



RollCall Safety Solutions Pty Ltd
ABN: 37 179 095 608
P: 03-8692-1110
E: support@rollcall.com.au

Steps – Creating a Route

1. Select 'Routes' from the 'Setting' drop down menu. Then click 'Add'.
2. Name the Route and select applicable Group (Am/PM)
 - a. If a route is AM or PM, we suggest adding the Am or PM into the route name.
3. Allocate Company Transport and set the Event type to Transport.
 - a. To add a Company Transport, see our tutorial –Adding Drivers.
4. If applicable add and Event Number, then set Capacity of Transport. (Event Number is optional)
5. Fill in Estimated Transit Time and allocate an Event Colour.
 - a. Transit Time Format needs to be 4 digits. (Ex. 01:00)
6. Select Group Off box if necessary.
 - a. It is recommended for AM drop off at Campus.
 - b. This option is not available for Special Ed.
7. Set the GPS Scanning Mode to 'Continuous Scanning' and allocate Timezone.
8. Click 'Save'