



reed gift fairs

AN EXHIBITORS GUIDE TO

EMPERIA

LEAD SCAN APP

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USING THE EMPERIA SCAN APP

1. Download the app from iTunes or Google Play Store. Links can be found here:



Note the minimum device requirements:

iOS: Requires iOS 7.0+ or greater with the iPhone 5/5S, 6/6 Plus, 7/7 Plus (and later models); iPod Touch 4th, 5th, 6th Gen (and later models); iPad Mini 1, 2, 3, 4 (and later models); iPad 3rd, 4th and 5th Gen; and the iPad Air and iPad Pro models.

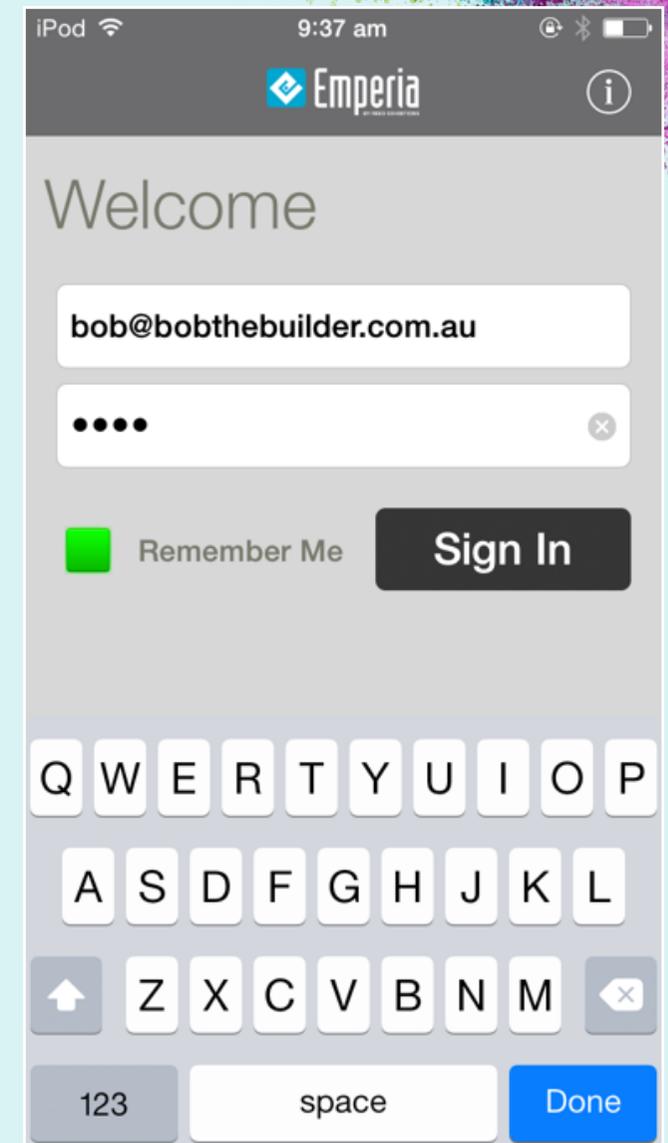
Android OS: The Android app requires Android OS 4.1 or greater and an auto-focus camera.

2. Using the username and Pin emailed to you, login to the app.

For ease, make sure the “Remember Me” checkbox has been selected/clicked on. (The checkbox turns green if it has been selected)

NOTE:

- If you require log in from additional devices, please contact help desk.
- If you need a reminder on your PIN, please contact help desk

