Signed In Report

Features of the Signed In Report

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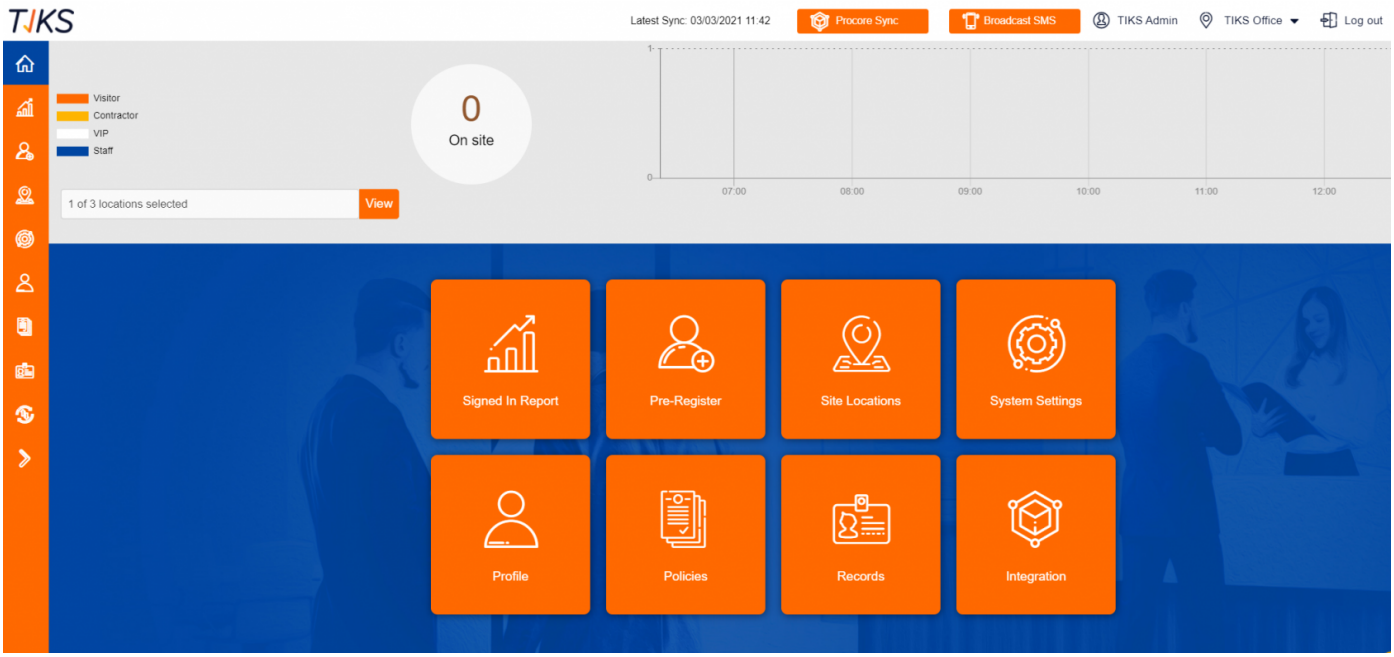
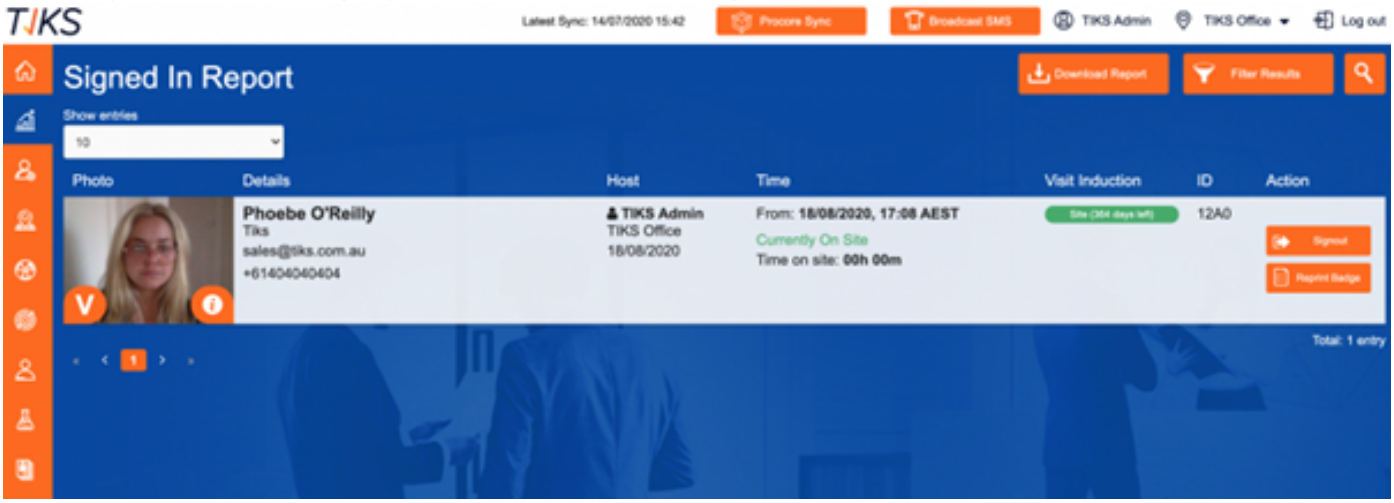
- How does a user borrow and return equipment?

What is the Signed In Report?

To access select "Signed In Report" from the home screen (dashboard). See below.

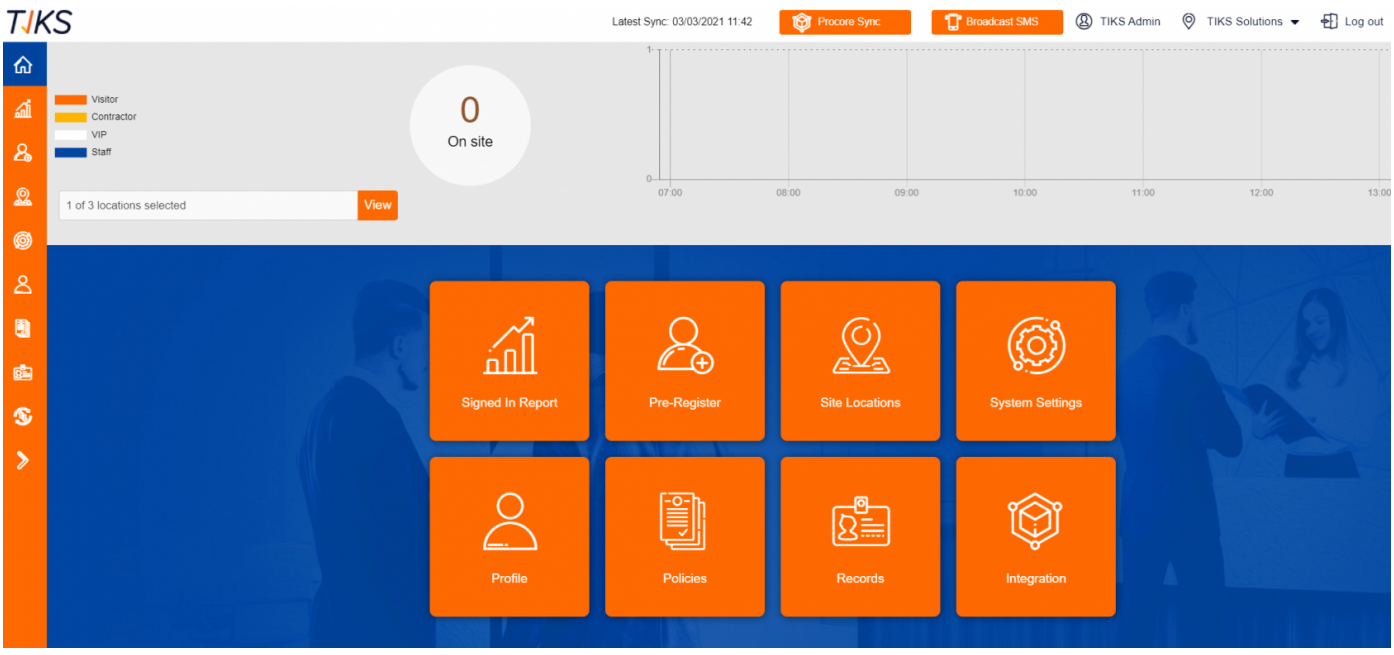


The **Signed In Report** displays in real time who is on a particular site. You can toggle between sites by selecting the site in the top right hand site selection drop-down menu.



How do I access the Signed In Report?

To view the Signed In Report for your site/s select the "Signed In Report" tile from the home page (dashboard).

