

K-lead App: user guide for exhibitors

1. Please download from Apple store or google play:
'Kenes K-Lead App'



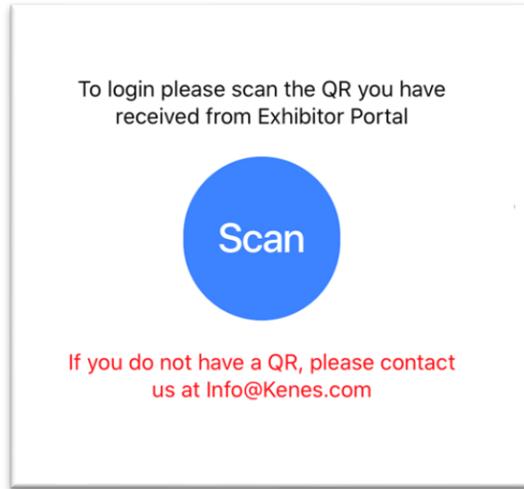
2. In order to set up the new app please enter to the Portal at: <https://exhibitorportal.kenes.com>
Using your personal email and password
Under Lead retrieval order tab please click on **Number of k-lead** link, as appears below.

A screenshot of the Kenes Group Exhibitor Portal. The top navigation bar is blue with the Kenes Group logo and 'Exhibitor Portal' text. Below the navigation bar, there are several tabs: 'Company Profile', 'Exhibitor Badge Order', 'Booth Design', 'Lead Retrieval Order', and 'Deliverables'. The 'Lead Retrieval Order' tab is selected and highlighted with a green box. The main content area shows the 'K-Lead App' section. It includes a red and white logo, a title 'NEW Lead State of the art Lead Retrieval Application (no device is included)', and a red warning: 'The Application should be installed on your company/personal device. The advantages of the new application:'. Below this, there is a list of advantages: 'Effortless process using registration badge barcode.', 'Ability to insert exhibitor's comments for each lead.', 'Immediate information retrieval online.', and 'Application is available for download from Apple store or Google play: "Kenes K-Lead App".'. To the right of the text is a circular 'PAID' stamp. Below the text, there is a 'Please Note:' section with a green box around it containing a link 'Click here to setup K-Leads' and a green checkmark. At the bottom, there is a quantity selector set to '1', a price of 'EUR 600', and a '+ 4 % + VAT' label, followed by an 'Add' button.

3. Set up devices
 - a. Based on the quantity of the devices that were purchased , you will see the number of slots

A screenshot of the 'K-Leads Setup' dialog box. The title bar says 'K-Leads Setup'. Below the title, there is a 'Slots:' section with two 'Empty' buttons highlighted by a green box. Below the slots, there is a 'Slot Color Legend:' section with four buttons: 'Empty' (white), 'Opened' (blue), 'Used' (green), and 'Removed' (red). At the bottom of the dialog, there are three buttons: 'Download All Scans', 'Refresh', and 'Close'.

- b. Click on the first slot and update two fields: Device owner and email. After filling those details please click on 'Generate QR Code' and scan the code that appears on the screen with your device.



K-Leads Setup

Generate QR Code

Device Owner test1

Email test@test.com

Back

This image shows a web browser window titled "K-Leads Setup". On the left is a blue button labeled "Generate QR Code". To its right are two input fields: "Device Owner" containing "test1" and "Email" containing "test@test.com". A blue "Back" button is located at the bottom right of the form area.

