nexus

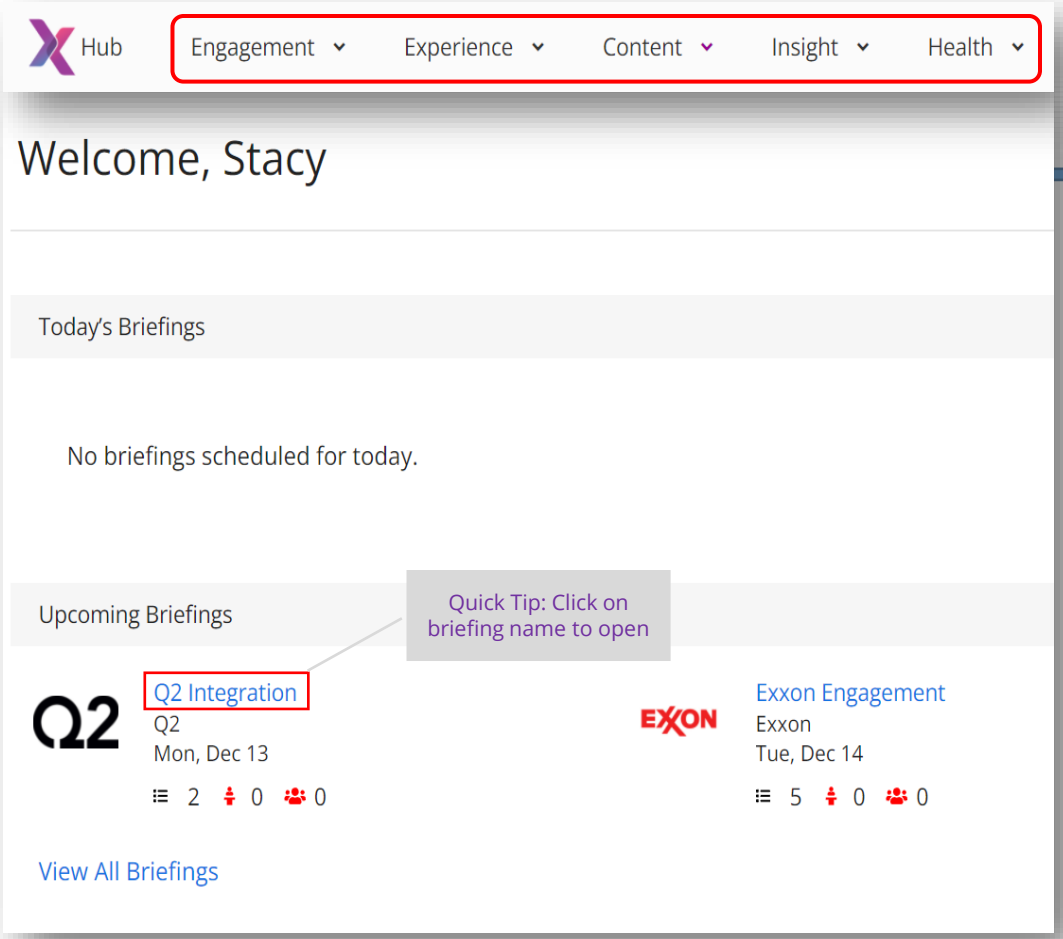
Nexus Platform Training (Personalizations)

