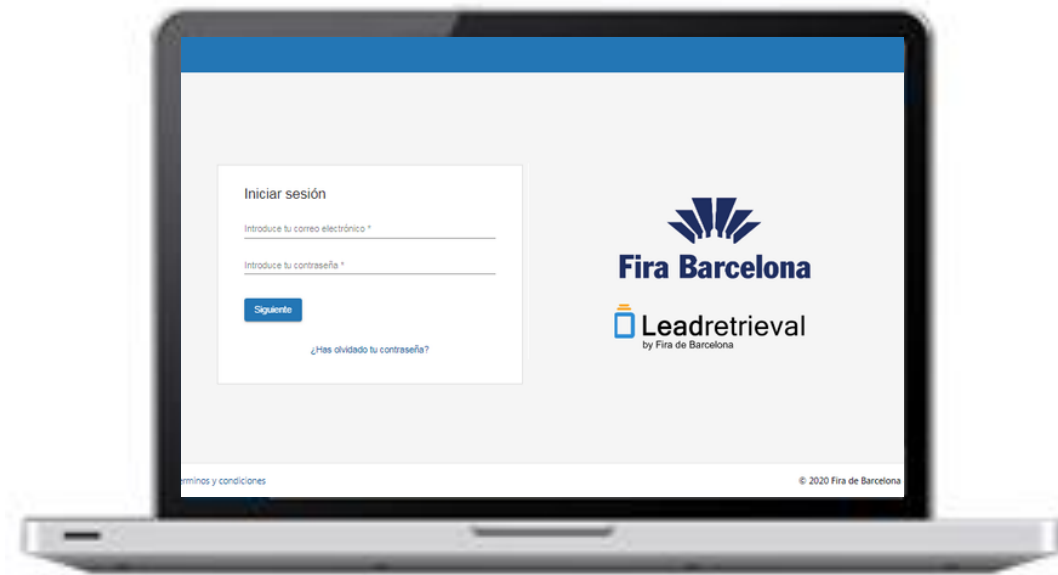


# Web Portal Manual

Convert leads into qualified  
business opportunities in  
real-time

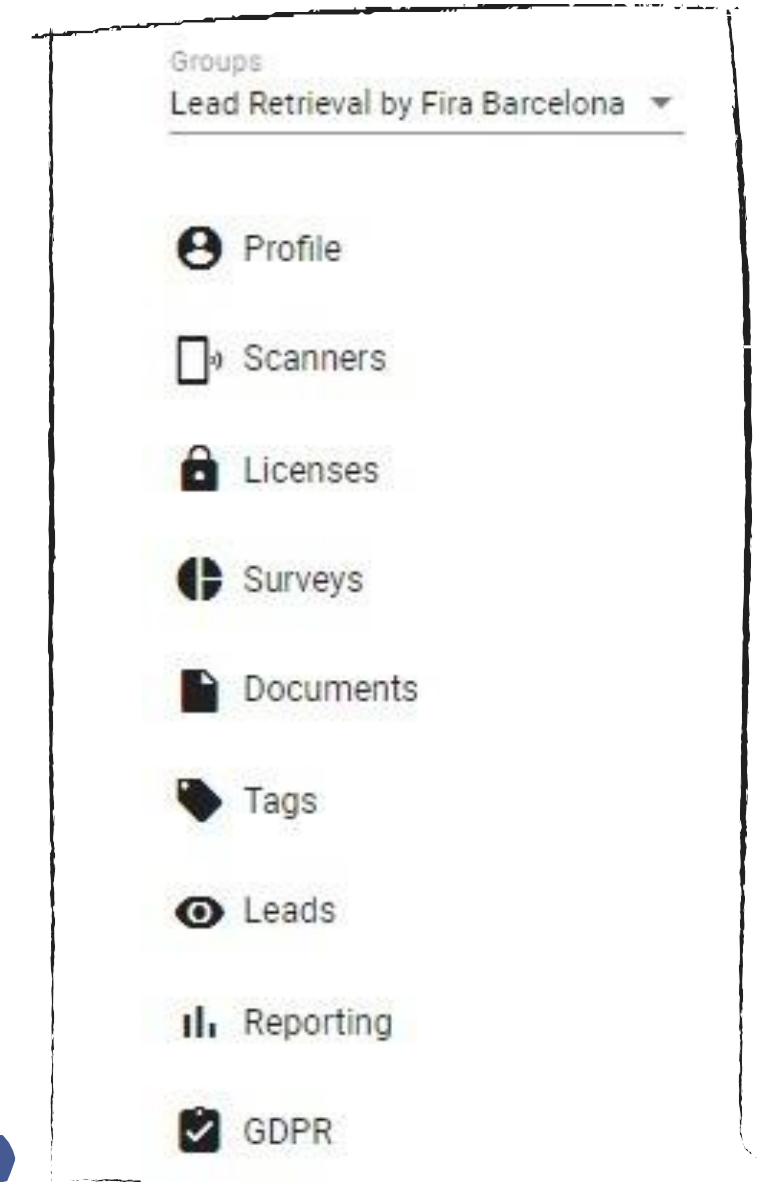
# WEB PORTAL



## CUSTOMIZE THE SERVICE

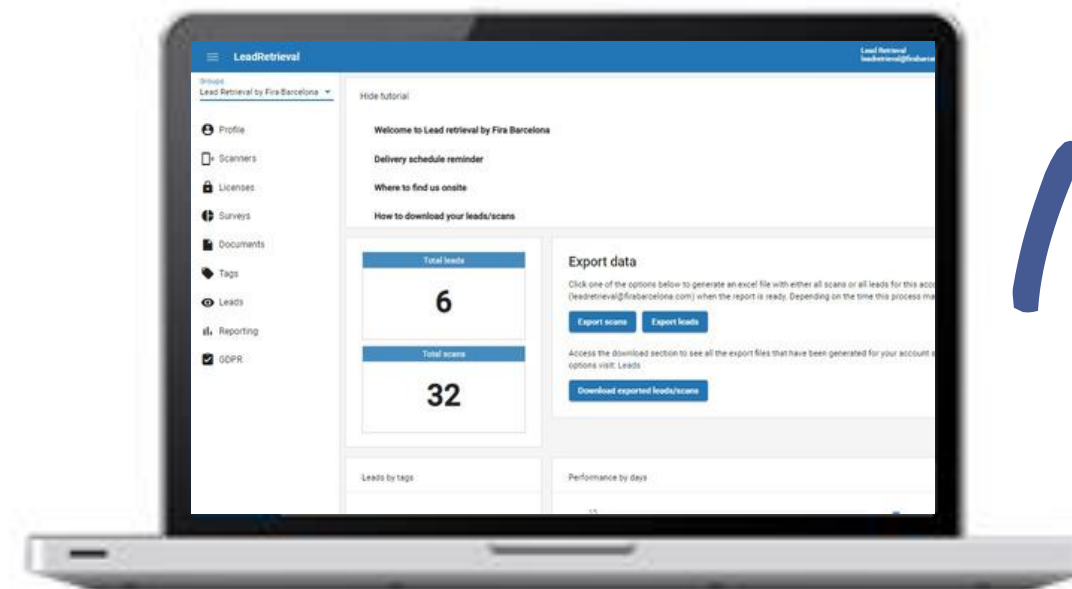
Within the web portal, you can view your Leads and Scans in real-time as well as customize the additional features before the event.

After the event, download all of your Leads and Scans with a single click.

