Can I see which guest speakers/presenters have (or haven't) submitted a particular document?

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The below tells you how to run a report based on presenters who've successfully submitted at least one document. If you're often dealing with people who forget to even submit their abstract, try using the "Add Marketing Tag when Account Created" option in Presentation Portal (Settings tab). You can use this to filter for, and email, anyone with that tag who hasn't yet submitted.

1. From the **Reporting Panel,** select the **Filter** icon.

2. Under the **Presentations Filter,** go to the **Documents** tab.

3. Use the **Document Types** tools to choose a document.

4. Use the radio buttons to select what you're looking for — for example, choose the document type **Final Paper** and radio button **Not Received** to see who hasn't yet submitted a final paper.

5. Select **Apply** and then run your report.