



Installing and using the iEMOS App

If you have already downloaded the app for a leading trade fair from SPS 2021 onwards from the App Store, all you need to do is update it in the App Store. Then log in again. You can then read about the app's functions from page 10. *

If you have an Android device, you can download the app from the following link:
<https://fair-services.com/App>

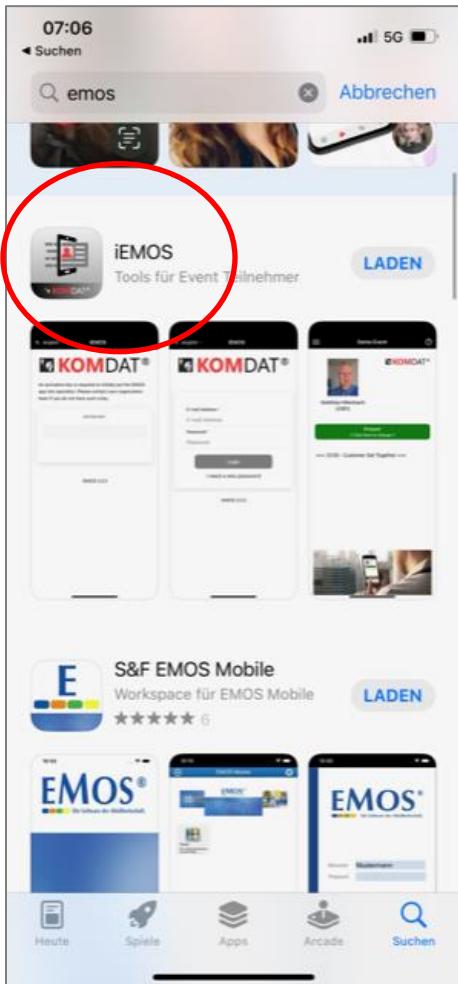
If you have NOT downloaded the app from the store for a leading trade fair from SPS 2021, please start here:

Please delete the app, which may still be on your device from previous trade fairs (before SPS 2021), from your smartphone.

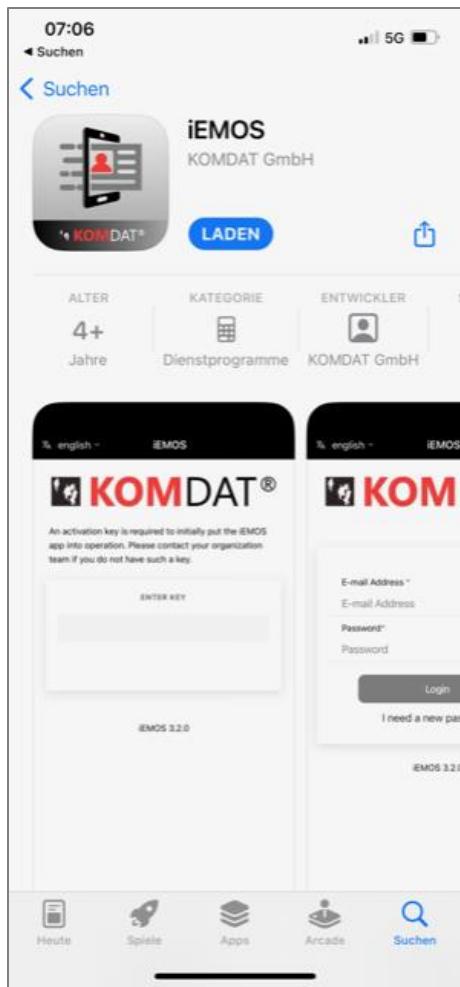
*The images in these instructions are examples and are not updated for every trade fair.

*If you are asked to enter a 'activation key', you will find it on page 6.

Go to the App Store and search for 'iEMOS'



