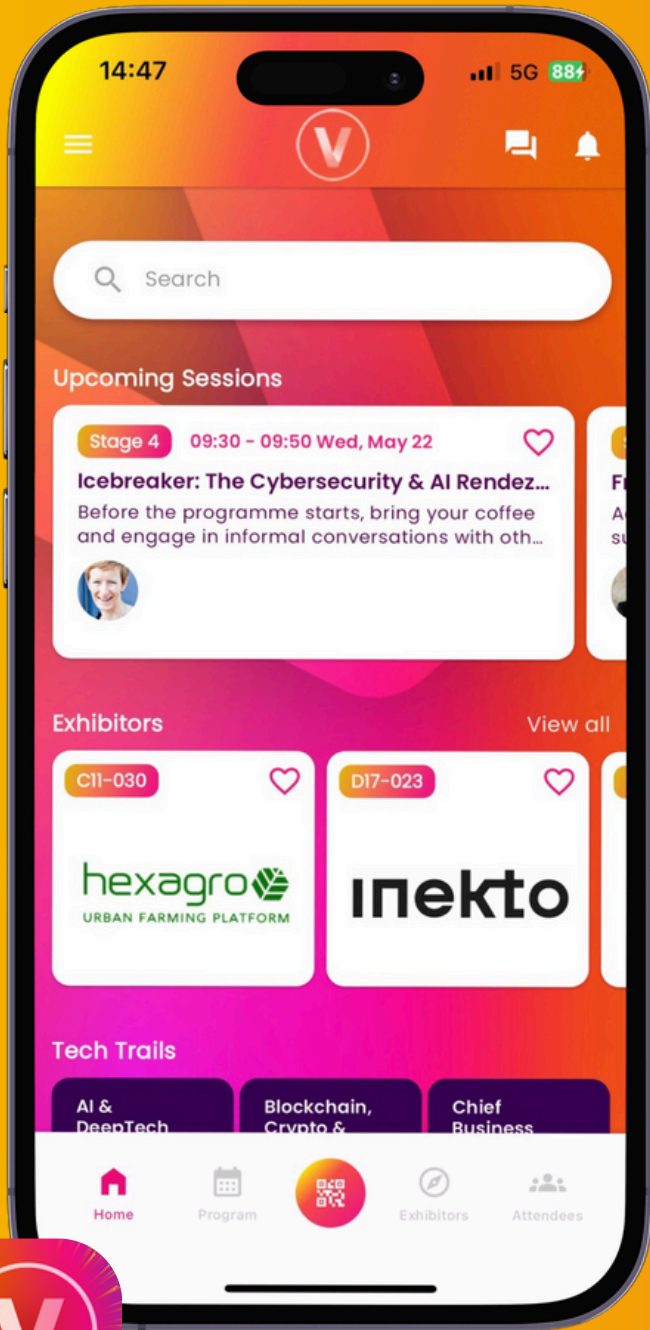


*Download
the App here*



HOW TO USE THE VIVATECH APP?

 The Exhibitor Guide



Summary



01

Complete your personal profile

02

Find the best profiles for networking

03

Send messages to other participants

04

Book meetings with other participants

05

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06

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07

Retrieve all my contacts in the Mobile App

08

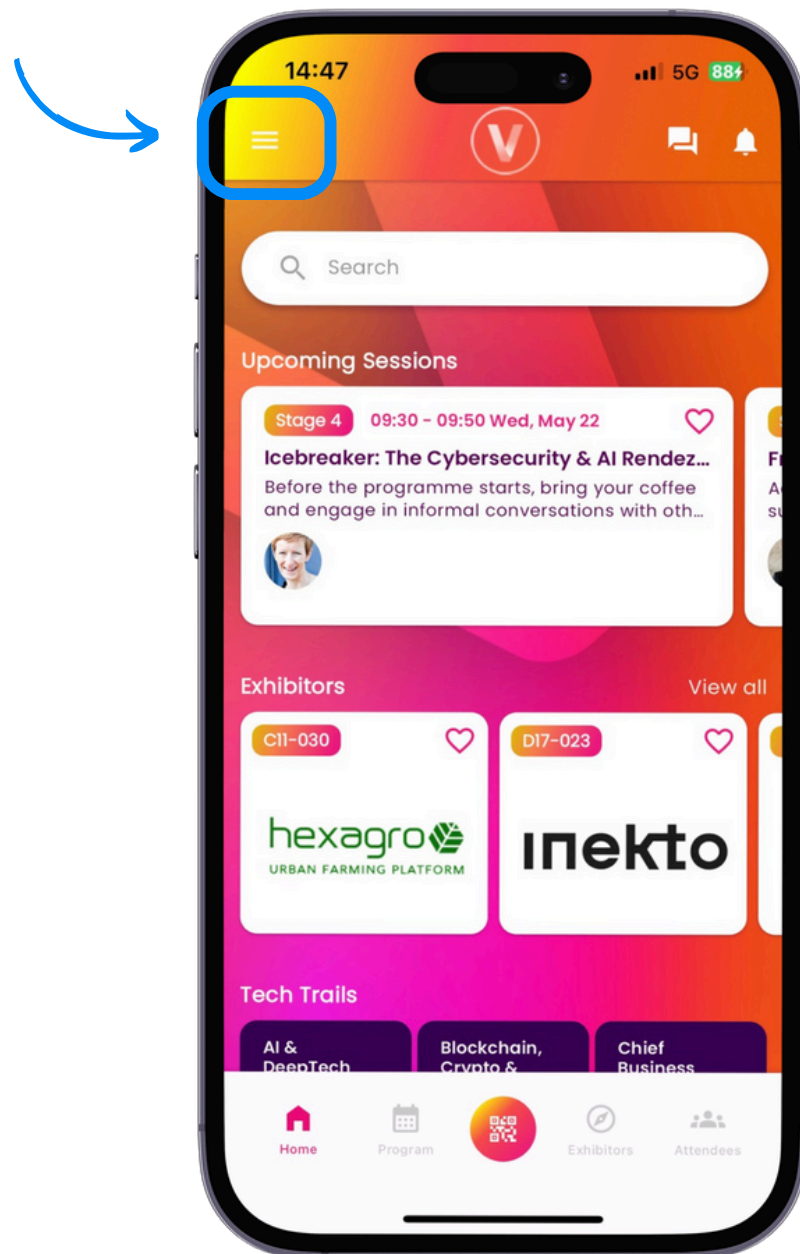
Export your contacts on the App

09

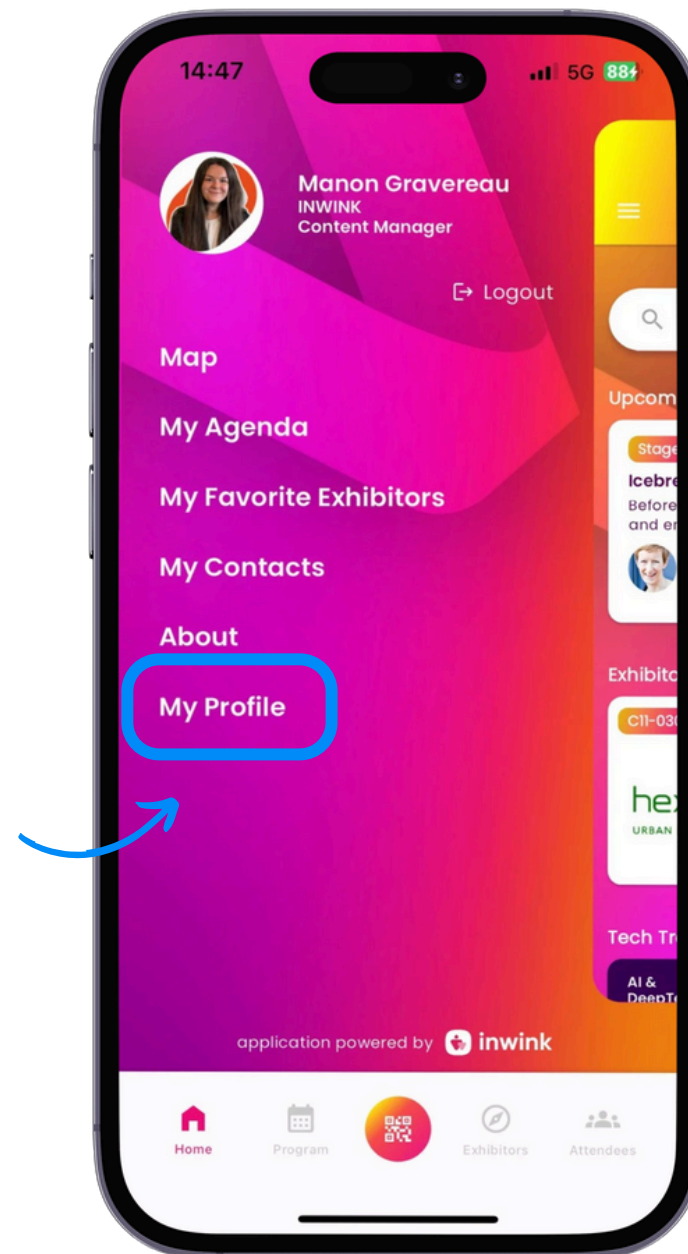
Export all my contacts in the Partner Workspace



