



## Scanning LeadCapture Leads

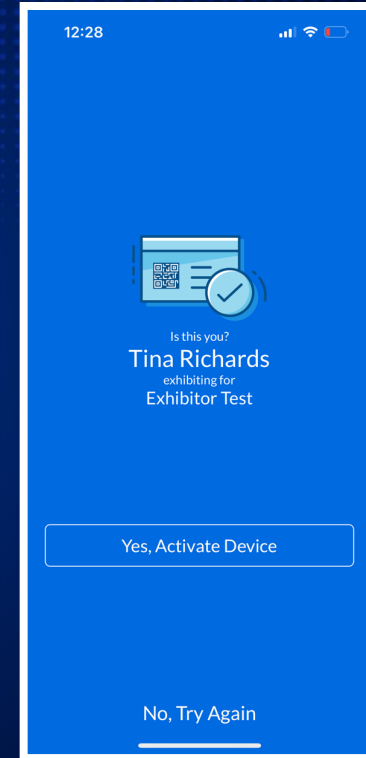
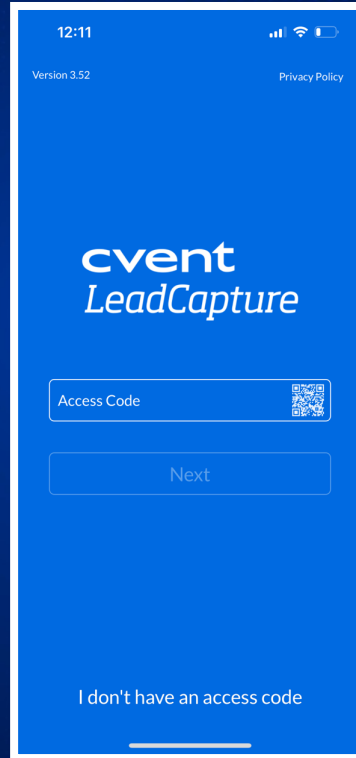
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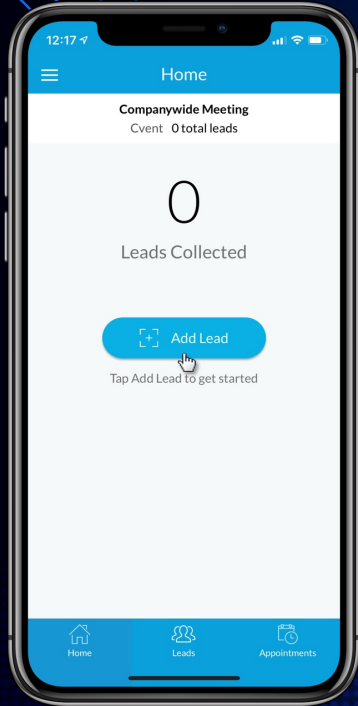


# Logging Into the LeadCapture App

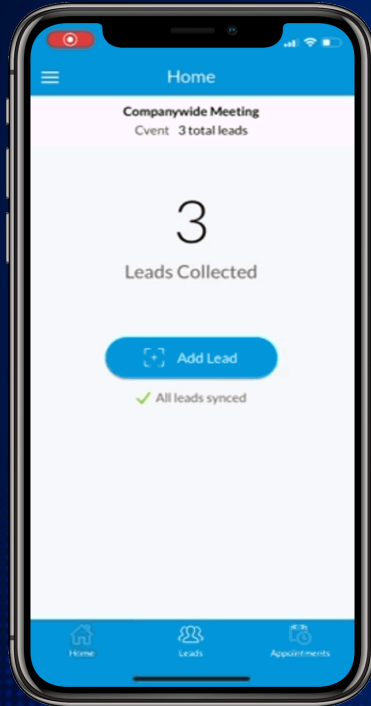
In the LeadCapture app, enter your access code and tap **Yes, Activate Device**



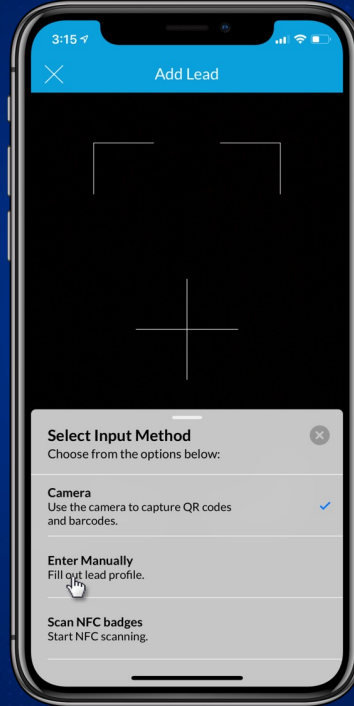
# Scanning a Lead in LeadCapture App



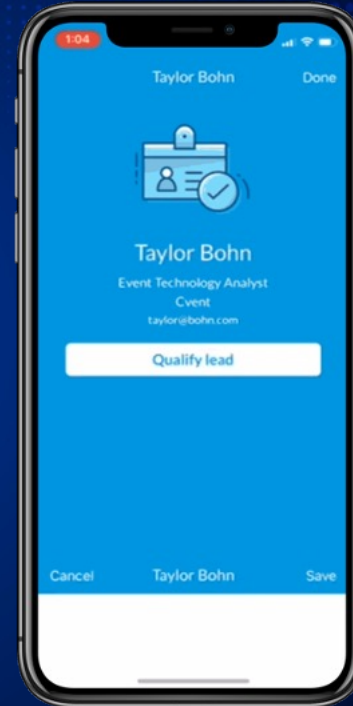
1. From the home page, select **Add Lead**



