System Set Up Instructions

Steps to follow to set up RollCall Services:

Step	Activity
1.1	Set up OPERATOR – the staff who be logging into the Field App
1.2	Set up COMPANIES – If the operator belongs to outside contractor, use this function.
1.3	Set up ZONES – This will be an area or classification to allocate Locations too.
1.4	Set up CHECKBOARD – Allocate the location names where the check scan will occur and allocate it to a TapIT number.
1.5	Set up EVENT GROUPS – Establish the management groups you would like to display the Schedules in.
1.6	Build the Locations
1.7	Build the SCHEDULES and allocate them to dates.