



GEVME Onsite Services

Onsite Lead Generation App



GEVME Onsite Services

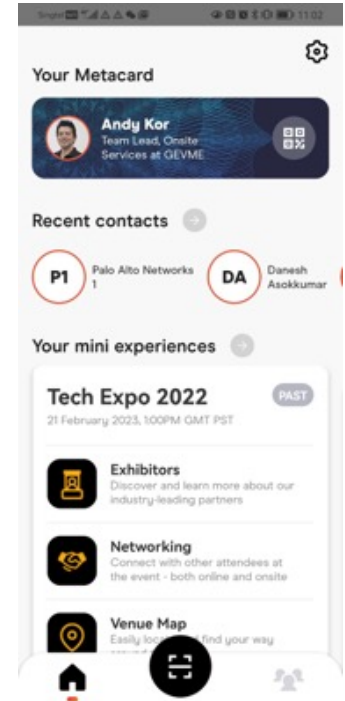
Lead Gen App

- The Lead Gen App is available on both Android and IOS
- It allows the exhibitors to scan the QR code on the attendee's badge for lead collection
- The exhibitor is able to take notes for the conversation with the particular attendee and also rate the attendee for follow up actions
- The leads collected can be downloaded in a report from the backend system, including the notes and the ratings of the individual attendee
- For each exhibitor/sponsor account, one or two representatives from the exhibitor/sponsor will be assigned with the admin role, these will be the admin users for the respective exhibitor/sponsor account



Gevme

GlobalSign.In Pte Ltd




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Lead Gen App

- GEVME team will need a list of the exhibitors/sponsors and their respective admin users
- With the list provided, GEVME team will create the accounts in GEVME backend
- Once the accounts are created and admin users added, each admin user will receive an email
- The admin user can then proceed to add the App users in the sponsor dashboard



Welcome to the Gevme Omnichannel Inbox x

 **GEVME** <no-reply@gevme.com>
to andykor ▾



Dear Andy,

We are thrilled to welcome you as a sponsor for the upcoming event GEVME BOOTCAMP 2022 managed by Gevme. Your account was added by andy kor.

As a sponsor, you will have access to your own dashboard where you can view and manage your sponsorship information for this event. The dashboard is accessible by visiting this link: <https://admin.gevme.com/sponsor>.

We look forward to working with you and making your sponsorship experience as seamless and successful as possible. If you have any questions or concerns, please do not hesitate to reach out to us at support@gevme.com.

