BRAINSHARK
a Bigtincan™ company

Personalizing a Brainshark Presentation

Overview

Your company may provide PowerPoint decks on topics such as a company or product overview, that you will share with your customers, perhaps as a deck or by doing a presentation. If the content author has enabled the personalization feature, you can customize this deck by adding your own slides, such a cover slide with the customer name and date and a slide that contains your picture and contact information. There are several benefits to this type of presentation.

- The core presentation is still owned and updated by the author. When the author updates the presentation, the changes automatically flow into your personalized presentation.
- You can track and report on your customers' views

This document will guide you in how to use personalization.

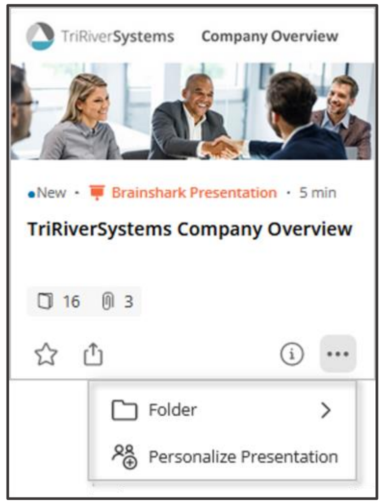
Access Personalization

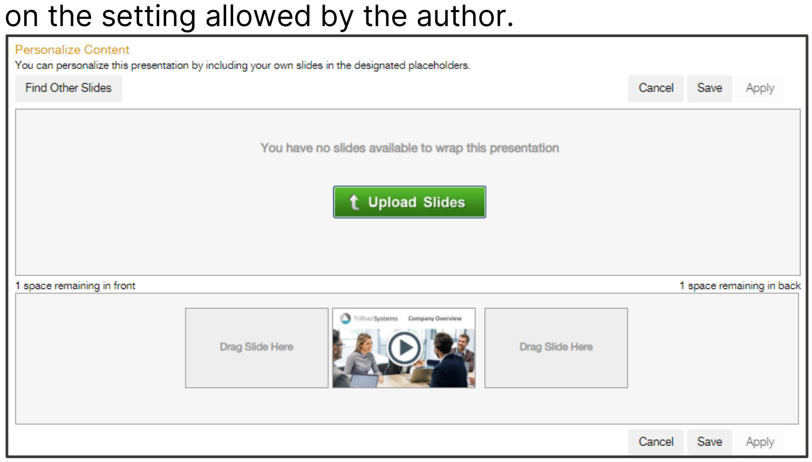
In order to personalize content, you must have Brainshark author permissions. You will know if you see the "My Content" tab where you can access your presentations and a "Create" button is on the top right side of the Content header. If you do not see these options, please contact your Brainshark Administrator.

Personalize Content

Personalizing a Presentation

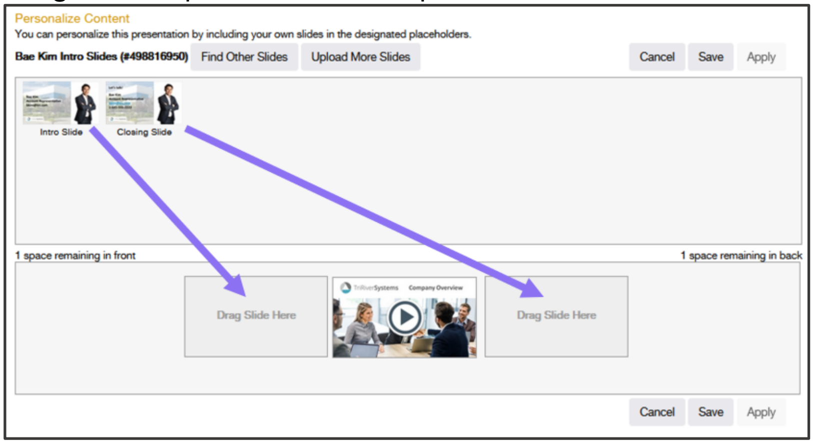
Note that you will see the Personalize Presentation option only if the author has enabled personalization for the presentation. Follow these steps to personalize a presentation:

<table>
<tr><th>Step</th><th>Action</th></tr>
<tr><td>1</td><td>Hover over the presentation and click the “3-dot” menu.</td></tr>
<tr><td>2</td><td>Select “Personalize Presentation”


</td></tr>
<tr><td>3</td><td>In the “Personalize Content” modal, you can upload your own slides to add, replace or wrap the presentation based on the setting allowed by the author.


