



MCH Lead Scan

MCH

DK/UK



MCH LEAD SCAN

MCH Lead Scan er et gratis leadsystem, som tilbydes til alle udstillere på HI Tech & Industry Scandinavia.

Læs venligst denne guide inden du begynder opsætningen af MCH Lead Scan på din mobil eller tablet.

1. Før messen - guide til **opsætning**.
2. Under messen - guide til **anvendelse**.
3. Efter messen - guide til **eksportering**.

AFSNIT 1 – FØR MESSEN

Guide til **opsætning** af MCH Lead Scan.

TRIN 1

Log ind i Udstillerhåndbogen. Dit link og login finder du i den velkomstmail, du har modtaget fra HI Tech & Industry Scandinavia (søg evt. på afsenderen hi@mch.dk i din indbakke).

Vælg **1** "Personale" → **2** "Adgangskort" → **3** "Standpersonalekort" → **4** "Print dit standpersonalekort"

Opret "Standpersonalekort" til alle, der skal stå på din stand.

Det er kun personer med et Standpersonalekort, der kan oprettes som brugere til MCH Lead Scan.

The screenshot shows the MCH website interface. At the top, there is a navigation bar with links for "Messehop", "Mine bestillinger", "Standtegnig", "Kontakt", and "Log ud". Below this is the MCH logo and a main navigation menu with items like "Forside", "Deadlines", "Messedeltagelse", "Personale", "Markedsføring", and "Events | Aktiviteter". The "Personale" menu item is highlighted with a red circle and the number 1. Below the main menu, there is a breadcrumb trail: "Du er her: Forside / Personale / Adgangskort". The main content area is titled "Adgangskort" and features a sidebar on the left with a list of menu items: "Personale", "Adgangskort", "Forplejning", "Modelokaler", "Leadsopsamling", "Spot din kunde", "Internet - Wi-Fi", "Turen til Herning", "Overnatning", and "Messe merchandise". The "Adgangskort" item in the sidebar is highlighted with a red circle and the number 2. The main content area has a heading "ADGANGSKORT" with a person icon. Below the heading, there are three paragraphs of text explaining the purpose and usage of access cards. At the bottom of the page, there are three buttons: "Arbejdskort", "Standpersonalekort", and "Entré". The "Standpersonalekort" button is highlighted with a red circle and the number 3. Below these buttons is a button labeled "Print dit standpersonalekort", which is highlighted with a red circle and the number 4.

TRIN 2

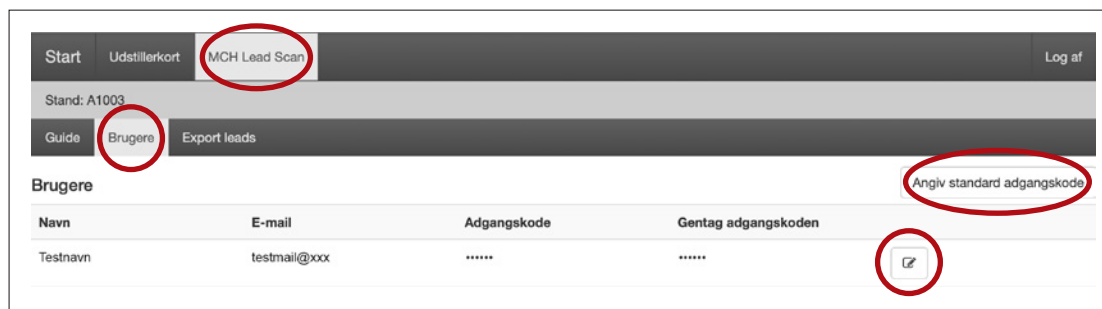
Gå til menupunktet "MCH Lead Scan" → "Brugere"

Her fremgår alle, der er blevet oprettet med et standpersonalekort. Klik på blyanten i højre side for at indtaste e-mail og oprette adgangskode til alle brugere.

Det er muligt at oprette én fælles adgangskode til alle brugere ved at klikke på "Angiv standard adgangskode" i højre hjørne.

Bemærk, at alle brugere skal oprettes med en unik e-mail.

Afslut med "gem", efter hver indtastet bruger. Knappen er grøn indtil det er gemt.



TRIN 3

Test systemet ved at åbne MCH Lead Scan og følg guiden i Afsnit 2.

MCH Lead Scan åbnes via dette link: <https://leads.hi-industri.dk>

Efter test deles **link**, **adgangskode** og denne **guide** med de brugere, der deltager under messen.

AFSNIT 2 – UNDER MESSEN

Guide til **anvendelsen** af MCH Lead Scan.

