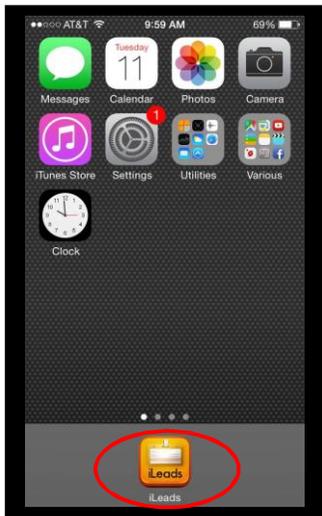
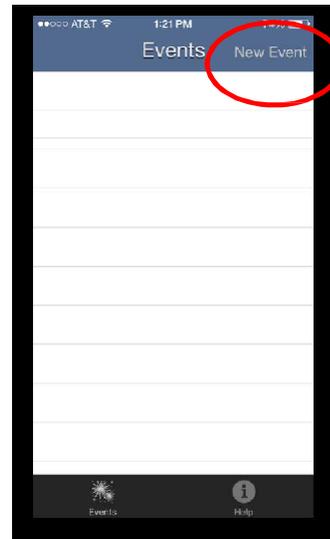




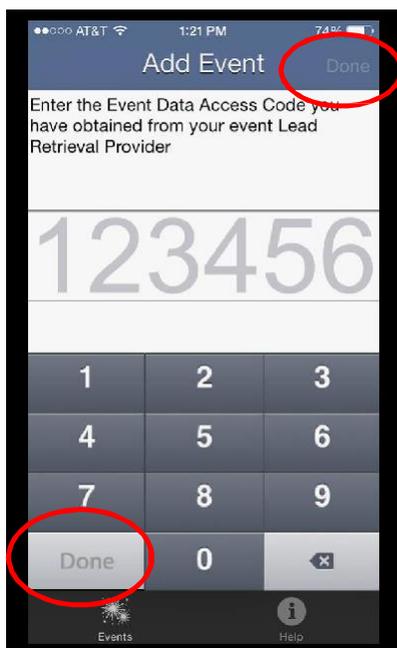
1- Tap on the iLeads icon



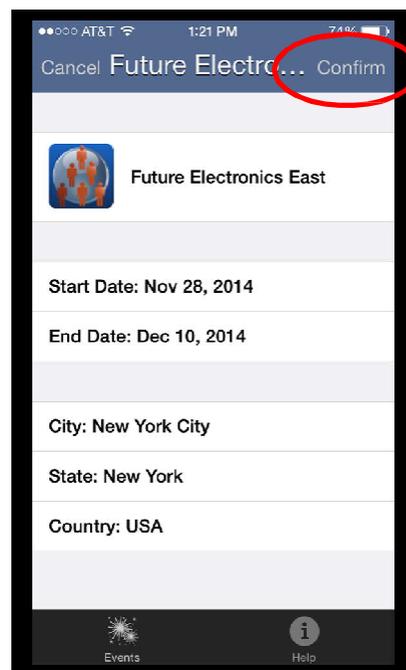
2- Tap New Event



3-Using the number pad, enter the Event Data Access Code you received from Bartizan and then tap Done



