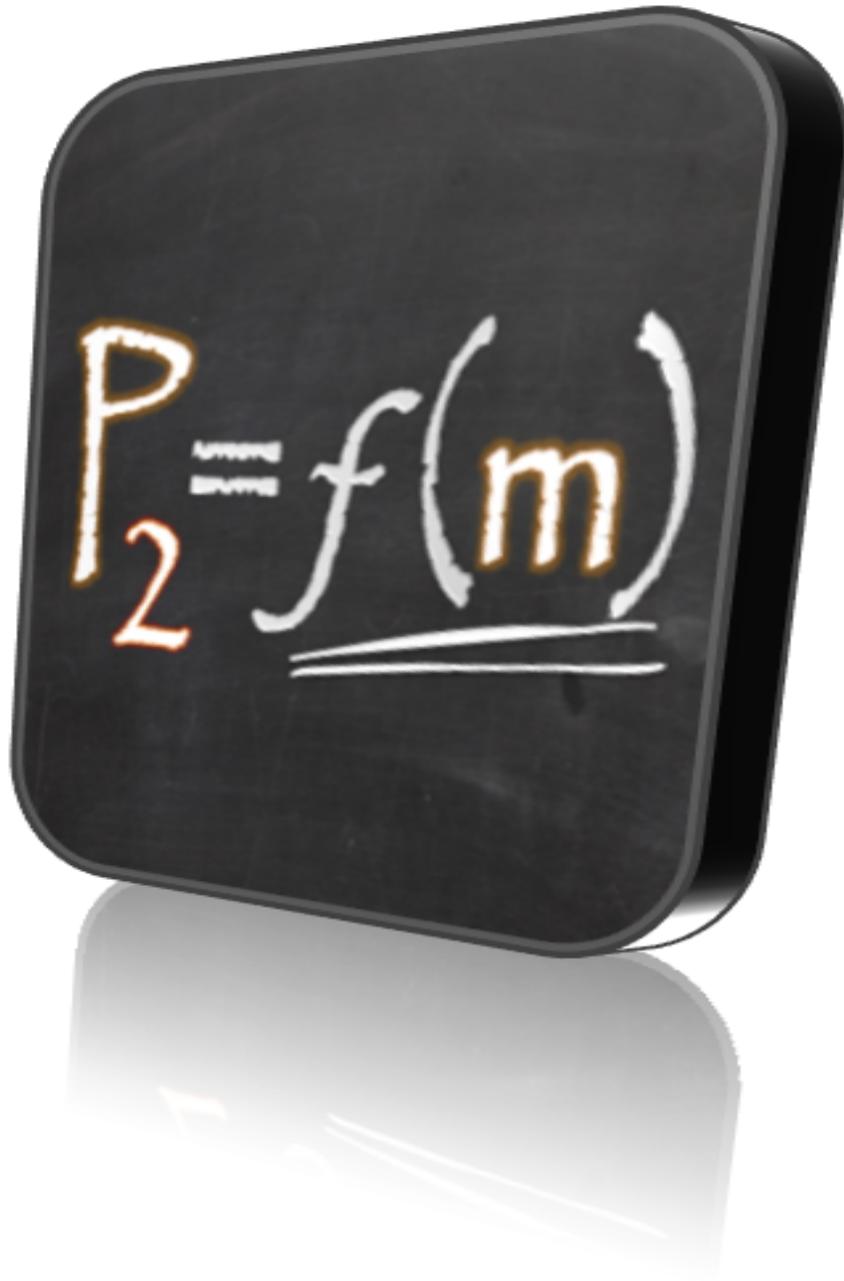


# Price 2 Meet ©

## How 2



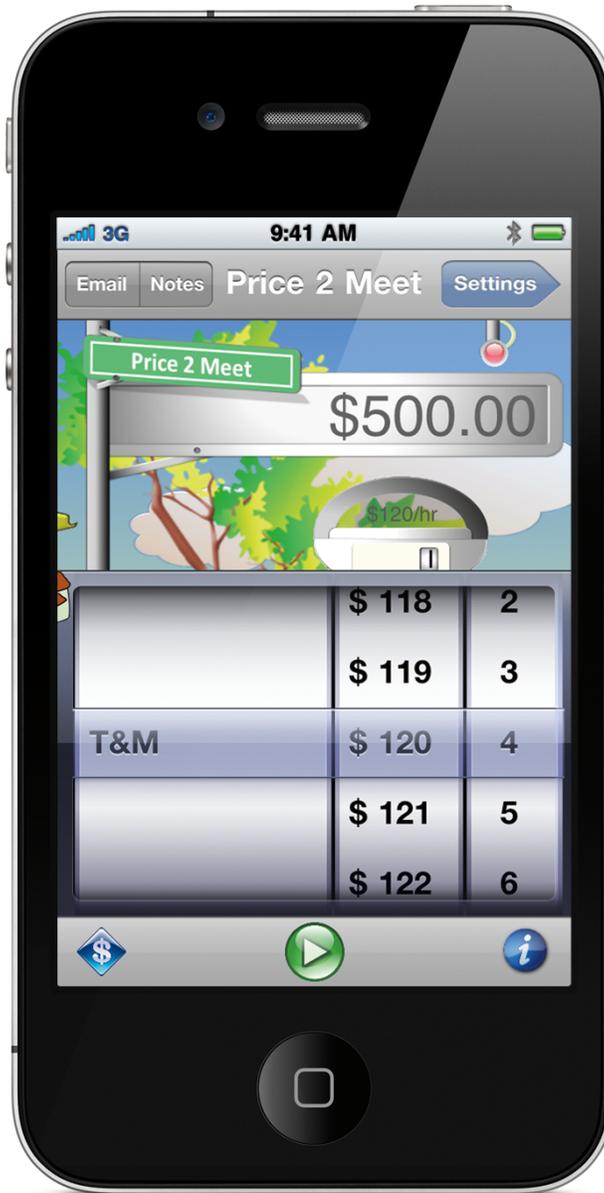
# Welcome

Welcome to the Price 2 Meet **How 2**. If you're not familiar with the Price 2 Meet iPhone app, I invite you to visit [price2meet.com](http://price2meet.com) and learn how it can help you cut back on the cost of meetings.

I hope you find this documentation helpful. And if you have any questions, please don't hesitate to ask by simply sending me an email at [mail@price2meet.com](mailto:mail@price2meet.com).

Thank you and enjoy,

-- Mick Zivkovic



Price 2 Meet © How 2  
Created by Mick Zivkovic

## Main / Portrait Mode

The anatomy of the Main screen is straightforward. Meeting controls are located in the toolbar at the bottom. The screen is dominated by the Price 2 Meet street sign, displaying the up to the second meeting price. Just below it, is the Parking Meter button, which, when clicked, brings up the rate and attendee selector, or if you prefer Apple's terminology, the picker.