Agenda: Section I

- Personalization Areas
- Initial Setup
- Maintenance
- Next Steps

Nexus Hub Platform – General Navigation

https://hub.nexuscenter.io/platform/ → Web-based tool



Engagement

Calendar
Briefings
Accounts
Speakers
Topics
Requests

Manage program & briefing data

Experience

Customer Portal
On-Site Channels
Virtual Warmer
Program Site

Manage settings for toolset

Content

Media

Manage media

Insight

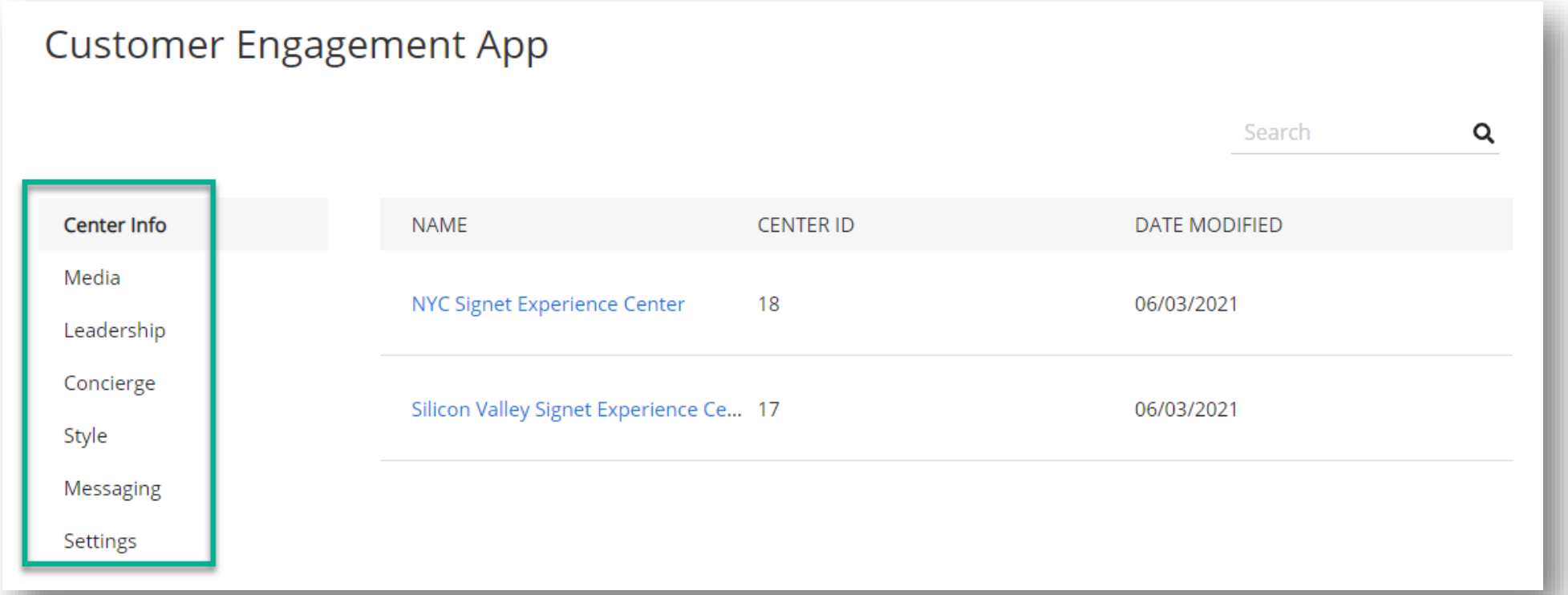
Analytics
Reports

View Analytics on the Customer Portal

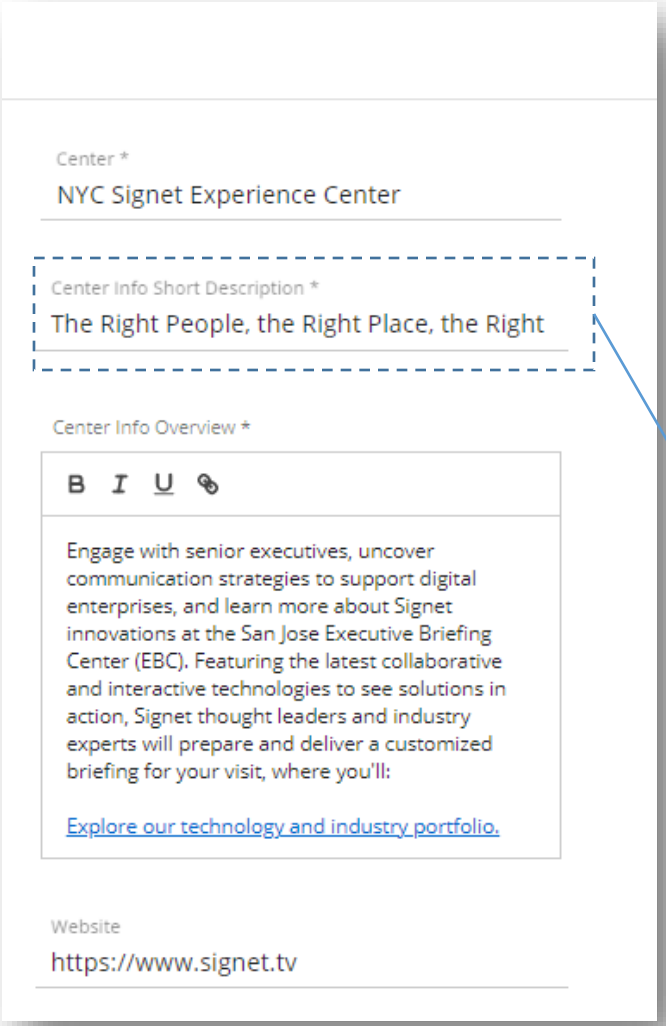
Health Tab - coming soon!

Customer Portal Personalization

Navigation Hint: ***EXPERIENCES → CUSTOMER PORTAL***

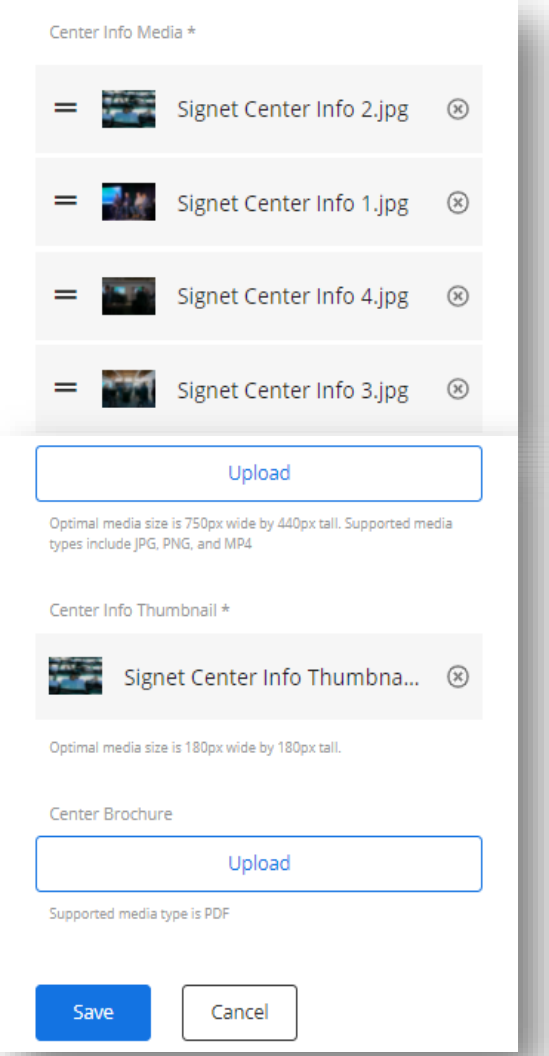


Personalization – Center Tab



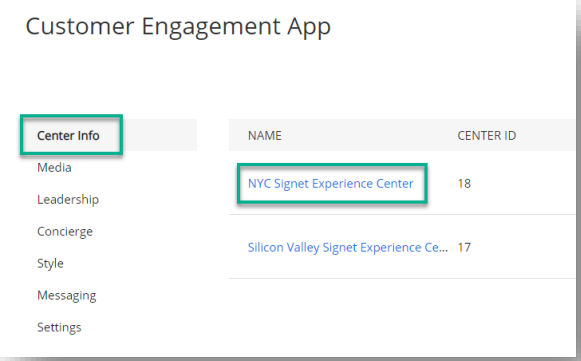
Key Fields:
Center: *Center Name*
Center Info Short Description: *Header (250 characters)*
Center Info Overview: *Detail (1000 characters)*
Website: *Company or EBC url*

