

MyLEADS Mobile App Quick Start Guide

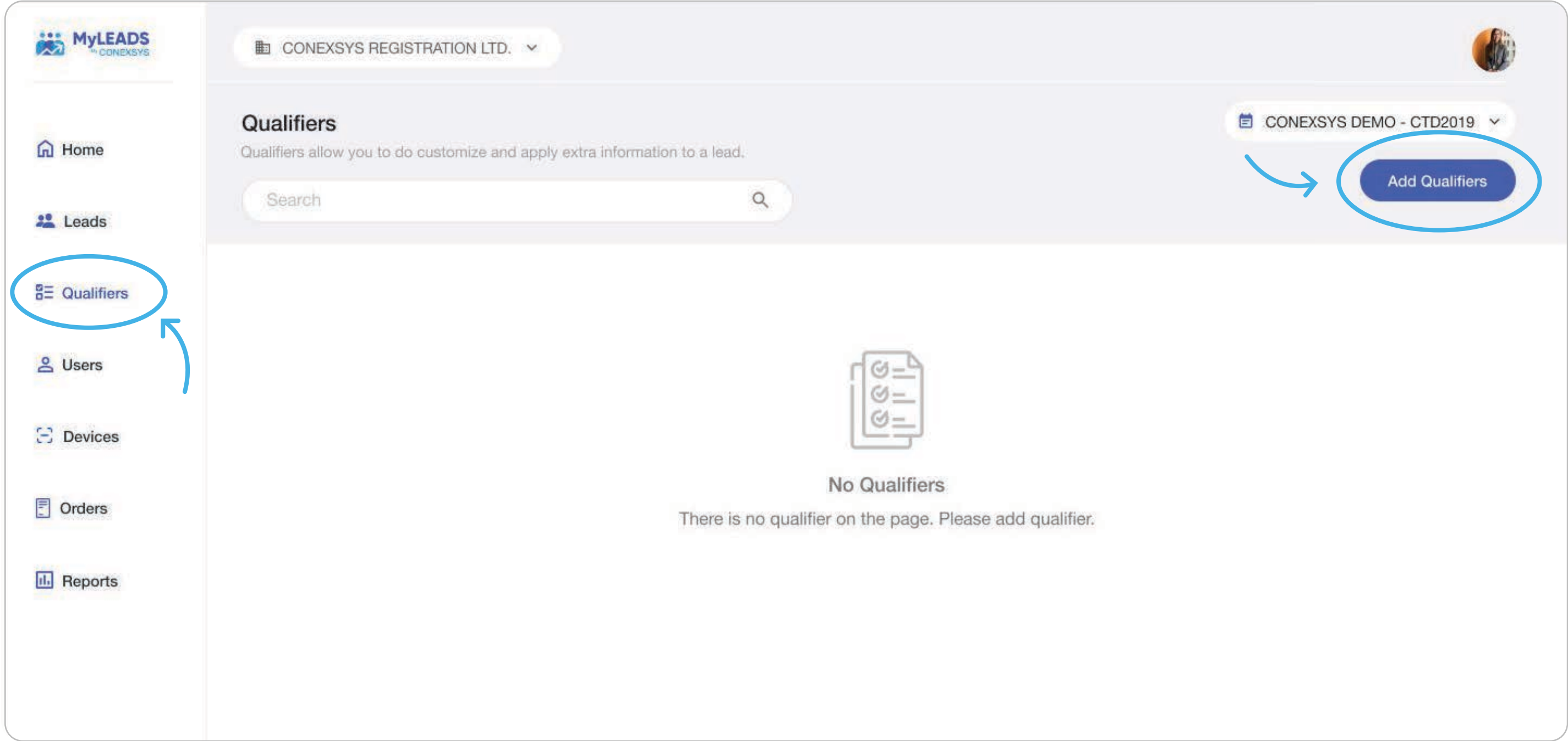
Thank you for using the CONEXSYS Lead Retrieval MyLEADS - Mobile App. Please review this helpful information to ensure a successful installation and setup of the software to your mobile device.

1. Activating your account

To activate your lead retrieval account, select the “Activate Account” button on your order confirmation email. This will take you to the MyLEADS Portal where you will be asked to sign-up/sign-in. Once in the portal you will be able to select the event, download the app from Google Play or Apple App Store, access your app license, setup qualifiers and view/export leads, etc.

