Presenter Prep Room App

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This app is useful for the person setting up a room for a speaker's presentation. They can see any details or documents for the presentation, and review the AV requirements. They can also leave notes against each AV Setup item.

Setting up the Presenter Prep Room 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 portal 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. 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.

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 Logon** – shows the date and time this user last signed in.

Access Logs

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

Using the Presenter Prep Room App

Search

A logged in user can find the required Presentation Paper by entering any of the following:

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

Pressing Search will result in a list of matching Papers.   For each paper, the user has the following options:

- **Edit** – see the Presenter Information, and the Session Information, and edit:
    - **Documents** – edit a text document, or view (and optionally replace) images or PDF documents.
    - **Biography** – see and edit the Biography
    - **Audio Visual Equipment Required** – see all required AV, and also add or remove AV requirements. Add

any required notes about the setup.

- **Update Photo** – replace the photo for the Presenter's contact record with a new image.