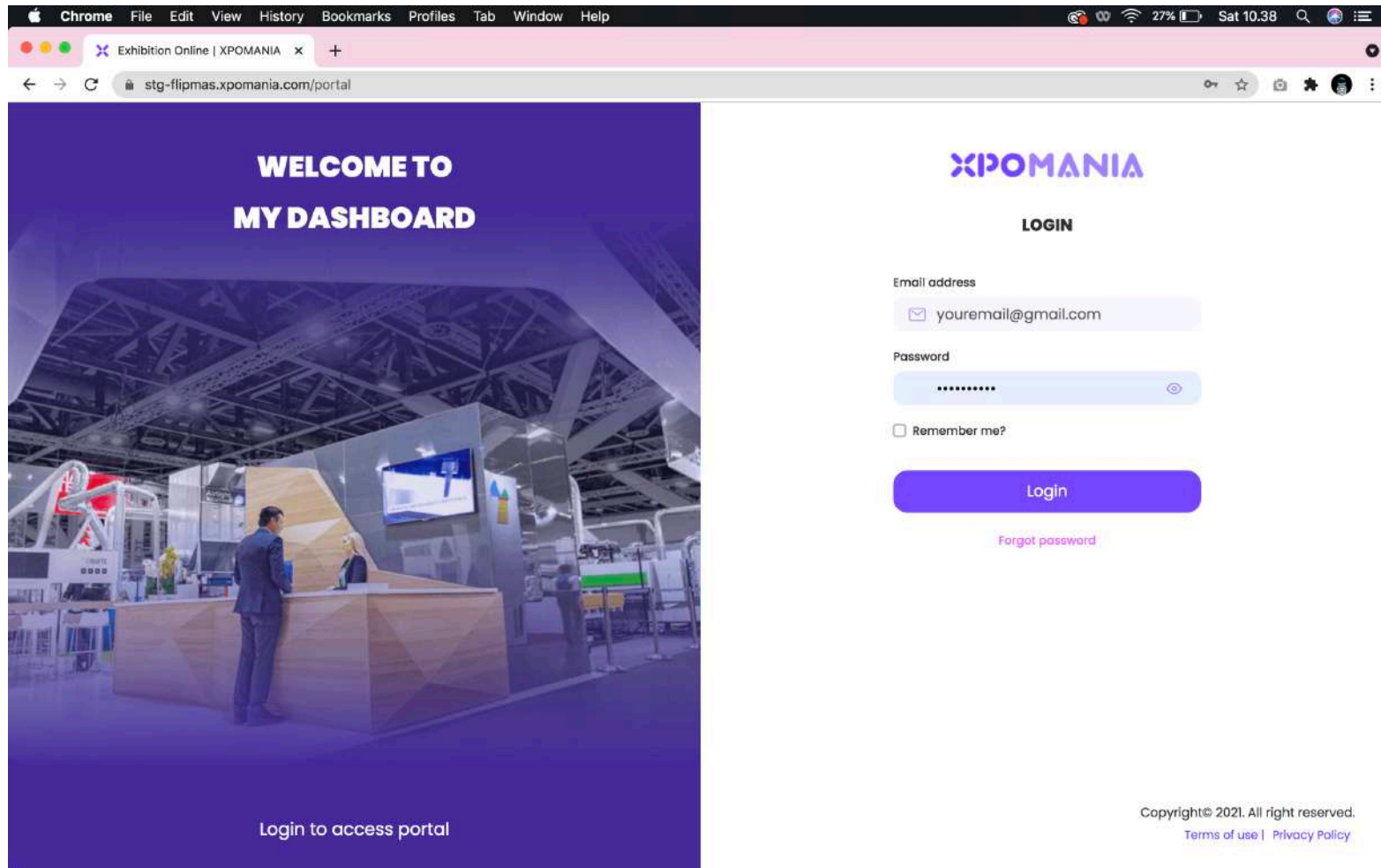


[Panduan Resepsionis Booth]

MEETING REPRESENTATIVE

01

Login melalui portal: yourevent.xpomania.com/portal menggunakan email dan password yang terkirim melalui inbox email akun Meeting Representative yang telah terdaftar.



