

# Modules

Learn about the different modules available within the CMS and how to find and use the right ones to make your event a success.

- [Abstracts](#)
- [Activity Feed](#)

# Abstracts

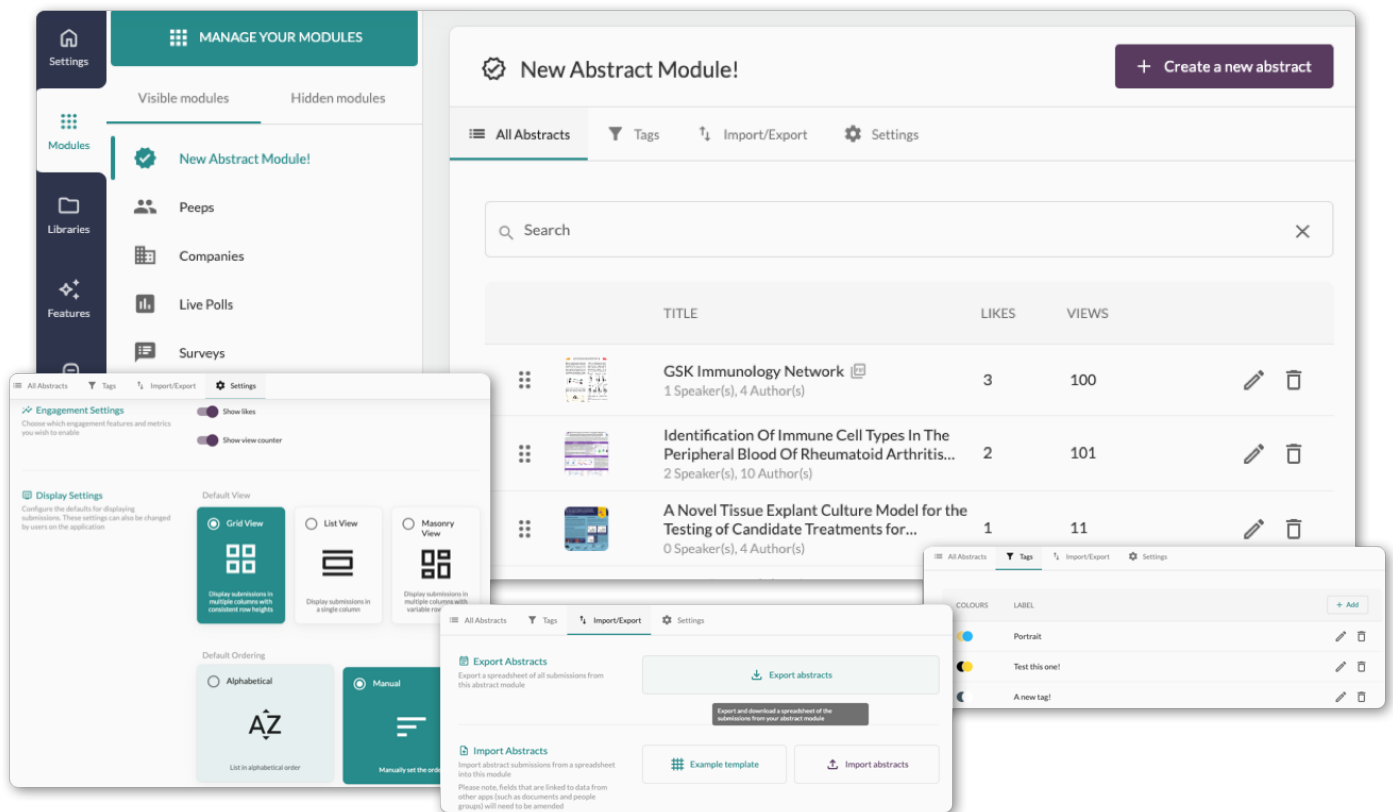
Our brand-new Abstracts Module is ideal for engaging your delegates when presenting posters, images and PDFs. Fully interactive, this feature enables you to exhibit Abstracts in your Event App alongside engagement features such as group chat, Q&A, live poll and feedback surveys.

The Abstract Module allows you to organise your submissions into a list, making it easy to find and view the most relevant content. Each submission can be viewed on a detailed page, for a comprehensive review of the document. And with the ability to zoom into images and multi-page PDFs, users can get a closer look at the important details.

