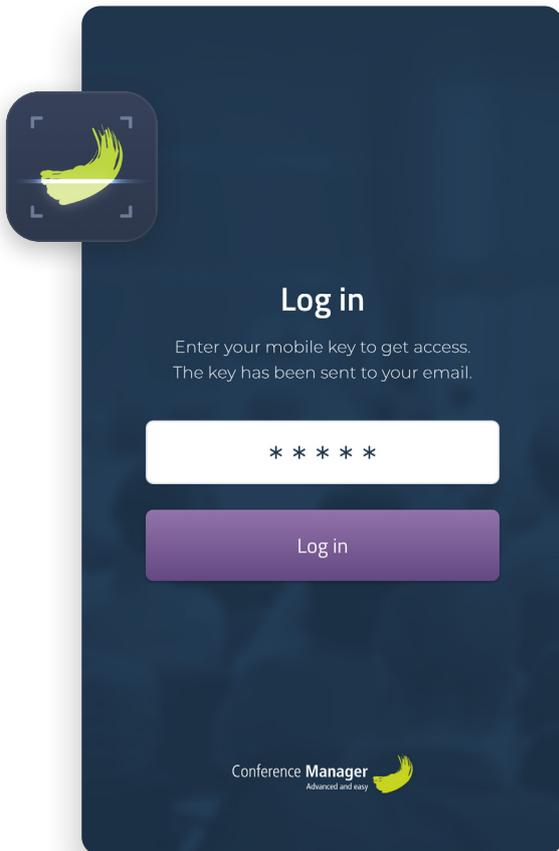


Collect potential leads at the event

CM Exhibition is designed to be an efficient tool for events managed with Conference Manager. A quick scan allows you to collect potential customer and network relations at the event.

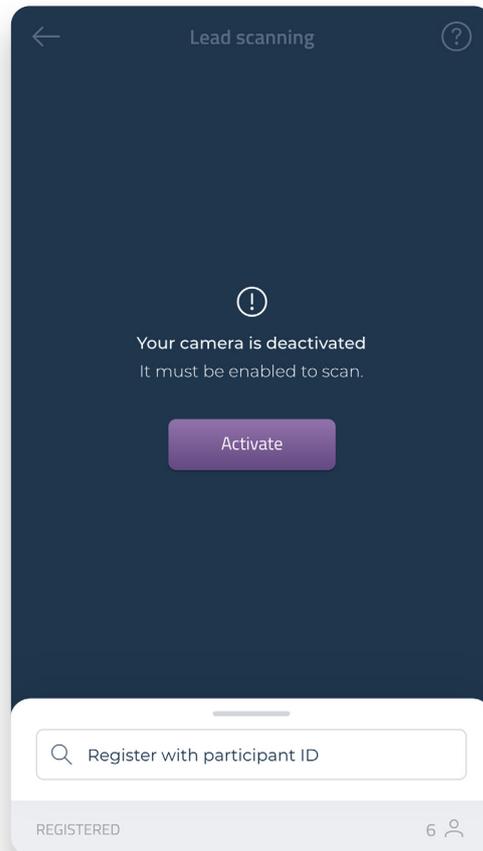
User log in

Download the app on your smartphone or tablet and sign in with your personal mobile key, which you have received by email.



Enter key

You'll find the key in the email sent by the event organizer.



Allow the camera function

You have to allow the app to use your phone camera to scan.