4- Tap Confirm and you device is setup

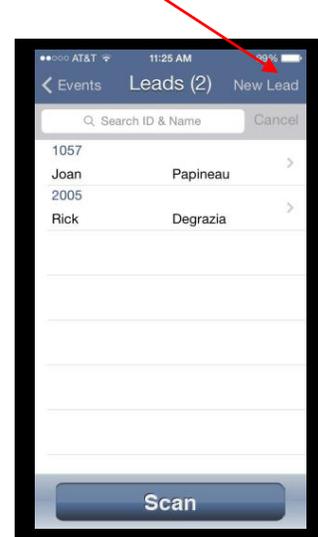


Gathering leads at your event

1. Tap on your event name



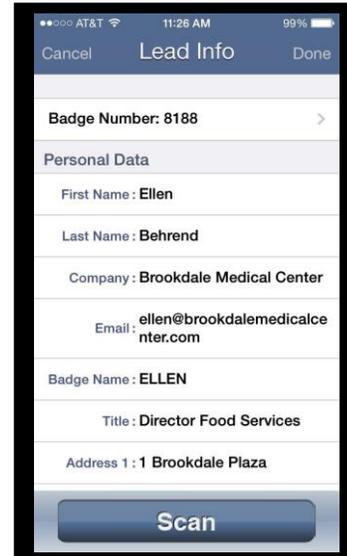
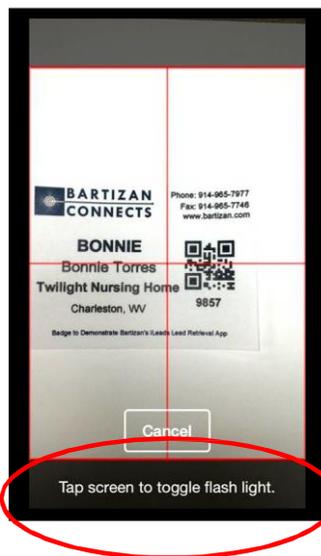
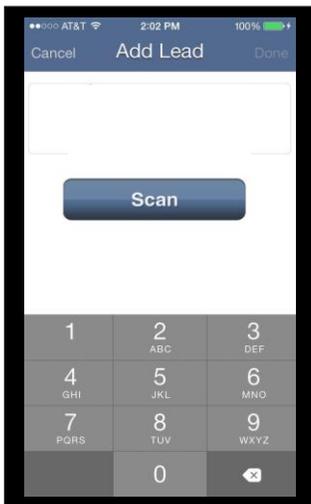
2. Tap on New Lead



3. Using the number pad on the device, enter in the attendee's badge number found on the face of the attendee's badge or tap scan to read the barcode (if available). Then tap Done. If needed while you are scanning the barcode, you can tap the screen to turn on the flash light.

If barcode does not read, turn device to landscape

4. The Lead Info screen will appear. The first and last name, etc. of the attendee will show under the Personal Data Section. If the information appears, please proceed to Step 5. **If the name does not appear, confirm the number displayed is the number that is on the badge. If it is, please refer to "Please Note" section-Page 3**



If more than 1 number or barcode is printed on the attendee badges, please confirm with show management which number you are to use to collect your leads!

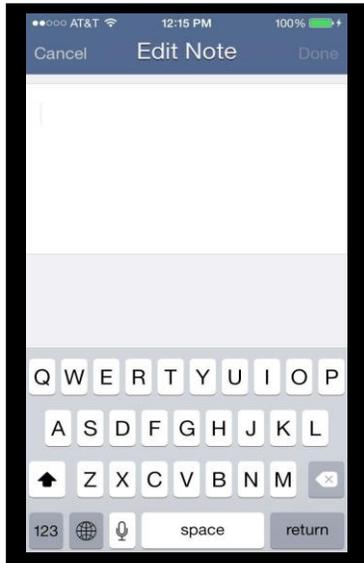
PLEASE NOTE:

****No internet connection is required when collecting leads****

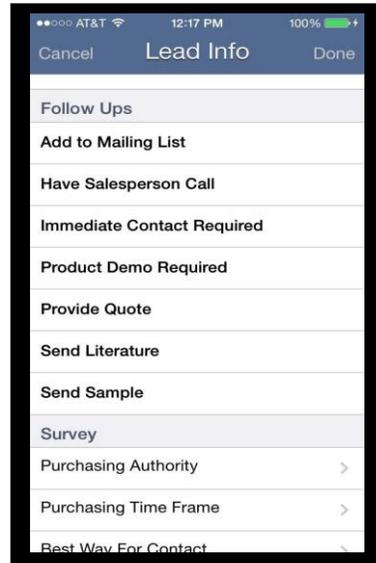
*****Internet connection is required when uploading leads*****

