



# LeadEx Manual

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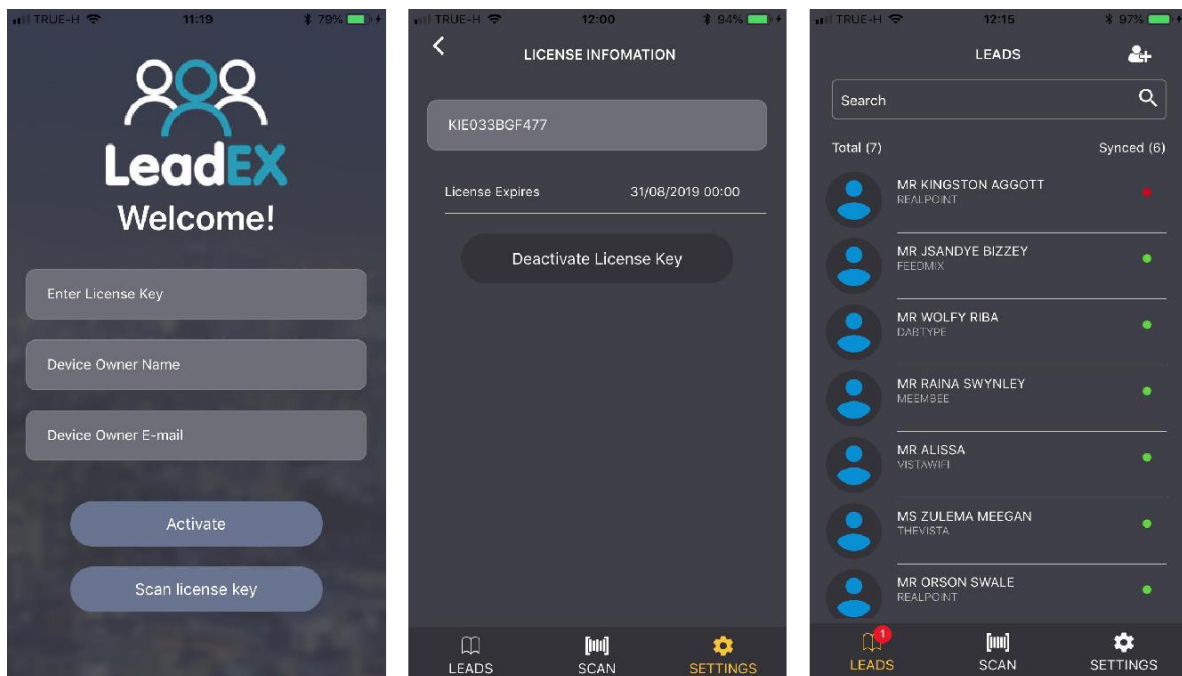
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# What's LeadEx?



