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## **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.

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DOWNLOAD DATA					
Switch Congress					
Wi-Fi: "int-congress"   Server : 192.168.88.10.8023     User: Lee (100262, SUPER   Version: 2.5.6 (build: 40)     ADMIN)					

• Tap "Click to change settings" on top.

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Click to change settings Congress Helper Please scan with Mobile Scanner or disable Bluetooth on device.	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	Don Lee( don.lee@questwork.com ) Questwork Consulting Limited Congress Helper Please scan with Mobile Scanner or disable Bluetooth on device.
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• 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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