Exhibitor Operation Manual

The Congress Helper app could be used as a Lead Tracker for the exhibitor.

The workflow is as follows:

- Exhibitor get the mobile phone, handheld scanner (if any), from to Secretariat office.
- Exhibitor enter their contact information (email, name, company) in the Congress Helper App.
- Exhibitor scan delegate badge.
- Exhibitor could write remark for the scanned record.
- Exhibitor return the mobile phone, handheld scanner (if any), back to Secretariat office.
- Scanned delegate record with contact information will be emailed to Exhibitor.

Using of Congress Helper App

- Open the "Congress Helper" app.
- Tap "Lead Tracker" in the home screen.
- Tap "Click to change settings" on top.
- Enter your contact information. We will send out the scanned delegate information to this email address, please make sure it is correct.

Home Screen	Contact information not set	Contact information is set
Scan successfully	Review scanned records	Add remarks