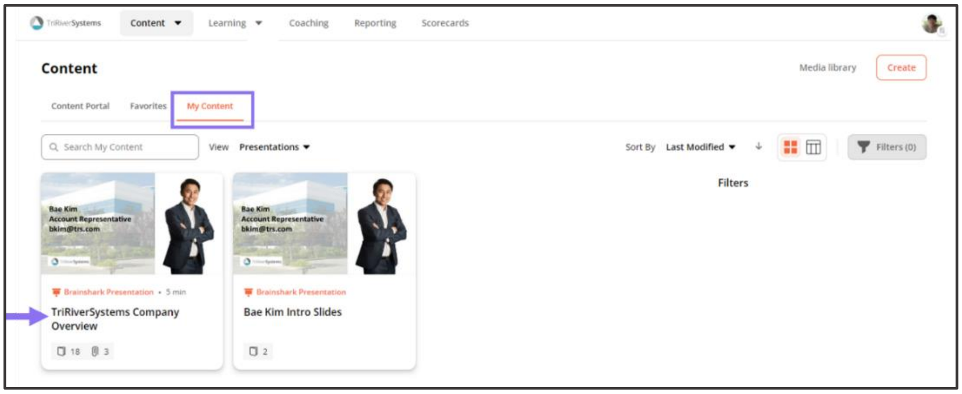
Note: View the tutorial Brainshark Your Content to get started.</td></tr>
</table>

Personalizing a Presentation, continued

Step	Action
4	All your sides appear in the top box. (These will be available for use in all future presentations.) Drag and drop each slide into place. 
5	Click "Save".

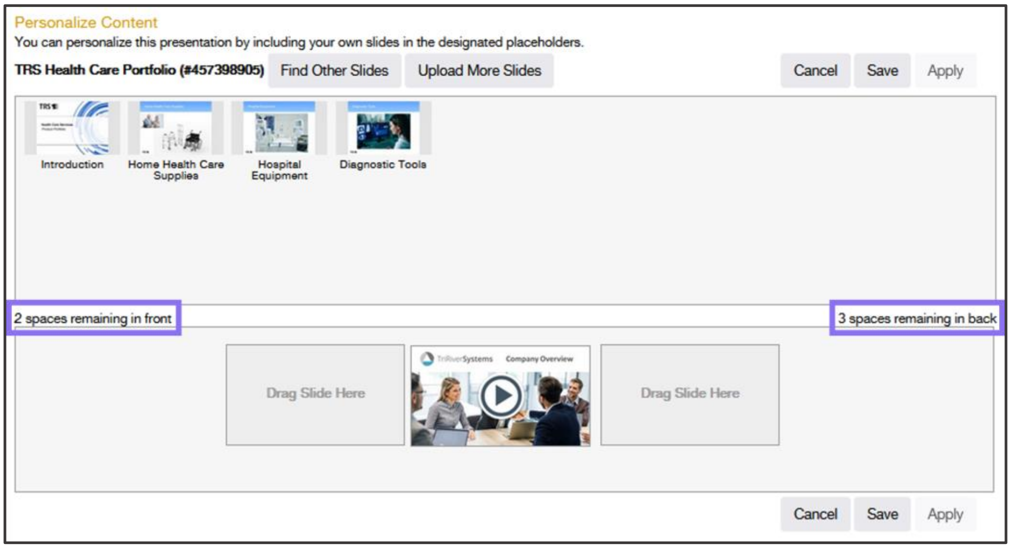
My Content

Your personalized version of the presentation will be on the "Content" tab and "My Content" page.

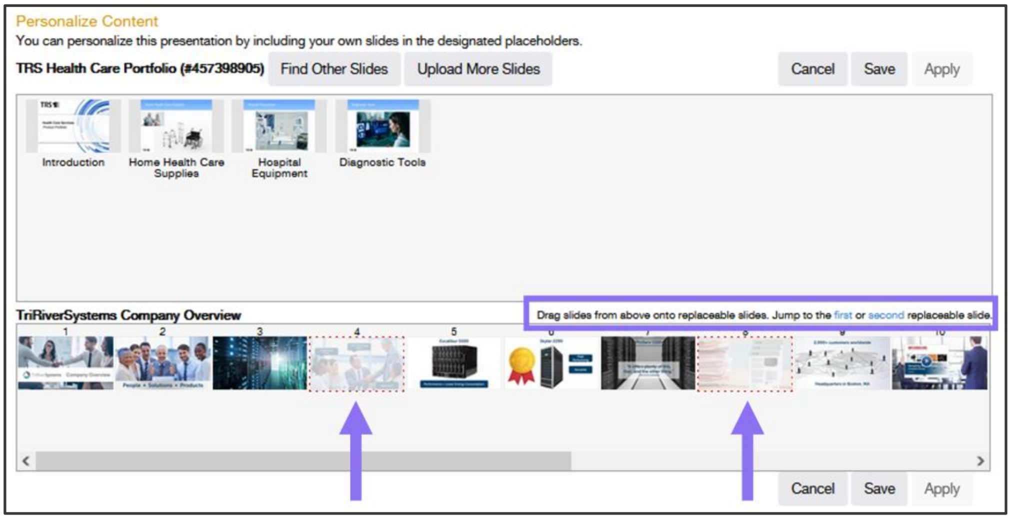


Wrap or Replace

In the example above, the author has allowed the user to wrap with one slide at the start and one at the end. There are other options the author can set, for example you may be able to wrap several slides on either side of the presentation.



