



Formerly:



Asian
Utility Week

Supporting Ministry:



MINISTRY OF ENERGY TRANSITION
AND WATER TRANSFORMATION

Official Utility Partner:



ATTENDEE USER GUIDE

8-10
October
2024

MITEC
Kuala Lumpur
Malaysia



Enabling a Multidimensional Energy Transition in ASEAN

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Log In for the First Time

Welcome Email

A welcome email will be sent from enlitasia@jublia.co. Open up the email to activate your account and gain access to the platform. There are 3 options for you to log in to your account.

Option 1: Open the email, click on the “**Get to your Account**” button as shown on the side to log in to your account.

Option 2: Scan the **QR code** to automatically log in to your account.

Option 3: If you are accessing via <http://businessmatching.enlitasia.com>, you will need to click the **top right corner log in button** and key in the provided **passcode** in the email.

Note: If you don't see this email, please check your spam inbox.

Access the **Business Matching Platform** by clicking below:

Get to your Account

Here's your passcode:

2002unne

Access via <https://businessmatching.enlitasia.com> or scan the below QR code



We noticed that you have additional accounts registered to your email. If you need access to them, let us know so we can provide them personally to you.

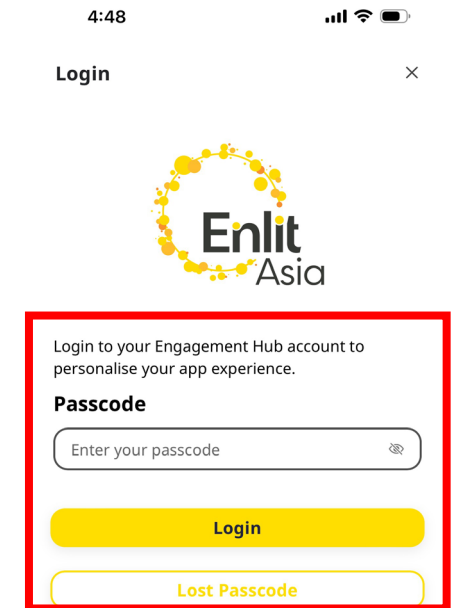
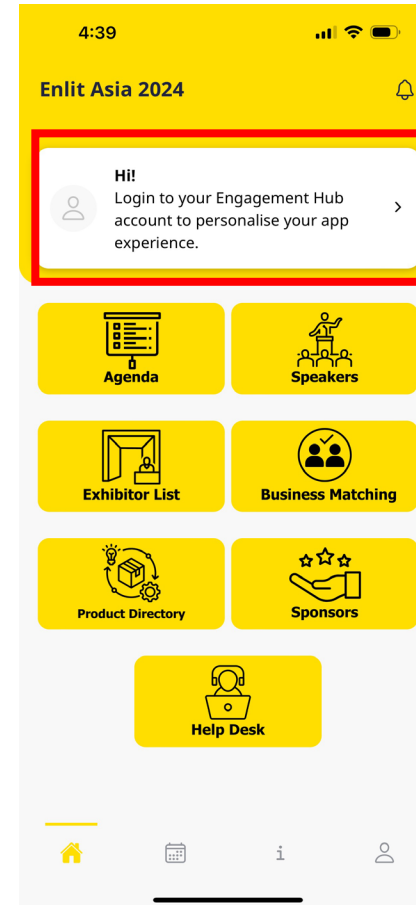
Access Our Platform on Your Mobile

When opening the event app for the first time, you will be directed to Guest access (if available), providing you with general content about the event. On the first page, you will see a **login section** in the middle where you can access your account.

Step 1: Click on that section to login.

Step 2: Enter the passcode provided to you via email.

Note: If you forget your passcode, simply click on "Lost Passcode" and input your email address, it will be promptly sent to your email.



Update Your Profile

On Web


Step 1: To update your profile, click on the top right corner of the App and select "**My Profile**" from the menu.

- You may notice a **red dot** beside the menu or your profile indicating that it is **incomplete**.

Step 2: Update your profile information (e.g. upload an image, name, job role, and descriptions).



120px*120px (1MB max)
Upload Image

Jayne Doe 
CS
Jublia

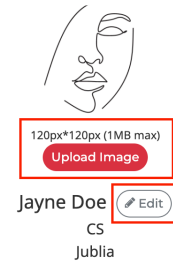
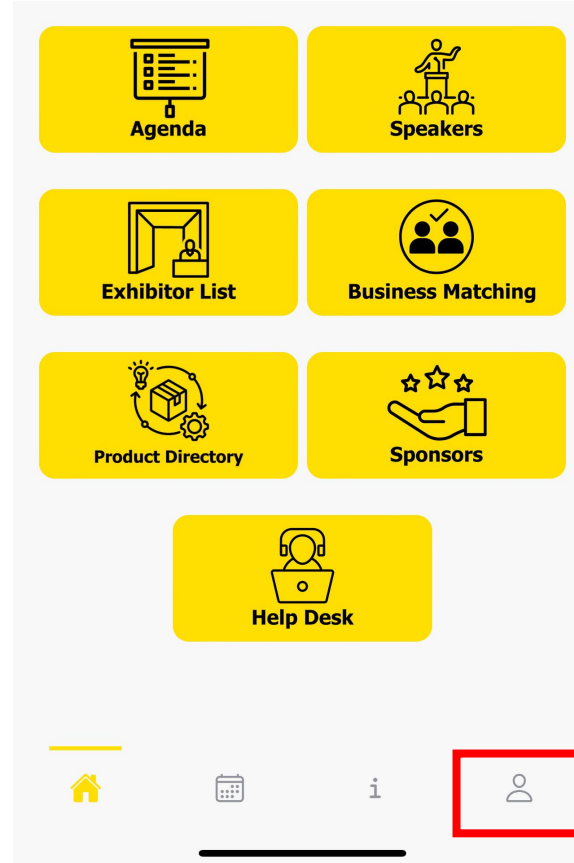
At Jublia, our mission is to empower organisers to intelligently connect people and content at their events.

