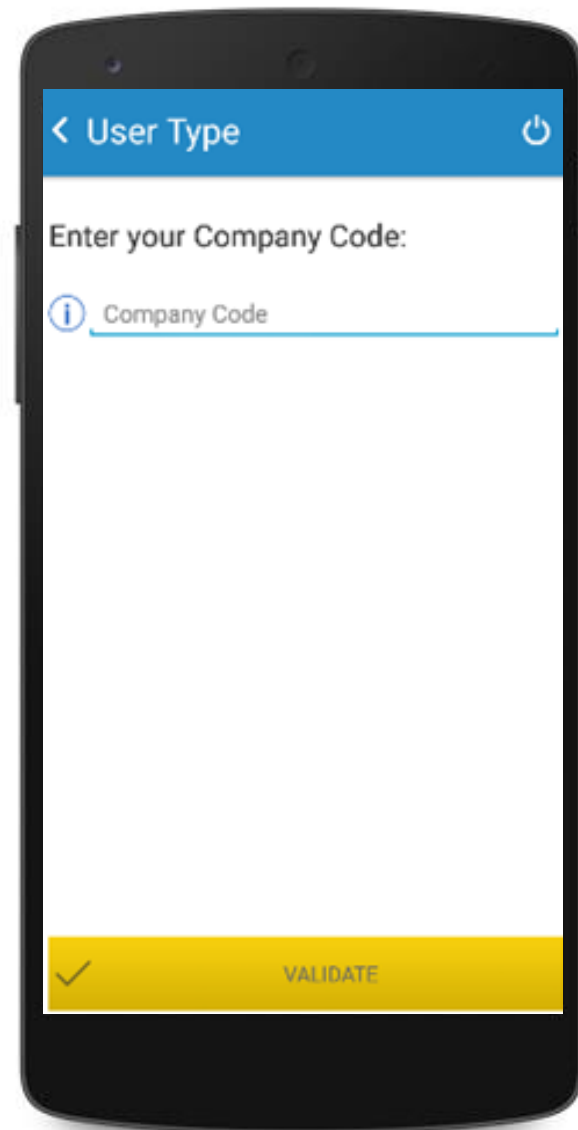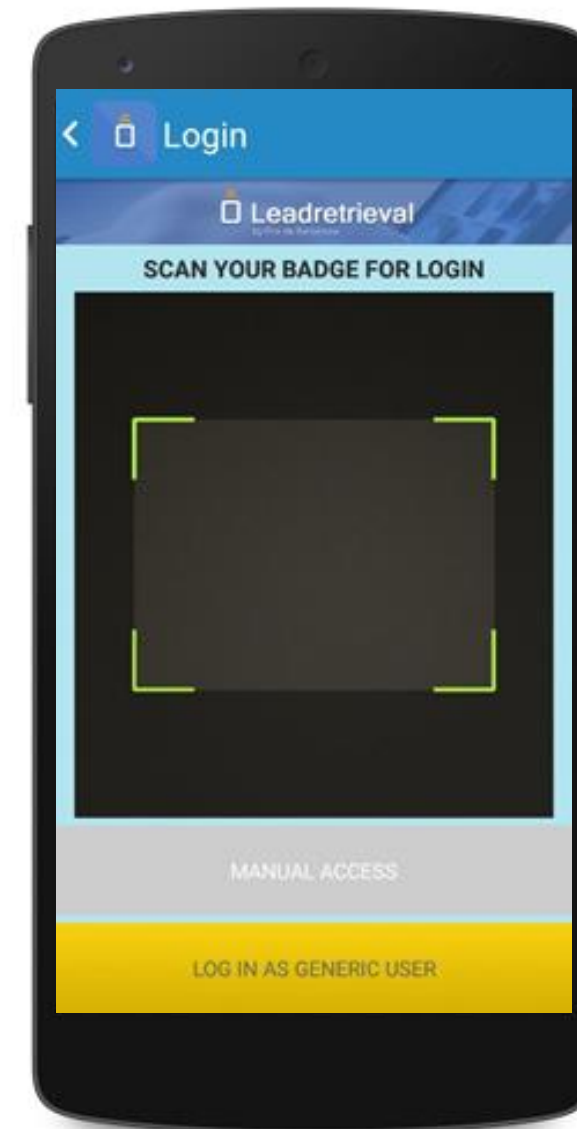# APP Manual

Leadretrieval
by Fira de Barcelona

Convert leads into qualified business opportunities in real-time

STARTING UP

INTRODUCE YOUR COMPANY CODE

Company code can be viewed on the account confirmation e-mail sent to the administrator and on the web portal.

SCAN YOUR OWN BADGE

the App will retrieve your contact information and log in automatically.

