

# GUIDE

EasyVirtualFair



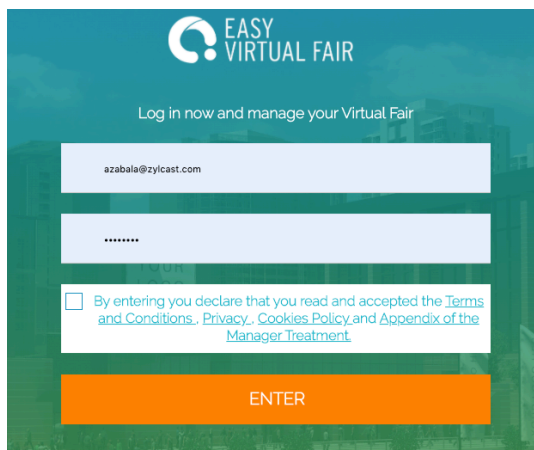
## VISITOR'S DATA



## 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.

The image shows a login form for 'EASY VIRTUAL FAIR'. At the top, there is a logo and the text 'Log in now and manage your Virtual Fair'. Below this, there are two input fields: the first contains the email 'azabala@zylicast.com' and the second contains a masked password '\*\*\*\*\*'. Under the password field, there is a checkbox and a line of text: 'By entering you declare that you read and accepted the [Terms and Conditions](#), [Privacy](#), [Cookies Policy](#) and [Appendix of the Manager Treatment](#)'. At the bottom of the form is a large orange button labeled 'ENTER'.

## 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



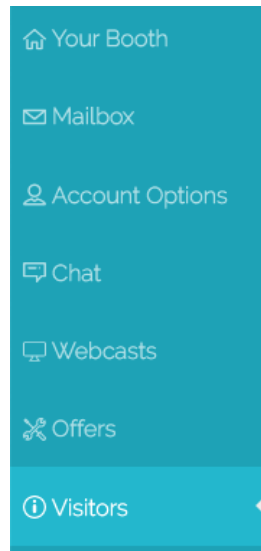
## VISITORS

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.



<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

export to .xls

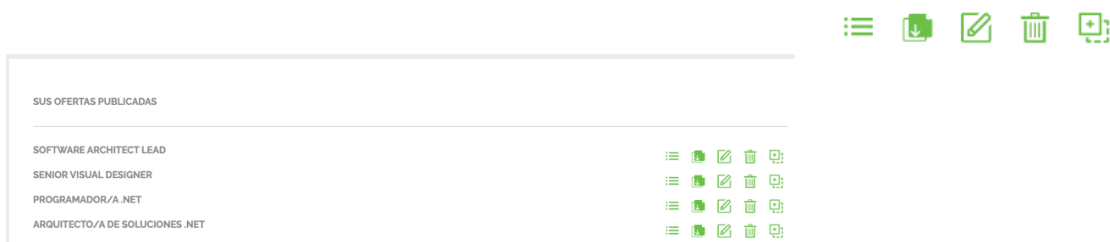
Send email



## 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.

