

Short Guide LeadSuccess Mobile



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LeadSuccess Mobile offers multiple data collection possibilities: scan barcodes, QR-Codes, business cards or manually collect information. It also allows you to set up and fill out a questionnaire for each visitor and export everything to Excel. How you do this and some important information about the APP you find in this guide.

1 Before the event: Set up your questionnaire (optional)

In addition to the address data, it is possible to add additional information about your visitors by using a digital questionnaire.

In order to set it up, log into the LeadSuccess Portal with your admin login data.

Link to the portal: <https://leadsuccess.convey.de/lportal>

1. Click on the application „Questionnaire“
2. Enter your questions and answers
3. Click on publish and confirm

2 During the event: Collect your visitors' data

1 Download the APP and log-in



2 With the APP scan the barcode / QR-Code / business card or use the manual entry.
Before scanning make sure the visitor has agreed that his data may be collected especially if the data will be used / transferred to non-EU countries.



3 Fill out the questionnaire; add a picture or an audio recording.



Repeat this procedure for each visitor.

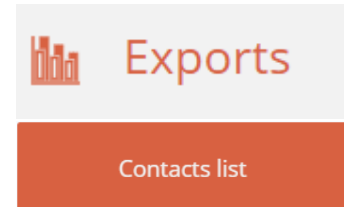
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3 After the tradeshow: Export the data

As long as the LeadSuccess Mobile APP is running and the devices have an active and working internet connection, the data is automatically uploaded and saved to the server. If you see in the APP more data under „Local“ as under „Uploaded“, please check your internet connection and restart your APP. Should this not help, please contact the LeadSuccess-Support. Please note that even if the data has not been uploaded, no data will be lost as long you do not log out of the APP or uninstall the APP.

To export the data please do as follows:

1. Log into the LeadSuccess Exhibitor Portal with your admin login data <https://leadsuccess.convey.de/lportal>
2. Click on the application „Exports“
3. Click on the button “Contact list”. An Excel file with your data will be automatically downloaded. Please note that by storing your visitors’ personal data locally in your system you take full responsibility that the data is handled carefully and in compliance with the law.



Important note: export your data in time, as it will be deleted one month after the end of the fair.

4 Important information about the usage of the APP

Please observe the following requirements and guidelines:

1. Never leave your devices on which the APP is installed unattended.
2. Keep your access data (login and password) safe and never pass them on to unauthorized persons.
3. Report any irregularity such as operating errors, suspicion of a defect, etc. immediately to LeadSuccess Support.
4. When not in use, keep your mobile devices on which the APP is installed in a safe place.
5. Immediately report the loss of mobile devices on which the APP is installed to LeadSuccess Support.
6. The passwords to access the portal and the APPs must be changed before the fair. You can do this directly in the exhibitor portal in the application "User".
7. The mobile devices on which the app is installed must be locked after 5 minutes of non-use at the latest, if personal data is stored in the APP.
8. Please note that you need a permanent internet connection to see the data from the scanned business cards and barcodes in the APP. Otherwise, the data is stored locally and only synchronized with the server when an Internet connection is available.
9. For all questions about data protection and GDPR please contact our data protection commissioner: datenschutz@convey.de.
10. Please note: Do not use the **Memo** field in the address data to enter comments, these will be deleted!