GUIDE TO CONTENT UPLOAD

Brand and Product Page



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1. Platform Access



To access the reserved area, log in at the homepage of the site https://www.salonemilano.it/ by clicking on the red dot at top right.

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Log in		
Don't have an account? Sign up		1919 M
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Once you have entered your credentials, from your personal area, you can access the "My Account" page.

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To insert Brand and Product contents you can click on "Manage Content" to access the content listing.

At the top there is a counter that records the maximum number of product pages that can be inserted and the number of product pages already inserted.

2. Brand Page2.1 Content Upload

2.1.a Creation and Management

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To insert the contents in the "Brand" sheet, you have to click on "Manage Content" to access the content listing, where the "Brand" sheet will already be visible in Italian and English.

To insert the contents in the "Brand" sheet, click on the "Edit" button to access the new interface.

Insert the contents starting from the Italian version of the "Brand" sheet. Inserting all the desired components correctly creates the basic structure of the page that will also be applied to the English sheet.



Now you can insert the contents of the "Brand" sheet through the new interface.

Remember that the "Brand" sheet must be filled in first in Italian, so that by inserting all the desired items you create the basic structure of the page that will also be applied to the English version.



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In the new interface there are information elements that when clicked illustrate what the items inserted will look like.

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2.1.b Mandatory Fields



Remember that to save the page for the first time you need to insert some required elements highlighted with a red asterisk.



By clicking "Save", the contents and structure of the page will also be updated for the English page.

If you save without entering all the required contents, an error message will appear showing the missing items.



To ensure optimal visual rendering you need to upload images respecting the minimum size indicated.

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			CONTACT REQUEST EMAIL - ITALY ' Contact requests from users who visit the product or brand pages in Italian will be sent to this address.
			Contact request email - Italy CONTACT EMAIL OTHER COUNTRIES * Contact requests from users who visit the product or brand pages in English will be sent to this address.
			Contact Email Other Countries
			Basic Content Reads content Items are required to create the page

The resizing function will allow you to select the area of the image that will be displayed in the necessary format.

To see a preview of each change made always click on the "Preview" button.



The interface closes to allow full viewing of the page.

To reopen the interface click on the open icon.

	news, vsletter	
	Email Address*	
	Subscribe	
Salone del Mobile. Milano	Foro Buonaparte 65 20121, Milano	About us Contact us Privacy Disclaimer D. Lgs. 231/01 Cookles
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exports and soon became the most keenly awaited In the world of furniture.	event Fax 02 89011563	
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In the "General Information" section, indicate your contact email addresses to receive requests for information sent by visitors to the site through the "Contact Us" form in the online "Brand" page.

These fields are required and can contain the same email address for both languages.

2.1.c Optional Fields

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From this element you can insert all the other components to enrich the "Brand" page (texts, photo gallery, videos, etc.)

The order of the additional elements can be changed. They can be moved and repositioned on the page to achieve the desired appearance through the Drag & Drop function.



Once you have entered the desired elements, save the "Brand" sheet by clicking on the "Save" button.





The "Save" button allows you to save your changes without leaving the editing interface.

If you want to close the editing window to continue at a later time click on "Back to list of contents".

If you click on "Back to list of contents" a pop-up allows you to choose whether to save the changes made or return to the listing without saving.

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case4	C'era una volta un'azienda innovativa leader del	Exhibitor	Draft	12-01-2023 11:32:33	п	Edit -	

The modified "Brand" sheet appears with the status of "Draft".

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🐼 Salone del Mobile. Milano	DESIGN PCOPLE INSIDER BRANDS PRODUC	General Information General Information will not be displayed on this page
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		CONTACT SMALL OFFICE COUNTREST Contact request from users who whill the product or brand pages in English will be sent to this address. Contact trund other Controls XXQ@XXCOM
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If you want to publish the page, you have to request approval by using the "Submit for approval" button in the editing interface.



NB: Once the page has been submitted for approval, it is not possible to edit it until it has been analyzed by the digital team.

