



# SkillGuard Quick Guide

## Web Card Reader

## Step 1 Minimum System Requirements

Ensure the minimum system requirements are met.

Operating System	Supported Browser(s)
Microsoft Windows	Google Chrome, Microsoft Edge, Firefox
Mac OS	Safari, Google Chrome
Android	Google Chrome
iOS version 10 and above	Safari

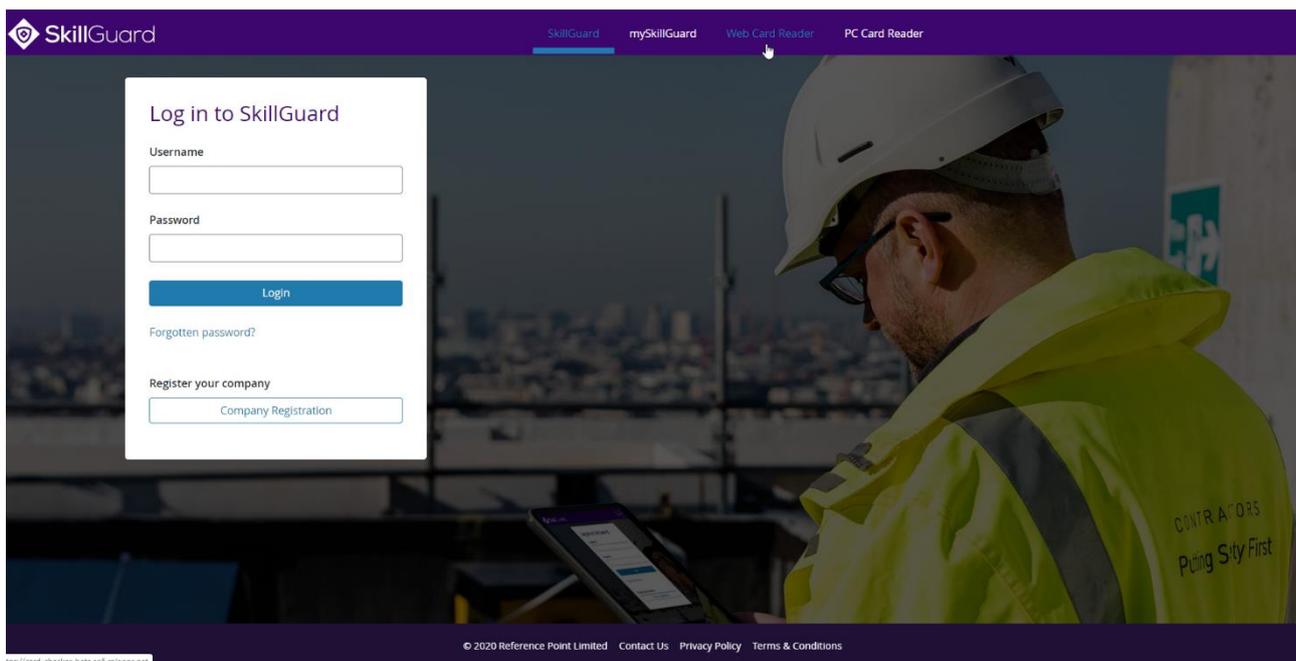
## Usage Notes

When using the Web Card Reader with Safari on iOS, the user will be prompted for permission to use the camera each time the application is used. This can be overcome as follows:

- **iOS 12 and below:** Change Safari settings on Settings - Safari - Camera and select *Allow*. Note that this will grant the permission for all websites and not just the Web Card Reader.
- **iOS 13 onwards:** With the Web Card Reader site open, tap the AA icon on the left of the address bar. Then tap *Website Settings* and set camera permissions to *Allow* instead of *Ask*.

