

# Bingo

## Track and Trace

# Track and Trace User Guide



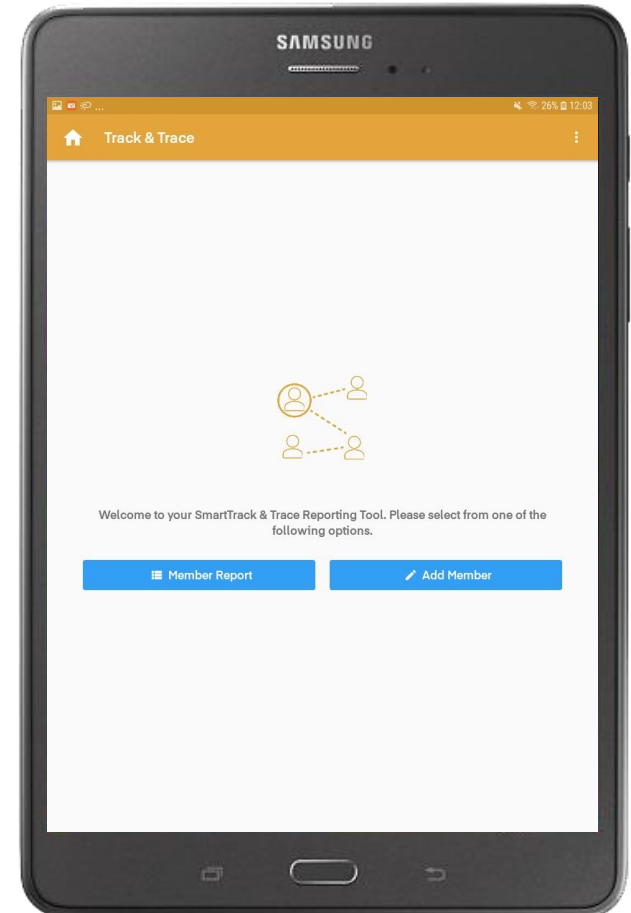
## Track and Trace Flow

### Step 1

- Add Members
  - Log all members and positions

### Step 2

- Collect Data
  - Collect Missing Data
  - Update Records



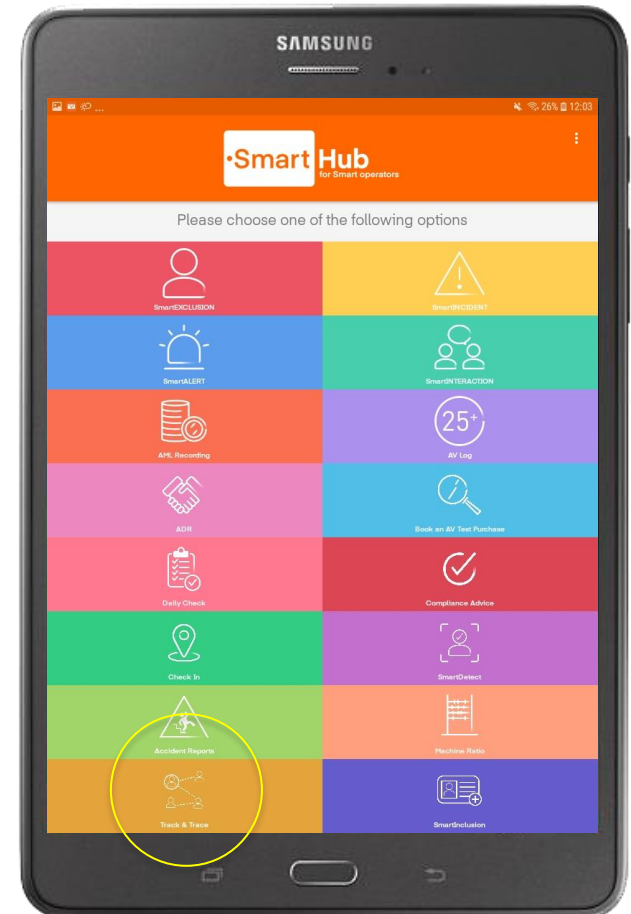
