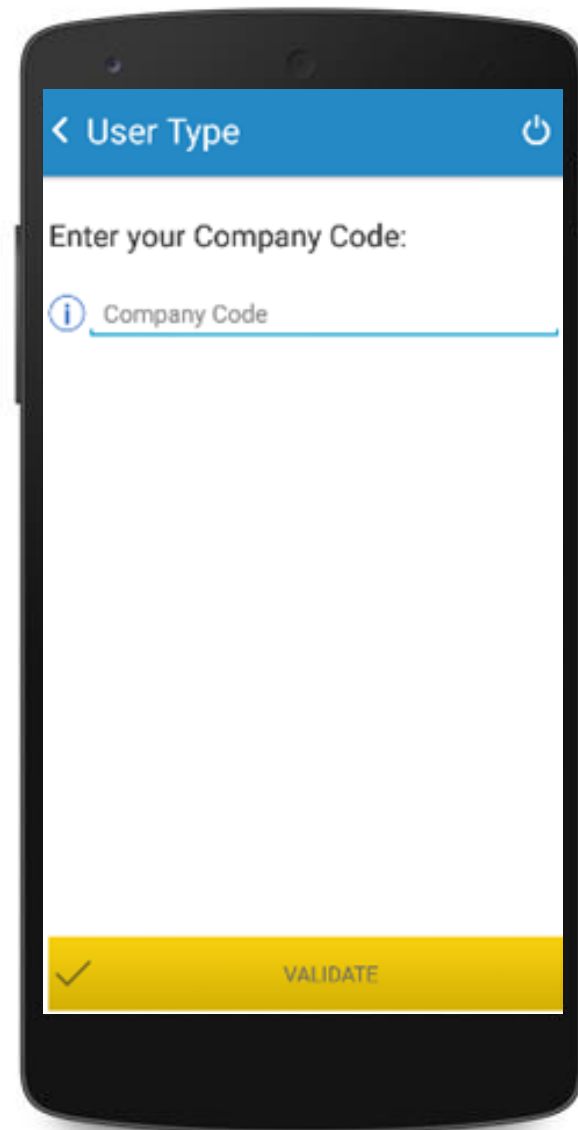


APP Manual

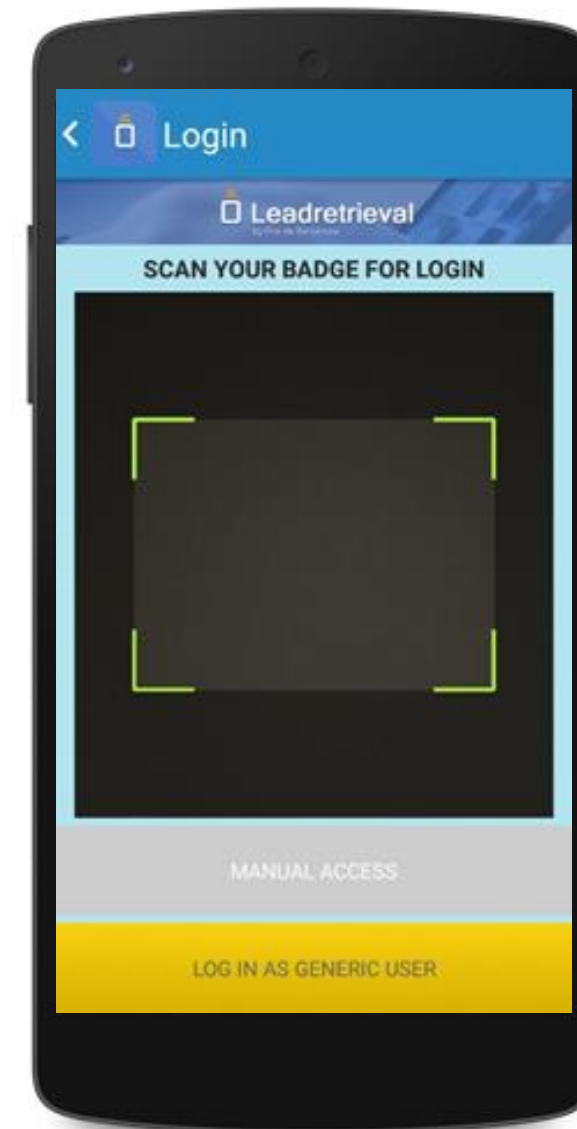
Convert leads into qualified
business opportunities in
real-time

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.

