



APP Manual

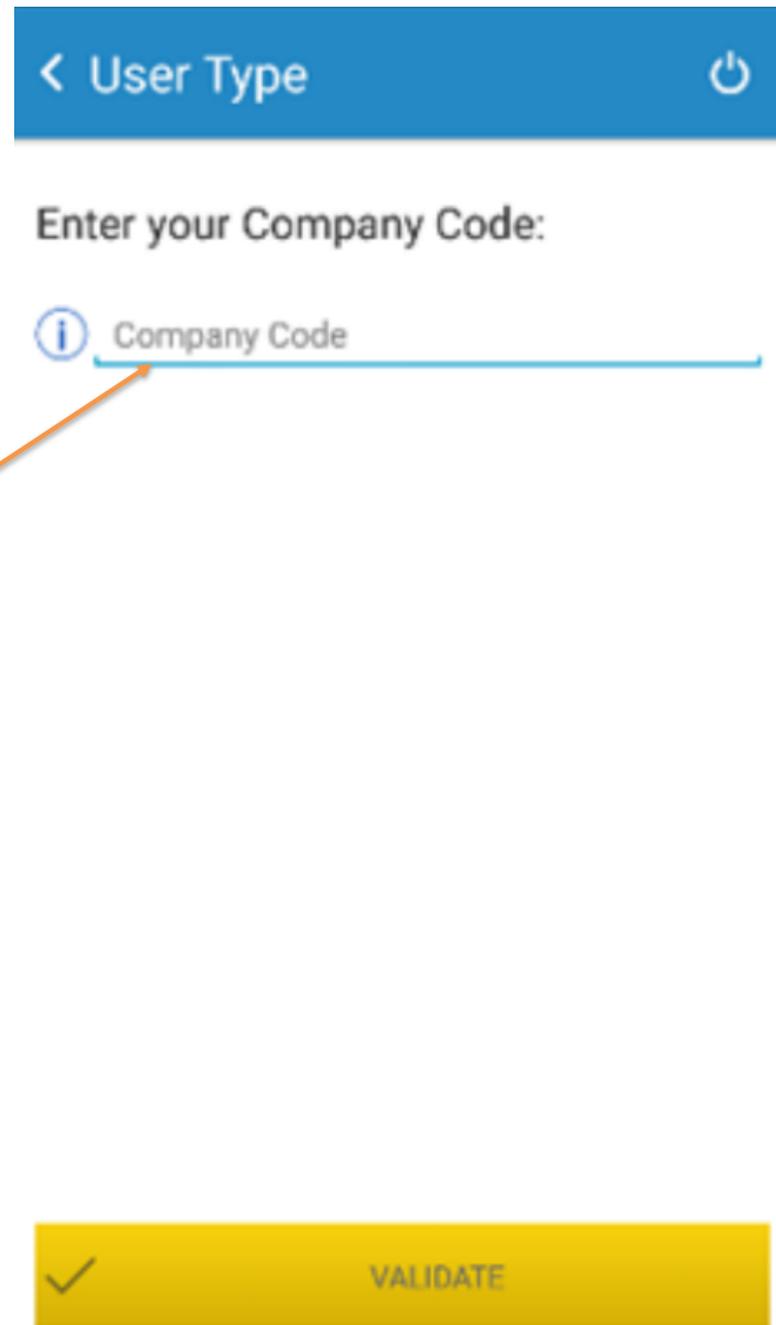
Convert leads into qualified
business opportunities in
real-time

INDEX

- I. Access to the APP
- II. Home
- III. Advanced scan: additional features
- IV. GDPR functionality: Pop-up
- V. Reporting

I. Access to the APP

STEP 1:
Introduce the
Company
Code in the
input text field,
then click
Validate.