Login Portal menggunakan
Akun Meeting Rep

02

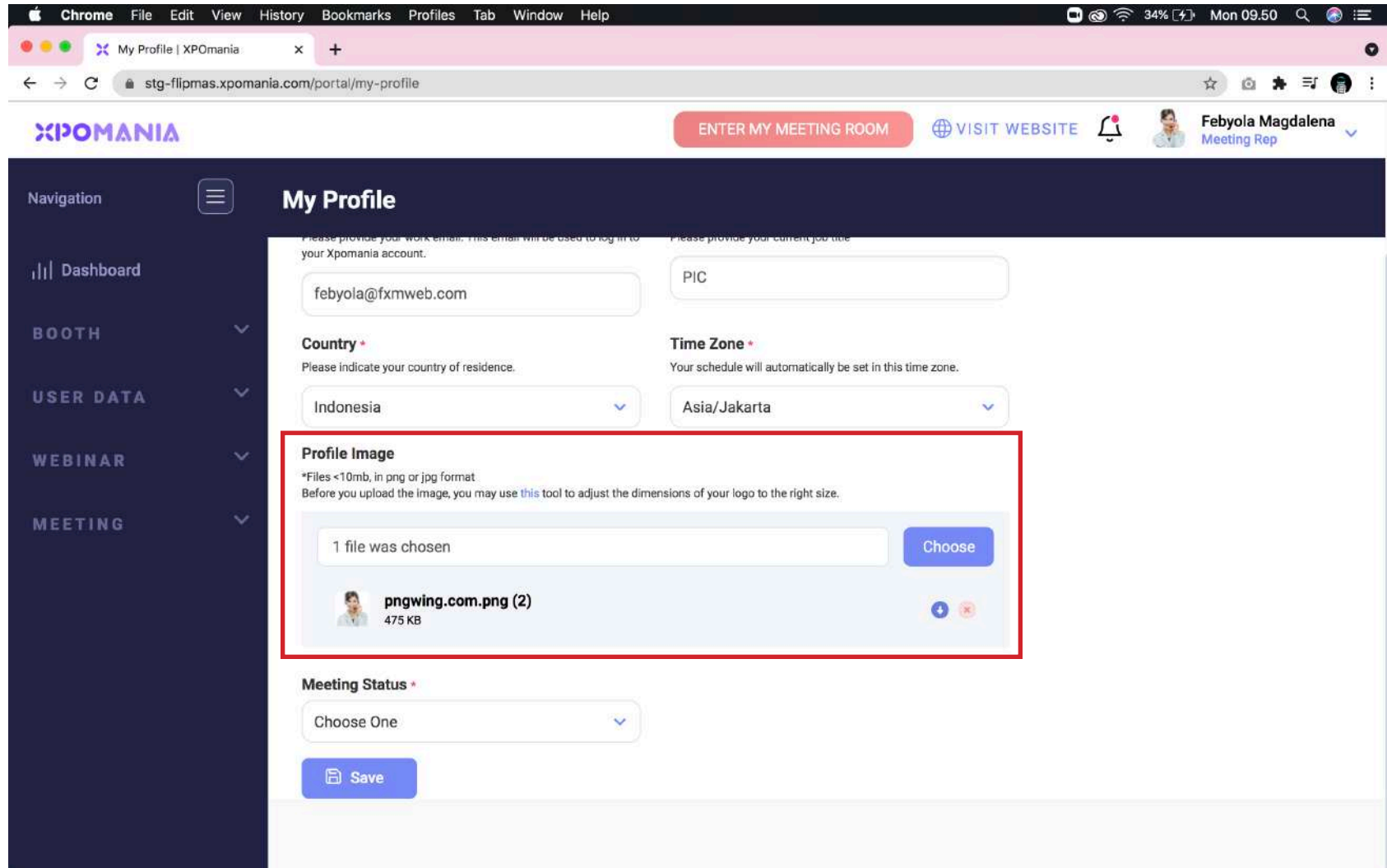
Untuk mengakses pengaturan lebih lanjut, klik menu “My Profile” pada sudut kanan atas tepat pada nama Anda.

