



# Information brochure

EasyScan,  
your badge reader solution

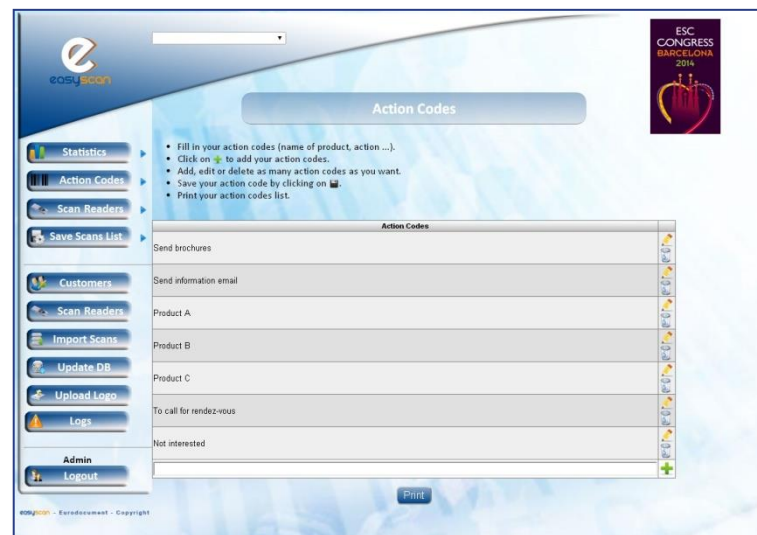
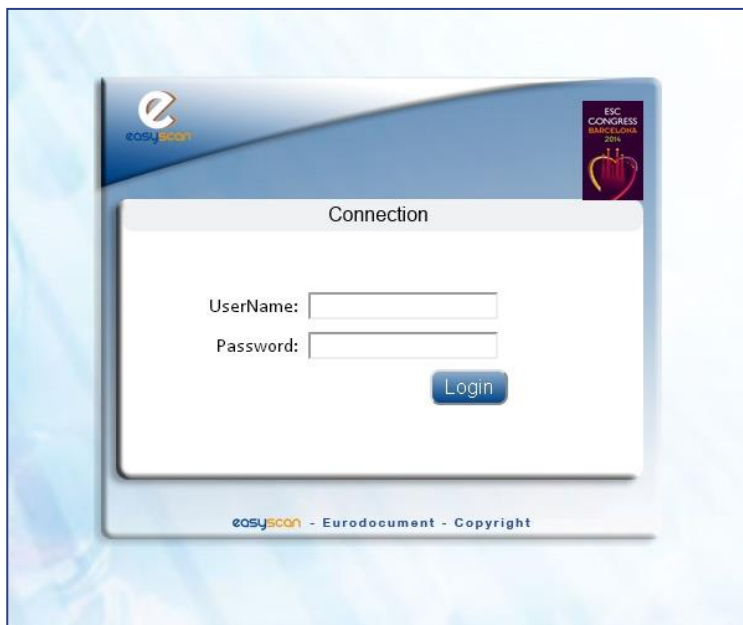


# Before the event

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.



# 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** ».

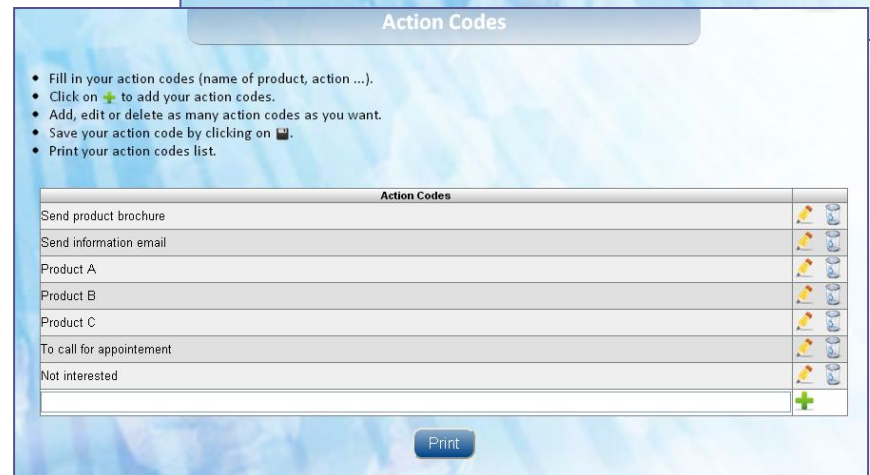
Edit your first action code.

