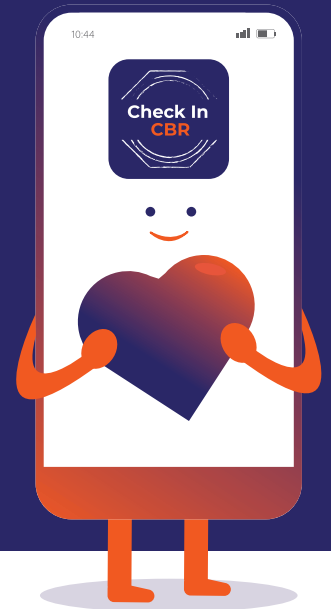



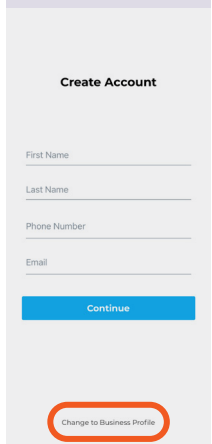
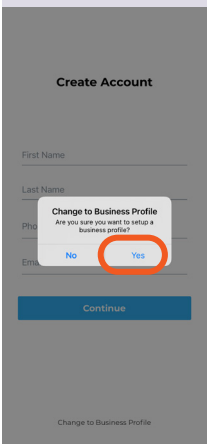

# Check In CBR App

## Guide for businesses

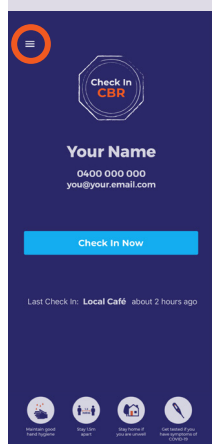
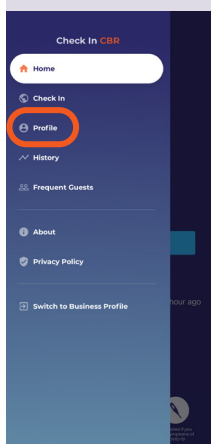
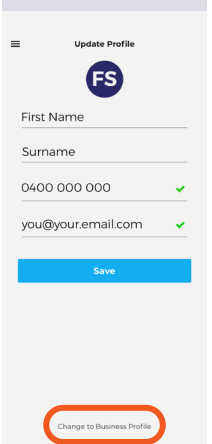
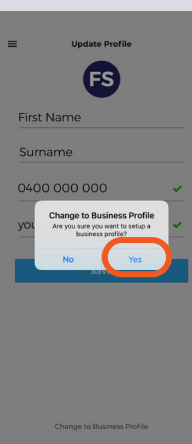
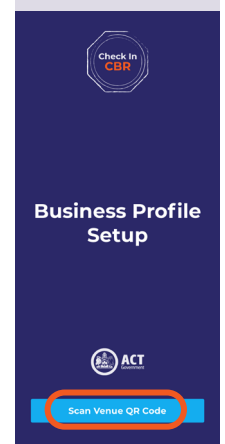
If you do not have a QR code for your business, register here:  
<https://www.covid19.act.gov.au/check-in-cbr-app-business-registration>



### Setting up your business profile (if you don't have the app installed)

<p><b>1.</b> Download the Check In CBR app.</p> <p><b>2.</b> Select <b>Get Started</b>.</p>	<p><b>3.</b> Select <b>Change to Business Profile</b>.</p>	<p><b>4.</b> Select <b>Yes</b> at the prompt.</p>	<p><b>5.</b> Select <b>Scan Venue QR Code</b> and scan your QR code.</p>
			

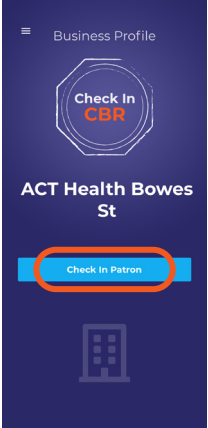
### Setting up your business profile (if you have the app installed and have a personal profile)

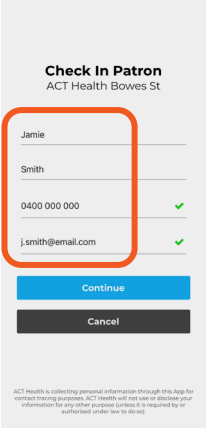
<p><b>1.</b> Open the menu.</p>	<p><b>2.</b> Select <b>Profile</b>.</p>	<p><b>3.</b> Select <b>Change to Business Profile</b>.</p>	<p><b>4.</b> Select <b>Yes</b> at the prompt.</p>	<p><b>5.</b> Select <b>Scan Venue QR Code</b> and scan your QR code.</p>
				

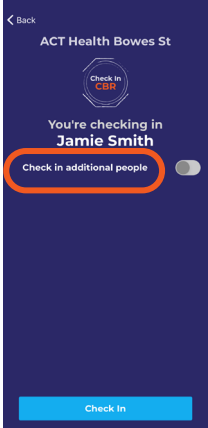


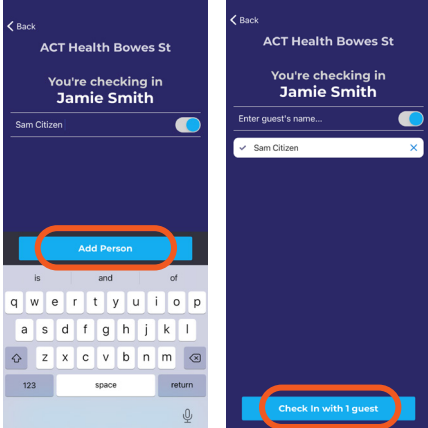
## Checking in a patron in the business profile

- Select **Check In Patron**.


- Enter the patron's details.

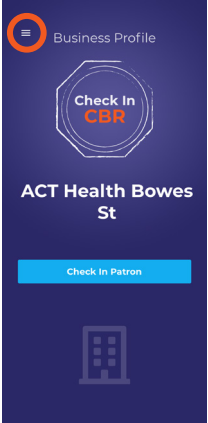

- Select **Check In**. If there are others in the group, select **Check in additional people**.

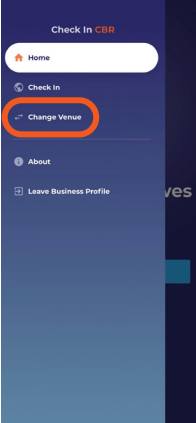

- Once all additional people are entered, select 'Check In with guest'.



## Switching between venues

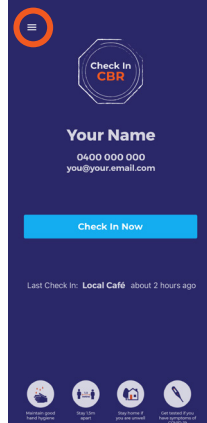
- Open the menu.

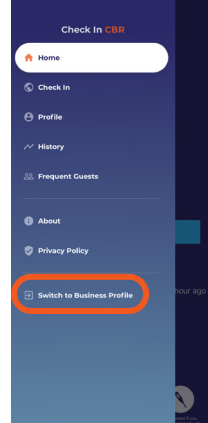

- Select **Change Venue**.


- Scan the other venue's QR code to get started.

## Switching from personal to business profile

- Open the menu.


- Select **Switch to Business Profile**.



To switch from business profile to personal, select the menu in the top left-hand corner of the screen and select **leave business profile**. Your personal profile will then appear.