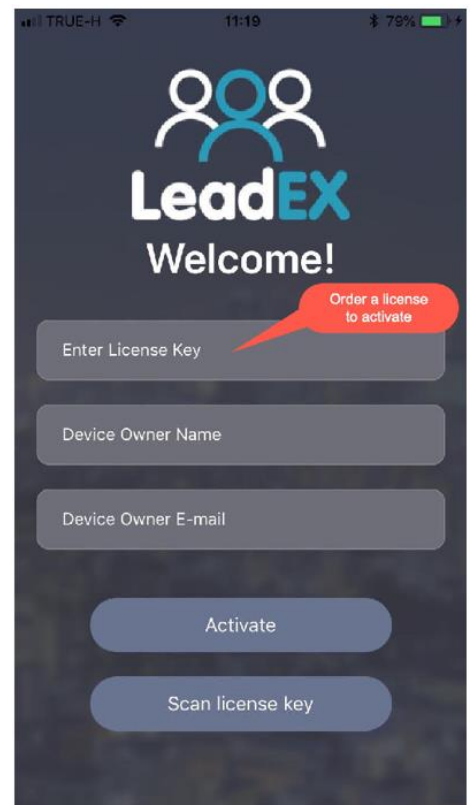
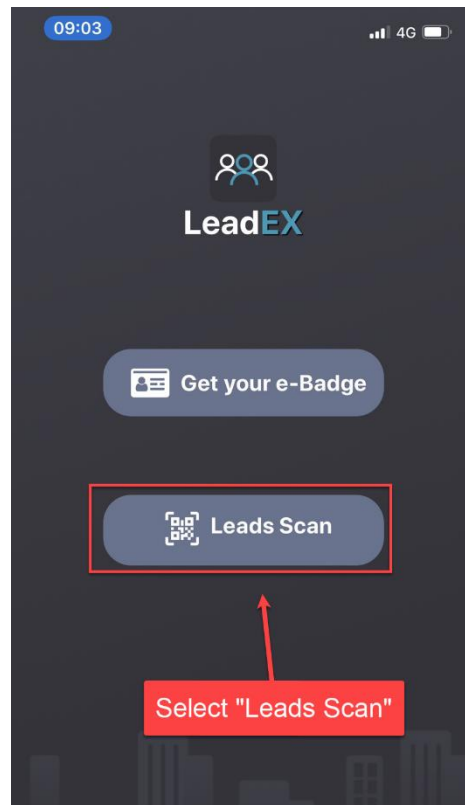
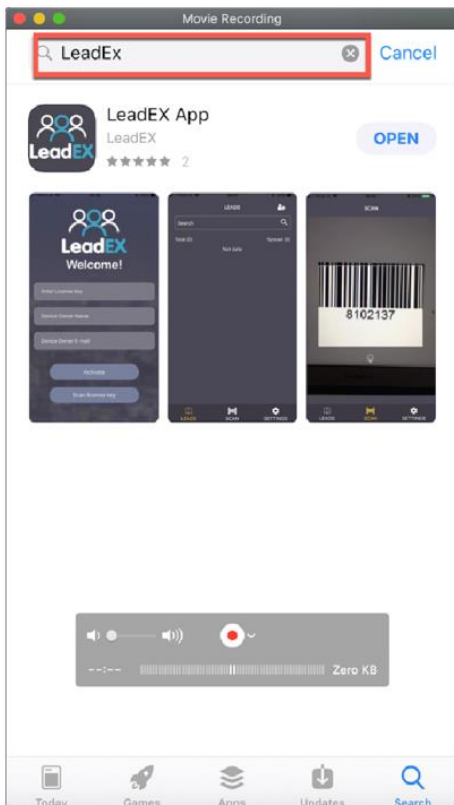
LeadEx is an application which helps you to lead visitor's information in each exhibition. Which organizer has provided information from registration system e.g. pre-register or self-registration depend on organizer will design.

LeadEx can make a lead report from LeadEx's cloud system which LeadEx Application can work with online registration together. And don't worry about missing data in application and cloud system. LeadEx can helps you to distributing your company's information when you scan a visitor's badge, a system will send an e-mail to visitor which e-mail's details had contained companies' profile, boot number, and e-mail. That's made to easier than business card.

# How to get LeadEx Application?



A LeadEx is finding in AppStore or Playstore which depend on your operating system in your device. When you enter to Appstore or PlayStore, please search with wording "LeadEx" you will find LeadEx-app Application.



# How to get a license key?

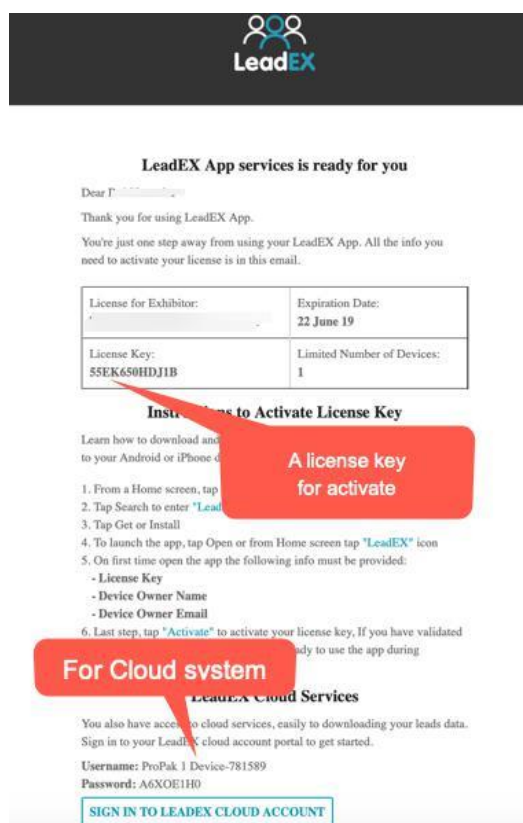
For a license key about LeadEx, a LeadEx is an application which consist of two parts:

1. Application scanner (LeadEx application refer in How to get LeadEx topic)
2. LeadEx Cloud system (Web Application backend) which use for export or management profile and username and password.

