

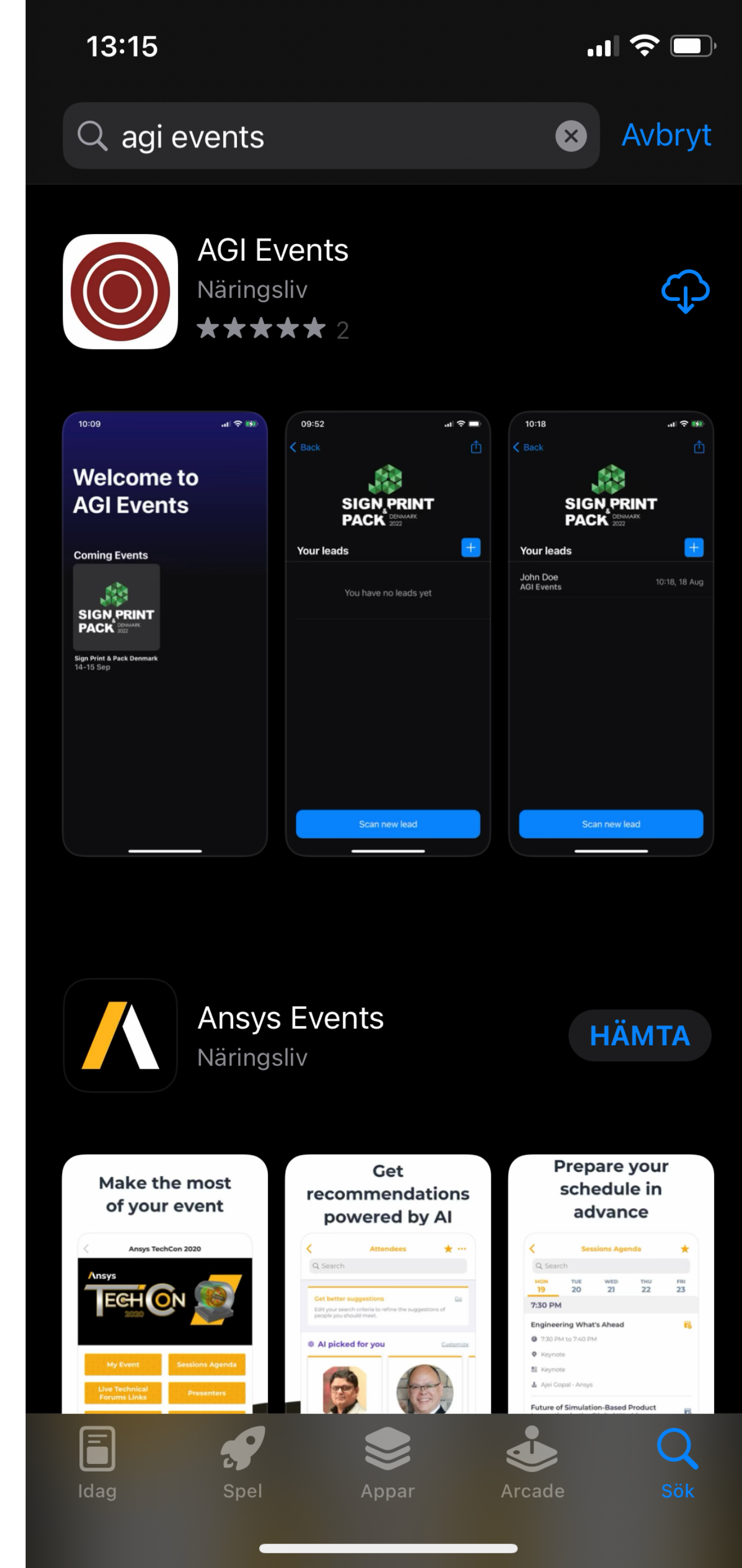
AGI Events

Quick Guide

23/8-2022

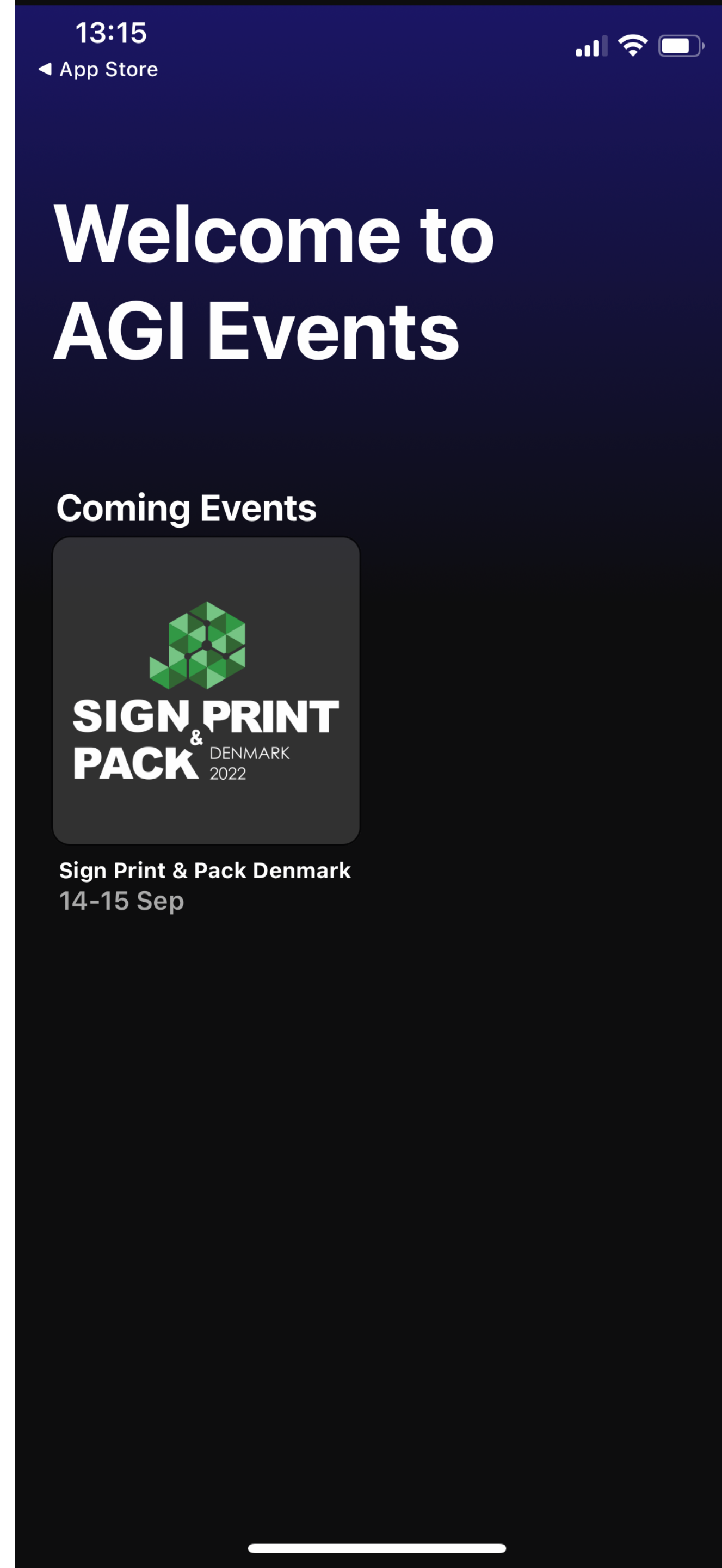
Download the app

- The app is only available on App Store
- Search for AGI Events
- Download the app