TRIN 1

Gå til link i browseren på din telefon eller tablet.



Indtast den e-mail og adgangskode, der er oprettet på forhånd i Udstillerhåndbogen (se Afsnit 1, Trin 2).

Ved glemt adgangskode: Indtast e-mail og klik på "Glemt adgangskode". Der sendes derefter en mail med link til "Skift adgangskode".



TRIN 2

Første gang der trykkes "Scan", skal du acceptere brug af kamera på din enhed. Kamera kan aktiveres under "Indstillinger".

Scan stregkode på kundens adgangskort.



← Testbillet

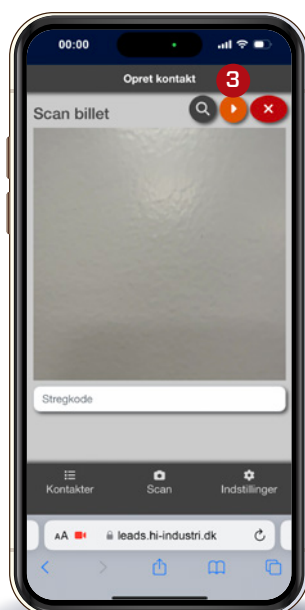
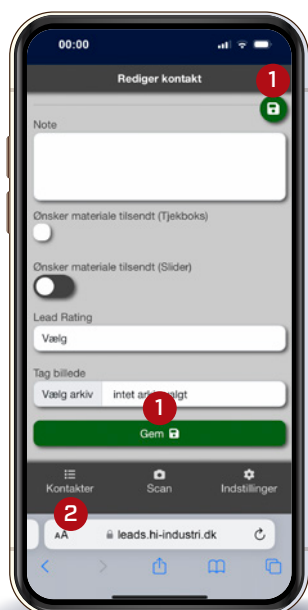
Følgende informationer vil nu automatisk fremgå:

- Kundens stamdata - navn, stilling, virksomhed og kontaktinfo
- Felt til egne notater
- Rating af lead
- Angiv, om kunden ønsker at få tilsendt materiale efter messen
- Mulighed for at vedhæfte et billede

1 GEM dit scannede lead ved at klikke på det grønne ikon i bunden af skærmen eller øverst i højre hjørne.

Herefter fremgår dit scannede lead under 2 "Kontakter".

Du kan manuelt oprette et lead uden at scanne et adgangskort ved at klikke på det orange ikon øverst til højre 3. Indtast herefter kontaklinformationer og 1 "Gem".

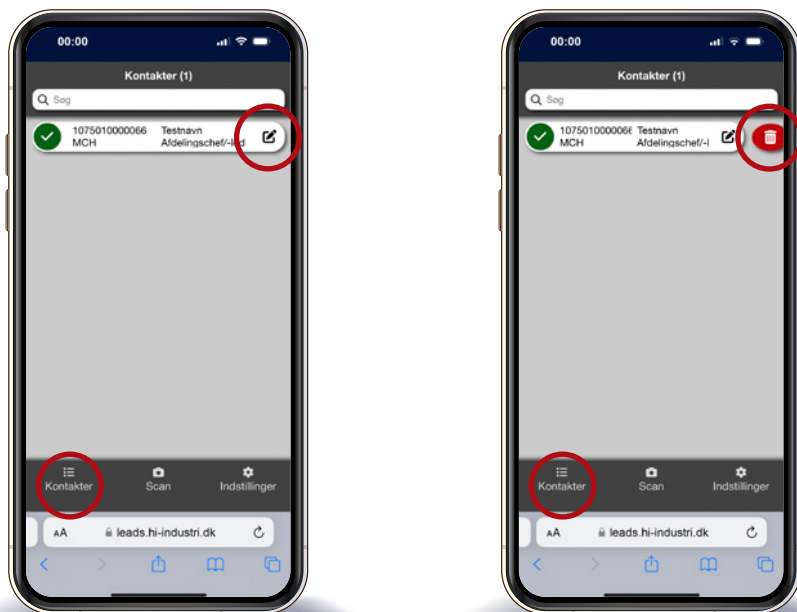


TRIN 3

Under "Kontakter" ses alle scannede leads på din enhed.

Det er muligt at redigere i leadet efterfølgende ved at klikke på blyanten i højre side. Afslut med "Gem".

Det er muligt at slette leads ved at "trække" det til venstre og klikke på den røde skraldespand.



TRIN 4

I "Indstillinger" kan du skifte imellem online og offline tilstand.

Det er stadig muligt at scanne leads i offline tilstand.