## Step 2 Go to the SkillGuard System Web Portal

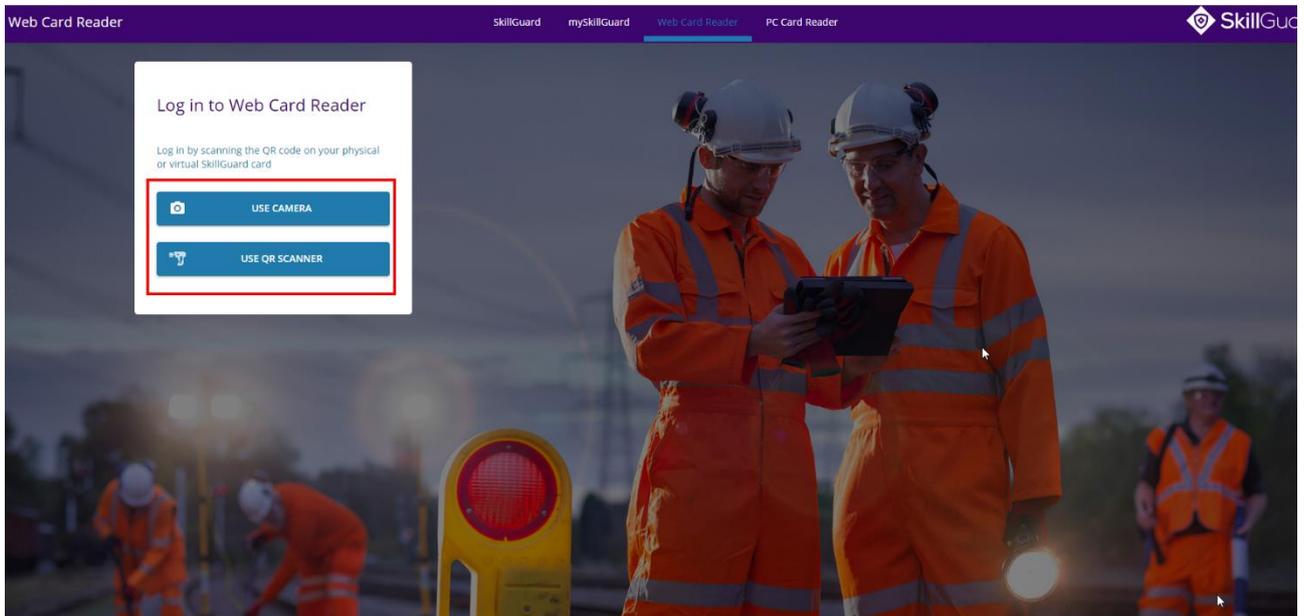
Go to the web portal of the **SkillGuard** system you are using and click on the **Web Card Reader** link at the top of the screen:



This will direct you to the **Web Card Reader** page.

### Step 3 Accessing the Web Card Reader

You must be an *Access Controller* or *Spot Checker* to use the **Web Card Reader** function. To access the menu for swiping, you can either use the existing built-in Camera or, if you have a QR code Scanner gun attached, you can select that option.



### Step 4 Authenticating

Once you have scanned your card, you will receive an authentication message. You can either receive the authentication code via email or SMS by clicking *SEND*. Enter the authentication code you receive and click **AUTHENTICATE**.

If you cannot select either email or SMS, please check your **mySkillGuard** system account or with your Primary Employer to ensure you have the correct email address and/or mobile number.

### Cardholder authentication

To ensure access to cardholder data is secured, you will need to request an authentication code via email or SMS the first time you log into the app.

Please select below which method you would prefer and click Send.

Email  SMS

[Preferred option unavailable?](#)

### Authentication code

Once you have received your authentication code, enter it below and click the 'Authenticate' button

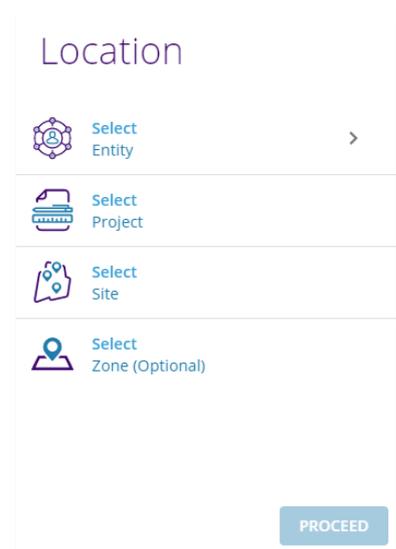
## Step 5 Configuration

The options available on the next screen will depend on how your system is configured.

In this example, the options presented are Entity, Project, Site and Zone.

