

SOP 06 | Property setup

Complete property readiness

Check all requirements before assigning operational work.

For Web and mobile · Administrator / Supervisor

Before you start The property must already exist.

Open Manage > Property readiness

Step 1 Open the readiness checklist

Choose the property and read Ready for operations. Open each incomplete required step.

Step 2 Complete the first three requirements

Save a reviewed boundary, add at least one eligible worker and save weekly service times with staffing requirements.

Step 3 Complete the unit route

Perform the mobile setup walk, review its unit marks, publish a master reference and explicitly publish the associate route.

Step 4 Review instructions and run questions

Add useful start instructions and review Run questions for clock-in and clock-out. Use SOP 31 to configure company and property questions. Return to readiness and verify all four required steps.

Check your result Ready for operations is displayed for the selected property.

If something goes wrong Readiness does not itself clock anyone in. Device, assignment, training, policy and current start checks still apply.

See the picture reference on the next page.

SOP 06 Picture reference

Complete property readiness

INITIAL PROPERTY SETUP · LAKESIDE COMMONS SHOWCASE

Ready for operations

2 Of 4 Required Complete

Four starting conditions are required. Start instructions are optional. Completing setup does not itself authorize a route or prove attendance.

✓

Set property boundary

Boundary reviewed

[Review →](#)

✓

Add eligible people

4 eligible workers

[Review →](#)

3

Set weekly schedule

Add the property's normal service times

[Complete this step →](#)

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Add start instructions (optional)

Optional — add guidance when this property needs it

[Add optional instructions →](#)

4

Map the unit route

Publish the master reference and route requirements

[Complete this step →](#)

Step 1 · Complete the four required readiness items for the selected property.

Application screenshot with training data.