V3

Klipso

Klipso Leads

MOBILE SCANNING AND LEAD MANAGEMENT APPLICATION

lecteurs@leni.fr

Sommaire

1. Avant l'événement

- Les indispensables
- Votre Espace Exposant : menu « Lecteur de badge »

2. Pendant l'événement

- Flasher un participant
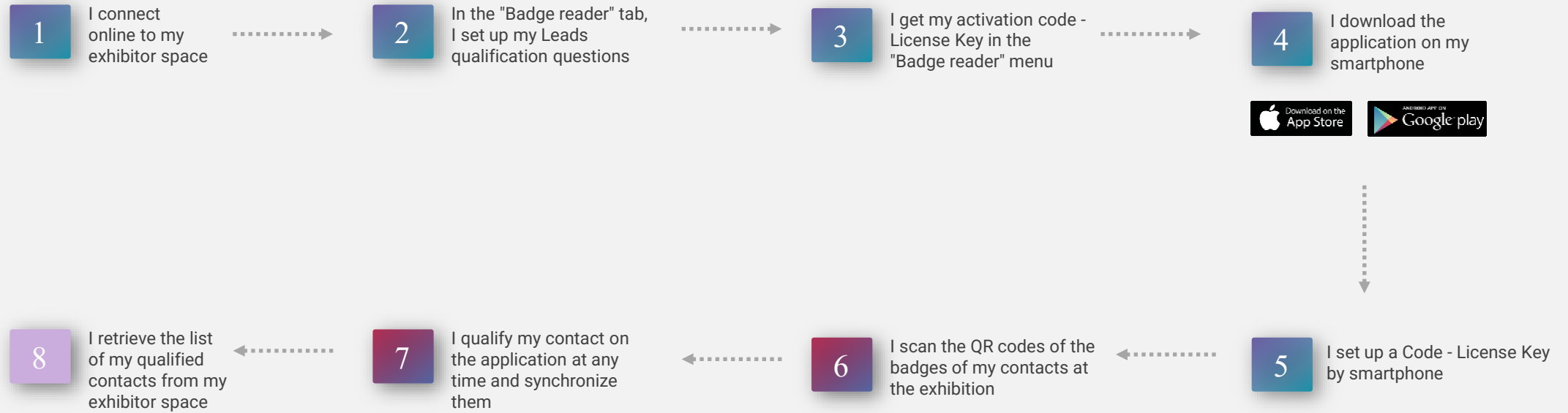- Qualifier un participant
- Synchroniser un participant

3. Après l'événement

- Télécharger la liste de mes contacts

4. Annexes

Process

1 I connect online to my exhibitor space

2 In the "Badge reader" tab, I set up my Leads qualification questions

3 I get my activation code - License Key in the "Badge reader" menu

4 I download the application on my smartphone

App Store | Google play

8 I retrieve the list of my qualified contacts from my exhibitor space

7 I qualify my contact on the application at any time and synchronize them

6 I scan the QR codes of the badges of my contacts at the exhibition

5 I set up a Code - License Key by smartphone

BEFORE EVENT	DURING EVENT	AFTER EVENT

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1. Before the event

The indispensable

Klipso Leads is an IOS and Android compatible application that allows you to qualify visitors during an event.

An"Off-line" operation mode is also available so that you are not dependent on the mobile data.

Above all, I make sure that:

My license (s) is / are included in my stand or that I have to order it / them.

I have a smartphone equipped with an autofocus camera to flash the QR CODE on the badges of the participants. If not, you can rent one with preinstalled app.

I have in my possession the link to my exhibitor platform.

