Eventdex®

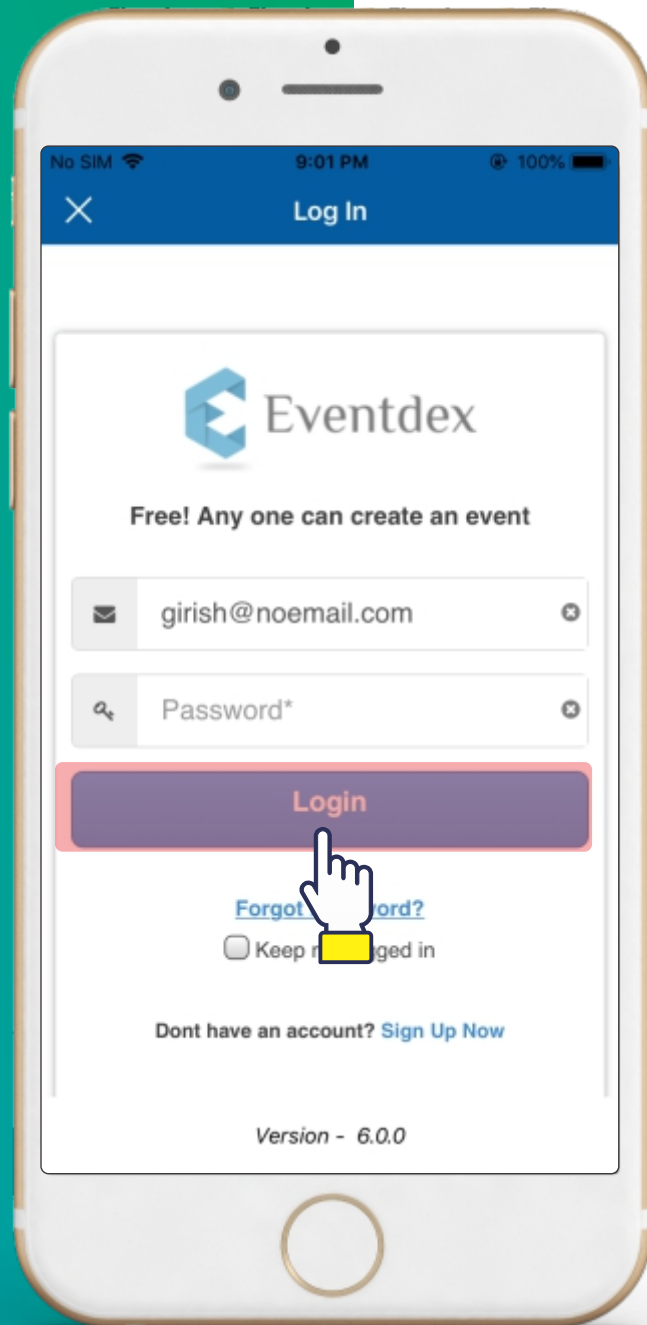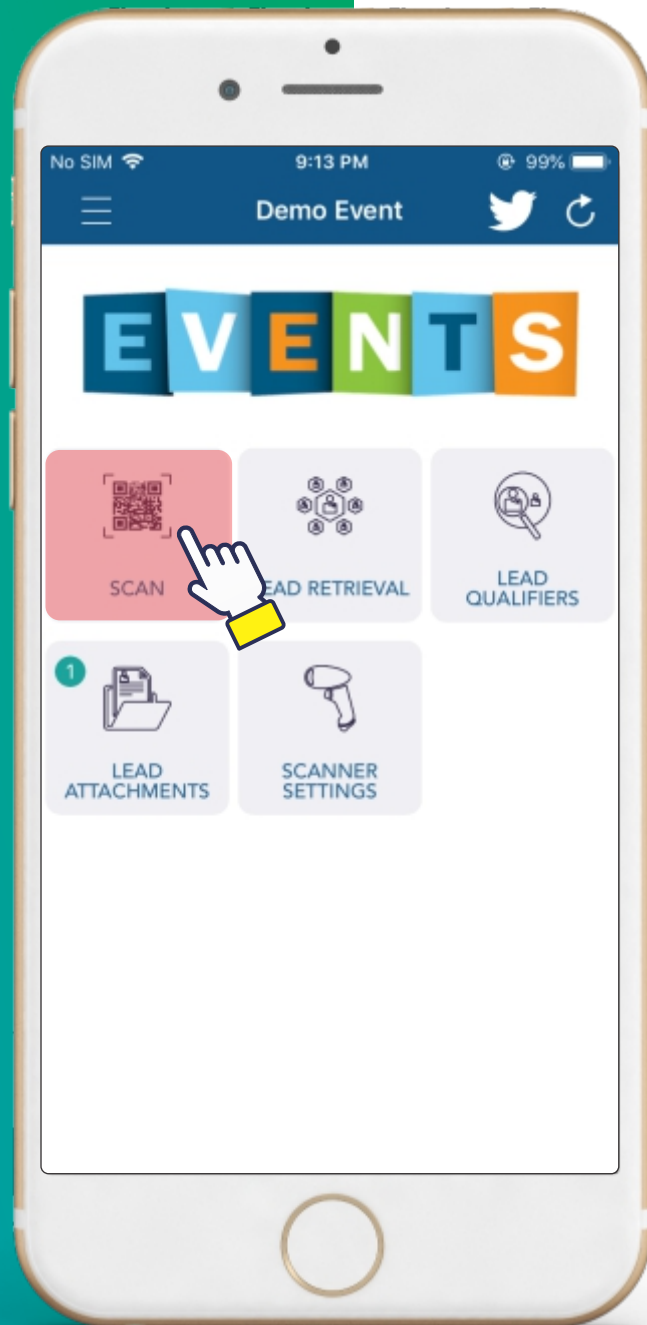## How to scan the leads
using Eventdex Lead Retrieval App

