

Guide for Leads app

A step by step guide on how to scan and capture a lead.

1. Download the Leads app

Download the Eventbuizz Lead scanner app to your phone via App Store/Google Play or scan the QR-code.

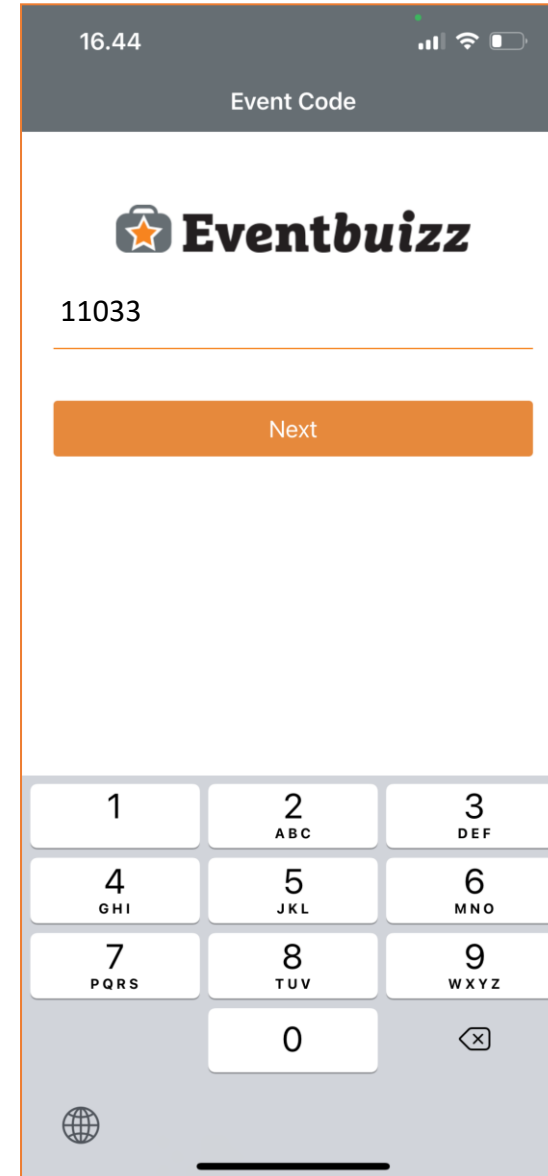


2. Start screen

Enter the event code and click "Next".

Note: The event code is unique to each event.

EVENT CODE: 11033



The screenshot shows a mobile app interface for 'Eventbuizz'. At the top, the status bar displays the time 16.44 and signal/battery icons. Below the status bar is a dark grey header with the text 'Event Code'. The main content area is white and features the 'Eventbuizz' logo (a blue suitcase with an orange star) and the event code '11033'. A horizontal orange line separates the code from a large orange button labeled 'Next'. At the bottom of the screen is a numeric keypad with buttons for digits 1-9, 0, and a backspace icon. Each digit button also displays its corresponding letters (e.g., 2 shows ABC). A globe icon is located at the bottom left of the keypad area.

3. Signing up

To sign up using the Leads app method, click on "New here? Sign up"

OR


Fill in the relevant information in the fields and click "Sign in".

This step will lead to an authentication screen.

Note: Initials are not mandatory.

