

# 1. HT- 2023 How to use Sine Pro App

## 2. Purpose

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Sine Pro is free and available for iPhone and Android. It allows visitors, contractors, staff, couriers and any other groups to check in to our State Library site when they are nearby. You can avoid queues and check in and out using this contactless process.

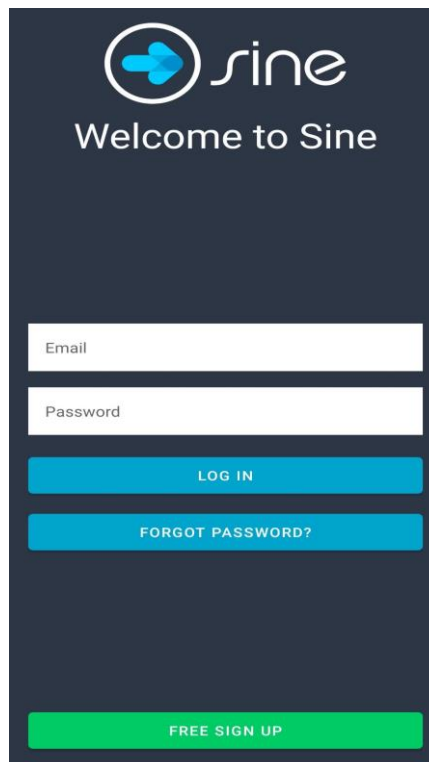
## 3. Process

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### Sine App

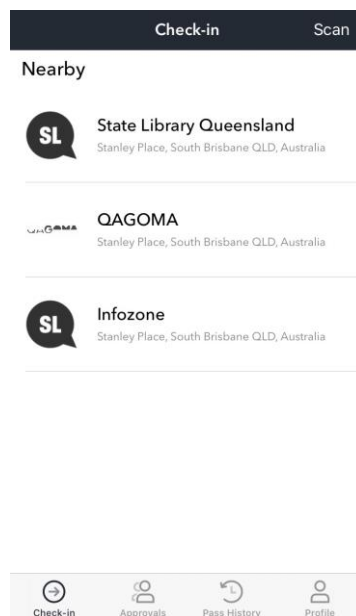
1. On your mobile or smart device, navigate to your  or 

2. Search for and download the Sine Pro App 
3. Ensure you allow Location, Notifications and Camera permissions for the Sine Pro app
4. Open the Sine Pro App and login with your existing credentials or Sign Up to a new one.

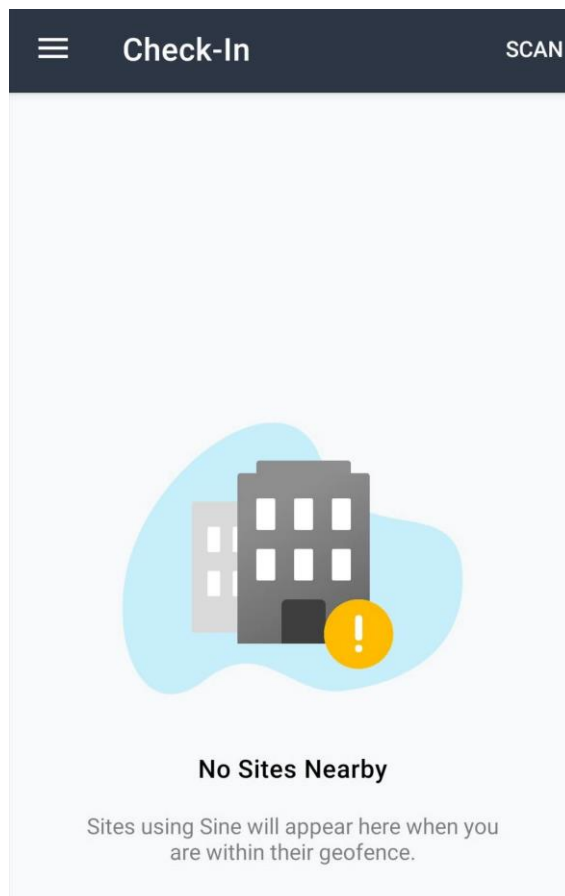


### Check in with Sine App

5. When you are on site, open the Sine Pro app and select the location you need to sign into from the list provided. Proceed to step 8.



6. If you do not see the selection you need, you can manually check-in at one of the Sine Pro iPads on-site. These are at Reception, The Edge or Cannon Hill. Select Scan in the top right of the phone app

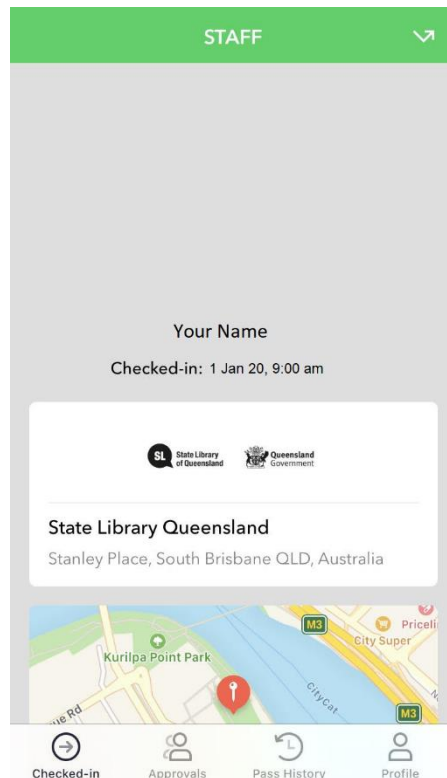


7. Scan the barcode located at the bottom right of the Sine iPad
8. Complete the mandatory fields to complete the sign-in process

## Check out with Sine App

9. When you are leaving for the day, open the Sine Pro app

10. Select the hooked arrow icon at the top right of the screen



11. Select either “Check-out manually” or “Scan out with a QR code”

- a. Check-out manually: Complete the required fields on the screen and click “Next” to complete check-out
- b. Scan out with a QR code: Scan the QR code at the Sine Pro iPad and complete the mandatory fields to complete check-out

If you have any problems or questions, please contact ICTS through email [ict@slq.qld.gov.au](mailto:ict@slq.qld.gov.au) or on x9292 between 8.00am and 5.00pm weekdays.

Content Owner:	Business & Engagement ICTS	Contact:	3842 9292
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