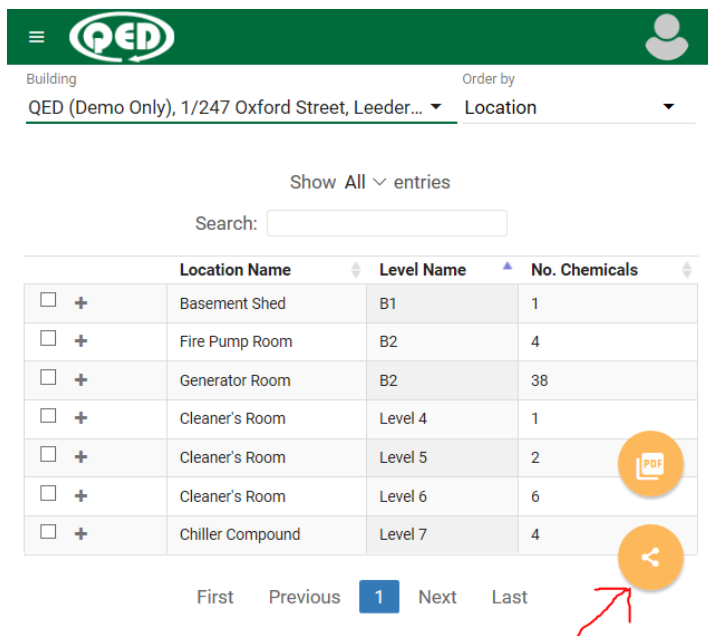


INSTRUCTION GUIDE TO ADD QED CHEMICAL REGISTER TO myBuildings™

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).



The screenshot shows the QED Chemical Register interface. At the top, there is a green header with the QED logo and a user profile icon. Below the header, there are filters for 'Building' (QED (Demo Only), 1/247 Oxford Street, Leeder...) and 'Order by' (Location). A 'Show All' dropdown menu is set to 'entries'. A search bar is present. Below the search bar is a table with columns: 'Location Name', 'Level Name', and 'No. Chemicals'. The table contains seven rows of data. To the right of the table, there are two orange circular buttons: one with a PDF icon and one with a share icon. A red arrow points to the share icon. Below the table is a pagination control with 'First', 'Previous', '1', 'Next', and 'Last' buttons. A red arrow points to the '1' button.

	Location Name	Level Name	No. Chemicals
<input type="checkbox"/> +	Basement Shed	B1	1
<input type="checkbox"/> +	Fire Pump Room	B2	4
<input type="checkbox"/> +	Generator Room	B2	38
<input type="checkbox"/> +	Cleaner's Room	Level 4	1
<input type="checkbox"/> +	Cleaner's Room	Level 5	2
<input type="checkbox"/> +	Cleaner's Room	Level 6	6
<input type="checkbox"/> +	Chiller Compound	Level 7	4

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

QED (Demo Only), 1/247 Oxford Street, Leederville, WA, 6007

Share chemical register with *

myname@mycompany.com

20 / 2000

SEND

CLOSE

Previously Shared With

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™

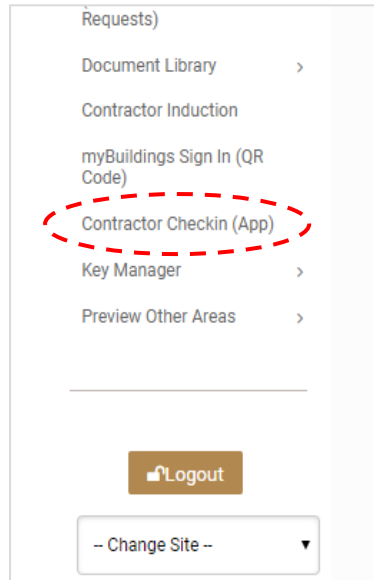
See Option 1 for the Check-in App or Option 2 for the QR Code Sign-in

