Information brochure

EasyScan,
your badge reader solution

léni
The IT Event Platform

Before the event

Log into your account* on www.events-eurodocument.com/acutecardiocare2019

(*) Your ID and password will be sent by email as soon as your order's payment has been registered.

You will be given the opportunity to assign each badge reader a name for easy identification and also set up action codes to qualify your visitors.

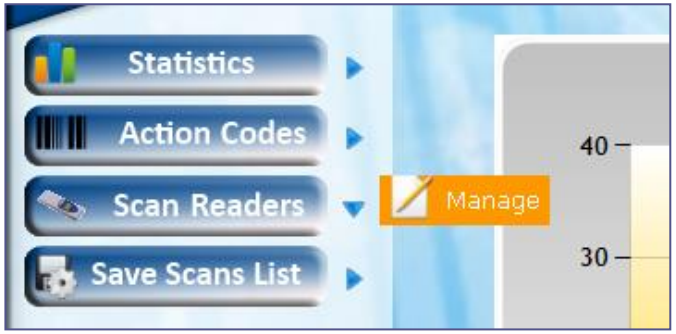
Rename your badge reader

Click on « **Scan Readers** » and select « **Manage** ».

Edit the name of your badge reader by clicking on

Type the name of your badge reader

Save your badge reader's name by clicking on



Create Action Codes

Click on « **Action code** » and select « **Manage** ».

Edit your first action code.

Click on ✚ to add this action code

Save your action code by clicking on 💾

Add, edit or delete as many action codes as you want!

Print your action codes list.

During the event

Retrieve your badge reader(s) from our desk (generally located in the registration area) during opening hours from 08:00 to 18:30.

During the show, scan your visitors' badges.

You can assign action codes to your visitors (page 5).

At the end of the event, simply bring your badge reader(s) back to our desk.

Our team will upload your data onto the EasyScan platform.

Access your personal EasyScan space to view statistics and download your data into an Excel file.

-> Please note that your data will remain available for no more than 1 month after the congress ends.

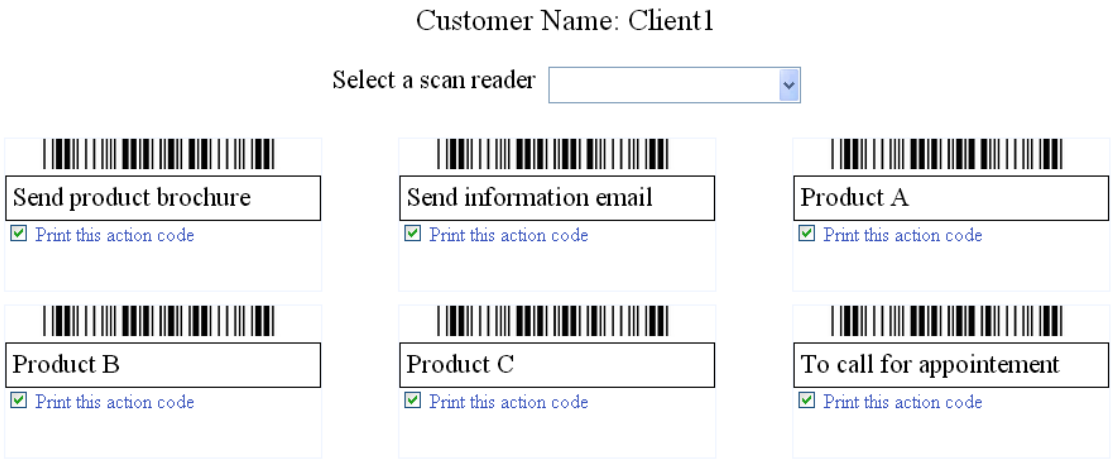
Assign Action Codes

You are given the opportunity to assign action codes to your visitors in order to qualify your visitors and be able to work on your leads.
Please process as follows in that precise order :

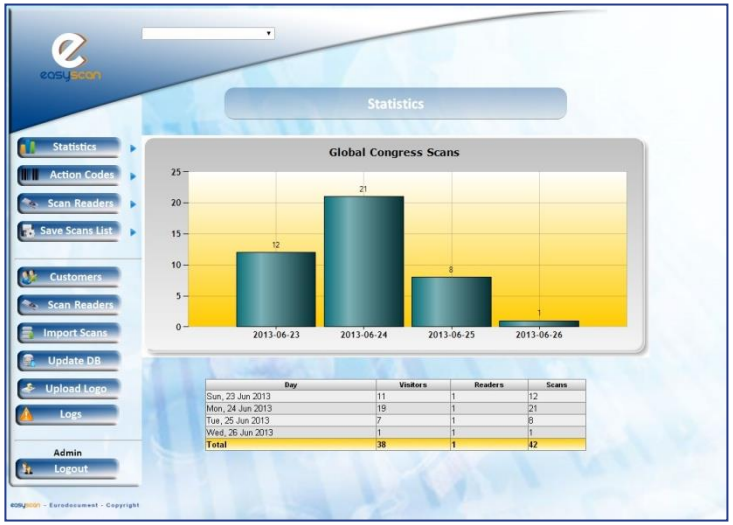
1/ First of all scan your visitor's badge;

2/ Then scan the action code you want to assign to your visitor;

You may assign several action codes to a single visitor.