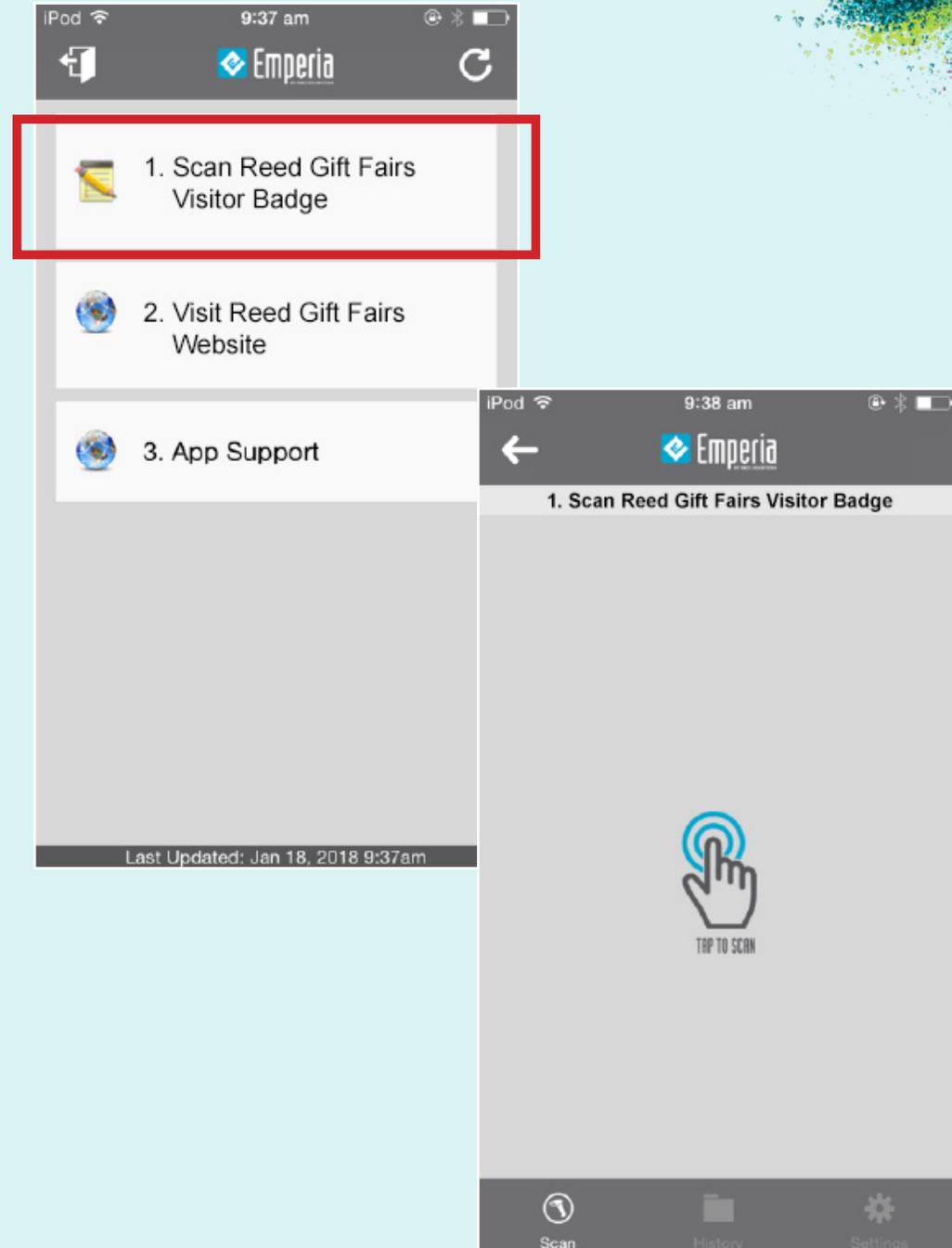


3. Once logged in, click on the first option “Scan Visitor Badge” to open the barcode scanner.

If prompted to allow app to access device camera, select “Allow”.

