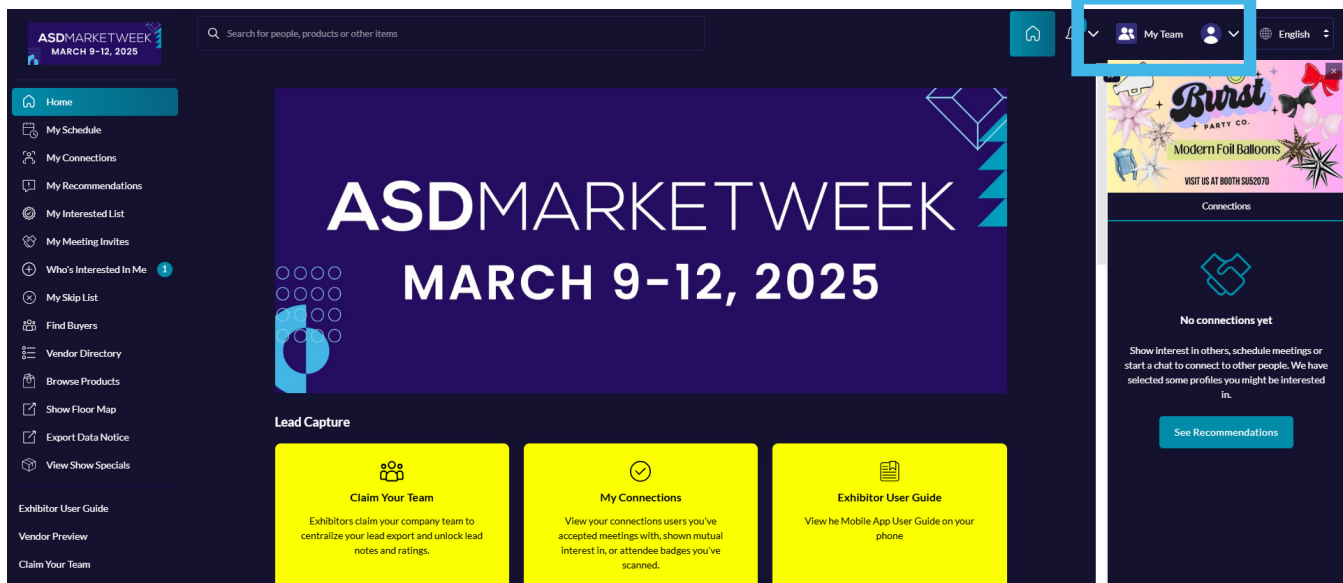


# ASDMARKETWEEK

## Exporting Leads & Connections After the Show

You can export your Team's leads and connections data at any point from a laptop/desktop device.

1. Go to [app.asdonline.com](http://app.asdonline.com)
2. Login using the same username/password for the Mobile App
3. Go to your Team portal via the button in the top right corner

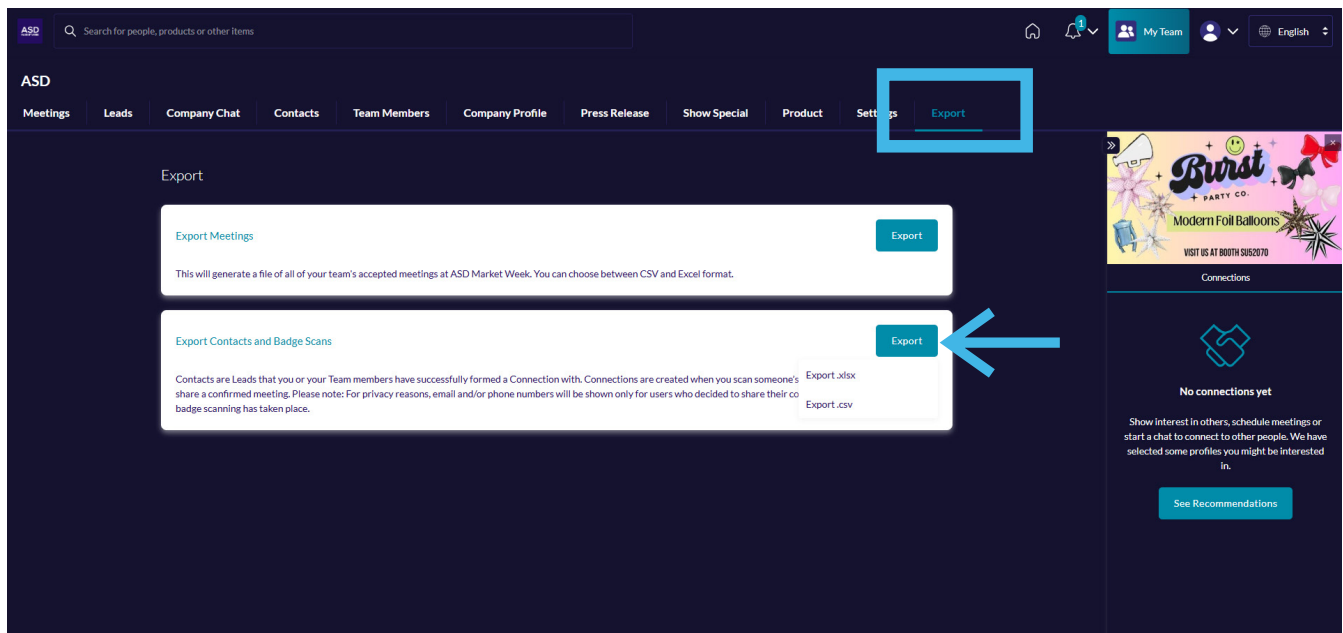


All files export in a CSV or Excel format only. It is strongly encouraged to export leads on a desktop/laptop device - not on mobile.

# ASDMARKETWEEK

## Exporting Leads & Connections After the Show

Once in the Team portal, go to the "Export" tab to the far right and select which data you would like to export.



The screenshot shows the ASD Market Week Team portal interface. The top navigation bar includes a search bar, home icon, notification bell, and user profile. The main navigation menu has tabs for Meetings, Leads, Company Chat, Contacts, Team Members, Company Profile, Press Release, Show Special, Product, Settings, and Export. The Export tab is highlighted with a blue box. Below the navigation, the Export section contains two options: "Export Meetings" and "Export Contacts and Badge Scans". The "Export Contacts and Badge Scans" option is highlighted with a blue arrow. The right sidebar shows a company profile for "Burst Party Co." with a "Connections" section that says "No connections yet" and a "See Recommendations" button.

If a staff member joins a company Team, their leads and connections will automatically transfer over to the Team.

All files export in a CSV or Excel format only. It is strongly encouraged to export leads on a desktop/laptop device - not on mobile.

Please note mailing addresses will not be displayed in the report. To request this information, please contact [mobileapp@emeraldtx.com](mailto:mobileapp@emeraldtx.com).