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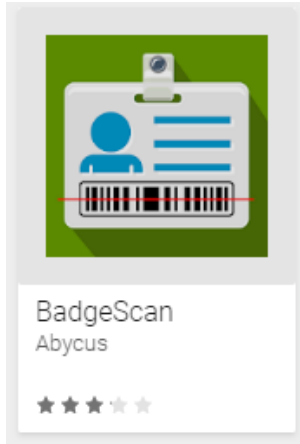


# SMTA Expo Lead Retrieval Instructions

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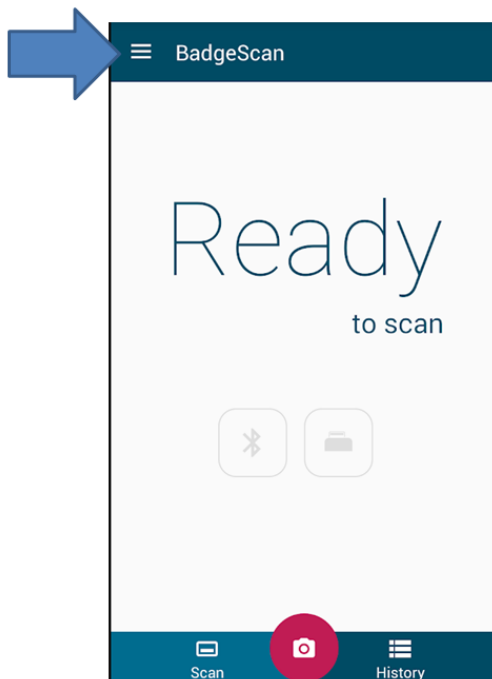
SMTA is proud to offer a free lead retrieval option that can be used for all SMTA expos. You can follow these instructions to download the free app to your phone and test it out.

1. **Download** the free app called **BadgeScan** from the Google [Play Store](#).

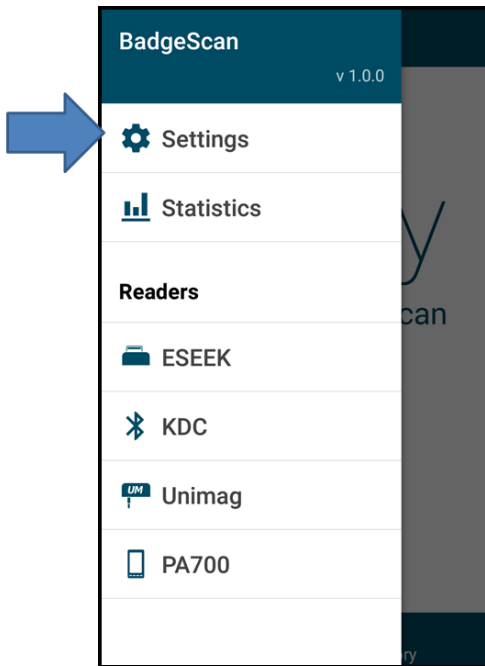


2. **Open** the app and **adjust the settings** to configure the app for SMTA badges

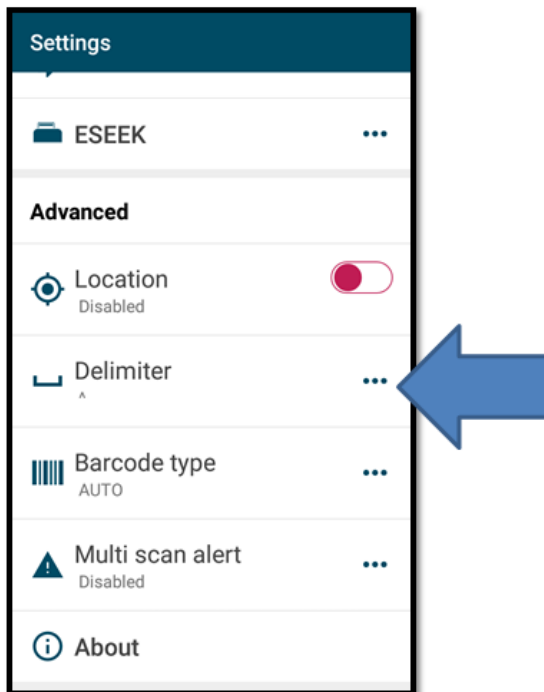
- 2a. **Open** the app and click the ☰ symbol in the top left to **access the menu**



