

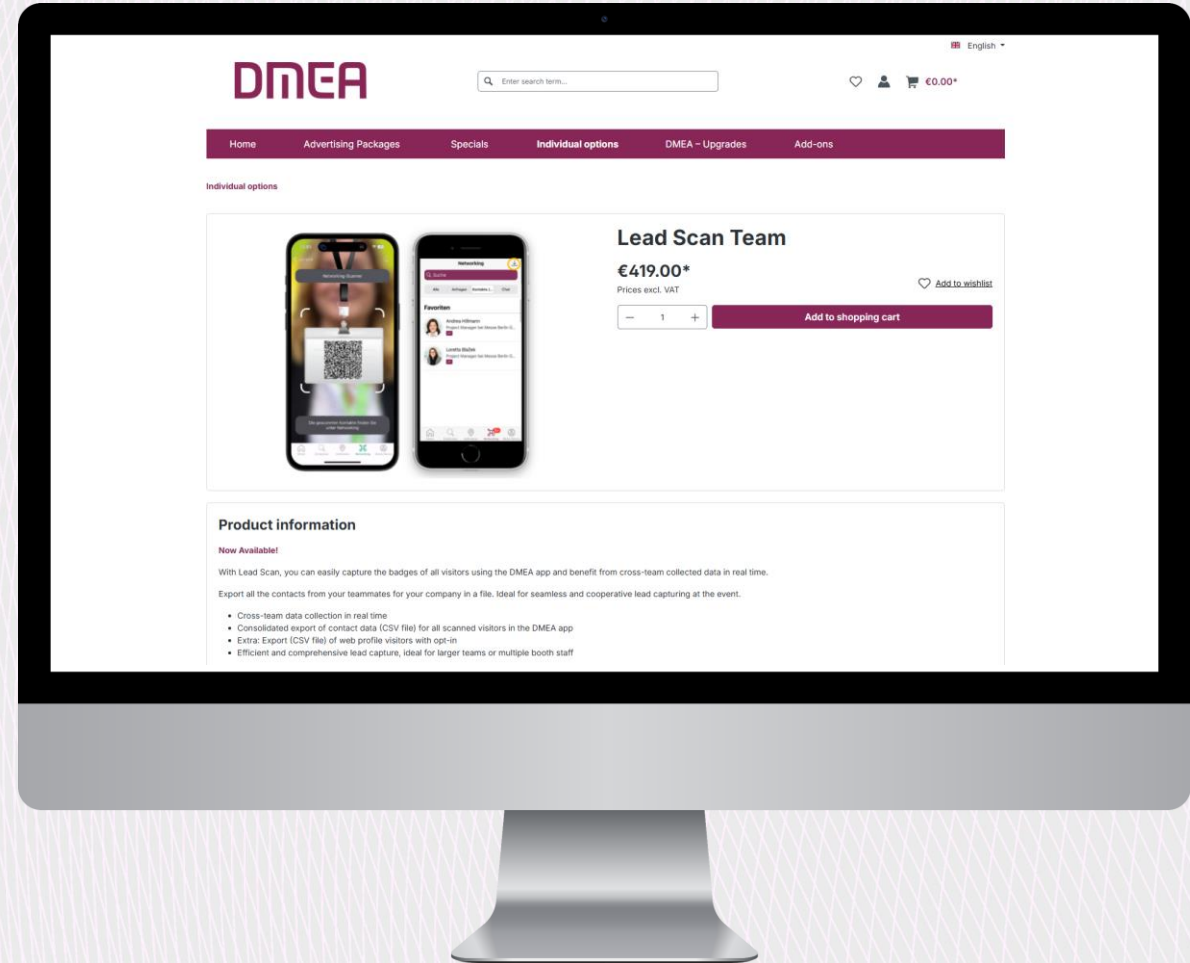
DnEA Berlin
8–10 April 2025
Connecting Digital Health

