"Construction Workers Registration System"

User Manual

Construction Industry Council

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Revision History

Version	Date Issued	Summary of Changes
1.0.0	15 Dec 2015	• Original version
1.3.5	15 Apr 2016	• New – Bilingual display • New – Apply new contract: create and submit a request for contract information update • New – New contractor application: create and submit a request for contractor information update • New – Contract application review: search contract application • New – Contract application review: view contract application • New – Edit contract: edit contract application • New – Edit contract: cancel the request for contract information update • New – Contract application review: cancel contract registration application • New – Edit contractor profile: view contractor application history • New – Edit contractor profile: cancel the request for contractor information update • New – Good list detail: good list total worker
1.3.6	24 Jun 2016	• New – 1.1.1 Login: auto lock account function • New – Login: forget password • New – Contractor profile: update contractor basic information • New – Contract profile: request contract completion in advance • New – Contract profile: quick edit contract • New – 2.2.3.5 Contract management: Search Locked Site Admin Account • New – 2.3.2.2 DAR maintenance: upload daily attendance record • New – 2.3.7 DAR maintenance: Change subscription status for DAR submission reminder • New – Other functions: resolve good list conflicts • New – Other functions: Change account details • Change – UI labels and wordings changes throughout the system
1.3.7	8 Jul 2016	• New – 1.1.1 DAR App user interface: personal data collection statement • New – 1.1.6.5 DAR App validation setup: auto start • New – 1.2.3 DAR App good list management: edit workers registration details • New – 1.2.4 DAR App good list management: delete workers registration details • New – DAR App about screen: Go to CIC Channel
1.3.8	23 Sep 2016	• New – All : Add Disclaimer and Privacy Policy Statement • New – Contract : Add a contract sum field in Contract Profile • New – Contracts With Attendance Problem : Add new module to check uploaded DAR problems • New – Create Site Admin Account : Show contract description in Create Site Admin • New – DAR Submission : Add filtering for device name search in DAR Submission • New – Export Good List As Excel : Add new function to export good list detail in Excel Format • New – Search Good List Problem : Add a function to list out existing problematic good list records • New – Search Site Admin : Show login id of Site Admin in Assign Site Admin and Search Site Admin • Enhance – Admin Account Profile : Default English name of Master Admin as Company English Name • Enhance – All : Change the Chinese name of Site Representative, Contract Authorization, Master Admin and Site Admin • Enhance – All : Change the color of loading bar • Enhance – All : Improve the zooming problem • Enhance – All : Improve the display of logout problem

		• Enhance – Contract : Change contract status to 'Ended' according to site end date in contract • Enhance – Contract: Add contract 'Completed' status to indicate CIC received completion certificate. • Enhance – Contractor & Contract Profile : Improve the data control in Phone and Fax number • Enhance – Contractor & Contract Profile : Control the read and edit function in Contractor Profile • Enhance – Contractor/ Contract : Control the read and edit function in Contract Profile by Site Admin • Enhance – DAR Submission : Speed up the display of submission in DAR Submission • Enhance – DAR Submission : Change the color of Due Date in DAR Submission • Enhance – Email Notification : Update the wording of email heading • Enhance – Email Notification : Add Site Representative as a recipients in Contract Advance Completion Request Application Approval Email • Enhance – Email Notification : Add Site Representative and remove Master Admin as a recipients in DAR Submission Confirmation Email • Enhance – Email Notification : Add Site Representative as a recipients in DAR Submission Reminder • Enhance – Upload DAR for exempted site : Accept using 'I', 'O', 'C406' to represent 'In', 'Out' and 'Green' • Fix – Assign Site Admin : Fixing the contract assign contract in assign site admin module • Fix – DAR Submission : Fixing the auto refresh problem when cancel DAR submission • Fix – Email Notification : Fixing the hyper link in email draft contractor application and reset password • Fix – Menu Bar : Fixing the display problem of username in menu bar • Fix – Release Locked Account : Fixing the problem if searching locked site admin account
2.0	14 Nov 2016	• New – Add-on function : Sync time from Master to Slave device(*Only support on CIC Device) • New – Add-on function : Lock screen function(*Only support on CIC Device) • New – Add-on function : Heartbeat Signal • New – Add-on function : Automatic download latest App to device if any version upgrade • New – Add-on function : Check version upgrade and download file from Master Device to Slave • New – Add-on function : The App will be started automatically when a CWR card was detected • New – DAR handling : Play different sound when invalid card tapped • New – User Interface : Enlarged font size of retry message • New – User Interface : Show device name/version at Tap Card page • Update – User Interface : New App Icon
2.1	26 Jan 2017	• New – News : A new page for CIC news publishing • New – Contract : Add 'Street Name' for contract with multiple locations and add 'District Area' for contract with single location • New – News : DAR Submission By Worker/ Upload DAR for exempted site : Provide Card Running Number for Worker DAR • New – Download DAR : Add CIC Reference Number • New – Download Submitted DAR in Excel : Add Submitted By information • New – Contract : Add field 'Require Biometric Integration' to specify any biometric device integration required in contract • New – Support full bilingual display

		• New – DAR for Verification : Control the read function in 'DAR for Verification' by Site Admin • New – All - Improve the graphic display • New – Email Notification : Add Company Representative & Site Representative but remove Master Admin as recipients in 'No Heartbeat Signal or Incomplete Data Transfer in Device' Email • Enhancement – Confirm to submit Daily Attendance Record : Reminder to verify attendance records with reference to the upload error • Enhancement – DAR Submission, DAR for Verification : Rename the module name to 'Unsubmitted DAR Submission' and 'DAR for Verification' • Enhancement – Upload DAR for exempted site : Show all errors in an excel file • Enhancement – All : Password URL will expire after 7 days • Enhancement – Search Site Admins : Arrange the site admin search result by login ID • Enhancement – DAR Submission Summary : Show 'N/A' if no device is registered in the contract • Enhancement – Upload DAR for exempted site : Disallow to upload multiple submission periods in single upload
2.1.1	10 Mar 2017	• New – Add on function : Detach Device • New – Add on function : Return Signal Response Time (Seconds)
2.1.2	18 May 2017	• New – Send 'No Heartbeat Signal' email to Site Representative and Company Representative instead of Master Admin. • New – Allow Site Admin to check heartbeat status of devices. • New – Allow contractor to mass insert DAR via system interface with threshold limit based on total number of DAR uploaded by mobile. • New – Allow contractor to mass update DAR via system interface. • New – Accept either serial or running number for DAR record input. • New – Disallow contractor to edit site commencement date if Non-Compliance Notification has been sent. • Enhancement – Remove 'No Heartbeat Signal' email alert for contract in 'End' or 'Completed' status. • Enhancement – Allow setting "Site End Date" the same date as "Advance Completion Date". • Enhancement – Extract "Change Password" to a separate function from "Edit Account" function in "Admin Account Profile" page. • Enhancement – Force user to provide current password when changing their password. • Enhancement – Enhance layout of add/update DAR records page so it can display longer running number and transaction time. • Enhancement – Validate card status of DAR during mobile upload, mark DAR with invalid card status as "DAR for Verification". • Enhancement – Allow Master Admin and Site Admin to remove DAR after verification.
2.2	30 Jun 2017	• Update – Support longer Good List and Bad List by downloading them in batches. • Update – Sort contract list by CIC reference no. in descending order. • Enhancement – Assign a new device ID for re-registered device. • Enhancement – Device must be online to turn on/off the heartbeat signal. • New – An icon is added to indicate that the screen is locked. (*This feature is available only on CIC Device) • Enhancement – When the screen is locked, the device hardware keys, except the power on/off button, will also be locked. (*This feature is available only on CIC Device)
2.2a	21 Sep 2017	• Enhancement – Force user to re-print application form if any of the form value changed. • Enhancement – Do not show contract amount when Site Admin login. • Enhancement – Not allow user to select district 21 if single location selected.

		• Enhancement – Trim all leading and trailing space for excel DAR upload • Enhancement – Display different warning messages if the Application Form or other documents missing during contract application
2.3	31 Jan 2018	• New –Refine the process of writing DAR to new worker registration card and reading DAR by the coming Worker App. • New – Auto save device DAR App version in CWRS (* This feature is available only on DAR App version 2.3). • Enhancement – Detailed classification of error codes on DAR App. • Enhancement –Fine-tune the good list process and display the download and page loading progress respectively. • Enhancement –Standardize the DAR app file name as "AttendanceApp.apk". • Enhancement – Show an alert box and stop data transfer if 1) slave version is more updated than master version (alert at slave) 2) master version is more updated than slave version but the DAR file "AttendanceApp.apk" is not available in master device download folder (alert at master); and 3) no common contract is found between master and slave devices (alert at slave).
2.4	3 Apr 2018	• Enhancement - Allow edit the attendance records which pending for verification. • Enhancement –Not allow quick edit the contract if contract status under 'Pending for Approval' status. • Disallow double click for all buttons • Provide e-form for exemption application.
2.5	27 Jun 2018	• New – Detach device in CWRG
2.6	16 Jan 2019	• Adding valid cwr card serial number into good list; A red cross with wording "Invalid CWR cards" will be displayed for inactivate or void card • Extend autosync time interval to 45mins • Refine reading non cwr card (mifare plus) handling • Refine error handling for WiFi connection
2.7	12 Oct 2020	• Update - Android OS 10 random mac address setting • Update – DAR submission reminder email • New – View submitted DAR
2.8	28 Dec 2020	• New - Email reminder on verifying invalid DAR
2.9	26 Jan 2021	• Update – Raw DAR definition update • Update – Submitted / Consolidated DAR definition update

1. CIC Daily Attendance Record Application (CIC DAR APP)

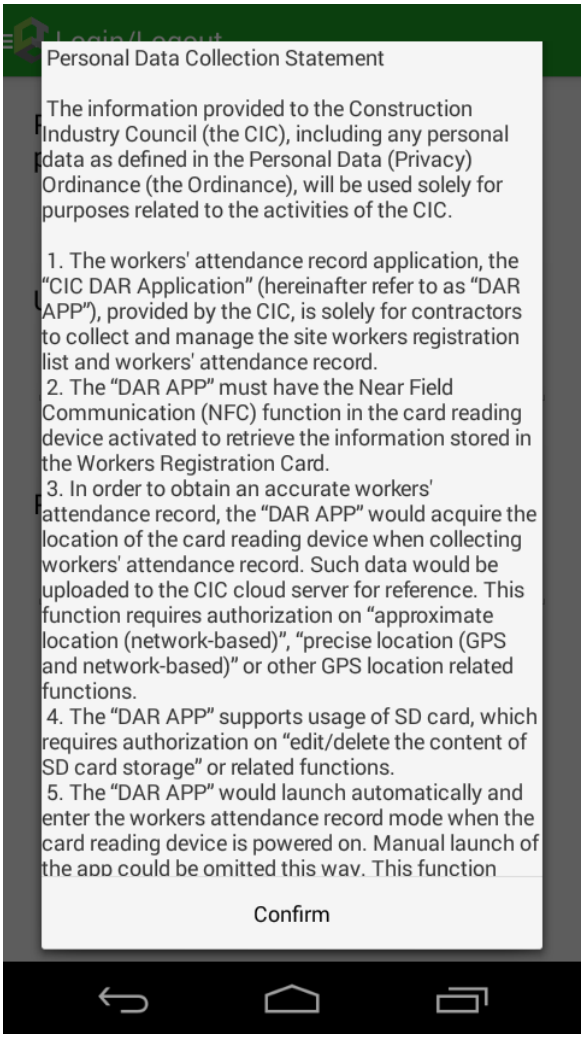
CIC DAR APP is an Android mobile application.
Contractors may use the CIC Android Card Reading Device ("CIC Device") or appropriate commercial Android Card Reading Device (Tested Mobile Device List on the CIC Website) by installing the CIC DAR APP to read worker's name and registration number from Construction Workers Registration Cards (CWR Cards) and to collect his/her attendance record when reporting duty on site.

Contractor can register the construction workers to a specific contract through the CIC DAR APP, which help to manage the Daily Attendance Record of a construction site.

1.1. Login / Logout

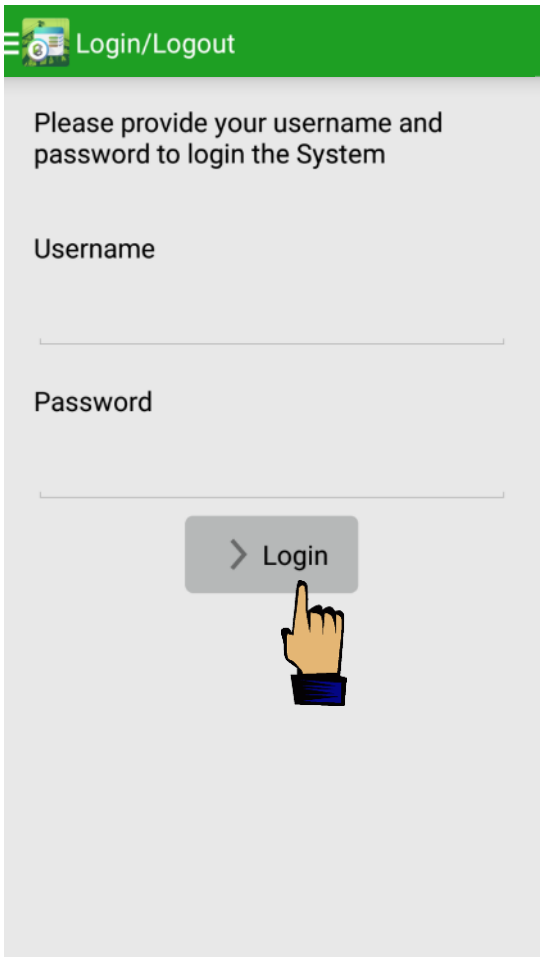
1.1.1. Personal Data Collection Statement

- When the CIC DAR App is opened for the first time, the Personal Data Collection Statement will be shown as below. Tap **【Confirm】** to continue.



1.1.2. Login

- Enter your CIC Username and Password
- Tap 【**Login**】 button to login CIC DAR APP.



Note: CIC DAR APP is set as auto-start when the device is switched on. User can disable auto-start by going though the procedures described in section 1.1.6.5 User may also tap the “ ” icon displayed on Home Screen of device to open the App.

Attention: The CIC device and the DAR app can collect DAR via CWR card tapping in offline mode (i.e. no network connection). However, a stable network connection is deemed necessary when conducting device registration, data synchronization, heart beat function or the DAR App first login of each user. Failure to provide a stable network for these tasks may interfere the tasks’ completion.

1.1.3. Device Registration

Contractors are required to use a registered card-reading device for processing the worker registration and DAR submission of the construction site. Registration can be completed through the CIC DAR APP.

- After the first login, setting screen will be automatically shown. Otherwise, tap " **Setting** "

- Enter the device name under "Device **Name"**, and select contract under "Contracts", then tap "Register**"** to proceed.
- The registration information including DAR App version (version 2.3 only) will be uploaded to CIC cloud if the card-reading device is connected to the internet.
- Contractor can login to "Construction Workers Registration Gateway (CWRG)" to check whether the device has been successfully registered to the selected contract. (Please refer to section 2 of the User Manual – " Construction Workers Registration Gateway (CWRG) ")

Note: The contractor must complete the device registration process mentioned above before processing the worker registration and DAR submission.

Note: In Android 10, MAC randomization is enabled by default. Contractor should use the factory MAC for device registration. When a device is connected with any Wi-Fi network, privacy setting should be set as “Factory MAC” as below.

1.1.4. Device Deregistration

Contractor can detach their registered device(s) from contract via DAR App. The deregistration procedure is shown below:

- Tap " **Setting** "

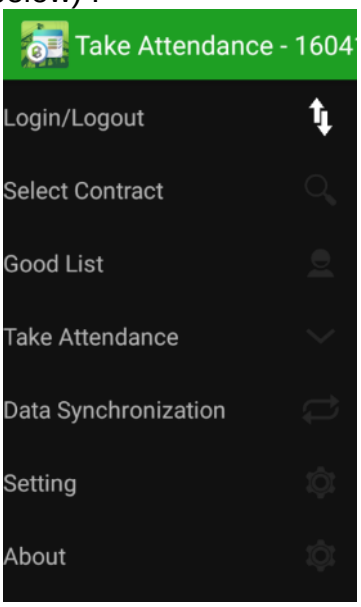
- Tap "Detach **Device**", App will be logged out automatically after all information is uploaded to the CWRG.

