THE CHINESE UNIVERSITY OF HONG KONG
Information Technology Services Centre

Visitor Registration System – Handheld Guide

Version: 0.1
Last Update: 2021-01-19
Prepared by: ITSC

Page Break

Document Control

Issue History

Date	Name	Version	Description
2020-01-19	Yee Kwan Chan	0.1	Initial Draft

Reviewed By

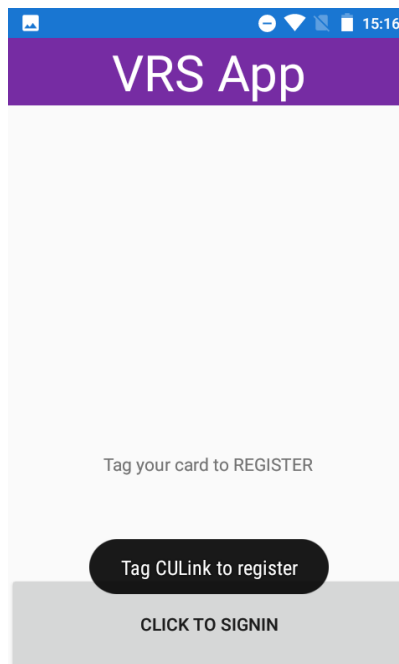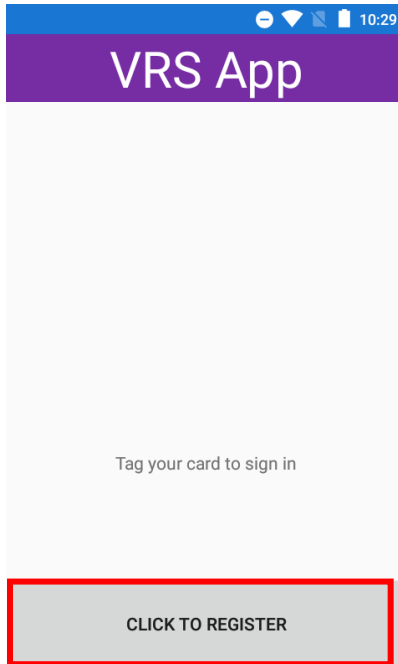| Date	Name	Version	Description
2021-01-30	George Yuen	0.1	

Contents

*Before using the app, make sure the device is connected with a stable WIFI and enabled NFC.
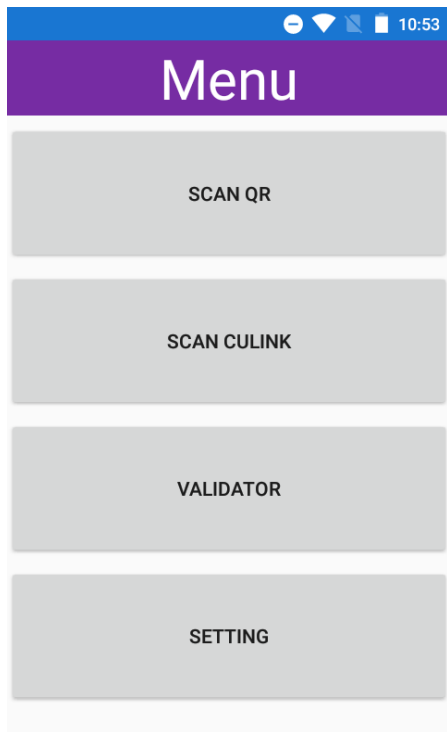
A. Sign-in/ Registration

