

# DATA SCIENCE FESTIVAL

## BadgerScan Guide for IOS and Android

**BadgerScan app reads attendees QR codes (on the back of their badges) for contact information.**



BadgerScan

### Set up of the application:

- Download the free app **BadgerScan (has a badger claw as the logo)** from the App store onto your mobile phone.
- If you would like to, you can add your contact details to 'My Badge'. This will create a QR code which you can share with attendees - this will allow attendees to add your name, phone number and email address to their contacts on their mobile phone.
- Ensure that you have added an email account in your device settings. If you use Outlook, and have only set up your email in the Outlook App, you will not be able to export contacts. You must add an email account in the device settings. For Apple devices, this is under Settings -> Mail -> Accounts. Add an email account and ensure that the "Mail" app toggle button is activated within the Account settings. It is possible that you have previously removed the default Apple Mail App. In this case, reinstall the Mail App to complete the account setup and contact export.
- We recommend that you test scanning and exporting prior to the event, to ensure your device works. Please follow the steps below and see page 4 of this document for some sample QR codes to test your device with.

### Operation:

- Press the 'Scan Code' button on the bottom right hand side corner of the home screen. This will open the camera (you may need to allow access/permission) and you can scan the QR code on the back of the attendees badge.
- This information is now stored within the app and will be on your homepage. This will store their name, job title, company and email address.
- You can also add a note next to the name of a contact which may be helpful for you. Make sure you press save once you add a note. If you want to hide notes from appearing on your home screen, you can do this on the drop down menu > 'Settings' > 'Show/Hide notes on home screen'.
- You can click on any contact on the home screen and view them or edit the details.

## Exporting the contact list:

- To download the list of your contacts, go onto the drop down menu > 'Export all contacts'.
- Press the 'Export All Contacts' button and you will be prompted to send an email.
- For **IOS**, this will automatically select the 'Mail' app to send the email from. For **Android**, it will ask you to select which app you would like to send the email from.
- After this, a draft email will appear in your email app. Type in the email address you would like the list sent to.
- Ensure that you have added an email account in your device settings. If you use Outlook, and have only set up your email in the Outlook App, you will not be able to export contacts. You must add an email account in the device settings. For Apple devices, this is under Settings -> Mail -> Accounts. Add an email account and ensure that the "Mail" app toggle button is activated within the Account settings. It is possible that you have previously removed the default Apple Mail App. In this case, reinstall the Mail App to complete the account setup and contact export.
- This will send that email address a CSV file, with all the contact details on one sheet.
- Ensure that the CSV file is delivered to your email inbox. With the multitude of devices, operating systems and mail servers, there are many variations of environments with their own nuances.
- Ensure that you know how to import the contacts to your CRM or Excel. The exported CSV file is actually semicolon (;) separated to allow commas in the formatted address data. You may need to change settings in some spreadsheet programs for the data to appear correctly in columns.
- It might be worth planning to create backups of your data by exporting your contact list daily while at the event. Set a reminder in your calendar. The app doesn't store backups to servers.
- On the CSV file, you will have several additional columns - please just delete these once you have downloaded the list. There will also be BadgerScan Support contact added automatically - just ignore this and delete it!

**Caution: Pressing 'Delete all contacts' on the drop down menu will clear all your contacts. Download your lists prior to pressing this option.**

## Troubleshooting Guide

### Important Notice for Android devices:

The recent updates of Nexus and Pixel phones with Android version 8.x has caused a glitch with the export feature. A patch has been released with BadgerScan version 1.2.4, however you may also retrieve your exported contacts using version 1.2.3 with the following protocol:

- Attempt to Export All Contacts within the BadgerScan App. This will create the CSV file prior to closing unexpectedly.
- Open your phone Settings.
- Select Storage.
- Select Files.
- Select the folder named badgescan.
- Inside this folder, tap on badgerscan.csv.
- In the top right corner of the screen, you will have the option to save the file to Google Drive, download, or send the file via Email.
- Note that the CSV file contains semicolon separated values, which you may need to account for when importing into other software like Excel.

### iPhone: Export Email will not send:

Ensure that you have added an email account in your device settings. If you use Outlook, and have only set up your email in the Outlook App, you will not be able to export contacts. You must add an email account in the device settings. This is under Settings -> Mail -> Accounts. Add an email account and ensure that the "Mail" app toggle button is activated within the Account settings.

A recent iPhone update introduces an issue with some iPhones where the Export Email is displayed, but you are unable to enter the To Address and send the message. To work around this glitch, please first edit the Subject Line of the message. This should allow you to now enter the To Address and send the message.

**For more information, please visit <http://www.badgerscan.org/> or contact a DSF team member.**

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## Sample QR Codes

Please use these to test your device prior to the event.

