



VIRTUAL FAIRS

Content Manager Guide

1) How to log in?

Use the given login and password to access your stand through the Content Manager (CM) of the fair.



Log in now and manage your virtual fair

Find out how easy it is to optimise your virtual space with our Virtual Content Manager.

With this tool you can manage your stand in real time, chat with visitors of the fair, monitor visitor activity...

Are you ready to enter a new dimension?

Login

Username


Password

2) How to customise your stand?

You can select a design template and a receptionist of your choice for your stand.

BACKEND
Your Stand
Design
Corporate Data
Downloads
Banners & Posters
News
Mailbox
Technical Requirements
Account Options
Chat
Webcasts
Products
Videos
Visitor Information

Backend
Your Stand - Design
Select your stand template and receptionist



Select your stand template
Classic2 ▼

Select your receptionist
Zoé ▼

3) How to fill in your Corporate Data?

Here you are able to upload and change all the basic information about your organization that will appear in the fair (Basic information, Contact Information, Social Media, Company Profile).

Don't forget to save all changes
before leaving this tab

BACKEND

Your Stand

Design

Corporate Data

Downloads

Banners & Posters

News

Mailbox

Technical Requirements

Account Options

Chat

Webcasts

Products

Videos

Visitor Information

Backend

Your Stand - Corporate Data

Basic Information

Save changes

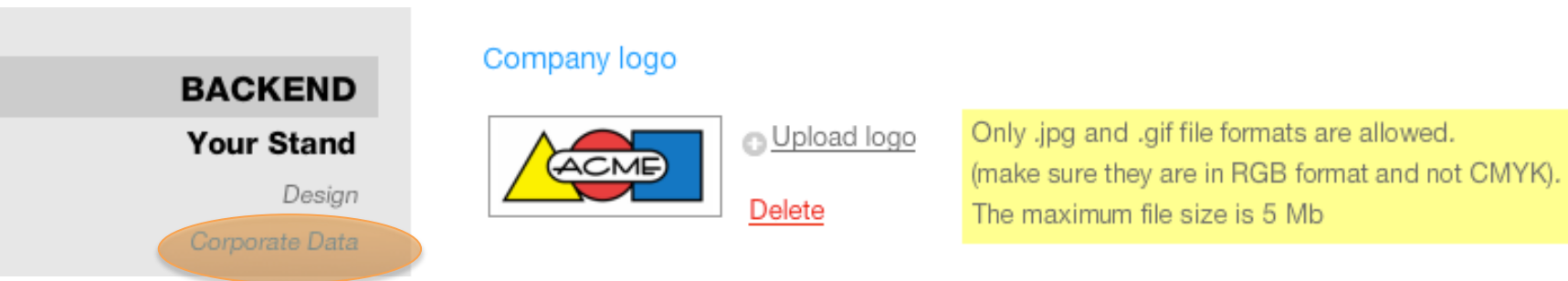
Corporate Data

Company name	Display name in the fair	Location	Creation date
<input type="text" value="1TEST BOOTH"/>	<input type="text"/>	<input type="text" value="Madrid"/>	<input type="text"/>
Number of employees	Corporate website	External Link	
<input type="text" value="21"/>	<input type="text" value="http://www.easyvirtualfair.com"/>	<input type="text" value="http://www.easyvirtualfair.com"/>	
Company slogan		118 Characters left	
<input type="text" value="Virtual Events powered by IMASTE"/>			
Complementary Link 1			
<input type="text"/>			
Meetings Email			
<input type="text" value="info@imaste-ips.com"/>			

How to upload images and banners?

Click on “upload new logo/image,..” and browse for it on your computer.

If an image has already been uploaded, and you want to change it, you must delete the present one first before uploading the new one.



Select the file you want to upload.


Only **.jpg** and **.gif** files are allowed.


Additionally, in some cases you can include a short description for every image and even assign a URL

How to upload images and banners?

Once you have selected the file, you can scale and rotate it until it fits in the red square (the square indicates what will be visible at the fair).

Edit your image layout

 Drag&Drop the image and place it in the best place.

 Resize&Rotate the image using the controls below and fit it in the marked area.

Save&Publish your image

Scale  63%

  [restore original values](#)



How to edit text?

Texts can be edited, choosing bold or italic characters, underlining them or choosing left, centered, right or justified alignment.