Open the VRS App. Tag your CUlink Card to sign in.
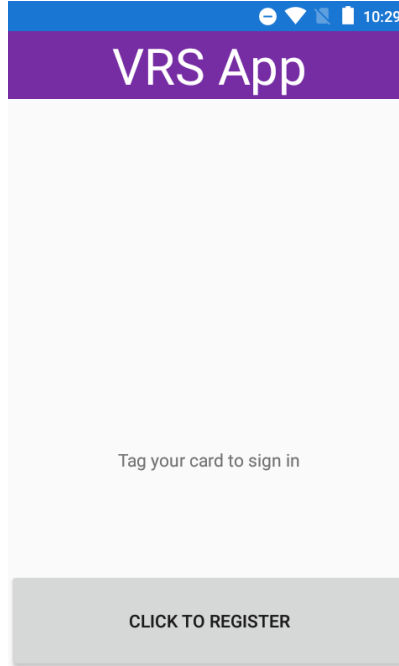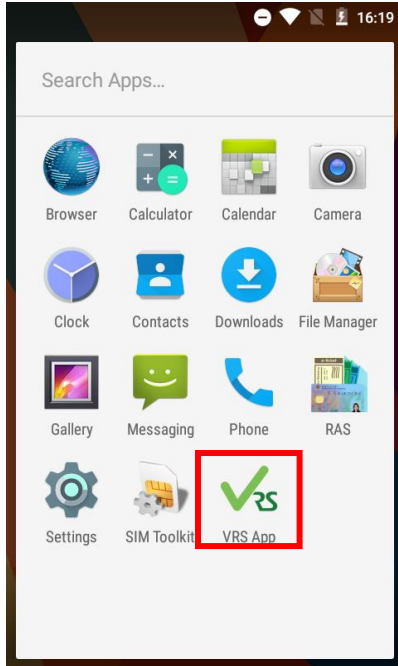
If you haven't registered, click "CLICK TO REGISTER", tag your CUlink Card to register.
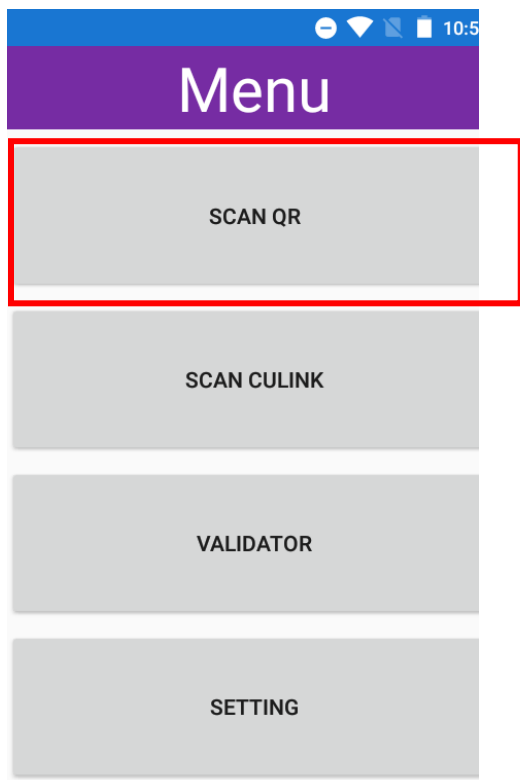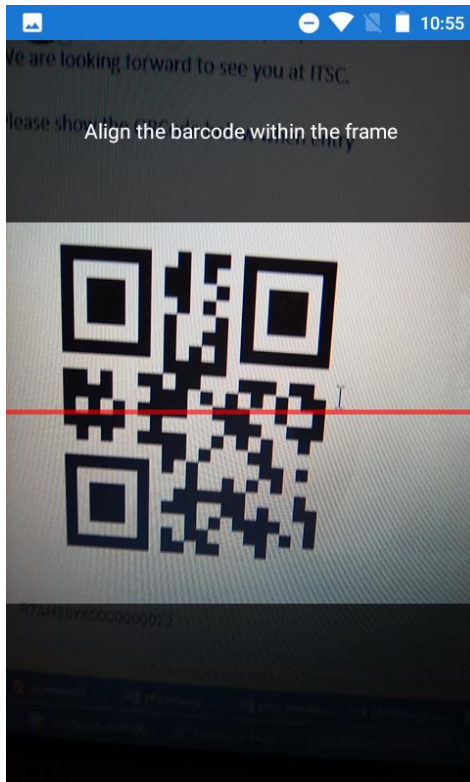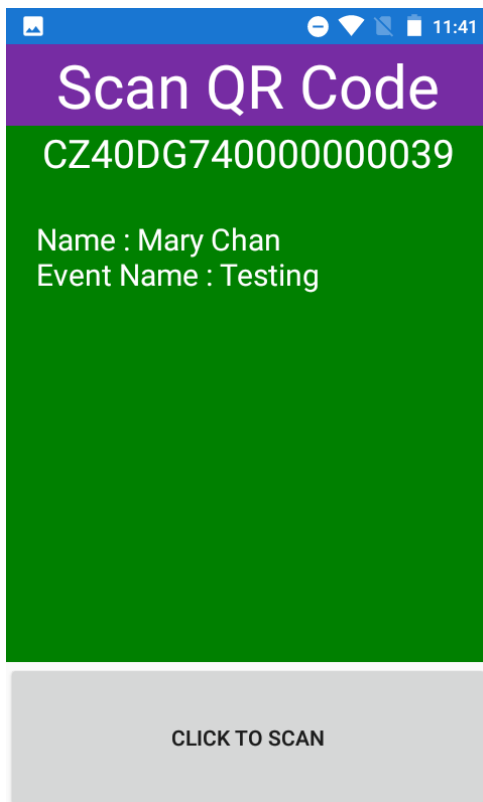
After signed in, the menu will show up.

