Lead Retrieval

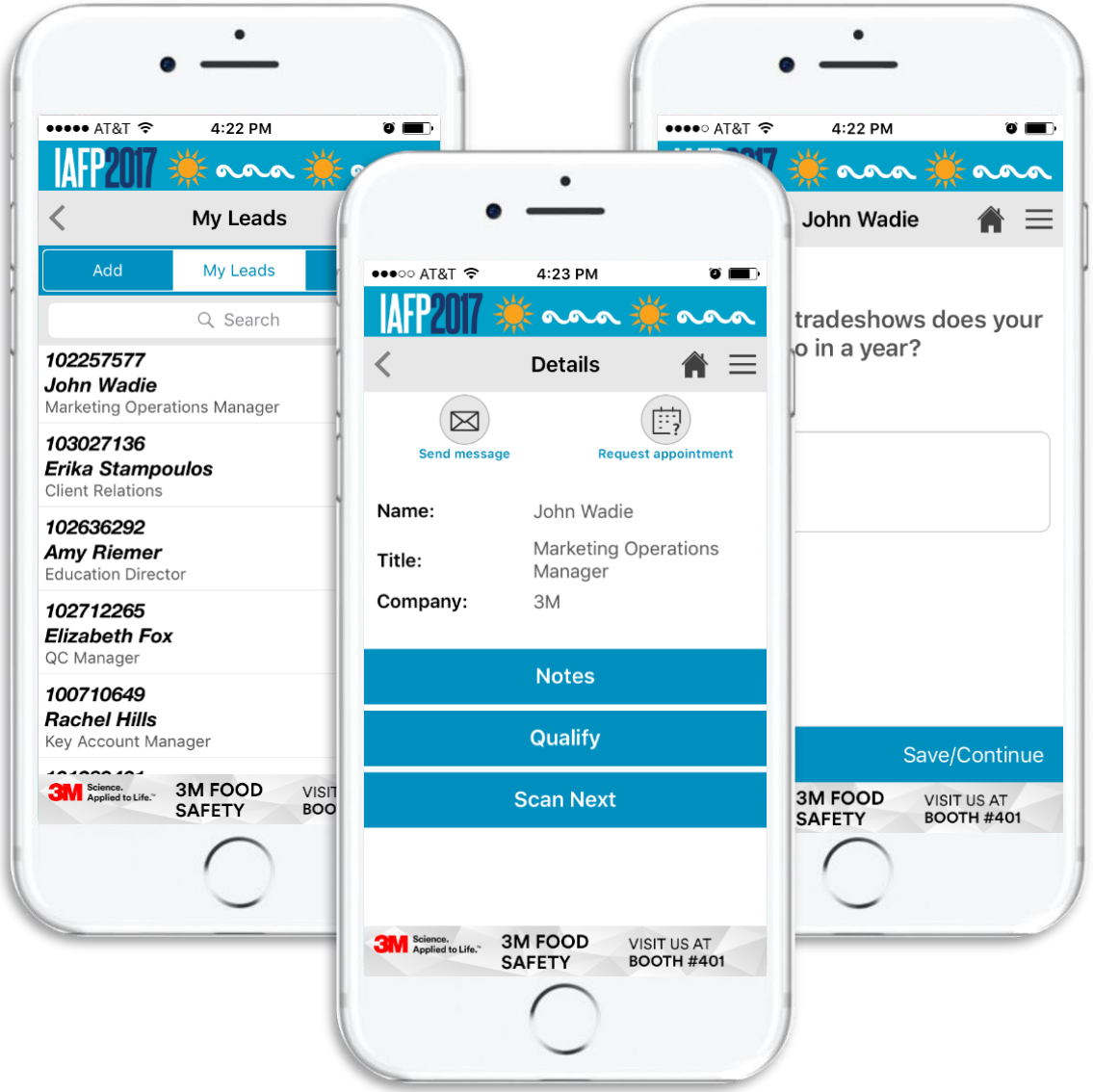
Overview

BRAVURA

You will be able to use the event app on an Apple or Android device with a rear facing camera to track leads, after your booth has purchased leads. Purchases are made using the Exhibitor console by the primary contact for the booth.

Detailed instructions are sent via email to the primary contact associated with the exhibitor a week prior to the event, so be sure to check your email!

QR Codes on badges are scanned using the mobile app to capture Leads.



