

# Sentinel

safer  
smarter  
simpler

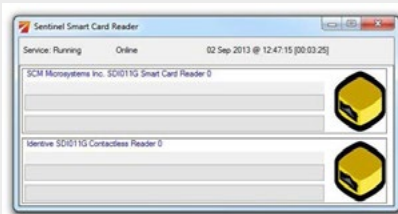
## Sentinel PC Client; for Site Access Cabins and Training Centres

PC Client software and user guide is available to download from the Sentinel Website here: <http://info.railsentinel.co.uk/>

### Logging into PC Client – **With** a Sentinel card

Ensure the Card Reader is connected to your PC before launching the Sentinel Client.

Launch PC Client by selecting the software from the start menu.

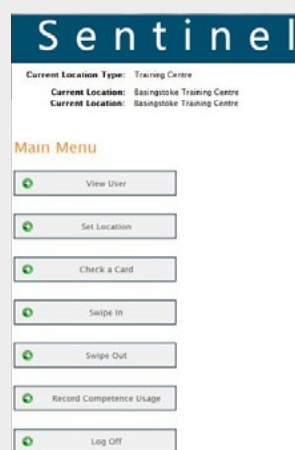


Once open scan your card on the card reader. Select your sponsor by clicking on the relevant one.



You will be taken to the main menu.

If you are a card checker you will be able to set your location and swipe people in and out, etc.



The Sentinel Smart Card Reader window will open, listing the connected smart card readers that the application has detected.

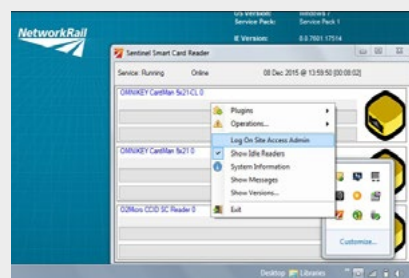
### Logging in to PC Client – **Without** a Sentinel card

If you are swiping people in and do not have a Sentinel card you will be assigned a Site Access Administrator Username and Password.



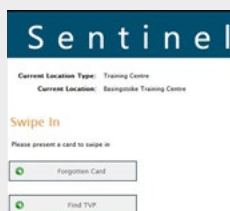
Ensure the Card Reader is connected to your PC before launching the Sentinel Client. Launch Sentinel client by selecting the software from the start menu.

To log in click on the arrow in the toolbar in the bottom right of your screen and select the Sentinel Client Icon. Or when Sentinel Client is launched you can right click on the PC Client icon and select 'Log on Site Access Admin.'



### Swiping yourself in

In order to swipe in other people, you will need to set your location and swipe yourself in first.



Select Swipe In from the main menu, check all your information is correct and click Proceed.

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.



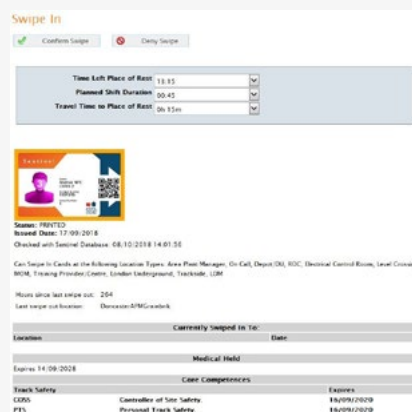
## Swiping in the team

To swipe the first person in, place the individual's 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.

You can also check that the person holds the correct medical and competencies and if they are due to renew or expire.



A warning will appear if there is an issue with a person's competency, medical or D&A.

Once everything is checked and verified you can confirm the swipe.



## Risk assessments

On occasions, you may find that when you swipe someone in it shows they need a Risk Assessment as 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

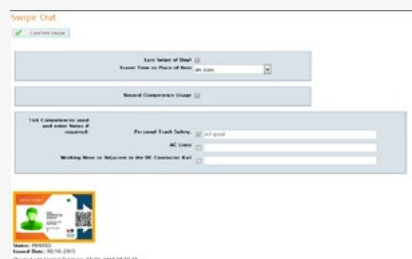
needs to take place and be recorded in the Sentinel system to ensure they are safe to carry out work.



## Swipe out

To swipe people out, click on 'Swipe Out' followed by 'Proceed' and then scan the first card.

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. You are able to record a note but this is not mandatory.

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

