

AGI Events

Quick guide

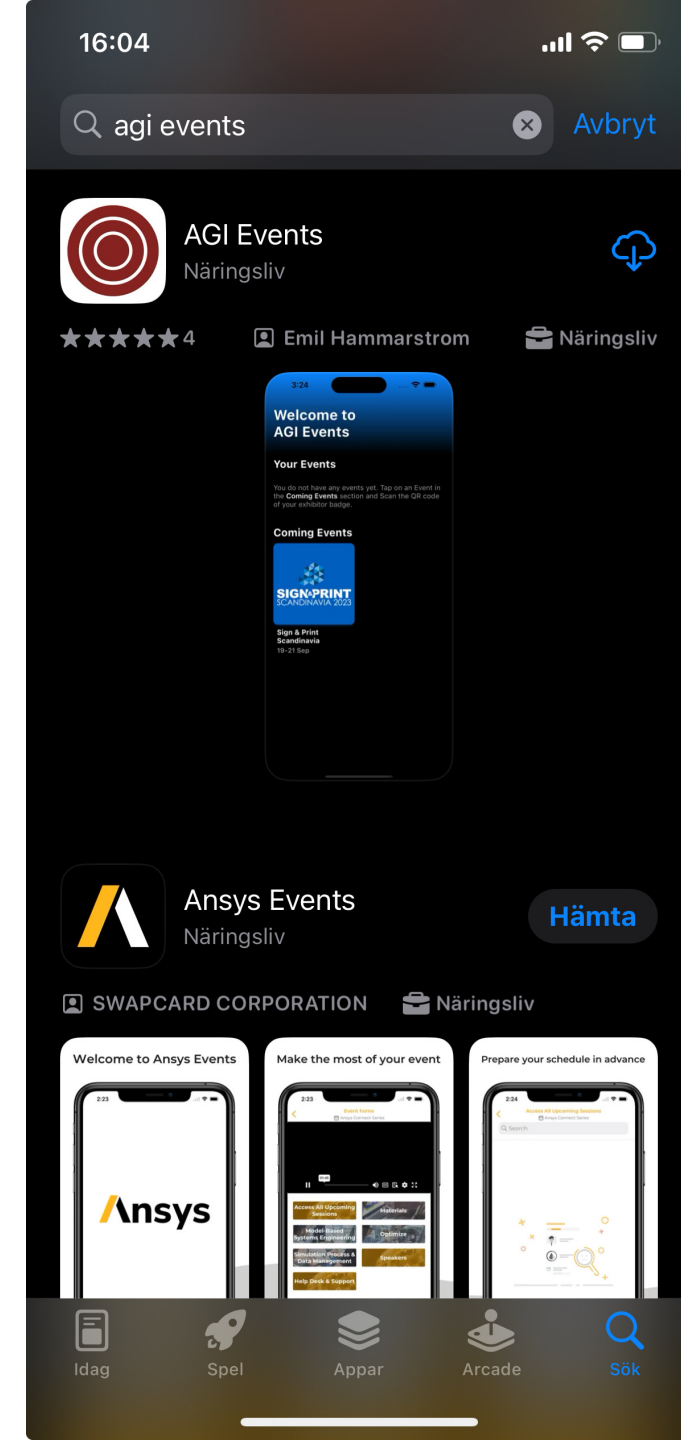


Important information

- All data is stored locally on your device. Export your leads regularly to ensure that no data is lost.
- If you delete the app from your phone, all data will be deleted. Again, make sure to export your leads before you delete the app.
- Since AGI cannot access your data, we do not take any responsibility for your data.

Download the app

- The app is available on Google Play Store and App Store
- Search for AGI Events
- Download the app



Home page

- View current, previous and coming events.
- Select the event you are attending.

09:03



Welcome to AGI Events

Your Events

You do not have any events yet. Tap on an Event in the **Coming Events** section and Scan the QR code of your exhibitor badge.