Connection to your web exhibitor space

And download - Activation of your Klipso Leads App

I SET UP MY QUESTIONS FIRST

On my online exhibitor space

THEN I ACTIVATE MY LICENSES

On my klipso leads application
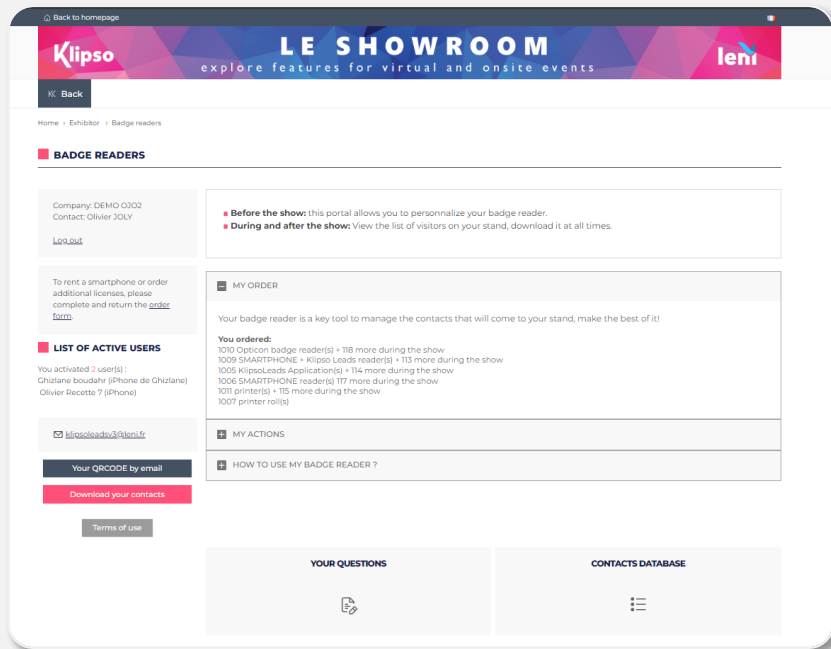
IMPORTANT

If you activate your license on the Klipso Leads Applications before setting up your questionnaires, you will then be blocked in terms of modification.

If you do not wish to have specific questions to qualify your prospects, you can then directly enter your license key (1 per smartphone using Klipso Lead).

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Your Exhibitor Area: "Badge reader" menu

Click on "Badge reader":

- I make sure that the order meets my expectations, I download my order form and I send it by email or by post to LENI.

- I also access the reminder of the actions I have to take (survey settings, application download, date, time and place of recovery / return of the reader).

Configuration and management:

- Define your qualifying questions via the survey configuration module (free text or questions of your choice)

- Copy my license key. **To be entered on my application once my survey is configured**

- On this page, I will access the list of attendees that I scanned at my booth once I have synchronized my data.
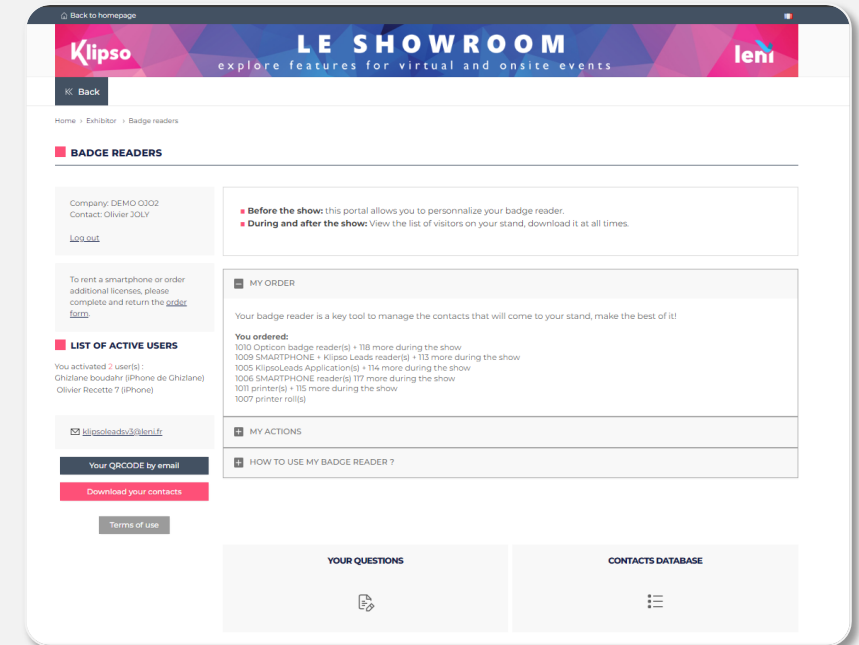
Create my questions

⊕ Add a question

I click on "Add a question" to start my configuration.

