# Virtual Company Mission @SMM2020







business support on your Doorstep

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## **Virtual Company Mission - HOME**

From the Company Mission Home you can do two actions, register to an Existing Company Mission or propose a New Company Mission.

Every action requires to be registered to the platform.











## Virtual Company Mission - REGISTRATION

Before to do any actions, registration is required. Registration requires general info about the user, some company info and the Reference EEN Partner.

Registration will be completed after email confirmation.

**Platform access will be possible after** Admin Validation. An email will notify you about the validation success and you will receive a password to access.









## Virtual Company Mission - LOGIN

Login page will be accessible from every page where an action is possible.





	SMM 2020		
	Username or Email Address admin		
	Password		
	Remember Me		
M	Lost your password? ← Back to		
		~ ~	24





## **Show Active Virtual Company Mission**

### From this page you can see all the active Virtual Company Missions.



### **Company Mission - LA Prova**

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Company Mission – Prova 3

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### VIRTUAL COMPANY MISSION EVENTS



### **Company Mission - Prova 2**

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### Company Mission – Prova 4

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## **Register to an Existing Company Mission**

If you are interested to participate to a Company Mission you have to be registered to the platform and you must be logged in.

To register to Company Mission you have to register before to Plaform. If you are already a register
user do login, therefore register to platform.

LOGIN TO PLATFORM

REGISTER TO PLATFORM

After login you can participate to a company mission clicking to: **«REGISTER TO COMPANY MISSION».** 

### Test company Mission – La prova

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you are registered you'll able to partecipate to virtual conferences of the Company Mission and request virtual matching with Company Mission relators or other users registered.





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REGISTER TO COMPANY MISSION





### Manage Page

Accessing to manage page it is possible to access to «Company Mission participant» Mission dashboard «Company or supervisor\*» dashboard.

Mission Participant Company In Dashboard you can see company mission where you are a simple participant while in **Company Mission Supervisor Dashboard** you see company mission where you are qualified as supervisor (admin).



\*The supervisor is the company who host the company mission.

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MANAGE AS COMPANY MISSION SUPERVISOR





## **DASHBOARD - Company Mission Subscribed**

From the Company Mission Platform home click on «Manage Page» and in the following page click on «Manage as Company Mission Participant».

In this section you will see the list of the company mission you are registered for. For every one you can perform the following actions: Manage Matching Manage Supervisor, Matching **Participant, Show presentation.** 

**Company Mission Partecipant Dashboard** 

COMPANY MISSIONS WHERE YOU ARE REGISTERED

DATA	TITLE	EXTRACT	SUPERVISORS	ACTION5
2020-07-29	Test company Mission - La prova	Test company Mission – La prova Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat. Duis aute irure dolor in reprehenderit in voluptate velit esse cillum dolore eu Leggi altro »	Francesco Vulcano Company: Spin srl Partner EEN: IT00503 - SPIN - RICERCA INNOVAZIONE E TRASFERIMENTO TECNOLOGICO SRL	<ul> <li>MANAGE MATCHING SUPERVISOR</li> <li>MANAGE MATCHING USERS</li> <li>SHOW PRESENTATION</li> </ul>
DATA	TITLE	EXTRACT	SUPERVISORS	ACTIONS









## DASHBOARD – Manage Supervisor Matchmaking

From this page you can request a meeting with supervisors of the Company Mission.

- Select a supervisor from the list
- Select date and time from input, according to supervisor's time period availability
- Accept privacy clauses
- Submit

You can see the state of the requested meetings at the bottom of the page.

N.B. Each single meeting lasts 30 minutes.





### MANAGE AND REQUEST MATCHING SESSION WITH SUPERVISORS

BUSINESS EXPERT ASSIGNED

Your Matching Session must be compatible with Matching Session Periods provided by Supervisor. Matching session duration is limited to an half hour.

IATCHING		SUPERVISOR	CONFIRMED	DELETE		
	→ request to	Francesco Vulcano (Spin srl)	Not Confirmed	$\pmb{X}$ delete		





## DASHBOARD – Manage Users Matchmaking

From this page you can request a meeting with the other participants of the Company Mission.

- Select participant from the list
- Select date and time from input
- Submit

You can see the state of the requested meetings at the bottom of the page.

You can respond to request match from other users clicking on confirm match.

N.B. Each single meeting lasts 30 minutes.



### MANAGE AND REQUEST MATCHING SESSION WITH USERS

COMPANY	SELECT
ulting (een partner: IT00568 - UNIONCAMERE LAZIO)	<b>≗</b> +select

TIME MATCHING	USER	CONFIRMED	DELETE
30:00	→ request to Mario Pandolfi (Assistant Consulting)	Not Confirmed	$oldsymbol{X}$ delete





## **DASHBOARD – Show Presentation**

From this page you can see the date and time of the online presentation of the solution by the company who host the company mission.

