

cAdmin Presentation management dashboard Job Aid v1

Summary – Speaker Ready Room (SRR) admins and CTI staff can use the Presentation management menu dashboard to quickly check the status of presentations before the start time, using the field filters to identify incomplete presentations that require attention.

New dashboard fields:

- *No media items in pres.* - Presentations with no media items that are of an Activity type that is set to Use in session room
- *Media items in pres.* - Presentations with at least one media item that are of an Activity type that is set to Use in session room
- *Total valid pres.* - each presentation that is visible in the session room (regardless of Media item type flags)
- *Date*
 - *Today* - only shows sessions on today's date
 - Checkbox selections for the available meeting dates

Tips:

- Use the “Target” icon to view available advanced search options for the field.
- Export the full or filtered list of sessions by using the checkboxes on the left of the sessions, allowing the action of *Export* (below) as a .CSV file.
- Use the ellipsis button and select “Clear all” to unselect the sessions

Presenter lookup – Helps solve onsite presenter login issues by sending a Quick login pass via email, printing a Quick login pass, or uploading the file on Portal for them. The Presenter lookup only displays authors and co-authors, the individuals the onsite staff will need to search.

1. The SRR staff member clicking the *Presenter lookup* button
2. Entering the presenter's last name and pressing Enter. Note the search only includes authors and co-authors of presentations in a session with statuses reflecting that they belong in the Session Room.
3. Narrowing down the search if applicable with the other filters: *First name, Middle name, Email, Institution, City, Country, SSO ID, Person key, Last login, and Created*
4. Selecting the appropriate action (e.g., *Print* or *Send via email*) to help the presenter log into Portal
5. If the issue persists, the SRR staff member can click the arrow to the Person details and upload the presentation on their behalf.

Presentation(s) in Session – Clicking on the “See presentations list” action on the Presentation management dashboard opens a popup below showing the presentations and session room presentation files.






- New column field: *Media items for session room* – each media item in a presentation that is flagged to be in the session room

Onsite Media Item Set up for the Session Room

IF an SRR staff member does not see the correct media item in the presentation management list:

1. Click the “See presentation list in popup” action on the Presentation management dashboard
2. Click the Action arrow on the far right to go to the Presentation details

3. Under “Media items,” Make sure the “Session room” flag for the appropriate media item is checked
4. Go to the Presentation management dashboard, click the “See presentation list in popup” action
5. Check to make sure the Media items column number was added

Presentations in the session								
99 - Treatment options for Crohns!								
Symposia undefined Dec 16, 2021 12:30:00 PM								
Presentations								
Start	End	Presentation ID	Presentation number	Presentation name	Presenter first name	Presenter last name	Media items	Actions
12:30 AM	1:30 AM	1258		The Renin-Angiotensin...	Shahriar	Iravanian	1	    
1:30 AM	1:40 AM	1260		Light-based approach...	Natalia	Trayanova	0	

FAQs

1. **Question: What if I do not see the media items I should see on the Presentation management dashboard?**

Answer: Double-check the section above, “Set up Media Items for the Session Room,” for the correct marked flags in the Collection Activities. If you are in the SRR, then the SRR staff needs to update each Presentation details Media items Session room flag as checked. Ensure each Presentation details flag for each media item is filled in.

2. **Question: I do not see any sessions on the Presentation management dashboard. What do I do?**

Answer: Make sure to clear all the filters by selecting the “x” for “Filters set.”

3. **Question: Why am I not seeing the person I’m looking for in the Presenter lookup?**

Answer: The Presenter lookup only displays authors and co-authors, the individuals the onsite staff will need to search. Use the People dashboard to search for all meeting participants.