Use your registered email and password to **login**.

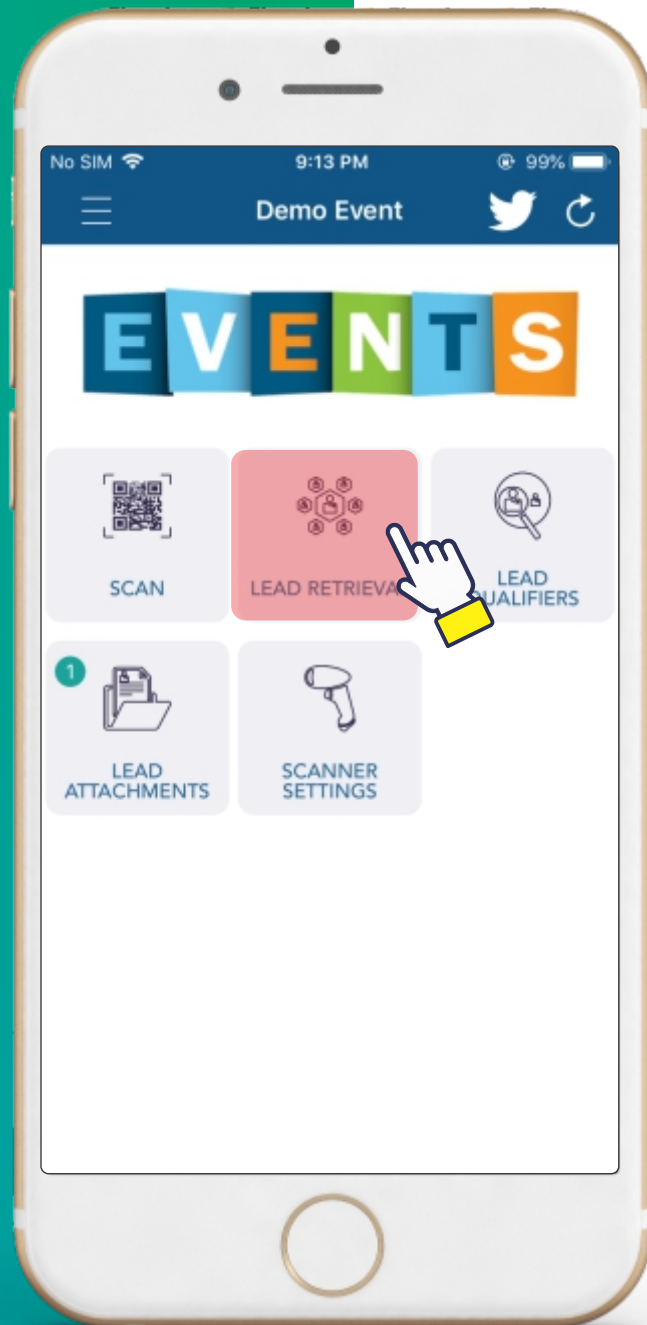**Please sign-up if not already done**

Tap on the **Scan icon** to scan the **QR code** printed on the attendee badge. Once scanning is