MCH
Lead Scan

MCH Lead Scan er et gratis leadsystem,
som tilbydes til alle udstillere på Agromek.

agromek

24.-27. november 2026
MCH Messecenter Herning

MCH

DK

MCH LEAD SCAN

MCH Lead Scan er et gratis leadsystem, som tilbydes til alle udstillere på Agromek.

Læs venligst denne guide inden du begynder opsætningen af MCH Lead Scan på din mobil eller tablet.

1. Før messen - guide til **opsætning.**
2. Under messen - guide til **anvendelse.**
3. Efter messen – guide til **eksportering.**

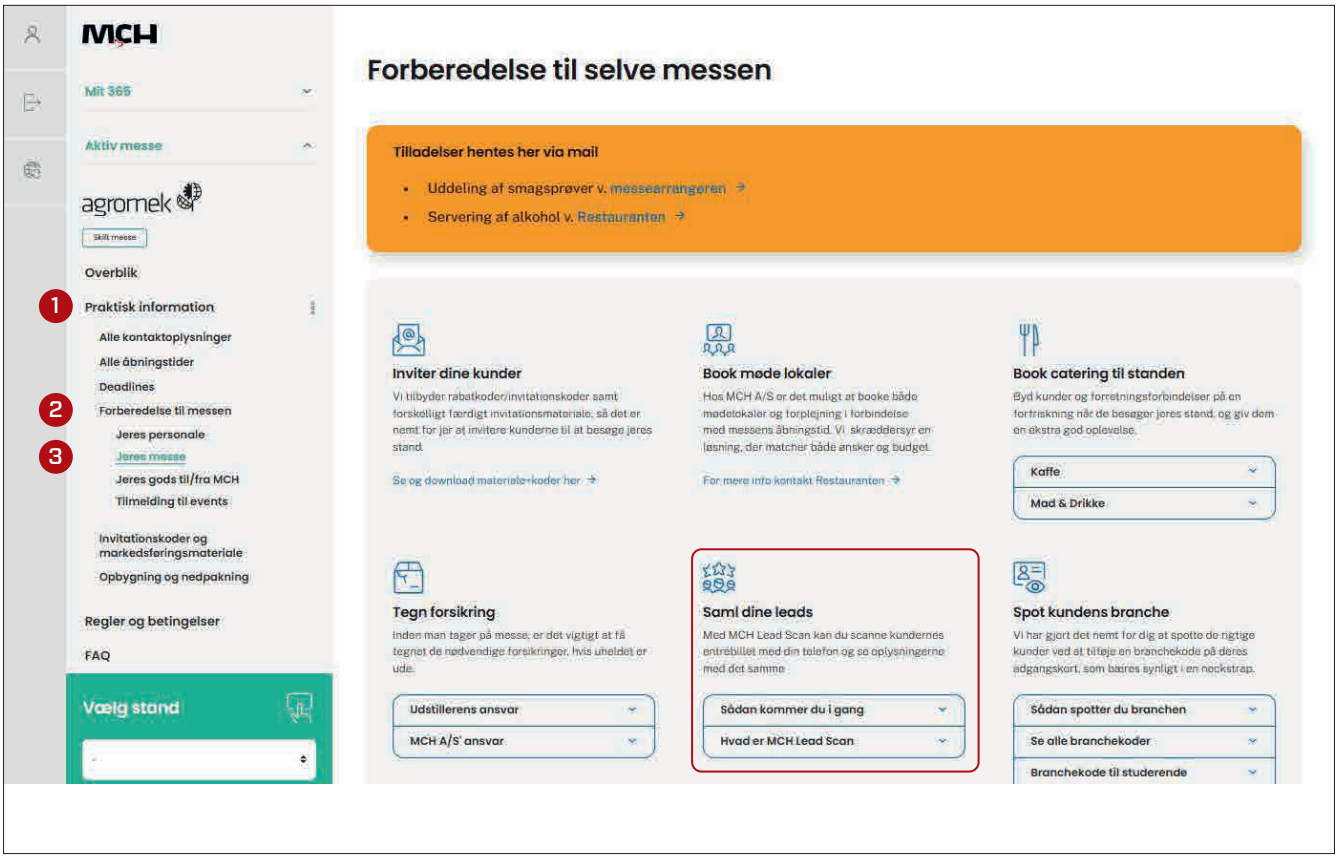
AFSNIT 1 – FØR MESSEN

Guide til **opsætning** af MCH Lead Scan.

