



GUARD SHIFT CHECKLIST

To be completed by every guard every shift.

Start of Shift:

- Log in to the hand-scanner
- Scan your badge and check yourself in for your shift.

During your shift:

- Worker arrives
- Scan worker badge
- Check them **IN** or **OUT**
- Confirm scan was successful
- Allow entry or exit (depending on if they are coming or going)

End of Shift: *(when your relief arrives)*

- Scan your badge and check yourself OUT on the hand-scanner
- Log out of the hand-scanner (so that your replacement can log in)

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

Notify the following people of any issues:

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