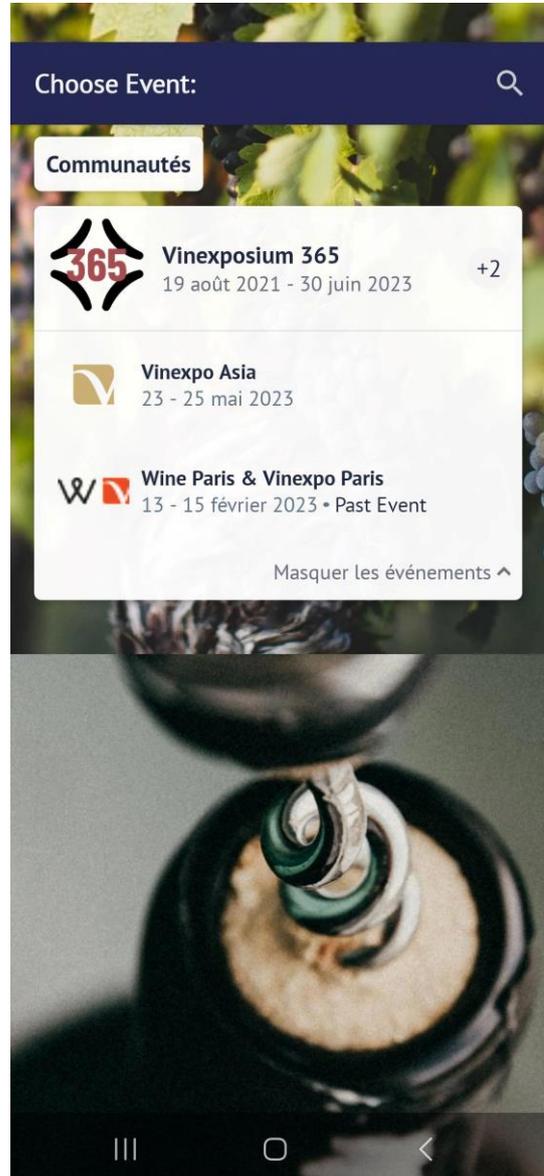
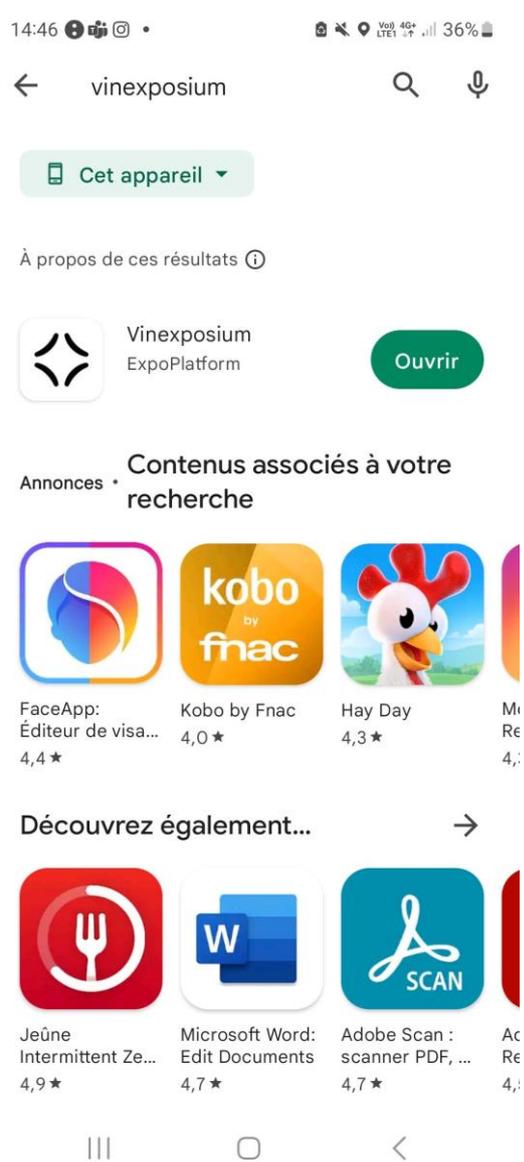
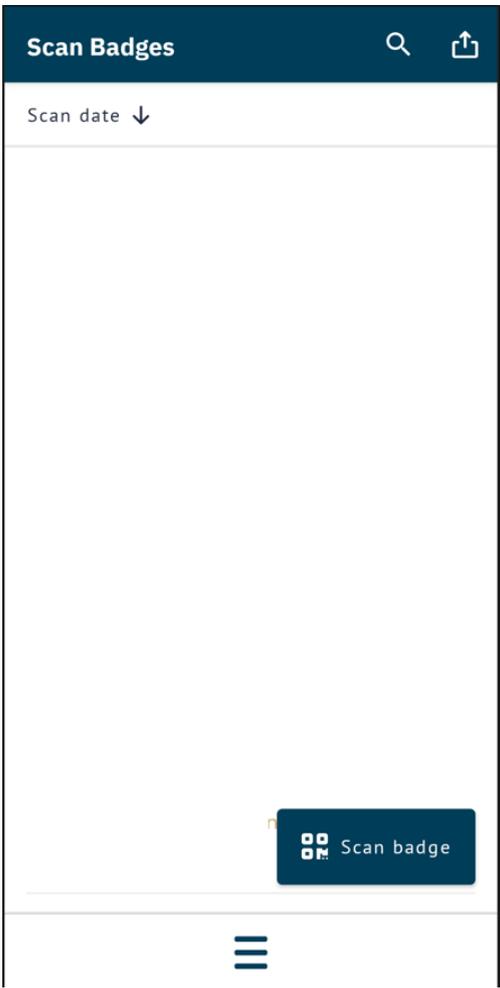


## TUTORIAL BADGES SCANNING VINEXPO ASIA 2023

**Step 1 :** Download the Vinexposium application on the play or app store, Vinexpo Asia event, and log in to your company or team member account.



**Step 2 :** Go to the 'Scan badges' section and click on “Scan badge” to scan the QR code on the badge of visitors whose information you want to keep.



**Tips :**

- If you scan a digital badge, be aware of the phone brightness. For printed badges, don't stand too far away. If the scan is correct, you will see the person's name appear on the screen.

**Step 3** : Once the contact has been scanned, you will be able to rate it, categorize it and leave a note.

← LY Ms Jane Doe

**Score your connection**

Adding a scoring helps your follow-up by knowing the potential of each connection made.

☆ ☆ ☆ ☆ ☆

**Type of category**

Choose category of the client

Potential client ▾

**Client**

New Old

**Contacted**

Yes No

**Note**

Add a note to qualify more your contact

Add a note

✓ Save

**Step 3 :** On the website <https://vinexpoasia.com>, log in to your company account and download the Excel file in which you will find all your information.

**Note :** all scanned contacts will appear in the file with all contact details, specifying whether the contact was scanned via the company or representative(s) account. You will also find all your reviews and comments you left about your leads.

Name	Surname	Email	Company	Position	Phone	Country	State/Reg	City	Address	PostCode	Event name
Jane	Doe	<a href="mailto:jane@doe">jane@doe</a>	Vinexposiu	Operation	33689456985	France	Nouvelle A	Bordeaux	10 rue Cor	33300	Vinexpo Asia

Rating	Notes	Products	Is New	Contacted	Category	Time	Lead owner
4	Very good client		Yes	Yes	Supplier	May 10, 2023, 20:47	own