The screenshot shows a web browser window displaying the XPOmania dashboard. The browser's address bar shows the URL `stg-flipmas.xpomania.com/portal`. The dashboard header includes the XPOmania logo, a navigation menu, and a user profile section for Febyola Magdalena, Meeting Rep. A dropdown menu is open from the user profile, with the 'My Profile' option highlighted. The main dashboard area displays a 'Dashboard/ Summary' section with five circular statistics: 'MEETING REPS' (1 Registered), 'POSTERS' (5 Submitted), 'VIDEOS' (3 Submitted), 'HOTSPOTS' (18 Submitted), and 'MEETINGS' (0 Sent). A teal bar at the bottom of the dashboard is labeled 'POSTERS, VIDEO & HOTSPOTS'.

Category	Count	Status
MEETING REPS	1	Registered
POSTERS	5	Submitted
VIDEOS	3	Submitted
HOTSPOTS	18	Submitted
MEETINGS	0	Sent

My Profile

Anda dapat mengganti foto profil Anda pada bagian “Profile Image”.



The screenshot displays the 'My Profile' page in a web browser. The page is titled 'My Profile' and features a navigation sidebar on the left with options: Dashboard, BOOTH, USER DATA, WEBINAR, and MEETING. The main content area contains several form fields for profile information:

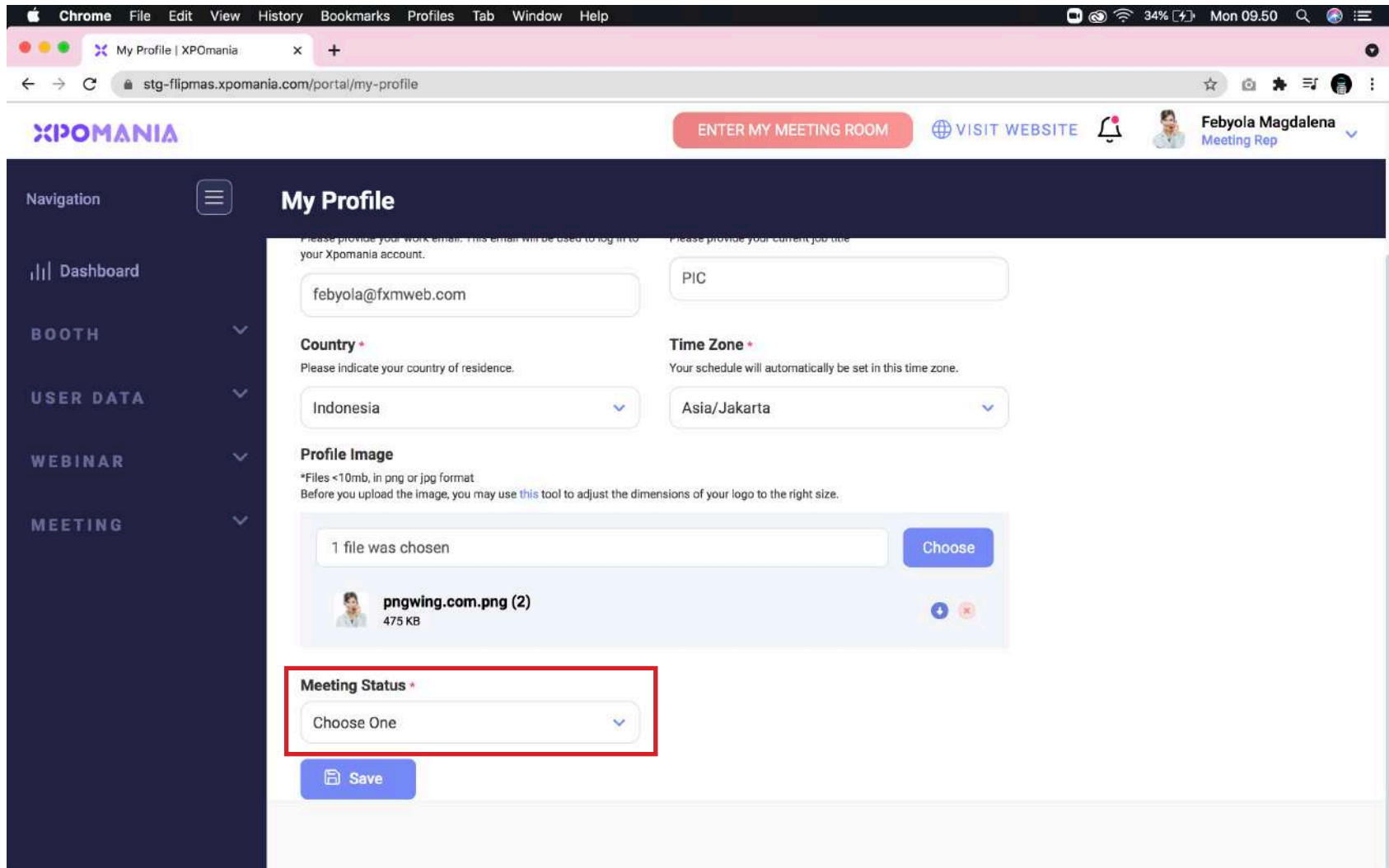
- Work Email:** febyola@fxmweb.com
- PIC:** (empty field)
- Country:** Indonesia
- Time Zone:** Asia/Jakarta
- Profile Image:** This section is highlighted with a red box. It includes instructions: '*Files <10mb, in png or jpg format. Before you upload the image, you may use [this tool](#) to adjust the dimensions of your logo to the right size.' Below the instructions, a file selection interface shows '1 file was chosen' and a 'Choose' button. A preview of the selected file, 'pngwing.com.png (2)' with a size of '475 KB', is displayed.
- Meeting Status:** Choose One