For a "Brand" sheet to be published, the English version must also be completed.

To fill in the form in English, select "Go to ENG" from the drop-down menu at the top.



Once the page has been sent for approval, the "Submit for approval" button and the editing interface are inactive.

The "Preview", "Save" and "Submit for approval" buttons disappear.

You return to the listing.



2.1.d Page Traslation

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case4	C'era una volta un'azienda innovativa leader del	Exhibitor	Waiting for approval	12-01-2023 11:32:33	п	Edit •	



You can insert the translation of the texts also from the "Manage Content" section by clicking on the "Edit" button of the English page.

All the elements inserted in the Italian version are already present.

NB: In the English sheet it is not possible to insert additional content or change the order of items.

These changes can only be made in the Italian sheet and will be automatically applied to the English sheet.



For each element of the page it is necessary to insert the translation.

As for the Italian version, it is possible to make intermediate saves.

Once all the translations have been entered, it is also possible to send the English page for approval.



Once the page has been sent for approval, the "Sumbit for approval" button and the editing interface are inactive.

The "Preview", "Save" and "Submit for approval" buttons disappear.

You can only return to the listing of contents.

2.1.e Page Status

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case4	C'era una volta un'azienda innovativa leader del	Exhibitor	Waiting for approval	12-01-2023 11:32:33	т	Edit •	

Both "Brand" pages are in "Waiting for approval" status.

You must wait for the digital team to publish them.

NB: if the "Brand" sheets present problems or require corrections you will be contacted by the digital team.

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case4	C'era una volta un'azienda innovativa leader del	Exhibitor	Waiting for approval	12-01-2023 11:32:33	π	Edit -	

Once you have completed both "Brand" pages, in the list of contents in the "Manage Content" section, you can see a preview of the contents of the pages, so that it is immediately evident whether they are in Italian or English.

For each Brand sheet in the content listing, the moderation status is highlighted:

"Draft" – Page in progress "Waiting for approval" – Page awaiting publication by the digital team "Reviewed-to be edited" – Page that has been revised but needs editing "Published" – Page online

3. Product Page 3.1 Content Upload

3.1.a Creation and Management

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case4	Sommario pag	gina in italiano			Exhibitor	Published	24-11-2022 13:13:54	п	Edit 💌	

To create a new product sheet you can:

Click on the "Create new product" button by accessing the new editing interface directly.

Or click "Manage Content" to access the content listing.

To create a new product page, click on the "Add content" button to access the new interface.



Now you can insert the contents of the product sheet through the new interface.

Remember that the first page to be created is the one for the Italian version:

inserting all the desired components creates the basic structure of the page that will also be duplicated in the English version when you save.

3. Product Page - Creation and Management



← Back to list of contents	Preview
General Information General information will not be displayed on this page	
PREVIEW IMAGE *	0

The preview image is used as the product's cover image, and is visible only in the product list and in the Brand Selection area.

With the new interface you can enter the contents of the page and at the same time preview them by clicking on the "Preview" button.

In the new interface there are informative items that when clicked illustrate how the components inserted will appear.

← Back to list of contents	Preview Save
General Information General information will not be displayed on this page	
PREVIEW IMAGE * The preview image is used as the product's cover image, and is visible o and in the Brand Selection area.	nly in the product list



The interface closes to allow full viewing of the page.

To reopen the interface click on the open icon.

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Salone del Mobile. Milano	Foro Buonaparte 65 20121, Milano	About us Contact us Privacy Disclaimer D. Lgs. 231/01 Cookles
The Salone Internazionale del Mobile was founded in 1961 as a vehicle for promoting Italian furniture and furnishings	Tel. 02 725941	f 🎔 🛛 in 🗖 🎯
exports and soon became the most keenly awaited event In the world of furniture.	Fax 02 89011563	
Bandaran 177 - BRIL 06082600123 8 2022 Fadadaran Anada Ganti Cat		

3.1.b Mandatory Fields



Remember that to save the page the first time you have to insert some required items marked with a red asterisk.



