1. Click **'Settings'**

2. Click 'Service setup'
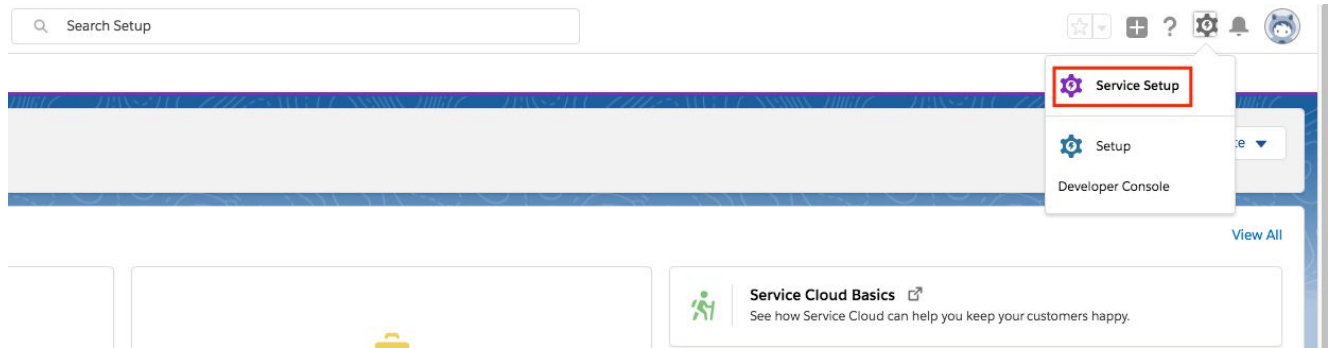
3. Click 'Object Manager'
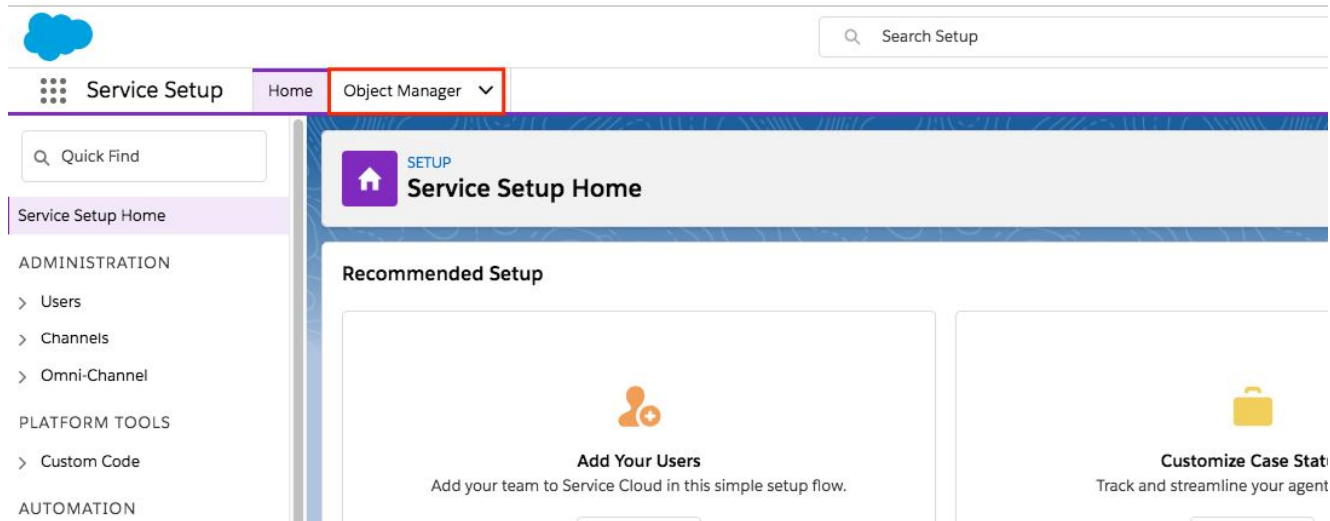
4. Click 'Activity'

