

## MACH 2024 Data Capture Guide

The data capture system for the exhibitions is called Visit Connect, for information on how to access the system and add your staff members to it please see the September Task of the Month – Staff Badges (you can review this in the E-Zone Help Library if you need to).

### Exhibitor Profile - THE MANUFACTURING TECHNOLOGIES ASSOCIATION (Stand No: 17-610)

Home  
Profile  
Task List  
Visitor Requests  
Product Categories  
Products  
Press Releases  
Brochures  
Videos  
Marketing Assets  
Exhibitor Manual  
Staff Badges & Data Capture  
Help Library

Your profile is 100% complete

**A Note from the Organiser**  
**Heads Up!**  
**Task of the Month**


MACH TASK OF THE MONTH   Month Year - Task	Date
MACH TASK OF THE MONTH   December 2023 - Request Your Free Marketing Assets	December 14, 2023
MACH TASK OF THE MONTH   November 2023 - Access Wristbands	November 24, 2023
MACH TASK OF THE MONTH   October 2023 - Login to the Exhibitor Manual	October 20, 2023
<b>MACH TASK OF THE MONTH   September 2023 - Access Your Visit Connect Profile</b>	<b>September 18, 2023</b>
MACH TASK OF THE MONTH   August 2023 - Exhibitor Information Day	August 18, 2023
MACH TASK OF THE MONTH   July 2023 - Promoting your Presence	July 14, 2023
MACH TASK OF THE MONTH   June 2023 - Book Accommodation	
MACH TASK OF THE MONTH   May 2023 - Sponsorship Review	May 11, 2023
MACH TASK OF THE MONTH   April 2023 - E-Zone Access	April 13, 2023

## Unlimited Access

Previously Exhibitors had to buy the number of Scanning App Licences or QR Codes that they wanted individually. For MACH 2024 the flat fee in your stand contracts allows you access to as many Scanning Apps and QR codes as you want.

## Scanning Apps – Getting your staff access to the system

The app system no longer works via licence codes, instead it recognises the emails of the staff members you have registered as exhibitors in the 'Team' section of Visit Connect. Once you have added a member of staff you can allow them the ability to access the scanning system by clicking Edit next to their name:

<input type="checkbox"/>	Name	Email	Type	State	Attendance	Lead Scans	Permissions
<input type="checkbox"/>	Test Example	madeup@mta.org.uk	Exhibitor	Registered	No show		 Edit

And then checking the appropriate box:

Staff

Name \*  
Test Example

Email \*  
madeup@mta.org.uk

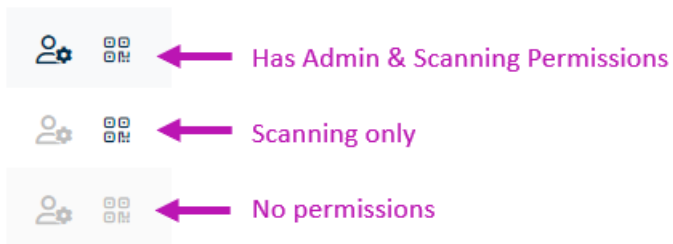
**Open registration form**

**Permissions**

- Admin permissions
- Allow capture leads
- Show all leads
- Allow export leads

Cancel **Save**

You can see at a glance who has which permissions by looking at the icons:



To notify staff members on mass of the scanning system you can send them an email check the box next to the names you wish to send to

<input checked="" type="checkbox"/>		Test Example	madeup@mta.org.uk	Exhibitor	Registered
-------------------------------------	--	--------------	-------------------	-----------	------------

and then use the 'Actions' button at the top right of the screen to find the 'send confirmation email' function:

Search Staff: 18 (unlimited)


**Add staff** **Actions**

<input type="checkbox"/>	Name	Email	Type	State	Attendance	Lead Scans	Permis
<input type="checkbox"/>							
<input type="checkbox"/>							
<input type="checkbox"/>							

- Show licence QR code
- Export selected staff
- Print staff vouchers
- Print licences
- Send confirmation email

The individuals will then be emailed a QR code they can use to access the scanning system. You can also find options here view on screen or print the individual set-up QR codes for your staff.

For individual staff or if anyone has trouble receiving the email, you can click their name and the 'Access Visit Connect for...' button for more options:

<input type="checkbox"/>		Test Example	madeup@mta.org.uk	Exhibitor	Registered	No show
--------------------------	---	--------------	-------------------	-----------	------------	---------

### Test Example

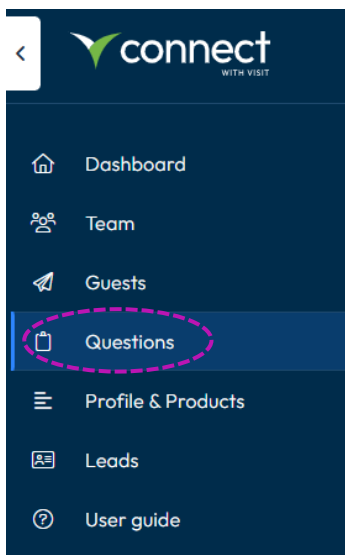


EMAIL: madeup@mta.org.uk  
REGISTRATION TYPE: Exhibitor  
COMPANY: THE MANUFACTURING TECHNOLOGIES ASSOCIATION

 [Access Visit Connect for Test Example](#)

## Scanning Apps – Customisation

To help your staff quickly and efficiently tag leads you can add key options to your apps using the 'Questions' tab:




This will allow you to categorise scanned leads. Just use the '+ Add' button at the top right of the screen to add multiple choice, check boxes or free text fields:

### Question details

Question name \*

Field is required

Type   Enabled

- Free text
- Single choice
- Multiple choice

[Close](#) [+ Add answer](#) [Save](#)

Remember to save your questions as you go!

You can add specific products or services your leads are interested in, add priority tags or make notes on specific projects/requirements.

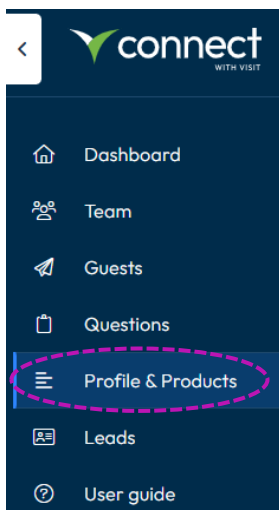
## QR Codes

QR codes are a great way to enable visitors to interact with you and your products.

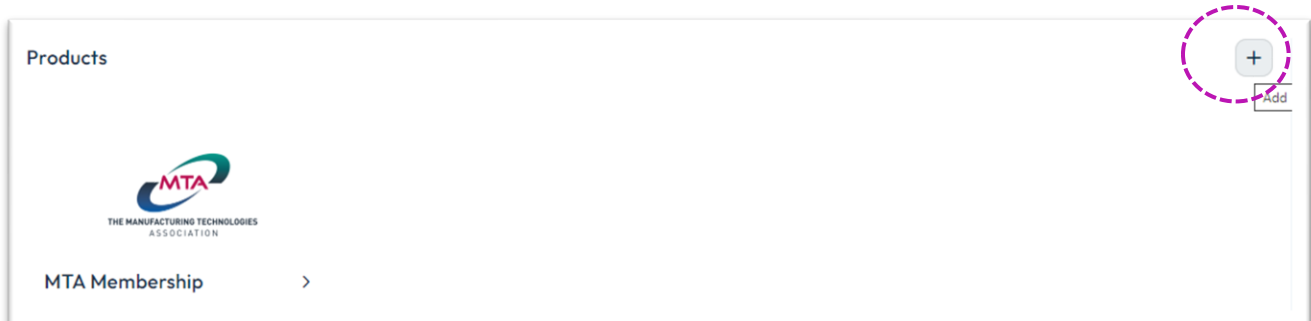
We recommend every stand have a 'Leave your details' QR code set up so that if you are busy or a visitor doesn't have time to stop they can scan the code to leave their details and effectively request a call back.

QR codes are also a very efficient way to allow visitors to access specific information about your products and services without having to carry away brochures. You can upload technical specs, brochures, web links and images to a QR code so when a visitor scans it the information is uploaded to a 'digital briefcase' they can access after the show.

QR Codes on Visit Connect are created via the 'Profile and Products' section:

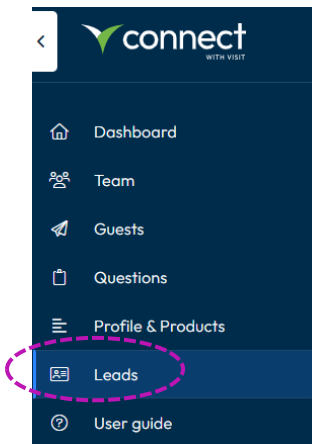


Use the Add button in the Products section:



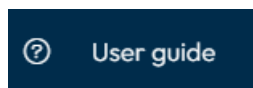
To generate the QR Codes use the 'Export' button at the top right of the screen – there will be a general company code that links to the information that you have added to your company profile and additional codes for the products you have added.

Once you start scanning badges the leads will show up in the 'Leads' section:



You can use the search function on this tab to find specific leads, and the 'Export' function to download all the leads to an Excel spreadsheet to process or upload into your own system.

For more detailed information of searching, filtering or exporting your leads check out the User Guides created by Visit and linked to your profile:



**These guides were created by the experts and include handy video tutorials!**