

STEP BY STEP GUIDE

Before the fair

Setting up automatic E-mail sender for App:

Create the email in the Email menu. Go to the App menu and add the email to any Customer Report. Instruction can be found in the App page.

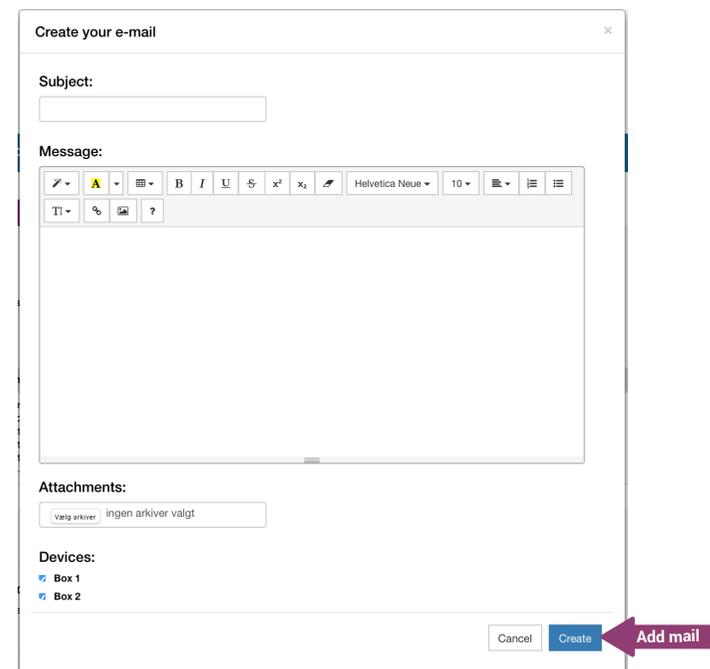
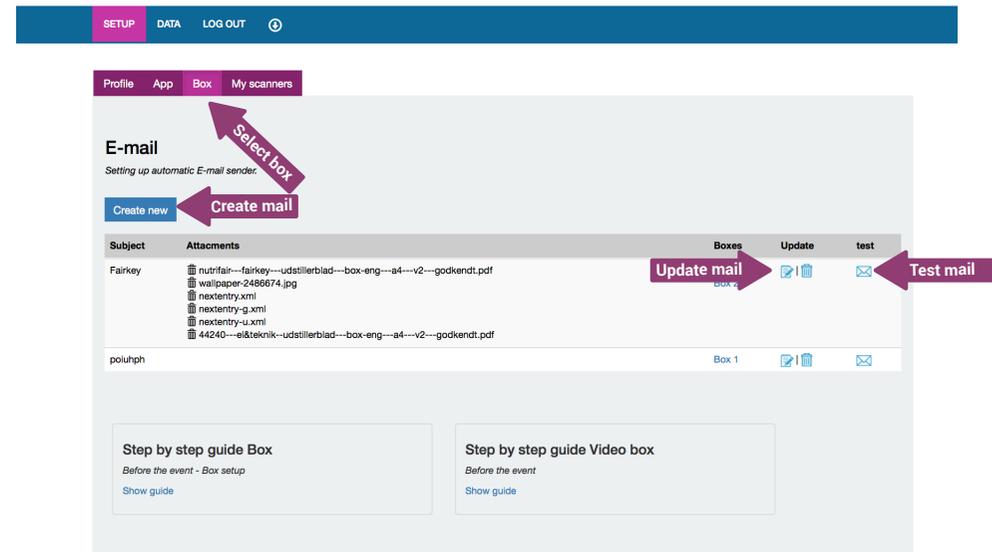
Setting up automatic E-mail sender for Box:

If the Fairkey Box just have to collect business cards there is no setup needed. If you have more boxes you can give them aliases to easily distinguish them from each other..

-> **select "box"** in the submenu under **"SETUP"**. Press **"create new"** to create your first email.

If you have more than one Fairkey Box it is possible to make different e-mails for each box or attach same email to all boxes.

When you are done setting up your mail, you need to do a test. On the right side press the small letter icon to send a test e-mail.



During the Fair - Using the Fairkey Box

(May not be available on all Trade Fairs)

Installing Fairkey box:

Plug the power cord into the back of the Fairkey box and connect the plug to a power supply.

Wait for the box to boot up (20 sec). When the circle turns blue the Box is ready for use and online. If the circle is blue and green the device is offline but ready for use.

If the circle is any other colour contact support.

When the Fairkey box is ready for use, touch the card to the circle. The circle should turn green which means the scanning is registered.

Test: Make sure to do a test on the Fairkey box before actual use.

Notes: Go to fca.fairkey.dk and log in with sent username and password. Inside the page you can see the latest 10 visitors. It is possible to add a note to the visitors on the list by clicking on their name.

A screenshot of the Fairkey login page. At the top, it features the Fairkey logo and the text "FAIRKEY Documenting Value". Below the logo, there are two input fields: "Your username" and "Your password". The "Your username" field has a person icon and the placeholder text "Your username". The "Your password" field has a key icon and the placeholder text "Your password". At the bottom right, there is a blue "Login" button.

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: