

Hi there!
Welcome to our
User Guide

Find all the instructions to improve
your experience in mbmapp.com

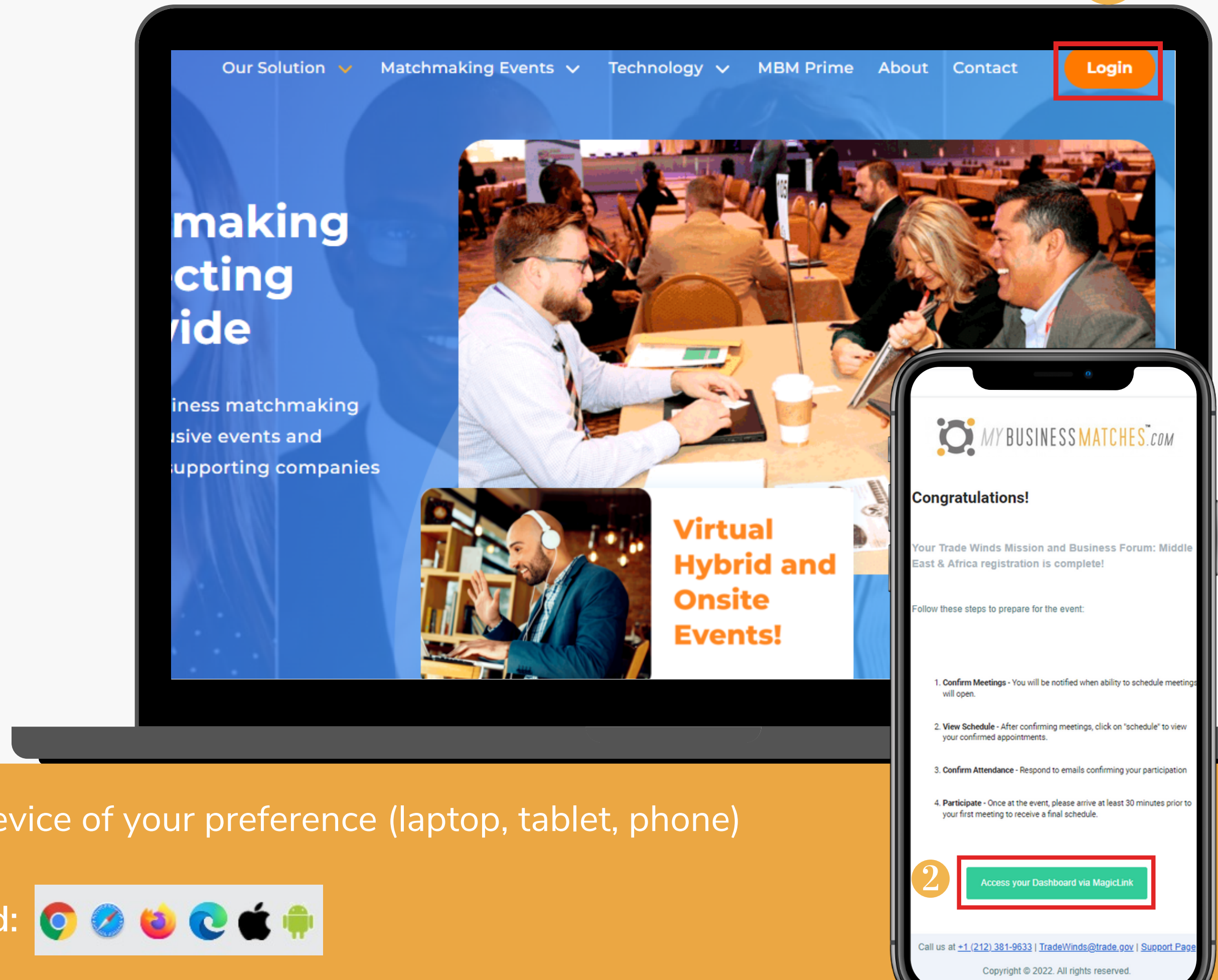


LOG IN

1

There are 2 ways to access the platform:

- 1 Click on the "Log in" Button from the Homepage and use your credentials.
- 2 Click on the "Access your Dashboard" button from the confirmation email received.



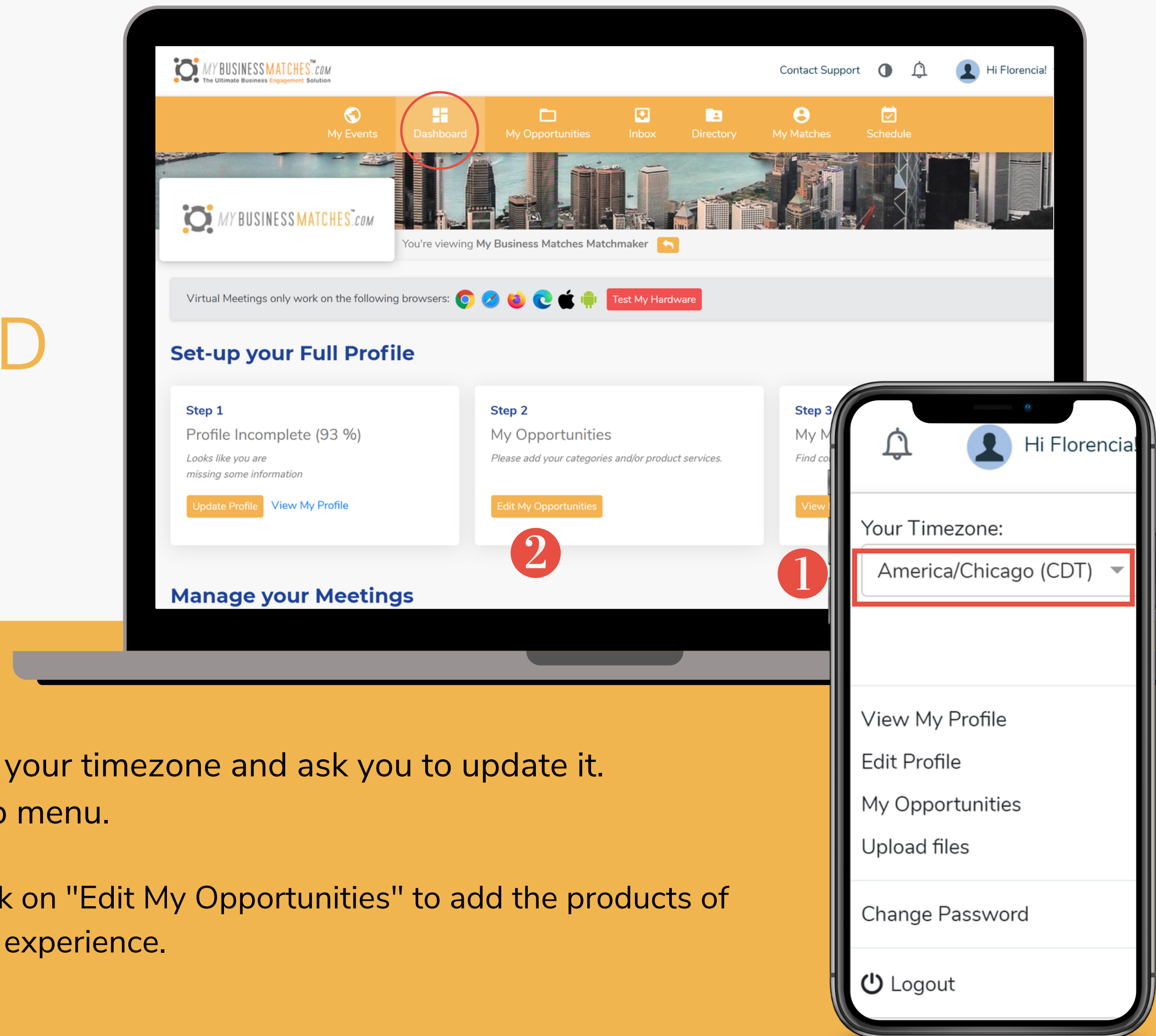
You can access the platform with the device of your preference (laptop, tablet, phone) without downloading any app.

Just use one of our browsers supported:



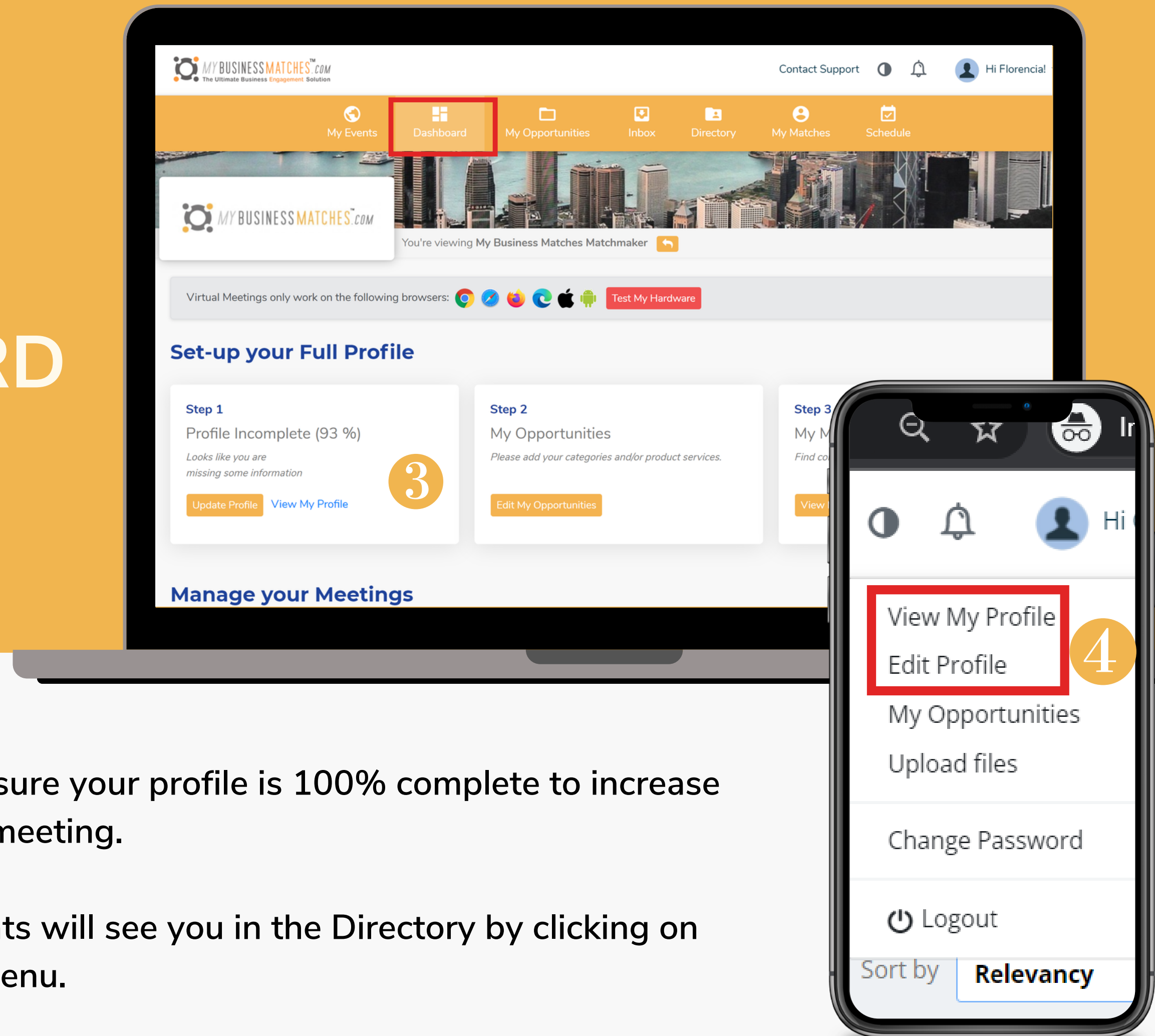
WELCOME TO YOUR DASHBOARD

IT'S TIME TO MATCH!



- 1 The system will automatically detect your timezone and ask you to update it. You can always edit it in the right top menu.
- 2 Make sure your profile is complete. Click on "Edit My Opportunities" to add the products of your interest to improve your Matching experience.

WELCOME TO YOUR DASHBOARD



3 COMPLETE YOUR PROFILE: Make sure your profile is 100% complete to increase your opportunities of scheduling a meeting.

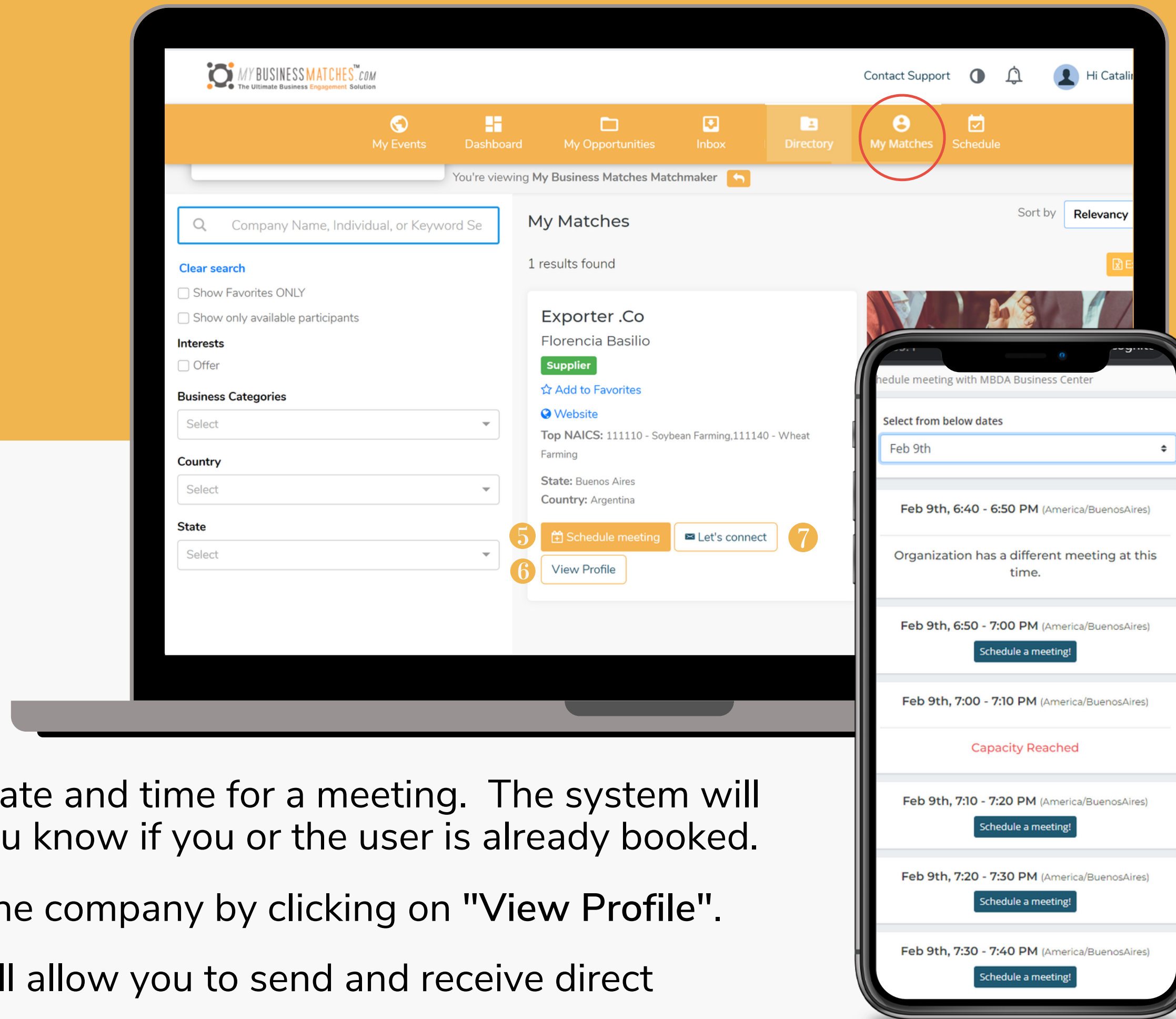
4 You can check how other participants will see you in the Directory by clicking on "View my profile" in the right top menu.

MY MATCHES

Will show you the participants that are compatible with you according to the Business Opportunities selected. There, you can adjust your search by using the filters at the left.

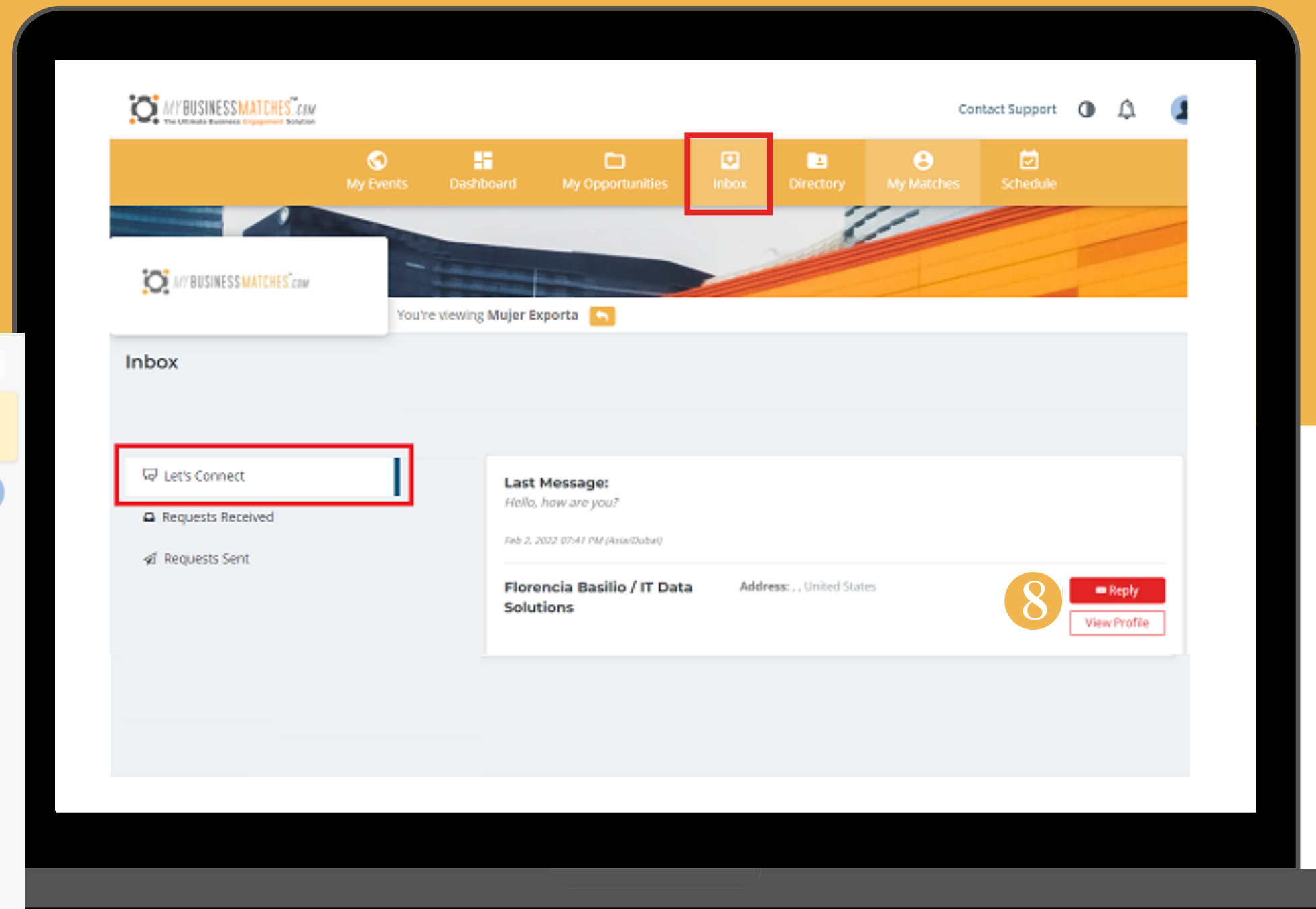
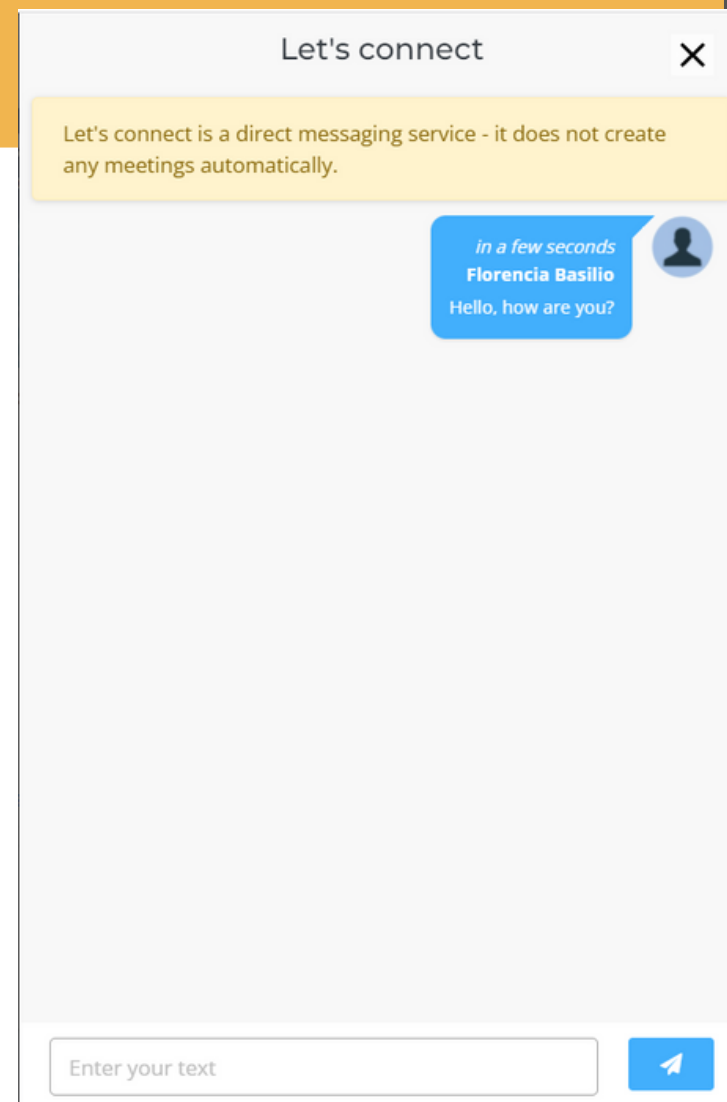
SCHEDULE A MEETING:

- 5 Click on "Schedule meeting" to select a date and time for a meeting. The system will not let you overlap meetings by letting you know if you or the user is already booked.
- 6 You can view details and information of the company by clicking on "View Profile".
- 7 "Let's connect" is an internal chat that will allow you to send and receive direct messages with other participants.



INBOX

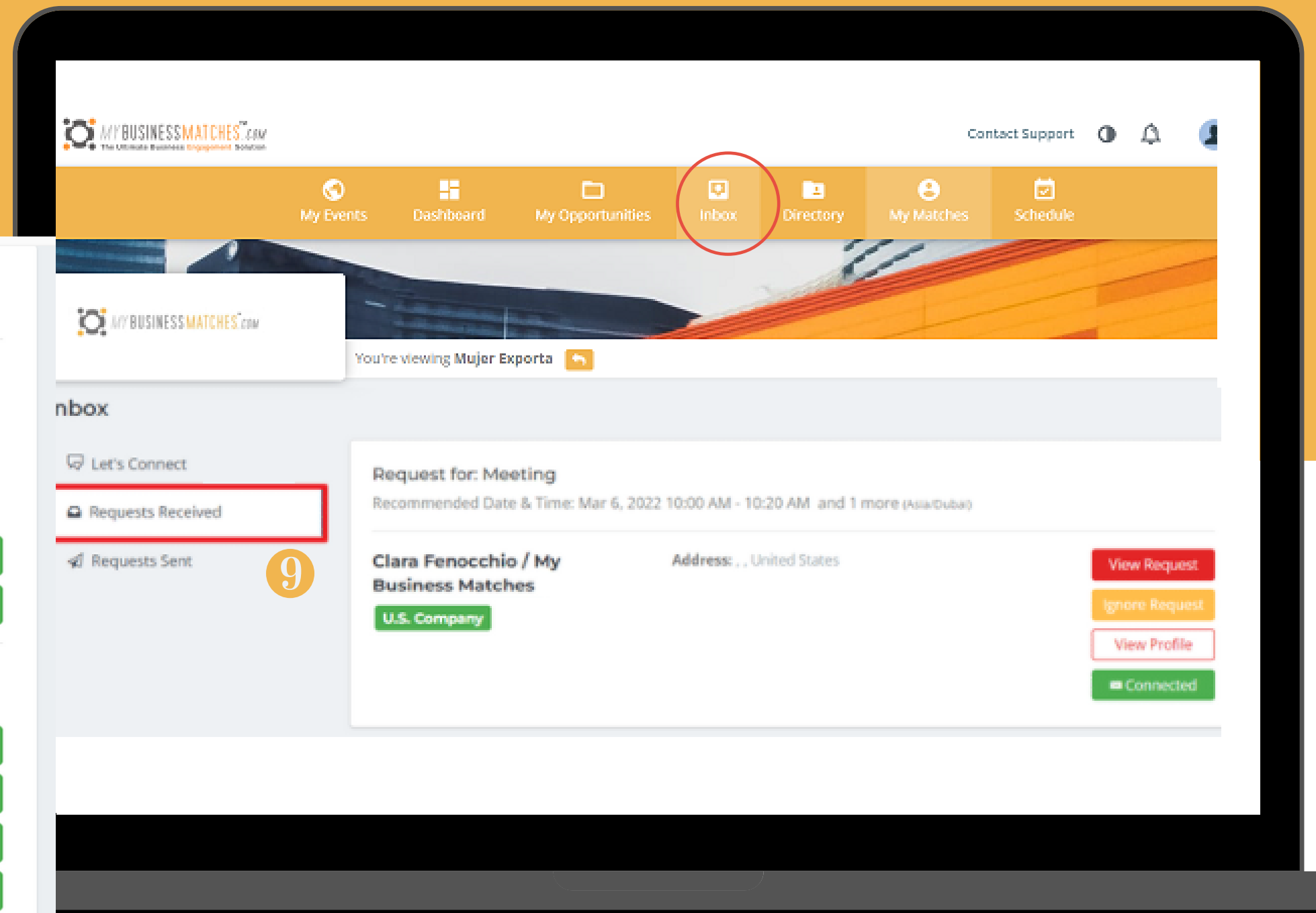
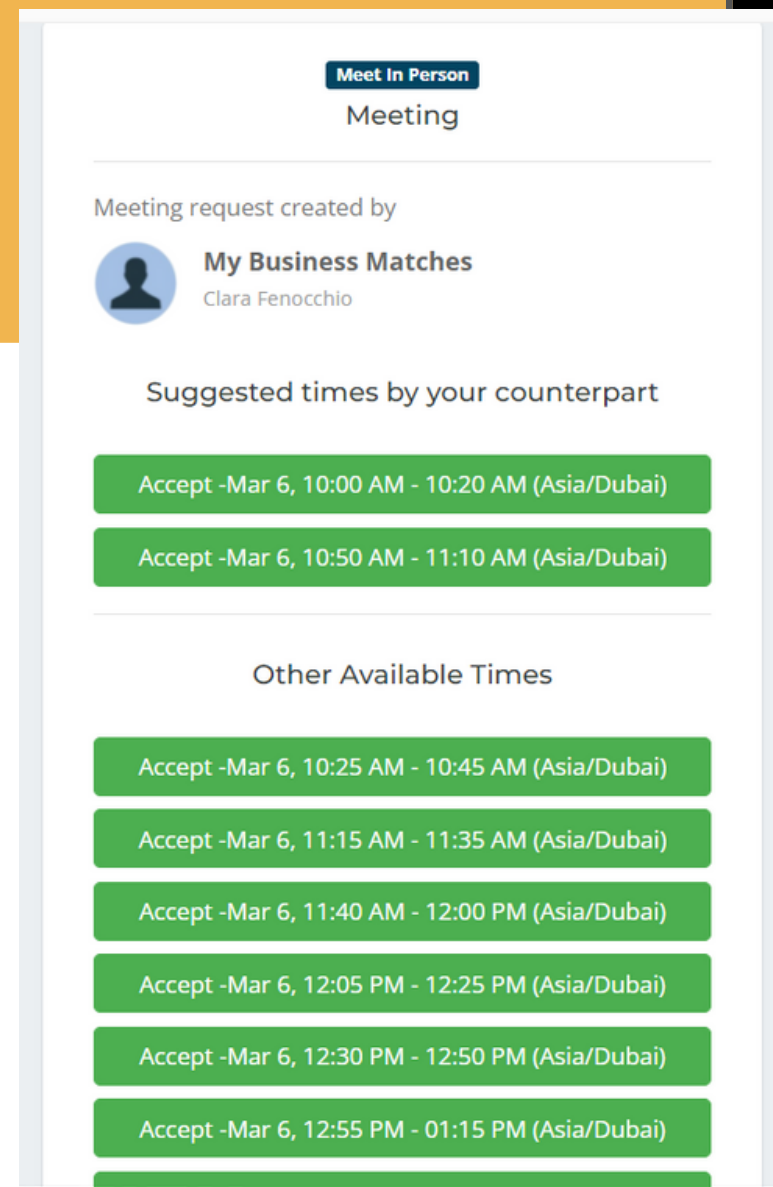
In this section, you will find all your Let's Connect chat messages and your meetings requests.



8 You can view the profile of the sender and click on "Reply" to open the chat and interact with the user.

INBOX

Here you will also find all your meeting requests sent and received.