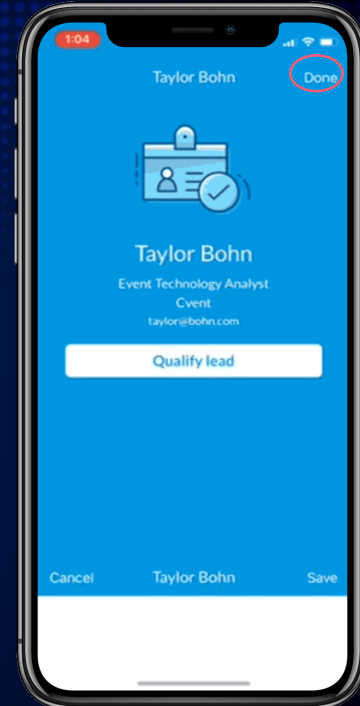
2. Scan QR Code



3. Tap **See more input options** to view alternative ways to add leads

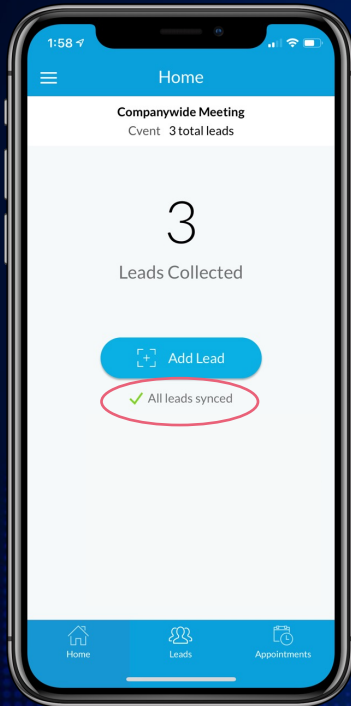


4. Tap **Qualify Lead** to enter the survey, or tap **Done** to save the lead

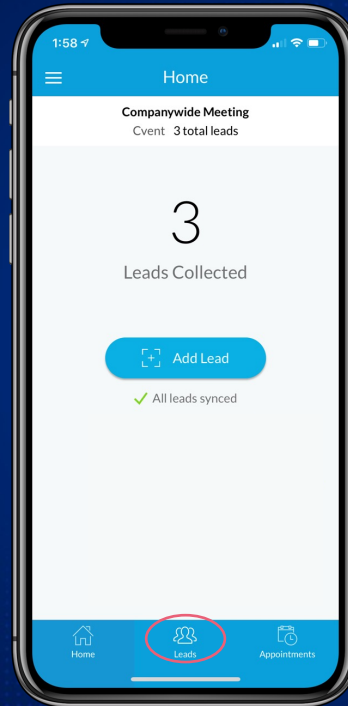


5. Tap **Save** once you've completed the survey to save the lead

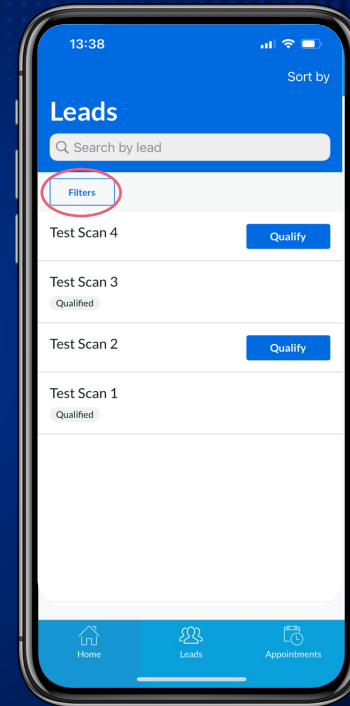
# Syncing & Reviewing Leads in the LeadCapture App



1. Verify that the leads have synced by checking the home screen.



2. From the bottom navigation menu, select **Leads**.



3. Your leads will appear in order of creation date. Tap **Sort by** or **Filters** to alter your view.

**REMEMBER: You will only be able to see the leads you have scanned on that device.**



# Best Practices



Download the app ahead of time, but don't use the access code until the day you will be using the device. The code can only be used once, by one person and on one device.



Ensure your device is fully charged.



Ensure you have access to the Wi-Fi or Mobile Data. You will still be able to scan leads offline, but it will not sync with the system until back online.



Before logging out of the app, confirm all your leads have synced; otherwise, you will lose your leads.