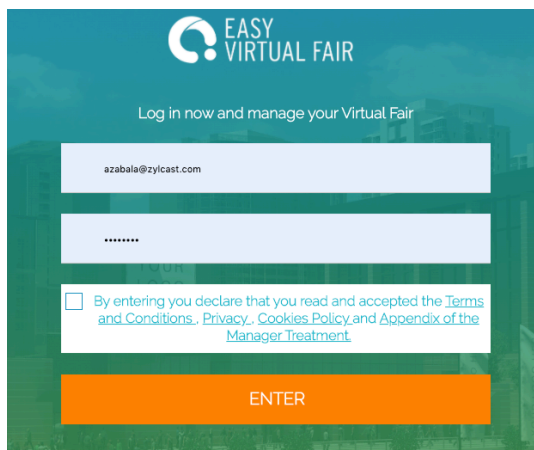# GUIDE

EasyVirtualFair

VISITOR'S DATA

EVF PRIME

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.

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
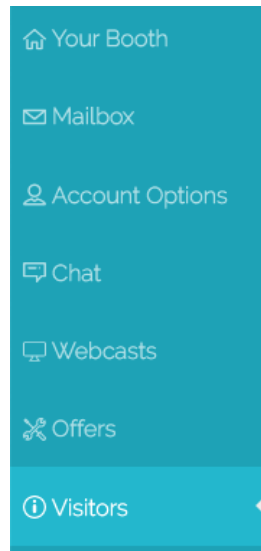
 -Private conversations associated with that booth

👥 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.

NAME ▲ ▼	LAST NAME ▲ ▼		REGISTRATION DATE ▲ ▼	EMAIL
☐ Anna	Prineslik	☆	2020/04/06	anna@belinterexpo…
☐ 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.

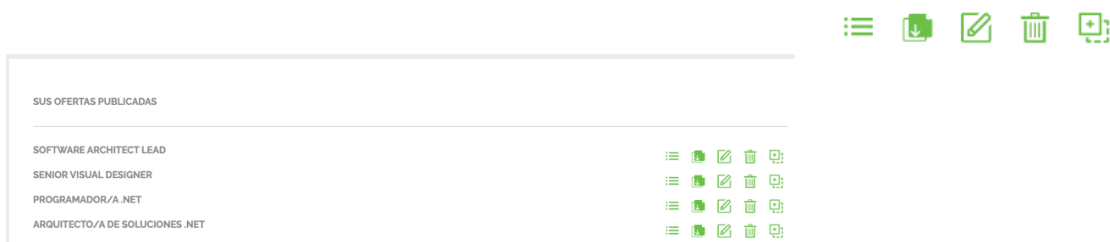| ☐ Gabriel	Cano	☆	2018/05/07	gcano@zylcast.com
☐ Juliette	Caillaud	☆	2020/03/16	jcaillaud@easyvirtua…

List export options

[export to .xls]   [Send email]

⊞ 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.

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.