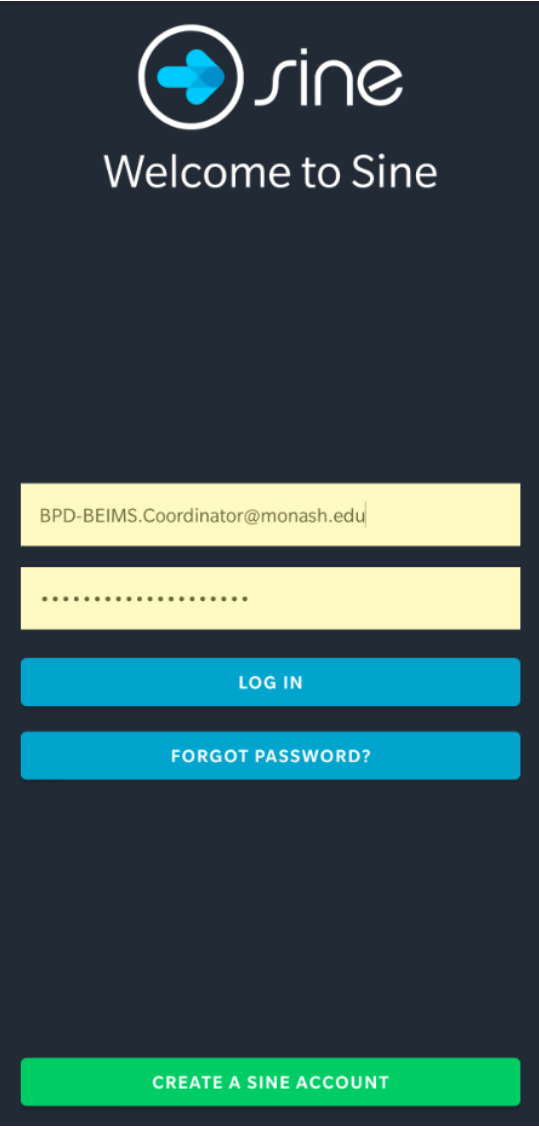**Setup SINE Mobile App**

1. Download and install the Sine Pro app from the iOS [App Store](#) or the Android [Play Store](#).

2. Log in using your SINE account credentials.
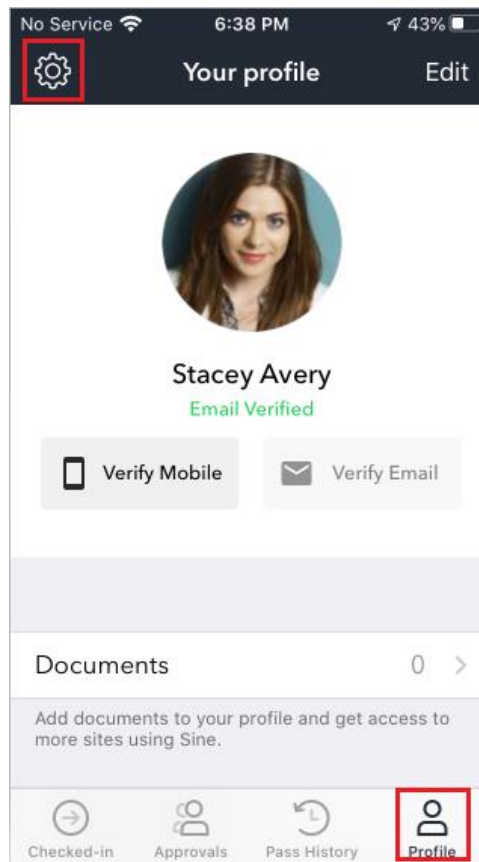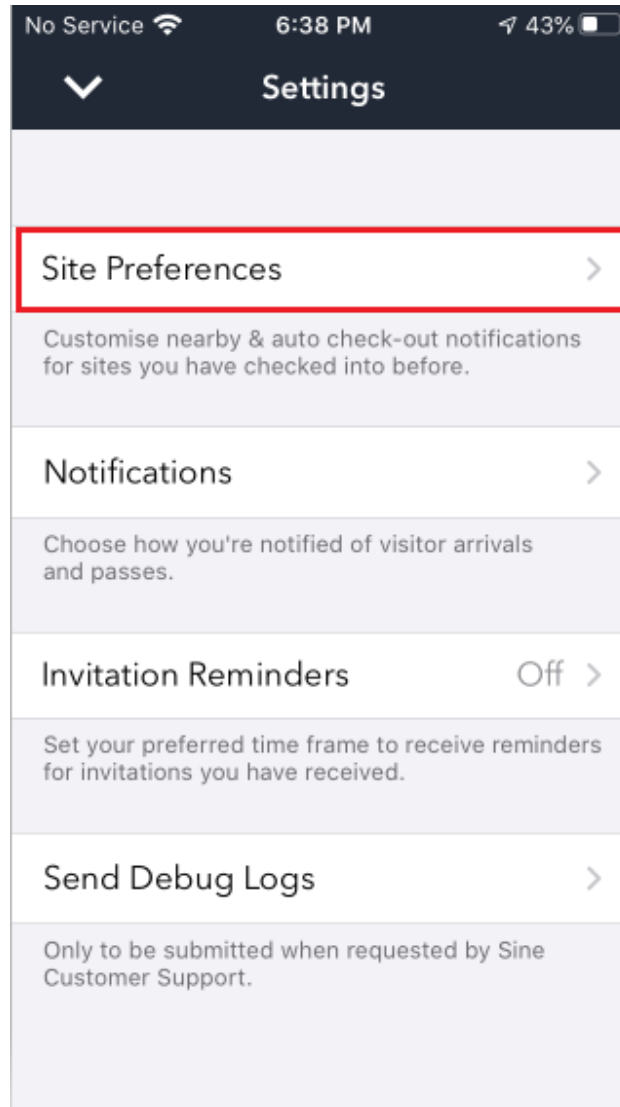
Turning Auto Check-in On

