

Subject: BriefingEdge Version 13.1 New Features

Internal Attendees – Why would you use this feature?

A new field that may be turned on globally allows you to capture (and identify) partners who are helping you with particular visits. There is a new column in the internal attendees section to enable you to record the partner’s company. If no entry is made in this column, **BriefingEdge** assumes the account team attendee is from your company. When you are partnering with someone, you may wish to include that partner in your briefing and track which company they represent. This new feature was added just for that purpose.



Name	Attendee Role	Title	Company (if not US Tech)	Email	---Invitations-- Check All Send Most Recent Activity
Jim Williams	Sales Mgr	General Manager		customerservice@briefi	<input type="checkbox"/>
Nunzio Facciabrutta	Business Partner	Director	ABC Group, Inc.	nunzio@abcgroup.com	<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>

Remove

Add More US_Tech Attendees

The new field (column) allows you to record the partner’s company name, along with other information. You will need to enter a new **internal attendee role** designed to classify partners as such. In this way, BriefingEdge can report on the number of partners participating in your visits. **This new field must be activated in order to appear and it is a global setting meaning it will be activated for all sites.**

Internal Attendees – What else does it affect?

The new partner company name can be displayed in the attendee section of the agenda report. This will make it easier to identify all companies both customer and partner, that participated in the briefing.

The agenda report and name tents have also been updated to display the company name.