

busworld®

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4-9 OCT 2025 

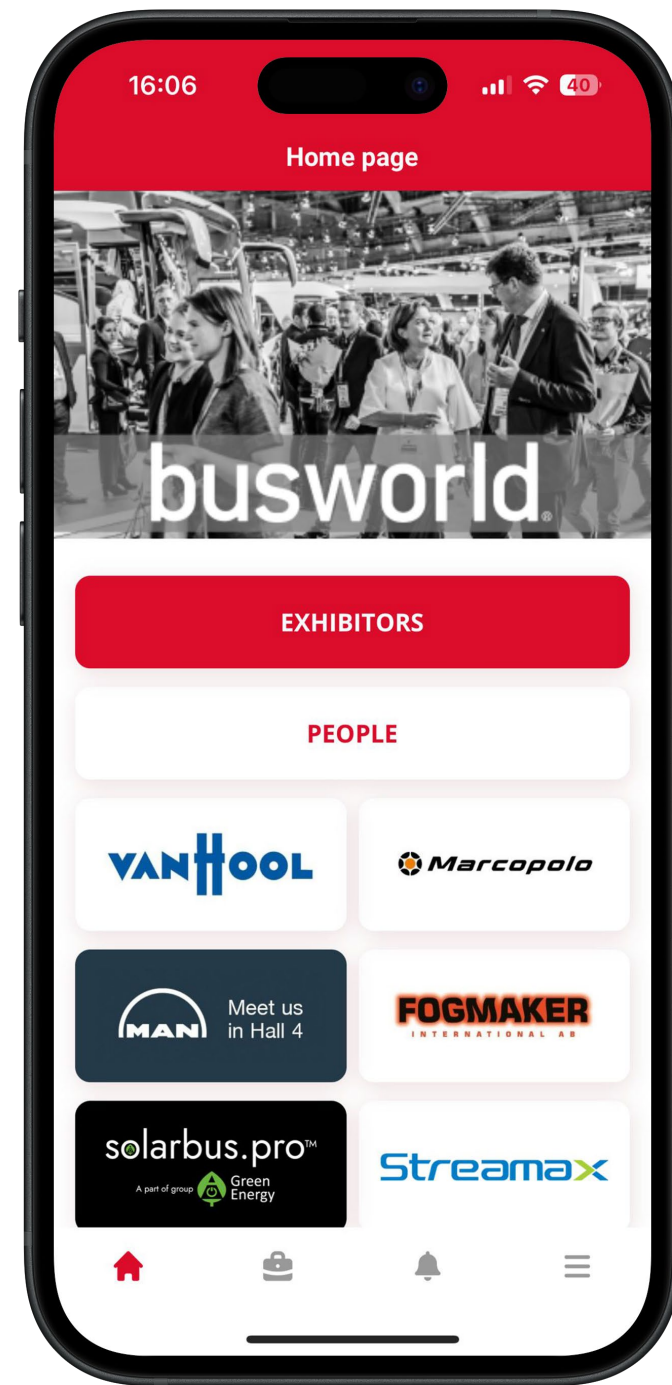
How to Scan, Tag & Export Contacts at Busworld