The Main screen, which appears when your iPhone is in portrait mode, welcomes you and delivers the main app interface. So, let's start here and get familiar with the controls.





## How 2: Set the Price 2 Meet

Sometimes, you may only be prepared to pay a given price for a meeting. And when that moment comes, just set the Price 2 Meet by pressing the dollar symbol button.

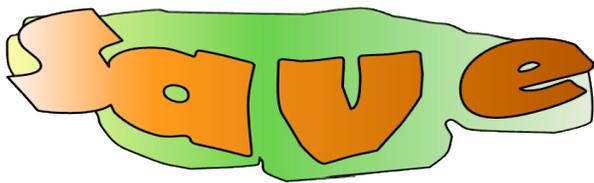
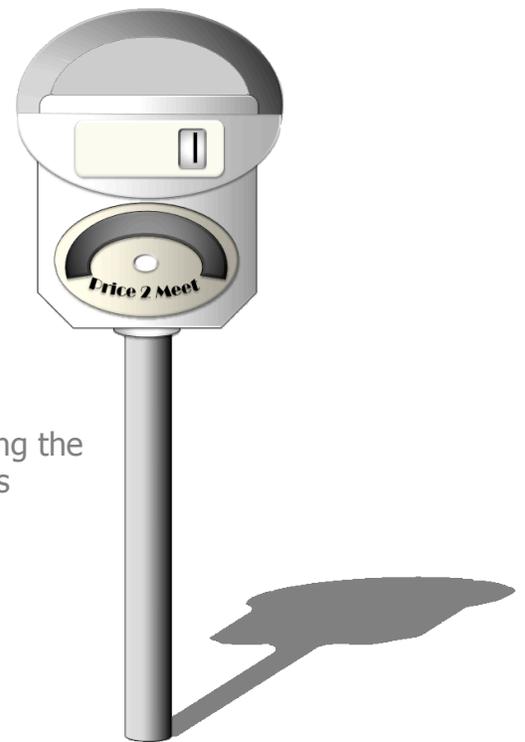
The dollar symbol button will appear when you're ready to start a new meeting. It allows you to set the desired Price 2 Meet. Once selected, the initial price will then be displayed on the Price 2 Meet street sign. When the meeting starts, the price will count down from the initial level, giving you a clear indication of how much money you've got left to spend.