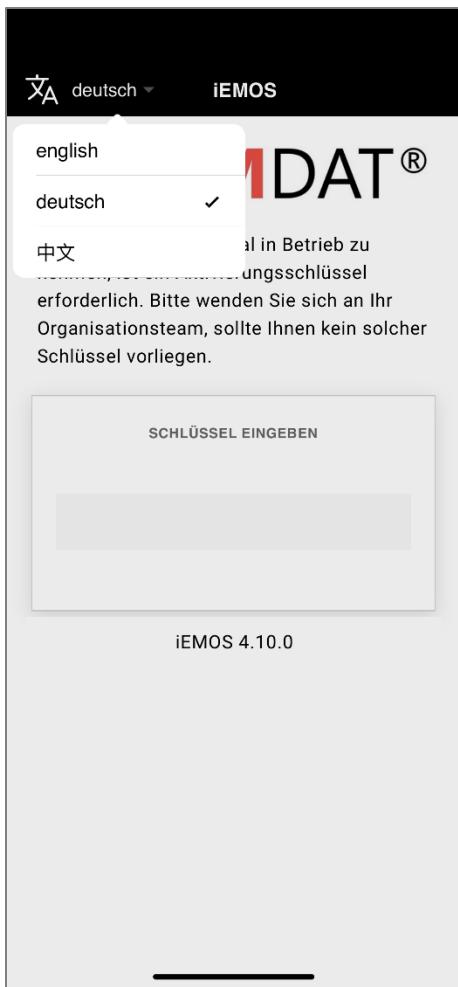
Select the 'iEMOS' app and download it. Then go back to your app overview.



Open the app.

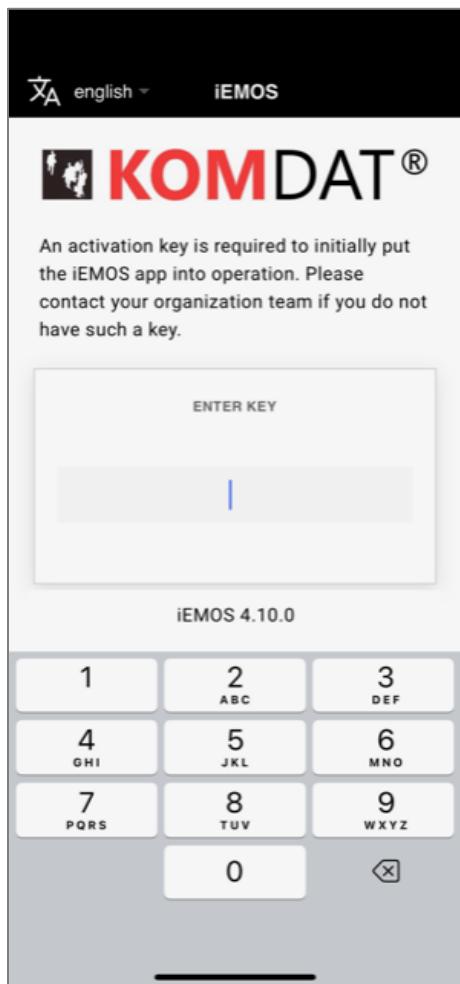


First select 'english' as the language.



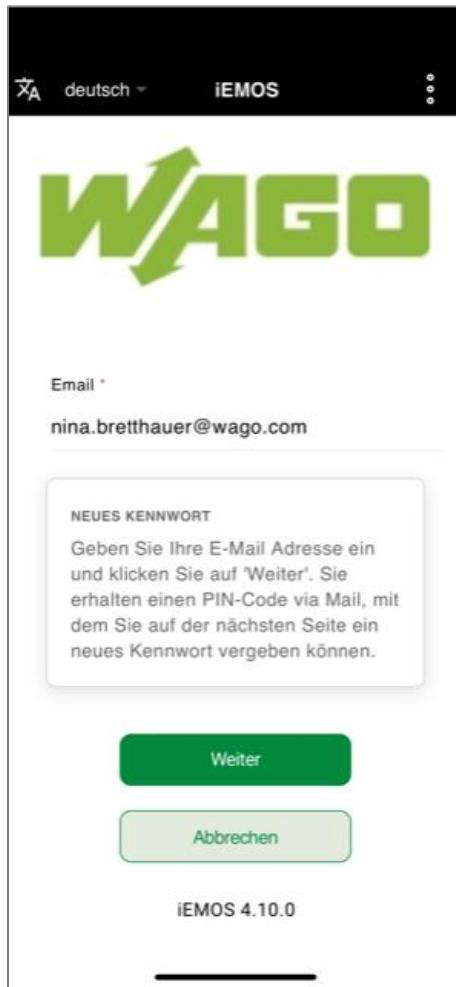
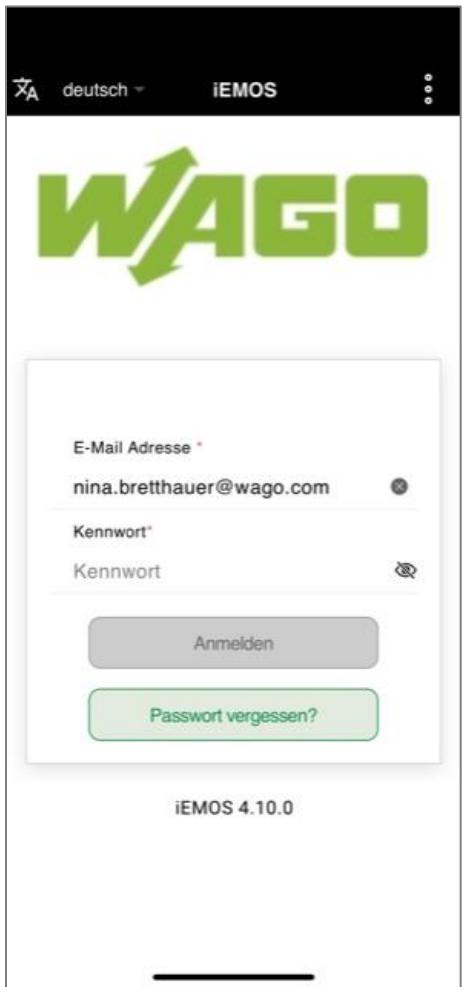
Now enter the activation key here.

