

# New E-Catalogue

User Guide

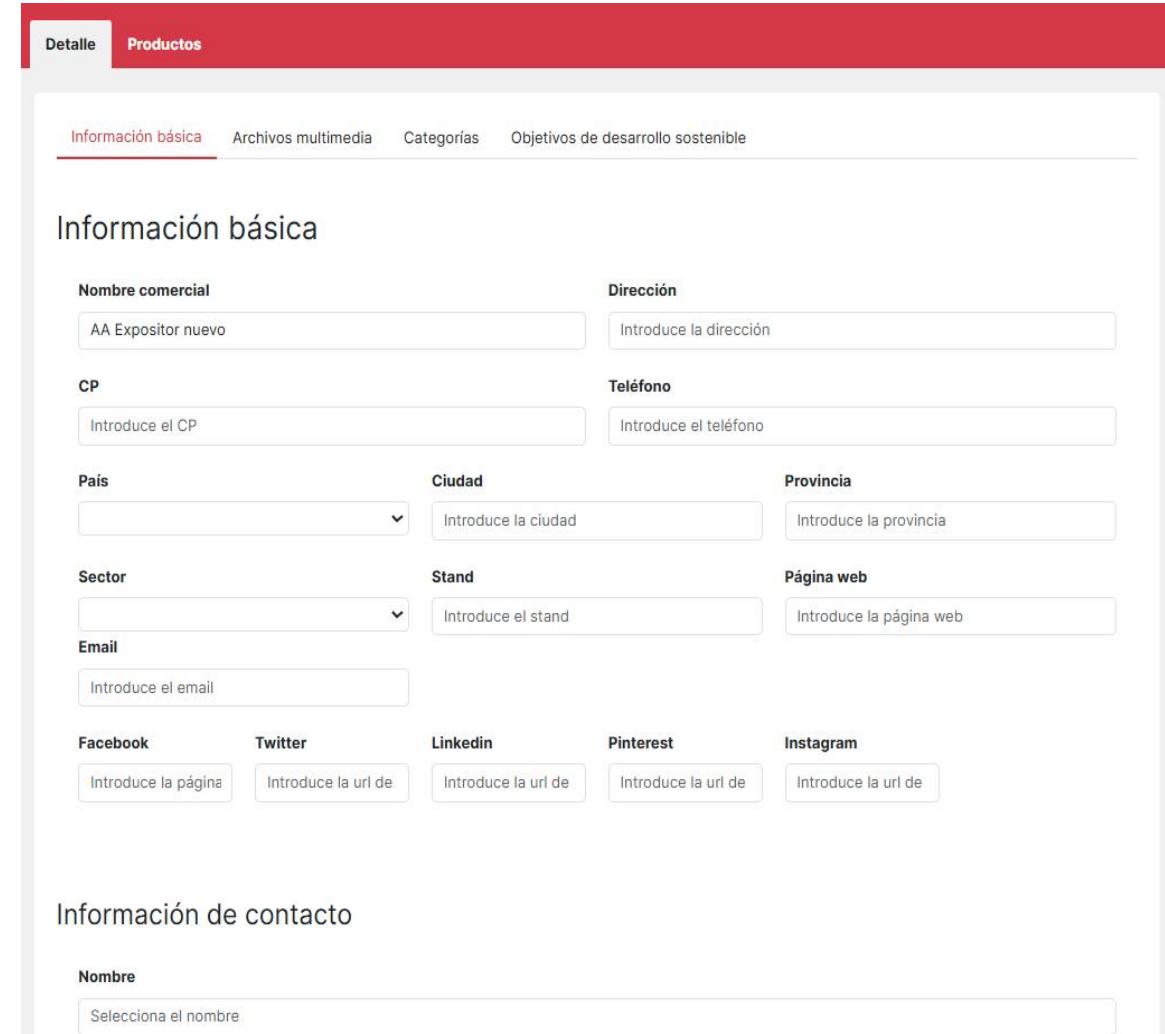
---

# 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  Dirección

CP  Teléfono

País  Ciudad  Provincia

Sector  Stand  Página web

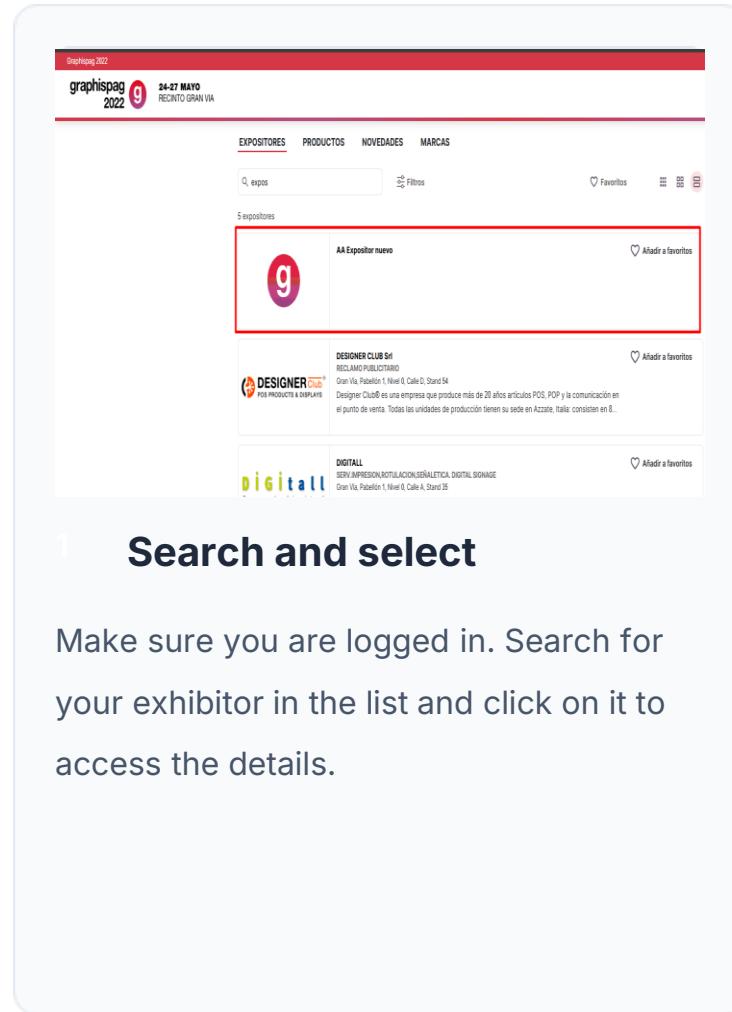
Email

Facebook  Twitter  LinkedIn  Pinterest  Instagram

### Información de contacto

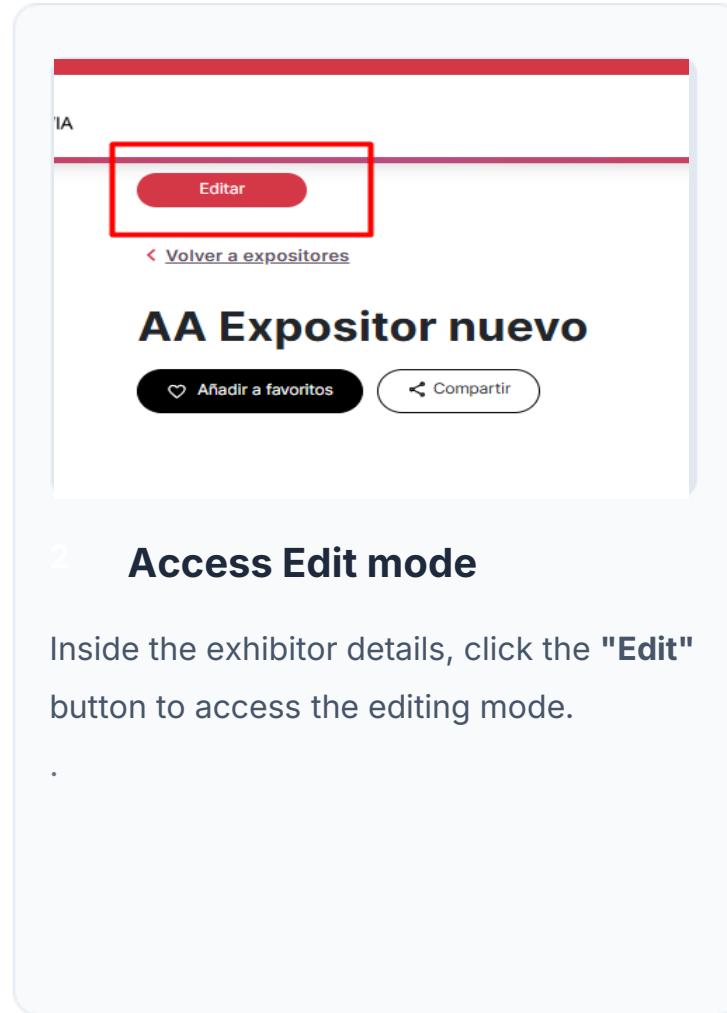