2. Setting up qualifiers online

a. Select Qualifiers on the left menu, then select “Add Qualifier” to add qualifying questions and selections.



- b. Enter the qualifying question in the “Qualifier Question” field, and selection in the “Selections” field to add the possible responses.

Qualifier Question*

e.g. Please select your age range

Selections*

A. Mobile App

Add selection

- c. Select “Add selection” to add more options. When you are done, select “Save” to save your qualifier questions and selections.

Qualifier Question*

Please select your age group

Selections*

A. Mobile App

B. Option

Add selection

Cancel Save

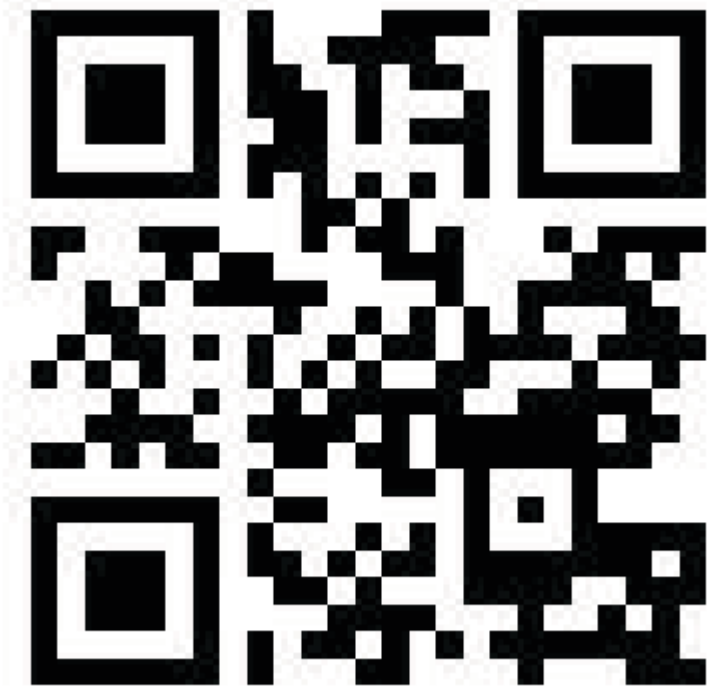
- d. Qualifiers overview will appear on the qualifier page.

Qualifiers	
Qualifiers allow you to do customize and apply extra information to a lead.	
<div>Search</div>	
<div>Add Qualifiers</div>	
Qualifier Questions	Selections
1. Please select the product they are interested in	A. Mobile App B. Option
2. Please select your age range	A. 20 + B. 30 + C. 40 + D. 50 +

