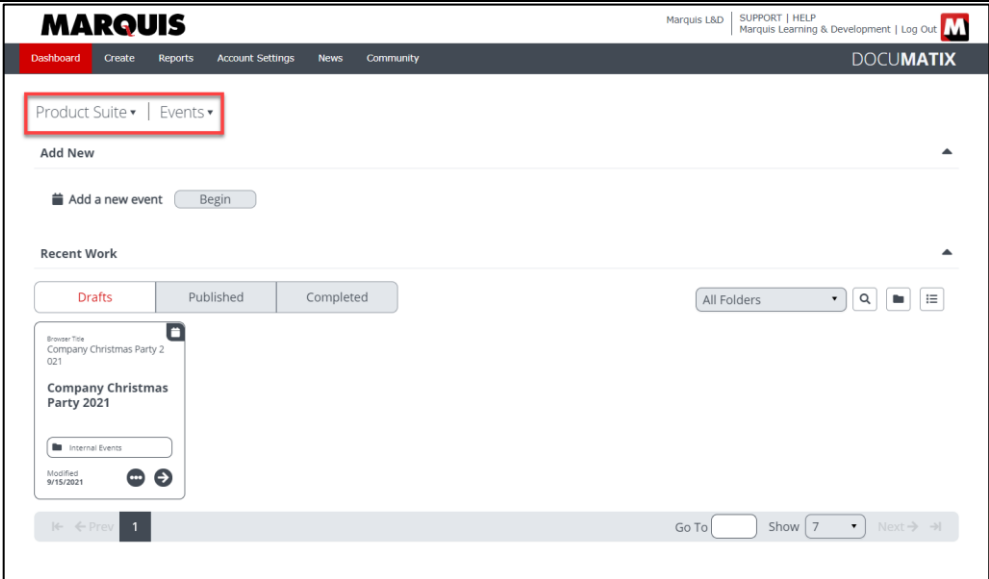
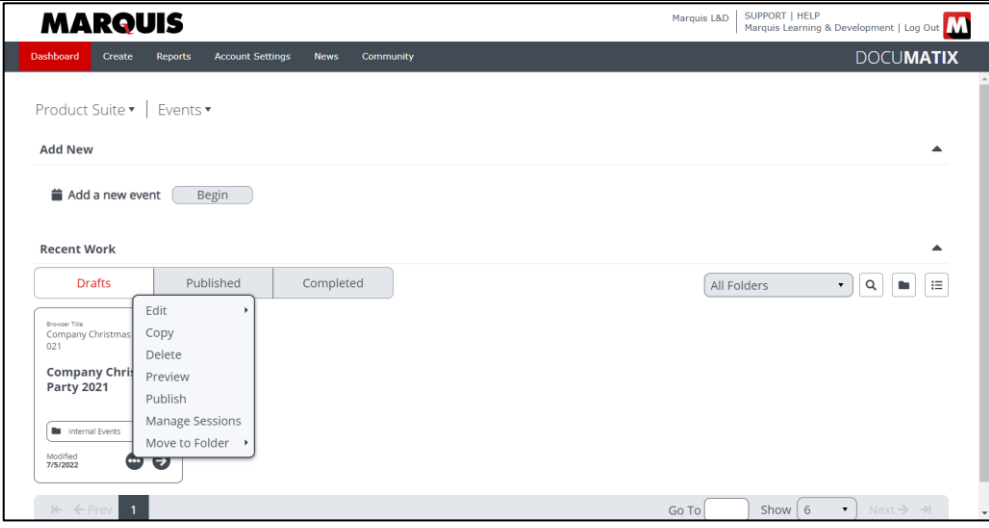