Alternatively, you may be able to replace slides within the presentation.



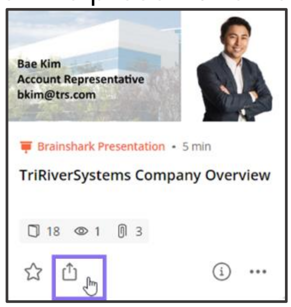
Share Your Presentation

Share Your Personalized Presentation

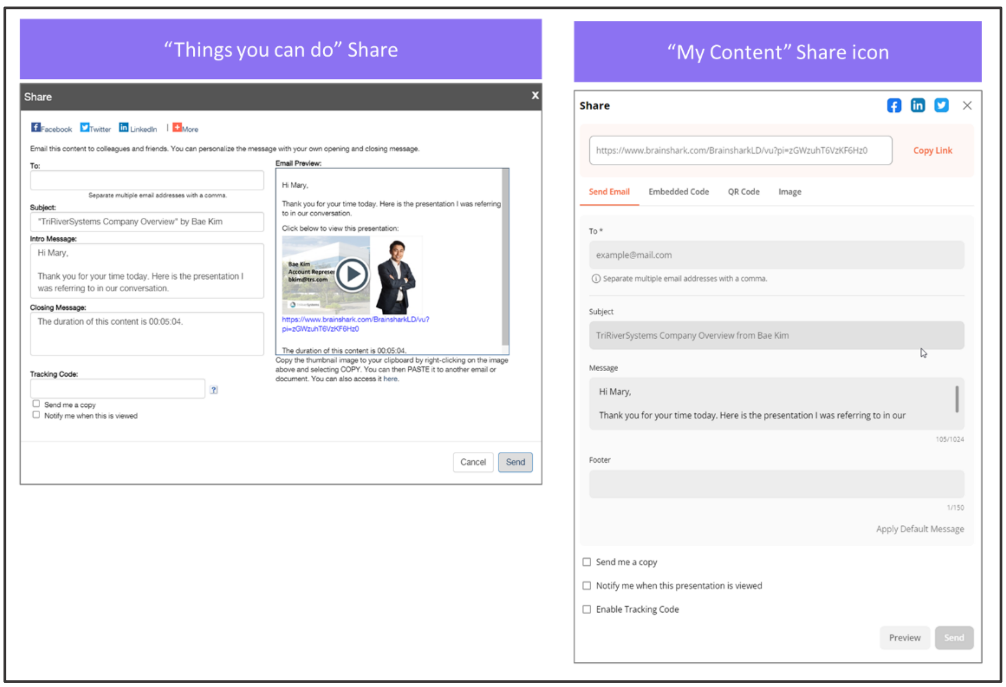
There are two ways to share your personalized presentation with your prospects, clients, or other associates.

a) Edit presentation:
   - From the “Things you can do” menu, click “Share”.

b) My Content tab:
   - Hover over the presentation card and click the “Share” icon



In the “Share” modals you can copy the presentation’s URL, send an email directly from Brainshark using the email template, share it on social media and more.



