EACTS Lead Retrieval app

Available for purchase via Exhibitor Area - https://membership.eacts.org

Overview

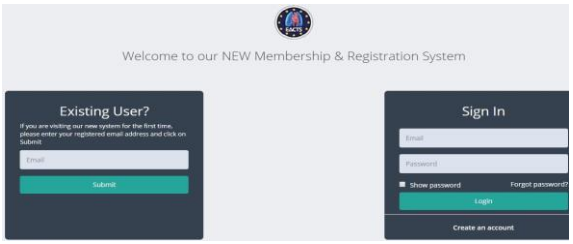
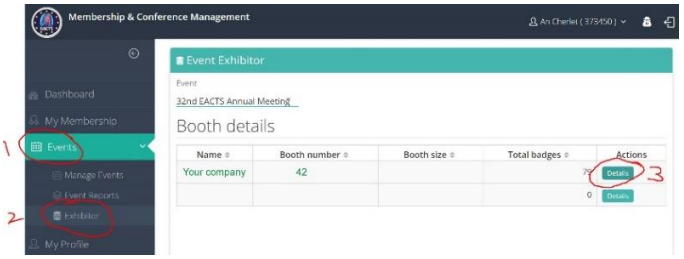
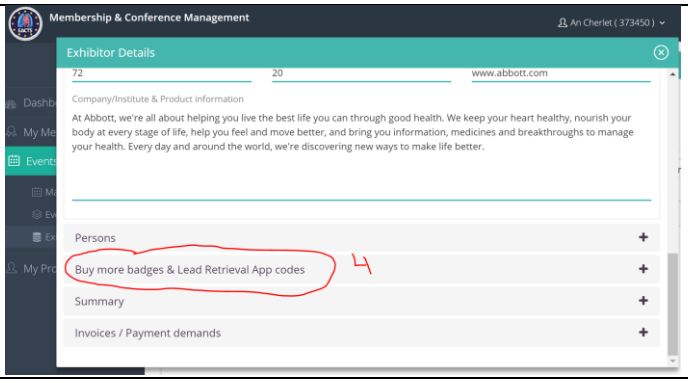
The EACTS Lead Retrieval app will enable your organization to scan visitor badges at your booth as well as symposia sessions. Following each day of the event the primary contact for your booth may download an excel sheet report of all scanned badges.

