



cSlide Startup Guide – Data Sync to cAdmin

Version 2

July 2022

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1. Create a new cSlide event

- Click “New Event – cSlide”

The screenshot shows the cSlide web application interface. The top navigation bar includes a logo and the text 'SLIDE'. Below the logo is a navigation menu with icons and labels for 'System', 'Events', 'Libraries', 'Admins', 'Venues', 'Clients', 'Organisation', and 'GDPR'. The 'Events' menu item is highlighted. The main content area is a form for creating a new event. It contains several input fields and dropdown menus:

- Date from: (with a calendar icon)
- Date to: (with a calendar icon)
- Event ID:
- Event short:
- Event title:
- Country:
- City:
- Venue:
- Admin:
- Type:
- Organisation:
- Active:
- Current Upload:
- Clear/Delete Event:
- Hosted/Expired Events:

At the bottom of the form, there are two buttons: '+ New Event - cSlide' (highlighted with a red box) and '+ New Event - cPaper'. Below these buttons are a search bar with a magnifying glass icon, a 'Clear' button with a trash icon, and a 'Sort by Date' dropdown menu.

- **Congress Short:** Fill in Short Name (Can have spaces)
- **Short Title/Name:** Fill in a short name with no spaces related to the cAdmin meeting
- **Title/Name:** Fill in the full name that matches the cAdmin meeting (can have spaces)
- **Database:** Choose either a new database for new information or choose existing information
- **Organization:** Match to the correct organization
- **Client:** Match to the correct client
- **Venue:** Either create a new venue or choose an existing venue (e.g., Virtual Meeting)
- **Start date/End date:** Should match the dates in cOASIS
- **Active:** Choose “Yes”
- **Exclude Proposal Session from Library Sync:** If Yes, the Proposal Session won’t be synchronized to the Library

Setup

Create event

Event

Database New Existing

Congress Short

Short Title/Name (Job ID)

Title/Name

Organisation

Client

Venue [+ Create venue](#)

Start date

End date

Active Yes No

Exclude Proposal Session from Library Sync Yes No If Yes, the Proposal Session won't be synchronized to the Library

Set Online Settings

Data

Auto status for new Yes No
Add automatically ACCEPTED and SUBMITTED statuses at creating new Presentation

Session Time collision check
Disable time collision check while saving sessions

Re-sync

Keep online

Timezones

Onsite

Compatibility

Old Frontend Enable Disable

Old Session Room Enable Disable

Go to Setup > Online

- **Auto status for new:** Set to “Yes”
- **Keep online:** Set to “4 months” unless more time is needed
- Set “Timezones” to the meeting timezone

Set Account Settings

Mandatory fields		
Email	<input checked="" type="radio"/> Yes	<input type="radio"/> No
Salutation	<input type="radio"/> Yes	<input checked="" type="radio"/> No
Title	<input type="radio"/> Yes	<input checked="" type="radio"/> No
Degree	<input type="radio"/> Yes	<input checked="" type="radio"/> No
Company or Institution	<input type="radio"/> Yes	<input checked="" type="radio"/> No
Department	<input type="radio"/> Yes	<input checked="" type="radio"/> No
Street	<input type="radio"/> Yes	<input checked="" type="radio"/> No
City	<input type="radio"/> Yes	<input checked="" type="radio"/> No
Postal Code	<input type="radio"/> Yes	<input checked="" type="radio"/> No
State	<input type="radio"/> Yes	<input checked="" type="radio"/> No
Country	<input type="radio"/> Yes	<input checked="" type="radio"/> No
Phone	<input type="radio"/> Yes	<input checked="" type="radio"/> No
Person Role	<input type="radio"/> Yes	<input checked="" type="radio"/> No
Profile Photo	<input type="radio"/> Yes	<input checked="" type="radio"/> No
Primary Website Link	<input type="radio"/> Yes	<input checked="" type="radio"/> No
Secondary Website Link	<input type="radio"/> Yes	<input checked="" type="radio"/> No

