

Intelivert Presence

User Guide



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Intelivert Presence Overview

Intelivert Presence is a workforce attendance app designed to allow users to check in and out of a site. Presence is used in conjunction with the Workforce Safety & Management System. Users of the Workforce Safety & Management System log into the app with their existing credentials and are able to check in and out of confirmed sites. The site list updates based on the status of the user, so if a user is not compliant, they cannot check into a site.

Quick Links

[Download Intelivert Presence](#)

[Access Intelivert Presence](#)

[Check In/Check Out](#)

[QR Code](#)

Download Intelivert Presence

Download **Intelivert Presence** by searching for it in the Apple App Store or the Google Play Store.

App Icon




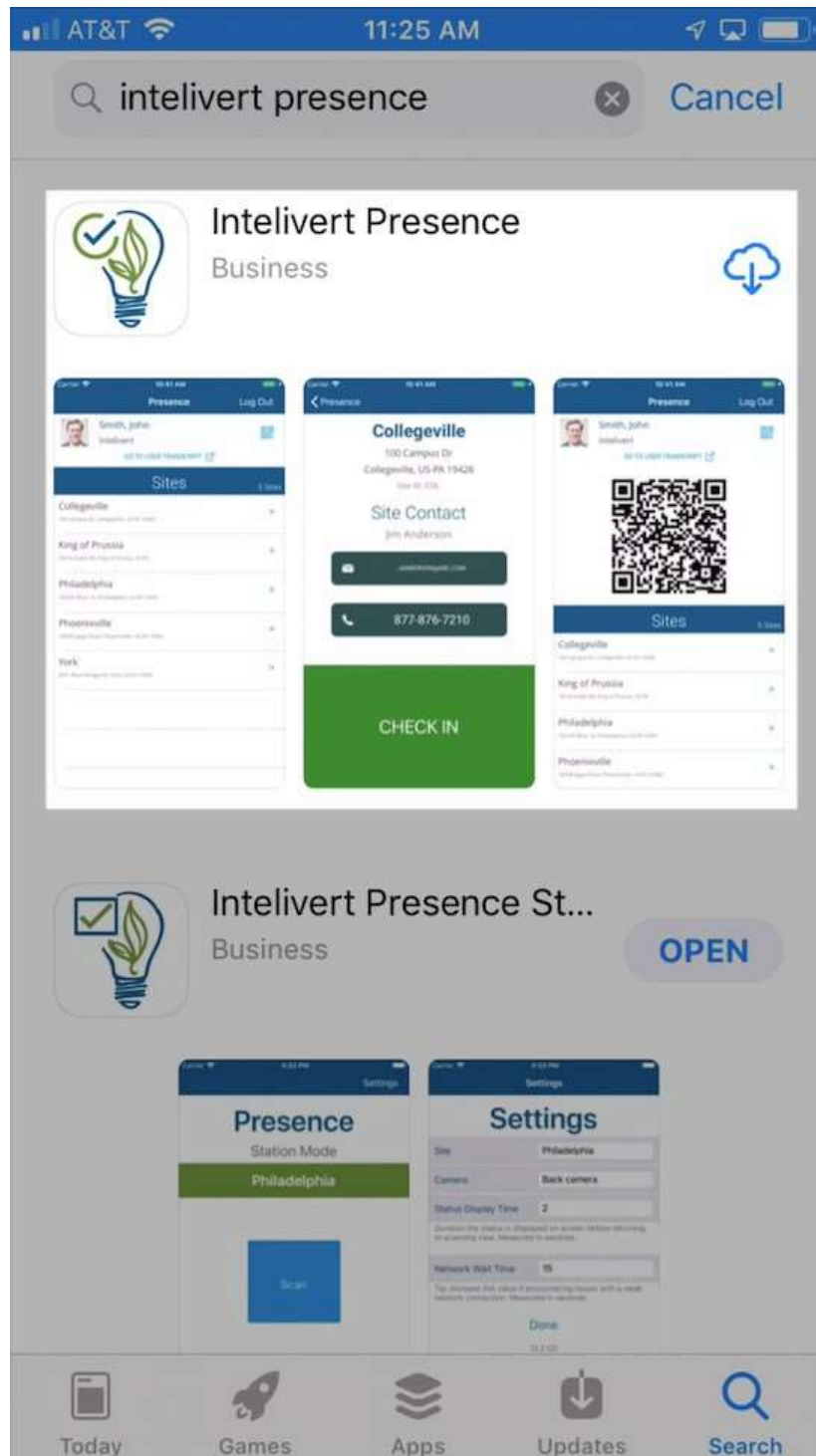
Apple App Store: <https://itunes.apple.com/us/app/intelivert-presence/id1060707396?mt=8>

Google Play Store: https://play.google.com/store/apps/details?id=com.intelivert.presence&hl=en_US

Apple Instructions

To download **Intelivert Presence**, complete the following steps on your iOS device.

