CTI Meeting Technology

Presentation Forms Assignment



Assign presentation forms in bulk using the new Session Type/Activity Type grid.

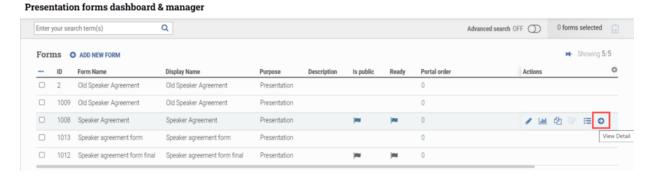
Was (Individual Presentation Assignment)

Previously, administrators were required to manually assign presentation consent or disclosure forms to each presentation. This involved periodically navigating to the Presentation dashboard and manually assigning presentations either in bulk or one by one as they were added to the meeting.

Is Now (Assignment by Session Type)

Assign presentation forms in bulk using the new Session Type/Activity Type grid located under Forms -> Presentation Forms. By matching flags to assign the presentation form to activities and session types, administrators can efficiently ensure that the form is applied to all relevant presentations without the need for individual assignment.

1. Navigate to Forms -> Presentation Forms -> click the Actions arrow.



2. Match the flags to assign the presentation form to the activities across the top and session types down the left side. Use the "Select all" option on the right to select all activities simultaneously.