Update Your Profile

On Your Mobile

Step 1: To change your profile details, click on the bottom right corner figure and select "**My Profile**" from the setting.

Step 2: Update your profile information (e.g. upload an image, name, job role, and descriptions).



At Jublia, our mission is to empower organisers to intelligently connect people and content at their events.

Explore The Features



Agenda

Explore our **Agenda** to plan your sessions!



Product Directory

Browse our **Product** Directory to discover the latest innovations!



Speakers

Tap in to see who are our **Speakers!**



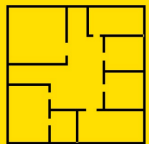
Sponsors

View who are our **Sponsors!**



Exhibitor List

View who are our **Exhibitors!**



Floor Plan

Navigate the event venue with the interactive **Floorplan!**



Business Matching

(ONLY ON MOBILE APP)

Tap in to schedule your **1-1 meeting!**

Bookmark Your Interest

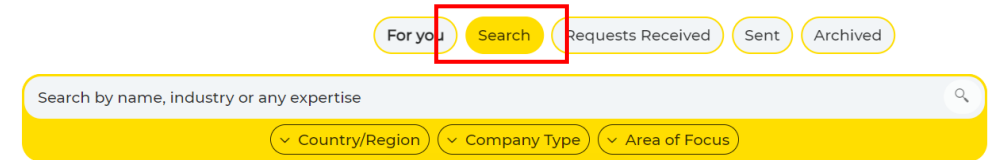
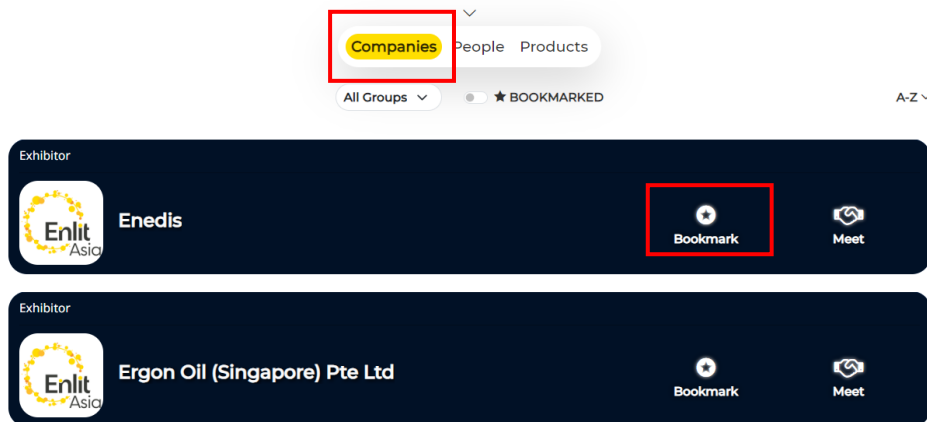
Bookmark Companies and Products

Step 1: Click on the **Meet** tab.

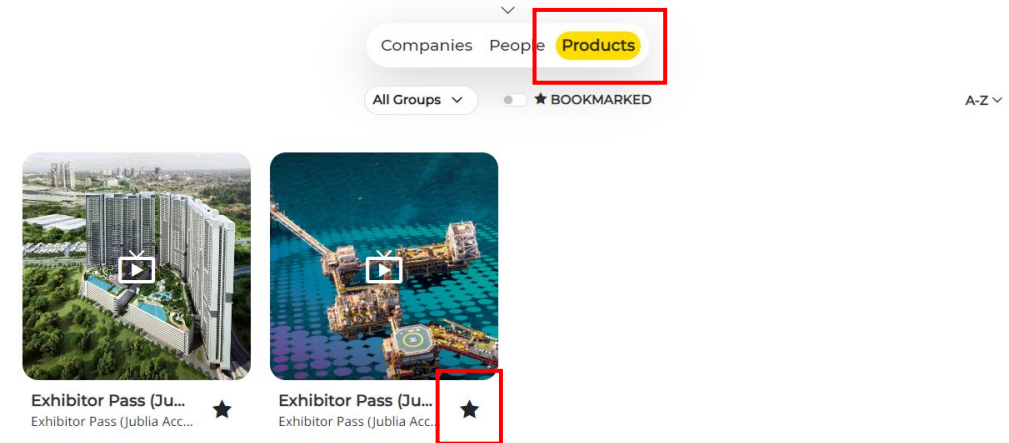
Step 2: Click on **Search**.

