COMPANY HUB

User Guide for Company Account Administrators

mipim ASIA SUMMIT

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Rosewood, Hong Kong

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GLOSSARY

- **Affiliates :** Companies or individuals officially attached to the main stand holder, often for the purpose of marketing and sales.
- **Dashboard :** Interface where you can monitor your leads and your company page statistics
- **Lead Manager App** (ex-Emperia) **on-site lead capture :** Lead Manager app that allows exhibitors to scan visitors' badges at the market and find their contacts in the online dashboard.
- **Primary administrator :** The main contact in your company to prepare the market who has access to the company page, receive Lead Manager App (ex-Emperia) lead notifications, register exhibitor delegates, invite affiliates and add other secondary administrators. Once added, secondary administrators can have the same rights as the primary one (unlimited additional secondary admins).

HOW TO LOG IN TO YOUR COMPANY SPACE ?

Once your participation is confirmed, you will receive an email from RX Global : no-reply@rxglobal.com
The link is active for 30 days from receipt of the email.
If you **exceed this deadline** or if you have **not received the email** (remember to check your spam), contact our customer service. **Help Desk**

Click on the link **received by email** and **personalize your password**

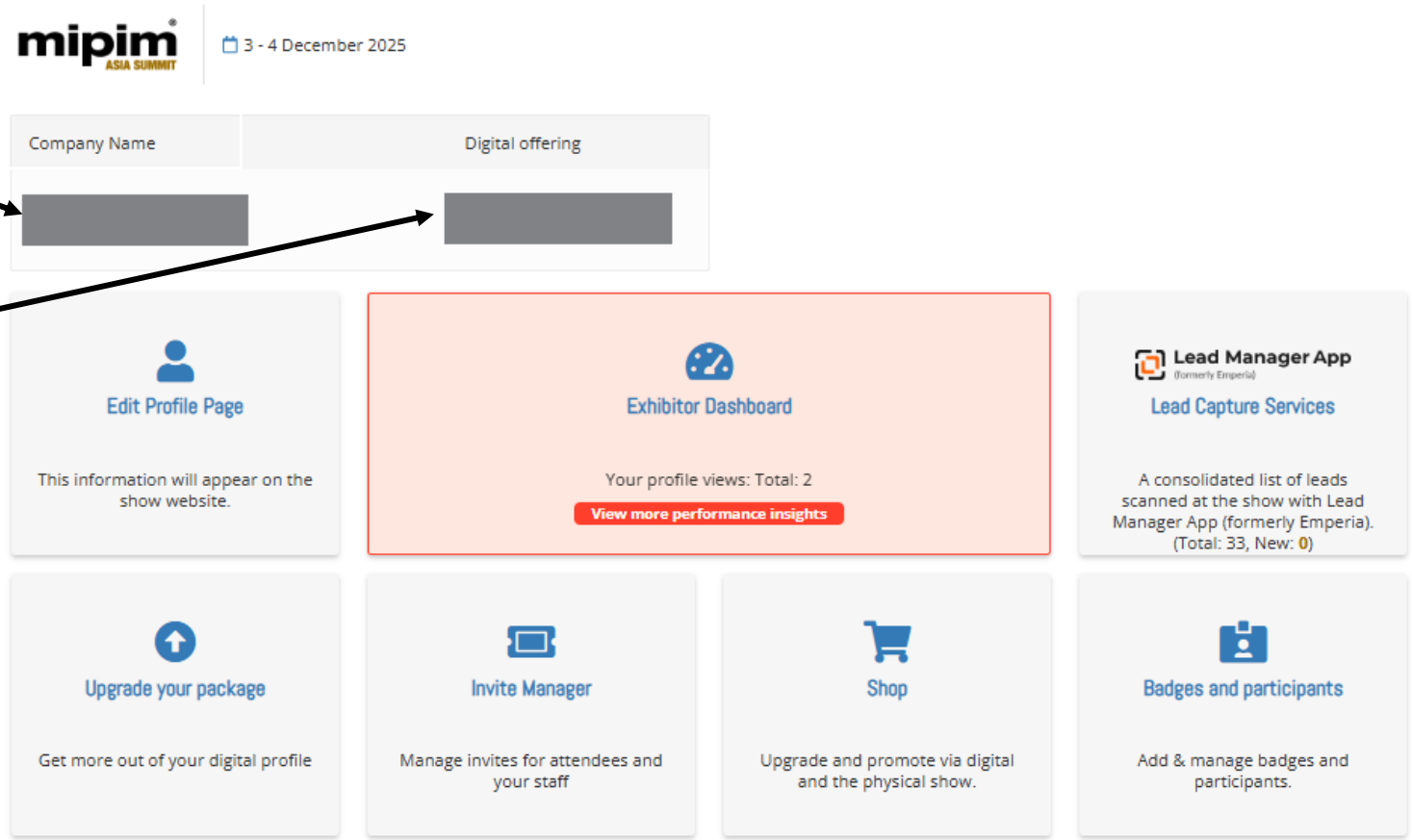


