FAME Booth Management System 1.0 – User Manual

1. Login using your assigned credentials. Link: <u>https://fameplus.com/admin/login</u>

Username		
Username	å	
Password	Q ₄	
	Login	

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2. You can locate the link to the Booth Management System on the side navigation.



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3. Click Booth Assignment to start assigning booth spaces to approved exhibitors.

-					Welcome, rd	CTUZ My Account					
* Back to homepage											
Welcome RD CRUZ, Today is August 23, 2024											
 Dashboard Home Exhibitors Application Approved Exhibitors 	BOOTH MANAGEMENT										
 Pooth Management Booth Assignment Floor Plan 	385	5		0	385						
New Messages from FAME+ Buyer Inquiries	All Booth Sp	aces	Assigne	d Booth Numbers	Available Booth Numbe	rs					
LeL Manila FAME Events ROG / LCU / Group	Not identifie Aluminum Booth 9 Raw Space Or	rd: 1 System: 39 nly: 69									
Imil Analytics Exhibitors Buyers Products Content Site	O Exhibitors with Assigned	Image: Construction of the second		109 It Assigned Booth Numbers							
	Download Records										
	Show 10 v entries				Search:						
	Exhibitors	Individual/Group	Booth Number	Booth Type	Booth Name	Actions					
	23rd by Deanne Corporation	Individual		Raw Space Only	Twenty Third	+					
	33 POINT 3 EXPORTS, INC.	Individual		Raw Space Only	33 POINT 3 EXPORTS, INC.	+					
	A. GARCIA LIFESTYLE INC.	Individual		Raw Space Only	A. GARCIA LIFESTYLE INC.	+					

Booth Assignment page also has a summary/count of the following: total booth spaces, assigned booth numbers, available booth numbers, exhibitors with assigned booth spaces, and exhibitors without assigned booth space.

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4. You can download a CSV file of the records displayed on the table.

Welcome, rdcruz My Account Log Out FΛME+ 希 Back to homepage Welcome RD CRUZ, Today is August 23, 2024 **BOOTH MANAGEMENT** Dashboard Home Exhibitors Application Approved Exhibitors Booth Management Booth Assignment 385 385 Ω Floor Plan New Messages from FAME+ All Booth Spaces Assigned Booth Numbers Available Booth Numbers Q Buyer Inquiries IIII Manila FAME Not identified: 1 Events Aluminum Booth System: 39 ROG / LGU / Group Raw Space Only: 69 Analytics Exhibitors Buyers Products 109 0 Content Exhibitors with Assigned Booth Numbers Exhibitors without Assigned Booth Numbers Download Records Show 10 ~ entries Search: Individual/Group Booth Number Booth Type Booth Name Exhibitors Actions Raw Space Only 23rd by Deanne Corporation Individual Twenty Third + 33 POINT 3 EXPORTS, INC. Individual Raw Space Only 33 POINT 3 EXPORTS, INC. ÷ A. GARCIA LIFESTYLE INC. Individual Raw Space Only A. GARCIA LIFESTYLE INC. +

Click the Download Records to download the file. Filename is automatically generated with the date and time when it was downloaded.

5. The following data is shown on the table: exhibitor's company name, participation type, assigned booth number(s), booth type, and booth name.

Content Site	Exhibitors with Assigned Bool	th Numbers	T C)9 signed Booth Numbers		
s	how 10 v entries				Search:	
	Exhibitors		Booth Number	Booth Type	Booth Name	Actions
	23rd by Deanne Corporation	Individual		Raw Space Only	Twenty Third	+
	33 POINT 3 EXPORTS, INC.	Individual		Raw Space Only	33 POINT 3 EXPORTS, INC.	+
	A. GARCIA LIFESTYLE INC.	Individual		Raw Space Only	A. GARCIA LIFESTYLE INC.	+
	ABEL PH GIFT SHOP	Individual		Aluminum Booth System	ABEL PHILIPPINES	+
	ACENTO COLLECCION INC	Individual		Raw Space Only	Acento Colleccion	+
	Adorno '72 Home Decors	Individual		Raw Space Only	ADORNO 72 HOME DECORS	+
	AISHE FASHION	Individual		Raw Space Only	Ai-She Fashion	+
	Albertina Export and Import Inc	Individual		Aluminum Booth System	ALBERTINA	+
	ALMAR JEWELRY	Individual		Aluminum Booth System	Almar Jewelry	+
	ALPHAVINES INTERNATIONAL TRADING	Individual		Aluminum Booth System	ALPHAVINES INT'L TRADING	+
s	howing 1 to 10 of 109 entries				Previous 1 2 3 4 5 .	. 11 Next
THE ULTIMATE SPACE FOR PHILIPPINE DESIGN		Copyright © 2024 Contact Us	Privacy & Terms of Use		f⊚¥	dti (Jew

The last column contains actions:

- Add (plus icon) allows you to assign booth spaces to the exhibitor.
- Download (download icon) allows you to download a PDF file of the floor plan. Assigned booth spaces to the exhibitor is shaded in red.
- Delete (times (x) icon) allows you to delete all the assigned booth spaces to the exhibitor.

Search function will allow you to search for company name, participation type, booth number, booth type, and booth name.