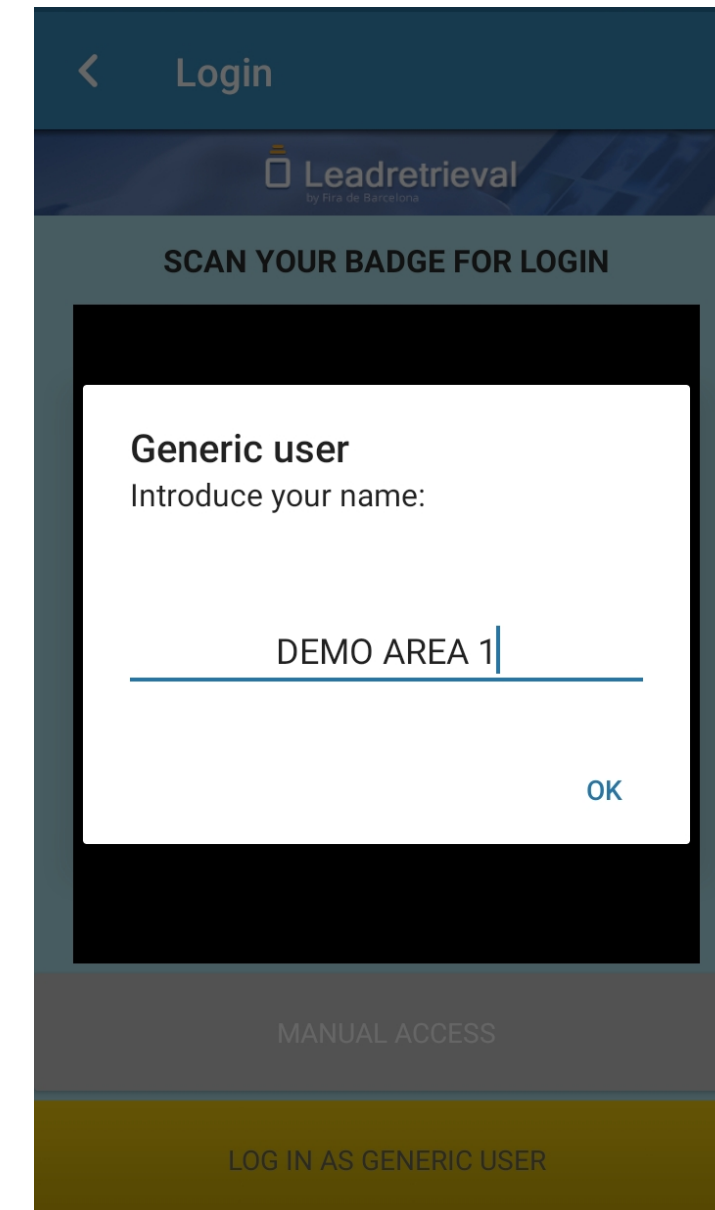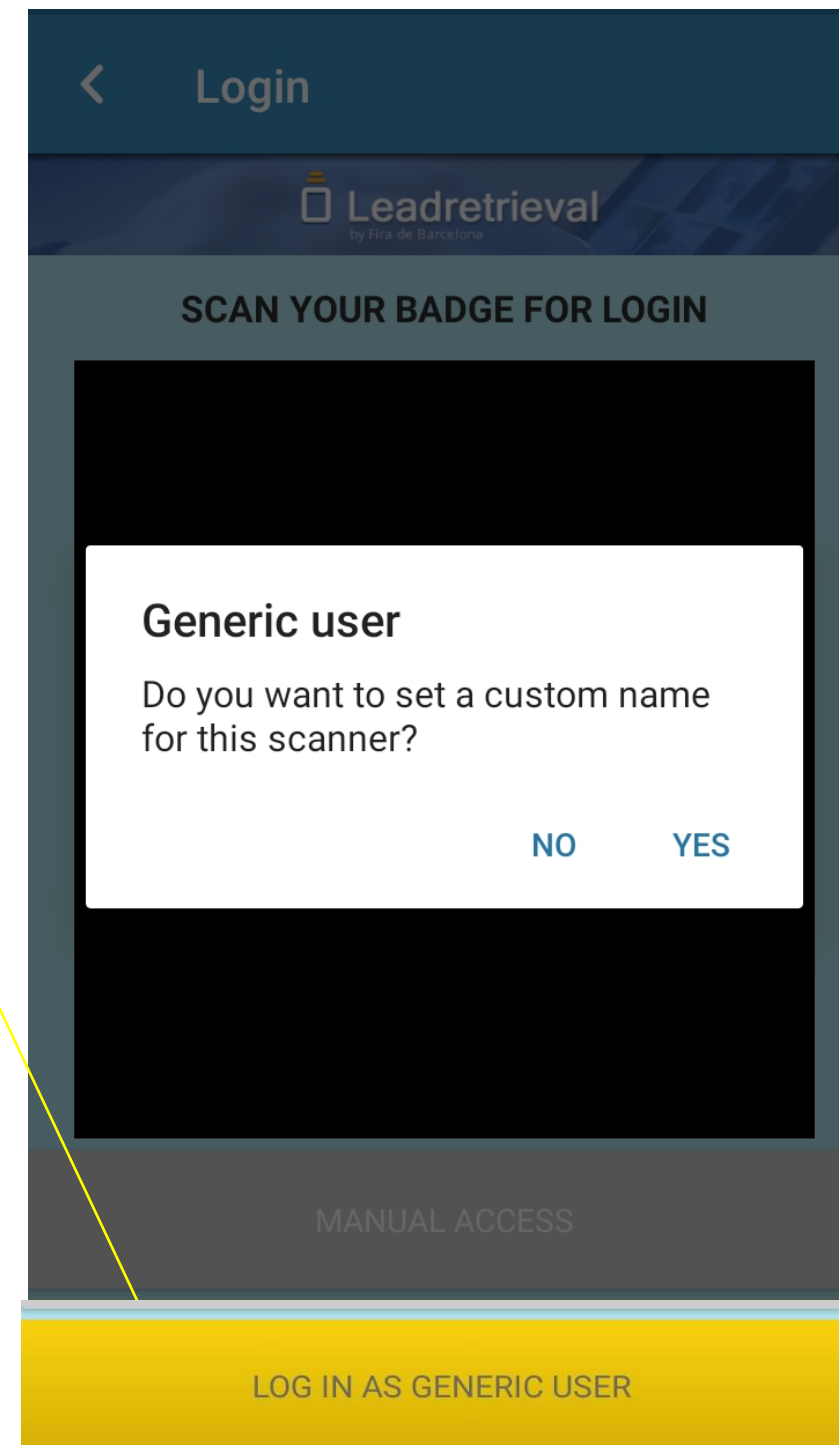Or log-in with a CUSTOM NAME.

