Web Portal Manual

Leadretrieval
by Fira de Barcelona

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.

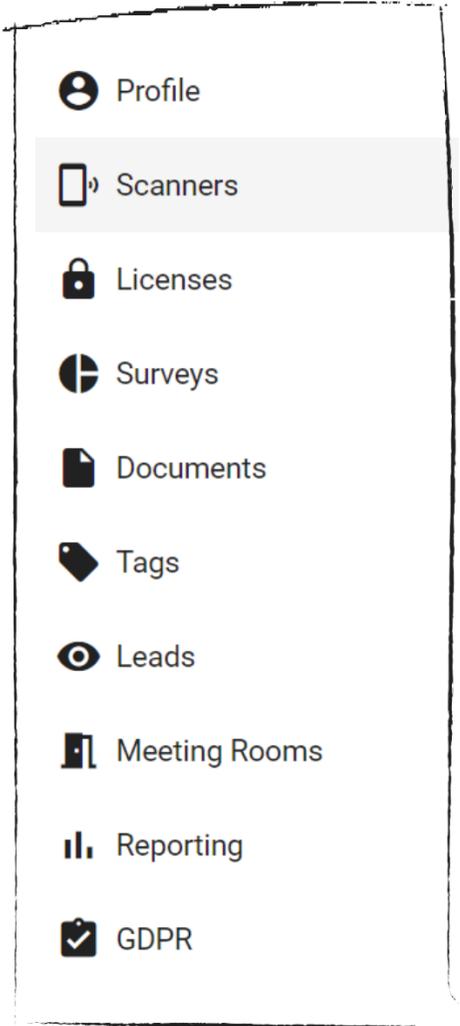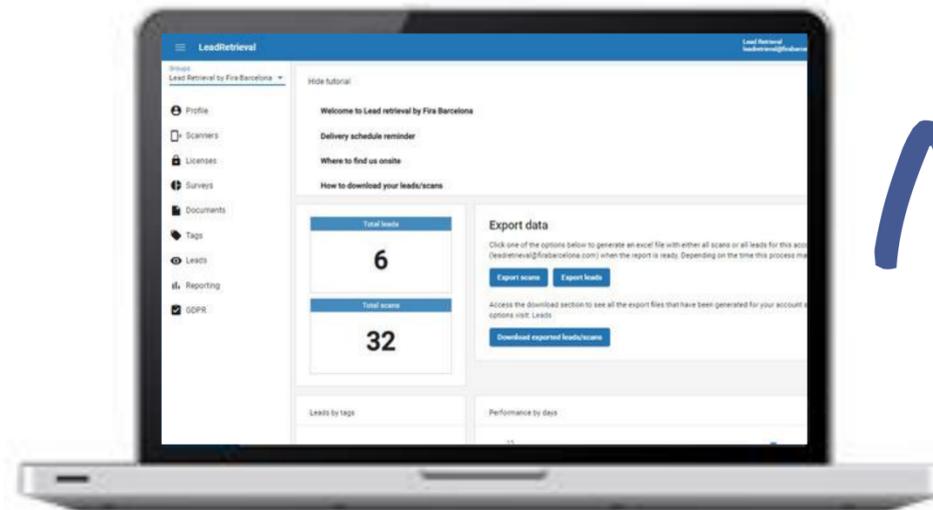