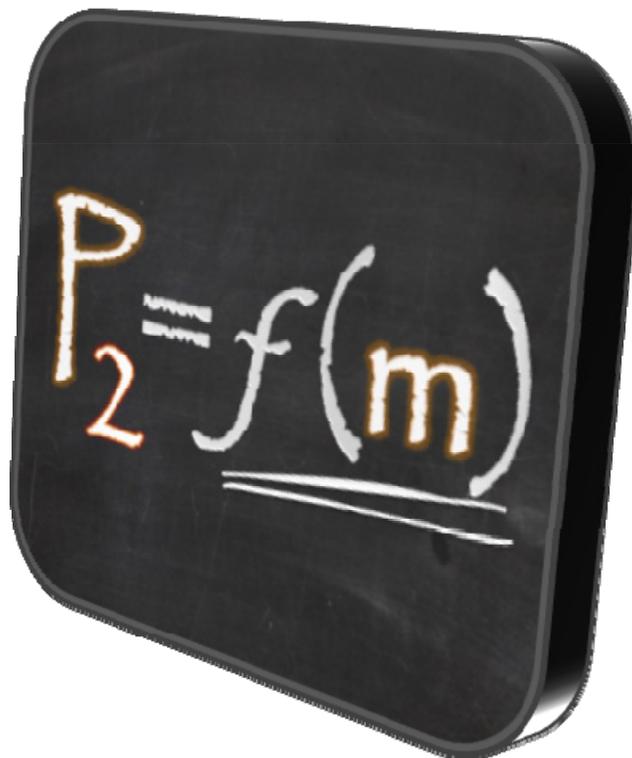


# Price 2 Meet ©

## 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.

Enjoy,

-- Mick Zivkovic



## Splash Screen

Every app needs a splash screen and Price 2 Meet is no exception. The Splash screen displays the Price 2 Meet version number for a full 2-3 painful seconds until the app is fully loaded.

I completely understand that your time is precious and that in today's day and age devices should instantly turn on and off. Who has 2 seconds to wait after all? You could have been doing something else with your free time ;)



Price 2 Meet Splash Screen

# Main / Portrait Mode

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 a little familiar with the controls. While we're at it, sit back, relax, and enjoy the serene background scenery – intended to get you through those moments when your meeting attendees are less than prepared.



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.

When you stop the meeting, a branch swings into view - 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.



# 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.

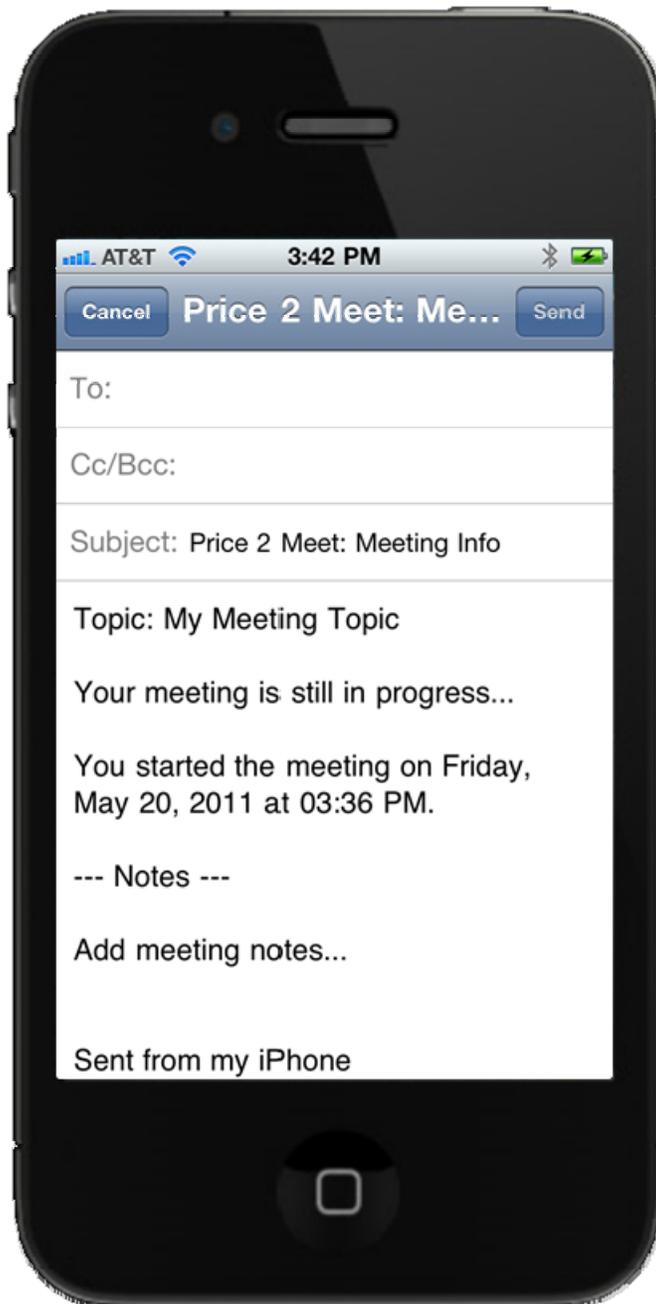
Simply tap on the topic or notes sections to reveal the keyboard and type in the notes.



