



Exhibitor manual FHI Events app

Manual for the usage of the eventsoftware from FHI



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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!

1. Activeer je account.

Je kunt inloggen met je e-mail en badgenummer. Zodra je een wachtwoord hebt aangemaakt, kun je je profiel instellen, onze aanbevelingen bekijken en beginnen met het maken van afspraken!

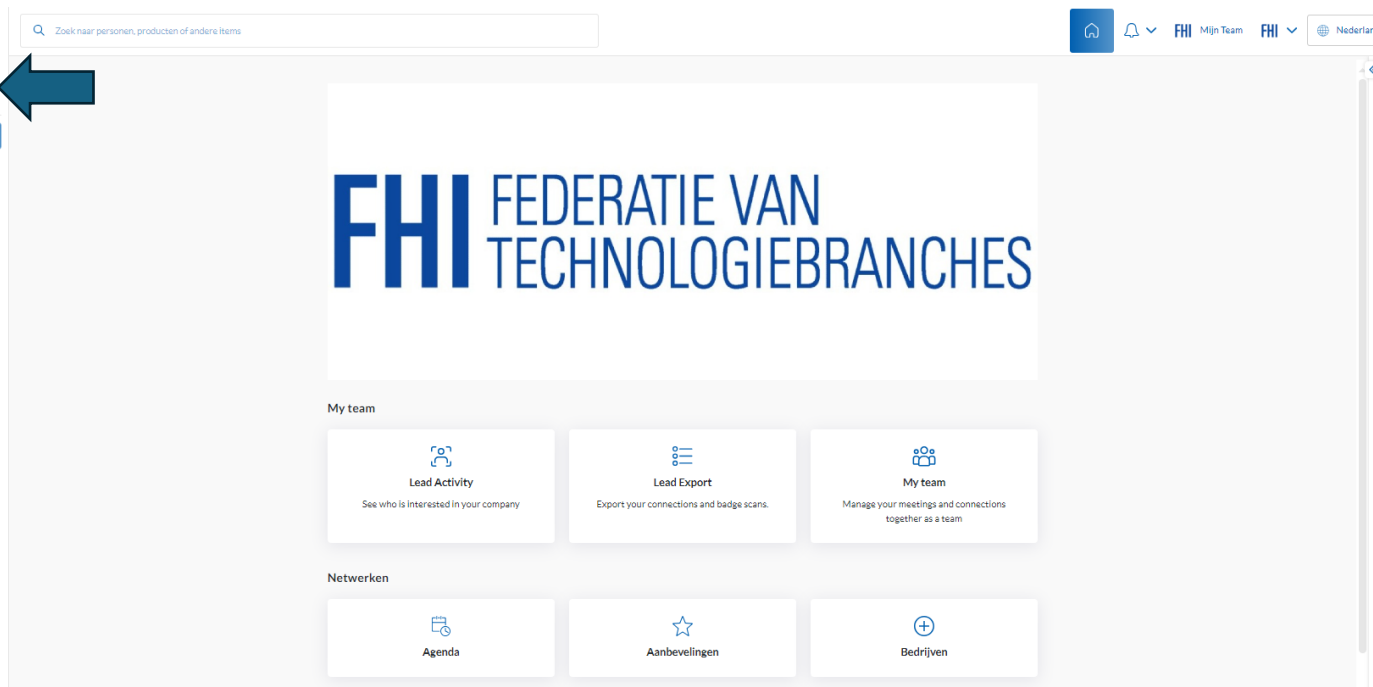
Jouw gegevens:

Email: mees.byрман@fhi.nl

Badge ID: 98765

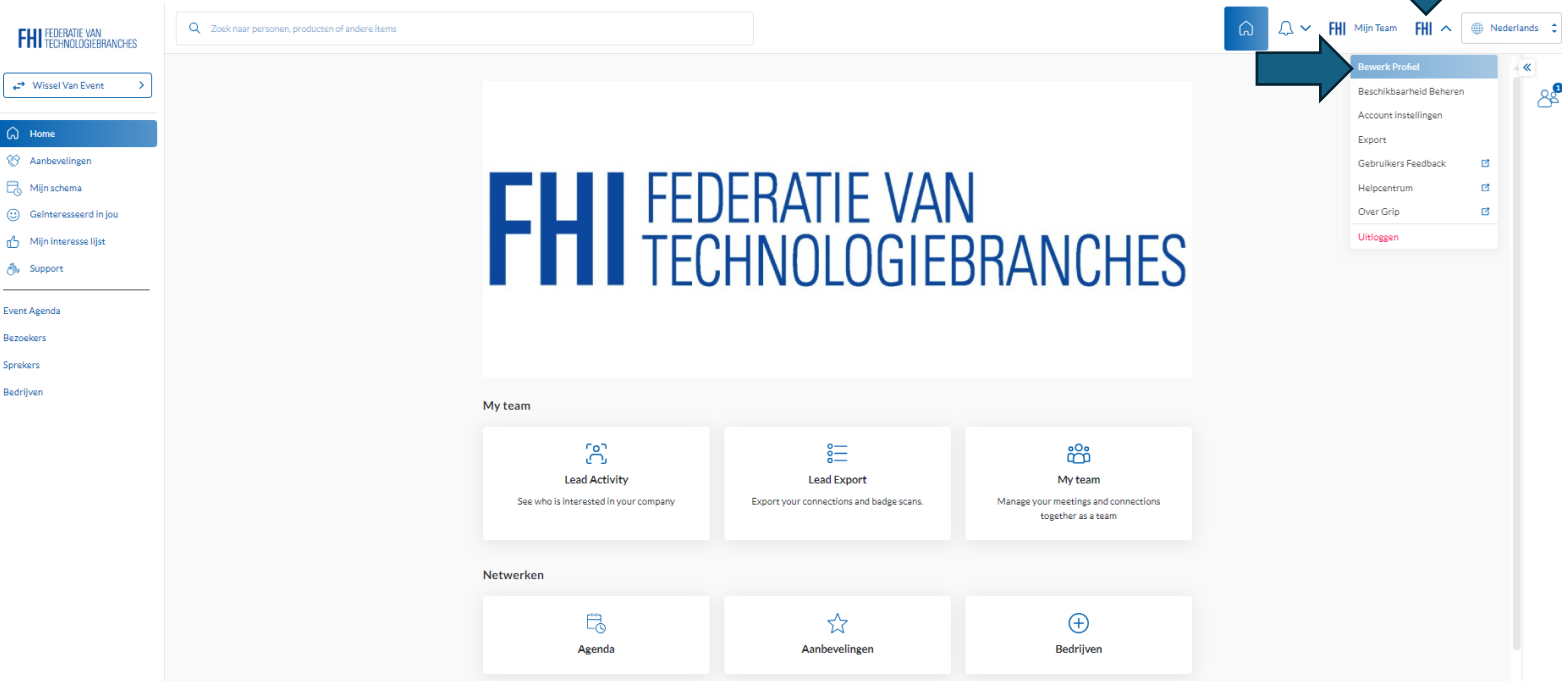
Login

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.



