FHI FEDERATIE VAN TECHNOLOGIEBRANCHES

Exhibitor manual FHI Events app

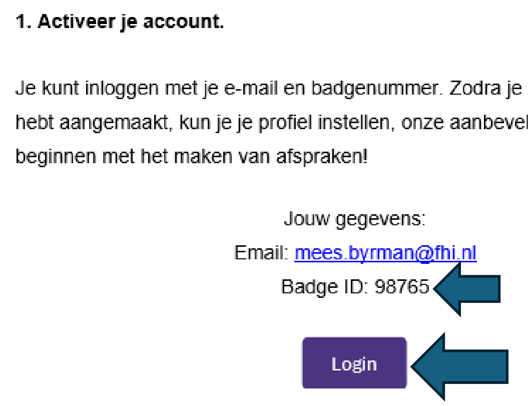
Manual for the usage of the eventsoftware from FHI

grip

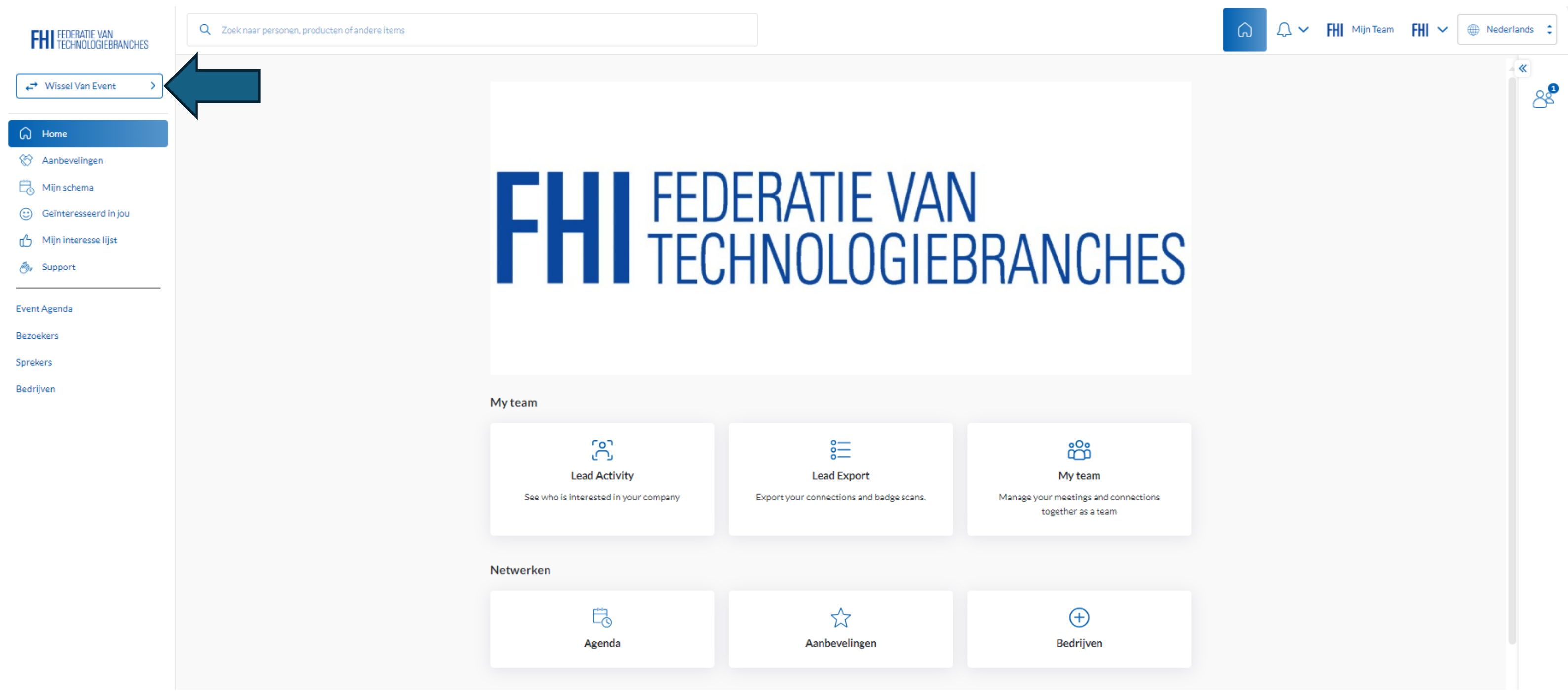
Inhoudsopgave

Logging in

Log in to GRIP by clicking the button in the welcome email. If you want to download the FHI event app, click the button from your phone. If you haven't logged in before, GRIP asks for your Registration ID in addition to your email address. You can find this in the welcome email. Finally, create a password and then you can start completing your profile!

