

RSS Benefits

- Activity information, emailing and activity approval are easily accessible and conveniently located on the Dashboard screen.
- Users are able to verify that upcoming RSS activities have any required presentations and/or documentation.
- Faculty added to the RSS activity can be auto-assigned a disclosure without navigating to Faculty Management.
- Flyers can be generated for the activity and exported to PDF/Word.
- Emails can be sent easily to Planners, Faculty and Owners/Coordinators.
- Up to 20 objectives may be entered for each target audience.
- There are no restrictions for approval override.

1. From the Main Menu, go to Activities > RSS Dashboard.



2. The RSS Dashboard screen will display.

Search for an RSS child activity by typing the activity name in the search box and/or filtering by **Date Range, Status, Owner, Administrator, Location, Department, Planner, Faculty or Specialty**.

Click the **Search** button to display results.

A screenshot of the RSS Dashboard search and filter interface. It features a search box for 'Activity Name...' and a 'Parents Only' checkbox. Below are several filter sections: 'Date Range' with input fields for '9/12/2022' and '10/12/2022'; 'Status' with a dropdown menu showing 'Approved'; 'Owner' and 'Administrator' with dropdown menus; 'Location', 'Department', 'Planner', and 'Faculty' with dropdown menus; and 'Specialty' with a dropdown menu. At the bottom, there are 'Search' and 'Reset Filters' buttons.