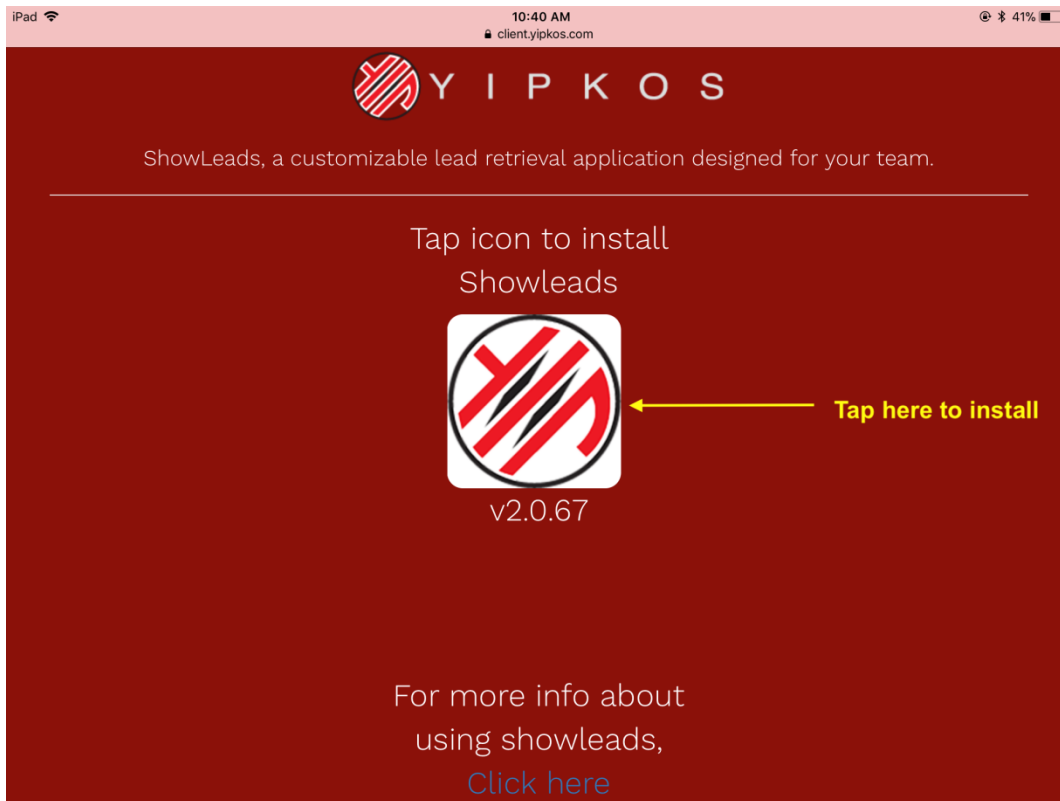


Installation and Trust Showleads Application Instructions

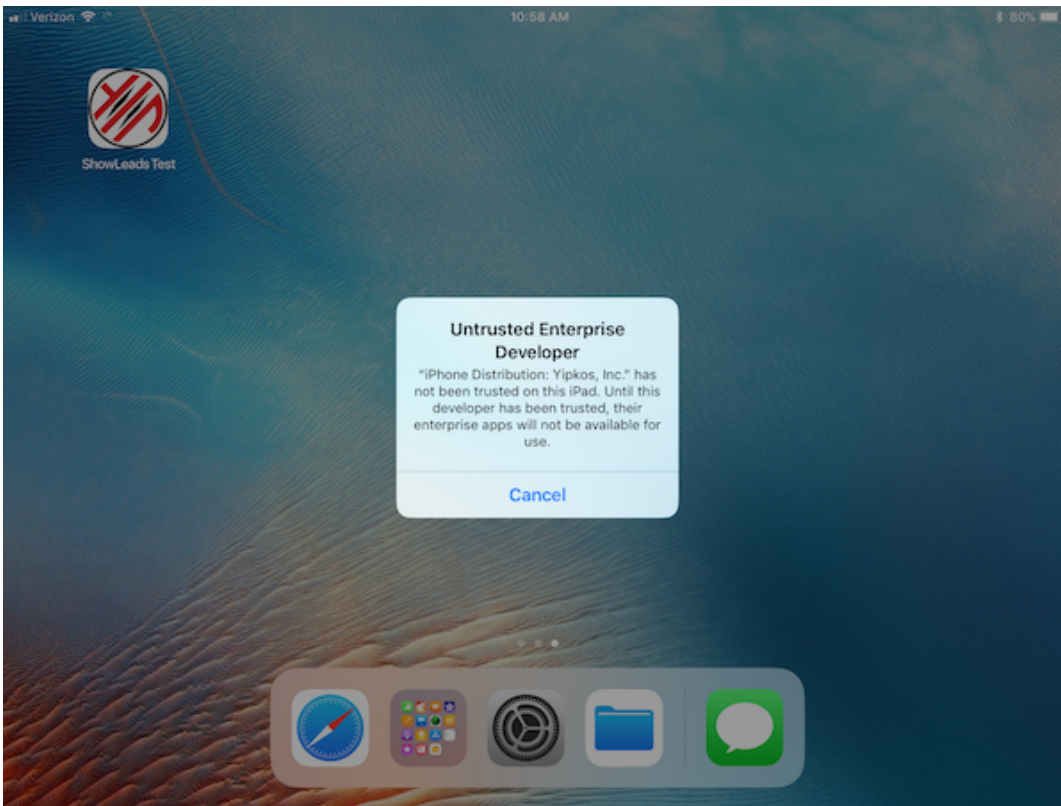
Go to <https://client.yipkos.com/downloads/ios/showleads/> to download Showleads app.



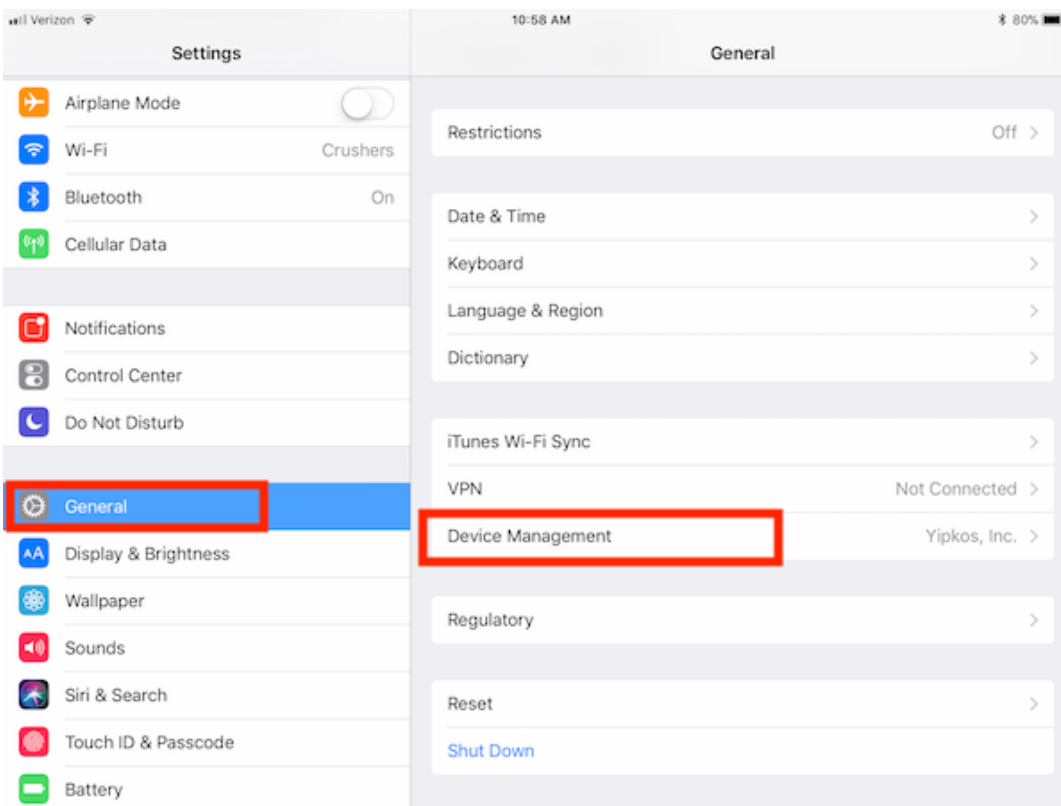
Press on the home button and locate the Showleads app.