5. Click 'Field & Relationships'

6. Click 'New'

7. Select '**Picklist**'
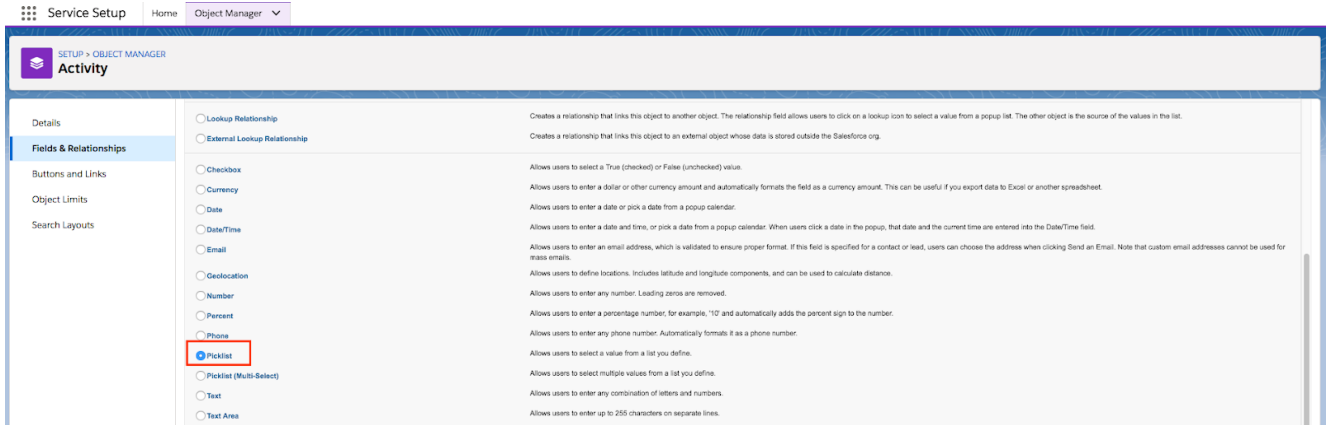
8. Click '**Next**'
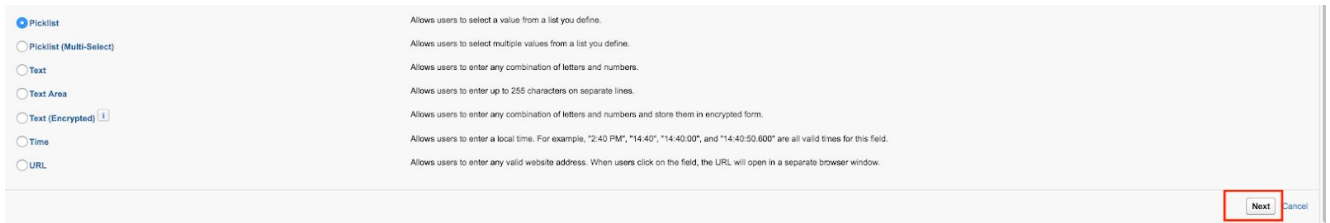
9. In input '**Field label**' enter '**Prezentor_meeting_status**' *(without brackets)*

10. Select radio button '**Enter values, with each value separated by a new line**'

11. In field '**Values**' enter text:
> **In progress**
> **Completed**
> **Cancelled**
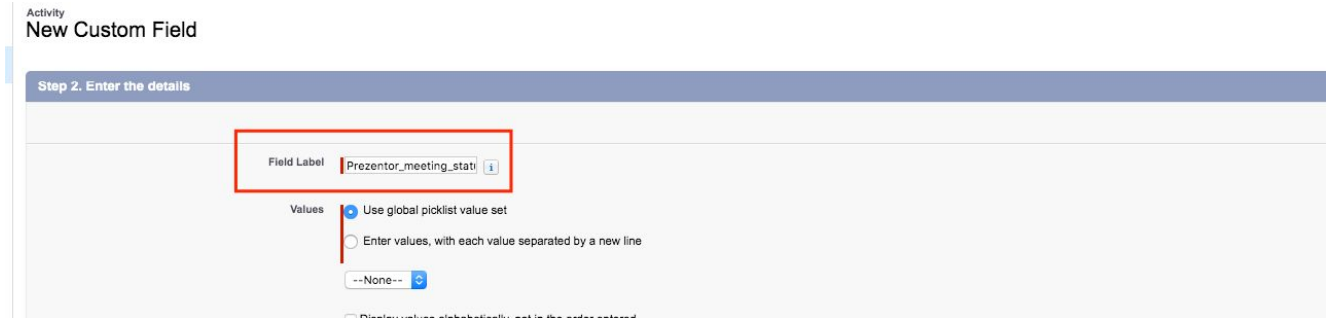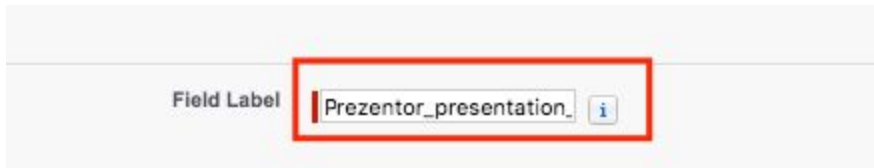> **Planned**