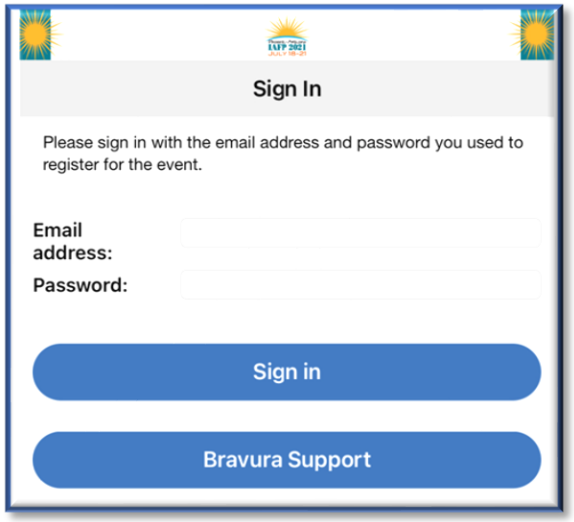
Installing the App

1. Open the App Store or Google Play Store

2. Search for <event app name>

3. Sign in with the email address you used to register for the event, and a password, if required.

4. <u>Once you start scanning leads, Do Not Log Out!</u>



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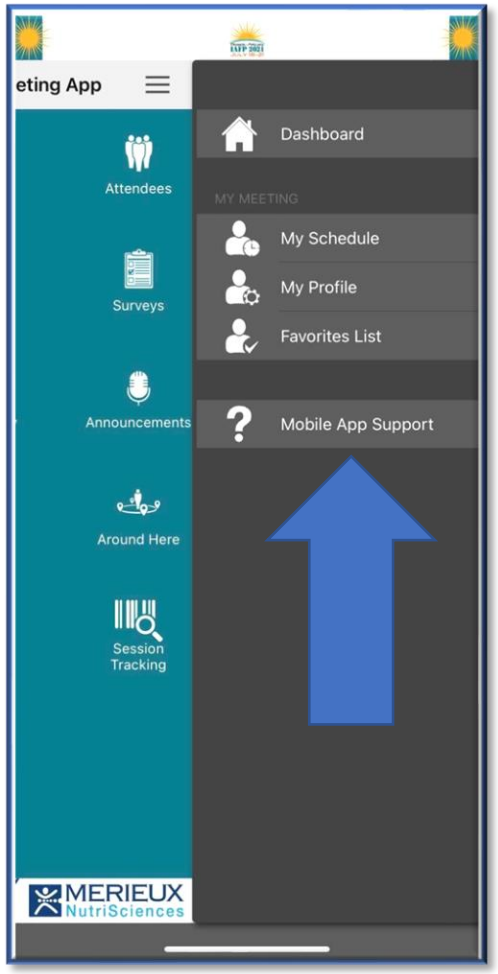
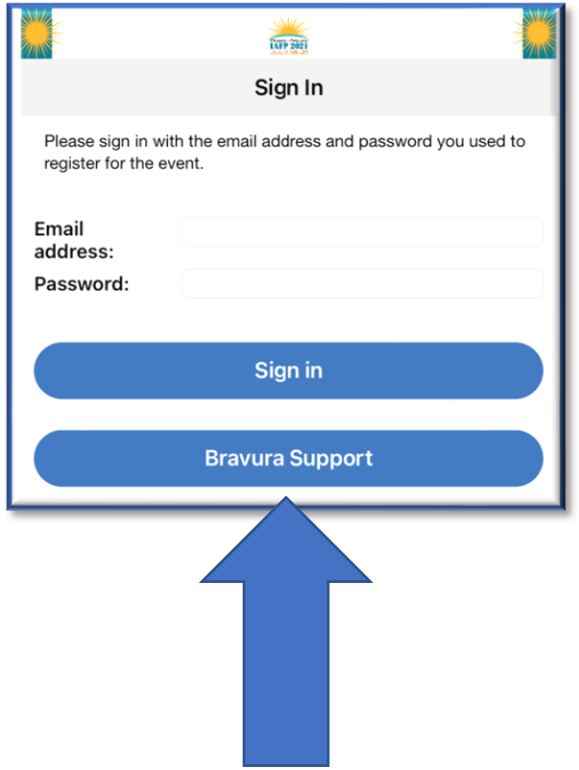
Getting Help

