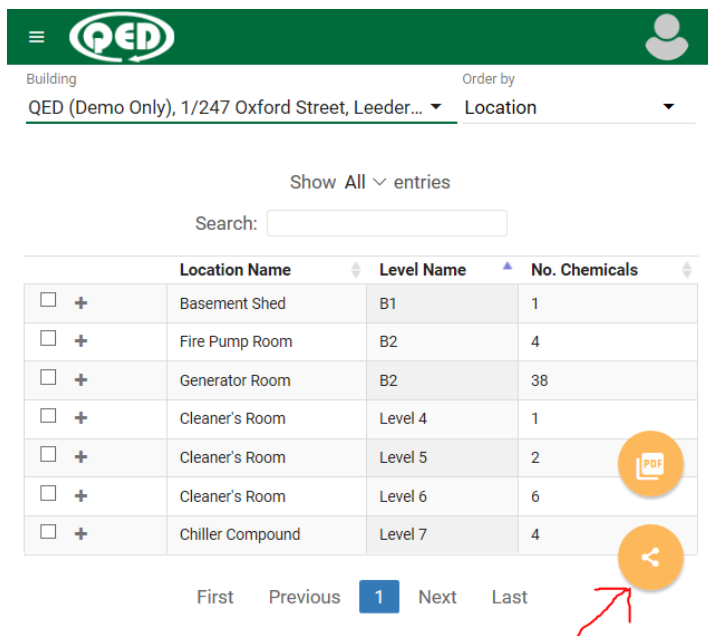# INSTRUCTION GUIDE TO ADD QED CHEMICAL REGISTER TO
myBuildings™

Step 1 – Email yourself a contractor link from QED Chemical Register

1. Sign-in to QED Chemical Register, select a building, and click the share button (red arrow pointing to).

2. Type in your own email address then click SEND.

3. Portfolio of buildings: go back and select another building then repeat 1. and 2. to generate a separate email for each building.

