



Department of
Health



SafeWA app user guide

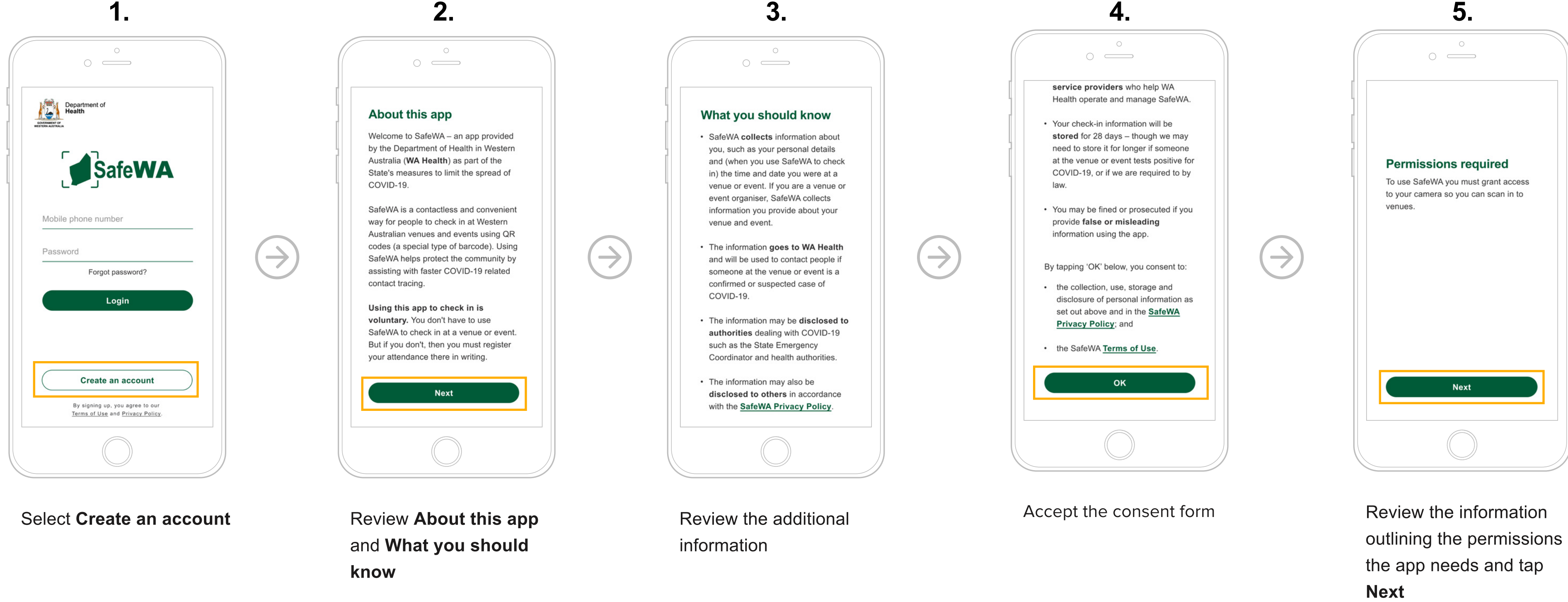
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Getting started with SafeWA

Before you create your account you will be asked to review and accept SafeWA’s consent form. It explains what the app does, what information it collects, for what purpose and how long it will be stored.



SafeWA Individual home screen

This is the home screen for an Individual account in the SafeWA app. It opens to the scanner ready to scan a SafeWA QR Code. You can navigate from this screen to settings, scan history and switch to your Business account if you have one set up.

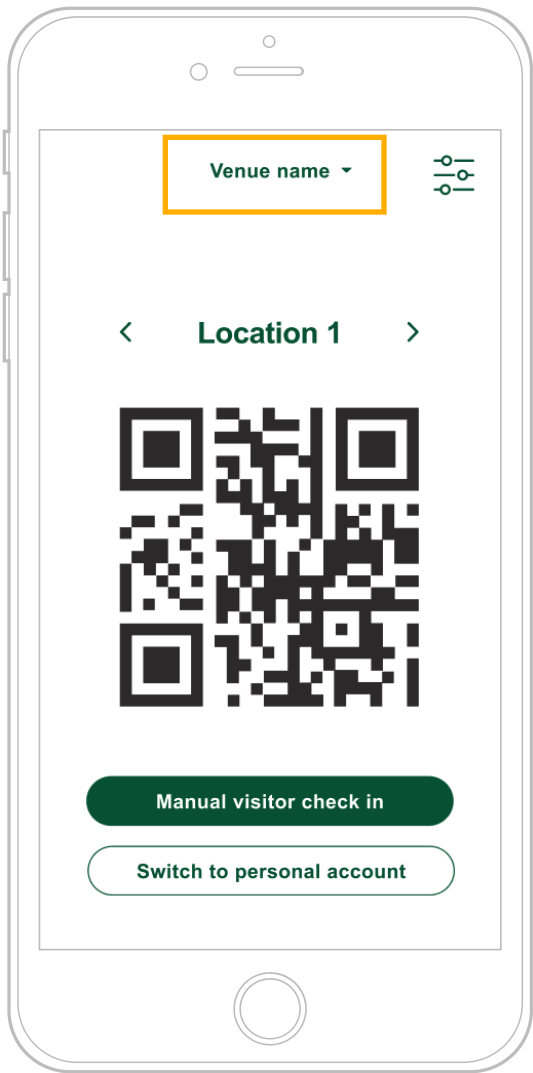


- 1.**
This will take you to your last **scan history**
- 2.**
This is your **settings** icon
- 3.**
If you have a **business account** set up, you can switch between your **individual** and **business accounts** by tapping this button

SafeWA Business home screen

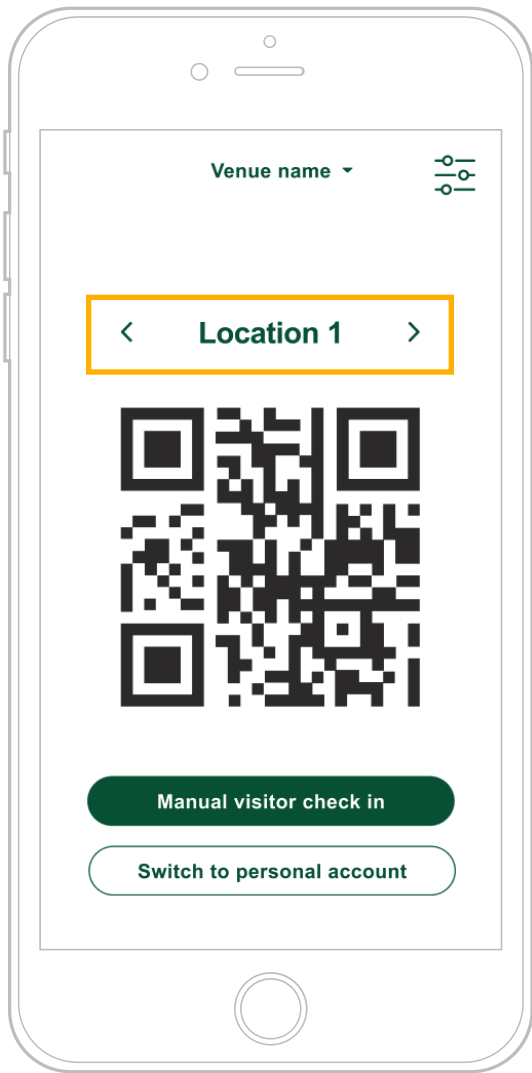
This is the home screen for a Business account in the SafeWA app. It displays the QR code ready for scanning, you can access settings and switch to your personal account.

1.

The image shows the SafeWA Business home screen. At the top, there is a 'Venue name' dropdown menu highlighted with an orange box. Below it is a 'Location 1' header with left and right arrows. In the center is a large QR code. At the bottom, there are two buttons: 'Manual visitor check in' (dark green) and 'Switch to personal account' (light green).

