

GUIDE

EasyVirtualFair



VISITOR'S DATA



HOW TO GET ALL YOUR BOOTH VISITORS DATA!

We will show you how to access, filter and export all your data.

First things first, you need to log into the CMS with the user and password provided.

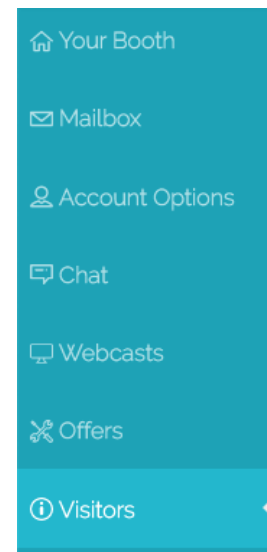
VISITORS



Access visitors tab on the left menu.

You will get a list of everyone who visited your booth during the event.

Clicking on its info button you will get their full registration data.

You can also use the star icon to flag any interesting one.



<input type="checkbox"/>	NAME ▲ ▼	LAST NAME ▲ ▼	REGISTRATION DATE ▲ ▼	EMAIL
<input type="checkbox"/>	Anna	Prineslik 	2020/04/06	anna@belinterexpo...
<input type="checkbox"/>	Katie	Lytch 	2020/04/02	katie.lytch@easyvirt...

If you get lots of visitors you can always use the filters on your right to optimize your search and also below buttons to export them in packages of up to 150 in xls or pdf.

<input type="checkbox"/>	Gabriel	Cano	☆	2018/05/07	gcano@zylcast.com
<input type="checkbox"/>	Juliette	Caillaud	☆	2020/03/16	jcaillaud@easyvirtua..

List export options

APPLIES TO JOBS / PRODUCTS INFO REQUESTS

You should go to the JOBS / Products menu on the left.

There you get the list of every item you posted at your booth.

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SOFTWARE ARCHITECT LEAD	☰ 📄 ✎ 🗑 🔄
SENIOR VISUAL DESIGNER	☰ 📄 ✎ 🗑 🔄
PROGRAMADOR/A .NET	☰ 📄 ✎ 🗑 🔄
ARQUITECTO/A DE SOLUCIONES .NET	☰ 📄 ✎ 🗑 🔄

And for each of them you get 5 buttons

- Check applies
- Download all applies in xls
- Edit info
- Delete item
- Duplicate item

Clicking the first of them will get you to a new window where you can filter all these applies using the registration info, as in visitors tab.



Also it Works the same for checking people's info and export them.

EXHIBITOR STATISTICS

STATISTICS FOR THE CONTENT MANAGEMENT SYSTEM

From the Content Management System each exhibitor can:

- See everyone who has visited their booth
- Filter visitors and see their contact information
- See their registration information
- Download any documents the visitor has uploaded (resume, coverletter...)
- Export visitor information in xls
- See every visitor who has expressed interest in their offers or products and for each of those visitors:
 - Filter and see their contact information
 - See their registration information
 - Download any documents the visitor has uploaded
 - Export visitor information in xls

See the chat history

- Conversations taken place over the public chat
- Private conversations associated with that booth