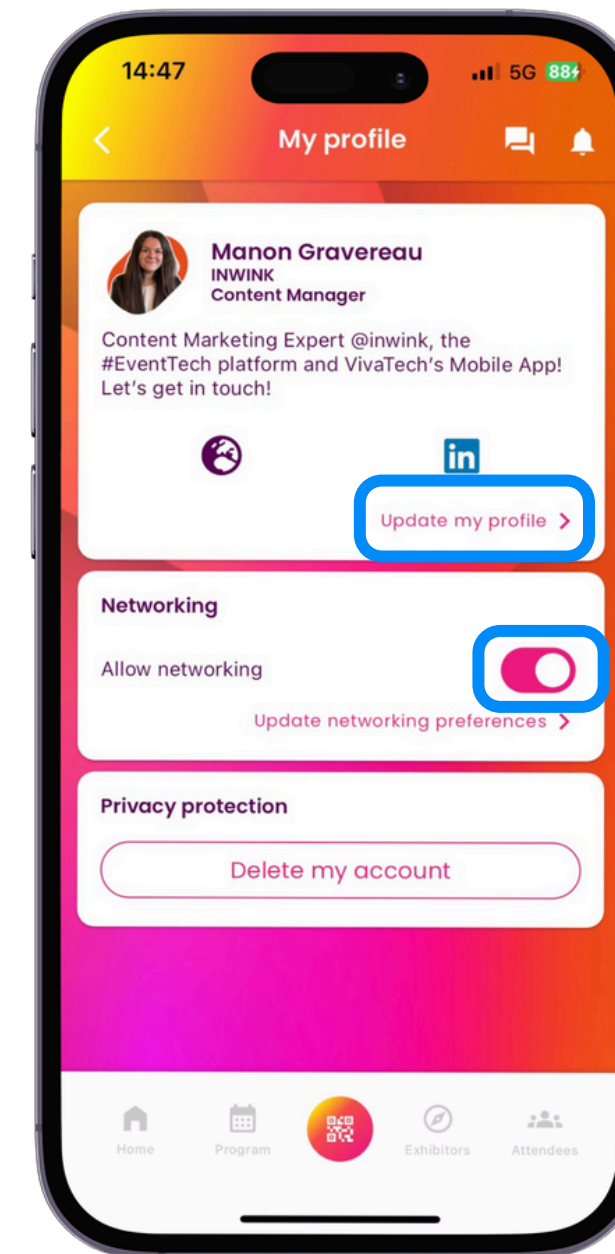
01 Complete your personal profile



Click on the Menu button on the left of the home page.



Select the menu entry "My Profile".



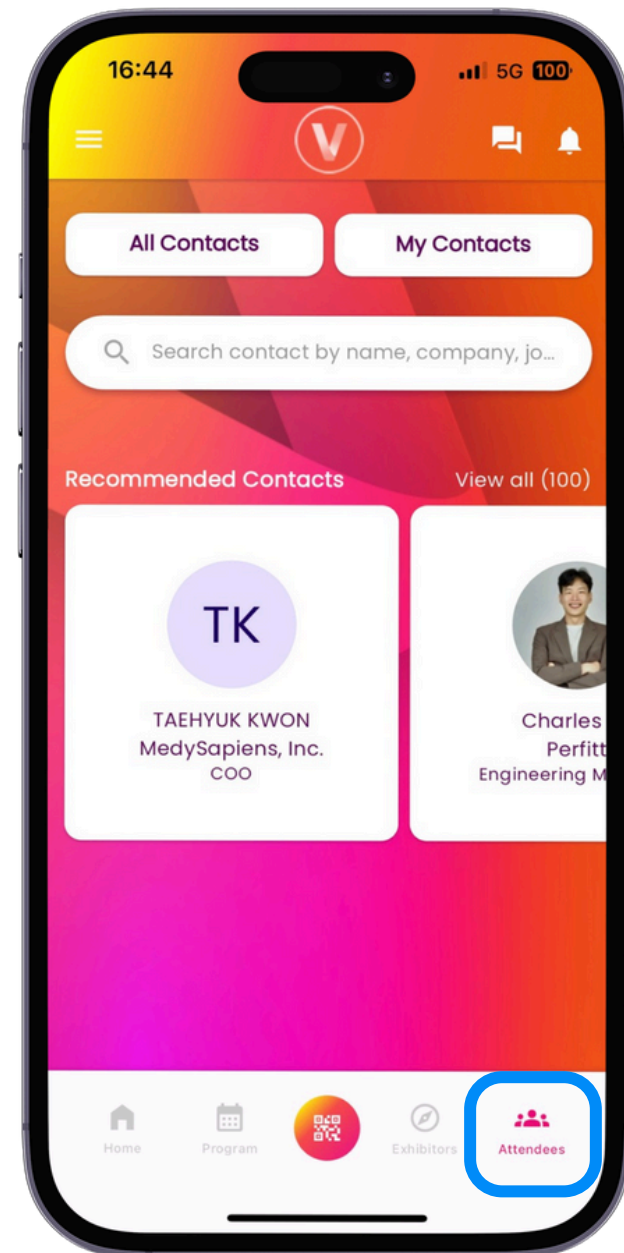
Click on the button "Update my profile" to add your information and be sure to allow the networking.

Add a profile picture, a description and your Social Media. The more complete your profile is, the more requests you'll receive.

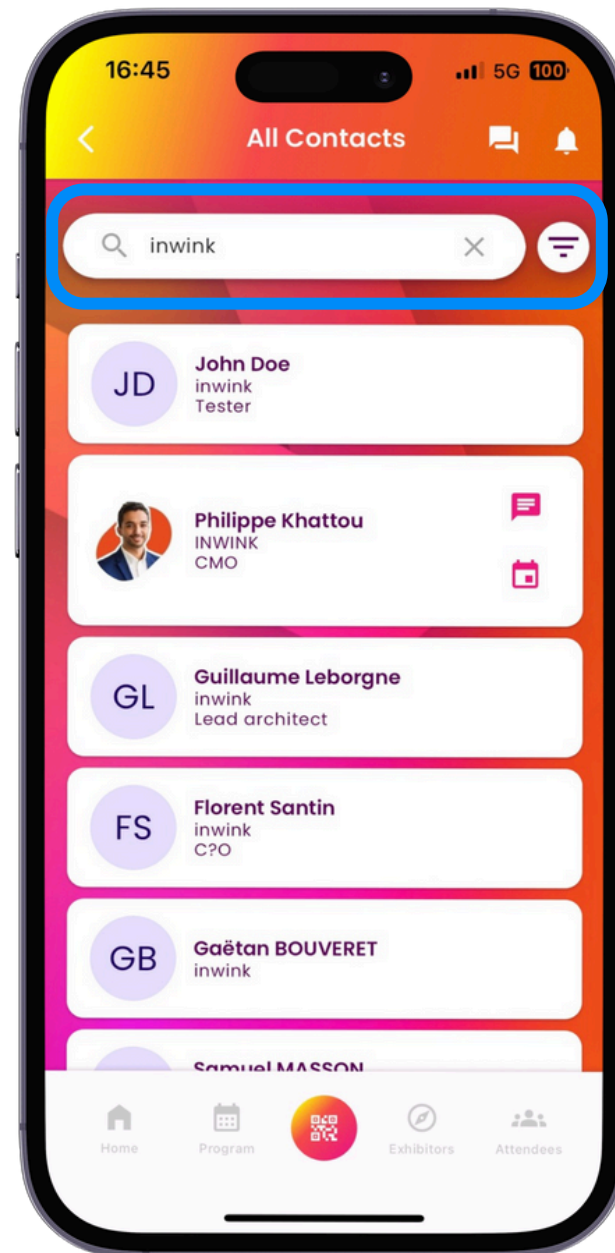
By allowing the networking, you'll make sure that other participants can get in touch with you.