For exhibitors
Lead Scan TEAM

Lead Scan Team

BOOKING

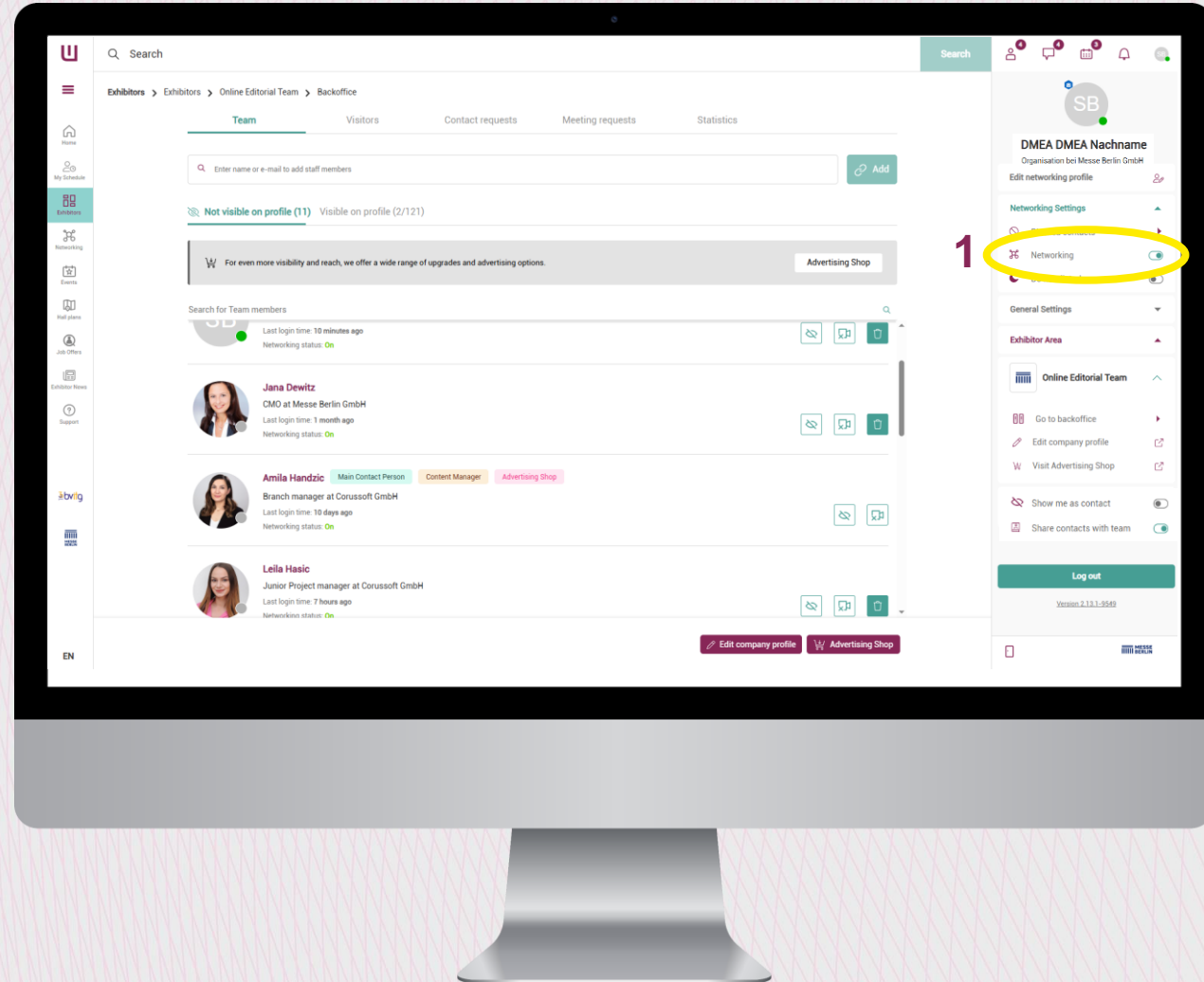
- “Lead Scan Team” operates through the DMEA Online Platform and the DMEA App
- “Lead Scan Team” becomes available immediately upon booking in the **Advertising Shop**
- **An unlimited** number of team members can collaborate and share their contacts **in a lead pool** (real-time) scanning leads collectively as a team.
- **Export:** Download all collected team contacts as a CSV file from the DMEA App / DMEA Online Platform