Of course, you don't have to set the initial Price 2 Meet. By default, the meeting price will count up from zero. To reset the price to meet, just press the "No Limit Meeting" button.

## How 2: Show/Hide Meeting Controls (Parking Meter)

Parking Meter button slides into view when the main screen appears. The Parking Meter serves a dual role: to display the hourly attendees rate and to show/hide the picker control.

When the meeting is started, the picker control will slide down, allowing the Price 2 Meet to come into focus so as not to distract from how much is being spent. Click the Parking Meter button to reveal the picker and increase/decrease meeting attendees or change the hourly rate.



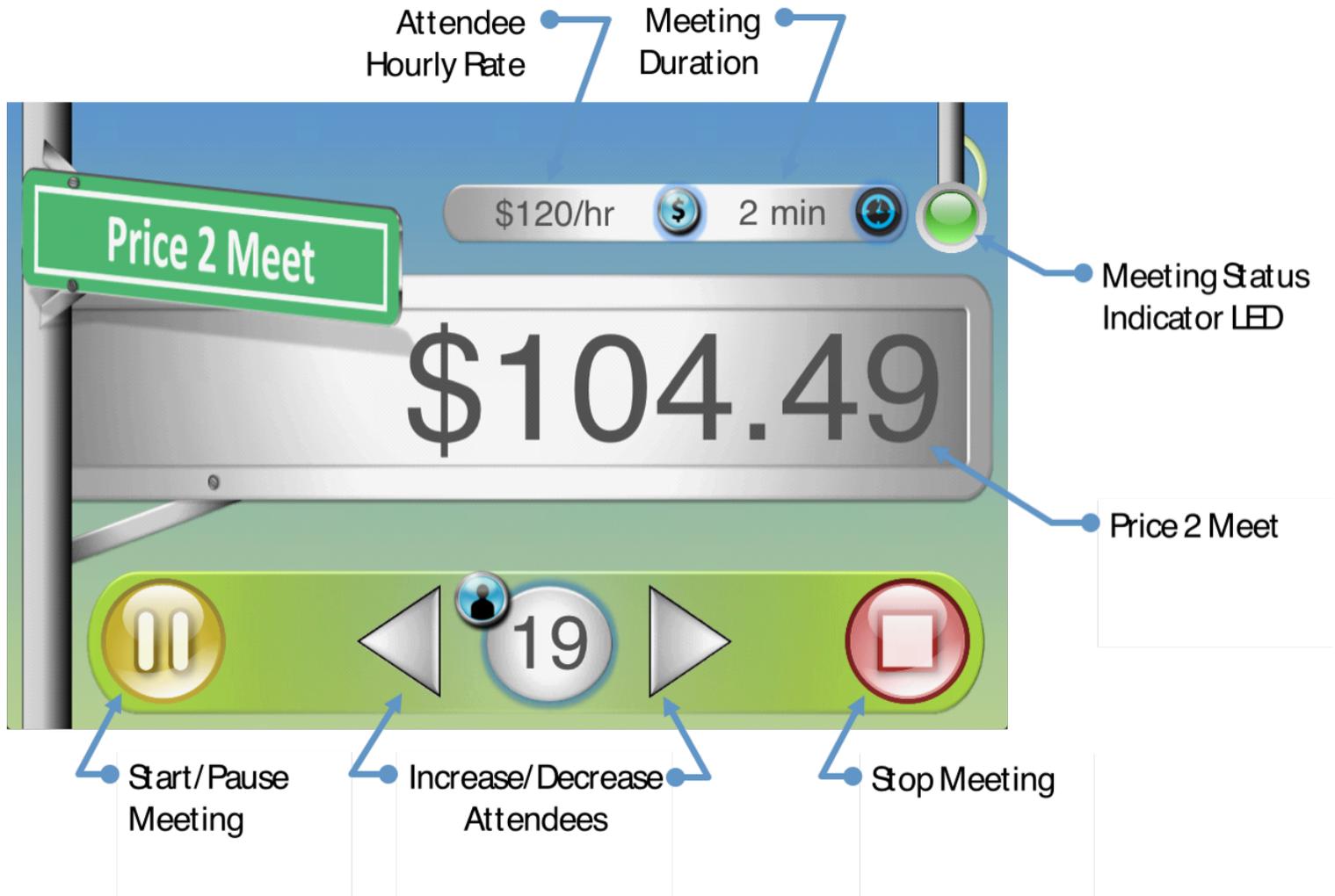
## How 2: Save or Delete a Meeting

When you decide to stop the meeting, a branch swings into view carrying the Save button. Just below it, a Trash Can slides in. If you prefer to forget about a meeting, as I often do, simply click on the Trash Can. For those rarer moments when you need to save the meeting information, press the Save branch/button.