4. To scan a barcode, click on the image that reads “Tap to Scan”. This will open your device camera.

5. Hover your device camera over the visitor badge to capture visitor details as a lead.

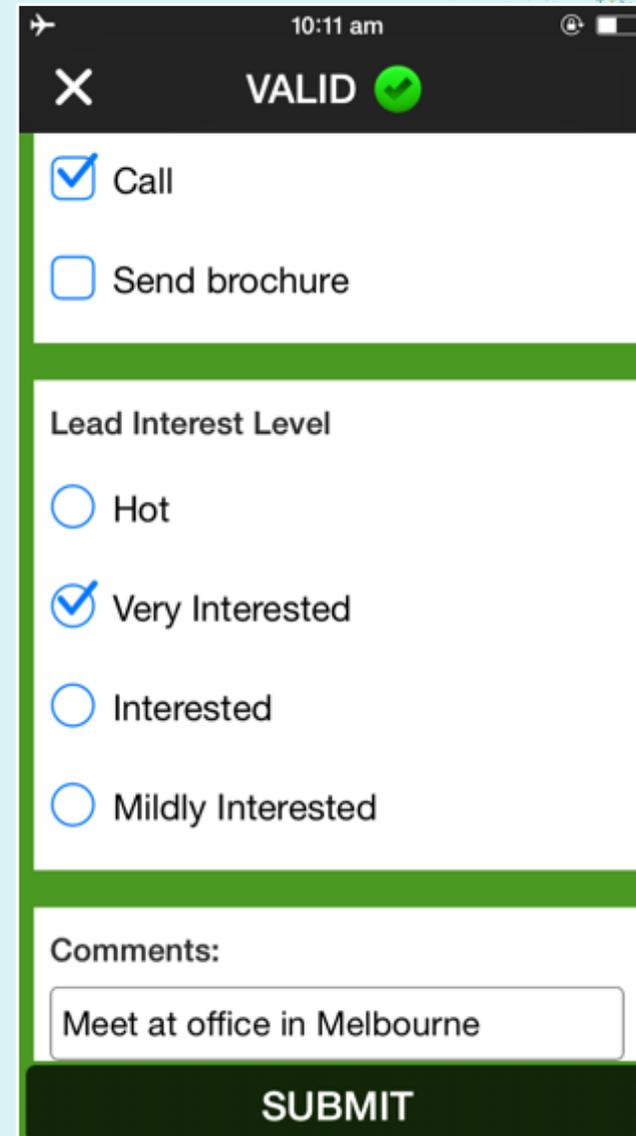


6. Once a successful lead scan, a green tick will be seen and scrolling down the screen will allow you to enter optional lead qualifying info on:

- a. Lead Follow Up Action
- b. Lead Interest Level
- c. Comments

NOTE:

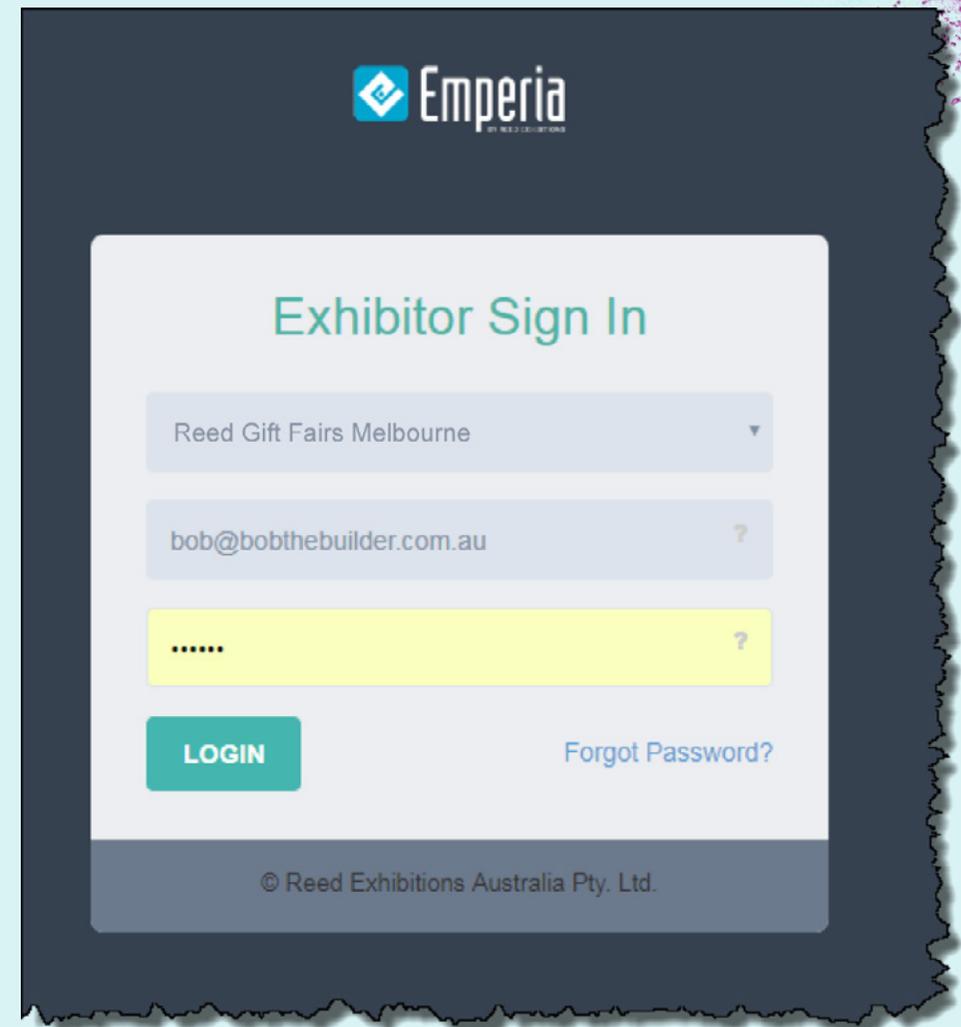
- These lead qualifier data entered in is **NOT** visible to the visitor being scanned. However, they can be seen by other app users of the exhibiting company.



The screenshot shows a mobile application interface for a lead scan. At the top, the status is 'VALID' with a green checkmark icon. Below this, there are two checkboxes: 'Call' (checked) and 'Send brochure' (unchecked). The next section is titled 'Lead Interest Level' and contains four radio button options: 'Hot' (unchecked), 'Very Interested' (checked), 'Interested' (unchecked), and 'Mildly Interested' (unchecked). Below the interest level section is a 'Comments:' label and a text input field containing the text 'Meet at office in Melbourne'. At the bottom of the screen is a large green button labeled 'SUBMIT'.

