



ACTO

User Guide to Present

Present on ACTO allows users to create custom presentations using pre-approved up-to-date resources, and share them with customers during meetings and calls.

Click into any of the links below to get started.

Quick Access

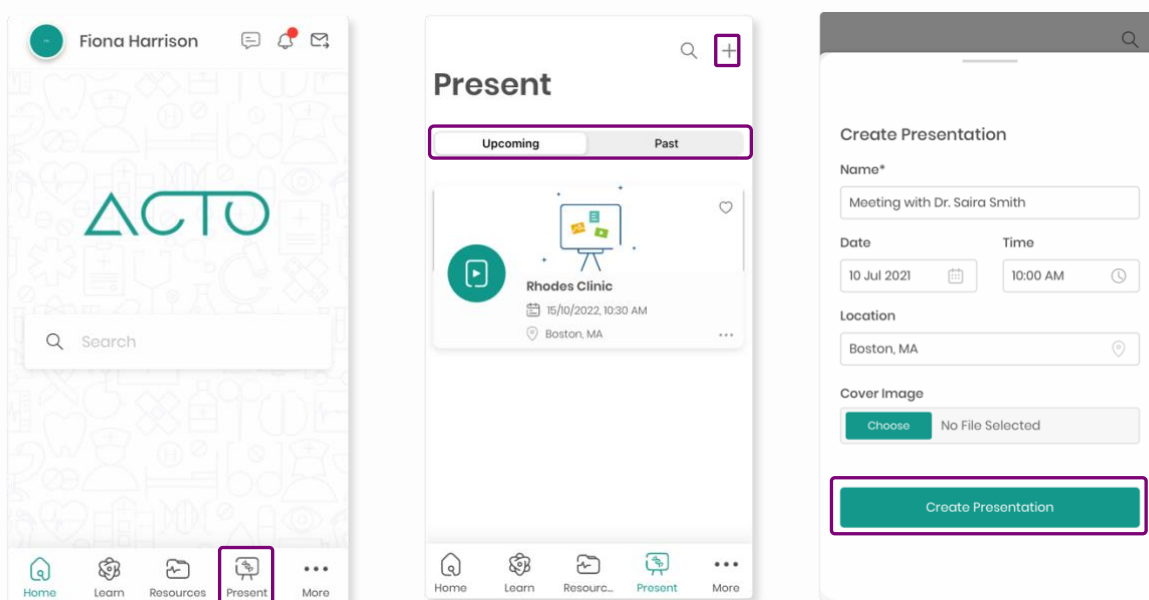
1. [What is Present?](#)
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What is Present?

- Present allows users to create presentations within the app.
- Presentations are “playlists” of approved resources that users can pull from resource Collections shared with them. These curated resource playlists may be presented to customers during calls and meetings.
- Creating custom presentations for meetings allows users to organize and personalize exactly which documents and resources they plan to present during meetings.

How to Create a Presentation

Users may create presentations on their mobile devices or a computer browser. The following instructions are for creating presentations on iOS mobile devices.



1. Click into **Present** from the Navigation Menu. View existing presentations (**Upcoming** or **Past**), or create a new presentation here.
2. Click the **+** symbol on the top-right of the screen to create a new presentation.
3. Add presentation details like Name, Date, Time, and Location. You may select a Cover Image for the presentation (optional).
4. Click **Create Presentation**.
5. Click into the new presentation to add resources into it.

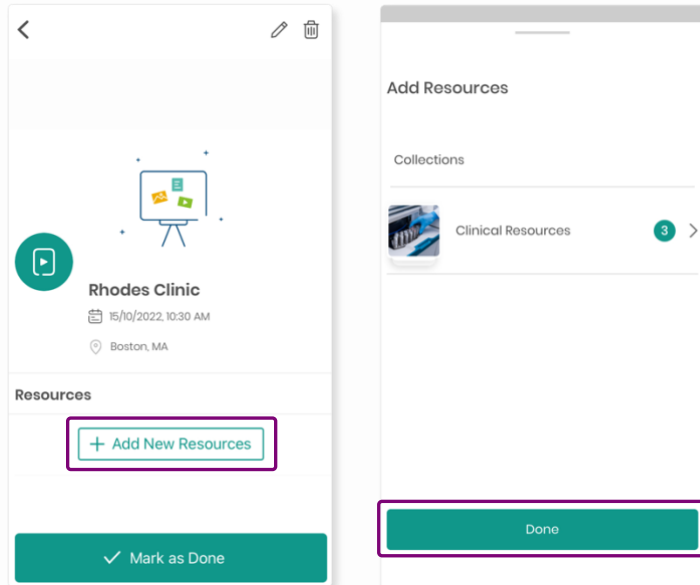
Present Allows Users to:

- Put presentations of approved resources together before meetings.
- Play presentations for stakeholders like HCPs during calls or meetings.
- Email and share presentations with stakeholders directly through the app.
- Track customer interaction and engagement with shared content.

