

QUESTION	ANSWER	
How do I scan a badge to get the wearer's contact information?	Install either of the following apps on your smartphone or mobile device: <ul style="list-style-type: none"> • INFORMS Badge Scanner • INFORMS Meetings 	
PROBLEMS? What should I do if the app does not work or I cannot obtain it?	<ol style="list-style-type: none"> 1. Get a generic/free QR Code Scanner app from the App Store or Google Play Store 2. Open that app 3. Scan a badge → Add a note, if desired → Choose format → Type Email address → touch SEND → touch Back 	
Questions?	If above does not help, please go to the Mobile App Information Booth at the registration area	
Which app do you wish to use? →	INFORMS Meetings App:	INFORMS Badge Scanner/Reader App:
How do I obtain the app?	<ul style="list-style-type: none"> • If you have an iOS device, open the App Store. • If you have an Android device, open the Google Play Store. • Then, search for "INFORMS Meetings" • Once you locate it, install it on your device 	<ul style="list-style-type: none"> • If you have an iOS device, open the App Store and search for "INFORMS Badge Scanner" • If you have an Android device, open the Google Play Store and search for "INFORMS Badge Reader" • Once you locate it, install it on your device
How do I use app to scan a badge to get someone's contact information?	Open the app → Select "Scan a Badge" from User Menu → scan a badge!	Open the app → "Scan a badge" → scan a badge!
How do I access the scanned badge information?	View all contacts you have obtained on the My Connections page (under top user menu)	Go to Home screen → "Show All Contacts Info"
How do I change the information captured from a scanned badge?	Pencil symbol on scanned card → Make changes (modify text, add note, etc.) → Back button at bottom (Changes are saved automatically)	Pencil symbol on card → Make changes (modify text, add note, etc.) → MAIN MENU to go back (changes are saved automatically)
How do I send the data to myself?	Main Menu → "Email All Contacts Info" → "Choose Format" → type in email address → send	"Email All Contacts Info" → "Choose Format" type in email address → Send

SHORT VERSION of the above:

Install EITHER INFORMS Badge Scanner (iOS) or INFORMS Badge Reader (Android) OR INFORMS Meetings.

Using INFORMS Meetings App? Select “Scan a badge” from the user menu and scan badge.

Using INFORMS Badge Scanner App? Touch Scan a badge and scan badge.

To edit card, touch Pencil symbol on top bar of scanned card.

To delete card, touch X symbol on top bar of scanned card.

To send cards by email, touch Email

EXTREMELY SHORT VERSION of the above:

Install INFORMS Meetings app on smartphone from iTunes App Store or Google Play Store. Select “Scan a Badge” from user menu and scan QR code.