# Track and Trace User Guide



## Main Menu

### Actions

- Select Track & Trace Icon



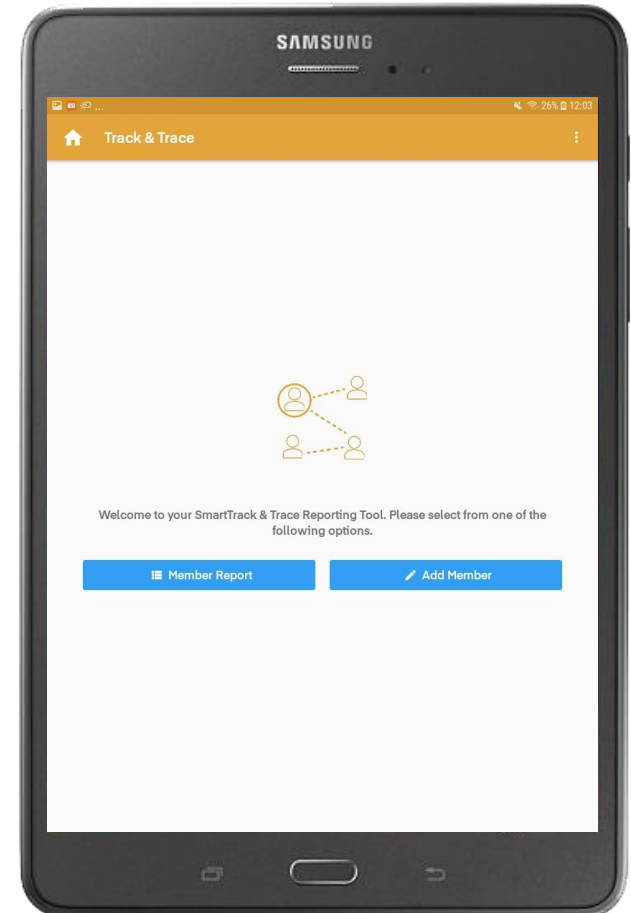
# Track and Trace User Guide



## Track and Trace Menu

### Actions

- Add Member
  - Click Add Member
- View Member Report
  - Click Member Report



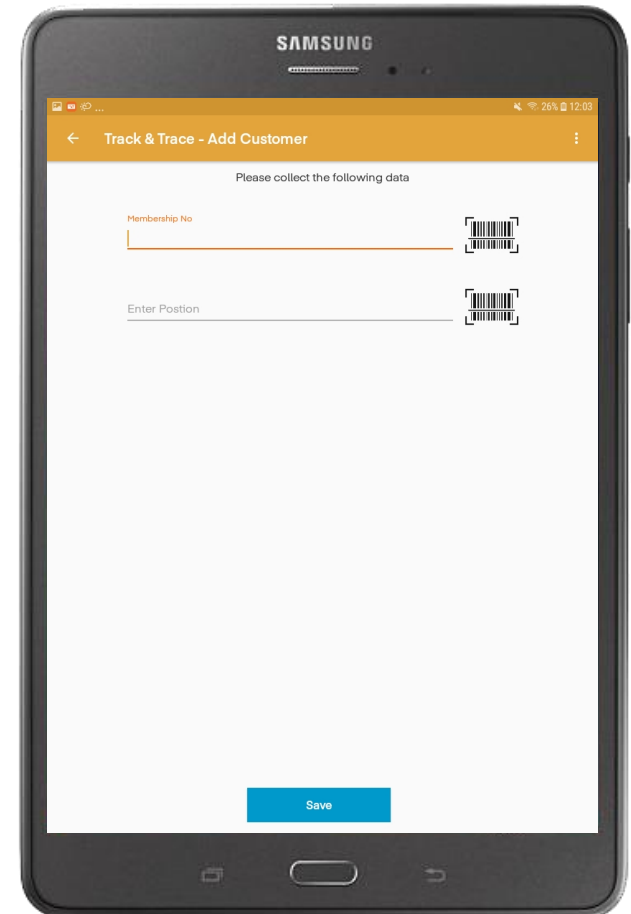
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## Add Member