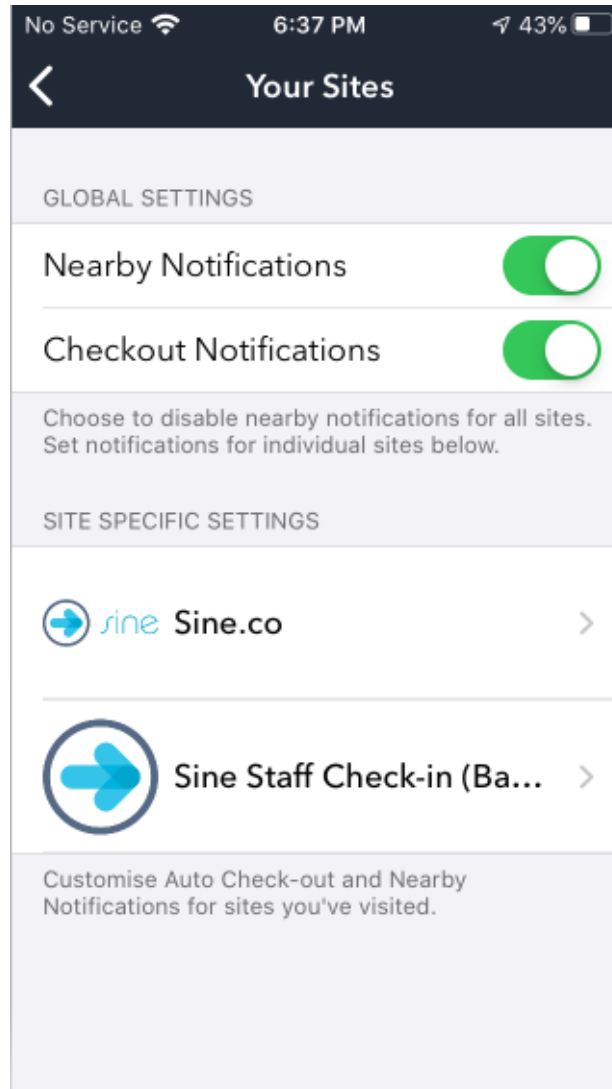Please follow the guide for your specific platform, listed below:

iOS:

