Quick Sheet RSVP How to Setup Guide Version 0.3

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| Function | Internal Version 0.3 | Public Version 0.2 |
| Manage and Administration | <http://eapps/rsvp/mgmt/> | <https://ia.cpuc.ca.gov/rsvpadmin/> |
| Event List  | <http://eapps/rsvp/> | <https://ia.cpuc.ca.gov/rsvp/> |
| Who can create new event? | Any CPUC staff | Only CPUC staff added to RSVPAdmin Security Group |
| Accessibility | Internal Network using PC | Internet. Mobile. Tablet |

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| **Admin**  | **Core Features** |
| Create | Create New Event |
| Edit | Edit Existing Event |
| Copy | Duplicate existing event for another event |
| Preview | Preview Event to access more Features |
| Attendee | View Participants and download Excel list |
| Delete | Delete unregistered event. Hide event registered with Participant. |
| Hide | Hide event from Event List |

**Work Flow of Posting an event Version 0.3.**

Main -> **Create Event** -> Submit -> Approver Receive email, Click link and view Event -> Approver Approve or Reject

If **Approved**, Event gets listed and event organizer gets notified of email, **login back to Get Link of the event.**

If **Denied**, event organizer get notified of email.

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| **Admin**  | **Option Features Version 0.2** |
| Message | Compose message to send to all Attendee |
| Question | Create Question and Answer |
| Upload | Upload Banner on the top and Files at the bottom |
| Share | Share this event with another CPUC staff to manage |
| Series | Set this event as part of a continue series of events. Series List show the latest event of a series.  |
| Stat | View statistic |

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| **Admin**  | **Version 0.3 (in progress)** |
| Closing | Set Early Closing Date |
| Walk In | Set if Walk In is allowed when close early |

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| **Admin**  | **Version 0.4 (future)** |
| Approver | User can enter approver info |
| Reapprove | Allow Event Organizer to edit and resubmit |