

## BUSINESS CARD READER

### REGISTER

You need to be registered in order to use the business card function. Follow this process to register:

- Select "QR Reader" (Figure 1).
- Select "GET ACCOUNT" (Figure 2).



Figure 1

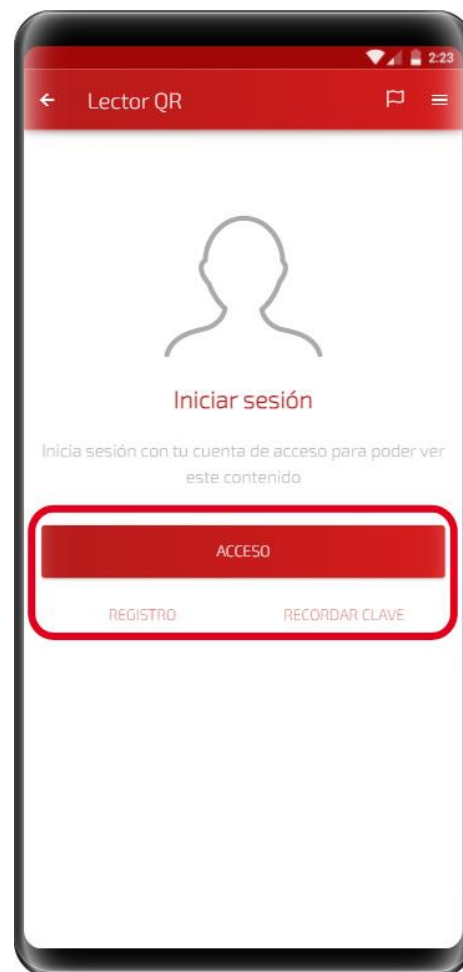


Figure 2

- Fill out all the requested details to complete your online "business card" and click on **"SUBMIT"** (Figure 3).

The image displays two smartphone screens from the BIEMH APP. The left screen, titled 'Registro' (Registration), shows a form with the following fields: Nombre (Name), Apellidos (Surname), Email, Contraseña (Password), Repetir contraseña (Repeat Password), Teléfono (Phone), Sitio web (Website), Compañía (Company), and Cargo (Position). The right screen, titled 'Iniciar sesión' (Login), shows fields for Repetir contraseña (Repeat Password), Teléfono (Phone), Sitio web (Website), Compañía (Company), and Cargo (Position). Below these fields, there is a confirmation message: 'Al pulsar "ENVIAR" confirmo que he leído y acepto la información sobre protección de datos. El código QR que se genera en la APP contiene información de su contacto personal. Usted podrá compartirlo con aquellas personas que desee. Le recordamos que este código QR NO es válido para acceder al recinto'. At the bottom of the right screen is a red button labeled 'ENVIAR' (SEND).

**Figure 3**

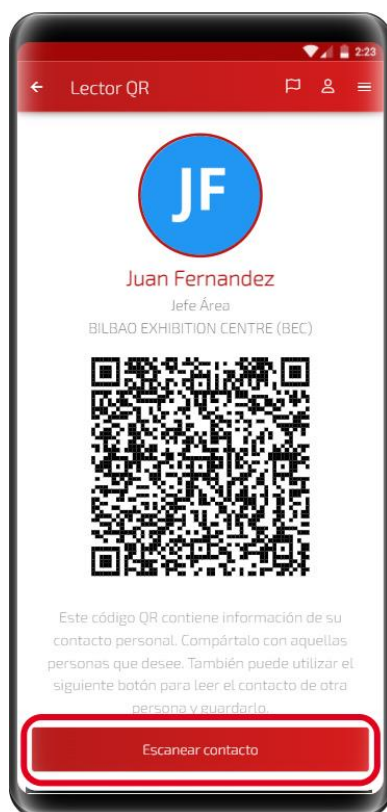
- Once the information has been sent, the app will automatically return to the menu (Figure 1) and you should click on **"QR Reader"**.

## QR READER

- If you are not registered, you will need to follow the registration steps described above.
- If you already have an account on the app, click on "**ACCESS**" (**Figure 2**) and enter your username and password.
- If you have forgotten your password, click on "**REMEMBER PASSWORD**" (**Figure 2**).

Once you log in, you will see a screen with the **QR code** (**Figure 4**) containing your "**business card**" details, which you can share with other app users.

Then you can start to scan contacts and use the rest of the functions.



**Figure 4**

- The main function is "**Scan contact**": (**Figure 4**). The app will ask for permission to use your smartphone camera. Once you approve it, you will be able to scan any **QR codes (professional visitor accreditation of the fair)** or business card in Vcard format.