1. Login to the Sine Pro mobile app, go to Settings by tapping the cogwheel button on the top left of the screen on your Profile page.
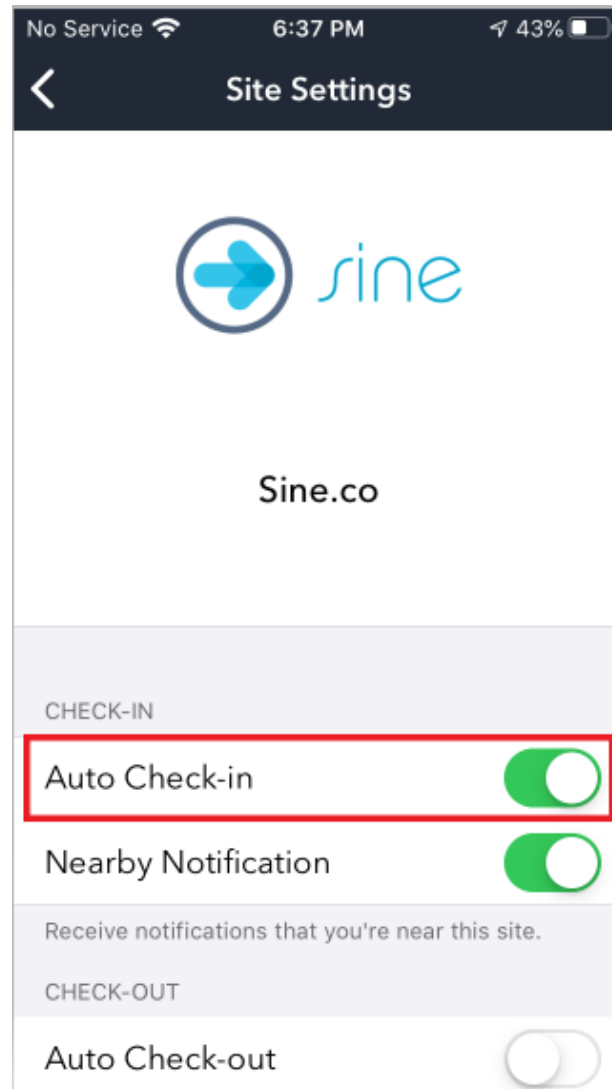
2. Select Site Preferences.