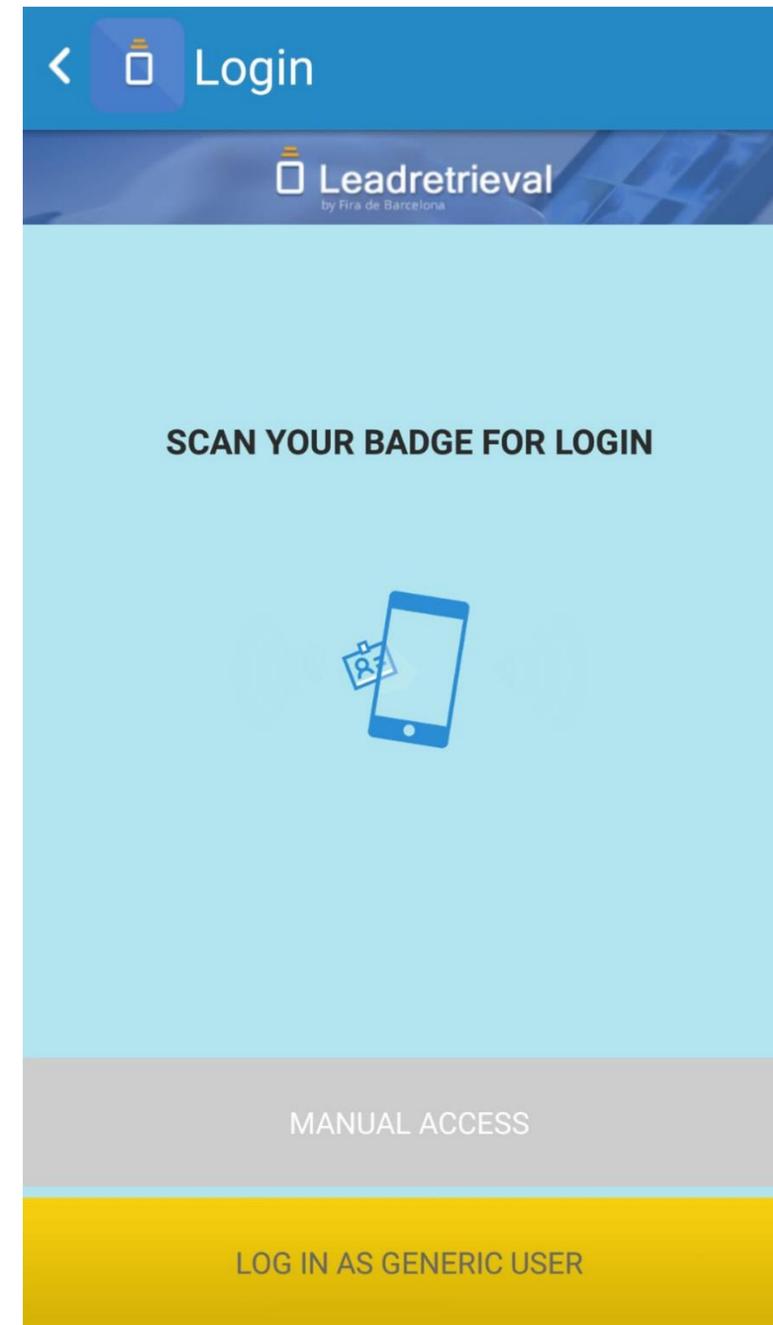


< User Type 

Enter your Company Code:

 Company Code

 VALIDATE



<  Login

 Leadretrieval
by Fira de Barcelona

SCAN YOUR BADGE FOR LOGIN



MANUAL ACCESS

LOG IN AS GENERIC USER

STEP 2: Scan
your own badge,
the App will
retrieve your
contact
information and
log in
automatically.

