Conference **Manager**
Advanced and easy

CM Exhibition app

Lead scanning

Introduction

The CM Exhibition app is a fast and efficient tool for scanning leads at events managed with Conference Manager.

Lead scanning

The CM Exhibition app makes it easy to collect and manage leads during an event. Simply scan a participant's QR code or barcode, add comments, and access your complete lead overview afterwards.

This introduction will show you:
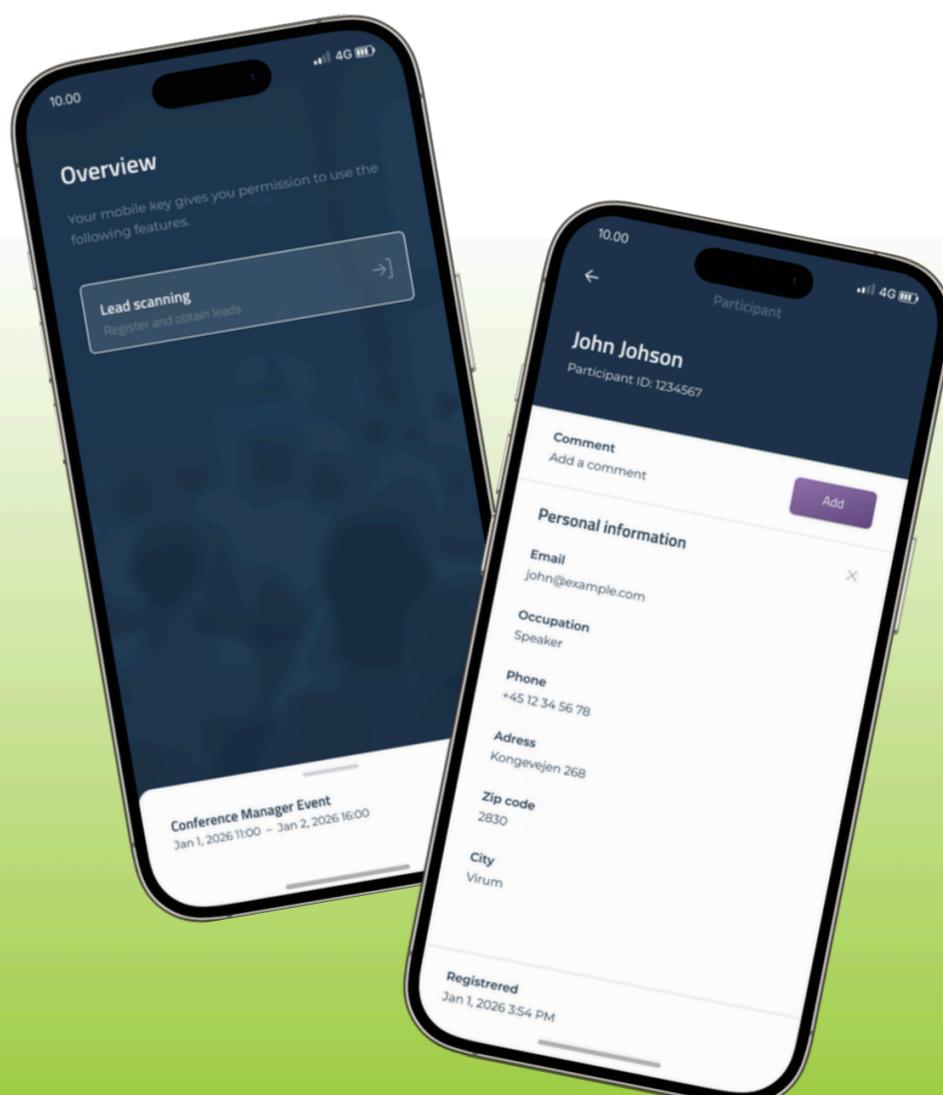
🔑 How to log in with your mobile key
You should receive an email from the event organiser with your login details including your mobile key.