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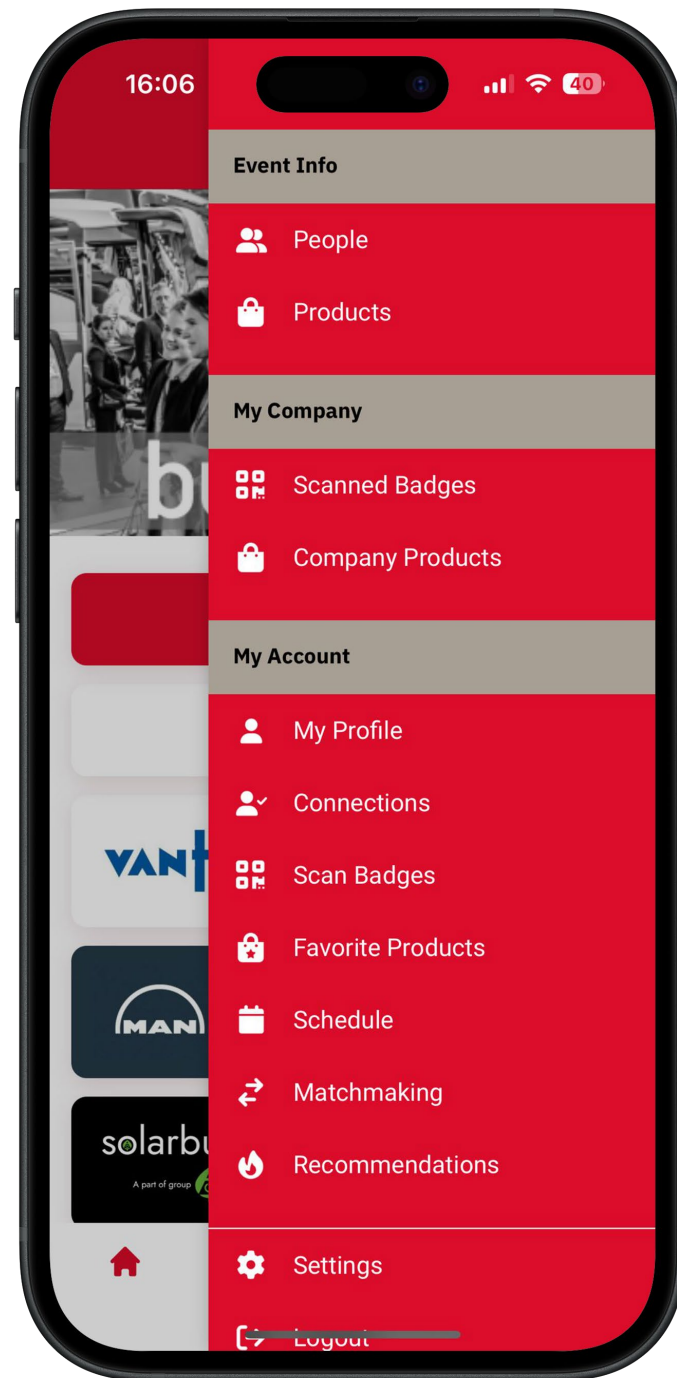
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Open the app
Tap the **hamburger menu**
on the bottom right corner