done, the lead is stored in your device.
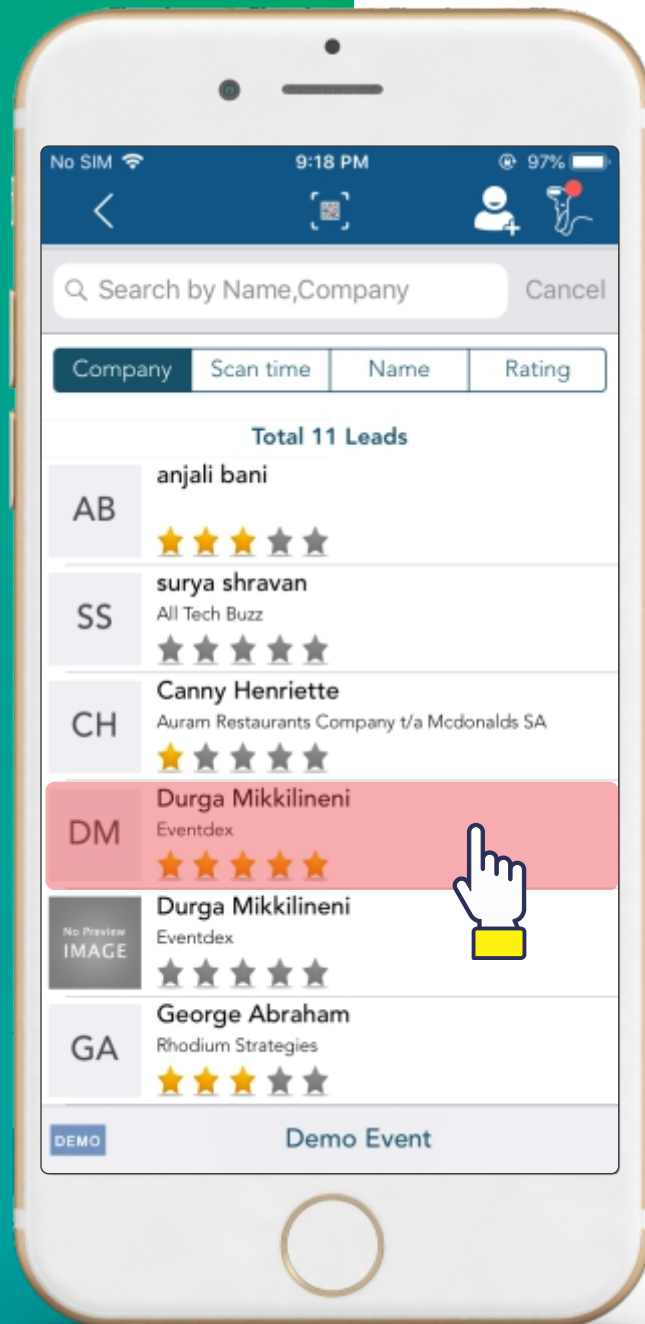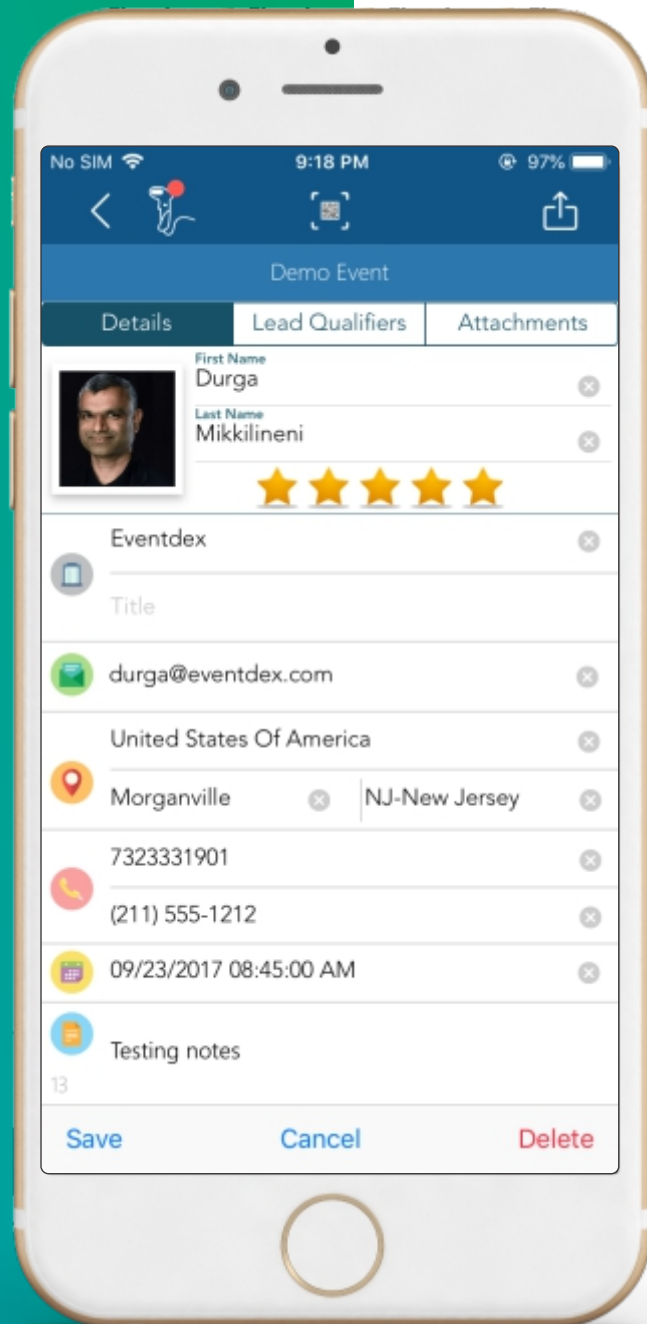
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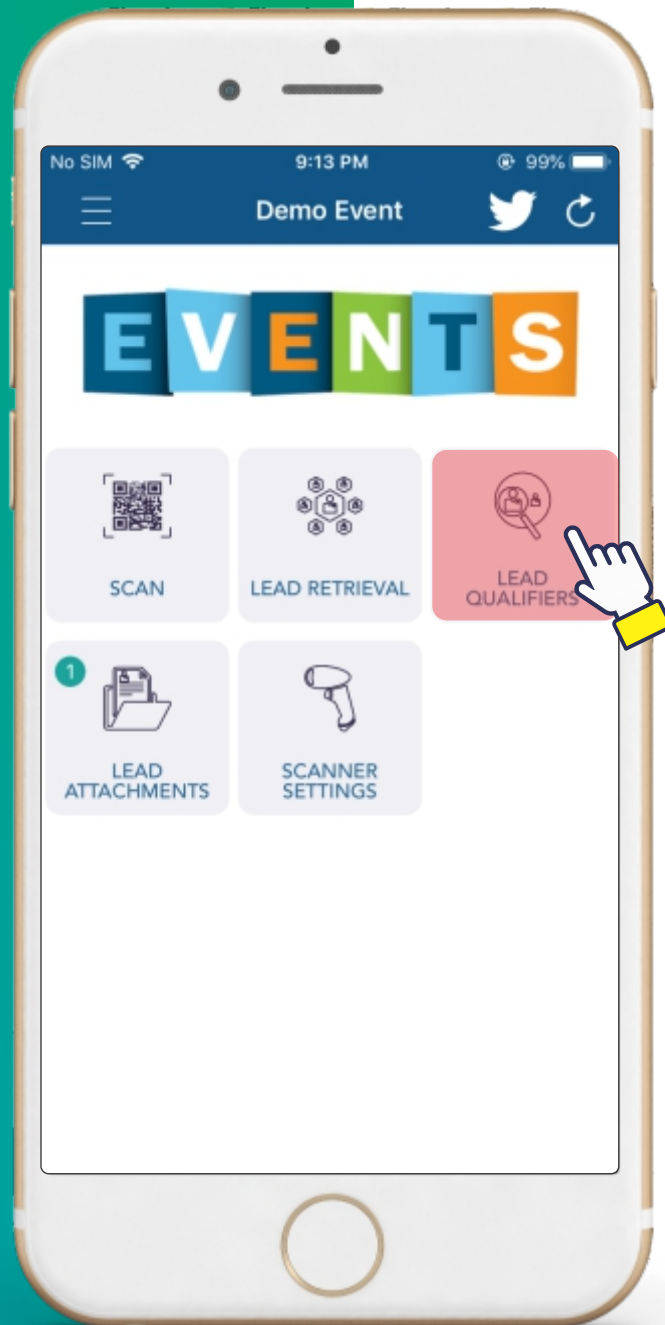
Scan the **QR Code**

