

Site Configuration Permission

Administrators can assign Site Configuration Permission to coordinators from this link on the Administration Menu.

The screenshot shows the BriefingEdge Administration Menu. At the top left, there is a 'Beta Test Website' button. A 'Return to Main Menu' button is visible in the top navigation bar. The main menu is titled 'BriefingEdge Administration Menu' and includes links for 'Administration Help' and 'BriefingEdge Support Tools'. The menu is organized into five columns: User Administration, Site Administration, Visit Characteristics, Customer Characteristics, and System Settings & Communications. A red arrow points from the text box above to the 'Users with Site Configuration Permissions' link in the Site Administration column.

User Administration	Site Administration	Visit Characteristics	Customer Characteristics	System Settings & Communications
Users	Site Setup	Topic Categories Briefing Topics	Customers' Industries	System Settings
Speakers	Site Emails	Meal Categories Meal Entree	Account Status	System / Site Bulletins
Speaker Class	Users with Site Configuration Permissions	Visit Classification	Reason for Cancellation	Email Templates
User Email Domains	Visit Types	Logistical Information	Customer Attendee Roles	URL for No-Login Availability Calendar
	Reason For Briefing Questions	Topic Speaker Source	Internal Attendee Roles	URL for No-Login encrypted Customer Calendar
	Replicate Topics for a New Site	Competitors being considered	Theaters Operating Areas	
	Rooms	Where are you in the sales process?		
	Site and Room Holidays	Copy Visit to Another Day		
	Itinerary - Hotels Itinerary- Restaurants Itinerary - Airports Itinerary - Airlines Itinerary - Ground services Itinerary - Entertainment	Move Visit to Different Day		
	Gift Inventory			
	Daily Email Recipients			