UCAS

UCAS DISCOVERY LANARKSHIRE

GET READY FOR SCANNING

1. Connect your device to WiFi or 4G/5G

Eduroam
or
Guest WiFi: UWS_Guest
Password: UWS_Welcome

2. Download the **Smartlead UCAS App** from the Google Playstore or Apple App Store.
3. Set up a PIN by typing in twice to validate (if you forget your PIN we can look this up for you in your Enet account).
4. Login
   - **a)** Enter your username - any email address for you/your organisation
   - **b)** Enter your password – this is a unique licence code from your bookers Enet account.
   - **c)** If you have previously used the Smartlead UCAS app, you may only be prompted to enter a pass code (you will need to add a new licence code in the settings section).
5. Scan the unique event QR code opposite to activate this event. Don't scan your own exhibitor pass.
6. Check the home screen displays your organisation name, the event name and date for the event you're attending.

NEED HELP?

Check the FAQs on the reverse or visit the scanning help desk at the event.

Call **01242 545725**

AT THE END OF THE EVENT

1. Check your data – go to 'Settings', 'Sync data' and hold down the 'Process Data Sync' button. This will ensure that all data is pushed to your **bookers** Enet account.
2. Check your data has all loaded into your bookers Enet account.
3. After each event it is good practice to reset the app to clear all of the data within your app. Please ensure all your data is synced before resetting.

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FAQS

WI-FI

Details of the Wi-Fi service at the venue can be found in the exhibitor manual.

FORGOTTEN PIN

Your PIN can be found in your bookers ENet account in the last event that your scanner was used.

RED SCREEN WHEN TRYING TO SCAN

Another app is using your camera. Close all apps on your device and restart the Smartlead UCAS App.

NO INTERNET OR BAD SIGNAL

You can scan offline, provided you have already activated your licence code and scanned the unique event QR code. Check the home screen displays the correct organisation, event name and date. If scanning offline, you must put your device online and sync your data after the event to upload your scans to your bookers Enet account.

HOW DO I SYNC MY DATA?

Go to 'Settings', 'Sync data' and hold down the 'Process Data Sync' button. This will ensure that all data is pushed to your Enet account.

MY QR CODE OR BARCODE DOES NOT SCAN/ UNRESOLVED QR CODE OR BARCODE

1. Clean your camera lens with a tissue or soft cloth.
2. Check your settings - ensure the 'restrict to standard QR code or barcode type' is not ticked.
3. Try scanning again.
4. Check the home screen displays the correct organisation name, event and date for the event you're attending.
5. The QR code may be blurred or damaged or there may be a screen protector.
6. The camera specification may not be sufficient (minimum of five megapixels needed).

CAN'T SCAN A QR CODE

Take a photograph of the QR code including the person's name and the QR code number and email it to **eventstechnical@ucas.ac.uk**, we will add these QR codes to your bookers Enet account where possible.

WHY CAN'T I SEE PERSONAL DETAILS WHEN I SCAN

If you are scanning offline, you will not see details. Also, details of on-site registrants using a paper registration form will not appear when scanned, the data will be available in your bookers ENet account within two working days, if enough data is provided on the form.

SCANS NOT MATCHING CONTACT STATS

Scans are the number of times you have scanned. Contacts are the number of individual and unique contacts you have added to your ENet account.

WHY DO I HAVE OPT IN 'TAGS'

The pre-defined opt-in 'Tags' are for you to collect additional preferences should you wish, but are not mandatory, UCAS already collect these for you. Any options you collect will override what UCAS has collected. You may also programme up to seven of your own options in Enet prior to the event.