# Email

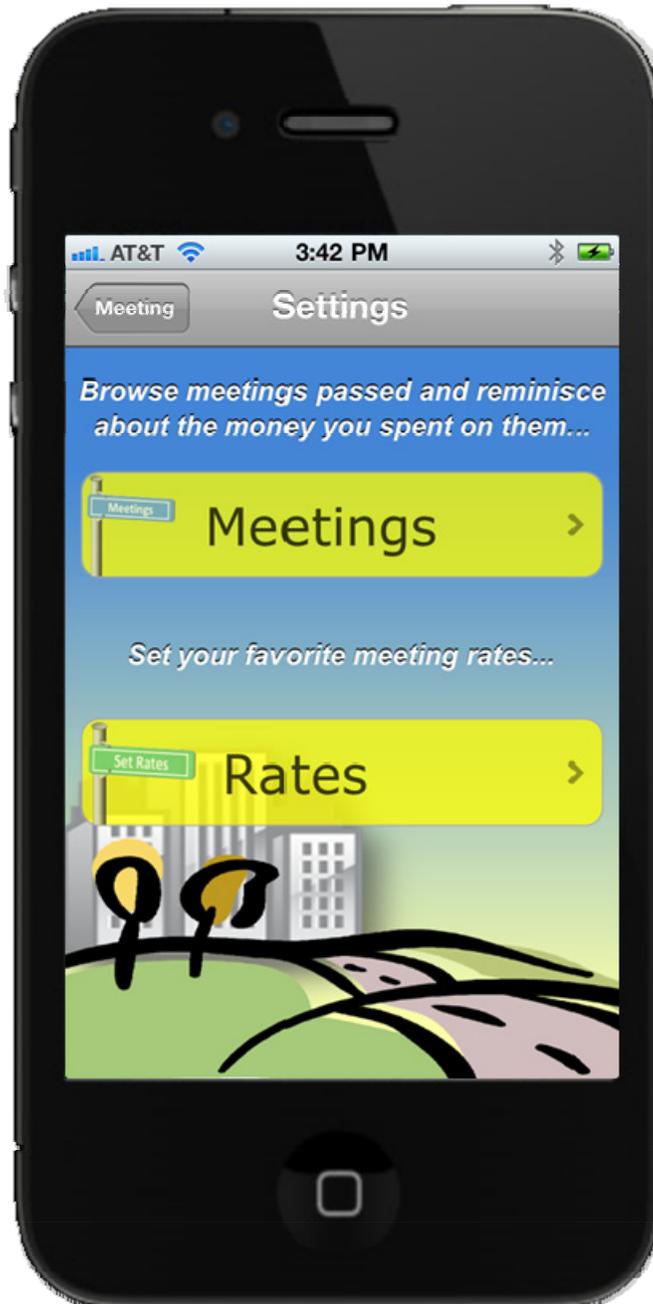
Email meeting notes, duration, number of attendees and most importantly, the price to yourself or anyone else lucky enough to have such a cost conscious member on their team.