Thank you for your support,

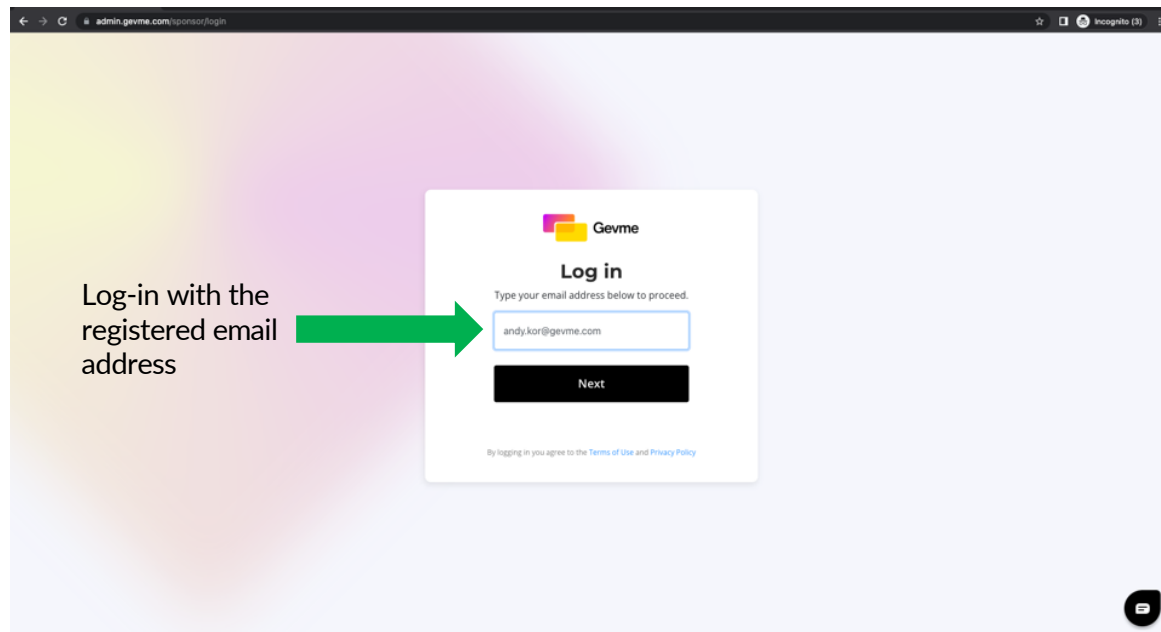
Gevme Team

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Lead Gen App

Exhibitor Admin User Setup Process

1. The admin of each exhibitor/sponsor account will have to add the users in the sponsor dashboard for the app users to be able to use the app onsite for the event in particular
2. To access the exhibitor/sponsor dashboard, log-in to <https://admin.gevme.com/sponsor> with the registered email address

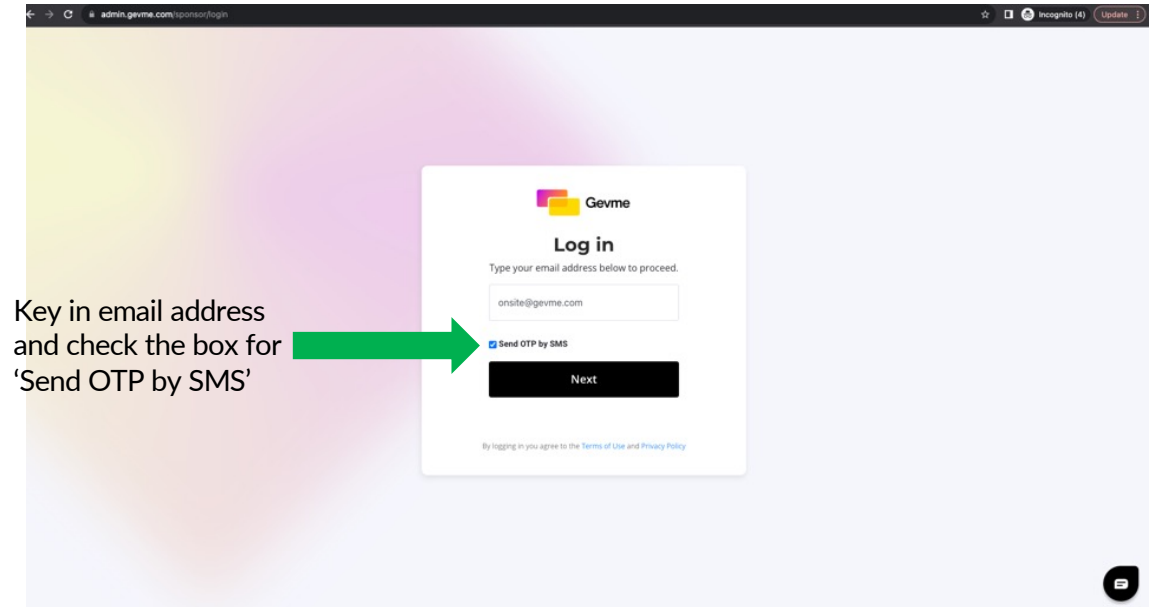


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Exhibitor Admin Setup Process

2a. For logging in via SMS, we will need to have your phone number in our backend system.