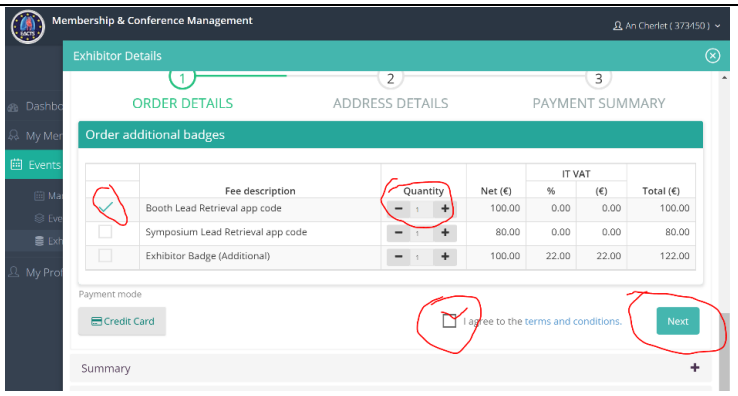
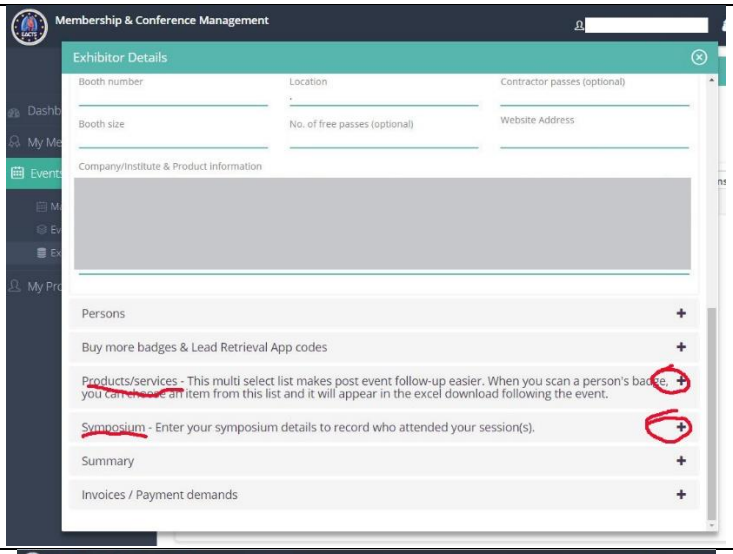
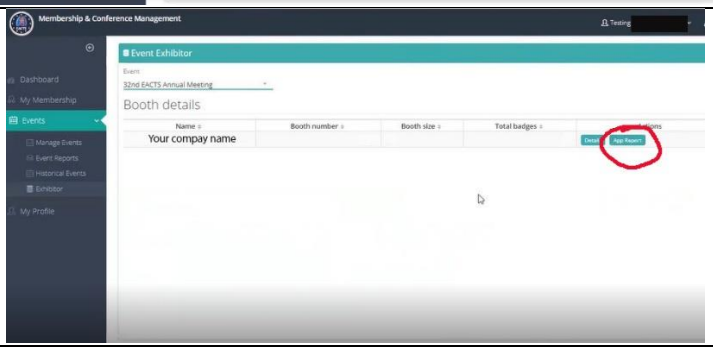
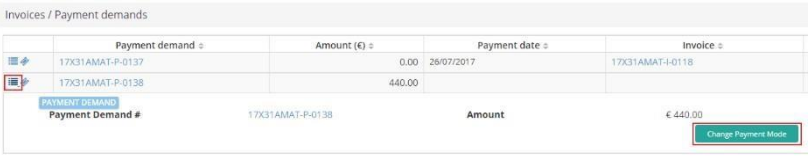
The Lead Retrieval report will include the following delegate data*:

EACTS Lead Retrieval app (1 app two modes)	
Booth scan mode	**Symposium scan mode**
Title Full name Company / Institution Full address Email Product/service interests Date and time of booth visit User comments entered in the app	Title Full name Company / Institution Full address Email Symposium attended Date and time of symposia visit
* The exhibitor will need to download the Lead Retrieval report from the secure exhibitor member area. The scanned **data will not appear on the phones after scanning**, this is to help ensure the security of the personal data of those being scanned. IMPORTANT: Please do not delete the app from the device until the report has been downloaded.	

How to order and set up scanner app

While the lead retrieval app is freely available via the app store and google play, your authorized company representative must first purchase activation codes from our secure EACTS member login in area in order to make the app work.