09:51

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 **Eventbuizz**

11033

Email

Initials

Sign in

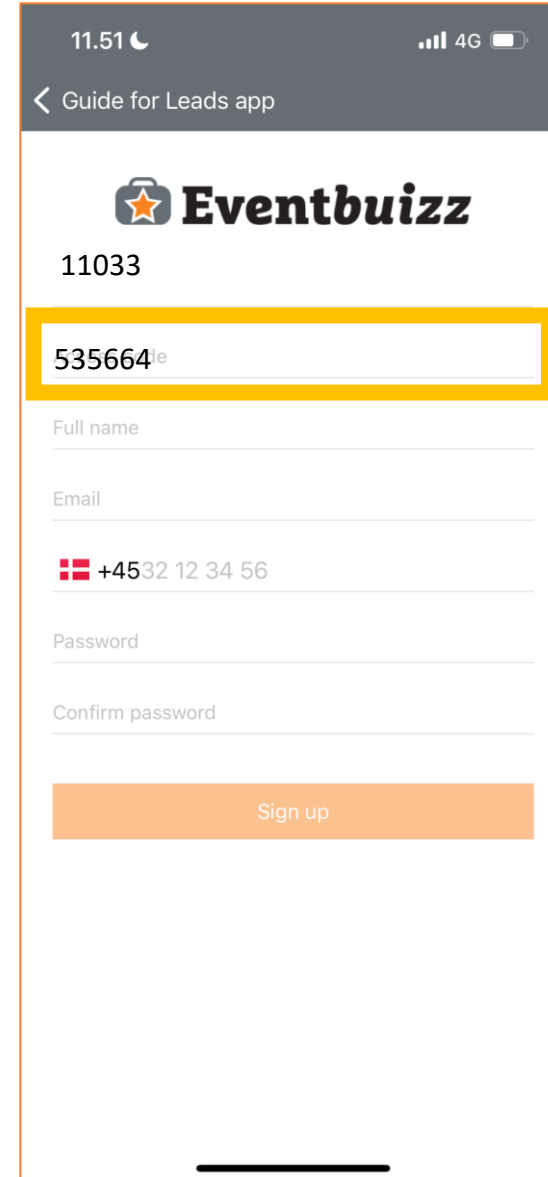
New here? Sign up

4. Signing in

Fill in the relevant information in the fields including the below access code and click "Sign up".


This step will lead to an authentication screen.

ACCESS CODE: 535664

A screenshot of a mobile app interface for 'Eventbuizz'. The status bar at the top shows the time 11:51, 4G signal, and battery level. Below the status bar is a back arrow and the text 'Guide for Leads app'. The app logo 'Eventbuizz' with a star icon is displayed, followed by the number '11033'. A yellow rectangular box highlights the first input field, which contains the text '535664'. Below this are input fields for 'Full name', 'Email', and a phone number field with a red flag icon and the text '+4532 12 34 56'. There are also input fields for 'Password' and 'Confirm password'. At the bottom is an orange button labeled 'Sign up'.