Go to **Setup > Account Settings**

- Select “No” for all Mandatory fields except Email. Email set to “Yes”

2. Set up OE3 Integration

- Meeting ID: On cOASIS homepage highlighted in the image below
- Association ID: On cOASIS homepage highlighted in the image below
- Media Service: Set to “Enabled” for uploads to be handled by Media Service & cPortal

MDA: ISA Hospital
CHICAGO, IL August 15-20, 2022

People Submissions Reviewers Sessions Sessioners

Meeting information summary

RF Page Medical Center (1774) ← Association ID

Submissions site	OFF
Notifications (messages)	Via portal >
Program planner	OFF
Virtual meeting	Virtual meeting home >

Meeting Key {0D94FB92-E7FA-4E74-A0D9-489D6CFCC77B}

Meeting ID	10616
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3. Add Property

- Go to Content > Properties > Presentation
- Click “Create new property”

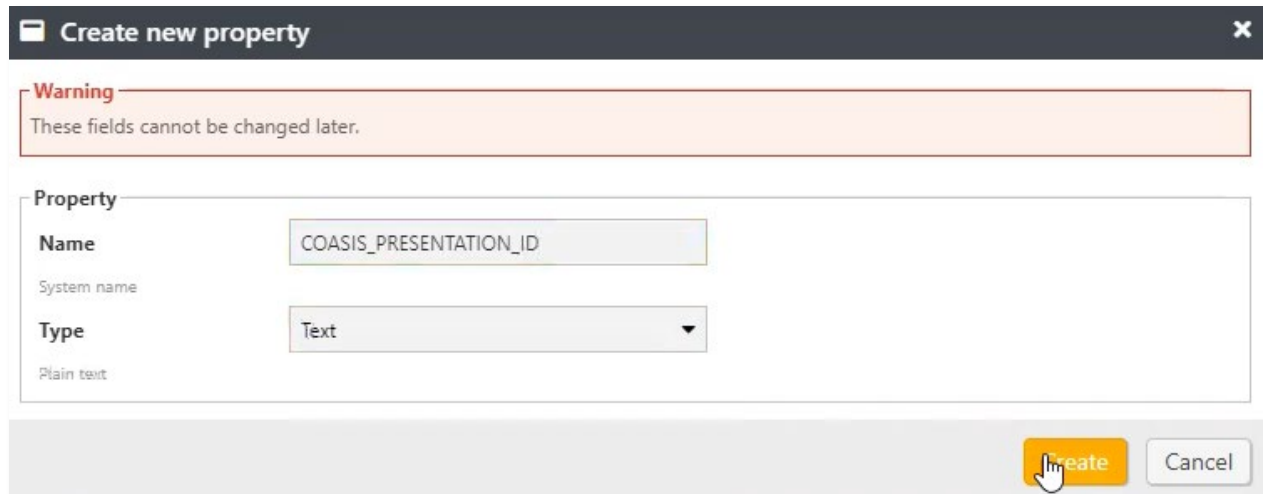
The screenshot shows the software interface with the 'Create new property' dialog box open. The dialog box has a warning message at the top: "Warning: These fields cannot be changed later." Below the warning, the 'Property' section is visible. The 'Name' field is set to 'CONTROL_NUMBER' and the 'Type' is set to 'Text'. The 'Create' button is highlighted with a red box.

- **Name:** CONTROL_NUMBER
- **Type:** Text
- Click “Create”
- Click “Save”

The screenshot shows the software interface with the "[1] Edit Property 'CONTROL_NUMBER'" dialog box open. The dialog box has a tabbed interface with 'Property', 'Configuration', and 'Values' tabs. The 'Configuration' tab is selected. The 'General' section shows 'Type' as 'Text', 'Name' as 'CONTROL_NUMBER', and 'Active' as 'Yes'. The 'Terms' section shows 'Label' as 'PRESENTATION_CONTROL_NUMBER_LABEL', 'Short Label' as 'PRESENTATION_CONTROL_NUMBER_SHORT_LABEL', and 'Form description' as 'PRESENTATION_CONTROL_NUMBER_DESCRIPTION'. The 'Save' button is highlighted with a red box.