Lead Scan Team

BACK OFFICE of the DMEA Online Platform

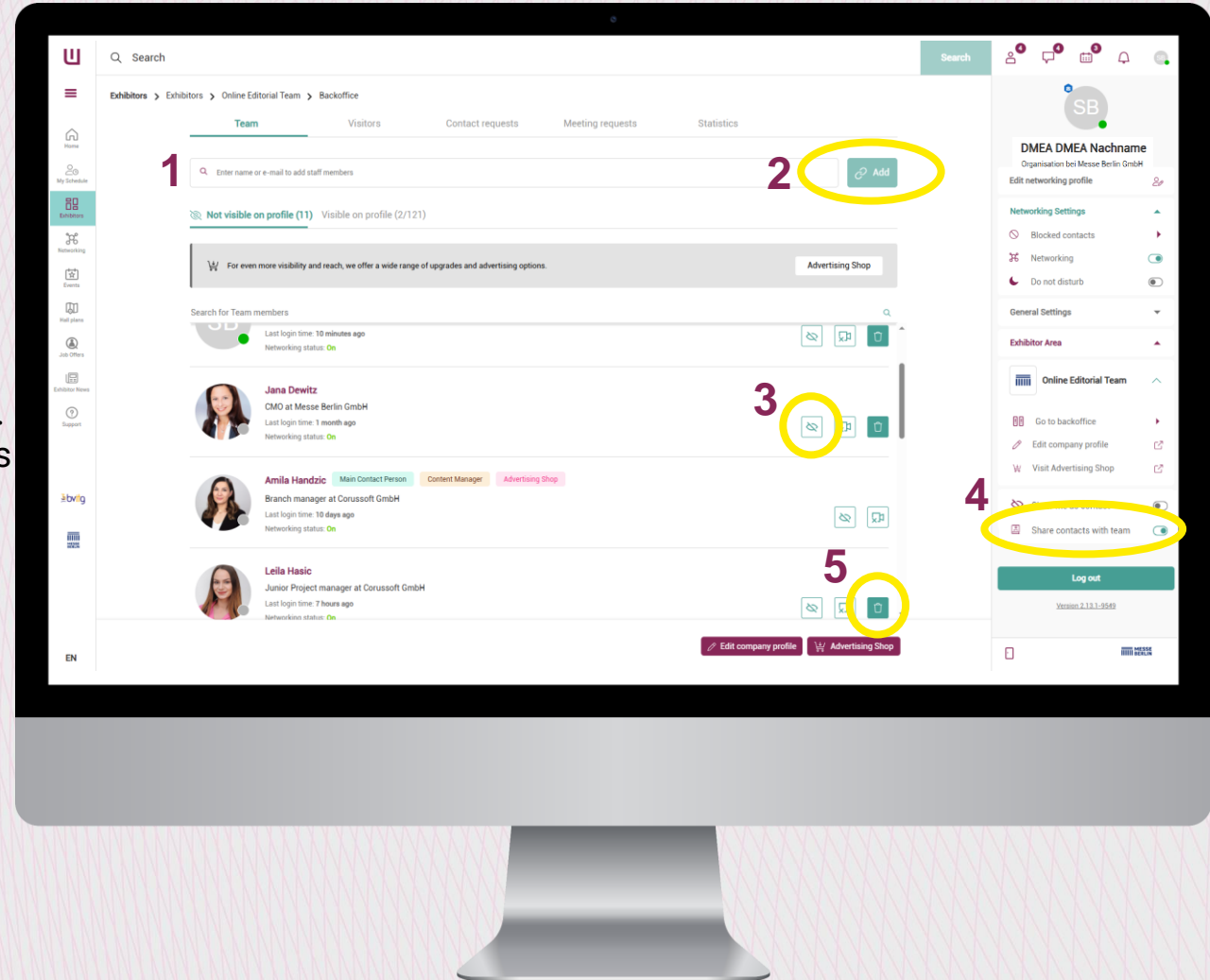
- The management of **team members authorized to scan leads** is handled through the exhibitor's back office on the DMEA Online Platform.
- The **main contact person** is automatically assigned to the "Contact Person" from the stand registration. This person, along with other team members, can add additional members.
- Anyone who wishes to scan leads must create a profile on the DMEA Online Platform, using the same email address linked to their exhibitor pass registration.
- The **networking function of the personal profile** must be activated to become a team member (1).



