

Checking swipes on projects, sites and zones via the RIW system

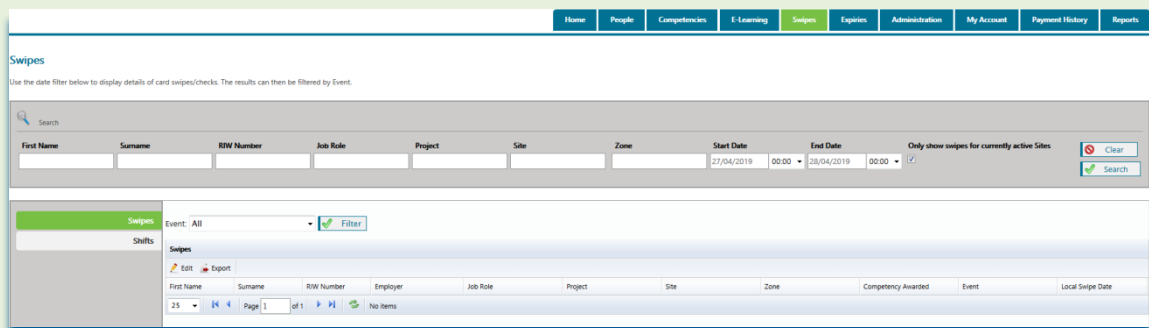
QUICK GUIDE v1.0

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

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

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

Step 3 Fill in the filters and click on the **search** button. 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., and make your selection from the filter drop down list.

