

RSS Dashboard

How to add a speaker

1. Sign on to CloudCME and go to the RSS Dashboard
2. Find the session you want the change or update
3. Then, click on **Manage Faculty**,

RSS Dashboard

Instructions: This screen displays upcoming Regularly Scheduled Series (RSS) child activities. Enter an RSS activity name, a date range and/or select a status to display RSS child activities. To edit an activity, click the activity name or the pencil icon. To add faculty, click the Manage Faculty button in the Faculty column. Enter the last name and select the faculty from the drop-down list. Clicking the Request Disclosure checkbox will send an email for the faculty member to complete their disclosure.

The screenshot shows the RSS Dashboard interface. At the top, there are search filters for 'Test RSS - 6/29/2022', 'Parents Only', 'Date Range' (1/26/2022 to 11/26/2022), 'Status' (All), 'Owner', 'Administrator', 'Location', and 'Department'. Below these are 'Faculty' and 'Specialty' dropdowns, a 'Search' button, and a 'Reset Filters' button. A toolbar contains 'Export XLS', 'Refresh', 'Save Layout', and 'Reset Grid' buttons. The main table has columns: 'Child Status' (INCOMPLETE), 'Details' (Series Name: Test RSS, Date: Wednesday, June 29, 2022, 8:00 AM - 9:00 AM, Location: Zoom Teleconference, Department: N/A, Parent ID: 18725, Child ID: 18745), 'Topic' (Test RSS - 6/29/2022), 'QR' (Single Scan QR), 'Faculty' (Manage Faculty (0)), 'Presentations & COI Status', 'Target Audience', and 'Owners / Coordinators' (Send, Owners: Chandise Reese). A red arrow points to the 'Manage Faculty (0)' button in the Faculty column.

4. In the white box, type the speaker's last name, and a list of names will drop down. Find the speaker, then add the speaker for your session by clicking **Add Faculty**

The screenshot shows the 'Manage Faculty for Test RSS - 5/11/2022 (18738)' modal window. It features a search input field with a dropdown arrow, an 'Add Faculty' button, and checkboxes for 'Request Disclosure?' and 'Request Presentation?'. An 'Export XLS' button is also present. Below the search area is a table with columns: 'Full Name', 'Email', 'Disclosure Date', and 'Disclosure'. The table currently shows 'No records to display.' and an 'Email Selected Faculty' button. A red arrow points to the search input field. The browser address bar at the bottom shows the URL: '..faculty/ManageFaculty.aspx?eid=18738'.

5. You will be asked if you want to add the speaker. Click **OK**
6. After you click on **OK**, you will see the speaker added, email address, date they submitted the disclosure, and disclosure information.

Manage Faculty for Test RSS - 5/11/2022 (18738)

Request Disclosure? Request Presentation?

	Full Name	Email	Disclosure Date	Disclosure	
<input type="checkbox"/>	Chanise Reese-Queen, Ed.D	creese-queen@som.umaryland.edu	1/24/2022	Nothing to disclose - 01/24/2022	<input type="button" value=""/>

7. After adding the speaker, then exit out by clicking the **"X"**