You can also log in as generic user, this means the data collected will not appear under your name.

DOWNLOAD OUR APP



01

PROFILE

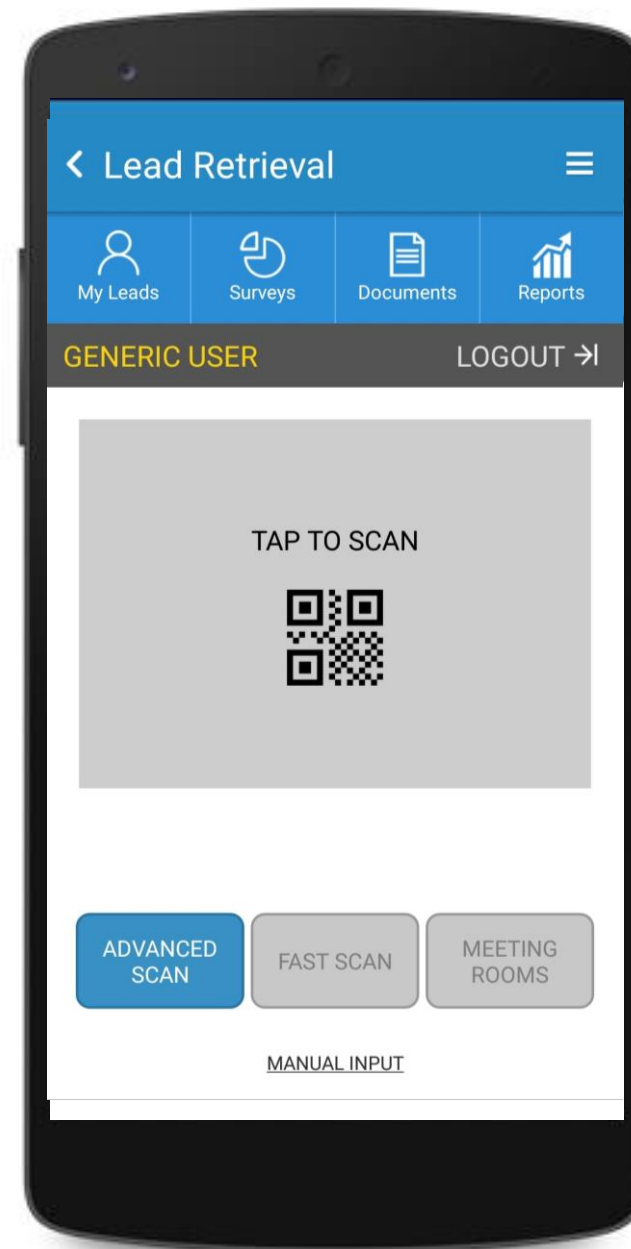
MY LEADS

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

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-VISUALIZE CUSTOMIZED 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.

MEETING ROOMS (GREEN)