Collect your Data

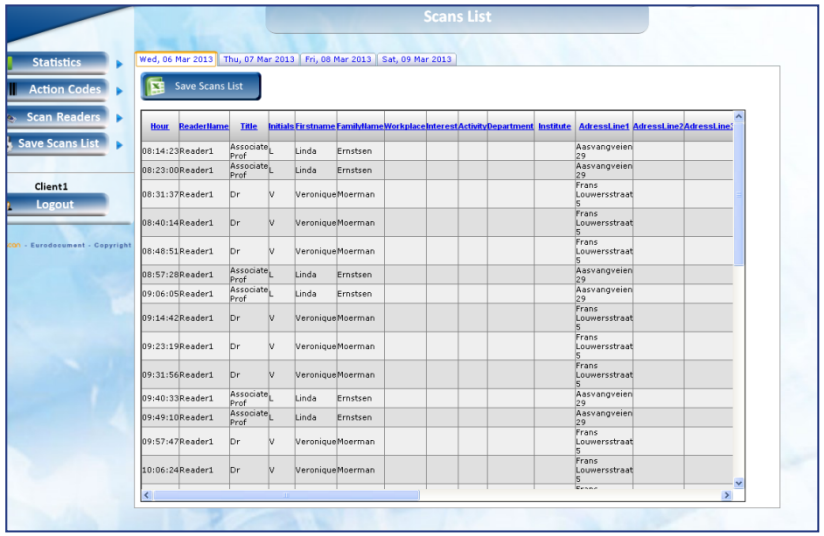


Go to «**Save scan List**»

and select «**Scan List**»

Select a particular day and save your scan list per date

or click on Save All Lists to dowload all of your scans during the congress.

