JET Handheld Scanner Exhibitor User Guide

Event Registration ● **Event Software** ● **Onsite Services**

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EVENT TECHNOLOGY

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Passionate People, Intelligent Solutions

We are a leading registration services and events software company that work within the trade exhibition, consumer and conference market. We pride ourselves on our strapline Passionate People, Intelligent Solutions and we have over 25 years experience within the events industry.

With this wealth of knowledge & experience, rapid product development, strong relationships and the ability to be flexible, we are the perfect tech partner for your event.

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Online Account

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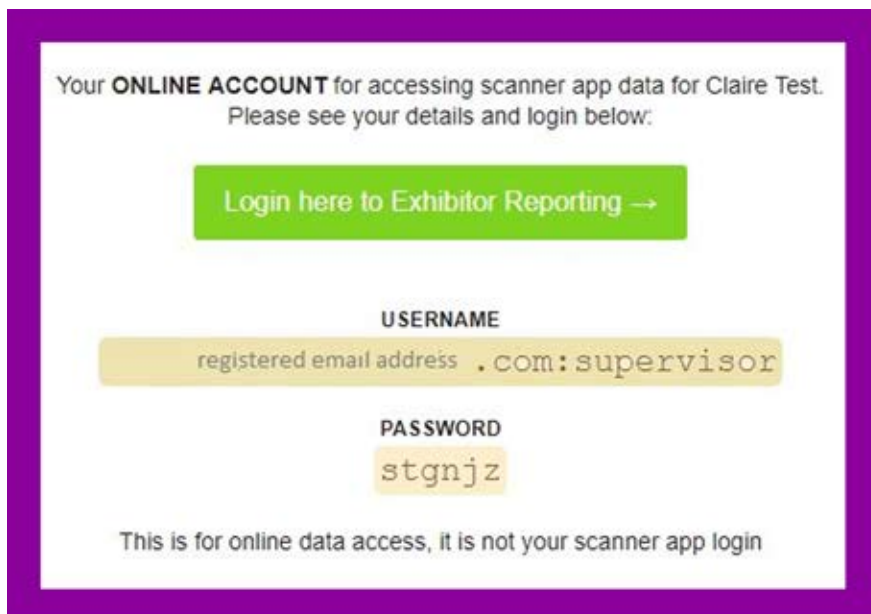
Capturing leads at an event has never been easier than with the Jonas Event Technology Handheld Scanner. The first step is getting your online account setup. Your online account allows you to setup qualifying questions (pre-event) and to view and export your leads data (post event).

You will have been sent a number of emails, although the first one to look out for is your online account login email.

Tip* - The email you receive from us will look like the example on the following page. Keep your eye out for the email subject 'Online access to scanner data for...'

Getting Setup...

Below is an example of the email you will receive from us for you to log into your account.

Your **ONLINE ACCOUNT** for accessing scanner app data for Claire Test. Please see your details and login below:

Login here to Exhibitor Reporting →

USERNAME

registered email address `.com:supervisor`

PASSWORD

`stgnjz`

This is for online data access, it is not your scanner app login

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

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Qualifying Questions

The scanner will automaticaly record the details the visitor has provided at registration although we all know that there may be other questions that you would like to ask. That is why we have created the option of ading 'qualifiers' to improve the quality of data that you record.

To add a qualifier simply log into your account and click qualifiers at the top of the dashboard.

OVERVIEW   LEADS   DEVICES   QUALIFIERS   PROFILE

Then click the 'Add New Qualifier' button: + ADD NEW QUALIFIER

Type in the question you wish to ask. Select the type (the only option for a handheld scaner is 'Toggle' so please ensure this is selected for each question you add).

Add New Qualifier

Question

Send Brochure   ?

Type

Toggle   ▼

SAVE UPDATES   CLOSE

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Online Account
Qualifying Questions

Printing the 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. Remeber to take it with you!

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 of the visitor's badge first and then scan any number of the barcodes on the qualifier sheet. These will be assigned to the visitors profile in your online account when uploaded.

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

Customer Helpline: 01865 520 152

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Using the Scanner

Operating 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 both visitor barcodes and qualifier sheet scans.

You can return your 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 loging into the exhibitor reporting dashboard (as shown on the following page) using the 'Online access to scanner..' email you received when you ordered the scanner.

You can export your data as an excel spreadsheet format from the 'Leads' tab.

When you export your data you will see all of 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 the visitor

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Accessing your Leads

As mentioned on the previous page, to access your leads simply log into your online account and select the 'Leads' tab.

The screen will be displayed as per the image below. To export your leads simply click the 'Export' button. To view the visitors details click on their name.

OVERVIEW **LEADS** DEVICES QUALIFIERS PROFILE

Day Totals

1 Thu 6   **3** Wed 8   **3** Thu 10   **2** Wed 16   **9** Fri 20   **3** Tue 24   **1** Fri 26

EXPORT .XLSX   EXPORT .CSV

Leads 22

Order by: Date Recorded ▼   Ascending ▼   Filter...

📇 **Matthew Long** ABC Ltd.	2017-01-24	▪
📇 **Brian Baker** General Systems Incorporated	2017-01-20	☻
📇 **John Smith** ACME Inc.	2017-01-20	☻
📇 **Brian Baker** General Systems Incorporated	2017-01-20	▪

Customer Helpline: 01865 520 152

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Help and Support

Jonas Event Technology are a leading event registration company. We work with event organisers to provide a seamless event registration service, including onsite support and exhibitor lead recording via our Engage Scanner App and Handheld Scanner.

We are committed to provide the very best customer experience and customer support. If for any reason your question is not answered within this user guide, please speak with a member of the onsite team who will be happy to help. We also have a dedicated customer support number for our Handheld Scanner, 01865 520 152, and our team will be happy to assist with any issues you may be facing.

If you run an event and would like further information about how we could work with you please see our website: www.jonas.events or email us at hello@jonas.events and a member of our sales team will be in touch.

What our customers have to say....

"Time saving, efficient, with clear pre and post event instructions online with good personal service on the day. Extracting and using the data post event was very easy and useful. We will definitely use these services again."

Evelyn Thompson, Group Resourcing Partner QinetiQ

"Easy to use, easy to order."

Bente Salbol

"Easy to use, saved time on the day recording details and ensured they were accurate"

Lisa Bowhay
The Suppliers House

After the event we will send out a survey for you to complete with regards to the device and our service. If you could spare a minute, we would greatly appreciate your feedback.

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