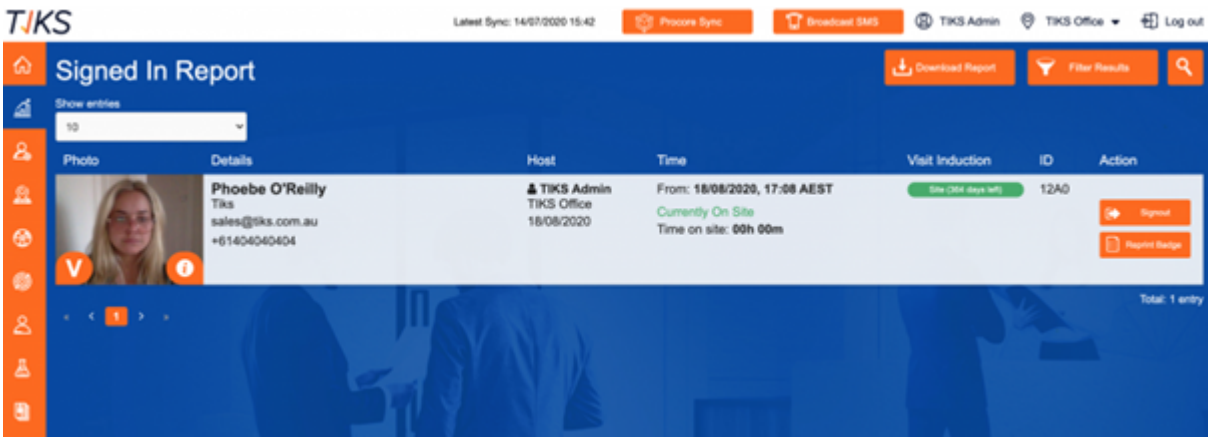


What does Visit Induction mean?

The **"Visit Induction"** column shows whether that visitor has a valid induction. If it's valid, it will highlight in green with the number of days left until the induction expires in brackets.

Induction validity periods are determined in the Site Location settings.

If the induction has expired it will say "Expired" in red text and the user will be shown the induction slides when they next sign in at any kiosk/tablet. If the user has been pre-registered and they have not yet completed a site induction, it will say "Incomplete".

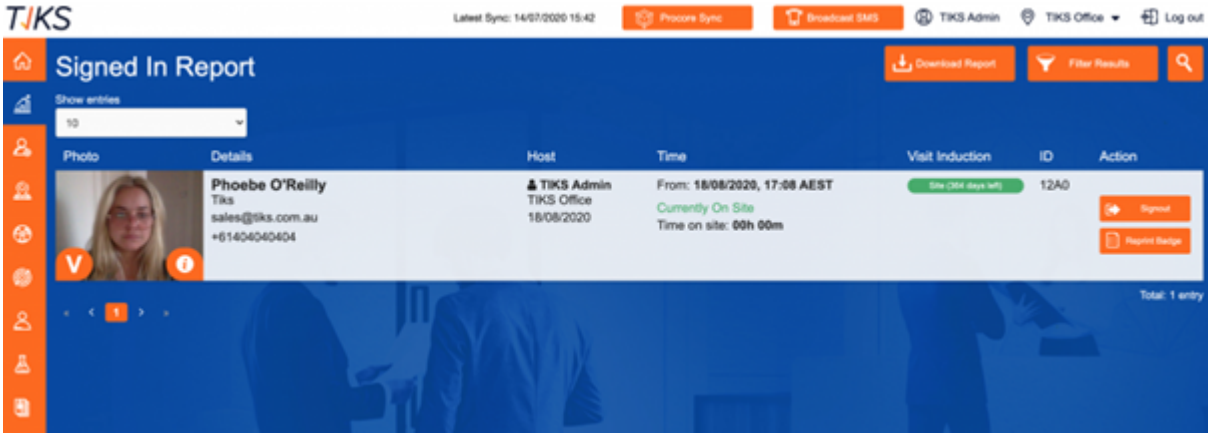


What does ID mean?