TRIN 1

Log ind i MCH365.
Login til MCH365 har den primære kontaktperson modtaget fra 365@mch.dk

Vælg 1 "Praktisk information" → 2 "Forberedelse til messen"→ 3 "Jeres messe".



TRIN 2

Gå til menupunktet "MCH Lead Scan" → "Brugere"

Her fremgår alle, der er blevet oprettet med et standpersonalekort.
Klik på blyanten i højre side for at indtaste e-mail og oprette adgangskode til alle brugere.

Det er muligt at oprette én fælles adgangskode til alle brugere ved at klikke på "Angiv standard adgangskode" i højre hjørne.

Bemærk, at alle brugere skal oprettes med en unik e-mail, og at et "standpersonale kort" skal være oprettet til den pågældende bruger.

Afslut med "gem", efter hver indtastet bruger. Knappen er grøn indtil det er gemt.

TRIN 3

Test systemet ved at åbne MCH Lead Scan, og følg guiden i Afsnit 2.

MCH Lead Scan åbnes via dette link: https://leads.agromek.dk

Efter test skal du dele **link, adgangskode** og denne **guide** med de brugere, der deltager på standen under mesen.

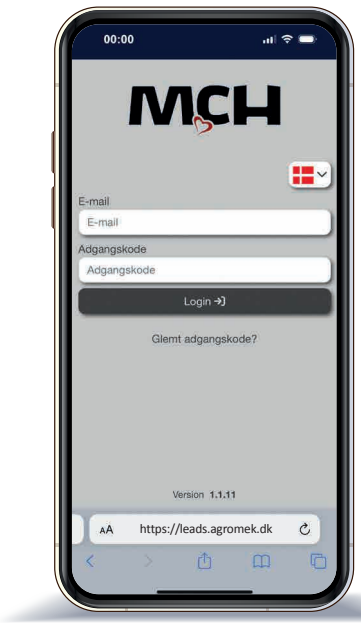
AFSNIT 2 – UNDER MESSEN

Guide til **anvendelsen** af MCH Lead Scan.

TRIN 1

Gå til link i browseren på din telefon eller tablet.

Link til MCH Lead Scan:
https://leads.agromek.dk



Indtast den e-mail og adgangskode, der er oprettet på forhånd i Udstiller-håndbogen (se Afsnit 1, Trin 2).

Ved glemt adgangskode: Indtast e-mail og klik på "Glemt adgangskode".
Der sendes derefter en mail med link til "Skift adgangskode".

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TRIN 2

Første gang der trykkes "Scan", skal du acceptere brug af kamera på din enhed. Kamera kan aktiveres under "Indstillinger".

Scan stregkoden på kundens adgangskort.

← Testbillet

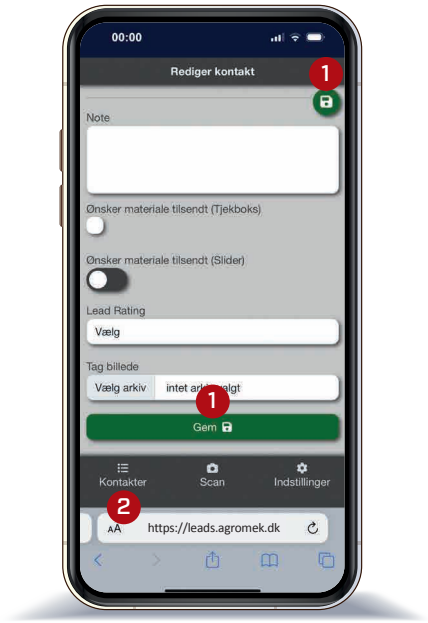
Følgende informationer vil nu automatisk fremgå:

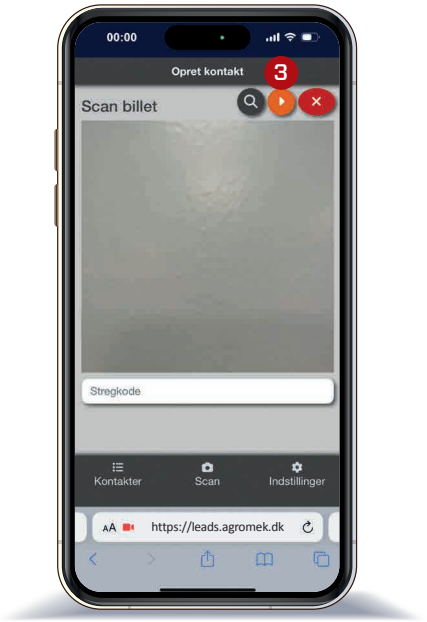
- Kundens stamdata - navn, stilling, virksomhed og kontaktinfo
- Felt til egne notater
- Rating af lead
- Angiv, om kunden ønsker at få tilsendt materiale efter messen
- Mulighed for at vedhæfte et billede

1 GEM dit scannede lead ved at klikke på det grønne ikon i bunden af skærmen eller øverst i højre hjørne.

Herefter fremgår dit scannede lead under 2 "Kontakter".

Du kan manuelt oprette et lead uden at scanne et adgangskort ved at klikke på det orange ikon øverst til højre 3. Indtast herefter kontaktinformationer og 1 "Gem".



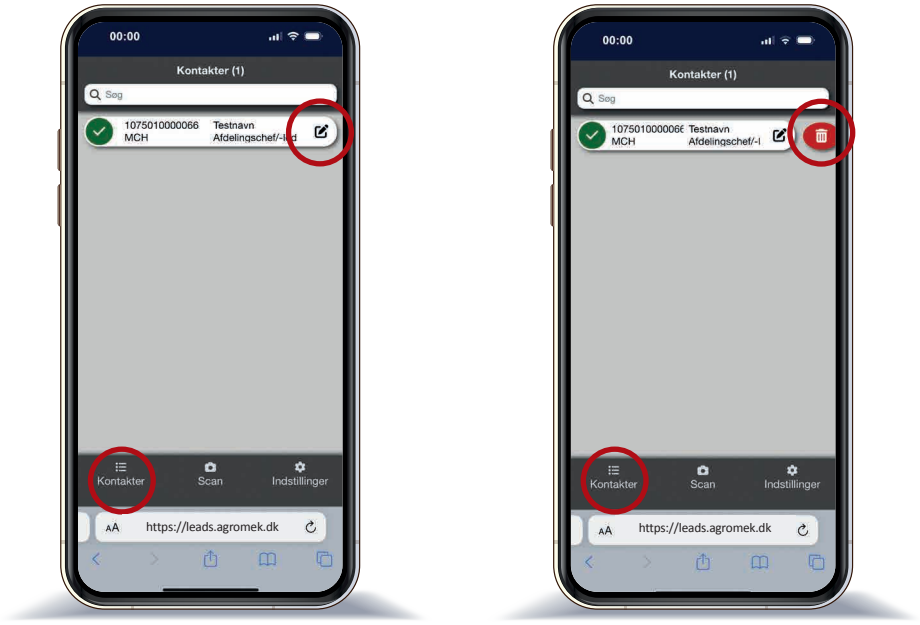


TRIN 3

Under "Kontakter" ses alle scannede leads på din enhed.

Det er muligt at redigere i leadet efterfølgende ved at klikke på blyanten i højre side. Afslut med "Gem".

Det er muligt at slette leads ved at "trække" det til venstre og klikke på den røde skraldespand.



TRIN 4

I "Indstillinger" kan du skifte imellem online og offline tilstand.

Det er stadig muligt at scanne leads i offline tilstand.

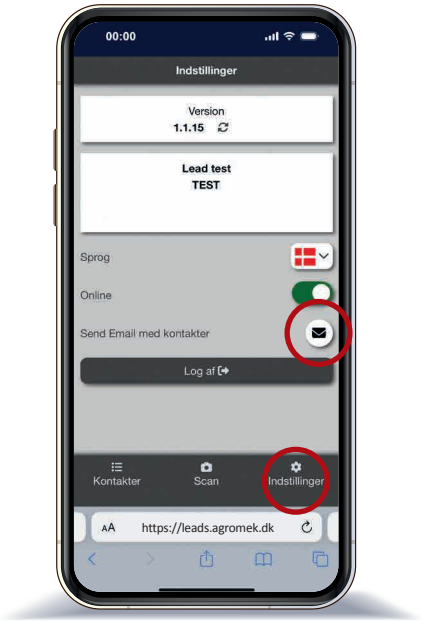
Bemærk, at online-funktion skal aktiveres igen for at opdatere din kontaktliste.

