

# **AvePoint Meetings Pro**

## **Release Notes**

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# AvePoint Meetings Pro 4.3

Release Date: January 2018

## AvePoint Meetings Pro for SharePoint

### New Features and Improvements

- On the **Attachment Storage** page, the **Don't delete attachments from SharePoint library** option has been added in the **Attachment Deletion** field. When this option is selected, you can delete attachments from AvePoint Meetings Pro, and the attachments will be retained in the SharePoint library which has been configured as attachment storage.
- On the **Task Synchronization** page, the **Enable task synchronization for all users** and the **Enable end users to complete the synchronization authorization** options have been added. To enable task synchronization for all users who have the **ApplicationImpersonation** role for Exchange, Meetings Global Administrators must select the **Enable task synchronization for all users** option. To enable end users with sufficient permission to the Exchange Server to synchronize tasks to the Microsoft Exchange Server, Meetings Global Administrators must select the **Enable end users to complete the synchronization authorization** option.
- The directory of **Credential.xml** and **SiteAndCredential.xml** files can now be changed from *...AppData\Local\AvePoint\AvePoint Outlook PlugIn\Data4* to *...AppData\Roaming\AvePoint\AvePoint Outlook PlugIn\Data4* after installing the AvePoint Meetings Pro Outlook Plug-In.
- You can now customize the task synchronization interval by configuring `<add key="SyncActionInterval" value=" " />` node in the **Web.config** file.
- Users can now leave comments on created actions. These comments can only be edited or deleted by the user that added them.
- On the **Task Synchronization** page, you can now configure a time period, and all tasks and actions within the period will be synchronized between Exchange and AvePoint Meetings Pro.
- The meeting link has been added to the description of a task synchronized from AvePoint Meetings Pro to Microsoft Outlook and users can click on the URL to view the meeting.
- AvePoint Meetings Pro now supports setting users up in Exchange Server groups as meeting organizers, attendees, meeting viewers, agenda owners, agenda guests, and agenda viewers. You can also send the exported PDF file of meeting minutes to users by entering Exchange Server groups in the **People to send PDF to** text box, or sharing meetings with users by entering Exchange Server groups in the **Invite People** text box.
- The status of the AvePoint Meetings Timer Service can now be monitored by the SCOM management pack.
- You can now update certificates by running the AvePoint Meetings Pro Certificate Update Tool.
- The **Use current user credentials** option was added in the **Add Site** pop-up window. With this option selected, the current user's credentials can be used to access the specific SharePoint site

when adding a SharePoint site to the list of available sites for synchronizing meetings to AvePoint Meetings Pro.

## AvePoint Meetings Pro for iOS

### New Features and Improvements

- AvePoint Meetings Pro can now be accessed on the iPhone.
- The **Sync Tasks to Outlook** option has been added to the **Settings** page. With this option enabled, actions will be synchronized to Microsoft Outlook. This option is only available when Meetings Global Administrators enable end users to complete the synchronization authorization function in AvePoint Meetings Pro for SharePoint.
- Users in Exchange Server groups can now be configured as meeting organizers, attendees, agenda owners and agenda guests.
- Comments can now be added for an existing action. Users can only edit or delete comments that they have added.

## AvePoint Meetings Pro 4.2.4

Release Date: May 2017

### New Features and Improvements

- Users can now leave comments on created actions. These comments can only be edited or deleted by the user that added them.

## AvePoint Meetings Pro 4.2.3

Release Date: April 2017

### New Features and Improvements

- Added support for Japanese localization.

## AvePoint Meetings Pro 4.2.2

Release Date: March 2017

### New Features and Improvements

- There is now support for AvePoint Meetings Pro Outlook Plug-In for Microsoft Outlook 2016.
- After adding attachments to a meeting in AvePoint Meetings Pro for SharePoint Online, users can now download the attachment from the SharePoint library that they have configured for attachment storage.
- AvePoint Meetings Pro now supports Japanese localization.

## AvePoint Meetings Pro 4.2

Release Date: January 25, 2017

### New Features and Improvements

- Added support for updating AvePoint Meetings Pro for SharePoint 4.0 or 4.1 to AvePoint Meetings Pro for SharePoint 4.2. If users have installed the AvePoint Meetings Pro 4.2.0, and they only want to reconfigure the settings in Web.config file, they can select the Reconfiguring your AvePoint Meetings Pro website option in the Welcome page of AvePoint Meetings Pro website installation wizard.



