

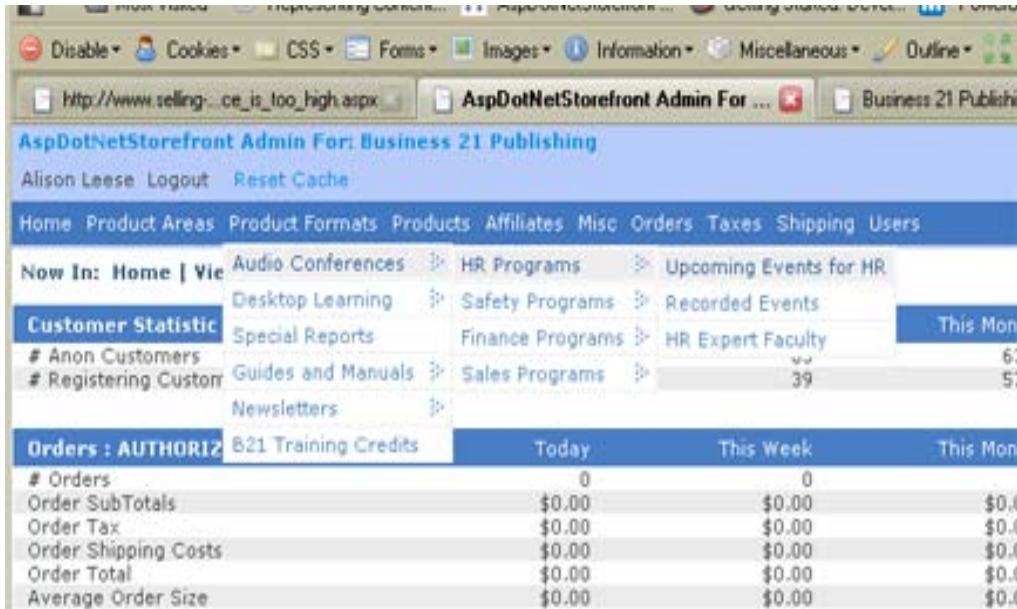
## HOW TO : MAKE **UPCOMING** AUDIO CONFERENCES INTO **RECENTLY RECORDED** AUDIO CONFERENCES.

1. Log into b21pubs.com/admin

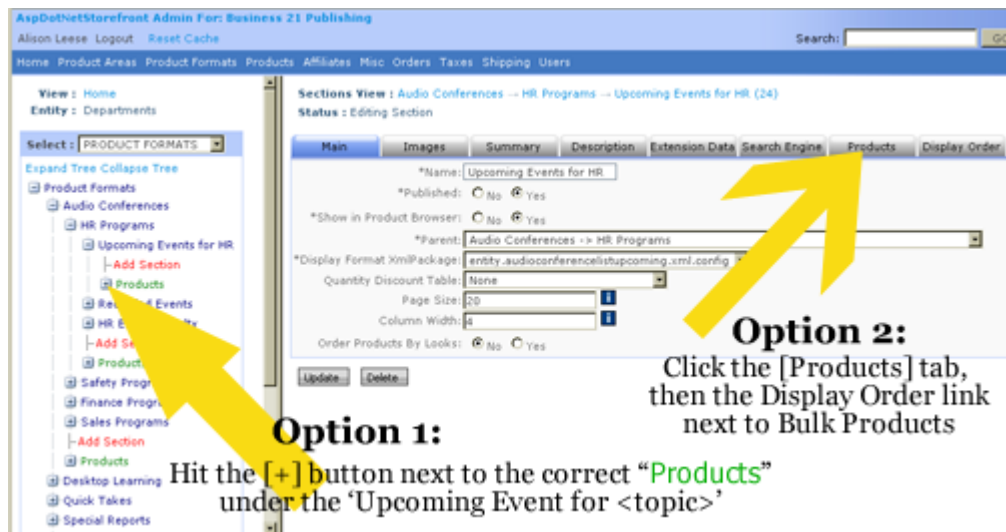
2. Use the Top Horizontal Nav to get to the list of Upcoming Events :

Product Formats -> Audio Conference → <TOPIC> Programs → Upcoming Audio Conferences

