

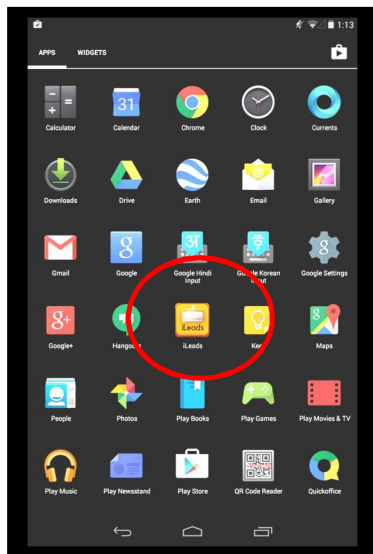
Quick Guide to Using iLeads Mobile App on Android® devices

Please go to the Play Store to download the iLeads app. Search for iLeads. Once downloaded, you can proceed with setting up the event. Please note your Android® device needs to have a firmware version of 4.0.3 or higher for the iLeads app to run. You can check your version of the operating system by going to menu, settings, about, firmware version. Please refer to your owner's manual for upgrading procedures.

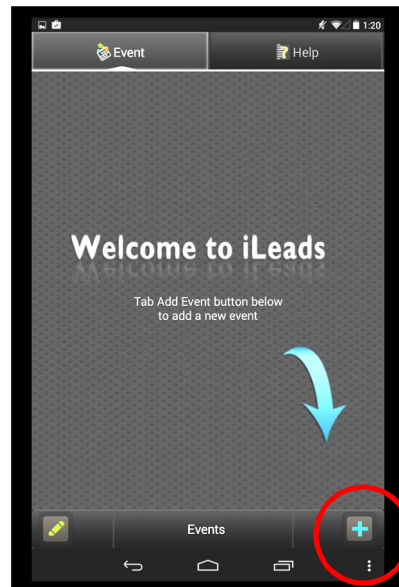
Setting up an event after you have downloaded the app:

Please note: While setting up the event, you need to have an internet connection
No internet connection is required when collecting leads at event site
Internet connection is required when uploading leads to LeadsLightning

1. Tap the iLeads icon.

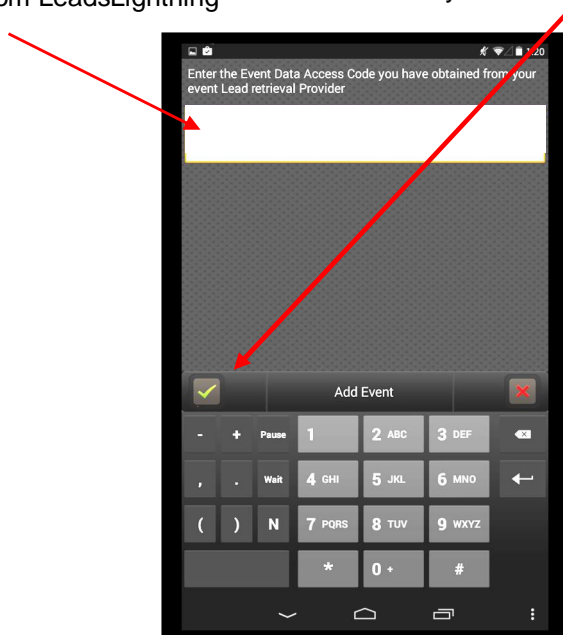


2- Tap the New Event button.

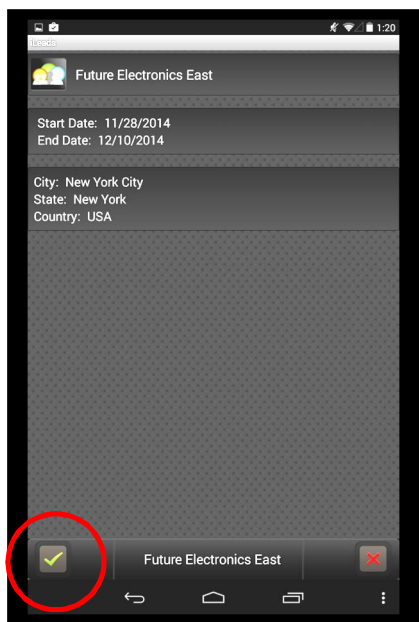


3- Enter the Event Data Access Code that you received in the email from LeadsLightning

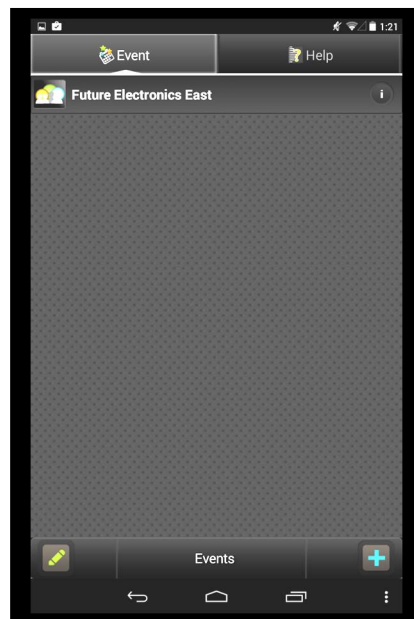
4- Tap the check mark to begin the setup of your event



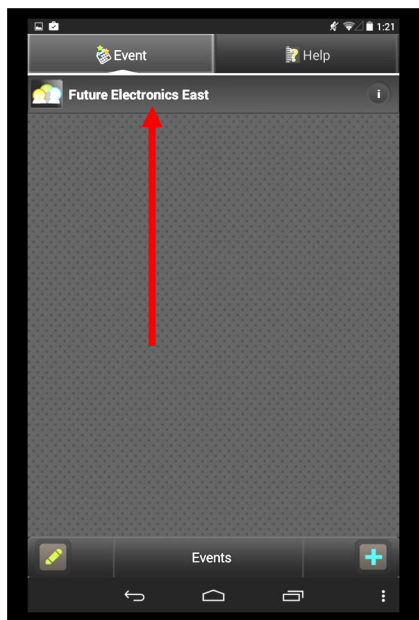
5- Confirm the information is correct and then tap on the check mark to complete setup



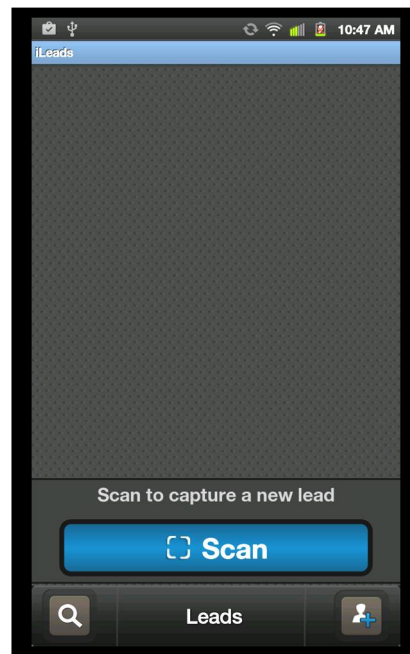
6- After the event is setup, the name of the event appears on the screen