DOWNLOAD OUR APP

Available on the App Store

GET IT ON Google Play
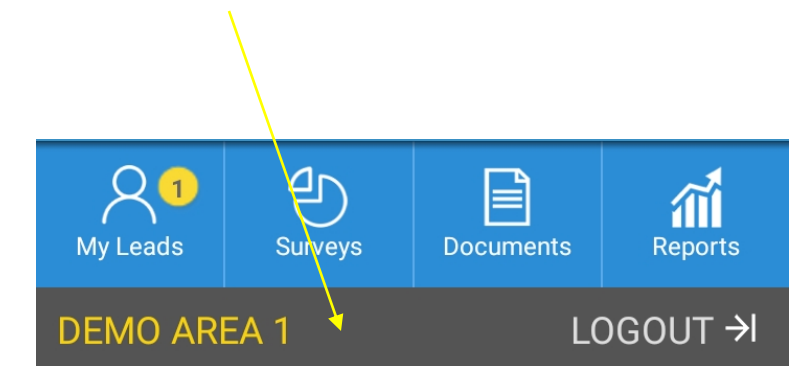
01

CUSTOM NAMES

LOG-IN

Now when you log-in as "generic scanner" you'll be able to choose a custom name for that scanner.

Simply click on "Generic scanner" and a pop-up will appear for you to advise if you want a custom name.

IMPORTANT: Only 1 custom name per device. Otherwise, it'll be rewritten with the newest one.
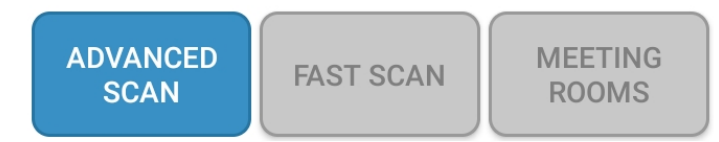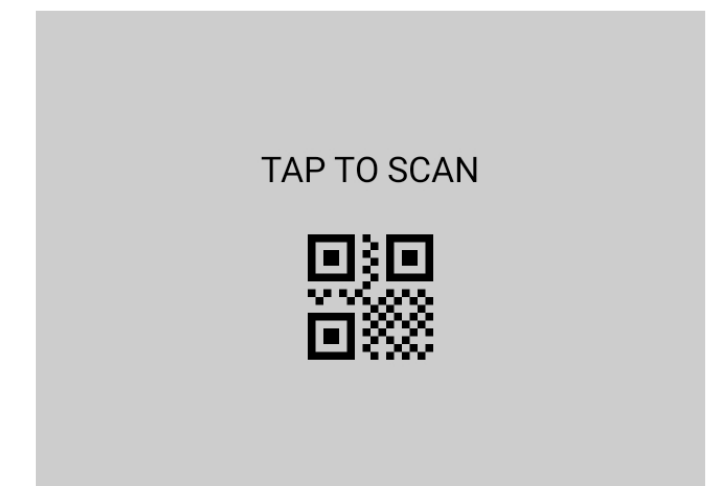
← Login

Leadretrieval
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SCAN YOUR BADGE FOR LOGIN

Generic user

Do you want to set a custom name for this scanner?

NO   YES

MANUAL ACCESS

LOG IN AS GENERIC USER

← Login

Leadretrieval
by Fira de Barcelona

SCAN YOUR BADGE FOR LOGIN

Generic user
Introduce your name:

DEMO AREA 1

OK

MANUAL ACCESS

LOG IN AS GENERIC USER

If "no" it will log you as "Generic scanner"

If "Yes" this pop-up will appear for you to write the name on.

The name will appear on the top left area of the device.