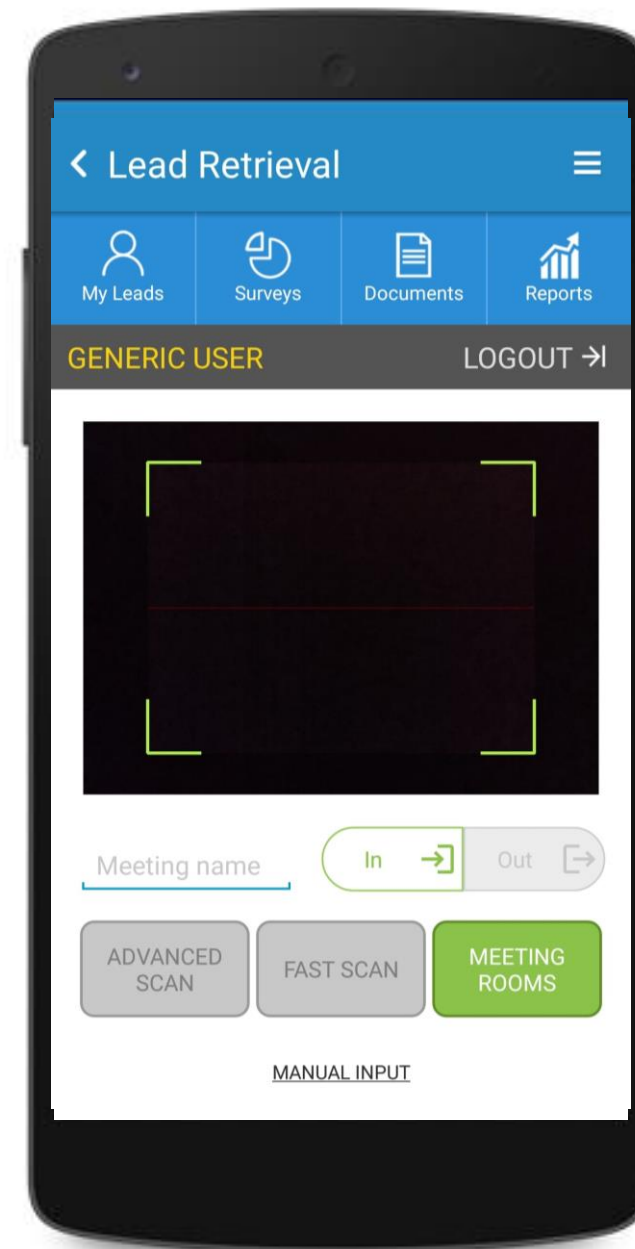
Start scanning inside the meeting room mode.

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'.



MEETING NAME

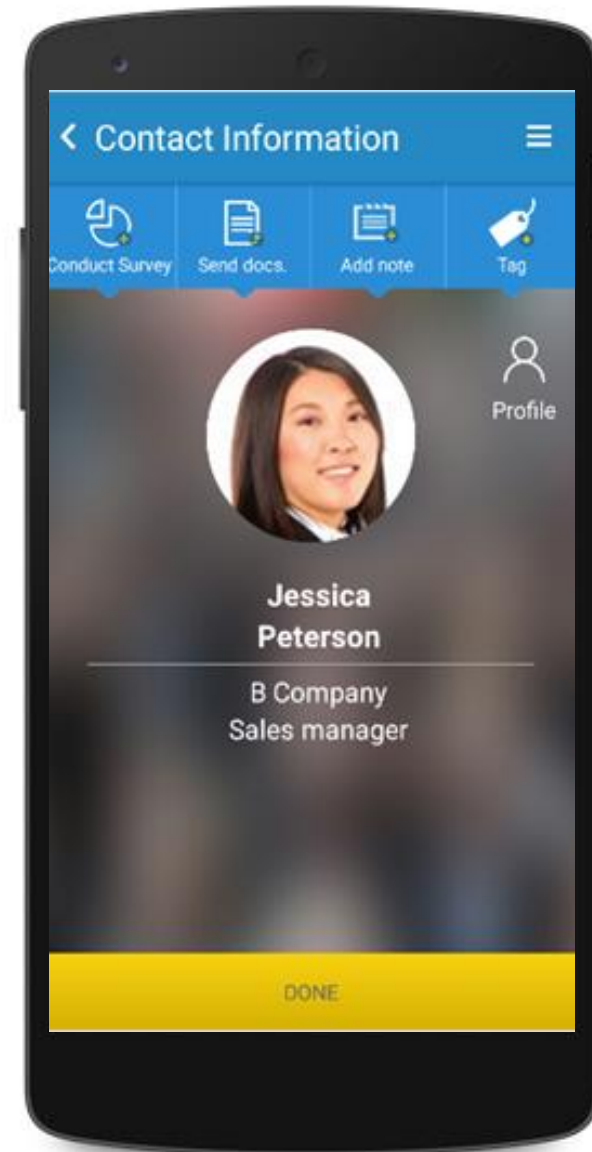
Start a meeting by adding a name.

IN/OUT



Scans will show the visitors information with 'IN' or 'OUT' and the date/hour.

