

# Exhibitor Lead Retrieval FAQs

Below is a list of the most commonly asked questions from Exhibitors in relation to Lead Retrieval.

## How do I access the Lead Retrieval Report?

The Lead Retrieval report will appear above the tasks list in the Exhibitor page. The report will not be visible until the conference organizer sets the report to appear. Lead Retrieval must have been purchased prior to the event.

### BOOTH DATA



Booth 2 (12 booth views)

Lead Retrieval Report

## What kind of data is in the Lead Retrieval Report?

You will be able to see the attendees names who clicked into the booth, who has favorited or liked your booth, the attendee's organization, how many times each user viewed your booth and assets, and the users who requested information.



### VIRTUAL BOOTH DATA

Booth Impressions (Records: )		Search				
EXPORT TO EXCEL		EXPAND ALL		FOCUS: NAME		
Favs	Likes	Attendee	Organization	Booth Views	Asset Views	Requests
Total Clicks: 245						
Total Requests: 8						
A						
B						
C						
D						
E						
F						

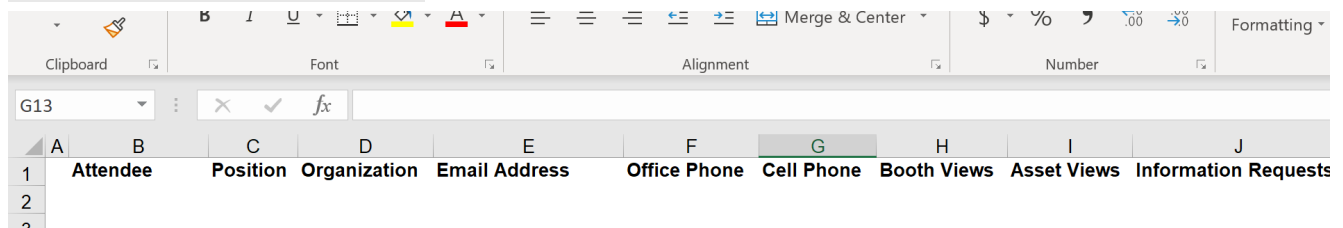
## Can I export the Lead Retrieval Report?

Yes! The report can be exported to an excel spreadsheet. You may choose to export the Information Request report or the Attendee Summary Report.

## What is the difference between the Attendee Summary report and the Information Request report?

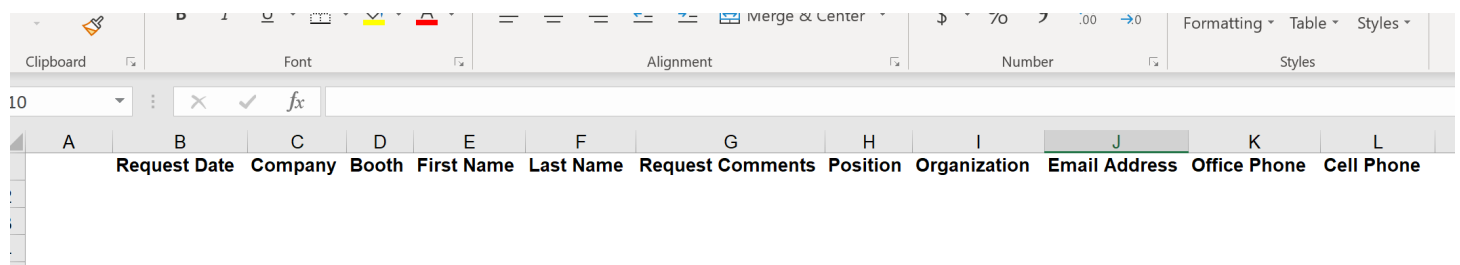
The attendee summary report will include the exact same information as the digitalized report. The Information Request report will provide the attendee name and contact information so you can follow up with the users who would like more information about your product or booth.

### Attendee Summary



	A	B	C	D	E	F	G	H	I	J
1		Attendee	Position	Organization	Email Address	Office Phone	Cell Phone	Booth Views	Asset Views	Information Requests
2										
3										

### Information Request



	A	B	C	D	E	F	G	H	I	J	K	L
10		Request Date	Company	Booth	First Name	Last Name	Request Comments	Position	Organization	Email Address	Office Phone	Cell Phone