

Lead Retrieval Tool User Guide

By: Info Salons

Version: V1.2.0



General Introduction:

The Lead Retrieval Tool is provided by Info Salons to every exhibitor for the event, allowing you to scan and record potential on-site leads and add remarks based on face-to-face conversations.

The tool supports two languages; you can freely toggle between English and Simplified Chinese.

Data can be exported in Excel format as a post-show lead-retrieval report.

There are two types of exhibitor accounts, admin and booth staff.

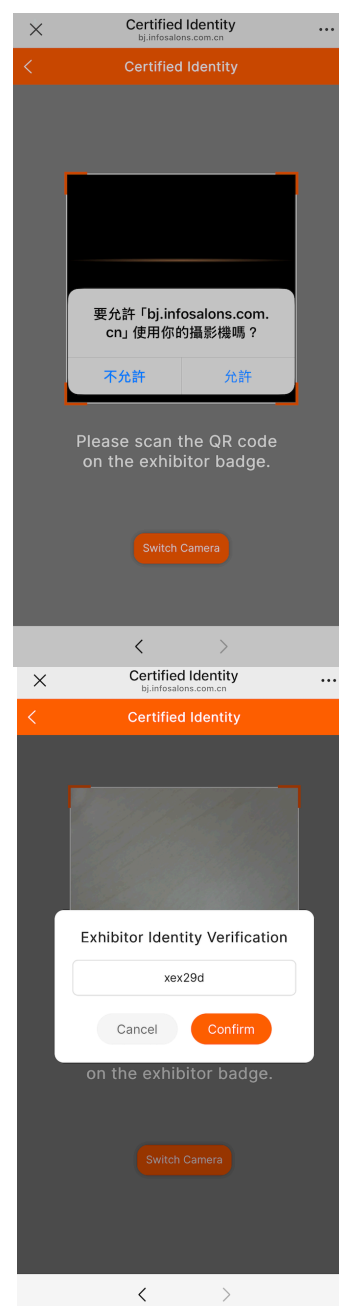
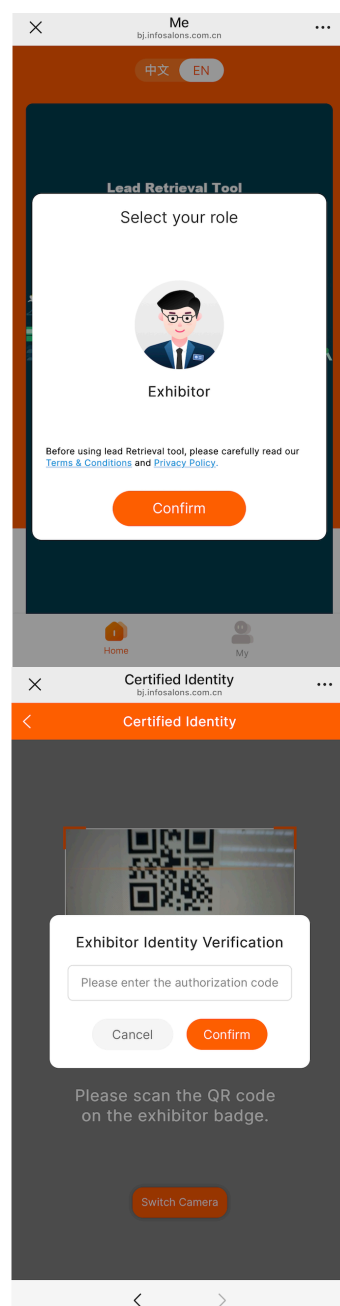
Admin account: will receive a login authorization code and download authorization code. They can download the whole company scanning records with specific authorization code.

Booth staff: will receive a login authorization code. They can download his/her own scanning records only.

