Manual
E-catalogue Exhibitor

Fira Barcelona
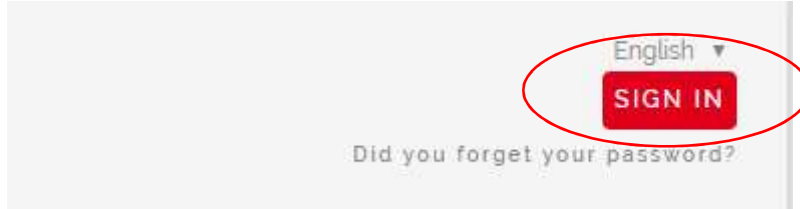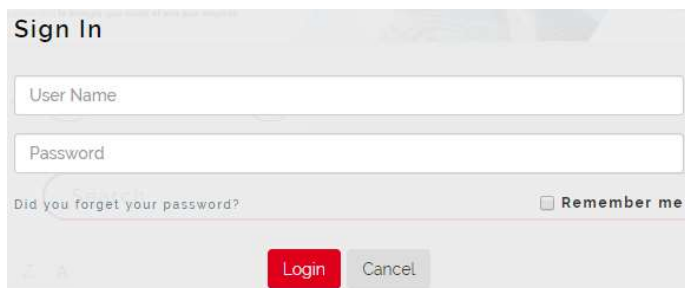
Content

SIGN IN

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

1. Click to login

English ▼

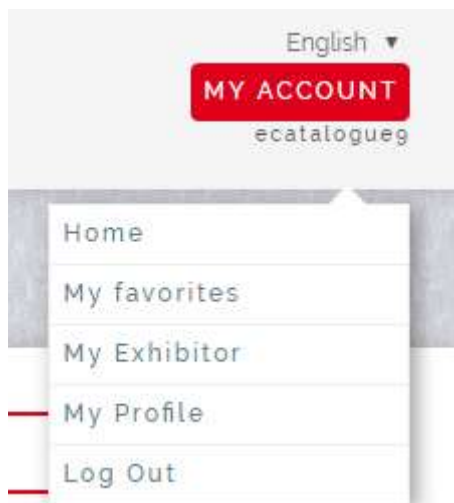**SIGN IN**

Did you forget your password?

2. Enter your Exhibitor Area credentials

Sign In

User Name

Password

Did you forget your password?   ☐ Remember me

Login   Cancel

MY ACCOUNT

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

English ▼

MY ACCOUNT

ecatalogueg

Home

My favorites

My Exhibitor

My Profile

Log Out

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

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
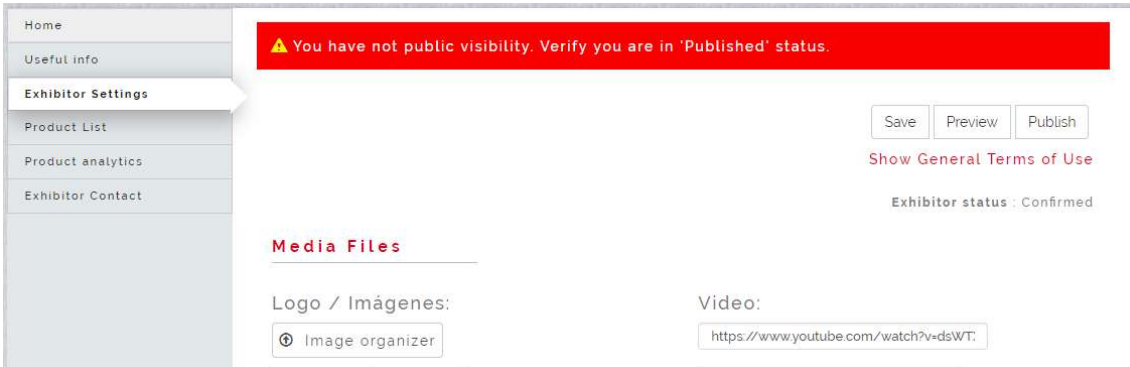

EDIT YOUR STAND INFORMATION:

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

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)

2. Search in your files

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 form 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.

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.

