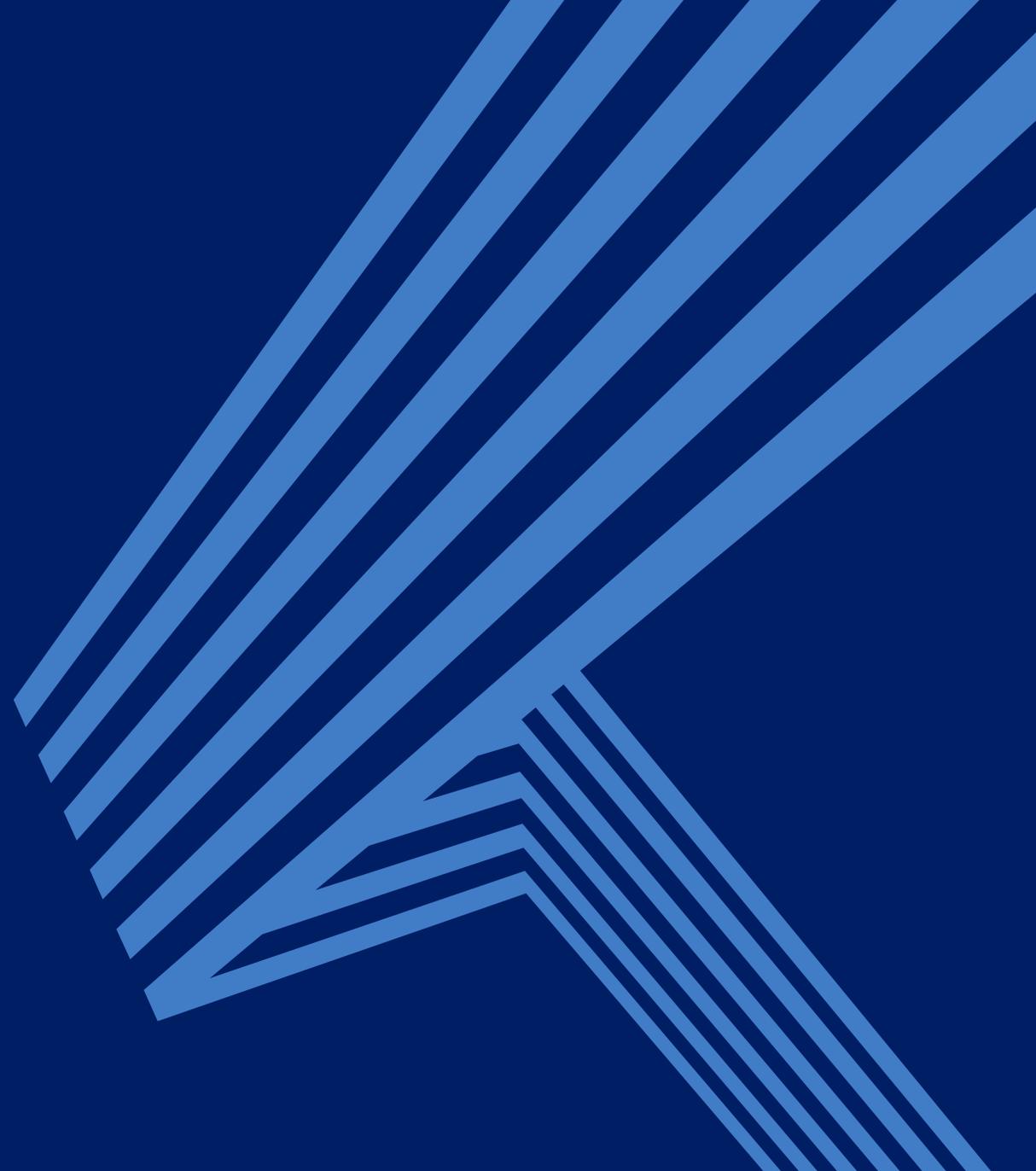


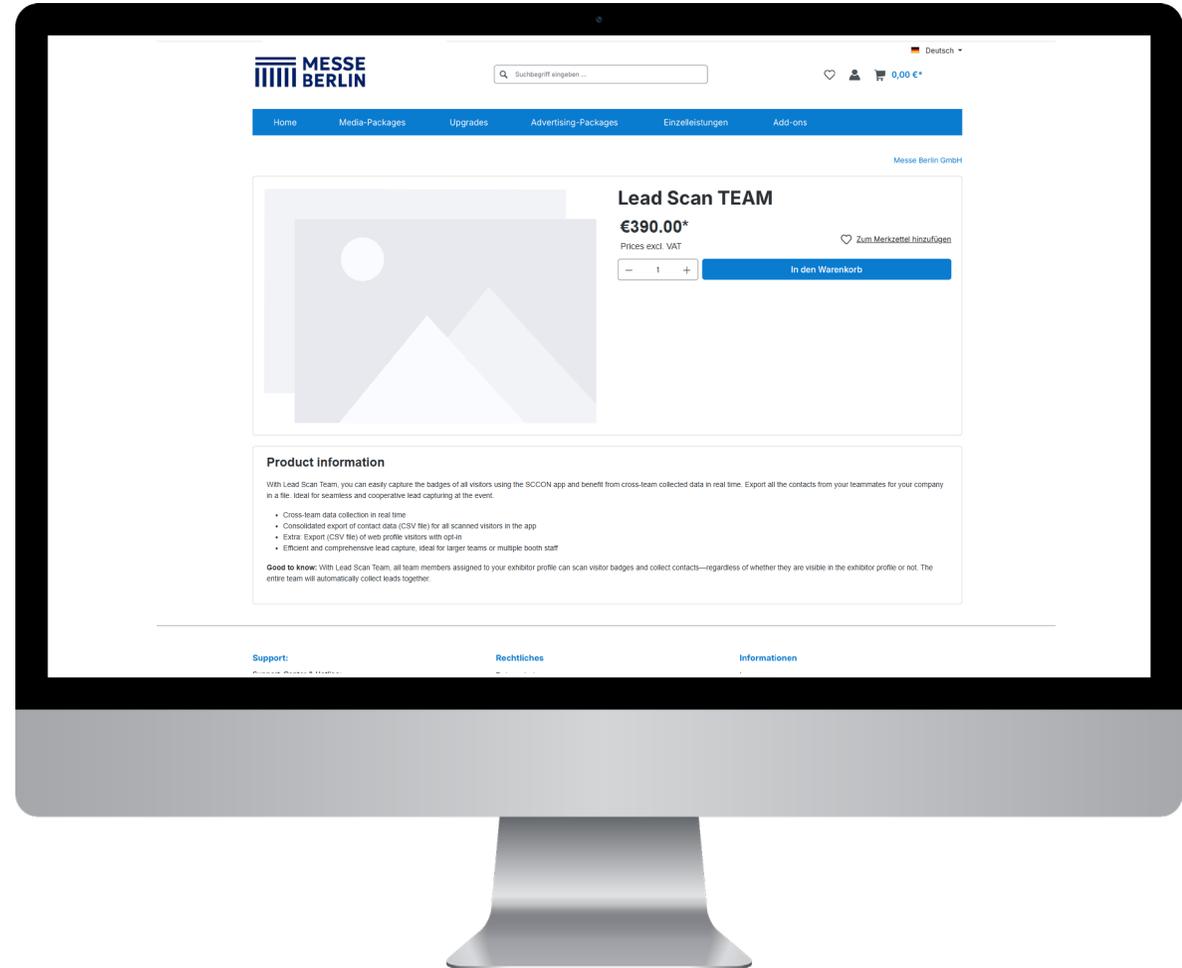
NEW

For exhibitors Lead Scan Team



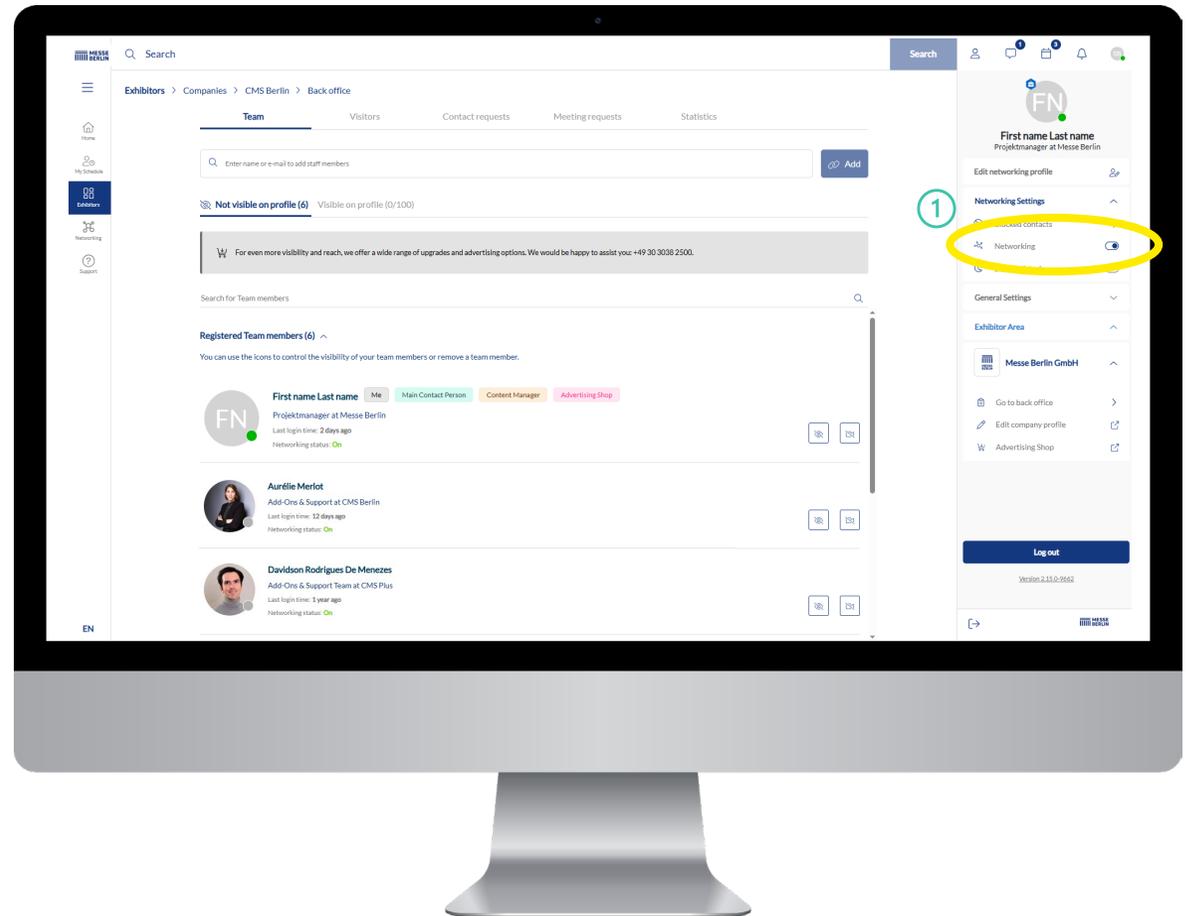
Booking

- „Lead Scan Team“ operates through the Online Platform and the App
- „Lead Scan Team“ becomes available immediately upon booking in the [Advertising-Shop](#)
- An unlimited number of team members can collaborate and share their contacts in a **lead pool** (real-time) scanning leads collectively as a team.
- **Export:** Download all collected team contacts as a CSV file from the Online Platform / App



