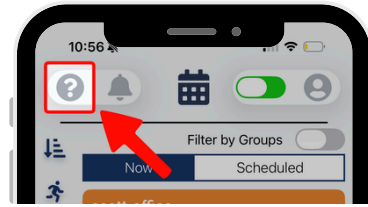


SET UP TAGS

Setting up tags is easier than eating a bowl of ice cream. First step, have your blank NFC tags ready.

Staff App

In the staff app, click the Question Mark in the top left corner and select NFC Configuration. Then, to create a tag, choose “Assign a tag”.



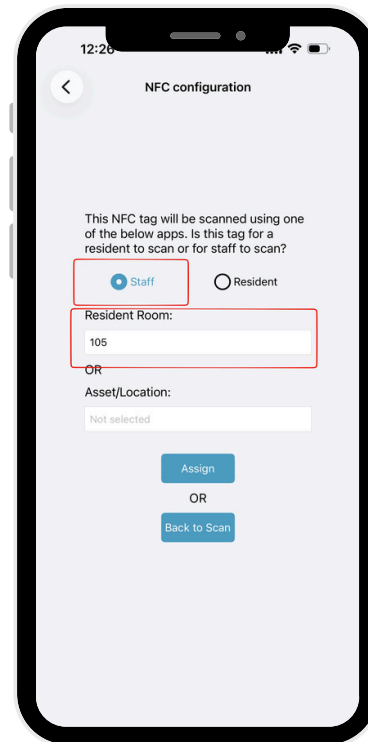
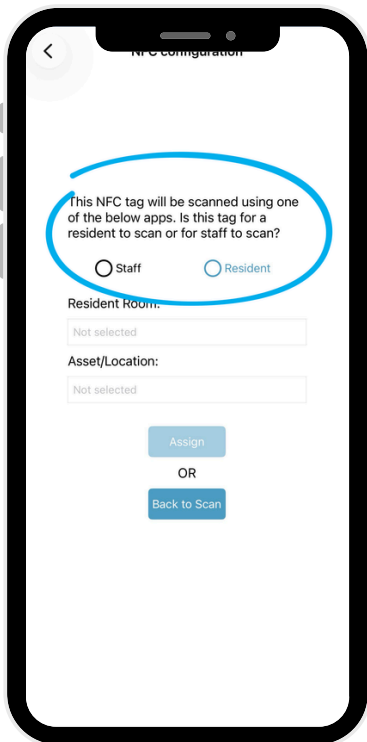
Which app is this for?

NFC tags are configured to be used with one app.

Select if this tag will be used with the staff app or resident app.

Select the location

Select a resident room, asset or location and tap “Assign”. The app will prompt you to touch an NFC tag, and that’s it.



The tag is now linked to your chosen location. When someone taps the NFC tag with their phone, the app will recognize the location and launch its workflow automatically.



NFC ROOM VISIT

For a Room Visit, tap your phone to the appropriate tag and start your visit. When you are ready to leave, tap the tag again and share your notes.

Green Banner

Says where you are and the resident in that location.



