

Jot Leads Mobile App Instructions

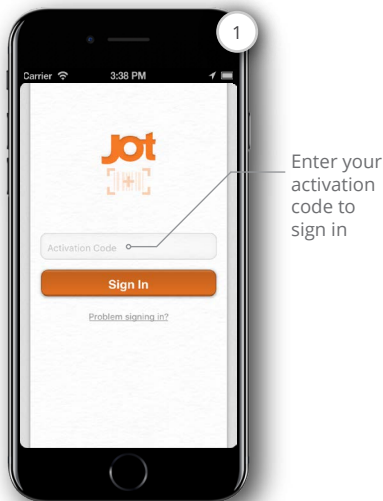


www.JotEventConnect.com
 1.877.782.4568 (U.S.)
Sales@JotEventConnect.com

Download from App Store
 Search "Jot Leads" in the App Store or scan to download on iOS devices

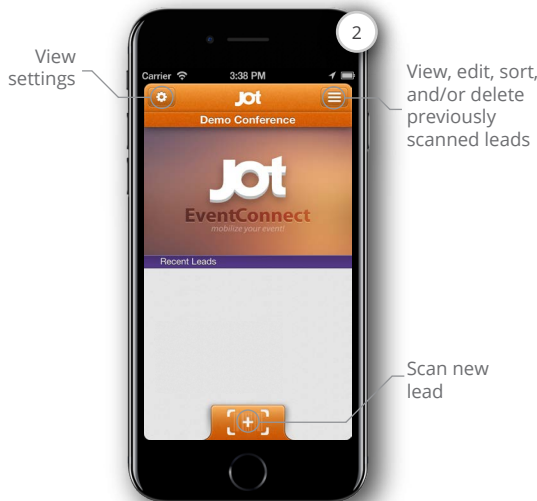
Download from Google Play
 Search "Jot Leads Pro" in Google Play or scan to download on Android devices

➤ Activate



Enter your activation code to sign in

➤ Scan



View settings

View, edit, sort, and/or delete previously scanned leads

Scan new lead

➤ Qualify



Return to main screen

Take notes

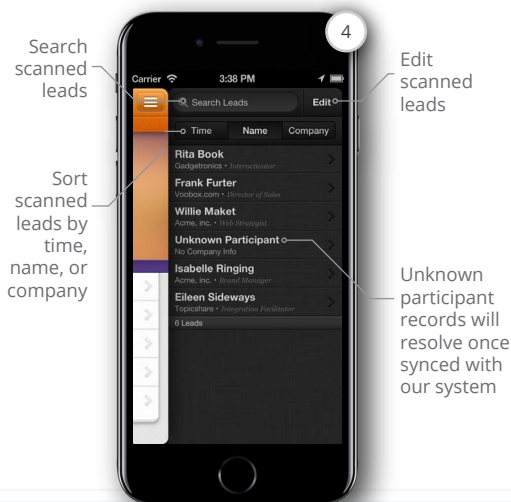
If enabled, add a photo, video, or audio note

Activate JOT Leads by entering your assigned activation code. *Note: if your booth is using multiple devices, the leads will be sent to the primary account holder upon export.*

Scan badges by using the device's front or back camera. Hold camera steady on barcode/QR code to capture lead. Your recently scanned leads will appear on this screen.

Once a badge is scanned, you may add qualifiers and/or notes to the lead.

➤ View Leads



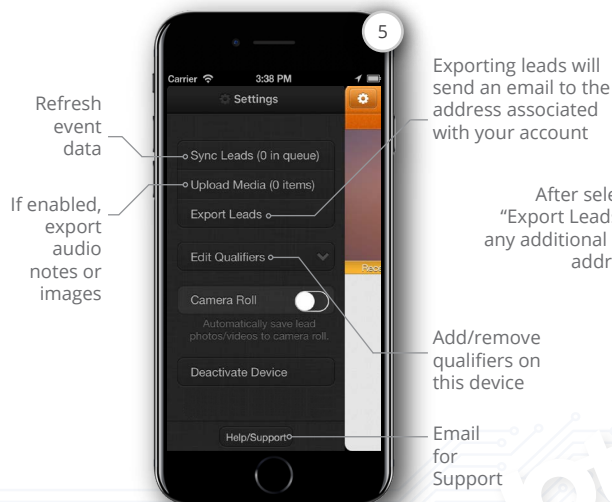
Search scanned leads

Sort scanned leads by time, name, or company

Edit scanned leads

Unknown participant records will resolve once synced with our system

➤ Settings



Refresh event data

If enabled, export audio notes or images

Exporting leads will send an email to the address associated with your account

After selecting "Export Leads" CC any additional email addresses

Add/remove qualifiers on this device

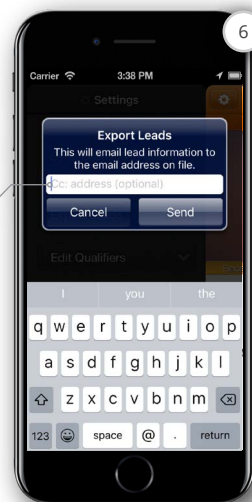
Email for Support

Access all your leads by pressing the drawer icon in the top right corner of the main screen. Here, you can view, search, sort, and remove scanned leads.

Clicking on a lead will take you to a detail view where you can select qualifiers and add notes (see step 3).

To access your application settings, press the gear icon in the top left corner of the main screen. Here, you can resync your device, export your leads, add/remove qualifiers, and upload your media.

➤ Export



From the Settings screen select Export Leads and CC any additional email addresses you'd like to receive a spreadsheet populated with your scanned leads.