



Field Services Daily Instructions

1. Log into the hand-scanner with your email and password.
 - If you do not have log in credentials - Please contact your supervisor
2. **Scan your badge** to check-in for your shift.
3. During your shift:
 - **Scan every worker in** when they arrive for their shift
 - **Scan every worker out** out when they are done for the day.
 - Follow the specific policy of the site foreman.
4. Ensure to Follow all construction site safety and emergency plans.
5. When the next shift/relief comes and your shift is over:
 - **Scan your badge** and check yourself out.
 - Then **log out** of the scanner and turn over to next shift.

Note: If scanner is not working, please power down, restart, reenter log on and password. Attempt to scan a badge. If it continues to fail. Notify Eyrus support immediately.

Every worker. Every time. No scan = no entry.

Notify the following people of any issues:

- Paul Hays at Eyrus support - 215-219-0907
- Eyrus Support Hotline: 785-620-4474