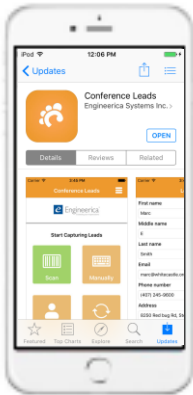




# How to use the Conference Leads App

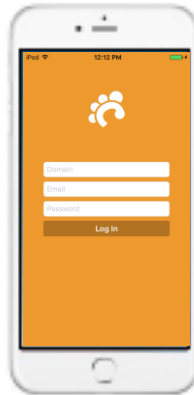
## Download



Search for Conference Leads by Engineerica Systems, Inc. on [Android](#) and [iOS devices](#).



## Login



Enter login credentials provided by your administrator.

## Scan

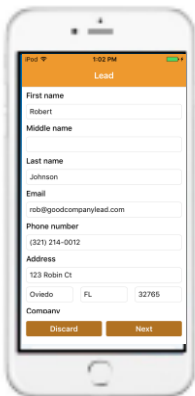


Tap "Scan" and aim your camera at the QR code on their badge.



Tap the manual button to enter a contact's information by hand. (Even if not an attendee)

## Capture



Instantly capture an attendee's contact information.

Scroll down to add notes and press "Next" to answer your custom qualifying questions.

## Qualify



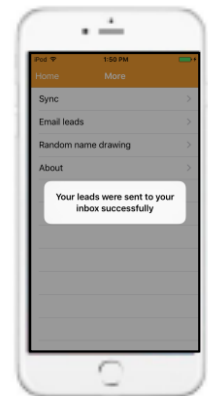
Complete custom qualifying questions that have been created by your administrator online.

Save your lead.



You can also review or modify existing leads later.

## Collect



Tap the options (in top right corner) and tap "Email Leads" to receive an email with an Excel spreadsheet of all your captured leads instantly.

<https://www.conftrac.com>

Login to your personal online portal to reset your password, view/edit leads, and download them too.