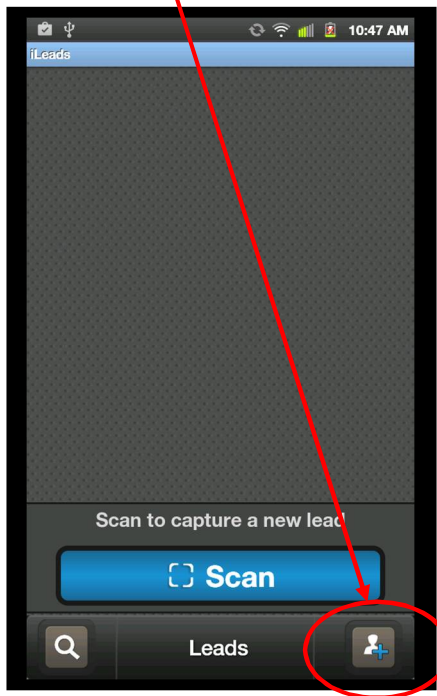
7- To collect leads, tap on Event name



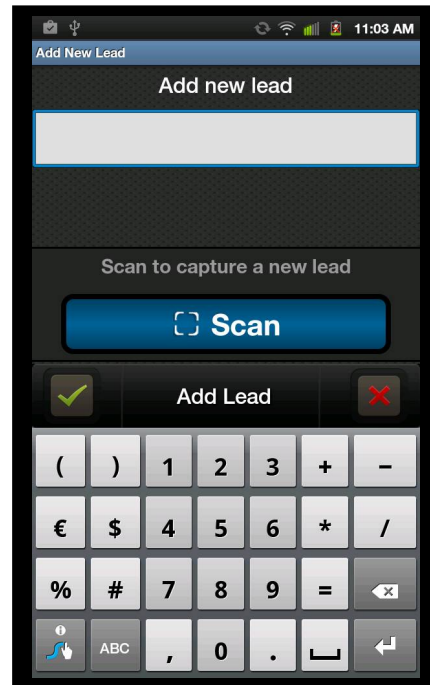
8 – You will see this screen



9–Tap Add Lead

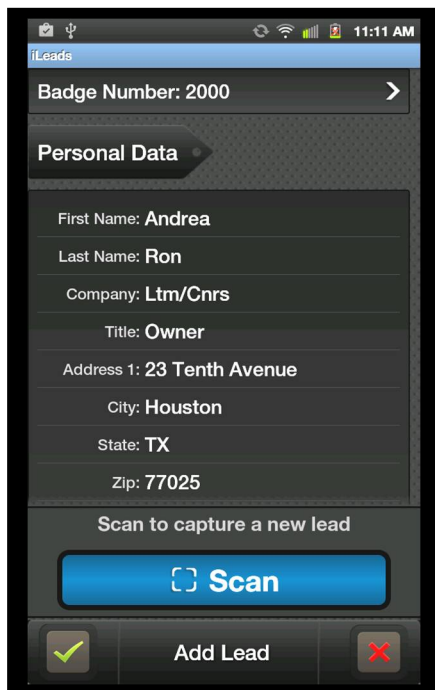


10–Enter the number found on the badge or scan the barcode if available and tap the check mark when you are done

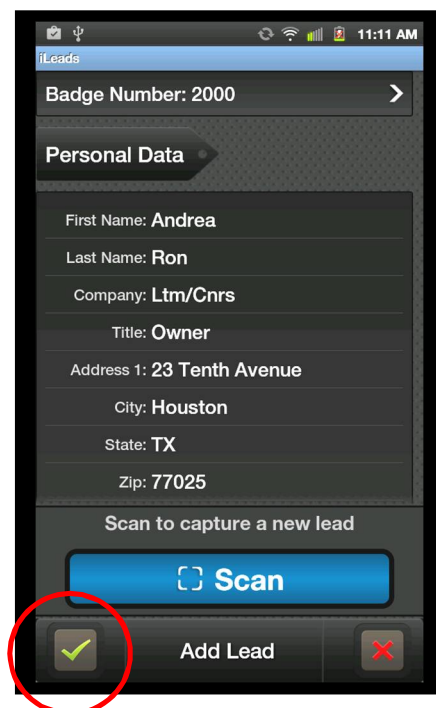


If more than 1 number or barcode is printed on the attendee badges, please confirm with show management which number/barcode you are to use to collect your leads!

11. The attendee's information appears. If no information appears, please refer to page 4



12. If you are done, tap (checkmark). If you would like to add notes and follow-ups and surveys, please scroll down on the device




IMPORTANT INFORMATION—PLEASE READ PRIOR TO START OF YOUR EVENT:

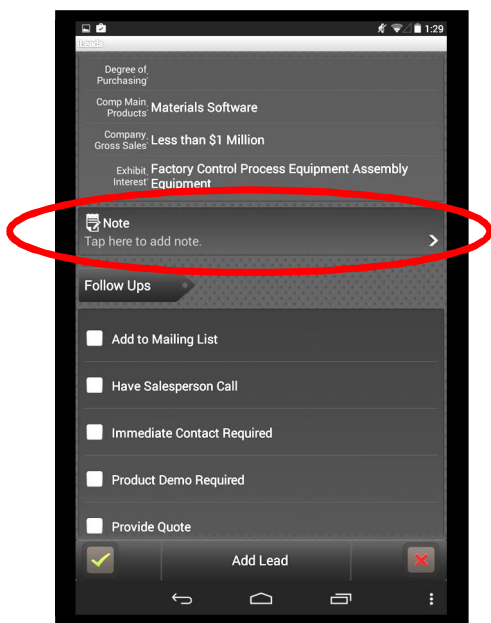
PLEASE NOTE: While setting up the event, you need to have an internet connection.


No internet connection is required when collecting leads

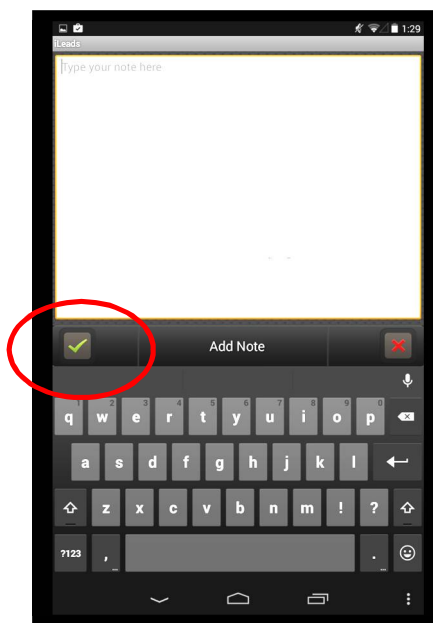
Internet connection is required when uploading leads

