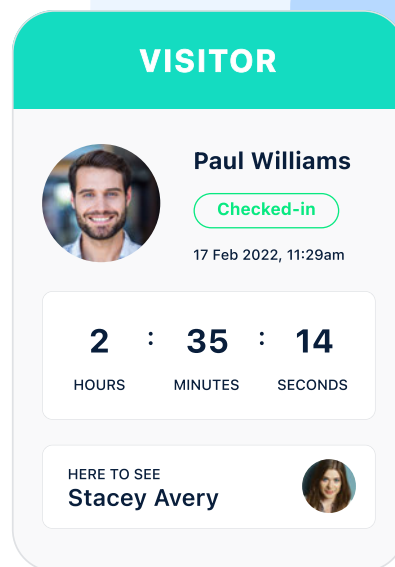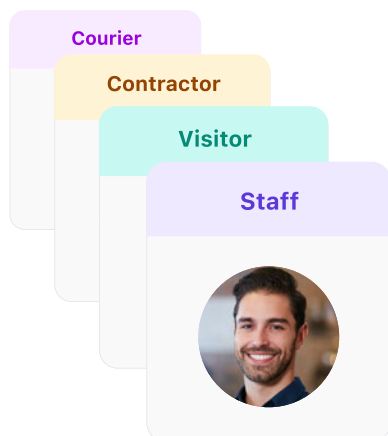# Feature List

# Visitor & Contractor Management

## Check in process

- Web, mobile and iPad check-in
- Contactless mobile check-in with QR codes and geofencing
- Secure, app-less Instant QR check-in
- Unlimited hosts at your site
- Unlimited host messaging to all visitors
- Unlimited iPads for multiple points at site
- Unlimited data usage for all your sites
- Customizable employee check-in/out
- Capture visitor photo ID for added security
- Access live evacuation lists in an instant
- Allow couriers to notify hosts for easy deliveries
- 24 hr real people global support
- International language support

**VISITOR**

**Paul Williams**
Checked-in
17 Feb 2022, 11:29am

**2** : **35** : **14**
HOURS   MINUTES   SECONDS

HERE TO SEE
**Stacey Avery**

Courier

Contractor

Visitor

Staff

## Visitor Flows

- Set custom visitor types for all visitors
- Display relevant information in custom visitor forms
- Capture visitor data with custom entry forms
- Pre-fill selected form fields for returning users
- Evacuation diagrams and safety entry forms
- Exit forms and incident reports
- Have legal agreements / NDAs signed
- Export signed NDA's and agreements
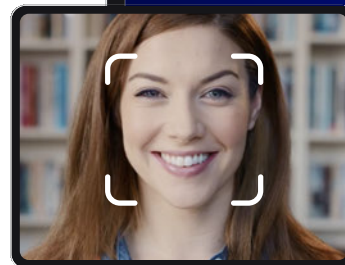- Special permit approvals

## iPad App

- Instant setup with SinePoint Pro
- Facial recognition photo capture verification
- Customizable company-branded iPad screen
- Fast returning visitor access with mobile or email
- Fast check-out straight from the iPad
- Check out with QR code from badge
- Deliveries and courier one-tap check-in
- Full device management without Apple ID

