

COMPANY HUB

User Guide for
Company Account
Administrators

mapic[®]
Retail Leasing Hub **ITALY**

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Rho Fiera Milano

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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



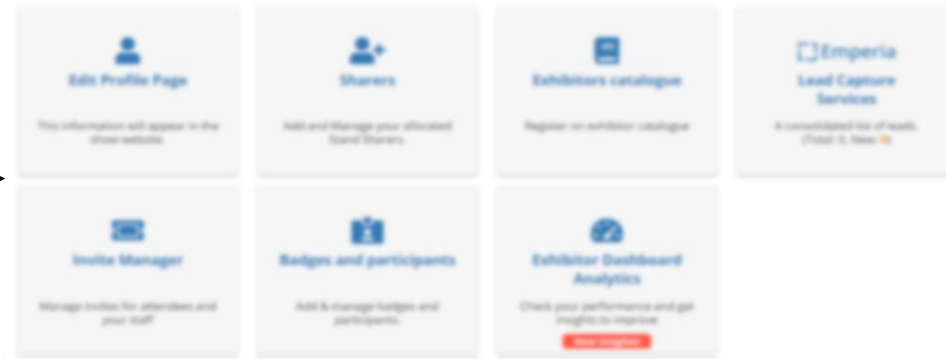
HOMEPAGE OF YOUR COMPANY HUB

Here you will find the name of your company



Here you will find the name of your package type

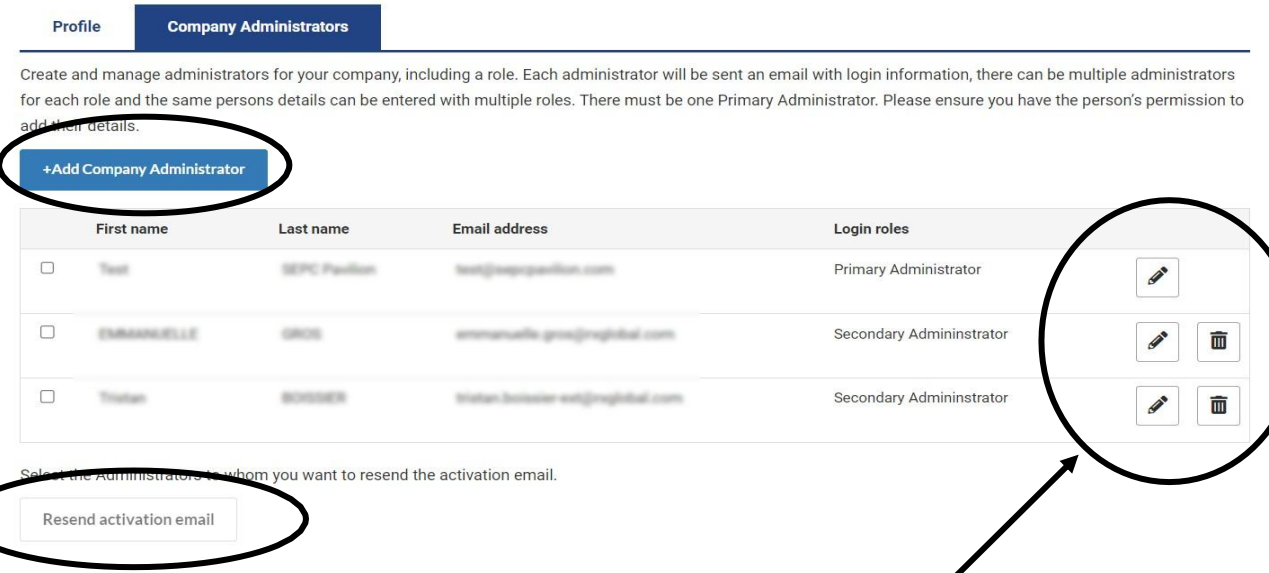
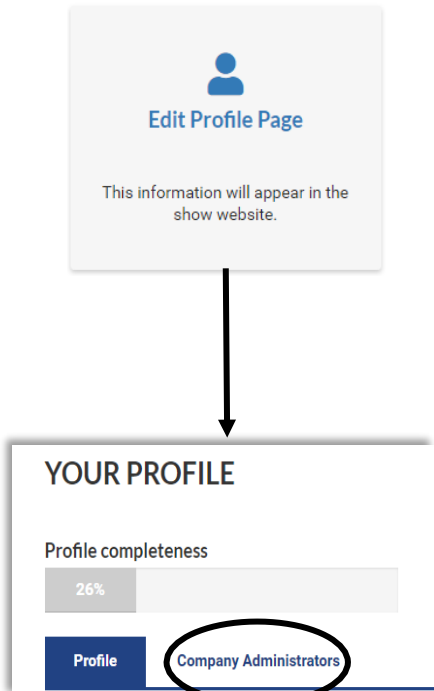
Here are the details of each section of your Company Hub