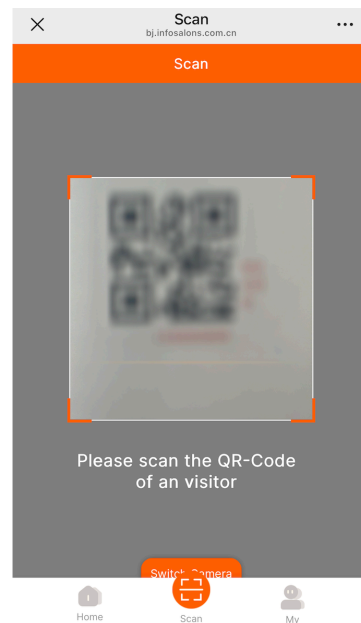
Exhibitor User Guide:

How it Works

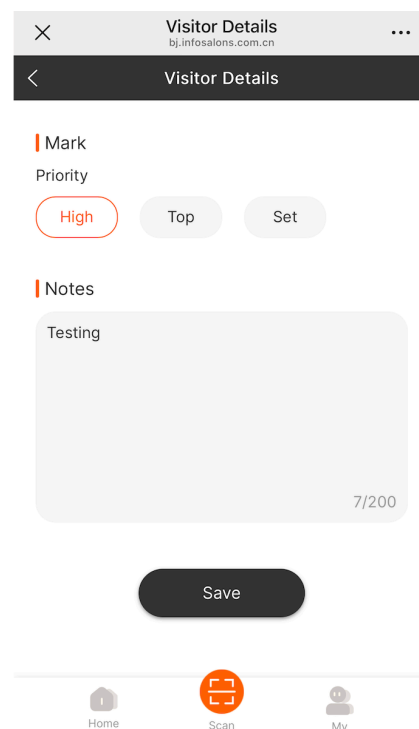
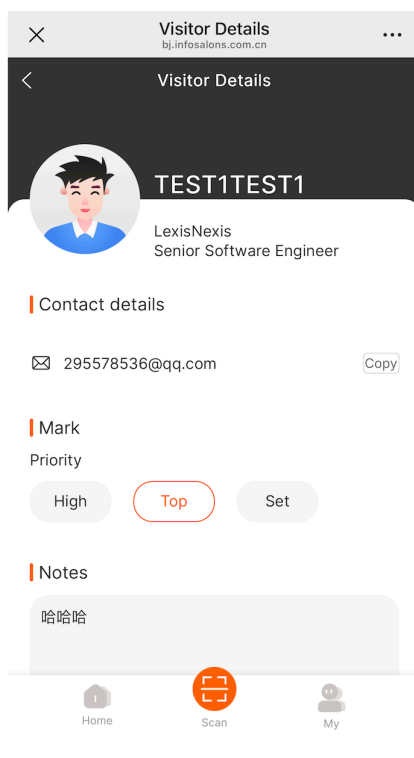
1. First, print your badge at the counters on exhibitor check-in day. You will need your badge to log in to the Lead Retrieval Tool!
2. You will need internet access or a Wi-Fi connection to open the Lead Retrieval Tool link on your mobile device.
3. Select the “Exhibitor” role and scan the QR code printed on your badge. A pop-up window will prompt you to enter your authorization code to finish validation.



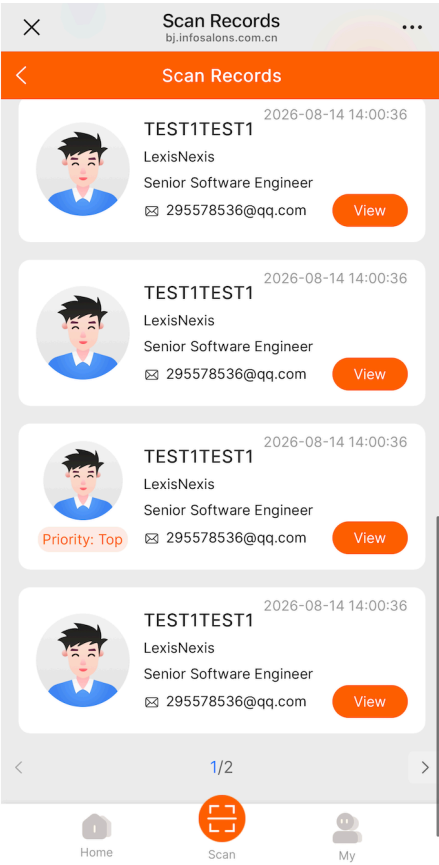
4. Tap the “Scan” button in the bottom menu bar. The camera will activate, and you can scan visitor badges to capture lead information. You may also switch cameras for certain mobile device models.



