Information brochure

EasyScan,
your badge reader solution

léni

The IT Event Platform

Before the event

Log into your account on http://www.easy-scan.net/esc2017

You will be able to assign each badge reader a name for easy identification and create an action codes list for booth usage.
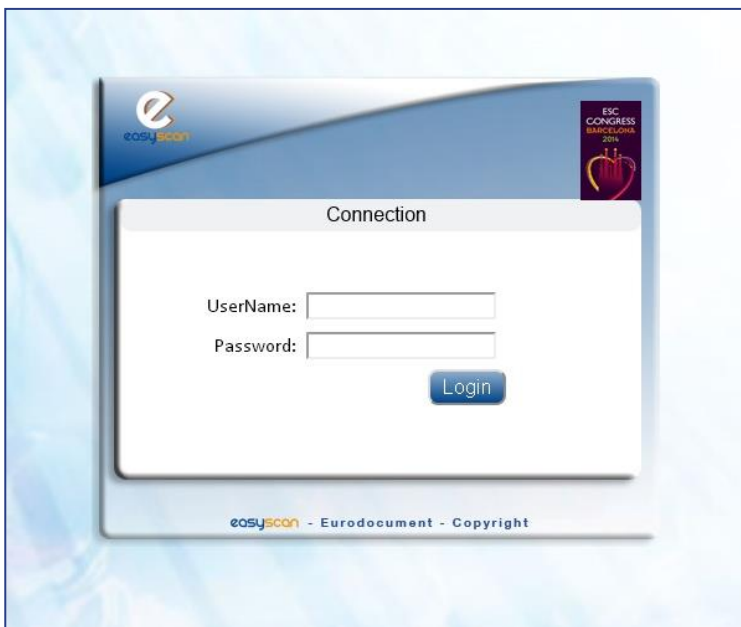
Rename your badge reader

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

Edit the name of your badge reader by clicking on 🖊

Fill in the name of your badge reader.

Save your badge reader name by cliking on 💾

Create action codes

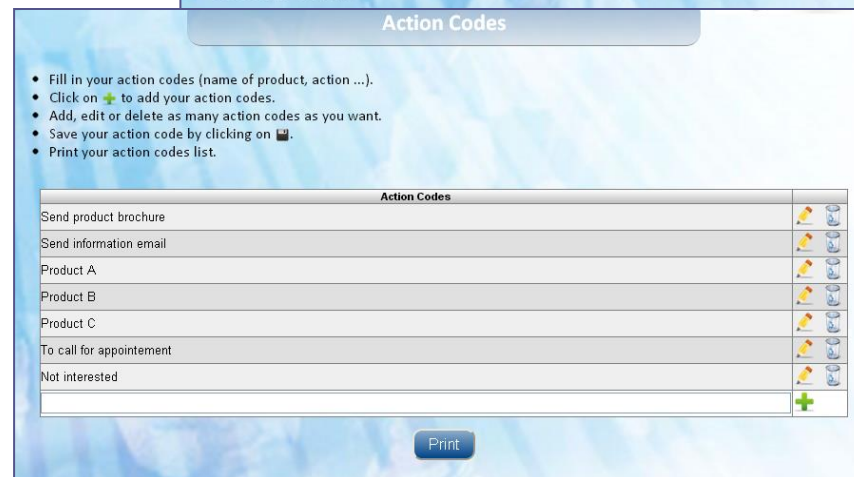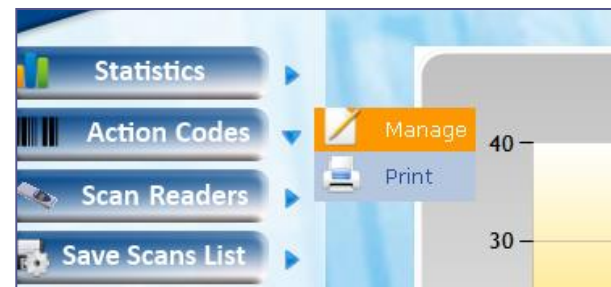Click on « **Action code** » and select « **Manage** ».

Fill in your first action code.

Click on ➕ to add your 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

Get your badge reader(s) at our desk.

During the show, scan your visitors badges.

You can assign action codes to your visitors.

At the end of each day, return your badge reader(s) to our desk (generaly located in the registration area).

Our team will upload your data every evening onto the EasyScan website.

From your EasyScan area, you can directly download your data into an Excel file and view affiliated statistics.

Assign action codes

You can assign action codes to your visitors:

First, scan your visitor's badge;

Then scan the action code you want to assign to your visitor.

You can impute several action codes to one visitor.

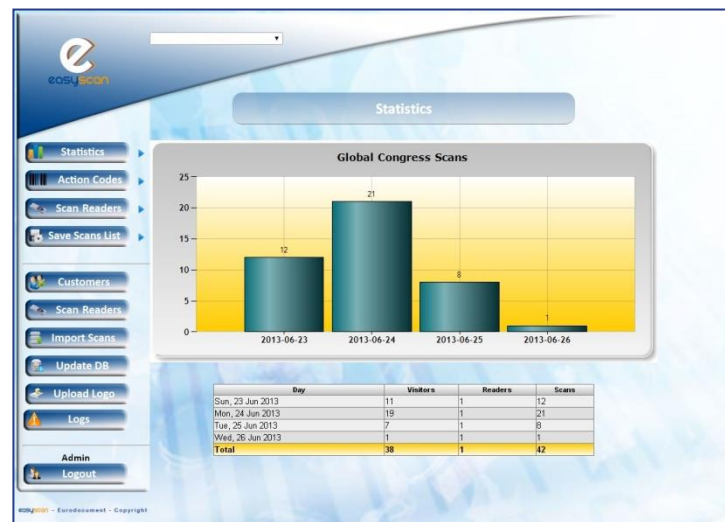Customer Name: Client1

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 on «**Save scan List**» and select «**Scan List**»

Select a day and save your scan list per date

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

Global

Per day