A 'Save' button is located at the bottom of the form.

Profile Image

04

Anda dapat mengatur status ketersediaan Anda pada bagian “Meeting Status” dan pilih salah satu status sesuai kebutuhan Anda.



Meeting Status

Berikut ini pilihan status yang dapat Anda pilih sesuai kebutuhan Anda.

The screenshot shows the 'My Profile' page in a web browser. The page is titled 'My Profile' and contains several form fields for user information. A dropdown menu is open, showing the following options: 'Choose One', 'Available', 'Busy', 'Offline', and 'Choose One'. The 'Available' option is highlighted in blue. The page also includes a 'Save' button at the bottom of the form.

Navigation: Dashboard, BOOTH, USER DATA, WEBINAR, MEETING

My Profile

Please provide your work email. This email will be used to log in to your Xpomania account.

febyola@fxmweb.com

PIC

Country *
Please indicate your country of residence.

Indonesia

Time Zone *
Your schedule will automatically be set in this time zone.

Asia/Jakarta

Profile Image
*Files <10mb, in png or jpg format
Before you upload the image, you may use [this](#) tool to adjust the dimensions of your logo to the right size.

Choose One

Available

Busy

Offline

Choose One

Choose

Save

Meeting Status Option

06

Untuk memulai video meeting, klik tombol “Enter My Meeting Room”

The screenshot shows a web browser window with the URL `stg-filipmas.xpomania.com/portal/my-profile`. The page title is "My Profile | XPOmania". In the top right corner, there is a navigation bar with the XPOMANIA logo, a red-bordered button labeled "ENTER MY MEETING ROOM", a "VISIT WEBSITE" link, a notification bell, and a user profile for "Febyola Magdalena Meeting Rep".