Alongside the release of the Abstract module, we are also updating the Q&A feature by adding an author or moderator response field. The Q&A response field is a valuable addition to the platform, providing users with a new level of longer-term interactivity and engagement. With this feature, users can ask specific questions related to the content and receive targeted responses that address their enquiries. We also simplified the 'Ask a Question' process down to one click!

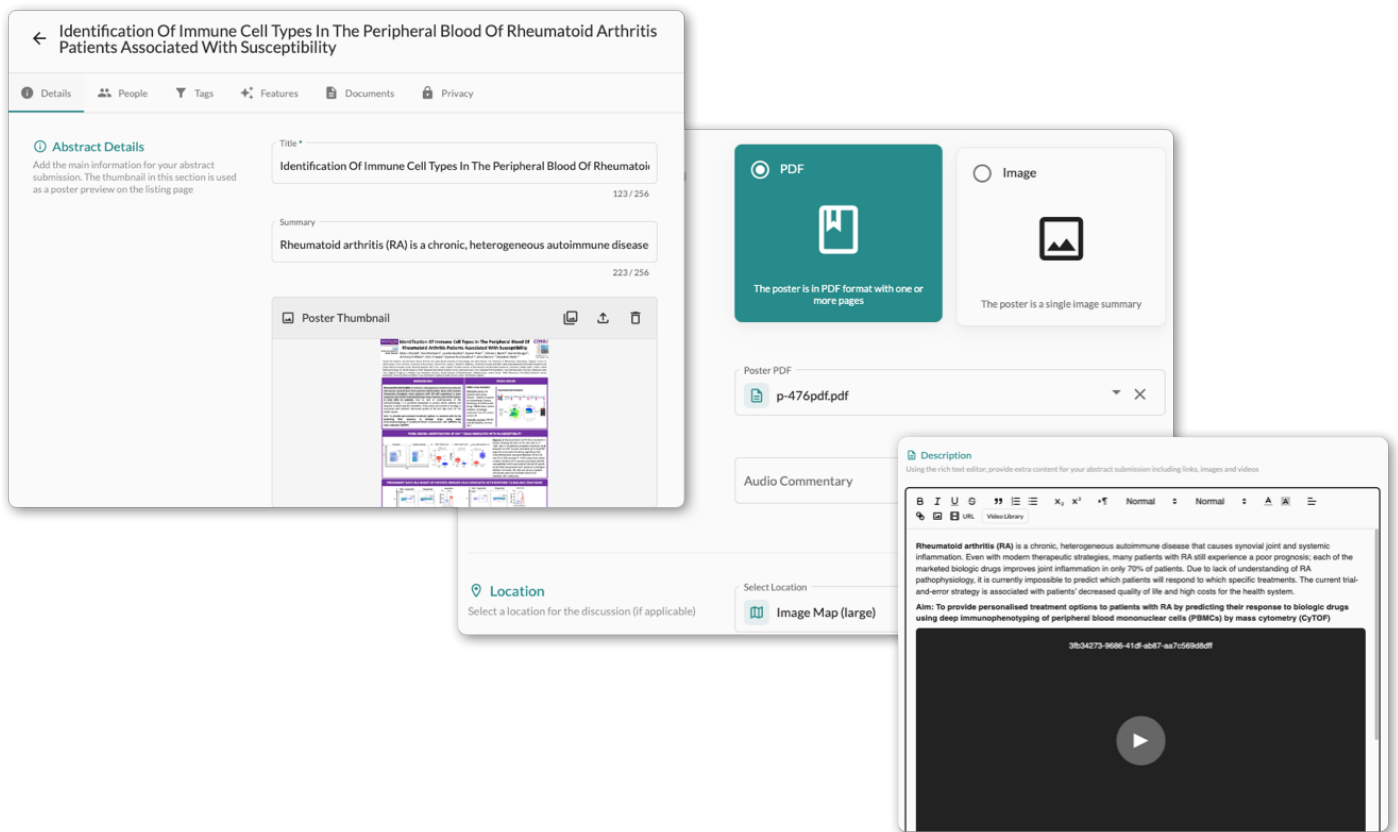
## Creating an Abstracts Module

1. First, you will need to log in to the CrowdComms Content Management System Dashboard (CMS Dashboard) and locate the relevant App.
2. Then, click on 'Modules' from the left-hand menu, and click on the 'Create new module' button at the top right of the page.
3. You will then see the Module tile selection screen appear. Click on 'Abstracts'.
4. A pop-up will appear, which enables you to rename the module and pick a desired icon. Then click 'Submit'.
5. You will then be taken to the Abstracts submission list page which will be empty. Before you add any abstract to this page, let's check out other important features. At the top of the page, you will see several tabs and they are:
  - a. **All Abstracts** – You will see all the abstract posters ordered either alphabetically or manually.
  - b. **Tags** – Labels which you can add and attach to the abstract's poster for the purpose of identification. To add a tag, click on the 'Add' button. Type the name of the tag, such as Medical, Legal etc, choose the background and text colour and click 'Submit'.