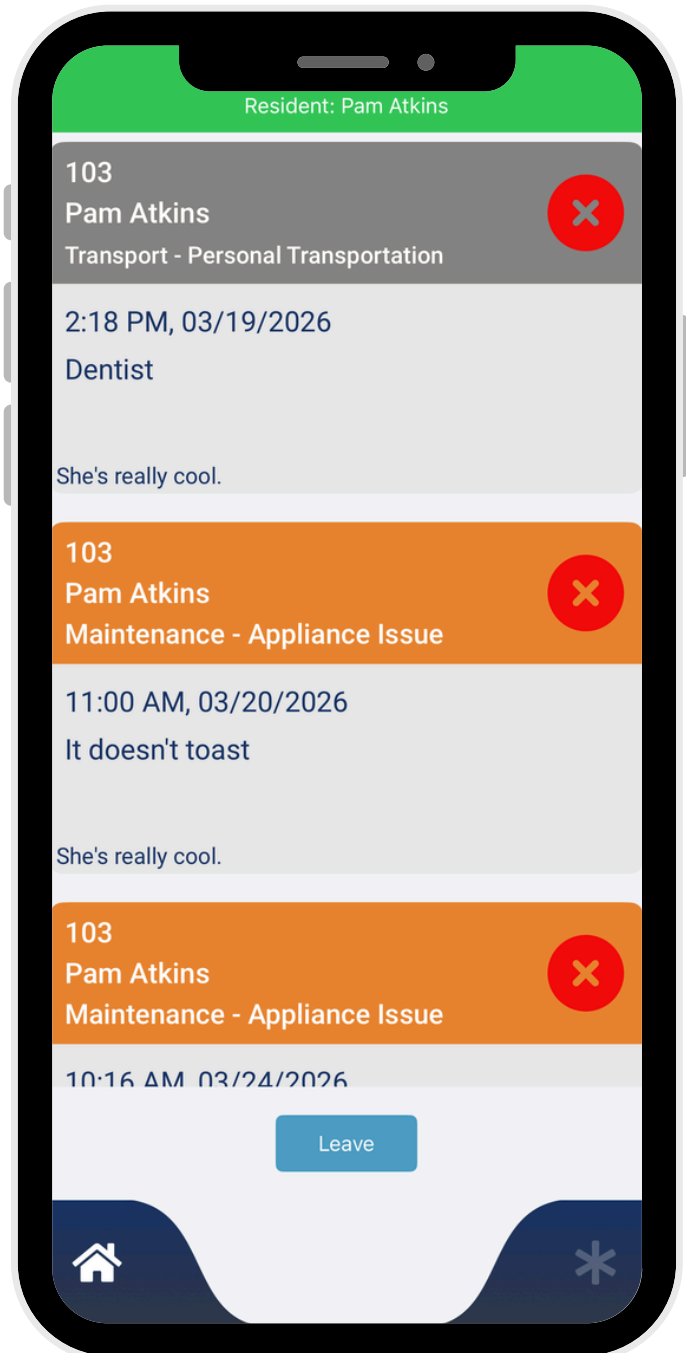
Services

All open requests for this resident will show. You can Close or ignore the requests based on your role.



Leave

Tap Leave to end your visit (or tap the NFC tag again). You will be prompted to leave notes or to Skip that step.



NFC ACTIVITY ATTENDANCE

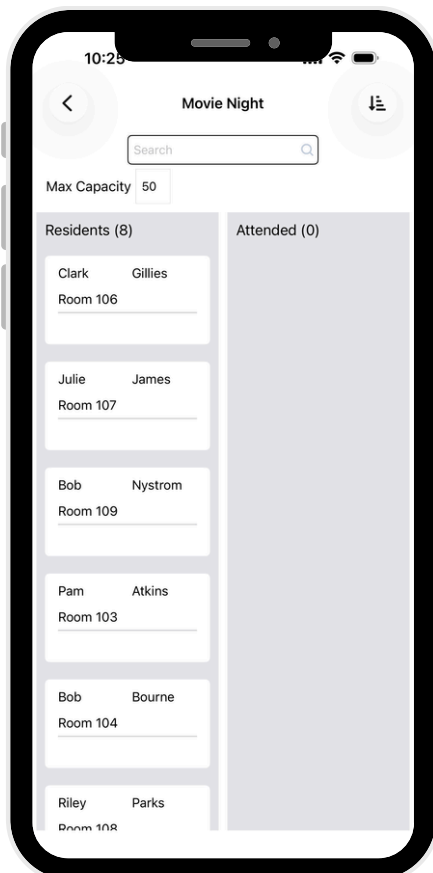
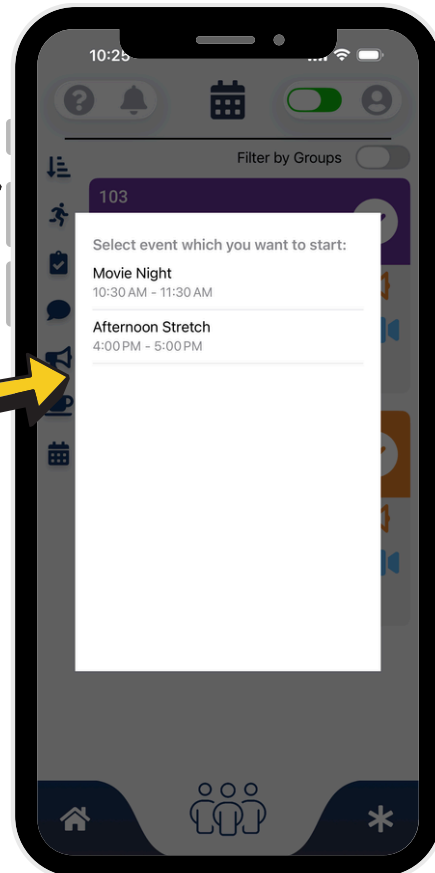
To take attendance for an Activity, tap your phone to the NFC tag and start your activity. Have residents tap their phones or tags to mark them as attended.

List of Activities

Tap the NFC tag at the location where the event is scheduled. A pop up will show.

Start Your Activity

Start your activity. Residents can use the Neighbors app to mark themselves as attended.



Take Attendance

Take attendance as normal or have residents tap their phones to the tag to mark their attendance.

Show your residents how to tap their Neighbors app to mark themselves as attended.

