




Cevisama 2024

App Feria Valencia Catalogue

Operation Guide



- 
- APP Web Access.
 - Modify Data Catalogue.
 - Interests.
 - Appointments.
 - Feria Valencia APP Movil
 - On-stand Visitor registration.
 - Data Download.

- **App Web Access:**

The access address is:

<https://apps.feriavalencia.com>

You can find the username and password in the e-mail that will be forwarder to your company in-box under matter: “CREDENCIALES DE ACCESO/ACCESS CREDENTIALS”.

The access role you must choose is: **“Exhibitor”**.

Feria Valencia

User

xxxxxxxxxxxx@xxxxxxxxx.com

Password

☒ Keep session alive

[Forgot password?](#)

Login



What you Will find in the Web APP:

You can consult and manage different aspects of your participation in the Valencia Fair events and contests, for example:

- **Catalog:** Self-management of basic information as an exhibitor to display in the Online Web Catalog and in the App Catalog.

- **Visitor Registration:** consultation of the data of visit obtained through the Valencia Fair App.

- **Interests:** consult the data of visitors obtained through the App of Feria Valencia and also from the catalog both in web environment and from the App.

- **Appointment management:** you can manage the appointments that are requested through the online catalogue.

- **Visitor Notifications:** you Will be able to see all the notifications received.



Dashboard



Visits



Interests



Catalog



Notifications



Contact

Management of the Web APP:

The functionalities are divided into 4 groups

- **Visits:** gives access to the Visits menu. Show the list of visits.
- **Interests:** It shows two options, one for the list of Interests that visitors have shown about our company and another for interest on our products.
- **Catalog:** shows two options:
 - o **“Exhibitor Catalog”** from where we can check and modify our data that will be displayed in the online catalog (App y Web), Products, brands, activity and sectors.
 - o **“Products Catalog”** which, although they can be managed from the previous menu, an entry in the menu has been established here as well.
- **Notifications:** view all notifications received.
- **Contact:** to consult directly with Feria Valencia for any questions.

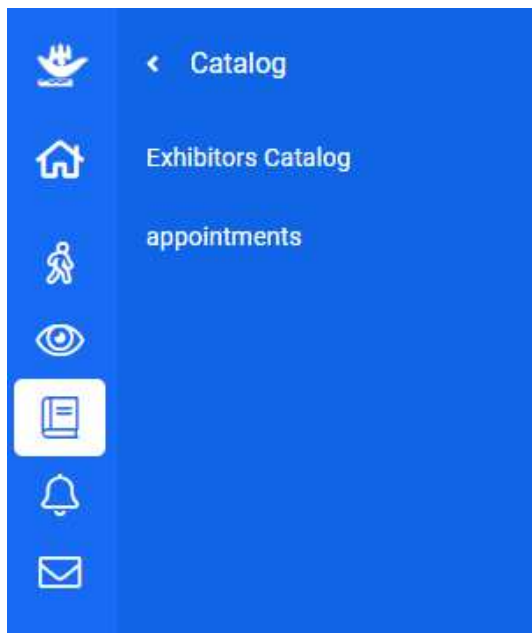


Exhibitor Catalogue

Catalog data management

If you access the “Catalog” menu you will find several options. When you press the option “**Exhibitor Catalog**” you will see a list showing an entry that refers to your company as a participant in a contest.

Attention: If your company participates in several fairs or has several stands in different places, there will be several entries. By “**double clicking**” you can consult and edit your information.



Catalog / Exhibitors Catalog

Exhibitors Catalog

Actions		Filters		Search	
<input type="checkbox"/>	2023060283	CEVISAMA 2023 (2023)	Exhibitor name	Published	E-mail

Input Form

One you access (by double clicking on the company), you Will be able to see a top menú, divided into 5 parts: DATA; PRODUCTS; APPOINTMENTS; BRANDS; FIRMS. You can access each of them to manage. You will be able to change the language, look at the top right.

<

Exhibitor

English

Exhibitor

Code

CEVISAMA 2024

2023060283

DATA

PRODUCTS

APPOINTMENTS

BRANDS

FIRMS

Data

Event ^{*}

CEVISAMA 2023

Enable visits

Enable appointments

Contact Details

Contact Person

ELENA REAL

Data Form

Here you can see and modify your contact information, name of the firm, location, company logo, cover image or video, sectors, ...