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



# Settings

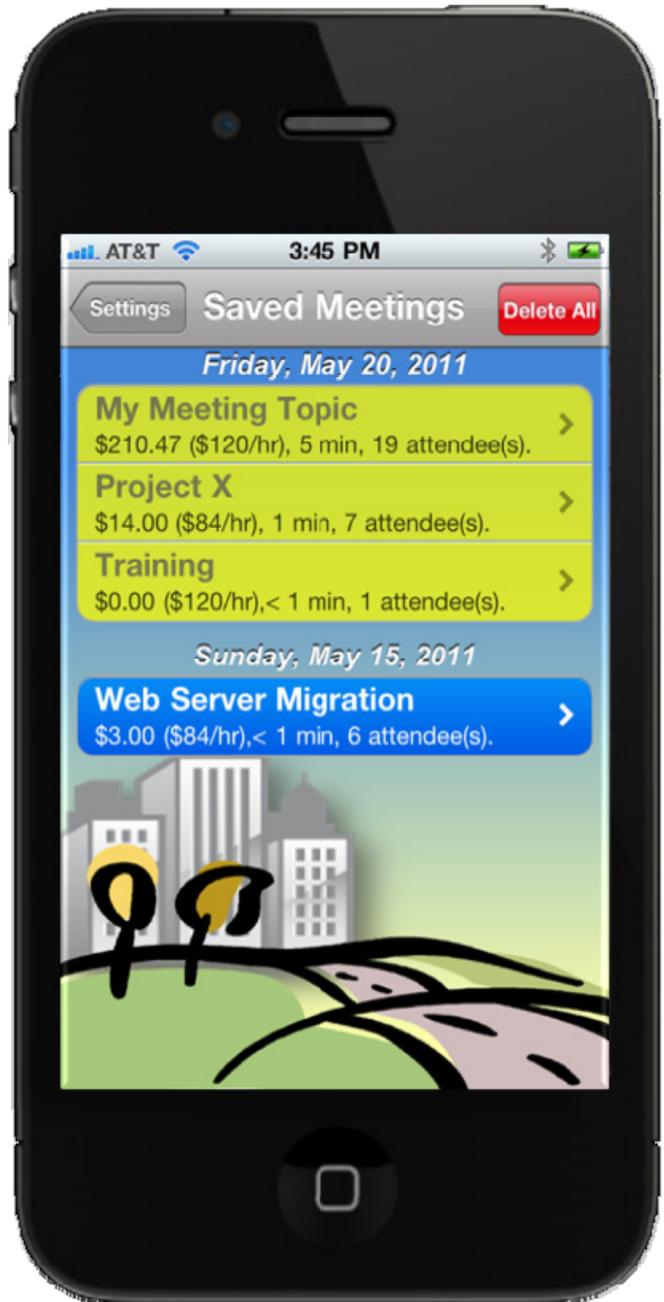
How do I access previous meetings? How do I set my own hourly rates and descriptions? Through the Settings screen of course!