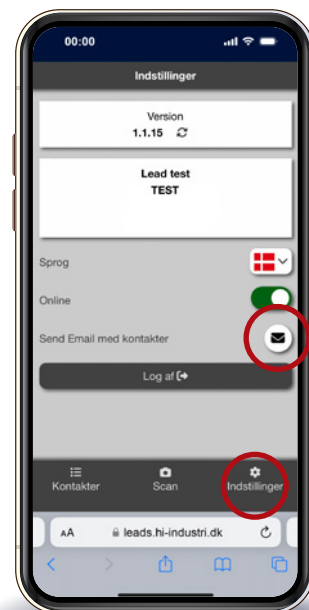
Bemærk, at online-funktion skal aktiveres igen for at opdatere din kontaktiliste.

TRIN 5

Under "Indstillinger" kan du sende dine scannede leads til din egen mail.

Klik på brev-ikonet for at sende.

I Udstillerhåndbogen kan du løbende følge med i de indkomne leads på alle enheder (se Afsnit 3, Trin 1).



AFSNIT 3 – EFTER MESSEN

Guide til **eksportering** af leads.

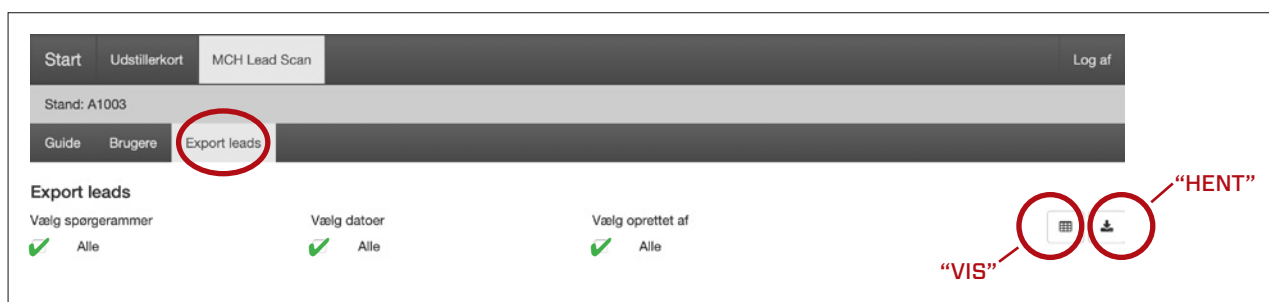
TRIN 1

Log ind i Udstillerhåndbogen og vælg "Personale" → "Adgangskort" → "Standpersonalekort" → "Print dit standpersonalekort" → "MCH Lead Scan" → "Export leads"

Sæt kryds ved de oplysninger, du ønsker at eksportere.

Klik på "Vis" for at se de markerede leads.

Klik på "Hent" for at hente dine leads som CSV-fil.



Support under messen fra 2.-5. oktober 2023

Arrangørkontoret
99 26 99 66

IT-support
99 26 93 33

Bemærk venligst, at MCH i forbindelse med funktionaliteten af MCH Lead Scan tager forbehold for fejl på brugerens tekniske udstyr, IT-forbindelser eller andre udefrakommende påvirkninger.

MCH LEAD SCAN

MCH Lead Scan is a free lead system for all exhibitors at HI Tech & Industry Scandinavia.

Please read these instructions before installing the MCH Lead Scan on your mobile phone or tablet.

1. Before the trade fair - **installation guide**.
2. During the trade fair - **user guide**.
3. After the trade fair - **exporting guide**.

SECTION 1 - BEFORE THE TRADE FAIR

Installation guide to MCH Lead Scan

STEP 1

Log into the Exhibitor's manual. You will find your link and login in the welcoming e-mail you received from HI Tech & Industry Scandinavia (or search for the sender hi@mch.dk in your inbox).

Choose **1** "Staff" → **2** "Access badges" → **3** "Exhibition admission card" → **4** "Enter and print access budget"

Create "Exhibitor badge" for everyone working at your stand.

Only employees with an exhibitor badge are liable to become users in MCH Lead Scan.

The screenshot shows the MCH website interface. At the top, there is a navigation bar with the MCH logo and a menu with items: Home, Deadlines, Expo, Staff, Marketing, and Events | Activities. Below the navigation bar, there is a breadcrumb trail: "You are here: Home / Staff / Access badges". The main content area is titled "ACCESS PASS" and contains the following text:

ACCESS PASS

All persons entering the exhibition area must show a valid admission card. Without the admission card, it is not possible to access the exhibition area. There will be control of admission cards throughout the opening period.

The work identity card is ONLY valid for the construction and dismantling days.