You can also assign a URL to hyperlink a text that will then be clickable to users in the fair. To do so, you first need to select the text you want to link and then introduce the link in the designated field bellow (http:// field). Note: The URL field is not activated until you've selected the text that you want to link.

Please enter a text describing your company.

3940 Characters left

You can enter your text here and change its characteristics.

B / *I* / U



http://

4)How to upload files?

All files that you want to share with visitors can be uploaded through the CM. For the upload you need to browse them one by one on your computer. You can also include a description for the uploaded file.

Maximum size is fixed at 5MB per file.

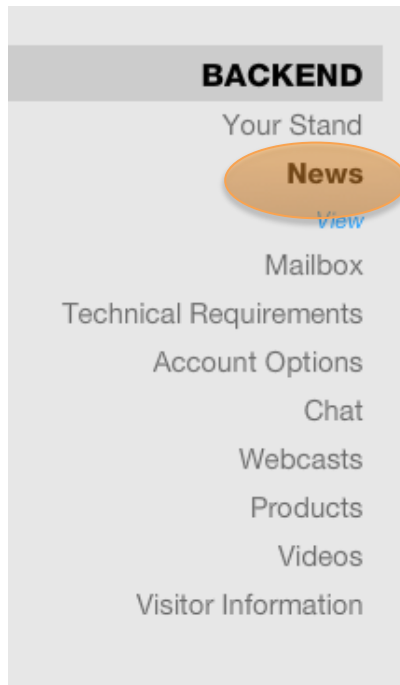
Files can be eliminated by clicking on “*remove*”.

The screenshot displays the 'Backend' interface for file management. On the left is a sidebar menu with the following items: **BACKEND**, **Your Stand**, Design, Corporate Data, Downloads (highlighted with an orange oval), Banners & Posters, News, Mailbox, Technical Requirements, Account Options, Chat, Webcasts, Products, Videos, and Visitor Information. The main content area is titled 'Backend' and 'Your Stand - Downloads'. It features a 'Downloads' section with the instruction: 'Here you can upload files so that visitors can download them (maximum 5MB per file)'. Below this is a 'Files' section containing a 'Description' field (with the placeholder 'Insert a description for the file.') and an 'Upload a file' section with a 'Browse' button (highlighted with an orange oval). At the bottom, the 'Your files' section lists two uploaded items: 'Opciones_de_3D_Exterior.pdf' (with subtext '3D Options') and 'products21169.jpg' (with subtext 'Logotipo'). Each item has 'Edit' and 'Remove' links (the 'Remove' link for the first item is highlighted with an orange oval).

5)How to publish news?

The News feature is usually used to send reminders and general announcements to users. In order to publish news, you must enter a subject and a text. There is a maximum number of news which can be published at a time.

You can choose who is able to see your news by selecting either *All attendees* or *My stand visitors*. You can also edit or resend past news notifications.



