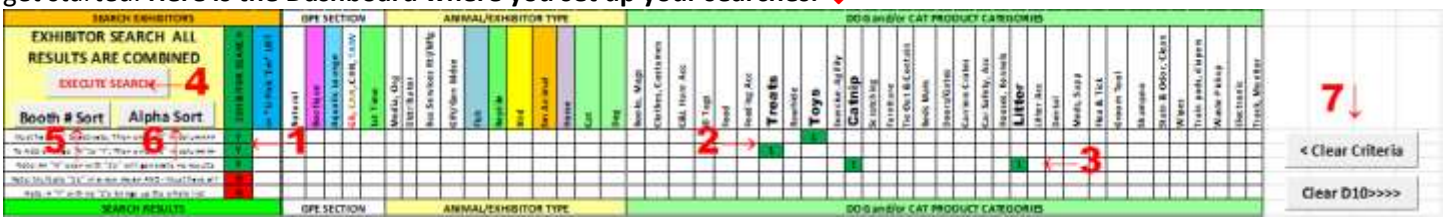
# GPE 2017 Super Search Exhibitor Visit Planner - Quick Start Guide

## 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 floor 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 booth # 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. **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 5 different floor sections, 11 different Exhibitor or Animal Types and 32 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.

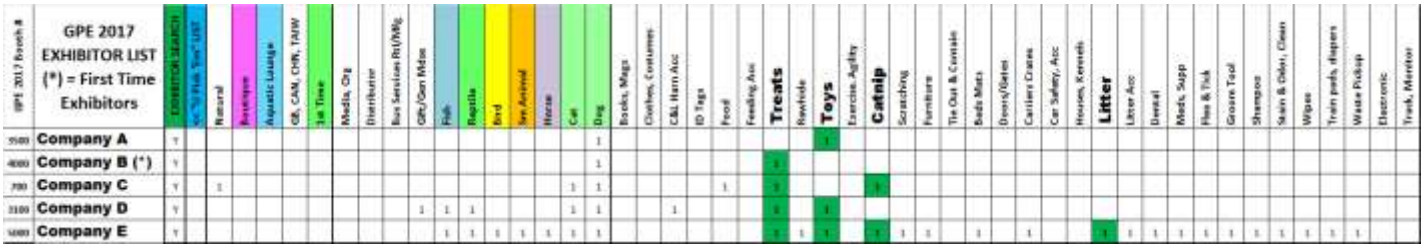
**#4.** Now we just "click" the Execute Search Button. The searches are done simultaneously and the results combined into a single list in alphabetical order.

**#5.** If you would like to view the list in Booth # order, just click the Booth # Sort.

**#6.** You can switch the list back to an alpha view by clicking the Alpha Sort Button.

**#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 and is also a 1st Time Exhibitor at GPE; **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 booth.

You can review the exhibitors alphabetically then put the list in Booth # order to make it easier to "work". 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 2017!

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