B. SCAN QR

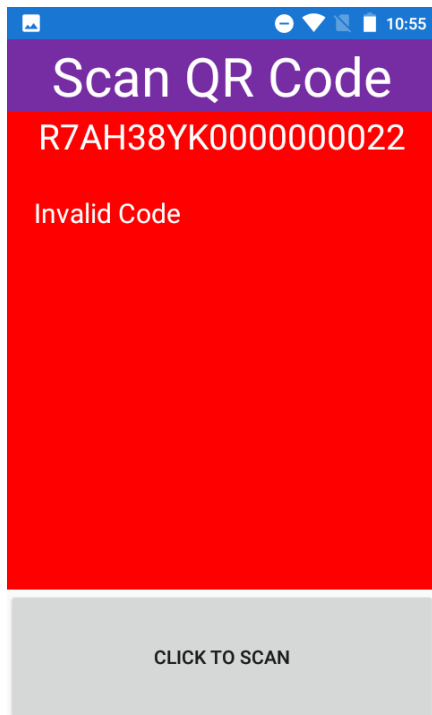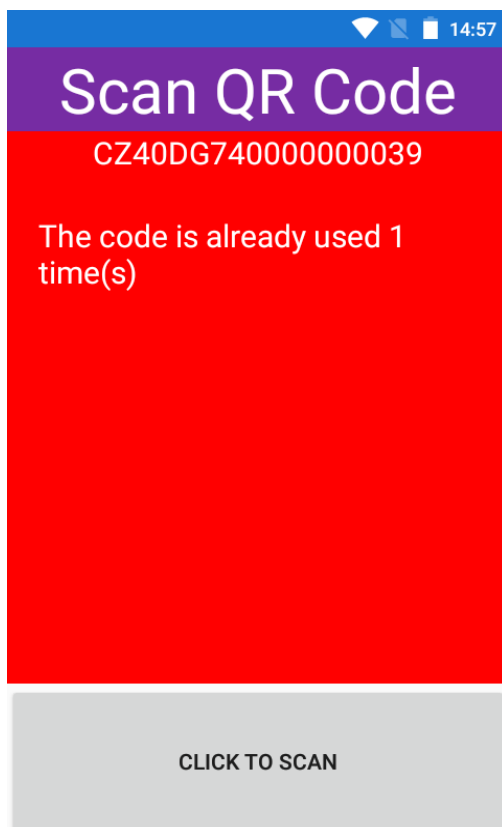To scan the visitor's QR code, click "SCAN QR" button.

