



## 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>

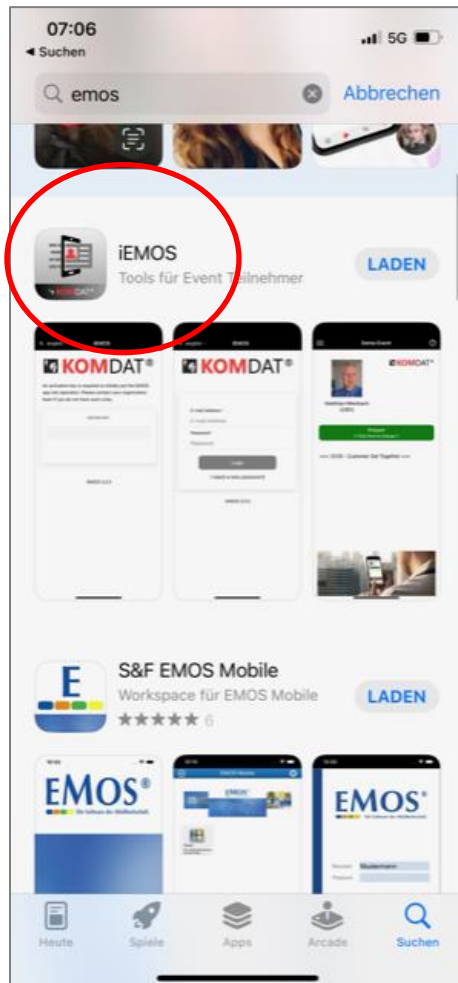
**If you have NOT downloaded the app from the store for a leading trade fair from SPS 2021, please start here:**

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

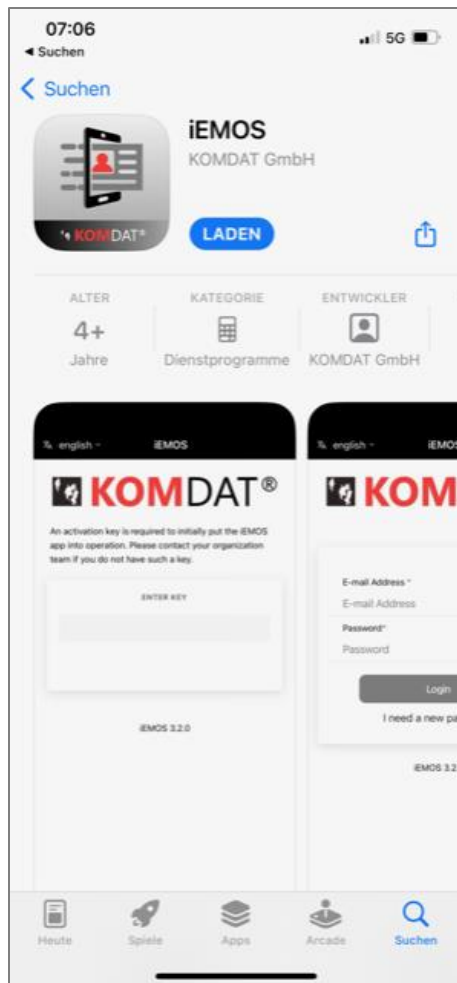
\*The images in these instructions are examples and are not updated for every trade fair.

\*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'



