

# 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.

Contact information not set	Enter contact information	Contact information is set

- After the setup of the contact information, it will return to the Lead Tracker screen.
- Scan the delegate badge with either the mobile phone camera or handheld scanner.



- You could review the scanned records by tapping the top-right “clock” like icon.
- A list of scanned records will be displayed.



- You could add note to any scanned record by tapping on it and then type your note. Remember to tap the [Save] button to save the note.



- Return the mobile phone after the Congress to the Secretariat office.

From:  
<https://wiki.questwork.com/dokuwiki/> - Questwork's Wiki

Permanent link:  
[https://wiki.questwork.com/dokuwiki/doku.php?id=course:congress\\_setup:operations\\_manual:exhibitor:start&rev=1488100801](https://wiki.questwork.com/dokuwiki/doku.php?id=course:congress_setup:operations_manual:exhibitor:start&rev=1488100801)

Last update: 2017/02/26 17:20

