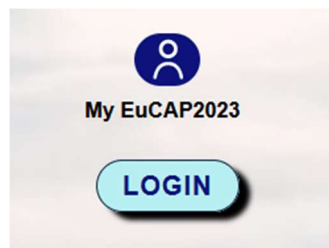# EuCAP 2024 QR-CODE scanner service

HOW TO READ THE QR-CODE

- The STAND PERSONNEL or EXHIBITOR DELEGATE open the EuCAP2024 site (www.eucap2024.org) on their mobile phone.

- By clicking on the "LOGIN" button in the middle of the Home page, they log in to their personal EuCAP registration page by entering the email address and password chosen during their registration.
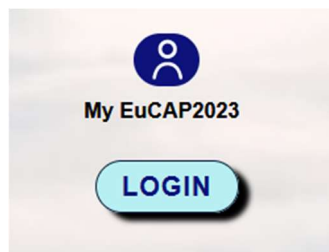
- Through their mobile device (through the camera or any QR-code reading application) the stand personnel scan the QR-Code placed behind the visitor badges.

- A link is displayed, by clicking on the link, appears the following text in green:

  (NAME and SURNAME of visitor) HAS BEEN SUCCESSFULLY ADDED TO YOUR COMPANY FOR FUTURE CONTACT

- If the visitor has already been added, the red text appears:

  THIS VIVISTOR IS ALREADY BEEN ADDED

- The visitor registration procedure is complete.

HOW TO SEE AND DOWNLOAD MY VISITORS LIST

- Stand personnel (preferably on a PC) open the EuCAP2024 site (www.eucap2024.org)
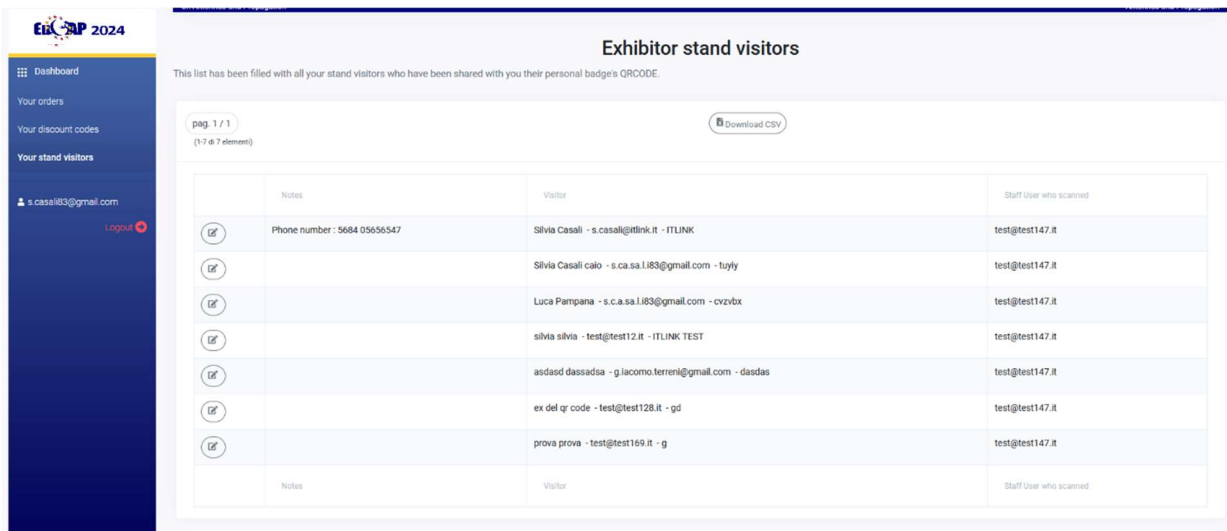

- Log in to your Company's services page using the access credentials received in the Company's registration confirmation email in the EuCAP system.

- In the home page of the services page, by clicking on "YOUR STAND VISITOR" the page containing the list of visitors appears.

The list shows :

1) NOTES column which can be edited by clicking on the icon

Once the notes have been entered on the visitor, it is possible to save them using the

icon

2) VISITOR column reports visitor data (Name, Surname, email and Institution)

3) STAFF USER WHO SCANNED column shows the e-mail address of the person among the stand personnel who registered the visit.

4) Finally, through the button [Download CSV] it is possible to download the list in

Excel format.