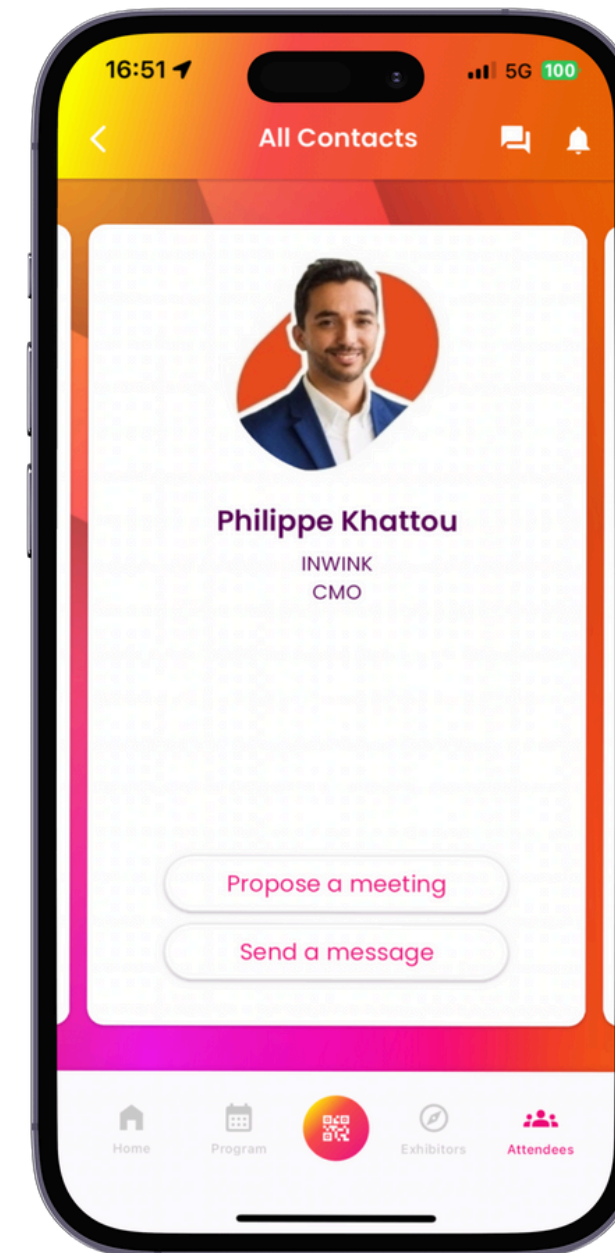
02 Find the best profiles for Networking



Click on the Menu button “Attendees” to find out who's attending the event and who's available to network .



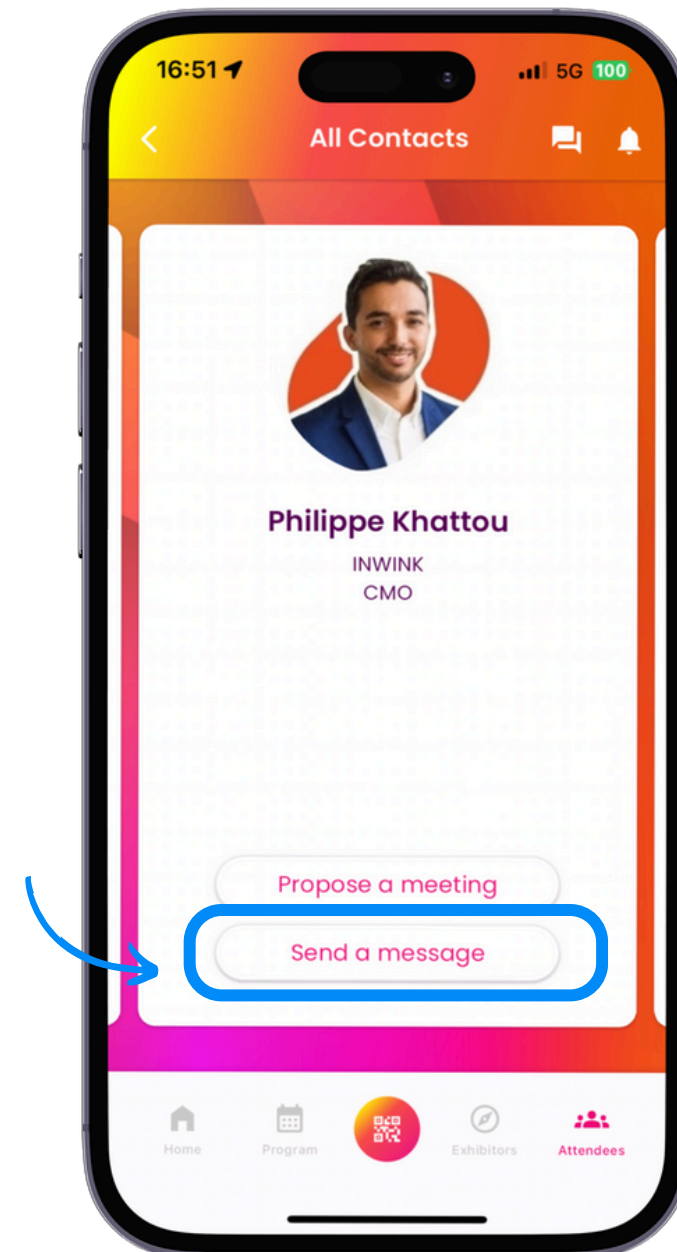
In the search bar, **find profiles by name, company or function**, etc.



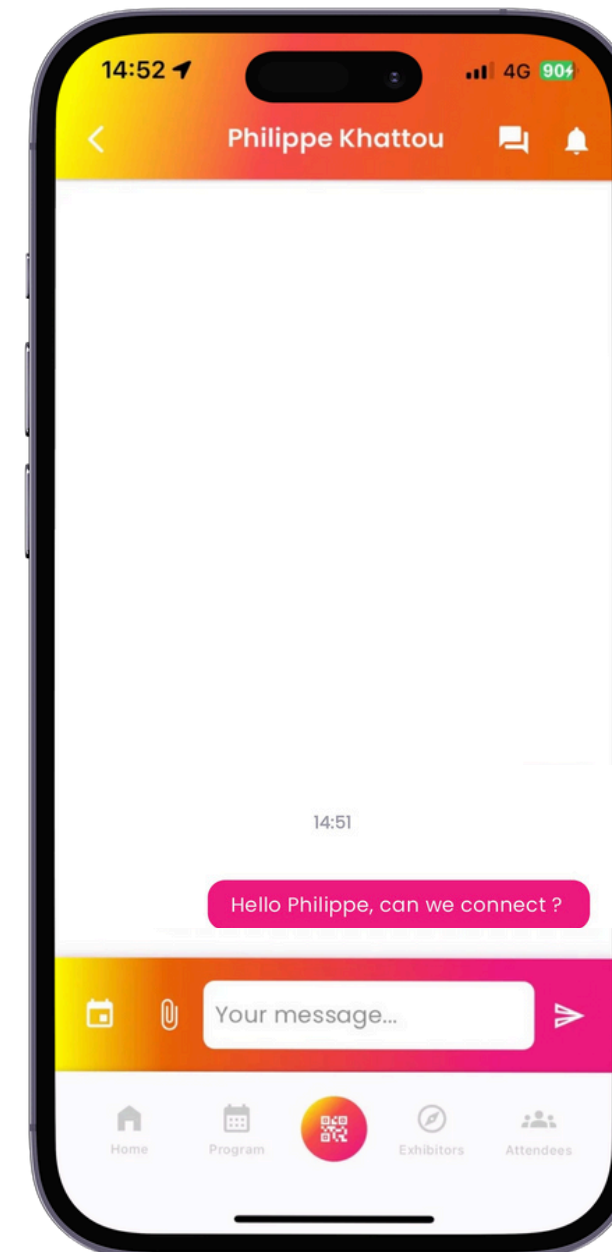
Select the profile you are interested in to access more networking features.



