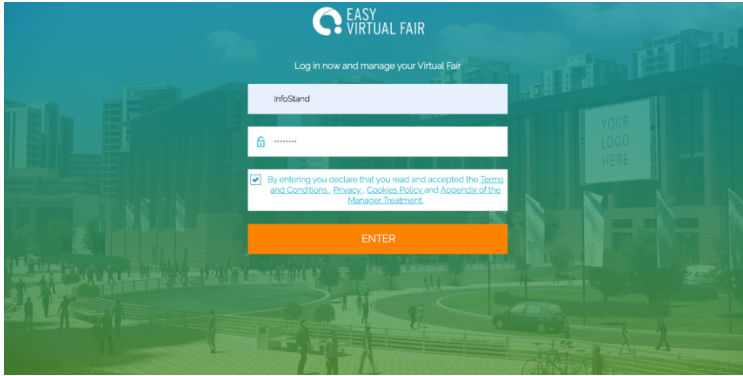# INFOSTAND GUIDE

EasyVirtualFair
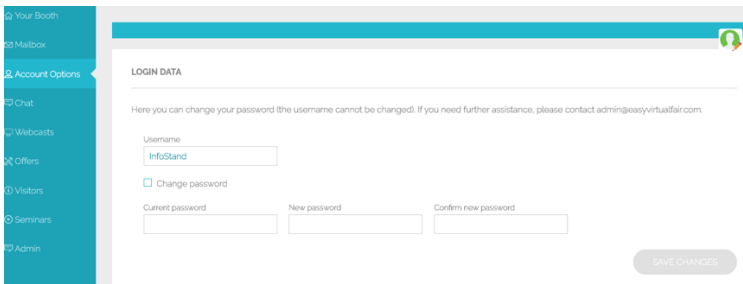
STEPS

1. LOG IN

To access the InfoStand CMS please use the user and password provided.

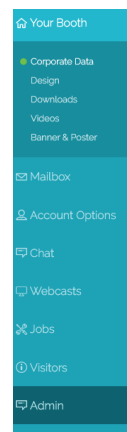You can change your password the first time you login.

2. CUSTOMIZE THE BOOTH

You can customize InfoStand's booth they same way any other booth following the same CMS guide.
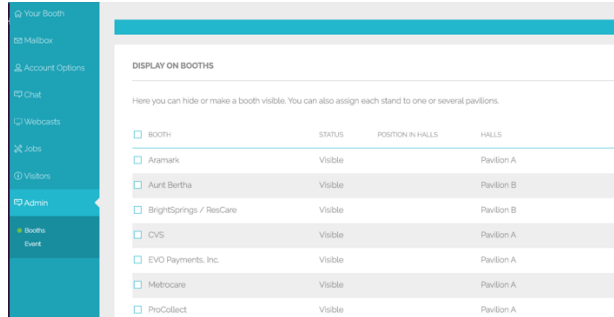
3. FAIR ADMIN

InfoStand is the only booth with event admin rights. You can Access those at the admin at your left menu.

Inside that tab you will find 2 options: booths and event

Boths

You will find a list of booths created for your event. Clicking any of them you'll get to this screen where you can do the following:

-Change the password to the admin&chat users of each booth just by ticking the button on the left.

-Move a booth to any pavilion in case your event has pavilions.

-Select the position (1, 2, 3...) on the booths list.

LOGIN	NAME	EMAIL	ENTITY TYPE
○ JOBSNOW4_en	Aramark		Principal User
○ JOBSNOW4_en_CHAT1			Chat User
○ JOBSNOW4_en_CHAT2			Chat User
○ JOBSNOW4_en_CHAT3			Chat User
○ JOBSNOW4_en_CHAT4			Chat User
○ JOBSNOW4_en_CHAT5			Chat User

CHANGE PASSWORD

Currently this booth is visible.

