

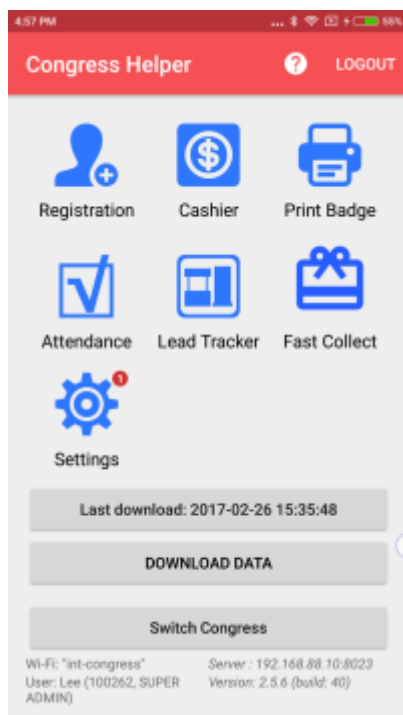
Hotel Registration Counter Helper - Registration Operation Manual

Setup Mobile and Datamax Printer

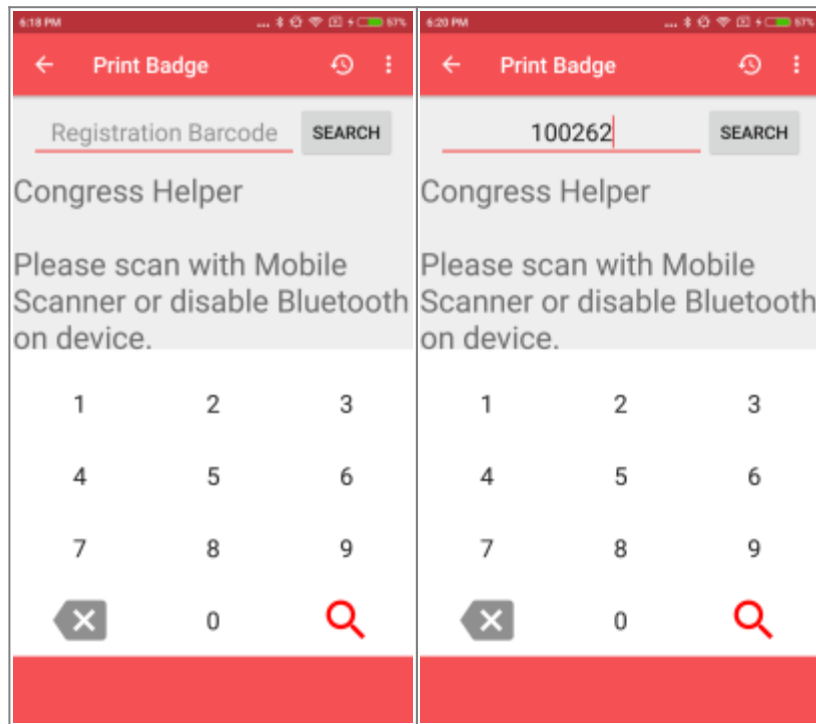
- Connect the Phone to the (Hotel) Wi-Fi, check if the IP address is 192.168.88.x.
- Plug in the USB charging cable to the phone and USB Charger to start charging the phone.
- Open the Congress Helper app and login with the “congress code”. (ask the organizer)
- Click [Settings] and login with helper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

Print Badge

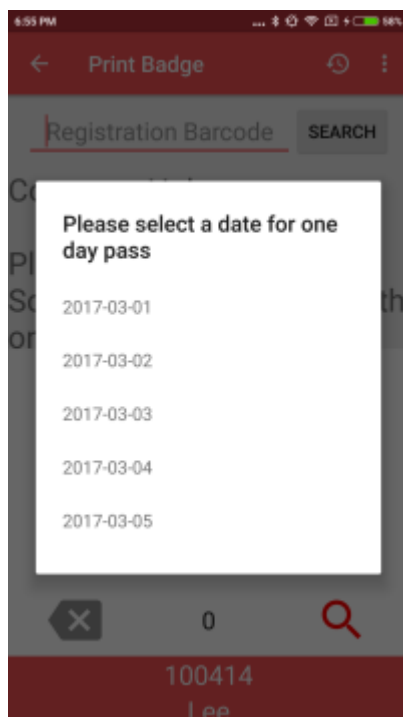
- Click [Print Badge] button.