12. Click '**Next**'

13. Click again '**Next**'

14. Click '**Save & New**'

15. Select '**URL**' *(on page 'Field & Relationships')*

16. Click '**Next**'

Next   Cancel

17. In input '**Field label**' enter '**Prezentor_presentation_pdf1**' *(without brackets)*

Field Label | Prezentor_presentation_ [i]

18. Click '**Next**'

Step 2 of 4

Previous   Next   Cancel

19. Click again '**Next**'

Step 3 of 4

Previous   Next   Cancel

20. Click '**Save & New**'

Step 4 of 4

Previous   Save & New   Save   Cancel

21. Select again '**URL**' *(on page 'Field & Relationships')*

○ Text   Allows users to enter any combination of letters and numbers.

○ Text Area   Allows users to enter up to 255 characters on separate lines.

○ Text (Encrypted) [i]   Allows users to enter any combination of letters and numbers and store them in en

○ Time   Allows users to enter a local time. For example, "2:40 PM", "14:40", "14:40:00", an

⦿ URL   Allows users to enter any valid website address. When users click on the field, the

22. Click '**Next**'

23. In input '**Field label**' enter '**Prezentor_presentation_pdf2**' *(without brackets)*
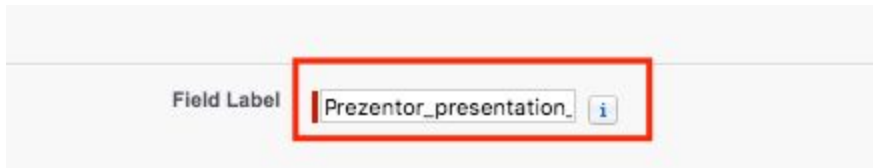
24. Click '**Next**'