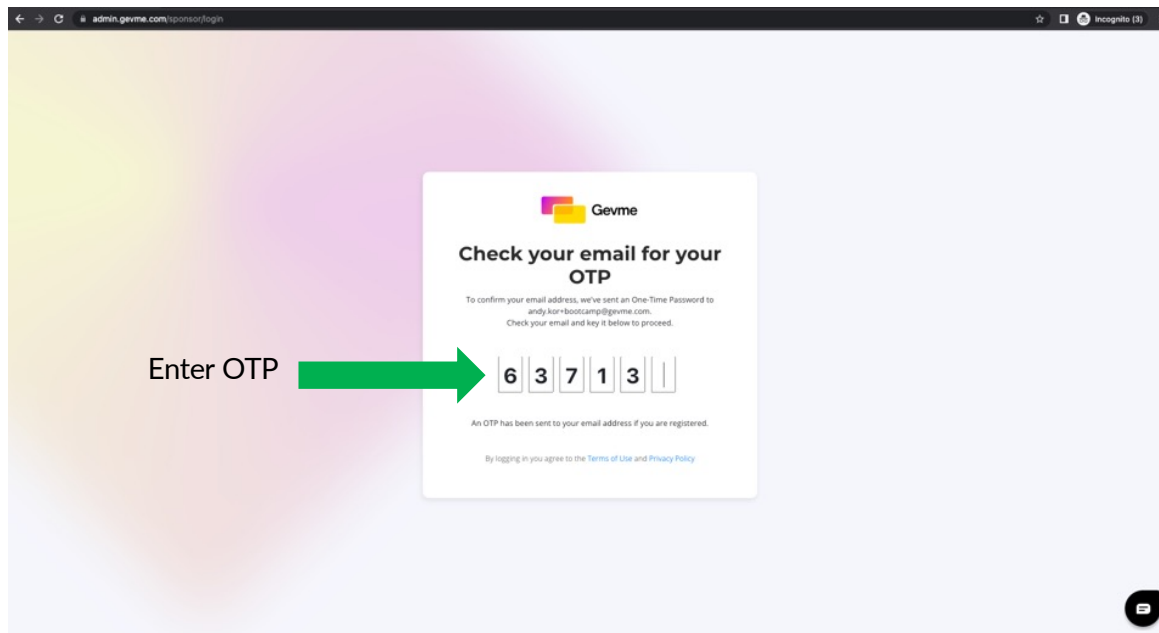


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Exhibitor Admin Setup Process

3. Enter the One-Time-Password (OTP) sent to your registered email address or SMS via phone number

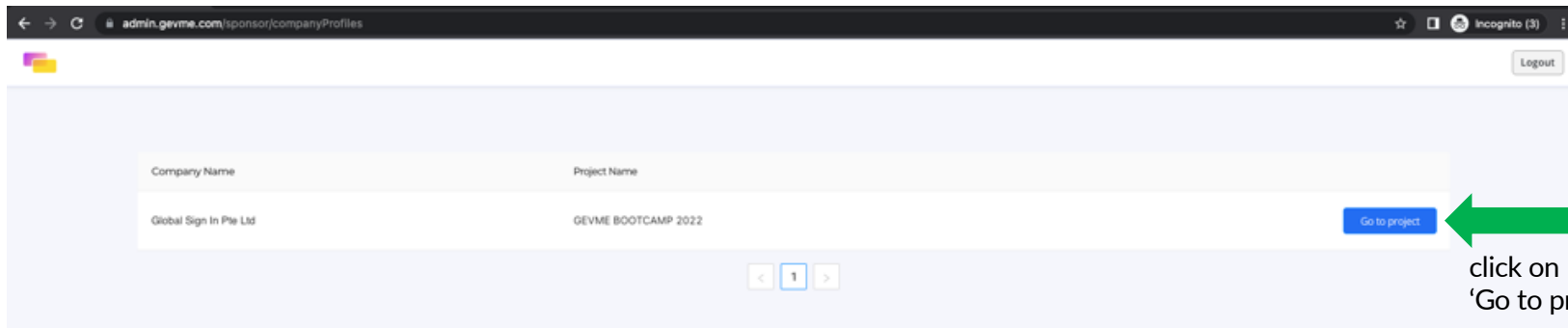


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Exhibitor Admin Setup Process

4. Select the event and click on 'Go to project'



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Lead Gen App

Exhibitor Admin Setup Process

5. Select 'App users'

The screenshot shows a web browser at the URL `admin.gevme.com/company/2852b100-d731-11ec-ba5a-21914091ebf2/project/6283594333dc09003ae8`. The page title is "Event name". A sidebar on the left shows "Leads Generation" with a dropdown arrow. The main content area displays a welcome message: "Welcome, Andy! Here are your action items". Below this, there is a section titled "Leads Generation" with the description "Capture and qualify leads at the event." Two links are listed: "→ App users" (with the subtext "Give users access to capture leads from the GEVME mobile app (iOS, Android)") and "→ Leads" (with the subtext "View & export complete list captured by all users under your company."). A green arrow points from the text "click on 'App users'" to the "App users" link.

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Exhibitor Admin Setup Process

6. Click on 'Invite your users' to add the app users and remember to click on the 'Send invite' button below

Once the users are invited, they will receive an email with a message asking them to download the app from the app stores. Users can also approach the GEVME staff at the helpdesk onsite for assistance.