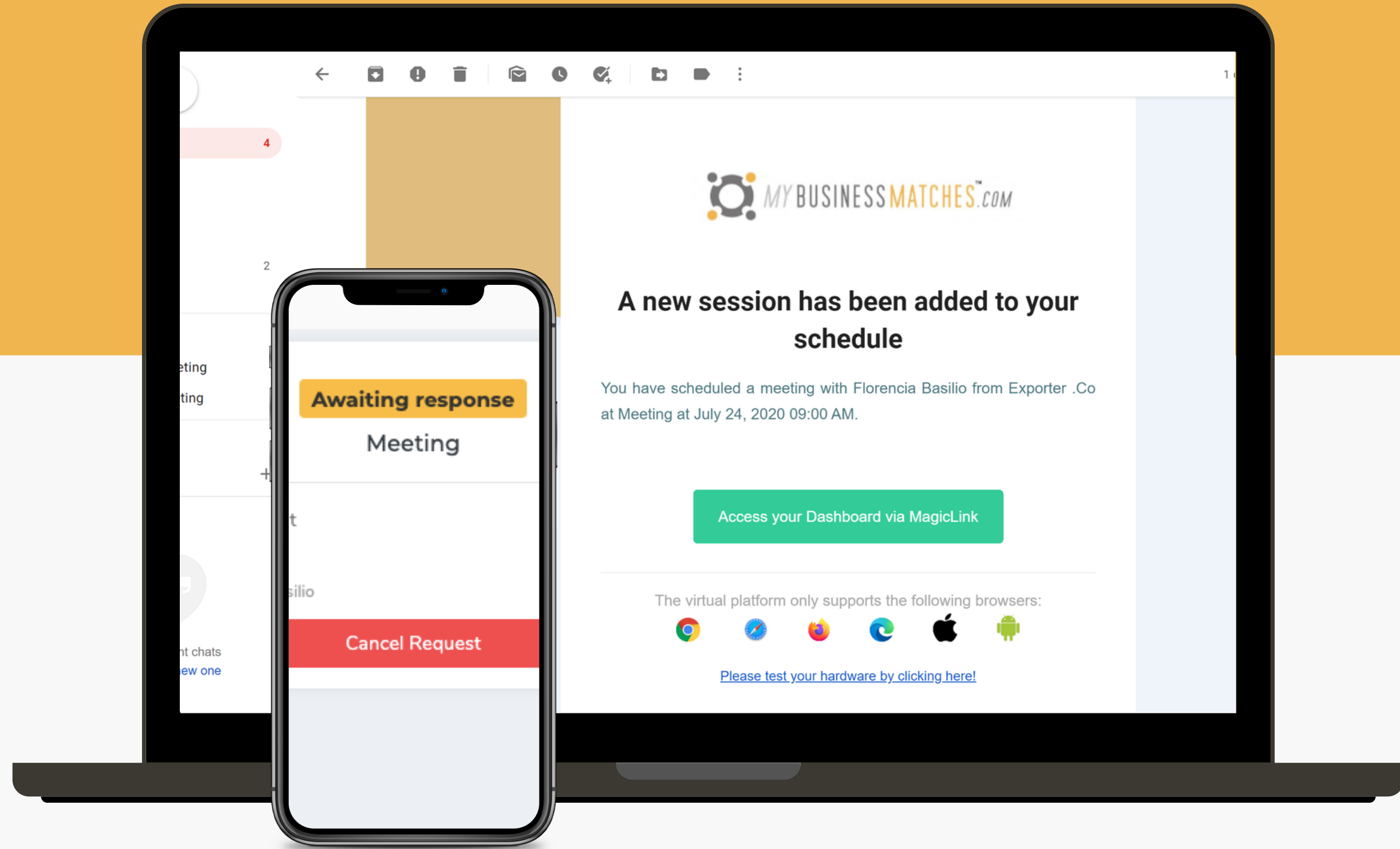
9

You can accept or decline the meeting request by clicking on "View Request".

You can accept a time suggested by your counterpart or other available time for both. The system will not let you accept 2 meetings at the same time letting you know that the time is not available.

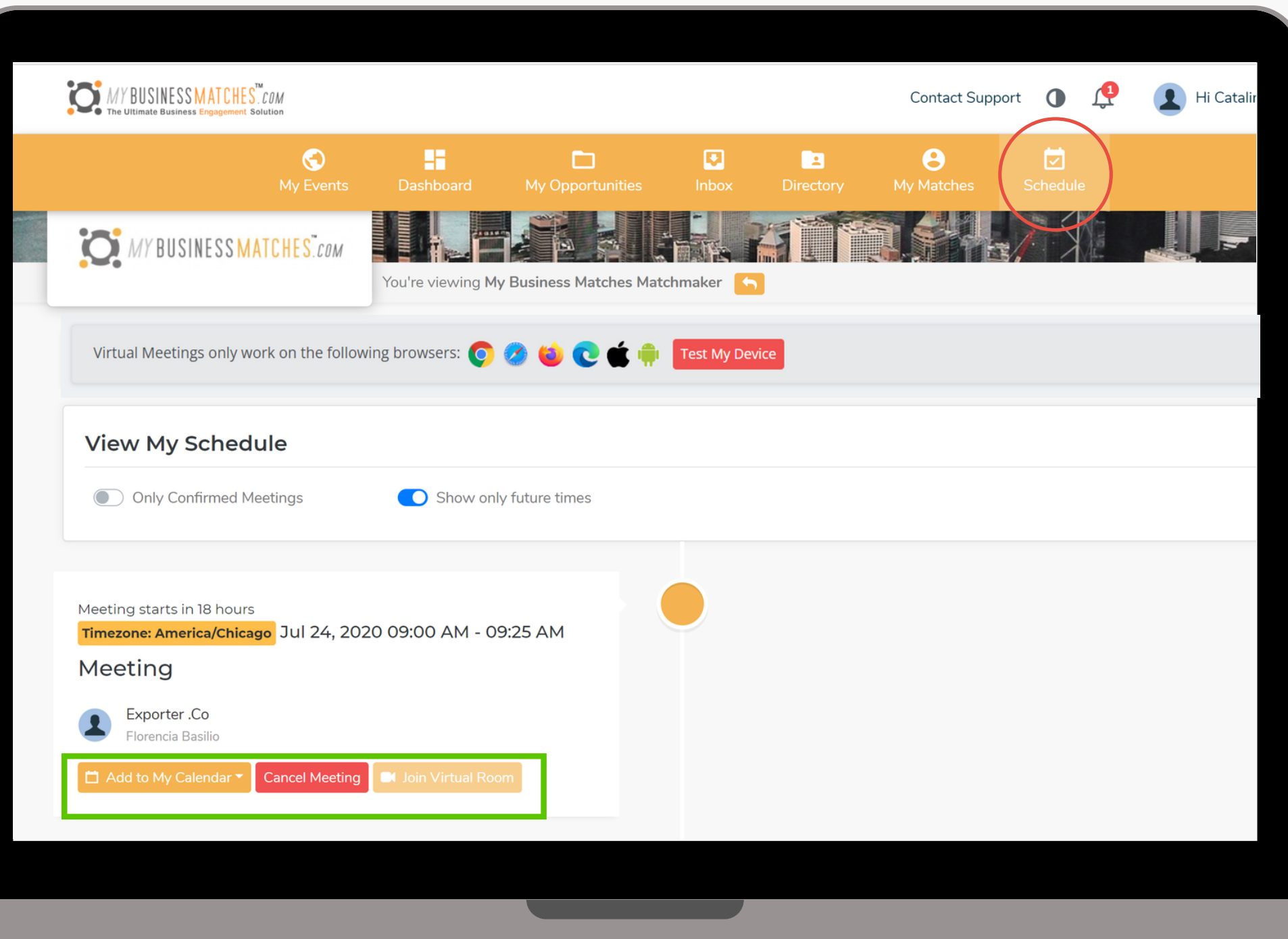
NOTIFICATIONS

You will receive notifications for every request received, Let's connect chats, reminders, and confirmation of meetings in the platform and by **email**.



MY SCHEDULE

This section will show you a timeline with all your meetings scheduled.



Add your meetings to your personal calendar (compatible with Google, Apple, Outlook and Yahoo).

You can cancel your meetings or join virtual room whenever you are ready. Virtual Room opens 10 minutes prior to the meeting time.

