



Skyline[®]
DYNOVIA

Environments + Exhibits + Experiences

EXHIBIT FORCE ONLINE INVENTORY MANAGEMENT SYSTEM



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THE PURPOSE

- Maintain all your events throughout the calendar year
- Maintain history of what has been done in the past
- Communicate the specific details of your event + track event progress throughout the process
- Real time inventory management of your trade show assets online that are stored in our facility.



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HOW TO ACCESS YOUR ONLINE ACCOUNT

- Go to www.skyline.com/asset-management-sign-in on any browser
- Enter your User ID + Password
(You will have a unique ID & Password setup once all inventory has been uploaded into the program)

The screenshot shows the Skyline DYNOVIA website's EMP Client Login page. The header is dark blue with the Skyline logo and navigation links: YOUR DEALER: SKYLINE DYNOVIA, ABOUT US, EXHIBIT & DESIGNS, NEW PRODUCTS, RENTAL / SERVICES, and LEARN / BLOG. Below the header is an orange banner with the text 'EMP CLIENT LOGIN'. The main content area is white and features the Skyline DYNOVIA logo on the left. Below the logo are two input fields: 'User ID:' and 'Password:'. A dark blue 'SIGN IN' button is positioned below the password field. On the right side of the page, there is a welcome message: 'WELCOME TO THE ONLINE INVENTORY AND EVENT MANAGEMENT SIGN IN!'. Below this message, there is a paragraph of text: 'Please enter your login and password and click Sign In. Click [here](#) to retrieve your login or password.' followed by another paragraph: 'Questions? Please contact your Exhibit Management team at 515.727.5200, or [email us](#) anytime!'. At the bottom of the right side, there is a dark blue button with the text 'WHAT IS EXHIBIT MANAGEMENT?'. The background of the page has a faint, abstract pattern of colorful shapes.

Skyline® YOUR DEALER: SKYLINE DYNOVIA ABOUT US EXHIBIT & DESIGNS NEW PRODUCTS RENTAL / SERVICES LEARN / BLOG

EMP CLIENT LOGIN

SKYLINE DYNOVIA

User ID:

Password:

SIGN IN

WELCOME TO THE ONLINE INVENTORY AND EVENT MANAGEMENT SIGN IN!

Please enter your login and password and click Sign In. Click [here](#) to retrieve your login or password.

Questions? Please contact your Exhibit Management team at 515.727.5200, or [email us](#) anytime!


To read the full agreement click [here](#).

WHAT IS EXHIBIT MANAGEMENT?



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HOMEPAGE



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HomeEventsProductsCalendarReportingCalculatorsResourcesDocumentsFAQ

Create EventUpload EventsOpen Recent

WELCOME TO ONLINE INVENTORY AND EVENT MANAGEMENT!

Welcome to the Skyline Exhibits Iowa | Nebraska Online Inventory Management System!

My Events

Event#:▶ This Year1/1/2014thru12/31/2014Level: FullAllOwner: All

<input type="checkbox"/> Event#	Event	Site	Space	Division
JUNE 2014				
<input type="checkbox"/> #2567	sldjlsaldj	Denver, CO		
JUNE EVENTS: 1				
JULY 2014				
<input type="checkbox"/> #2556	Test Event DO NOT PREP	Denver, CO		
JULY EVENTS: 1				
AUGUST 2014				
<input type="checkbox"/> #2576	afkjasdlkjasdlkj	Denver, CO		
AUGUST EVENTS: 1				
TOTAL EVENTS: 3				



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HOW TO CREATE AN EVENT

STEP 1 - Click “Create Event”





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HOW TO CREATE AN EVENT

STEP 2 - Follow the order process timeline

Items with red arrows are required information

Order Process Create Event Select Items Confirm Items Order Form Confirmation

1 2 3

CREATE EVENT

Event Name: ◀ REQUIRED
Is this event **PENDING**? ☐

Event Abbreviation:

Reference #:

Event Location: Select Location... ◀ REQUIRED

Event Dates: thru ◀ REQUIRED

Your Name: ◀ REQUIRED

Your Email: ◀ REQUIRED

Division: ☒ Full Access Only
☐ One Division
☐ Multiple

« CANCEL CONTINUE »



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HOW TO CREATE AN EVENT

STEP 3 - Choose who has access to your order

OPTIONS

- Full Access is everyone
- Division is a group assignment
- Multiple is multiple selections of employees

