

mipim[®]

COMPANY HUB

**User Guide for Company
Account Administrators**

Built by
 In the business of
building businesses

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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 to monitor your leads and your company page statistics.

❖ **Primary administrator:**

The main contact in your company who prepares for the market with access to create company page, receive 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).

❖ **RX Lead Manager (ex-Emperia):**

The app allows exhibitors to scan visitors' badges at the market and find their contacts in the online dashboard.

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

If you haven't received it, please check your spam folder first. If you still can't find it, please contact the Help Desk.

If you have not received it, please contact the [Help Desk](#)

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



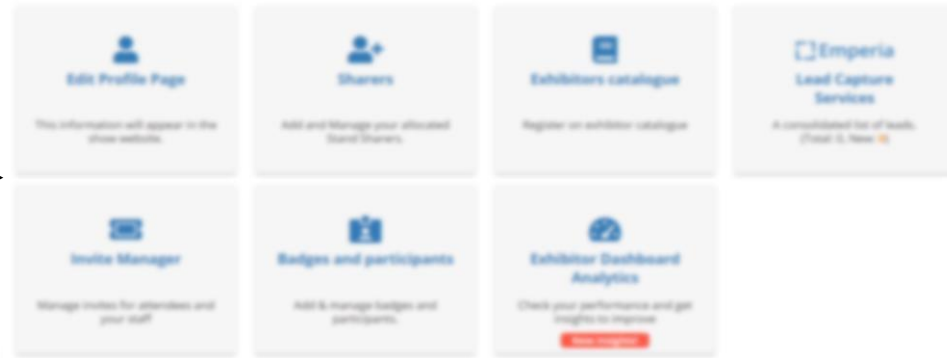
HOMEPAGE OF YOUR COMPANY HUB

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



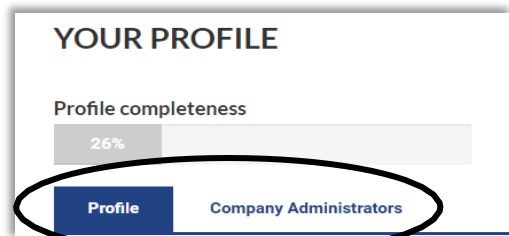
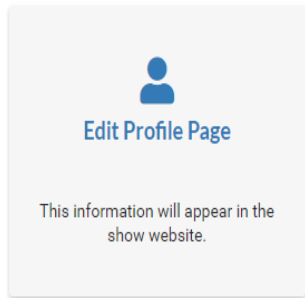
Here you will find the name of your **package type**

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**.



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




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!**

EDIT MY PROFILE

COMPANY ADMINISTRATOR TAB


Edit Profile Page
This information will appear in the show website.

Please add any of your colleagues who **should have access to the company page full set up**
They will receive an activation email

YOUR PROFILE






Profile completeness
26%

Profile **Company Administrators**

Profile **Company Administrators**

Create and manage administrators for your company, including a role. Each administrator will be sent an email with login information, there can be multiple administrators for each role and the same persons details can be entered with multiple roles. There must be one Primary Administrator. Please ensure you have the person's permission to add their details.

+Add Company Administrator

	First name	Last name	Email address	Login roles	
<input type="checkbox"/>	Test	SEPC Position	test@sepposition.com	Primary Administrator	
<input type="checkbox"/>	EMMANUELLE	GRUC	emmanuelle.gruc@nglobal.com	Secondary Administrator	 
<input type="checkbox"/>	Thomas	BONNER	thomas.bonner-weg@nglobal.com	Secondary Administrator	 

Select the Administrators to whom you want to resend the activation email.

Resend 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

RX LEAD MANAGER (EX-EMPERIA)