My Leads   Surveys   Documents   Reports

DEMO AREA 1   LOGOUT →

TAP TO SCAN

ADVANCED SCAN   FAST SCAN   MEETING ROOMS
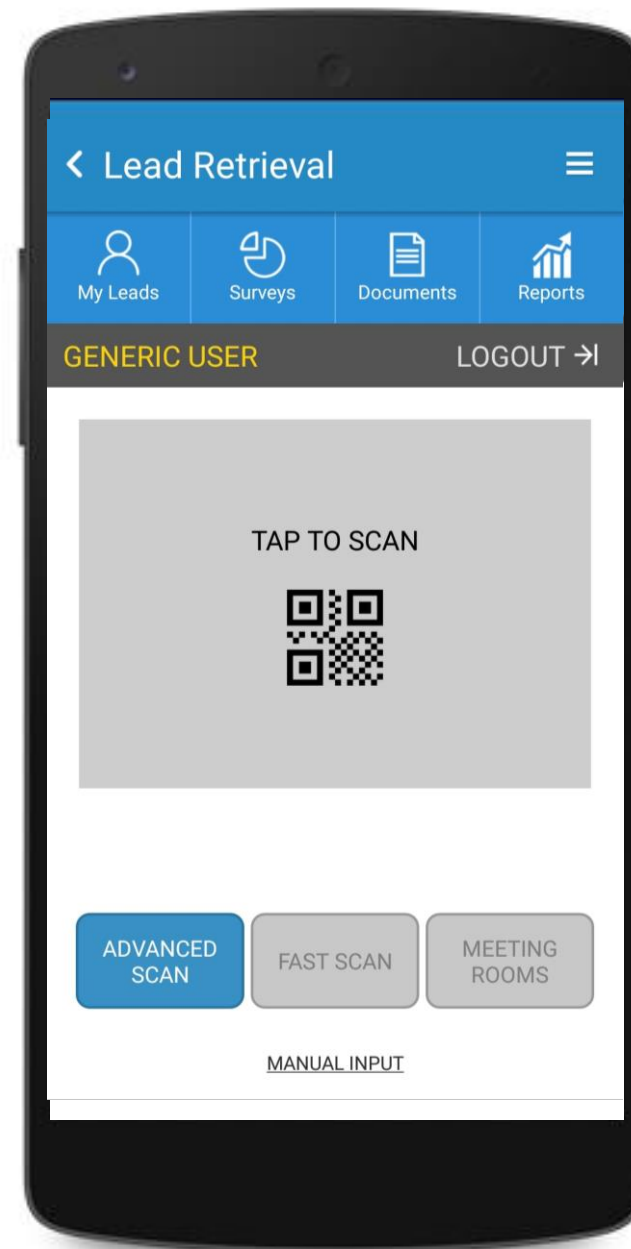
MANUAL INPUT

PROFILE

MY LEADS

View your Leads and their information real-time as you scan. Here you can also edit Notes and Tags.

ADVANCED SCAN (BLUE)

It provides the same information as in FAST SCAN but it also lets you interact more with the additional features that it has.

MANUAL INPUT OF A BADGE

PRE-VISUALIZECUSTOMIZED ADDITIONAL FEATURES

View the documents uploaded as well as the surveys created.

REAL TIME REPORTS

FAST SCAN (YELLOW) `FAST SCAN`

Obtain the information of the scanned person quickly. A Green screen will appear to let you know the Lead has been saved correctly.

MEETING ROOMS (GREEN) `MEETING ROOMS`

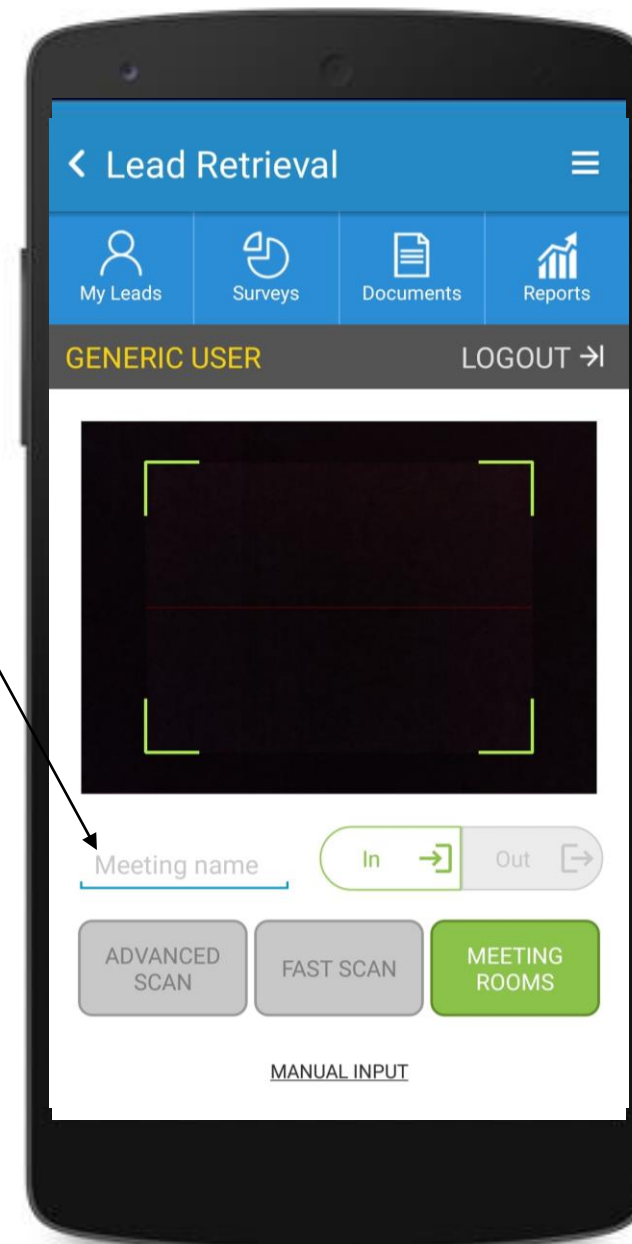Start scanning inside the meeting room mode.

02

Meeting Rooms

This scanning mode will let you scan visitors as 'IN' or 'OUT' inside a meeting or even on your stand.

To start a meeting simply add a **Meeting Name** and start scanning everyone as 'IN'.

Once the meeting is finished you will want to scan everyone that came in as 'OUT'.