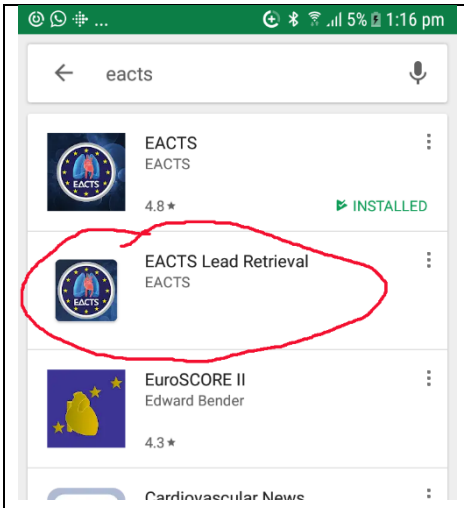
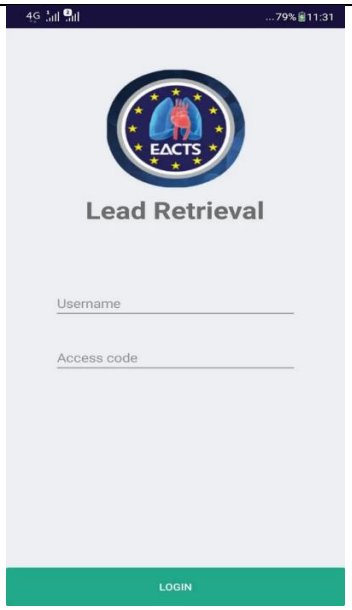
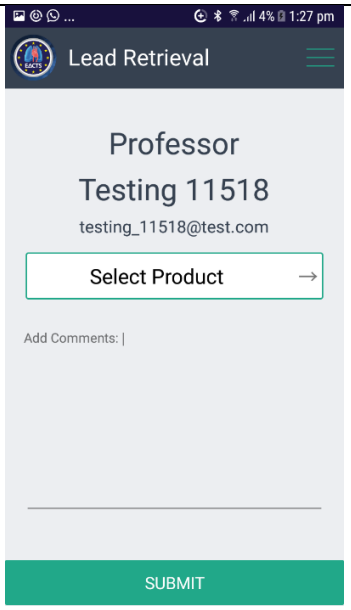
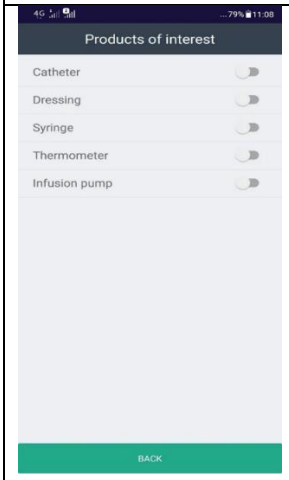
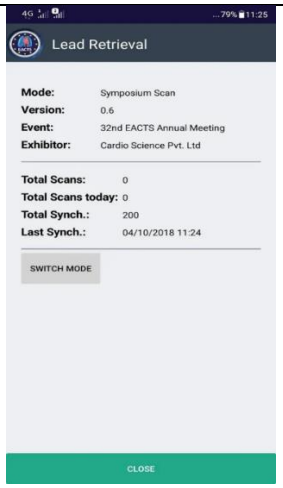
Login to your EACTS Exhibitor account via https://membership.eacts.org	
1. Choose "Events" **2. Choose "Exhibitor"** **3. Choose "Details"**	
4. Choose "Buy more badges & lead retrieval app codes"	

5. Choose the type of code(s) you wish to purchase, quantity required, payment mode, confirm T&Cs and choose next. Example: If you want to use two phones to scann visitors to your Booth AND your Symposia, you will need to purchase 2 booth codes and 2 symposia codes.	
6. Enter your company's product/services or symposia details as you would want them to appear in the app. You may also wish to add an "Other" item for general questions you may receive on the booth.	
7. Following the event you will need to log into your account to download your app report.	
Invoices / Payments demands will show a list of your invoices etc. Click on the invoice/payment demand number to download a copy	
If you have selected Bank Transfer as payment type but then wish to pay by credit card – expand the invoice line and choose 'Change payment mode'	

CONFIRMATIONS / INVITATIONS

The main contact for the exhibition will be sent an email containing all purchased EACTS Lead Retrieval App activation codes. It is the responsibility of this main contact to distribute the codes to the appropriate company representatives.

Download and use Lead Retrieval app

		
1. Download the EACTS Lead Retreival App from either google play or the app store.	2. Enter the username and activation code provided.	3. After scanning the QR Code, the badge details will show and you will be able to select a product of interest, add comments and choose submit/save. If the person's email address does not show under their name – it is not on file and you will need to add it in comments for your future follow-up.
		
4. This is a sample list of products. You will have added your list of products and/or symposia details when you purchased the activation codes.	5. If you have both Booth and Symposia activation codes on one device, you will need to "Switch modes" to switch between them.	