The key is: **495718870**

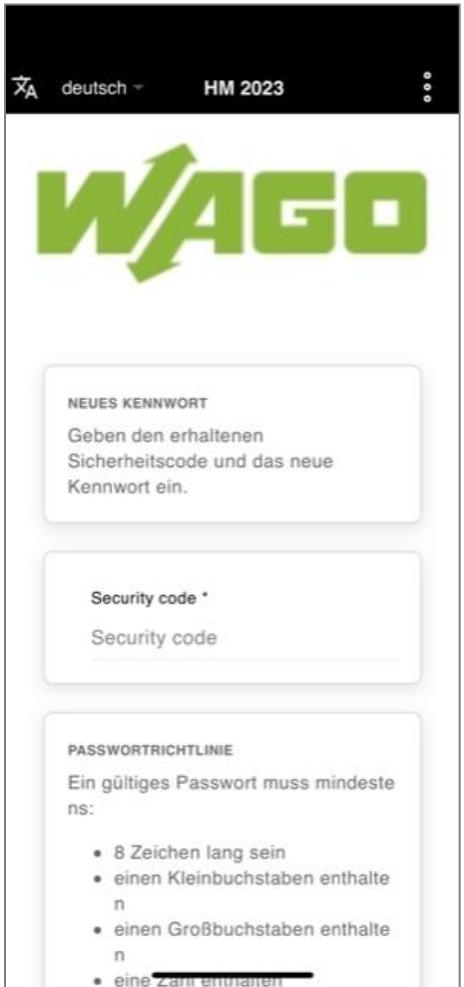




Enter your WAGO e-mail address and log in with your old password. If you do not remember your password or have never used the app, select 'Forgot password?', enter your WAGO e-mail address in the next step and confirm with 'Next'.



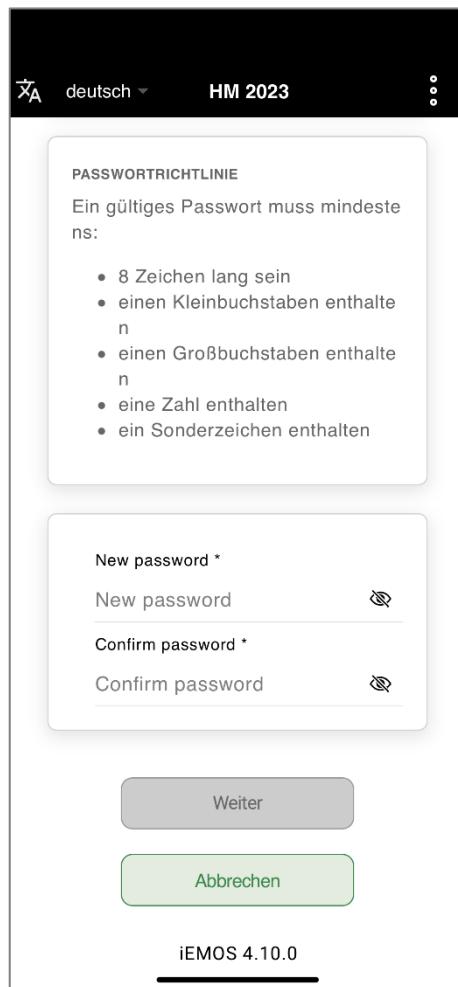
You will receive an e-mail with a security code to your WAGO e-mail address. Enter it in the corresponding field and assign a password for your account. Click on 'Next'. Select the appropriate event here.