Step 3: Click on **Company** or **Product**.

To bookmark a company, click on **Bookmark**.



To bookmark a product, click on the **star icon**.



Bookmark Your Interest

Bookmark Profiles

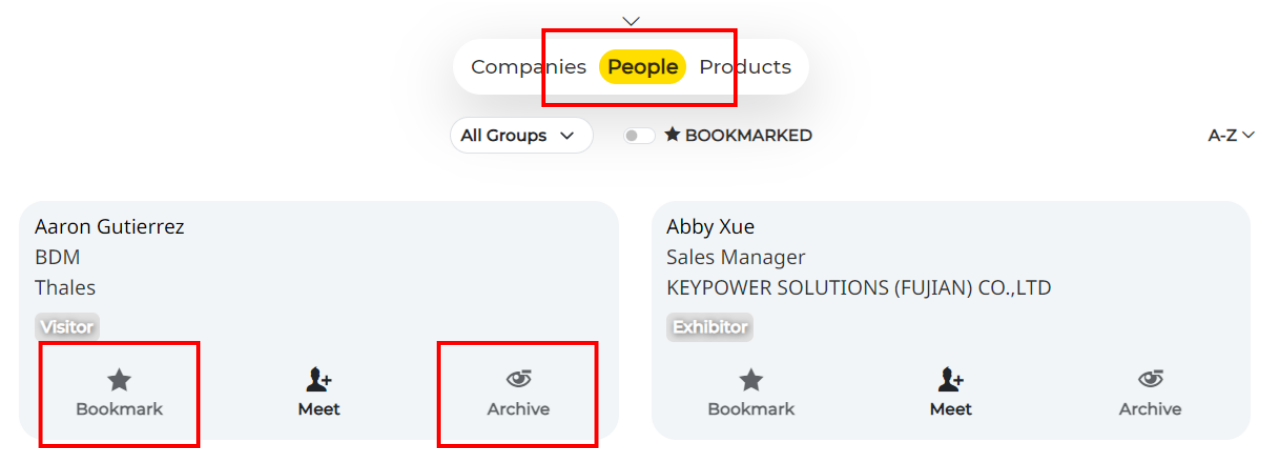
Step 1: Go to the **Meet** tab located at the top.

Step 2: Click on the **Search** Tab.

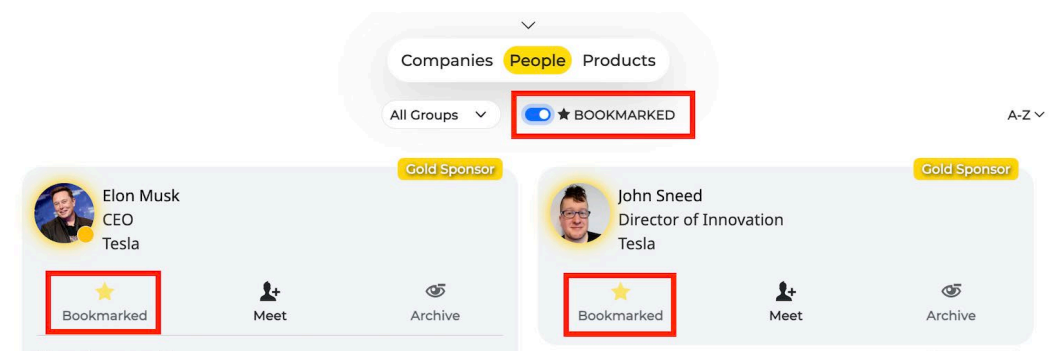
Step 3: Click on **People**.

Step 4: When you have found an attendee's profile of your interest, click on the "**Bookmark**" star to save the attendee's profile to your bookmarks.

Step 5: If you want to archive an attendee's profile from, you could click "**Archive**".



Access your Bookmarks by enabling the "Bookmarked" option



Managing Your Schedule (Via Web)

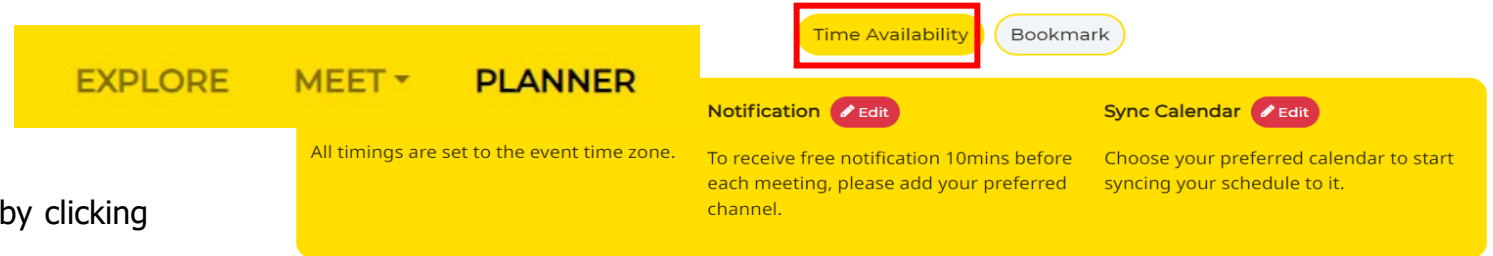
How to Edit Your Time Availability?