If the code is valid, it will show the successful message. It shows the visitor's name and event name

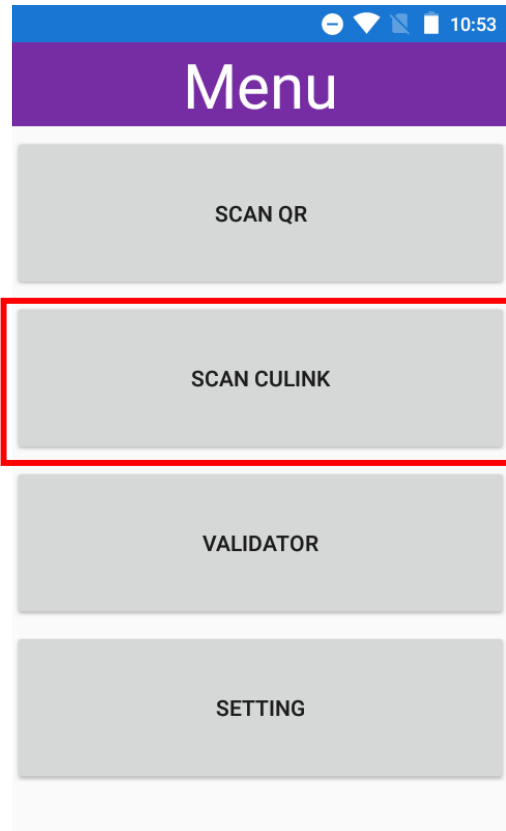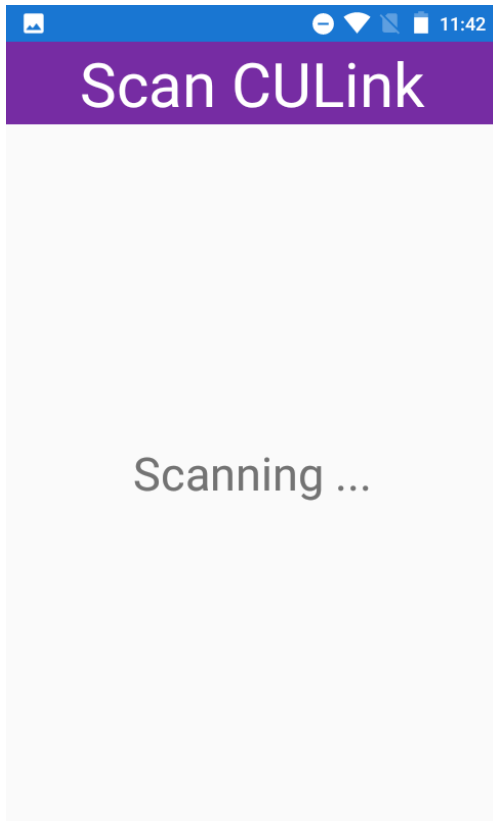If the QR code is invalid, it will show fail message.

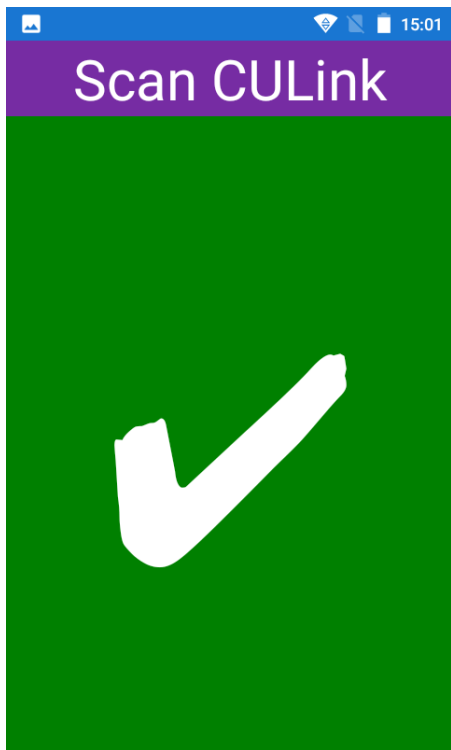It the code is scanned more than the maximum times, it will show error message.