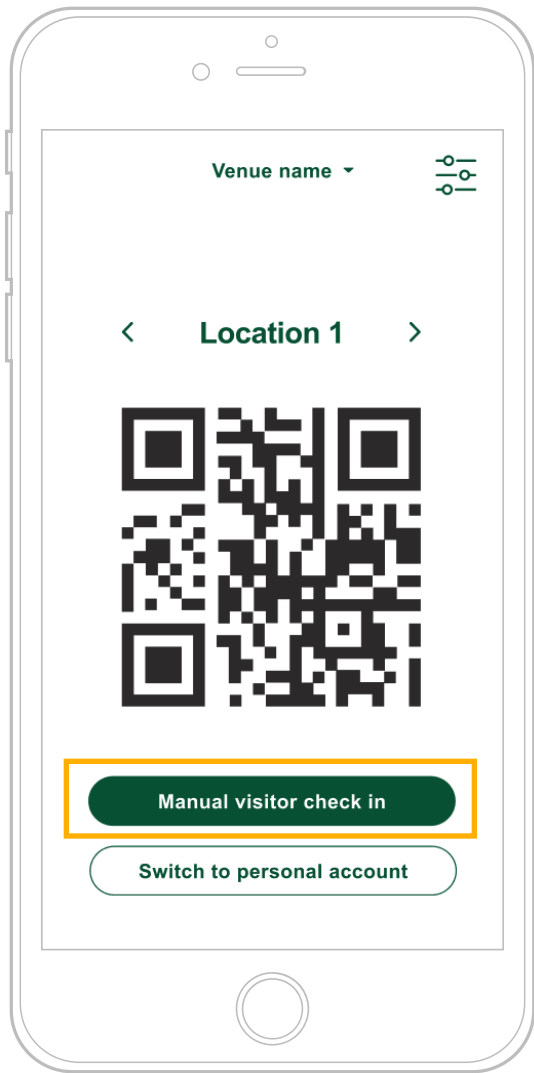
Tap on the **Venue name** drop down to select an alternate venue

2.

The image shows the SafeWA Business home screen. The 'Location 1' header, including the left and right arrows, is highlighted with an orange box. The rest of the screen is the same as in step 1.

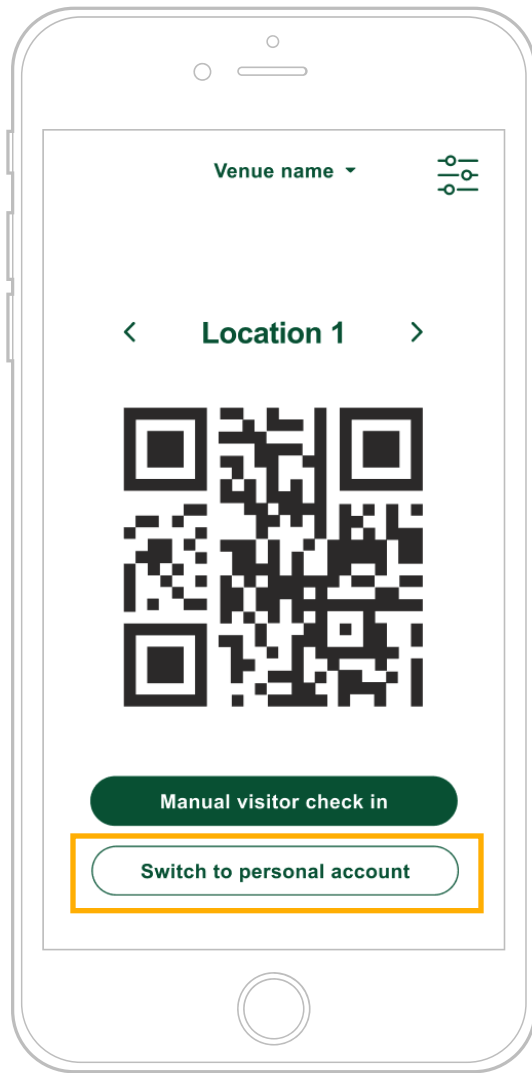
Tap the left and right arrows to change **Location** QR code shown

3.

The image shows the SafeWA Business home screen. The 'Manual visitor check in' button is highlighted with an orange box. The rest of the screen is the same as in step 1.

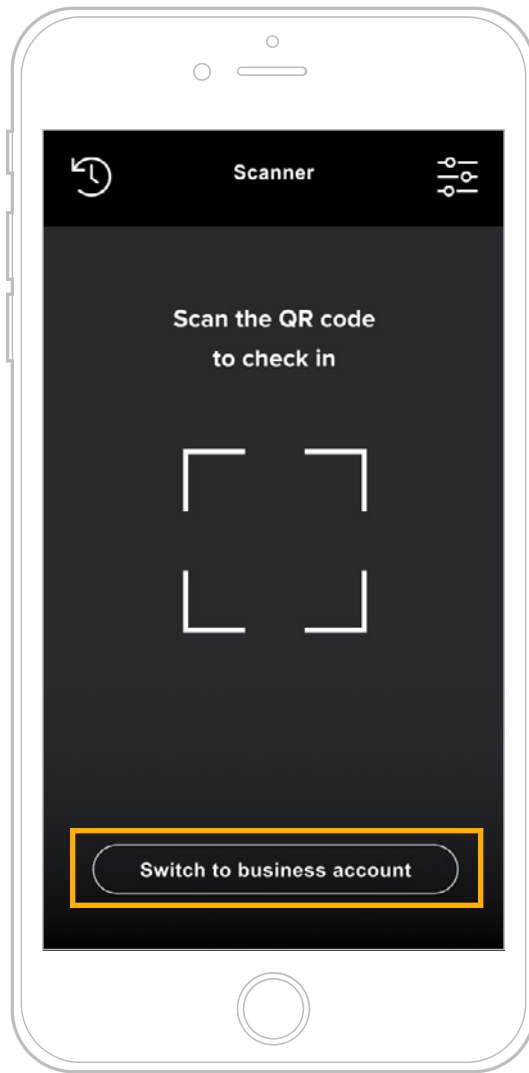
Tap **Manual visitor check in** to manually register a visitor

4.

The image shows the SafeWA Business home screen. The 'Switch to personal account' button is highlighted with an orange box. The rest of the screen is the same as in step 1.

Tap **Switch to personal account** to return to the individual account home screen

5.

The image shows the SafeWA Scanner screen. At the top, there is a 'Scanner' header. Below it is a prompt 'Scan the QR code to check in' and a large white QR code frame. At the bottom, the 'Switch to business account' button is highlighted with an orange box. A right-pointing arrow is positioned between the screens of step 4 and step 5.