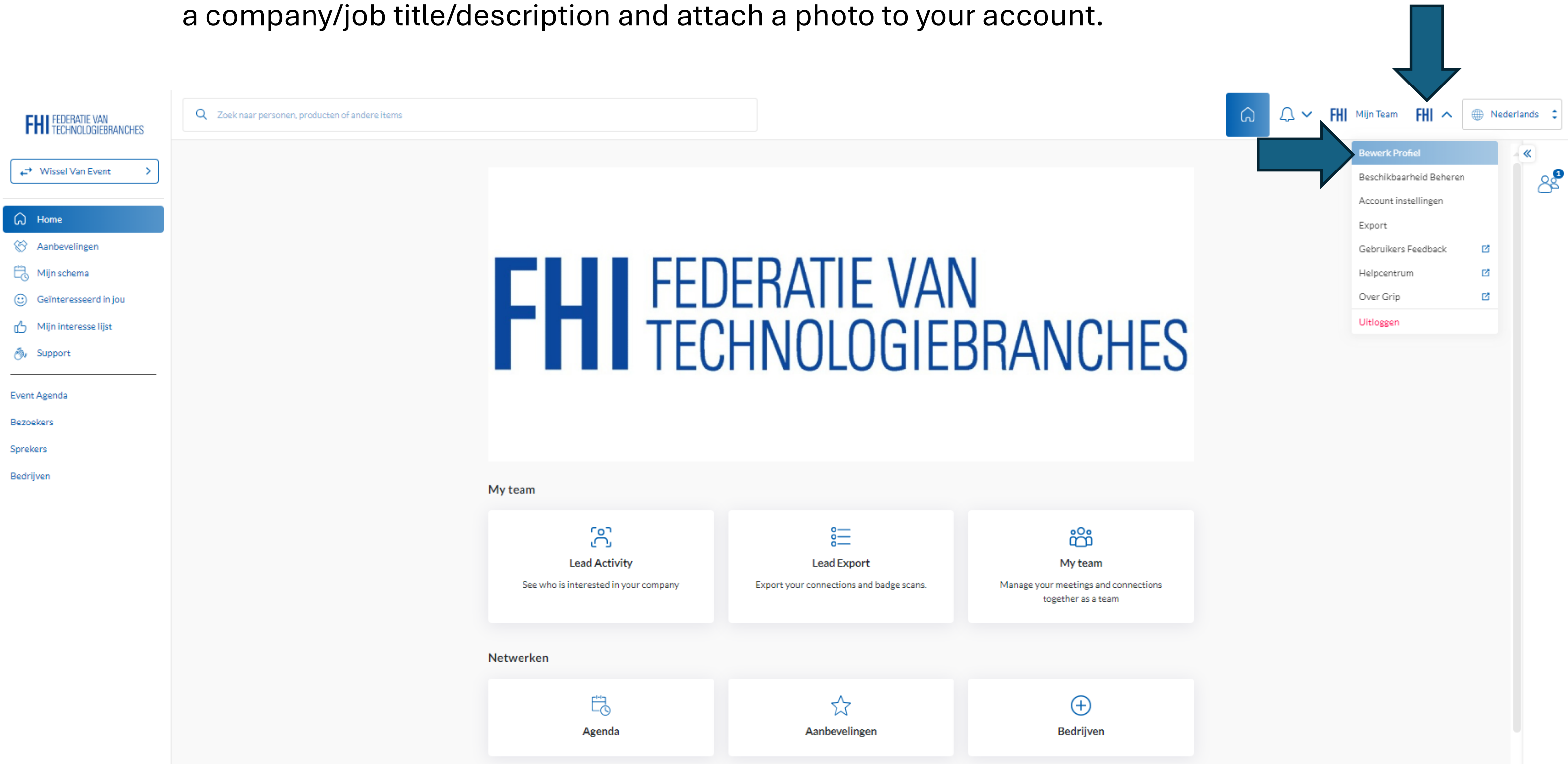


If you have previously attended an FHI event and created a GRIP account, simply enter the ID from the mail & your password. To switch events, click on "Switch Events" at the top left of the screen.



Completing your profile

Once you are logged into Grip, it is helpful to complete your profile. Click on your profile in the upper right corner and then "Edit Profile." Here you can edit your preferences, add a company/job title/description and attach a photo to your account.



If you have already participated in an FHI Event and created a GRIP profile with the same email address you are using now, then you have probably already completed your profile. In that case, you can skip this step.

Scanning visitors

When you want to scan a visitor, click on Badge/ QR Scanner in the app. The visitor should click on "My ticket." Then his QR code will come up and you can scan it. Once you have scanned someones QR code, you will be taken to the screen on the right. Here you can review the lead and make notes. PAY ATTENTION! Save the lead notes by clicking on the “Save” button before leaving the profile. The save button is only visible while editing the note.