Step 1: Go to **Planner** and then **Time Availability**.

Step 2: You can set your available and unavailable time slots by clicking on the cross or tick marks (At the side of the timings).

- a) The **green marks** indicate that the time is scheduled for a meeting.
- b) The **yellow marks** indicate that the time is available.
- c) The **grey marks** indicate that the time is not available.

Step 3: Click the **CONFIRM** button to save your time availability.



Cancel out the timings that you are unavailable for meetings below and click 'CONFIRM'. Respondents to your requests will then be able to pick a mutual meeting time based on your availability. Each meeting lasts 20 minutes.



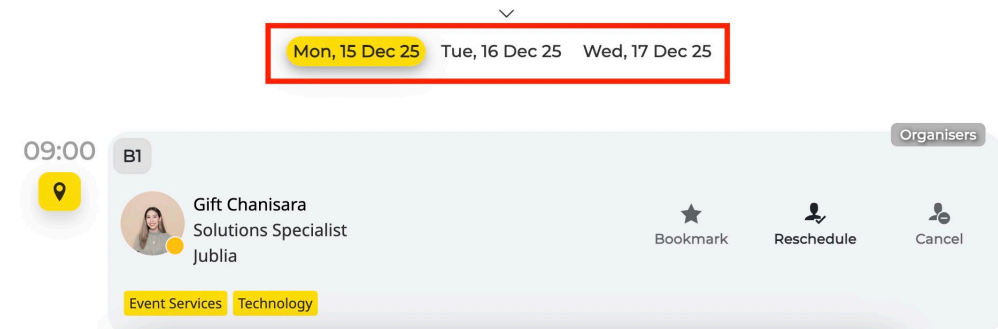
▼ Tuesday, 08 Oct 2024 (UTC+8)

Onsite ✓ 11:00	Onsite ✓ 11:25	Onsite ✓ 11:50	Onsite ✓ 12:15
Onsite ✓ 12:40	Onsite ✓ 13:05	Onsite ✓ 13:30	Onsite ✓ 13:55

How to Check the Location and Time of Your Meetings?

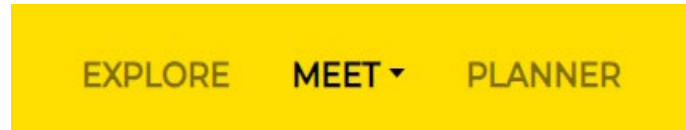
Step 1: Click on **Planner** to view your confirmed and pending meetings on the day you have selected.

Step 2: A final schedule of all your confirmed meetings will be sent to you about three days before the event date.

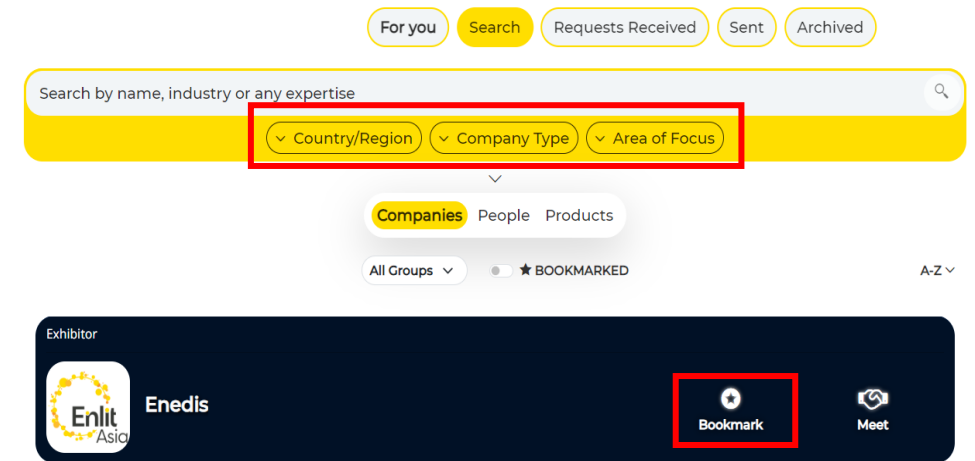


How to Schedule A Meeting?

On Web



Step 1: Go to the **Meet** tab to search for profiles by country, company type, and area of focus.



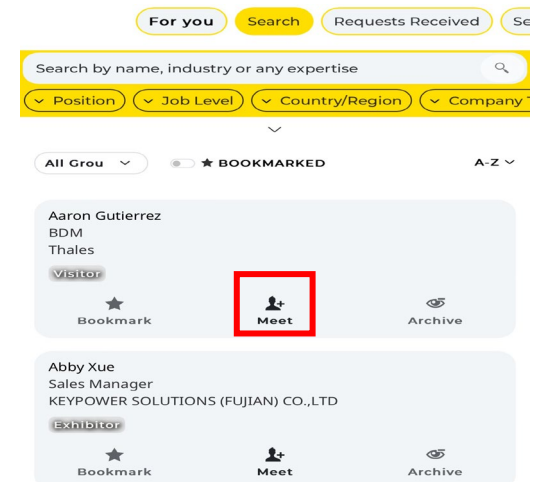
Step 2: Click on the **Meet Icon** on the right and select the company representative you want to meet.

