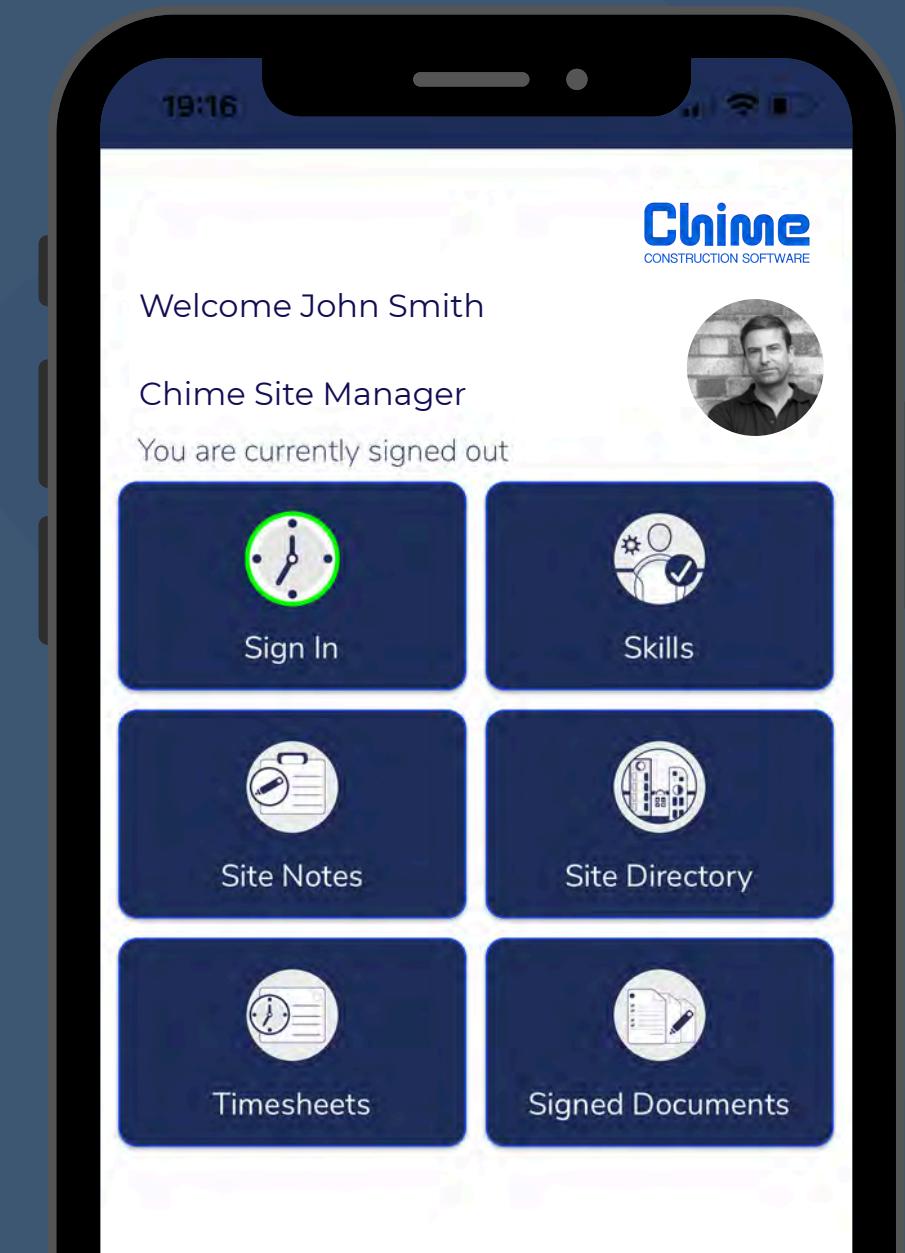


HOW TO USE THE CHIME APP

A MANGAGER'S GUIDE



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WHAT IS CHIME?

Chime is a mobile **app** that helps you **manage your time** and work on site. Each day you will use Chime to **sign in and out**, check your **hours worked** (in real time) and **get paid**.

Chime also lets you keep track of your skills, sign documents, take photos, and complete checklists - it will make your day-to-day work **easier, safer, and less stressful**.

WHAT WILL I MAINLY USE CHIME FOR?

 <p>SIGN IN & OUT OF SITE EACH DAY (Have the ability to sign in your guys too)</p>	 <p>VIEW YOUR HOURS (and your guys) IN REAL TIME</p>	 <p>READ & DIGITALLY SIGN DOCUMENTS (Digitally sign RAMS, Site Inductions)</p>	 <p>COMPLETE CHECKLISTS Do checklists on-the-go</p>	 <p>UPLOAD SKILLS (Upload and manage your skills and your teams)</p>
 <p>APPROVE TIMESHEETS View, comment and approve timesheets</p>	 <p>REAL TIME VISIBILITY See who is where, when, with what qualification</p>	 <p>TAKE PHOTOS, MAKE SITE NOTES Keep track of progress</p>	 <p>QUICKLY ADD NEW CONTACTS Induct and get operatives to work in minutes</p>	 <p>MANAGE DOCUMENTS (view all RAMS, Inductions, Toolbox talks)</p>

BUT WHAT ARE THE TOP 10 BENEFITS FOR ME?

1 EASY TO USE

You'll be able to use it from day 1 - we promise

2 SEE HOURS WORKED

Less phone calls and queries - see everyone's hours worked.

3 LESS STRESS

Paperwork is now all digital and in one place.

4 APPROVE TIMESHEETS

Approve and view your teams' timesheets quickly

5 + NEW OPERATIVES

Get operatives inducted, signed up and ready to work in minutes

6 UPLOAD SKILLS

Upload your skills and your teams. See live skills on your site

7 VIEW WHO IS ON SITE

No more phone calls or chasing people. Know who is where.

8 EASY CHECKLISTS

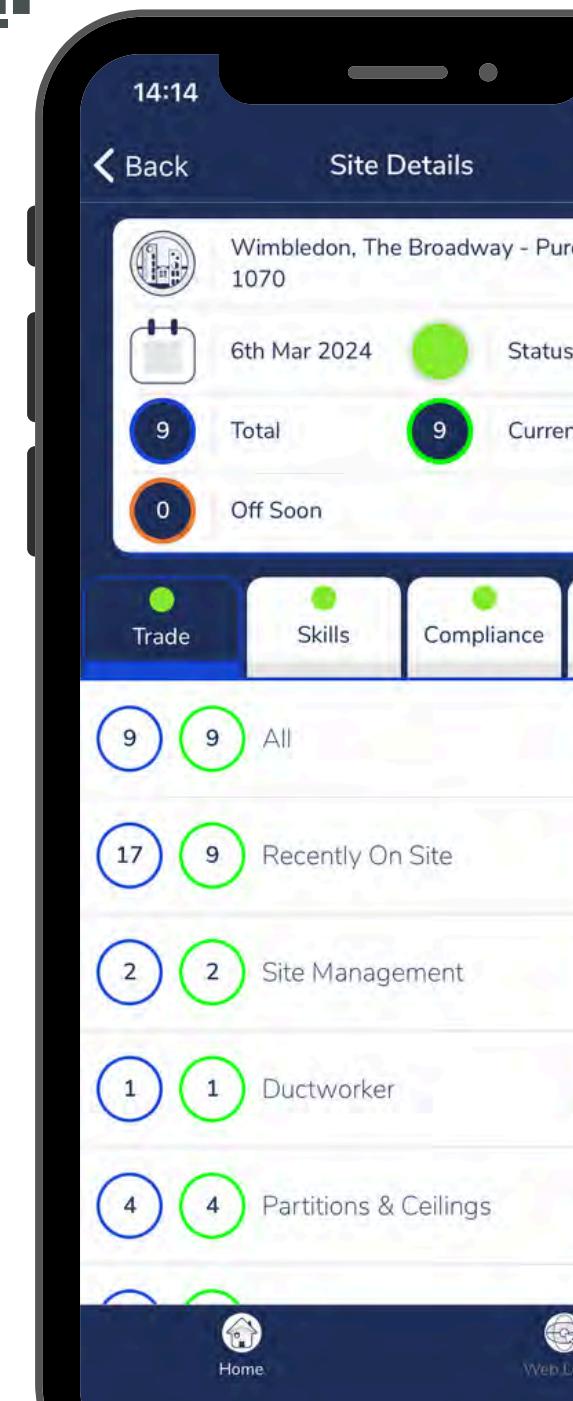
Create and carry out checklists / daily site diary on-the-go

9 DIGITAL DOCUMENTS

Site Inductions, RAMS and TBT's all digital and all in one place

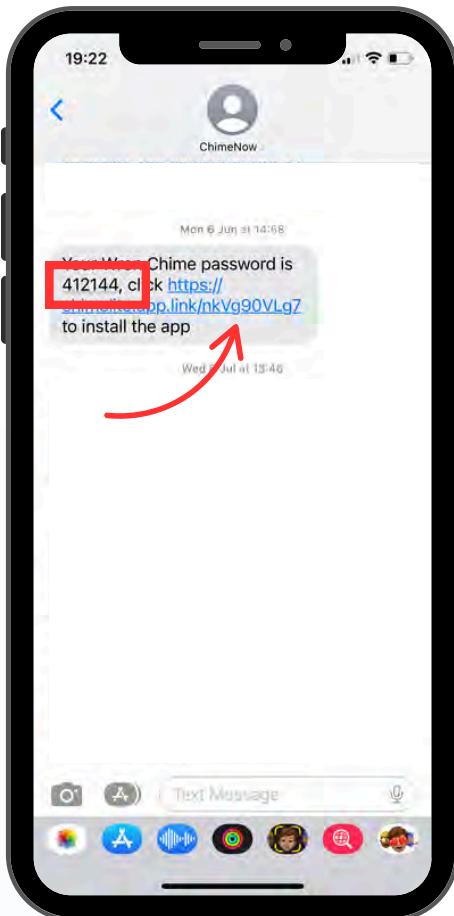
10 TAKE PHOTOS & NOTES

Keep track of progress on-the-go



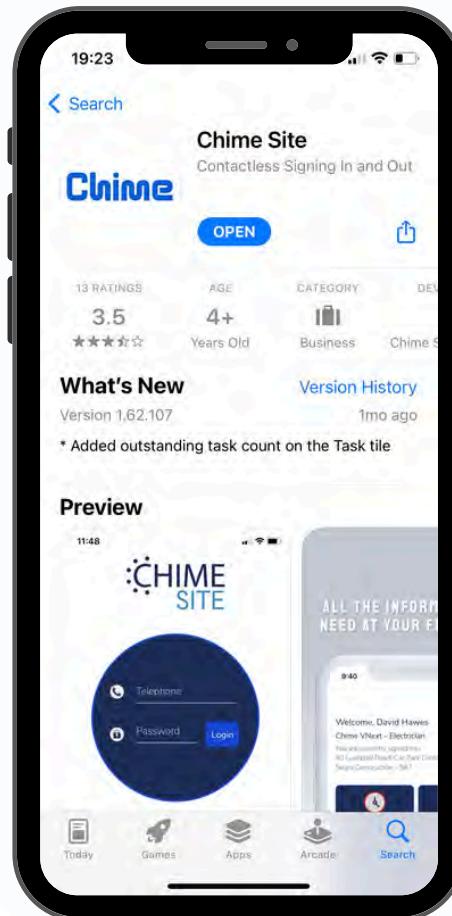
HOW TO DOWNLOAD & LOG INTO CHIME APP

HOW TO DOWNLOAD & LOG INTO CHIME

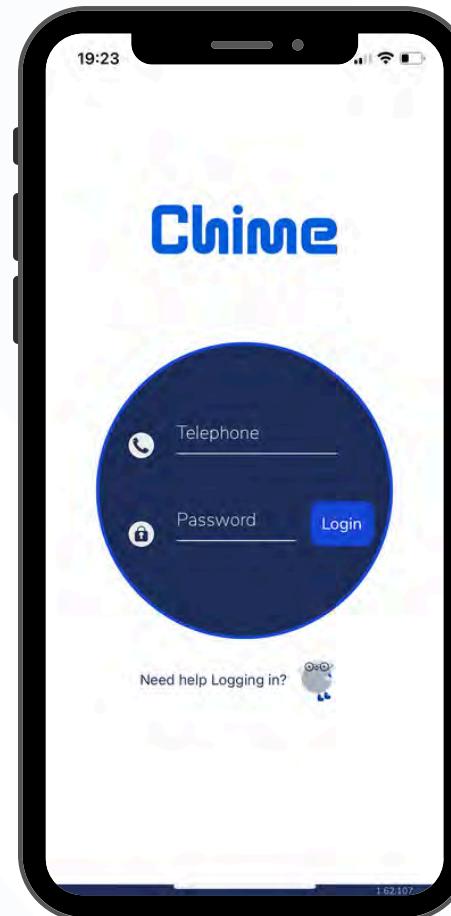


You will receive a text message from **Chime Now**.

Click on Link
(the 6-digit password if for later when you are logging on)



Download the Chime App onto your phone.

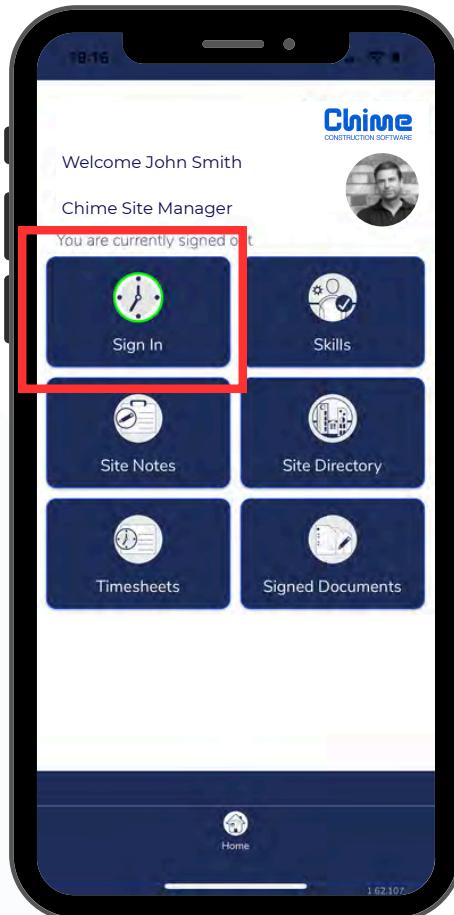


Open the Chime App.

Type your **mobile number** & the **6 digit code** from the earlier text message. Press '**Login**'

HOW TO SIGN IN AND OUT OF SITE

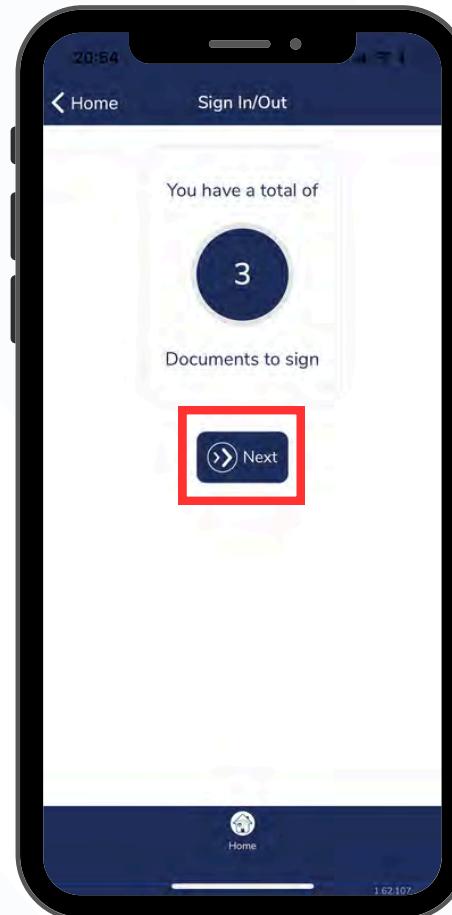
HOW TO SIGN IN AND OUT OF SITE (1/3)



Press '**Sign In**' button



Select a **site** that you are signing into



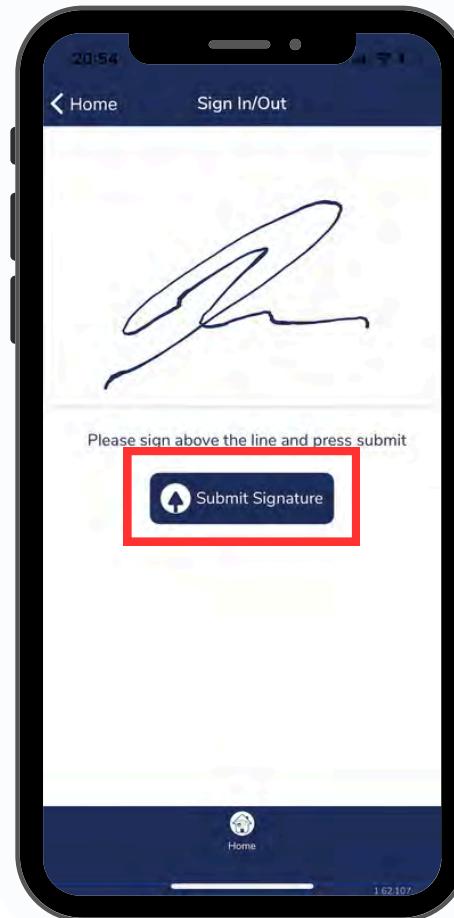
Number of documents will appear that you need to read and sign.
Select **Next**.