- Customers running the AvePoint Meetings Pro Outlook 3.2.2 plug-in will have to upgrade the Outlook plugin to connect to Meetings 4.2, however, Meetings Pro 4.0 and above are compatible with the Meetings Pro 4.2.
- Users can customize the Support and About Meetings options the Settings drop-down list in the upper-right corner of the AvePoint Meetings Pro Home page by configuring the Web.config file.
- Added support for synchronizing the tasks in Microsoft Outlook to AvePoint Meetings Pro for SharePoint Online as actions daily at 12 p.m. in the time zone that the current user belongs to when first logging in.
- Added support monitoring the usage of AvePoint Meetings Pro for SharePoint on-premises by configuring SCOM. Users can also configure the interval for generating event logs of AvePoint Meetings Pro for SharePoint on-premises by configuring the Web.config file.
- In the **Administration** interface of the AvePoint Meetings Pro website wizard, if the **Install the optional AvePoint Meetings timer service** option is not selected, the timer service will not be installed, and the **Today's meetings** view and the **Task Synchronization** feature will be disabled. The recurring rules information of the recurrence meeting will be displayed on the meeting tile.
- The permissions of AvePoint Meetings Pro have been lowered, however, it now require a service account to retrieve user profile information.
- Users can click **Export to CSV** in the **Dashboard** view of the **Global View** page to export the action information in the table to a CSV file.
- The number of added users now cannot exceed the number of available licenses in the **License Manager** page of AvePoint Meetings Pro for SharePoint on-premises.
- In the **Attachment Storage** page, users can now set an AvePoint Meetings Pro database or a SharePoint library as a default attachment storage.
- Added the **Today's meetings** tab to the AvePoint Meetings Pro for SharePoint Home page.
- Added support for adding links to an agenda for a created meeting.
- In the **Global View** page, users can now: filter their own actions; can view the Completed Actions chart, Actions Overdue Tracking chart, and the Incomplete Actions chart to get an overall impression; as well as click a bar in the charts to display the information about certain actions.
- Added support configuring the maximum attachment size via the **Web.config** file.

## AvePoint Meetings Pro 4.1

Release Date: July 30, 2016

### New Features and Improvements

- AvePoint Meetings Pro for SharePoint Online now supports Internet Explorer 11 and later versions.
- The License Manager page now provides an easy to use license management interface.

- AvePoint Meetings Pro will now automatically detect other lists and libraries present within the site and allow users to choose where content and attachments will be stored.

## AvePoint Meetings Pro 4.0

Release Date: March 1, 2016

### Architectural Changes

- New Data Structure – Data in AvePoint Meetings Pro 4.0 has been structured out of SharePoint into SQL Server (for SP Server implementations) and SQL Azure (For Office 365 implementations).
- Meetings 4.0 no longer utilizes the Platform Service which was present in Meetings 3.x to ferry data back and forth from the Web Application and SharePoint. Meetings 4.0 now utilizes the optimized Web Server service.
- Significant changes and improvements to the installation process. Refer to the [AvePoint Meetings Pro for SharePoint On Premises Installation and Configuration Guide](#) for additional details.

### New Features and Improvements

- Data can now be migrated from AvePoint Meetings 3.2.2 for SharePoint to AvePoint Meetings Pro 4.0 for SharePoint.
- Created a plugin for SCOM to monitor the running status of AvePoint Meetings Pro for SharePoint.
- AvePoint Meetings Pro now supports sending e-mail notifications via the SMTP server.
- AvePoint Meetings Pro Outlook plugin is now installed by using the **AvePoint\_Meetings\_Pro\_Outlook\_Plugin.msi** file. This allows anyone who uses a computer with AvePoint Meetings Pro Outlook plugin installed to use the functions of AvePoint Meetings Pro Outlook plugin by selecting **Everyone** during the installation of the plugin. This feature enables organizations that want to install the plugin via Group Policy as well as install the application at the machine level.
- Agendas and meetings can now be carried over and marked as complete. This feature enables more accurate tracking.
- Meeting privacy can now be configured. Users can now create private meetings and control access to meeting content and functions down to the individual user level.
- The domain name, username of the ADFS server, and the corresponding password can be configured to retrieve the ADFS users when configuring the ADFS authentication in the **AvePoint Meetings Pro Website Installation Wizard**.
- The **Web.config** file can now control the network error message.
- Removed the platform service from the product for enhanced performance.

- Data generated by AvePoint Meetings Pro for SharePoint is now stored in a configured database.
- Optimized the display method of the contents in an exported PDF. Support selecting the level of meeting contents that you want to include in the exported PDF.
- The date and time format can now be configured.

# AvePoint Meetings 3.2.2

Release Date: August 7, 2015

## New Features and Improvements

- Support configuring the Exchange Service URL when the AvePoint Meetings website is installed or updated. The **Send via AvePoint Meetings e-mail service** notification mode is now deleted.
- HTTPS is now selected by default as the authentication method when AvePoint Platform service and AvePoint Meetings website are installed or updated.
- The following performance improvements have been implemented:
  - Improved performance when multiple users use AvePoint Meetings for SharePoint at the same time.
  - Improved display of PowerPoint .ppt attachments in exported PDF files.
  - Support generating performance level logs in Web.config files and AvePointPlatformforApp.exe.config files.
  - Improved performance when modifying values in Edit Meeting/Edit Agenda/Edit Action/Edit Decision/Edit Note/Edit Meeting Metadata/Edit Agenda Metadata/Edit Action Metadata/Edit Decision Metadata/Edit Note Metadata/Edit Attachment Metadata pop-up windows.
  - Improved performance in the Network Load Balance environment.
  - Improved performance when configuring Metadata Definition and Metadata Configuration.
  - Improved performance for loading recurring and non-recurring meetings with high data volume.
  - Improved performance when modifying values on the non-popup interface.
- Improved support for configuring ADFS authentication in Microsoft Outlook with the AvePoint Meetings Outlook Plug-In installed.
- iPad IOS 8 now supports downloading meeting attachments.