Nombre

# Edit an Exhibitor



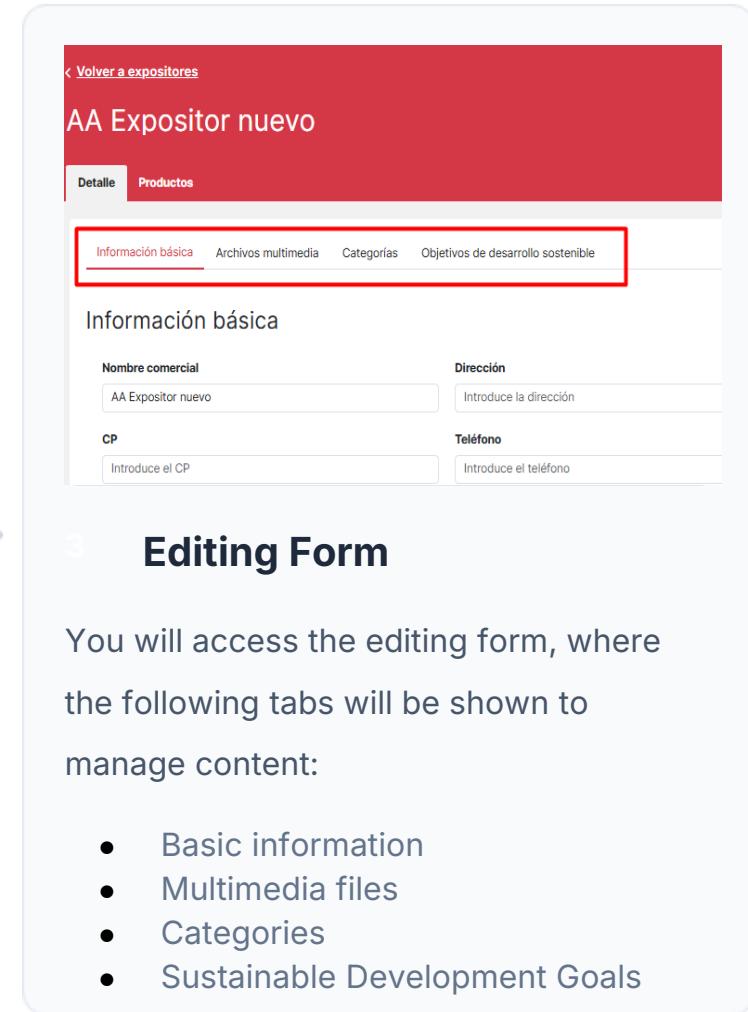
1 **Search and select**

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

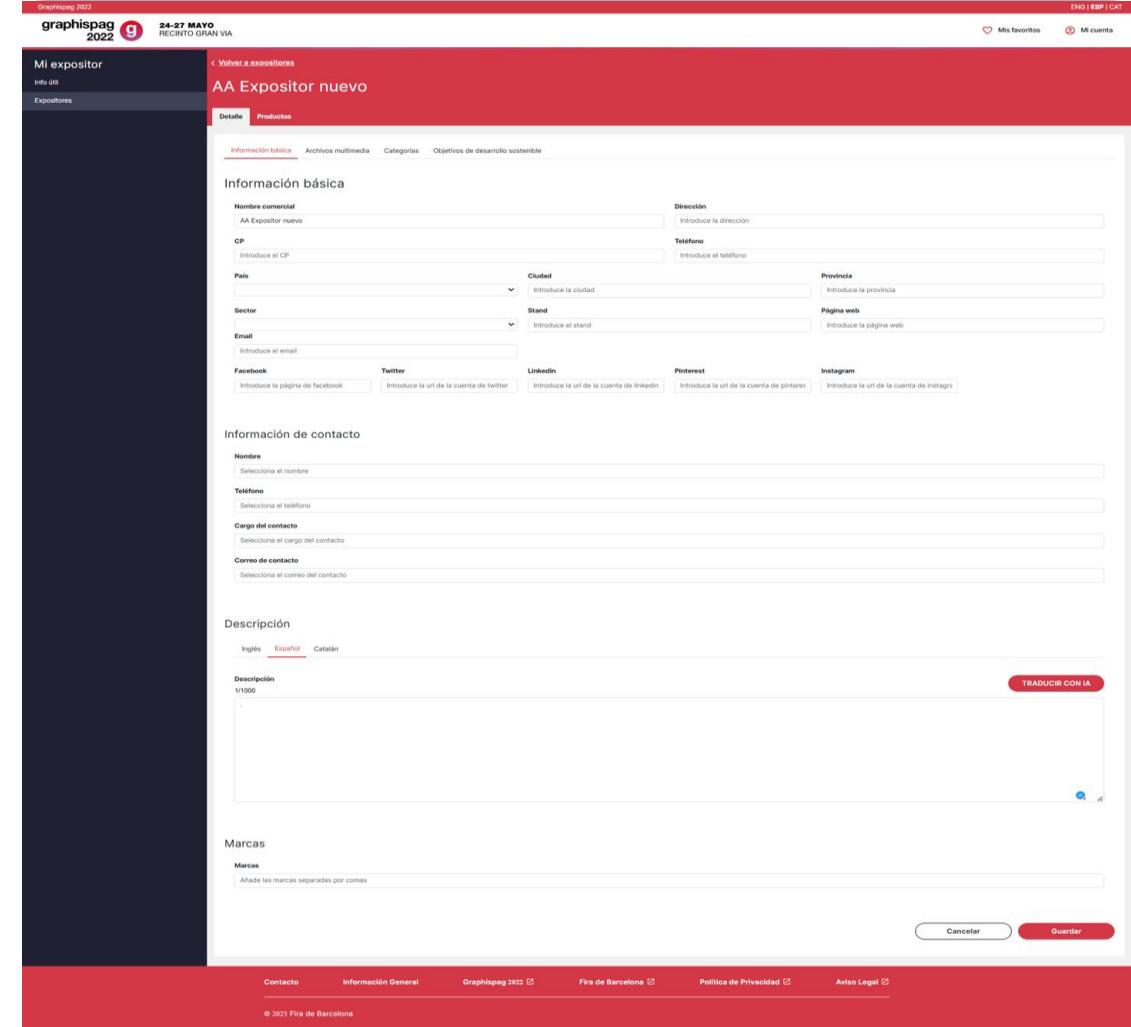
# 1. Tab: Basic Information

## 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 'Basic Information' tab of the Graphispag 2022 exhibitor registration form. The form is divided into several sections:

- Información básica:** Fields for Nombre comercial (Exhibitor name), CP (Postal code), País (Country), Sector (Industry), Email, and social media links (Facebook, Twitter, LinkedIn, Pinterest, Instagram).
- Información de contacto:** Fields for Nombre (Name), Teléfono (Phone), Cargo del contacto (Contact role), and Correo de contacto (Email contact).
- Descripción:** A text area with a 'Traducir con IA' (Translate with AI) button.
- Marcas:** A field for adding brand names separated by commas.

At the bottom, there are 'Cancelar' (Cancel) and 'Guardar' (Save) buttons.

## 2. Tab: Multimedia Files

### AA Expositor nuevo

Detalle

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.

