

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.

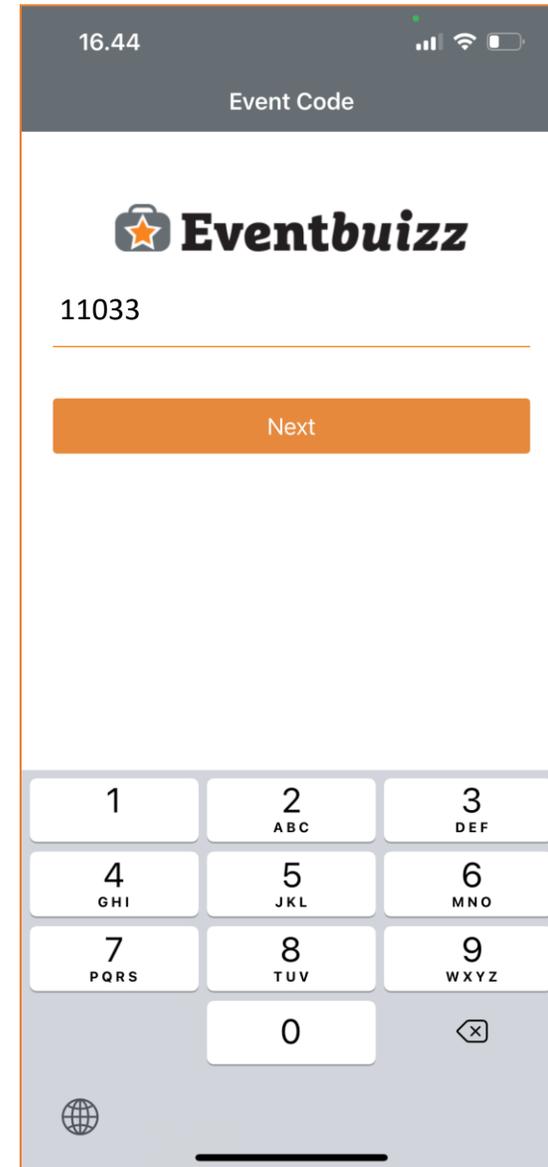


2. Start screen

Enter the event code and click "Next".

Note: The event code is unique to each event.

EVENT CODE: 11033



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.

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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

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535664

Full name

Email

 +4532 12 34 56

Password

Confirm password

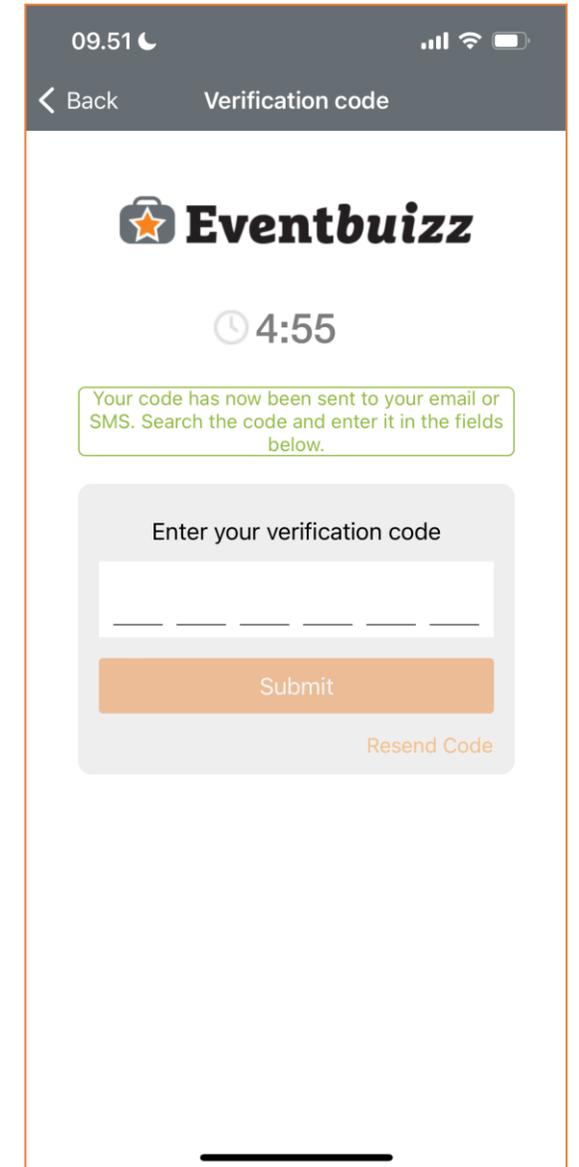
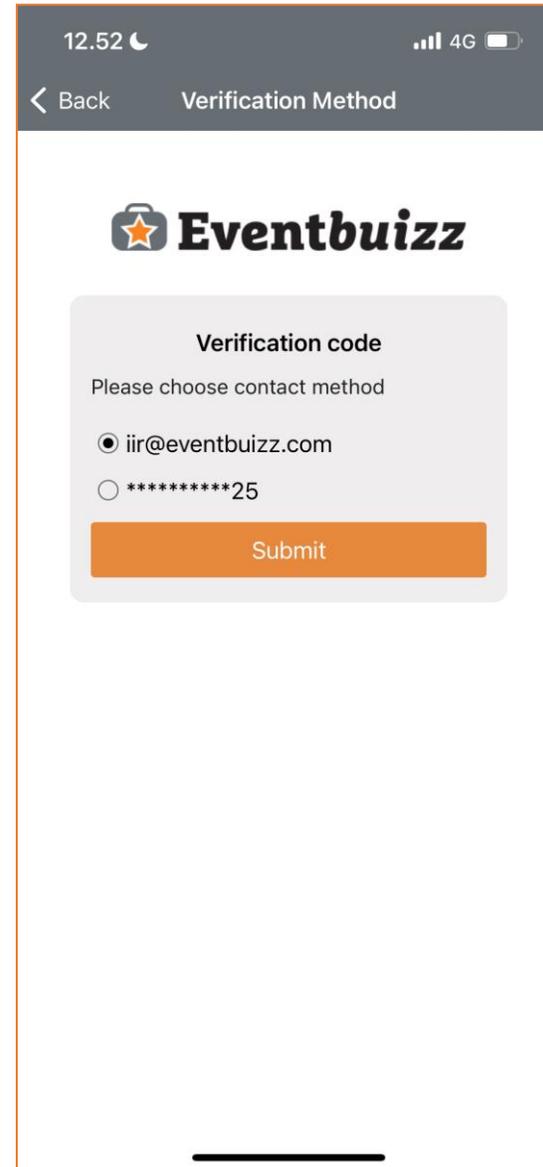
Sign up