This text is displayed on the HOME page if center is toggled on

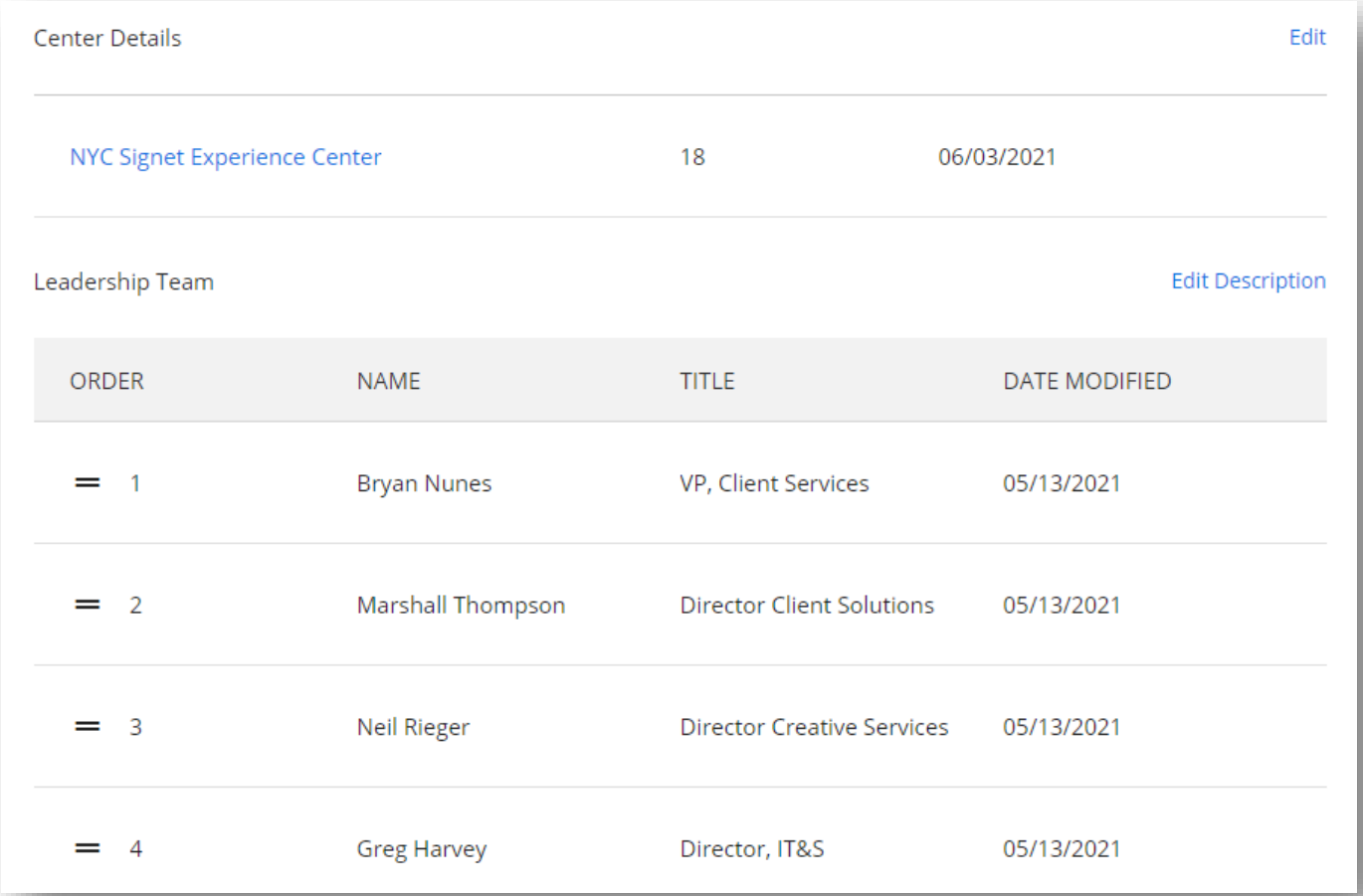


Key Fields:
Center Info Media: *JPG, PNG, MP4*
Center Info Thumbnail: *Thumbnail*
Center Brochure: *attach file*

Personalization – Center Tab (Leadership)