⌄ Caution: Label is missing ✛ 🗑

Label 🇬🇧 EN *

Answer type * Choose... ⌄

Choose...
Text (1 line)
Text (multi-line)
Single choice question
Multiple choice question
Yes/No question
Numeric
Date
Secondary email

ⓘ Mandatory

ⓘ Question published

⊕ Add a question

I enter the "label" of my question

I choose one of my 4 possible question formats

⌄ Caution: Label is missing ✛ 🗑

Label 🇬🇧 EN *

Answer type * Single choice question ⌄

Your answers

⌄ Caution: Label is missing ✛ 🗑

Label 🇬🇧 EN *

Answer published ☑

⌄ Caution: Label is missing ✛ 🗑

Label 🇬🇧 EN *

Answer published ☑

⊕ Add a answer

ⓘ Mandatory ☐

ⓘ Question published ☑

Validate

For all the optional questions, I press enter between each answer to add more

Once I have finished I click on the "Validate" button. You can return to your form as you wish to make changes.

Our recommendations

- The wording of your questions should not exceed 50 characters.
- Between 8 and 10 questions maximum
- Between 8 and 10 answers maximum / question

A short and concise qualification for your teams will be more effective

Contact the organizer if you have any doubts about the data presented by default when you scan a contact, Ex:

- The full contact details of each participant
- Profile information (activity, function, center of interest, etc.)

4 free pre-configured fields are already available

- Other name
- Other Company
- Other Email
- Remark

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Download and configure my application (s)

On my smartphone, I go to my Play Store for Android or my App Store for Iphone to download my application
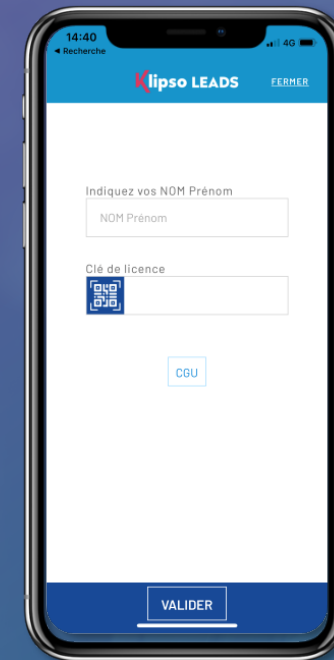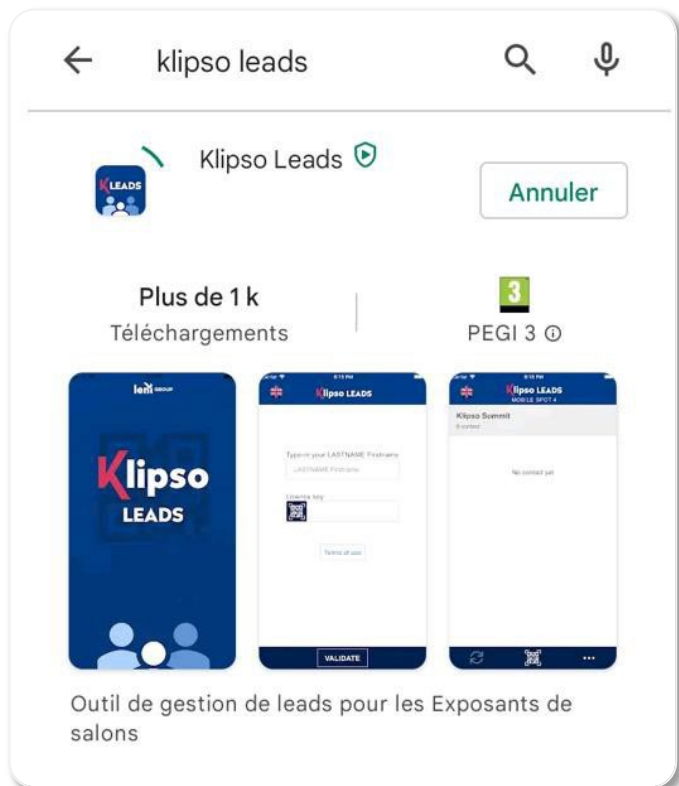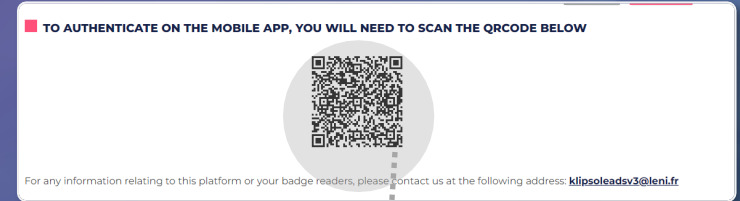
Next slide activation