### Actions

- Scan or Enter Members Card Number
- Scan or Enter Position Number
- Click Save



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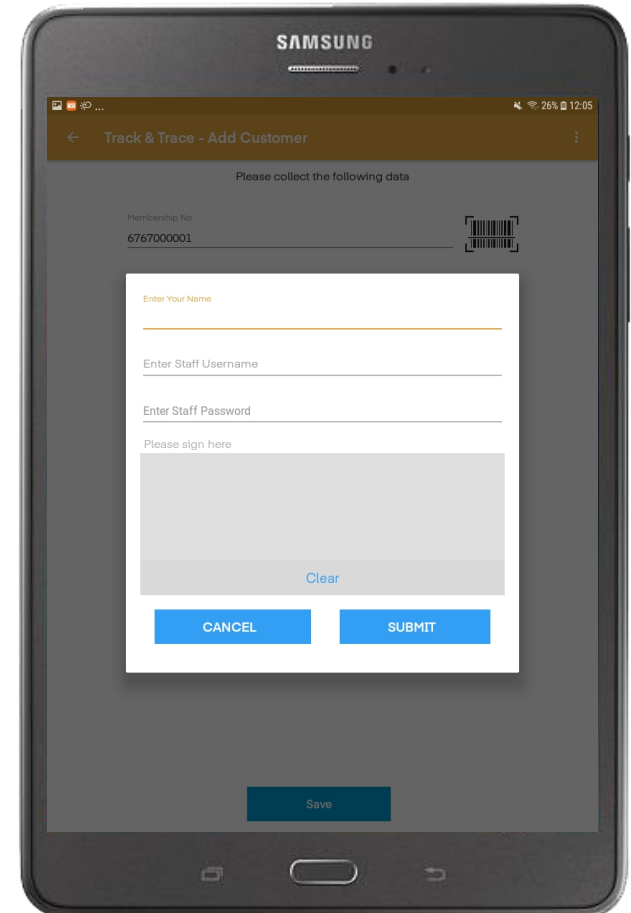


## Log Record

### Actions

- Enter Your Name
- Enter Staff Username
- Enter Staff Password
- Sign in the Box
- Click Submit

Please note – you only have to enter the credentials once when in this ‘Add Member’ session’



# Track and Trace User Guide



## Change User

### Actions

- Click Clear User to remove the credentials stored if required



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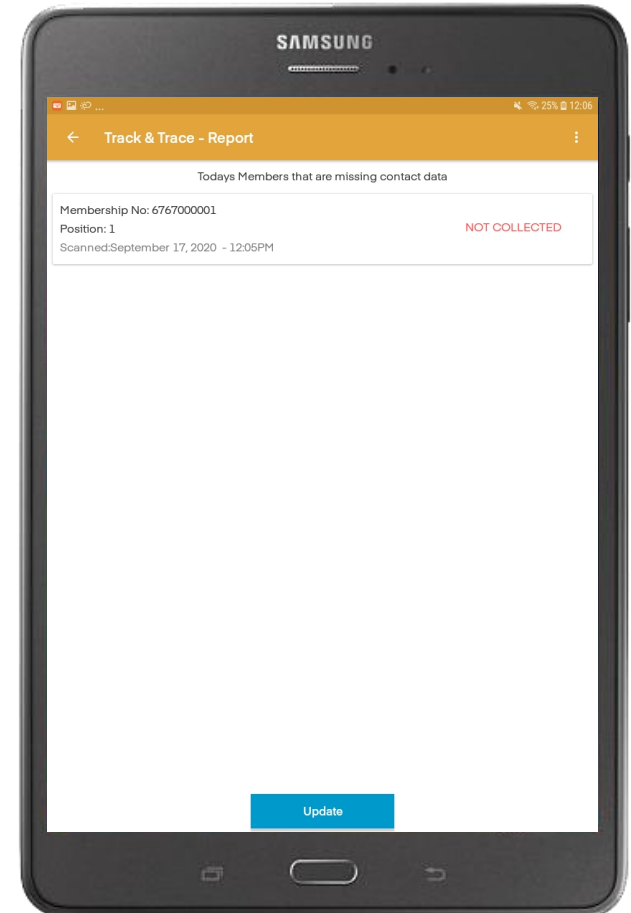
## Member Report

### Missing Data

If members are missing data for capture they will be listed on the Member Report

### Actions

- Locate the customer
- Click the Entry to open to data capture
- Repeat for all items in list