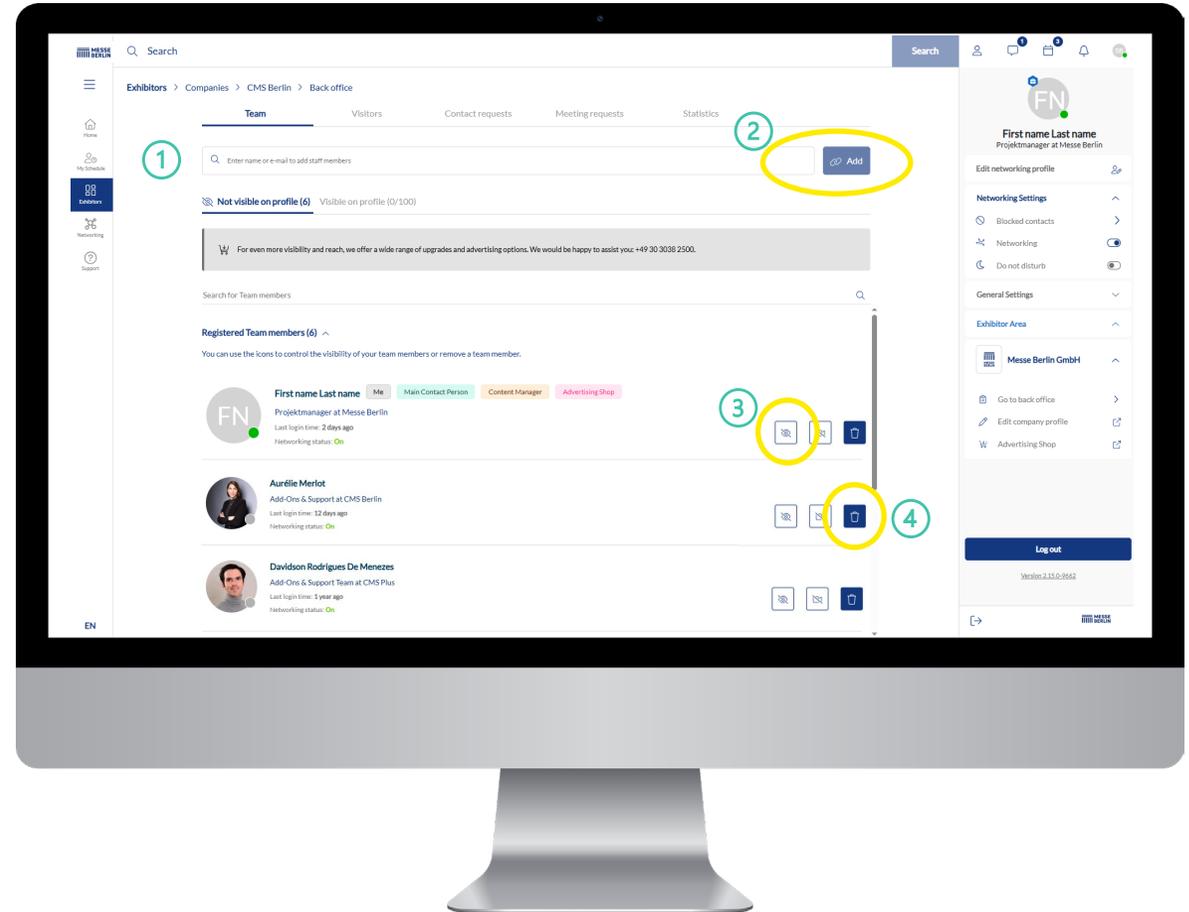
Back office of the Online Platform

- The management of **team members authorised to scan leads** is handled through the exhibitor's back office on the Online Platform.
- The **main contact person** is automatically assigned to the "Contact Person" from the stand registration. This person, along with other team members, can add additional members.
- Anyone who wishes to scan leads must create a profile on the Online Platform, using the same email address linked to their exhibitor pass registration.
- The **networking function of the personal profile** must be activated to become a team member (①).