- The device will be detached in the contract afterwards.

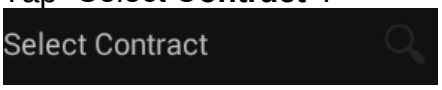
Note:
Same device name cannot be reused in same contract after device de-registration.
If device is lost, user can change the login password and contact CIC helpdesk to detach device. The lost device will be failed to connect server within 3 hours.

1.1.5. Contract Selection

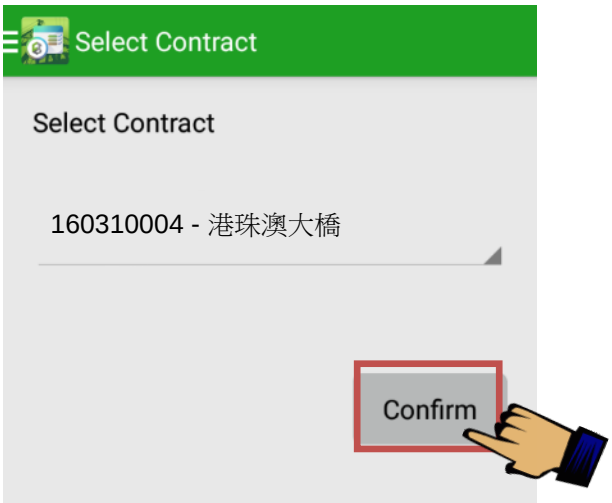
- To change selected contract, tap【 】 to open the left menu (as shown below) :



- Tap “Select **Contract”**.



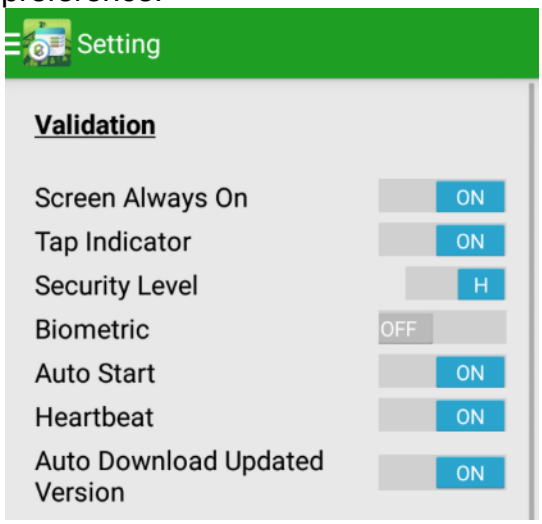
- The CIC DAR APP will indicate whether the device has been registered under the selected contract.
- Tap【**Confirm**】if the details are correct. Alternatively, select contract under “Select **Contract”**.



- User should use the function mentioned in section 1.1.3 of the User Manual to register the card reading device.
- CIC DAR APP can support multiple contracts, provided users (or site admins) remember to log in/out duly for the respective contracts for DAR.

1.1.6. Validation Setup

Contractor can also setup validation function according to the site operation and preference.



1.1.6.1. Screen Always On

- 【**ON**】: Screen will be always ON when running CIC DAR App.
- 【**OFF**】: Screen will not be forced to ON when running CIC DAR App.

1.1.6.2. Tap Indicator

- To display the “arrows icon on the card tapping screen above the NFC sensor , user can change the setting to【**ON**】
- This setting fits for those card readers (e.g. CIC device) with NFC sensor in front at the bottom.
- For those readers with NFC at the back, this tap indicator would not be useful and should change to 【**OFF**】in the setting.

1.1.6.3. Security Level

- Set as 【**H**】 (High) : User must input password to change other function or tapping mode
- Set as 【**L**】 (LOW) : No password will be required

1.1.6.4. Biometric

- Set as 【**OFF**】: The card reader does not integrate with a biometric authentication device
- Set as 【**ON**】: The card reader integrates with a biometric authentication device and program.

1.1.6.5. Auto Start

- Set as【**ON**】: CIC DAR App will auto start when the device is restarted.
- Set as 【**OFF**】: CIC DAR App will not auto start when the device is restarted.

1.1.6.6. Heartbeat

- This feature is only available when connected to the Internet.
- Set as【**ON**】: Return device status to CWRG.
- Set as 【**OFF**】: Do not return device status to CWRG.

1.1.6.7. Auto Download Updated Version

- This feature is only available when connected to the Internet.
- Set as【**ON**】: CIC DAR App will auto download updated version.
- Set as 【**OFF**】: CIC DAR App will not auto download updated version.

1.1.6.8. Return Signal Response Time (seconds)

- This feature is only applicable to those device(s) with biometric authentication and returned signal configured.
- The time value (in seconds) is the maximum time allowed for the integration application to send back the return signal.
- During data synchronization, attendance records (DARs) created within this period that have not yet received return signal and are not followed by other DARs of a later time with return signal will not be uploaded in this data synchronization and be processed again in the next data synchronization.
- For further information on the setup, please contact your biometric system integrator.
- Default value is 0(s).

1.2. Good List Management

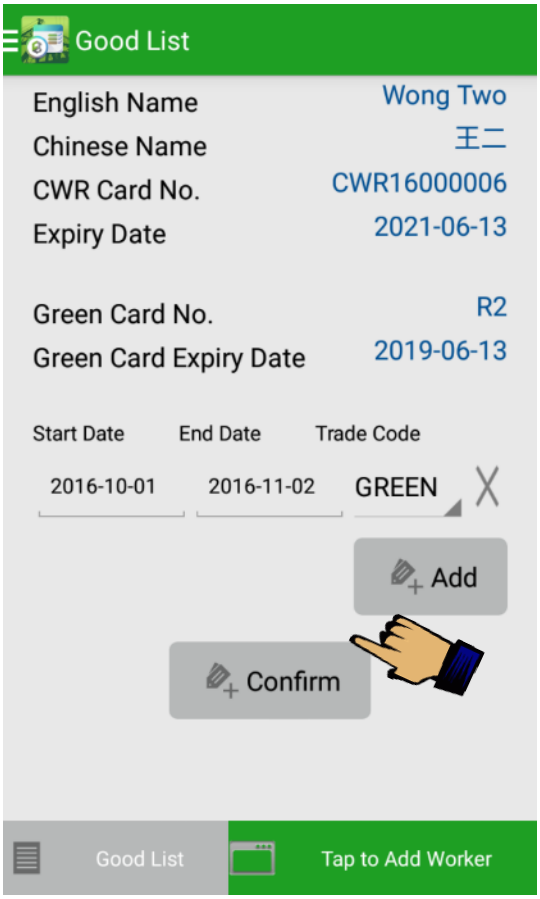
1.2.1. Construction Workers' Registration

Contractors shall register related construction workers on or before their first entry to the construction site with reference to the following procedure.

- Tap "**Good List"**。

- Tap "**Tap to Add Worker**" and place the CWR card on the card-reading device to retrieve worker information from CWR card.
- Check or update the **Start Date** and **End Date** of the working period.
- Select the applicable **Trade Code**.

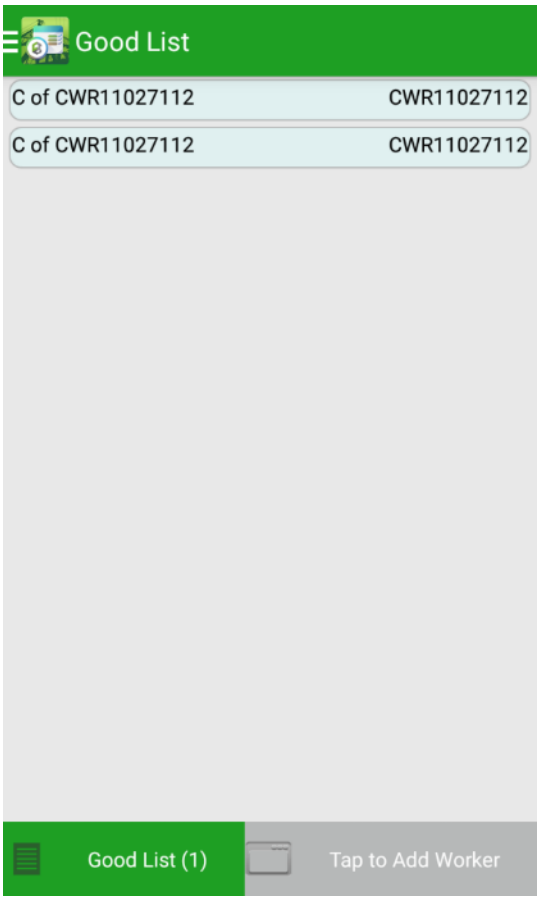
- To register another working period, tap 【**Add**】.
- To delete the registered trade Tap【 X 】.
- After completion, tap 【**Add to Good List**】 to add the good list record.



	Item	Description	Remarks
1.	**Start Date**	The date of worker begins to entry the site to carry out the work of the designated Trade Division.	Format: YYYY-MM-DD
2.	**End Date**	The last date of worker may entry the site to carry out the work of the designated Trade Division.	Format: YYYY-MM-DD

1.2.2. Review Workers Registration Details

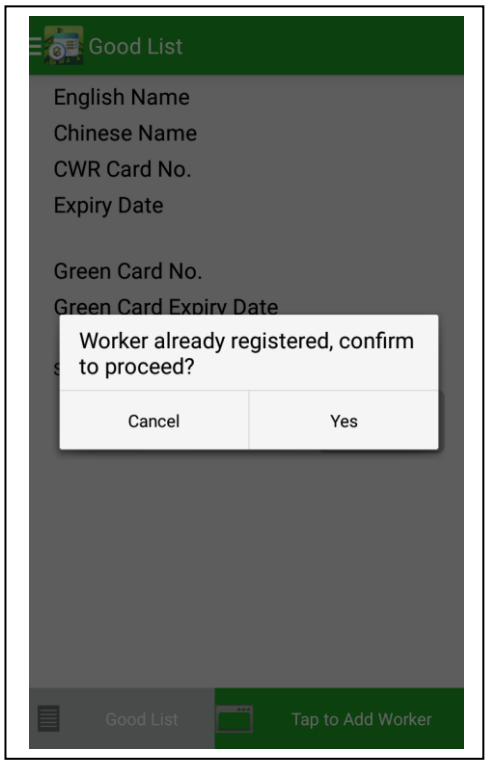
- Tap **"Good List"** to review the list of registered construction workers under the contract.
- The count in the bracket (x) next to **"Good List"** indicates the number of workers registered in this Good List.

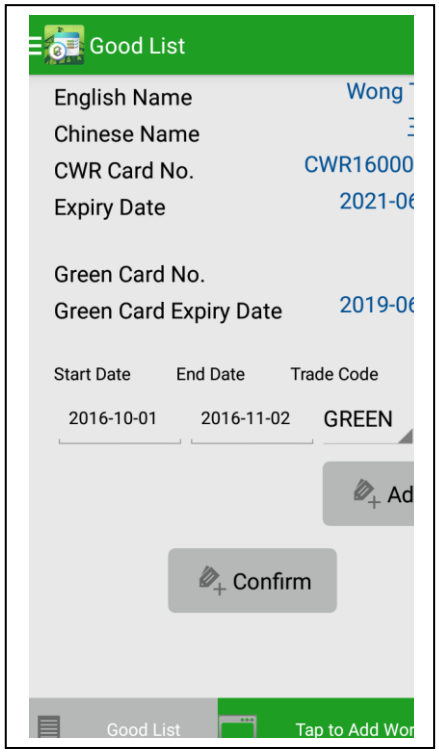


1.2.3. Edit Workers Registration Details

- Tap "**Good List**".

- Tap "**Tap to Add Worker**" and then place the CWR card, which you want to edit on the card-reading device.
- As the worker was already registered in the good list, a prompt will be shown for confirmation. Tap 【**Yes**】 to continue.



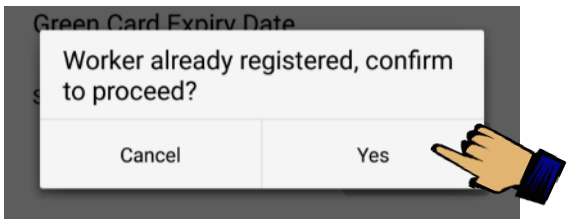


- The registered worker details would show on the screen. The following fields can be revised: "**Start Date**", "**End Date**" or "**Trade Code**". Tap 【**Confirm**】 to confirm after update.

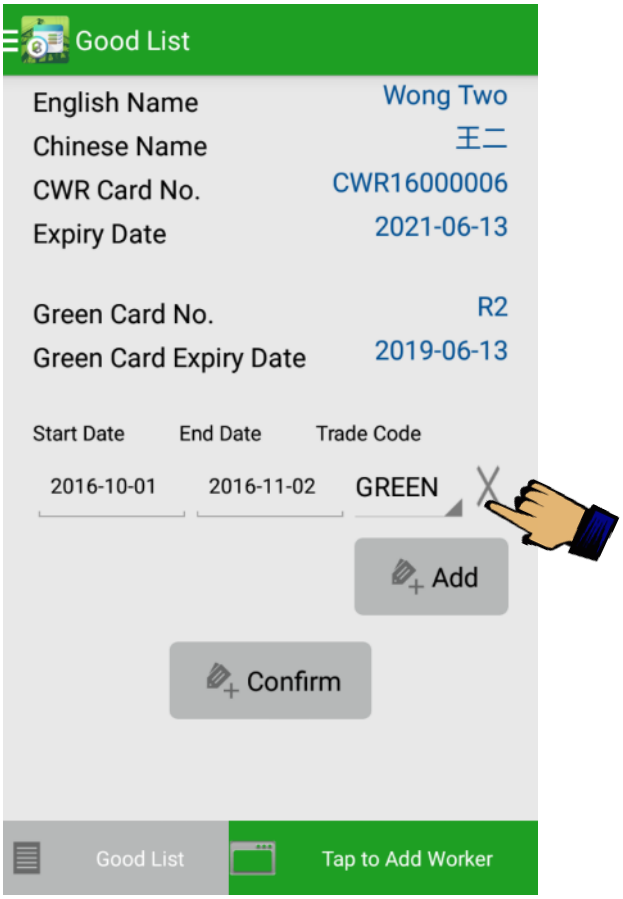
1.2.4. Delete Workers Registration Details

- Tap "**Good List**".

- Tap "**Tap to Add Worker**" and then place the CWR card, which you want to delete on the card-reading device.
- Tap 【**Yes**】 to confirm.



- The worker's registration details would be shown as below. Tap " " delete the corresponding working period, and then tap 【**Confirm**】 to delete the registered worker.

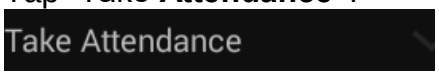


1.3. Capture Daily Attendance Record

Contractors are required to use a compatible card-reading device installed with a CIC DAR APP to capture the workers' attendance when they report on and off duty on a site. The attendance information would be temporarily stored in the card-reading device. The CIC DAR APP will automatically synchronize with CIC cloud in the scheduled time if internet access is available. Contractors can also choose to synchronize the CIC DAR APP with the CIC cloud manually. If the internet connection is unavailable, DAR will be kept in the card-reading device. The DARs stored in the card reading device will be deleted after successfully uploaded to CIC cloud.

1.3.1. In / Out / Tap Mode

- Tap "Take **Attendance"**.

