

Eventdex Lead Retrieval Quick Start Guide



1 Purchase



If Your License **Has Not Been** Purchased
Scan this QR Code To Get Started:

2 Download

Search for:



Eventdex® Event Management App



3 Setup



- a Check your email for your login information.
Subject: **Important Lead Retrieval information**

- b We **recommend** that first-time users login via a desktop/mobile browser and update their password.
(NOTE: This cannot be done through the app)

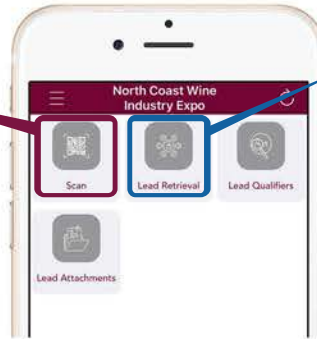
- c Open the app on your mobile device and make sure to use the bottom **“login”** button.



4 Capture

On your Dashboard, tap **“Scan”** and begin scanning!

Hold your device a few inches away or focus the camera to scan QR codes.



View and manage all leads by tapping the **Lead Retrieval** section on the Dashboard.



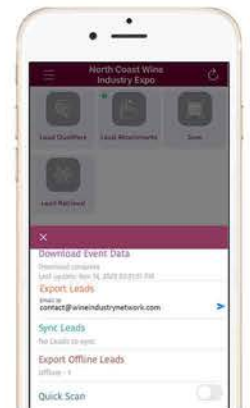
5 Export

Tap the triple bars in the upperleft, then tap **“Settings”**.



Export your leads to yourself or a colleague via email.

Tap the **>** button to email yourself **OR** tap the **“Export Leads”** field and type in the email address you would like to send to.



For additional resources and support:
1 (866) 850-5872
support@eventdex.com

Scan QR code for full Lead Retrieval help guide:

