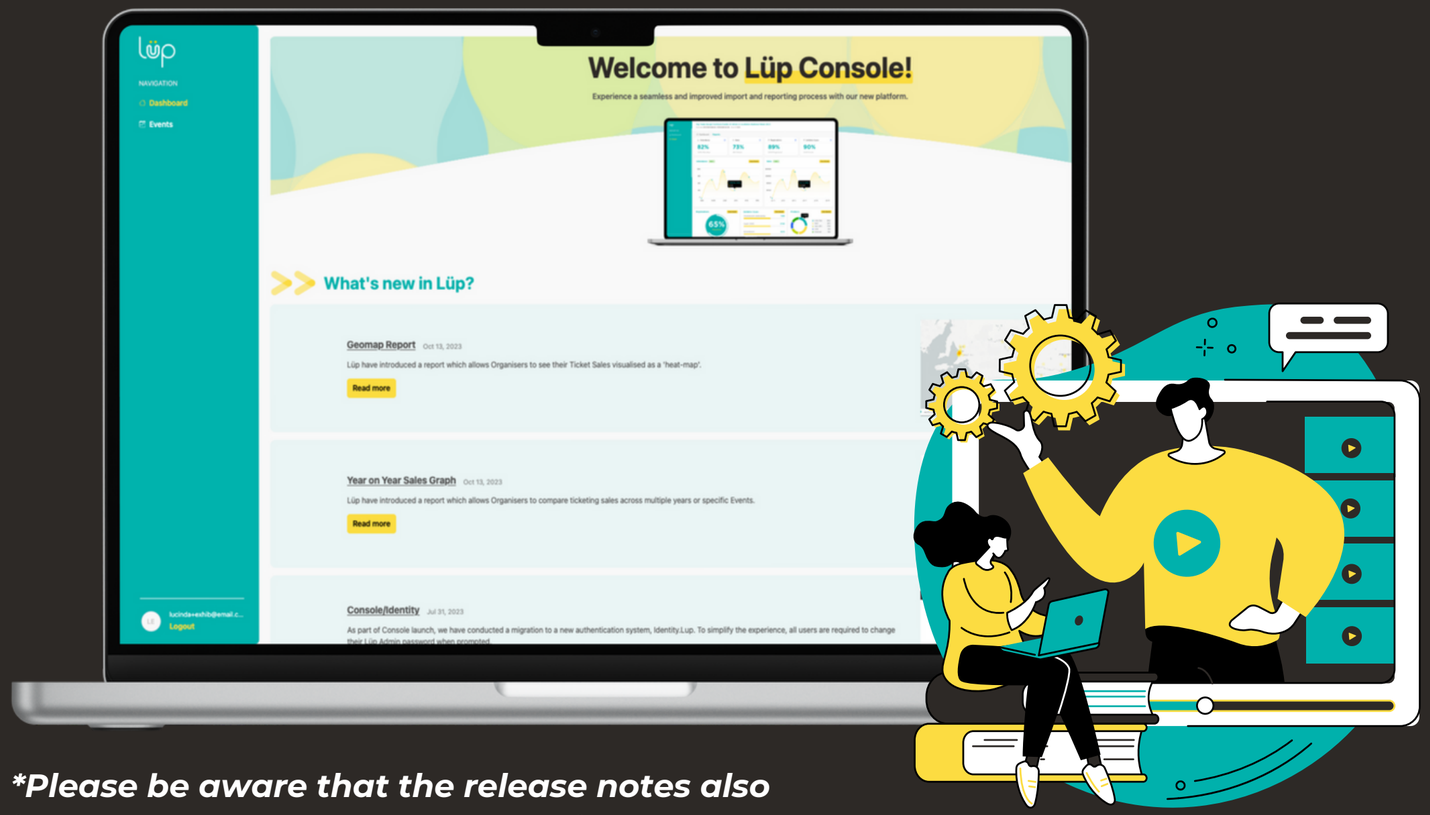
