

New E-Catalogue

User Guide

Welcome to the new E-Catalog

Revamped Interface

We are pleased to welcome you to the new E-Catalogue environment. We have redesigned the tool to be more agile and intuitive.

Attention! You will find the most important change in the creation/editing of exhibitors. You now have an interactive visual panel that simplifies the creation of exhibitors and their respective products.

Detalle

Productos

Información básica

Archivos multimedia

Categorías

Objetivos de desarrollo sostenible

Información básica

Nombre comercial

AA Expositor nuevo

Dirección

Introduce la dirección

CP

Introduce el CP

Teléfono

Introduce el teléfono

Pais

Ciudad

Introduce la ciudad

Provincia

Introduce la provincia

Sector

Stand

Introduce el stand

Página web

Introduce la página web

Email

Introduce el email

Facebook

Introduce la página

Twitter

Introduce la url de

Linkedin

Introduce la url de

Pinterest

Introduce la url de

Instagram

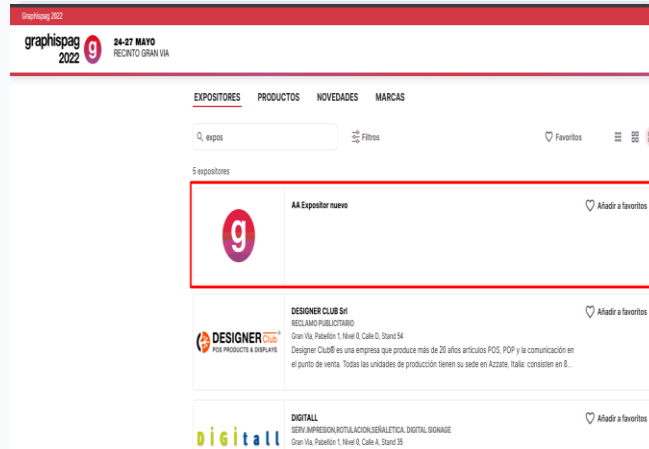
Introduce la url de

Información de contacto

Nombre

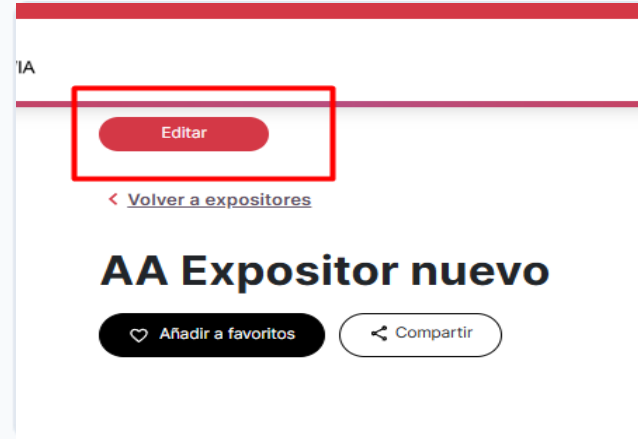
Selecciona el nombre

Edit an Exhibitor



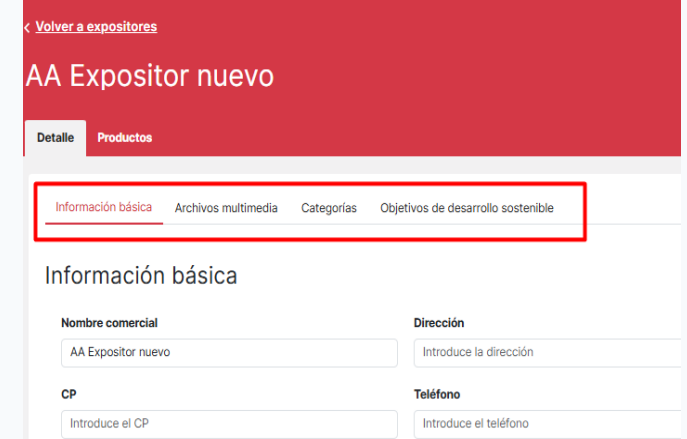
1 Search and select

Make sure you are logged in. Search for your exhibitor in the list and click on it to access the details.



2 Access Edit mode

Inside the exhibitor details, click the **"Edit"** button to access the editing mode.