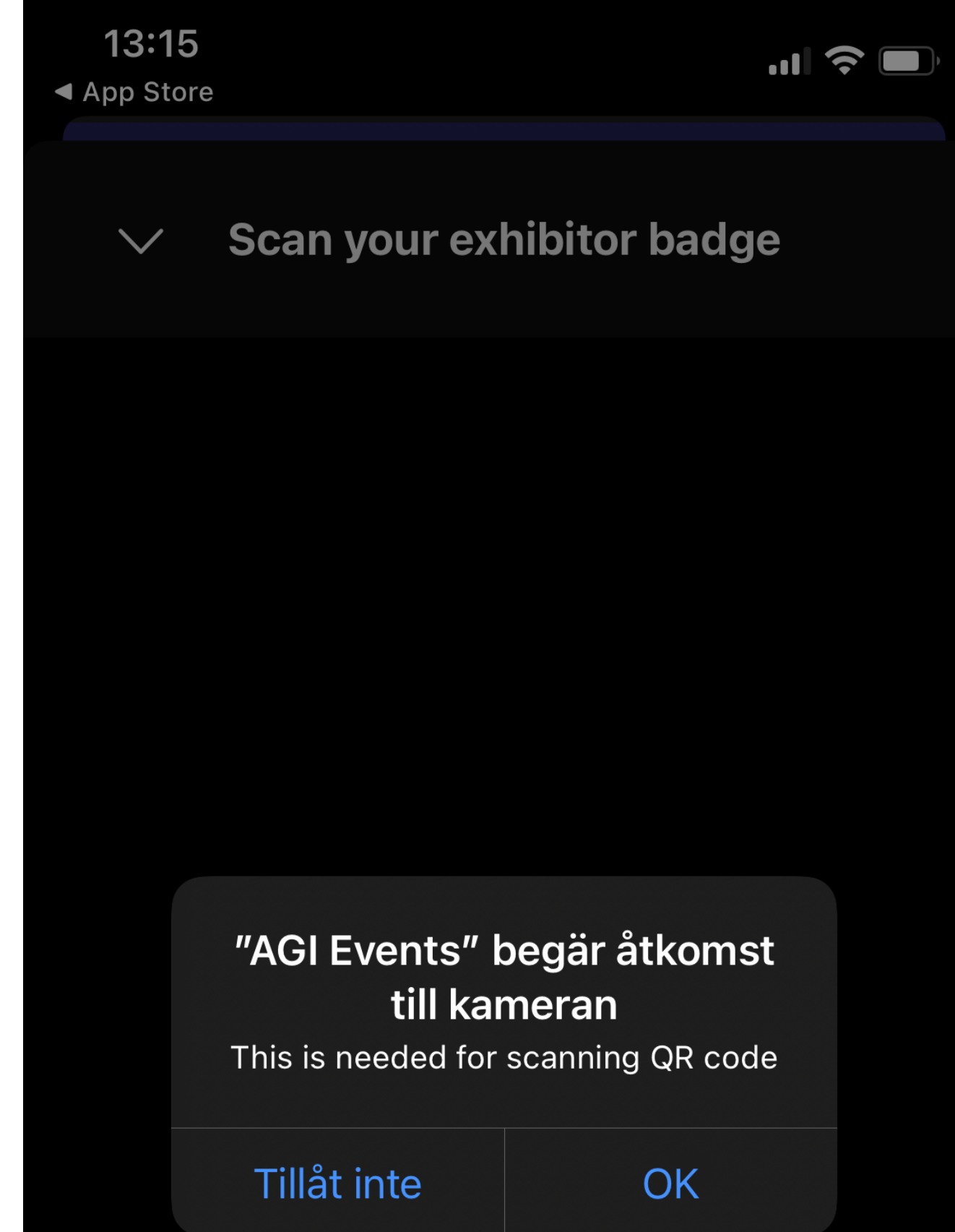
Start page

- Here you can see all the coming and previous events.
- Select the event you are attending to.



