

## Running reports and swipes in Sentinel

This section is designed to outline how you can simply **view swipe-in records and run reports** on the individuals that your company sponsor in the Sentinel system. As a Sentinel Administrator, you should already have access to the Sentinel system here: <https://www.railsentinel.co.uk/Sentinel/Account/LogOn> however if you do not then please call the Sentinel helpdesk on **0330 726 2222**

This should be self-explanatory, however below is a 'step-by-step' guide if you are unsure:

### 1. Swipe-in reports

Once you have logged in, you will be able to see the 'Swipes' tab. Enter the date range required and click 'Search' which will then display the names, events and swipe-in dates for all cards within that date range. If you double click on an individual's name, you will be taken to their details page. Another useful tool here is the 'Export' button which will provide you with the list as a CSV file.

### 2. Expiry date reports

It is essential to stay abreast of all expiry dates, to avoid your workers being denied access to the track by a Controller of Site Safety (COSS). To access information on expiry dates, you need to click on the 'Expiries' tab at the top of the screen. To review expiry dates and details for a range of items click the relevant tab:

- Competences
- Assessments
- Photos
- Cards
- Medicals

Another useful tool here is the 'Export' button which will provide you with the list as a CSV file.