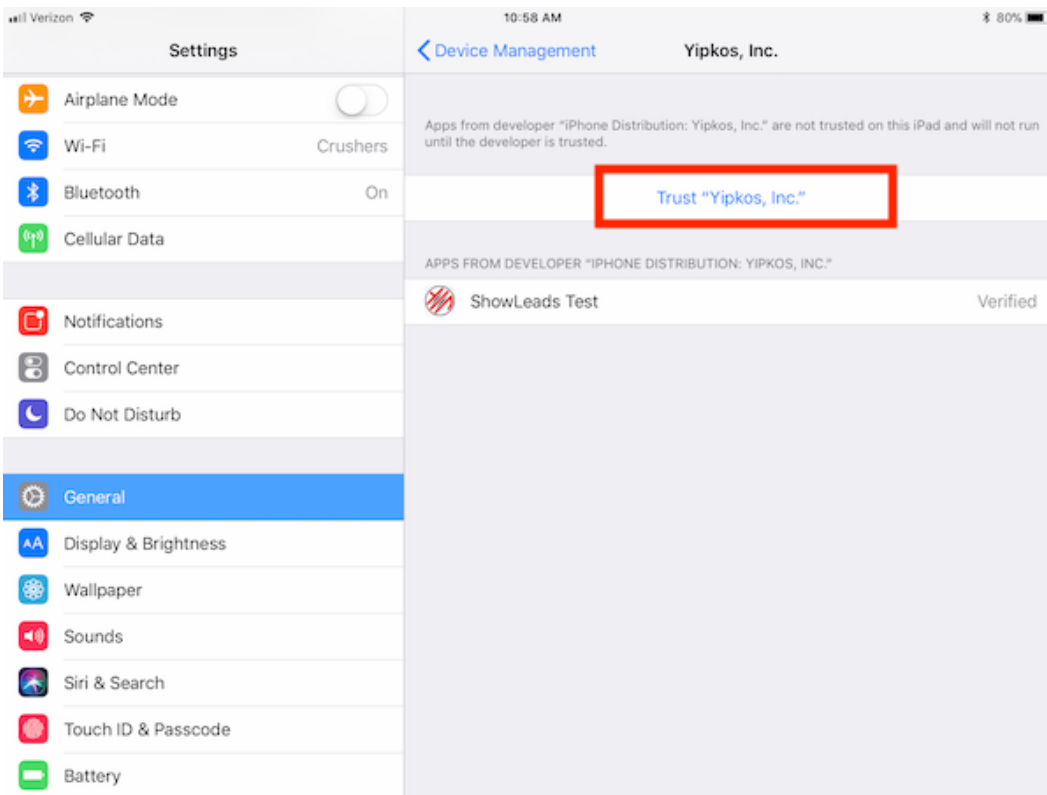
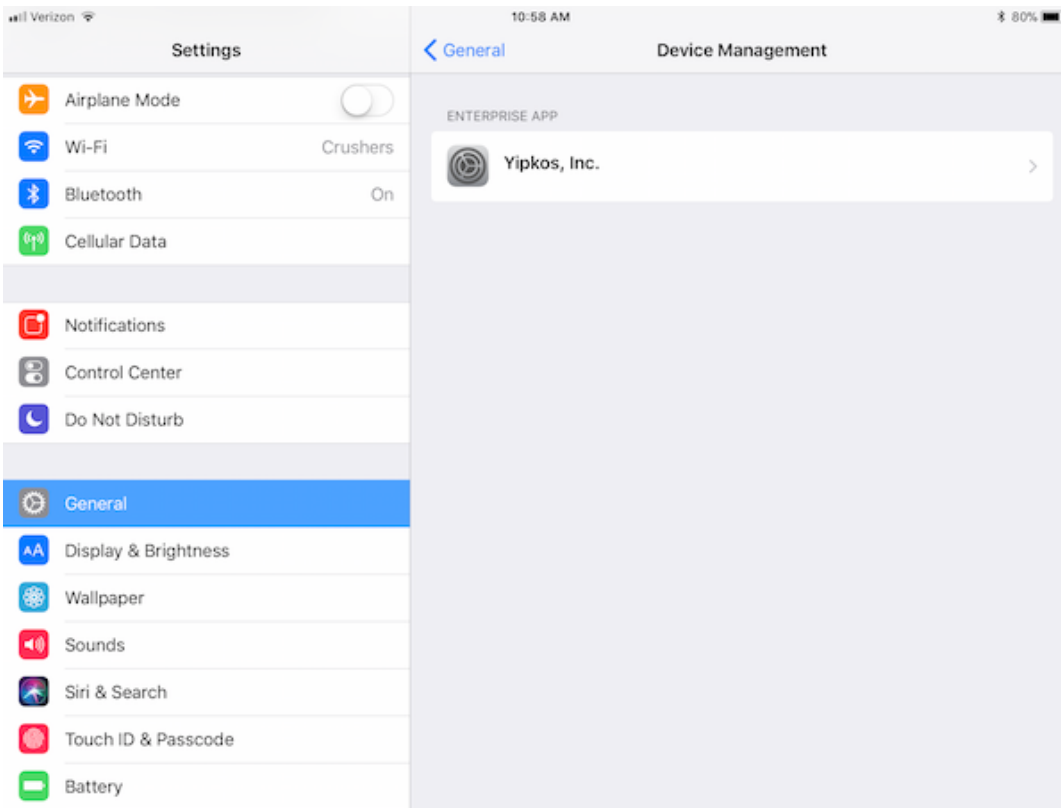
An **Untrusted Enterprise Developer** notification will appear, select **Cancel** and go to **Settings**.



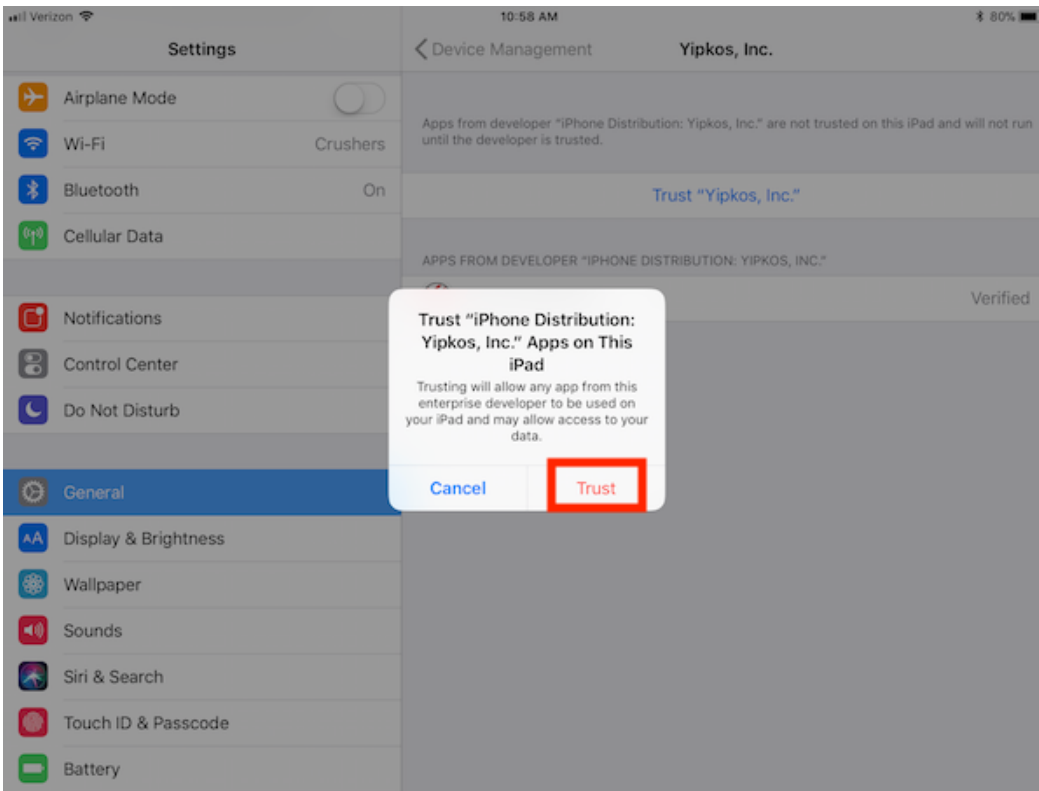
Select **General** in settings and locate and select **Device Management**.