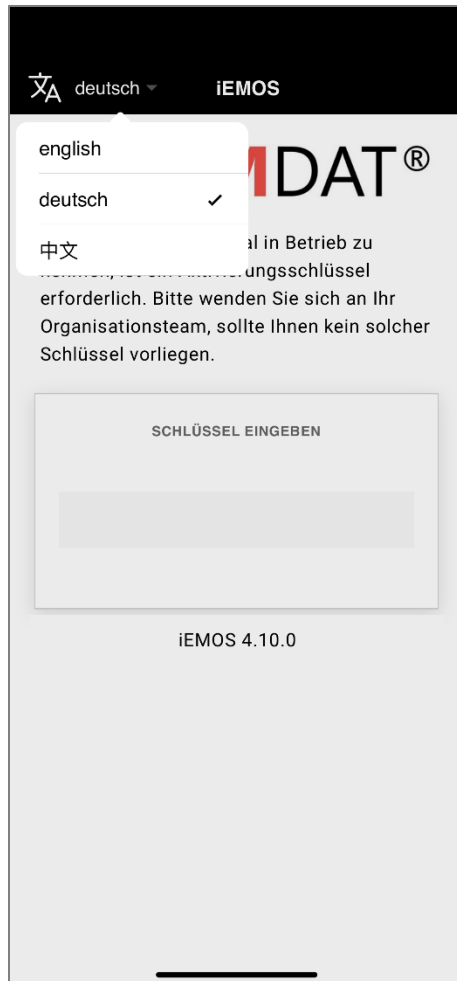
Select the 'iEMOS' app and download it. Then go back to your app overview.



Open the app.

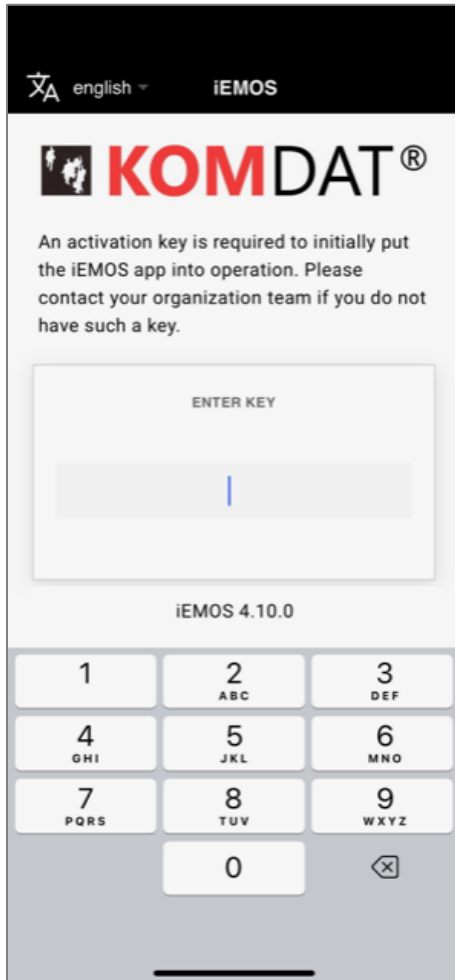


First select ,english‘ as the language.



Now enter the activation key here.

The key is: **495718870**



The screenshot shows the iEMOS app interface. At the top, there is a black header with a language selector (English) and the text 'iEMOS'. Below the header is the 'KOMDAT' logo. A message states: 'An activation key is required to initially put the iEMOS app into operation. Please contact your organization team if you do not have such a key.' Below this message is a white box with the text 'ENTER KEY' and a single character input field. Underneath the input field, the version 'iEMOS 4.10.0' is displayed. At the bottom of the screen is a numeric keypad with buttons for digits 1-9, 0, and a backspace key.



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'.

The login screen features a black header with a language selector (A), the text 'deutsch', and the 'iEMOS' logo. Below the WAGO logo is a white login form. It contains two input fields: 'E-Mail Adresse' with the email 'nina.bretthauer@wago.com' and a password field labeled 'Kennwort'. Below these fields are two buttons: a grey 'Anmelden' button and a green 'Passwort vergessen?' button. The version number 'iEMOS 4.10.0' is displayed at the bottom.

The forgot password screen has a black header with a language selector (A), the text 'deutsch', and the 'iEMOS' logo. Below the WAGO logo, the text 'Email' is followed by the email 'nina.bretthauer@wago.com'. A white box titled 'NEUES KENNWORT' contains instructions: 'Geben Sie Ihre E-Mail Adresse ein und klicken Sie auf 'Weiter'. Sie erhalten einen PIN-Code via Mail, mit dem Sie auf der nächsten Seite ein neues Kennwort vergeben können.' Below this box are two buttons: a green 'Weiter' button and a light green 'Abbrechen' button. The version number 'iEMOS 4.10.0' is displayed at the bottom.