11:35 AM
Thurs, 23 April

### Welcome to Skyline HQ

Check-in

---

SINE PRO

**Visitor HQ**
Sarah Jones has checked in and is here to see you

**Sarah Jones**
VISITOR

**Greenburg Associates**
19 South Rd, Richmond

**Skyline**
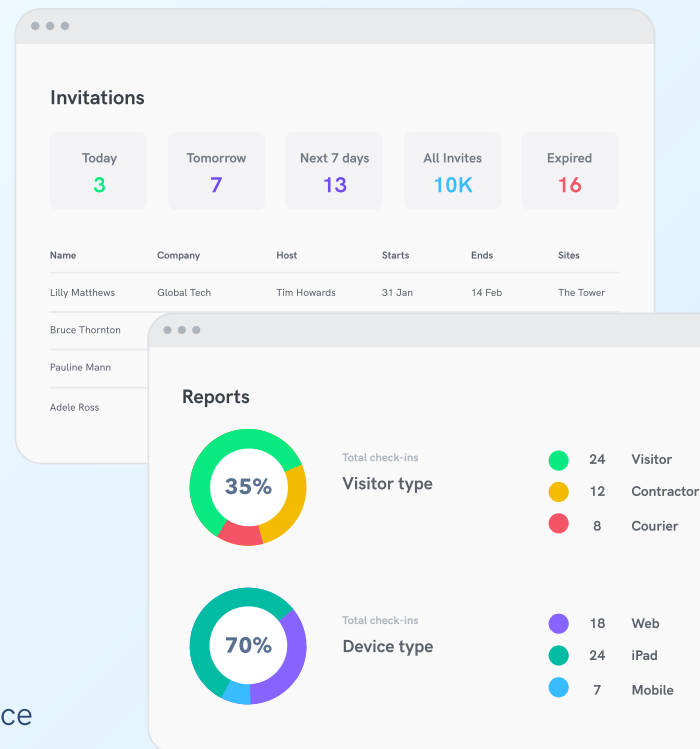31 Acacia Road, Newton

ecked in
ay 22, 11:31am

## Mobile App

- Mobile check-in for iPhone and Android
- Location-aware geofencing check-in
- Check in by scanning QR code from site posters
- Modify notification settings from your lock screen
- Make ID checks mandatory for site entry
- Viewable visitor profile document upload
- Custom host and visitor check-out messaging
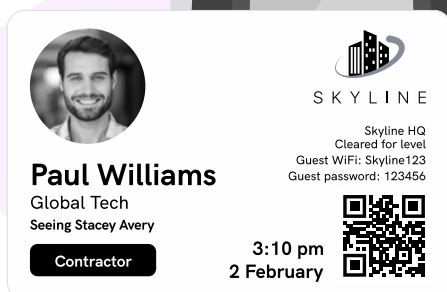- Live time-on-site counter for time and attendance

## Web Dashboard

- Host and front desk web check-in
- View check-ins with live activity feed
- Share daily powerful automatic reporting
- Overview of portfolio on account
- Set permissions for team and collaborators
- Add notes to each visitor entry
- Host delegates to receive notifications
- Host delegates to accept and reject visitors
- Customise host delegates by visitor type
- One password log in with Single sign on (Beta)
- Record time-on-site for better time and attendance management

### Invitations

| | Today | Tomorrow | Next 7 days | All Invites | Expired |
|---|---|---|---|---|---|
| | 3 | 7 | 13 | 10K | 16 |

| Name | Company | Host | Starts | Ends | Sites |
|---|---|---|---|---|---|
| Lilly Matthews | Global Tech | Tim Howards | 31 Jan | 14 Feb | The Tower |
| Bruce Thornton | | | | | |
| Pauline Mann | | | | | |
| Adele Ross | | | | | |

### Reports

**35%** — Total check-ins — **Visitor type**
- 24 Visitor
- 12 Contractor
- 8 Courier

**70%** — Total check-ins — **Device type**
- 18 Web
- 24 iPad
- 7 Mobile

## Badge Printing

- Instant visitor badge printing from the iPad
- Optional colour-branded badges
- Pre-print badges for pre-registered visitors
- Sine Pro mobile app badge printing
- Web dashboard badge printing
- Unlimited printers per site
- Receive printer out-of-paper alerts
- Print badges by visitor type
- Bluetooth or Wi-Fi printer connectivity

SKYLINE

**Paul Williams**
Global Tech
Seeing Stacey Avery
Contractor

Skyline HQ
Cleared for level
Guest WiFi: Skyline123
Guest password: 123456

3:10 pm
2 February

## Pre-registration

- Invite visitors to your site
- Advance notice calendar integration
- Bulk invite CSV list upload
- Set appointees to manage invites for a host
- Fast track access with QR code invite
- Set "invitation required" mode
- Prescreen visitors with entry forms

**Hi Emily,**

You have invited Sarah Jones to Global Tech at 11:30 on 17 Jun 2022. Please confirm the level below where you want your guest.