03 Send messages to other participants



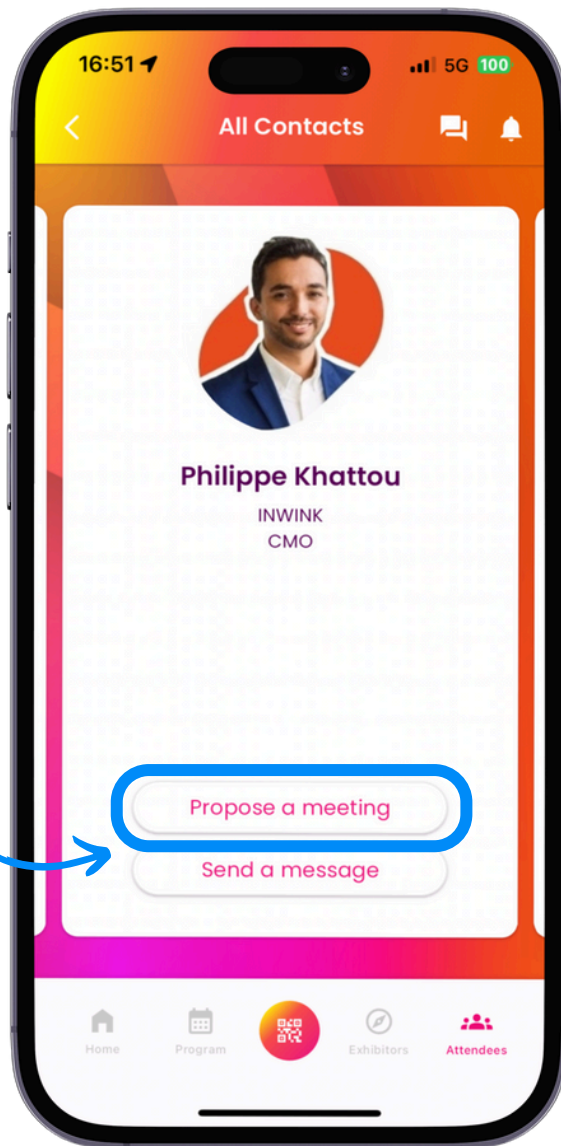
When you are on the contact's profile, click on the button **"Send a message"** to chat on a private messaging.



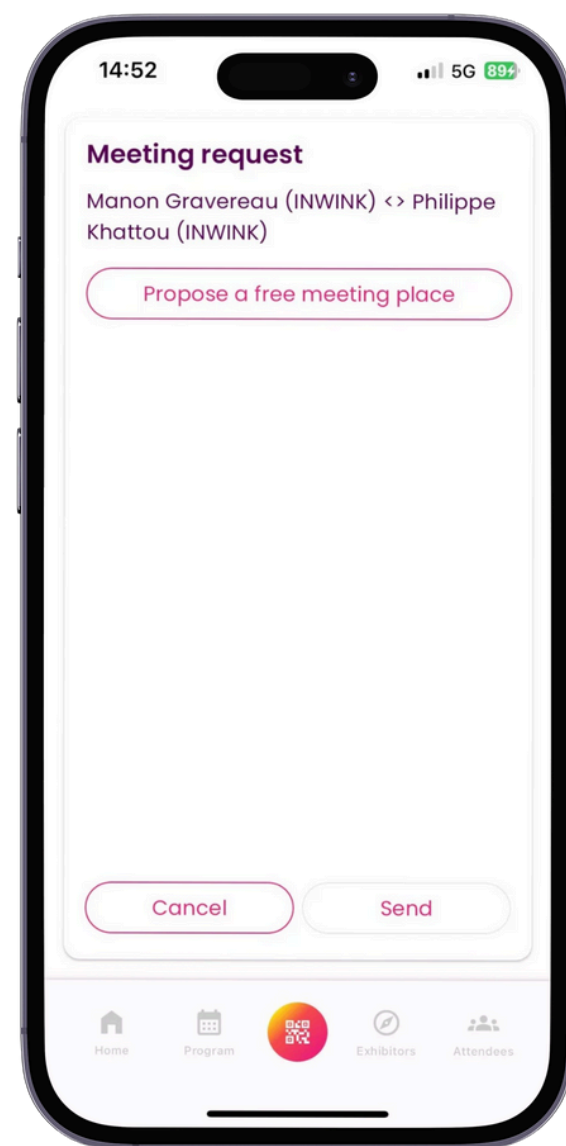
Access the chat module, where you can send private messages, files or book an appointment



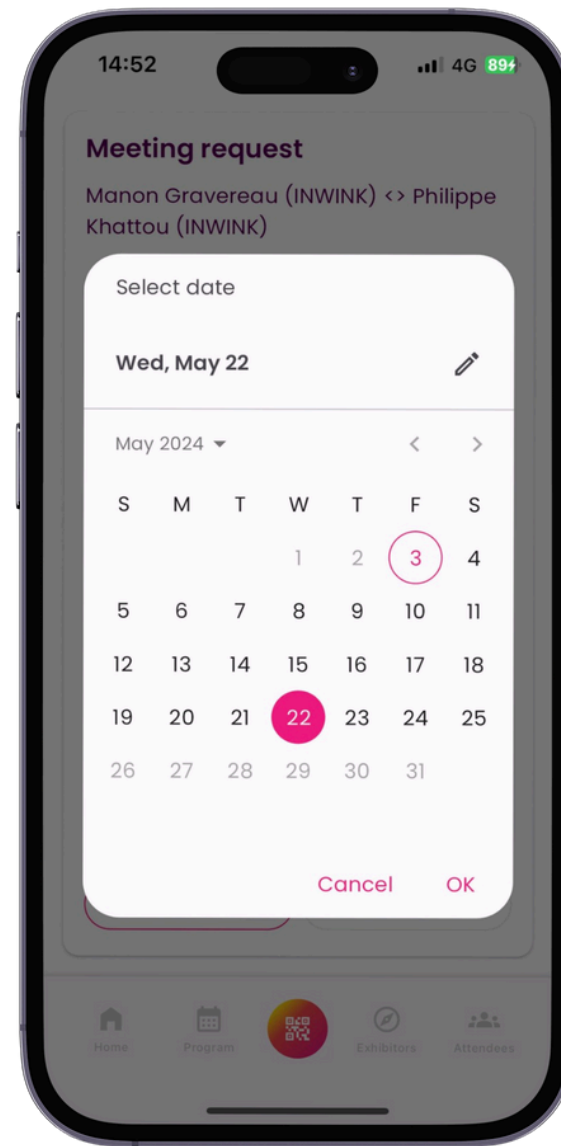
04 Book meetings with other participants



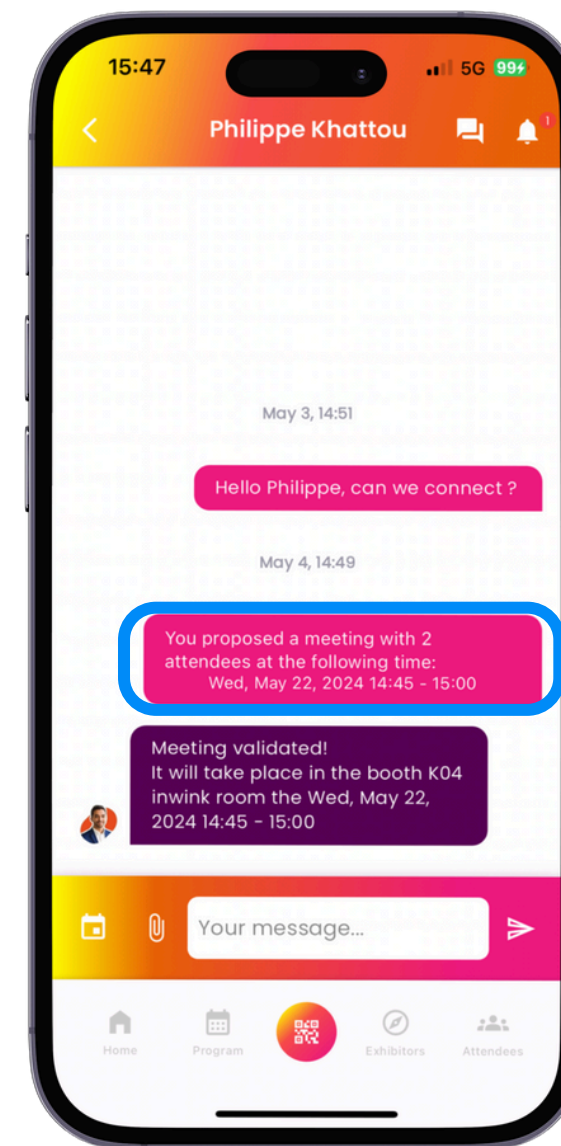
When you are on the contact's profile, click on the button **"Propose a meeting"**.