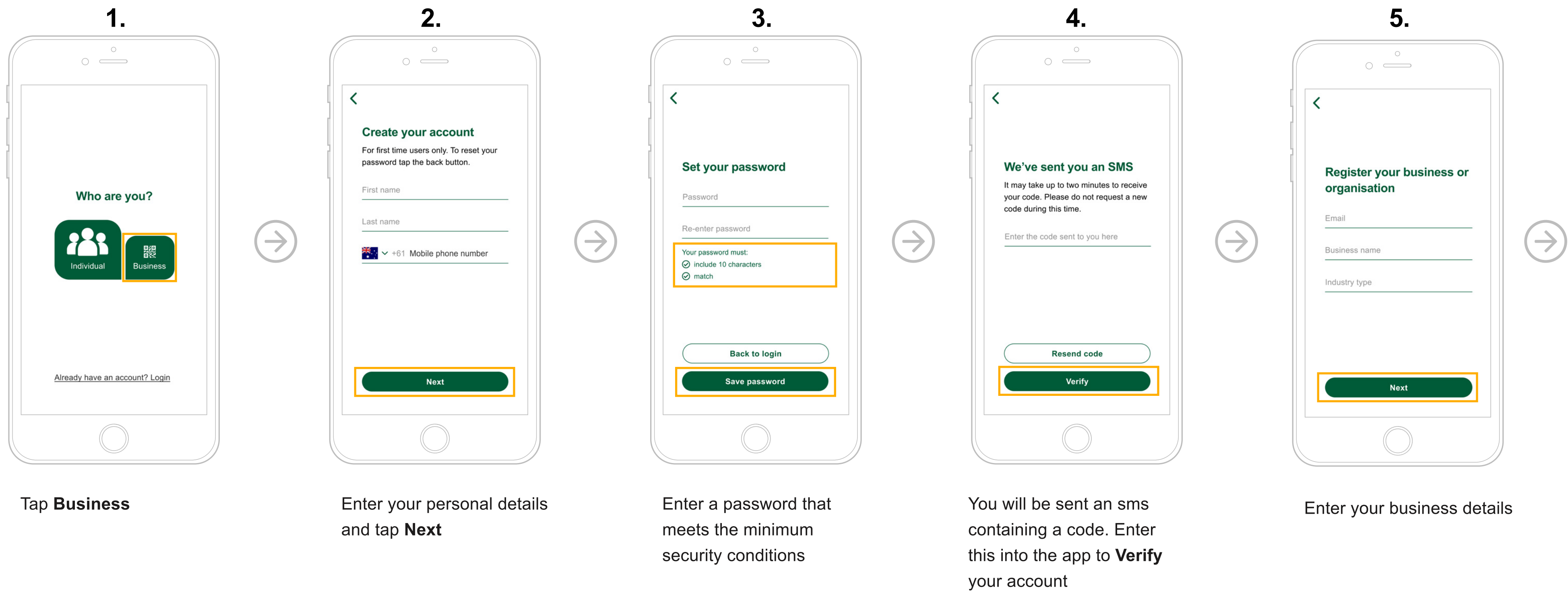
Tap **Switch to business account** to return to the business account home screen



SafeWA for businesses and organisations

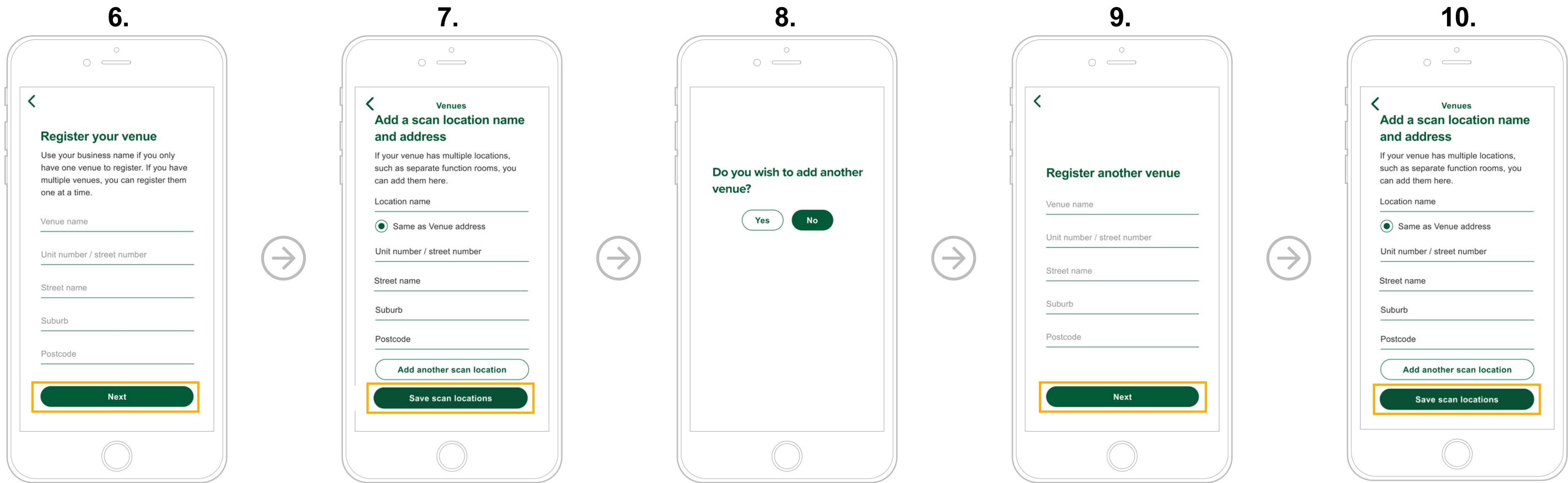
Registering a business

To register your business simply follow the steps presented and you will be up and running in minutes.



Registering a business continued

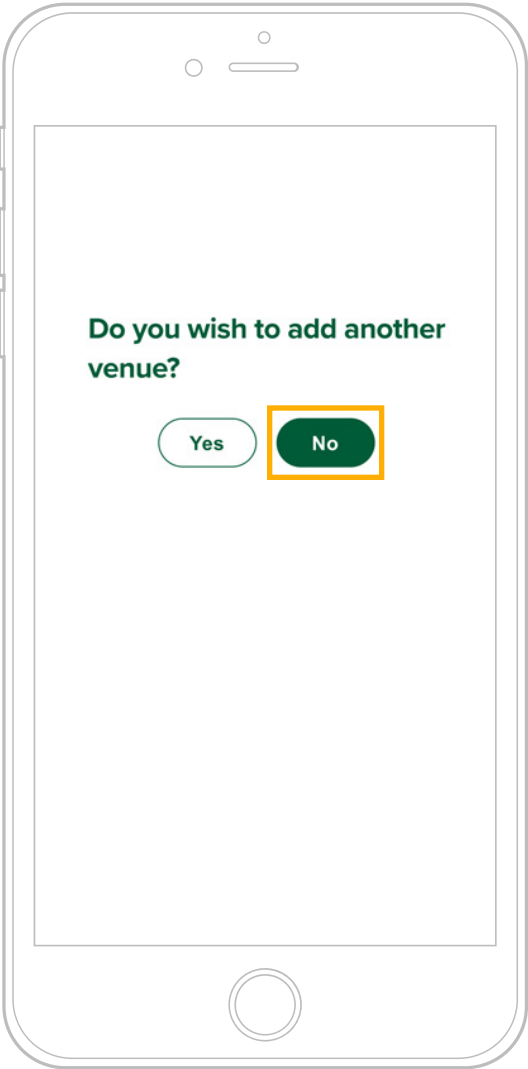
As a business owner you can register one or multiple venues easily. For each venue make sure you register each entrance your customers, staff and suppliers use.



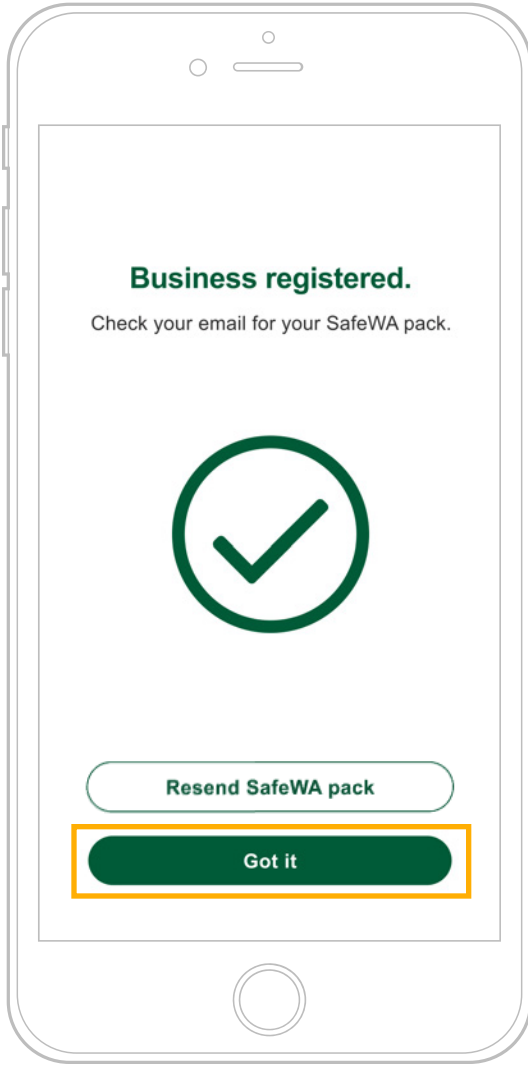
- Enter the details of your first venue and hit **Next**
- Add the relevant scan locations/entrances for your venue and tap **Save scan locations**
- Add an additional venue if you have more than one
- Enter venue details and tap **Next**
- Add the relevant scan locations for your second venue and tap **Save scan locations**

