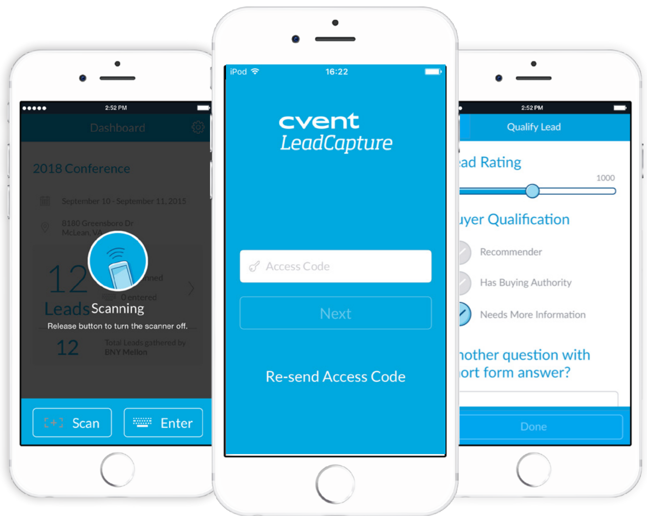
Scanning LeadCapture Leads

1. Get the App

If you'll be using your phone or tablet to scan leads, download Cvent LeadCapture from the [App Store] or [Google Play]. Renting the scanner? The app is already installed.

2. Enter Your Access Code



Enter the access code from your email. If you never received one, tap **Re-Send Access Code** or ask your exhibitor admin to look it up.

Tap **Next**.

If your admin hasn't assigned you a license yet, you'll need to scan your badge (tap **OK** to allow the app to access your camera) or enter your confirmation number by tapping **Manually Enter**.

Tap **Yes, Activate Device** to confirm.

3. Start Scanning

Tap **Add Lead** in the lower right. If prompted, tap **OK** to allow the app to access your camera or the attached scanner. To scan a lead with:

- **Your own device,** center the code on the screen.
- **A rental scanner,** aim it at the QR code and press the button on the side.

If the lead isn't wearing a badge, add their information by tapping **Manually Enter**.

Tap **Qualify Lead** to answer additional questions or add notes. When finished, tap **Done**.

To view or edit a lead's info, tap **My Collected Leads** on the app's home screen. You won't be able to see leads your coworkers have collected.

4. Sync Your Leads

After the event, ensure you connect the device to Wi-Fi to sync all of the leads to the server. If leads are not synced, *your exhibitor admin will not be able to export the leads you collected*. Verify that the leads have synced by checking the home screen.