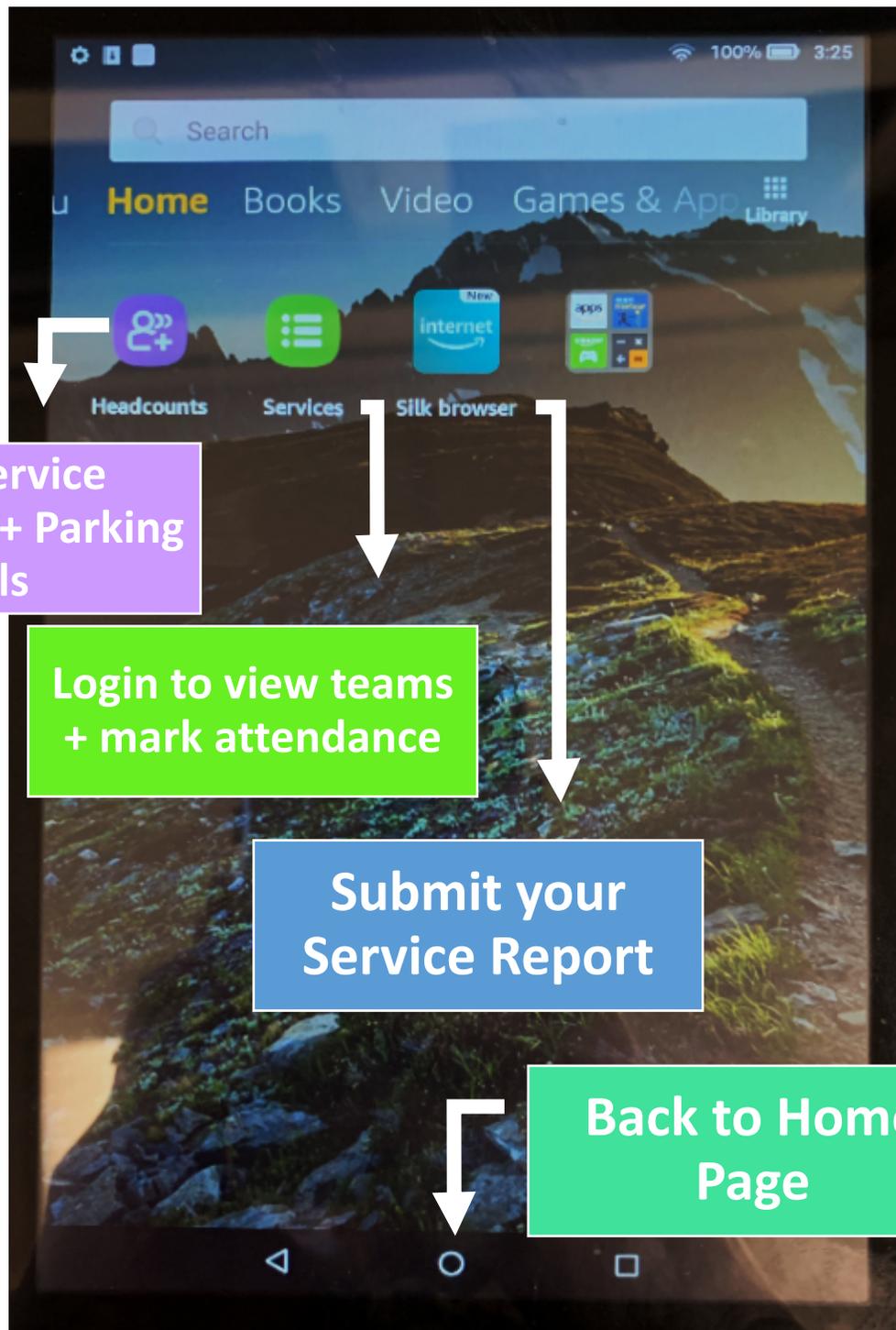


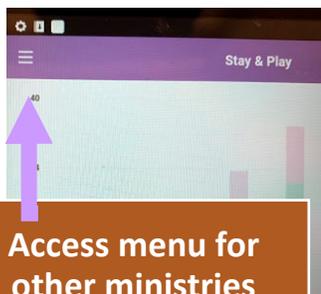
## TABLET INSTRUCTIONS

1. Passcode: **0442**
2. Swipe **up** to view Apps
3. Track Service Headcount
4. Track Attendance of Team
5. Submit your Service Report
6. Charge after use using cord under counter in Usher's Closet





