

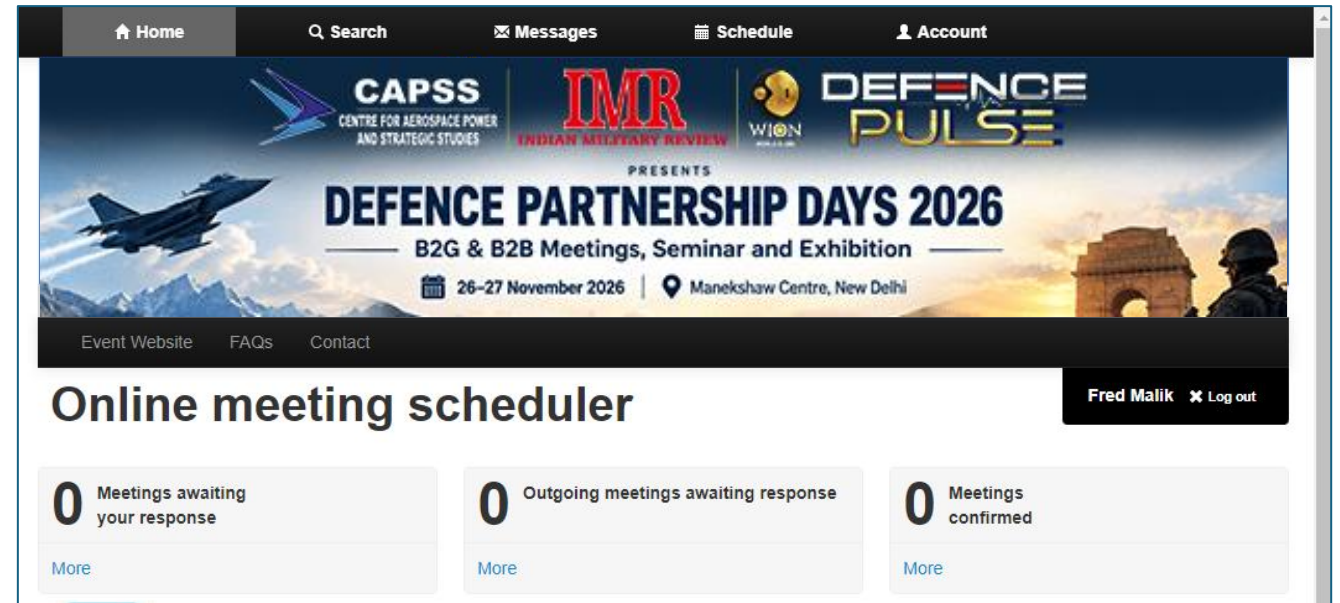


How to Use this Platform

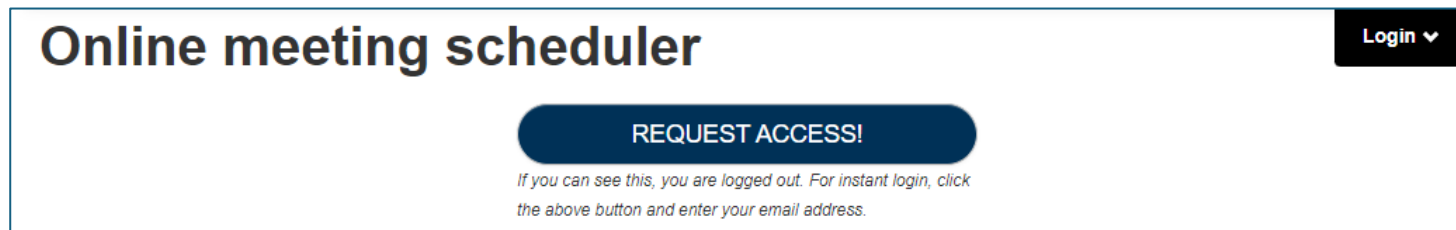
Access

You will receive an email from the platform, with the title 'Welcome to Defence Partnership Days online meeting scheduling'. This contains a link, click it to gain immediate access to you online account.