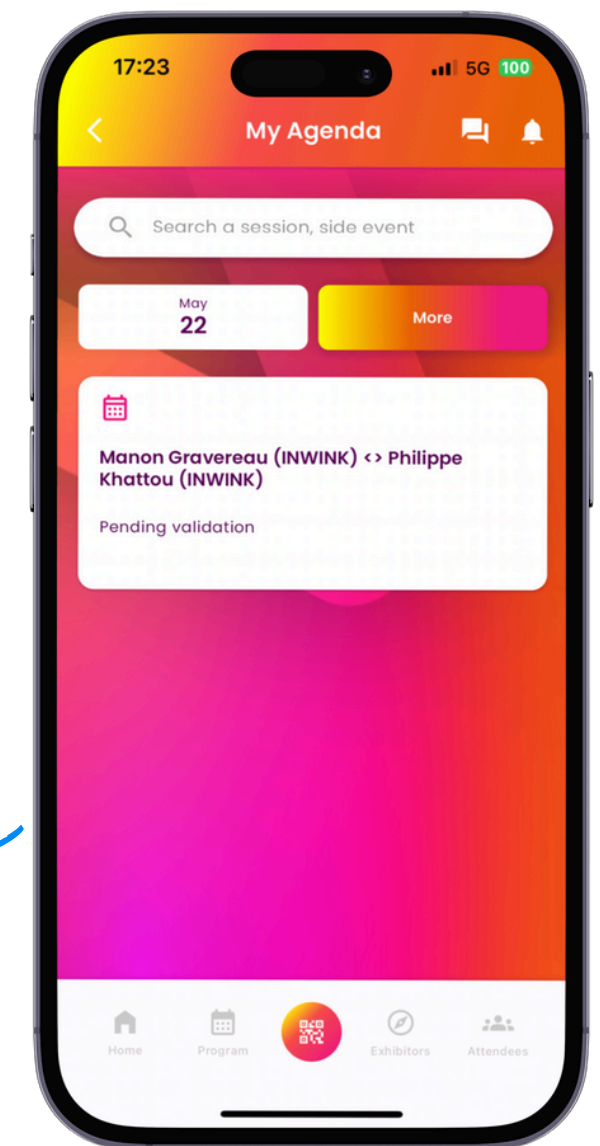
Click on the button **"Propose a free meeting place"**.



Select the date and time for the meeting.



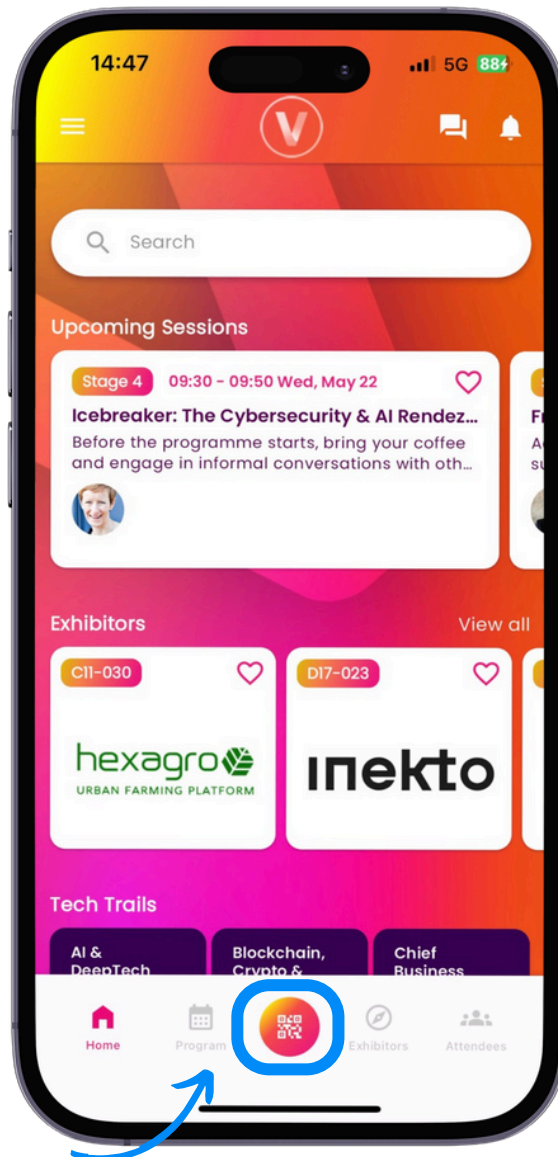
When sending the meeting, it will **appear on the chat module...**