In case of LeadEx license key for any order you will receives:

1. A license key for LeadEx's activate.
2. Username and Password for log-in to LeadEx cloud system.

After a purchase process was completed a license key and username and password will be sent to the e-mail before exhibition will start. Which an e-mail has registered in order via organizer in each exhibition

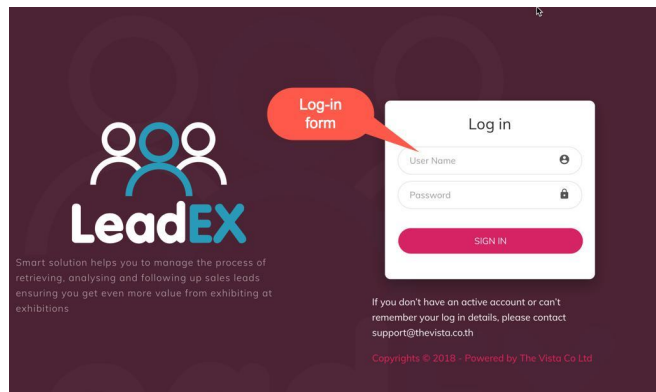


**For this picture, you will receive in your e-mail  
Before exhibition will start.**

When you received a license key for activate application already. You can activate LeadEx application by yourself.

For the cloud system, you can use a username and password to log-in at

<https://cloud.leadex-app.com/>



Log-in form LeadEx cloud system

# What's in LeadEx cloud system?

At the first step after you have receive a username and password for the LeadEx cloud system. You should to go to log-in at <https://cloud.leadex-app.com/>

Smart solution helps you to manage the process of retrieving, analysing and following up sales leads ensuring you get even more value from exhibiting at exhibitions

If you don't have an active account or can't remember your log in details, please contact [support@thevista.co.th](mailto:support@thevista.co.th)

