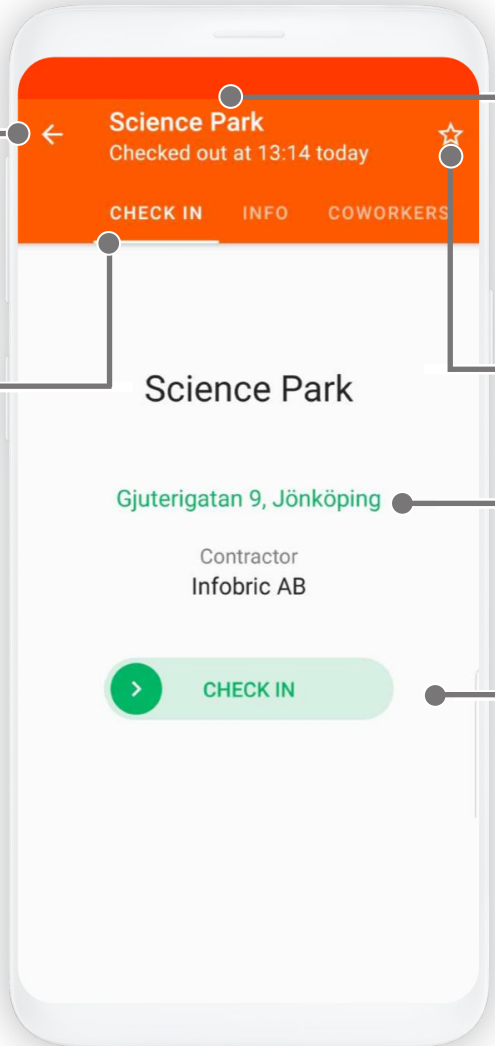


Interface overview Ease CheckIn



My sites
Press the arrow to show all of your sites. The list is sorted in alphabetical order. You can also add favorites that gets pinned to the top of the list for quicker access.

Menu bar
Swipe to the left to scroll between the various menu options.
CHECK IN - the main view for selected site. Here you can check in and out from the site.
MESSAGES - messages from your sites can be found here.
INFO - here you can find more details regarding the selected site.
LOCKS - Ease Smart Locks are handled here.
MACHINES - available machine units are found here.
COWORKERS - check in or out coworkers who have permitted you to register their presence in the staff ledger.
INSPECTION - click here to give the tax agency information about how to obtain the staff ledger.
LOG BOOK - a history of check ins and check outs made with the app is shown here.

Current site
Current site is shown here, and current presence status if you have previously checked in or out from the site.

Favorites
Press this to add the site to your favorites - for easier and quicker access.

Open map
Click the address of the site to display its position on a map.

Check in/out
Swipe to the right to check in and register your presence in the staff ledger of the site. The swipe bar will change to Check out once you're checked in, and the app changes color from orange to green.

Ease CheckIn

As a user, it is easy to register your presence in the Ease CheckIn app.

- Check in and out people with a simple swipe.
- Sites you are added to in the personal ledger will appear automatically.
- On sites that allows it, you can easily add yourself.

In order for the app to be used, it must first be activated in Infobric Ease. This is done by the site administrator, who is responsible for the site and its settings.

Download Ease CheckIn

Ease CheckIn is available for download at **Google Play store** in your smartphone. Just search for Ease CheckIn. The app is free.

NOTE! The app is also available for iOS, and is then downloaded from the App store.

Create new account

1. The first time you start Ease CheckIn you need to create an new account. Press **New account**.
2. Choose **Country** where the app will be used and approve terms and conditions. Press **Next**.
3. Enter the basic information that Ease CheckIn requires:
 - Your **ID06 card number**.
 - Your **Personal Identity Number**.
 - Your employers **Company number** and **Company name**.

NOTE! It is possible to use the app without an ID06 card. Use the small slider at the top right to inactivate the ID06 card requirement.

NOTE! If you don't have a swedish personal identity number you can use the link to enter a foreign ID or Passport number.

NOTE! If your employer is not registered in Sweden, your can use the link to change the company number format. Choose country and enter company number.

Press **Next**.

4. Enter your personal details. Press **Next**.
5. Enter **name** and **phone number** to **Next of kin**. Press **Next**.

HINT! Next of kin is shown in the Evacuation list in case of an emergency on the site.
6. Enter your **account details**. Your email address is used as contact info and for safety purposes, for example resetting your password. Press **Next**.
7. Enter your **mobile phone number**. Your phone number is used as contact info and for safety purposes, for example resetting your password. Press **Next**.