Level 1

Send invite

Send invite

### Visitor

**Hi Sarah,**

Use Fast Track code **173942** or scan this QR code to check in when you arrive.

9:27

★ ⚙

SKYLINE

Check in

## Skyline HQ
31 Acacia Road, Newton

**Bluetooth key**   🔑 Active

Use your Bluetooth key to access this site.

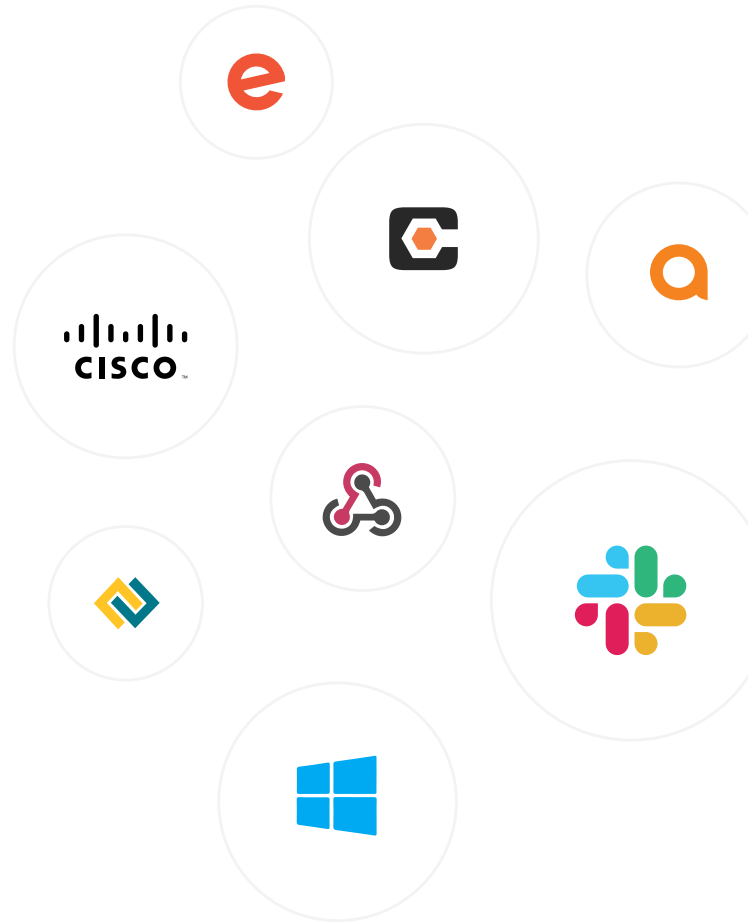How to use

**Site pass**
View your site pass.

## Occupant experience

- In-app Bluetooth access credential integration
- In-app way-finding integrations for occupants
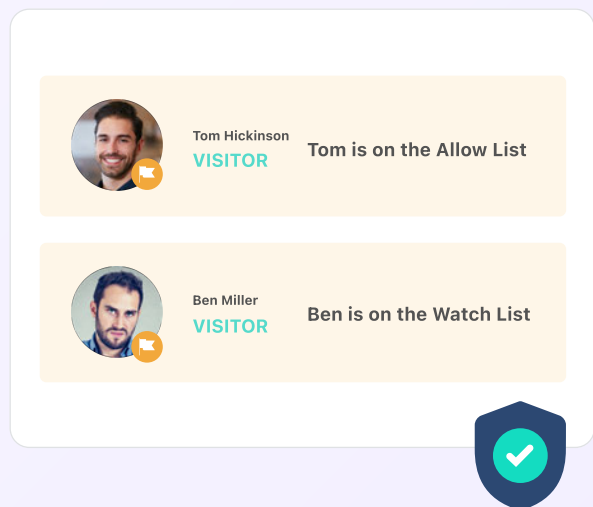- Provide key links to those on-site in the occupant hub

