

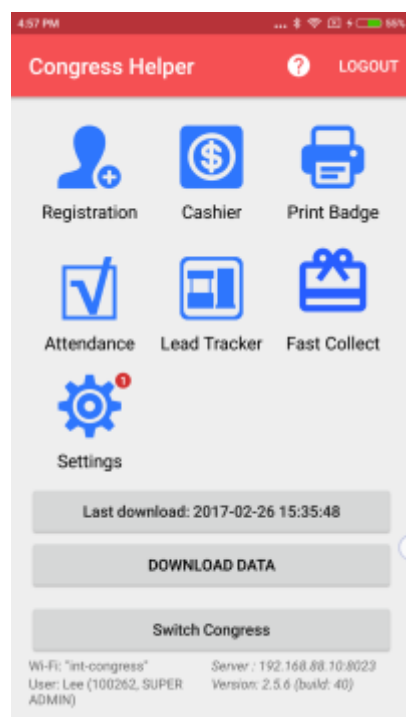
Cashier Helper - Registration Operation Manual

Setup of the counter

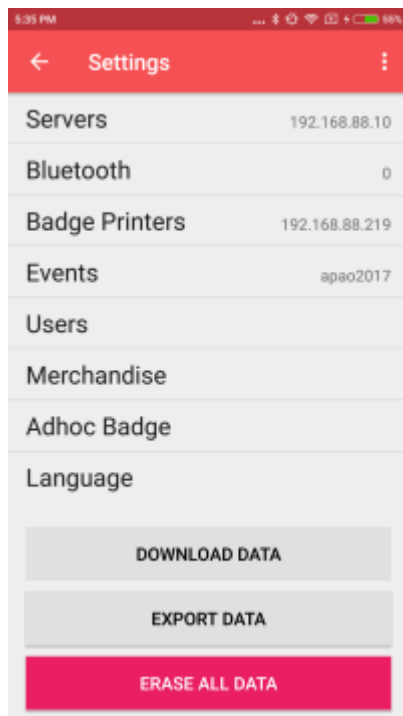
- [Cashier Counter](#)

Setup Mobile and Receipt Printer

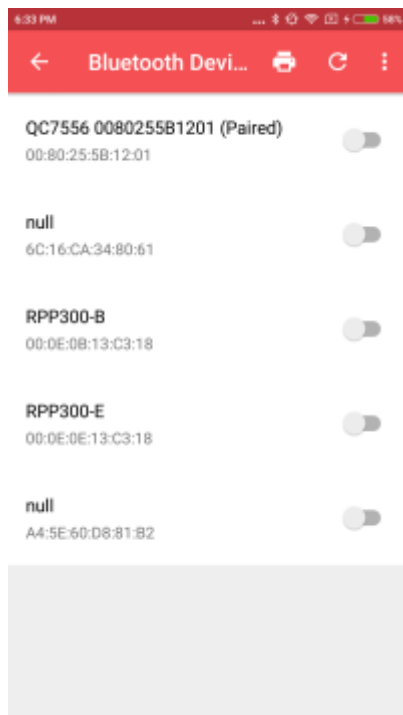
- Connect the Phone to the WiFi (SSID: int-congress), check if the IP address is 192.168.88.x
- Plug in the USB charging cable to the phone and USB Charger to start charging the phone.
- Open the Congress Helper app and login with the “congress code”. (ask the organizer)
- Click [Settings] and login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



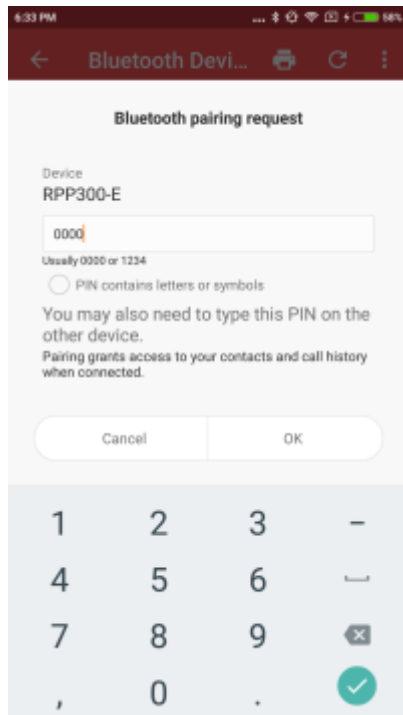
- Click [Bluetooth] to display a list of bluetooth devices.