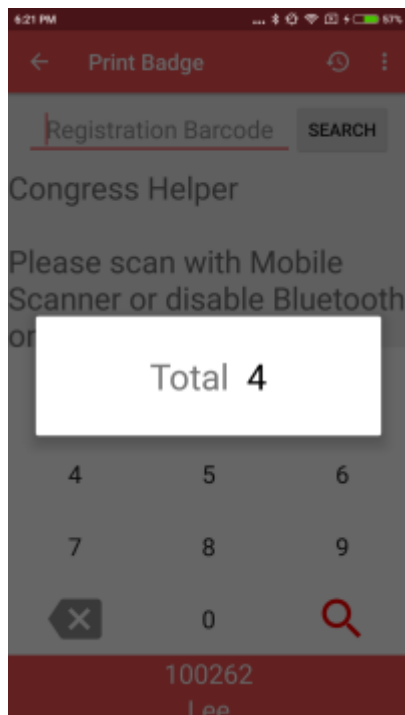
- Scan a delegate registration barcode or input manually and click [Search].



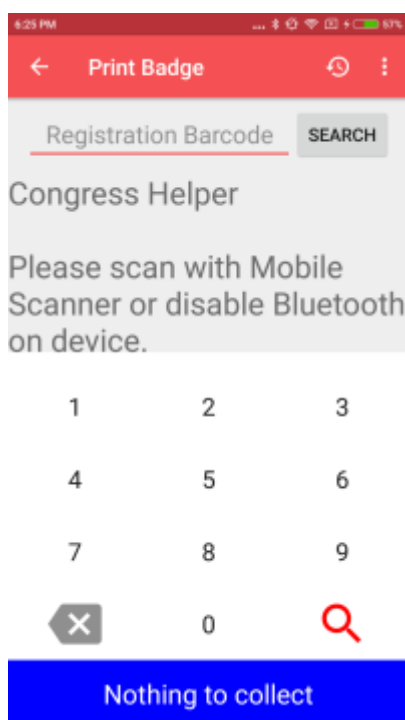
- If the delegate is One-Day Pass, it will prompt to select the “Admission Date”.



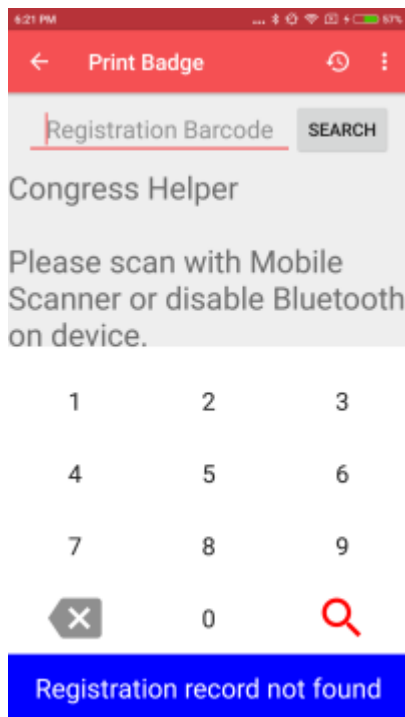
- If the delegate is found, it will display the number of badge being printed.



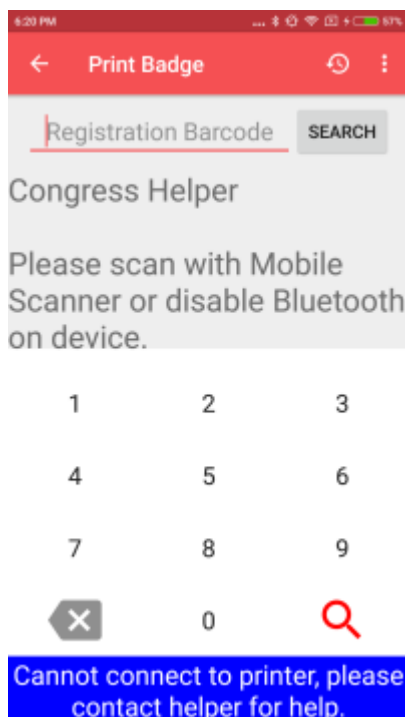
- If the delegate has already taken the badge or has no badge, it will display an alert.



