

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 :

- menu → reset print buffers → yes

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

Permanent link:
https://wiki.questwork.com/doku.php?id=course:congress_setup:operations_manual:registration:daily_checking&rev=1760870967

Last update: 2025/10/19 10:49