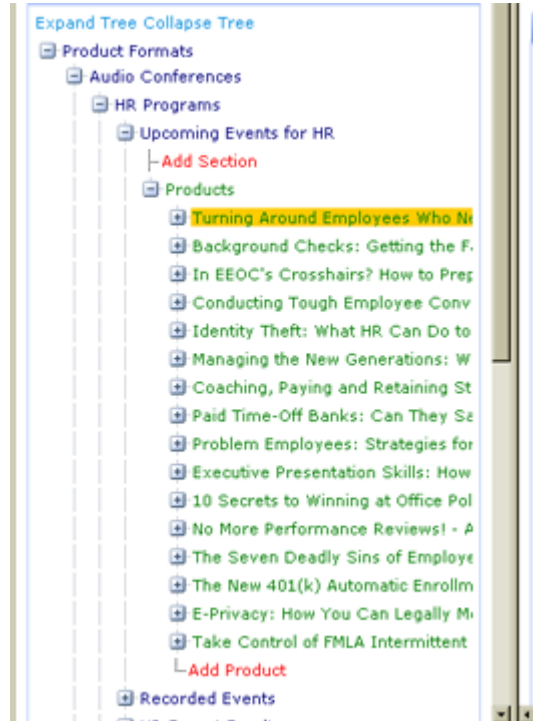
**(Shown below (and throughout) is if <TOPIC> = Human Resources)**



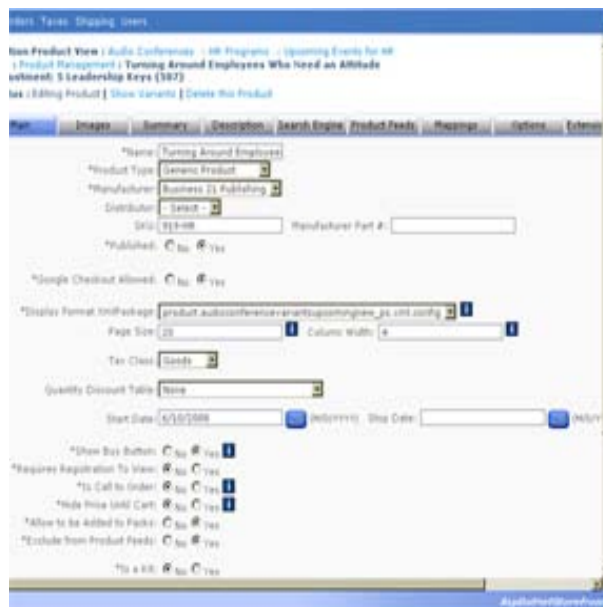
3. GET TO THE correct AUDIO CONFERENCE, by either (1) clicking the correct **[+] Products** button on the left; **OR** (2) Clicking the **Products** TAB, and then the **Display Order** link next to Bulk Products: in the MAIN BODY of the page **Actually, just USE OPTION 1**



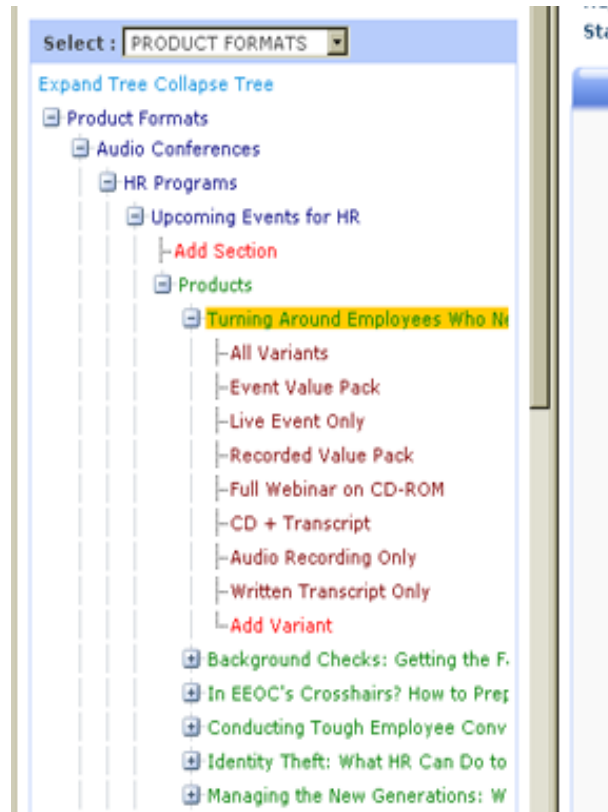
4. NOTE: \*IF\* YOU GO WITH THE [+] **PRODUCTS** OPTION, YOU'LL HAVE AN EASIER TIME UNPUBLISHING VARIANTS, BUT YOU'LL HAVE TO KNOW THE *TITLE* OF THE CONFERENCE YOU'RE LOOKING FOR...