# HEADCOUNTS

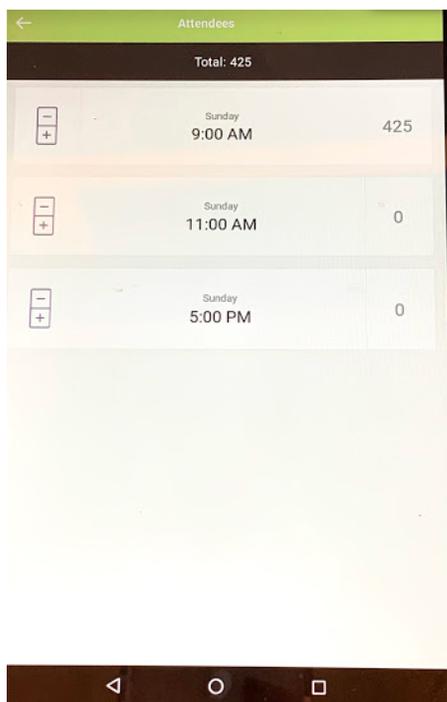
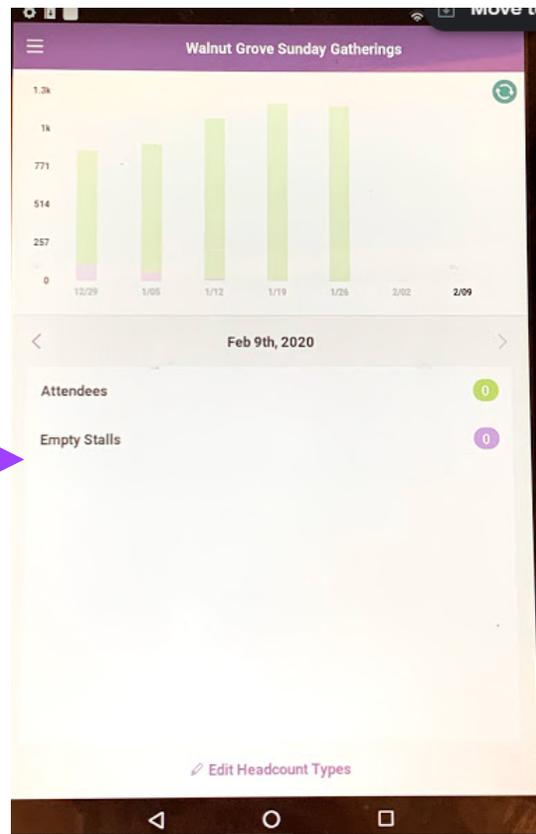
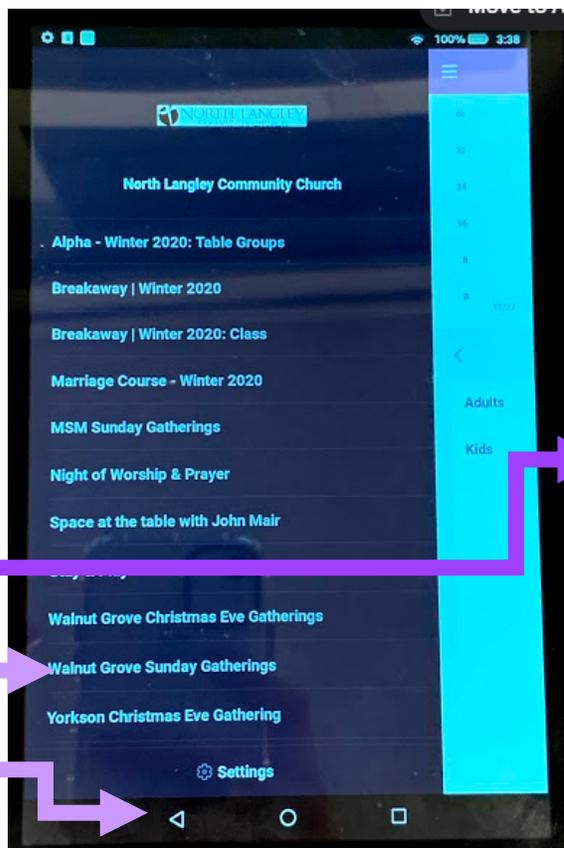


