



Information brochure

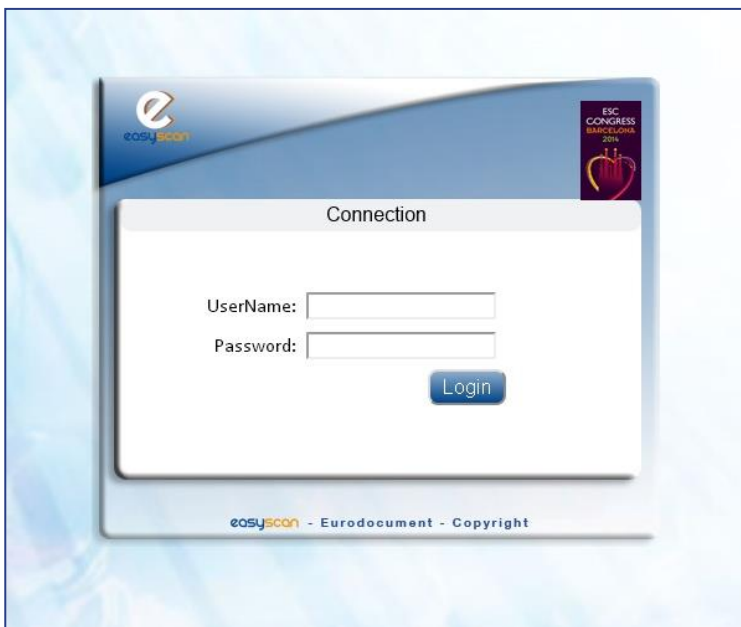
EasyScan,
your badge reader solution



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 clicking on .



Create action codes

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

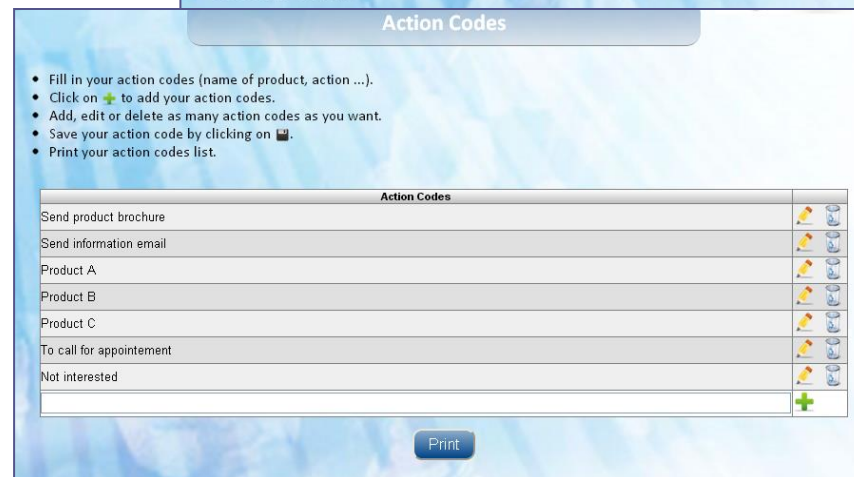
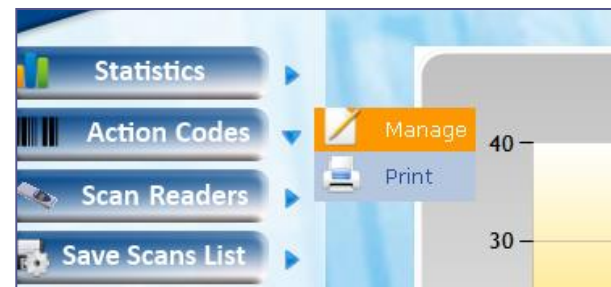
Fill in your first action code.

