

Worker Check in & Check out

Quick Tips

- iPRO Access App is used to check in and check out onsite.
- An internet connection is required to check in and check out.
- Access will be denied to a client's site if either the worker and/or contractor organisation is not compliant.
- You cannot check in without an internet connection.
- You can navigate outside of the app whilst you are checked in.

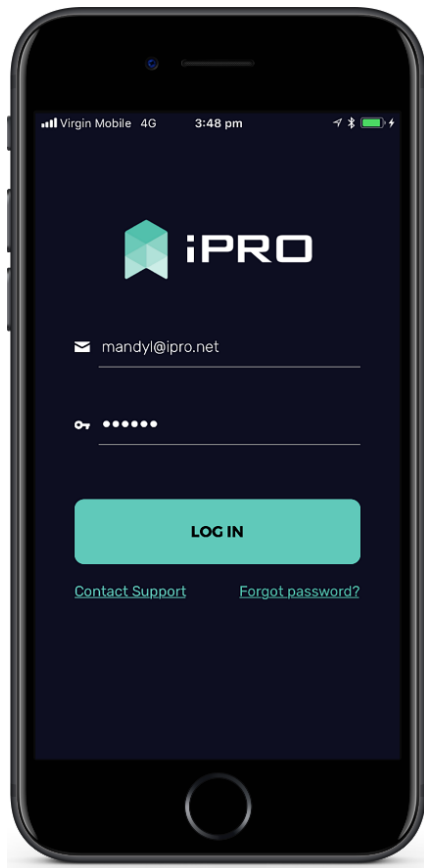
How to Check-in to a Client's Site

1. On your smartphone device click '**iPRO Access App**' (refer below).

Note: If you don't have the App downloaded, see User Guide – Download iPRO Access App.



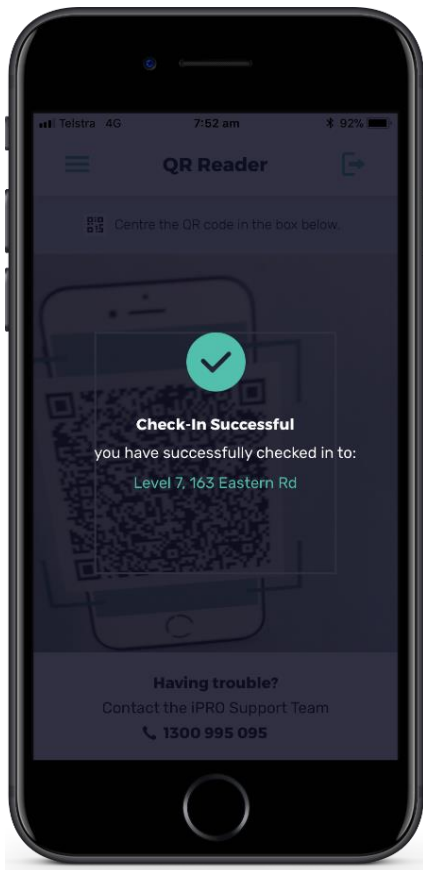
2. Login to the App by typing in your password.



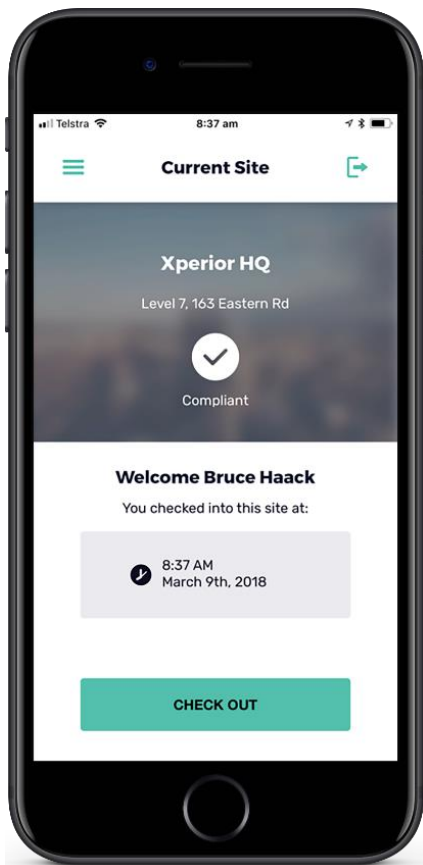
3. Position the camera over the QR code and iPRO Access will automatically scan the QR code to check you in (refer below).