It is very
important to test
your device before
meetings



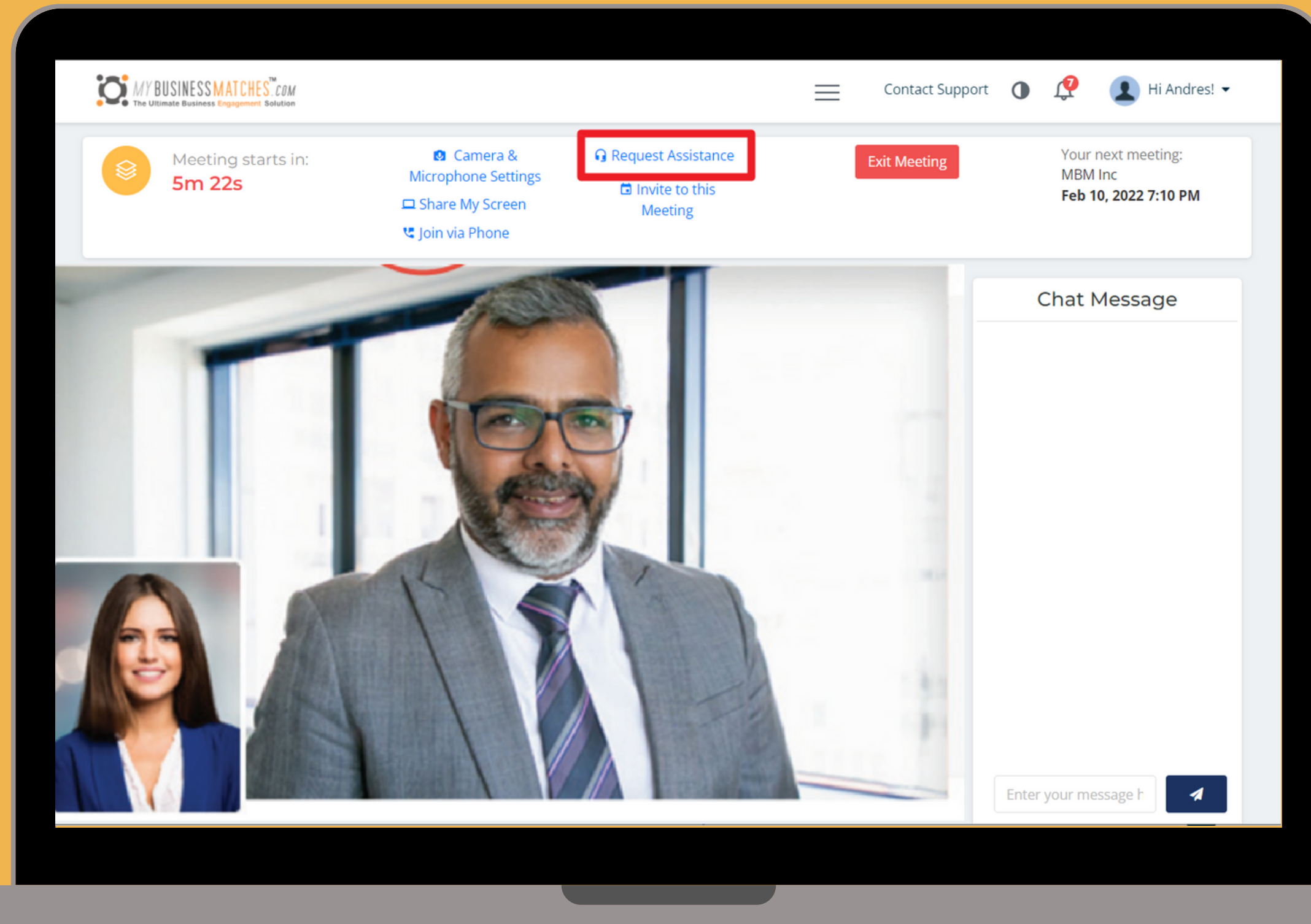
The screenshot displays the MYBUSINESSMATCHES.COM website interface. The top navigation bar includes links for My Events, Dashboard, My Opportunities, Inbox, Directory, My Matches, and Schedule. A user profile for 'Hi Catalin' is visible in the top right corner. Below the navigation bar, a banner indicates 'You're viewing My Business Matches Matchmaker'. A message states 'Virtual Meetings only work on the following browsers:' followed by icons for Chrome, Safari, Firefox, Edge, and Apple. A red circle highlights the 'Test My Device' button. Below this, the 'View My Schedule' section shows toggle switches for 'Only Confirmed Meetings' and 'Show only future times'. A meeting card for 'Meeting' is displayed, showing 'Meeting starts in 18 hours', 'Timezone: America/Chicago', and the date 'Jul 24, 2020 09:00 AM - 09:25 AM'. The meeting is hosted by 'Exporter .Co' (Florenca Basilio). Buttons for 'Add to My Calendar' and 'Cancel Meeting' are present. A browser notification from 'mbmapp.com' asks for permission to 'Use your microphone' and 'Use your camera', with 'Allow' and 'Block' buttons. A 'Pre-call test is running' overlay is shown at the bottom right, indicating 'Checking your audio/video quality...' and a 'Cancel test' button.

VIRTUAL MEETING ROOM

If you experience technical problems you will have access to our support system, as well as a conference number located above your counter part.

On the right side you will see a chat in case you need it. You can share your screen clicking on "Share my Screen" button.

Once the meeting is over you can click "End meeting", fill the survey in case you have one and proceed to the next one.



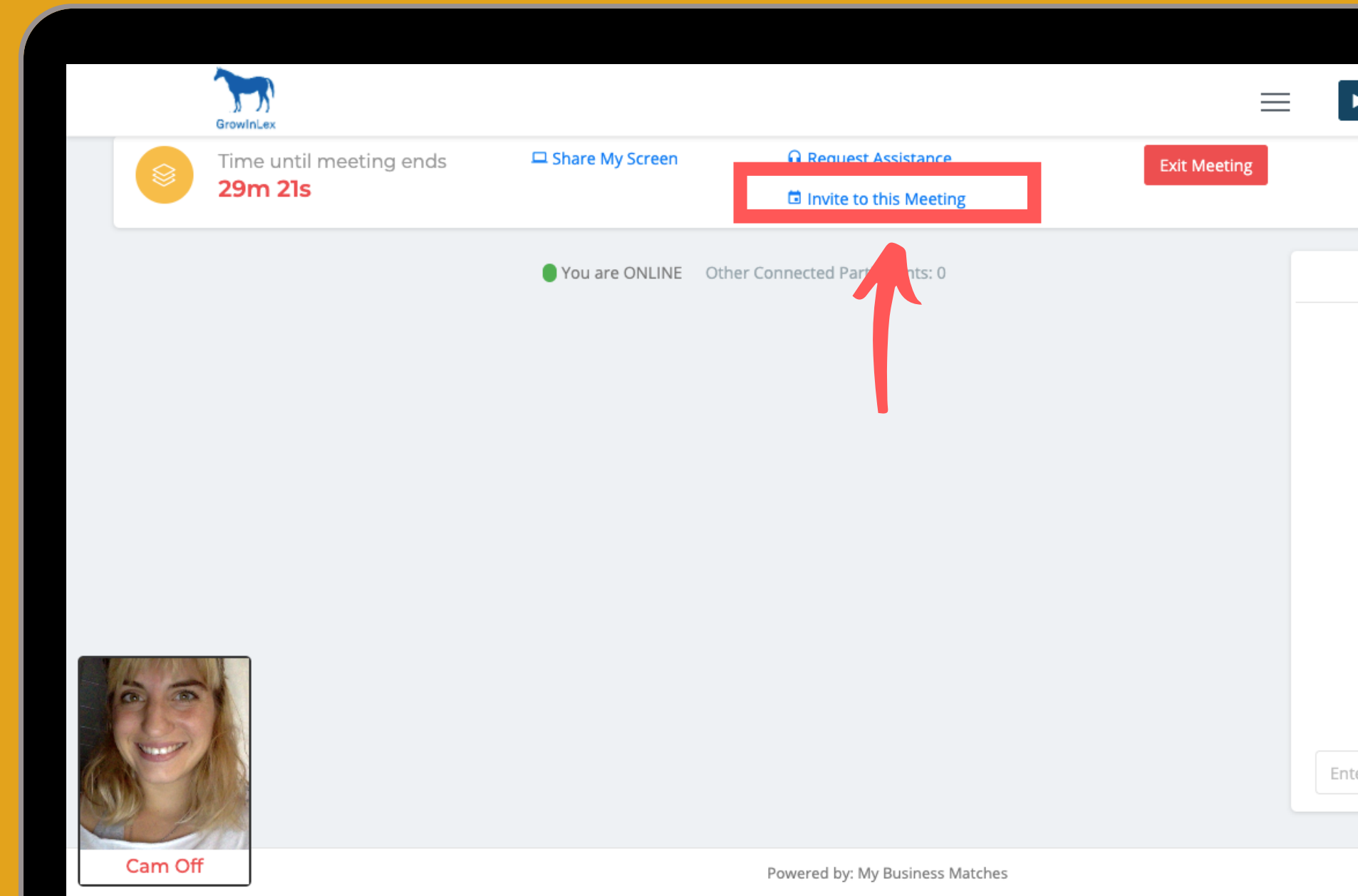
HOW TO INVITE A COLLEAGUE TO YOUR MEETING