Mobile App to scan visitors' badges at the market



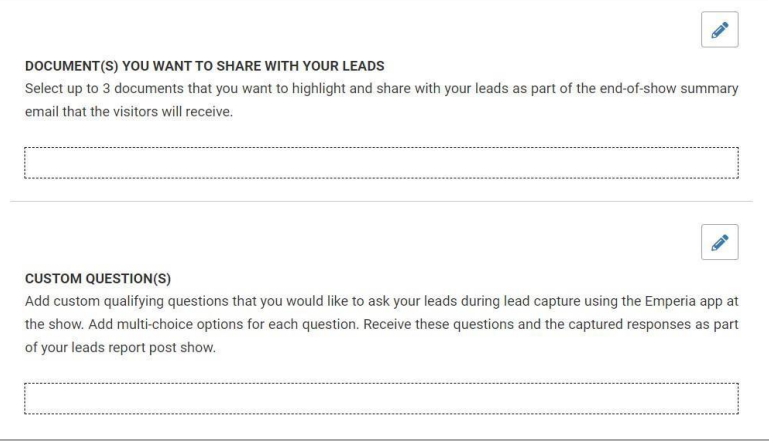
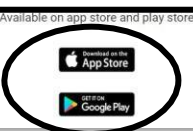
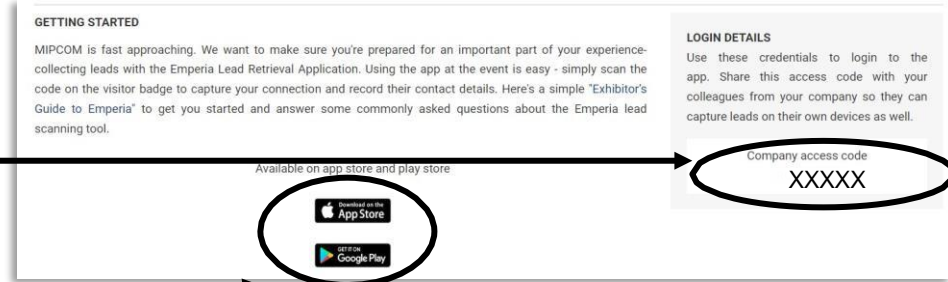
RX Lead Manager (ex-Emperia) is a mobile app **to scan visitors' badges at the exhibition**. Collect contacts and find them in your online report available on your exhibitor dashboard.

Customize your account by indicating your company access code

Download the Mobile app from the App Store or Google Play

Upload up to 3 documents about your company, they will be sent to the visitors you scan at MIPIM

Add **qualification questions** that will be asked to the visitors you scan, in order to **better know them**



RX LEAD MANAGER (EX-EMPERIA)

Download your leads

EMPERIA

DOWNLOAD LEAD REPORT


Download your consolidated leads in the format of your choice

Total Leads 0 New Leads 0



Download the full list of all your online leads and scanned contacts in 1 report available in .csv or .xlsx format

INVITE MANAGER



Invite Manager

Manage invites for attendees and your staff

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

Active **Affiliate Badge quota** ⓘ

🔗 <https://www.mapic.com/e...> **Copy**

Links Available: **9996/9999**

Link Views: **9**

[Buy More Links](#)

[View completed registrations](#)

Indicates the number of **registrations available**

Copy the link using the button copy
Send this link to your **paying affiliates** to Register

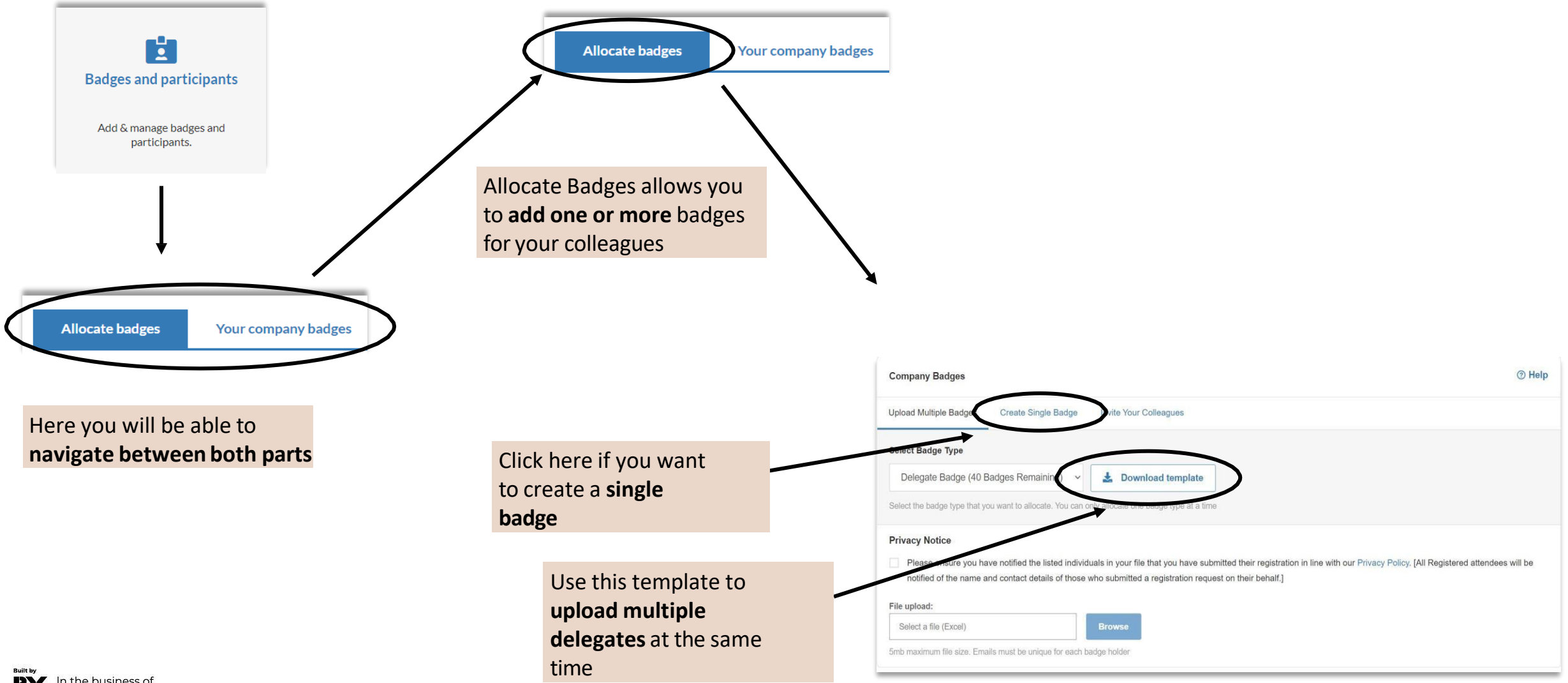
Indicates the number of **people who have clicked** on the link but **have not** completed the registration