1. Launch the App Store.
2. Search for "Intelivert Presence".
3. Tap the download icon  for **Intelivert Presence** to download the software.
4. Once **Intelivert Presence** completes download, launch it from the home screen.



Once **Intelivert Presence** completes download, launch it from the home screen.

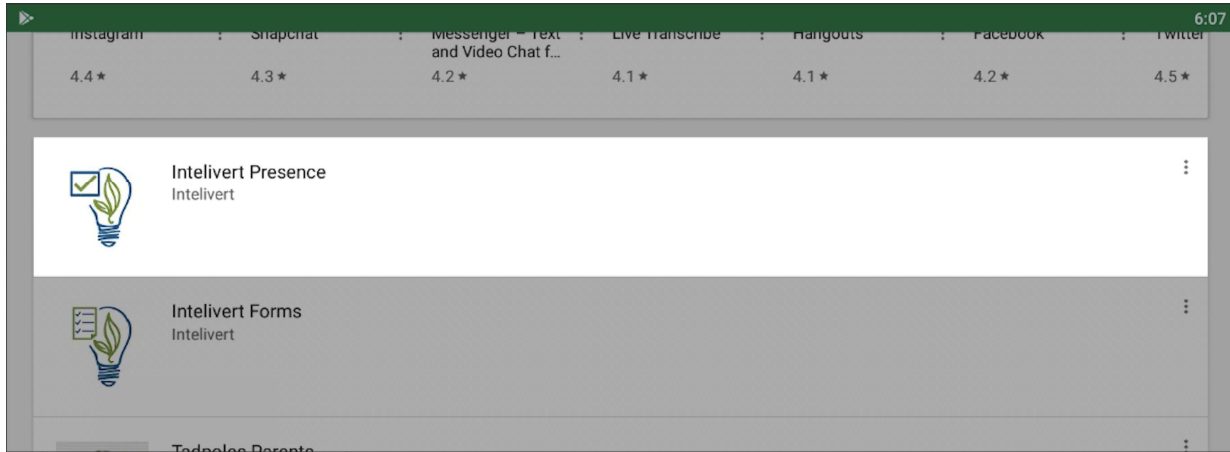
Note: Ensure you download the correct app--Intelivert Presence. There is a similar app called "Intelivert Presence Station", which has different functionality.

Android Instructions

To download **Intelivert Presence**, complete the following steps on your Android device:

1. Launch the **Google Play** store app.
2. Search for "Intelivert Presence".

3. Tap the **Intelivert Presence** app in the search results.
4. Tap **Install** to download the software.



Once **Intelivert Presence** completes download, launch it from the home screen.

Access Intelivert Presence

Log In

Logging into **Intelivert Presence** requires you to enter your portal URL, username, and password. Your username and password are the same that you use to access your system from a website

If you are experiencing issues when logging into **Intelivert Presence**, your user account may need to be configured to have access to attendance tracking. This configuration change must occur in your system before your user account can access **Intelivert Presence**

Note: The system URL is saved after successfully logging into Intelivert Presence.

Portal URL

Your portal URL is: www.wmsafetyportal.com



Intelivert Presence

Replace with your portal URL

2.0.1 (1)

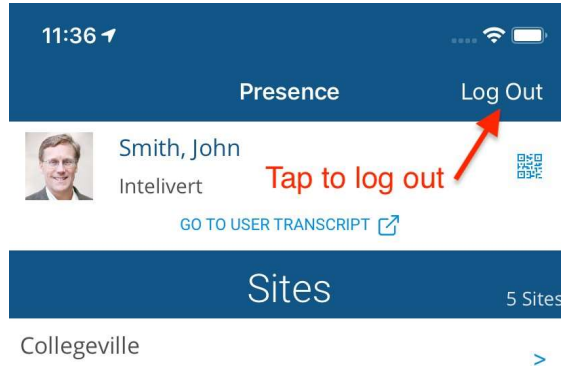
Login

Note: The Intelivert Presence app automatically adds "https://" or "http://" to your system URL.

