

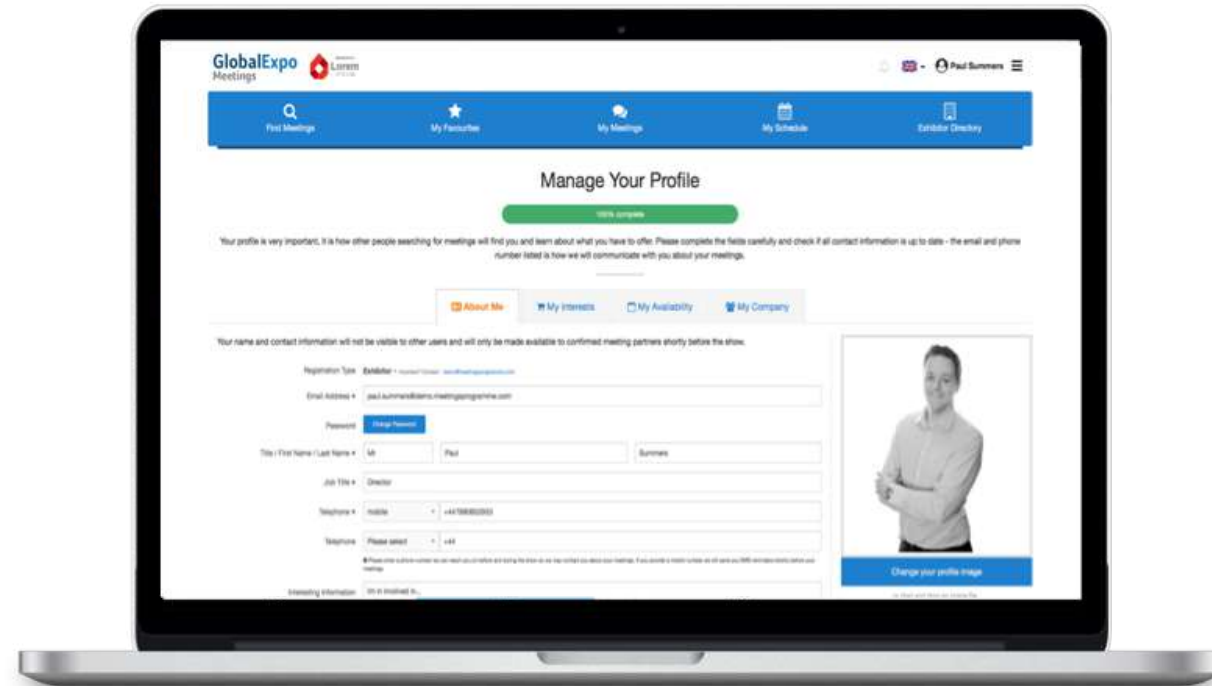
A photograph of three business professionals in a meeting. A man with grey hair is pointing at a laptop screen while talking to a woman with dark hair. Another man is partially visible in the foreground, looking at the laptop. A blue banner with white text is overlaid at the bottom.

Management Tool User Guide

Manage multiple accounts

We can give one person the ability to manage colleagues accounts and manage their meetings.

1. Login to your account and set-up your profile.
2. Email the Meetings Team with names of colleagues whose accounts you will be managing.