The screenshot displays a web form with a top navigation bar containing the following tabs: DATA (highlighted with a blue underline), PRODUCTS, APPOINTMENTS, BRANDS, and FIRMS. The form is divided into two main sections:

- Data Section:**
 - Event ***: A dropdown menu showing "CEVISAMA 2023".
 - Enable visits**: A toggle switch that is currently turned on.
 - Enable appointments**: A toggle switch that is currently turned on.
 - Exhibitor Code ***: A text input field containing "20230602".
 - Pavilion**: A text input field containing "NIVEL 2 P".
 - Stand**: A text input field containing "D70".
 - Status ***: A dropdown menu showing "Published".
 - Exhibitor Name ***: A text input field containing "EXHIBITOR COMPANY".
 - Email**: A text input field containing "E-MAIL".
- Contact Details Section:**
 - Contact Person**: A text input field containing "ELENA REAL".
 - Contact email**: A text input field containing "E-MAIL".
 - Position**: An empty text input field.
 - Phone 1**: A text input field containing "+1 4443355222222222".
 - Phone 2**: An empty text input field.
 - Address**: A label for an empty text input field.

In the lower área of the form, you can save the information.

Save and new

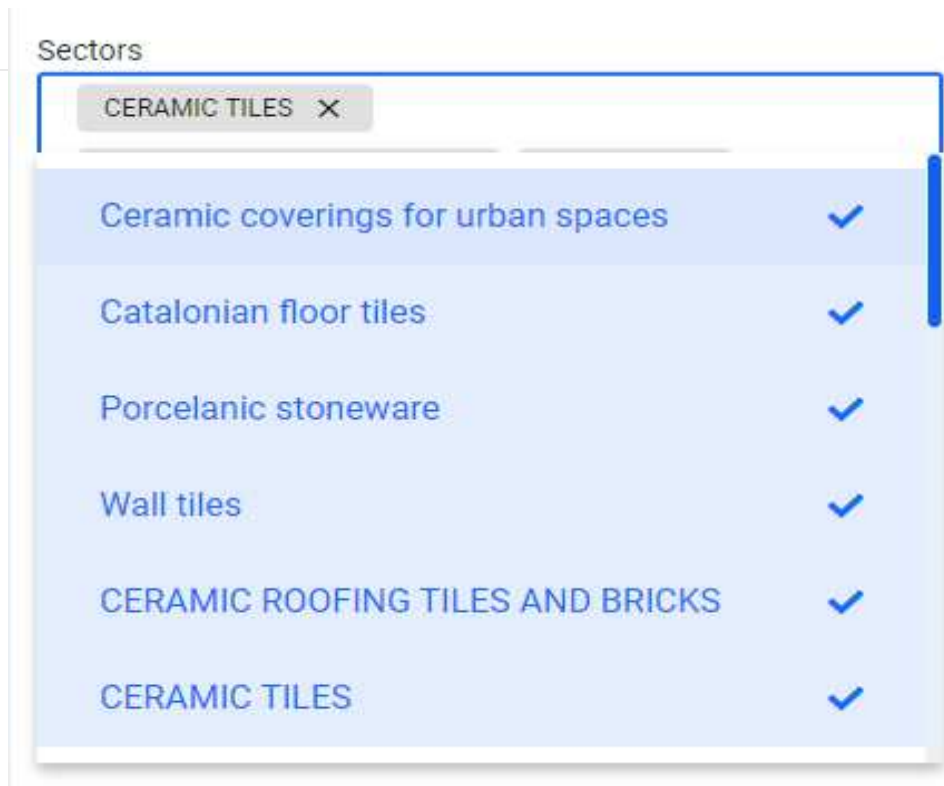
Save and update

Save and back

The changes will be published again.

Data Form – Sectors

To add the sectors, you can select them by displaying the list, but the best way is to write part of what you want to search for and filter:



It is very important that you fill in this section, so that the visitor can do the search more precisely and they can find you more easily.

Data Form – Company Logo / Main Image / Video


To add the logo, cover image, or video:


Clicking where it indicates “Select the image”, the search window will open, select the image and click on “Upload”

Exhibitor Logo

--- the aspect ratio of the image must be of 16:9

Choose a Logo for your Exhibitor

 Select image





Exhibitor Logo

--- the aspect ratio of the image must be of 16:9

Choose a Logo for your Exhibitor

[Select image](#)

 CEVISAMA - Logo 40 ar





Exhibitor Image

--- the aspect ratio of the image must be of 16:9

Choose the Main Image for your Exhibitor

[Select image](#)

 a4 horizontal.jpg



The same procedure to add the cover image

The image format must be a 16:9 ratio, in pixels it would correspond to some measurements as an example of 380px x 213px. It can be made proportional.

Data Form – company Logo / Main Imagen / Video

If you add a video, **it will replace the cover image.**

It has to be published on some platform like Youtube, Vevo, etc.

To publish it, you must copy the video link and paste it in “URL Video”. To publish it, you must copy the video link and paste it in “URL Video” in the browser navigation bar,:



And paste them:

URL Video

<https://www.youtube.com/watch?v=A35p541WI-Y>

Products Form

The “Product Catalog” option allows you to register and publish products and news so that they are visible in the catalog.



To add a new product, just click on 

A screenshot of the 'Product details' form. It has a 'DATA' tab at the top. The form includes fields for 'Exhibitor' (a dropdown menu with 'CARTHAGO CERAMIC' selected), 'Sector' (a dropdown menu), 'Name' (a text input field), 'Status' (a dropdown menu with 'Draft' selected), and a checkbox for 'Is novelty?'. Below these are fields for 'Web' and 'Video URL'. At the bottom, there is a 'Description' section with a rich text editor toolbar containing options like 'File', 'Edit', 'View', 'Insert', 'Format', 'Tools', and 'Table', along with icons for undo, redo, paragraph, bold, italic, and list.

As you can see, you must choose oone sector for your product.

When you save it, you will have more data options:

Save and new


Save and update

Save and back

Product Form

To add an image, you must first save and reopen this producto for editing:

Main image

 Select image

You Will also have the option to add “ATTACHED DOCUMENTS” and create an image gallery.

DATA

ATTACHED DATA

Product details

Name *

DOSSIER COMERCIAL CEVISAMA 2024

Related documents

Description *

File name *

Select file

Drop your file here...

Role *

Language

DATA

ATTACHED DATA

Actions ▼

+

🗑

↺

Id

Model

Pk

Description

Rol *

productservice_primary

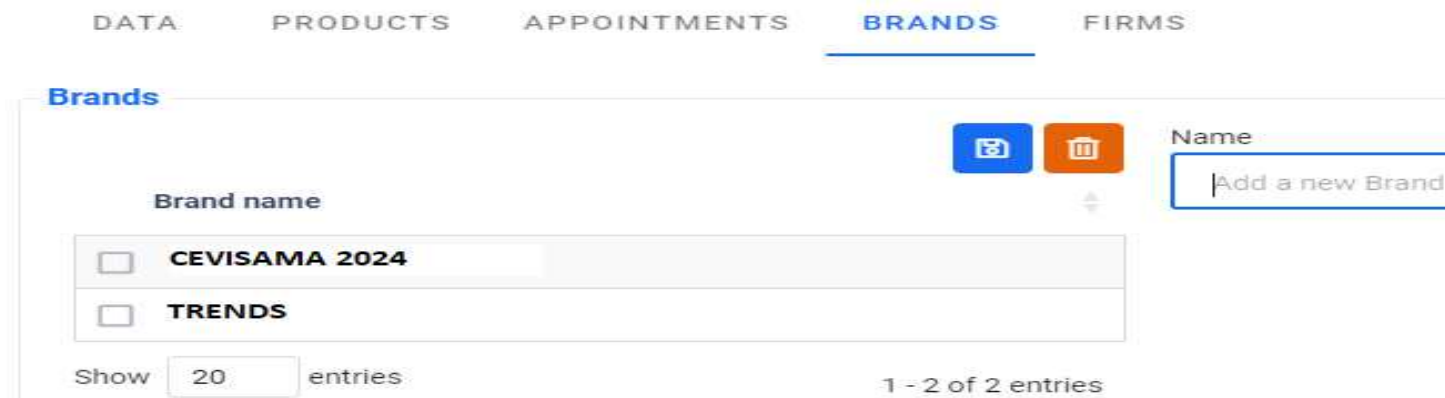
productservice_documents

gallery

Depending on the chosen role, the document will come out in one way or another.

Brand Form

For you to place the brands that your company represents in the salon.



The screenshot shows a software interface with a top navigation bar containing the following tabs: DATA, PRODUCTS, APPOINTMENTS, BRANDS (which is highlighted with a blue underline), and FIRMS. Below the navigation bar, the 'Brands' section is displayed. It features a 'Brand name' label above a table. The table has two rows: the first row contains a checkbox and the text 'CEVISAMA 2024'; the second row contains a checkbox and the text 'TRENDS'. To the right of the table, there are two buttons: a blue button with a plus icon and an orange button with a trash icon. Further to the right, there is a 'Name' label above a text input field containing the placeholder text 'Add a new Brand'. At the bottom left of the table area, there is a 'Show' label followed by a dropdown menu set to '20' and the word 'entries'. At the bottom right, it says '1 - 2 of 2 entries'.