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.

deutsch HM 2023

**WAGO**

**NEUES KENNWORT**  
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

deutsch HM 2023

**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

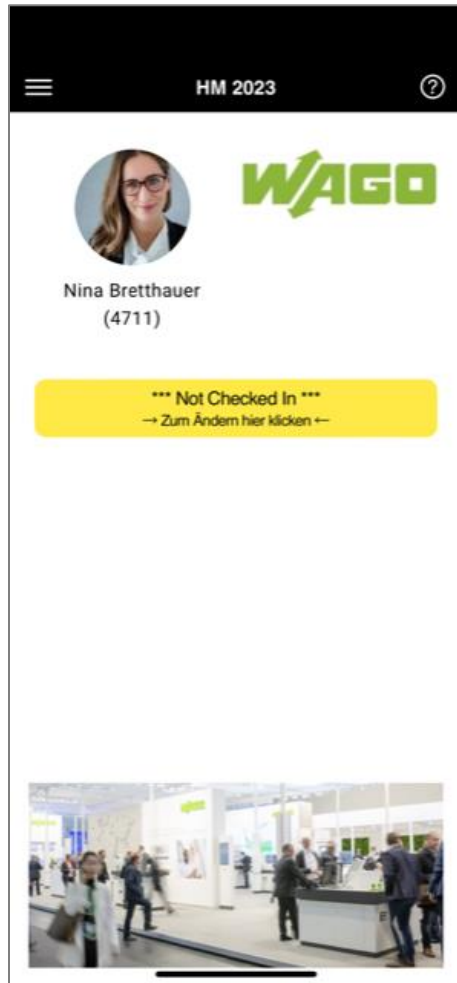
iEMOS 4.10.0





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

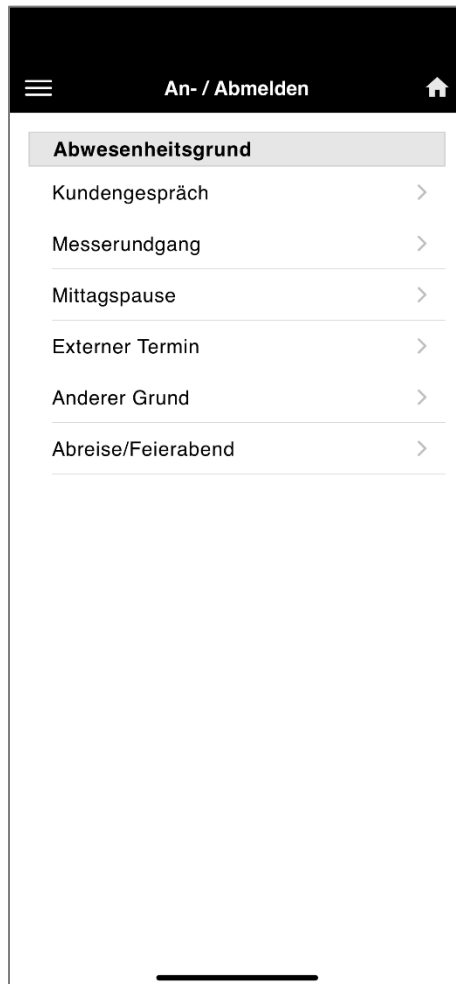
If you come to the stand on your first day at the fair and you are 'Not Checked In' (highlighted in yellow), please click on the yellow button to change your status from 'Not Checked In' to 'Present'. The button will now turn green.





