



User Guide

**Exhibitor Guide to the JET
Engage Scanner App**

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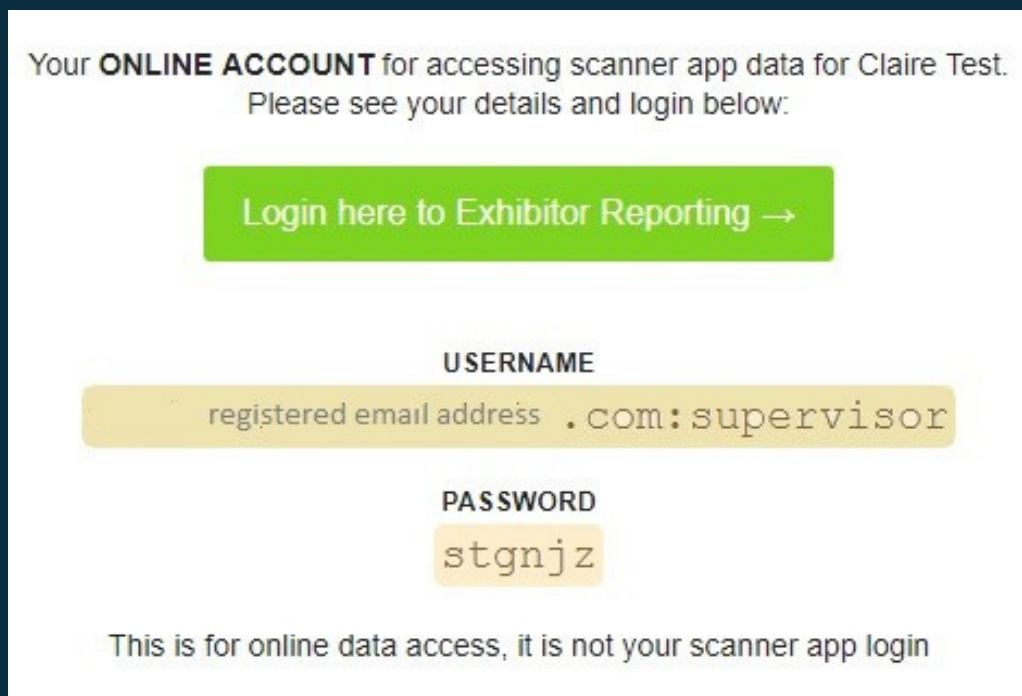
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Getting Setup

Capturing leads at an event has never been easier than with the Engage Scanner App. The first step is getting the online account set up. Your online account allows you to set up qualifying questions and to view and export your data.

You will have been sent a number of emails (depending on the number of apps purchased), but the first one to look for is your online account login email.

Hint* your email will look like the below - look for the email with the subject 'Online access to scanner data for...'

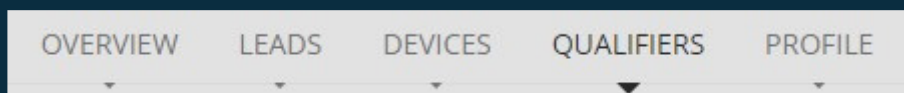


Click the green button to login using the USERNAME and PASSWORD referenced in the email (clicking the link will enter these for you automatically).

Qualifiers - get the data you want

The app will automatically record the details that the attendee has provided at registration but we know that you may have more questions. That's why you have the option of adding 'qualifiers' to improve your experience.

To add a qualifier, it's simple. Log into your online account and, to start adding questions, click on 'Qualifiers'.



Then click the 'Add New Qualifier' button

+ ADD NEW QUALIFIER

Type in the question. Select the type (explained on the next page), and add the possible options for your qualifier (only possible for some question types).

Add New Qualifier

Question

What product are you interested in? ?

Type

Dropdown list ▼

Trousers x

Shoes x

Shirts x

Add new option...



SAVE UPDATES

CLOSE

Qualifiers - the different types

Choose how you would like your qualifiers displayed

- Dropdown lists (eg. Q01) have multiple options with only one available to select
- Toggle on/off (eg. Q02) can either be ticked or left unticked
- Multi-choice lists (eg. Q03) have multiple options and any of them can be ticked
- Radio lists (eg. Q04) have multiple options with only one available to select
- Text inputs (eg. Q05) are a free typing text box

Q01

What product are you interested in??

EDIT

Trousers ▼

Q02

Send a brochure??

EDIT

 Send a brochure

Q03

Products interested in??

EDIT

 JET Reporting JET Connect JET Forms

Q04

How best to contact you??

EDIT

 Email Phone Post

Q05

How would you improve this product??

EDIT

Downloading the App

Once you have successfully logged in and set up your online account, you are ready to download the app onto your chosen device(s).

Forward each app login email (**Hint*** subject 'Mobile App download details for...') to the members of the team using the app(s) at the event.

These are the details to use to login to the App.

Download the App from either Google Play or the App Store.

Hint* click on the appropriate tab if on your device or search for 'Engage Scanner' on the relevant store

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Your **ENGAGE SCANNER APP** is ready to download for Claire Test

USERNAME
TestApp1

PASSWORD
0462

Actions to take
Get up and running with this account by:

ENGAGE SCANNER

1. DOWNLOADING ENGAGE SCANNER APP appropriate to your device below:

GET IT ON **Google Play** Download on the **App Store**

2. OPEN APP & LOGIN with the above details

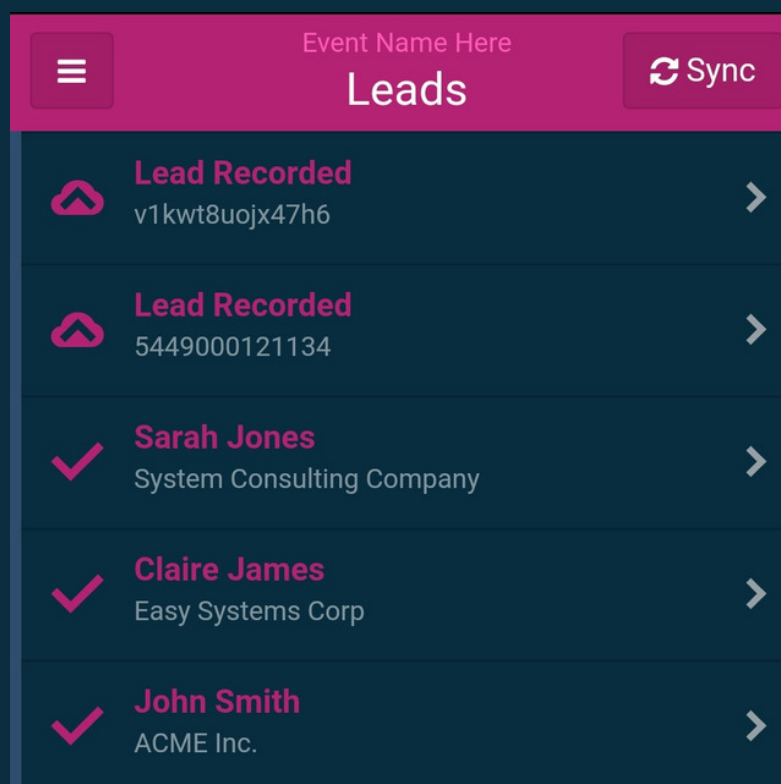
*This login can only be used on one device at a time
To deactivate this login for use on a different device; login here using the details above*

Login here to Exhibitor Reporting →

Please note, each app can only be used on ONE device at any time. To change devices, log into the reporting tool (the link is in the online access email) and click 'devices' to end one app and start another.

Using the App

- We hope using the app is easy, but here's a quick guide to what it can do!



Scan

To scan a bar code, click 'scan' at the bottom of the screen and scan over the visitor's bar code.

All available details will be automatically uploaded to the app.

Using the App

• Lead Details

Once the attendee has been scanned, you can view their information by clicking on their name.

✓ **Sarah Jones**
System Consulting Company



⬆ Not Synced/Not Found

✓ Synced

Hint* If a record is showing as Not Synced/Not Found, this could mean you don't currently have a data connection - this will be resolved as soon as you reconnect. If the barcode is not valid (eg. it is not a barcode of an attendee), it will never sync.

← Save
Event Name Here

Lead Details

DETAILS	QUALIFIERS	NOTES
	<p>John Smith Director ACME Inc.</p>	
<p>Email</p> <p>Mobile</p> <p>Telephone</p>	<p><u>registration@showdata.com</u></p> <p><u>+44 (1865) 893560</u></p>	
<p>Address</p>	<p>The Thames Wing Howbery Park OX10 8FD Oxford Oxfordshire UNITED KINGDOM View on Google Maps</p>	
<p>Badge Ref</p> <p>Scanned</p> <p>ID</p>	<p>SM110001</p> <p>October 19th 2017, 1:24:54 pm</p> <p>1</p>	

The details tab shows the contact details of the attendee.

