YOUR HOW - TO GUIDE ON THE LÜP APP
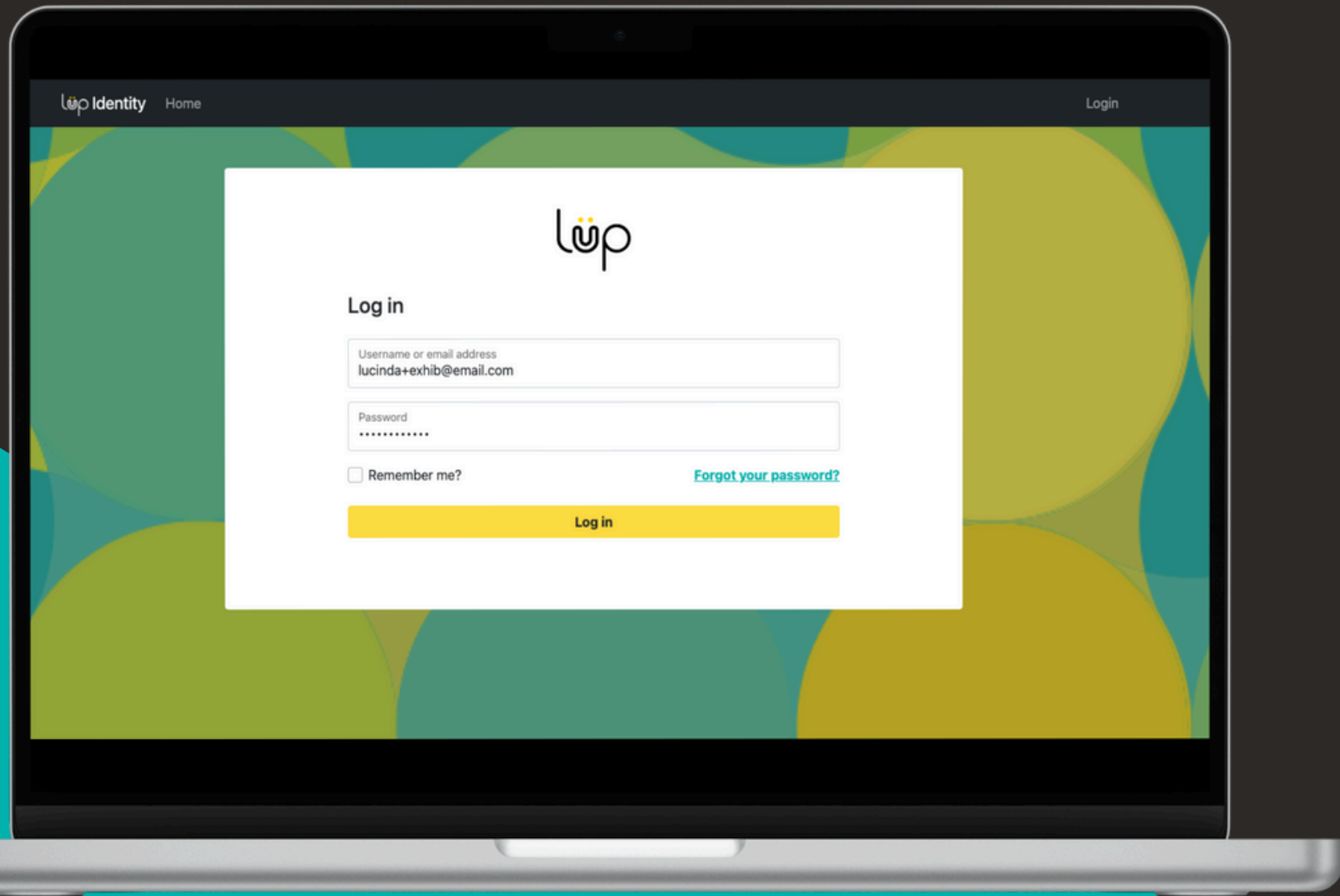
For Super Users
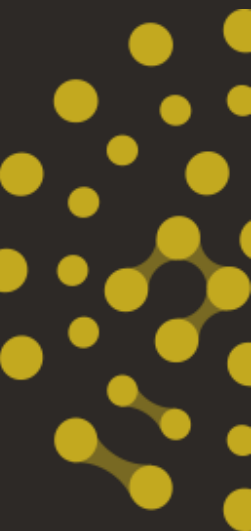
GETTING STARTED...

1. Have you logged into Console?

2. Can you see your current event?

If yes, we are good to start!

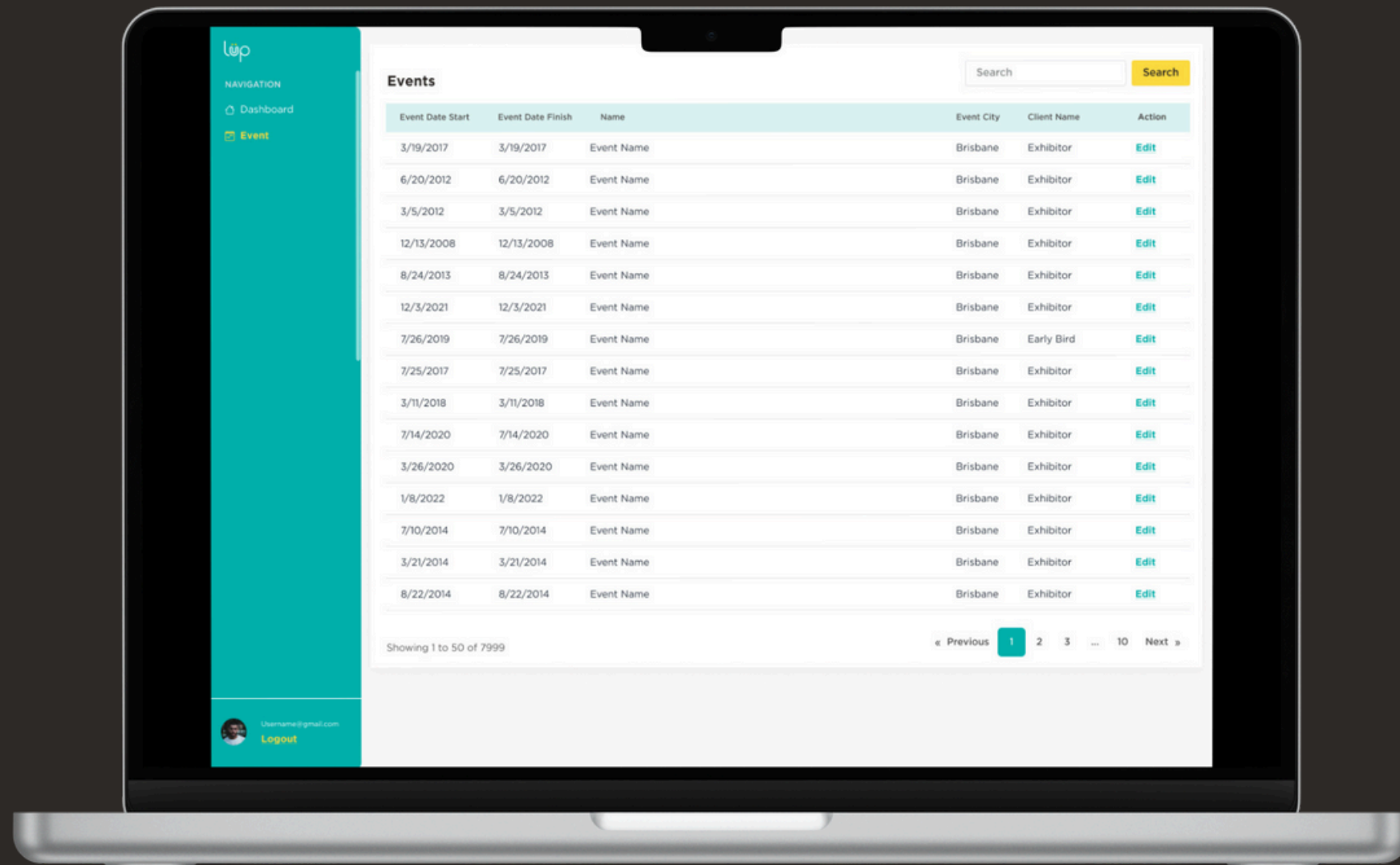*Require further assistance, reach out to help@lup.events*

SUPER EXHIBITOR USERS

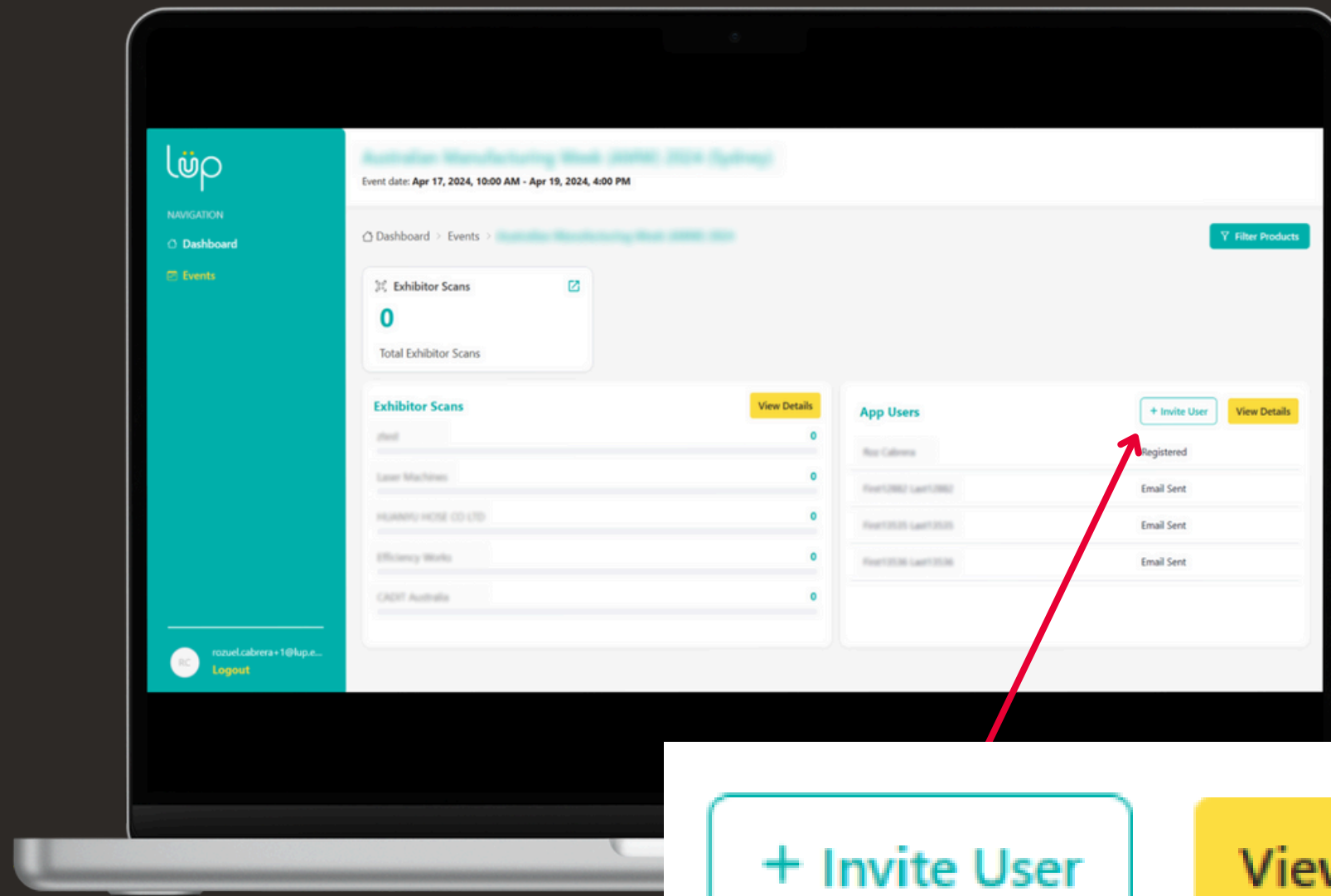As an exhibitor who has ordered multiple app licences, you will...

- See the list of events you have
- Be able to add users to use the app
- Have access to your leads and be able to download your leads

SUPER EXHIBITOR USERS - INVITE USERS

As a **super exhibitor User**, after choosing an event, you will see Exhibitor Scans and App Users. Let's focus on the App Users...