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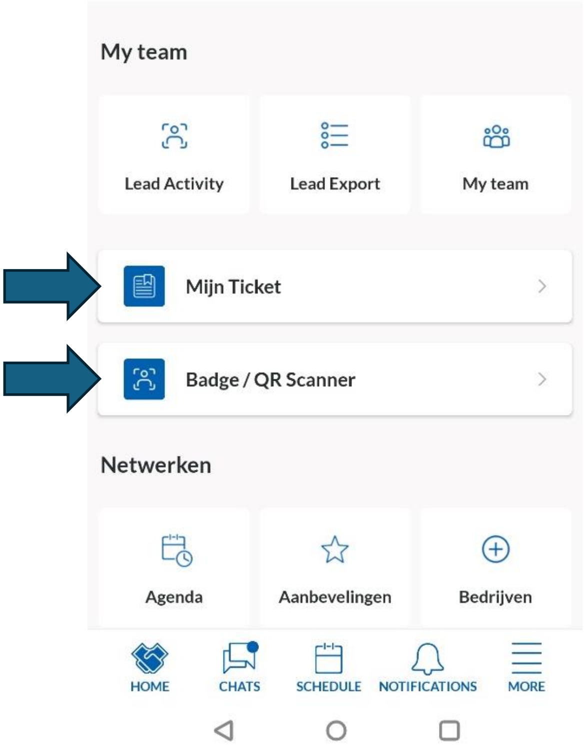
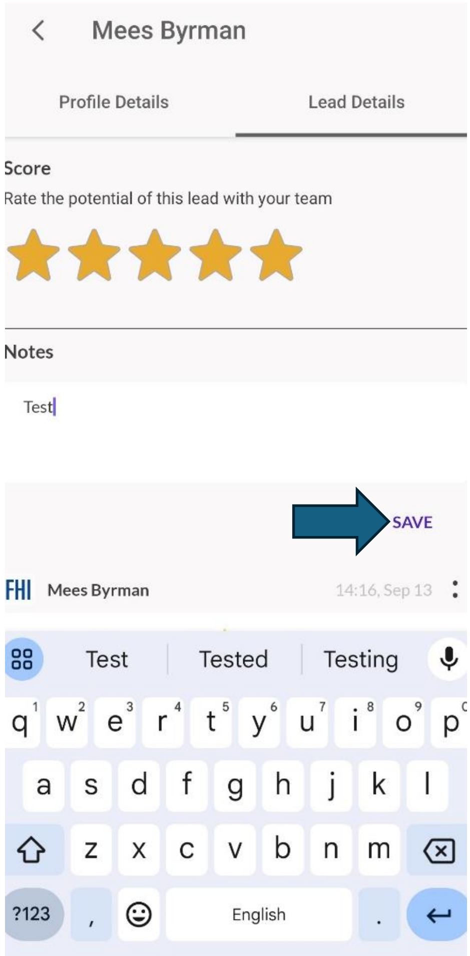
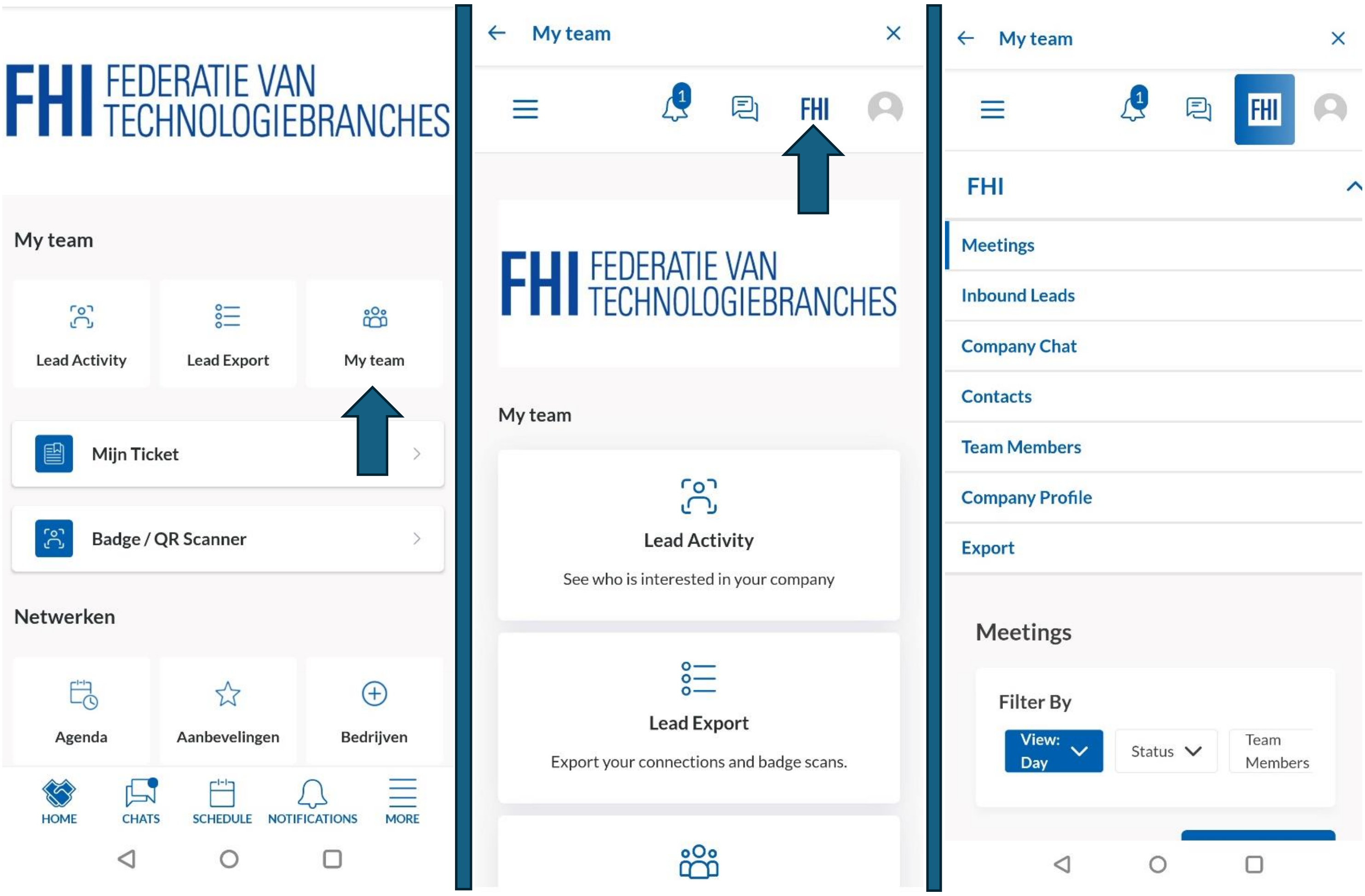




