

Feature Upgrade

Detailed walkthrough of upgrades to PeopleSafe Check-in to handle simple staff Check-in and contact details recording for regular visitors, with reference to the needs of COVID-19 information recording. April 2020

PeopleSafe Check-in

Overview

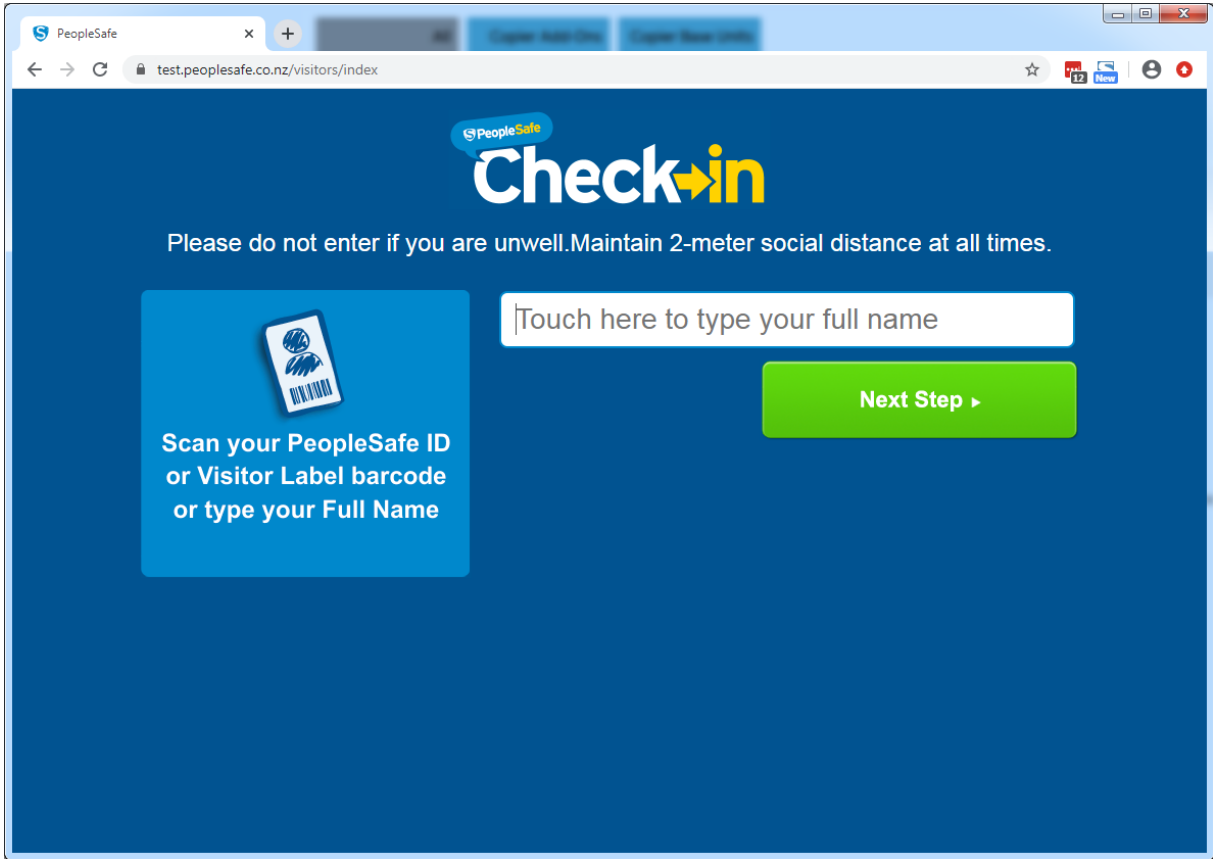
PeopleSafe Check-in is a web browser-based application that is used by businesses and organisations so people can 'check-in' when they arrive - either as casual visitors, contractors, or staff. It helps businesses and organisations who are using PeopleSafe know who comes and goes from their sites, with instant notifications of people checking-in, and a log of all visits. Check-in helps remind visitors of their obligations while on site, and optionally provides a visitor label.

