



# PAVILJONKI EXHIBITOR APP

User guide

# PAVILJONKI EXHIBITOR APP

Paviljonki Exhibitor App brings our services for exhibitors onto your mobile device. With the app, you can scan and save information about your visitors in real time. The app is available for iPhone (iOS) and Android devices and you can find and download it from App Store and Google Play with the search "Paviljonki Exhibitor App".

## **With Paviljonki Exhibitor App you can:**

- log into your exhibitor service account
- view your exhibitor information and personal codes
- create and send passes to your staff
- view your invited guests and get info about their visit
- scan and save information about your visitors in real time



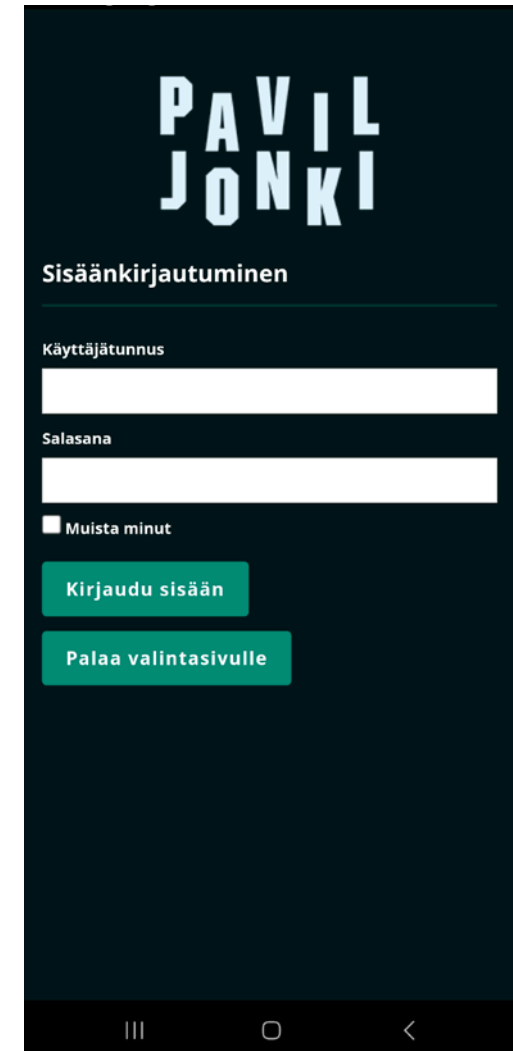
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## LOGGING IN

Open the app, select an event and log in with the exhibitor ID. The IDs are the same as those used for the Exhibitor Portal. You can sign in to multiple devices with the same ID. Click "Muista minut" to stay logged in.

### NOTE!

Please be sure to allow the app to use the camera. This will enable you to scan the information of visitors to your stand in real time in an electronic format. You can re-enable the phone settings if you deny it the first time.



The screenshot shows the login interface of the Paviljonki Exhibitor App. At the top, the app's logo "PAVILJONKI" is displayed in a white, stylized font on a dark background. Below the logo, the title "Sisäänkirjautuminen" (Login) is shown. The form includes two input fields: "Käyttäjätunnus" (Username) and "Salasana" (Password). A checkbox labeled "Muista minut" (Remember me) is positioned below the password field. Two teal buttons are located at the bottom of the form: "Kirjaudu sisään" (Login) and "Pala valintasivulle" (Return to selection screen). The bottom of the screen shows the standard Android navigation bar with icons for home, back, and recent apps.

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## Main menu

A menu with links to application features.

## Exhibitor ID-cards

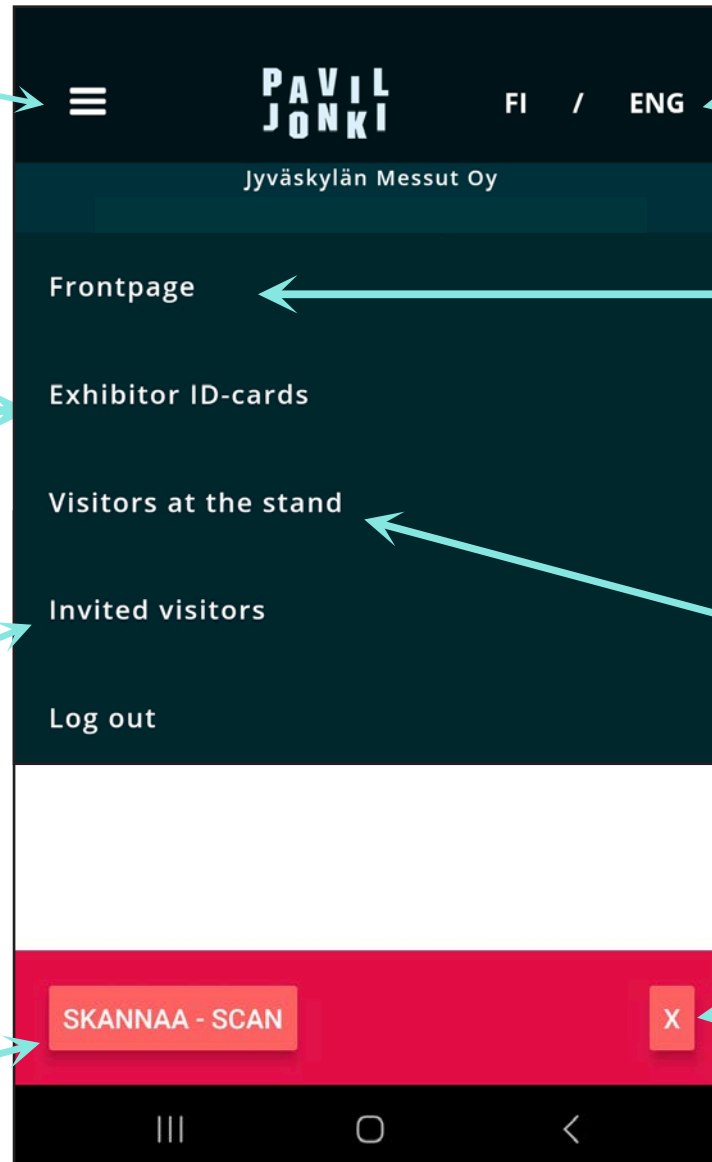
View the details of your staff, quickly create new members and email them their ID-cards.

## Invited visitors

View the names and details of the guests you have invited.

## Scanner

Conveniently scan your visitors' information in real time into an electronic format.



## Language Selection

## Front page

On the app's frontpage you'll see your department number and invitation code to the fair.

## Visitors at the stand

View the visitors to your stand you have scanned.

## X-/exit-button

Exit to the application's homepage.

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## SCANNING

By clicking the **Scan** -button, the application starts the phone's camera. By clicking on the visitor ID-card, the app reads the QR code and retrieves the visitor information to the app. You can enter your own notes in the red area, for example a note to call, make an appointment or request a quote. You can edit the comment later.

### NOTE!

Finally, click on **Add Person** to store the visitor information to your company's exhibitor page and the application. On the app, you can view the information by clicking the **Visited the stand** option in the menu.