Developed and Prepared by Digital (Web) Marketing Division

6. Assign booth space: Click the plus icon to select booth numbers and add them to the exhibitor.

					Welcome, rdcru	JZ My Account Log Out	
# Back to homepage		Assign Booth	×				
		Company Name					
welcome RD CRUZ, Today Is August 23, 2024							
		23rd by Deanne Corporation					
Dashboard Home Deshboard Home	BOOTH MA	Select Booth Numbers:					
Exhibitors Application		Hold CTRL or COMMAND to select multiple optic	ons without closing the dropdown.				
Approved Exhibitors		Select booth numbers					
Booth Management							
Booth Assignment		Save Assignment			705		
					505		
New Messages from FAME+					Available Booth Numbers		
Q Buyer Inquiries					Available Booth Numbers		
🔟 Manila FAME		Not identified: 1)	
		Aluminum Booth System: 39					
ROG / LGU / Group		Raw Space Only: 69					
Exhibitors							
Buyers							
Products		•	100	Assign Booth			×
		U	109				
	Exhib	itors with Assigned Booth Numbers	Exhibitors without Assigned I	Company Name:			
				23rd by Deanne	e Corporation		
			• • • • • •	Select Booth Number	rs:		
				Hold CTRL or COMM	AND to select multiple options without closing	g the dropdown.	
	Download Records			Select booth numb	bers		
				A01			
				A02			
	Show 10 v	entries		A03			
	Exhibitors	andividual/Group	🗄 Booth Number 🔅 Booth 🔍	A04			
	23rd by Deanne	e Corporation Individual	Raw	A05 Alur _{A06}			
	33 POINT 3 EX	PORTS, INC. Individual	Raw Space	Only Only	33 POINT 3 EXPORTS, INC.	+	
	A. GARCIA LIF	ESTYLE INC. Individual	Raw Space	Only	A. GARCIA LIFESTYLE INC.	+	

Hold CTRL or COMMAND to select multiple booth numbers without closing the dropdown.Once you are done selecting booth numbers, click anywhere to close the dropdown.Click Save Assignment to save your changes. A popup notification will confirm if you save the assignment successfully or not. Click OK to close the prompt.



7. Deleting booth space: Click the times (x) icon to delete all assigned booth numbers to the exhibitor.

€	Individual/Group 🔶 B	ooth Number	Booth Type				
) fameplus.com		Raw Space C				
	Are you sure you want to delete all assigned booths for this company?						
		Cancel OK	Raw Space C				
	Individual		Aluminum Bo				

A popup notification will appear to confirm your selected action. If you are sure you want to delete all assigned booth numbers to the exhibitor, click OK.

8. Downloading the floor plan: Click the download icon to proceed.

□ ^ ∨ 1 of 1		$-$ + Automatic Zoom \sim	🖉 T 🖉 🖬 🖶 »
Company: 23rd by Deanne Corporation Booth Assignment: A04, A05 Booth A05 Booth A05 Booth A05 Booth A05 Booth A05 Booth A05 Booth A05 Booth A05 Booth A05 Boo	STORACE STUDIO HITERS LOUNCE 12 10 12 K1 21 28 12 13 123 K3 K8 22 10 125 125 13 K4 K90 23 16 125 15 15 K4 K90 23 16 125 13 125 13 K4 K90 23 16 125 13 125 13 <t< th=""><th>- + Automatic Zoom × 11 ARTEANS VILLAGE Collage Collag</th><th>INT 2 INT 2 <td< th=""></td<></th></t<>	- + Automatic Zoom × 11 ARTEANS VILLAGE Collage Collag	INT 2 INT 2 <td< th=""></td<>
	K34 K41 J3 J46 L55 J77 L54 K25 J87 J46 J45 J46 J45 J46 J45 K27 L55 L55 L56 J46 J45 J46 J46 J46 J46 J45 J46	NUM G2 PP E4 E7 D3 INS G2 COLLINN3 PS E3 E5 D2 COLLINN2 CA E3 INS G2 COLLINN3 PS E3 E8 D3 CA E5 E5 </th <th>107 A77 A87 106 A37 A87 106 A77 A87 106 A77 A87 106 A77 A87 106 A72 A87 107 A72 A87 108 A72 A87 109 A72 A87</th>	107 A77 A87 106 A37 A87 106 A77 A87 106 A77 A87 106 A77 A87 106 A72 A87 107 A72 A87 108 A72 A87 109 A72 A87
	RDU97 RDU92 RDU96 RDU93 RDU96 RDU96	RECENTRATION RECENTRATION CONVER	
	CONCESSIONAIRE		

The PDF file will be opened in a new tab.

On the upper left corner of the page, the following details are added: company name, booth numbers, booth name, and date the file was generated.

All assigned booth numbers to the exhibitor will be shaded red.

Save the file to download the floor plan.

9. You can also view the floor plan by clicking the Floor Plan on the side navigation.



Grayed out blocks are unassigned booth spaces. Red shaded blocks are assigned to a single exhibitor. Blue shaded blocks are shared booth spaces.

10. You can click the blocks to review the companies currently assigned to it.

# Back to homepage		Booth De	etails									×					
Welcome RD CRUZ, Today is August 23, 2024		Booth:	A04														
 Dashboard Home Exhibitors Application Approved Exhibitors Booth Management 	FLOOR P Unassigned.	Assigned Booth Nan Compa Individu	d Exhic ne: Twenty iny: 23rd b ual Partici	Ditors / Third y Deanne Corp pation	oration							-			A10		
Booth Assignment Floor Plan New Messages from FAME+ Q Buyer Inquiries		Booth Nan Compa Individi	ne: ABEL P Iny: ABEL I ual Partici	HILIPPINES PH GIFT SHOP pation								со					
Lei Manila FAME Events ROG / LGU / Group Ini Analytics		G20	CLM	103	1-06	E25	E	Ub	UZZ	С	Close						
Exhibitors Buyers Products Content															A06 A05		
Site															A04		
															A03		
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