In “Name”, add the Brand and then save



It is important to add them, since there will be a list with them in the Catalog.

Firm Form








In this section you can put the companies that your company represents but they do not appear in the alphabetical list in the catalog unless you register them as exhibiting companies.

They Will appear in your exhibitor file in the catalogue.



Interest

Exhibitor / Product



< Interests

Exhibitor interests (expositor)

Products interests (expositor)

Exhibitor Interests

You can see the list of visitors who have marked that they are interested in your company. You have the option to download the list, filter, etc.



Qr code for the stand:

You can download a Qr code, to place on your stand so that the visitor can scan it and mark your company as of interest.

To generate it, you must mark your company in the Exhibitor Catalog list, and from the Actions section, select the “Generate Qr code” section.

Product Interests

You can see the list of visitors who have marked their interest in any of your products. You have the option to download the list, filter, etc.


Exhibitor interests (expositor)


LEVEL

EXHIBITOR


EXHIBITION


Actions







Filters







Q Search

Event Name	Event Year	Exhibitor's Name	Stand	Visitor's Name	Phone	Company Name	Position
 Carisma	2022	CARTUAGO CERAMIC	D70	Maria			

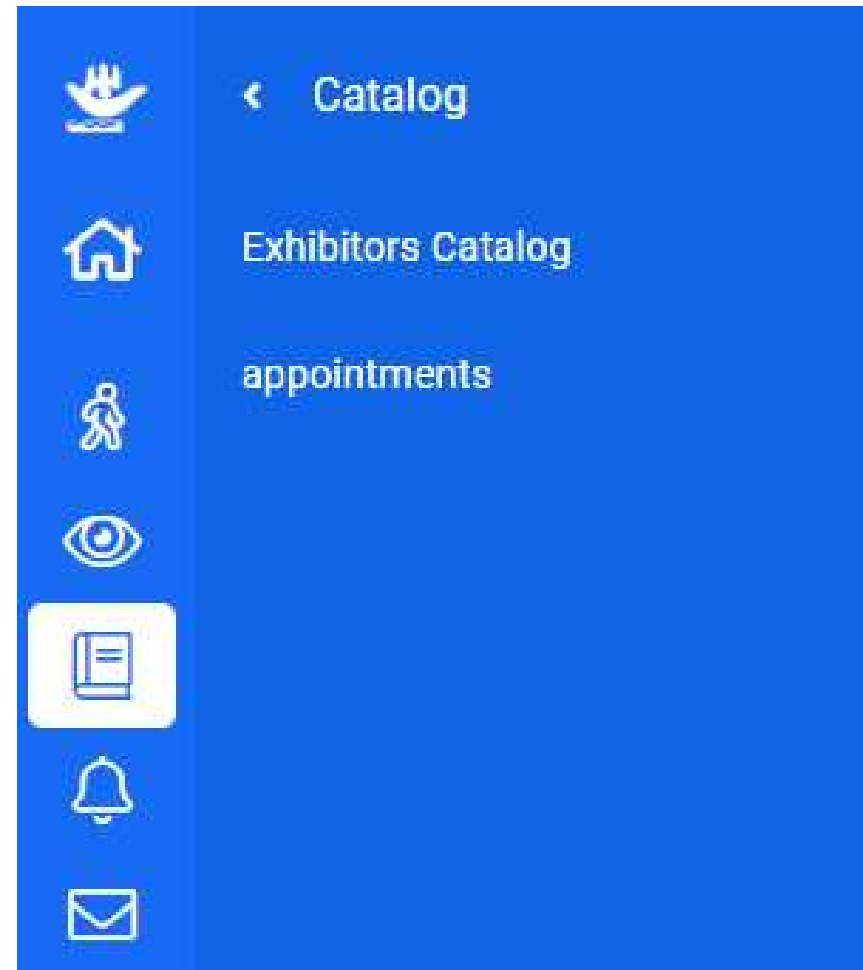
Qr code for the stand:

You can download a Qr code, to place on your product so that the visitor at your stand can scan it and mark it as interested.

To generate it, you must mark the producto in the Products list, and from the Actions section, select the “Generate Qr code” section.