📷 How to scan leads
Register leads by scanning participants' unique QR code or barcode.

📝 How to manage your leads
Add comments during the event and download your complete lead collection afterwards.

Start by downloading the CM Exhibition app

Download on the App Store

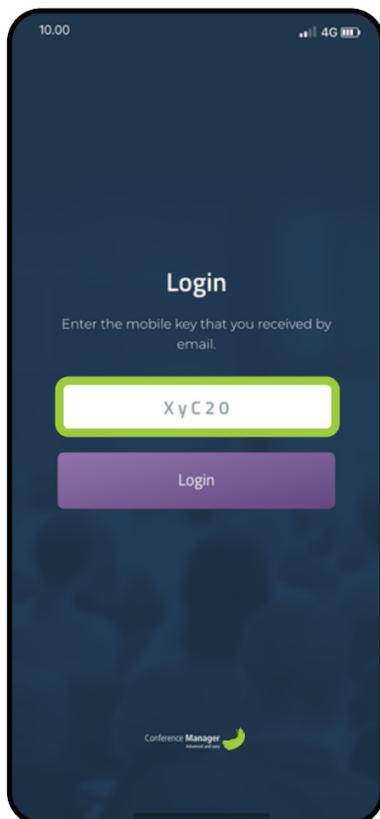**GET IT ON Google Play**

iPhone

Android

Log in and scan

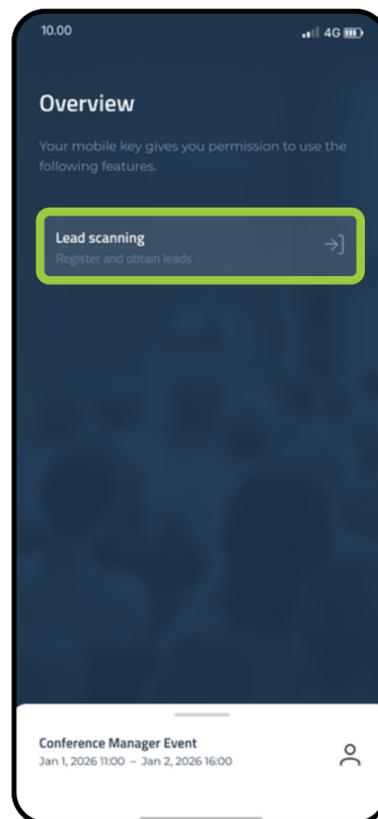✅ **Enter the mobile key and go to Lead scanning**

1: Enter the mobile key on the login screen and click **Login**.

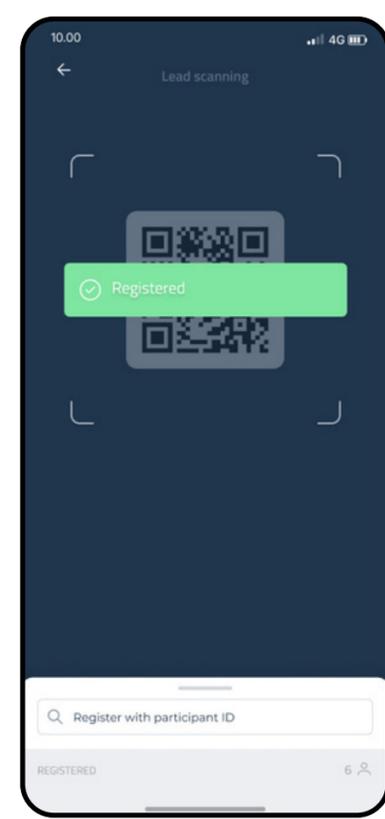**2:** Click on **Lead scanning** in the overview.

3: Scan the QR code or barcode on the participant's badge to register the lead.

Enter the mobile key from the email sent to you by the event organiser.

The overview page displays all the functions available to you. These can differ depending on your mobile key permissions.

