

APP USER GUIDE



ENGAGE SCANNER





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

We offer a lead capture solution exhibitors can use to get the most from their time at the event – maximising ROI.

You can capture leads, make notes, take photos, record audio, set relevant questions and view the data immediately.

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GETTING SETUP

Capturing leads at an event has never been easier than with the Jonas Event Technology **Engage Scanner App**.

The first step is getting your online account set up. Your online account allows you to setup qualifying questions (pre-event) and to view and export your lead data (post-event).

You will have been sent several emails (depending on the number of apps you have purchased), but 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 CONT.

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

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

[Login here to your Online Account →](#)

USERNAME
(Registered Email).com:supervisor

PASSWORD
ALy;BpB79c

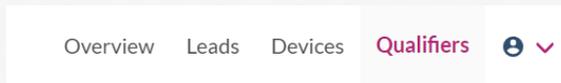
This is for online data access, it is not your scanner app login

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

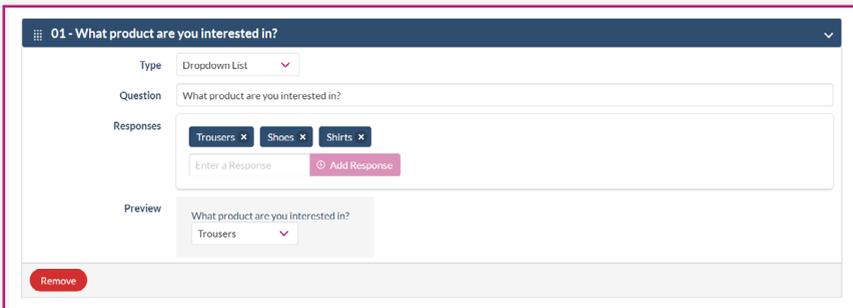
QUALIFYING QUESTIONS

The app will automatically record the details that the visitor has provided at registration. If you'd like to capture additional data you can add additional 'qualifiers' to improve the quality of data.

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



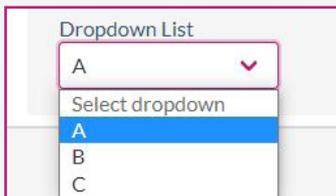
Then click the 'Add New Qualifier' button:



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).

QUALIFYING QUESTIONS CONT.

Choose how you would like your qualifiers displayed.



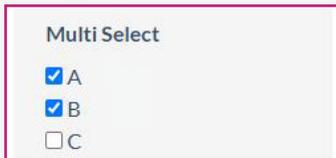
A screenshot of a 'Dropdown List' form element. The title 'Dropdown List' is at the top. Below it is a white box with a red border containing a dropdown menu. The menu is open, showing a list of options: 'A', 'B', and 'C'. The option 'A' is highlighted with a blue background. Above the dropdown menu, the text 'Select dropdown' is visible.

- Dropdown Lists have multiple options with only one available to select



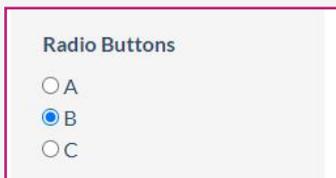
A screenshot of a 'Toggle' form element. It consists of a white box with a red border containing a single checkbox followed by the text 'Toggle'.

- Toggle on/off can either be ticked or left unticked



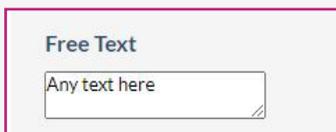
A screenshot of a 'Multi Select' form element. The title 'Multi Select' is at the top. Below it are three checkboxes with corresponding labels: 'A', 'B', and 'C'. The checkboxes for 'A' and 'B' are checked, while the checkbox for 'C' is unchecked.

- Multi-Select Lists have multiple options and any of them can be ticked



A screenshot of a 'Radio Buttons' form element. The title 'Radio Buttons' is at the top. Below it are three radio buttons with corresponding labels: 'A', 'B', and 'C'. The radio button for 'B' is selected, indicated by a blue dot in the center.