Registering a business continued

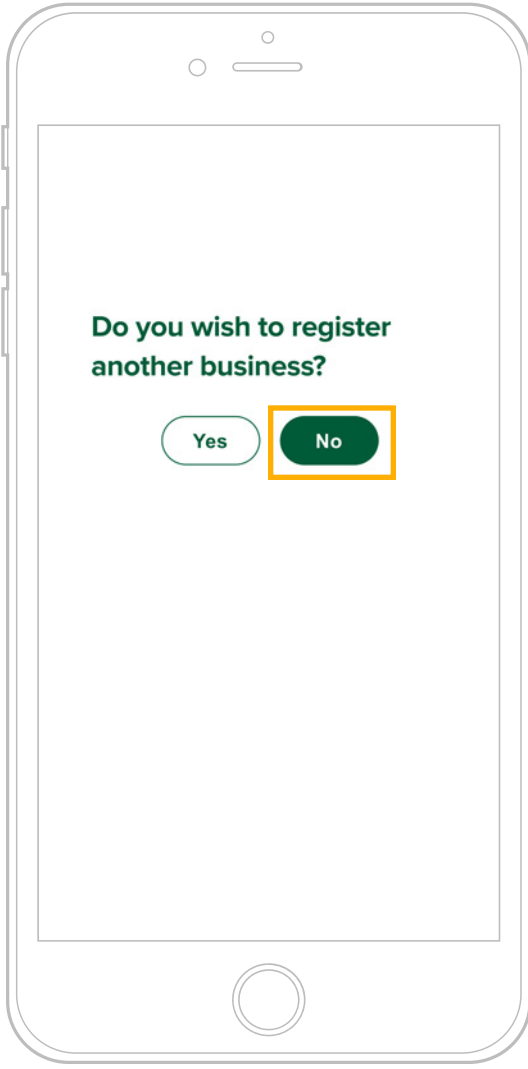
11.



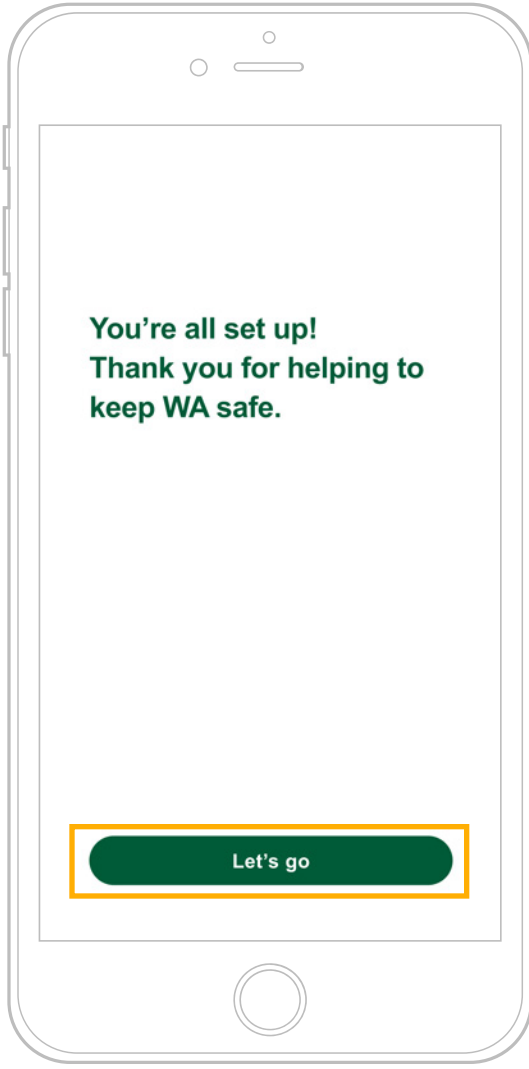
13.



14.



15.



If you have entered all your venues, tap **No** and continue to the next step

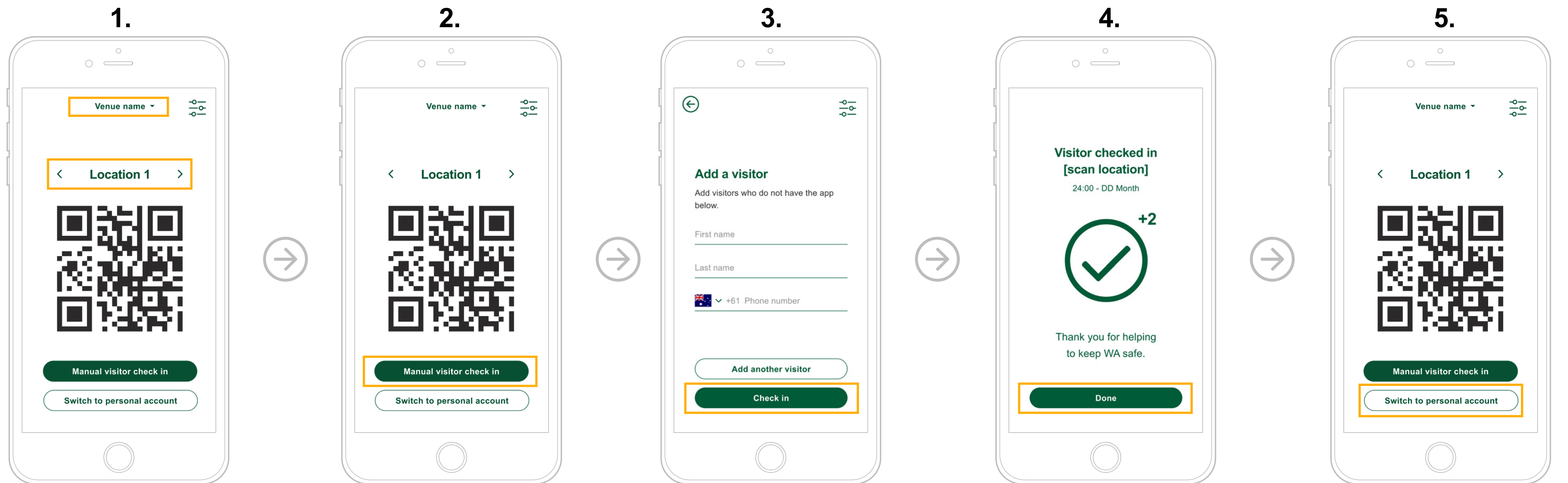
Your business is now registered. Check your email for your QR code poster/s and tap **Got it**. If you did not receive your pack then tap **Resend SafeWA pack** button to download them directly

If you have entered all your businesses tap **No**

You're all set up, tap **Let's go** to move back to the home screen

Using the app as a business

As an alternative to people scanning QR code posters, you can use the app to check people in.



