



ENABLE 365 - PlanIt

- efficient annual planning in Teams

PLANIT

Installation

Introduction

Take control of your annual planning with Enable 365 PlanIt

PlanIt is an app in Teams for effective annual planning. Enable PlanIt is easy to use and provides a visual representation of activities on an annual, monthly and weekly basis.

After purchasing PlanIt for your business, it is ready for use on one or more Teams, depending on your license.

This guide describes installing PlanIt.

Good luck!



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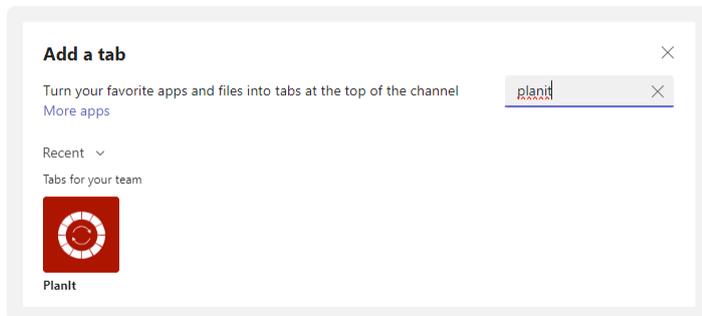
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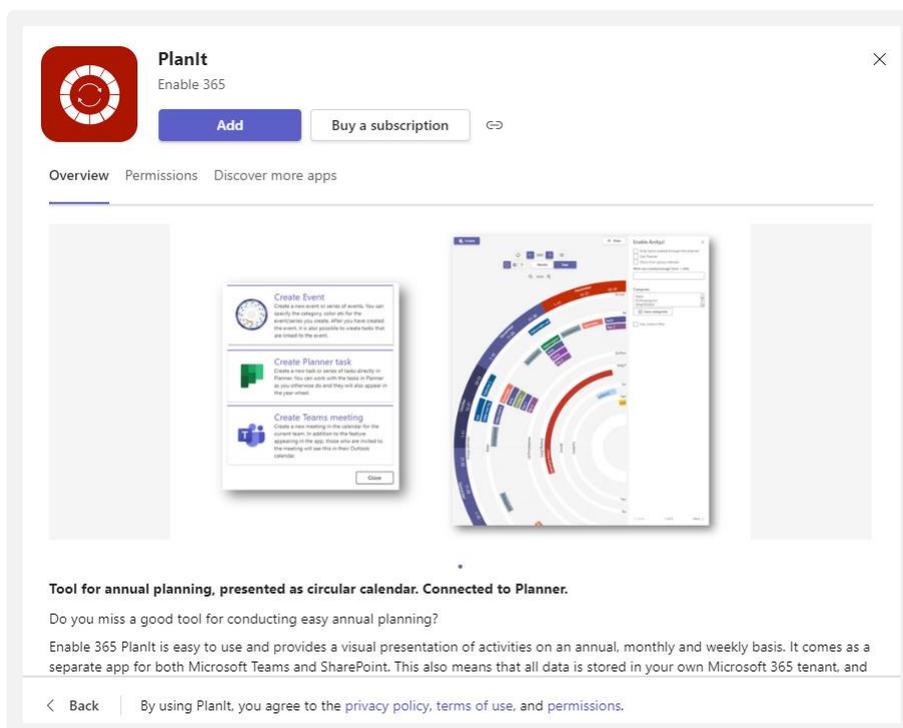
Install PlanIt in your Microsoft 365 tenant

Initial installation of PlanIt in the Microsoft 365 tenant

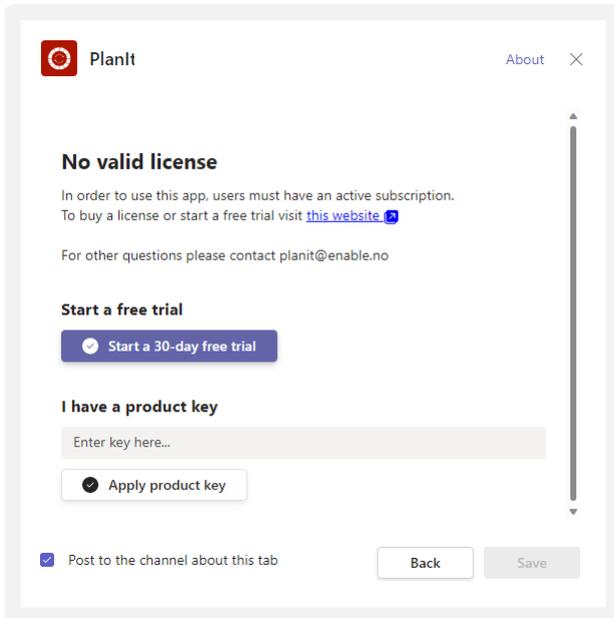
Go to the desired channel in the Team, click the plus symbol to add a tab, and search for "PlanIt" in the list of available apps:



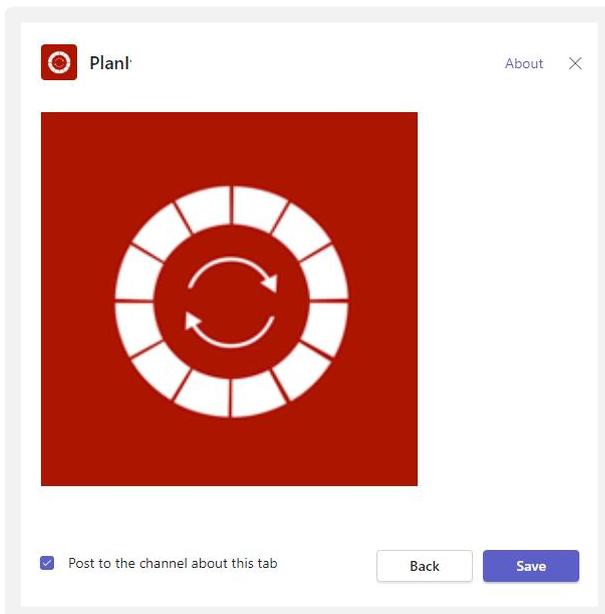
Select "Add" to install the Enable 365 PlanIt app



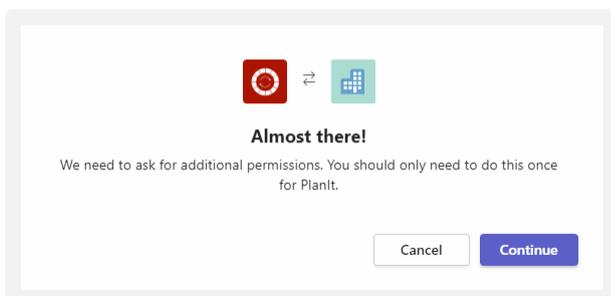
The app will now check if you have a valid license. Select "Start a 30-day free trial."



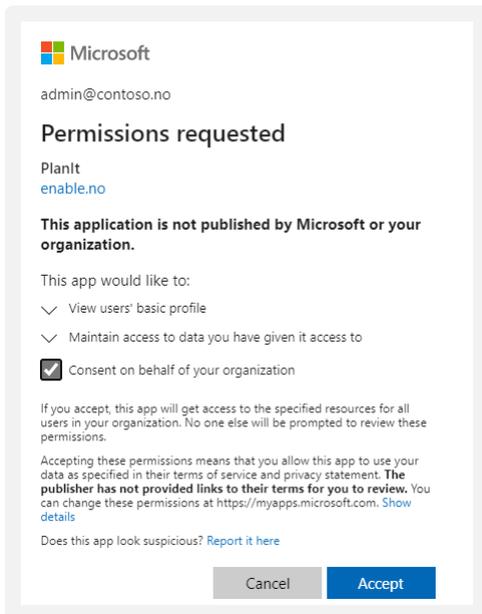
You have now received a valid trial license for the app that can be used for up to 30 days. Click "Save" to confirm.



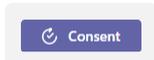
Press "Continue"



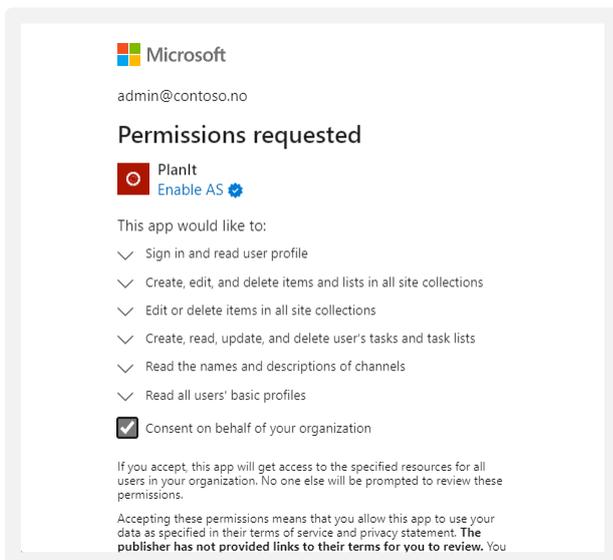
Check "Give consent on behalf of the organization" and press "Accept."