You should see this on your screen ➡



If instead you see the following, click 'Request Access' and enter your email address to receive a new access link:

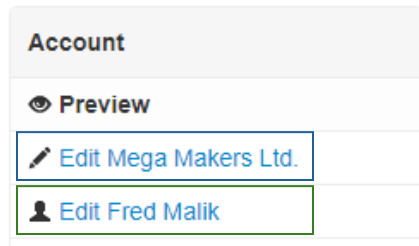


Profile Update

1. Go to the Account link in the top menu bar:



2. Click the Edit links at the left of the page to update your company and personal profiles:

A form titled 'Edit profile' for a company. It has a tab labeled 'Add/change logo'. Below the tab are three input fields: 'Organisation name' with the value 'Mega Makers Ltd.', 'Town' with the value 'Delhi', and 'Postcode' with the value '334509'. The 'Add/change logo' tab is highlighted with an orange box.

You can add a company logo and/or your portrait photo. Make sure these are .png or .jpg files of less than 2Mb

A form titled 'Edit profile' for a personal profile. It has a tab labeled 'Add/change portrait image'. Below the tab are three input fields: 'Email' with the value 'fred@gmail.com', 'Password', and 'Password again'. The 'Add/change portrait image' tab is highlighted with an orange box, and the 'Password' and 'Password again' fields are highlighted with a green box.

If you prefer to use password access, add a password with 8 characters or more to both password fields

Make sure you click Save before leaving each Edit area.

Create Your Itinerary

The screenshot shows the 'Schedule' page with the following elements:

- Navigation Bar:** Home, Search, Messages, **Schedule** (highlighted), Account.
- Left Sidebar:**
 - LIST BY DATE:** My Itinerary, **Day** (0 / 0), Week.
 - SESSIONS BY TYPE:** Sessions (46).
 - Buttons:** Add to calendar, Printable Itinerary.
- Main Content:**
 - Availability:** A vertical timeline from 08:00 to 11:00. The 10:30 slot is highlighted with a red box and contains a green 'Available' toggle switch.
 - My Itinerary:** A column for the user's itinerary.
 - Sessions:** A list of sessions:
 - Registration and Welcome Tea (08:00 - 09:00, Zorawa Hall)
 - Welcome Address (09:00 - 09:10, Zorawa Hall)
 - Inaugural Address** (09:10 - 09:25, Zorawa Hall) - highlighted with a red box and a '+' icon.
 - Keynote Address (09:25 - 09:35, Zorawa Hall)
 - Theme Address (09:35 - 09:45, Zorawa Hall)
 - Refreshments (09:45 - 10:20, Banquet Hall)
 - Meeting A1 (10:20 - 10:40, Booths and Tables)
 - Meeting A2 (10:40 - 11:00, Booths and Tables)
 - Meeting A3 (11:00 - 11:20, Booths and Tables)

1. Go to Schedule and select 'Day'
2. You can adjust your availability for meetings here:
 - toggle the green 'Available' button on any time slot.
3. You can also add any of the Agenda items (Sessions) to your Itinerary:
 - click the '+' icon on the item to view full details
 - click 'Add to my schedule' to put it in your Itinerary.

Inaugural Address

Gen Anil Chauhan, Chief of Defence Staff

Time: 28 Nov From 09:10 until 09:25 Asia/Calcutta

Location: Zorawa Hall

Attendee limit: 0 / Unlimited

Add to my schedule

Find Meeting Partners

Go to 'Search', you will find all organizations and attendees listed here.

Use the filters at the left and the text search field at the top to look for potential business targets

Click the arrow next to the company name to expand their profile

The screenshot displays a web application interface for finding meeting partners. The top navigation bar includes links for Home, Search, Messages, Schedule, and Account. The Search bar is highlighted with a red box, and a red arrow points to the search input field containing the text 'Hopper'. Below the search bar, a list of filters is shown on the left, including Groups (All, Investors, Key Govt/ Services Officers, Manufacturers/Suppliers, Prime Contractors/OEMs, Start-ups) and Responsibilities (Consultants and Special Services, Cyber Services, Information Technology). A red arrow points to the 'Manufacturers/Suppliers' filter. The main content area shows search results for 'Hopper Walton Traders', with a red box highlighting the company name and a red arrow pointing to the expandable profile icon. The profile details include a company description, website, business activity (Aeroengines, Air Defence, Air Transportation, Aircraft spares/ MRO), and product/service categories (ADDITIVES, ADHESIVE, DENSITOMETERS, DETECTORS, FLIGHT SIMULATORS AND TRAINERS). A red arrow points to the 'Book meeting' button.

