

Introduction & Scope

This procedure outlines the steps required for the use of electronic sign-in. This will cover the installation, setup and use of the electronic sign-in system on your personal mobile device.

Procedure

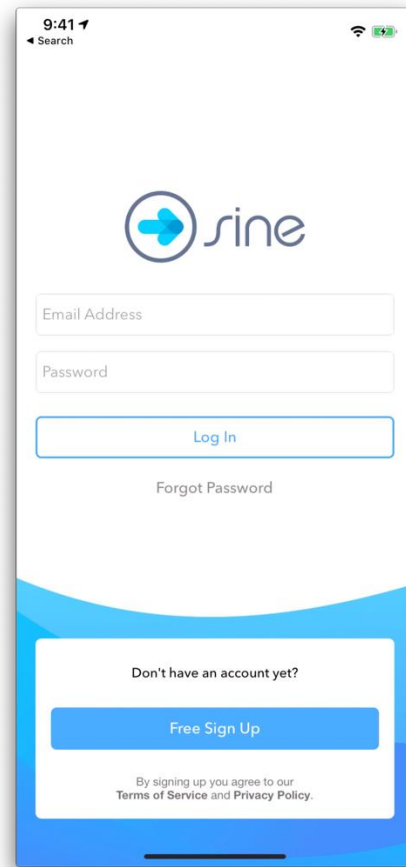
With Smartphone

Signing in at St. Vincent's Institute, OBI & NRL with a smartphone requires the use of an application called Sine Pro.

This can be found on the [Apple App Store](#) and the [Google Play Store](#).

NOTE: When opening the application for the first time, you will be prompted to give permission for use of your device's camera and notifications. This is required as you will need to scan the QR codes to sign-in and out of the premises and notifications are required in the event of a building evacuation, alerts will be sent to all devices.

You will need to sign up for a Sine.co account.
Select Free Sign Up at the bottom of the app.



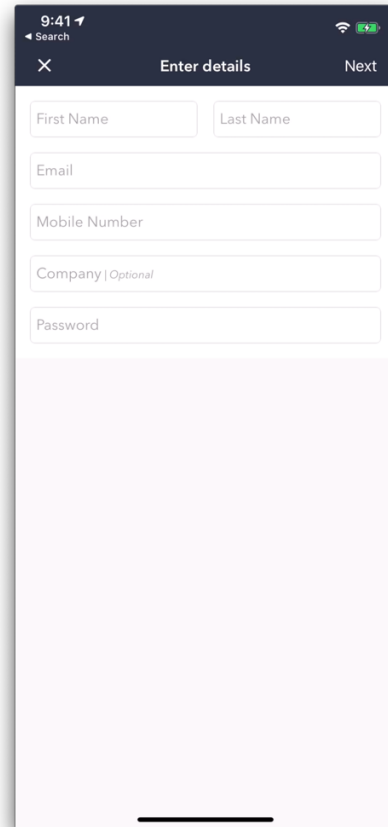
You will need to input the following:

NOTE: These fields are all required.

- First Name
- Last Name
- Email address (Use your SVI one)
- Mobile Number
- Company (SVI)
- Password (Don't use your SVI password).

NOTE: This system isn't directly managed by SVI, this means in the event you forget your password, IT cannot reset this for you, instead you can request a reset of your password yourself at:

<https://dashboard.sine.co/#/forgot-password>

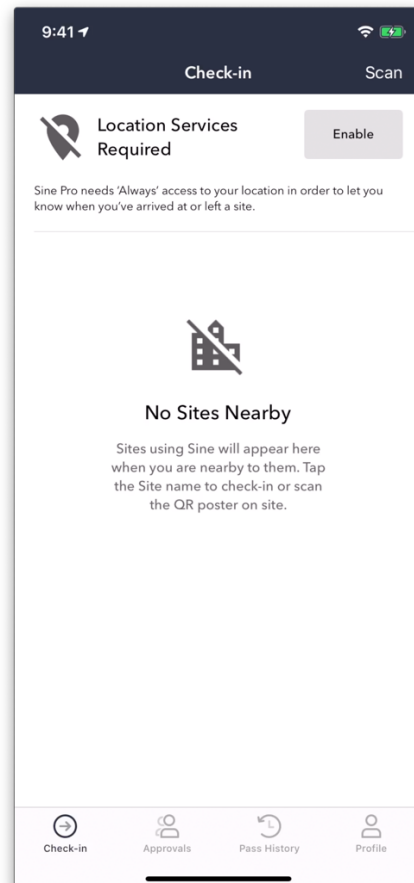


Once you've signed in, you will be presented with this screen.

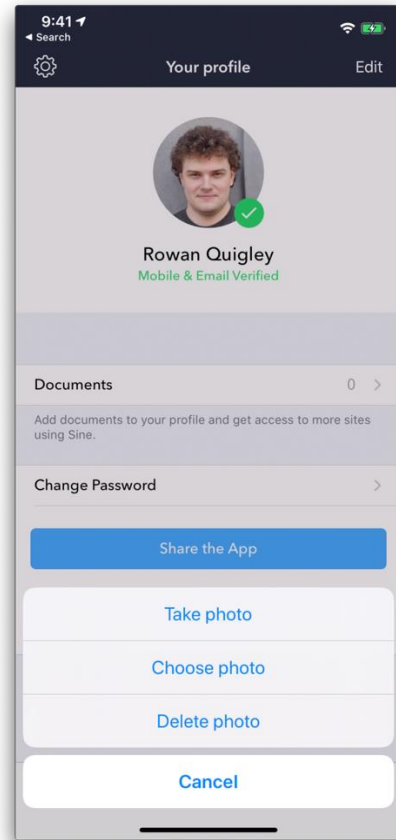
Before your first check-in, please select a photo of yourself.

You're welcome to use your SVI induction photo or a photo of your choice, please ensure that it is a photo of you, do not use a cartoon or avatar type photo.

To add a photo of yourself, select Profile in the bottom right hand corner of the screen.



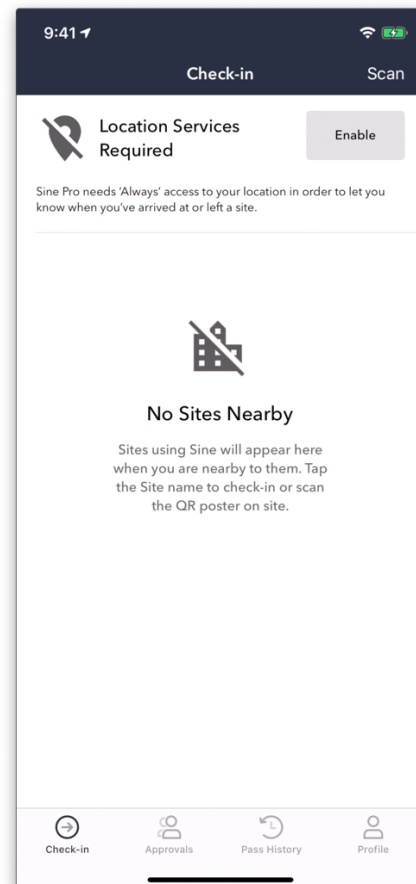
Once you are at the Profile screen, select the circle at the top of the screen which will give you three options.



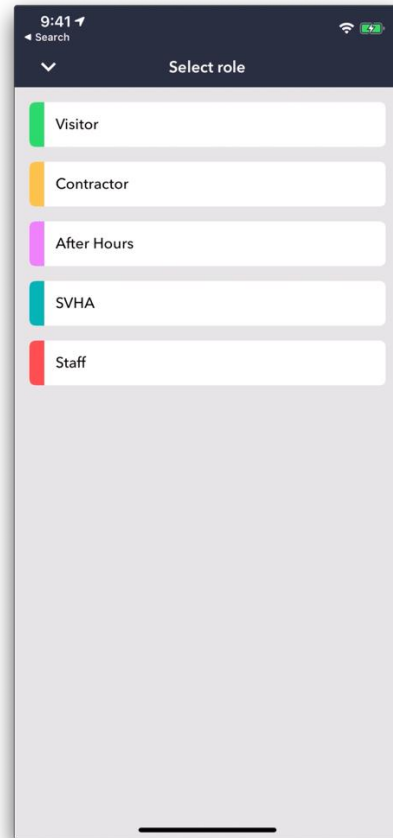
To sign-in at SVI, OBI & NRL, you will need to select the Scan button in the top right-hand corner of the screen and scan a QR Code to sign-in.

QR Codes are affixed to multiple locations including:

- SVI Reception
- SVI Entrance (Above the Exit button)
- OBI Entrance
- OBI Exit (Above Card Scanner)



You will be asked for your role, please select Staff.



NOTE: This does not apply for NRL.

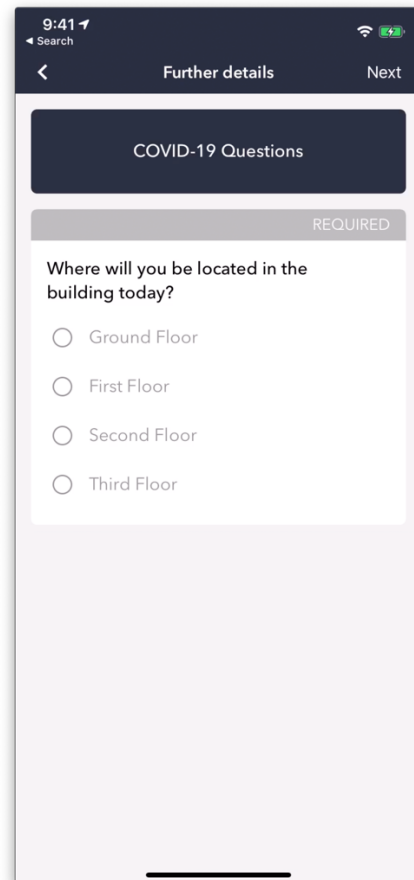
You will be prompted to answer a question regarding where you will be located in the building.

For example: If your office is on the second floor, select the second floor.

If your lab space is on the first floor, select the first floor.

if you will be in multiple parts of the building put the location as the place you will spend the greatest amount of time.

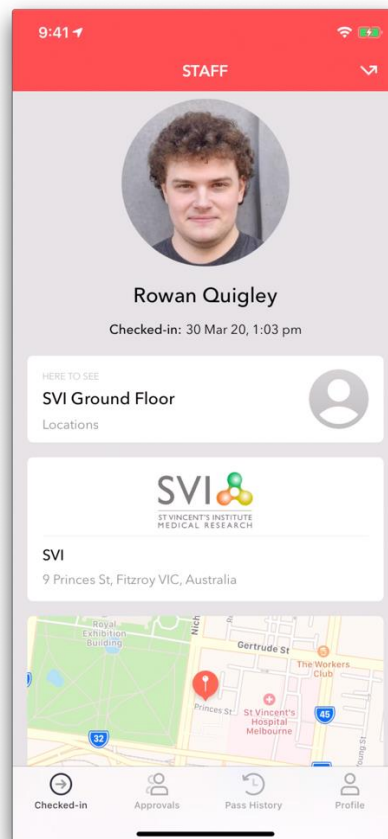
In the event of an emergency, you may get notifications from the Facilities & Safety Manager based on your normal location.



Once complete, you will be informed that you have successfully checked in.

When you are ready to leave your building, select the Check-Out icon in the top right-hand corner of the screen.

NOTE: You will be required to scan a QR code to successfully check out.



Notes

- If you are unsure and need help at any point of the above process, please contact the IT team for assistance.