The screenshot displays the 'Manage Users' interface. At the top, there is a navigation menu with 'Leads Generation' selected. The main heading is 'Manage Users'. Below this, a progress bar shows '0 out of 5' user accounts. A blue button labeled 'Invite Your Users' is highlighted with a green arrow and the text 'click on 'Invite your users''. Below the button, a message states 'You can invite up to 5 user(s)'. A modal window titled 'Invite Users' is open, showing a table with columns for 'Send invite to', 'First Name', 'Last Name', and 'Email'. The table contains five rows, each with 'Email' in the first column and empty input fields for the others. A 'Send Invites' button is located at the bottom of the modal.

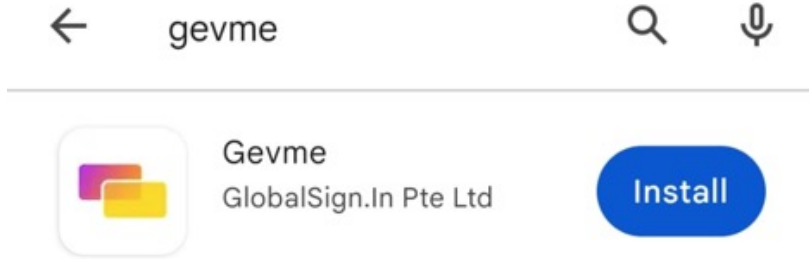
Send invite to	First Name	Last Name	Email
1. Email	<input type="text"/>	<input type="text"/>	<input type="text"/>
2. Email	<input type="text"/>	<input type="text"/>	<input type="text"/>
3. Email	<input type="text"/>	<input type="text"/>	<input type="text"/>
4. Email	<input type="text"/>	<input type="text"/>	<input type="text"/>
5. Email	<input type="text"/>	<input type="text"/>	<input type="text"/>

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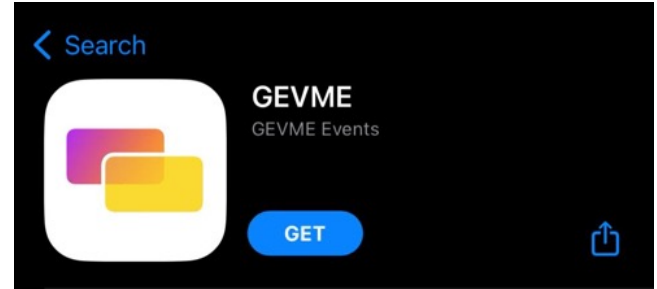
Lead Gen App

App User Setup Process

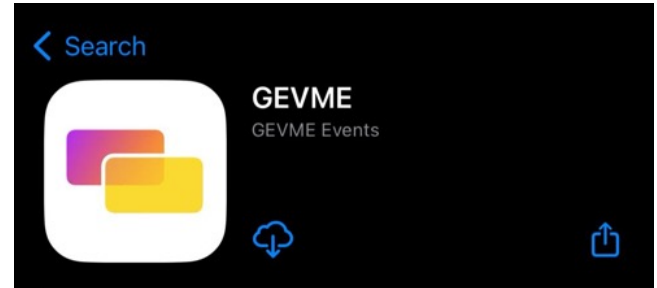
7. Downloading the Lead Gen App



For Android users, search for 'GEVME' in the Play Store and click on the 'Install' button



