

Scanning LeadCapture Leads

1. Get the App

If you'll be using your phone or tablet to scan leads, download Cvent LeadCapture from the [App Store](#) or [Google Play](#). Renting the scanner? The app is already installed.

2. Enter Your Access Code

Enter the access code from your email. If you never received one, tap **Re-Send Access Code** or ask your exhibitor admin to look it up.

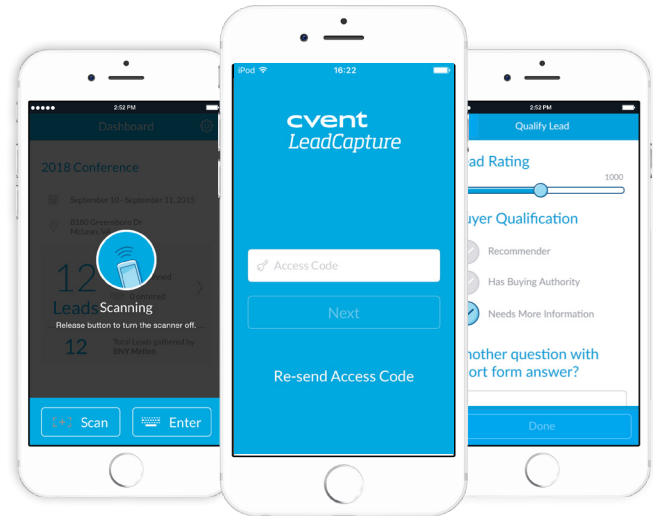
Tap **Next**.

Tap **Yes, Activate Device** to confirm.

3. Start Scanning


Tap **Add Lead** in the lower right. If prompted, tap **OK** to allow the app to access your camera or the attached scanner. If you're using your own device, center the code on the screen. Using a handheld rental scanner? Aim it at the QR code and press the button on the side. If the lead isn't wearing a badge, add their information by tapping **Manually Enter**.

Tap **Qualify Lead** to answer additional questions or add notes. When finished, tap **Done**.



To view or edit a lead's info, tap **My Collected Leads** on the app's home screen. You won't be able to see leads your coworkers have collected.

4. Sync Your Leads

After the event, ensure all your leads have synced to the server so your admin can export them. If not, you'll see a  on the home screen. Connect to Wi-Fi until that icon turns into a check mark.