Switch Venue with the drop down at the top of the page or change location with the left and right arrows

Tap **Manual visitor check in** to manually register a visitor who does not have their own SafeWA app

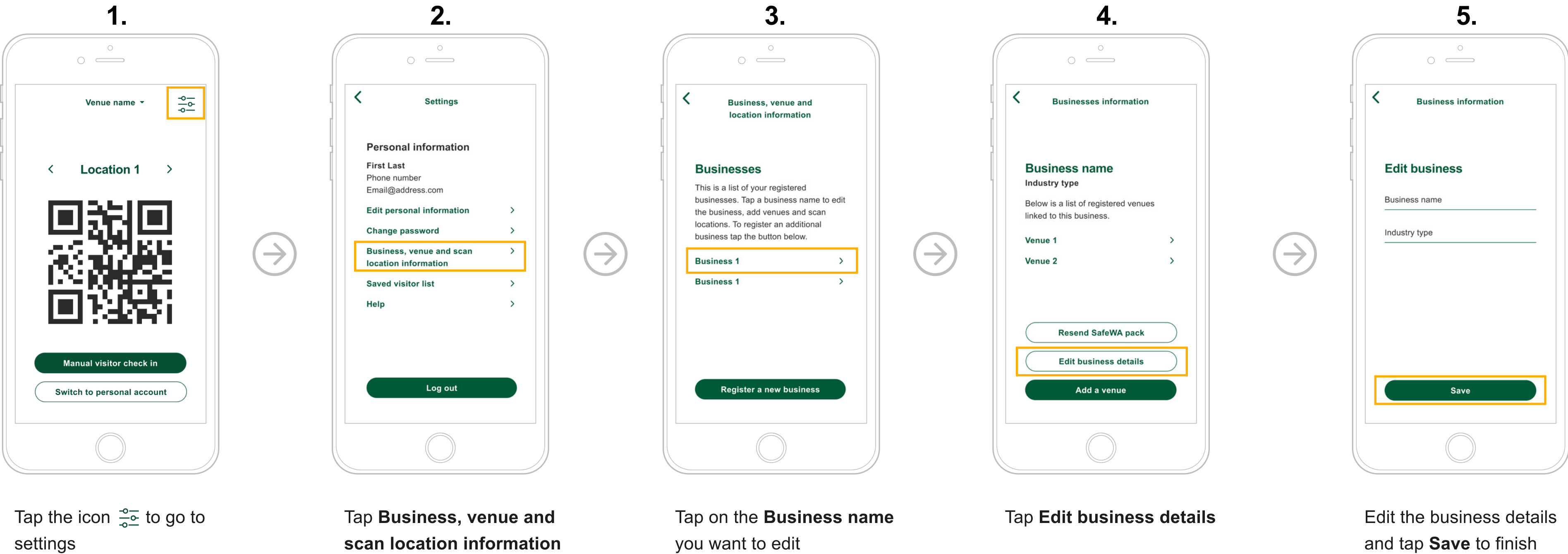
Enter the visitor's details and tap **Check in**

Click **Done** to return to the home screen

Tap **Switch to personal account** when you need to scan yourself into a venue and tap **Switch to business account** to return to your business account

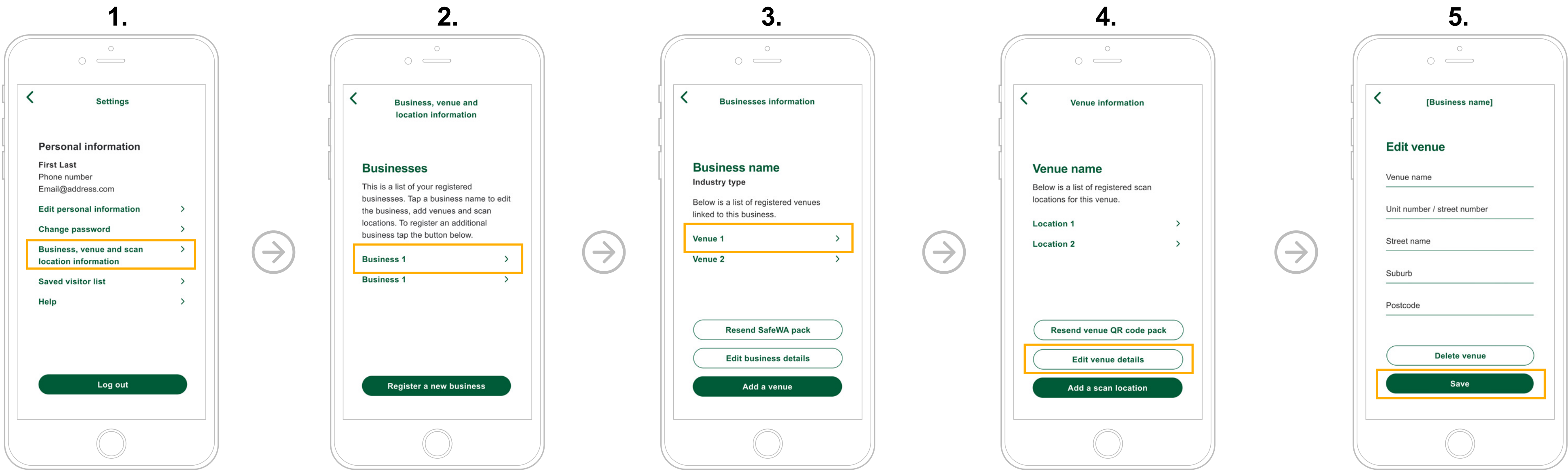
Editing a business

Edit business information as required by navigating to the settings page.



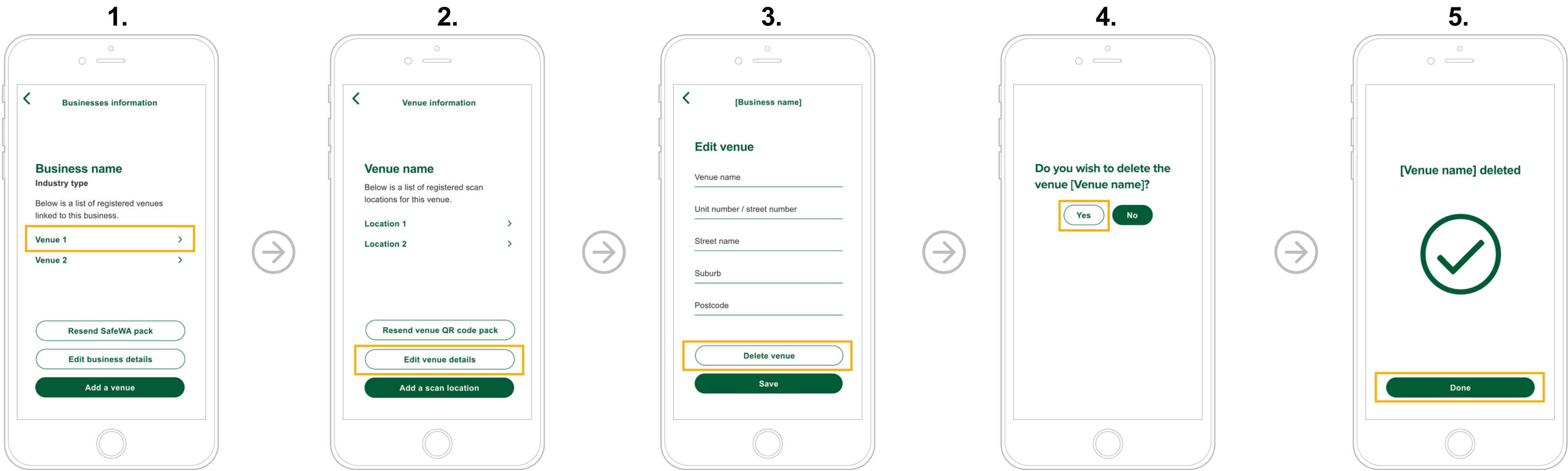
Editing a venue

Edit venue information as required by navigating to the settings page.



Deleting a venue

Delete a venue as required by navigating to the settings page.