USING THE WEB PORTAL TO ACCESS LEADS

1. Go to Exhibitor Login for Emperia Scan Web Portal at:
<http://www.reedgiftfairs.com.au/emperiaportal>
2. Select your show, and enter your username and PIN as sent out to you in email



Emperia

Exhibitor Sign In

Reed Gift Fairs Melbourne ▼

bob@bobthebuilder.com.au ?

..... ?

LOGIN [Forgot Password?](#)

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3. The dashboard gives you a snapshot of the app users at your stand and scan done by the individuals. It also shows your company details that is visible to your leads.

Home » Dashboard

EXHIBITOR DETAIL ! Report issue

Company	An Amazing Company
Stand	XY05
Website	
Email	davidrx@yopmail.com
Online Profile	View Online Profile
Total Leads	12
Total Scans	94
#App Users	4
Documents uploaded on Online Profile:	Sale Brochure 2017

APP USERS

App Username	App User Email	#Scans
davidrx@yopmail.com	davidrx@yopmail.com	1
joeyrx@yopmail.com	joeyrx@yopmail.com	0
simonrx@yopmail.com	simonrx@yopmail.com	93
maryrx@yopmail.com	maryrx@yopmail.com	0

4. Go to **Tools > Leads** to view the list of leads scanned by app users at your stand

Home » List of Leads

Filter result

Select date range to State Position

Scanned Date	Company	First Name	Last Name	Position	State	Action
2018-05-10 14:18:22	ABC Systems	Mary	Jane	Retailer	NSW	 
2018-05-14 14:11:54	DEF Systems	Holly	Dovis	Tester	NSW	 
2018-05-10 14:07:40	Joey's Company	Joey	Bill	Owner	VIC	 
2018-05-14 14:11:58	Billy Co	Billy	Doe	Project Manager	Not Available	 
2018-05-10 14:07:03	Jane Doe Company	Jane	Doe	Store Owner	VIC	 
2018-05-14 14:12:15	KLM Company	Harry	D	Owner	Not Available	 

- From this Leads page, you can click on the "eye" icon under the Action column, for further info on the lead, the time lead was scanned, the user scanning the lead and any lead qualifying details around the lead.

LEAD DETAIL

Scanned Date	2017-08-04 14:49:10
Name	Mary Tester
Company	ABC Company
Phone	44 0 11111111
Address	SUITE 123, 111 TEST STREET, 2111, AUSTRALIA
Email	Marytester@email.com <input type="button" value="Send Email"/>
Q : Lead Interest Level	Mildly Interested
Q : Lead Follow Up	Email ^ Call ^ Send brochure
Q : Lead Comments	Mildly interested
Scanned by	simonrx@yopmail.com

