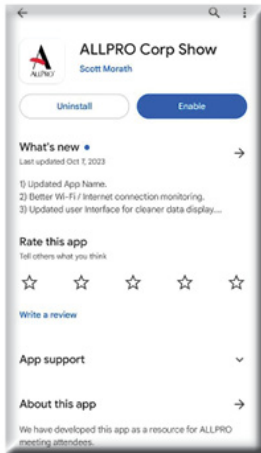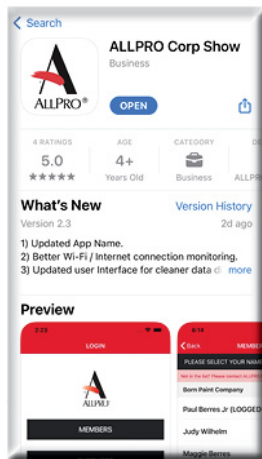# ALLPRO App Instructions for Exhibitors

1. Begin by downloading the ALLPROCORP app in the Google Play or App Store.
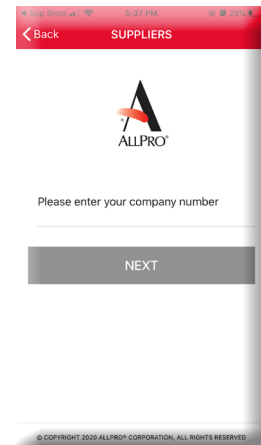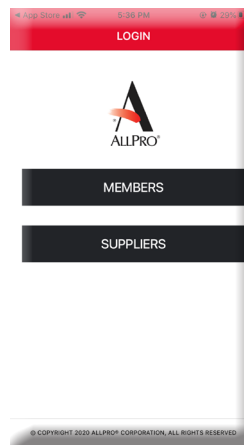

*Google Play Store*

App Store

2. Open the app and when prompted, **choose "Allow Notifications"** and then choose the Suppliers button; then enter your company number and click the "Next" button.

3. Select your name from the list (if you don't see your name, please visit the ALLPRO Registration Desk) and confirm your registration on the next screen. **NOTE: If you choose someone else's name, they will not be able to log in, and all scans you make will be under their name.**
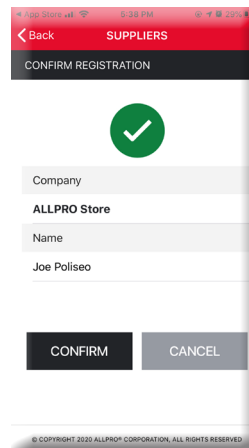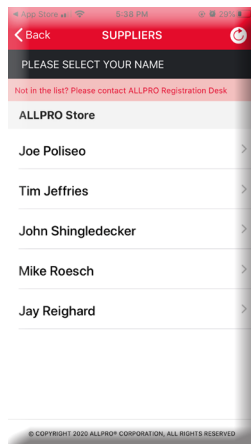

4. You are now on the Home screen. You can view the agenda and attendee lists, as well as scan badges and enter notes. Y**ou'll need to allow the app to access your camera so you can scan.**
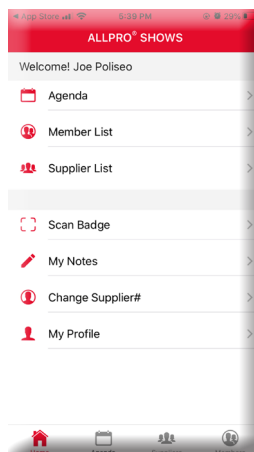
5. To scan a badge, select the **Scan Badge** option on the Home screen, hold your device in front of the QR code on the member badge and their info will be captured. **You must click the Submit button to add the member's info to your scan report.** *Note*: *If you do not select the Submit button, they will not receive their booth incentive for visiting you*. Once you click Submit, you will be redirected back to the Home screen.

