

Manual
E-catalogue Exhibitor



Fira Barcelona

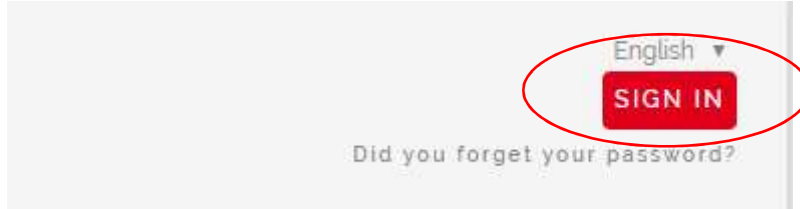
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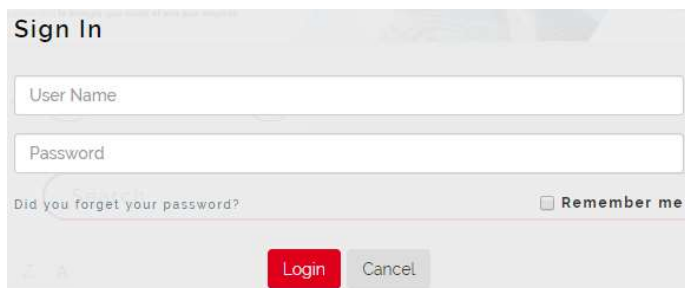
SIGN IN

In the e-catalogue main page you will be able to login with the same Exhibitor Area credentials.

1. Click to login

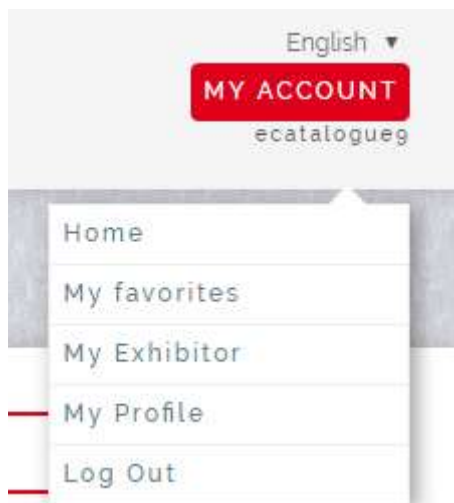


2. Enter your Exhibitor Area credentials

A screenshot of the 'Sign In' form. It has two input fields: 'User Name' and 'Password'. Below the 'Password' field, there is a link 'Did you forget your password?' and a checkbox labeled 'Remember me'. At the bottom, there are two buttons: 'Login' (in red) and 'Cancel'.

MY ACCOUNT

As an exhibitor user you have different options in the menu:



My Favorites: This page will contain all the profiles saved as favorites. When you are logged you can save as favorite other exhibitors pages (partners or companies you are interested in).

My Exhibitor: Access to your backoffice. By default you will be redirected to this page.

My Profile: Find information about your credentials.

Log out: If you want to log out from the e-catalogue.

EXHIBITOR BACKOFFICE

Home page



The screenshot shows the 'Home' page of the Exhibitor Backoffice. On the left is a sidebar with 'Home' and 'Useful info' options. The main content area has a 'Home' heading, a 'Welcome to ecatalogue' message, and a 'Stands' section. A table lists a stand with the following details:

Name	Stand	Sector	Produc..	Visible	Actions
12prueba Isoltema Spa	Gran Via, Pavillion 2, Level 0, Street F, Stand 610	ENERGY	3	✘ (Confirm)	 



Below the table is a 'Notifications' section with the message 'The list is empty'.

In this page you will see all the stands you have booked in the venue, you will be able to manage them independently.

Stand information in your home page:

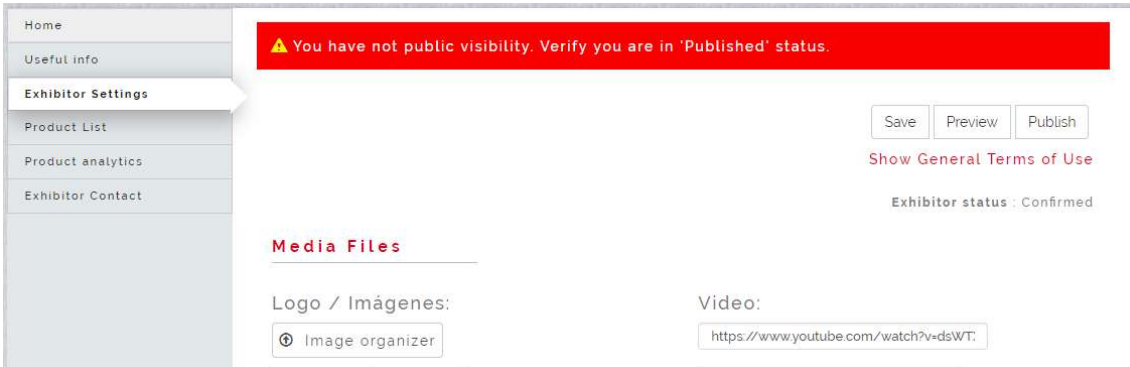
Name, location, sector, number of products you have added to your stand, visibility (if you have published or not your stand information).