Step 2 – Linking Chemical Register into myBuildings™

See Option 1 for the Check-in App or Option 2 for the QR Code Sign-in

Option 1 – **myBuildings™** Check-in App

HOW TO CONFIGURE THE QED CHEMICAL REGISTER AS AN ADMINISTRATOR
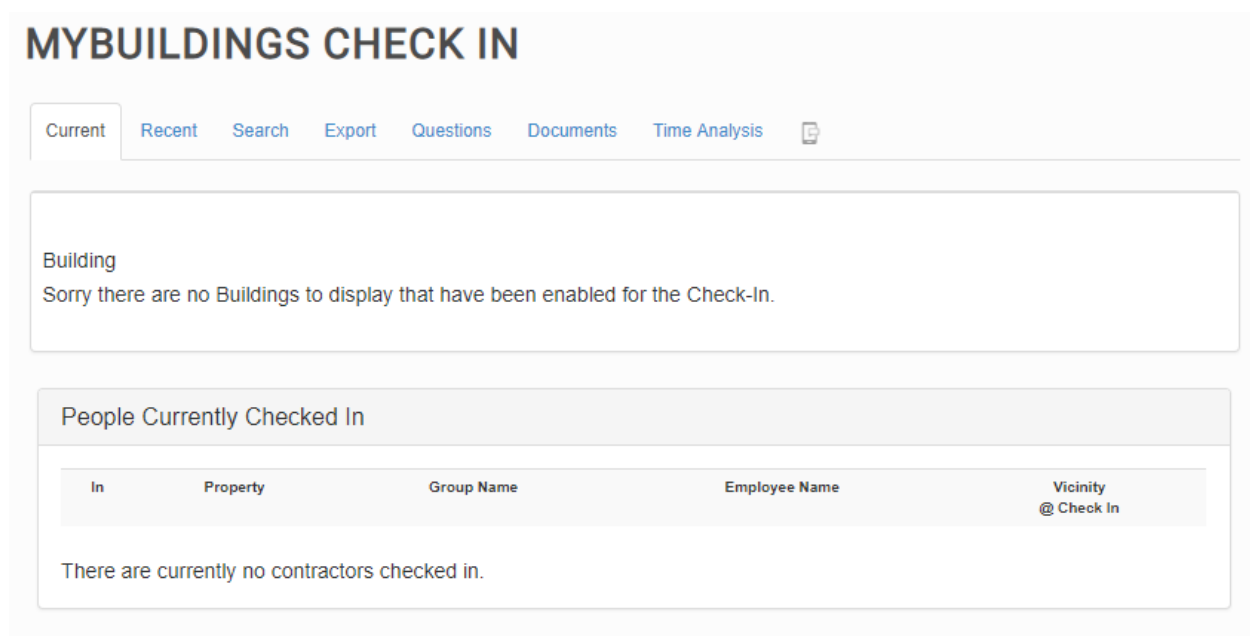
1. Administrator user to log into myBuildings™ system and navigate to the Contractor Check-in App summary & setup page:
   Note: Screenshots provided will differ to different organisation's system/menu structure/labelling.
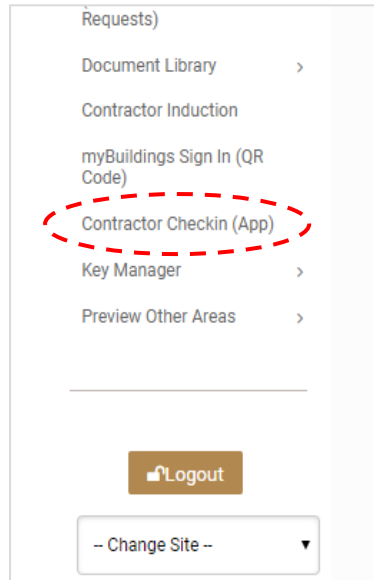
2. Once administrator has the Check-in App summary & setup page open, it should look something like the below screenshot:

   Note: If you are unable to find or get to this page, please contact the software providers.

3. In order to configure QED's Chemical Register, please complete the following steps for each building:

   a. Click the following:
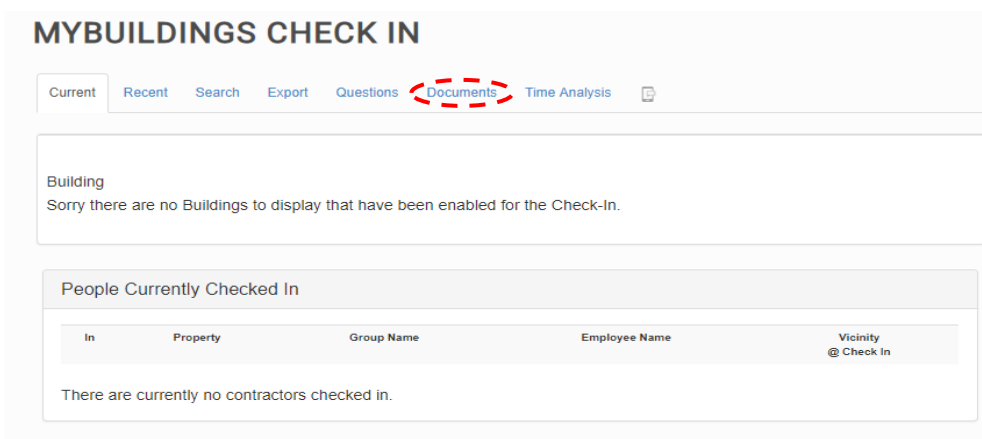
   b. Click the following:
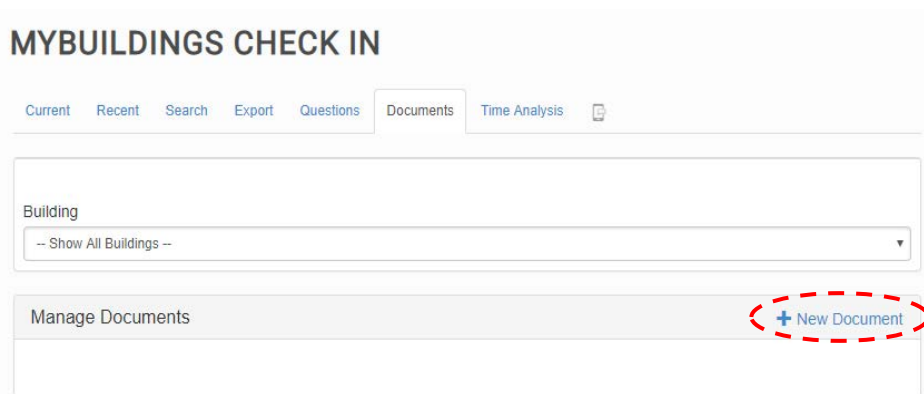
   c. Populate the detail as follows & Click "Save Changes":