NEUES KENNWORD
Geben den erhaltenen Sicherheitscode und das neue Kennwort ein.

Security code *
Security code

PASSWORTRICHTLINIE
Ein gültiges Passwort muss mindestens:
• 8 Zeichen lang sein
• einen Kleinbuchstaben enthalten
• einen Großbuchstaben enthalten
• eine Zahl enthalten
• ein Sonderzeichen enthalten



PASSWORTRICHTLINIE
Ein gültiges Passwort muss mindestens:
• 8 Zeichen lang sein
• einen Kleinbuchstaben enthalten
• einen Großbuchstaben enthalten
• eine Zahl enthalten
• ein Sonderzeichen enthalten

New password *
New password 

Confirm password *
Confirm password 

Weiter

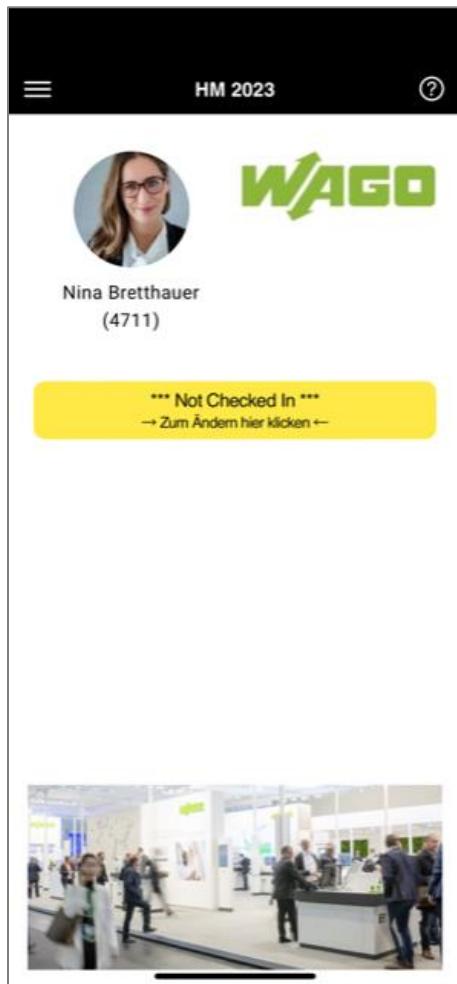
Abbrechen

iEMOS 4.10.0



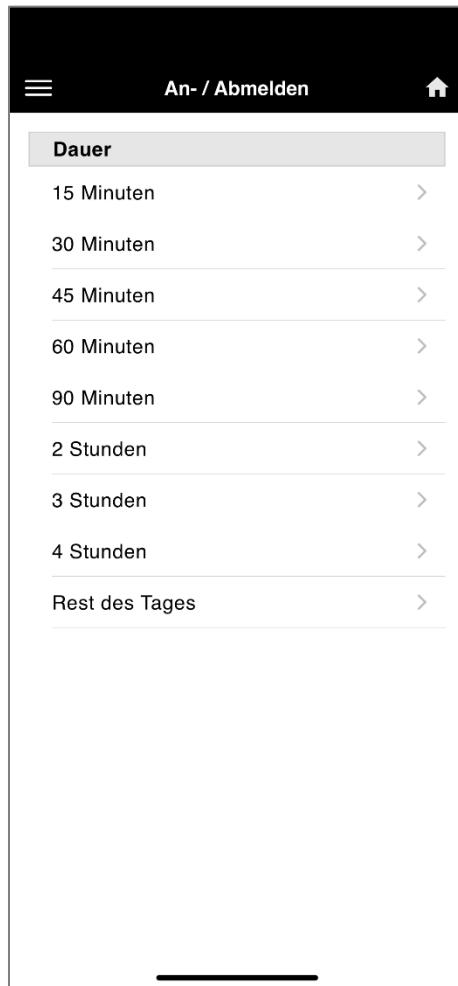
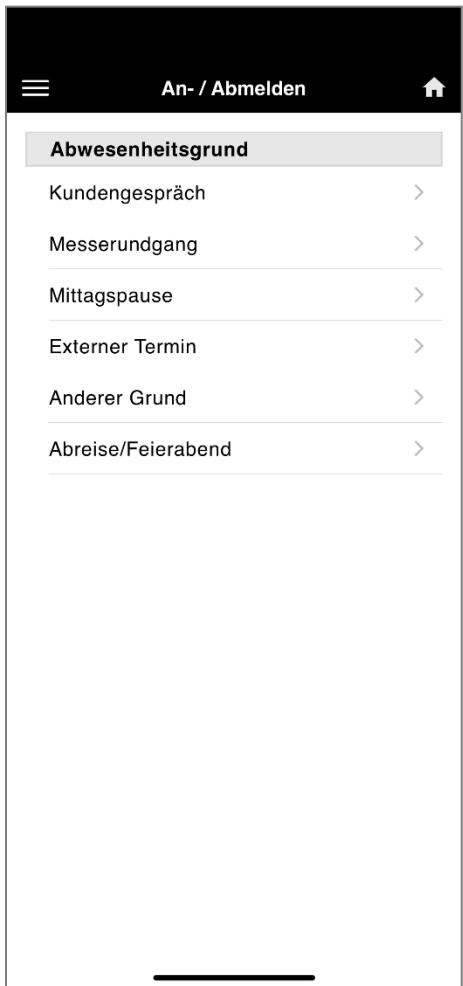
After you have logged in, you will now see the standard view.