Using the App

- Qualifiers

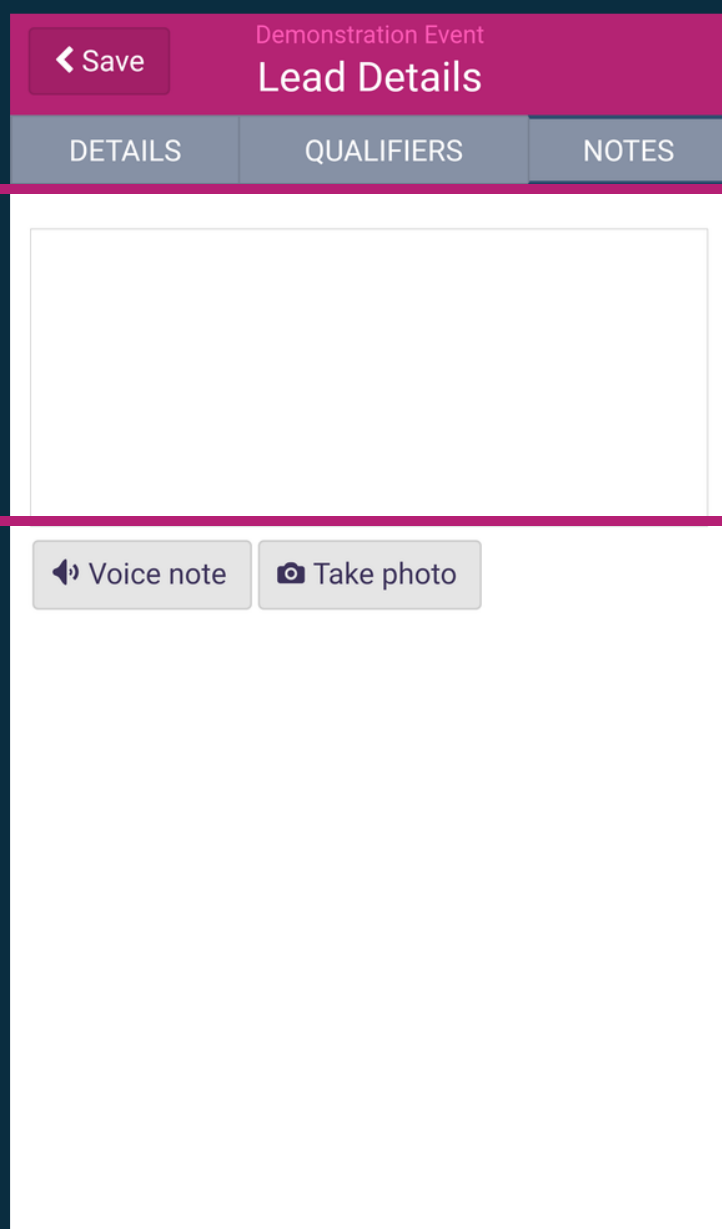
The screenshot shows a mobile application interface for 'Lead Details' under a 'Demonstration Event'. At the top left is a 'Save' button with a back arrow. The title 'Lead Details' is centered. Below the title, there are several sections: 1. 'What product are you interested in?' with a dropdown menu currently set to 'Shoes'. 2. 'Send a brochure' with a toggle switch set to 'ON'. 3. 'Products interested in?' with a list of three items: 'JET Reporting' (unchecked), 'JET Connect' (unchecked), and 'JET Forms' (checked with a red checkmark). 4. 'How best to contact you?' with three radio button options: 'Email' (unselected), 'Phone' (selected with a red dot), and 'Post' (unselected). 5. 'How would you improve this product?' which is partially visible at the bottom.

The qualifiers tab will show the qualifiers you set up in the online account. You save these to each attendee here.

Hint* If you have added new qualifiers online and they haven't appeared in the app, you may need to log out and log back in again.

Using the App

- Notes, photos and voice recordings



The notes tab is for any additional notes on the attendee you may want to type in. Touch in the box and begin typing.

To record a voice note or to take a photo, press the relevant button.

The voice recording or photo will then sync with the rest of the users details and be able to view or listen to online.

Hint* Always click save to make sure the data will be uploaded when synced!