The exhibitor admission card is for the staff working on the stand. However, the exhibitor admission cards also apply to construction and dismantling days. You can settle for an exhibitor admission card if you both have to build up, work on the stand during the exhibition and dismantle.

For each stand number, 10 work identity badges and 10 exhibitor admission cards can be printed. If you need more, please contact us.

All visitors at the exhibition must register and print their personal admission ticket. The guest can also print an admission ticket at the entrance to exhibition.

At the bottom of the page, there are three buttons: "Work identity card", "Exhibition admission card", and "Admission". Below these buttons is a button labeled "Enter and print access badges".

STEP 2

Go to the menu option "MCH Lead Scan" → "Users"

Here, you will see everyone with an exhibitor badge.

Click on the pencil to the right to enter an email and create a password for all users.

It is possible to create one single password for all users by clicking on "Select standard password" in the right corner.

Please note that all users must be created with a unique email.

Finish with "save" after each entered user. The icon will be green until it is saved.

Name	Email	Password	Repeat password
Test name	testemail@xxx

STEP 3

Test the system by opening MCH Lead Scan and follow the guide in section 2.

MCH Lead Scan can be opened through this link: <https://leads.hi-industri.dk>

After testing, the **link**, **password** and this **guide** must be shared with all users participating in the trade fair.

SECTION 2 - DURING THE TRADE FAIR

User guide to MCH Lead Scan.

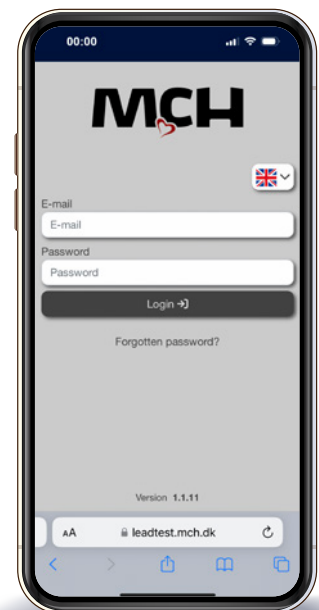
STEP 1

Go to the link in the browser on your mobile phone or tablet.



Enter the email and password, which have been pre-created in the Exhibitor manual (see Section 1, Step 2).

If you forgot your password: Enter your email and click "Forgot password". Subsequently, a mail will be sent with a link to "Change password".



STEP 2

The first time you click on “Scan”, you have to accept the use of the camera on your device. The camera can be activated in ”Settings”.

Scan the bar code on the customer’s access pass.



← Test ticket

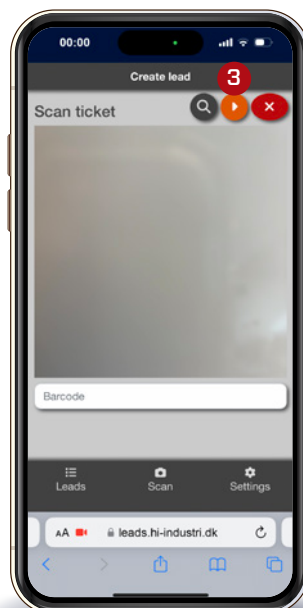
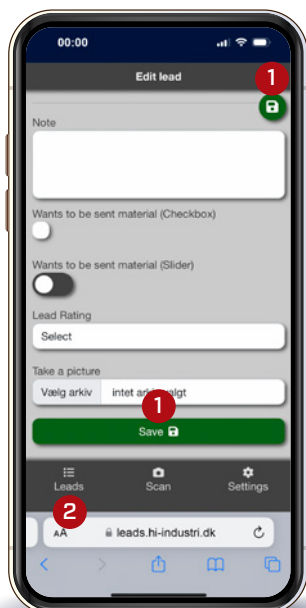
The following information will now automatically be accessible:

- The customer’s personal data, name, occupation, company and contact information
- Field for your own notes
- Rating of the lead
- State whether the customer wishes to have material sent after the trade fair
- Option to attach a photo

1 SAVE your scanned lead by clicking the green icon at the bottom of your screen or in the top, right corner.

Subsequently, you will find your scanned lead under 2 “Leads”.

You can manually create a lead without scanning an access card by clicking on the orange icon at the top right. 3 Then enter contact information and click 1 ‘save’.

