

Client Name: Access Live Test Account

Access Live Description: Access Live Test Access Live 12/11 (ID 6177)

The screenshot shows the ACCESS LIVE interface. At the top, there are tabs for 'Host View', 'Screener View', and 'Full View'. Below these is a 'Live Information' section with fields for Name, Question, and Phone. A table below shows a participant named John Doe with a wait time of 36s and a question 'What is your position on issue XYZ?'. At the bottom, there are 'Show Screened Only' and 'Scrolling' buttons. On the left, there is a 'Chat' window and a 'Poll' section with a table of responses.

Rank	Name	Wait	Status	Question	Notes
1	John Doe (303) 709-5602	36s	live	What is your position on issue XYZ?	

Answer	Key	Votes	Percent
Favorable	1	0	0%
Unfavorable	2	0	0%
No opinion	3	0	0%
Total Votes:		0	


1 Host View tab: Indicates which tab you are currently viewing in the interface. In the Host View you can see the Chat section, Poll section as well as the Q and A Queue and Online Question Queue (if applicable).


2 Show Screened Only buttons: Clarify whether you are viewing participants who have been screened or not. If the On button is highlighted in orange this indicates that you are currently only viewing participants with the Screened Status. If the Off button is highlighted in orange you will see all participants in the Q and Q queue whether they have been screened or are waiting to be screened. As a Host we recommend keeping this feature turned On, it helps keep your screen clean and if you have lots of questions this view is much easier to navigate through when you are trying to select questions to take live.


3 Scrolling On/Off buttons: Help identify whether this feature is on or off. If On is highlighted in orange that means Scrolling is on and as individuals join into the queue a scroll bar will appear allowing you to scroll through those participants. If Scrolling is off you will see the off button highlighted in orange and as participants begin to join the queue, the queue will expanding taking up the majority of your interface. This makes it hard to view and navigate the rest of the interface.

4 Interface Chat: Available for hosts, screeners and support staff to communicate throughout the event.

5 Poll section: Available if you wish to ask poll questions during the event. These should be loaded prior to the event and can be accessed by clicking the Preset button. However there is an option to add questions in real-time by clicking New.

 Live button: Un-mutes the participant allowing them to be heard live on the event. The participant becomes highlighted in orange when live.

 Done button: Mutes the participant once their question has been asked and returns them back into the conference.

 Remove button: Removes the participant from the Question & Answer Queue. This will not remove them from the conference, they will still be able to listen.