

COSMOPROF

WORLDWIDE BOLOGNA

COSMOPROF SMART SCAN
VISITOR BADGE SCANNER

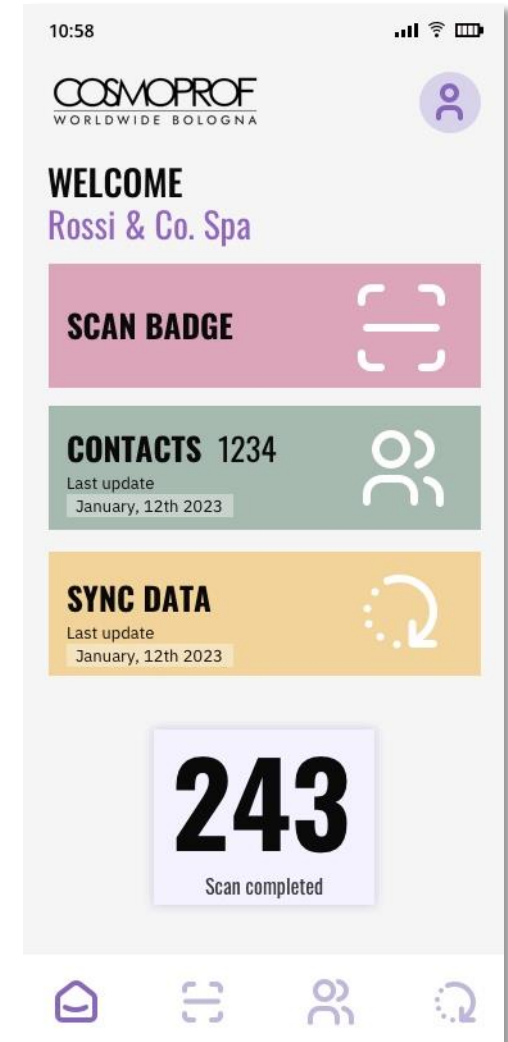
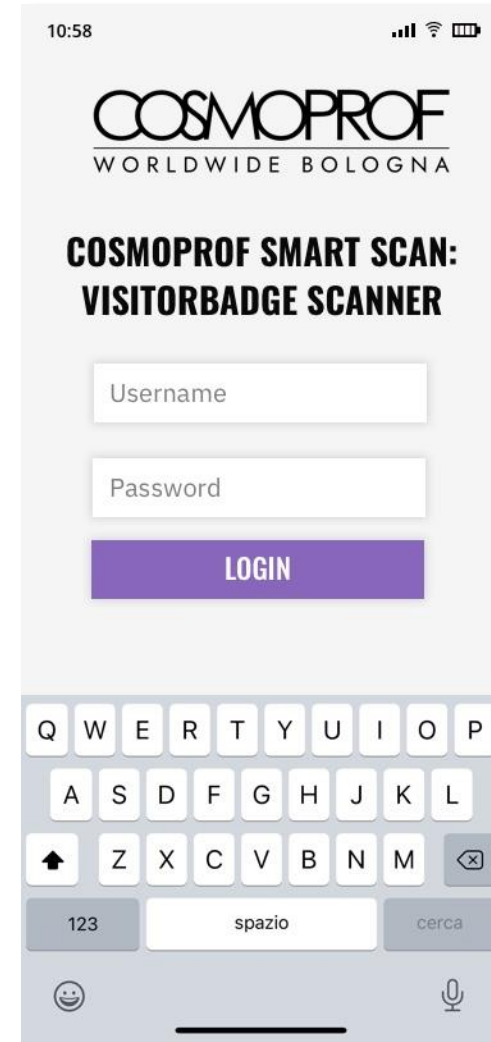
COSMOPROF SMART SCAN: VISITOR BADGE SCANNER

Thanks to the Smart Scan APP, Cosmoprof Worldwide Bologna exhibitors can **scan the badges of visitors who stop by their booth** during the exhibition. The app provides a digital database for immediate action!