  - c. **Import/Export** – You will be able to create multiple abstract posters at the same time by importing them into the CMS Dashboard via a spreadsheet. Download the Example template, add the relevant details to the spreadsheet and import the completed spreadsheet into the CMS Dashboard.
  - d. **Settings** – You will be able to change the setting of your module in this tab. You can change the name and icon of the module and you can also restrict access to the module to specific people only. In the Display Settings section, you can change the layout of how your Abstracts module appears on the platform. You have the option of either the Grid or List view. You can also delete the module here.
6. Now, let's look at how to add abstract posters. To do this, click on the 'Create a new abstract' button at the top right of the page.
7. Add the title of your poster in the pop-up modal and click 'Submit'.



## Details

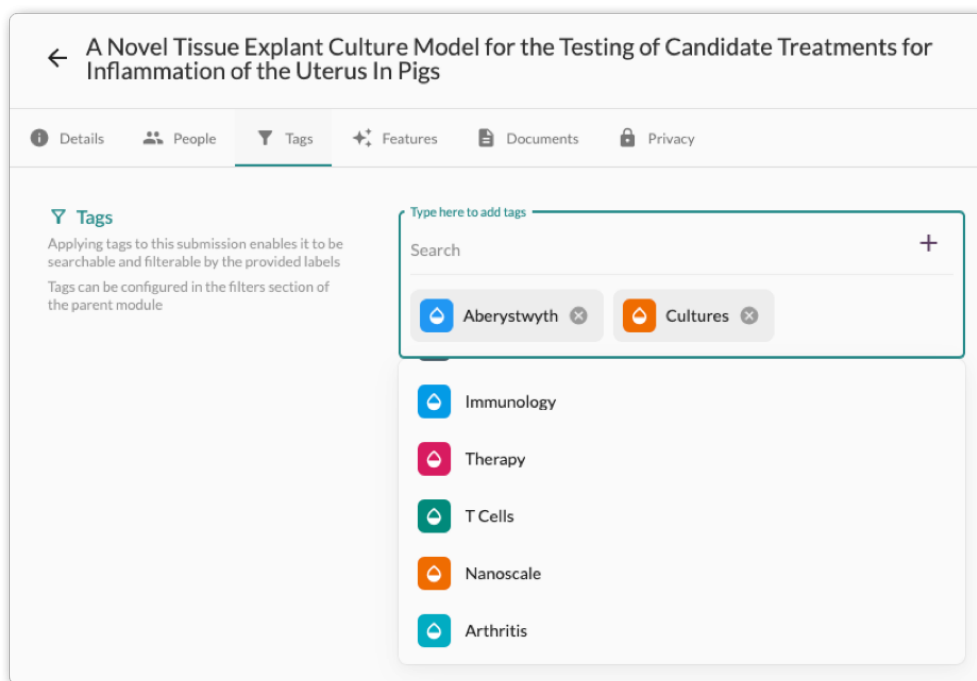
8. You will then be taken to the Details page for you to populate details about your abstract poster including adding a short summary and uploading a poster thumbnail and the abstract content file. For the content file, you can either upload a PDF or an image, and either upload them directly from your device or select the file from the Image or Document libraries.
9. You can also include an audio commentary, if you wish.
10. If you're running a physical event, you can add the location of where the Abstract presentation is being held.
11. In the Description field, you can add details about your abstract poster. You can customise it using the rich-text editor functions, link videos from the library or add a URL to link external videos.