Option 1 – myBuildings™ Check-in App

HOW TO CONFIGURE THE QED CHEMICAL REGISTER AS AN ADMINISTRATOR

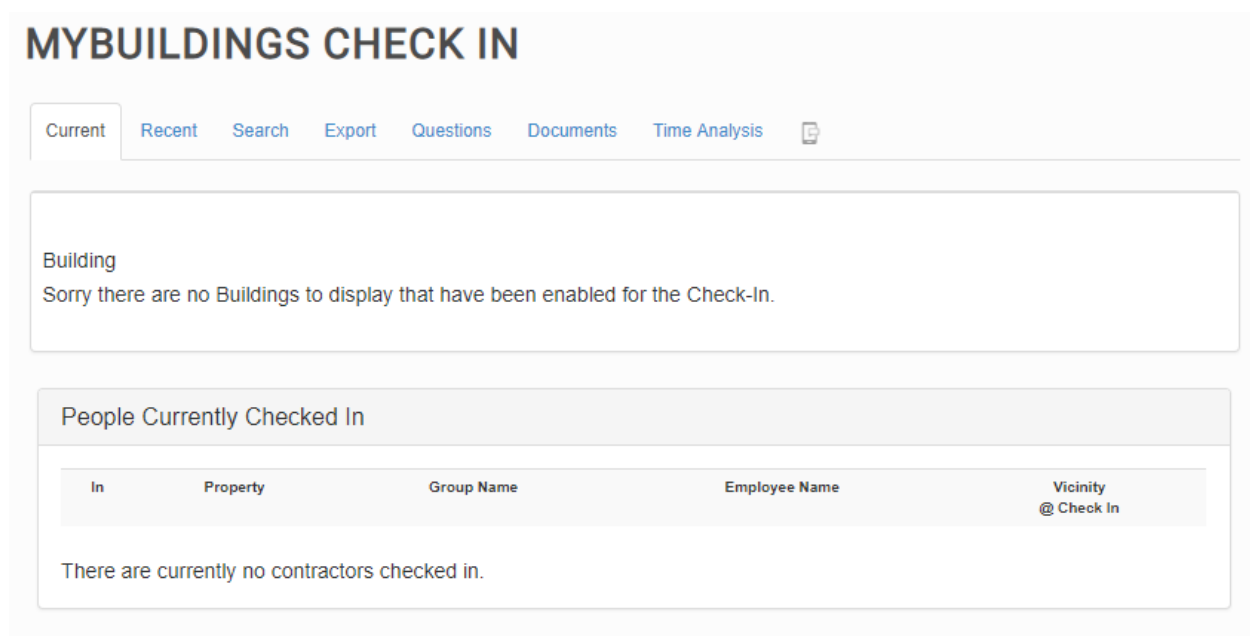
1. Administrator user to log into myBuildings™ system and navigate to the Contractor Check-in App summary & setup page:

**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.*



MYBUILDINGS CHECK IN

Current Recent Search Export Questions Documents Time Analysis

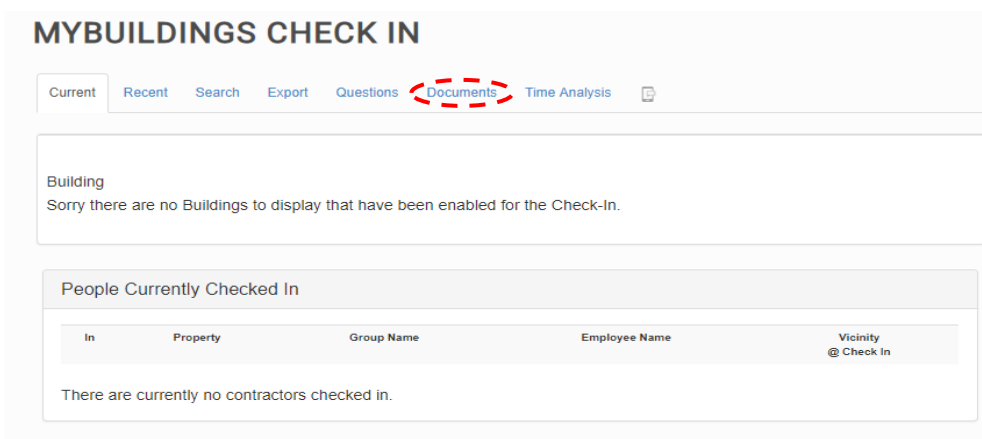
Building
Sorry there are no Buildings to display that have been enabled for the Check-In.