To start a new meeting simply change the Meeting Name and scan with IN again.
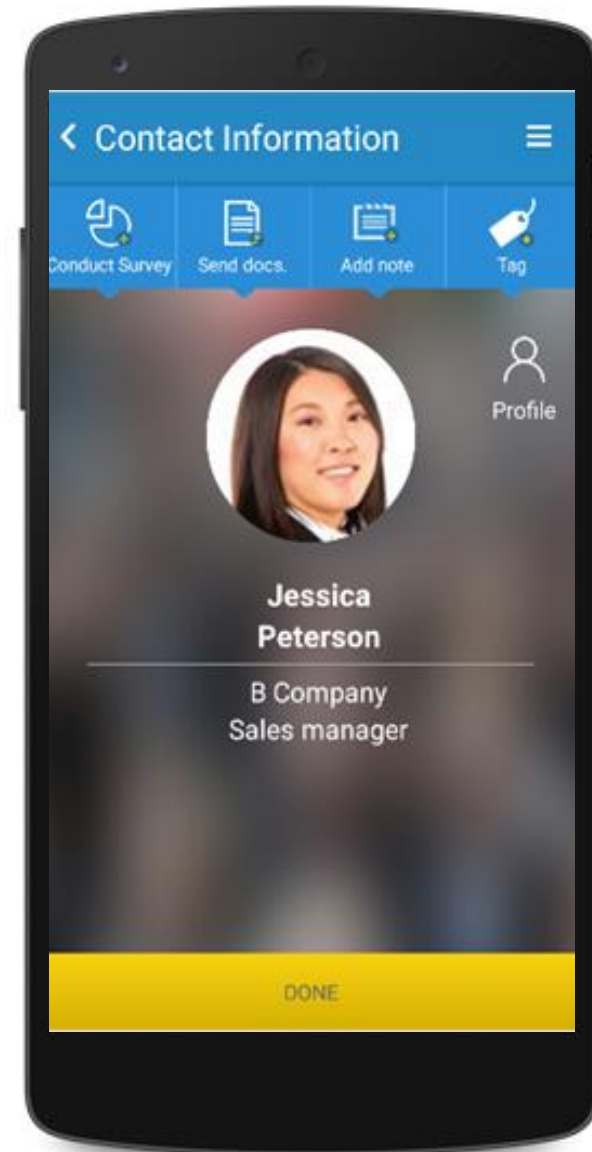
MEETING NAME

Start a meeting by adding a name. All scans and leads will be saved under the Meeting Name on the Portal web

IN/OUT

Scan people IN or OUT with a single click. Scans/Leads will show the visitors information with 'IN' or 'OUT' and the date/hour on the Web Portal.
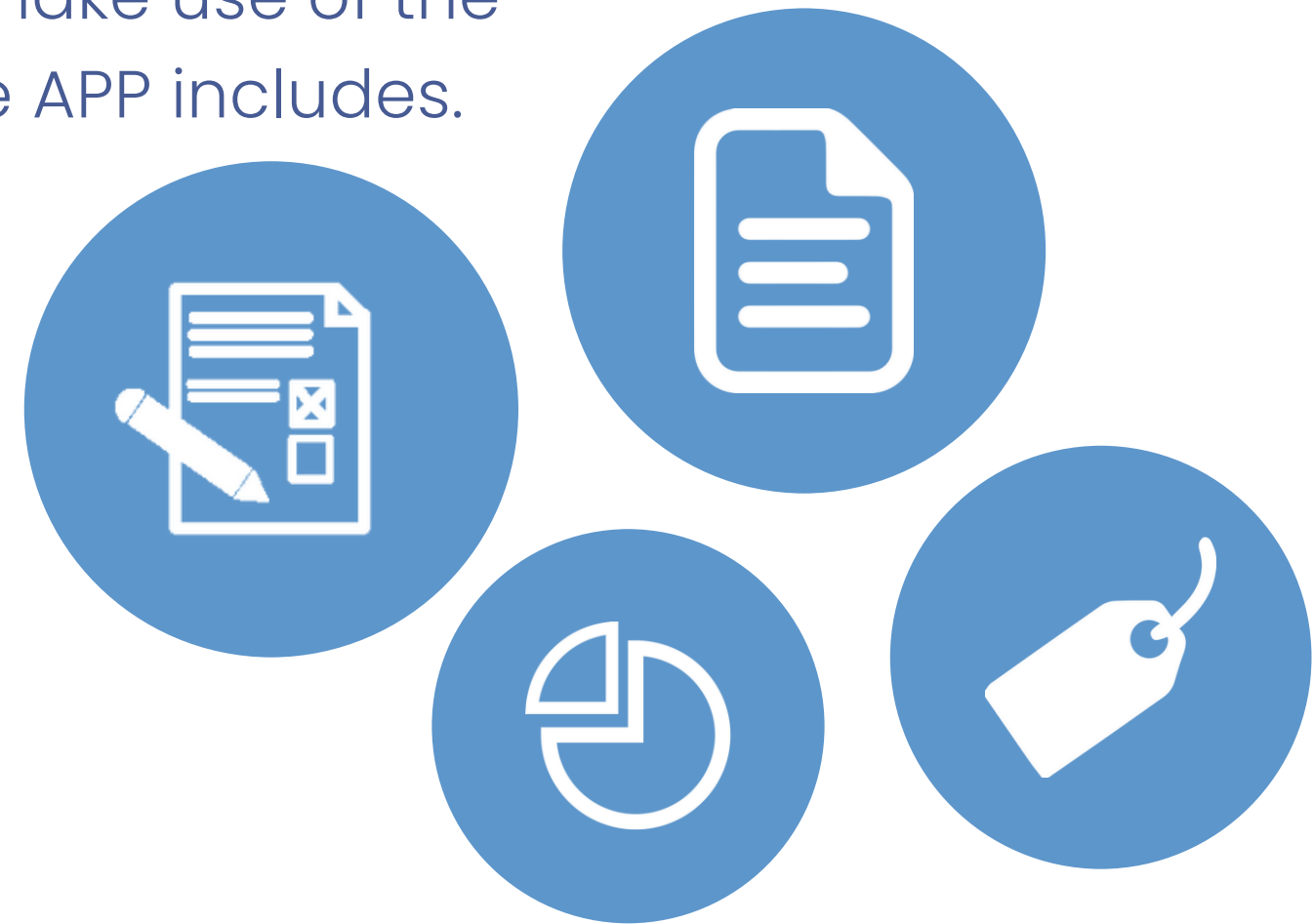
03