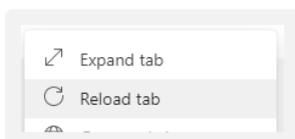
Finally, consent and permissions are required to use the app. Click "Consent."



In this dialog, you'll be asked to confirm permissions to use the app in your Microsoft 365 tenant. Details of which permissions have been requested are described in the dialog. Check the box "Consent on behalf of your organization" and click "Accept."



After all consents are in place, the app is fully configured. Finish by reloading the tab.

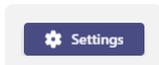


Enabling group calendar usage

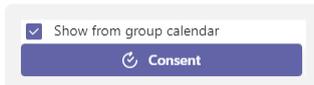
If you want PlanIt to be able to use a group calendar, you need to confirm permissions for this.

Do the following:

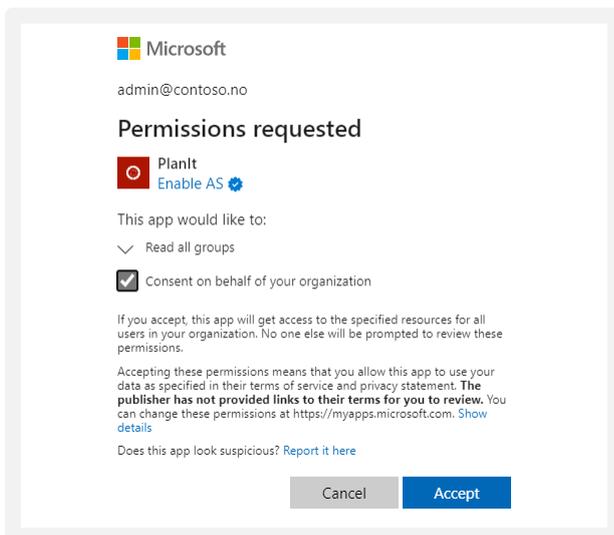
Select "Settings."



Make sure the box "Show from group calendar" is checked and then select "Consent."



Check the box "Consent on behalf of your organization" and click "Accept."



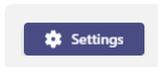
Group calendar is now enabled to be used together with PlanIt for planning activities.

License management

If you want to manage licenses, you can do this directly from the app.

Do the following:

Select "Settings."

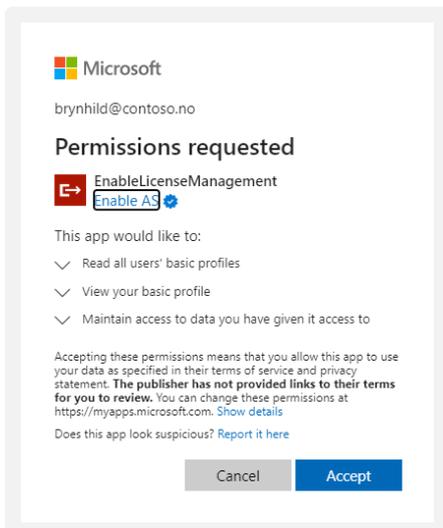


Select "License."