HOMEPAGE OF YOUR COMPANY HUB

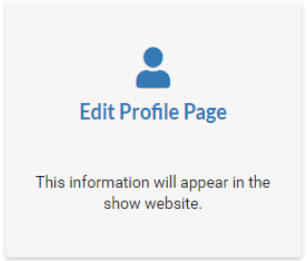
Here you will find the name of **your company**

Here you will find the name of your **package type**

Here are the details of **each section** of your Company Hub



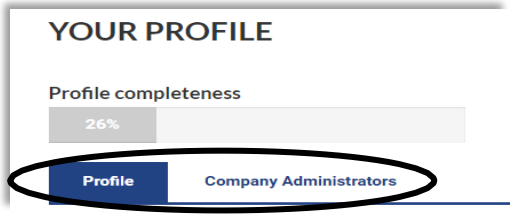
EDIT MY PROFILE



The profile editing section is made up of two parts, one dedicated to **editing your company profile**, the other to **managing/adding other administrators from your company**.

Complete all the elements that will be used for:

- your **listing on the fair's website** search engine
- your **recommendation to visitors** who pre-register





Here you will be able to **navigate between both parts**

- Profile
- Company Administrators

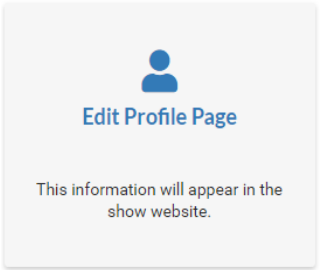
Access the **profile section** to modify your company's information

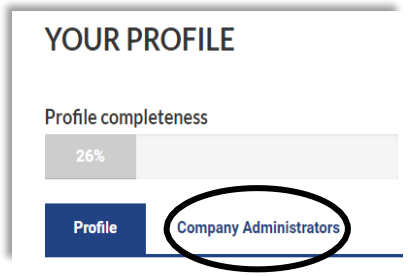
Please **complete your company profile** with as many details as possible !

Logo, description, cover image... **Boost your business opportunities!**

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EDIT MY PROFILE - COMPANY ADMINISTRATOR TAB



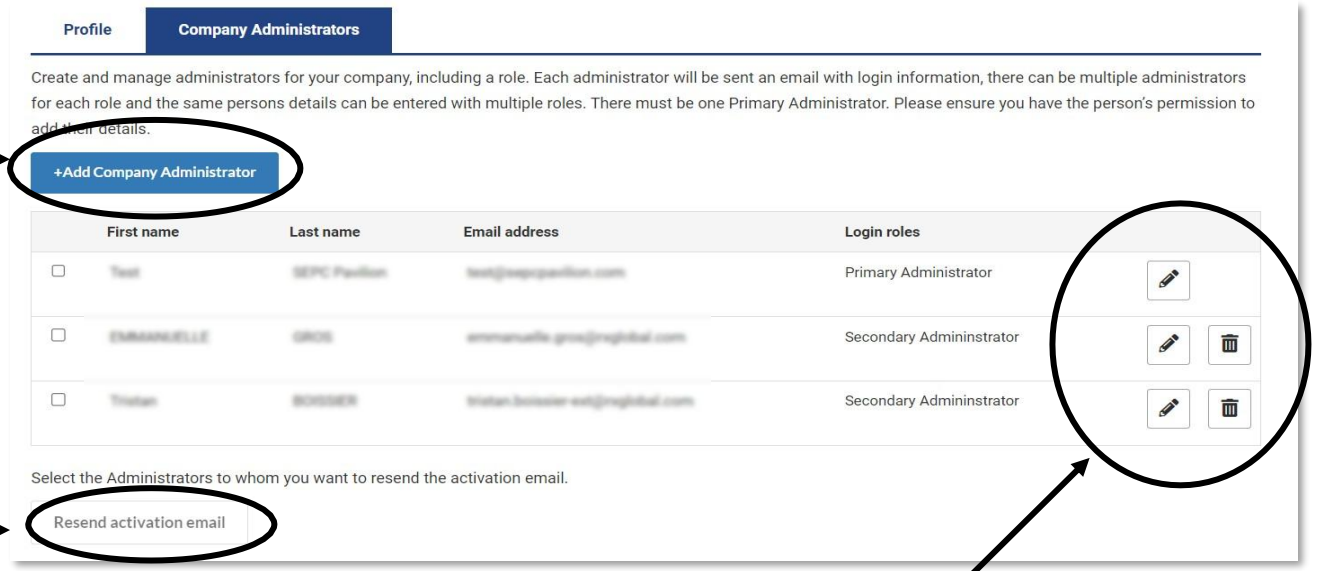


Exhibitor administrators are individuals from your company who require access to the Company Hub. Secondary administrators **will have the same access as the primary administrator.**

Please add any of your colleagues who **should have access to the company page full set up.**

They will receive an activation email.