Activating my licence

IMPORTANT :

Before activating my license key, I make sure that my survey settings are complete.

- If I order multiple licenses I will only have one key which will be communicated on the Exhibitor platform.

- An activated license key = a smartphone

- If I order 5 licenses, 5 people on my team will each be able to activate it on their smartphone only once.

- I enter my First name and last name. This allows the global file to reconcile the scanned participants with the license users.

- I enter my license key specified on my Exhibitor platform, **respecting the case**. (upper / lower case)

- I validate

TO AUTHENTICATE ON THE MOBILE APP, YOU WILL NEED TO SCAN THE QRCODE BELOW

For any information relating to this platform or your badge readers, please contact us at the following address: klipsoleadsv3@leni.fr

2. During the event

Use during the event:

Discover in this section how to use the Klipso Lead Application during the event:

- Scan QR codes
- Qualify a participant
- Sync my participants
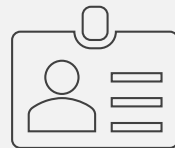
Scan QR code

Once the license key is registered, I arrive at the page that will allow me to scan the QR code present on each badge worn by the participants.

Number of scanned contacts and synchronization status

The list of scanned participants. It is sorted by date or by company name. I can if I wish search by a first name, last name, email, company.

Access the qualification sheet for each contact

Flash the QR CODE on a participant's badge (open the smartphone camera)

Synchronize my data so that I can find my scanned participants in my Exhibitor Space

Access my license parameters and the T & Cs.

Why am I flashing the QR CODE?

Because it allows me in offline mode to obtain the following data live:

- The company
- First and last name
- Email
- Number phone
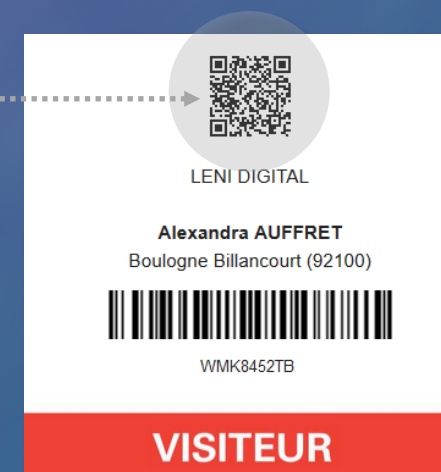
It may happen that for certain categories of participants, such as exhibitors, you may not have all the information filled in. Therefore, you will be able to qualify their information.

Qualify a participant

On this page I will be able to qualify the participant using either:

only the free fields that LENI makes available to me

or by completing the survey that I will have previously configured in my Exhibitor Area.

.

I just have to click on each arrow at the end of the line to access each question and qualify it.

Be careful, I don't forget to click on SAVE when I'm done.

