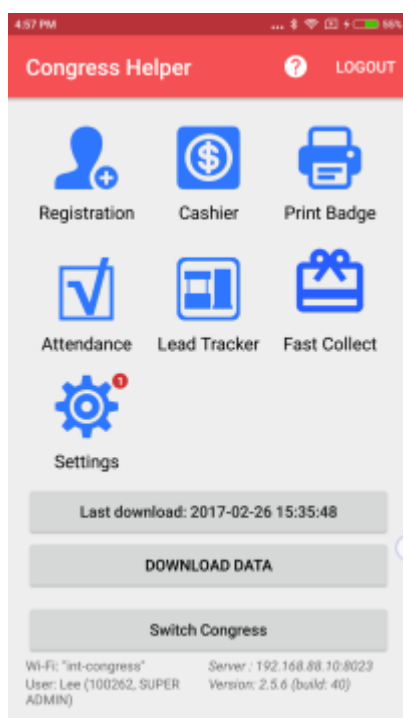# Exhibitor Operation Manual

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.

Contact information not set	Enter contact information	Contact information is set

- Enter your contact information. We will send out the scanned delegate information to this email address, please make sure it is correct.

Scan successfully	Review scanned records	Add remarks