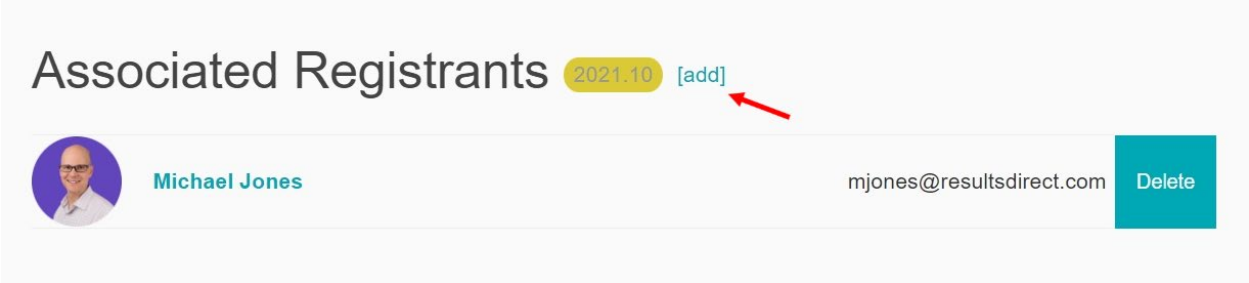
Exhibitor Lead Scanning and Check-In

Associated Registrants

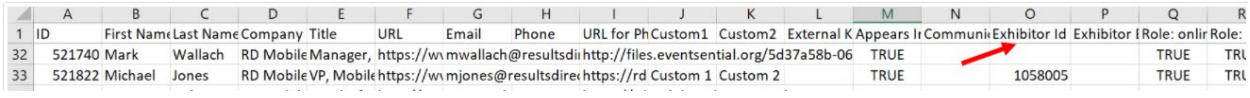
Exhibitor representatives, or exhibitor **Associated Registrants**, can collect leads by scanning an attendee's QR code with the app and *make edits to the exhibitor details page through the public site* (2021.11 Update).

Associated Registrants can be assigned to an exhibitor through the Backoffice or through a CSV upload

- **Assigning an Associated Registrant through the Backoffice**:
    - Select an Exhibitor in the Backoffice, and under "Associated Registrants", click "[add]". Select a registrant from the window that pops-up. Multiple registrants can be assigned as an exhibitor representative for an exhibitor, but a registrant can only be assigned to one exhibitor.



    - The Exhibitor to which a registrant should be associated can also be defined in the registrant detail page.
- **Assigning an Associated Registrant through a CSV upload**:
    - Download the current registrant roster from Utilities, and enter the Exhibitor ID (found at the end of the Backoffice/Public site URL for that exhibitor: e.g. if the URL is "backoffice.rdmobile.com/Exhibitors/Details/1043025", the Exhibitor ID would be "1043025") in the "Exhibitor Id" column for the appropriate registrant, and re-upload the saved file.



	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R
1	ID	First Name	Last Name	Company	Title	URL	Email	Phone	URL for Ph	Custom1	Custom2	External K	Appears In	Communi	Exhibitor Id	Exhibitor I	Role: onlir	Role:
32	521740	Mark	Wallach	RD Mobile	Manager,	https://w	mwallach@resultsdi		http://files.eventsential.org/5d37a58b-06				TRUE				TRUE	TRU
33	521822	Michael	Jones	RD Mobile	VP, Mobile	https://w	mjones@resultsdirec		https://rd	Custom 1	Custom 2		TRUE		1058005		TRUE	TRU

Utilizing Exhibitor Scanning Features in the App (Exhibitor Mode)