# Presentation / Landscape Mode

Go ahead. Flip your iPhone to its side. It's ok. I promise. The app will know what to do.

With your iPhone in the landscape orientation the app enters Presentation mode. In this mode, the meeting price comes into focus. Next time you are sitting in a large conference room surrounded by your colleagues, and their attention starts to decline faster than an average single-shot Starbucks latte can jolt, fire up Price 2 Meet, rotate your phone and regain their attention.



## How 2: Capture Notes

Unless you've been blessed with photographic memory, you may need to take a few notes to capture action items, decisions, attendee names, etc. The Notes screen allows you to do just that. Simple to use, it has just two sections: topic and notes. Both are optional, but highly recommended if you plan on saving the meeting details.

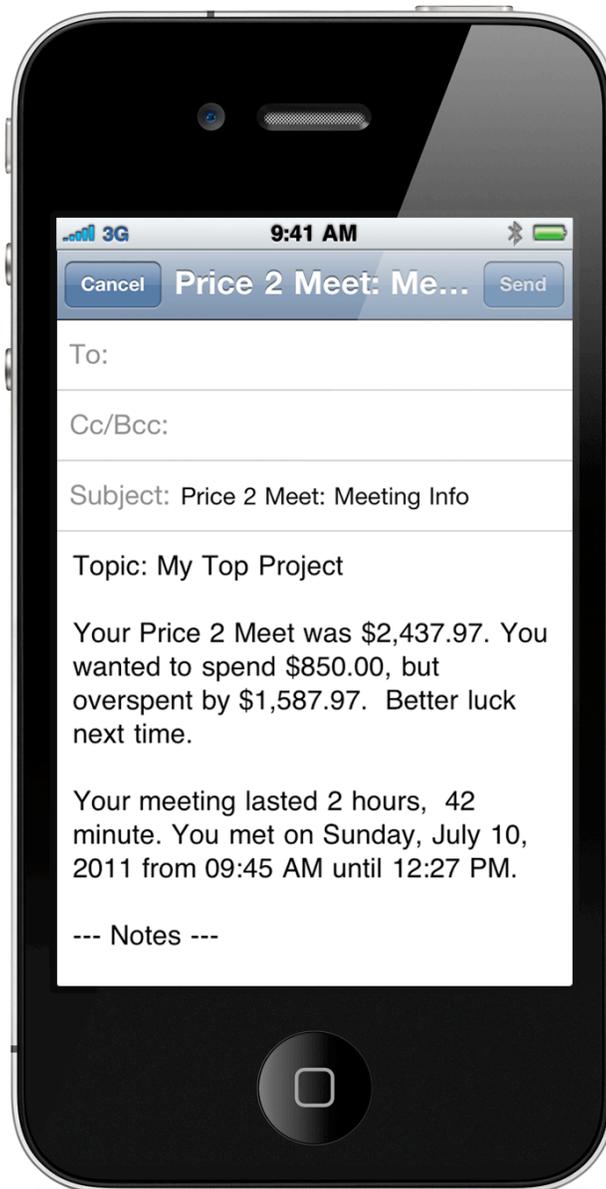
Simply tap on the topic or notes sections to reveal the keyboard and type in the notes. Voila. It's that simple.