Publish your news

Subject

30 Characters left Send To

All attendees ▼

Text

140 Characters left

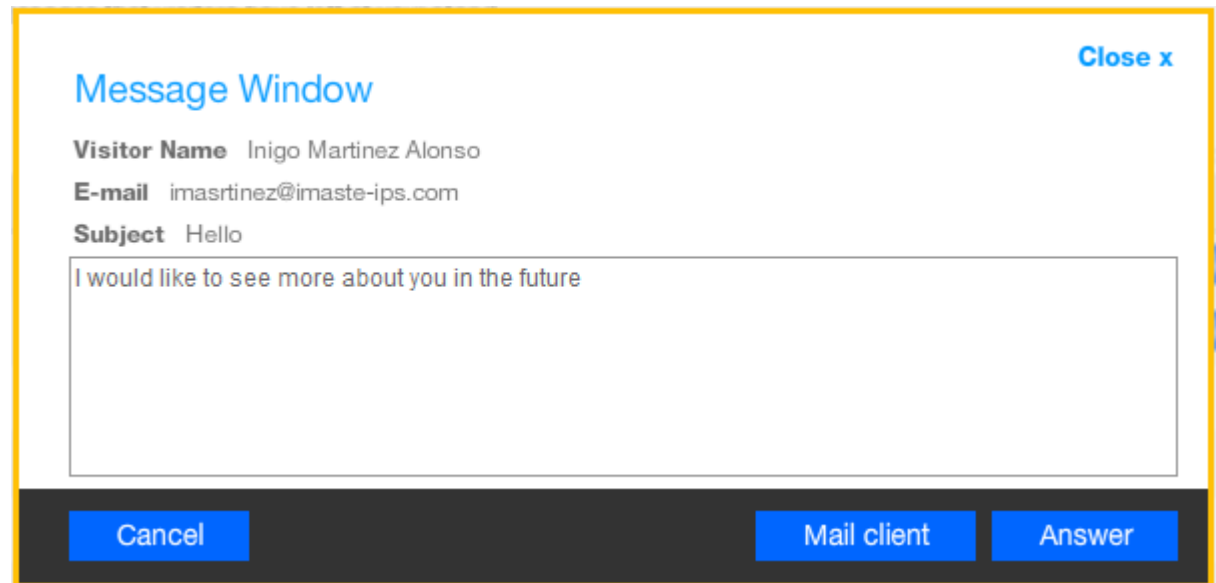
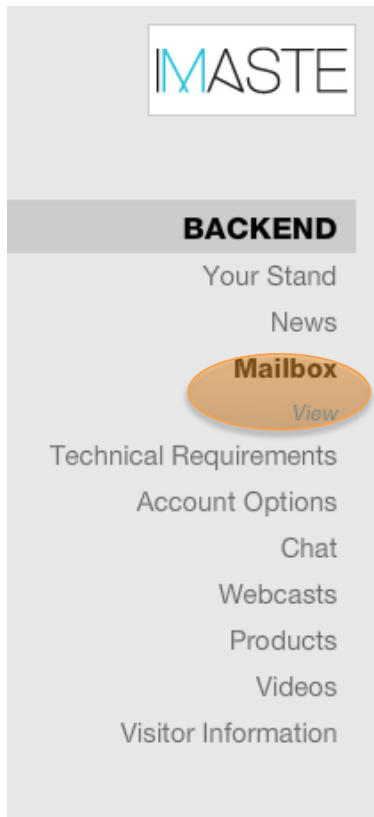
[send now](#)

You can also create a *default notification* that will be displayed whenever a visitor accesses your virtual stand.

6)How to manage emails?

In the Mailbox tab you can view, delete and answer user messages. There are two ways to respond to messages:

- Use the “Answer” button to respond via an answer window within the CM
- Click on “Mail Client” in order to respond with your own mail client (Outlook, Gmail etc)



7)How to schedule a chat?

Scheduled public chats will be visible for users in the fair agenda.

You can easily schedule a chat by assigning a date, start/end hour, title and description.

BACKEND

Your Stand

News

Mailbox

Technical Requirements

Account Options

Chat

View

Chat History

Webcasts

Products

Videos

Visitor Information

Create new chat session

Title

50 Characters left

Date

Time

End Time

Description

4000 Characters left

B / U



http://

By clicking on Chat History you can access all the previous Chats

How to use the chat?(I)