Access menu for other ministries

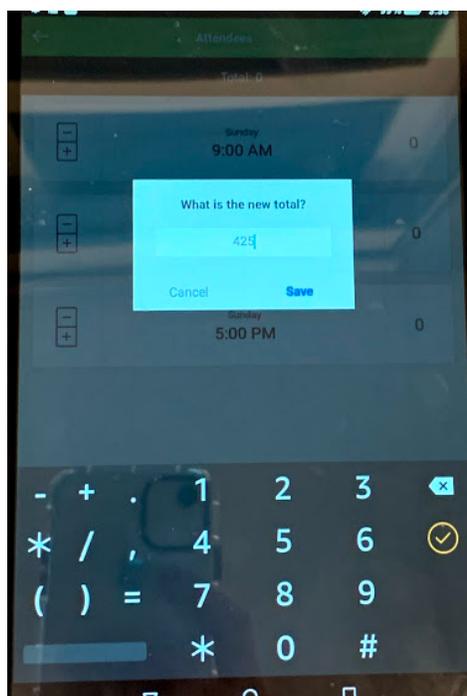
Select 'Walnut Grove Sunday Gatherings'

Select Attendance or Empty Stalls

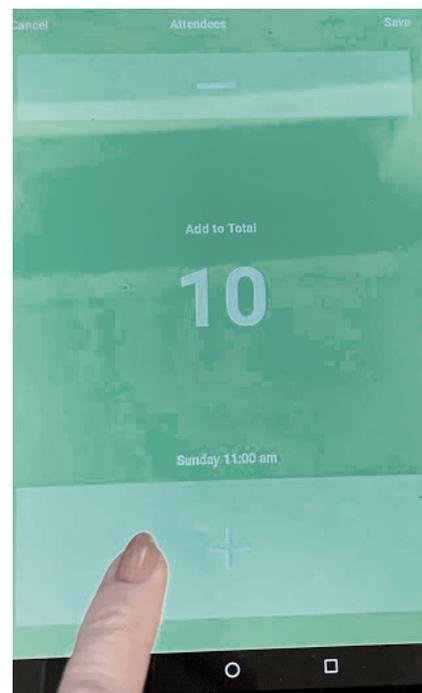
Back Button



Select '0' to log attendance



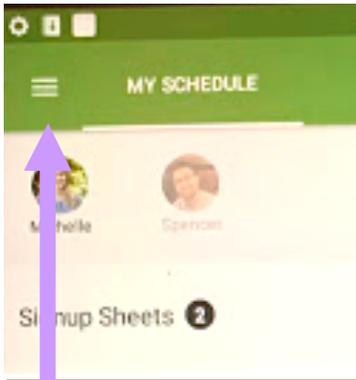
Enter in count



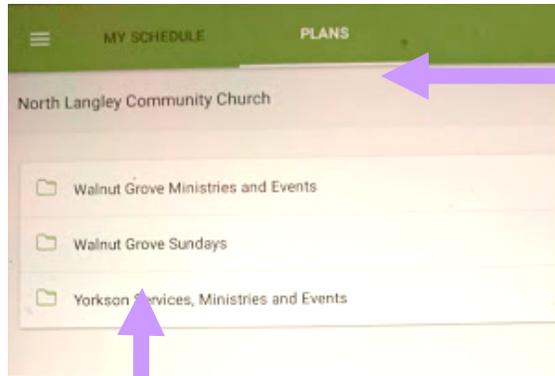
OR count on tablet

# ☰ SERVICES

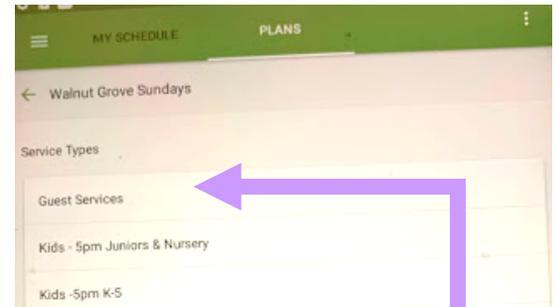
1. Log in using your own account username and password.
2. Track attendance by **confirming members** within the app that are present for your service
