Installation and Trust Showleads Application Instructions
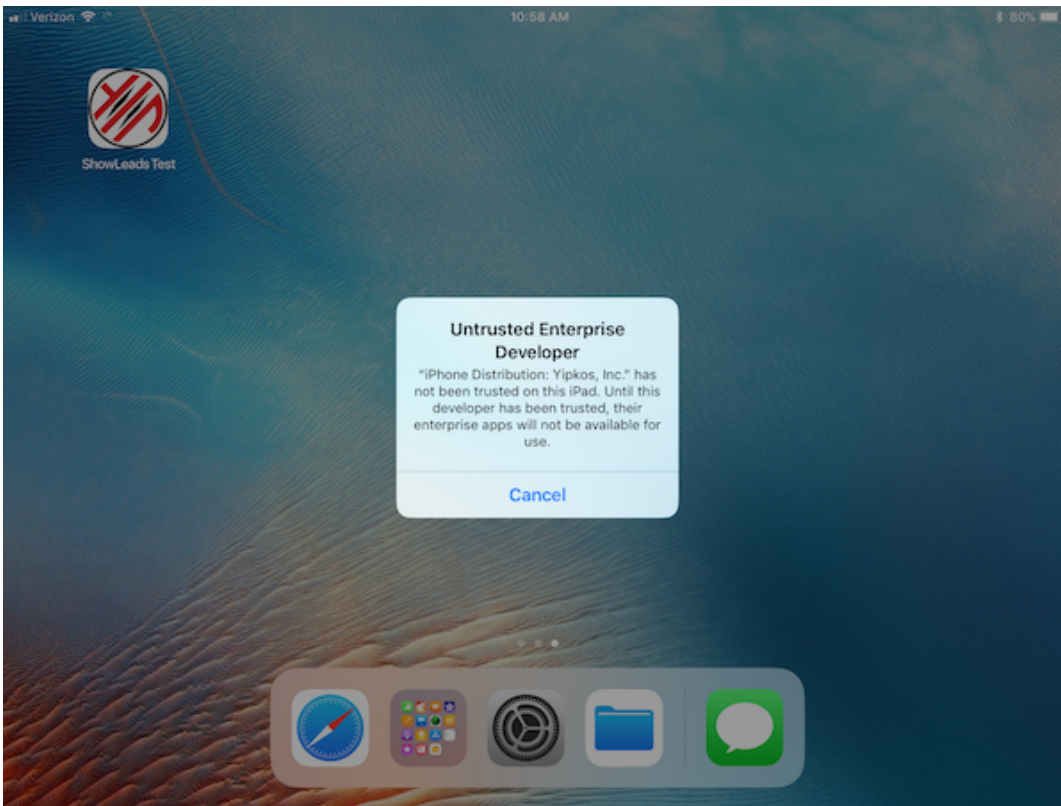
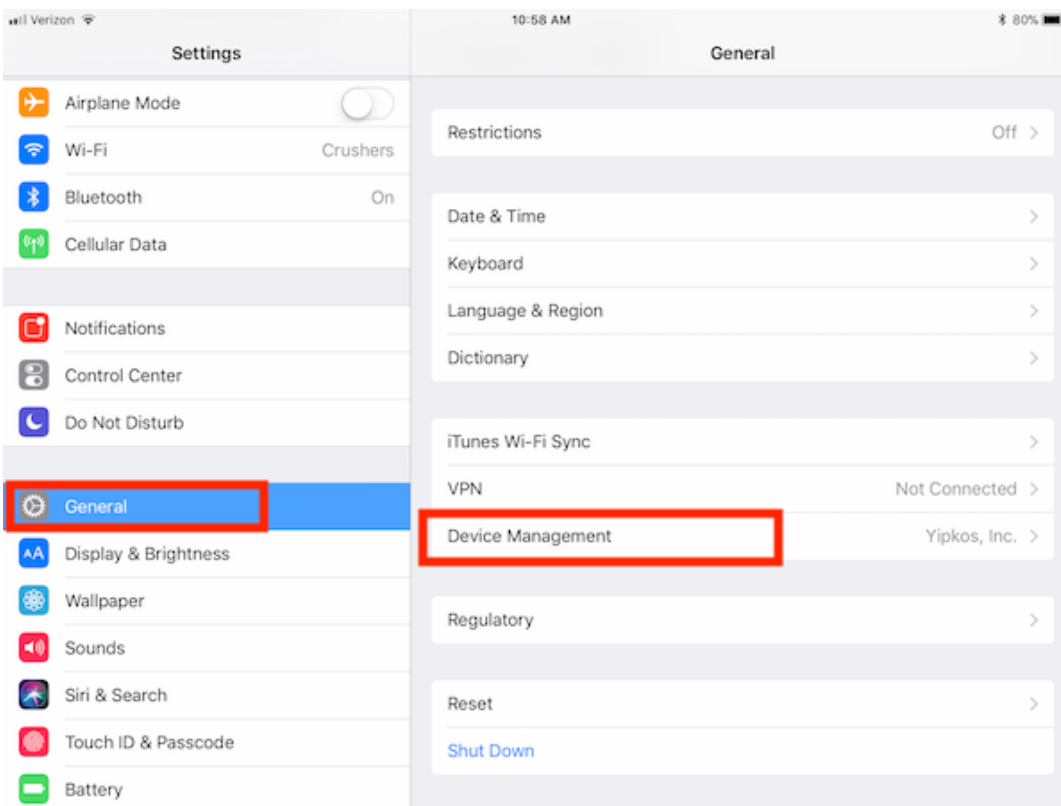Go to https://client.yipkos.com/downloads/ios/showleads/ to download Showleads app.
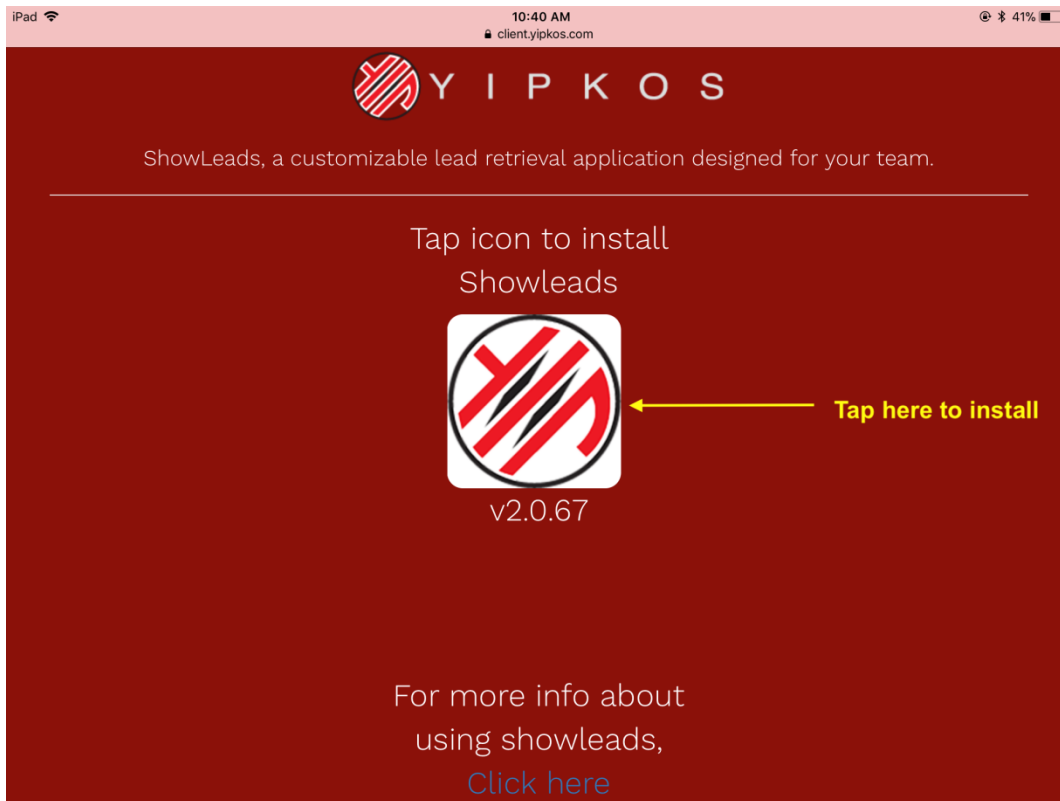
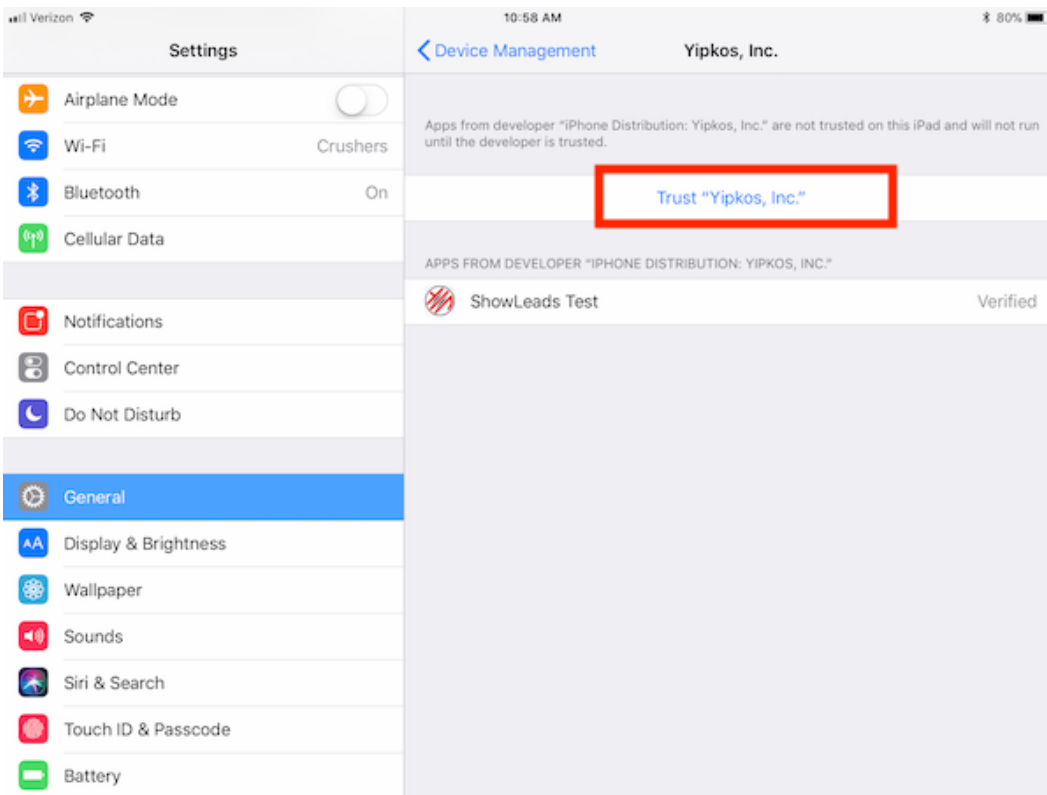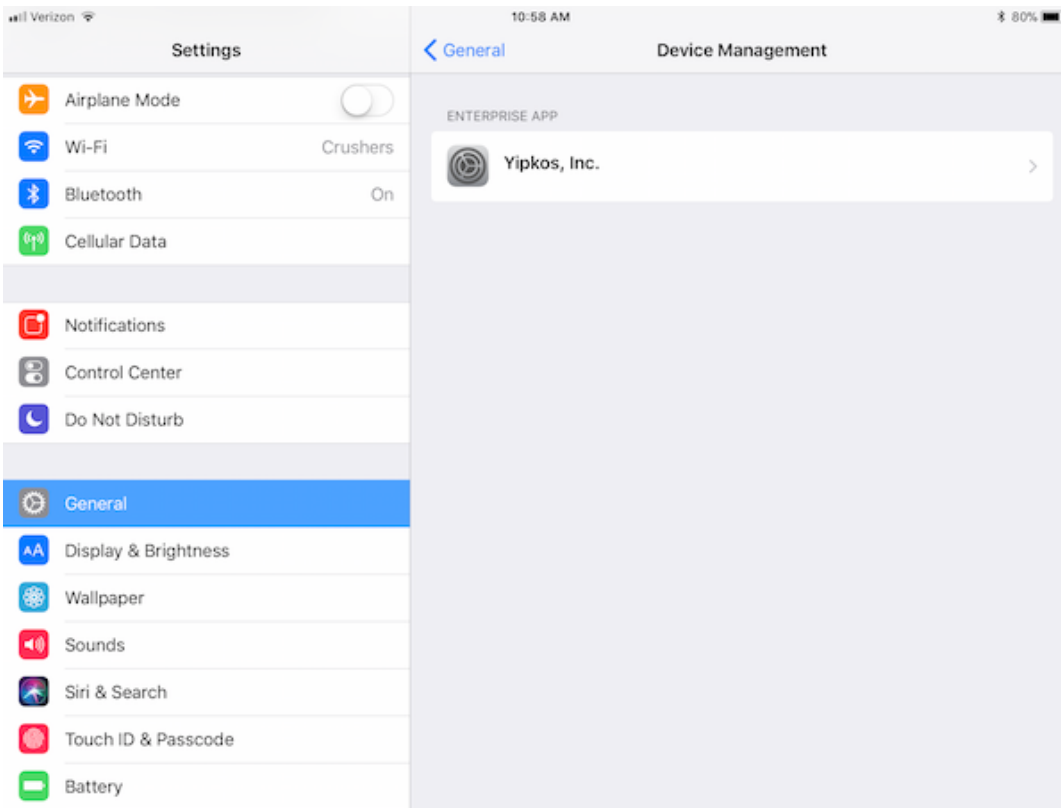Press on the home button and locate the Showleads app.