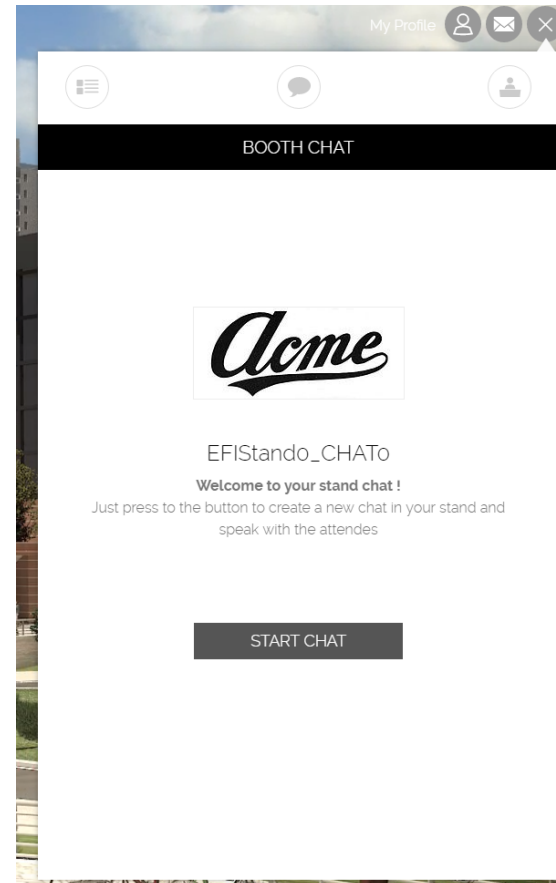
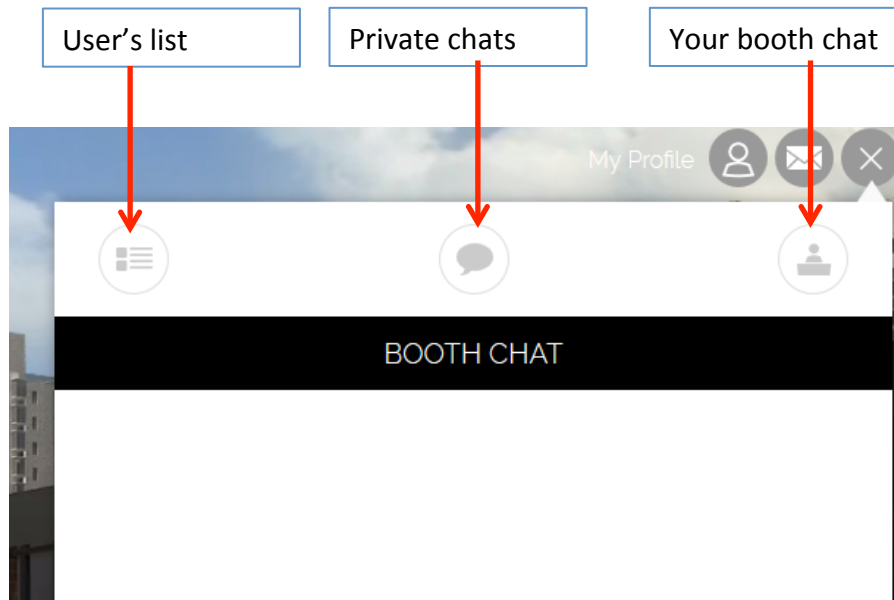
In order to be able to chat with users, you need to log in with your **chat login** in the frontend and fill in your name and picture under “Account options”



Whenever you receive a message, a red icon will appear to notify you. At the same time you will also hear an alert if you have your sound options activated.

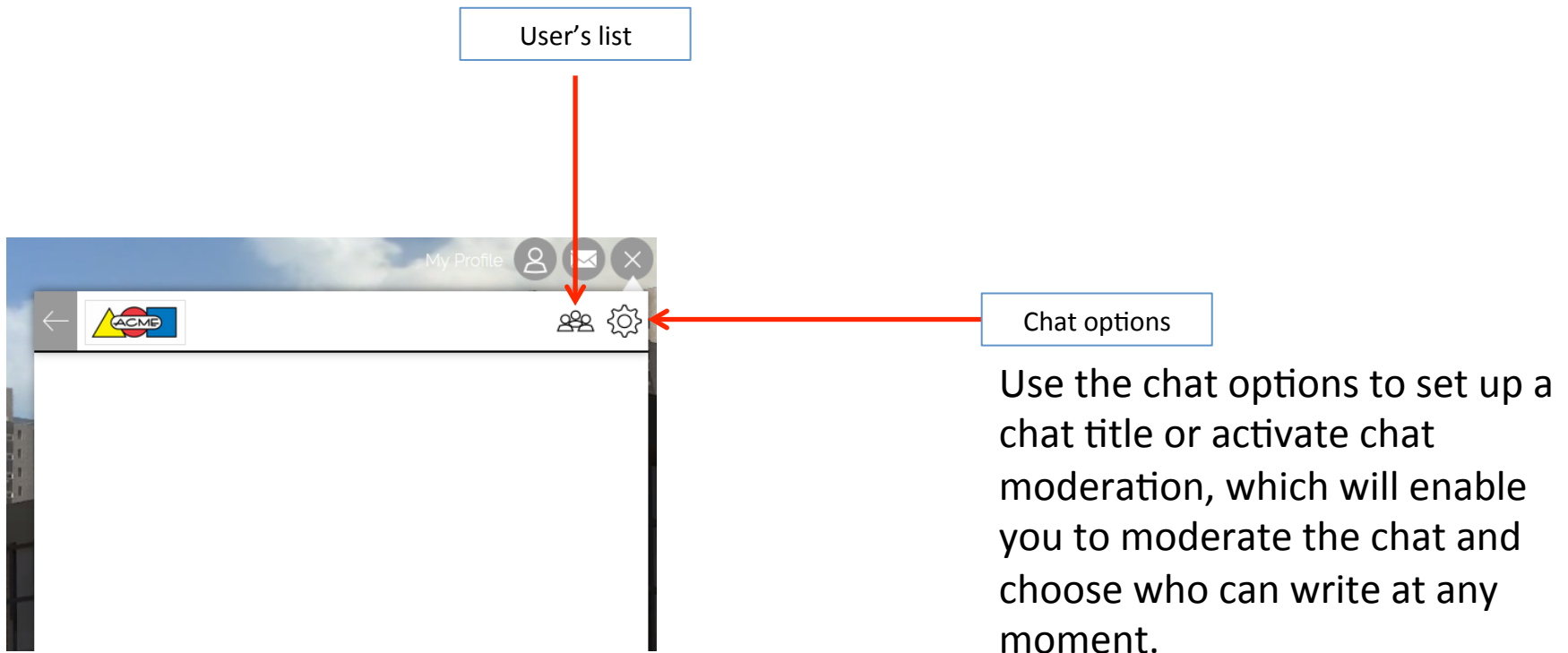
How to use the chat?(II)