3. If you are every not seeing what you think you should, swipe down on the page to REFRESH the page.



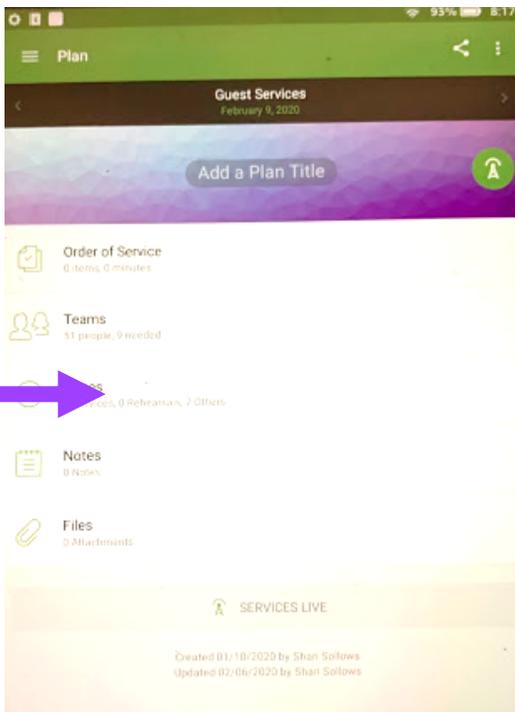
Access menu to view ministries



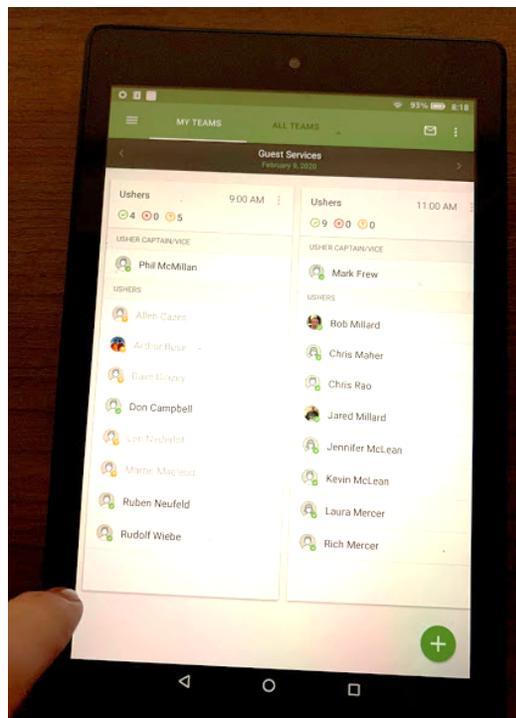
Select 'Plans'  
Select 'Walnut Grove Sundays'



Select 'Guest Services'



See *Teams* scheduled for today



Scroll across to see today's teams

Mark those attending your service by clicking on their name and confirming (if they haven't yet already).

