

# **SIGN IN** INSTRUCTIONS

1. **Open your mobile phone camera and frame the QR code**
2. **Click the link** to open "wrkplace.horse" in your browser
3. Select attendee type "**Employee**"
4. **Allow wrkplace.horse to use your current location.**
5. **Select your name** from the list
6. Keep '**Remember Me**' box ticked for future attendances
7. Click **NEXT** (just once - wait if mobile connection is poor)
8. Answer health question(s)
9. Click **NEXT** (just once - wait if mobile connection is poor)
10. Provided you pass the health screening, **ACCEPT** any policies

# **SIGN OUT** INSTRUCTIONS

1. Keep your mobile browser tab open and click the blue **SIGN OUT** button (if displayed for your workplace); or
2. scan the QR code with your mobile phone camera again.

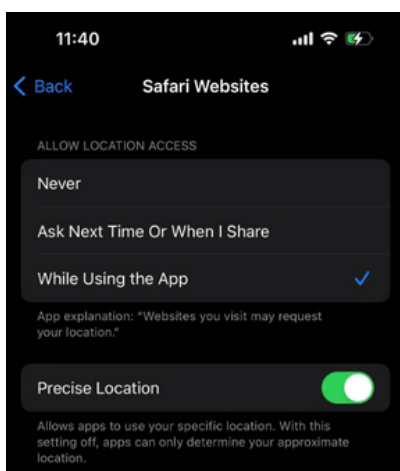
# IMPORTANT INFORMATION

To help improve safety, operations and record-keeping for payroll, it is our workplace policy that all employees enable **Location Services** on their mobile phone browser.



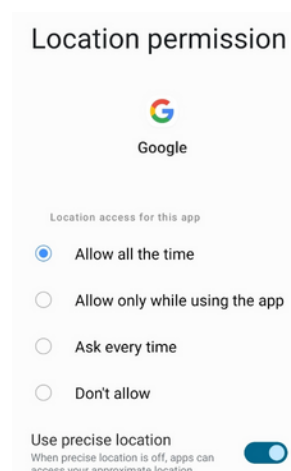
## Apple iOS / Safari

1. Settings
2. Privacy & Security
3. Location Services
4. Safari
5. Allow Precise Location



## Google Android / Chrome

1. Settings
2. Location
3. Chrome
4. Allow Precise Location



Upon signing in the first time, you must **ALLOW** the attendance system to use your current location. This records your precise location upon Sign In and Sign Out only.

wrkplace.horse would like to use your current location.

Don't Allow

Allow

# ADDITIONAL INFORMATION


Wrkplace uses cookies on your mobile phone's browser, to:

- remember your personal details to streamline future attendance;
- remember whether or not you are currently signed in;
- make it easy to sign-out;
- detect any misuse or fraudulent activity.

Cookies are blocked by Safari in '**Private**' browsing mode, and blocked by Chrome in '**Incognito**' mode.

We recommend disabling these modes for the best sign-in and sign-out experience. Your phone will remember when you are signed in.



1. If using Safari on iPhone, open **Safari**
2. Tap  (bottom right corner)
3. Tap **Private** (bottom left corner) to toggle private browsing mode on/off



1. If using Google Chrome, do not attempt to sign in when in Incognito mode.