Saving creates the product sheet in both languages.

If you save without entering all the required content, an error message will appear listing the missing items.





To ensure optimal visual rendering you need to upload images respecting the minimum size indicated.





The resizing function enables you to select the area of the image that will be displayed in the required format.

To preview each change made you always need to click on the button provided.



In the "General Information" section you have to indicate whether the product you are inserting is:

• *New Product for 2023*: a new product that will be displayed with the "New" label in the "Products" section of the site.

• 2023 Fair Preview: the product is published only from the first day of the exhibition.

• *Product on display:* for all products so indicated, QRcodes will be generated that reference the page and can be printed and displayed at the fair with the product itself.

• 2023 Unboxing: the product is included in a special selection promoted by the Salone del Mobile in the weeks leading up to the event.

		roughing one option includes one produce in a selection promoted by shore, desiroone us a proview of the Fair
	U U	
		CATEGORY
		The values entered in the categorization are used to filter the product types on the product listing page
		Category*
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		Coatings
		Desks and workstations
		Electrical appliances
	Stay up with our news,	Gazebos, pergolas and umbrellas
	subscribe to our newsletter	Gym and fitness
		B Kitchen furniture
	Email Address*	Basic content items are required to create the page
		Additional Content
	Subscribe	Additional content items are optional and may be included to complete the page
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100 DE	HOLE GELMODIE: MILATIO FOR Sumapare 05 About us Contact u 20121 Milano	is Privacy Disclaimer D. Lgs. 231/01 Cookles
		2023 UNBOXING Flagging this option includes the product in a selection promoted by Salone del Mobile as a
		preview of the Fair
		● No ○ Yes
		CATEGORY The values entered in the categorization are used to filter the product types on the product
		listing page
	Cera una volta una sedia dal design innovativo che	Seating *
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		COLLECTION Here you can indicate whether the product is part of a collection. The first time you enter the
		collection's name it will be saved in the system. If the collection has already been entered, as
		Gellection
	Stay up with our news,	Conection
	subscribe to our newsletter	
		Basic Content
		Basic content items are required to create the page
		Additional Content
	Subscribe	Additional content items are optional and may be included to complete the page
I'm s		
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In the "General Information" section you can enter information on the category of the product that has been optimized for 2023 by changing the combinations between "Rooms", "Product Categories" and single "Products".

Please note: for products already present on the platform, check for the new options available.

In the "General Information" section, there is also a new item that enables you to highlight the product as part of a collection.

You have to enter the name of the collection in the appropriate field, which will be stored by the system.

If a name stored in the system is typed in, it will be recognized and reproduced among the collections already included that can be selected.

The name of the collection will appear in the product page, and at the bottom of the tab all the products in the collection on the platform will be reproduced.

3.1.c Optional Fields

Product Overview	Product Details	Basic Content Basic content items are required to create the page	~
		Additional Content Additional content items are optional and may be included to complete the page	^
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		Add Vimeo videos	

From the "Additional Content" section you can insert all the additional elements to enrich the product page (technical sheet, video...)

The order of the additional content items can be changed. They can be moved and repositioned on the page to achieve the desired appearance using the Drag & Drop function.

Product Overview	Product Details	Basic Content Basic content items are required to create the page	~
		Additional Content Additional content items are optional and may be included to complete the page	<u>^</u>
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		Add photogallery Add fullscreen free in	nage
		Add data sheet Add YouTube video	35
		Add Vimeo videos	





Once you have entered the desired items, save the product sheet by clicking on the "Save" button.

The pop-up will open informing you that the English version of the page will also be created when you save





The "Save" button enables you to save your changes without leaving the editing interface.

If you want to close the editing window to continue the activity at a later time click on "Back to List of Contents".

If you click on "Back to List of Contents" without saving first, a warning reminds you of the need to save the changes made or return to the listing without saving.