HOW TO SIGN IN AND OUT OF SITE (2/3)



Read documents.

Press 'Sign document' button.



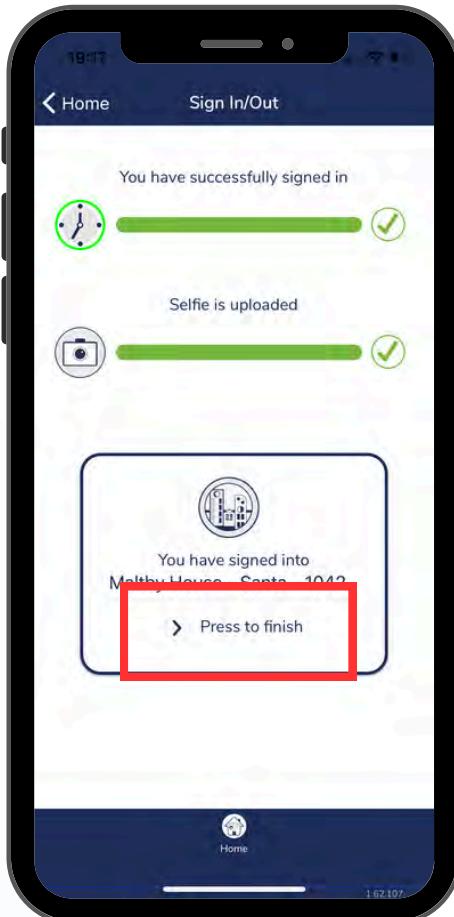
Digitally sign screen and press
'Submit Signature'



Once all read and signed. Camera screen will appear.

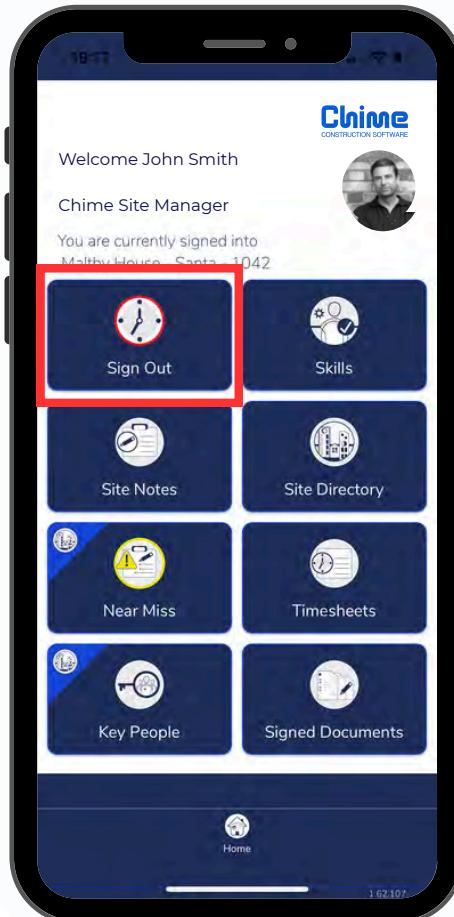
Take selfie.
(Must be clear photo of head and shoulders, looking direct into camera)

HOW TO SIGN IN AND OUT OF SITE (3/3)



Checking details.

Press to finish



Well done!

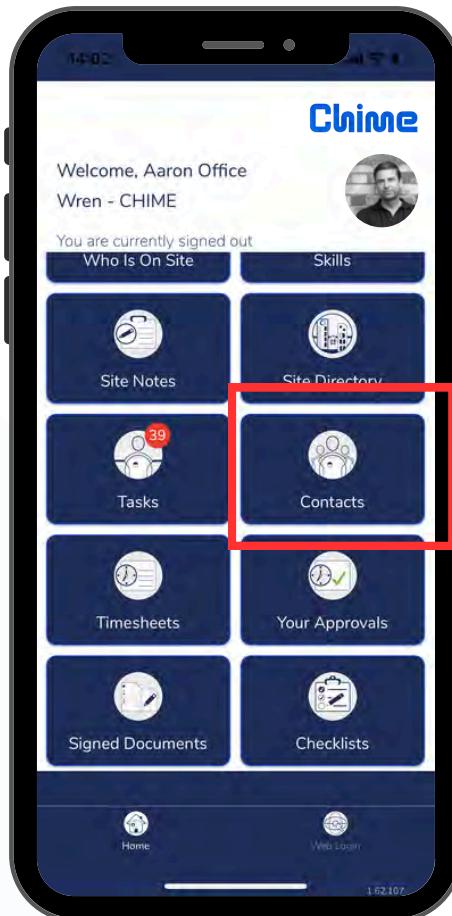
All signed in.

TO SIGN OUT - REPEAT THE PROCESS:

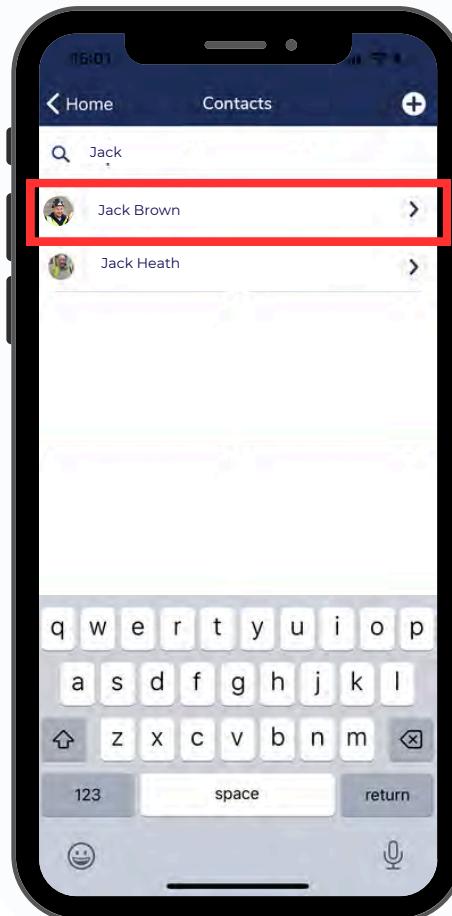
- Select the '**Sign Out**' Button
- Select the **Site**
- **Read and sign** any documents
- Take A **Selfie**
- You will now be signed out of site

HOW TO SIGN IN SOMEONE ELSE

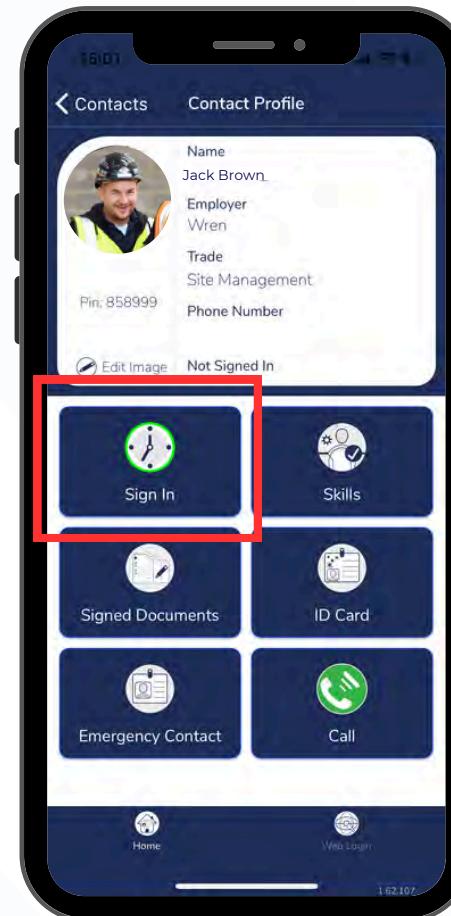
HOW TO SIGN IN SOMEONE ELSE (1/3)



Select **Contacts** button on Home screen

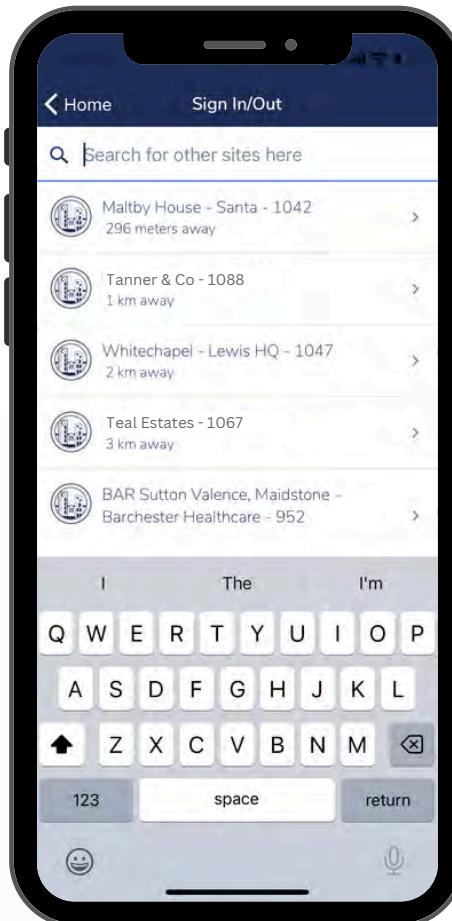


Search for operative name you want to sign in



On their **Contact Profile Screen** - select 'Sign In' Button.

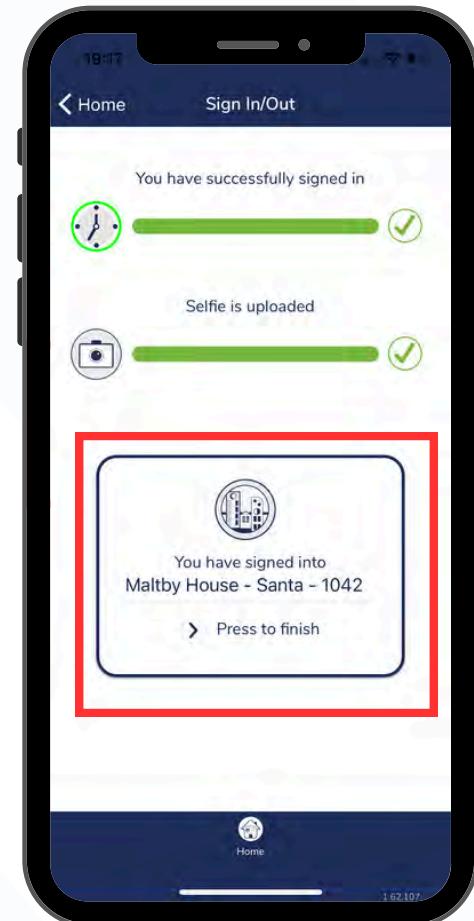
HOW TO SIGN IN SOMEONE ELSE (2/3)



Select **Site** to sign into

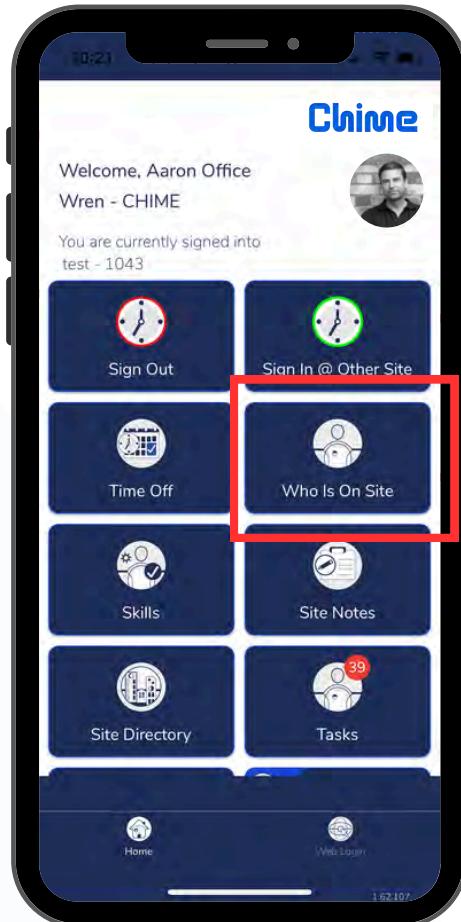


Take photo of operative



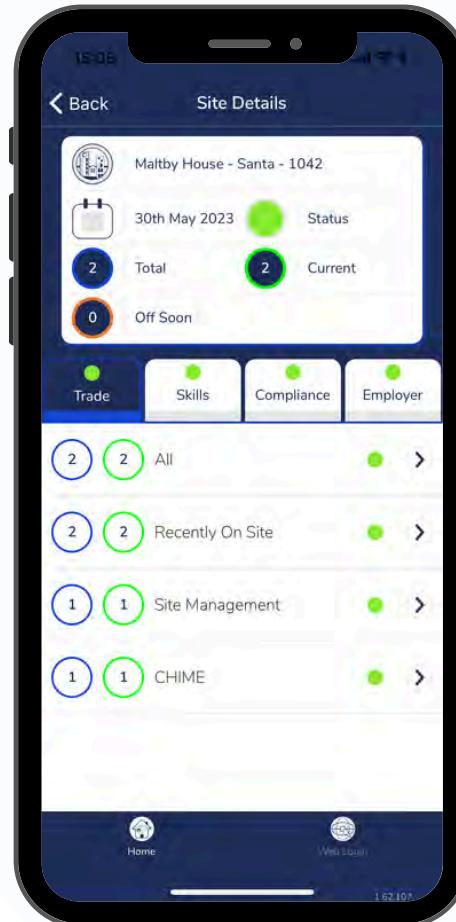
Checks Complete - all signed in.
Press to finish.

HOW TO SIGN IN SOMEONE ELSE (3/3)



To check details.

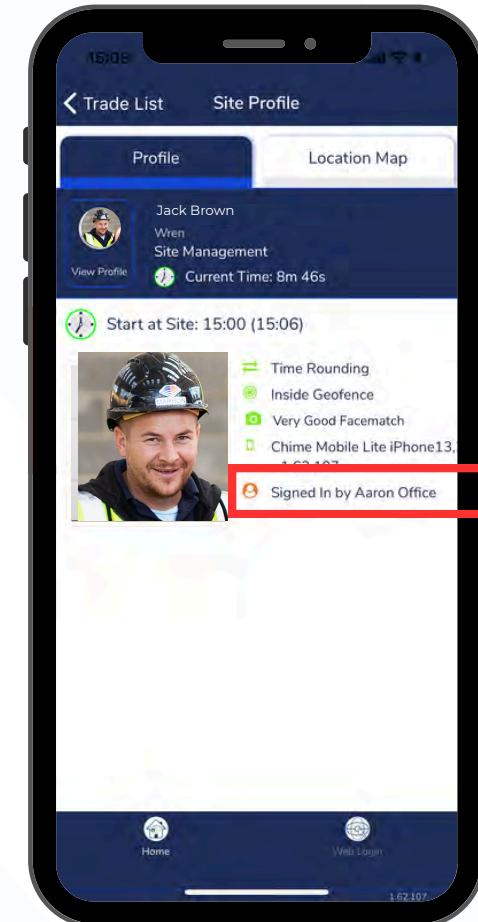
Press **Who is on Site**



Select Site and view list of everyone on site.