As NZ exits COVID-19 'Lockdown', it is apparent that businesses need to implement 'contact recording' for staff and visitors, to enable Contact Tracing in the event of an outbreak. PeopleSafe Check-in provides a sound basis for doing this and is already in use by a number of PeopleSafe customers. To better suit requirements in relation to COVID-19 (and use in general for what may become the 'new normal' of business) PeopleSafe this week release several updates to Check-in:

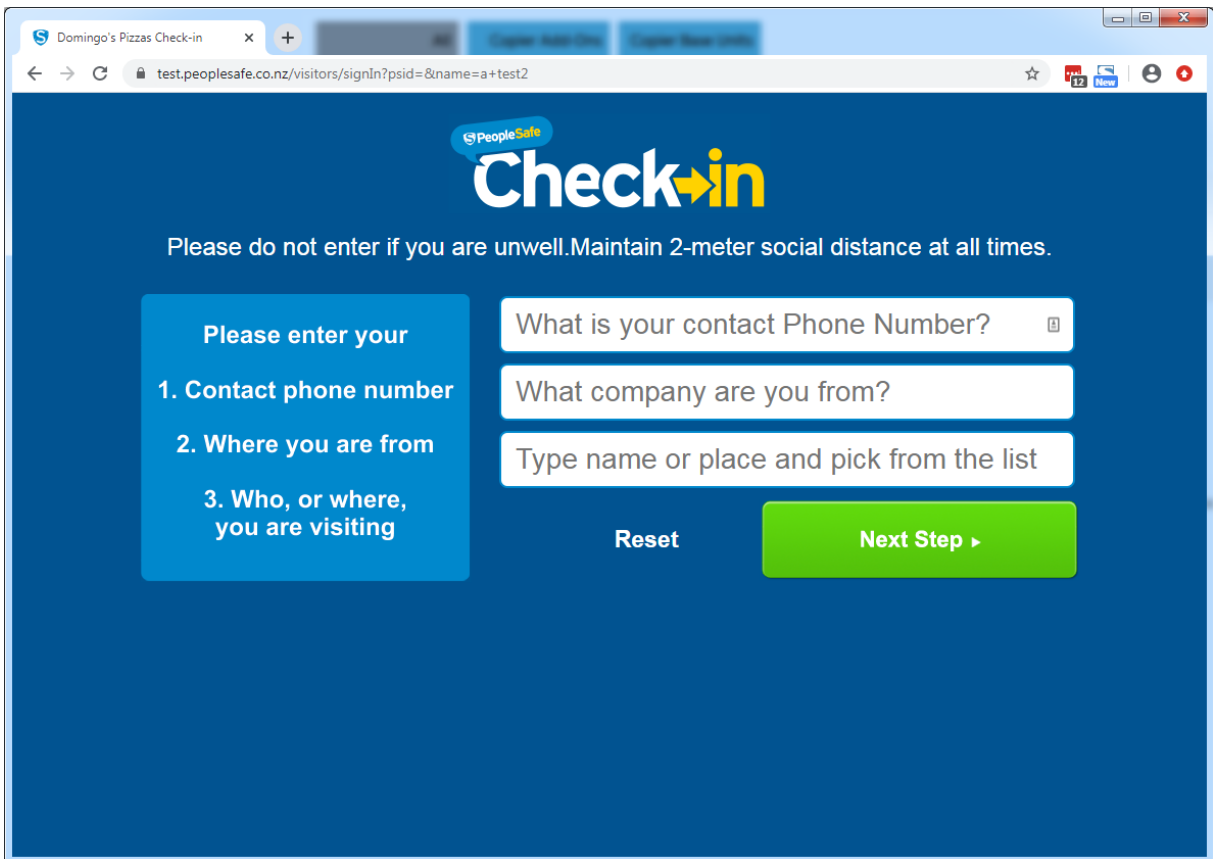
- One-step Check-in for staff; staff simply scan their PeopleSafe ID Card or PeopleSafe App, and go
- Contact Phone field, required to be completed for all non-staff visitors
- Optional TXT notification of visitor Check-in
- Optional Covid-19 'splash' graphic for 'widescreen' layout; or as printable poster.
- New 'Who's on site' feature, via TXT, for emergency evacuations