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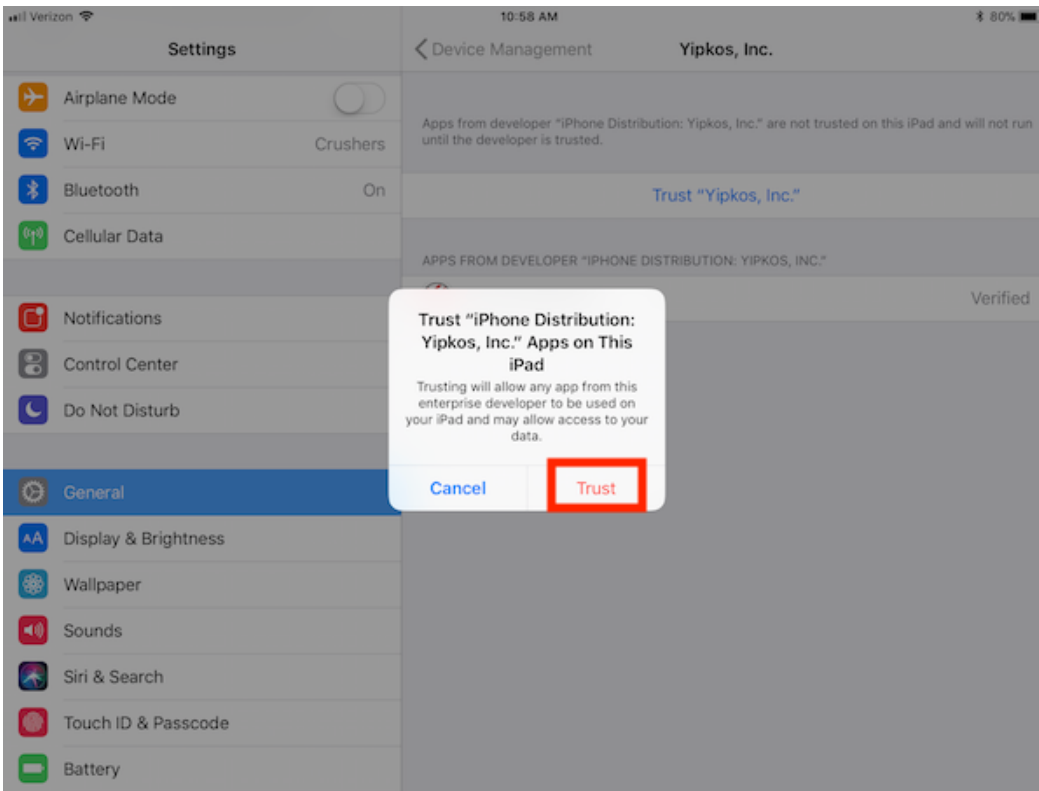

Select **General** in settings and locate and select **Device Management.**

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.
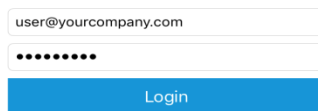
Allowing the microphone and accessing the application

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.

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

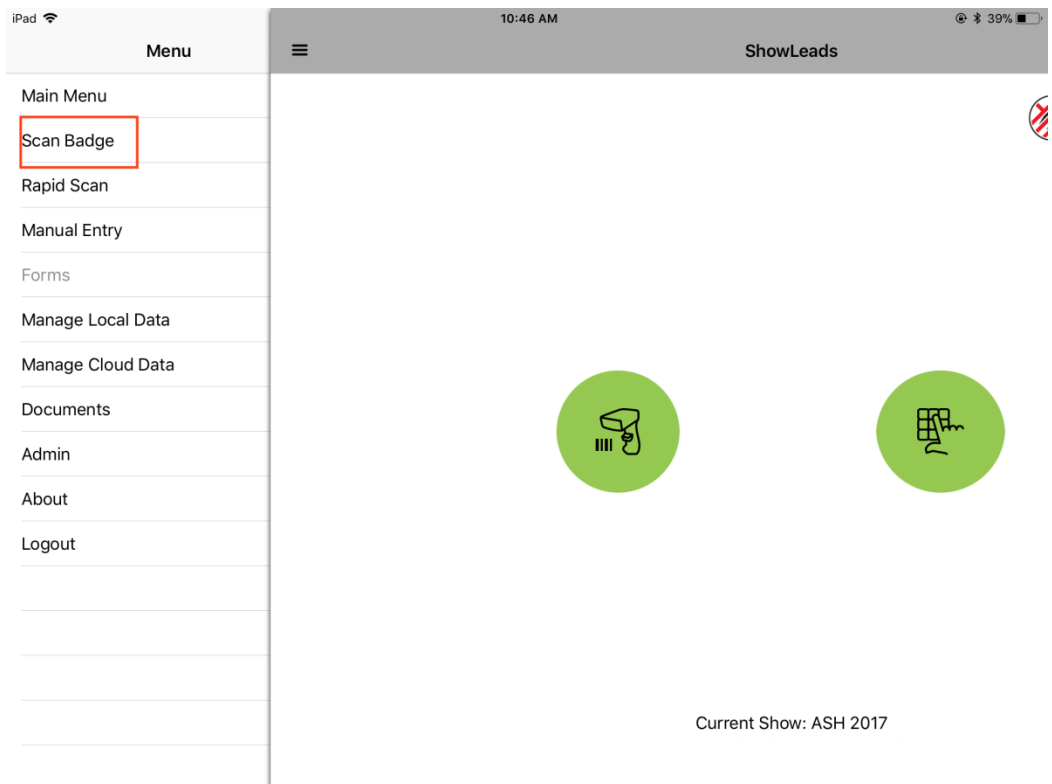Select **Next** on the bottom right to confirm.
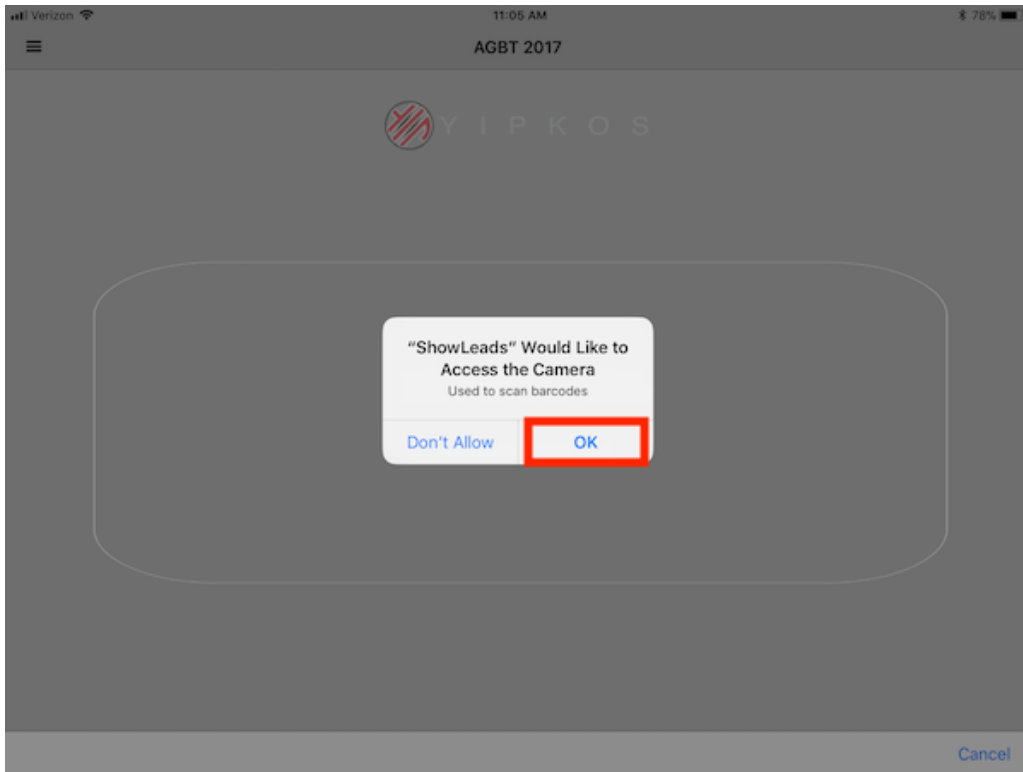
Showleads functionality
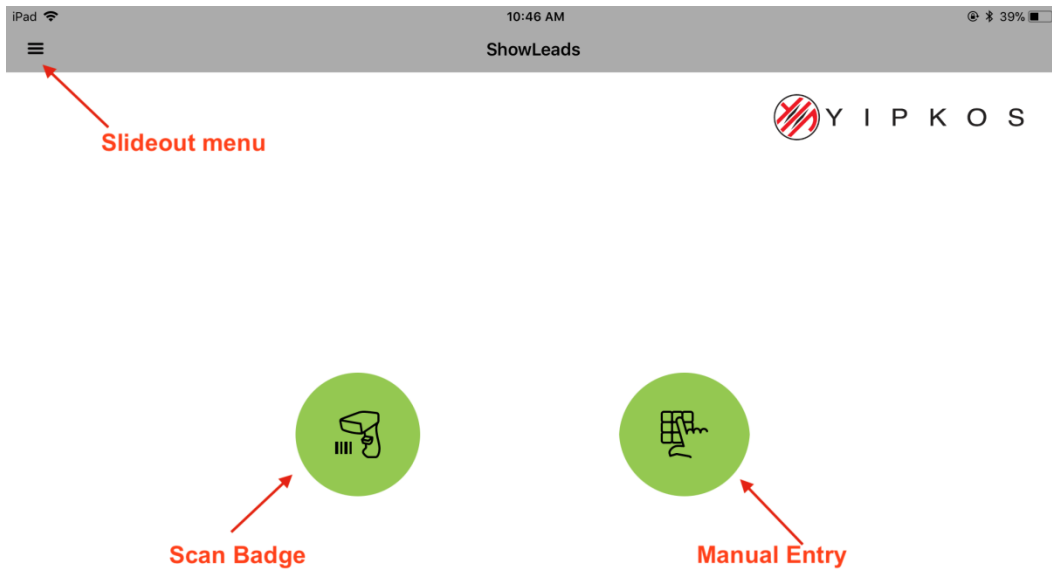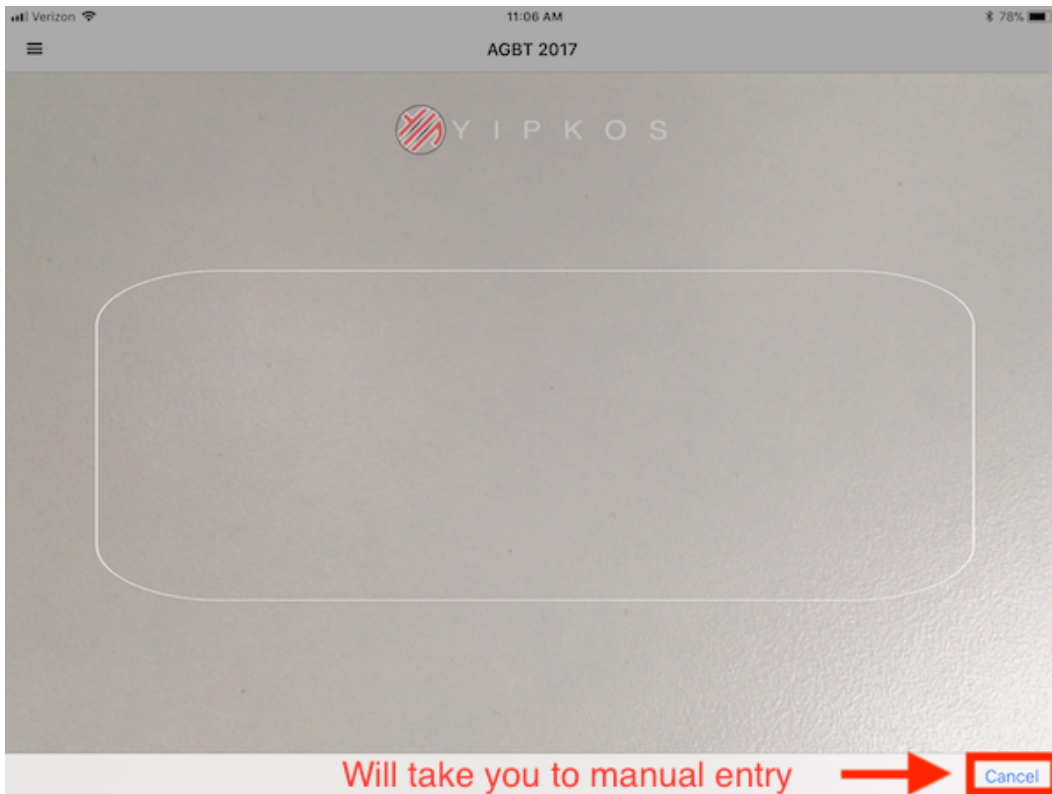

How to scan a badge

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!
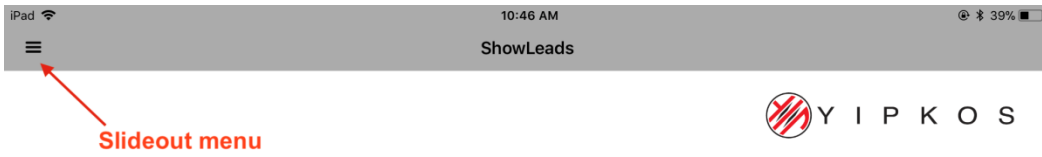

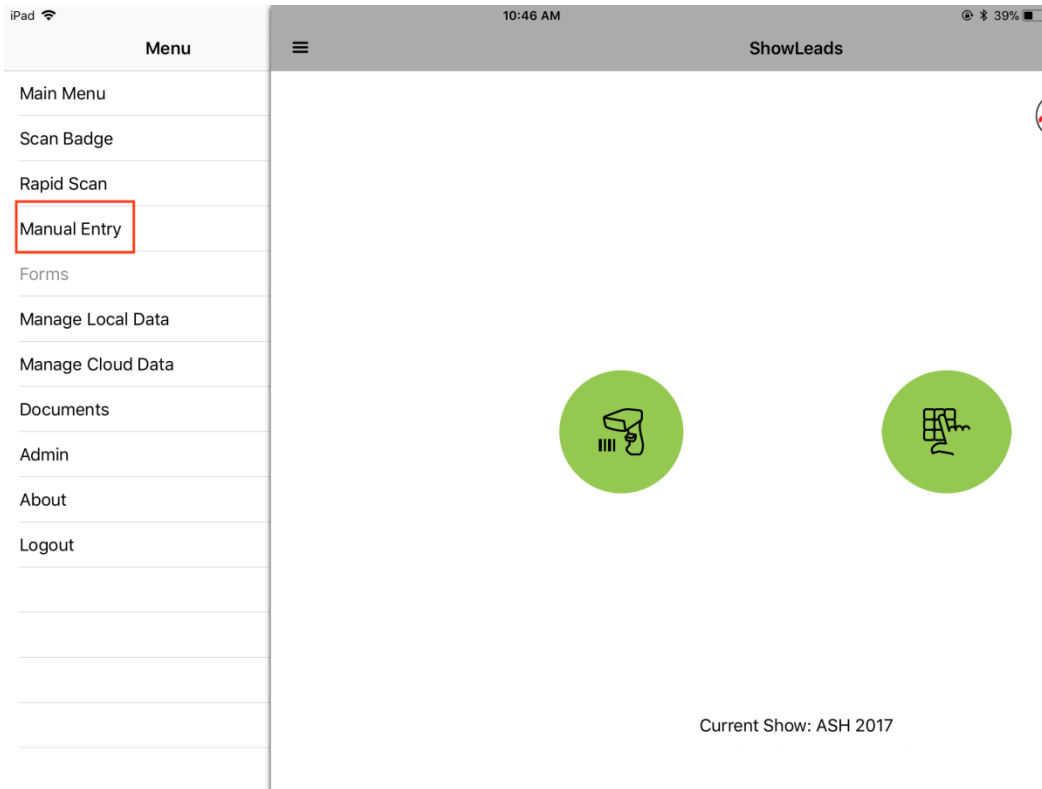Once you select **OK**, you are now able to scan attendee badges.

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.