C. Check CUlink

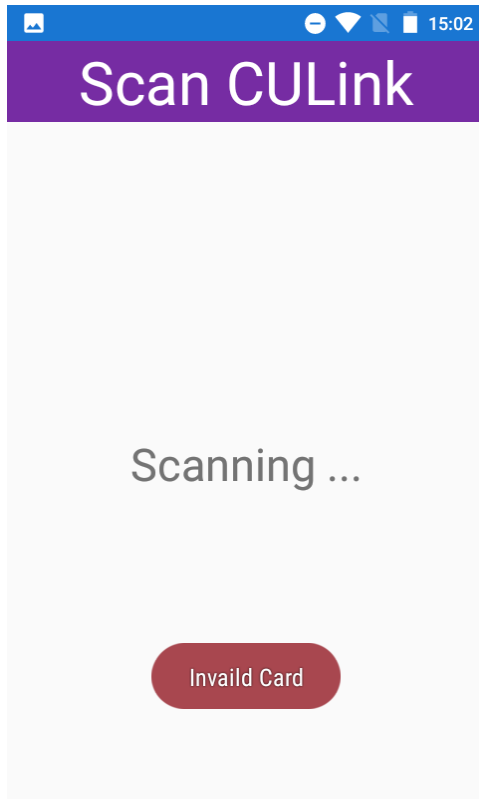If you need to check the CUlink, please click "SCAN CULINK"
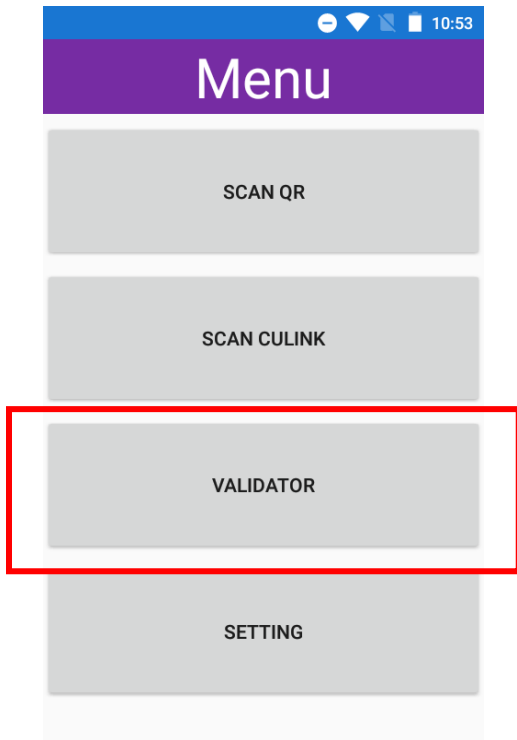
If the card is valid, it shows successful message.