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

These features must have been previously configured through the web portal.

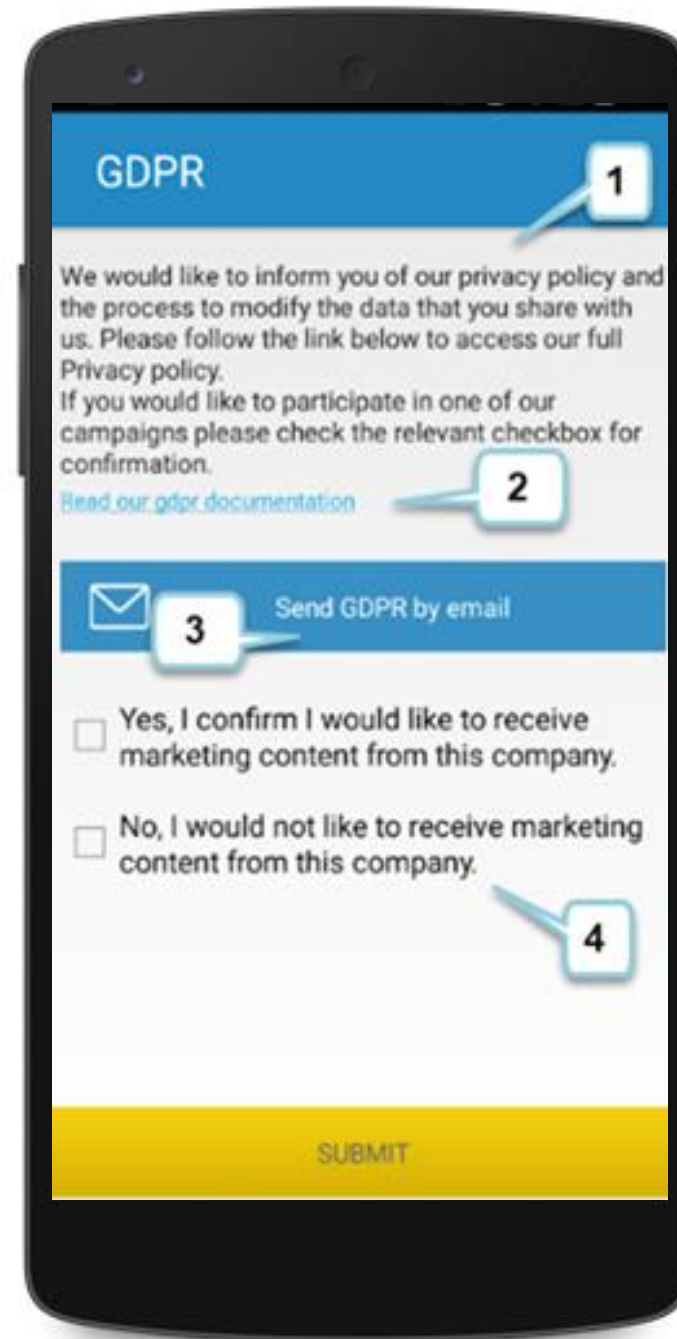


ADDITIONAL FEATURES

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