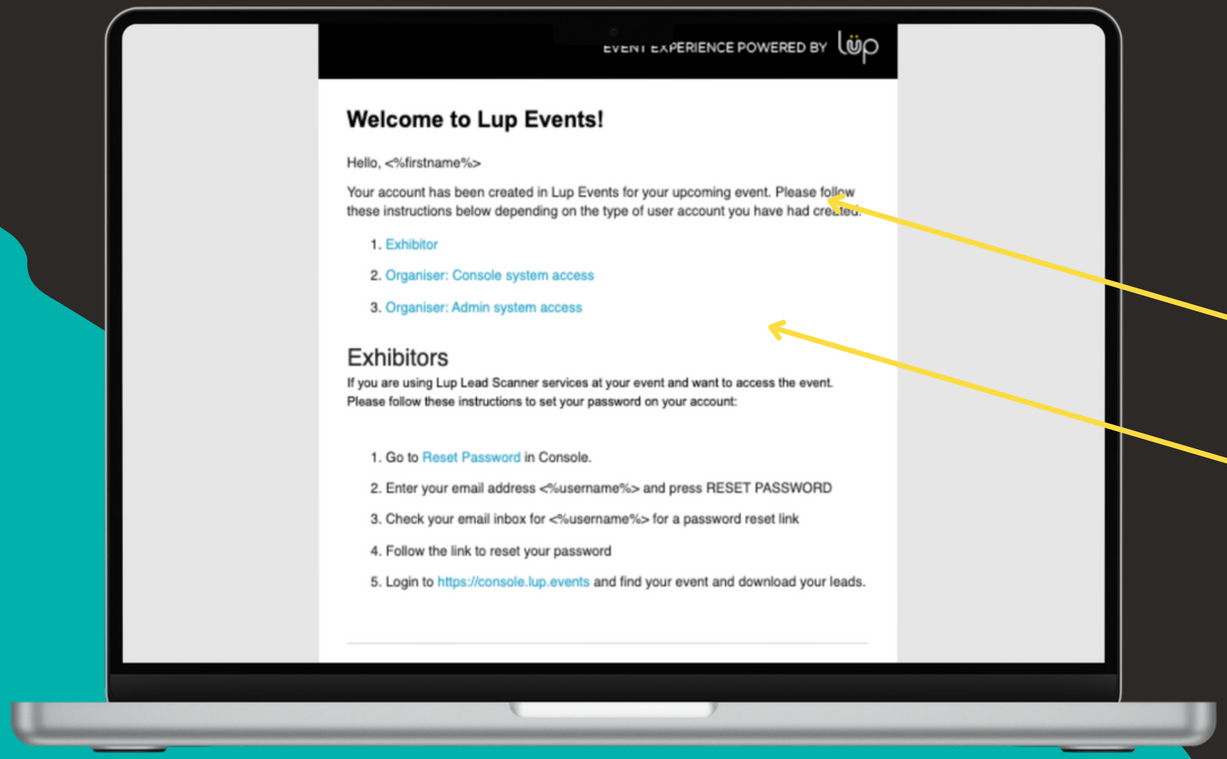
YOUR HOW - TO GUIDE ON CONSOLE