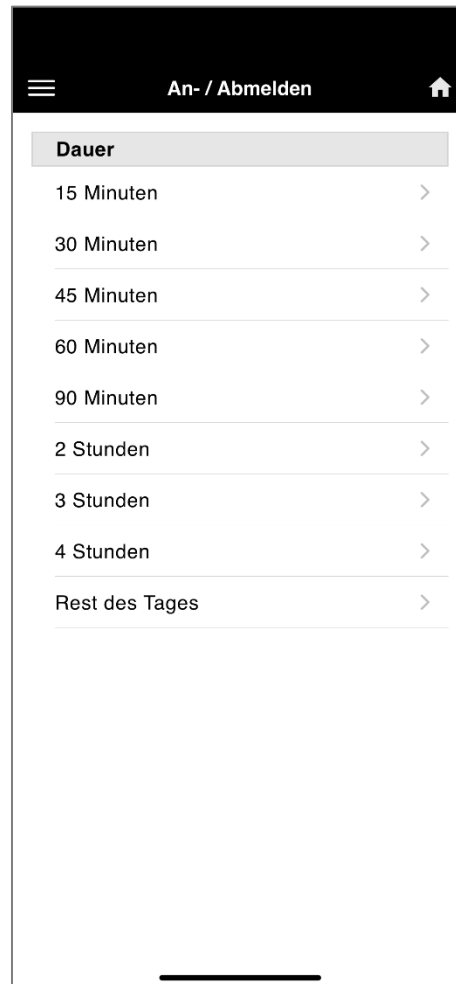
From now on, if your status is green, you will be shown as present to your colleagues at the information desk. If you are not available, you can adjust your status accordingly by clicking on the green area and selecting one of the following reasons and the planned period for your absence.

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'.



The screenshot shows a mobile app interface with a black header bar containing a hamburger menu icon, the text "An- / Abmelden", and a home icon. Below the header is a list titled "Abwesenheitsgrund" (Absence Reason) with the following options, each followed by a right-pointing chevron: "Kundengespräch", "Messerundgang", "Mittagspause", "Externer Termin", "Anderer Grund", and "Abreise/Feierabend".

Abwesenheitsgrund
Kundengespräch
Messerundgang
Mittagspause
Externer Termin
Anderer Grund
Abreise/Feierabend

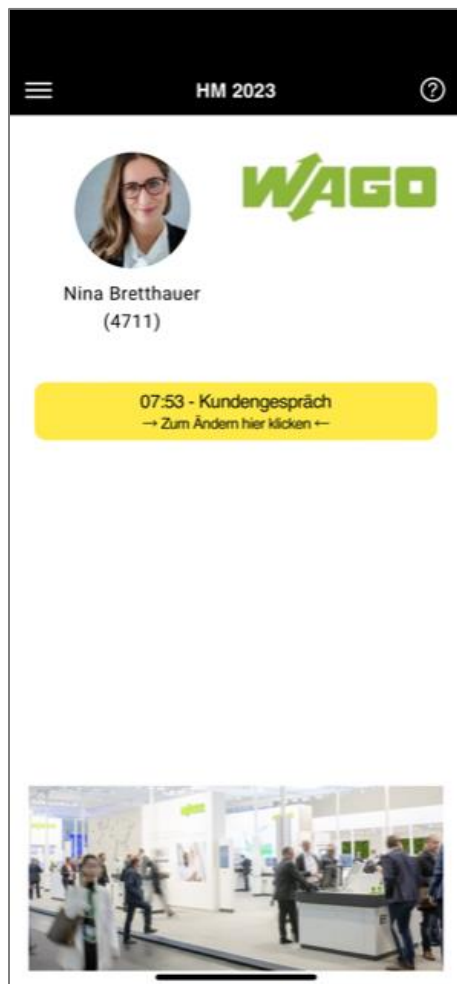


The screenshot shows a mobile app interface with a black header bar containing a hamburger menu icon, the text "An- / Abmelden", and a home icon. Below the header is a list titled "Dauer" (Duration) with the following options, each followed by a right-pointing chevron: "15 Minuten", "30 Minuten", "45 Minuten", "60 Minuten", "90 Minuten", "2 Stunden", "3 Stunden", "4 Stunden", and "Rest des Tages".

