

How to scan the leads using Eventdex Lead Retrieval App





DOWNLOAD EVENTDEX APP

Search and Download 'EVENTDEX- Event Management App' Available on the Apple App Store & Google Play Store





Use your registered email and password to login.

Please sign-up if not already done.

Forgot Password? Your password can be reset using your registered email address.







Select the Event for which attendee badge scanning operation has to be performed.

Click On Menu and select Boothleads tab

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By tapping on the Lead Retrieval icon, you get to see all the scanned leads.

Tap on the Scan icon to scan the QR code printed on the attendee badge. Once scanning is done, the lead is stored in your device.

Scan the QR Code

Select the Attendee from the list to rate, email, prioritize.

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Prioritize your Attendee by rating their profile

- Leave reminders
- Take notes

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You can add Lead Qualifiers to your account which will help you filter more quality leads.

Set your own Lead Qualifiers.

Add your company brochure or a flyer in Lead Attachment.

You can see all your attached documents here. Sharing is just selecting away!

Click on the settings icon to Export the Scanned Leads.

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Send the scanned leads to your email address.

You can also download the scanned leads from your portal. Login to <u>https://eventdex.my.site.com/</u> using your registered email and password. Go to Event, click on my leads and perform action.