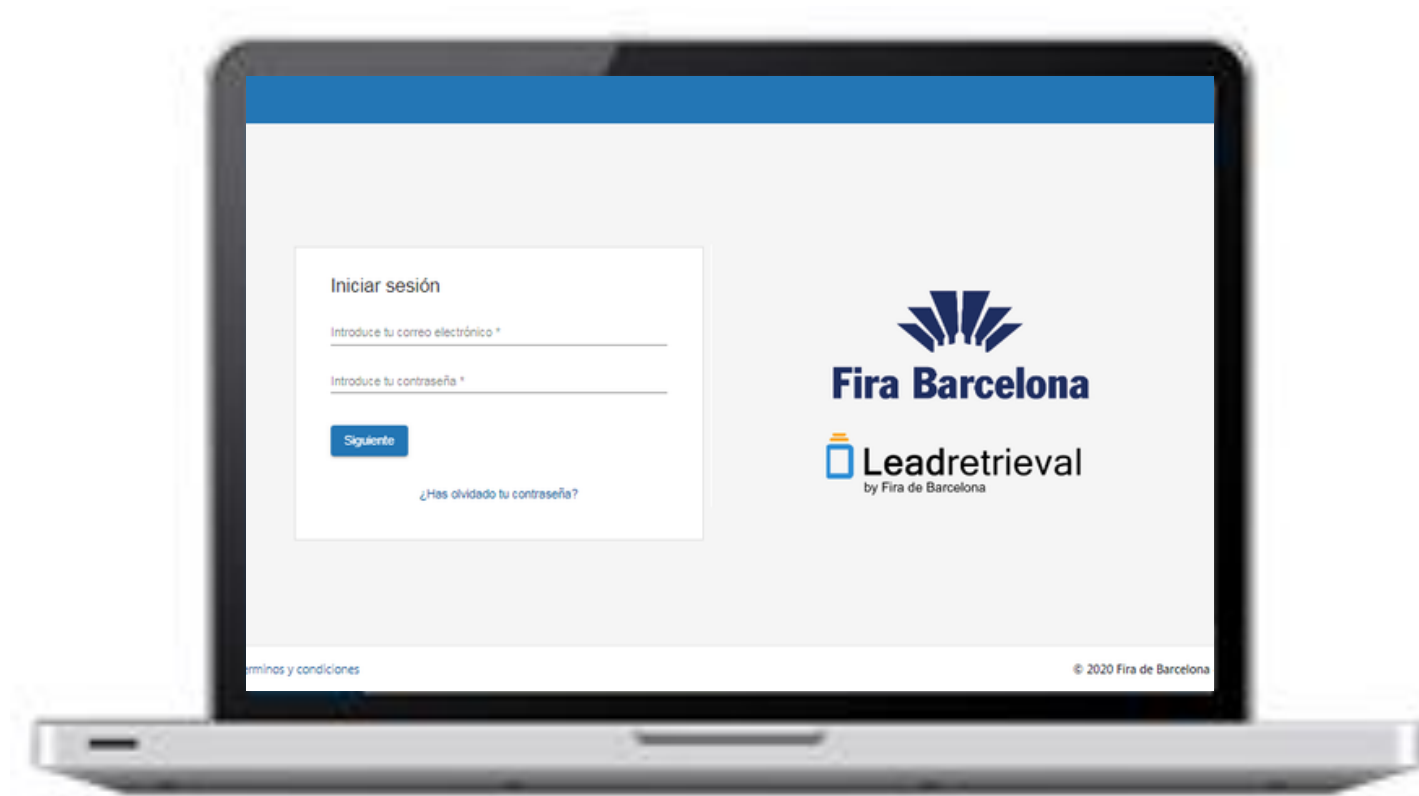


## ACCESS THE WEB PORTAL

As the administrator you can access your web portal account with the e-mail that was used to make the purchase.



# ACCESS



## SIGN IN

in the following link: <https://lrback.firabarcelona.com> with the credentials of the administrator.

Input the administrator e-mail as well as the generated password that you should have received with the credentials e-mail.

Please check your SPAM folder if you can't find it, otherwise contact us directly so we can re-send it.


If you don't know who's the administrator of your company's Lead Retrieval account please contact us directly.


