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.

4.57 PM		\$ 🕾 🗈 f 💶 66%		
Congress He	elper	OGOUT		
Registration Extendance	Cashier	Print Badge		
octango				
Last download: 2017-02-26 15:35:48				
DOWNLOAD DATA				
Switch Congress				
Wi-Fi: "int-congress" User: Lee (100262, S ADMIN)	Server / 1 UPER Version: 2	92.168.88.10:8023 2.5.6 (build: 40)		

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

Last update: 2017/02/26 course:congress_setup:operations_manual:registration:cashier_helper https://wiki.questwork.com/dokuwiki/doku.php?id=course:congress_setup:operations_manual:registration:cashier_helper&rev=1488107514 19:11

5:35 PM			
← Settings			
Servers	192.168.88.10		
Bluetooth	0		
Badge Printers	192.168.88.219		
Events	apao2017		
Users			
Merchandise			
Adhoc Badge			
Language			
DOWNLOAD DATA			
EXPORT DATA			
ERASE ALL DATA			

- 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.

6:33 PM	-	.*01	P 🗉 + 💶 98%
÷	Bluetooth Devi	÷	G :
QC75 00:80:	56 0080255B1201 (Pair 25:58:12:01	ed)	
null 6C:16:	CA:34:80:61		
RPP3 00:0E:	00-B 08:13:C3:18		
RPP3 00:0E:	00-E 0E:13:C3:18		
null A4:5E	60:D8:81:82		

• Enter the password "0000" if need.

3/7



• It should be displayed as connected if ok.

6:33 PM	
← Bluetooth Devi	🖶 C :
QC7556 0080255B1201 (Pair 00:80:25:5B:12:01	red)
null 6C:16:CA:34:80:61	
RPP300-B 00:0E:0B:13:C3:18	
RPP300-E (Paired) 00:0E:0E:13:C3:18	
null A4:5E:60:D8:81:82	
Connect success	

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

Settle Payment

• Click [Cashier] button.

update: 2017/02/26 19:11



- - Enter login password if need.



• Scan or input a delegate registration barcode to display delegate details.

5/7



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

55 PM \$ @ @ D f 💶 9	
← Payment	÷
Gala Dinner & Speakers' Reception Ticket	100.0
Peter NG Accompanying Persons	200.0
Total: \$ 300.00 (SGt Payment: \$ 300.00 (SGt	0 432.00) 0 432.00)
Payment Method	
🦲 Cash 🔵 Credit Card 🔵 W	/aived
Remark/Reference	
CONFIRM PAYMENT	

• Select the "Payment Method" as either Cash, Credit Card or Waived. If you choose "Waived", you have to type a remark for reference.

Last update: 2017/02/26 201



• Click the [CONFIRM PAYMENT] to confirm the payment.



• It will then auto print the receipt and return to the delegate details page.

2025/08/02 00:10

7/7





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

Permanent link: https://wiki.questwork.com/dokuwiki/doku.php?id=course:congress_setup:operations_manual:registration:cashier_helper&rev=1488107514 Last update: 2017/02/26 19:11