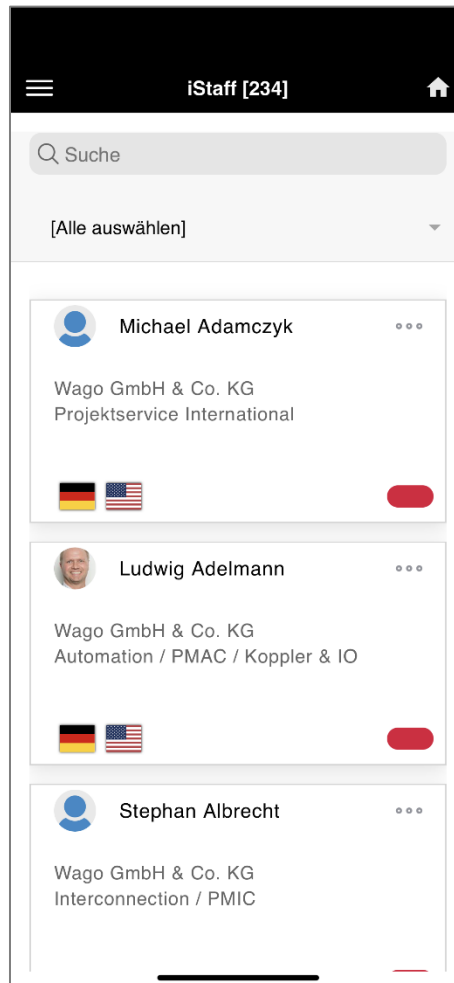
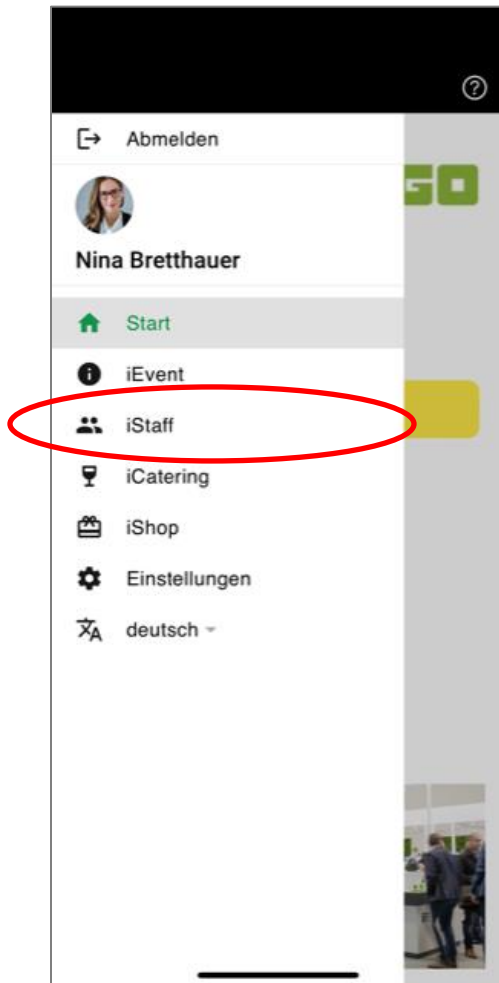
Dauer
15 Minuten
30 Minuten
45 Minuten
60 Minuten
90 Minuten
2 Stunden
3 Stunden
4 Stunden
Rest des Tages

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.

