



Ask Me Anything!

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Introduction to Ask Me Anything!

Timetabling can be a lonely task and at times you just need to chat an idea or a problem through? This is the place to do it!



The Ask me anything sessions are completely free as a Gold-Start user or as a recent attendee of timetable training. The sessions are an hour long, although we don't expect you to necessarily stay for the whole hour. If you can only join in for 10 minutes, please just jump on board for that period. You can always watch the recording.

Using GoTo Meeting you can use the 'chat' facility to ask the questions and we'll answer them. If you feel we could benefit from seeing some data, then simply send your Options or TimeTabler backup in advance with your question to mist@mistservices.co.uk. We can then use your real data on the session.

If no-one asks any questions – it'll be quite boring, so please do join in. There is the forum on the website, which is in it's infancy, but we want to build into a valuable resource. So, if you have suggestions please let us know. Anyway, that's enough for now – how do you get started? Just follow the steps below and we look forward to answering your questions.

Let's get going

Open your web browser and go to online.mistservices.co.uk



- Click on **Register**



Complete the details and please make a note of your **Username** and **Password**

Registering for this site is easy. Just fill in the fields below, and we'll get a new account set up for you in no time.

Account Details

Username (required)

Email Address (required)

Choose a Password (required)

You will then receive an email to which you need to click on the link to Activate the account

Timetable Training

Hi Timetabler User,

Thanks for registering!

To complete the activation of your account, go to the following link:

<http://online.mistservices.co.uk/activate/KdaKcqjull4DR6qTp8EKvvd4fDDTsa2B/>

Logging in

- Go to online.mistservices.co.uk



- Click on **Login**

A login form with a blue background. It features two grey input fields: the first contains the email address 'timetabler@mistservices.co.uk' and the second contains a masked password '.....'. Below the password field is a radio button labeled 'Remember Me'. A large teal button labeled 'LOG IN' is positioned below the form. At the bottom, there are links for 'Register | Lost your password?' and a back arrow labeled 'Back to Timetable Training'.

- Type in your **Username** and **Password**
- Click on **Log In**

[Home](#) [All Courses](#) [Members](#) [Groups](#) [Blog](#) [Register](#)

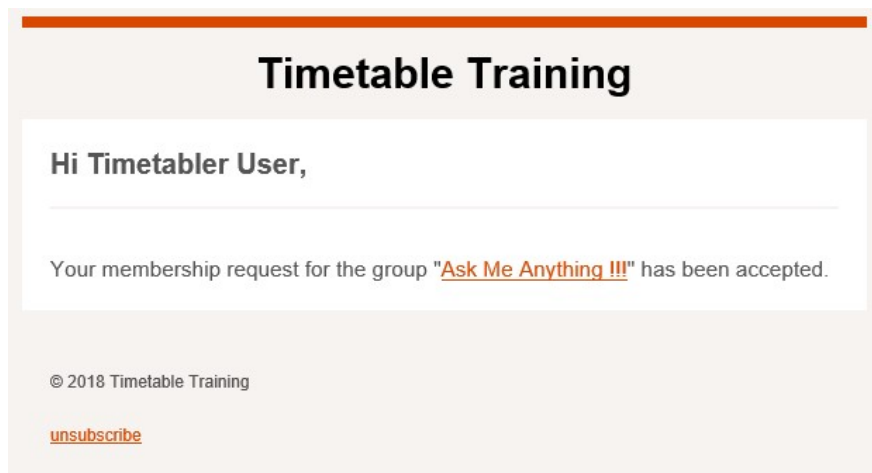
- Click on **Groups** in the top navigation

A light blue rectangular card. On the left is a circular logo with the text 'mist services' and 'ask me anything' in a speech bubble. To the right of the logo, the text reads: 'ASK ME ANYTHING !!!', 'active 3 hours, 38 minutes ago', 'As the name suggests, in this group you can ask us anything!', 'During the timetabling season we typically host an 1-hour webinar where you can pop along and Ask us anything!', and 'So it might be Options, [...]'. A yellow button labeled 'Request Membership' is on the right side.