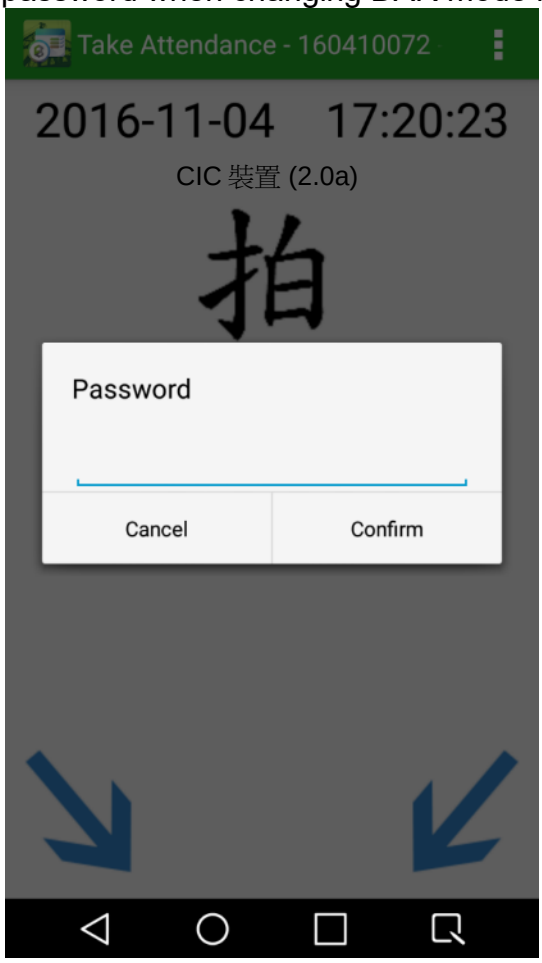


- Date, time, device name and version no. will be shown at the top of display
- There are three DAR capture modes in CIC DAR APP, include "IN", "OUT" and "TAP". "IN" mode is set as default.
- The DAR capture mode are as follow:

IN	OUT	TAP
Record "IN"	**Record "OUT"**	**Record "TAP"**

1.3.1.1. Switch Capture Mode

- Tap 【 ⋮ 】 on the upper right corner to change the DAR Mode.
- Re-enter the user password if required (User is not required to re-enter the user password when changing DAR mode if the Security Level is set as "**L**".)

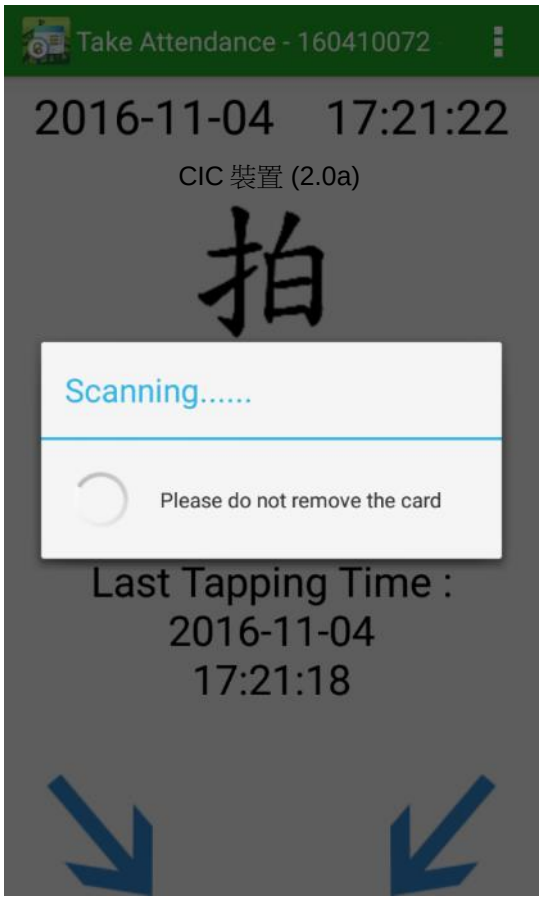


- Enter Password > Tap【 **Confirm** 】to change the DAR mode.
- Tap 【 **Cancel** 】 to cancel the change.

- Tap the DAR mode you would like to select.

- User may start using the app to collect DARs.

- If using CIC device, workers should place the CWR cards on the NFC sensor as indicated by the arrow icon ( ).
- CIC DAR APP would authenticate the CWR card and acknowledge the attendance record as a valid DAR raw data.
- The card reading status and time will be displayed in the middle of the screen as a reference for both user and workers.



- A successful DAR will be shown as follow:

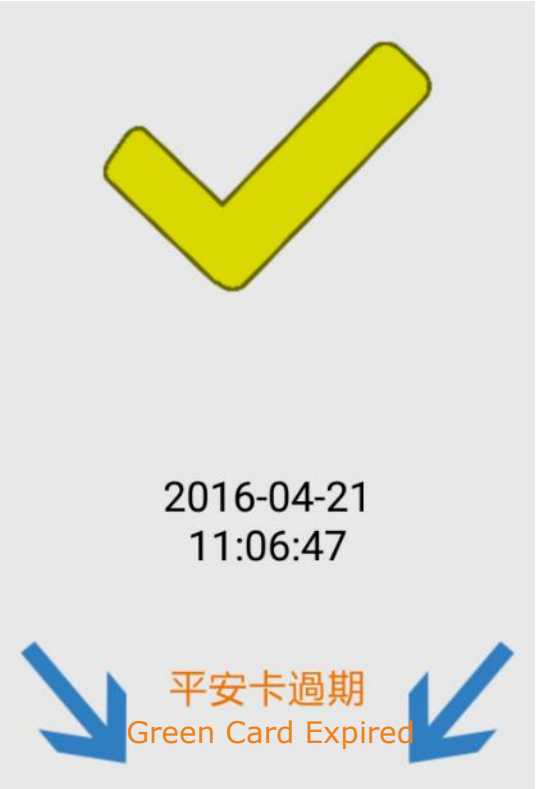
- An invalid DAR will be displayed as shown below::

No Register Record	**CWR Card Expired**	**Invalid CWR card**

	Item	**Description**
1.	No Register Record	No record from the good list matches the worker's record.
2.	CWR Card Expired	The workers registration card is expired.
3.	Invalid CWR card	The following workers registration card status is defined as invalid, including lost card, void card and inactivate card

* Only DAR App version 2.4 or above shows a red cross when tapping a void card or an inactivate card.
Previous DAR App version 2.3 or below shows a green tick when tapping a void card or an inactivate card. Those DAR will be filtered out at "DAR for verification" table in CWRG.
'

- In addition, the DAR mode would prompt the following messages to remind workers on the expiry date of their "Construction Industry Safety Training Certificate" (Green Cards).
- CIC DAR APP would capture the attendance as a valid DAR. CIC DAR APP will indicate the Green Card status stored in the CWR card with the following message:



Green Card Will Expire Soon	**Green Card Expired**

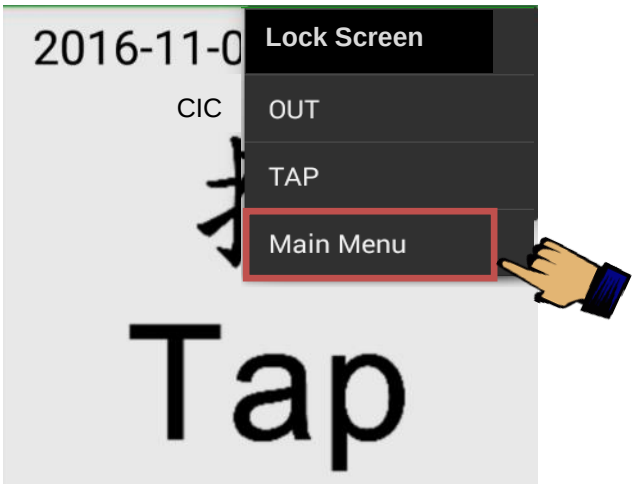
* Note: “Green Card Will Expire Soon” means the Greed Card will be expired within 30 days.

The following message will be displayed when

- A non-CWR smartcard is detected. Examples are staff cards issued by contractor;
- CIC DAR APP fails to complete the DAR verification process.

1.3.2. Back to Main Menu

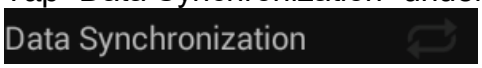
- Tap【 ⋮ > input password (if required) > "Main **Menu"** back to the Main Menu. (User is not required to re-enter the user password when changing DAR mode if the Security Level is set as "**L**".)



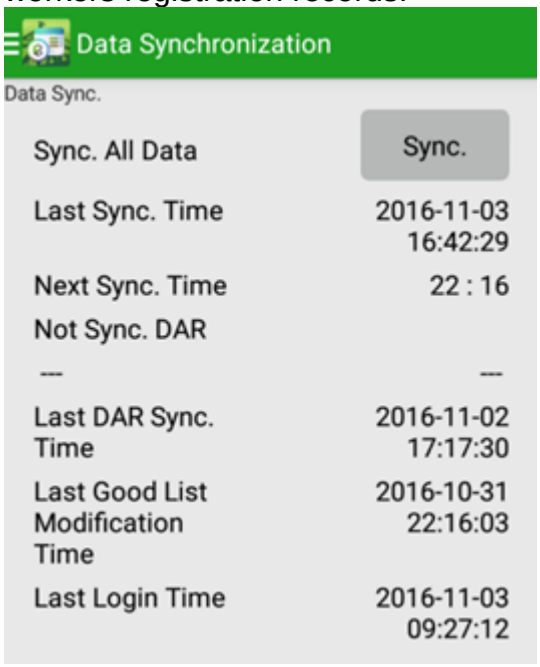
1.4. Data Synchronization

The CIC DAR APP would synchronize with CIC cloud automatically at the scheduled time when the Internet is connected. Contractors may choose to synchronize the CIC DAR APP with the CIC cloud manually by pressing the “Sync.” function. The synchronization procedures are as follow:

- Tap “Data Synchronization” under the main menu.



- Tap 【**Sync.**】 to synchronize the data to CIC cloud, including the DARs and workers registration records.



- If synchronization is failed, error code will be shown. Please refer to the following error code table to find out the root cause:

Code	Description
EK80	Invalid Account Token.
EK81	Account Token Expired.
EK82	Invalid App ID.
EK99	Internal KMS Error, consult Helpdesk Support.
EK401	Unauthorized network
EK404	Unknown Host or unresolved hostname
EK503	Connect Server Fail
EK504	Login required network
EK990	Undefined server error
EK999	Unknown / unexpected

1.5. Master & Slave Device

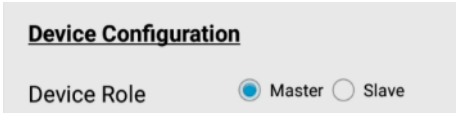
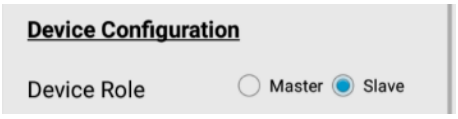
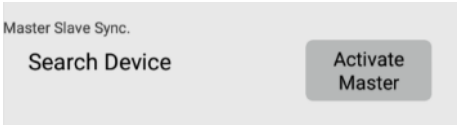
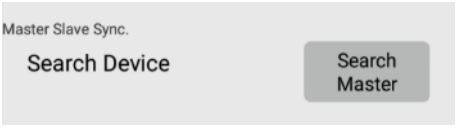
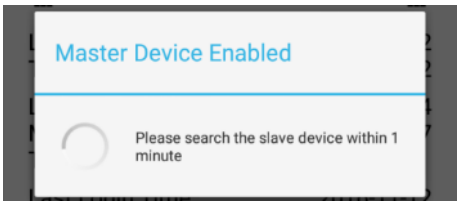
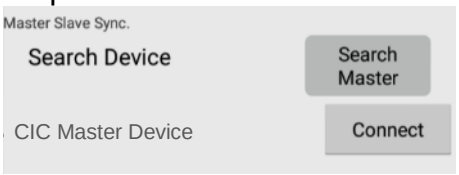
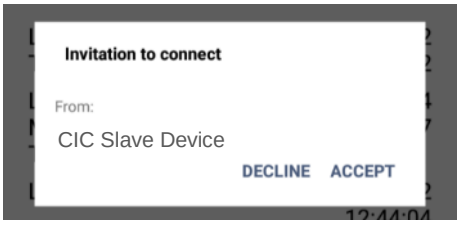
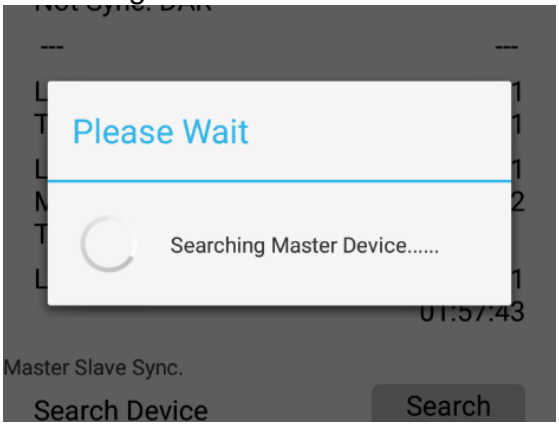
- If device unable to connect CWRG due to lack of network connection in contract period. The device can select Master Slave mode

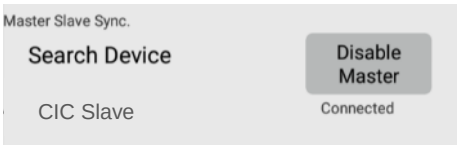
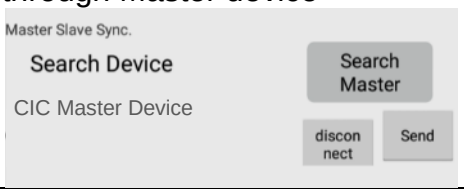
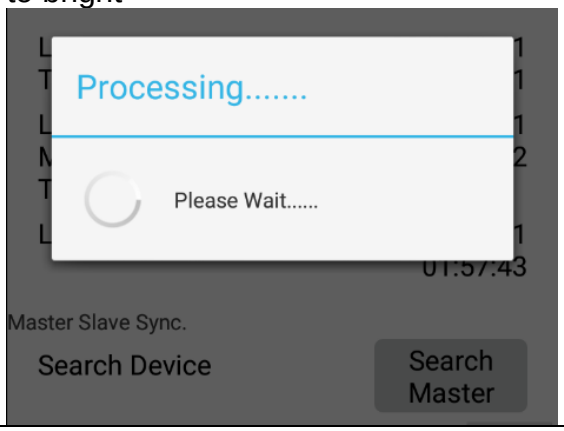
- Master device – Master device can collect all slave devices data. Moreover, the device can synchronize data to CWRG as slave device.

- Slave device – suppose the device installed in the area without any network coverage.

- Master Device can data synchronize with CWRG to update good list and bad list update.

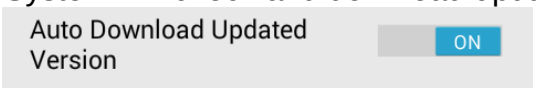
- Master and Slave device and perform data transfer as below steps

Master Device	Slave Device
Select “Setting”> “Device Configuration” 1. Set device role to ‘Master’ 	Select “Setting”> “Device Configuration” 2. Set device role to ‘Slave 
Select “Data Synchronization” >“Master Slave Sync.” 3. Press【**Activate Master**】 	Select “Data Synchronization” >“Master Slave Sync.” 4. Press【**Search Master**】 
5. Master Device will search nearby Slave device 	6. Nearby Master device will be shown as below. Press【**Connect**】to pair up. 
8. Select【**Connect**】to confirm the connection with Slave device 	7. Waiting for Master device to confirm 

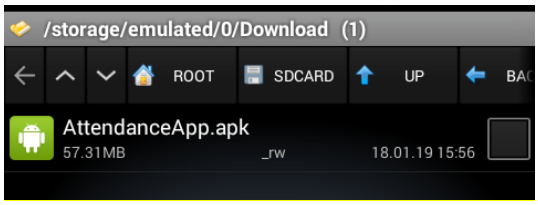
10. Display connected Slave device 	9. Press【**Send**】to transfer data and update information from CWRG through Master device 
	11. Processing, until the screen return to bright 

1.6. Auto Download Updated Version

- Select 【ON】 in “Auto Download Updated Version” under “Setting” page. System will check and download updated version every night at 3 am.