People Currently Checked In

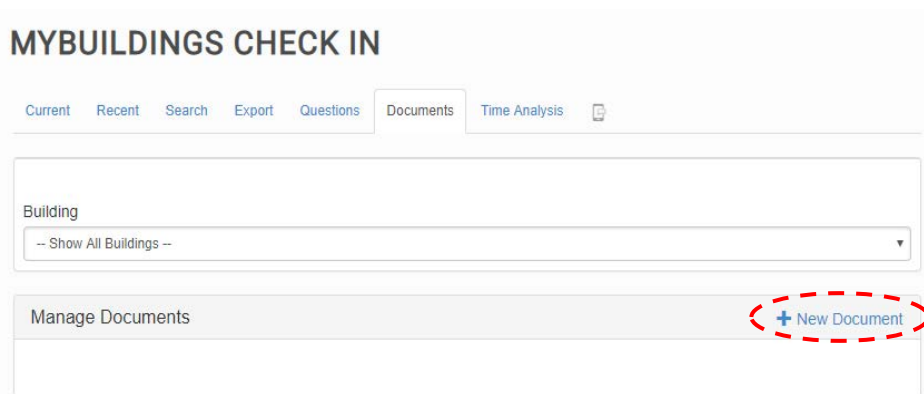
In	Property	Group Name	Employee Name	Vicinity @ Check In
There are currently no contractors checked in.				

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

a. Click the following:

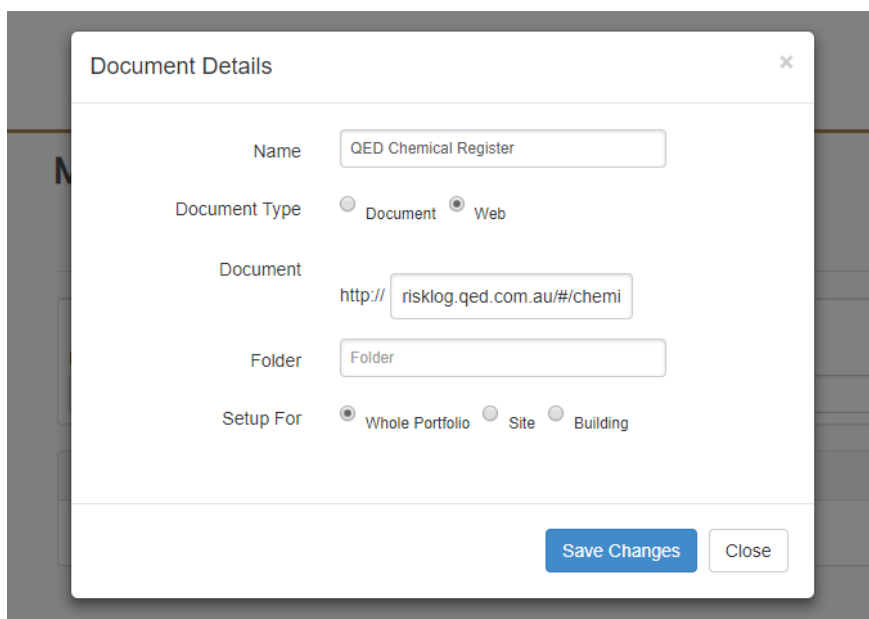


b. Click the following:



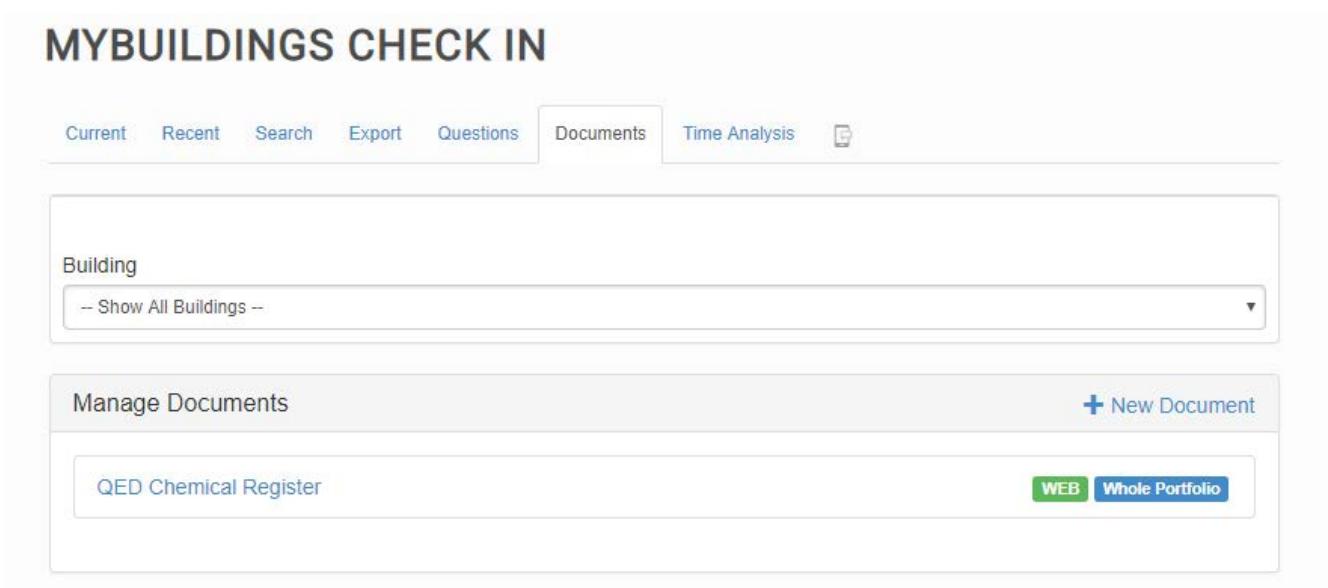
c. Populate the detail as follows & Click "Save Changes":

