

# STEP BY STEP GUIDE

## Fairkey smartphone app

### Before the event - installation and configuration

To set up the Fairkey App go to **fca.fairkey.dk** and login with assigned user name and password. Select 'App' in the submenu 'SETUP'.

By default a report is created called 'Default report'. This contains only a note field. To add additional options to the Default report press the EDIT icon to the right.

Press 'create customer report' to create a new.

'Create from template' creates a report with the most commonly used fields. You can edit that as well.

If needed you can create more than one survey and add different profiles to each. In the picture 'Peter' has his own survey.

### Export/Import

If you want to transfer your setup to another login you can export the settings and import them when logged into the other trade fair. Note! Any email setup is not exported

FAIRKEY  
Documenting Value

Application: FairKey Test Messen 2016  
Company: test

DATA SETUP LOG OUT

Profile App Emails My scanners Advanced

### Customer Report

A default Customer Report have been created would you like to edit it?

Edit Default Customer Report

Customer Report name	Profile	Edit	Export
Default Report	7333 7334 7335 7336 7337		

Create Customer Report Create From Template

Or import from file:  
Vælg fil Der er ikke valgt nogen fil

Import

Test barcode

Test code

# STEP BY STEP GUIDE

Adapting the report to your needs is very simple.

Make sure the right profiles are connected to the correct reports if you have had multiple reports.

By default all reports have a 'Global note' field. This field is the same note field used in later notes.

There are 3 types of items you can choose from to combine the report:

**Drop down:** Define several options but choose only one.

**Checklist:** Define several and select several options in check boxes. To this type you can attach an email that will be send each time one of the options is chosen. Add single attachments to each option as needed. You create the email body under the menu Emails. The email is only send if a checklist item with an attachment is chosen.

**Note:** This is a simple note field.

It is possible to move around the order of the items by dragging them with the mouse. You can also turn items on and off but only delete them before the fair trade. Test the survey on you device using the test barcode.

Report name: [Default Report](#)

Profile: [7333](#)  
[7334](#)  
[7335](#)  
[7336](#)  
[7337](#)

Automatic email: [Thank you for your visit-34](#)  
Email is only send when an attachment(s) is chosen in "Checklist"s  
Create emails in the "EMAIL" menu

Add email

## Step 2/3

### Create Customer Report

To add elements to your Customer Report, click one of the three blue buttons.

Dropdown     Checklist     Note

3 types

Add, replace or remove attachment for option

Attachments:  
Current: picatu.png (95KB)

Vælg filer | picatu.png

Set    delete    Done

Type	Title	Edit options	Status
	<a href="#">Productarea or catalogue</a>		<input checked="" type="checkbox"/>
	<a href="#">My product - with attachment</a>	- is set	
	<a href="#">Another product</a>		
	<a href="#">And another product - with attachment</a>	- is set	
	<a href="#">And the last product</a>		
	<a href="#">Click to add a new option</a>		

Add attachment

## Installation of the application

1. Android - Go to Google Play, search for Fairkey. Install the application.
2. Apple - Go in to the Apple Appstore, search for Fairkey. Install the application.

You need to log into the application with the same username, password and profile id. All your profile numbers are under setup -> My scanners at **fca.fairkey.dk** when logged in and also in your order confirmation.

## During the event - Using Fairkey application

**NFC scans** make sure NFC is turned on in your device. Lead the card the NFC scanner area.

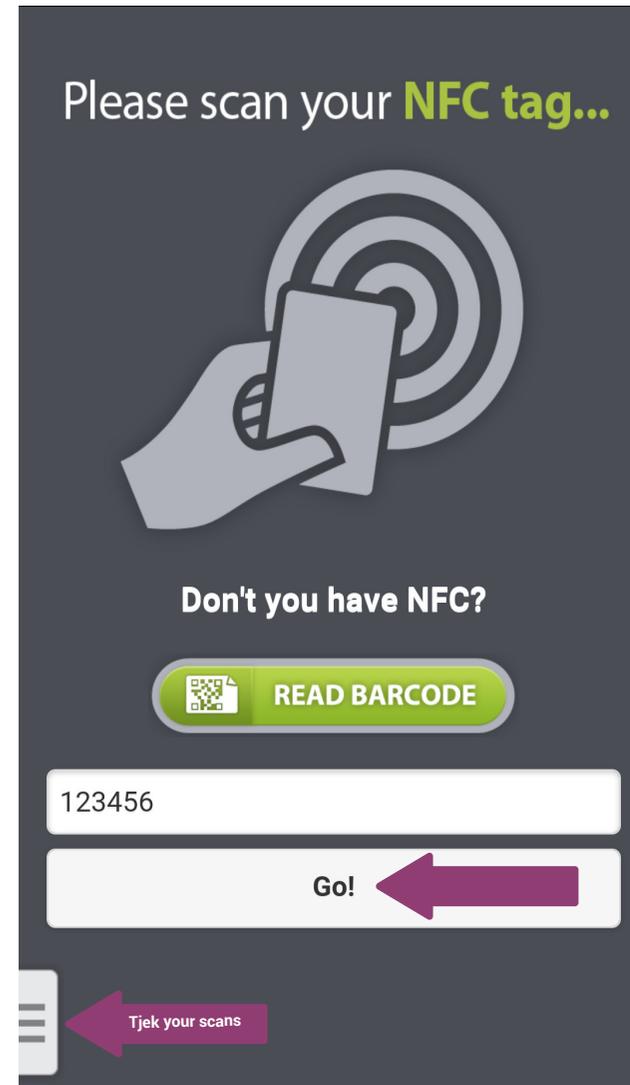
**Camera scans** press the green field that says 'Read barcode'. Lead the card in front of the camera so the barcode is covered by the red line.

### **Typing barcode number:**

Type in the number below the barcode.

**Your Customer Report:** Your report will appear on the screen, fill it in and press submit. Allow the scans to be synchronized and press the small grey button in the lower left corner and check that the person is on the list.

**Notes** down in the left corner press the small grey button to get your scan list. Press the person you



want to write about and a new window will appear where it is possible to write a note. This note is the same as the 'Global note' within the report.

**More smartphones** it is only possible to see the scans on the device that have been made on it. When you retrieve the data on the website all data will be collected from all the devices.

**Test** Remember to test and validate the data on **all** your devices just before the event begins. This is mainly to make sure any software updates from Fairkey or 3rd party does not cause any data loss.

