



Subject: BriefingEdge version 13 New Features

Report Enhancements – New administrative reports

One of the more challenging aspects of administering **BriefingEdge** is in maintaining up-to-date topics and categories. With other recent topic-related enhancements already implemented in version 12, we thought it would be useful to give you a report that displays *all* of your categories and linked topics, in one complete, sorted list. This list can be helpful in organizing your topics and categories. It also displays the name of the site associated with each topic. Remember, topics are linked to sites so that you can control which topics and demos can be scheduled at which specific sites.

Since these administrative reports are complete lists of your categories and topics there is no selection criteria; only an indicator of whether to include inactive topics or just active.

Complete List of Categories and Topics
US Tech

Show only Active Topics Yes No

Generate Report

It looks like a longer version of this:

Complete List of Categories and Topics							
Category ID	Topic Category	Category Active	Topic ID	Topic Name	Topic Active	Site Name	Date Last Updated
Sorted by: Category Name, then Topic, then Site Report run 10/3/2009							
932	Alliance Partners	Yes	1136	Client Management	Yes	Chicago Briefing Center	6/21/2007
932	Alliance Partners	Yes	1793	Client Management	No	Provo Innovation Center	4/28/2008
931	Briefing Tours and Demonstrations	No	1340	Design Center (30 min)	No	DC Innovation Center Center	4/28/2008
931	Briefing Tours and Demonstrations	No	1341	Design Center (30 min)	No	European Briefing Centre	4/28/2008
931	Briefing Tours and Demonstrations	No	1342	Design Center (30 min)	No	Princeton Innovation Center	4/28/2008
931	Briefing Tours and Demonstrations	No	1797	Design Center (30 min)	No	Provo Innovation Center	4/28/2008
931	Briefing Tours and Demonstrations	No	1311	Desktop Lab (30 min)	No	Chicago Briefing Center	4/28/2008
931	Briefing Tours and Demonstrations	No	1312	Desktop Lab (30 min)	No	DC Innovation Center Center	4/28/2008
931	Briefing Tours and Demonstrations	No	1313	Desktop Lab (30 min)	No	European Briefing Centre	4/28/2008
931	Briefing Tours and Demonstrations	No	1314	Desktop Lab (30 min)	No	Princeton Innovation Center	4/28/2008
931	Briefing Tours and Demonstrations	No	1039	Desktop Lab (30 min)	No	Provo Innovation Center	2/5/2007
931	Briefing Tours and Demonstrations	No	953	Imaging Technology Center (15-30 min)	No	Chicago Briefing Center	1/25/2007

There is a comparable **meal administrative report** showing meal categories, entrees and sites.