**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.*



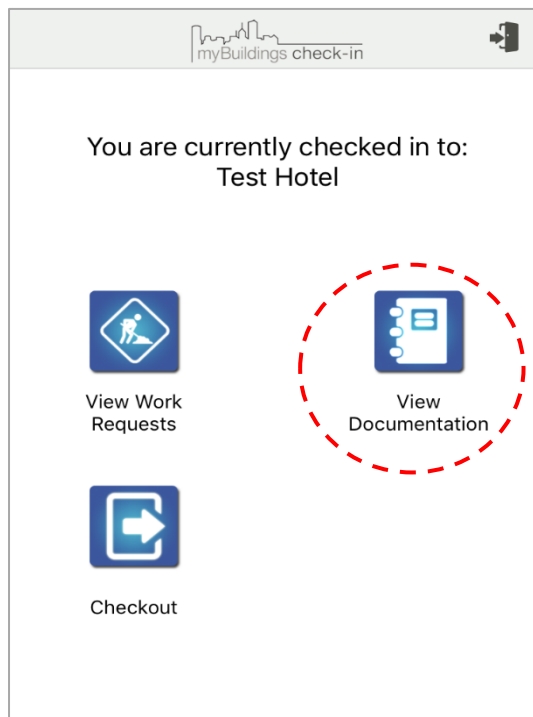
- d. It should now look like the below image along with any other documentation you may already have setup for the building for contractors to access through the app:

**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".*

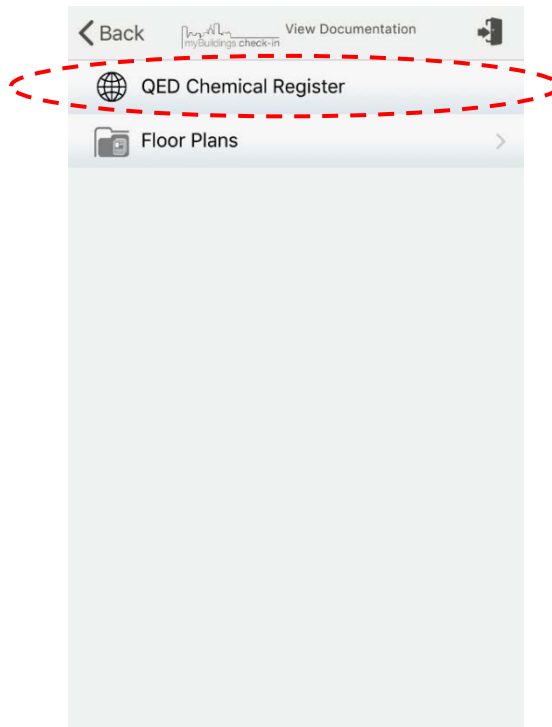


HOW THE CONTRACTOR WILL ACCESS THE QED CHEMICAL REGISTER THROUGH THE MYBUILDINGS CHECK-IN APP WHEN ON SITE

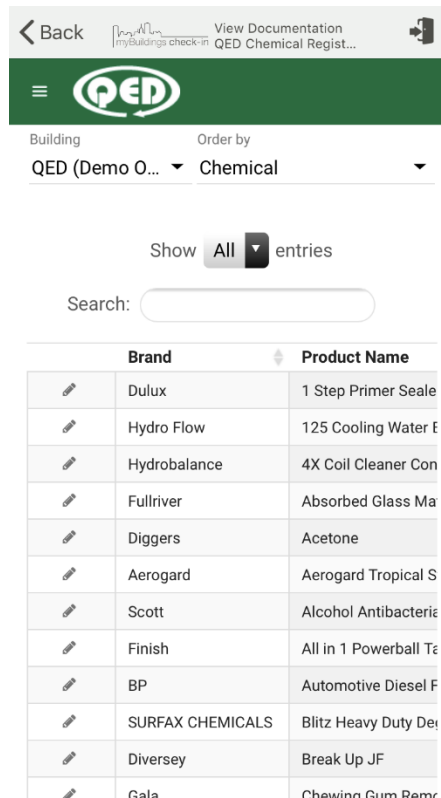
1. Contractors would login to the – **myBuildings™** Check-in App as per normal process.
2. Contractor would need to:
 - a. Navigate to “View Documentation” as shown on the below screen:



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:

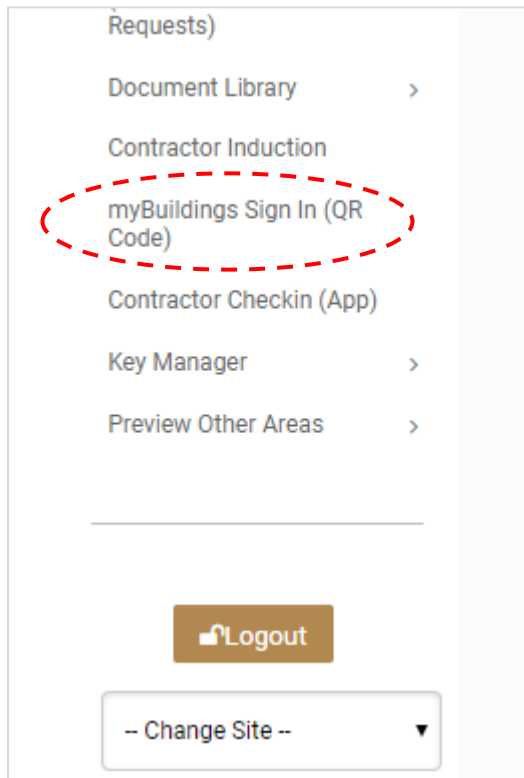


d. Contractor can click the “Back” button to exit & carry on with works/remaining site process.