11:51 4G

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 **Eventbuizz**

11033

535664

Full name

Email

+4532 12 34 56

Password

Confirm password

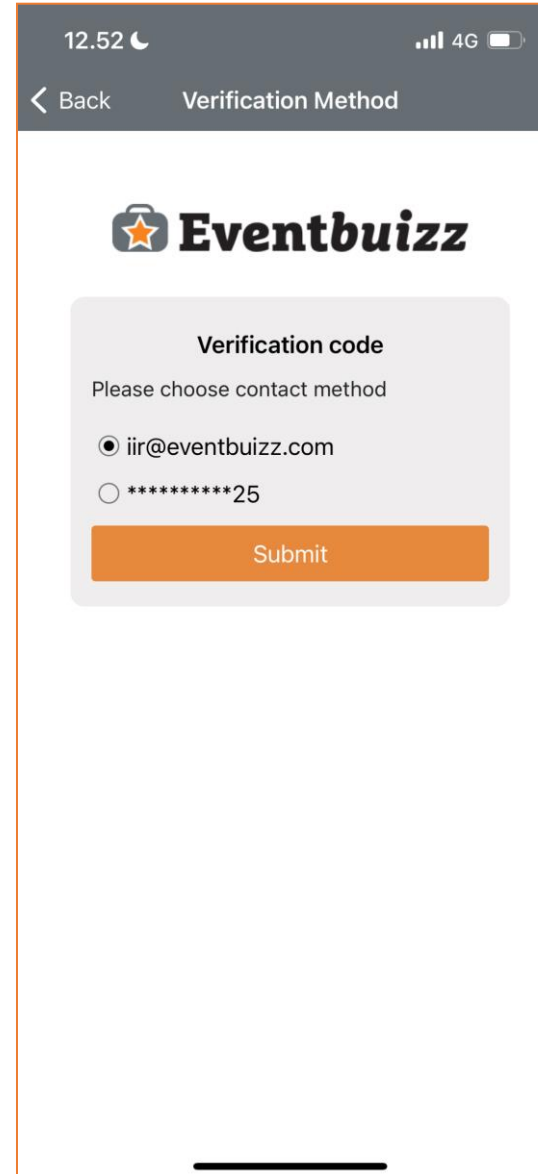
Sign up

5. Verification

Choose your contact method. This determines whether you want to receive the verification code via email or phone.


Click "Submit" and enter the code that is sent to you.

Click "Submit" to continue.



12.52 4G

< Back Verification Method

 **Eventbuizz**

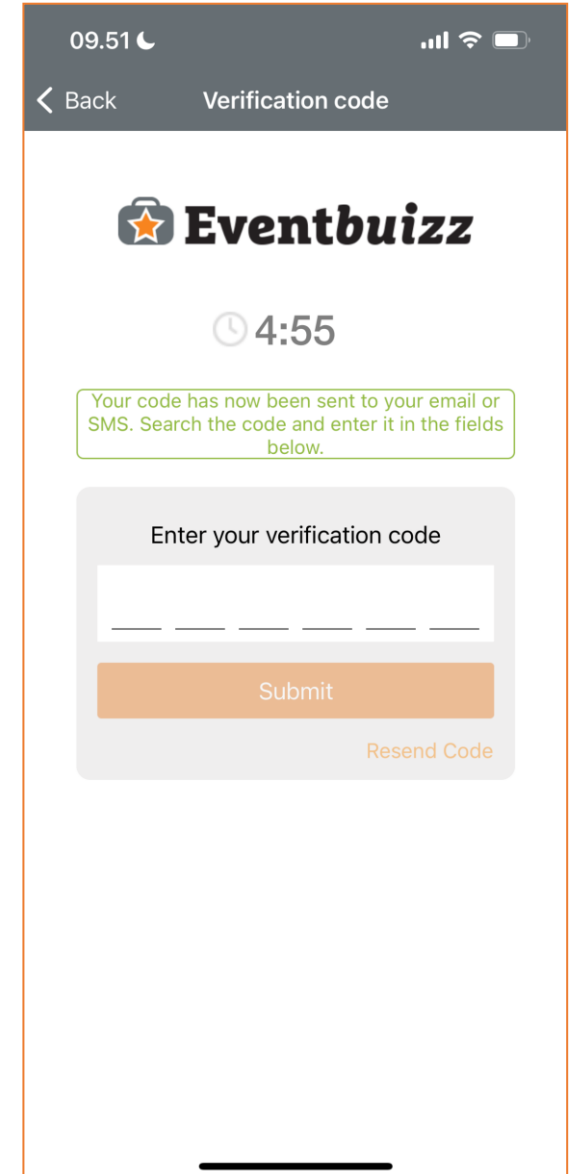
Verification code

Please choose contact method

☒ iir@eventbuizz.com


☐ *****25

Submit



09.51

< Back Verification code

 **Eventbuizz**

⌚ 4:55

Your code has now been sent to your email or SMS. Search the code and enter it in the fields below.