If the card is invalid, it will show fail message. The sound is different from successful message.
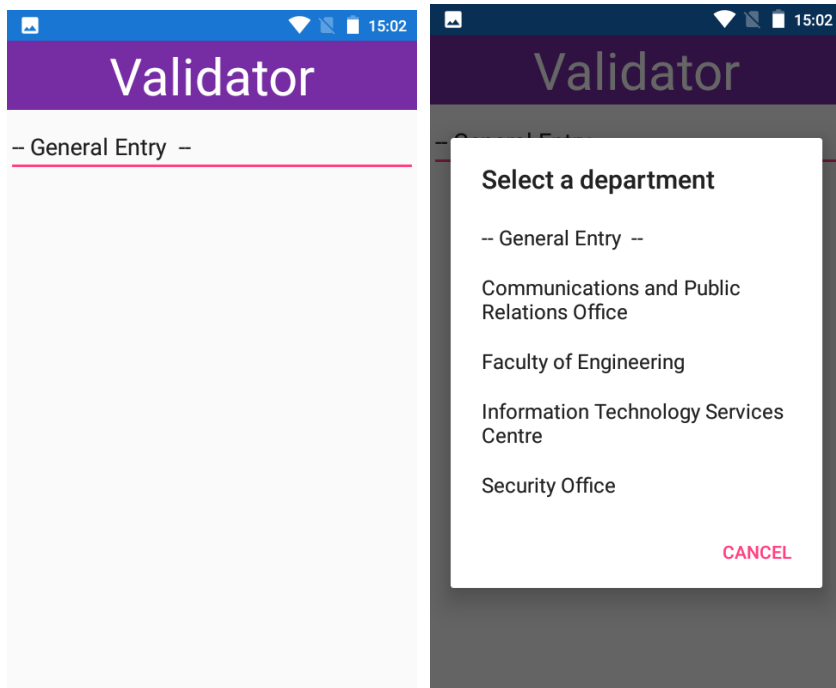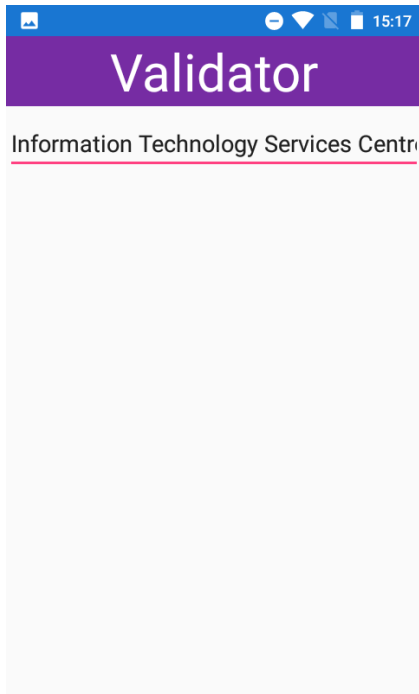
D. Add Validator

If a validator is added by Central admin, the validator will have the right to "Scan QR code" and "Scan culink". If a validator is added by Department admin, the validator will have the right to "Scan QR code" only.

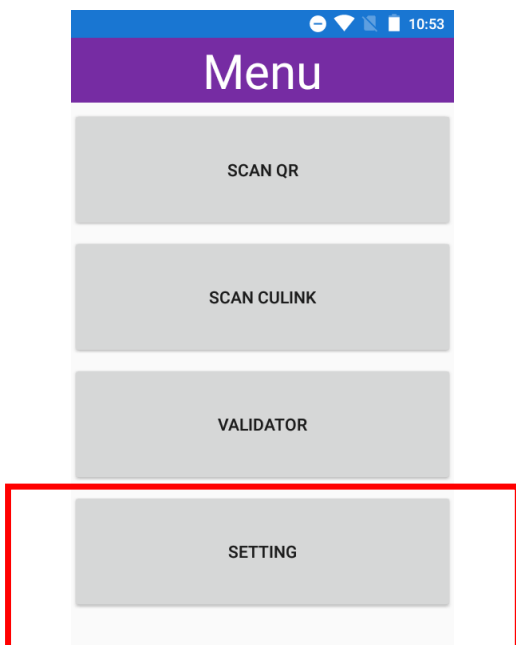If you are Central admin, choose the department the validator belongs to.

If you are department admin, you will only see one department which the department admin belongs to.

Tag the staff's CUlink, then the staff will become validator.

E. Setting

In setting, it shows some information including server path and department.

You can click "CHECK UPDATE" to check if the app is the latest version. If not, it will download the latest version. You can click the downloaded app to install it.