How to Add Resources to a Presentation

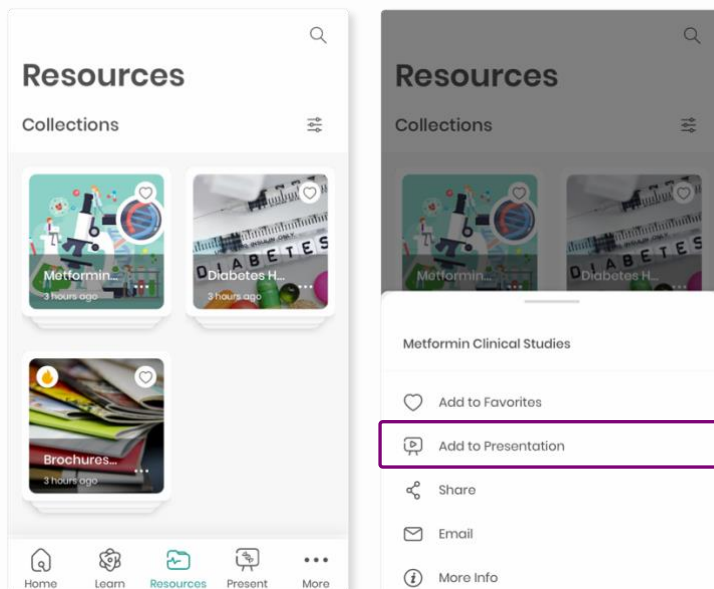
Users may add resources to presentations in one of two ways. Resources may be added to a presentation from a Collection in the Resources tool, or directly into a presentation within the Present tool.

Add Resources to a Presentation using Present



1. Click into **Present** from the Navigation Menu. Click into the presentation you would like to add resources to.
2. Click **+ Add New Resources**. This brings up the Collections that have been shared with you and allows you to pull approved resources from them.
3. Use the arrows to navigate back and forth to select resources.
4. Once all your resources are selected, use the back arrows to navigate to the Add Resources section. Click **Done**.

Add Resources to a Presentation using Resources

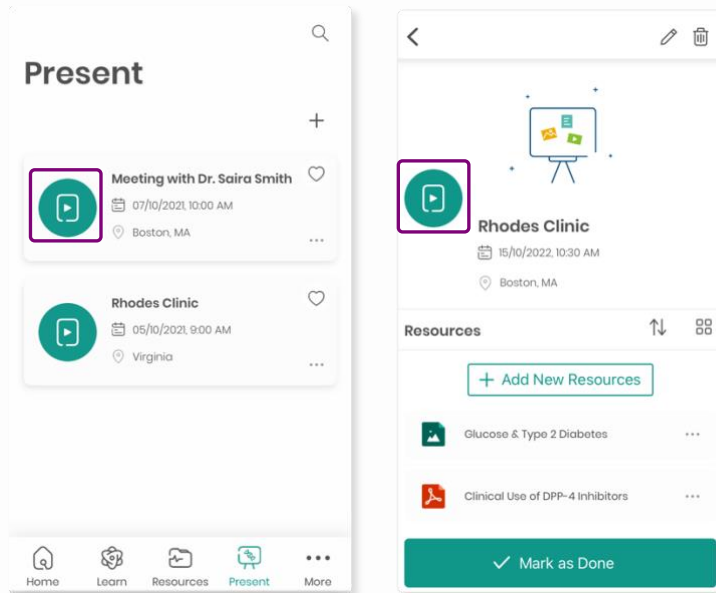


1. Click **Resources** from the Navigation Menu to view the Collections that have been shared with you.
2. Click into a Collection to view the resources within it.
3. Click the **More icon** *** next to the resource (or entire Collection) you would like to add to a presentation and select **Add to Presentation**.
4. Select the presentation you would like to add the resource into.

