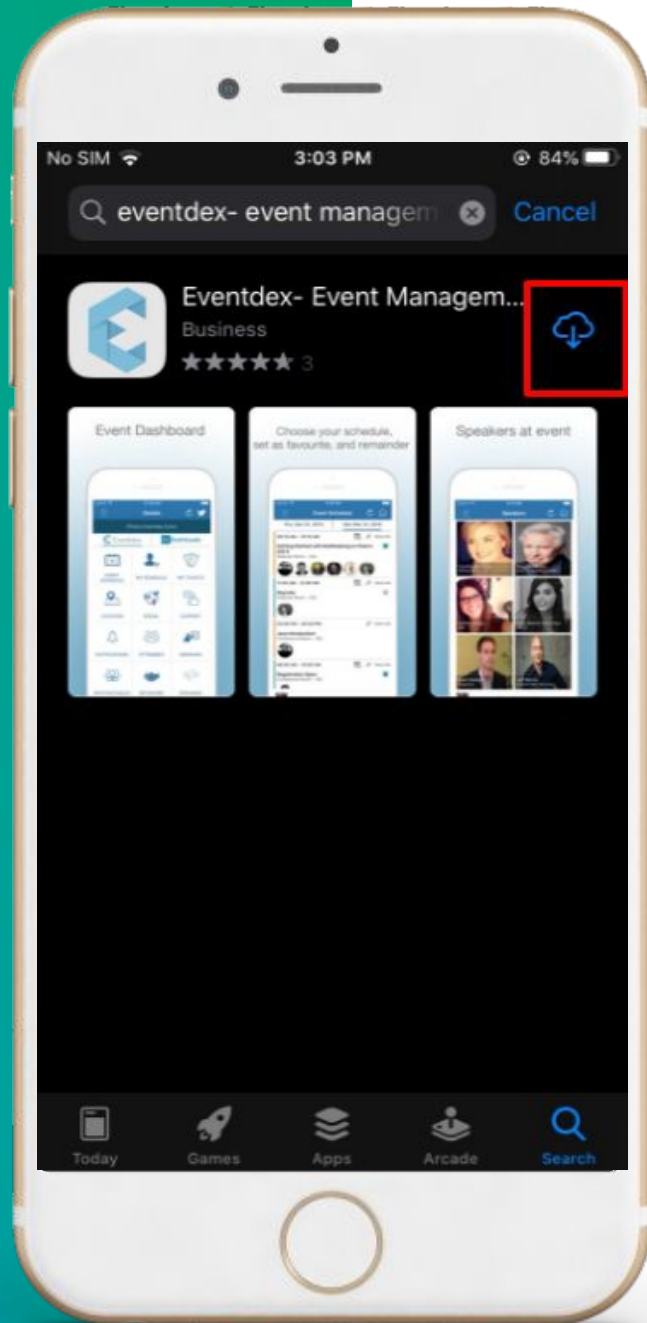




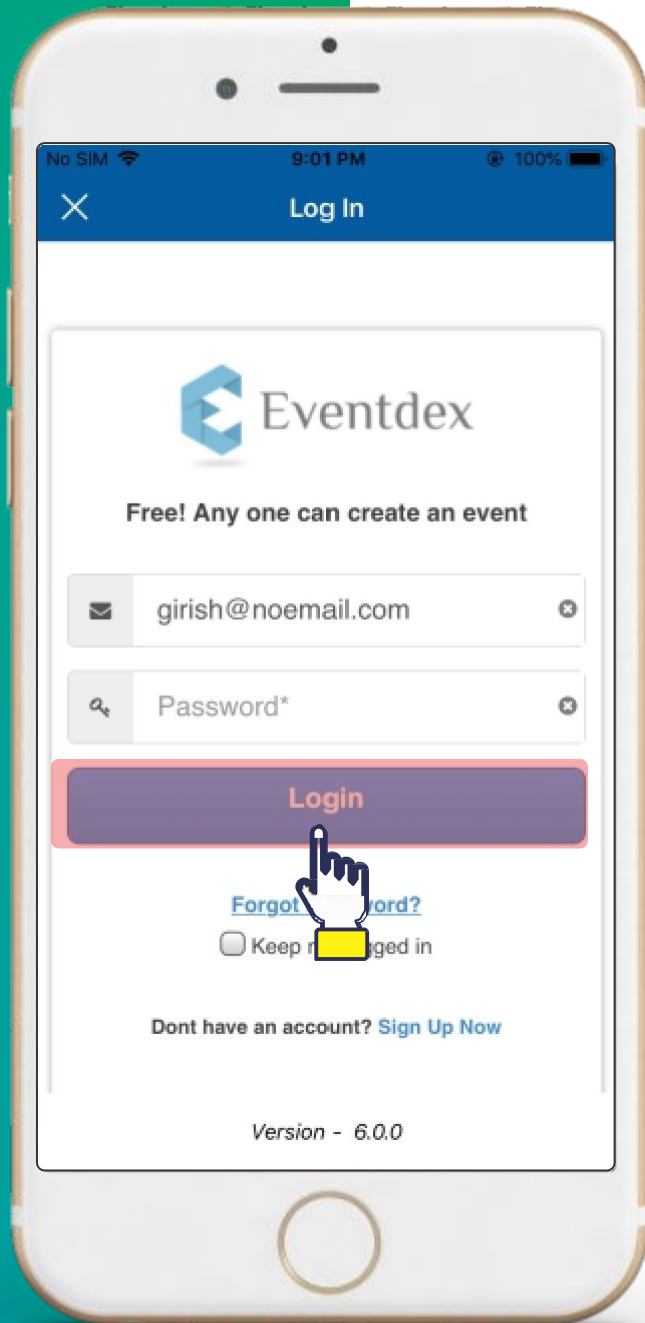
## **How to scan the leads using Eventdex Lead Retrieval App**



