

User Guide No: IT-UG-021

Process Area: Information Technology

1 Purpose

To illustrate how a general site visitor using City Onsite can:

- Create a City Onsite user profile.
- Check in at a Target site.
- State the reason for visit.
- Sign out of site.


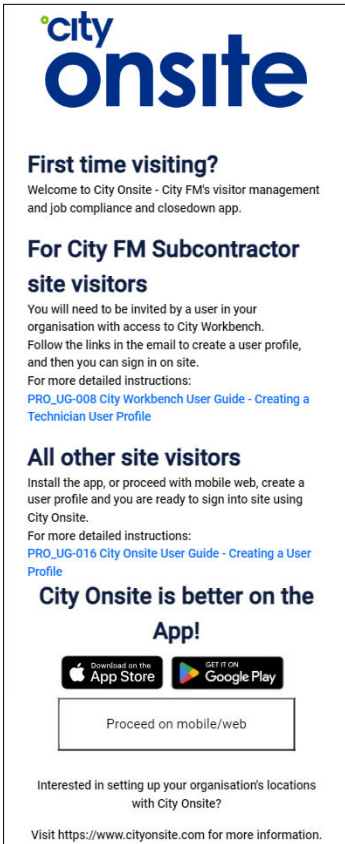
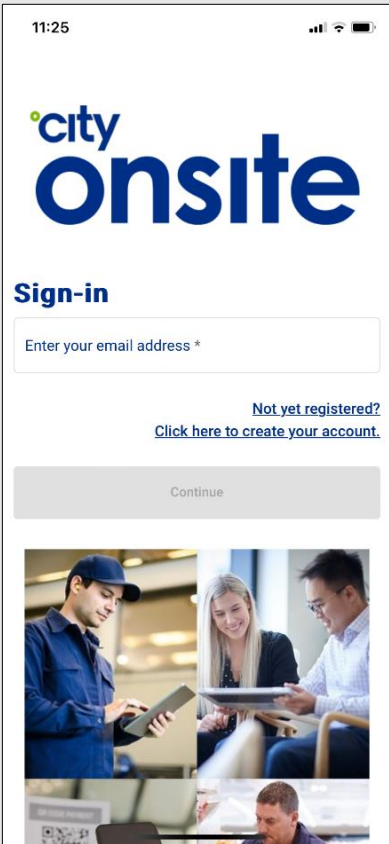
2 Scope

