LeadValu *FastScan* Operating Instructions

Download LeadValu X (LVX)

IMPORTANT – you may only log in to as many devices as you purchased licenses for. You <u>should not</u> download or log in to LeadValu on a device that you will not be using at the event. LeadValu is a free application.

If you are on the iPad or iPhone you will be using at the event, click here. Otherwise, open the App Store app and search for "LeadValu".

If you are on the Android device you will be using at the event, click here. Otherwise, you may search for "LeadValu" in the Google Play store.

Logging in to LeadValu

Tap the LeadValu icon to start the app -

- Log in using the Username and Password you were sent by LeadValu via email. If you do not have your username or password, contact your event manager, or LeadValu support via email at support@leadvalu.com.

Once you are logged in to the event, you do not need to have an Internet connection to use LeadValu.

Phone Users – if you are using a Phone, the display may be slightly different than on a larger device. It will be a single column, and instead of toolbar text, there will be icons. The Phone icons are shown at the end of these instructions.

FastScan Usage

Please note – you must have an iPhone 4s or later, iPad 3 or later, or iPad Mini to use the camera to scan a badge. If you are using an Android device, it must have a rear-facing, auto-focus camera with 5MP or better resolution.

FastScan is meant to be used for 'attendance-taking' – not lead collection. FastScan makes scanning attendees into sessions or meetings less cumbersome by having the camera scanner remain active throughout the process. Unlike lead collection, you do not have to press Scan Badge and Save each time to capture an attendee. The camera scanner stays on-screen, ready to scan the next person. The device will beep (and vibrate, if it has that capability) when a badge is captured. You will also see the badge details of the last person capture if you wish to verify that way that a scan has taken place.

Press the 'Scan Badge' button to scan begin scanning badge with the rear camera. The app is taking a "picture" every ½ second or so and attempting to decode the barcode – you do not need to press any buttons to make the scan happen. Here are some tips to capturing the barcode as quickly as possible –

- Have the barcode fill 80% or so of the viewfinder. Other than QR Codes (which are square), it is usually best to hold the device in landscape mode (horizontal). The entire barcode must be visible - if there is glare or an edge is cutoff (or blocked by a finger), the scan cannot happen.

- Try to hold the badge and your device as steady as possible. Sometimes it helps if you ask the attendee if you can hold the badge, rather than them trying to present it to you.

- What you see in the viewfinder is what is being captured. Glare from the plastic badge holder or shadows on the barcode can contribute to slow scanning. Also, badge holders that are stuffed and therefore curved make it difficult to scan as well.

When you successfully scan a badge a single tone will play and if you are using a device that can vibrate, the device will vibrate. You can verify the capture by glancing at the screen – the name and company of the attendee will be displayed at the bottom of the screen in the green box.

If you have already scanned the person, instead of a single tone you will hear a 'doorbell' tone, and the box at the bottom of the screen will be yellow, not green. The person will not be in the list of leads twice, even though they were scanned twice.

Each time you scan someone that information is auto-saved – you do not need to take any other action. You are ready to scan the next attendee immediately!

Here is a screen-shot of a successful scan:

Other LeadValu Options

The other options are available in FastScan mode once you have cancelled out of the camera scan screen. These are optional features that you do not have to use.

- Recall Leads – Shows a list of all leads that have been captured. Tap on a lead to re-load and edit the lead.
- New Lead – Used to manually capture lead information
- Status (gear icon) – Normally used only when working with LeadValu support.

Getting your Leads

At any time you can log into the portal to download your leads in Excel. See the email you were sent with your username and password to get the portal website for the event.

Please note, if LeadValu has pending leads (leads that are on the device, but not yet uploaded to the LeadValu portal), you will see a red circle with a white number on the Status line inside the LeadValu App. To upload these leads, simply log in to LeadValu when you have Internet access and wait for the number to clear. If it does not clear, then logout and log back in to LeadValu to re-establish the connection.
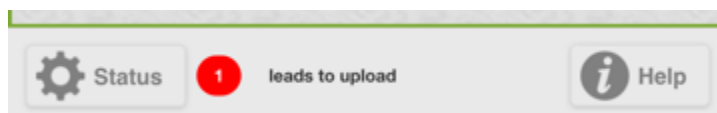
Help with LeadValu

If you can login to the app, please tap Help, then Support to submit a support ticket. If you cannot log in, or do not have Internet during exhibit hours, please call 866.884.8899, option 2, or email support@leadvalu.com.

LeadValu Icons

LeadValu on a Phone will display the following icons are also used instead of text –

Icon	Description
⚙	Status
→	Move forward
←	Move back
🏠	Contact Page
✓	Save Lead
⊗	Cancel