On Your Mobile

Step 1: Click on the **Business Matching Feature** on the App.

Step 2: You'll see a list of profiles with whom you can schedule meetings.

Step 3: Click on the **Meet Icon** in the centre to schedule your meeting.



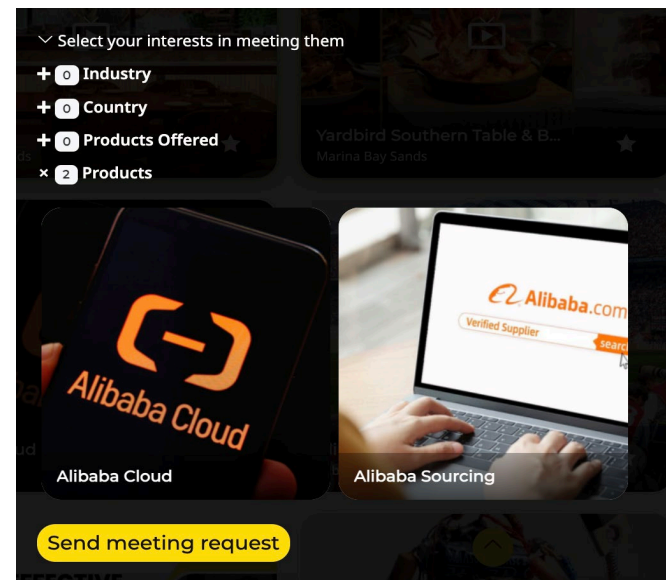
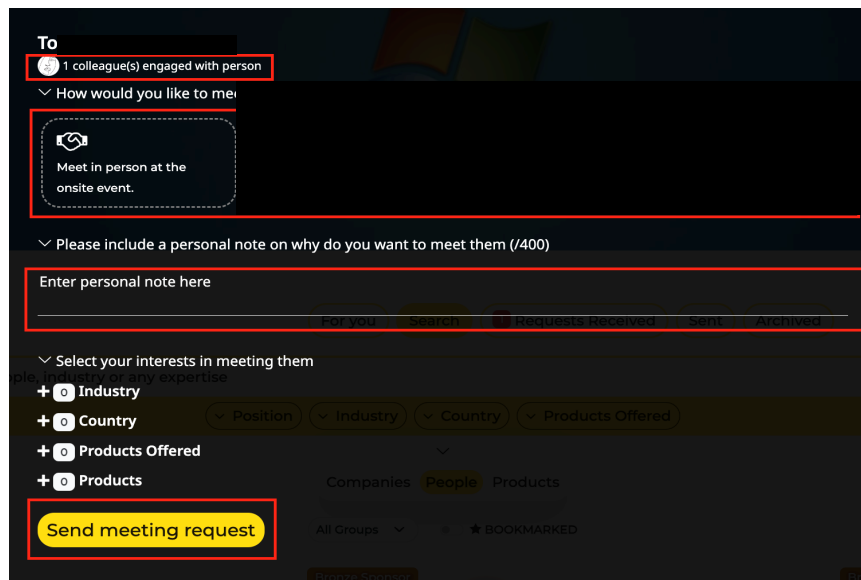
How to Send a Meeting Request?

After clicking the **Meet Icon**, follow the following steps to send a meeting request:

Step 1: Enter an optional message to the other party.

Step 2: Click "**Send meeting request**" to confirm your arrangement.

Step 3: You could specify any interests or products to improve the focus of your meetings, if any.



Note: All your sent meeting requests will be reflected under the '**Sent**' Tab.

Reschedule/Cancel Meeting

How do I reschedule my meetings?

Step 1: Click on **Planner**.

Step 2: Then click the **Reschedule** button and select an alternative time slot to schedule the meeting.