## How 2: Email Meeting Information

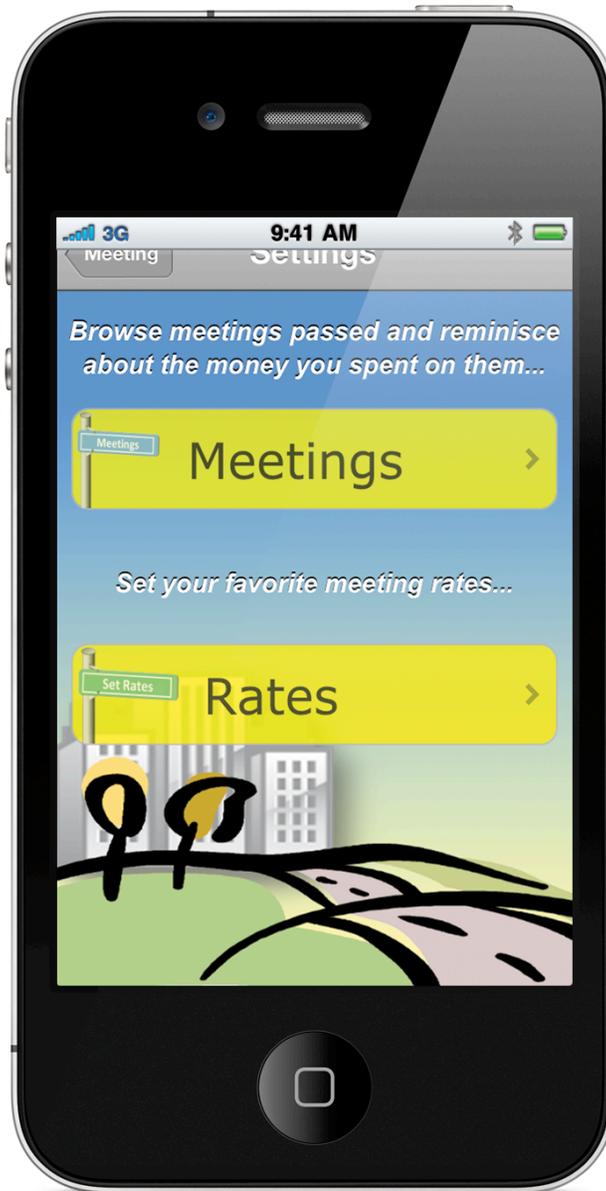
Email meeting notes, duration, number of attendees and most importantly, the price to yourself or anyone else lucky enough to have such a cost conscious member on their team.

You can access email controls directly from the Main and Notes screens, for both meetings that are in-progress or those you've decided to save for posterity.



## How 2: Browse Saved Meetings or Set Hourly Rates

How do I access previous meetings? How do I set my own hourly rates and descriptions? Through the Settings screen of course!