TRIN 5

Under "Indstillinger" kan du sende dine scannede leads til din egen mail.

Klik på brev-ikonet for at sende.

I Udstillerhåndbogen kan du løbende følge med i de indkomne leads på alle enheder (se Afsnit 3, Trin 1).



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AFSNIT 3 – EFTER MESSEN

Guide til **eksportering** af leads.

TRIN 1

Log in i MCH365, og gå samme vej, som da du oprettede brugere. Vælg nu "Export leads".

Sæt kryds ved de oplysninger, du ønsker at eksportere.

Klik på "Vis" for at se de markerede leads.

Klik på "Hent" for at hente dine leads som CSV-fil.

Support under messen fra 23.-27. november

Arrangørkontoret
99 26 99 66

IT-support
99 26 93 33

Bemærk venligst, at MCH i forbindelse med funktionaliteten af MCH Lead Scan tager forbehold for fejl på brugerens tekniske udstyr, IT-forbindelser eller andre udefrakommende påvirkninger.

MCH LEAD SCAN

MCH Lead Scan is a free lead system for all exhibitors at Agromek.

Please read these instructions before installing the MCH Lead Scan on your mobile phone or tablet.

1. Before the trade fair - **installation guide.**
2. During the trade fair - **user guide.**
3. After the trade fair - **exporting guide.**