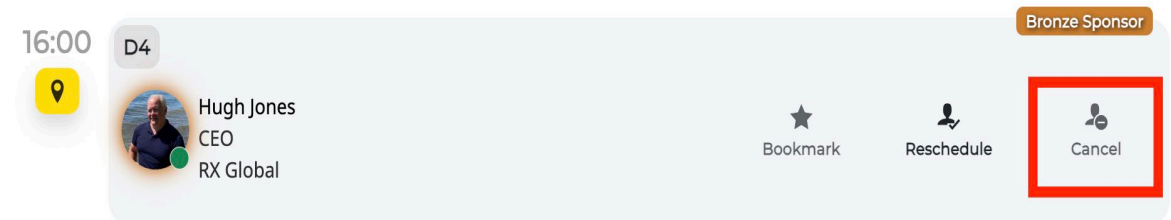
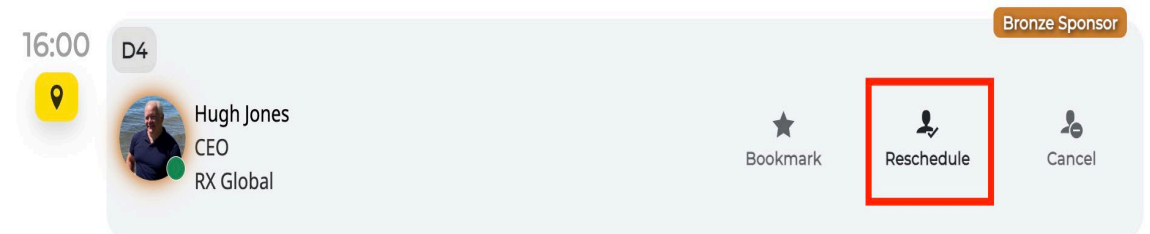
Step 3: Click **Meet** and **Done** to confirm your new meeting schedule.

How do I cancel my meetings?

Step 1: Click on **Planner**.

Step 2: Select the scheduled meeting you want to cancel.

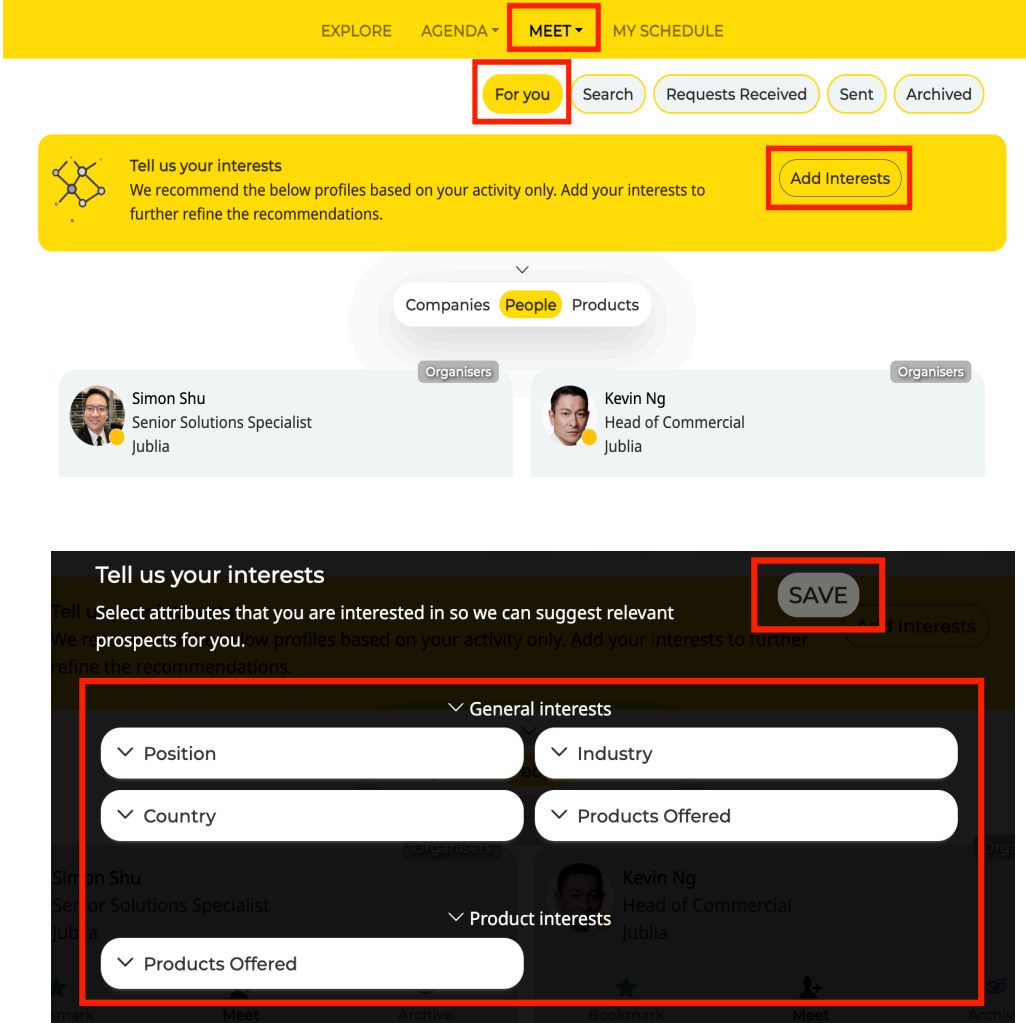
Step 3: Then click **Cancel** to cancel the video meeting.



Customise Your Interest

You can customise your interest with the simple steps below:

- Step 1:** Go to **Meet**.
- Step 2:** Select **For you**.
- Step 3:** Click on the **Add Interests / Update Interests** button.
- Step 4:** You can customise your own interests and then click **Save / Update**.