- If **no attendee information appears** when you enter a number or scan a barcode, confirm the number displayed is the number that is printed on the badge. You are capturing the lead when you enter/scan the correct number even if no information appears. Please continue with notes, qualifiers, surveys, etc. The reason there is no information displayed is that these attendees are not in the database we currently have from show management. At the end of the show, once the final data has been uploaded, all available details on your leads will be populated.
- You can **login to your LeadsLightning account any time to view your leads**. Your account will only show your leads if they have been uploaded. iPhone and Android phones will upload automatically if there is an internet connection available. The iPod touch, iPad and other Android devices will have their leads uploaded once they establish an internet connection and the iLeads app is running.
- **No leads showing in your account?** Check the upload status of your leads— please refer to page 7.
- To check to see if your device is **connected to WiFi**, please refer to page 8 of this booklet.
- Your **LeadsLightning user name and password** can be found on the email sent to you prior to the start of your event. The email comes from LeadsLightning@LeadsLightning.com.
- **Technical support is available via phone**— a representative phone number will be provided.

5. Enter a Note, scroll down and tap on “Enter your note here”. You can type your note or speak it into the device and it will be converted to text. Tap Done.

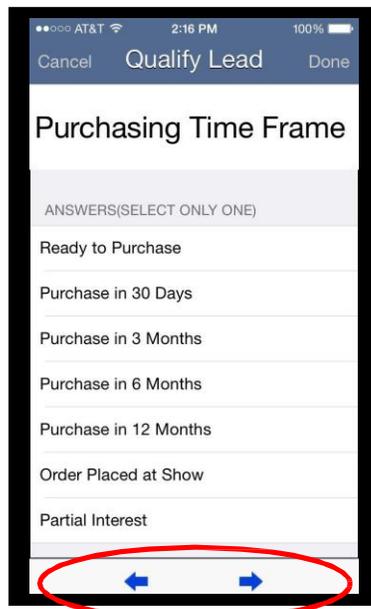
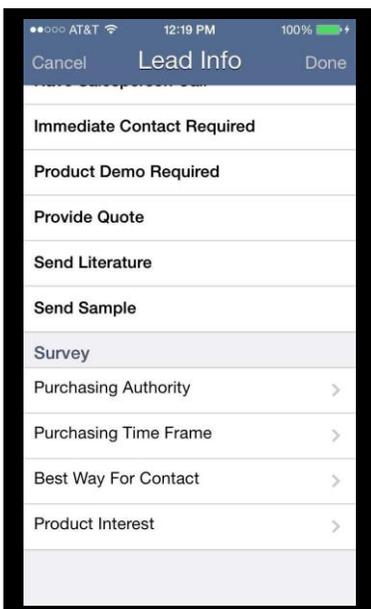


6. Select a follow-up action, tap on the appropriate answer to select it. (Tapping again deselects answer). If you are using Surveys, proceed to the Survey questions. Otherwise, Tap Done.



7. 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 selecting your answers.

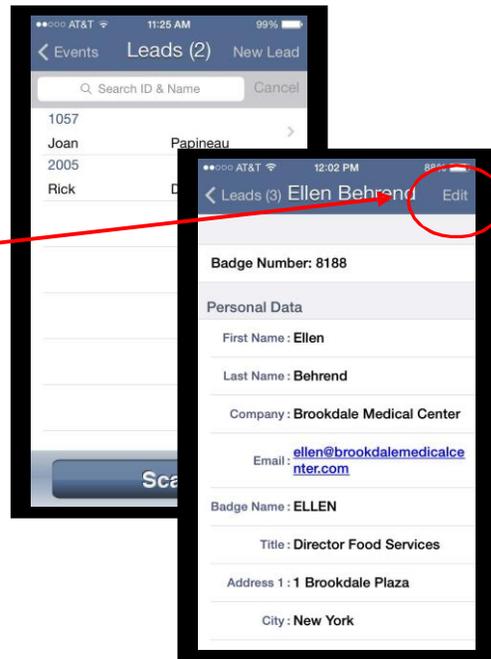
8. Tap done again. You are back at the leads screen showing a list of all your collected leads



