



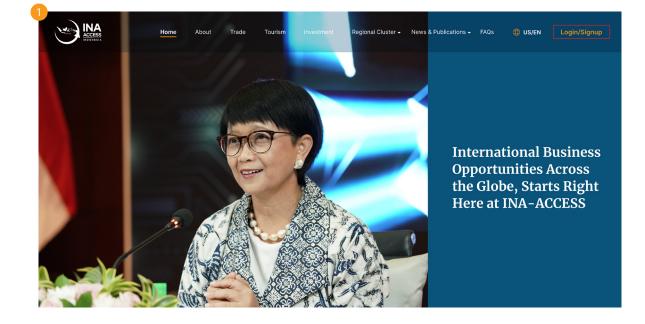
# **INA-ACCESS** EXHIBITORS GUIDE AND DASHBOARD

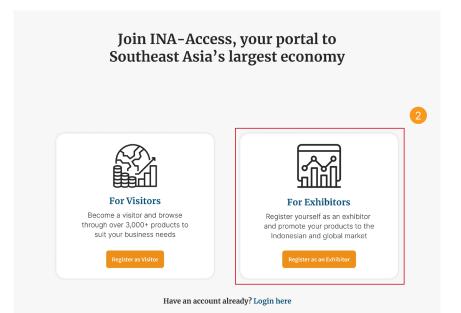
ina-access.com



### **EXHIBITOR REGISTRATION**

1. To register as an exhibitor, go to **ina-access.com** on your browser and click on the sign up button on the top right.





2. Click the button Register as an Exhibitor.



#### 3. Fill your company information in the following page.

			ACCESS		
	Join INA-Accee	ss, your trade to the world	3 Sign up as an exhibitor Company Name Business Sector PIC Country PIC Country Create Account		
4			ACCESS INDORESIA		
		Sign up as	an exhibitor		
	Company Profile	2 PIC Details	3 Upload Documents	4 Review Details	
- Compa	ny Profile		ountry		

4. To register, you will need to fill in information about your company's background, the details of the person-in-charge, and the required documents that need to be attached to verify your business.

Please ensure you fill accurate and correct information as this will help in building your online profile. Your contact details will be the primary means for visitors/buyers to contact you.

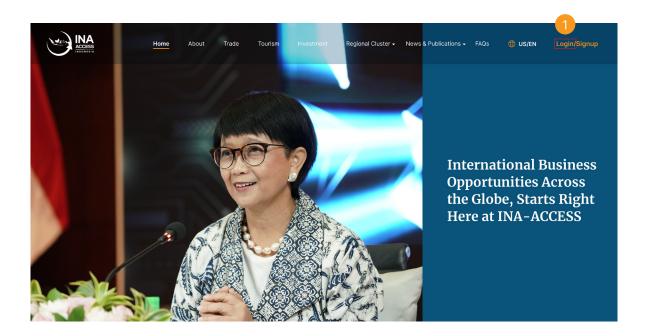
You can review the information you filled in, before agreeing to the terms and conditions and submitting your application.



### **EXHIBITOR LOG IN MAIN WEBSITE**

1. After verifying your registration as an exhibitor. Go back to main **ina-access.com**. Click the login button at the top right.

2. Choose Log in as an Exhibitor.



- 3. Fill the blank column with your Email Address and Password that has been registered.
- 4. Then click the Login Button.

Visitor Exhibitor 2	×
Login as an exhibitor	
3 Email Address	
Password	
Forgot passwo	rd?
4 Login	
Or register as an exhibitor here	



# FORGOT PASSWORD MAIN WEBSITE

1. To reset your password, click on the forgot password on the login page.

		Exhibitor	
Login as an	exhibitor		
Email Address			
Password —			
		1	Forgot password?
	Lo	ogin	
	Or register as a	n exhibitor here	

2. Select your user type, and fill in your details to have a reset password sent to your email.

F	Forgot your password?
	enter the email address associated with your ccess account. You will receive an email with instructions to reset your password.
Enter your o	details
— User Type —	
— Email Address	
	Reset Password



# **EXHIBITOR DASHBOARD**

1. Once your email has been verified and application has been approved, you can login to ina-access dashboard at **dashboard.ina-access.com** to complete your online profile.