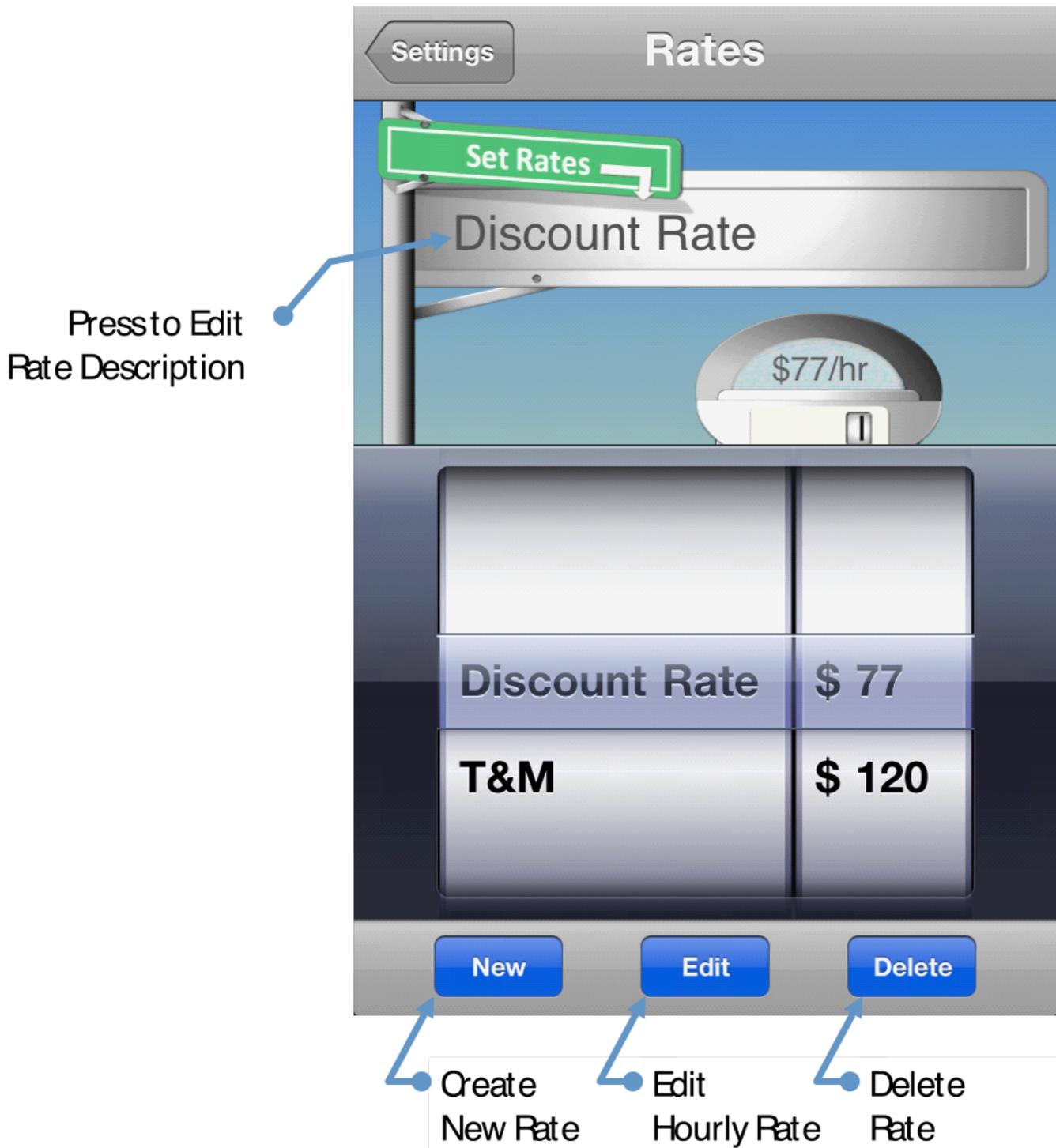
## How 2: Set Hourly Rates

Price 2 Meet is calculated based on a single hourly rate. This is probably not a universally adopted method for pricing meetings, but it's much more convenient than having to enter an annual salary for each attendee. Imagine having to ask everyone who joins your call just how much money they make per year. That would be a very good way to reduce the number of attendees...