**Please be aware that the release notes also include updates related to organiser features*

Please make sure to check your spam inbox

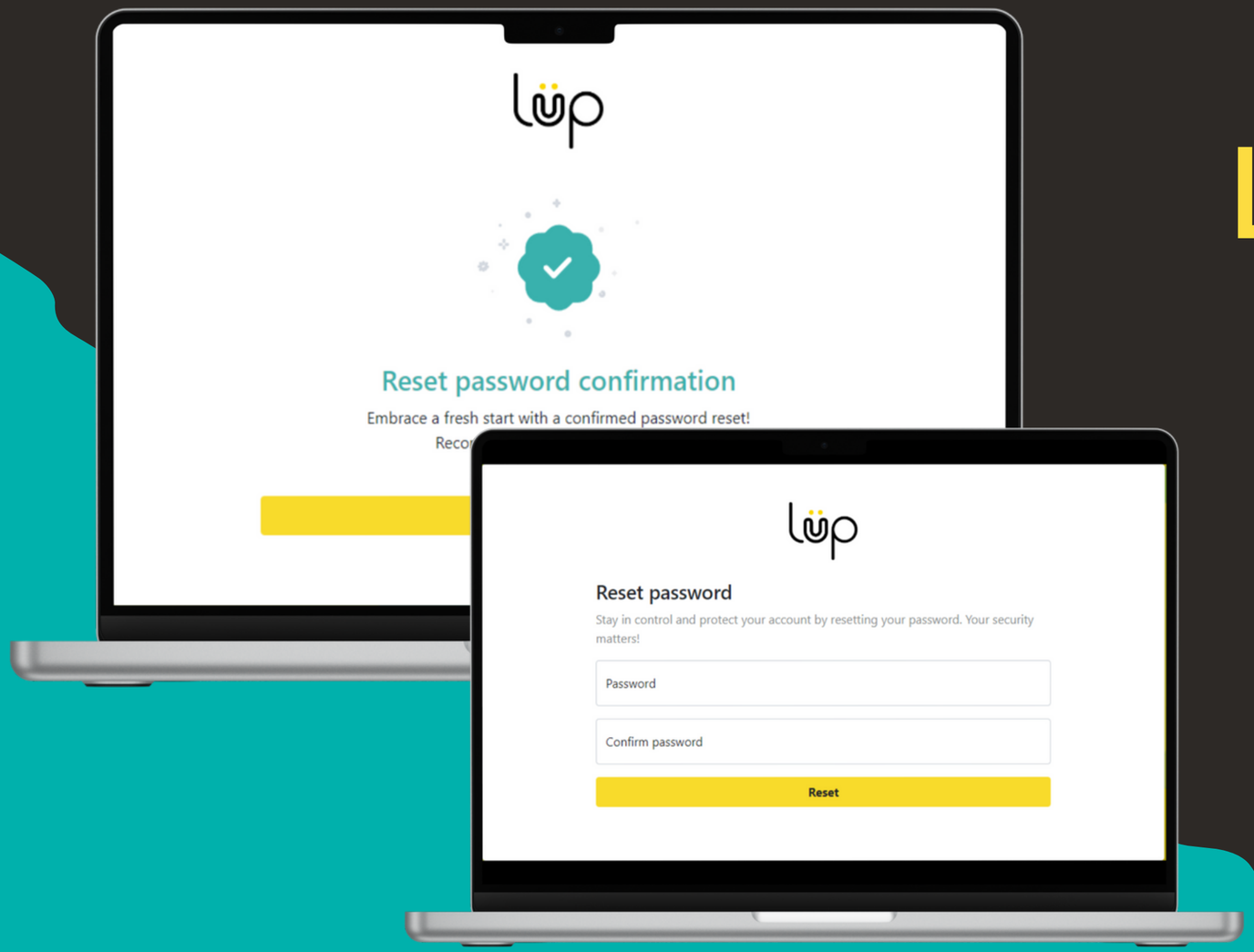
GETTING STARTED...



Upon completion of your lead scanner purchase, you would have received a ***'Lüp Login Details'* email** in your inbox.

- Refer to the 'Exhibitors' section of this email and follow the provided step by step instructions in order to get started.