ADVANCED SCAN

SCANNED PROFILE

Access the visitors profile and make use of the different additional features the APP includes.

-GDPR **Consent pop-up**

-Conduct **surveys**

-Send **documents**

-Add **notes**

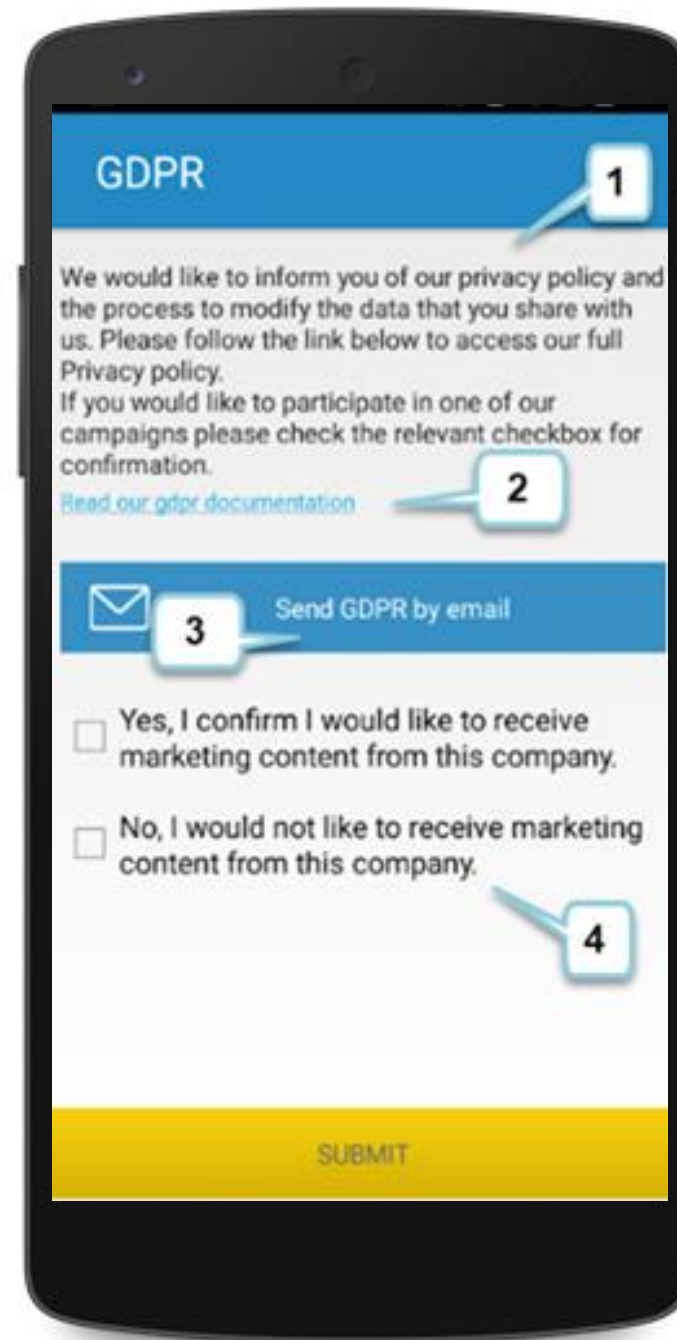-Categorize with custom **tags**

-Send a quick e-mail onsite

Some of these features must have been previously configured through the web portal.

04

ADDITIONAL FEATURES

GDPR POP-UP

It can be set up and forced as a pop-up that will appear when scanning someone or it can be accessed through the scanned attendee profile.
The information and checkboxes are all customizable through the web portal
[For more information please view our GDPR guidelines here](#).