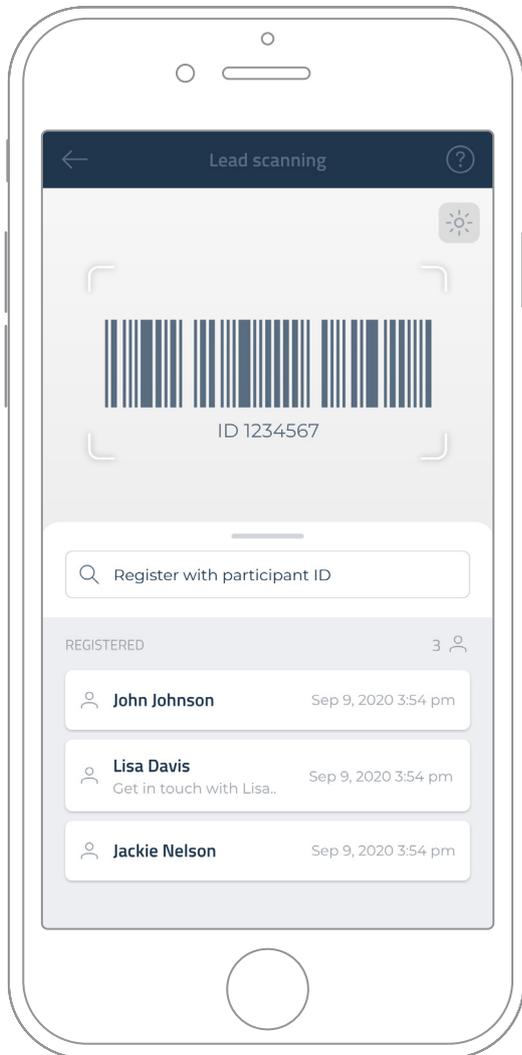


Get the app free for
iOS and Android



Lead scanning

The app collects relevant information about your leads and keeps track of all your registrations, to which you easily can add comments.



1 Scan area

Place the ticket or name badge within the scan area where the barcode can be registered.

2 Registration list

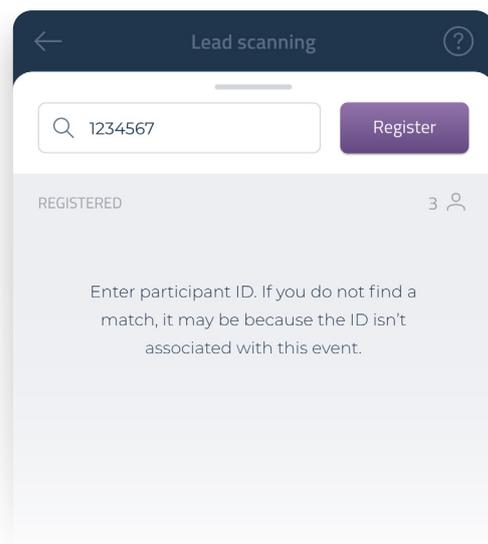
The flexible list can be dragged up to expand the list, or down to minimize it for a larger scan area.



Activate the camera light to enhance the scan process in dark environments.

