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Steps – Allocating a Route Over the Year

Make sure to do this step before you allocate students over the year.

1. Click 'Routes' from the 'Setting' drop down menu.
2. Locate route you want to allocate and select calendar icon in 'Action' column.
3. Confirm 'Group', 'Bus' and 'From' and 'To' dates for route over the year.
4. Select 'Apply' and allocate when it will repeat and on what days. Then 'Apply'.