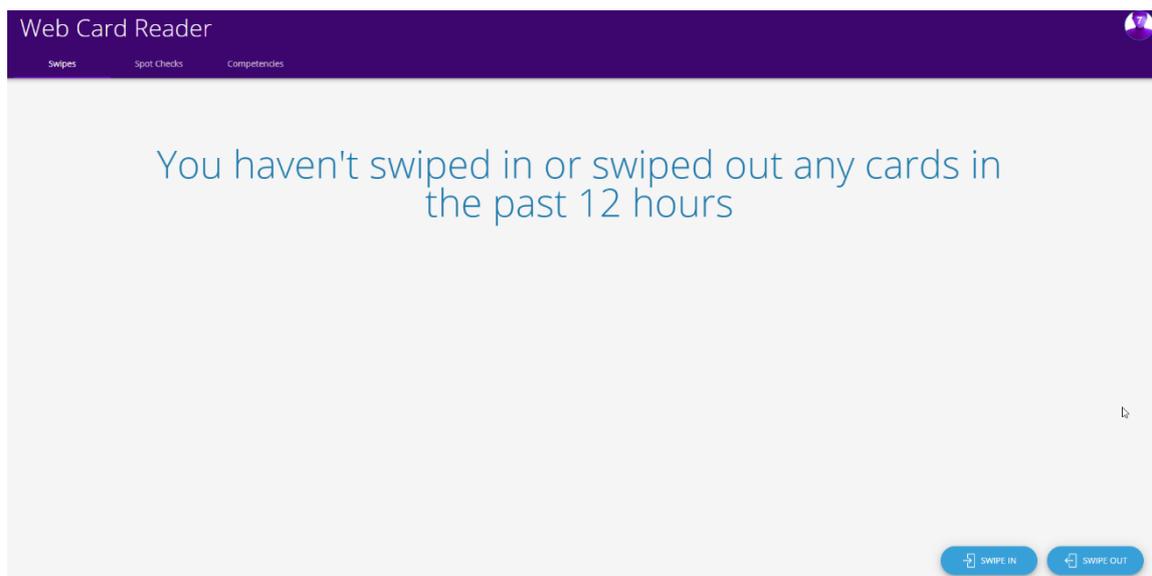
Select the relevant item from the dropdown list presented for at least Entity, Project and Site.

Once selected, click **PROCEED**.



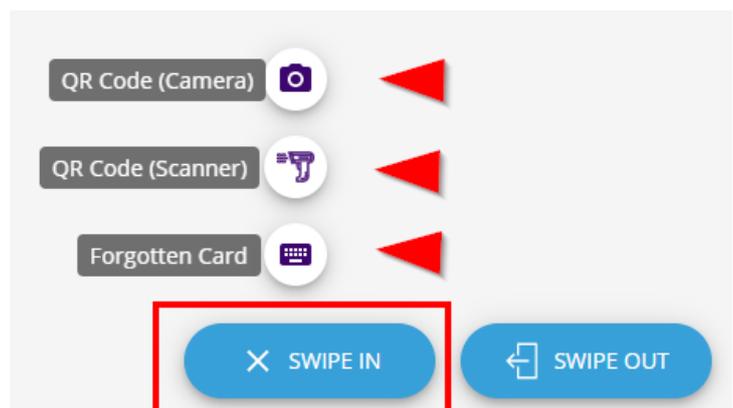
## Step 6 Menu

Once the *Location* has been chosen, the Home page is displayed, where you have access to the menu for Swiping, Spot Checking, Awarding Competencies and viewing and changing your Location.



## Step 7 Swipe In

You can swipe in a **SkillGuard** system cardholder (or cardholder from a linked scheme) using the in-built Camera, QR code Scanner gun or by using the Forgotten Card option and clicking on the **SWIPE IN** button.



## Step 8 Viewing a Cardholder Record

When you have swiped a card, the cardholder's details will appear. Scroll down to view more details. Next, select the Employer and Job Role (if present) and add the Fatigue information (travel times from and to place of rest). This information is stored to inform Access Controllers about hours worked by the cardholder to help ascertain fitness to work.

If you are satisfied with the details displayed, confirm the swipe, by clicking **CONFIRM SWIPE**.