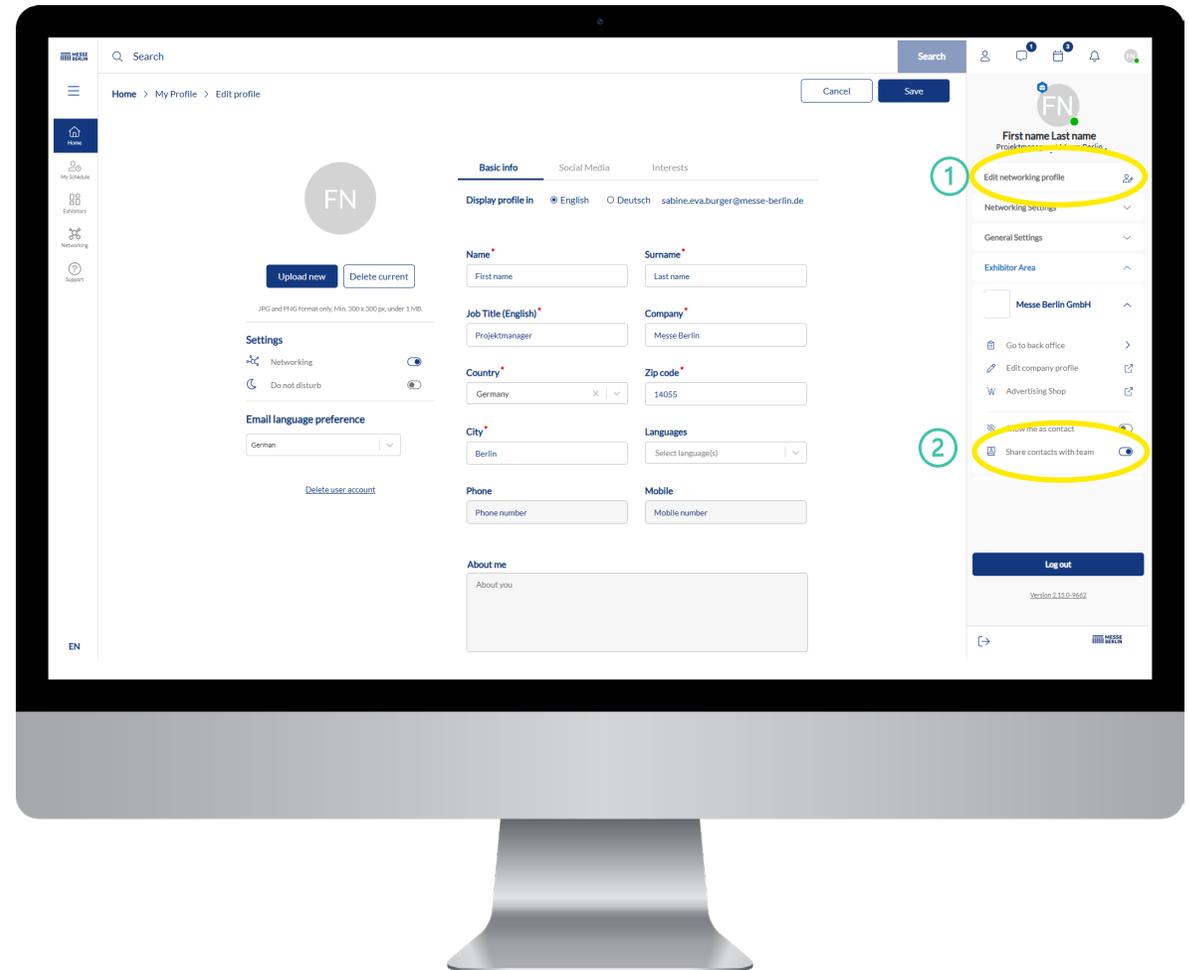
Add team members

- That's how it works:
 - Search for the team member's name or email address (1) and add them (2)
- Visibility of team members can be managed in the company profile (3)
- Team members can include any event participants, such as exhibition staff, agency members, etc.
- Any member using a company domain email address (e.g. "@messe-berlin.de") will automatically share their contacts with the team.
- Team members can be removed using the bin icon (4)