Teams via the app

You cannot access teams through the FHI app itself. Therefore, we have added a button to the app that takes you to the web version. In the web version you will see your team's button at the top right. After this, you have the same menu on your phone as on your laptop. An explanation of all of the different menu items will follow in the rest of the manual.

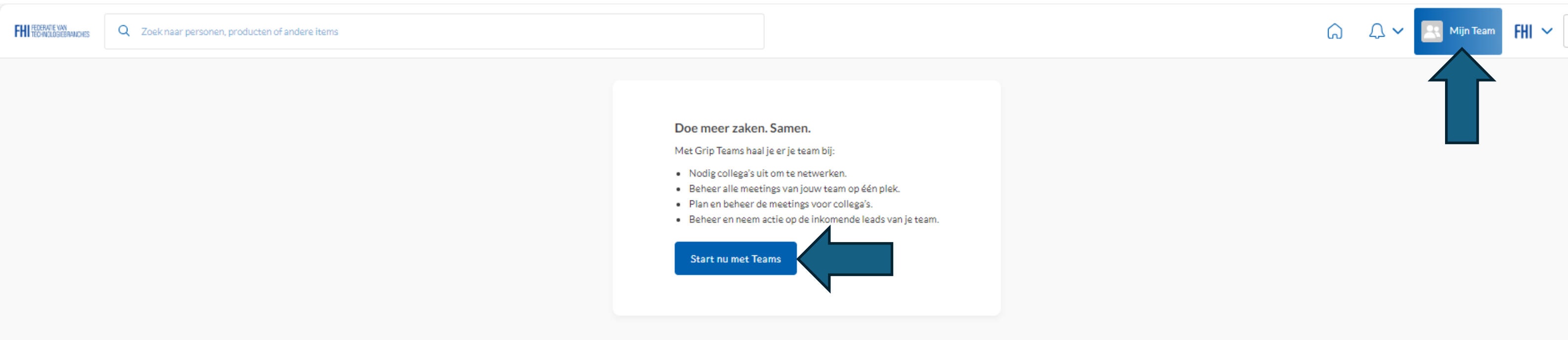
App **Web version** **Dashboard**



Teams

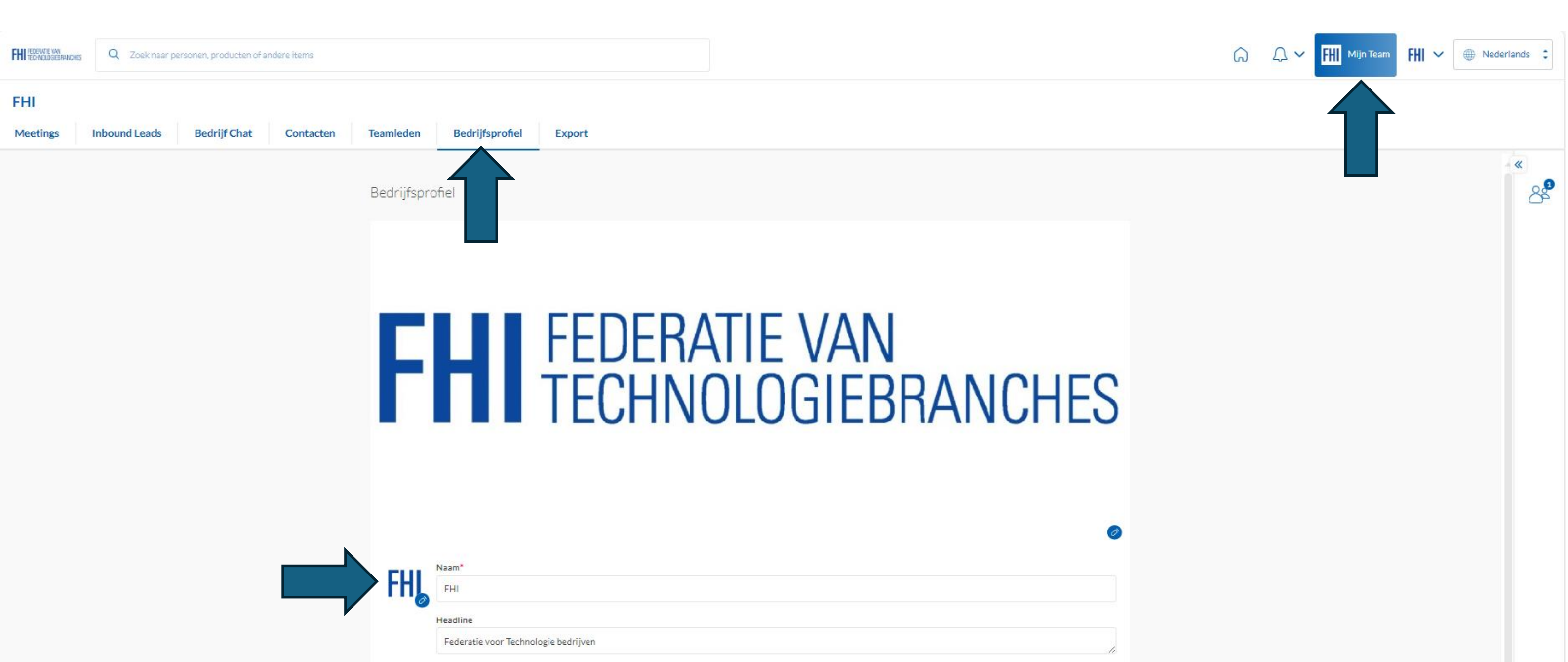
Starting a team