- **View Details** - When clicked, you will see all the users who have already invited and have access to the Lup Scanner App and will be able to add / remove further users
- Invite User - When clicked, you can invite a new user to access the Lup Scanner App
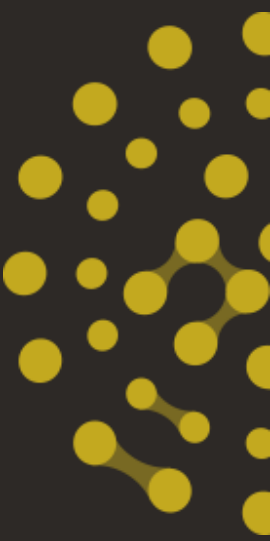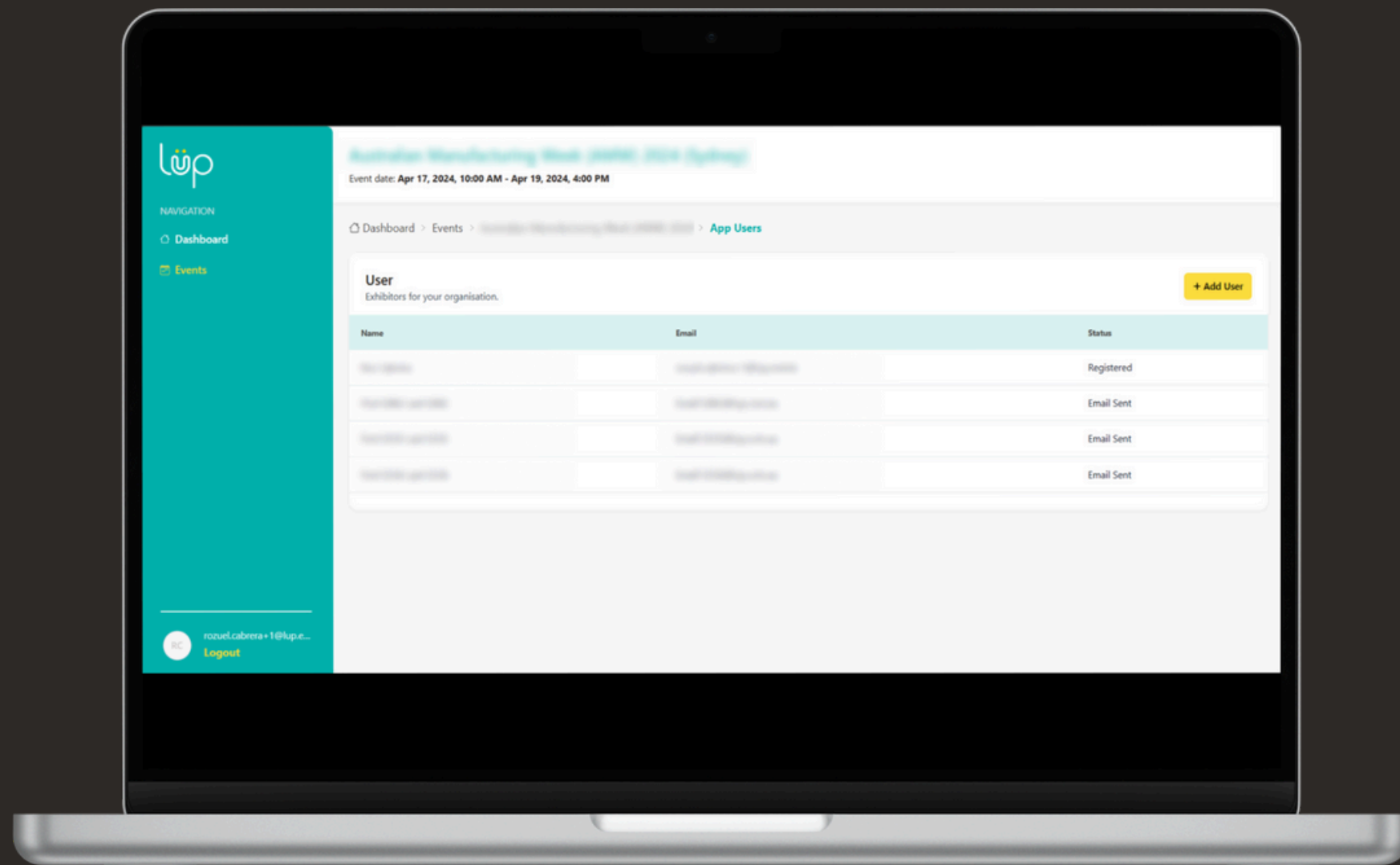
SUPER EXHIBITOR USERS - VIEW DETAILS PAGE

When clicked, you will see all the users who have already been invited and have access to the Lup Scanner App. The **Super Exhibitor also has the ability to remove App Users**.

Here, you'll discover the **'Invite User'** button again, enabling you to extend invitations to additional users

