



**1** Organizers purchase Lead Retrieval licenses for exhibitors and invite them to their Exhibitor Portal.

**2** Exhibitors receive an invite from Topi with a private link to their Exhibitor Portal.

**3** Exhibitors enter staff members responsible for capturing leads at the event.

**4** Exhibitors create questions that staff will ask when scanning badges (*optional*)

**5** Exhibitors' staff installs the web app on the mobile device they use to scan badges at the event.

**6** Exhibitors' staff scan QR codes on badges with attendees' information.

**7** When scanning badge, exhibitors staff can answer predefined questions about the lead.

**8** At any point, exhibitors can view and export leads directly from their Exhibitor Portal.



More information? Go to [support.topi.com](https://support.topi.com)