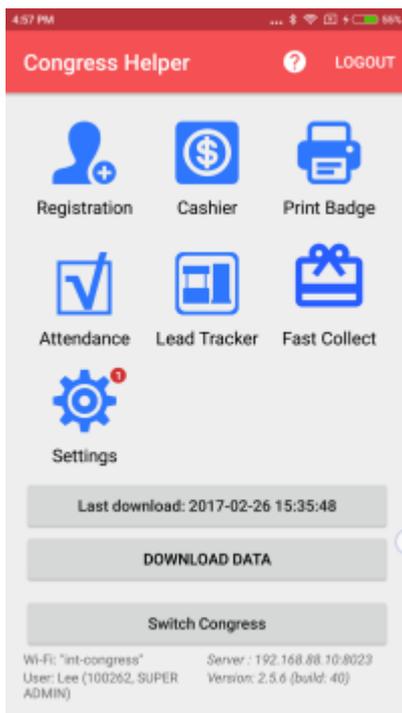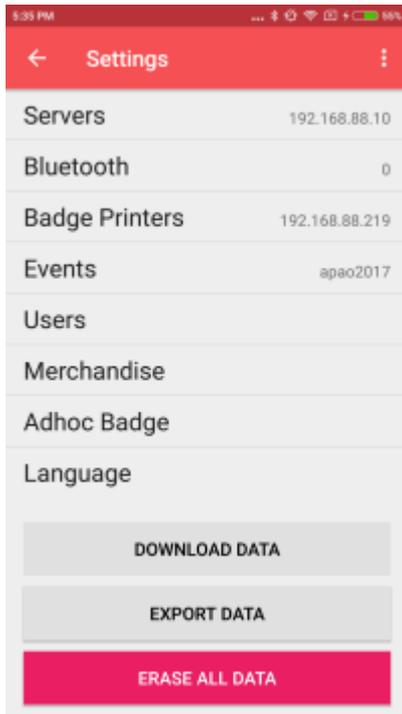# Registration Helper - Registration Operation Manual

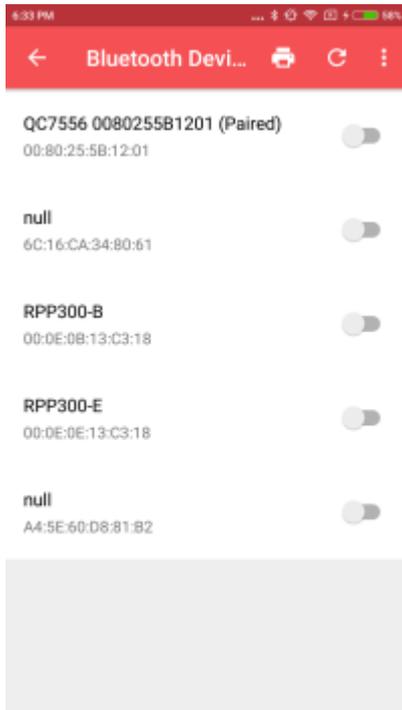## Setup Mobile and Receipt Printer

- 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.
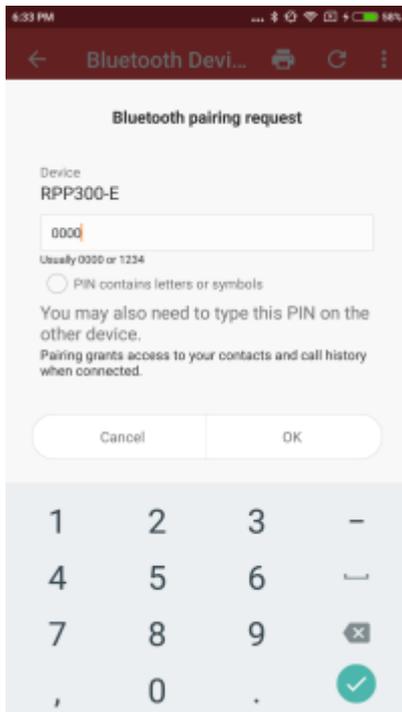

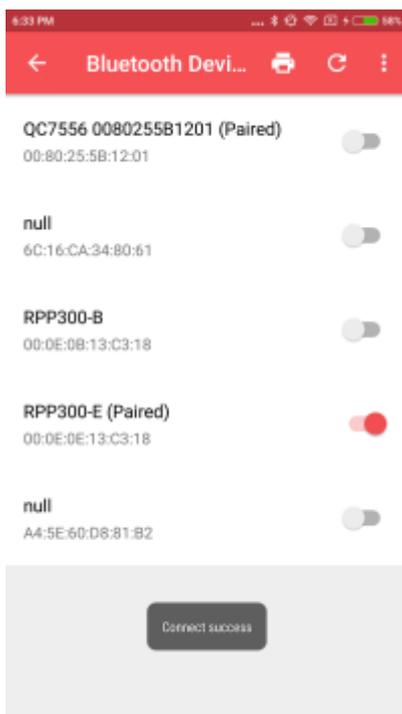- Click [Bluetooth] to display a list of bluetooth devices.