Select **“Scan Badges”**
from the menu

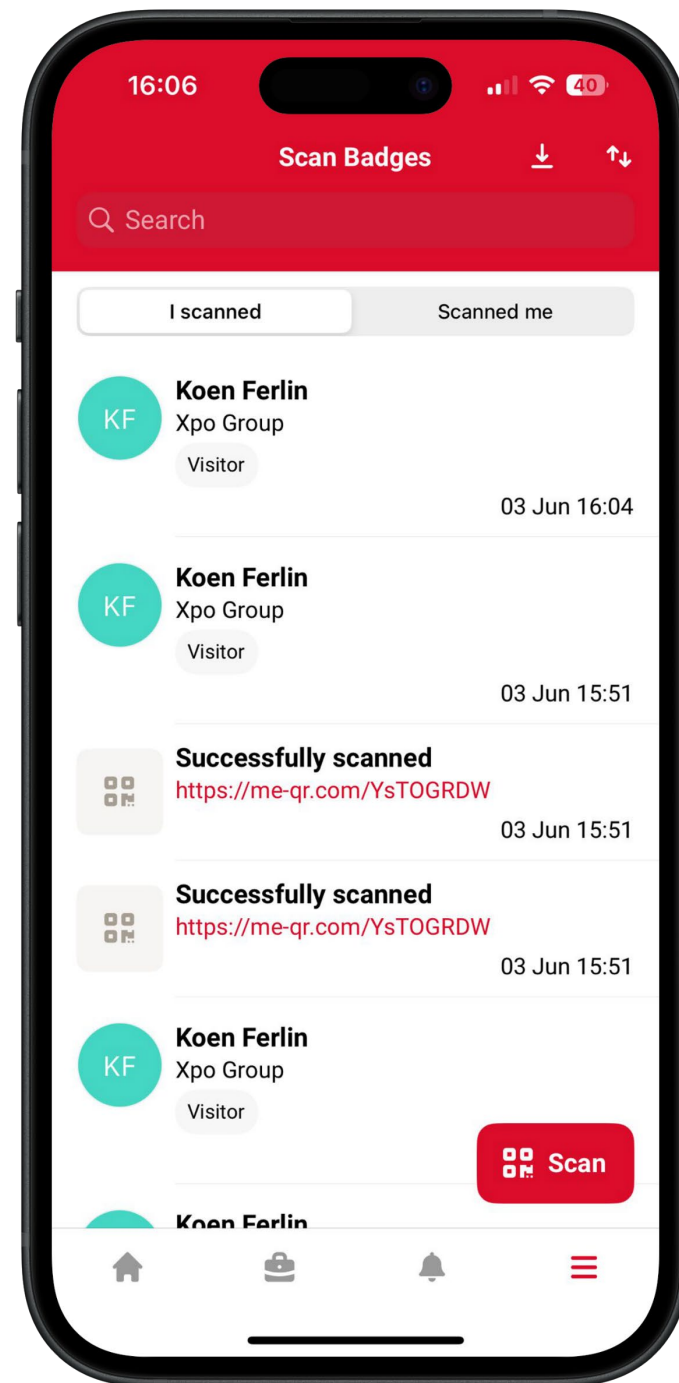


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Tap the “**Scan**” button
at the bottom right



