

# 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.

4:57 PM

Congress Helper

LOGOUT

Registration

Cashier

Print Badge

Attendance

Lead Tracker

Fast Collect

Settings

Last download: 2017-02-26 15:35:48

DOWNLOAD DATA

Switch Congress

Wi-Fi: "int-congress"

User: Lee (100262, SUPER ADMIN)

Server: 192.168.88.10:8023

Version: 2.5.6 (build: 40)

4:59 PM

Lead Tracker

Click to change settings

Congress Helper

Please scan with Mobile Scanner or disable Bluetooth on device.

5:00 PM

Lead Tracker

Please fill in the information. We will send you the record to your email.

Email

don.lee@questwork.com

Contact Name

Don Lee

Company Name

Questwork Consulting Limited

5:00 PM

Lead Tracker

Don Lee( don.lee@questwork.com )  
Questwork Consulting Limited

Congress Helper

Please scan with Mobile Scanner or disable Bluetooth on device.

Home Screen

Contact information not set

Enter contact information

Contact information is set

Scan successfully


Review scanned records

Add remarks

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