## People

12. In this tab, you can add the people who are relevant to the abstract poster. In the first section, you can link the authors of the paper by searching and selecting the relevant names from the field.
13. If you have people presenting the abstract, you can add their names in the Speaker's field the same way you added the authors.
14. In the Footnotes field, you can add text, such as approval codes, references and cite additional recourses, and they will appear as sub-text below the poster.





## Features

18. On this tab, you can add engagement features to your abstract poster page. For example, you can enable the chat feature so the audience of the page will be able to interact with one another.
19. The features available are, chat, notes, Q&A, feedback survey and live poll.
20. To enable chat or notes, you can simply switch on the relevant toggle.
21. To add Q&A, feedback survey or live poll, you will first need to have these feature assets added in your Library. Once create, you can select the relevant asset from the dropdown field.

←

A Novel Tissue Explant Culture Model for the Testing of Candidate Treatments for Inflammation of the Uterus In Pigs

Details

People

Tags

Features

Documents

Privacy

Engagement Features

For features that will complement the main display such as live polling, Q&A and abstract feedback surveys

These features will be accessible via the engagement panel on your submission

Enable chat for this submission

Enable notes for this submission

Select Q&A

Q&A Refactor

▼

×

Select feedback survey

▼

Select live poll

Abstracts Proxy Poll

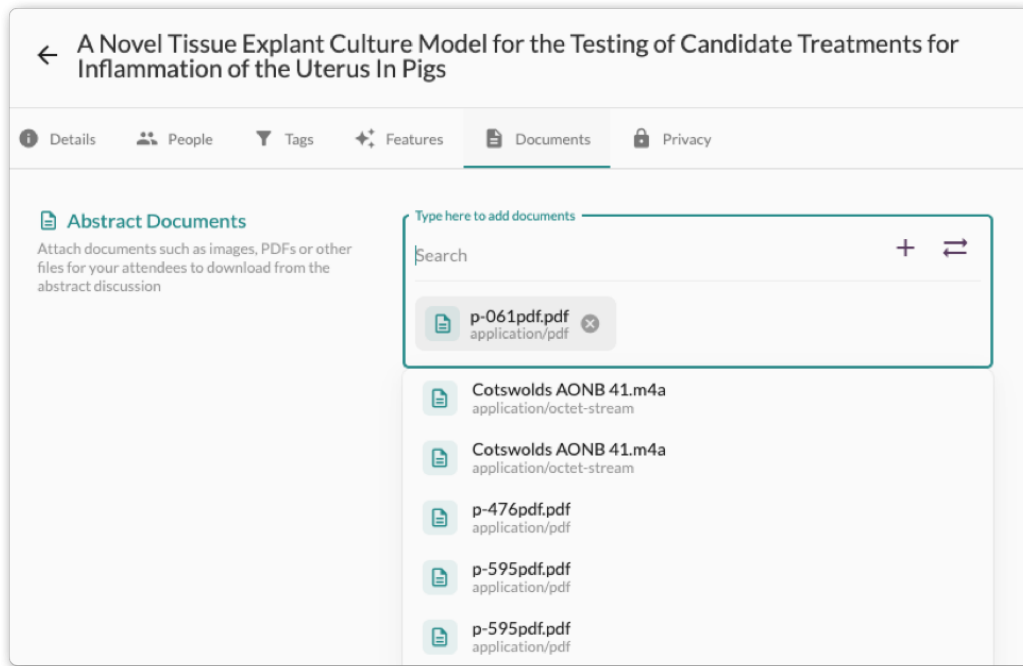
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## Documents

22. If the abstract contains additional documents which the author wishes to display to the platform audience, you'll be able to add them here.
23. You will need to add these documents to Library, before linking them to the abstract poster page.





## Privacy

24. Finally, you can restrict access to the abstract poster page to a specific group of people, if you wish.
25. Anyone who isn't in the group will not be able to access or view this abstract poster page.

## ← GSK Immunology Network

 Details  People  Tags  Features  Documents  Privacy

### Abstract Privacy

Adding people or people groups to this field will restrict the visibility of this abstract to just those people.

If left empty, the submission will be visible to everyone.