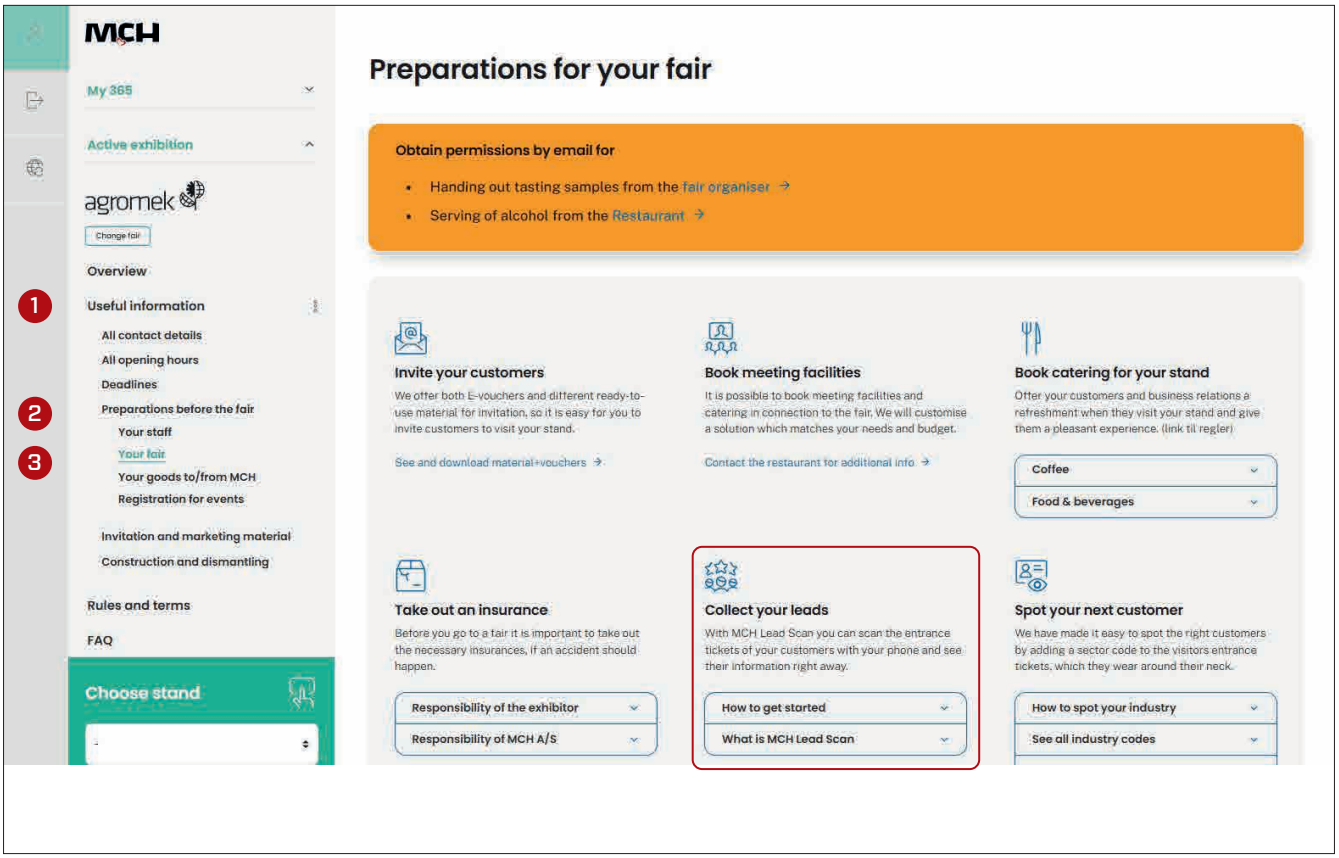
SECTION 1 - BEFORE THE TRADE FAIR

Installation guide to MCH Lead Scan

STEP 1

Log in to MCH365
The primary contact person has received the login details for MCH365 from 365@mch.dk.

Choose 1 "Useful information" → 2 "Preparations before the fair" → 3 "Your fair"



STEP 2

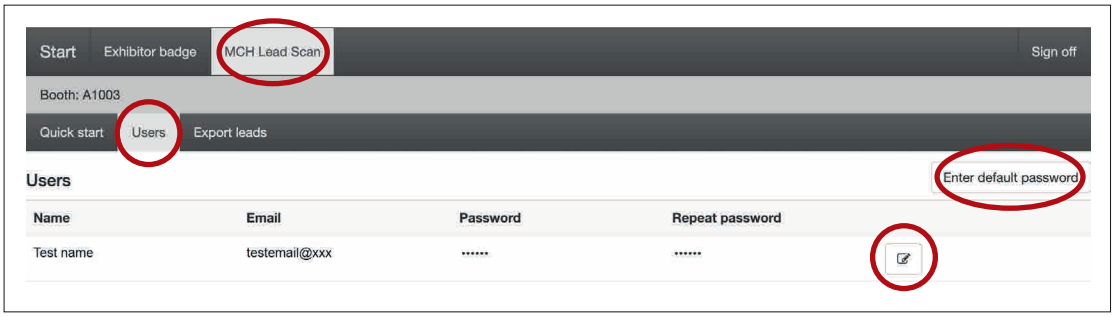
Go to the menu option ”MCH Lead Scan” → ”Users”

Here, you will see everyone with an exhibitor badge.
Click on the pencil to the right to enter an email and create a password for all users.

It is possible to create one single password for all users by clicking on “Select standard password” in the right corner.

Please note that all users must be created with a unique email, and has a ”Exhibitor Staff” registration.

Finish with ”save” after each entered user. The icon will be green until it is saved.



STEP 3

Test the system by opening MCH Lead Scan and follow the guide in section 2.

MCH Lead Scan can be opened through this link: https://leads.agromek.dk

After testing please share, the **link**, **password** and this **guide** with all users participating at the trade fair.

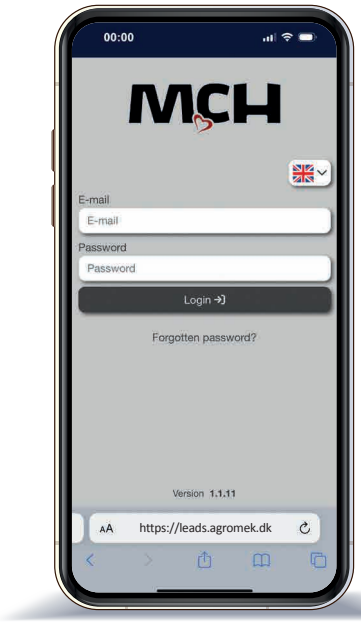
SECTION 2 – DURING THE EXPO

User guide to MCH Lead Scan.

STEP 1

Go to the link in the browser on your mobile phone or tablet.