## Known Issues

- Some Meetings icons do not display properly when using Chrome web browser version 44.0.2403.107.

# AvePoint Meetings 3.2

Release Date: March 10, 2015

## New Features and Improvements

- Support for configuring AvePoint Meetings website load balance. After AvePoint Meetings website load balance is configured, the scalability and availability of AvePoint Meetings for SharePoint is improved through distribution of network traffic on each website. Multiple attendees accessing a meeting via different websites can now successfully receive synchronous data, including updates during the meeting.
- Support configuring AD FS authentication. Users in the AD FS server domain can now access AvePoint Meetings for SharePoint on-premises.
- Support configuring the website load balance and AD FS authentication when installing and updating the AvePoint Meetings website.
- Support selecting HTTPS as the authentication method to communicate between the AvePoint Platform service and AvePoint Meetings website.
- Added iPad IOS 8 support to enable downloading .pdf, .ppt, .txt, .png, .bmp, .doc, xls files and exporting PDFs.
- Support direct navigation to the **Search** interface by clicking the **Search** button on the AvePoint Meetings Home Page.
- Support HTTPS authentication to enable communication between the AvePoint Platform service and AvePoint Meetings website.
- Added the **Collapse All/Expand All** button to collapse/expand all agendas.
- Added the **Metadata Manager** function; meetings can now be searched based on metadata.
- Added descriptions for Metadata Manager, Metadata Definition and Metadata Configuration on the **Metadata Manager** interface.
- Added **Metadata** and **Advanced Search** options to the **AvePoint Meetings Pro Feature** interface.
- **Decision title** is now displayed in exported PDF files; meetings can be searched based on decision title; users may navigate to the Meeting Occurrence Page by clicking the decision title in the search result.
- **Decision title** is now configured on the Meeting Occurrence Page. Other users can see the changes immediately after a decision title is edited or deleted.
- Users can now filter meetings by **All**, **My Meetings** and **Synchronized Meetings** fields.
- Added **Advanced Search** to search meetings based on search rules.
- Adjusted the AvePoint Meetings Home Page, Meeting Occurrence Page, and Meeting Creation interface for improved iPad user experience.
- When the AvePoint Meetings Outlook Plug-In is installed, the location of the meeting created in Microsoft Outlook is now saved to the **Location for Meetings** list.

- Added License Control support to provide the reasons why a license failed to be applied in the pop-up window.
- Users can now enter their e-mail address and corresponding password without configuring the Exchange server URL when selecting the **Send via my Exchange e-mail account** mode for sending meeting update/creation e-mail notifications to attendees. Users can now configure the Exchange server URL by modifying the **Web.config** file.
- The title of an agenda is now able to be the same as an existing agenda title.
- The agenda timer function can now be disabled or reset at any time, even after the Agenda timer has been started. The Agenda timer cannot be started automatically. Only the Agenda owner, meeting organizer, Site Owner, or Site Administrator can click the **Start** button to start the Agenda timer.
- Added the **Synchronize rooms available in Outlook to the AvePoint Meetings in the registered SharePoint site** checkbox in the **Add Site** or **Edit Site** pop-up window in Microsoft Outlook. With this checkbox selected, the rooms in the **All Rooms** group will be synchronized to AvePoint Meetings for SharePoint when the meeting created in Microsoft Outlook is synchronized to AvePoint Meetings for SharePoint on this SharePoint site.
- Users may now create recurring meetings with start times and end times that are not on the same day.
- Users no longer need to select **Run as administrator** when installing the AvePoint Meetings Outlook Plug-In.
- Added the **Break Sync Relationship with Outlook** button for meetings synchronized from Microsoft Outlook to break the sync relationship between a synchronized meeting and Microsoft Outlook.
- Files that are exported to PDF now display the expected duration and actual duration after the agenda timer is enabled. If the agenda timer is started when the PDF is exported, a **Running** status will be displayed beside the actual duration in the exported PDF file.

# AvePoint Meetings 3.1.4

## New Features and Improvements

- Support synchronizing meetings created in Microsoft Outlook to the AvePoint Meetings app in your SharePoint Online site via Meetings Mail Sync.

# AvePoint Meetings 3.1.3

Release Date: September 10, 2014

**\*Note about updating to Meetings 3.1.3:** You can update directly from 3.x to 3.1.3, but not from 2.x directly to 3.1.1. If you are updating from Meetings 2.x to Meetings 3.x, you will need to perform a completely new install of Meetings. AvePoint recommends first uninstalling your Meetings 2.x app before installing the latest version of Meetings. Note that previous configurations and settings from Meetings 2.x will need to be redone in Meetings 3.1.3.

## New Features and Improvements

- Minor bug fixes and various improvements.