Good to know :

At any time, from the home screen, I can come back to a participant's file to modify it or simply consult it.

Example of survey rendering

Multiple choice   Unique choice   Free text
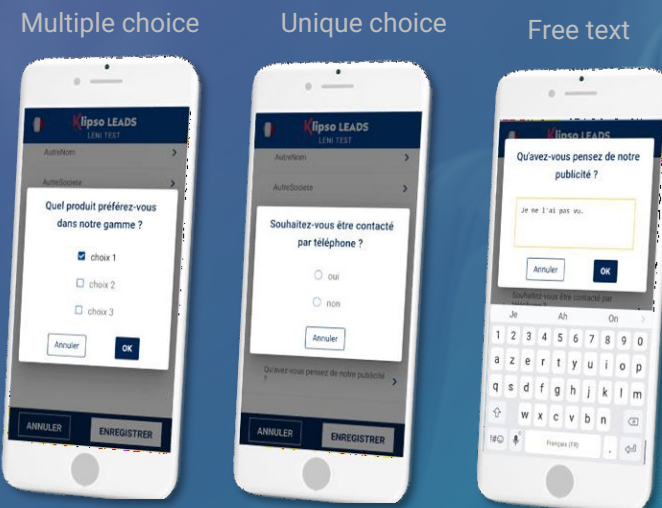
Synchronize my participants

Offline management and intelligent data synchronization

- When I use my Klipso Leads application, I can, if I wish, turn off my mobile data and operate in "Offline" mode.

- This inevitably implies a synchronization of data with my Exhibitor Space as soon as I switch back to "Online" mode.

What does the word "synchronized" mean?

It simply means the transfer of the data recorded on your mobile device to your Exhibitor Space.
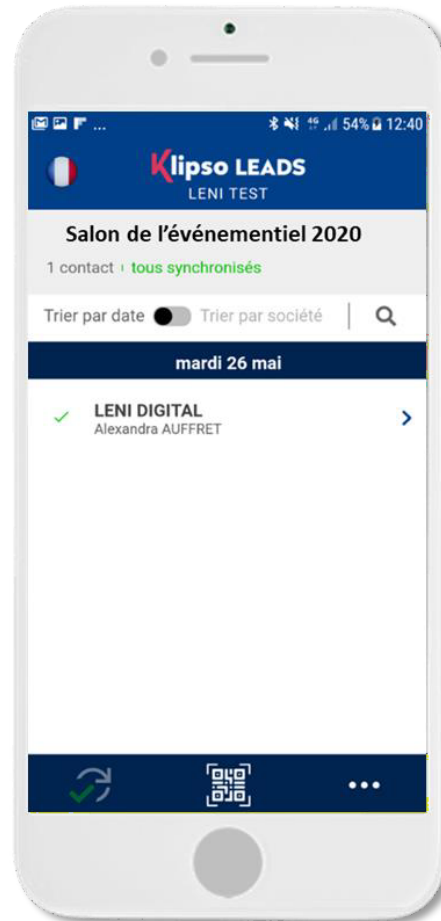
How do I identify a synchronized participant?

✔ My participant has been synchronized

🔄 My participant has not been synchronized

How do I synchronize my contacts?

🔄 I click on the icon at the bottom left of my home page.