## DOWNLOAD EVENTDEX APP

Search and Download  
**'EVENTDEX- Event Management  
App'**

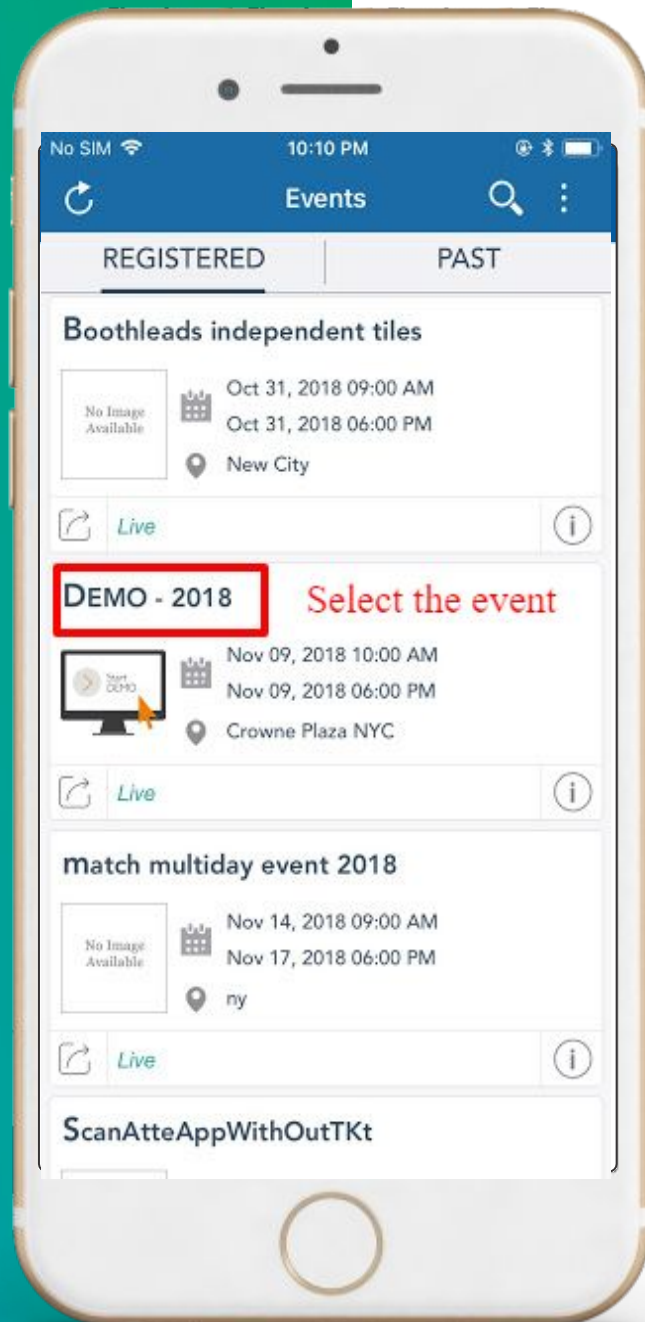
Available on the Apple App  
Store & Google Play Store



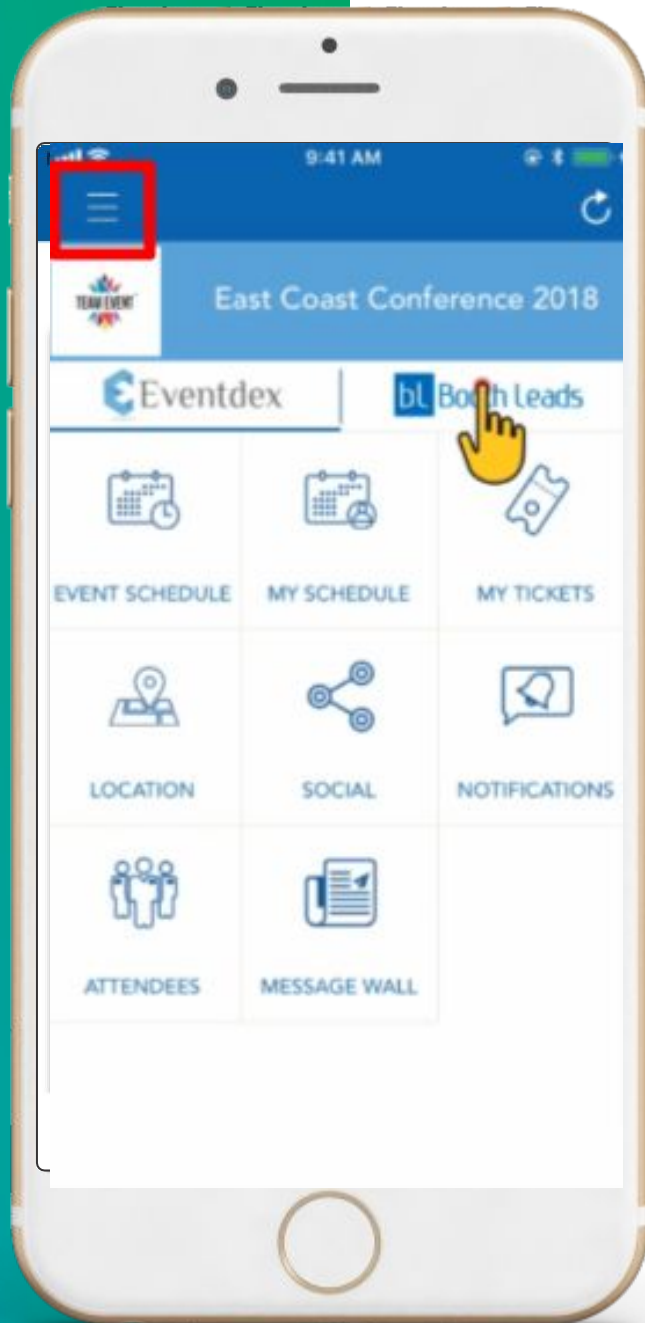
Use your registered **email** and **password** to login.