Division:

☒ Full Access Only

☐ One Division

☐ Multiple

Click continue to proceed



CONTINUE »



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HOW TO CREATE AN EVENT

STEP 4 - Select your items you want for your event

You can click on the picture of an items to see a macro view of what you are selecting

SELECT CATEGORIES:

☐

10X10 Display

☐10x10 Display #1

☐10x10 Display #2

☐

Accessories

☐Convey

☐Literature Stands and Holders

☐

Backwalls

☐Exalt Display

☐Myriad Display

☐Regatta Frame

☐Shapes Display

☐

Inline Displays

☐10x20 Inline Display

☐

Island Displays

☐30x30 Island Display

☐Deck

☐

Tables and Counters

☐Stratus Table

☐


Tabletops


☐Mirage Classic

SELECT ITEMS:

PLEASE SELECT A CATEGORY TO BEGIN...

ACCESSORIES CONVEY

	PACKAGE	ITEM#	PRODUCT	DESCRIPTION
<div><div></div></div>			CONVEY	





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HOW TO CREATE AN EVENT

STEP 5 - For each item you want for an event, update the quantity you want click ADD and your cart will be updated.

You will see the items added on the right hand side of the screen. If this is incorrect click the X and start over.

***AVAILABILITY BASED ON 1/10/2015 - 1/27/2015**

INVENTORY	AVAILABLE	ADD
2	1	0 ADD

CURRENT ITEMS:

QTY	ITEM	DEL
1	CONVEY	

CONTINUE »




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HOW TO CREATE AN EVENT

STEP 6 – If the item you want for your event is unavailable click **VIEW** and you can see when it is scheduled to return to Dynovia.

Please proceed with ordering another item or alert us that you would like it added once it returns.

INVENTORY	AVAILABLE
4	0
	VIEW

 Assigned Items				
Qty	Order#	Event	Shipping	Returning
4	#2695	Disposal Items	11/22/2014	12/6/2014









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HOW TO CREATE AN EVENT

STEP 7 – Click **CONTINUE** once you have selected all your items

CURRENT ITEMS:

QTY	ITEM	DEL
1	 EXALT BACKWALL	
1	 STRATUS TABLE	
1	 CONVEY	

CONTINUE »







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HOW TO CREATE AN EVENT



STEP 8 – Confirm your items for your event

This screen will give you the opportunity to make changes.

PLEASE CONFIRM THE ITEMS THAT HAVE BEEN SELECTED FOR THIS EVENT. USE THE BUTTONS BELOW TO "SELECT ITEMS" OR "CONTINUE" TO THE ORDER FORM.

BACKWALLS		
Qty	Item	Del
1	 Exalt Backwall	

ACCESSORIES		
Qty	Item	Del
1	 Convey	

TABLES AND COUNTERS		
Qty	Item	Del
1	 Stratus Table	



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ORDER & SHIPMENT INFO

- The standard lead time for a prep in & prep out of an order is 10 working days billed at \$75 per hour and is billed in half hour increments.
- For orders or shipments with a lead time of 3 days or less a 50% rush charge will apply to the quoted prep.
- For orders or shipments with a lead time of 24 hours or less a 100% rush charge will apply to the quoted prep.
- The majority of our prep charges are a flat rate fee, so you will know what to expect based on your exhibit size.
- Please see your manager for details on the fees associated with our exhibit management program agreement with your company.
- If you are concerned about an order being completed in time please call us!



HOW TO CREATE AN EVENT

STEP 9 – Proceed by filling out the order form

Each section indicated by a red arrow is required information. The more information you can provide us the better we can administer your event!

Order Process Create Event Select Items Confirm Items **Order Form** Confirmation

1 2 3

CONTACT INFORMATION

→ Contact Name:

Division: ☒ Full Access Only
☐ One Division
☐ Multiple

→ Email:

→ Phone:

Fax:

→ Billing Contact Name:

Billing Address:

→ Street:

→ City:

→ St/Prov:

→ Zip/Postal:

Country:

EVENT INFORMATION

→ Event Name:

:

→ Event Location:

Website:

Booth #:

Exhibit Size:

Booth Space Size: x ft

Booth Space Description:

Services Ordered By:

→ Install & Dismantle By:



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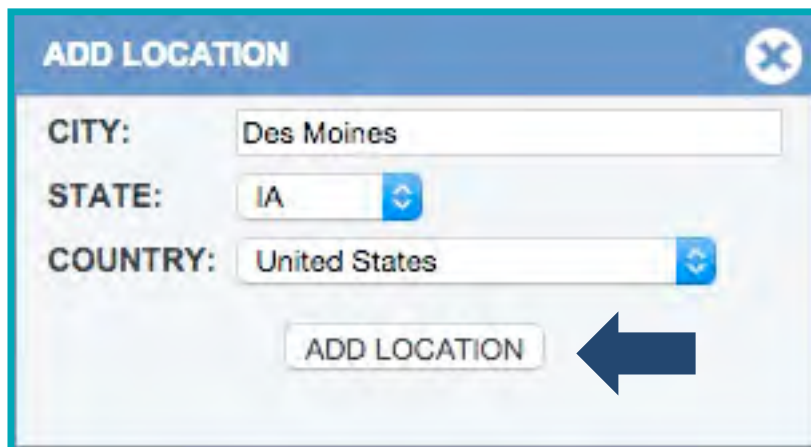
HOW TO CREATE AN EVENT

STEP 10 – Adding Additional Items

This icon allows you to add additional items such as event locations, shipping locations and event management. Once you have added an item into the system, it will remember the location for future events.



→ Event Location: Des Moines, IA [dropdown arrow] [plus icon]



ADD LOCATION [close icon]

CITY: Des Moines

STATE: IA [dropdown arrow]

COUNTRY: United States [dropdown arrow]

ADD LOCATION





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HOW TO CREATE AN EVENT

STEP 11 – Adding Special Instructions

If at anytime throughout your order you are uncertain of something or need to let us know specific information please add it to the special instructions box of the order form.

SPECIAL INSTRUCTIONS

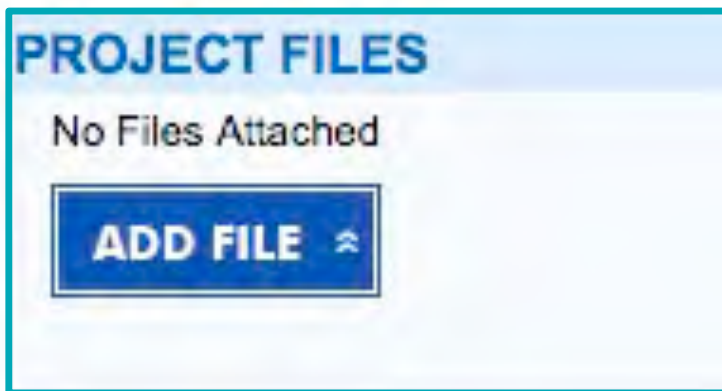


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STEP 12 – If you have additional files specific to your event add them to the **PROJECT FILES** section.

Examples: Quick Facts, Specific Labels, Files you want printed and included in your shipment.





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HOW TO CREATE AN EVENT

STEP 13 – You can add additional people to receive a copy of the order by adding them into the CC: field of the EMAIL NOTIFICATIONS block.

As a standard the person who enters the order, your Marketing Consultant, Project Manager and Service Technician will all receive a copy of the order to prepare your shipment.

EMAIL NOTIFICATIONS

CC:	<input type="text"/>
CC:	<input type="text"/>
CC:	<input type="text"/>
CC:	<input type="text"/>
CC:	<input type="text"/>



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HOW TO CREATE AN EVENT

STEP 14 – Once you complete the order you will have three options

1. **GO BACK** - Make changes to items on your order



2. **SAVE/QUIT** - This gives us visibility of your upcoming event even if you don't have all required information complete yet.



3. **SUBMIT** - All the details are ready to go and correct inventory selected.



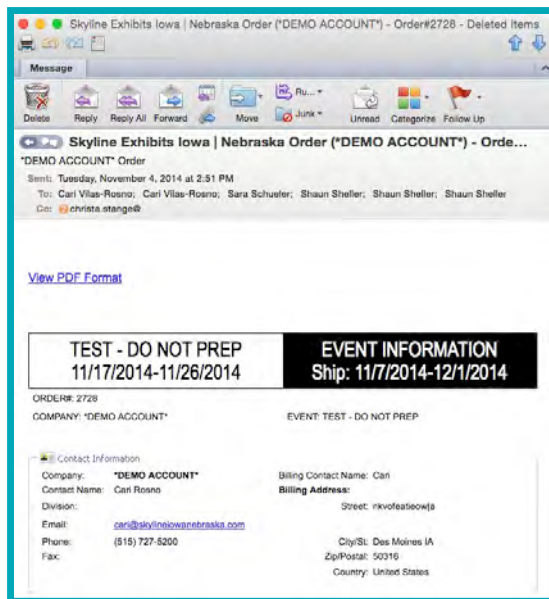


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HOW TO CREATE AN EVENT

Once you submit your order you will receive an email notification with details. Click “View PDF Format” to print a copy of the order.

