

Woodland Pulp LLC- One Point Lesson “Checking-in with Sine Software”

NOTE: Signing in directly through the Kiosk is more convenient than through Cell Phone, but both are viable methods!

Sign-in Instructions for phone:

1. Come prepared with a working and AVAILABLE email or cell phone number.
2. Complete Orientation Workflow. If this hasn't already been completed, scan the QR code at the kiosk to be taken to complete the workflow through the app.
3. You will need to add a photograph of yourself and verify your email or cell phone number on your app profile to be eligible to check-in
4. Once completed, you can rescan the QR code on the screen through the app. If there are any more steps that needed to be followed before you can check in, the app will tell you at this time.
5. Select your job position and who you are seeing within the mill and wait for your tag to be printed

To checkout, rescan QR code. You will be notified of successful checkout.

Sign-in Instructions for kiosk:

1. Come prepared with a working and AVAILABLE email or cell phone number.
2. Select first-time visitor.
3. Select job position, company, and then fill out your information on the info page.
4. If you haven't completed the orientation workflow, you will be sent either an email or text message with a link to complete the workflow.
5. Once completed, login again with exact same information and you will be prompted to take a picture and select a host.
6. Once completed you are logged in and your tag will be printed.

To checkout, show face to camera or tag QR code and allow for time for kiosk to process, the screen will then verify you have been checked out.

NOTE: The two login methods are different systems! If you have been using the phone method and want to switch to the kiosk, you DO NOT have to redo orientation quiz, but you must login as a first-time visitor.