

ContactMate® EVENTS

CONTACTMATE MY ACCOUNT VISITOR BASKET ACTIVATION

1. You will receive activation email from info@contactmate.fi, please remember to check your spam folders.
2. Type password and retype then press **Set password and login**
3. Change language if needed from the dropdown top right. Suomi/ English
4. You are logged in your basket. There are available information and instruction. Remember download after the fair collected visitor details within 14 days from your basket.

HOW TO CREATE QUESTIONARE

To create a mapping form, click **ORDERS** button.

Select the blue **Modify survey questions** to go to the form. You can create questions for three different types. Answer selections can be multiple choice, single answer, or free text (found behind an arrow in the menu). After saving, you can test on your mobile device what the form you have prepared will look like. Be sure to sign out and sign into the mobile app whenever you make changes to the form.

The screenshot shows the ContactMate Events user interface. At the top, there is a navigation bar with buttons for BASKET, ORDERS, PROFILE, and PRO USER AND PASSWORD, along with a language dropdown set to English. Below this, the 'My orders' section displays a table with the following data:

Order ID	Event	Product	Survey	Created	Total (VAT 0%)	Payment
1275	ContactMate Asiakasdemo @ Virtuaali, 1.6-31.12.2021	ContactMate Pro (1 käyttäjä)	Modify survey questions	2021-06-01 11:22:19	0 €	Lasku

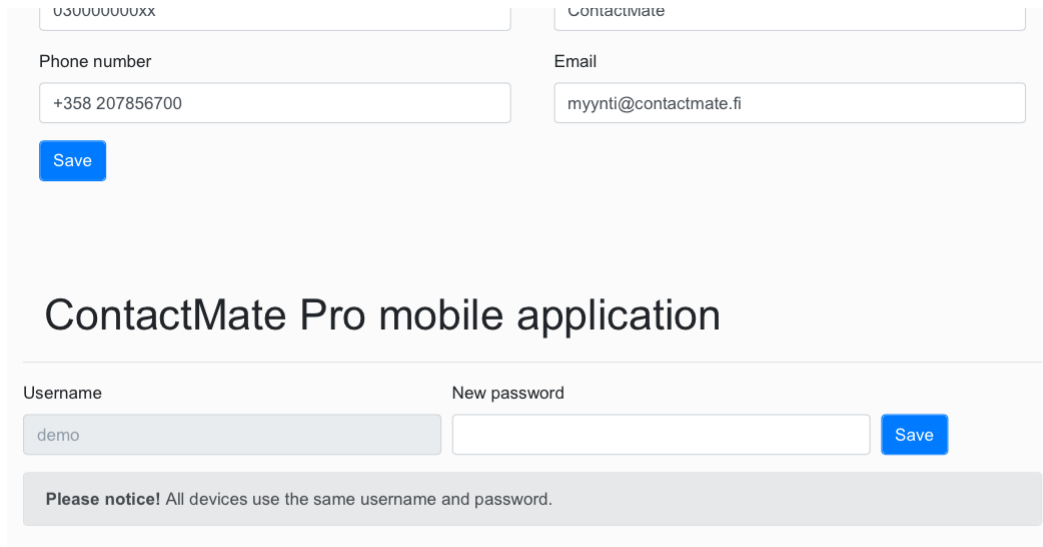
Below the table, the 'Survey questions (ContactMate Asiakasdemo)' section is visible. It includes a 'Copy from previous survey:' dropdown and a 'Copy survey' button. The 'Questions' section shows two questions:

Question #1: Tuote- Product (Multiple choice).
Answers: Ämpäri- Bucket, Suti- Brush, Laatta- Tile, Pakkeli- Putty. (Add another answer button)

Question #2: Myyjä-Sales contact (Single answer).
Answers: Saara, Kalle.

CONTACTMATE PRO MOBILE APPLICATION ACTIVATION

1. Click the link to set your Pro mobile application password. Preset 1234. You can see your **Pro username** before password box.



0300000000xx Contactmate

Phone number +358 207856700 Email myynti@contactmate.fi

Save

ContactMate Pro mobile application

Username New password

demo Save

Please notice! All devices use the same username and password.

2. The same Pro mobile application username and password (preset 1234) can use on all devices at the same time.
3. Download the ContactMatePro application either from the Google Play or Appstore.
Please note, that by scanning with mobile device the camera should be in good order. Reading/scanning QR- code in darkness can be difficult. Find the place with more light to scan.

iOS-users (Apple)

The ContactMate Pro application by AIDC Finland Oy is downloadable at the Appstore.

Enter your username and password, choose your event from the selector menu.

You will land on the frontpage of the application. If you are scanning barcodes go to settings and activate the camera. If you want to set a custom identifier you can do so at this point. If you are logged out, one must set the identifier again. The currently active identifier is visible at the top of the screen. It can be changed at any time. At the same settings menu, you can disable showing user info if the data connection at the event is poor or the user data is not available until after the event.

Now the application is ready for use.

One can either press the scan button and read a barcode or enter the visitor data via the input-button. Every single scan is saved, whether data connection is available or not.

To register a visitor:

1. For Visitors with a badge: Press the Scan-button and centre the aiming window on the barcode on the badge.
After a successful read the device will sound and the user data is shown, if the device is in offline mode the code is still saved without showing the data.
If the device is stuck at barcode read, select cancel and the application returns to the frontpage.

If you are using the survey feature, you can answer these questions by pressing the green Survey-button. Here you can enter free text, give answers to pre-made questions and finally either accept or dismiss the answers. Use the arrow keys at the top to move back and forth through the questions. To answer the questions again for the same user, read the code again and press survey a second time.

2. Visitors without a badge: Press the Input-button (blue) and enter the applicable data. The email-field is mandatory.

If you are using the survey feature, you can answer these questions by pressing the green Survey-button after filling in the Input data. Here you can enter free text, give answers to pre-made questions and finally either accept or dismiss the answers. Use the arrow keys at the top to move back and forth through the questions.

To answer the questions again for the same user, Input the user again and press survey a second time.

3. All data is stored at the customer visitor basket at the webpage contactmate.fi. The data is accessible with the credentials that were made when the account was activated. The credentials to use the mobile application and the visitor basket are not the same.

CONTACTMATE SALES
CONTACTMATE SUPPORT

sales@contactmate.fi
support@contactmate.fi

0207 856 700
0207 856 706



Android-users

The ContactMate Pro application is downloadable from Google play.

Enter your username, password and login. Then choose your event from the dropdown menu below the login button. Accept the permission to use camera that pops up when pressing scan for the first time.

You will land on the frontpage of the application. If you are scanning barcodes go to settings and activate the camera. If you want to set a custom identifier you can do so at this point. If you are logged out, one must set the identifier again. The currently active identifier is visible at the top of the screen. It can be changed at any time. At the same settings menu, you can disable showing user info if the data connection at the event is poor or the user data is not available until after the event.

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