Please **sign-up** if not already done.

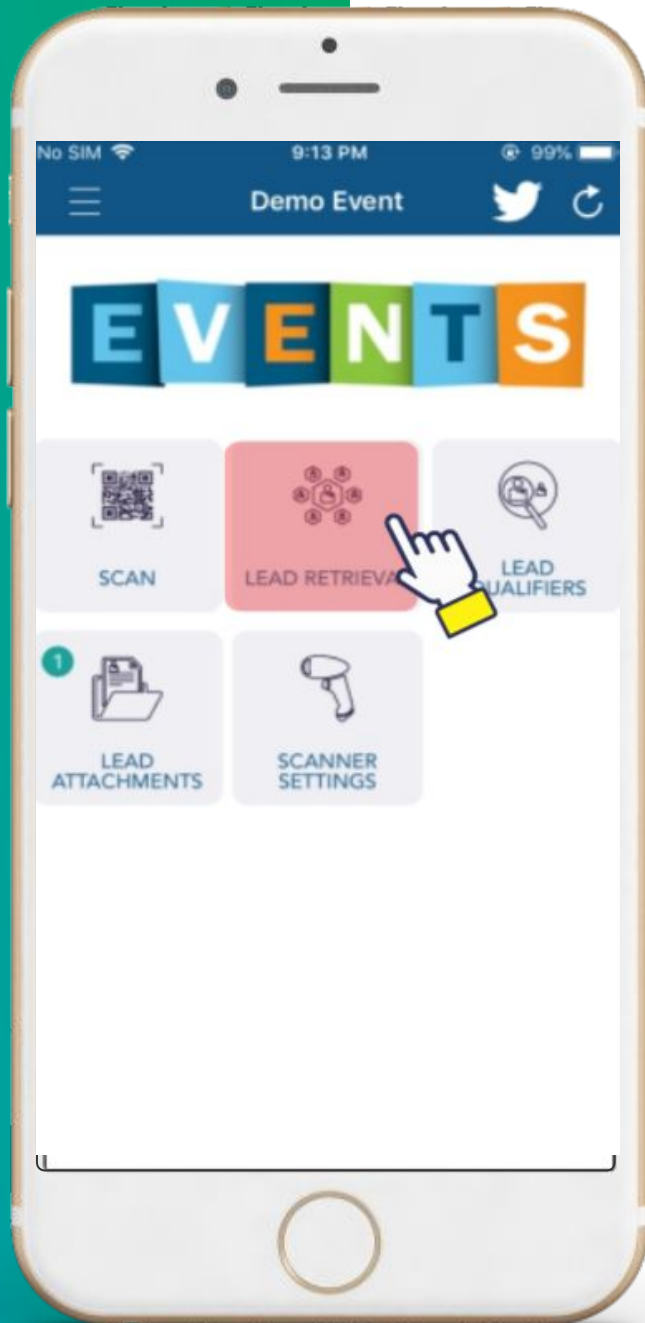
Forgot Password? Your password can be reset using your **registered email** address.



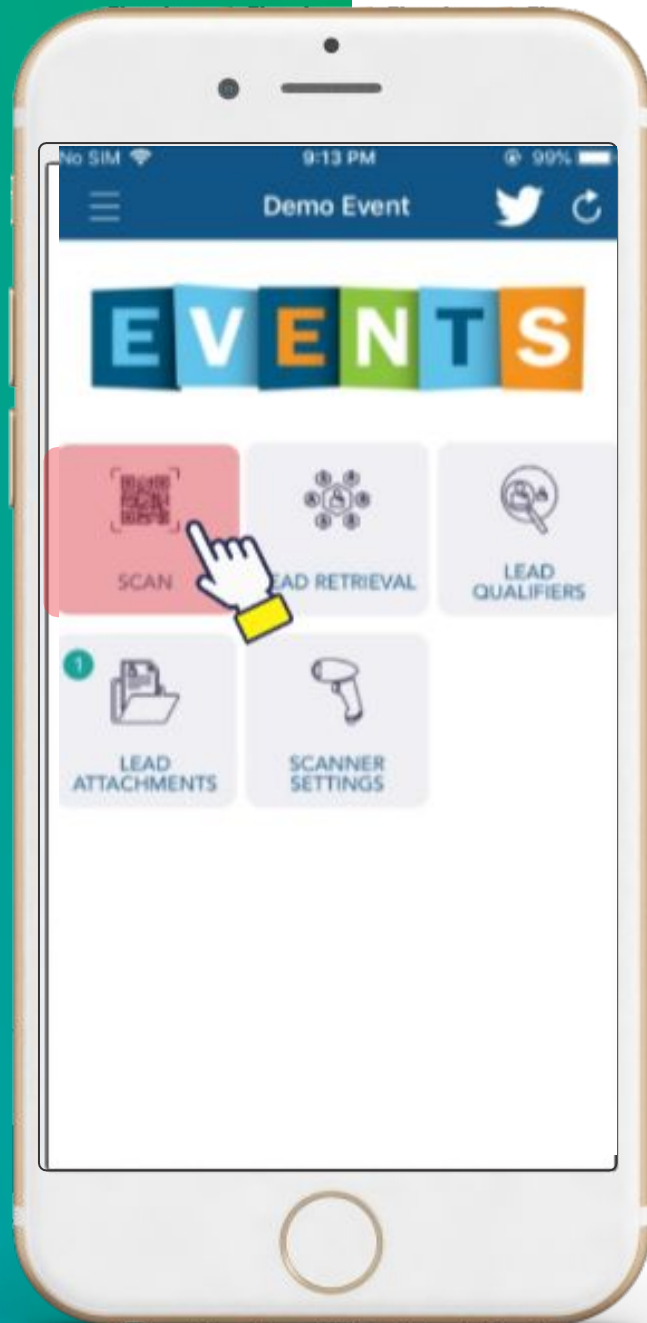
Select the **Event** for which attendee badge scanning operation has to be performed.