PROTIP Users can only add pre-approved resources to presentations. If a resource's permissions have not been set for this functionality, then end-users will not see 'Add to Presentation' as an option.

How to Play a Presentation

Refer to the following instructions to learn how to play a presentation during a meeting.

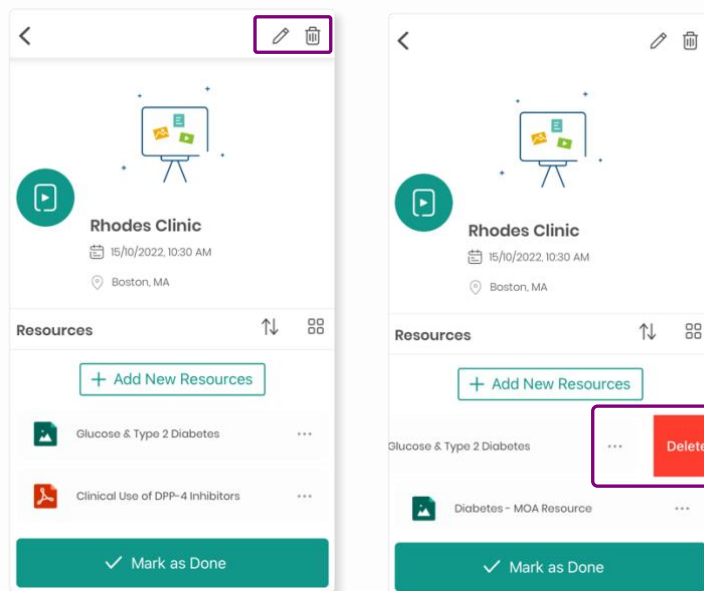


1. Click the **Play** icon next to the presentation you want to play on the Present homepage.
2. Alternatively, click into the specific presentation and click the **Play** icon from inside it.
3. Once a meeting is over, click the **Mark as Done** button.

NOTE When you click **Mark as Done**, you will no longer be able to play or add resources to a presentation. It will still be accessible on the Present homepage, and you

How to Edit, Update, or Delete a Presentation

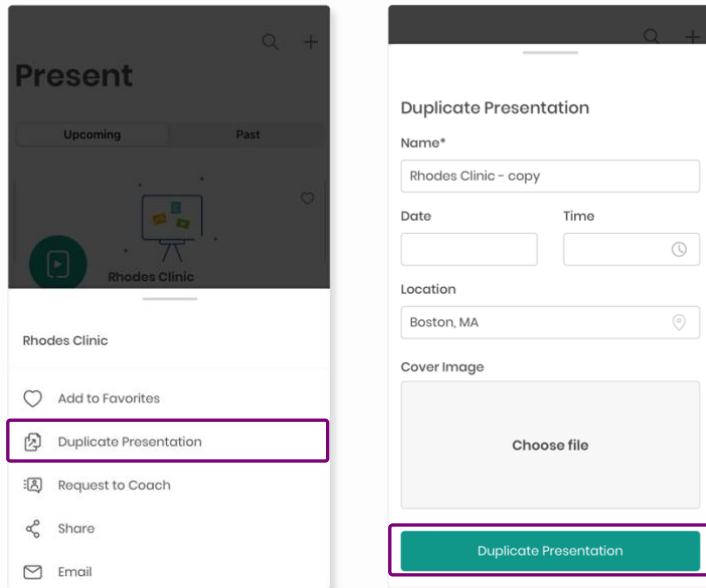
You may edit presentation details, delete resources from a presentation, or delete the whole presentation from your mobile device or web browser.



1. Click into **Present** from the Side Navigation menu. Click into a specific presentation.
2. To edit or delete a presentation, click the **Pencil** icon or the **Trashcan** icon on the top right.
3. To delete resources from a presentation on your mobile device, swipe left on the resource. You may also click the **More** icon ******* next to the resource and select **Remove from Presentation**.

How to Duplicate a Presentation

Duplicating presentations – including ones already Marked as Done – allows you to copy and reuse existing presentations without needing to select and add resources to a new presentation. Duplicate presentations can be edited and updated in the same way that a brand new one can.



1. Click into **Present** from the Side Navigation menu. Click into a specific presentation.
2. Click the **More icon** *** on the bottom right of a presentation. Select **Duplicate Presentation**.
3. Name your new presentation. Click **Duplicate Presentation** again. You may add, edit, or delete resources from this presentation the same way you would a brand new one.