HINT! Make sure to use a phone number that is consistent over time, and doesn't vary depending on current employer.
8. You need to verify your phone number. Open the text message you recently recieved. Use the **four digit code** and enter it in the app to verify your number.

Sign in

If you already have an account you can sign in.

1. Press **Sign in**.
2. Enter your **username** and **password**.
3. Press **Sign in**.

If you have forgotten your username and/or password, press **Forgot your credentials?**

1. Choose which account detail you want to use to identify yourself and reset your password: **Mobile phone number**, **Email address** or **Username**. Please note that this must match the info you previously entered in the app.
2. Enter your **Mobile phone number**, **Email address** or **Username**.

3. Press **Send**.

NOTE! If you choose Username, you will have to choose if you want the reset code by text message or email.

4. Enter the **five digit code** that you have received by email or text message.
5. Enter a new password, confirm it and then press **Set new password** to save the password. Password is now changed and you can use it to sign in.

NOTE! If you don't receive the email, please check junkmail or spam.

Add yourself to a site

If you are already added to a site (that has activated Ease CheckIn) this site will be automatically visible in the app. In other cases you have to add yourself to the site manually.

1. Go to **My sites**.
2. Press **plus icon** down to the right.
3. Enter the site's complete **project number** or **byggarbetsplats-id**.
4. Press **Search**. All search hits are displayed in a list.
5. Press the **Site** you want to add yourself to. Site details are shown.
6. Press **Add me to the site**.
7. A dialogue with the following text is shown: **Your personal data will be shared with the site**.
8. Press **Cancel** or **Add me**.

NOTE! Some sites require you to have an active ID06 card registered in the app, and that your ID06 card matches an officially issued ID06 card.

NOTE! Some sites are searchable but don't allow you to add yourself to them. In such cases you need to contact the site administrator of that site.

NOTE! You can not remove added sites in the app.

Check in/out

To register your presence in the site staff ledger you need to check in when you arrive at the site, and check out when you leave it.

1. Go to **My sites**. Choose the site you want to check in to. Site name, address and main contractor is now shown.
2. Swipe the green slider to the right to **Check in**. You are now checked in on the site and the background color of the app turns green.

NOTE! Some sites require GPS-position at check in and this may cause the check in procedure to take a bit longer since your actual position needs to be confirmed. All sites who have this requirement show information about this at check in.

NOTE! At the top of the interface site name and time for last check in/out is shown.

3. Swipe the red slider to the left to **Check out**. You are now checked out from the site and the app background color turns orange.

Lock/unlock Ease Smart Lock

To use Ease Smart Lock to lock and unlock doors you need to follow these steps:

1. Go to **My sites**. **Choose your current site**. Site name, address and main contractor is shown. Here you can also choose to check in to the site, but that's not a requirement for using the Ease Smart Lock in the next step.
2. Choose **Locks** in the menu bar. All available locks on the site are shown, and when they are possible to lock/unlock according to their schedule.
3. Select the lock you want to lock/unlock. The Bluetooth indicator will show if you are close enough to the lock to operate it.
4. Use buttons **Unlock** and **Lock** to operate the lock in question.
5. Remember to lock the door when you are done and leaving the site.

Change your personal information

The personal information you entered when you created your account need to be kept updated at all times. Email address and mobile phone number is for example used when resetting password.

1. Open the menu **in the top left corner.**
2. Press **Account.**
3. Press te information you want to change.

NOTE! You can not change your username.

4. Go back and press **Profile.**
5. Press **Edit profile.**
6. Change the information you want ot change, and **Save.**

NOTE! ID06 card number may be required by some sites in order for you to add yourself to them. If you also intend to use your ID06 card for access to the site it needs to be read on a unit at the site.

Inspection visit by the Swedish Tax Agency

The staff ledger is not shown in Ease CheckIn but the app can be used to grant the Tax Agency inspector the information needed on how to retrieve the staff ledger. The inspector can, for example, retrieve it by themsleves via email if the site administrator has enabled this function.

1. Go to the site from which you want to retrieve the staff ledger.
2. Swipe the menu bar until you find the option **Inspection.**

NOTE! This menu option is only shown if the site has activated any of the functions related to inspections visits from the Swedish Tax Agency.

3. Choose one of the two options to hand over the staff ledger to the inspector from the Tax Agency.