AA Expositor nuevo

Detalle **Productos**

Información básica Archivos multimedia Categorías **Objetivos de desarrollo sostenible**

### 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

AA Expositor nuevo

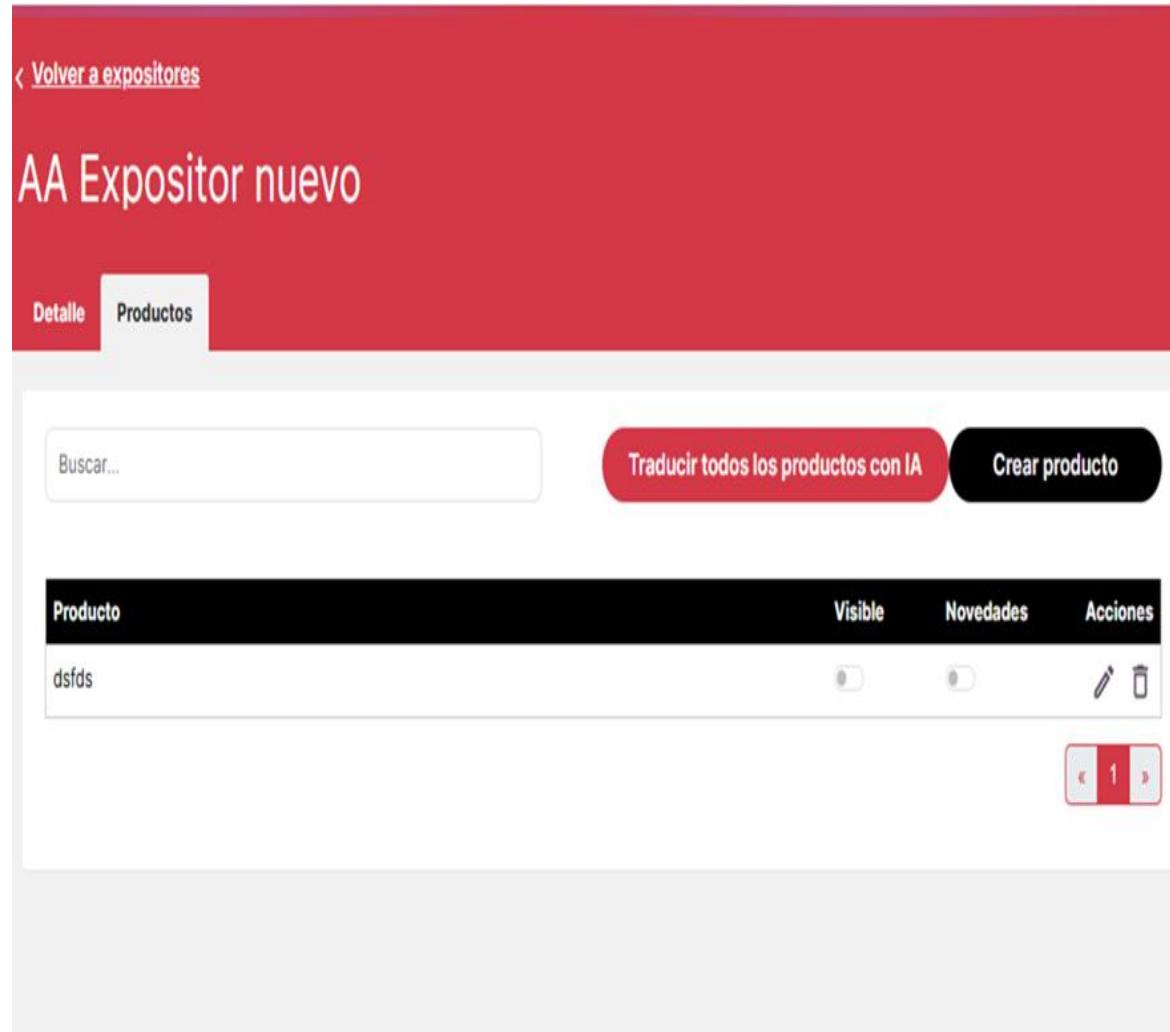
Detalle **Productos**

Información básica Archivos multimedia Categorías **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



Volver a expositores

## AA Expositor nuevo

Detalle **Productos**

Buscar... Traducir todos los productos con IA Crear producto

Producto	Visible	Novedades	Acciones
dsfds	<input type="checkbox"/>	<input type="checkbox"/>	<span>edit</span> <span>delete</span>

« 1 »

