

Exhibitor Operation Manual

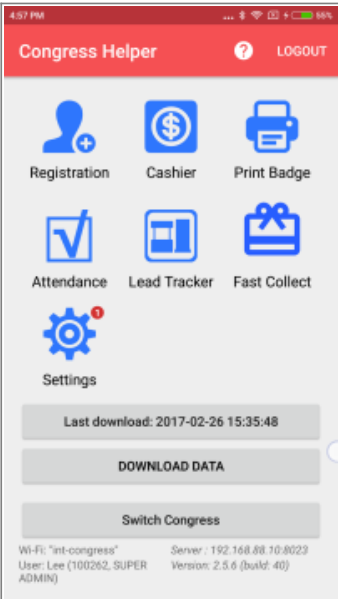
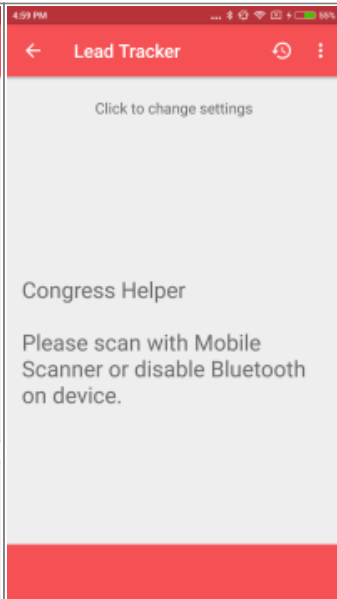
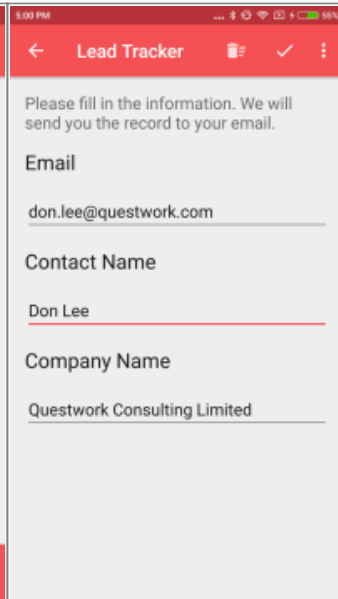
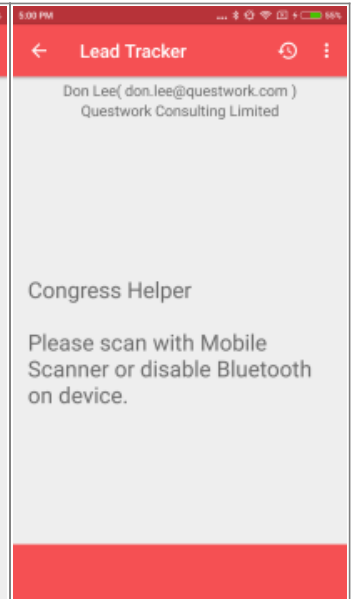
The Congress Helper app could be used as a Lead Tracker for the exhibitor.

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.

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|--|--|---|---|
|  <p>Home Screen</p> |  <p>Contact information not set</p> |  <p>Enter contact information</p> |  <p>Contact information is set</p> |
|--|--|---|---|

| | | |
|--|--|---|
| <div><div>5:00 PM</div><div>← Lead Tracker ⌵ ⋮</div><div>Don Lee(don.lee@questwork.com) Questwork Consulting Limited</div><div>Congress Helper</div><div>Please scan with Mobile Scanner or disable Bluetooth on device.</div><div>100262 Lee</div></div> <div>Scan successfully</div> | <div><div>5:00 PM</div><div>← Scanned Delegate ⋮</div><div>Don Lee(don.lee@questwork.com) Questwork Consulting Limited</div><div>You have 1 exhibitor records.</div><div>Lee 100262 Feb 26 17:00:43</div><div>EXPORT DATA</div><div>ERASE ALL DATA</div></div> <div>Review scanned records</div> | <div><div>5:00 PM</div><div>← Scanned Delegate ✓ ⋮</div><div>Don Lee(don.lee@questwork.com) Questwork Consulting Limited</div><div>demo note</div><div>note more notes</div><div>q w e r t y u i o p a s d f g h j k l z x c v b n m ?123 , : ; ' " < > [\] ^ _ { } ~ ! @ # \$ % & * () = + - =</div></div> <div>Add remarks</div> |
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Last update: 2017/02/26 17:14

