

Checking swipes on projects, sites and zones

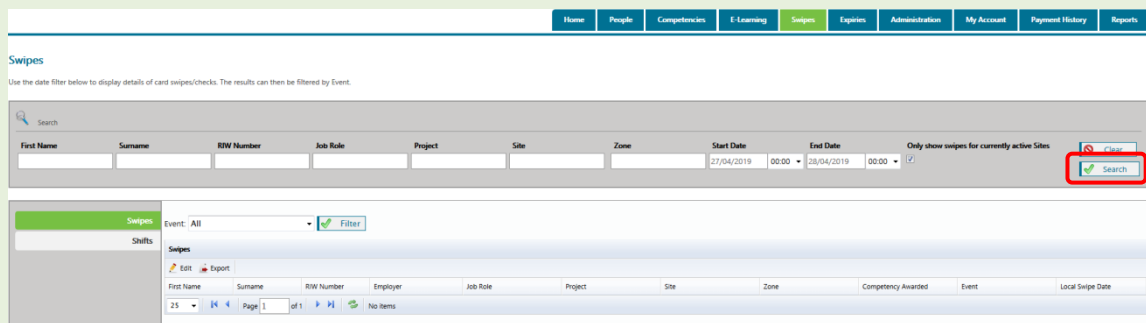
QUICK GUIDE

To swipe a card means the action taken to acknowledge that a cardholder is present at a site. A cardholder can be swiped in or spot-checked before entering a worksite. This instruction demonstrates how to run a report showing who is swiped into a project, site or zone.

Step 1 Go to <https://app.riw.net.au> and login using your credentials.

Step 2 Click on the **Swipes** tab.

Step 3 Fill in the filters to refine the displayed information as required and click on the **Search**. By leaving the filters blank all information will be displayed.



Step 4 You can further filter your results to show those currently swiped in, access denied etc., by making your selection from the filter drop down list.

