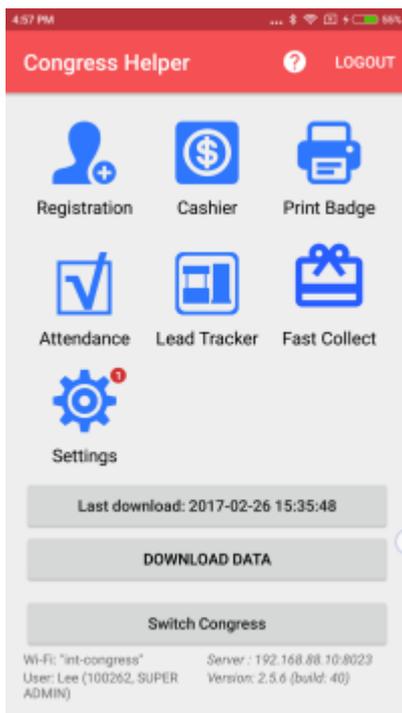


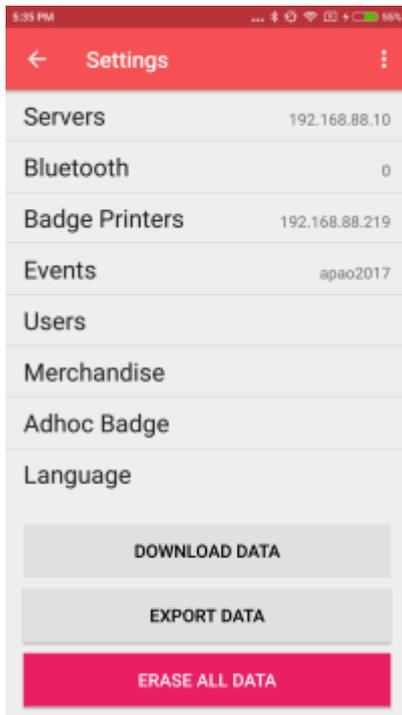
# Registration Helper - Registration Operation Manual

## Setup Mobile and Receipt Printer

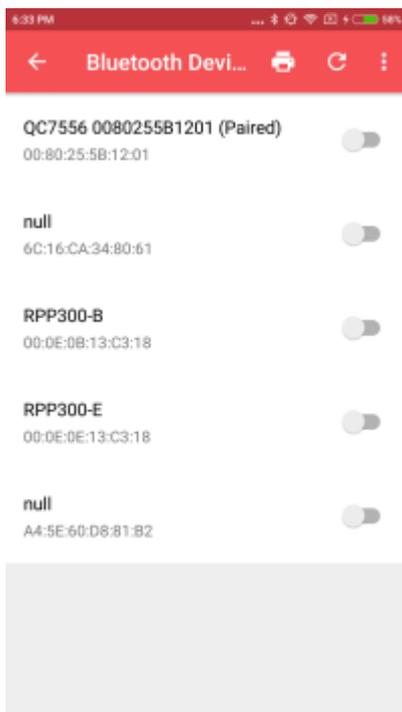
- Connect the Phone to the WiFi (SSID: int-congress), check if the IP address is 192.168.88.x
- Login to event by entering "event code" or scan "event QR code". For more details, click [here](#).
- In "Home" screen, click [Settings] and login with helper user account password.



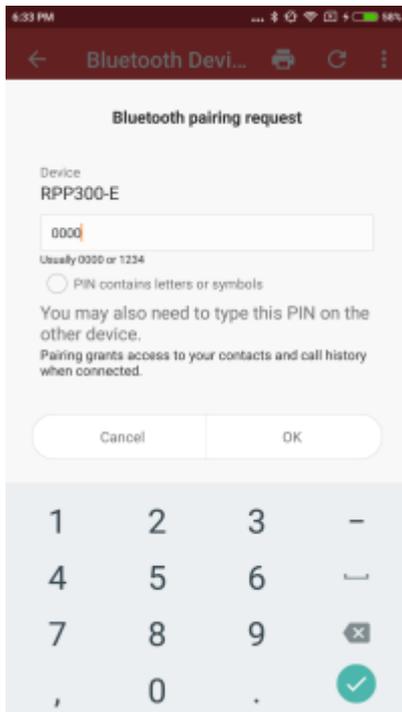
- Click [Bluetooth] to display a list of bluetooth devices.



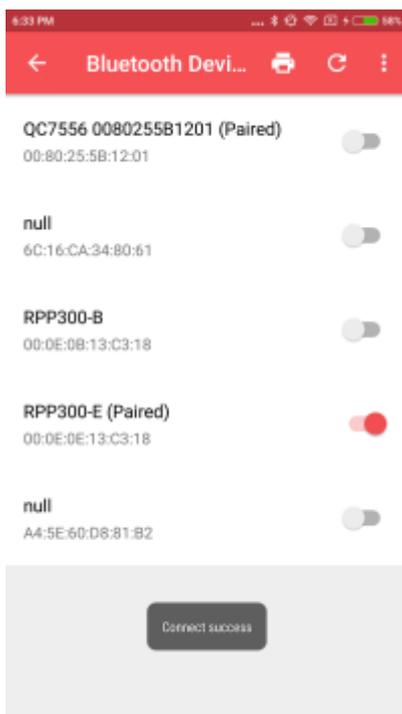
- Switch on the receipt printer.
- Check the yellow label on the receipt printer. There will be 2 entries for each printer, click the corresponding [on/off] switch next to “RPP300-E” to pair it.



