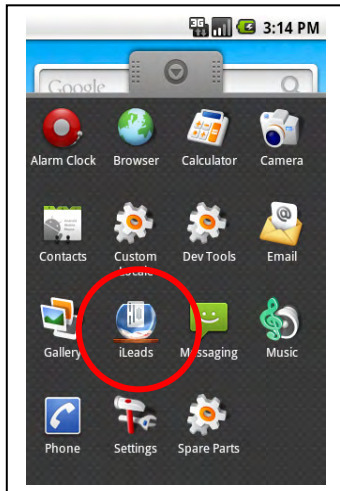


Please go to the Android Market to download the iLeads app. Search for iLeads to locate the app. Once you have downloaded the app, you can proceed with setting up the event. Please note your Android® device needs to have a firmware version of 2.1 or higher for the iLeads app to run. You can check your version of the operating system by going to menu, settings, about, firmware version. Please refer to your owner's manual for upgrading procedures.

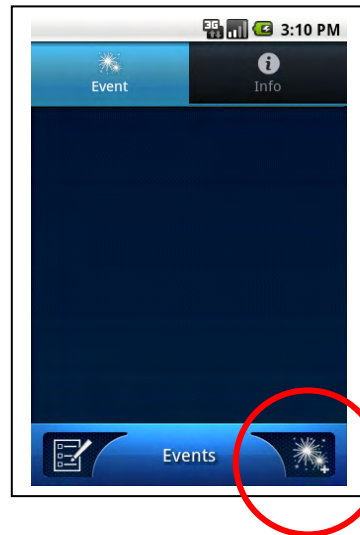
Setting up an event after you have downloaded the app:

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

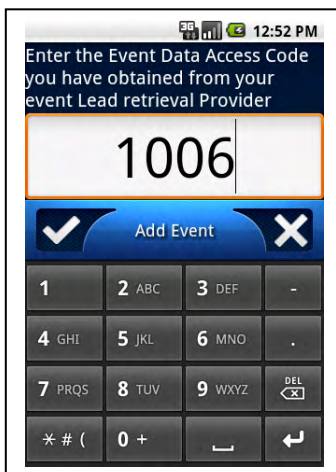
1- Tap the iLeads icon.



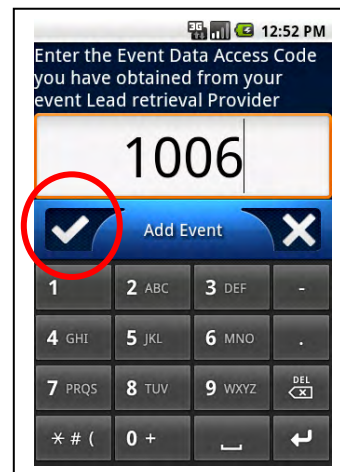
2- Tap the New Event button.