4. Add another Property

- Go to Content > Properties > Presentation
- Click “Create new property”
- **Name:** COASIS_PRESENTATION_ID
- **Type:** Text



Create new property [X]

Warning
These fields cannot be changed later.

Property

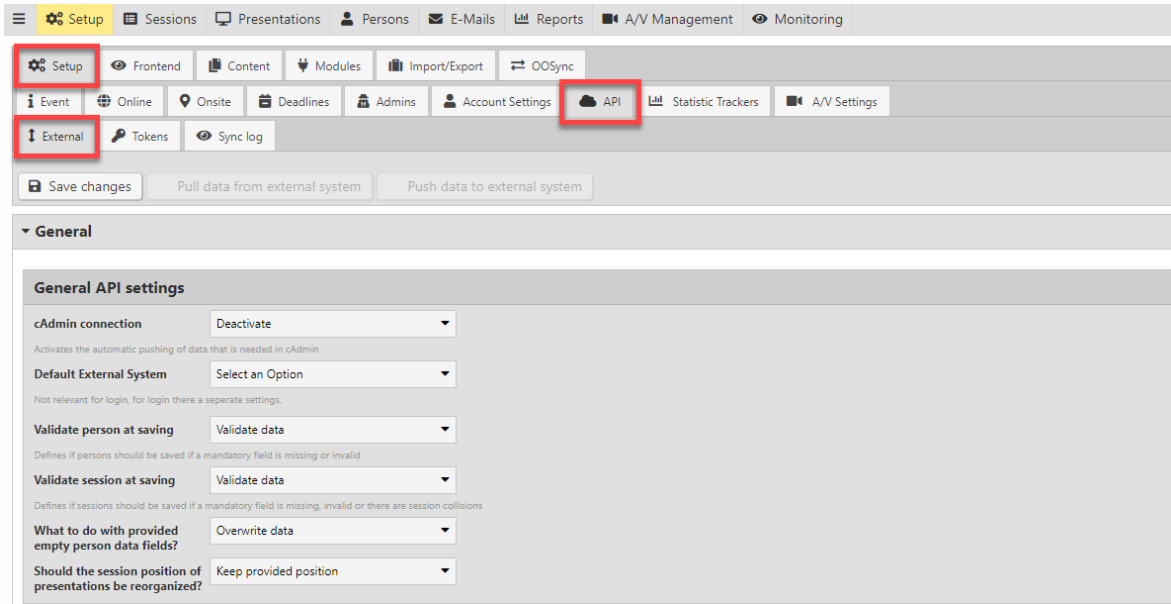
Name
System name

Type
Plain text

- Click “Save” in next dialog box

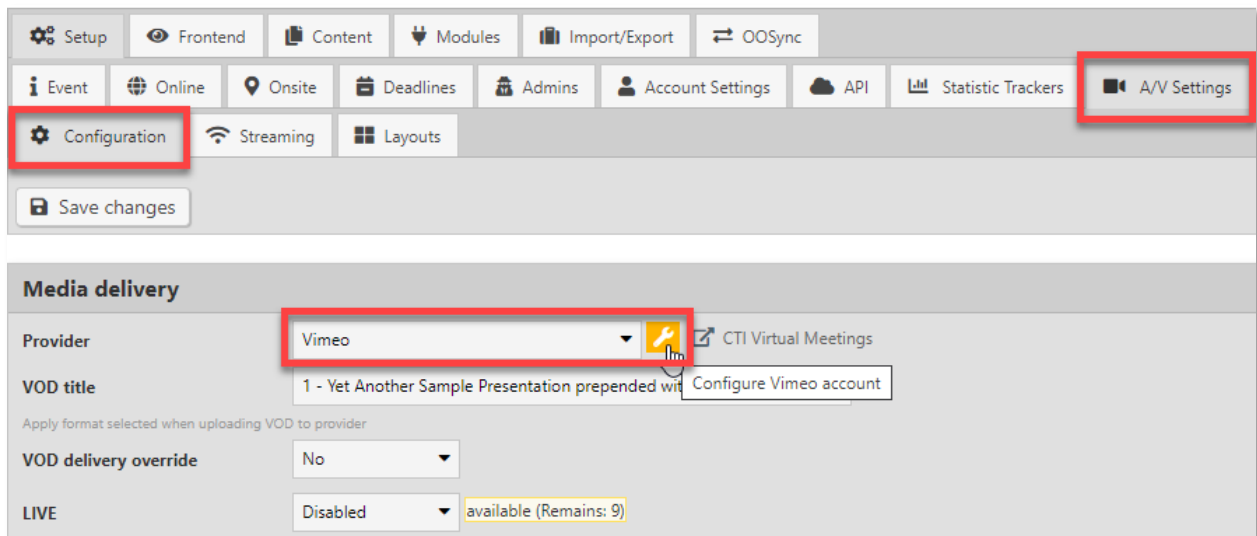
5. Set up API

- Go to Setup > API > External
- Set the following fields to:
 - **cAdmin connection:** Deactivate
 - **Event data push to cAdmin:** Deactivate
 - **Default External System:** Select an Option
 - **Validate person at saving:** Validate data
 - **Validate session at saving:** Validate data
 - **What to do with provided empty person data fields?** Overwrite data
 - **Should the session position of presentation be reorganized?** Keep provided position



6. Set up A/V Settings



- Go to the “A/V Settings” tab and click “Configuration”
- Choose a media provider (typically Vimeo, but not always)
- Select the wrench to establish a connection



- *Needs to match 3rd Party Reseller VOD’s (Same as below in cOASIS)
- Make sure to keep clicking “Save” after setting the following actions (view image below):
 - **VOD delivery override:** No
 - **LIVE:** “Disabled” unless the meeting will have live streams, then set to “Enable”
 - **Auto Webcasts:** Enabled
 - **Set status to:** Live
- Save changes

Save changes

Media delivery

Provider Vimeo   CTI Virtual Meetings

VOD title 1 - Yet Another Sample Presentation prepended with position in sessi... ▼

Apply format selected when uploading VOD to provider

VOD delivery override No ▼

LIVE Disabled ▼ available (Remains: 9)



Auto Webcasts Configuration

Auto Webcasts Enabled ▼

Automatically create webcast when presenter uploads a video

Set status to Live ▼

If webcast already exists Replace existing playlist ▼

Set cover to  

7. Turn on modules

- Go to the “Modules” tab to turn on Streaming
- Select the “Streaming” box to set up the MP4s. Select “Save changes”
