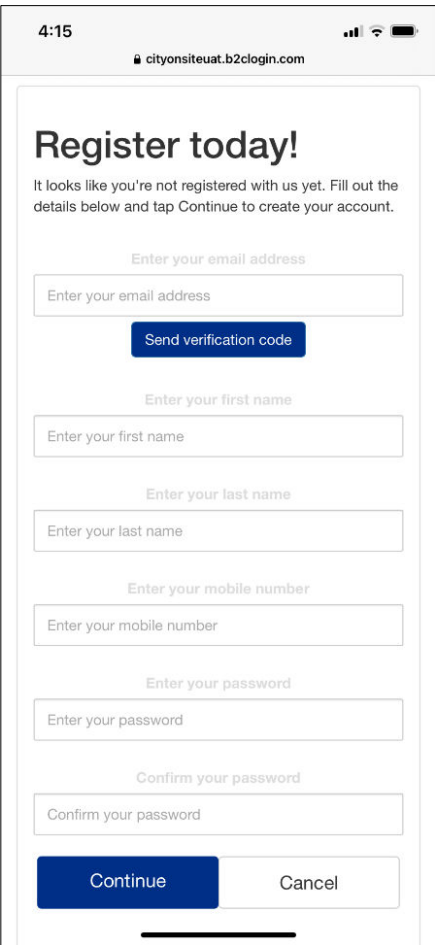
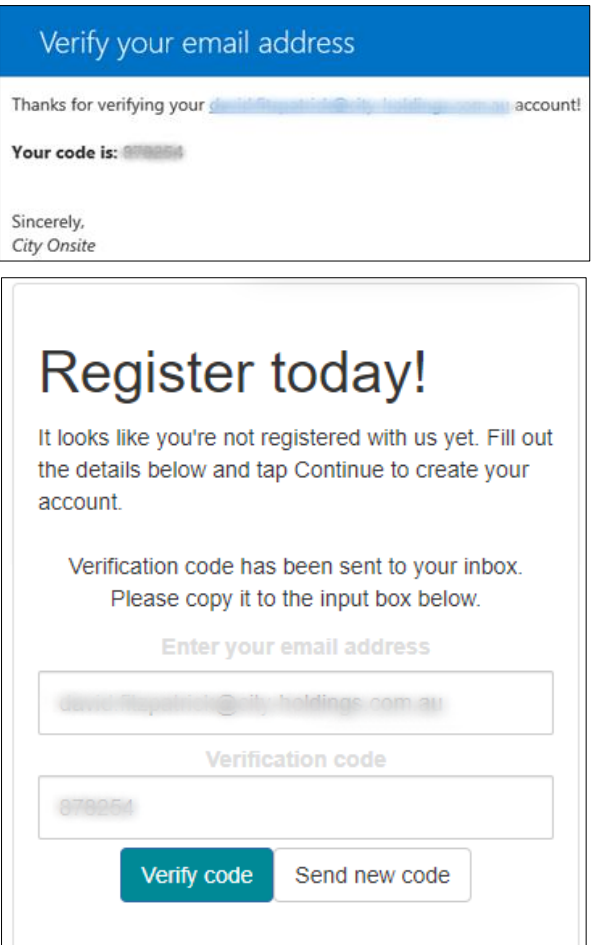
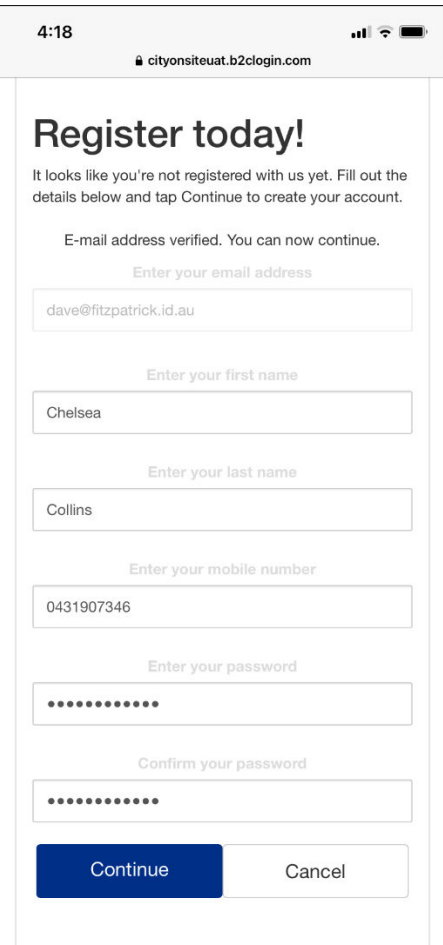
City Onsite is an application used by City's Partners to digitally manage visitors to their sites.

NOTE: Visitors to Target sites can download and install the City Onsite application from either the Apple App Store or Google Play Store, however accessing City Onsite via a mobile web browser is also possible.

3 User Guide

3.1 Creating a User Profile



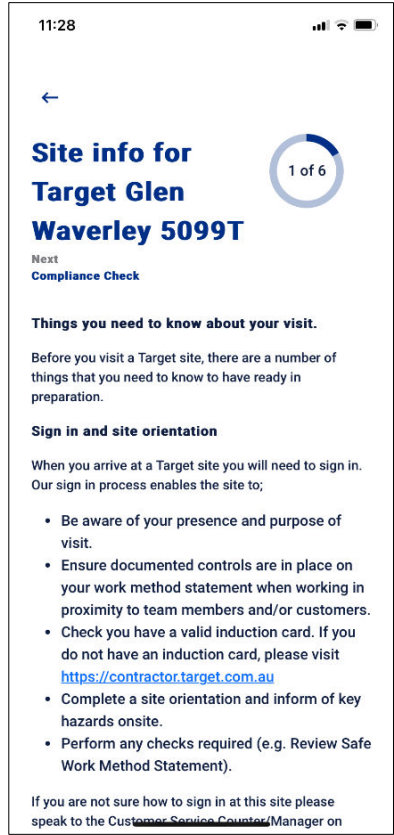
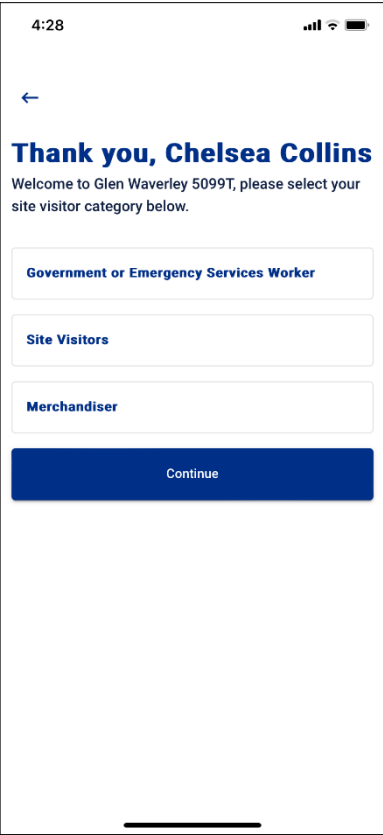
Step 1 – Scan QR Code	Step 2 – Install City Onsite app	Step 3 – Open the app
		