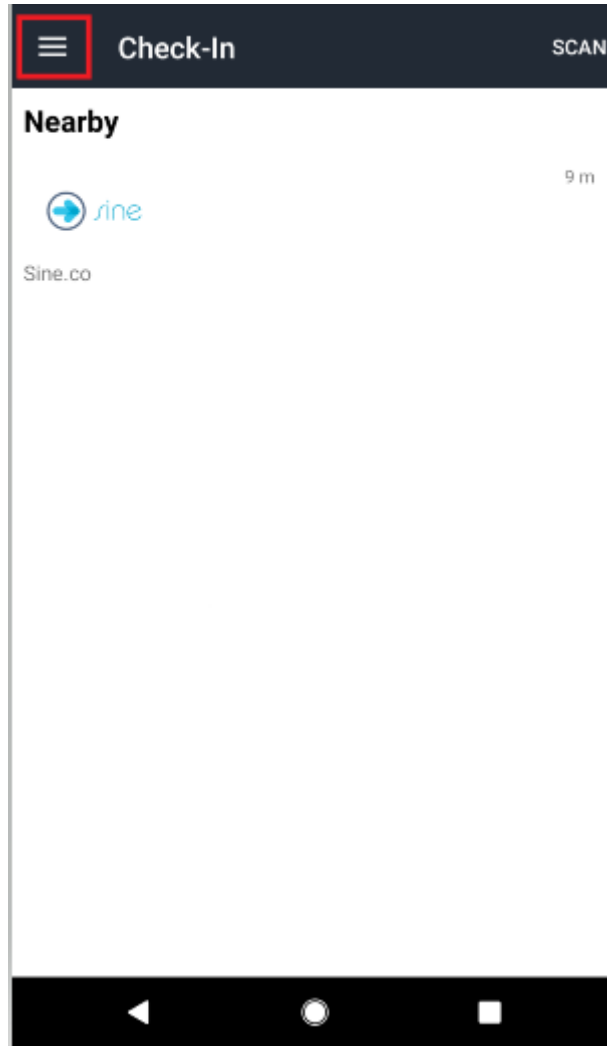3. Select which Site you wish to enable Auto Check-in.
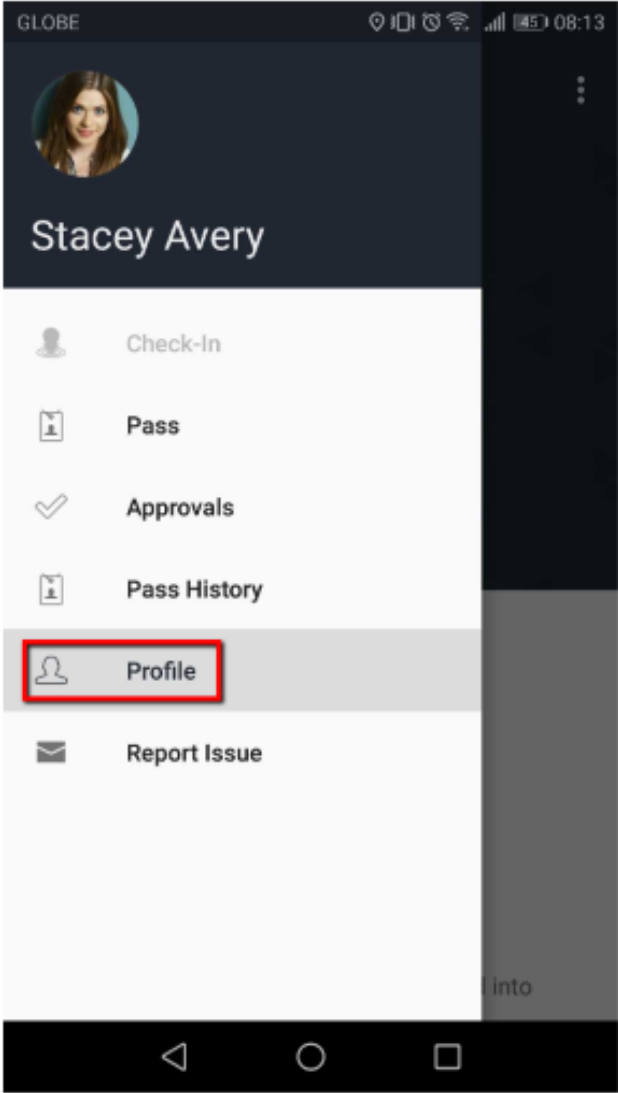
4. Toggle Auto Check-in to On.

Android:

1. Login to the Sine Pro Mobile app and navigate to Site Settings on your Profile page.

2. Navigate to your Profile Page

3. Select Site Settings under Preferences.
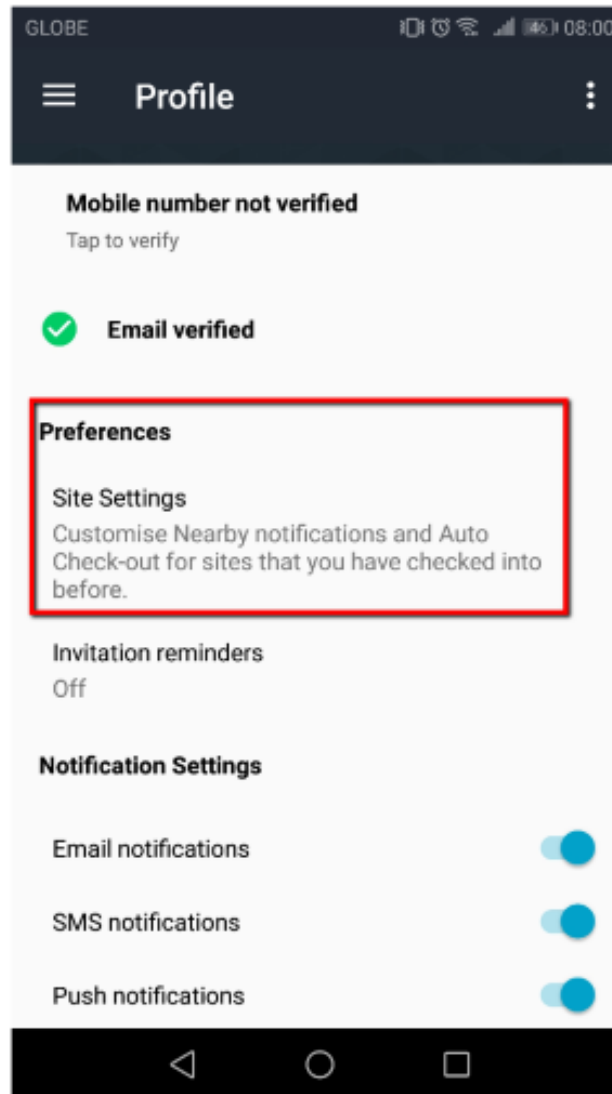
4. Select which Site you wish to enable Auto Check-in.
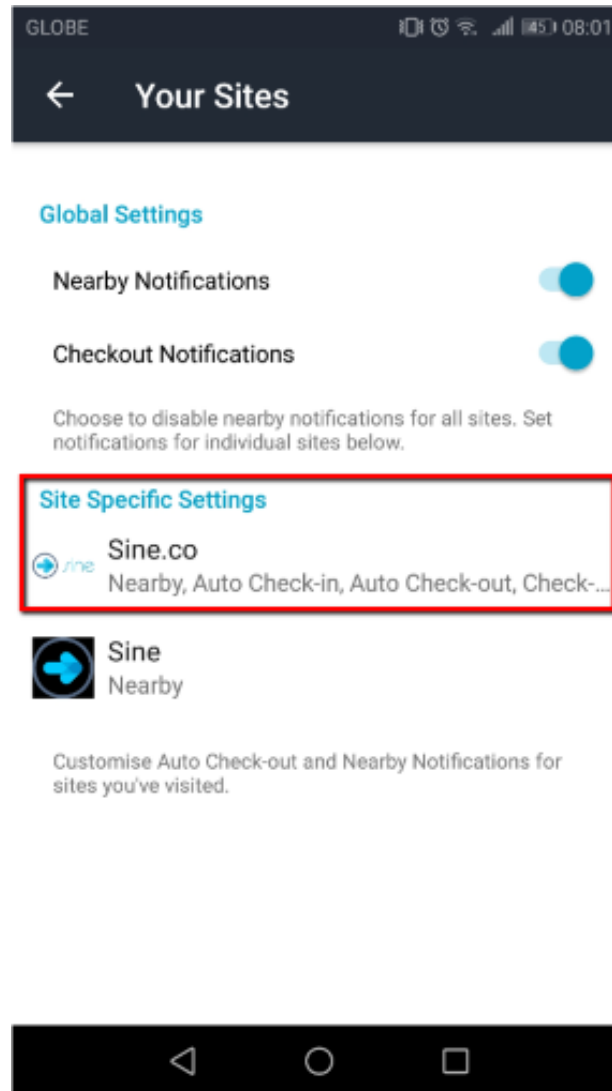
5.Toggle Auto Check-in to On.

