Project Plus
Client Interface

Home Page

- Obtain Event specific data or Aggregate Info
- View Event Status
- Custom Corporate Branding
- Collaborate 24/7/365
- Comprehensive real time inventory management system
- Web access allows users to instantly communicate and exchange information in real time
- Access Upcoming Events and Event History on-the-fly
- Easy copy format for next year's events including inventory with just one click
- Attach Files to specific Events

Event Details

Create Event

- ❑ **Enter basic information about the event**
- ❑ **Create and keep track of tentative events**
- ❑ **Setup according to company structure (i.e. Regions, Business Units, Cost Centers, etc.)**

Step 1: Select Items

- ❑ **Easy as 1, 2, 3 to reserve inventory**
- ❑ **Customized Categories and Sub Categories for ease of viewing**
- ❑ **Comprehensive real-time inventory management system**
- ❑ **Items reserved based on event dates and allows for shipping out/in bound**
- ❑ **Enlarged item view**
- ❑ **Display pricing for selected items**

Step 2: Confirm Items

- Live Project Calendar
- Day, Week, Month or 3-Month View
- Click the Project Link to access the specific Project File
- Company-wide Calendar
- Easy to view and in Real-Time
- Access History or Compare Month-by-Month

Step 3: Order Form

- ❑ **Keep track of various dates, deadlines, vendors, and statistical information**
- ❑ **Complete control over all fields displayed on the order form (suppress/required)**
- ❑ **Create Custom Fields to gather data specific to your event program**
- ❑ **Save and exit the event at any time**

Order Confirmation

- ❑ **View confirmation of your order**

- ❑ **Receive an email with the order summary**

Aggregate Data

Inventory Catalog

- Comprehensive real-time inventory management system
- Package items for ease of selection and tracking
- Create Crate Lists for ease of shipping materials
- Add Images and Attachments
- Instantly view and print an Inventory List
- Item availability search based on custom dates, outside of a specific Event
- Download Inventory List to Excel
- Link setup instructions, CAD's, electrical grids, crating details and other pertinent data related to the inventory items

Event Calendar

- The input of event information will dynamically create an Event Calendar
- Access details of the specific event by clicking the Event Name
- View events by month, by year or in a list format.
- Quickly tap into event history
- Immediately view event conflicts

Calculators

- Determine ROI and ROO based on your actual event data
- Obtain Personal Reach and Visual Reach goals
- Question indicators specifically explain what information is required to obtain an accurate calculation
- Apply information to make your next show more profitable

Resources

- Create a database of preferred vendors
- Access industry links for ease of planning
- Build a company-wide list of internal resources including employee and department contact information

Documents

- ❑ **Upload and display documents for all users**
- ❑ **Upload documents and mark them as private**
- ❑ **Group documents by type**

DOCUMENT LIBRARY

See all events by month & year plus download them to Excel.

ADD FILE ⌃

Document ▼	Category	Sub-Category	Event	Added	Added By	
32 Plasma Purchased Best Buy	Invoices	Stock Purchases		3/10/2010	Jonathan Harris (Standard Edition)	Delete
Marketing Brochures -x9786 Model	Invoices	Stock Purchases		3/10/2010	Jonathan Harris (Standard Edition)	Delete