- File named “AttendanceApp.apk” will be stored under the ‘Download’ folder in device.



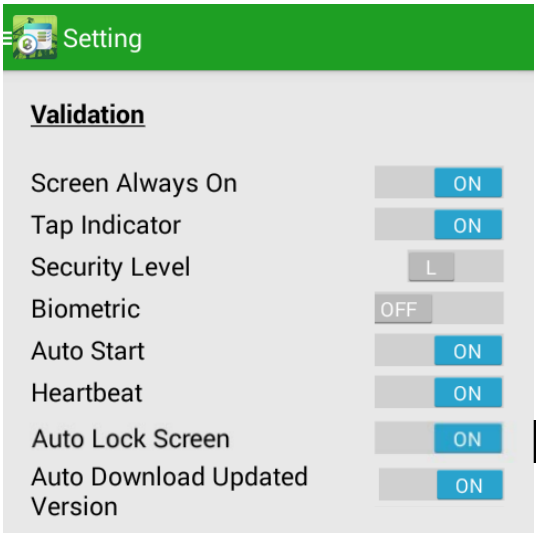
- User must install the latest version manually.

1.7. Auto Lock Screen Features

- This function supports only the CIC device.

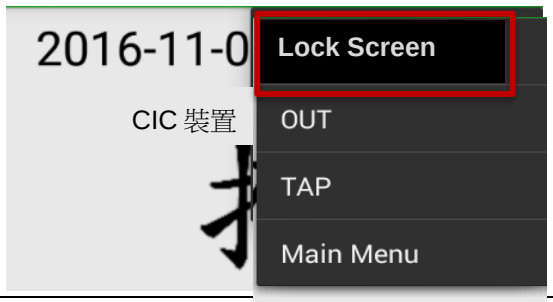
- Except On/Off button, other physical device key will not be available when Auto Lock function turn on.

- Select 【ON】 in “Auto Lock Screen” under “Setting” page.



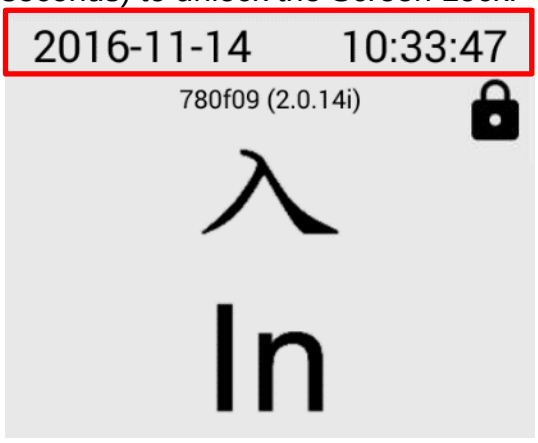
- After turning “ON”, the screen will be locked after switching to the page “Take Attendance”.

- Or tap【Lock Screen】in【 ⋮ 】under “Take Attendance”.



After entering the “Take Attendance” page, the “Screen Locked” message would pop up.

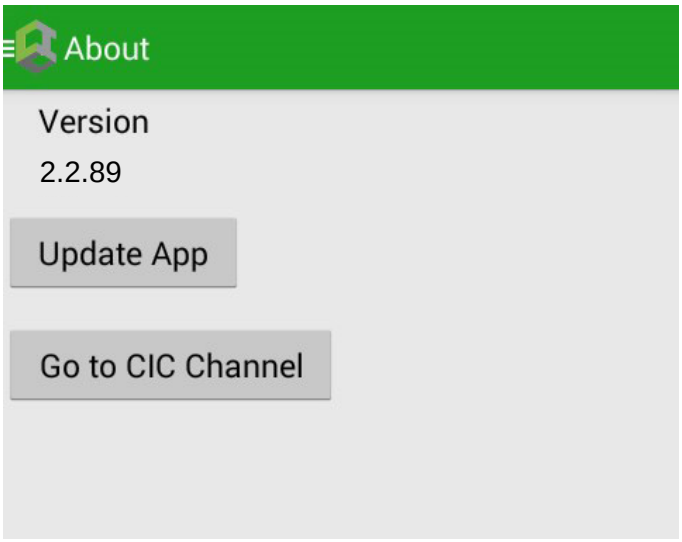
- Use any two fingers to click the top of the screen 5 times or above (within 3 seconds) to unlock the Screen Lock.



- The screen will be unlocked. Moreover “Screen Unlocked” message show.

1.8. About

- Show CIC DAR App. version number.
- Tap 【**Update App**】, to check any version update
  - If the device is not on the latest application version, CIC DAR App would download the latest Application and start the installation process.
- Tap 【**Go to CIC Channel** 】, to visit the official CIC YouTube Channel.



1.9. Logout

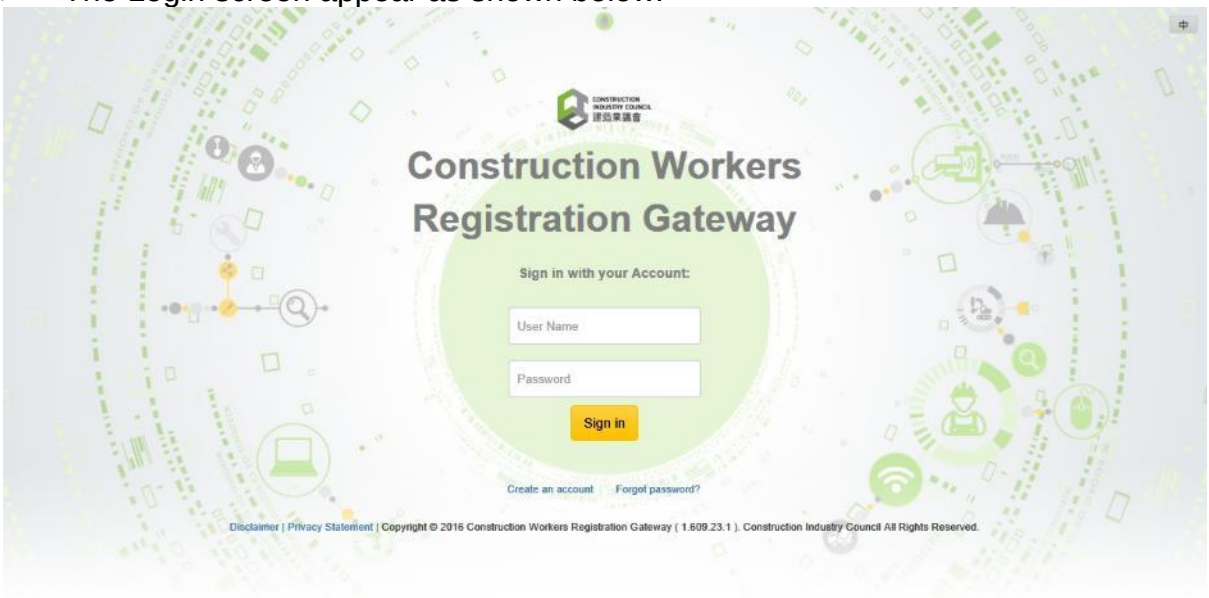
- Tap "Login**/ Logout**", to logout the CIC DAR APP.

2. Construction Workers Registration Gateway（CWRG）

2.1. Login / Logout

2.1.1. Login

- Using a web browser access CWRG web page (https://cwrg.cic.hk/).
- The Login screen appear as shown below:



- Enter your CIC User Name and Password.
- User can remove the remembered user name and password from Web Browser, please refer this link for Windows IE and this link to Google Chrome to setup.

- Click 【**Sign In**】 button to login CWRG.

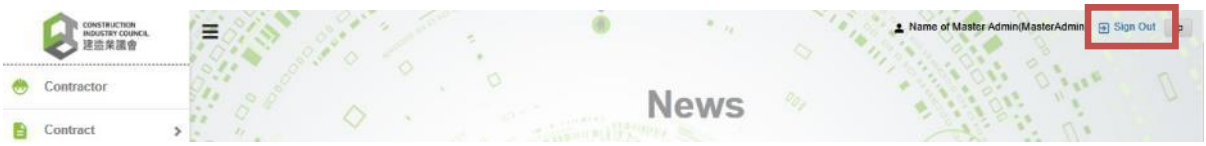
- If the login information is incorrect, the following screen will be displayed:

- Click【**OK**】。
- Enter Username and Password again to login CWRG

  Note: Due to security reasons, if there are too many incorrect login attempts the account on CWRG or DAR App will be locked. For site admin account unlock please refer to Section 2.2.3.5. For master admin account, please contact CIC to unlock.

2.1.2. Logout

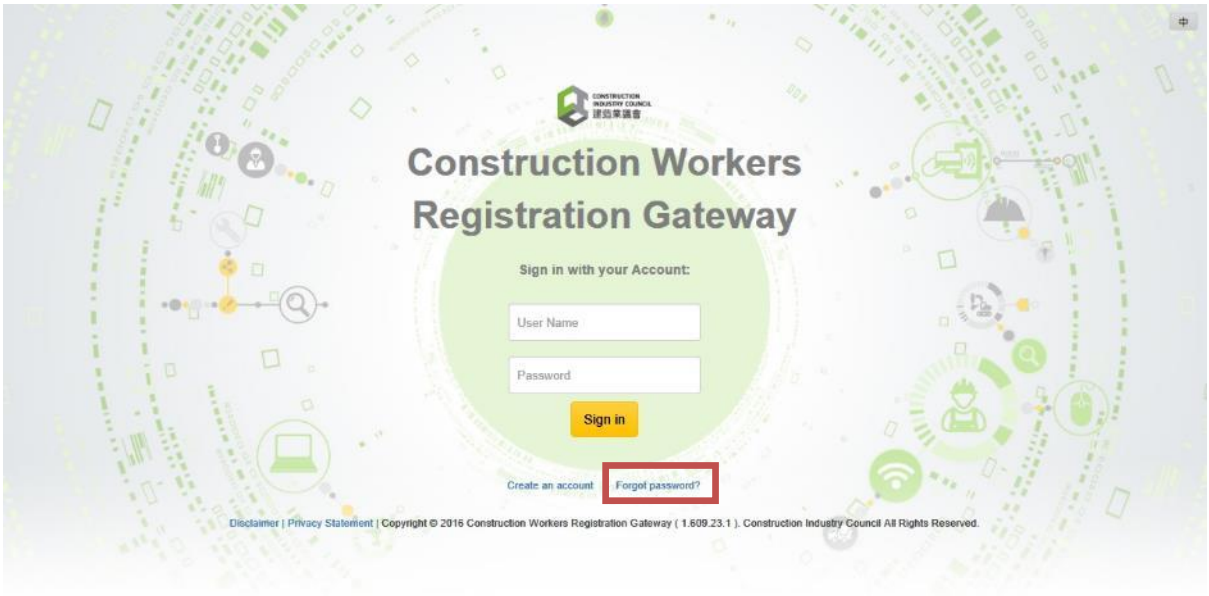
- Click the "**Click to sign out**" on the CWRG homepage or " Sign Out "on the top right corner of the toolbar.



  Note: Due to security reasons, if the web page is idle for a certain period of time without user input, operating the web page again would force the user to login again without any warning. The user is required to input their login id and password again.

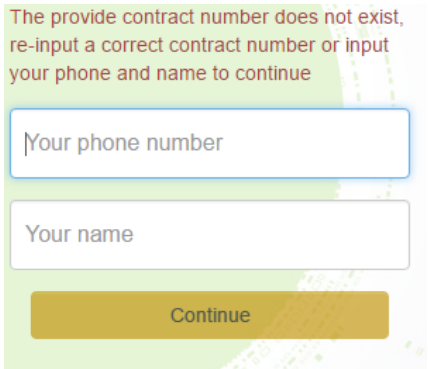
2.1.3. Forget Password

- Click “Forgot **my password?**” to reset the password.



- Input you Login ID and the CIC reference no. of one of the related contracts

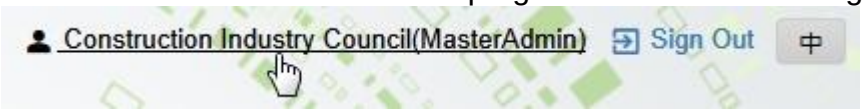
- The contract number being provided does not exist. Please retry and enter a correct contract number. Alternatively, please input your phone and name and CIC representative will contact you afterwards.



Note: Password needs to reset within 7 days once received an email from CIC.

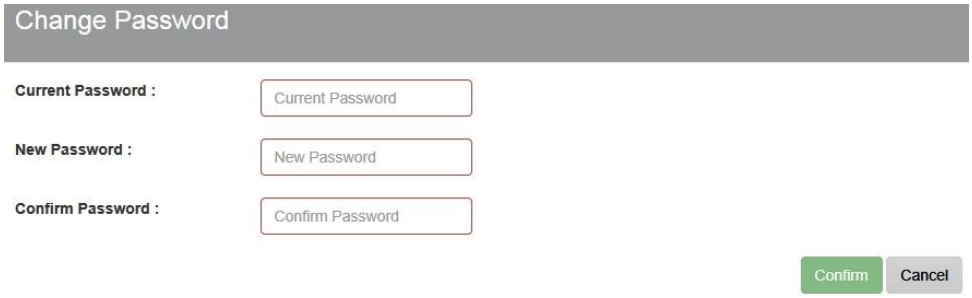
2.1.4. Change Password and User Name

- Click the user name at the top right-hand corner after login

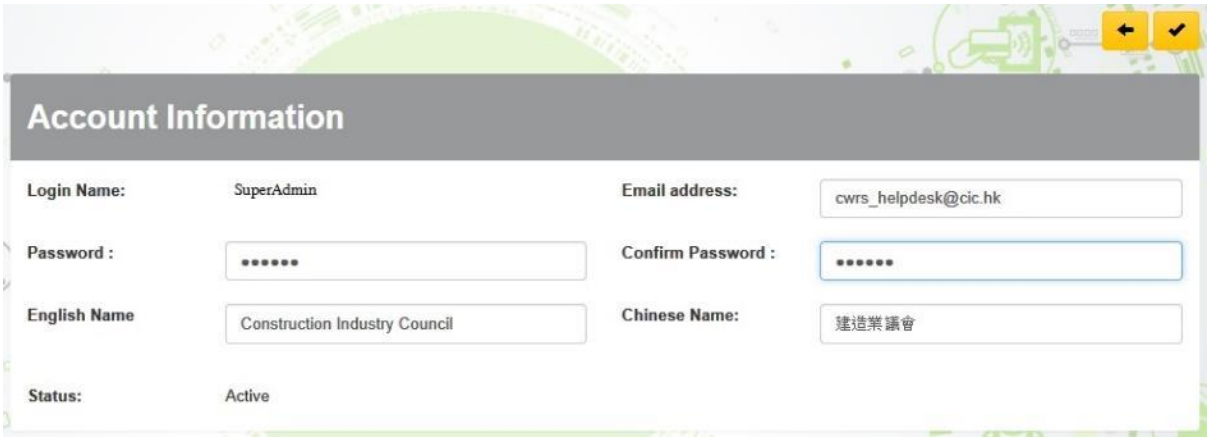


- Click 【 】 to change password

- Input existing password and new password, click **【Confirm】**
  Note: Password must be between 6 and 15 characters.