SUPER EXHIBITOR USERS - INVITE USER POP-UP

When clicked, a modal page will pop up that contains **Name, Email and Phone Number** for the potential user to access Lüp Scanner App
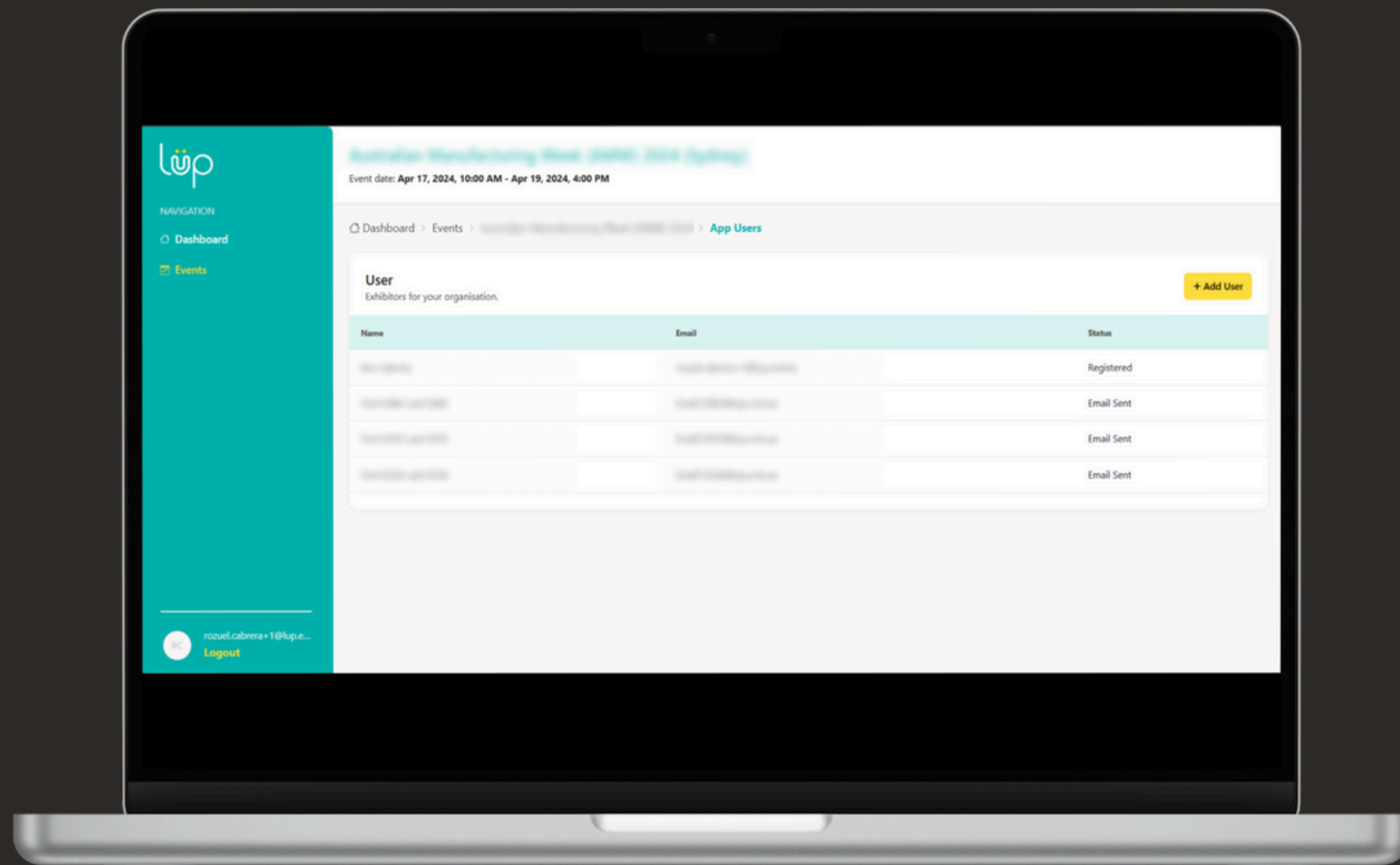
SUPER EXHIBITOR USERS - USER ADDED

After adding a user, the list in the View Details page will be updated

The **App User** will receive an email once they have been invited by their **Super Exhibitor User**
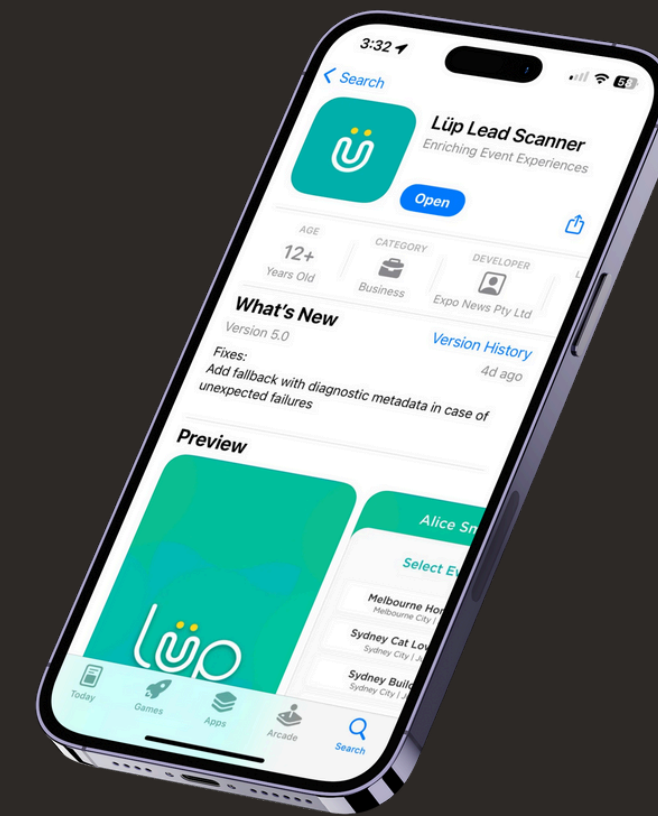
Get started with using the app!