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 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: Client1

Select a scan reader

  
Send product brochure  
 Print this action code

  
Send information email  
 Print this action code

  
Product A  
 Print this action code

  
Product B  
 Print this action code

  
Product C  
 Print this action code

  
To call for appointment  
 Print this action code

# 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 download all of your scans during the congress.

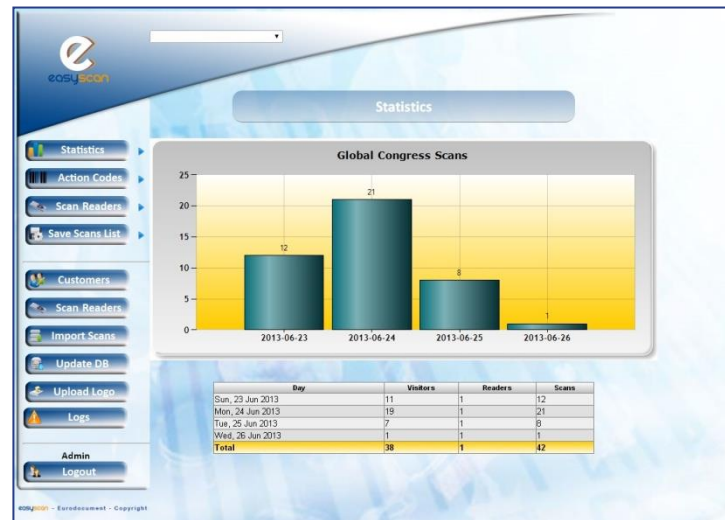


- ✓ Download your data into an Excel file
- ✓ Filter your contacts and/or other category
- ✓ View your statistics

To view statistics charts click on




There are 2 view modes : Global or per day



**Scans List**

| Hour     | ReaderName | Title     | Initials | Firstname | FamilyName | Workplace | Interests | Activity | Department | Institute | AddressLine1          | AddressLine2 | AddressLine3 |
|----------|------------|-----------|----------|-----------|------------|-----------|-----------|----------|------------|-----------|-----------------------|--------------|--------------|
| 08:14:23 | Reader1    | Associate | Prof     | 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

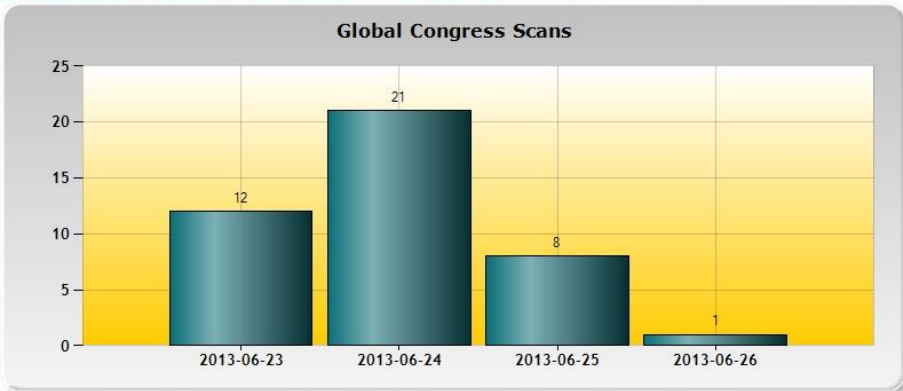


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Statistics

- 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         |
| <b>Total</b>     | <b>38</b> | <b>1</b> | <b>42</b> |

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8/8 – How to use

# Per day