3 Editing Form

You will access the editing form, where the following tabs will be shown to manage content:


- Basic information
- Multimedia files
- Categories
- Sustainable Development Goals

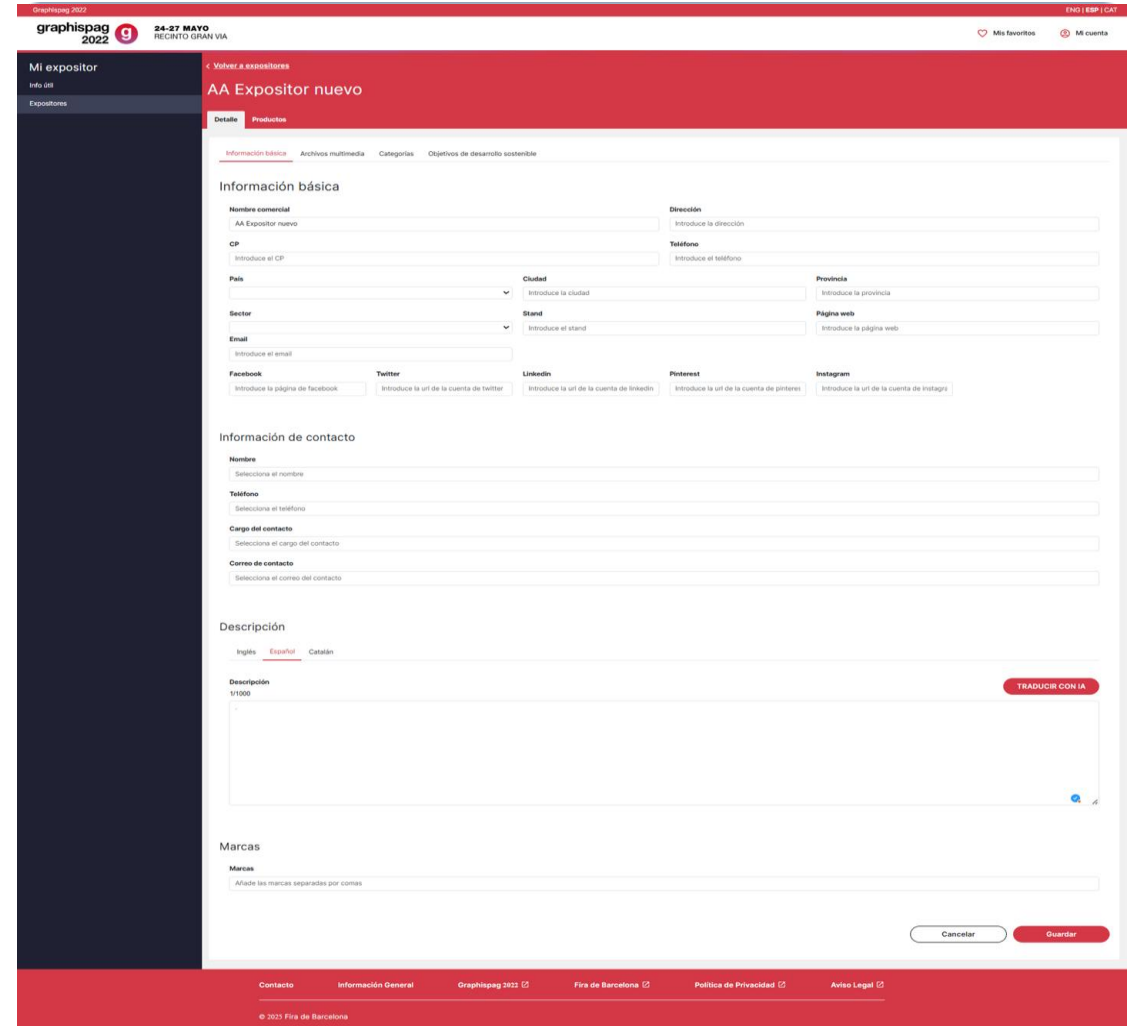
1. Tab: Basic Information

General Data

In this initial section, you must complete the mandatory fields that identify your exhibitor. These data will be the main cover letter in the catalogue.

- **Exhibitor Name:** Title visible to the public.
- **Description:** A brief summary of the activity.
- **Contact details:** Email, phone, website...

 **Quick translation:** After entering the main description, you can click the "Translate with AI" button to automatically translate the text into the other available languages.



