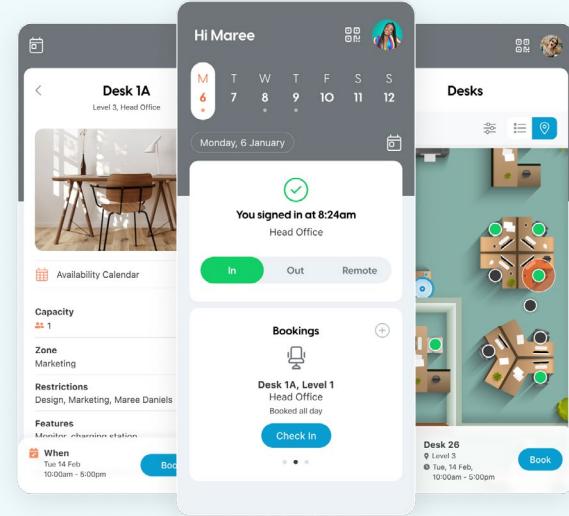


swipedon pocket

SwipedOn is a workplace management system that makes it easy to sign in and out, manage your schedule, and get notified about important events like visitor arrivals, deliveries, and more.



Setup

How to install

Download the SwipedOn Pocket app from the Google Play store or Apple App store.

You can also access SwipedOn Pocket from your desktop browser at my.swipedon.com

Scan to download



How to log in

Once downloaded, log in with your work email address. You'll then receive an email from SwipedOn – simply click the confirm button or enter the verification code into the Pocket app and you're good to go.

How is my data used?

SwipedOn doesn't record your precise location or transmit this information to your employer. If enabled by your employer, your device's location will be used to confirm if you are near your workplace.

Book a resource



If your workplace uses SwipedOn for resource booking, you'll be able to reserve things like desks, car parks, vehicles and more from the SwipedOn Pocket app.

NEW!

Choose the day you want to book for and follow the steps to find and reserve your desired resource. You can also edit and cancel your bookings from the Pocket app.

Once your booking has started, you'll be able to check in, and the resource will be shown to others as "in use".

Sign in and out

Signing in and out

Sign in or out by using the slider on the home screen. If enabled, you can also sign in as working remotely here.

Select a date from the calendar to see your movements from that day.



Auto sign in and out

If enabled by your employer, you'll be automatically signed in and out as you enter and exit your workplace. For this functionality you will need to allow SwipedOn to access your location services from your device.

If your workplace has sign in questions or mandatory sign out messages, you'll get a notification to complete these before being signed in or out.

Allow SwipedOn location access:

- After your first log in, select 'Allowed' when notification permissions are requested.
- Select 'Always' when location permissions are requested. This will only be used to detect if you are at your location's address in order to sign in and out automatically
- If this was not selected on setup, you can change this by going to the device 'Settings' app, locating the SwipedOn Pocket app and enabling the above permissions.



QR code sign in

If your employer uses location-specific QR codes, you can simply scan the code, open the link and the SwipedOn Pocket app will do the rest to sign you into that specific location.

Invite your visitors

If enabled, you can also invite and manage your guests directly from the SwipedOn Pocket app and desktop site. From the Home screen select 'Add Visitor' and fill out the fields as required. The location will be selected based on the location set against your employee profile and the address will pre-populate according to your company's location settings.

Roaming

Your workplace may have multiple offices, and if roaming is enabled by your employer, you can switch between these locations from the Pocket app.

To change your location, tap the name of your current location while signed out and select a new location from the list. Changing your location will also allow you to be selected as a host by visitors signing into that location.



Status message

Leave a message, once you've signed out, to keep your team in the loop about when you'll be returning. To leave a message, tap 'Set my status' below the sign-in slider.

Profile settings

Notification settings

Depending on your employer's preferences, you may receive notifications when your visitors arrive and you receive a delivery or any updates to your booked resources.

Manage email and push notification preferences from the Profile settings section, this is accessed by tapping your avatar on the home screen. If your employer uses SMS notifications, you can manage this here too.

Profile photos

If enabled, you can upload your own profile photo from the Profile settings. This is also the photo that visitors will see when they select you as a host.



Hit the 'Change photo' button below your avatar and either take a new photo on the spot or choose one from your photo gallery.