EDIT MY PROFILE - 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.

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



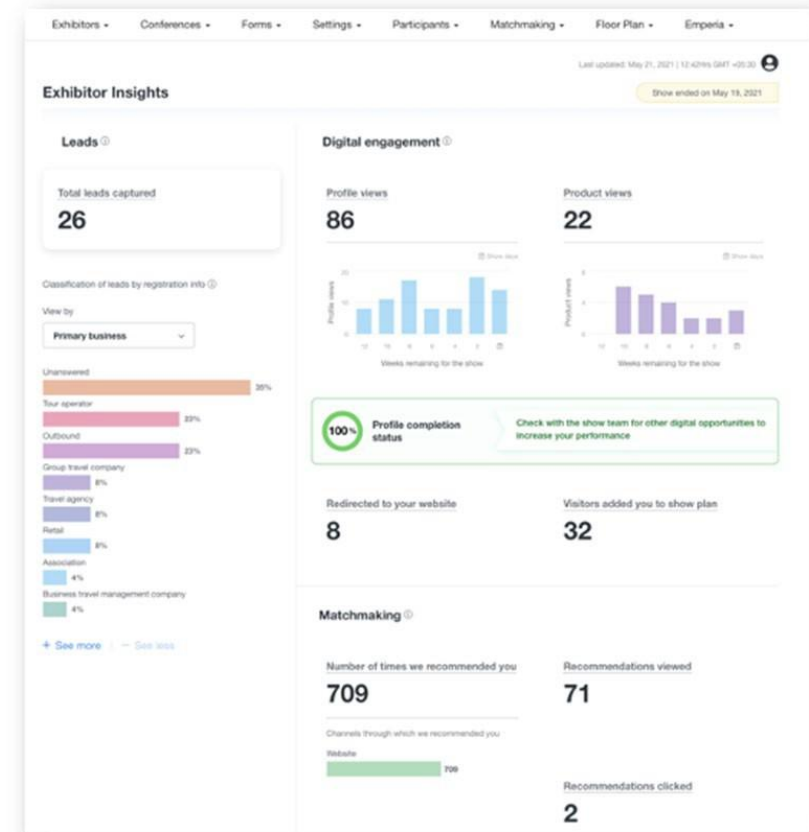
Resend the activation email to the company page (in case your colleague did not receive it)

Update your company admins list at anytime

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.**

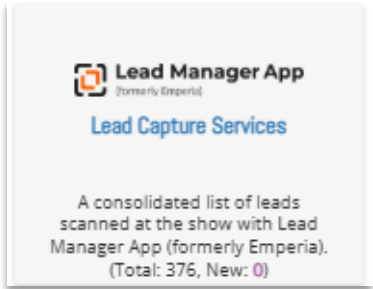
This page only becomes accessible **90 days** before the show.

