Setting up a New Site, Location & Employee
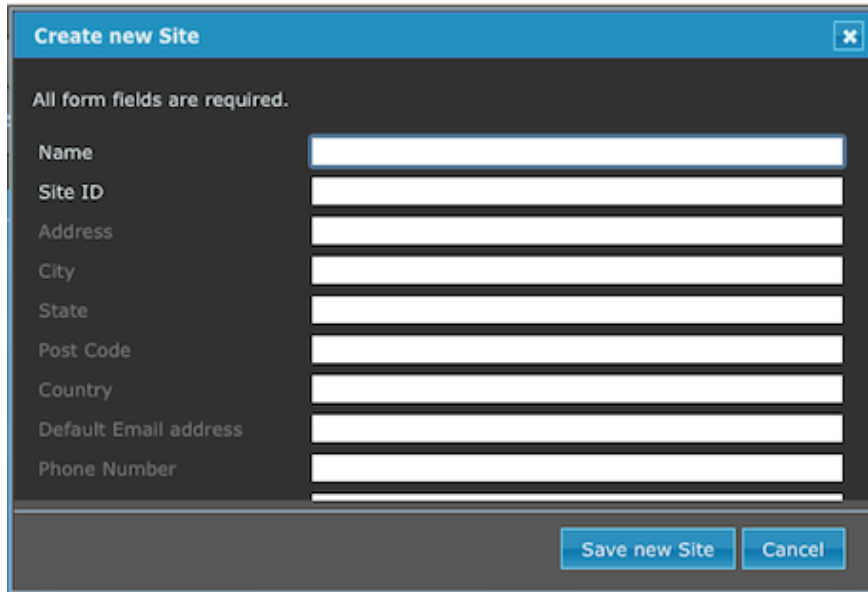
How to set up a new site

- Once you log in go to SetUp tab and select 'Sites'
  - Select Create new Site

How to set up a new site

- Enter the name of the site, Site ID and other information if needed
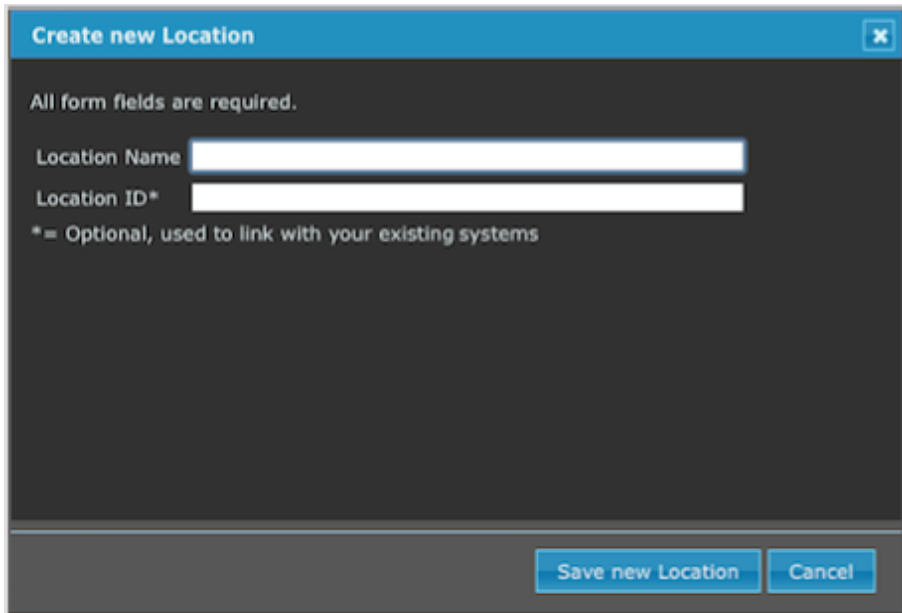- Select "Save new Site"

How to set up a new Location

- Each site can have an unlimited amount of locations e.g.: workstations, gates etc.
  - Select 'Next Step - Locations' and then select 'Create new Location'

How to set up a new location

- Enter Location Name and Location ID
- Select "Save new Location"