# 02

# MENU

Groups


Lead Retrieval by Fira Barcelona ▾

 Profile

 Scanners

 Licenses

 Surveys

 Documents

 Tags

 Leads

 Meeting Rooms

 Reporting

 GDPR

**Access to your events/accounts**

**Change your account information**

**List of logged scans**

**Licenses information and company code**

**Create surveys and configure workgroups**

**Upload documents**

**Create tags**

**View and download your leads/scans**

**View and download your meeting rooms reports**

**View reports (in real-time)**

**Create a consent pop-up**

03

# WEB PORTAL

## CUSTOMIZE THE SERVICE

To be able to use our service at its full performance, we advise our clients to configure the service (set up all the external features) before the event starts.

To do so, you must be logged-in to the Web Portal as the configuration will take place there. In this guide, we will explain how to configure the service from the Web Portal.

**GDPR CONSTENT  
POP-UP**

**DOCUMENTS**

**SURVEYS**

**TAGS**

# GDPR CONSTENT POP-UP

LeadRetrieval

Lead Retrieval  
leadretrieval@firabarcelona.com

Help Log out Recover user

Groups  
Lead Retrieval by Fira Barcelona

GDPR

## General Data Protection Regulation Configuration

Enabling this option allows you to force a privacy policy confirmation dialog after all, or certain types of, scans. This way you can allow the visitor to log their acceptance of your privacy policy and their agreement to be included in certain marketing campaigns right at the moment of scanning. Please take a look at our [GDPR Guidelines](#) for more detailed information.

- Enable GDPR
- Force GDPR visualization after each advanced scan  
 Force GDPR visualization after each fast scan

### Display fields

Description

We would like to inform you of our privacy policy and the process to modify the data you share with us

Url description

Read our GDPR documentation

Url

i.e: <https://cloud.google.com/security/gdpr>

Custom field #1

Yes, I confirm I would like to receive marketing contact from this company

Custom field #2

No, I do not confirm I would like to receive marketing contact from this company

Custom field #3

Maybe, I will decide a a later time

Custom field #4

- 1.Enable pop-up
- 2.Make the pop-up mandatory on Advanced scan and Make GDPR mandatory on Fast scan
- 3.A small summary/description

- 4.An URL and its description that can be opened and sent through the APP
- 5.Up to 4 checkboxes

05

# SURVEYS

Lead Retrieval

Lead Retrieval  
leadretrieval@fira-barcelona.com

Help Log out Recover user

Groups  
Lead Retrieval by Fira Barcelona

Home / Surveys / Edit

### Survey Information

Description \*  
Survey

Name \*  
Survey

Visible

### Questions:

**Question 1**

Question type \*  
simple choice

Mandatory

Visible

Description \*  
Question1

Question text \*  
Question1

**Answer 1**

Description \*  
Answer1

Add answer

↓ ×

Create and customize your own Surveys.

Types of questions featured:

- Simple and multiple choice
- Small and long text
- Date

Save survey to finish creating it.

06

# WORKGROUPS

Home / Surveys / Work groups / Edit

**i** Create work groups to assign different surveys to different scanners. A scanner can only be in one work group.

You can force surveys by making a Workgroup. Add your company scanners to a Workgroup and assign them the survey.

Name\*  
Workgroup1 Name of workgroup

Survey\*  
Survey Select the desired survey (out of your created surveys)

- Survey is mandatory Make survey as mandatory (will appear first after scanning)
- Mode FastScan disabled Disable the mandatory survey on fast scan

Scanners of my company available:

[Badge number] [Scanner name]

Other scanners by Badge number:

Badge number Select who will be part of this workgroup

Add

Save

add scanners manually  
(with their badge id)

Other scanners by badge number

Badge number:  Add

ADD

07



# DOCUMENTS

After scanning a contact with the App you will be able to send him/her documents such as catalogues or product presentations onsite. In order to do that, upload your documents here to be able to use it on the APP.

Lead Retrieval  
leadretrieval@firabarcelona.com Help Log out Recover user

Groups  
Lead Retrieval by Fira Barcelona

Documents

### Document list

+ Upload file + Add link Search

Name	File	Actions
FILE1	ENG MWC USER GUIDE.pdf	⬇️ 🗑️
FILE2	ENG_MWC APP MANUAL.pdf	⬇️ 🗑️
FILE3	ENG_MWC How to download your data.pdf	⬇️ 🗑️
FILE5	User manual_ENG 03.2019.pdf	⬇️ 🗑️

Upload documents or links.  
Upload files of up to 5MB. You can upload up to 10 documents and links.