K-Leads Setup

QR Code

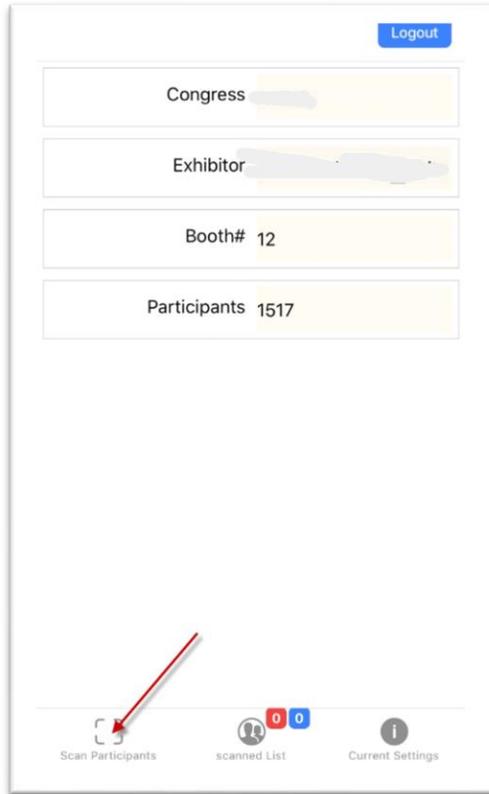
Device Owner test1

Email test@test.com

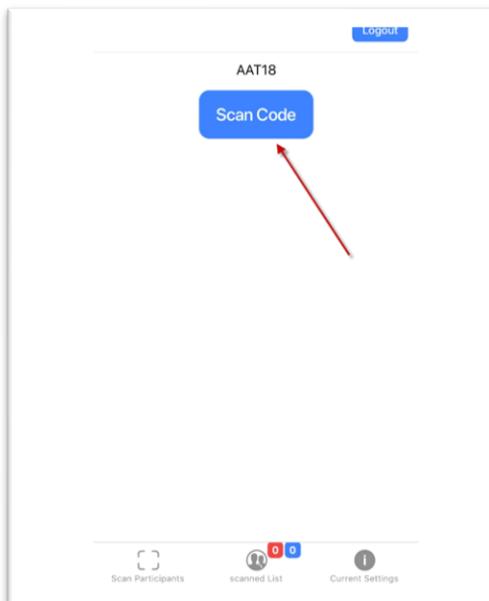
Back

This image shows the same "K-Leads Setup" form as above, but with a QR code generated in the left-hand area. The QR code is enclosed in a green rectangular border. The "Device Owner" and "Email" fields remain filled with "test1" and "test@test.com" respectively. The "Back" button is still present at the bottom right.

- c. Now the congress details will appear on the screen.
- d. Please click 'Scan Participant' in order to scan.



- 4. In order to start scanning please click on 'Scan code'

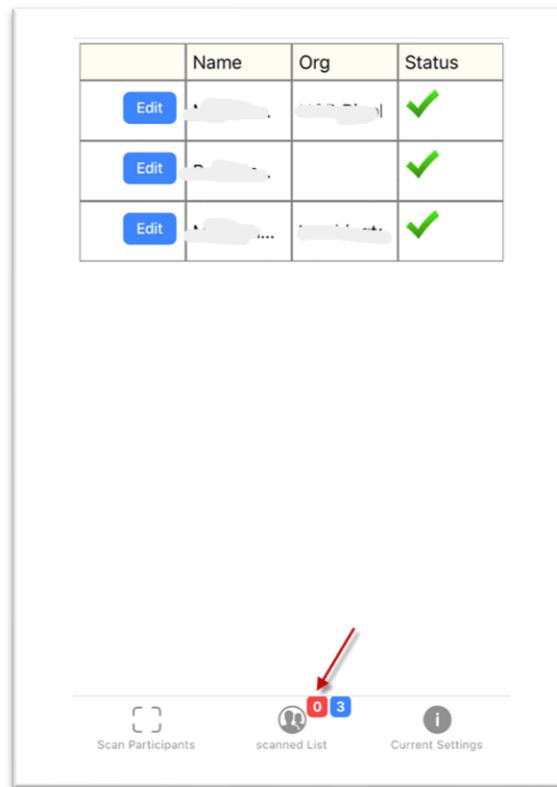


5. After scanning, participant personal details will appear on the screen. There is an option to add comments through the comment text field, after adding comments, click on 'save'



The screenshot shows a form with the following fields: Id 100, Title Mrs., First Name, Last Name, Email, Country Belgium, and Comments test. A red box highlights the 'Comments' field, and a red arrow points to the 'Save' button.

After each scanning you can see the number of participants that already were scanned in the scanned list:



	Name	Org	Status
Edit	[Redacted]	[Redacted]	✓
Edit	[Redacted]	[Redacted]	✓
Edit	[Redacted]	[Redacted]	✓

The bottom navigation bar includes icons for 'Scan Participants', 'scanned List' (with a red arrow pointing to a '0 3' badge), and 'Current Settings'.

6. Download data: Download all data from all devices through the exhibitor portal:
<https://exhibitorportal.kenes.com>
 Using your personal email and password
 Under Lead retrieval order tab please click on **Number of k-lead** link, as appears below.
 a. click on the 'number of K-lead' and download all scans