Reach out to support via the options on your app





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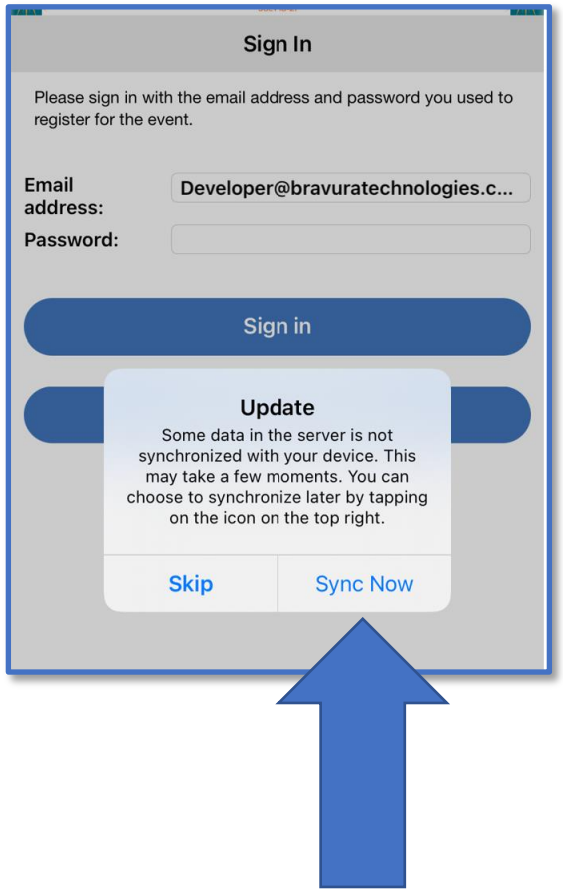
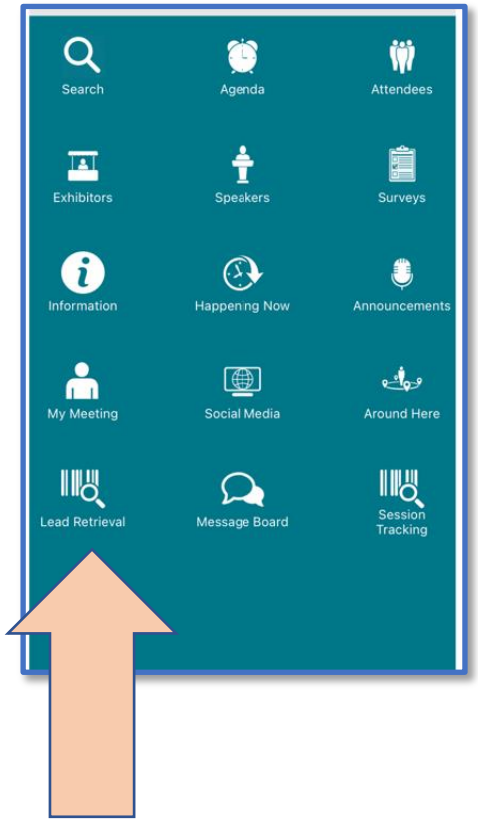
Accessing Lead Retrieval

1. Be sure to synch the app after login
2. Select the Lead Retrieval icon
3. If you do not see the Lead Retrieval icon, reach out to support! Exhibitors who have not purchased lead retrieval will not see this option on the app. OR your login may not be connected to your booth. We can help you with both!