The first colleague who logs in to the event is asked to create a team. If no one has started a team while logging in, you can always create a team later on at the top right of the screen. Here you can also find your team after it has been created.



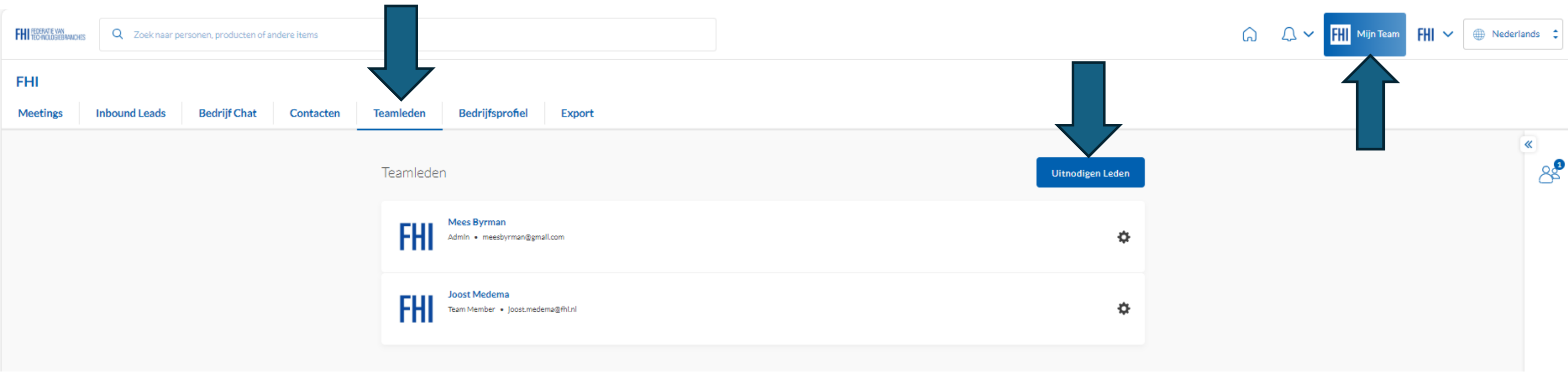
Company profile

The first tab you can access through your team is the company profile. Here you can add a company logo and description. PAY ATTENTION, the logo that comes up most often is not the cover photo, but the small logo next to the company name. This logo has to be a square.



