# Deleting Leads

A. Sign into your account on the main page and enter the exhibitor portal.

B. Select the show you would like to access using the dropdown and click *Manage Show Configuration*.
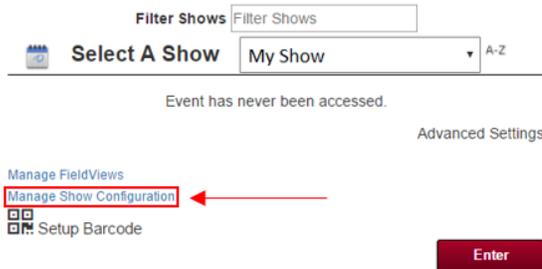
C. Hover over *Configurations* and select *SetupFile* from the dropdown.

D. Scroll down until you reach the Lead Management section.

E. The section on the left allows you to delete all leads before the start date of your show.
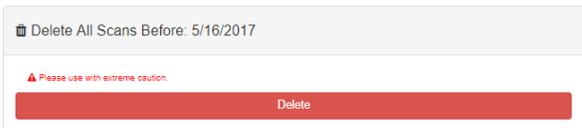
     To do so:
          i. Click *Delete* and a message will pop up in your browser.
          ii. Type in "DELETE AFTER".
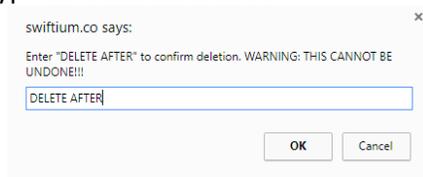
          iii. Click *OK*.
          iv. If you scroll to the top, you should see a message saying "successfully deleted X leads" in the top left.

F. The section to the right allows you to delete any leads that have been scanned before or during the show
     ~See Diagram on Following Page~

1. Like Clause allows you to delete all leads that match a certain clause or phrase. Use % to surround the clause or phrase you would like to delete.

    Example: %@example.com% will delete any record that contains the text "@example.com"

2. Search Record Partition allows you to select a certain section of data you would like the Like Clause parameter (1.) to check when searching for leads to delete.

    Example: If you wanted to remove leads that had "Example" in their note field, you would enter %Example% into the Like Clause text field and then select Note on the Search Record Partition drop down.

3. To delete any leads, you must first request a confirmation key by clicking *Send Confirmation Key*. Once you have the key, enter it into the *Confirmation Key* text field.

4. The Download button allows you to download an Excel sheet displaying the leads that will be deleted once you click the delete button. ALWAYS check this before proceeding.

5. Deletes the leads.