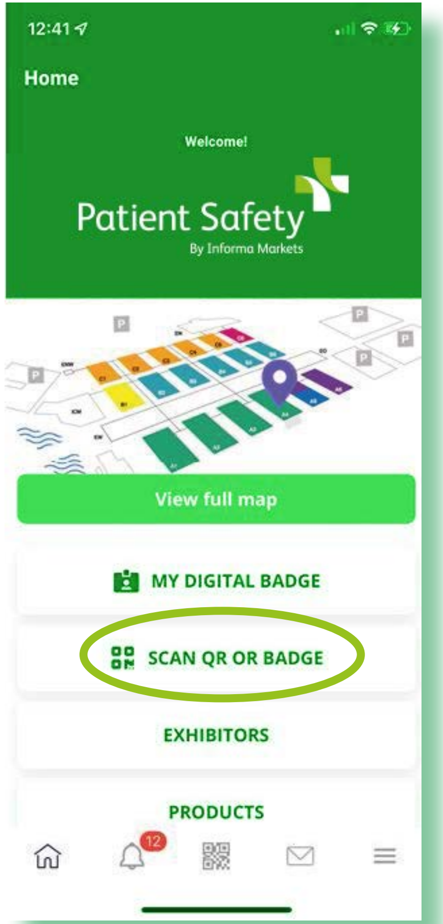
Lead retrieval

Scanning badges

Step 1: once logged into the app, click “scan qr or badge” tab on main screen.

This will open your camera so you can scan the badge. When the camera is pointed at the badge, it will automatically scan.



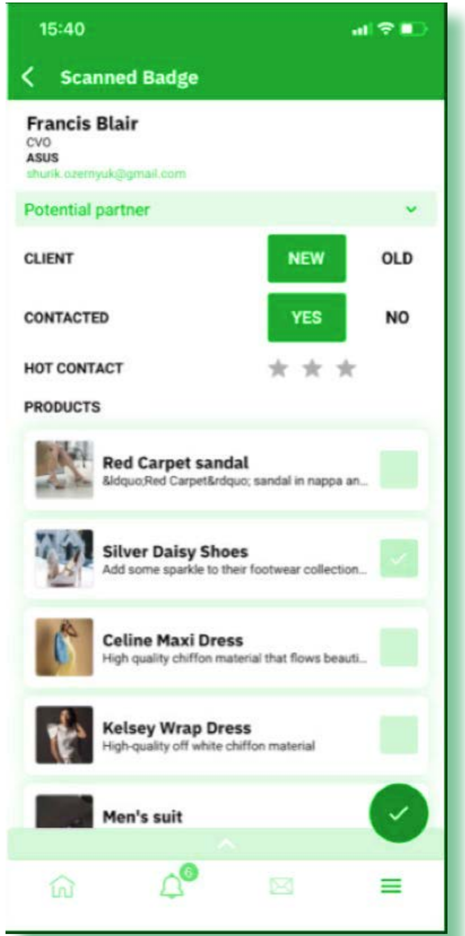
Step 2: after scanning add your notes on the next screen.

On this screen you can add:

- What type of lead they are (potential partner, potential client, supplier, other)
- What type of client they are (new/old)
- If they’ve been contacted (yes/no)
- Lead rating (1-3 stars)
- Which products they are interested in

Below the products section, there is also a box to type in any additional notes about the lead.

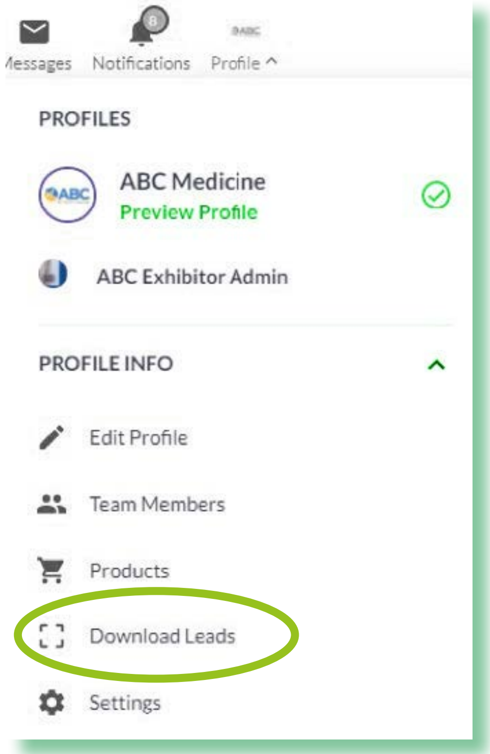
At this time, it is not possible to create custom questions. This is in development and will be available by the next edition of the event.



How to download my leads?

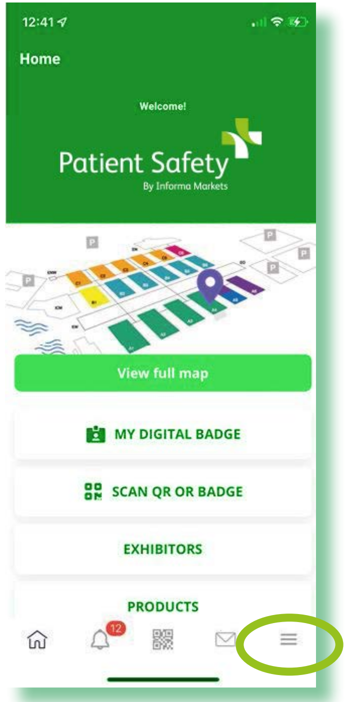
Leads can be downloaded from your desktop.
From your personal profile you can only download your own leads. With an admin profile you can download all leads collected by your company under the company page.

On your desktop go to your profile & download leads

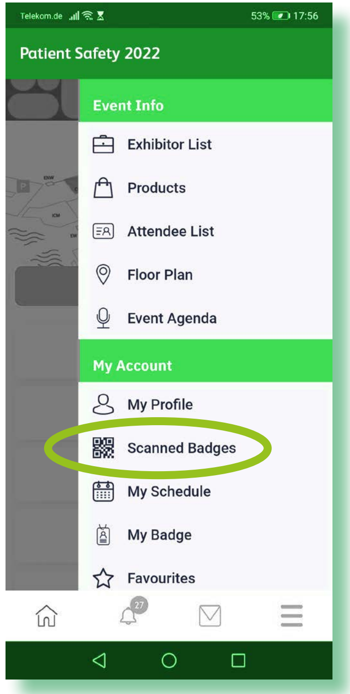


In the mobile app:

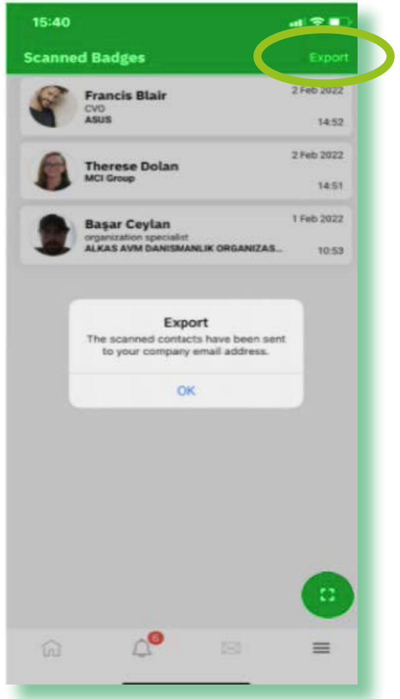
Step 1: Go to menu in the bottom right of your screen



Step 2: click on scanned badges



Step 3: click on export



Note: Visitors will also be able to scan exhibitor badges. If a visitor scans your badge then they will be captured as one of your leads.