The main content area is titled "My Profile" and contains several form fields:

- Work Email:** febyola@fxmweb.com
- PIC:** (empty field)
- Country:** Indonesia (selected from a dropdown menu)
- Time Zone:** Asia/Jakarta (selected from a dropdown menu)
- Profile Image:** A section with a note: "*Files <10mb, in png or jpg format. Before you upload the image, you may use [this](#) tool to adjust the dimensions of your logo to the right size." Below this is a file upload area with a "Choose" button and a dropdown menu for availability status.

The availability dropdown menu is open, showing the following options:

- Choose One (highlighted)
- Available
- Busy
- Offline
- Choose One (at the bottom of the dropdown)

At the bottom of the profile section, there is a "Save" button.

Enter My Meeting Room

07

Anda dapat melihat daftar undangan meeting dari dan untuk Anda dengan mengakses menu “Meeting” > “Meetings” pada menu kiri.

The screenshot shows a web browser window with the URL `demo.xpomania.com/portal/meetings-list/invitations`. The page title is "INVITATIONS". The left sidebar contains a navigation menu with items: Dashboard, BOOTH, USER DATA, WEBINAR, MEETING, Meetings (highlighted with a red box), and Notification. The main content area has four buttons: CREATE MEETING, INVITATIONS, BLOCK TIME, and MY SCHEDULE. Below these are two sections: "RECEIVED" and "SENT". Each section contains a table with columns: Date, Sent By / Sent To, Subject, Status, and Action. Both tables show "No records found".

Meetings

08

Anda dapat mengatur “Block Time” pada bagian ini. Time slot yang anda beri tanda akan diketahui oleh pengguna lain yang berkunjung pada booth Anda sebagai time slot yang tidak tersedia.

Navigation

Meetings

ENTER MY MEETING ROOM VISIT WEBSITE Anna J Meeting Rep

CREATE MEETING INVITATIONS **BLOCK TIME** MY SCHEDULE

This function allows you to block off certain time slots. Meetings will not be allowed to be made during these blocked times.

Date 30 Sep 2021

	Time	Meeting With	Subject
<input checked="" type="checkbox"/>	08:00 - 08:30		
<input type="checkbox"/>	08:30 - 09:00		
<input checked="" type="checkbox"/>	09:00 - 09:30		
<input type="checkbox"/>	09:30 - 10:00		
<input type="checkbox"/>	10:00 - 10:30		
<input checked="" type="checkbox"/>	10:30 - 11:00		
<input type="checkbox"/>	11:00 - 11:30		
<input type="checkbox"/>	11:30 - 12:00		
<input type="checkbox"/>	12:00 - 12:30		
<input type="checkbox"/>	12:30 - 13:00		
<input type="checkbox"/>	13:00 - 13:30		

You have successfully blocked the time slot.

Block Time

09

Anda dapat melihat keseluruhan jadwal meeting Anda yang telah terkonfirmasi pada sub menu “My Schedule”.

The screenshot shows a web browser window displaying the 'My Schedule' page on the XPOmania portal. The page features a navigation sidebar on the left with options like Dashboard, Booth, User Data, Webinar, Meeting, Meetings, and Notification. The main content area has a header with the XPOmania logo and user information for Anna J, Meeting Rep. Below the header, there are four action buttons: 'CREATE MEETING', 'INVITATIONS', 'BLOCK TIME', and 'MY SCHEDULE' (highlighted with a red box). A message states: 'This list shows your confirmed schedule (confirmed meetings, agenda, blocked times)'. The main content displays a table for the date '30 Sep 2021' with three rows of blocked meeting times.

Time	Description	Status	Company	Action
08:00 - 08:30 (GMT +7)	N/A	Blocked	N/A	Delete
09:00 - 09:30 (GMT +7)	N/A	Blocked	N/A	Delete
10:30 - 11:00 (GMT +7)	N/A	Blocked	N/A	Delete

My Schedule