Actions: Preview your information (as a visitor) or Edit

Name	Stand	Sector	Products	Visible	Actions
Fira Barcelona	Gran Via, Pavillion 2, Level 0, Street F, Stand 610	TECHNOLOGY	0	✘	 

EDIT YOUR STAND INFORMATION:

After clicking to the pencil icon (Actions) 4 more tabs will be displayed: Exhibitor Settings, Product List and Exhibitor Contact



The screenshot shows the 'Exhibitor Settings' page. A red warning banner at the top states: 'You have not public visibility. Verify you are in 'Published' status.' Below this are 'Save', 'Preview', and 'Publish' buttons, along with a link to 'Show General Terms of Use' and the text 'Exhibitor status : Confirmed'. The 'Media Files' section includes a 'Logo / Imágenes:' field with an 'Image organizer' button, and a 'Video:' field with a text input containing the URL 'https://www.youtube.com/watch?v=dsWT...'.

Exhibitor Settings

Media Files

You will be able to upload your logo or image with a recommended size: 500 x 500 (>20kb, PNG, JPG) and a video from youtube or vimeo.

1. Click to Upload Logo (please upload the recommended size if possible)

Media Files

Logo / Imágenes:

 Image organizer


Video:

https://www.youtube.com/watch?v=dsWtXpG_FAU

2. Search in your files

Organize images ✕

Here you can organize the images from this item. Catalogue Plan: (0/1)



Recommended size: 500 x 500 (0-600kb, PNG, JPG, GIF)

[Save](#)

3. Click to SAVE. On the right side you will see how many images you can upload.
Recommendation: use your logo as a default image.

If you want to show a video please put your link from Youtube or Vimeo.

Basic information

In this part you will be able to enter the following information: Tradename, Address, Stand (you cannot change the value), phone, website, email and social media, country and sector (you cannot change this value, it is linked to you stand location).

Brands

In this section you can enter the brands you represent separated by commas.

Brands

You can enter multiple brands separated by commas. Example: brand 1, brand 2

Categories

In this section you will be able to choose those categories you want to be part of. Note that there is a limit on the categories you can be linked to, if you overpass the limit you will get an error message.

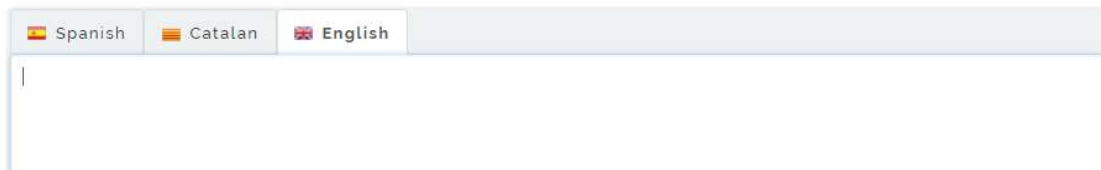
Categories



Description

Description is available in various languages. We recommend to fill the description in all languages as much as you can.

Description

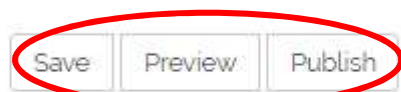


Limit 600 characters.

Save, Preview, Publish

After the completion of your profile you have 3 options:

- You can save your changes.
- You can preview your profile as a visitor.
- You can publish or unpublish your profile.



[Show General Terms of Use](#)

PRODUCT LIST:

Click to product list tab to add your products.

How to add a new product

First step add the basic information for your product:



- Name (various languages)
- Description (various languages)
- Categories (click into the representative categories for your product)

Mandatory fields are name and description at least in the default language (spanish).

Second step (not mandatory):

Media Files

Images:

Add Images

Recommended size: 500 x 500 (>20kb, PNG, JPG)

Video:

Only available for Youtube and Vimeo

Files:

Add files

Recommended size: (0-10.5 MB)

- Go to media files and upload an image and a video (if you want). Same process as you have done for your logo.
- Chose the categories for your product.
- Save your product using CREATE button.

