

# HOW TO ALLOCATE APP SERVICES TO EMPLOYEES ON ROLLCALL

You have to add an employee on RollCall before allocating App services to him/her

Follow the steps under “Adding an employee on rollcall”

[YouTube](#)

On the menu click on "List of Employees"




The screenshot displays the ROLLCALL dashboard interface. The top left corner features the ROLLCALL logo and a hamburger menu icon. The top right corner shows the user profile 'snobbin@gmail.com' and the current date '04/05/2017'. The left sidebar contains a 'MENU' section with items: Dashboard, Employee, List of Employees (highlighted with a red box and a red arrow), Add Employee, Attendance, Payroll, Leave Requisition, and Leave Allocation. Below the menu is a 'SETTINGS' section with 'Permission' and a 'ROLLCALL GO' section with 'GPS Logs' (marked as 'Active') and 'RollCall Go Form'. The main dashboard area includes a breadcrumb 'Home / Dashboard' and a grid of eight summary cards: Attendance (0/3), Whose not in (0), Leaves (0), Request (0), Early Go (0), Late Arrivals (0), Half Day (0), and Overtime (0). Below these cards are two main sections: 'Attendance for March 2017' with a table and a bar chart, and 'Today's/Upcoming Events' with a list of events including Birthdays, Work Anniversary, Holidays, and Resign. The 'Upcoming Birthday' section lists 'Snobbin Jacob' with a birth date of '10/05/1991'. The 'Department-wise Attendance' section is partially visible at the bottom.

Present	Absent	Leave	Late	Holiday	Weekoff
0	0	0	0	0	0

Event	Date
Upcoming Birthday	
Snobbin Jacob	10/05/1991

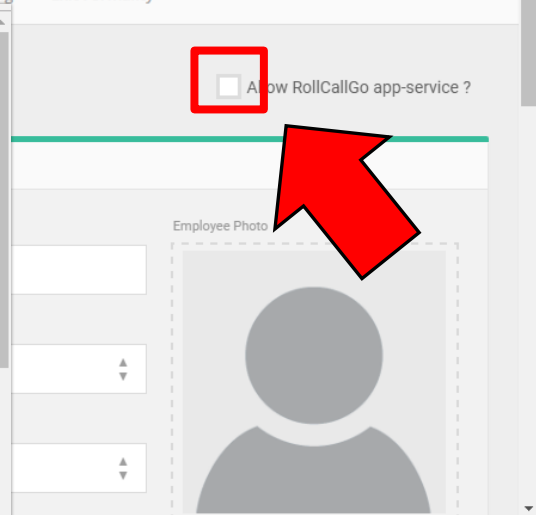
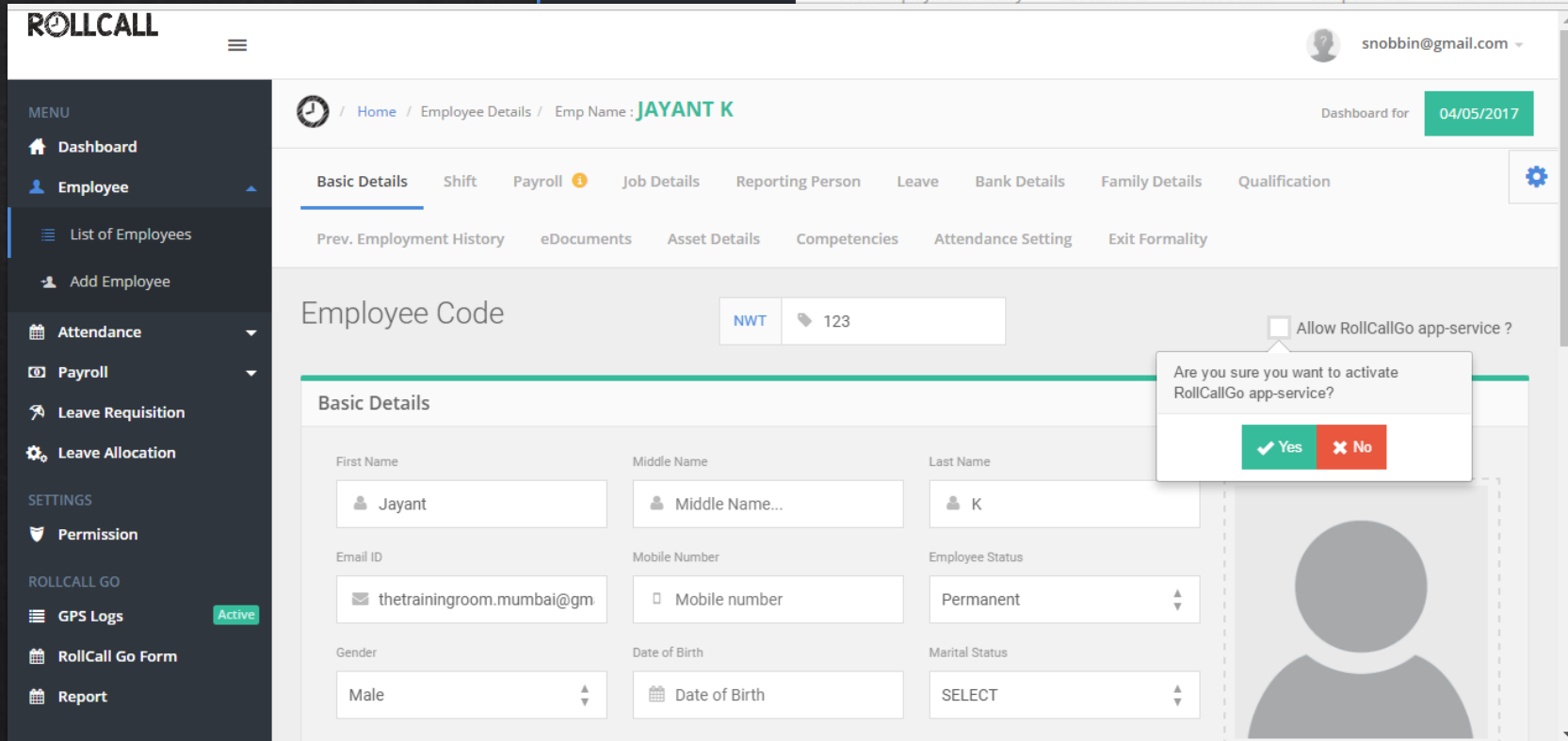
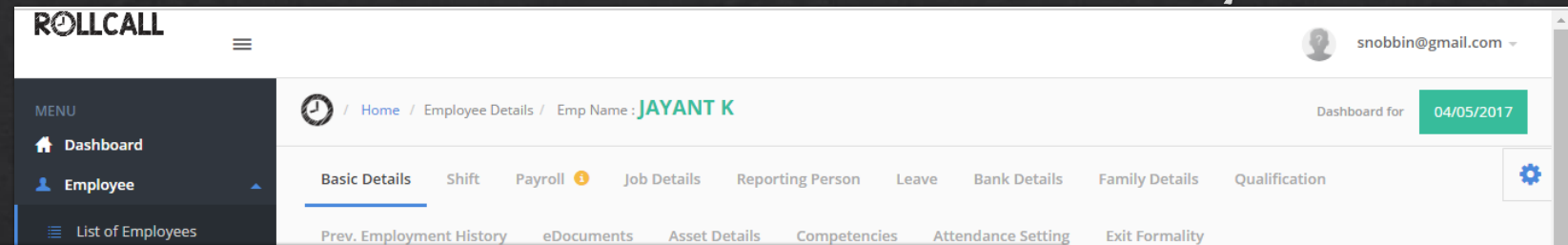
# Click on the edit button

