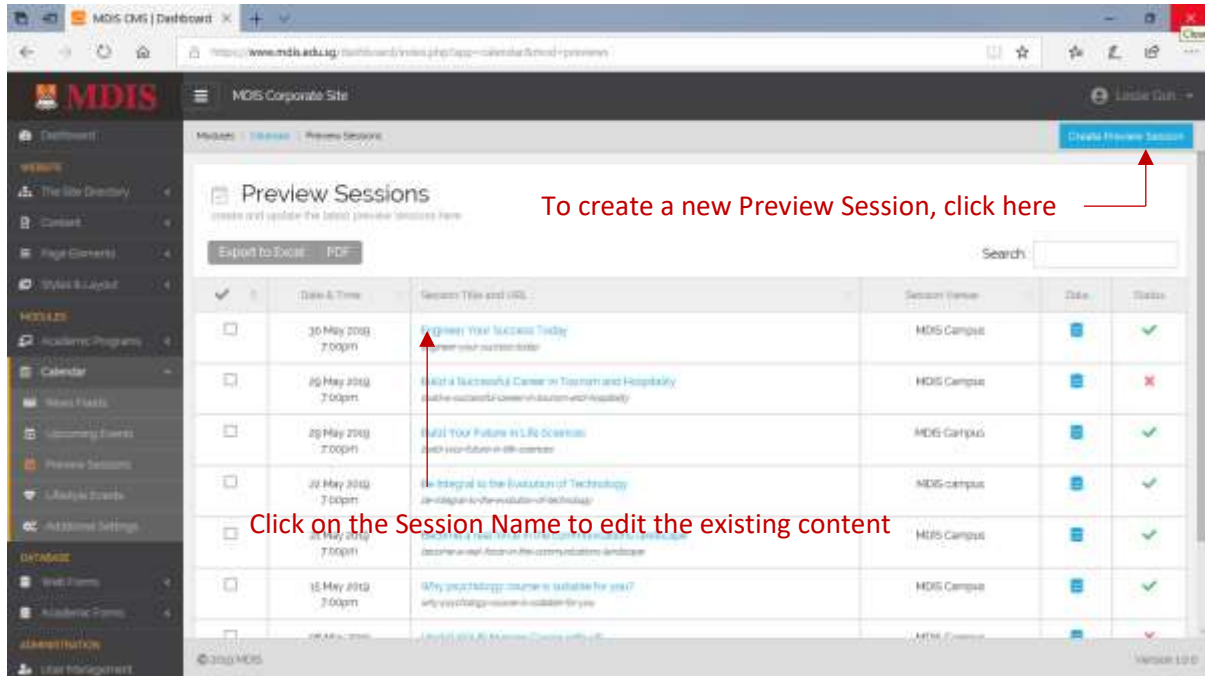


Preview Sessions

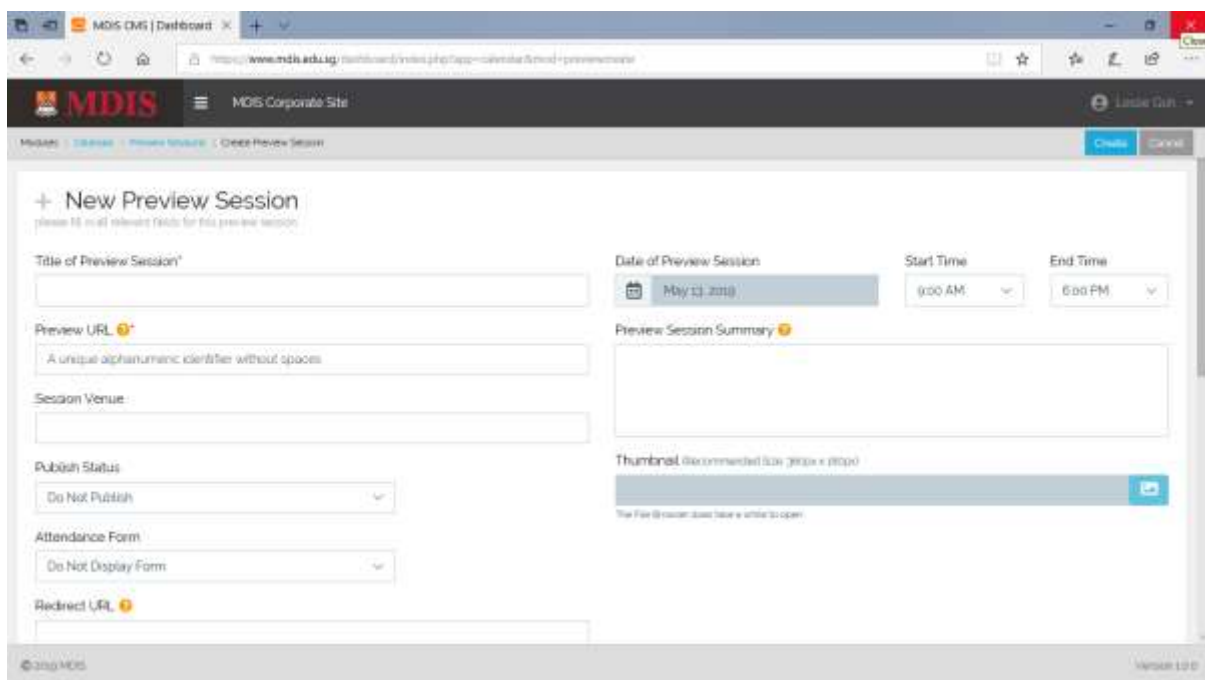
The Preview submodule manages the different preview sessions on the corporate website. To arrive at this page, navigate by

