STEPS

CREATE A CHAT SESSION

It is important to know that it is not necessary to create a session to connect to the chat. You can log in and chat any time you want. This agenda only serves to indicate attendees when you will be online, so when a user enters and you are not online, they will know when to locate you.

To plan a chat you have to add a date, a start and end time (HH: MM) and a title.

USE CHAT

To chat with the fair's visitors, you have to login with the specific users to the chat that we will have communicated previously. Each stand has 10 users and they are formed following this rule:

standuser_CHATnº (Being “nº” the numbers from 0 to 9)

We recommend that the first time you access, you add your name, surname, email and upload a photo in "My Profile".

IMPORTANT: Chat is accessed from the event url, not from the content manager.

The chat window can be divided into two parts: Public Chat (Stand Chat) and Private Chats.
To start a private chat, go to the list of visitors and click on the person you want to talk to.
You can view the registration data of that person by clicking on their name to ensure beforehand that their profile matches what you are looking for.

A red circle and a sound alert will appear every time you receive a new message.

Conversations held in the private chat will be automatically saved in the content manager. If the person speaks a language different to your own, you have the possibility to activate automatic translation.

The “Stand Chat” section corresponds to the public Chat of your virtual stand. All visitors who are at your booth at a certain time will be able to write in this chat where all the representatives of the company who are will also be.

**ACCESS CHAT ARCHIVE**

Conversations held in public chat will be automatically saved in the content manager. If your session closes, when you re-enter you will be able to see the conversation that was previously held in the public chat.