The screenshot shows the 'AA Expositor nuevo' (New AA Exhibitor) form in the Graphispag 2022 system. The form is divided into several sections:

- Información básica (Basic Information):** Includes fields for 'Nombre comercial' (Commercial Name), 'Descripción' (Description), 'CP' (Postal Code), 'Teléfono' (Phone), 'País' (Country), 'Ciudad' (City), 'Provincia' (Province), 'Sector' (Sector), 'Stand' (Stand), 'Página web' (Website), 'Email', 'Facebook', 'Twitter', 'LinkedIn', 'Pinterest', and 'Instagram'.
- Información de contacto (Contact Information):** Includes fields for 'Nombre' (Name), 'Teléfono' (Phone), 'Cargo del contacto' (Contact Position), and 'Correo de contacto' (Contact Email).
- Descripción (Description):** A large text area for the main description, with a 'Traducir con IA' (Translate with AI) button.
- Marcas (Brands):** A field for adding brands, separated by commas.

The form is set to 'Español' (Spanish) and has a 'Guardar' (Save) button at the bottom right.

2. Tab: Multimedia Files

AA Expositor nuevo

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Productos


Información básica Archivos multimedia Categorías Objetivos de desarrollo sostenible

Archivos multimedia

Logo/Imágenes


Aquí puedes organizar las imágenes de este ítem.

Plan de catálogo (0/ 1) .Tamaño recomendado: 500 x 500 (0-614 kB, PNG, JPG, GIF)

 [Subir imagen](#)

Ficheros

Plan de catálogo (0/ 3) .Tamaño recomendado: (0-16.8 MB, PDF)

 [Subir fichero](#)

Video

En el campo video se puede insertar la URL de un video de Youtube, Dailymotion o Vimeo. Este campo no está preparado para mostrar información de canales o listas de reproducción.

Visual Identity

Here you will define your brand image. It is crucial to upload high-quality files:

- **Logo:** You can add the image containing your company logo.
- **Files:** You can upload as many files as defined in your catalog plan.
- **Videos:** Allows adding YouTube, Dailymotion, or Vimeo links to complement your exhibitor presentation.

3. Tabs: Categories and SDGs

Categories

Select the categories that best describe your activity. This is vital for visitors to find you when using the **search filters** of the catalogue.

SDG Goals

Indicate which **Sustainable Development Goals** your company aligns with. Select the corresponding icons to show your commitment to the 2030 agenda.

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Categorías

1. COMPONENTES E INFRAESTRUCTURA

2. EMPRESAS DE SERVICIOS Y ASOCIACIONES

3. IMPRESIÓN

4. PAPEL Y SUSTRATOS PARA IMPRESIÓN

5. POSTIMPRESIÓN, TRANSFORMACIÓN Y ACABADOS

6. PREIMPRESIÓN

7. SIGN & DISPLAY Y PLV

8. TINTAS Y CONSUMIBLES

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Objetivos de desarrollo sostenible