Join the Virtual room 5/10 minutes before

Once in your schedule, join the virtual room some minutes before your meeting to test your hardware and invite your colleague.

Invite to this meeting

Click on "Invite to this meeting" to send the Magic Link to your colleagues that will go through the hair check automatically in order to join the room with you.



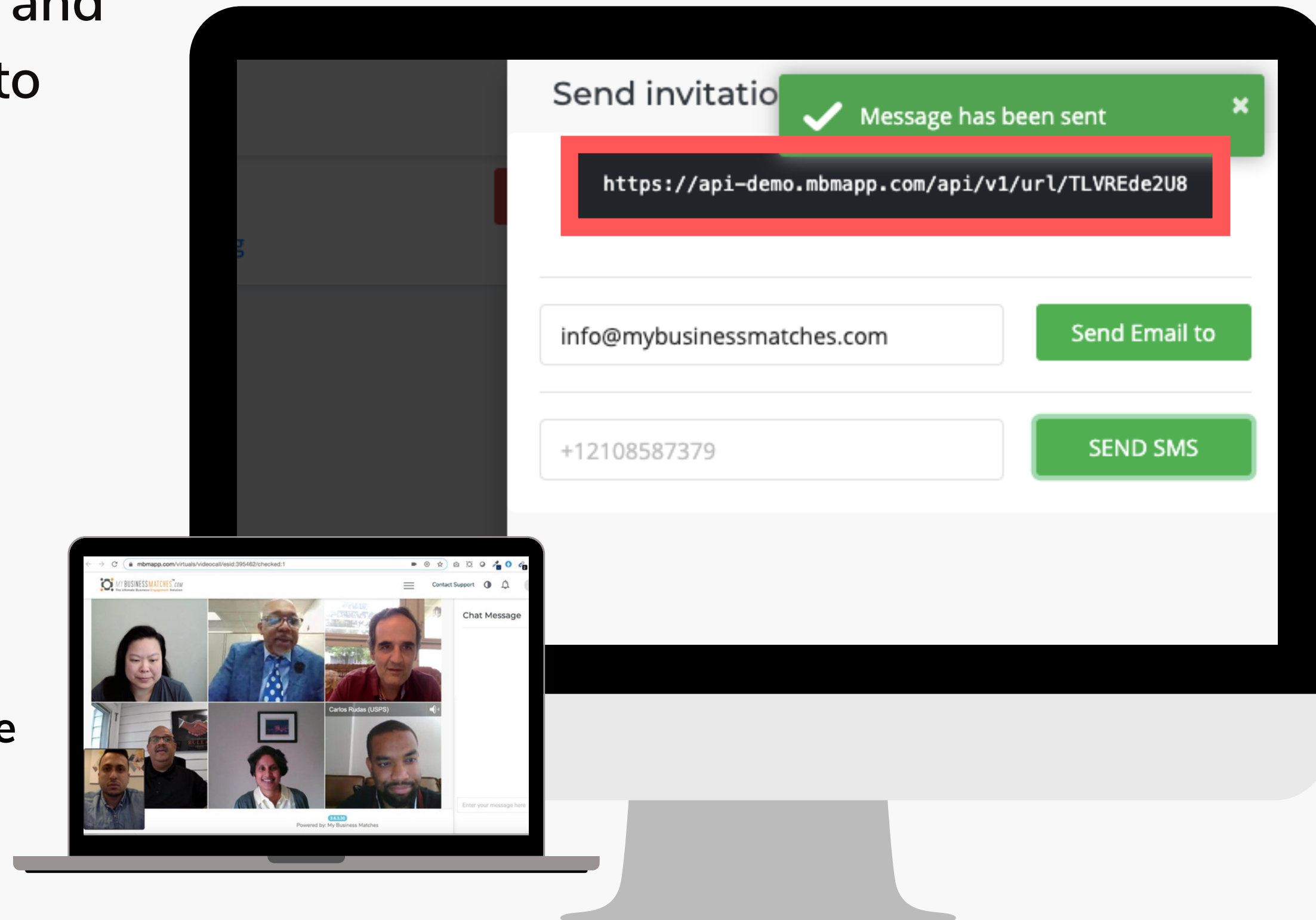
HOW TO INVITE A COLLEAGUE TO YOUR MEETING

Choose the channel: email or SMS and send the notification (Magic Link) to your colleagues.

You can also copy and paste it somewhere else if necessary.

Enjoy the meeting with
your colleagues

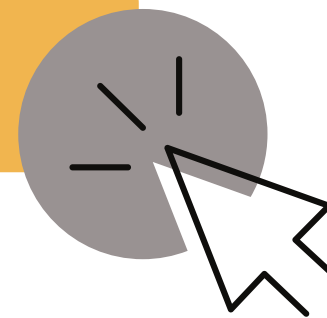
It is highly recommended to check your connection, microphone and camera before joining the virtual room



DO YOU HAVE ANY QUESTIONS?
CONTACT US!

info@mybusinessmatches.com

CHECK OUR SUPPORT PAGE



If you need extra support you
can follow the steps with our
video tutorial