Coming Events

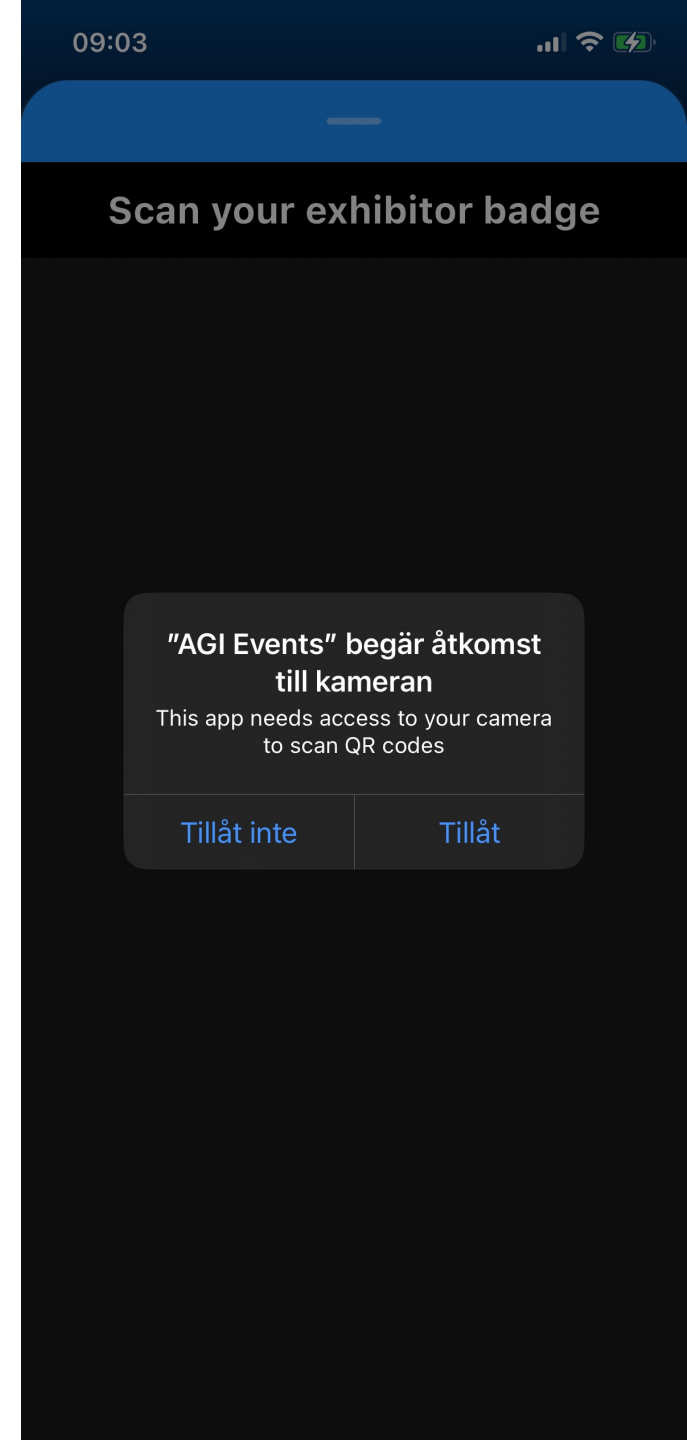


Sign Print & Pack

18-19 Sep

Allow camera access

- Before you can start scanning badges, you must first allow camera access.



