



The following icons (1-4) can be found in the Topic column:


1.  Pencil - This icon opens the **RSS Activity Editor**. Here, a user can edit the child activity information.

2.  **RSS Flyer** - The system will generate an RSS flyer for distribution. Faculty must be assigned to the activity before a flyer can be generated. The flyer template can also be customized for a unique RSS child or parent activity. The template can be applied to all child activities of the parent.


- To associate the revised flyer to the RSS parent for use per each child activity of the parent, click the **Upload Flyer** button, select the revised flyer from your desktop, and check the **Use flyer/template for Parent?** checkbox.


NOTE: The RSS flyer will be saved in the **Documents** tab in **Activity Manager** for the RSS activity.


3.  **Calendar** - Click this icon to view and edit scheduled RSS child activities.


4.  **Trash** - Click this icon to deactivate/delete an RSS child activity. A pop-up window will display to confirm deletion.


The following icons (1-8) can be found in the Presentations & COI Status column:


1.  **Incomplete**-This status represents Faculty that have no Disclosures on file, there is missing information in their file, their Disclosure on file has expired or a Disclosure is on file but COI mitigation has not begun. RSS Coordinators/Owners will see **Incomplete** by default until Faculty are assigned and Disclosures have been completed.


2.  **Pending**- This status represents Faculty whose disclosure and presentation are currently undergoing the COI Mitigation process. The system will send an email to the Administrator and Owner, containing all RSS child activities in which the activity status has been changed to **Pending**. This email will be sent if in **Administration > Preferences > Email the "Send Daily RSS Roll-Up Email for Pending Activities"** checkbox is selected.

3.  **Approved** - This represents Faculty who have completed a disclosure, no financial relationships have been declared or, if identified, COI mitigation has been satisfactorily completed. The **Approved** status will also display if an Administrator or Activity Administrator conducts an Approval Override or if in **Administration > Preferences > COI Resolution** the "**Automatically Approve COI When Users Have Nothing to Disclose**" checkbox is checked.

4.  **Disclosure Updated** - This icon will display if a user has submitted a new Disclosure prior to the activity starting. There may be a new COI that needs reviewed. Once the COI status has been addressed, this icon will update. This will not impact the current child status.


5.  **Rejected** - This represents Faculty who have completed a Disclosure, at least one financial relationship has been declared, and the conflict is deemed immitigable.

6.  **Upload** - Upload a presentation file for the faculty member. Once a presentation has been uploaded, the Download and Delete icons will display.

7.  **Download** - Download a faculty member's presentation file.


8.  **Delete** - Delete a faculty member's presentation file.

**The following icons (1,2) can be found in the Faculty and Planner columns:**


1.  **Email**: Draft and send an email to the selected faculty member/Planner.

2.  **Remove**: Remove a faculty member/Planner from the RSS child activity.


**The following button can be found in the Owners/Coordinators column:**

1.  Draft and send an email to Owners/Coordinators.

**The following button can be found in the Comments column:**

1.  Administrators, Activity Administrators, and Peer Reviewers can add or view all comments.

**The following button can be found in the Approval column:**

1.  Administrators and Activity Administrators can override approval and add an approval comment for a child activity. Once approved, the button will then display as Approved.

**NOTE:** This feature is only available to Administrators and Activity Administrators.