

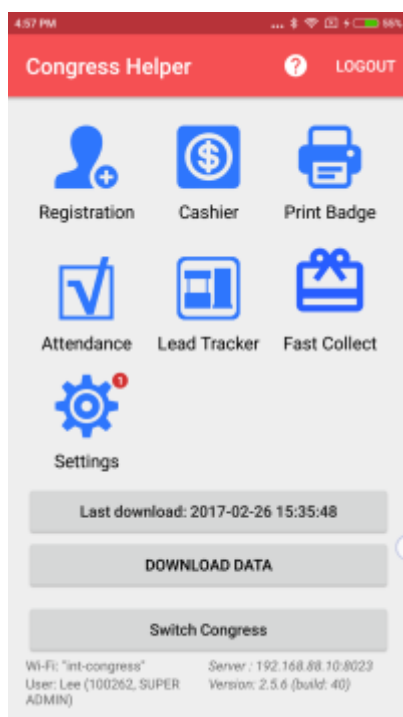
Cashier Helper - Registration Operation Manual

Setup of the counter

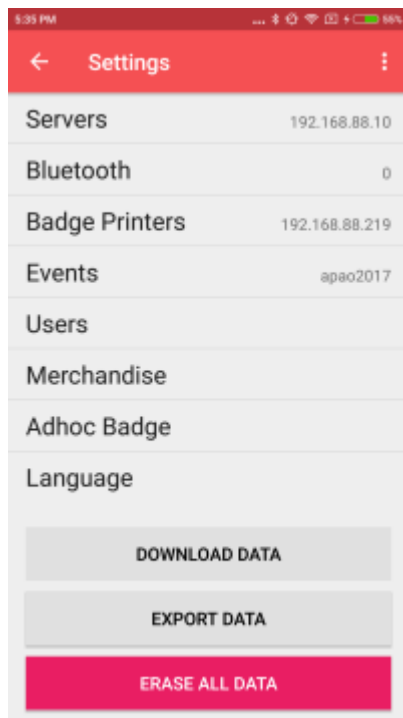
- [Cashier Counter](#)

Setup Mobile and Receipt Printer

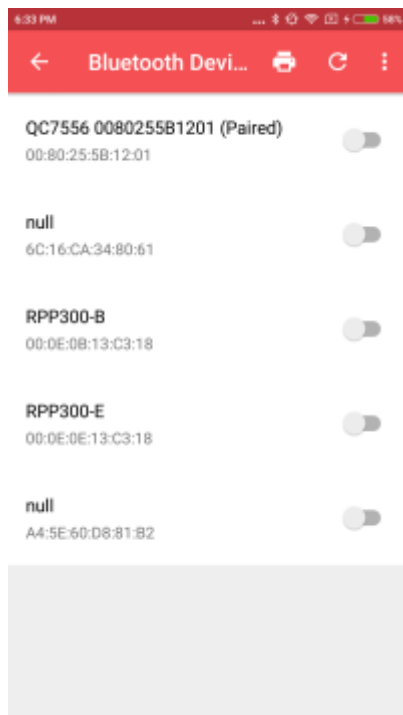
- Connect the Phone to the WiFi (SSID: int-congress), check if the IP address is 192.168.88.x
- Plug in the USB charging cable to the phone and USB Charger to start charging the phone.
- Open the Congress Helper app and login with the “congress code”. (ask the organizer)
- Click [Settings] and login with helper user account password.



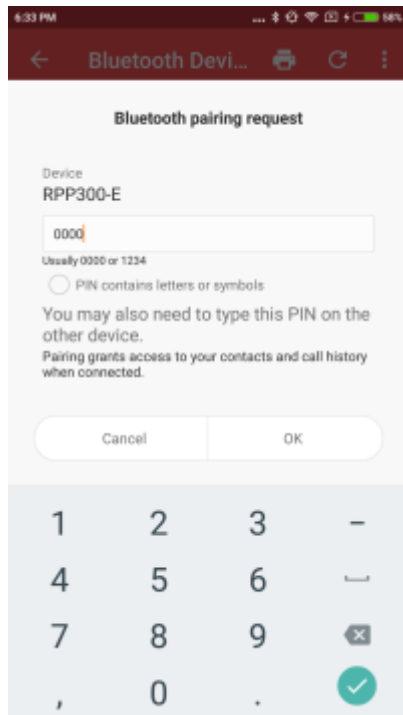
- Click [Bluetooth] to display a list of bluetooth devices.



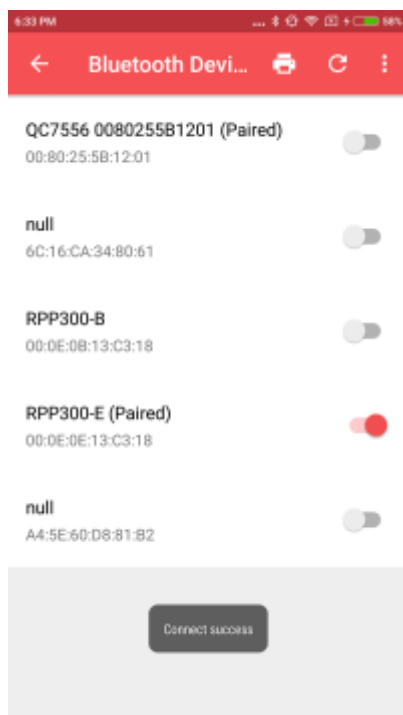
- Switch on the receipt printer.
- Check the yellow label on the receipt printer. There will be 2 entries for each printer, click the corresponding [on/off] switch next to “RPP300-E” to pair it.



