



Introduction to Rosters

The Rosters feature in Swiper allows a group of users to be swiped into a location at once. This saves time as each person does not have to be swiped in individually. Rosters are ideally good for groups that will include 10-50 people and do not require a card reader.

Sample use case:

A Club Sports will be swiping daily into the Weight Room.

Note: Rosters are not recommended if the members of the group will frequently change.

How to Request Rosters in Swiper

Speak with your Business Relationship Manager (BRM) who will help you submit an IT HelpDesk Ticket and direct you to your ADS Representative.

Note: If you are unsure who your BRM is you can visit www.Liberty.edu/ITContacts or Submit a HelpDesk Ticket.

How to Create and Manage Rosters

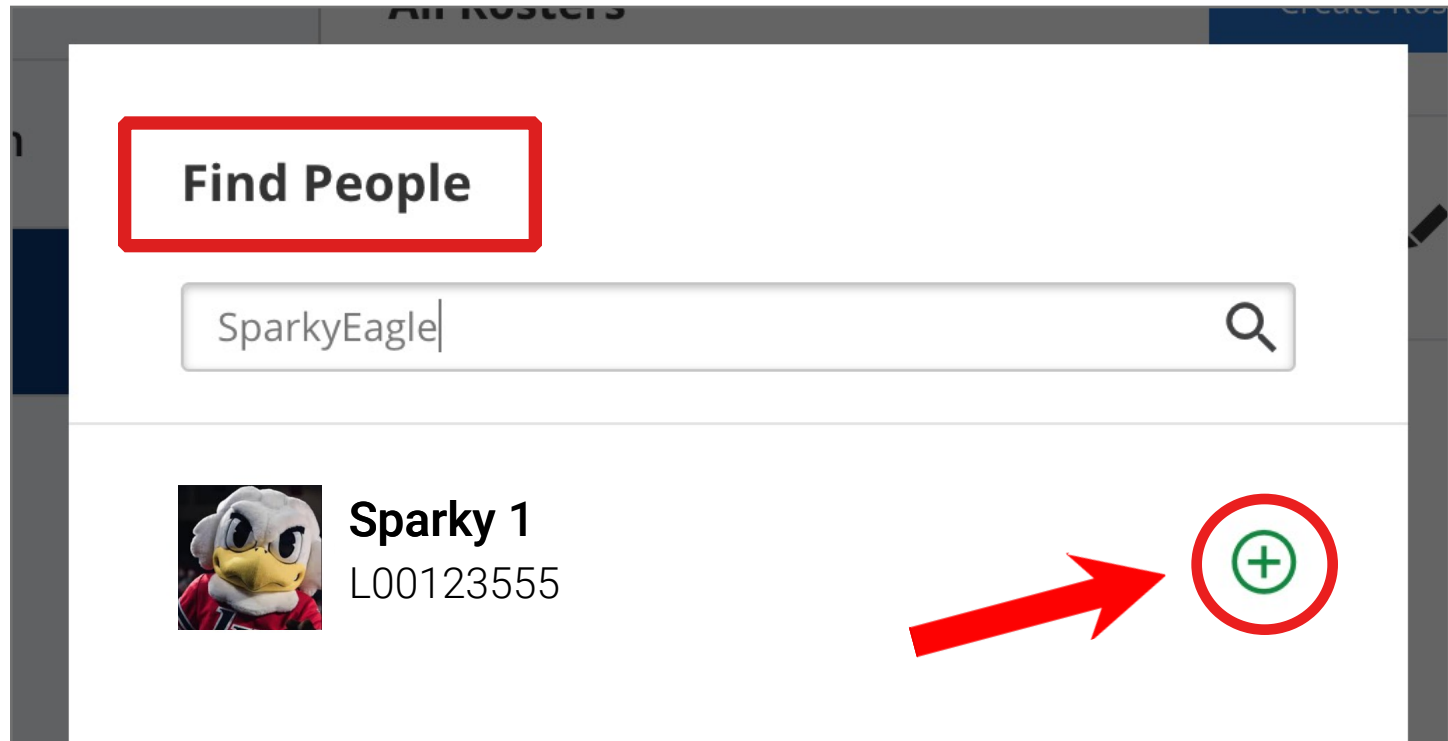
Step 1: Log into Swiper and select the location