DISABLE

This booth is in the following pavilions:
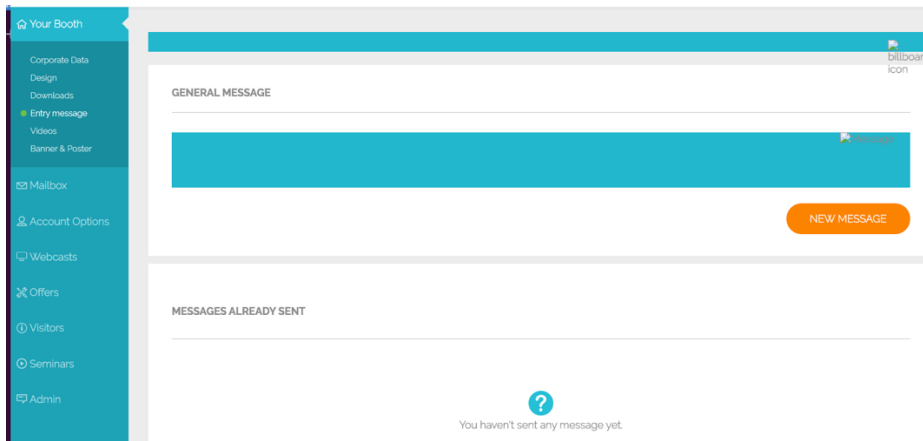
☑ Pavilion A   ☐ Pavilion B
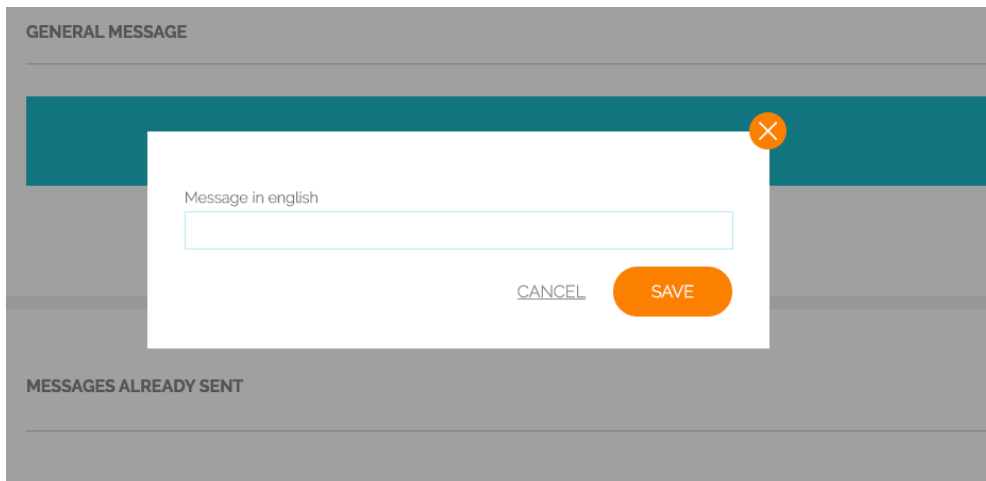
Position in hall:

UPDATE PAVILIONS

Event

Inside event you can activate an info pop up at the event that will prompt to any new visitor.

Once it is active you should go to "Your booth" > "Entry message" on the menu at the left (if you can't see it you might need to refresh the page).
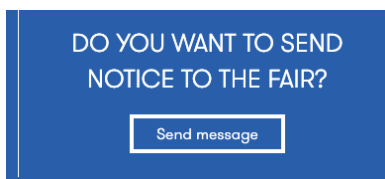

Click on new message, write what you want to place inside the pop up and then click save.

4. NOTIFICATIONS

To send notifications to everyone visiting the event at that time you can use also InfoStand user but this time not in the CMS but directly at the Fair, loging into the chat.

Once logged in there, at "My profile" you will find this

Click on send message and you will be able to send a direct messages with a url link to everyone connected at the event at that time (this is very useful to anounce a webcast taking place in few minutes, for example).

Send new message

Message

Url

SEND