



In the business of
building businesses

ONLINE STAND CHECK SYSTEM

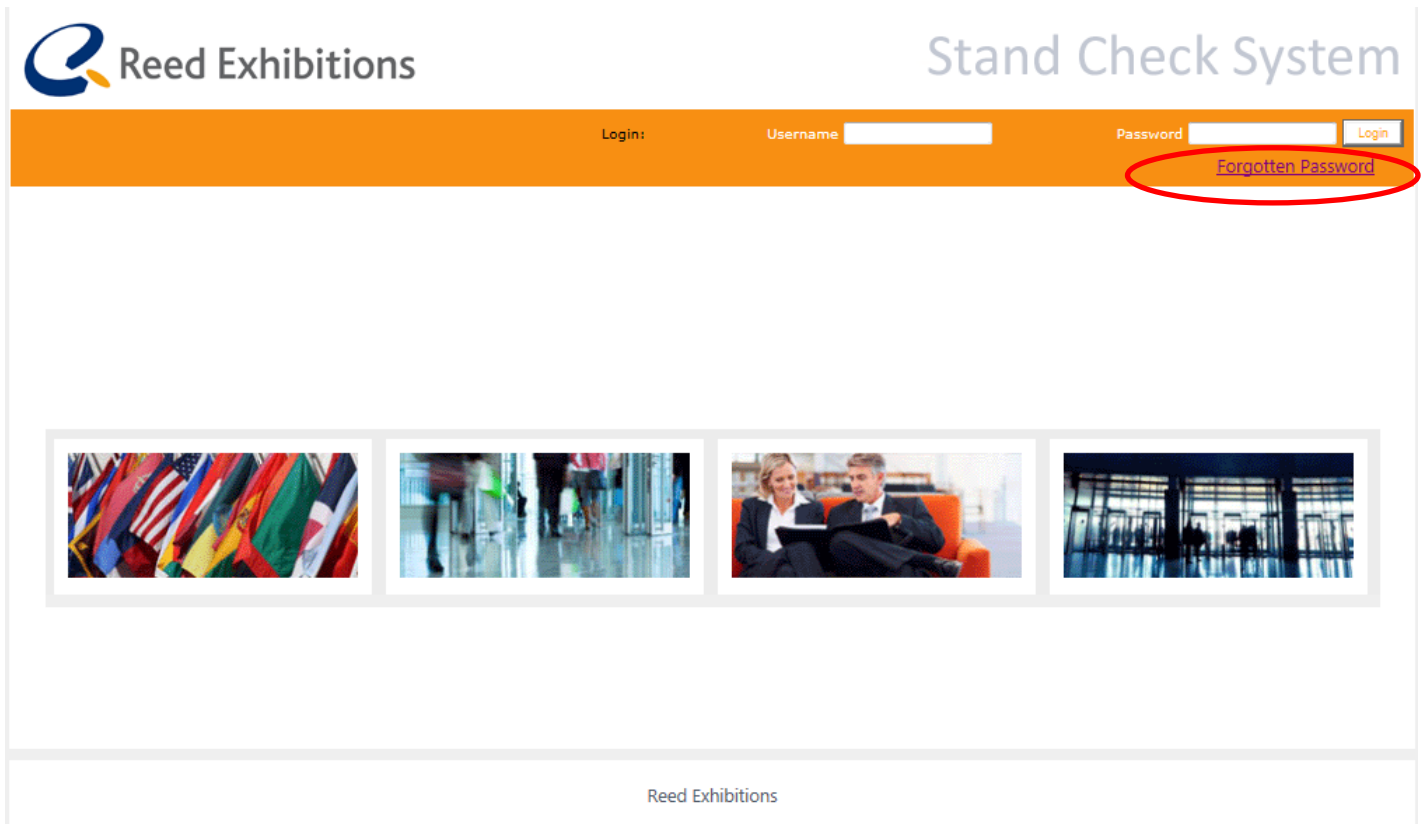
RX have an online system for the submission and management of stand plans. This system is an online tool which you and your contractor can access to upload stand plans, stand visuals, risk assessments and method statements. You are also able to obtain important show related information and see the status of your stand plans submission.

