



## Sign In App - Staff 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 track-and-trace, where necessary. The data collected will only be used for these purposes and retained for a limited period of time.

Ahead of returning to work, you will complete mandatory H&S training. 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 this e-mail, you will be able to start using the new sign in system.



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

The system uses the unique QR code in the e-mail to identify you during sign-in and out.

**Using a personal or works smartphone, will be the simplest way to sign in**, as you can use your QR code on your phone and at sign in entry or exit points or an App (Companion App) from anywhere in the building.

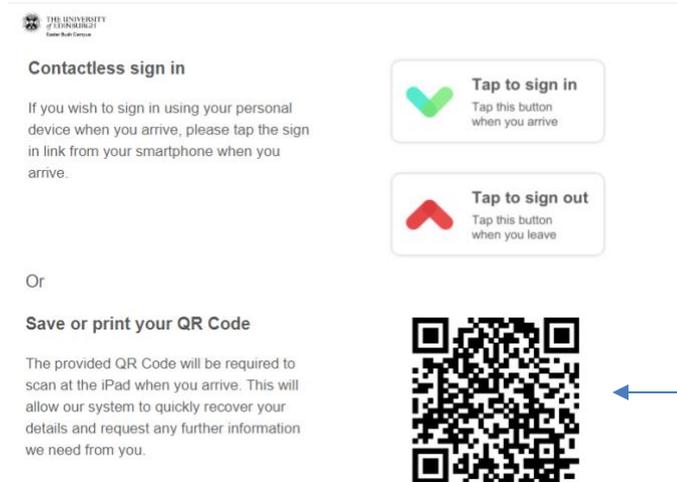
Don't worry if you don't have such a device, you can have your QR code printed and laminated (on request to Facilities) to scan at sign in entry or exit points.

### 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  
**99801**  
Valid for 48 hours



You will receive advice on downloading the App that can be used on a smartphone. If you have such a device, please download and install the App.

When you first open the App, use your unique 5-digit code from your e-mail to login. This App needs to use "Location" services on your phone to ensure your phone is "in range" of the building to sign in and out. You can choose to do this, only when the App is in use.

### 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.

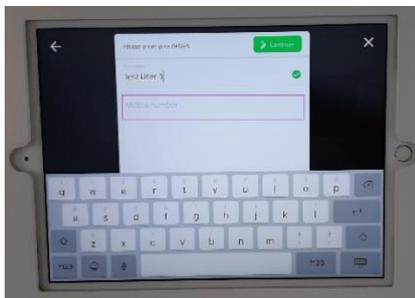


Fixed sign-in points have been established at the main entrance for the Vet School, Roslin Institute, Charnock Bradley, Middle Wing and Sir Alexander Robertson Buildings on campus. These points will have a white stand with an iPad running the Sign In App. Fixed exit points will also be in operation,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



**For your 1<sup>st</sup> sign in only, please visit your usual building's entrance point.**

**Please supply a contact phone number (for H&S). You will be informed of your building's evacuation point and asked to provide a current photo (for identification) from the entrance iPad.**



## 1. QR code sign in

You can do this on your **smartphone** or using a **printed/hard copy** of your QR code.

If you wish to use a hard copy but don't have access to a printer, please email EB Facilities ([easter-bush-facilities@mlist.is.ed.ac.uk](mailto:easter-bush-facilities@mlist.is.ed.ac.uk)) to co-ordinate this.

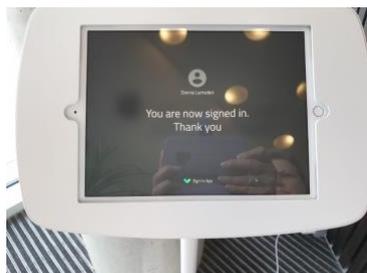
### 1. Smartphone

As you enter your building, open the Sign In App on your phone or Open your welcome e-mail, where your QR code is present. Your QR code will be on screen.

### 1. Hard copy QR code

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

2. 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.