Didn't receive the email?
Please inform our team at help@lup.events

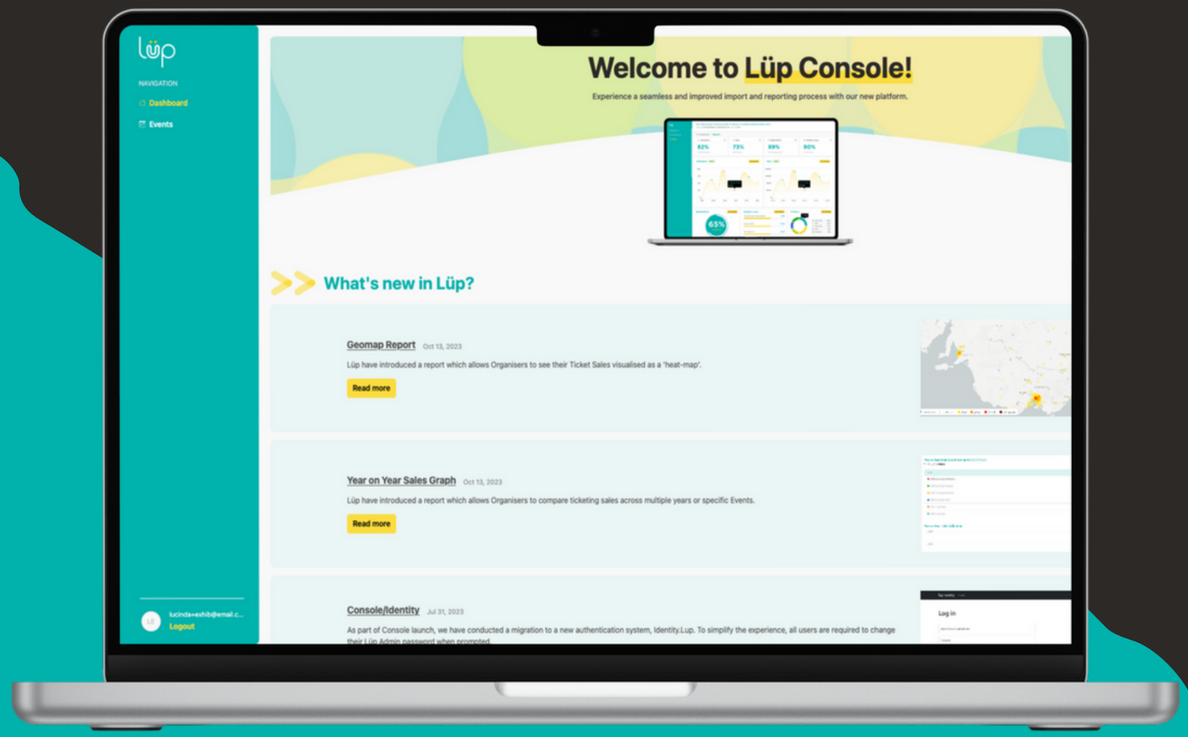


LOGGING IN

1. Visit https://console.lup.events to access console
2. Click “Forgot Password”
3. Confirm your email address
4. Check your email for a ‘Reset Password’ email
5. Follow the link to reset your password
6. On success of resetting your password you will be redirected back to login

Please be aware that the release notes also include updates related to organiser features

WELCOME TO CONSOLE!



Great news! You've successfully gained access to your personalised dashboard on Console.

