



FREEMAN

Useful EA Reports.

February 19, 2019

Exhibition Architect Reporting.



When you first log in:

Please go to “Dashboard”

When you first login you will see the User Activity for your show – this is a good pulse check for you when you are logging in to access your data to see how many exhibitors have still yet to login.



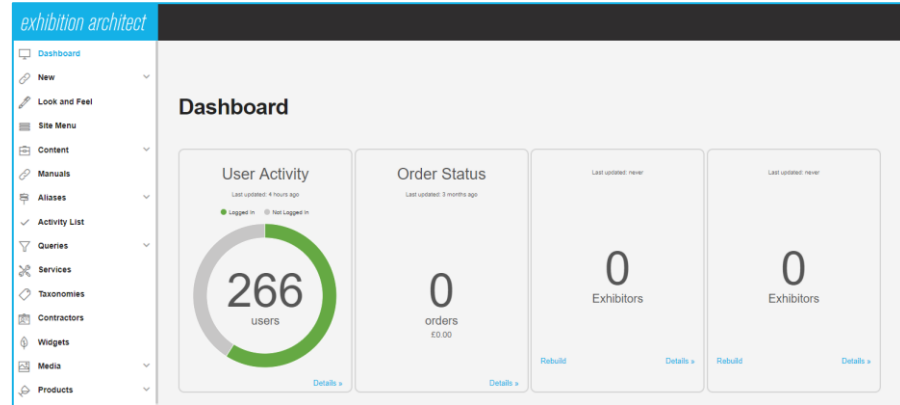
Reports:

We have some reports (under the Reports tab) to help you identify potential exhibitors who will need chasing:

- User Activity (see page 3)
- Activation Email (see page 4)
- Exhibitor Engagement (see page 5)
- Form Responses (see page 6)



Any further queries? Please email the team on ExhibitionArchitect@freemanco.com and they will be able to talk you through the next steps.



User Activity.

The 'User Activity' report:

This report can be run at any time.

- The Report named User Activity will give you the date and last login time for each exhibitor.
- Those exhibitors with this blank haven't logged in.

1. Please log into the EA Dashboard, scroll down to 'Reports' and click on 'Build' next to the report name.
2. This will generate a report and it can be clicked on when you see 'Ready'.
 - This report can be run 24/7

The screenshot shows the 'exhibition architect' dashboard with a sidebar menu on the left and a main content area on the right. The sidebar menu includes categories like Dashboards, New, Look and Feel, Site Menu, Content, Manuals, Aliases, Activity List, Queries, Services, Taxonomies, Contractors, Widgets, Media, Products, Pricing, Forms, Exhibitors, Modules, and Orders. The main content area displays a list of reports under various sections: Form Responses, Orders, Responses to Mandatory Forms, SSO Exhibitors, and Users. The 'Users' section contains a table with the following data:

Report Name	Status	Last Updated	Action
User Activity	Ready	19/02/2019 11:57:57	Build
Exhibitor Users			Build
Activation Email	Ready	18/02/2019 14:37:43	Build
Exhibitor Engagement	Ready	19/02/2019 11:58:51	Build

User Activity Report

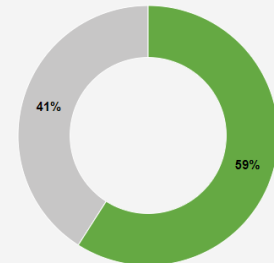
« Back to reports | Last Updated: 19/02/2019 11:57 | Status: Ready

266 total users

59% logged in

41% not logged in

● Logged In ● Not Logged In



Activation Email.

The 'Activation Email' report:

This report can be run at any time.

- The Report named **Activation Email** will give you the Activation Sent Time which is when the welcome email was sent out to the exhibitor
- It will also include the last login time for each exhibitor, again those with this blank haven't logged in.
- You can 'hide logged in users' and then also 'send activation email' to those who haven't logged in.
- You can download this Report as a csv also.

1. Please log into the EA Dashboard, scroll down to 'Reports' and click on 'Build' next to the report name.
2. This will generate a report and it can be clicked on when you see 'Ready'.
 - *This report can be run 24/7*

The screenshot shows the 'exhibition architect' dashboard. The left sidebar contains a navigation menu with categories like Dashboards, New, Look and Feel, Site Menu, Content, Manuals, Aliases, Activity List, Queries, Services, Taxonomies, Contractors, Widgets, Media, Products, Pricing, Forms, Exhibitors, and Modules. The main content area displays several reports, including 'Form Responses', 'Orders', 'Responses to Mandatory Forms', 'SSO Exhibitors', and 'Users'. The 'Users' report is expanded, showing a table with columns for status, date, and action. The 'Activation Email' report is highlighted with a green border.

Status	Date	Action
Ready	01/02/2019 11:51:37	Build
Ready	2019/2018 16:58:16	Build
Ready	18/02/2019 11:57:57	Build
Ready	18/02/2019 14:37:43	Build
Ready	18/02/2019 11:03:51	Build

The screenshot shows the 'Activation Email Report' interface. At the top, it says '0/242 selected' and 'Send Activation Email'. There are buttons for 'Rebuild', 'Hide logged in users', and 'Hide contacted users'. Below the buttons are options to 'Copy', 'CSV', 'Excel', 'PDF', and 'Print'. The main part of the report is a table with columns for User Email, Exhibitor, Stand, Stand Type, Activation Sent Time, Last Login Time, and Action. The table contains 12 rows of data.