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Log-in form

After Log-in you will find this page

Business Profile

Exhibitor The Vista Co Ltd Booth : V33

\* Company  
The Vista Co Ltd

\* Product or Service  
Product

\* Address 1  
Address 1

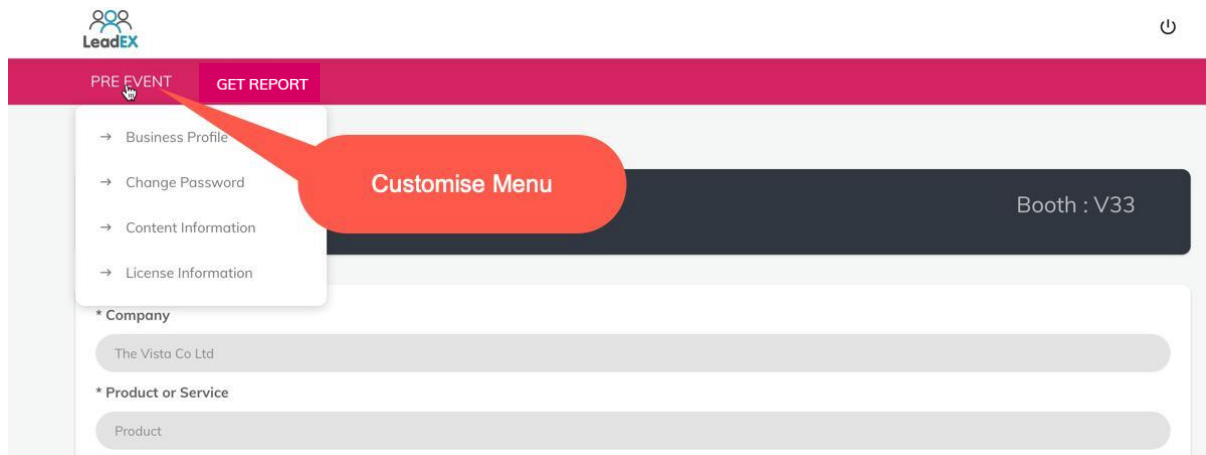
Address 2  
Address 2

Address 3  
Address 3

\* City

Management form

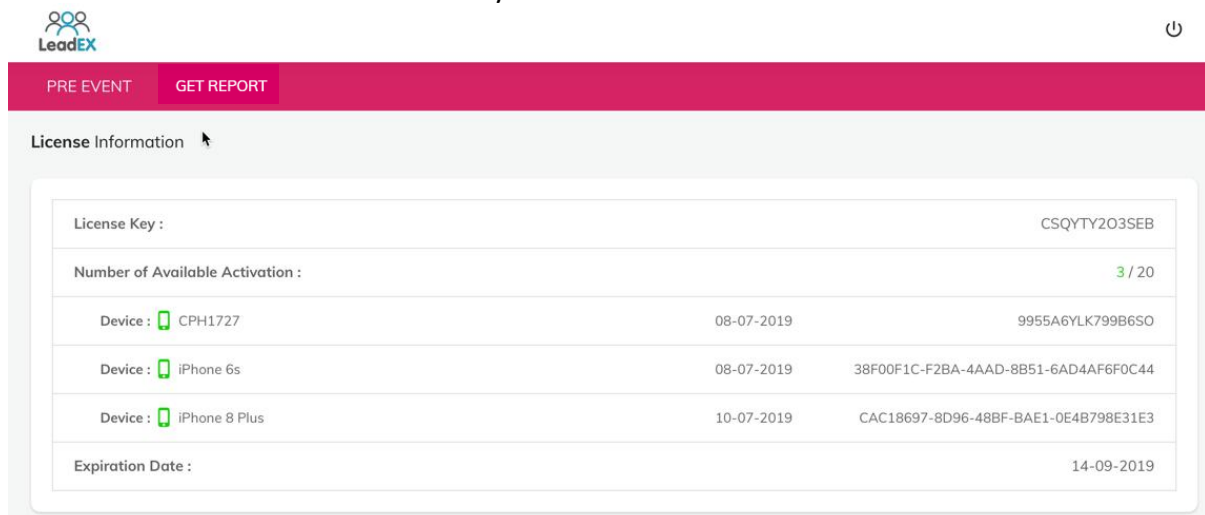
This page you can customize your company information which has some menu to help adjusts and export your information.



### Customize Menu Picture

For a customize menu, you can change your basic information in 4 topics

- Business Profile, this menu has shown in basic information of your corporation
- Change Password, this menu you can change your password of Log-in system
- Content Information ( now still close) this content allowed to change in e-mail digest of your company.
- License information, this menu has shown any device used a license key to be activated.



### License information picture



# How to export LeadEx's Report?

The screenshot shows the LeadEx web interface. At the top, there is a navigation bar with 'PRE EVENT' and 'GET REPORT' (highlighted in pink). Below this, a dropdown menu shows 'Leads Report' (highlighted with a purple box). To the right, there are buttons for 'Grid' and 'List', and a red callout box says 'call this page'. Further right, there is a box labeled 'Information digest'. Below this, there are buttons for 'COPY', 'CSV' (highlighted with a purple box), and 'PRINT'. A search bar is also present. The main content area shows a table with columns: COMPANY, FULLNAME, POSITION, COUNTRY, and DETAIL. The table contains three rows of test data. A red callout box points to the 'CSV' button and says 'Export to CSV file and make a convert file outside system'. At the bottom, there is a 'Show 25 entries' dropdown and a page number '1'.

## Leads Report

After Log-in to the cloud system, you can go to the “GET REPORT” menu and choose Leads Report. Which you can find the information digest page. The Leads Report page has shown the information from a badge of visitor that scanning from LeadEx application.

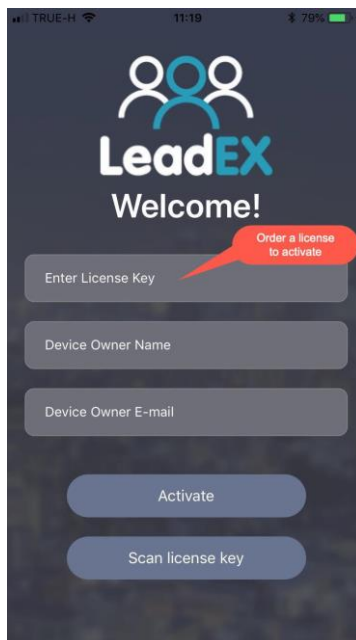
After that you can choose some types of files to export in CSV file (can applies to database type) or PDF file (from PRINT menu button)

The screenshot shows an Excel spreadsheet titled 'Leads Report-14'. The spreadsheet has 16 columns: Company, Fullname, Position, Country, Address, Address 2, Province, Postcode, Email, Mobile, Phone, Fax, Web, Q & A, Device, and Note. The data is organized into a table with 6 rows. The first row is the header, and the following three rows contain test data. The fourth row is empty, and the fifth row is also empty.