Share contacts with the team

- Any member using a company domain email address (e.g. "@messe-berlin.de") will automatically share their contacts with the team.
- For all others, contact sharing must be manually enabled.
- That's how it works:
 - Select 'Edit networking profile' (1)
 - Activate 'Share contacts with team' (2)

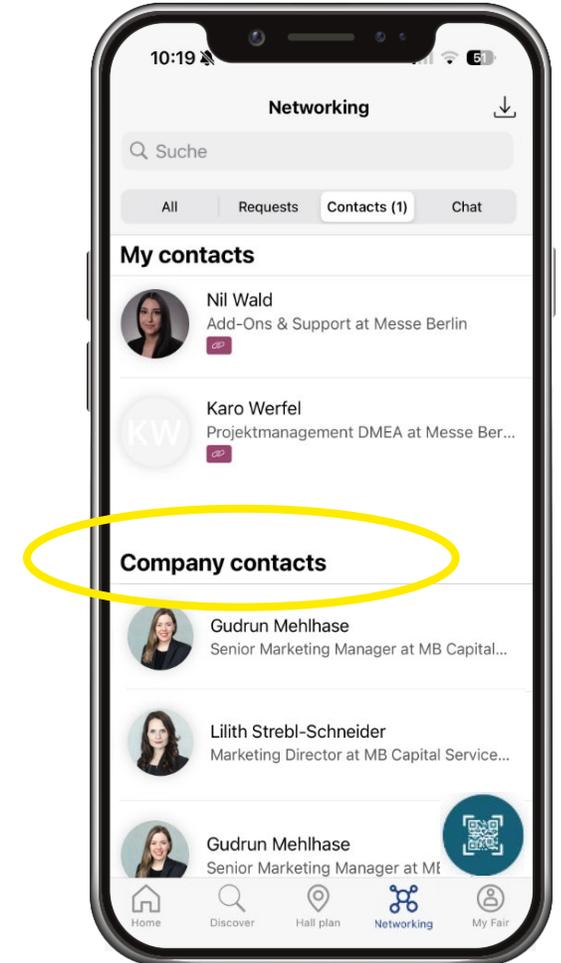
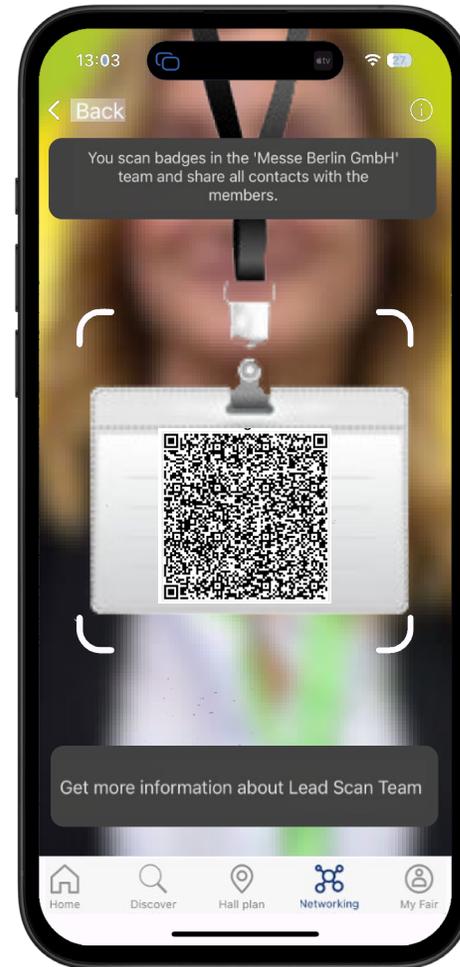


Scanning in the App

- Download the App from the store:



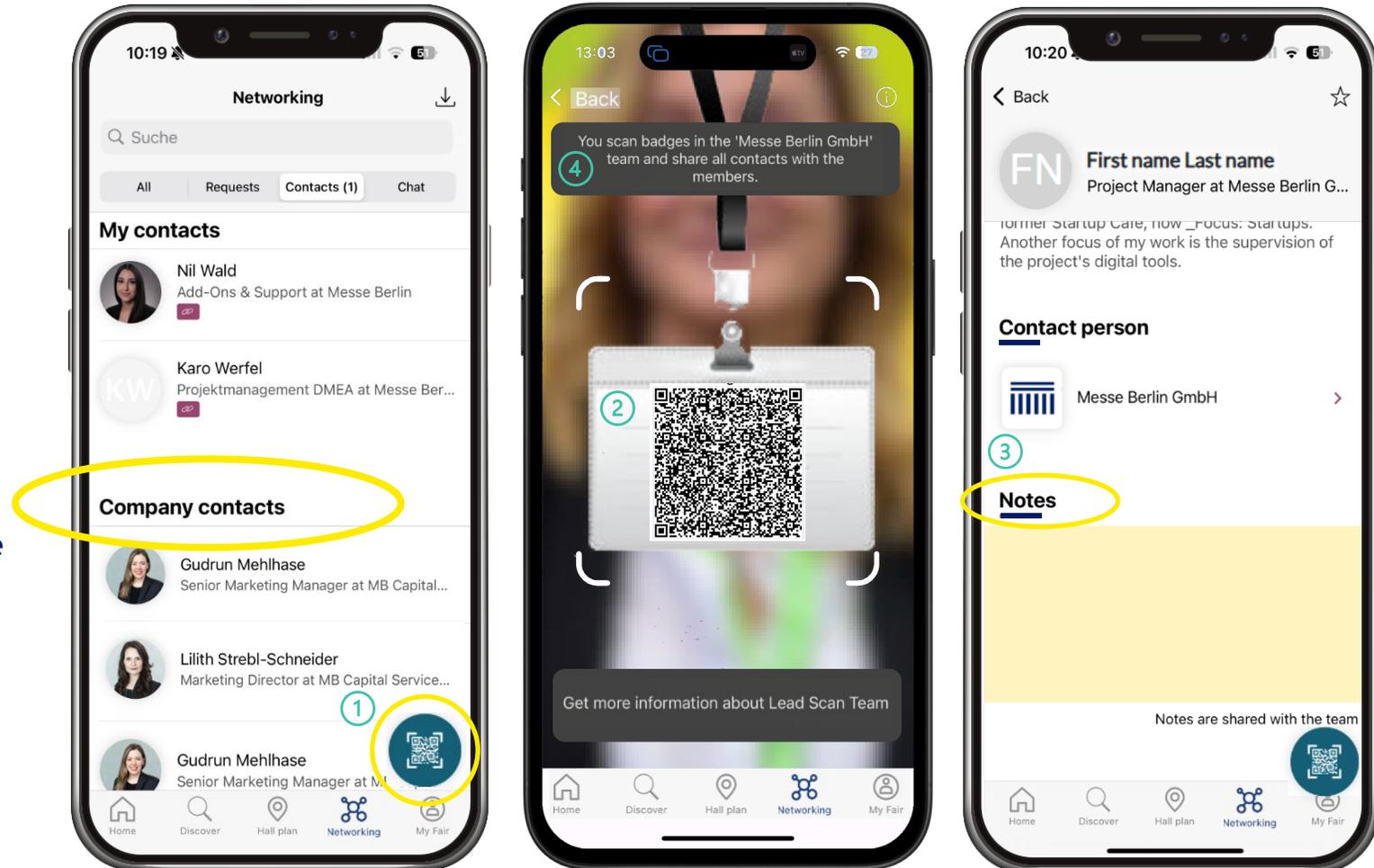
- Log in using the email address you used to generate your exhibitor pass and create your profile on the Online Platform.
- Team members invited via the platform's back office can start collecting contacts right away - no license codes needed.
- All team members **share their contacts within the team** (if 'Share contacts with team' is activated), and these are visible to all team members in the app.



