



Use of the Mandatory Sign-In App - User Guide

Introduction

As we return to work, the campus will use a new electronic sign-in system, called ‘**Sign In App**’. This allows us to comply with Scottish Government and H&S rules for maximum occupancy, fire evacuation and to assist with test and protect, where necessary. The data collected will only be used for these purposes and retained for a limited period of time. **The use of this system is mandatory.**

Ahead of returning to work, you will complete a mandatory H&S training course. On completion, you will be cleared for access and shortly thereafter, you will receive a “Sign-In App” welcome e-mail.

From this point, you will be able to sign in and out of buildings, using the new system

Welcome e-mail

When you receive your Sign-In App welcome e-mail (*see below*), you will be able to start using the new sign in system.

The system allocates a unique QR code for you to use to sign in and out.

To access your QR code and enable minimal contact for signing in/out, we recommend **you use a personal smartphone (phone).**

To do this, please follow the guidance to **download the companion app** and proceed to install this.

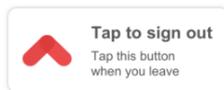
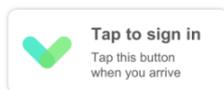


Dear Anthony Davie,
You are now registered as a member of the Roslin Institute Staff group at The University of Edinburgh. Please ensure you follow the Sign In App guidance within the building induction training, and always ensure you sign in to your building as you access and sign out as you leave.
Regards EB Facilities Team



Contactless sign in

If you wish to sign in using your personal device when you arrive, please tap the sign in link from your smartphone when you arrive.



Download the companion app

Your account has been granted permission to use the Sign In App companion app. This will allow you to connect your smartphone on arrival to sign in and out of the premises.

Click on the links provided or search the App Store or Play Store for Sign In App Companion for more information.



Your 5-digit code
9 9 8 0 1
Valid for 48 hours

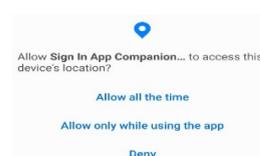
**** Please download, install and open the App once and within 48 hours of receiving your unique 5-digit code. This is the initial set-up. If you don't open the App within 48 hours, your code expires and you will need to contact [campus Facilities](#) to request a new code ****

When you first open the App, use your unique 5-digit code from your e-mail to login.

Enter your 5-digit code

You will now be able to access your unique QR code from your phone.

This App needs to use “Location” services on your phone to ensure your phone is “in range” of the building to sign in. The options differ on iPhone and Android but selecting “.. while using .. app” will prolong your phones battery life.



If you don't have a phone or choose not to use this method, you can have your QR code printed and laminated (on request to [campus Facilities](#)) or use the QR code on your phone (from welcome email) to scan at sign in entry or exit points.



Signing in

This software has been chosen in order to make the required sign in process as quick and contactless as possible. Please bear in mind, particularly as people become accustomed to using it, the need to be patient and maintain distance from other users.

Fixed sign-in points have been established at the main entrance for the Vet School, Roslin Institute, Hospital for Small Animals, Greenwood, Middle Wing, Sir Alexander Robertson and Charnock Bradley Buildings on campus. These points will have a white stand with an iPad running the Sign-In App. Fixed exit points will also be in operation, based on building flows.



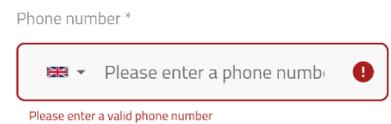
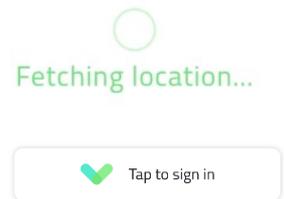
1. For your **first sign in only**, you will be prompted for a **contact phone number** and **photograph**. **** Please ensure you are inside your building's main entrance ****

a. If you intend to use the Sign In App on your phone

i. Start the app. **Wait 30 seconds** for location services to detect the building you are signing into.

ii. Tap the **“Tap to sign in”** button on the app

iii. Provide your phone number for 1st sign in, tapping the **“Continue”** button to proceed.



iv. When prompted to take a photo, use the camera on your phone to prepare. Tap the **“I'm ready”** button to proceed.

You can retake your photo, if desired.

v. Tap the **“Continue”** button to complete 1st sign in.

b. If using a printed QR code, or QR code from email on phone but not the app.

i. Visit your building's entrance Sign-In station. Hold the QR code facing the left-hand side of Sign In station (iPad), where the station will scan your code for 1st use.



ii. Enter your phone number on the Sign-In station iPad, tapping **“Continue”** button to proceed



- iii. Your buildings fire evacuation point is shown. Tap on **“Continue”** to proceed.



- iv. When prompted to take a photo, the camera on the iPad will start. Tap the **“I’m ready now”** button to proceed.