3. Downloading the app to your device

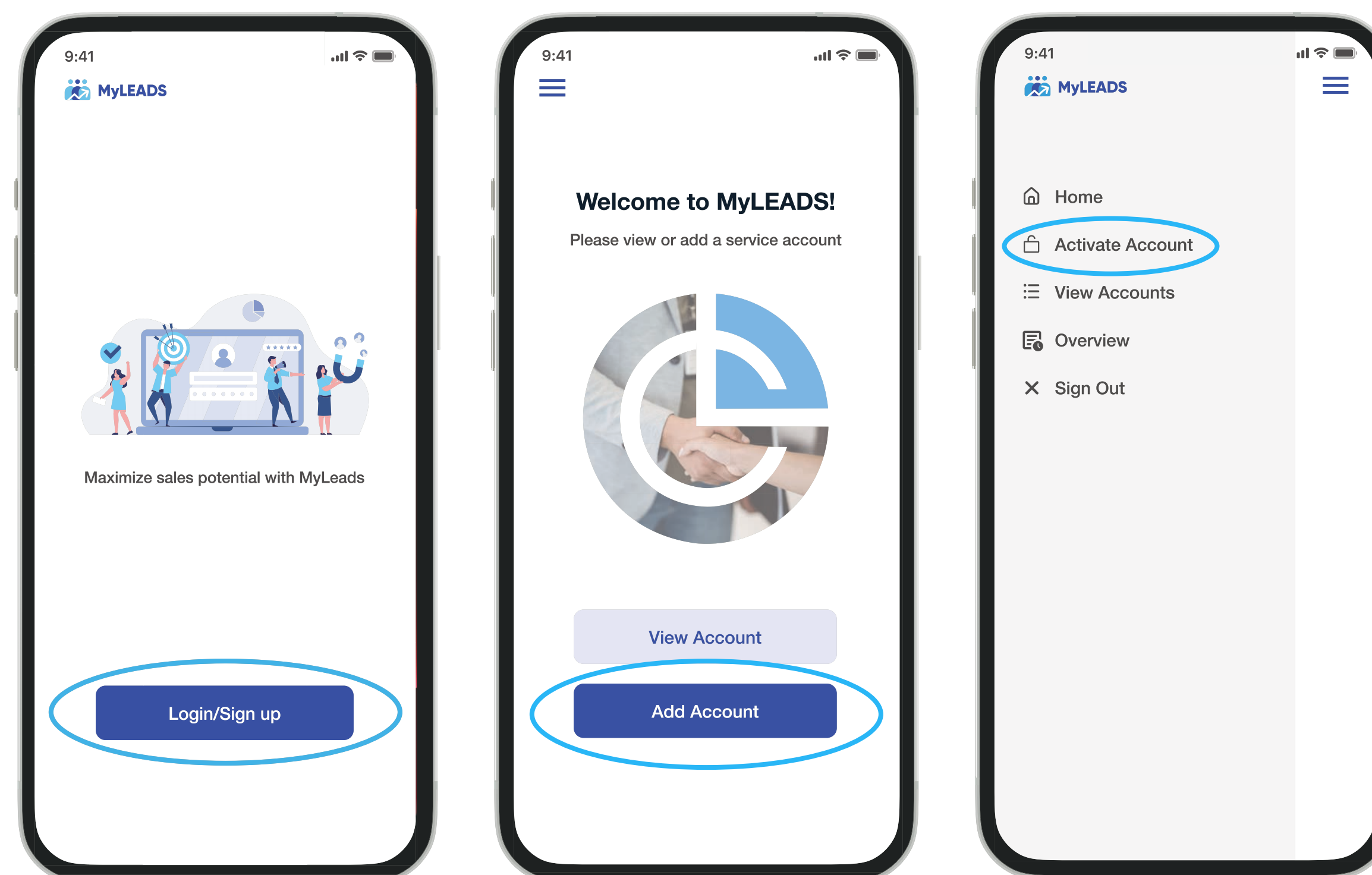
To access the App:

- Click the “Download on the App Store” or “Get it On Google Play Store” button in the Licenses tab of the Portal. OR
- Scan this QRcode below. OR
- Search for “MyLEADS Mobile by CONEXSYS” and install to your device.