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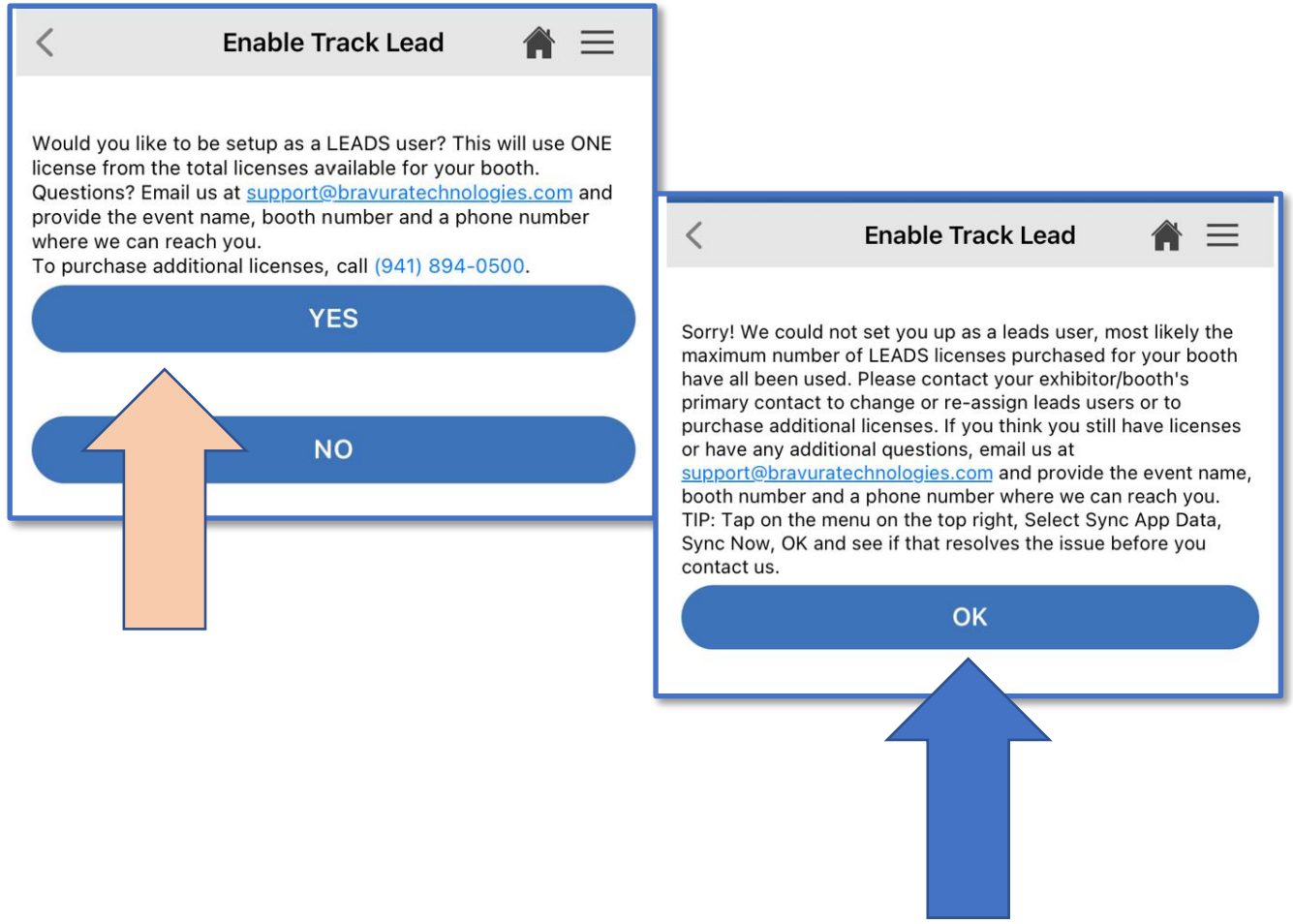
Lead Retrieval license

1. If your booth lead has already set you up with a license, you should be able to go on to the next screen that lets you scan a badge
2. If not, you will see a prompt to either set yourself up as LEADS user and use up a license or you will see a message that says all your licenses have been used by other staff
3. If you need more licenses, they can be purchased using the Exhibitor console.
4. It is recommended that each user only use one device for capturing leads.