Appointments



Appointments

You can see the list of visitors who have requested an appointment for the days of the Fair.

appointments

The screenshot displays a web application for managing appointments. At the top, there's a header with 'appointments' and a search bar. Below the header is a table with columns: Event, Year, Exhibitor, Visitor email, Visitor name, Date and hour, and Status. A row is visible with the following data: CEVISAMA 2023, CARTUJO CEVISAMA, maria@xxxxxx.com (Maria), 28/02/2023 11:10, and PEND.

Below the table, there's a form titled 'appointment' with a back arrow. The form contains the following fields:

- Exhibitor*: CEVISAMA (dropdown)
- Visitor*: maria@xxxxxx.com (Maria) (dropdown)
- Status*: Pending exhibitor (dropdown)
- Type*: PRESENCIAL (dropdown)
- URL: (text input)
- Date and hour*: 28/02/2023 (calendar icon) 11:10 (clock icon)
- Exhibitor Observations: (text area)
- Visitor Observations: (text area)

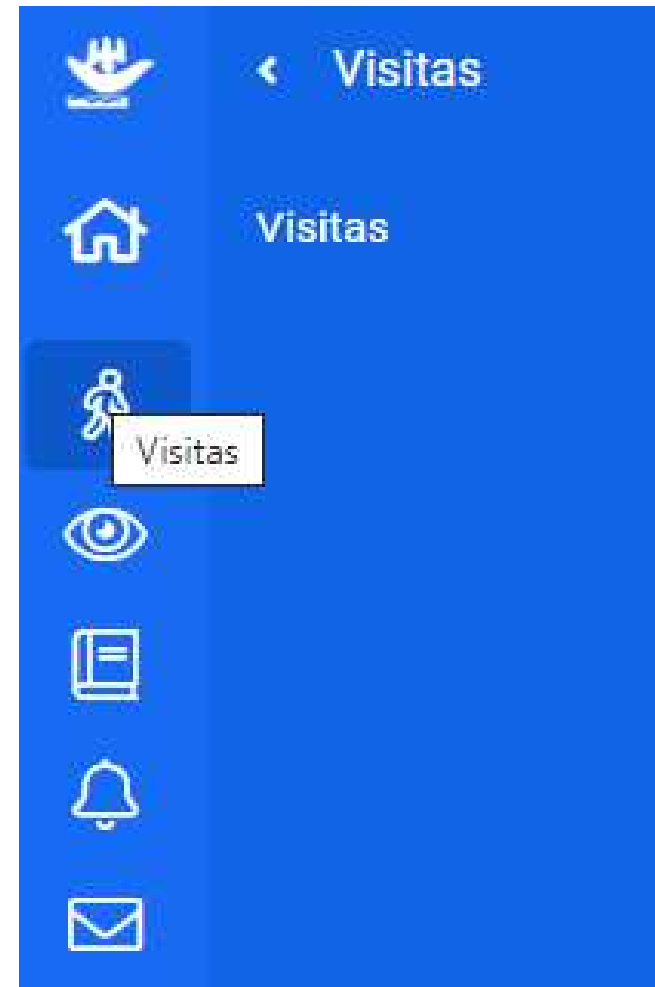
By double clicking on the appointment line you are interested in, you enter the management screen.

Here you can set:

- Type: Online, face-to-face.
- Date and Time.
- Exhibitor remarks.

Once the data is entered and saved, the visitor will receive the notification.

Visits

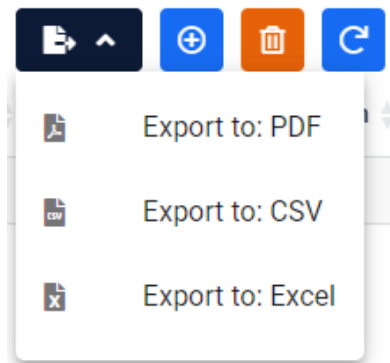


Vist management

Here you can manage the list of visits you have registered at your stand.
To see how the visitor log works, see the corresponding section.

Sections:

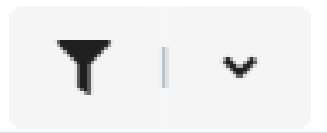
Formats to export the list.



Manually add a visit or delete an erroneous visit.



Filtrar el listado.



Filter 🔒

📁 Add Group

Logical operator for the group Or ▼

+ Add Condition 📁 Add subgroup 🗑 Remove group

Reset Apply

You can make different filters.

- Put “or” or “and”.
- Add diferent conditions.

Visit management

Sort the listing.



Sort

column ▼ Descending ▼

+ Add Column

Reset Apply

The most important thing.

Configure the data that appears.



Configure ↺

Original config...