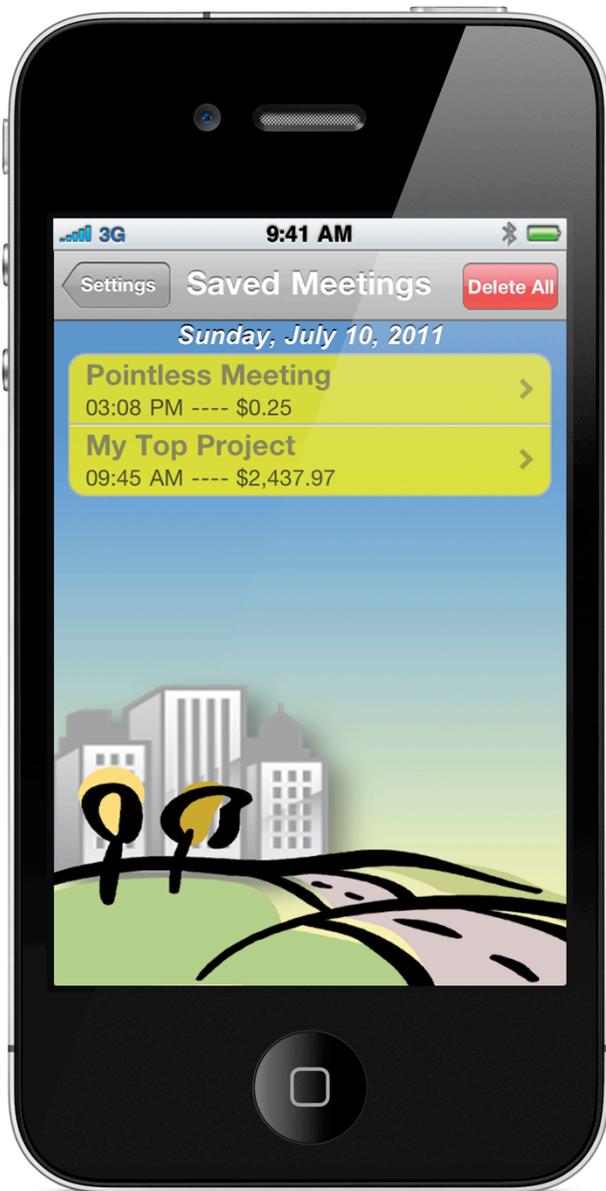
## How 2: Set Hourly Rates (continued)

Hourly Rates screen allow you to remove/add/change a commonly used hourly rate (e.g. Time and Materials, Operations and Maintenance, Capital Rate).



## How 2: Browse Saved Meetings

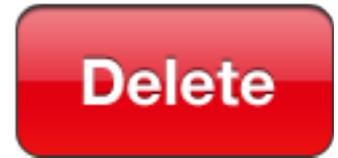
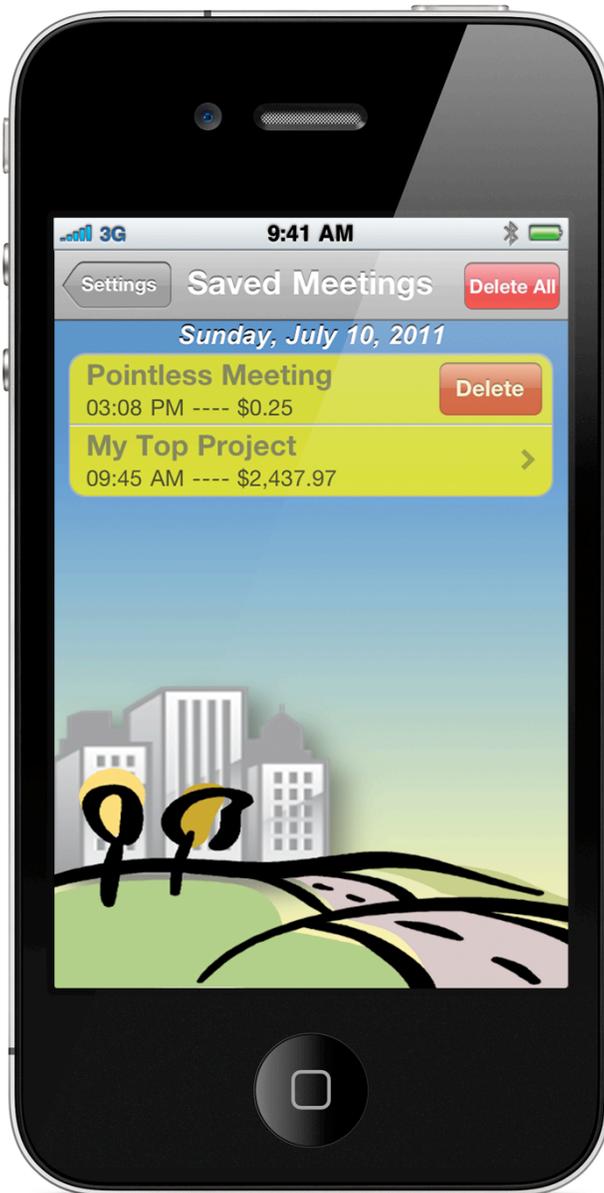
To browse saved meetings, select "Meetings" from the Settings screen. Previously saved meetings are sorted by the meeting start date, with most recent at the top. To edit, review or email meeting notes, simply select a meeting from the list.