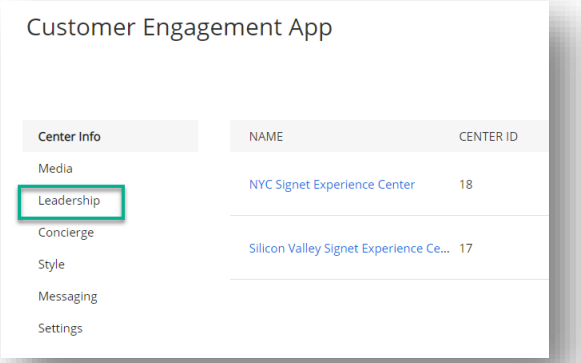


Navigation: Choose Center Info and then choose the center to update

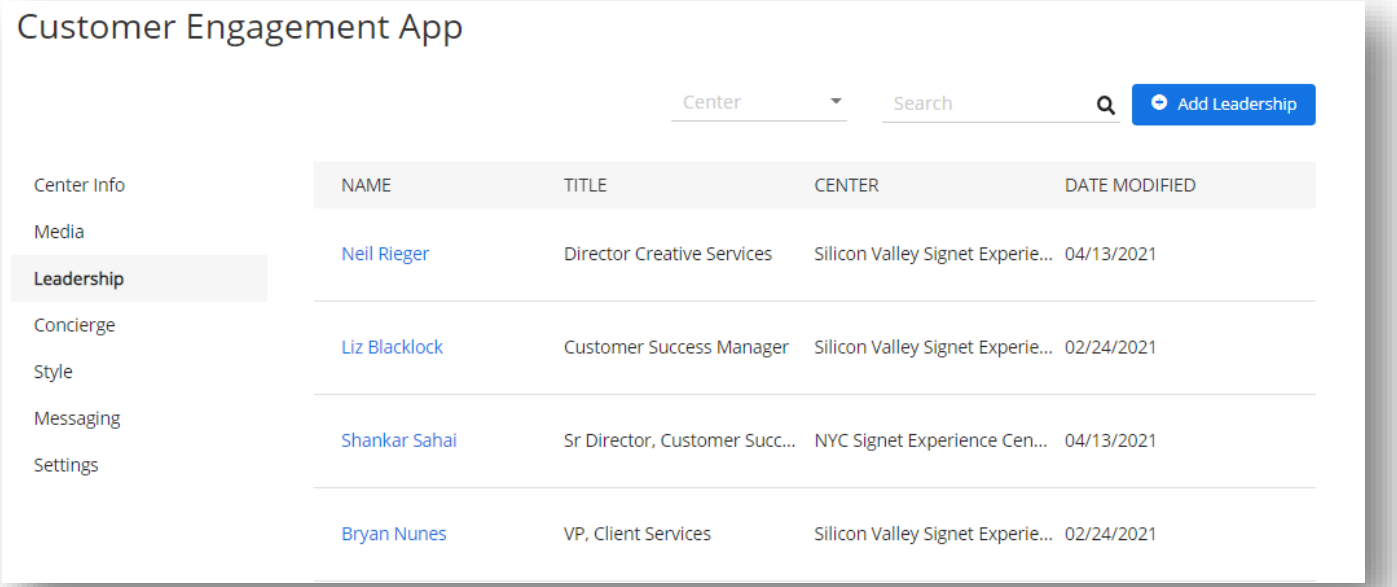


Re-order center level leadership
-or-
Click on the center for more options

Personalization – Leadership Tab

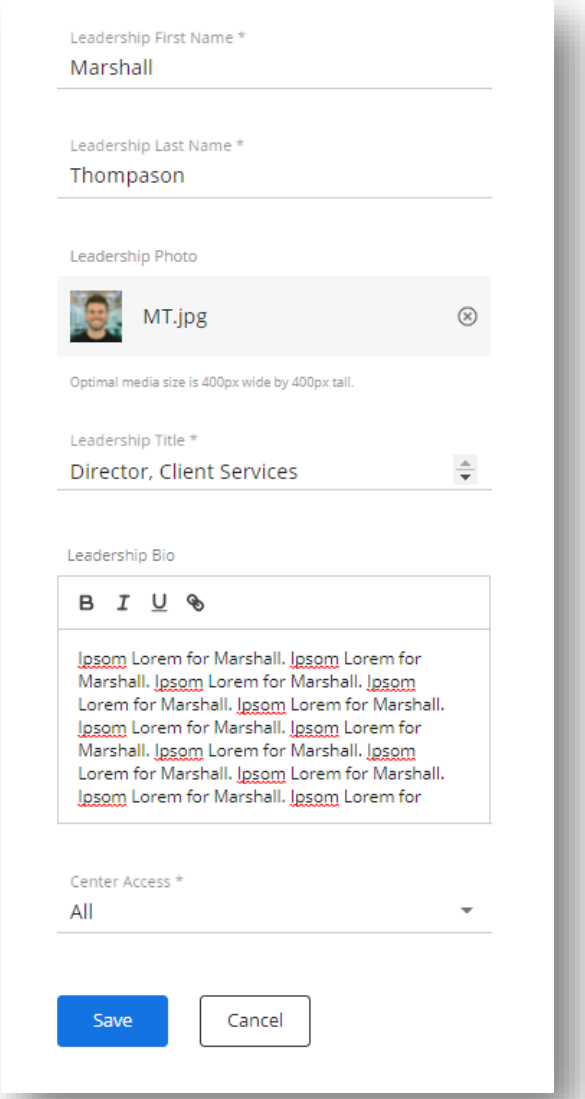


Navigation: Choose <u>Leadership</u> and then center



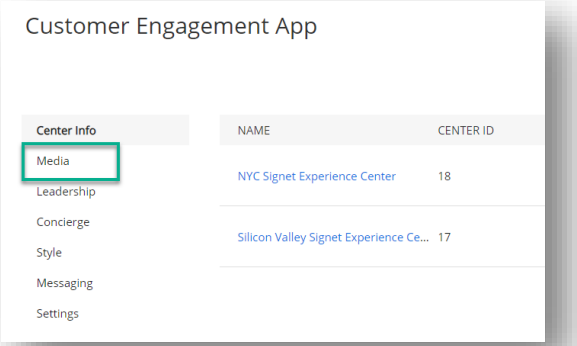
Edit/Review leaders by clicking on the name
-or-
Add leadership by click on the Blue ADD Leadership button

Personalization – Leadership Tab (cont)

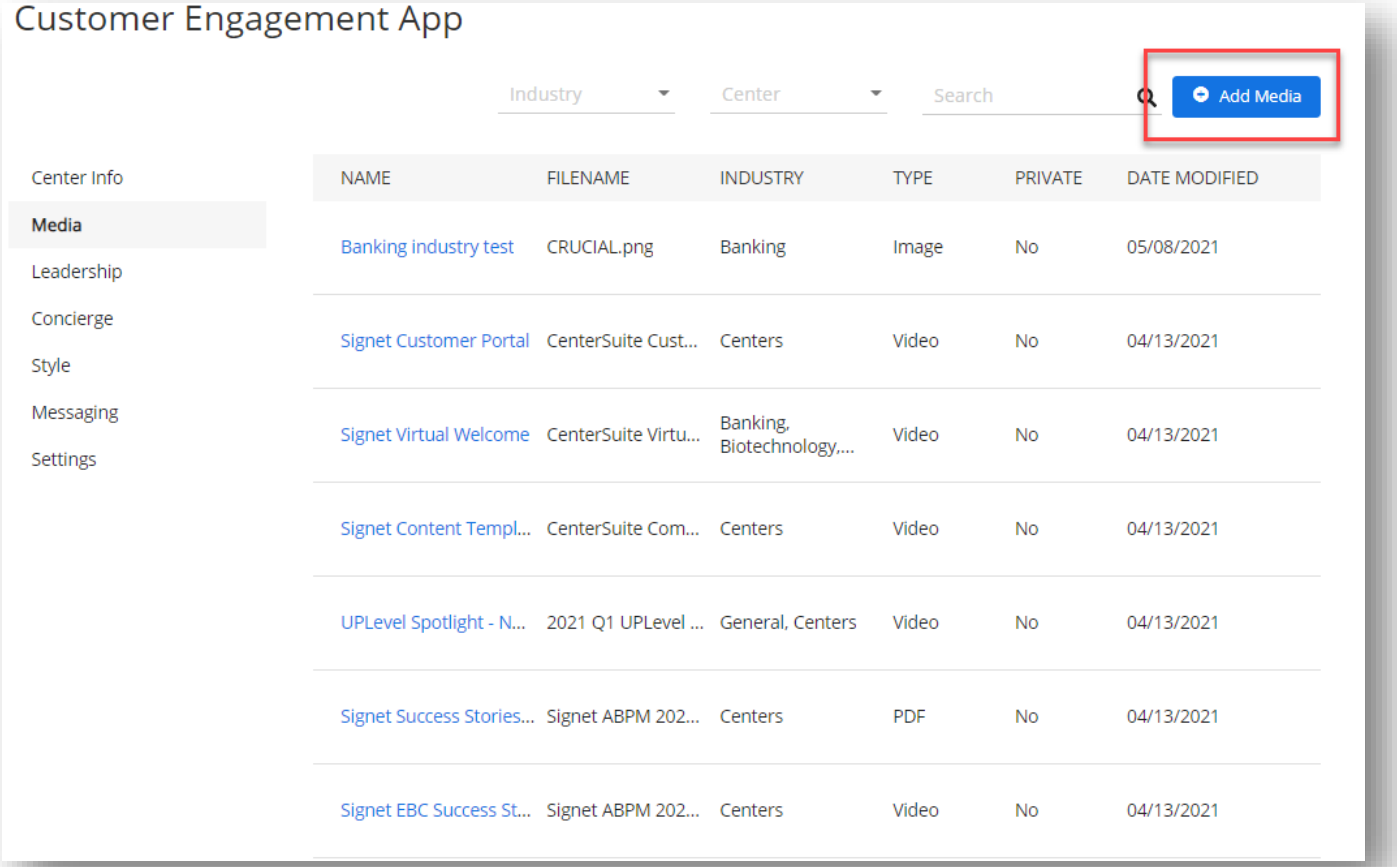


Key Fields:
First Name
Last Name
Leadership Photo *Optimal: 400X400*
Leadership Title *100 characters*
Leadership Bio *1500 characters*
Center Assignment *Some or all*

