

How to use Notts On Site

Notts Contractors Ltd · staff instructions

1 Set it up once on your phone

onsite.nottsltd.co.uk

1. Open the link above on **your own phone**.
2. Add it to your home screen **before you sign in**, so it opens like an app:
iPhone (Safari): tap Share ↑ then **Add to Home Screen**.
Android (Chrome): tap : then **Add to Home screen** or **Install app**.
3. Open it from the new icon. Choose your name and enter the PIN you were given. You'll stay signed in for 90 days.
4. When it asks to use your location, tap **Allow**.

Your account works on **one phone only**: the one you first clock in from.

2 Every day

1. **When you arrive:** open the app, check the right site is selected and tap **CLOCK IN**.
2. **First time at a site** (or when the RAMS change): tap **Read the RAMS** and read the **whole document** to the last page. You can sign once you've reached the end and spent long enough reading (about 20 seconds a page). Then clock in. You can look at it again any time with **View site RAMS**.
3. **When you leave:** open the app and tap **CLOCK OUT**.

Every week (from Friday): check your hours under **Your week**. These are what you'll be paid on. If they're right, tap **CONFIRM MY HOURS**. If not, tap **Something's wrong** and say what, e.g. "Tuesday I finished at 17:00".

3 Quality photos

1. Tap the **Quality** tab, then **+ NEW QUALITY RECORD**.
2. Pick the **site**, type the **plot** (e.g. Plot 12) and **part of site**, and choose the **item** from the list. Not on the list? Choose **Other** and type your own title.
3. Tap **Take photo** for each photo (up to 10). Add notes, measurements and weather if they help.
4. Tap **SAVE RECORD**. Each photo is stamped with the site, plot, item, date, time, your name and GPS.

No signal? Save it anyway. It's kept on your phone and sends itself when you're back in signal. **Rework needed?** If your site manager sends one back, it shows at the top of Quality with their comment. Put it right, tap the record, then **Re-photograph**.

If something goes wrong

- **Forgot to clock in?** Tell your site manager or the office the same day so it can be corrected.
- **Forgotten PIN, or locked out?** Five wrong tries locks you out for 15 minutes. Ask the office to reset your PIN.
- **Poor signal or location won't work?** Clock in anyway. It's still saved, just marked for the office to check. You'll never lose hours because of GPS.
- **New phone?** Ask the office to approve it, then sign in on the new phone.
- **Forgot to clock out?** The app reminds you next time you open it. Tell the office your finish time.

Your location and your data

- Your location is checked **only at the moment you tap clock in, clock out or save a quality record**. The app **never** tracks you in the background or after you leave site.
- It's used to confirm you were on site, for payroll, job costing and the fire roll call.
- Site managers can see who is on site right now. Only the office admins see your times and locations.
- Keep your PIN to yourself. Never clock in for someone else.

Questions? Ask your site manager or Peter Grant.