

Information brochure

EasyScan, your badge reader solution



The IT Event Platform







Before the event

Log into your account* on http://www.easy-scan.net/euroecho2018/

(*) 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.

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	-	Action Codes	
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		Action Codes	
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Scan Readers		Product A	2
		Product PA	0.0
Import Scans		Product B	2
Update DB			6.01
		Product C	0
Upload Logo		To call for rendez-yous	
Logs			60.
		Not interested	0.0
Admin			+



2/8 – How to use



Rename your badge reader

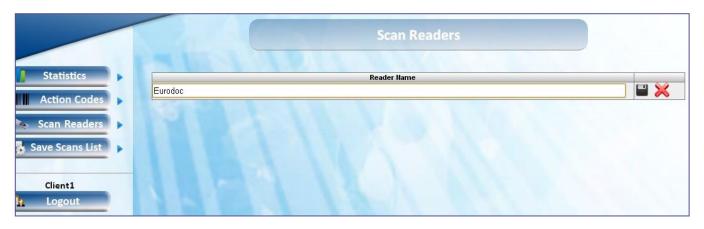
Click on « Scan Readers » and select « Manage ».

Edit the name of your badge reader by clicking on \swarrow

Type the name of your badge reader

Save your badge reader's name by clicking on







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Print

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Create Action Codes

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

Edit your first action code.

Click on $\frac{1}{2}$ to add this action code

Save your action code by clicking on \square

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

Print your action codes list.

	Statistics	1 ⁸ 40 –
	Scan Readers	30 -
Statistics Action Codes Scan Readers Save Scans List Client1 Logout	 Fill in your action codes (name of product, action). Click on to add your action codes. Add, edit or delete as many action codes as you want. Add, edit or delete as many action codes as you want. Print your action codes list. Add Action Code Send product brochu Insert	Print
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4/8 - How to use



During the event

Retrieve your badge reader(s) from our desk (generally located in the registration area).

During the show, scan your visitors' badges.

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

At the end of each day, or at the end of the event as you wish, bring your badge reader(s) back to our desk.

Our team will upload your data onto the EasyScan website.

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







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: Client					
	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

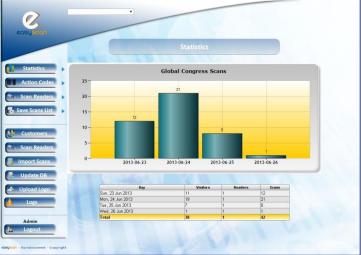
Go to **«Save scan List»** Save Scans List and select **«Scan List**»

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.

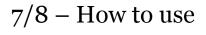
- ✓ Download your data into an Excel file
- ✓ Filter your contacts and/or other category
- ✓ View your statistics

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



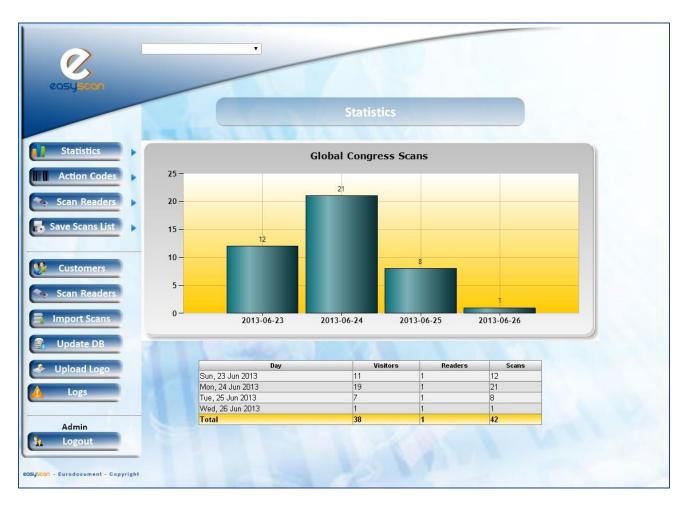
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	09:06:05	Reader1	Associate Prof	L	Linda	Ernstsen					Aasvangveier 29			
	09:14:42	Reader1	Dr	v	Veronique	Moerman					Frans Louwersstraa 5			
	09:23:19	Reader1	Dr	v	Veronique	Moerman					Frans Louwersstraa 5			
	09:31:56	Reader1	Dr	v	Veronique	Moerman					Frans Louwersstraa 5			
	09:40:33	Reader1	Associate Prof	L	Linda	Ernstsen					Aasvangveier 29			
	09:49:10	Reader1	Associate	L	Linda	Ernstsen					Aasvangveier 29			
	09:57:47	Reader1	Dr	v	Veronique	Moerman					Frans Louwersstraa 5			
	10:06:24	Reader1	Dr	v	Veronique	Moerman					Frans Louwersstraa S			







Global







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Per day