Items per page: 10 1-7 of 7 |< < > >|

# TAGS

When scanning a lead, the user will have the option to tag it with whatever categories and tags were previously created in the Web Portal. This can be used to categorize potential customers.

The screenshot shows the 'Lead Retrieval' web portal interface. The top navigation bar includes the 'Lead Retrieval' logo, user information (leadretrieval@firabarcelona.com), and links for 'Help', 'Log out', and 'Recover user'. The main content area is titled 'Tags' and features a 'New tag' form. The form has two input fields: 'Category name \*' with the example 'Potential client' and 'Tag name \*' with the example 'Interested in demo'. A 'Create tag' button is located at the bottom right of the form. Below the form is a section titled 'Available Tags' which contains a search bar and a table of existing tags.

Category name	Tag name	Actions
FOLLOW UP	CALL TO DISCUSS PURCHASE	
NO INTEREST	NOT INTERESTED IN 'PRODUCT A'	
POTENTIAL CLIENTS	INTEREST IN DEMO	
POTENTIAL CLIENTS	INTERESTED IN GENERAL INFO	

# LEADS

The screenshot shows the 'Lead Retrieval' web portal. The top navigation bar includes the logo, user email, and links for Help, Log out, and Recover user. The left sidebar shows a menu with 'Leads' highlighted and a callout '1'. The main content area is titled 'Leads' and contains an 'Export data' section. This section explains that LEADS are all attendees scanned and SCANS are individual scans. It provides instructions on how to generate an Excel file and offers two buttons: 'Export scans' and 'Export leads', with a callout '2' pointing to the 'Export leads' button. Below this, there is a 'Download exported leads/scans' button with a callout '3'. The bottom section of the page is a table titled 'Leads' with columns for Lastname, Firstname, Company, Jobtitle, E-mail, Scanner full name (Badge number), and Actions. A search bar is located above the table.

Lead Retrieval  
leadretrieval@firabarcelona.com Help Log out Recover user

Groups  
Lead Retrieval by Fira Barcelona

Leads

### Export data

LEADS: all the attendees scanned with your devices, one line per attendee  
SCANS: each individual scan, possibly multiple lines per lead

Click one of the options below to generate an excel file with either all scans or all leads for this account (default) or for a specific scanner (select below). You will receive an email in your inbox (leadretrieval@firabarcelona.com) when the report is ready. Depending on the time this process may take a few hours to complete.

Export scans Export leads

Access the download section to see all the export files that have been generated for your account so far. Click on the following button to download.

Download exported leads/scans

### Leads

Choose scanner \*

Filter by scanner

Search

Lastname	Firstname	Company	Jobtitle	E-mail	Scanner full name (Badge number)	Actions
List of all your Leads in real-time						

2. Lead information can be exported in an Excel file for later importation into your CRM, by clicking on the Export Scan or Export Lead button.

3. Access your generated files by clicking on 'Download exported Leads/Scans'

Your leads/scans report will be generated within seconds (or up to a couple of hours in case of a lot of simultaneous downloads) You can then download them directly from the web portal using the download exported leads/scans button