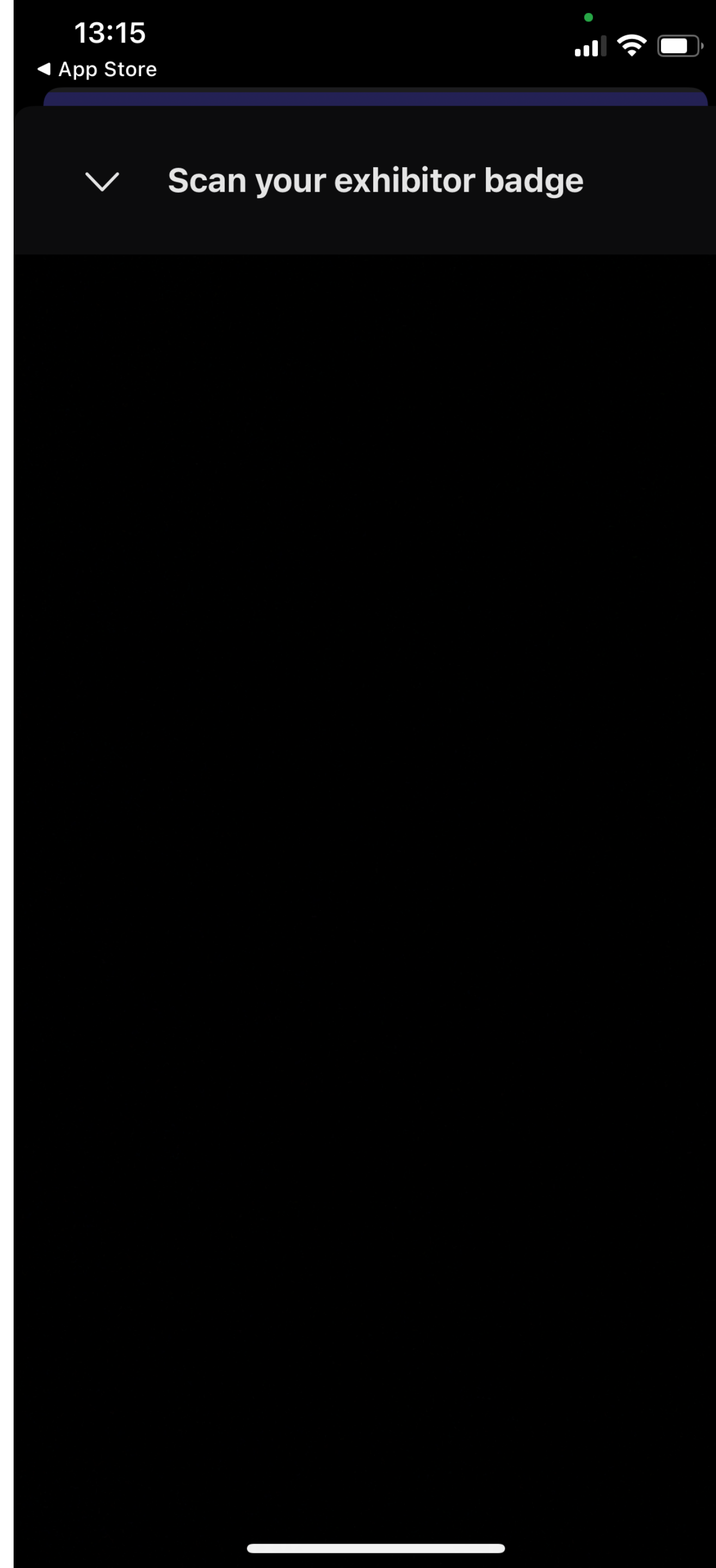
Allow access to the camera

- To be able to scan a badge, you must allow access to the camera. Press OK.