Allow camera access to scan QR codes/barcodes, or type in participant ID to add lead manually.
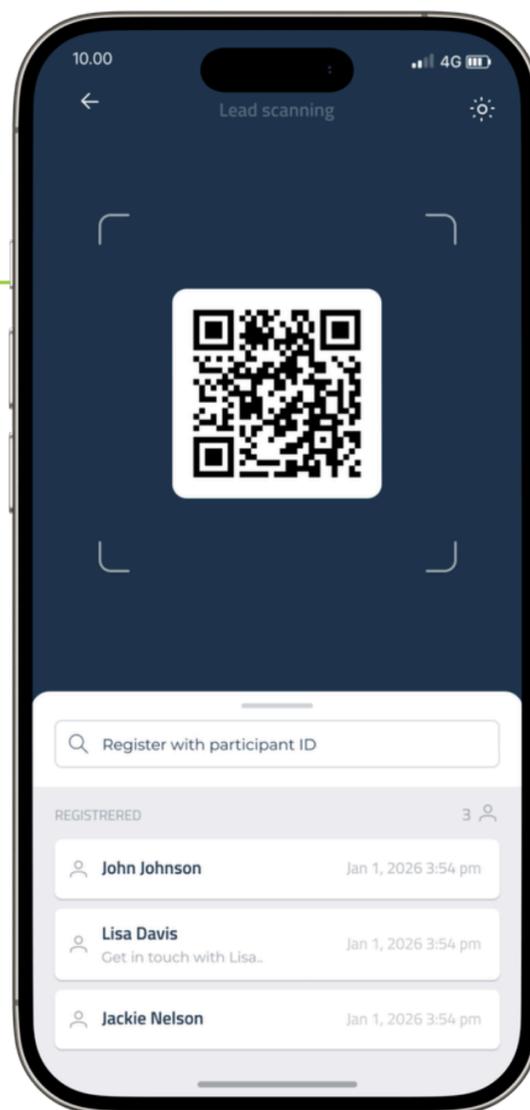
Scan leads

Scan participants' QR codes or barcodes to collect leads and keep track of your interactions. All leads are shown directly in the app, so you always have an up-to-date overview.

📷 Scan area

Scan the participant's personal QR code/barcode or type in their participant ID to register the lead.

Swipe the list upward to expand it or downward for a larger scanning area.

Activate the flashlight in the top right corner to make scanning easier in dark environments.

👥 Registered leads

View a list of all registered leads directly in the app.