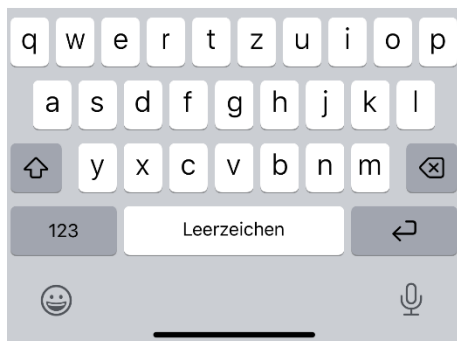
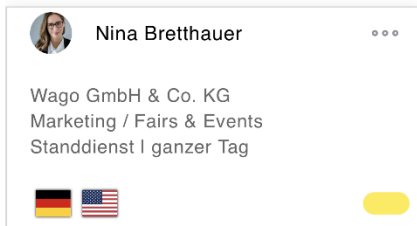
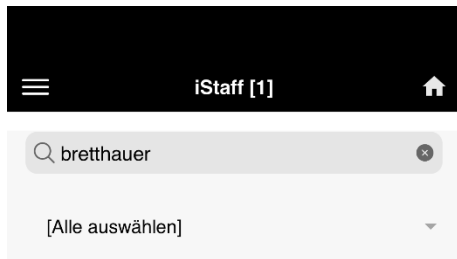


If you click on the three horizontal lines at the top left, the main menu opens. If you select iStaff there, you will see an overview of all colleagues who are scheduled to be at the trade fair (stand service / visitors / management) with their current status (green / yellow / red).



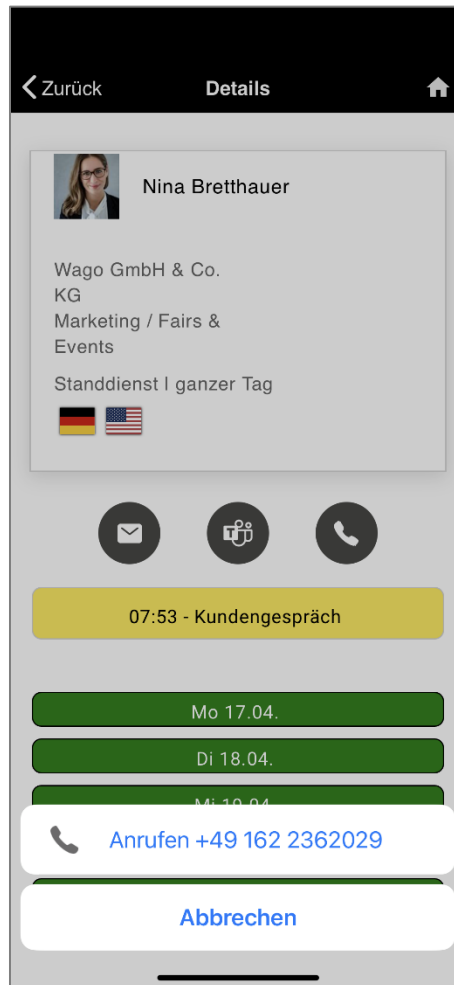
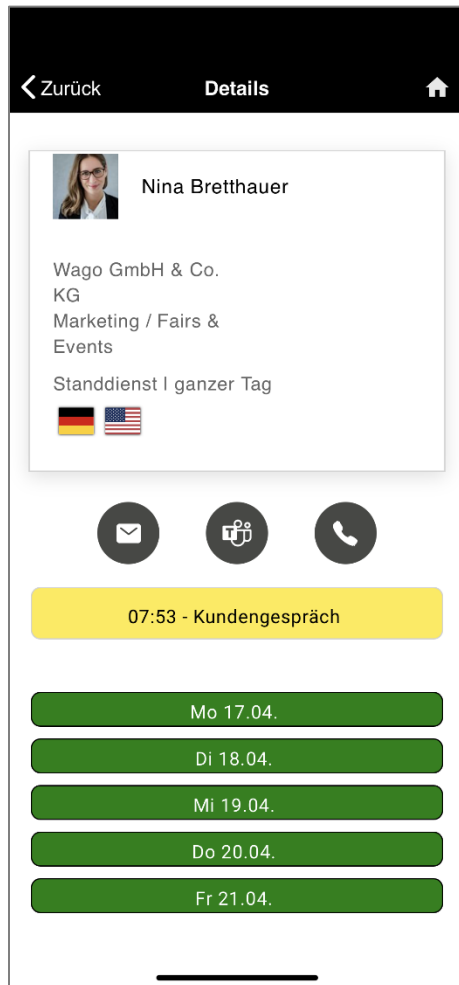


You can search for other employees in the search bar. If you want to reach them, click on the relevant person.