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.



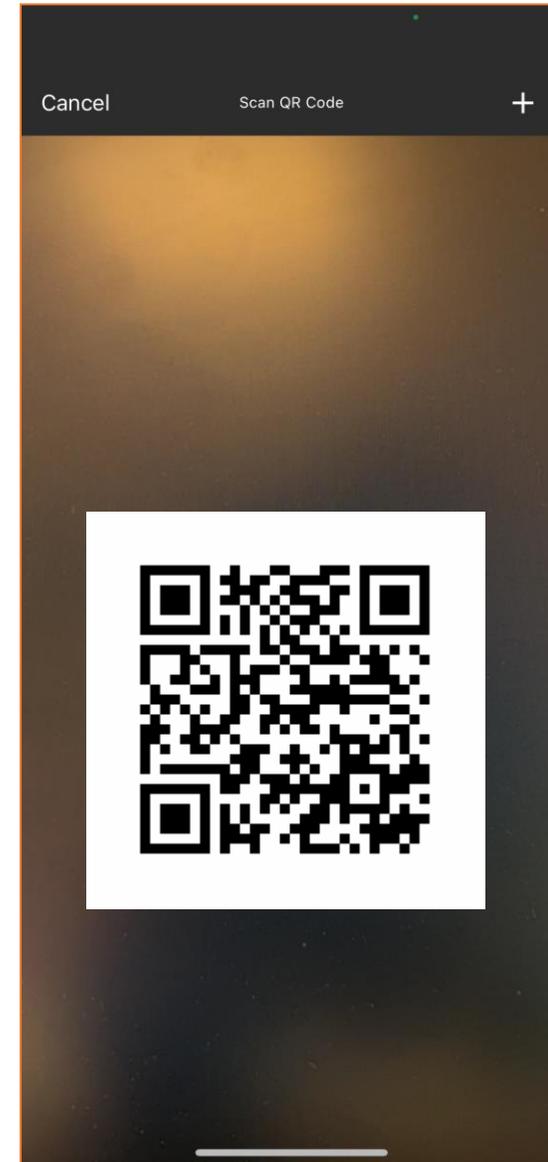
6. Access scanner

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.

