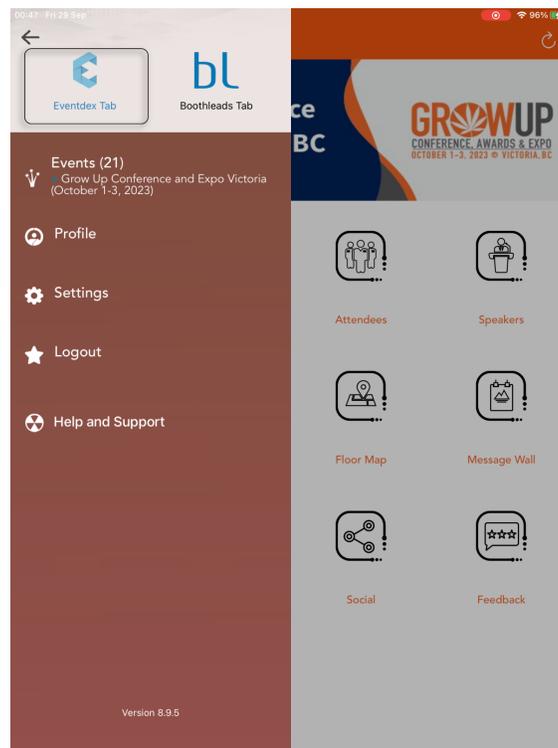


Lead Retrieval Instructions

Step 1

Login to Eventdex App with your Lead Retrieval credentials, tap on the event, go to the side menu, and select BoothLeads.



Step 2

Once you select Boothleads, you will see Scan, Lead Retrieval, Lead Qualifiers, and Lead Attachments.

Scan - You can Scan the attendee's QR code who visits the booth.

Lead Retrieval - You can check your scanned leads and edit them if you want to update them.

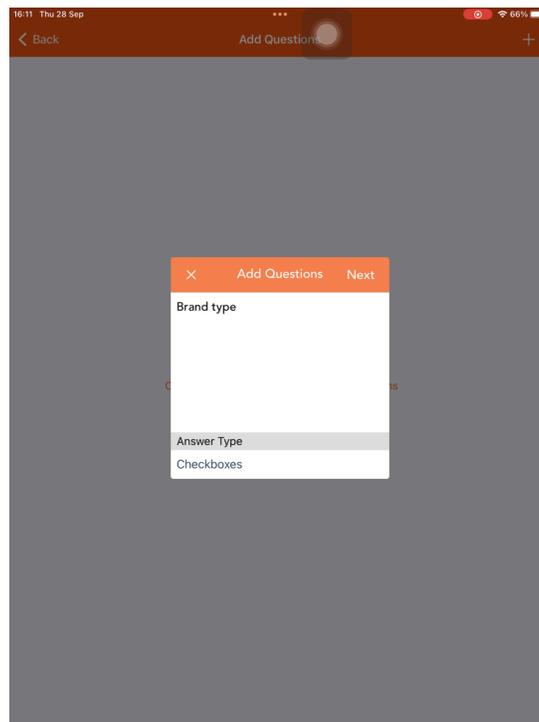
Lead Qualifiers - You can add questions for the leads to answer.

Lead Attachments - You can attach documents to share with visitor right from the app.



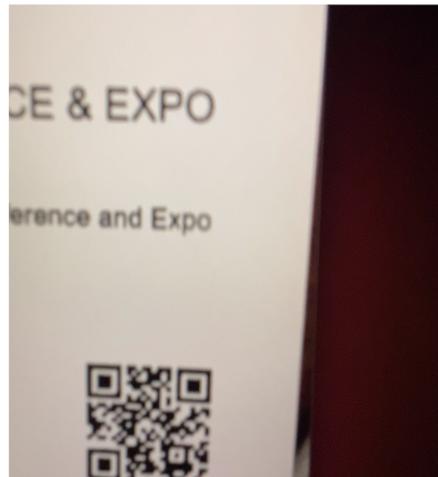
Step 3

To add questions, Go to Lead Qualifiers -> click on “+” on the right top -> Add Question -> Select Answer type as Checkboxes -> Click on Next -> give options and save.