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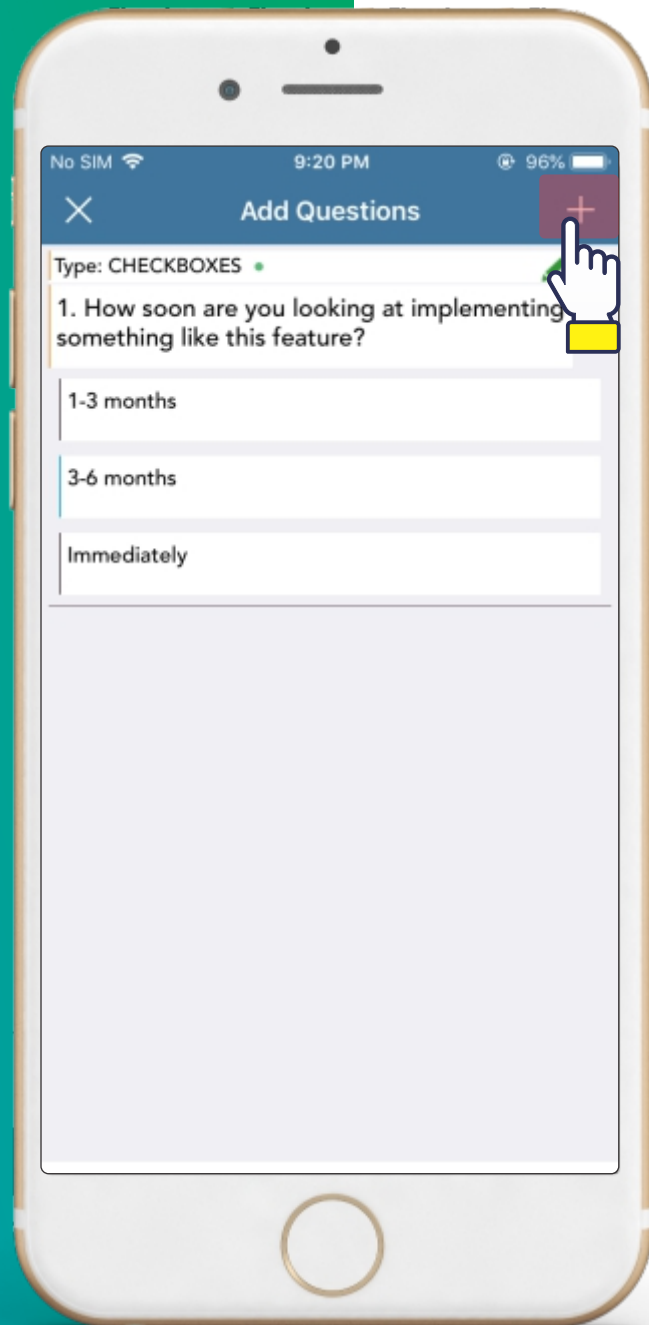Tap on the **Lead Retrieval icon** to see your scanned leads.

