

# KRONOLOGIC

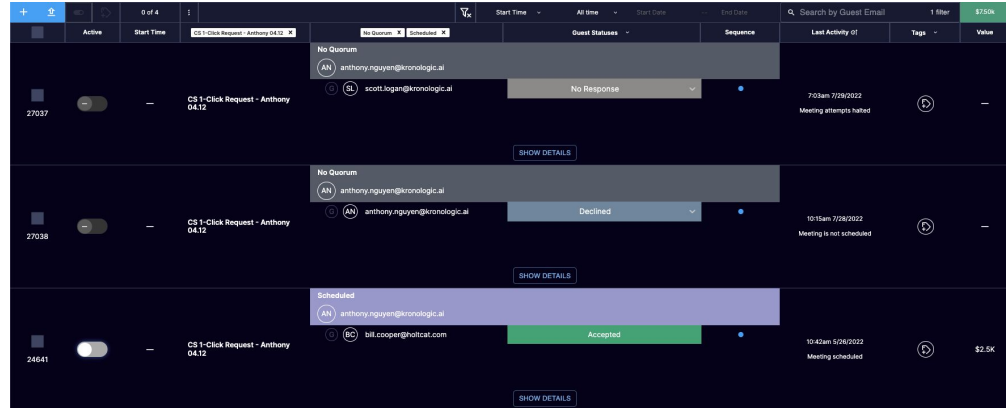
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## HOW TO GUIDE

Add Meetings - Directly in Kronologic

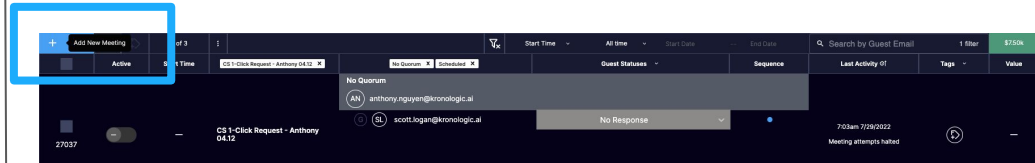
# Navigate to the Meeting Details report

Scroll to the bottom of the dashboard to view the **Meeting Details** report



Active	Start Time	CS 1-Click Request - Anthony 04.12	No Quorum	Guest Statuses	Sequence	Last Activity Of	Tags	Value
27037	—	CS 1-Click Request - Anthony 04.12	No Quorum	No Response	—	7:03am 7/29/2022	Meeting attempts halted	—
27038	—	CS 1-Click Request - Anthony 04.12	No Quorum	Declined	—	10:15am 7/29/2022	Meeting is not scheduled	—
24641	—	CS 1-Click Request - Anthony 04.12	Scheduled	Accepted	—	10:42am 5/26/2022	Meeting scheduled	\$2.5K

To **MANUALLY** add a single meeting, click on the blue + button on the upper left hand corner



Active	Start Time	CS 1-Click Request - Anthony 04.12	No Quorum	Guest Statuses	Sequence	Last Activity Of	Tags	Value
27037	—	CS 1-Click Request - Anthony 04.12	No Quorum	No Response	—	7:03am 7/29/2022	Meeting attempts halted	—

# Add a new Meeting and assign Meeting Details

A new **Meeting** will be created

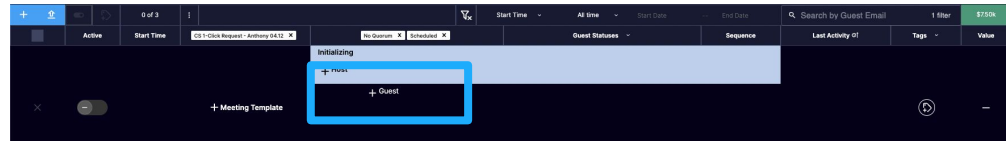
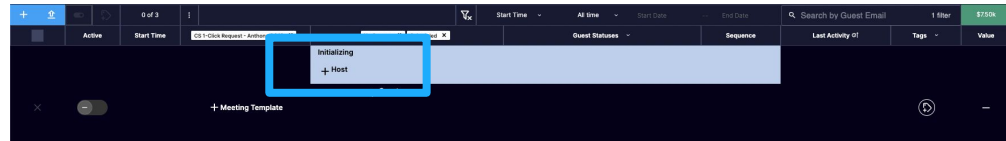
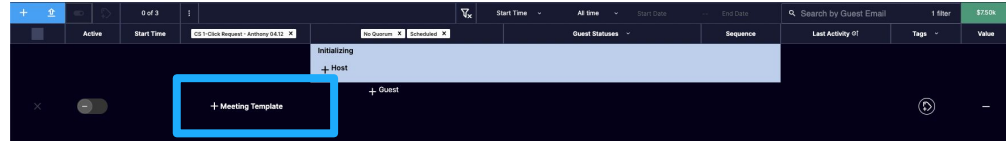
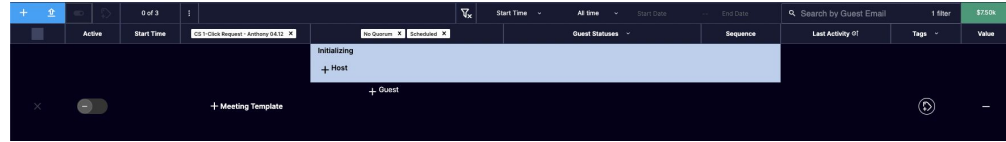
Select a **Meeting Template** from the list.