(New layouts, including updated light-blue panels)

Step 1



Step 2



(Splash screen – can be deployed as a skin; / start of poster)

All Visitors Please Check-in here

Please do not enter if:

- × You are sick or unwell
- × You have been in close contact with anyone unwell
- × You do not have an essential reason to do so

When you enter, please:

- ✓ Maintain 2-meter social distancing at all times
- ✓ Only cough or sneeze into your elbow
- ✓ Wash/sanitise your hands regularly

Trying Check-in

You can try check-in in your web browser right now. When you start Check-in, it locks your browser in 'Check-in mode' until you specifically exit from it. (This is designed so that it can be used on unattended PC's, and is maintained even after the computer is restarted.)

To Start Check-in mode, you'll need Coordinator access to PeopleSafe; then login to PeopleSafe, go to **Settings**, and scroll down to **Start PeopleSafe Check-in**.

You can check-in by typing your name and other details, and Check-out by typing your name again. Other setup options allow ID Cards to be scanned, and visitor labels printed and scanned to Check-out. The "Who/where are you visiting" field is populated with all people in your **Staff** list, and all **Places** in your Settings.

Your browser will be locked in Check-in mode until you exit by typing "**exitnow**" in the Name field, then entering your Username and password when prompted.

Computer Hardware / Setup Options

PeopleSafe Check-in can be used in several different configurations, depending on your site requirements, computer hardware availability, and budget.

At its simplest, PeopleSafe Checking can run in a web browser on almost any computer or tablet. At its fullest, PeopleSafe Check-in suits a dedicated PC with a touchscreen monitor, barcode scanner, and label printer.

In general, we recommend against using a tablet if you also intend to use a label printer and/or barcode scanner. In our view, the ideal configuration is either a PC, with a 24" touchscreen monitor, in portrait orientation; or an all in-one Point-of-Service PC with integrated 15 – 17" (4:3 aspect ratio) touchscreen.

If you intend to print visitor labels, the printer requirement is that it can print 100 x 62 mm labels. We recommend using a Brother QL700 label printer.

For barcode scanning, the requirement is 2D (QR code) capable, and mobile phone screen compatible. We recommend the Motorola DS9208 desktop barcode scanner.

PeopleSafe can quote and supply a complete hardware combination that we have tested and recommend.

Configuration Options

All configuration options are managed from the Our Organisation screen and are explained in the following section.

To change configuration/preferences:

1. Login to PeopleSafe (<https://my.peoplesafe.co.nz>) as a Coordinator-level user
2. Go to **Our Organisation** (Click on your site/organisation name in the top-left, and click Our Organisation)
3. Go to the **Options** button in top-right, and click **Edit**