MODULES > CALENDAR > PREVIEW SESSIONS



Creating a New Preview Session

Fill in all required fields and click on **CREATE** to create the new preview session.



Preview Session Details

Title of Preview Session	The title of the preview session
Preview URL	A unique URL reference to this preview session. This URL will also be automatically used to create the corresponding webpage.
Session Venue	The location where this preview session is taking place
Publish Status	Sets whether to show the preview session on the website
Attendance Form	Sets whether to display an RSVP form for this session
Redirect URL	The page the user gets redirected to upon successful submission of the RSVP Form. Usually this is a Thank You page. Please check with your administrator on the exact URL of this page
Date of Session	The date of this preview session
Start/End Time	The start and end time of this session. If the end time is not applicable or if this is a whole day event, simply set the end time to be the same as the start time
Preview Session Summary	A basic summary or outline of the main content of the session. Please note that only plain text should be entered here
Thumbnail	A thumbnail picture of this session. The recommended size of a thumbnail is 360px by 180px and should not be larger than 100KB in size

Session Content

The main content of the preview session should be entered into the Rich Text editor at the bottom of the page. Please remember to UNPUBLISH the feed until the content is ready to go live.

Session RSVP Data

The RSVP data of the Preview Session can be accessed via the main Session page. Simply click on the icon in the Data column to be redirected to the attendance page.

The screenshot shows the 'Preview Sessions' page in the MDIS Corporate Site. The page has a sidebar with navigation options like 'The Site Directory', 'Contact', 'Page Contents', 'Styles & Layout', 'MODULES', 'Academic Programs', 'Calendar', 'News Feeds', 'Upcoming Events', 'Preview Sessions', 'Lifestyle Events', 'Additional Settings', 'DATABASE', 'Web Forms', 'Academic Forms', and 'ADMINISTRATION', 'User Management'. The main content area is titled 'Preview Sessions' and includes a search bar and an 'Export to Excel' button. Below is a table with the following data:

	Date & Time	Session Title and URL	Session Venue	Data	Status
<input checked="" type="checkbox"/>	30 May 2019 7:00pm	Engineer Your Success Today Engineer your success today	MDIS Campus		
<input type="checkbox"/>	30 May 2019 7:00pm	Build a Successful Career in Tourism and Hospitality Build a successful career in tourism and hospitality	MDIS Campus		
<input type="checkbox"/>	29 May 2019 7:00pm	Build Your Future in Life Sciences Build your future in life sciences	MDIS Campus		
<input type="checkbox"/>	29 May 2019 7:00pm	Build Your Future in Health Sciences Build your future in health sciences	MDIS Campus		
<input type="checkbox"/>	21 May 2019 7:00pm	Become a real force in the communications landscape Become a real force in the communications landscape	MDIS Campus		
<input type="checkbox"/>	15 May 2019 7:00pm	Why engineering course is suitable for you? Why engineering course is suitable for you?	MDIS Campus		
<input type="checkbox"/>	28 Apr 2019	Build Your Success Through Programs Build your success through programs	MDIS Campus		

The Attendance data can be viewed, sorted and exported to Excel if necessary.

The screenshot shows the 'Attendance Data' page in the MDIS Corporate Site. The page has a sidebar with navigation options like 'The Site Directory', 'Contact', 'Page Contents', 'Styles & Layout', 'MODULES', 'Academic Programs', 'Calendar', 'News Feeds', 'Upcoming Events', 'Preview Sessions', 'Lifestyle Events', 'Additional Settings', 'DATABASE', 'Web Forms', 'Academic Forms', and 'ADMINISTRATION', 'User Management'. The main content area is titled 'Attendance Data' and includes a search bar and an 'Export to Excel' button. Below is a table with the following data:

Date	Full Name	Email Address	Contact Number	Highest Qualification	Status
30 May 2019 (7:00pm)	Leslie Goh	lesliego@postcard.com	96884023	Bachelor's Degree	