Create QR Code for New Location

- Select "Next Step – Manage QR Code for this location"
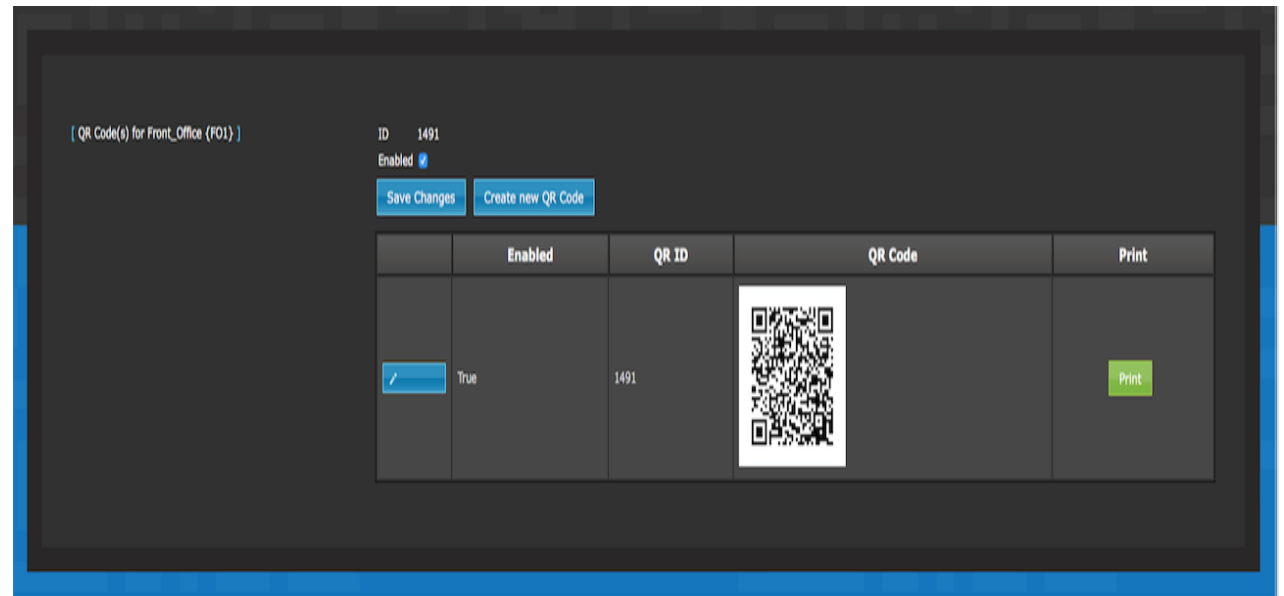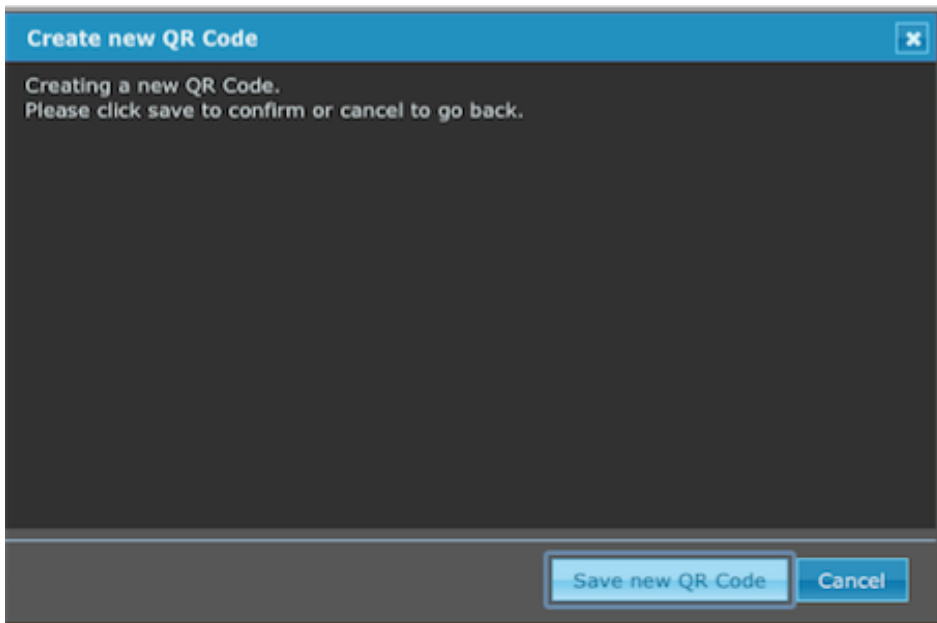- Select "Create QR Code"

Save new QR Code

- Select 'Save new QR Code and then print

Create cost centre i.e.: Breaks

- Under Setup tab select 'Cost Centre' (six available)
- Create new cost centre i.e. Breaks or Equipment etc.