Objetivos de desarrollo sostenible

☐ 01. Fin de la pobreza

☐ 02. Hambre cero

☐ 03. Salud y bienestar

☐ 04. Educación de calidad

☐ 05. Igualdad de género

☒ 06. Agua Limpia y Saneamiento

☐ 07. Energía asequible y no contaminante

☐ 08. Trabajo decente y crecimiento económico

☐ 09. Industria, innovación e infraestructura

☐ 10. Reducción de las desigualdades

☒ 11. Ciudades y comunidades sostenibles

☐ 12. Producción y consumo responsables

☐ 13. Acción por el clima

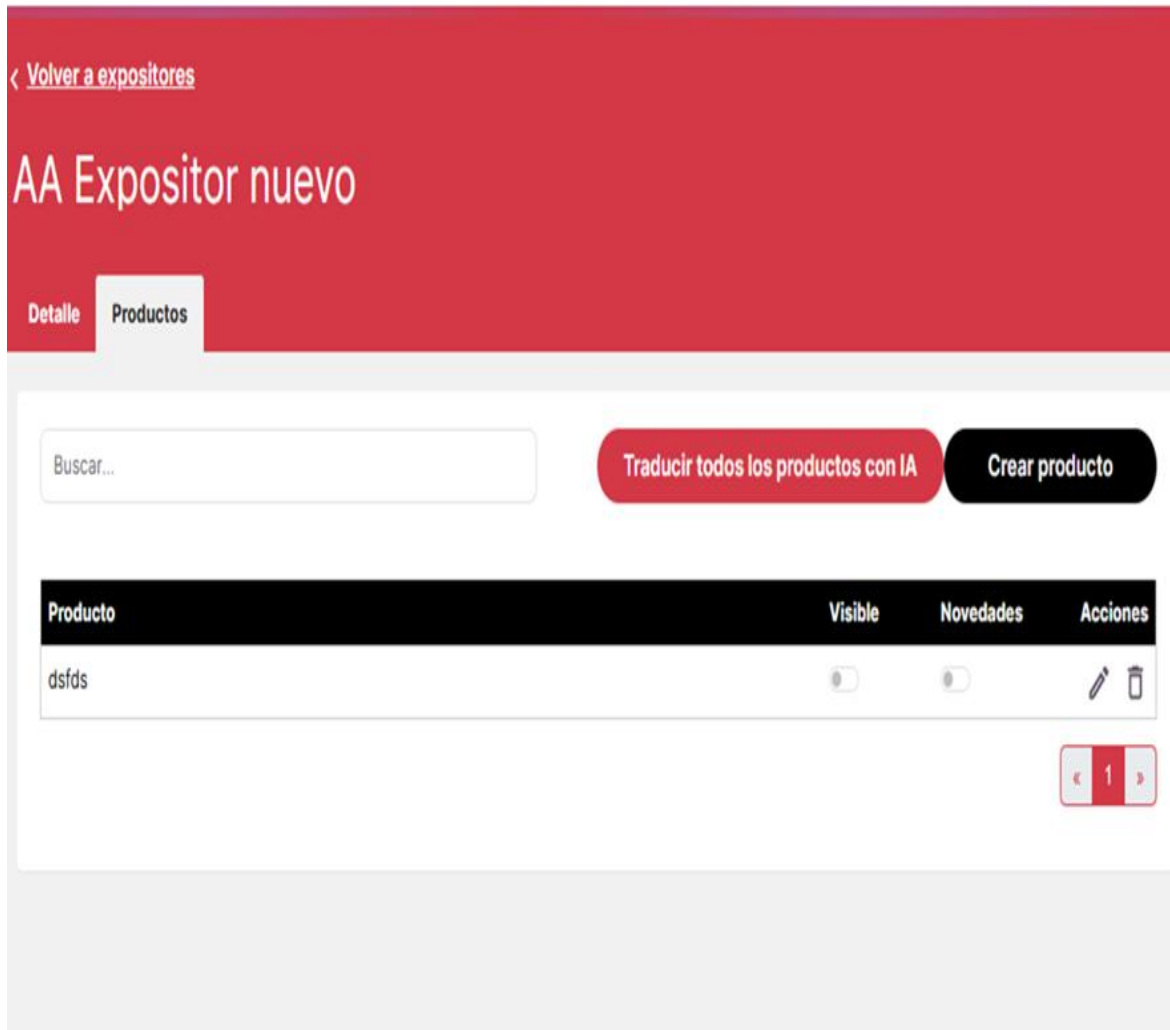
☐ 14. Vida submarina

☐ 15. Vida de ecosistemas terrestres

☐ 16. Paz, justicia e instituciones sólidas

☐ 17. Alianzas para lograr los objetivos


4. Tab: Products - List



List Management

This tab shows your product inventory. For each item in the list, the following actions are available:

- **Edit:** Modify product data.
- **Delete:** Permanently delete the product.
- **Visible:** Activate or deactivate public visibility.
- **New Arrival:** Mark it with the "New" label.

 **Bulk translation:** Use the "Translate all products with AI" button to automatically translate the names and descriptions of all created products.

