



Guest check-in

Another Check-In · G01

Before the demonstration

Bertland Hope

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

Today's outcome

Guest sees a valid receipt and host can locate the correct entry.

Host preparation

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- Host verifies location label, mode and event availability

In this step

The host checks the location mode, active period and guest availability. Guests use the public workflow and do not need an application role. The location and license still need to support guest entry.

The guest destination

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- Guest opens Scan QR or approved code link and confirms the location name

In this step

The guest scans the current label or uses the approved code link. Confirm the displayed location before collecting details. An old or invalid code should return to the host for resolution.

Details and consent

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- Enter required name and approved optional details
- accept required consent and allow GPS

In this step

Collect the required fictional name and only the optional details approved for the exercise. Explain the consent wording before submission. GPS permission supports the location check and should not be bypassed if it fails.

Guest receipt

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- Submit Guest Check In and inspect saved confirmation
- handle invalid code/GPS/consent failures without bypassing checks

In this step

Read the saved confirmation. Guest entry requires server access and does not use the staff offline queue. If the code, consent or GPS check fails, correct the cause through the proper host process.

Host review

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- Host with `locations.guests.view` verifies the entry in Guest Check-ins for that location/date

In this step

The authorized host finds the entry for the same location and date. Guest visibility has its own permission and scope. Confirm the fictional entry without exposing unrelated participants in the screenshot or lesson.

Common problems

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- Guest trying staff login/enrollment
- using old code
- entering unnecessary personal details
- assuming online guest workflow can queue offline

A useful support report

The task and record

The expected result

The actual message

The authorized next step

Guided practice

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- Submit one fictional guest check-in at the approved test venue and let the host confirm it; demonstrate a prepared invalid/expired code error

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

Guest sees a valid receipt and host can locate the correct entry.