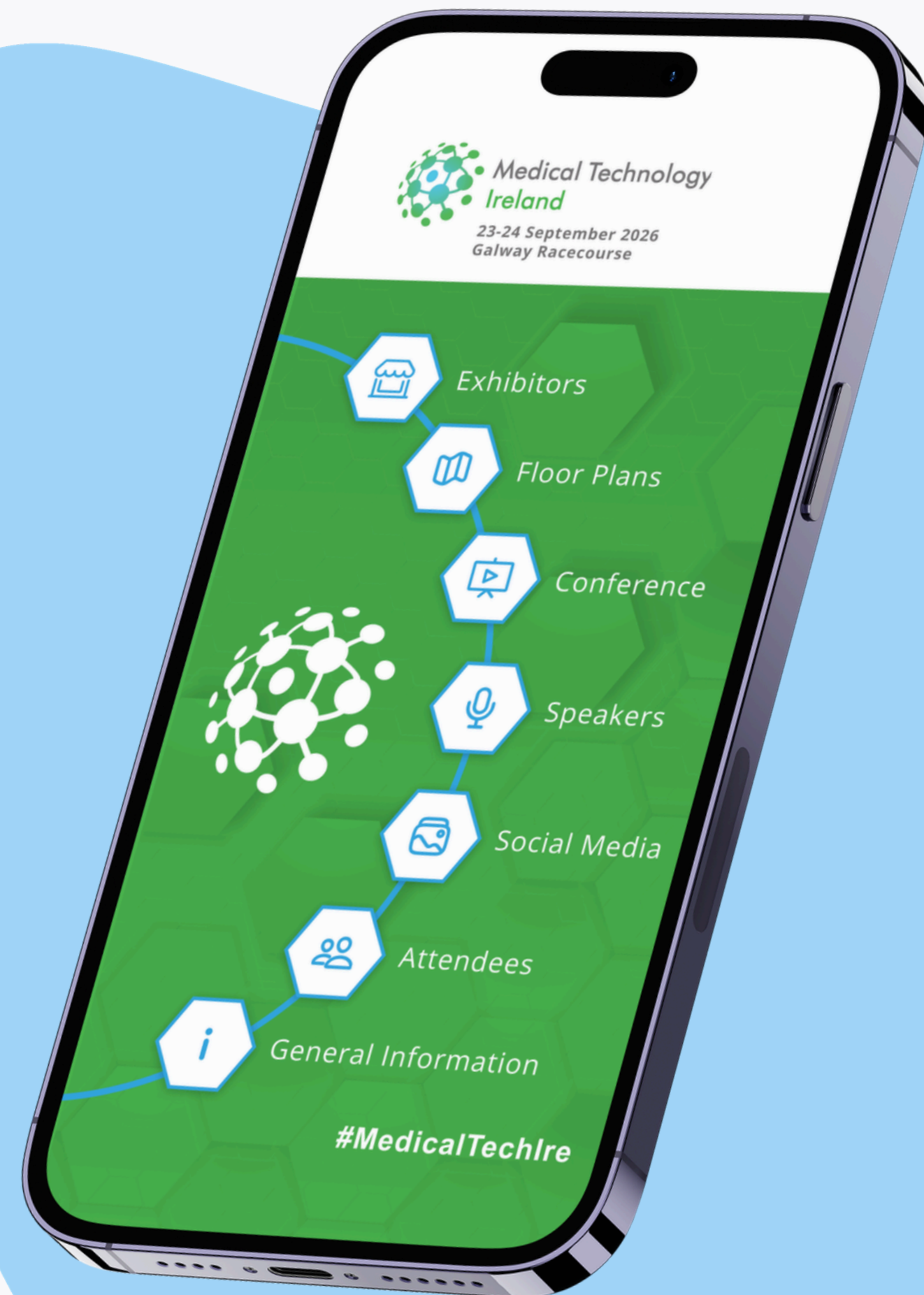




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Lead Retrieval Guide



01

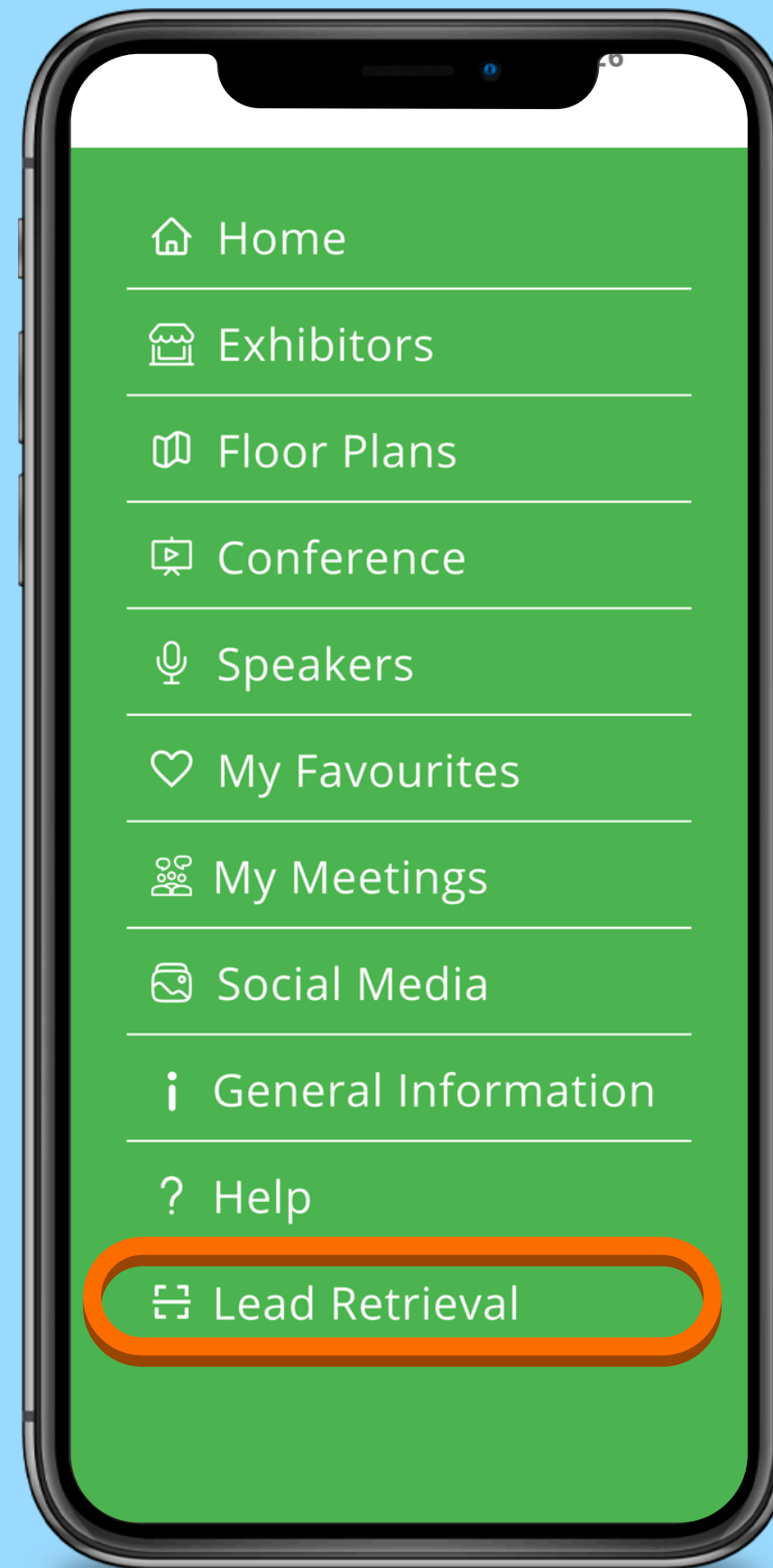
Where can I access lead retrieval?

- Tap the button located at the bottom of the **left-hand menu**
- Once opened, you can start **scanning badges** using the in-app scanner.