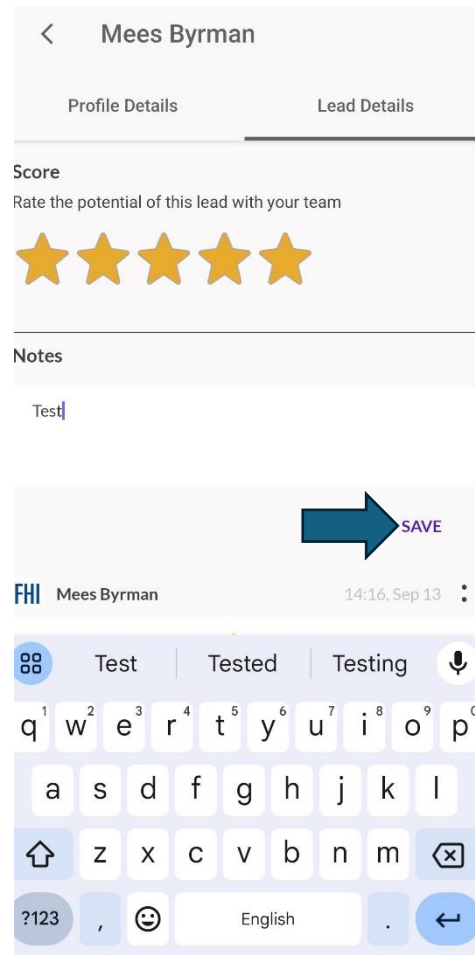
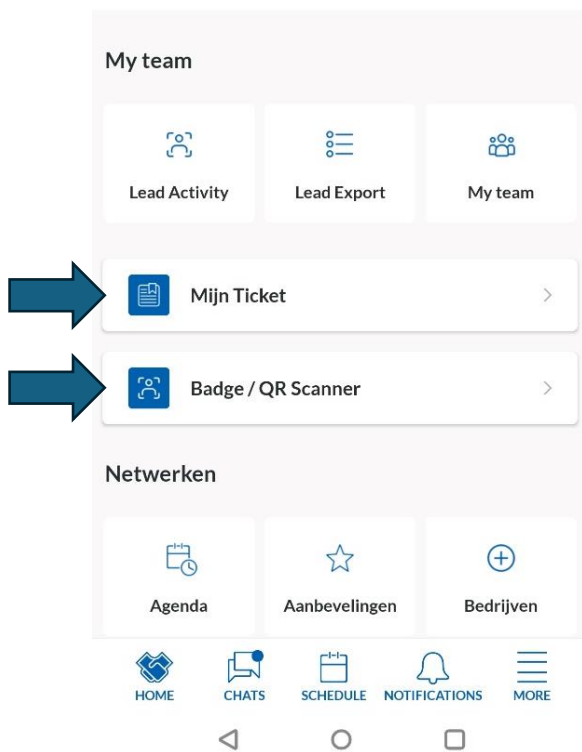
The screenshot displays the FHI Grip user interface. At the top left, the logo for 'FHI FEDERATIE VAN TECHNOLOGIEBRANCHES' is visible. A search bar contains the text 'Zoek naar personen, producten of andere items'. Below the search bar is a navigation menu with options like 'Home', 'Aanbevelingen', 'Mijn schema', 'Geïnteresseerd in jou', 'Mijn interesse lijst', and 'Support'. The main content area features the FHI logo and the text 'FHI FEDERATIE VAN TECHNOLOGIEBRANCHES'. Below this, there are sections for 'My team' and 'Netwerken'. The 'My team' section includes 'Lead Activity', 'Lead Export', and 'My team'. The 'Netwerken' section includes 'Agenda', 'Aanbevelingen', and 'Bedrijven'. In the top right corner, there is a user profile icon and a dropdown menu. A blue arrow points to the profile icon, and another blue arrow points to the 'Bewerk Profiel' option in the dropdown menu. The dropdown menu also includes options like 'Beschikbaarheid Beheren', 'Account instellingen', 'Export', 'Gebruikers Feedback', 'Helpcentrum', 'Over Grip', and 'Uitloggen'.

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.