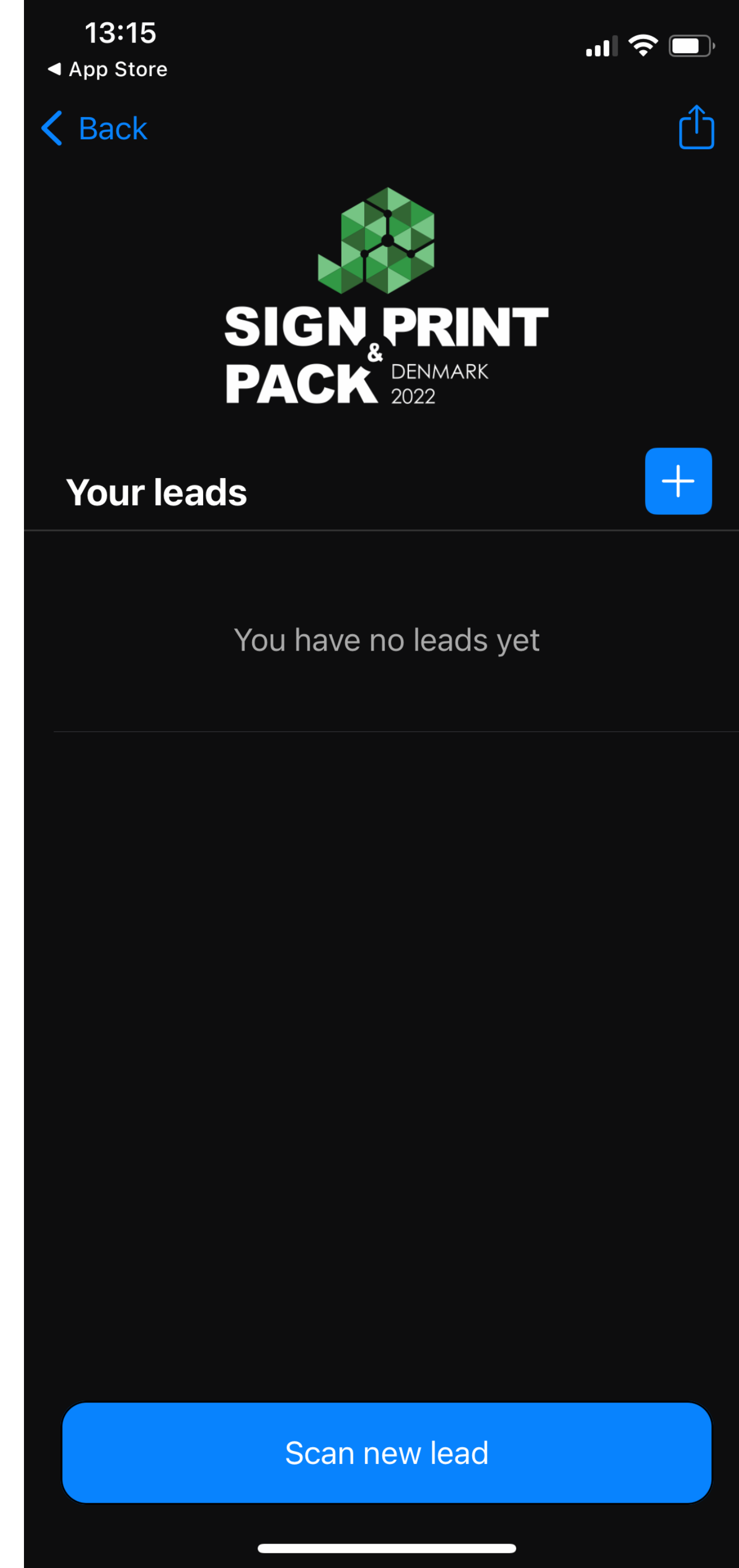
Scan your exhibitor badge

- Before you can start collecting leads, you must first scan the your exhibitor badge that you will get at the registration desk of the exhibition.