## Known Issues

- A display issue may occur with the Agenda Owner profile image if the Agenda Owner is changed to a non-existent user.
- On the Safari browser, a perpetual loading screen may occur when searching for meetings.
- The running Agenda Timer stops after the Print pop-up window appears and continues after the Print pop-up window is closed.
- If exporting a meeting that contains an Excel file as an attachment, the attachment may display incorrectly in the appendix of the exported PDF due to the content width in the .xlsx file.



# AvePoint Meetings 3.1.2

Release Date: August 19, 2014

**\*Note about updating to Meetings 3.1.2:** You can update directly from 3.x to 3.1.2, but not from 2.x directly to 3.1.2. If you are updating from Meetings 2.x to Meetings 3.x, you will need to perform a completely new install of Meetings. AvePoint recommends first uninstalling your Meetings 2.x app before installing the latest version of Meetings. Note that previous configurations and settings from Meetings 2.x will need to be redone in Meetings 3.1.2.

## New Features and Improvements

- Back-end preparation for future functionality.

## Bug Fixes

- South Africa is now included in Meetings App for Office 365 registration.

## Known Issues

- A display issue may occur with the Agenda Owner profile image if the Agenda Owner is changed to a non-existent user.
- On the Safari browser, a perpetual loading screen may occur when searching for meetings.
- The running Agenda Timer stops after the Print pop-up window appears and continues after the Print pop-up window is closed.
- If exporting a meeting that contains an Excel file as an attachment, the attachment may display incorrectly in the appendix of the exported PDF due to the content width in the .xlsx file.

# AvePoint Meetings 3.1.1

Release Date: July 16, 2014

**\*Note about updating to Meetings 3.1.1:** You can update directly from 3.x to 3.1.1, but not from 2.x directly to 3.1.1. If you are updating from Meetings 2.x to Meetings 3.x, you will need to perform a completely new install of Meetings. AvePoint recommends first uninstalling your Meetings 2.x app before installing the latest version of Meetings. Note that previous configurations and settings from Meetings 2.x will need to be redone in Meetings 3.1.1.

## New Features and Improvements

- Database schema change.

## Known Issues

- A display issue may occur with the Agenda Owner profile image if the Agenda Owner is changed to a non-existent user.
- On the Safari browser, a perpetual loading screen may occur when searching for meetings.
- The running Agenda Timer stops after the Print pop-up window appears and continues after the Print pop-up window is closed.
- If exporting a meeting that contains an Excel file as an attachment, the attachment may display incorrectly in the appendix of the exported PDF due to the content width in the .xlsx file.

# AvePoint Meetings 3.1

Release Date: July 8, 2014

**\*Note about updating to Meetings 3.1:** You can update directly from 3.0 to 3.1, but updating from 2.x to 3.1 is not supported. If you are updating from Meetings 2.x to Meetings 3.1, you will need to perform a completely new install of Meetings 3.1. AvePoint recommends uninstalling your Meetings 2.x app before installing the latest version of Meetings. Note that previous configurations and settings from Meetings 2.x will need to be redone in Meetings 3.1.

## New Features

- Added German language support.
- Added the Meetings App Outlook Add-in, which synchronizes meetings created in Microsoft Outlook to the AvePoint Meetings app in your SharePoint Online or SharePoint on-premises sites.
- Added Rich Text Editor to the AvePoint Meetings Pro Feature interface.
- Added export attachments to PDF feature.
- Clicking an object (meetings, decisions, agenda, attachments, actions) in search results jumps to the corresponding object in Meetings.

## Known Issues

- A display issue may occur with the Agenda Owner profile image if the Agenda Owner is changed to a non-existent user.
- On the Safari browser, a perpetual loading screen may occur when searching for meetings.
- The running Agenda Timer stops after the Print pop-up window appears and continues after the Print pop-up window is closed.
- If exporting a meeting that contains an Excel file as an attachment, the attachment may display incorrectly in the appendix of the exported PDF due to the content width in the .xlsx file.

# AvePoint Meetings 3.0

Release Date: May 1, 2014

**\*Note about updating to Meetings 3.0:** A direct update from 2.x to 3.0 is not supported. If you are updating from Meetings 2.x to Meetings 3.0, you will need to perform a completely new install of Meetings 3.0. AvePoint recommends uninstalling your Meetings 2.x app before installing Meetings 3.0. Previous configurations and settings from Meetings 2.x will need to be redone in Meetings 3.0.

## New Features

- AvePoint Meetings now comes with Installation Wizards. Refer to the [AvePoint Meetings for SharePoint On-Premises Installation and Configuration Guide](#) for installation information.
- Support for Rich Text added.
- Recurring meetings can now be modified directly instead of having to re-create the meeting in the AvePoint Meetings app.
- AvePoint Meetings now sends e-mail notifications to attendees when a meeting is edited or deleted. If end-users select the second e-mail notification option, the notification e-mails will not be sent to attendees when a meeting is deleted.

## Bug Fixes

A viewing error no longer occurs if the Order property of an agenda item is null.