Personalization – Media Tab

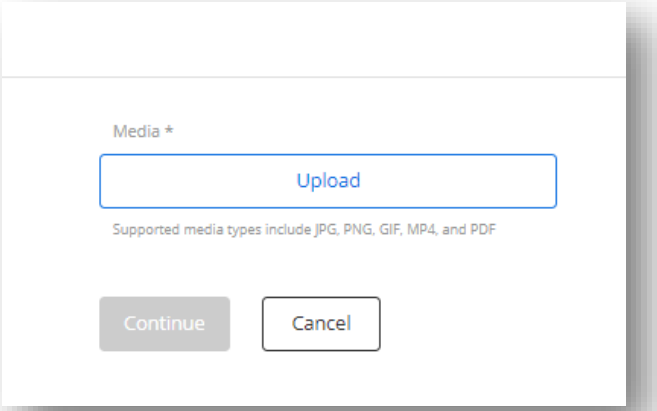


Navigation: Choose Media

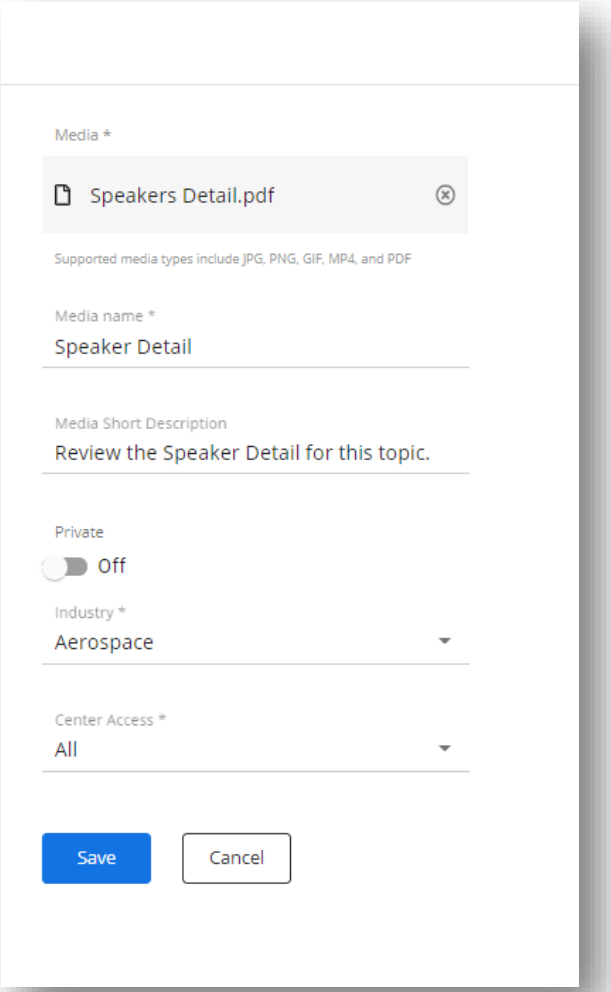


Review media by clicking on the name
-or-
Add Media by click on the Blue ADD MEDIA button

Personalization – Media Tab (cont.)

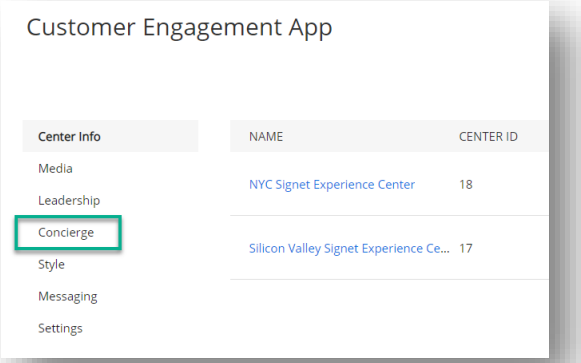


Upload
Specs: *jpg, png, gif, mp4, pdf*



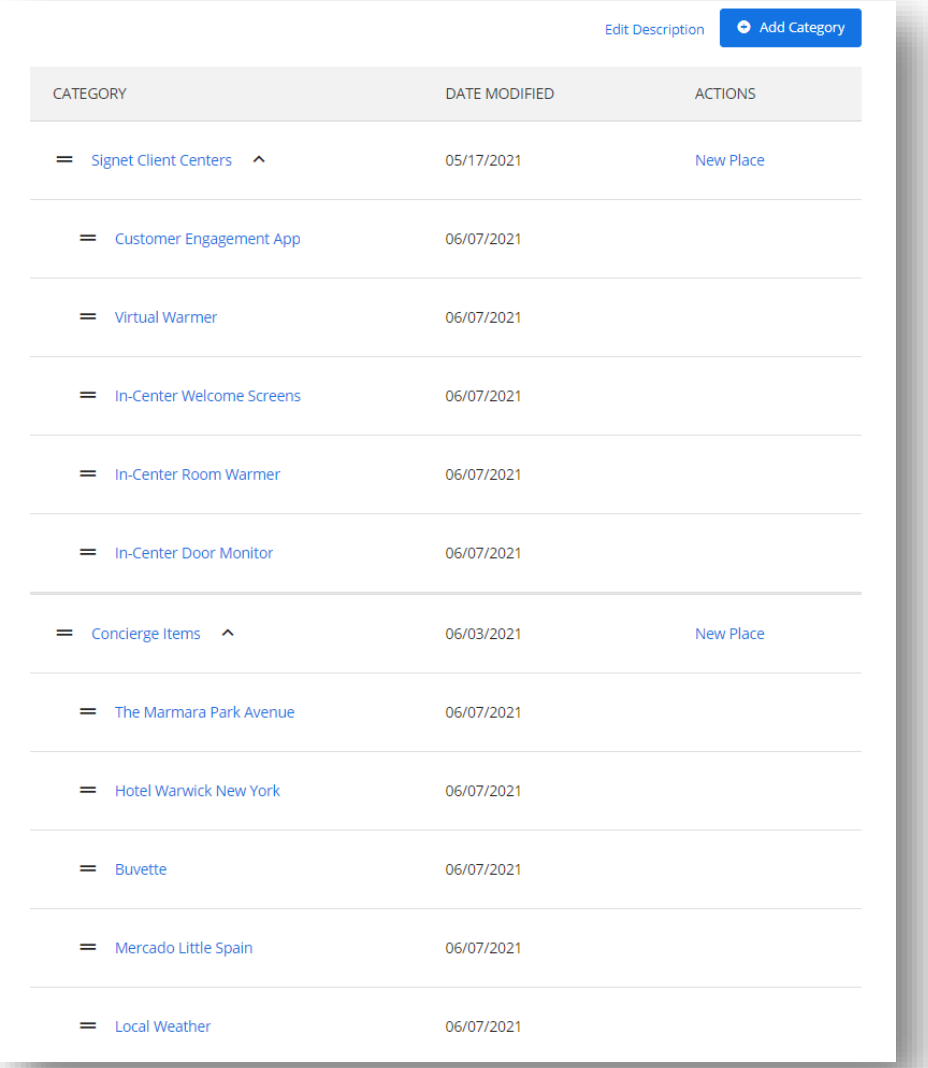
Key Fields:
Media Name
Media Short Description
Private *View only vs email/download*
Industry
Center Access

Personalization – Concierge Tab



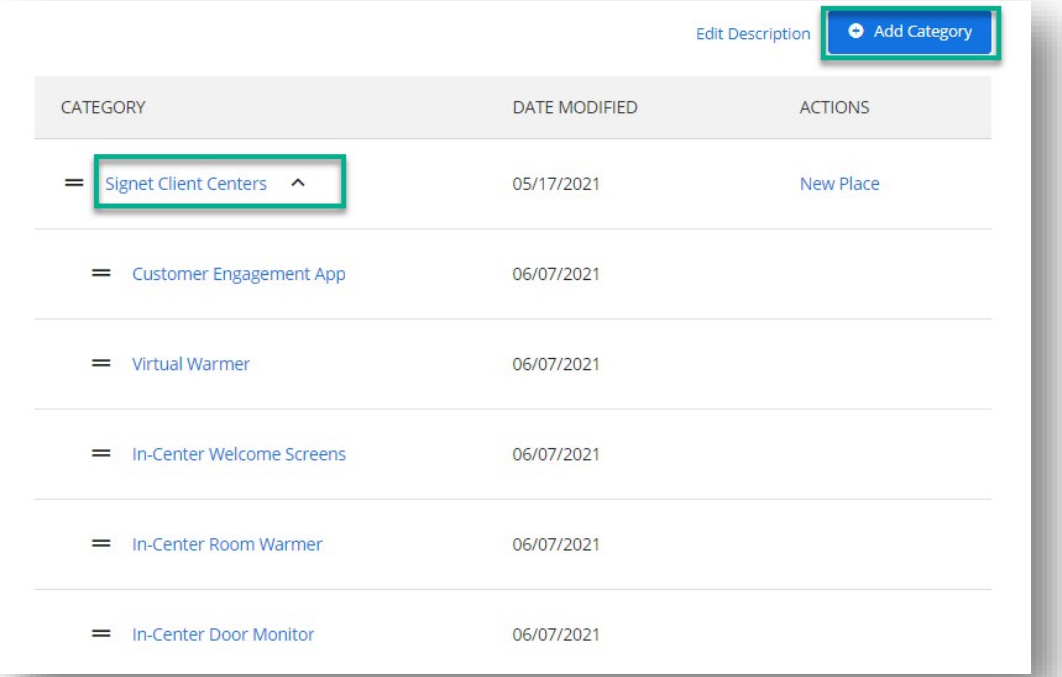
Navigation: Choose Concierge and the the correct center