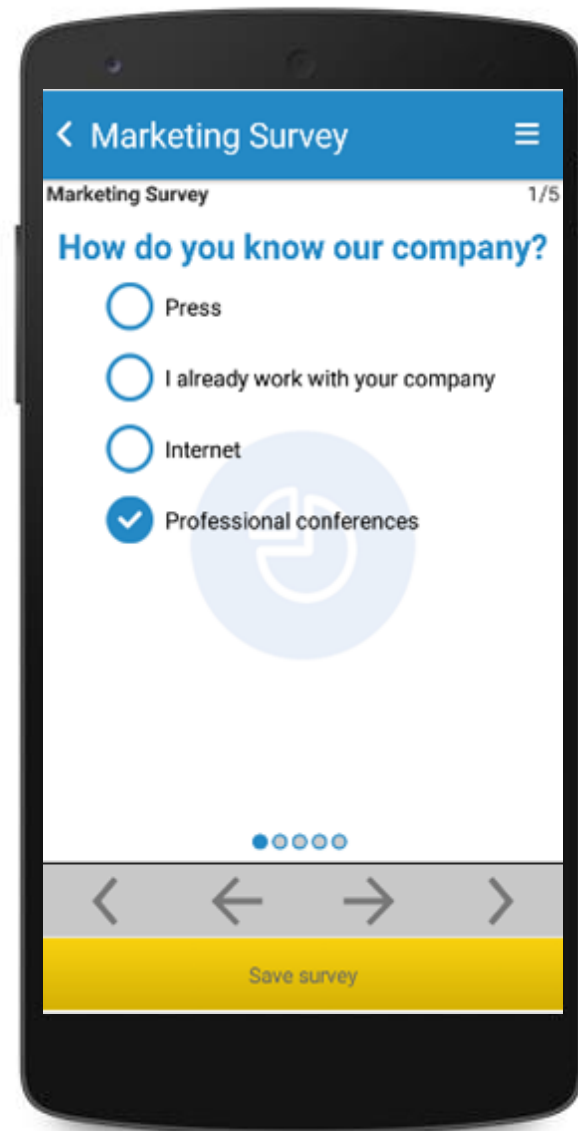
3. SEND AS E-MAIL

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

4. CHECKBOXES

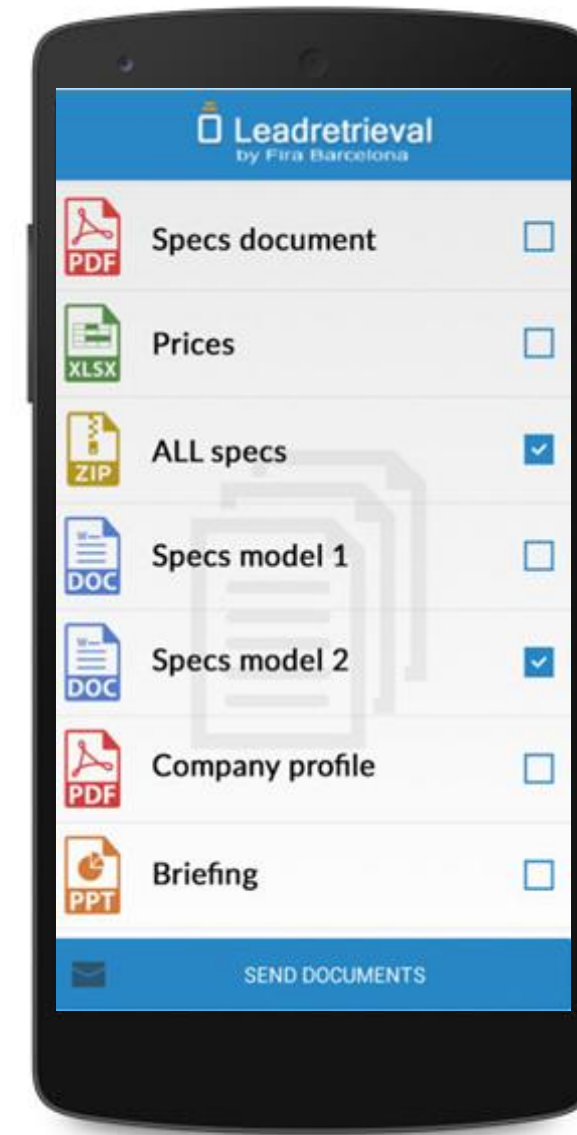
Up to four customizable checkboxes.

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.