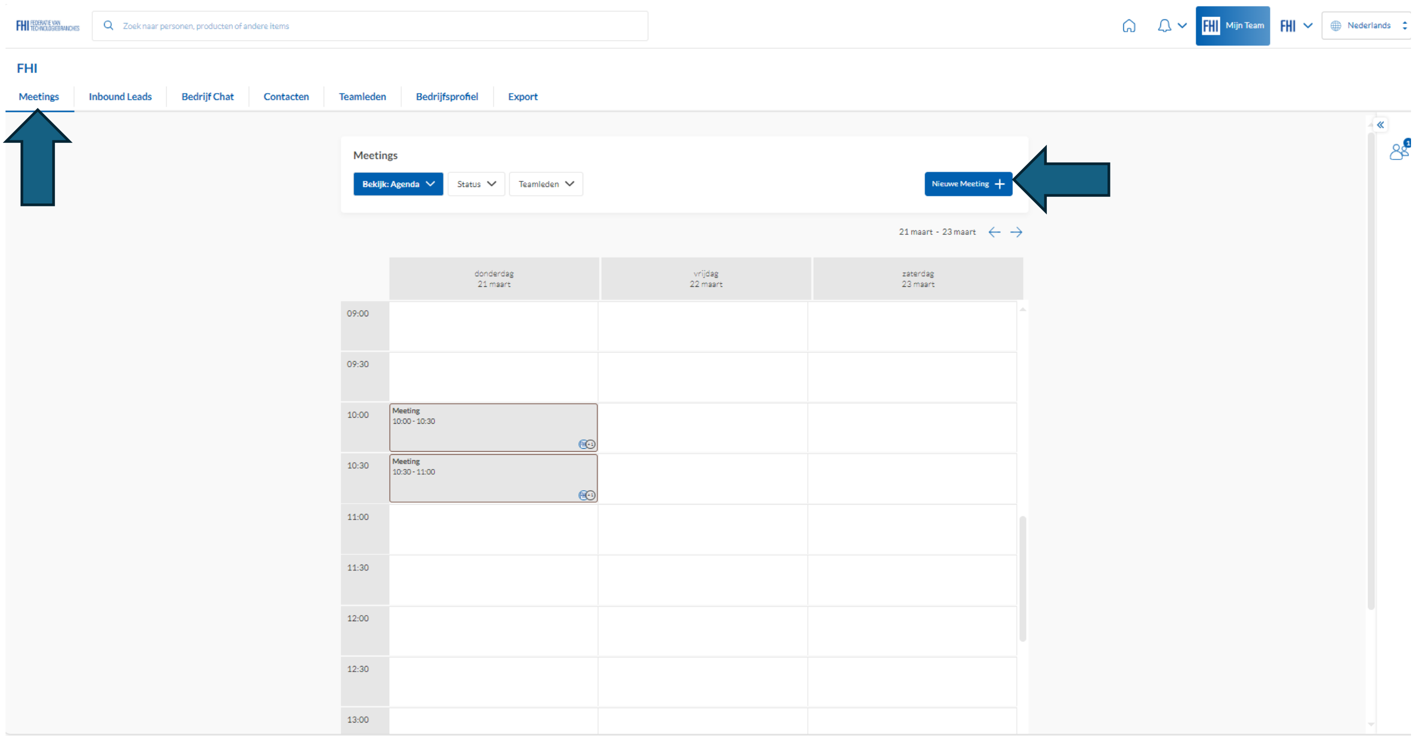
Managing team members

When a team is created the stand personnel who are pre-registered are automatically in that team. For people who register after the team has been created, a participation request is automatically sent. This request must be accepted by the admin which is the person who started the team. If you want to add new people to the team yourself, you can do so via the "invite members" button.



