



SOCIETY OF DIAGNOSTIC MEDICAL SONOGRAPHY

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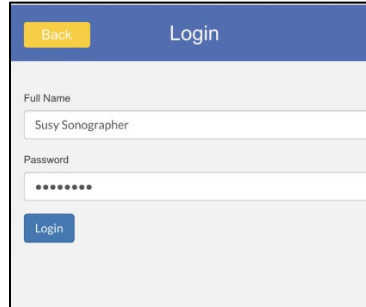
Exhibitor Management System User Guide

Utilizing the SDMS Lead Retrieval System

This user guide exists to guide SDMS members and non-members to successfully use the SDMS Lead Retrieval System at the *SDMS Annual Conference* through the SDMS Exhibitor Management System.

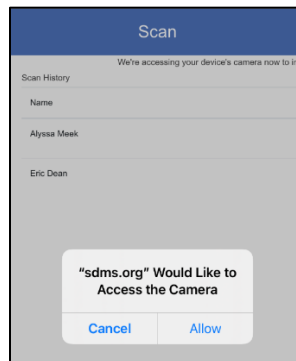
Accessing the Lead Scanner: www.sdms.org/leads/scan

You will be prompted to enter your full name and assigned password. **The password is the same for everyone in your company/organization.**



Scanning Attendee Badges

Grant the system access to begin scanning the QR code provided on the attendee badge to capture their information.



Scan the attendee badge. Once scanned, the attendee name will appear with a form for you to complete for that attendee, including a quick interest box and a notes section.

NOTE: attendees may have opted out of sharing their organization, email address and/or phone number with you. However, if they give verbal permission, you may enter their contact information into the notes field.

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The screenshot shows a user profile form for Eric Dean Testerson. At the top, there are yellow buttons for 'Back' and 'Save'. The form is divided into several sections: 'Interests' with checkboxes for 'Add to Newsletter Distribution List', 'Follow Up via Email', 'Follow Up via Phone', 'Schedule a Demo', 'Add to Marketing Emails', and 'Interested in Products/Services'; 'Organizations' with a text input field; 'Notes' with a large text area containing the placeholder 'Add Notes Here'; and 'Contact Info' with fields for 'Email Address' and 'Phone Number'.

After scanning and completing the required fields, **SAVE THE LEAD**. The attendee will now appear in your captured leads.

The screenshot shows the 'Scan' interface. At the top, there is a blue header with the word 'Scan'. Below it, a message states: 'We're accessing your device's camera now to initialize QR code scanning. Please approve camera permissions when requested.' Underneath is a 'Scan History' section with a table listing captured leads:

Name	Scan
Alyssa Meek	Scan
Eric Dean	Scan

Email Your Captured Leads

You can email your captured leads to any email address at any time through the **Email Leads** button. An email will be sent with a CSV file of all captured leads.

This screenshot is similar to the previous one, showing the 'Scan' interface. The 'Email Leads' button is highlighted with a red rectangular box. The text below the button reads: 'We're accessing your device's camera now to initialize QR code scanning. Please approve camera permissions when requested.'

The screenshot shows the 'Email Leads' interface. It features a text input field for 'Email Addresses'. Below the field is a red 'Remove' button. At the bottom, there are three buttons: a green 'Add Email Address' button, a blue 'Send Email' button, and a red 'Remove' button.