3- Enter the Event Data Access Code that has been provided to you

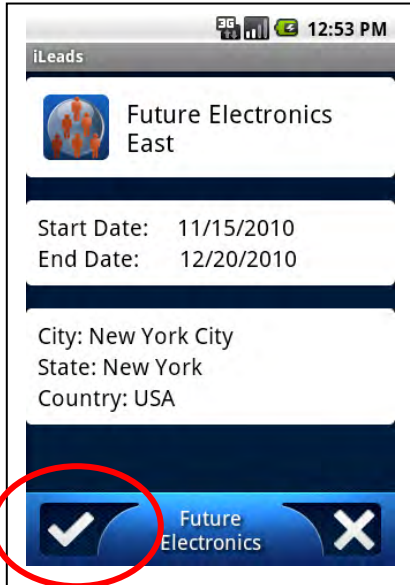


4- Tap the check mark to retrieve the event information

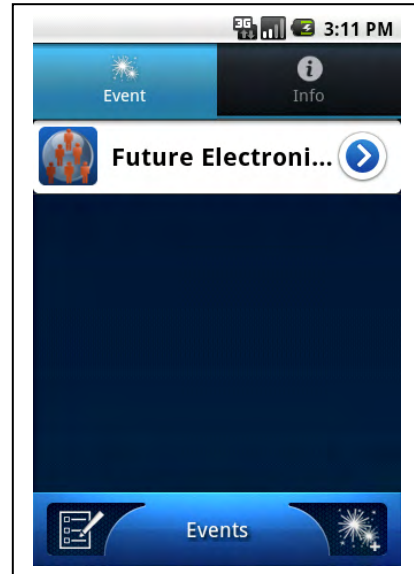


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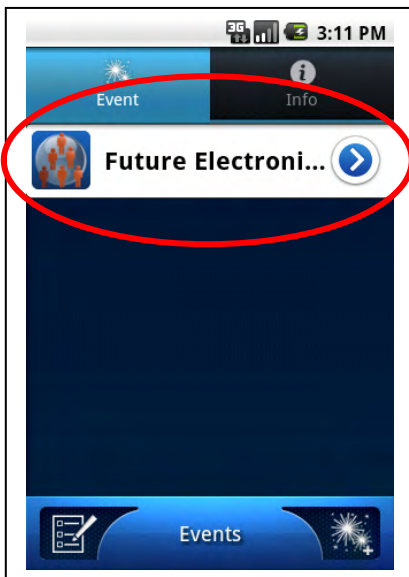
5- When the show information appears, tap the check mark to confirm information is correct.



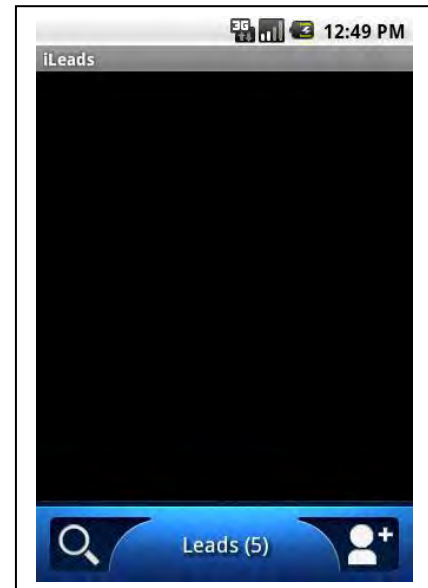
6- After the event is setup, the name of the event appears on the screen



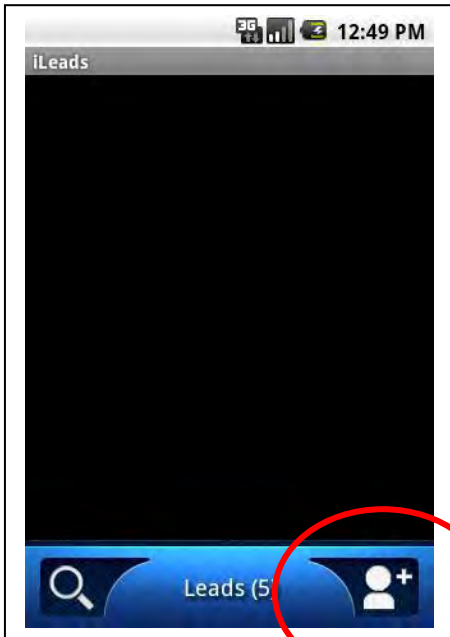
7- Tap on the event name to begin collecting leads



