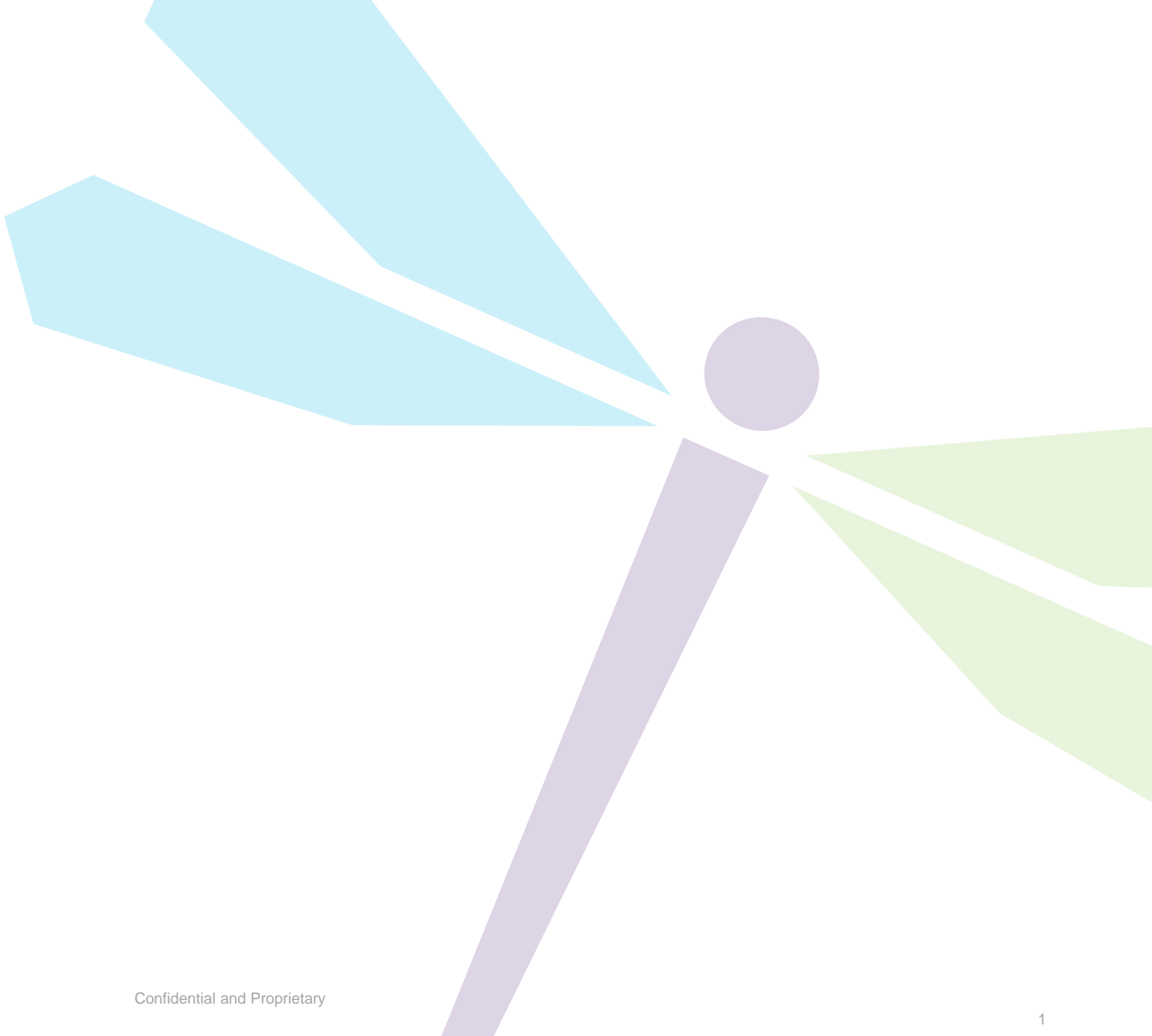




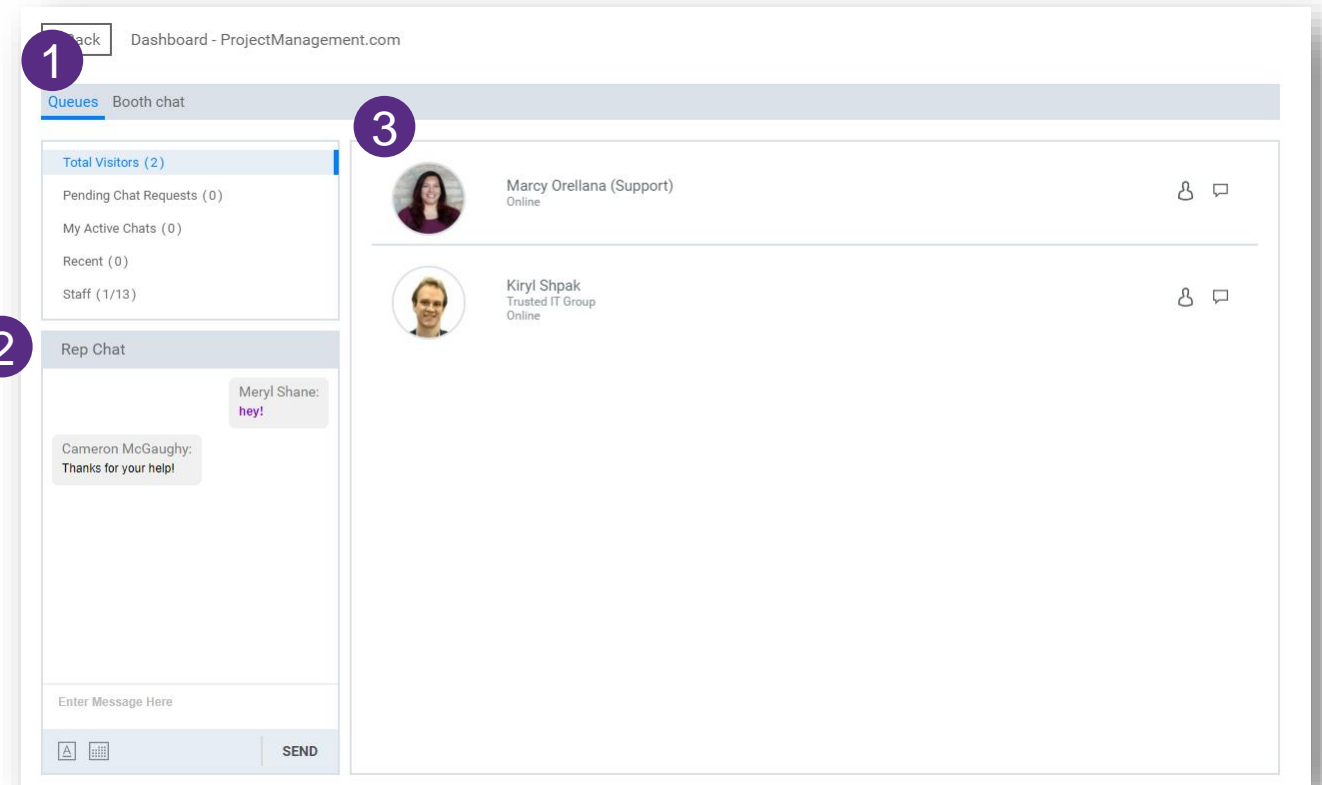
# Booth Rep Tool



# Booth Rep Tool Overview

The Booth Rep Tool allows you to manage attendees, participate in the group chat as well as initiate private chats all from one interface.

1. Queues Tab/Booth Chat Tab
2. Rep Chat
3. Attendee Information Area



# Visitors

## Visitors

1. List of current booth visitors
2. List of private chat requests that have not been accepted
3. List of my active Private chats
4. List of Recent Private chats
5. List of Booth Staff (Parenthesis show number of staff online)

