

Using the Sentinel App – Quick Guide

December 2020



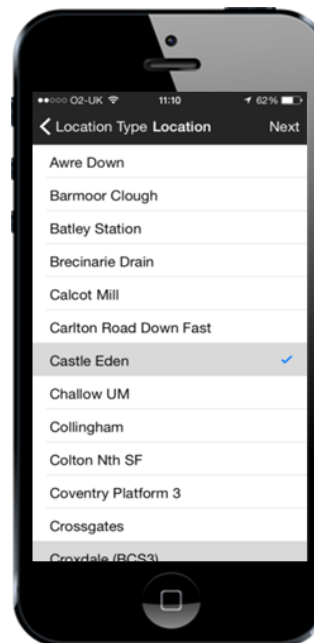
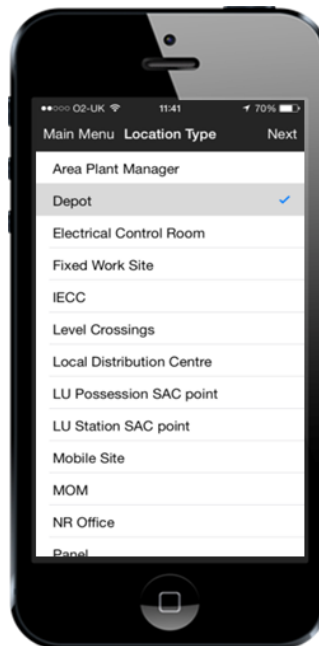
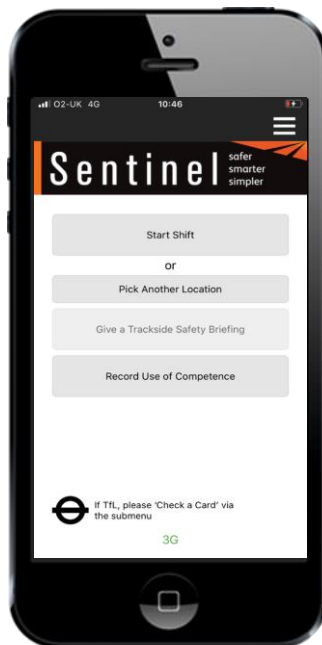
Route Services

You can download the app from

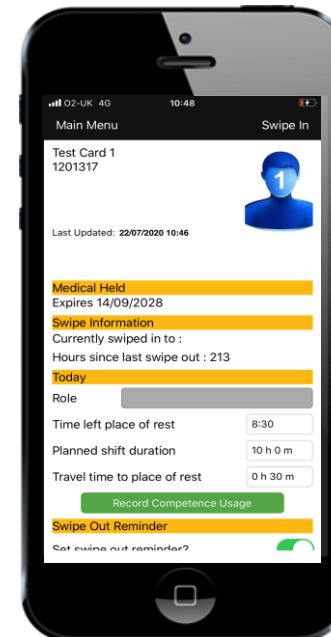


Swipe in & Locations

Select Start shift or pick another location.



Now fill out the basic fatigue information.



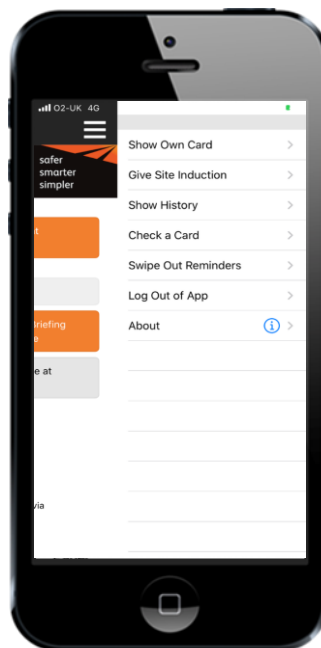
Select your location type and where you are.



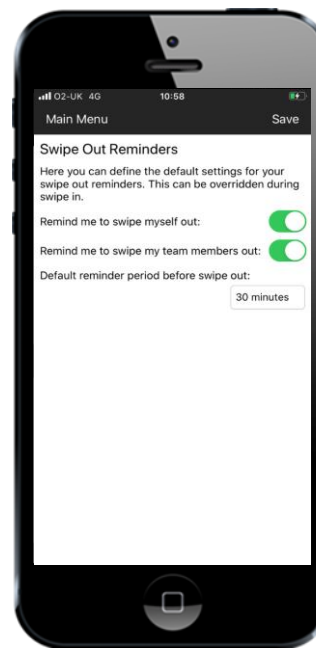
Route Services

Swipe Out Reminders – Menu Screen

Select the 3 lines in top right of screen.