Customise Your Notifications

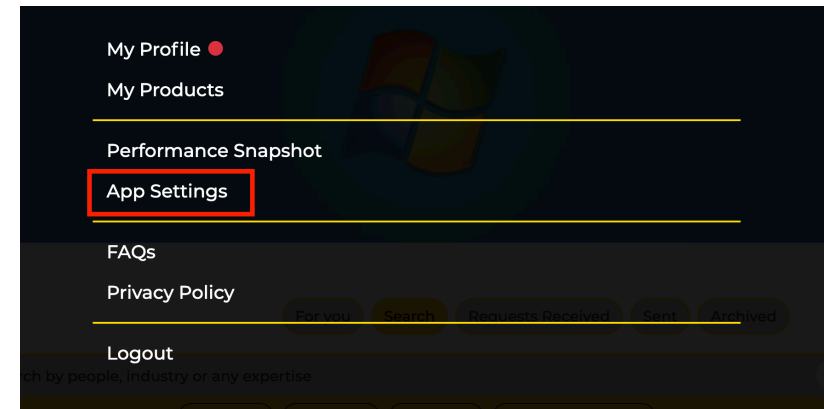
On Web

Notification Frequency

Step 1: Click on your profile button located in the top right-hand corner of the screen, then select "**App settings**" to access your notification settings.

Step 2: Choose your preferred notification frequency.

- a) Summary - To receive daily or weekly email summaries of your meeting opportunities.
- b) Immediate - To receive an email for each new meeting opportunity.
- c) Disable - To opt out of email notifications altogether.



Notification frequency



Summary (Recommended): Receive all forms of notifications in summarised format, on a timely basis. Useful if you do not wish to be spammed.

Immediate: Receive all forms of notifications immediately, in real-time.

Disable: Only critical notifications will be sent to you.

Note: Notification from this app is designed purely for your event networking benefits. They are not related to promotional/marketing emails that may be sent from the event organisers.

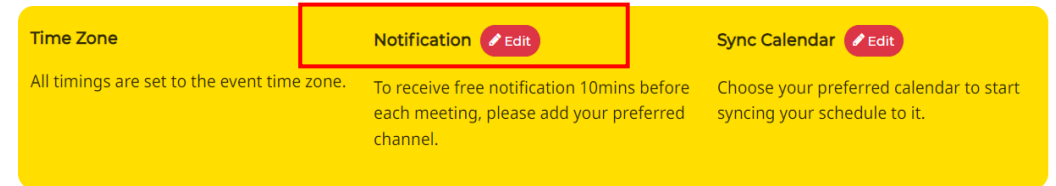
Customise Your Notifications

(You could only do this customisation on Web.)

Preferred Channel for Mobile Notification

Choose your preferred notification settings for your mobile device by clicking **Planner** and click on **Edit Notification** to select your preferred channel to receive your notification.

- You could also sync your schedule to your preferred calendar.



Notification

Subscribe to real-time notifications with your preferred channel. Take note that all channels require internet connection except SMS (requires mobile network).

Facebook Messenger WeChat 微信 WhatsApp SMS

Notification from this app is designed purely for your event networking benefits. They are not related to promotional/marketing emails that may be sent from the event organiser. Your preferred notification channel is kept strictly private and will never be displayed or shared on this platform.

Sync Calendar

Choose your preferred calendar to start syncing your schedule to it.

