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.

Download and Install the App:

**iPhone/iPad App:**
Scan the QRcode and select Install.

No QRcode Scanner? Simply go to the iTunes store and Search for: “CONEXSYS”

**Android App:**
Scan the QRcode and select Install.

No QRcode Scanner? Simply go to the Google Play store and Search for: “CONEXSYS”

Activating the App:

Once the Mobile App is Downloaded. There are just a few simple steps to complete the installation on your device.

1. Click on Add Account.
2. Scan the Device Code Sheet (One Code per Device.)

Once you’ve completed these two steps, you’re ready to run the app.

Running the App:

Once the Mobile App is Activated, follow the steps below to run the app for the first time.

1. Click on View Accounts.
2. Select the appropriate account for the event you’re exhibiting at.

Once you’ve completed these two steps, your device is ready to scan a sales lead.

Setting up Surveys or Qualifiers:

Once the Mobile App is Running, you may follow the steps below to set-up Qualifiers or Survey Questions/Answers.

1. Click on Settings.
2. Select either Qualifiers or Survey Questions to set-up the appropriate information to be available for each new sales lead.
Please review this helpful information to in order to take full advantage of the valuable features of the lead tracking app.

New Lead - Scanning Your Lead:

All guests to the trade show are required to wear a name badge. When you meet a legitimate sales lead in your booth. Start by scanning the barcode on their name badge. About 4 – 6 inches from the badge, click on Scan Barcode.

Alternatively it is possible to manually enter the barcode numbers in the text box above.

Leads - View and Manage Your Leads:

Select the Leads tab at the bottom to view your current list of leads. Then by selecting an individual from the list you will have the ability to add notes, qualifiers, survey responses and view detailed contact and demographic information for the specific sales lead.

Report View:

Select the Reports tab at the bottom to access a quick and easy way to view generic stats related to your captured leads. The reports include Current and Daily Totals, Leads Timeline, Locations, Qualifier Breakdown and totals for each survey question and answer.

Settings View:

The Settings tab provides you with the ability to manage qualifiers, survey questions, Lead list options as well as manage any external scanning devices (if applicable).

Please don’t hesitate to see a CONEXSYS Representative at the Lead Retrieval Counter in the Registration Area should you have any additional questions about the unit.