Enter your verification code

____ _

Submit

Resend Code

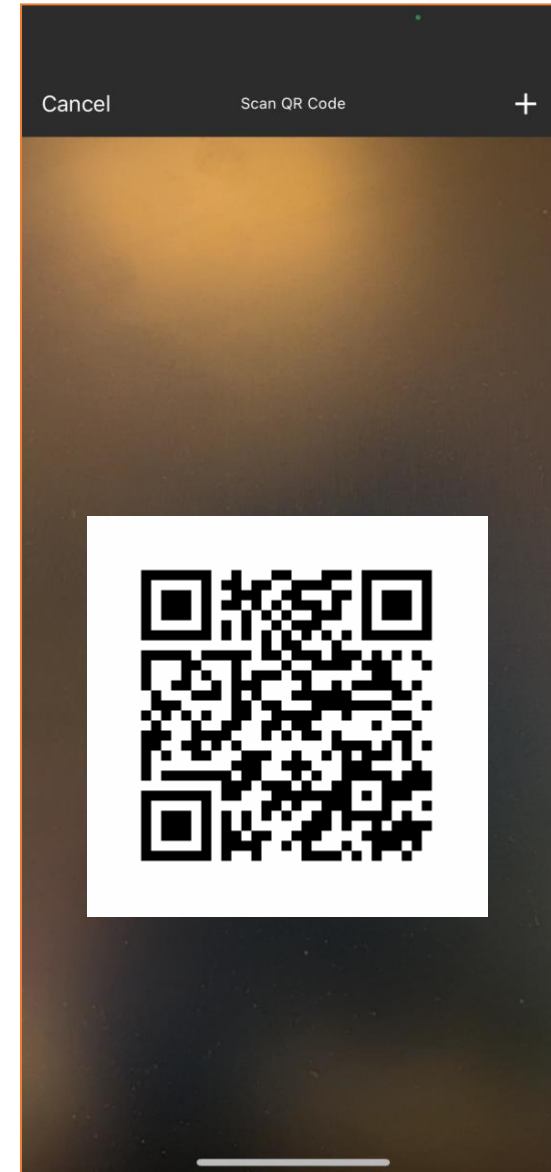
6. Access scanner

Click on the Scan lead button to access the scanning section.



7. Scan the QR-code

Use this to scan the QR-codes on a lead.



8. Lead profile

Fill in the relevant information regarding your scanned lead.

There may be individual leads who have not registered an email or who have been created by a colleague. Our recommendation is therefore that you clarify the e-mail address before saving.

