## Logging in—without a Sentinel card
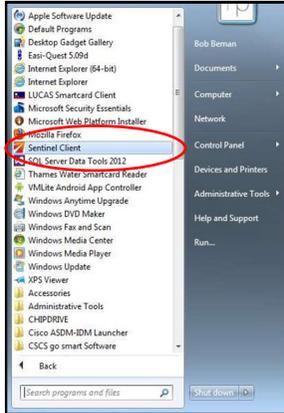
Before starting the Sentinel Client, ensure the Card Reader is connected to your PC.

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.

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.'
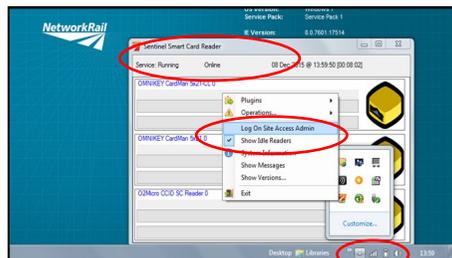

Logging in—with a Sentinel card

If **you have a Sentinel card** then you need to start up the PC Client, as per the instructions on the previous page, and then scan your card on the card reader.

Both ways get you to the point where you need to choose the Sponsor (see right).
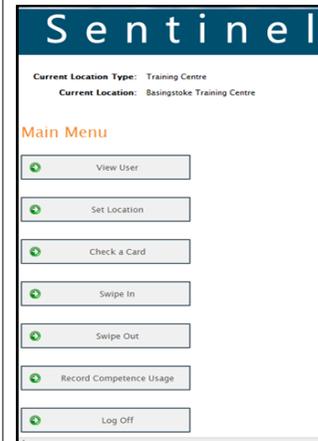
Depending on how your profile has been set up, you will be taken to the main menu where you will be able to set your location and swipe people in and out, etc. (see illustration on the left)

It also shows that you are logged in as the Card Checker:

Swipe in

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

If you logged in **without** a Sentinel card, you need to click Swipe In and Proceed on the Main Menu. See illustrations on the left and below.
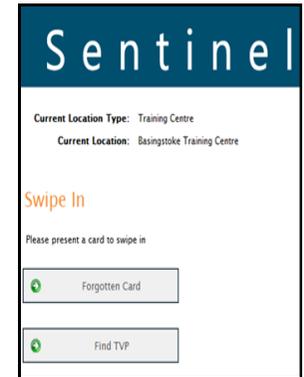
If you logged in **with** a Sentinel card, click on Swipe In and then enter your Time Left Place of Rest, Planned Shift Duration and Travel Time to Place of Rest.
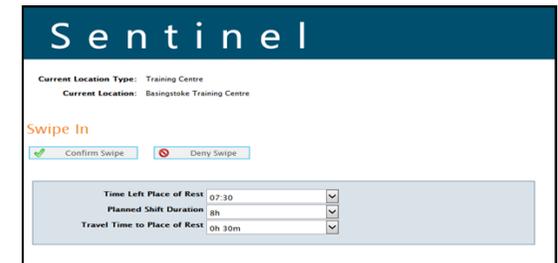
Once everything is checked and verified, you can confirm the swipe and begin to swipe in all individuals coming through the Site Access Cabin or Training Centre.

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.

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.

Swipe out

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.

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.

Sentinel safer smarter simpler

Sentinel PC Client;

for Site Access Cabins and Training Centres

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