

# ENABLE 365 - PlanIt

- efficient annual planning in Teams



## 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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## 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."

Planit	About X
<b>No valid license</b> In order to use this app, users must have an active subscript To buy a license or start a free trial visit <u>this website</u>	ion.
For other questions please contact planit@enable.no Start a free trial Start a 30-day free trial	
I have a product key	
Apply product key	ļ
Post to the channel about this tab	k Save

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

Plan!		About X
Post to the channel about this tab	Back	Save



<b>()</b> <del>2</del>	
Almost there	e!
We need to ask for additional permissions. You for PlanIt.	should only need to do this once
	Cancel

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.





#### Enable 365 PlanIt is now installed and ready to use.

#### 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."

Microsoft			
brynhild@contos	o.no		
Permissions requested			
E→ EnableLicer Enable AS	nseManagement		
This app would lil	ke to:		
✓ Read all users' I	basic profiles		
✓ View your basic	: profile		
✓ Maintain access	s to data you have give	en it access to	
Accepting these permissions means that you allow this app to use your data as specified in their terms of service and privacy statement. The publisher has not provided links to their terms for you to review. You can change these permissions at https://myaps.microsoft.com. Show details			
Does this app look su	spicious? Report it here		

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

Product	: planitsaas	Plan : Demoplar	ı
Status	: Demo	License count :40	
Billing frequ	ency : Demo	Term end : 28.2.2023	
Assign your	purchased licenses to users		
Assign your	purchased licenses to users SERS UNASSIGNED USERS		
Assign your	purchased licenses to users SERS UNASSIGNED USERS		UNASSIGN 🗸 SEARCH <del>-</del>
Assign your	purchased licenses to users SERS UNASSIGNED USERS	Email	UNASSIGN 🗸 SEARCH 👳

#### Assign new license

Select "Unassigned users."

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

Avail	able (36)		ASSIGN 🗸	SEARCH =
	Name 1	Email		
✓	Anders Riiber	anders@contoso.no		
$\checkmark$	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."

ASSI	GNED USERS UNASSIGNED USERS	
		UNASSIGN $\checkmark$ SEARCH $\mp$
	Name	Email
	Anders Riiber	anders@contoso.no
$\checkmark$	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.