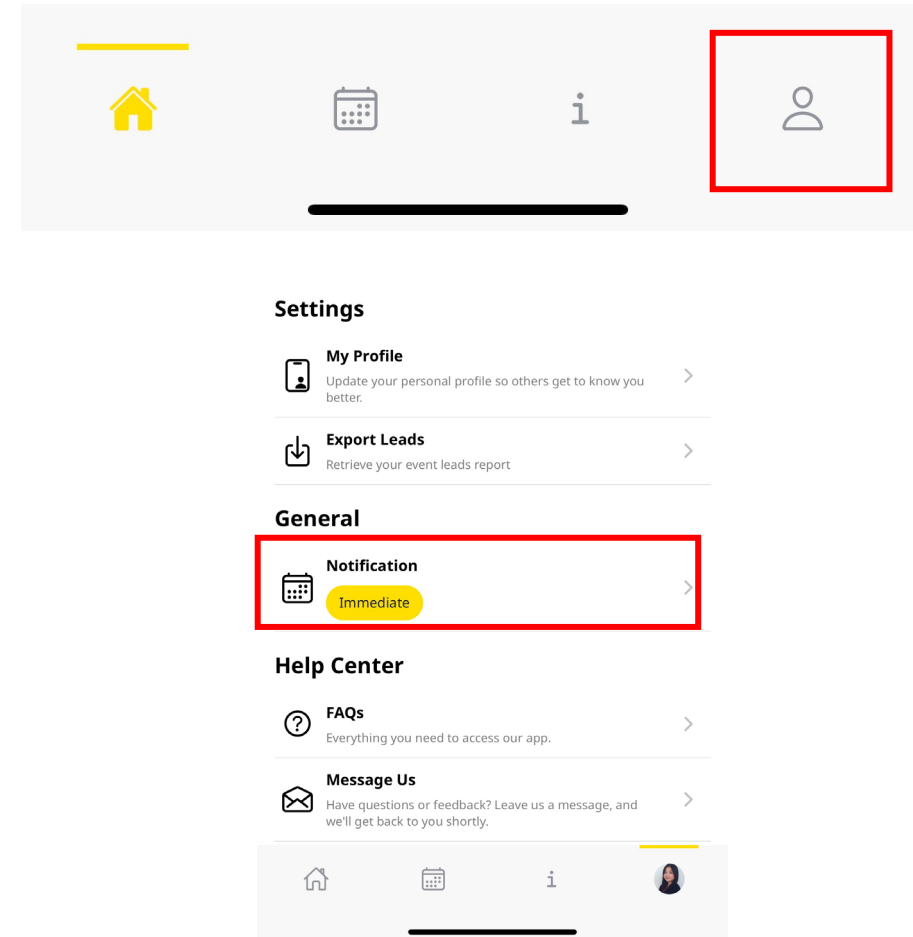
Google Calendar Outlook Calendar

Customise Your Notifications

On Your Mobile

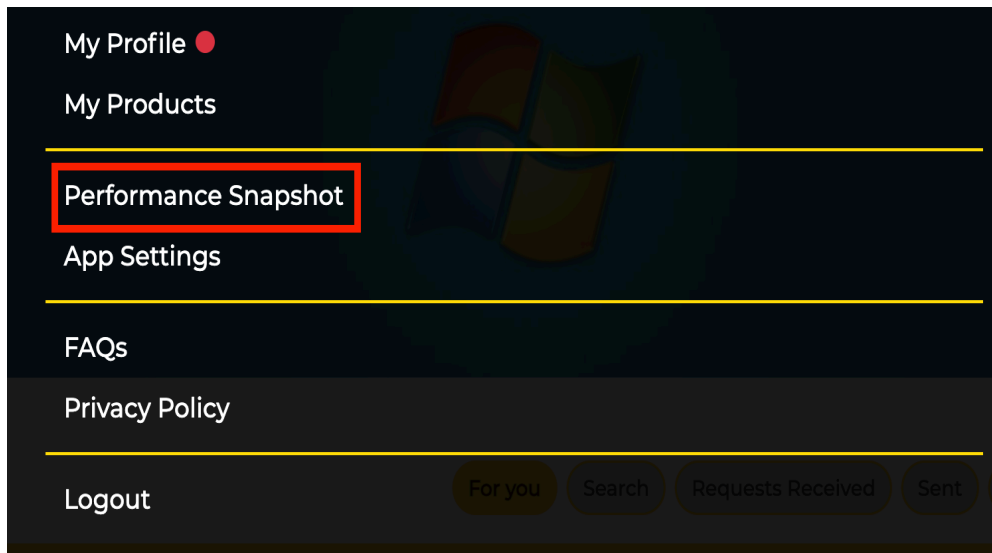
Step 1: Click on the bottom right corner figure and select "**Notification**" from the setting.

Step 2: Choose your preferred notification frequency settings for your mobile device.

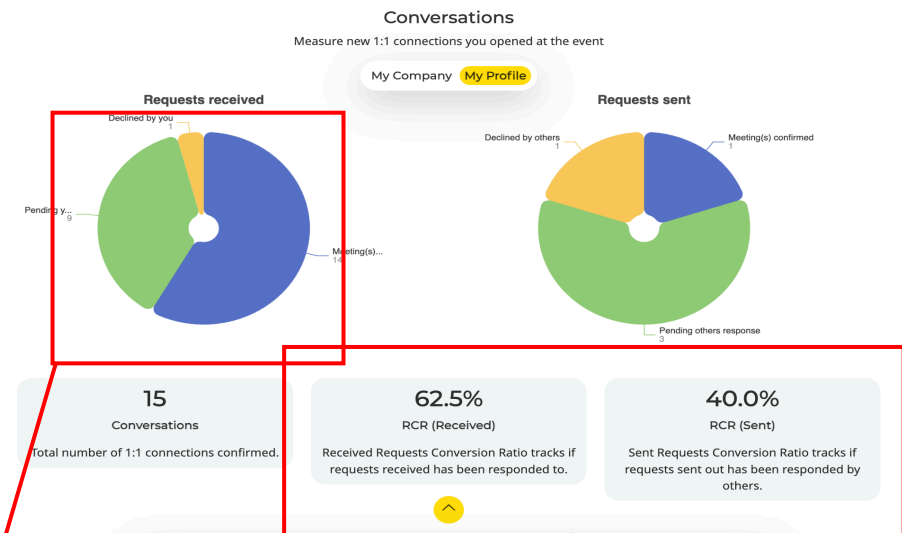


Matchmaking Analysis

To view the Matchmaking Analysis on your profile, simply click on your profile at the top right corner of the page.



Our Matchmaking Analysis helps you visualise the business performance of your profile to gear you in the right direction to boost your ROI.



Pie Chart: Shows a complete picture of your meeting status

Recovered/Sent Requests Conversion: Overview and Conversion rate of received and initiated requests

Need Anymore Assistance?

**Check our FAQ for more help with the platform.
Otherwise, please do not hesitate to get in touch by
emailing Janice at janicegoh@clarionevents.com**