**Training Doc A**

**RollCall Device Driver/User – Starter Guide**

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| --- | --- | --- |
| Route type | Student Tap On | Student Tap Off |
| Morning (AM) | Yes | No – bulk tap off |
| Afternoon (PM) | Yes | Yes |

**Instructions**

|  |  |  |
| --- | --- | --- |
| **Step 1** | Switch on phone (No Password Required) and allow RollCall App to Initialise (approximately 20 seconds) |  |
| **Step 2** | 1. Enter your Mobile Phone number field

**For Example 0498 402 993**1. Enter your PIN. Your Pin is the last 4 digits of your mobile.

**For Example: 2 993** |
| **Step 3** | Select the route you have been allocated to. **Note:** If you select the incorrect Route tap the Grey settings bars on the top left-hand side of the screen and select Change Route and reselect. |  |
| **Step 4** | Tap the “Start Scan” button. (Start scan will change from green to red, signaling scanning is on)  |
| **Step 5** | If the student does not have their NFC Card/Token they tap the “Baggage Tag” label to the left of the student name. |
| **Step 6** | At the endo of the route: **For AM**1. All students disembark at the same time so touch the “B” (Bulk Off) button, located at the top right-hand side of the screen.
2. When all students have scanned off answer presented question. “Is this route complete” Yes/No

**For PM** 1. When all students have scanned off answer presented question. “Is this route complete” Yes/No
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