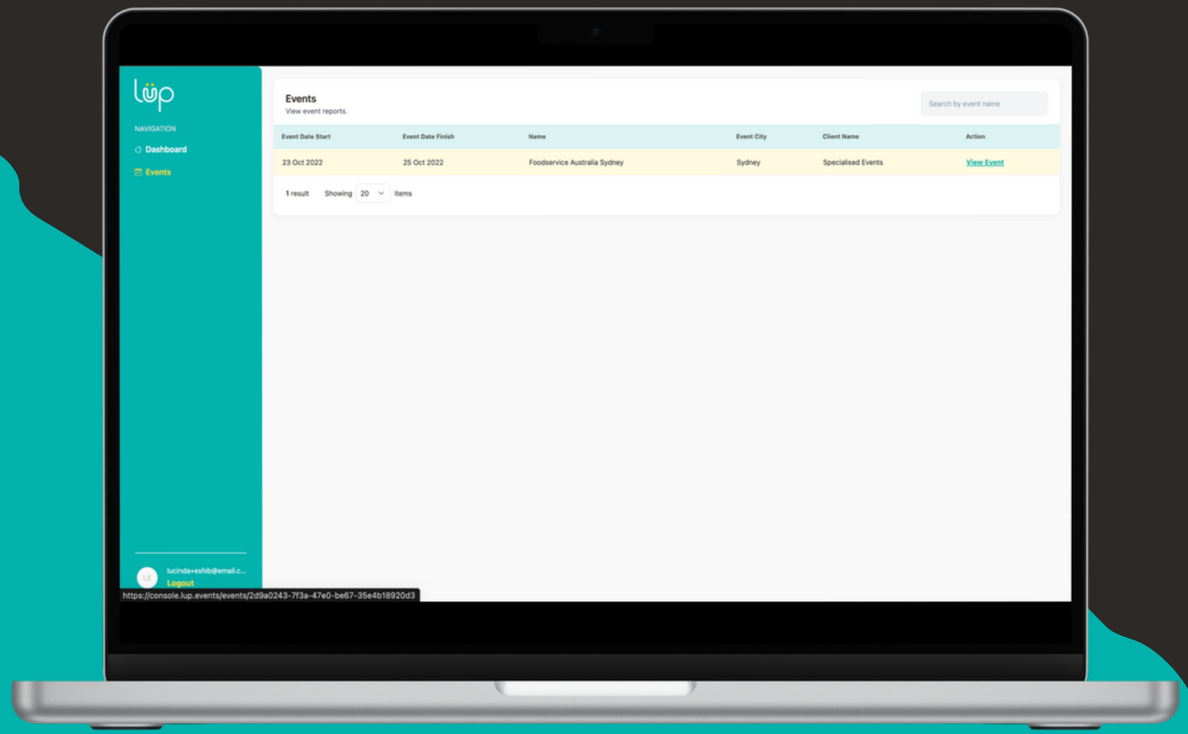
What can I expect to see here?

- What's new in Lüp - See **company updates**
- **Events dashboard** - see all your past & current events in one place
- Access your **exhibitor scans**
- View your **survey responses** - Identify your respondents for each survey question.
- **Download your leads** data via CSV file format

If you require further assistance, reach out to help@lup.events

Exhibitors who use our service at multiple events, we will see all the events listed.

THE EVENTS DASHBOARD



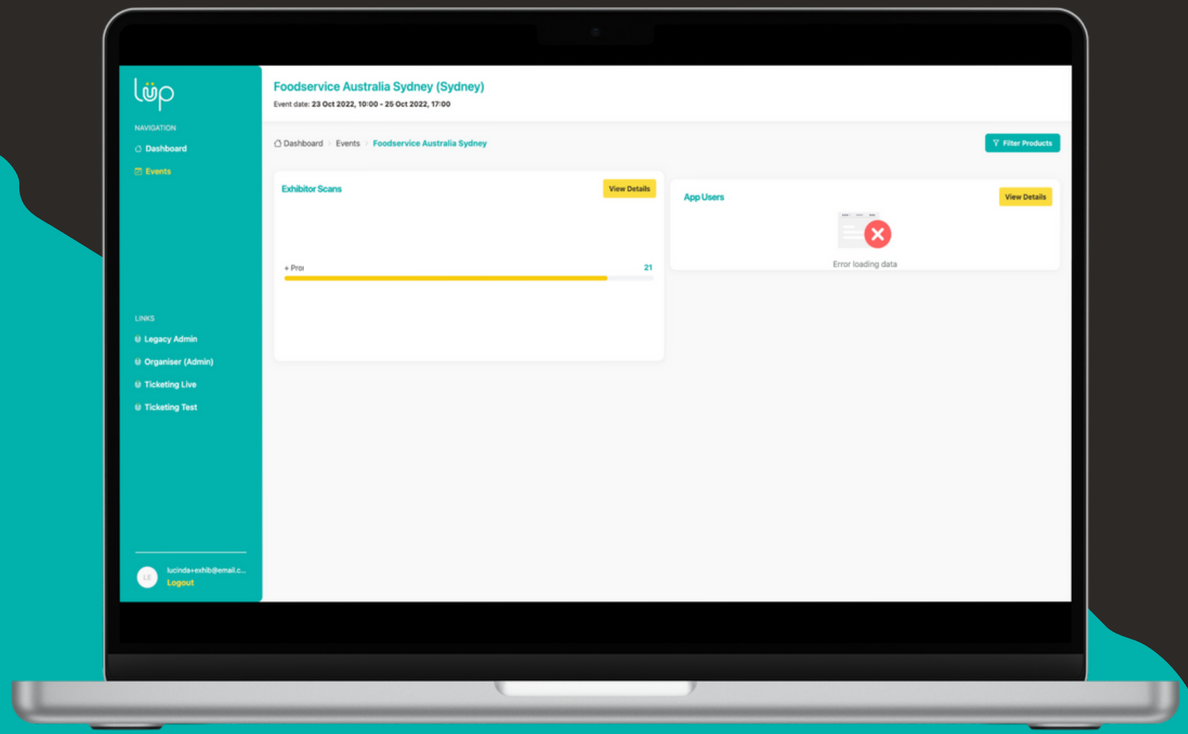
Go to the **‘Events’ tab**

- Find the event you are exhibiting at
- Click through to **‘View Event’**

What can I expect from this dashboard?

- Event Date Start
- Event Date Finish
- Name
- Event City
- Client Name

If you require further assistance, reach out to help@lup.events



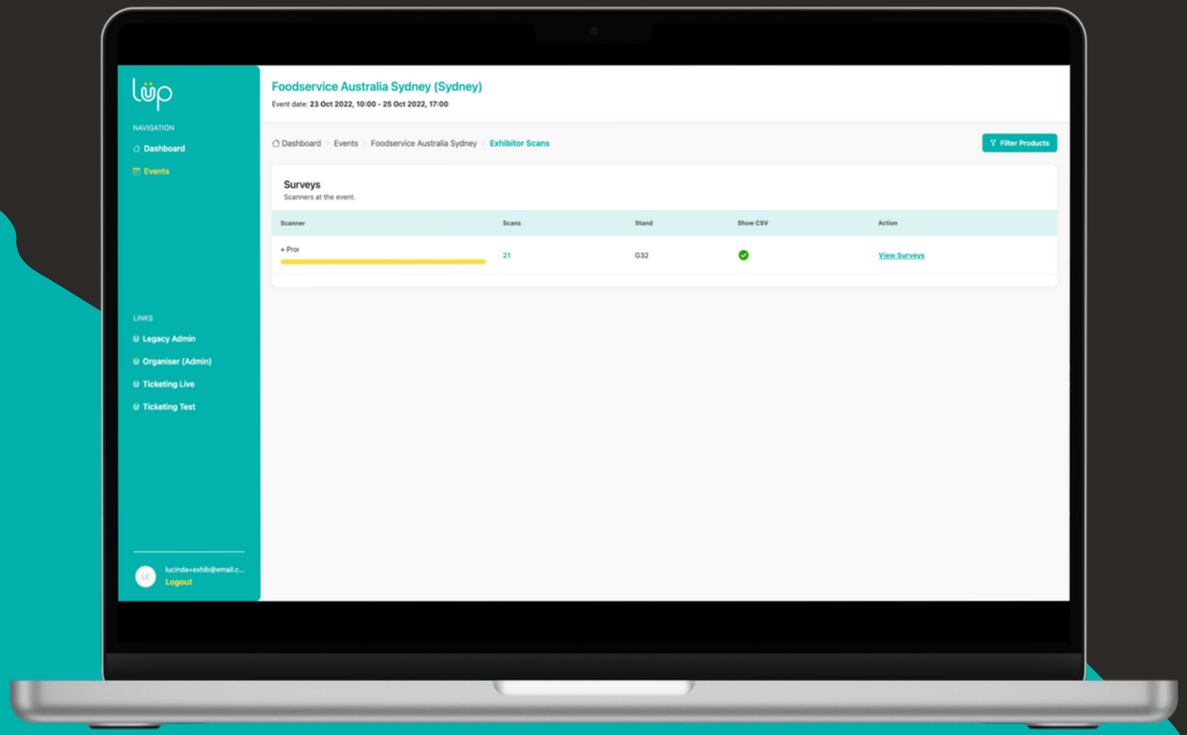
If you require further assistance, reach out to help@lup.events

YOUR DATA

You are now looking at your exhibitor scans dashboard.