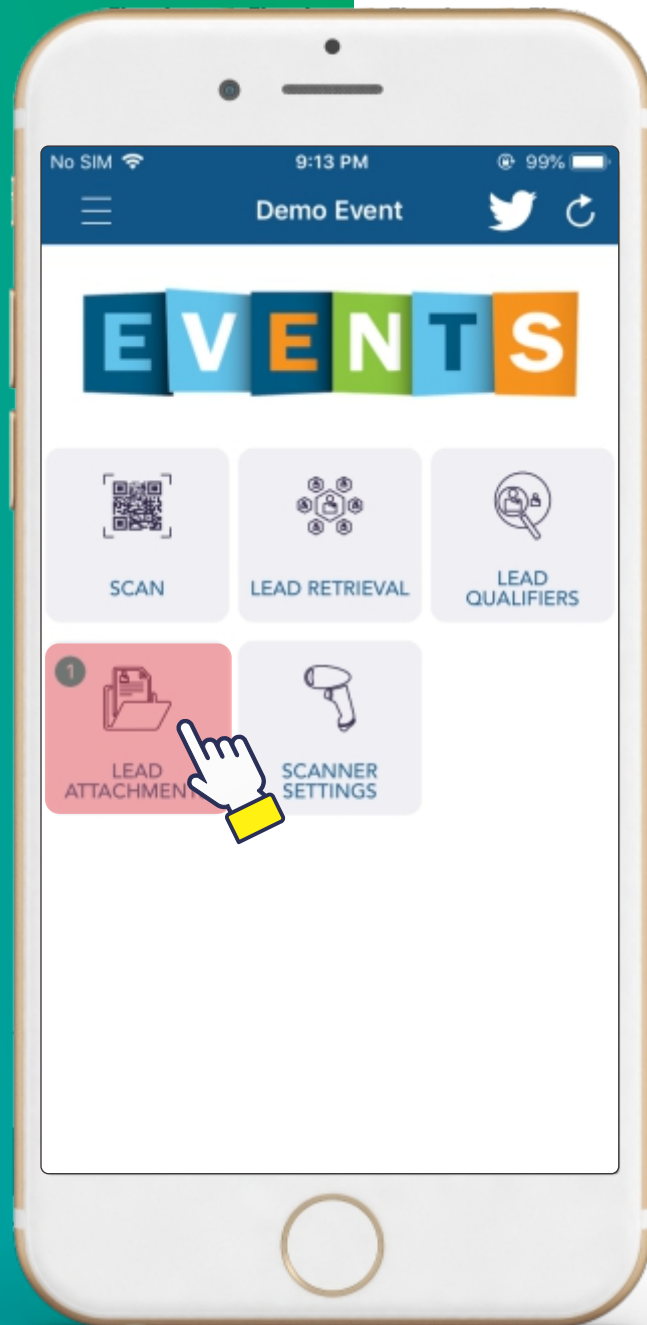Select the **Attendee** from the list to rate, email, prioritize.