Click On **Menu** and  
select **Boothleads** tab



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

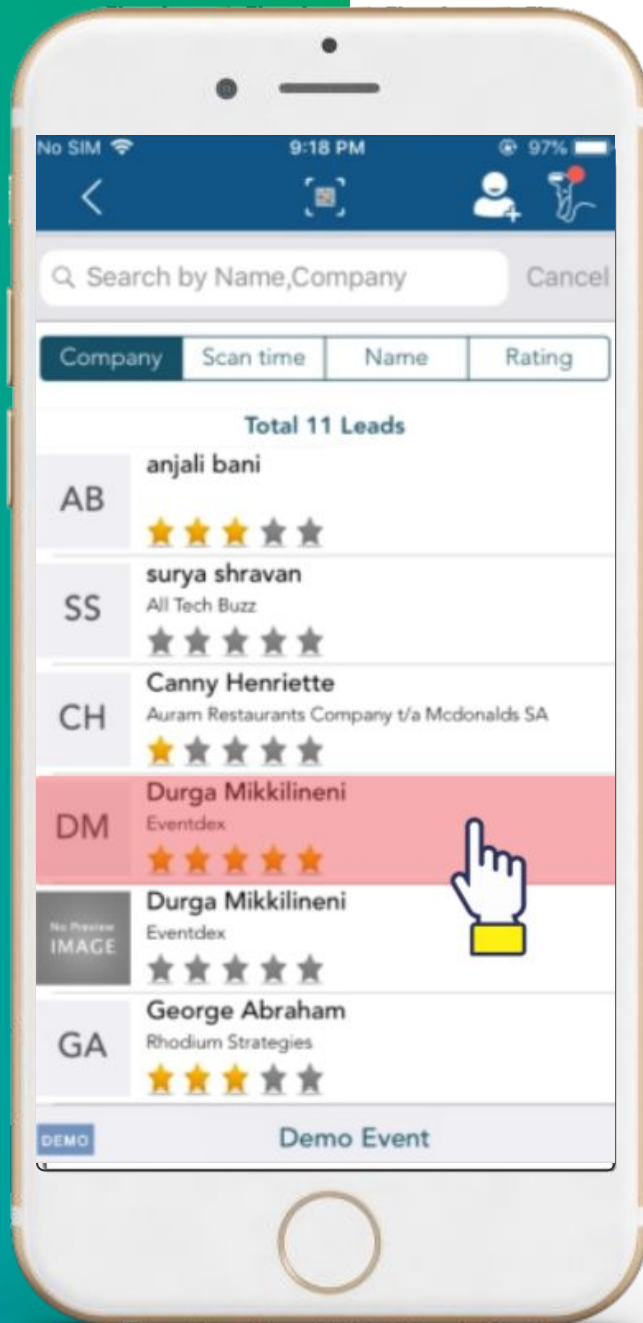


Tap on the **Scan icon** to scan the **QR code** printed on the attendee badge. Once scanning is done, the lead is stored in your device.