## How 2: Delete Meetings

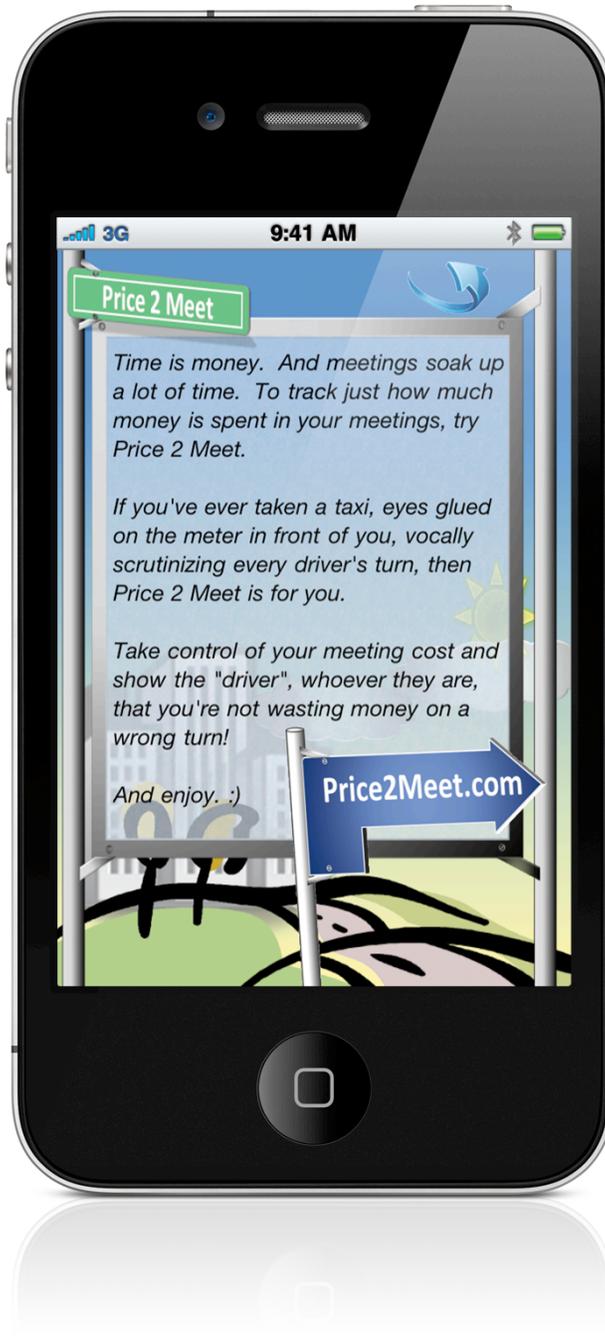
**Warning: Once deleted, meetings cannot be recovered.**

To delete a single meeting, swipe left over the meeting row, exposing the Delete button.  
To delete all meetings, simply press the Delete All button.



## How 2: Get to Price 2 Meet Web Site

Information/About screen needs little explanation. After a few seconds of launching this screen, you are greeted with the Price 2 Meet street sign – follow it to [price2meet.com](http://price2meet.com) for the latest on the app.



## Didn't Find What You Were Looking For?

Admittedly, this How 2 document is far from complete and is closer to a quick start guide than a comprehensive guide. For additional information, please visit [price2meet.com](http://price2meet.com) or just send an email to [mail@price2meet.com](mailto:mail@price2meet.com) and one of our highly trained Customer Support Agents, read me, will get back to you promptly.

