Information brochure

EasyScan,
your badge reader solution
Our device, your solution

• With a visible display to make data capture easy for everyone.

• Small and lightweight.

• With enough memory to accommodate an entire day of scanning.

• Handy for gathering market research data, creating lists or numerous other professional data collection tasks.
Place your order

Place your order on [www.events-eurodocument.com/europrevent2015](http://www.events-eurodocument.com/europrevent2015)

Click on «Bar Code Reader» and enter your quantities.

Don’t forget to validate your basket!
Pay online

Fill in your information details.

Review and confirm.

Proceed to the payment.
3/3 – How to order

Check your mailbox

You will receive a confirmation email with:

✓ The summary of your order,

✓ Your username and password to log into the EasyScan website.
Before the event

Log into your account on [www.easy-scan.net/europrevent2015](http://www.easy-scan.net/europrevent2015)

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.

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

Print your action codes list.
During the event

Get your badge reader(s) to our desk.

During the show, scan your visitor’s badge.

You can assign action codes to your visitors.

At the end of each day, return your badge reader(s) to our desk (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 in 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.
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 as an Excel file
- Filter your contacts and/or other category
- View your statistics
Global

Statistics

Global Congress Scans

<table>
<thead>
<tr>
<th>Day</th>
<th>Visitors</th>
<th>Readers</th>
<th>Scans</th>
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<tbody>
<tr>
<td>Sun, 23 Jun 2013</td>
<td>11</td>
<td>1</td>
<td>12</td>
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<tr>
<td>Mon, 24 Jan 2013</td>
<td>19</td>
<td>1</td>
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<td>Tue, 25 Jun 2013</td>
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Per day