- If the delegate is not found, it will display an alert.



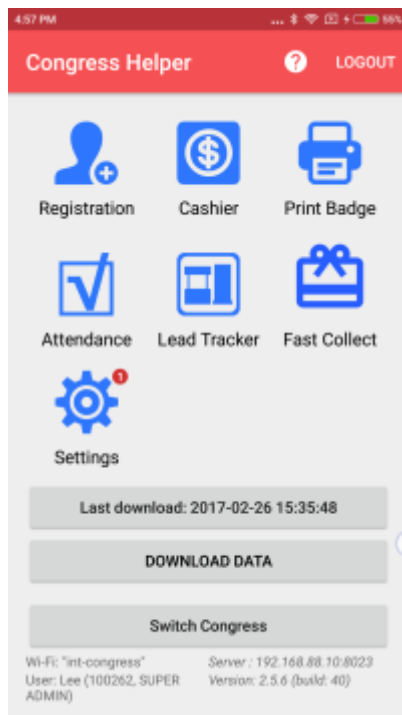
- If the mobile app cannot connect to the printer, it will display an alert.



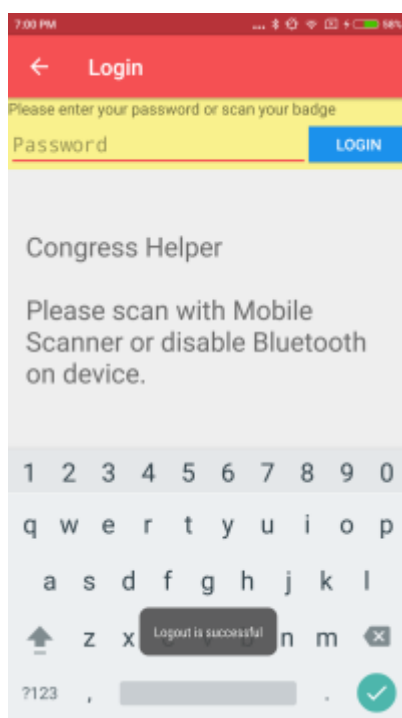
- Scan or input another registration barcode for another delegate.

Search Registration

- Login to event by entering "event code" or scan "event QR code". For more details, click [here](#).
- In "Home" screen, click [Registration] button.



- Enter login password if need.



- Scan or input a delegate registration code to display delegate details.
 1. Scan delegate QR code
 2. Enter registration code and then click [Search] button
 3. Enter last name of the delegate and then click [Search] button
 4. Enter email address and then click [Search] button
 5. Enter phone number (in format +98765432) and then click [Search] button
- If found, you may either see
 - a list of matched delegates, click the one you want.
 - or, a single delegate details
- It will display the delegate details page.

9:55 PM Details REPRINT Mr. Alex NG Hong Kong alex.ng@keenaction.com 104923 BARCODE COLLECT \$ 300.00 ☐ Peter NG Accompanying Persons ☐ Gala Dinner & Speakers' Reception Ticket ☐ Alex NG Ophthalmologists ☐ Ribbon Chair Ribbon uncollect item in grey	9:57 PM Details RESET Mr. Don LEE Hong Kong don.lee@questwork.com 100262 BARCODE COLLECT Total: \$ 0.00 ☐ Peter Robert Solomon McDonald Accompanying Persons 02/22 ☐ Peter Chan Accompanying Persons 02/22 ☐ Don LEE Ophthalmologists 02/22 ☐ Gala Dinner & Speakers' Reception Ticket 02/22 ☐ Gala Dinner & Speakers' Reception Ticket 02/22 collected item in yellow
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- In delegate's Details page, it is divided into 2 parts.
 - Upper part is delegate name, QR code, registration code, email, etc.
 - Lower part is the item list of the delegate.
 - If item is uncollected yet, the background is in grey
 - If item is collected, the background is in yellow
 - If item is NOT settled yet, it has a [Trash] icon
 - if delegate badge is NOT confirmed yet, it has a [Pencil] icon
 - If item name is in BLUE color, you could click to change the name of the badge.

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