We will schedule to prep your order and send you the quoted services that pertain to your order. If you ever have any questions please contact your Marketing Consultant or Project Manager.





You will see your event on the home screen once you have sent us your event details. There are several statuses to your order that we will outline on the next page. If you do not see your event try adjusting the range to include the timeframe of your event.

My Events

Event#:

▶

Use Dates

◄

11/17/2014

📅

thru

11/17/2015

📅

Level:

Full

◄

All

◄

Owner:

All

◄

🔍

<input type="checkbox"/>	Event#	Event	Site	Space	Division	Rep	Ship Date	Event Start	Event End	Return	Att	Note	Web	Copy	Status
JANUARY 2015															
<input type="checkbox"/>	#2748	Test Event	Des Moines, IA	0		Shaun Sheller	1/10/2015	1/20/2015	1/22/2015	1/27/2015					Active
JANUARY 1 EVENTS:															



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PROJECT STATUS

PENDING – Select Pending when the event is only being considered. Inventory cannot be reserved on a pending event. Pending projects will be displayed in pink and can be viewed and monitored by Dynovia.

ACTIVE – The event is in planning stages and has not been submitted to Dynovia. The project status for Dynovia will be pending.

SUBMITTED – Inventory has been selected and the event has been submitted to Dynovia. The project status for Dynovia will be need activation.

CONFIRMED – Dynovia has confirmed the event by activating the project and will begin processing. You will not see any other Dynovia status beyond this point until the project is marked as complete.

COMPLETED – The event has been completed and the inventory is returned.

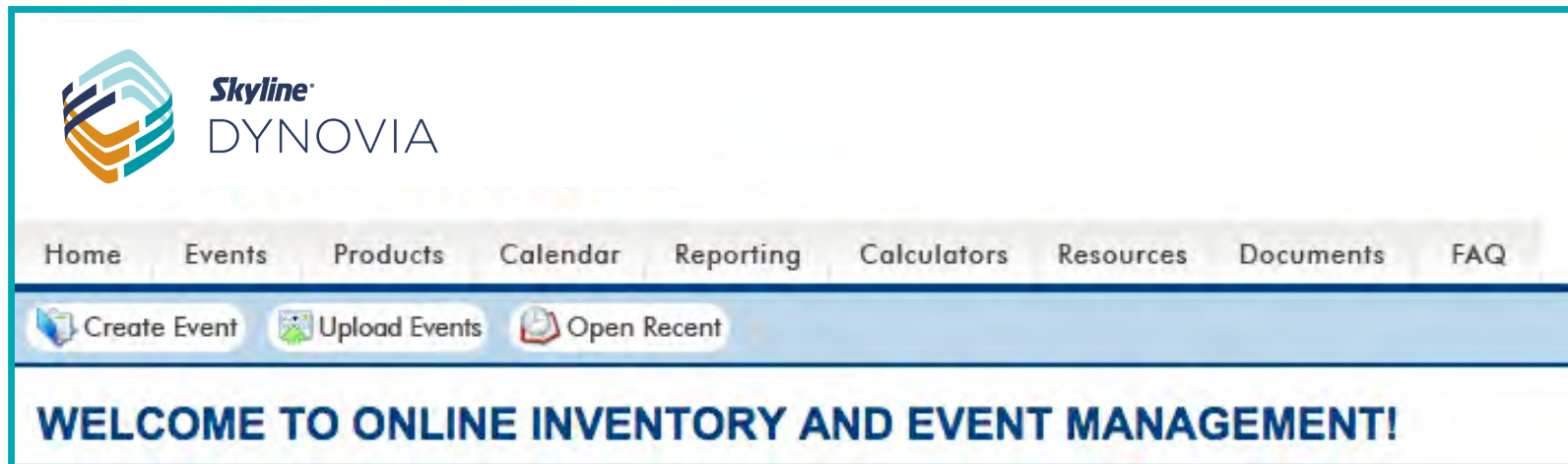
CANCELLED – The event has been cancelled. If this is within 48 hours of the event please call Dynovia immediately.



