

KRONOLOGIC

HOW TO GUIDE

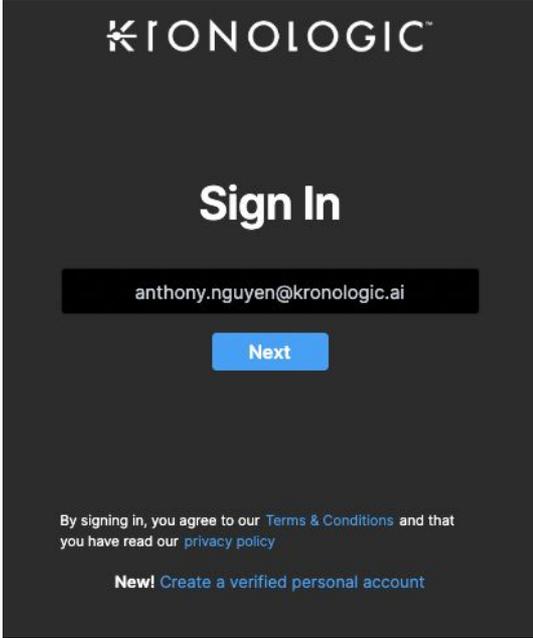
Delete Meetings

Kronologic User Authentication

Open your browser and go to
us.app.kronologic.ai

Enter in your corporate email address and click
Next

If SSO is activated, you do not need to enter in your password. Otherwise, please enter in your password to log in.



The screenshot shows the Kronologic Sign In page. At the top, the Kronologic logo is displayed. Below it, the text "Sign In" is centered. A dark input field contains the email address "anthony.nguyen@kronologic.ai". Below the input field is a blue "Next" button. At the bottom of the page, there is a line of text: "By signing in, you agree to our [Terms & Conditions](#) and that you have read our [privacy policy](#)". Below this is a link: "New! [Create a verified personal account](#)".



Navigate to the Meeting Details report

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

ID	Active	Start Time	CS 1-Click Request - Anthony 04.12	Guest Statuses	Sequence	Last Activity Of	Tags	Value
27037	<input type="checkbox"/>		CS 1-Click Request - Anthony 04.12	No Quorum No Response		7:03am 7/26/2022 Meeting attempt failed		
27038	<input type="checkbox"/>		CS 1-Click Request - Anthony 04.12	No Quorum Declined		10:15am 7/26/2022 Meeting is not scheduled		
24641	<input type="checkbox"/>		CS 1-Click Request - Anthony 04.12	Scheduled Accepted		10:42am 5/26/2022 Meeting scheduled		\$2.5K

Review the meetings to correctly identify which ones needs to be remove



Indicates the person that will be hosting the meeting

Indicates the contact email that Kronologic will reach out to

No Quorum	AN	anthony.nguyen@kronologic.ai		
	SL	scott.logan@kronologic.ai	No Response	

Select Meeting(s) to be remove

Select **INDIVIDUAL** meeting(s) to be removed by clicking the **Checkbox** next to each lead

OR

Select **ALL** meetings (up to 100) per page by clicking the **Checkbox** on the upper left corner

The image displays two screenshots of a meeting management interface. The top screenshot shows a list of meetings with individual checkboxes for each row. The checkboxes for meetings 27037 and 27038 are highlighted with blue boxes. The bottom screenshot shows the same list, but the master checkbox in the top-left corner of the table is highlighted with a blue box.

Active	Start Time	CS 1-Click Request - Anthony 04.12	No Quorum	Guest Statuses	Sequence	Last Activity of	Tags	Value
<input checked="" type="checkbox"/>		CS 1-Click Request - Anthony 04.12	No Quorum	No Response		7:03am 7/29/2022 Meeting attempts halted		
<input checked="" type="checkbox"/>		CS 1-Click Request - Anthony 04.12	No Quorum	Declined		10:15am 7/29/2022 Meeting is not scheduled		
<input type="checkbox"/>		CS 1-Click Request - Anthony 04.12	Scheduled	Accepted		10:42am 5/26/2022 Meeting scheduled		\$2.5K

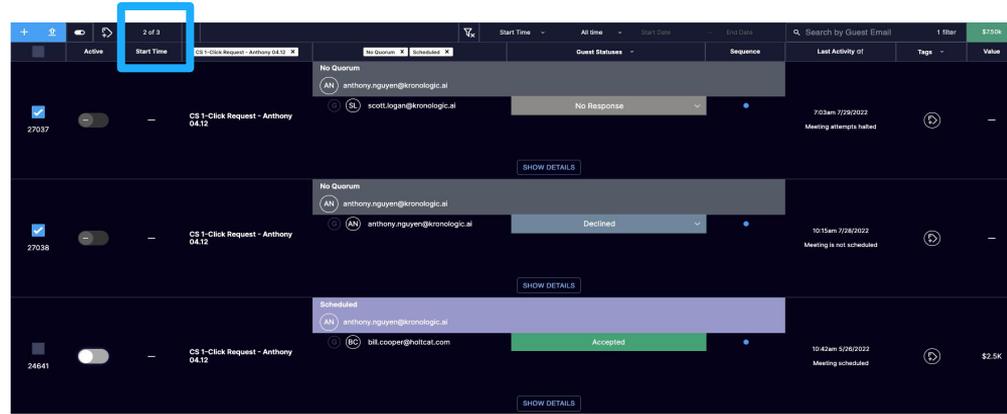
Active	Start Time	CS 1-Click Request - Anthony 04.12	No Quorum	Guest Statuses	Sequence	Last Activity of	Tags	Value
<input checked="" type="checkbox"/>		CS 1-Click Request - Anthony 04.12	No Quorum	No Response		7:03am 7/29/2022 Meeting attempts halted		
<input checked="" type="checkbox"/>		CS 1-Click Request - Anthony 04.12	No Quorum	Declined		10:15am 7/29/2022 Meeting is not scheduled		
<input checked="" type="checkbox"/>		CS 1-Click Request - Anthony 04.12	Scheduled	Accepted		10:42am 5/26/2022 Meeting scheduled		\$2.5K



Review and validate meeting selected

Indicates the total number of meetings being selected to be removed. **Review** and **validate** this is the correct number of leads to be removed.

Click on the **vertical ellipsis icon** to bring up the meeting option menu



Confirm Meetings to be removed

Select **Delete Meeting(s)**

Confirm the number of meetings to be removed and click **PROCEED** to complete