Login to INA	-Access	Dashboar	rd	
Email Address –				
Password				
			Forgot p	2654
			rorgorp	4331

2. Once you logged in, you will see the your dashboard and a brief overview of your products and appointments.

3. To complete your profile, please navigate to the menus on the left-hand side.

INA ACCESS NEOCESSA			Xcidic Exhibitor
3 fa Home	2 Welcome, Xcidic		•===•
Trade			• 🦊
	Current Active Business Forum:		
My Products			<b></b>
( My Appointments			
	Overview		
	My Products	My Appointments	
	0	0	



# **EXHIBITOR - COMPANY DETAILS**

1. All the information you provided when registering can be accessed under your company details. Please ensure that all information are accurate.

2. To update your information, click on the edit exhibitor on the bottom right corner of the page.

ime > My Company	
Company Detail Company Profile	
Updated at 23 August 2021	
Submited at 23 August 2021	
Status*	
active	
Company Details	
Company Name *	PIC Country *
Xcidiccd	Indonesia
Business Sector	
Manufacture 🔕 👻	
PIC Details	PIC Phone Number
PIC Details	PIC Phone Number + +62 342 341 2
PIC Details	
PIC Details PIC Nome* Machdalena - PIC Emoil *	+62 342 341 2 PICPosition *
PIC Details PIC Name* Machdalena	
PIC Details PIC Nome* Machdalena - PIC Emoil *	+62 342 341 2 PICPosition *
PIC Details - PIC Name * Machdalena - PIC Emoil * - machdalena * 202@xcidic.com	+62 342 341 2 PICPosition *
PIC Details - PIC Name * Machdalena - PIC Emoil * machdalena * 202@xcidic.com Documents	PICPosition*
PIC Details - PIC Name * Machdalena - PIC Emoil * machdalena * 202@xcidic.com Documents - Applying As *	PicPosition*
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PIC Details PIC Nome* Machdalena PIC Emoil* machdalena+202@xcidic.com	PicPosition*
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PIC Details - PIC Name * Machdalena - PIC Emoil * machdalena * 202@xcidic.com Documents - Applying As *	• +62 342 341 2          PICPosition *         sqc1         11.123.123.0-789.009         NIB (Nomor Induk Berusaha)
PIC Details  PIC Name*  Machdalena  PIC Email*  machdalena+202@xcidic.com	• +62 342 341 2          PICPosition *         sqd1         11.123.123.0-789.009         NIB (Nomor Induk Berusaha)         (1632820232015_49ab343focbo7/9cc58f4e637e3d99e)



#### **EXHIBITOR - COMPANY PROFILE**

1. To provide more appeal to potential visitors/buyers, please complete your company profile with information such as logo, banner, about, and video/PDF.

	<b>Xcidic Technol</b> Indonesia   2015	ogy		
X	Website xcidic.com	Business Sector IT	Email Address admin@xcidic.com	Contact Number +62 811 2222 ****
				Edit Exhibitor

# **COMPANY LOGO AND BANNER**

2. To upload your company logo and banner, click on the edit exhibitor button and select your files.

3. The recommend size for logo is **180px x 180px (max. 10mb)**, with accepted file format of .jpg, .jpeg. and .png.

4. The recommended size for banner is **1440pxx500px (max. 10mb)**, with accepted file format of .jpg, .jpeg, and .png.

Open	>
→ → ↑ 📙 → This PC → New Volume (D:) → Design → Xcidic → Logo	✓ Č 🖉 Search Logo
rganize 🔻 New folder	Select Logo
Exports	
Resources	3 L Upload
Shutterstock	
Creative Cloud Files	Max file size is 10mb
iCloud Drive Square-01	Recommended size for logo is 180px x 180px Accepted file format: jpg, jpeg, and .png
	Accepted the formation of the standard standar
iCloud Photos	
OneDrive	Select Banner
This PC	Color Daniel
3D Objects	
Desktop	亡 Upload
Documents	4. Max file size is 10mb
Downloads	
Music	Recommended size for logo is 1440px x 500px
Pictures	e Accepted file format: .jpg, .jpeg, and .png
Videos	
Local Disk (C:)	
New Volume (D:)     CD Drive (F:)	Cancel Save
File name: Xcidic_logo square-01	inger its
	Open Cancel



# **COMPANY BACKGROUND**

5. You can enter more background information about your company, year of founding, as well as your company profile video and PDF by clicking edit.