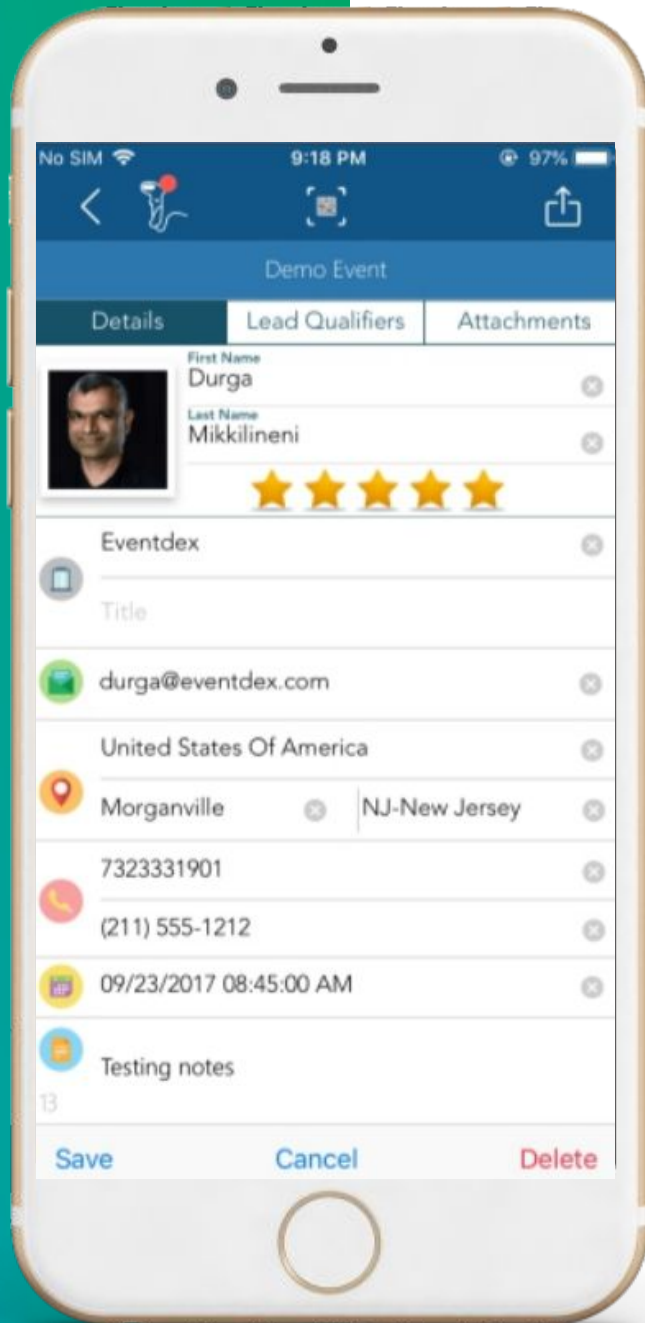


Scan the **QR**  
**Code**

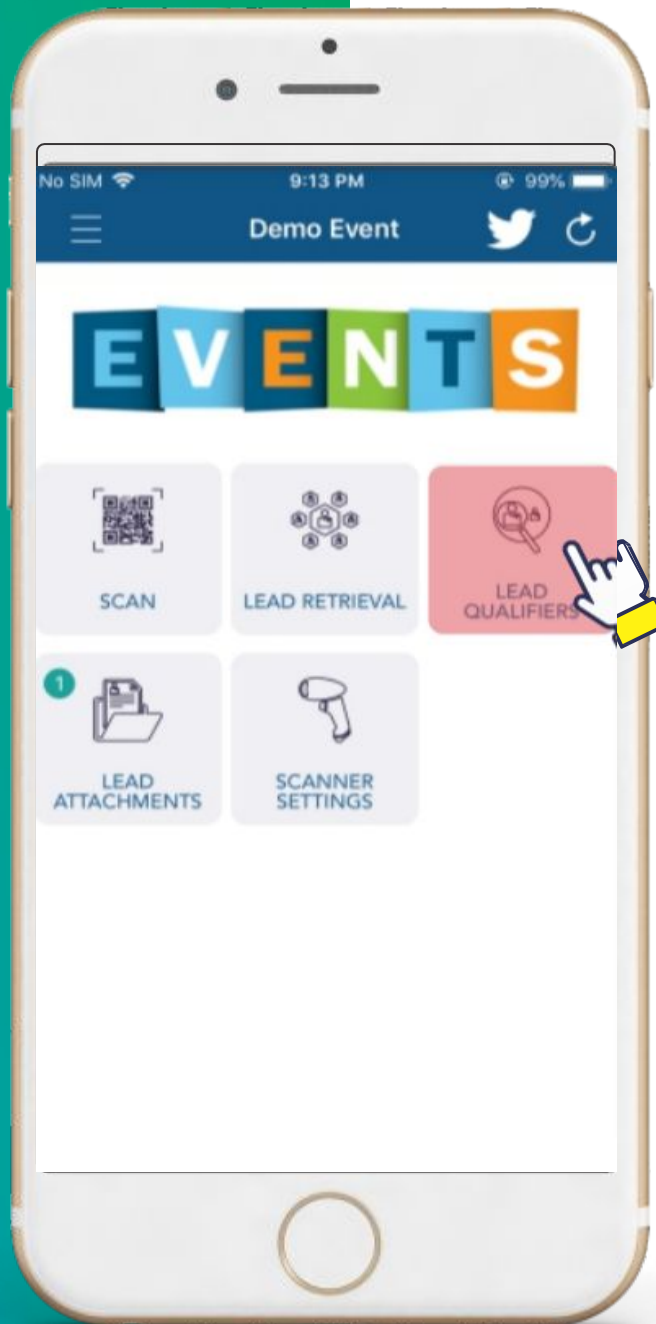




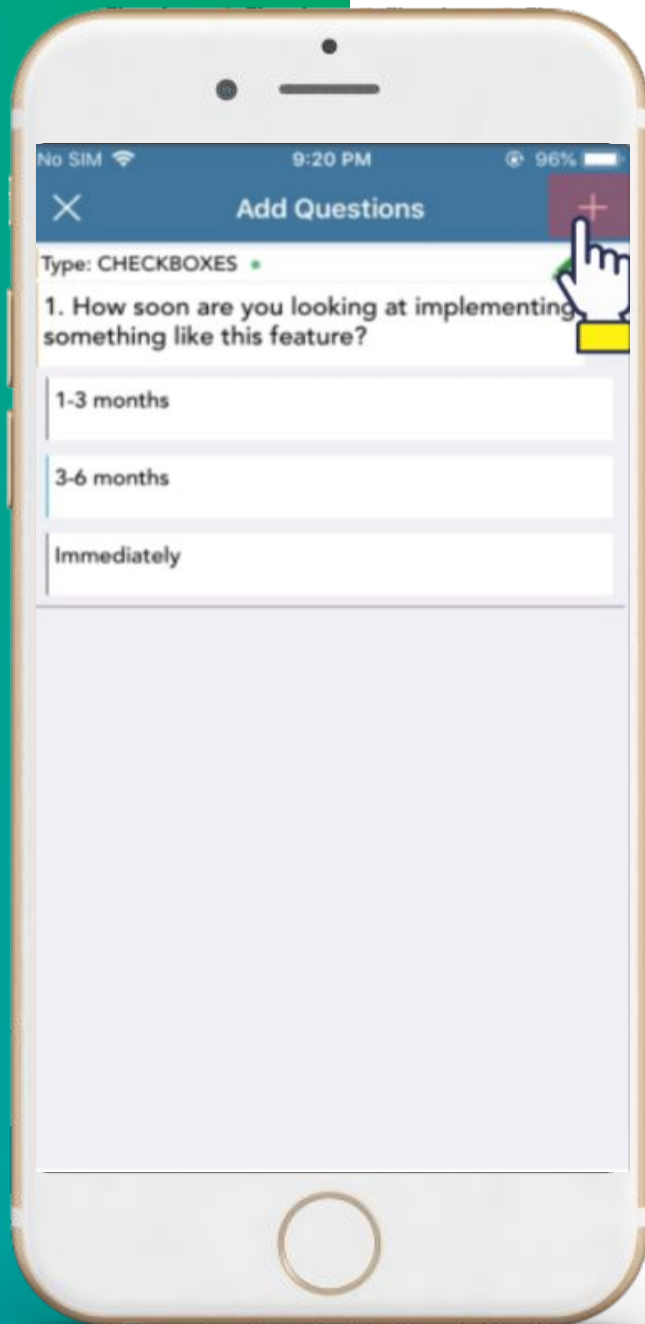
Select the **Attendee** from the list to rate, email, prioritize.