10.00   4G

← Lead scanning ☀

Register with participant ID

REGISTRERED   3

John Johnson   Jan 1, 2026 3:54 pm

Lisa Davis
Get in touch with Lisa…   Jan 1, 2026 3:54 pm

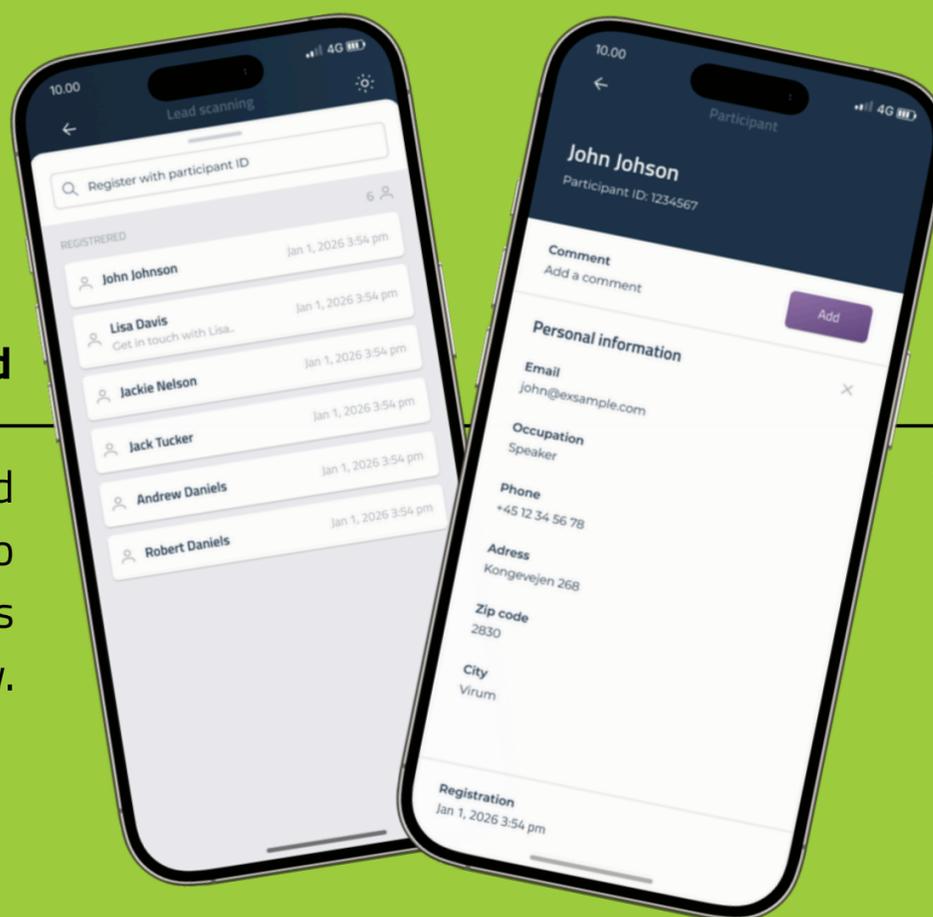Jackie Nelson   Jan 1, 2026 3:54 pm

Add comments to your leads

Add comments to your leads to remember key details and follow up more effectively after the event.

👤 Select lead

Choose a lead from the list to open the details view.
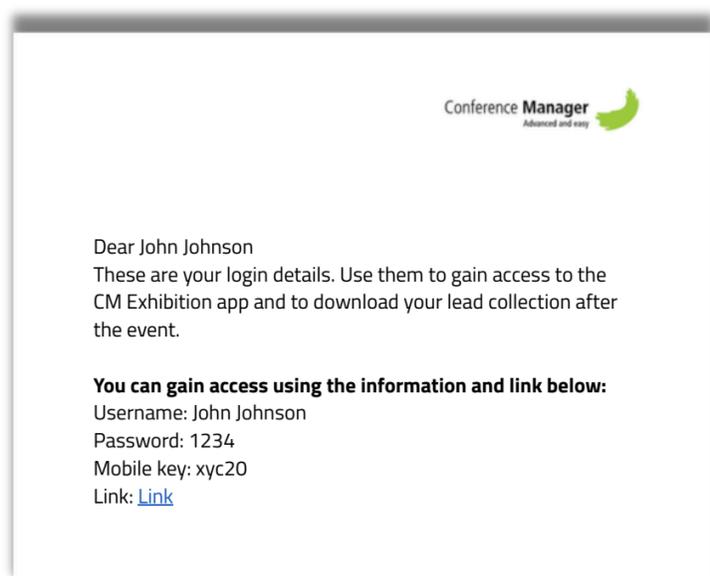
💬 Add comment

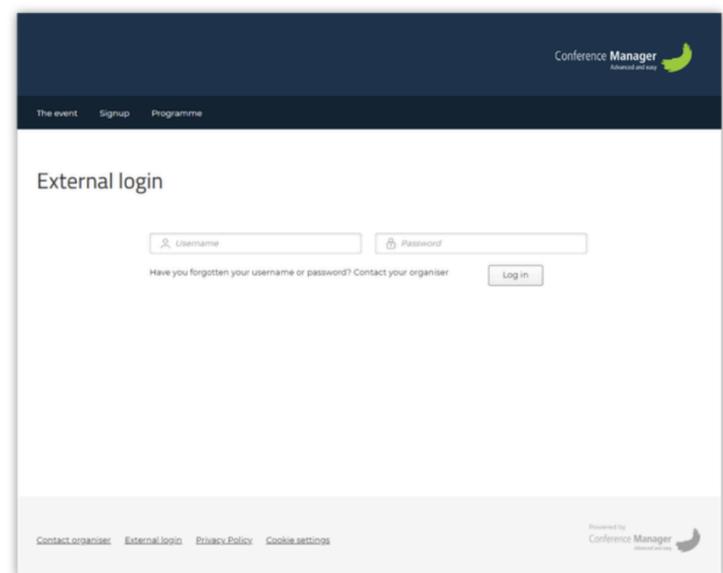Tap **Add** to add a comment to your lead.