- About Exhibitor		
About Exhibitor		
Year of Founding		
-		
ideo		
- Embed Code		
DF		
No File		

# **COMPANY VIDEO**

- 6. To upload your video, you can embed a video from YouTube.
- 7. Once logged in, you can upload a new video or share a published video.
- 8. Navigate to the video that you want to embed, and click share.
- 9. Copy the embed code and paste it into the Video field.

► YouTube <sup>™</sup>	Search	Q V	œ # ↓ <b>6</b>
Video Company Profile PGN 39.40 Veres - Jung 2, 2118			All between and between
Shrafe         Finder         WhatsApp         Facet         https://youtu.be/35XxJMhqP         Start at 0.00	리	src="https://www.youtube.co 35XxJMhqP60" title="YouTube	*315* //embed/ yvtdao law; media ;



#### **COMPANY PDF**

- 1. You can upload a PDF about your company profile, product catalogue, or brochure to your profile.
- 2. Click on select file to upload a **PDF**, with a **maximum size of 5mb**.

	File attachment_1628 Edit File Files: .pdf (Max size	Select File		
6 Open ← → < ↑ → This PC > New Volume (D.) >	Design > Xcidic > PDF		ٽ ×	× برگ Search PDF
Organize 🔻 New folder				<b>■</b> - <b>□</b> ?
Cingcau Exports Sutteratock Creative Cloud Files Company Profile Company Prof				
File name:			~	Adobe Acrobat Document V
				Open Cancel

### **COMPANY PROFILE COMPLETED**

Once you've finished filling out all of your company details, you are set to go on uploading your products.



# **PRODUCT SHOWCASE**

1. To prepare your virtual product catalogue, go to your **Company Profile** under My Company. Start by creating a category for your products.

2. Click on Add Category and fill in the details.

Category	y				Add Category	2	e size is N imend and fc pog. t	Add Category Category Name
No.	Category Name	Order	Created at	Status	Action		gor	Order
1	Table	1	01 Jul 2021, 17:25	Active	Edit		».	~
2	Chair	2	01 Jul 2021, 17:25	Active	Edit			Status V
3	Sofa	3	01 Jul 2021, 17:25	Active	Edit			
4	Cocktail Table	4	01 Jul 2021, 17:25	Active	Edit			Cancel Add

3. Once created, you can assign your products to each category to best curate your catalogue.

4. Next, to add products, click on Add Products underneath the category table.

5. Start by filling out your product details. Don't forget to select its category as well as changing the status to published if you want to post it.

6. You can upload up to **5 images** for your products, with the accepted file formats being **.jpg**, **.jpeg**, **and .png** and **max**. **size of 10mb**.

7. For better visual appeals, we recommend uploading your product image isolated against a white background.

- Product Name				
		Category		
Cocktail Table		Table		<b></b>
- Product Description				
This table has a unique style of r	nixed materials betwee	n wood and metal. E	xclusively designed a	nd
marketed by Ambella Home.				
- Exhibitor Decorus Furniture		SKU		
Decorus Furniture				
- Dimension				
-				
Image				
1.				
As file size is tomb for can uplied up to 5 pictures				
Max file size is 10mb				



# **EDITING YOUR PRODUCTS**

- 1. Once you added your products to the platform, you can edit or delete them.
- 2. To see your products in action, you can click on preview which will take you to the main website.

Updated at 7 July 2021, 20:35		
Submitted at 7 July 2021, 20:35		
Submitted at 7 July 2021, 20:33		
Status		
Published		
Product Details		
Product Details	Category	
Table	Table	
Product Description This sturdy table of modern design is	perfect for every household.	
	SKU -	
This sturdy table of modern design is Exhibitor Xcidic	SKU	
This sturdy table of modern design is	SKU	
This sturdy table of modern design is Exhibitor Xcidic Dimension	SKU	
This sturdy table of modern design is Exhibitor Xcidic Dimension	SKU	
This sturdy table of modern design is Exhibitor Xcidic Dimension -	SKU	
This sturdy table of modern design is Exhibitor Xcidic Dimension -	SKU	
This sturdy table of modern design is Exhibitor Xcidic Dimension -	SKU	
This sturdy table of modern design is Exhibitor Xcidic Dimension -	SKU	
This sturdy table of modern design is Exhibitor Xcidic Dimension	SKU	



#### **CHECKING MY APPOINTMENTS**

- 1. Visitor/buyer can schedule a one-on-one appointment with your company through appointments.
- 2. Once visitor/buyer requests an appointment, it will appear under your appointments tab.