10.23 🌙

Retake Add Card **Next**

Rating ★★★★★

Notes

First name Anders

Last name Madsen

Mobile

Work tel

Work email alm@eventbuizz.com

Website

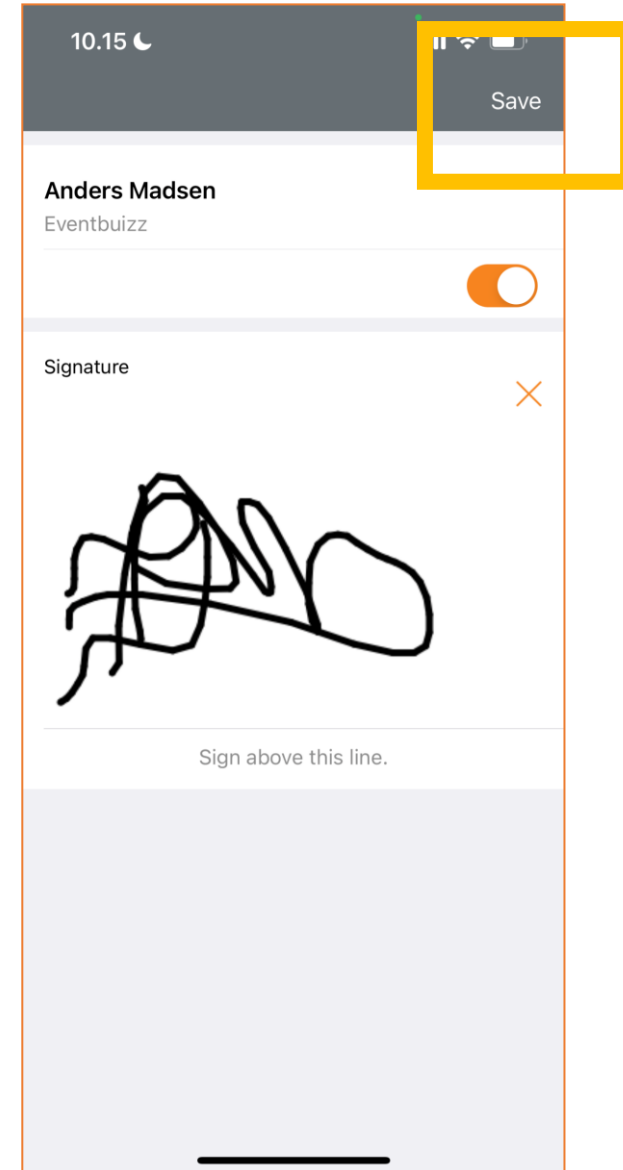
Company Eventbuizz

Department

Job title

9. Save lead

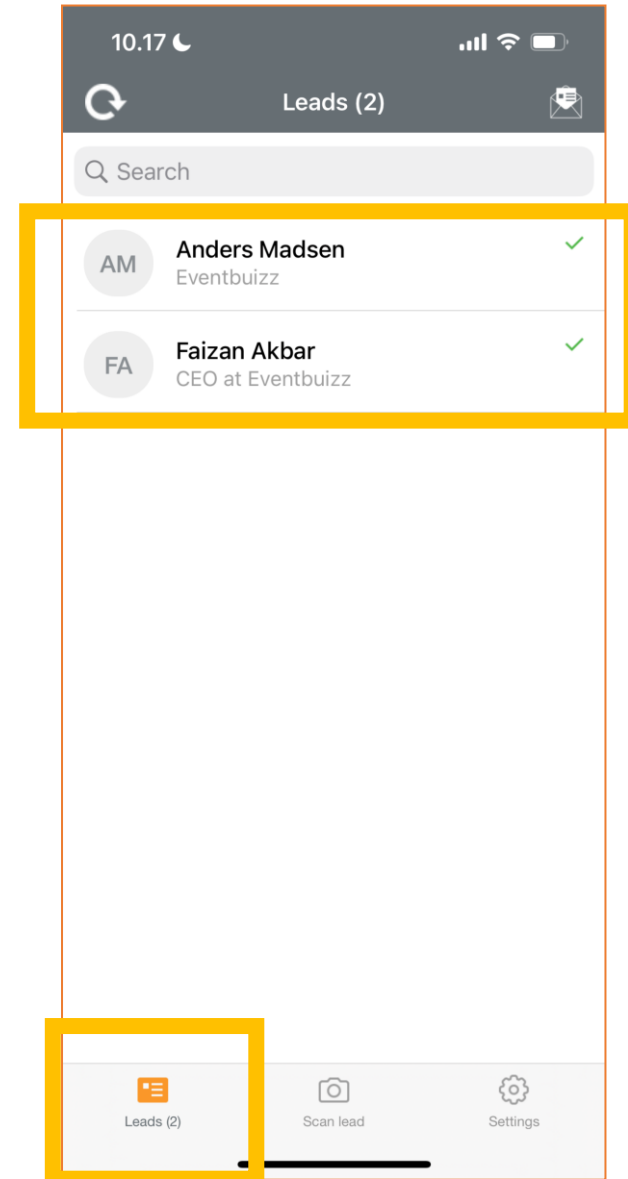
Have the lead sign the field to finish the capturing process.



The image shows a mobile application interface for saving a lead. At the top, the status bar displays the time 10:15 and various icons. Below this, a dark grey header bar contains a yellow-outlined box around a 'Save' button. The main content area has a white background. It starts with the name 'Anders Madsen' and the company 'Eventbuzz'. Below this is a toggle switch that is currently turned on. The next section is titled 'Signature' and contains a large, stylized black ink signature. To the right of the signature is a red 'X' icon. Below the signature, there is a light grey bar with the text 'Sign above this line.' The bottom of the screen is a solid light grey area.

10. Leads list

The lead is now added to your list of leads which can be seen on the Leads page. These leads can also be edited or deleted by swiping left on a lead.



11. Forward leads

It is possible to forward the leads list by clicking on the button on the top right corner.

The user can then send the leads list to whatever recipient through their email. It can also be used to send the leads list to oneself.