What can I expect from this dashboard?

- Exhibitor scan numbers
- Refresh this dashboard throughout the event to view your most up to date number of scans.



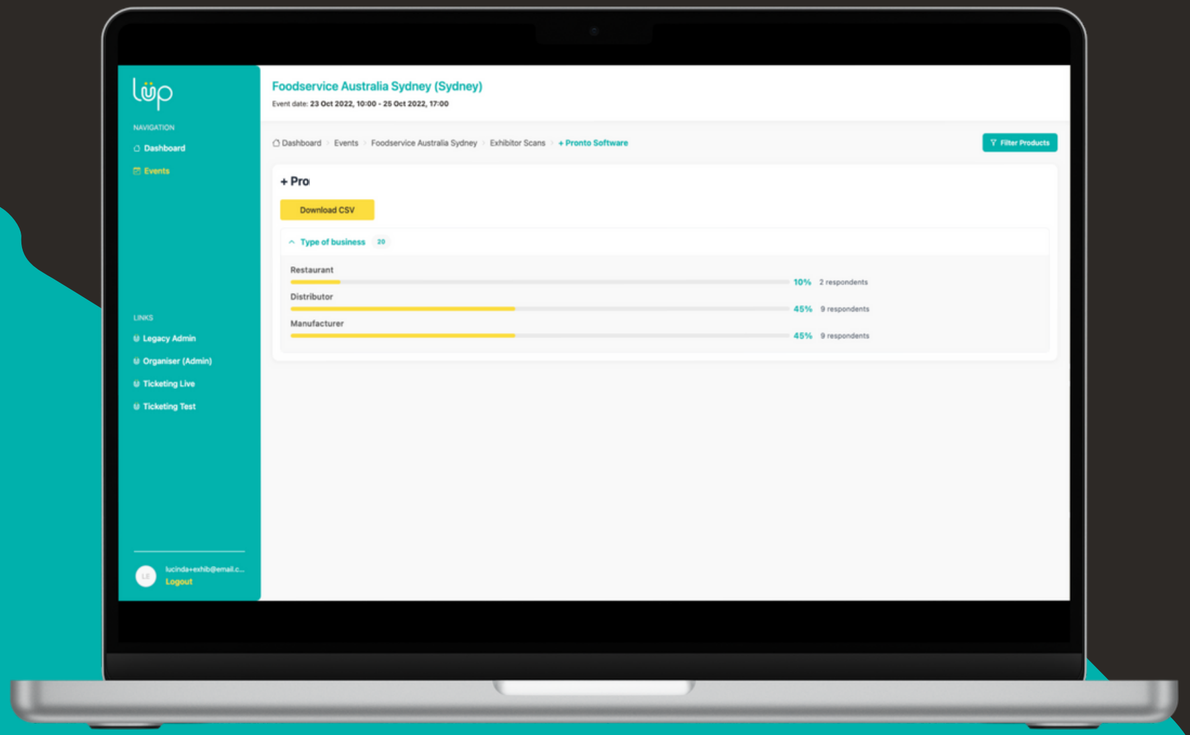
SURVEY DASHBOARD

You are now looking at your survey dashboard.

What can I expect from this dashboard?

- Scanner - Your exhibitor name
- Scans - Number of scans
- Stand - Your stand number
- Show CSV - A green tick indicates you have access to download your leads.
- Action (View Surveys) - Takes you to your survey data

If you require further assistance, reach out to help@lup.events



SURVEY DATA

You are now looking at your survey data

What can I expect from this dashboard?

- Download your CSV data
- Review your survey responses
- Breakdown of responses (via percentage and actual number)

If you require further assistance, reach out to help@lup.events

THANK YOU FOR USING CONSOLE

Reach out if you require further assistance.

help@lup.events