The screenshot shows the 'Card details' page for Colin Cherry. It includes a SkillGuard logo, a photo of the cardholder, and a QR code. The 'Card holder overview' section shows the cardholder's name, ID number, and a 'Checked with database' timestamp. Below this, there are dropdown menus for 'Employer' (Premium Engineering Ltd) and 'Job role' (JR Job Role (M and D&A) (National)). The 'Restrictions' section lists 'Colour Vision Defective', 'Must Be Accompanied', and 'No Heavy Lifting'. The 'Fatigue information' section has three input fields for travel times from and to place of rest, each with an 'UPDATE' button. At the bottom, there are 'PREVIOUS LOCATIONS' columns and a 'CONFIRM SWIPE' button.

## Step 9 Viewing Swipe History

Once you have confirmed the swipe, the cardholder's record will be displayed on the main screen as part of the Swipe History.

The screenshot shows the 'Web Card Reader' interface with a list of swipe history entries. The interface includes a header with 'Web Card Reader' and a user profile icon. Below the header are tabs for 'Swipes', 'Spot Checks', and 'Competencies'. A 'Swipe types filter' section has buttons for 'All', 'In', and 'Out'. The main content area displays a list of three entries:

Cardholder	Time	Status	Location
Gordon Greengage 10-00000470	18 Jun 2020, 15:28	✓ Swipe in	Premium Engineering Ltd Banksmen (National) Example Project 1   Example Site 1
Colin Cherry 10-00000346	18 Jun 2020, 15:13	✓ Swipe in	Premium Engineering Ltd JR Job Role (M and D&A) (National) Example Project 1   Example Site 1
Abraham Apple 10-00000366	18 Jun 2020, 14:59	✓ Swipe in	Premium Engineering Ltd Access Controller (National) Example Project 1   Example Site 1

At the bottom right, there are buttons for 'SWIPE IN' and 'SWIPE OUT'.

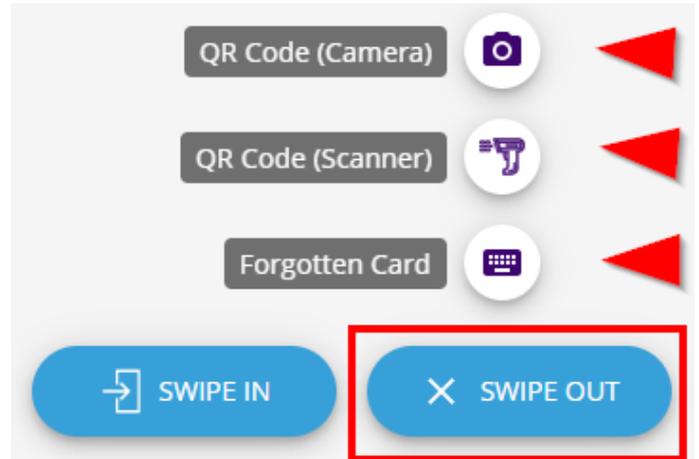
Click on a cardholder to view their details in full.

If **Linked Schemes** are configured for your **SkillGuard** system and cardholder, linked swipes from external systems for the last 24 hours (or as configured) will also be displayed.

The list displayed can also be filtered using the **All**, **In** and **Out** buttons.

## Step 10 Swipe Out

You can swipe out a cardholder (or cardholder from a linked scheme) using either the in-built Camera, QR code Scanner gun or by using the Forgotten Card feature and clicking on the **SWIPE OUT** button.



## Step 11 Confirming Swipe Out

Once you have swiped the card, you can also add or update the cardholder's travel details in the **Fatigue Information** section and then confirm the **SWIPE OUT**.

Abraham Apple

### Card details

Card holder overview



Checked with database  
18/06/2020, 14:53

### Fatigue information

Note: Swipes completed on a separate device whilst offline may not yet be visible