Step 2: Click “**Rosters**” on the left hand side and then click “**Create Rosters**”

The screenshot shows a web browser window with the URL liberty.edu/swiper/#!/rosters. The page header includes the Liberty University logo and a search bar. The main content area is divided into a left sidebar and a main panel. The sidebar contains three menu items: 'Swipe In/Out', 'Find a Person', and 'Rosters'. The 'Rosters' item is highlighted with a red box. The main panel displays 'All Rosters' and a 'Create Roster' button, which is also highlighted with a red box. Below this, there is a section for 'IT COMS' with edit and delete icons.

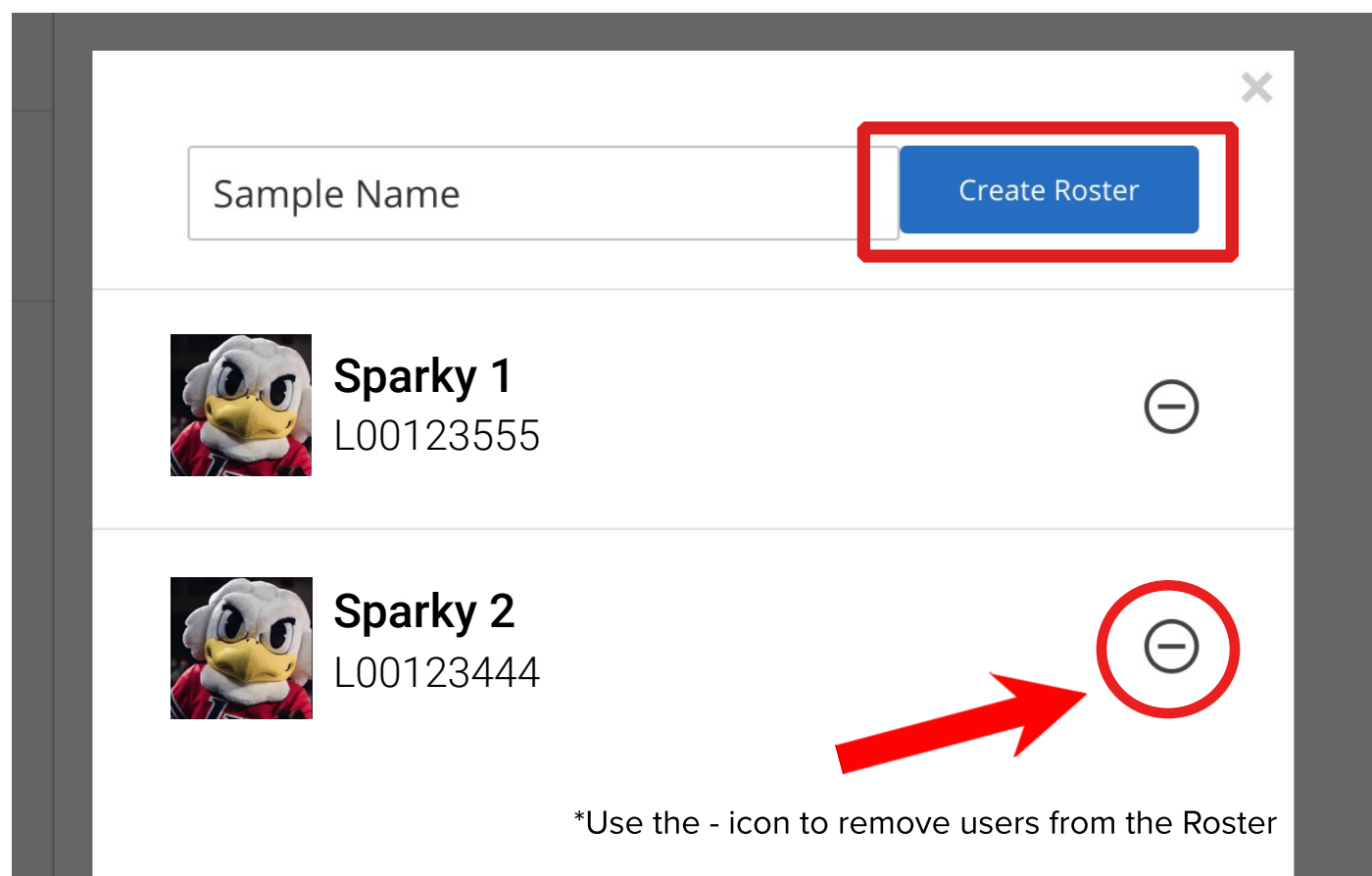
Step 3: Under “**Find People**” search for the users you want to add to the roster. You can search by Full Name, Username or Card #