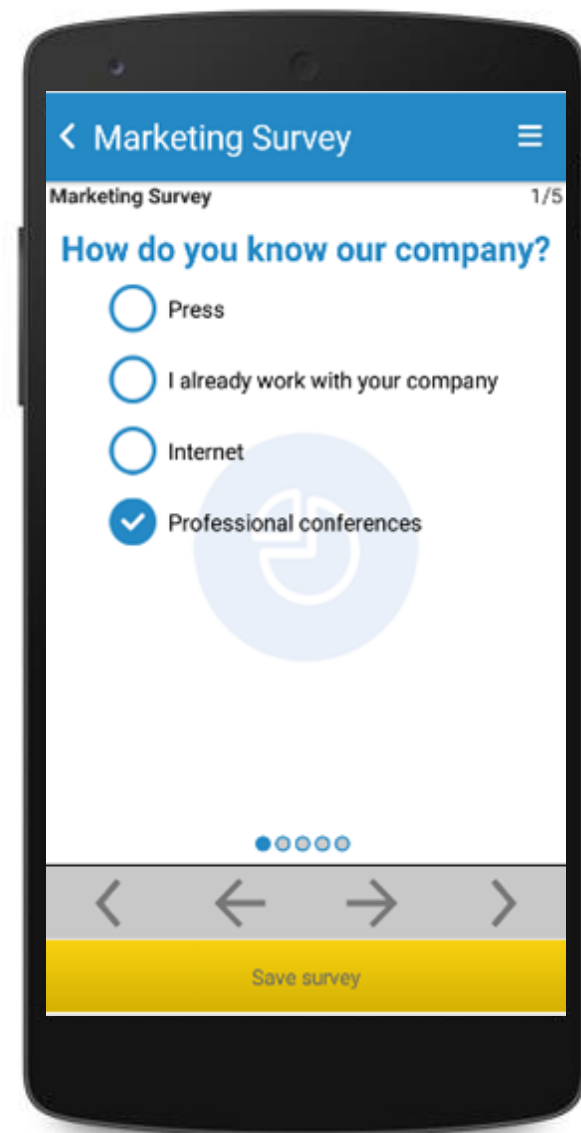### 1. SUMMARY

2. URL LINK

3. SEND AS E-MAIL

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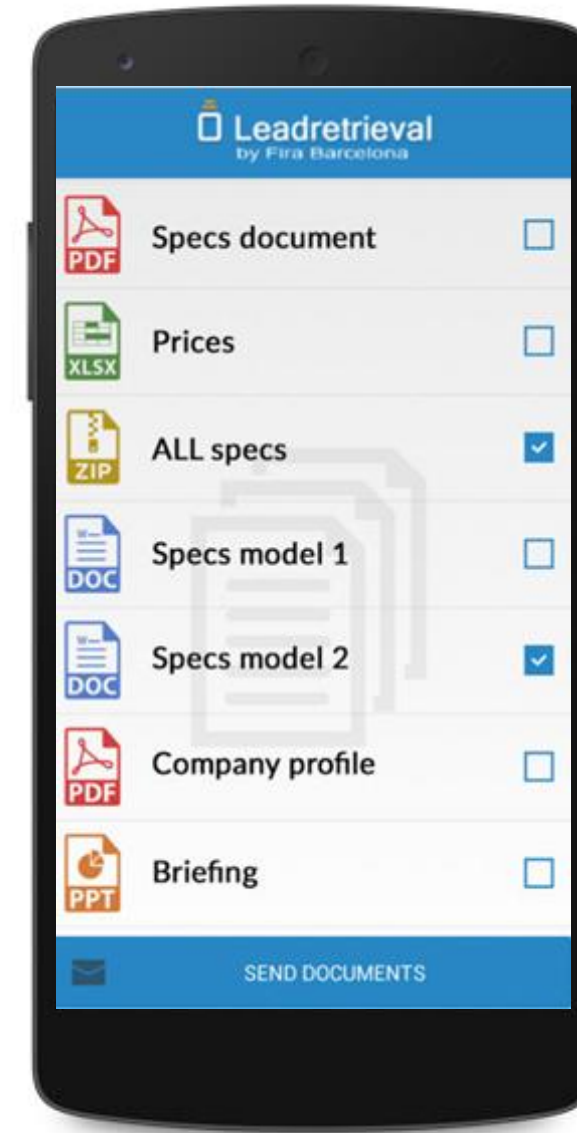
4.CHECKBOXES

Up to four customizable checkboxes.
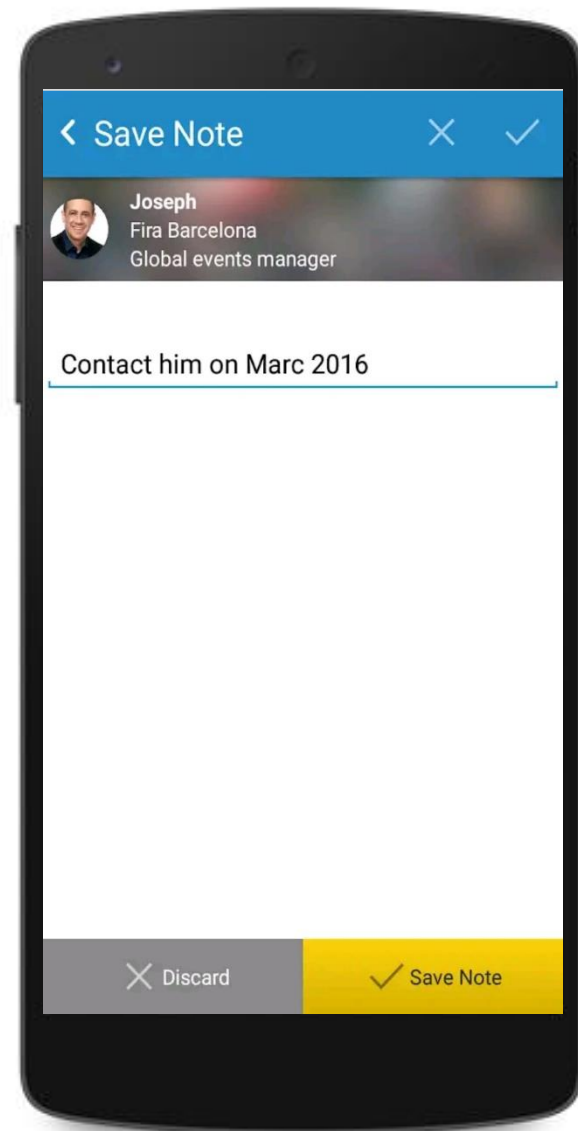
05

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.