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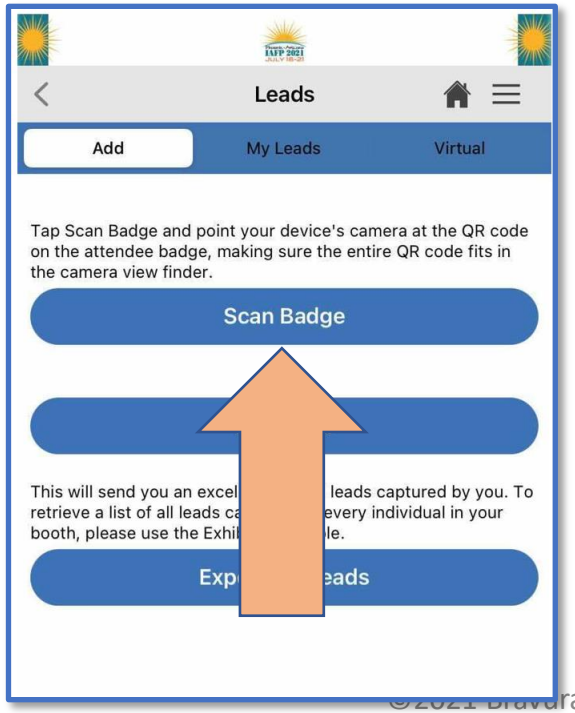
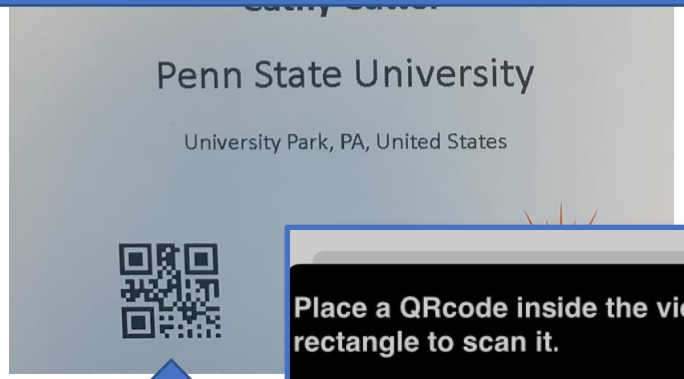
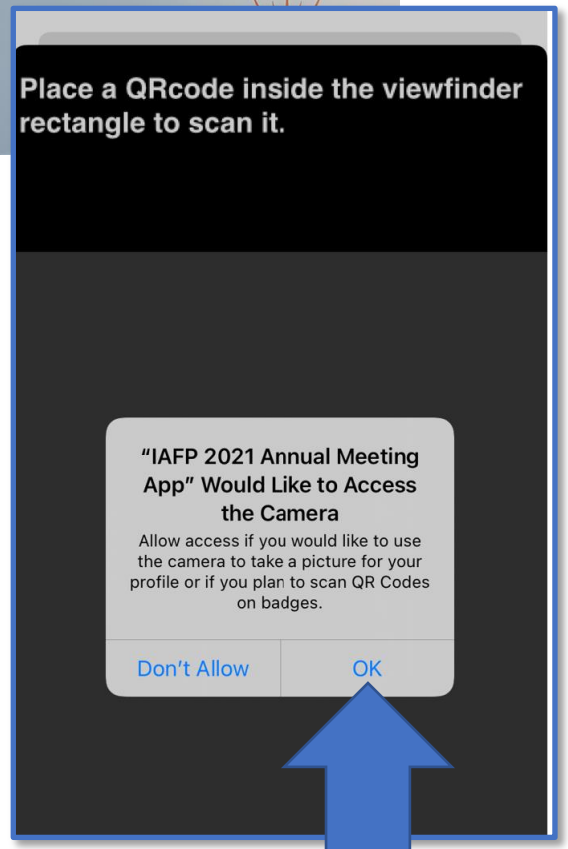
Scan attendee badges

1. **Approve camera access the first time you scan**
2. Point at the QR Code on attendee's badges