& Save

Creating Cost Codes (unlimited)

- Once the cost centre is saved, select "Add cost code for this Cost centre"
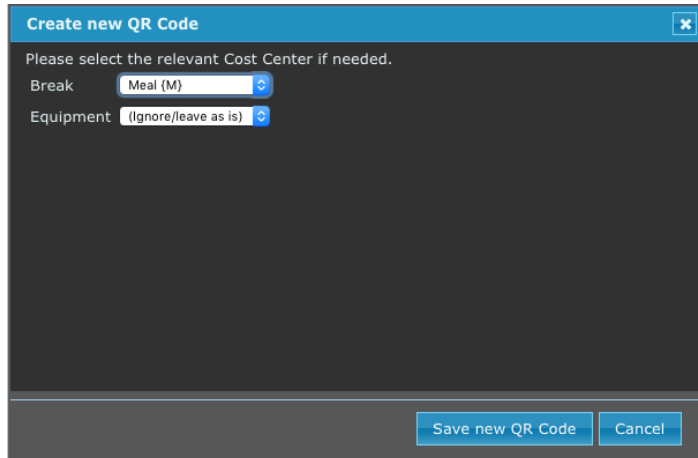- Select "Create new Cost Code", name cost code and save

Create New QR Code for Cost Centre
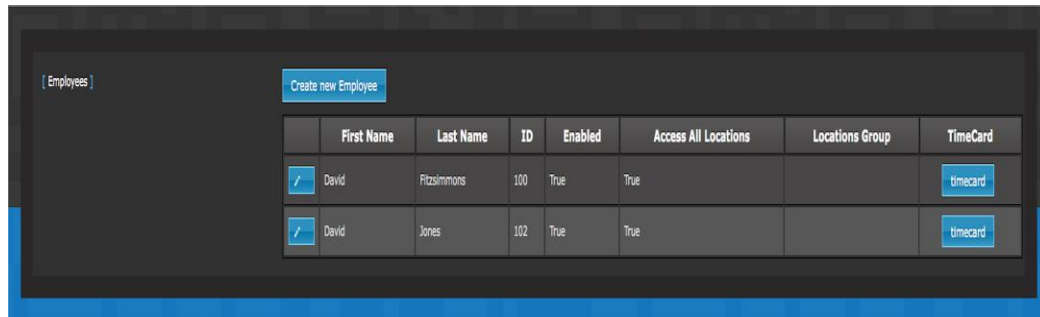
- Select the correct location and then select "Create new QR Code
- From the drop down list select the correct cost centre
- Leave others as "ignore/leave as it"
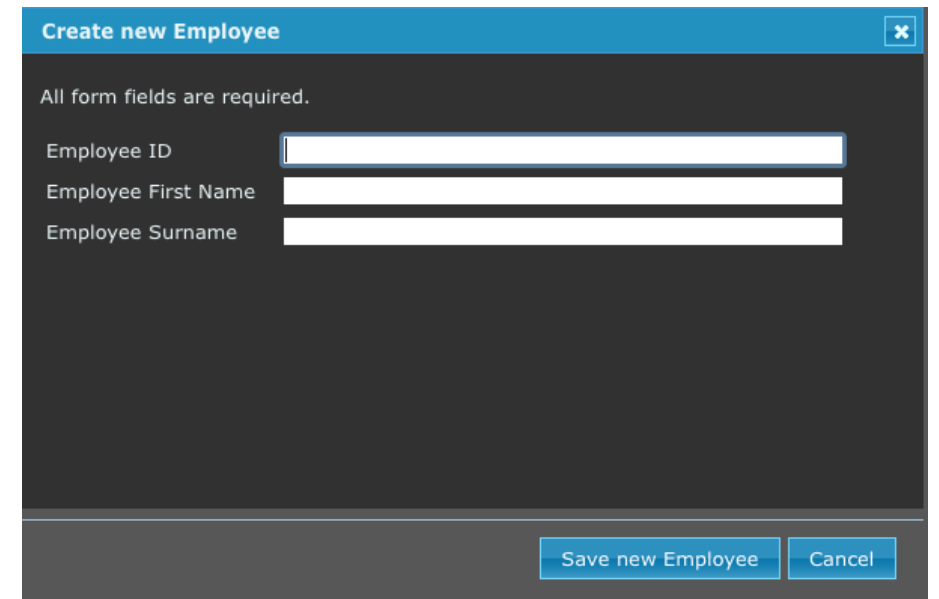- Select "Save new QR Code"

Create new Employee

- Select Employee tab, then 'Create new Employee, enter details and Save