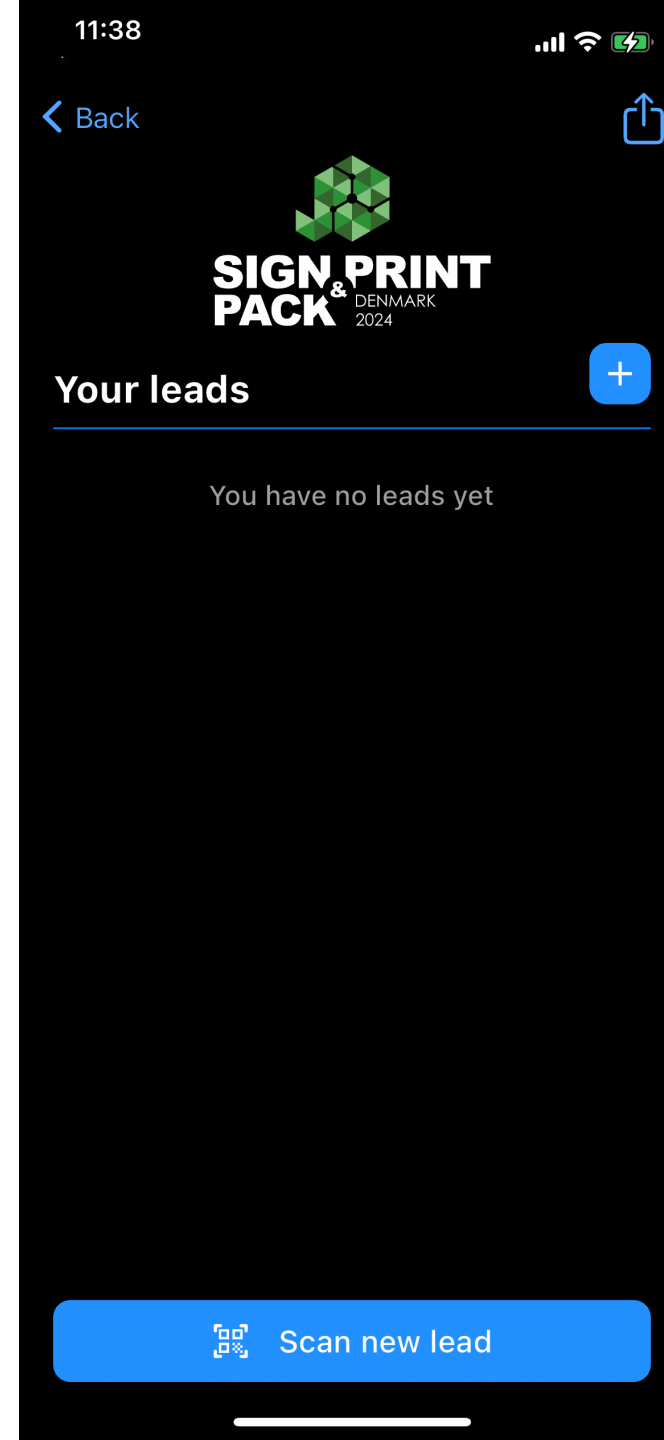
Sign in - Scan your exhibitor badge

- Collect your badge at the registration desk of the exhibition.
- Scan your own exhibitor badge to sign in to the app.

Scan your exhibitor badge

Collect leads

- Press "Scan new lead" to scan a visitor/exhibitor badge
- You can also add a lead manually by pressing the "plus" button.