- **You do not need to have any type of internet connection on the show floor** to collect leads. All leads will be automatically uploaded once the device has an internet connection and the iLeads program shows the lead screen.
- If **no attendee information appears** when you enter a number or scan a barcode, confirm the number displayed is the number that is printed on the badge. You are capturing the lead when you enter/scan the correct number even if no information appears. Please continue with notes, qualifiers, surveys, etc. The reason there is no information displayed is that these attendees are not in the database we currently have from show management. At the end of the show, once the final data has been uploaded, all available details on your leads will be populated.
- **You can logon to your LeadsLightning account any time to view your leads.** If your account shows only ID numbers, it is because the final registration database has not yet been uploaded. Once received from show management, it will be uploaded and all details will be populated.
- **Your LeadsLightning account login information can be found on your device.** From the Events page, click on the  to the right of the event name and scroll to find account information. Use this info to login to your account on www.leadslightning.com.
- **Technical support is available via phone**—please call 914-375-7994 to speak with a representative

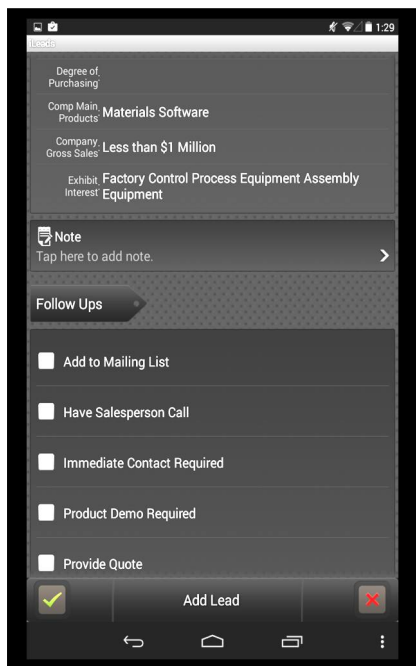
13. To add a note, tap on Note



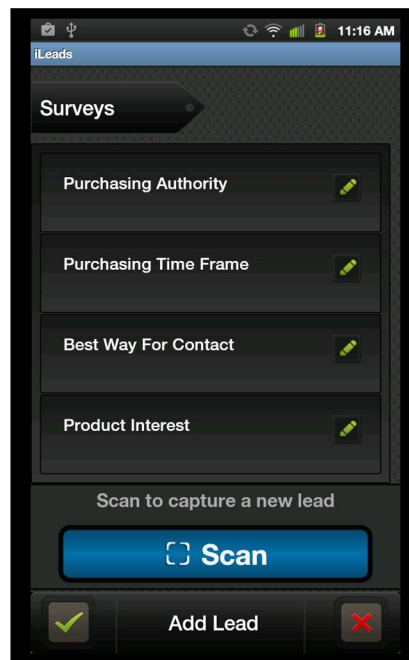
14. Type or speak your note into the device. When done, tap the 



15. **Follow-Ups:** Tap the appropriate item in the list. A check mark appears before each follow up selected. To deselect an item, tap it again



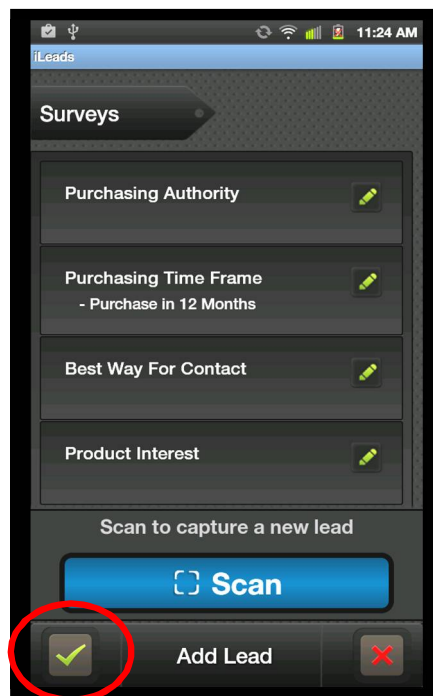
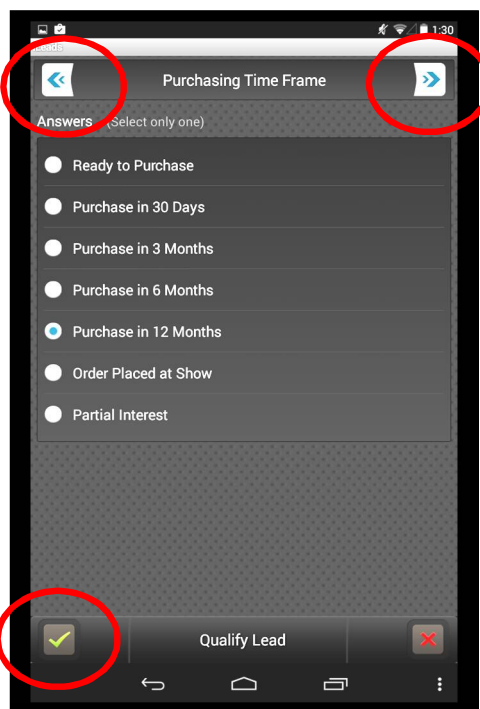
16. **Surveys** Tap the appropriate question.



17. Select the answer that applies. Tap the arrows to move through the questions.

18. Tap the check mark again to go to the Lead Info screen

When done, tap the check mark



19. Tap the check mark again to save your lead.

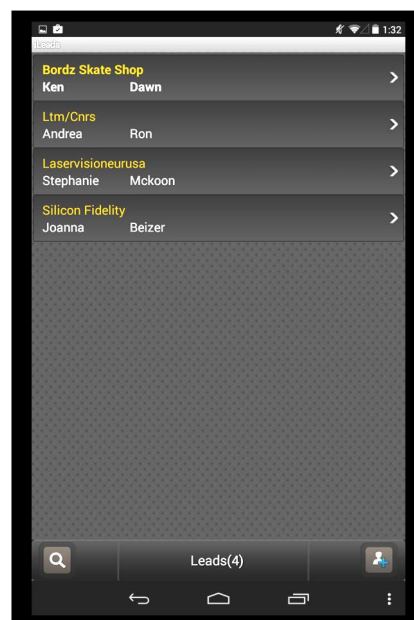
**ALWAYS TAP MUST
TAP CHECK MARK TO
SAVE YOUR LEAD!**