## Known Issues

- A display issue may occur with the Agenda Owner profile image if the Agenda Owner is changed to a non-existent user.
- On the Safari browser, a perpetual loading screen may occur when searching for meetings.
- The running Agenda Timer stops after the Print pop-up window appears and continues after the Print pop-up window is closed.
- If exporting a meeting that contains an Excel file as an attachment, the attachment may display incorrectly in the appendix of the exported PDF due to the content width in the .xlsx file.

# AvePoint Meetings 2.4.6

Release Date: February 13, 2014

## Bug Fixes

Reordering Agendas now saves properly and displays correctly to all users.

## Known Issues

- A display issue may occur with the Agenda Owner profile image if the Agenda Owner is changed to a non-existent user.
- On the Safari browser, a perpetual loading screen may occur when searching for meetings.
- The running Agenda Timer stops after the Print pop-up window appears and continues after the Print pop-up window is closed.
- If exporting a meeting that contains an Excel file as an attachment, the attachment may display incorrectly in the appendix of the exported PDF due to the content width in the .xlsx file.
- In German and French environments, items' **Created Time** does not display properly after refreshing the page.
- An error may occur in the Safari browser where the **Create Meeting** page does not display the local time correctly.
- If a system account user attempts to apply a license, the license application will fail.
- An issue may occur where duplicate copies of the same meeting may appear in users' calendars.
- An ActiveX Control printing error may occur if using AvePoint Meetings in Internet Explorer 10.

### [Workaround]:

1. Open Internet Explorer.
  2. Click **Tools** on the ribbon, and then select **Internet Options** from the **Tools** drop-down menu.
  3. Under the **Security** tab click **Custom level...** The **Security Settings – Local Intranet Zone** page appears.
  4. Find ActiveX controls and plug-ins under **Settings**. Then, enable the following settings:
    - Initialize and script ActiveX controls not marked as safe for scripting
    - Run ActiveX controls and plug-ins
  5. If enabling these two options does not work, make sure all of the options under ActiveX controls and plug-ins are set to either **Enable** or **Prompt**.
- The error message **Sorry, something went wrong.** may appear after clicking the Meetings app to go to the interaction page. If this occurs, click the Meetings app again.

# AvePoint Meetings 2.4.5

Release Date: January 18, 2014

## Bug Fixes

This version of AvePoint Meetings contains various bug fixes and enhancements.

## Known Issues

- A display issue may occur with the Agenda Owner profile image if the Agenda Owner is changed to a non-existent user.
- On the Safari browser, a perpetual loading screen may occur when searching for meetings.
- The running Agenda Timer stops after the Print pop-up window appears and continues after the Print pop-up window is closed.
- If exporting a meeting that contains an Excel file as an attachment, the attachment may display incorrectly in the appendix of the exported PDF due to the content width in the .xlsx file.
- In German and French environments, items' **Created Time** does not display properly after refreshing the page.
- An error may occur in the Safari browser where the **Create Meeting** page does not display the local time correctly.
- If a system account user attempts to apply a license, the license application will fail.
- An issue may occur where duplicate copies of the same meeting may appear in users' calendars.
- An ActiveX Control printing error may occur if using AvePoint Meetings in Internet Explorer 10.

### [Workaround]:

1. Open Internet Explorer.
  2. Click **Tools** on the ribbon, and then select **Internet Options** from the **Tools** drop-down menu.
  3. Under the **Security** tab click **Custom level....** The **Security Settings – Local Intranet Zone** page appears.
  4. Find ActiveX controls and plug-ins under **Settings**. Then, enable the following settings:
    - Initialize and script ActiveX controls not marked as safe for scripting
    - Run ActiveX controls and plug-ins
  5. If enabling these two options does not work, make sure all of the options under ActiveX controls and plug-ins are set to either **Enable** or **Prompt**.
- The error message **Sorry, something went wrong.** may appear after clicking the Meetings app to go to the interaction page. If this occurs, click the Meetings app again.

# AvePoint Meetings 2.4.4

Release Date: December 11, 2013

## Bug Fixes

This version of AvePoint Meetings contains various bug fixes and enhancements.

## Known Issues

- A display issue may occur with the Agenda Owner profile image if the Agenda Owner is changed to a non-existent user.
- On the Safari browser, a perpetual loading screen may occur when searching for meetings.
- The running Agenda Timer stops after the Print pop-up window appears and continues after the Print pop-up window is closed.
- If exporting a meeting that contains an Excel file as an attachment, the attachment may display incorrectly in the appendix of the exported PDF due to the content width in the .xlsx file.
- In German and French environments, items' **Created Time** does not display properly after refreshing the page.
- An error may occur in the Safari browser where the **Create Meeting** page does not display the local time correctly.
- If a system account user attempts to apply a license, the license application will fail.
- An issue may occur where duplicate copies of the same meeting may appear in users' calendars.
- An ActiveX Control printing error may occur if using AvePoint Meetings in Internet Explorer 10.

