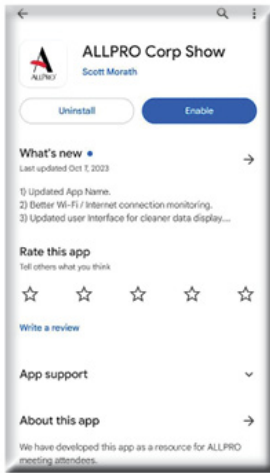
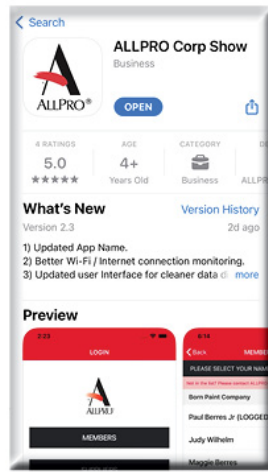


# ALLPRO App Instructions for Members

1. Download the ALLPROCORP app in the Google Play or App Store.

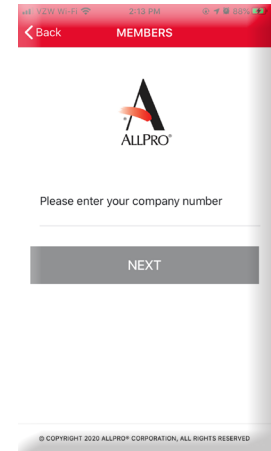
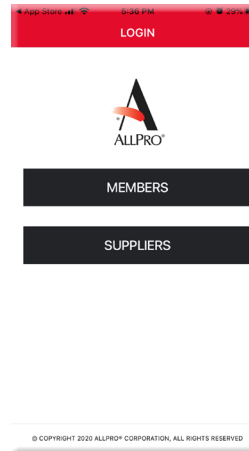


Google Play Store

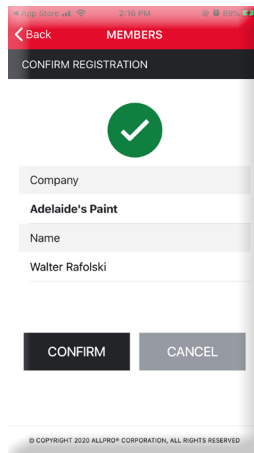
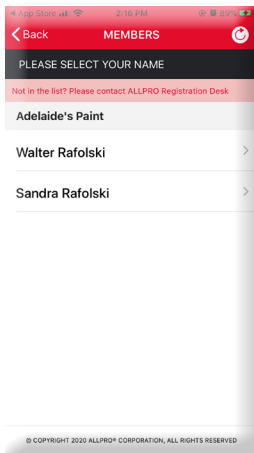


App Store

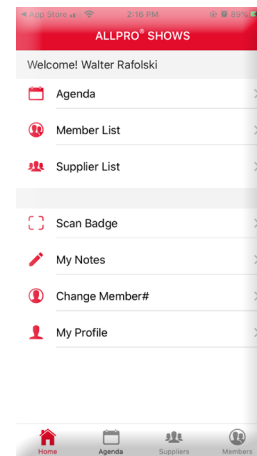
2. Open the app and when prompted, **choose "Allow Notifications"** and then choose the Members button. Enter your company number and click the "Next" button.



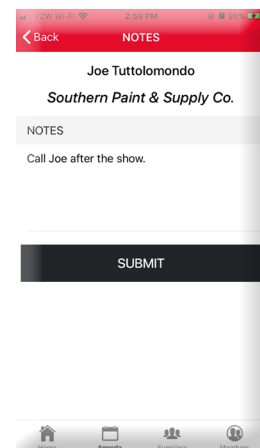
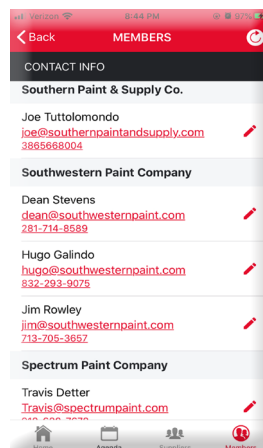
3. Select your name from the list (if you don't see your name, please visit the ALLPRO Registration Desk) and confirm your registration on the next screen. Attendees under 18 are not included in the app.



4. You are now on the Home screen. You can view the **agenda** and attendee lists, as well as enter notes. **Note: You must choose "Allow Access" when prompted so your camera can scan QR codes.**

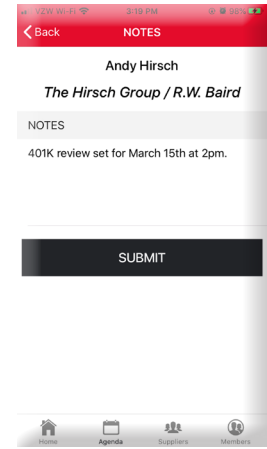
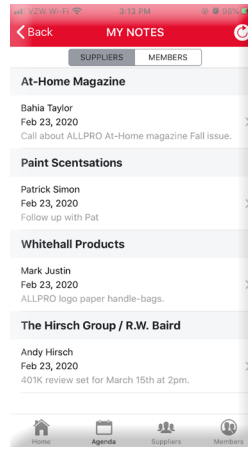


5. Scan badges and **click the Submit button** to record the scan. You can add notes before you hit "Submit" if desired. To add notes later on, search the Member or Supplier List (found on the Home screen) until you find the person you want. Select the pencil icon to the right of their name, tap inside the **Notes** section when it opens and begin typing. **Note: You must click the Submit button or the note will not be recorded in your Contact Report.**



6. To view and/or edit your notes, select My Notes on the Home screen and toggle between Member and Supplier notes at the top of the next screen. Scroll through the notes you submitted, and click the arrow to the right of your selection to be redirected to the Notes screen. Edit as needed and click **Submit**.

**Note: You must click the Submit button or the edits will not be recorded in your Contact Report.**



7. To track supplier booths visited/not visited, go to the Home screen and select Supplier List. From there you can toggle between a list of All Suppliers (image 1), Suppliers Visited (image 2), and Suppliers Not Visited (image 3). Suppliers Visited will have a green check mark to the right of the list, indicating that your booth visit was recorded when your badge (or a badge from another buyer in your company) was scanned. If you do not see a supplier you visited with a green check mark confirming that your badge scan was submitted, click the refresh icon located on the top right of your screen in the red section to update the list. **Please Note: When an exhibitor scans your badge, they must click the Submit button in order for your badge scan to be recorded.**

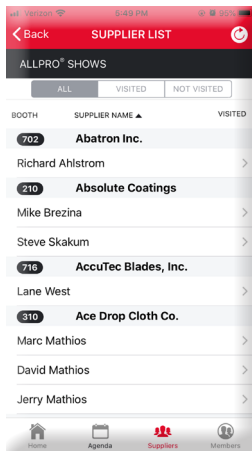


Image 1

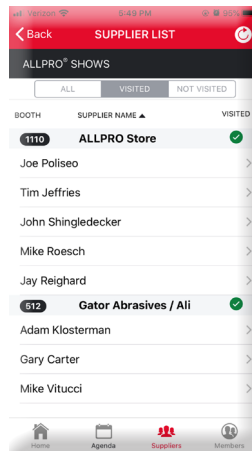


Image 2

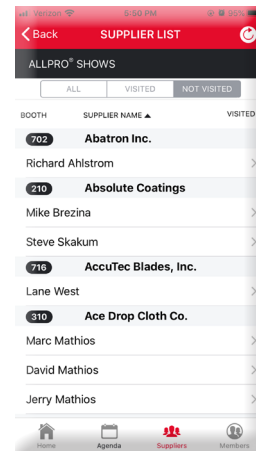
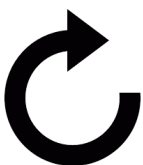



Image 3



Press this refresh icon on the top right of the app screen to update your Suppliers Visited List if a booth you visited does not have a green check mark indicating that your badge scan was recorded. This list will not update if a supplier only enters a note for you; **it will only update if your badge is scanned and submitted.** If you refresh and still do not see a green check mark next to the supplier name, check your Wi-Fi connection or revisit that booth for another scan. Be sure they hit 'submit' to record the booth visit.

### **Instructions for Downloading Your Contacts Report**

Notes you enter on the ALLPROCORP app are saved in real time into your account area on the [www.allproshow.com](http://www.allproshow.com) website. You will be able to download your contact notes directly from the report website. To see your Contacts Report:

- Go to [www.allproshow.com](http://www.allproshow.com).
- On the top right of the screen, click on **Contacts Report**.
- Enter your email address and Pin, which can be found at the bottom of the Home screen of the ALLPRO Show app under My Profile. To reveal your pin, select the eyeball icon. 
- Download your report in Excel format.

The Excel file will contain only the notes that **you** entered under **your** profile. The main contact from your company will be able to download a full report of all notes taken by all attendees from your company. The notes will show on the downloaded report in the order they were submitted through the app. You can manipulate the Excel sheet to suit your needs and save it to your PC. Changes made to the Excel file will not be reflected in the online Contacts Report so be sure to save them to your PC.

**Visit the ALLPRO Registration Table or reach out to [susie.fontana@allprocorp.com](mailto:susie.fontana@allprocorp.com) for assistance.**