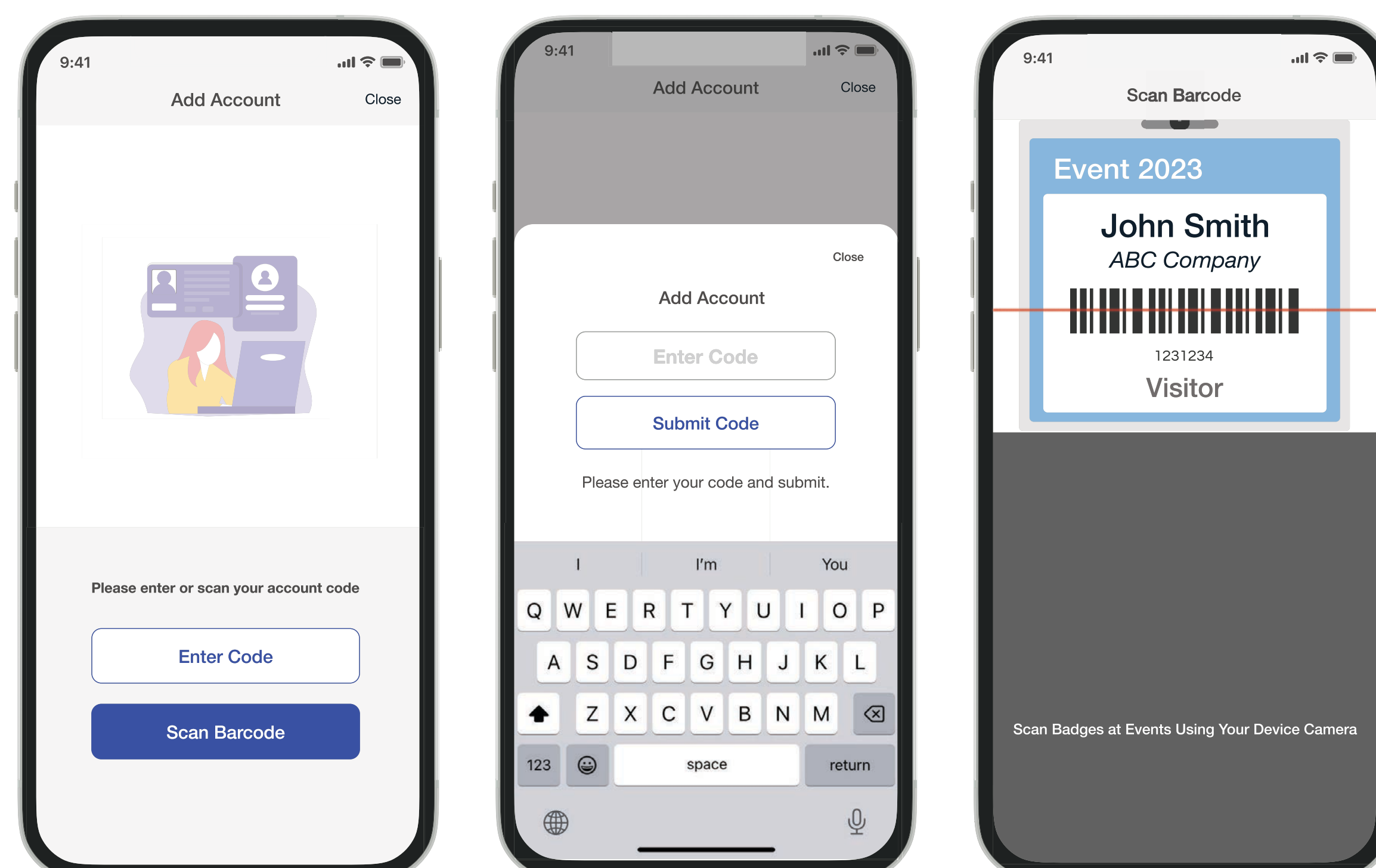


4. Launching the app

a. Once installed, open the app on your device and Login/Sign up at the login screen. Once in the app, select “Add account” for first user, or pull out the menu on the top left and choose “Activate Account”.