II.Home

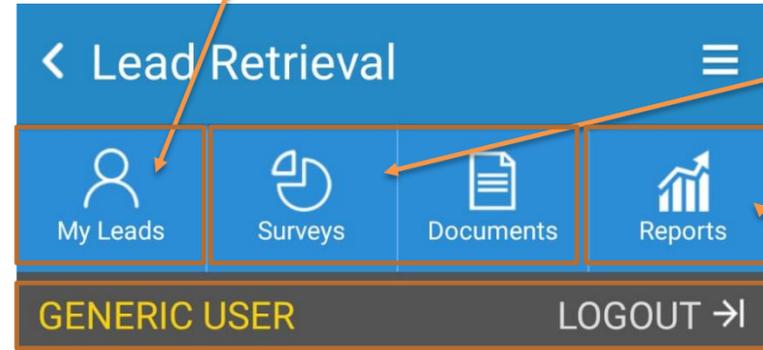
MY LEADS

View in real time the number of LEADS that you've done so far and all their information.

PRE-VISUALIZE ALL OF YOUR ADDITIONAL FEATURES

On your profile (as shown) you will be able to pre-visualize the surveys and documents created/uploaded on the web portal.

NAME OF THE PERSON LOGGED IN



REAL-TIME REPORTS



READY TO SCAN



ADVANCED SCAN (BLUE)

It provides the same information as in FAST SCAN but it also lets you interact more with the external features that it has. (see next pages)

FAST SCAN ENABLED

TAP TO CHANGE TO ADVANCED MODE

FAST SCAN (YELLOW)

Information obtained with fast scan contains:

- Name and surname
- Company and job position
- Contact information: phone, e-mail
- Social network accounts (if provided)

ADVANCED SCAN ENABLED

TAP TO CHANGE TO FAST MODE

MANUAL INPUT

MANUAL INPUT OF ATTENDEES BADGE

III. GDPR Functionality: Pop-up

GDPR POP-UP FOR GETTING CONSENT

It will appear once you scan someone (if you have set it up through the web portal) The information and checkboxes are all customizable through the web portal.

The image shows a GDPR consent pop-up form. At the top, there is a blue header with the text "GDPR" and a callout bubble containing the number "1". Below the header, the main text reads: "We would like to inform you of our privacy policy and the process to modify the data that you share with us. Please follow the link below to access our full Privacy policy. If you would like to participate in one of our campaigns please check the relevant checkbox for confirmation." Below this text is a blue link that says "Read our gdpr documentation" with a callout bubble containing the number "2". Underneath the link is a blue button with a white envelope icon and the text "Send GDPR by email" and a callout bubble containing the number "3". Below the button are two checkboxes with their respective labels: " Yes, I confirm I would like to receive marketing content from this company." and " No, I would not like to receive marketing content from this company." with a callout bubble containing the number "4". At the bottom of the form is a yellow button with the text "SUBMIT".

1. SUMMARY

2. LINK (URL)

3. SEND AS E-MAIL

Possibility of sending an e-mail (to the scanned visitor) of the summary + the link.

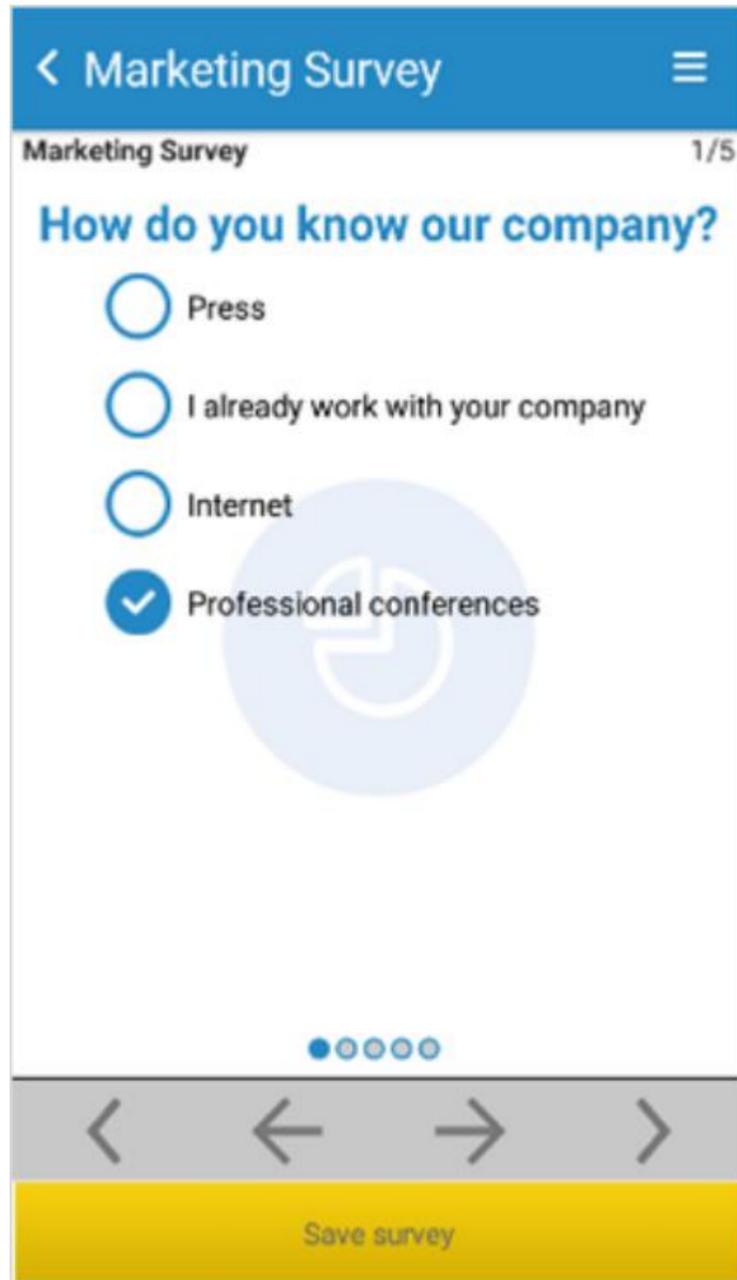
4. CHECKBOXES

Up to 4 customizable checkboxes.

FOR MORE INFORMATION

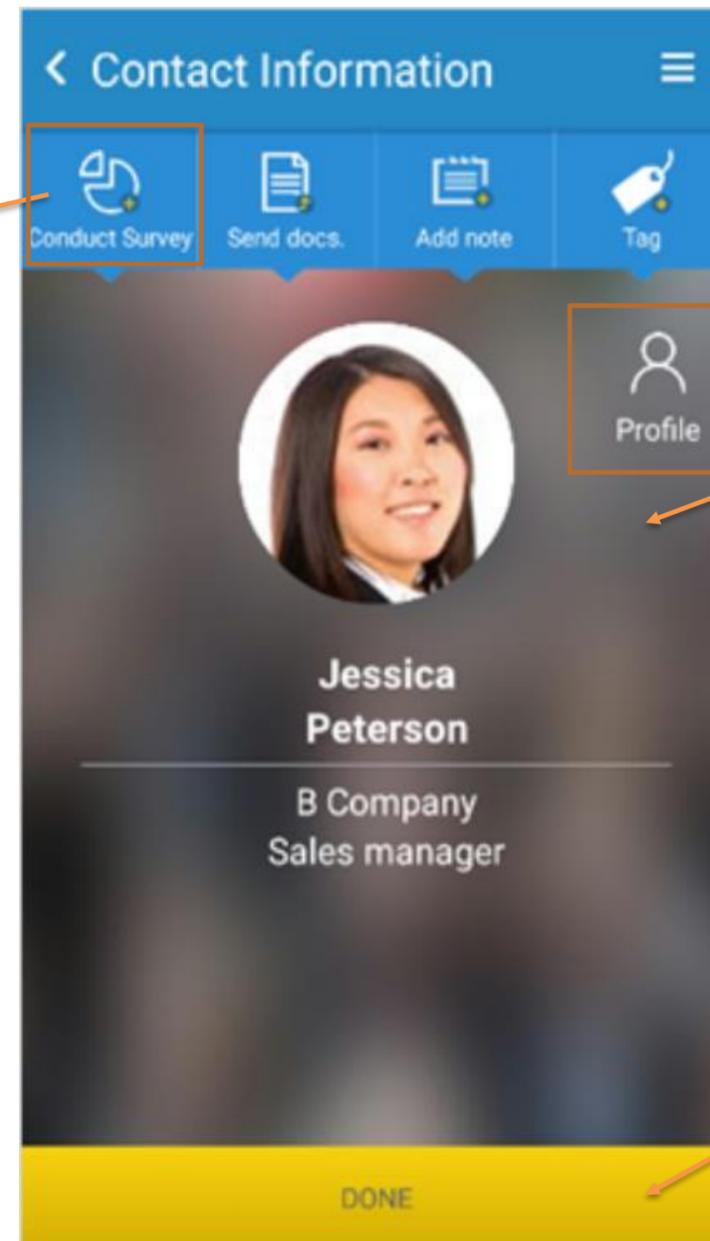
[please check our GDPR GUIDELINES](#) or [contact us directly.](#)

IV. Advanced scan: Additional features



CONDUCT A SURVEY

Conduct a survey to the scanned person on real time. Proceed until the end of the survey, then click on **Save Survey**.



PROFILE

General information (that comes from the Fira Barcelona registration) of the scanned visitor.

DONE BUTTON

When finished editing the Lead click **DONE**

IV. Advanced scan: Additional features

ADD NOTES

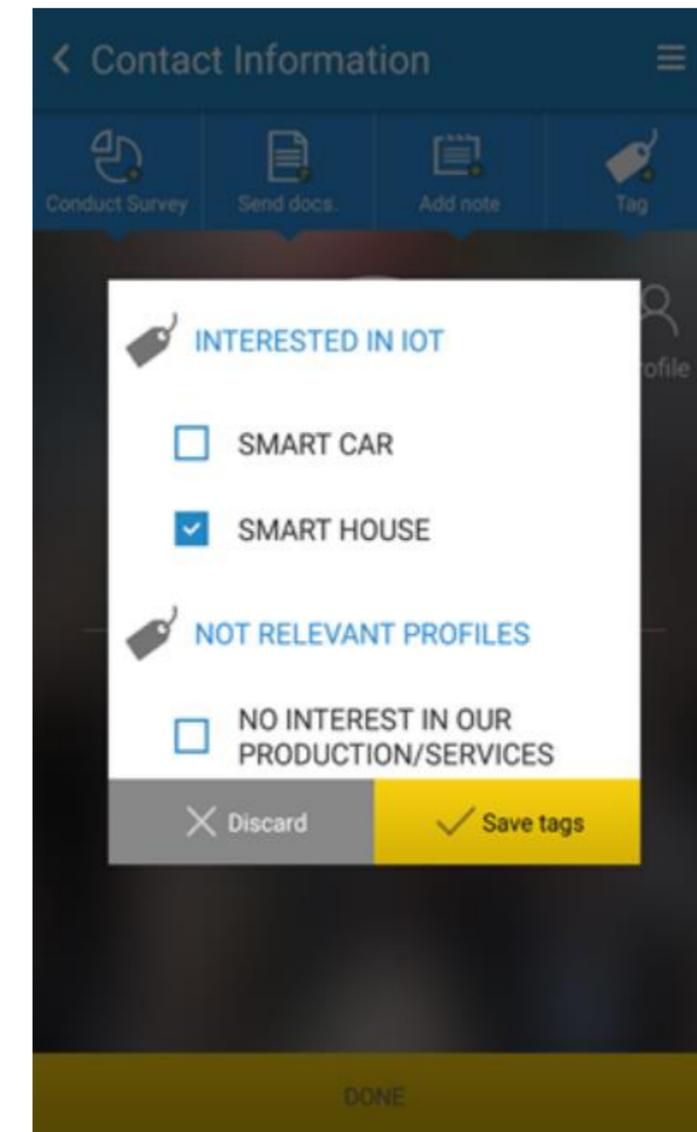
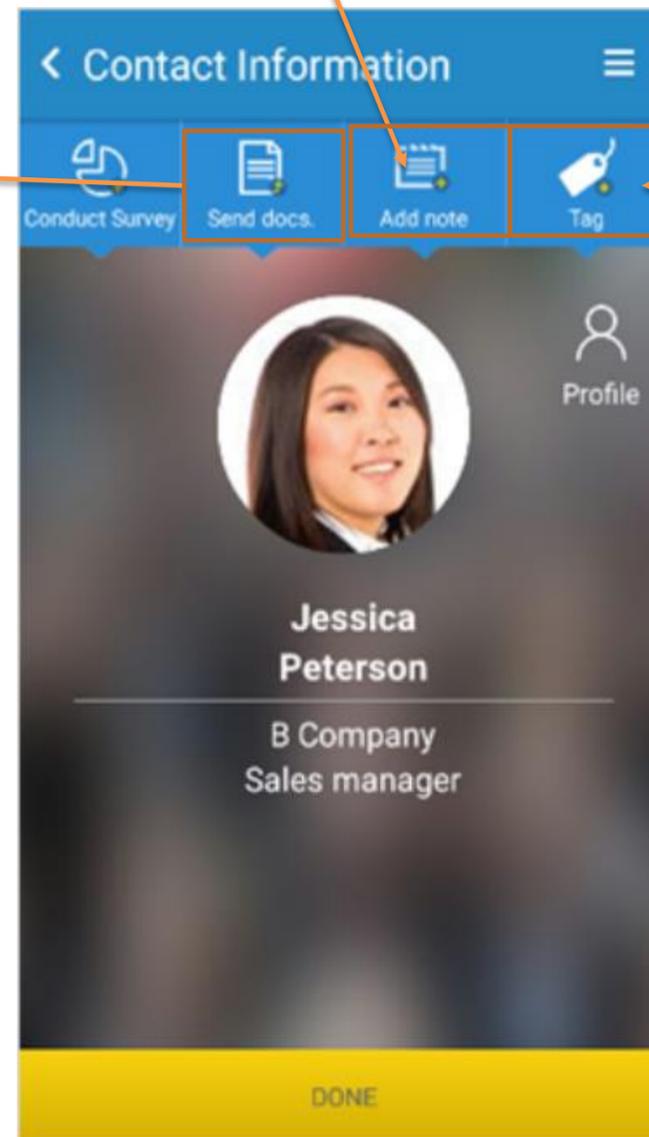
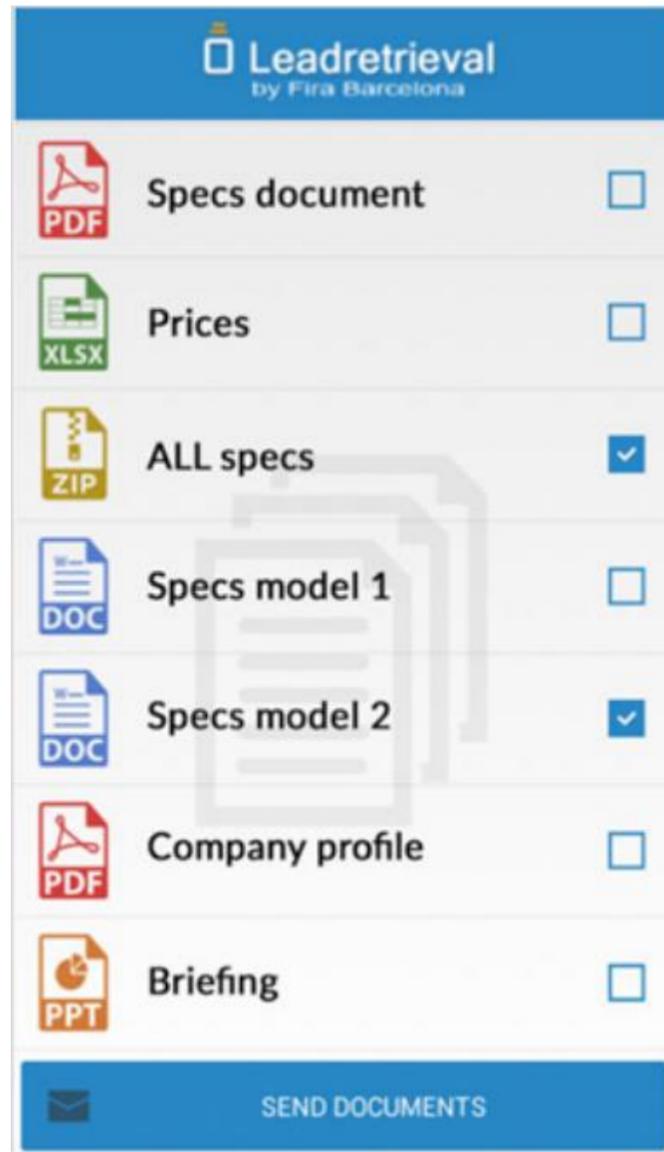
To add NOTES simply click here and write it then click **Save Note**.