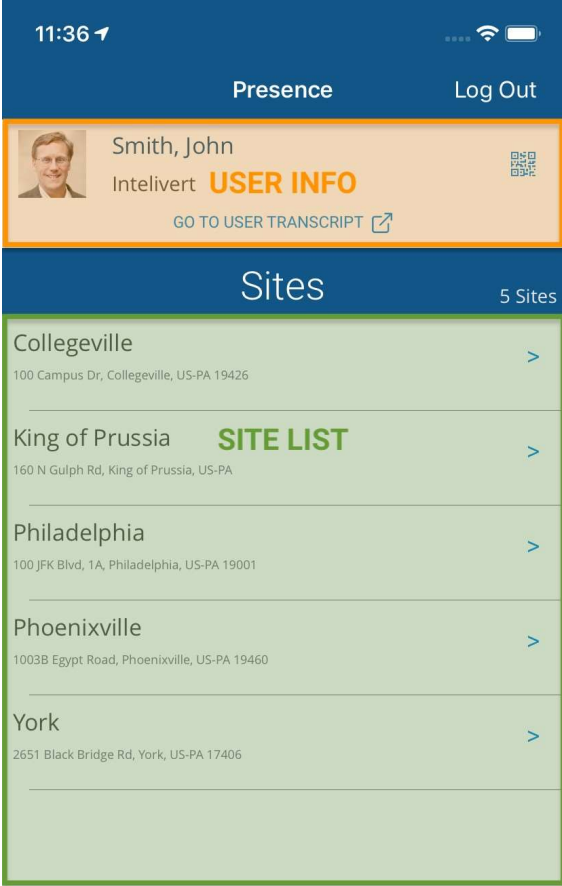
Log Out

Log out of **Intelivert Presence** by navigating to the home screen and tapping the **Log Out** button on the upper right of the screen.

Alternatively, you can close the app on your device (not suspend/background) and the next time **Intelivert Presence** launches, it will be logged out and ready for login credentials.

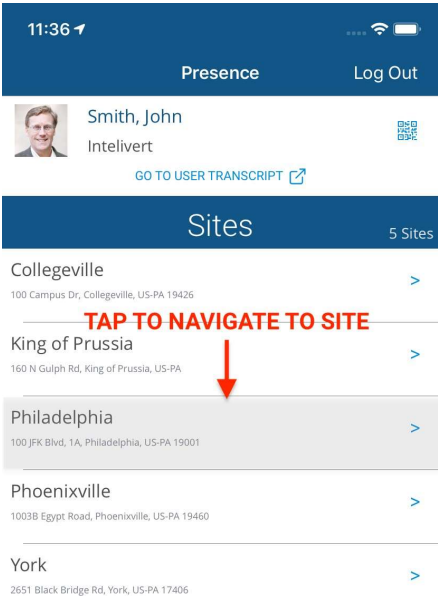


Areas of Presence Home Page



Navigate Intelivert Presence

Tapping a list item navigates to the tapped item's contents. For example, after tapping a site name, **Intelivert Presence** navigates to the site's *Check In/Out Screen*.



To navigate back from a selection, tap **Presence** in the navigation toolbar.

Collegeville

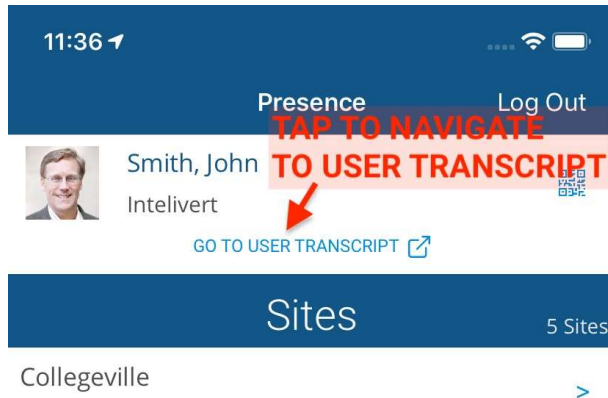
100 Campus Dr
Collegeville, US-PA 19426
Site ID: COL

TAP TO NAVIGATE TO HOME PAGE


Site Contact

View User Transcript

View the User Transcript by tapping the **Go to User Transcript** link in the User Info area of the **Intelivert Presence** home screen.