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ADDITIONAL RESOURCES

There are several additional tools within the Exhibit Force. We have rental inventory that can help to supplement your trade show display and there are several reporting features. These areas can be found within the main navigation bar of the program.

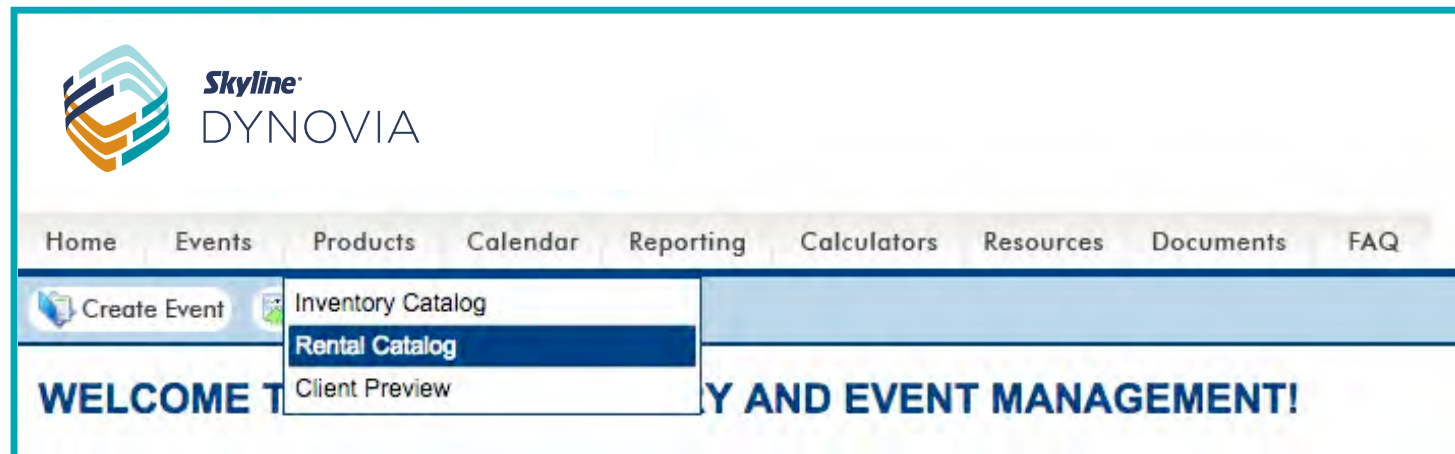




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RENTAL ITEMS

To access our local rental inventory click on “Products” and click on “Rental Catalog”. You will find several items available to supplement your trade show event including the latest technology, furniture and additional displays.





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CALENDAR

By clicking on Calendar, you can access all of your company events in a calendar view. You can view this by week, month, year and an agenda view. You can filter the results by Owner and Manager.

EVENT CALENDAR

See all events in calendar format.