<p>Locate the City Onsite QR Code upon arrival at a Target location and scan it.</p>	<p>If the City Onsite app is not installed on the device – download the app or proceed with mobile web browser.</p>	<p>Open the app - If a user profile has not been created, select the Not yet registered link.</p>

Step 4 – Request verification code	Step 5 – Obtain and enter verification code	Step 6 – Add profile details
		
<p>Enter an email address and select Send verification code.</p>	<p>Check the email inbox for a verification code from Microsoft. Enter the code and select Verify Code</p>	<p>Enter first name, last name, phone number details and create a password. Select Continue to proceed.</p>

Step 7 – Add a profile photo (optional)	Step 8 – Add a company	Step 9 – Add documents	
<p>A photo can be added to compliment the profile.</p>	<p>The company the user represents can be added to the user profile by selecting the + document icon.</p>	<p>Safe Work Method Statements (SWMS), Licenses and Certifications can be stored against the user profile. These documents can be uploaded from a photo library, a photo, or a file on the device.</p>	

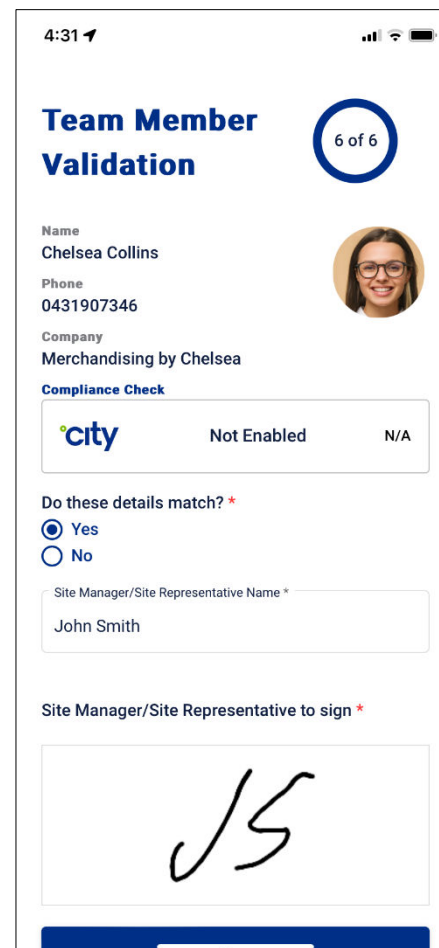
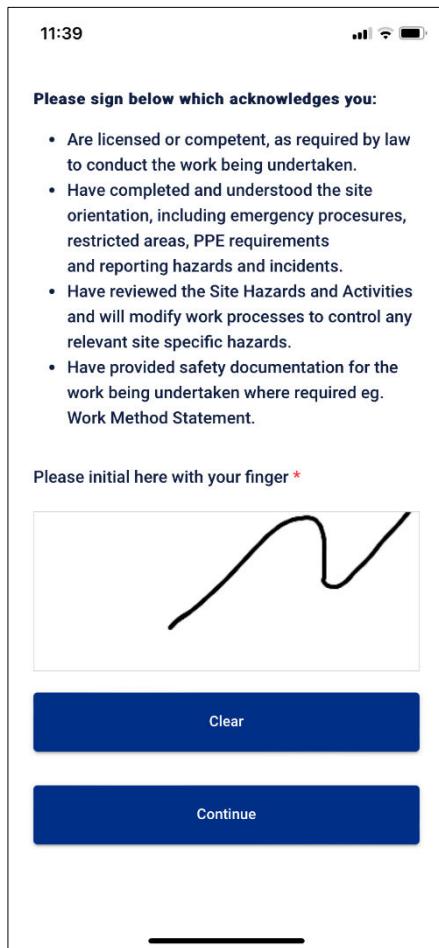
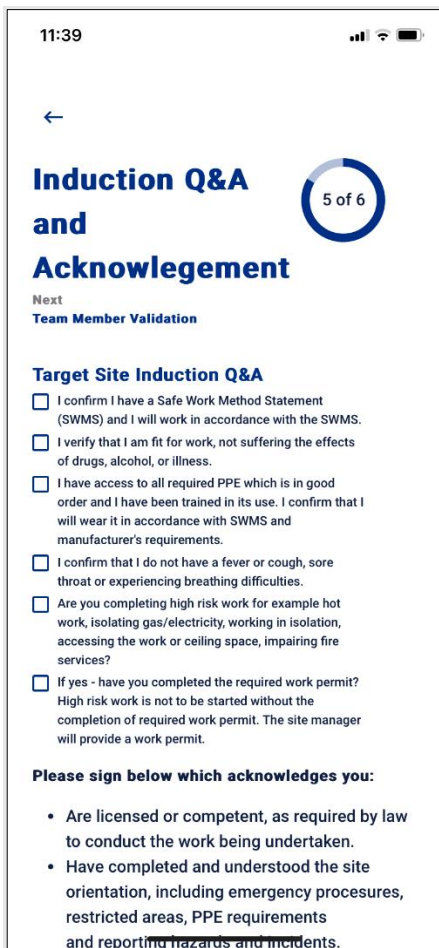
3.2 Scanning a Site QR Code and Logging in to the Application