6. Click on **Export all as CSV** button on the right corner of the page

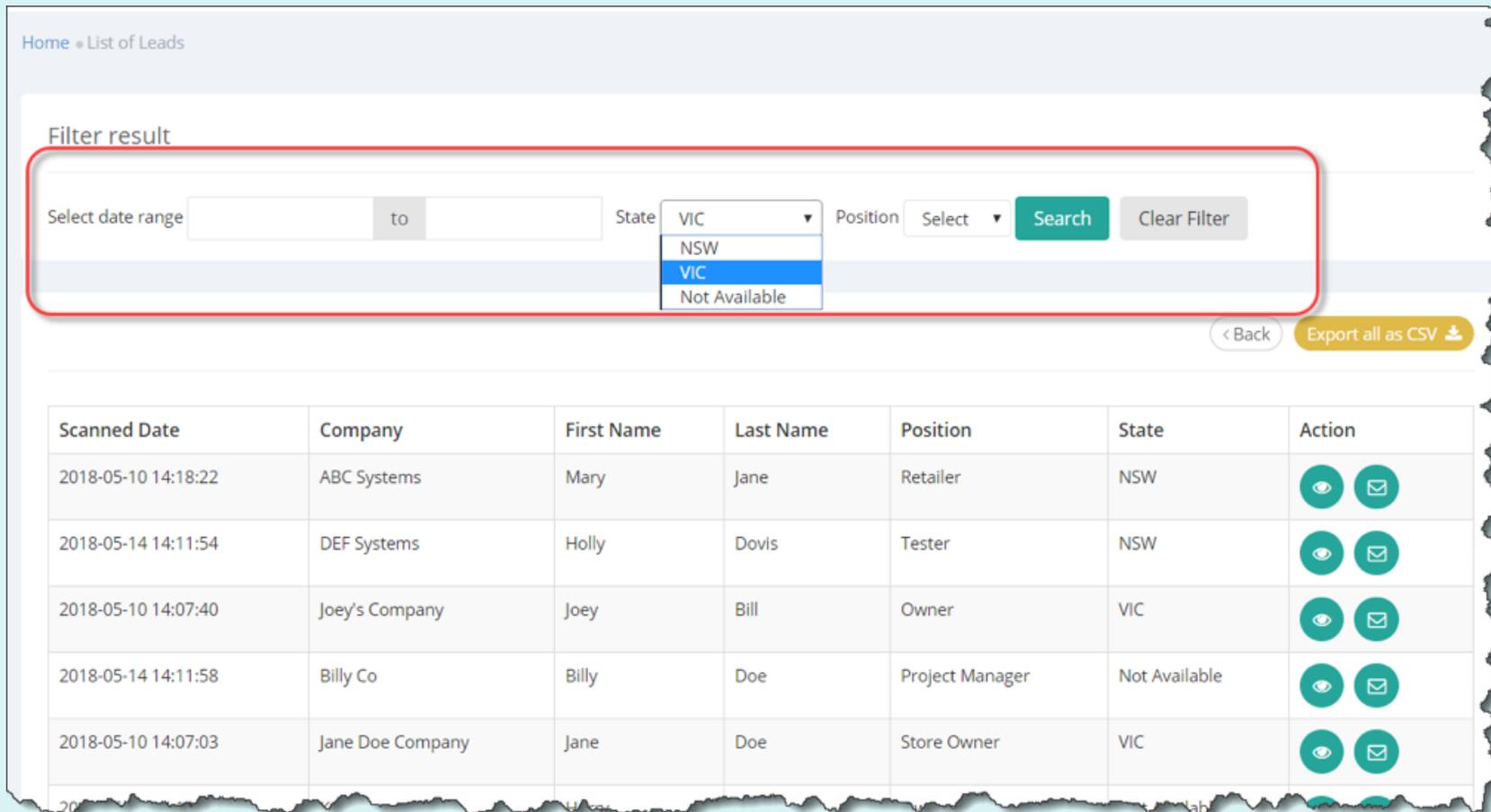
Home • List of Leads

Filter result

Select date range to State Position

Scanned Date	Company	First Name	Last Name	Position	State	Action
2018-05-10 14:18:22	ABC Systems	Mary	Jane	Retailer	NSW	
2018-05-14 14:11:54	DEF Systems	Holly	Dovis	Tester	NSW	
2018-05-10 14:07:40	Joey's Company	Joey	Bill	Owner	VIC	
2018-05-14 14:11:58	Billy Co	Billy	Doe	Project Manager	Not Available	
2018-05-10 14:07:03	Jane Doe Company	Jane	Doe	Store Owner	VIC	
2018-05-14 14:12:15	KLM Company	Harry	D	Owner	Not Available	

7. Clicking the **Export to Excel** should download an excel file to your browser's Downloads folder
8. If you wish to sort through your list of leads and only download those sorted list, you can use the filters available.



The screenshot shows the 'List of Leads' page in the Lead Scan App. At the top, there is a breadcrumb 'Home » List of Leads'. Below this is a 'Filter result' section with a red border. It contains a date range selector, a 'to' separator, a 'State' dropdown menu (currently showing 'VIC' with a list of options: NSW, VIC, Not Available), a 'Position' dropdown menu (currently showing 'Select'), a green 'Search' button, and a grey 'Clear Filter' button. Below the filter section are two buttons: '< Back' and 'Export all as CSV' with a download icon. The main content is a table with the following data:

Scanned Date	Company	First Name	Last Name	Position	State	Action
2018-05-10 14:18:22	ABC Systems	Mary	Jane	Retailer	NSW	 
2018-05-14 14:11:54	DEF Systems	Holly	Dovis	Tester	NSW	 
2018-05-10 14:07:40	Joey's Company	Joey	Bill	Owner	VIC	 
2018-05-14 14:11:58	Billy Co	Billy	Doe	Project Manager	Not Available	 
2018-05-10 14:07:03	Jane Doe Company	Jane	Doe	Store Owner	VIC	 

8. (Continued) For example, if you wish to only download leads that are from Victoria, select the state as VIC then click on Search button. The list of leads displayed then would only be those whose state is set as VIC. Then to download this filtered list, click on the Export filtered list as CSV button as shown:

Home » List of Leads

Filter result

Select date range to State **VIC** Position **Search** Clear Filter

< Back Export all as CSV Export filtered list as CSV

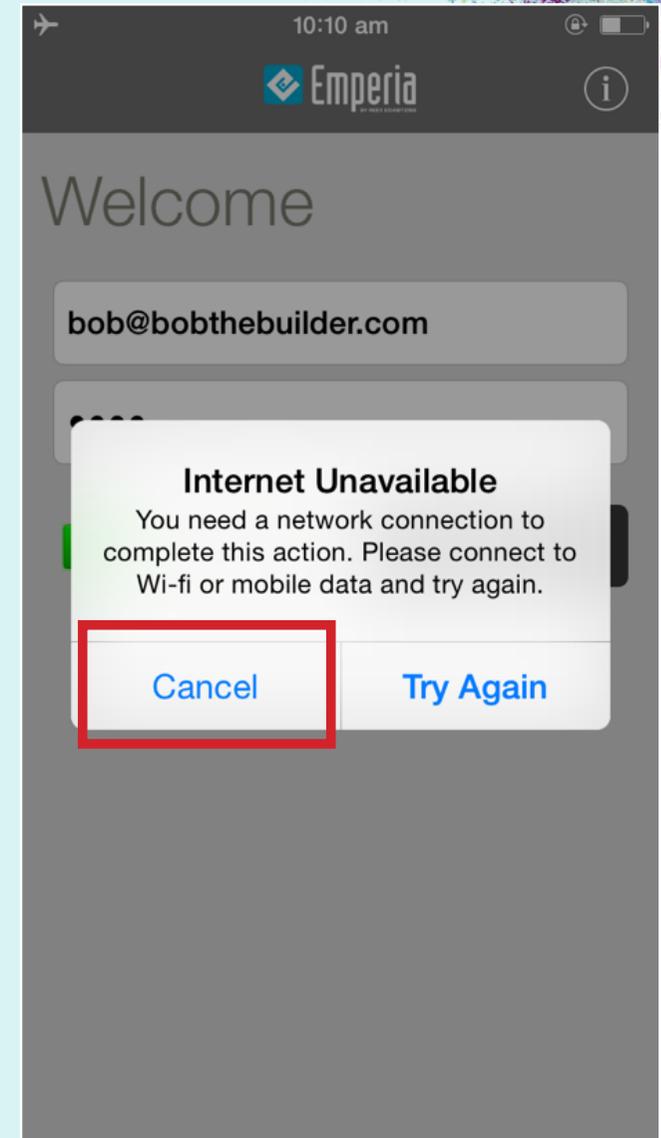
Scanned Date	Company	First Name	Last Name	Position	State	Action
2018-05-10 14:07:40	Joey's Company	Joey	Bill	Owner	VIC	
2018-05-10 14:07:03	Jane Doe Company	Jane	Doe	Store Owner	VIC	
2018-05-09 10:00:40	ABCD Company	Tina	Faye	Store Owner	VIC	

FAQ: USING THE EMPERIA SCAN APP WHEN THERE IS NO NETWORK CONNECTIVITY

You can use the Emperia Scan app in an “offline mode” i.e. without internet access, to scan barcodes, provided you have successfully logged in on the device at least once. The app will automatically upload them to the server when network connectivity is restored.

With an “offline device”, the login method is still the same i.e.

1. Enter the username and pin in the login screen
2. On the pop up message titled “Internet Unavailable” click on “Cancel”. This would allow you to scan barcodes and record them to the device. The scans will be automatically uploaded when network connectivity is restored :