- Enter the password “0000” if need.



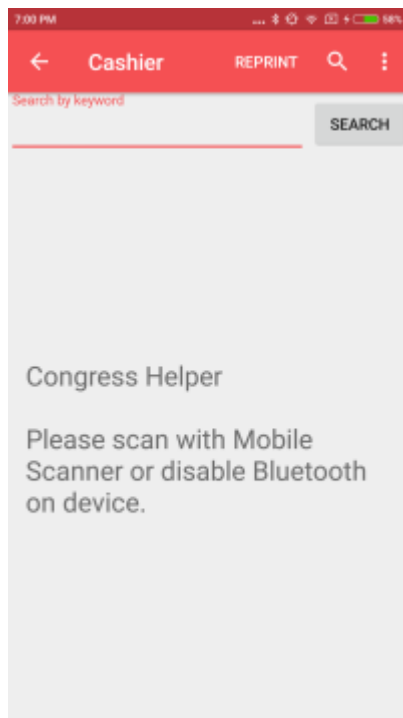
- It should be displayed as connected if ok.



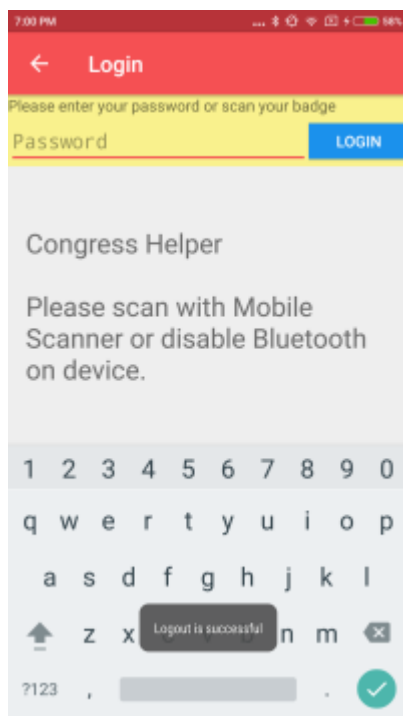
- Go back to the home screen of the app by clicking the top-left [←- Back] button twice.

Settle Payment

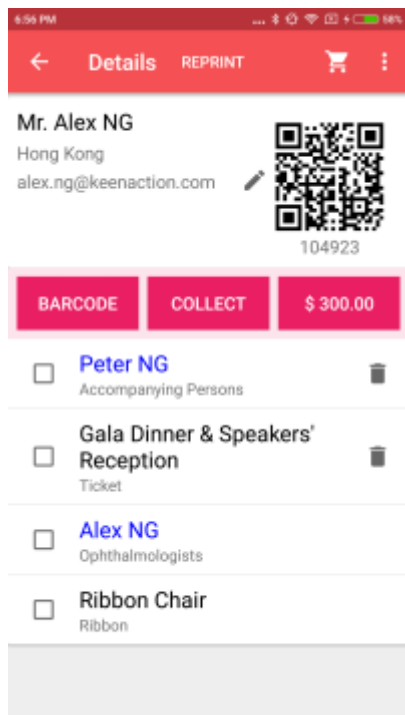
- Click [Cashier] button.



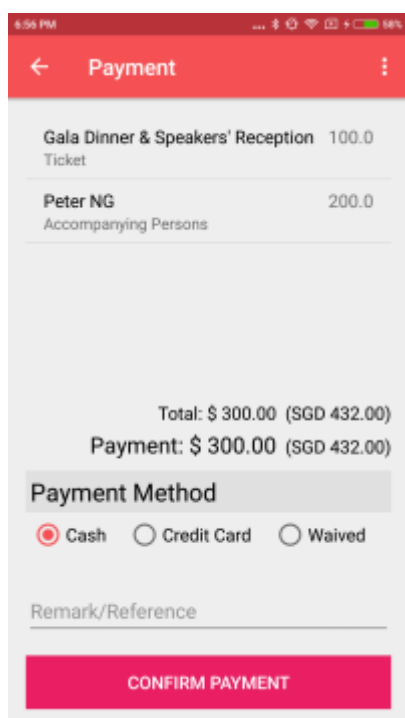
- Enter login password if need.



- Scan or input a delegate registration barcode to display delegate details.



- Click the display amount to go to the payment page.



- Select the “Payment Method” as either Cash, Credit Card or Waived. If you choose “Waived”, you have to type a remark for reference.

Payment

Gala Dinner & Speakers' Reception 100.0
Ticket

Peter NG 200.0
Accompanying Persons

Total: \$ 300.00 (SGD 432.00)
Payment: \$ 300.00 (SGD 432.00)

Payment Method

☐ Cash ☐ Credit Card ☒ Waived

Remark/Reference
demo

CONFIRM PAYMENT

- Click the [CONFIRM PAYMENT] to confirm the payment.

Payment

Gala Dinner & Speakers' Reception 100.0

Confirm Payment

Items:
Gala Dinner & Speakers' Reception,
Accompanying Persons (Peter NG)

Payment Amount:
300.00

Payment Method:
Waived

Remark:
demo

CANCEL CONFIRM

CONFIRM PAYMENT

- It will then auto print the receipt and return to the delegate details page.

6:57 PM

Details REPRINT

Mr. Alex NG
Hong Kong
alex.ng@keenaction.com

104923

BARCODE COLLECT \$ 0.00

☐ Peter NG
Accompanying Persons

☐ Alex NG
Ophthalmologists

☐ Gala Dinner & Speakers' Reception
Ticket

☐ Ribbon Chair
Ribbon

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