To assist you in using the system we have put this simple guide together which covers the following topics:-

- [Setting up your account](#)
- [Managing Stands & Stand Status](#)
- [Uploading documents through the Stand Check System](#)
- [Adding contacts to the stand](#)
- [Navigation & Tabs](#)

1. Setting up your account

Please go to <https://exhibitor.standplans.co.uk/> . On your initial visit you will need to set up your account password so please click on Forgotten Password



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Stand Check System

Login: Username Password

[Forgotten Password](#)

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You will then be taken to the page below, please enter your email address in the box indicated. Please also note that your username is your email address and press save.

If you receive an error message at this point to say that your email does not exist in the system this will be because we have a different main contact for your stand. Please email standplans@reedexpo.co.uk with your contact details and the stand number and we will arrange to get you set up within the system.

Login:

Username Password [Forgotten Password](#)

FORGOTTEN PASSWORD

Enter Email

Email

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Once the save button has been clicked the below screen will show with the text your password has been reset and emailed to you.

Login:

Username Password [Forgotten Password](#)

FORGOTTEN PASSWORD

Enter Email

Email

Your password has been reset and emailed to you.

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This will then generate an email to be sent to you, within the email there will be a link which please click on for you to set up your password for the site. If at any time you forget this password you would just repeat this process.

If you have a stand contractor who is managing your stand build then please ensure once you have logged into the system you add them as a primary

contact under the contact section (Please refer to the [Adding contacts to the stand section](#)). This will then send a link directly to them to access the online stand check

2. Managing Stands & Stand Status

Once logged in you to the Stand Check System it will show you a list of all the stands you are associated against for RX shows. Please select the stand you would like to manage/upload documents for

Reed Exhibitions Stand Check System

My Stands Logout

STAND LIST

Select Show: All

Stand Name	Show Name
1	Default Show
1	Infosecurity Europe 2014

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This will then take you to the current status of the stand as shown below.

STAND: 1

PERMISSION TO BUILD: NO Default Show

UPLOAD YOUR DOCUMENTS

EMAIL YOUR DOCUMENTS

If you want to email in your documents or a response to the query raised then please copy the tag below including the TID and # and paste into your email and send to reedexhibitions@standplans.co.uk

TID:#fd73bf50-b964-4d55-ab77-314423bb6e9b#

Check Status	
Check Name	View
Platform	View
Comment:	
Overall Dimensions	View
Comment:	
Method Statement	View
Comment: The method statement submitted is not sufficient for the activities being undertaken. Please resubmit a method statement that details all of the activities that you are undertaking.	
Orientation	View
Comment:	
Stand height	View
Comment:	
Rigging	View
Comment:	
Door location, orientation	View

At the top under the stand number the overall status of the stand is shown i.e Permission to build – currently this is set at No as we require more information to be provided.

Underneath is then a full list of all the checks that are associated to your stand and which the RX Operations Team will update as they check these against the documents you or your contractor submit. The colour coding is as follows:-

Red	no information or insufficient information received
Amber	more information required/another user to check i.e Structural Engineer
Green	check completed all necessary information received.

If more information is required the details of this will be shown underneath the check i.e Method statement. You can then upload the revised/new documents by clicking on the upload file button at the top of the page or sending the information in via email to reedexhibitions@standplans.co.uk and putting the tracking number within the body of the email.

Once we are happy with the information received the overall status of the stand shown at the top will change to Permission to Build: YES

Please note: once we receive documentation uploaded through the Stand Check System or by email and have checked this if there are any issues/queries or if permission to build has been issued we will also send an email to the primary contact.

3. Uploading documents through the Stand Check System

To upload documents i.e stand plans, method statement or any other documentation in relation to your stand plan. You can click on the upload file above the check status table or the upload tab at the top of the page

The screenshot shows the Reed Exhibitions Stand Check System interface. At the top, there is a navigation bar with tabs: My Stands, Show Info, Status, History, Upload, Contact, and Logout. The 'Upload' tab is highlighted with a red circle. Below the navigation bar, the page displays 'STAND: 1' and 'PERMISSION TO BUILD: NO'. There are two main sections: 'UPLOAD YOUR DOCUMENTS' and 'EMAIL YOUR DOCUMENTS'. The 'UPLOAD YOUR DOCUMENTS' section has a red circle around the 'Upload File' button. The 'EMAIL YOUR DOCUMENTS' section contains instructions and a TID: #fd73bf50-b964-4d55-ab77-314423bb6e9b#. Below these sections is a 'Check Status' table with the following content:

Check Name	View
<input type="checkbox"/> Platform	View
Comment:	
<input type="checkbox"/> Overall Dimensions	View
Comment:	
<input type="checkbox"/> Method Statement	View
Comment: The method statement submitted is not sufficient for the activities being undertaken. Please resubmit a method statement that details all of the activities that you are undertaking.	
<input type="checkbox"/> Orientation	View
Comment:	
<input type="checkbox"/> Stand height	View

Once you have clicked on the Upload File/New File tab you will see the below page. This is where you will be able to upload the document/s. Please enter

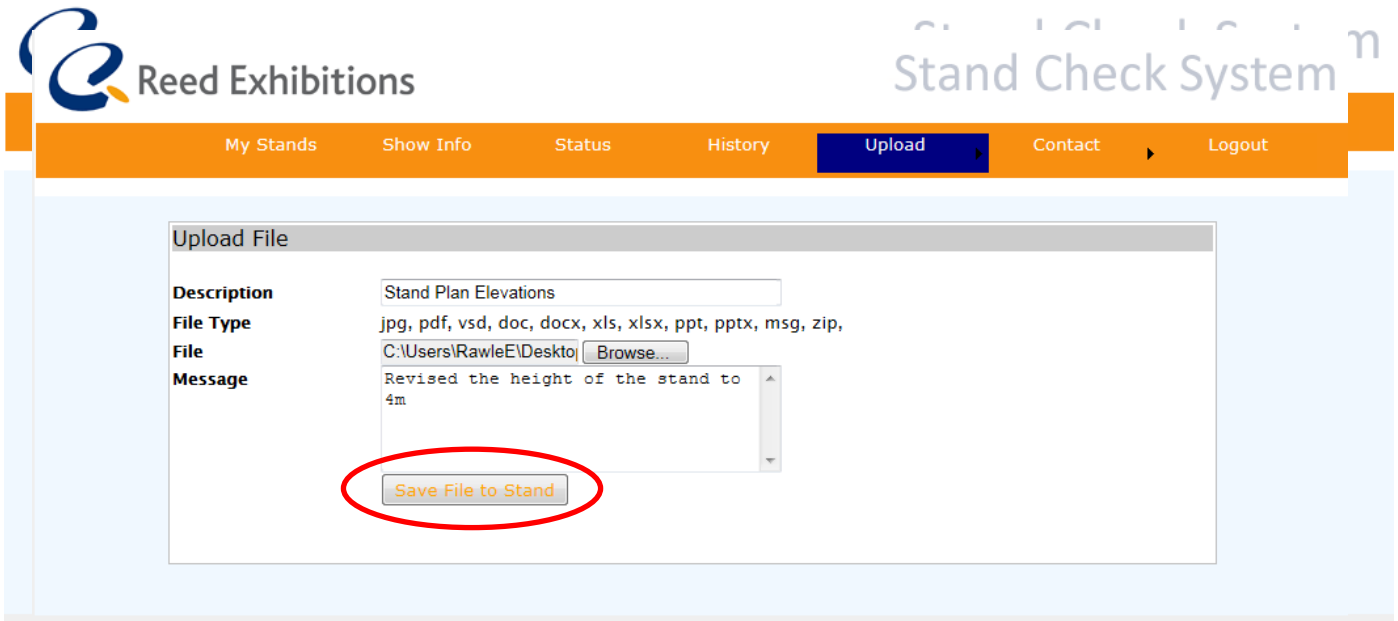
The screenshot shows the Reed Exhibitions Stand Check System interface with the 'Upload' tab selected. The 'Upload File' form is displayed with the following fields:

- Description: Stand Plan Elevations
- File Type: jpg, pdf, vsd, doc, docx, xls,xlsx, ppt, pptx, msg, zip,
- File:
- Message: Revised the height of the stand to 4m |
-

