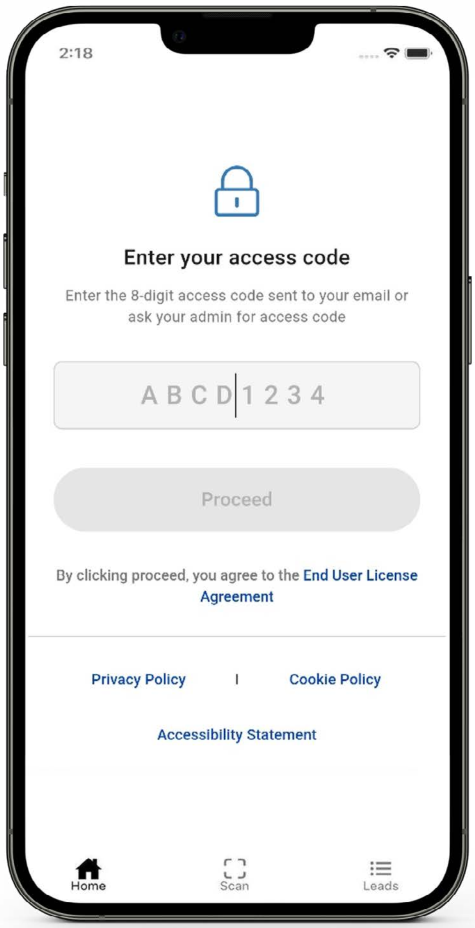
How to set up
Lead Manager App

Connect and qualify on the go

Send smarter follow-ups when you collect richer data with the ultimate event lead connection and scoring solution. Your on-site team can capture conversation highlights and qualify each lead on the go for easy and effective follow-ups.



Get started: Login

1. **Find your credentials**: Your company admin can log into the **Exhibitor Hub** via the **Lead Manager App** tile to access your credentials. You'll also receive an email with these details before the show.

2. **Download the app or access via webpage:**

Download on the App Store   GET IT ON Google Play

Webpage access link:
https://www.rxleadmanager.app/#/onboarding

The minimum device requirements: iOS: Requires iOS 10.3+ or greater. Android OS: Requires OS 5.1.1 or greater and an auto- focus camera.

3. **Log in to Lead Manager App**: Enter the company access code provided in the **Lead Manager App** Welcome email and **Exhibitor Hub**.

Email missing? Check your inbox and junk/spam folder for an email from your show team.
Company access code missing? Contact your Sales Rep or visit Exhibitor Services on site.
Capturing leads on behalf of your company? Ask your company admin for the access code or contact the Exhibitors Services on site for help.

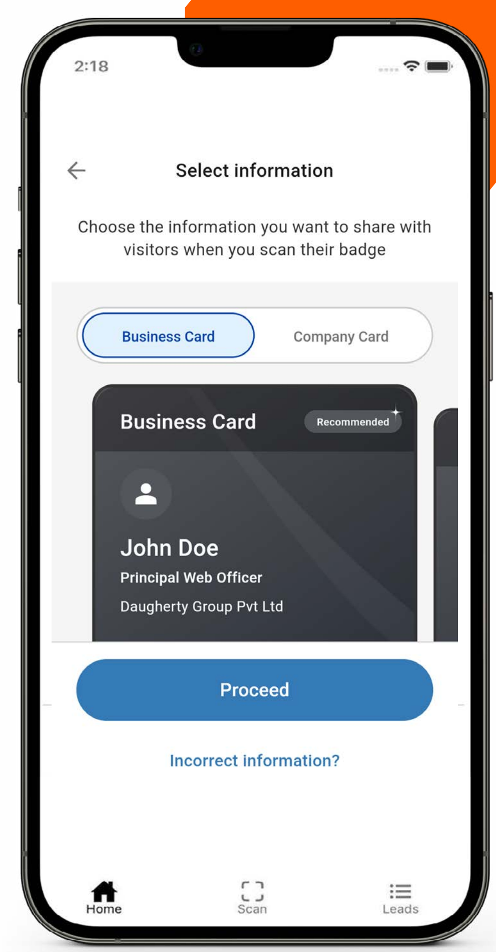
Business Card configuration

Scan your badge during onboarding to create a personal business card. Choose to share either your own business card or your company's contact card with scanned leads - info will be sent to them after the show.

How to set up:
Log In & scan your badge: Ensure you're online, then log in to the **Lead Manager App** with your access code and scan your badge.

