

# SPIE LEAD RETRIEVAL

SPIE Lead Retrieval is included with your exhibit space at no additional cost. The <u>Exhibitor Dashboard</u> is where you choose your qualifier type and download your leads.

Lead Retrieval Report		
View or download leads in Excel, PDF, or CSV format.	▼ SPIE Optics + Photonics 2024 Exhibition Exhibition Dates: 20 - 22 Aug 2024 Location: San Diego, California, United States	SPIE. OPTICS+ PHOTONICS
The Lead Retrieval Report link is	Booth Number: 735	Exhibitor Logistics
available on the first day of the event	Event Listing Summary	Lead Retrieval Report: Excel   PDF   CSV
and undates hourly	Add Additional Liaison	Exhibitor Manual
and updates nourly.	Exhibitor Listing	Booth Staff
	Enhanced Exhibitor Features	Lead Retrieval Logistics
	Assign Keywords	Add Announcement   Manage Announcements
	Select Categories	Submit a Product Demonstration Request   Manage Demonstrations
	Exhibitor Invoice: ORD-2245238-G7W7C6 Pay   Download   Email	Upload Certificate of Insurance
	Sponsorship Invoice: ORD-2245238-G7W7C6 Pay   Download   Email	Schedule a Laser Safety Inspection
At the conclusion of the event, the link is available in the <b>Past Events</b> section for 90 days.	Past Events Review company information listed for past events attended      SPIE Defense + Commercial Sensing 2024 Exhibition <u>Exhibitor Listing     Assign Keywords     Exhibitor Invoice: ORD-2228644-V5F0V8 Pay   Download   Email     SPIE Advanced Lithography + Patterning 2024 Exhibition     SPIE BIOS Expo 2024     SPIE Photonics West 2024 Exhibition </u>	Lead Retrieval Report: Excel   PDF   CSV Select Categories Announcement(s)

## Lead retrieval logistics

#### **Manage Qualifiers**

Qualifiers are included with Lead Retrieval. The qualifier options are Standard Qualifiers, No Qualifiers, or Custom Qualifiers.

# Qualifier type is pre-set to **Standard Qualifiers**.

The deadline to change or edit your qualifiers is 5 days before the event starts.

e your qualifiers to reorder,	hange language, and a	dd or remove questic	ons.	
2024. The form will be locke	l after this date. Please o	contact exhibitions@	<u>spie.org</u> with questio	ns.
	2024. The form will be locked	2024. The form will be locked after this date. Please	2024 The form will be locked after this date. Please contact <u>exhibitions@</u>	2024 The form will be locked after this date. Please contact <u>exhibitions@spie.org</u> with question



Click the <b>No Qualifiers</b> button if you do not want qualifiers.	Manage Qualifiers
A <b>Changes Saved</b> notification will appear when your selection is successfully updated.	Use the standard qualifiers or customize your qualifiers to reorder, change language, and add or remove questions. Changes must be made by 15 August 2024. The form will be locked after this date. Please contact <u>exhibitions@spie.org</u> with questions.
	No Qualifiers Selected
Click <b>Customize</b> to create your own qualifiers.	Manage Qualifiers
	Use the standard qualifiers or customize your qualifiers to reorder, change language, and add or remove questions. Changes must be made by 15 August 2024. The form will be locked after this date. Please contact <u>exhibitions@sple.org</u> with questions.
	Customizing Qualifiers Cancel
	+ Add Qualifier V

**Customizing Qualifiers** 

+ Add Qualifier

Multi-Select Open Text - Small

Open Text - Large Note

#### **Customize Qualifiers**

Click +Add Qualifier and choose from Multi-Select, Open Text - Small, Open Text - Large, or Note.

## **Multi-Select**

Consists of a title with two or more options.

Check Required if the response is mandatory (the sales rep will not be able to save the lead until an option is selected).

Mu	ulti-Select	
	Required? Z Type:  Select one Oselect all that apply	
	Title Product Interested In	
	Options Product ABC Add Option	

🐻 Save & Publish

Cancel

Clear All Qualifiers

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Choose the qualifier **type**:

Select one: Only one option can be selected. Select all that apply: More than one option can be selected.

Enter Title for the qualifier.

Click + Add Option and enter the option.

Continue this step until all options are entered.



# **Open Text - Small**

Consists of a title with a small open text field.

Enter Title for the Qualifier.

## Open Text – Large

Consists of a title with a large open text field.

Enter Title for the Qualifier.

Consists of an open text field.

 Open Text - Small

 Image: Title

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Ор	en Text - Large	
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Click **Save & Publish** after all qualifiers have been entered.

A Changes Saved notification will			
appear when your selection is			
successfully updated.			

Customizing Qualifiers	Save & Publish	Cancel
+ Add Qualifier	~	🗑 Clear All Qualifiers

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# **Rearrange Qualifier order**

To change the order of your qualifiers, click the reorder icon in the qualifier and drag it to the desired location.

## **Delete question**

To delete a qualifier, click the trash can.

## Change back to Standard Qualifiers

Changes saved

Customize

You are viewing: Custom Qualifiers

**No Qualifiers** 

If you decide you don't want custom qualifiers, click the **Revert to Standard** button to return to standard

qualifiers. The exhibitor dashboard will remember the custom qualifiers if you change your mind.

#### **Clear All Qualifiers**

Click this to start over. All custom qualifiers will be erased.

Customizing Qualifiers		Save & Publish	Cancel
+ Add Qualifier	*		🗑 Clear All Qualifiers

C Revert to Standard

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