

Locations and QR labels

Another Check-In · A03

Before the demonstration

Bertrand Hope

- Your assigned responsibility
- The correct training record
- Evidence of the result

Today's outcome

Operator can identify the correct site, access mode and label lifecycle.

The intended site

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- Open Locations > Manage Locations and inspect the intended site

In this step

Find the correct site and review its current details. Similar names do not guarantee the same pin or attendance mode. Location configuration affects how the application judges later check-ins.

Location rules

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- If permitted, create a location with name/type, valid pin, radius/accuracy/freshness, active dates and approved check-in mode

In this step

Check the pin, radius, accuracy and freshness settings against approved site requirements. Active dates and staff or guest mode also matter. The training exercise must use agreed fictional configuration instead of inventing operational policy.

Saved configuration

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- Save and reopen to verify values
- edit/deactivate only with `locations.manage`

In this step

Reopen the saved location and compare its values. Creation and later management are separate permissions. A person who can create or generate a label may still need a location manager to edit or deactivate the site.

The controlled label

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- Generate/view/print the location label using permitted controls
- verify the encoded origin and intended destination on a test device

In this step

Verify the label's origin and intended destination on the designated test device. Keep live codes under controlled distribution. A printed label must point to the correct application and site to be useful.

Label replacement

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- If regenerating with authority, replace printed old labels and inspect QR Label Inventory for reprint status
- review location report

In this step

Regeneration invalidates the old code. Replace old printed labels and inspect the inventory for reprint work. Otherwise staff may continue scanning a label that looks familiar but no longer resolves to a usable workflow.

Common problems

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- Choosing guest/mixed mode unintentionally
- wrong coordinates or origin
- leaving obsolete labels posted
- treating radius and GPS accuracy as the same setting

A useful support report

The task and record

The expected result

The actual message

The authorized next step

Guided practice

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- Create an approved fictional training location or inspect an existing one, print/view its controlled label and explain what changes after regeneration

Evidence to show

The correct training case

The result or permitted decision

Your explanation of the next step

Practice debrief

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- Correct context and permitted action
- A result you can trace
- A clear next step if blocked

Expected result

Operator can identify the correct site, access mode and label lifecycle.