For iOS users, search for 'GEVME' in the iTunes and click on the 'GET' button



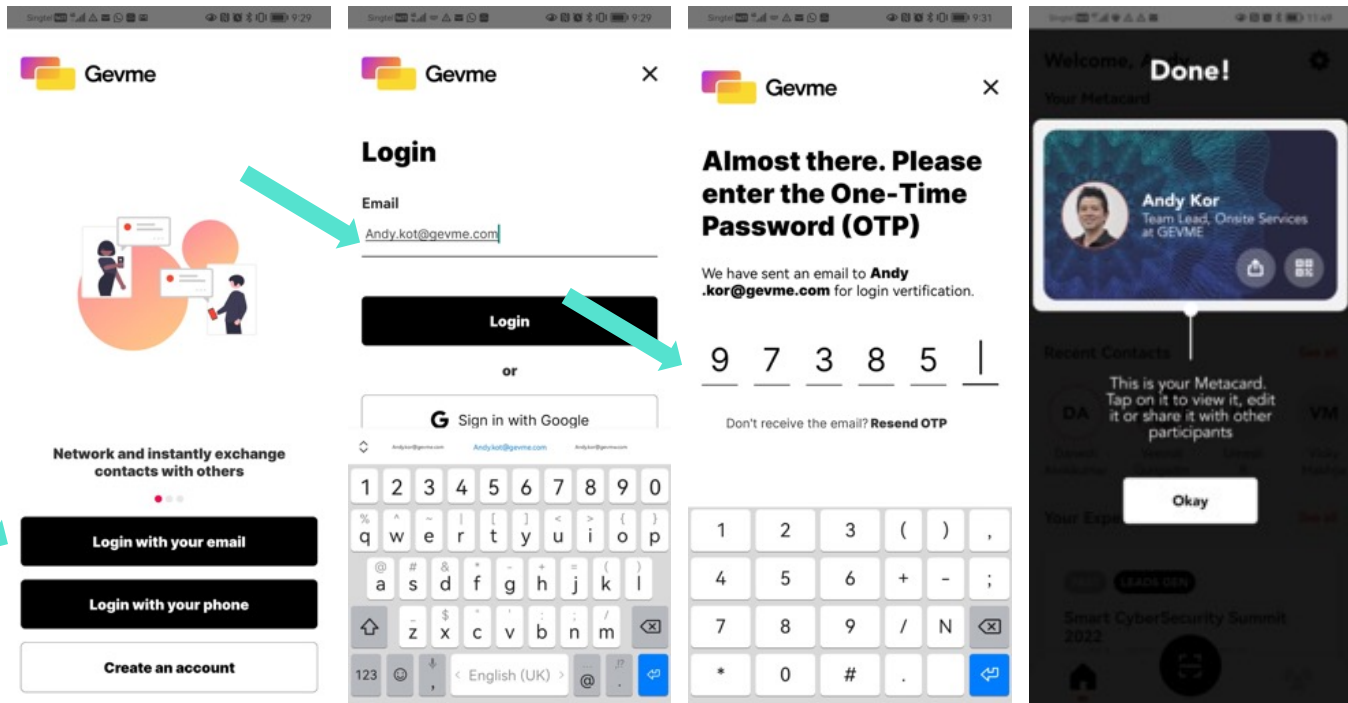
For iOS users how have installed the app, they may see a Cloud download button instead

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Lead Gen App

App User Setup Process

8. Open the app upon app is downloaded
- 8.1 Select 'Login with your email'
- 8.2 Enter email
- 8.3 Enter OTP sent to email as entered by admin in the exhibitor/sponsor dashboard
- 8.4 Create the metacard (personal details) (You can skip this process)

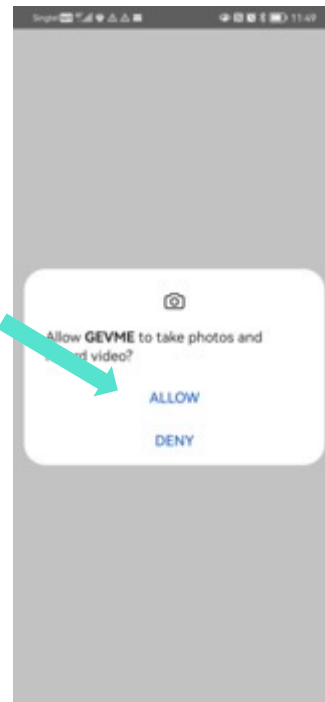
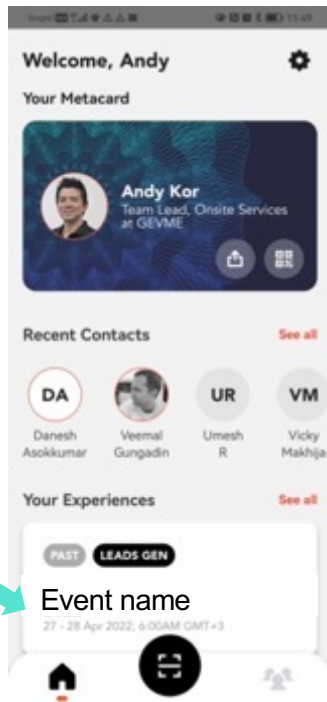


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Lead Gen App

App User Experience

9. Open the app and log-in with email
- 9.1 Select the appropriate event
- 9.2 To scan the attendee QR code on the event badge, click on the scan icon
- 9.3 Click on 'Allow'
- 9.4 Scan the QR code



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Lead Gen App

App user experience

- Once the QR code is scanned, the profile of the registered attendee will be displayed.
- In this interface, the exhibitor is able to take notes for the conversation with the particular attendee and also rate the attendee for follow up actions
- The leads collected can be downloaded as a report from the exhibitor/sponsor dashboard, with the notes and the individual ratings