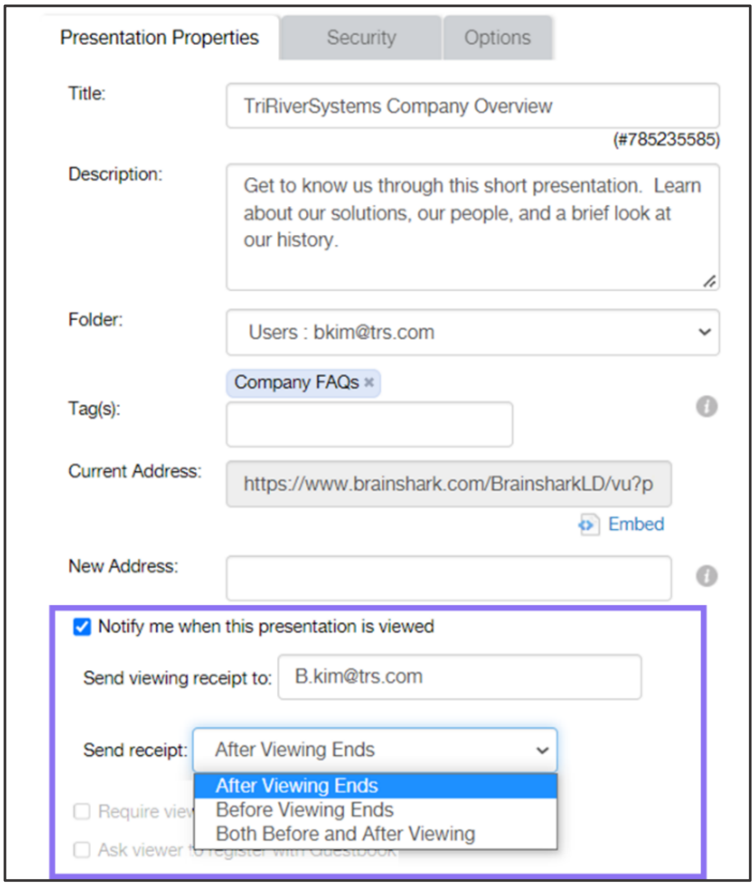
To learn more about the options for sharing your presentation view the [Share Your Presentation](#) tutorial.

Viewing Data

Presentation Viewed Notification

While Brainshark automatically collects information on who has watched the presentation, how much was watched and more, you can also choose to receive notification when your presentation is viewed.

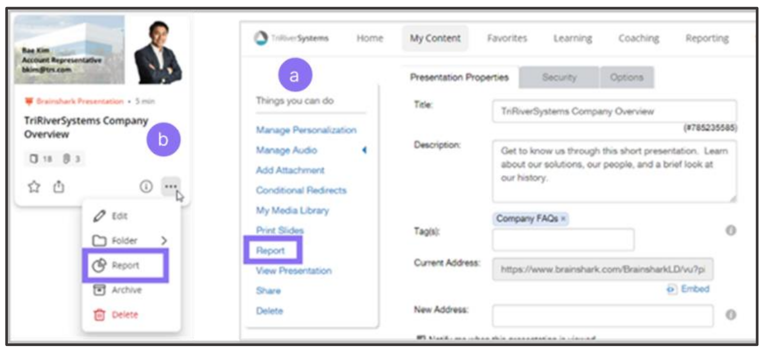
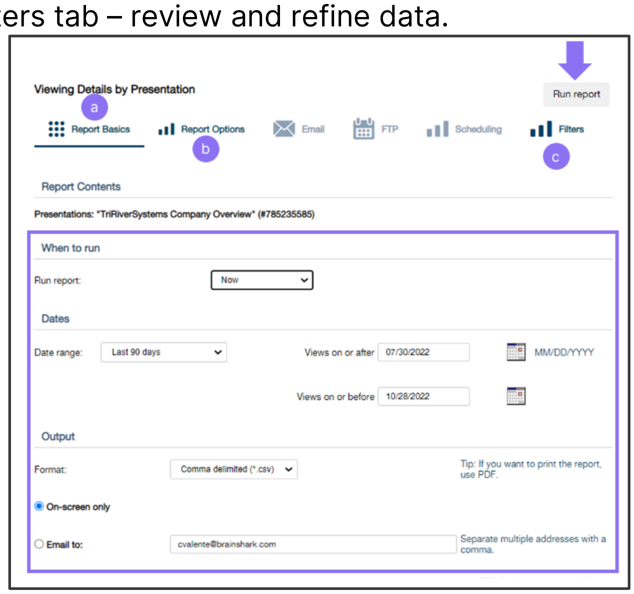
From the “Presentation Properties” page, check the notification box, enter the email address and when to receive notification.



Reporting Data

To quickly see the viewing data for your presentation you can generate a report.

Note: The amount of information and level of detail will vary based on how you share the presentation, the output type, options, and filters applied.

Step	Action
1a	Edit presentation: • From the “Things you can do” menu, click “Report”.
1b	My Content tab: • Hover over the presentation card to expose the “3-dot” menu and select “Report”. 
2	On the “Viewing Details by Presentation” page set the options and refine the data: a) Report Basics tab - update the date and output fields, as necessary. b) Report Options tab – review and refine data. c) Filters tab – review and refine data. 

Reporting Data, continued

Step	Action
3	Click “Run report”.

Resources

Help and Questions

If you need help or have questions our Support Team is available to assist you Monday – Friday 8:00 AM to 9:00 PM, Eastern.

Phone: 781.370.8222

Email: support@brainshark.com