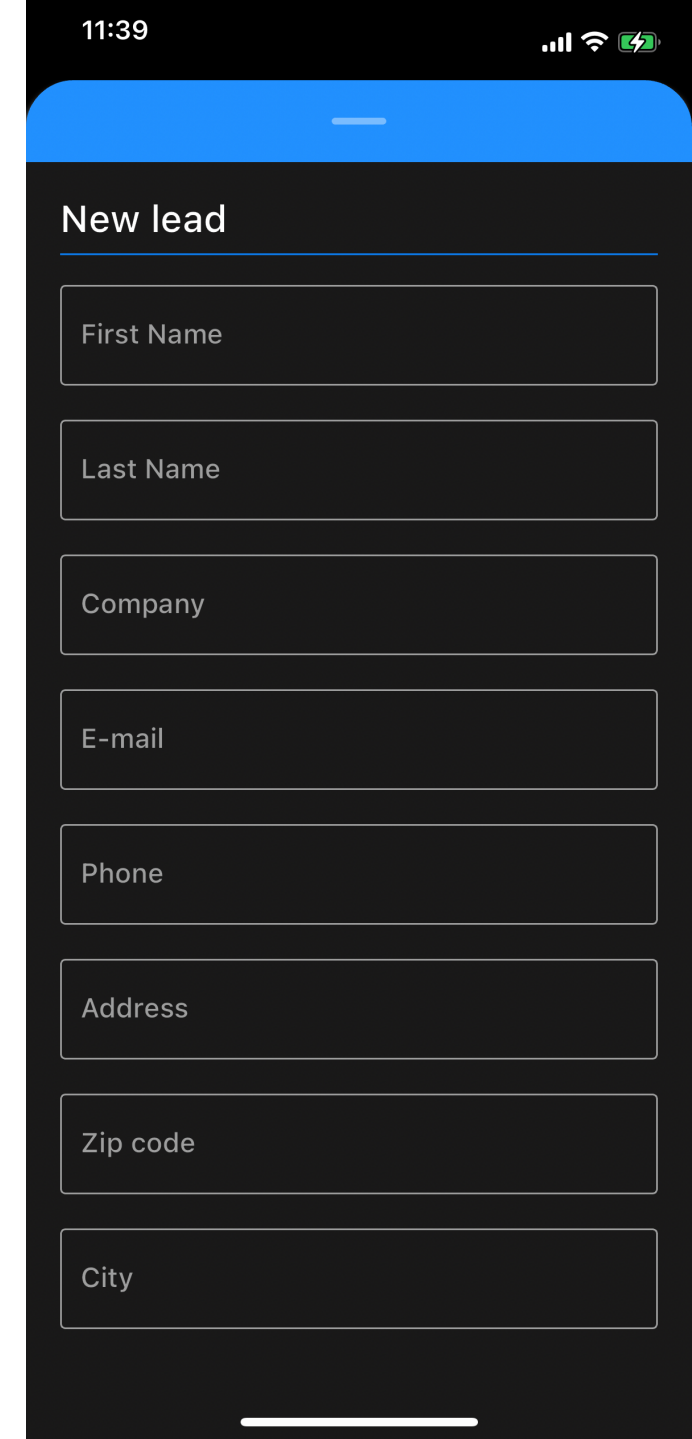
Scan a badge

- After pressing the "Scan new lead" button, the camera will open so you can scan a visitor/exhibitor badge.

Scan a visitor badge

Enter lead manually

- After pressing the "plus" button you can add data manually.
- All fields are optional.



11:39

New lead

First Name

Last Name

Company

E-mail

Phone




Address



Zip code

City


Additional information


- After adding a lead, you can add further information to help organising your data.
- Once done, press the green checkmark in the top left corner.


11:38   


 **Lead** 

Contact Information

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Additional Information

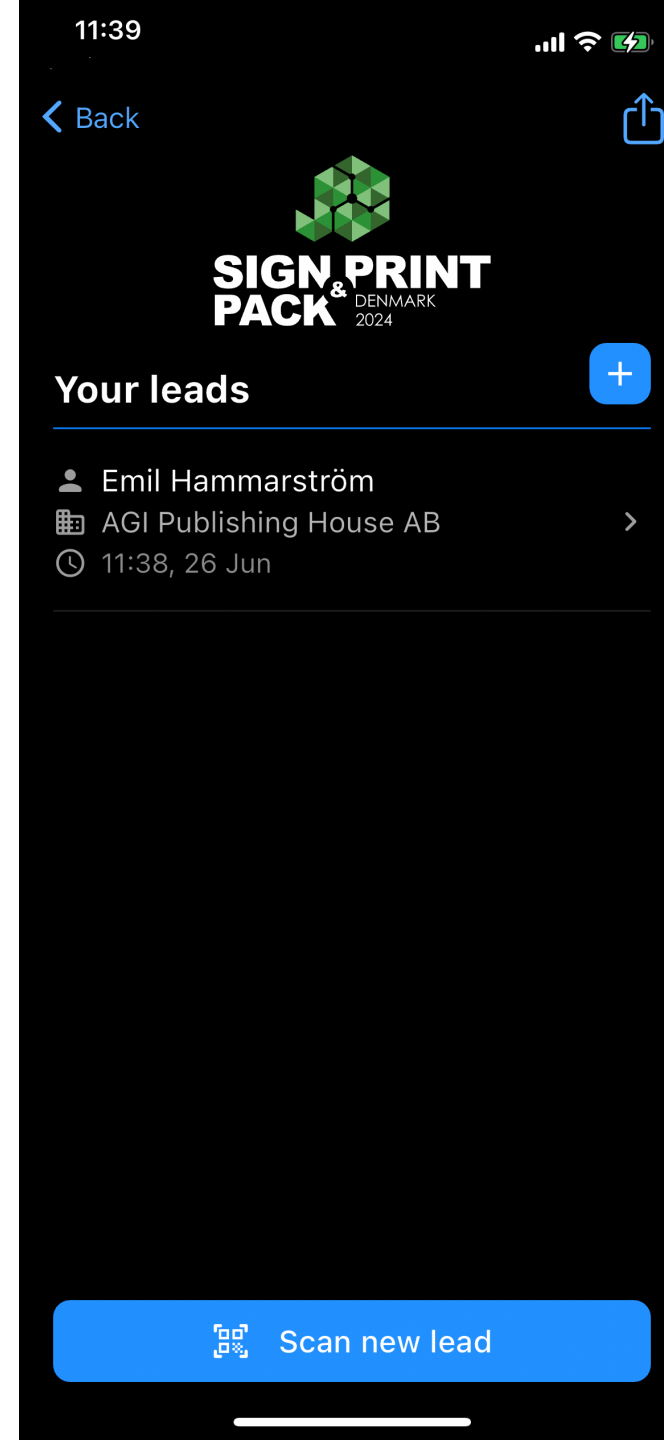
Product(s)