Setup Sessions Presentations Persons E-Mails Reports A/V Management Monitoring

Setup Frontend Content **Modules** Import/Export OOSync

Activation **Streaming** 1

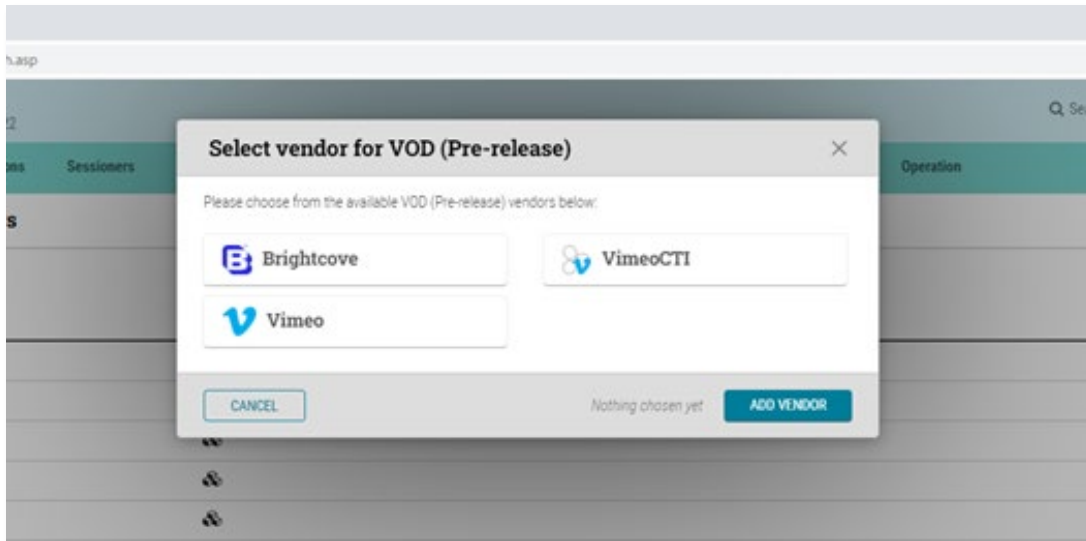
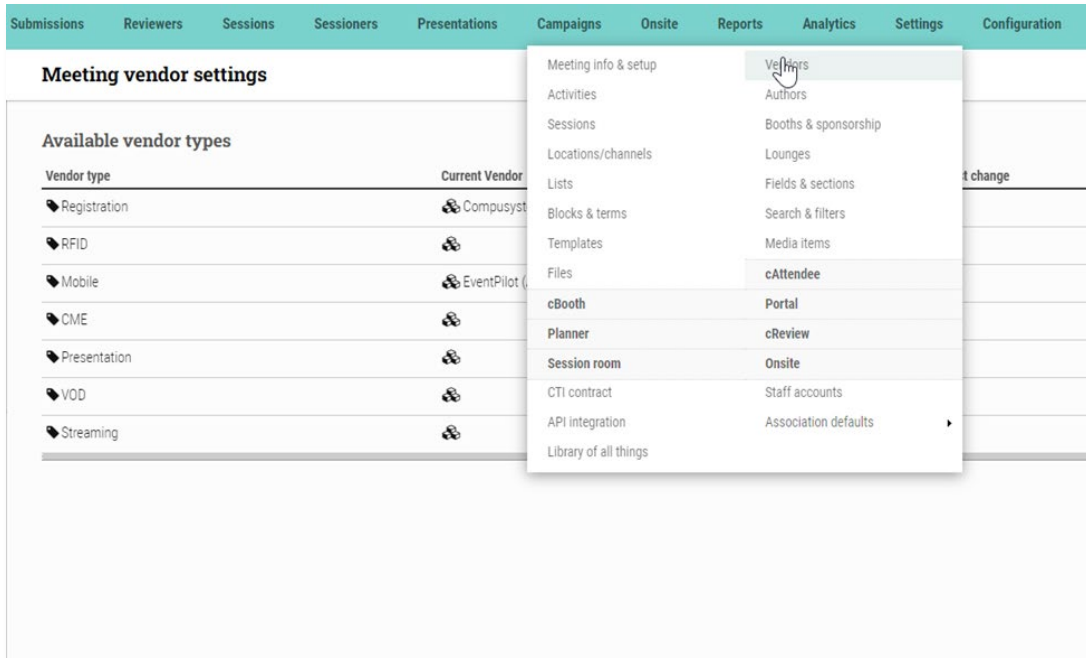
Save changes 3

