GUIDE

EasyVirtualFair

CMS GUIDE

EASY VIRTUAL FAIR

IMPORTANT TIPS

LOGIN

It's not recommended that more than one person enters the backend at the same time with the administrator user since it can cause errors and data loss. However, for each administrator user, there will be 10 chat user accounts, that you can use for the LIVE event.

SAVE CHANGES

Save your changes every time a text has been changed, an image has been uploaded or a document has been loaded. The changes are only saved if you click on the "SAVE CHANGES" button. All the modifications made in the manager will be visible in the DEMO or the event website when recharging them. If they do not appear, you may have to clear the cache or open the page in a different browser.
All information or material uploaded to the content manager of your stand will be accessible to the visitor. But only the filled fields will appear in your virtual stand in the form of a clickable buttons (tooltips). If you do not enter information, this button will not be seen, except for "Company Profile" and "Mailbox" which appear by default.

ERROR REPORT

In case of technical problem, you can contact your assigned Project manager indicating the name of the company and the problem (we recommend attaching screenshots)

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1. LOG IN

You must go to **(manager url)** and identify yourself with the users we have assigned to you. You will access the content manager of your virtual stand.
Access is supported from any device. It is recommended, the access as administrator of only one person at a time, to avoid errors when saving data. Please do not use Internet Explorer.

2. BASIC INFO

Fill in as much information about your entity as you can, having a complete stand helps to improve the number of visits at each fair.

To upload your logo or image, click on "Upload image" and select the desired file on your computer. If a logo or image is already uploaded and you want to modify it, you will first have to delete it in order to upload a new one.

Company Logo   Only .jpg file format is allowed (make sure it is in RGB format and not CMYK). The maximum file size is 5Mb.

Your computer will open an external window so you can choose the document. Only images in .jpg format are supported (max 5Mb per image).

Once the file is selected, they can resize the image with the mouse scroll so that it enters the blue rectangle. This rectangle determines the visible part of the image in your virtual stand.

You will be able to format the added texts in the fields "Description" and "More information" (bold, italic, justified, centered, according to your needs).

You can also add a URL to some text by creating a link. To do this, you must first select the text that will be clickable and then enter the link in the space provided (http: //)

Company Profile   Please, add a description of your company or your brand.

Only .jpg file format is allowed (make sure it is in RGB format and not CMYK). The maximum file size is 5Mb.

More information   Here you can add information about the specific profiles that your company is looking for, the history of your company, your main customers, ...

3. DESIGN

Personalize your stand by choosing a design and a receptionist from the drop-down menus. (This option does not apply to InfoStands that have a default booth style). Please be aware that you have to go back to the design tab and click "SAVE CHANGES" every time you change an image of your stand.

4. DOWNLOADS

Any document you wish to share with visitors can be uploaded here. For this you have to enter the "Downloads" section and choose the files one by one by clicking on "+ ADD FILE" followed by "BROWSE". The maximum weight per file is limited to 5MB. You can delete uploaded documents at any time.

5. VÍDEOS

If you wish, you can add videos to your virtual stand. For this you have to make sure that the videos are previously uploaded to YouTube and are public.

- Name of the video: the one you want
- Youtube code: copy and paste the link that appears in the navigation window.
- Video duration: format 00:00

6. BANNER AND POSTER

You can upload a banner and a poster that will decorate your virtual stand.

IMPORTANT: to see how they look, you must go to the design tab and look at the result.

To upload them follow the same procedure as for uploading logos or images in the company description.

