

Woolworths Group is committed to the safety and security of our team, visitors and contractors. As a part of this commitment, we request all visitors, suppliers and contractors to digitally sign in and out utilising our visitor management App, please follow below instructions on how to download and use

Thank you for participating.

SETTING UP

STEP 1 Download the free 'Woolworths Visitor Management' app from the App or Play Store.



STEP 2 Open the App. Allow the app to take pictures etc., and set the 'Allow Location Services', to 'while app is in use' - The App does not use your location services once you have signed out or leave our stores.

STEP 3 Tap 'New registration' to create your profile. (Add a photo, your name, contact details, company and security license information.

STEP 4 Choose your 'PIN', then press submit.

STEP 5 We will text you a 'code', which will either self-populate (Android) or appear on the top of your keyboard (IOS), press submit and you're ready to go.

SIGN UP

Please enter your information to create a One-Time registration.
Your profile will be stored in this device to enable fast access for future check-ins.



ADD PROFILE PHOTO

FIRST NAME:

LAST NAME:

EMAIL:

MOBILE:

CONFIRM MOBILE:

CHECKING IN

- STEP 1** When you are in front of one of our sites, open the app on the main screen and tap 'Check In'
- STEP 2** From the list of Woolworths Group sites, tap on the site you want to check into
- STEP 3** Once you have read the 'Condition of Entry' and you are happy continue please tap 'continue'
- STEP 4** Select the reason for your visit & who you will be engaging most while on site
- STEP 5** Proceed to the service counter and show your mobile screen to our service the team. They will provide you with a dated visitor sticker, place it on yourself and if you are happy to continue tap 'continue'
- STEP 6** You will see any current notifications and alerts, once read tap 'acknowledge' on the notification before proceeding
- STEP 7** Once all the notifications are read, please proceed into the site, remember to please keep the app open or minimised while on site.

CHECKING OUT – 2 Ways

- STEP 1** Your visit is complete, tap 'Check Out' on the home screen
 - STEP 2** Tap 'Yes' to confirm you want to check out and now your visit has been signed out of completely.
 - STEP 3** Please dispose of your visitor sticker in one of the bins at the front of the site before leaving.
- OR
- If your app is open in the foreground or minimised in the background, simply leave the site and you will be automatically checked out once you leave the site.

For more information or support please contact our visitation partner, VISTrak 1300 853 990