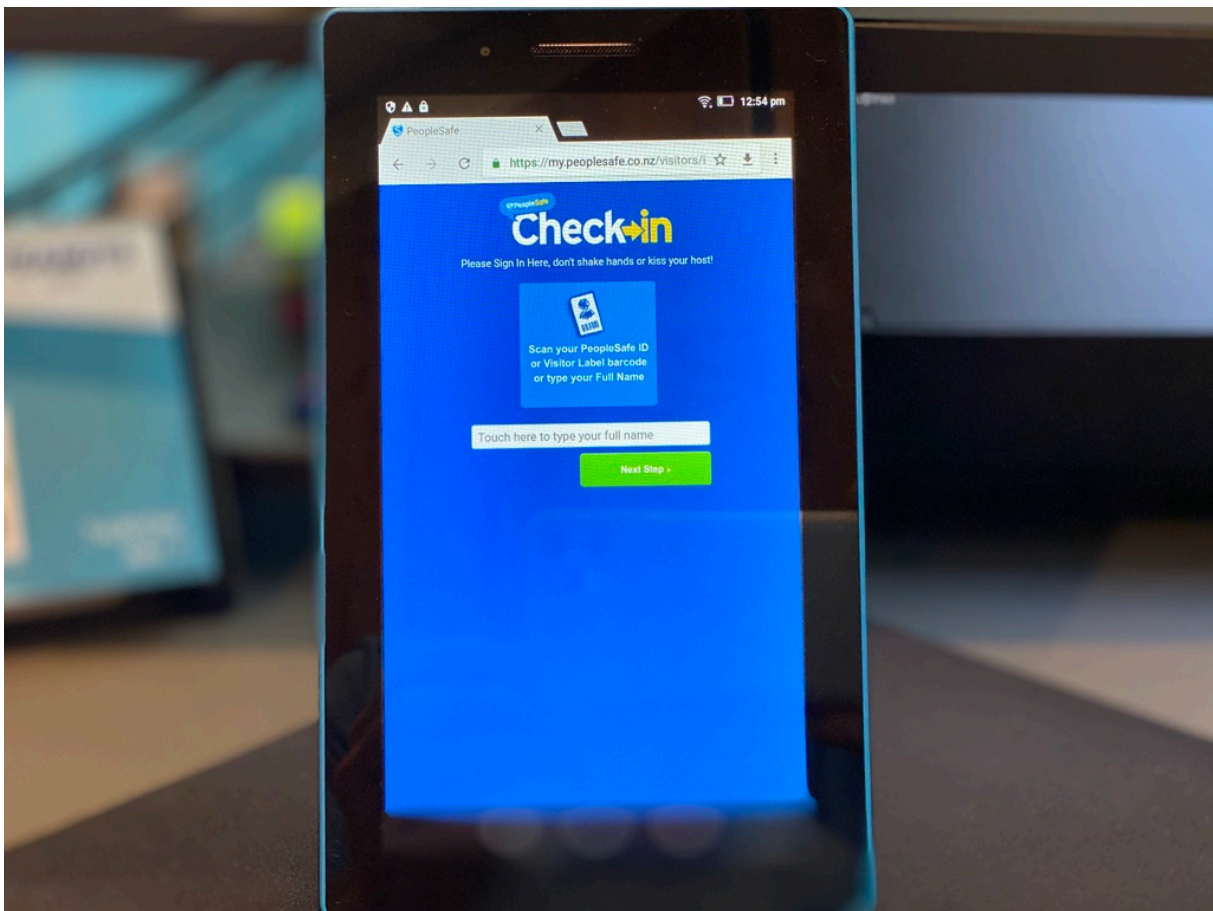
4. Scroll-down to the Check-in options near the bottom, and change relevant Preferences as detailed below
5. Click **Save**

“Check-in display size” options

The Check-in screen layout can be changed to suit different target screen sizes. Options are:

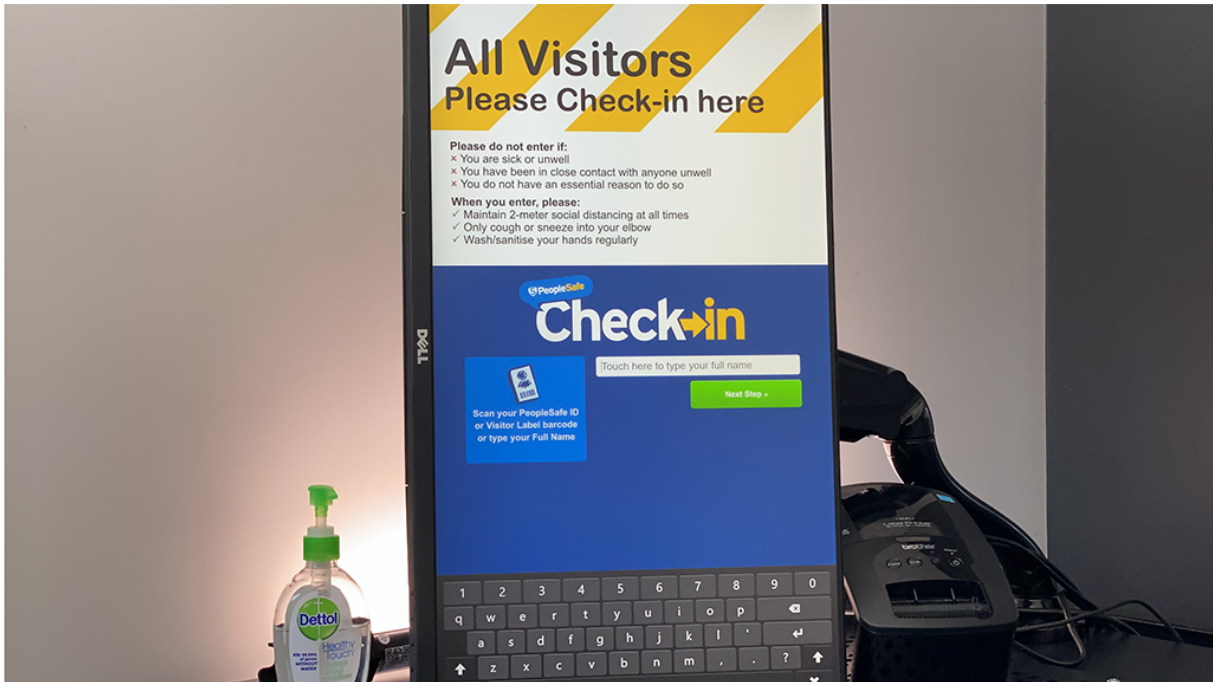
- Tablet

(Designed for tablets with at least 1280 x 800 resolution, to be used in Portrait orientation)



- Widescreen (Vertical)

(Designed for monitors with 1920 x 1080 resolution to be used in Portrait orientation)



- 4:3

(Designed for 'conventional' aspect ratio monitors with horizontal resolution of 1024 pixels or greater.)

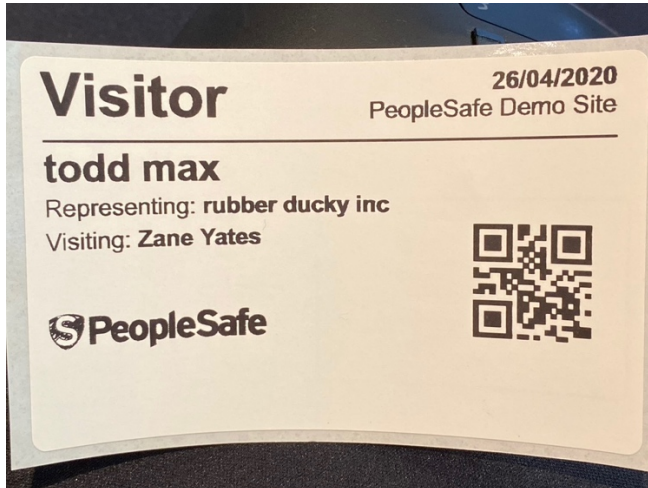


Label Printing Preference

Label printing preferences determine if, or in what conditions, labels are printed for visitors when they Check-in.

“Check-in Label Printing” options are:

- Always On,



- On without ID's (Default)
(Only prints a label if the visitor hasn't scanned in with their ID card)
- OFF

ID Cards and Staff Check-in

With ID cards, your staff can scan into PeopleSafe without typing their name. Using **Enable Staff one-step Check-in**, staff will be Checked-in completely, just by scanning their ID.

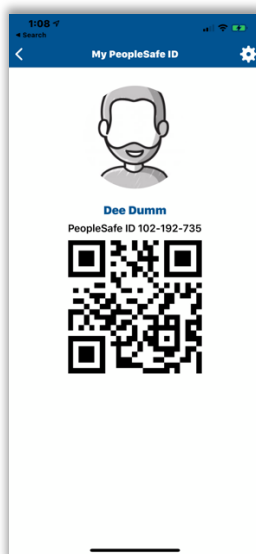
PeopleSafe ID Cards, which include a scannable barcode, can be created from a staff member's profile, once their photo has been uploaded. The PDF can be printed to standard plastic ID cards, or ordered from PeopleSafe.