Inside Device Management, select **“Yipkos, Inc”** and then select **“Trust Yipkos, Inc”**.



A trust notification will appear and select **Trust**.



Press on the home button and locate the Showleads app. This time you will be able to access the app.

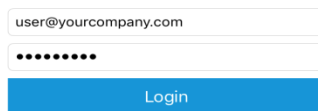


Allowing the microphone and accessing the application

Once you access ShowLeads, an Access to Microphone notification will appear, select **OK**.



Now the login page will appear and enter your login-in information and login.

A login form with two input fields and a button. The first input field contains the email address "user@yourcompany.com". The second input field contains a series of dots representing a masked password. Below the input fields is a blue button labeled "Login".

Select the show you are attending. For example: AGBT 2017

Verizon
v2.0.32

11:03 AM

79%

Select Show:

- YIP 2017 (Test Event)
- AGBT 2017**
- IO Summit
-
-
-
-

Cancel Next

Select **Next** on the bottom right to confirm.

Verizon
v2.0.32

11:03 AM

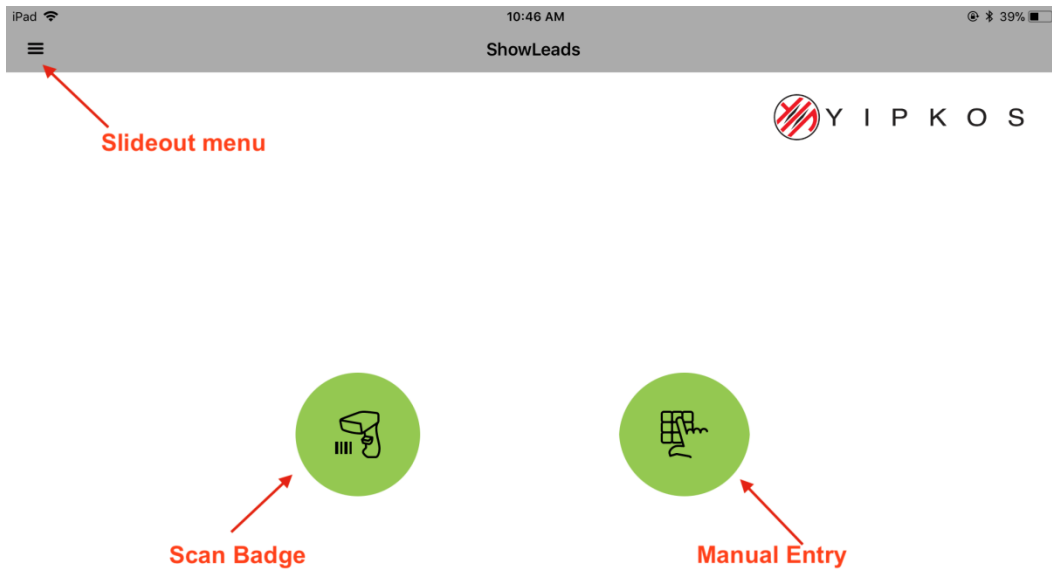
79%

Select Show:

