



New Starter Instructions for Site Managers

1. Get the Operative to download the App and register their CITB Card

How do they download the app?



1. You Invite them. Open Applican on your **laptop**, click the Blue Button at the top of the screen '**Invite Operative**'. Enter their mobile no. and follow the steps to send them the app link.

2. Allocate them to your Site

How do you add them to Site?



1. **Accept Join Request**
 - a. Click on the Notification, click on the Operative in the Operative List and click 'Accept'
2. **Allocate Operative to Site**
 - a. Open your Site Dashboard in Applican, click on 'Available Operatives', search for the Operative and click the '+' button

3. Enrol them on the Biometric Device

How do you enroll them on the device?



1. **Search for User**
 - a. Click on Menu → 'User Mgt.' → 'All Users', search for their name (start from first name). Click on their name and click 'Edit'.
2. **Scan their Face**
 - a. Click on 'Face' and follow the instructions
3. **Scan their Finger**
 - a. Click on 'Fingerprint' and follow the instructions

DONE! They can now Clock In/Out