DOWNLOAD THE APP

Android - Download the Android App

Apple (IOS) - Download the IOS App
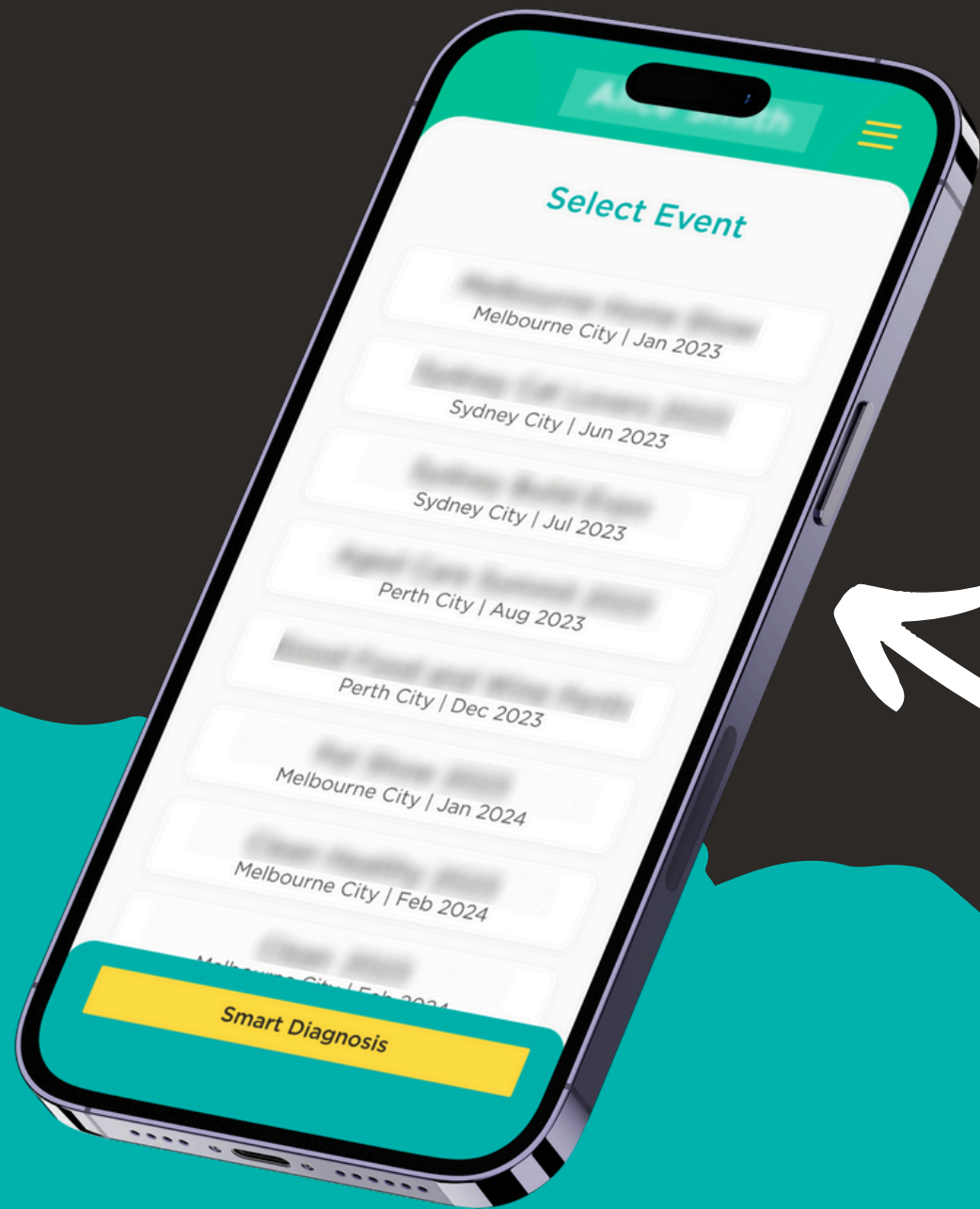
DOWNLOAD

DOWNLOAD
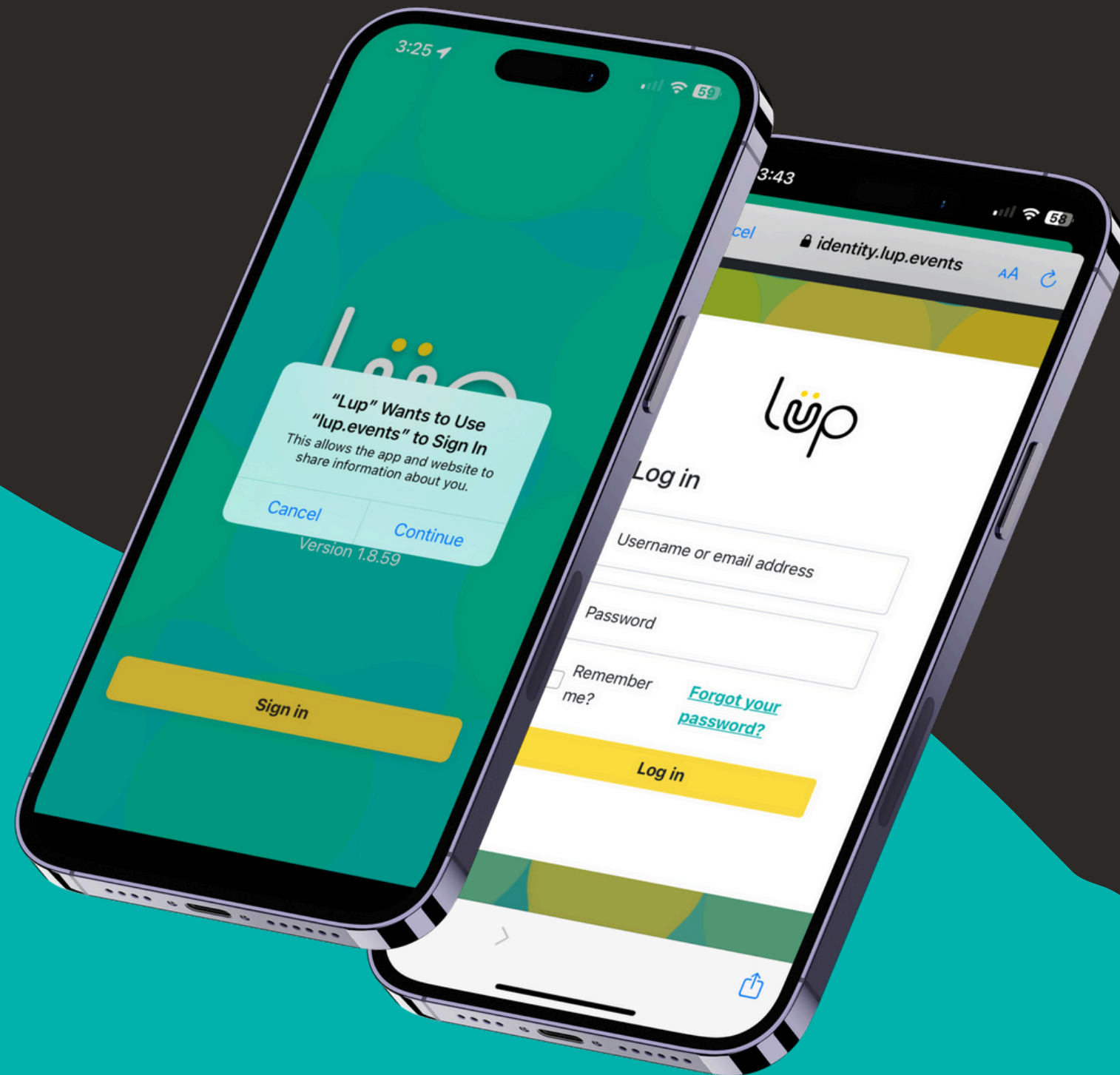
LOGGING INTO THE APP

- Your credentials for accessing the Lüp Lead Scanner App will mirror those of your Console login.