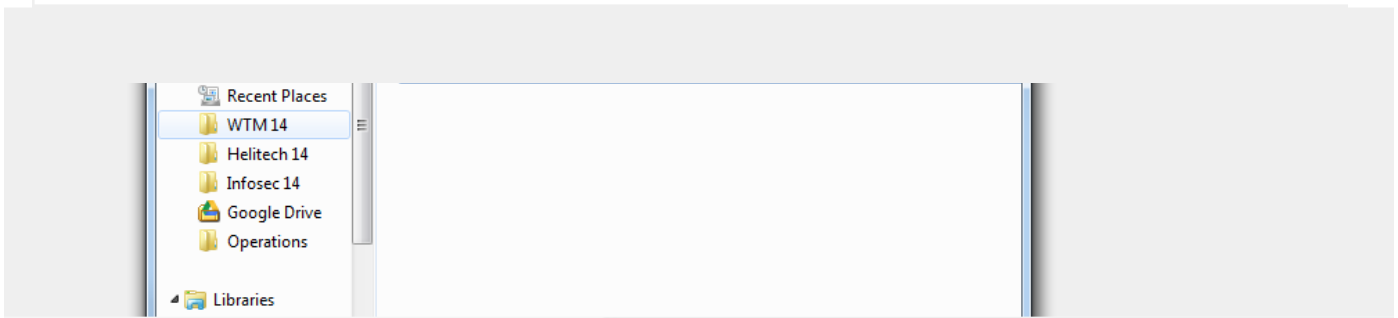
At the bottom of the page, there is a footer with the text 'Reed Exhibitions'.

a description of the file i.e Stand Plan Elevation. If you have a specific message/details to go with this file please enter then in the Message box.

Then click on the browse button to upload the documents



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Once selected click on the Save File to Stand button

A pop up box will appear to check that you are sure you want to upload this file please click the ok button. Then another pop up box will appear to state that Your file was uploaded successfully. Your note was attached to the stand.

The screenshot displays the 'Stand Check System' interface for Reed Exhibitions. The top navigation bar includes 'My Stands', 'Show Info', 'Status', 'History', 'Upload', 'Contact', and 'Logout'. The 'Upload' button is highlighted in blue. Below the navigation bar is the 'Upload File' form, which contains the following fields:

- Description:** A text input field.
- File Type:** A dropdown menu with options: jpg, pdf, vsd, doc, docx, xls, xlsx, ppt, pptx, msg, zip.
- File:** A file selection field with a 'Browse...' button.
- Message:** A text area for additional notes.

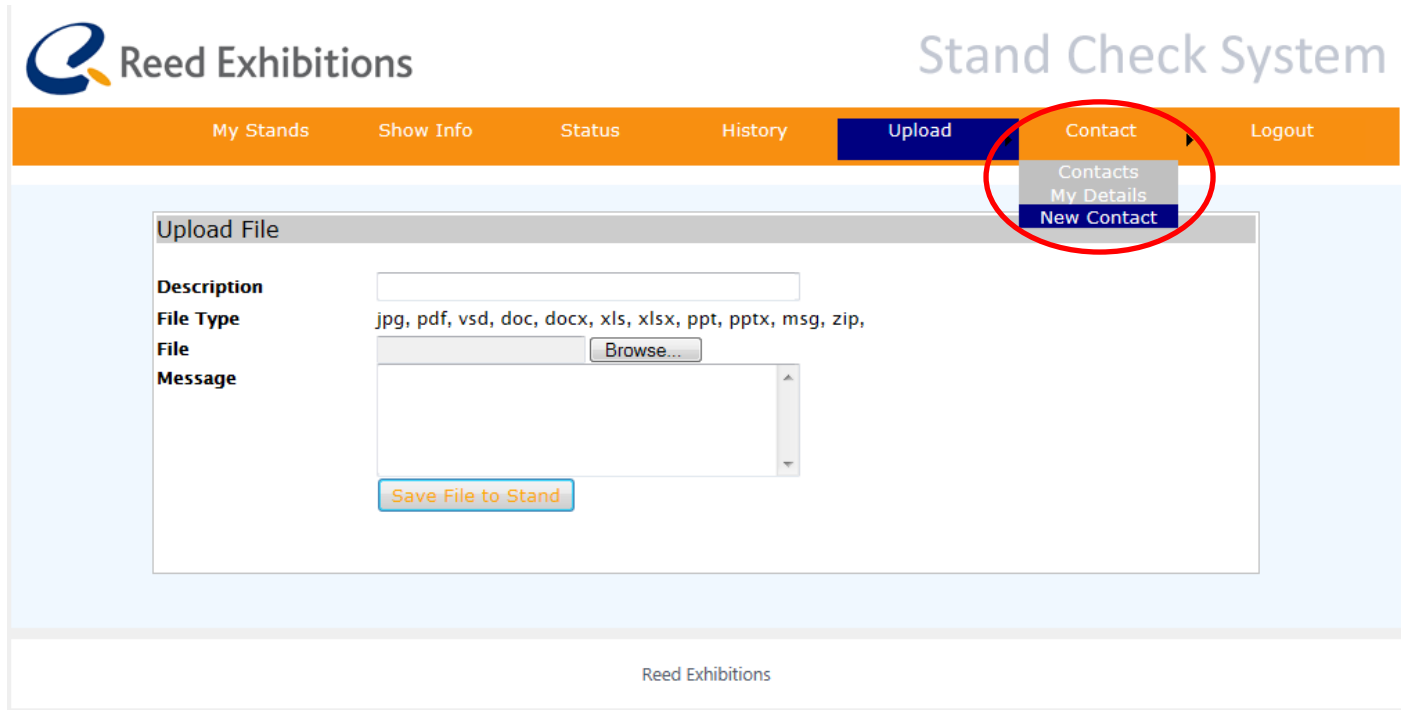
A red oval highlights the 'Save File to Stand' button at the bottom of the form. Below the form, a confirmation message reads: 'Your file was uploaded successfully. Your note was attached to Stand.'

