The **Circdata Fusion Exhibit app** has been developed to provide enhanced data collection for exhibitors at events. The App allows exhibitors to capture leads and record key information about each lead in real time. It is available on iPads and iPhones with iOS 8+ and phones and tablets running on Android 4.4 +

How does it work?

Once exhibitors have purchased their Fusion Exhibit license(s) on the exhibitor portal they should download the Fusion Exhibit app onto their device(s) in time for the event. Visitor badges will have a QR code printed on them. Using the Fusion Exhibit app on their device(s) they simply need to point at and scan the QR code of their stand visitors.

What are the benefits?

The Fusion Exhibit app gives instant access to lead data. Additional data can be recorded against each lead including notes, custom exhibitor questions and organiser controlled questions. Exhibitors can configure a custom questionnaire by adding their own questions and answer choices that relate to their own services, products, industry sector or general marketing demographic questions.
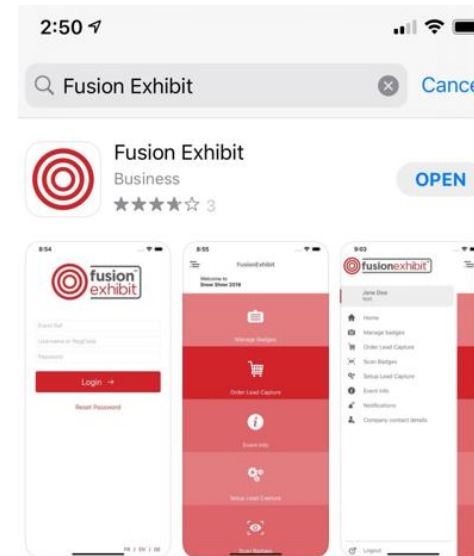
How do I log into my licence(s)?

Open the Fusion Exhibit app on the device you wish to use at the event and enter the event reference, this can be found in your exhibitor portal to the top left hand side under the URL.

For example, this will look like **FE22**

Enter the surname and badge registration code for the person that will be using the app at the event. You can find the registration code on your confirmation email or in the manage badges section on the exhibitor portal.

The login details will always be in the same format for each exhibitor, each person will need to use their surname and their unique registration code.

If the details you have entered do not match your badge details or the event reference an error message will appear.

If this occurs please check the details listed on your booking under the 'manage badges' tab and the event reference in your portal.
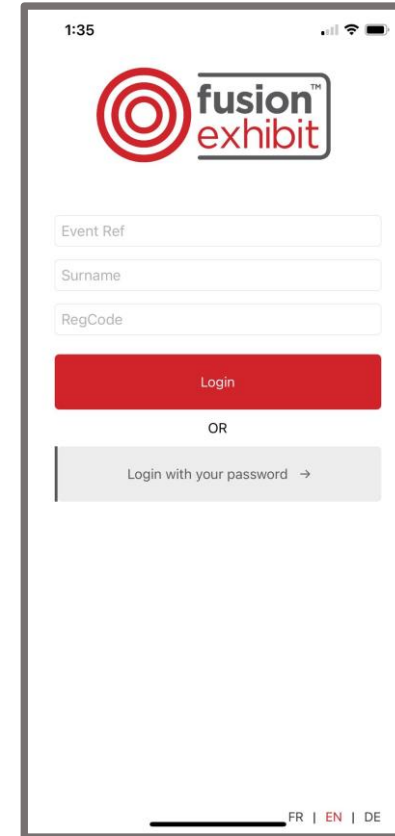
Transforming Events

+44 (0) 1635 588490 exhibitors@circdata.com www.circdata.com

How do I expire a licence?

When you log into your portal you will be able to see the 'manage lead capture' tab, if you hover over this the 'lead capture app licences' option will appear in the menu, if you select this option it will show you which members of your company have logged into and used your company's licences. You can expire a usage by pressing the expire button, this will then make the licence available to be used on another device. Should you wish to use more mobile devices for lead capture at the event, please ensure you order enough licences through your exhibitor portal under the 'order lead capture' tab.

How can I get my leads?

The leads that your company has collected at the event will sync to your exhibitor portal. Your leads can be downloaded into a CSV file under the 'browse leads' tab in your company's portal.

Where can I add my questions and products?

Firstly you will need to hover over the 'manage lead capture' tab, the drop down will appear where you will see the questions and products sections.

For the questions you can add three different question types, these are Single select, Multi select and Text. For all question types you will need to add an answer.

For example, for text questions you will need to add an answer like 'Notes' to generate the text box.

To add a company product/service all you will need to do is press 'add new' and type the product, then select 'add' and then finally select 'save changes'.

Manage lead capture

Lead capture app licences

Scanner activity

Products

Questions

About lead capture app

Browse leads
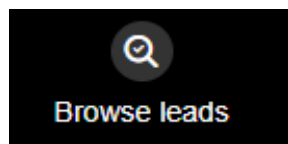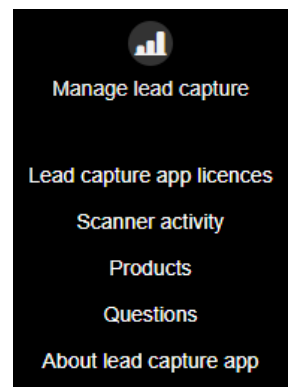
Add question

Question text

0 of 200 characters

Question type

Singleselect
Multiselect
Text

Text

![fusionexhibit®]

Exhibitor Portal

The Fusion Exhibit app works in conjunction with the exhibitor portal. All exhibitors will have access to their personalised portal, where they can order the app, manage and view their leads in real time, add and modify their own questions and also perform other functions such as ordering their exhibitor badges.
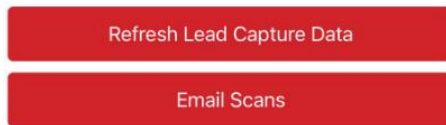
Leads that are scanned and synchronised from the Fusion Exhibit app are visible in the exhibitor portal immediately. This function allows personnel who are not present at the event to monitor and review leads while the event is still in progress. Data can be exported from the portal under the browse leads tab, in CSV format to allow direct import into an exhibitor's own CRM system.

In order to Sync or Auto Sync new information back to the server, an internet connection is necessary. However, if one is unavailable then this information will be stored on the app until Wi-Fi is available.

← SYNC
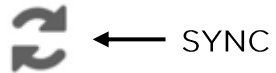
If for any reason contact with our servers is not available at any time exhibitors are able to email a file containing all of the scanned leads to an email address of their choice, which means no data will be lost in the process. Due to data protection, this file does not contain the full leads details.

< Back   Scanner Settings

Refresh Lead Capture Data

Email Scans

Transforming Events

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🏠 Home

🛒 Order Lead Capture

👁 Scan Badges

⚙ Setup Lead Capture

ℹ Event info

🔲 My EBadge

🔔 Notifications

👤 Company contact details

3:00

≡   Lead Capture   🔄 🔍 ⚙

Number of Leads: 6

Test Tester, Circdata
Scan date: 27 Jan 2022,
14:55:22   ℹ   7

Test Tester, Circdata
Scan date: 27 Jan 2022,
14:55:18   ℹ   19

Test Tester, Circdata
Scan date: 27 Jan 2022,
14:55:10   ℹ   8

Test Tester, Circdata
Scan date: 27 Jan 2022,
14:55:00   ℹ   11

Test Tester, Circdata
Scan date: 27 Jan 2022,
14:54:50   ℹ   18

Test Tester, Circdata
Scan date: 27 Jan 2022,
14:54:41   ℹ   36

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