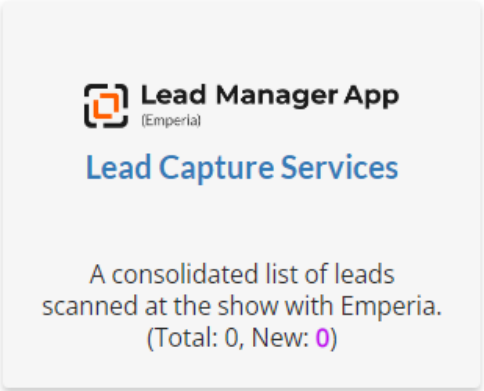
Resend the activation email to the company page (in case your colleague did not receive it)



Update your company admins list at anytime

Lead Manager App (formerly Emperia) : THE LEAD GENERATION SOLUTION

Mobile App to scan visitors' badge



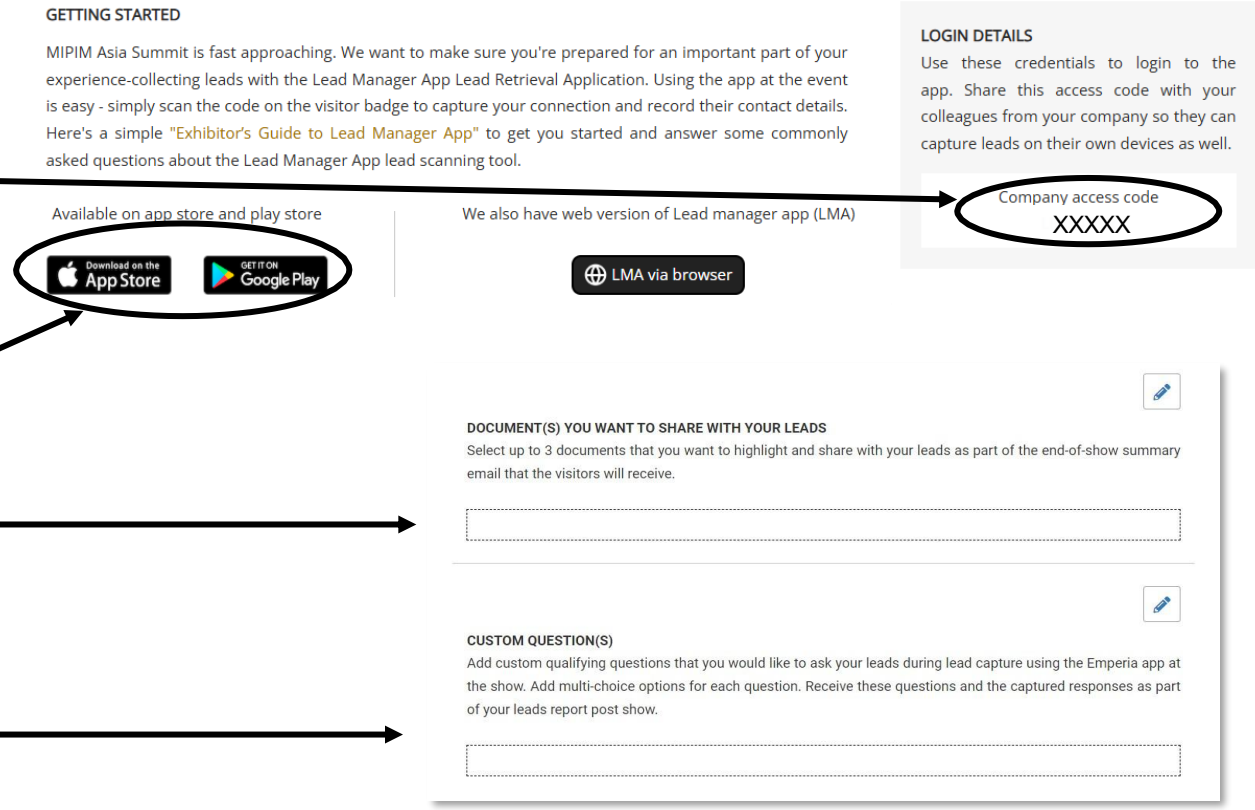
Lead Manager App (ex-Emperia) is a mobile app **to scan visitors' badges at the exhibition**. Collect contacts and find them in your online report available on your exhibitor dashboard up to **90 Days** after the end of the show.