- YIP 2017 (Test Event)
- AGBT 2017**
- IO Summit
-
-
-
-

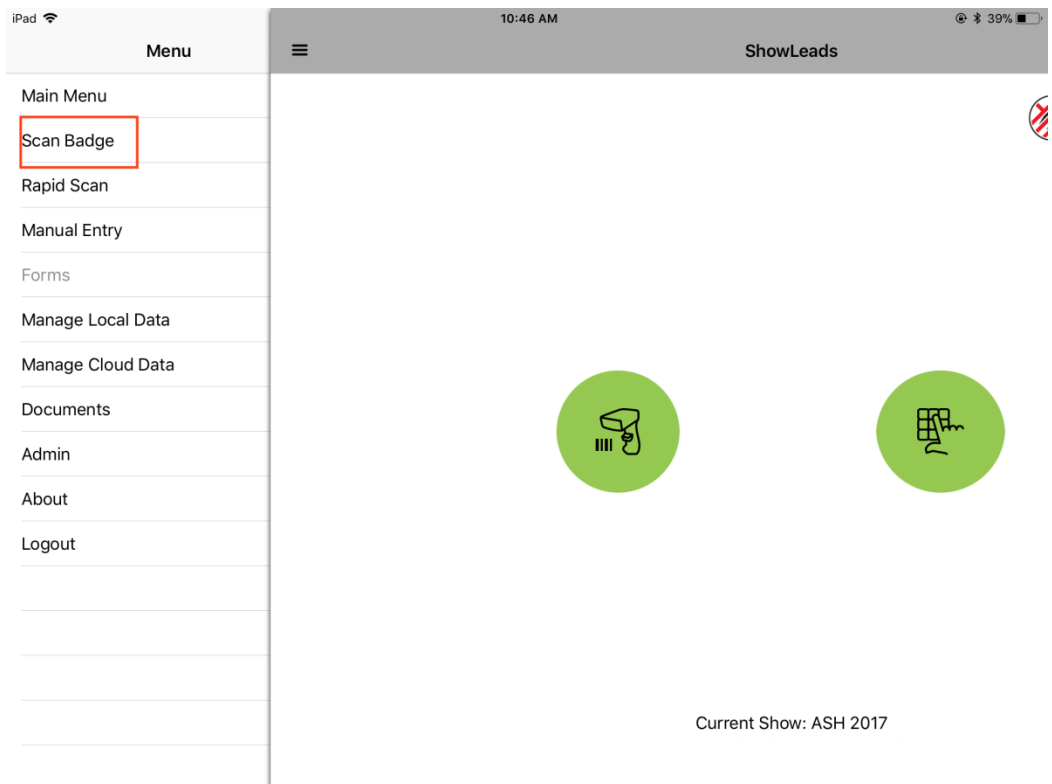
Cancel **Next**

Showleads functionality

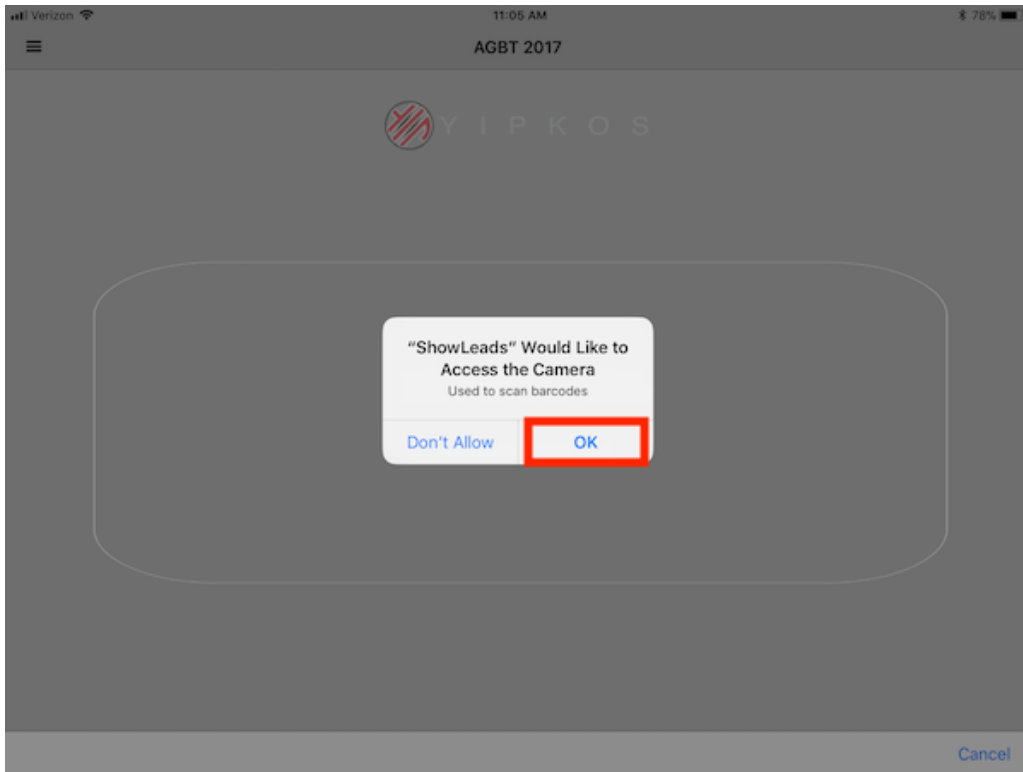


How to scan a badge

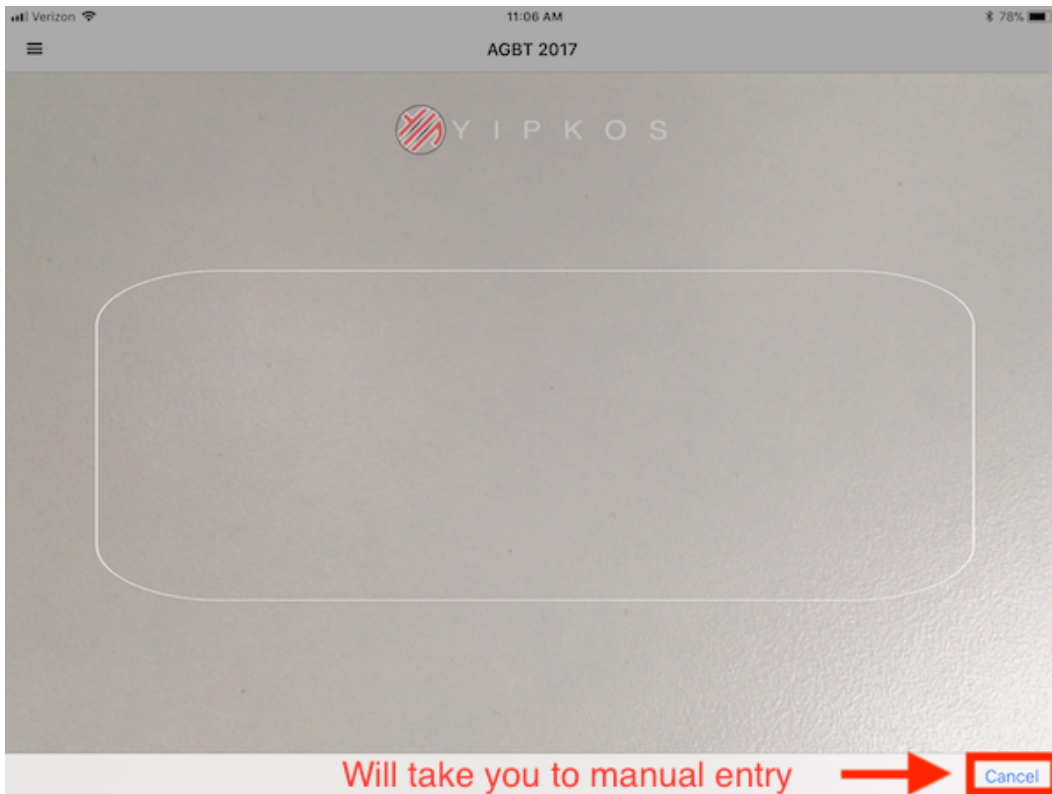
Select **Scan Badge** icon on the homepage or select the slideout menu and select **Scan Badge**



Once accessing the scan badge for the first time. Make sure to allow ShowLeads to access the camera. VERY IMPORTANT! Or else you are not able to scan badges!



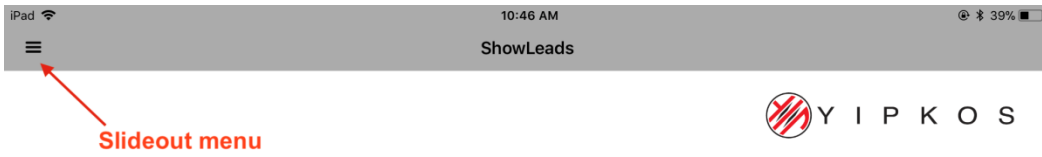
Once you select **OK**, you are now able to scan attendee badges.



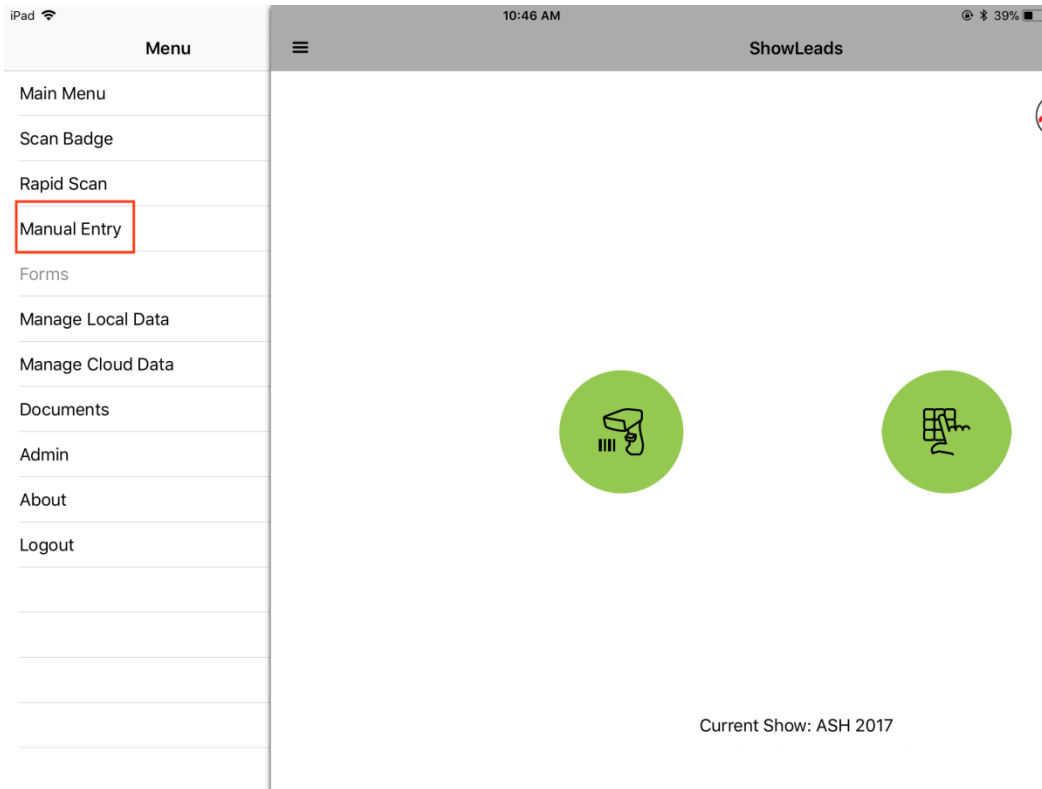
Note: If you somehow select scan badge on accident, selecting "Cancel" will take you to "Manual Entry".

[How to enter a manual entry](#)

Return to the main menu and select the icon to the right or select the slideout menu and select from there.