From step 3 above, tap on the **Venue name** you wish to delete

Tap **Edit venue details**

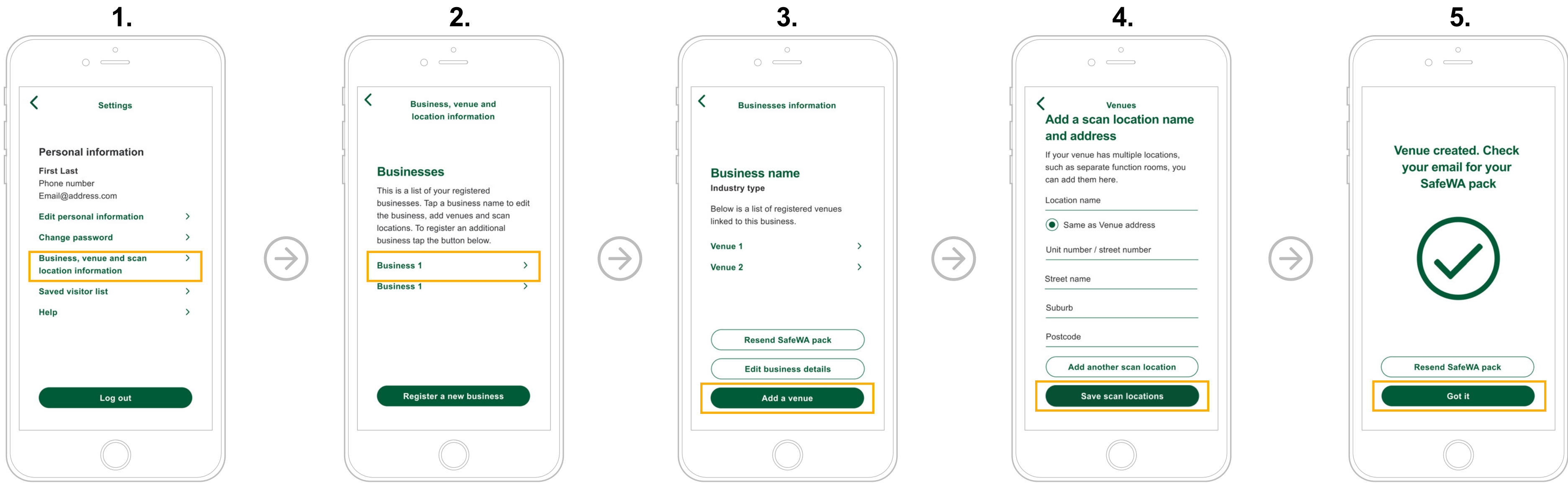
Tap **Delete venue**

Tap **Yes**

The Venue has been deleted. Tap **Done** to return to the home screen

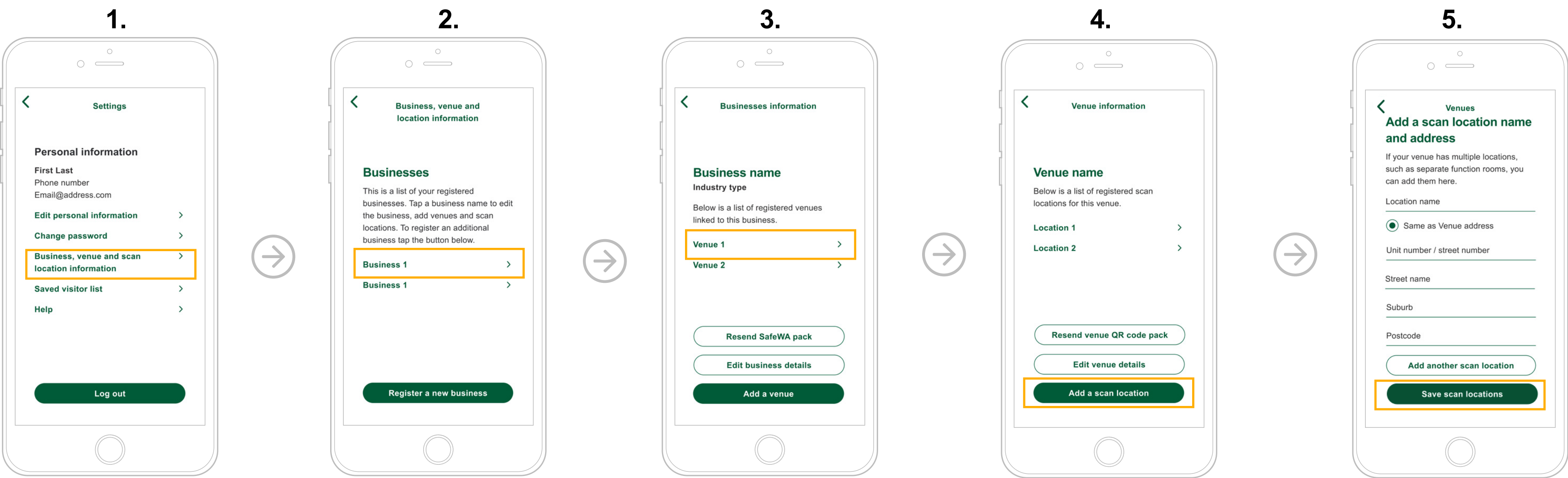
Adding a new venue

To add a new venue after registering your business simply navigate to the settings page.



Adding a scan location

Add additional scan locations in the settings page.



From settings, tap **Business, venue and scan location information**

Tap on the **Business name** you wish to add a scan location to

Tap on the **Venue name** you wish to add a scan location to

Tap **Add a scan location**

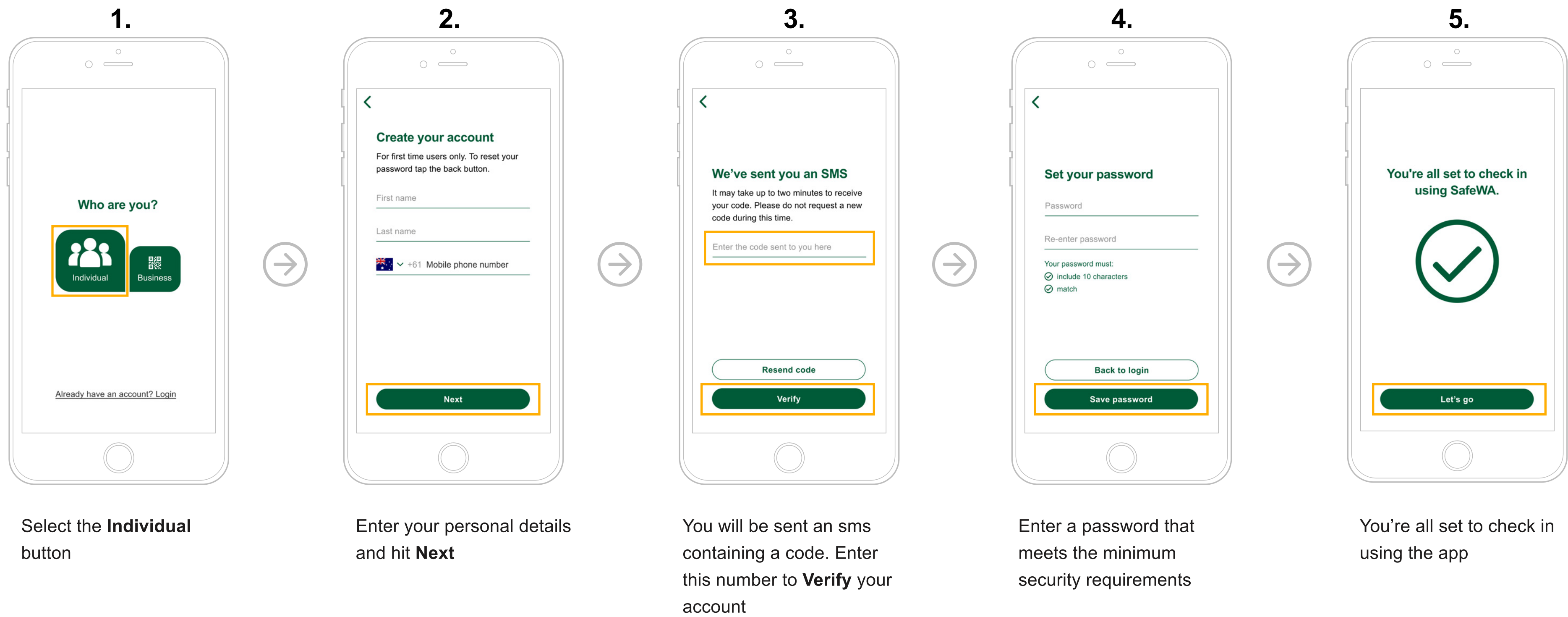
Add the details of the scan location and tap **Save scan locations**