Modules

<input type="checkbox"/> Conference Calendar  Enable for easy to use personal conference calendar with extensive search options, bookmarks etc.	<input type="checkbox"/> Digital Evaluation  Enable and configure session evaluation via browser	<input type="checkbox"/> Documents Easily create system documents like Certificates online
<input type="checkbox"/> Eposter Admin Description Module Eposter	<input type="checkbox"/> Eposter Rating Admin Description Module Eposter Rating	<input type="checkbox"/> Evaluation  Check to enable and configure Evaluation via paper
<input type="checkbox"/> External Persons Enable persons from external systems for cSlide	<input type="checkbox"/> External Timer  Configure an external timer to help the presenters to stay on schedule. Timers can be set for single rooms or a group of specific rooms.	<input type="checkbox"/> Handouts  Enable the upload of handouts, restrict to specific file types, and define an upload limit.
<input type="checkbox"/> Itinerary  Allows the users to plan their session visits, print Personal Abstract Books, view floor plans, and export as iCalic files	<input type="checkbox"/> Lectern Sign  Design Lectern Signs that will be displayed on a screen mounted at the front of each lectern showing information for the audience	<input type="checkbox"/> Mac Agent Enable the Mac Agent for recording (works only with enabled Recording Module)
<input type="checkbox"/> Overlay  Enable/disable an overlay for primary or secondary screen and configure its layout and looks	<input type="checkbox"/> Pdf Watermark  Automatically add a watermark based on an uploaded .PNG to your PDFs	<input type="checkbox"/> Photo Tool  Enable Photo Tool to easily take profile pictures
<input type="checkbox"/> Questionnaire Enable and configure Questionnaires, manage appearance, and export reports	<input type="checkbox"/> Room Sign  Design Room Signs that will be displayed on a screen in front of each room showing information for the audience	<input type="checkbox"/> Session Nameplates Enable to set a document created via module "Documents" as nameplates for this session's speakers
<input type="checkbox"/> Session Sign  Design Session Signs that will be displayed on a screen showing information for the audience regarding upcoming, past, and current sessions	<input type="checkbox"/> Signage Tool Admin Description Module Signage Tool	<input checked="" type="checkbox"/> Streaming  Enables live streaming of sessions
<input type="checkbox"/> Timer  Configure a timer to help the presenter to stay on schedule	<input type="checkbox"/> Tracking Enable preview of Sessions and Presentations for QA personnel	<input type="checkbox"/> Voting  Check to enable digital voting and configure voting link

2

- Go to cOASIS Admin > Settings > Vendors
- Select Vendor used in cSlide (VimeoCTI is default for CTI)
- Hit "Set"



8. Streaming setup

- Go to the “A/V Settings” tab and click “Streaming”
- Set the settings needed for the streaming configuration

ID	Name
1	CRF STREAMING TEMPLATE
2	CS: Chicago Ballroom VIII-X
3	LC1: Sheraton Ballroom IV-V
4	LC2: Chicago Ballroom VI-V
5	Posters & Cases Station 1

9. Meeting information & setup in cAdmin

- Go to cAdmin > homepage > click “EDIT MEETING INFORMATION/CONFIGURATION”

MDA: ISA Hospital
CHICAGO, IL August 15-20, 2022

Search Help What's new Feedback Evan Eisenmann

People Submissions Reviewers Sessions Sessioners Presentations Campaigns Onsite Reports Analytics Settings

Meeting information summary
RF Page Medical Center (1774)

EDIT MODULE STATUS EDIT MEETING INFORMATION/CONFIGURATION

10. Add cSlide info into the cSlide connection data fields

- Input info from cSlide (images below) into the cSlide Connection cAdmin card

cSlide: Search in "Events" for "Event short" (meeting name)

System Events Libraries Admins Venues Clients Organisation GDPR

Live Search

Date from Date to

Country City

Event ID Event short Event title

Venue Admin

Type Organisation Active Current Upload Clear/Delete Event Hosted/Expired Events

+ New Event - cSlide + New Event - cPaper

Search Clear Sort by Results/Page

Events 1 - 3 of 3

ID	A	M	R	Type	Org.	Event Short Database	Title/Name Short Title/Name Venue	Start	End	Statistics	Admins
<input type="checkbox"/> 7114	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	International Sales Association	isahospital22 e62a3f	MDA: ISA Hospital Virtual Meeting	08/15/2022	08/20/2022	0 0/0/0 0 0B	<input type="checkbox"/>

cAdmin: Use cSlide event information to add the:

- 1) cSlide event ID
- 2) cSlide event short name
- 3) cSlide server US (unless in Europe)

Meeting information & setup [TERMS](#) [MEETING VENDORS](#)

Meeting instances / editions [ADD DATE RANGE](#)

Purpose	Label	Start date	Soft end date	Hard end date	Notes
Meeti...	ISA ...	08/1...	08/19/2...	10/19/2...	