- 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.
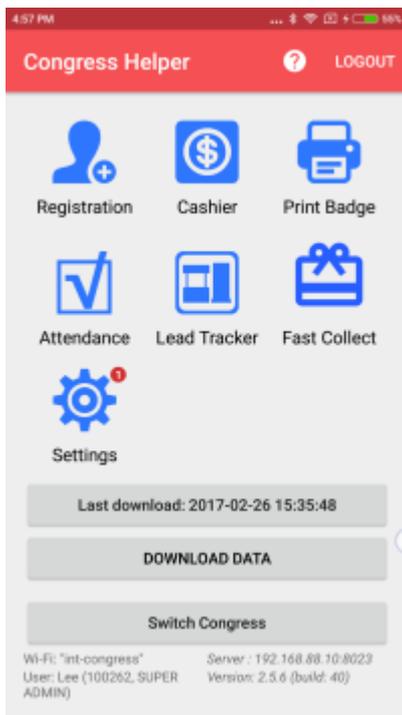
- Enter the password "0000" if need.
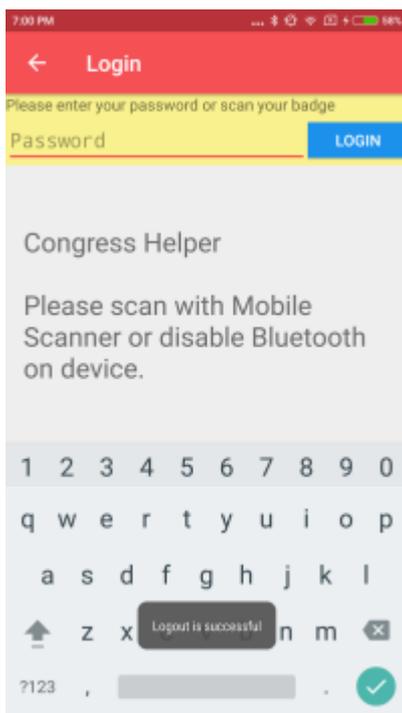
- It should be displayed as connected if ok.

- 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.
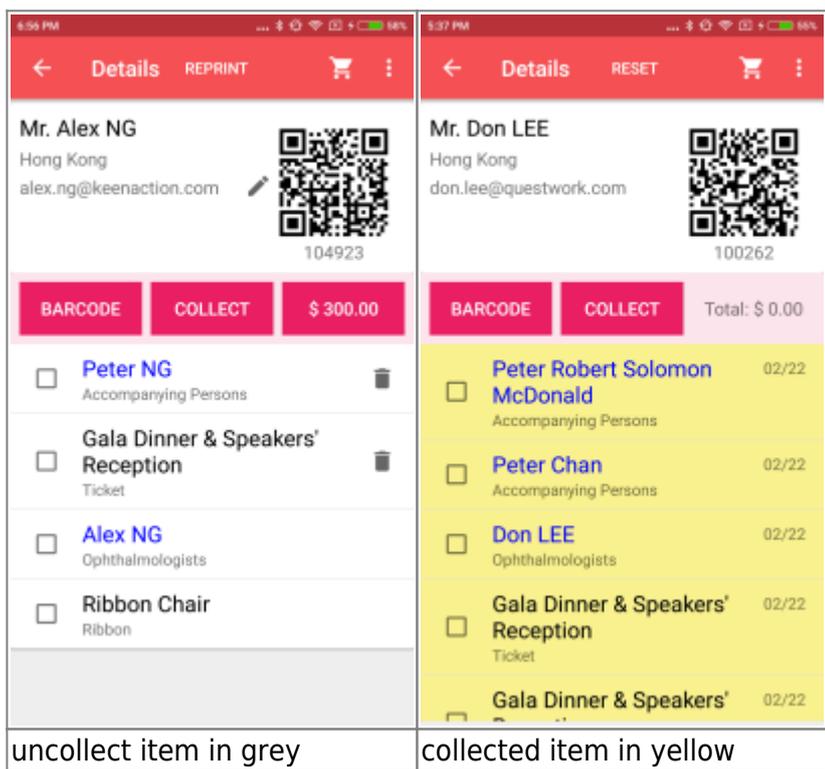- In "Home" screen, click [Registration] button.

- 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.

| 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.