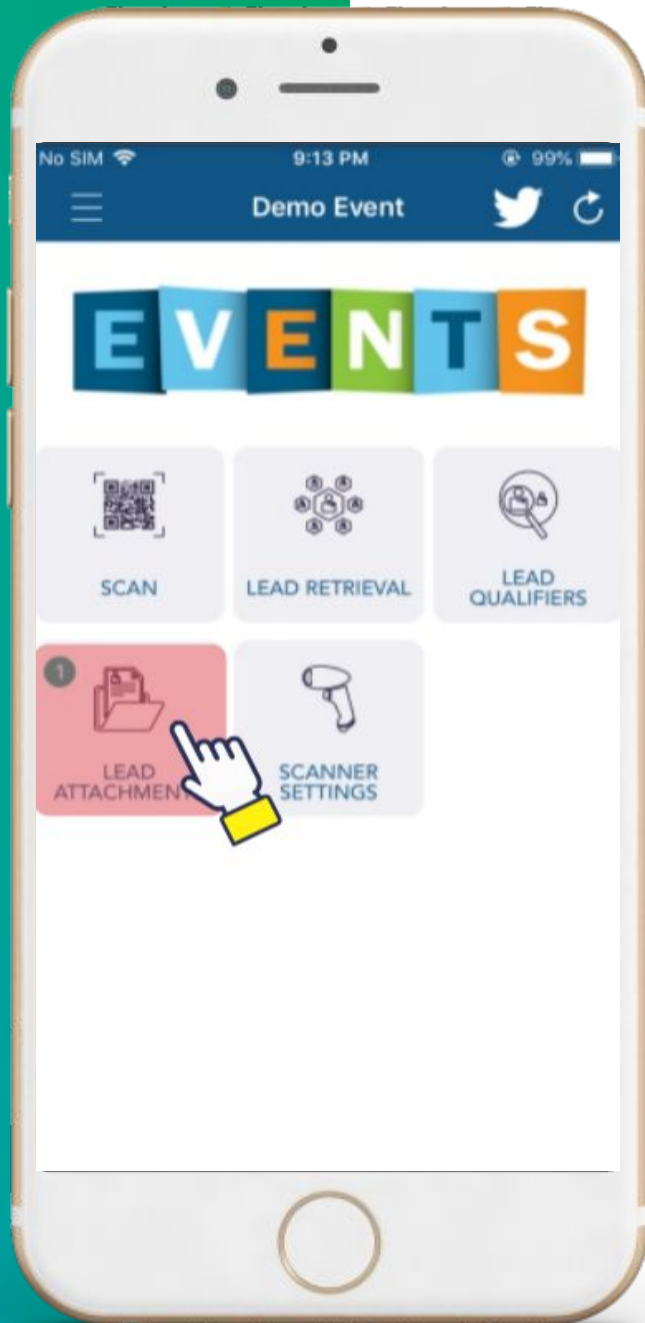
- ▶ Prioritize your Attendee by rating their profile
- ▶ Leave reminders
- ▶ Take notes



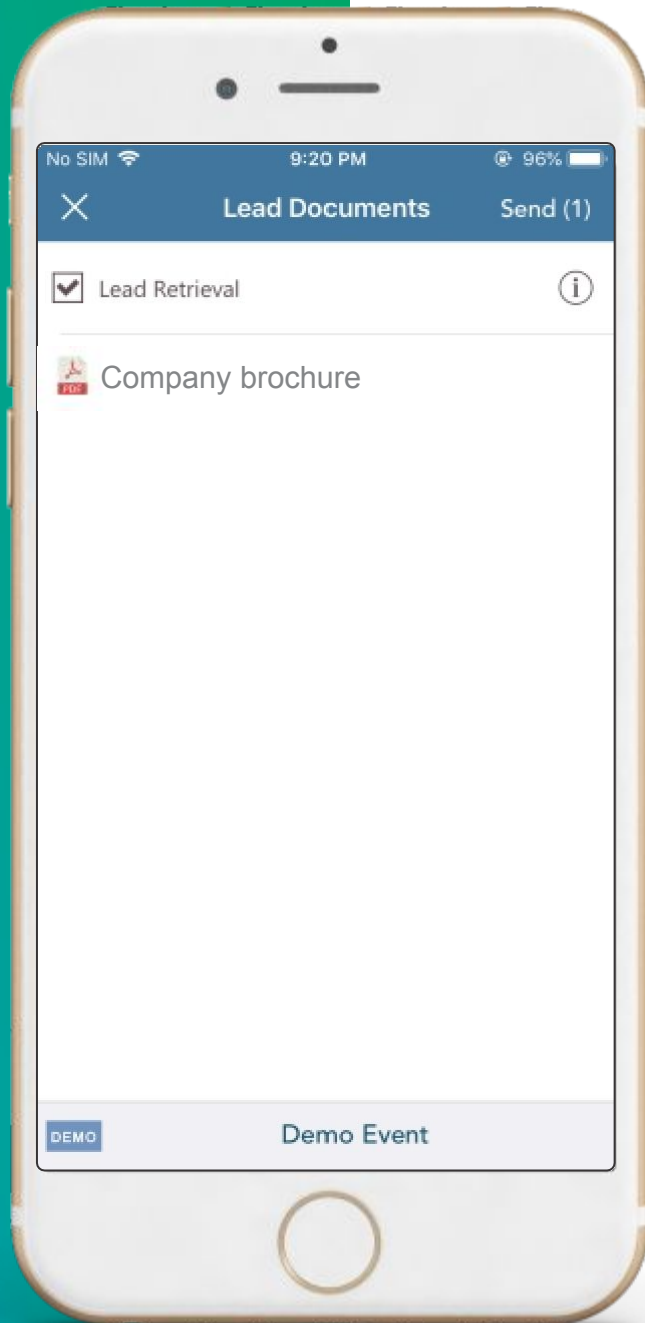
You can add **Lead Qualifiers** to your account which will help you filter more quality leads.