The manual entry page will look like this.
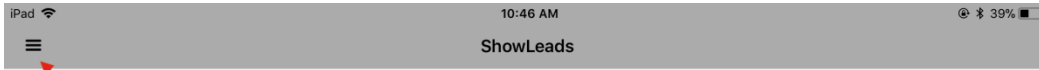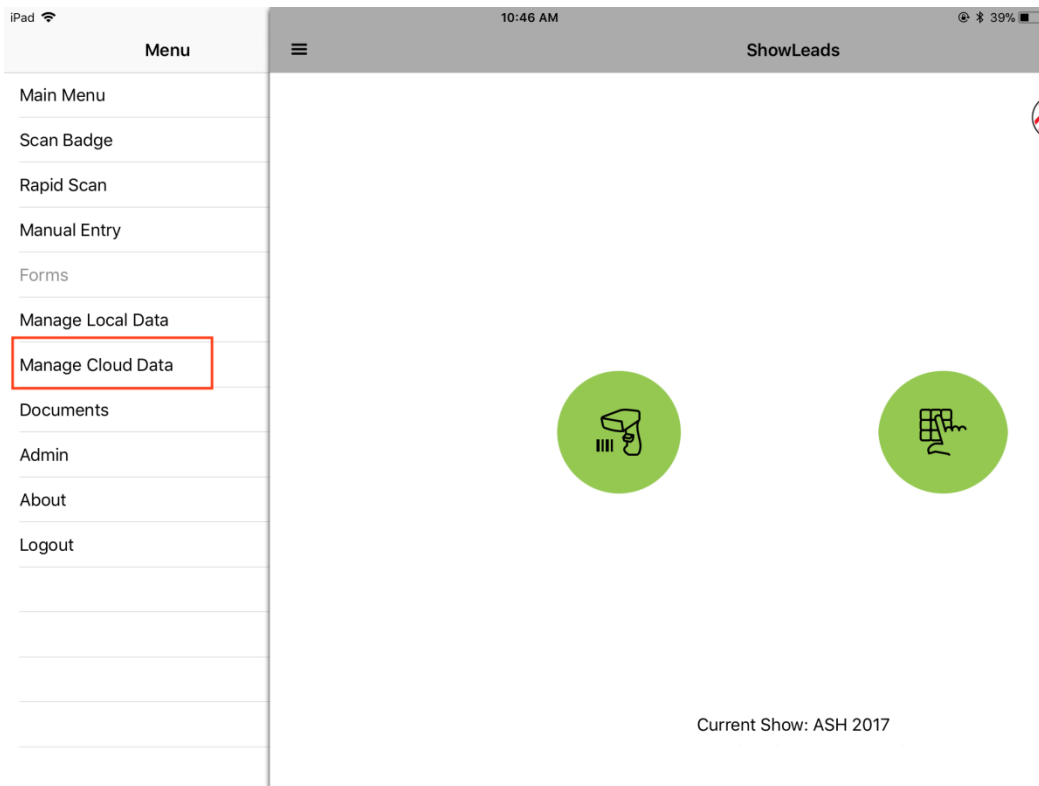
How to pull attendees from cloud data

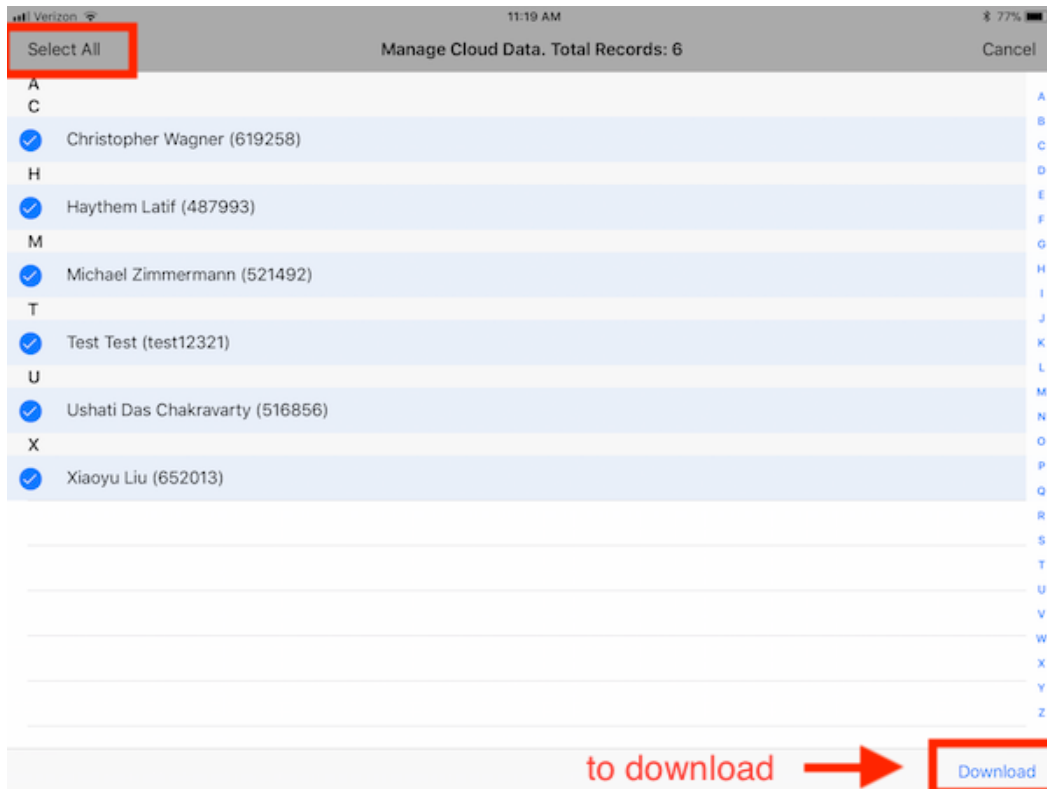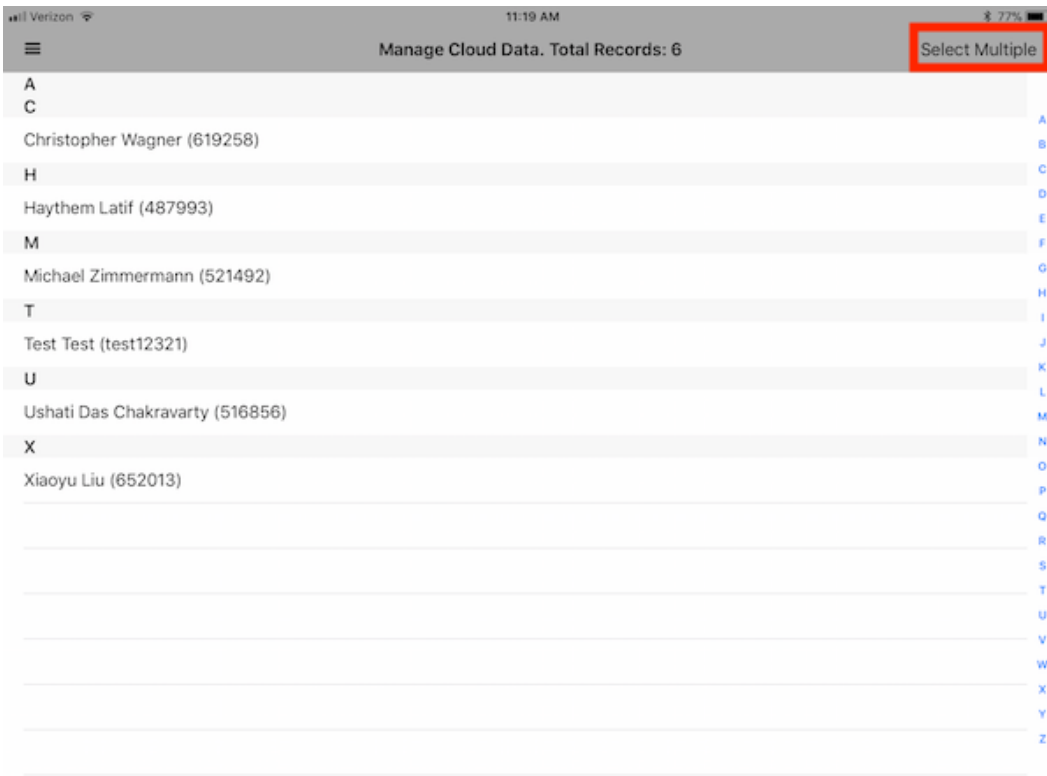From the main menu, select the slideout menu and select **Manage Cloud Data.**
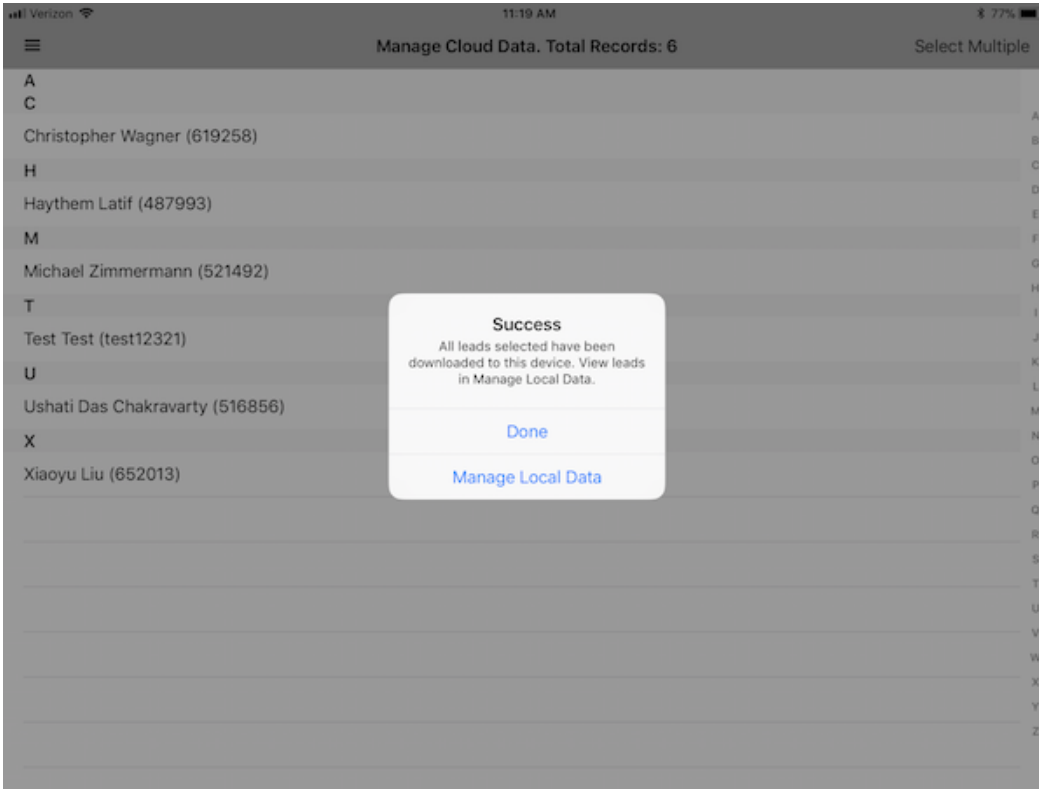