25. Click again '**Next**'

26. Click '**Save & New**'

27. Select again '**URL**' *(on page 'Field & Relationships')*

28. Click '**Next**'

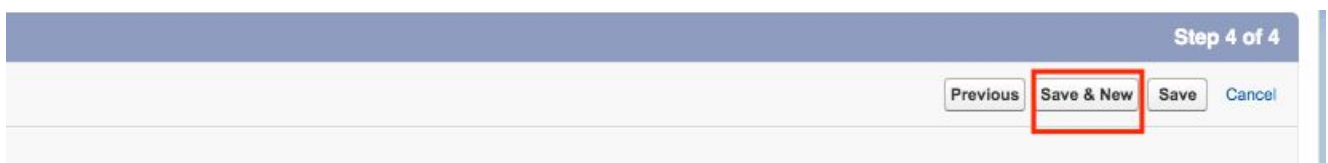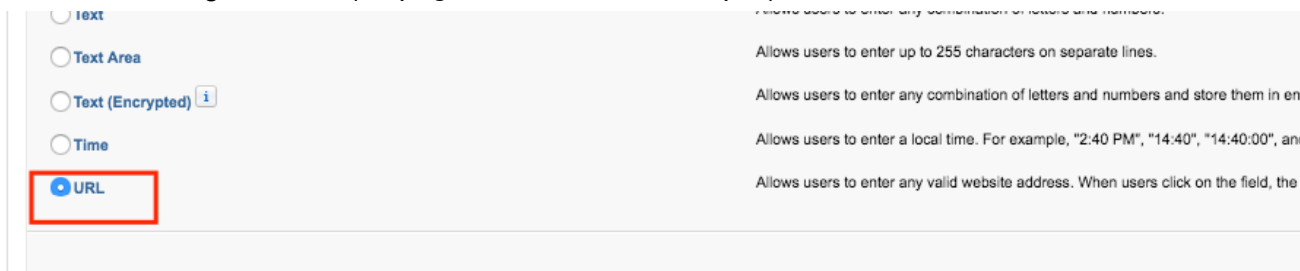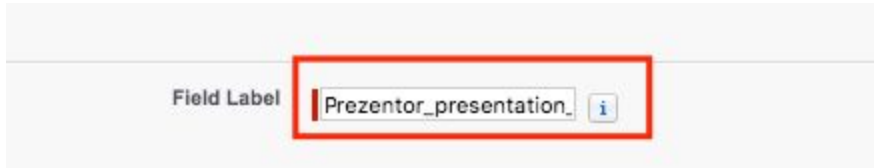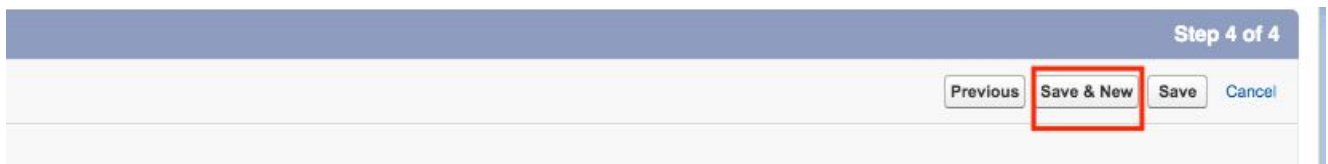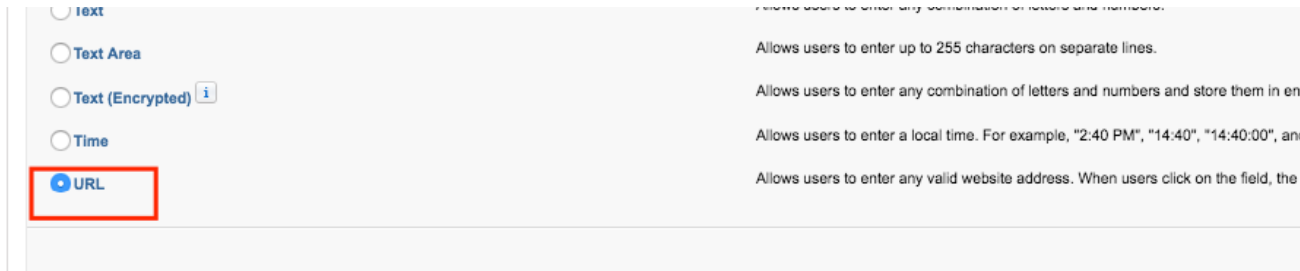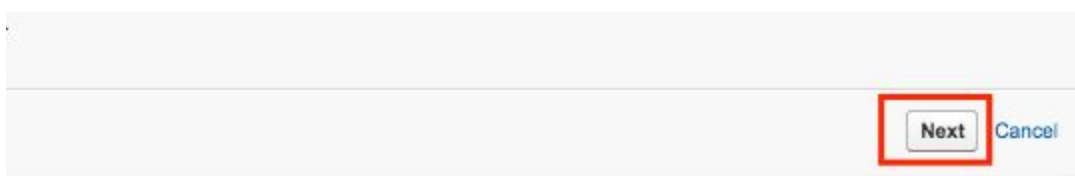**29.** In input '**Field label**' enter '**Prezentor_presentation_pdf3**' *(without brackets)*

30. Click '**Next**'

31. Click '**Save & New**'

32. Select again '**URL**' *(on page 'Field & Relationships')*

33. Click '**Next**'

34. In input 'Field label' enter ''Prezentor_report_url'' *(without brackets)*

35. Click 'Next'

36. Click 'Save'

37. In Prezentor's backend or application click 'Sync with CRM'