Select Columns

You can select the columns you want to appear or download, as well as save different settings.

Visit management

Modify data

- Directly from the Visits list.
- By “double clicking” on any of the “visits” you access to see the details of the visit information.

< Visit (exhibitor) Logout

COMPANY

CONTACT

INTERESTS

NOTES

EVALUATIONS

ACTIONS

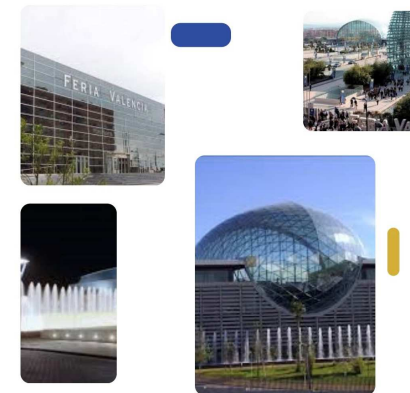
Company data

CIF	Name	Sign
Q4673004J	FERIA	
Direction	Telephone	Telephone 2
AVDA		
Country	Province	Web
Spain	València	
Town	ZIP Code	Position
VALENCIA	46035	
		Department
		Observations

APP FERIA VALENCIA

Catálogo View

Visits Register



Identificarse

Acceder

Facility App Feria Valencia



Android: [Google Play](#)



iOS: [App Store](#)



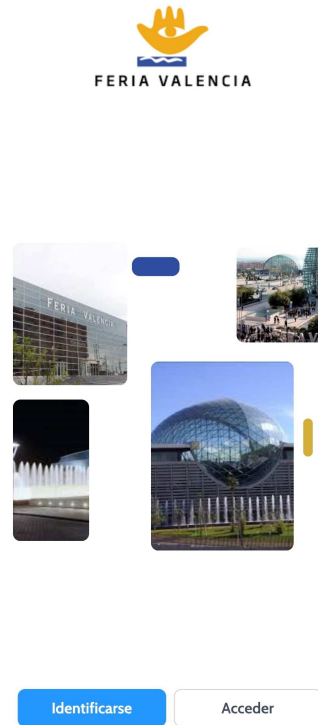
Access and authentication in the application

User and password

You can find the username and password in the e-mail that will be forwarded to your company in-box under matter “CREDENCIALS DE ACCESO / ACCESS CREDENTIALS”.

Funcionalities:

- Check the list of events.
- General information query.
- Plans, schedules, contact, etc.
- Catalogue.
- Check your **Interest**.
- On-stand Register **visitors**.

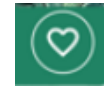
The screenshot shows the login screen of the mobile application. It has a black header bar with a white back arrow and the word 'Login'. Below the header is a white box containing two input fields: 'Email' and 'Contraseña'. Below these fields is a blue button labeled 'Identificarse'. At the bottom of the screen, there is a white button labeled 'Recordar contraseña' and a link labeled 'Nuevo usuario'.

Home Screen – Fair Selection



You Will be able to see all the events that are held at Feria Valencia, currently or soon.

In each evento you can see



By marking the evento as a Favorite, it will appear at the top of the screen:

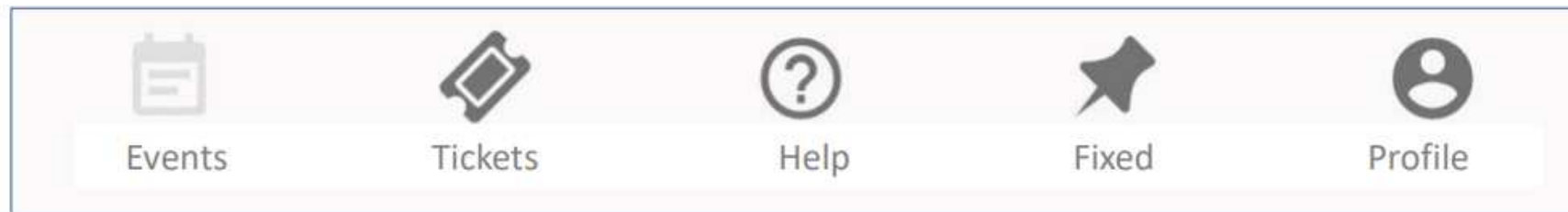
When you join an event, it Will also give you the option to pin it or add it to favorites:



If you pin it, you can see it in the Pinned section of the home screen.



