

To Select Individual Members:

1. Click on the down arrow & select the name required.
2. Then will then show in the selection box - click  to add them to the list.
3. Click  at an any stage to delete a person.

Staff Include Sub-Contractor Staff

Mobile Craig 1   

Rover Alpine

Mobile Craig

Mobile Craig 2 

Staff	Viewed On App	Signed Off	
Kermit Frog	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
Rod Jensen	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
Mobile Craig	<input type="checkbox"/>	<input type="checkbox"/>	3 

To Select All Staff:

4. You can tick to include any sub-contractor staff in the list.
5. To select all enabled staff click "Select All"  .
6. Use the scroll bars to review your list and delete any that may not be required as per #3.

Staff Include Sub-Contractor Staff 4

Rover Alpine 5  SelectAll

Staff	Viewed On App	Signed Off	
Rover Alpine	<input type="checkbox"/>	<input type="checkbox"/>	
Mobile Craig	<input type="checkbox"/>	<input type="checkbox"/>	6 
George Foreman	<input type="checkbox"/>	<input type="checkbox"/>	

When a staff member has viewed, completed or signed off the task or document in the mobile app ticks will appear in the columns.

Staff	Viewed On App	Signed Off
Kermit Frog	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Rod Jensen	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>