BADGE



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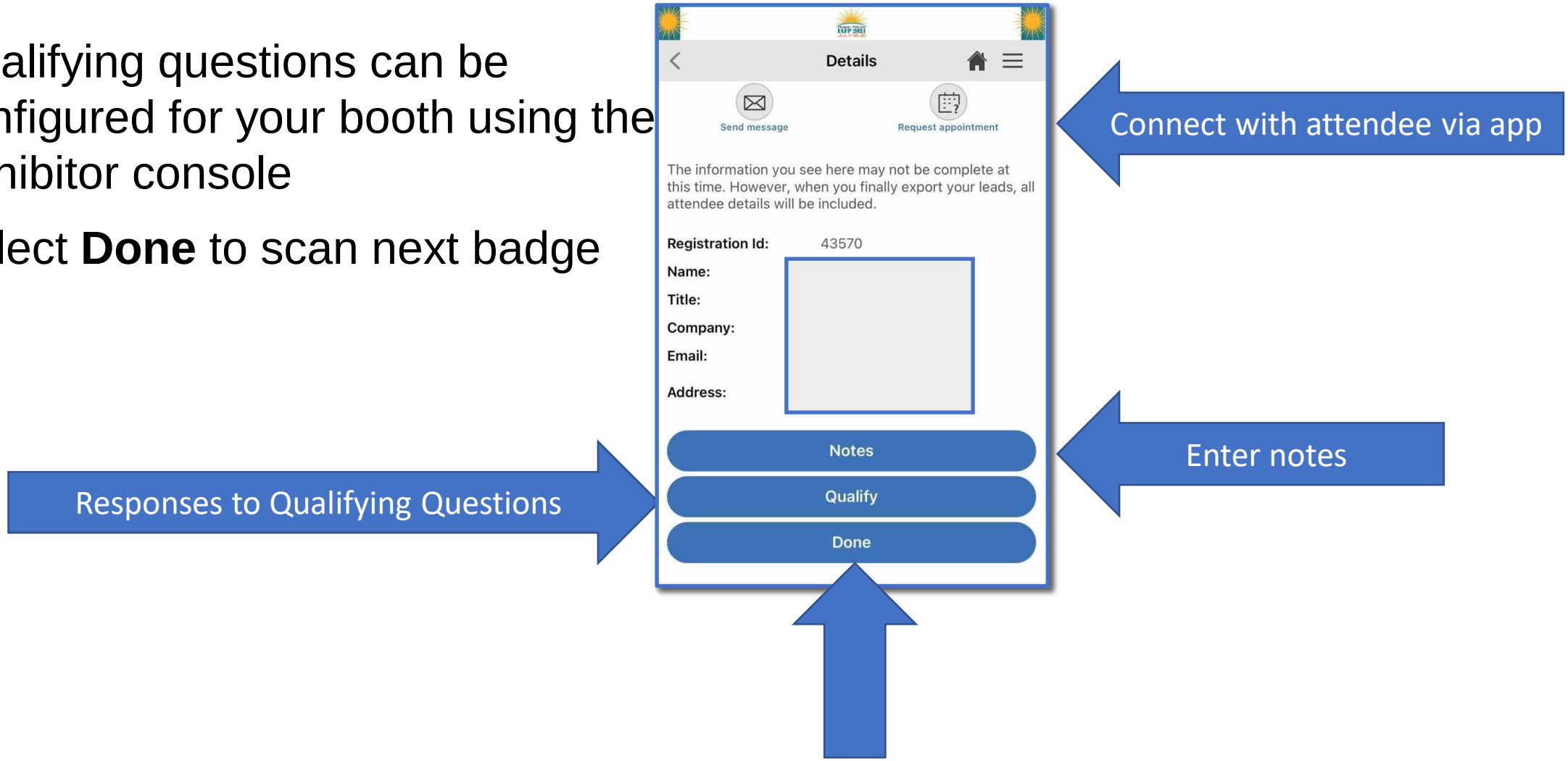
After scanning

1. Qualifying questions can be configured for your booth using the Exhibitor console
2. Select **Done** to scan next badge