### [Workaround]:

1. Open Internet Explorer.
  2. Click **Tools** on the ribbon, and then select **Internet Options** from the **Tools** drop-down menu.
  3. Under the **Security** tab click **Custom level...** The **Security Settings – Local Intranet Zone** page appears.
  4. Find ActiveX controls and plug-ins under **Settings**. Then, enable the following settings:
    - Initialize and script ActiveX controls not marked as safe for scripting
    - Run ActiveX controls and plug-ins
  5. If enabling these two options does not work, make sure all of the options under ActiveX controls and plug-ins are set to either **Enable** or **Prompt**.
- The error message **Sorry, something went wrong.** may appear after clicking the Meetings app to go to the interaction page. If this occurs, click the Meetings app again.

# AvePoint Meetings 2.4.3

Release Date: December 4, 2013

## New Features and Improvements

- Added support for writing a meeting's attachments (Word, Excel, PowerPoint, PDF, JPEG, PNG, and TIF files) into an exported PDF file.
- Improved the layout of exported PDF files.
- Added a prompt that indicates to the user how much time is left on the current license or trial.

## Known Issues

- A display issue may occur with the Agenda Owner profile image if the Agenda Owner is changed to a non-existent user.
- On the Safari browser, a perpetual loading screen may occur when searching for meetings.
- The running Agenda Timer stops after the Print pop-up window appears and continues after the Print pop-up window is closed.
- If exporting a meeting that contains an Excel file as an attachment, the attachment may display incorrectly in the appendix of the exported PDF due to the content width in the .xlsx file.
- In German and French environments, items' **Created Time** does not display properly after refreshing the page.
- An error may occur in the Safari browser where the **Create Meeting** page does not display the local time correctly.
- If a system account user attempts to apply a license, the license application will fail.
- An issue may occur where duplicate copies of the same meeting may appear in users' calendars.
- An ActiveX Control printing error may occur if using AvePoint Meetings in Internet Explorer 10.

### [Workaround]:

1. Open Internet Explorer.
  2. Click **Tools** on the ribbon, and then select **Internet Options** from the **Tools** drop-down menu.
  3. Under the **Security** tab click **Custom level...** The **Security Settings – Local Intranet Zone** page appears.
  4. Find ActiveX controls and plug-ins under **Settings**. Then, enable the following settings:
    - Initialize and script ActiveX controls not marked as safe for scripting
    - Run ActiveX controls and plug-ins
  5. If enabling these two options does not work, make sure all of the options under ActiveX controls and plug-ins are set to either **Enable** or **Prompt**.
- The error message **Sorry, something went wrong.** may appear after clicking the Meetings app to go to the interaction page. If this occurs, click the Meetings app again.



# AvePoint Meetings 2.4.2

Release Date: November 27, 2013

## New Features and Improvements

- Added the PDF export functionality back into the AvePoint Meetings for SharePoint On-Premises.

## Known Issues

- The running Agenda Timer stops after the Print pop-up window appears and continues after the Print pop-up window is closed.
- If exporting a meeting that contains an Excel file as an attachment, the attachment may display incorrectly in the appendix of the exported PDF due to the content width in the .xlsx file.
- In German and French environments, items' **Created Time** does not display properly after refreshing the page.
- An error may occur in the Safari browser where the **Create Meeting** page does not display the local time correctly.
- If a system account user attempts to apply a license, the license application will fail.
- An issue may occur where duplicate copies of the same meeting may appear in users' calendars.
- An ActiveX Control printing error may occur if using AvePoint Meetings in Internet Explorer 10.

### [Workaround]:

1. Open Internet Explorer.
  2. Click **Tools** on the ribbon, and then select **Internet Options** from the **Tools** drop-down menu.
  3. Under the **Security** tab click **Custom level....** The **Security Settings – Local Intranet Zone** page appears.
  4. Find ActiveX controls and plug-ins under **Settings**. Then, enable the following settings:
    - Initialize and script ActiveX controls not marked as safe for scripting
    - Run ActiveX controls and plug-ins
  5. If enabling these two options does not work, make sure all of the options under ActiveX controls and plug-ins are set to either **Enable** or **Prompt**.
- The error message **Sorry, something went wrong.** may appear after clicking the Meetings app to go to the interaction page. If this occurs, click the Meetings app again.

# AvePoint Meetings 2.4.1

Release Date: November 20, 2013

## Known Issues

- The running Agenda Timer stops after the Print pop-up window appears and continues after the Print pop-up window is closed.
- If exporting a meeting that contains an Excel file as an attachment, the attachment may display incorrectly in the appendix of the exported PDF due to the content width in the .xlsx file.
- In German and French environments, items' **Created Time** does not display properly after refreshing the page.
- An error may occur in the Safari browser where the **Create Meeting** page does not display the local time correctly.
- If a system account user attempts to apply a license, the license application will fail.
- An issue may occur where duplicate copies of the same meeting may appear in users' calendars.
- An ActiveX Control printing error may occur if using AvePoint Meetings in Internet Explorer 10.