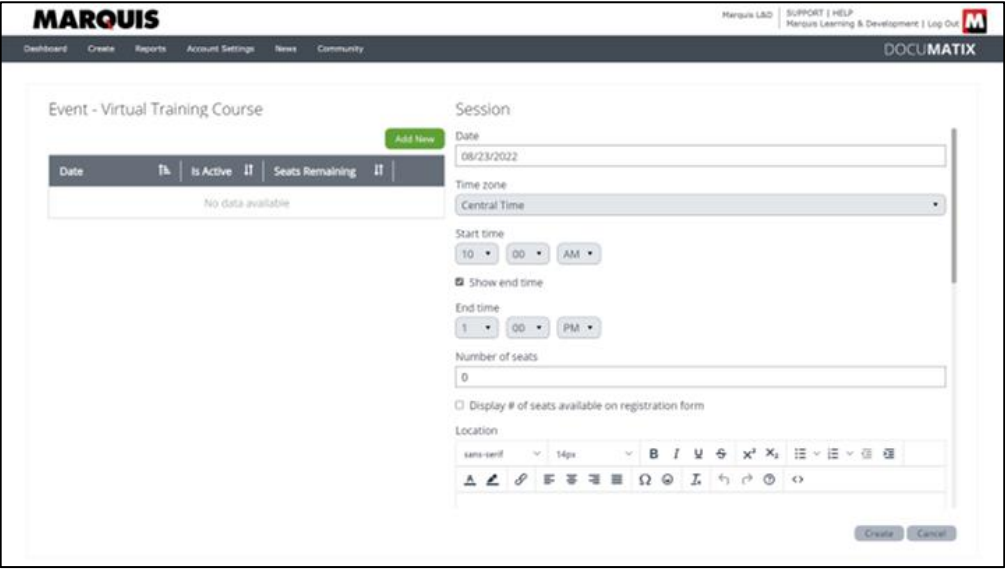
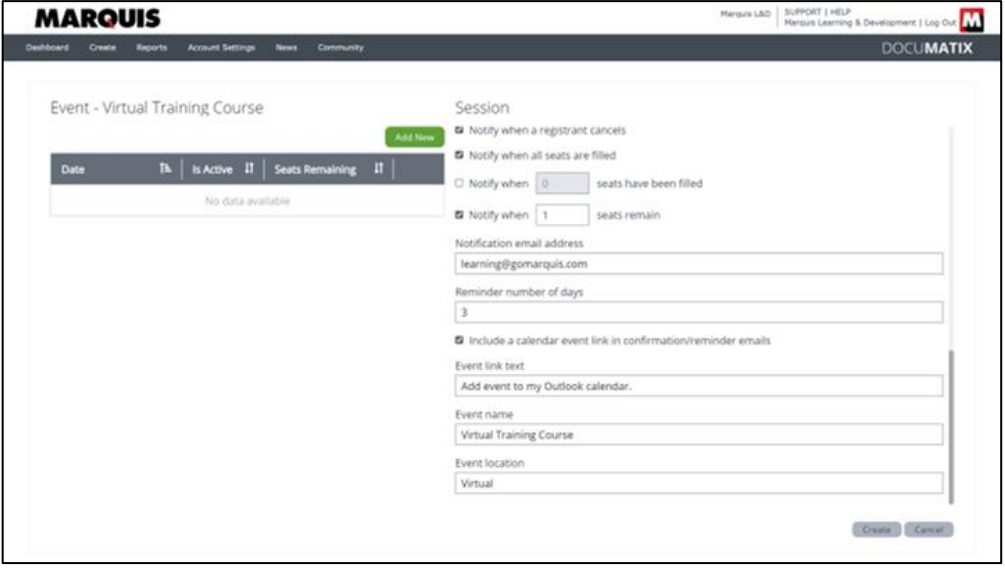