Standard fields

* Meeting name	ISA Hospital	* Short name	ISA Hospital	First day of meeting	2022-08-15T00:00:00
Last day of meeting	2022-08-20T00:00:00	* Display dates (ie. September 21-27, 2022)	August 15-20, 2022	* Location	Chicago, IL
* Status	Active	Expected records (number only)	0	* Timezone	(UTC-06:00) Central Time (US & Canada)
Display order	4	Expected accept rate (number only, as a percent)	0		

cSlide connection

cSlide event ID	7114	cSlide server	US	cSlide event short name	isahospital22
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11. Set all Session details in cAdmin

- In Session details set the:
 - Date** (e.g., 8-16-22)
 - Start time** (e.g., 8:00)
 - Duration** (e.g., 300)
 - End time** (e.g., 13:00)
 - Status: Active**
 - Location.** If not set up, create a new location in Settings > Locations/Channels (e.g., Virtual Room)

Session details CLONE DELETE

Standard Fields					
Session number	1	Date	2022-08-16	Start time	08:00
Duration	300	End time	13:00	Location	Virtual Room
Status	Active	Category (primary)	--	Rule status	Complete
Category (secondary)	--	c ID	--	Limit credit claim by registration code	--

12. Set Session Roles

- Add a new role for each author
- Set **Program status** to “Accepted”
- Set **Session Role Status** to “Primary”
- Note:** The Start Time and End Time can be the same for two roles (e.g., Moderators and Chairs)

Session details CLONE DELETE SESSION LOG

TimeSlot: --

Segmentation

Track: -- Track: --

Media items [UPLOAD NEW FILE](#)

Label	Additional file	Session room	Media item type	Status	Original filename	Original size	Duration	Last updated	Actions
MP4			MP4	Complete	MDA HPM - 09_08-09_10 (3).mp4	986252976	⌛	2021-11-08T22:14:07Z	

Session Roles [ADD NEW](#) [ADD EXISTING](#) [EXPORT](#) [COPY SNAPSHOT](#)

Control	Title	Author Block	Presentation #	Poster #	Session Role Status	Program Status	Activity	Start Time	End Time	Duration	Actions
1	Speaker	R. Dev, The University of Texas MD A...			Primary	Accepted	Speaker	8:00 AM	8:30 AM	30	
2	Speaker	Y. Heung, The University of Texas MD ...			Primary	Accepted	Speaker	9:00 AM	10:30 AM	90	

13. Set Activity Settings

- Go to Settings > Activities
- Make sure the flags for “Is Submission” are checked for the Activity Names
- Note:** For submissions to show up on the Submissions tab, “Is Reviewer” and “Is Session Organizer” need to be unchecked

Activity settings

Activity types [+ CREATE A NEW ACTIVITY](#)

Activity Name	Is Presentation	Is Reviewer	Is Session Organizer	Is Submission	Is Unsolicited	Prefix	Postfix
Non-Role	<input checked="" type="checkbox"/>			<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	2020-BRC-	MDA
Speaker	<input checked="" type="checkbox"/>			<input checked="" type="checkbox"/>		2020-BRC-	-MDA
Program Course Chair	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	2020-BRC-	MDA

14. Assigning Media Types by Activity Types

- The settings for each activity type are made with the table shown below in cAdmin > Settings > Activities. The row headers display each Activity type for the meeting. The column headers show the corresponding uses for each Activity type—using the same fields previously a part of the Activity type setup. The corresponding uses of the Activities are set with the flags.
 - The prefix and postfix for each Unique Identifier and the Author Block Style code can be created with inline editing
 - The List of Topics is chosen from a dropdown
 - The Actions for the table include cloning the activity type
 - Clicking to see the activity details

