

# Users Guide

## Information

Breeze tool lists all the scheduled meetings and expired meetings from the corresponding Breeze Server, and provides interface for user to create, delete, update breeze meeting in Sakai. All these actions could be done in Sakai Schedule Tool in the same Sakai site with the event type as **Meeting**.

## How to set up Breeze tool in a Sakai site

1. Start tomcat
2. Login to sakai as user: **admin**, password: **admin**
3. In the **workspace** panel, click **My Workspace**
4. In the left panel, click **Sites**
5. In the **Sites** function pages panel, click **New Site**
6. Name the new site **breeze** (or whatever you like).
7. Click **Save** button at bottom to finish its creation.
8. Click **Worksite Setup** in the left panel.
9. Select **breeze** (the new created site's name), click **Revise** in the **Worksite Setup** function page panel.
10. Click **Edit Tools** in the function panel.
11. Select both **Aurai - Sakai Breeze Integration. Sakai Breeze Integration Tool** and **Schedule** in the list, click **Continue** button, click **Finish** button.
12. Enter the **breeze** site by clicking it in the workspace panel.
13. If **Aurai - Sakai Breeze Integration** appears in the left panel then you have correctly installed the tool.
  - a. There could be some configuration issues, please refer to the **How to configure breeze tool in Sakai** part in the [Installation Guide](#).

## How to modify breeze configuration

1. Please read the **How to configure breeze tool in Sakai** part in [Installation Guide](#).

## How to view my meetings in Breeze tool

1. Click **Aurai - Sakai Breeze Integration. Sakai Breeze Integration Tool** in the left panel.
2. The default page lists all the scheduled meetings and expired meetings that is accessible by the configured breeze user.
3. If the current page is not the default page, there is a link named **Meeting** in the navigation bar which leads to the **Meeting** page.

## How to enter a breeze meeting in Breeze tool

1. In the **Meeting** page, there is a **Enter** button for every meeting in the **Operation** table column. Click **Enter** button, and a new browser window (or tab) leads directly in the breeze meeting.
  - a. The **Role** of the meeting is automatically decided by Breeze tool that the site administrator would be considered as the **administrator** in breeze meeting, while the common user would be considered as **guest** in breeze meeting with their **Sakai Display Name**.

## How to create a breeze meeting in Breeze tool

- Make sure the current sakai user is allowed to **maintain** the current site.
1. In the breeze navigation bar, click **Create** link.
  2. In the **Create Scheduled Meetings** page, fill in **Title**, **Summary**, **Start Time** and **Duration** fields, then click **Finish** button.
    - a. If warning appears, please check out if any field is empty. **Breeze** does not allow creating meeting without any of these information.
  3. In the coming page (**Meetings**), there would be the newly created meeting in **Scheduled Meeting** list.

## How to delete a breeze meeting in Breeze tool

- Make sure the current sakai user is allowed to **maintain** the current site.
1. In the **Meeting** page, there is a **Delete** button for every meeting in the **Operation** table column. Click **Delete** button, and a confirm box appears. Click **OK** if it should be deleted, or click **Cancel**.

## How to update a breeze meeting in Breeze tool

- Make sure the current sakai user is allowed to **maintain** the current site.
1. In the **Meeting** page, there is an **Update** button for every meeting in the **Operation** table column. Click **Update** button.
  2. In the **Update Meeting** page, all the fields are filled by their original values, update the field(s) and click **Finish** button to finish updating this meeting.

## How to create a meeting in Schedule tool

- Make sure the current sakai user is allowed to **maintain** the current site.
1. In the schedule tool navigation bar, click **Add** link to add an event.
  2. In the **New Event** page, fill in the **Title**, **Date**, **Start Time**, **Duration** and **Message** fields, and set the **event type** to be **Meeting**, then click **Save Event** button.
    - a. The fields stated above are necessary, the others are optional.
  3. In the **Calendar View** page (e.g. **Calendar By Week**), the meeting created will be shown.

## How to enter a meeting in Schedule tool

1. In the **Calendar View** page (e.g. **Calendar By Week**), click the link of the meeting.
2. In the **Meeting Info** page, there is a link that covers the meeting's **Description** field, which is the link that leads to the breeze meeting.
  - a. Current user's breeze meeting **Role** is automatically set, the same as the one stated in **How to enter a breeze meeting in Breeze tool**.

## How to delete a meeting in Schedule tool

- Make sure the current sakai user is allowed to **maintain** the current site.
1. In the **Calendar View** page (e.g. **Calendar By Week**), click the link of the meeting.
  2. In the **Meeting Info** page, there is a **Delete** button, click the button.
  3. In the **Delete schedule item...** page, click **Delete** button, then the meeting is completely deleted both from **Schedule** and **Breeze**.

## How to update a meeting in Schedule tool

- Make sure the current sakai user is allowed to **maintain** the current site.
1. In the **Calendar View** page (e.g. **Calendar By Week**), click the link of the meeting.
  2. In the **Meeting Info** page, there is an **Edit** button, click the button.
  3. In the **\* Revising schedule item...\*** page, all the fields are filled by their original values, update the field(s) and click **Save Event** button to finish updating this meeting.