SEND DOCUMENTS

Here you can send documents to the person you just scanned. To send a document simply select it and click send document.
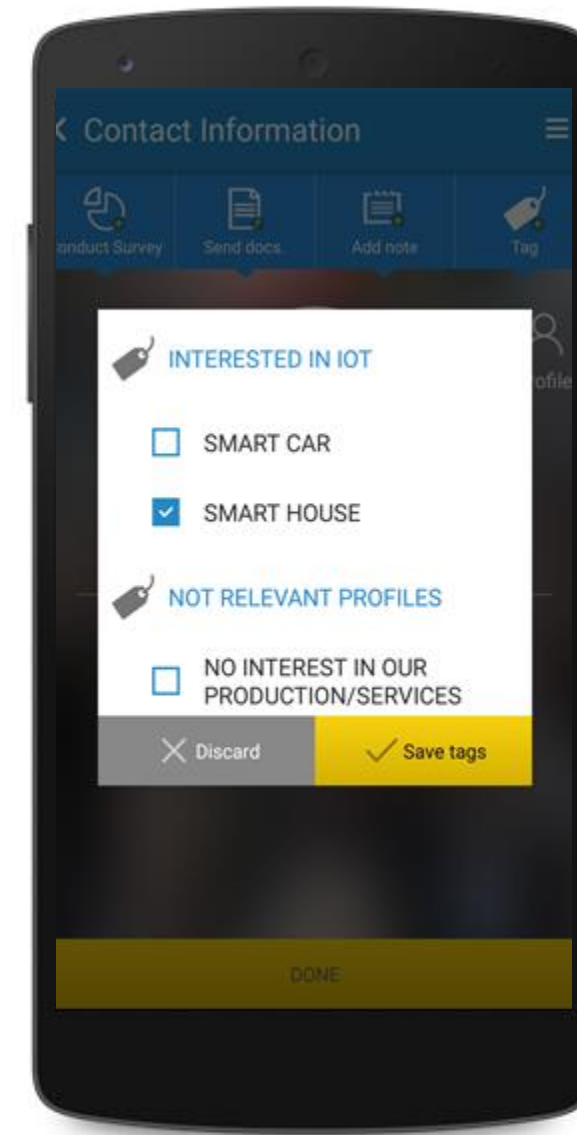
06

ADDITIONAL FEATURES

ADD NOTES

Write annotations on the scanned attendee profile.

These notes can be edited through the My Leads tab on the APP home afterwards.
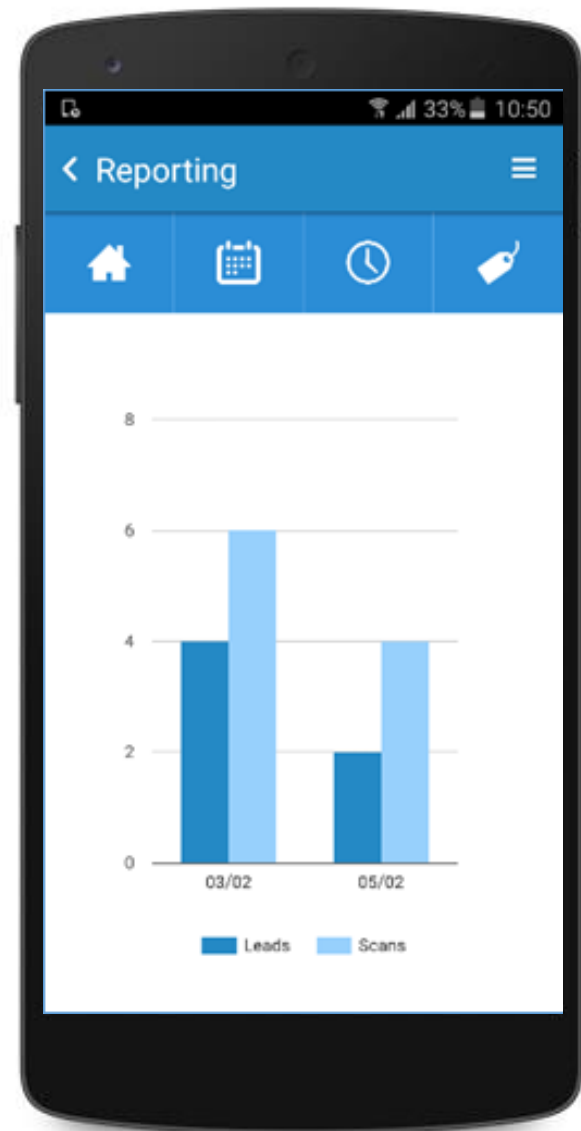
ADD TAGS

Add tags to the scanned attendee for easy post-event filtering and better-quality leads.

Tags can be added or changed through the My Leads tab on the APP home afterwards.

07

REPORTING

REAL TIME REPORTS

You can access Reports from the scanner profile. Visualize stats of daily leads and scans corresponding to the scanner user that is logged in at that given moment.
For more detailed reports and visualization of leads, we suggest accessing the Web Portal.

08

OTHER MANUALS

USER MANUAL

Find more in-depth information about the service and its components

WEB PORTAL MANUAL

Discover how the Web Portal works.

GDPR GUIDELINES

EXPORT YOUR DATA

09

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