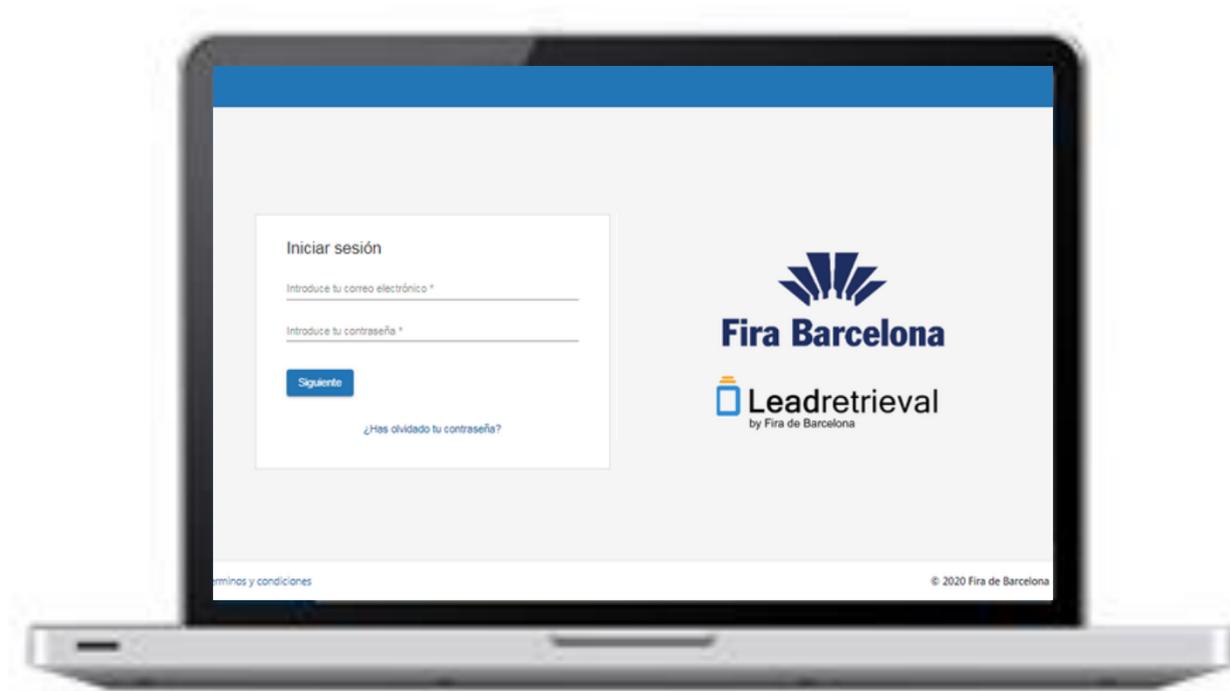After the event, download all of your Leads and Scans with a single click.
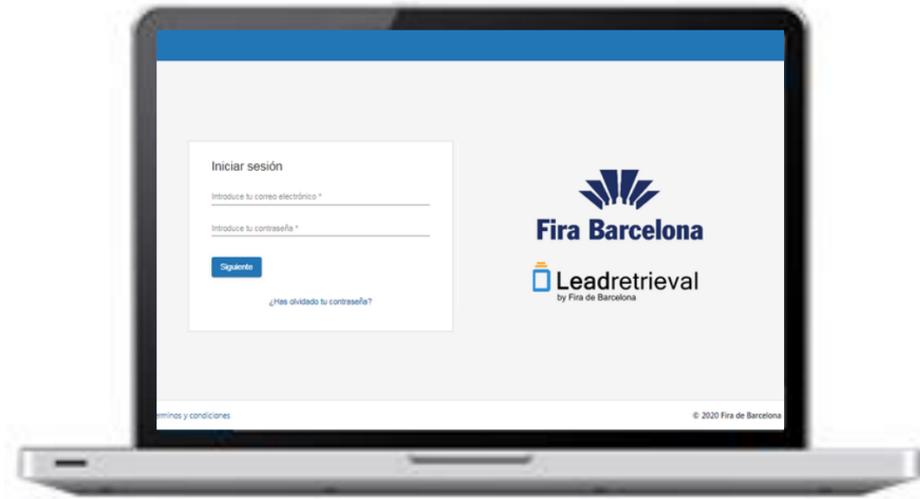
ACCESS THE WEB PORTAL