### [Workaround]:

1. Open Internet Explorer.
  2. Click **Tools** on the ribbon, and then select **Internet Options** from the **Tools** drop-down menu.
  3. Under the **Security** tab click **Custom level....** The **Security Settings – Local Intranet Zone** page appears.
  4. Find ActiveX controls and plug-ins under **Settings**. Then, enable the following settings:
    - Initialize and script ActiveX controls not marked as safe for scripting
    - Run ActiveX controls and plug-ins
  5. If enabling these two options does not work, make sure all of the options under ActiveX controls and plug-ins are set to either **Enable** or **Prompt**.
- The error message **Sorry, something went wrong.** may appear after clicking the Meetings app to go to the interaction page. If this occurs, click the Meetings app again.

# AvePoint Meetings 2.4

Release Date: November 15, 2013

## New Features

- Added a timer button for each agenda item to help with time management.
- Added support for exporting meeting minutes to a PDF file.
- Added a checkbox that determines whether or not to export attachments to PDF.

## Known Issues

- If exporting a meeting that contains an Excel file as an attachment, the attachment may display incorrectly in the appendix of the exported PDF due to the content width in the .xlsx file.
- In German and French environments, items' **Created Time** does not display properly after refreshing the page.
- An error may occur in the Safari browser where the **Create Meeting** page does not display the local time correctly.
- If a system account user attempts to apply a license, the license application will fail.
- An issue may occur where duplicate copies of the same meeting may appear in users' calendars.
- An ActiveX Control printing error may occur if using AvePoint Meetings in Internet Explorer 10.

### [Workaround]:

1. Open Internet Explorer.
  2. Click **Tools** on the ribbon, and then select **Internet Options** from the **Tools** drop-down menu.
  3. Under the **Security** tab click **Custom level....** The **Security Settings – Local Intranet Zone** page appears.
  4. Find ActiveX controls and plug-ins under **Settings**. Then, enable the following settings:
    - Initialize and script ActiveX controls not marked as safe for scripting
    - Run ActiveX controls and plug-ins
  5. If enabling these two options does not work, make sure all of the options under ActiveX controls and plug-ins are set to either **Enable** or **Prompt**.
- The error message **Sorry, something went wrong.** may appear after clicking the Meetings app to go to the interaction page. If this occurs, click the Meetings app again.

# AvePoint Meetings 2.3.1

Release Date: November 6, 2013

## Bug Fixes

- If a user changes a meeting description, other users can now see that description change.

## Known Issues

- The error message **Sorry, something went wrong.** may appear after clicking the Meetings app to go to the interaction page. If this occurs, click the Meetings app again.
- If a system account user attempts to apply a license, the license application will fail.

# AvePoint Meetings 2.3

Release Date: October 30, 2013

## New Features and Improvements

- Added support to export meeting minutes to PDF.
- Added **Search** functionality to the **Pro features** page.
- Added the **Pro features** page to AvePoint Meetings for SharePoint Online.
- Added License Manager to AvePoint Meetings for SharePoint Online and On-Premises. After the 30-day trial, end-users must apply for a Demo/Pro license before they can use Pro features.

## Bug Fixes

- Fixed a user input bug that affected Japanese users who pressed **Enter** on the keyboard.

## Known Issues

- The error message **Sorry, something went wrong.** may appear after clicking the Meetings app to go to the interaction page. If this occurs, click the Meetings app again.
- If a user changes a meeting description, the change may not appear for other users.

# AvePoint Meetings 2.2.4

Release Date: October 23, 2013

## New Features and Improvements

- Improved the **Created Date** and **Created by** column layout.

# AvePoint Meetings 2.2.3

Release Date: October 15, 2013

## New Features and Improvements

- Added support to grant users permission when editing or deleting agenda items.
- When clicking a meeting instance, no data loads. This occurs when attendees are deleted from Active Directory.

Workaround: Edit this reoccurring meeting then delete any non-existent attendees.

# AvePoint Meetings 2.2.2

Release Date: October 1, 2013

## New Features and Improvements

- Added support so reoccurring meeting instances that have not started, have already started, and meetings that have ended will display in the “All meetings” view.
- When entering the email address to complete the registration for AvePoint Meetings, only the email addresses that end with .com are valid.
- When editing the Start Date/Due Date for an action of a meeting, the displayed date for the action is now the date you selected, as opposed to the date before.
- When accessing a meeting, all of the meeting information, including the timeline, will be displayed.



# AvePoint Meetings 2.2.1

Release Date: September 25, 2013

## New Features and Improvements

- Added support when using Shift and Enter when adding notes. The newly added lines will not be removed when clicking out of the note.
- Added support when clicking an existing Collapsed note to edit it. All text in the note will appear in the “View More” view.
- When logging into your most recent meeting and then clicking a future meeting date, the logged in user will replace the original Agenda Owner. Added support to resolve this issue.

# AvePoint Meetings 2.2

Release Date: September 24, 2013

## New Features and Improvements

- Added support for statuses for action items. The statuses are Not Started, Waiting on Someone Else, In Progress, Deferred, and Completed. Users can mark different action items according to their statuses.
- Added support to display states in alphabetical order on the registration form.