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case4	Sommario pagina in italiano	Exhibitor	Published	24-11-2022 13:13:54	IT	Edit •	
Top Product	C'era una volta una sedia dal design innovativo	Product	Draft	20-12-2022 16:11:09	EN	Edit 👻	Archive
Top Product	C'era una volta una sedia dal design innovativo	Product	Draft	22-12-2022 16:38:05	т	Edit 👻	Archive

The modified product sheet appears with the status "Draft".

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case4	Sommario pa	agina in italiano		Exhibitor	Published	24-11-2022 13:13:54	IT	Edit 👻	
Top Product	C'era una vol	lta una sedia dal design innovativ	o	Product	Draft	20-12-2022 16:11:09	EN	Edit -	Archive

Please note: to publish the product page the "Brand" page must already have been published



If you think the page is ready to go online, you have to request its publication by clicking on the "Submit for approval" button.

Attention: Once the page has been approved, you cannot edit it until it is analyzed by the digital team. For a product page to be published, you also need to fill in the English version.

Alternatively, to fill in the product sheet in English select "Go to ENG" from the drop-down menu at the top.



	preview of the Fair
	● No ① Yes
	CATEGORY The values entered in the categorization are used to filter the product types on the product listing page
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Ok ew jo Proin du vestibulum vehicula erat.	Basic Content Basic content items are required to create the page
tincidunt lacus laculis at. Interdum consecteur. Na accumsan nunc vitae feur	Additional Content Mdditional content films are optional and may be included to complete the page



Once the page is approved, the "Submit for approval" button and the editing interface are inactive.

The "Preview", "Save" and "Submit for approval" buttons disappear.

You return to the listing.

3.1.d Page Translation

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Top Product	C'era una volta una sedia dal design innovativo	Product	Waiting for approval	22-12-2022 16:38:05	IT	Edit	Archive

You can insert the translation of the texts also from the "Manage Content" section by clicking on the "Edit" button of the English page.



All the items inserted in the Italian version are already present.

Attention: In the English sheet it is not possible to insert additional content or change the order of components

These changes can only be made in the Italian sheet and will be automatically applied to the English sheet

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Product Overview	Product Details
	Product Overview Indoor chair To take a trivial example, which of us ever undertakes laborious physical exercise, except to obtain some advantage from it? But who has any right to find fault with a man who chooses to enjoy a pleasure that has no annoging consequences, or one who avoids a pain that produces no resultant pleasure?
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	ASTRACT ² The abstract is a brief description of the brand summing up its main characteristics. It is limited to a maximum of 250 characters and is displayed below the bero image. Charactors: 240/250 B I U 0 000000000000000000000000000000000000

For each item on the page you have to enter the text in English. If the text has already been inserted in English in the Italian sheet, it is not necessary to enter it again

As with the Italian version, you can make intermediate saves.

Once all the texts in English have been entered, it is also possible to send the English page for approval.





🐸 Contact us

Once the page has been sent for approval, the "Submit for approval" button and the editing interface are inactive.

You can only return to the listing.



The brand name is visible on the product page and on the product list pag This component can only be modified from the Italian page

Once upon a time, there was a chair with an innovative design that... But I must ex you how all this mistaken idea of denouncing pleasure and praising pain was borr give you a complete account of the system, and expound the actual

ABSTRACT* The abstract is a brief description of the brand summing up its main ch to a maximum of 250 characters and is displaued below the hero image

Characters: 249/250

BRAND *

3.1.e Page Status

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Both pages are in "Waiting for Approval" status.

To go online you need to wait for publication by the digital team.

Please note: if the pages present problems or require corrections you will be contacted by the digital team

Once you have completed both product sheets, you can consult the list of contents for a preview of the summary of the pages, so that it is immediately clear whether they are in Italian or English.

For each product sheet in the content listing, the moderation status is highlighted:

"Draft" – Page in progress "Waiting for approval" – Page waiting to be published by the digital team "Reviewed-to be edited" – Page that has been revised but needs editing "Approved" – Approved 2023 Preview product sheets that will only be published from the first day of the show.

"Published" – Page that is online. "Archived" – Page that has been depublished





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