If you come to the stand on your first day at the fair and you are 'Not Checked In' (highlighted in yellow), please click on the yellow button to change your status from 'Not Checked In' to 'Present'. The button will now turn green.



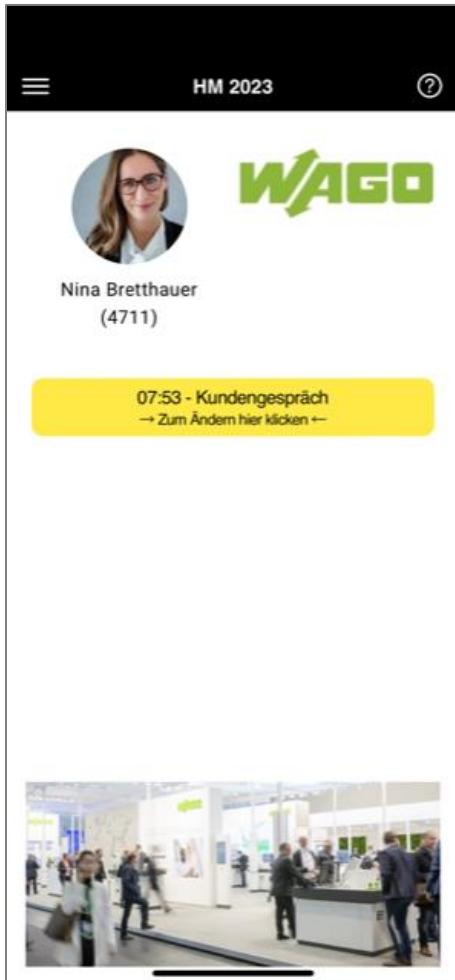
From now on, if your status is green, you will be shown as present to your colleagues at the information desk. If you are not available, you can adjust your status accordingly by clicking on the green area and selecting one of the following reasons and the planned period for your absence.

Please do not forget to select 'Departure, End of work day / Abreise,Feierabend' at the end of the day / on departure. At this point you do not need to select 'Duration'.

