

CONSTRUCTION

Days

14 > 16 SEPT. 2021
EUREXPO-LYON

SALON DES ÉQUIPEMENTS ET SOLUTIONS
POUR LA CONSTRUCTION

100% OUTDOOR

DÉMONSTRATION

INNOVATION

BUSINESS

**DECLARE VIA YOUR CUSTOMER
AREA:
YOUR CONTACTS (USERS)**

un événement
co-organisé par :

COMEXPOSIUM



SUIVEZ NOUS    
CONSTRUCTION-DAYS.COM

HOW TO DECLARE YOUR CONTACTS VIA YOUR CUSTOMER AREA

You are the exhibition manager, this space offers you the possibility of creating users to whom you can delegate the right to place orders, complete forms, or manage your account (examples: communication teams, assistant).

1. Once connected to your customer area, we invite you to click on your pictogram of **connexion – 1** which triggers the deployment of the associated menu.

Click on **My account - 2**

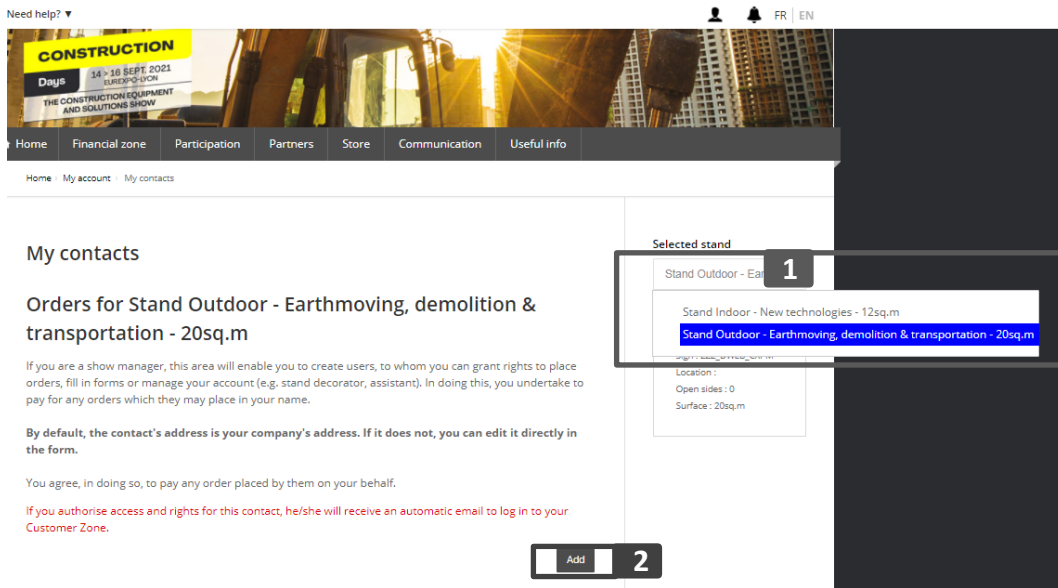
The screenshot shows the 'My decorators' page. At the top, there is a banner for 'CONSTRUCTION Days 14 > 16 SEPT. 2021 EUREXPO-LYON THE CONSTRUCTION EQUIPMENT AND SOLUTIONS SHOW'. Below the banner is a navigation menu with items: Home, Financial zone, Participation, Partners, Store, Communication, Useful info. The main content area is titled 'My decorators' and includes instructions: 'Find the list of decorators you have declared for your stand. You can also declare it again.' It also states: 'A decorator's own account is opened and linked to the Exhibitor's Customer zone. The decorator can order independently. Orders will be invoiced to the decorator/stand contractor directly!' There is a link to 'Refresh the list of my decorators'. A list of stands is shown, with 'Stand Outdoor - Earthmoving, demolition & transportation - 20sq.m' selected. A '1' is placed above the 'Selected stand' dropdown menu. At the bottom right, there is an 'Add' button with a '2' next to it.

Click on **My account** and after that click on **my contacts**:

The screenshot shows the 'My account' page. At the top, there is a banner for 'CONSTRUCTION Days 14 > 16 SEPT. 2021 EUREXPO-LYON THE CONSTRUCTION EQUIPMENT AND SOLUTIONS SHOW'. Below the banner is a navigation menu with items: Home, Financial zone, Participation, Partners, Store, Communication, Useful info. The main content area is titled 'My account' and features four icons in a grid: 'My profile' (person icon), 'My addresses' (building icon), 'My contacts' (folder icon, highlighted with a black border), and 'My decorators' (building icon). At the top right, there is a shopping cart icon with '0' items and language options 'FR | EN'.

Important: if you have several stands, you must first select the **stand – 1**, once the stand is selected click on **Add – 2**

If you only have one stand, click directly on **Add - 2**



The form to create a user appears:

Add a user

Title

First name *

Last name *

Function

Company *

Address 1 *

Address 2

Address 3

Postcode *

City *

State / County

Country *

Phone number

Mobile

Fax

Email *

Language

By default, you give access to your complete customer zone.
If you want to restrict this access, check the items that the contact will not be allowed to access :

Restricted access Account
 Catalogue entry
 Orders
 Forms

I agree to pay any order submitted in my name by the contact I have created. *

Important :

If you want to **restrict** access to your customer area, **check** the sections to which the contact will not be authorized to access:

- **By default**, you give access to your complete customer area.
- By giving access to a contact (decorator, assistant, etc.) **you agree to pay for any order** placed by this user on your behalf.

As soon as the decorator's registration status is **«available»** then he will receives an email.