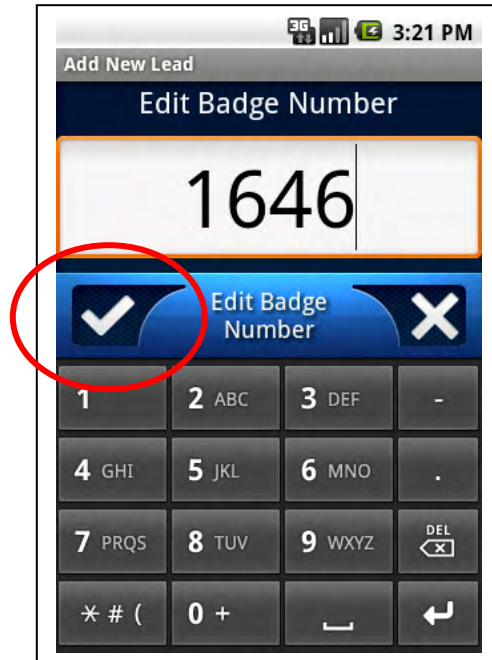
8 – You will see this screen



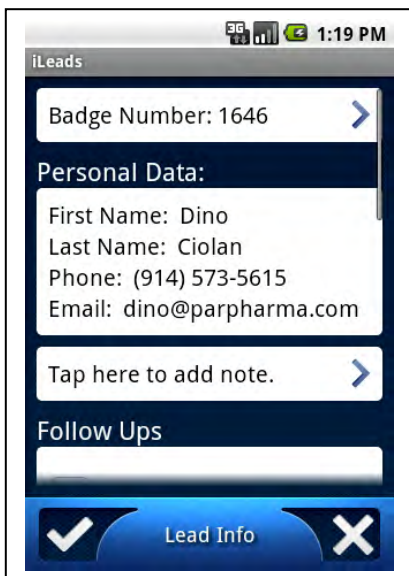
9 – Tap Add Lead



10 – Enter the number found on the badge and tap the check mark when you are done



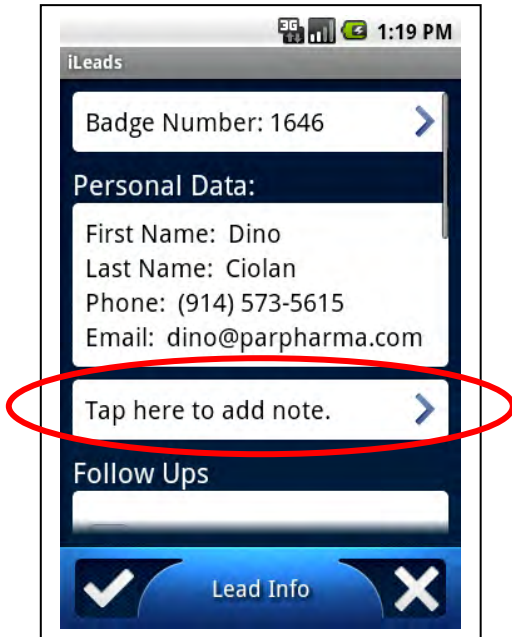
11. The attendee's information appears.



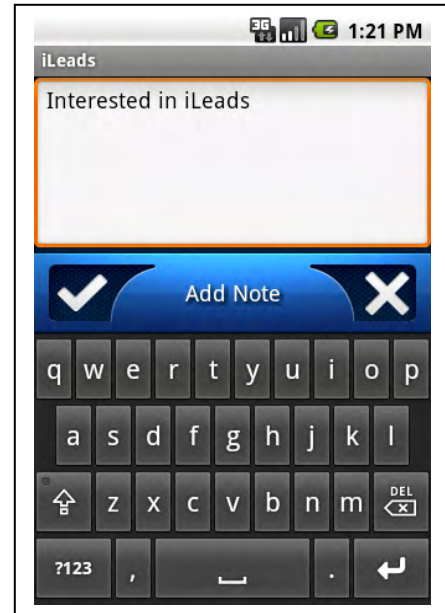
PLEASE NOTE: If no information appears, you are still collecting the lead. All of the missing information will be populated when the final registration database is uploaded to our server.

Please continue to collect your leads and qualify them as normal.