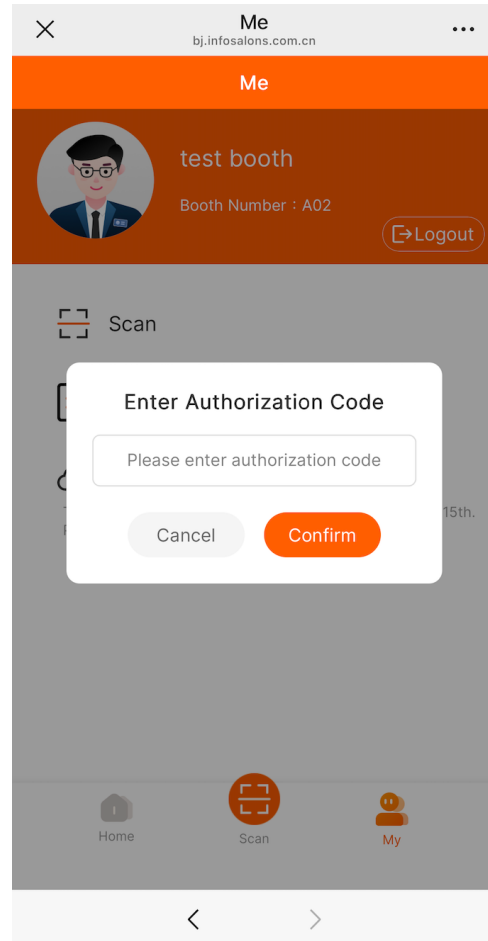
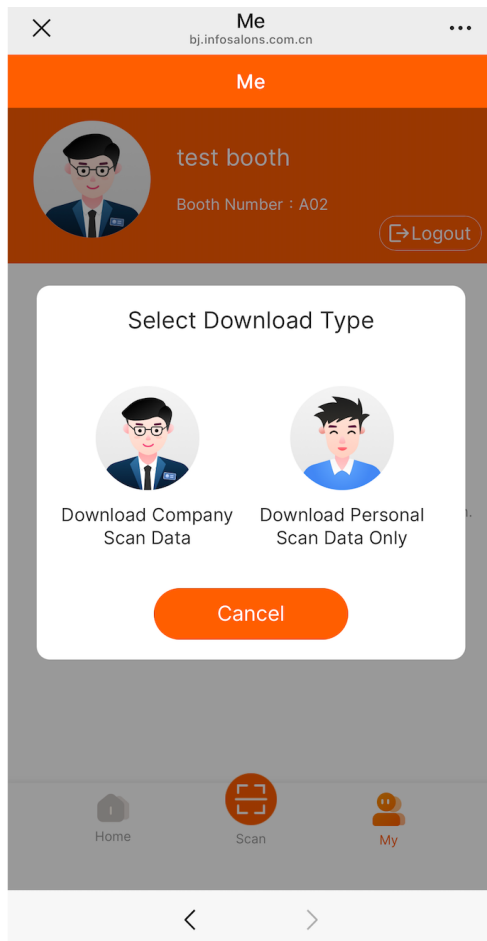
5. After you scan a visitor’s badge, their profile will appear, showing personal information such as full name, company name, job title, contact details, and more. You can add notes and set a priority level within the profile. Be sure to tap the “Save” button once you finish your edits.



6. You can review your scanned records under the “My” menu. Open an individual record if you wish to view or edit its content.



7. Once you have finished lead capture, you can download your data from the “My” menu. Two export options are available: download company-wide scanned data, or download only your personal scanned data. Downloading company-wide scanned data requires you to enter an authorization code. No extra steps are required for downloading your personal scanned data.



8. The lead report contains the following information:

- ✓ First Name
- ✓ Surname
- ✓ Job Title
- ✓ Company Name
- ✓ Email
- ✓ Physical address incl. country, city, state, zip code/postal code
- ✓ Job Function
- ✓ Industry
- ✓ WeChat ID
- ✓ Scanning Time
- ✓ Priority
- ✓ Notes

* Note: Reports are available for download starting on the event dates and up to one week after the show concludes. Please retain your badge, as you will need it to log in to the tool.