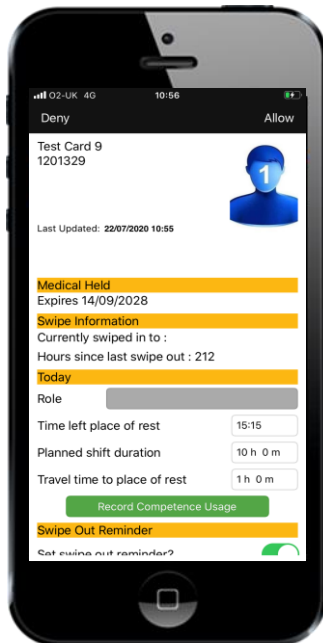
Select
Swipe Out
Reminders



Change your swipe
out reminder settings
& select Save



Individual Swipe Out Reminder



You can set a swipe out reminder for this individual by selecting Swipe Out Reminder.

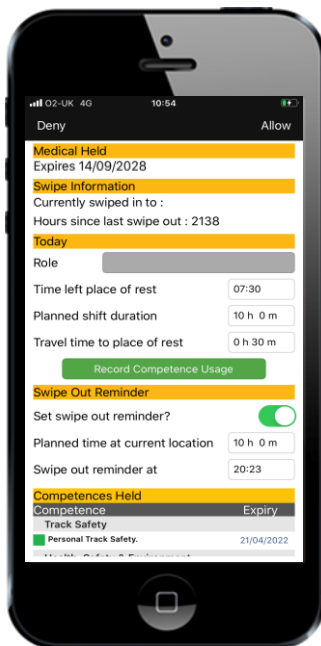
A pop-up notification will appear to remind you to swipe them out at your set time.



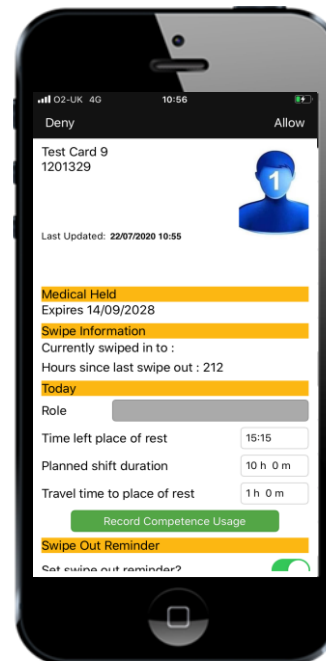
You are able to either snooze the reminder for the default 15 minutes, increase the snooze time, or dismiss the reminder.

You can then swipe the individual out at the end of their shift.

Competency & Medical Expiry



‘Valid Until’ date of each competency held is displayed in the Competency Held section, helping to provide visibility of any competencies that are due for renewal before the expiry date.

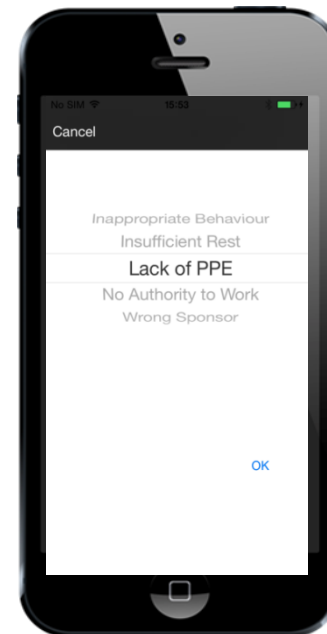
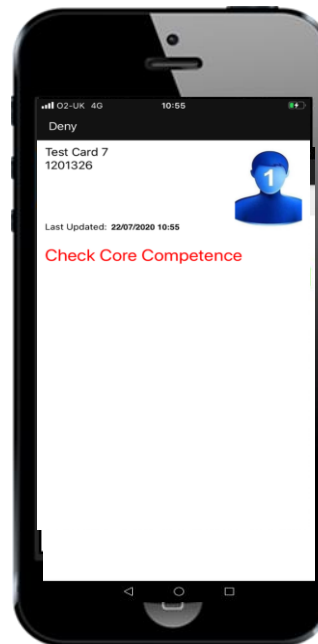
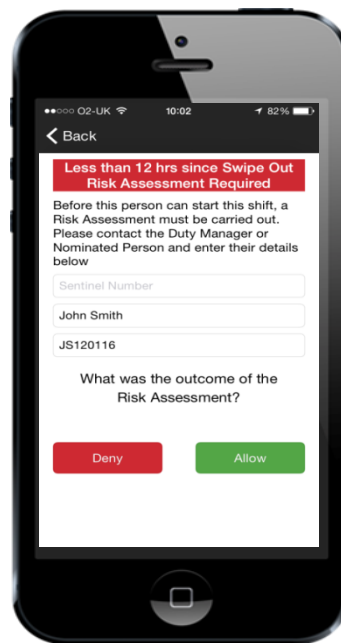
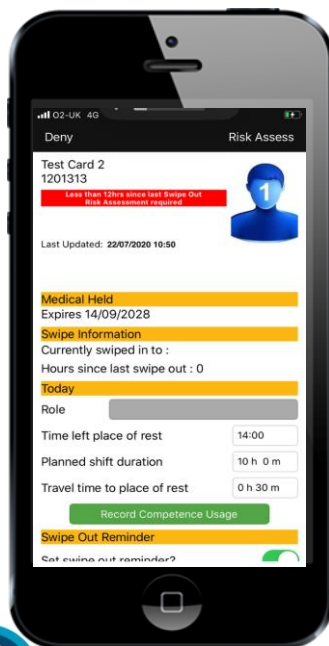


