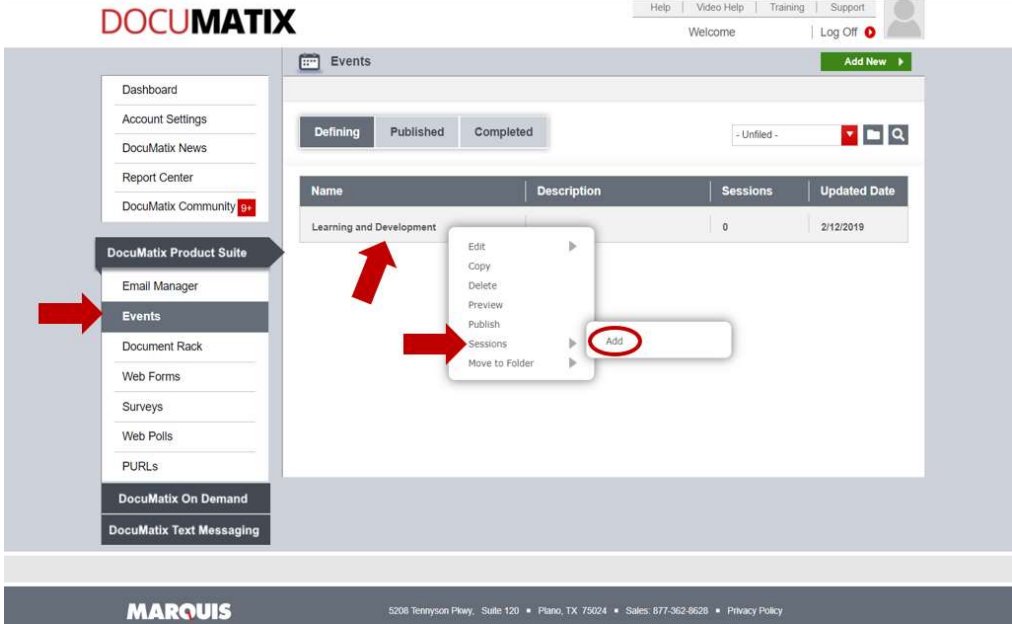
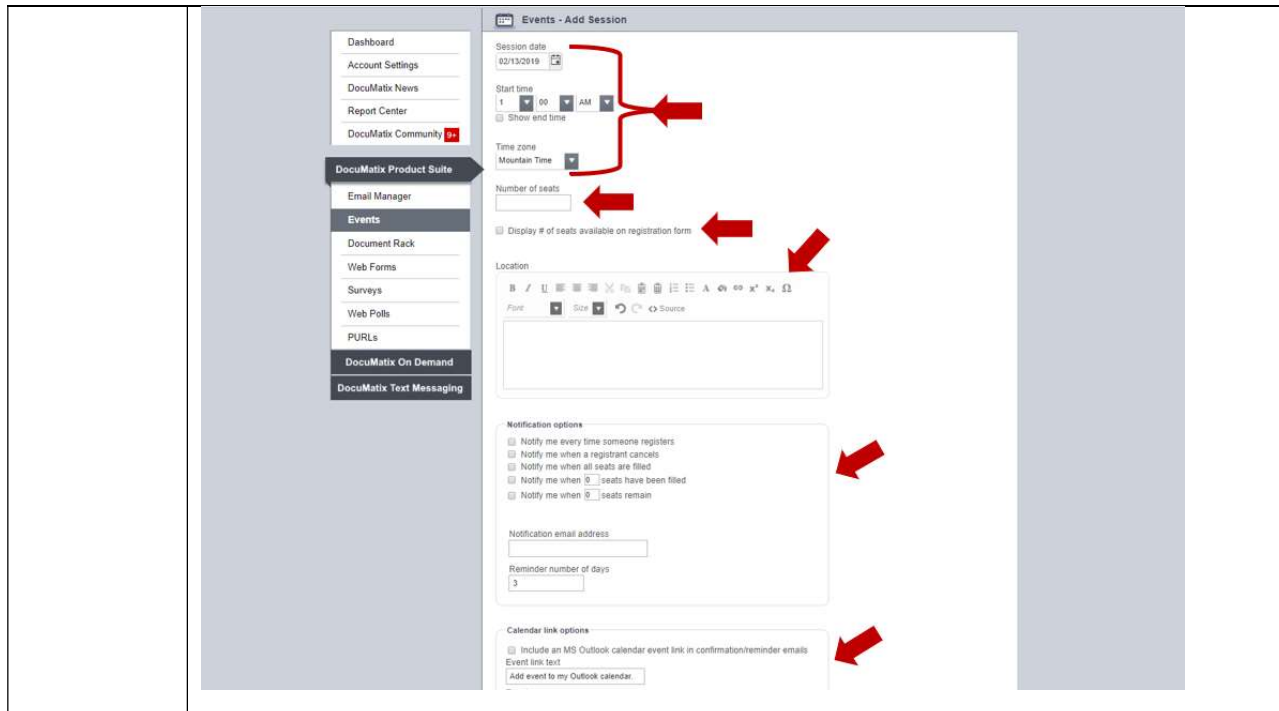


# MARQUIS

<b>DMX333</b>	<b>Adding an Event Session</b>
<b>Order of Steps</b>	<b>Tasks</b>
<b>Step 1</b>	Log into <b>DocuMatix</b>
<b>Step 2</b>	Click on <b>“Events”</b> located in the menu on the hand left side of the page
<b>Step 3</b>	Click on a specific event
<b>Step 4</b>	Click on <b>“Session”</b> and choose <b>“Add”</b>
	 <p>The screenshot shows the DocuMatix interface. On the left is a navigation menu with 'Events' highlighted and a red arrow pointing to it. The main content area shows an 'Events' table with one row: 'Learning and Development'. A context menu is open over this row, with a red arrow pointing to the 'Add' button. The 'Add' button is circled in red. The table has columns for Name, Description, Sessions, and Updated Date. The 'Sessions' column shows '0' and the 'Updated Date' is '2/12/2019'. The context menu includes options: Edit, Copy, Delete, Preview, Publish, Sessions, and Move to Folder. The 'Add' button is located to the right of the 'Sessions' option.</p>
<b>Step 5</b>	Complete the <b>“Events - Add Session”</b> page
	<ul style="list-style-type: none"> <li>• Session Date</li> </ul>
	<ul style="list-style-type: none"> <li>• Start Time</li> </ul>
	<ul style="list-style-type: none"> <li>• Show end time</li> </ul>
	<ul style="list-style-type: none"> <li>• Time zone</li> </ul>
	<ul style="list-style-type: none"> <li>• Number of seats ( A numeric value is required in order for the event to display as available)</li> </ul>
	<ul style="list-style-type: none"> <li>• Display # of seats available on registration form</li> </ul>
	<ul style="list-style-type: none"> <li>• Location</li> </ul>
	<ul style="list-style-type: none"> <li>• Notification options</li> </ul>
	<ul style="list-style-type: none"> <li>• Calendar link options</li> </ul>
<b>Step 6</b>	Click <b>“Save”</b> once complete

# MARQUIS



**Step 7** Click on the specific event

**Step 8** Click on “Publish”



**Step 9** Click “Yes”

**Step 10** The **Events - Links** page will provide the link information needed for the event. Make any desired changes to the settings within each tab

- “Events Links”
- “Public Calendar List”
- “Public Calendar”
- “Private Calendar List”
- “Private Calendar”