10

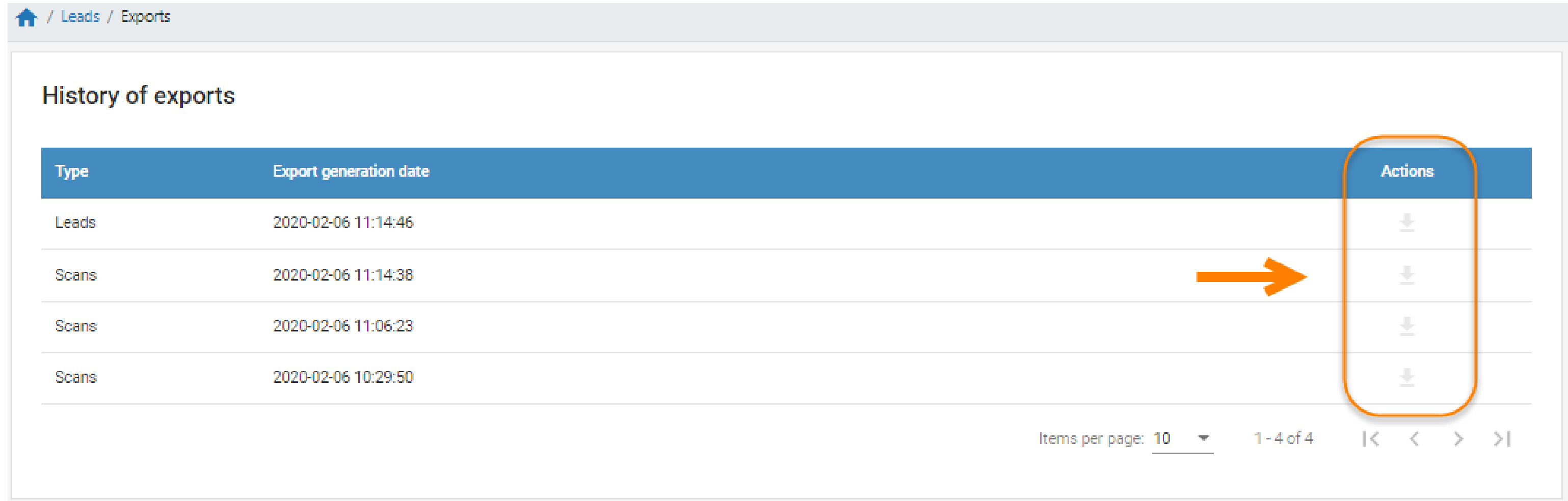
# LEADS

🏠 / Leads / Exports

### History of exports

Type	Export generation date	Actions
Leads	2020-02-06 11:14:46	↓
Scans	2020-02-06 11:14:38	↓
Scans	2020-02-06 11:06:23	↓
Scans	2020-02-06 10:29:50	↓

Items per page: 10 1 - 4 of 4 |< < > >|



Your leads/scans report will be generated within seconds (or up to a couple of hours in case of a lot of simultaneous downloads) You can then download them directly from the web portal using the download exported leads/scans button

# MEETING ROOMS

Export and download your Meetings reports

## Meeting Rooms scans

Export Meeting Rooms

Download exports

Select meeting

Meeting 4

×

Select a Meeting to view or export

🔍 Search

Lastname	Firstname	Company	Jobtitle	E-mail	Scanner full name (Badge number)	Meeting	Scan type	Visit date
					Generic Scanner - 231	Meeting 4	In	2021-05-31 17:03:20
					Generic Scanner - 231	Meeting 4	Out	2021-05-31 17:04:16

Items per page: 10

1 - 2 of 2

⏪ ⏩ ⏴ ⏵

# REPORTS

Lead Retrieval  
leadretrieval@firabarcatalonia.com Help Log out

Groups / Reports

Total leads: 6 Total scans: 18

Choose one day Choose one user X

Display Leads and scans

Chart type Percentage

By scanner By day By hour Job details By tags

Name	Leads	%	Scans	%
-	6	60.00	9	50.00
-	1	16.67	2	11.11
-	2	33.33	5	27.78
-	1	16.67	2	11.11

Leads

Scans

Terms & conditions leadretrieval@firabarcatalonia.com

The Web Portal offers leads statistics and reporting with many options and filters inside the Reporting tab.

Filter by date or/and user and choose below how to visualize the information (by tags, by hour...)

# OTHER MANUALS

## [USER MANUAL](#)

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

## [GDPR GUIDELINES](#)

## [APP MANUAL](#)

Discover how the Lead Retrieval APP works.

## [EXPORT YOUR DATA](#)

# Contact US



## EMAIL

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## WEBSITE

<https://leadretrieval.firabarcelona.com/>

## PHONE

+34 93 233 2773