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Retake Add Card **Next**

Rating ★★★★★

Notes

First name Anders

Last name Madsen

Mobile

Work tel

Work email alm@eventbuizz.com

Website

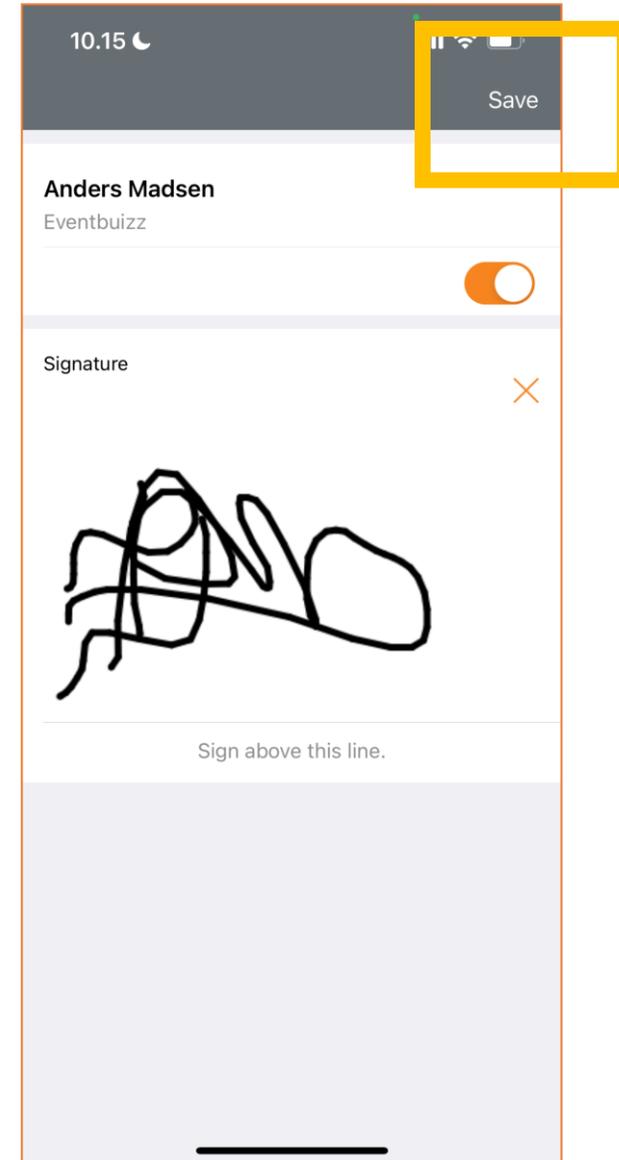
Company Eventbuizz

Department

Job title

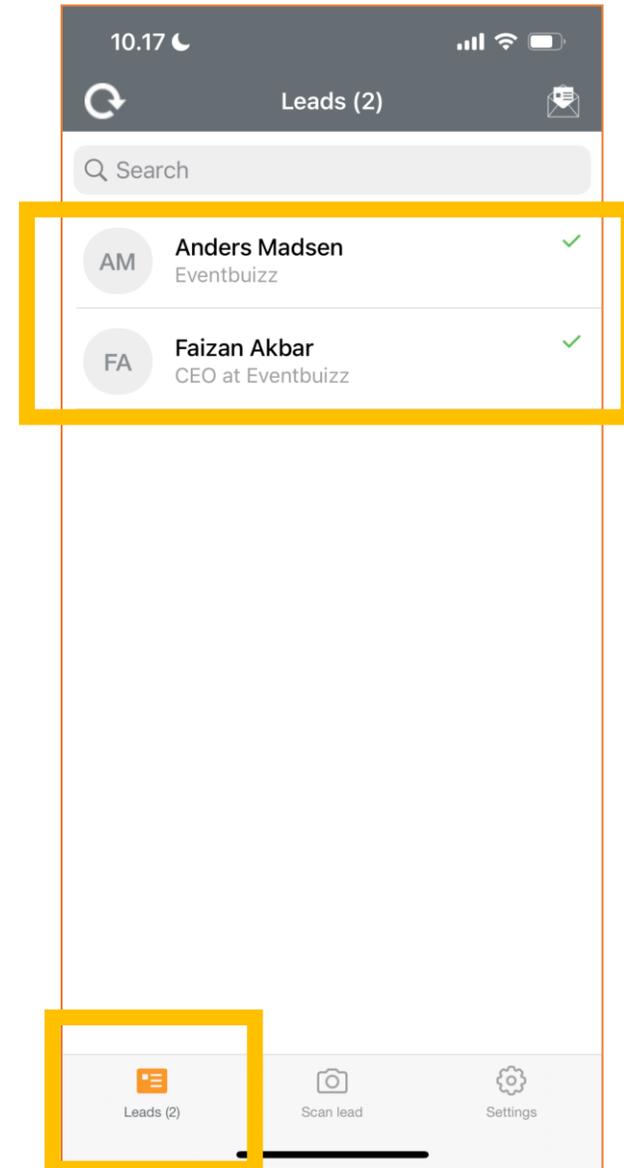
9. Save lead

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



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.

