

COMPANY HUB

User Guide for
Company Account
Administrators



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- ❖ **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
- ❖ **Emperia on-site lead capture** : Emperia 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 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
If you have not received it, please contact the [Help Desk](#)

Click on the link
received by email and
personalize your
password

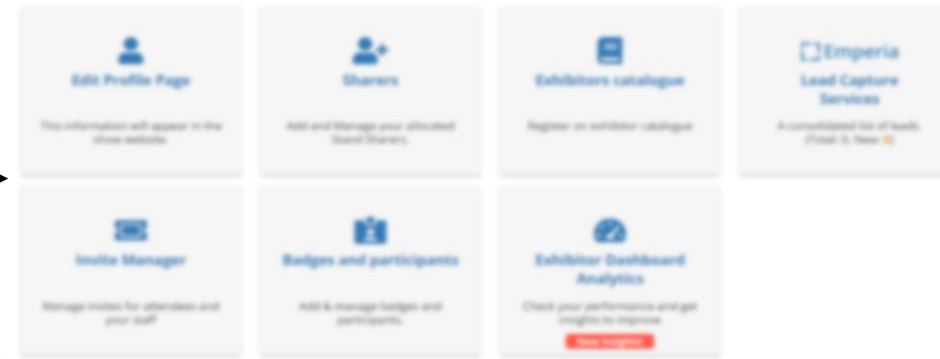


HOMEPAGE OF YOUR COMPANY HUB

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



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



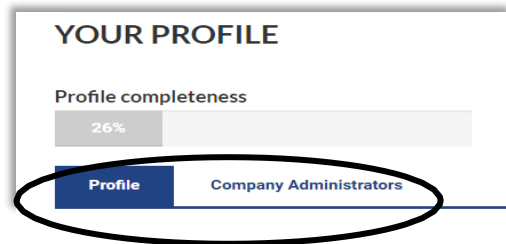
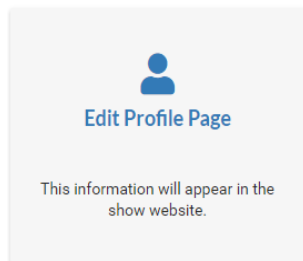
Here are the details of **each section** of your Company Hub

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**.

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**



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

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


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

YOUR PROFILE

Profile completeness

26%

Profile **Company Administrators**

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

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

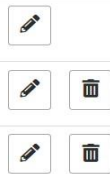
	First name	Last name	Email address	Login roles
☐	Test	SEPC Pavilion	test@seppavilion.com	Primary Administrator
☐	EMMANUELLE	GRIS	emmanuelle.gris@regital.com	Secondary Administrator
☐	Tristan	BOISSEUR	tristan.boisseur-wat@regital.com	Secondary Administrator

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)

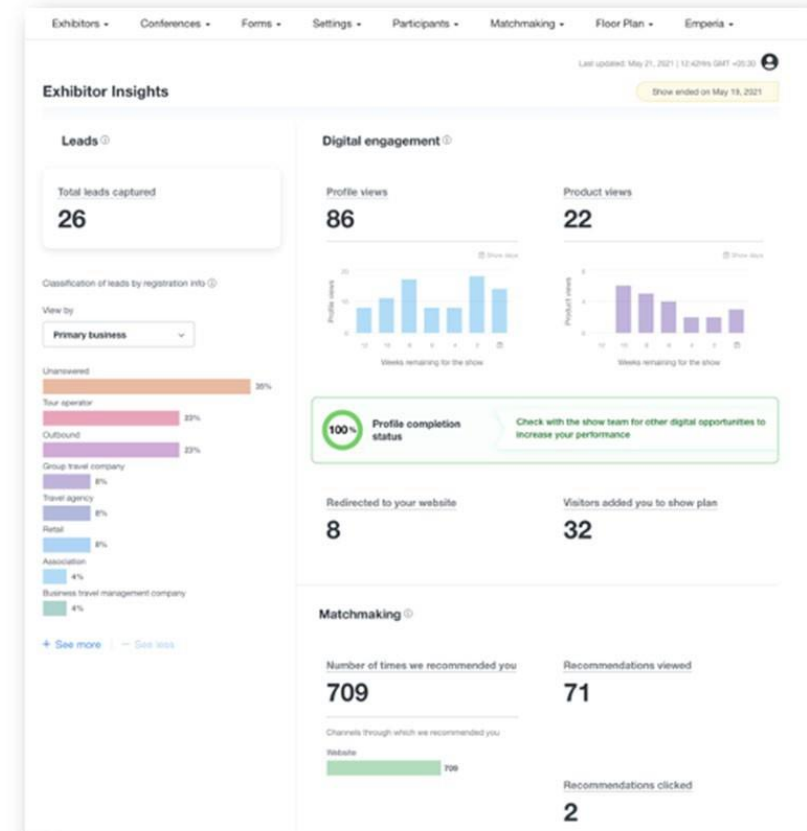
Update your company admins list at anytime