A	opoint	ments						
Hor	ne > Ap	pointments						
								Export
	Appointr	nents			٩I	Search for an appo	intment	Q
	No.	Sender Company	Recipient Exhibitor	Event	Created	lat	Action	
	1	PT Dekoruma	Decorus Furniture	INA-CEE	12 Jun 20	021, 13:25	View Details	2

3. You can review the appointment request, and contact the visitor/buyer directly by emailing them through your dashboard.

Company Name	Company Email Address			
Target Company	email@company.com			
Appointment Details				
Events			Send Email	
- INA Business Forum*			oond Ender	
INA-LAC			- To *	
			Maulana@mailinator.com	
			Subject *	
Sender Details				
Company Name*	PIC Name*			
Xcidic Digital Solutions	Gerry			
			Message *	
PIC Email Adress*	- PIC Phone Number*			
gerry@xcidic.com	≠+62 081 1111 1111			
Neeting Details				
Date*				
	C lime*			
	16:00 17:00			Cancel Apply Filt
01/01/2021 ~	16:00-17:00	~		Cancel Apply Filt
01/01/2021 ~	16:00-17:00	~	1	Cancel Apply Filt
Do you have a meeting link?*	16:00-17:00	~		Cancel Apply Filt
01/01/2021 ~	16:00-17:00	~		Cancel Apply Filt
Do you have a meeting link?* Yes		~		Cancel Apply Filt
Do you have a meeting link?* Yes		~		Cancel
01/01/2021   Do you have a meeting link?* Yes		~		Cancel
01/01/2021   Do you have a meeting link?*  Yes  fyou have an online meeting link, please provide the details b	elow.	~		Cancel
O1/01/2021     O1/01/2021     Ves     Ves     Vou have a meeting link?*     Vou have an online meeting link, please provide the details b     Link*	elow. Password*	<b>v</b>		Concel
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01/01/2021 Do you have a meeting link?* Yes Yes Ink, please provide the details b Link* http:// Message	elow. Password*	•		Concel
01/01/2021   Do you have a meeting link?*  Yes  fyou have an online meeting link, please provide the details b Link*  http://  Message Message Message subject*  Appointment Request	elow. Password*	v		Cancel
01/01/2021   Do you have a meeting link?* Yes  Yyou have an online meeting link, please provide the details b Link* http://  Message Message subject* Appointment Request  Message*	elow. Password* 123456			Concel
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01/01/2021  Do you have a meeting link?*  Yes  Yes  Yes  You have an online meeting link, please provide the details b  Link*  http://  Message  Message subject*  Appointment Request  Dorem ispum dolor sit amet, consecteur adjoiscing morbi ade u. Tortor pelientesque eit la non maise  Text nich infertum or index more exertise adjoiscing morbi ade u. Tortor pelientesque eit la non maise  Text nich infertum or index more exertise adjoiscing	elox. Password* 123456 elit. Sed facilisi eu magna dolor at. Facilisis oras auda. Amet proin aliquam morbi sit integer. Quis bi mauria, Issum faucibus dempor faucibus dol bi mauria (psum faucibus tempor faucibus dol	s eget at sit erat sit erat to duis		Cancel
01/01/2021   Do you have a meeting link?* Yes  If you have an online meeting link, please provide the details b  Link*  Message  Message subject*  Appointment Request  Message*  Lorem ipsum dolor sit amet, consecteur adjacking moth is detail adjacking age extensions  Torror, eu. Alignet adjacking age extensions  Detail adjacking age age age sto moth of age ages moth of age ages to moth of ages to mo	elox. Password* 123456 elit. Sed facilisi eu magna dolor at. Facilisis oras auda. Amet proin aliquam morbi sit integer. Quis bi mauria, Issum faucibus dempor faucibus dol bi mauria (psum faucibus tempor faucibus dol	s eget at sit erat sit erat to duis		Concel
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THANK YOU AND GOOD LUCK!