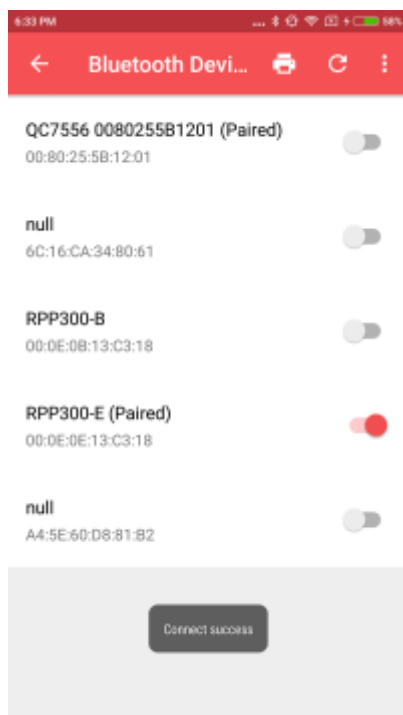
- Switch on the receipt printer.
- Check the yellow label on the receipt printer. There will be 2 entries for each printer, click the corresponding [on/off] switch next to “RPP300-E” to pair it.



- Enter the password “0000” if need.



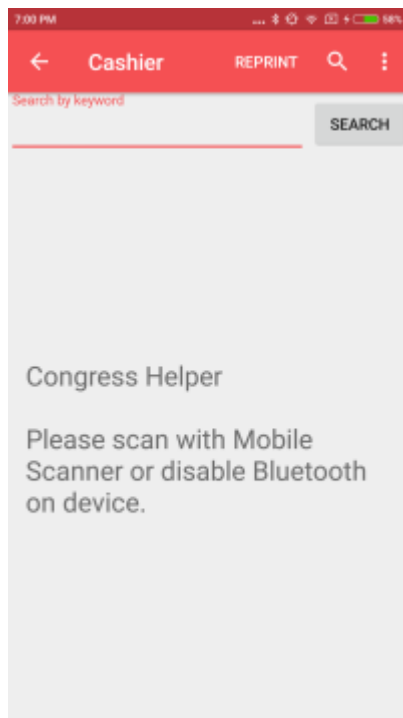
- It should be displayed as connected if ok.



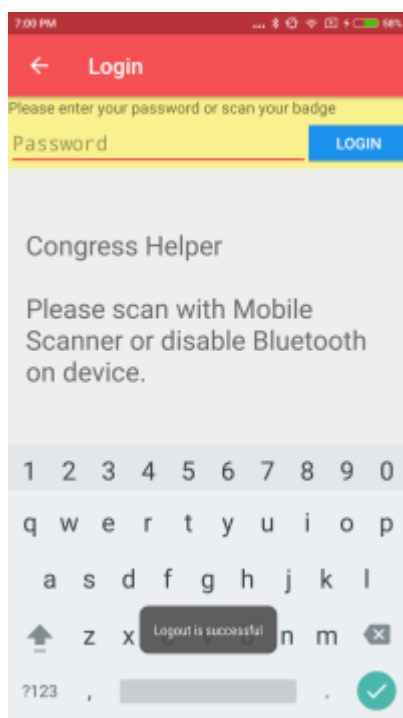
- Go back to the home screen of the app by clicking the top-left [←- Back] button twice.

Cashier

- Click [Cashier] button.



- Enter login password if need.



- Scan a delegate badge QR Code to display delegate details.

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BARCODE COLLECT \$ 300.00

- ☐ Peter NG
Accompanying Persons
- ☐ Gala Dinner & Speakers' Reception
Ticket
- ☐ Alex NG
Ophthalmologists
- ☐ Ribbon Chair
Ribbon

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

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

CONFIRM PAYMENT

- Review the various Ribbon listed with “grey” background.
- Scan another badge and repeat the above steps for collection.

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<https://wiki.questwork.com/> - Questwork's Wiki

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