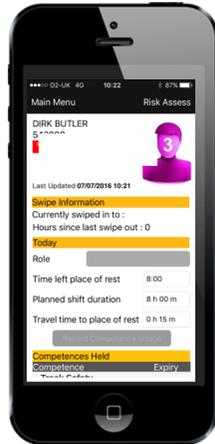


## Swipe in

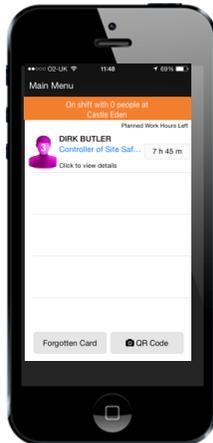
When using the Sentinel app, the first thing is for the Card Checker (typically a Safe Work Leader or Controller of Site Safety) to swipe themselves in...



Open the app and select the QR Code button. Scan your card and select your Sponsor. If this is the first time you are using the app you will need to select your Location before you can actually swipe in.



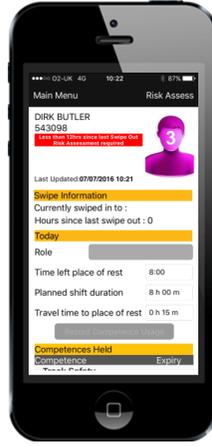
Once your Location is selected, you need to enter your Time Left Place of Rest, Planned Shift Duration and Travel Time to Place of Rest. When these are complete you can select Swipe In.



You are then taken to the team page. To swipe in your team, select the QR Code button, scan their card and repeat the process above. This team page will then be populated with everyone that has been swiped in.

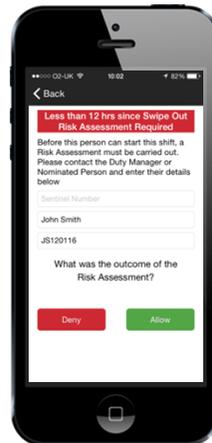
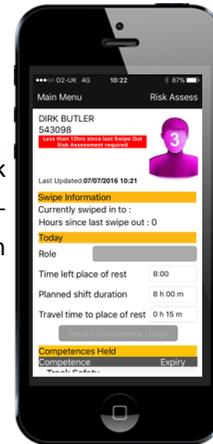
## Risk assessment

If you or someone you have swiped in has had less than 12 hours rest, the app will indicate that a Risk Assessment needs to take place...



You cannot continue until this has been completed.

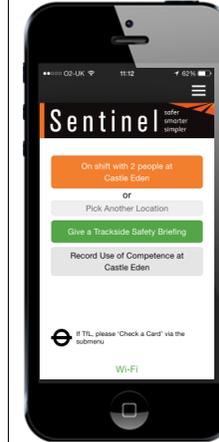
Before completing the Risk Assessment, fill in the basic fatigue data that is asked and then press Risk Assess.



The Risk Assessment is completed by a Line Manager or other nominated person, whose details will be recorded in the app. Depending on the outcome of the risk assessment, and to progress, select Allow or Deny.

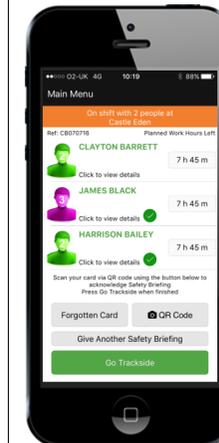
## Safety brief

After a Card Checker has swiped themselves and their team in, they will progress to go trackside, however before this can be done a Safety Brief needs to take place...



Go to the Main Menu and select Give a Trackside Safety Briefing which will now be highlighted green.

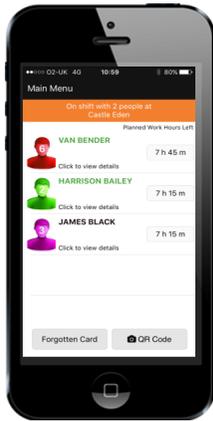
You are then asked to enter a Safety Brief reference number and select Next. To accept the Safety Brief you need to scan everyone's cards. Click on the QR Code button and scan each card.



Once the card has been scanned, a green circle with a tick appears next to the person's name to indicate they have accepted the Safety Brief. If you fail to scan someone's card you will see a message telling you so when you select Go Trackside.

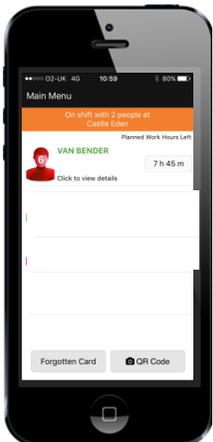
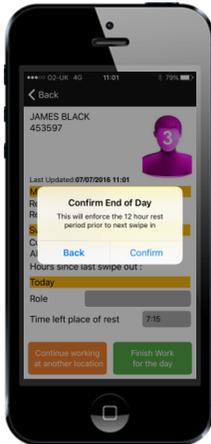
## Swipe out

At the end of the day / shift, the Card Checker will need to swipe out them and their team. To do this they **do not** need to scan each person's card again.



Go to the On Shift team page and click on the first person to Swipe Out. At this point you can record a Competence for that person (if you wish), or just swipe them out.

When swiping out you can select Finish Work for the Day or Continue Working at Another Location. If you choose Finish Work for the Day you will see a message telling you that this will start the 12-hour rest rule. This means if you then Swipe In within the next 12 hours a Risk Assessment will need to be performed.



If you then click on Confirm you are taken back to the team page where you can repeat the process and swipe out the next person.

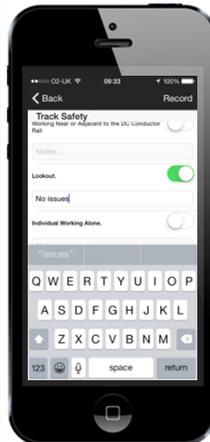
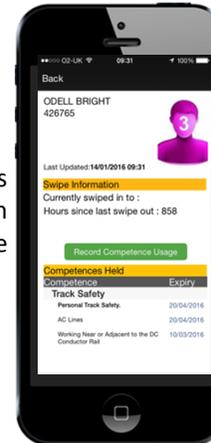
## Recording use of competence

Competences can now be recorded through the app. This can be done at anytime by the Card Checker. Once completed, the details get transferred into the Log book section of the individuals mySentinel account: <https://mysentinel.me/Account/LogOn/>



To record use of competence select On Shift with... or Record Use of Competence (see left). You can then either select an individual's name from the team screen or choose a location and date when the competence was used.

You are then taken to the person's information page where you can select the Record Competence Usage icon.



Select the competence which has been used by sliding the button to the right. A note may be added, however this is not mandatory.

Select the Record icon on the top right hand side of the screen. The competence has been recorded as being used.

**Sentinel** safer  
smarter  
simpler

**New mobile app  
functionality;  
for Card Checkers  
& Training Providers**



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

**August 2016**