Once you find the person you want to add click the green + mark.



Step 4: Continue to add all members to the group. After all users are added, name your Roster and click “**Create Roster**”.

The Roster will then be viewable under “All Rosters”.



NOTE: If you need to edit a Roster click the pencil icon next to the Roster. You can add additional users or you can also remove users by clicking the ⊖ icon.



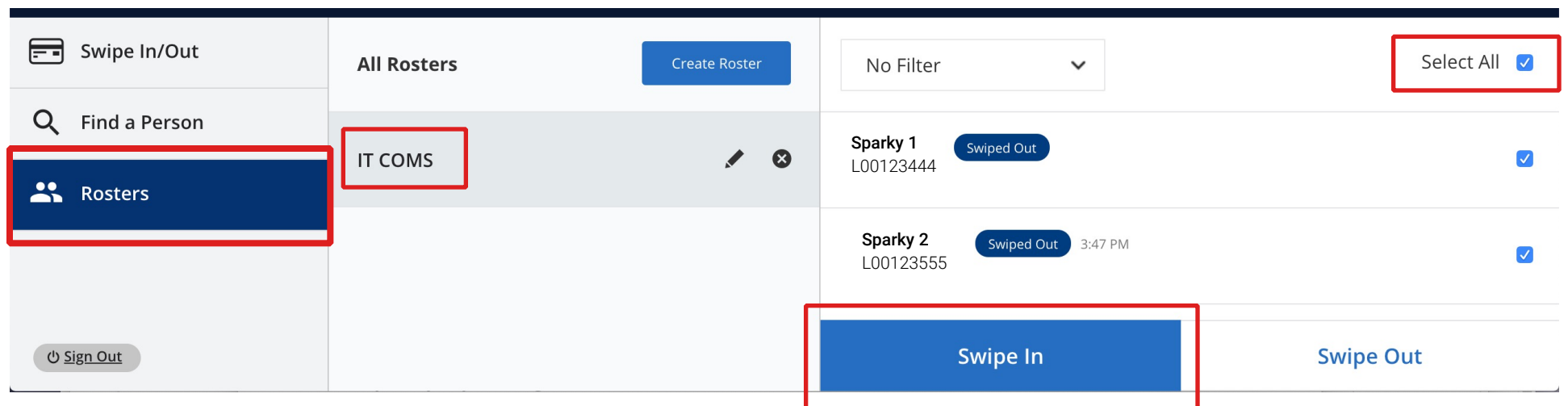
How to Swipe People in using Rosters

Step 1: Log into Swiper and select the location

Step 2: Click “**Rosters**” and then click the appropriate Roster

Step 3: Click the box next to “Select All” if you wish to swipe in the entire group.

If you do not want to swipe in all users in the Roster, you may unselect “**Select All**” and manually click next to each user you want to swipe in.



Step 4: Click “**Swipe In**”. To swipe a Roster out of a location, repeat the same steps except select “**Swipe Out**”.

Note: You are able to filter the Roster by “Swiped-In” and “Not Swiped-In” by click the drop down list above the Roster user list.