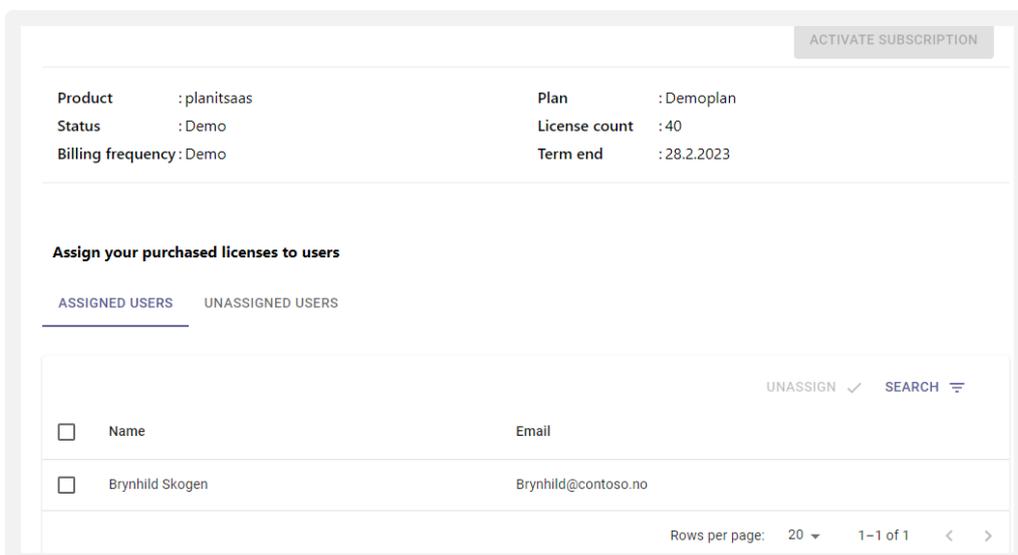
License

In this dialog, you'll be asked to confirm permissions to use the app in your Microsoft 365 tenant. Details of which permissions have been requested, are described in the dialog.

Press "Accept."



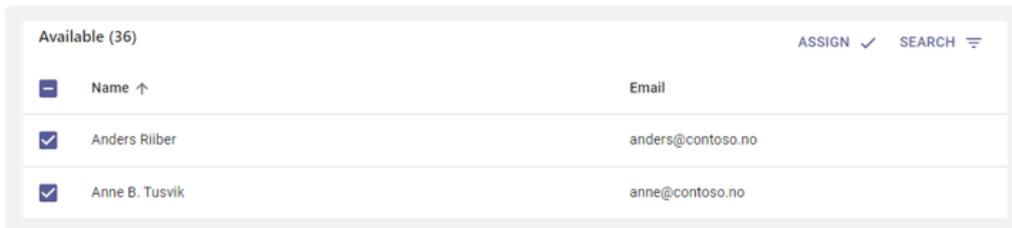
The next step shows an overview of all active users of the app, example:



Assign new license

Select "Unassigned users."

Look up and tick the relevant user(s). Then confirm with "Assign."

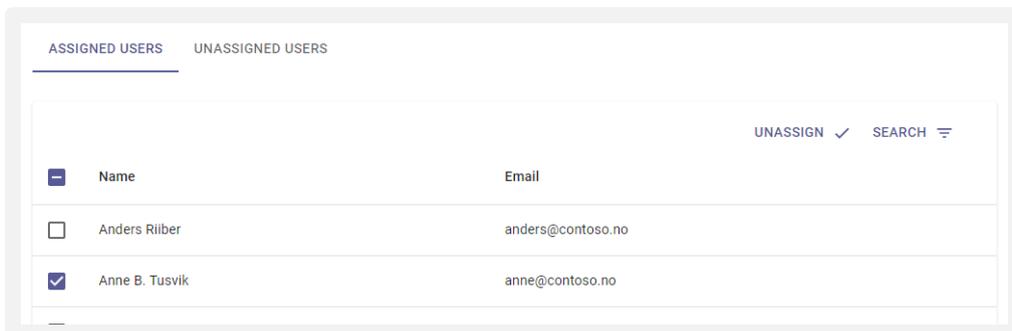


Available (36)		ASSIGN ✓	SEARCH ▾
<input type="checkbox"/>	Name ↑	Email	
<input checked="" type="checkbox"/>	Anders Riiber	anders@contoso.no	
<input checked="" type="checkbox"/>	Anne B. Tusvik	anne@contoso.no	

Users have now been assigned a license.

Remove assigned license

From the list of assigned users, select the appropriate user(s) for whom you wish to remove the license. Then confirm with "Unassign."



ASSIGNED USERS		UNASSIGN ✓	SEARCH ▾
<input type="checkbox"/>	Name	Email	
<input type="checkbox"/>	Anders Riiber	anders@contoso.no	
<input checked="" type="checkbox"/>	Anne B. Tusvik	anne@contoso.no	

The license is now released and can be assigned to other users.

Further installation to other teams

After installation, it is ready for use in other teams – consents only need to be made in the first installation of the Enable 365 PlanIt app.

See separate documentation for setup and user guide with tips on how to use PlanIt.