FHI FEDERATIE VAN
TECHNOLOGIEBRANCHES



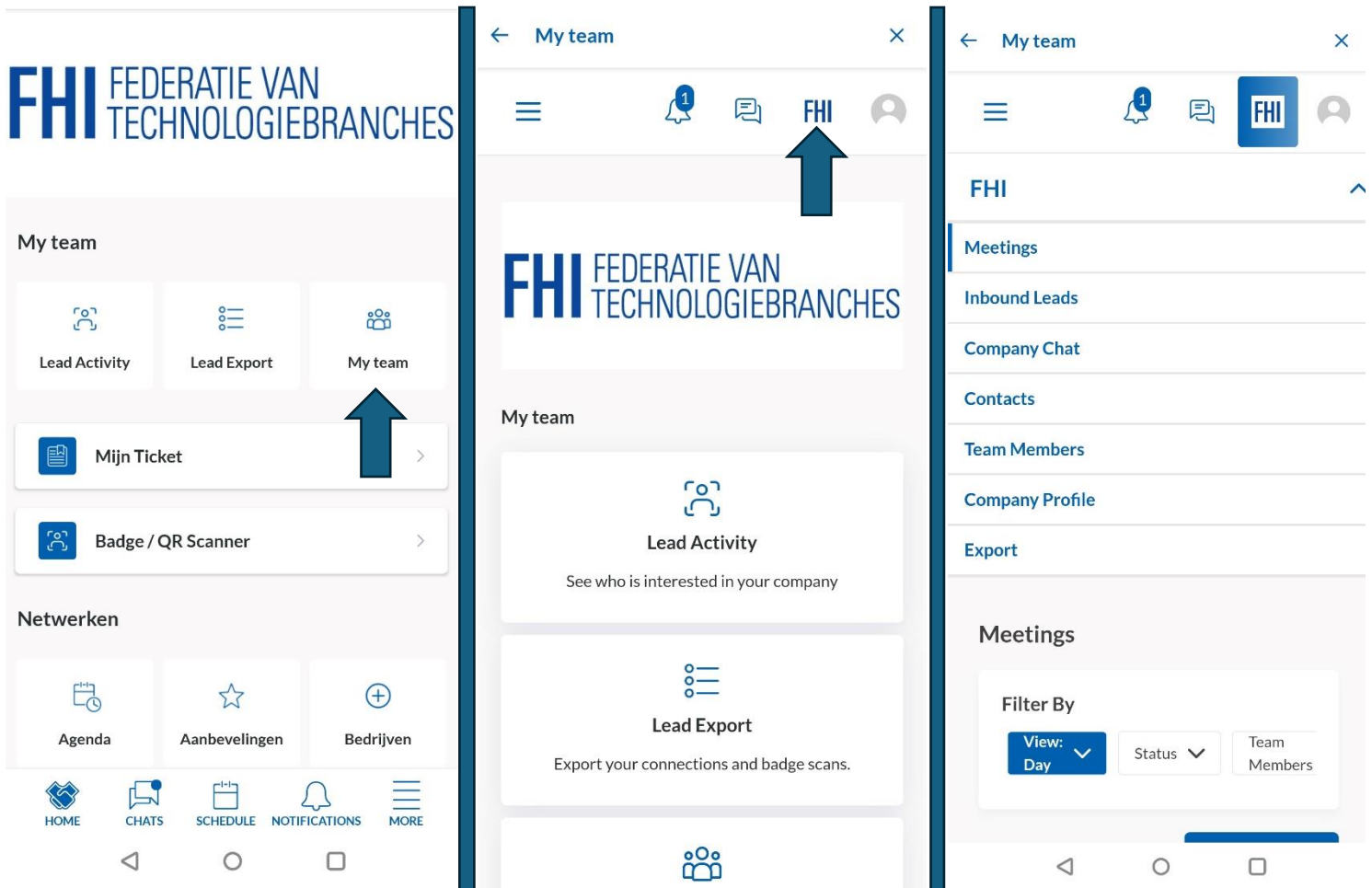
Teams via the app

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

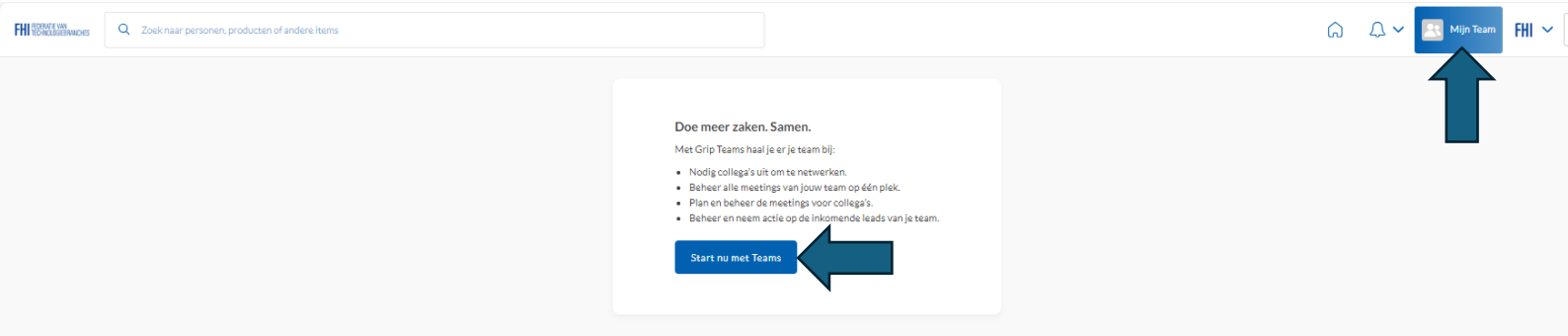
Dashboard



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.

The screenshot shows the 'Teamleden' (Team Members) page in the FHI system. At the top, there is a search bar with the placeholder text 'Zoek naar personen, producten of andere items'. Below the search bar is a navigation menu with tabs: 'Meetings', 'Inbound Leads', 'Bedrijf Chat', 'Contacten', 'Teamleden', 'Bedrijfsprofiel', and 'Export'. The 'Teamleden' tab is selected. On the right side of the page, there is a blue button labeled 'Uitnodigen Leden' (Invite Members). In the top right corner, there is a dropdown menu labeled 'Mijn Team' with the FHI logo. A blue arrow points to the search bar, another blue arrow points to the 'Uitnodigen Leden' button, and a third blue arrow points to the 'Mijn Team' dropdown menu. The main content area shows a list of team members with their names, roles, and email addresses, along with a gear icon for each member.