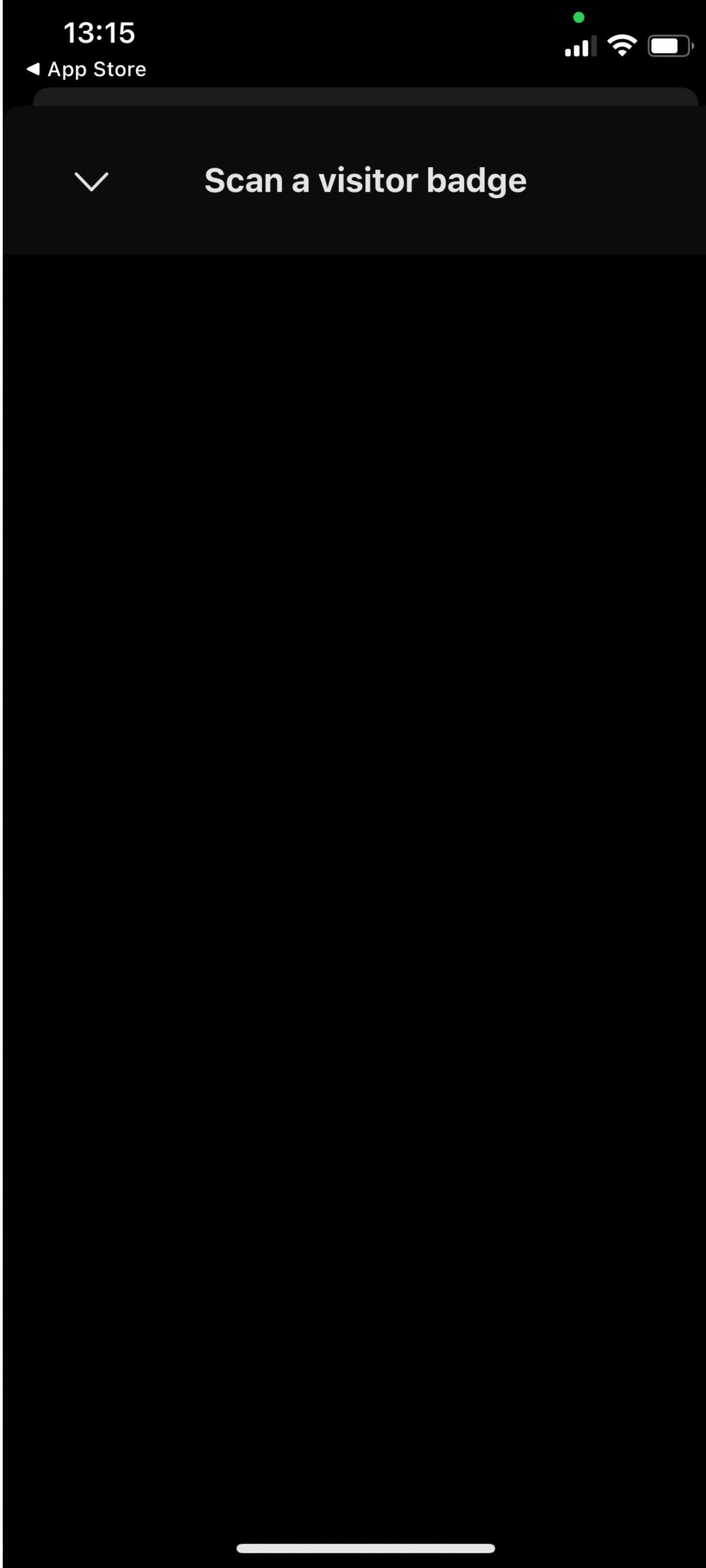
Start collecting leads

- You can now start scanning badges at the exhibition.
- Press "Scan new lead" to scan a visitor.
- You can also enter all the details manually by pressing the blue "plus" button.



Scanning a visitor

- If you pressed "Scan new lead", the camera will once again open so that you can scan a visitor or another exhibitor.



Enter data manually

- If you pressed the blue "plus" you will see this screen.
- If a lead for some reason does not have a badge that can be scanned, you can enter all the details manually here.

13:15

◀ App Store

New lead

First Name*

Enter first name

Last Name*

Enter last name

Company*

Enter company

E-mail*

Enter e-mail

Phone

Enter phone number

Address

Enter address

Zip code

Enter zip code

City

Enter city

Next

Additional data

- Once you have scanned or manually entered a lead, you will see this screen where you can note what the customer was interested in.
- Once you are done, press "Save".