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▶ Prioritize your Attendee by rating their profile

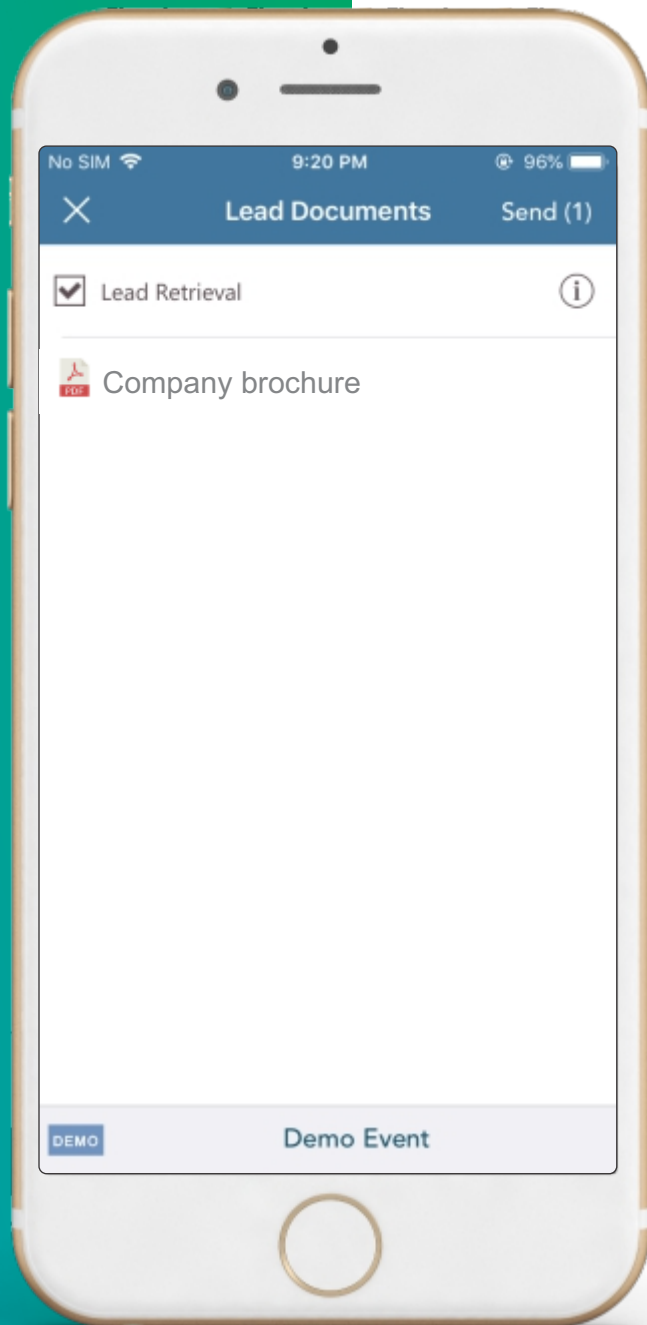▶ Leave reminders

▶ Take notes

