

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 dropdown for 'Copy from previous survey:' 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.