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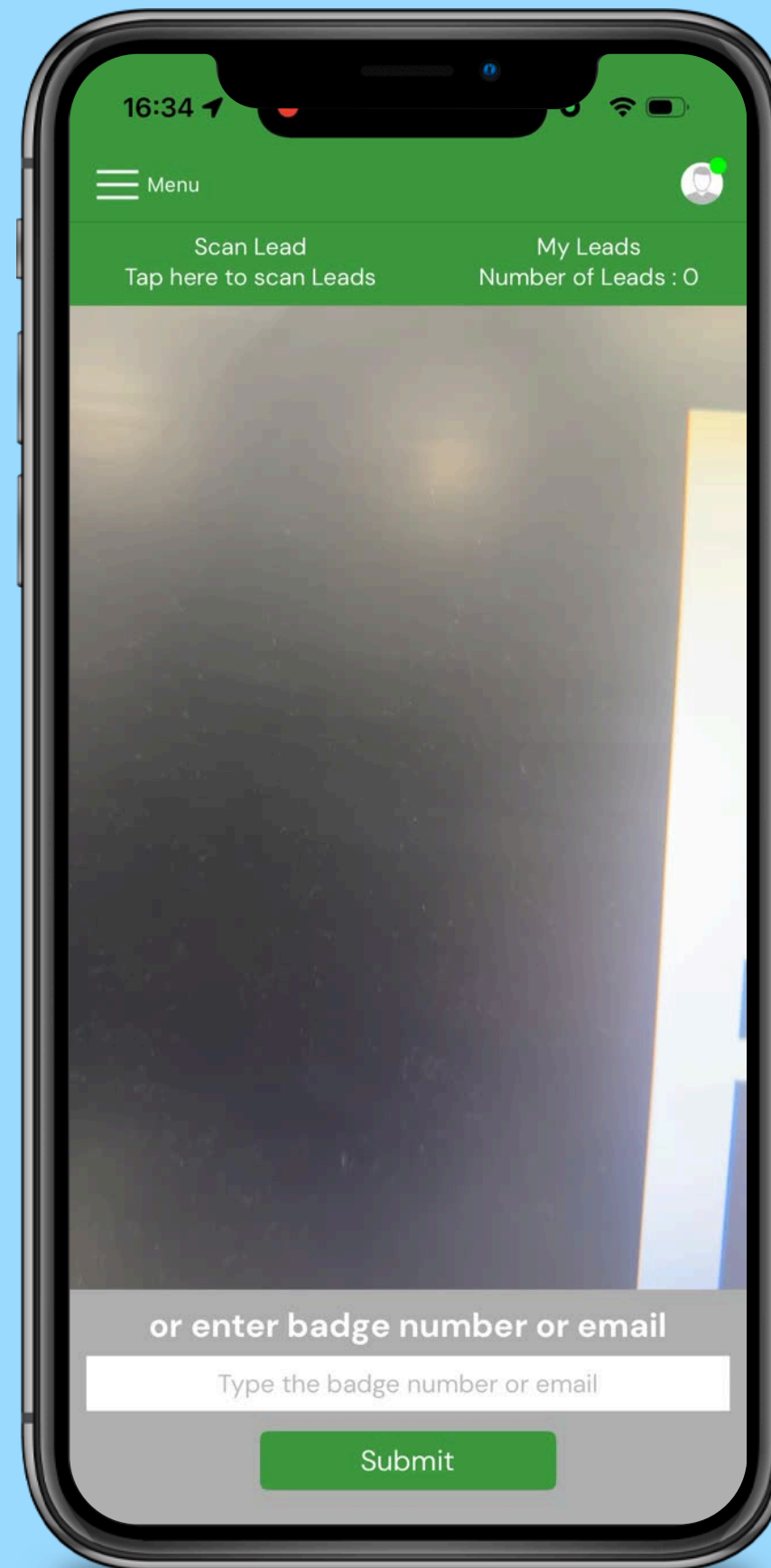
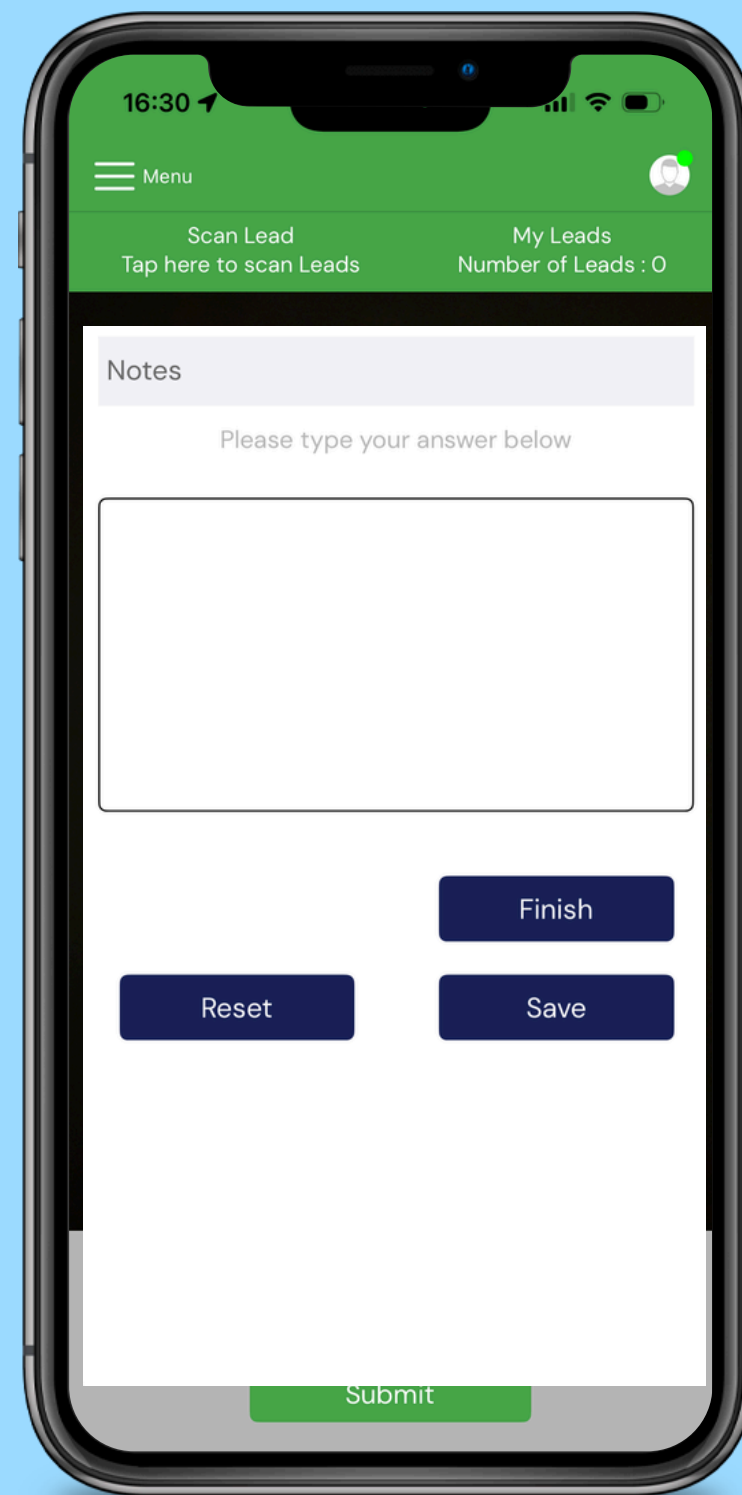
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02

Scanning leads

- To start scanning, simply hold your camera up to the badge
- Next, confirm the details and **record notes** about each interaction, then **tap save** to add the user to your list
- View previous scans by tapping the **My Leads** button in the top right, and return to the scanner at any time by tapping the **Scan Lead** button
- *(You can also manually search for an attendee using the search bar at the bottom by entering their badge number or email address)*



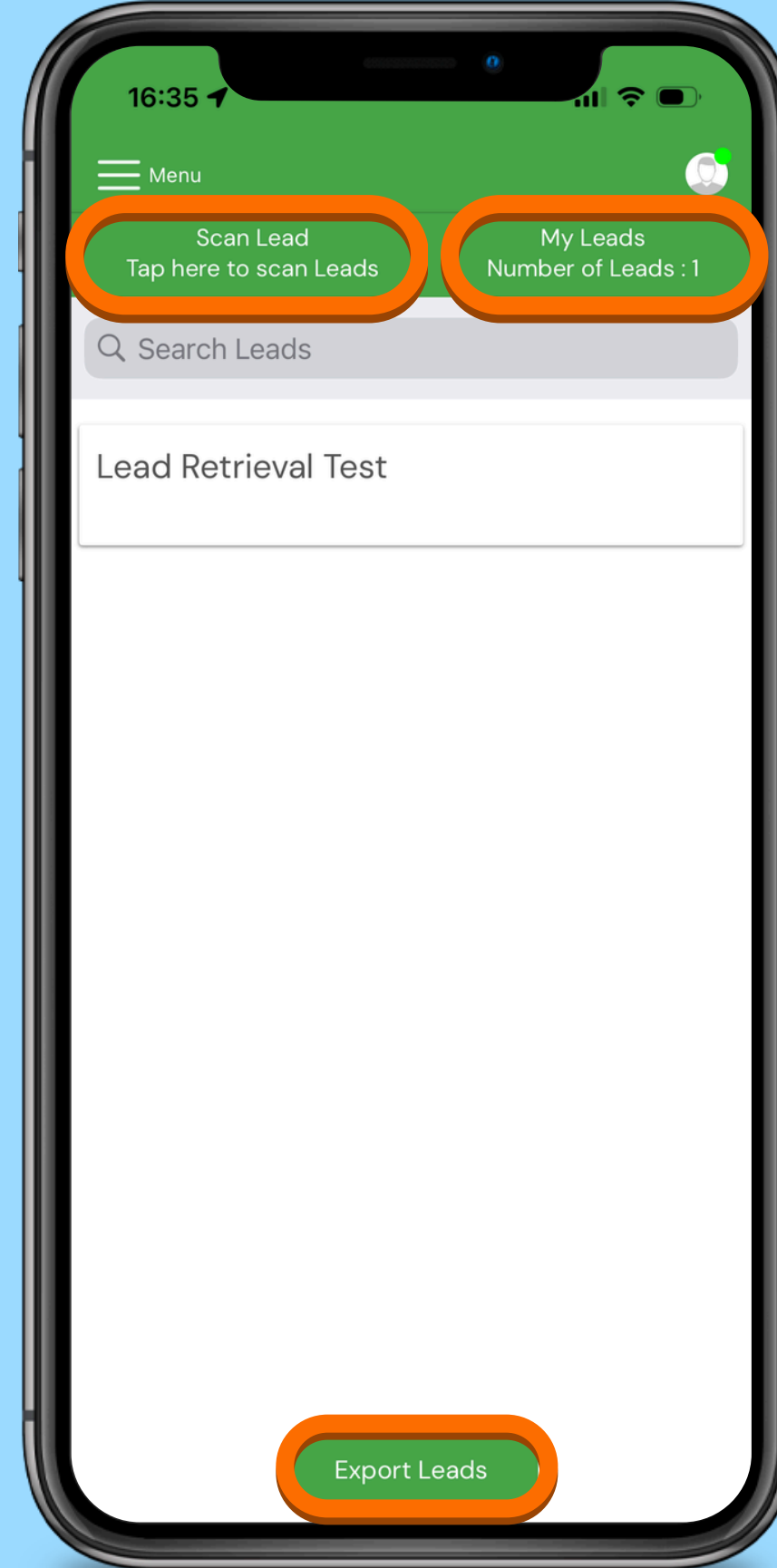
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03

Exporting leads

- Navigate to **My Leads** and then tap the **Export Leads** button
- This will allow you to download the list of users to your device as a .csv file



Any questions?

Please contact:
support@aitl.io

