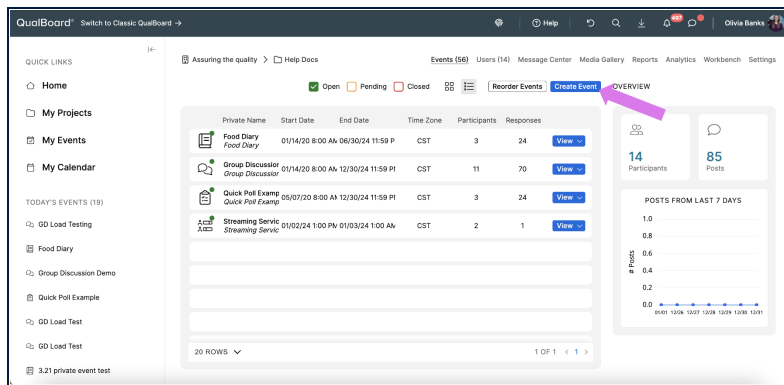


# Setting Up a QualMeeting interview

Last Modified on 01/02/2024 4:37 pm EST

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From the Project Dashboard, click the **Create Event** button



The screenshot shows the QualBoard interface. On the left, there is a sidebar with 'QUICK LINKS' including Home, My Projects, My Events, and My Calendar. The main area displays a table of events with columns for Private Name, Start Date, End Date, Time Zone, Participants, and Responses. A pink arrow points to the 'Create Event' button in the top right of the table. Below the table, there are pagination controls showing '20 ROWS' and '1 OF 1'. On the right side, there is a summary card for '14 Participants' and '85 Posts', along with a line graph titled 'POSTS FROM LAST 7 DAYS'.

Private Name	Start Date	End Date	Time Zone	Participants	Responses
Food Diary Food Diary	01/14/20 8:00 AM	06/30/24 11:59 PM	CST	3	24
Group Discussion Group Discussion	01/14/20 8:00 AM	12/30/24 11:59 PM	CST	11	70
Quick Poll Exam Quick Poll Exam	05/07/20 8:00 AM	12/30/24 11:59 PM	CST	3	24
Streaming Servic Streaming Servic	01/02/24 1:00 PM	01/03/24 1:00 AM	CST	2	1

You're well on your way! Click **Next** for the next step.

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