Current Show: ASH 2017




The manual entry page will look like this.

iPad 10:46 AM 39%

ASH 2017

First Name	Address Line 1	
Last Name	Address Line 2	
Badge ID	Address Line 3	
Company	City	State
Title	Zip Code	
Phone	Country	
National Provider Identifier (NPI)	Fax	
Email		

 Y I P K O S

Comments

Opt in to be contacted

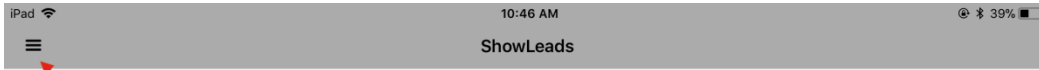
Cold Medium Hot

Continue

Reset All

How to pull attendees from cloud data

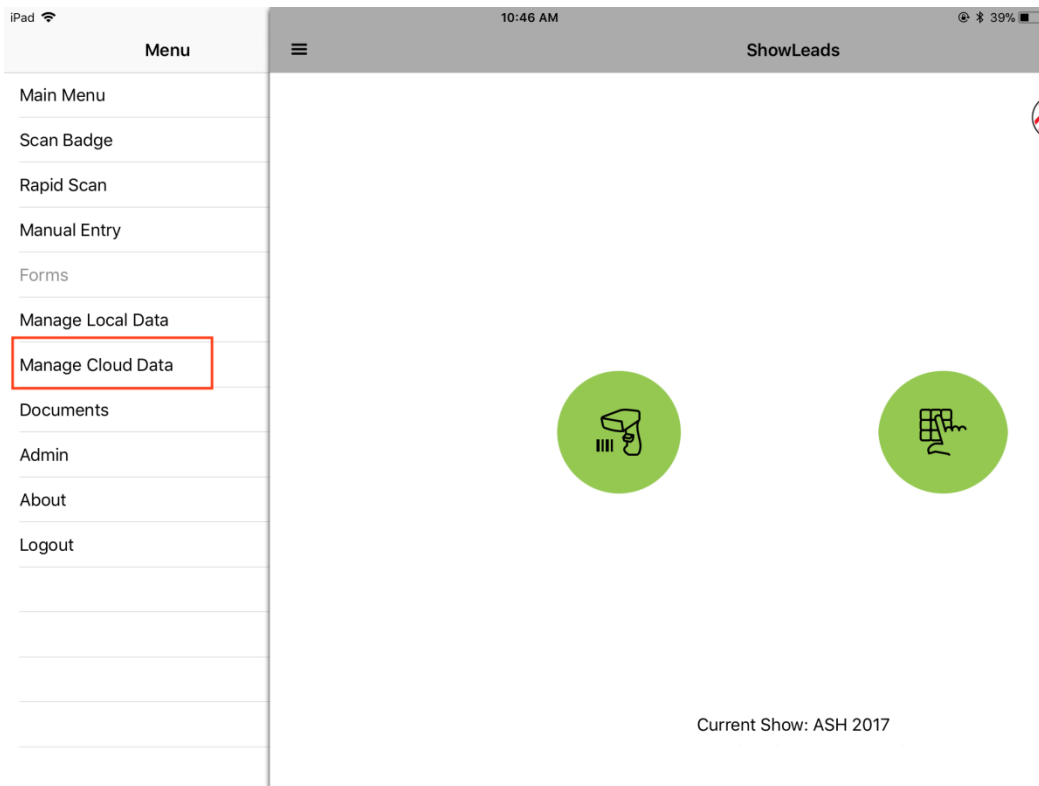
From the main menu, select the slideout menu and select **Manage Cloud Data**.



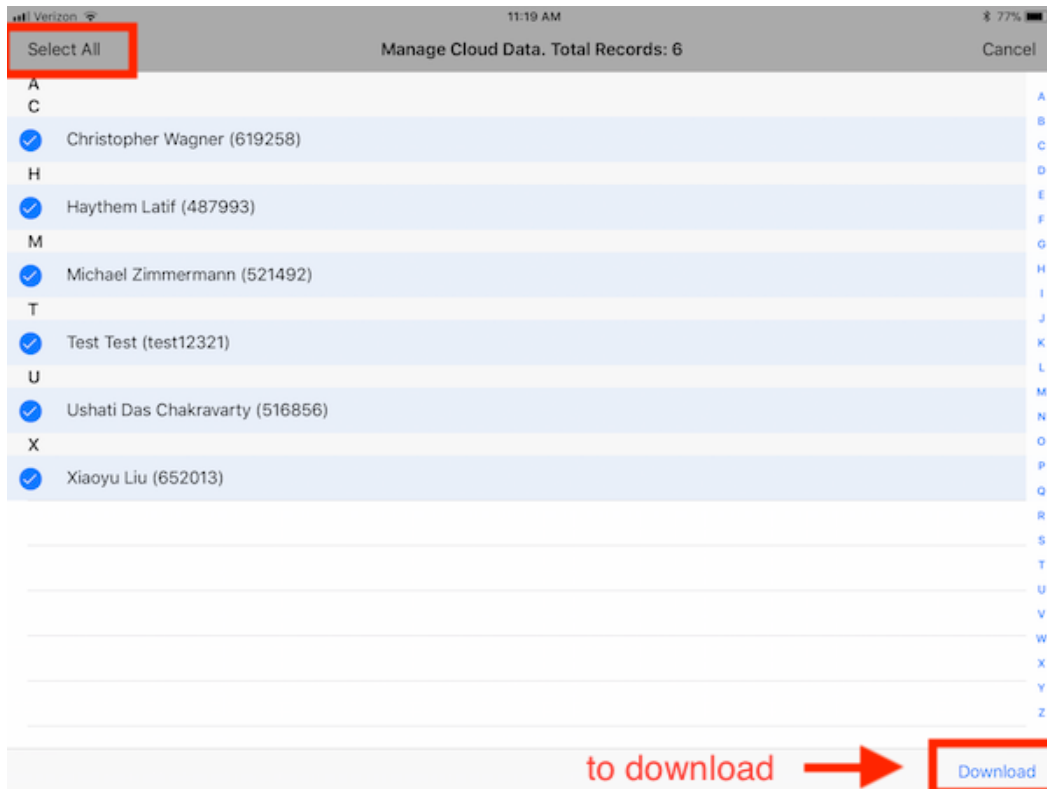
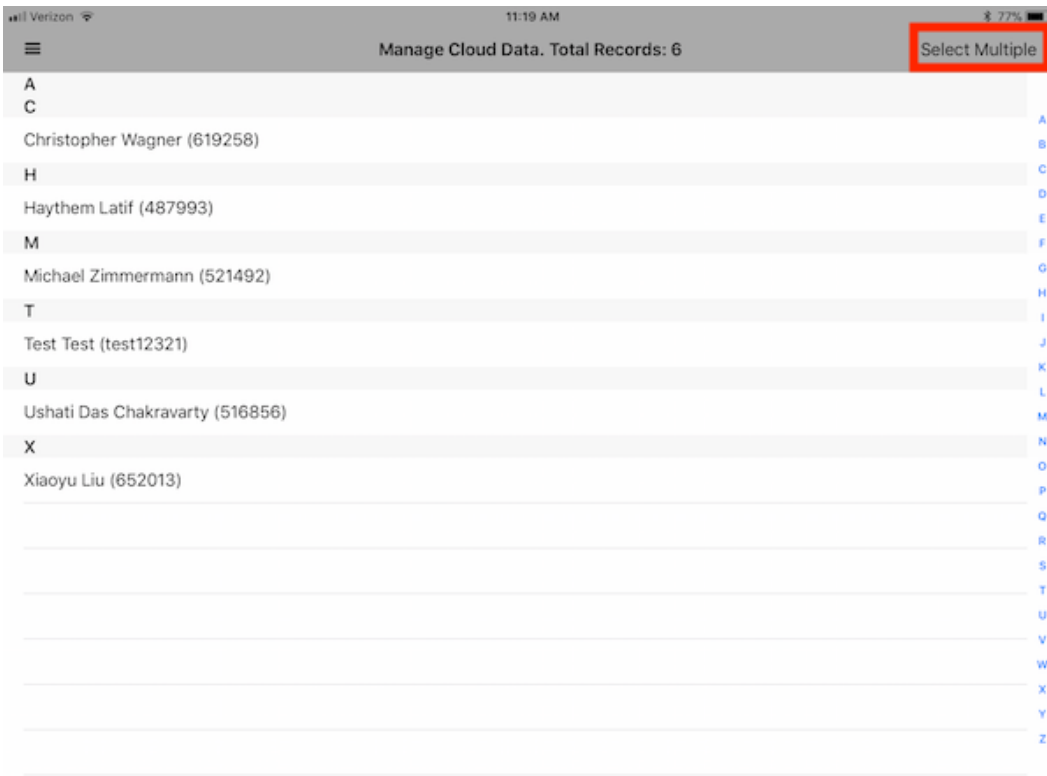
Slideout menu