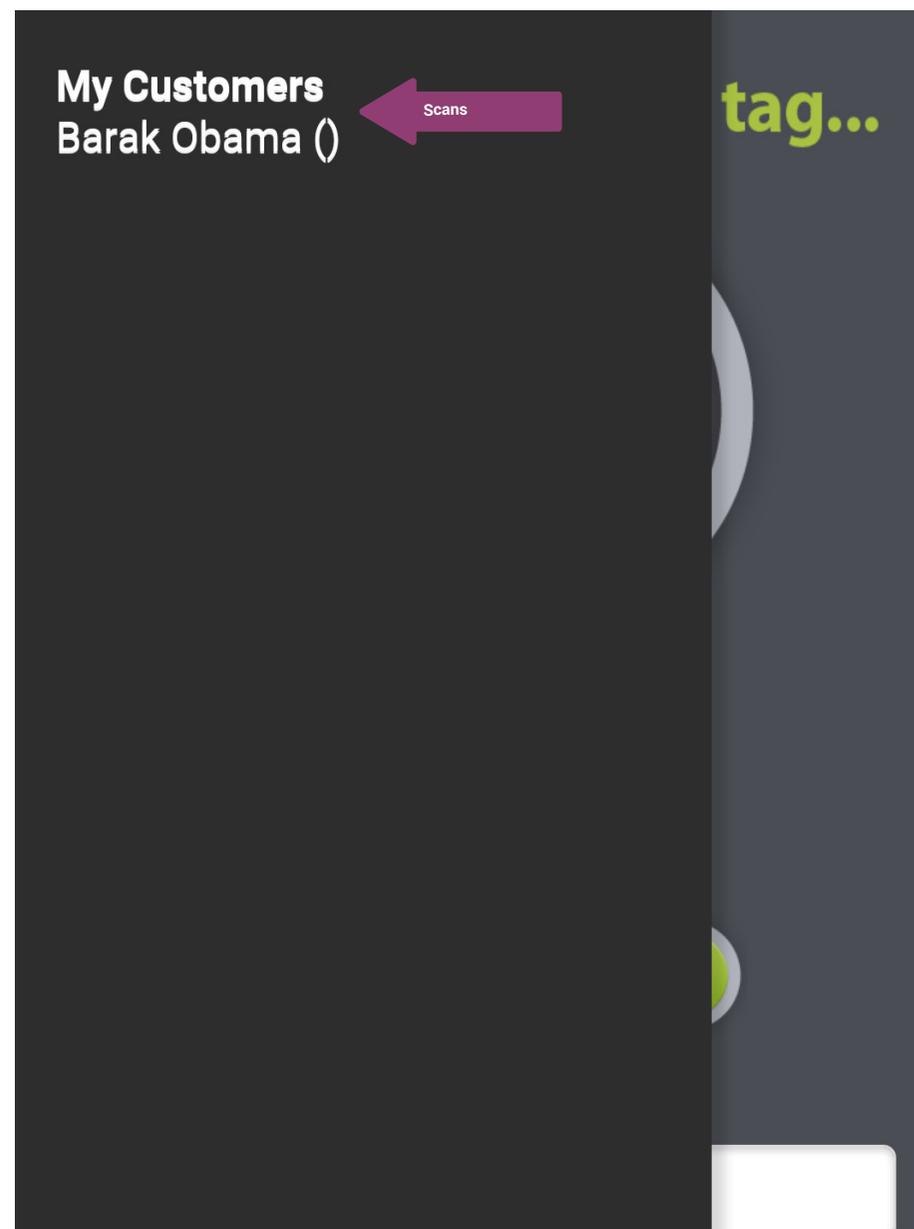
### After the event - Data extraction

At **fca.fairkey.dk** press DATA from the navigationbar and then enter your email address in the field and press send e-mail.

You will then by email receive an excel sheet with all the visitors that have been scanned in the mobile app. If you do not receive an email, check your spam filter or call support.

Please note you will only see the last 20 scans on the dashboard page when logged in to **fca.fairkey.dk**. To retrieve all data you have to get the excel sheet.

Also it is possible to extract the data at any time during the event and up to 30 calendar days after the event unless other agreements are made.



## After the event - DATA EXTRACTION

At **fca.fairkey.dk** press DATA from the navigationbar and then enter your email address in the field and press send e-mail.

Immediately after you will by email receive an excel sheet with all the visitors that have been scanned from the box. If you do not receive an email, check you spam filter or call support.

Please notet you will only see the last 20 scans on the dashboard page when logged in to **www.fca.fairkey.dk**. To retrieve all data you have to get the excel sheet.

Also it is possible to extract the data at any time during the event and up to 30 calendar days after the event unless other agreements are made.

The screenshot shows the FAIRKEY dashboard interface. At the top, there is a navigation bar with three items: 'SETUP', 'DATA', and 'LOG OUT'. A purple arrow labeled 'Select data' points to the 'DATA' button. Below the navigation bar, the main content area is titled 'Dashboard'. Underneath the title, there is a text prompt: 'Insert your mail and get all data as an excel'. Below this prompt, there is a form with the label 'Insert e-mail address:' followed by an empty text input field. To the right of the input field is a blue button labeled 'Send E-mail'. A purple arrow labeled 'Get data' points to the 'Send E-mail' button. Below the form, there is a section titled 'The latest scans' which contains a table with four columns: 'COMPANY', 'NAME', 'TITLE', and 'DEVICE'. The table is currently empty.

## Advanced settings

### Use own Mandrill account

You can add your own existing Mandrill account to have all automatic emails send through.

You need to use your own Mailchimp Key and signing domain.

Choose Sender name and Sender email to specify what is shown to the recipient.

You can test your setup through either Box or App setup.

### Send all scans live to your own server

You can integrate directly to FairKey by having the information about each scan send directly to your own servers during the Fair.

You need to have your own programmers to receive the data that is send from the FairKey servers. The scan is send as JSON string in a HTTP POST message.

Box scans contain only the visitor details - not any notes.

App scans contain answers and notes. Notes added or updated after the scan is submitted are not send.

To test the setup you can either perform a TEST SCAN if you have the FairKey App or press the test button.

Profile App Box My scanners **Advanced**

**Setup your FairKey account to use your own Mailchimp mandrill account**

Set mandrill key and sender email address:

**Set an URL where customer information are being send to each time they are scanned**

*JSON example (may contain more fields):*

```
{ "name": "Johnny Bravo", "title": "Superhero", "company": "MyCompany", "cStreet": "1", "cZip": "1", "cCity": "1", "cCountry": "1", "email": "fake@fairkey.dk", "mobile": "010101010101", "barcode": "999999999", "deviceID": "43", "timestamp": "1458850185" }
```

Set URL for all Apps: