Autopromotec Exhibitor App is a system that allows you to quickly acquire visitor data.

## 1 – Link the device to your company profile
Link your device to the company for which you want to collect visitor data:

• Write your Last and First Name

• Click "**SCAN QR-CODE**"

• Scan **QR-Code** of Company Code

or

• Enter **alphanumeric Company code**

NOTE: *this step to be performed only once*.

The company code can be found in the Exhibitor Restricted Area / Autopromotec Exhibitor App.

## 2 - Record visitor data

**HOW TO READ VISITOR DATA**

• Click **"Scanner"**

• Scan **QR-Code** printed on visitor's ticket

Or

• Enter the **20-digit code** printed on the visitor's ticket below the barcode.

**CONTACT LIST**

Shows the list of contacts already acquired.

 Contact already sent to the server. Contact's first and last name is displayed.

 Contact not yet sent. Only code is temporarily displayed.

 Contact not enabled for service. Only code is displayed.

 Contact not yet synchronized. Only code is temporarily displayed.

## 3 - Synchronize data

Contacts can also be acquired without internet connection.

As soon as the device connects to the Internet, the app automatically sends data to related database.

Keeping a stable Internet connection is highly recommended when many contacts must be recorded.

## 4 - Function notes

 Add notes

To add or edit a comment to the acquired contact:

• Click the Add Note button in the contact list

The list of acquired contacts and related notes will be associated with the name of the operator using the device.