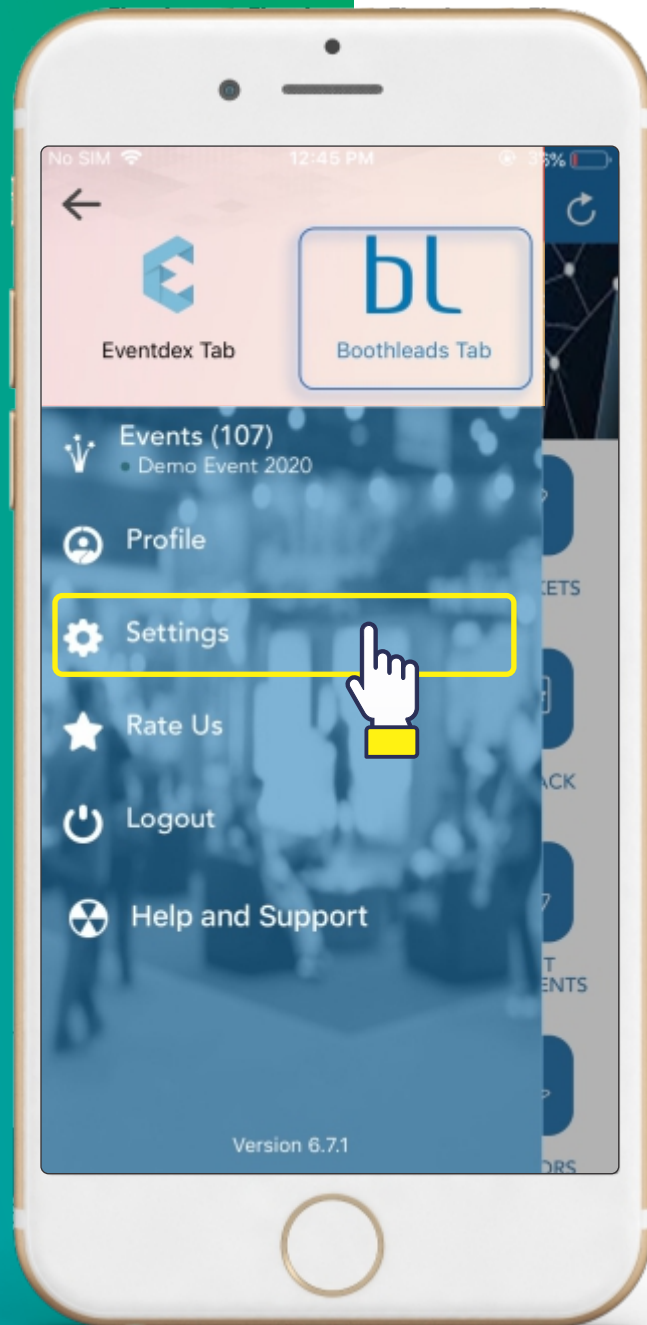You can add **Lead Qualifiers** to your account which will help you filter more quality leads.
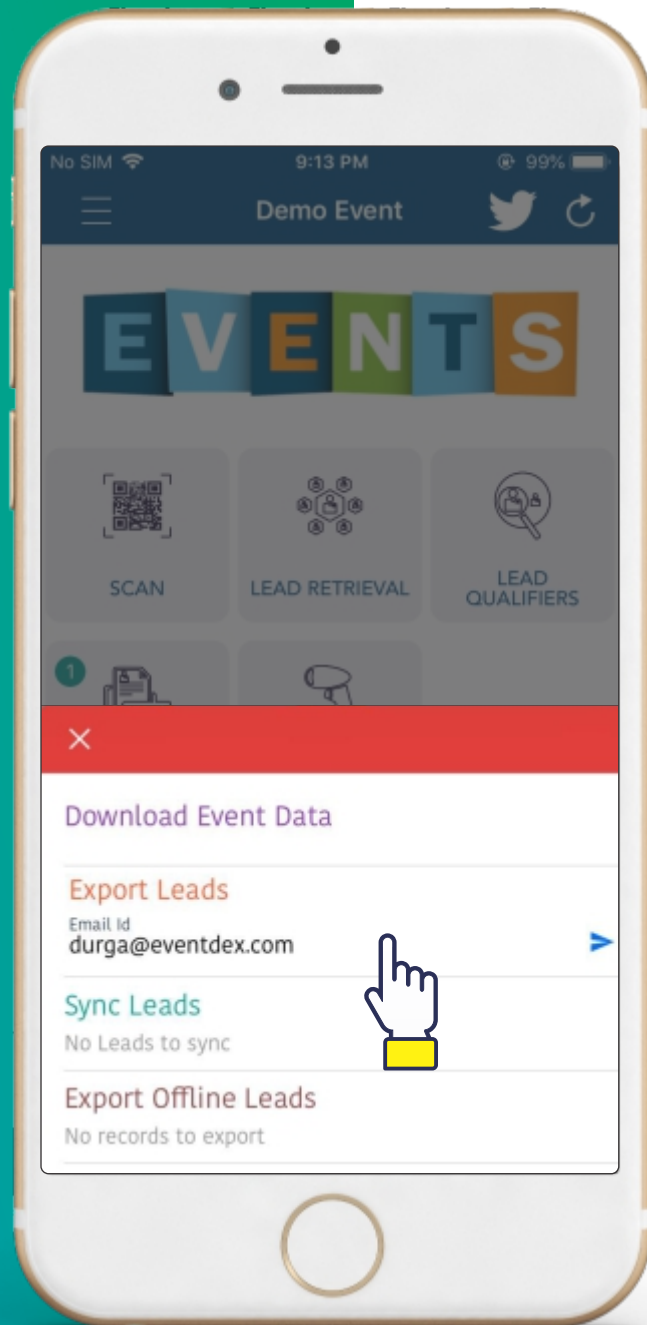
Set your own Lead Qualifiers.