- Enter the password “0000” if need.



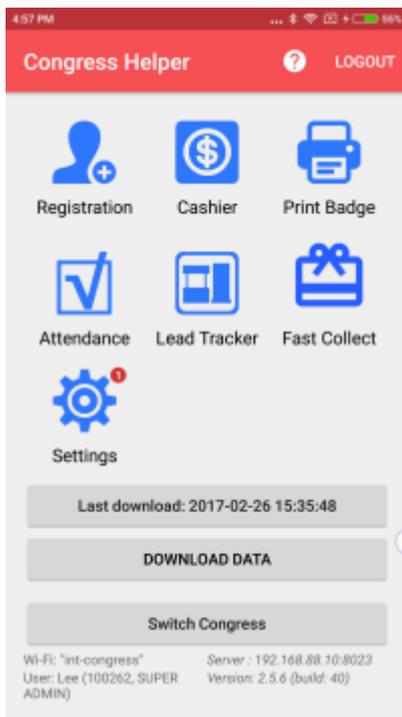
- It should be displayed as connected if ok.



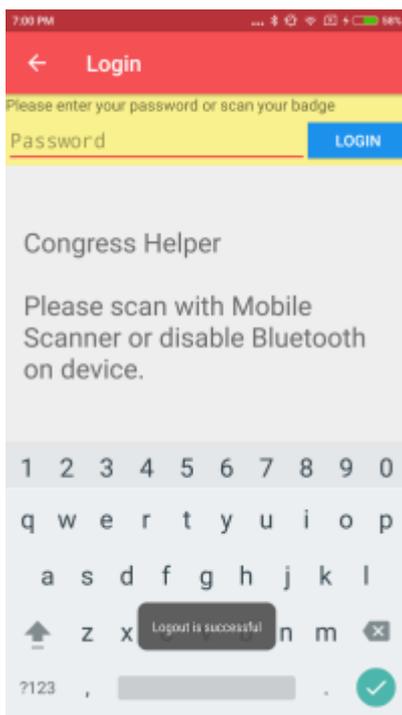
- Go back to the home screen of the app by clicking the top-left [← Back] button twice.

## 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.

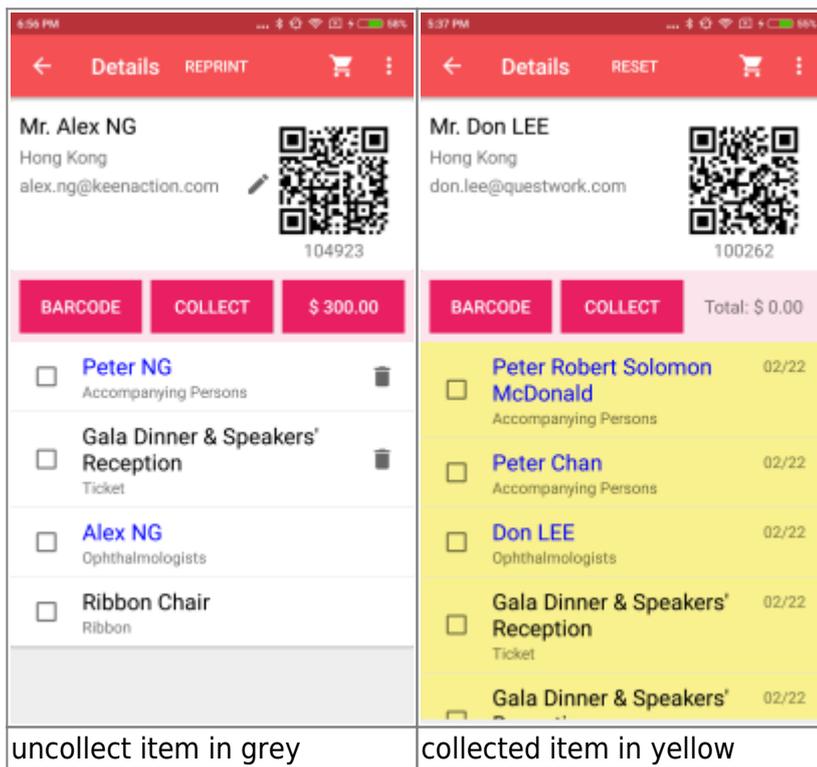


- Enter login password if need.



- 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.



- 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.

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:registration\\_counter\\_helper&rev=1544923175](https://wiki.questwork.com/dokuwiki/doku.php?id=course:congress_setup:operations_manual:registration:registration_counter_helper&rev=1544923175)

Last update: 2018/12/16 09:19