To enter a note after you scan a badge, tap in the Notes section and use your keyboard to type notes. *Note: You must click the Submit button for the notes to be added to your scan report.*

ALLPRO label supplier partners: When a member places an ALLPRO label product order, scan their badge, and under the Notes section, select the button next to "Spiff Sale Made" and hit the Submit button. This way, the member will receive their ALLPRO label spiff incentive. Please also fill out their spiff sheet.
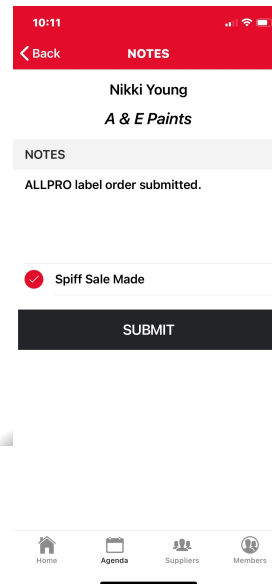

6. To add a note <u>without</u> scanning a badge, search the Member or Supplier List (found on the Home screen) until you find the person you want. Select the pencil icon to the right of their name, tap inside the **Notes** section when it opens and begin typing.

Note: You must click the Submit button or the note will not be recorded in your scan report.
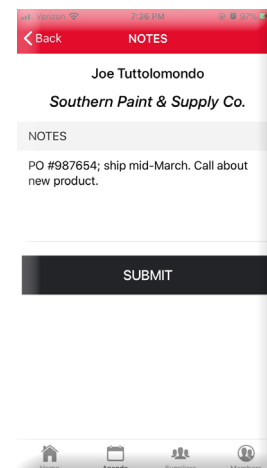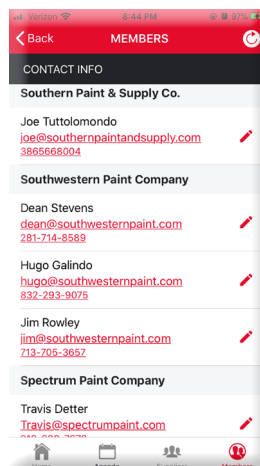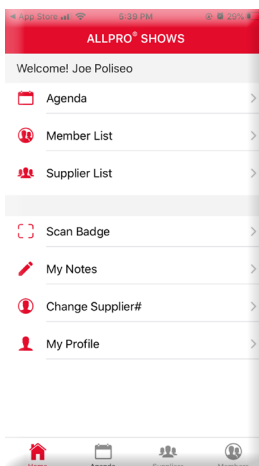
7. To view and/or edit your notes, select **My Notes** on the Home screen and toggle between Member and Supplier notes at the top of the next screen. Scroll through the notes you submitted, and click the arrow to the right of your selection to be redirected to the Notes screen. Edit as needed and **click Submit**.

Note: You must click the Submit button or the edits will not be recorded in your scan report.
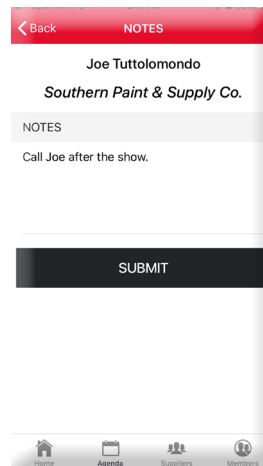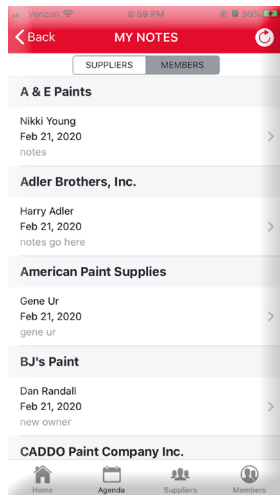
• Instructions for downloading your Scan Data Report •

Instructions for Downloading Scan Data Reports

Company scans and notes are saved in real time into your account area on the www.allproshow.com show website. You will be able to download your scan data and notes directly from the report website. To see your Contacts Report:

- Go to www.allproshow.com.
- On the top right of the screen, click on **Contacts Report**.
- Enter the email address you registered with and your Pin, which can be found at the bottom of the Home screen of the ALLPRO Show app under My Profile. To reveal your pin, select the eyeball icon.
- Download your report in Excel format.

The Excel file will contain scans and notes that **you** entered under **your** profile. The Sales Primary for your company will have access to all scans and notes submitted by everyone in your company. The scans and notes will show on the downloaded report in the order they were submitted through the app. You can manipulate the Excel sheet to suit your needs and save it to your PC. Changes made to the Excel file **will not** be reflected in the scan data online so be sure to save it to your PC.

Visit the ALLPRO Registration Table or reach out to susie.fontana@allprocorp.com for assistance.