The Smart Scan APP is a free of charge business service available for all exhibitors of the 2023 edition.

Learn:

1. How to download the app
2. How to access the app
3. The features offered by the app
4. How to scan visitor badges
5. How to synchronize the data acquired
6. How to view the contact information acquired



HOW TO DOWNLOAD THE APP

1. Log into your Exhibitor Reserved Area and click on the “Cosmoprof Smart Scan” section.
2. Copy the login credentials and, based on the roles assigned, share them with staff members who will be present at the booth.
3. Download the “Cosmoprof Smart Scan” app from Apple Store or Play Store starting from March, 1st 2023.



COSMOPROF SMART SCAN

The new **Cosmoprof Smart Scan app** will allow you to **scan visitors' badges** during the exhibition. The app provides a **digital database** you can use for your business.

HOW DOES IT WORK?

Cosmoprof Smart Scan is very easy to use:

1. **Download** the app on your phone
2. **Sign in** with the credentials listed below
3. **Scan** the badges of visitors who stop by your booth
4. **Synchronize** and **download** data!

To discover all the features, we suggest you download the [GUIDELINES](#).

- 🏠 HOME
- ▼ YOUR COMPANY
- ▼ GET READY FOR COSMOPROF
- ▼ BOOST YOUR EXPOSURE
- ▼ ACCESS THE FAIRGROUND
- ▶ TO DO LIST
- ▶ CONTACT US
- ▶ PRIVACY POLICY
- 🔑 LOGOUT

YOUR CREDENTIALS

According to the roles assigned, use the **credentials listed below**. Each day you will have **up to 13 simultaneous logins** (3 ADMIN + 10 STAFF MEMBERS).

ADMIN ACCOUNT

Username	Password
ABCD	12345

- Reserved to company owners and managers present at the booth;
- Allows the user to see the contact information of scanned visitors' badges;
- Allows a maximum of 3 simultaneous logins per day, from different devices, throughout the event

STAFF ACCOUNT

Username	Password
EFGH	67890

- Reserved to company staff members present at the booth and tasked with scanning visitors' badges;
- This account will not allow the user to see the visitors' contact information;
- Allows for a maximum of 10 simultaneous logins per day, from different devices, throughout the event.

HOW TO ACCESS THE APP

The Smart Scan App offers two access options:

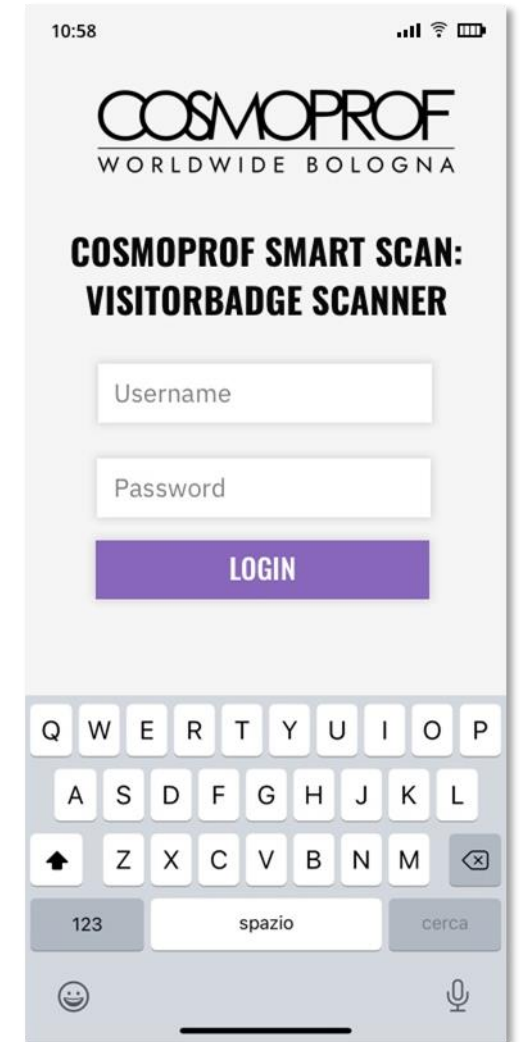
1. ADMIN ACCOUNT

- Reserved to company owners and managers present at the booth
- Allows the user to see the contact information of scanned visitors' badges
- Allows a maximum of **3 simultaneous logins per day, from different devices**, throughout the event