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4. Adding Contacts to the Stand

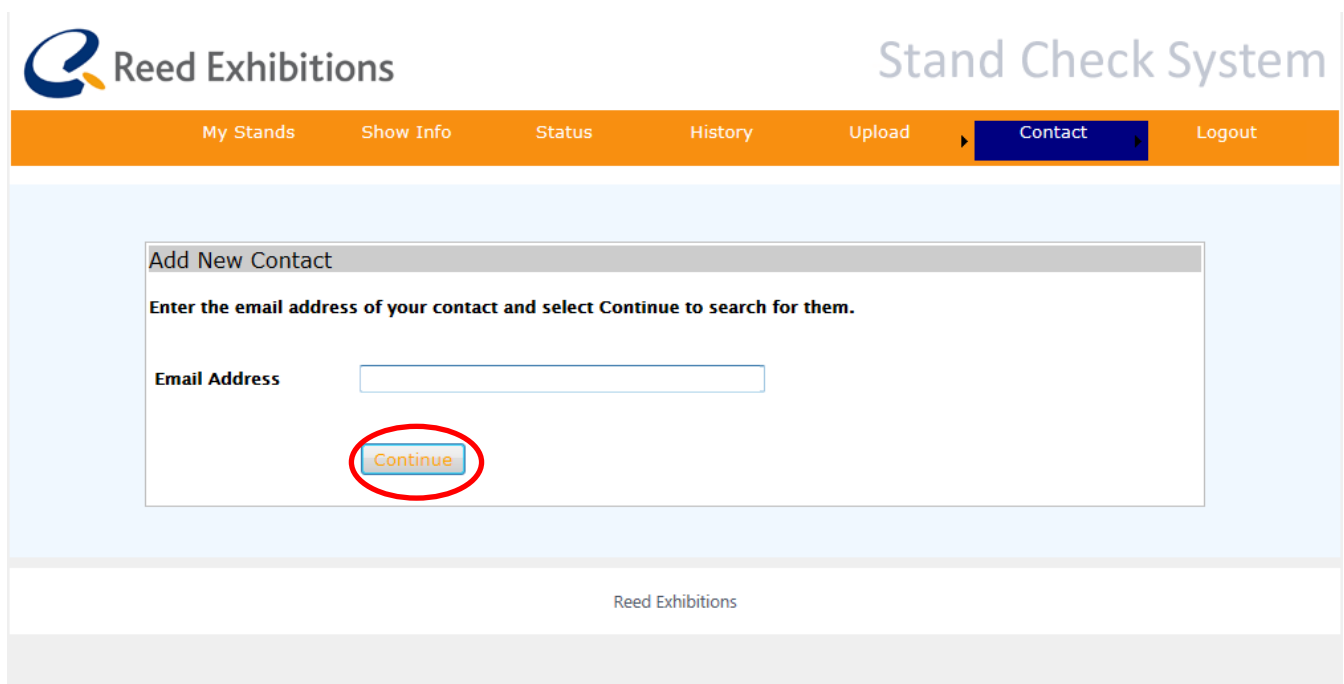
If you have appointed a stand builder you will need to add their contact details to the Stand Check System against your stand so that when they log in they can select your stand to manage and then be able to log in, upload documents and see where the status of the stand is.

