Congress App Operation Manual

```
Duties:
  * Replace app icon and banner
  * Prepare Congress Information, Floor plan images before publish
  * Onsite Purchase of Exhibitor & Trade Delegate
  * Upload speaker photo for /mobile/download API
  * Upload Show Daily during event, if need
  * Prepare certificate
```

Replace app icon and banner

- Get the app icon, banner image in advance
    - For Android app, we also need a banner image for Google Play store
- Prepare some screenshots

Prepare content before publish

Before we release the app on various app store, we need to make sure the following content is ok

- Congress Information, /mobile/informationPdf
    - prepare a PDF and put it on the server folder, /userfile/apvrs/img/informationPDF/
    - update the database collection “informationPdf”

```
{
  "title": "Congress Information",
  "asset": {
      "fullPath": "/userfile/apvrs/img/informationPDF/Congress
Information.pdf",
      "timestamp": 1487077993482
  },
  "eventShortCode": "apvrs2018",
  "parentId": "InformationPDF"
}
```

- update the version number of /mobile/version for informationPdf
- Floor plan, /mobile/setting
- prepare the images and put them on the server folder
- also prepare the JSON data file which is hardcoded on server /data/floorplan/floorplan.json
- update the version number of /mobile/version for setting

Onsite Purchase of Exhibitor & Trade Delegate

- Remove both “onlyFor” and “visibleBy” in the merchandise for Exhibitor & Trade Delegate

badges. Otherwise, onsite mobile app could not buy these badges.

Upload speaker photo

- prepare the photo with registration code as filename
- put them into a folder “speakerPhoto”
- put this “speakerPhoto” in a folder by date, e.g. “20181219”
- then zip this “20181218” as 20181218.zip
- put this 20181218.zip file on the server folder /userfile/apvrs/data/apvrs2018/mobileDownload/20181218.zip
- update the version number of /mobile/version for download

Upload Show Daily

Show Daily is similar to informationPdf

- prepare the pdf file
- upload it to server at /userfile/apvrs/img/informationPDF
- update the database record for “informationPdf” collection

```
{
    "title" : "Show Daily 1",
    "eventShortCode" : "apvrs2018",
    "parentId" : "ShowDaily",
    "asset" : {
        "fullPath" :
"/userfile/apvrs/img/informationPDF/APVRS_2017_ShowDaily_Day1.pdf",
        "timestamp" : 1487077993500.0
    },
    "_type" : "InformationPdf"
}
```

- update the version number of /mobile/version for informationPdf

Prepare Certificate

We need to upload the certificate before the end of the event.

- prepare image background file
    - attendance > /userfile/demo/img/<esc>/certificates/attendance.jpg
    - cme > /userfile/demo/img/<esc>/certificates/cme.jpg
- modify the template certificate.html accordingly

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