How to pull attendees from cloud data

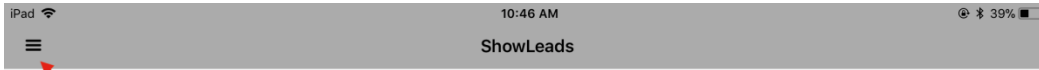Tap on **Select Multiple** to select the amount of attendees you would like to download.

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.
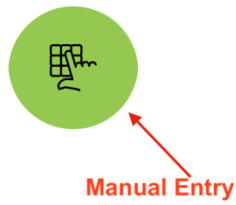
How to manage local data

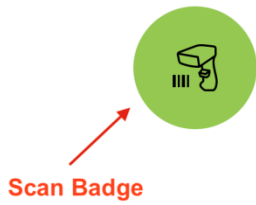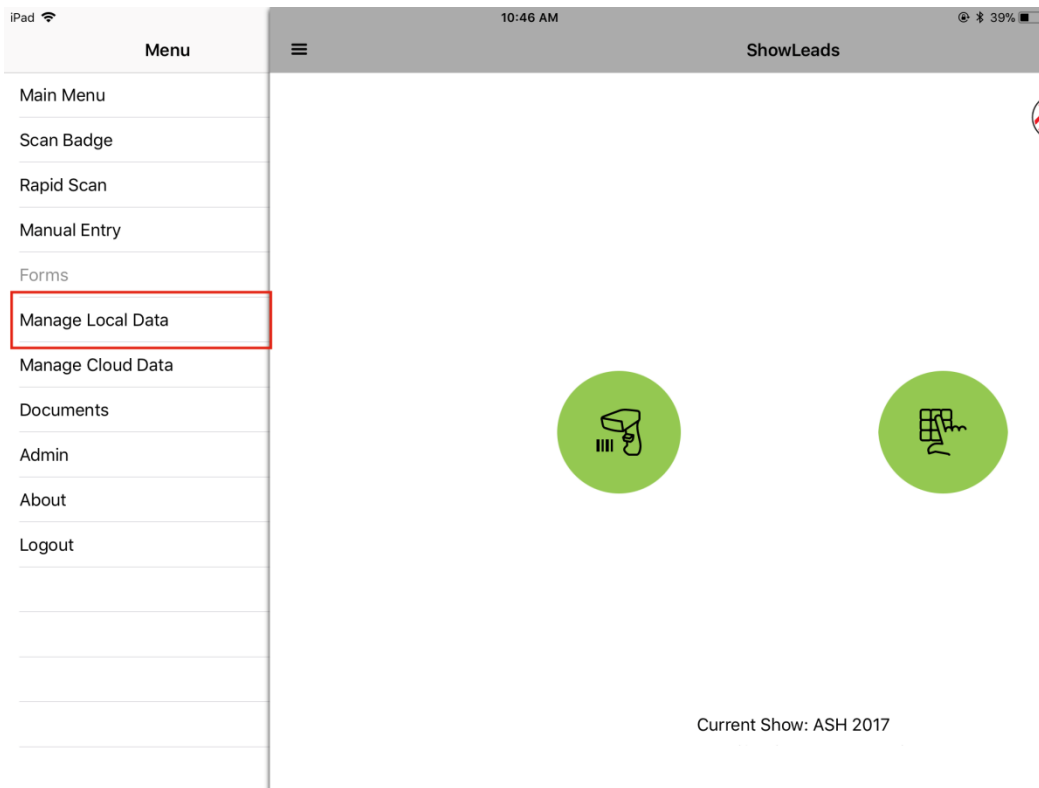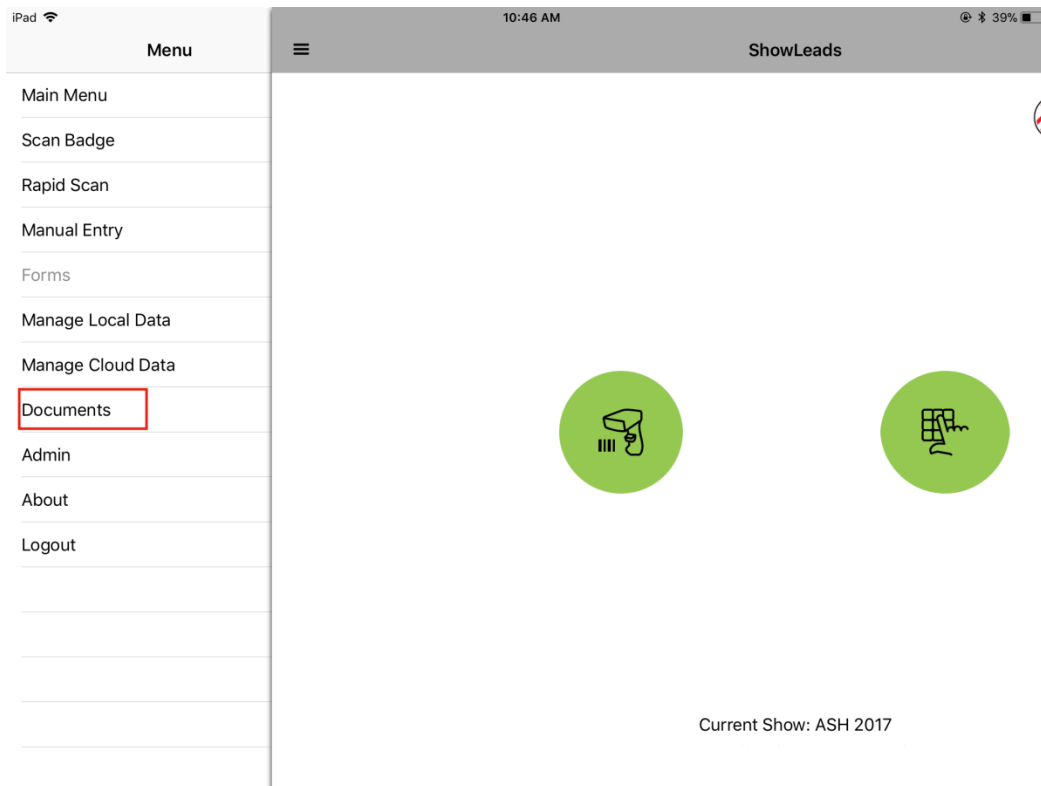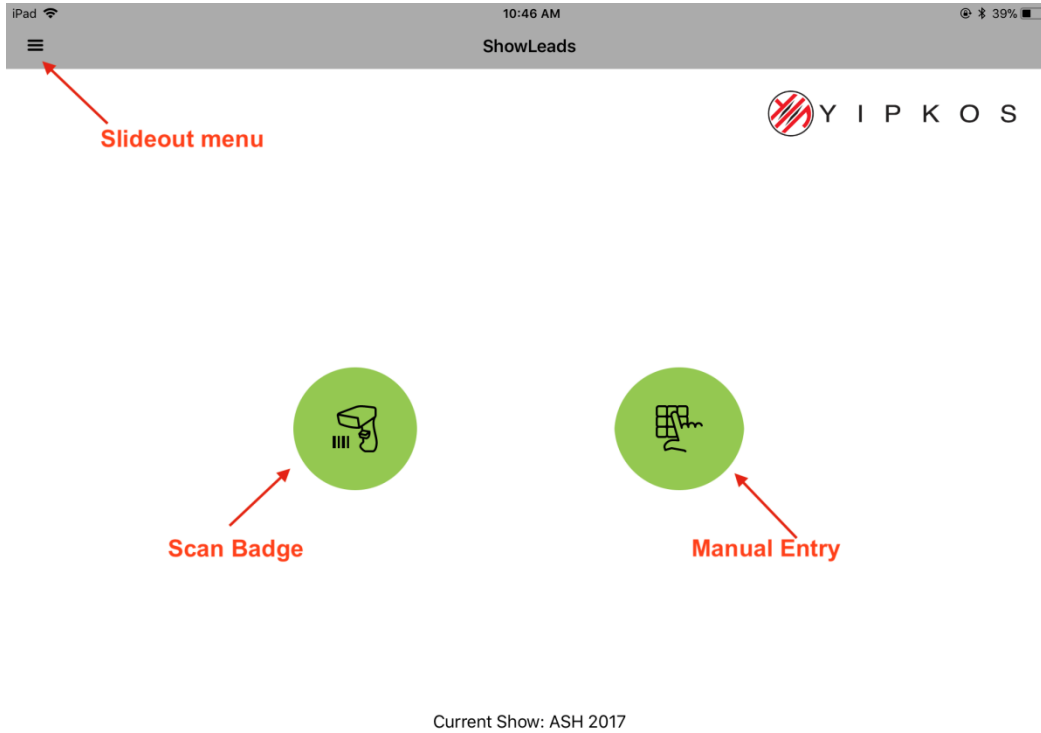From the main menu, select the slideout menu and select **Manage Local Data**.