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 (generally 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

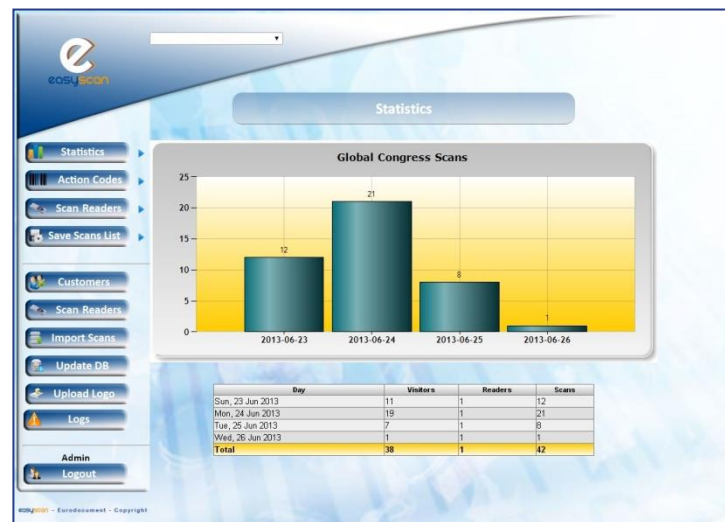
 Send product brochure <input checked="" type="checkbox"/> Print this action code	 Send information email <input checked="" type="checkbox"/> Print this action code	 Product A <input checked="" type="checkbox"/> Print this action code
 Product B <input checked="" type="checkbox"/> Print this action code	 Product C <input checked="" type="checkbox"/> Print this action code	 To call for appointment <input checked="" type="checkbox"/> 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







Scans List







Hour	ReaderName	Title	Initials	Firstname	FamilyName	Workplace	Interest	Activity	Department	Institute	AddressLine1	AddressLine2	AddressLine3
08:14:23	Reader1	Associate	L	Linda	Ernstsen						Assvangveien	29	
08:23:00	Reader1	Associate	Prof	Linda	Ernstsen						Assvangveien	29	
08:31:37	Reader1	Dr	V	Veronique	Moerman						Frans	Louwersstraat	5
08:40:14	Reader1	Dr	V	Veronique	Moerman						Frans	Louwersstraat	5
08:48:51	Reader1	Dr	V	Veronique	Moerman						Frans	Louwersstraat	5
08:57:28	Reader1	Associate	Prof	Linda	Ernstsen						Assvangveien	29	
09:06:05	Reader1	Associate	Prof	Linda	Ernstsen						Assvangveien	29	
09:14:42	Reader1	Dr	V	Veronique	Moerman						Frans	Louwersstraat	5
09:23:19	Reader1	Dr	V	Veronique	Moerman						Frans	Louwersstraat	5
09:31:56	Reader1	Dr	V	Veronique	Moerman						Frans	Louwersstraat	5
09:40:33	Reader1	Associate	Prof	Linda	Ernstsen						Assvangveien	29	
09:49:10	Reader1	Associate	Prof	Linda	Ernstsen						Assvangveien	29	
09:57:47	Reader1	Dr	V	Veronique	Moerman						Frans	Louwersstraat	5
10:06:24	Reader1	Dr	V	Veronique	Moerman						Frans	Louwersstraat	5


Global



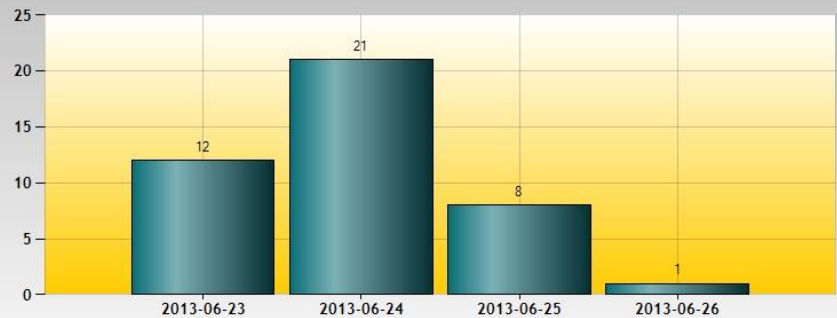
Statistics

-  Statistics
-  Action Codes
-  Scan Readers
-  Save Scans List

-  Customers
-  Scan Readers
-  Import Scans
-  Update DB
-  Upload Logo
-  Logs

Admin
 Logout

Global Congress Scans



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

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8/8 – How to use

Per day

