

# **Contractor sign in and sign out with QR Codes**

## **Contractor sign in and sign out with QR Codes**

1. A unique QR Code can be generated for an instructed job to a resource.
2. This unique task QR code can then be sent to the engineer or contractor via email and will appear on the task page for the Resource app or Contractor Portal.
3. When the Resource arrives on site the Security officer/Receptionist/Site Foreman can scan the QR Code by clicking on 'Scan QR Code' in the dropdown in the top right corner of the main application.
4. This will bring them straight to the Task details page and update the 'Start Task' date.
5. If the QR Code is scanned a second time it will update the 'Left Task' date.

## **Two ways to set up the QR code**

1. On instruction – As per screenshot below click ' Enable QR Code'

Instruct Resource - Step 2

Send Email☒

Send SMS☐

Enable QR Code☒

To

darren@darren.com

CC

Subject

New Job Task [Task number] from MarkDemo2 at site: Apartment 21.

Body

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New Job Task1 [Task number]  
From: MarkDemo2  
To: **Darren**


- Site: **Apartment 21**
- Details: Job27
- Location: -
- ETA: **27/09/2021 11:46**
- Job Priority : **Low-priority**
- Site notes: -
- Budget for job: **0.00**

[\[LinkToContractorPortal\]](#)

⌛ Cancel

> Instruct

2. On the Task Details page.

Resource	Darren	<a href="#">Add or Remove Resource</a>
Instructed	12/10/2021 11:08	<a href="#">Resend</a>
Accepted		
Travel Start		
Start Task		
Left Task		
Arrive Home		
Requires Permit	No	
QR Code	No	<a href="#">Enable QR Code</a>

*This QR Code will show on the Task Details page of the Contractors Portal and in the Resource app.*

In the Main Application you can then click 'Scan QR Code' when the Contractor arrives on Site.

+ New

markdemo2



Change Password

Scan QR Code

App Manager

Diary Entries / Notes

Log Out