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



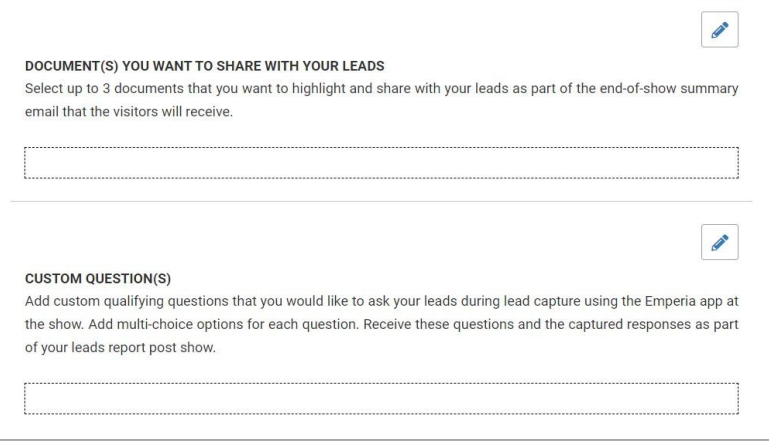
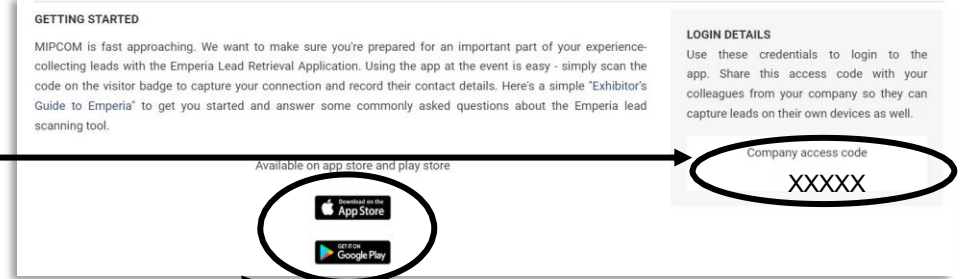
Lead Manager (formerly Emperia) is a mobile app **to scan visitors' badges at the exhibition.** Collect contacts and find them in your online report available on your exhibitor dashboard.

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

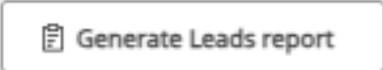

Download the complete list of all your prospects in a single report, available in .csv or .xlsx format.

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

Total Leads: 376
New Leads: 0

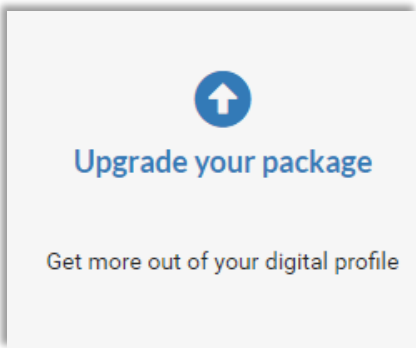
Last generated: 13/11/24, 11:09 AM Last downloaded: 13/11/24, 11:09 AM

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	YOUR CURRENT PLAN 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.**


Invite Manager
Manage invites for attendees and your staff

Active	Affiliate Badge quota ⓘ https://www.mapic.com/e... 	Links Available 9996 /9999	Link Views 9	 Buy More Links
View completed registrations				
Active	Exhibitor Badges ⓘ https://www.mapic.com/e... 	Links Available 3 /6	Link Views 2	 Buy More Links
View completed registrations				

INVITE MANAGER

Managing delegates and affiliates' registrations

The screenshot shows two rows in the Invite Manager interface. The first row is for 'Affiliate Badge quota' and the second is for 'Exhibitor Badges'. Both rows have an 'Active' status and a 'Copy' button next to a link. The 'Affiliate Badge quota' row shows 'Links Available' as 9996/9999 and 'Link Views' as 9. The 'Exhibitor Badges' row shows 'Links Available' as 3/6 and 'Link Views' as 2. Callouts explain that 'Links Available' indicates the number of registrations available and 'Link Views' indicates the number of people who have clicked on the link but have not completed the registration.

