

# USER MANUAL – HOW TO ACCESS PENDING PRESENTER EVALUATIONS

**TARGET AUDIENCE: ADMINISTRATORS**

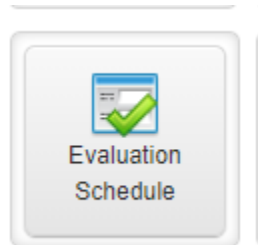
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Updated October 4, 2021

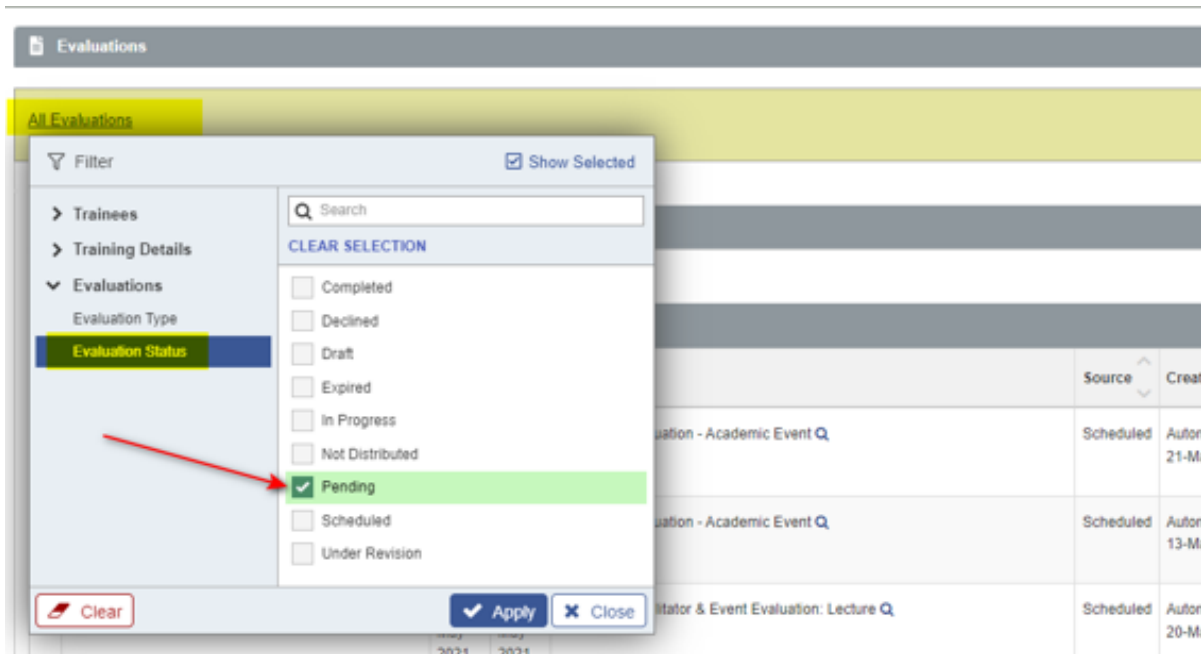
## ACCESSING PENDING PRESENTER EVALUATIONS

Presenter evaluations are generated the day of the event. Below are the steps to access these pending evaluations:

1. Login into MedSIS and click on “Evaluation Schedule” button:



2. Click on the filter and choose “EVALUATION STATUS” → “PENDING” → “APPLY”:



3. This will display all pending evaluations. Pending presenter evaluations for event can be found under the heading of “PRESENTER EVALUATION”:

Evaluations ● 1 incomplete evaluations.

Evaluations: Evaluation Status Pending

+ Trigger on demand ...

Hidden Evaluation

**Presenter Evaluation** Show Hidden records  OFF Total:2

## QUESTIONS?

If you have any questions or difficulties with this process, please submit a ticket to our JIRA ticketing system: [Submit a Ticket](#)