Step 1 – Scan QR Code	Step 2 – Install City Onsite app	Step 3 – Sign In to City Onsite	
 <p>The image shows a mobile screen with the City Onsite logo at the top. Below the logo is the text 'Visitor Sign-in' and a large QR code. At the bottom, it says 'Glen Waverley 5099T' and 'www.cityonsite.com'.</p>	 <p>The image shows the City Onsite app interface. It features the logo and text: 'First time visiting? Welcome to City Onsite - City FM's visitor management and job compliance and closedown app.' Below this, it says 'For City FM Subcontractor site visitors' and provides instructions on how to create a user profile. It also includes links for 'All other site visitors' and 'City Onsite is better on the App!' with App Store and Google Play logos. At the bottom, there is a 'Proceed on mobile/web' button and a link to 'https://www.cityonsite.com for more information.'</p>	 <p>The image shows a mobile sign-in screen. At the top, it says '11:26' and 'cityonsiteuat.b2clogin.com'. Below the logo, there are input fields for 'Email Address' (containing 'david@fitzpatrick.id.au') and 'Password'. There are 'Enter' and 'Forgot password?' buttons at the bottom.</p>	 <p>The image shows a mobile sign-in screen. At the top, it says '11:25'. Below the logo, there is a 'Sign-in' section with an input field for 'Enter your email address *'. There is a 'Continue' button and a link for 'Not yet registered? Click here to create your account.' At the bottom, there is a photo of three people looking at a tablet.</p>
<p>Locate the City Onsite QR Code upon arrival at a Target location and scan it.</p>	<p>If the City Onsite app is not installed on the device – download the app or proceed with mobile web browser.</p>	<p>If not signed into City Onsite already, a prompt will appear to do so. Enter your email address and select Continue. Enter your password and select Enter.</p>	

Step 4 - Dashboard Screen	Step 5 – Sign In Via GPS	Step 6 – Review Site Information	Step 7– Select Visitor Category
			
<p>At the dashboard screen, sign-in can be actioned by scanning the QR Code, or via a list of appropriate sites determined by the geo-location of the mobile device.</p>	<p>If Sign-in Via GPS was selected, a list of nearby sites will be available for selection.</p>	<p>Review the site information carefully. Take note of details relevant to your visit. An emergency evacuation diagram is available, as well as a site hazards. Scroll to the bottom of the page and select Continue to proceed to the next step.</p>	<p>Select the appropriate Reason for Visit. Select Continue to proceed.</p>