3. After the event
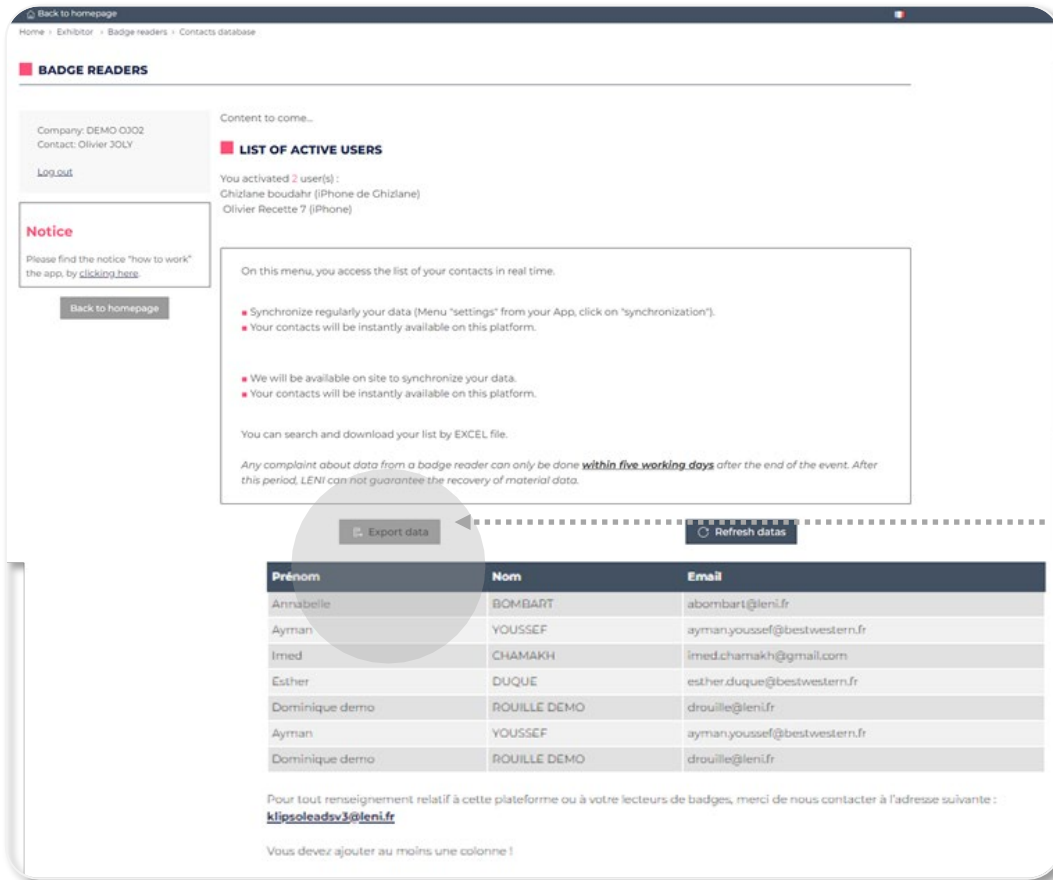
Lead retrieval:

Discover how you can retrieve your leads and download your contact file.

Lead retrieval

Once all my contacts have been synchronized, I go to my Exhibitor Area to download my file in xls format (Excel).