Select **Trade**.

Select **Operative**.

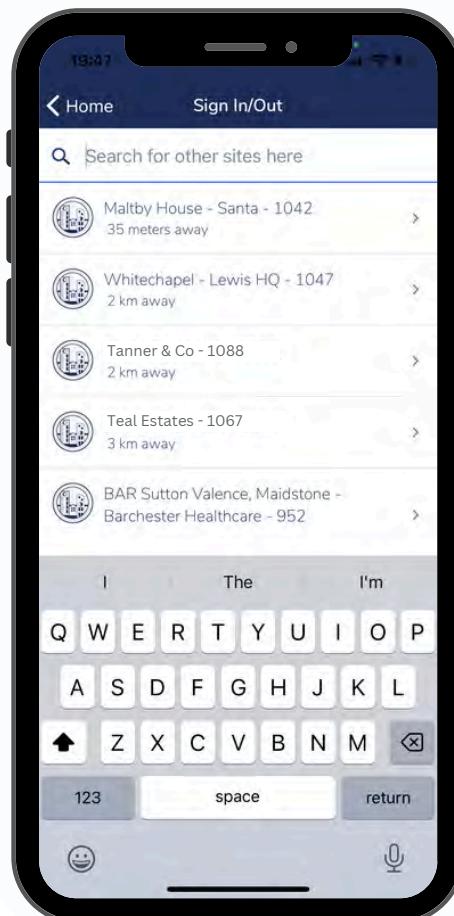
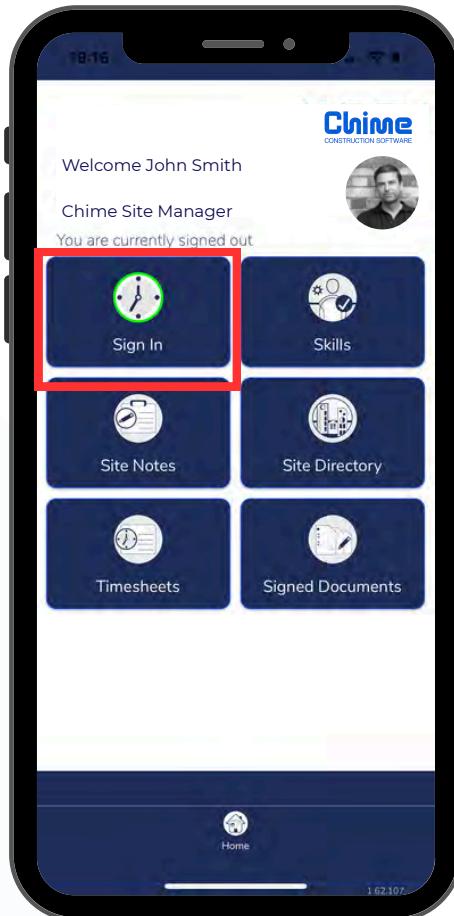


View details of the operative you signed in. Traffic light icons of sign in details.

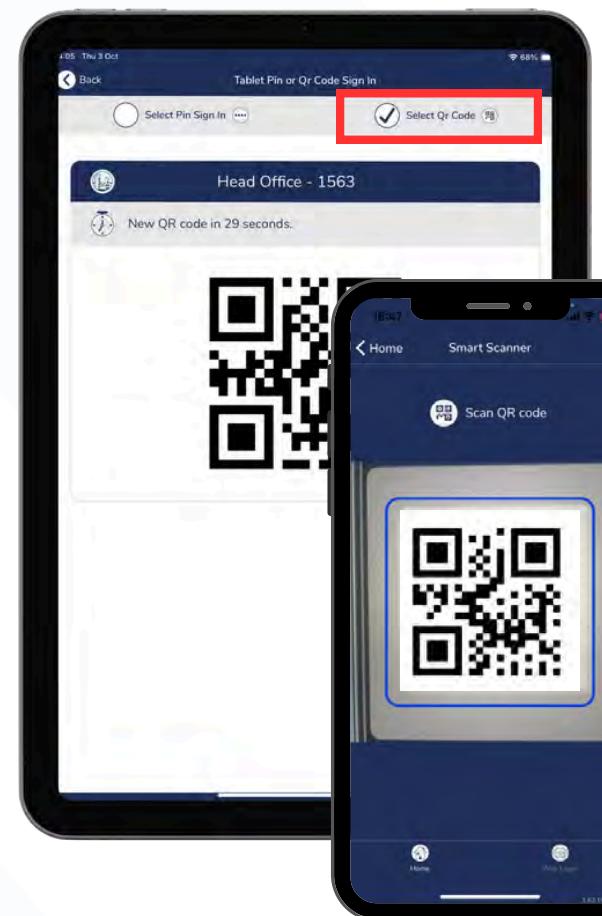
Highlights that operative has been signed in by manager

HOW TO SIGN IN AND OUT OF SITE USING QR CODE

HOW TO SIGN IN AND OUT OF SITE USING QR (1/2)



Press '**Sign In**' button



On the Site Tablet. Make sure '**Select QR Code**' is ticked.

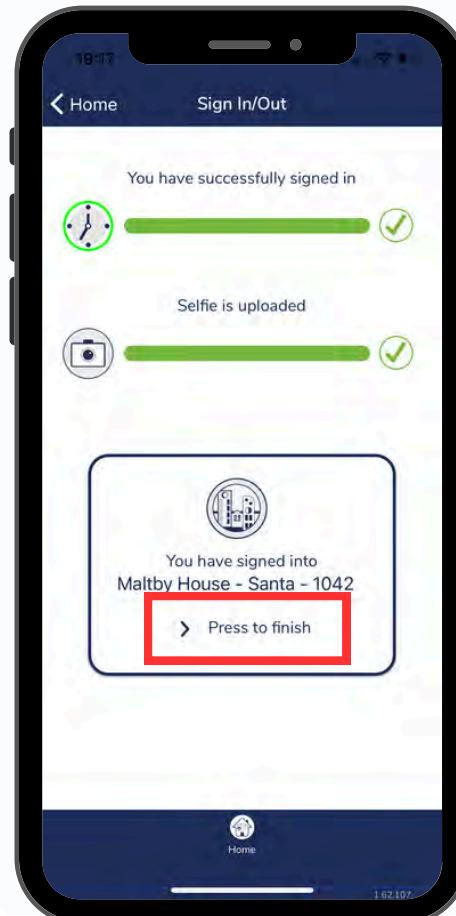
Scan the QR code with your mobile phone. Make sure it is in the square.

HOW TO SIGN IN AND OUT OF SITE USING QR (2/2)



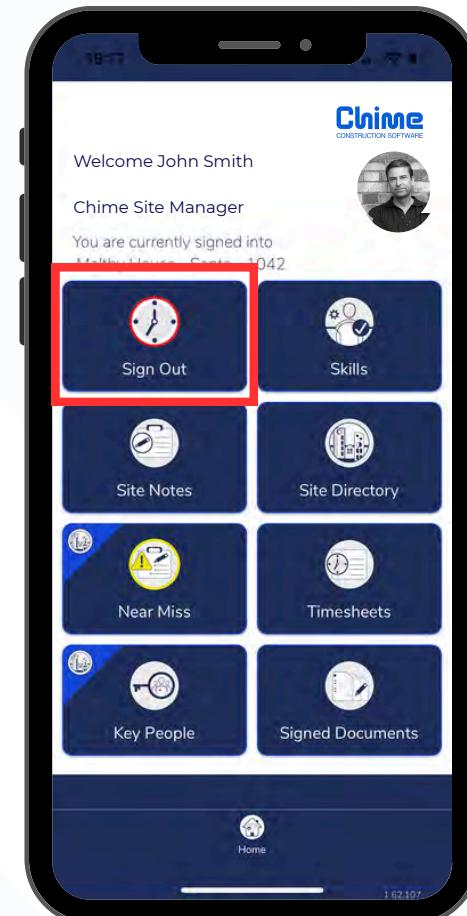
Take selfie.

(Must be clear photo of head and shoulders, looking direct into camera)



Checking details.

Press to finish

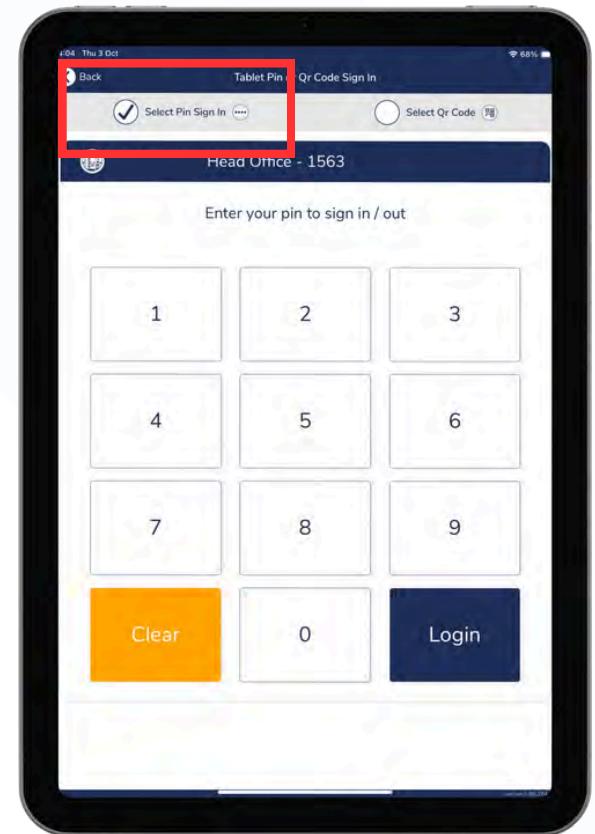
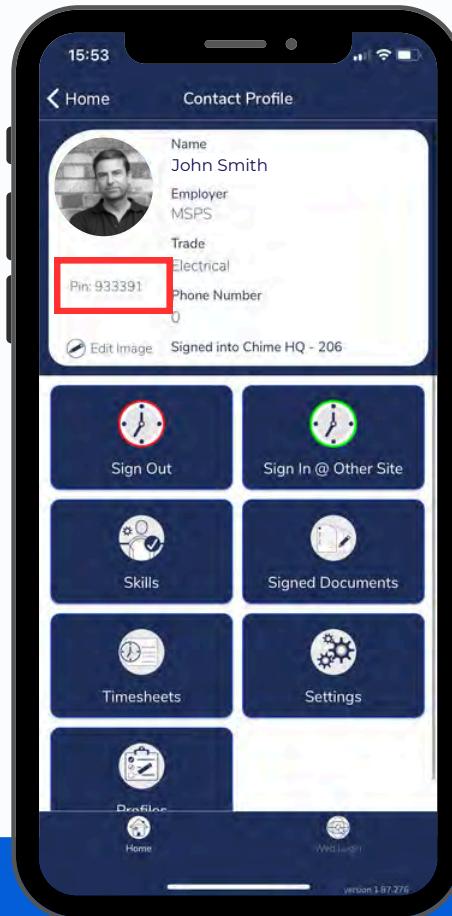
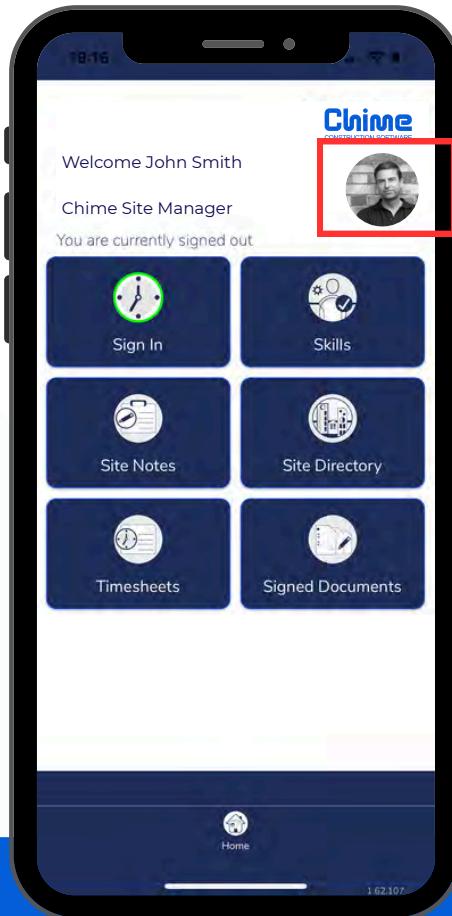


Well done!

All signed in.
Repeat Process to Sign Out again.

HOW TO SIGN IN AND OUT OF SITE USING PIN CODE

HOW TO SIGN IN AND OUT OF SITE USING PIN CODE (1/2)



BEFORE YOU START - MAKE SURE YOU KNOW YOUR 6-DIGIT CODE

On **Home Screen** > Press your **photo** > you will find your pin code underneath your photo on your Contact Profile.

On the Site Tablet. Make sure 'Select Pin Sign in' is ticked.

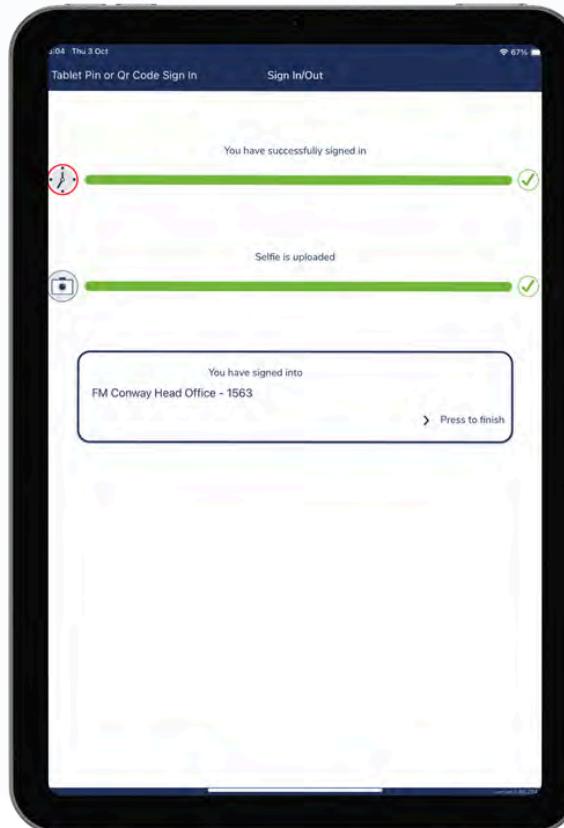
Type in your 6-digit code and press 'Login' button

HOW TO SIGN IN AND OUT OF SITE USING PIN CODE (2/2)



Take selfie.

(Must be clear photo of head and shoulders, looking direct into tablet camera)



If any documents to sign, read and sign them.