The PeopleSafe StoryAnywhere mobile app also includes an ID screen with scannable barcode.

[Sample ID Card]



[Sample Mobile App screen]



Enable Staff one-step Check-in

With 'Staff one-step Check-in' Enabled, your staff can Check-in in just one step, without needing to enter their contact phone number, or where they are visiting. At its simplest, staff can simply scan their ID Card, or mobile app, and go. They do the same to Check-out. Staff could also Check-in by typing their PeopleSafe ID number. With 'Staff one-step Check-in' Disabled, staff would be required to enter their mobile phone number and where they are visiting, each time they Check-in.

Check-in Notification Email / TXT

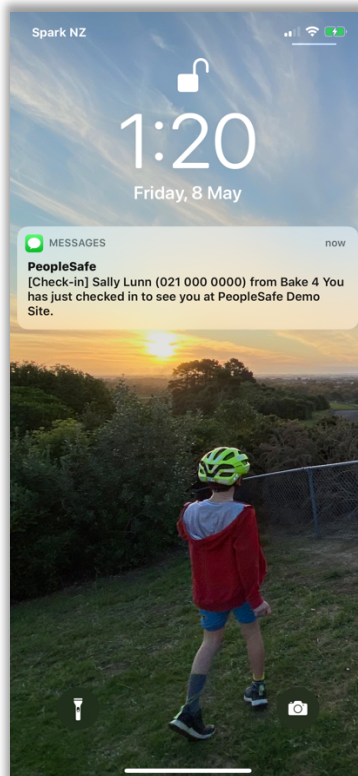
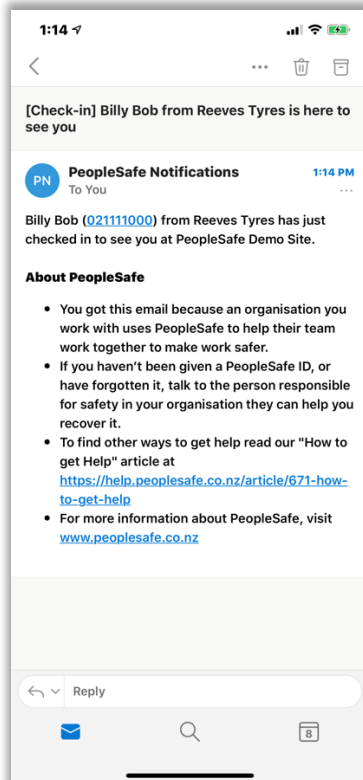
When a visitor Checks-in to see a Staff member, a notification email is instantly sent to their work email address. No notification is sent if a visitor is Checking-in to visit a Place.

Optionally, notifications can be sent by TXT rather than email by enabling **Notify Check-in by TXT**.

With this enabled, all Check-in notifications will be sent to the relevant staff member by TXT message rather than email. Normal PeopleSafe TXT charges apply.

[Email example]

[TXT example]



Check-in Log / Reports

A fully searchable and filterable log of all Check-in visits is available from via **Reports > Check-in > View Check-in records**.

Emergency Evacuation / Who's Onsite Now

A report of who is onsite at any instant is available via **Reports > Check-in > Who is onsite now**

This list can also be obtained by TXT message. Simply TXT keyword **ONSITE** to **4164** and PeopleSafe will TXT you back with a list. This feature is only available to staff with Coordinator access to PeopleSafe. Normal PeopleSafe TXT charges apply.

Browser Setup and Configuration (PC)

PeopleSafe Check-in can be run in any web browser, but we recommend and provide detailed instructions for Google Chrome as it has good 'kiosk mode' support.