**NEVER TAP THE
BACK BUTTON –YOU
WILL LOSE YOUR LEAD
INFORMATION**

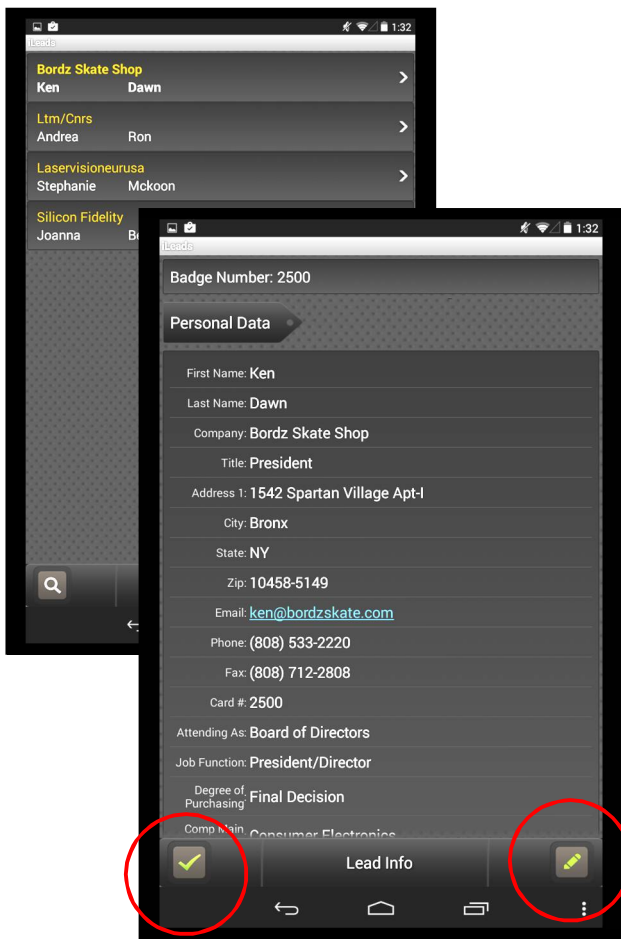


20. You are brought back to your list of leads



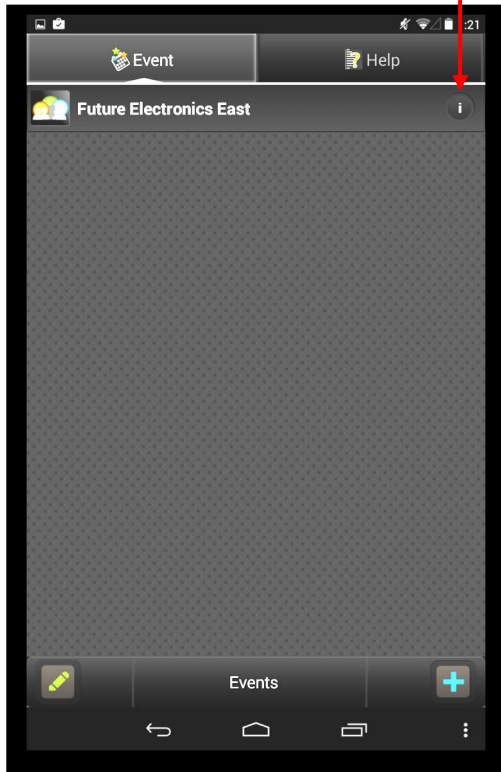
Modifying Notes, Survey Answers and Follow up selections on an existing lead

- 1- In the leads list, tap the lead you would like to modify.
- 2- Tap on  to edit lead.
- 3- Scroll to the section you need to change and make your changes
- 4- When you are done, tap on  to save your changes.
- 5- Tap  again to go back to the leads list