Travel time from place of rest

0h 15m

Travel time to place of rest

0h 15m

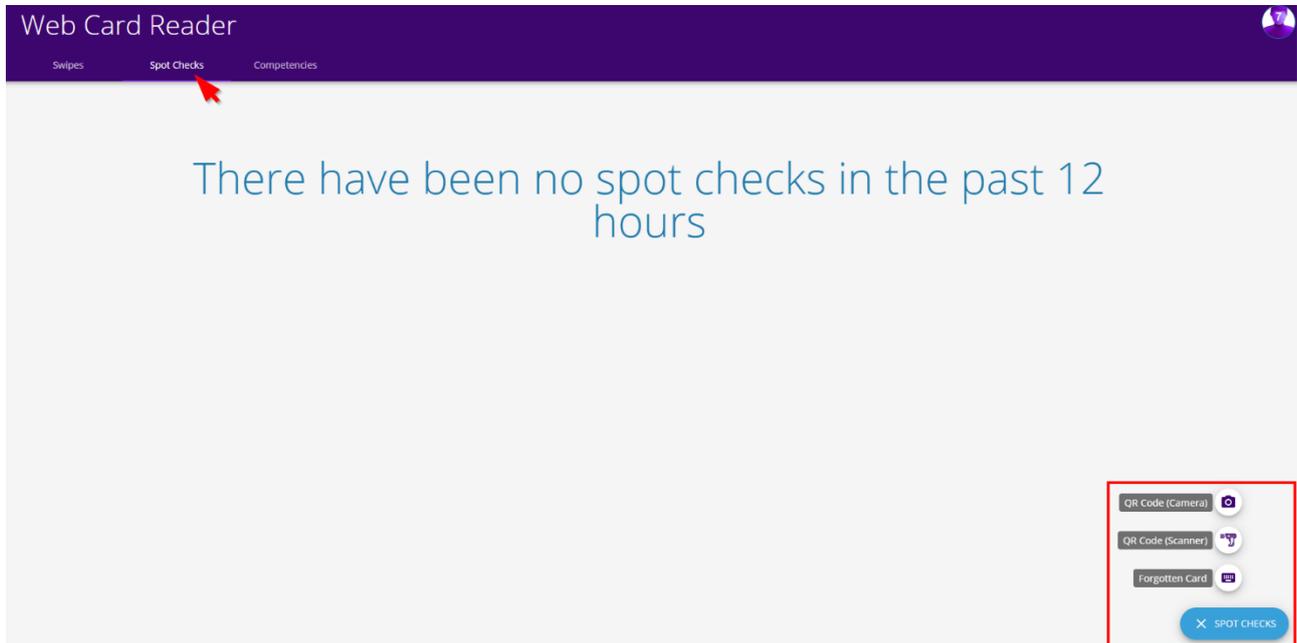
Time since last swipe out  
Still swiped in

### Previous locations

Site	Time swiped in	Time swiped out	Last shift duration	Travel Time From	To
Example Site 1	18/06/2020, 14:52		1 minute	15 minutes	15 minutes