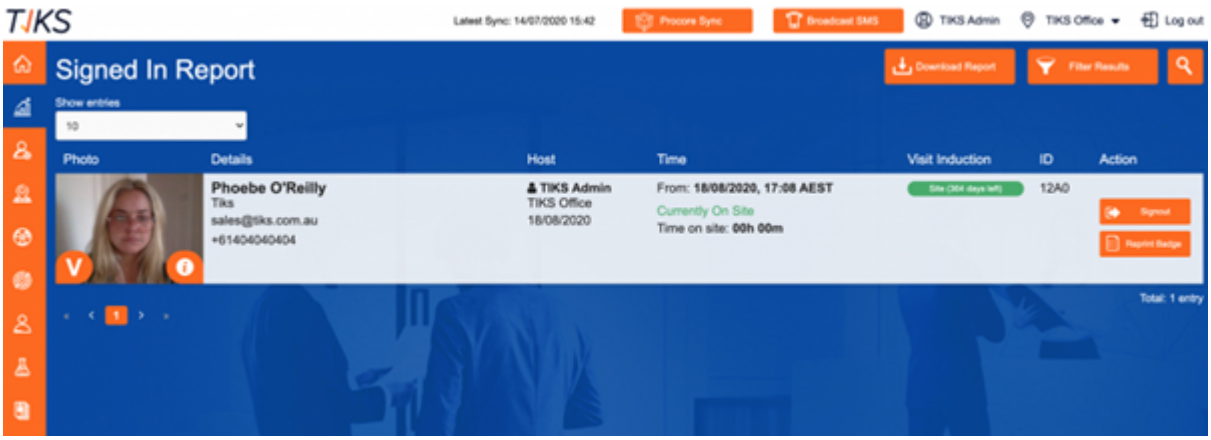
This column shows the unique visit ID specific to that visit for that visitor. This is what is used to generate the QR code on the badge that the visitor receives.

The visitor can use this ID to sign out quickly from one of the kiosks/tablets.

If you have a QR code scanner integrated into your system, the visitor can scan the QR code on their badge to sign out.



What do the buttons in the Action column do?



The **‘Signout’** button allows an Admin user to sign that particular visitor out. If that person has already signed out, the button will be greyed out, and you will not be able to select it.

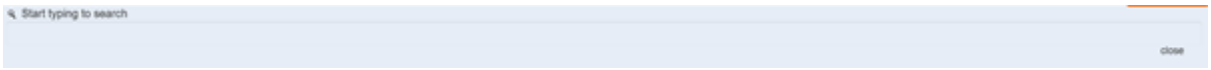
The **“Reprint Badge”** button allows you to reprint a visitor’s badge if you have a printer attached to your system.

How do I find a specific entry in the Signed In Report?

In the top right-hand corner of the Signed In Report page, after the coloured “Download Report” and the coloured “Filter Results” button, there is a magnifying glass search icon

If you would like to find a specific entry in the Signed In Report page you can use this function.

Select the magnifying glass search icon, then slightly translucent blue search bar will appear (see below).



Start typing the desired search text and hit enter to complete your search.

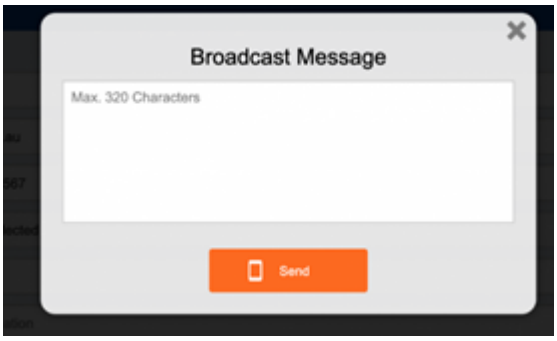
What is the Broadcast SMS feature?

This function allows you to send a broadcast (SMS) to anyone on site. It is often used for evacuations, alerting users of a hazard or general safety information.

How do I send a Broadcast SMS?

Click on the “Broadcast SMS” button in the top bar of the system.