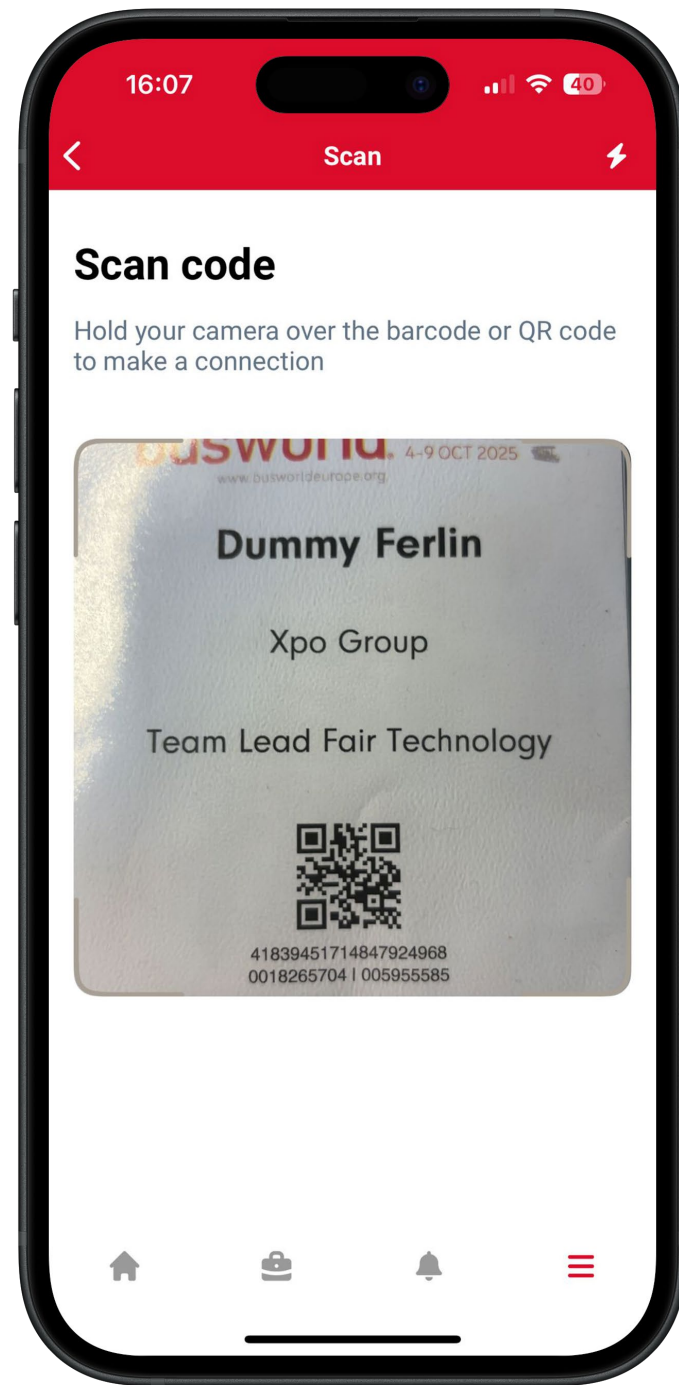
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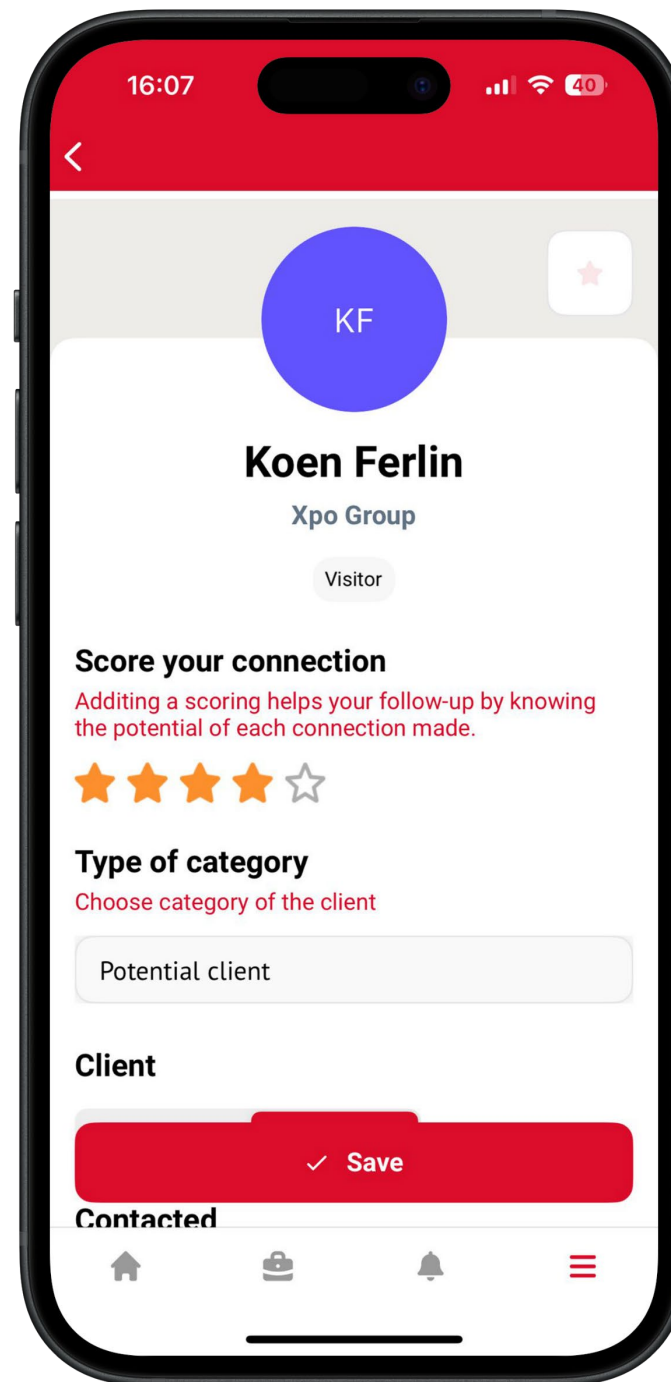
Point your phone's
camera at the **QR code**

You don't need to press anything
The app scans it automatically.



Once the profile appears,
fill in the details:

- ★ Give it a score
- 📁 Assign a category (Potential client, Potential partner, Supplier, Other)
- 🕒 Mark if it's a **new** or **existing** client
- 📞 Mark whether they were **contacted** or **not**
- 📝 Add any relevant notes



The image shows a smartphone screen displaying a user profile form. At the top, the status bar shows the time 16:07, signal strength, Wi-Fi, and battery at 40%. The app interface has a red header with a back arrow. Below the header is a profile card for 'Koen Ferlin' with a blue circular avatar containing 'KF', the company 'Xpo Group', and the role 'Visitor'. A star icon is in the top right of the card. Below the card, the section 'Score your connection' includes a red note: 'Adding a scoring helps your follow-up by knowing the potential of each connection made.' and a five-star rating system with four stars filled and one empty. The 'Type of category' section has a red note 'Choose category of the client' and a dropdown menu currently showing 'Potential client'. Below this is a 'Client' section with a red 'Save' button featuring a checkmark. At the bottom, there is a 'Contacted' section and a navigation bar with icons for home, a briefcase, notifications, and a menu.

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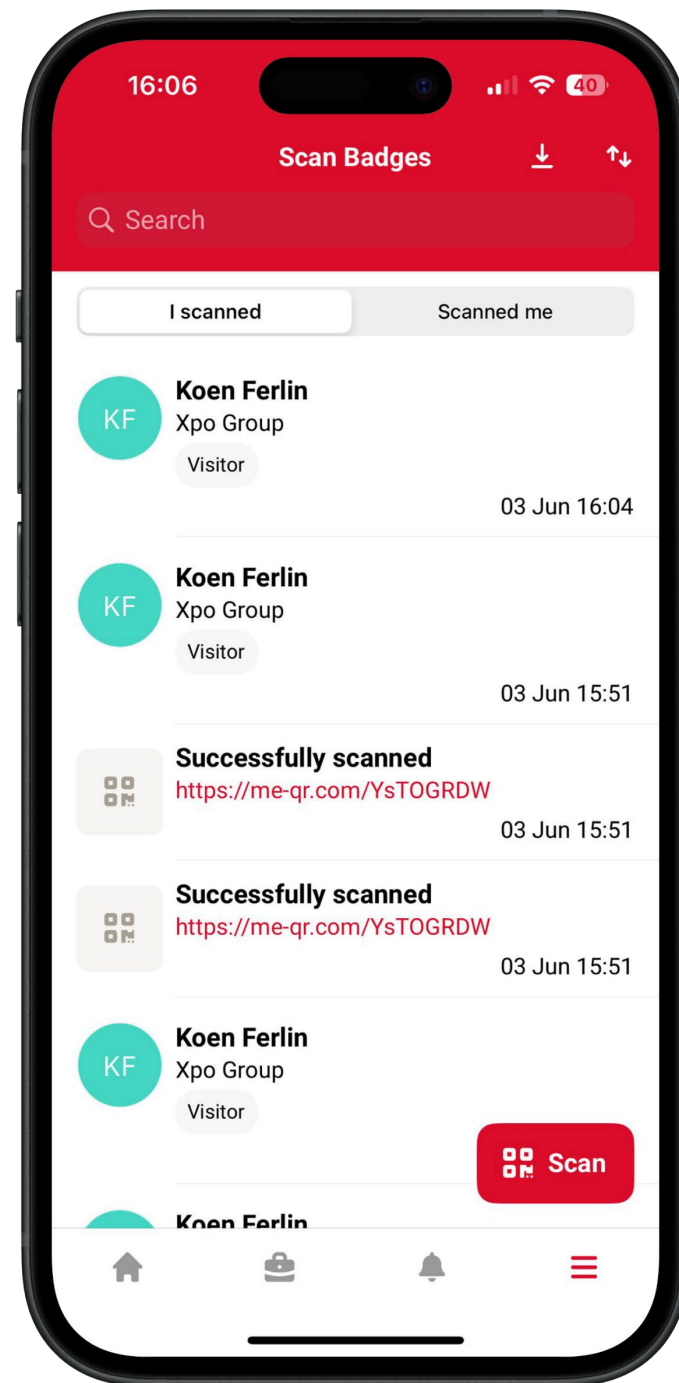
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In the **Scan Badges** section, you can

See all the badges you've scanned, with their full details

See who has scanned **your** badge



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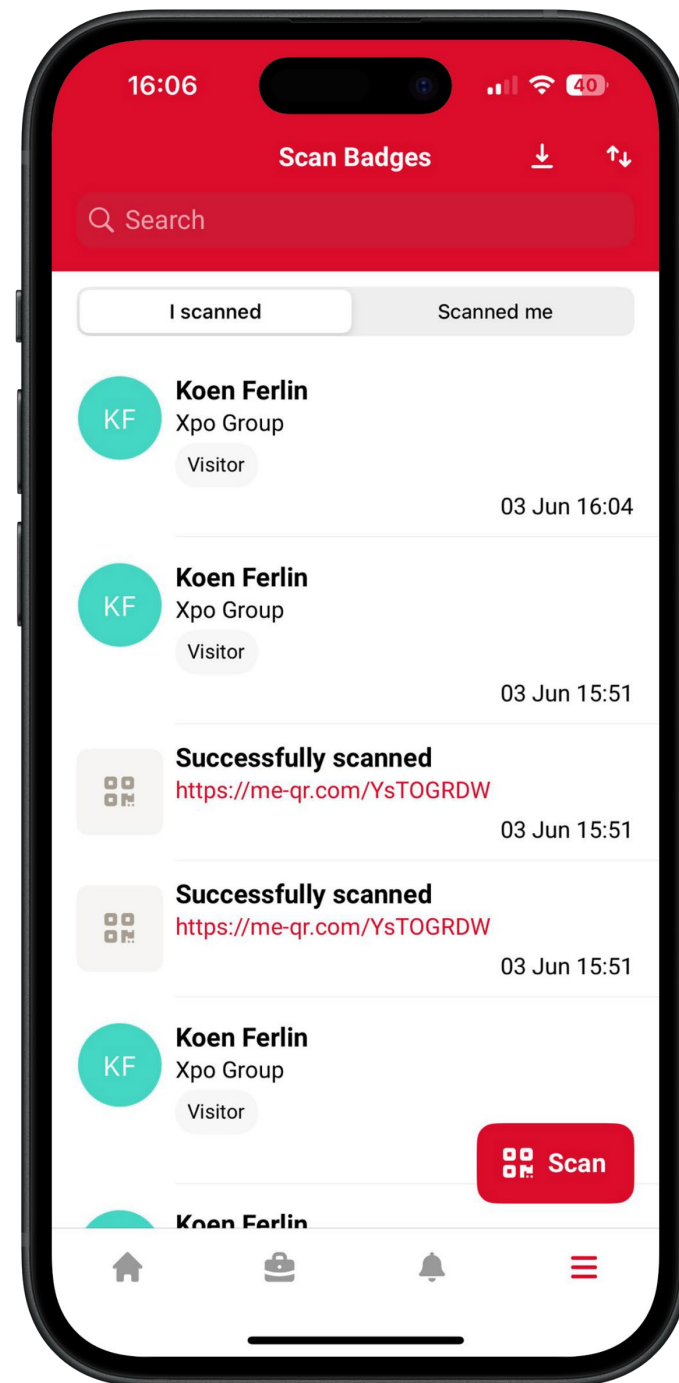
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Tap the **top right icon** to

