GPE 2021 Super Search Exhibitor Visit Planner - Quick Start Guide

First: When you download the Excel file, Remember to Enable Editing & Macros!

The GPE Super Search Exhibitor visit planner is designed to make your time on the show platform more efficient and more productive. With the Super Search you can conduct up to 5 separate and distinct product category searches simultaneously with consolidated results produced in alphabetical order to facilitate your "journey". There are detailed instructions for reference and to help you understand the nuances of the tool. However, it is really very simple so let's get started. **(Note: No Floor Sections or Booth #s in 2021)** Here is the Dashboard where you set up your searches. ↓

On the dashboard, the first things to note are the numerous category columns. There are no preassigned sections as yet in 2021 so these columns may be hidden to save some space but there are 11 different Exhibitor or Animal Types and 33 Dog and/or Cat Product categories. You can search exhibitors for any combination of these.

Let's take a specific example running 3 simultaneous searches for several Dog/Cat categories:

- Toys
- Treats
- Catnip & Litter (Must sell both)

Now referring to the Dashboard, let's take it by the numbers:

#1. This column is where you activate each search. Type in a "Y" (Cells C3>C7 will auto-capitalize) This search "line" becomes active.(cell turns **green**) In our example we are running 3 searches, so we have 3 **"Y"**s.

#2. Now we enter a 1 in the correct column for each search line. Search Line 1: Toys; Search Line 2: Treats.

#3. In Search Line 3 we want exhibitors that sell both Catnip and Litter, so we put a 1 in both of these columns.

#4. Now we just "click" the Execute Search Button. The searches are done simultaneously, and the results combined into a single list in alphabetical order.

#5. There are no Booth #s in this "virtual" year so this button is not relevant.

#6. Your sort should appear in alphabetical order, but you can always click the Alpha Sort Button to be sure.

#7. To Clear all your search categories and start a new search, Click the Clear Criteria Button. Then click Execute (#4) again and you will be back to the full list.

Note: Any Search Line with a Y and no 1's in any column will always deliver the entire list regardless of what is selected in other lines. Change the Y back to an N in unused search lines. **Now a sample of the results:**

Company A – Has Toys Only; **Company B** has Dog Treats Only; **Company C** is on the list for Treats and also has Catnip, but no Litter. This is not unusual as Catnip is often a Treat; **Company D** has Treats & Toys. **Company E** has both Catnip and Litter and in fact, actually has it all!

Note: The Super Search highlights your search categories, so you know "why you are there". However, it also shows all categories that are available. Some might "pique" your interest while you are visiting the exhibitor's platform online.

In 2021, since there are no booth #s you will review the exhibitors alphabetically. The Super Search also allows you to "cut down" the list during your review. (Pg 2; Point #11 - **"U Pick 'em"** in Detailed Instructions) But First, I suggest that you "play" with the Super Search to get a "feel" for the tool, and then review the Detailed Instructions. With your "play" experience, the detailed instructions will become a "quick read" and a valuable reference. You will soon be "up to speed" on the full capabilities of Super Search. Good Luck and Good "Hunting" at GPE 2021!

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