☒ View All Owners
☐ Specify By Owner

☒ View All Managers
☐ Specify By Manager

November 2014

Quick Links

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

December 2014

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

Sunday

Monday

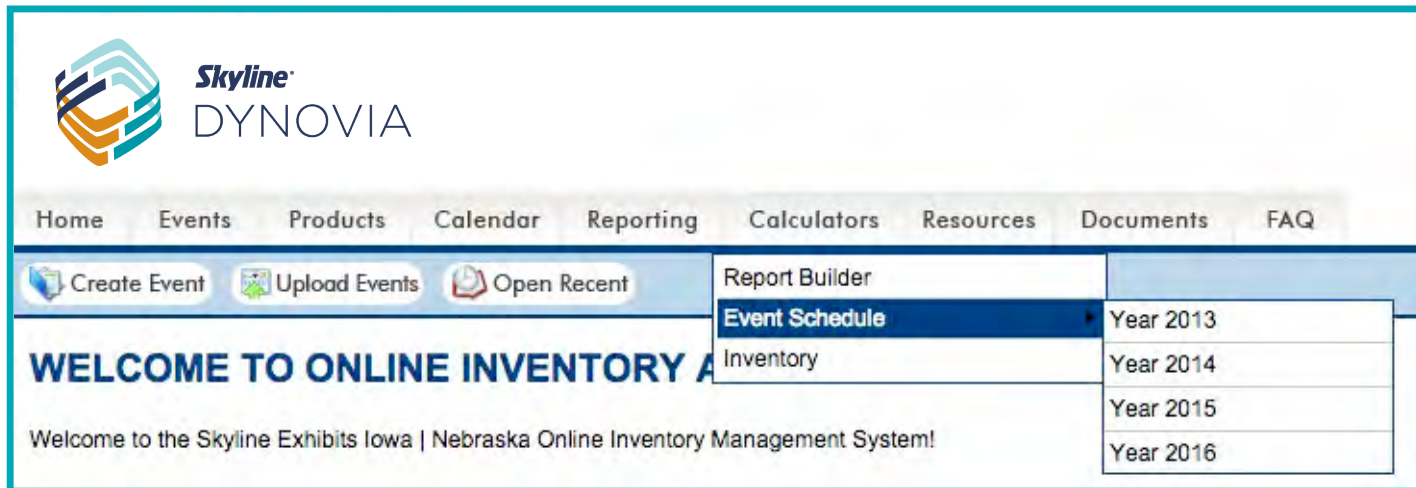
Tuesday

2	3	4
9	10	11



REPORTING

By clicking “Reporting” tab, you will have access to reports for previous years events that will help in planning upcoming shows. You can also access an inventory report which will give you an excel report of all your inventory on site. If you don’t see a report contact us.



The screenshot shows the Skyline DYNOVIA web application interface. At the top is the logo and navigation tabs: Home, Events, Products, Calendar, Reporting, Calculators, Resources, Documents, and FAQ. Below the tabs is a sub-menu with icons for 'Create Event', 'Upload Events', and 'Open Recent'. The 'Reporting' tab is active, showing a dropdown menu with options: 'Report Builder', 'Event Schedule', and 'Inventory'. The 'Event Schedule' option is highlighted, and a list of years (Year 2013, Year 2014, Year 2015, Year 2016) is displayed to its right. Below the navigation, a large blue banner reads 'WELCOME TO ONLINE INVENTORY A'. Underneath the banner, a message states: 'Welcome to the Skyline Exhibits Iowa | Nebraska Online Inventory Management System!'.

Report Builder	
Event Schedule	Year 2013
Inventory	Year 2014
	Year 2015
	Year 2016



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CALCULATORS

The calculators provided within this program are very basic calculators to help you identify ROI from your event, Visual and Personal reach and your cost per lead. Ask us about our more robust calculator or attend our “Measurement Made Easy” webinars and seminars to dig deeper into the numbers.

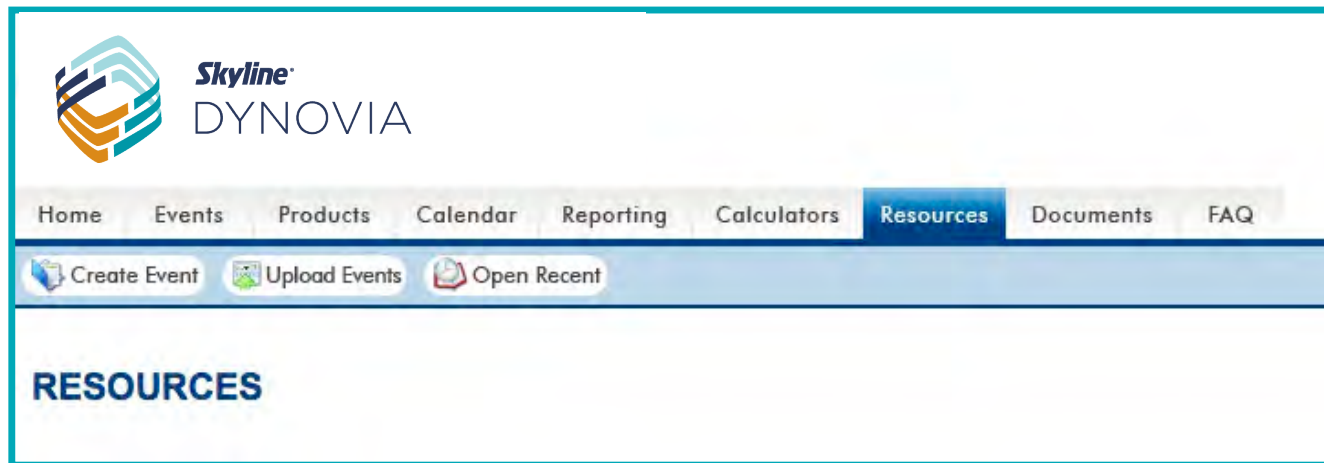
A screenshot of the Skyline DYNOVIA website. The header features the Skyline DYNOVIA logo and a navigation bar with links: Home, Events, Products, Calendar, Reporting, Calculators (highlighted), Resources, Documents, and FAQ. Below the navigation bar, there are buttons for 'Create Event', 'Upload Events', and 'Open'. A dropdown menu is open under the 'Calculators' link, listing: All Calculators, ROI, Visual Reach, Personal Reach, and Cost Per Lead. The main content area has a large blue banner with the text 'WELCOME TO ONLINE INVESTMENT MANAGEMENT!' and a smaller text below it: 'Welcome to the Skyline Exhibits Iowa | Nebraska On'.



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RESOURCES

The Resources tab gives you contact information for our staff members. The online inventory program is available 24/7 anywhere you have internet access. If you are stuck and need some help you can find the information you need on this page.



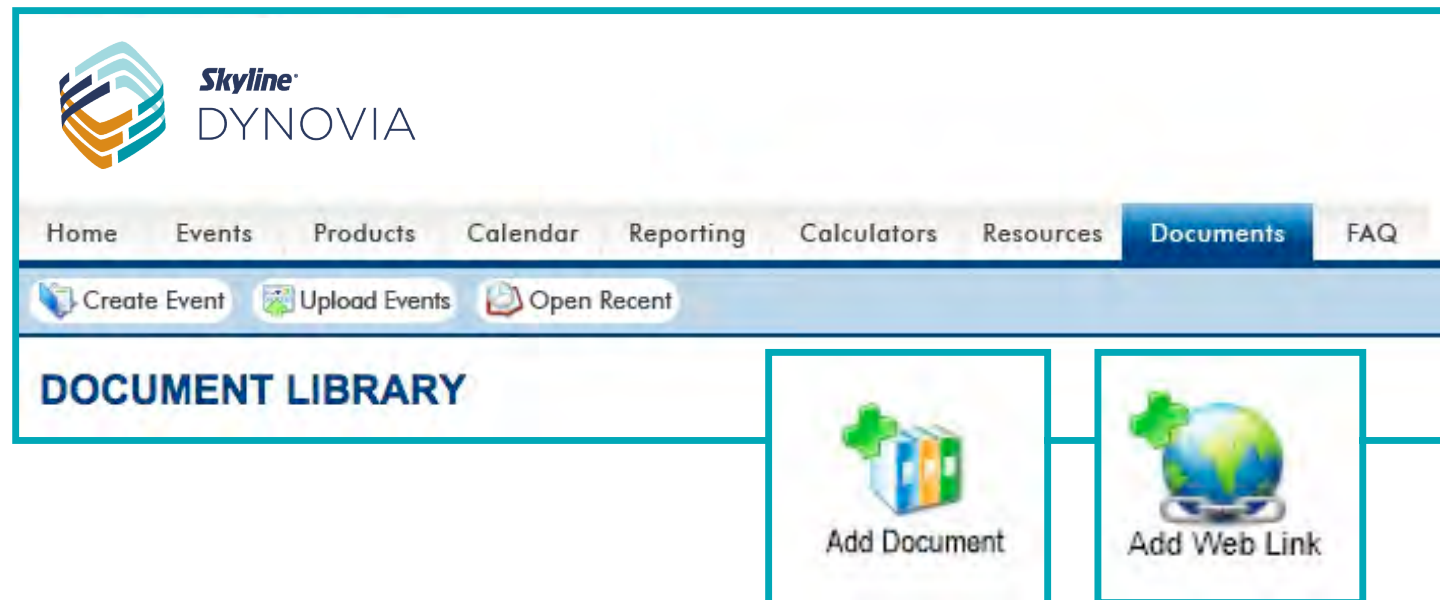


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DOCUMENTS

The Documents tab allows you to access your company's Document Library as it pertains to your online inventory and event management. This is a great place to share information with your colleagues or with Dynovia. *Examples: Booth Staffing Schedule, Hotel Reservations, Web Links to your Associations.*

To add a document to your document library, click “Add Document” or “Add Web Link”





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QUESTIONS?

Exhibit Force online inventory and event management program is designed to help you maintain all of the important details of your trade shows and events in one place. If you are ever stuck please email or call us. We are here as your partner in exhibiting success!

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