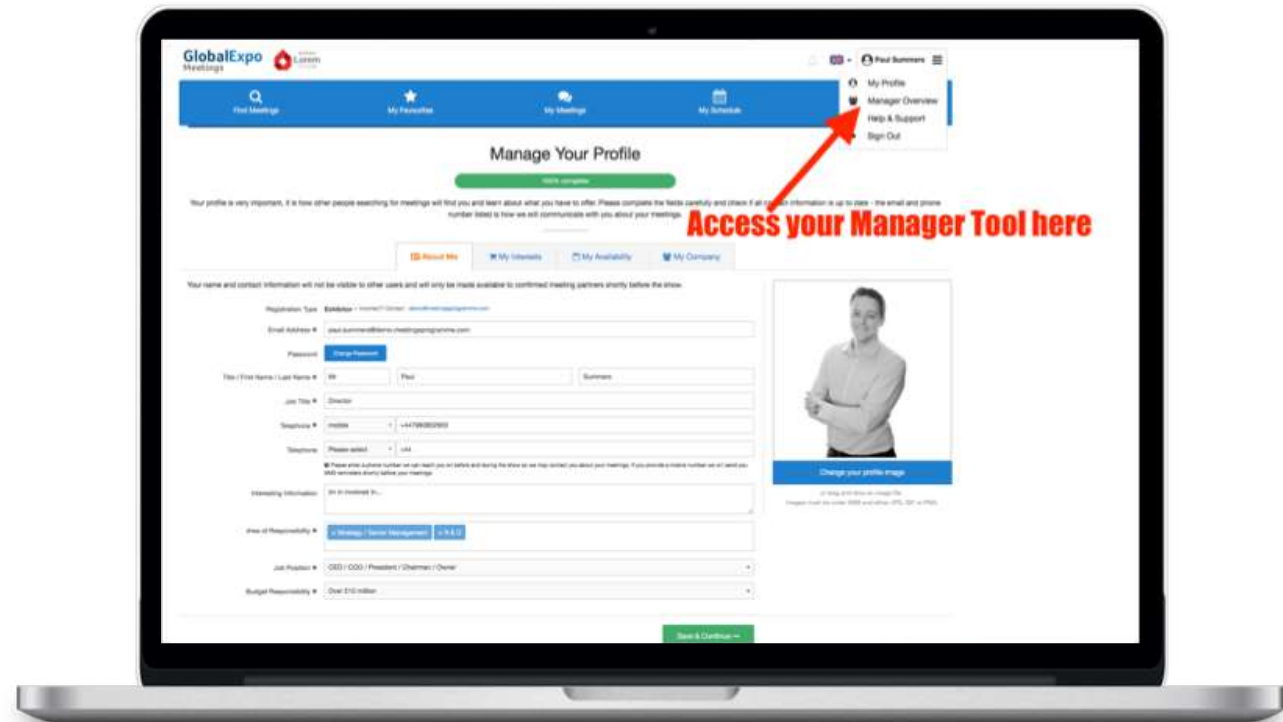


Accessing the Management Tool

When the Management Tool is set-up, the button 'Manager Overview' will appear in the drop down menu



Click on it to view the contacts you are managing.



Updating Profiles

The red circles in your managed accounts will tell you if you need to update the individual profiles.

Click on individuals “Fix Profile” to update their profile.

Please note: once you have clicked on the circle, you will act as your colleague.

The screenshot displays the 'Profile Manager' interface. At the top, a blue navigation bar contains icons for 'Find Meetings', 'My Favourites', 'My Meetings', 'My Schedule', and 'Exhibitor Directory'. Below this, the 'Profile Manager' section shows a greeting: 'Hi Paul Summers, you are the assigned manager for the following user profiles.' A 'Download combined schedule' button is visible. To the right of the greeting are four circular status indicators: a blue circle with '4 Profiles', a red circle with '2 Errors', an orange circle with '1 Task', and a green circle with '14 Meetings'. Below this, a list of user profiles is shown. Each profile includes a name, a 'Fix profile' button, and a 'Find meetings' button. To the right of each profile are three circular status indicators: a blue circle for 'Profile' completion (e.g., 100% for Paul Summers, 95% for Doug Gray, 100% for Tiggy Grafton), a grey circle for 'Tasks' (0 for all), and a green circle for 'Meetings' (5 for Paul Summers and Tiggy Grafton, 2 for Doug Gray and Kate Kohlsdorf). Below these indicators are links for 'Open invites sent by you' and 'Cancelled'. A red arrow points from the text box on the left to the red '2 Errors' circle in the top summary, and another red arrow points from the same text box to the red '2 Errors' circle for the 'Kate Kohlsdorf' profile.

| User Name | Profile Status | Tasks | Meetings |
|----------------|----------------|-------|----------|
| Paul Summers | 100% | 0 | 5 |
| Doug Gray | 95% | 1 | 2 |
| Kate Kohlsdorf | 2 Errors | 0 | 2 |
| Tiggy Grafton | 100% | 0 | 5 |

Responding to Meeting Invitations

The orange circles will tell you if you have any outstanding tasks. Those task are all meeting related and need your urgent attention.

Click on the task to see what needs to be actioned.

The screenshot displays a 'Profile Manager' interface with a blue navigation bar at the top containing icons for 'Find Meetings', 'My Favourites', 'My Meetings', 'My Schedule', and 'Exhibitor Directory'. Below the navigation bar, the title 'Profile Manager' is followed by a greeting: 'Hi Paul Summers, you are the assigned manager for the following user profiles.' A 'Download combined schedule' button is located below the greeting. To the right of the greeting are four circular statistics: 4 Profiles (blue), 2 Errors (red), 1 Task (orange), and 14 Meetings (green). Below this, four user profiles are listed, each with a 'Task' button and a set of three circular statistics (Profile, Task, Meetings). The 'Task' button for Doug Gray is highlighted in orange. The statistics for each profile are as follows:

| User Profile | Profile | Task | Meetings |
|----------------|----------|------|----------|
| Paul Summers | 100% | 0 | 5 |
| Doug Gray | 50% | 1 | 2 |
| Kate Kohlsdorf | 2 Errors | 0 | 2 |
| Tiggy Grafton | 100% | 0 | 5 |

Responding to Meeting Invitations

Once you click on the orange task button, the meeting invitation of the contact you are managing will appear.