Checking-in

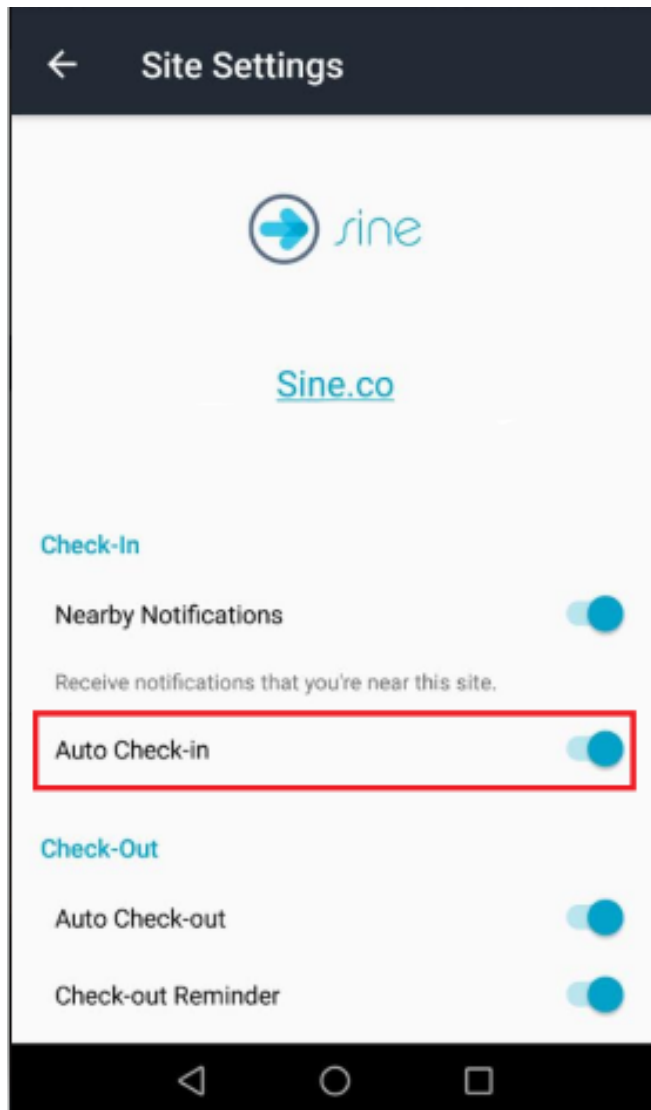1. When approaching a site's geofence, a push notification will appear suggesting check-in for a nearby site.
2. Open the notification/Sine mobile app and go to check-in to select the Site.
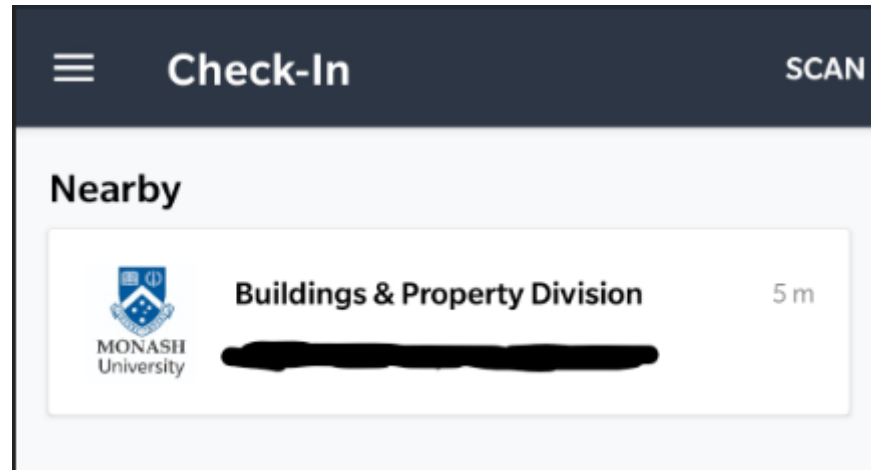
3. Answer the Site-specific questions and check-in as you would normally do via the kiosk.

Please complete all required fields.

Declaration
I will ensure all significant tasks are risk assessed and appropriate permits and controls with relevant training and supervision are in place.

I agree to affix the printed registration label in a prominent location on my person.

I will sign-out prior to vacating this site.*

◯ No

🔘 Yes

I confirm that I have completed and understood the site-specific induction for this site.*

◯ No

🔘 Yes

Conditions of Entry:

- All visitors must be accompanied by a supervisor at all times
- Your visitor badge must be worn at all times
- Smoking is not permitted within university grounds and within four metres of all entrances
- On Departure please return to this entry point and return your Visitor pass
- Please wear a mask covering both your nose and mouth at all times

Know the Symptoms

Basic protective measures against coronavirus

| Fever | Cough | Shortness of breath | Headache | Sore throat |

Wash hands frequently

Wash your hands regularly with soap and water or use an alcohol-based hand sanitizer to kill viruses that may be on your hands.

Respiratory hygiene

Cover your mouth and nose when you cough or sneeze. Dispose of the used tissue immediately.