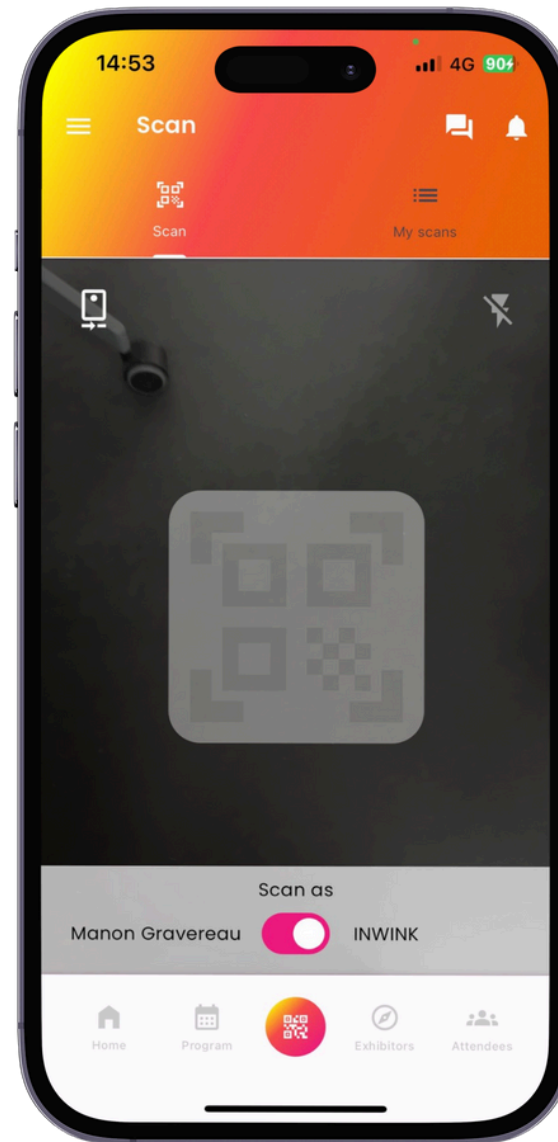
And **in your personal agenda.**



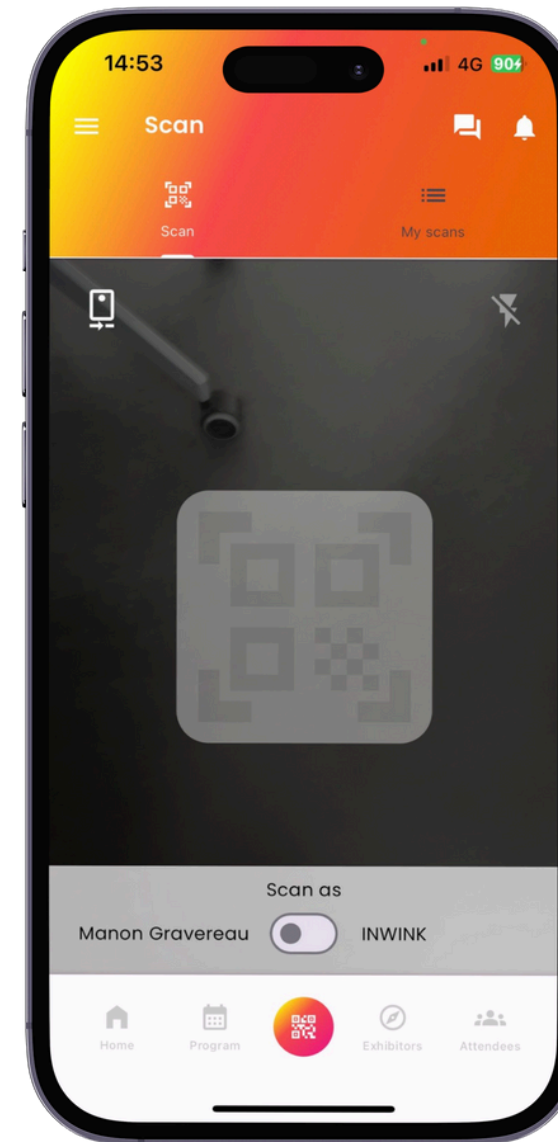
05 Scan other participants



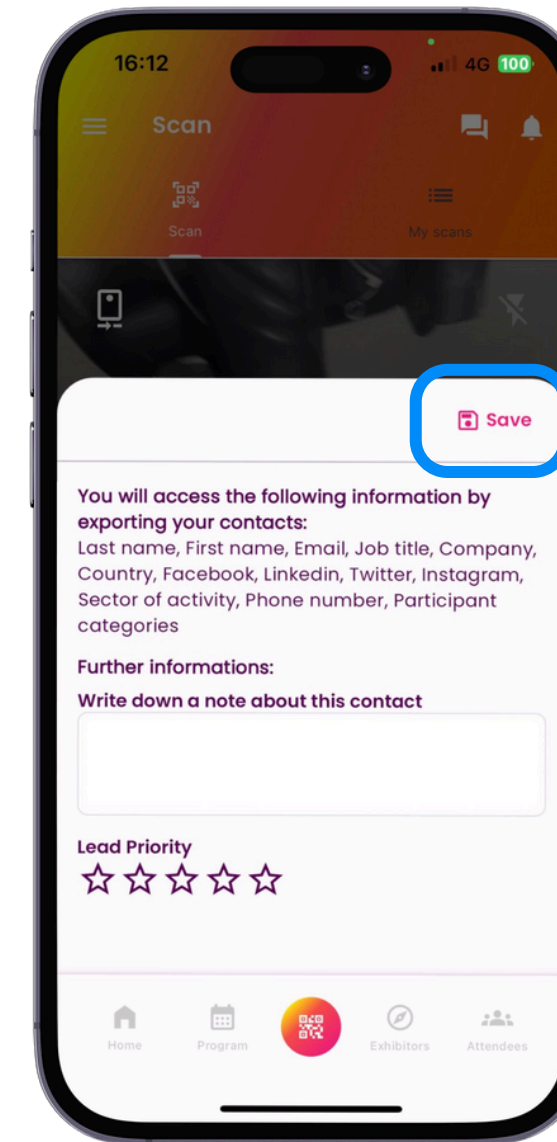
Access to the scan menu by clicking on the **button with the QR Code icon**



Select to scan **as a member of your company** (the contact scanned will be visible by other team members)...



... or **as your own personal profile**.

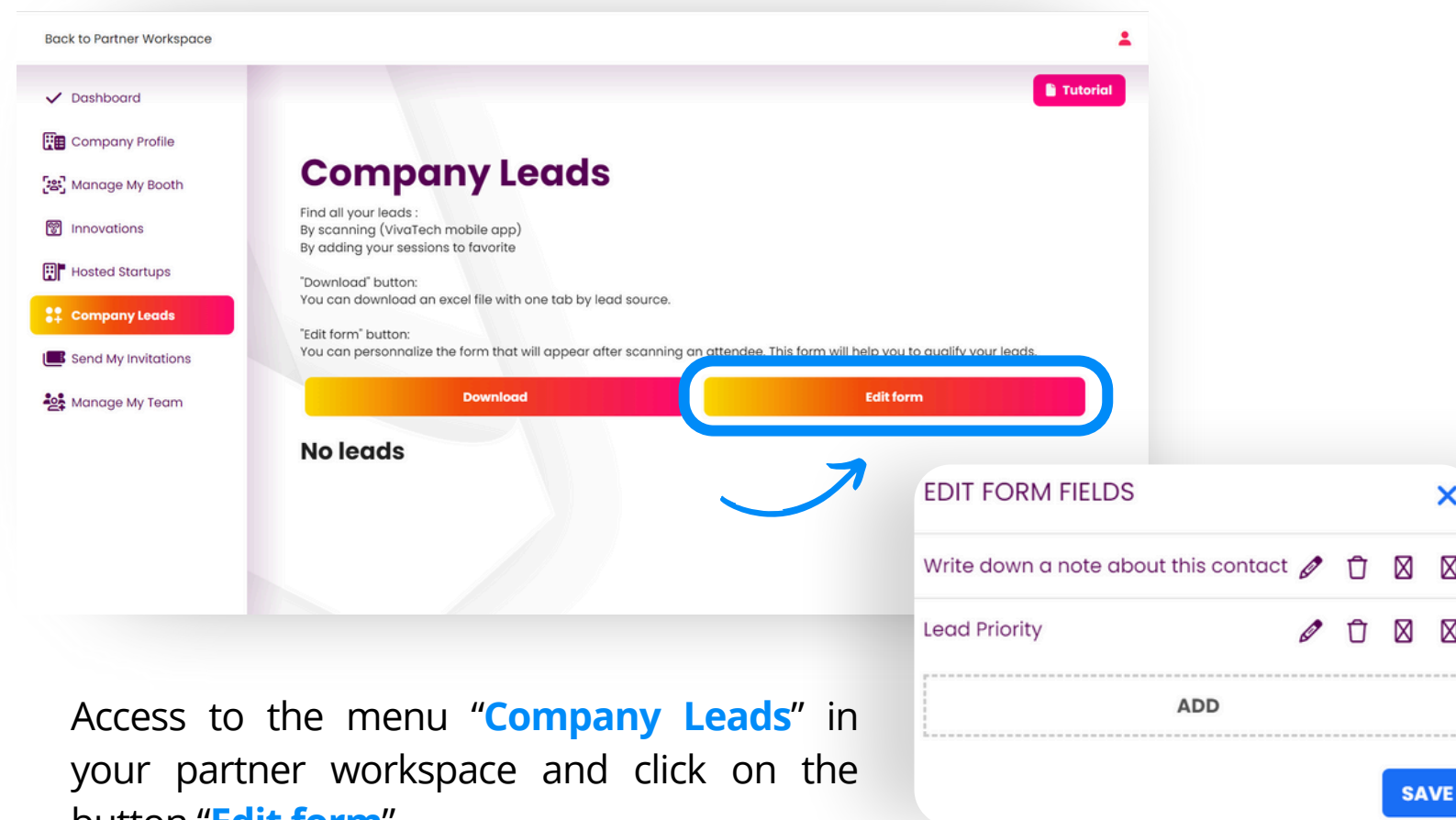


Fill the qualification form that will appear just after scanning and click on the button **"Save"**