Modifying Notes, Survey Answers and Follow up Selections

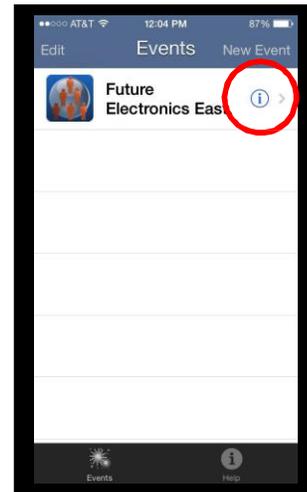
- 1- In leads list, tap the lead you would like to modify.
- 2- Tap on Edit in upper right corner.
- 3- Make your changes
- 4- Tap done when you are finished.

Please note—Personal data fields cannot be modified. If you need to make a change, you can use the notes field.



Customizing Follow-up Questions on the device:

1. Go to the Event screen where you see the name of the event
2. Tap the  icon to the right of the Event name
3. Scroll down and tap on Follow-ups/Survey
4. Tap on Customize Follow-ups



If you have not make any customizations on LeadsLightningSM there are 7 default selections available to you. You can use them as is, edit them, add to them, or delete them

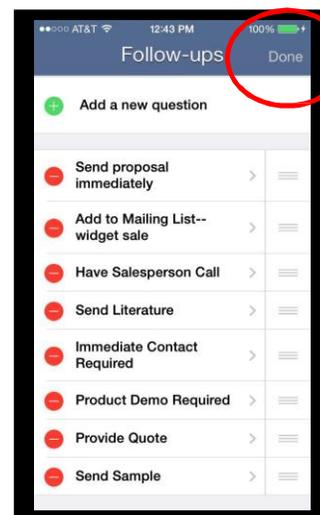
To edit a Follow-up, tap on it, edit it and tap Save.

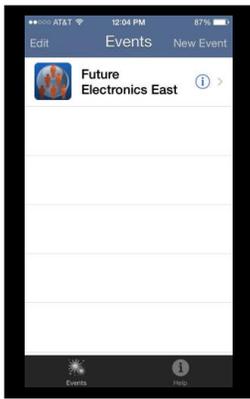
To delete a Follow-up, tap on the  icon and tap Delete.

To add a new Follow-up, tap on Add a new question, type it in

To move a question up or down, tap and hold the  icon to the right of the question and move it up or down

When you are finished with your customization, tap done.



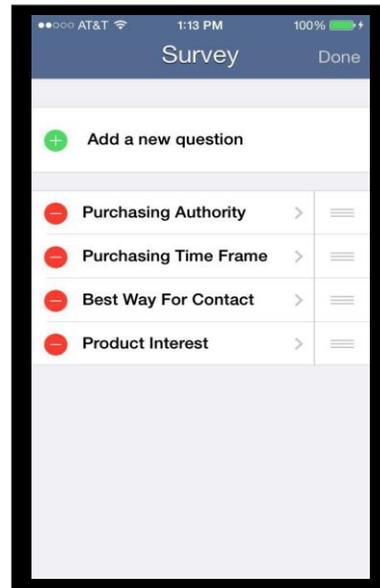


Customizing Survey Questions

1. Go to Events screen where you see the name of the event.
2. Tap the **i** icon to the right of the Event name
3. Scroll down and tap on Follow-ups/Survey
4. Tap on Customize Survey

Adding a Survey Question

- 1- Tap on Add a new question.
- 2- Tap on Enter Question Text. Type the question and tap on Save.
- 3- Select Answer selection type—either select all that apply or select 1 only
- 4- Tap on Add a new answer.
- 5- Type the answer and tap Save
- 6- Repeat steps 4 and 5 as many times as needed.
- 7- To delete an answer, tap on the **−** icon and then tap Delete.
- 8- To move an answer up or down, tap and hold the **≡** icon and move it up or down.
- 9- When you are finished with your customization, tap done.