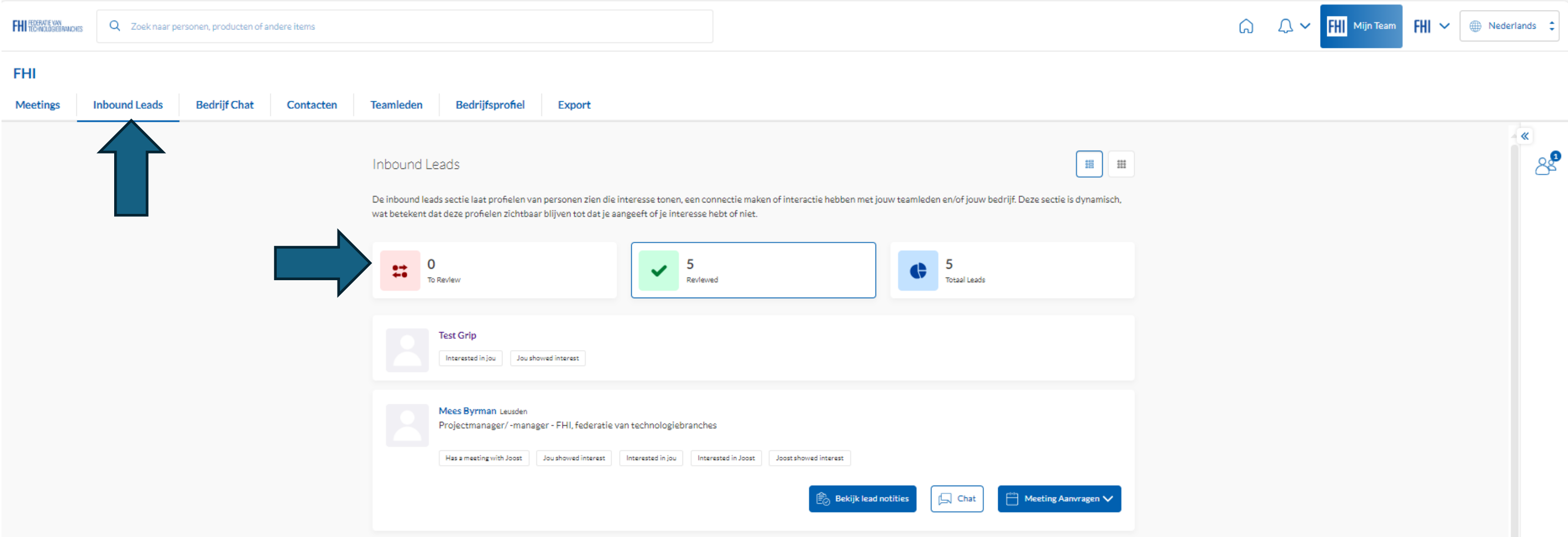
Schedule meetings

Via "Meetings", you can keep track of the team's calendar. Here the meetings of all team members are listed. You can also schedule a meeting for another team member, for example if you already have a meeting scheduled at that time. A meeting that has not yet been accepted is grey in the calendar. As soon as it is accepted by both sides, the meeting changes color. PLEASE NOTE: When visitors request a meeting themselves, it also appears as grey in the calendar. In this case it must still be accepted by one of you!