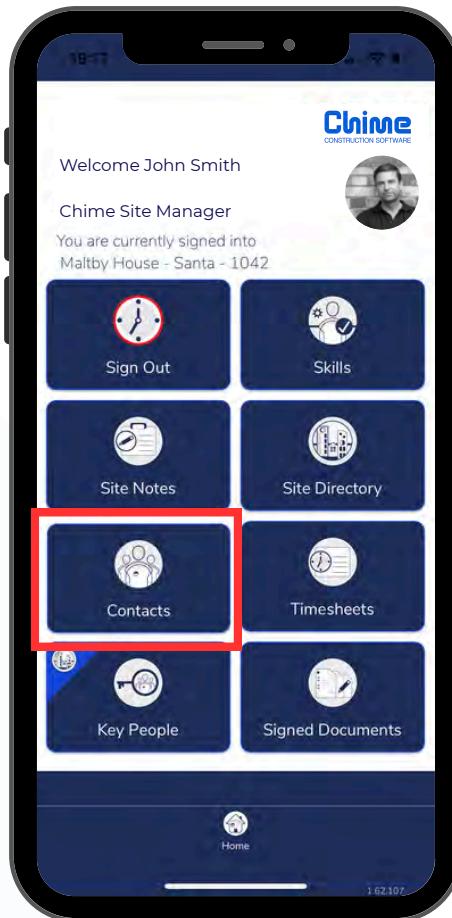
Otherwise, all done. **Press to finish**

TO SIGN OUT - REPEAT THE PROCESS:

- Type in your **6-digit code**
- **Read and sign** any documents
- Take A **Selfie**
- You will now be signed out of site

HOW TO ADD A NEW OPERATIVE / SUBBY

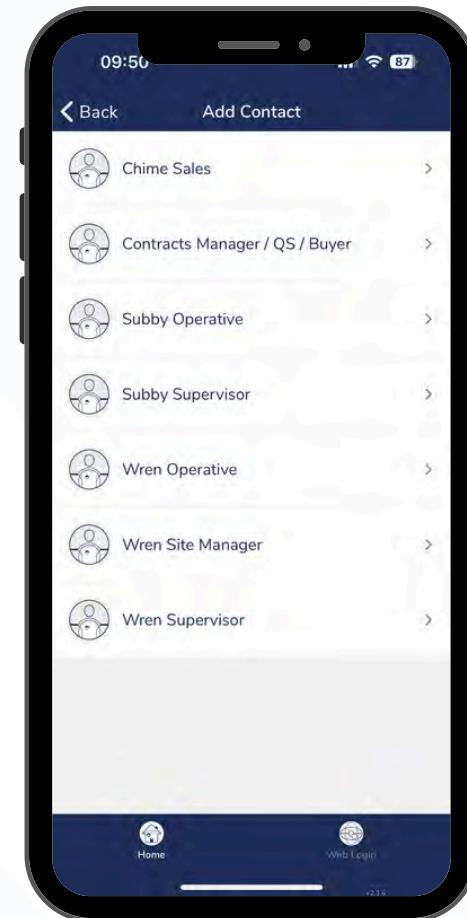
HOW TO ADD A NEW OPERATIVE (1/2)



Press '**Contacts**' Button



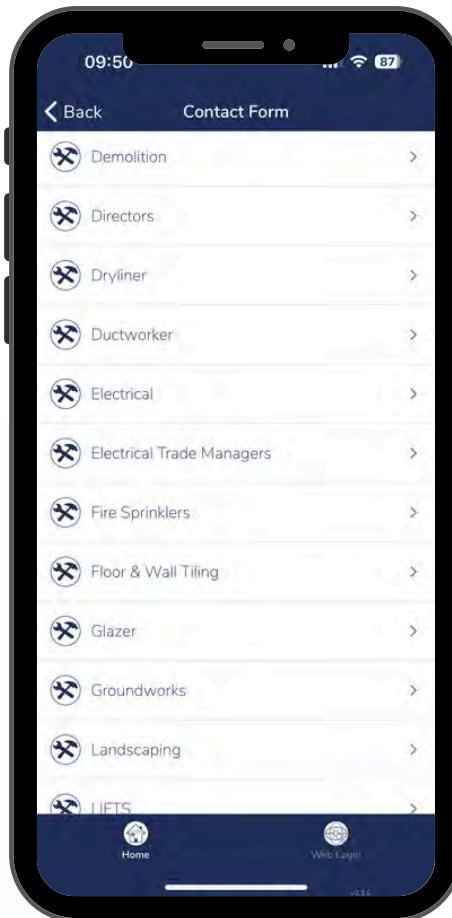
Press + Add a new contact button



Select a **Role**

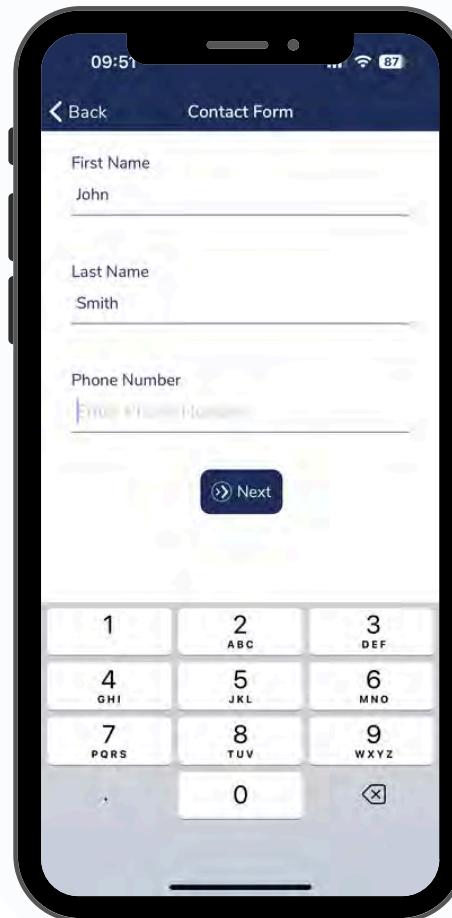
NB - Super User / Admin can add role on Chime desktop if not on list.

HOW TO ADD A NEW OPERATIVE (2/2)



Select a **Trade**

NB - Super User / Admin can add trade's on Chime desktop if not on list.



Write **first name, last name** and **mobile** number.

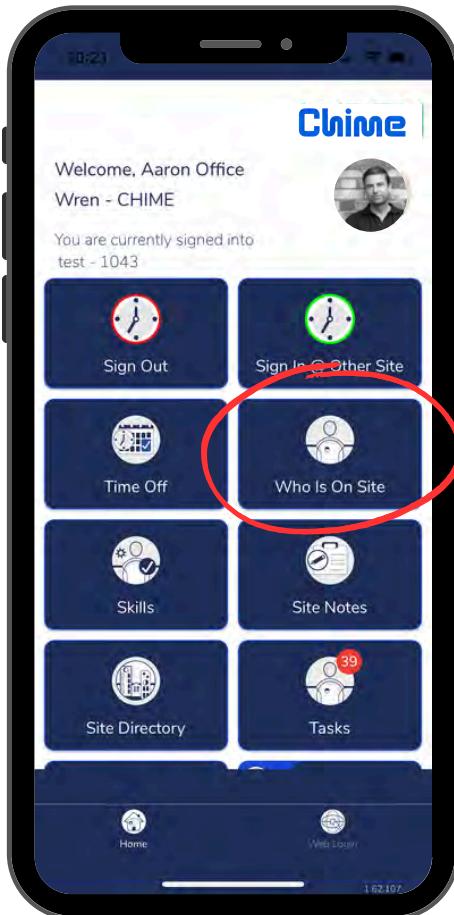
INVITATION SENT!

- Operative will now receive a text message

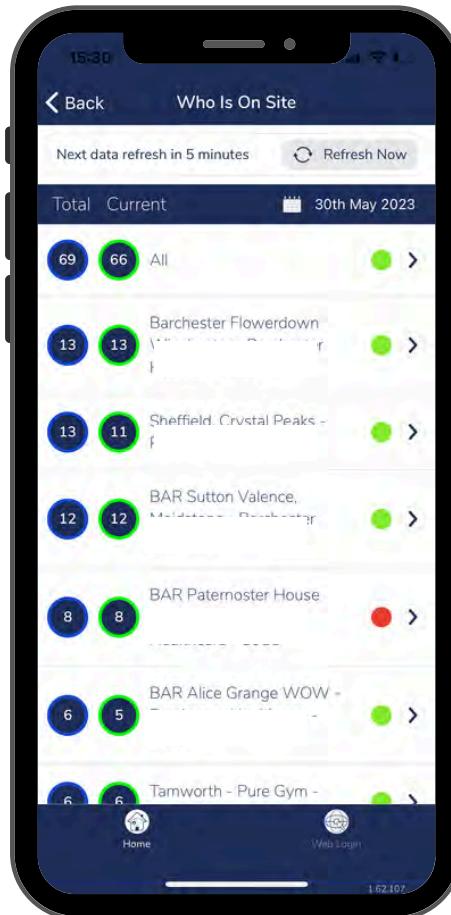
(see page 6)

HOW TO VIEW WHO IS ON SITE

HOW TO VIEW WHO IS ON SITE (1/2)

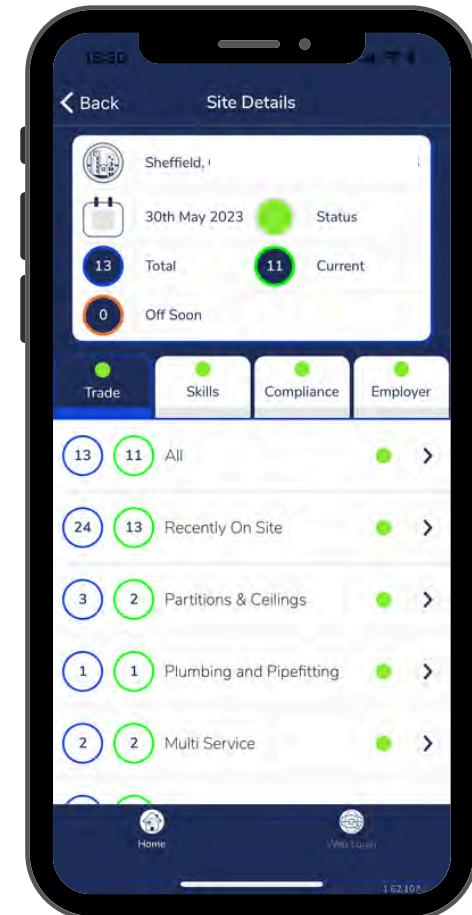


Select 'Who is on site' Button



See overview of all 'live' sites.

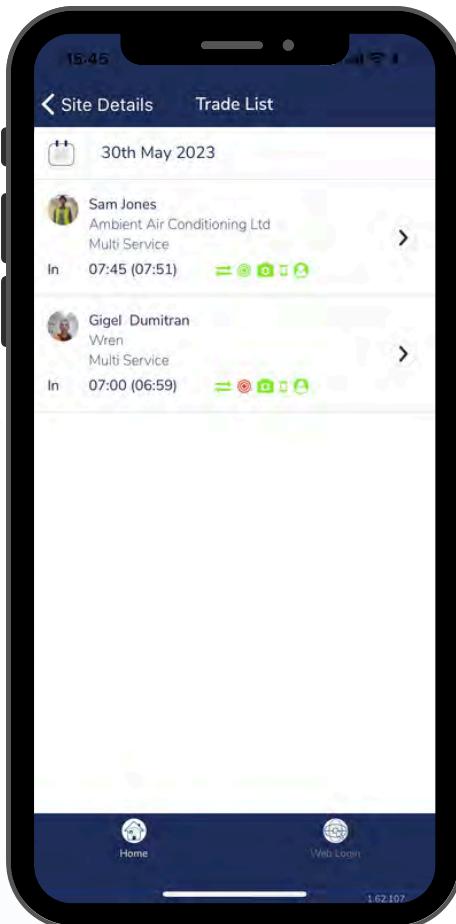
Select Site you want to view (or use calendar icon to select another date)



Site overview

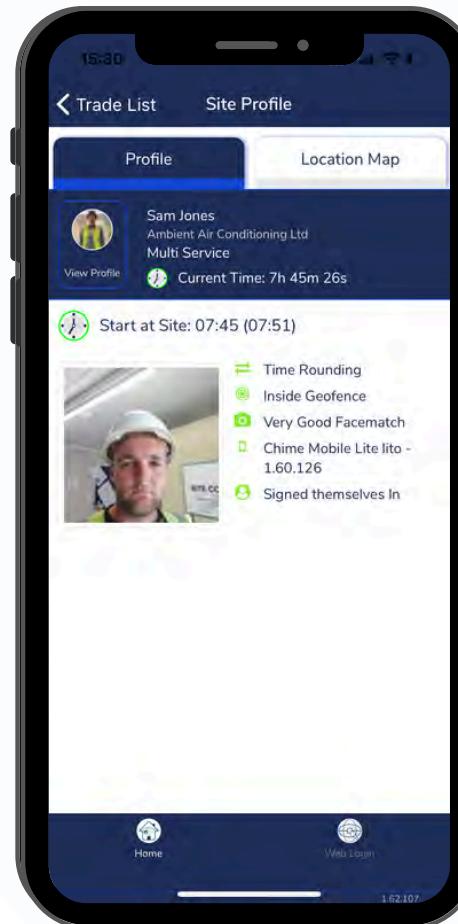
Overview of total number of operatives / managers who are on site. Select a **trade**.

HOW TO VIEW WHO IS ON SITE (2/2)



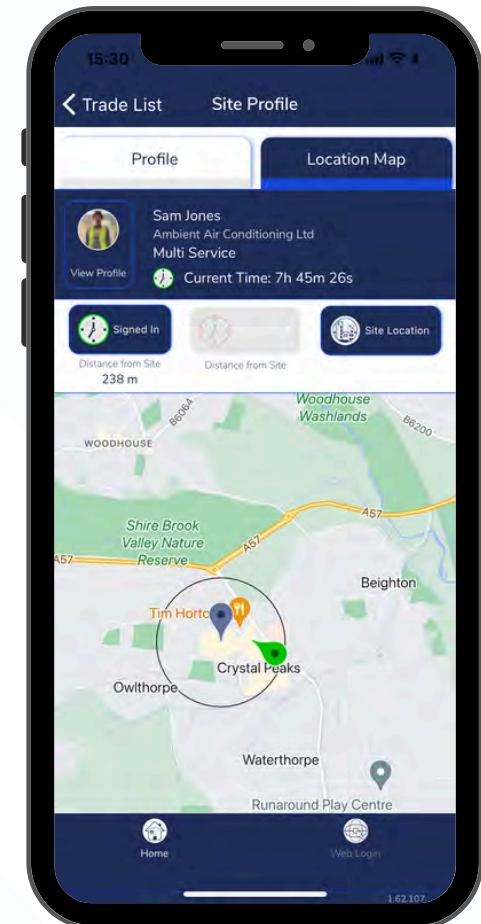
List of operatives with key information. Drill down to see further information.

Select an **individual**.



Profile tab - displays details of sign in / out and photo.

View traffic light status.

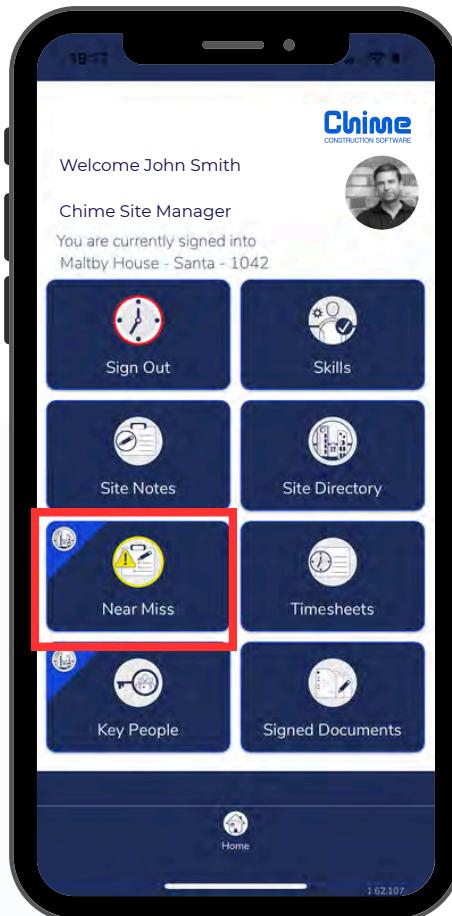


Location tab - displays details of location of sign in and geofence. Details of distance. Can zoom in and out.

View traffic light status.

HOW TO REPORT A NEAR MISS

HOW TO REPORT A NEAR MISS (1/2)



Press '**Near Miss**' Button

NB: you must be signed into a site to have the ability to report a near miss.