- Radio Buttons have multiple options with only one available to select



A screenshot of a 'Free Text' form element. The title 'Free Text' is at the top. Below it is a white text input box with a red border containing the placeholder text 'Any text here'.

- Text inputs are for free typing text box

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 • email 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 into the 'Engage Scanner' app. Download the 'Engage Scanner' app from either Google Play or the App Store.

Hint • click on the appropriate tab if you are on your device or search for 'Engage Scanner' on the relevant store.

Please note that 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.

GZMO 2017

Your **ENGAGE SCANNER APP** is ready to download for JET

USERNAME

PASSWORD
2662

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

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

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 →](#)

3. DATA CONNECTION
You must have a data connection (Wi-Fi, 3G or 4G) to initially login; it is recommended that you do this prior to the event.

At the event you can use the app offline but you will need to sync your leads with the internet in order to retrieve your data.

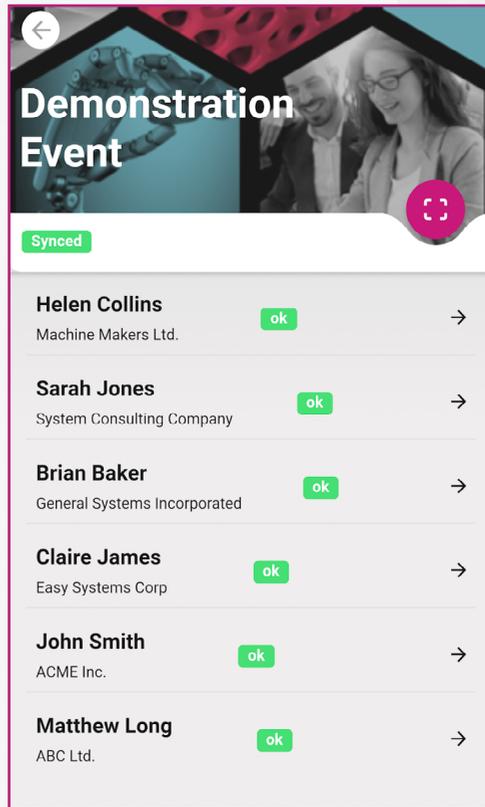
4. START SCANNING

USING THE APP

We hope using the app is easy, but here is a quick guide to what it can do.

To scan the barcode on the visitor's badge, click the purple scan icon and hover over the visitor's badge.

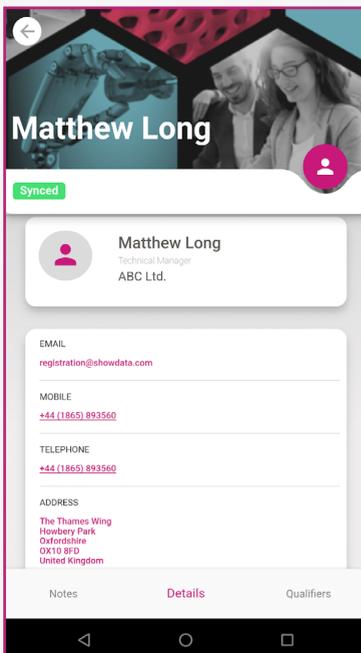
All of the visitor's details will be automatically uploaded to your app.



LEAD DETAILS

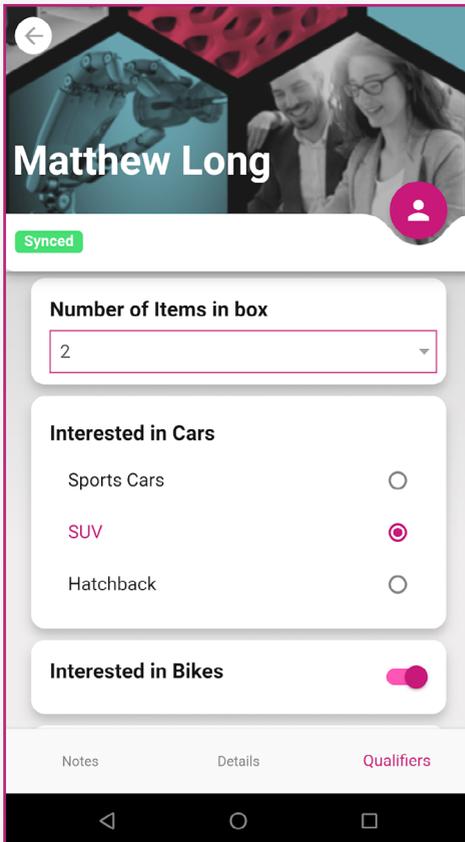
Once you have scanned the visitor's barcode, you can view their information by clicking on their name.