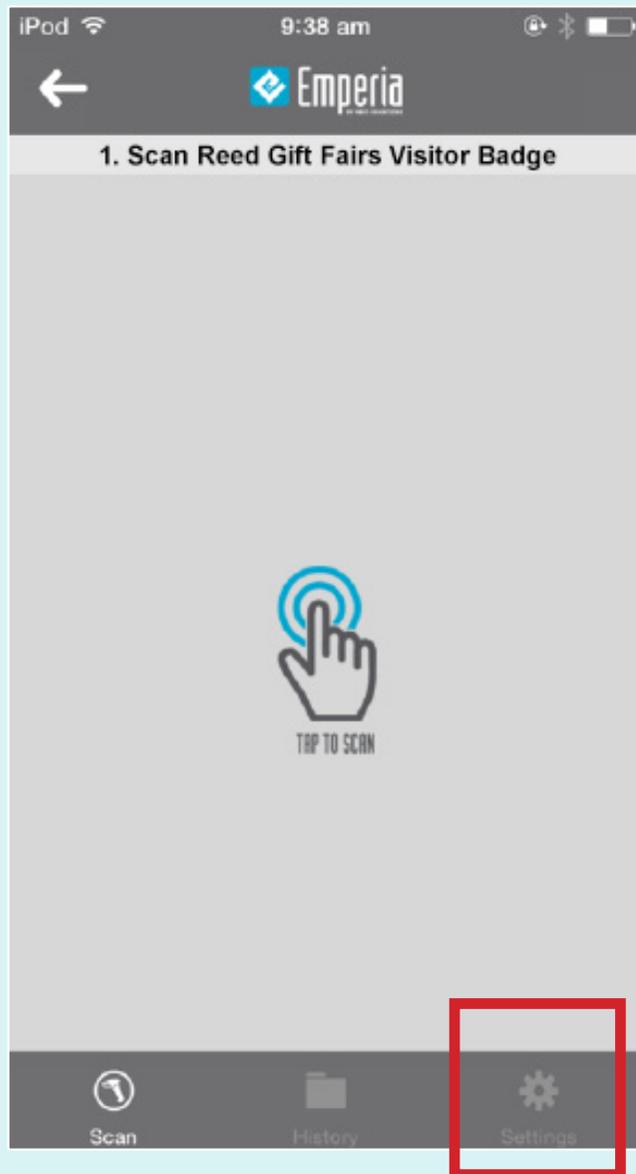


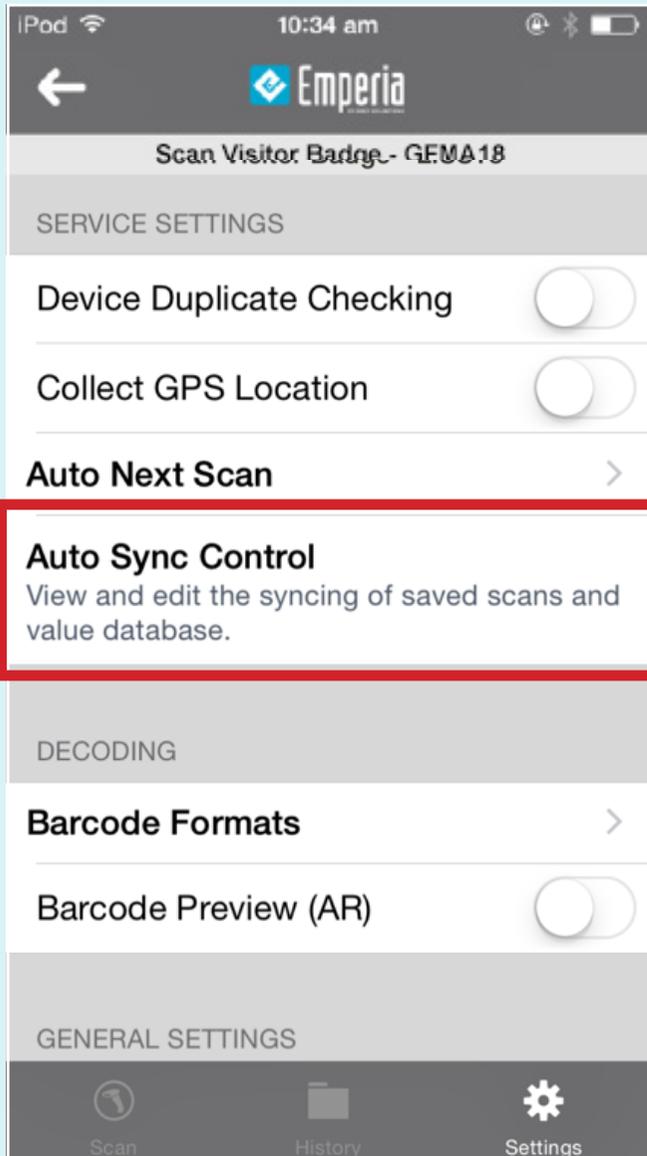
FAQ: HOW TO STOP AUTO SYNC OF SCANS

Once you have started scanning, the app will sync your scans to the web portal as soon as it finds internet connectivity. However, if you prefer to stop these automatic syncing of scans you can keep your scans saved to your device and only sync them when you want. For instance, you may only want to sync your scans when you have wifi access. To do so, you can stop “Auto Sync” on your app.

