

## Documentation

# How to install / uninstall AgendaMaster

Changes

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### Installation of AgendaMaster

The following steps explain how to install AgendaMaster. Unfortunately, there is no automatic setup process available – we're working on it.

Please note by downloading and installing AgendaMaster you accept the <u>Terms and Conditions</u> (<u>EULA</u>).

### Step 1 – Downloading the software

After downloading and installing the software you have to request a trial license or install your license key before you can use AgendaMaster – after requesting a trial license (see Step 3 – Request a trial license or buy a license) you can start using AgendaMaster. The trial license is a full functional version with following limitations:

- Only three agenda point slides can be created
- The trial license is limited to three months
- All functions are enabled in the trial license
- You can only request one trial license

You can find the download on <u>www.agendamaster.ch / download</u>. Save the download or open the ZIP file directly.

By downloading and installing the software you accept the Terms and Conditions (EULA).

### Step 2 – Unpack the Zip-File and copy it to Program Files folder

Create a folder "AgendaMaster" in your Program Files folder – usually somewhere in C:\Program Files (x86)

Unpack the downloaded AgendaMaster.zip file into this folder. Please provide administrator permission by clicking on [Continue]:

Destination Fol	lder Access Denied				Х
You'll need to p	provide administrator p	ermission to copy	to this	s folder	
Agend	daMaster				
Date of	created: 20.03.2018 22:	13			

#### This should now look like that:

📕   🛃 📕 🗢   C:\Program Files	(x86)\AgendaMaster	<u></u>	
File Home Share Vie	w		~ ()
$\leftarrow \rightarrow \checkmark \uparrow$ 📕 > This PC >	Local Disk (C:)      Program Files (x86)      AgendaMaster	v ت	Search Ag 🔎
🗸 🍃 This PC	▲ Name	Date modified	Туре
🔉 📙 3D Objects	📜 Application Files	18.03.2018 13:55	File folder
> 🔚 Desktop	🛃 AgendaMaster.vsto	18.03.2018 13:55	VSTO Deploy
> 📔 Documents	setup.exe	18.03.2018 13:55	Application
> 其 Downloads			
> 🜗 Music			
> 🔚 Pictures			
> 🖪 Videos			
> 🐛 Local Disk (C:)	× <		· · · >
3 items			

Double click the "setup.exe" to start the setup of AgendaMaster.

When you see this message click on [Install]:



You will get a confirmation when the installation was successful which you can [Close]:

Microsoft Office C The Microsoft Of	ustomization Installer ffice customization was successfully installed.	
Name: From:	AgendaMaster file:///C:/Program Files (x86)/AgendaMaster/AgendaMaster.vsto	
		Close

If you have a license key then please proceed with Step 4

### Step 3 – Request a trial license or buy a license

You can request a trial license right from the Add-In. Just open AgendaMaster, fill out the license form and request the trial license:

When you start AgendaMaster the first time the "Request License" form will be shown otherwise click as follow:



- (1) Open the AgendaMaster Ribbon
- (2) Click on [Show] to show the AgendaMaster TaskPane
- (3) In "Presentation settings" click on "About"
- (4) Open the "License information" submenue
- (5) Fill out following fields:
  First / Lastname
  Company (leave empty if you're privat person)
  Email
  (6) Oli the fiber of T is built of the fiber of T is built
- (6) Click on [Request Trial License]

Your information will be submitted to our server and you will receive an Email with the license key (7) which you can copy and paste it into the "License key" (7) in the license form:

	5	U	Ŧ	Ψ	۰ 2	÷	Trial license key for AgendaMaster - Message (HTML)	Ā	-	×
File	Me	ssage	🖓 Tell n	ne what	you want	to do				
A	ager	ndamas	ter.info@	) gmail	.com	0				15:33
0	Irial	license	e key for	r Agen	daMaste	er				~
Action Ite	ems									



Please copy and paste the license key into the license key in AgendaMaster. You can find the field in PowerPoint/AgendaMaster/About/License information

Visit our homepage at <u>agendamaster.ch</u> Helpful information about AgendaMaster can be found at <u>documentation</u>

Please do not answer to this address. AgendaMaster.ch

25.06.2018

License key Valid to

After paste the license key into (7) you should get following confirmation (8):

Agenda Master	^
Presentation settings	
Presentation Content Columns Options About	
> About	
License information	
AgendaMaster is licensed to:	
First / Lastname	
Company	
EMail	
License key	
License type Trial	
Valid to 2018-06-25	
Your license is validated.	
Request Trial License	
Buy a license key	
> Technical info	
> Table of content settings	
Agenda point settings	
(c) by Roger Heckly <u>www.agendamaster.ch</u> V. 1.32.1803.18	~

Your trial license key is validated and valid for three (3) months. Please check Step 1 – Downloading the software about limitations of the trial license.

### Step 4 – Register your license

If you got a valid license (Light or Pro) just double click on the license key file (\*.reg) and confirm the system messages.

Double click the license key file (\*.reg):

📕   🛃 📮	Application Tools C:\Program Files (x86)\AgendaMaster					
File Home Share View Manage						
← → × ↑ 🖡 > This PC > Local Disk (C:) > Program Files (x86) > AgendaMaster v ひ Search						
Documentation	Name ^	Date modified	Туре	Size		
ogo AgendaMaster	Application Files	18.03.2018 13:55	File folder			
🤳 PPTGo	🖂 🕼 AgendaMaster Pro.reg 🛛 🚺	06.03.2018 09:16	Registration Entries	1 KB		
✓ A OneDrive - Happy PC	🙀 AgendaMaster.vsto	18.03.2018 13:55	VSTO Deployment M	. 6 KB		
👌 Anlagen	🔄 setup.exe	18.03.2018 13:55	Application	1'099 KB		
> 👶 C# Einführungskurs						
> 👼 Ferienwohnung Trin-Mulin						
> 羨 Für jeden freigegeben						
🜏 Notizbücher						
👼 Office Lens						
> 😞 Petra und Roger 🛛 🗸 🗸	<			>		
4 items 1 item selected 640 bytes						

Confirm with [Yes] to allow AgendaMaster to write to the registry:



Confirm again with [Yes] to allow AgendaMaster to write to the registry:

Registr	y Editor
	Adding information can unintentionally change or delete values and cause components to stop working correctly. If you do not trust the source of this information in C:\Program Files (x86)\AgendaMaster\AgendaMaster Pro.reg, do not add it to the registry. Are you sure you want to continue?
	Yes No

#### Click on [Ok] to finalize the License key installation:

Registr	y Editor
	Adding information can unintentionally change or delete values and cause components to stop working correctly. If you do not trust the source of this information in C:\Program Files (x86)\AgendaMaster\AgendaMaster Pro.reg, do not add it to the registry. Are you sure you want to continue?
	Yes No

You have to restart Microsoft PowerPoint to activate the installed license key. Now you can check if the Light or Pro (depending on your purchase) license is correct recognized (9):

Your license is always valid for one (1) year. After that period you have to renew the license or AgendaMaster changes automatically to a trial license.

You're done – you can start with AgendaMaster – have fun!

Please save your license key in case you have to reinstall AgendaMaster at a later point on a new computer.

### Uninstalling AgendaMaster

We hope you will never do so, but if you want to uninstall AgendaMaster please proceed as follow:

(1) Execute the "Add or remove programs" settings



(2) Search in the "Apps & features" list for "AgendaMaster":

ŝ	Home	Apps & features	
F	ind a setting $\wp$	Installing apps	
Ар	ps	Choose where you can get apps from. Installing only apps from Store helps protect your PC and keep it running smoothly.	1 the
E	Apps & features	Allow apps from anywhere	
I⊒t	Default apps	Apps & features	
₩.	Offline maps	Manage optional features	
ſ	Apps for websites	Search, sort, and filter by drive. If you would like to uninstall or move an app, select it from the list.	
<b>1</b>	Video playback	Search this list $\rho$	
		Sort by: Name $\checkmark$ Filter by: All drives $$	
			_
		AgendaMaster Roger Heckly 25.03.2	2018
	L		

(3) Cli	ck on [Uninstall]		
	<b>AgendaMaster</b> Roger Heckly 1.32.1803.18		25.03.2018
		Modify	Uninstall

#### (4) And confirm again by clicking on [Uninstall]



#### (5) Click on [Yes] to uninstall



#### (6) Click on [Ok] to finally uninstall AgendaMaster



(7) To clean up the Registry you have to manually delete the Registry Node Computer\HKEY\_CURRENT\_USER\Software\AgendaMaster

You're done – AgendaMaster is uninstalled.