   Note: Find the link in an email generated in Step-1 (check your spam folder). Copy the whole link from the email and paste per below. Please click "Building" and choose the relevant building the Chemical Register is applicable for.

d. It should now look like the below image along with any other documentation you may already have setup for the building for contractors to access through the app:

Note: Each building will require a different link, in the screenshot below the blue square would have that building's name there instead of "Whole Portfolio".

MYBUILDINGS CHECK IN

Current   Recent   Search   Export   Questions   **Documents**   Time Analysis

Building

-- Show All Buildings --   ▾

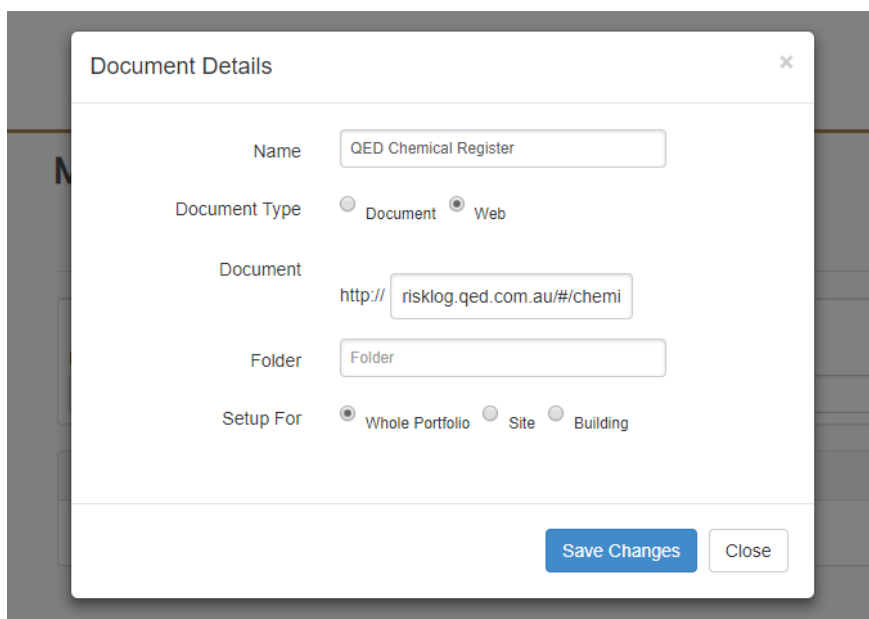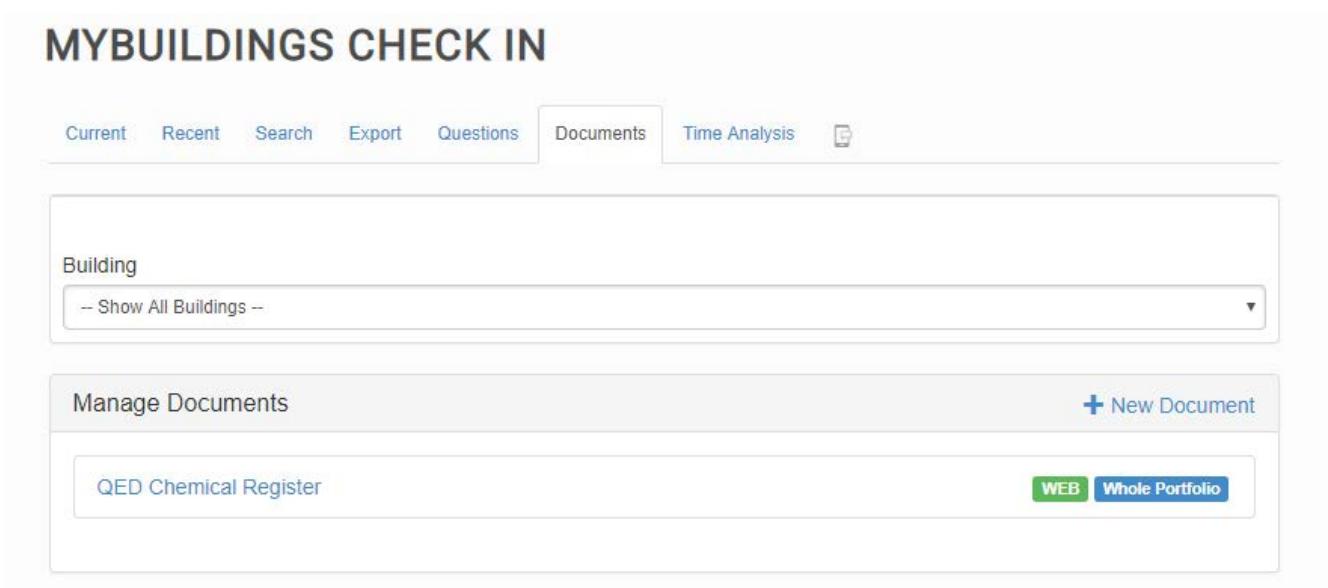Manage Documents   **+ New Document**