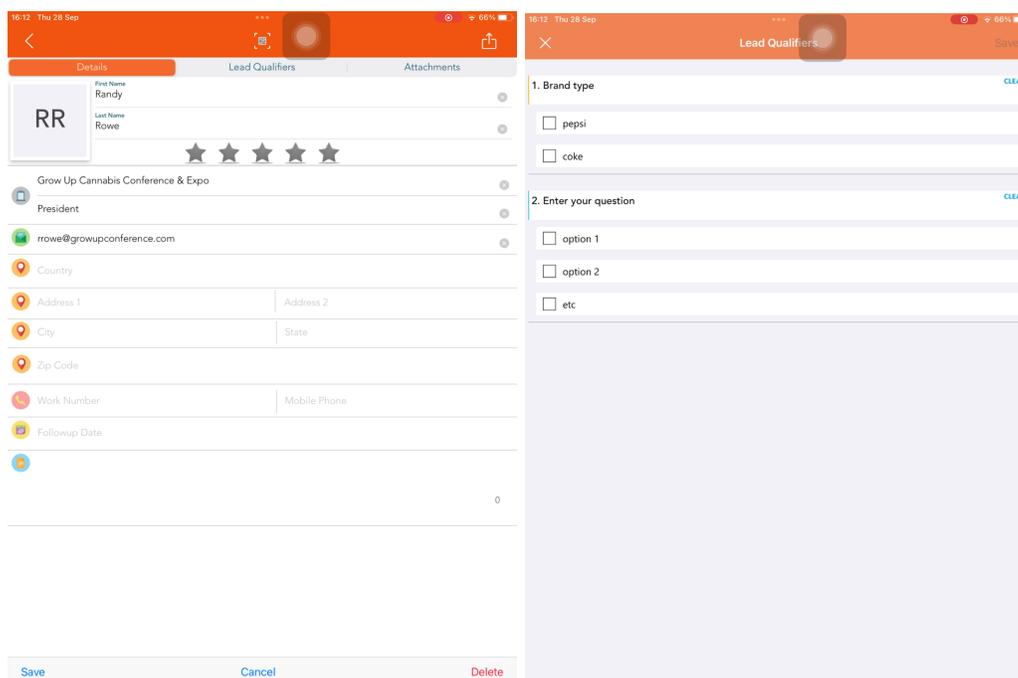
Step 4

Scan the QR code on the attendee/visitor badge.



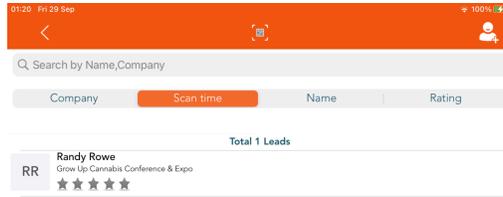
Step 5

Once you Scan the Lead, you will see the attendee profile and Lead qualifiers.



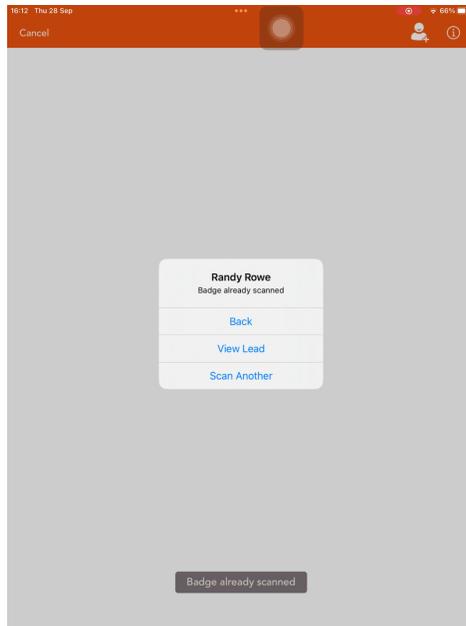
Step 6

You can check your leads in the Lead Retrieval option.



Step 7

If you attempt to scan a QR code or a lead already scanned, you will receive an alert indicating that the badge has already been scanned. You will then have the option to go back, view the lead, or scan another badge.



You can modify the lead profile, Lead Qualifier answer, and other information and save it.