Select SAVE icon in top right corner.



## SERVICE REPORTS

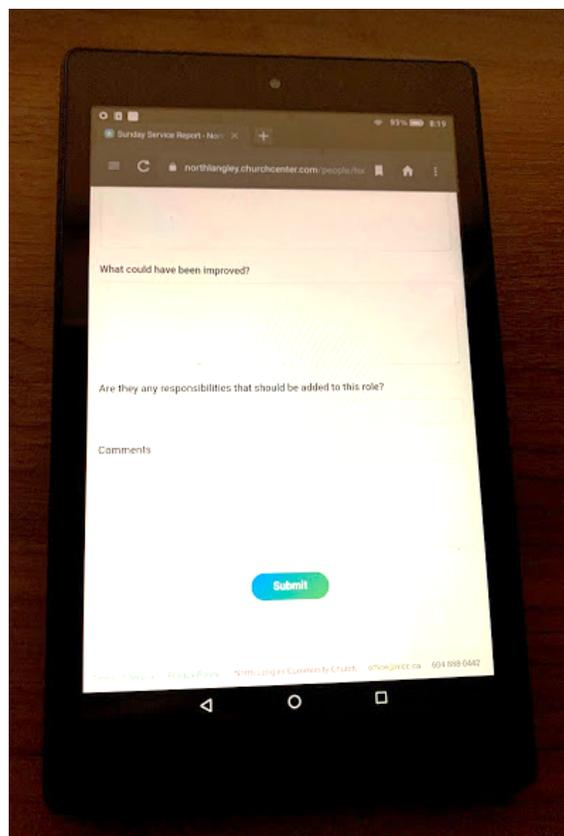
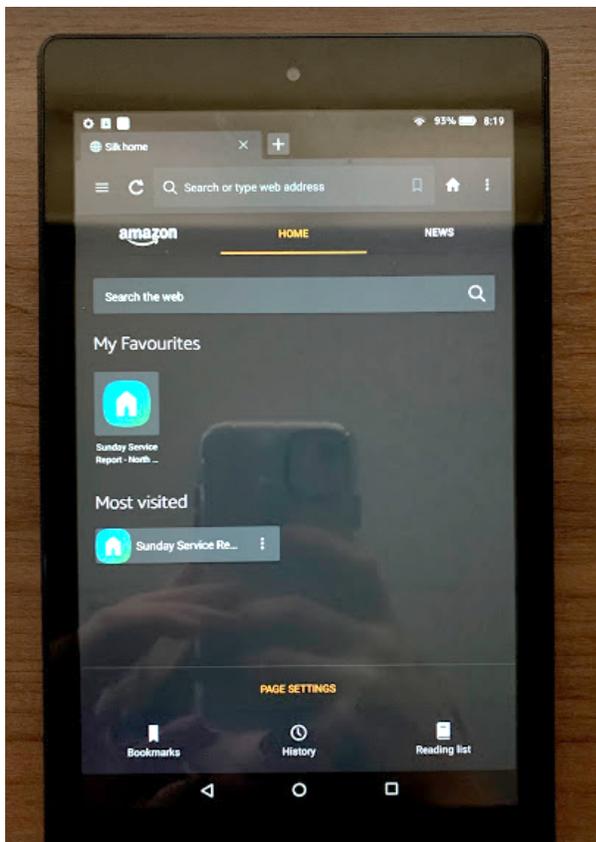
Launch **Silk Internet Browser**.

Open **Service Report** from 'My Favourites'

Fill out fields.

You can access other apps and come back to fill in the form as long as you don't close the app, or refresh the page.

At the end of the service, **SUBMIT** form.



Service reports are auto-sent to office for reporting and will follow up as necessary.

**After the service, place tablet back in Usher Closet, charging it for the next user.**