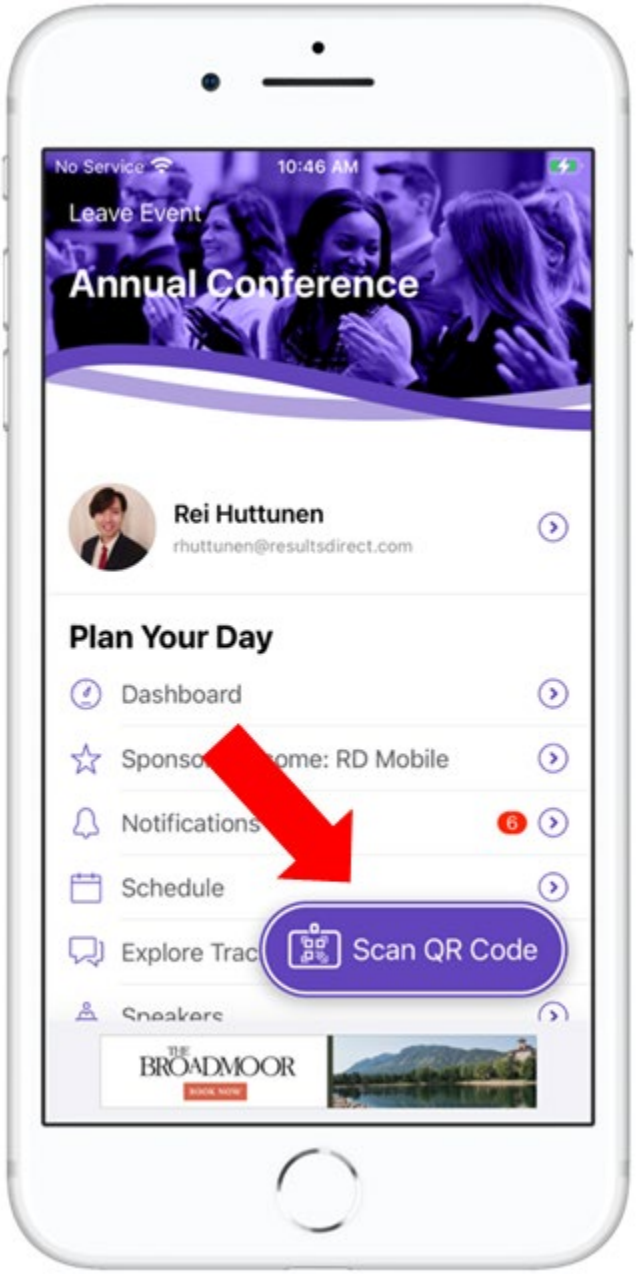
Associated Registrants can view their scanned leads, make notes on individual contacts, and export lead lists.

Leads may be collected by either:

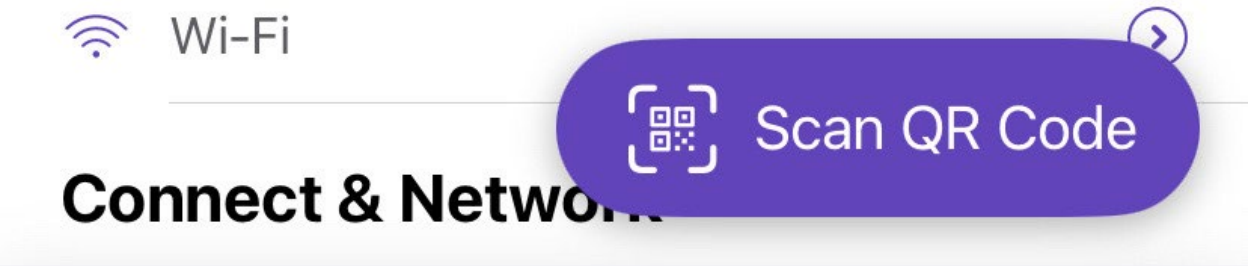
- An attendee checking-in with the exhibitor by scanning a QR code through the app: Please see Printing QR Codes for Exhibitors.

    - Attendees can scan QR codes that are further away by utilizing the 'pinch-to-zoom' feature, e.g.: QR codes that appear on a presentation slide.

- A user representing that exhibitor scanning an attendee's QR code with the app:
    - Exhibitor representatives will only be able to scan attendees as leads, and cannot initiate a business card exchange with another user.
    - Both the exhibitor and the attendee will open the scanner tool, and the exhibitor will scan the attendee's QR Code.
        - To open the in-app **Exhibitor Mode** QR code scanner, tap on the icon on the bottom right corner of the main menu:

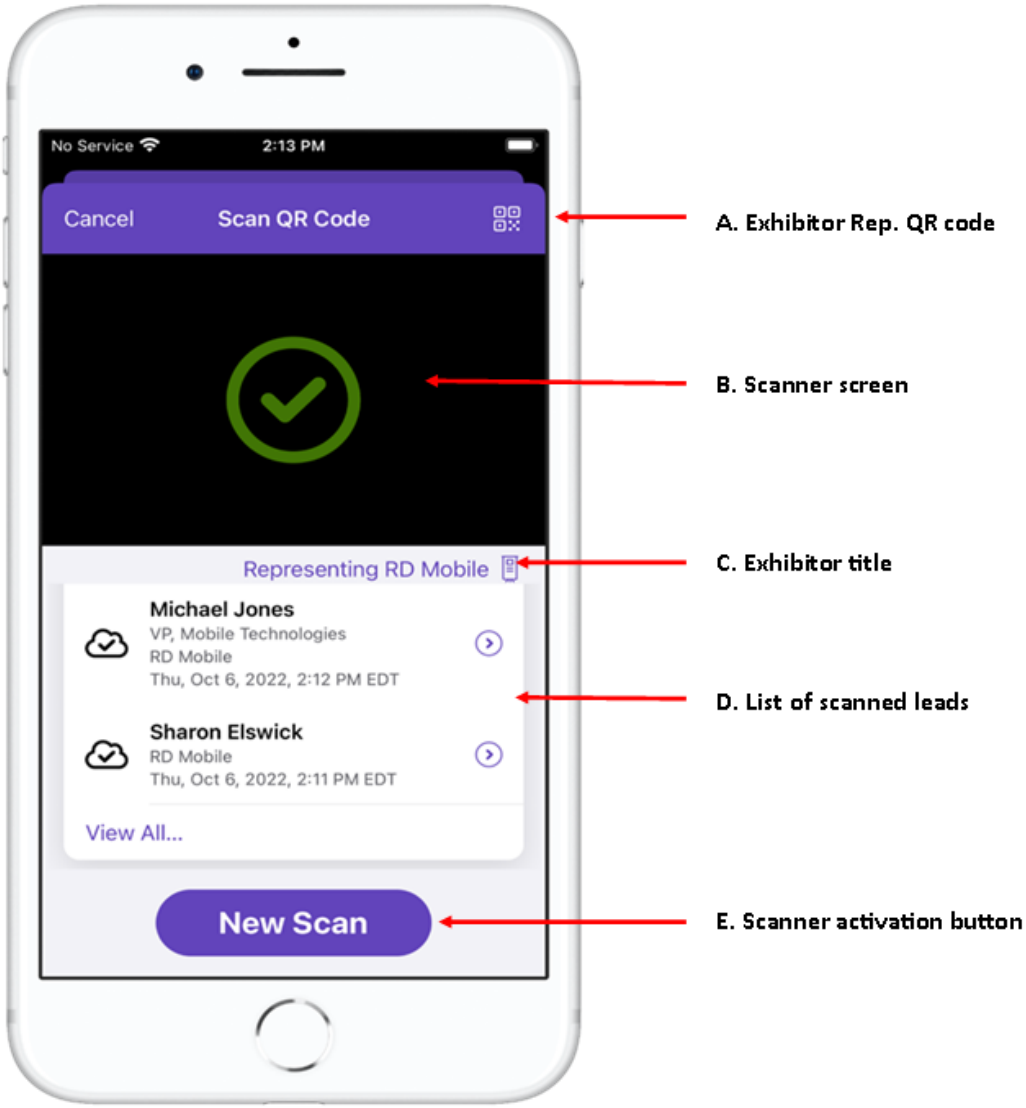


If the user is not in exhibitor mode, the icon will appear as the following:



Note: If the exhibitor icon is not appearing for a user who has been configured as an Associated Registrant, you can advise the user to try manually refreshing the event through the app to resolve the issue.

Selecting the **Scan QR Code** button will display the following UI:



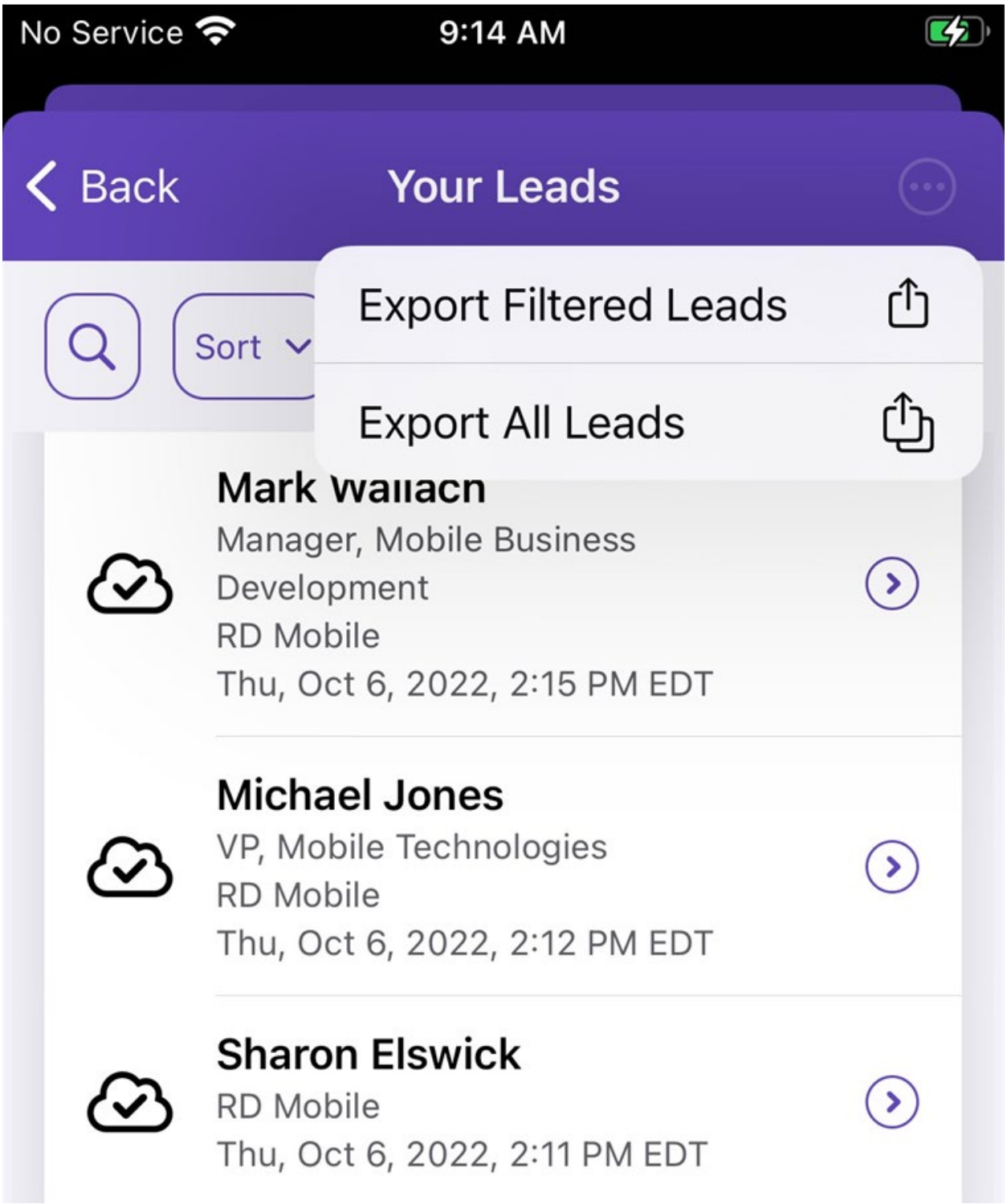
A. **Exhibitor Rep. QR code** - Display a QR code that attendees can scan. The attendee will be registered as a lead. The attendee will have the exhibitor rep.'s business card and would be checked in with that exhibitor.

B. **Scanner screen** - After selecting "New Scan" button (indicated by **E** in the diagram), exhibitors will use this area to 'aim' at the QR code they are scanning

C. **Exhibitor title** - Displays the organization the user is representing

D. **List of Scanned leads** - Scanned leads, both successful and pending, will appear in this area (If uploads are pending, they are likely due to an unreliable network connection. Once network connection is regained, uploads should happen automatically. If not, please try refreshing the app).

Selecting "**View All...**" will open the following screen with a list of all the leads scanned by the representative during the event:

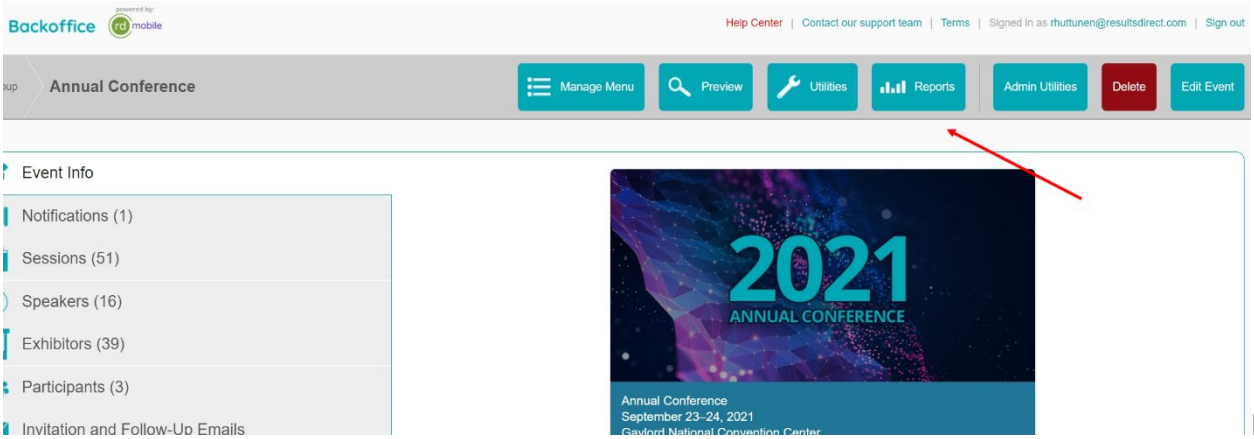


From the *kebab* button on the upper-right-hand corner, the representative can export the collected leads (as shown above).

Attendees can see which exhibitors they have checked-in with, by looking at their **Registrant Bag**.

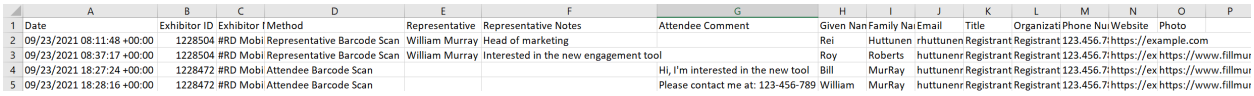
Accessing Exhibitor Leads in the Backoffice Report

To access the Exhibitor Leads List as an admin, simply navigate to the **Reports** section on the Backoffice event page.:



If there are any leads generated for an event, a section entitled: **Exhibitor QR Leads List** will appear with a list of exhibitors and the number of leads generated for the exhibitor. Click on the "**Download report**" text under the list and a spreadsheet will be downloaded containing information listed on the "**Included lead fields**" such as:

- The date and time of the lead generation
- Exhibitor ID
- Name of Exhibitor
- Method of lead generation
    - "Representative Barcode Scan" or "Attendee Barcode Scan"
- Exhibitor representative who created the lead
- Representative/Attendee notes/comments
- Name, email address, job title, organization, phone number, website, and photo URL



	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P
1	Date	Exhibitor ID	Exhibitor I	Method	Representative	Representative Notes	Attendee Comment	Given Nan	Family Na	Email	Title	Organizati	Phone Nu	Website	Photo	
2	09/23/2021 08:11:48 +00:00	1228504	#RD Mobi	Representative Barcode Scan	William Murray	Head of marketing		Rei	Huttunen	rhuttunen	Registrant	Registrant	123.456.7	https://example.com		
3	09/23/2021 08:37:17 +00:00	1228504	#RD Mobi	Representative Barcode Scan	William Murray	Interested in the new engagement tool		Roy	Roberts	huttunenr	Registrant	Registrant	123.456.7	https://ex	https://www.fillmur	
4	09/23/2021 18:27:24 +00:00	1228472	#RD Mobi	Attendee Barcode Scan			Hi, I'm interested in the new tool	Bill	MurRay	huttunenr	Registrant	Registrant	123.456.7	https://ex	https://www.fillmur	
5	09/23/2021 18:28:16 +00:00	1228472	#RD Mobi	Attendee Barcode Scan			Please contact me at: 123-456-789	William	MurRay	huttunenr	Registrant	Registrant	123.456.7	https://ex	https://www.fillmur	

The information in the generated leads spreadsheet comes from the Registrant profile, which is created and managed by event admins or an integration, and not the user profiles controlled by attendees. Therefore, having a detailed registrant roster is beneficial to ensure the accuracy of lead information.

If the scanned lead is not a registrant, only basic information such as Date and Time, Exhibitor ID and Name, Method, Representative Name, Notes, Attendee Name, and Email will be included in the downloaded report.

*If you have a dedicated app and are interested in utilizing this feature for an upcoming event, please contact us about updating your dedicated app.