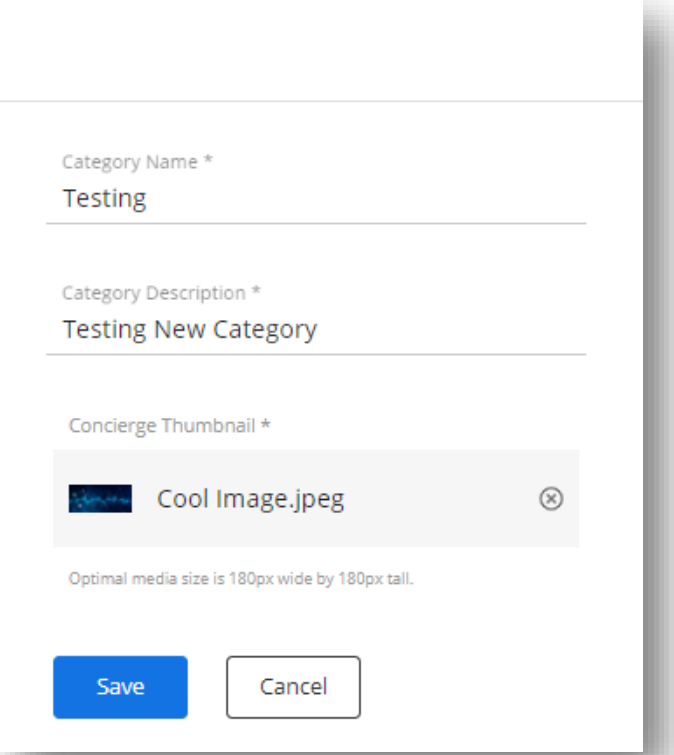
Center based, multiple uses



Categorized list
Products, Solutions, Area hotels, restaurants etc

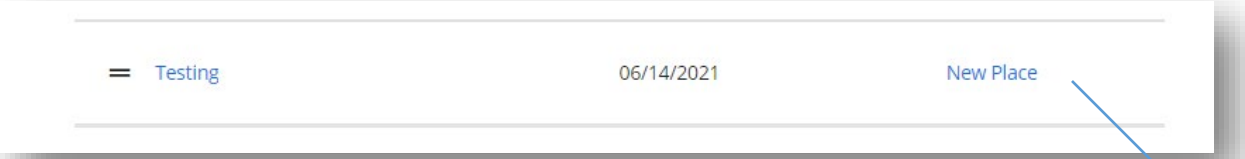
Personalization – Concierge Tab (cont)

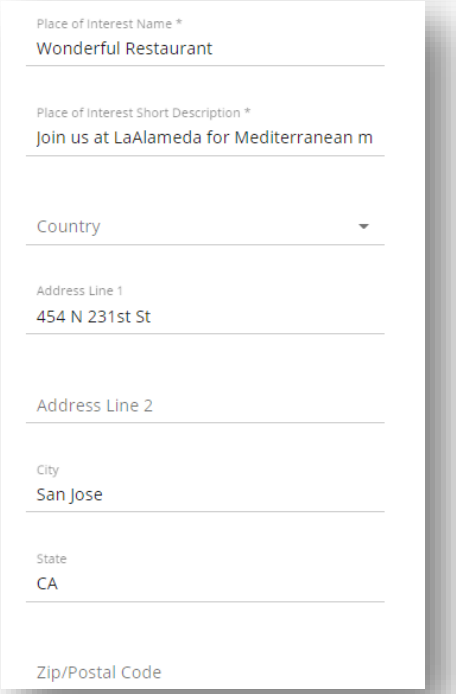


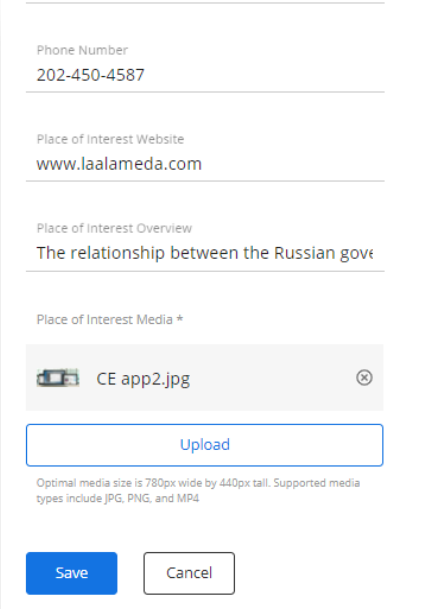


Add a new Category
Category Name
Category Description
Thumbnail Image *optimal 180X180*

Personalization – Concierge Tab (cont.)