#### People Groups



**New group**  
1 members



**General Admission**  
13 members



**Dan**  
0 members



**Mine**  
1 members



**Mikey**  
0 members



**Something else**

# Activity Feed

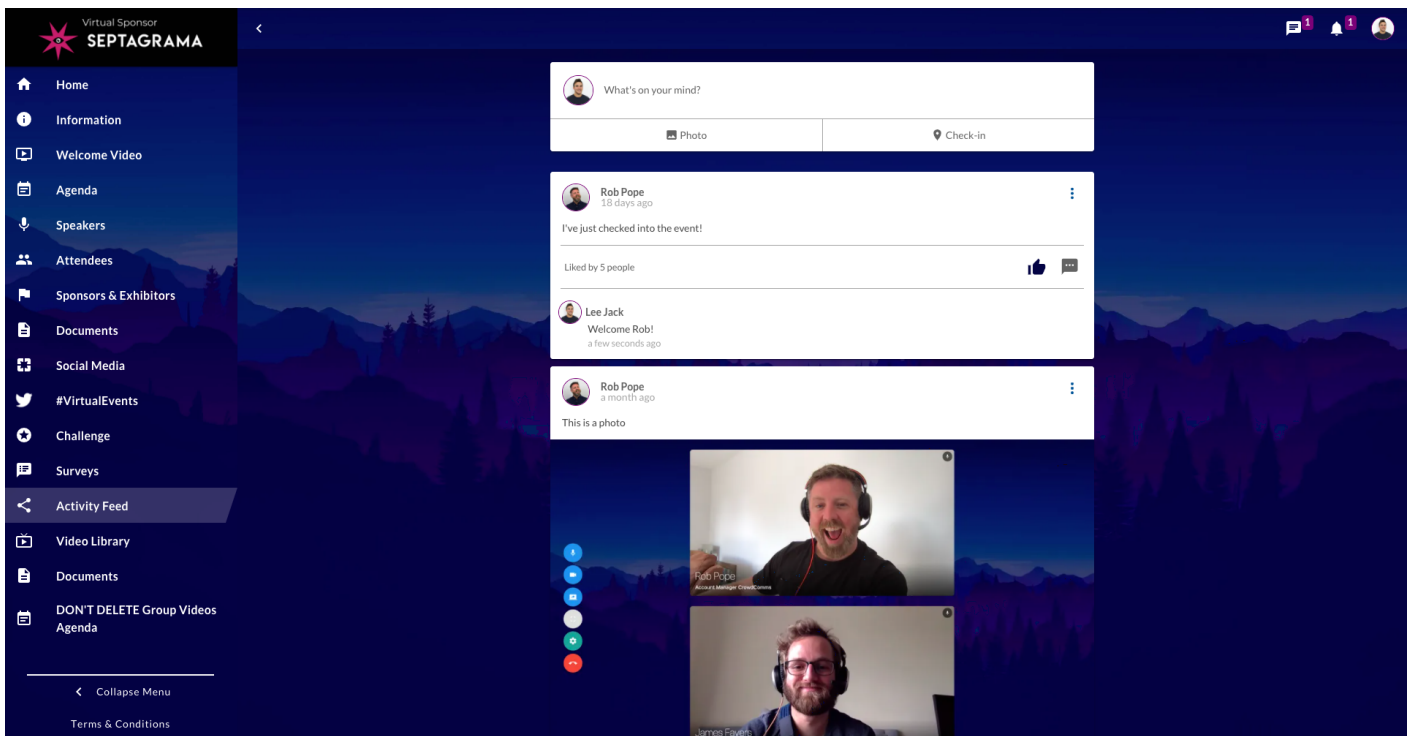
## Overview

The activity feed is an internal social wall where users can **share photos, videos, and comments**. Users can scroll through the feed, **like**, and comment on existing posts, as well as **reply to comments**.