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

Name	Mobile de phone	Email	
Test registrant	Test registrant	testregistrant@domain.com	View all details

MANAGE YOUR COMPANY BADGES

Managing delegate registrations in your stand quota



MANAGE YOUR COMPANY BADGES

Managing delegate registrations in your stand quota





Badges are **available for download and printing 15 days before the show**. However, it is necessary for photos to be uploaded and payment for the badge to be completed in advance in order to access it.

Badge manager
View your badges and allocate them to your staff

Allocate badges **Your company badges (2)**

Company Badges: 2/0 Allocated To allocate new badges, use the template upload feature in the Allocate Badges tab

Badge Status: All

Name	Badge Status	Job Title	Badge Product	Payment Status	
Maria Pardo	Active	Sales	Exhibitor Badge	Free Badge	 
Christine BERT	Active	CDP	Exhibitor Badge	Free Badge	 

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

Get and print your badges using this button



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

MANAGE YOUR COMPANY BADGES

Modify a 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.**

Badge manager
View your badges and allocate them to your staff

Allocate badges | **Your company badges (2)**

Company Badges: 2/0 Allocated To allocate new badges, use the template upload feature in the Allocate Badges tab

Badge Status: All

Name	Badge Status	Job Title	Badge Product	Payment Status	
Mark Potts	Active	Sales	Exhibitor Badge	Free Badge	
Charlotte Bick	Active	CDP	Exhibitor Badge	Free Badge	

Click on "Modify"

Upload your participant's picture (mandatory)

Update your information

Edit Details

⚠ Once a badge is edited a new version will be created. The previous badge will be deactivated.

First Name:

Last Name:

Job Title:

Mobile Number:

Work Email:

Badge Product:

Badges:

MANAGE YOUR COMPANY BADGES

Transfer a badge

You can **transfer a badge from one participant to another** within your company. Note that the **first registration will be cancelled**, and the participant will receive a cancellation notification.

Badge manager
View your badges and allocate them to your staff

Allocate badges **Your company badges (2)**

Company Badges: 2/0 Allocated To allocate new badges, use the template upload feature in the Allocate Badges tab

Badge Status: All

Name	Badge Status	Job Title	Badge Product	Payment Status
Maria Pardo	Active	Sales	Exhibitor Badge	Free Badge
Isabelle B...	Active	CDP	Exhibitor Badge	Free Badge

Click on **“Modify”**

Transfer Badge Ownership

Please enter the details of the new user who will inherit the badge

First Name: TestMerRXFREGRemp Last Name: REPLACING

Email: TestMerRXFREGRemp@mailinator.com Onsite Mobile Phone:

Job Title: TEST Badge Product: Exhibitor

Cancel **Review**

Click on **“Review” and Validate”**

Edit Details

Once a badge is edited a new version will be created. The previous badge will be deactivated.

