



medicaltracker

Onboarding Checklist



SET-UP TASKS

Once the MIS integration (Wonde or Groupcall Xporter) has been completed, follow the simple steps below in order to start recording first aid on Medical Tracker:

- Add staff members as **users**: [use this guide](#)
- Add your school **locations**: [use this guide](#)
- Import** your staff list and student medical conditions: [use this guide](#)
- Send your **headed paper** to support@medicaltracker.co.uk so we can add your branding for parent notifications
- Send [this short training video](#) to your colleagues who will be using Medical Tracker on a daily basis

[Now you're ready to start recording incidents!](#)

To learn more about Medical Tracker, you can register for a **live webinar** [here](#)

For more guides and videos on how to use Medical Tracker, please take a look at our [Knowledge Base](#)

If you have any questions, please call our Support team on +44 (0) 20 3868 0776, choosing option 1. Or you can email us: support@medicaltracker.co.uk