Scanning in the App

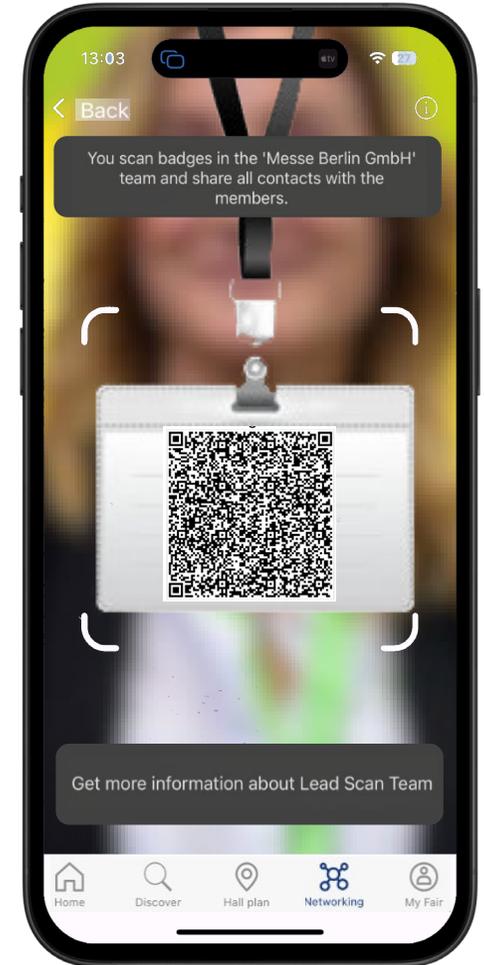
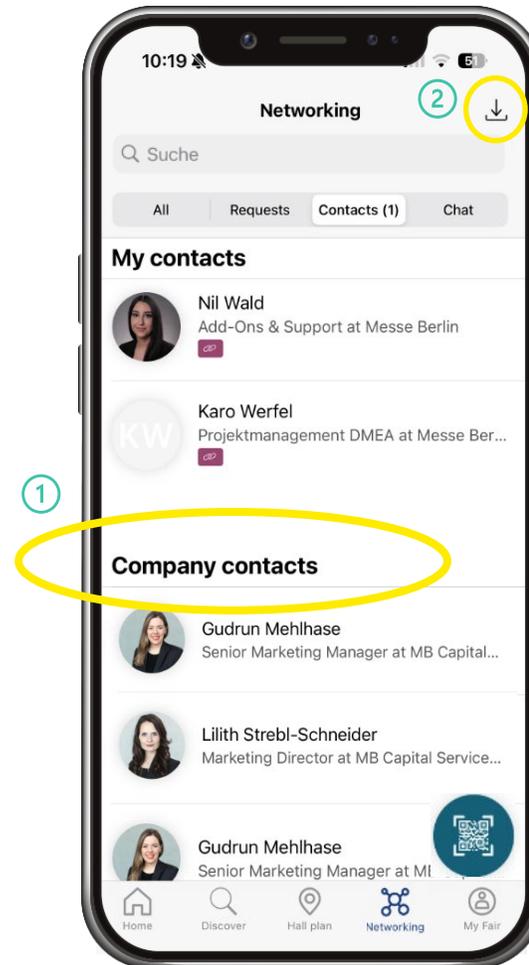
- That's how it works:
 - Select QR code icon (1)
 - Scan participant badge (2)
 - Add notes as required, which are part of the export (3)

Note: You can see whether the contacts are shared with the team when you open the QR code scanner (4).



Download in the App

- The collected contacts—both individual and team-wide (①) - are always accessible through your profile in the App and on the Online Platform
- The export file shows which team member scanned each contact
- Leads can also be downloaded in real-time on mobile devices using the download function (②)
- Data included in the export (* if provided in by the participant):
 - Company / Organization
 - Salutation, first name, last name, address
 - Email address and telephone number*
 - Job title, department* / function*, sector
 - Languages, interests*
 - Notes



Download in the Online Platform

- The leads scanned by the team (1) using the DMEA App can be downloaded in the exhibitor's back office.
- The leads of visitors (with consent), who have visited the exhibitor's page on the Online Platform, can be downloaded under 'Web visitors'.