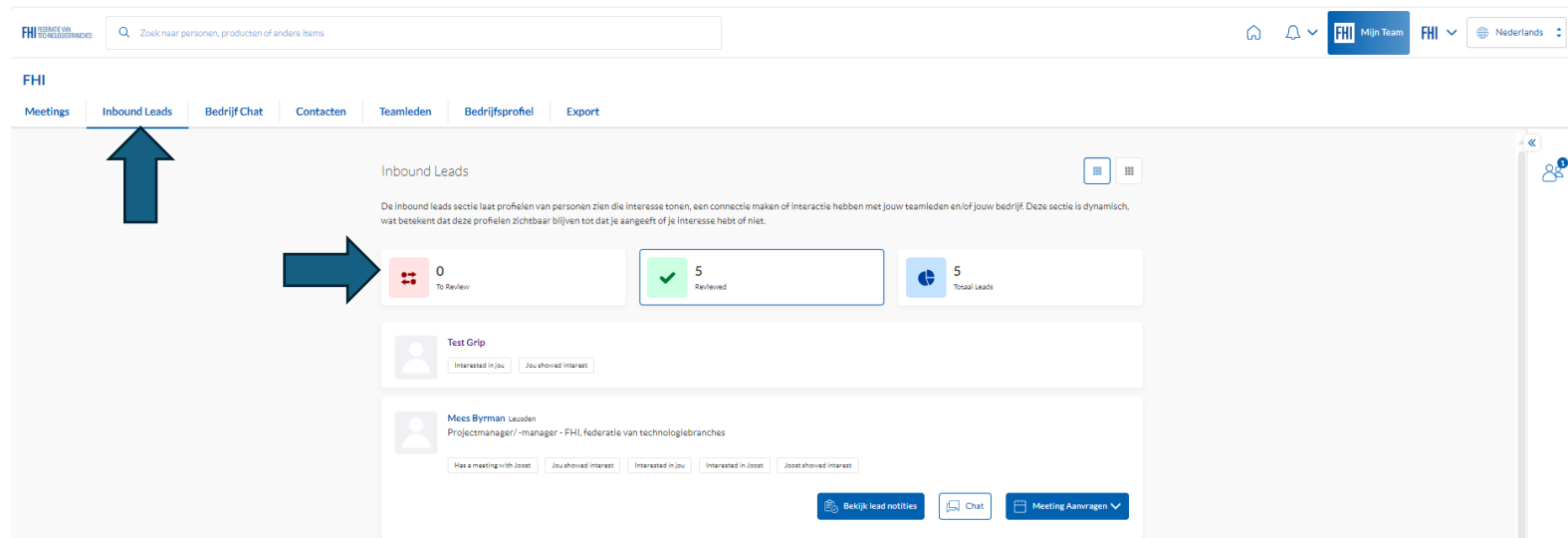
Schedule meetings

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!

The screenshot shows the 'Meetings' page in the FHI system. At the top, there is a search bar with the placeholder text 'Zoek naar personen, producten of andere items'. Below the search bar is a navigation menu with tabs: 'Meetings', 'Inbound Leads', 'Bedrijf Chat', 'Contacten', 'Teamleden', 'Bedrijfsprofiel', and 'Export'. The 'Meetings' tab is selected. On the right side of the page, there is a blue button labeled 'Nieuwe Meeting +' (New Meeting). In the top right corner, there is a dropdown menu labeled 'Mijn Team' with the FHI logo. A blue arrow points to the 'Meetings' tab, and another blue arrow points to the 'Nieuwe Meeting +' button. The main content area shows a calendar view for the dates 21 maart, 22 maart, and 23 maart. The calendar has a time slot from 09:00 to 