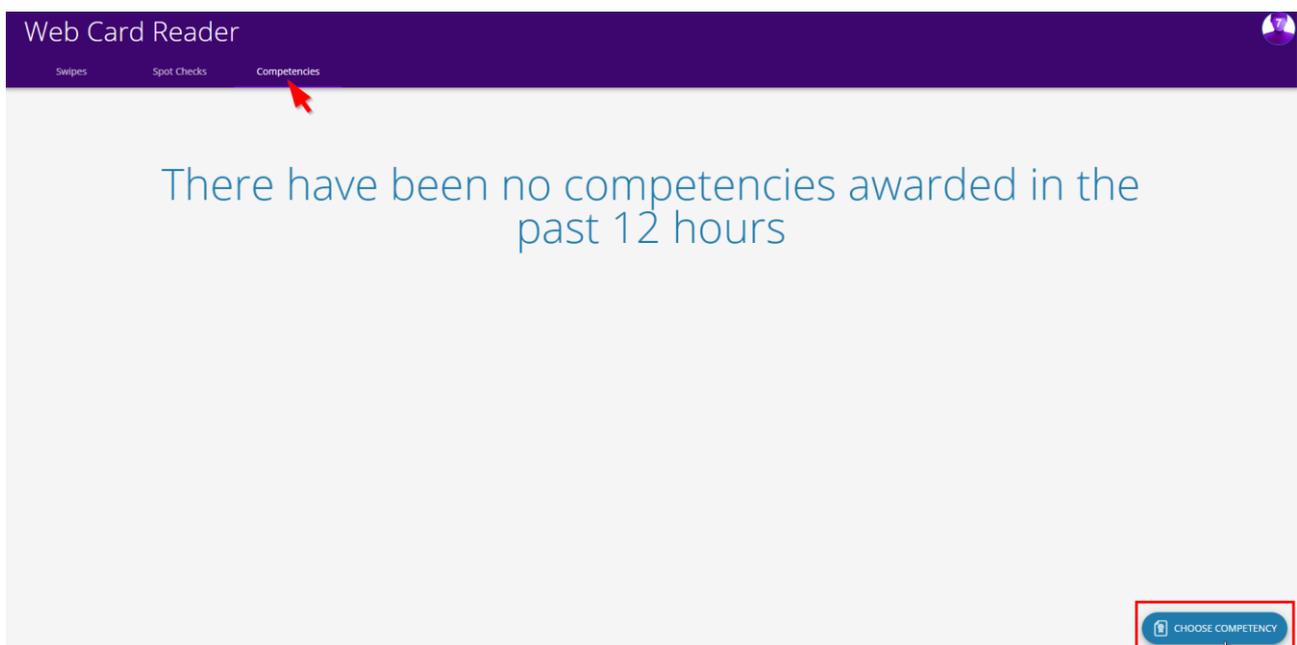
## Step 12 Spot Checking

To spot check a cardholder's details (or cardholder from a Linked Scheme), click on the **Spot Checks** tab and then the **SPOT CHECKS** button. Follow the same steps described above for Swiping In.



## Step 13 Awarding Competencies

Click on the **Competencies** tab and then the **CHOOSE COMPETENCY** button to begin awarding competencies to cardholders' records. Only Access Controllers can award competencies.



### Step 14 Selecting the Competency

Select the competency Category and Competency to be awarded to the cardholder, then click **PROCEED**.

Choose competency

Competency type

Available Scheduled

Select a competency from the list below and click Proceed

Category  
Site Induction

Competency  
JR Site Induction 1

CANCEL PROCEED

### Step 15 Awarding the Competency to Cardholders

You can award the selected competency to a cardholder using either the in-built camera, QR code scanner gun or by using the Forgotten Card feature and clicking on the **AWARD** button.

← Award competencies for Kris test comp 13/Nov

Click the Award button to begin

QR Code (Camera)

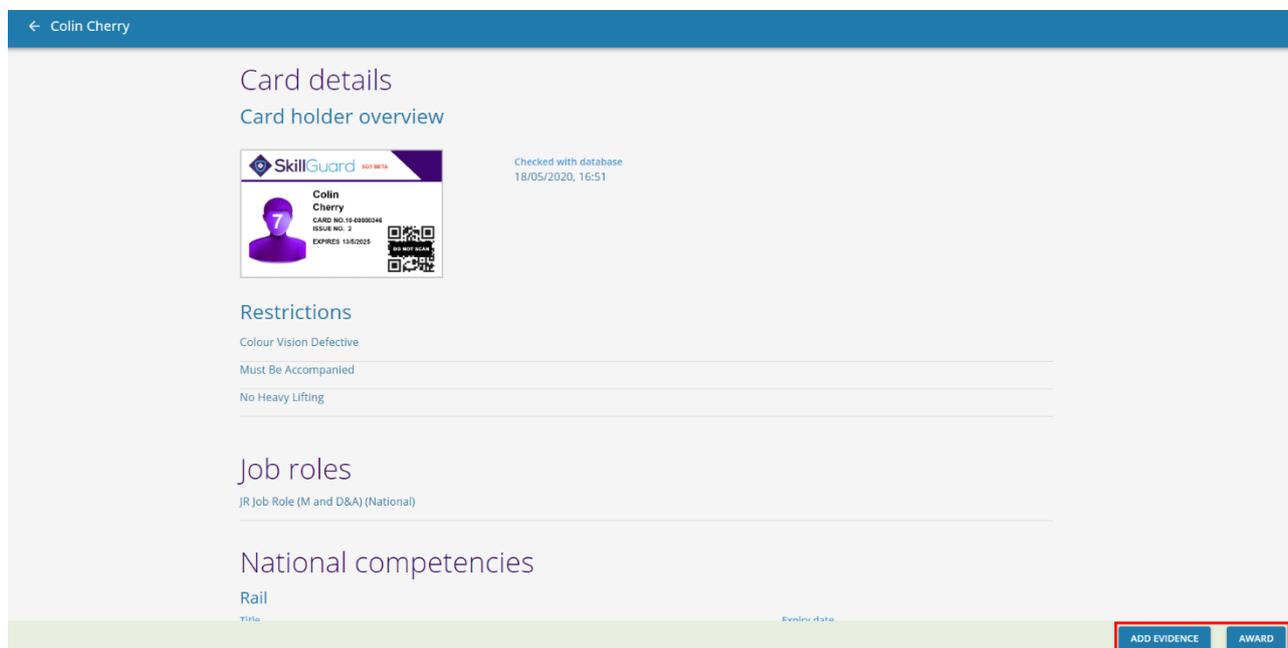
QR Code (Scanner)

