

Daily Checking - Registration Operation Manual

[Update Daily Report for Hardware](#)

Device Checking

Please perform the following tasks everyday morning before open the registration hall. Some tasks may not be available in each counter.

- type code or name to search delegate with mobile app
- print barcode with receipt printer
- scan barcode to search delegate
- print Adhoc delegate badge

改善空間



- Receipt Paper 需增加group name
- Helper 看見group name 時通知client 去group Exhibitor table
- Helper 看見amount(有金額) 時通知client去 cashier table settle payment



if print out badges is slow, please follow instruction :

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