Customize your account by indicating your company access code

Download the Lead Manager Mobile app from the App Store or Google Play

Upload up to 3 documents about your company sent to the visitors you scan at the show

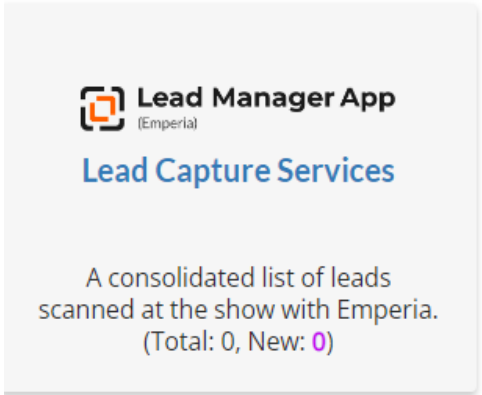
Add personalized questions. These will be available on your **Lead Manager** application, so you can easily answer the questions you ask visitors on a recurring basis.



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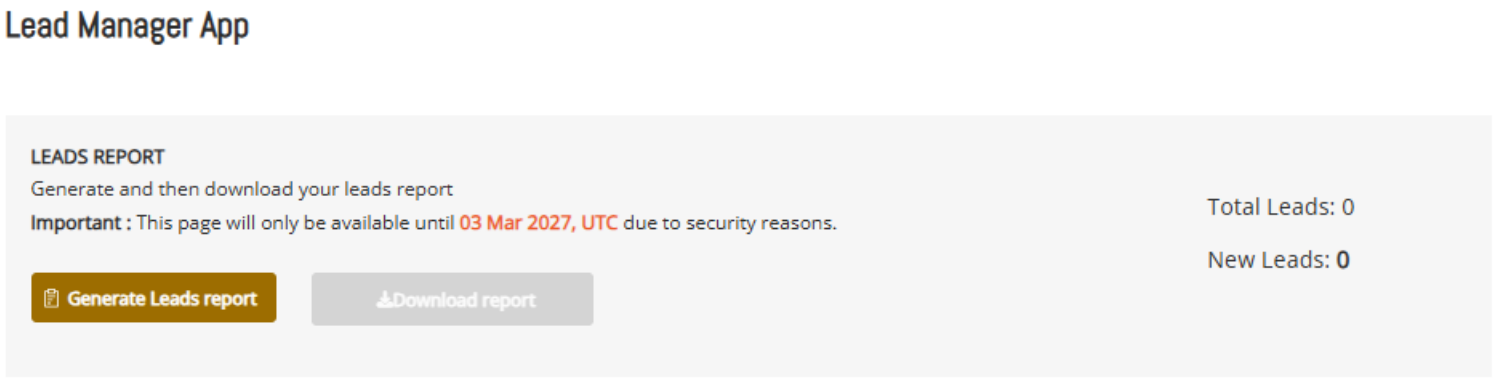
Lead Manager App (formerly Emperia) : THE LEAD GENERATION SOLUTION

Download your leads



Every day during the fair or at its conclusion, you have **access to visitors who have been scanned** by all your collaborators.

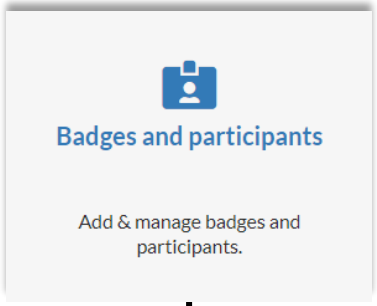
At the end of the fair, individuals who have been scanned will **receive the documents you have uploaded in the Lead Manager App menu of your exhibitor space,** as well as your contact details.



Download the full list of all your online leads and scanned contacts in 1 report available in .csv or .xlsx format up to 90 days after the end of the show.

MANAGE YOUR COMPANY BADGES

Managing delegates registrations in your stand quota



The Allocate Badges section **allows you to add one or more badges for your colleagues**.