User Email	Exhibitor	Stand	Stand Type	Activation Sent Time	Last Login Time	Action
		438B	Shell Scheme	13/02/2019 16:06:21	13/02/2019 16:12:36	Send activation email
		416A	Shell Scheme	03/12/2018 11:52:34	17/01/2019 08:50:18	Send activation email
		446G	Shell Scheme	00/02/2019 10:01:58	09/02/2019 09:12:50	Send activation email
		417A	Shell Scheme	18/02/2019 14:37:26		Send activation email
		429B	Shell Scheme	03/12/2018 11:52:34	05/12/2018 13:54:40	Send activation email
		P22	Car Space	18/02/2019 09:45:43	18/02/2019 13:18:43	Send activation email
		P57	Shell Scheme	18/02/2019 14:37:26		Send activation email
		435A	Shell Scheme	18/02/2019 14:37:26		Send activation email
		440D	Shell Scheme	14/02/2019 10:24:45	14/02/2019 10:29:32	Send activation email
		442D	Shell Scheme	18/02/2019 09:37:40	18/02/2019 09:59:04	Send activation email
		432A	Shell Scheme	18/02/2019 14:37:27		Send activation email
		411D	Shell Scheme	18/02/2019 14:37:27		Send activation email

Exhibitor Engagement.

The 'Exhibitor Engagement' report:

This report can be run at any time.

- The Report named **Exhibitor Engagement** will give you a list of all exhibitors with a status of TRUE for logged in and FALSE for not logged in.

- Please log into the EA Dashboard, scroll down to 'Reports' and click on 'Build' next to the report name.
- This will generate a report and it can be clicked on when you see 'Ready'.
 - This report can be run 24/7*

The screenshot shows the 'exhibition architect' dashboard. On the left is a navigation menu with categories like Dashboard, New, Look and Feel, Site Menu, Content, Manuals, Aliases, Activity List, Queries, Services, Taxonomies, Contractors, Widgets, Media, Products, Pricing, Forms, Exhibitors, Modules, and Orders. The main content area is divided into sections: Form Responses, Orders, Responses to Mandatory Forms, SSO Exhibitors, and Users. The 'Orders' section contains a table with the following data:

Order Status	Ready	2011/2018 16:58:16	Build
Order Status	Ready	2011/2018 16:58:16	Build
Pick List			Build
Ordered Items			Build
Open Booklets			Build
Sales By Service			Build

The 'Users' section contains a table with the following data:

User Activity	Ready	19/02/2019 11:57:57	Build
User Activity	Ready	19/02/2019 11:57:57	Build
Exhibitor Users			Build
Activation Email	Ready	18/02/2019 14:37:43	Build
Exhibitor Engagement	Ready	19/02/2019 11:59:51	Build

The 'Exhibitor Engagement' report is highlighted with a green box.

Exhibitor Engagement Report

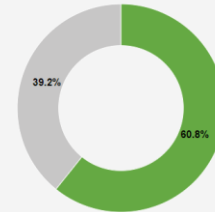
[Back to reports](#) | Last Updated: 19/02/2019 11:59 | Status: Ready

232 total exhibitors

60% accessed site

39% have not accessed site

● Site Accessed ● Site Not Accessed



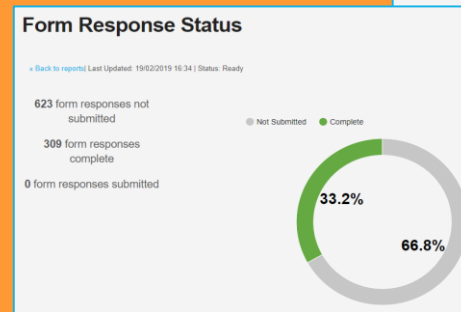
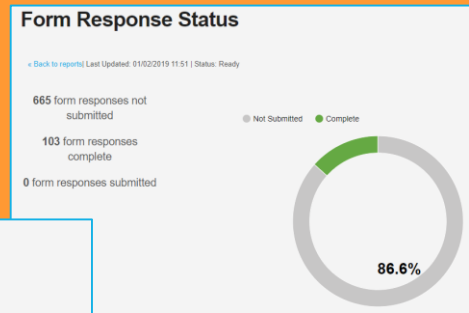
Form Responses.

The 'Form Responses - Crosstab' report:

This report can be run at any time.

- The Report named **Form Responses - Crosstab** allows you to report on forms that have or haven't been completed so you know which exhibitors to chase.
1. Please log into the EA Dashboard, scroll down to 'Reports' and click on 'Build' next to the report name.
 2. This will generate a report and it can be clicked on when you see 'Ready'.
 - *This report can be run 24/7*

The screenshot shows the 'exhibition architect' dashboard. On the left is a navigation menu with categories like Activity List, Queries, Services, Taxonomies, Contractors, Widgets, Media, Products, Pricing, Forms, Exhibitors, Modules, Orders, Themes, Workflows, Stands, Users, and Reports. The main content area is titled 'Don Server' and lists various reports under categories like Email, Exhibitors Stands, Form Responses Import, and Forms. The 'Form Responses (Crosstab)' report is highlighted with a green border and shows a status of 'Ready' and a last update time of '01/02/2019 11:51:37'.



Ongoing Support.

We are here to help you as an Organiser once your show has gone live.



Please email ExhibitionArchitect@freemanco.com for any queries using Exhibition Architect as an Organiser.

Please email EAhelp@freemanco.com for any queries logging into EA as an Exhibitor.

F R E E M A N