You can retake your photo, if desired.



- v. Tap the **“Continue”** button to complete 1st sign in.

2. **Once you have signed in for the first time**, you can continue to sign in and out without touching the Sign-In stations, using your Sign-In App or a QR code held at a short distance from the Sign-In station iPad.

***** Please remember to sign in and out of each building, throughout your day *****

When arriving at your building, please sign in and then out when you leave. This is especially important as you move from building to building - sign in and out of each building as you go along. This ensures we comply with fire evacuation and test and protect.



1. On-going QR code sign-in

You can do this on your **phone**, without the app (open welcome email) or using a **printed/hard copy**.

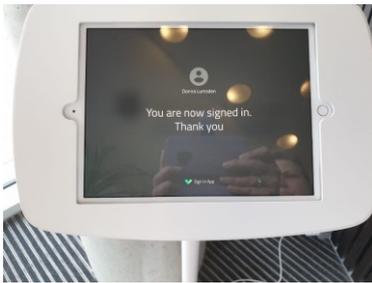
1. Smartphone

Open your welcome e-mail. Your QR code will now be on screen.

2. Hard copy QR code

Remove your hard copy/printed QR code and have this to hand.

- Hold either your phone with the QR code open or your hard copy QR code, approx. 15cm and facing towards the iPad camera on the left of the display screen.



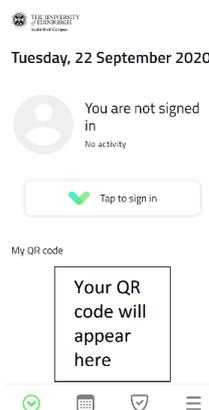
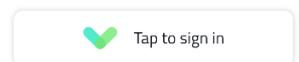
Wait a second or two for the display screen to confirm you are signed in.

2. On-going Mobile sign-in

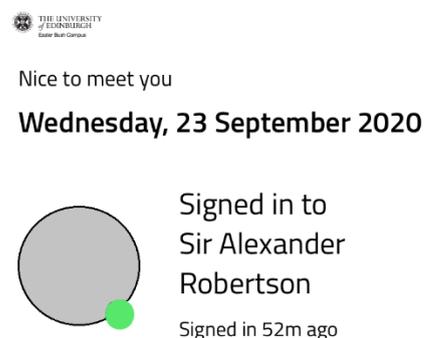
When using the Sign-In app, **please wait until you are inside your building, before opening the app**. This will fetch your location first and make sure you sign into the correct building.

Fetching location...

- Open the Sign-In app and **wait 30 seconds** for location services to show the building you are within on your phone.
- The **Tap to sign-in** option will automatically be displayed. Tap this option and you will be signed in.



Welcome to the Easter
Bush campus



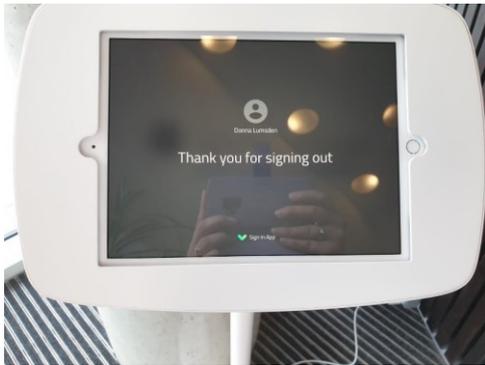
Please be aware if using this option that as we have to strictly monitor building occupancy that Operational staff may ask if you have or prompt you to sign in. Please do not be offended - they are helping everyone to work safely.



3. On-going Signing out

1. Digital or hard copy QR code sign-out

- a. As with signing in, please have your QR code on your phone or printed copy to hand when you are ready to leave the building.
- b. As you pass a designated exit point, hold the QR approx. 15 cm from the iPad camera (on the left of the display screen) and wait until the sign-out message is displayed.



Where possible we have tried to place a Sign-In screen at common exit points of the building. However in some cases (particularly the Roslin Institute building), if you don't use the companion app you *may have to re-enter the building to sign out* due to the location of the exits.

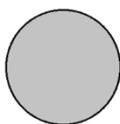
2. Mobile sign out, using Sign-In app (simplest method)

This is the simplest method, as you don't need to visit a fixed Sign-In station as you exit your building.

- a. When you are ready to leave **but before you fully exit your building**, open the Sign-In app on your phone and **please wait 30 seconds**.
- b. The **Tap to sign out** option will automatically be displayed. Tap this option and you will be signed out.



Wednesday, 23 September 2020



You are signed
out
Signed out 3m ago



Please note that it is possible to sign out using the mobile sign out function after you leave (a handy feature for occasions you forget to sign out). However, as we have to strictly monitor building occupancy please do try to remember to sign out as you leave the building - and don't be offended if our team check with you or follow up.