13:00. There are two meetings scheduled for 21 maart: one from 10:00 to 10:30 and another from 10:30 to 11:00. Both meetings are shown in grey, indicating they have not yet been accepted. Each meeting entry has a gear icon and a plus sign.

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.



FHI

Meetings **Inbound Leads** Bedrijf Chat Contacten Teamleden Bedrijfsprofiel Export

Inbound Leads

De Inbound leads sectie laat profielen van personen zien die interesse tonen, een connectie maken of interactie hebben met jouw teamleden en/of jouw bedrijf. Deze sectie is dynamisch, wat betekent dat deze profielen zichtbaar blijven tot dat je aangeeft of je interesse hebt of niet.

0 To Review

5 Reviewed

5 Total Leads

Test Grip

Interested in jou | Jou showed Interest

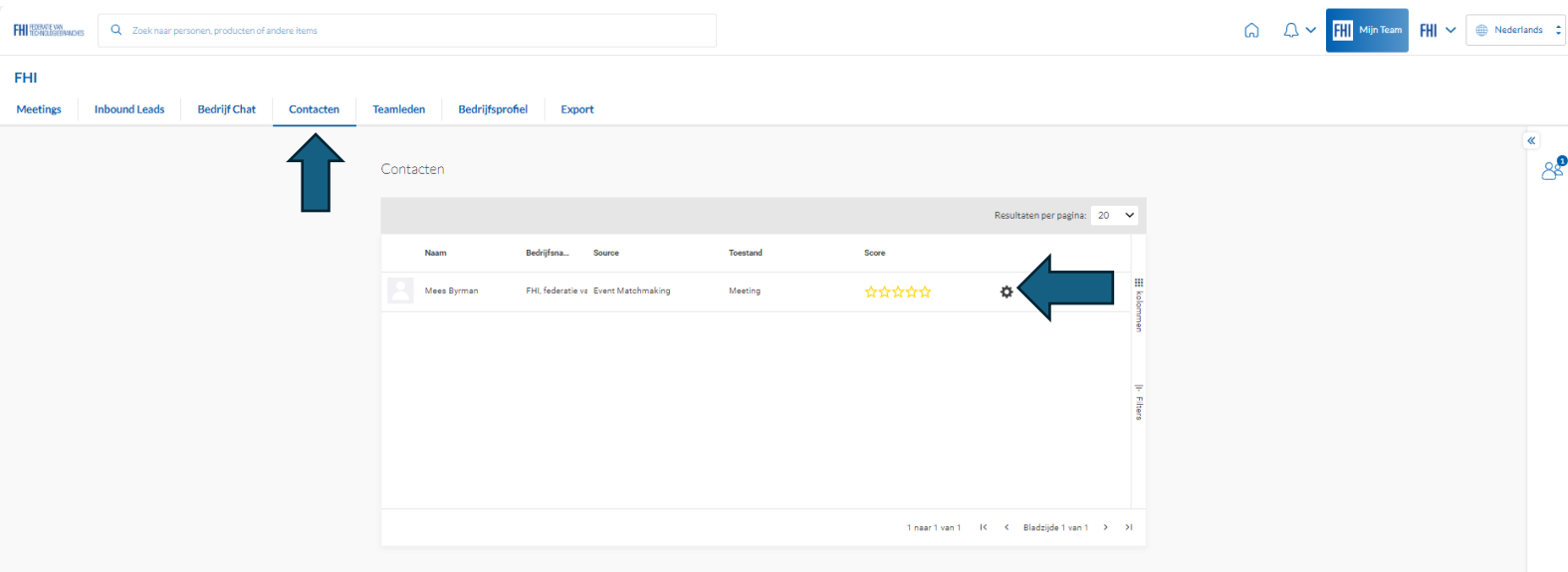
Mees Byrman Leuzen
Projectmanager / -manager - FHI, federatie van technologiebranches

Has a meeting with Joost | Jou showed Interest | Interested in jou | Interested in Joost | Joost showed Interest

Bekijk lead notities | Chat | Meeting Aanvragen

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.



FHI

Meetings Inbound Leads Bedrijf Chat **Contacten** Teamleden Bedrijfsprofiel Export

Contacten

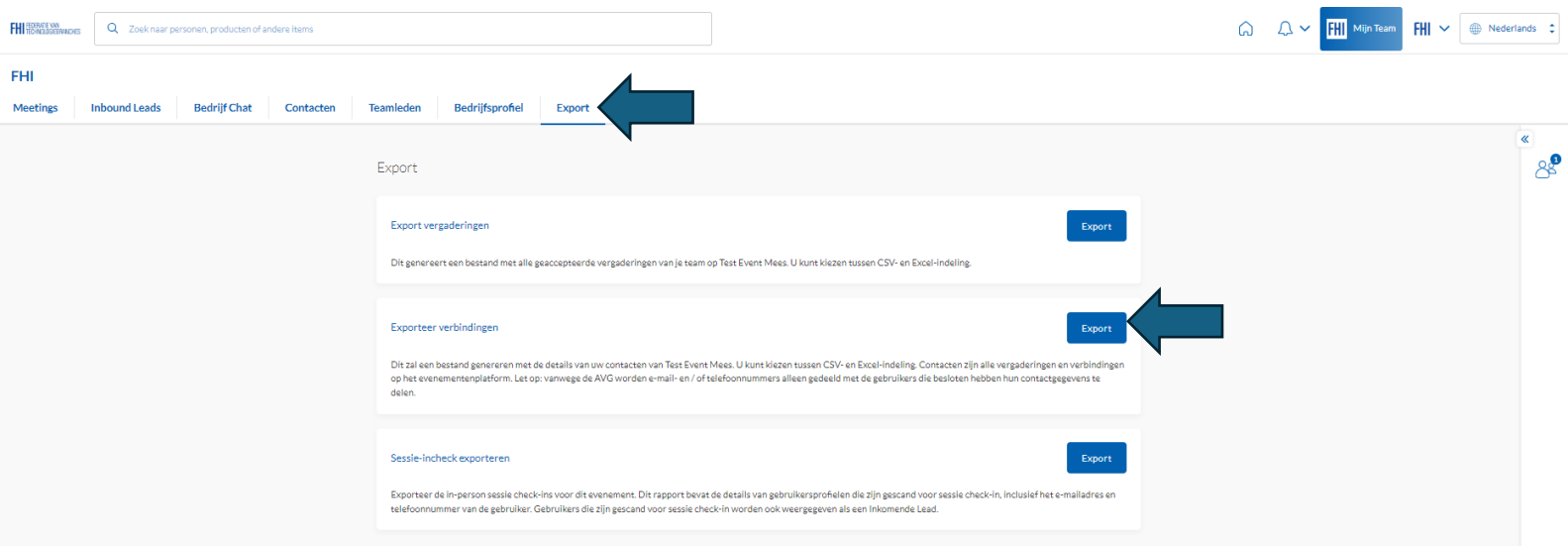
Naam	Bedrijfsna...	Source	Toestand	Score
Mees Byrman	FHI, federatie v...	Event Matchmaking	Meeting	☆☆☆☆☆