13:16 📶 🔋

Cancel Lead Save

Contact Information

Emil Hammarström
Addbrand
emil.hammarstrom@agi.se
tel: 123456789

Additional Information

This is a demo text

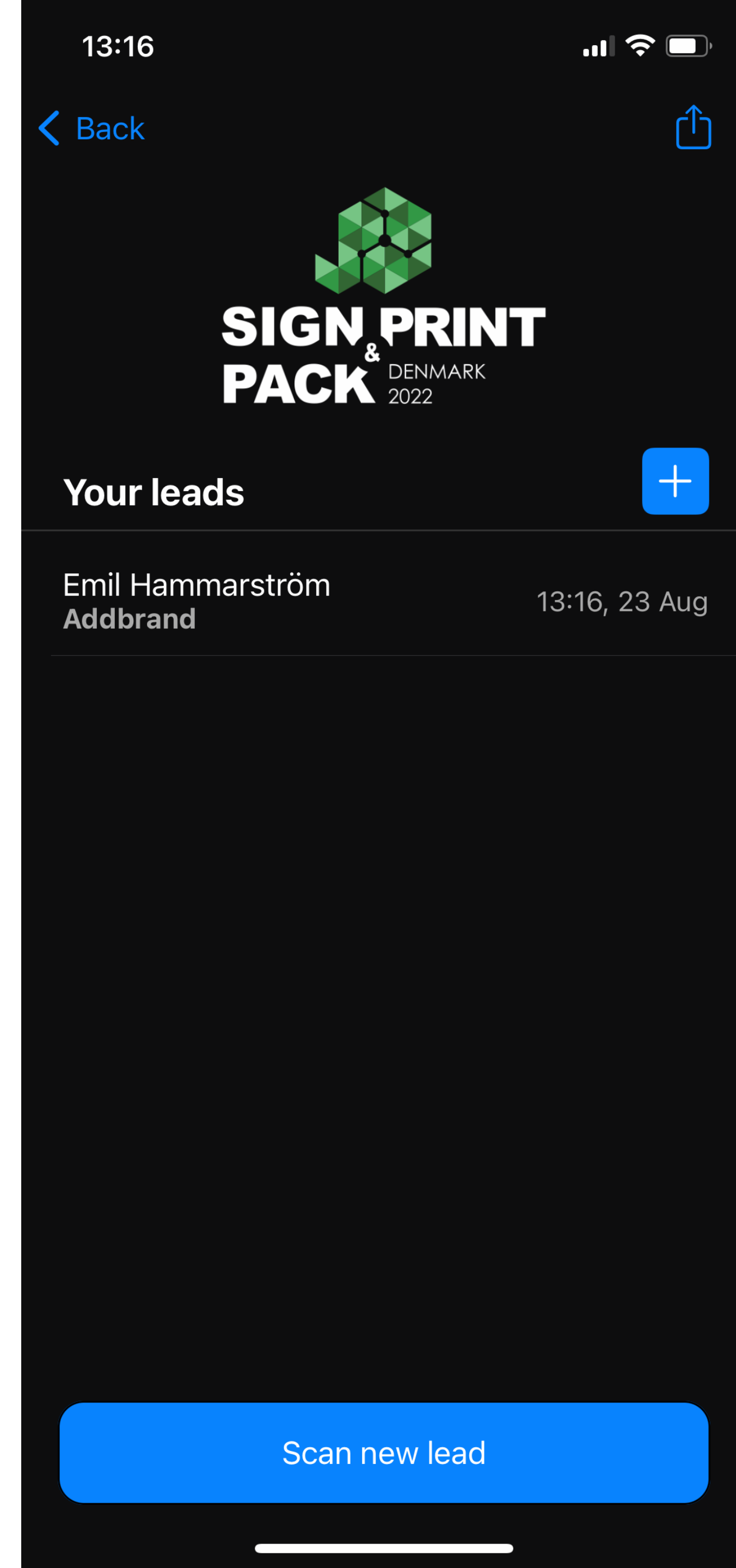
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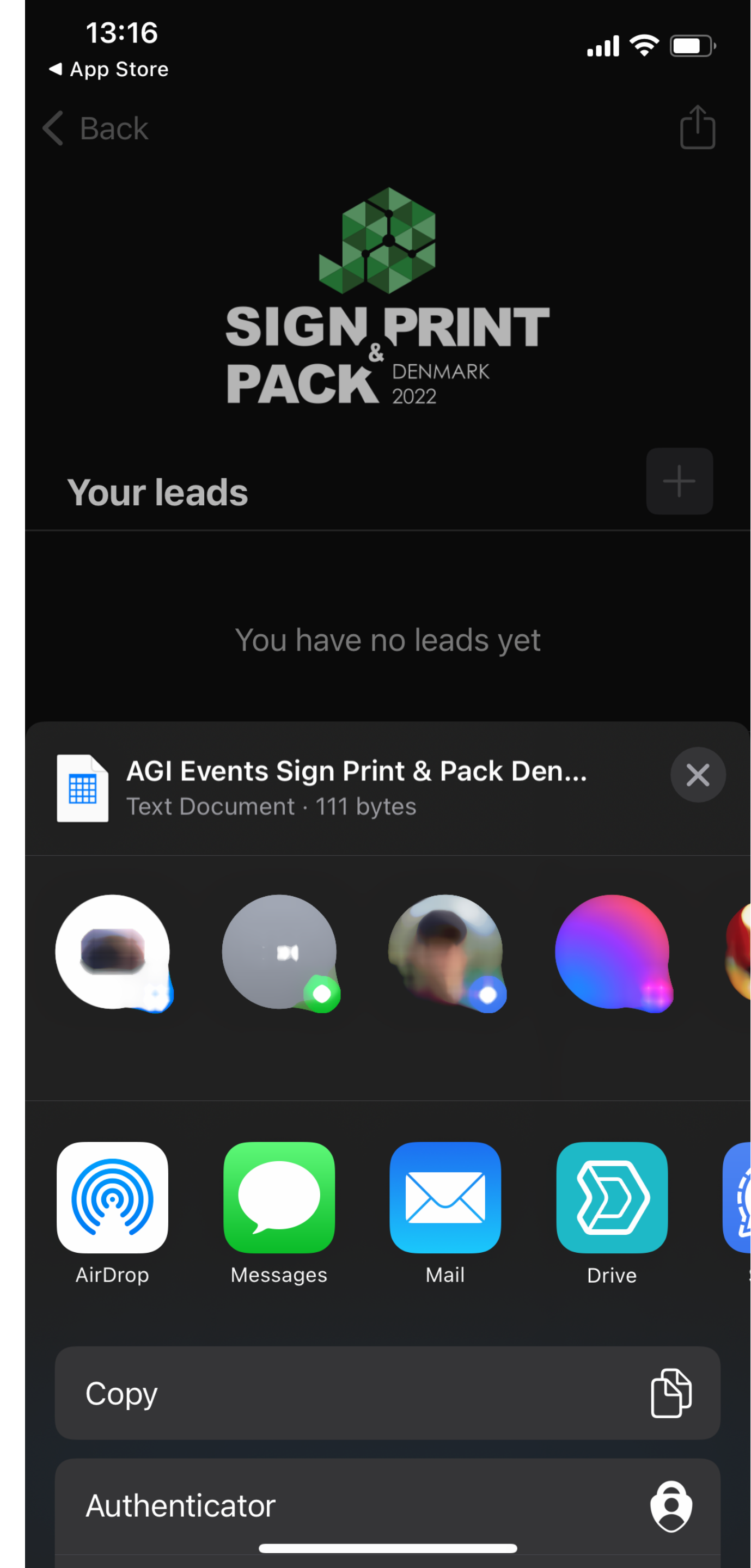
List of leads

- You will now see the list with all of your scanned leads.
- Scan another lead or export the list when you are done.
- Export the list by pressing the "share" icon in the top right corner.



Export leads

- Choose where to send your export.
- The export is in a CSV file format, so that you can import it to you favorite spreadsheet application (Excel, Numbers etc.)



Export

- Scanned visitor data includes: E-mail, Name, Company, Phone, Position, Address, Zip Code, City, Notes, Date
- Scanned exhibitor data includes: E-mail, Name, Company, Phone, Notes, Date
- Manual data includes the data you entered

Good to know

- All data is stored locally on your device. Export your leads to ensure that no data is lost in case you loose your phone.
- If you remove the app from your phone, all data will be removed. Again, make sure to export your leads before you remove the app.