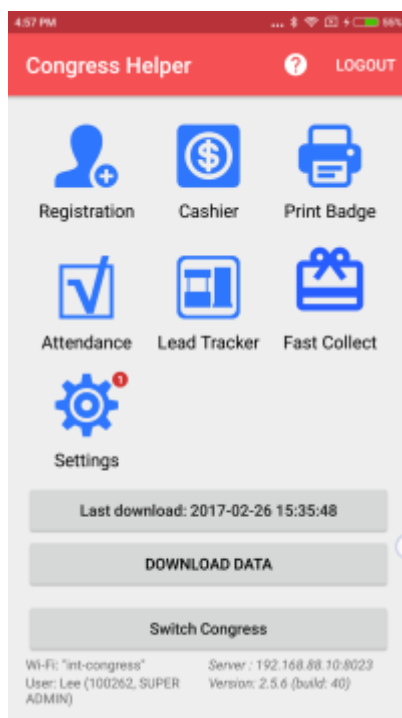


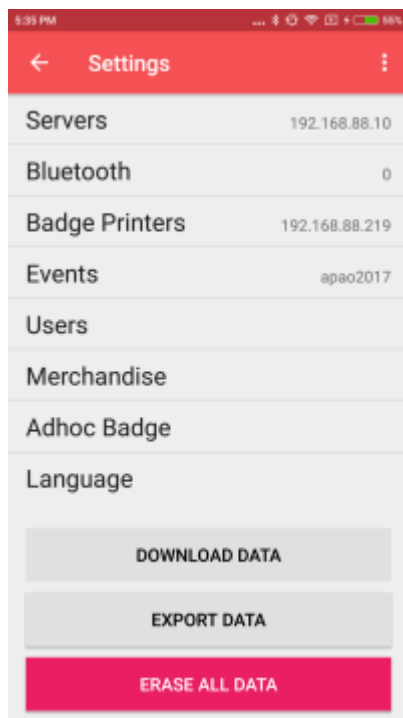
Registration Helper - Registration Operation Manual

Setup Mobile and Receipt Printer

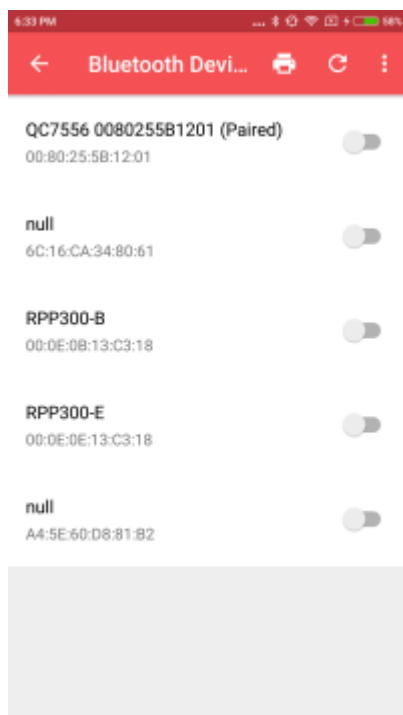
- Connect the Phone to the WiFi (SSID: int-congress), check if the IP address is 192.168.88.x
- Login to event by entering "event code" or scan "event QR code". For more details, click [here](#).
- In "Home" screen, click [Settings] and login with helper user account password.



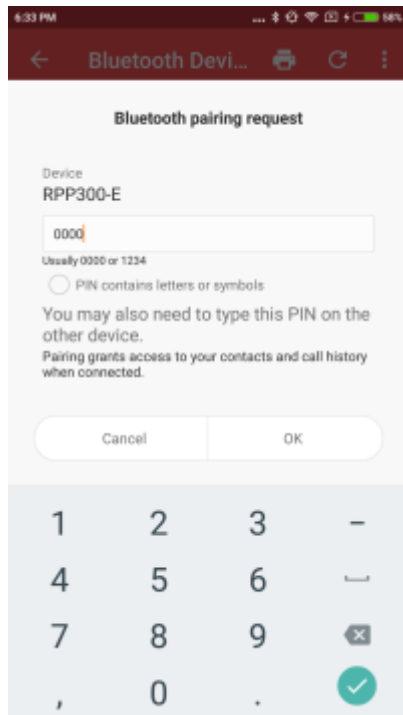
- Click [Bluetooth] to display a list of bluetooth devices.