To do this please go to the Contact Tab and select New Contact



The screenshot shows the 'Stand Check System' interface. At the top left is the 'Reed Exhibitions' logo. The main header contains navigation tabs: 'My Stands', 'Show Info', 'Status', 'History', 'Upload', 'Contact', and 'Logout'. The 'Contact' tab is highlighted in blue, and a red circle highlights its dropdown menu, which contains 'Contacts', 'My Details', and 'New Contact'. Below the navigation is an 'Upload File' form with fields for 'Description', 'File Type' (listing supported formats like jpg, pdf, vsd, doc, docx, xls, xlsx, ppt, pptx, msg, zip), 'File' (with a 'Browse...' button), and 'Message'. A 'Save File to Stand' button is at the bottom of the form. The footer of the page reads 'Reed Exhibitions'.

This will take you to the following page



The screenshot shows the 'Add New Contact' form in the 'Stand Check System'. The navigation tabs are the same as in the previous screenshot, but the 'Contact' tab is now the active page. The form has a title 'Add New Contact' and a instruction: 'Enter the email address of your contact and select Continue to search for them.' Below this is an 'Email Address' input field. A red circle highlights the 'Continue' button at the bottom of the form. The footer of the page reads 'Reed Exhibitions'.

Enter the email address of the contact you want to add (the system will then check if they are already in our database) and click continue.

If the contact is already in the system it will show the following, and if this is the correct contact then click on continue, if not then you would click on Create New Contact

Reed Exhibitions Stand Check System

My Stands Show Info Status History Upload Contact Logout

Select Existing Contact

An existing Contact has been found in the system - please select if this is the contact you are interested in else click Create New Contact.

Select Existing Contact Emma Rawle emma.rawle@reedexpo.co.uk

Back Continue Create New Contact

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If this is the correct contact then click on continue

Reed Exhibitions Stand Check System

My Stands Show Info Status History Upload Contact Logout

Edit Contact

Firstname Emma

Surname Rawle

Contact Number Home

Contact Number Work

Contact Number Mobile

Email - Login Username emma.rawle@reedexpo.co.uk

Default Language en-GB

Role Exhibitor

Back Save Send Password Link

Existing contact selected. Please save to add contact to your stand.

Notes:
If you are adding your first Contractor they will be set to the Primary user. This can be changed on the Contacts page.

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Ensure you select their role i.e either an exhibitor or contractor and then click save. A pop up box will appear asking if you are sure you want to update this contact please click on OK and the message at the bottom of the page will state the contact has been added to the stand successfully.

Edit Contact

Firstname	<input type="text" value="Emma"/>
Surname	<input type="text" value="Rawle"/>
Contact Number Home	<input type="text"/>
Contact Number Work	<input type="text"/>
Contact Number Mobile	<input type="text"/>
Email – Login Username	<input type="text" value="emma.rawle@reedexpo.co.uk"/>
Default Language	<input type="text" value="en-GB"/>
Role	<input type="text" value="Stand Contractor"/>
	<input type="button" value="Back"/> <input type="button" value="Save"/> <input type="button" value="Send Password Link"/>

The contact has been added to the Stand successfully

Notes:

If you are adding your first Contractor they will be set to the Primary user. This can be changed on the Contacts page.

Then click on send password link and an email will be sent to the contractor/exhibitor with details of how to login the system etc.