Forgotten Card

ADD GROUP EVIDENCE AWARD

## Step 16 Confirming the Competency

Once the cardholder's card has been read and their details are displayed, you can then award the competency to their record along with attaching any evidence (by locating and uploading a file) using the **ADD EVIDENCE** and **AWARD** buttons appropriately.

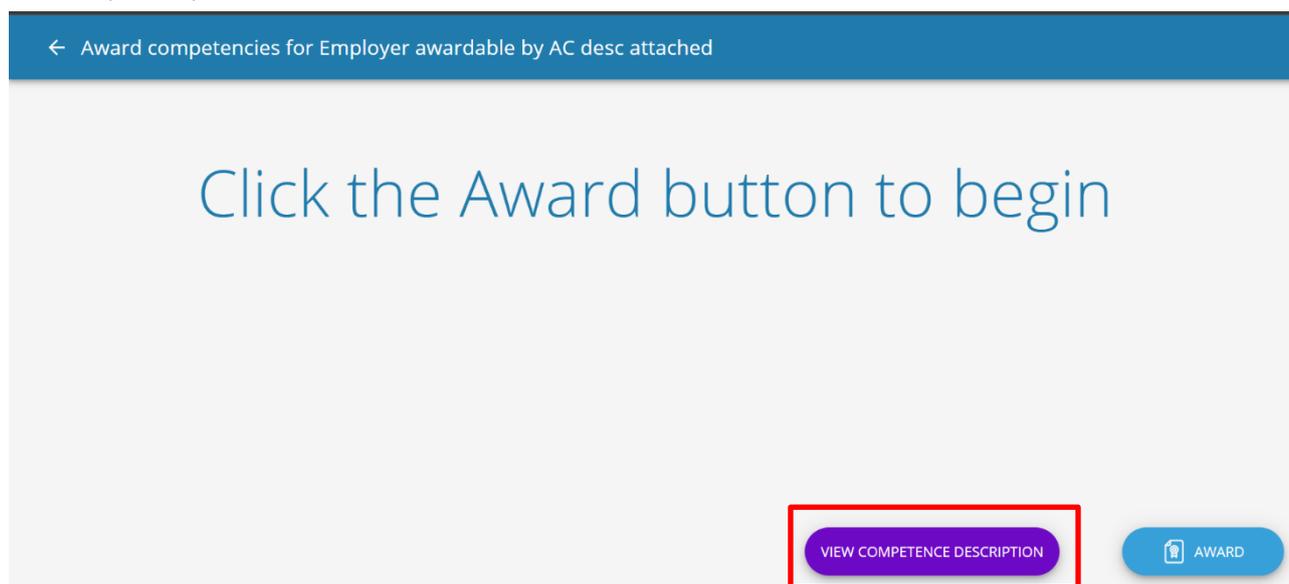


The screenshot displays the 'Card details' page for Colin Cherry. The page includes a 'Card holder overview' section with a SkillGuard card image and a 'Checked with database' timestamp of 18/05/2020, 16:51. Below this, the 'Restrictions' section lists 'Colour Vision Defective', 'Must Be Accompanied', and 'No Heavy Lifting'. The 'Job roles' section shows 'JR Job Role (M and D&A) (National)'. The 'National competencies' section lists 'Rail'. At the bottom right, there are two buttons: 'ADD EVIDENCE' and 'AWARD', both highlighted with a red box.

More cardholders can be awarded the same competency by repeating the process described above.