# AvePoint Meetings 2.1.1

Release Date: September 17, 2013

## New Features and Improvements

- Added support for the visibility of meeting tiles in the app.
- Added support so users can mark themselves as present in the app. The users can also mark anyone present in a meeting that is current, in the past, or in the future.
- Added support to fix issues that occurred when using special characters: < > & \ "".

# AvePoint Meetings 2.1

Release Date: September 10, 2013

## New Features and Improvements

- Added support for changing the Agenda owner.
- Added support to make the creator of a meeting the default organizer and the default attendee of the meeting.
- When opening a recurring meeting, added support so the correct start time and end time appears in the Meetings Interaction page.
- When loading the timeline for the first time, the app will not load the agenda items in the Meeting instances that occur in the dates that are not shown in the timeline. Added support to fix this issue.
- When saving the edited description of a note by hitting Enter on the keyboard, the Meetings app made a line break instead of saving the description. The note will now save properly.
- Changed the direction of the arrows in the Collapse and Expand buttons.

## Known Issues

- A user creates a meeting and selects Send via me Exchange e-mail account. The user sets Organizer to user1, and sets Attendees to user2 when creating this meeting. If another user logs into AvePoint Meetings using user3, edits and saves this meeting, two copies of events will exist in the Calendar for user1 and user2.

# AvePoint Meetings 2.0.4

Release Date: September 3, 2013

## New Features and Improvements

- Added support for changing the end date without creating a new meeting.
- Added support for the support links in the top right of the Meetings Interaction page to open in new windows.
- Added support to remove the **until invalid date** that appeared when selecting the recurring duration.
- Added support for the Meetings page to load properly after clicking a meeting.

# AvePoint Meetings 2.0.3

Release Date: August 27, 2013

## New Features and Improvements

- Added support to remove Japanese lists from the English Meetings app.
- Added support when opening a recurring meeting to go to the most recent meeting instance.
- Changed the direction of the arrows in the Expand and Collapse buttons of agendas.
- Added support for the Meeting Series date on timeline to not show overdue tasks if the tasks are not created before that date.
- Added support when opening a recurring meeting to go to the most recent meeting instance.
- Added a prompt message to inform users who can't see meetings that they do not have sufficient permission to view and create meetings in the app.
- When a user adds agenda items, then closes the browser, the agenda items would get removed from the Meetings interface. Added support to resolve this issue.
- Added a warning to inform the end-user that if the user has only Read permission to the parent site, they cannot operate the app.
- When a user adds the Meetings app to three site collections, the themes of the three site collections are different. When clicking Create to create a meeting in one site collection, the interface keeps loading. The Meetings app in the other two site collections works properly. Added support to fix this issue.
- Added support to show more attendees in the Meetings Interactive page.
- Added support for deleting agenda items.

# AvePoint Meetings 2.0.2

Release Date: August 20, 2013

## New Features and Improvements

- Added support for editing the start time and end time of a meeting instance in the Meetings Interaction page.
- Added the “Don’t show me this again” checkbox in the What’s New page.
- Added support for applying Enterprise license pages to AvePoint Meetings for SharePoint On-Premises.
- Added a warning message at the bottom of the “Send via my Exchange e-mail account” to inform the end users that it may take a while to verify the entered information of the exchange e-mail account for SharePoint On-Premises.
- Added support for showing the creator of Notes, Decisions, and Actions in real-time.
- Fixed the error message “The end date you entered occurs before the start date occurs” that displayed when setting the start time to 12:00 pm and the end time to 1:00 pm.
- When copying and pasting the Meetings app’s URL provided by another user in the address bar, the current user can visit the Meetings app. After clicking “Add a Note”, support was added so the note will now save as the current user’s identity instead of the original user’s identity.
- Added support for the people picker when adding the Meetings app to My Site.
- Added support for roll-call to automatically mark all of the attendees as present when they open up the meeting instance.
- Added support for selecting multiple users, and then marking them as present or absent, or deleting them.
- When the “Make this meeting recurring” checkbox is selected, the Start and End Time do not need to be configured again.
- Added support for readable text, color, and font in e-mail notification invitations.
- Added support so the Meetings page will load properly after the Meetings app is clicked.
- When opening the Meetings app using IE10, the “Show all content” error that appeared in bottom of browser window has been fixed.
- Added support to view users’ head portraits for SharePoint On-Premises.
- When there is more than one user using the app in the meeting, once an action, note, decision, attachment, or agenda gets added, it will now display the user name that entered the data and not the organizer.

# AvePoint Meetings 2.0.1.2

Release Date: August 6, 2013

## New Features and Improvements

- Added license control to AvePoint Meetings for SharePoint On-Premises.
- Added a warning message under the **Send via my Exchange e-mail account** section to inform users that the verification of the entered information may take a while.

## Known Issues

- When uploading an attachment larger than 4 MB, the Meetings interface will load continuously.



# AvePoint Meetings 1.0.0.1

Release Date: May 2, 2013

## Known Issues

- Deleting a past instance of a recurring meeting may also result in the next earliest meeting being deleted as well.
- If 10 or more users are logged into the same app simultaneously and all users add agendas to the same meeting, the app may throw errors when the fourth agenda item is added.

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