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.

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.

☰   **Documents**   ⟶   Select

Test Document 2   6.94 MB

Test Document 1   0.89 MB
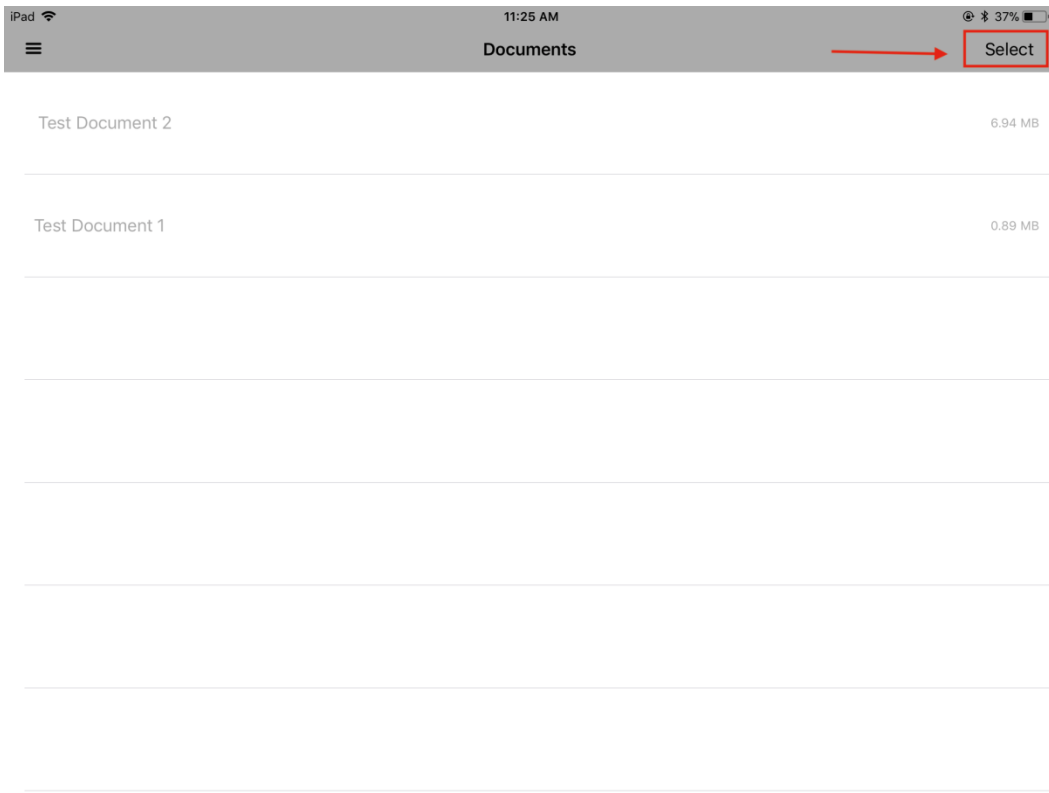
Once the document(s) are selected, tap download at the very bottom.