Link to MCH Lead Scan:
https://leads.agromek.dk



Enter the email and password, which have been pre-created in the Exhibitor manual (see Section 1, Step 2).

If you forgot your password: Enter your email and click “Forgot password”. Subsequently, a mail will be sent with a link to “Change password”.

STEP 2

The first time you click on “Scan”, you have to accept the use of the camera on your device. The camera can be activated in ”Settings”.

Scan the barcode on the customer’s access pass.

← Test ticket

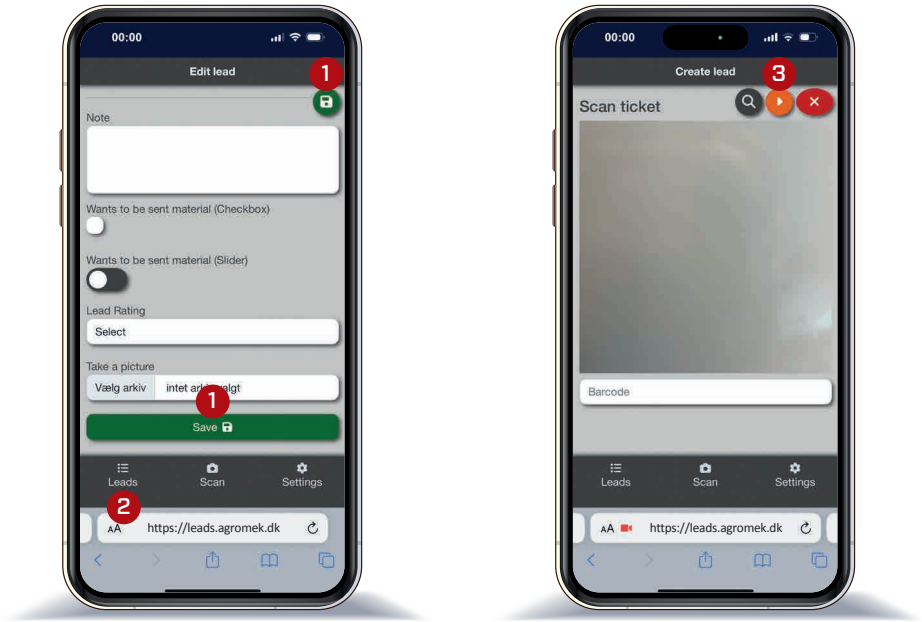
The following information will now automatically be accessible:

- The customer’s personal data, name, occupation, company and contact information
- Field for your own notes
- Rating of the lead
- State whether the customer wishes to have material sent after the trade fair
- Option to attach a photo

1 SAVE your scanned lead by clicking the green icon at the bottom of your screen or in the top, right corner.

Subsequently, you will find your scanned lead under 2 “Leads”.

You can manually create a lead without scanning an access card by clicking on the orange icon at the top right. 3
Then enter contact information and click 1 ‘save’.