2. STAFF ACCOUNT

- Reserved to company staff members present at the stand and tasked with scanning visitors' badges
- This account will not allow the user to see the visitors' contact information and allows for a maximum of **10 simultaneous logins per day, from different devices**, throughout the event

- **Authentication remains valid for the given day**, remember to log in each morning. If you wish to switch to a different device, log out.
- Users will be able to log into the APP **up to 10 days after the end of the exhibition. The login credentials will no longer be valid from March, 30th.**



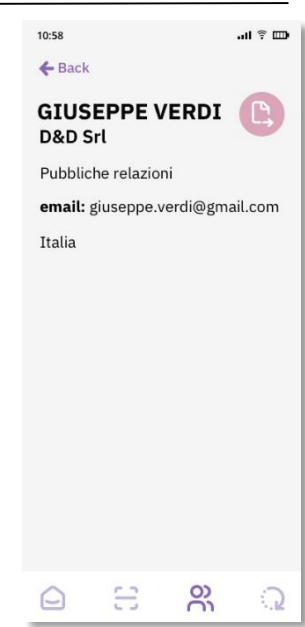
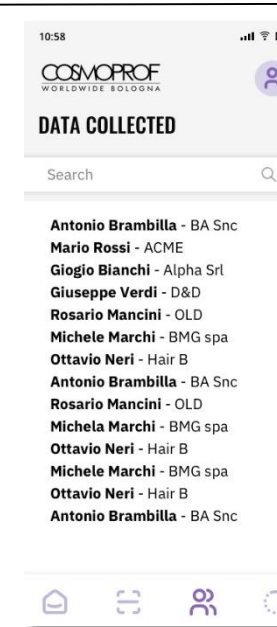
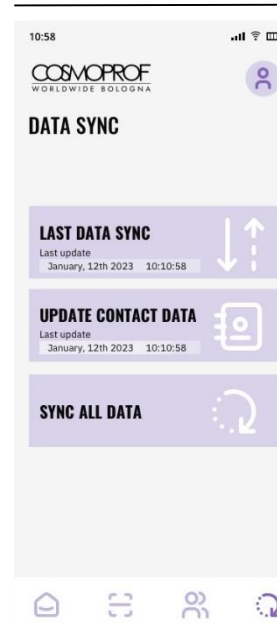
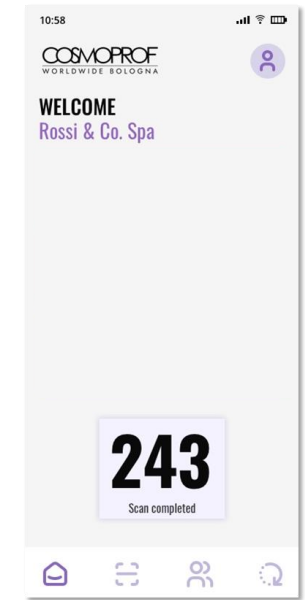
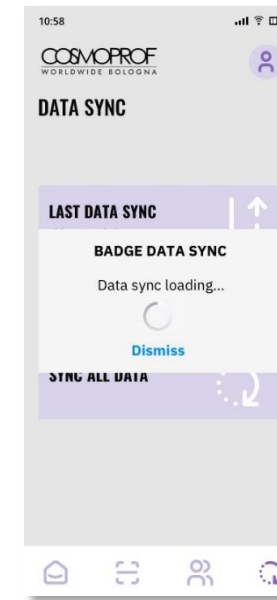
APP FEATURES

Both accounts allow users to:

- Scan Cosmoprof visitor badges
- Sync the scanned data to the app's central server
- View a counter that shows the total number of badges scanned on the given device

In addition, only the admin accounts will be able to:

- Receive the contact information of scanned visitors' badges
- Receive, view, and search the list containing the contact details (Name, Surname, Company, Job Title, E-mail, Country)



HOW TO SCAN VISITORS' BADGES

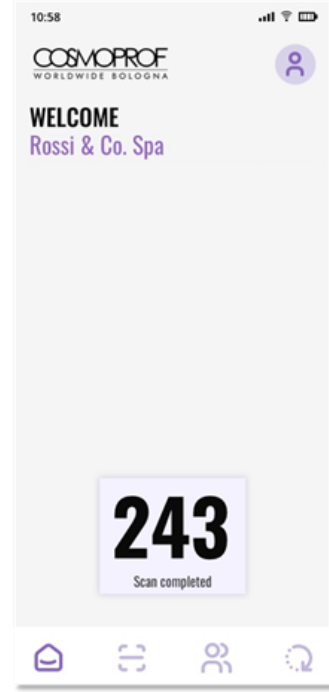
To scan a visitor's badge, select the “scan visitor badge” option from the app menu and use the device camera to scan the QR Code and/or barcode displayed on the badge.

Once the badge has been scanned properly, the data is stored on the device until it's getting synchronized to the central APP server.

The number shown by the counter will increase every time a badge is scanned correctly. The counter is completely local and counts the number of badges scanned by that specific device only.

Important!

The app can only scan the QR Codes and/or barcodes on Admission Badges bearing Cosmoprof brand.



HOW TO SCAN VISITORS' BADGES

Should the scan fail, try scanning the badge again. Point the camera at the QR Code on the visitor badge and wait for the camera to capture the image.

If the scan failure message persists it means that the badge does not have a Cosmoprof-branded code.



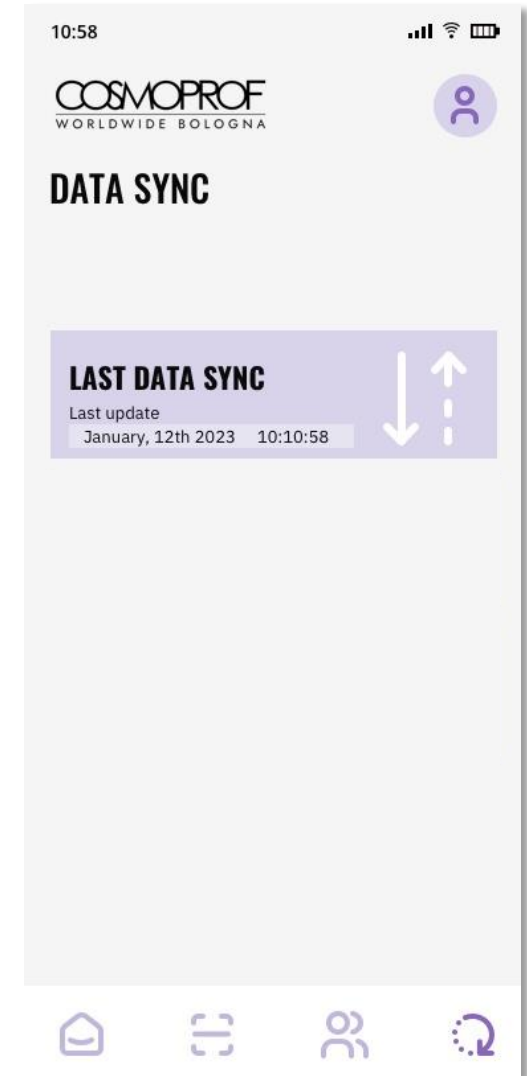
HOW TO SYNCHRONISE THE ACQUIRED DATA (ADMIN AND STAFF)

The app automatically synchronizes the data acquired on a daily basis. However, the following steps can be used to synchronize data manually:

1. Select the “Synchronize Data” option from the menu
2. Click on “Transmit Data”

This feature is available for all account categories (Admin and Staff)

Should the sync fail (e.g., due to a poor connection), the user will still be able to use the app. The subsequent data transmission session will take into account new acquired contacts.