Activate the chat once you have logged into your account. On the chat bar click on the “Start Now” button to start your public stand chat. On the top of the chat bar you’ll see a chat menu with three options to navigate the chat; user’s list, private chats and your stand public chat.



How to manage your booth chat?

The “Public chat” is where you chat with all users that are in your stand chat. Everybody can send messages and read them. If you want to talk to somebody privately, click on the icon next to the name and choose “Private chat”. If you want to see a user’s profile information, you can click on “View profile”.

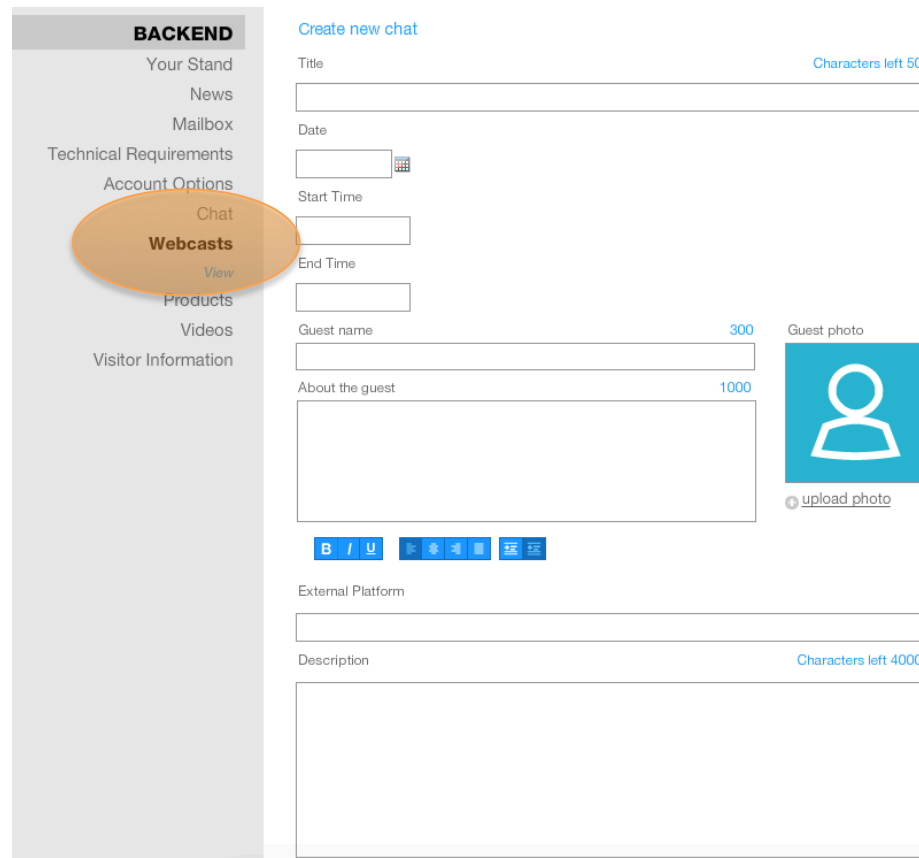


8)How to schedule a webinar?