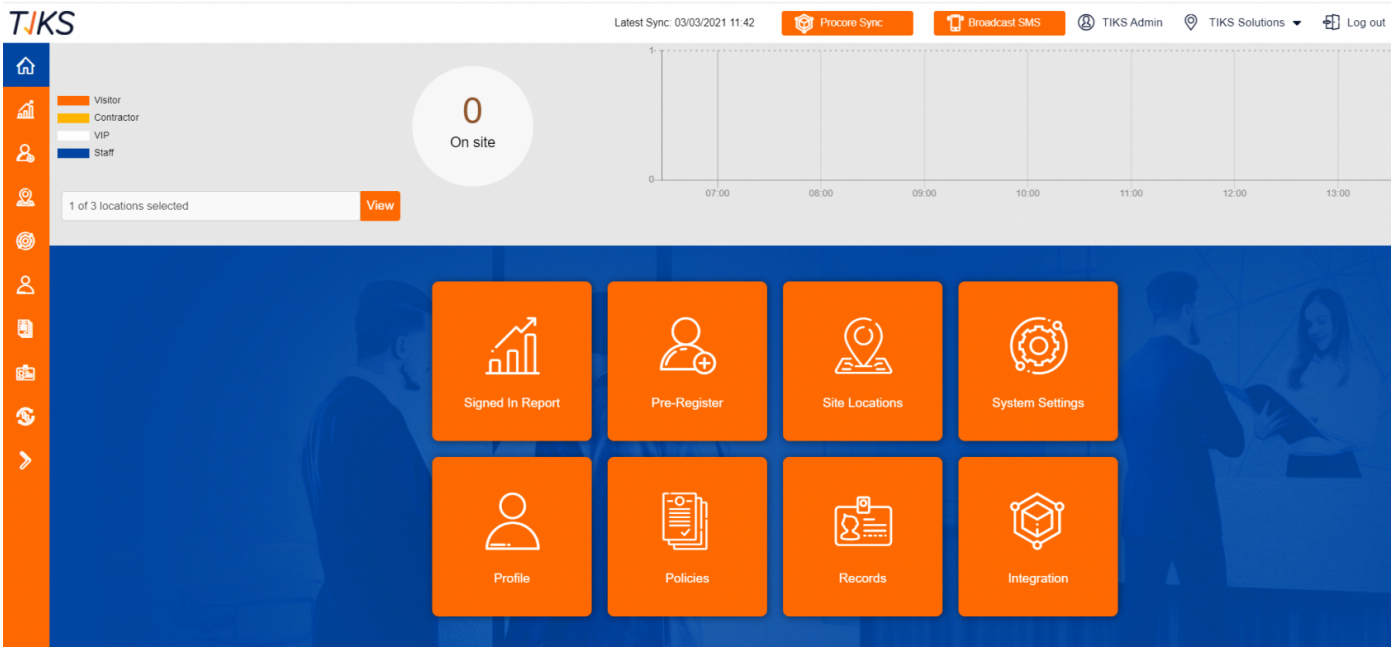
A text box will be displayed where you can type your message. Click the “Send” button to broadcast the message to all on site.

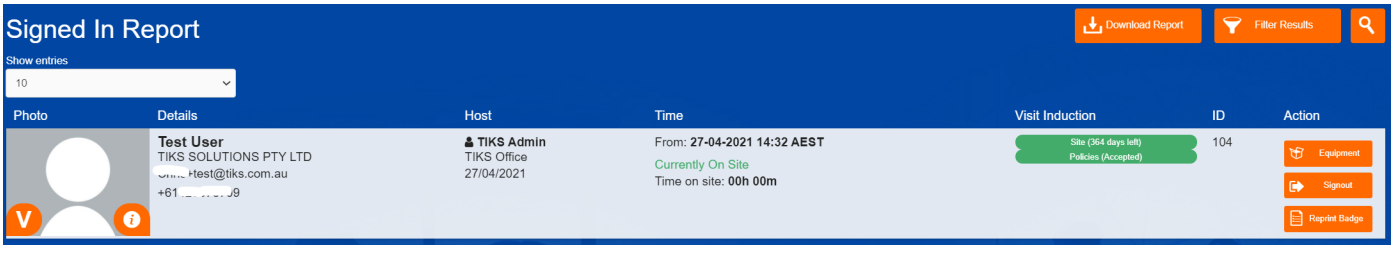


How does a user borrow and return equipment?

Once a person has signed into the system an admin user can record any keys or equipment that have been assigned to them for their visit.

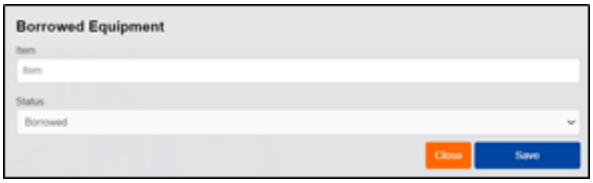
From the admin dashboard, select "Signed In Report".





Locate the user that has signed in and click the “Equipment” button.

The system will ask you to confirm their ID. Then put in the details of the equipment they have borrowed (apply the “Borrowed” status) and click “Save”.



The system will now show those items against the visit “ID” of the person in the Signed In report (example below)

When the person leaves the site, the system will remind them to return the borrowed items and will not allow them to sign out until the system records the items as returned.

To record the return of equipment, locate the person in the Signed-In report and use the drop-down in the Status field to show the items as “Returned” and click “Save”.