

BUS ROLL CONFIGURATION

The Bus Roll may be used to mark children in and out of care during transport runs and will be available for use once you have begun using e-Signatures.

Before using the bus roll you may wish to configure your display settings to best suit your service's needs.

You will also need to ensure that e-Signature PINs have been setup for any staff members accessing the Bus Roll.

This tip sheet will walk you through:

- [Bus Roll Configuration](#)
- [e-Signature Pins](#)

Summary

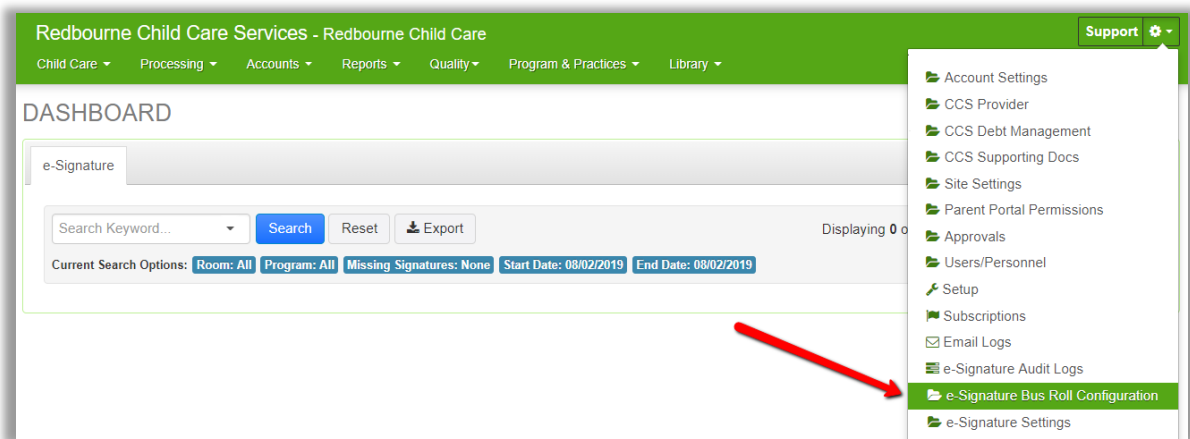
1. Click on the cog settings
2. Select e-Signature Bus Roll Configuration
3. Select between 4 options
4. Click Save