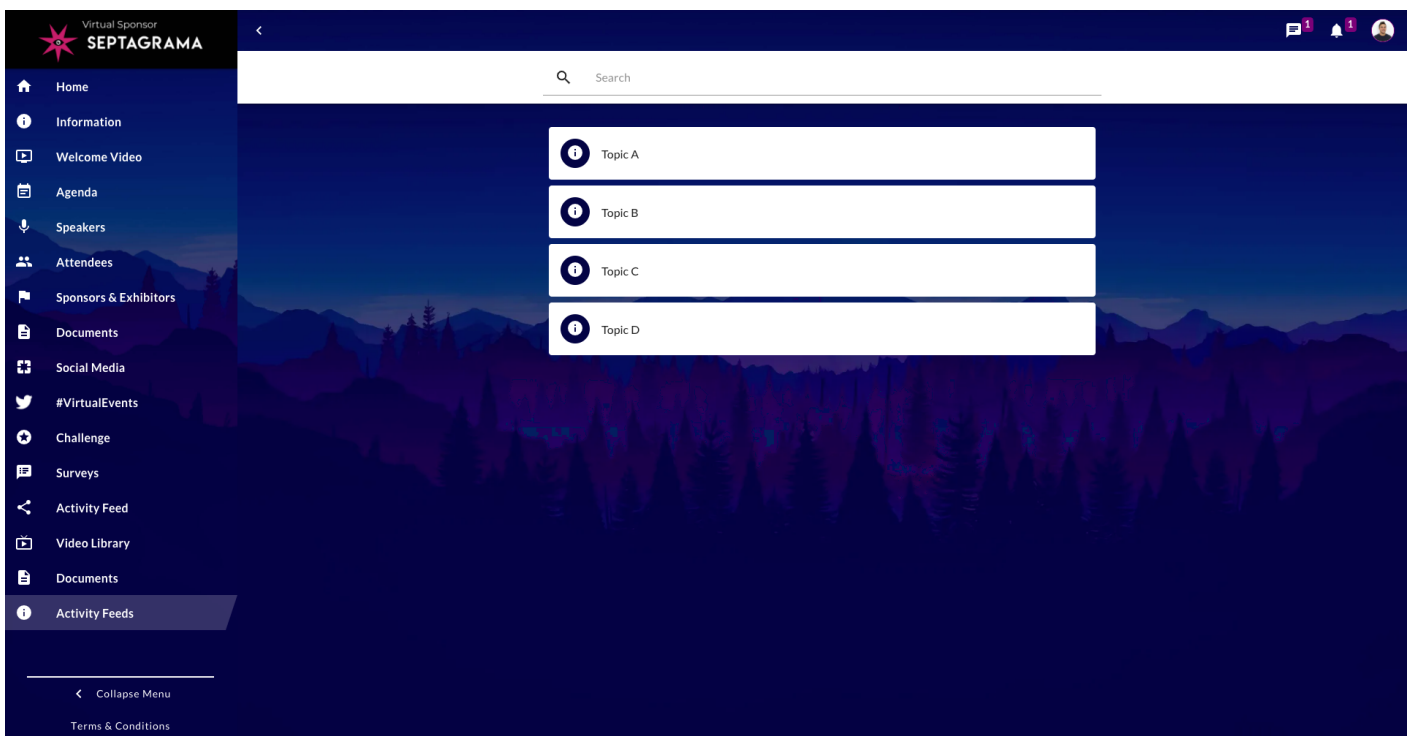
This feature is ideal for internal events where sharing on public social media is not an option. Administrators have **moderation capabilities** to ensure content quality and appropriateness.

You can create **multiple activity feeds** for different topics and control which groups can access specific feeds via the left-hand navigation menu, providing a tailored and organized user experience.

**Example activity feed:**



Info page to link through to various activity feeds setup for topics:



## Moderation Overview

- Moderation via the CMS provides administrators and designated moderators with robust tools to manage and curate the activity feed wall effectively.

- To manage the activity feed, navigate to **Modules** and select the **Activity Feed** module (ensure this module is created first; refer to the earlier instructions for setup).
- In the **Settings** tab Moderators can customize the title and icon of the activity feed to match the community or event context, and this title can be edited at any time.
- The activity feed module visibility can also be toggled on/off at anytime or can be customized to only be visible for specific groups.
- Within the same tab you'll find two toggles to enable or disable moderation for posts and comments.
- Within the **Client Moderation** section on this tab, you can assign individuals or groups as moderators. These moderators will have the capability to moderate posts and comments directly from the front-end application, including options to delete or hide posts.
- CMS moderators can control the ability for front-end users to add new posts to the wall by toggling the relevant setting. When enabled, users will be able to post to the wall.
- To view and manage existing posts in the CMS, select the **Posts** tab. Here, moderators can pin posts and arrange them in a flexible order based on when the pinning action occurred.
- Additionally, front-end moderators can pin posts directly within the feed. Pinned posts will be displayed chronologically, based on the time they were pinned, ensuring a logical and organized presentation.