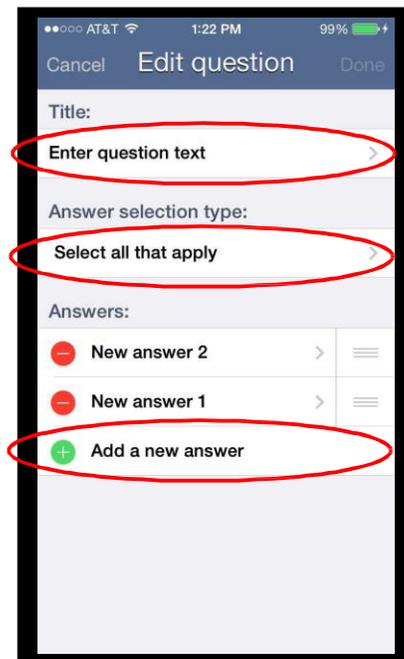


Deleting a survey question

- Tap on the **−** icon and tap Delete.

Editing a survey question

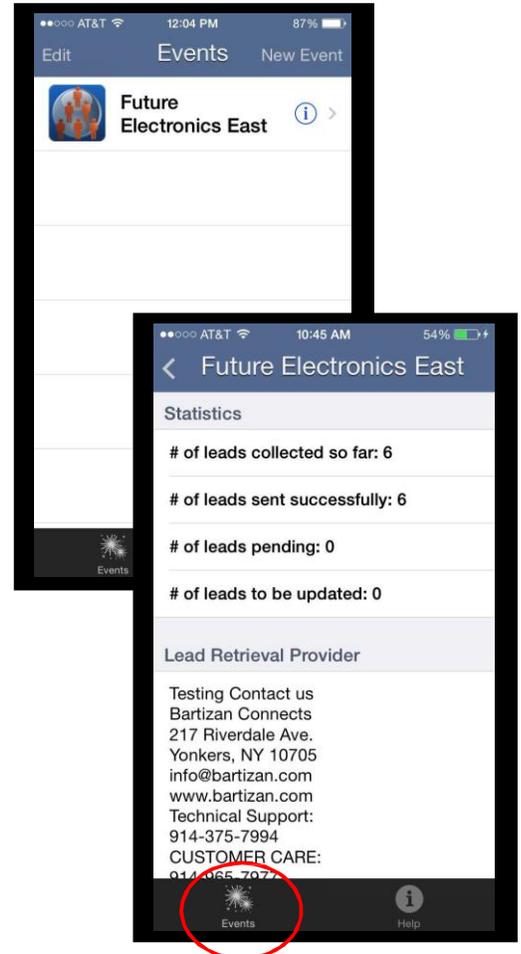
- Tap on the question, make your changes, tap Save



Checking your Lead Status

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

1. Go to the Events screen – where you see the show name
2. Tap the  icon to the right of the event name
3. On the Events tab, 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: If the # of leads collected and the # of leads sent are not equal, you need to connect the device to WiFi and run the iLeads app. Your leads will then be sent automatically to your account on LeadsLightning.

For instructions on how to establish a WiFi connection, see page 8.

Checking for a WiFi Connection:

To successfully upload your leads to your account on LeadsLightning.com, you must establish a Wi-Fi connection.

- When connected to a Wi-Fi network, the WiFi icon appears in the status bar at the top of the screen. It indicates connection strength--the more bars you see, the stronger the connection.

Turning WiFi On

1. Go to the Main screen
2. Tap on Settings
3. Tap on WiFi
4. Tap button to turn it on
5. A list of available networks shows on the screen—choose appropriate one by tapping on it. If a password is needed, enter the password. You will be connected to the chosen WiFi.
6. Once connected, press the home button and tap the iLeads icon.
7. Tap on the Event Name to see your list of leads.
8. Your leads will be uploaded to LeadsLightningSM automatically.

PLEASE NOTE: Once we receive the rental unit back at our facility, we upload any leads that have not been sent to your account.

