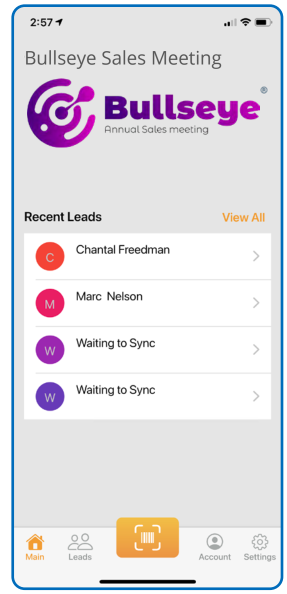
How to use GTR Leads™

Before The Event: Set-up & Activation

You must download and activate the GTR Leads™ App before using at the event.



Press the center button to scan a lead.

Devices compatible with GTR Leads™

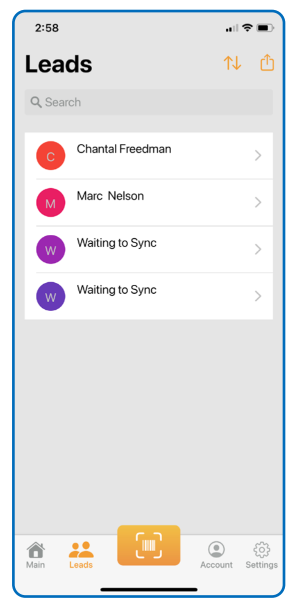
- iPhone 6 or later with iOS8 or later
- iPad (4th Generation or later)
- iPad Mini (3rd Generation or later)
- iPad Air (any version)
- iPod (6th Generation)

How to download GTR Leads™

1. Search "GTR Leads" in your device's App Store to download the app:

   - **iOS:** https://apps.apple.com/us/app/gtr-leads/id1590887180
   - **Android:** https://play.google.com/store/apps/details?id=com.gtrnow.jotLeads

2. Enter your Activation Code(s) which is emailed to the user based the email address entered when purchasing the app.



Access all your scanned leads by pressing the leads icon in the bottom navigation bar.

During & After the Event: How to Use GTR Leads™

After activating GTR Leads, use your device's camera to scan badges.

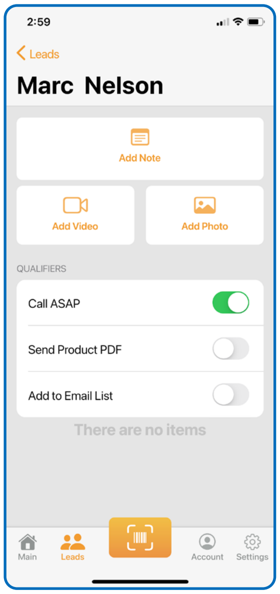
Note: There are new privacy laws in California and Nevada that allow their residents to opt-out of companies using or passing along their personal data to other 3rd parties, therefore a California or Nevada resident who makes a DO NOT SELL MY PERSONAL INFORMATION request to event organizers cannot be passed along to exhibitors as a lead as that would violate these laws. That attendee's badge would therefore only contain their first name, last name, and state. There will still be a barcode for you to scan however a message "ASKED TO BE REMOVED" will appear. This does not preclude you from asking and getting an attendee's contact information if that attendee stops at your booth or attends your workshop. In this instance you will need to manually enter their information.

Scan Badges and Capture Leads

At any point, press the scan button at the bottom of the screen to bring up the camera. Ensure that the entire barcode fits onscreen when trying to scan.

Manually Capture Leads

From the camera screen you can manually enter leads by selecting "Manual" at the bottom of the screen and entering their barcode. This comes in handy if the camera is not recognizing the barcode.



Qualifiers, notes, photos, and videos can be added in the lead detail view.

Unknown Participant/Waiting to Sync

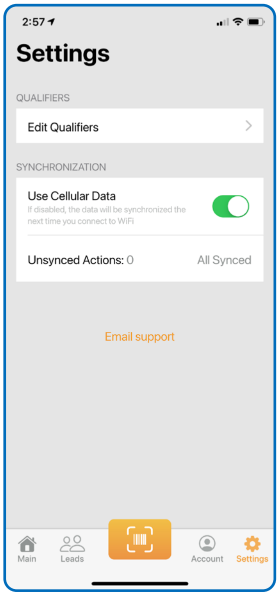
Any scan displaying as Unknown Participant or Waiting to Sync, will be resolved when the next registration data sync occurs.

Settings

To access settings, press the gear icon in the bottom right corner of the main screen. Here, you can view the sync status, edit qualifiers, and email support.

Qualifiers

From the settings screen you can edit your qualifiers from the drop-down menu. Add new qualifiers with the "+" button at the top right of the screen or delete qualifiers using the red icon on the dropdown list.



Add, remove, and edit your qualifiers in the settings tab.

How to View Leads

Your most recent scanned leads are displayed on the home screen for an at-a-glance view and quick access to add notes and/or qualifiers.

To access all your leads, press the view leads icon in the bottom left corner. All your scanned leads are visible on this screen. Here, you can search by name or sort by name, company, or most recent scans. Clicking on a lead will take you to a detailed view where you can add multimedia, notes, and assign qualifiers. To add notes, press the notes button at the top of the screen. To add multimedia, select the "Add Video" or "Add Photo" button.

How to Export Leads

To export your scanned leads, visit the view leads screen and select the share icon at the top right. Enter the email address you'd like to send your scanned leads to. All exports send an email to the main account holder (email address used to purchase GTR Leads™) with an attached spreadsheet.

What if I need help?

From the account screen you can send an email to support (support@gtrnow.com) and we'll get back to you ASAP. If on-site support is available at your event, visit Exhibitor Services which is usually located nearby the exhibit hall.