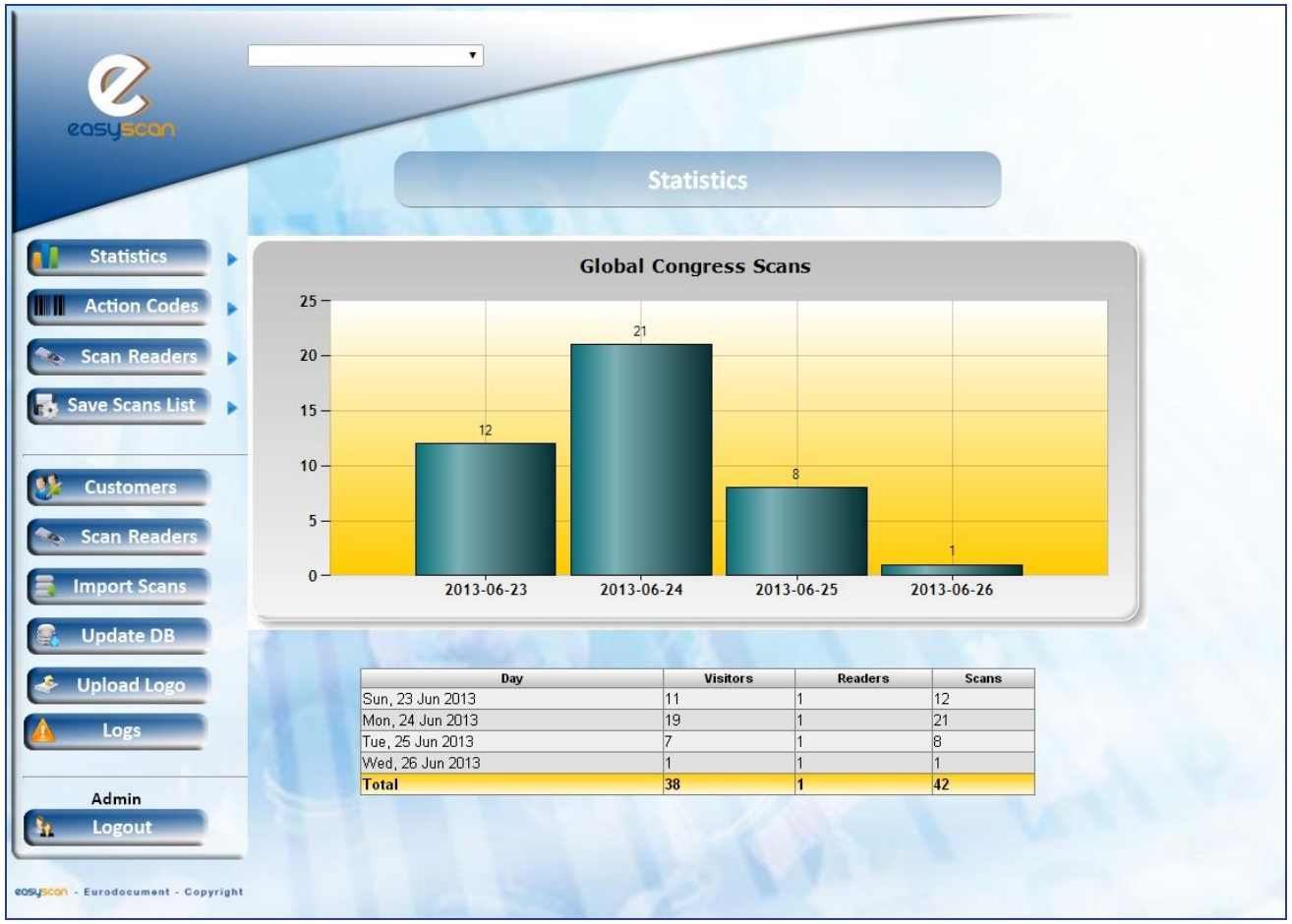


- ✓ Download your data into an Excel file
- ✓ Filter your contacts and/or other category
- ✓ View your statistics

To view statistics charts click on

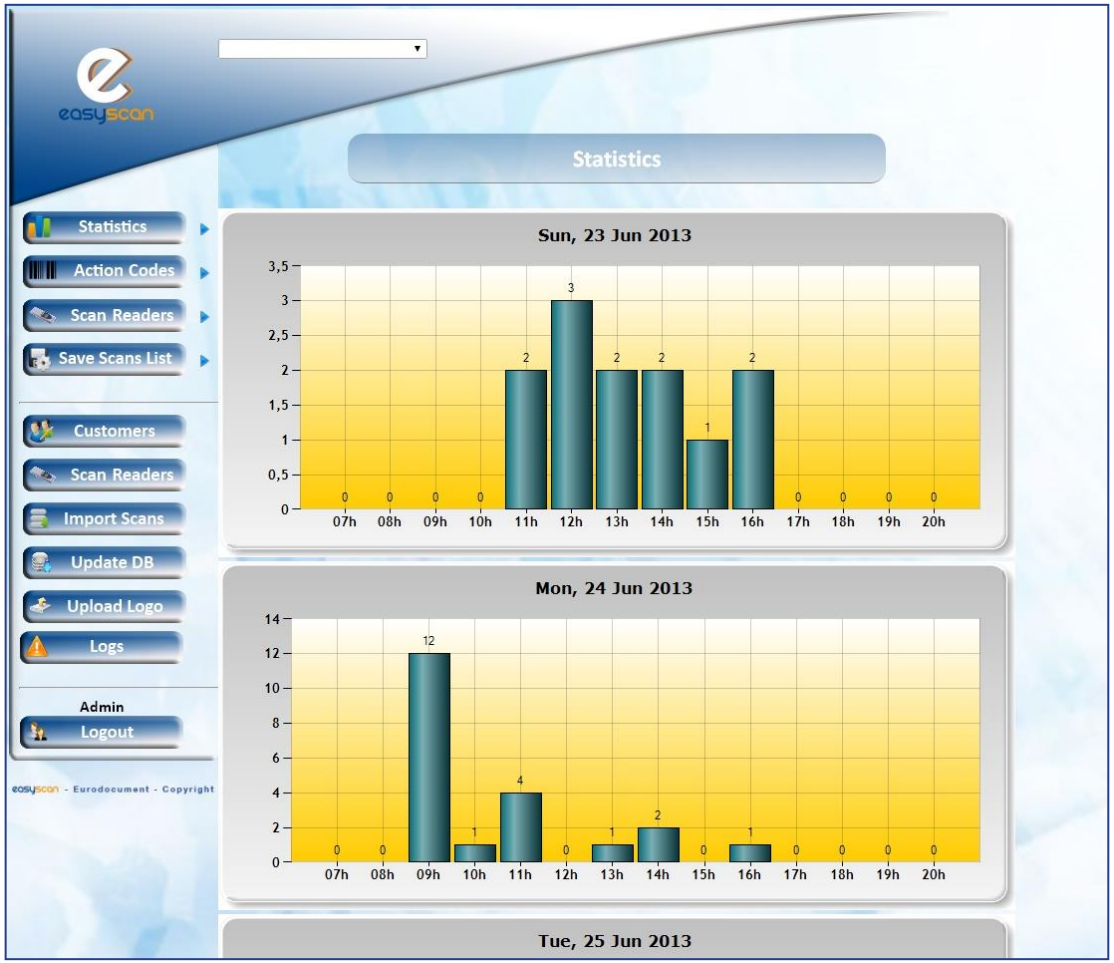
There are 2 view modes : Global or per day

Global



Day	Visitors	Readers	Scans
Sun, 23 Jun 2013	11	1	12
Mon, 24 Jun 2013	19	1	21
Tue, 25 Jun 2013	7	1	8
Wed, 26 Jun 2013	1	1	1
Total	**38**	**1**	**42**

Per day


Statistics
Statistics
Action Codes
Scan Readers
Save Scans List
Customers
Scan Readers
Import Scans
Update DB
Upload Logo
Logs
Admin
Logout
easyscan - Eurodocument - Copyright
Sun, 23 Jun 2013
Mon, 24 Jun 2013
Tue, 25 Jun 2013
07h 08h 09h 10h 11h 12h 13h 14h 15h 16h 17h 18h 19h 20h