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

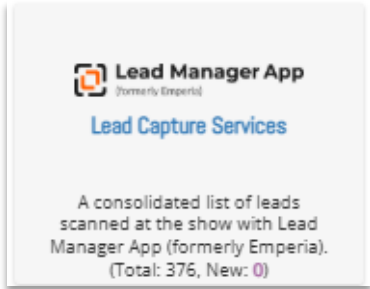
This page only becomes accessible **90 days** before the show.

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.



EMPERIA : THE LEAD GENERATION SOLUTION

Mobile App to scan visitors' badge at the market



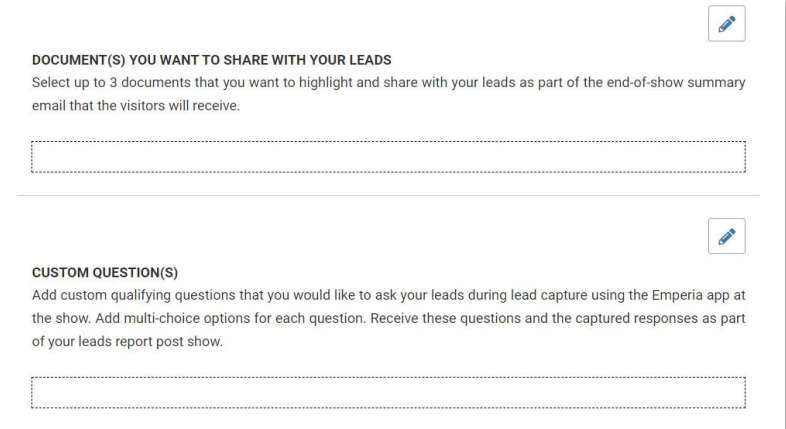
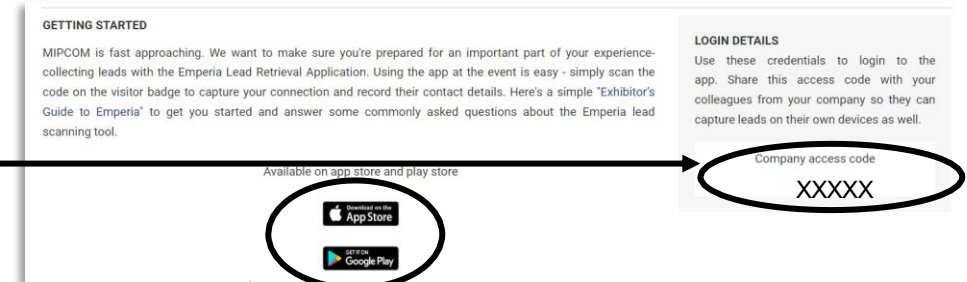
Lead Manager (formerly Emperia) is a mobile app **to scan visitors' badges at the exhibition**. Collect contacts and find them in your online report available on your exhibitor dashboard.

Customize your account by indicating your company access code

Download the 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 market

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



LEAD MANAGER : THE LEAD GENERATION SOLUTION

Download your leads

Download the complete list of all your prospects in a single report, available in .csv or .xlsx format.

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 menu of your exhibitor space, as well as your contact details.

LEADS REPORT

Generate and then download your leads report

Generate Leads report

Download report

Last generated: 13/11/24, 11:09 AM

Last downloaded: 13/11/24, 11:09 AM

Total Leads: 376

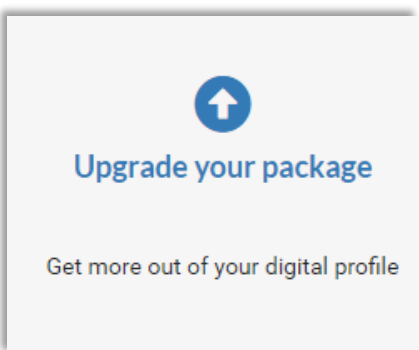
New Leads: 0

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

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

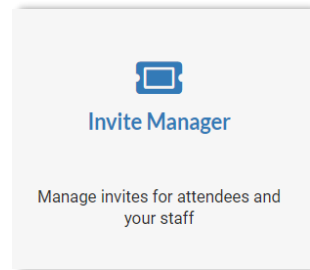
On the left, you will find all the explanations about the various options available

	Bronze Essentials	Silver Standard	Gold Premium
Feature title			
Pricing	€0	€1,500	€2,500
Basic Directory Listing Your name, description and a logo.	✓	✓	✓
Premium Listing Stand out with more space and company images including your company contact details and a product carousel.	×	✓	✓
Sponsored Filter Category Appear at the top of a filter category results list and be identified as the sponsor.	×	×	✓
Home Page Promotion Get showcased as an event sponsor on the home page of the event.	×	×	✓

INVITE MANAGER

Managing paying affiliates' registrations and your quota

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

Active

Exhibitor Badges ⓘ

🔗 https://www.mapic.com/e...

Copy

Links Available

3/6

Link Views

2

Buy More Links

View completed registrations

INVITE MANAGER

Managing delegates and affiliates' registrations

The screenshot displays two main sections in the Invite Manager interface:

- Affiliate Badge quota**: Shows a link `https://www.mapic.com/e...` with a **Copy** button. To the right, it indicates **Links Available** as **9996/9999** and **Link Views** as **9**. A callout box states: "Indicates the number of registrations available." A button labeled **Buy** is also visible.
- Exhibitor Badges**: Shows a link `https://www.mapic.com/e...` with a **Copy** button. To the right, it indicates **Links Available** as **3/6** and **Link Views** as **2**. A callout box states: "Indicates the number of people who have clicked on the link but have not completed the registration." A button labeled **Buy More Links** is also visible.

Both sections include a **View completed registrations** link.

Copy the link using the button copy.
Send this link to your paying affiliates for them to register

Copy the Exhibitor Link using the button copy.
Send this link to affiliates who benefit from your quota to register

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

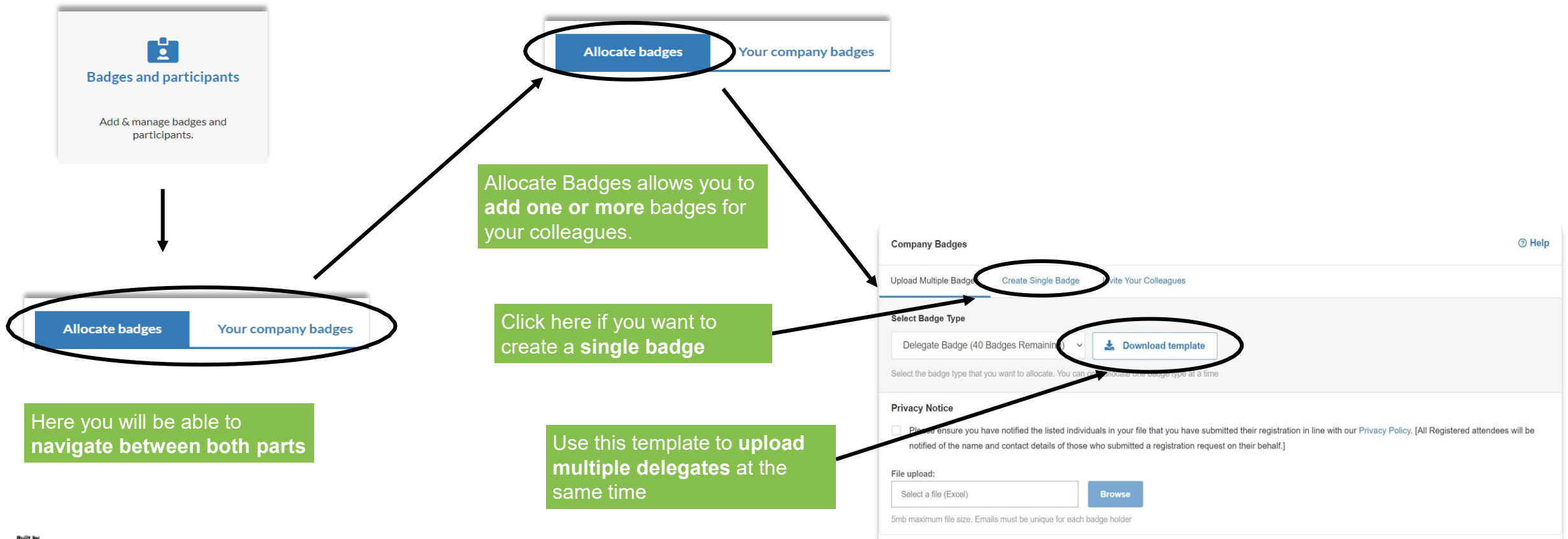
Name	Invite to quota	Status	Email
Test registrant	Test registrant	NOT REGISTERED	testregistrant@gmail.com

[View all Registrants](#)

MANAGE YOUR COMPANY BADGES

Managing delegates registrations in your stand quota

Exhibitor badges provide access to the fair before the opening hours for visitors and during the setup and dismantling days.



MANAGE YOUR COMPANY BADGES

Managing delegates registrations in your stand quota

Badges **will be sent by email 2 weeks prior to the show**. However, you must have properly completed your profile in its entirety in advance in order to access your badge.

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 ▾	
Mario Pucci	Active	Sales	Exhibitor Badge	Free Badge	
Giovanni Rossi	Active	CDP	Exhibitor Badge	Free Badge	

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

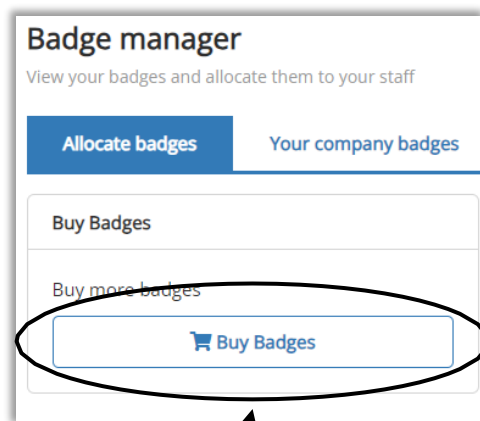
You can modify them (except for the email address). If you modify the badge after reception, information will no longer be valid, and we will have to re-print it onsite

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

MANAGE YOUR COMPANY BADGES

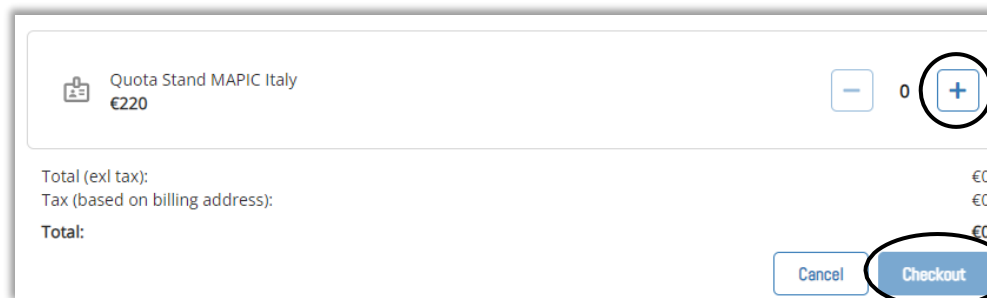
Buying more badges

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



Anyone can buy
extra badges

Purchase more badges using the
button "Buy Badges".



Select the quantity you
want to buy.

Then, proceed the
Checkout.

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 Piana	Active	Sales	Exhibitor Badge	Free Badge	 
Giuseppe Motta	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	Last Name
TestMerRXFREGRemp	REPLACING
Email	Onsite Mobile Phone
TestMerRXFREGRemp@mailinator.com	
Job Title	Badge Product
TEST	Exhibitor

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	Last Name
test.	Test
Email	Onsite Mobile Phone (optional)
mariakatrina.lincuna@rxglobal.com	
Job Title	Badge Product
A	Exhibitor

Click on “Transfer
Badge”

Contact our Customer Helpdesk :

- By phone : (+33) 1 47 56 65 00.

Our telephone service is open from Monday to Friday, 9am to 6pm CET.

[By form](#)

[Read the FAQ](#)