Kiosk QC

Software QC

This needs to be completed by a member of the Entegy build team (Dav, Rich, Mika or Amine)

Core

- If using an integration (e.g. eventbrite) has the Badge scanning rules been updated? (
  https://core.crowdcomms.co.uk/Badge/Settings?tab=advanced)
- Are QR codes correct from CC or External Software import?

Kiosks

- Has the client agreed the badge design?
- Have the relevant design assets been uploaded to the core?
- Have the relevant colours been set in the core?
- Ensure that name search is enabled (if required) - instructions on how to enable name search are here
- Ensure kiosk manager is configured correctly in the Core
- Correct badge is selected
- Correct badge print side is selected
- Correct badge rotation is selected
- Colours and image assets are correct
- **IMPORTANT:** Under Kiosk manager 'Global Settings' ensure 'Scanning Format' is set to 'Badge Reference'. Click 'Save' even if correct in the CMS.

Attendance Tracking

- Are any attendance tracking rules up to date and valid?
- Access codes provided to client
- Perform test scans

Lead Capture

- Check CMS is set to allow duplicate email addresses
- Check Exhibitor reg form has been activated and profile type forced to 'Lead Capture'
- Access codes provided to client/end users
- Perform test scans

Hardware QC

This needs to be completed by Kieran or Jacob before equipment leaves the office.

- Test print a badge of each type and check how they look
- Test scan a QR code
- Check badge design – if using butterfly badges, is there a bleed? (does the badge design extend over entire the stock?)
- Is name search/reg form working as required
- Check a sample of the attendee list
- Decals received/collected
- Check what is packed against pack list
- Check badge stock and inks
- Do any of the kiosks require windows software updated. If so update for the duration of the event. Updates default to 'on' with each restart.