Quick overview of the tawk.to live chat dashboard

			Dashboard					Q 🧔
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Prepared by the Virtual Expo team at Big Media

Incoming chats show top left in a pink box, and also have an audible notification

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If your computer audio is muted, you will be notified top right so you can unmute

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Notifications include invitations to join a new live chat channel*, eg a new stand

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*NOTE: these are referred to in the dashboard as "Properties"

The icon top right is where you will find your personal settings and profile

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You can change your status, edit your profile and access the help center

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One useful feature is to set which Properties (stands, booths etc) to accept chats from

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By default they will be set to on, but simply toggle the switches as appropriate

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Under the home icon is the visitor monitoring for any pages with live chat embedded

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Further down is the inbox which shows you at a glance any "Open (unread)" messages

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Should you want to change any property settings, do so via the settings icon

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tawk.to has a dashboard app, so you can monitor and interact from your mobile

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Please see the useful help resources available at <u>https://help.tawk.to/</u> for more details

