for SharePoint to log in and to connect with the corresponding AvePoint Meetings Pro server. After users log into AvePoint Meetings Pro for iPad, the meetings data that was updated via iPad will be automatically synchronized to the corresponding SharePoint site where AvePoint Meetings Pro resides.
- In AvePoint Meetings Pro for iPad, users can create, edit or delete a recurring meeting. The modifications of a recurring meeting will be inherited by all single occurrences of the same series behind this meeting. While the modification of a single occurrence will not be inherited by another single occurrence of the same series behind this meeting.
- Users can add, edit, or delete decisions for an agenda. Users must configure a **Decision Title** when adding a decision to an agenda. Optionally, they can configure the **Description**, **Proposer**, and **Seconder** settings for the decision. If the agenda is deleted, the added decisions will be deleted automatically.
- Users can add, edit, or delete notes for an agenda. Users must configure a **Note Title** when adding a note to an agenda. Optionally, they can configure the **Description** for the note. If the agenda is deleted, the added notes will be deleted automatically.
- Users can add, edit, or delete actions for an agenda. Users must configure an **Action Title** when adding an action to an agenda. Optionally, they can configure the **Description**, **Assign to**, **Start Date**, **End Date**, and **Action Status** settings for the action. If the agenda is deleted, the added actions will be deleted automatically.
- Users can add, edit, or delete agendas for a meeting. Users must configure an **Agenda Title** and **Agenda Owner** when adding an agenda to a meeting. Optionally, they can configure the **Agenda Timer**, **Agenda Guest**, and **Send E-mail Notification to All Guests** settings for the agenda. If the agenda is deleted, all of the actions, notes, decisions and attachments associated with it will be deleted automatically.
- Users can create, edit, or delete meetings for the AvePoint Meetings Pro app via iPad. Users must configure **Meeting Title**, **Organizer**, **Location**, **Attendee**, and **SharePoint Site** settings when creating a meeting. Optionally, they can configure the **Send E-mail Notification to All**

Attendees, and **Description** settings for the meeting. If a meeting is deleted, the associated agendas will be deleted automatically.

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AvePoint, Inc.
Harborside Financial Center, Plaza 10
3 Second Street, 9th Floor
Jersey City, New Jersey 07311
USA