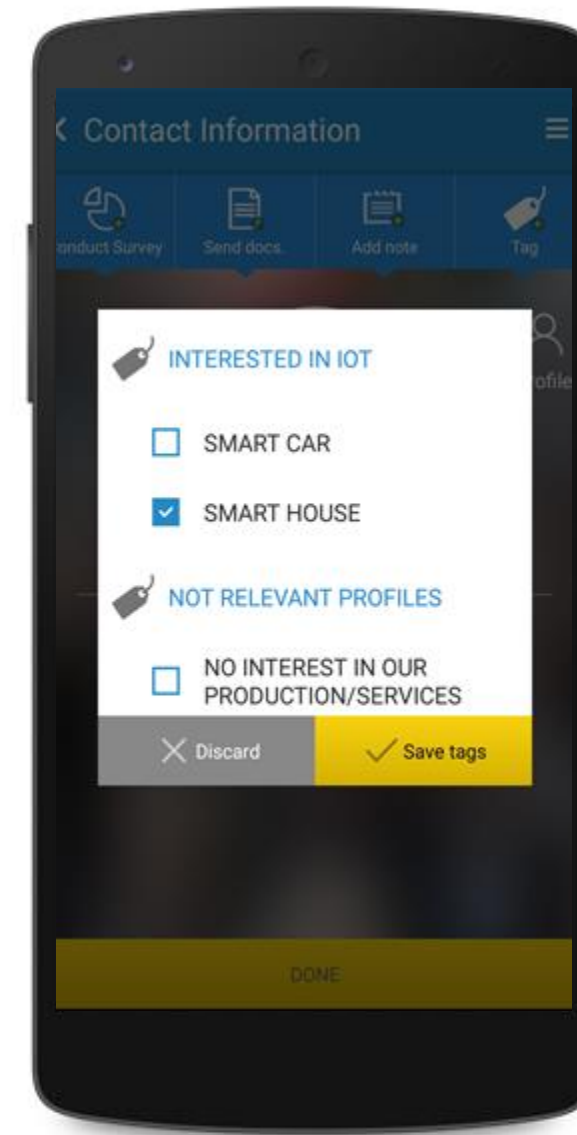
ADDITIONAL FEATURES



ADD NOTES

Write annotations on the scanned attendee profile.

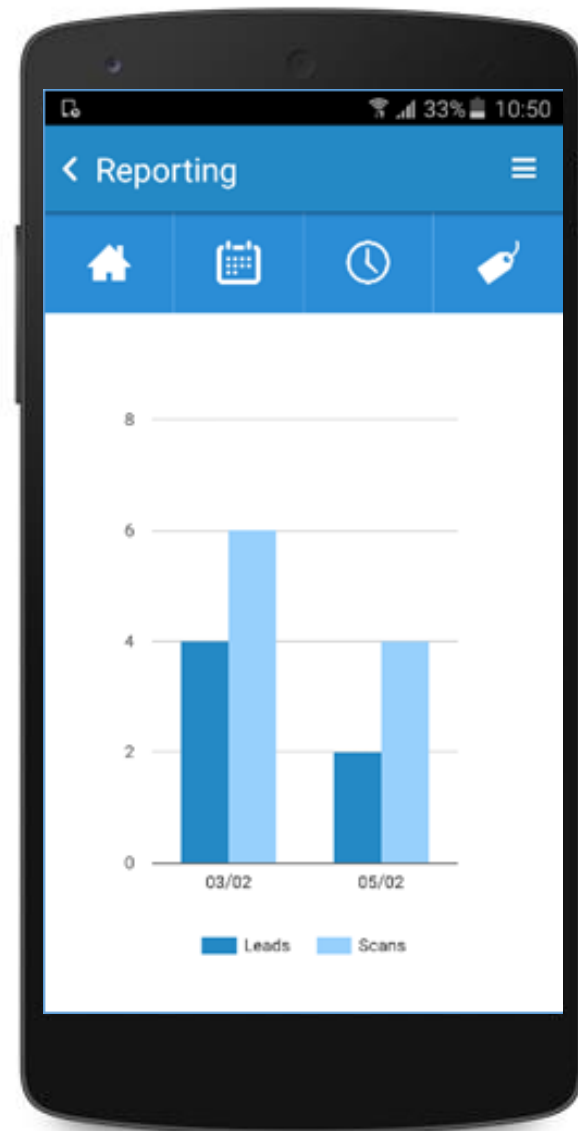
These notes can be edited through the My Leads tab on the scanner profile afterwards.



ADD TAGS

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

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.

OTHER MANUALS

USER MANUAL

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

GDPR GUIDELINES

WEB PORTAL MANUAL

Discover how the Web Portal works.

EXPORT YOUR DATA

Contact US



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leadretrieval@firabarcelona.com

WEBSITE

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

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+34 93 233 2773