Activity settings [CONTROL EXTRA FIELDS](#) [AUTHOR EXTRA FIELDS](#)

Activity types [+ CREATE A NEW ACTIVITY](#)

Activity Name	Is Presentation	Is Reviewer	Is Session Organizer	Is Submission	Is Unsolicited	Prefix	Postfix	Author Block Style	List of Topics	Actions
Reviewer	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	2020-R-	-ISA	1	Chicago Topics	<input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/>
Submitted Abstracts	<input checked="" type="checkbox"/>			<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	20-A-	-ISA	16	Choices	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Request to Speak				<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	2020	-ISA	1	2018 Abstract Tracks and Subtracks 2019 Scientific Abstract Classifications	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>

- Activity details – Activity information card
 - **Activity information** displays all the settings from the Activity settings table. These can be changed in this card if necessary
 - **Activity Type Name:** Title describing the Activity type (e.g., Abstract Submission, Reviewer, Moderator, Invited Speaker)
 - **Is this a submission activity:** Click On or Off
 - **Is this an open (unsolicited) activity:** Click On or Off
 - **Is this meant for identifying a reviewer:** Click On or Off
 - **Is this meant for identifying a session organizer:** Click On or Off
 - **Is this meant for presentation:** Click On or Off
 - **Control number postfix:** Usually a short text to see the meeting, year, and identify activity type
 - **Topic Selection List:** The list of topic/category choices for the Topic step
 - **Author Block Style code:** Which style of author block will be published?

Activity details

Activity information					
Name	Abstract	Is this a submission activity	ON <input checked="" type="checkbox"/>	Is this an open(unsolicited) activity	ON <input checked="" type="checkbox"/>
Is this meant for identifying a reviewer	OFF <input type="checkbox"/>	Is this meant for identifying a session organizer	OFF <input type="checkbox"/>	Is this meant for presentation	ON <input checked="" type="checkbox"/>
Control number postfix	-ISA	Topic Selection List	ISA Topics, Sessions	Author Block Style	22-A-16

- The media items an administrator creates in Settings > Media items will appear as the row headers in this card's table. Administrators can use the flags to indicate how, by default, the media item will be used by the Activity type. The table's column headers are found in the Glossary on the left side of the cAdmin page and are as follows:
 - Name of media type:** Name as entered in the Media Items settings page.
 - Use as the initial media player:** This is the primary video for the Activity's presentation. If multiple media items are flagged, the last media item uploaded will be the primary video.
 - Use as additional file:** A flag in this column indicates that the file is supplementary (e.g., PDF handout or white paper, URL, video, etc.)
 - Use in session room:** Select to indicate that the file should be synchronized to the on-site presentation management system and used on the speaker podium in the session room.
 - Use for thumbnail:** Select to indicate that this media item will be the first file that appears in the player screen for the session or presentation. If multiple flags are selected, the last media item uploaded will be the default thumbnail. This thumbnail can be overridden at the Session type details, Session details, and Presentation details levels. In most cases, the thumbnail will be the same item as the initial player media.
 - Actions:** Click 'Select all' to choose all the flags or 'Deselect all' to remove all the flags.

Activity details

Media control & automation					
Name of media type	Use as the initial player media	Use as additional file	Use in session room	Use for thumbnail	Actions
Image		<input checked="" type="checkbox"/>			
MP3		<input checked="" type="checkbox"/>			
MP4	<input checked="" type="checkbox"/>			<input checked="" type="checkbox"/>	
PDF		<input checked="" type="checkbox"/>			
PDF Only		<input checked="" type="checkbox"/>			

15. Fill out "cSlide Data Sync from cOASIS Request Form" and provide to development 10 days in advance

- Search "cSlide Data Sync from cOASIS Request Form" in the cAdmin Knowledge Base
- Complete form and send it to your CTI Project Manager
- CTI Project Manager will create Jira ticket to Dev Support to complete task and attach form