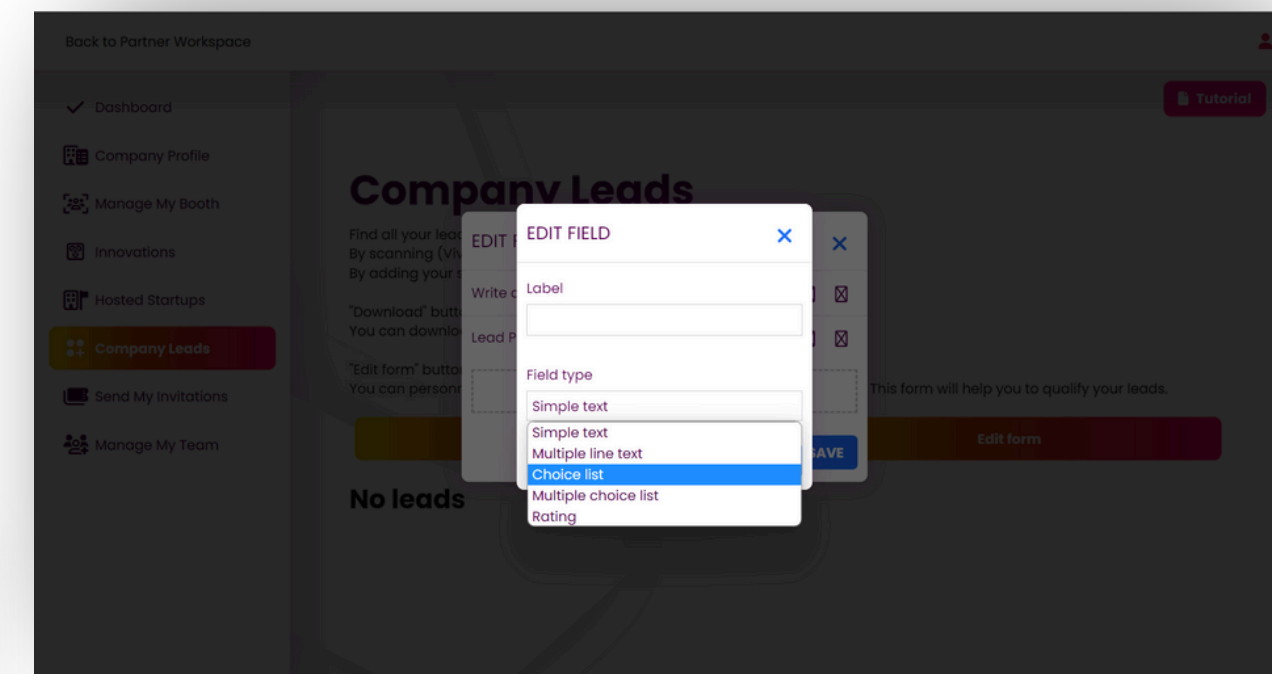
You can personalize this form to add questions that may be relevant for the event follow up ([see how](#)).



06 Edit the lead form on the Partner Workspace



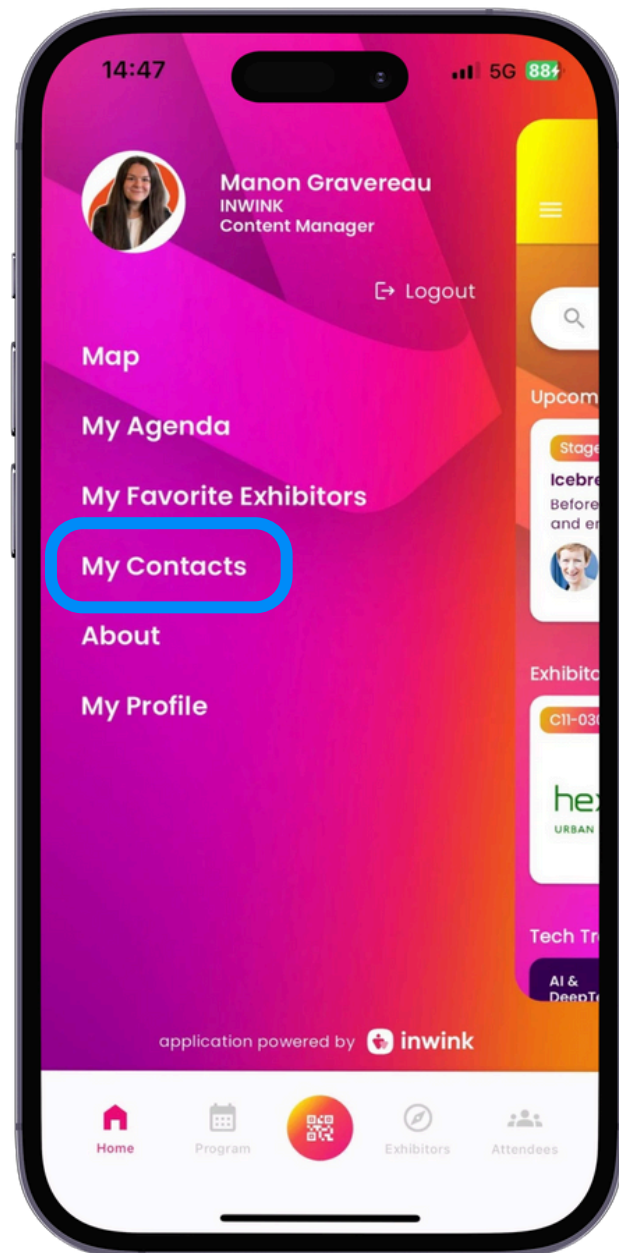
Access to the menu “**Company Leads**” in your partner workspace and click on the button “**Edit form**”.



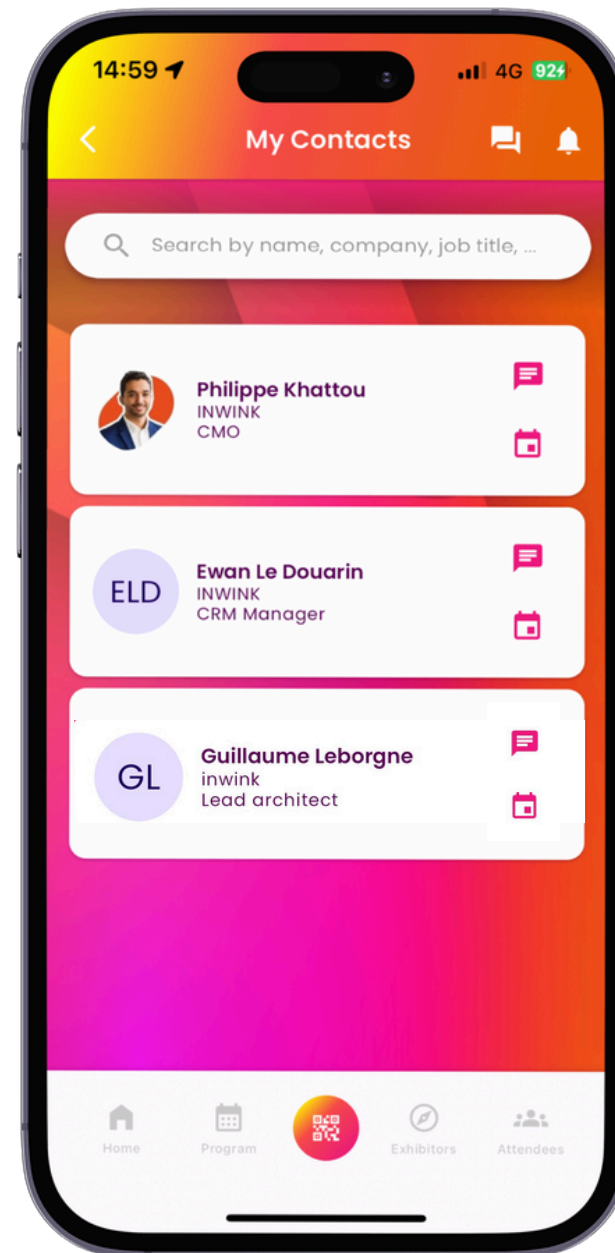
Add as many fields as you want to personalize the form by choosing the type and the label. When finished, click on the “**save**” button.



07 Retrieve all my contacts in the Mobile App




Click on the Menu button on the left of the home page and select the menu entry "My Contacts"




Retrieve all your contacts here.