Lead Scan Team



ADD TEAM MEMBERS

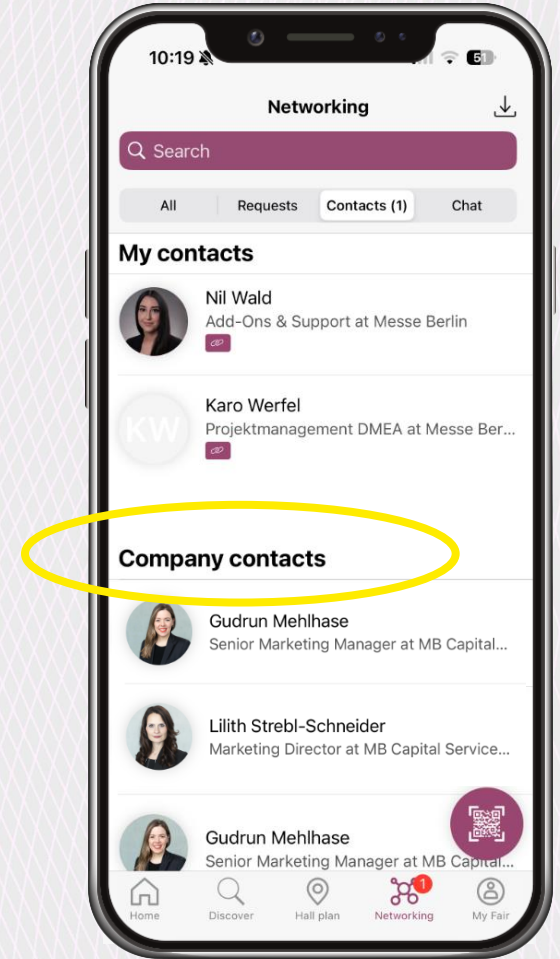
- That's how it works:
 - Search for the team **member's name or email address (1)** and add them **(2)**
 - **Visibility** of team members can be managed in the company profile **(3)**
- Team members can include **any event participants**, such as exhibition staff, agency members, etc.
- Any member using a **company domain email address** (e.g. "@messe-berlin.de") will automatically share their contacts with the team.
- **Important:** For all others, contact sharing must be manually enabled **(4)**.
Note: If the 'Share contacts with the team' option is not visible, click on 'Edit networking profile'.
- Team members can be removed using the **bin icon (5)**