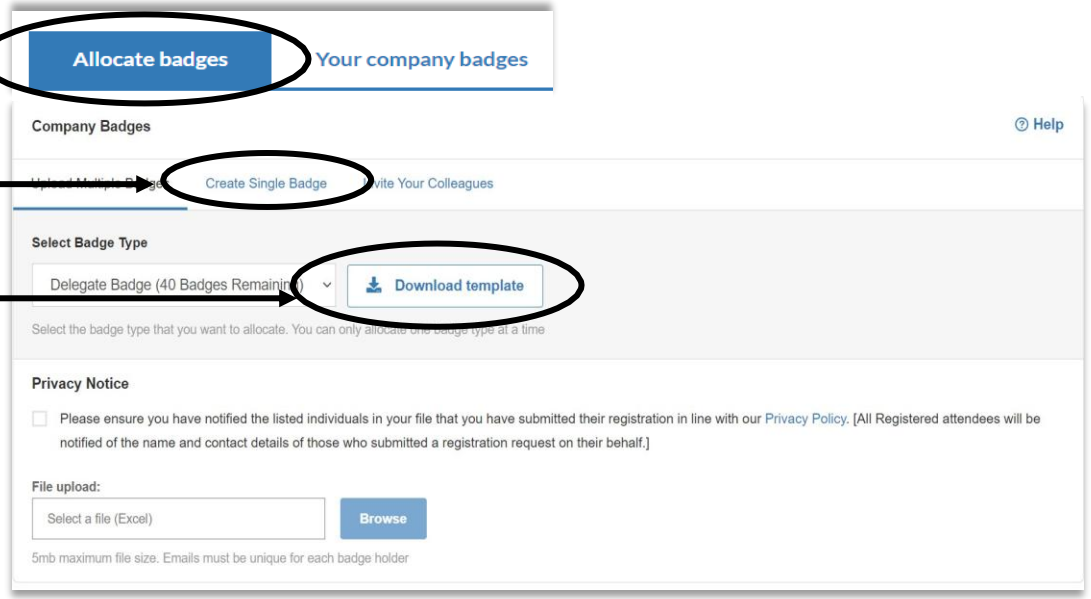


Here you will be able to **navigate between both parts :**

- Allocate badges
- Your company badges

Click here if you want to create a **single badge**

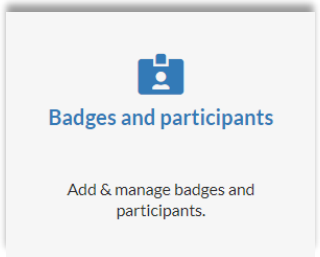
Use this template to **upload multiple delegates** at the same time



