



HOW TO EXPORT YOUR SCANS AND LEADS FROM ICFF

1. Using a Desktop/ Web browser, go to <https://app.icff.com>
2. Login using your email and password you used to log into the mobile app.
3. Once in, click the “MY TEAM” button in the upper right navigation.
4. A new, horizontal navigation will open across the screen.
5. First, click the “TEAM MEMBERS” tab to make sure everyone joining you onsite is listed under the portal. Look at the top for any pending team members and accept them.
6. Click the “EXPORT” tab on the far right. If you don’t see it due to screen size click the 3 stacked dots to expose it.
7. Click “EXPORT CONTACTS AND BADGE SCANS” button. Select whether you want an .XLSX or .CSV file.
8. The report will take a moment to compile then the button will turn green and change to “DOWNLOAD”. Click the button again to download.
9. You may export as many times as you wish up until 30 days post show.

If you have any questions or need any assistance please email:
mobileapp@emeraldx.com