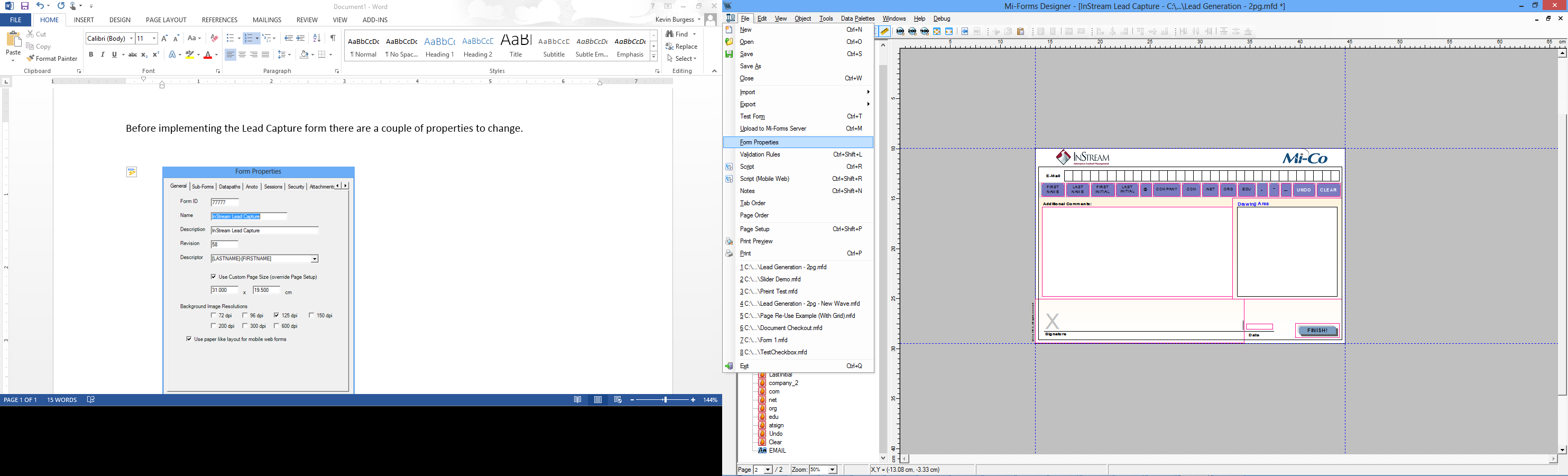
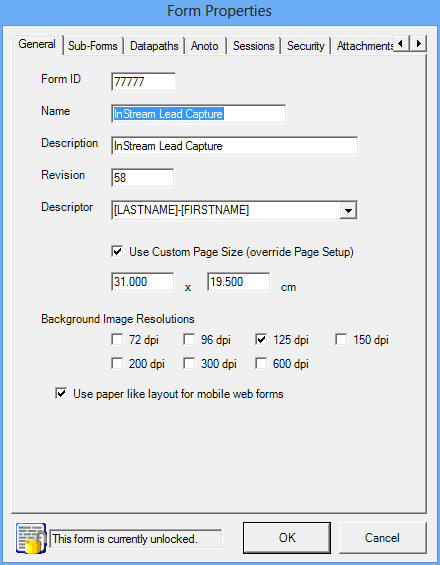
**Lead Capture Form Instructions**

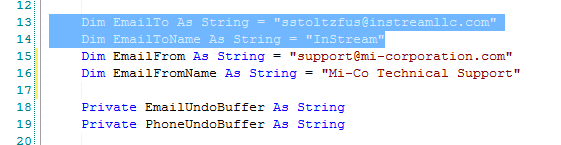
**Requirements**: This form must be loaded on a Mi-Forms server. Upload the form to your Mi-Forms server instance, or Mi-Co can set up an instance on our server. If this is necessary please alert support at [support@mi-corporation.com](mailto:support@mi-corporation.com).

The form is designed for use on iPad and Android devices, but will work on Windows devices as well. The GPS will not function on a windows device, as most do not have the capability built in.

**Required Form Modifications**: Before implementing the Lead Capture form there are a couple of properties to change in order to have leads forwarded to your specified email address.

1. Go to Form Properties and edit the form “Name” and “Description.”





1. In the script editor change the two highlighted fields to have the email address and name of the person who will field these leads.
2. Optionally, place your company logo on the form.
3. Upload these files to your Mi-Forms Server and they are ready for capturing leads.

Thanks, and we hope you find this tool valuable. – Mi-Co Support