Choose card type to share*:
Business card: Shares your name, job title, personal email and phone number with leads.
Company card: Shares the company email and phone number.
**This information is only shared with your scanned leads.*

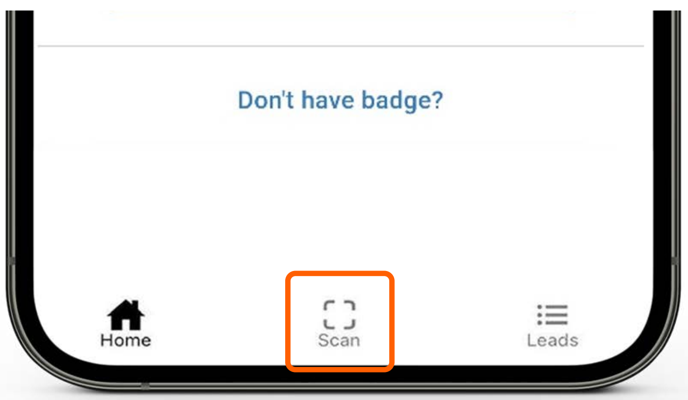
*If you get the message **"We couldn't read your badge. Try again or enter your name to continue."** Your badge information might not be in our system. Enter your name to proceed. Leads will receive your company information.*



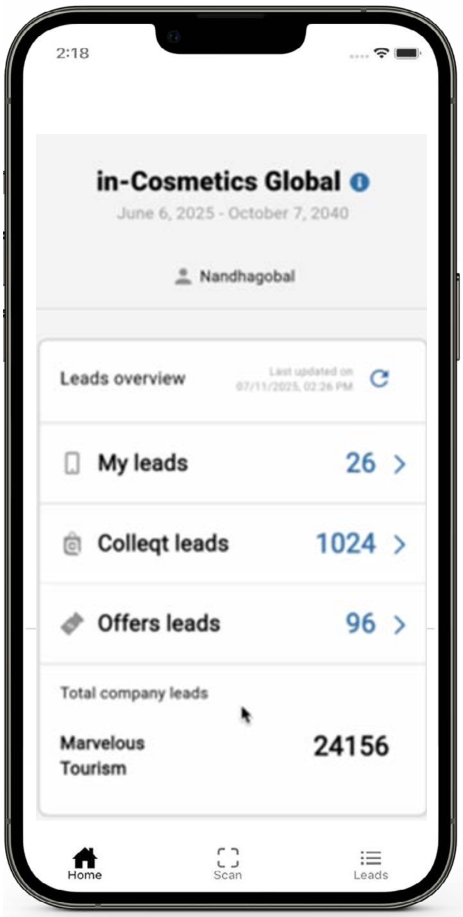
Capturing leads

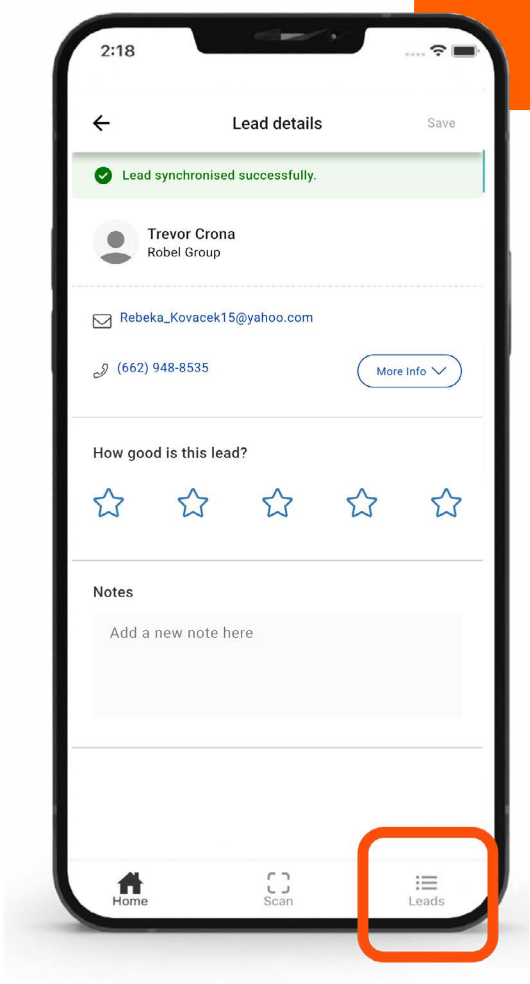
Tap the "Scan" icon and hover your camera over the visitor's badge QR code. Details are saved automatically. Qualify leads directly within their record.