Scheduled webinars will be visible for users in the fair agenda.

You can easily schedule a webinar by assigning a date, start/end hour, title and a complete description.

Add the login link of your
webcast provider at the
external platform link



The screenshot shows the 'BACKEND' management interface. On the left is a sidebar menu with options: Your Stand, News, Mailbox, Technical Requirements, Account Options, Chat, **Webcasts** (highlighted with an orange oval), View, Products, Videos, and Visitor Information. The main content area is titled 'Create new chat'. It contains several form fields: 'Title' (with 'Characters left 50'), 'Date' (with a calendar icon), 'Start Time' and 'End Time' (each with a time selection icon), 'Guest name' (with '300' characters left), 'About the guest' (with '1000' characters left), 'Guest photo' (with a placeholder icon and an 'upload photo' button), 'External Platform' (with a text input field), and 'Description' (with 'Characters left 4000'). A rich text editor toolbar is located below the 'About the guest' field.

9)How to add products?

Click on the products tab to add all your products of your company

Click on “new product” and fill in all the details

The screenshot displays the 'Backend' management interface. On the left is a sidebar menu with options: 'Your Stand', 'News', 'Mailbox', 'Technical Requirements', 'Account Options', 'Chat', 'Webcasts', 'Products' (highlighted with an orange oval), 'Manage your Products', 'Create New Product', 'Videos', and 'Visitor Information'. The main content area is titled 'Backend' and 'Products - Manage'. It features a heading 'Manage your products' and a subtext 'You can create products which will be displayed in your stand.' Below this is a blue button labeled 'Create a new Product'. Further down is a link for 'Published Products'. At the bottom, there is a table with two columns: 'NAME' and 'APPLICATIONS'. The table contains one row for 'ACME product' with the application count '1' and three action buttons: 'view', 'edit', and 'delete'.

Backend
Products - Manage

Manage your products

You can create products which will be displayed in your stand.

[Create a new Product](#)

[Published Products](#)

NAME	APPLICATIONS
ACME product	1 view edit delete

10)How to upload videos?

You can integrate YouTube videos in our platform using the “Videos” tab of the content manager. Make sure you arrange your YouTube account settings to allow videos to be seen outside of YouTube.

You’ll need the video code, which is found in the URL of your video. Please see these examples bellow.

<https://www.youtube.com/watch?v=XcacIUzjcKM>

<https://www.youtube.com/watch?v=XcacIUzjcKM&list=PLMgRrtkWCrGAsCZL4oz8LmjAgITAnpl3q>

Basic data

Video name

60

Video Duration

60


Add your video Code

60

11)How to manage the visitor's info?


You can manage the data of users that have submitted their profiles in your stand. You can save, export or print their profiles and send them e-mails.

Folders can be created to help you organize all the profiles. The star-icons can be used to rate user profiles. Finally, you can use the filters on the right to narrow your search to specific profiles.



BACKEND

- Your Stand
- News
- Mailbox
- Technical Requirements
- Account Options
- Chat
- Webcasts
- Products
- Videos
- Visitor Information** [View](#)



Your Virtual Fair Content Manager

null - Easy Virtual Fair by Imaste

[▶ Backend](#) [▶ Visitor Information](#) [▶ View](#)

Backend

Visitor Information - View

Visitor Information

Here you can access your visitors' information. You can classify and evaluate them and export their data . Furthermore, you can also carry out advanced searches using the filters on the right.

☐ Select all

NAME	FOLDER	RATING	
<input type="checkbox"/> Sergio Serrano Arribas	---	•★★★★★	---
<input type="checkbox"/> Arunprakash P	---	•★★★★★	---
<input type="checkbox"/> Abdellatif Mazouz	---	•★★★★★	---

<<PREVIOUS 1 to 3 from 3 NEXT>>

IMPORTANT FACTS!

- **Only one person at a time** can use the login for your CM, otherwise your actions can overlap and information gets lost.
- Remember to **always save your changes** after editing texts or uploading material. Changes will not be made until you click on *save changes*.
- All the information/material introduced in your CM will be accessible for users. Only completed fields/sections will appear in your stand as clickable buttons (tooltips). **All fields left blank in the CM will not appear in your virtual stand.**