## 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

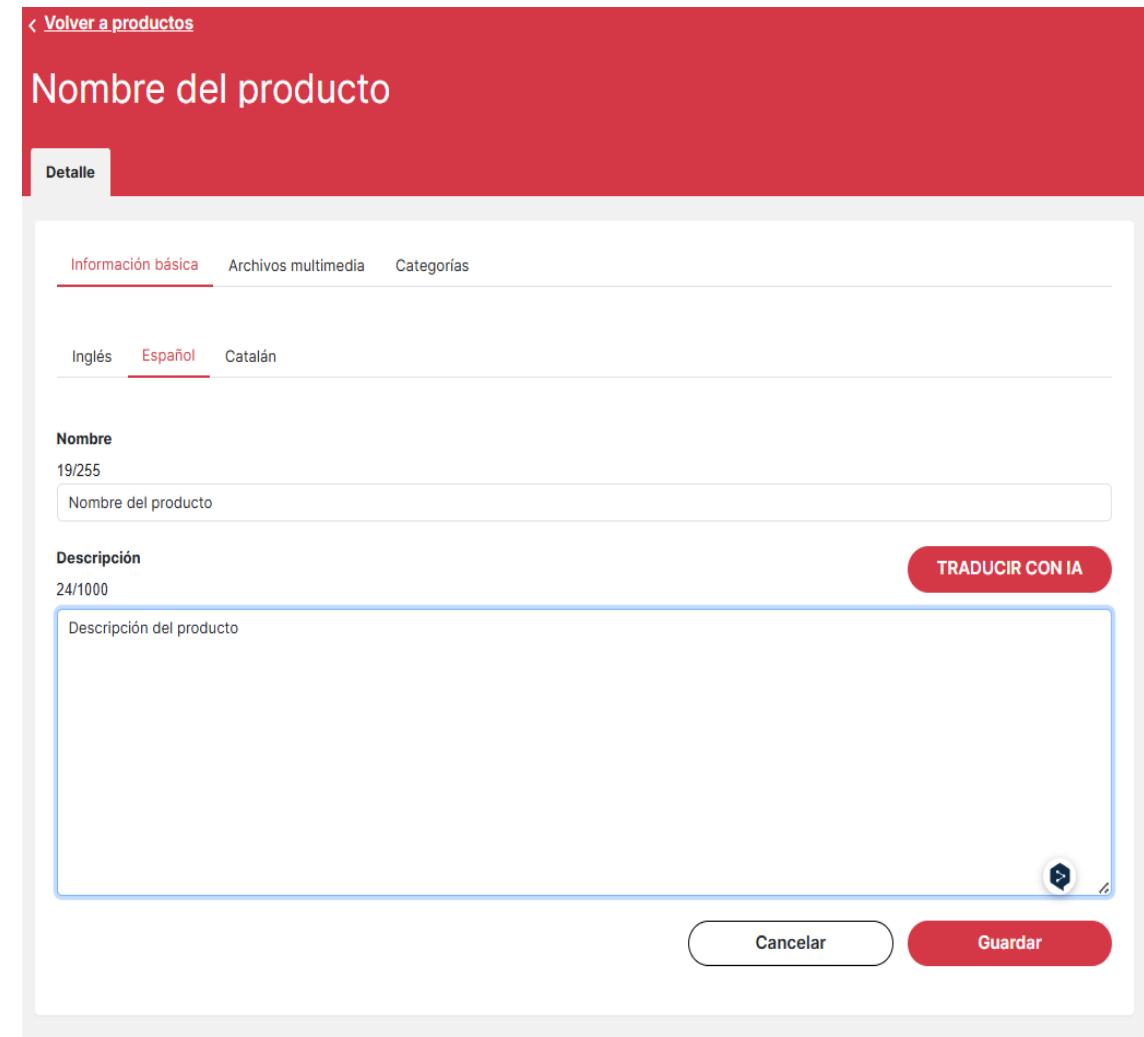
When clicking on "**Create Product**", you will fill in the basic information (Name and Description).

 **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**



Nombre del producto

Nombre del producto

Descripción del producto

TRADUCIR CON IA

Cancelar Guardar

# Thank you very much

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