- User can click 【 】 to change the English name, Chinese name and email address

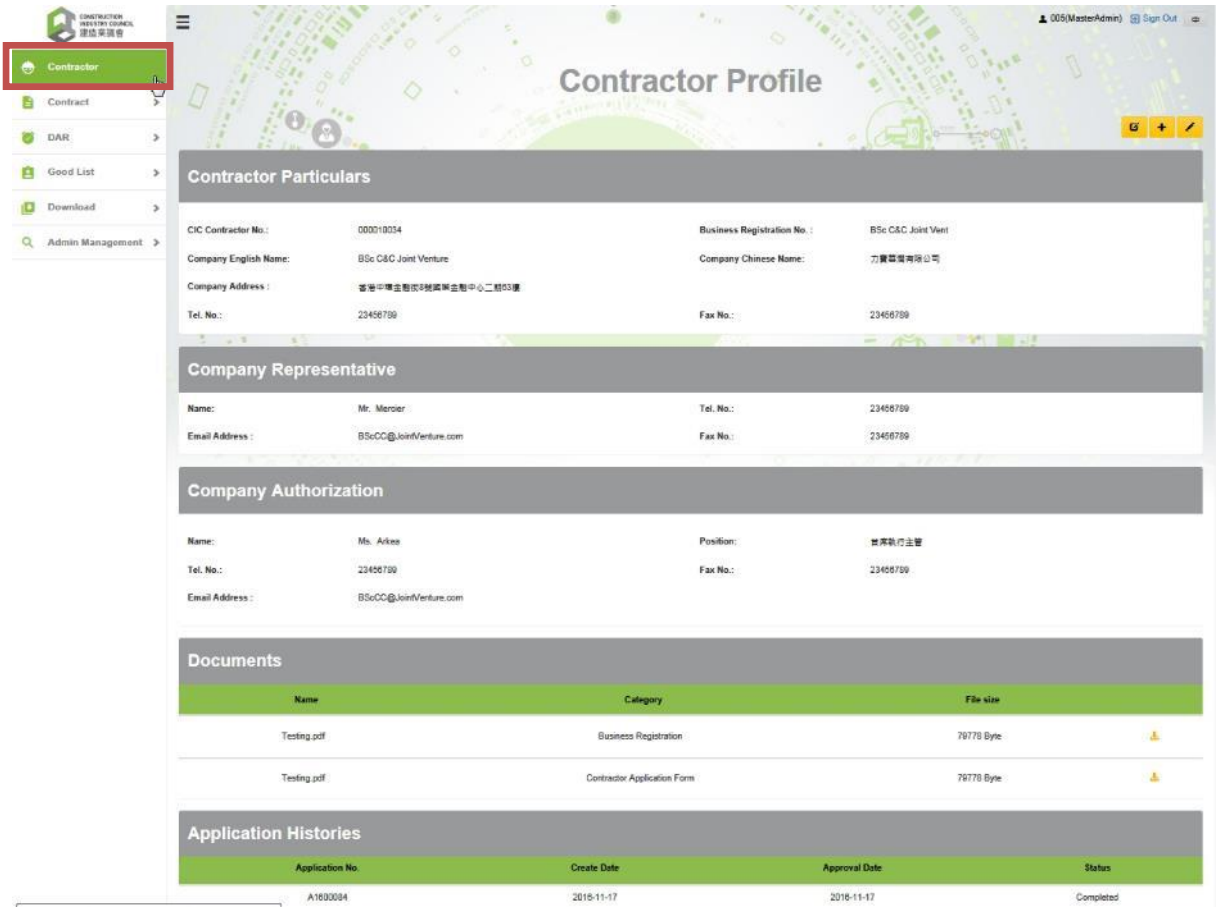


- Click 【 】 to update account information after completion, or click 【 】 to abort changes.

2.2. Contractor & Contract Accounts Maintenance

2.2.1. Contractor Profile

➢ Click "**Contractor"** to enter the contractor profile.



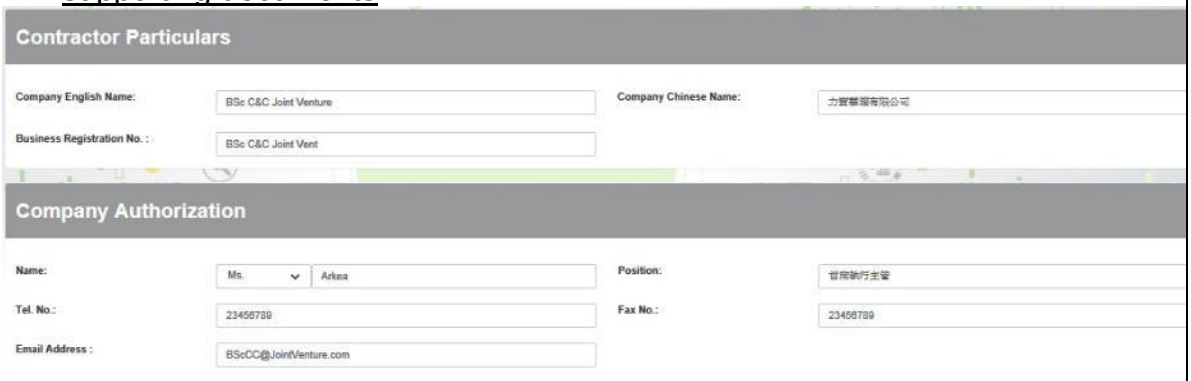
Note:
Master Admin can check and update contractor's profile. However, Site Admin(s) are not allowed to check the application history and related documentations or to update contractor's information.

Only some of the basic contractor information can be updated by user themselves on the "Contractor Profile". Other changes are required to apply for CIC approval.

- Below fields allow <u>Master Admin to amend without approval</u>:

1. Contractor Particulars
   - Company Address
   - Tel. No.
   - Fax No.
2. Company Representative
   - Title & Name
   - Tel. No.
   - Fax No.
   - Email

- Below fields allow <u>Master Admin to amend and send to CIC for approval with supporting documents</u>

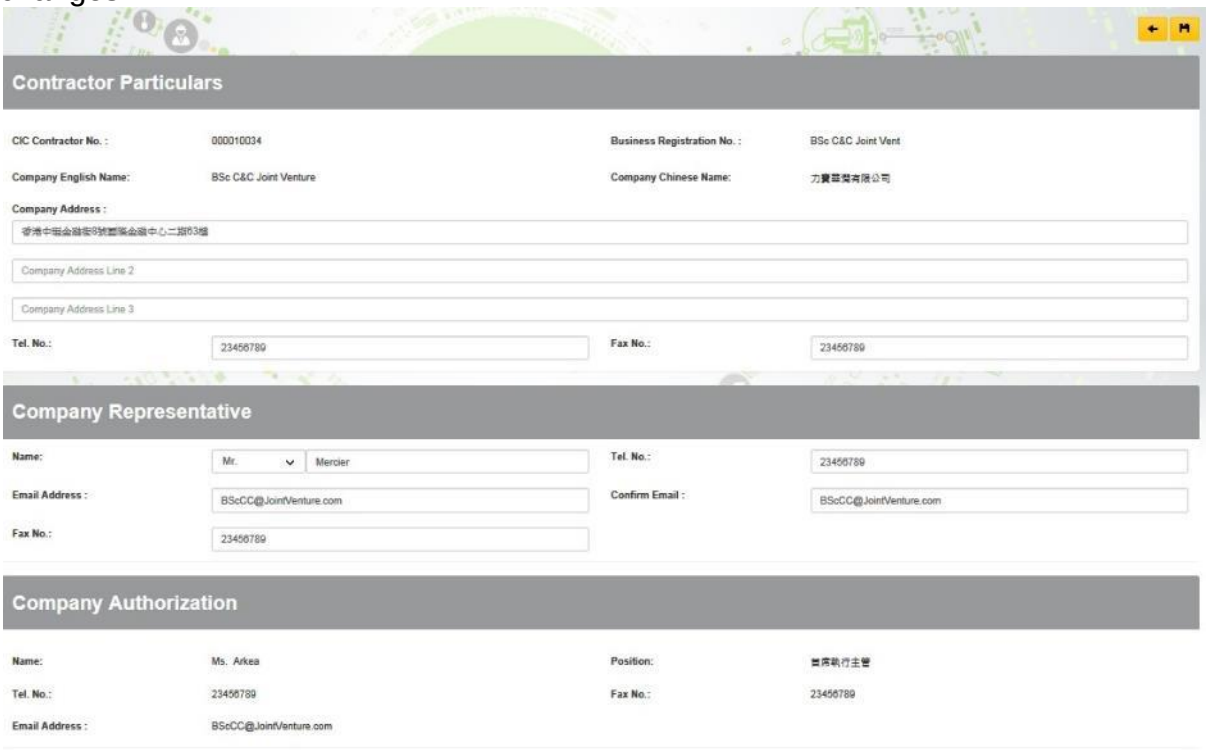


1. Contractor Particulars
   - Company English Name
   - Company Chinese Name
   - Business Registration Number
2. Company Authorization
   - Title & Name
   - Position
   - Tel. No.
   - Fax No.
   - Email Address

2.2.1.1. Update Contractor Basic Information

- Click【 】to update contractor basic information by contractors themselves.

- Change the information and click【 】to confirm, or click 【 】 to abort changes.



2.2.1.2. Create Contract or Information Update Request

- Click【 】 to create contractor update request.

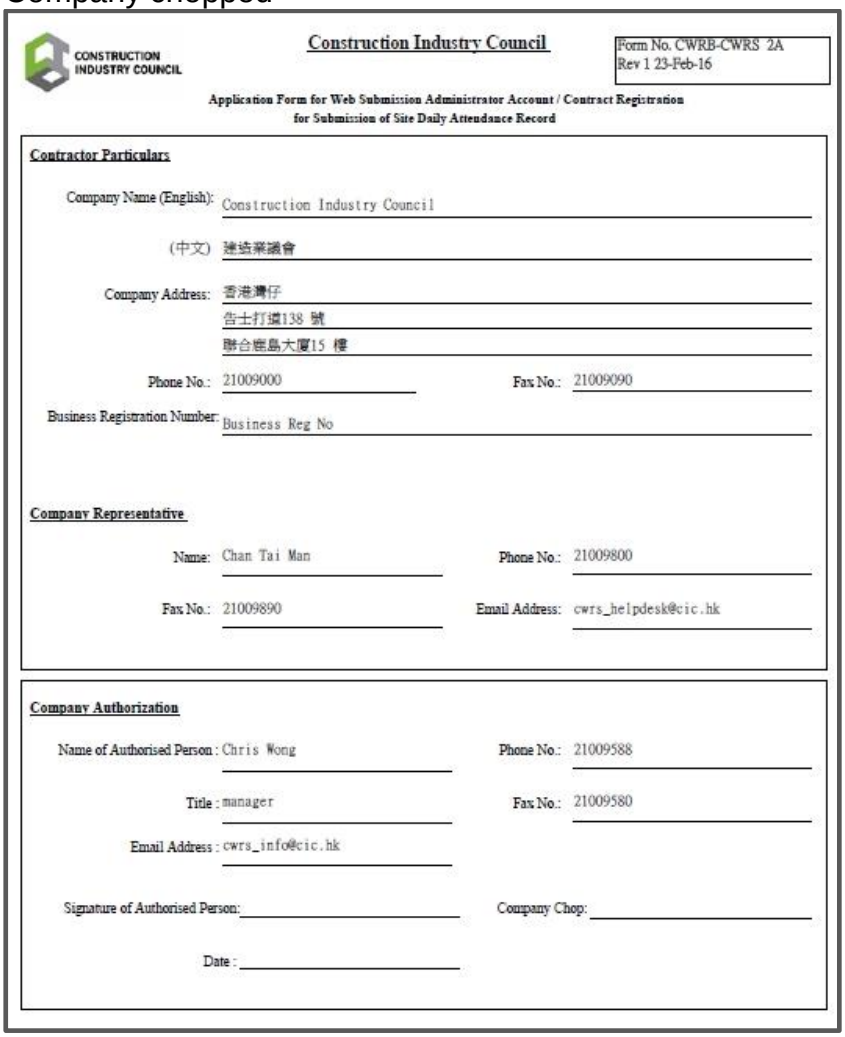
- Update contractor information

- Update company authorization information

- Print application form.

Note: The application form cannot be printed if the updated information is invalid.

- Complete the PDF application form with Company Authorization signature & Company chopped



CONSTRUCTION INDUSTRY COUNCIL

Construction Industry Council

Form No. CWRB-CWRS 2A
Rev 1 23-Feb-16

Application Form for Web Submission Administrator Account / Contract Registration for Submission of Site Daily Attendance Record

Contractor Particulars

Company Name (English): Construction Industry Council

(中文) 建造業議會

Company Address: 香港灣仔
告士打道138 號
聯合鹿島大廈15 樓

Phone No.: 21009000 Fax No.: 21009090

Business Registration Number: Business Reg No

Company Representative

Name: Chan Tai Man Phone No.: 21009800

Fax No.: 21009890 Email Address: cwrs_helpdesk@cic.hk

Company Authorization

Name of Authorised Person : Chris Wong Phone No.: 21009588

Title : manager Fax No.: 21009580

Email Address : cwrs_info@cic.hk

Signature of Authorised Person: _____ Company Chop: _____

Date : _____

- Upload signed Application Form or Supplementary Document (Optional)

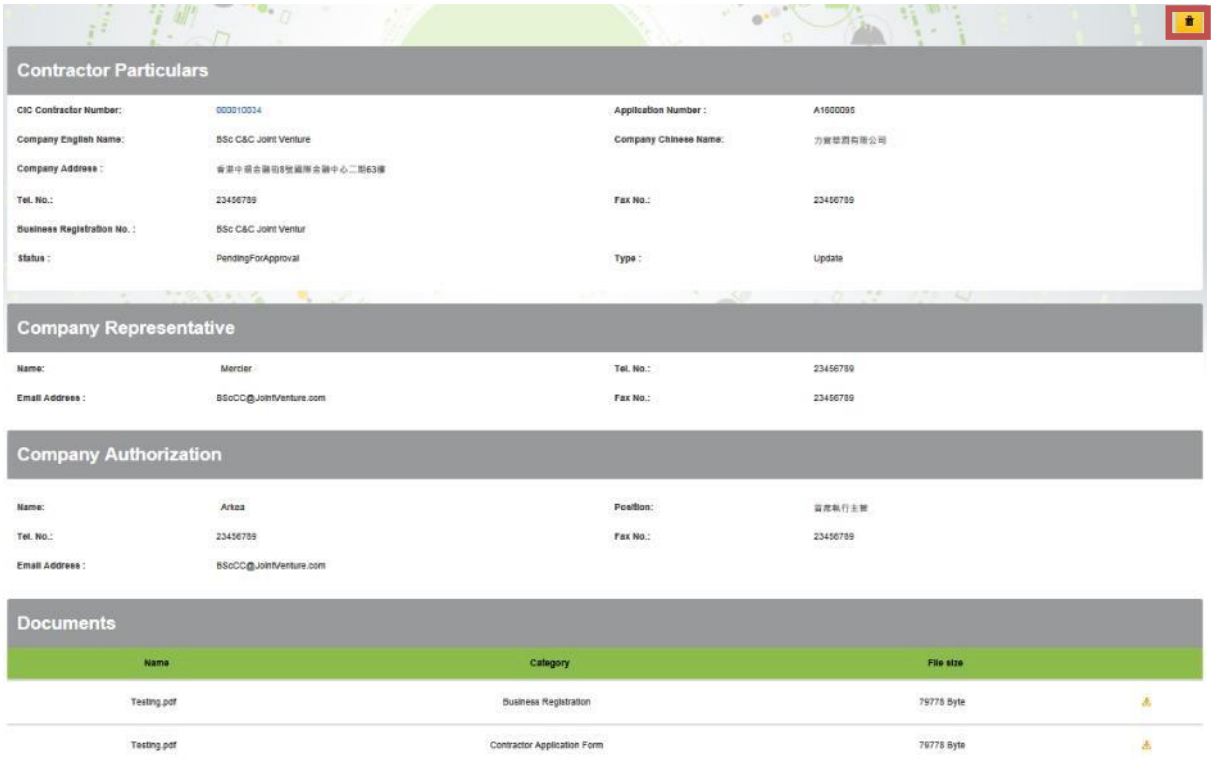
- Click【 】to update contract application after completed.