Home Screen – Bottom Menu

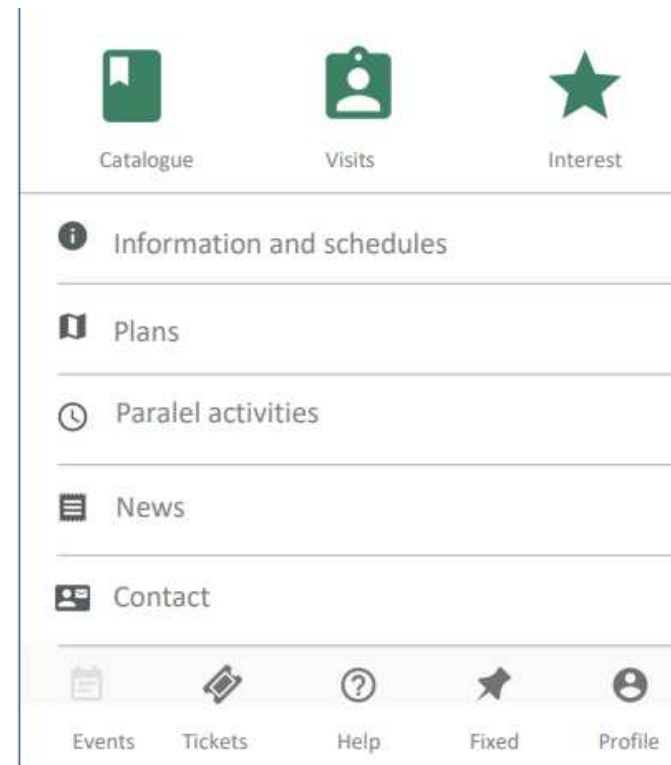


At the bottom of the screen, you can Access to several features, of wich we want to highlight two:

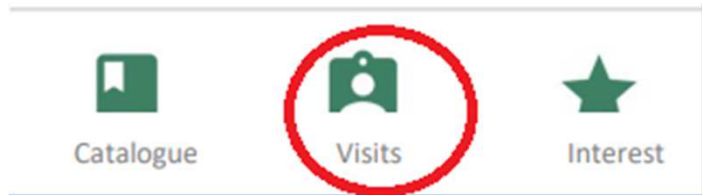
- **Fixed:** allows you to leave “fixed” the evento of your interest, so that the next time you Access the application, you will enter the evento directly, thus speeding up the process.
- **Profile:** Access to user profile information, where we can see that we are connected as an exhibitor.
- **Tickets:** You can see the tickets you have as a visitor to the diferente events.
Not as exhibitor.

Event Detail screen

- From the list of events and contests, if you click on an event, you can directly access the event detail screen, where you can see the access to the functionality of “**Visits**” and “**Interests**”, as well as access to the “General Information”, floor plans, news, parallel activities and catalog.

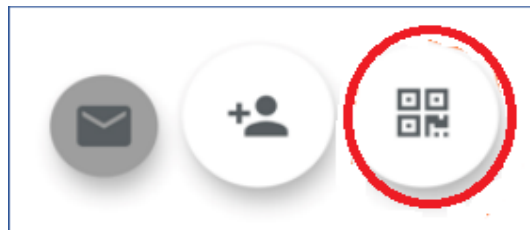


On-stand Visitor Register



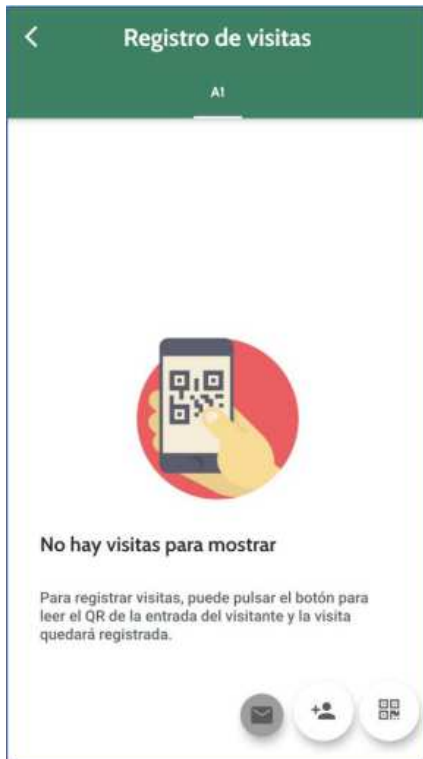
To Access this functionality, click on the “**Visits**” icon and Access the visit list directly.

To register a visit, you must scan the **QR code** that have the “tickets” that are delivered in the accreditations that visitors bring with them. To do this, we must press the icon that activates the camera



And focus on the QR code, and the data will automatically be obtained.