5. Creating a New Product

Product Basic Information

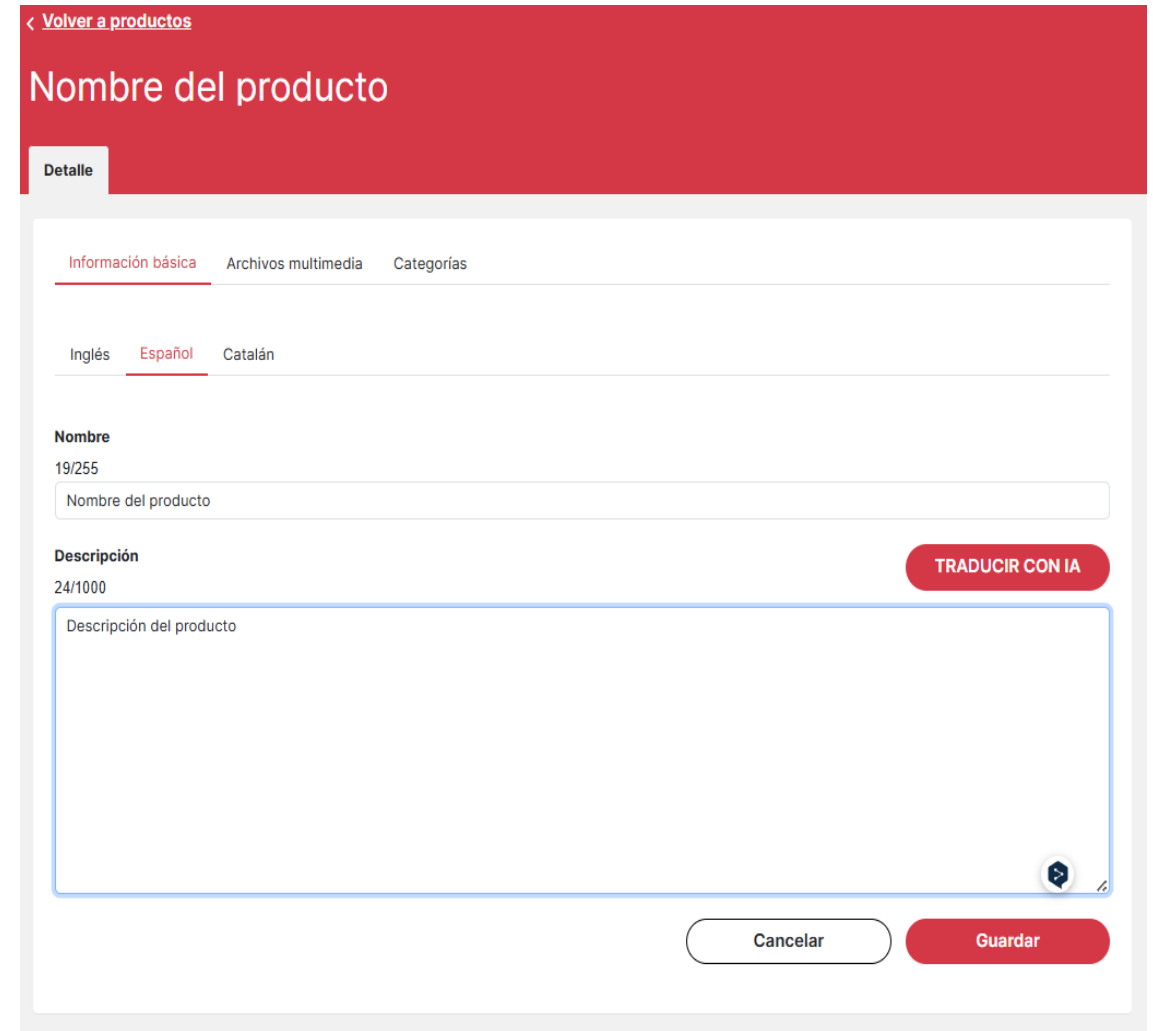
When clicking on **"Create Product"**, you will fill in the basic information (Name and Description).

💡 **Individual translation:** The **"Translate with AI"** button will be enabled once you have filled in the main product name and description.

Additional Details

After clicking the "Continue" button, the following tabs will be enabled (with the same logic as in the exhibitor):

- **Multimedia files**
- **Categories**



The screenshot shows a web form for creating a new product. At the top, there is a red header bar with a back arrow and the text "Volver a productos". Below this, the title "Nombre del producto" is displayed in white. A "Detalle" tab is active. The form is divided into three tabs: "Información básica" (selected), "Archivos multimedia", and "Categorías". Under "Información básica", there are language selection options: "Inglés", "Español" (selected), and "Catalán". The "Nombre" field has a character count of "19/255" and a text input box with the placeholder "Nombre del producto". The "Descripción" field has a character count of "24/1000" and a large text area with the placeholder "Descripción del producto". A red button labeled "TRADUCIR CON IA" is positioned to the right of the description field. At the bottom right, there are two buttons: "Cancelar" and "Guardar".

Thank you very much

We hope this guide has been useful for managing
your exhibitor in the new E-Catalogue.