2.2.1.3. Application History

- User can check the application history in Contractor Profile

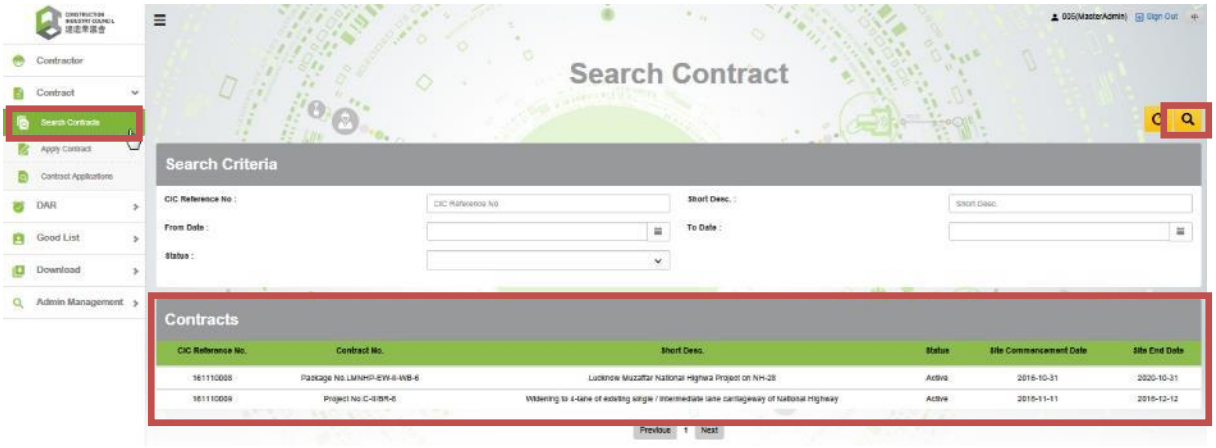
2.2.1.4. Cancel Update Request

- If contractor application is under “Draft” or “Pending For Approval”, user can cancel the application
- Click on【 】to cancel the application.



2.2.2. Contract Profile

- Click “Contract” > “Search **Contracts”** 。
- After entering the searching criteria (Optional) , click【 】,
- To reset the searching criteria, click【 】.
- Searching results will be displayed as shown below.
- Click a contract to enter the contract profile.

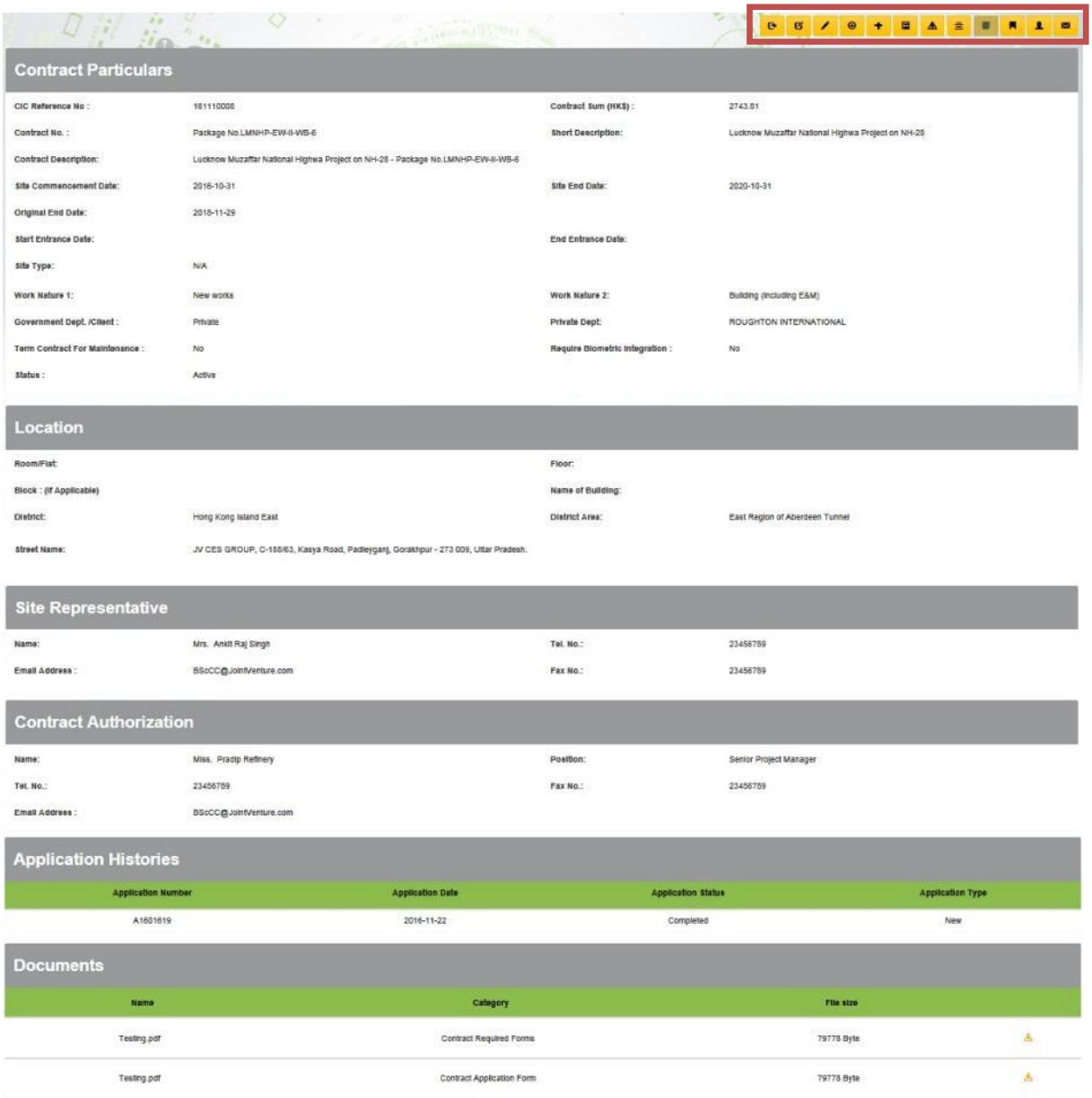


Note:

According to the site commencement date and site end date, contract status will be updated. Definitions are shown as below:

Status	Definition
Active	Today within Site Commencement & Site End Date period.
Ended	When the site end date has been passed but contractor did not provide completion certificate to CIC or extend contract end date, contract status will become ‘Ended’.
Completed	Contractor provided completion certificate to CIC and after verification, the specific contract would be updated to ‘Completed’ status.

- Contract Profile will be shown as below:



Contract Particulars

CIC Reference No :	161110008	Contract Sum (HK$) :	2743.81
Contract No. :	Package No.LMNHP-EW-II-WB-6	Short Description:	Lucknow Muzaffar National Highwa Project on NH-28
Contract Description:	Lucknow Muzaffar National Highwa Project on NH-28 - Package No.LMNHP-EW-II-WB-6		
Site Commencement Date:	2016-10-31	Site End Date:	2020-10-31
Original End Date:	2018-11-29		
Start Entrance Date:		End Entrance Date:	
Site Type:	N/A		
Work Nature 1:	New works	Work Nature 2:	Building (including E&M)
Government Dept. /Client :	Private	Private Dept:	ROUGHTON INTERNATIONAL
Term Contract For Maintenance :	No	Require Biometric Integration :	No
Status :	Active		

Location

Room/Flat:		Floor:	
Block : (If Applicable)		Name of Building:	
District:	Hong Kong Island East	District Area:	East Region of Aberdeen Tunnel
Street Name:	JV CES GROUP, C-188/63, Kasya Road, Padleyganj, Gorakhpur - 273 009, Uttar Pradesh.		

Site Representative

Name:	Mrs. Ankit Raj Singh	Tel. No.:	23456789
Email Address :	BScCC@JointVenture.com	Fax No.:	23456789

Contract Authorization

Name:	Miss. Pradip Refinery	Position:	Senior Project Manager
Tel. No.:	23456789	Fax No.:	23456789
Email Address :	BScCC@JointVenture.com		

Application Histories

Application Number	Application Date	Application Status	Application Type
A1601619	2016-11-22	Completed	New

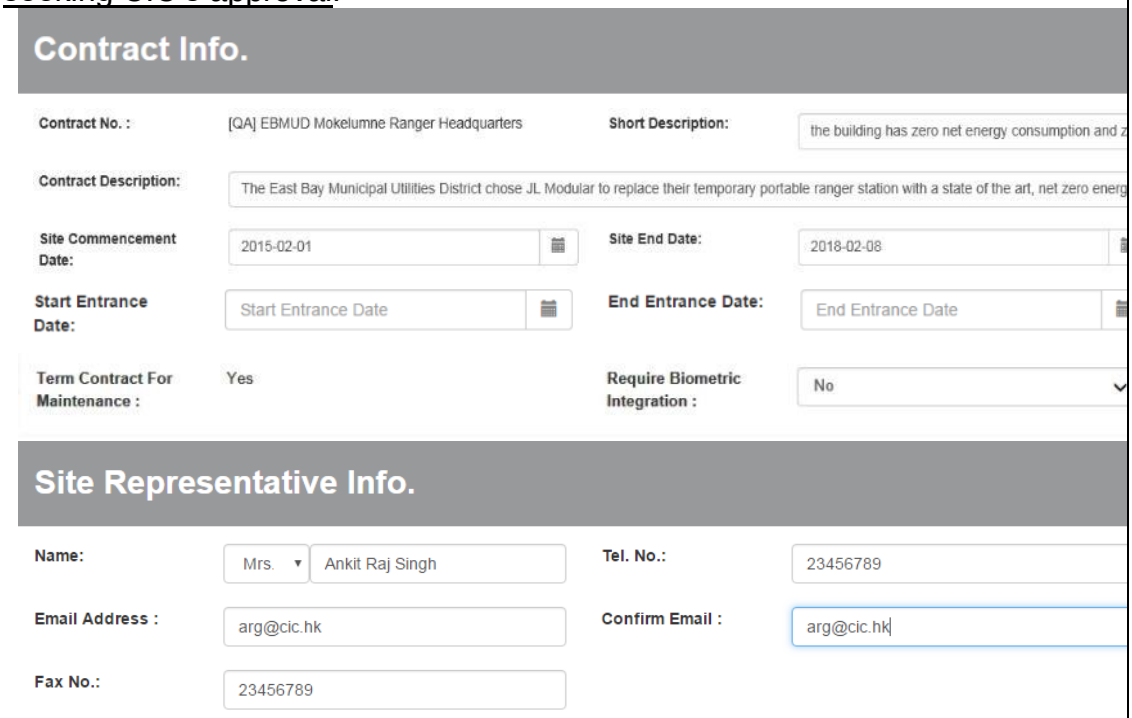
Documents

Name	Category	File size
Testing.pdf	Contract Required Forms	79778 Byte
Testing.pdf	Contract Application Form	79778 Byte

Note:
Master Admin allows checking and updating contract's profile. However, Site Admin(s) are unable to check application history and related documentations or to update contract information for approval.

Only some of the basic contract information can be updated by users themselves on the "Contract Profile". Other changes should undergo an application process under the review and approval by CIC.

- Below information allows <u>Master Admin and Site Admin to amend without seeking CIC's approval</u>:



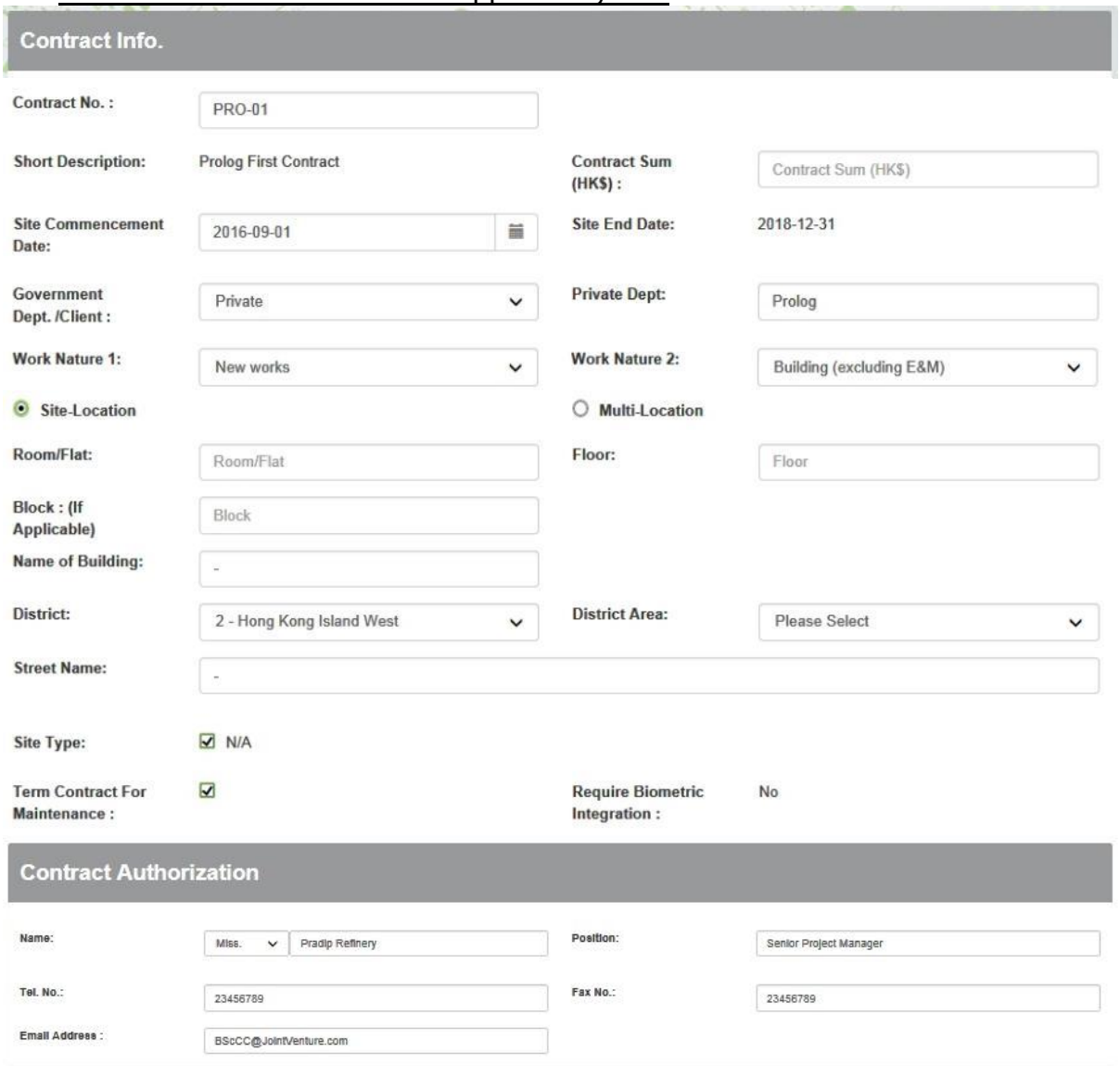
1. Contract Info.
   - Short Description
   - Contract Description
   - Site Commencement Date (To an earlier date)
   - Site End Date (To a later date)
   - Start Entrance Date
   - End Entrance Date
   - Require Biometric Integration
2. Site Representative Info.
   - Title & Name
   - Tel No.
   - Fax No.
   - Email

Note: Site Commencement Date cannot be edited if a non-compliance letter has been issued against the contract.

- <u>Master Admin is allowed to amend the contract/ site end date by appending a completion certification for CIC's review and approval.</u>

Note: Master Admin must provide the completion certificate when applying for early completion for contract. The contract status would be updated to 'Completed' once CIC has granted approval.