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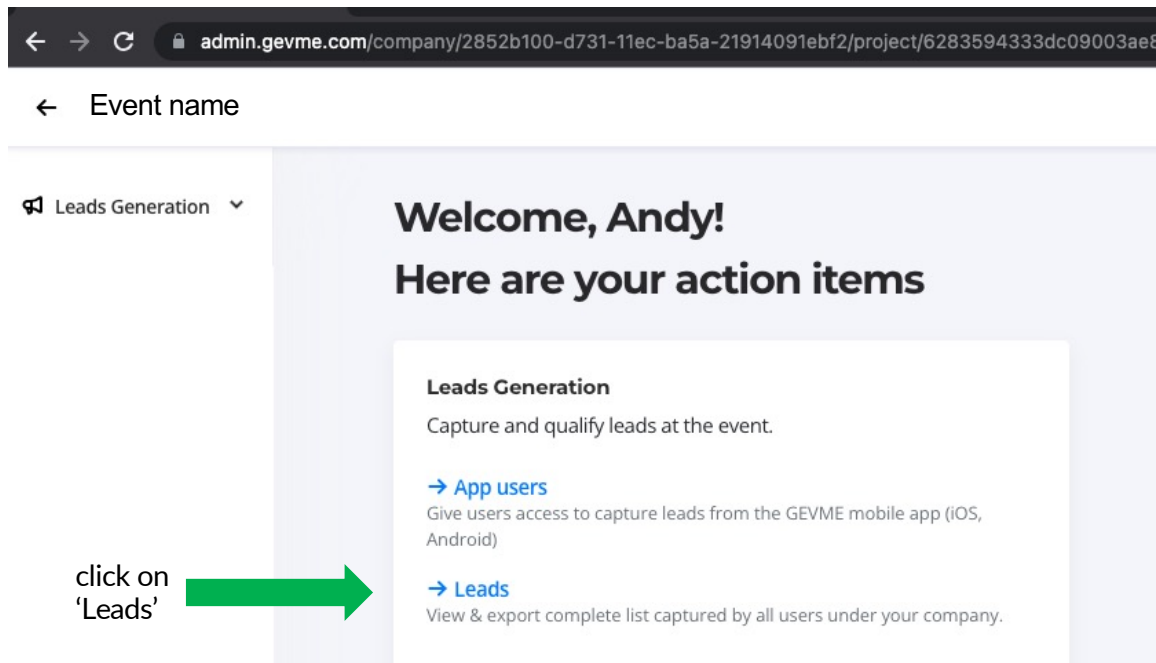
Lead Gen App

Exporting the leads

1. Access the exhibitor/sponsor dashboard, log-in to <https://admin.gevme.com/sponsor> with the registered email address

2. Click on 'Leads'

Note: only the admin user/s can export the leads.



The screenshot shows a web browser window with the URL `admin.gevme.com/company/2852b100-d731-11ec-ba5a-21914091ebf2/project/6283594333dc09003ae8`. The page title is "Event name". A sidebar menu on the left shows "Leads Generation" with a dropdown arrow. The main content area displays a welcome message: "Welcome, Andy! Here are your action items". Below this, there is a section titled "Leads Generation" with the description "Capture and qualify leads at the event." Two action items are listed: "App users" (with a blue arrow icon) and "Leads" (with a blue arrow icon). A green arrow points from the text "click on 'Leads'" to the "Leads" action item.

admin.gevme.com/company/2852b100-d731-11ec-ba5a-21914091ebf2/project/6283594333dc09003ae8

← Event name

🔊 Leads Generation ▾

Welcome, Andy!
Here are your action items

Leads Generation
Capture and qualify leads at the event.

→ App users
Give users access to capture leads from the GEVME mobile app (iOS, Android)

→ Leads
View & export complete list captured by all users under your company.

click on 'Leads'

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Lead Gen App


Exporting the leads

3. Click on 'Export Leads'
4. The leads report will be exported as a '.csv' file with the default fields as shown

← Event name

Leads Generation ▾

Leads Captured

click on 'Export Leads'  [Export Leads](#)

Firstname	Lastname	Email	Company	Job title	Country	Phone no	Note	Rating	Captured by	Captured on
First name	Last name	Email Address	Company Name	Project Executive				5	Debbie Tan	2022-05-25 09:45 AM
				Operation Events Manager					Jorlyn Chew	2022-05-25 09:47 AM
				Event Experience, Senior Associate					Jorlyn Chew	2022-05-25 09:46 AM



Thank you.