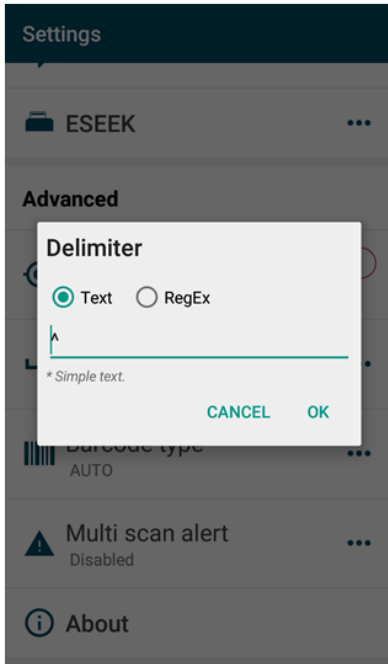
2b. Click “Settings”



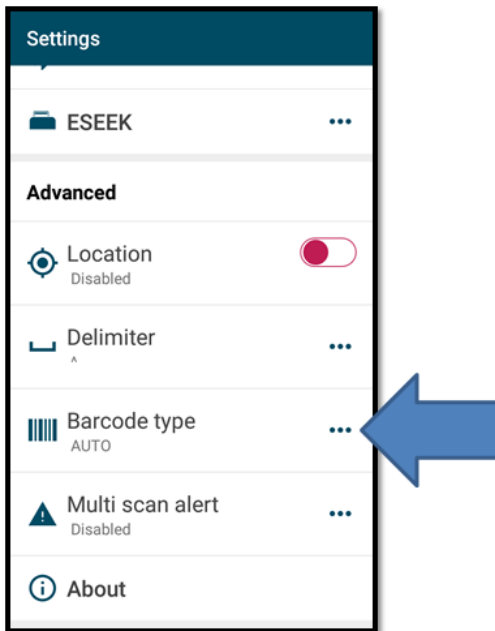
2c. Scroll down to “Delimiter” and click ... to change this setting



2d. Change the delimiter setting to the “^” symbol and click **OK**



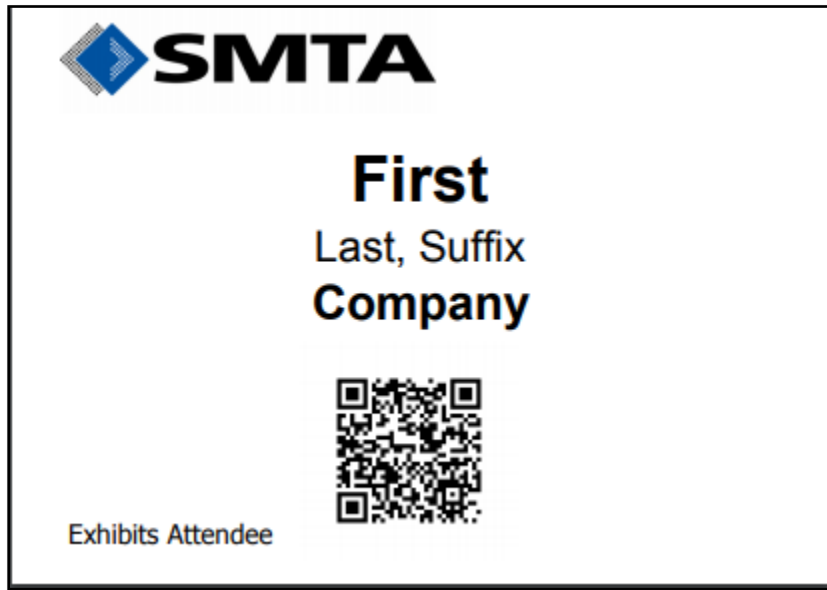
2e. Scroll to “**Barcode type**” and click ●●● to change this setting



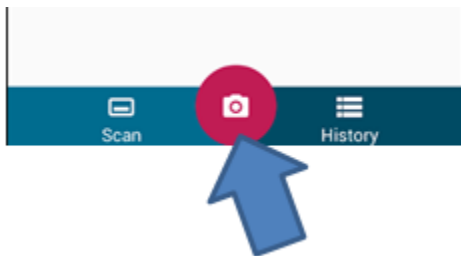
2f. Change the Barcode type setting by clicking “**Auto**”