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Export your data

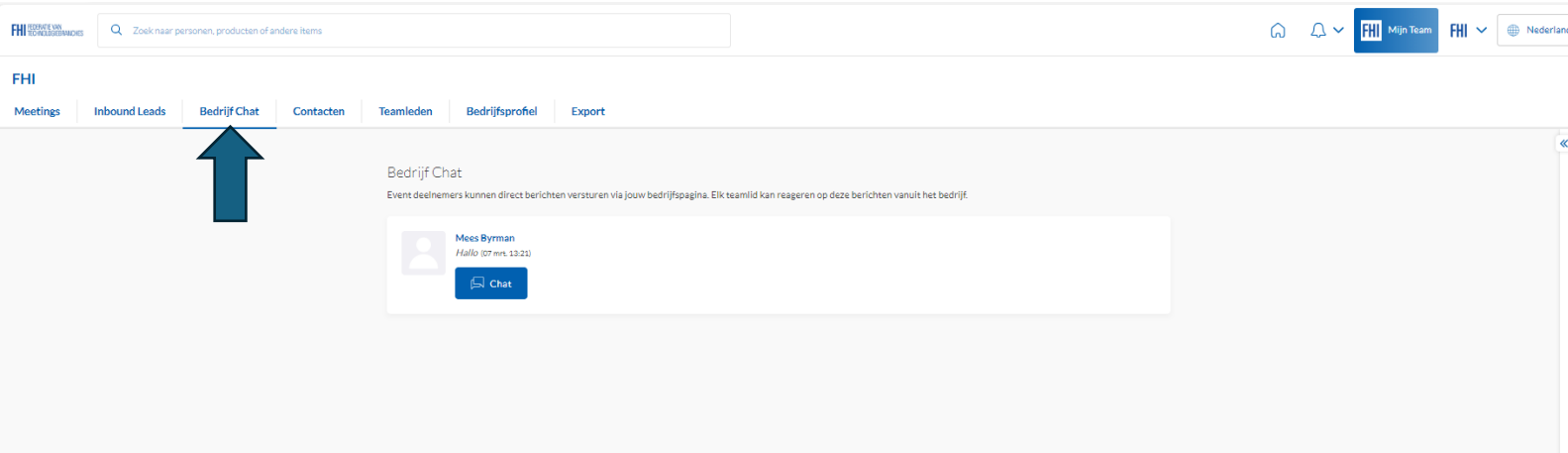
From the "Export" tab you can export contacts. Once the export is made you will see, in the excel file under the "Lead Notes" column, all the notes and when/by whom they were made.



The screenshot shows the FHI user interface with the 'Export' tab selected in the navigation menu, indicated by a blue arrow. The main content area is titled 'Export' and contains three export options, each with a blue 'Export' button. The first option is 'Export vergaderingen' (Export meetings), the second is 'Exporteer verbindingen' (Export connections), and the third is 'Sessie-incheck exporteren' (Export session check-ins). A second blue arrow points to the 'Export' button for 'Exporteer verbindingen'.

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.



The screenshot shows the FHI user interface with the 'Bedrijf Chat' tab selected in the navigation menu, indicated by a blue arrow. The main content area is titled 'Bedrijf Chat' and shows a message from 'Mees Byrman' with the text 'Hallo (27 mnt. 13:21)'. A blue 'Chat' button is visible below the message.