Information brochure

EasyScan,
your badge reader solution
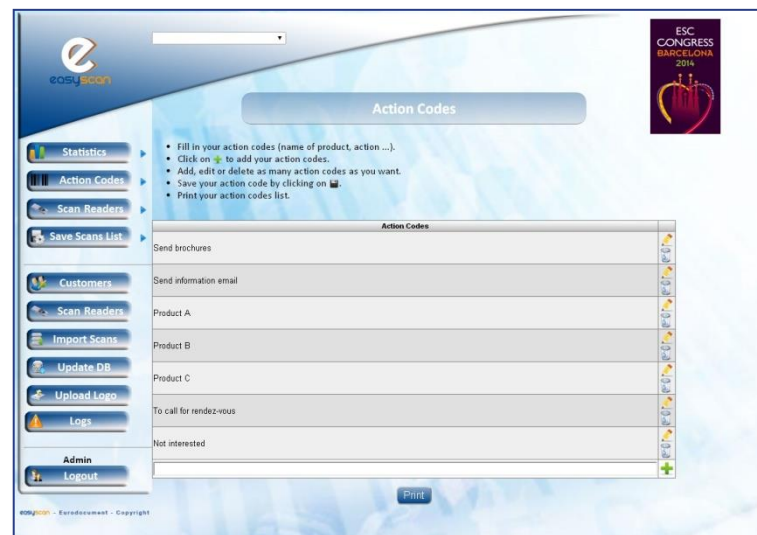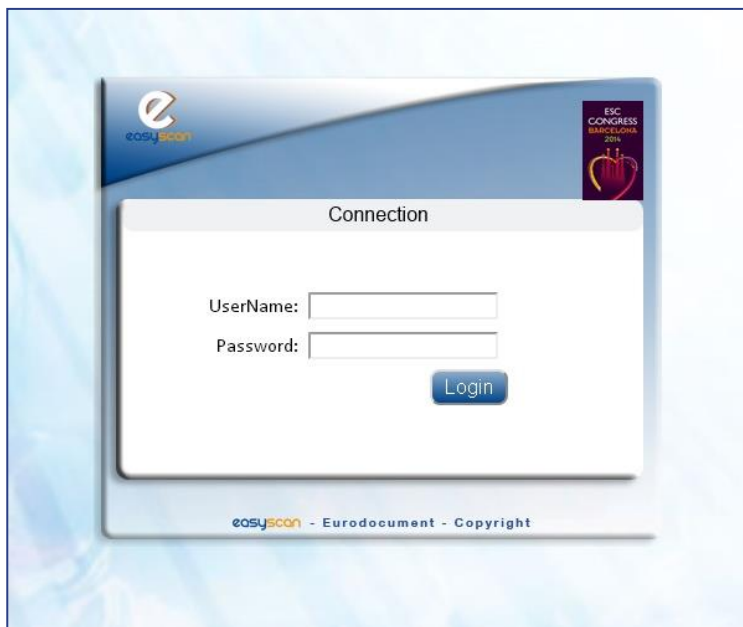
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Before the event

Log into your account* on http://www.easy-scan.net/ehra2019

(*) 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

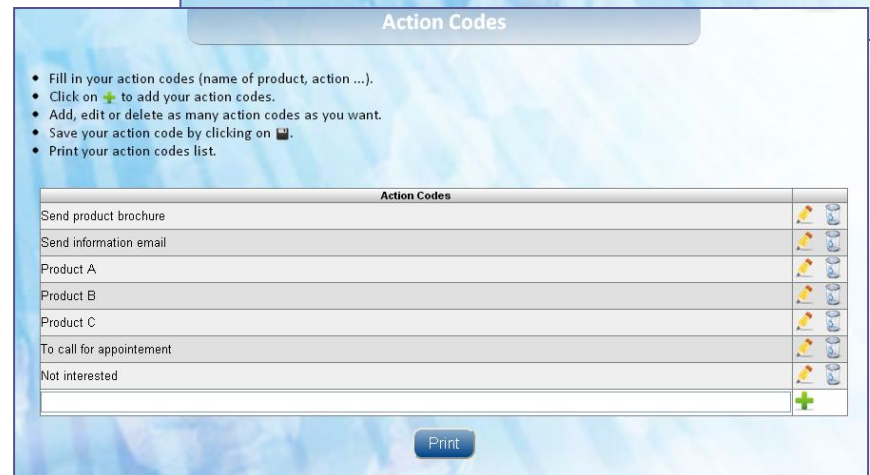Click on « **Action code** » and select
« **Manage** ».

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.

Customer Name: Client1

Select a scan reader [▼]

Send product brochure	Send information email	Product A
☑ Print this action code	☑ Print this action code	☑ Print this action code
Product B	Product C	To call for appointement
☑ Print this action code	☑ Print this action code	☑ Print this action code

Collect your Data

Go to «**Save scan List**» ![Save Scans List] and select «**Scan List**»

Select a particular day and save your scan list per date ![Save Scans List]

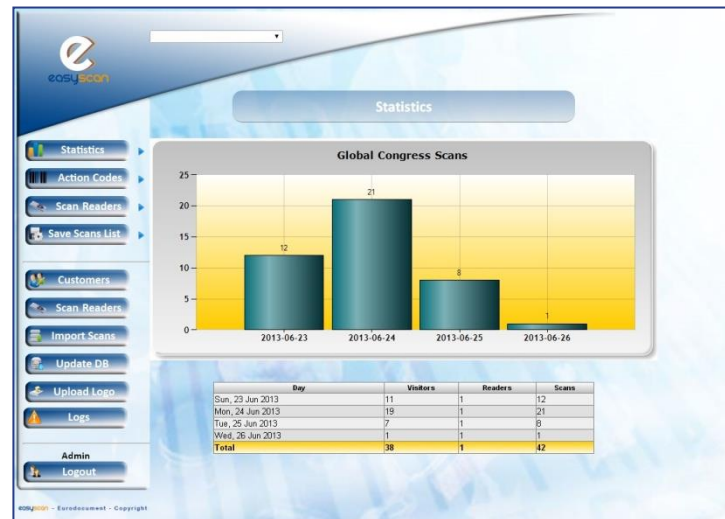or click on Save All Lists to dowload all of your scans during the congress. ![Save All Lists]

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

To view statistics charts click on ![Statistics]
There are 2 view modes : Global or per day

Global

Per day