QED Chemical Register   **WEB** **Whole Portfolio**
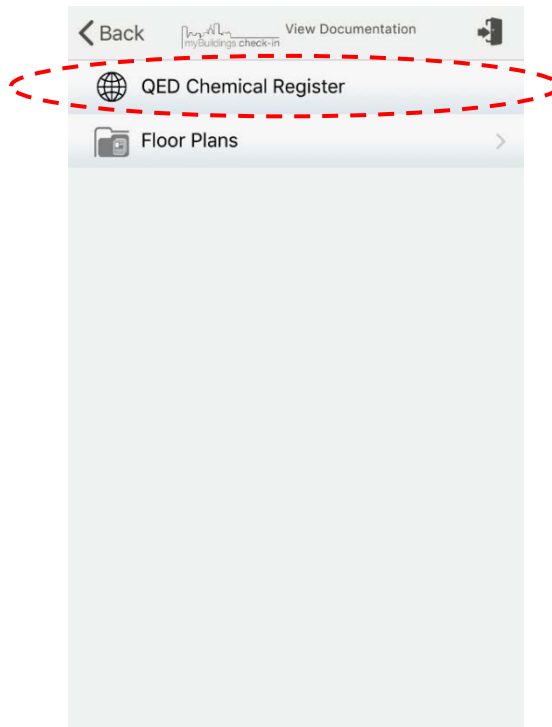
HOW THE CONTRACTOR WILL ACCESS THE QED CHEMICAL REGISTER THROUGH THE MYBUILDINGS CHECK-IN APP WHEN ON SITE