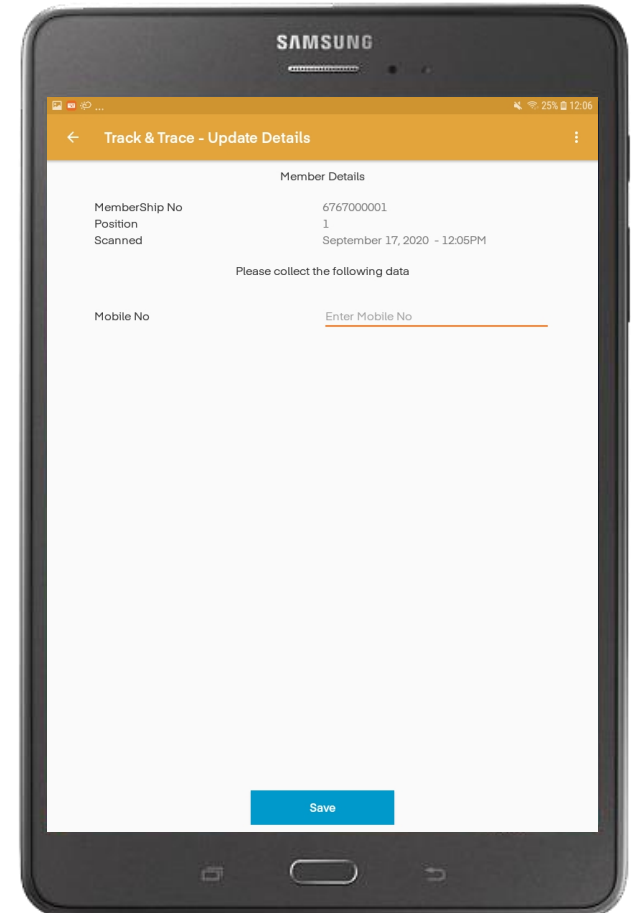
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## Data Capture

### Actions

- Enter a valid mobile number
- Click Save



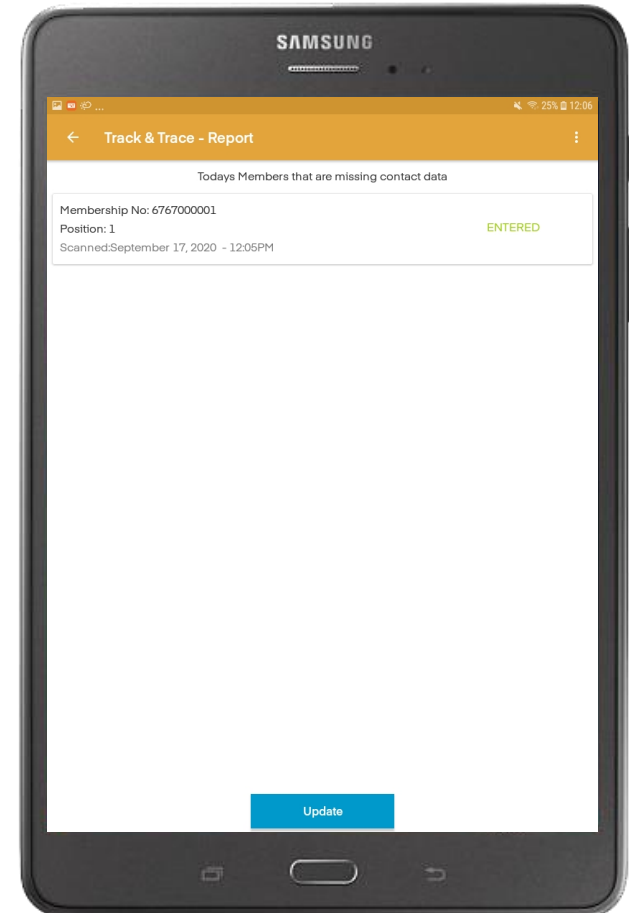
# Track and Trace User Guide



Records Updated

Actions

- Click Update



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## Updating Records

### Actions

- Enter Your Name
- Enter Staff Username
- Enter Staff Password
- Sign In Box
- Click Submit

Please note – any records not collected will remain on this list until midnight