BUS ROLL CONFIGURATION

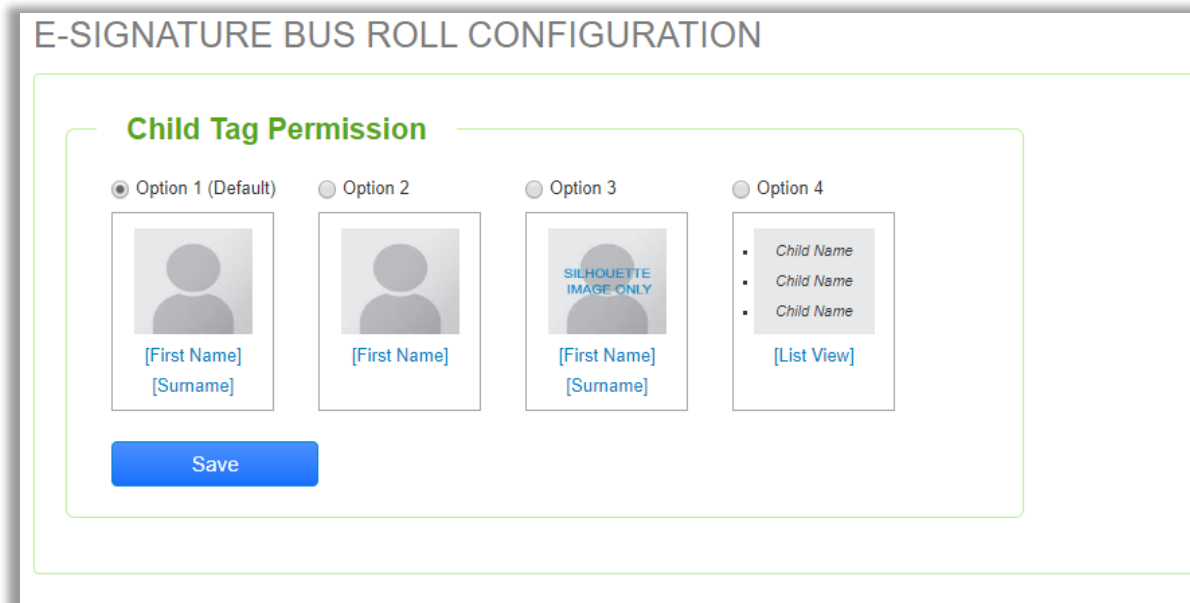
Detailed

Bus Roll Configuration

To open the Bus Roll Configuration window, open the Settings cog and select e-Signature Bus Roll Configuration:



The Bus Roll Configuration page will appear as below:








Detailed cont.

From here, you may apply settings to determine the view your service will see when opening the Bus Roll.

Option 1 The default view will be to display the child's full name and photo (if uploaded within the child's record). If no photo has been uploaded, a grey silhouette will display.

Drop Off






Chermside State School
123456 Gympie Road, Chermside

Dropped Off	Absent	Status: None	Status: None	Status: None
				
Fang Zang	Kang Zang	Lang Zang	Nang Zang	Yang Zang
Before School Care - Chermside BSC Chermside	Before School Care - Chermside BSC Chermside	Before School Care - Chermside BSC Chermside	Before School Care - Chermside BSC Chermside	Before School Care - Chermside BSC Chermside
View Details	View Details	View Details	View Details	View Details

Option 2 will display as above, excluding the child's surname:

Drop Off

Chermside State School
123456 Gympie Road, Chermside

Dropped Off	Absent	Status: None	Status: None	Status: None
				
Fang	Kang	Lang	Nang	Yang
Before School Care - Chermside BSC Chermside	Before School Care - Chermside BSC Chermside	Before School Care - Chermside BSC Chermside	Before School Care - Chermside BSC Chermside	Before School Care - Chermside BSC Chermside
View Details	View Details	View Details	View Details	View Details

Detailed cont.

Option 3 will display the child's full name but not photo:

Drop Off

Chermside State School
123456 Gympie Road, Chermside

Dropped Off

Fang Zang

Before School
Care - Chermside
BSC Chermside

View Details

Absent

Kang Zang

Before School
Care - Chermside
BSC Chermside

View Details

Status: None

Lang Zang

Before School
Care - Chermside
BSC Chermside

View Details

Status: None

Nang Zang

Before School
Care - Chermside
BSC Chermside

View Details

Status: None

Yang Zang

Before School
Care - Chermside
BSC Chermside

View Details

Option 4 will display a list view of the children:

Drop Off

Chermside State School
123456 Gympie Road, Chermside

Select	Child	Room	Program	Status
<input checked="" type="checkbox"/>	Fang Zang	Before School Care - Chermside	BSC Chermside	Dropped Off
<input checked="" type="checkbox"/>	Kang Zang	Before School Care - Chermside	BSC Chermside	Absent
<input type="checkbox"/>	Lang Zang	Before School Care - Chermside	BSC Chermside	
<input type="checkbox"/>	Nang Zang	Before School Care - Chermside	BSC Chermside	
<input type="checkbox"/>	Yang Zang	Before School Care - Chermside	BSC Chermside	

Once you have made your selection, please click the **Save** button.

e-Signature PINs

The Bus Roll requires an e-Signature PIN to be accessed. This is because e-Signature entries will be created when children are marked as **Picked Up** or **Dropped Off**. If the staff member already has an e-Signature PIN, you will not need to repeat this process. For more details, please refer to the tip sheet called *Generating e-Signature PINs*.