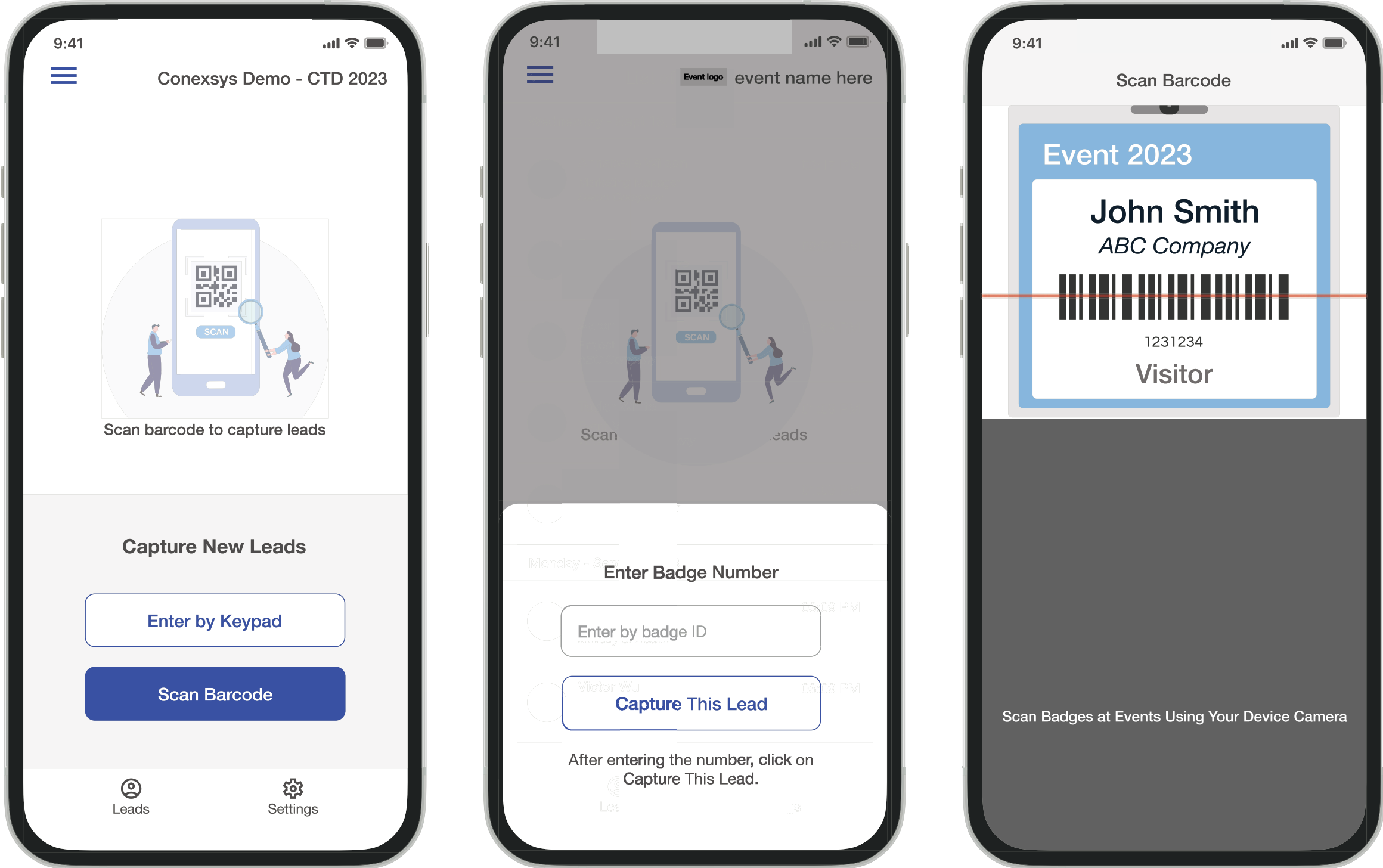


b. Enter the license key provided in the online portal by choosing the “Enter Code” button or simply Scan the license QR code by choosing “Scan Barcode”. Note: when using the app for the first time you may be prompted to allow certain features. Please accept these to ensure the app functions correctly.