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

- Profile
- Scanners
- Licenses
- Surveys
- Documents
- Tags
- Leads
- Meeting Rooms
- Reporting
- GDPR

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ACCESS

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.

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MENU

Groups
Lead Retrieval by Fira Barcelona ▾

👤 Profile — **Access to your events/accounts**

Change your account information

📱 Scanners — **List of logged scans**

🔒 Licenses — **Licenses information and company code**

◓ Surveys — **Create surveys and configure workgroups**

📄 Documents — **Upload documents**

🏷 Tags — **Create tags**

👁 Leads — **View and download your leads/scans**

🚪 Meeting Rooms — **View and download your meeting rooms reports**

📊 Reporting — **View reports (in real-time)**

📋 GDPR — **Create a consent pop-up**

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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

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GDPR CONSTENT POP-UP

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**

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SURVEYS

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.

WORKGROUPS

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

Name *
Workgroup1 **Name of workgroup**

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

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

☑ 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

Other scanners by Badge number:

Badge number **Select who will be part of this workgroup**

Add

Save

Other scanners by badge number

add scanners manually (with their badge id)

Badge number: [   ] **Add**

ADD

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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.

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

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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.

'Category name'
For example: 'Potential client'

'Tag name':
For Example: 'Interested in demo'

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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]

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

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

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

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LEADS

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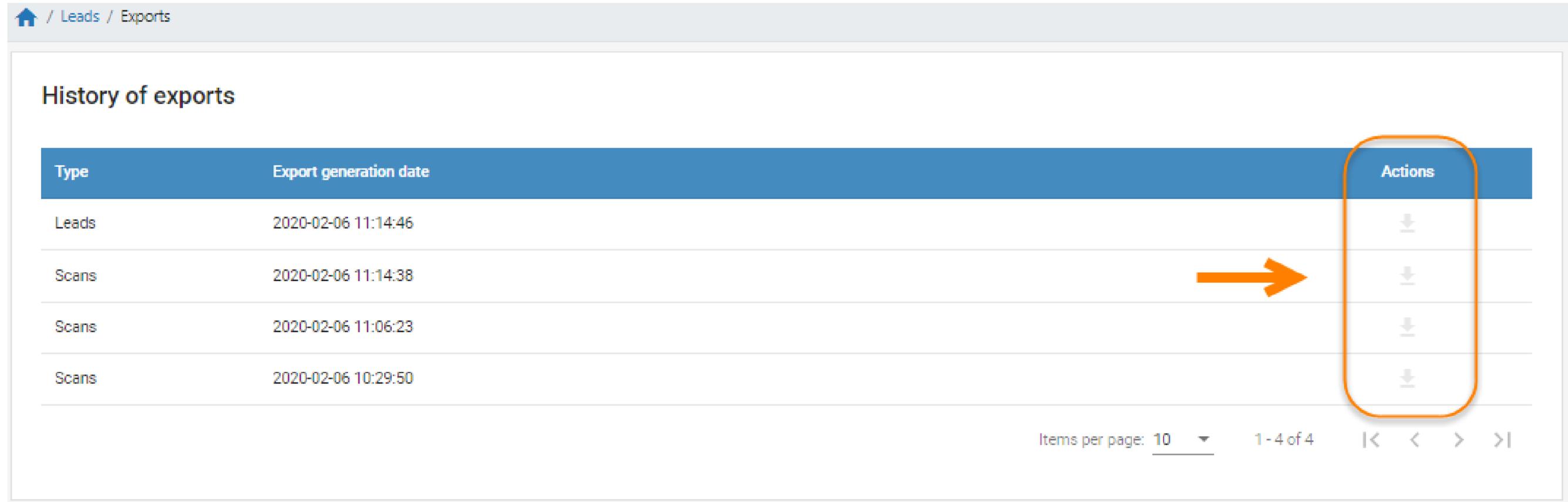
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MEETING ROOMS

Export and download your Meetings reports

Meeting Rooms scans

Export Meeting Rooms   Download exports

Select meeting   Select a Meeting to view or export
Meeting 4   ✕

List of scanned visitors with information and scan type IN/OUT   🔍 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 |< ‹ › >|

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REPORTS

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...)

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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

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Contact us

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