## FUNCTIONS with contacts:

**"My contacts":** All the contacts you scan will be stored in the app and you can view them, save them on your phone contact list, update them or export them to Excel. **(Figure 5).**

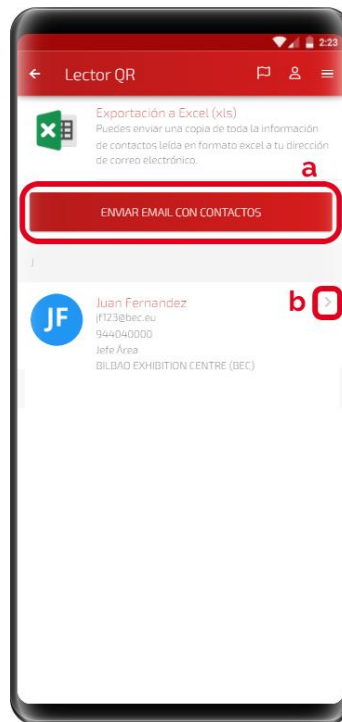
**Send an email with all the scanned contacts:** The email with the contact details on Excel will be sent to the email address provided when registering with the app. **(Figure 6.a)**

**Edit contact >:** You can select any contact by clicking on ">" **(Figure 6.b)** and you will be able to **(Figure 7):**

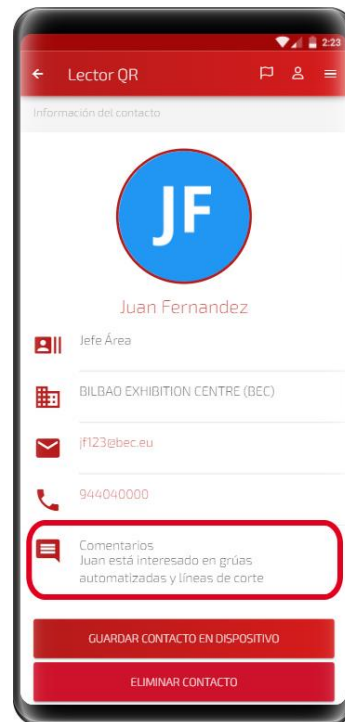
- 1- **Add a comment** (write text in the "comments" field, which will be included in the exported Excel)
- 2- **Save** the contact on your phone. It will ask for permission
- 3- **Delete** selected contact



**Figure 5**



**Figure 6**



**Figure 7**

## MY ACCOUNT

If you want to change your contact details (your business card), just go to the top right hand corner of the app (**Figure 8**).

There are two tabs:

- **INFORMATION** to change your details
- **ACCESS** to change the email and password (**Figure 9**)



Figure 8

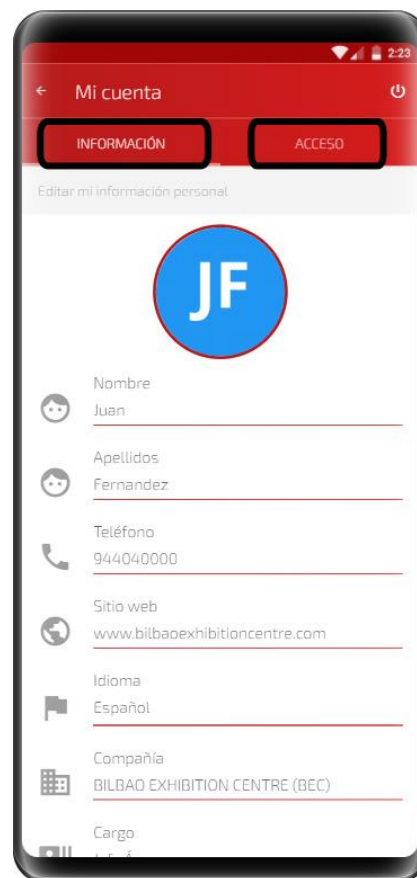


Figure 9

## Clarifications and possible incidents:

- 1) **We recommend that you test the APP beforehand by scanning your accreditation (QR) and checking that you have received the Excel file with the contacts.**
- 2) You can scan the access badges of all **visitors** to any trade fair without their having to be accredited on the APP, since they all receive QR code. Only those who want to scan, save and send the contacts in Excel (both **exhibitors** and **visitors**) must be accredited on the APP (register in "QR Reader").
- 3) If an **exhibitor** wishes to scan the data of another **exhibitor**, both of them must be accredited on the APP (QR Reader), since exhibitors access with barcodes, not with QR codes.
- 4) Is there any way to see the contacts scanned by all the exhibitor's sales representatives present at a stand? Yes, by using a unique username and password to access the "QR Reader" APP on all the smartphones they use for scanning.
- 5) What information is collected from contacts? **Date, surname, first name, company, position, email address, telephone number, comments.** An Excel file is sent from the APP to the email address the user used to register.
- 6) If, once I have registered, I do not receive an email confirming my username and password: check my spam folder or check that my email address is correct.
- 7) Yes, I have managed to register, but when I send the email with the Excel file containing the scanned contacts, I do not receive it within a minute of sending it:
  - a. Check my spam folder.
  - b. Check whether **my company blocks emails with Excel file attachments**. If so, and they cannot solve it, use a Gmail-type email account or any other that allows it.