Click on the "Download List" button to download your contact list in Excel format.
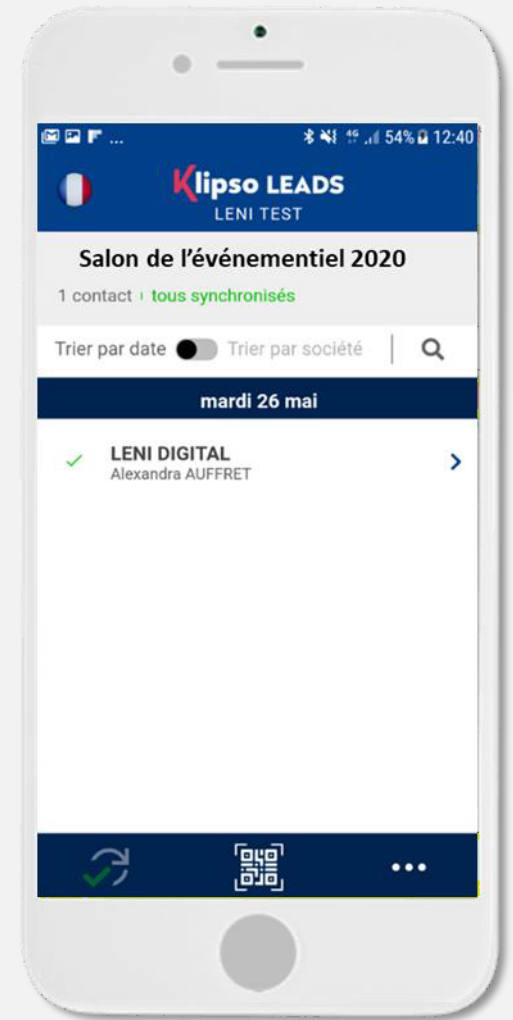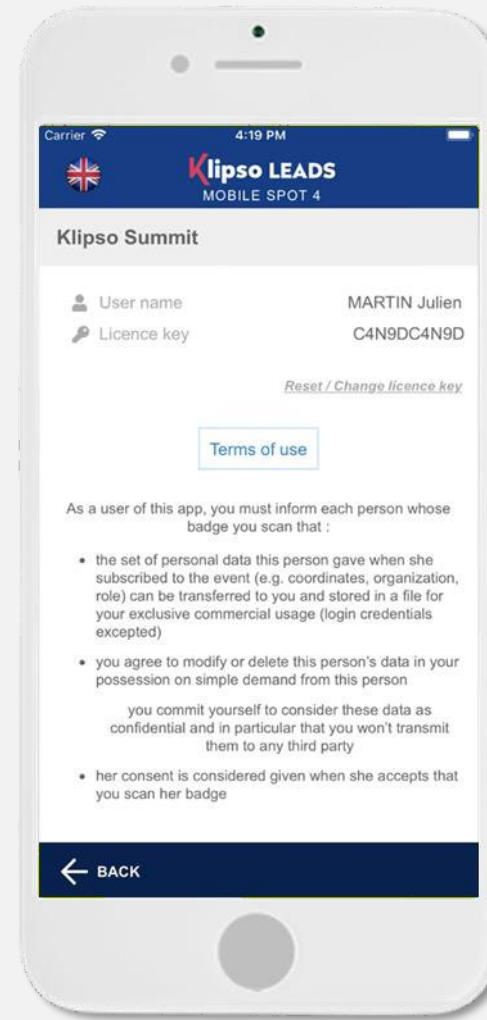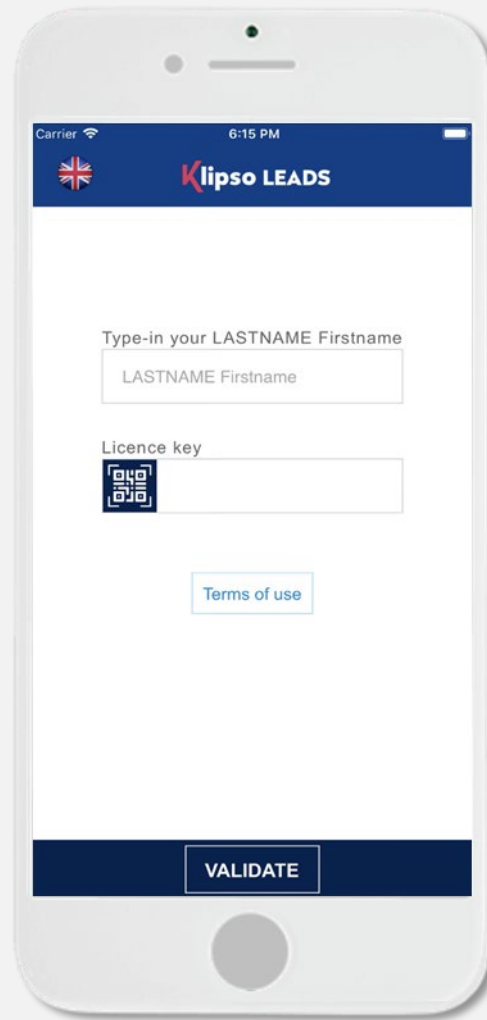
I will find in my file:

- Participant's contact details.
- Some profile information collected on the pre-registration form.
- The answers to the questions (set by default or configured).

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Appendix

Simple step-by-step usage

Simple step-by-step usage