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Step by step explanation



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# **Leads scan with inwink Leadgen application**

**1.** Go on your smartphone’s App Store or Play Store. Search for **inwink LeadGen** application and install it.

**2.** Open the app and click on **Add an event**.

**3.** Scan your partner QR code so the application recognize the event

**4.** Click on **the event name.**

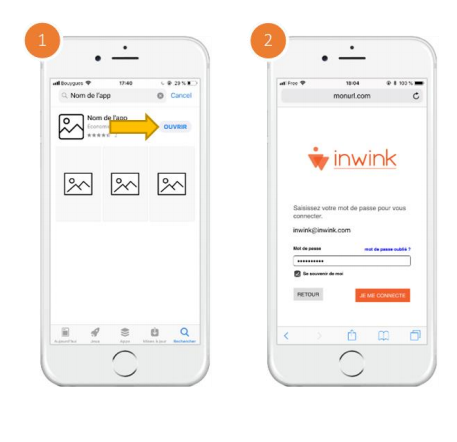
**5.** Log in with your credentials.

**6.** Click on the **Scan** button on the bottom.

**7.** Scan the QR code of the participant and add a comment if needed.\*

*\*This is an optional field allowing you to add contextual comments of the leads you are speaking with.*

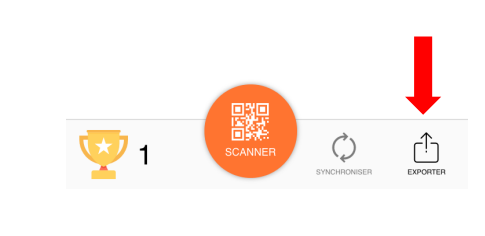
**8.** Click on **Validate** to capture lead scan.



# **Retrieve the list of scan**

You can **retrieve the list of scanned participants from the application** by clicking on “Exporter” or by connecting to **your partner space** via your computer.

Note : If you have the “Administrator” status on your company’s partner space, you can retrieve all the list of participants scanned by tour team.



# **Personalise your scan form**

Once you scanned a participant, a text box appears to add a comment. This allows you to add contextual information to the lead you scanned.

To personalise what appears after a scan, **from a laptop**, follow the instructions below:

* Go back on your **Partner space**
* Click on the menu **Scan** on the left
* Click on the button **Edit form**
* By clicking on **Add**, you can choose the type of field to add, its label, and values for choices list

Form personalisation allows you to add details about your discussions and your lead’s scan.

# **Lead scan training**

You can try and scan the QR code below.

# **Use case**

When clicking on the "**Add a new event**" button, nothing happens -> check that you have **authorized access to the camera** on the inwink Leadgen application in the settings of your phone.

If you have **already used the inwink Leadgen application** on another event, to connect to the right event you have to **uninstall and install** the application again.

After logging in, a message "**You are not authorized to scan on this event, please request access to this feature**" appears -> You are **not a member of the partner team**. Make sure you are logging in with the correct email address that your administrator added you with. You can ask your administrator **to add you to the team from a computer** in the partner area of the event site.