- Master Admin can amend the following fields by appending supporting documents for the review and approval by CIC



1. Contract Info.

◆ Contract No	◆ Work Nature 2
◆ Contract Sum	◆ Site-Location / Multi-Location
◆ Site Commencement Date	◆ Site Address
◆ Government Dept. /Client	◆ District
◆ Specific Client Name	◆ Street Name
◆ Work Nature 1	◆ Term Contract For Maintenance

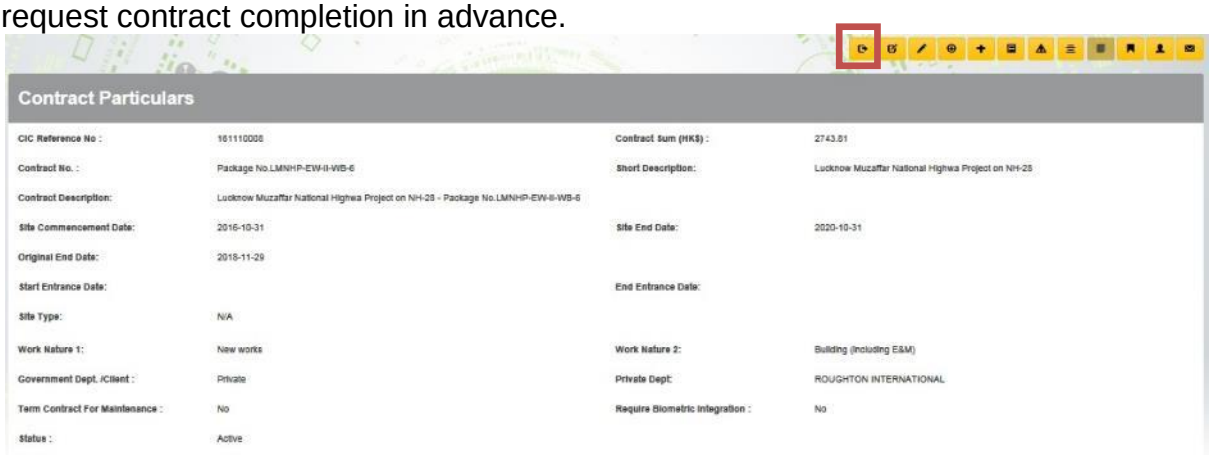
2. Company Authorization

◆ Title	◆ Tel. No.
◆ Name	◆ Fax No.
◆ Position	◆ Email Address

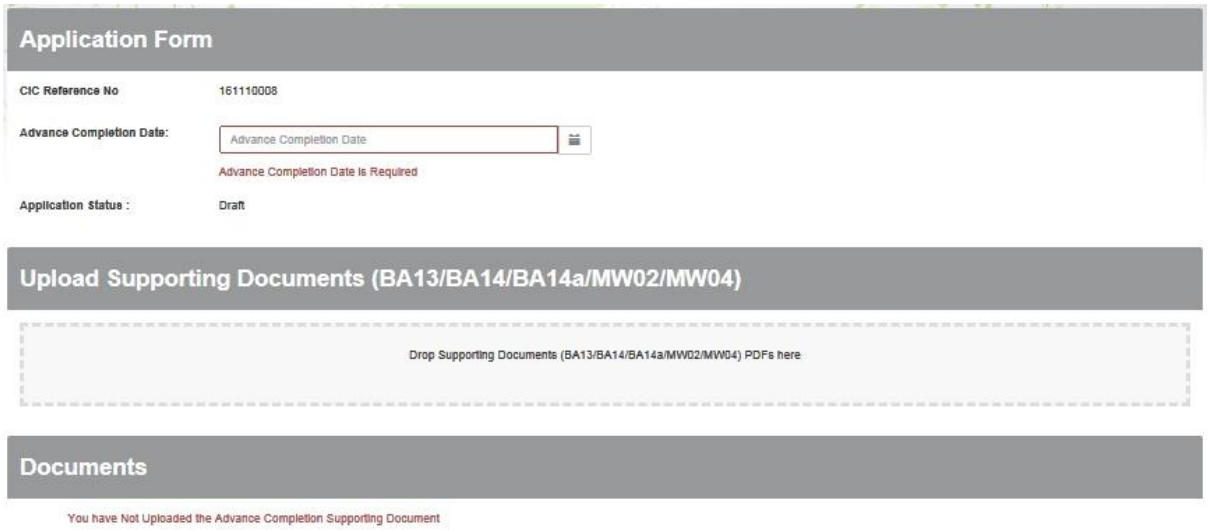
Note: Site Commencement Date cannot be edited if a non-compliance letter has been issued against the contract.

2.2.2.1. Request Contract Completion in Advance

- To apply contract completion in advance, select the contract and click【 】 to request contract completion in advance.

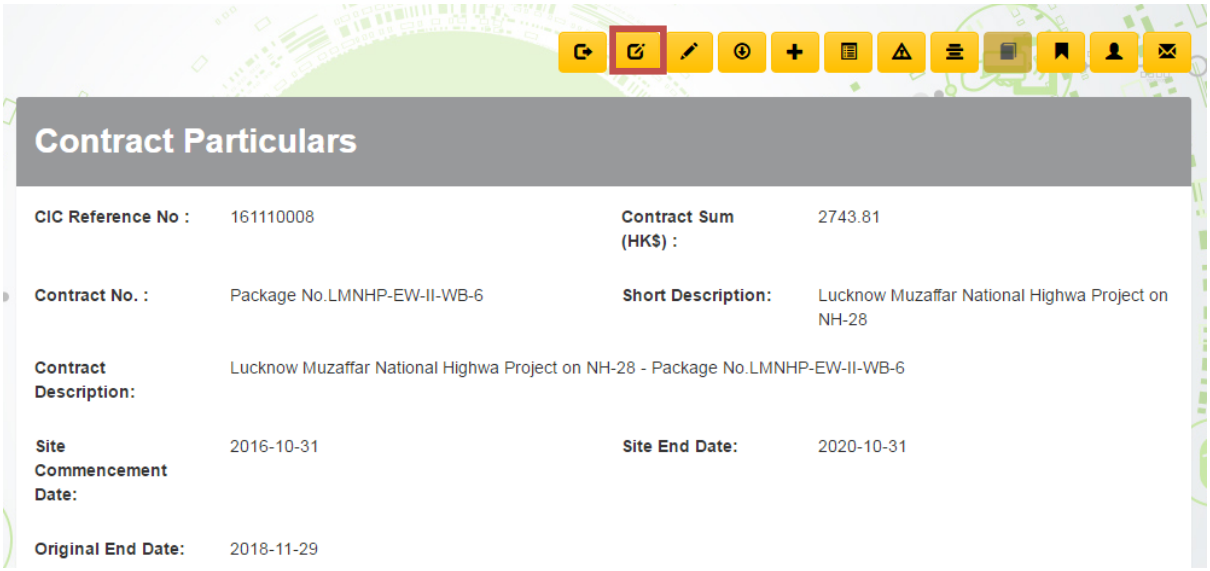


- Enter latest completion date, upload supporting documents and click【 】to submit or 【 】to save for draft

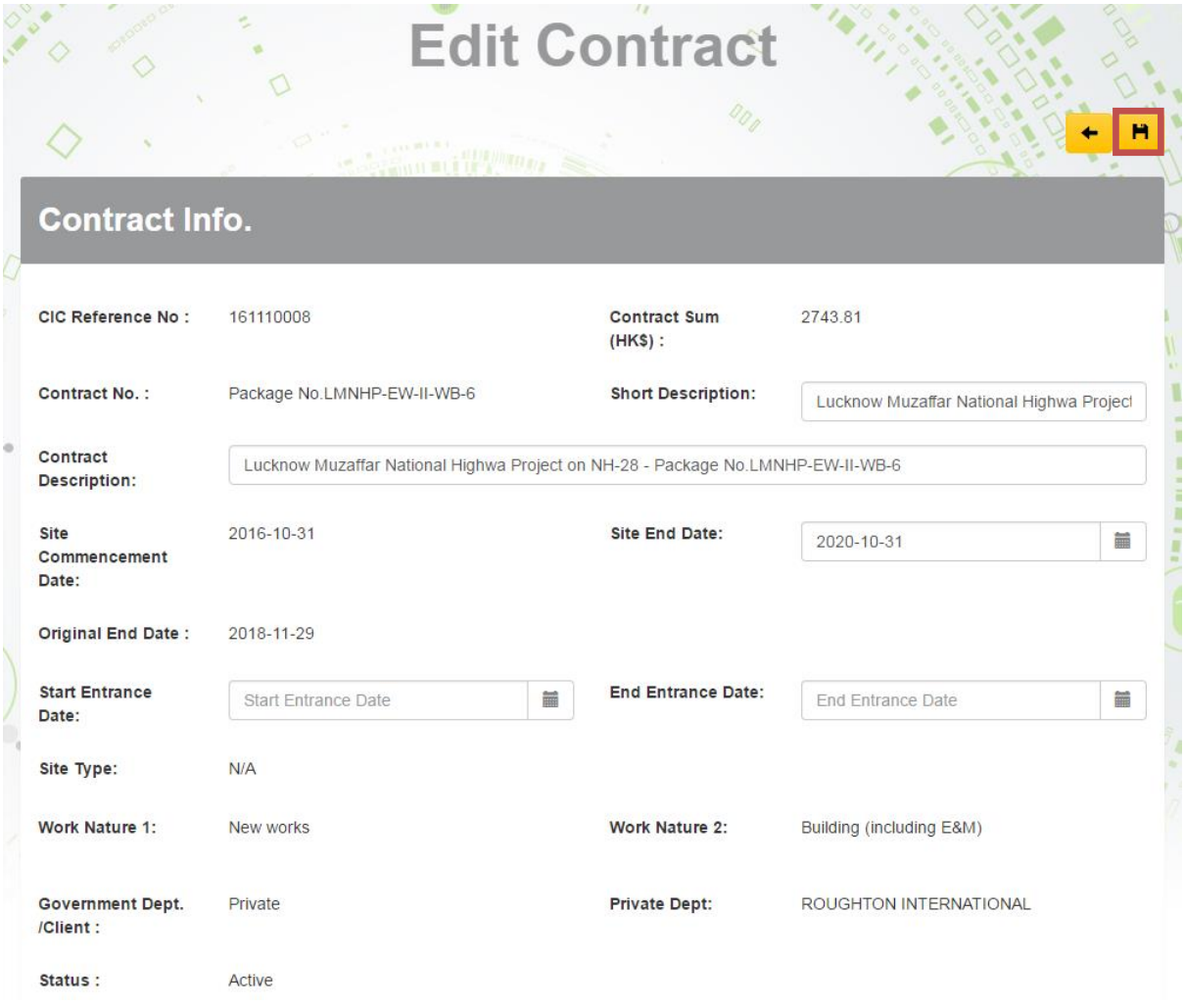


2.2.2.2. Quick Edit Contract

- To update Contract description/ Entrance Date/ Site Representative Info, click 【 】 to update contract.



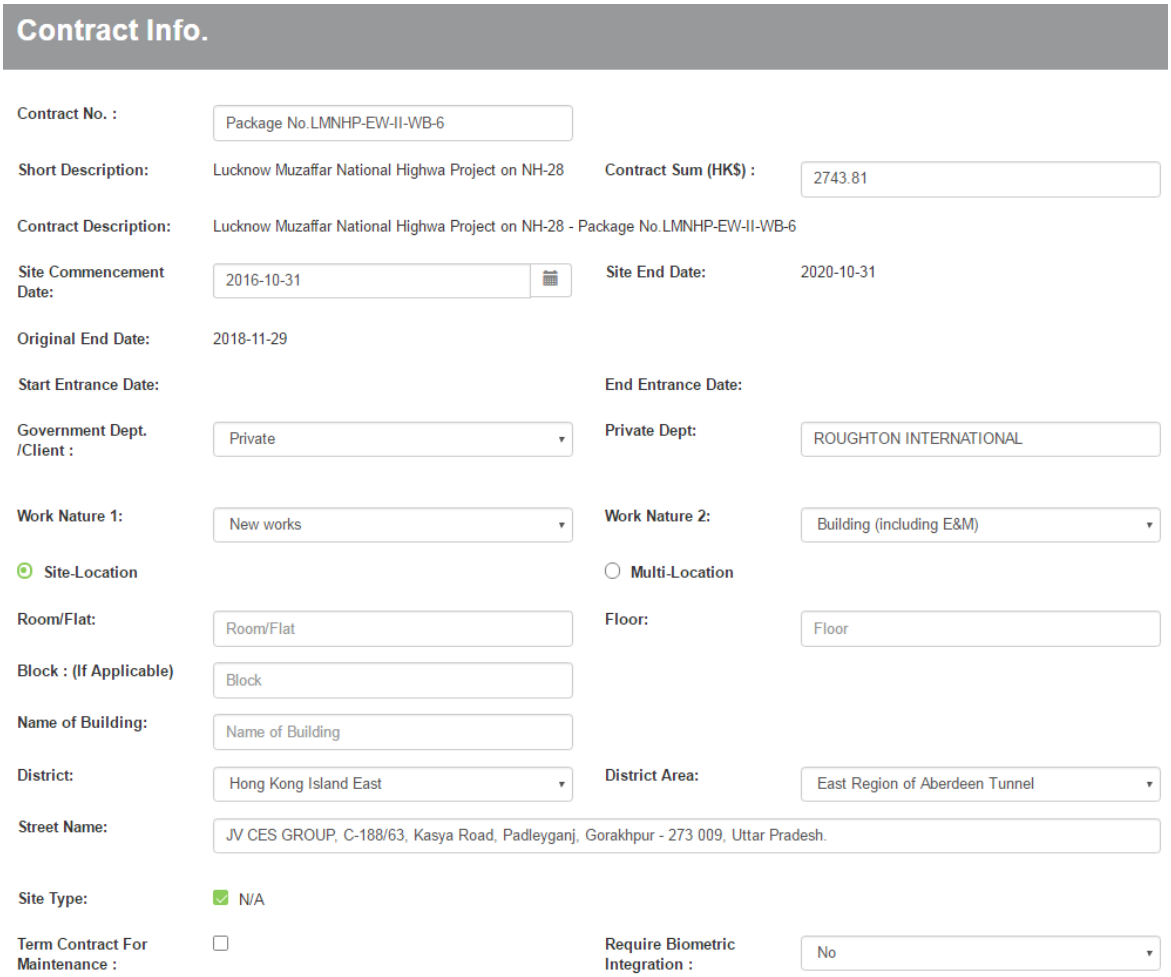
- Click 【 】 to confirm and update the contract.



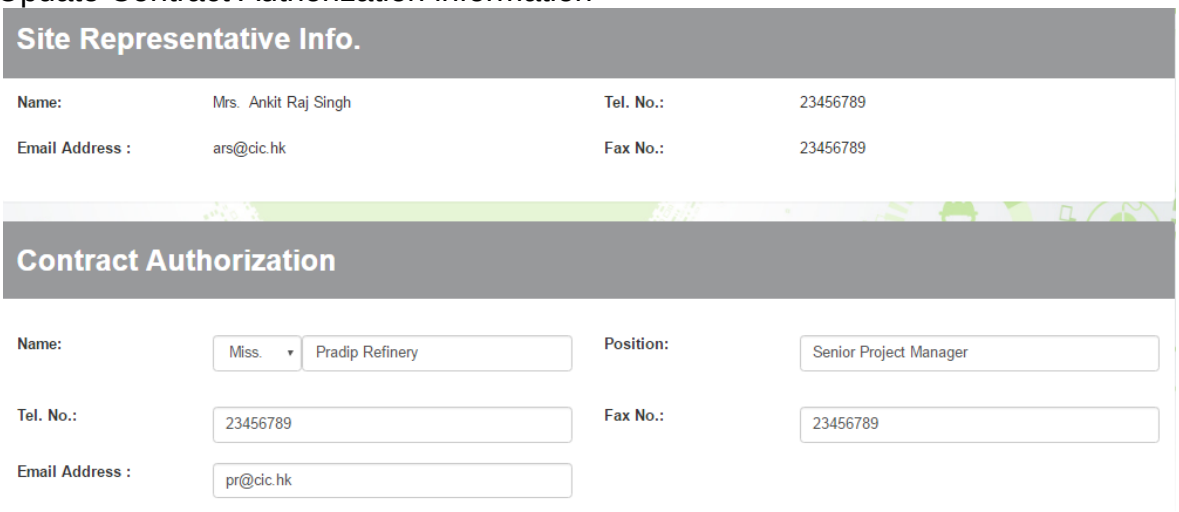
2.2.2.3. Create Contract Information Update Request

- To apply contract information update, click【 】to create contract information update request.

