Quick Guide to Using iLeads Mobile App for iPhone® iPad® and iPod touch®

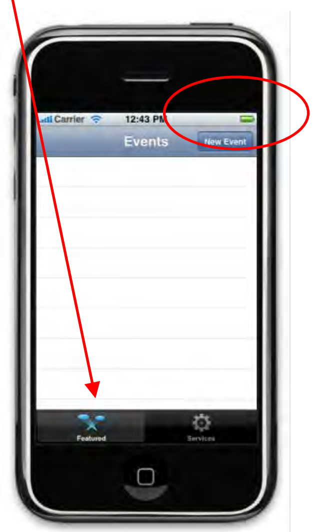
Please go to the App® store to download the iLeads app. Search under Bartizan Connects to locate the iLeads app. Once you have downloaded the app, you can proceed with setting up the event. Please note your iPhone®, iPad® or iPod touch® needs to have an operating system of 4.0 or higher for the iLeads app to run. You can check your version of the operating system by going to settings, general, about tabs. 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.

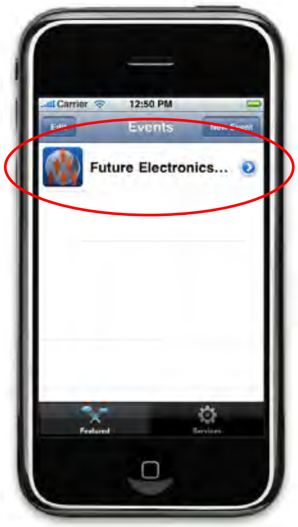
2- Tap the Featured Tab and then Tap **New Event** button.



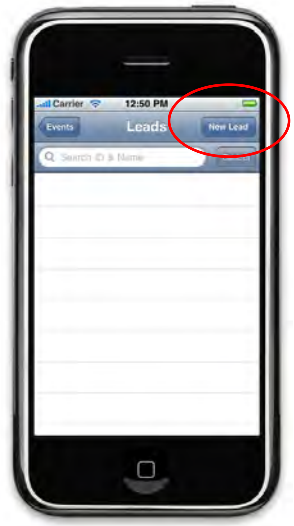
3- **Enter the Event Code** that has provided to you

4- After entering code, show info appears. Tap Confirm**.**

5- **Tap the Event name** (i.e. "Future Electronics.") to start collecting leads.



6- **Capturing a new lead:** Tap New Lead.



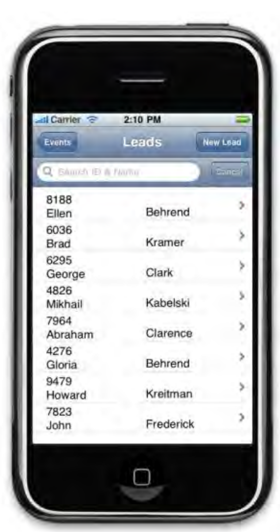
7- **Enter in the attendee's Badge Number** and tap Done.

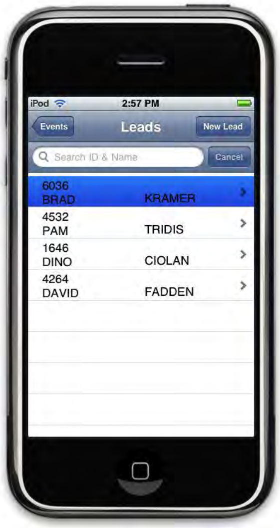
8- **To enter a Note**, tap on "Enter your note" and enter text. Tap Done.

9- **To select a follow-up action**, tap appropriate qualifier.

10- **To select an answer to a survey question**, tap on the question, and then tap on the answer. To answer another question, tap on the left and right arrows at the bottom of the screen to navigate through it. Tap Done when you are finished.

11 - **Tap Done.** The badge number and the attendee name are added to the leads list.





Modifying an existing lead

1- In leads list, tap the lead you would like to modify.
2- Tap on Edit.
3- Tap done when you are finished.

Customizing Follow-ups

1- Tap blue round button with a white arrow to the right of the Event name (i.e. “Future Electronics.”).
2- Tap on Follow-ups.
3- To add a new Follow-up, tap on Add a new question. Type your question and tap Save.
4- To edit a Follow-up, tap on the question, edit it and tap Save.
5- To delete a Follow-up, tap on the red circle to the left and tap Delete.
6- To move a question up or down, tap and hold the three horizontal bars to the right of the question and move it up or down.
7- When you are finished with your customization, tap done.

Customizing Survey questions

1- Tap blue round button with a white arrow to the right of the Event name (i.e. “Future Electronics.”).
2- Tap on Survey.

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Adding a new survey question

1- Tap on Add a new question.
2- Tap on Enter Question Text. Type the question and tap on Save.
3- The default question type is Select Only One Answer. To change it, tap on Select Only One. Tap on Select Multiple and tap Save.
4- Tap on Add a new answer.
5- Type the answer and tap Save.
6- Repeat steps 4 and 5 as many times as you would like.
7- To delete an answer, tap on the red circle to the left and tap Delete.
8- To move an answer up or down, tap on the three horizontal bars to the right of the answer and move it up or down.
9- When you are finished with your customization, tap done.

Editing a survey question

1- Tap on the question text.
2- To change a question text, tap on the question, make your changes and tap on Save.
3- To change the question type, tap on the current type, tap on your preferred type and tap Save.
4- To add an answer, tap on Add a new answer. Type the answer and tap Save.
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 Delete.
7- To move an answer up or down, tap and hold the three horizontal bars to the right of the answer and move it up or down.
8- When you are finished with your customization, tap done.

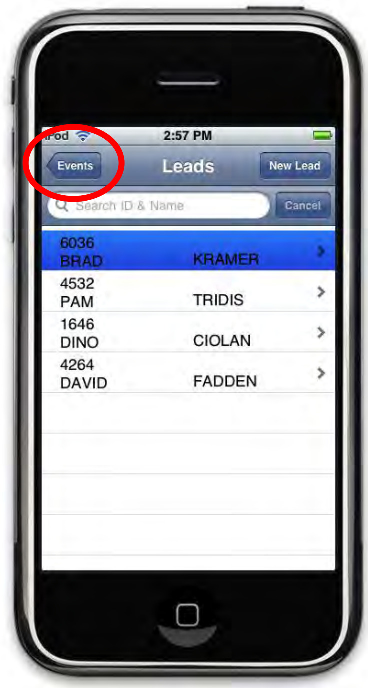
Deleting a survey question

1- To delete a survey question, tap on the red circle to the left and tap Delete.

Checking your Lead Status

You can see how many leads you have collected by performing the following steps:

1. **Tap on Event** in the upper right corner of the screen
2. **Tap the Arrow** to the right of the event name
3. Within the Show Statistics area, you will see
   - **# of leads collected**—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
   - **# 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 connection is established.
   - **# of leads to be updated**—the number of leads that were changed after being sent to LeadsLightning previously.



PLEASE NOTE:

- 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.