Lead Scan Team

SCANNING in the DMEA app

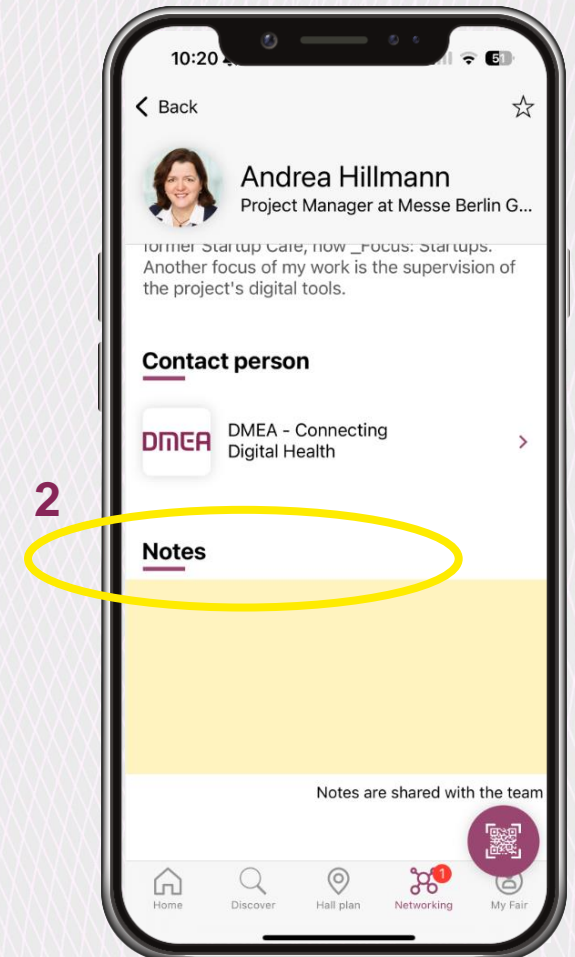
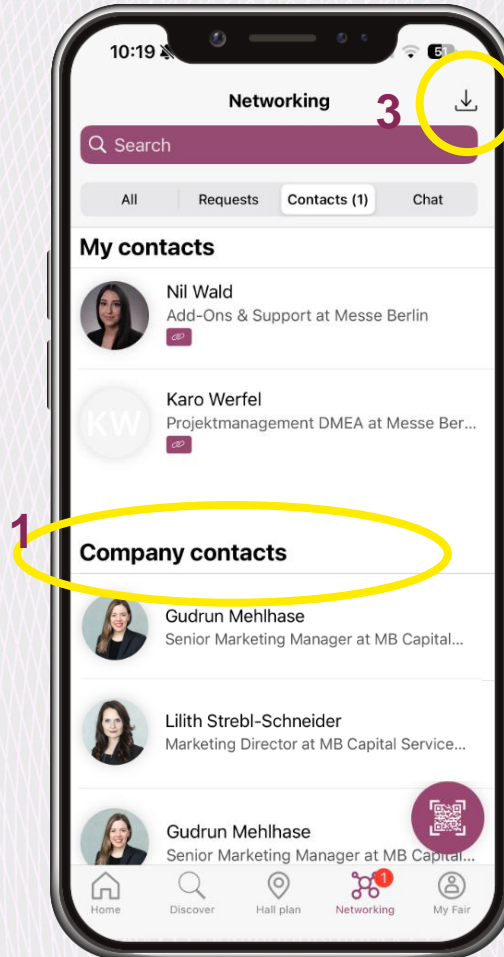
- Download the DMEA App from the store:
 
- **Log in** using the email address you used to generate your exhibitor pass and create your profile on the DMEA Online Platform.
- **Team members** invited via the platform's back office can start collecting contacts right away - **no license codes needed**.
- All team members **share their contacts within the team**, and these are visible to all team members in the DMEA App.



Lead Scan Team

DOWNLOAD in the DMEA App

- The collected contacts—**both individual and team-wide (1)** - are always accessible through your profile in the **DMEA App** and on the **online platform**
- Contacts can be supplemented with **notes (2)**
- The export file shows **which team member scanned each contact**
- Leads can also be **downloaded in real-time** on mobile devices using the **download function (3)**
- Data included in the export (* if provided in by the participant):
 - Company / Organization
 - Title, first name, last name, address
 - Email address and telephone number*
 - Job title, department* / function*
 - Area of responsibility, sector
 - Languages, interests*, Notes



Lead Scan Team

DOWNLOAD in the DMEA Online Platform

The leads scanned by the team (1) using the DMEA App can be downloaded in the exhibitor's back office within the DMEA online platform.

The leads of visitors (with consent), who have visited the exhibitor's page on the DMEA Online Platform, can be downloaded under '**Web visitors**'.