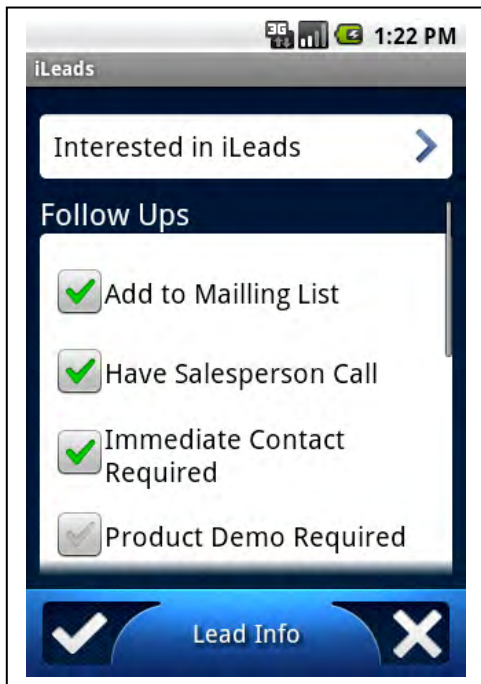
12. To add a note, tap on add note



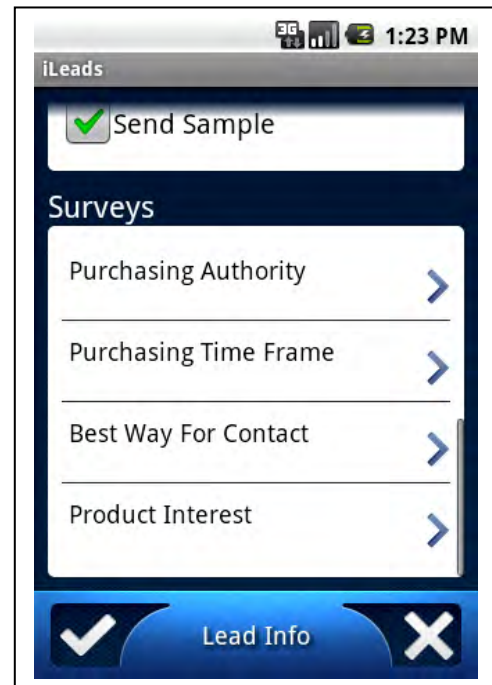
13. Type the note and then tap the check mark



14. 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

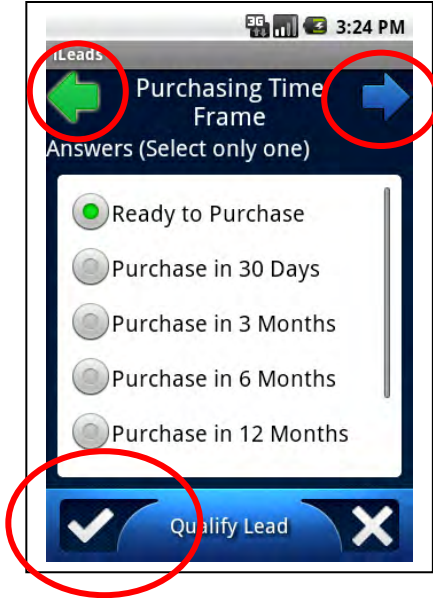


15. Survey Questions: Tap the appropriate question.

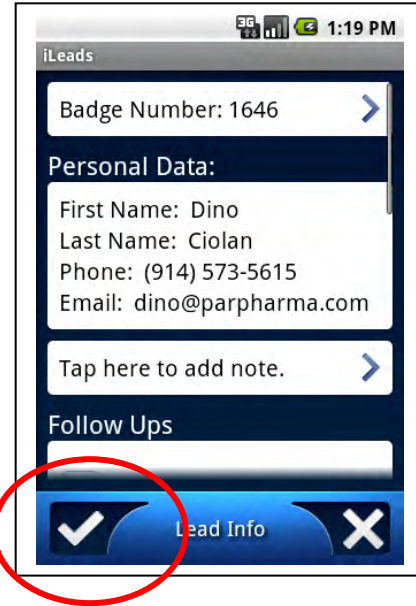


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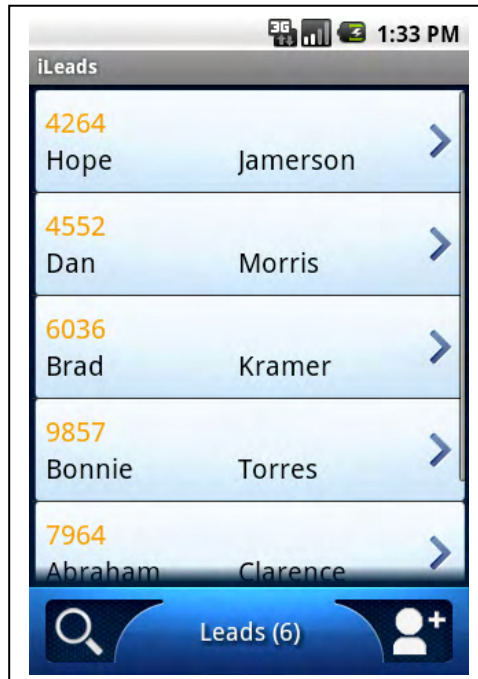
17. Select the answer that applies. Tap the forward or backward arrows to move through the questions. When done, tap the check mark

