

Items should be completed in order laid out below.

Actions in **Bolded Black Text** are mandatory configuration actions and must be completed.

Double click on the tick box and select checked once an action has been completed.

ITEM	ACTIONS
1. Create New Location	<input type="checkbox"/> Create new Location http://spotapp.com.au/spotapp/media/spotapp/pdf/system-administrators/ARef-09-How to Add and Disable Locations and Areas.pdf <i>Actions 2&3)</i> Comments:
2. Create New Area(s)	<input type="checkbox"/> Create at least 1 Area http://spotapp.com.au/spotapp/media/spotapp/pdf/system-administrators/ARef-09-How to Add and Disable Locations and Areas.pdf <i>Action 4.4)</i> Comments:
3. Add each Area's Contact Details	<input type="checkbox"/> Add Area's Address <input type="checkbox"/> Add Area's Email Address <input type="checkbox"/> Add Area's Phone Number http://spotapp.com.au/spotapp/media/spotapp/pdf/system-administrators/ARef-09-How to Add and Disable Locations and Areas.pdf <i>Actions 5)</i> Comments:
4. Add each Area's Discipline(s)	<input type="checkbox"/> Add at least 1 Discipline to each Area http://spotapp.com.au/spotapp/media/spotapp/pdf/system-administrators/ARef-10-How to Administer Areas.pdf <i>Action 7)</i> Comments:
5. Add Clinical Settings	<input type="checkbox"/> Add Clinical Settings to each Area http://spotapp.com.au/spotapp/media/spotapp/pdf/system-administrators/ARef-10-How to Administer Areas.pdf <i>Action 12)</i> Comments:

<p>6. Add Area's Shift Types</p>	<p><input type="checkbox"/> Add at least 1 Shift Type to each Area http://spotapp.com.au/spotapp/media/spotapp/pdf/system-administrators/ARef-10-How to Administer Areas.pdf <i>Action 9)</i></p> <p>Comments:</p>
<p>7. Add Student Groups to Shift Types</p>	<p><input type="checkbox"/> Add at least 1 Student Group to each Shift Type in each Area http://spotapp.com.au/spotapp/media/spotapp/pdf/system-administrators/ARef-10-How to Administer Areas.pdf <i>Action 10)</i></p> <p>Comments:</p>
<p>8. Assign Area(s) to Users</p>	<p><input type="checkbox"/> Assign at least 1 Director User to each Area <input type="checkbox"/> Assign Manager Users to Area(s) <input type="checkbox"/> Assign Supervisor Users to Area(s) http://spotapp.com.au/spotapp/media/spotapp/pdf/system-administrators/ARef-02-How to Administer Users.pdf <i>Actions 1&5)</i></p> <p>Comments:</p>
<p>9. Add Capacity to Area(s)</p>	<p><input type="checkbox"/> Add Total Shift Capacity to each Area http://spotapp.com.au/spotapp/media/spotapp/pdf/director/DRef-04a-Managing your SHIFT Capacity Overview.pdf <i>Actions 1 through 6)</i></p> <p><input type="checkbox"/> Add Total Area Capacity to each Area http://spotapp.com.au/spotapp/media/spotapp/pdf/director/DRef-04b-Managing your AREA Capacity Overview.pdf <i>Actions 1 through 6)</i></p> <p>Comments:</p>