NOTE: Scan even when offline – the leads will sync once you're back online.



The lead count updates automatically in the app. Pull down the screen to refresh if needed.





View and edit leads' details

Access leads: Tap the "Leads" icon to view all leads.

Search: Find leads by name, company, job title, or country.

Filter: Filter by source (My Leads, Colleqt leads, Offers leads).

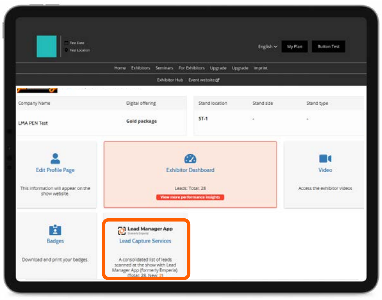
Add details: Select a lead to add notes, ratings or answers to custom questions. Lead contact details cannot be edited.

Syncing: Scanning and editing continue to work offline; changes will sync when you're back online.

Tailoring your lead capture experience

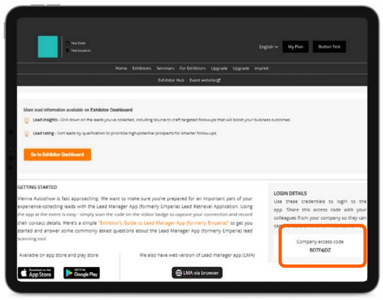
Access the Exhibitor Hub to:

- Accessing Lead Manager App in the Exhibitor Hub
- Company access code
- Custom questions
- Share custom digital content with your leads
- Download your leads report



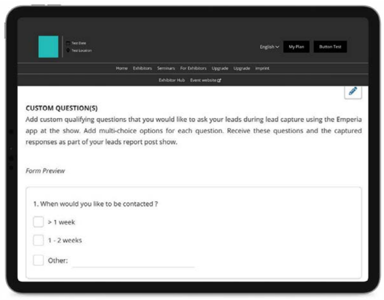
Accessing Lead Manager App in the Exhibitor Hub

Log in to the **Exhibitor Hub** and select the "**Lead Manager App**" tile to set up your lead capture services and download all your leads.



Company Access Code

Find your access code in the **Lead Manager App** page of the **Exhibitor Hub**. Share it with your team to log in and capture leads.

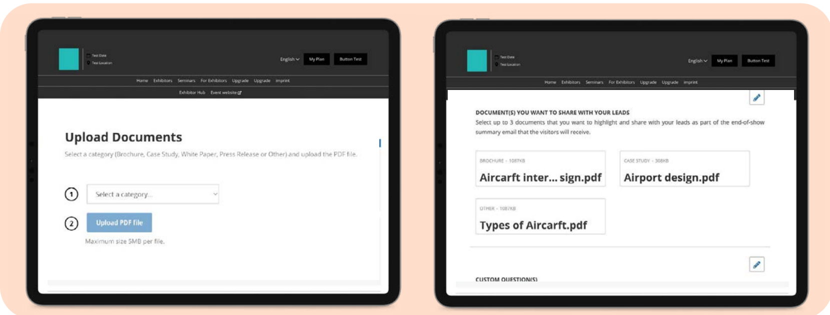


Custom questions

Add unlimited custom questions in the "**Custom Questions**" section of the **Lead Manager App** tile in the **Exhibitor Hub**.

Questions will appear in the app for everyone in your team.

NOTE: Questions can't be edited/deleted after the show starts, but new ones can still be added.



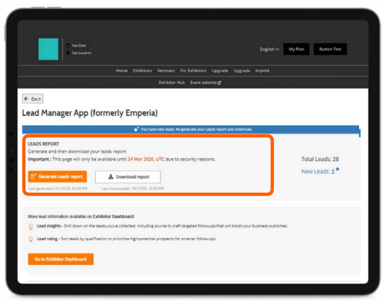
Share custom digital content with your leads

1. Upload brochures and product details via the "**Exhibitor Profile**" tile in the **Exhibitor Hub**.

2. Select up to 3 documents to share within the "**Lead Manager App**" tile in the **Exhibitor Hub**.

Leads will receive these, along with your business card or company details, in a visitor digest email.

Choose documents to share with your leads within the Lead Manager App tile.



Download your leads report

Download all company leads before the 90-day period ends, via the **Lead Manager App** tile in the **Exhibitor Hub**.

A link to download your leads is also included in your daily email report.

NOTE: Only authorised admins can acces sit.