7. MAILBOX

In the "Mailbox" section you will be able to read, reply to and delete the messages sent by visitors. If you click on the calendar, you can organize your emails by date.
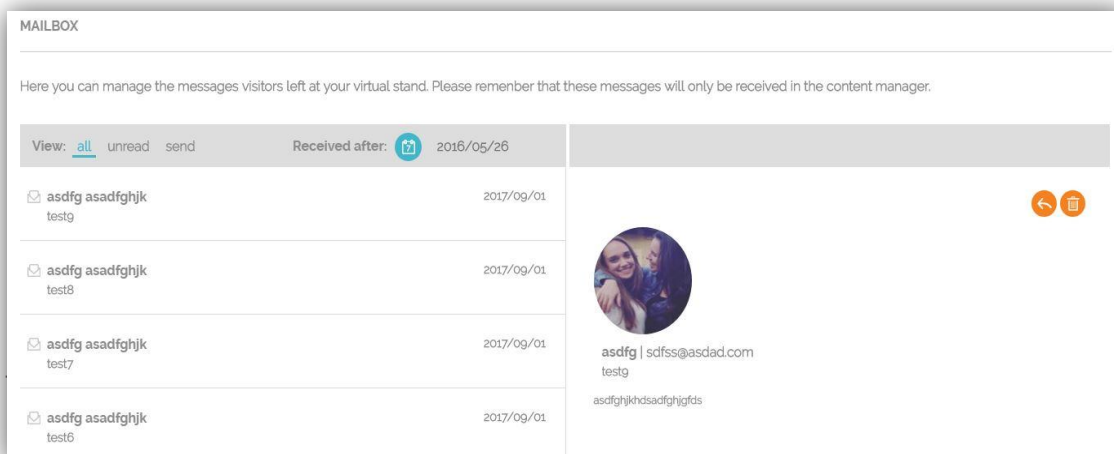
Keep in mind that these emails will only be accessible from the Content Manager. The email from which the messages will be sent is the same one that you have added to the contact details in "Contact information"

8. ADD AN OFFER / PRODUCT

You will have to go to the corresponding section, click on the "ADD" button and fill in all the required fields on the form. Once created, it can always be edited or deleted.

Your offers / products will appear on your stand and on the general offers / products tab of the virtual job fair. If visitors show their interest in an offer / product, you can manage the profiles received for each of them in the content manager.
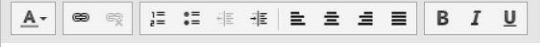
IMPORTANT: Keep in mind that if you add an external link in the "External Link" section, we will lose track of the visitors who click "Apply", therefore we won't be able to give you that information at the end of the fair. On the other hand, if you don't add and "External Link" then when a user clicks "Apply" their data will be saved in your backend.

9. CHAT SESSION

It is important to know that it is not necessary to create a session to connect to the chat. This agenda only serves to indicate attendees when you will be online, so when a user enters and you are not online, they will know when to locate you.

To plan a chat you have to add a date, a start and end time (HH: MM) and a title.

10. USE CHAT

To chat with the fair's visitors, you have to login with the specific users to the chat that we will have communicated previously. Each stand has 10 users and they are formed following this rule:

standuser_CHATnº (Being "nº" the numbers from 0 to 9)

We recommend that the first time you access, you add your name, surname, email and upload a photo in "My Profile".

IMPORTANT: Chat is accessed from the event url, not from the manager content.

The chat window can be divided into two parts: Public Chat (Stand Chat) and Private Chats.
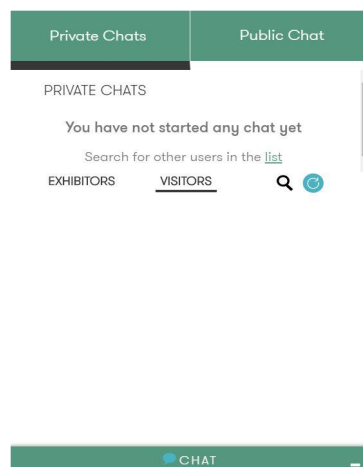
To start a private chat, go to the list of visitors and click on the person you want to talk to.

You can view the registration data of that person by clicking on their name to ensure beforehand that their profile matches what you are looking for.

A red circle and a sound alert will appear every time you receive a new message.

Conversations held in the private chat will be automatically saved in the content manager.
If the person speaks a language different to your own, you have the possibility to activate automatic translation.

The "Stand Chat" section corresponds to the public Chat of your virtual stand. All visitors who are at your booth at a certain time will be able to write in this chat where all the representatives of the company who are will also be.

Conversations held in public chat will be automatically saved in the content manager. If your session closes, when you re-enter you will be able to see the conversation that was previously held in the public chat.

11. MANAGE VISITORS PROFILES

In the "Visitors" section you can manage the people who have visited your stand. You can check their information, export their profile, save it to your computer or print it.

You can also export them in groups of 150 to 150 once the event ends.

Once on the visitor's screen, use the filters on the menu on the right to select the most interesting ones. Do not forget to click on the "SEARCH" button to apply the filters.

Thank you very much for your participation in this online event. For any question about the use of the platform, please contact your Project Manager and for technical questions also in the mail support@easyvirtualfair.com