

HANDHELD SCANNER

User Guide

**Exhibitor Guide to the JET
Handheld Scanner**

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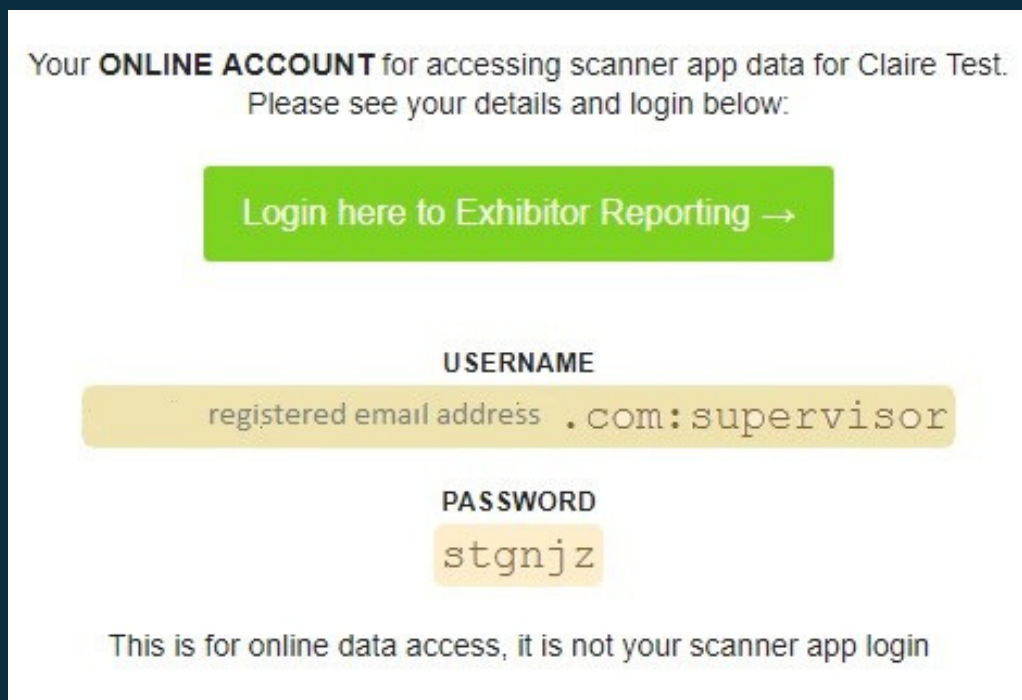
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Getting Setup

Capturing leads at an event is easy with a handheld scanner. 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 an email with the subject 'Online access to scanner data...' and will look like the below.

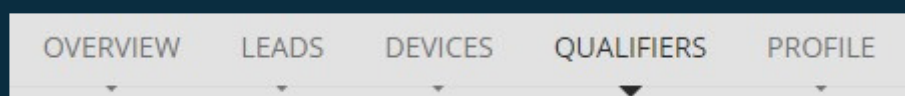


Click the green button to login using the USERNAME and PASSWORD referenced in the email (clicking the link will enter these for you automatically).

Qualifiers - get the data you want

The scanner 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 Qualifer' button

+ ADD NEW QUALIFIER

Type in the question. Select the type (the only option for scanner is 'Toggle').

Add New Qualifier

Question

Send Brochure

?

Type

Toggle

SAVE UPDATES

CLOSE

Qualifiers - printing barcode sheet

Once you have added all of the qualifiers you need, you can export and print a barcode sheet to be used at the event.

PRINT QUALIFIERS

Available from the 'Overview' or 'Qualifiers' tabs

Exhibitor Qualifiers for JET at Stand A555

How to use this sheet: **1.** Scan the visitor's badge **2.** Scan any relevant qualifier(s) below.

Additional qualifiers may be setup via the online portal. Please ensure new codes on this sheet are updated online too.



Send Brochure

Interested in Product A



Interested in Product B

Interested in Product C



Follow up in 1 week

Follow up in 1 month



At the event, you must scan the barcode on the visitor's badge first and then scan any number of the barcodes on the sheet.

These will be assigned to the visitor when uploaded.

Qualifiers cannot be deleted or the order changed. It is possible to overwrite a qualifier (by clicking the 'edit' button), but this is not advisable once the event has opened as any previous scans will no longer match up to the correct qualifier.

Using the Scanner

Working the scanner is easy. Simply point and click. A scan will be signified by a sound and the number of scans will be shown on the device. This includes all scans (both visitor barcodes and qualifier sheet barcodes).



*actual scanner type may vary

You can return the scanner at the end of each day of the event. This enables our team to upload the data to our secure online server. Once uploaded, you can view the data by logging into the exhibitor reporting dashboard using the 'Online access to scanner data...' email you received when you ordered the service.

You will be able to export your data as an Excel Spreadsheet from the 'Leads' tab.

When you export your data you will see all the visitor's details. If there is a 'yes' in any columns labelled Q01, Q02, Q03 etc. it means a specific qualifier was scanned for that visitor.