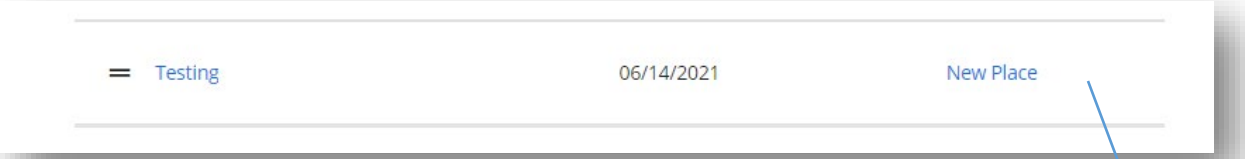


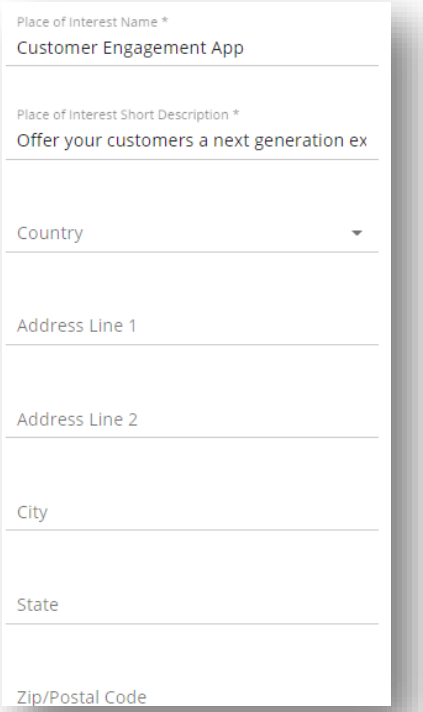


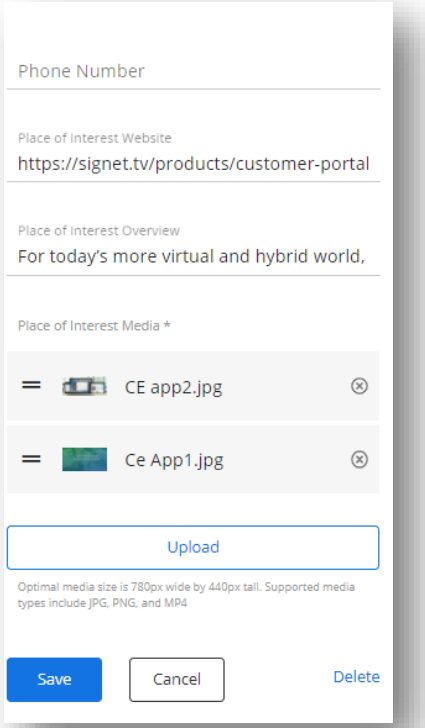


Add a new PLACE to this category
Place of interest name
Short Description
Address
Phone
Website
Longer Overview
Media

Personalization – Concierge Tab (cont.)

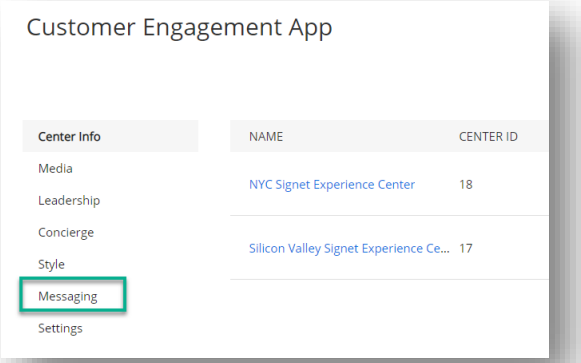






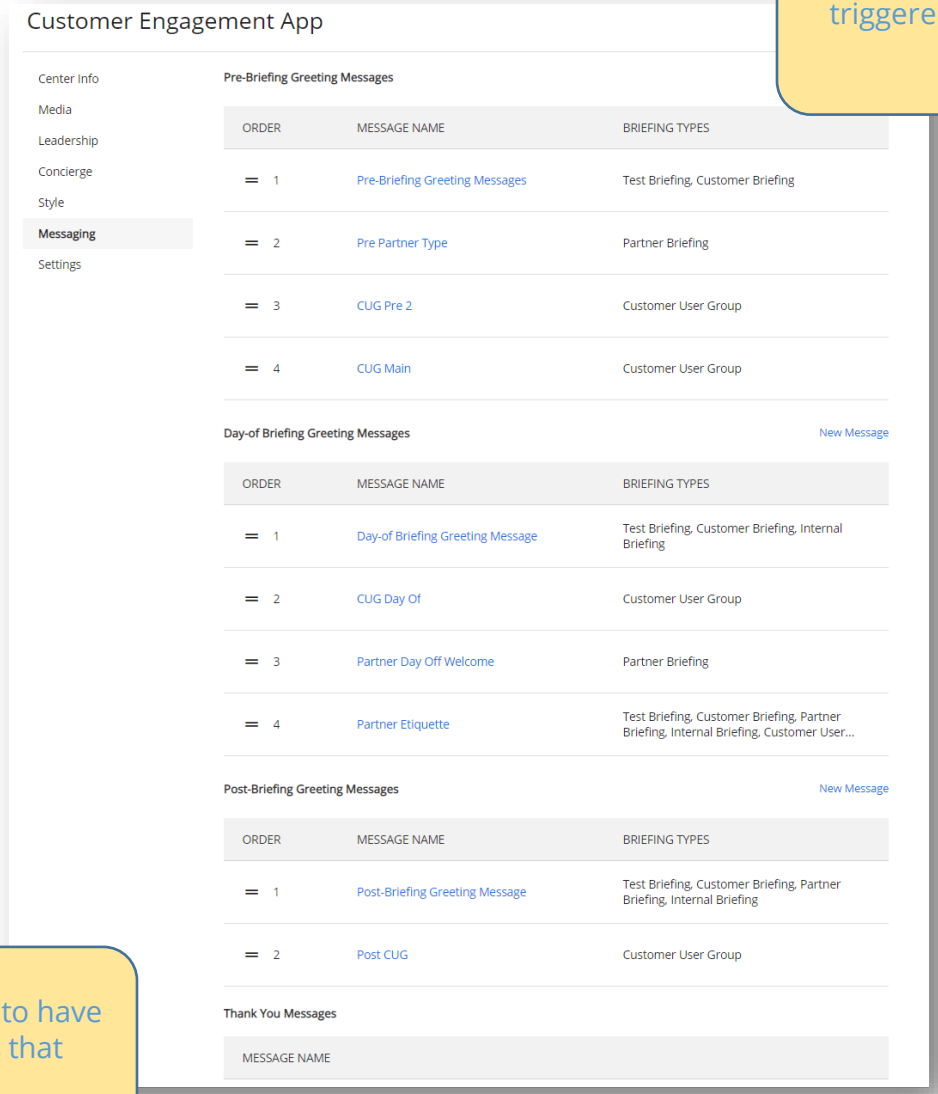
Add a new Product/Solution to this category
Place of interest name
Short Description
Website
Longer Overview
Media

Personalization – Messaging (Salutations)



Navigation: Choose <u>Messaging and then center</u>

Cool Features: Messaging is triggered on briefing type and phase



Pre-Briefing: until midnight the day before the briefing

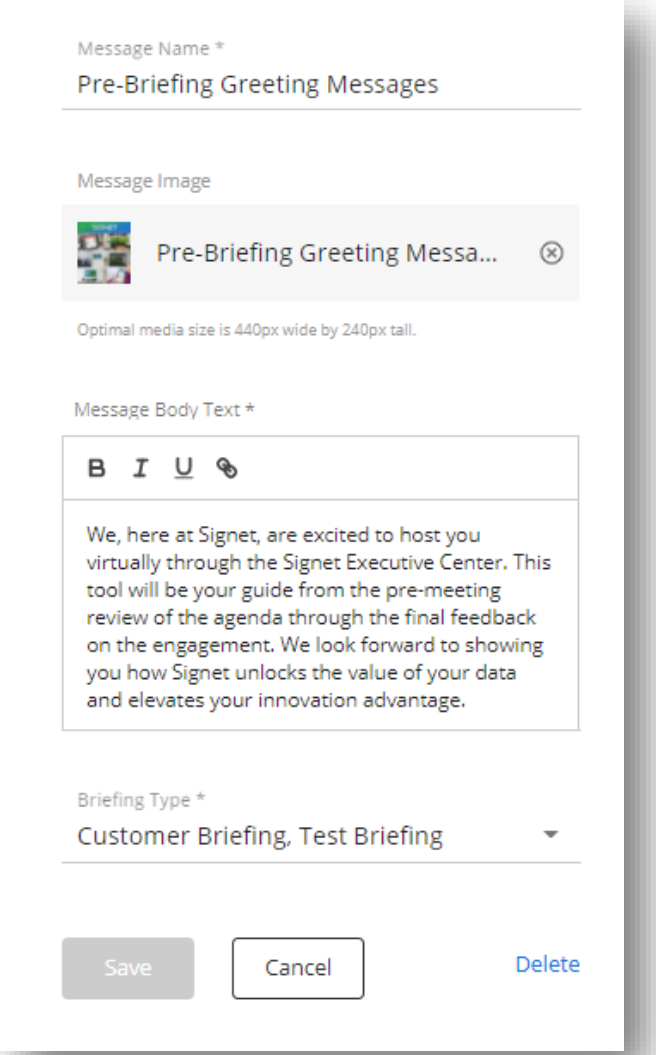
Day of Briefing: from midnight until the first agenda item