Please refer to **How to create a Meeting Template** if a new template is required to be created

Select or type in the **Kronologic User** that will be hosting the meeting

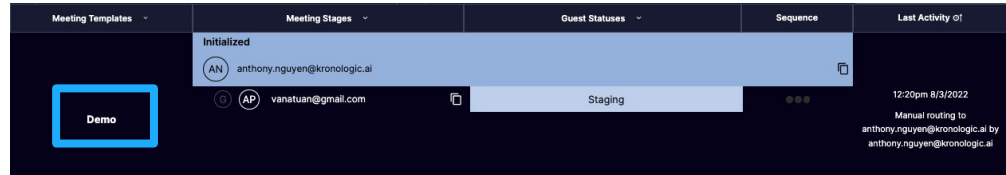
Select or type in the **Contact Email** that you would like Kronologic to reach out to

Please refer to **How to Add a new Contact** if the contact does not exist in Kronologic



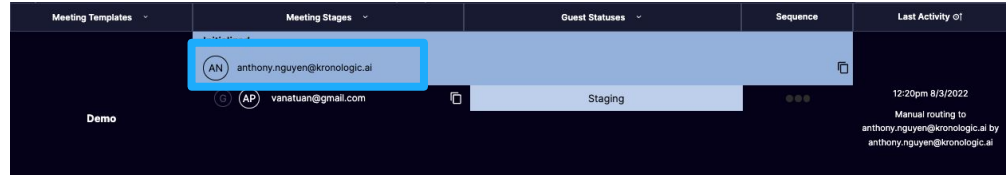
# Validate Meeting Details

Correct **Meeting Template** assigned?



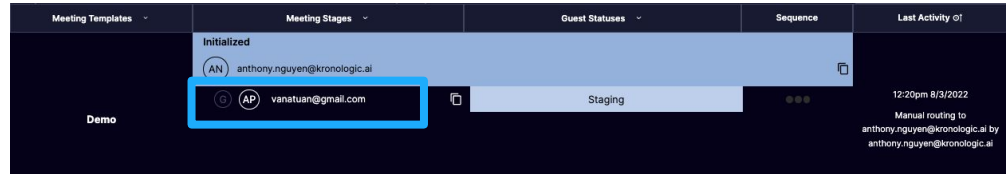
Meeting Templates	Meeting Stages	Guest Statuses	Sequence	Last Activity
Demo	Initialized AN anthony.nguyen@kronologic.ai AP vanatuan@gmail.com	Staging	...	12:20pm 8/3/2022 Manual routing to anthony.nguyen@kronologic.ai by anthony.nguyen@kronologic.ai

Correct **Meeting Host** assigned?



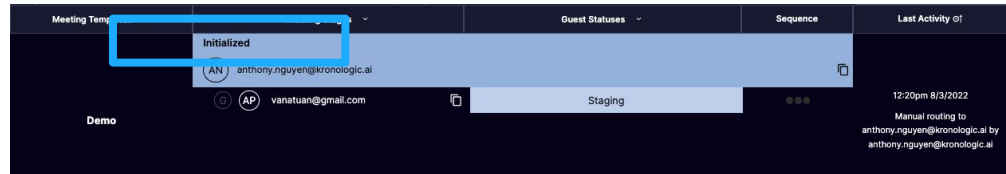
Meeting Templates	Meeting Stages	Guest Statuses	Sequence	Last Activity
Demo	AN anthony.nguyen@kronologic.ai AP vanatuan@gmail.com	Staging	...	12:20pm 8/3/2022 Manual routing to anthony.nguyen@kronologic.ai by anthony.nguyen@kronologic.ai

Correct **Contact** assigned?



Meeting Templates	Meeting Stages	Guest Statuses	Sequence	Last Activity
Demo	AN anthony.nguyen@kronologic.ai AP vanatuan@gmail.com	Staging	...	12:20pm 8/3/2022 Manual routing to anthony.nguyen@kronologic.ai by anthony.nguyen@kronologic.ai

New Meeting is now created and Status is now **Initialized** and ready to launch



Meeting Templates	Meeting Stages	Guest Statuses	Sequence	Last Activity
Demo	Initialized AN anthony.nguyen@kronologic.ai AP vanatuan@gmail.com	Staging	...	12:20pm 8/3/2022 Manual routing to anthony.nguyen@kronologic.ai by anthony.nguyen@kronologic.ai