First Name: test Last Name: Test

Email: mariakatrina.lincuna@rxglobal.com Onsite Mobile Phone (optional):

Job Title: A Badge Product: Exhibitor

Transfer Badge Change Badge Cancel Save

Click on **“Transfer Badge”**

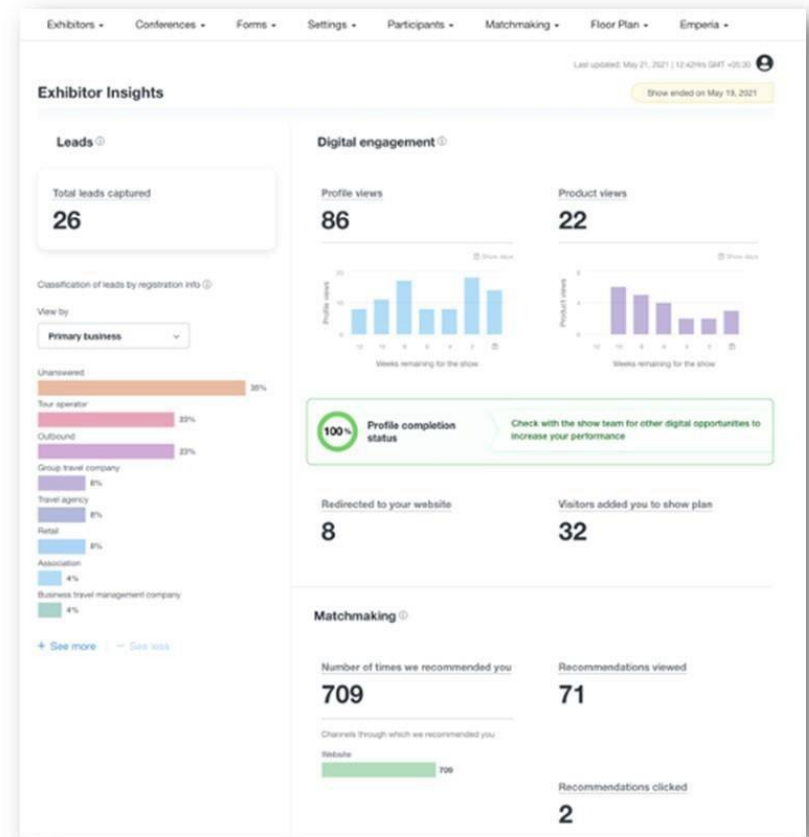
COMPANY DASHBOARD ANALYTICS

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 RX Lead manager (ex-Emperia). Its pro version also allows you to **compare yourself with your competitors.**

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

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.



YOUR DELEGATES' VIEWS AND ACTIONS

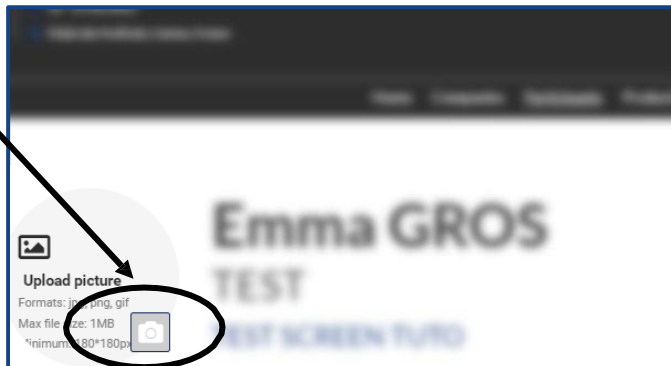
What will your delegates access on the company hub ?

As soon as they are registered the delegate will receive an automatic e- mail **to connect to their profile**

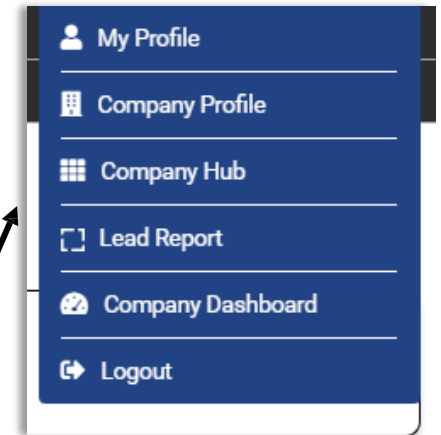
Log-in to Company Hub to complete your company profile and start managing your company's badges. You are much more likely to be viewed by the thousands of attendees who visit the website if your profile is complete, so please complete your profile as soon as possible in order to reach as wide an audience as possible. Please note if you have participated with us before, some of your profile may be automatically copied over - it is critical for you to check that this content is accurate. Once you have completed your profile, be sure to check the other tasks in the Hub that require completion before the show.

Login

Delegate will connect to their profile and will have access to **upload their picture to receive the badge** (available 2 weeks before the event)



This section, located at the top right of the screen, allows them to **navigate between their company profile and their personal profile.**



NEED ANY ASSISTANCE?

We invite you to explore our [FAQ section](#) for quick answers to common questions.

If you require further assistance, please feel free to contact our Helpdesk:

- By phone: (+33) 1 47 56 64 10
available Monday to Friday, from 9 AM to 6 PM CET
- Or by completing our [online form](#)