- Sync employee directories with host lists
- Sync invites in Microsoft Outlook with the Sine add-in
- Inductions and HSE systems for compliance*
- Integrate with Guest Wi-Fi log-in systems
- Build your own integration with WebHooks
- View active integrations allocated per site
- Manage keys with key cabinet systems*
- Check visitor temperatures with Thermal Check*

## Security

- Visitor check-out with facial recognition
- Private host lists hide sensitive users from public eyes
- Maintain watchlists and notify your team
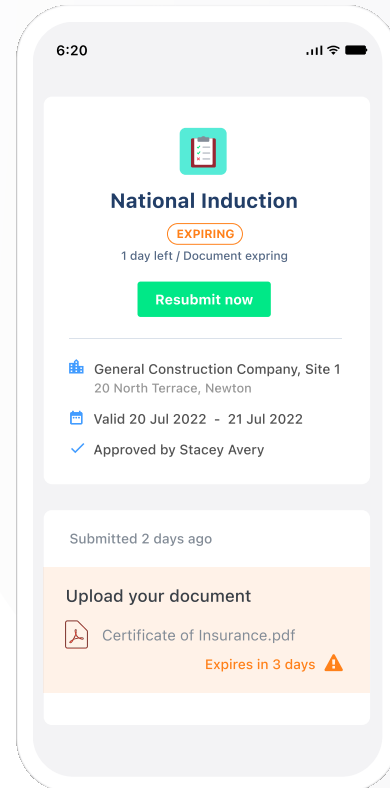- Enterprise support with complete account set up

Tom Hickinson
VISITOR    Tom is on the Allow List

Ben Miller
VISITOR    Ben is on the Watch List

*Additional charges may apply
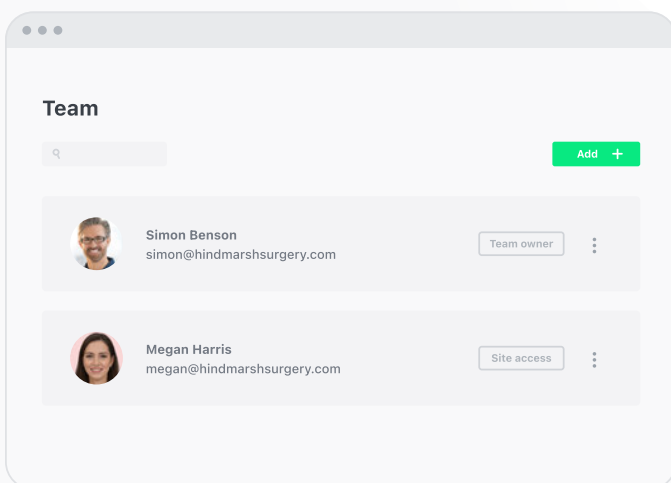
# Compliance Management

## Use cases

- National inductions
- Site-specific inductions
- Permits and access requests
- Training and learning flows
- Asset registers
- Inspections
- Accreditation tracking
- Job completion sign-off
- Vaccination tracking
- Health screening

---

6:20

### National Induction

**EXPIRING**

1 day left / Document expring

**Resubmit now**

🏢 General Construction Company, Site 1
20 North Terrace, Newton

📅 Valid 20 Jul 2022 - 21 Jul 2022

✓ Approved by Stacey Avery

Submitted 2 days ago

**Upload your document**

📄 Certificate of Insurance.pdf

Expires in 3 days ⚠️

---

## Team

| | | |
|---|---|---|
| 🔍 | | **Add** + |

Simon Benson
simon@hindmarshsurgery.com — Team owner ⋮

Megan Harris
megan@hindmarshsurgery.com — Site access ⋮

## Set up and team

- Add multiple members to share and collaborate
- Self serve right from your Sine account
- Streamline setup with templates provided by Sine
- Set up and use multiple workflows from one view
- Integrate workflow responses into your existing tech stack with WebHooks