The presentation will be recorded and will be automatically available for the participants of the Company Mission. Who did not participate in the Company Mission can request the video of the presentation that, after validation, it will be sent by email."

Streaming Presentations							
rear	ning Session I	ist					
			COMPANY	EMAII			
		RELATOR	COMPANY	EMAIL		PASSWORD ROOM	STREAM RECORD
3/11	/2020 12:30:00	Users1 name	Spin srl	users1@spin.srl			
cro	oom and pass	<b>word room</b> ca	an not be avai	lable immediatl	y. They will be s	set by Platform Admin	as soon as possible.
aar	ning Decord	will be availabl	e after preser	atation			
cai	ning Record		e alter preser				







## **Propose a new Company Mission**

From this page you can propose a new Virtual Company Mission.

You have to fill the following fields:

- **Company Mission Name**
- Objectives
- Description
- **Motivation**
- Date and Time Main Presentation

Before submitting you must accept the privacy clauses. Proposal will be analyzed by Platform Admin and submitted to your Reference EEN Partner. In case of positive response, the proposal will change into Virtual Company Mission and you will be assigned as Supervisor.









### **DASHBOARD - Company Mission Supervisor**

The supervisor is the company who host Company the Mission. Virtual He manages other users who help him into activities (meetings or presentation), Streaming **Presentation**, manages manages Matchmaking Session Agenda (date and time), manages meetings requests from participants.

### **Company Mission Supervisor Dashboard** YOUR COMPANY MISSIONS

DATA	TITLE	EXTRACT	OTHER SUPERVISORS	ACTIONS
2020-07-29	Test company Mission - La prova	Test company Mission – La prova Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat. Duis aute irure dolor in reprehenderit in voluptate velit esse cillum dolore eu Leggi altro »		<ul> <li>MANAGE USERS</li> <li>MANAGE STREAMING</li> <li>MANAGE MATCHINGS SESSION</li> <li>MANAGE MATCHINGS REQUEST</li> </ul>
DATA	TITLE	EXTRACT	OTHER SUPERVISORS	ACTIONS









## DASHBOARD – Manage Users Collaborator

It is possible to create two types of collaborator:

- Speaker
  - who performs streaming presentations
- **Business Expert** 
  - who take part at matchmaking session (online meeting)

For every collaborator is required to fill all the fields. It is possible to delete collaborators created but not assigned to any activities.

м	MANAGE COLLABORATORS									
	General Info * Name				<b>Contac</b> Compan	et Info *				
	Surname				Email					
Type Relator can be assigned to presentation sessions Business Expert can be assigned to matching sessions				Phone						
	Relato	r		~	•					
	Privacy *	t the privacy clai	uses							
List of Collaboratores										
	NAME	SURNAME	COMPANY	EMAIL	PHONE	TYPE	DELETE			
L	users1	surname users1	Spin srl	user1@spin.srl	32324343	relator	X delete			
ų	Jsers2	surname users2	Spin srl	users2@spin.srl	32323232	business	$\boldsymbol{X}$ delete			



MPANY	EMAIL	PHONE	TYPE	DELETE
srl	user1@spin.srl	32324343	relator	$oldsymbol{X}$ delete
srl	users2@spin.srl	32323232	business	X delete





## **DASHBOARD – Manage Streaming Sessions**

Streaming Sessions can be managed from this page.

It is required to fill date and time field and select the collaborator (speaker).

Only the Company Mission Participants can see the Streaming Sessions created.





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## DASHBOARD – Manage Matchmaking Session Agenda

Supervisors can set the session period in which they can be available.

Every session period take two datetime field, a datetime start field and a datetime

end field. You can choose the Collaborator ( Business expert).

Mato	ching	Sess	sion P	eriod									
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4	1 43	2 43	44	45	46	47	ę	θ	10	11	12	13	14
4	8 4(	9 20	21	22	28	24	15	16	17	18	19	20	21
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	10/11/2020 00:00 - 30/11/2020 23:30 Cancel Apply												



d*
1/2020 23:30
orator*

×

)	BUSINESS EXPERT ASSIGNED	DELETE	
18:00:00	Users2 (Spin srl) - users2@spin.srl	$oldsymbol{X}$ delete	





## DASHBOARD – Manage Matchmaking (meeting) request

From this section Supervisor can see the meetings request from Virtual Company Missions Participants and confirm them or not.

### MANAGE MATCHING REQUESTES

### Matching Sessions Requested

REQUEST DATA	DATE AND TIME MATCHING	USER	CONFIRMED	DELETE
2020-08-07 15:05:54	2020-11-14 14:30:00	← requesto from Mario Pandolfi (Assistant Consulting)	CONFIRMED	$\pmb{X}$ delete
2020-08-31 09:54:44	2020-11-13 12:30:00	← requesto from users 2 SPIN user test SPIN (test)	Confirm Match	$\pmb{X}$ delete