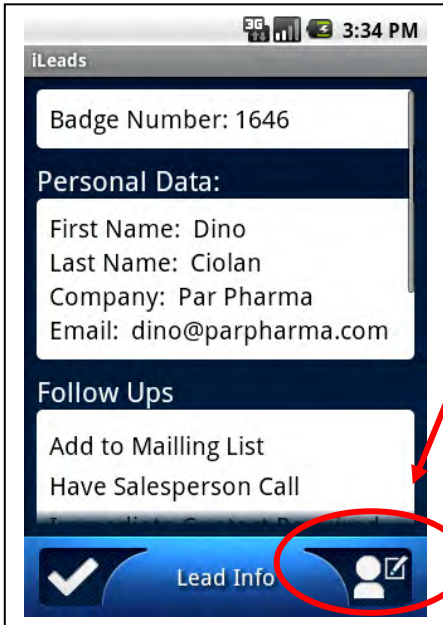


18. When you are done qualifying your lead, tap the check mark to save the lead.



19. You are brought back to your list of leads





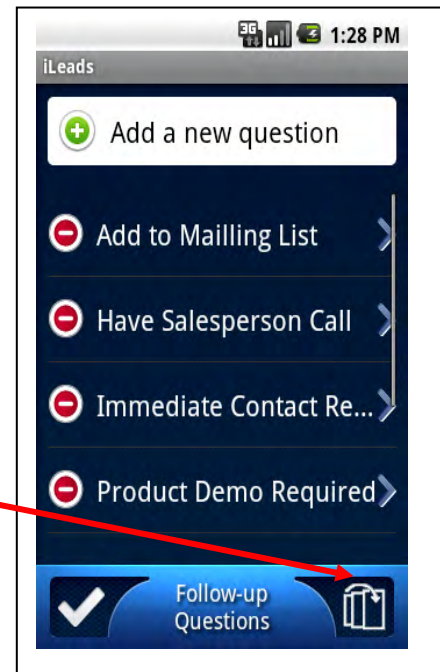


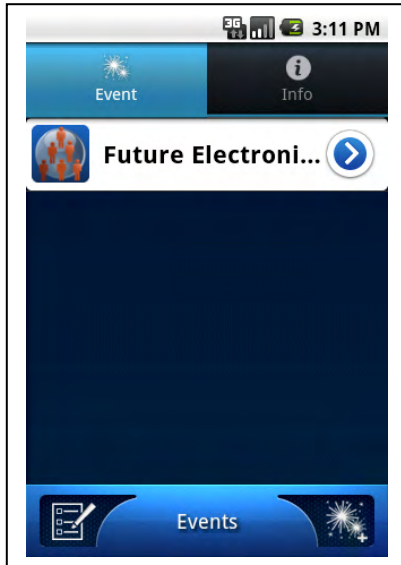
Modifying an existing lead

- 1- In the leads list, tap the lead you would like to modify.
- 2- Tap on "Edit".
- 3- When you are done, tap the check mark to save your changes.
- 4- Tap the check mark again to go back to the leads list

Customizing Follow-ups

- 1- Go back to the Event page (where you see the name of the event)
- 2- Tap the blue round button with a white arrow to the right of the Event name
- 3- Tap on Customize Follow-ups.
- 4- To **ADD** a new Follow-up, tap on Add a new question. Type your question and tap the check mark to save it to the list.
- 5- To **EDIT** a Follow-up, tap on the question, edit it and tap the check mark to save it.
- 6- To **DELETE** a Follow-up, tap on the  red circle to the left of the question.
- 7- Tap yes on the warning dialog box if you are sure you want to delete the question; tap no if you do not want to delete it.
- 8- To **MOVE** a question up or down in your list, tap the Rearrange icon.
- 9- Tap and hold the three horizontal bars  to the right of the question and drag the question up or down.
- 10- When you are finished with your customization, tap the check mark.
- 11- Tap the check mark again to get back to the info screen
- 12- Tap the device's Back Button to get back to the Event page or tap on Customize Survey to add or change questions and answers
 (see page 7 for instructions on customizing surveys)
- 13- Tap the Event name to collect leads




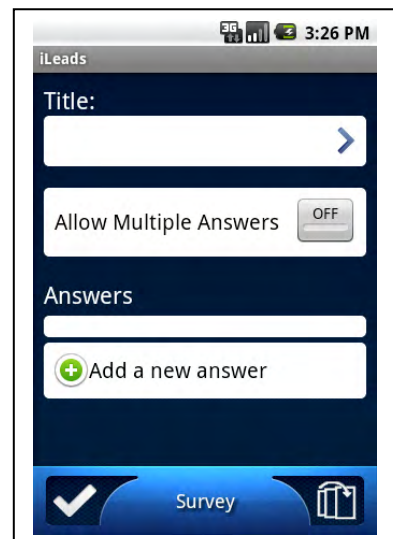
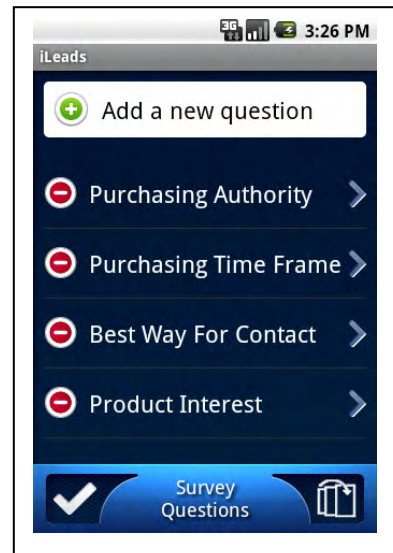


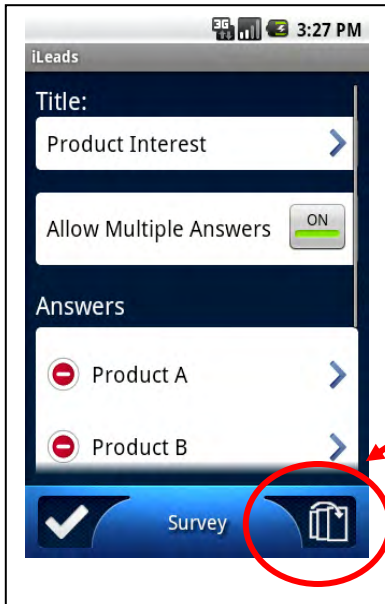
Customizing Survey questions

- 1- Go back to the Event page (where you see the name of the event)
- 2- Tap the blue round button with a white arrow to the right of the Event name
- 3- Tap on Customize Survey.


Adding a new survey question

- 1- Tap on Add a new question.
- 2- Tap on the white box under "Title". Type the question and tap on the check mark to save it.
- 3- The default question type is Select Only One Answer. To allow selection of multiple answers, tap on the Off button. The button will now read On and multiple answers are allowed.
- 4- Tap on Add a new answer.
- 5- Type the answer and tap the check mark to save it.
- 6- Repeat steps 4 and 5 as many times as needed.
- 7- To delete an answer, tap on the  red circle to the left and tap yes on the Warning dialog box (or no if you do not want to delete it)
- 8- To move an answer up or down, tap on the Rearrange icon.
- 9- Tap on the three horizontal bars and hold it; move the answer up or down
- 10- When you are finished with your customization, tap the check mark to get back to Title screen. Tap the check mark again to save the question.