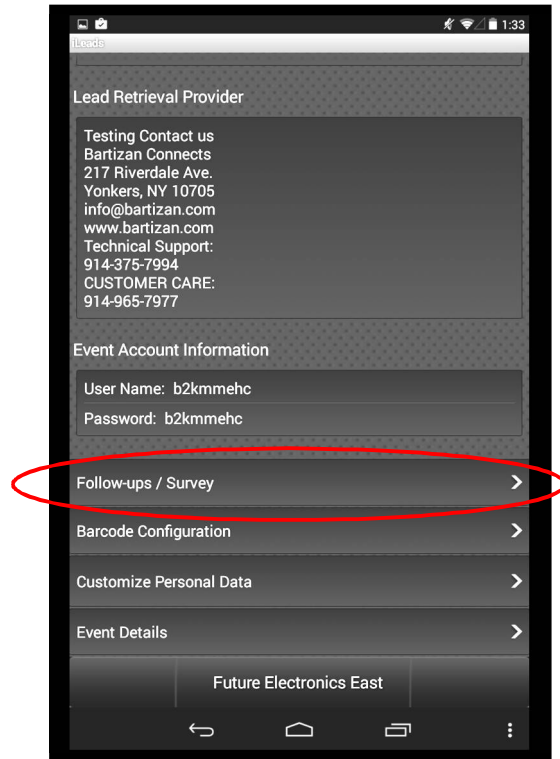


Customizing Follow-ups

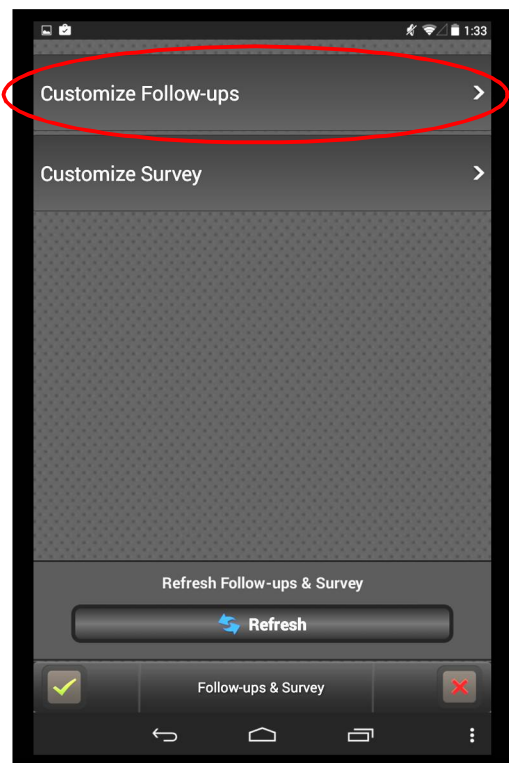
1. Go to the Events Page and tap the



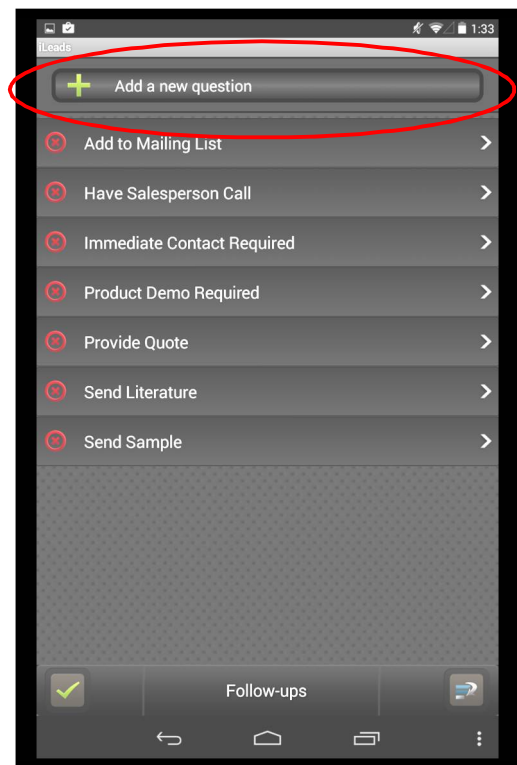
2. Tap on Follow-ups/Surveys




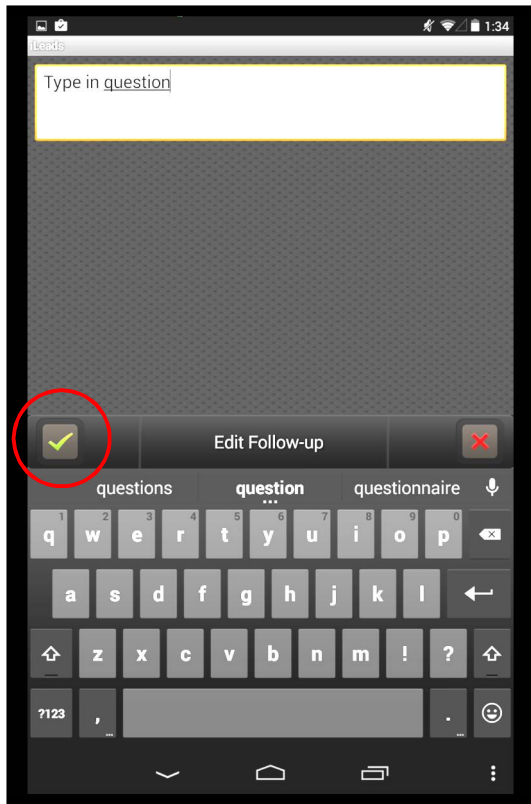
3. Tap Customize Follow-ups



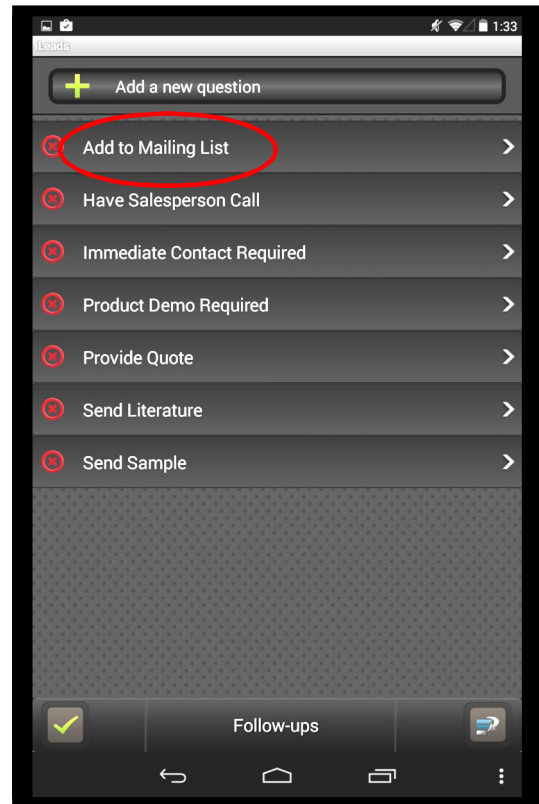
4. To **add a new follow-up**, tap on add a new question




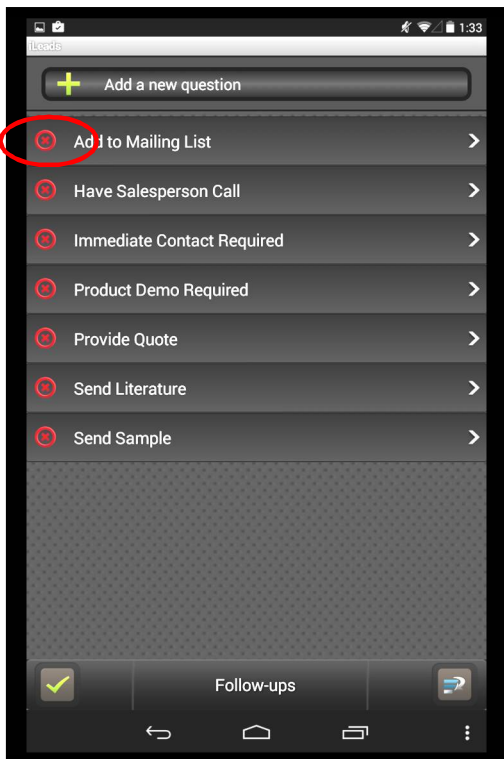
5. Type your question. Tap  to save





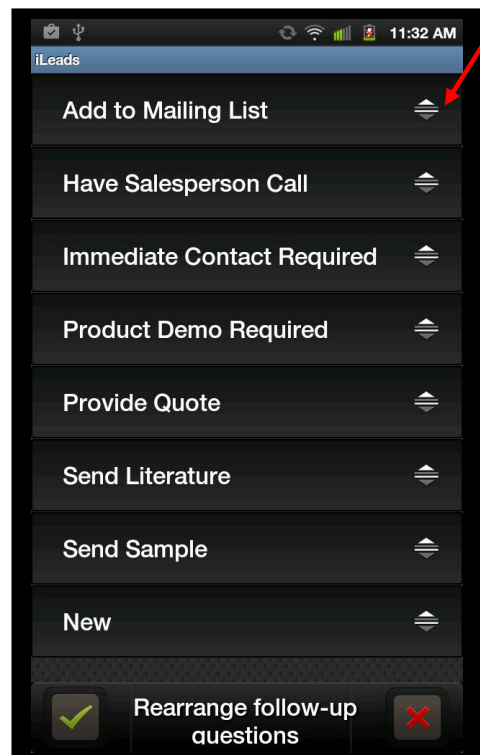
6. **Edit a Follow-Up:** tap on the question, make your changes, and tap  to save



7. **Delete a Follow-up:** Tap the . Select Yes when the warning message appears on your screen.

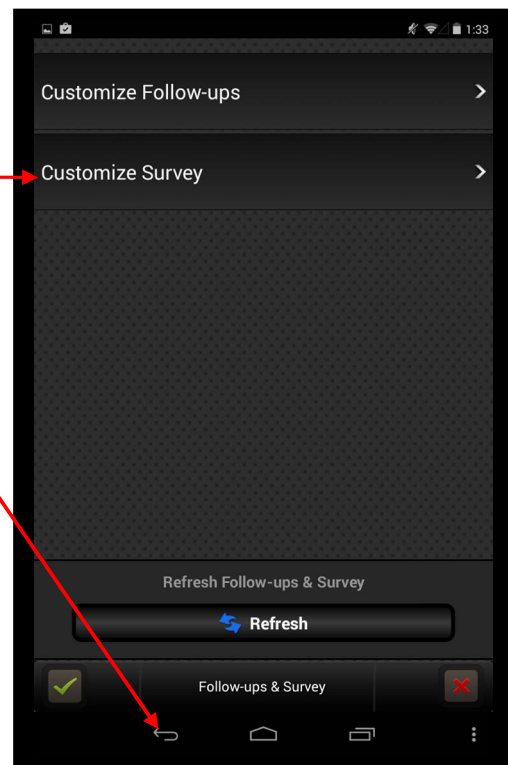


8. **Rearrange Order:** You can move your questions up or down by tapping and holding the  and dragging your answer up or down. Tap  twice when you are done