After logging in, the user's Transcript page will be displayed.



Smith, John
Intelivert
Account created on 7/31/2015

RISK LEVEL: N/A
EXPIRES: N/A
DRUG SCREEN: N/A

- Drug Screen
- Social Security Number Verification
- Criminal History Check - Federal
- Criminal History Check - State
- Criminal History Check - County
- Government (Terrorist) Watch List
- Employment Verification
- Education Verification
- Professional License and/or Certification Verification
- Driver's License Abstract
- Credit Profile with Bankruptcy & Liens
- Media Search
- Sexual Offender Check
- Any other verification element required by law, rule or regulation

COURSES COMPLETED **EXPIRES: 7/24/2020**

Course Name	Abbreviation	Completed
Dumpsite Safety	DS	7/25/2019
Customer Service	CS	7/25/2019

CONFIRMED SITES **TOTAL: 5**

Site Name	Date Confirmed
Collegeville	7/25/2019
King of Prussia	7/25/2019
Philadelphia	8/23/2016
Phoenixville	7/25/2019
York	7/25/2019

My Sites

In order to work at a site, all safety orientations must be completed. If a user has not taken all required courses, they will not have any sites listed. Furthermore, the site list downloaded contains only the active sites associated with the user that have been confirmed by their contractor manager.

If your site list does not contain any sites, you may need to:

- Complete required safety orientations
- Have your user account configured to have sites added to your account and/or confirmed by your contractor manager.

This configuration change must occur in your system before your user account can access site attendance with **Intelivert Presence**.

Sites		5 Sites
Collegeville	>	
100 Campus Dr, Collegeville, US-PA 19426		
King of Prussia	>	
160 N Gulph Rd, King of Prussia, US-PA		
Philadelphia	>	
100 JFK Blvd, 1A, Philadelphia, US-PA 19001		
Phoenixville	>	
1003B Egypt Road, Phoenixville, US-PA 19460		

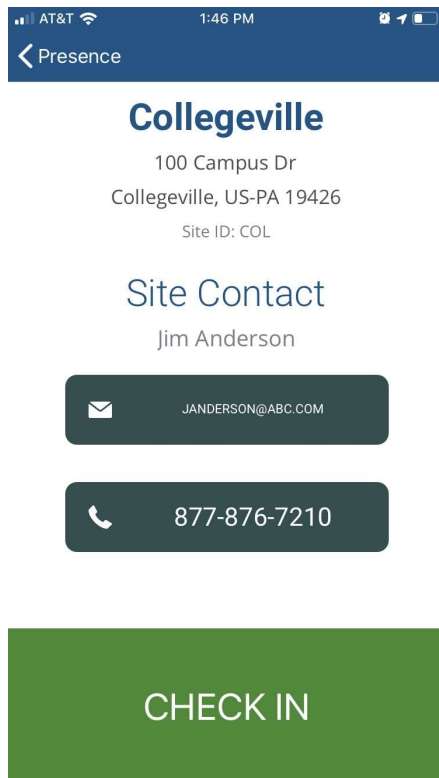
Check In/Check Out

Check In to a Site

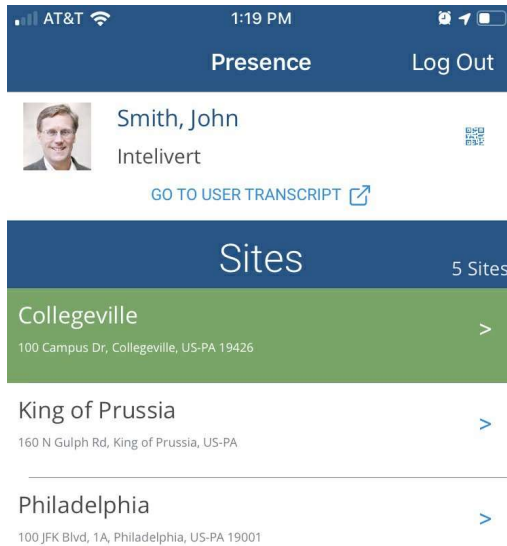
The *Check In/Check Out Screen* for a site contains site information such as site name, address and site ID. If the site contact information is available it will also contain the contact's name, email address and phone number.