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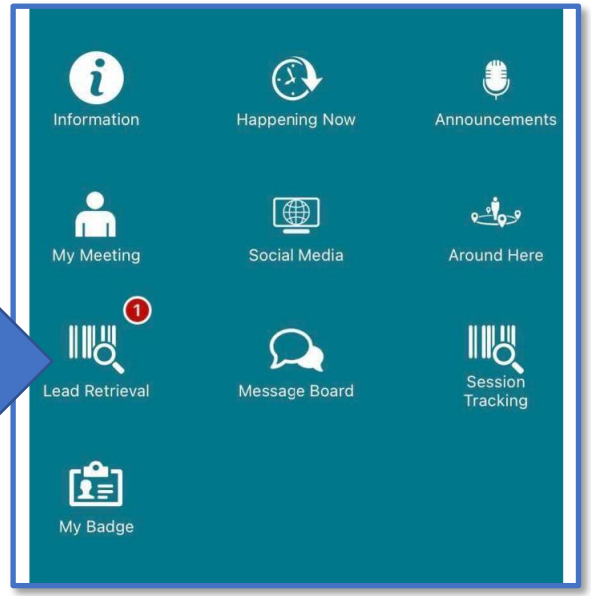
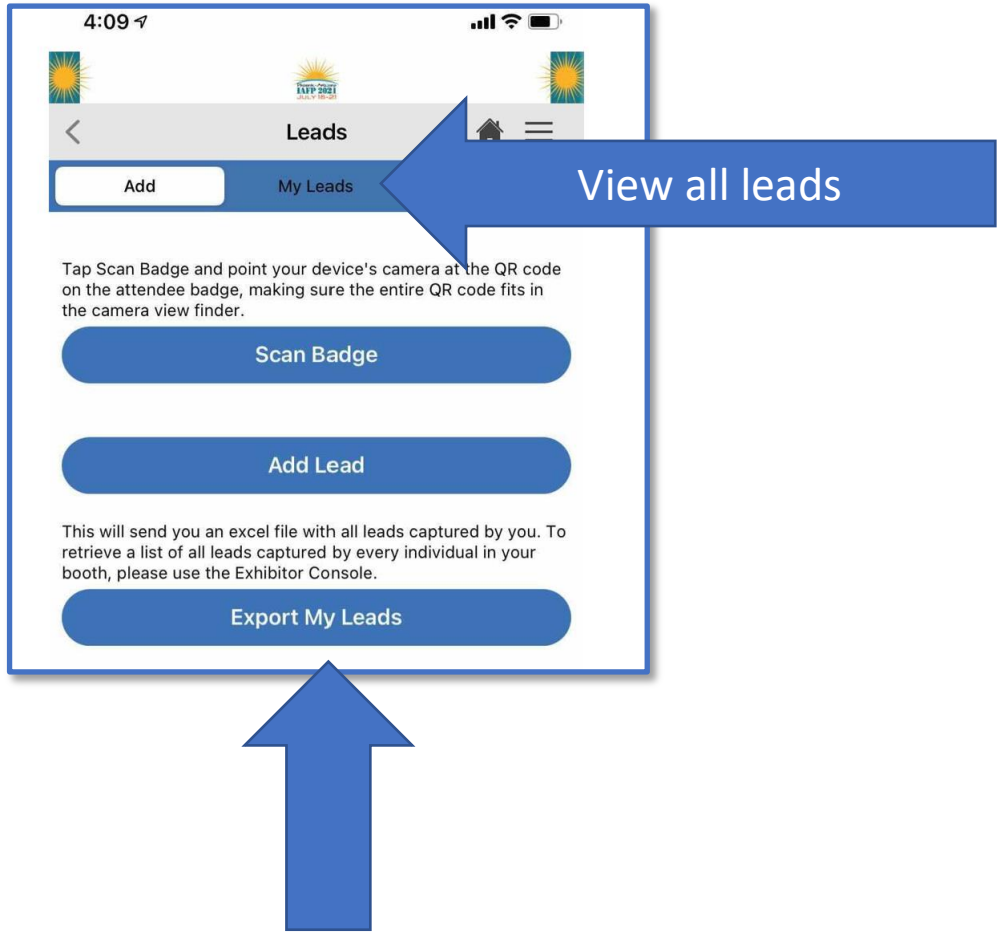
Other Lead features

1. Use My Leads to view all leads captured and add notes later
2. Export will email you an excel file of all leads you captured
3. The menu will show a count of leads you scanned
4. Use Add Lead to enter info without scanning





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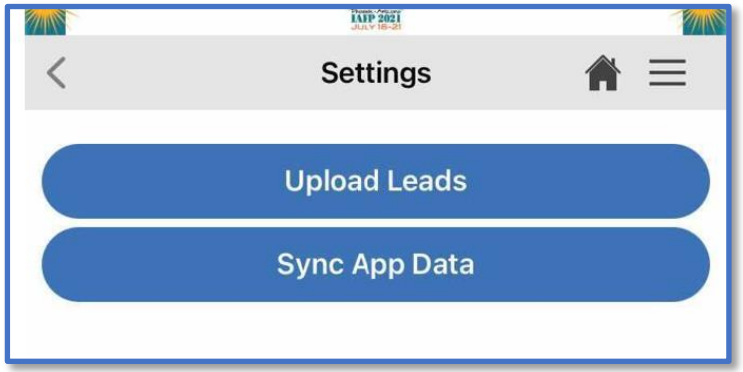
Export leads

1. The primary contact will have access to ALL LEADS captured using all devices in the Exhibitor Console
2. DO NOT delete the app or logout of the app until the end of the event and until all LEADS are synched back to the cloud
3. To ensure the leads captured on your device are synched back, you will need to use the menu on the top right, select My profile, Settings, Sync App Data.



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