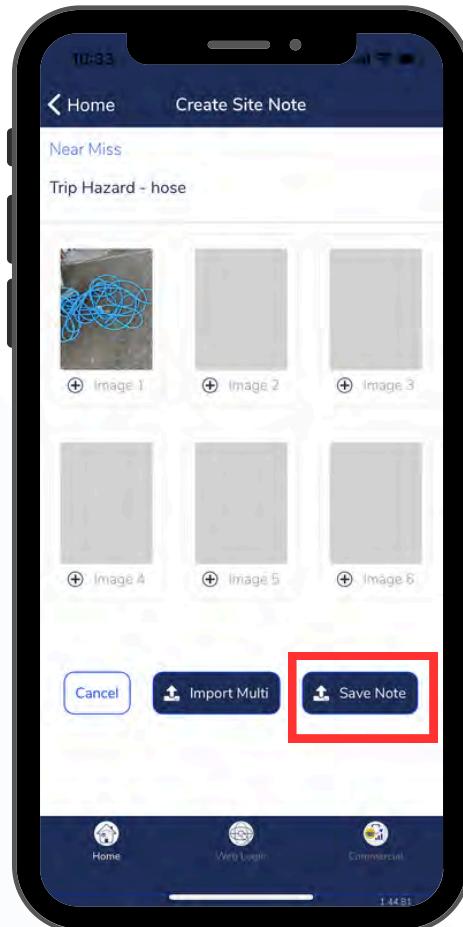
Write **description** of near miss.

Add photos (if needed)



Take photo of hazard

HOW TO REPORT A NEAR MISS (2/2)

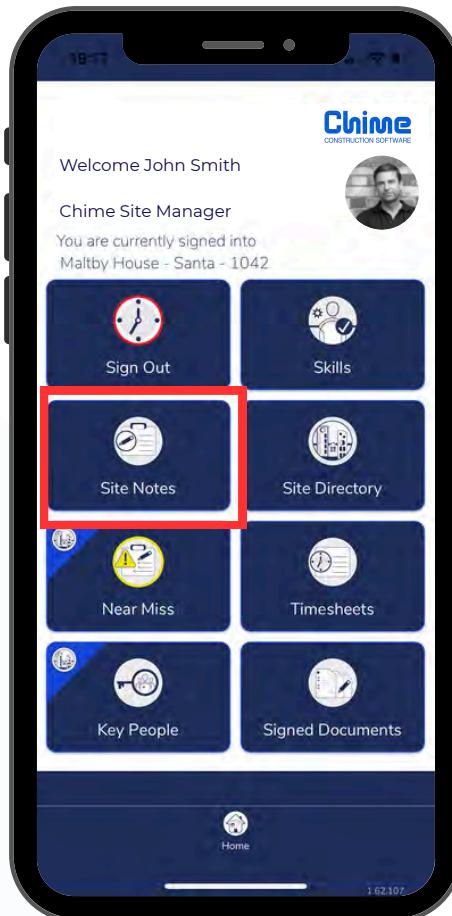


Press '**Save Note**' Button

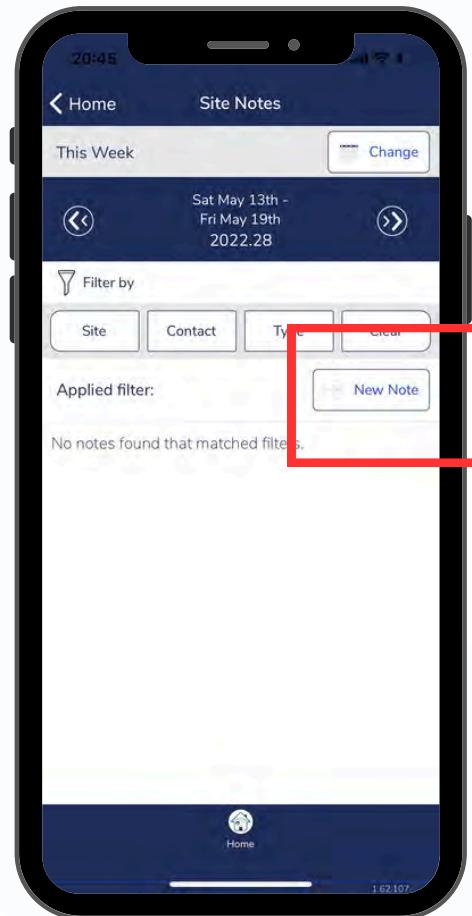
NB: Near miss added. Manager
will be notified

HOW TO ADD A SITE NOTE

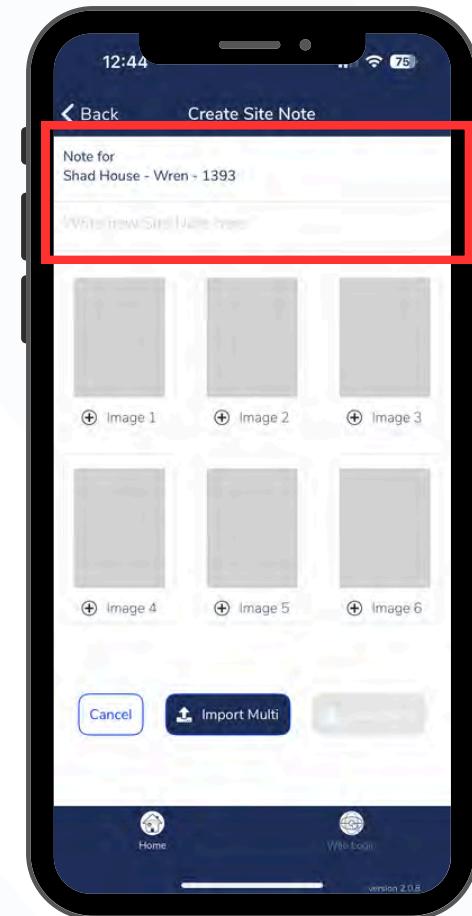
HOW TO ADD A SITE NOTE (1/2)



Press '**Site Note**' Button and select **Site** that you want to make note for



Press **+ New Note** button.

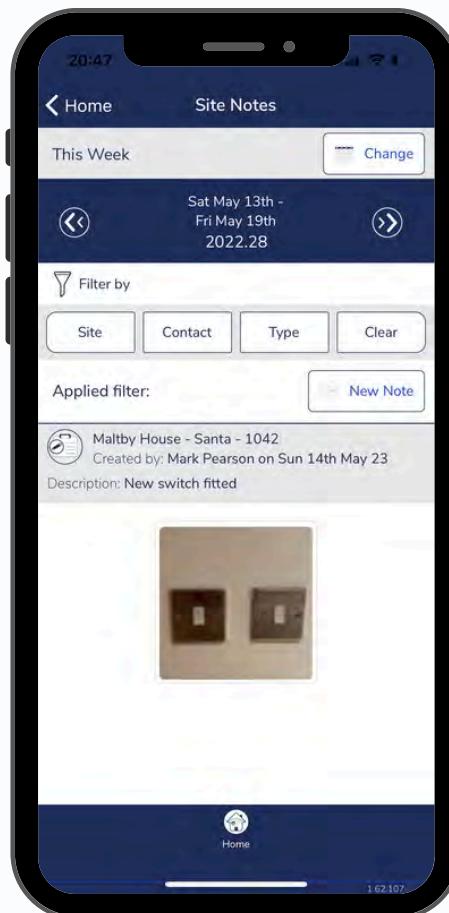


Write Description and press on **+ image** if want to add photos

HOW TO ADD A SITE NOTE (2/2)



Take photo and press **Confirm and Save**

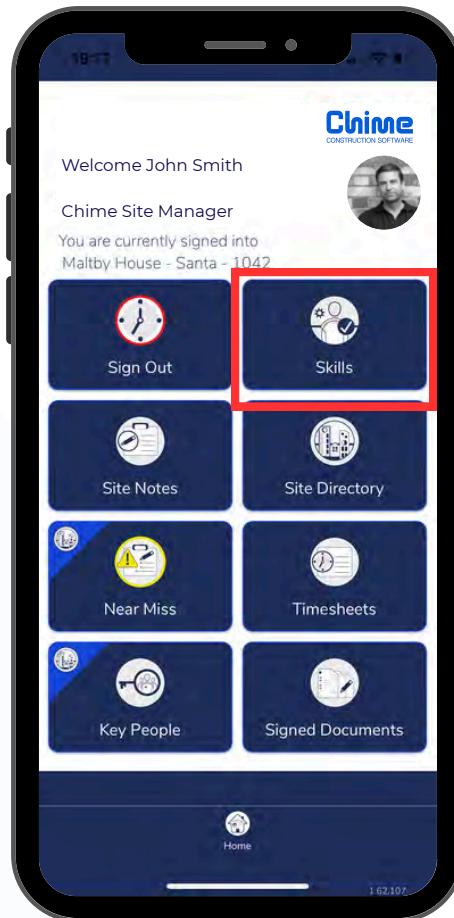


Site Note Added!

Can view notes and filter accordingly.

HOW TO VIEW & ADD YOUR OWN SKILLS

HOW TO VIEW & ADD YOUR OWN SKILL (1/2)

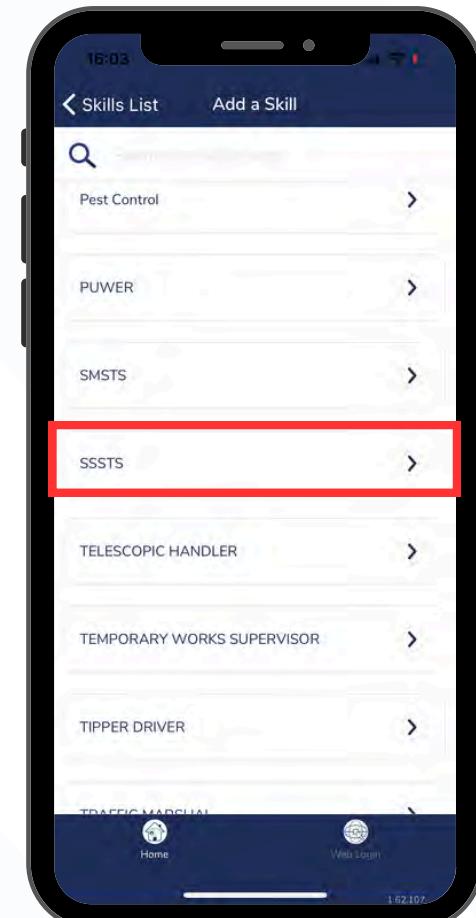


Press '**Site Note**' Button and select **Site** that you want to make note for



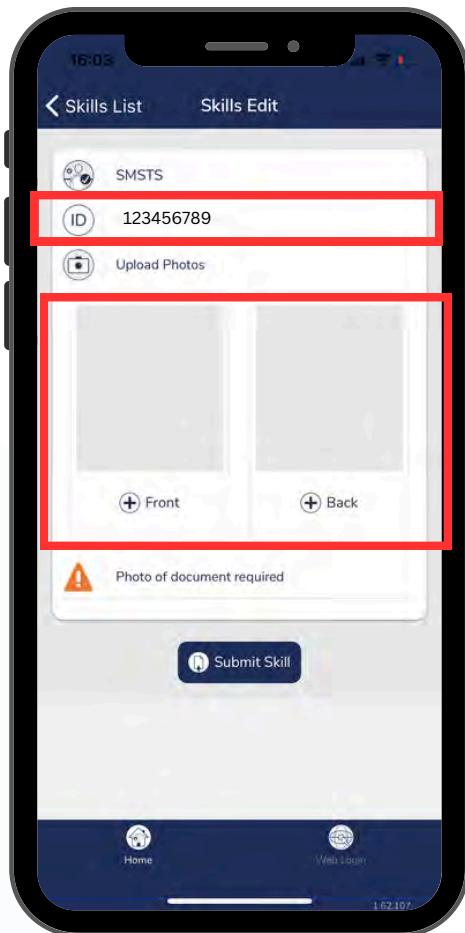
Press **+ Add a New Skill** button.

(NB:Once added your certificates / skills - you will be able to see them all listed here)

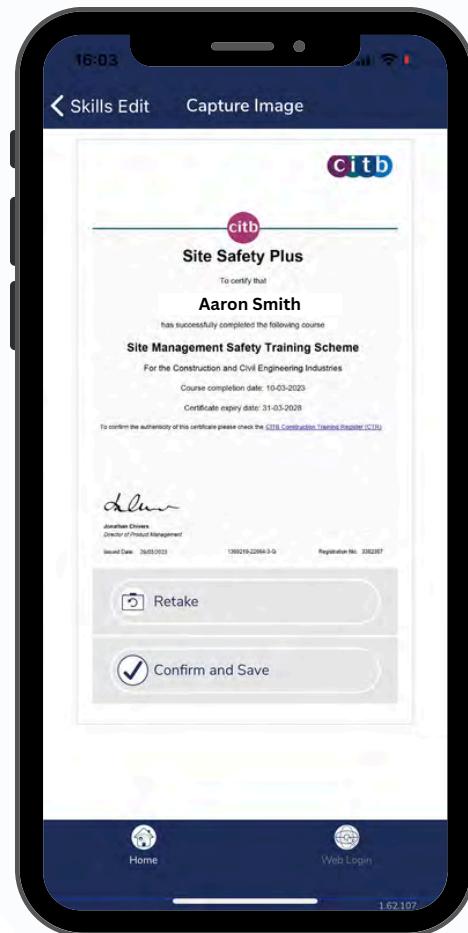


Select type of skill you are adding

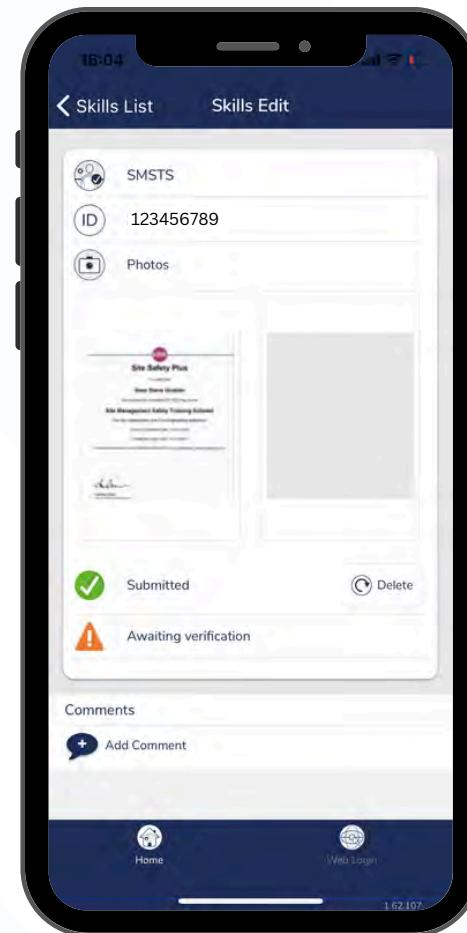
HOW TO VIEW & ADD YOUR OWN SKILL (2/2)



Fill in details - **ID number** and + **photo** of certificate (front and back if necessary)



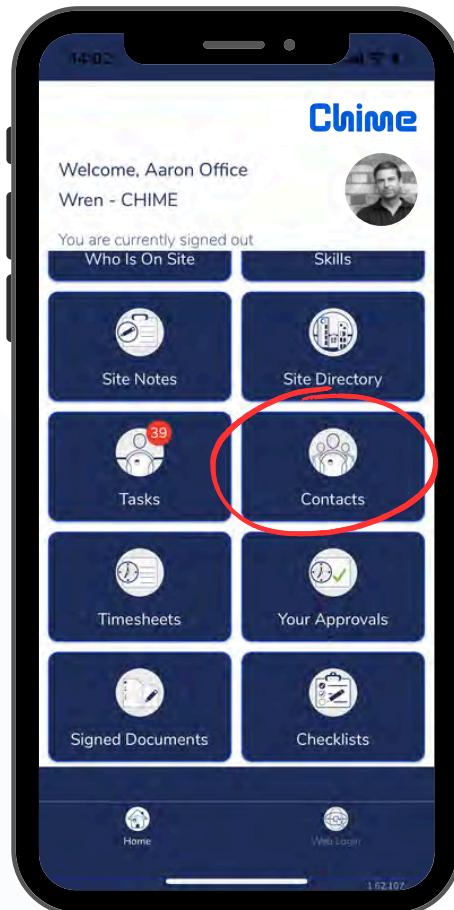
Take photo (or select from your phone roll).
Select **Confirm and Save** button



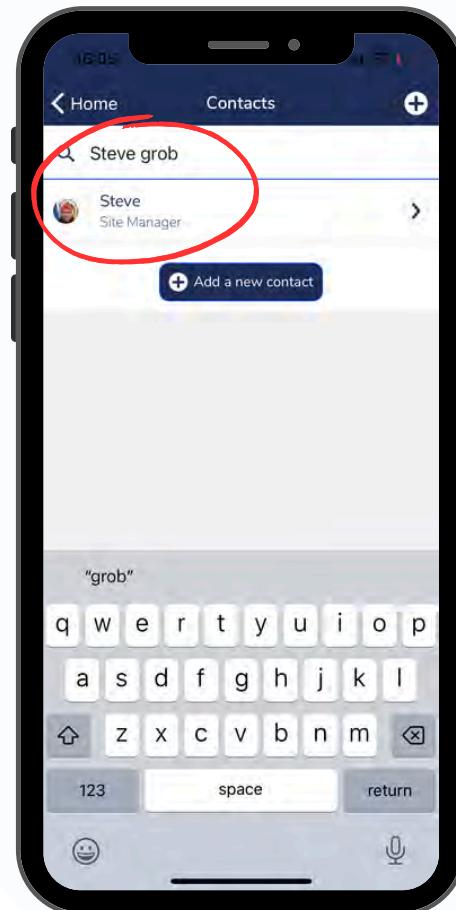
Skill Added (but not yet Verified)
Designated staff will verify and status will turn green when done.