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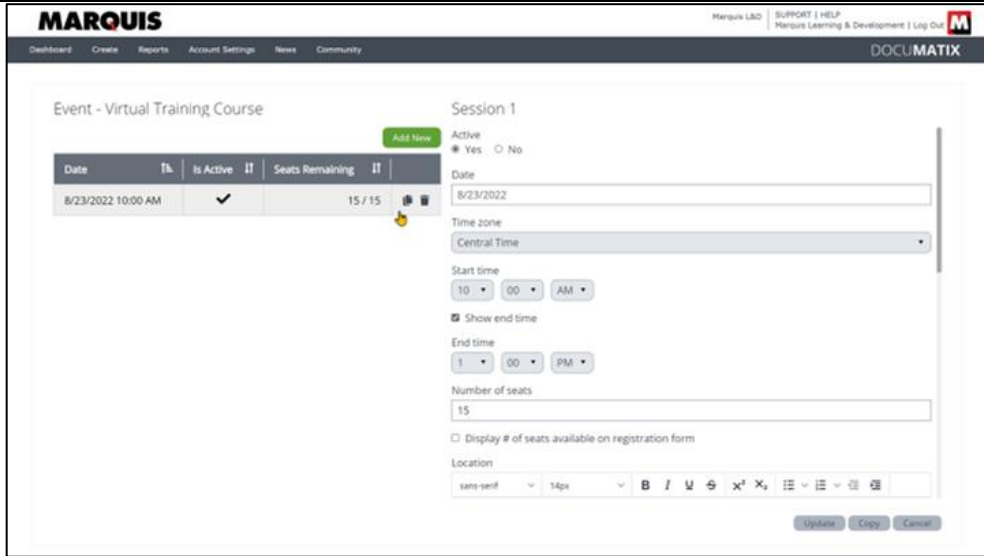
DMX333	Adding an Event Session
Order of Steps	Tasks
Step 1	Log into DocuMatix
Step 2	Use the product drop-down arrow to select Product Suite
Step 3	Use the module drop-down arrow to select Events
	 <p>The screenshot shows the Marquis DocuMatix dashboard. At the top, there is a navigation bar with 'Dashboard', 'Create', 'Reports', 'Account Settings', 'News', and 'Community'. On the right, there are links for 'Marquis L&D', 'SUPPORT HELP', 'Marquis Learning & Development Log Out', and a 'M' logo. Below the navigation bar, there are two dropdown menus: 'Product Suite' and 'Events', both of which are highlighted with a red rectangular box. Below these menus, there is an 'Add New' section with a button that says 'Add a new event' and a 'Begin' button. Further down, there is a 'Recent Work' section with tabs for 'Drafts', 'Published', and 'Completed'. A list of events is shown, with the first one being 'Company Christmas Party 2021'. At the bottom of the list, there is a pagination bar with 'Go To', 'Show 7', and 'Next' buttons.</p>
Step 4	Click the options icon for the Event
Step 5	Click Manage Sessions from the list
	 <p>This screenshot is similar to the previous one, but it shows a context menu open over the 'Company Christmas Party 2021' event. The menu options are: Edit, Copy, Delete, Preview, Publish, Manage Sessions (which is highlighted), and Move to Folder. The pagination bar at the bottom now shows 'Show 6'.</p>
Step 6	Click the Add New button to create a new session
Step 5	Update the Session settings
5.1	Click in the Date box and enter in a date or select one within the Calendar box
5.2	Use the drop-down arrow to select the Time zone
5.3	Use the drop-down arrows to select a Start Time
5.4	Enable/disable Show end time

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5.5	If enabled, use the drop-down arrows to select an End Time
5.6	Enter a value for Number of seats
5.7	Enable/disable Display # of seats available on registration form
5.8	Enter the Location for the session
	
5.9	Enable the desired Notification options
5.10	Enter in a Notification email address
5.11	Enable/disable the Calendar link options:
	<ul style="list-style-type: none"> • Edit the Event link text, if desired • Edit the Event name, if desired • Edit the Event location, if desired
Step 6	Click Create once complete
	
Step 7	To add more sessions, click the Add New button and repeat the previous steps
Step 8	To edit a session, click on it within the list and make the desired changes

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8.1	Click Update to retain any changes
Step 9	To copy a session, click on a session within the list
9.1	Click the Copy button
9.2	Make the desired changes and click Create
Step 10	To delete a session, hover the mouse over a session and click the Delete icon
10.1	Click Yes to the confirmation message



	Once the sessions have been added, the Event can be published
Step 11	Click the Options icon on the Event within Drafts
11.1	Click Publish
11.2	Click Yes to the confirmation message