Seller

Notes

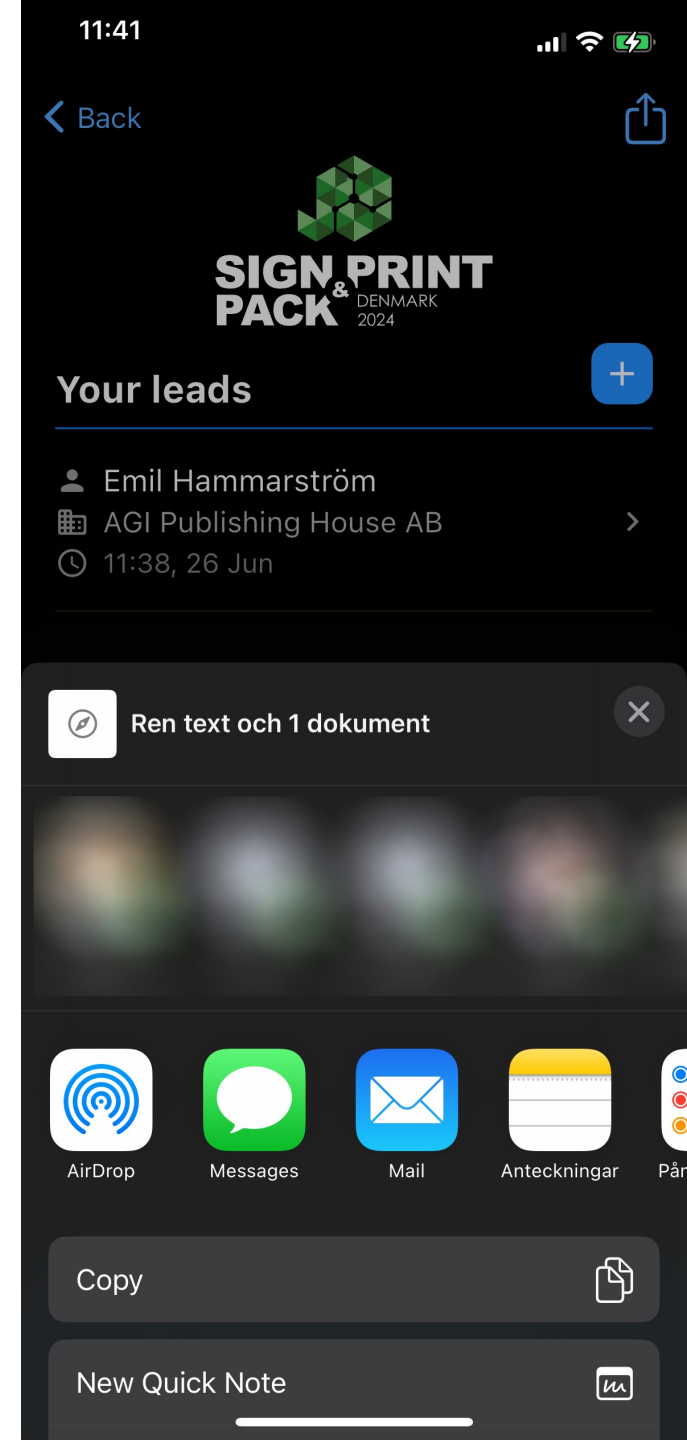
List of leads

- Here you can see and edit the list of all scanned leads.



Export leads

- Export the list by pressing the "share" icon in the top right corner.
- Choose where to send your export.
- The export is in a CSV file format, so that you can import it to your favorite spreadsheet application (Excel, Numbers etc.)



Export

- Scanned **visitor** data includes: E-mail, Name, Company, Phone, Position, Address, Zip Code, City, Notes, Date
- Scanned **exhibitor** data includes: E-mail, Name, Company, Phone, Notes, Date
- All manually entered data is also exported

Import csv data to Excel – Mac / PC

- Open a new spreadsheet in Excel
- Click the "Data" tab in the menu
- Click "Get external data" and select "Text/CSV"
- Choose which file to import
- Click "Load" to finalize the import