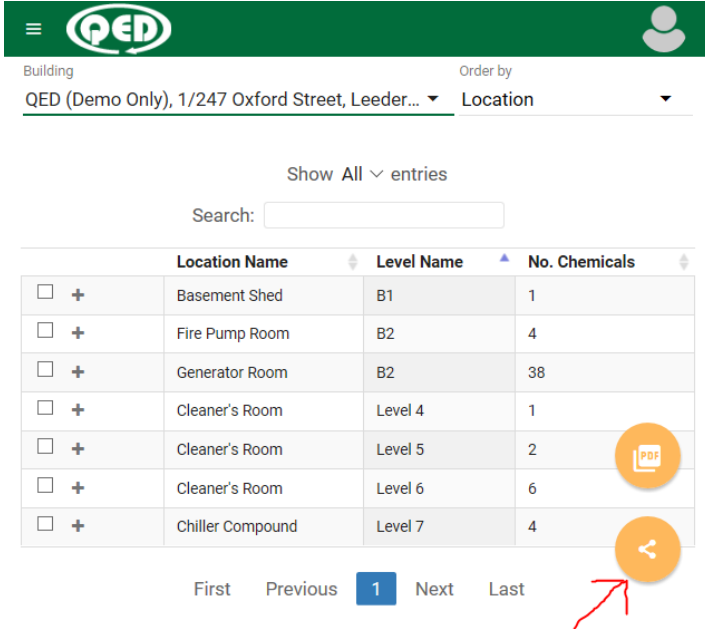


INSTRUCTION GUIDE TO ADD QED CHEMICAL REGISTER TO SINE

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 dropdown menus for 'Building' (selected: QED (Demo Only), 1/247 Oxford Street, Leeder...) and 'Order by' (selected: Location). A search bar is present with the text 'Show All' and a dropdown arrow. Below the search bar is a table with the following 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: a PDF icon and a share icon. A red arrow points to the share icon. Below the table, there are pagination controls: 'First', 'Previous', '1' (highlighted), 'Next', and 'Last'. 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 link email for each building.

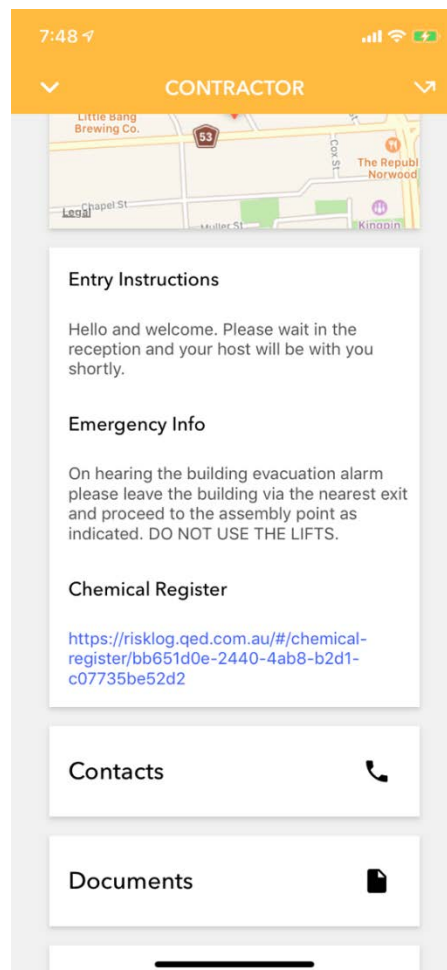
Step 2 – Linking Chemical Register into Sine

1. Login to your Sine admin account
2. Select **Sites** from the side menu
3. Select the site you wish to update
4. Select the **Passes** menu item on the left
5. Under **Passes Info**, click the button **Add a new section**
6. Name the title of the section **Chemical Register**
7. Add a description, something like “You acknowledge that you have reviewed the Chemical Register before entering”
8. Copy and **Paste** the contractor link from your own email, that you generated in Step-1, directly after your text description you just added.

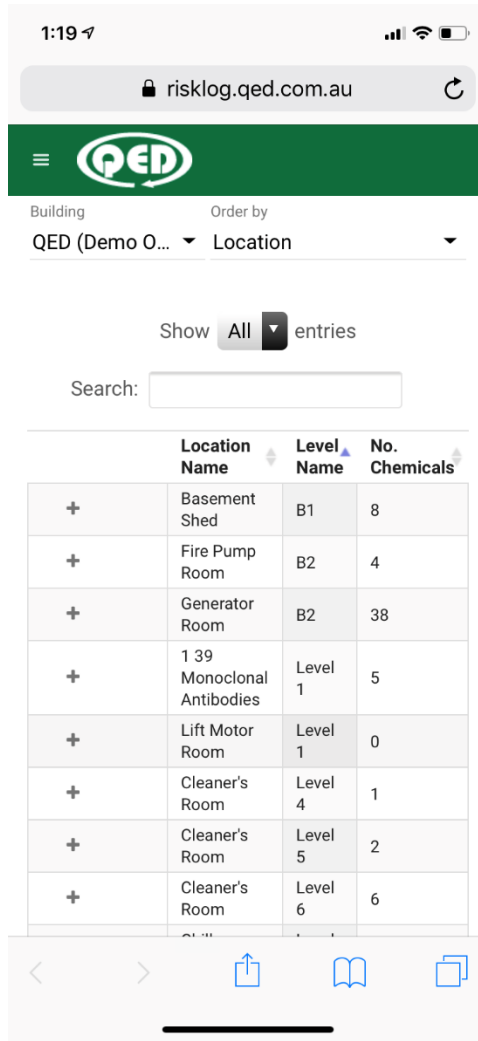
More information about Pass Settings in Sine is available in [this post](#).

What the Contractor sees

1. Contractors check into site and generate an active pass by using either the Sine mobile app or the building’s Sine ipad (with their email). They will then see the following screen on their device.



2. Clicking the link under Chemical Register, the Contractor will be taken to the QED Chemical Register on a page similar to below:



3. Contractor can click the “Back” button to exit & carry on with remainder of the site’s checkin procedure.