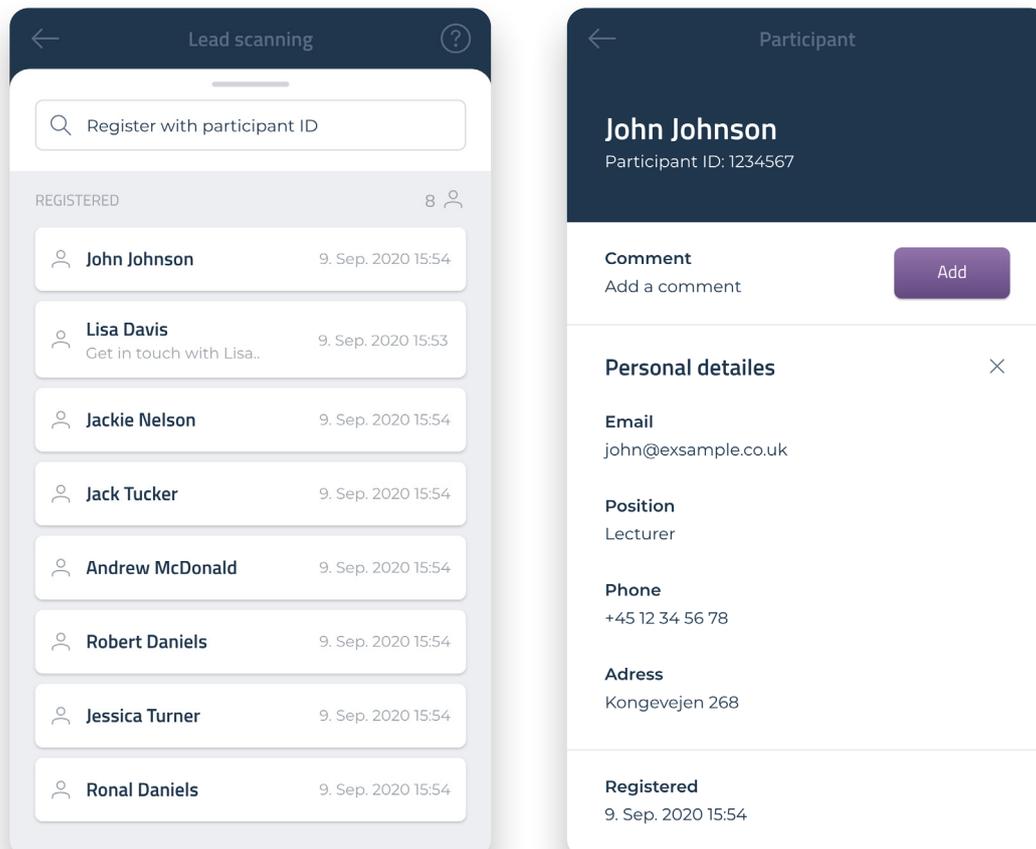
Registration by Participant ID

If the scanning should fail you can alternatively use the entry field to manually register the participant using the participants ID found on the ticket.



Add comments to your lead

You can easily add comments to each of your leads, which may be important to establish further contact.



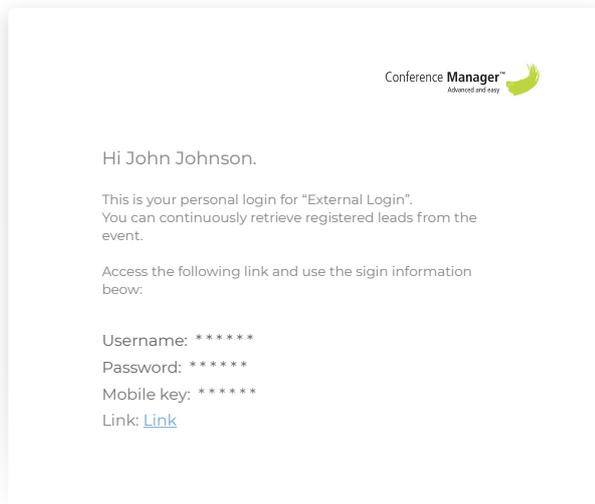
- 1 Select lead**
Find and select a lead you wish to add a comment.

- 2 Add comment**
Type in an appropriate comment or note.

Note: When the event is over, you can export your lead collection from the event-website.

Download your lead collection

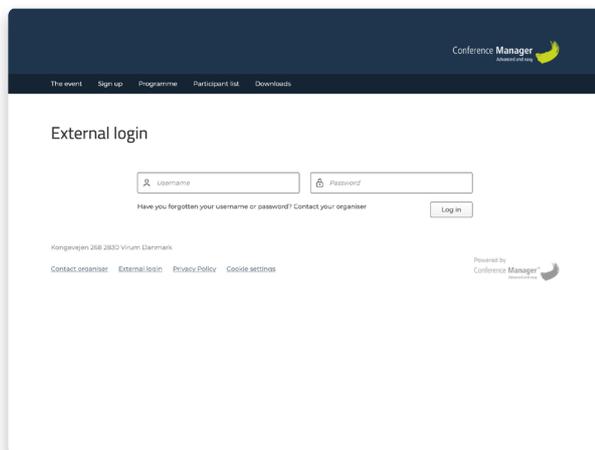
Sign in at the Event Website with your personal login and download your lead collection to an Excel document.



1 Link in mail

Locate and click the link at the bottom of the email to access the event's website.

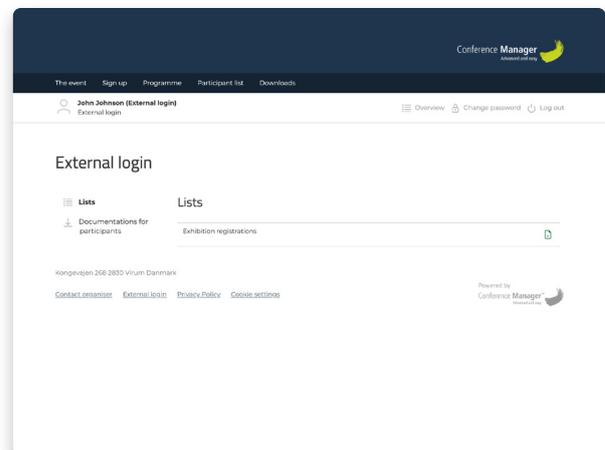
It is the same email in which you received login information for the app. Please contact the organizer of the event if you need assistance for this.



2 External login

Sign in with your username and password provided in the email.

At first login, you will be required to create a new password for security reasons.



3 Go to Lists

Download the complete list by clicking the Excel-icon next to "Exhibition registrations".

This can be done during and after the event.