The medical expiry date will be displayed underneath the medical restrictions section on the Swipe In/ Check a Card, Show Own Card page and the PC Card Reader.



Risk Assessment & Denied Access

If a person hasn't had 12 hours rest the system will ask for a Risk Assessment.

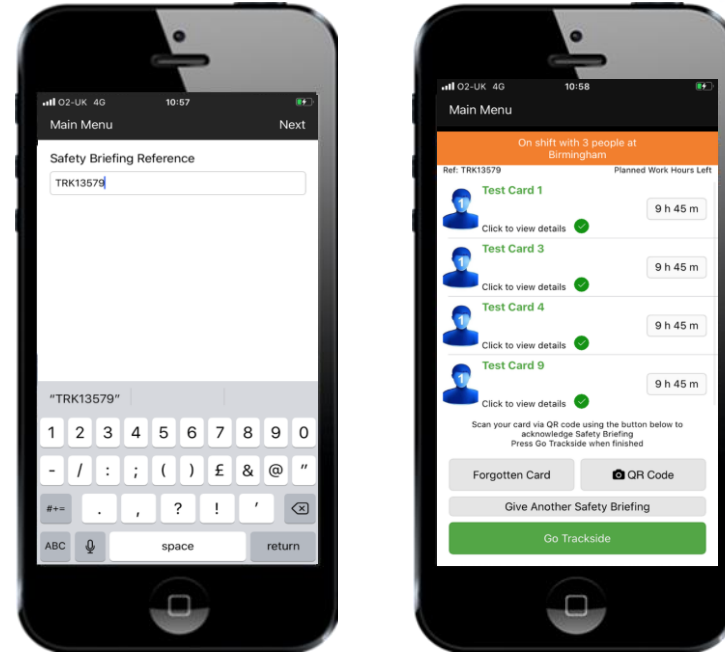
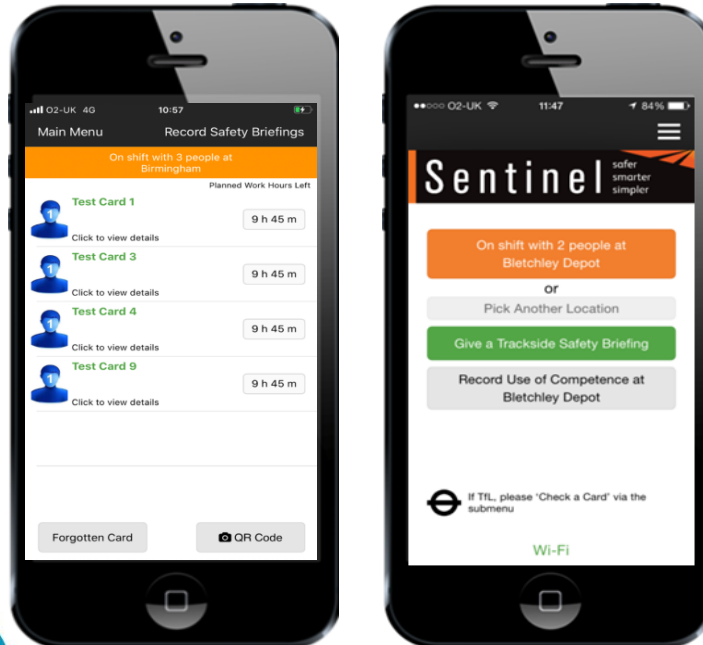


