**Instructions for installing and using PromoterKiosk**

When the app is installed and loaded for the first time it will open to the Administrator screen

* 1. Enter the system ID and Password in the top left corner - Wifi needed

( the system will default to an ID of ‘demo’ and password of ‘demo’)

* 1. (optional) Enter instructions and a disclaimer to be displayed to the user on sign-in screen - no Wifi needed
  2. Click the ‘Save Config’ button to save these settings and log into your account
  3. Press the Home button in the bottom navigation bar. The system will ask you to select a home app. Select PromoterKiosk and click on ‘Always’ in the options below. This will send you to the Home screen.
  4. Go back into the Administrator screen (instructions below). Click on the recents button in the navigation bar at the bottom on the right and close out all programs.

To enter the Administrator screen from the Main screen.

* 1. Touch the image on the main screen anywhere. This will bring up a screen prompting the user to enter a name and an email.
  2. From this screen, touch the top right and the top left corners of the screen and don’t lift your fingers up until a dialog pops up. This dialog will prompt you for a password.
  3. Enter ‘pk’ into the password dialog and press ‘OK’. This will bring you back to the Administrator screen where you can edit the configuration and select/download a new image for the Main screen.

Changing the configuration in the Administrator screen and uploading/clearing device data

Edit Instruction or Disclaimer

* 1. The instructions and disclaimer can be changed whether connected to Wifi or not. Simply edit the two fields and press ‘Save Config’ to save the changes. If you leave this screen without pressing ‘Save Config,’ the changes will not be saved.

Update Main Image

* 1. With a proper system ID and password saved, press ‘Get Pictures List’ to bring up a list of the pictures that are associated with this account and listed on the web interface.

(can also load animated gif files)

* 1. Scroll through the list and select the image you want to display. It will highlight the image’s name. Press ‘Set Picture’ to download the image and set it as the main Image - Wifi needed.

Upload User Data / Clear User Data

* 1. To upload the data collected to the web, press ‘Upload All Data.’ A dialog will pop up displaying the number of records received by the server or an error message if something went wrong. In the event something went wrong, check your internet connection.
  2. To clear all records from the device, press ‘Clear All Data.’ A dialog will pop up prompting you for a password. **Important: *if you clear the data before uploading it, there is no way to recover the lost data.*** To continue, enter the password ‘delete’ and press ok. This will delete all existing user data from the device.

\* note: the number of records stored on the device is listed at the top of the list of customers.

\* note: The exit button in the bottom right corner of the screen is only relevant if you haven’t set PromoterKiosk as the home screen during setup. It is recommended that this program is set to always be the home/launcher screen.

Toggle printing on and off

* 1. To print tickets once the user has entered a name and email, keep the “Print Tickets” checkbox checked. Otherwise, if unchecked, the drawing number will be incremented and data will be sent to the server but no tickets will be printed.

Set drawing date

* 1. By default, the date for the drawing is set to the current date. To change this, press the button with the date on it. A pop-up dialog will appear where you can change the date for the drawing. This new date should be reflected in the button’s text.

**Important: no changes will be applied to the configuration unless you press the “save config” button.**

Press the “Run” button to run the program once your configuration and image is set

Normal operation once set up is complete

* 1. The user will see the main screen ( the image you chose in the Administrator’s screen or a default image ). Press anywhere on the screen.
  2. Next you will see fields to enter a name and password. When all fields are filled in, press ‘Enter’ on the bottom right of the keyboard and 2 tickets will print out with a ticket number, the customer’s name, customer’s email, and a time stamp.