

Work Sign Premium Instructions - User App & QR Poster Option

Thank you for signing up for WorkSign, these instructions outline the user app and QR poster option. This is ideal for using WorkSign if you do not have a centralised tablet available to sign people in, or you have multiple sites.

1. Find you QR Code/s
2. Downloading the App
3. Using the App

1. Find your QR code/s

On the web version of you WorkSign portal, click the "Sites Config" feature (yellow icon).

The screenshot shows the WorkSign portal dashboard. On the left is a dark navigation sidebar with menu items: DASHBOARD, SET UP / MANAGE CONTENT, INDUCEES, NOTIFICATIONS, SEARCH, NEED SUPPORT?, COMPLIANCE, LOCATIONS, TRAINING, SIGN IN / SIGN OUT, and SURVEYS. The main content area is titled 'Who's Checked in Today'. It features a 'Set CSV Date Timeframe' section with input fields for Start Date (22/01/2021), End Date (29/01/2021), Name (Search Name), and Company (Search Company), along with a 'Download CSV' button. To the right, there are 'Account Details' with a highlighted 'Username and password here' field, and links to download the app from the App Store and Google Play. Below this is a 'COVID-19 Prescreening Options' section with a checkbox. A horizontal row of icons includes 'Sites Config' (circled in yellow), 'SMS Alert', 'Notification Contacts', 'Card Printing', 'Notification Log', 'Sign in Content', 'Site Access Requests', and 'Add Hardware'. At the bottom, there is a 'Date' field (29/01/2021) with an 'Update' button and a 'What's new' section with a 'Tips' button.

The main QR code will show at the top of the page.

The screenshot shows the 'Site Config' page. The navigation sidebar is the same as in the previous screenshot. The main content area is titled 'Site Config'. It has a sub-section 'Primary Time Zone'. Below that, it says 'Primary account site QR code:' followed by a large QR code. There is a small Adobe icon below the QR code. Underneath is the 'Add new site' section with the following fields: 'Site Name:' (text input), '(GMT-12:00) International Date Line West' (dropdown menu), 'Address:' (text input with a note: 'If needing lat and long of a specific building, you can get coordinates from this link. Search address, right click building and click show address. Copy and paste coordinate into above address field'), 'Geo Fence Radius:' (dropdown menu set to '25 metres'), and 'Set automatic sign out time:' (text input set to '18:00' with 'pm' next to it). At the bottom, there is a radio button option: 'Create looins for app / kiosk stvle setup on tablet and dedicated signed in registrv and notifications?'.

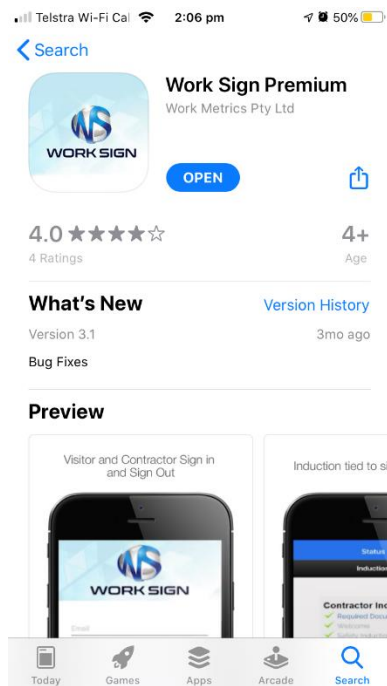
If you click the small Adobe Icon, a pdf poster of the QR code will be downloaded, which you can print and present at your sign in location. You can edit the text on the poster by clicking the icon next to the Adobe icon.

QR codes for any additional sites will also show on this page if you scroll down. Additional sites come as an additional subscription fee so you may need to contact your account manager or support@workmetrics.com to get this enabled.

2. Downloading the App

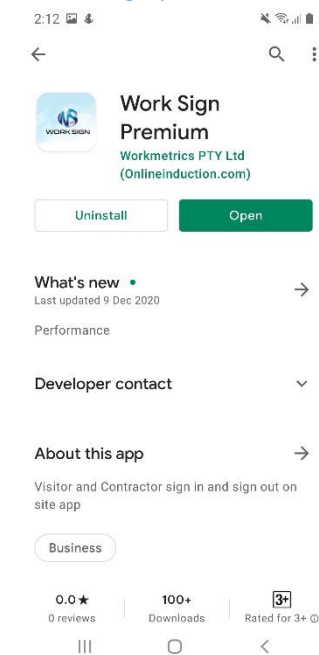
When people arrive on site they will need to download the Work Sign Premium app to their smart device.

Apple - <https://apps.apple.com/us/app/work-sign-premium/id1475130489>



Android -

https://play.google.com/store/apps/details?id=com.worksign.premium&hl=en_AU&gl=US



3. Using the app

Once the app has been downloaded on your device you will be asked to fill in username and password or to register as a new user.

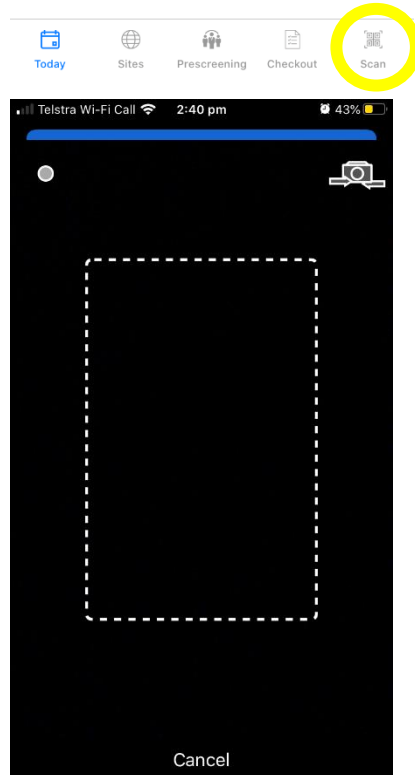




On the home page click Scan in the bottom right hand corner.

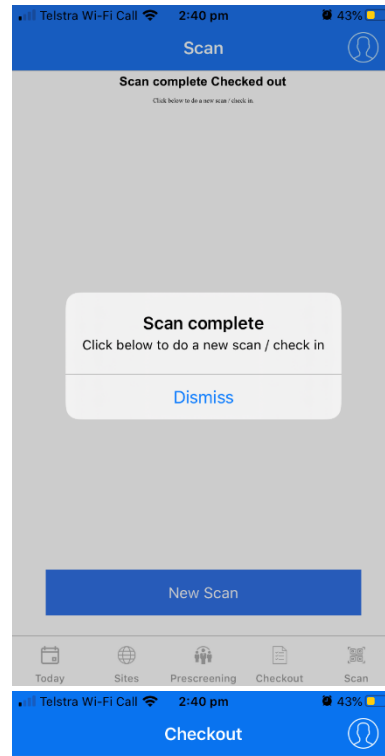


Click New Scan at the bottom of the page and position the camera over the QR code.





You will be signed in automatically.



To sign out, you do not need to scan the QR code again, simply click Checkout from the bottom menu bar from any location.



If you have any questions at all feel free to contact your setup manager or our support team at support@workmetrics.com

Document last updated February 2021