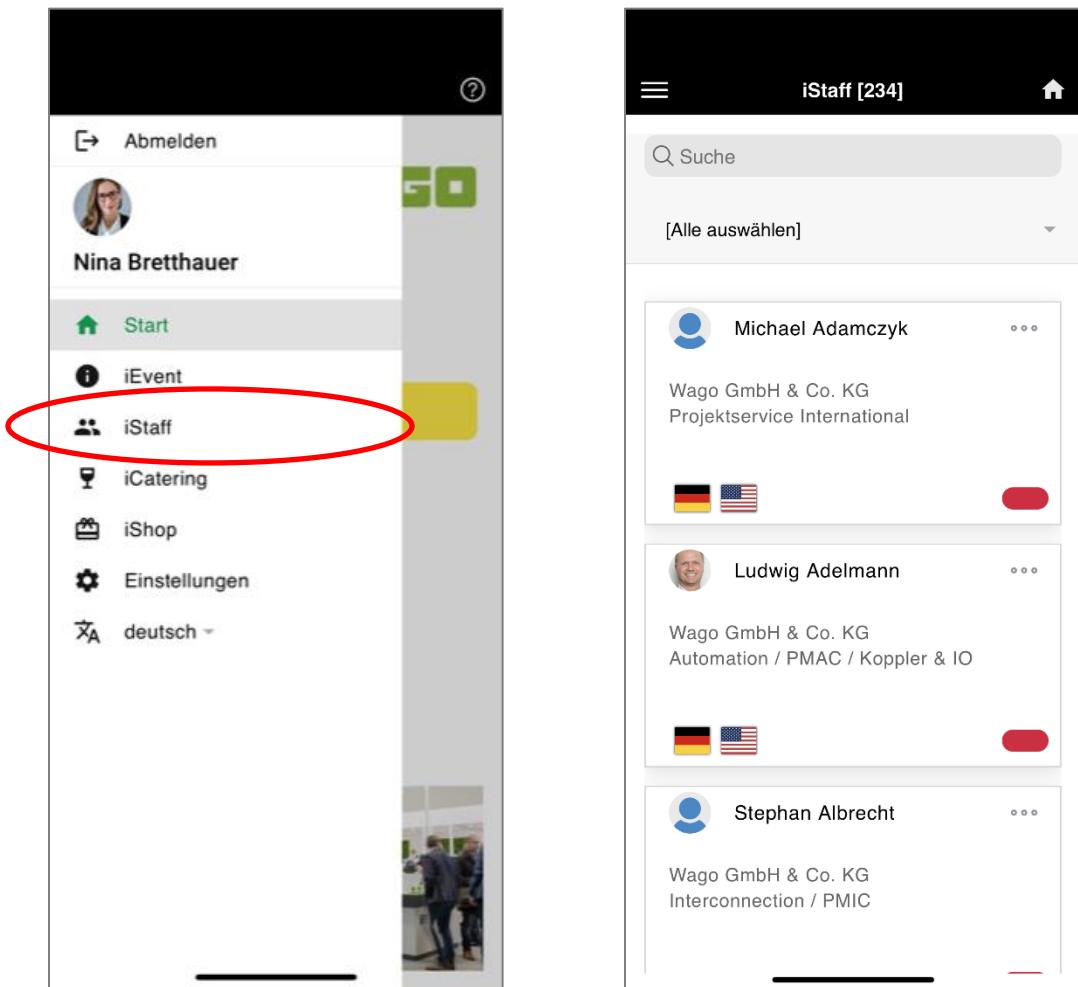


Your status changes to yellow for the period of your absence. The reason for absence and the planned return period are also displayed in the information desk.

- Please note that you must confirm the end of your absence by clicking on the yellow button. The status does not automatically return to green. This is so that employees are not automatically shown as available again, even though a customer appointment may have been extended etc.



If you click on the three horizontal lines at the top left, the main menu opens. If you select iStaff there, you will see an overview of all colleagues who are scheduled to be at the trade fair (stand service / visitors / management) with their current status (green / yellow / red).



The image consists of two side-by-side screenshots of a mobile application interface for WAGO.

Left Screenshot (Main Menu):

- Top bar: Abmelden (Logout) with a question mark icon.
- User profile: Nina Bretthauer with a photo.
- Navigation menu:
 - Start (green icon)
 - iEvent (grey icon)
 - iStaff** (highlighted with a red circle)
 - iCatering (grey icon)
 - iShop (grey icon)
 - Einstellungen (grey icon)
 - deutsch (dropdown menu)

