Using *Conference Leads*, the Lead Retrieval App

Installation and Setup

1) Download the Conference Leads app from the App Store on your Apple device. Search for 'iConf Leads" (make sure to leave a space between the two words) and tap "Get".
2) Once the app is downloaded, open it.
3) Enter your Login credentials:

> Domain: _____
>
> User ID: _____
>
> Password: _____

4) If you log in successfully, the app will download your conference data and will show a welcome screen. You should see your name and company on the welcome screen. You are now ready to start capturing leads!

Capturing Leads from a Badge Barcode

1. From the app's welcome screen, tap the "Scan" button. The first time you do this your device will ask you to give the app access to the camera. Make sure to click "OK"
2. The camera will activate. To capture a lead's contact info, simple point the camera to their badge to scan the barcode on it.
3. When the barcode is read, the app will display a contact screen with known fields already filled in.
4. If a desired field is missing or to edit a field, simply tap on it and type.
5. You can scroll down to the bottom for an open text area. You can type any notes you like about this lead here.
6. Tap "Save" on the upper right corner to save the contact info.

Entering Leads Manually

If the contact does not have a badge, you can still add the lead manually:

1. From the app's welcome screen, tap the "Manual" button.
2. The app will display a contact screen with blank fields.
3. Fill in name and desired contact info.
4. You can scroll down to the bottom for an open text area. You can type any notes you like about this lead here.
5. Tap "**Save**" on the upper right corner to save the contact info.

Viewing Captured Leads

Tap the button on the bottom of the welcome screen to view a list of captured leads.