



Description

The conference management platform supports the connection with the paperless system, enabling users to schedule and initiate a paperless meeting and synchronize it to the paperless system to generate meeting records. The initiator supports the addition, deletion, modification, checking and viewing of meeting agendas, meeting topics, meeting videos, and temporary materials for paperless meetings in the paperless module, as well as initiating meeting voting and viewing voting. The administrator can add, edit, query and delete organizational structures and users.

Feature

* Conference management:

Conference list: Support viewing the conference information list of the user, viewing the list of participants, assigning, editing, modifying role permissions or deleting people, editing the conference agenda, and uploading conference materials.

Participant: Support viewing the list of conference participants, and support editing, modifying or deleting participants.

Meeting Agenda: All meeting agenda documents can be displayed, and relevant meeting agenda documents can be uploaded.

Meeting topic: View all meeting topics, and add (add a folder or vote), upload (upload files), enable, edit, and delete meeting topics.

Conference video: Conference video files are divided into VOD and live broadcast. Support uploading conference video files, and editing or deleting conference video files.

Temporary data: Support creating folders, uploading temporary data files, and editing or deleting temporary data files.

Meeting voting: Supports displaying the voting list, setting voting options, uploading files, and initiating voting.

* User management:

The administrator can add, edit, query and delete organizational structures and users.