2g. **Exit** the “Settings” menu to return to the scanner

3. Do a **test scan** of the badge below (or your own badge if you have one) to ensure your app is working.



3a. To scan, **click** the red “camera icon” button at the bottom of the screen



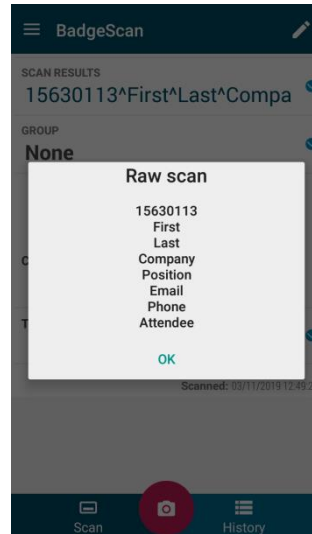
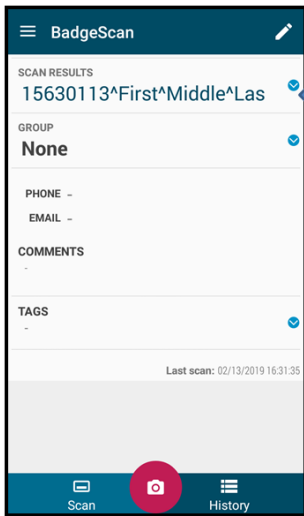
3b. **Position your phone** over the badge and wait for it to focus



or

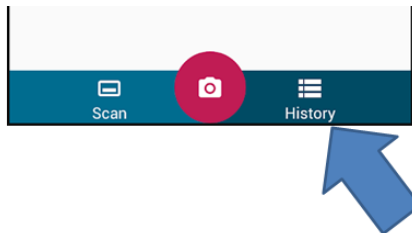


3c. Confirm the scan was successful by clicking on the raw scan results

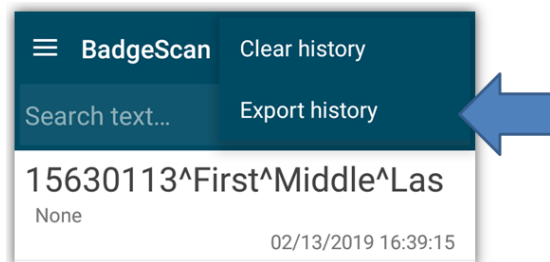
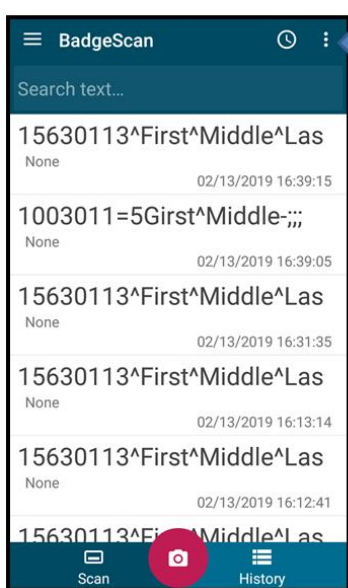


4. Export the list at the end of the show

4a. Click "History"



4b. Click the ⋮ symbol in the upper right corner and select "Export History"



4c. Select a location on your phone to **save** the file named **“BadgeScan.csv”**

4d. You may be prompted to **Share the “BadgeScan.csv” file** from your phone. You can email it to yourself or use any number of other apps for sharing the file.

4e. **Open** the file with Excel or any other spreadsheet software that can open Comma Separated Value (CSV) files.

Note: There will be **NO header row** in the exported file...

A	B	C	D	E	F	G	H	I	J	K	L
Time stamp	Group	Phone	Email	Comment	Tags	ID#					
2/13/2019 16:12	None					15630113	First	Middle	Last	Nickname	Company
2/13/2019 16:12	None					15630113	First	Middle	Last	,ickname	Company
2/13/2019 16:13	None					15630113	First	Middle	Last	Nickname	Company
2/13/2019 16:31	None					15630113	First	Middle	Last	Nickname	Company
2/13/2019 16:39	None					15630113	First	Middle	Last	Nickname	Company

...but you can **cut** the test badge fields...

A	B	C	D	E	F	G	H	I	J	K	L
Time stamp	Group	Phone	Email	Comment	Tags	ID#					
2/13/2019 16:12	None					15630113	First	Middle	Last	Nickname	Company
2/13/2019 16:12	None					15630113	First	Middle	Last	,ickname	Company
2/13/2019 16:13	None					15630113	First	Middle	Last	Nickname	Company
2/13/2019 16:31	None					15630113	First	Middle	Last	Nickname	Company
2/13/2019 16:39	None					15630113	First	Middle	Last	Nickname	Company

...and **paste** them into the blank header row above to create a sortable spreadsheet

A	B	C	D	E	F	G	H	I	J	K	L
Time stamp	Group	Phone	Email	Comment	Tags	ID#	First	Middle	Last	Nickname	Company
2/13/2019 16:12	None					15630113					
2/13/2019 16:12	None					15630113	First	Middle	Last	,ickname	Company
2/13/2019 16:13	None					15630113	First	Middle	Last	Nickname	Company
2/13/2019 16:31	None					15630113	First	Middle	Last	Nickname	Company
2/13/2019 16:39	None					15630113	First	Middle	Last	Nickname	Company

**Happy scanning and enjoy your new leads!**