Search Results:

- Search Bar:** Hopper
- Filters:**
 - Groups: All, Investors, Key Govt/ Services Officers, Manufacturers/Suppliers, Prime Contractors/OEMs, Start-ups
 - Responsibilities: Consultants and Special Services, Cyber Services, Information Technology
- Search Results:**
 - Hopper Walton Traders** (Expandable profile icon)
 - Company Description:** Short description here, telling other users what the company does
 - Company website:** www.example.com
 - Business Activity:**
 - Aeroengines
 - Air Defence
 - Air Transportation
 - Aircraft spares/ MRO
 - Product/Service A-C:**
 - ADDITIVES
 - ADHESIVE
 - Product/Service D-G:**
 - DENSITOMETERS
 - DETECTORS
 - FLIGHT SIMULATORS AND TRAINERS
 - Book meeting** button
 - Bookmark** button

Book Meetings

1. Click the 'Book meeting' button next to the person you want to meet.

2. Select a meeting time. Only the green slots are available to both you and the other person.

3. Add a message to explain why you want to meet, then click 'Yes'.

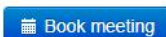
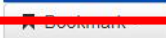
An email will be sent to the other person with your message, asking them to respond.

▼ Hopper Walton Traders 🇮🇳

Company Description
Short description here, telling other users what the company does

 **Jakeem Floyd**

Designation/Appointment
Chief of Sales

Click on a *green* meeting slot to request a meeting

28 Nov	
10:20	66 meeting places available
10:40	66 meeting places available
11:00	66 meeting places available
11:20	66 meeting places available
11:40	66 meeting places available
12:00	66 meeting places available
12:20	66 meeting places available
12:40	66 meeting places available
14:00	66 meeting places available

Request a meeting with Jakeem Floyd

Time: 28 Nov From 11:20 until 11:40 Asia/Calcutta

Your start time: ⌚ Nov 28, 5:50 AM - 6:10 AM Europe/London

Booked by: Fred Malik from [Mega Makers Ltd.](#)

Attendee: Jakeem Floyd from [Hopper Walton Traders](#)

Meeting Place: (Pending)

Add an optional message

Send a message to everyone attending this meeting

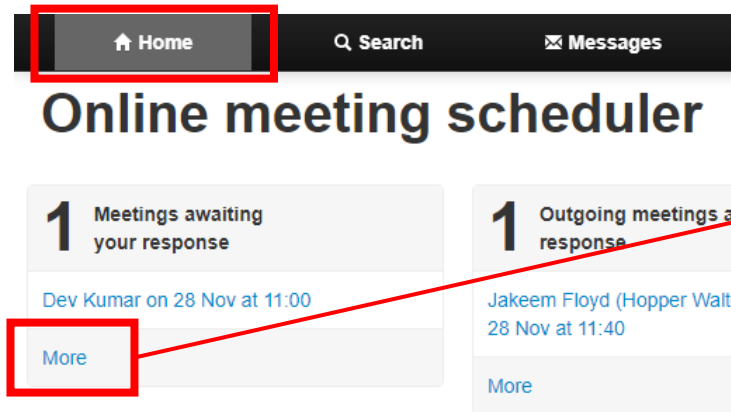
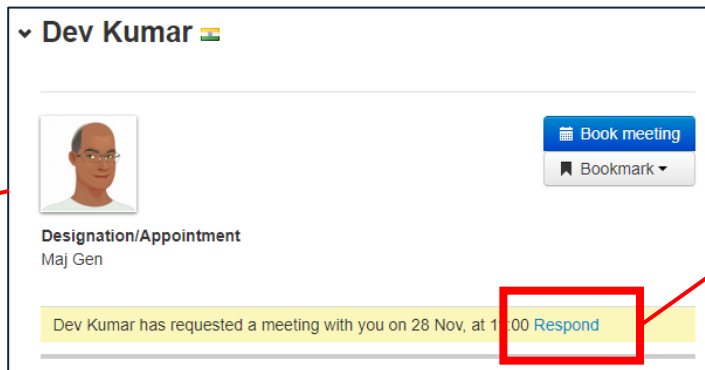
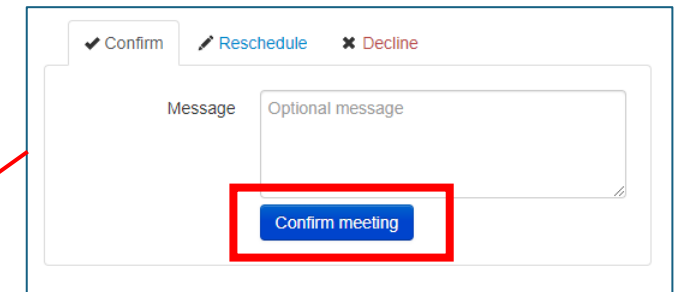
Are you sure you wish to request this meeting?

Manage Meetings

1. Your incoming meeting requests are listed on the Home page, at the left. Click More to view their profiles.

2. Click 'Respond' beneath the name of each requestor to confirm or decline their request.

3. You can add a message before clicking the response button



Personal Itinerary

Your meetings are listed on the Itinerary page, find it by clicking Schedule in the top menu bar.

Follow the links at the left to download your Itinerary as a PDF and integrate it into your Outlook calendar.

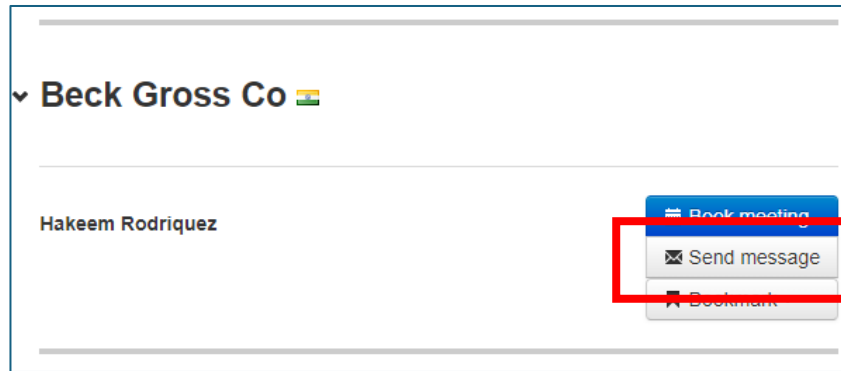
The screenshot shows the 'Personal Itinerary' page. At the top is a dark navigation bar with links: Home, Search, Messages, Schedule (highlighted with a red box), and Account. Below this is a sidebar with 'LIST BY DATE' options: 'My Itinerary 3' (highlighted with a red box), 'Day 3', and 'Week 3'. Further down are 'MEETINGS BY TYPE' (Confirmed 1, Unconfirmed 2) and 'SESSIONS BY TYPE' (Sessions 46). The main content area shows the date '28 Nov' and a list of meetings. The first meeting is from 10:20 - 10:40 at Table T161 with Zephr Mullen (Levy Olson Plc). The second is from 10:40 - 11:00, Pending, with Hakeem Rodriquez (Beck Gross Co). The third is from 11:40 - 12:00, Pending, with Jakeem Floyd (Hopper Walton Traders). At the bottom, there are two buttons: 'Add to calendar' and 'Printable Itinerary', both with red arrows pointing to them from the left.

Time	Status	Attendee	Company
10:20 - 10:40	Confirmed	Zephr Mullen	Levy Olson Plc
10:40 - 11:00	Pending	Hakeem Rodriquez	Beck Gross Co
11:40 - 12:00	Pending	Jakeem Floyd	Hopper Walton Traders

Designation/Appointment Sales

Send Private Messages

You can send an email message to any other attendee. Click the Send message button then type in your message.



The other attendee will receive your message within an email. This email will not reveal your contact details unless you include these in the message.