## User distribution

- Share workflows with a simple magic link for all respondents
- Invite respondents via email
- Invite via CSV upload
- Self-registration from shared workflow
- Generate SMS or email to complete a workflow
- Import a list and view completed workflows
- Export responses to CSV

**Share**

National Induction

🔗 Link   ✉ Email   📄 CSV

Share this link with people you want to complete this workflow
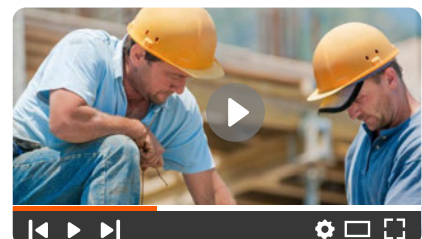
https://skyline/wf/LWO5Q

## Content types

- Videos
- Multi-page PDFs
- Images – JPEGs and PNGs
- Rich Text
- Forms

**Report incidents and near misses**

There has been a spillage on the ground floor of the west building site.
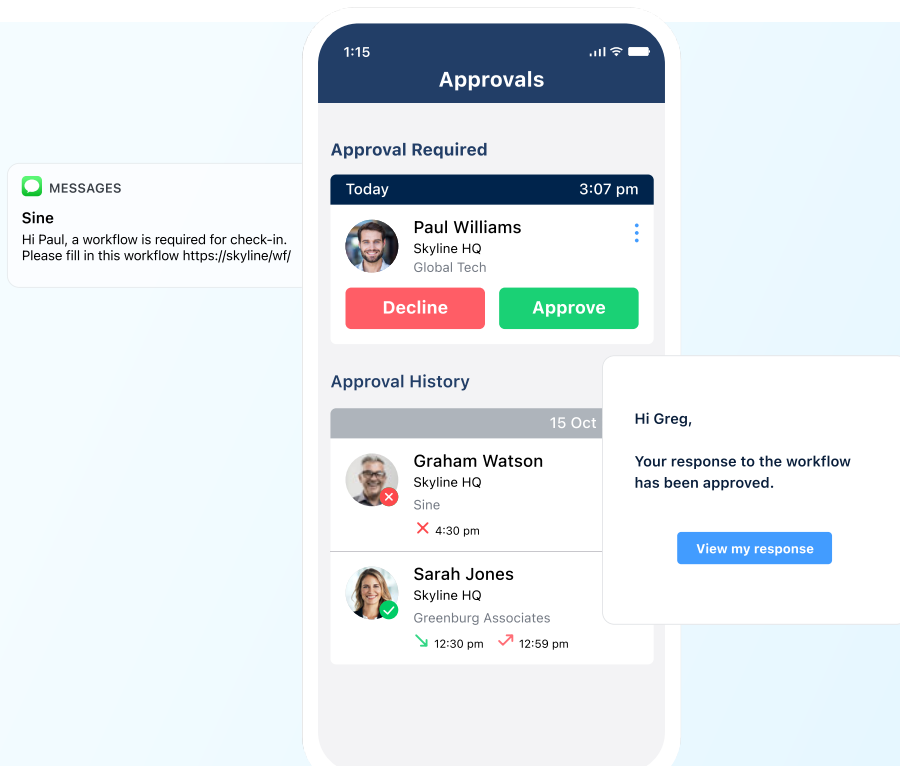
**Please watch this video of site induction**

## Configuration - approvals

- Choose which workflows require approval
- Team notifications of submissions
- Approve or reject each response after review
- Designate multiple approvers for workflows where required with 'one of or all of must approve' logic
- Set forms with required fields and auto-approval
- Flag responses for manual approval based on answers provided
- Streamline workflow completion with conditional content blocks