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MANAGE YOUR COMPANY BADGES

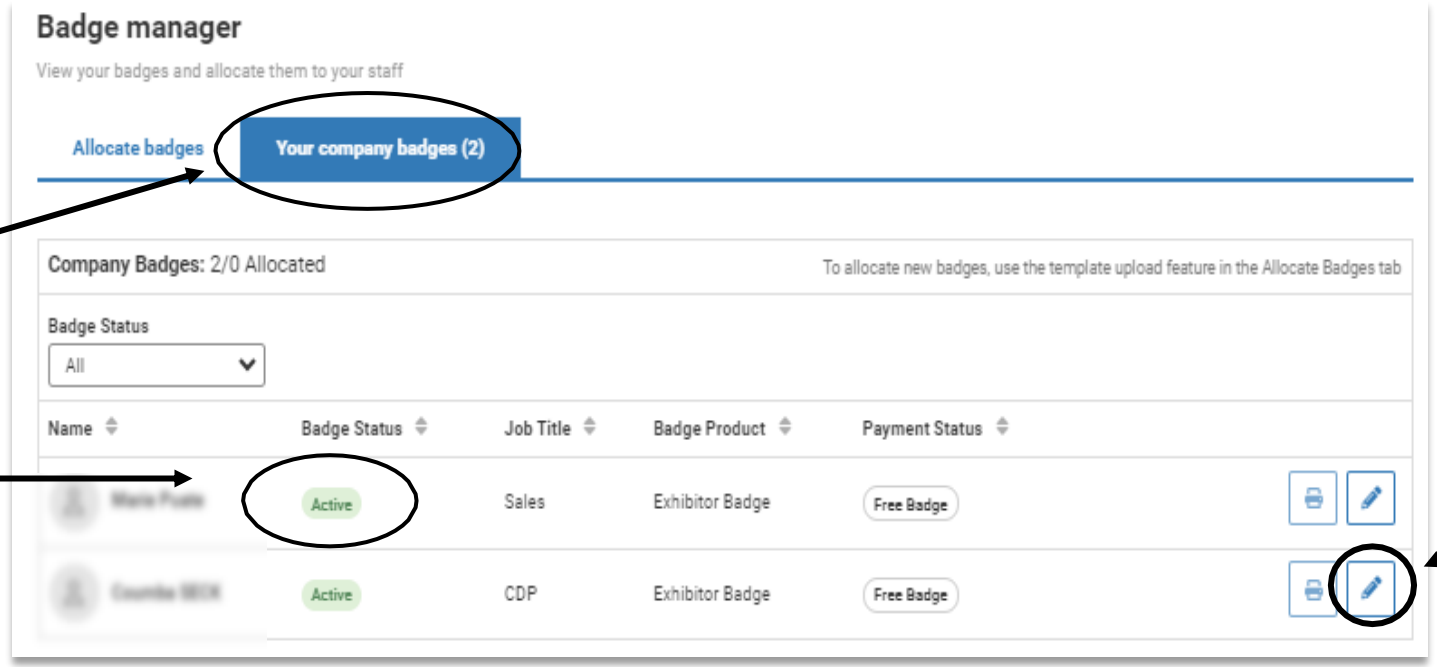
Managing delegates registrations



Badges will be **handed out to you onsite**. However, you must have properly completed your profile in its entirety in advance in order to access your badge.

Here you can find **the exhibitor badges** you have **uploaded**

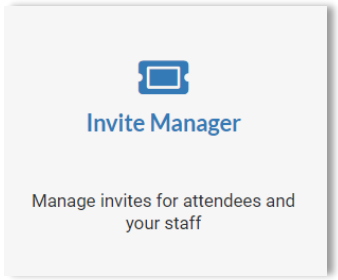
Here you can find the **payment status** of the badge



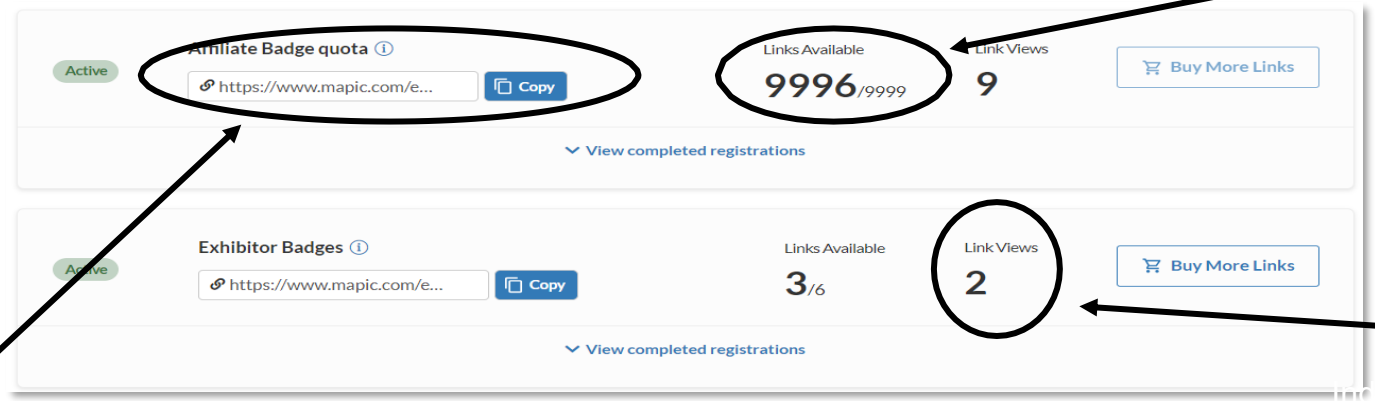


You can modify them (with the exception of the email address). If you modify the badge, you will **need to re-print as the previous one will no longer be valid.**

INVITE MANAGER



In this section, you will find the **registration links to be sent to the delegates**



Indicates the number of **registrations available**.

Indicates the number of **people who have clicked** on the link but **have not** completed the registration.

Copy the link using the button

Send this link for them to register

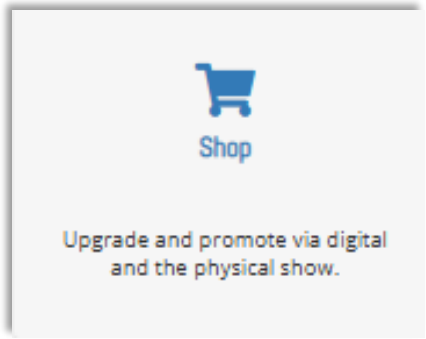
You can find the list of people who **registered with your personalized link** just below