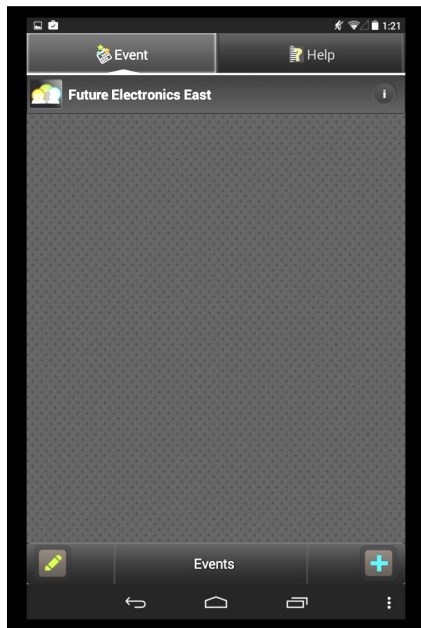
9. If you want to **customize Surveys**, tap on customize Survey. Proceed to page 11 for instructions.

10. If you are done, tap the back button on your device to get to the Event Page. Tap on the name of the event to begin collecting your leads.

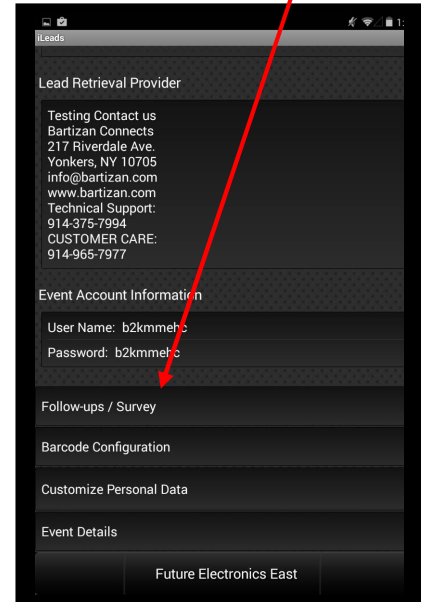


Customizing Survey Questions: Adding a new question

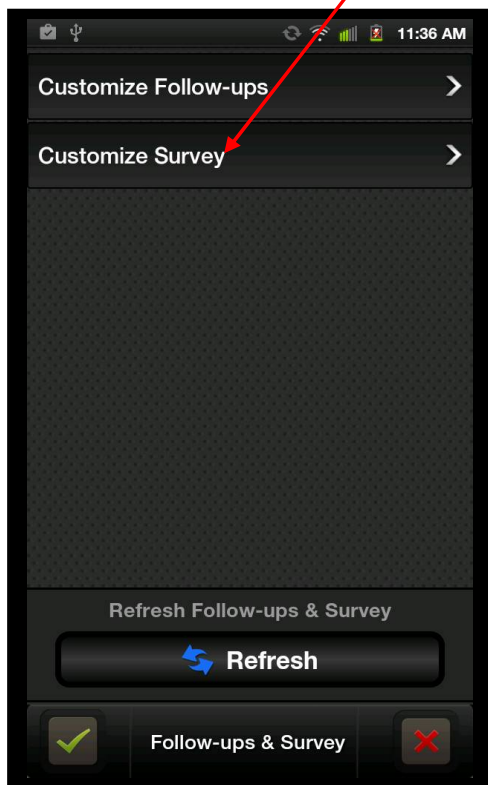
1. Go to the Event page. Tap on  and scroll down to Follow-ups/Survey



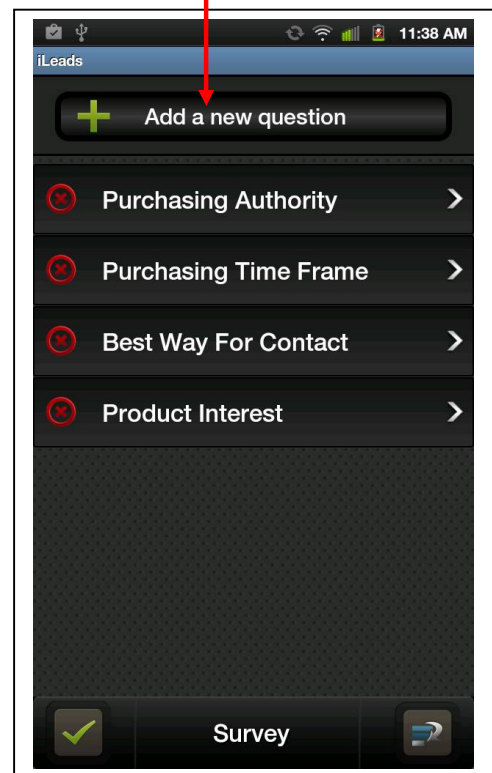
2. Tap on Follow-ups/Survey




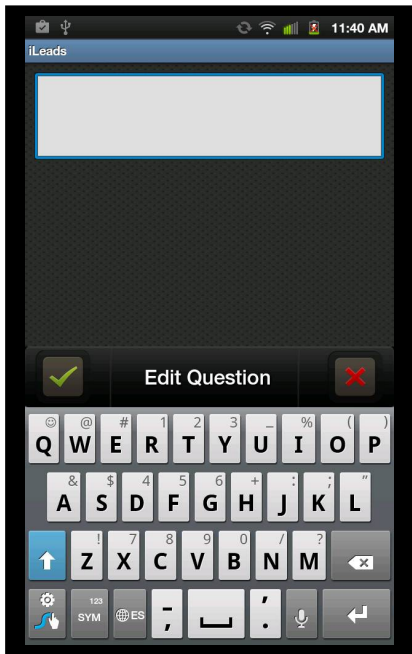
3. Tap on Customize Survey



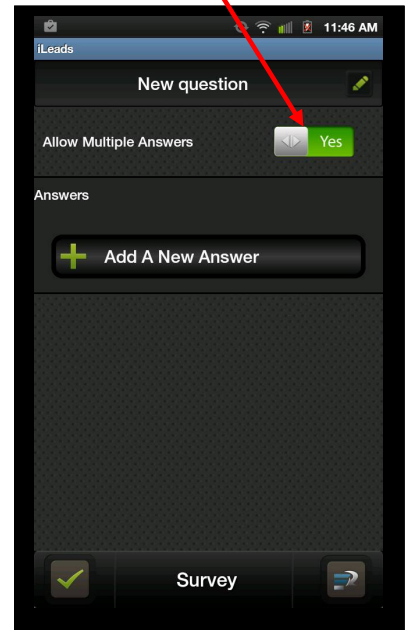
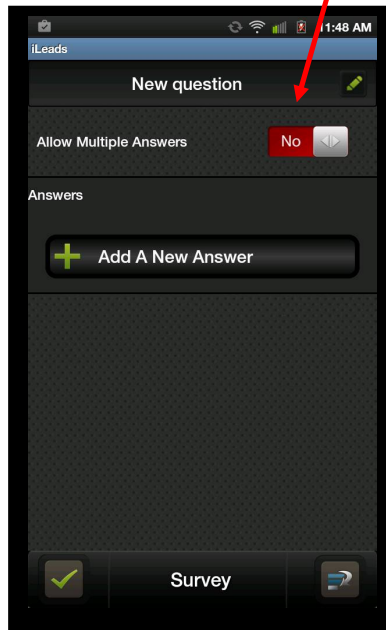
4. Tap on Add a new question