SafeWA for individuals



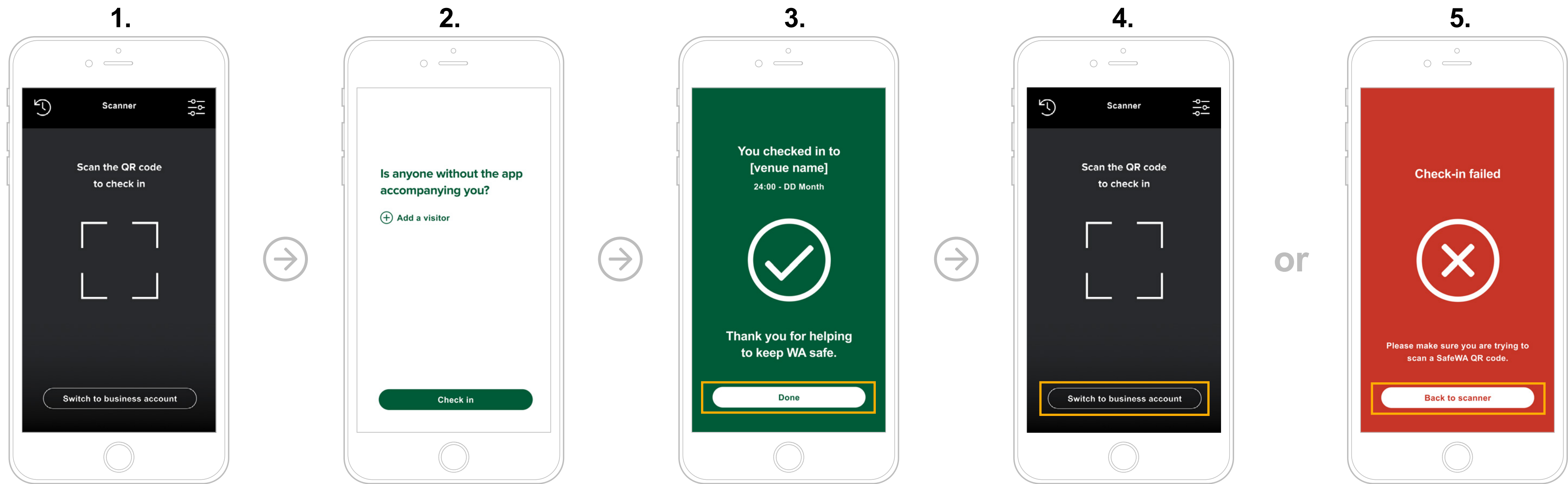
Registering as an individual

To register as an individual simply follow the steps presented and you will be up and running in minutes.



Checking in

To check in at a venue or location, open the SafeWA app and you will be ready to scan.



When you open the app your camera scanner will appear. Position it over the QR code

You will be presented with the option to add the details of anyone with you who does not have the app. Simply tap **Check in** to skip this step

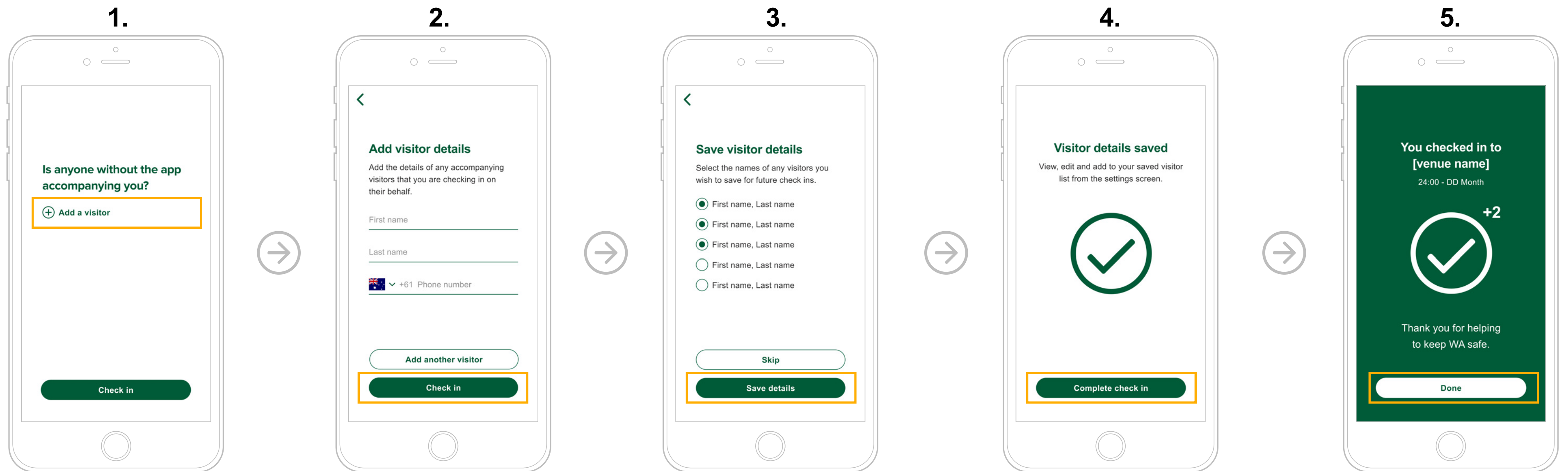
You're all checked in. Tap **Done** to return to the home screen

If you have registered a business tap **Switch to business account** to switch between your personal and business accounts

You will see an error message if you scan a QR code from a different system or do not have a network connection

Adding guests

Manually enter the details of any guest/visitors with you who do not have the app.



From screen 2 above, tap Yes and then tap **Add a visitor**

Enter the visitor's details and tap **Check in**

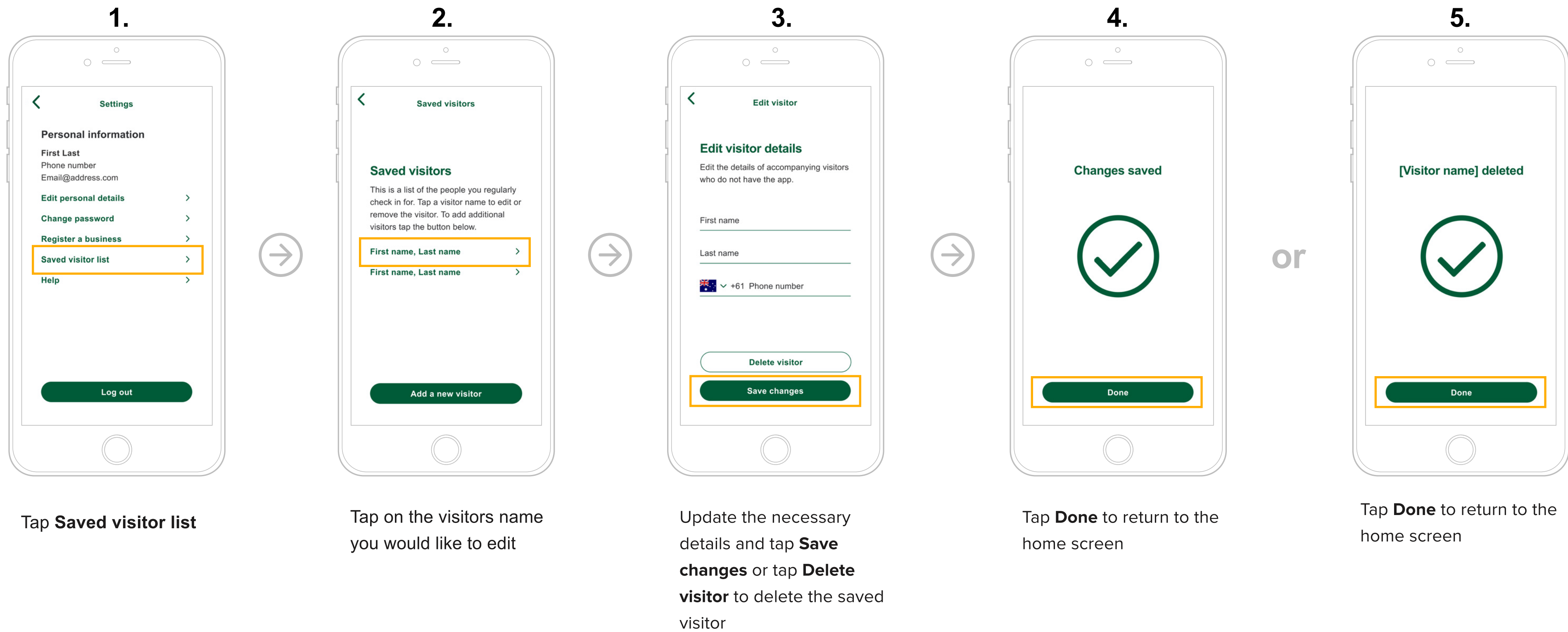
To save the visitors to your contact list for future use select their name and tap **Save details**