# Set Hourly Rates & Browse Meetings

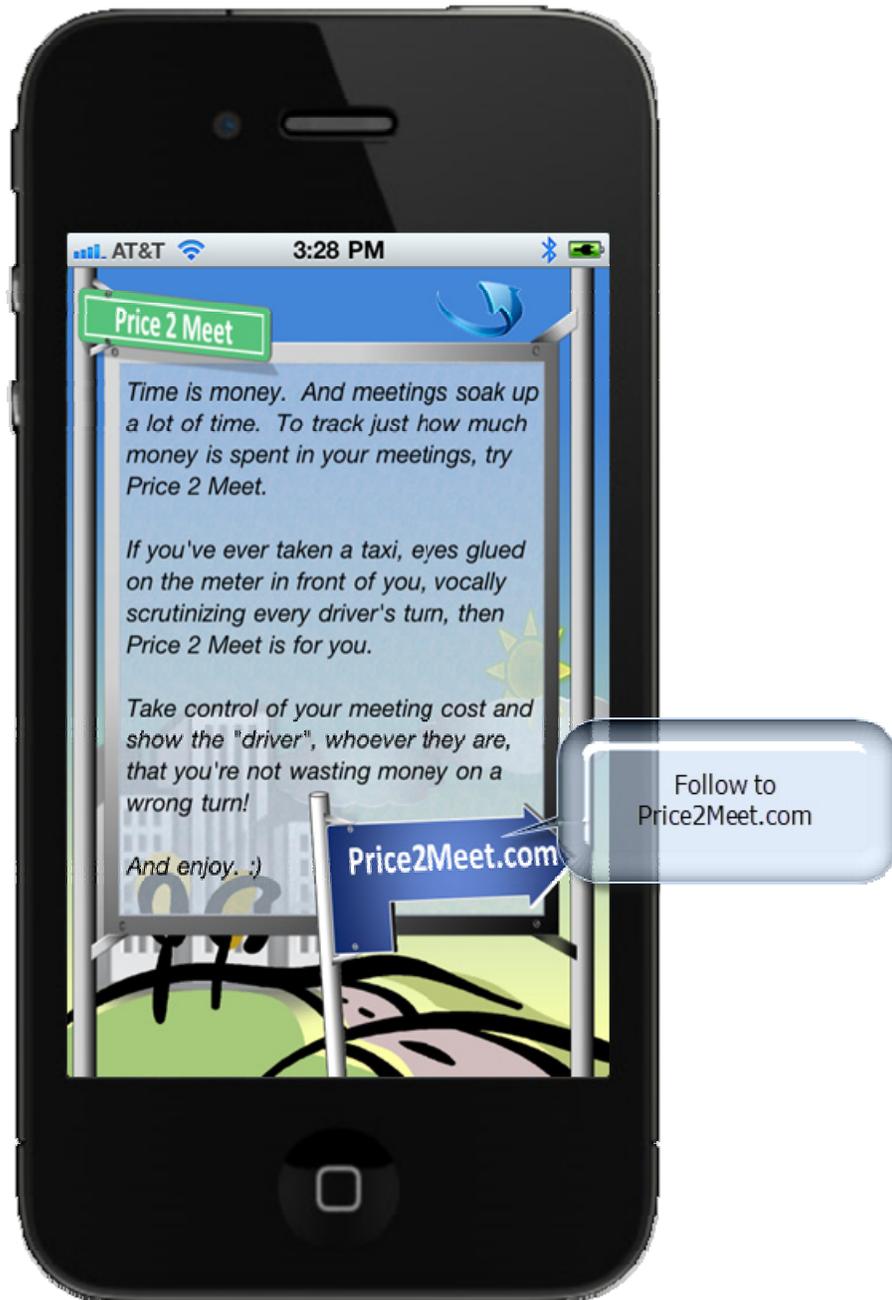
Price 2 Meet is calculated based on an hourly rate. This is probably not a universally adopted method for pricing meetings, but it will have to do. Select Rates from the Settings screen to navigate to the Rates screen. Once there, use the Hourly Rates screen to set descriptions and hourly rates for your most commonly used rates (e.g. Time and Materials, Operations and Maintenance, Capital Rate).

Similarly, to access saved meetings, select Meetings from the Settings Screen. Meetings are sorted in reverse chronological order – most recent ones are at the top. Browse, email and add notes to previous meetings. Or, just reminisce about the money spent...



## Information / About Screen

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 information 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 [how2@price2meet.com](mailto:how2@price2meet.com) and one of our highly trained Customer Support Agents, read me, will get back to you promptly.