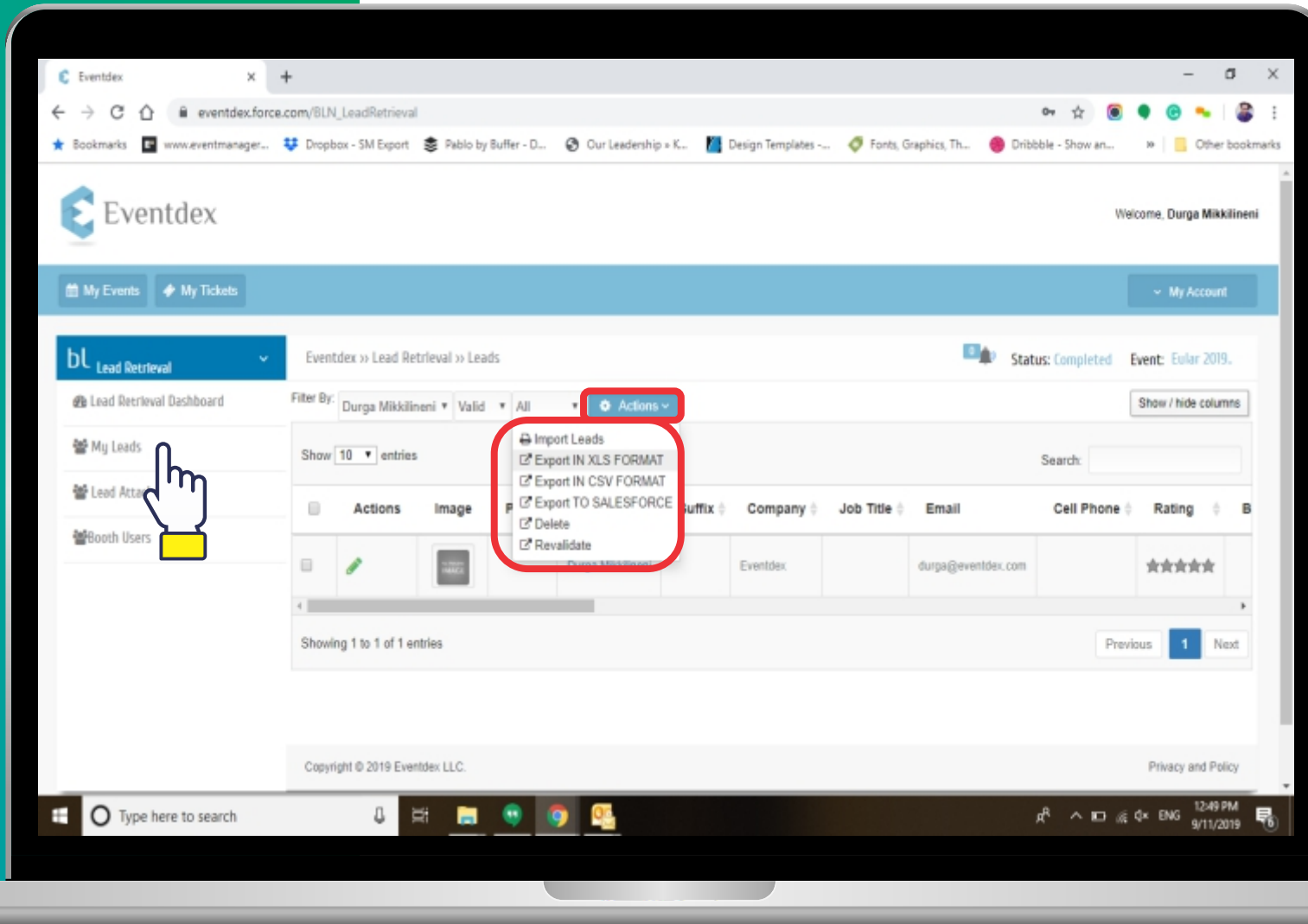Add your company brochure or a flyer in **Lead Attachment**

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You can see all your attached documents here. Sharing is just selecting away!

Click on settings icon to Export the scanned leads

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Send the scanned leads to your email address

You can also download the scanned leads from your portal.
Login to www.eventdex.com using your registered email and password.
Go to Event, click on my leads and perform action.

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