HOW TO ADD A SKILL FOR SOMEONE ELSE

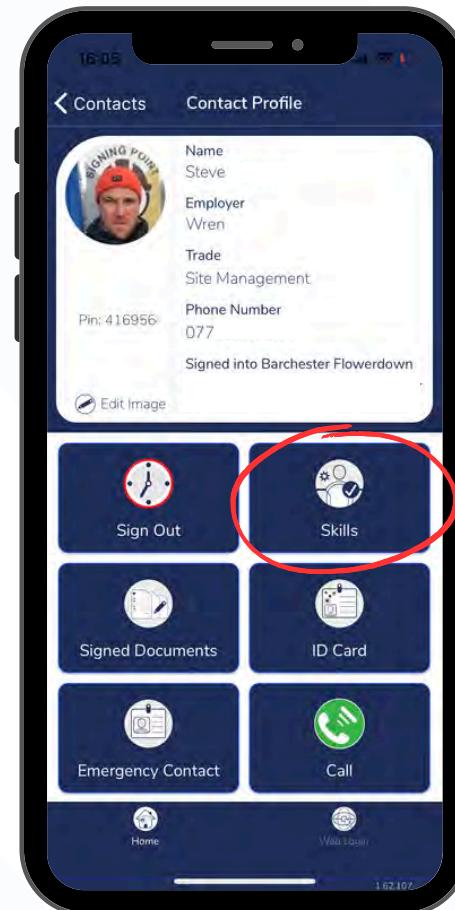
HOW TO ADD A SKILL FOR SOMEONE ELSE (1/4)



Select 'Contacts' button

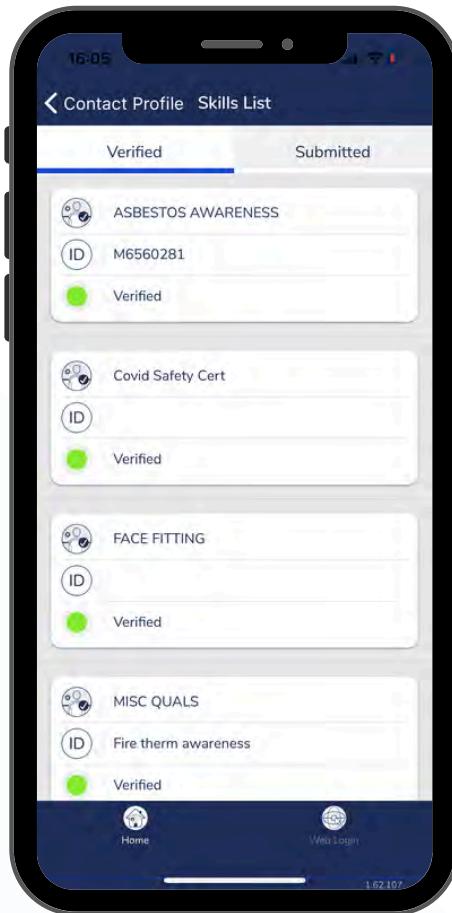


Search and select individual



Select **Skills** Tile on their profile

HOW TO ADD A SKILL FOR SOMEONE ELSE (2/4)



View **all current skills / certs** holds.

Easy view to see verification / ID numbers.

Select a skill to view.



See certification details and when verified.

Select image to view closer detail



Can view certificate easily.

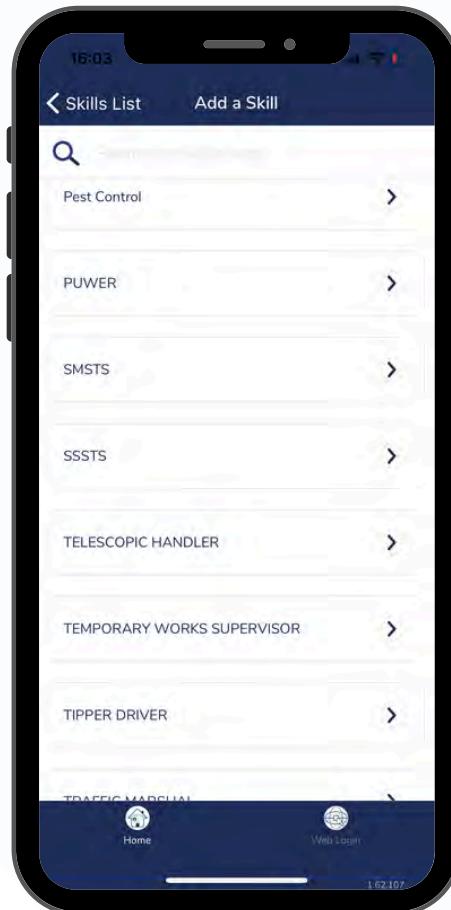
Swipe down to close.

HOW TO ADD A SKILL FOR SOMEONE ELSE (3/4)



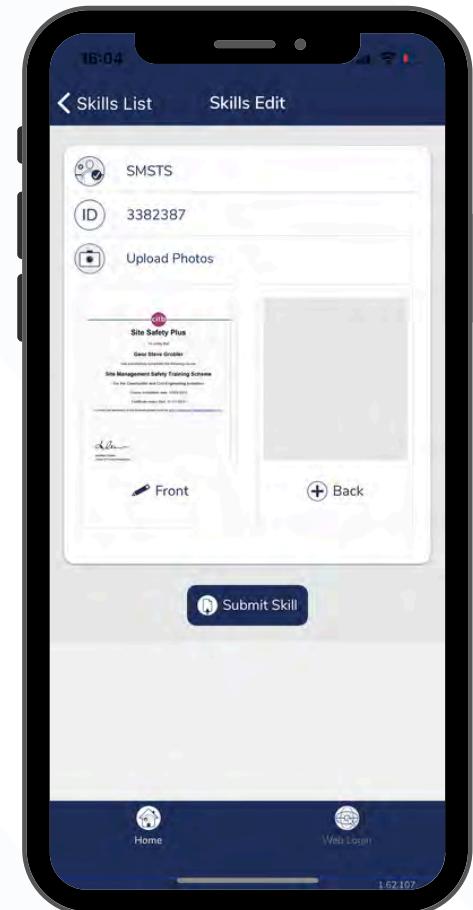
To add new skill. Select 'submitted' tab.

Select '+ Add a new skill'



Select **type of skill** from list

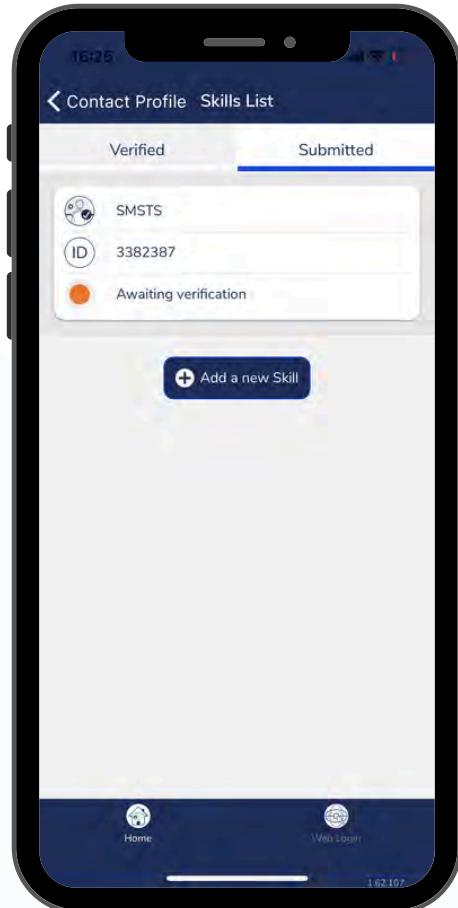
(NB - if not on list, contact your admin / super user to add it to the list)



Type in details and add photo.

Select '**submit skill**'.

HOW TO ADD A SKILL FOR SOMEONE ELSE (4/4)

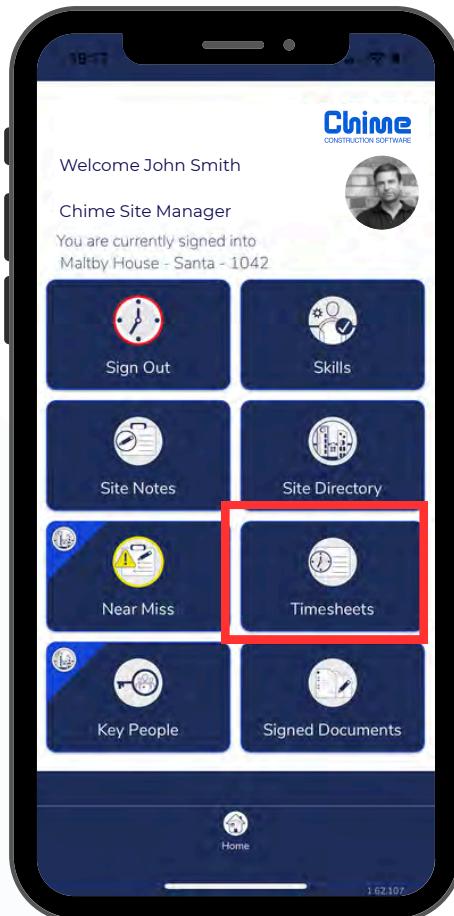


Well done!

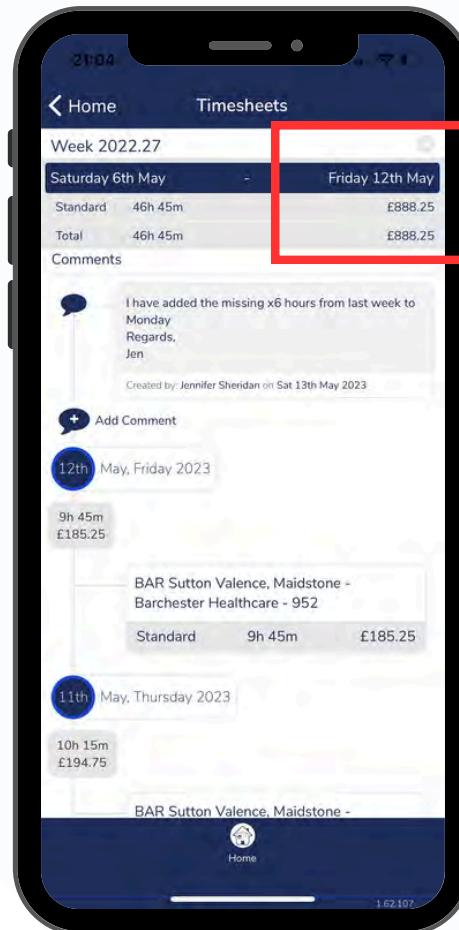
Skill now added. Awaiting verification.

HOW TO VIEW YOUR OWN TIMESHEET

HOW TO VIEW YOUR OWN TIMESHEET

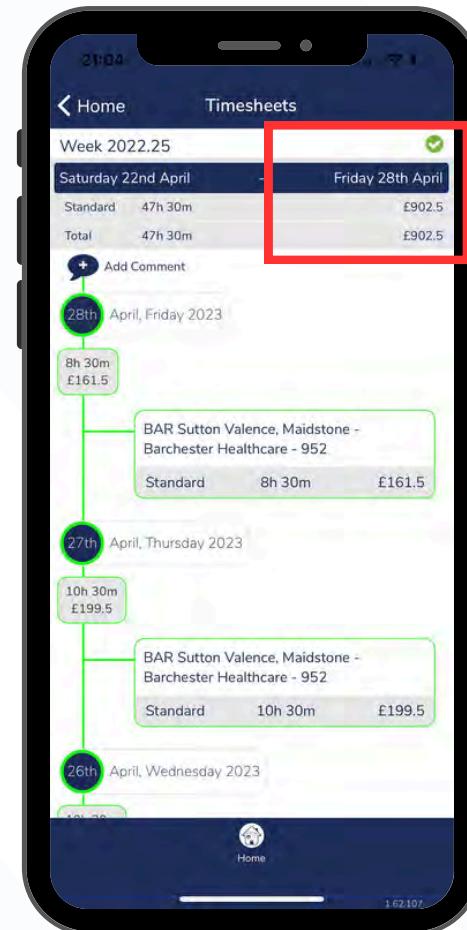


Press '**Timesheets**' Button



View **current timesheet** - see running total at top of screen.

Scroll down to see Individual day totals

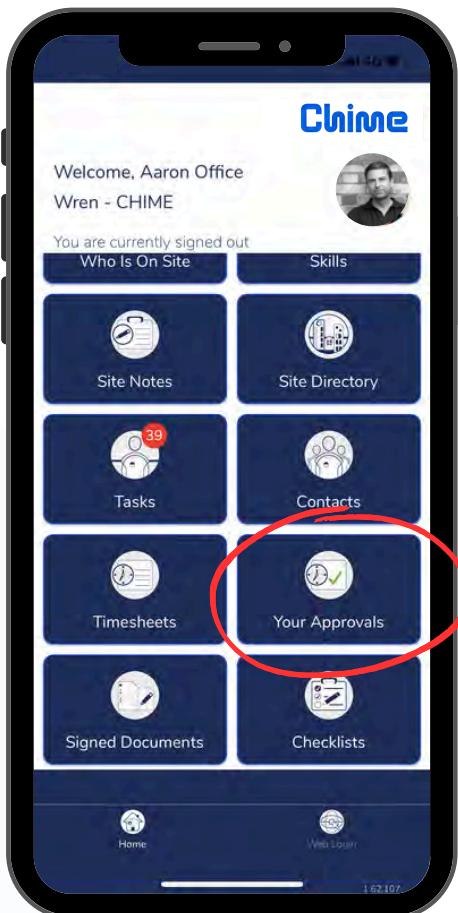


Scroll down to see previous weeks.