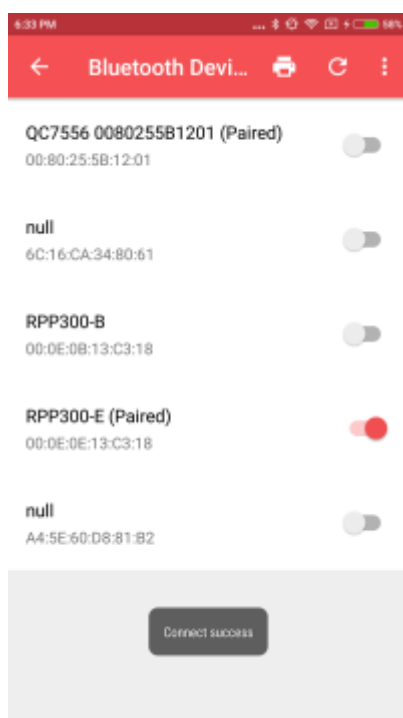
- Switch on the receipt printer.
- Check the yellow label on the receipt printer. There will be 2 entries for each printer, click the corresponding [on/off] switch next to “RPP300-E” to pair it.



- Enter the password “0000” if need.



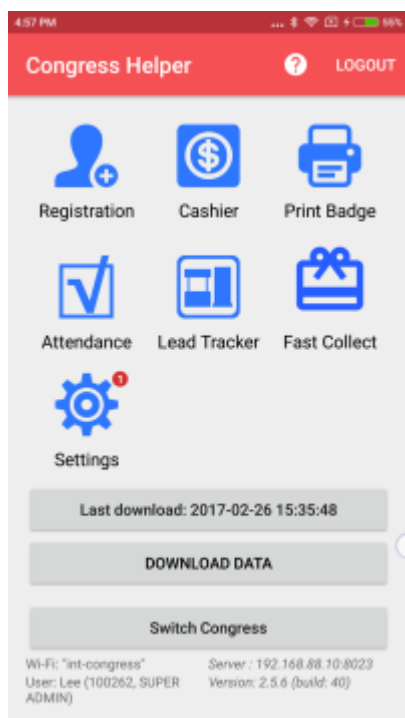
- It should be displayed as connected if ok.



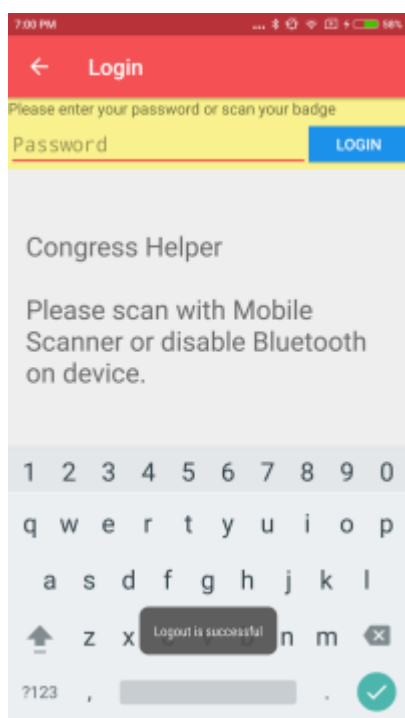
- Go back to the home screen of the app by clicking the top-left [←- Back] button twice.

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.

8:56 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	8:37 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
uncollect item in grey	collected item in yellow

- 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.

Print Badge or Collect Item

- [Search Registration](#) of delegate
- Review Item list
- Collect/Print item by either
 - A) Click item(s) and then click [Collect] button to collect only selected items.
 - B) Click [Collect] button to collect all uncollected items.

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Last update: 2018/12/16 01:19