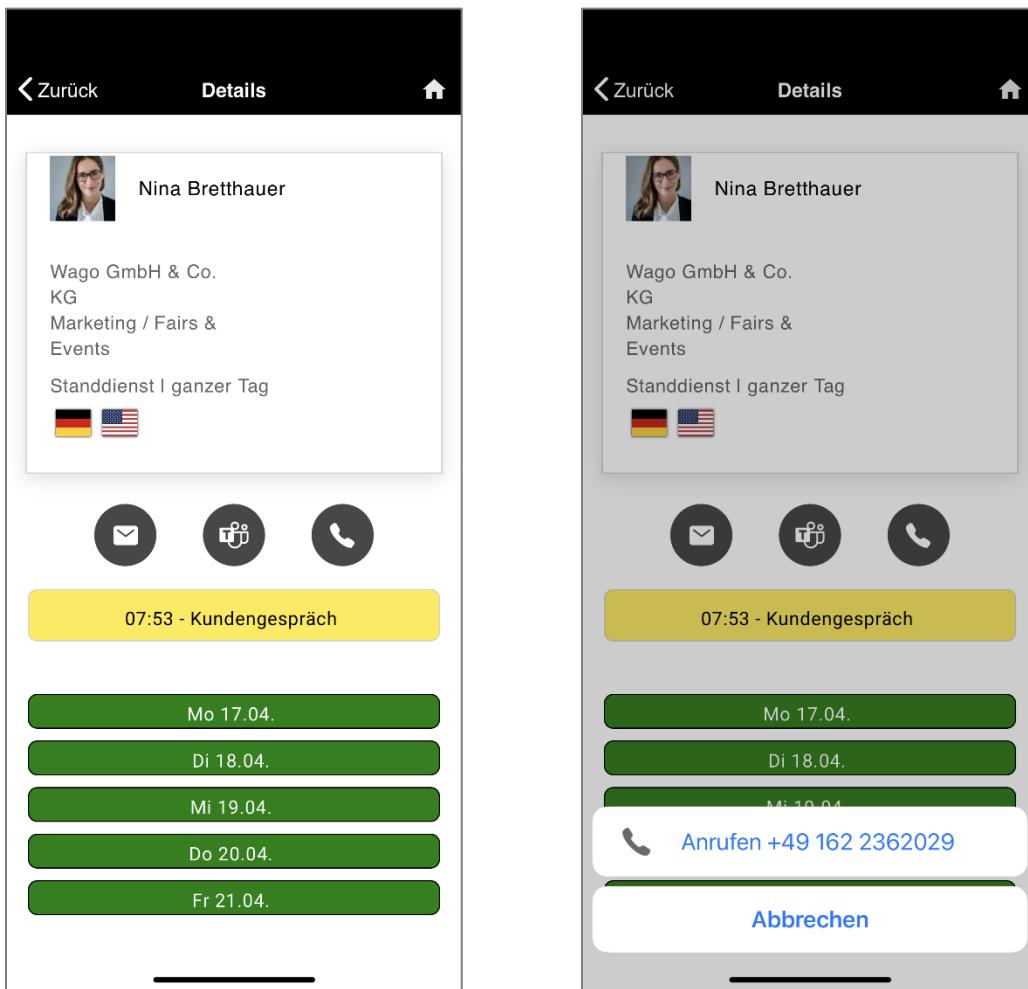
Right Screenshot (iStaff Overview):

- Top bar: iStaff [234] with a search bar and a house icon.
- Search bar: Suche (Search).
- Filter: [Alle auswählen] (Select all).
- List of staff members:
 - Michael Adamczyk: Wago GmbH & Co. KG, Projektservice International. Status: Green (indicated by a yellow bar).
 - Ludwig Adelmann: Wago GmbH & Co. KG, Automation / PMAC / Koppler & IO. Status: Green.
 - Stephan Albrecht: Wago GmbH & Co. KG, Interconnection / PMIC. Status: Green.

You can search for other employees in the search bar. If you want to reach them, click on the relevant person.