 Send the full list of leads to your email

 Sort or filter your leads (e.g., by score, category, or contact status)

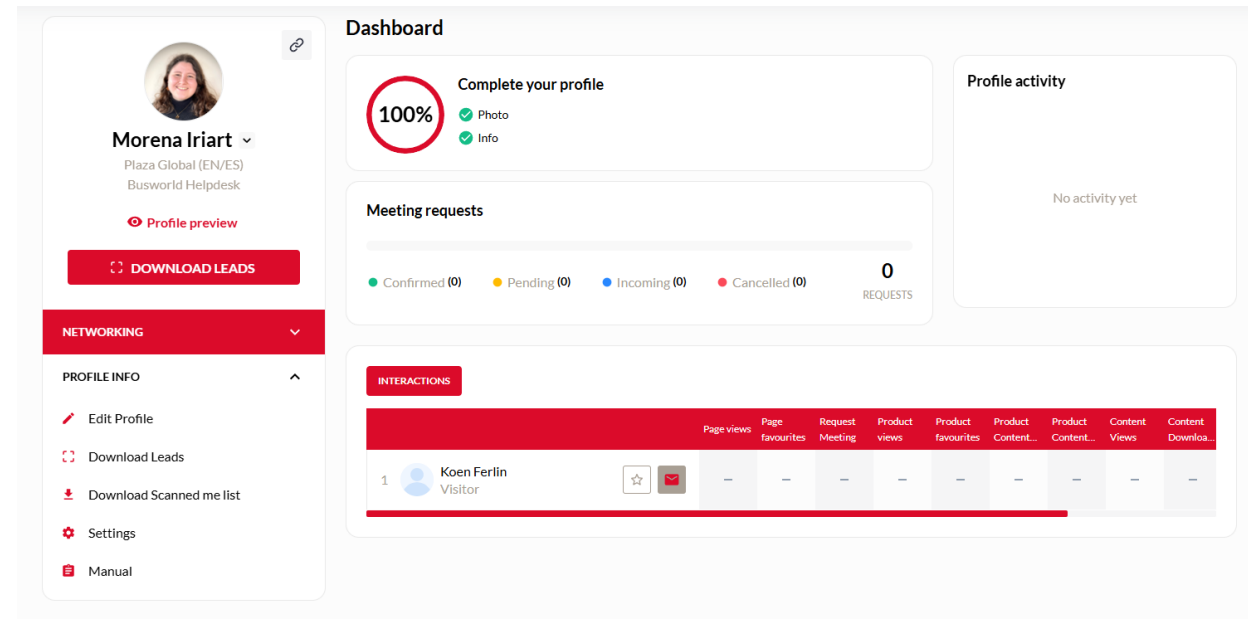


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Log into the

Busworld Europe Platform

Once you log into the **Busworld Europe platform**, your **dashboard** shows your profile, interaction history, and a red button, **Download Leads** (to get your scanned contacts) and under **Profile Info** there is a **Download 'Scanned Me' List** (to see who scanned you).



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Leads are downloaded as an **Excel file** with details like name, company, email, rating, contact status, and notes.

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