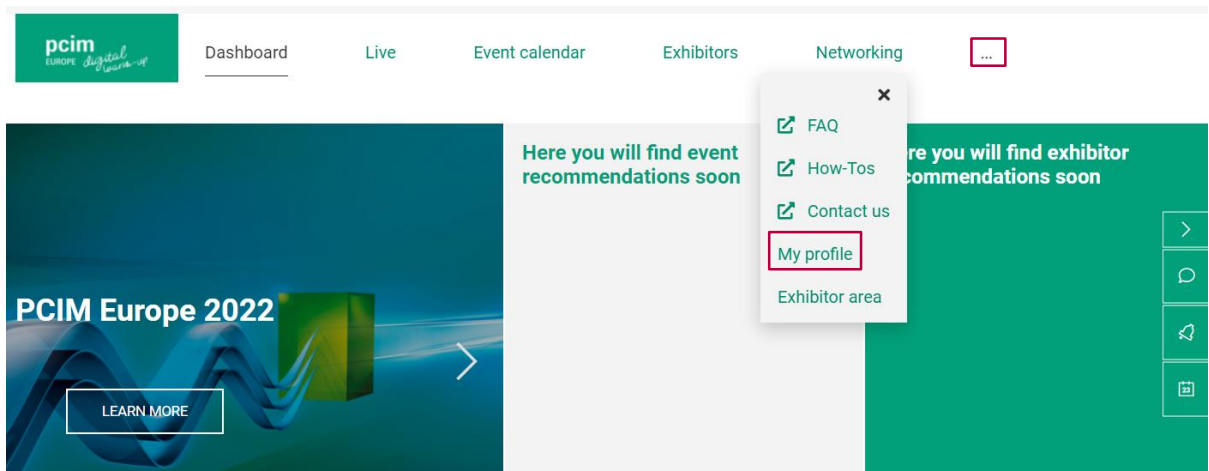


Appointmentsettings for employees

In order to ensure that you as an employee are optimally visible and reachable for customers right from the start, some settings has to be made in advance.

How can I specify whether I am available online, onsite or hybrid?

You will be asked for your status of presence during onboarding. You can change this at any time in your profile. Under "Further options" you can click on the checkbox to specify whether you are a contact for your physical stand or available just online. An employee that confirms both is then considered a hybrid staff member.



Profile information Matchmaking Profile photo **Further options** My ticket information

Mesago Messe Frankfurt GmbH

Employee onsite

Employee online

- As an "on-site employee" you can only arrange face-to-face meetings on-site at your stand.
- As an "online employee" you can only arrange video calls.
- As a hybrid staff member both types of appointments can be arranged.



Where can I specify my field of expertise?

You will be asked for your field of expertise during onboarding. You can change this at any time in your profile. Under "Further options" you can add your desired fields of expertise to the free text field.

Further options

My field of expertise

In addition, you can enter your personal field of expertise here. This information will appear together with your contact in the exhibitor profile under "Meet us 1:1".

Mesago Messe Frankfurt GmbH

Employee onsite

Employee online

My field of expertise

How can I specify that I am available for Instant video calls?

You can activate this function in your schedule by clicking on the checkbox "Instant video calls activated". Here you will also find the incoming instant video calls and can accept them.

My Schedule

Instant video call

If you do not want to be available for Instant video calls, please deactivate this checkbox.
The checkbox "Employee online" must be activated in order to be able to offer the option Instant video call.

Instant video calls activated

Contact

Languages

Activities

No instant video call available yet.

Where can I specify absences?

By clicking on "Appointment settings" in your calendar the "Absences" area opens. Via the button "Manage absence" you can define times when you are not available for appointments. To manage your absence, fill in the fields and click on "save".

Absences

Define time periods in which you are not available for appointment requests.

MANAGE ABSENCE

Do you have any questions? We will be happy to help you by e-mail
support@mesago.digital