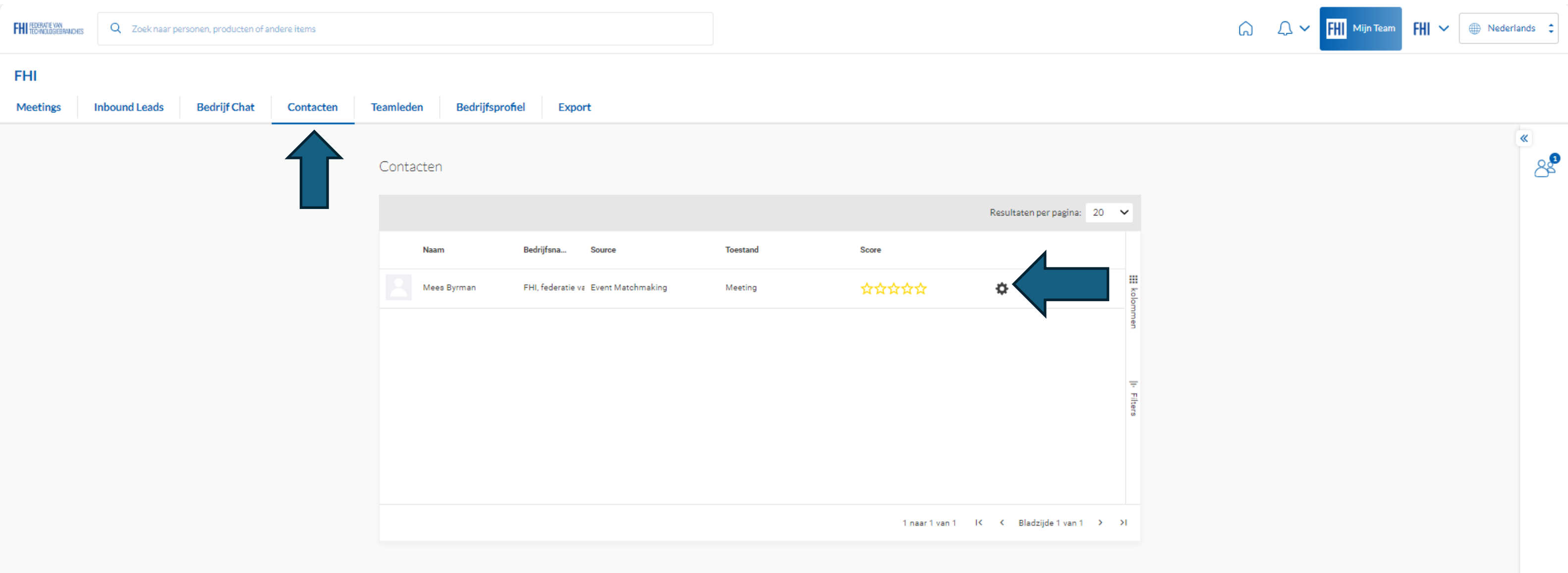
Inbound Leads

"Inbound leads" lists all the people that you have a connection with or who have requested a connection with one of the team members. When someone shows interest, his/her profile is listed under "To review". Here you can accept or reject the request after which the profile is moved to "Reviewed". When you request a connection with someone else, you will see it under "Reviewed" as soon as the request is accepted.



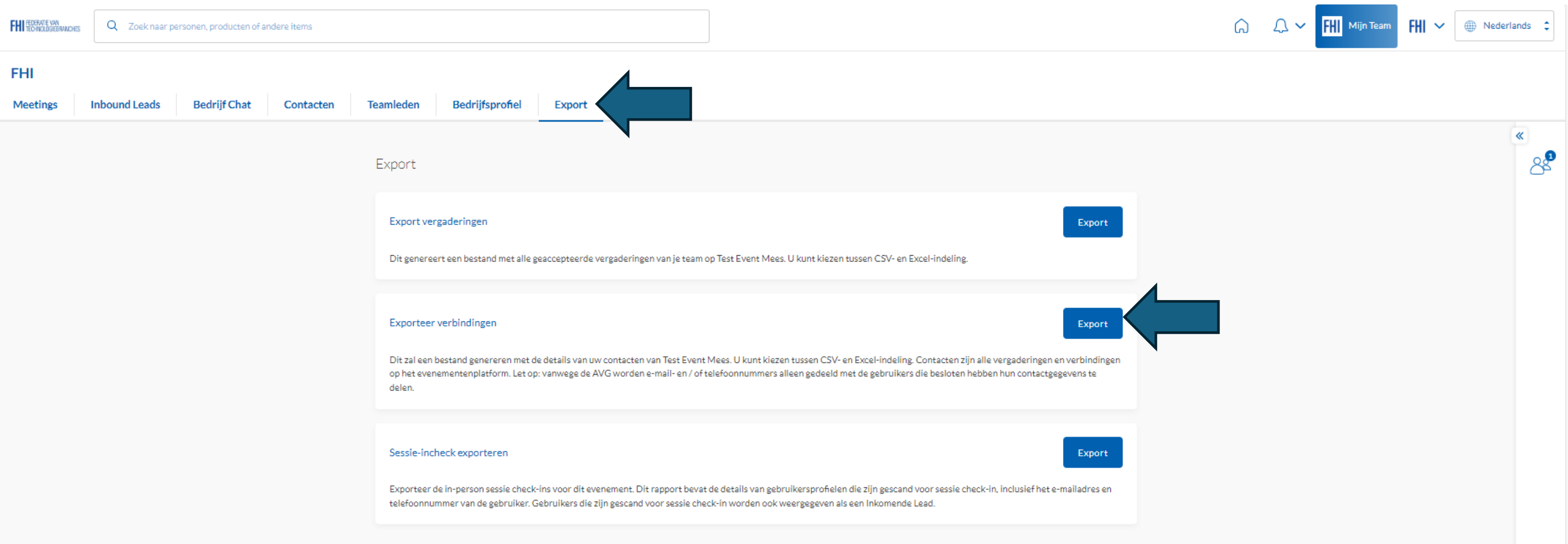
Contacts

Under contacts you can see all visitors who have a connection with a team member, or who have been scanned by a team member. You can rate the contacts and view notes via "settings". At the end of the day, you can export all this data.



Export your data

From the "Export" tab you can export contacts. Once the export is made you will see, in the excel file under the "Lead Notes" column, all the notes and when/by whom they were made.



Company chat

The company chat contains messages that are sent to the company profile. You can recognize new messages by a notification next to the name. This notification disappears when the chat is opened. All team members can respond to these messages.