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

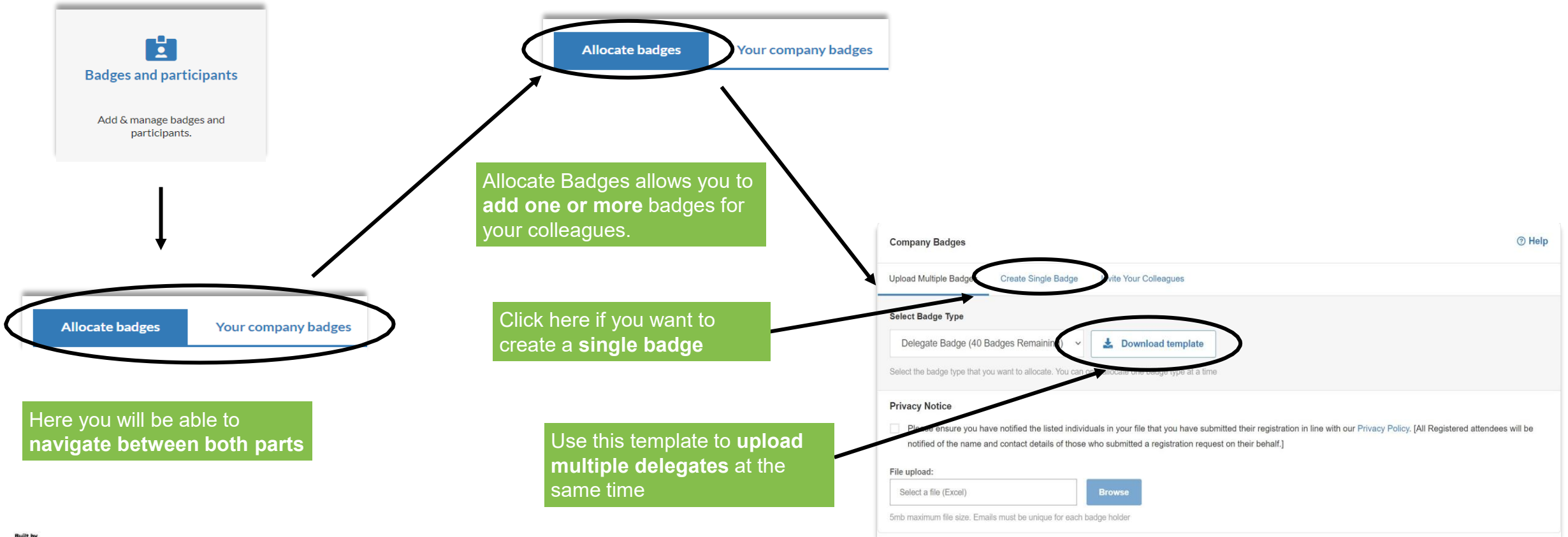
Name	Mobile No. phone	Social	Email
Test registered	Test registered	Test registered	testregistered@gmail.com

View all records

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.



Here you will be able to navigate between both parts

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

Click here if you want to create a single badge

Use this template to upload multiple delegates at the same time

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	
Marco Pizzi	Active	Sales	Exhibitor Badge	Free Badge	 
Giuseppe M...	Active	CDP	Exhibitor Badge	Free Badge	 

Here you can find the exhibitor badges you have uploaded

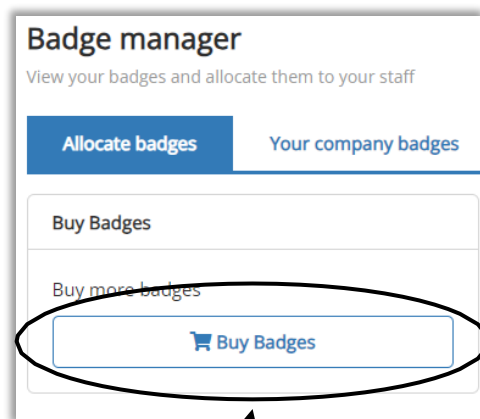
You can modify them (except for the email address). If you modify the badge after reception, information will no longer be valid, and we will have to re-print it onsite

Here you can find the payment status of the badge

MANAGE YOUR COMPANY BADGES

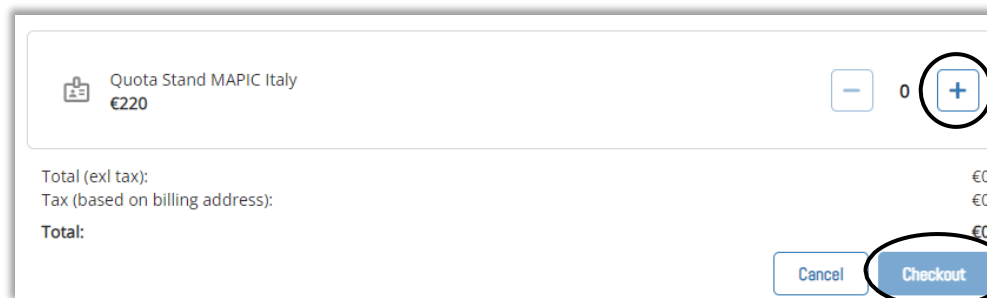
Buying more badges

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 M...	Active	CDP	Exhibitor Badge	Free Badge	


Click on "Modify"

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"

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"

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](#)