If a person is denied access the relevant warning will appear and they would not be allowed to swipe in. A card checker can also deny a person access to site using the pre-set reasons when selecting Deny on swipe in



Safety Briefs

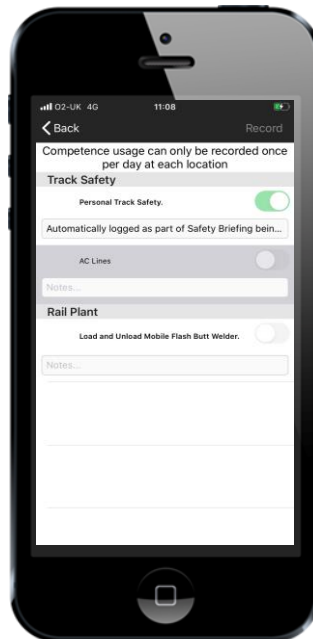
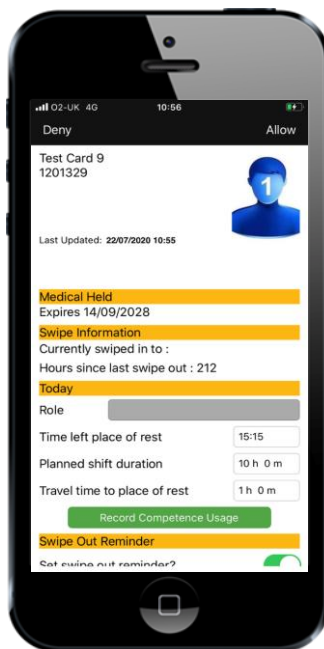
Select Record Safety Briefings button on the team screen



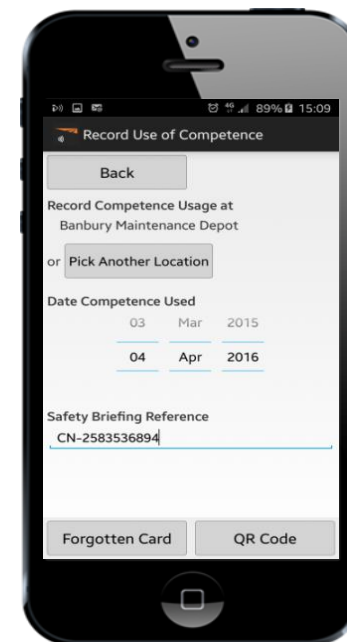
Type in the Safety Brief reference and then scan each persons card to accept the brief (replaces wet signature).



Recording Use of Competence



You can also award Use of Competence after a shift.



You can award Use of Competence on swipe in and at any point throughout a shift.

The relevant core competence is awarded automatically if you record a safety briefing in Sentinel.

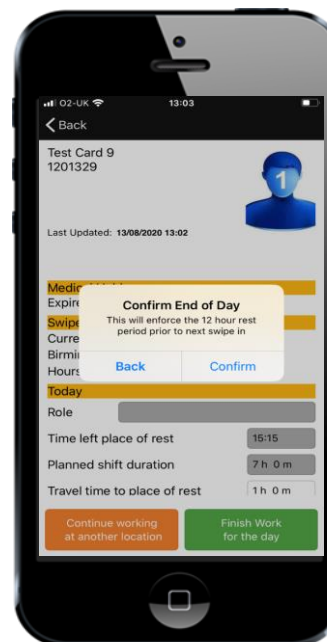
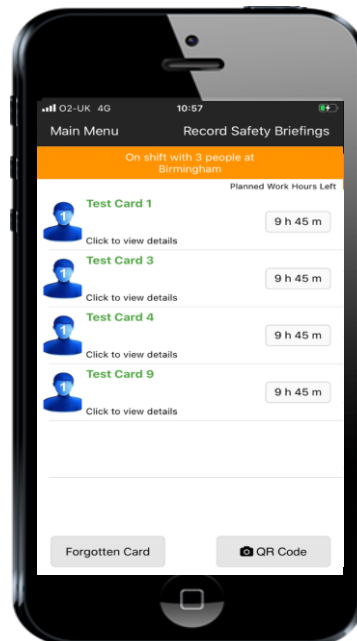


Swipe Out



Choose a person to swipe out.
Route Services

Choose 'On shift with ...'



Finish Work for the day will start the 12 hour clock.

If the person is going to work somewhere else choose 'Continue working at another location'



