

SCS User Guide

We have set up an online tool called:
« **STAND CHECK SYSTEM** » (SCS).

It allows you or your contractor to upload all required documents
(form, plans, fire certificates...) to this system in your personal account.

Access SCS

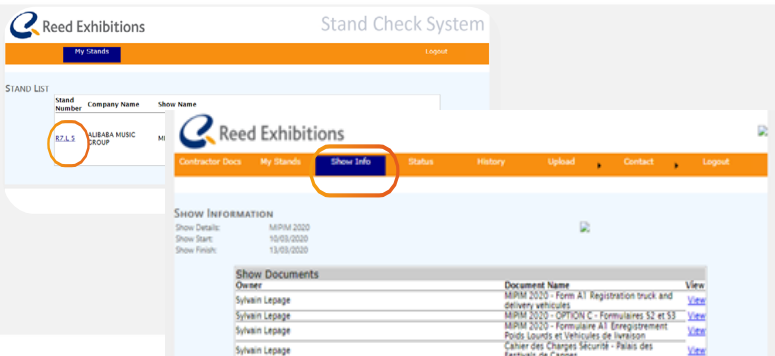
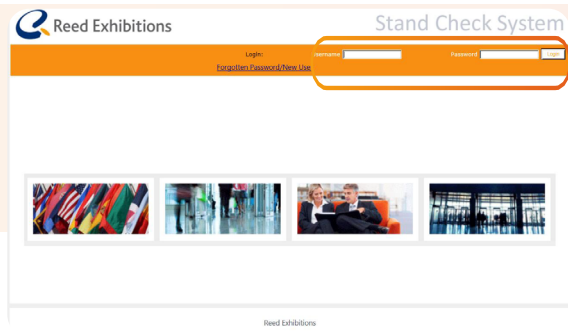


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LOG IN

Enter your email and password

Click on the «Login» button



VIEW AND DOWNLOAD SHOW INFORMATION

Click on the stand number to access to the different sections

Click on « Show Info » to download the Exhibitor's Technical Guide, forms and other useful information

Click on «History» to access to your stand plan and visualize the documents uploaded on your space

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CHECK YOUR STAND STATUS

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In the « Status» section, you can track the processing of your stand file until permission to build granted by the Fire Marshall.

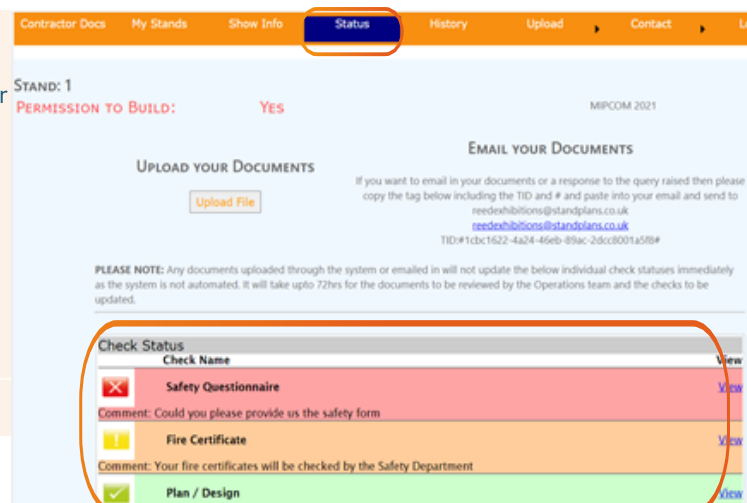
The color coding is as follows:

Red: no information received

Orange: more information required or project currently being reviewed

Green: complete file

The Technical Service will inform you about the processing of your file, and will assist you step by step.



UPLOAD YOUR DOCUMENTS

IMPORTANT : When you upload your documents, their name must be clearly indicated in the «Description » field (E.g.: «Form», «Plans», «Test reports») to identify them and facilitate the processing.

Please upload your stand project into 3 PDF documents as follow :

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Form -> Mandatory form to return
Plans/Design -> Plans with dimensions and 3D views
Fire Certifications -> Materials fire test reports / certificates

You can download the forms from the « SHOW INFO » section.



For your information, any incomplete stand project will not be accepted by the Safety Department, your permission to build the stand will be denied.
Documents can not be sent by email and must be uploaded directly onto the SCS platform.

. When uploading, please clearly name your documents in «Description» and choose the right category in «Doc Type» :

- Form
- Plans (with dimensions and 3D views)
- Fire Certifications

. Click on «SAVE FILE TO STAND» to have your documents uploaded on the Stand Check System (SCS).

Reed Exhibitions

Contractor Docs My Stands Show Info Status History Upload Contact Logout

EMAIL YOUR DOCUMENTS

If you have multiple documents it could be easier to email the documents by copying the tag below including the TID and # and paste into your email and send to reedexhibitions@standplans.co.uk. It also helps if files are named accordingly to what they are for i.e. stand plans or method statement etc. reedexhibitions@standplans.co.uk
TID:#293fc344-42ec-454a-b5a4-876d9b0e6aa0#

PLEASE NOTE: Any documents uploaded through the system or emailed in will not update the below individual check statuses immediately as the system is not automated. It will take upto 72hrs for the documents to be reviewed by the Operations team and the checks to be updated.

Upload File

Description

File Type jpg, jpeg, pdf, vsd, doc, docx, xls, xlsx, ppt, pptx, msg, zip, png.

Doc Type CDM

File Choisir un fichier | Aucun fichier choisi

Message

Save File to Stand

IMPORTANT

In order to be as efficient as possible, we ask you to name a single point of contact within your company for all matters relating to Health & Safety.
Please can you communicate the name of this person and email/telephone details to:
technique.miptv@rxglobal.com