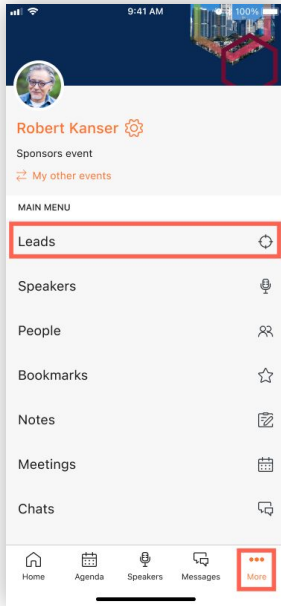


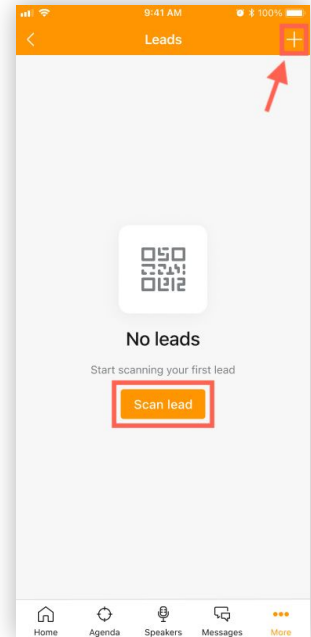
Lead capturing

How-to guide

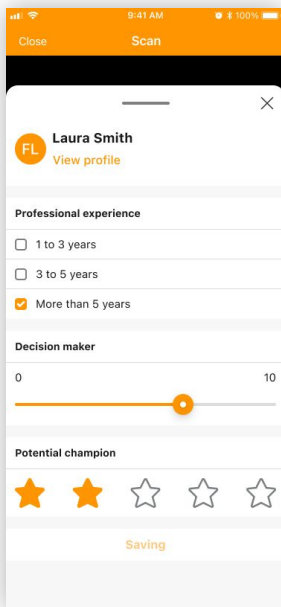
1 **Locate the lead scanning item** in your event app's main menu. Be careful not to use the 'QR & Scan' menu item.



2 **Add a new lead** by tapping on 'Scan lead' or '+'. Scan someone's QR code from their email, badge or event app.



3 **Qualify the lead** by completing a lead qualification form. You can do this immediately or add the details later. You can skip this step if there is no lead form.



4 **Track progress** of your own leads and the leads captured by your team members.