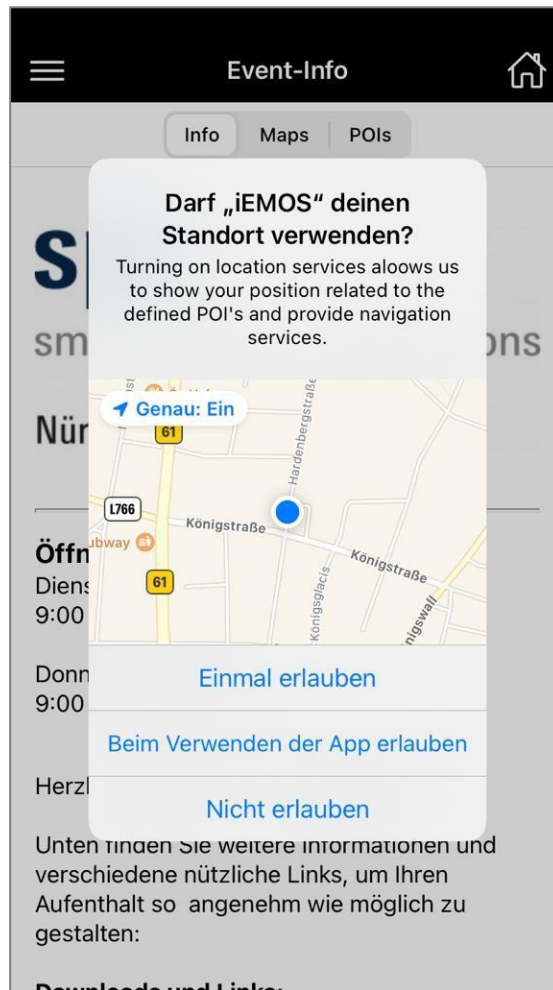
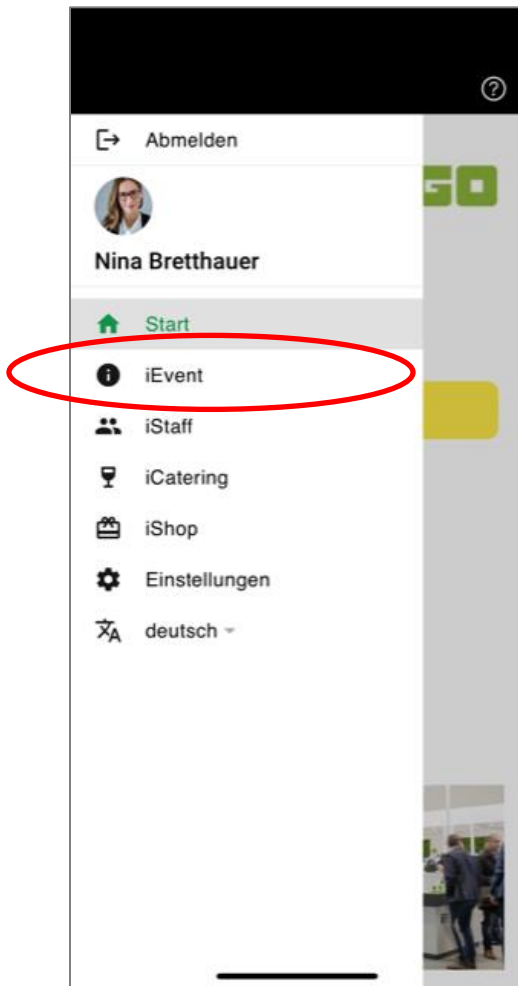


You will then receive an overview of the days on which the employee is scheduled to be at the trade fair, the current status and a mobile number (if the employee has a company cell phone). The employee can also be called directly from the app - of course only if you have installed the app on a cell phone.



**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.



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.