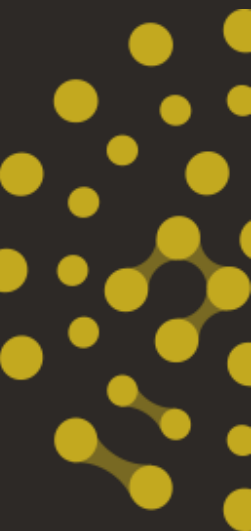*If you require further assistance, reach out to help@lup.events*

THE EVENTS DASHBOARD

Here, you'll find a complete list of all the events you've previously exhibited at.

Pick your event from the list.

If you are a **Simple Exhibitor User** you will only be able to view the events you have been invited to by your **Super Exhibitor User.**

If you require further assistance, reach out to help@lup.events
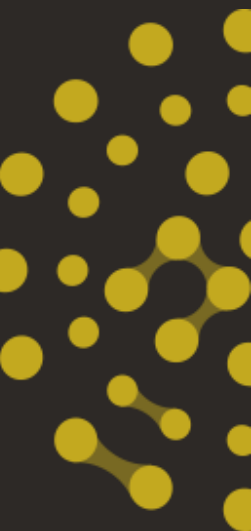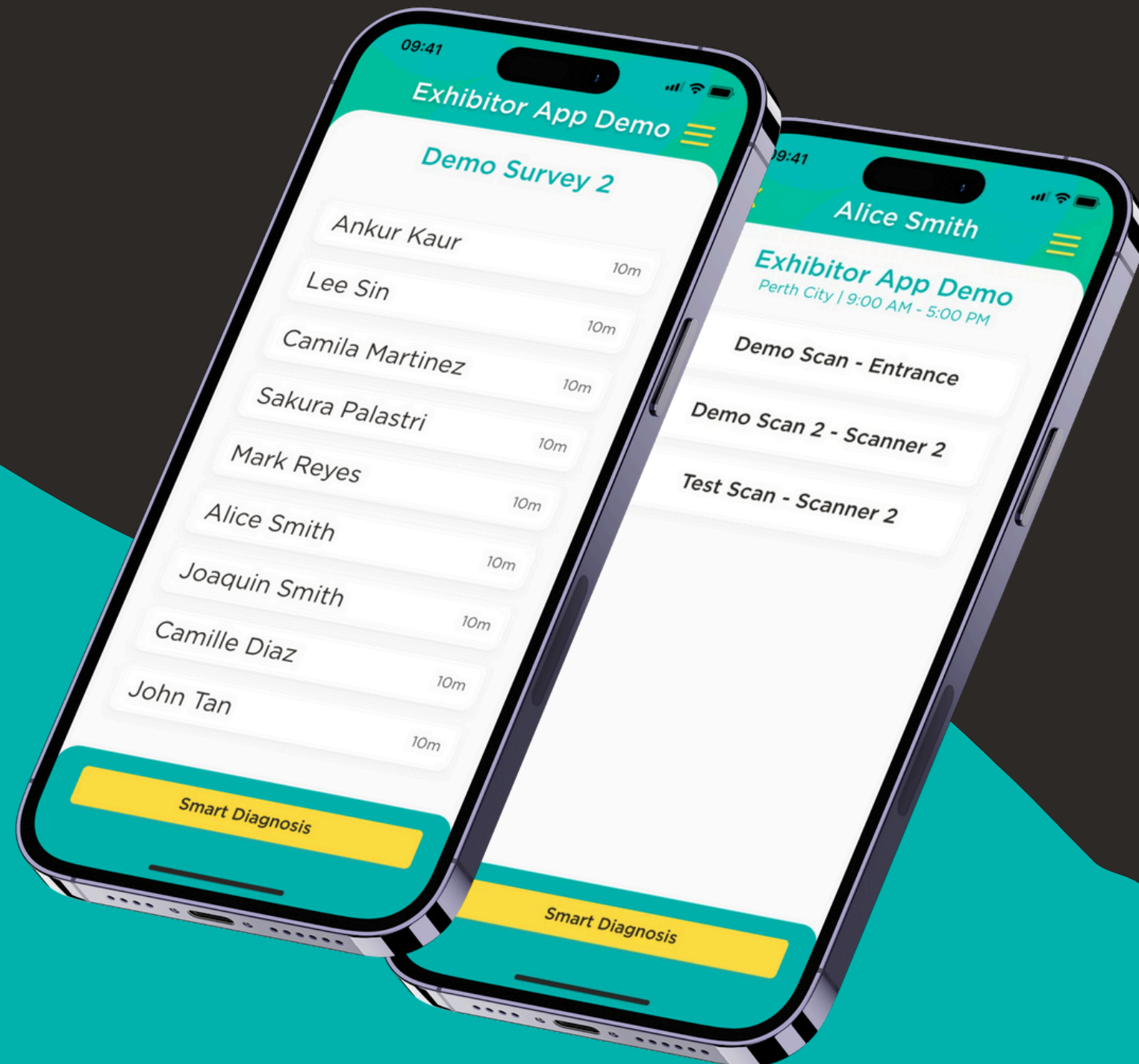
TEST YOUR CAMERA

What does this button do you may be asking?

By selecting the "Test Your Camera" button, you can quickly verify the functionality of both the camera and the app with a simple test scan.

If you require further assistance, reach out to help@lup.events

SCANNING YOUR FIRST LEAD

On this page, you will select the name of your stand. If you have multiple scanners at your stand or are exhibiting under different stand names, you can identify them here.

Once your stand name has been selected, Click on the button that says "scan Lead" in order to scan your first lead.

*If you require further assistance, reach out to help@lup.events*

LEAD CAPTURE FEATURES

Congratulations on capturing your first lead!

After each scan, you'll have the opportunity to add notes. This feature enables you to record additional information about the visitor you've interacted with, enhancing the quality of your data.