Follow these steps:

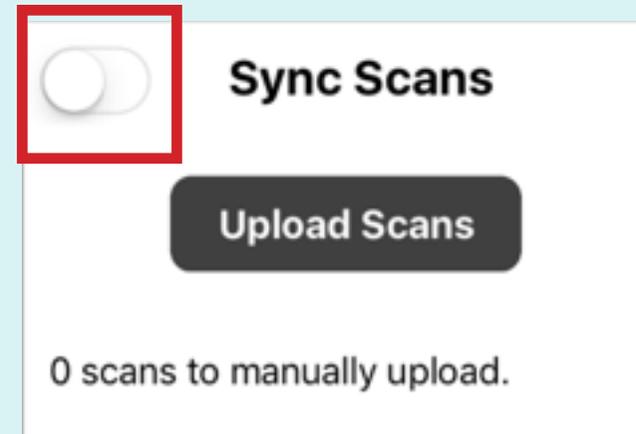
1. Login in to the app
2. Once logged in, click on the first option “Scan Visitor Badge” to open the barcode scanner
3. Click on “Settings” down the bottom right





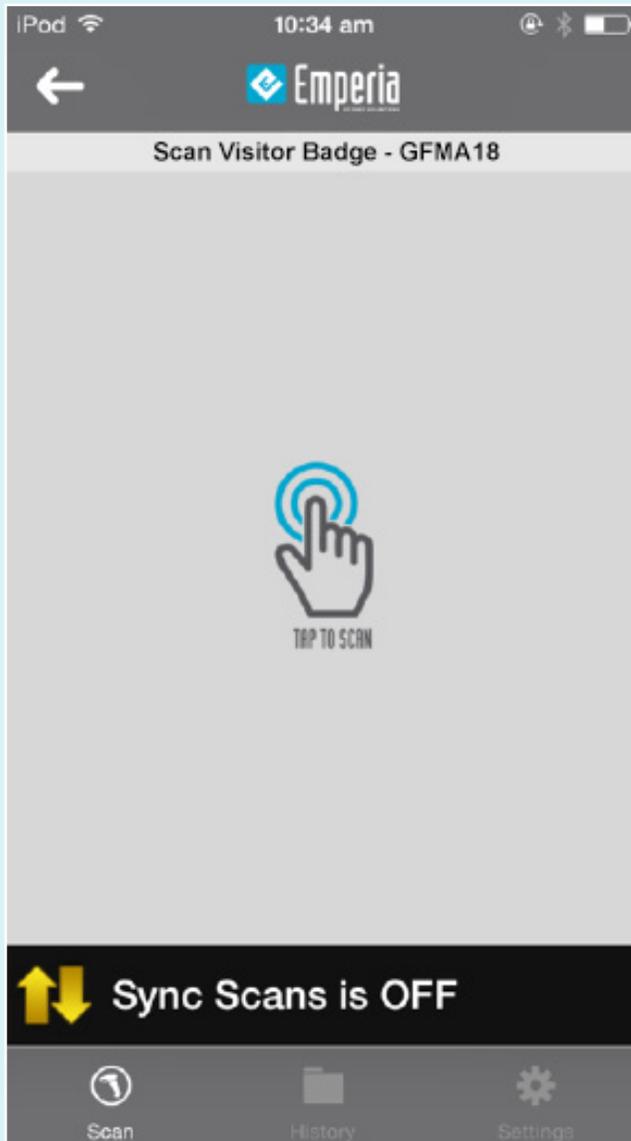
4. Click on the “Auto Sync Control” option

5. Disable the “Sync Scans” option. Once done, your screen should look like below:



6. Click on the “X” sign on the top left corner of the screen

7. Now you should be back on the “Tap To Scan” screen. The bottom section should show a count of number of scans saved on device.



8. Once you are ready to sync your scans, enable the “Auto Sync” Settings by following steps 3 to 5. On step 5, enable the “Sync Scans” options.



FAQ

MINIMUM DEVICE REQUIREMENTS

iOS: Requires iOS 7.0+ or greater with the iPhone 5/5S, 6/6 Plus, 7/7 Plus (and later models); iPod Touch 4th, 5th, 6th Gen (and later models); iPad Mini 1, 2, 3, 4 (and later models); iPad 3rd, 4th and 5th Gen; and the iPad Air and iPad Pro models.

Android OS: The Android app requires Android OS 4.1 or greater and an auto-focus camera.

CHANGING ASSIGNED USERNAME AND PIN

Unfortunately, at this stage, we do not have the facility to change an assigned username. However, you can change your PIN. To get a reminder on your PIN, please contact the help desk onsite or use the Forgot password feature on the login screen, which will email the PIN to the email address associated with the username.

ADDITIONAL APP USERS

If you require additional app users, please contact the help desk onsite. You will need the email address of the app user.



HELP ON USING THE EMPERIA SCAN SYSTEM

If you have any issues using the app or have questions, please contact our app helpdesk by emailing reedgiftfairs@emperiascan.com or if you are onsite, come straight to our desk located near the entry gate.