

How to use - during the show

01. Download the Lead Manager app

1. Download the app from Google play store or App store



2. Inputting Name and Company Access code at login screen

Please update your device (iOS/Android) to the latest version Please use the latest version of Lead Manager App.

*Company access code is available within the Lead Manager admin page in the Exhibitor Hub. *Name you input will be shown up in the list which scanned lead will receive after the show. *The iPad is not a recommended device. [Note] It is necessary to update your device's operating system to the latest version before using Lead Manager.

We are not responsible for any problems or damage that may occur as a result of using Lead Manager with a device that has not been updated to the latest OS.

02. Scan the QR printed on badge



Click "Scan" and place the smartphone over the QR

%Please be noted that Lead Manager reads all QR even though it doesn't relate to the show.
%Please be aware that you can't get lead information of "Exhibitor Contractor" badge.
%Please be aware to connect to the network as needed to sync the scanned data to the server.



03. Take notes about captured lead

Rate the captured leads on a 5point scale and write down the talk record.

* Please be aware to connect to the network as needed to sync the scanned data to the server.

* If a visitor is scanned by the multiple sales rep, the latest rating/

the response to custom question will be shown up at the app (each staff member's rating/ responses can be found in the Lead Report)

04. Check the reading status

Click "Leads" to see captured leads data

% Please check the Exhibitor hub to ensure that the scanned data has been synchronized. Show Management shall pay no reparations whatsoever related to the loss of scanned data in whole or in part due to the failure of Lead Manager app.



Use the Lead Manager to maximize the exhibiting outcome!