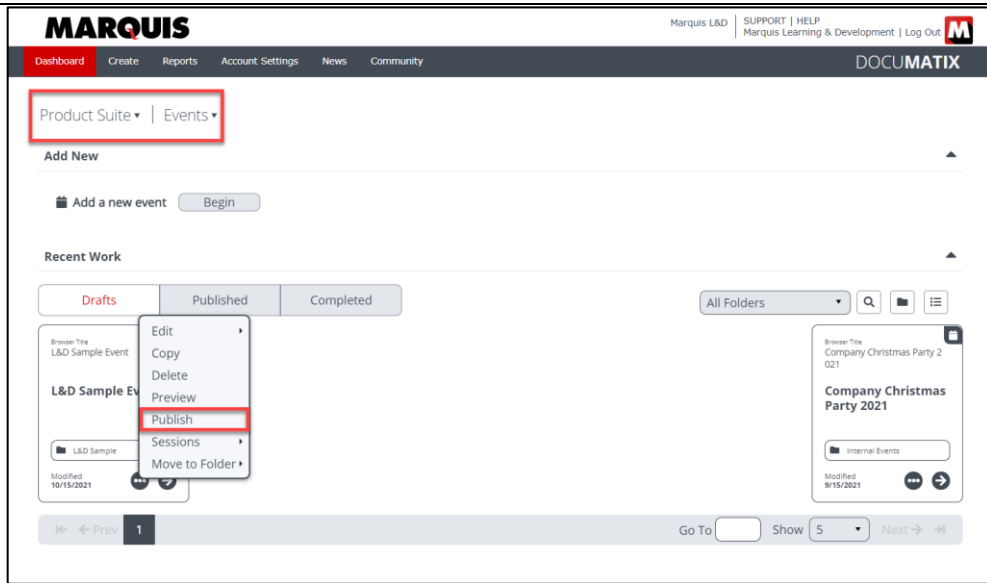


MARQUIS

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|-----------------------|--|
| DMX334 | Publish 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 |
| Step 4 | Click the Options icon ☰ on an event under the Drafts tab |
| Step 5 | Click Publish |
| Step 6 | Click Yes to the confirmation message |



| | |
|---------------|--|
| Step 7 | The Events Link page will provide the link information needed for the event. Make any desired changes to the settings within each tab |
| | <ul style="list-style-type: none"> • Using a Link • Using an iFrame |

