

AV Technician App

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The AV Technician App gives your AV (tech) team read-only access to presentation materials (e.g. Powerpoint slides), AV requirements and other presenter information.

Setting up the AV Technician App

Details

As for all apps/portals, you need to set up a name, Alias (URL), brand, live dates, and messaging for before and after the app is live. [Read this article for more information.](#)

Localization

Changing the wording in the app/portal

Changes made to the default language in Application Settings will affect all events. However, you can still make unique local changes for each portal in each event in the Portal Setup. [Read more about Localization.](#)

Content

Configure the Navigation link description, the Heading, and the page Content for the following pages:

- Sign-in Page
- Home Page
- Help Page
- Search Page – also includes:
 - **Show these Presentation Statuses in search results** – only papers with one of these statuses will be visible on the Search page. You must select at least one status, or the Search page will show no results.
- Additional Page 1–3 – define up to 3 additional pages to display any required information.

Users Tab

In this tab, you set up who's allowed to access the app or portal. To add a new user, click the plus sign next to **App Users**, and complete the fields below. When you've finished adding users, press **Save**.

Note: You must set up **Users** here before anyone can use this app or portal.

Click on **App Users** to create a new user, then fill in the following:

- **Email Address**
- **Password**
- **First Name**
- **Last Name**
- **Organization**
- **User Type** – (Leave as Basic – the default. No other user types for this app.)
- **User Level** – (Leave as Standard – the default.)
- **Is Disabled** – check this to disable the account, so the user cannot sign in.
- **Last Sign In** – shows the date and time this user last signed in.

Access Logs

This panel shows the details of every time this user has signed in to the Portal. Here you can review the date and time of access, the originating IP address, and any actions taken.

Using the AV Technician App

Search

The AV Tech can find the required Presentation Paper by entering any of the following:

- **Presenter's Name**
- **Session Date / Time**
- **Session**
- **Location**

They can use Search to see a list of matching Papers. Pressing the View button next to a paper will display the following information:

- **Presenter Information**
- **Session Information**
- **Documents**
- **Biography**
- **Audio Visual Equipment Required** – all required AV, and any additional notes about the setup.