Contacts from:



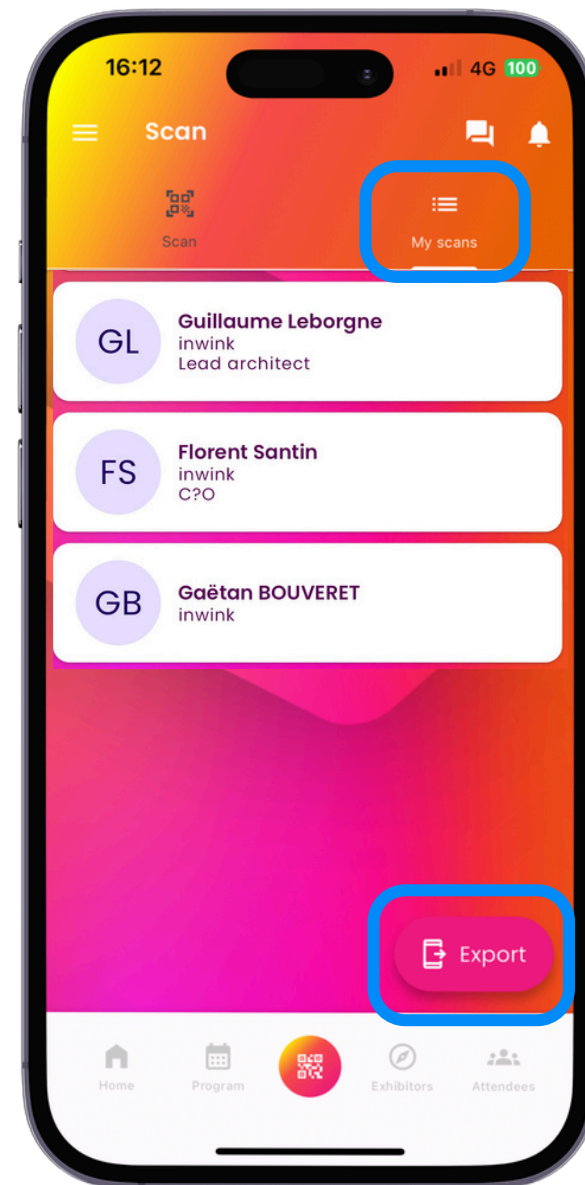
Networking contacts :
a business contact of your company exchanges messages with a prospect



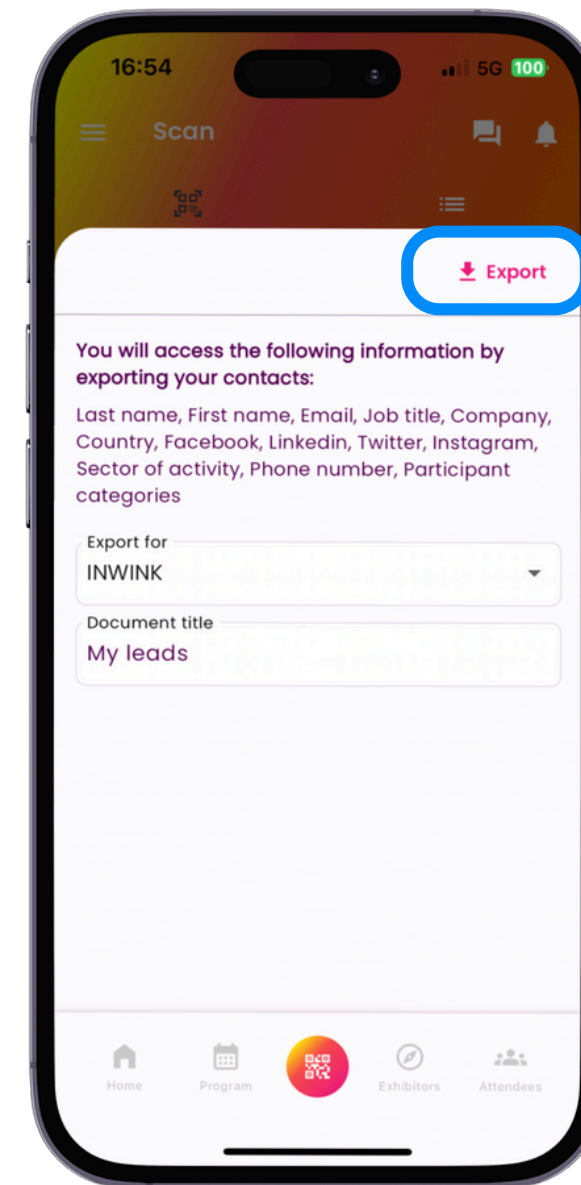
Scans:
a physical person affiliated with your company scans a participant through the mobile application



08 Export your contacts on the App



On the scan menu, retrieve all the contacts you scanned and click on the **“Export”** button.



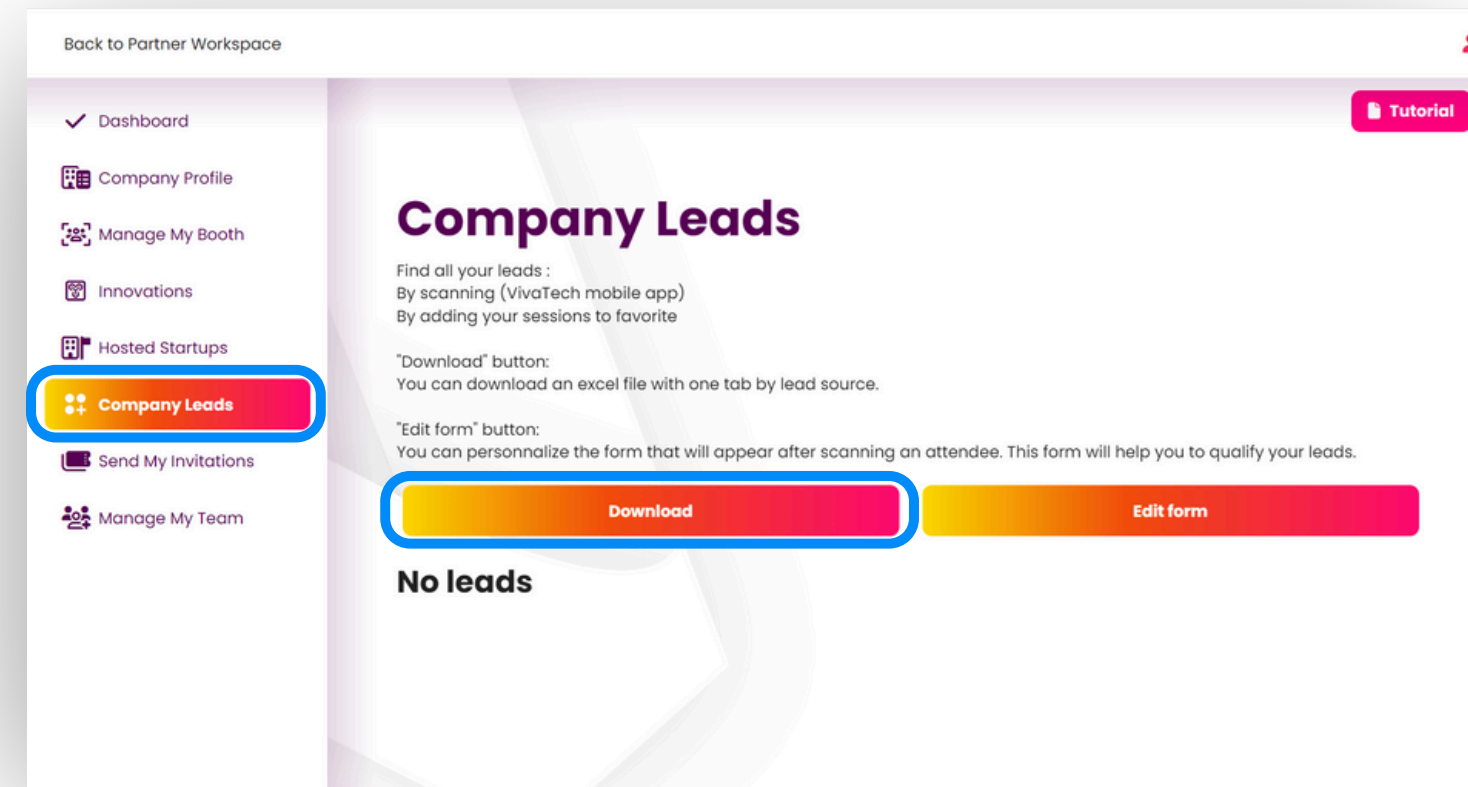
Choose to export your company or your personal contacts, set up the document title and click on the **“export”** icon.



09 Export all my contacts in the Partner Workspace



Get access to your **partner workspace** by clicking on the **connexion button** on the top right of VivaTech's website.



Retrieve all your contacts in the "**Company Leads**" section and download them as an Excel file by clicking on the button "**Download**".





Another question about the App?

Come visit us at our booth K04!

Or email us at: sales@inwink.com

 www.inwink.com

They also trust us for their Event & Community Mobile App:

