

## Site360 - Quick Reference Guide 12

### How to download the Woolworths Group visitor management mobile app and navigate the features.

#### Download the app

**STEP 1**—Download the free 'Woolworths Group Visitor app from the App or Play Store.

You can scan the QR code which will direct you to either store, or go to the store on your device, type and select 'Woolworths Group Visitor'.



**STEP 2**—Open the app. Select your preferred language and read the data promise. Our co-pilot will assist you to complete your registration.

**STEP 3**—Enter your details and enable location services and allow notifications.

**STEP 4**—Follow the steps to complete your profile.

Including your details, a profile picture, safety induction details, and create a 4-digit PIN.

**STEP 5**—Once you are successfully set-up, tap 'Let's Get Started' and you are ready to check into a site!

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Now that you have set up your profile you are ready to check in.

Your profile contains information about you, which you can update anytime you are not checked into a site.

If you are a contractor you will be able to access the **Electronic Work Authority Form (EWAF)**.

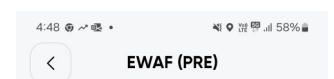
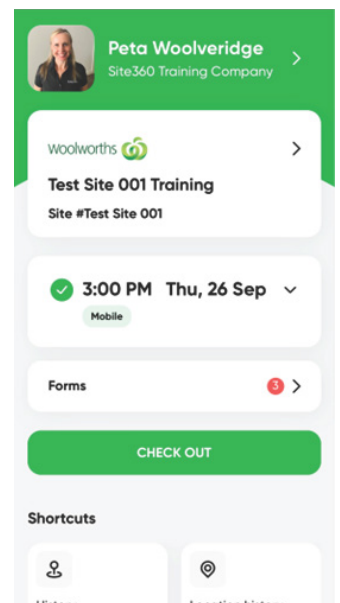
Forms will be available based on the reason for visit you selected when checking into the site.

Tap 'Forms' from the check in screen to access the EWAF form.

Once you complete and submit the EWAF (PRE) the EWAF (POST) will show as incomplete.

Once your work on site is finished, you will need to complete and submit the EWAF (POST). Once successfully submitted, tap Checkout in the app and your visit is completed.

You will automatically receive an email of the completed EWAF to the email address in your app profile. You can also resend the EWAF by tapping on History, selecting the visit, scrolling down to the completed forms and hitting Resend within the completed EWAF.



All fields with a red star are mandatory.

Add additional technicians  
If you are the only person on-site, then please leave blank

#### Work Order Details

Work Order Number \*

Description \*

Work Type \*

Priority \*

Asset / Service Type \*