Tap **Complete check in**

You're all checked in. Tap **Done** to return to the home screen

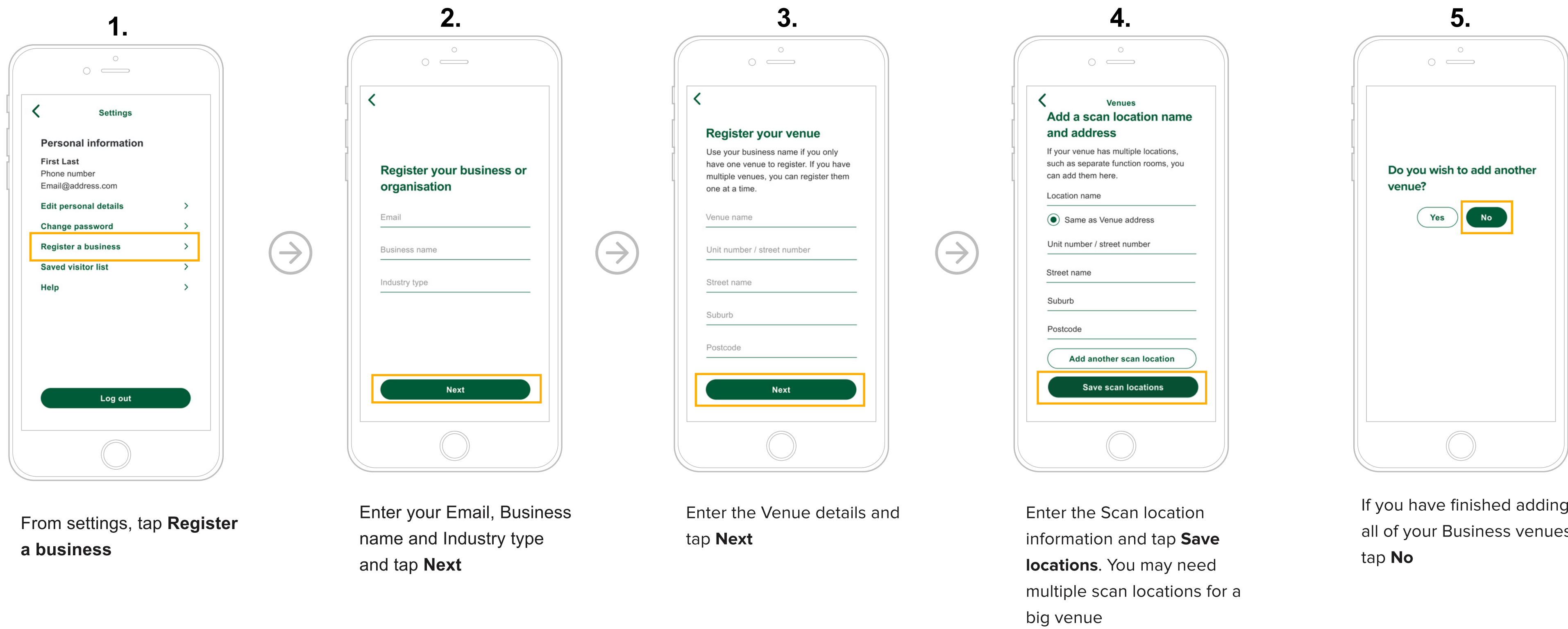
Editing guests

Update or remove the details of any guests/visitors saved on your app.



Registering a new business from an Individual account

To register a new business simply navigate to the settings page.

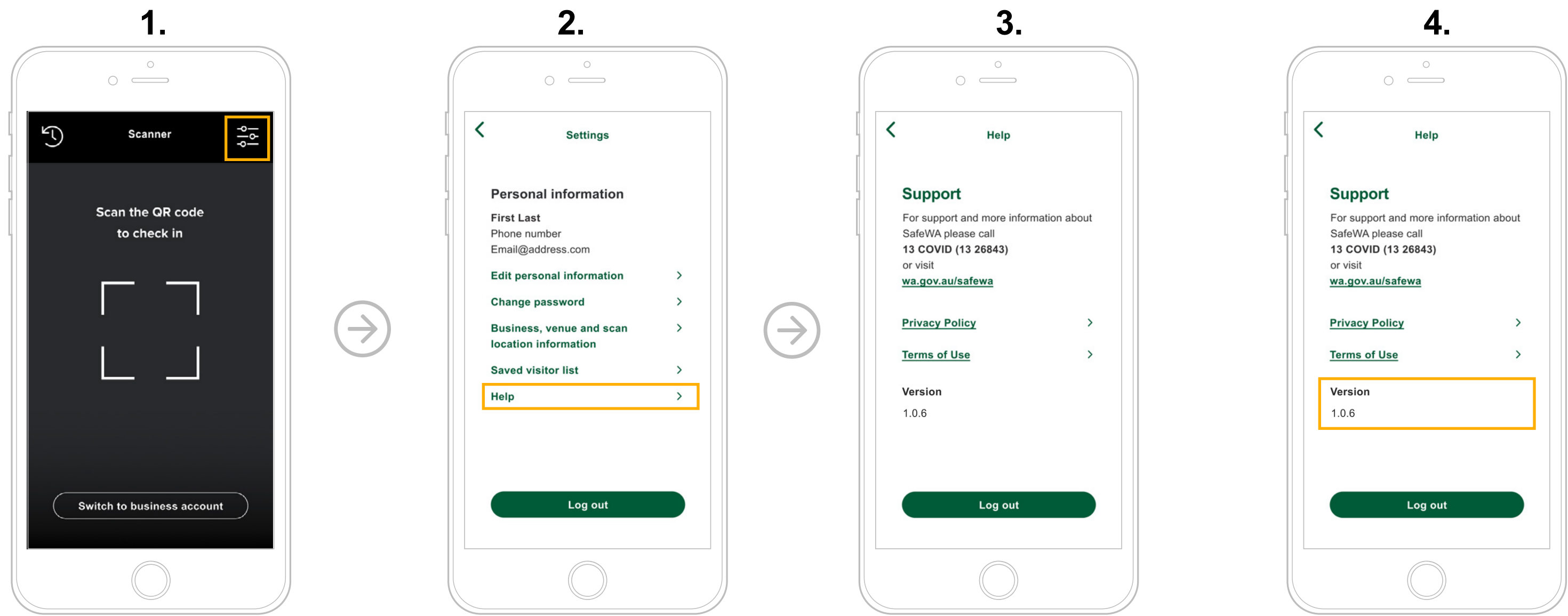



Miscellaneous



Support

There is further information about the app and how to get support on the Support page.



Tap the icon  to go to settings

Tap **Help** for further information

The Help page contains links to the **SafeWA website** for support articles and further information along with **Privacy Policy** and **Terms of Service**

View the **Version** number of your SafeWA app here on the help page



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For support please contact
support@safewa.health.wa.gov.au