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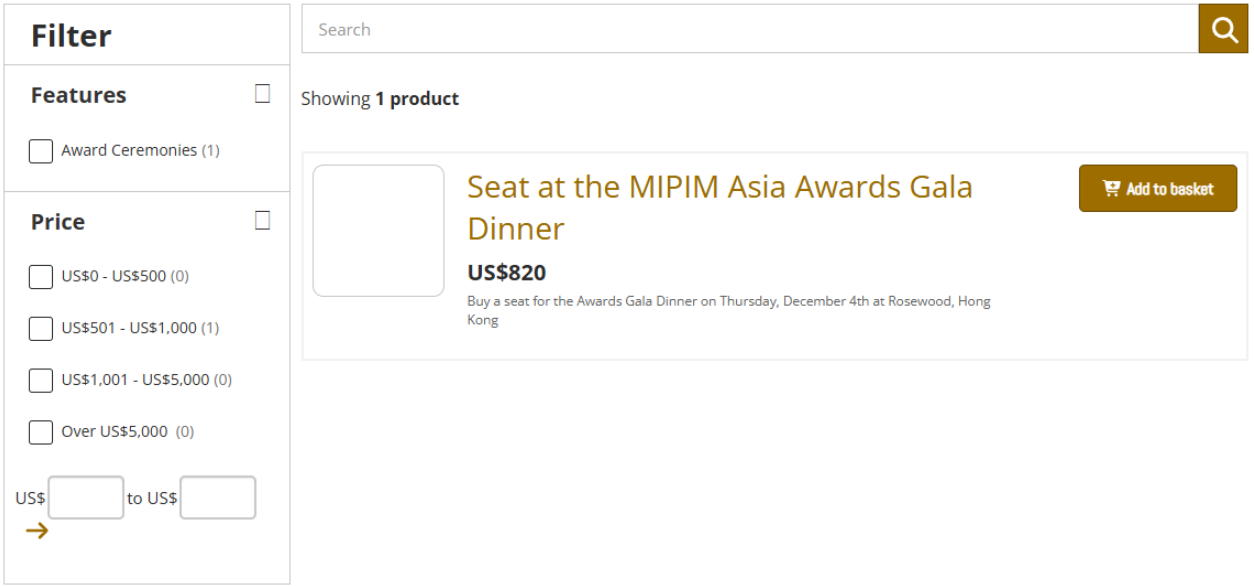
E-SHOP SECTION

Purchase additional services



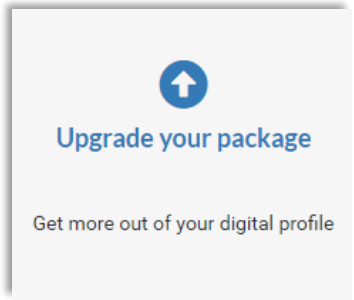
Purchase additional services by adding them to your basket and proceeding to payment shop.

You can use **filters** by **product type and price** in order to choose the products that best meet your needs



UPGRADE YOUR PACKAGE

Increase your visibility

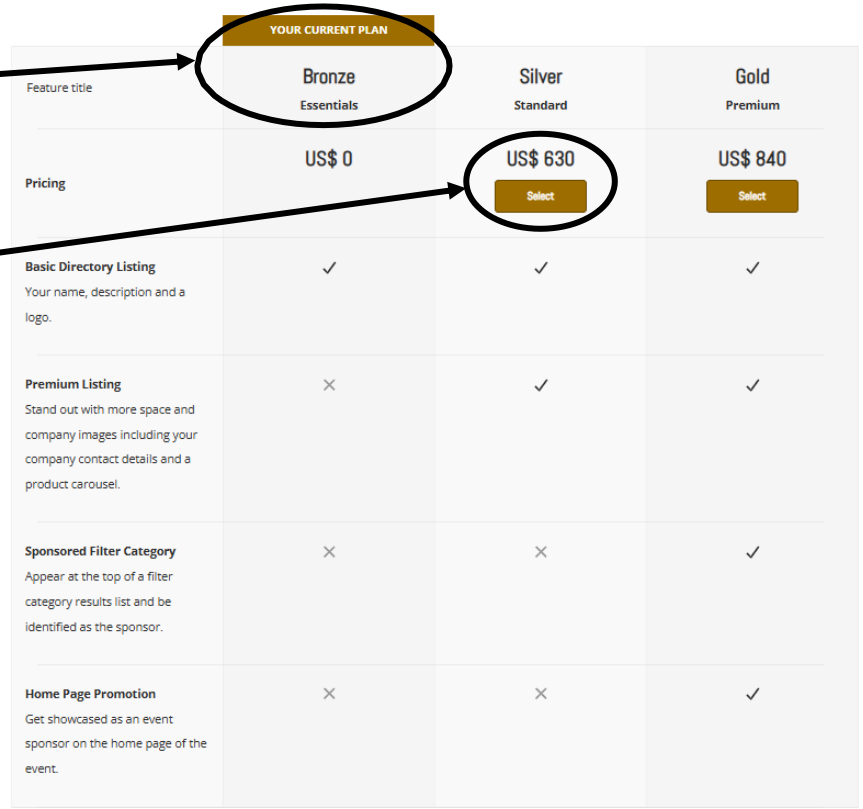


Get more visibility by upgrading your digital package. Get your company page promoted on top of everyone else

The mention "your current plan" indicates the **offer already included** in your online services package