Select All   **Documents**   Cancel

✓   Test Document 2   6.94 MB

✓   Test Document 1   0.89 MB

Delete   Download
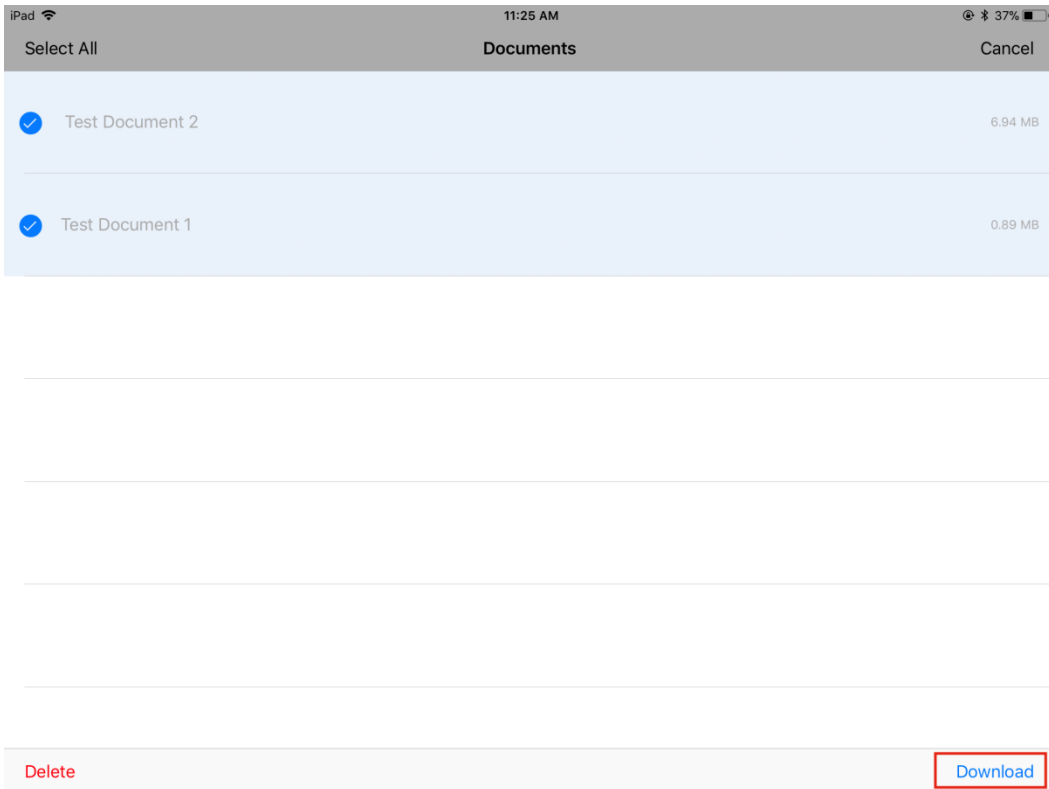
A notification will appear and ask for permission to download.

Select All   **Documents**   Cancel

✓ Test Document 2   6.94 MB

✓ Test Document 1   0.89 MB

Download?
Download size is 7.83 MB.
You have 2209.57 MB free space available.
Would you like to continue?

OK   Cancel

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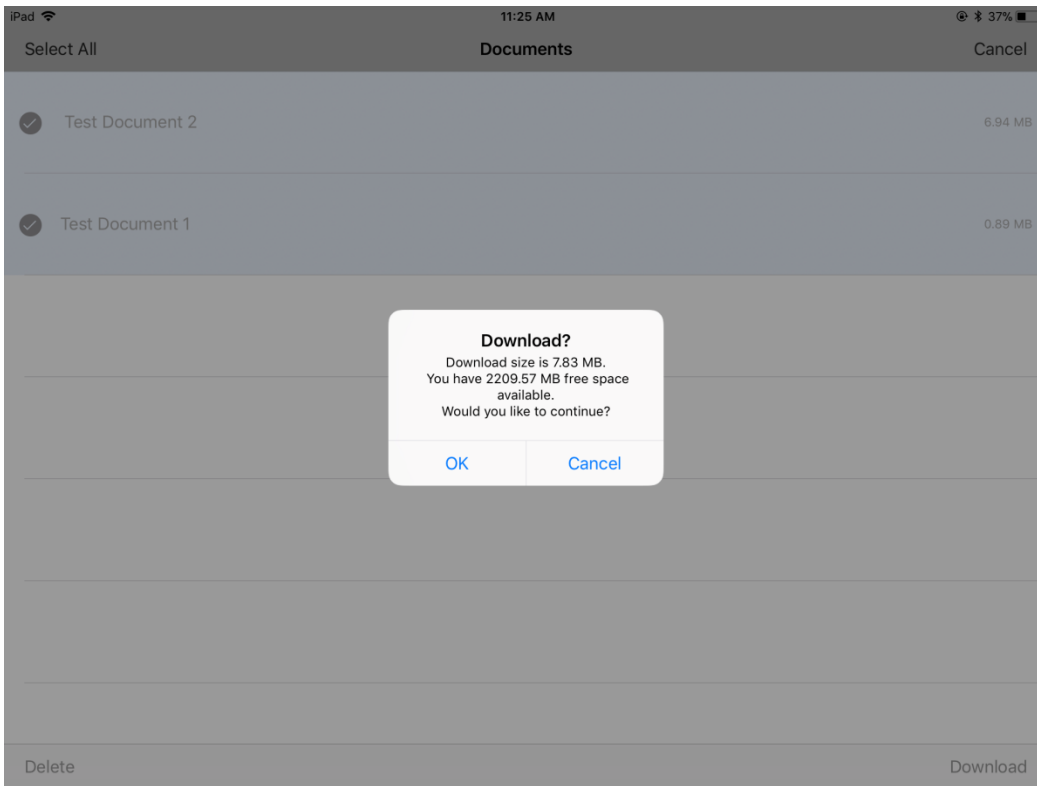
To tell if the document is on your device, the document file name will appear darker.

☰   **Documents**   Select

Test Document 2   6.94 MB

Test Document 1   0.89 MB
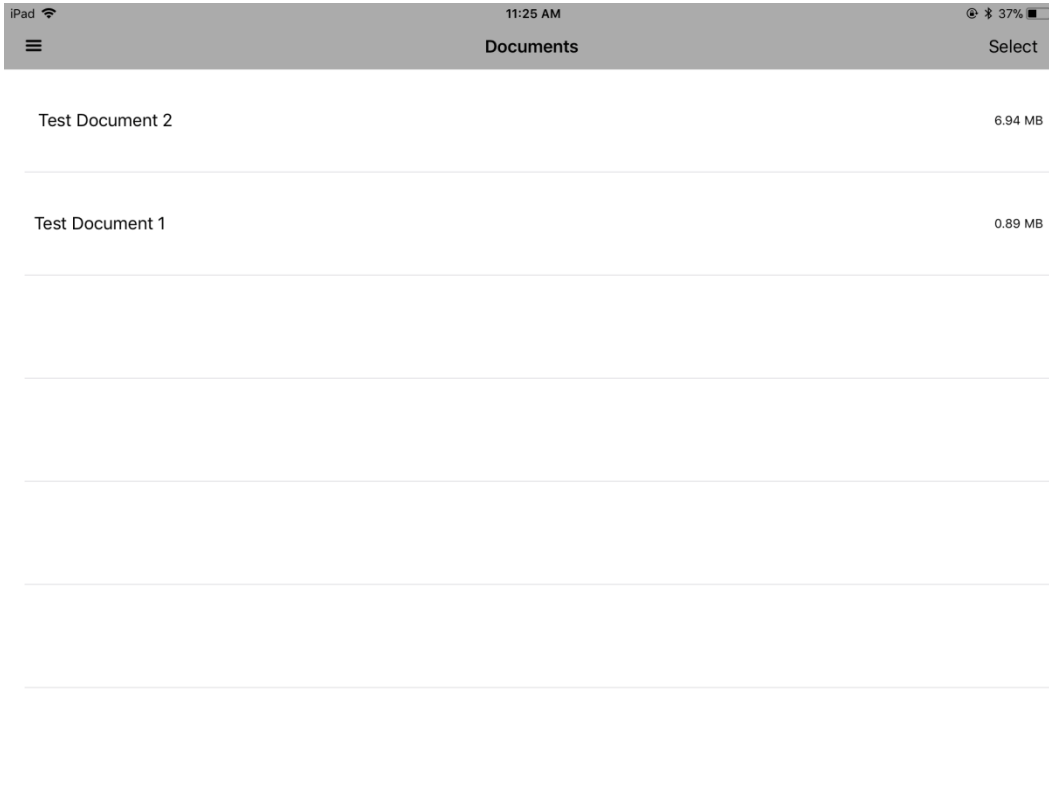
Now you are able to view the document directly in the application.