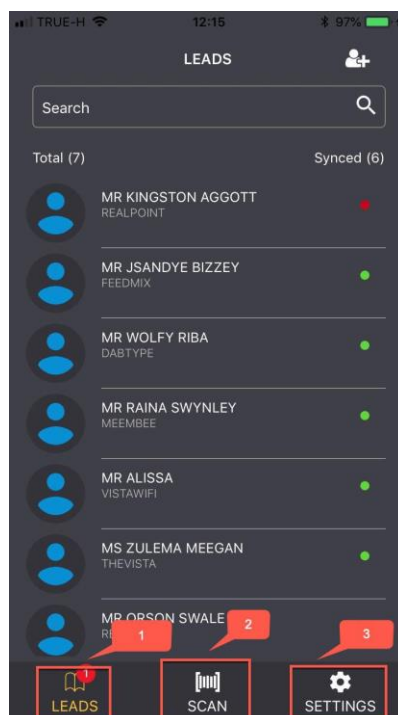
Company	Fullname	Position	Country	Address	Address 2	Province	Postcode	Email	Mobile	Phone	Fax	Web	Q & A	Device	Note
TestCompan	MrTestlastn	Testjob	Thailand	23/4 m.55 t.-		Bangkok	555555	test@email.c	4444444--	4444444--	4444444--	www.websit	(Question3:?	(Anirut:2019	(Anirut: ;
TestCompan	MrTestlastn	Testjob	Thailand	23/4 m.55 t.-		Bangkok	555555	test@email.c	4444444--	4444444--	4444444--	www.websit	(Question3:?	(Anirut:2019	(Anirut: ;
TestCompan	MrTestlastn	Testjob	Thailand	23/4 m.55 t.-		Bangkok	555555	test@email.c	4444444--	4444444--	4444444--	www.websit	(Question3:?	(Anirut:2019	(Anirut: ;

## Full Leads Report in CSV file or Excel file

# How to use LeadEx Application?



After your activated a license key already. You will find a next page of LeadEx application which consist of main 3 modules.



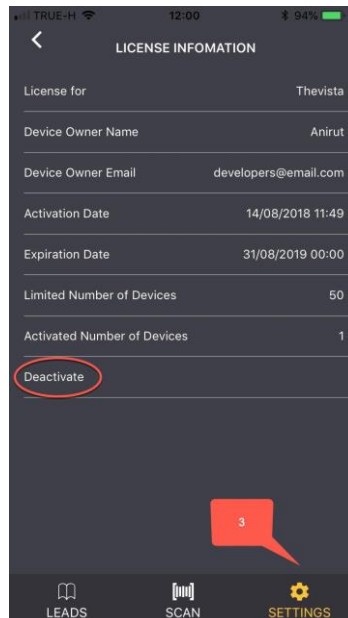
For this picture No.1 module (LEADS Menu) which shown name of visitor from barcode in visitor's badge. For a green circle has refer to sync state was completed, your

information has send to cloud system already. A red circle has refer to incomplete sync state but your information has stored in sqlite database and waiting for good internet environment to sync and upload later.



### Scanning mode

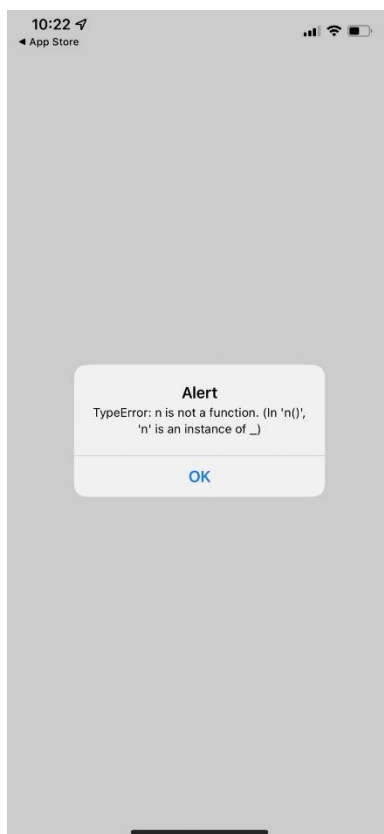
A No.2 of main modules is scanning mode which use for scanning a barcode badge to get a visitor ID to compare for uploading and stored in LEADS menu. And bulb icon is a flash light active to help you in dark area.