To check in to the site, tap the **CHECK IN** button across the bottom of the screen. **Intelivert Presence** will:

- Save your arrival date, time and GPS location.
- **CHECK IN** button fades.
- Return to Home Screen.



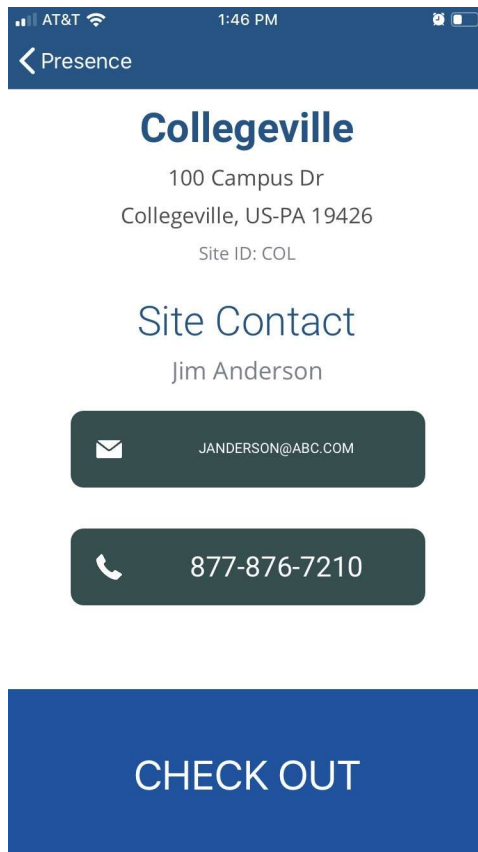
- On the **Intelivert Presence Home Screen**, the site is highlighted and moves to the top of the site list.
- You must check out of a site before **Intelivert Presence** will allow you to check into another site.



Check Out of a Site

To check out of a site, navigate to the site's *Check In/Check Out Screen* and tap the **CHECK OUT** button across the bottom of the screen. **Intelivert Presence** will:

- Save you departure date, time, and GPS location.
- **CHECK OUT** button will change color and will change to **CHECK IN**.
- On the **Intelivert Presence** home screen, the site will be placed in the site list in alphabetical order and the highlighting will be removed.



QR Code

A QR code is available for use when visiting worksites where the **Intelivert Presence Station** is in use.

Show/Hide QR Code

Tap the blue QR icon to to show or hide your QR code.

Show

Presence Log Out

Smith, John
Intelivert

TAP TO SHOW QR CODE →

GO TO USER TRANSCRIPT

Sites 5 Sites

Collegeville >
100 Campus Dr, Collegeville, US-PA 19426

King of Prussia <


Hide

Presence Log Out

Smith, John
Intelivert

TAP TO HIDE QR CODE →

GO TO USER TRANSCRIPT



Sites 5 Sites

Collegeville >
100 Campus Dr, Collegeville, US-PA 19426

King of Prussia

Email Notifications

Email notifications are sent to contractor manager(s) when the following situations occur:

- Employee miss checkout time.
- Employee exceeds site's max time for being checked in.

Notifications may be sent to contractor administrators, site administrators, host company safety team, etc. Contractor employee name, company, site, and date and time of arrival or departure are included in the body of the email to inform contractor and site personnel of workers located on a site.

Note: The email includes a direct link to the Open Timecards/Workforce - Currently Checked In report in the system where the user can review all workers check in/out of the site.



WORKFORCE SAFETY & MANAGEMENT SYSTEM

Below is a summary of the **CHECK OUT:**

User: Baines, Don
Company: Adler Industrial Services Inc.
Timestamp: 5/21/2019 9:47:49 AM

[Click here](#) to view open timecards.
[Click here](#) to view the user's account.
[Click here](#) to view the company's account.

Workforce Management Portal



WORKFORCE SAFETY & MANAGEMENT SYSTEM

Below is a summary of the **CHECK IN:**

User: Baines, Don
Company: Adler Industrial Services Inc.
Timestamp: 5/21/2019 9:10:27 AM

[Click here](#) to view open timecards.
[Click here](#) to view the user's account.
[Click here](#) to view the company's account.

Workforce Management Portal