If you require further assistance, reach out to help@lup.events
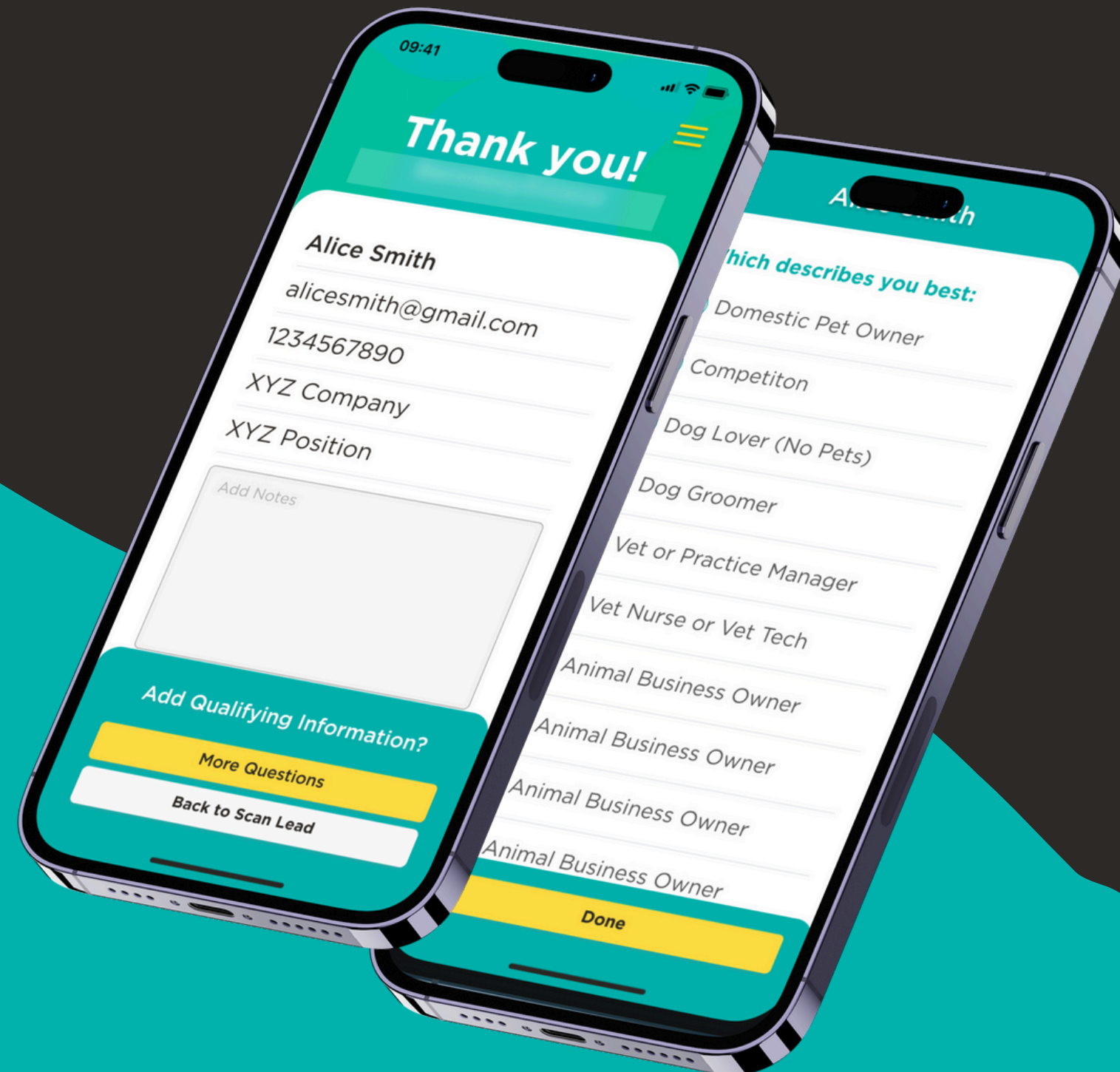
SCANNER QUESTIONS FEATURE

Have you made the additional purchase of adding the questions feature to your lead scanner app? If you answered yes, than this step is for you.

You have gone ahead and scanned your lead...

1. Click "More Questions"
2. The questions will appear on the screen
3. Get the visitor to submit their response
4. Hit done
5. Start scanning your next lead

If you require further assistance, reach out to help@lup.events
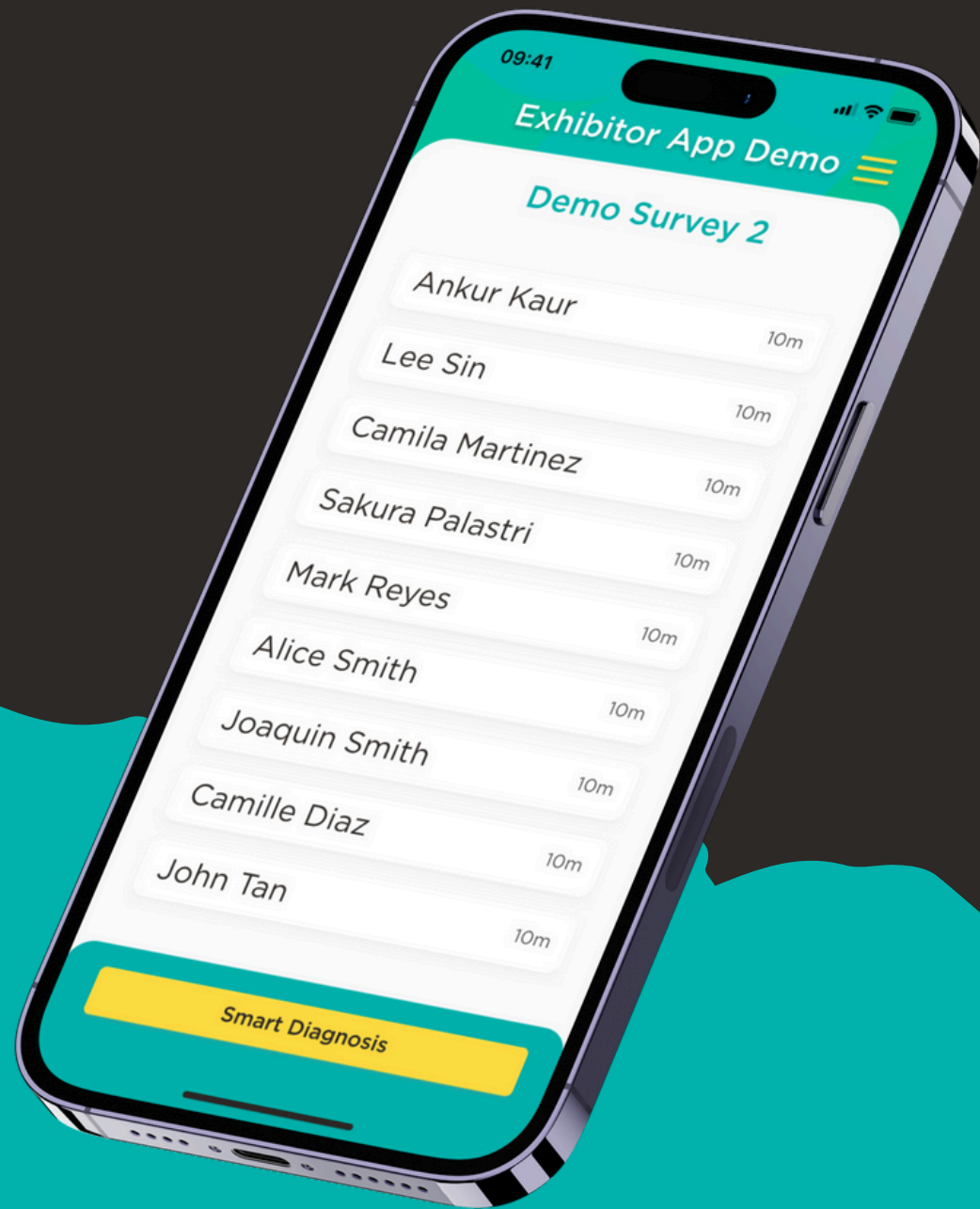
VIEW YOUR LEADS