- Click on **Request Membership**

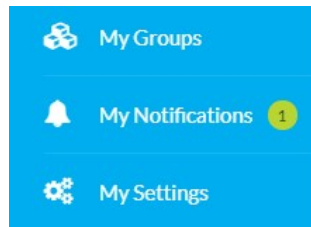
A light blue rectangular card, identical in layout to the previous one. The text is the same, but the yellow button on the right is now labeled 'Request Sent'.

Please wait until your request has been accepted. When accepted you will receive an email:

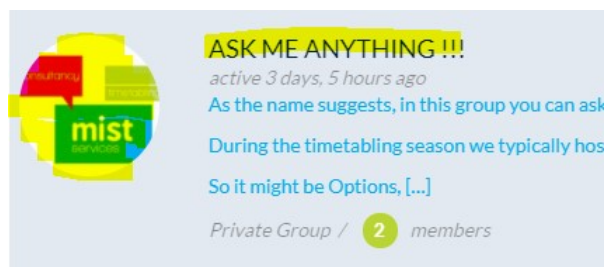


Exploring the group

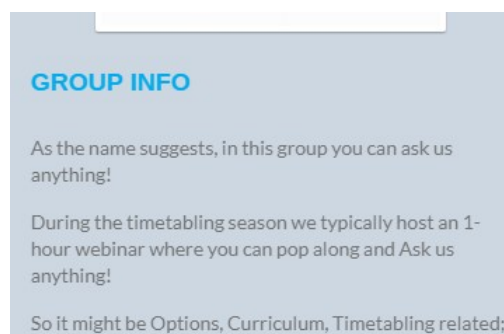
- When you log back in click on **My Groups** (in blue left hand menu)



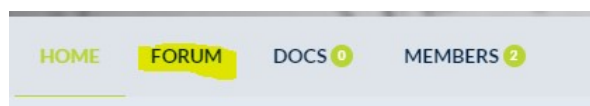
- Click on the **Logo** or **Ask me anything!**



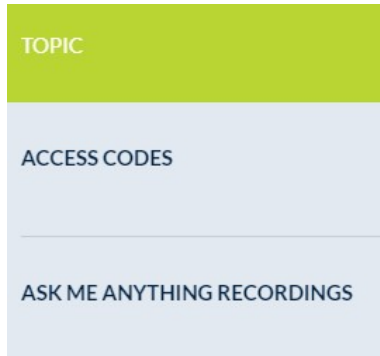
All the dates and information can be seen in the right-hand menu.



- Click on **Forum**



You will be presented with the different forums available to you:



- Click on the **Forum name** and you can access the discussions. Should you wish to comment please simply fill in the **Reply To** field and click on **Submit**

REPLY TO: ASK ME ANYTHING RECORDINGS

b *i* [link](#) b-quote ~~del~~ ul ol li code close tags

Tags:

Notify me of follow-up replies via email

Submit

Starting a new Topic

Should you wish to start a new Topic, then simply complete the **Topic Title** and your Topic from the Create New Topic sections (just from clicking on Forums):

CREATE NEW TOPIC IN "PRIVATE: ASK ME ANYTHING!"

Topic Title (Maximum Length: 80):

b *i* [link](#) b-quote ~~del~~ img ul ol li code close tags

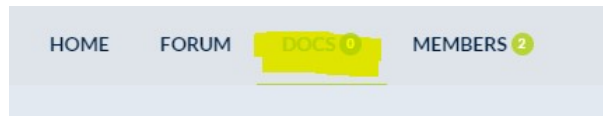
Topic Tags:

Notify me of follow-up replies via email

Submit

Docs

From time to time, we will may share documents with you and these can be accessed or downloaded from the Docs section:



Any questions please just ask in the forum or email mist@mistservices.co.uk

Happy timetabling !