For A No.3 is settings menu has shown for any details of owner device and a license key which activated on device. And a special sub-menu is Deactivate, this menu is use for deactivating a license key for changing your device.

## Any Problems?

If you try to activate your license but encounter with error, how to solve?



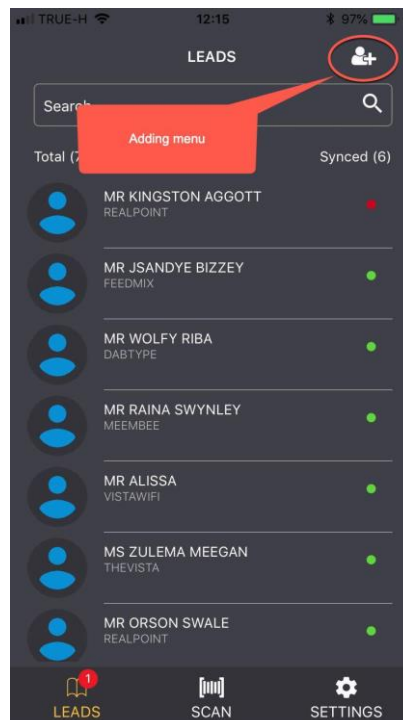
If you are trying to activate your license key on the LeadEX application but encounter with the error as shown in the image above, you can easily solve it yourself by closing the application and open it again.

After opening the application again, you will be in leads menu which you can start scanning visitors' badges.

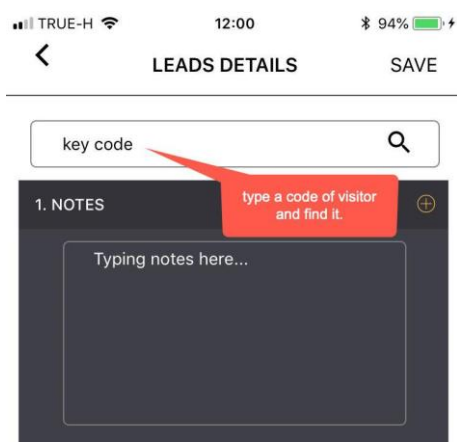
## If you can't scan, how to solve?



If you find some barcode has damages or something missing, you should note a code of visitor which under a barcode and go to adding icon in "LEADS" men

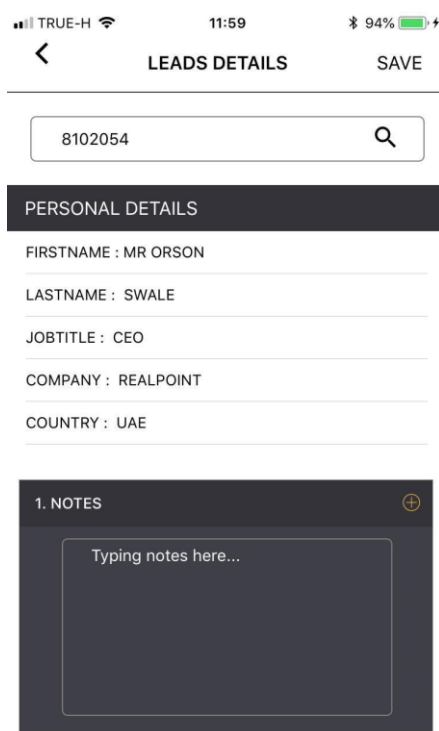


For The adding menu in “LEADS” menu, it allows you to add visitor profile by typing visitor’s code instead of scanning visitor’s barcode.



When you enter a code of visitor and find it. You will find a visitor’s information and then save it. You will get a new visitor’s information in “LEADS Menu”.

**P.S. If you fill a code of visitor then nothing appears. You should call a support staff by LeadEx team which stand by in organizer counter.**



Information digest picture.

This picture is show in a digest information of visitor which scan by LeadEx or adding by manual. And you can fill some special comments to Notes dialog box for each visitor.

If you have any question you can contact:

Ms. Chalawadee Sakunwiriychai (Oom)  
Project manager of LeadEx  
TheVista Co., Ltd.

E-mail: [chalawadee@thevista.co.th](mailto:chalawadee@thevista.co.th)  
or [leadex@thevista.co.th](mailto:leadex@thevista.co.th)

Mobiles: (+66)99-1258445

Thank you