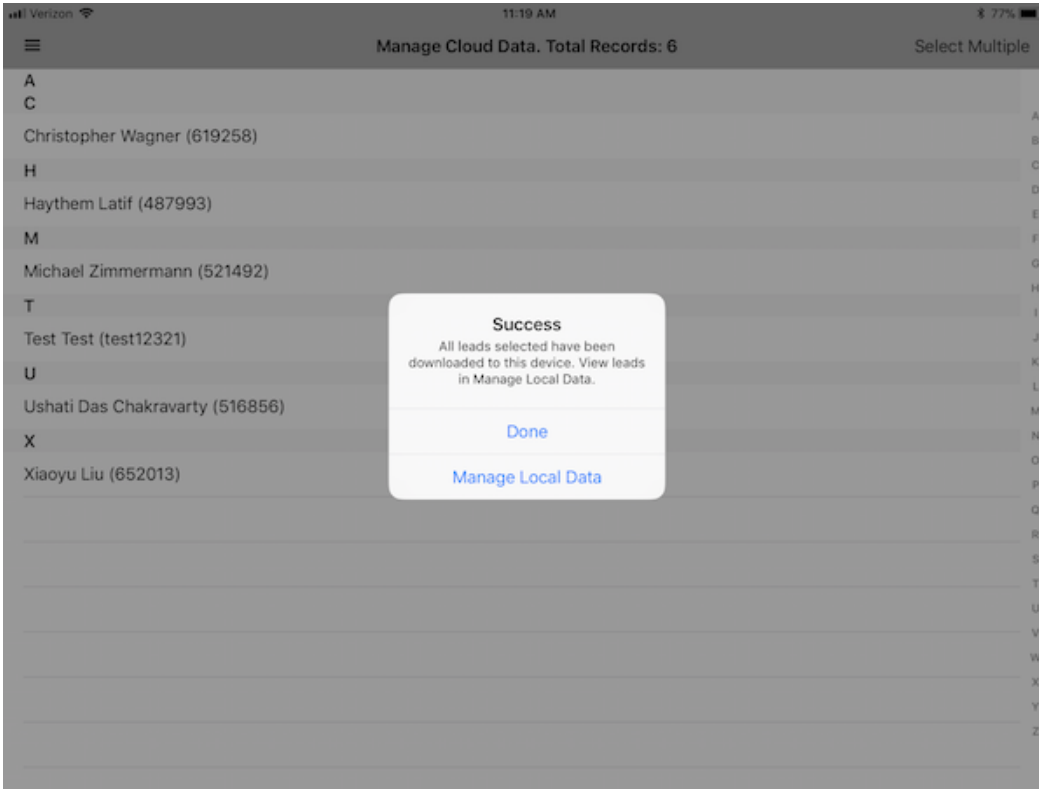
Current Show: ASH 2017



Tap on **Select Multiple** to select the amount of attendees you would like to download.

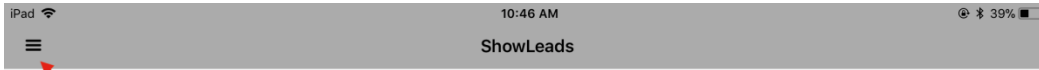


When the attendee download is complete, a notification will appear. If you select Manage Local Data, it will take you to the local data page.

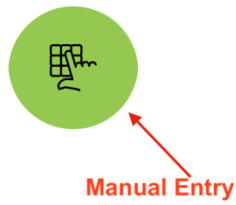
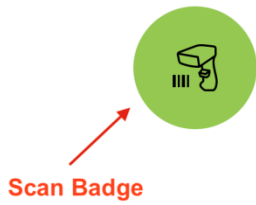


How to manage local data

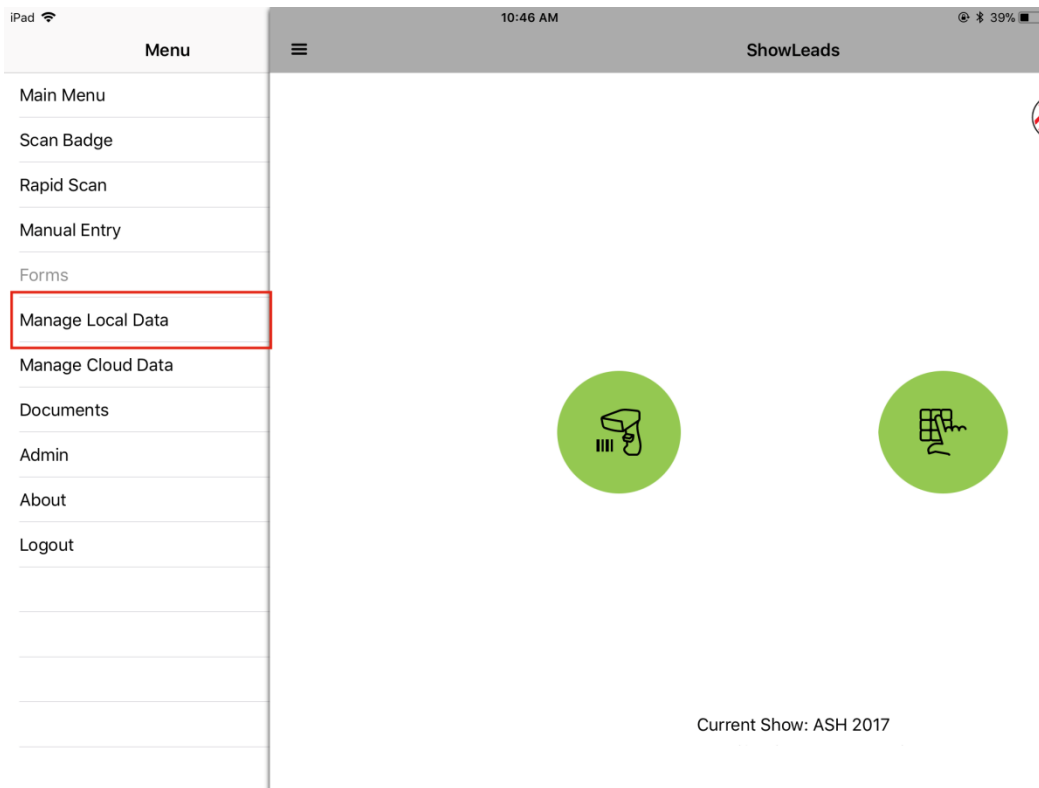
From the main menu, select the slideout menu and select **Manage Local Data**.