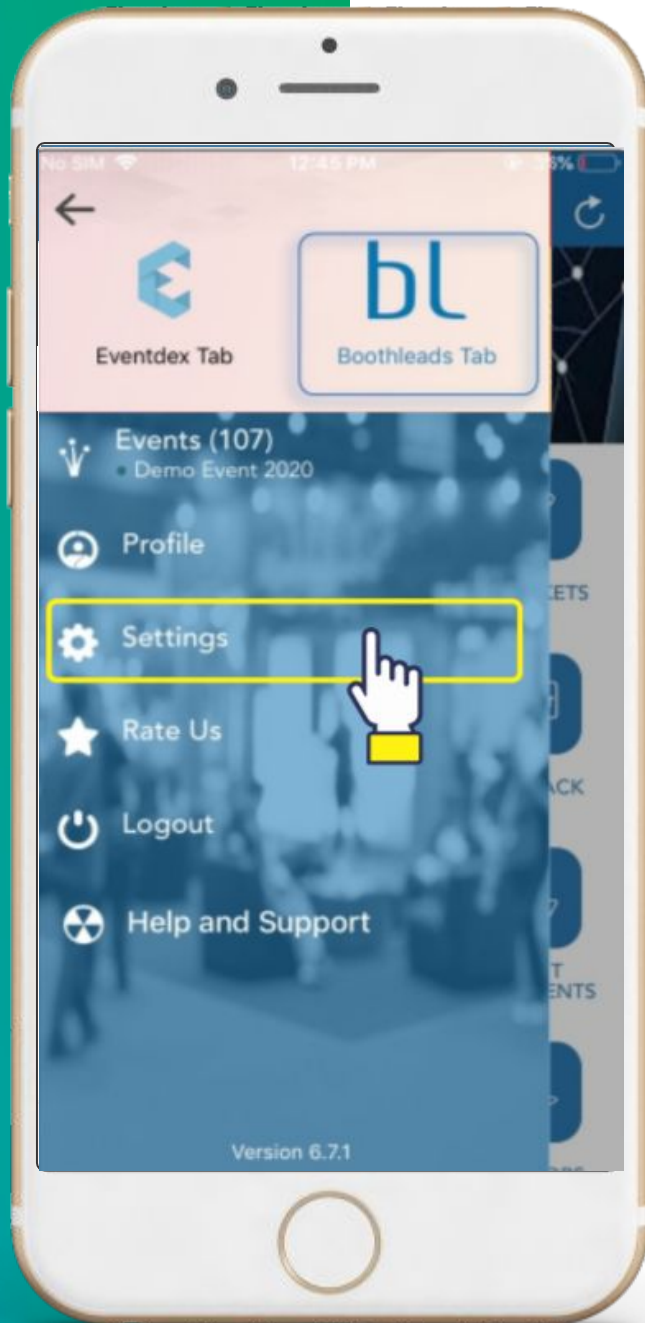
Set your own  
**Lead Qualifiers.**



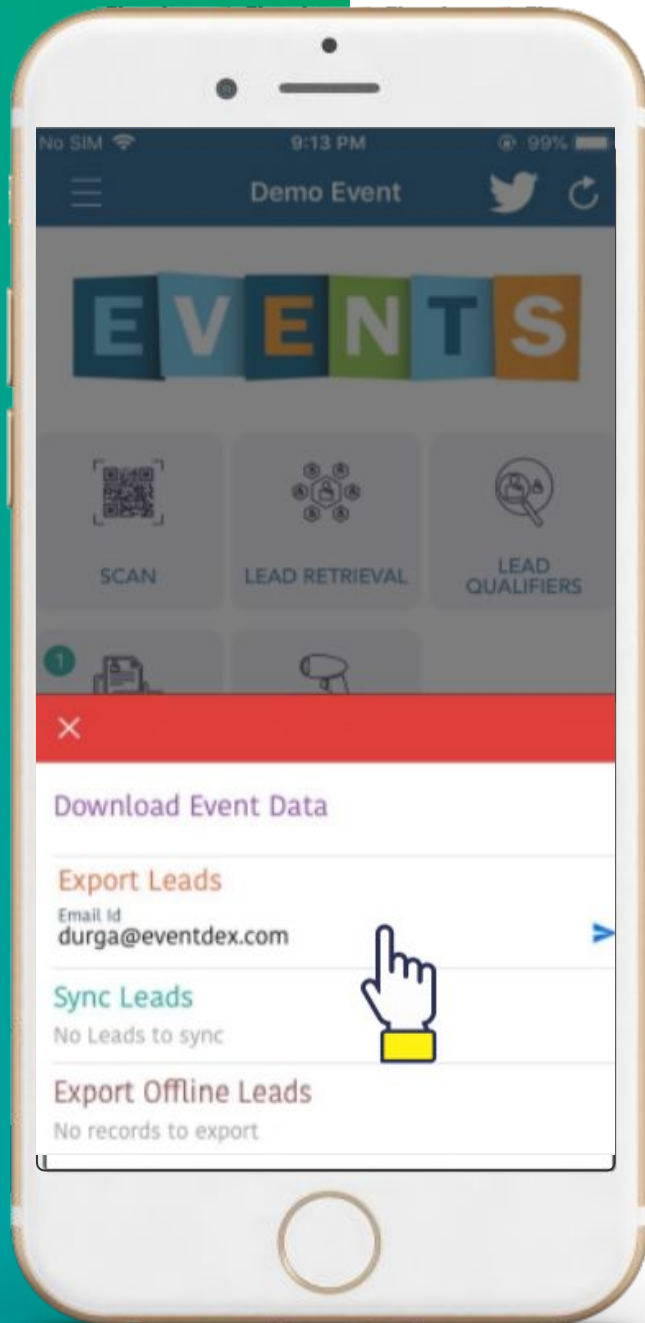
Add your company  
brochure or a flyer in  
**Lead Attachment.**



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

