

## HOW TO USE THE FREE SCANNING SYSTEM OFFERED TO EXHIBITORS AT SIAMS 2018?



*A person visits you at your booth, and you want to register his/her visit.*



*You can scan your visitor's ticket with any available software able to read QR codes.*



*You will find yourself on the SIAMS website, and are asked to identify yourself. The login and password are the same as those used for your SIAMS registration.*

*(You can save them so you will not have to re-enter them.)*



*The system will display the ticket data. You can then add details about the meeting or future plans. Then save the data.*



*Your last on-site appointments are now displayed. You will now have several possibilities.*



*For example, to thank your contact for visiting the stand or confirm an appointment.*



*You can also add entries manually if your visitors do not have their ticket with them.*



*Of course, this summary of visits can be accessed from your computer. Once logged in, select the "Reports on visits" tab to display it. The data can then be exported in .csv format (which can, e.g., be opened with Excel).*

*PS: The system is secure and only the previously identified exhibitor can access the data.*

**Do not hesitate to test the system before SIAMS.**

We wish you every success at SIAMS and in using this new service.