Slideout menu



Current Show: ASH 2017



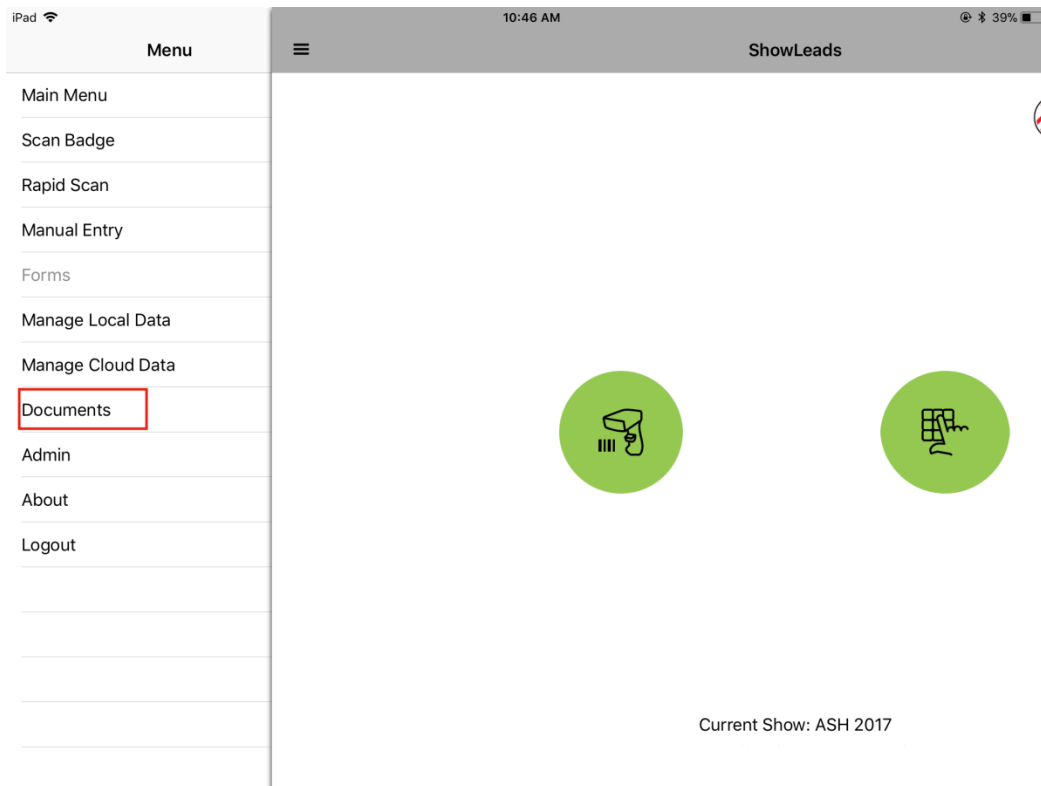
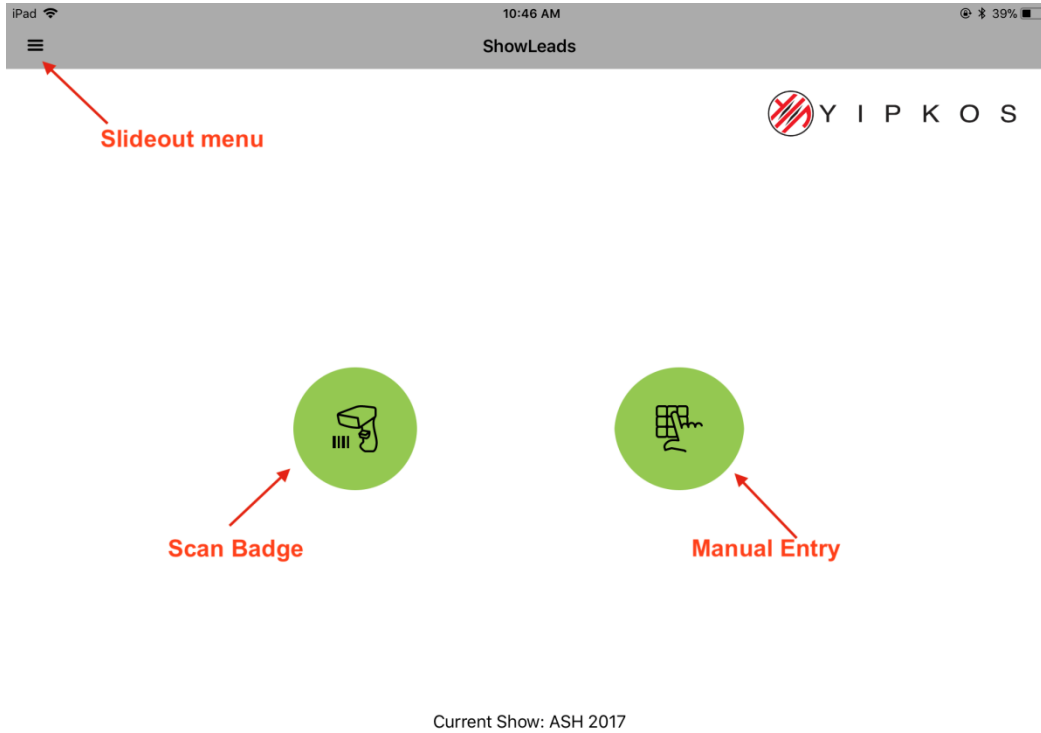
The blue checkmark indicates that attendee is synced. If there is no checkmark next to an attendee, then that attendee is not synced. Tap **Sync** to sync all attendees.

The screenshot shows a mobile application interface. At the top, there is a status bar with 'Verizon' and '11:19 AM'. Below that is a header bar with a hamburger menu icon on the left, the text 'Manage 6 records for show' in the center, and a 'Sync' button on the right. The main content area contains a list of six attendees, each with their name, email address, and phone number in parentheses. To the right of each attendee's information is a blue checkmark, indicating they are synced. Below the list are several empty rows, suggesting more records are available but not shown.

Attendee Name	Email	Phone	Synced
Christopher Wagner	support@yipkos.com	(619258)	✓
Haythem Latif	laure.turner@genewiz.com	(487993)	✓
Michael Zimmermann	zimmermann.michael@mayo.edu	(521492)	✓
Test Test	support@yipkos.com	(test12321)	✓
Ushati Das Chakravarty	uchakravarty@idtdna.com	(516856)	✓
Xiaoyu Liu	liux@nbio.info	(652013)	✓

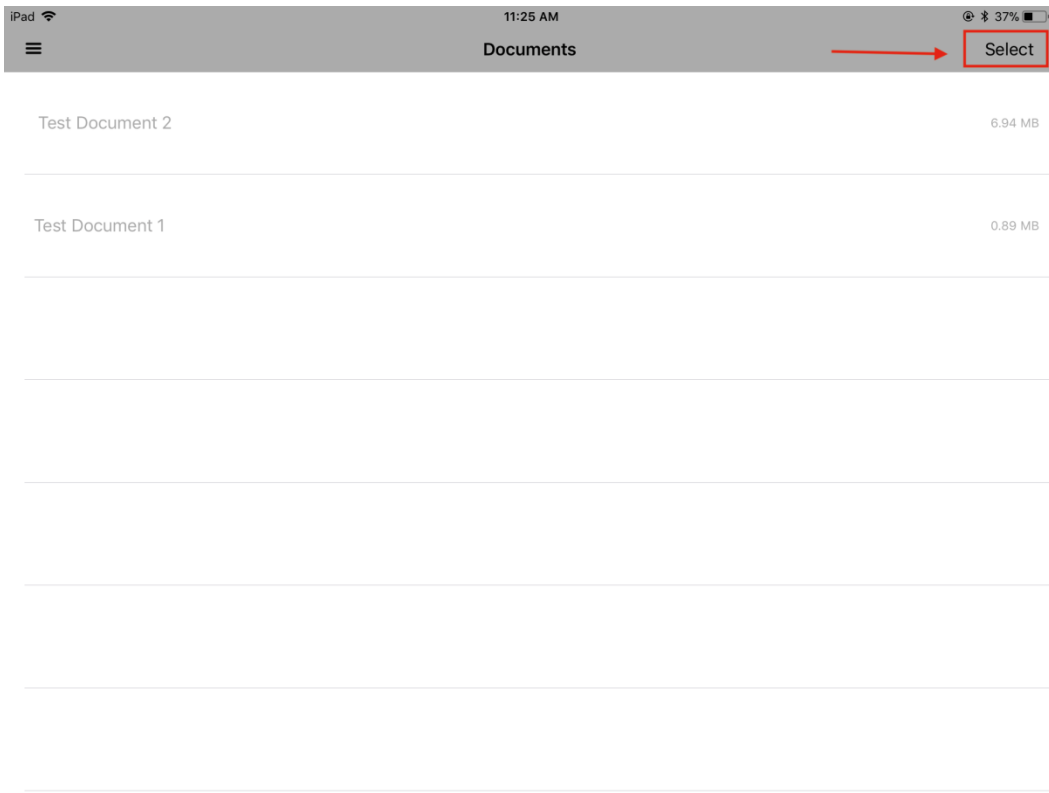
How to download documents into your device.

From the Main Menu, select the slideout menu and select **Documents**.