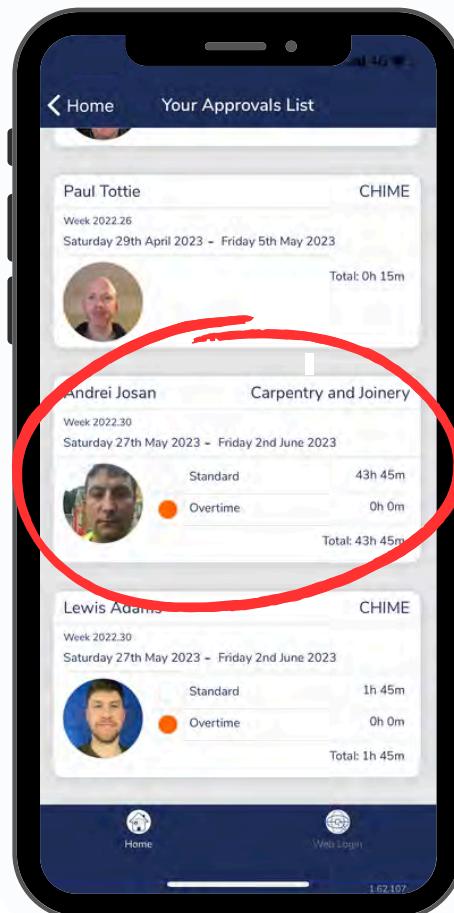
Green lines / tick = Approved Hours

HOW TO APPROVE TIMESHEETS

HOW TO APPROVE TIMESHEETS (1/2)

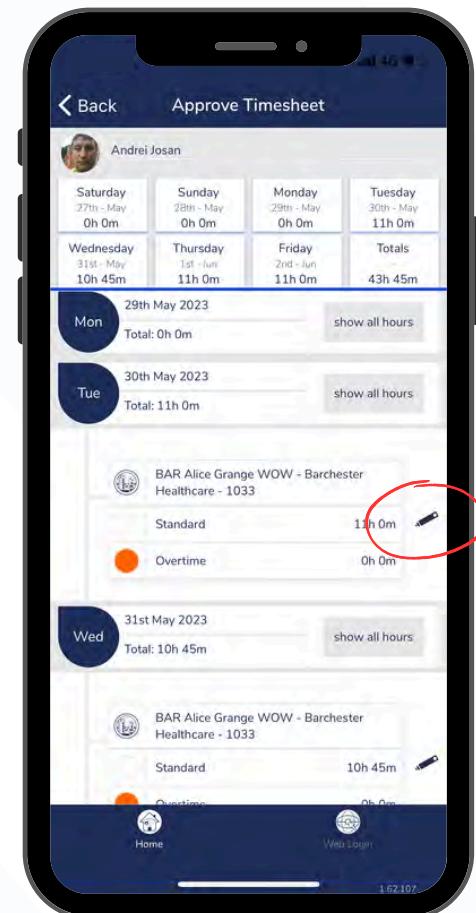


Select 'Your Approvals' Button on Home Screen



View list of all timesheets needing approval.

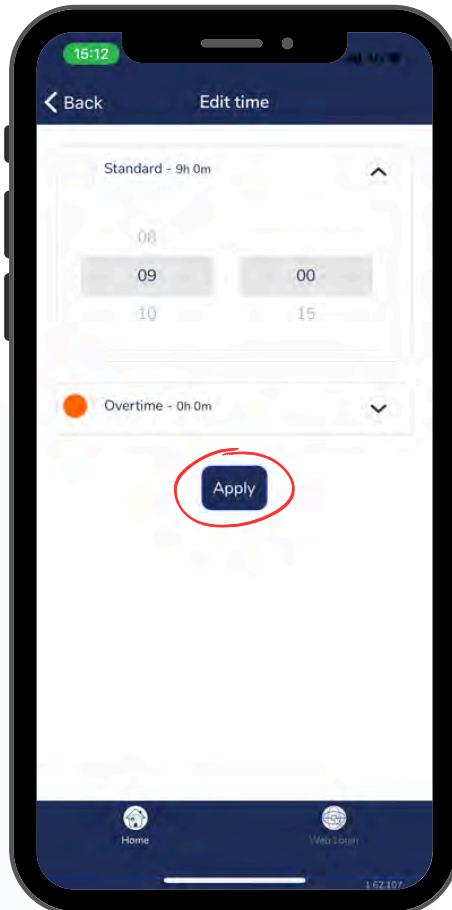
Select an **individual**.



View hours worked.

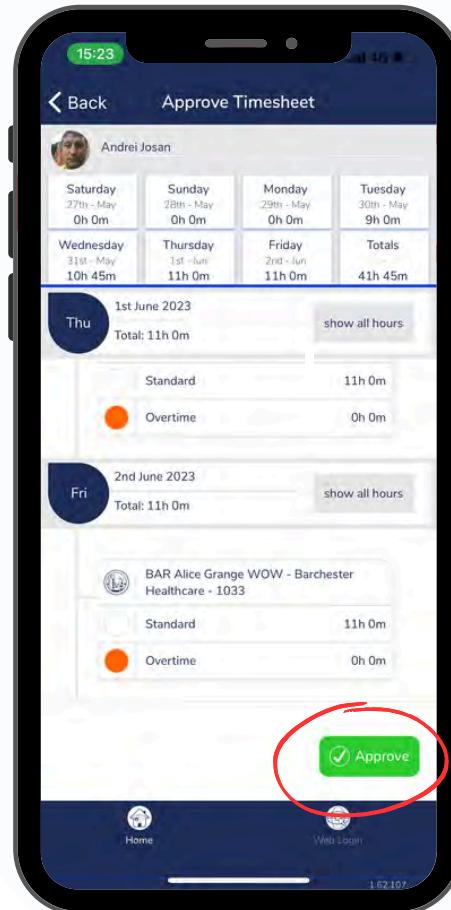
Top breakdown shows clock in times. To edit hours select the **pen icon**.

HOW TO APPROVE TIMESHEETS (2/2)



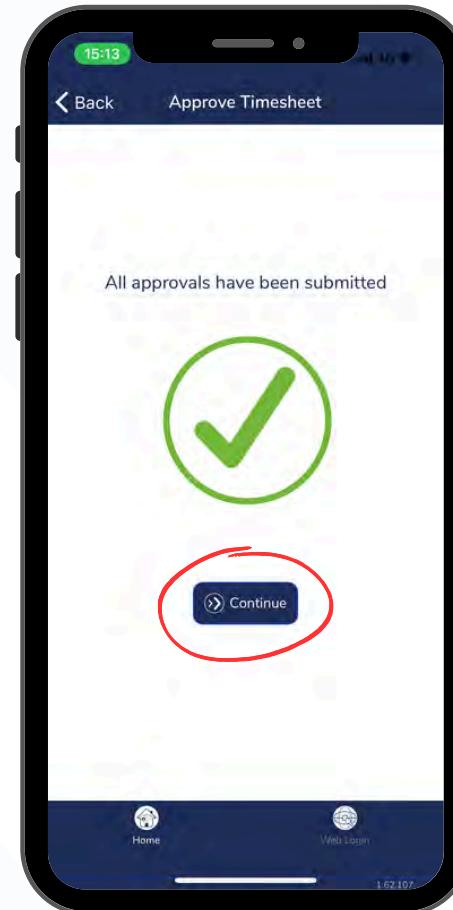
Select hours that want to approve.

Can select Standard or Overtime Hours. Select '**apply**'.



Repeat as necessary for each day of week.

When finished, scroll to bottom and **select approve**

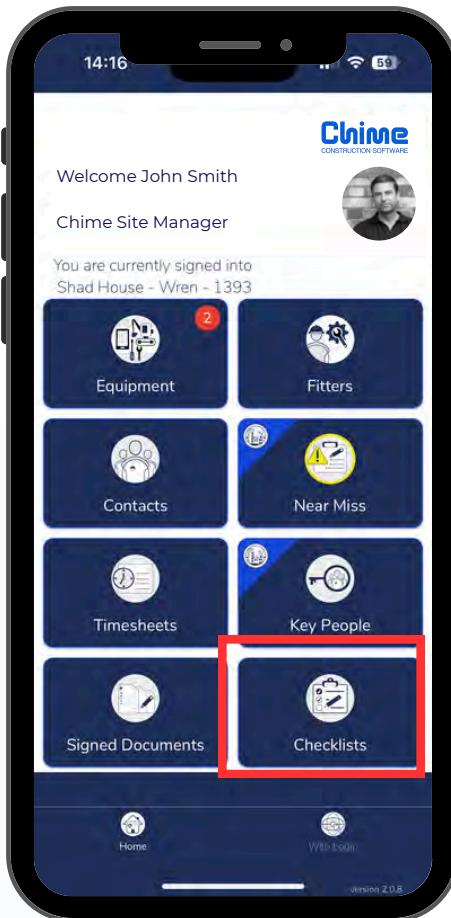


All hours approved for week. Select **continue** button.

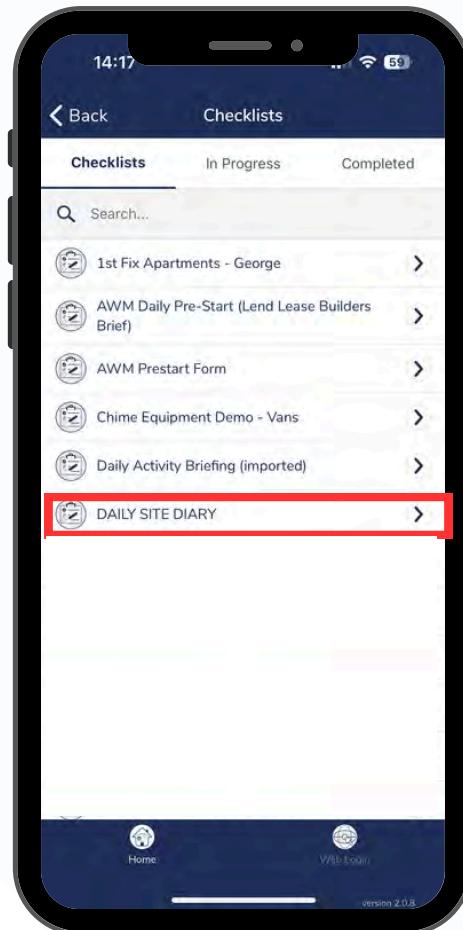
Return to list to approve further operatives if necessary.

HOW TO COMPLETE A CHECKLIST

HOW TO COMPLETE A CHECKLIST (1/2)

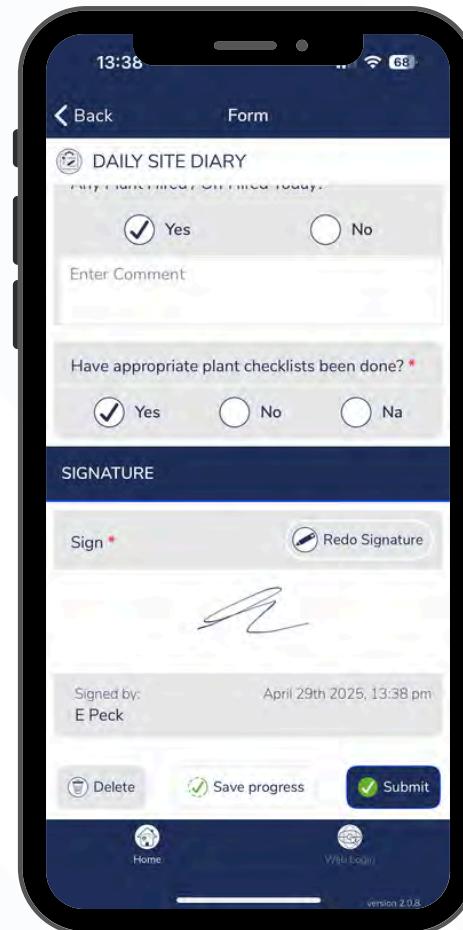


Press '**Checklists**' Button



Select a Checklist to carry out.

NB: Only ones will show on your list that

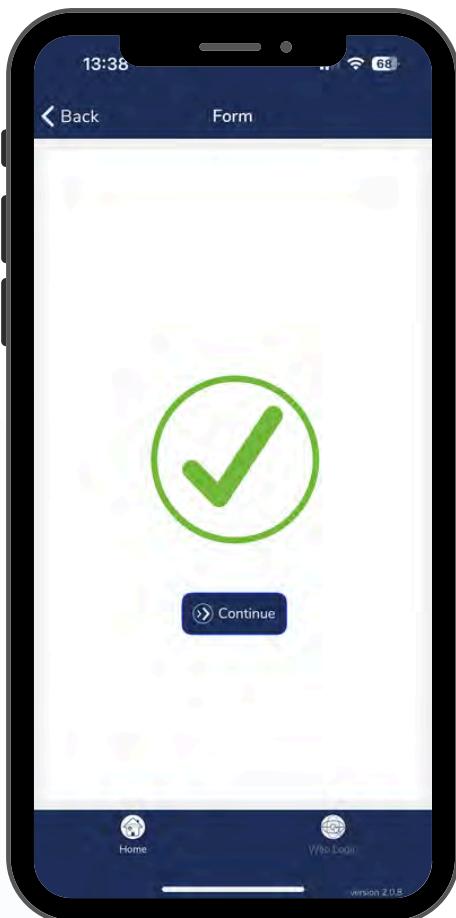


Complete Checklist.

Either '**Save Progress**' if haven't completed.

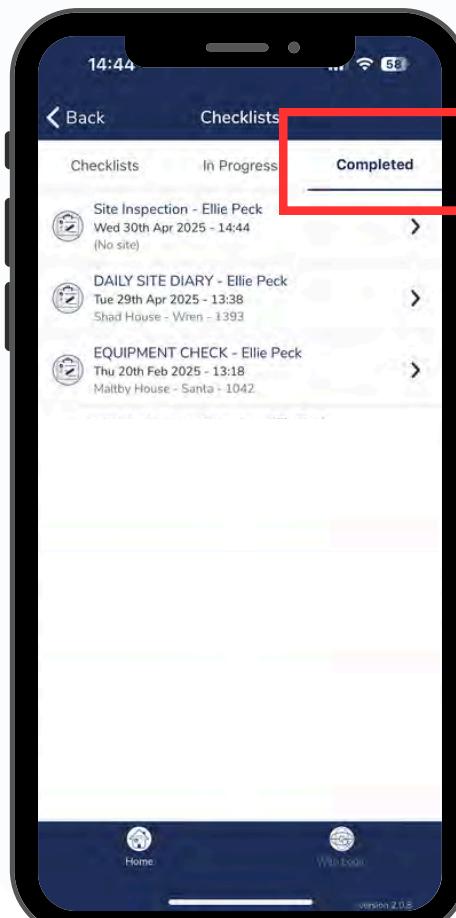
Or, Press '**Submit**' when finished

HOW TO COMPLETE A CHECKLIST (2/2)



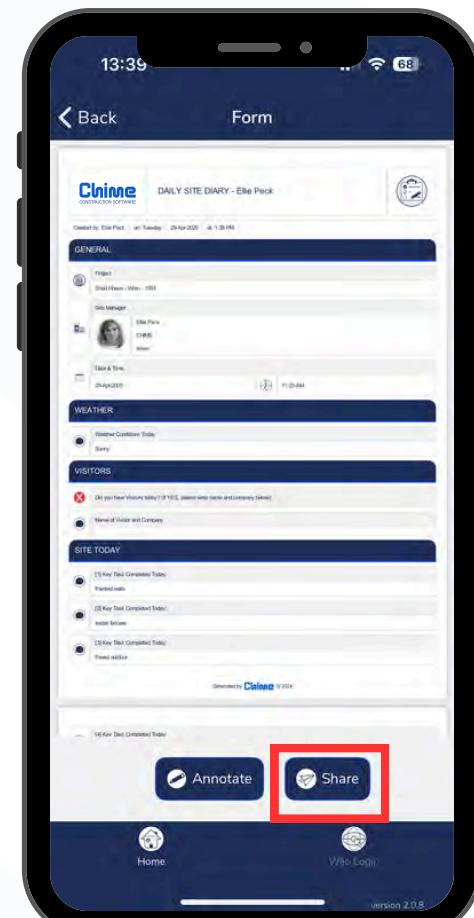
Checklist done!

