Lead Manager App
(Emperia)

RX

Lead Capture Services

What Lead Manager App offers you...

☑ **Capturing leads information**
☑ **Qualifying leads**
☑ **Searching leads**

☑ **Custom question is available**
☑ **instant report download**
☑ **Sharing digital content with leads**＊

＊only those who got scanned

App usage fee	1st device login is Free. / Login into an unlimited number of devices for Japanese Yen 50,000
	No charge for lead capture

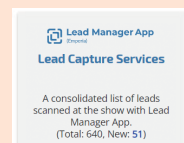You will be charged for each exhibition/edition and each location will be charged.

How to use - Setting

01. Access to Lead Manager App admin page

1.Login to Exhibitor hub — Exhibitor Hub

2.Click the Lead Manager icon

> Lead Manager App
> Emperia
> **Lead Capture Services**
> A consolidated list of leads scanned at the show with Lead Manager App.
> (Total: 640, New: **51**)

What you can do here — 1.Setting Custom Question / 2.Setting Digital Contents / 3.Check the Access Code

02. Setting Custom Question

1.Click the edit icon next to"CUSTOM QUESTION"

> CUSTOM QUESTION(S) ✎
> Add custom qualifying questions that you w
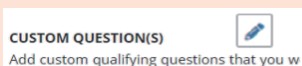
2.Input question and answer, then press "Save"

> Budget Authority
> ☐ None
> ☐ Add Option Or Add "Other"

3.Perform the test scan
- Scan the test badge
- Check if the registered/ saved information shows up at app
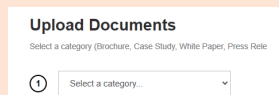- Download the report to check saved data shows up correctly

⚠ **If you edit/add custom question, please make sure to refresh Emperia app every devices.**
If you don't refresh app, collected answers won't be saved / questions won't be displayed as you register.
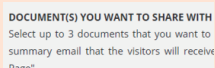※Custom questions cannot be edited/deleted once the show starts, but new questions can be added.

03. Setting the document(s) you want to share with your leads

The scanned lead will receive these documents along with your company details and contact information, in a consolidated list after the show.

1. Upload the documents at "Edit Profile Page"

> Upload Documents
> Select a category (Brochure, Case Study, White Paper, Press Rele...
> ① Select a category...

2. Click the edit icon next to "Document(s) you want to share with your leads

> DOCUMENT(S) YOU WANT TO SHARE WITH
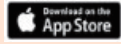> Select up to 3 documents that you want to summary email that the visitors will receive Page".

3. Choose up to 3 documents you would like to share

How to use - during the show

01. Download the Lead Manager app

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

Please update your device (iOS/Android) to the latest version

GET IT ON Google Play
Download on the App Store

2. Inputting Name and Company Access code at login screen

※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.
※Scanned information is only synced between multiple devices only if the names at login are exact same.
[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
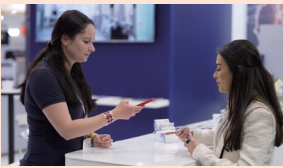
Click "Scan" and place the smartphone over the QR

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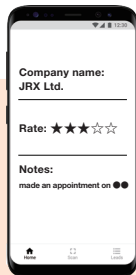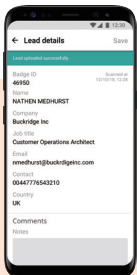
Rate the captured leads on a 5 point scale and write down the talk record.

※Please be aware to connect to the network as needed to sync the scanned data to the server.
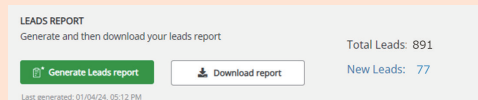
04. Check the reading status

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.

05. Download the Lead Report

Download lead report at Lead Manager admin page

LEADS REPORT
Generate and then download your leads report
Generate Leads report | Download report
Last generated: 01/04/24, 05:12 PM
Total Leads: 891
New Leads: 77

※Information Leads report includes: Name, Company name, Division /Job title, email address, address, phone number, Rate, Note *Registered information only

Use the Lead Manager to maximize the exhibiting outcome !