After the event, you can export a list of all your leads and comments.
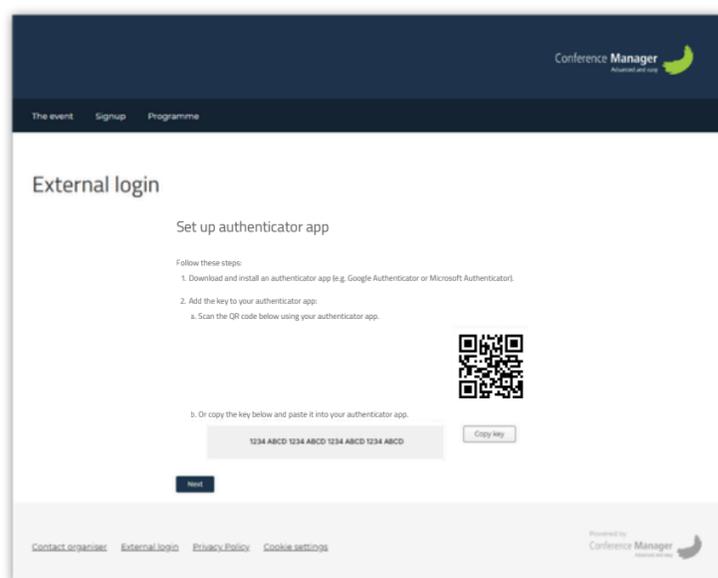
Download your lead collection

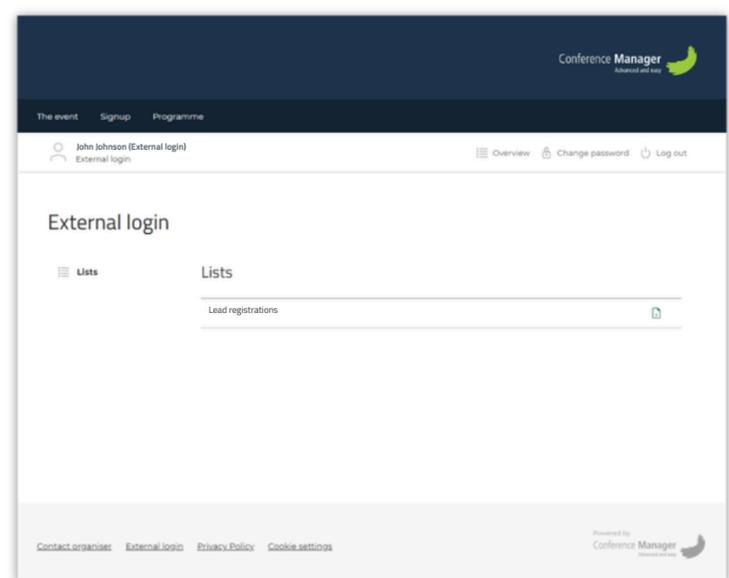Sign in with your login in a browser to download your lead collection.

1. Open email with login info
Open the email you received from the event organiser.
Click on the link to go to the login page.

2. Sign in with your login
Enter the username and password provided in the email and log in.
You will then be asked to create and confirm a new password.

3. Set up authenticator app
Follow the instructions to set up two-factor authentication using an authenticator app.

4. Download your leads
Download the complete list by clicking on the Excel icon next to **Lead registrations**.