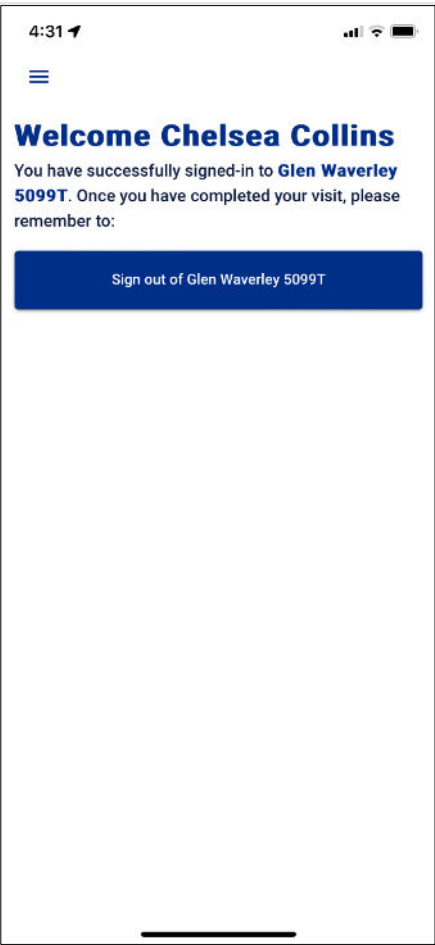

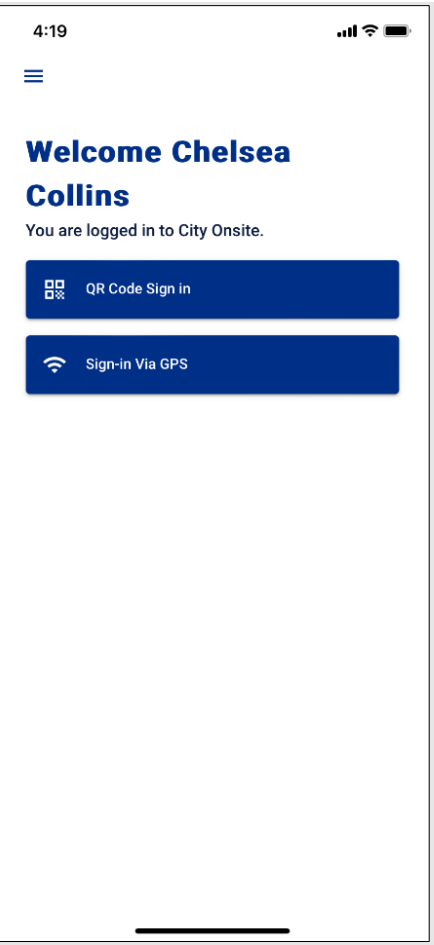
Step 8 – Compliance Check	Step 9 – Reason for Visit	Step 10 – Upload SWMS
<p>Select the Company represented. A City compliance check in this instance is not enabled for this visitor. Select the Continue button to proceed.</p>	<p>Select the appropriate Reason(s) for Visit for your Visitor Category. Select Continue to proceed.</p>	<p>If a SWMS is relevant for this visit, add a SWMS by selecting the document plus icon. A SMWS can be added from new (photo, photo library, or file location), from the user profile, or by adding an external link to an online storage location.</p>

Step 11 – Q&A and Visitor Acknowledgement **Step 12 - Team Member Validation**



Select the Target Site Induction Q&A options that are relevant to your visit. Initial where indicated with your finger and select **Continue** to progress to the next step.

Pass the device to a site representative for validation. The site representative will confirm the visitor details match, provide their name and signature. Press the **Complete Induction** button to complete the visit induction.

Step 13 – Signing Out of Site	Step 14 – Visit Summary & Sign-out Confirmation	Step 15 – Return to Dashboard
		
<p>Select the Sign out of <site name> button.</p>	<p>Reconcile onsite updates with the originally stated Reason for Visit. Sign the Sign out confirmation and select the Confirm Sign out button.</p>	<p>The application will navigate to the City Onsite dashboard screen ready for sign-in to the next site.</p>

4 Document Control

Approval

	Title	Name
Administrator	Product Manager	David Fitzpatrick
Approver	General Manager – IT	Darren Yates

Electronic approval maintained on file.

Document History

The following table lists the changes made to this document:

Version	Date	Amended By	Summary of changes
1	28/06/2024	David Fitzpatrick	Document formatting, screenshots, and content.