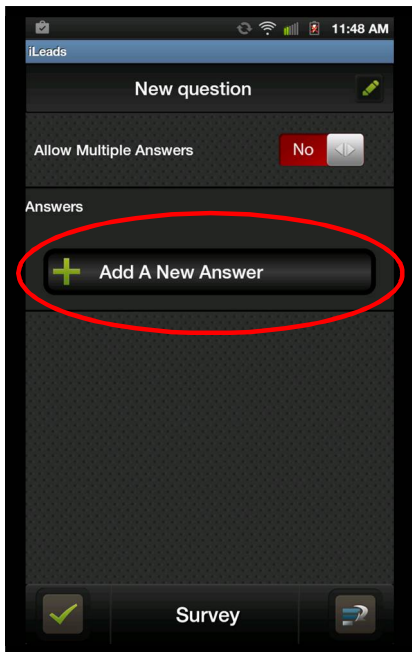
5. Type in your question and tap  to save it




6. You are taken to the Answer screen. Here you indicate if your answers are "Select Only One" or "Select Multiple Answers"

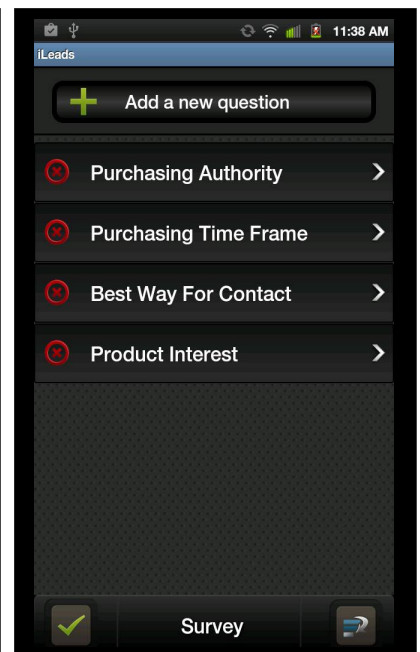
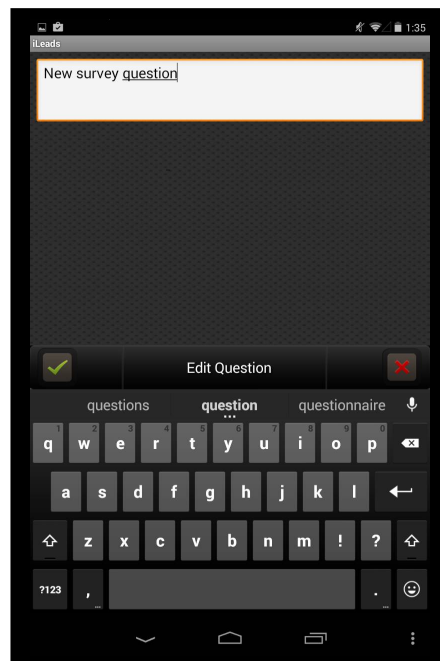


7. Tap on Add a New Answer



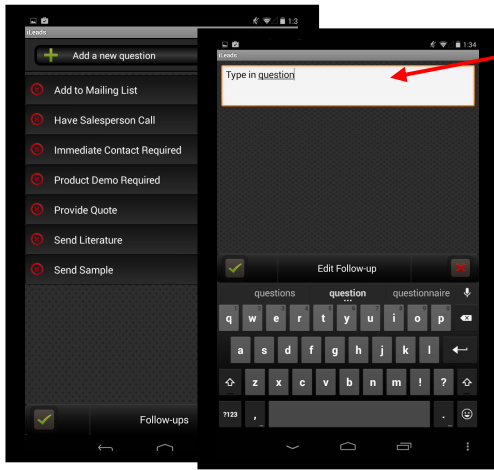
8. Type in your question and tap  to save it. Continue adding answers as needed.



When done, tap  to save your answers. You are back at the Survey screen

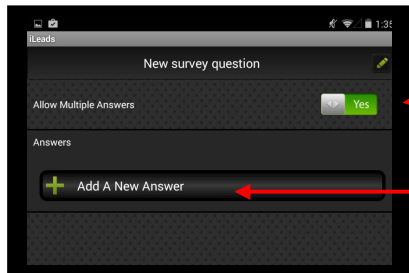


Editing a survey question:


Tap on the question you need to edit.



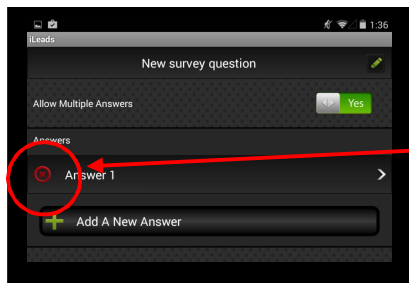
Change the title of the question: tap on the  of the question, make your changes and tap on the  to save it.




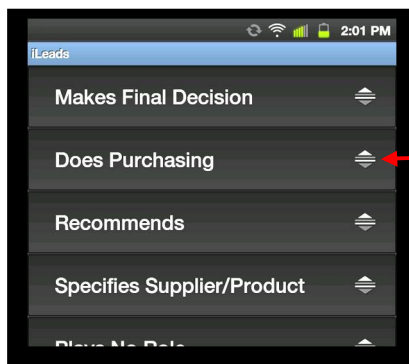
Change the question type—multiple answer or single answer: slide the button next to Allow Multiple Answers to Yes or No.



Add an answer: tap on Add a new answer. Type the answer and tap the  to save it.

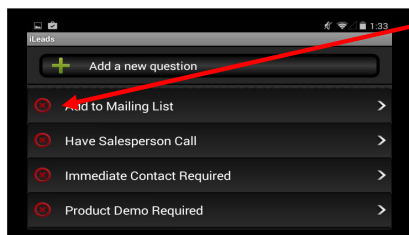
Repeat step 4 until you have added all of your answers.





Delete an answer: tap on the  to the left and tap yes when the Warning dialog box appears; tap no if you do not wish to delete it



Rearrange Answer List: tap the , and hold it—you can move the answer up or down. When you are done, tap .

