

# Badge Scanning Instructions for Lead Retrieval

There are two easy ways for exhibitors to scan attendee badges:

1. **QR code scanner mobile app:** Details below.
2. **Standalone QR/2D Scanning Device:** You can get a QR/2D scanner at most office supply stores. Connect it to your computer to scan and download attendee badge info directly into Excel.

## MOBILE APP

If you are using a smartphone or tablet, we recommend the **QR Code & Barcode Scanner app by TeaCapps**. (The built-in QR code scanner on your camera app is not designed to work with DMC's QR codes.)

### HOW TO DOWNLOAD THE APP:

- **On iPhone/iPad:**
  - You can go to this link to download:  
<https://apps.apple.com/app/id1048473097>
  - Or go to the App Store and search for 'qrbot'. Download 'QR Code & Barcode Scanner' app (developed by TeaCapps).
  - Once downloaded, the app will appear on your home screen as 'QRbot.'
- **On Android:**
  - You can go to this link to download:  
<https://play.google.com/store/apps/details?id=com.teacapps.barcodescanner>
  - Or go to the Google Play Store and search for 'teacapps'. Download 'QR & Barcode Reader' app, either the free or pro version (with a teal border and developed by TeaCapps).
  - Once downloaded, the app will appear in your apps as 'QR Scanner.'




App Icon  
(not a real QR code)

### HOW TO SCAN AND VIEW A BADGE:

- **To scan a badge:**
  - Open the QRbot / QR Scanner app. The first time you use it:
    - Tap 'Next' / → to move through the intro screens. At the end, you can choose the Free version or 'Learn more' to purchase the Pro version. (You can always upgrade later.)
    - If it asks for access to the camera, tap 'OK.'
  - On Android, tap 'Scan using the camera.' If it asks to allow taking pictures, tap 'Allow.'
  - Hold the camera up to scan the QR code. If better lighting is needed, tap the light icon at the top left.
  - The QR code will automatically scan, and the badge info will appear and be saved into history. No further action needed.
  - To scan another badge, tap '< Scan' / ← at the top left.
  - To scan multiple badges at a time:
    - Go to 'Settings' and tap the 'Batch Scan' / 'Continuous scanning' toggle switch.
    - If you have the free version, you will need to unlock this feature. You can:
      - Purchase the Pro version for a low, one-time fee.
      - Or watch a few ads to unlock the feature at no cost (iPhone/iPad only).
- **To view scanned badge info:**
  - Tap 'History' to see a list with a date and time stamp for each scan.
  - Tap on an individual scan to see: First Name, Last Name, Business Type, Company Name, Address, Phone Number, and Email Address.

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## EXPORTING LEADS:

- **To export the list of scanned badges:**  .
  - Go to 'History' and tap on 'Export' /
  - Tap 'CSV' to export for use in Excel, Google Sheets, or Numbers. Then select the destination you would like to send the file to.
- **To properly view the exported list, follow the below steps for your preferred spreadsheet application:**
  - Excel:
    - Open Excel.
    - Click on 'File' > 'Open' > select the .csv file.
    - The Text Import Wizard will appear. Choose 'Delimited' > click 'Next'.
    - Uncheck all delimiters and check 'Other'. Then enter ^ in the box.
    - Click 'Finish'.
  - Google Sheets:
    - Open Google Sheets.
    - Click on 'File' > 'Import' > 'Upload' > select the .csv file.
    - Select 'Custom' from Separator character.
    - Type ^ in the box.
    - Click 'Import data'.
  - Numbers:
    - Right-click the .csv file and select 'Open With → Numbers'.
    - In the Import Settings dialog, choose the ^ delimiter.
    - Click 'Update Table'.