Logging in—without a Sentinel card



Before starting the Sentinel Client, ensure the Card Reader is connected to your PC.

A shortcut to the Sentinel Client may be on your desktop, or in the start menu (circled on the left). Launch the Sentinel Client by clicking either of these.

Once started, you will see the Sentinel Smart Card Reader window listing the connected smart card readers that the application has detected. Also, the Sentinel Client icon may be displayed in the system tray / toolbar.

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dentive SDI011G Co	ntactless Reader 0	
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If you are swiping people in and do not have a Sentinel card you will be assigned a Site Access Administrator Username and Password. To access the system this way click on the up arrow, the Sentinel Client Icon or the top part of the Sentinel Card Reader box (as indicated below). Then right click on the PC Client icon and select 'Log on Site Access Admin.'

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	Sentinel Smart Card Reade	er.			00	83
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If you have a Sentinel Sentinel card then you need to start up the PC Client, as Site Access Administrator Log On per the instructions on User Name Jabbott the previous page, and Password eeeeeee then scan your card on the card reader. Sentinel Both ways get you to the point where you need to choose the Select Sponsor Sponsor (see right). lease select the sponsor for the cardholder today AGS People Limited (Primary) Sentinel Depending on how your Current Location: Basingstoke Training Centr profile has been set up, Main Menu you will be taken to the 0 View Use main menu where you will O Set Location be able to set your location and swipe people in and O Check a Card out, etc. (see illustration O Swipe In on the left) 0 Swipe Out Record Competence Usage 0 Log Off It also shows that you are logged in as the Card Checker:

Logging in—with a Sentinel card





Swipe in

In order to swipe in other people, you will need to swipe vourself in first...



If you logged in with a Sentinel card, click on Swipe In and then enter your Time Left Place of Rest, Planned Shift Duration and Travel Time to Place of Rest.

Current Location Type: Training Centre		
Current Location: Basingstoke Tr	aining Centre	
wipe In		
Wipe In Confirm Swipe OP	ny Swipe	
wipe In Confirm Swipe O De	ny Swipe	
Wipe In Confirm Swipe O De Time Left Place of Res	ny Swipe	
Confirm Swipe De Time Left Place of Res Planned Shift Duration	ny Swipe	

Once everything is checked and verified, you can confirm the swipe and begin to swipe in all individuals coming through the Site Access Cabin or Training Centre.

Swipe in

To swipe the first person in, place the individuals card on the Smart Card Reader. Once the card has synchronised, a window will open to choose the cardholder's current Sponsor.



Upon confirmation of the cardholder's Sponsor you will then have to enter the basic fatigue data, as you did for yourself. You can also check that the person holds the correct competences. Once everything is checked and verified you can confirm the swipe.

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	AC Lines	28/02/2018
PTS	Personal Track Safety.	28/02/2018
Track Safety	_	Expires
	Core Competences	
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Sentinel	•	

On occasions, you may find that when you swipe someone in it shows they need a Risk Assessment; because they haven't had enough rest. If this happens, check the fatigue data is correct and then select 'Risk Assess' - this indicates that a conversation with the line manager or nominated person needs to take place and recorded in the Sentinel system to ensure they are safe to carry out work.



<u>Swipe out</u>

To swipe people out, click on 'Swipe Out' followed by 'Proceed' and then scan the first card, as you did during the swipe in process.

You will be asked to confirm [tick the box] if this is the last swipe of the day, i.e. they are going home. Please collect and input the information regarding how long it will take them to get home.

	Last Swipe of Day? Travel Time to Place of Rest	12 Oh 30m	~		
	Record Competence Usage]	
Tick Competences used and enter Notes if	Record Track Safety				
requires.	AC Lines	All good			_
Working Near o	r Adjacent to the DC Conductor Rail				-
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If the individual has used a competence then you can also tick this box and record a note, if necessary.

Finally, click 'Confirm Swipe' which will take you back to the swipe in page for you to swipe out the next person.

Current Location Type: Training Centre Current Location: Basingstake Training Centre	Card Checker: JOHNE ABOTT (jabbot)
wipe Out	Main Menu
Swipe Next Card	
7293	
Inter Date:	
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Sentinel PC Client;

for Site Access Cabins and Training Centres



Call the 24/7 Sentinel Helpdesk if you have any questions: 0330 726 2222