SEND DOCUMENTS

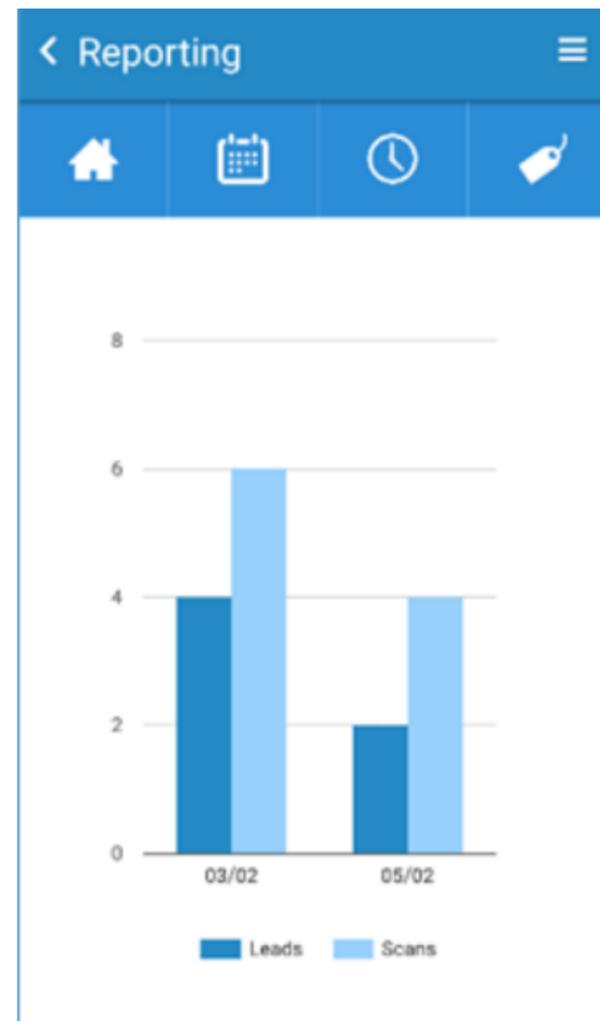
Here you can send documents to the person you just scanned. To send a document simply select it and click send document.

ADD TAGS

Add tags to the person you have just scanned.



V. Reporting



The App offers a limited reporting functionality. The Web Portal offers more extensive reporting and stats. You can access to Reports from the home of the App. You will be able to visualize stats of daily leads and scans corresponding to the scanner user that is logged in at that given moment. For more detailed reporting and visualization of leads, we suggest to access the Web Portal.

other manuals

[user guide](#)

[web portal manual](#)

[GDPR guidelines](#)

[full user manual](#)

[how to download your data](#)

Contact information

Webpage

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