Choose the package of your choice by adding it to your basket before proceeding to payment

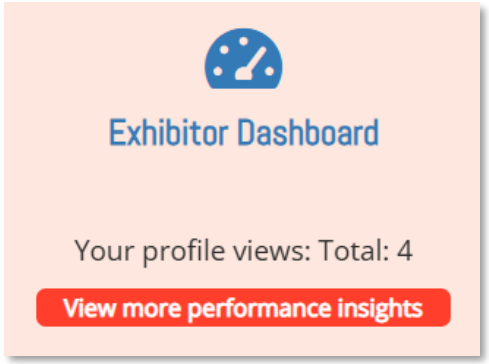
On the left, you will find all the explanations about the various options available



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COMPANY DASHBOARD ANALYTICS

The Exhibitor Dashboard allows you to access a wealth of data regarding your performance at the exhibition.

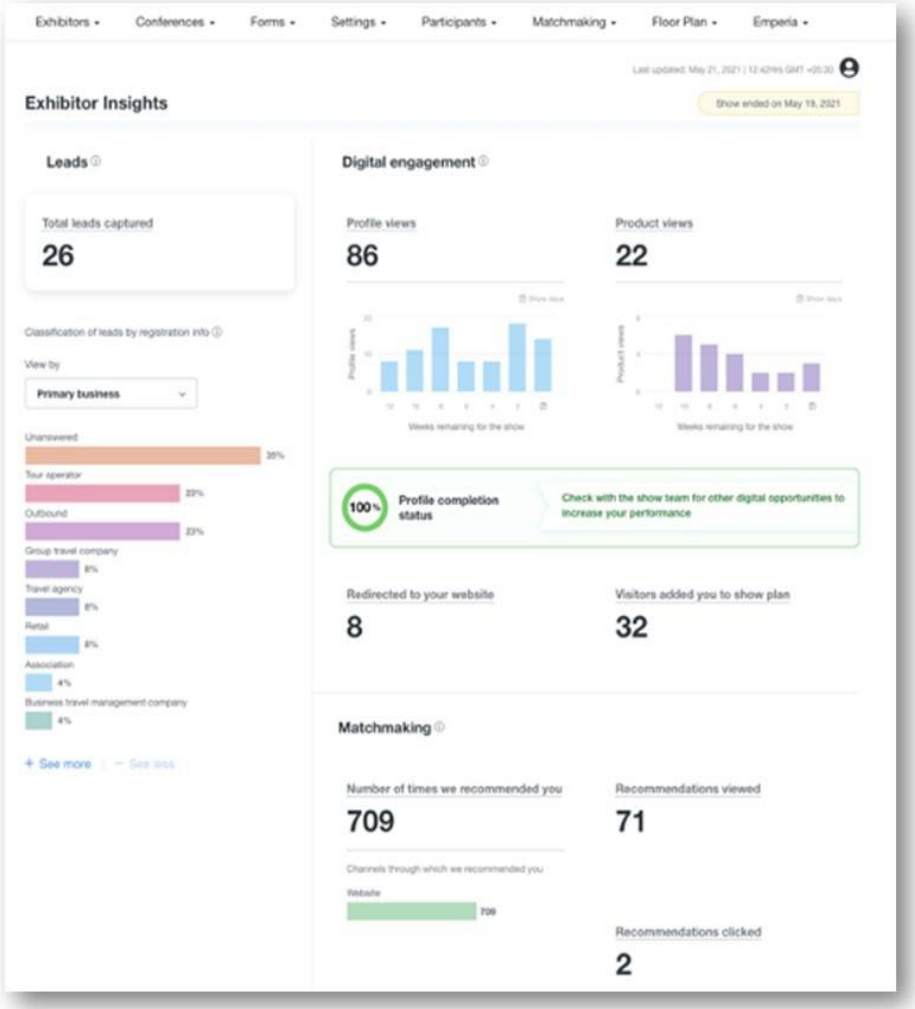


This dashboard **synthesizes your leads generated during the show** (with Lead Manager App).

A large amount of data is available **to help you understand the typology of your leads, your strengths, and areas for improvement for your next exhibition.**

This page only becomes **accessible 90 days before the show**.

Its pro version also allows you to **compare yourself with your competitors.**



Overview

Discover your own performance, views, clicks on your profiles and products

Benchmark Analytics

Compare your performance to the other exhibitors. These metrics show you where you could be more performing regarding completion for example to help get the most even before the event!

Profile Viewers

Have even more insights and details on companies who viewed your profile and products (according to cookies consent). **You can download the list of viewers**

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NEED ANY ASSISTANCE?

Contact our Customer Helpdesk by form & read the FAQ