Thank You: End of Agenda until midnight

Post Briefing: Starts at midnight the day of the briefing on

Cool Features: Ability to have multiple messages that rotate

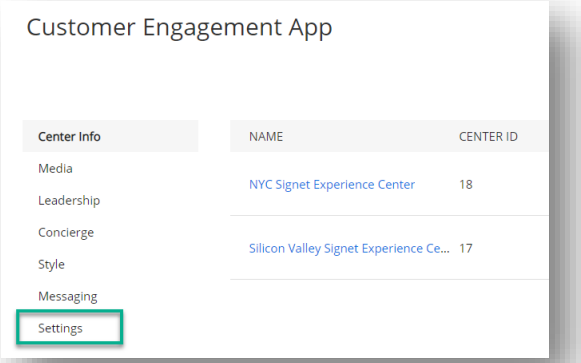
Personalization – Messaging (Salutations - Cont.)



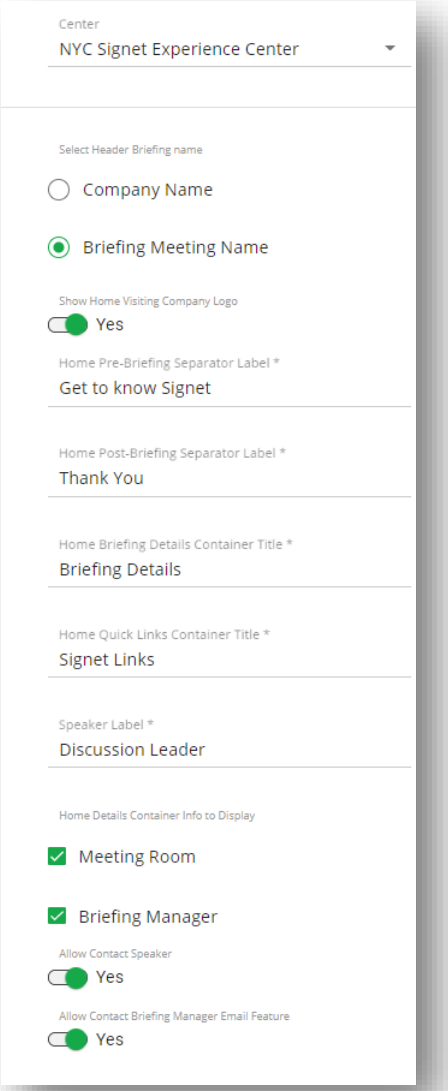
Key Fields:
Message Name
Message HERO image (optimal: 440X560)
Message Body Text
~500 characters, can use url likes or formatting
Briefing Type(s)

Cool Features: Ability to have multiple messages that rotate

Personalization – Settings



*Navigation: Choose Settings and then **center***



Company name or Briefing name visible (upper left in header)

Show Customer Logo (on HOME tab)

Separator labels (on HOME tab)
250 characters. Active Center Tab.

Home Briefing / Home Quick Link: Right side pod labels

Speaker Label (speaker label throughout CE App experience)

Home Detail Contain Info to Display choose meeting room/briefing manager to make visible

Allow Contact Speaker Allow speaker contact

Allow Contact Briefing Manager
Allow BM contact with click

Personalization – Settings - Cont.

Quick Links

New Quick Link

ORDER	DISPLAY NAME	URL/APPLICATION TAB	AVAILABILITY
= 1	View the Agenda	Agenda	Pre-Briefing, Day-of-Briefing
= 2	Visit Us Online	www.signet.tv	Pre-Briefing, Day-of-Briefing, Post-Briefing
= 3	Signet Blogs	https://signet.tv/blog	Pre-Briefing, Day-of-Briefing, Post-Briefing
= 4	Feedback	Feedback	Day-of-Briefing, Post-Briefing

Quick Links: Add new or Edit

Link Type

- ○ Url
- ◉ Application Tab

Application Tab *
Agenda

Display Name *
View the Agenda

Link Icon
List

Show in Briefing Instance

- ☑ Pre-Briefing
- ☑ Day of-Briefing
- ☐ Post-Briefing

Save | Cancel | Delete

Key Fields:
Link Type URL or Left-Hand Tab
App Tab or URL
Display Name
Icon
Phase

Personalization – Settings - Cont.

Application Tabs

New Custom Tab

ORDER	TAB NAME	PAGE TITLE	AVAILABILITY
= 1	Home	Home	Pre-Briefing, Day-of-Briefing, Post-Briefing
= 2	Signet CXC	Signet CXC	Pre-Briefing, Day-of-Briefing, Post-Briefing
= 3	Agenda	Agenda	Pre-Briefing, Day-of-Briefing, Post-Briefing
= 4	Discussion Leaders	Discussion Leaders	Pre-Briefing, Day-of-Briefing, Post-Briefing
= 5	Digital Content	Digital Content	Pre-Briefing, Day-of-Briefing, Post-Briefing
= 6	Products	Products	Pre-Briefing, Day-of-Briefing, Post-Briefing
= 7	Learn @ Signet	Learn @ Signet	Pre-Briefing, Day-of-Briefing, Post-Briefing

Application Tabs – Edit or add

Standard, Center Info

Display Name *
Signet CXC

Page Title *
Signet CXC

Tab Icon *
InfoCircle

Show in Briefing Instance

- [x] Pre-Briefing
- [x] Day of-Briefing
- [x] Post-Briefing

Save | Cancel | Restore Defaults

Existing App Tabs
Display Name
Page Title
Tab Icon
Phase

Display Name *
Learn @ Signet

Page Title *
Learn @ Signet

Tab Icon *
Wifi

Tab Type *
Webpage

URL *
https://signet.tv/platform/client-centers

Show in Briefing Instance

- [x] Pre-Briefing
- [x] Day of-Briefing
- [x] Post-Briefing

Save | Cancel | Delete

Custom Web Tab
Display Name
Page Title
Tab Icon
URL
Phase

Q&A and Resources

What questions do you have?

- Support: support@nexuscenter.io
- FAQ Site: https://info.signet.tv/knowledge