The screenshot displays the ROLLCALL interface. On the left is a dark sidebar with navigation items: List of Employees, Add Employee, Attendance, Payroll, Leave Requisition, Leave Allocation, SETTINGS (Permission), ROLLCALL GO (GPS Logs - Active, RollCall Go Form, Report), and SUPPORT (Help Document). The main area is titled 'List of Employees' and features an 'Add Employee' button and an 'Upload' button. Below the title are 'Copy', 'Print', and 'Save' buttons, and a search bar. The table lists three employees:

<input type="checkbox"/>	Name	Employee Code	Designation	Email ID	Mobile No.	Status	<input type="checkbox"/>
<input type="checkbox"/>	Jayant Test ⓘ	emp_1		thetrainingroom.mumbai456@gmail.com		Contract	
<input type="checkbox"/>	Jayant K ⓘ	123		thetrainingroom.mumbai@gmail.com		Permanent	
<input type="checkbox"/>	Snobbin Jacob ⓘ	007	Manager	snobbin@gmail.com	7303479777		

At the bottom, it says 'Showing 1 to 3 of 3 entries' and has 'Previous', '1', and 'Next' navigation buttons. A red box highlights the edit icon for the first employee, and a red arrow points to the edit icon for the third employee.

Enable App Service by clicking on the checkbox as shown below and then click yes



# Select from the licenses activated for your organisation

The screenshot displays the ROLLCALL web application interface. The top navigation bar includes the ROLLCALL logo, a user profile icon for 'snobbin@gmail.com', and the date '04/05/2017'. The main content area is titled 'Employee Details' for 'Emp Name: JAYANT K'. A modal dialog box titled 'Add License Key for Employee' is open, featuring a 'License Key' input field with a dropdown menu. The dropdown menu is open, showing 'Select Licence' at the top and a selected option '1KJJCYV34G400J7F' highlighted in blue. A 'Save' button is located at the bottom right of the dialog. The background shows the 'Basic Details' section of the employee profile, including fields for First Name (Jayant), Email ID (thetrainingroom.mumbai@gm), Mobile Number (Mobile number), Employee Status (Permanent), Gender (Male), and Date of Birth (Date of Birth). There is also a checkbox for 'Allow RollCallGo app-service?' which is checked.

Once you select the license key click on save.

An email with the download link and the license key will be sent to the Email ID of the employee and he/she can download the app on their phones and activate it.

**THAT'S IT!**

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Tracking and Payroll Software on cloud



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