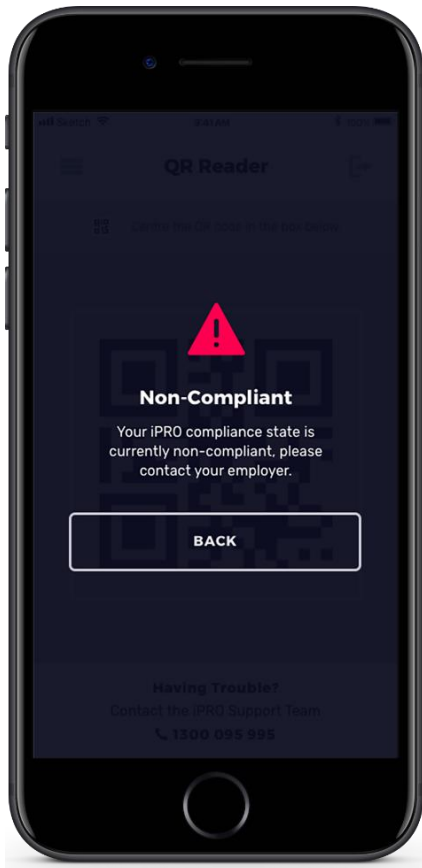
4. If the contractor organisation and the worker are compliant, the following screen will quickly display.



5. The worker will be successfully checked in (refer below).



7. If the contractor organisation and the worker are non-compliant, the following screen will quickly display. The worker can contact the Member Support team on 1300 995 095 or their employer.

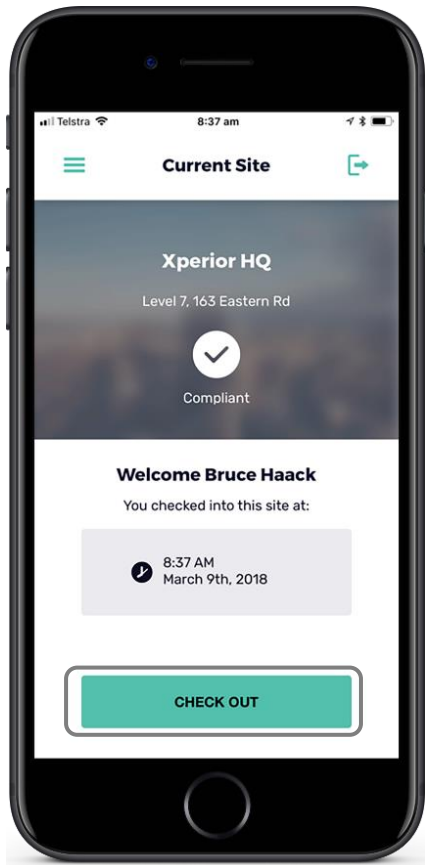


How to Check-out of a Client's Site

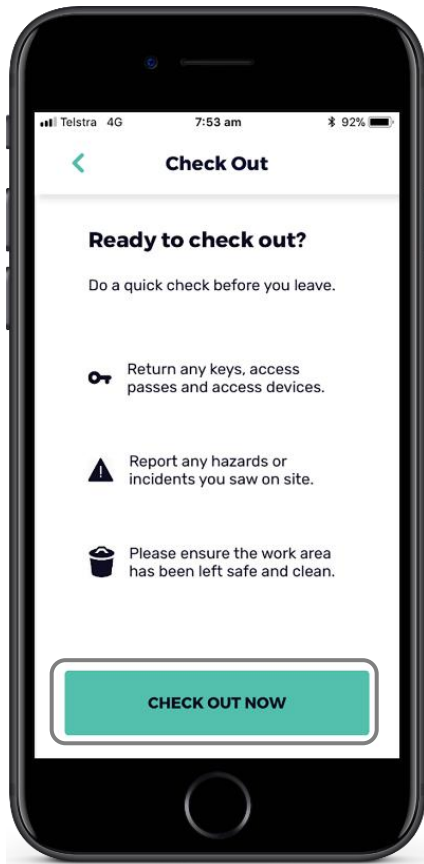
1. If you have navigated outside of iPRO Access, click '**iPRO Access**' icon (refer below).



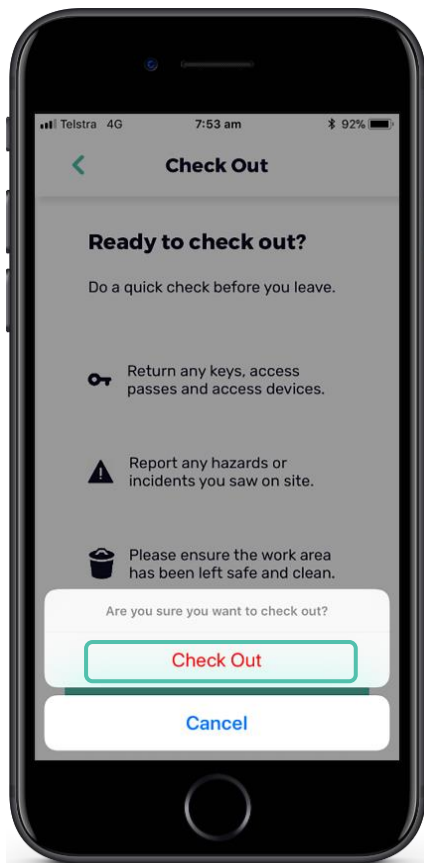
2. Click '**Check out**'.



3. Complete the quick read to ensure you have met your client's check out requirements, click '**Check out now**' (refer below).



4. Click '**Check out**' to confirm you want to check out (refer below).



5. You have now successfully checked out, click '**Ok**' (refer below).