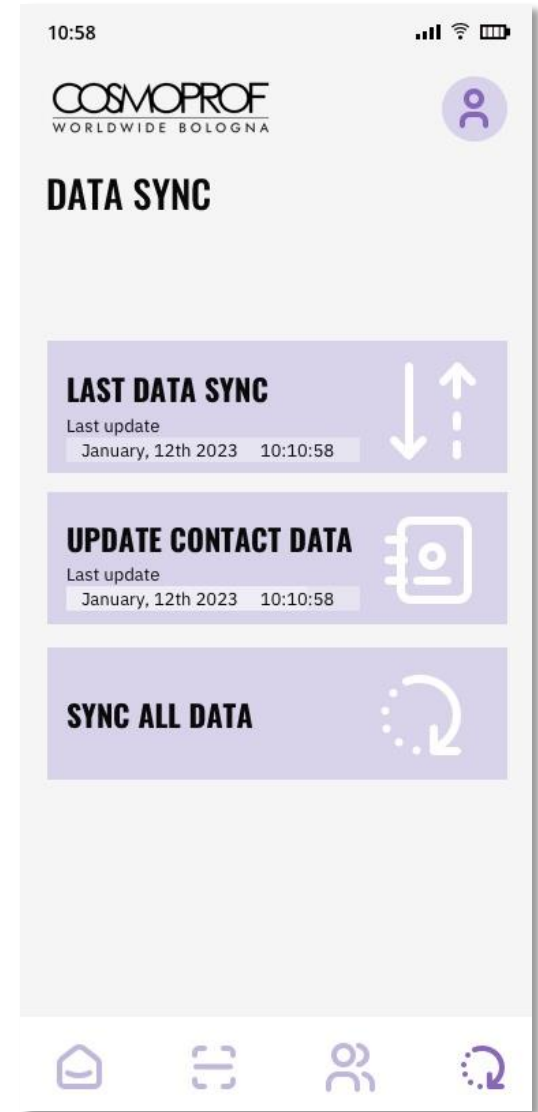


HOW TO SYNCHRONIZE THE DATA ACQUIRED (ADMIN ONLY)

The app automatically synchronizes the data acquired on a daily basis. The following steps can be used to synchronize the data manually:

1. Select “synchronize data” option from the menu
2. Click on “update contact data”
3. Click on “update personal information for contacts”
4. Alternatively, click on “sync all data” button to carry out steps 2 and 3 as one single action

Receiving personal information of the contacts is a feature that is **only available** for operators who log in as **ADMIN**.



HOW TO VIEW THE CONTACT INFORMATION ACQUIRED (ADMIN ONLY)

The personal information of the scanned badges will be available:

- a) In the **APP** until March, 30th 2023 (contacts section – admin account)
- b) In the **Exhibitor's Reserved Area** until April, 20th 2023


The following details will be displayed for each contact:

- Name
- Surname
- Company
- Job Title
- E-mail
- Country

Visitors' personal details can be viewed in a synchronized and live mode only if the badge has been **purchased or activated online**. There are a few admission tickets that are not issued online. For these tickets only, users will display a **“pending verification” status** in the contact details list. The complete data will be available within 10 days from the end of the event.

VISITORS' BADGES

Below you will find the details of the scanned badges. You can download them via the **DOWNLOAD** button.
Please note that these records* will be available until April 20, 2023.

Scanned badges: 9 **DOWNLOAD** 

Date/time	First name	Last Name	Company	Email	Job Title	Country	...
27/01/2023 16:37						Spain	ADMIN
27/01/2023 16:37						Turkey	ADMIN
27/01/2023 16:37						Italy	ADMIN
27/01/2023 16:37						Spain	ADMIN
27/01/2023 16:44						Italy	ADMIN
27/01/2023 16:54						Germany	HOSTESS
27/01/2023 16:54						Italy	HOSTESS
27/01/2023 16:54						Italy	HOSTESS
27/01/2023 16:54						Romania	HOSTESS

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