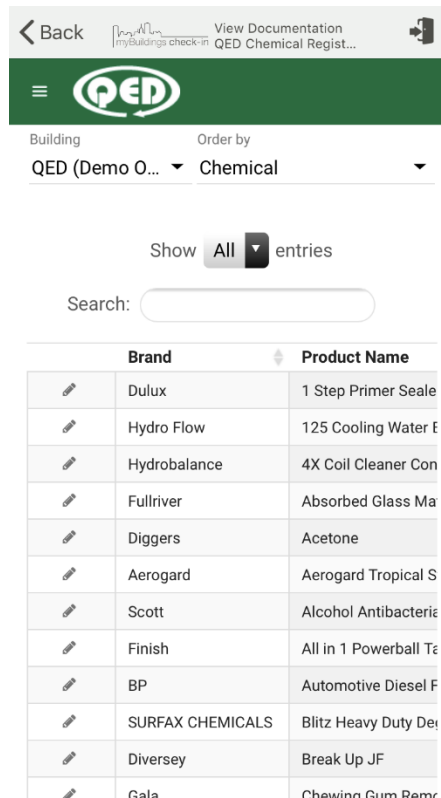1. Contractors would login to the – **myBuildings™** Check-in App as per normal process.

2. Contractor would need to:
    a. Navigate to "View Documentation" as shown on the below screen:

myBuildings check-in

You are currently checked in to:
Test Hotel

View Work
Requests

View
Documentation

Checkout
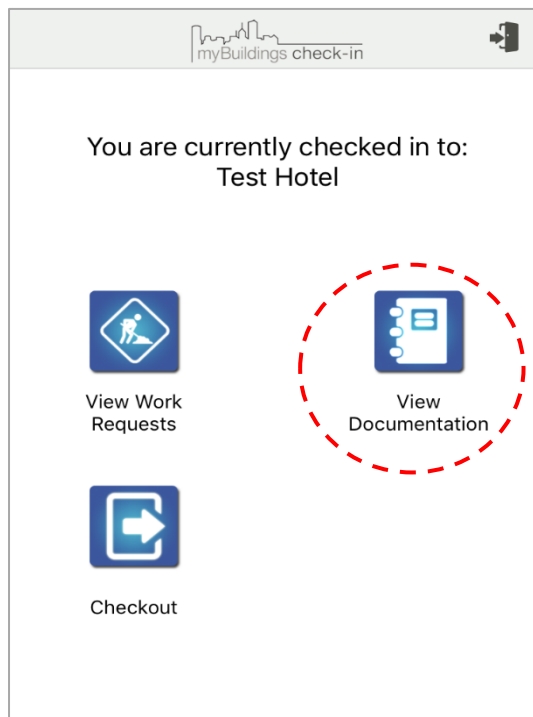
b. Click on "QED Chemical Register as shown on the below screen:

c. The Contractor will be taken to a page similar to the below:

d. Contractor can click the "Back" button to exit & carry on with works/remaining site process.
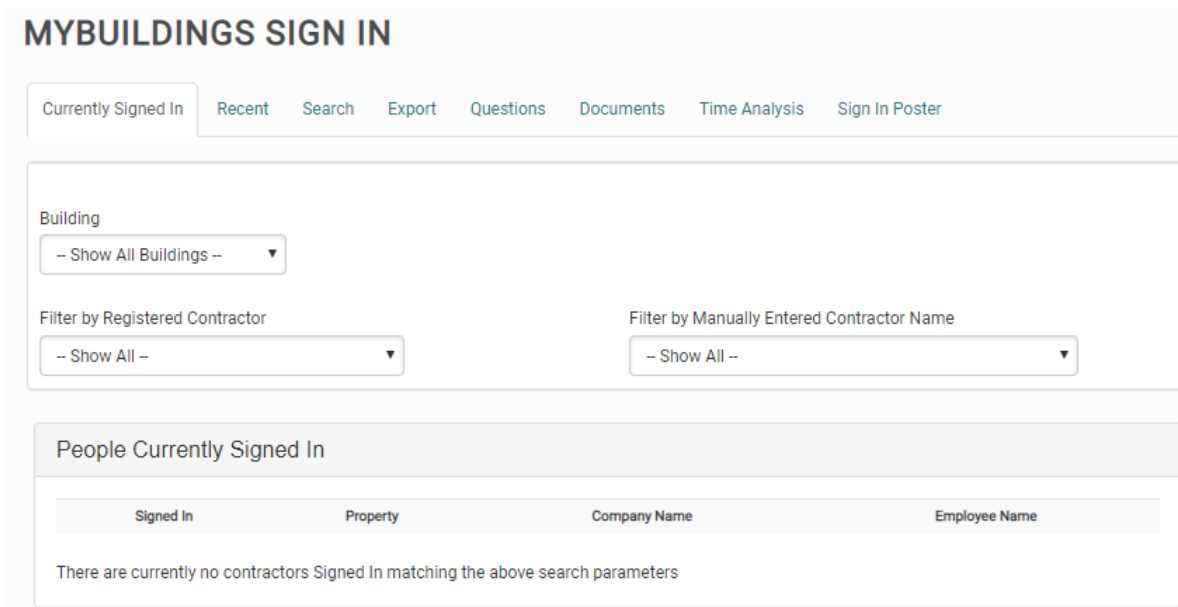
Option 2 – **myBuildings™** QR Code Sign-in

HOW TO CONFIGURE THE QED CHEMICAL REGISTER AS AN ADMINISTRATOR

1. Administrator user to log into myBuildings™ system and navigate to the QR Sign-In Summary & setup page:

   Note: Screenshots provided will differ to different organisation's system/menu structure/labelling.
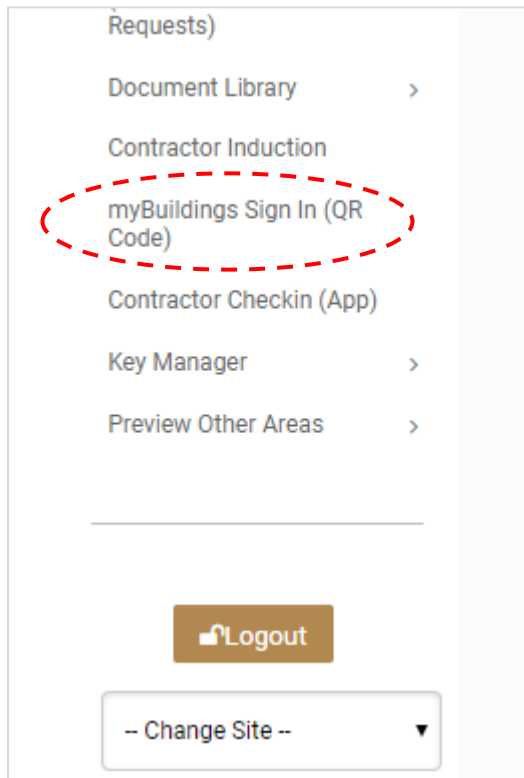