You can then set a location, date and time of the meeting.

The screenshot displays a user interface for managing meeting invitations. It features three contact cards, each with a profile picture, name, and company (Sector Global). Each card includes buttons for 'Edit profile' and 'Find meetings'. To the right of each card are three circular statistics: 'Profile' (percentage), 'Tasks' (count), and 'Meetings' (count). Below the Doug Gray card, a detailed meeting invitation is shown, including the sender's name and role, a message, a default time and location, a dropdown for 'Meeting Location' (set to 'West Lounge'), and a calendar view for 'Friday 23 December' and 'Saturday 24 December'. The 11:00 slot on Saturday is highlighted in green. At the bottom of the invitation are 'Accept' and 'Cancel' buttons.

Paul Summers (Sector Global)
100% Profile, 0 Tasks, 5 Meetings

Doug Gray (Sector Global)
95% Profile, 1 Task, 2 Meetings
1 pending invite, awaiting your response

Sales Representative, Amazon
I would like to meet to discuss new business opportunities.
A default time & location has been selected, which is convenient for all meeting attendees.

Meeting Location: West Lounge

Friday 23 December
10:30, 11:00, 11:30

Saturday 24 December
09:30, 10:00, 10:30, 11:00, 11:30, 12:00, 13:00, 14:00, 14:30, 15:00, 15:30, 16:00, 16:30

Accept, Cancel

Kate Kohlsdorf (Sector Global)
2 Errors, 0 Tasks, 2 Meetings

Confirmed Meetings

You will find a summary of all confirmed meetings for the contacts you are managing in the green circle on the top.

You will see the individual number of meetings in the different user accounts you are managing.

The screenshot displays a 'Profile Manager' interface with a blue navigation bar at the top containing icons for 'Find Meetings', 'My Favourites', 'My Meetings', 'My Schedule', and 'Exhibitor Directory'. Below the navigation bar, a summary row shows four circular statistics: 4 Profiles (blue), 2 Errors (red), 1 Task (orange), and 14 Meetings (green). A green arrow points from the text box to the '14 Meetings' circle. Below this, a list of user profiles is shown, each with a 'Task' button and a set of three circular statistics (Profile, Tasks, Meetings). A second green arrow points from the text box to the '2 Meetings' circle for Doug Gray.

| User Name | Profile | Errors | Tasks | Meetings |
|----------------|---------|--------|-------|----------|
| Paul Summers | 100% | 0 | 5 | 5 |
| Doug Gray | 95% | 1 | 2 | 2 |
| Kate Kohlsdorf | 2 | 0 | 2 | 2 |
| Tiggy Grafton | 100% | 0 | 5 | 5 |

Management Tool

IMPORTANT: Once you have finished editing, responding or updating someone's profile, please click the red button on the top to return to the management page. **DO NOT** press the back arrow.

GlobalExpo Meetings Powered by Lorem Stop acting as other user 🔔 🇬🇧 👤 Tiggy Grafton

Find Meetings My Favourites **My Meetings** My Schedule Exhibitor Directory

Manage Your Profile

100% complete

Your profile is very important, it is how other people searching for meetings will find you and learn about what you have to offer. Please complete the fields carefully and check if all contact information is up to date - the email and phone number listed is how we will communicate with you about your meetings.

[About Me](#) [My Interests](#) [My Availability](#) [My Company](#)

Your name and contact information will not be visible to other users and will only be made available to confirmed meeting partners shortly before the show.

Registration Type **Visitor** Interested? Contact - demo@meetingsprogramme.com

Email Address

Password [Change Password](#)

Title / First Name / Last Name

Job Title

Telephone

Telephone

ⓘ Please enter a phone number we can reach you on before and during the show so we may contact you about your meetings. You provide a mobile number we will send you SMS reminders shortly before your meetings.

Interesting Information

Area of Responsibility

Job Position

[Change your profile image](#)

or drag and drop an image file. Images must be under 2MB and either .JPG, GIF or PNG.

Stop acting as other user

The Management Tool is a very useful tool which allows one person to over see multiple accounts.

If you have any questions, please contact the **Team**. We are always happy to assist +44 (0)117 223 0006.