

Run Sheet Panel

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Run Sheets are the on-the-ground roadmap for what needs to be during (and sometimes after) your meeting or event.

Even today, some event and meeting managers prepare their run sheets in a spreadsheet, taking many pages, and it is constantly out-of-date.

With Run Sheets, lugging large notebooks and print-outs is a thing of the past!

You can manage all of the micro-tasks needed to successfully deliver your event using our comprehensive Run Sheet tool. The tool lists the tasks allocated to team members, and shows exactly what needs to be done, where and when. As tasks get completed, they get checked off and the Run Sheet updates instantly.

The Run Sheet is tightly integrated with Functions and Speaker Sessions, making sure that all your to-do items get handled efficiently and on time.

The Run Sheet appears in your Mobile Organizer App (which you can access on any computer or mobile device), so you can monitor exactly what has or has not been done in real time.

Sections of the Run Sheet

The Run Sheet is displayed in a grid that you can directly edit inline. You are also able to select Edit from the Quick Access Menu on the far right of each run sheet task (also known as the Hamburger Menu).

The Run Sheet displays the following data:

- **Date of the Run Sheet Task**
- **Starting and Ending Time**
- **Task Details** – these are the individual assignments within the run sheet. Tasks are assigned to Team Members, and will track numerous items:
 - Task Name
 - Location
 - Agenda
 - Course (if for a CE Course)
 - Team Members
 - Status
 - Start date and time
 - End date and time
 - Priority
 - Note
- **Custom Fields** – if you have assigned custom fields to the Run Sheet, they will also be displayed (and editable) inline within the grid.

Quick Edit Option

On the right side of each task line you will see the Quick Edit icon. Clicking on this will let you perform the following tasks:

- Edit – modify the details of the task.
- Clone – create a new task, pre-filled with all the details of this task.

Run Sheet Functions

The following items are functions of the Run Sheet. Click on each to view details on configuration:

- [Run Sheet Filter](#)
 - Show Agenda – toggle inclusion of items from Functions and Presentation Sessions.
 - [Re-Assign Team Members](#)
 - [Re-Assign Task Date](#)
 - [View Options](#)
 - [Excel Import and Export](#)
 - [Add Task](#)
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