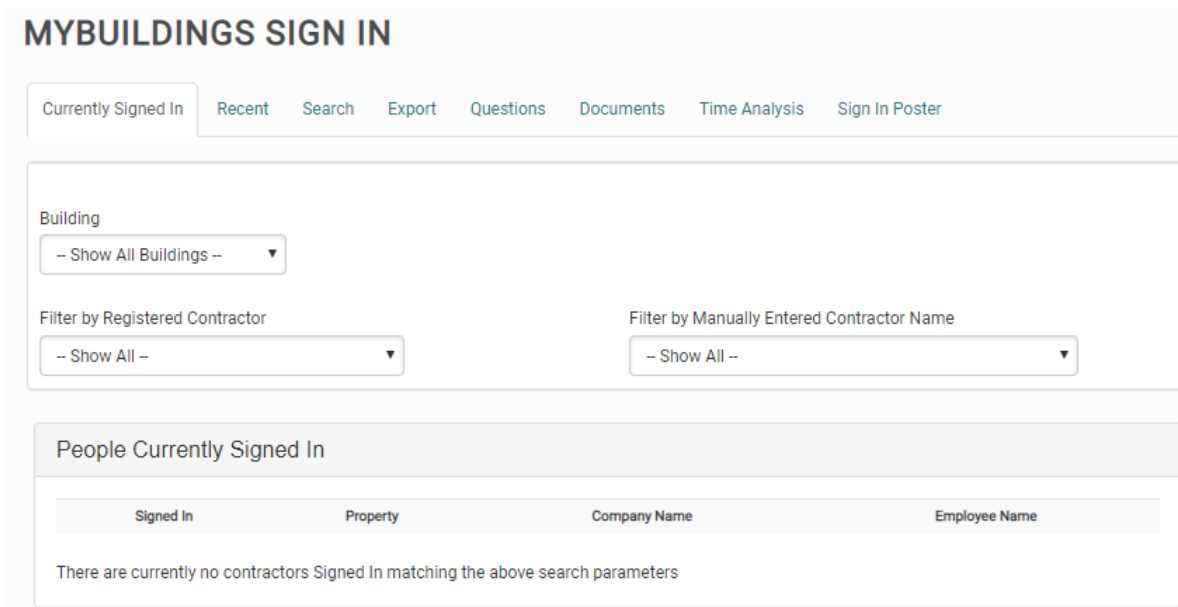
Option 2 – myBuildings™ QR Code Sign-in

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.*



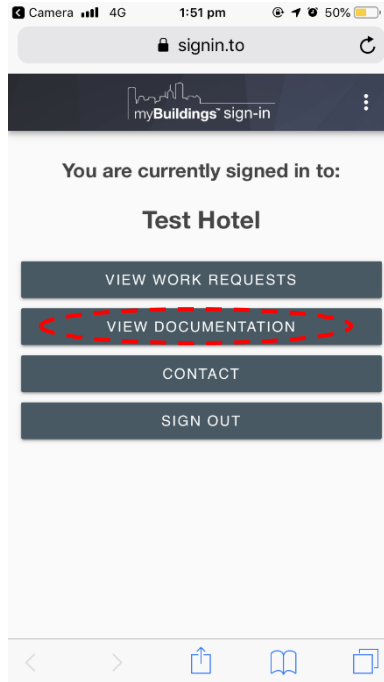
2. Once administrator has the QR Sign-in summary & setup page open, it should look something like the below screenshot:



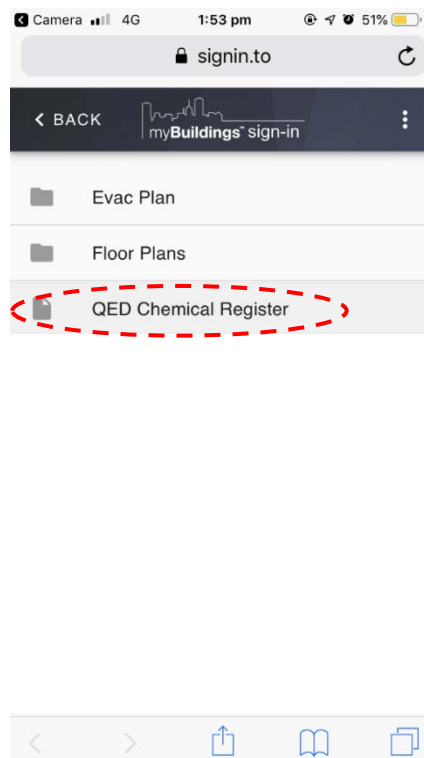
3. Follow Step 3 exactly from Option-1 Contractor Check-in App instruction section above.

HOW THE CONTRACTOR WILL ACCESS THE QED CHEMICAL REGISTER THROUGH THE MYBUILDINGS QR CODE SIGN-IN PROCESS WHEN ON SITE

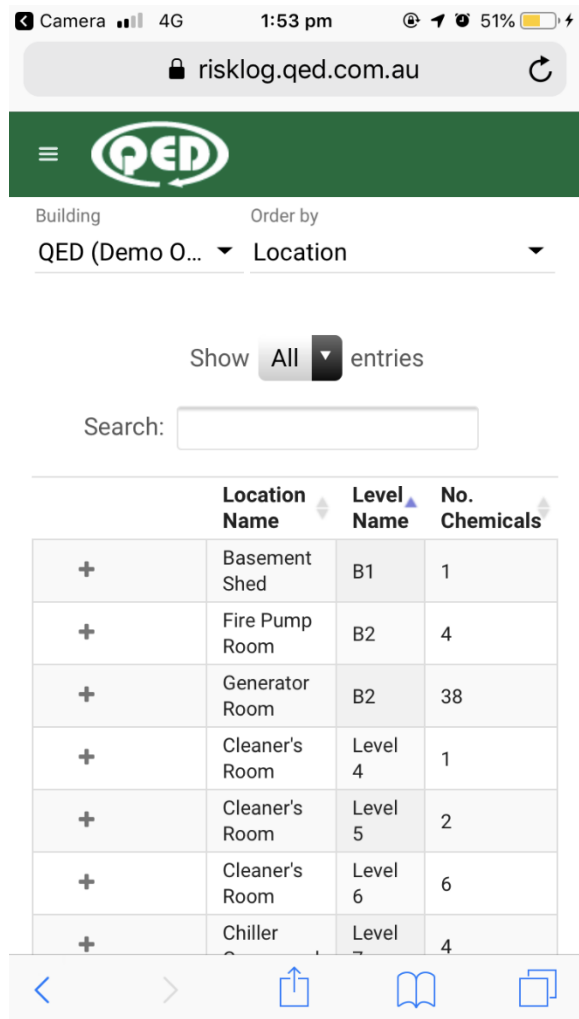
1. Contractors would scan the **myBuildings™** on-site QR code provided and follow the prompts as per normal process.
2. Contractor would need to:
 - a. Navigate to “View Documentation” as shown on the below screen:



- 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.