## Step 17 Competencies with Competency Descriptions

Some employer competencies are created with a competency description, such as a course description attached. These descriptions can be viewed by selecting **VIEW COMPETENCE DESCRIPTION** before awarding the competency:



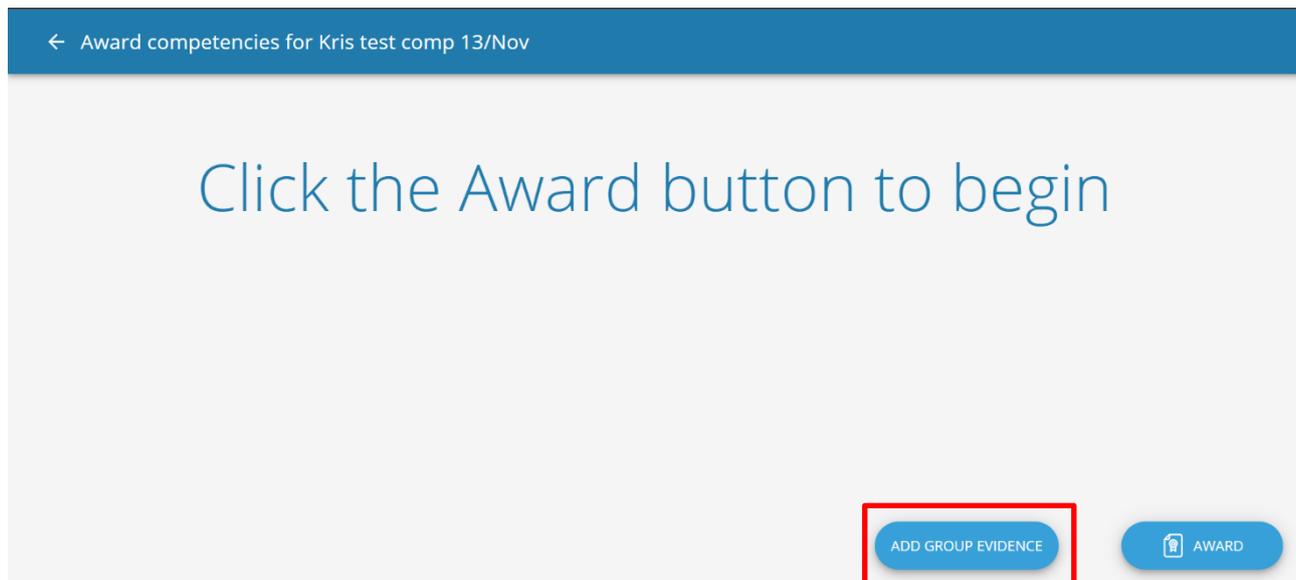
The screenshot shows the 'Award competencies for Employer awardable by AC desc attached' screen. The main content area contains the text 'Click the Award button to begin'. At the bottom right, there are two buttons: 'VIEW COMPETENCE DESCRIPTION' (highlighted with a red box) and 'AWARD'.

Once awarded, these competencies will automatically upload the description as evidence.

## Step 18 Adding Group Evidence

Before selecting **AWARD** you will be given the option to use the same evidence for a group of cardholders being awarded a competency.

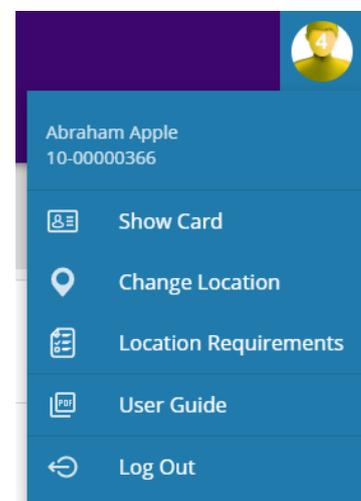
You can attach evidence for multiple individuals (by locating and uploading a file) by selecting the **ADD GROUP EVIDENCE** button. Once the evidence has been added you can begin awarding the competency to cardholders by selecting **ADD** and by repeating the process described in step 16, without having to add evidence for a cardholder each time.



## Step 19 Additional Items

By clicking on your own image in the top right-hand corner, you will have the ability to:

- view your own profile by clicking **Show Card**
- change your location via **Change Location**
- view any requirements set for your location by clicking **Location Requirements**
- select **User Guide** for guidance on using the Web Card Reader
- **Log Out**.



## Step 20 Important Things to Remember

1. The swipe history is cleared automatically from the **Web Card Reader** every 12 hours. The swipe history is retained in your **SkillGuard** system.
2. If you close the browser window without logging out, when you next browse to this site, previous swipes will be visible for 12 hours after your last swipe in.
3. If you log out via the sub-menu, the swipe history will be cleared immediately.