Install Google Chrome

Download and install Google Chrome from <https://www.google.com/chrome/>

Add a new user

1. Launch Google Chrome
2. Go to the Options menu > Settings > Add New User
3. Choose a Picture; and enter a Name: "PeopleSafe Check-in"; leave "Create a desktop shortcut for this user" checked, and click Create
4. You'll now be using Chrome as a User Profile called PeopleSafe Check-in; and there will have been a Desktop Shortcut created which uses this profile.

Set Chrome Print Options

Google Chrome can set its default printer separate to the Windows default. The Chrome default can be set through the following process.

1. In Google Chrome, as the 'PeopleSafe Check-in' User Profile; on any page, go to Print <<Ctrl>+<P>
2. Under Destination, make sure your label printer is selected. Click Change... and select your label printer if it's not.
3. Under Pages, enter "1" (This is solely for the purposes of a print test)
4. Under Margins, set to "None"
5. Under Options, Uncheck "Headers and footers"
6. Click Print
7. This should produce a label from the printer, and will have saved this as the print default within 'PeopleSafe Check-in' User Profile in Chrome.

Install Virtual Keyboard

1. In Google Chrome, as the 'PeopleSafe Check-in' User Profile download and install the virtual keyboard extension from: <http://apps.xontab.com/VirtualKeyboard/>

2. Click Download; then Add from the Pop-up.
3. You should now see a 'virtual keyboard' icon in the right-hand side of the Address Bar.
4. Click the 'virtual keyboard' icon, and set the mode to "Always on"

Configure the Desktop Shortcut

We recommend leaving a shortcut on the desktop to Google Chrome, as the 'PeopleSafe Check-in' User Profile only; this can also be added run on Start-up of the PC or Tablet. (The 'standard' Chrome shortcut can be launched from the Start menu.)

1. Right-click on the Google Chrome 'PeopleSafe Check-in' icon on the Desktop
2. Click Properties
3. At the very end of the Target field (i.e., after "...="Profile 1") add a <space> then the following:

--overscroll-history-navigation=0 --kiosk --kiosk-printing https://my.peoplesafe.co.nz

These command switches disable viewing of previous screens in browser which would otherwise be visible by swiping backwards in the browser; enables Kiosk mode which locks the browser into full-screen; enables Kiosk mode printing which automatically prints the label without the user having to press Print or OK; and sets the URL to load on start-up as the PeopleSafe application default URL.

4. Click OK to Save.

Add Shortcut to Startup

The Google Chrome shortcut for the 'PeopleSafe Check-in' User Profile can be added to start-up automatically when the PC / Tablet is turned-on.

On Windows 10:

1. On the Desktop, right-click the PeopleSafe Check-in Chrome icon; and click Copy
2. Go to Start > Run (Or <Win>+<R>>
3. In the Run box, type "shell:startup" and click OK
4. The Startup folder should open; right-click and click Paste

Hardware Configuration Notes

The following are some general recommendations and tips that may help with the successful configuration of your hardware and operating system for use with PeopleSafe Check-in, depending on hardware.

Windows Power Options and Account Settings

Configure Power Options for constant screen > search POW OPT from the start menu > change setting to High Performance > Change Plan Settings > Turn Off Display > Set to Never

Disable all taskbar icons and notification pop-ups

Right click taskbar > Properties > Customise > set Hide icons and notifications for each item in the list.

Hide Windows onscreen keyboard > tap onscreen keyboard to unhide > Tools > Options > Untick Use Input Panel tab

Scanner

- Scanner must be set to “Linefeed / Carriage Return” after scan.
- Refer to scanner manual for programming code. (You simply need to scan the appropriate code on the sheet)

Printer

- Set the printer paper size 62mm x 100mm under printing preferences.
- Set label printer as default, and orientation as landscape
- Disable Sleep Mode on printer. Refer to printer manual for more details. (In Print properties, under “Utility” set the Timeout to 0 seconds)

Any troubleshooting should be referred in the first instance to your IT support provider.

For Check-in software related support, or PeopleSafe-supplied hardware warranty support, contact help@peoplesafe.co.nz.