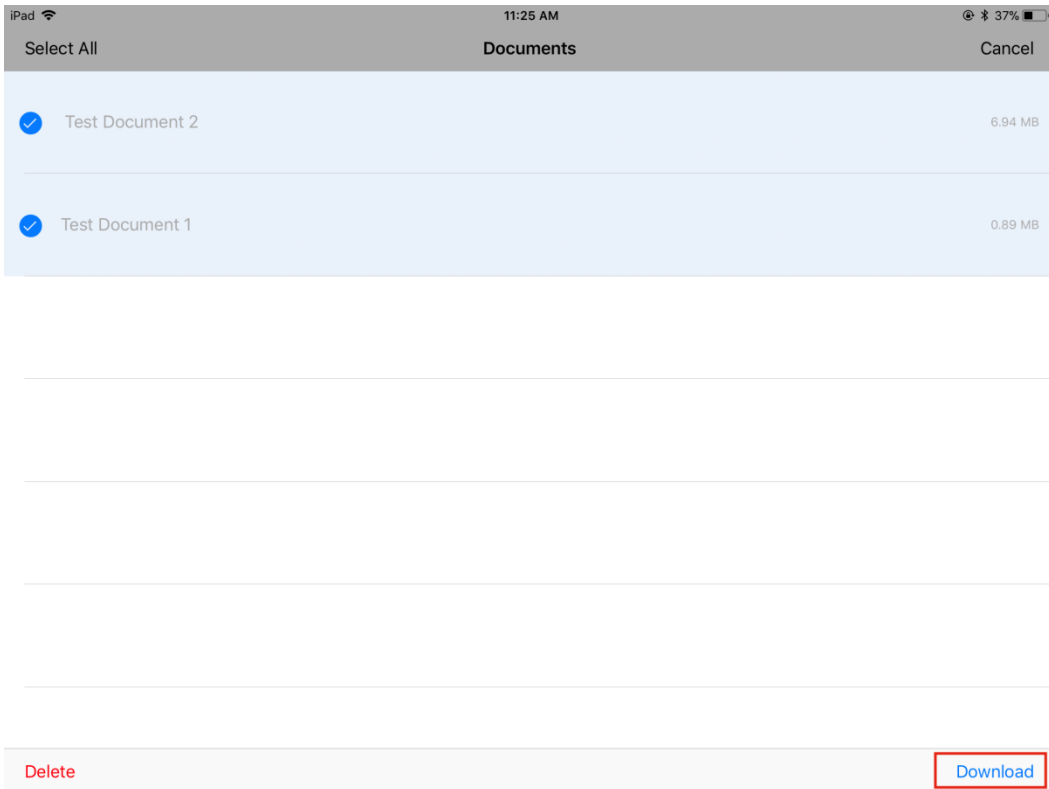


To download files individually, just select the documents you want to download.

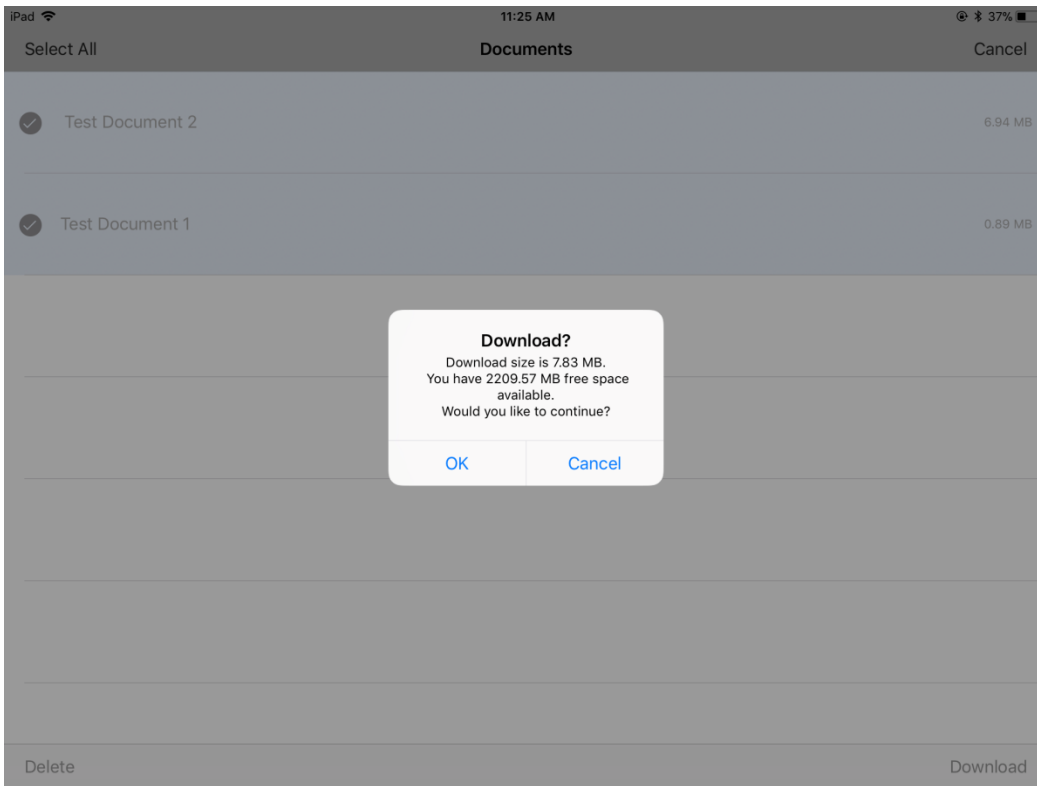
To download more than one document at a time, tap select then select the documents you want to download.



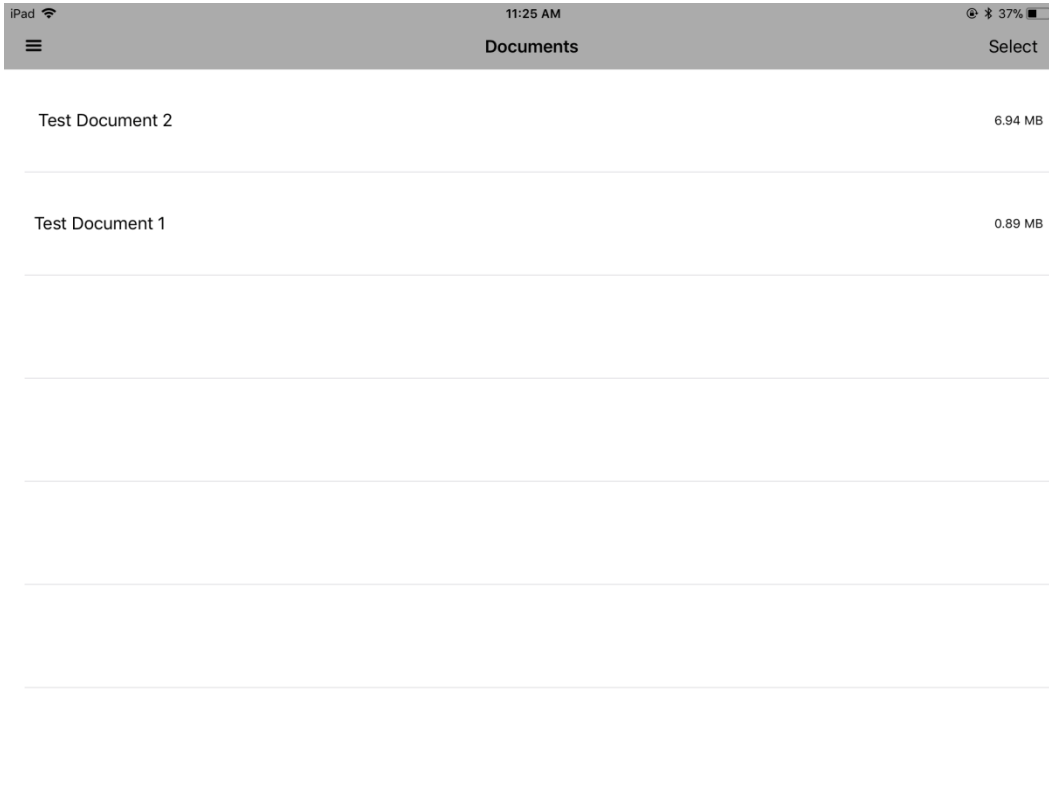
Once the document(s) are selected, tap download at the very bottom.



A notification will appear and ask for permission to download.



To tell if the document is on your device, the document file name will appear darker.



Now you are able to view the document directly in the application.