Description

Description is available in various languages. We recommend to fill the description in all languages as much as you can.
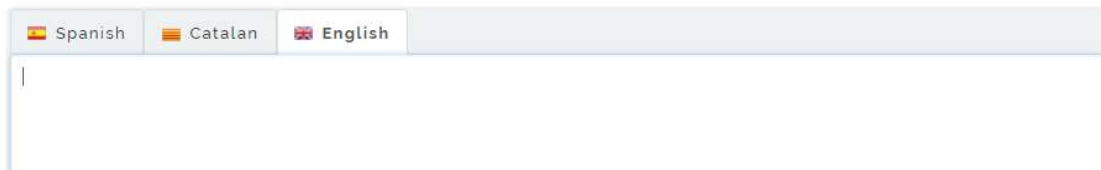
Limit 600 characters.

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.

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):

- 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

Note that the catalogue has a limited number of published products per exhibitor if you overpass the limit you will get an error message.
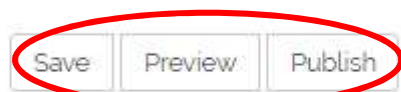
2. Mark you product as **a novelty**

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

3. **Edit or Erase** your product

PRODUCT ANALYTICS

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

	Product	Visitors	Searches
Exhibitor Settings			
Product List			
	LOVIBOND	10	8
Product analytics	AQUACHEK	6	23
Exhibitor Contact	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:
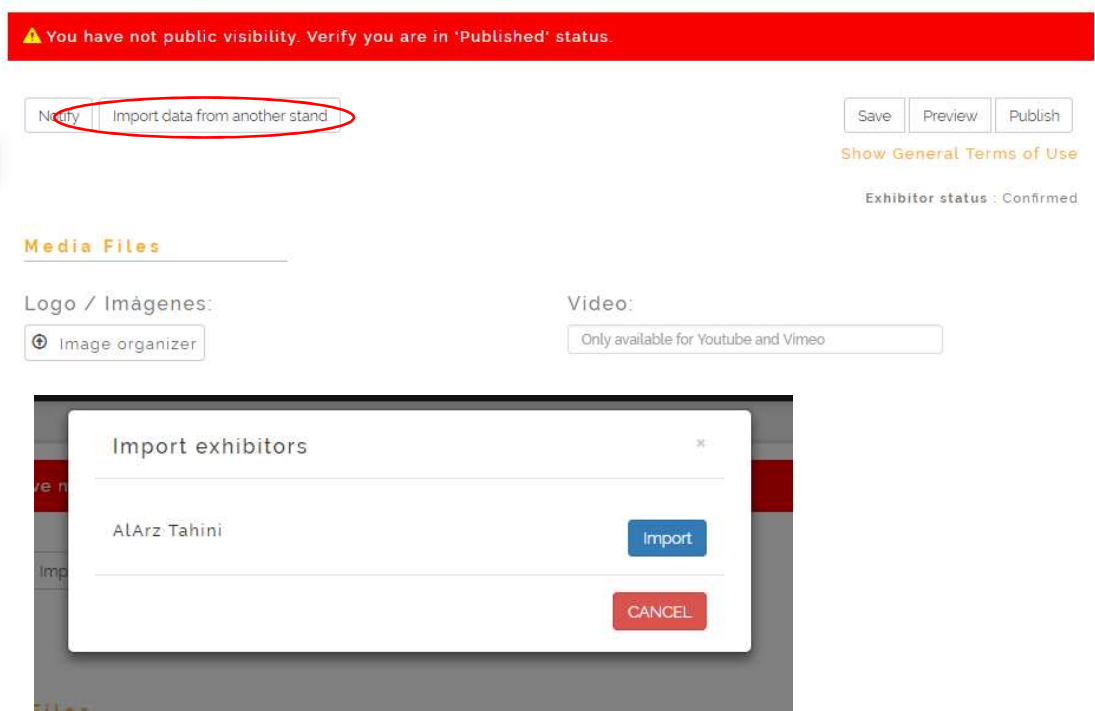Email:

Save

IMPORT YOUR DATA FROM A CANCELLED STAND

If you have introduce 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, Pavillion 1, Level 0, Street I, Stand 936	INTERNATIONAL PAVILIONS	0	✗ (Confirmed	👁 ✎

2. Click on import data form another stand

3. Save and publish your changes.