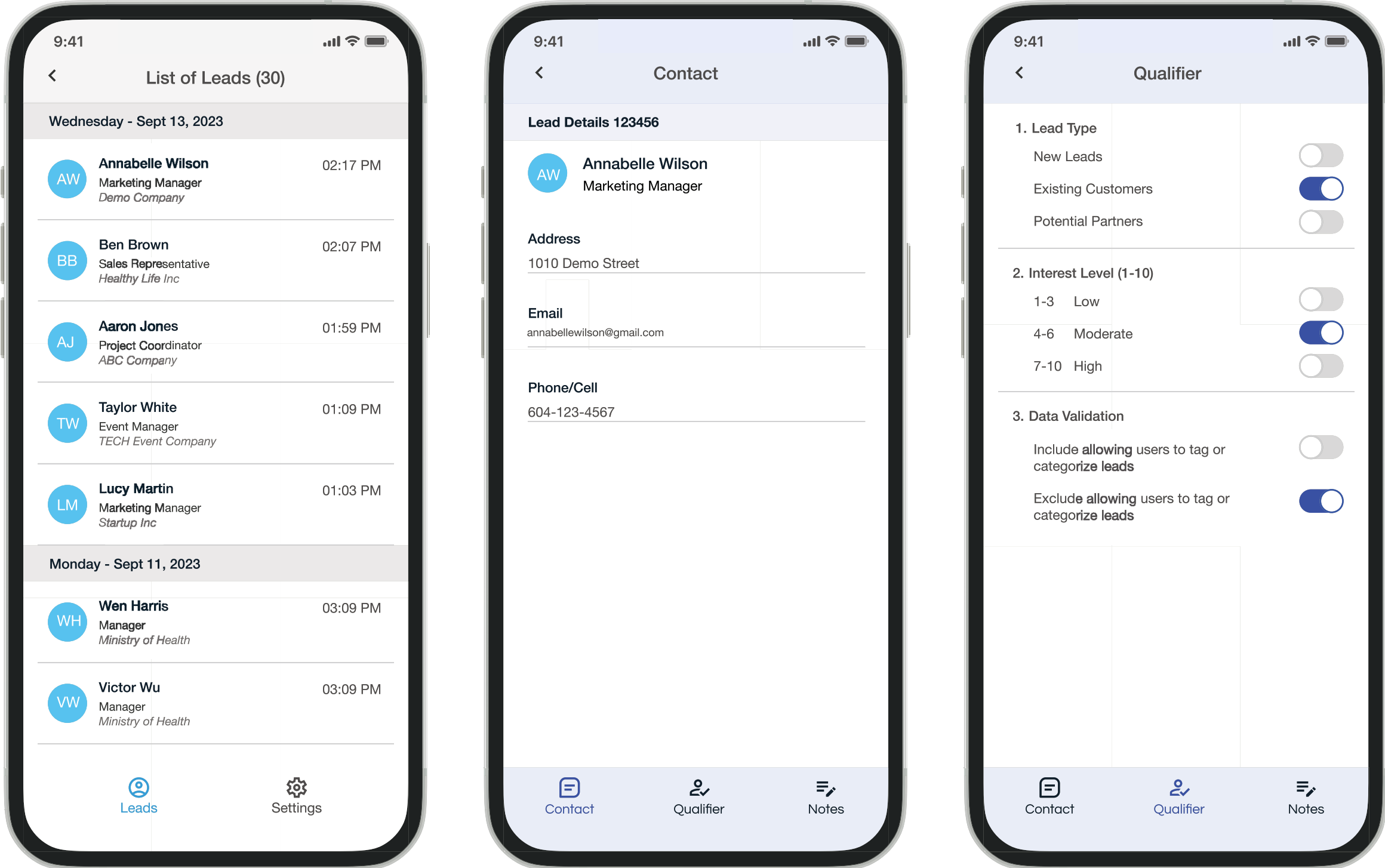


5. Collect Leads

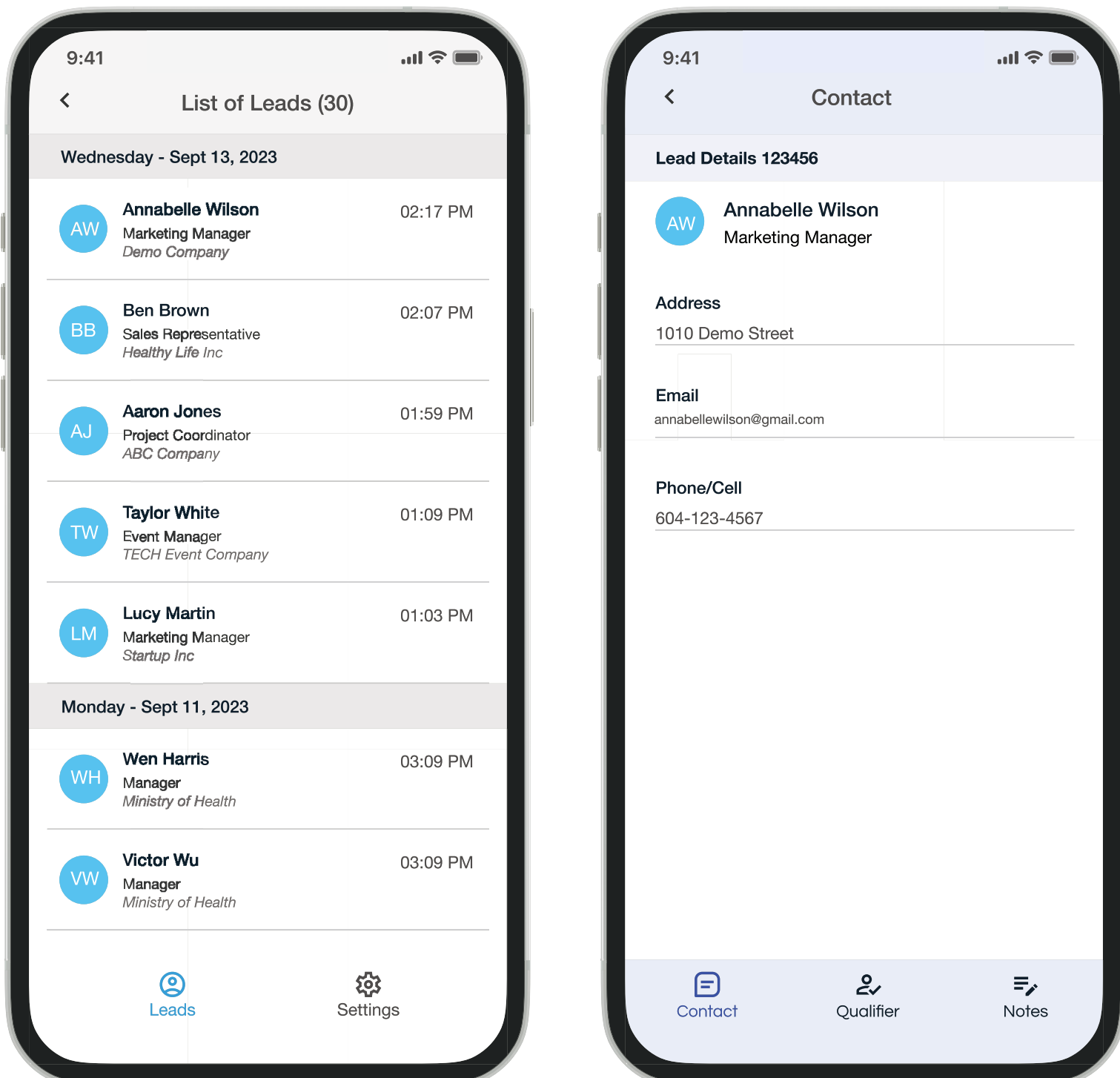
a. To capture the contact information of the lead, scan the barcode on their badge by selecting the “Scan Badge” button and point the device camera at the barcode. As another option, you can choose to enter the ID number on the badge by selecting the “Enter by Keypad” button and keying the number manually.



