Roster Iconic Server

1) What should I do on my first log in to the Roster System

Just after you authorise your staff Slack Account with the Iconic proprietory Roster System, you should complete your User Profile to ensure you receive all your rosters correctly and on time.Â You will only need to do this once.

1. Press on your **User Profile Name** found on the top right corner of the Roster system.
   It would look something like this 

   This will open your user profile.

2. Your **First Name** and **Last Name** and your **Preferred Name** will automatically be entered by the system.
   Do not change these details at all.

3. Your **email** will be synced with the company email server.
   Do not change this details at all.

4. Your **mobile** will be required.Â Enter your mobile number correctly.

5. Your **Date of Birth** will automatically be synced from the ERM system.Â Do not worry if this is not correct in the beginning.

6. Select your **Gender**.

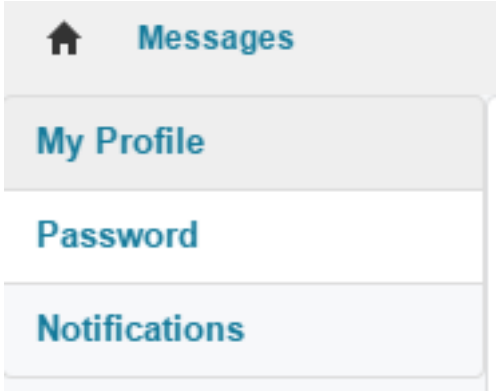
7. **Do not enter** any details in the following fields:
   1. Twitter Handle
   2. Payroll Number
   3. Taxfile Number
   4. Requested hrs per week.

8. After completing the above press the 

   button to update your records.

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NEXT >>> Click on **Password**



The password will be synced with your Staff Slack Account.Â If you wish to have to separate

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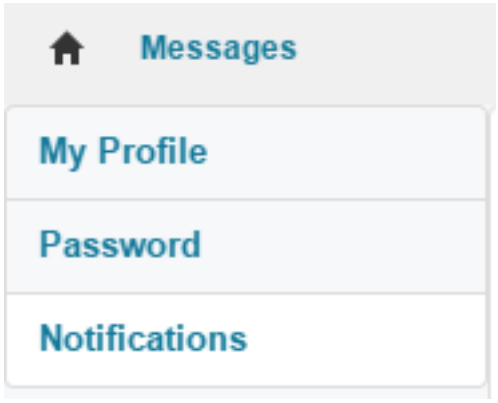
passwords, one for Slack and one for your Rosters, here is where you change it.Â When you change it do not forget to press the 

button.

You must Enter a 4 or 6 digit pin and confirm the PIN for your Punchclock.

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NEXT >>> Click on **Notifications**



You will be allowed to make changes to how you are notified when certain things happen.Â Most of them are system generate, but there are a few that you are allowed to change.

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After doing the above things, you are now able to save and update your Roster Profile and are ready to receive your rosters through the Roster Server.

Attached files:

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