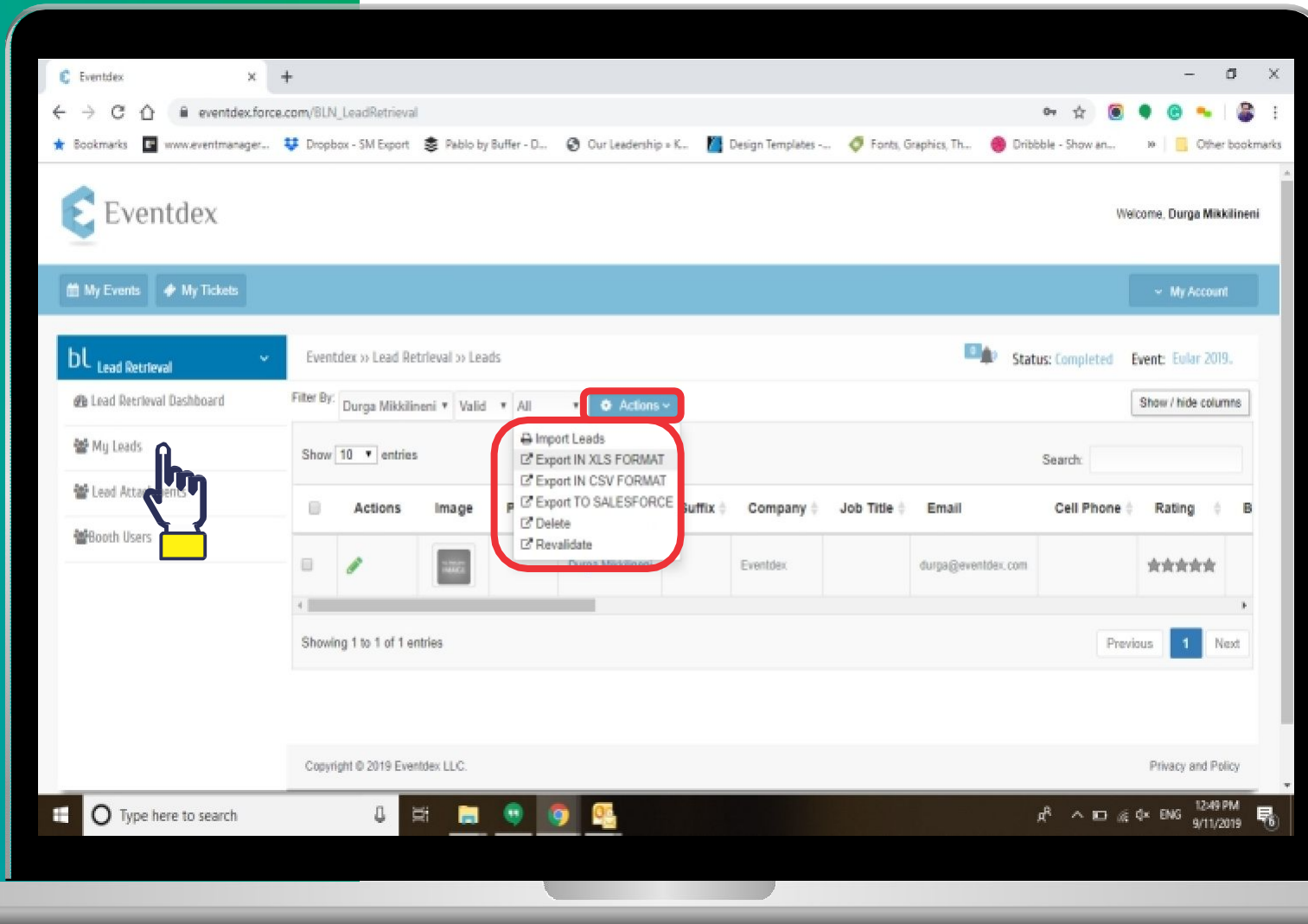


Click on the settings icon to Export the **Scanned Leads**.



Send the scanned leads  
to your **email address.**





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