Want to revisit or add notes to earlier scans?

Imagine you've had a fantastic conversation and want to jot down some quick notes, but you're busy. No problem! Simply revisit your previous scanned leads and add your notes whenever you have a moment. Just click into the lead and enter your note.

If you require further assistance, reach out to help@lup.events
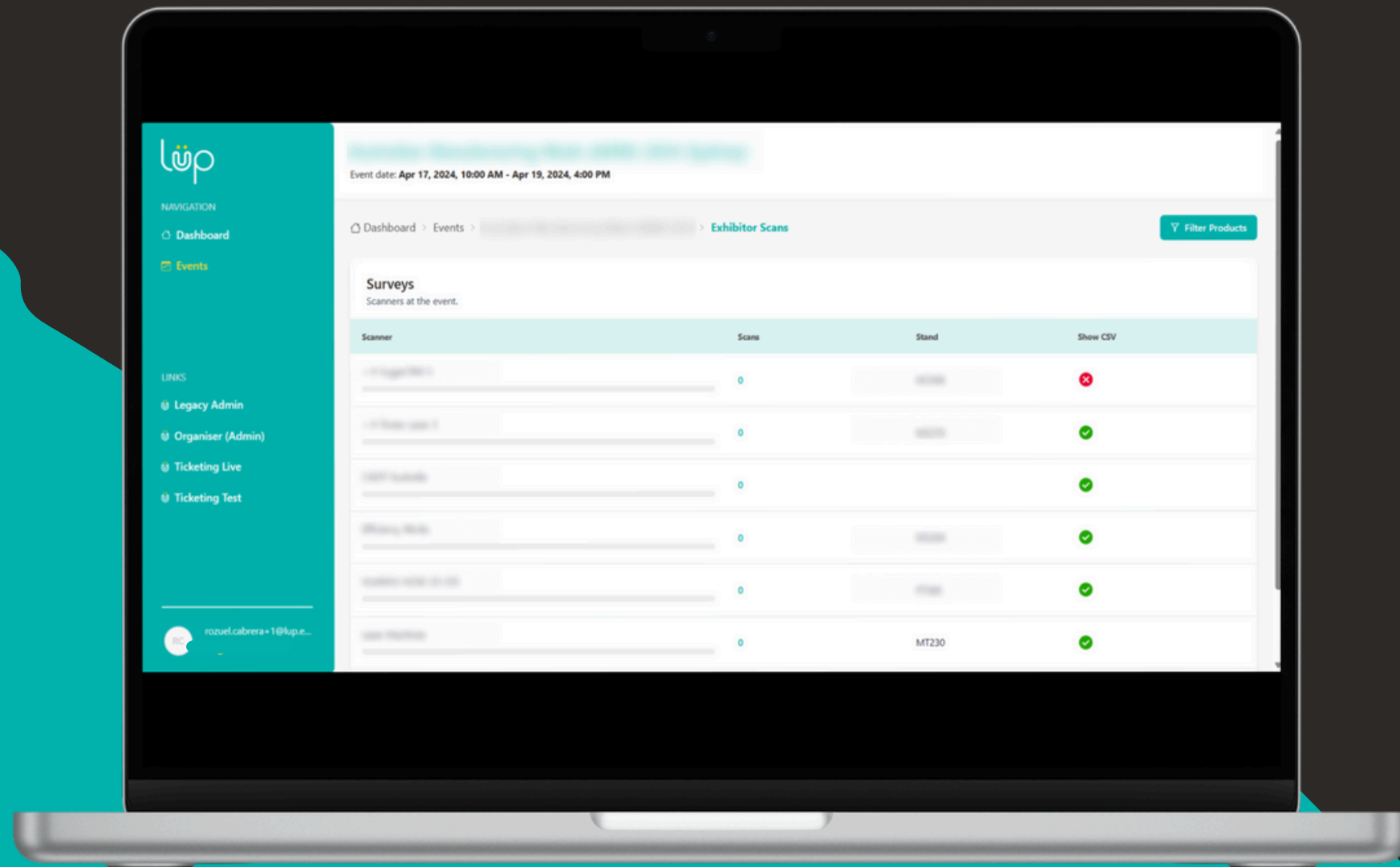
That's it, get scanning!

DOWNLOAD YOUR LIVE LEADS

Want to revisit or add notes to earlier scans?

From your first scan to your last, your leads are live and accessible through Console!

This is for Super Exhibitors Only!

If you require further assistance, reach out to help@lup.events

Lüp

THANK YOU FOR USING THE LÜP LEAD SCANNER APP

Reach out if you require further assistance.

help@lup.events