- Review and invalidate a response at anytime
- Review responses directly from email notifications
- Analyze document attachments in quick view mode
- Appoint approvers to workflows across multiple sites
- Prescreen with health screening workflows
- Approve or reject responses
- Maintain a list of approved companies
- Block access if an individual or company's documents expire

MESSAGES

**Sine**

Hi Paul, a workflow is required for check-in. Please fill in this workflow https://skyline/wf/

1:15

**Approvals**

**Approval Required**

Today                                          3:07 pm

**Paul Williams**
Skyline HQ
Global Tech

Decline          Approve

**Approval History**

15 Oct

**Graham Watson**
Skyline HQ
Sine
✕ 4:30 pm

**Sarah Jones**
Skyline HQ
Greenburg Associates
↘ 12:30 pm   ↗ 12:59 pm

Hi Greg,

**Your response to the workflow has been approved.**

View my response

## Configuration - dates

- Control the set validity of your workflow responses
- Set specific date periods for responses

## Configuration - sites

- Let people select a site when submitting a response
- Pre-set access to a specific site
- Apply workflows to a specific visitor type

### National Company Induction

| Name | Company | Status |
|---|---|---|
| Paul Williams | Global Tech | ⚠ Pending |
| Natalie Wilson | Letpro | ✓ Accepted |
| Mike Rogers | Tranquil Tank | ✕ Rejected |
| Mitch Rowe | Cuisine Co | 🕐 Expired |

### Inspection checklist

**What are you hear to inpsect?**
Site storage

**Have you inspected all containers?**

| No | Yes |
|---|---|

**License or Qualification**

Drag files here or browse your computer

Document expiry

**Signature**

## Field types

- Allow for short and long text responses in forms
- Allow people to answer questions with Yes or No
- Mandatory or optional multiple-choice options
- Request videos be viewed before submission
- Request PDF's be viewed before submission
- Document upload with expiry date notifications
- Allow date selection
- Format fixed text in forms and documents
- Request signatures from people on any device
- Image and graphics upload in forms

## Documents

- Insurance forms
- Certificates of qualifications
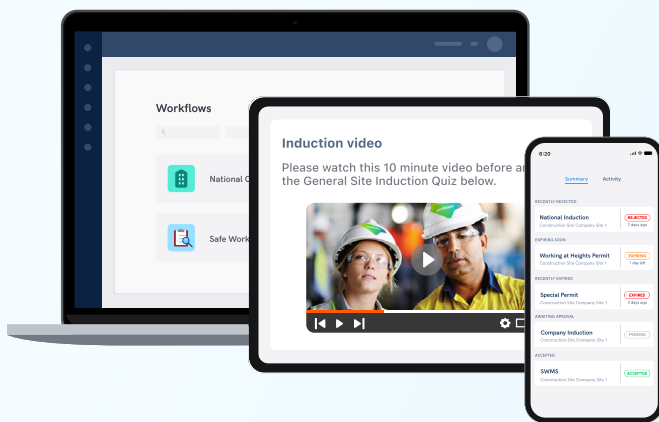- Licenses
- Permits
- SWMS

### Permit Request

Are you qualified to work at this site?
Yes I am qualified

Upload your Building Permit

Construction Permit.pdf

**Greg Thompson**
Contractor Co
greg@contractorco.com

What type of work will you perform?
Construction work

Upload your document

Certificate of Insurance.pdf

---

### Workflows

**Induction video**
Please watch this 10 minute video before
the General Site Induction Quiz below.

## Devices

- Desktop
- Tablet
- Mobile

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## Integrations

- Configure by visitor type
- Configure by site or for all sites
- Prompt workflow completion on
  check-in or check-out

### Sine Core + Workflow Integration

**Name**

Alder Build Special Permits

**Visitor types**

Permits     Contractor     Delivery

**Status**

Enable your integration