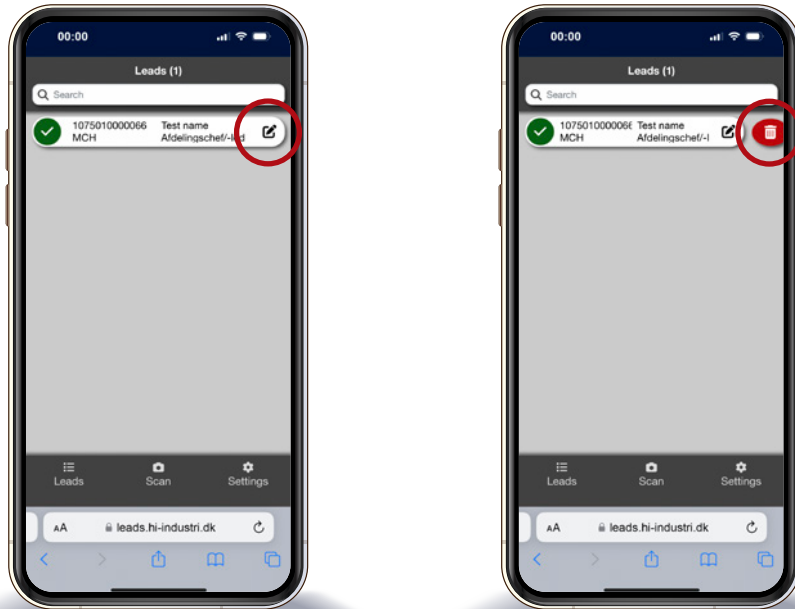


STEP 3

Under “Leads”, you will find all scanned leads on your device.

It is possible to subsequently edit your lead by clicking on the pencil to your right. Then, click on “Save”.

It is possible to delete leads by “pulling” them to your left and clicking on the red recycle bin.



STEP 4

In “Settings”, you can switch between being online and offline.

It is still possible to scan leads whilst being offline.

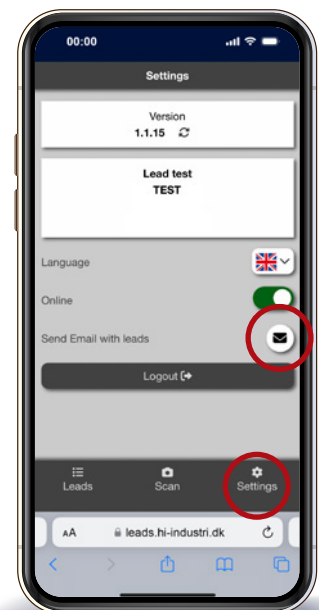
Please note that the online function must be activated anew in order to update your leads list.

STEP 5

In “Settings”, you can send your scanned leads to your own e-mail.

Click on the letter icon in order to send.

In the Exhibitor manual, you can always follow all incoming leads on all devices (see Section 3, Step 1).



SECTION 3 – AFTER THE TRADE FAIR

Exporting guide to MCH Lead Scan

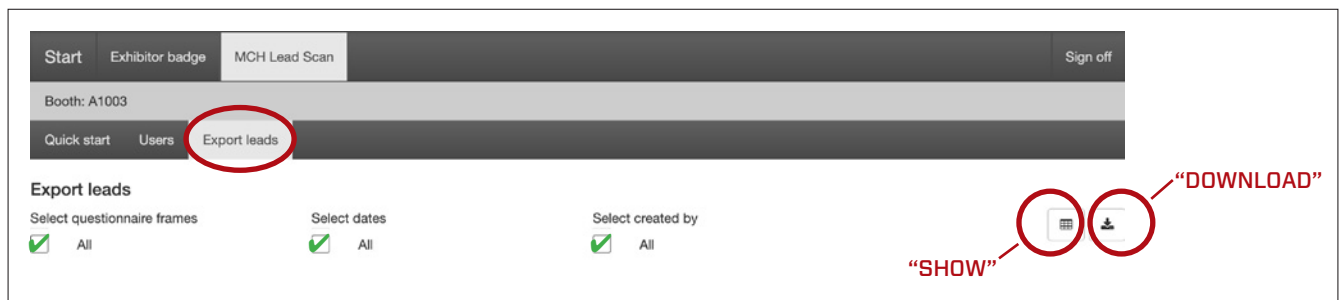
STEP 1

Log into the Exhibitor manual and choose "Staff" → "Access badges" → "Exhibition admission card" → "Enter and print access badge" → "MCH Lead Scan" → "Export leads"

Mark all the information you wish to export.

Click "Show" in order to see all marked leads.

Click "Download" in order to acquire your leads in a CSV file.



Support from October 2-5, 2023

Organisers office
+45 9926 9966

IT-support
+45 9926 9333

Please note that MCH, in relation to the functionality of MCH Lead Scan, reserves the right for error on the user's technical equipment, IT connections, or other external influence.

Link til/to MCH Lead Scan:
<https://leads.hi-industri.dk>



MCH