Avoid touching eyes, nose, & mouth

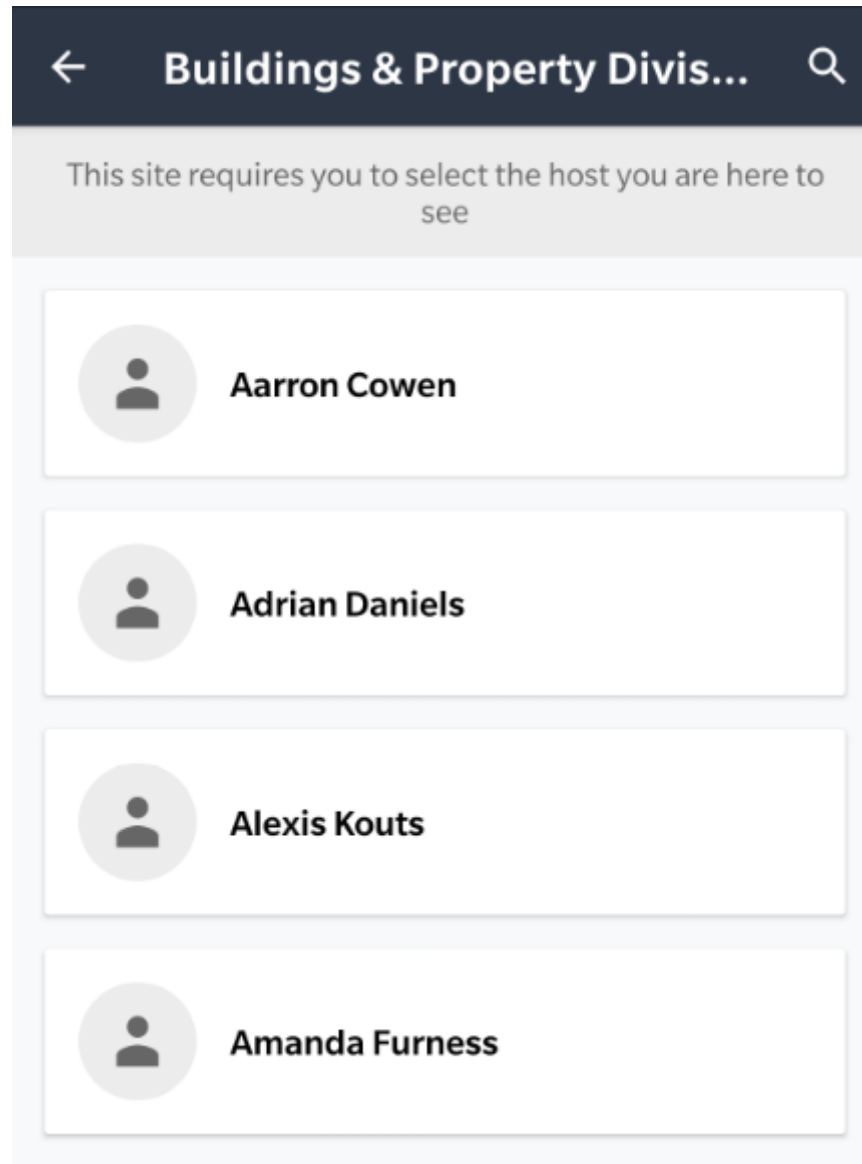Hands touch many surfaces and can pick up viruses. Avoid touching your eyes, nose, and mouth where possible.

**The health and safety of our guests and visitors is of primary importance.
Please confirm your attendance with signature below.***

EDIT SIGNATURE

SUBMIT

4. Select Host.

Buildings & Property Divis...

This site requires you to select the host you are here to see

Aarron Cowen

Adrian Daniels

Alexis Kouts

Amanda Furness

5. On successful check-in, an e-pass is generated which must be presentable on request at any time.

Site Information

Entry Instructions

Hello and welcome. Please wait in the reception and your host will be with you shortly.

Emergency Info

On hearing the building evacuation alarm please leave the building via the nearest exit and proceed to the assembly point as indicated. DO NOT USE THE LIFTS.

Form Responses

Check-in Form
10 Aug 2020 9:59 am

Time on Site

0 : 0 : 0 : 8

DAYS   HOURS   MINUTES   SECONDS

6. On leaving the site's geofence, the app will automatically check you out (if auto check-out enabled). You can also self-check-out by clicking the check-out button on the top-right corner of the e-Pass.