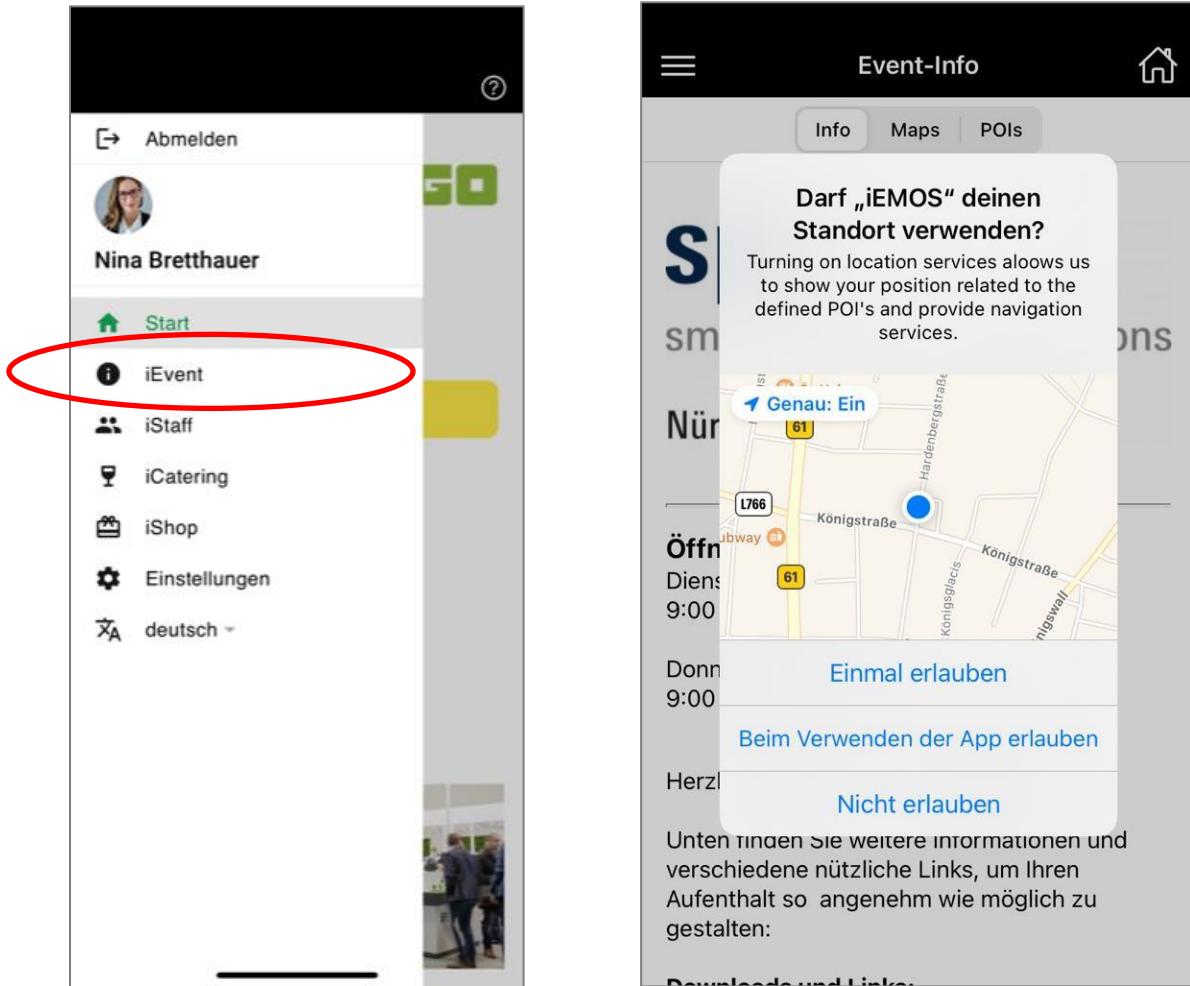


You will then receive an overview of the days on which the employee is scheduled to be at the trade fair, the current status and a mobile number (if the employee has a company cell phone). The employee can also be called directly from the app - of course only if you have installed the app on a cell phone.



NEW! Teams - call possible via middle symbol.

You will also find the new 'iEvent' area under the 3 horizontal lines. When you open the area for the first time, please select 'Allow when using the app' for the location query.



This section contains some information that you may find useful for your stand service. Under 'Info' you will find websites and PDFs that vary from trade fair to trade fair, such as the site and hall plans.



The screenshot shows the 'Event-Info' app interface. At the top, there is a navigation bar with a menu icon, the text 'Event-Info', and a home icon. Below the navigation bar is a banner with the text 'WE MAKE A DIFFERENCE!' and an image of a person. The main content area includes the following sections:

- Öffnungszeiten:**
Montag - Freitag
09:00 Uhr - 18:00 Uhr
- Herzlich willkommen zur HM 2023!!**
- Unten finden Sie weitere Informationen und verschiedene nützliche Links, um Ihren Aufenthalt so angenehm wie möglich zu gestalten:**
- Downloads und Links:**
 -  HM 2023 Website
 -  Plan of Halls
 -  Exhibitors Hannover Messe 2023
-  ~~ÜSTRA Public Transport~~

We would like to point out that the app can significantly simplify processes at the trade fair if it is used correctly by employees. We would therefore ask you to enter your attendances and absences conscientiously. This will save our colleagues at the information desks unnecessary searches by employees at the stand and customers will benefit from a quick answer to the question of whether the WAGO contact they are looking for is available.