# HANDHELD SCANNER USER GUIDE

# ENGAGE SCANNER

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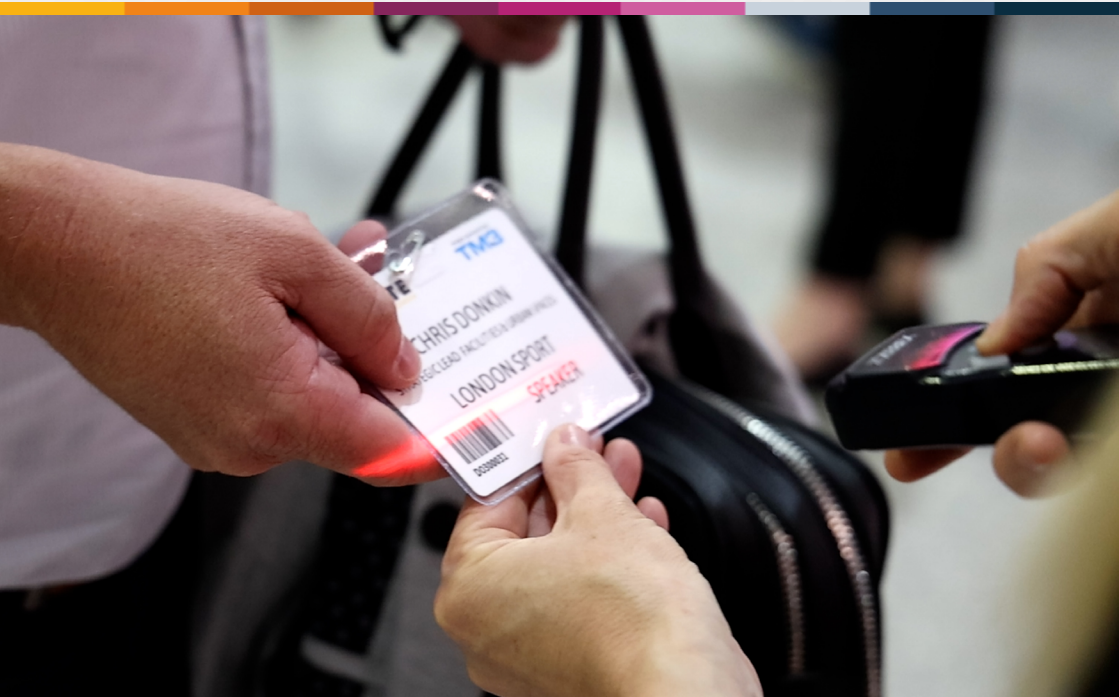
We are a **leading registration services and events software company** that works within the trade exhibition, consumer and conference market. We pride ourselves on our strapline **Passionate People, Intelligent Solutions** and we have **over 25 years of experience** within the events industry.

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

# CONTENT

## Online Account

-

## The Handheld Engage Scanner

-

## Online Account

-

# GETTING SETUP

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 set up. Your online account allows you to set up qualifying questions (pre-event) and to view and export your lead data (post-event). You will have been sent several 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 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 scanner will automatically record the details 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.

| Overview | Leads | Devices | **Qualifiers** | 👤 ⌄ |
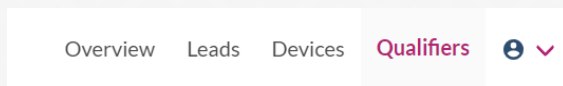
Then click the 'Add New Qualifier' button:  `+ Add Qualifier`

---

**⠿ 01 - Send brochure?**

| Type | Toggle ⌄ |
|---|---|
| Question | Send brochure? |
| Preview | ☐ Send brochure? |

`Remove`

---

Type in the question you wish to ask. Select the type (ensure you select 'Toggle' as it's the only option for Handheld Scanner).

**Customer Helpline: 01865 520 152**

# PRINTING THE BARCODE SHEET

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

🖨 Print Barcodes

Remember to take it with you!



Exhibitor Qualifiers for **Jonas Event Technology** at Stand **JET**

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.

Question 1

Question 2

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 visitor's profile in the online account when uploaded.

Qualifiers can't be deleted and the order can't be 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.

# 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 logging 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 Q0l, Q02, Q03 etc. it means a specific qualifier was scanned for the visitor.

# 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 visitor's details click on their name.



**Customer Helpline: 01865 520 152**

# 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

▬

"Time-saving, efficient, with clear instructions online and 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

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

John Kilmartin
Head of Marketing, Hera Indemnity

"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 about the device and our service. If you could spare a minute, we would greatly appreciate your feedback.

**Customer Helpline: 01865 520 152**