2. Once administrator has the QR Sign-in summary & setup page open, it should look something like the below screenshot:


3. Follow Step 3 exactly from Option-1 Contractor Check-in App instruction section above.

HOW THE CONTRACTOR WILL ACCESS THE QED CHEMICAL REGISTER THROUGH THE MYBUILDINGS QR CODE SIGN-IN PROCESS WHEN ON SITE
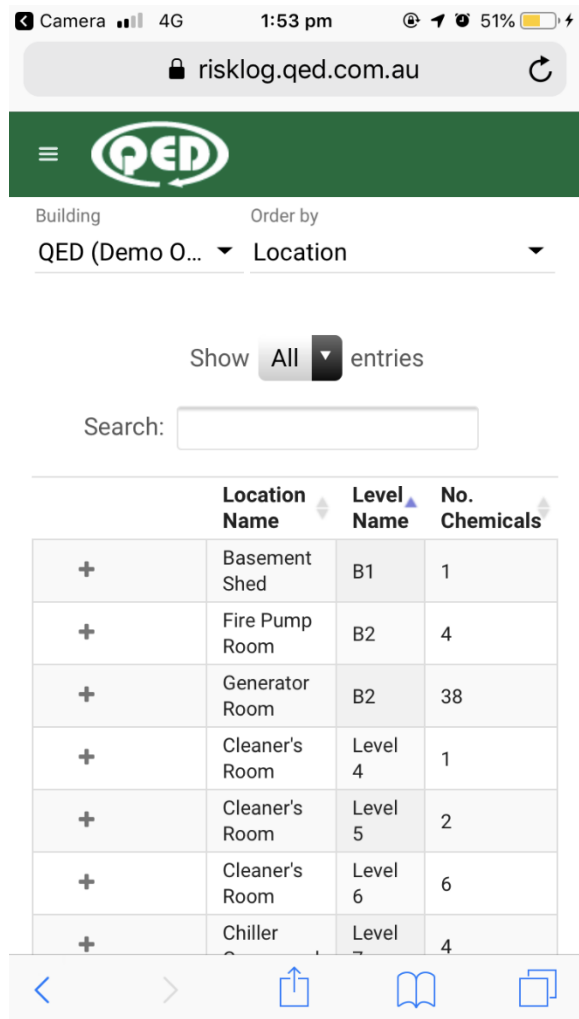
1. Contractors would scan the **myBuildings™** on-site QR code provided and follow the prompts as per normal process.

2. Contractor would need to:
   a. Navigate to "View Documentation" as shown on the below screen:
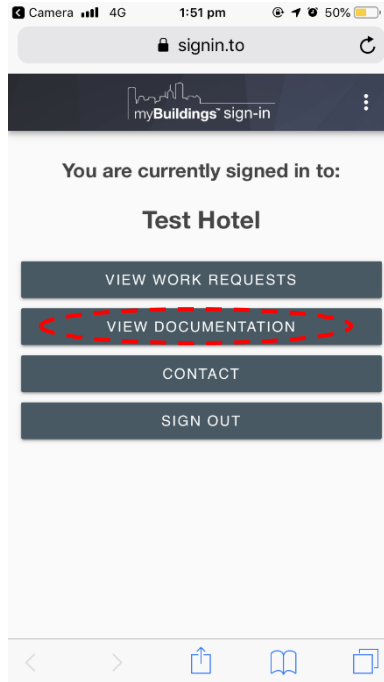
   b. Click on "QED Chemical Register as shown on the below screen:
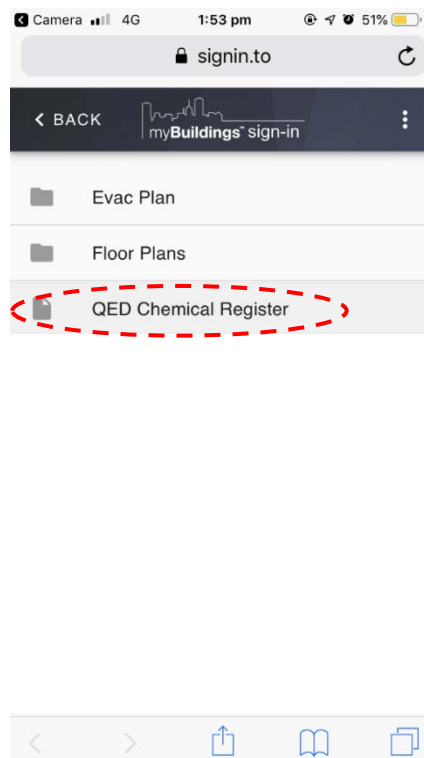
c. The Contractor will be taken to a page similar to the below:

d. Contractor can click the "Back" blue arrow to exit & carry on with works/remaining site process.