If the email address entered at the beginning is not found then you will be taken through to the below page where you will enter the details for the contractor

Edit Contact

Firstname	<input type="text"/>
Surname	<input type="text"/>
Contact Number Home	<input type="text"/>
Contact Number Work	<input type="text"/>
Contact Number Mobile	<input type="text"/>
Email – Login Username	<input type="text" value="lesley.bush@reedexpo.co.uk"/>
Default Language	<input type="text" value="en-GB"/>
Role	<input type="text" value="Exhibitor"/>
	<input type="button" value="Back"/> <input type="button" value="Save"/> <input type="button" value="Send Password Link"/>

Contact not found - you are adding a new contact to the system.

Notes:

If you are adding your first Contractor they will be set to the Primary user. This can be changed on the Contacts page.

Save the details inputted and then click on send password link.

To view all the contacts associated to a stand please go to contact tab and select contacts

Reed Exhibitions Stand Check System

My Stands Show Info Status History Upload **Contact** Logout

Contacts
My Details
New Contact

Edit Contact

Firstname: Lesley
Surname: Bush
Contact Number Home:
Contact Number Work:
Contact Number Mobile:
Email - Login Username: lesley.bush@reedexpo.co.uk
Default Language: en-GB
Role: Stand Contractor

Back Save **Send Password Link**

The contact has been added to the Stand successfully

Notes:
If you are adding your first Contractor they will be set to the Primary user. This can be changed on the Contacts page.

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This will take you to the following page where all the contacts that have been associated to the stand are listed and what role they have.

Reed Exhibitions Stand Check System

My Stands Show Info Status History Upload **Contact** Logout

Stand Contacts

Name	Email	Role	Edit
Jan Dunseith	jan.dunseith@reedexpo.co.uk	Exhibitor	Edit
Lesley Bush	lesley.bush@reedexpo.co.uk	Exhibitor	Edit
Emma Rawle	emma.rawle@reedexpo.co.uk	Main Exhibitor	Edit

[Add New Contact](#)

Role Definitions

Main Exhibitor - Main Exhibitor contact associated with the stand. They are defaulted primary contact until a contractor is added. They are able to upload docs and view the stand status, however, once a contractor is added, they will not receive direct communications but will still be able to administer users who can view the stand and change primary user.

Exhibitor - Other additional Exhibitor contacts - they will be able to upload documents and view the stand status. Will not receive direct communications.

Primary - Primary Contact for Stand they will be able to upload document, view the stand status and will receive all direct email communications regarding the stand build.

Contractor - All other Contractors they will be able to upload documents and view the stand status, however will not receive direct communication.

Here you can manage who is the Primary contact i.e who will receive all direct email communications regarding the stand build. To do this click on the edit button against their record

Stand Contacts			
Name	Email	Role	Edit
Jan Dunseith	jan.dunseith@reedexpo.co.uk	Exhibitor	Edit
Lesley Bush	lesley.bush@reedexpo.co.uk	Exhibitor	Edit
Emma Rawle	emma.rawle@reedexpo.co.uk	Main Exhibitor	Edit

[Add New Contact](#)

Role Definitions

Main Exhibitor - Main Exhibitor contact associated with the stand. They are defaulted primary contact until a contractor is added. They are able to upload docs and view the stand status, however, once a contractor is added, they will not receive direct communications but will still be able to administer users who can view the stand and change primary user.

Exhibitor - Other additional Exhibitor contacts - they will be able to upload documents and view the stand status. Will not receive direct communications.

Primary - Primary Contact for Stand they will be able to upload document, view the stand status and will receive all direct email communications regarding the stand build.

Contractor - All other Contractors they will be able to upload documents and view the stand status, however will not receive direct communication.

5. Navigation and Tabs

Below is a brief explanation of the tabs within the Stand Check System



My Stands – This lists all the stands that you are associated with. To manage a specific stand please select it from the list.

Status – Summary of the overall status of the stand and the individual checks.

Show Info – Useful show related information i.e contractors manual, exhibition timetable etc can be downloaded/viewed here.

History – View all documents uploaded into the system and emails sent and received by the Stand Check System.

Upload (new file) – Where new documents relating to the stand design can be uploaded. Complete the description and select the file. If there is any important information to go with the document please include this in the message section. Once the file is uploaded this will be displayed in the history section.

Contact – Here you can add new contacts or view the existing contacts against the stand. Please note that the Primary Contact will receive all direct communications from the Stand Check System. If you know who your stand contractor is then add their details here and change them to Primary Contact.