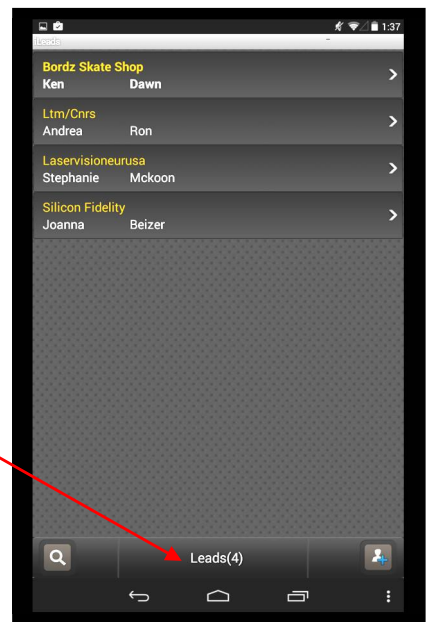


Deleting a Survey Question: tap on the  to the left of the question and tap yes to delete it; tap no if you do not want to delete it


When you are finished with your customization, tap  to save.

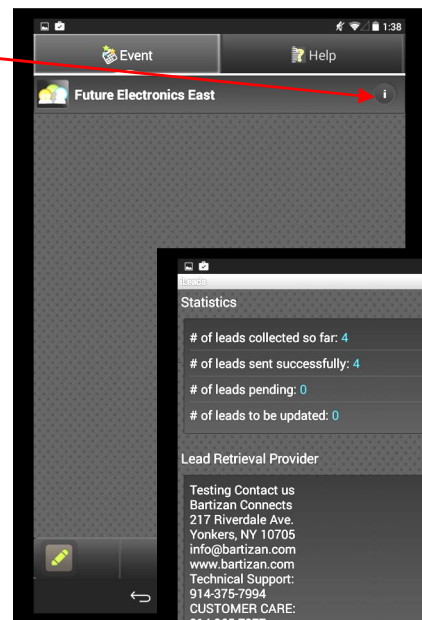
Checking your Lead Status

- ▶ For the number of leads collected, look at the bottom of the leads screen. The number indicated is the number of leads collected.



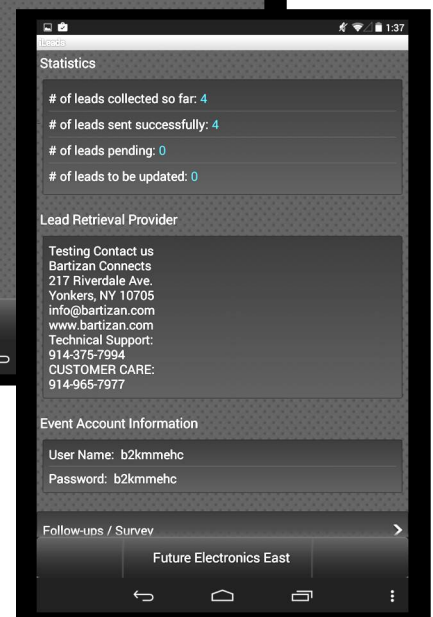
- ▶ To check other statistics, get to the Event page

1. Tap the  to the right of the event name



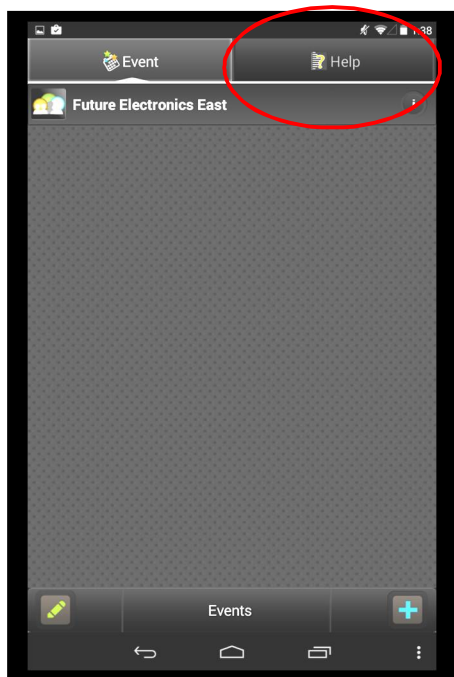
2. Within the Statistics area, you will see

- ▶ **# of leads collected so far**—This is the total count of leads captured
- ▶ **# of leads sent successfully**—this is the total number of leads sent to your LeadsLightning.com account. Please note—leads will only be sent to your account if you have an internet connection. If no internet connection is available, the leads will be stored until such time as the device gains internet access. Once internet access is available, run the iLeads app and the leads will be automatically sent to your account.
- ▶ **# of leads pending**—the number of leads that have not been uploaded to LeadsLightning.com due to either a slow connection or no connection at all. These leads will be sent once a internet connection is established and the iLeads app is running.
- ▶ **# of leads to be updated**—the number of leads that were changed after previously being sent to your account on LeadsLightning.

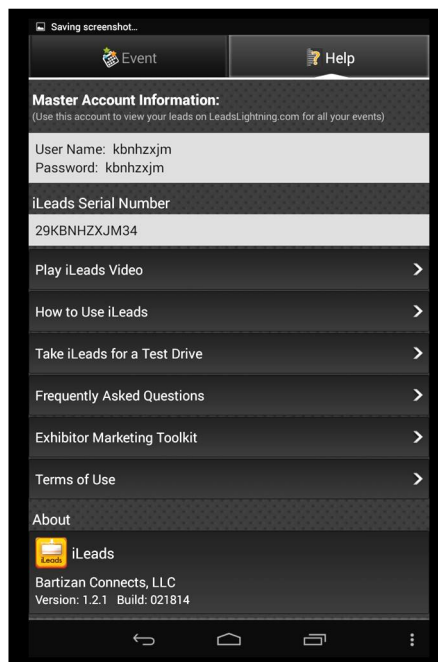


iLeads and LeadsLightning Information and Demos:

- 1- Go back to the Event Page
- 2- Tap Help

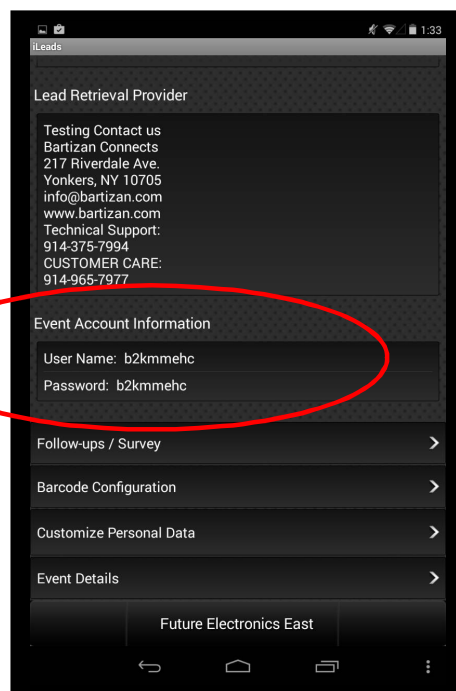


- 3- From this screen you can view our iLeads Video, Learn how to Use iLeads, Test Drive iLeads, and view frequently asked questions.



- 4- Press the device's Back Button to return to the info screen

The Info Screen also shows you the **master account login and password** for www.LeadsLightning.com. Your account on this site will contain all of the leads from the show.



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