

Event Form Security Risk Fix Process

Instructions

Tip: It is a best practice to download a new file before using it to ensure you have the most recent copy, however, if you use the same file, you do not need to go through the steps each time.

1. Click on **Sales & Marketing**
2. Click on **Meeting Resources**
3. Click **V** to expand the **Events** section
4. Click on the form that you want to download (New, Change, Cancel)
This will **download** the file.
Save the file to your computer.
5. Right click on the file
6. Click on **Properties**
7. Check the box next to **Unblock**
8. Click on **Apply**
9. Click on **Ok**

The image shows a sequence of screenshots illustrating the steps to download and unblock an event form:

1. Click on **Sales & Marketing** in the Jarvis portal navigation menu.
2. Click on **Meeting Resources** in the sub-menu.
3. Click on the **Events** section to expand it.
4. Click on the **NEW Event Request Form** link to download the file.
5. Right-click on the downloaded file icon.
6. Click on **Properties** in the context menu.
7. Check the **Unblock** checkbox in the Security section of the file's properties.
8. Click on **Apply** to save the changes.
9. Click on **Ok** to close the properties dialog.