*Hint - If a record is showing as 'Not Synced/Not Found', this could mean that you don't currently have a data connection. This will be resolved automatically as soon as you reconnect. If the barcode is not valid (i.e.. it is not a barcode of a visitor), it will not sync.



The details tab shows the contact details of the visitor.

QUALIFIERS

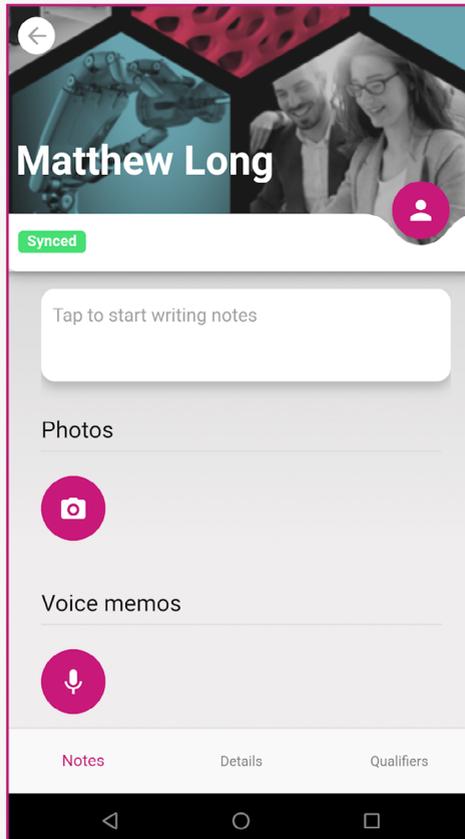


The qualifiers tab will show the qualifiers you set up in the online account. You save these to each visitor here.

*Hint - If you have added new qualifiers online and they do not appear in the app, you may need to log out and log back in again.

RECORDING NOTES

The notes tab allows you to make written and voice notes about the visitor's enquiry and also take photos. These will be logged against the visitor's record.



ACCESSING YOUR LEADS

Once you have scanned your visitor's barcode and the details have synced, the visitor's details will be available within your online account. This means that your sales team back in the office can monitor your activity and act upon any urgent enquiries before the event has finished. Simply log into your online account and select the 'Leads' tab.

Scan Time	Job Title	First Name	Last Name	Organisation	eMail	Telephone	Mobile	Media
15 Jun 2022 - 12:21:46	Registration	Charlie	Smith	Jonas Event Technology	cs@jonas.events	-	-	-

Within the 'Leads' tab you can export your leads by clicking the export button and you can assess which apps scanned which leads. You can view the visitor's full details by clicking the visitor's name which will also include the answers to the qualifying questions.

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 capture via our Engage Scanner App and Handheld Scanner solutions.

We are committed to providing 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. We also have a dedicated customer support number for our Engage Scanner App, **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 on our services, please see our website: **www.jonas.events** or email us at **hello@jonas.events** and a member of our team will be in touch.

WHAT OUR CUSTOMERS SAY

“App was easy to download, didn’t take up a lot of space on peoples phones and worked great. Was also very easy to set up qualifiers. One of the best scan apps I’ve ever used.”

Christine P - Tradeshow Manager
Global Events

“It’s given us all the information we need to follow up on the conversations we had and it was very simple to capture it all. Thank you.”

Ruth Stegles
Fresh Air Fridays

“It is very easy to use, an excellent information tool and supported by an excellent service.”

John Kilmartin - Head of Marketing
Hero Indemnity

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.