Press '**Continue**' Button



To view Checklist - Select the '**Completed**' tab

Press Checklist want to view & share

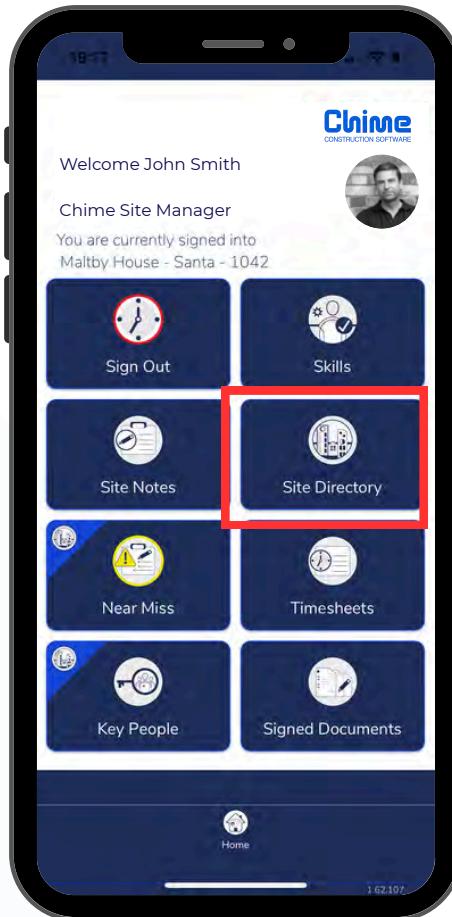


View Checklist

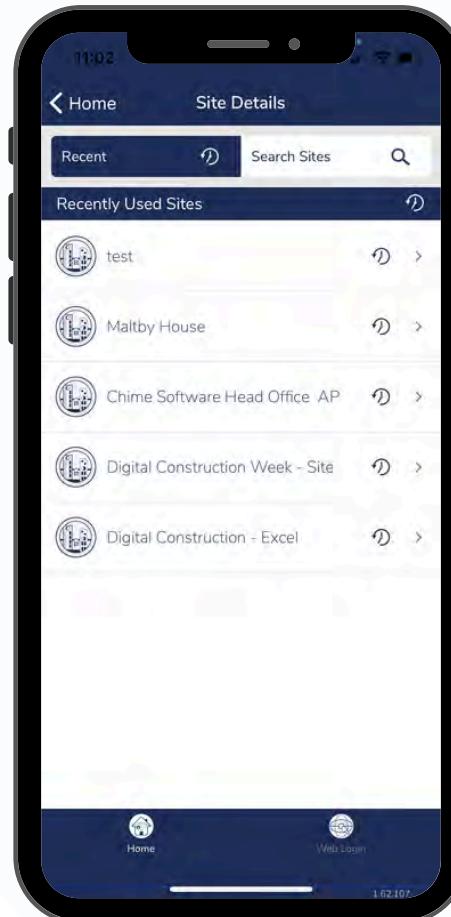
Press '**Share**' button to send and share PDF

HOW TO USE SITE DIRECTORY

HOW TO USE SITE DIRECTORY (1/1)



Press 'Site Directory' Button



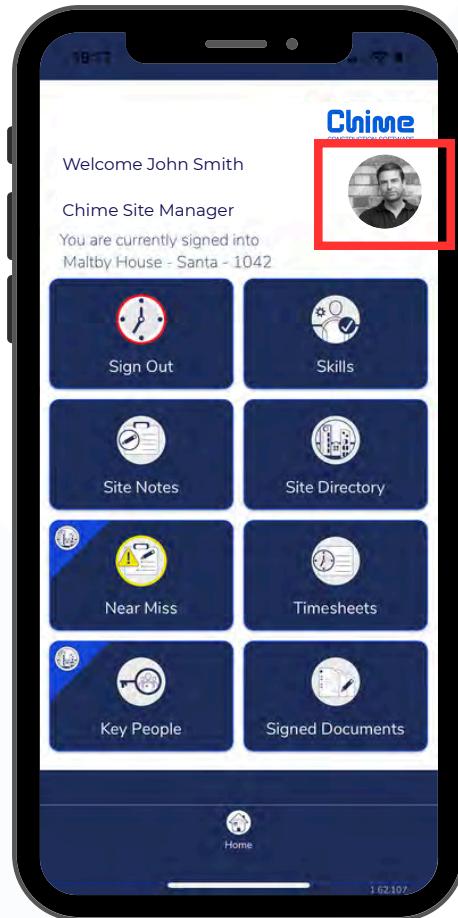
Press (or search) for a site



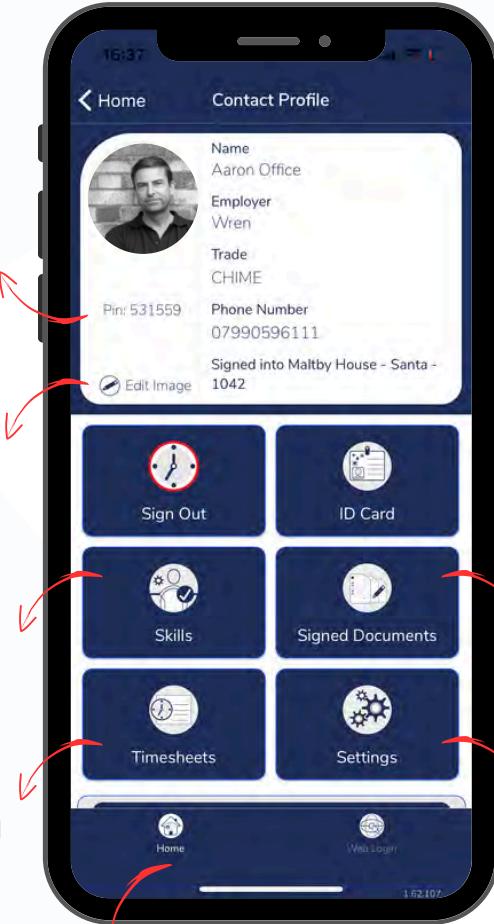
View documents associated with that site (ie Induction / RAMS) or
get **Directions** with '**Route**' button from your current location

HOW TO MANAGE CONTACT PROFILE

HOW TO MANAGE YOUR CONTACT PROFILE



Press '**Photo Profile**'



This is your unique pin for signing into site using as Site Tablet.

To change profile picture, select 'edit image' and take a new photo

Can view and update / add your skills here

View your timesheets here - hours worked / paid here

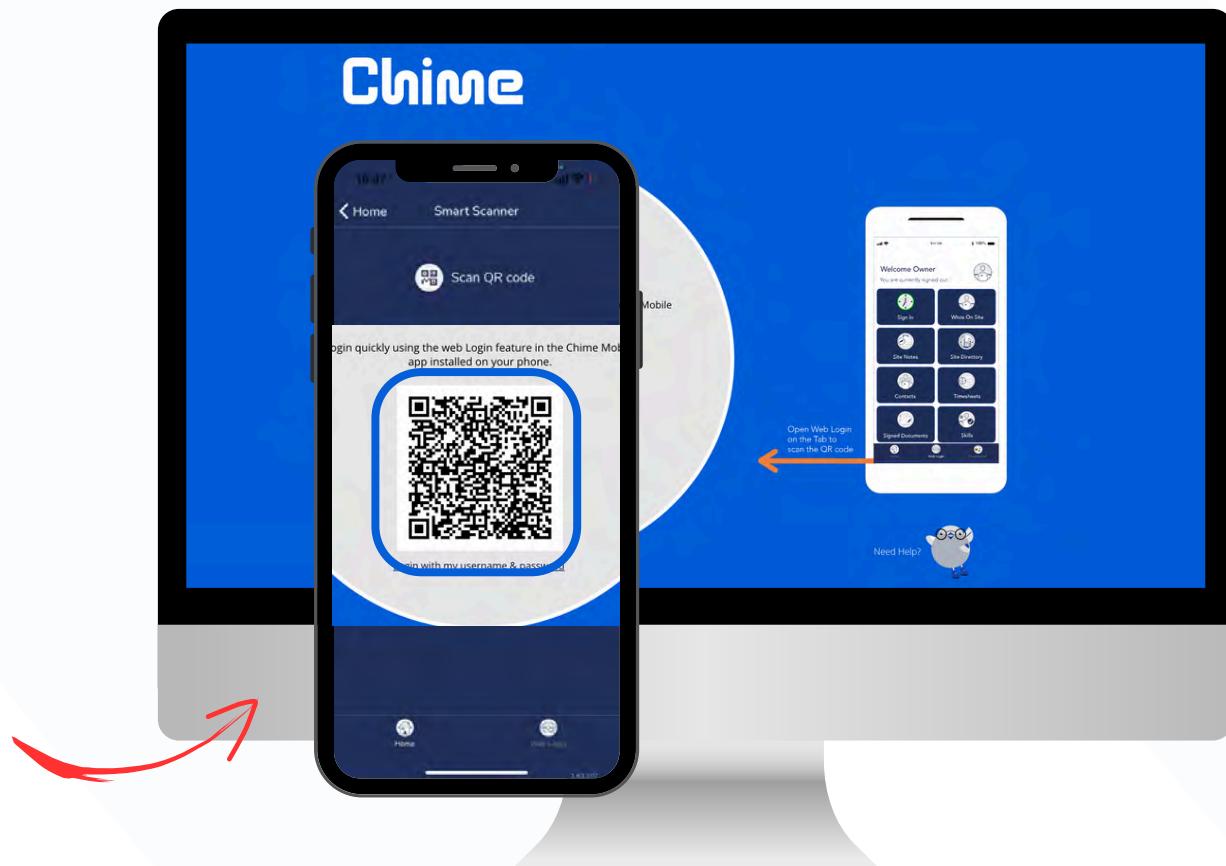
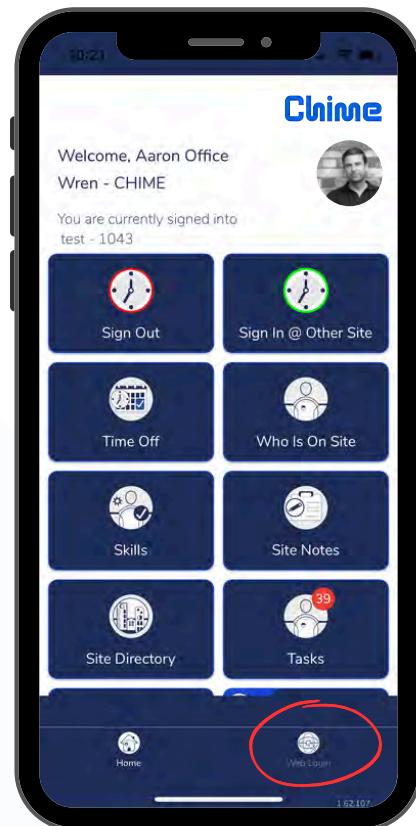
Return to Home Screen

View all documents that you have signed

Can log out of app or Contact Chime Support here

HOW TO LOG ONTO CHIME DESKTOP

HOW TO LOG ONTO CHIME DESKTOP



Select 'Web Login'

Go to yourcompany.chimenow.com on your desktop.

Hold your phone up to scan QR.
You are now signed into Chime Desktop

FREQUENTLY ASKED QUESTIONS

FAQ'S

Why should I have this on my phone?

- Allows you to view a real-time breakdown of the hours you have worked each week and the sites you have attended. This is broken down on a day by day / week by week basis and will ensure you are paid correctly for the hours you have worked.
- Will reduce the amount of paperwork you need to complete on a daily basis. For example - Site Inductions, Tool Box Talks, carry out Checklists and Daily Covid questions can all be viewed and signed via the app.
- Provides ability to take site notes and record near misses on the move and take accompanying photos.
- All skills and qualifications can be added and viewed in the app – i.e. CSCS / First Aid / IPAF / Asbestos Awareness.

Is the app tracking me all day?

- No the app does not track you all day. When you clock in / out the app records your location at that exact moment using GPS. The app then switches off and does not track any of your movements during the day.

How much data does the app use?

- The app uses a very small amount of data. Please see below example figures:

- Clock In / Out (2 photos) = 120 kb

- Add a Site Note = 600 kb

What happens if I forget or lose my phone? How do I clock in / out?

- Your manager will have the functionality to clock you in and has ability to update time-sheet hours.

FAQ'S

What happens if my phone battery dies during the day so I can't log out?

- Your manager will have the functionality to clock you in and has ability to update time-sheet hours.

If I need to use the help section on my app, it uses my personal WhatsApp page, can they see my personal chats?

- No Chime cannot see any personal WhatsApp pages. The link in the app is to Chime's business WhatsApp account and we can only see the direct conversation we are having with the individual.

How do I receive the latest updates of the App?

- On both Android and IOS Devices you can select auto download so you will automatically receive the latest update as soon as this is released. Alternatively, when you visit the App Store or Google Play Store it will highlight if a new Chime app update is available.

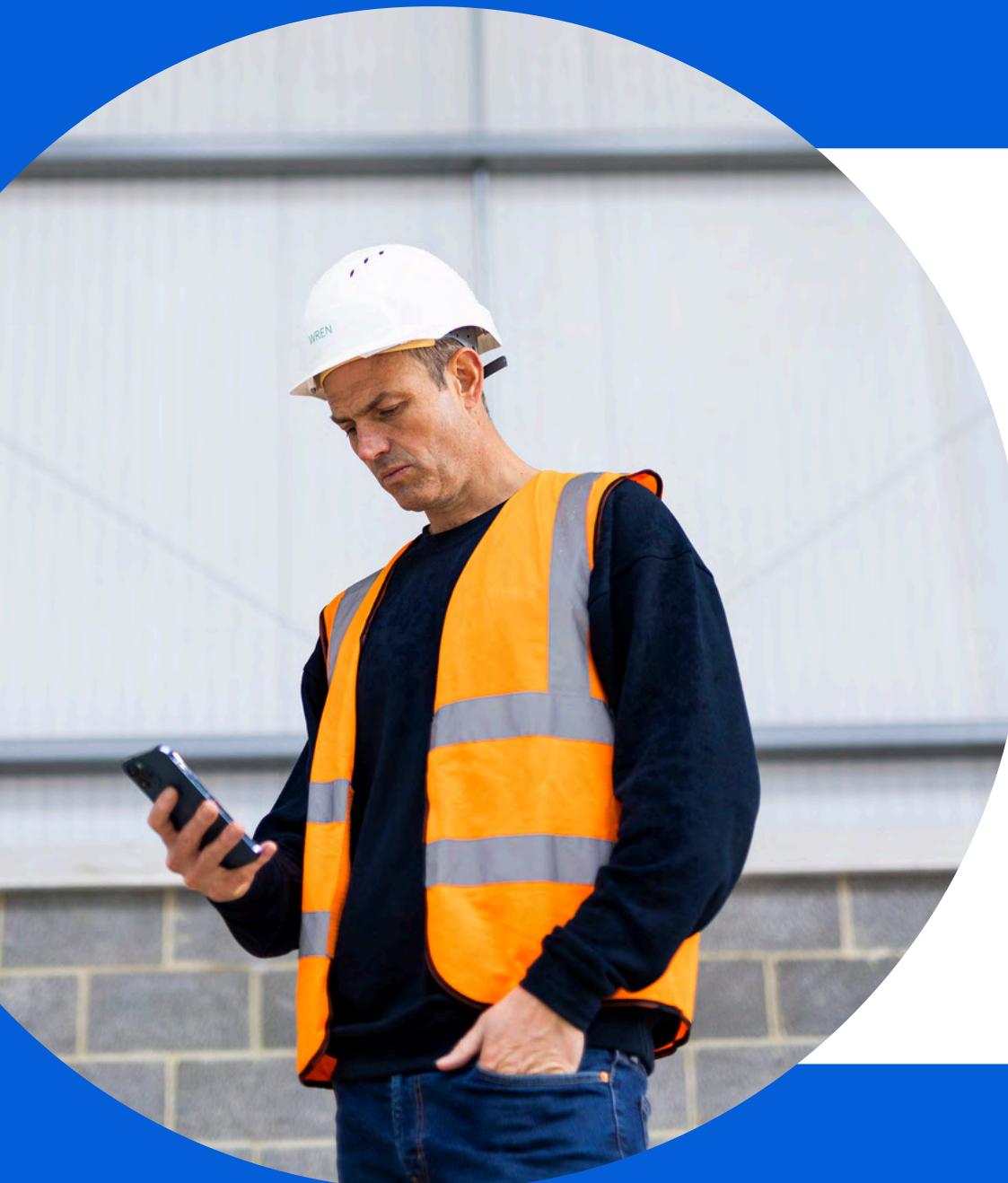
What happens if I log out of the app and forget my password

Select 'need help logging in' button on the front of the app then from the login help page select 'forgot password'

What happens if I change my mobile phone?

If you have changed your handset but not mobile number select "need help logging in" on front page of the app then from the login help page select 'forgot password'.

If you have changed your mobile number please contact system administrator in company who will update your passport with your new number and send a new invite.



CONTACT

Any further help, please don't hesitate to get in touch

- **Support Phone**
01923 965 545
- **Support Email**
Support@Chimesoftware.co.uk
- **Website**
chimesoftware.co.uk