Queues Booth chat

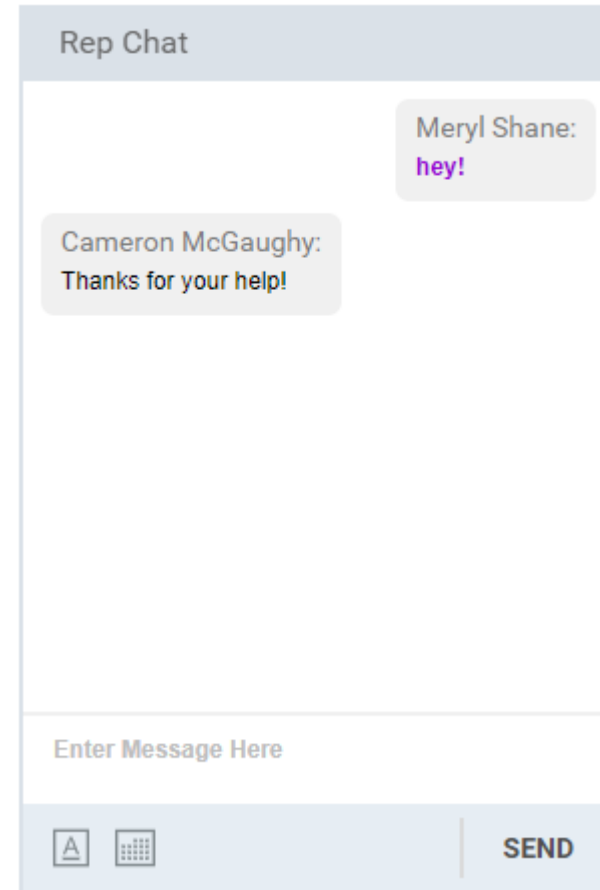
- 1 Total Visitors (1)
- 2 Pending Chat Requests (0)
- 3 My Active Chats (0)
- 4 Recent (0)
- 5 Staff (2/13)

# Rep Chat

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## Rep Chat

The Rep Chat is a private chat for **BOOTH STAFF ONLY**.  
Attendees will not see anything entered in the Rep Chat.



# Private Chats

## Starting a Private Chat

You can start a private chat one of 2 ways.

1. Click on the chat button next to the users name
2. Click on the user, and then click the chat button to initiate a private chat

The screenshot displays the Intrado chat interface. On the left, a sidebar shows statistics: Total Visitors (2), Pending Chat Requests (0), My Active Chats (0), Recent (0), and Staff (1/13). Below this is a 'Rep Chat' section with a message history: Meryl Shane: hey! and Cameron McGaughy: Thanks for your help!. At the bottom of the sidebar is a text input field 'Enter Message Here' and a 'SEND' button.

The main chat area shows a list of users. The first user is Marcy Orellana (Support), Online, with a chat button icon next to her name. A purple circle with the number '1' is placed over this icon. The second user is Kiryl Shpak, Trusted IT Group, Online, with a chat button icon next to her name. A purple circle with the number '2' is placed over this icon, and a purple arrow points from this circle to a larger, detailed view of Marcy Orellana's profile. This profile view shows her name 'Marcy Orellana (Support)', a large profile picture, and a row of three icons: a speech bubble, an envelope, and a video camera. A purple circle with the number '2' is placed over the speech bubble icon.

# Booth Group Chat

## Booth Chat

The Booth Chat Tab allows you and participate in your booth's Group Chat.

1. You still have access to your STAFF Booth Rep Chat
2. Update your font face, color and size by clicking on the A under the message area
3. Type any group chat messages and click send

The screenshot displays the Booth Chat interface. At the top, there are tabs for 'Queues' and 'Booth chat'. Below the tabs, a list of participants is shown: Marcy Orellana (Support) and Kyril Shpak. The main chat area contains several messages:

- Marcy Orellana (Support): Hi everyone
- Meryl Shane: Thank you for joining our booth!!!
- Prathik Bathija: Hello
- Prathik Bathija: Is this a group chat?
- Marcy Orellana (Support): Yes
- Jacques Goupil: Looks good.
- Prathik Bathija: How do we initiate a private chat?
- Martin Cleaver: This is an open chat then
- Martin Cleaver: There's booth chat, private chat and rep chat

At the bottom, there is a message input area with the placeholder text 'Enter Message Here' and a 'SEND' button. The interface also includes text formatting icons (A and grid) below the input field.



**Thank You**