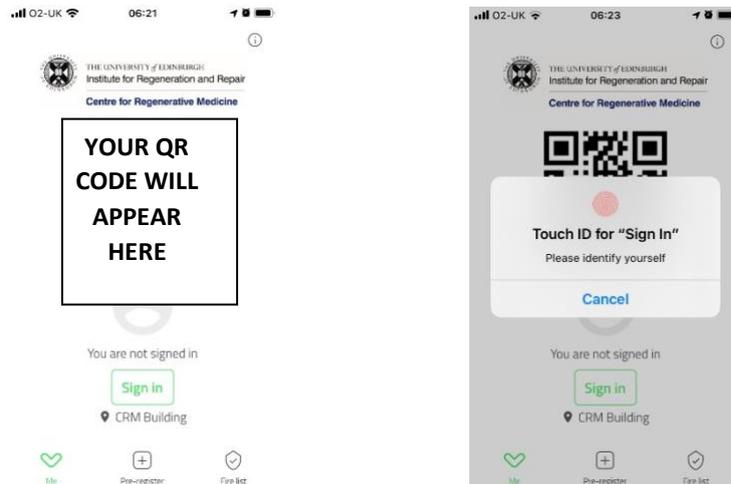
Wait a second or two for the display screen to confirm you are signed in.



## 2. Mobile sign in

After your initial sign in to your main building point, it will then be possible for you to sign in directly from your smartphone via the companion app, if you are within range of your building.

To do this simply open your companion app, **when entering your building**. The **Sign in** option will automatically be displayed if you are within range. Tap this option and you will be signed in.



Please be aware if using this option that as we have to strictly monitor building occupancy that staff (Security, Health and Safety, Facilities, and other operational support) may ask if you have or prompt you to sign in if they don't see you using the display screen to do so. Please do not be offended. They are doing their part to ensure rules are adhered to and everyone is working safely!

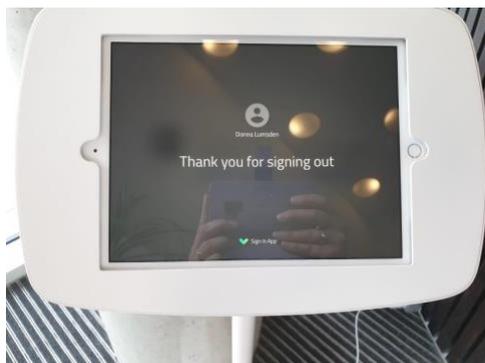
## 3. Signing out

### 1. QR code sign out

As with signing in, please have your QR code on the companion app or e-mail open or have your printed QR code to hand when you are ready to leave the building.

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.

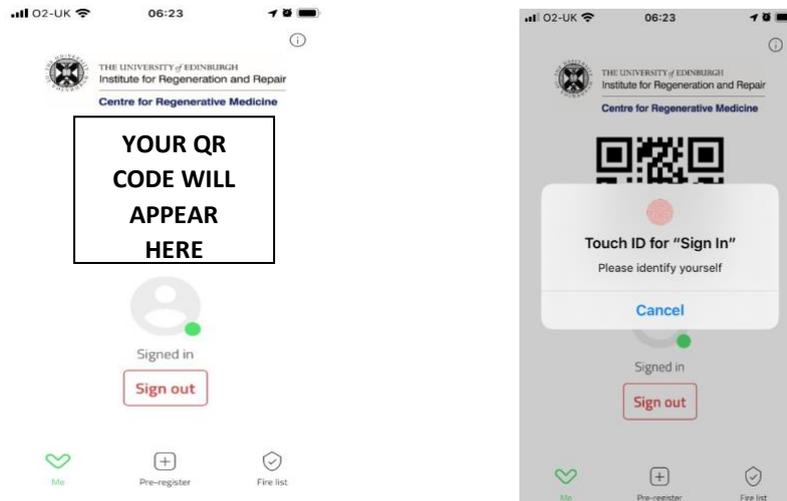




## 2. Mobile sign out, using companion app (simplest method)

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

When you are ready to leave but before you fully exit your building, open the Sign-In companion App on your smartphone. The **Sign out** option will automatically be displayed. Tap this option and you will be signed out.



Please note that it is possible to sign out using the mobile sign out function when you are out of range (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.