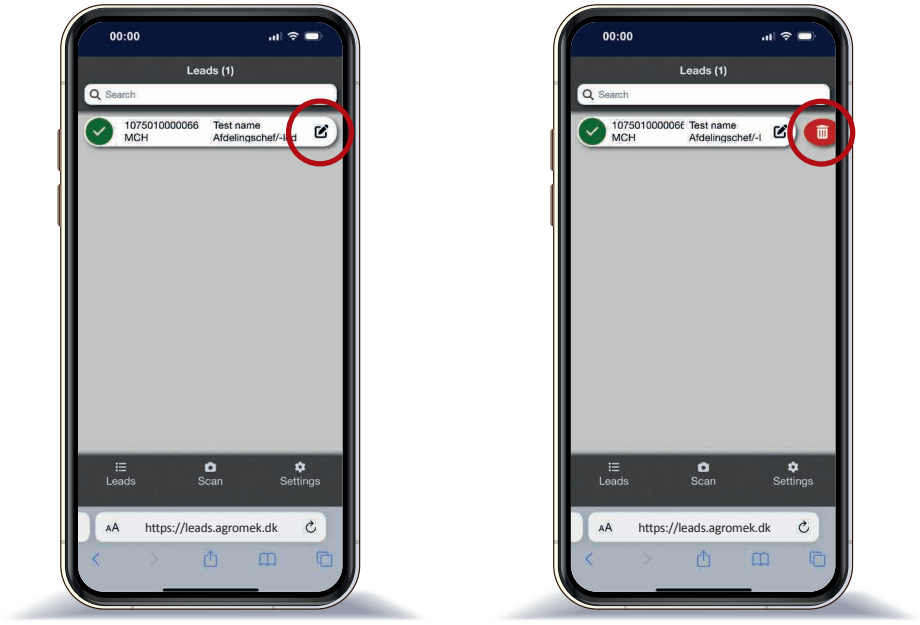


STEP 3

Under “Leads”, you will find all scanned leads on your device.

It is possible to subsequently edit your lead by clicking on the pencil to your right. Then, click on “Save”.

It is possible to delete leads by “pulling” them to your left and clicking on the red recycle bin.



STEP 4

In “Settings”, you can switch between being online and offline.

It is still possible to scan leads whilst being offline.

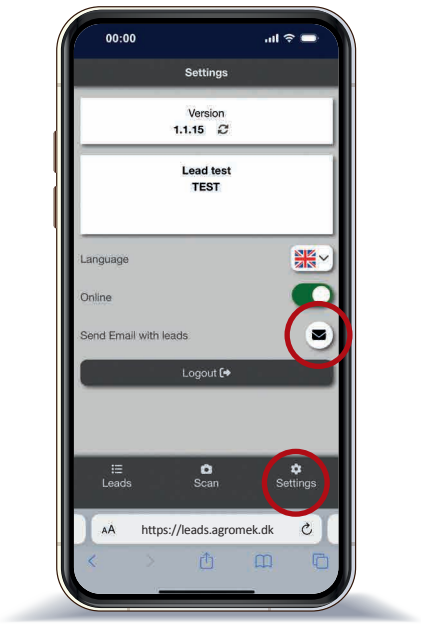
Please note that the online function must be activated anew in order to update your leads list.

STEP 5

In “Settings”, you can send your scanned leads to your own e-mail.

Click on the letter icon in order to send.

In the Exhibitor manual, you can always follow all incoming leads on all devices (see Section 3, Step 1).



SECTION 3 – AFTER THE TRADE FAIR

Exporting guide to MCH Lead Scan

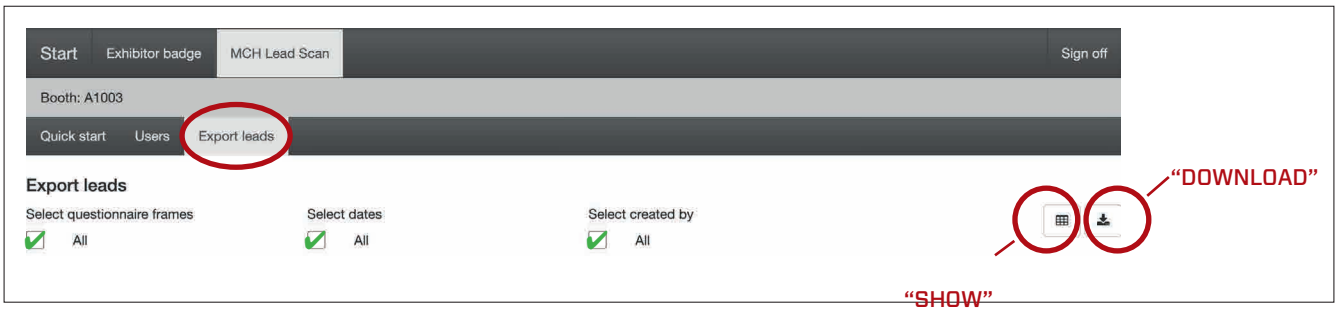
STEP 1

Log in at MCH365 and follow the same path as when you created users. Choose ”Export leads” now.

Mark all the information you wish to export.

Click “Show” in order to see all marked leads.

Click “Download” in order to acquire your leads in a CSV file.



Support from 23-27 November, 2026

Organiser’s office
+45 9926 9966

IT-support
+45 9926 9333

Please note that MCH, in relation to the functionality of MCH Lead Scan, reserves the right for error on the user’s technical equipment, IT connections, or other external influence.

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Link til/to MCH Lead Scan:

https://leads.agromek.dk