

Information brochure

EasyScan, your badge reader solution



The IT Event Platform







Before the event

Log into your account* on http://www.easy-scan.net/europrevent2019

(*) 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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Scan Readers	Product A	203
Import Scans	Product B	A
Update DB		No.
	Product C	103 8.01
Upload Logo	To call for rendez-vous	202
	Not interested	0.0
Admin		+
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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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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 opening hours from 08:00 to 18:30.

During the show, scan your visitors' badges.

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

At the end of the event, simply bring your badge reader(s) back to our desk.

Our team will upload your data onto the EasyScan platform.

Access your personal EasyScan space to view statistics and download your data into an Excel file.

-> Please note that your data will remain available for no more than 1 month after the congress ends.









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

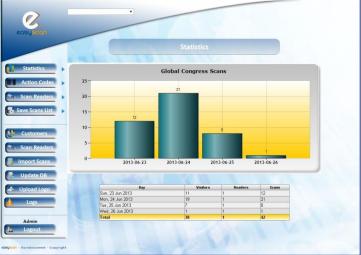
Go to **«Save scan List»** Save Scans List and select **«Scan List**»

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.

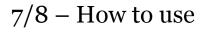
- ✓ Download your data into an Excel file
- ✓ Filter your contacts and/or other category
- ✓ View your statistics

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



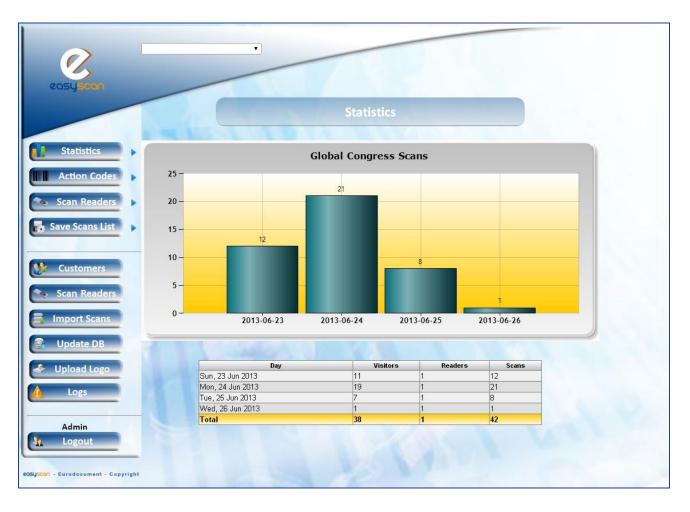
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Global







8/8 - How to use

Per day