b. Once the visitor is captured you can choose to add qualifying information or notes to the lead by selecting the appropriate option.



c. You may view or add additional information to any of the leads collected on the device at anytime by selecting the “Leads” option, then selecting the specific lead. Note: You may scan leads without data, however they will not backup to the lead portal and will appear as “un-verified”. In order to verify and backup the leads they must be synced to the cloud by enabling data or wifi on your device then closing and restarting the app.



Frequently Asked Questions

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| 1. How do I get my leads? | Leads will be available in real-time by logging into our leads portal at leads.conexsys.com . |
| 2. What are qualifiers? | Qualifiers are pre-determined shortcut notes that allow you to keep track of conversation notes about each lead. List your sales rep names, products or services attendees are interested in or categorize your data by follow-up times. |
| 3. How do I order additional licenses? | Mobile app licenses may be ordered online at conexsysleads.com or onsite at our Exhibitor Lead Services Desk. |
| 4. Do you provide onsite support for mobile users? | Yes. Our staff will be located at either Registration or on the show floor at Exhibitor Services. |
| 5. Requirements for using the mobile app? | Your device will require: <ul style="list-style-type: none">• Stable wifi or data connection to setup/activate the app as well as to sync leads with the portal.• Access to an app store – Google Play for Android, iTunes App Store for iOS. Android and iOS devices are supported.• Android 8 and iOS 14.2 or higher required.• Android 11 and iOS 16 or higher recommended. |
| 6. Where can I find my portal login? | The portal can be found at leads.conexsys.com . Activation emails are sent out prior to onsite and contain your activation code. Your username and password are set by you when you create your account and will be the same for both the app and portal. |
| 7. Will each member of my team receive an activation code? | No. One activation code will be used for each company; you are purchasing device licenses which will allow you to utilize the app on multiple devices. All information collected by your team will then be compiled on our portal. You may download a cumulative list and filter it by the user. Each user will create an account that will allow them to log in to the app. |
| 8. Who will receive the activation code for the Mobile App? | Your primary contact at the time of purchase. Each account has a primary contact who will be responsible for distributing the activation code to their team members when multiple licenses are purchased. This ensures all data is accessed by the correct team members post show. |
| 8. What does “Unverified” next to my lead mean? | “Unverified” simply means that the lead has not yet synced to the portal. However, the lead is safely stored on the device until that happens and you may continue to add notes or qualifiers to the record. If this appears it is usually caused by the device not having any internet connection or possibly one that is not stable. Please try restarting your app and/or device to re-establish the data connection. If this does not resolve it, please see a CONEXSYS representative onsite at the Lead Services desk. |