

## User Guide: Mobile App for Card Checkers

Highways England Health and Safety Passport System (“Passport”): The mobile app is ideal for checking cardholders’ details or recording access to work areas when on the move, out on site, or in areas with poor mobile data/internet connectivity.

### How do I get the Android app?

Just scan the QR code below with your mobile to be taken to the passport app page on the Google Play app store (your device may have a QR code scanner pre-installed, otherwise there are many free ones available to download).



If your device supports NFC you should download this version of the app (which also supports QR code scanning), otherwise only the QR version will be available for download.



### How do I get the iOS app for iPhone?

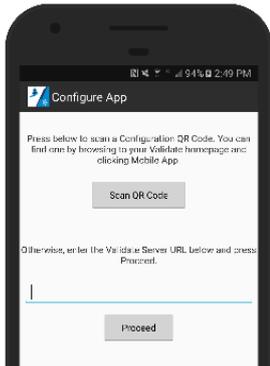
Launch the App Store on your device and search for [Validate QR](#).



### How do I use it?

It’s easy!

Just scan the QR code below when prompted by the app:



Now you’re ready to start checking cards. First scan your own card to log into the app as instructed.



If you have the NFC version of the Android app, you can scan the card via the smart chip inside – just hold the card flat to the rear of the device until it is recognised (make sure NFC is enabled on your phone!) then hold it steady until the app has finished reading the card details.

You can read a card when you’re in an area without any mobile signal if you scan using NFC but bear in mind that any recent updates may not be visible until the card is next NFC-scanned whilst the mobile device is online – it’s this process that copies the cardholder’s updated details to the smart chip in the card.

If your Android device does not support NFC, or if you are using the iPhone version, you can still log into the app and access cardholders’ records by scanning the QR code printed on the cards themselves. You’ll need to have internet access the first time you scan a card by QR code (as this method doesn’t access the smart chip in the card), but you can then check the same card again later when offline as the cardholder’s details will be stored securely on the device itself after the initial scan. Remember, when offline, the information you see is only current as of the last online scan, so you should ensure you scan cards when online whenever possible to make sure the information you are seeing is up to date.

To help you, the app will always show the last time the cardholder’s data was updated from the central database, allowing you to make an informed decision about how current, and therefore, reliable, the information shown may be.



Once you've logged in with your card, you'll need to pick the location (and, if relevant, Zone) you're working at. If there are lots defined, just start typing the name and all matching locations will be returned. Otherwise, just select from the dropdown list displayed.



If you aren't currently configured in Highways England Passport with permission to check cards, you can still view your own card details - you'll see these when you first scan your card. If you think you should be able to check other people's cards as well, contact your Highways England Passport administrator.



You are now ready to start swiping people into your selected location - just select the **Start Team** icon and follow the on-screen guides. You can also deny them access (if they're not wearing the required PPE, for example).

If you want to check a cardholder's details without swiping them into a location, you can use the **Spot Check** option.

You can also award site-based competences, site inductions, toolbox talks and more directly from the app itself by selecting **Award Competences**.

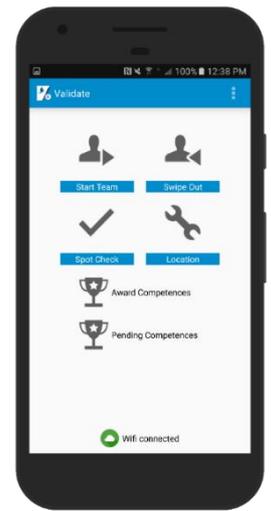
If the location you have selected has a requirement for a scheduled site-based competence, once you've swiped yourself in you will be able to see these listed under **Pending Competences** and will be able to award them to your team. Just select the competence shown, click Award and scan the cards of those to whom it should be awarded.

Don't forget to swipe everyone out at the end of their shift or day! You can swipe out the whole team in one go (or one by one) from the Team View. You can also swipe out someone not in the current team by selecting **Swipe Out** and scanning their cards.

Need to change location? Select **Location** to change these.

Someone forgotten their card? Use the **Forgotten Card** option during a Spot Check or Swipe In to search for their details.

What about **Visitors**? You can swipe them in, spot check them and even award inductions to visitors - just by scanning the QR code on their Passport visitor pass.



### Wait, there's more!

Bring up the sub-menu to:

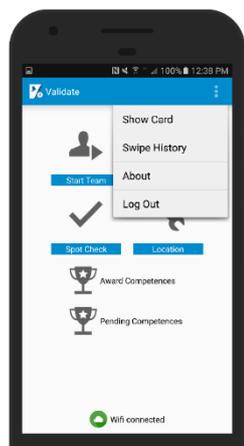
**Show Card** – to show your own details to others if challenged

**Swipe History** – to review all the swipes, checks and awards you've completed recently

**Log Out** – to log you out of the app so that an approved card checker must log back in by presenting their card to gain access to the functions available.

### View swipes online in Highways England Passport

Every card check, swipe and award you complete via the mobile app will be uploaded to the Passport system where it can be viewed by approved users. Even if you lose your mobile connection, details will be uploaded to the Passport system the next time you launch the app when online.



### Don't Have an Android or iOS Smartphone?

You can still check a cardholder's details by scanning the QR code on their card using any generic QR code scanning app. This option only allows you to record a Basic Check on the central database, recording the activity.