Manage your product list

1. **Publish** you product using the button you has in the Product list table

Order	Images	Name	Description	Novelty	Publication	Tools
1		Test	test	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	 

Note that the catalogue has a limited number of published products per exhibitor if you overpass the limit you will get an error message.

2. Mark you product as a **novelty**

Order	Images	Name	Description	Novelty	Publication	Tools
1		Test	test	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	 

Note that the catalogue has a limited number of published products per exhibitor.

3. **Edit or Erase** your product

Order	Images	Name	Description	Novelty	Publication	Tools
1		Test	test	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	 

PRODUCT ANALYTICS

Once your products are published you will have access to product analytics, how many visitors you have had and in how many searches you have appeared.


Exhibitor Settings			
Product List			
Product analytics			
Exhibitor Contact			
	Product	Visitors	Searches
	LOVIBOND	10	8
	AQUACHEK	6	23
	LO-CHLOR POOL ALGAECIDE	6	8
	MIRACLEAR CLARIFICADOR	5	7

EXHIBITOR CONTACT

In this section you can enter the contact name and details of the person in charge of your commercial area.

This contact will be visible for those visitors who has logged in E-catalogue.

Basic Information

 Upload Image

Recommended size: 500 x 500 (>20kb, PNG, JPG)

Name:

Phone:

Address:

Email:

IMPORT YOUR DATA FROM A CANCELLED STAND

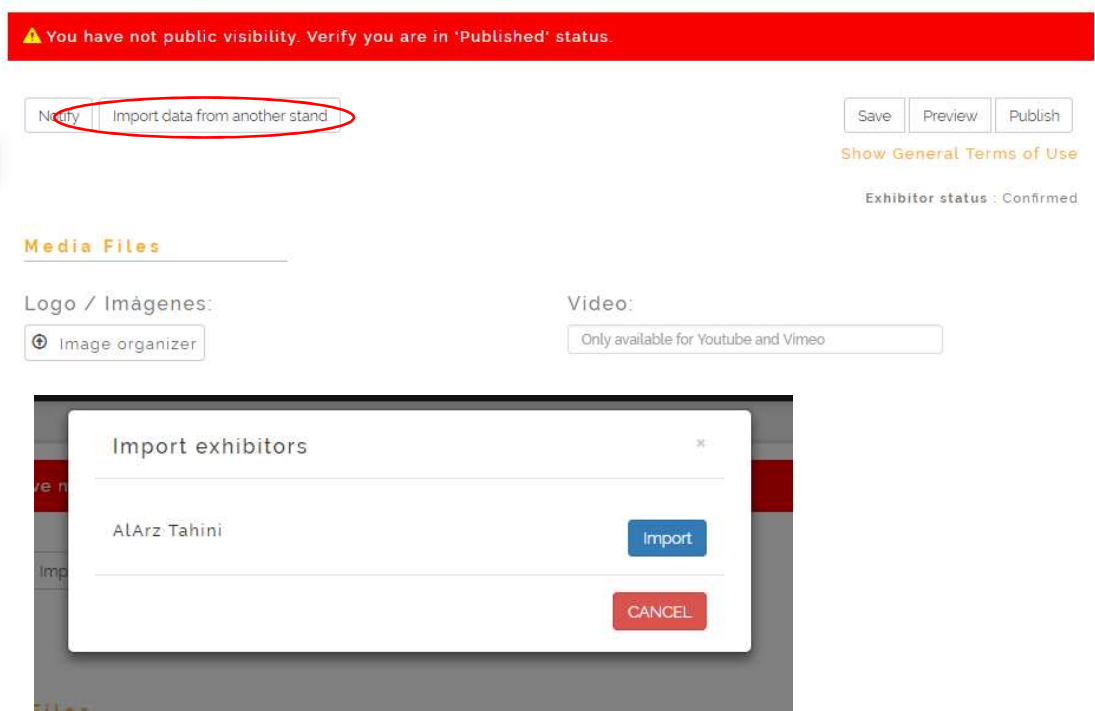
If you have introduced your information in one stand and this location has been cancelled you can import your data to your new location following these steps:

1. Go to your stand list and click on edit

Stands

Name	Stand	Sector	Products	Visible	Actions
Alarz Tahini		INTERNATIONAL PAVILIONS	3	✘ (Cancelled)	
Agas Yarok Ltd	Gran Via, Pavilion 1, Level 0, Street 1, Stand 930	INTERNATIONAL PAVILIONS	0	✘ (Confirmed)	

2. Click on import data form another stand



3. Save and publish your changes.