In the event that the visitor’s data is not recovered, for not having previously accredited, the data Will be left without problems here:



In the details of the visit you can add information:

Company: basic information normally automatically retrieved from visitor data.

Contact: also automatically retrieved from visitor data.

Interests: allows to register the visitor's interest at the time of his visit.

13:42 JUAN ANTONIO ...

Empresa Contacto Interés Notas Evaluación

Razón social
JUAN ANTONIO

CIF

Dirección

C.P. Población

País
España

Provincia

Cancelar Guardar

13:42 JUAN ANTONIO ...

Empresa Contacto Interés Notas Evaluación

Nombre
JUAN

Apellido 1
ANTONIO

Apellido 2

Cargo

Departamento

Email

Teléfono

Cancelar Guardar

13:42 JUAN ANTONIO ...

Empresa Contacto Interés Notas Evaluación

Sectores

Productos

Cancelar Guardar

Notes: it allows you to collect notes from the meeting, you can also send a summary by e-mail to the visitor.

The screenshot shows the 'Notas' screen with a top navigation bar containing 'Contacto', 'Interés', 'Notas' (highlighted), 'Evaluación', and 'Acciones'. The main content area includes a form with two rows of date and time pickers. The first row has 'Fecha inicio' set to '16/09/2019' and 'Hora inicio' set to '12:52'. The second row has 'Fecha fin' set to '16/09/2019' and 'Hora fin' set to '12:52'. Below these are two text input fields labeled 'Observaciones' and 'Resumen'. At the bottom, there is a checkbox labeled 'Enviar resumen por mail al cliente' which is currently unchecked. The bottom navigation bar contains 'Cancelar' and 'Guardar' buttons.

Evaluation: allows you to internally evaluate the visit for later review.

The screenshot shows the 'Evaluación' screen with a top navigation bar containing 'Contacto', 'Interés', 'Notas', 'Evaluación' (highlighted), and 'Acciones'. The main content area includes a form with five dropdown menus. The first dropdown is labeled 'Evaluación' and has the value '3'. The second is labeled 'Tipo cliente' and has the value '3'. The third is labeled 'Probabilidad de venta' and has the value '3'. The fourth is labeled 'Expansión y desarrollo' and has the value '3'. The fifth is labeled 'Próxima apertura' and has the value '3'. Below these is a text input field labeled 'Observaciones'. The bottom navigation bar contains 'Cancelar' and 'Guardar' buttons.

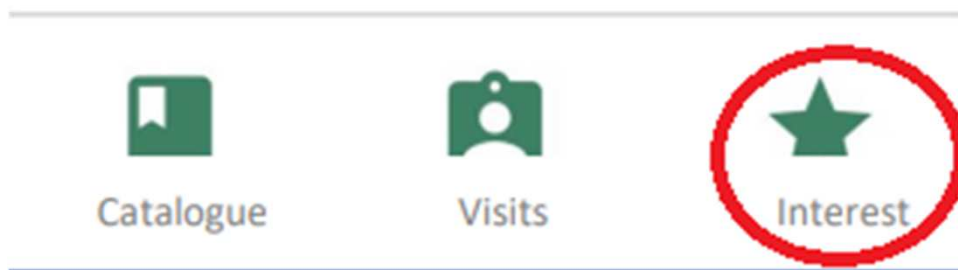
Actions: allows you to register a next action for a next visit, call, sending new information, etc.

The screenshot shows the 'Acciones' screen with a top navigation bar containing 'Contacto', 'Interés', 'Notas', 'Evaluación', and 'Acciones' (highlighted). The main content area includes a form with three text input fields. The first is labeled 'Asunto'. The second is labeled 'Fecha/Hora' and has the value '16/09/2019 12:52'. The third is labeled 'Tipo' and has a dropdown arrow. Below these is a text input field labeled 'Observaciones'. The bottom navigation bar contains 'Cancelar' and 'Guardar' buttons.

Check Visitor Record at the Stand

You have all the information in the Visit Management section of the Web APP

Consult Register of Interests in the Stand



This is indicated by the visitor and we can see it on this screen.

They can indicate it in the web catalog, or at our stand, by scanning the **QR** of your company or producto.

El **QR** of your company or producto can be generated from the Web APP.





Final Notes

Feria Valencia is working to provide the best tools for both EXHIBITORS and VISITORS to make their participation as productive as possible. Feria Valencia is committed to incorporate new features and improve existing ones that will make them increasingly useful and usable.



FERIA VALENCIA