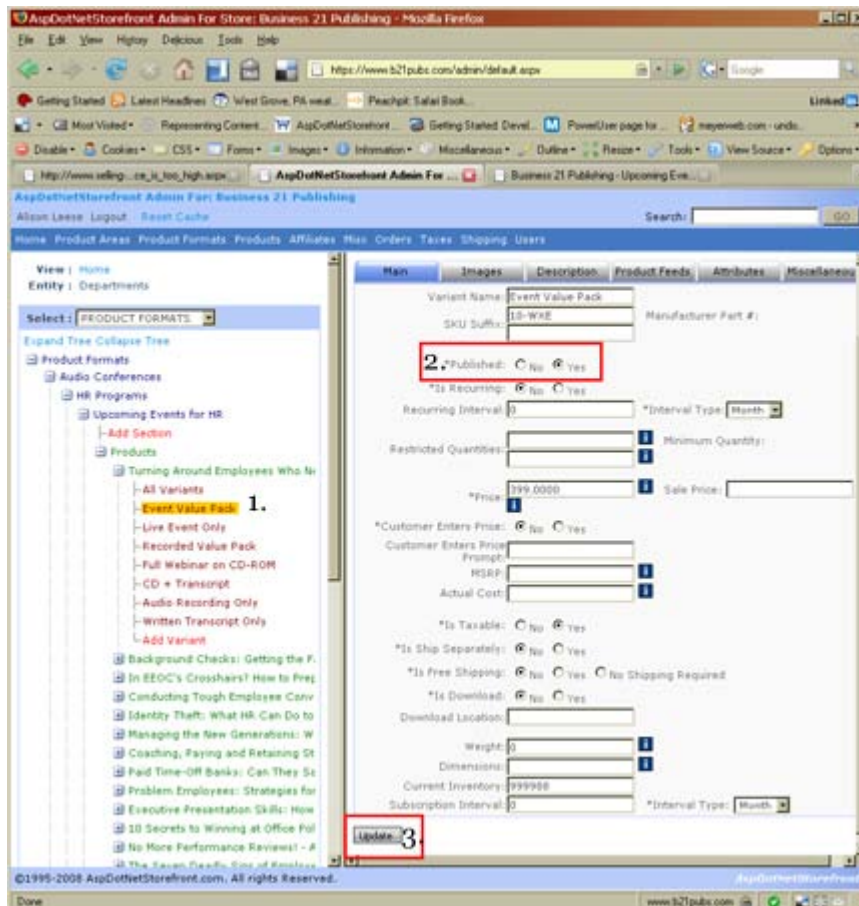
5. MOVING FORWARD WITH OPTION 1, CLICK ON THE GREEN TITLE OF THE AUDIO CONFERENCE, OPEN ITS INFORMATION IN THE MAIN CONTENT AREA TO THE RIGHT. It will look like this:



5A. ...AND IF YOU CLICK THE [+] **SIGN** TO THE LEFT OF THE TITLE A DROP-DOWN OF ITS VARIANTS WILL APPEAR...



## 6. using the list above as a reference update the variants:



**1.** Select the variant

**2.** Select the UNPUBLISH radio button,

**3.** click the UPDATE button at bottom of the main content window...

DO THIS TO :

(1) UNpublish "Event Value Pack"

(2) UNpublish "Live Event Only"

(3) Publish: "Written Transcript Only"

Note: IT'S IMPORTANT TO DO THE VARIANTS FIRST, THEN THE MAIN CONTENT STUFF, BECAUSE DOING IT THE OTHER WAY, WILL SAY THE MAIN CONTENT UPDATE BUT

## NOT THE VARIANTS YOU CHANGED!

7. Next, update the AC's product info in the main content page. The Highlighted buttons are what you need to go into and update (the others can be ignored)

### 7.1 the MAIN tab

1. use the Drop-down for:

Display Format XmlPackage:

And change to

...variantsrecent\_ps.xml.config

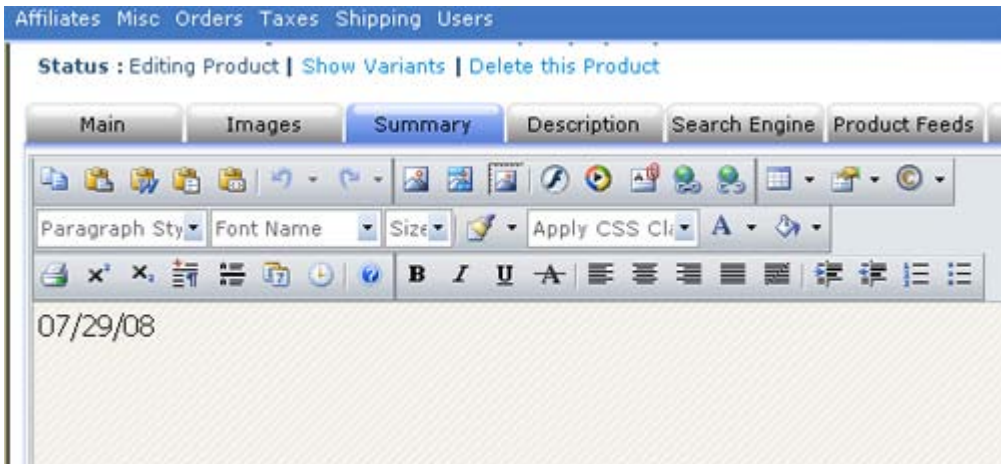
2. Change Start Date:

To the date of the actual conference.

3. (OPTIONAL: CLICK THE UPDATE BUTTON. )

Or MOVE ON TO THE NEXT TAB -->

## 7.2 the SUMMARY tab



Simply highlight the date (mouse-press n' drag) and hit DELETE.

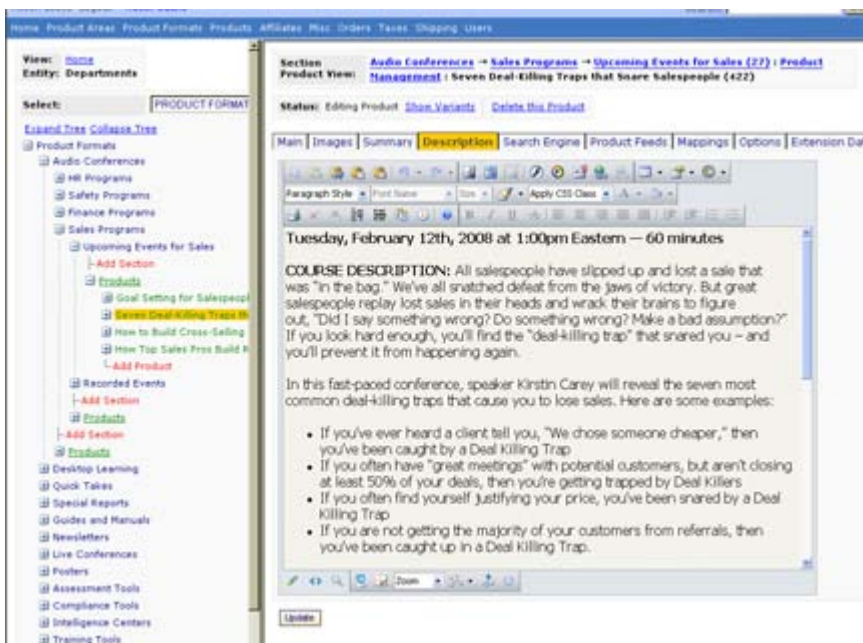
(FYI: this is where the date for the AC is pulled from when displayed in the <TOPIC>'s listing of all ACs...

### Upcoming Events for HR

The following is a listing of upcoming B21 audio conference events for Human Resource professionals. These 60-90 minute programs are a great way to get up to speed on critical issues – without leaving your office.

Event Name	Event Date	Event #	More Info
<a href="#">In EEOC's Crosshairs? How to Prepare an Airtight Response and Avoid Costly Payouts</a>	08/05/08	921-HR	<a href="#">Learn More</a>
<a href="#">Conducting Tough Employee Conversations: Five Keys to Doing Them Right</a>	08/06/08	922-HR	<a href="#">Learn More</a>
<a href="#">Identity Theft: What HR Can Do to Protect Sensitive Employee Data</a>	08/13/08	925-HR	<a href="#">Learn More</a>

## 7.2 the DESCRIPTION tab



Remove the 1<sup>st</sup> line of info (and the extra space) so that "Course Description" is at the top of the box.

Simply highlight the first line (mouse-press n' drag) and hit DELETE. You should be able to hit DELETE again, to kill extra empty line.