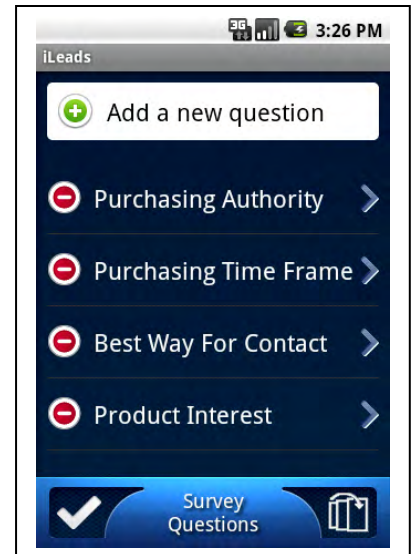
Editing a survey question

- 1- Tap on the question you need to edit.
- 2- To change the title of the question, tap on the text of the question, make your changes and tap on the check mark to save it.
- 3- To change the question type, tap on the ON/OFF button.
- 4- To add an answer, tap on Add a new answer. Type the answer and tap the check mark to save it.
- 5- Repeat step 4 as many times as you would like.
- 6- To delete an answer, tap on the  red circle to the left and tap yes in the Warning dialog box; tap no if you do not wish to delete it
- 7- To move an answer up or down, tap the Rearrange icon, tap and hold the three horizontal bars to the right of the answer and move it up or down. When you are done, tap the check mark.
- 8- When you are finished with your customization, tap the check mark to save.
- 9- Please note: to cancel these changes, tap the **X** or tap the device's Back Button

Deleting a survey question

- 1- To delete a survey question, tap on the  red circle to the left of the question and tap yes to delete it; tap no if you do not want to delete it..

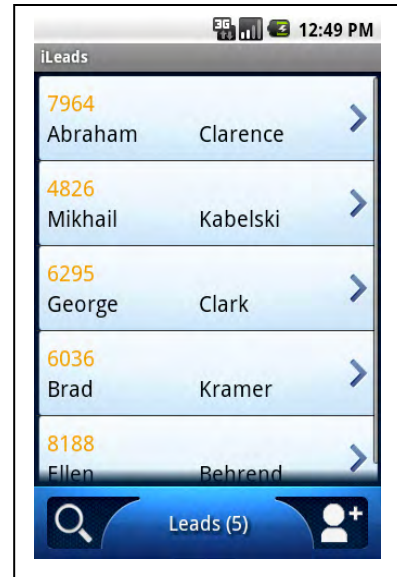
When you are done with customizing your survey questions, tap the check mark to get back to the Statistics screen then press the device's Back Button to get back to the Event screen. Tap on the event name to collect leads.



Checking your Lead Status

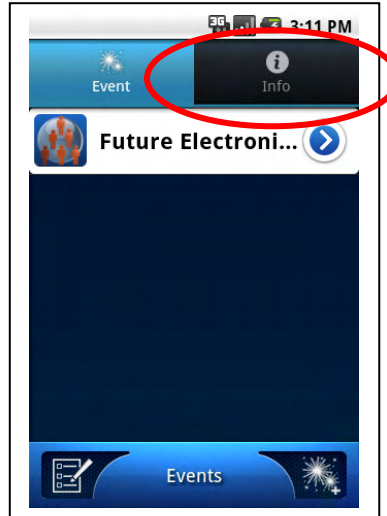
- **For the number of leads collected**, look at the bottom of the leads screen. The number indicated is the number of leads collected.

- To check other statistics, get to the Event page
 1. **Tap the Arrow** 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.

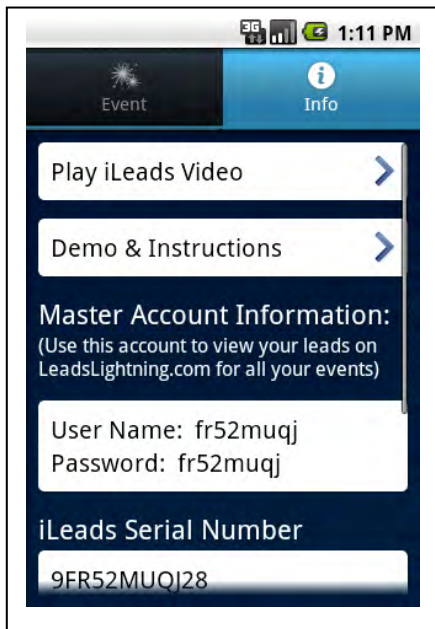


iLeads and LeadsLightning Information and Demos:

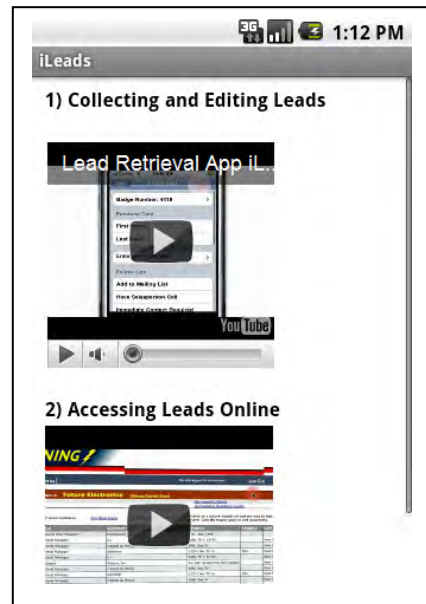
- 1- Go back to the Event Page
- 2- Tap Info



- 3- Tap Play iLeads Video



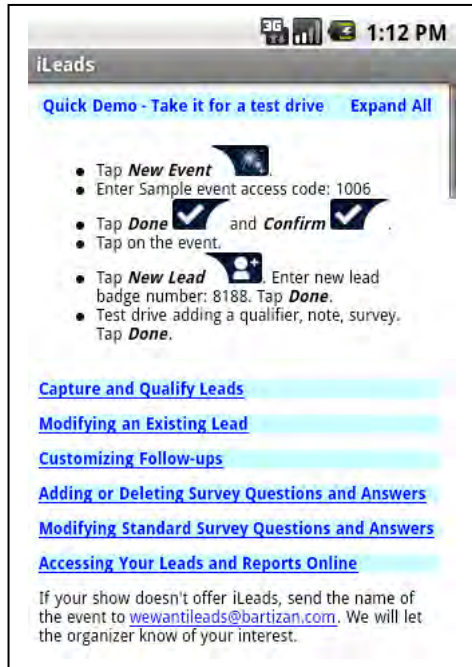
- 4- From this screen, you can run the Collecting and Editing Leads demo or the Accessing your leads on LeadsLightning demo



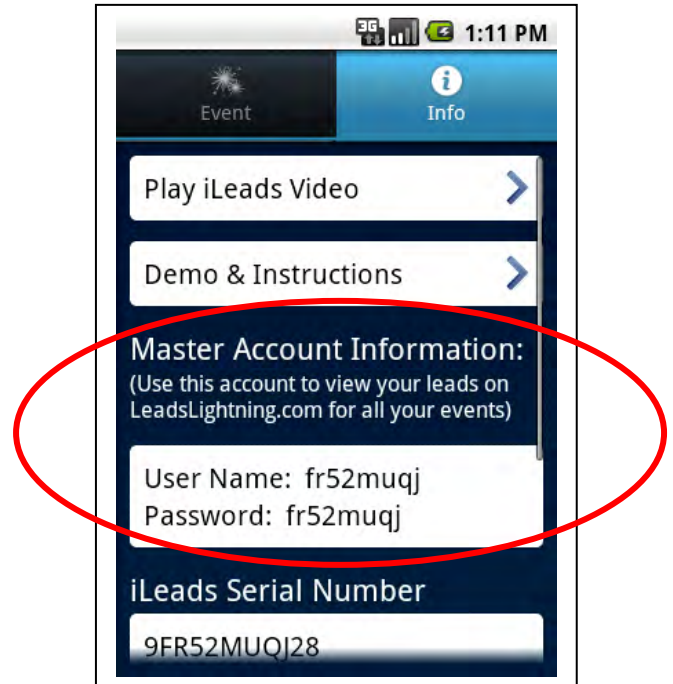
- 5- Press the device's Back Button to return to the info screen

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6- On the Info Screen, tap on Demo and Instructions. This page contains all of the directions you need to use the iLeads app. Press the device back button when you are done.



7 - 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.



**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 AT EVENT SITE

- 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 runs.

- If you add a badge number and no information appears on the screen, you are still capturing leads. Please continue to enter the numbers of the attendees who stop by your booth. All of the information will be available to you in your LeadsLightning account once the final database from show management has been uploaded.

- You can logon to your LeadsLightning account any time to view your leads. If your account shows only 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 arrow 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.