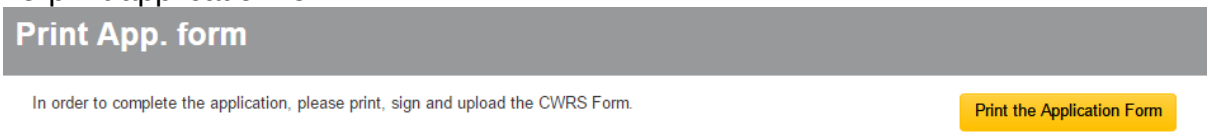
- Update contract information



- Update Contract Authorization information

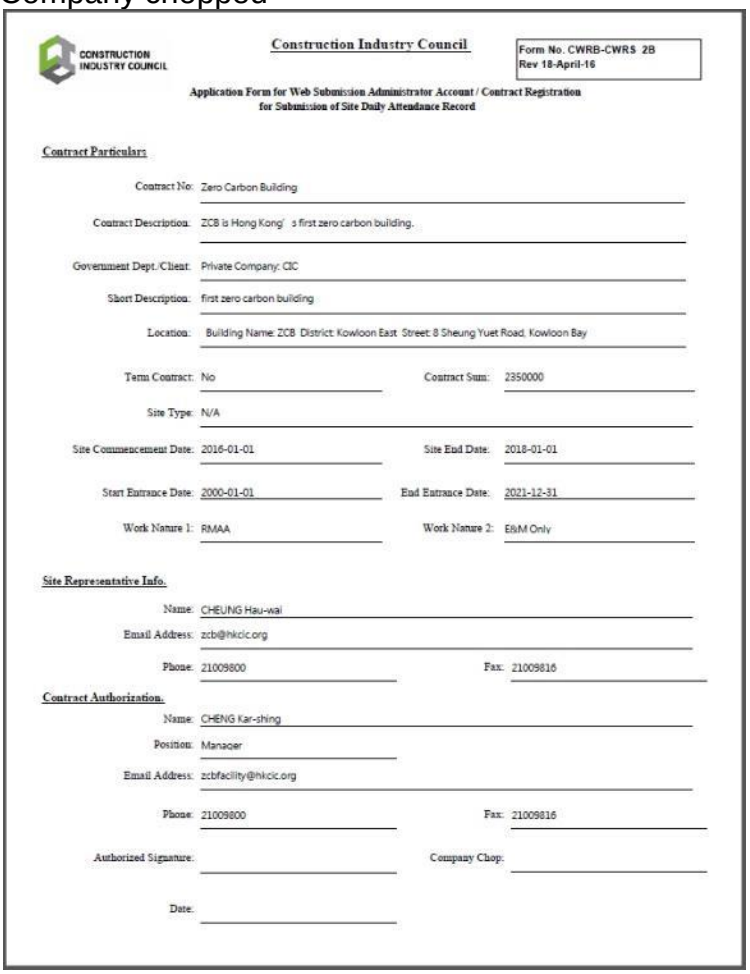


- Re-print application form.



Note: Unable to print the application if updated information is invalid.

- Complete the PDF application form with Company Authorization signature & Company chopped



Construction Industry Council

Form No. CWRB-CWRS 2B
Rev 18-April-16

Application Form for Web Submission Administrator Account / Contract Registration for Submission of Site Daily Attendance Record

Contract Particulars

Contract No: Zero Carbon Building
Contract Description: ZCB is Hong Kong' s first zero carbon building.
Government Dept./Client: Private Company: CIC
Short Description: first zero carbon building
Location: Building Name: ZCB District: Kowloon East Street: 8 Sheung Yuet Road, Kowloon Bay
Term Contract: No
Contract Sum: 2350000
Site Type: N/A
Site Commencement Date: 2016-01-01
Site End Date: 2018-01-01
Start Entrance Date: 2000-01-01
End Entrance Date: 2021-12-31
Work Nature 1: RMAA
Work Nature 2: E&M Only

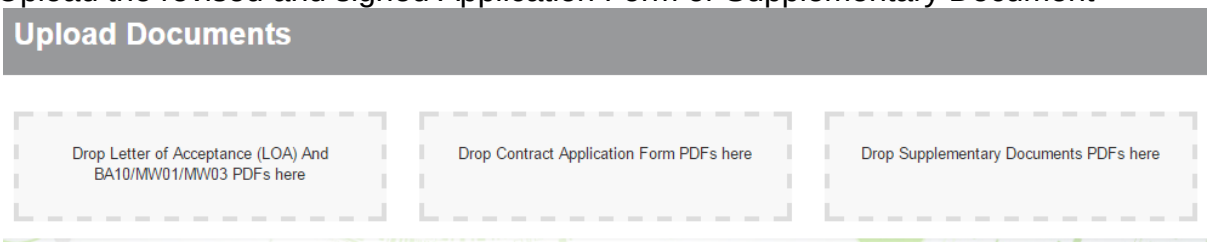
Site Representative Info.

Name: CHEUNG Hau-wai
Email Address: zcb@hkcic.org
Phone: 21009800
Fax: 21009816

Contract Authorization.

Name: CHENG Kar-shing
Position: Manager
Email Address: zcbfacility@hkcic.org
Phone: 21009800
Fax: 21009816
Authorized Signature:
Company Chop:
Date:

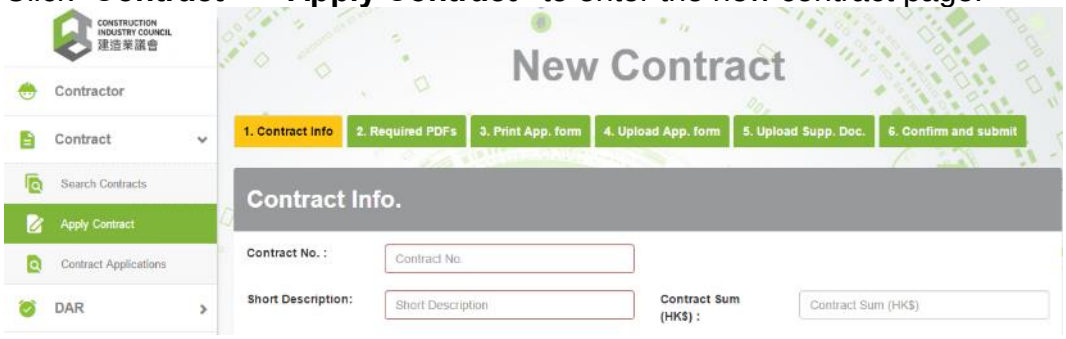
- Upload the revised and signed Application Form or Supplementary Document



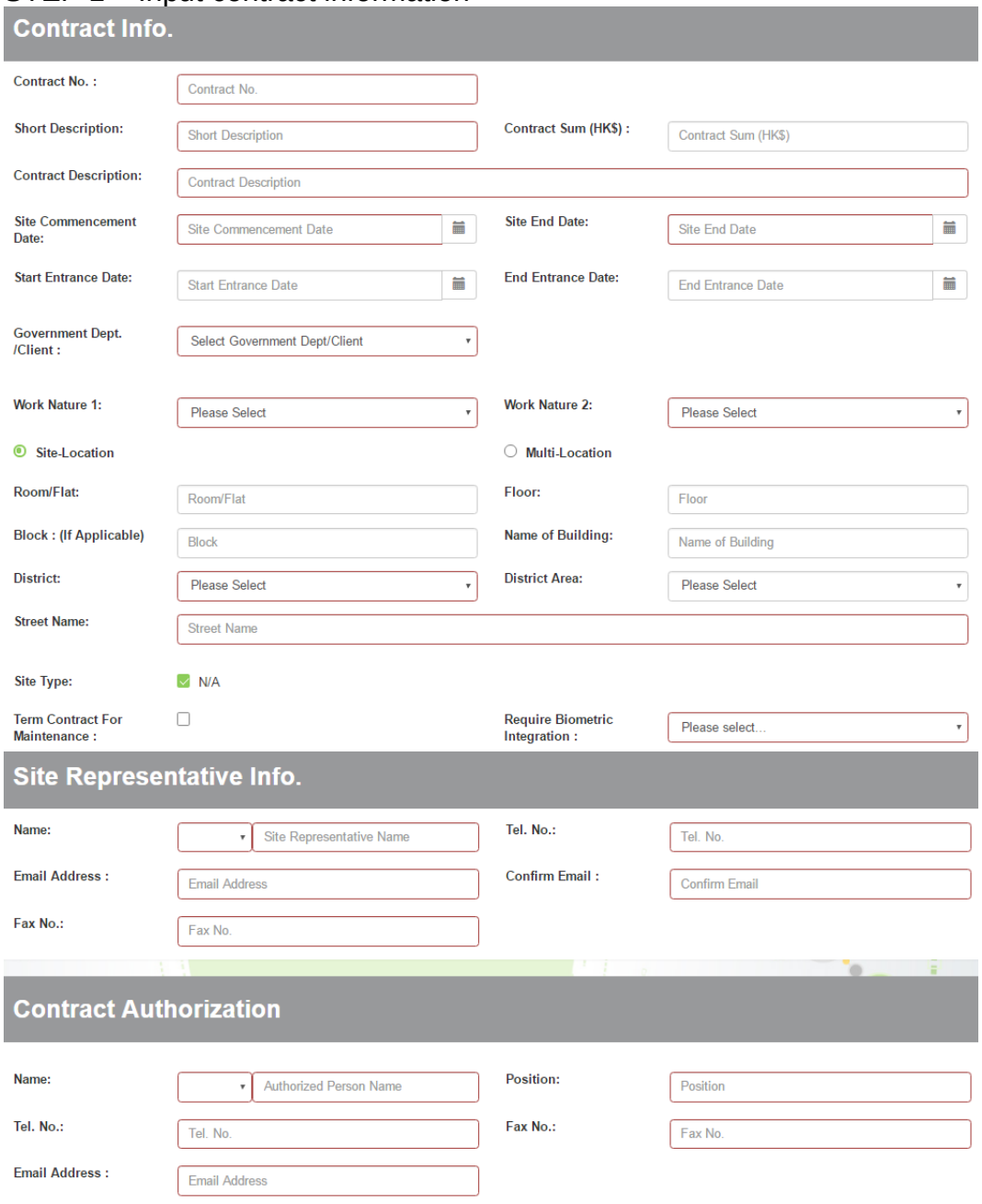
- Click【 】to update contract application after completed.

2.2.2.4. Apply new Contract Application

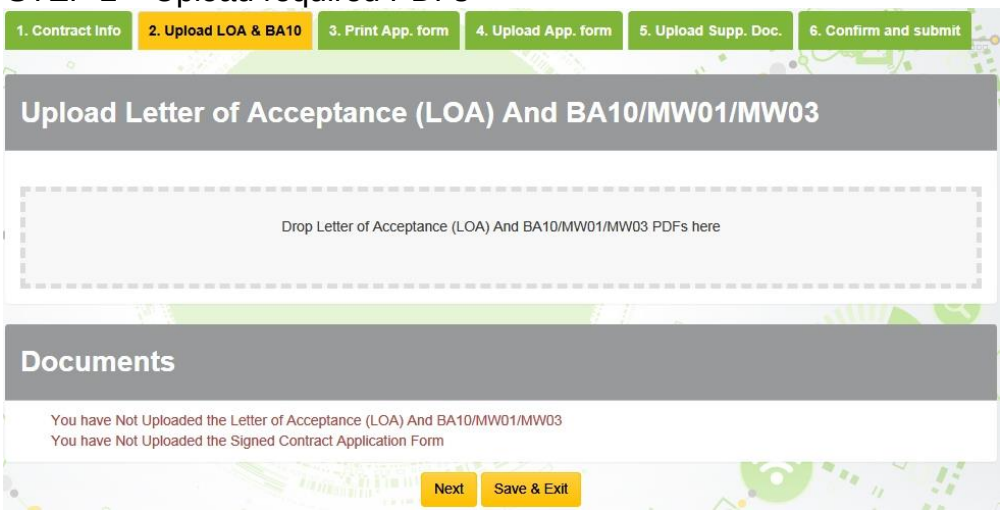
- Click "**Contract**" > "**Apply Contract**" to enter the new contract page.



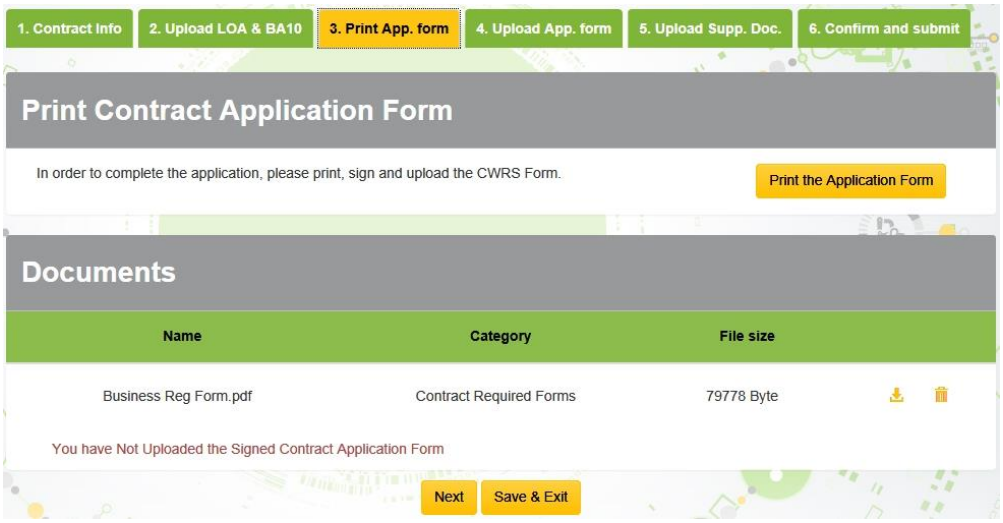
- STEP 1 – Input contract information



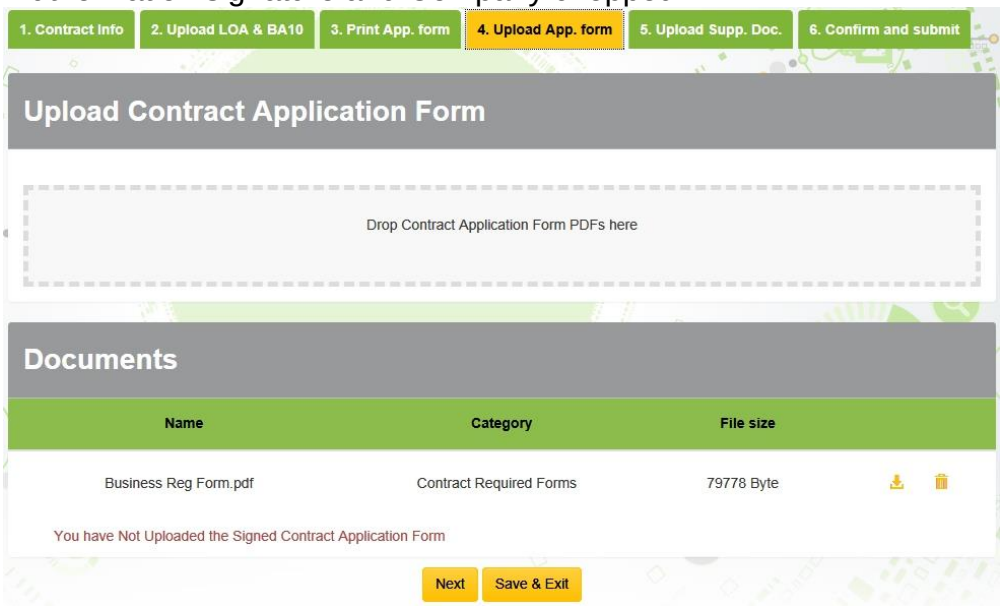
- STEP 2 – Upload required PDFs



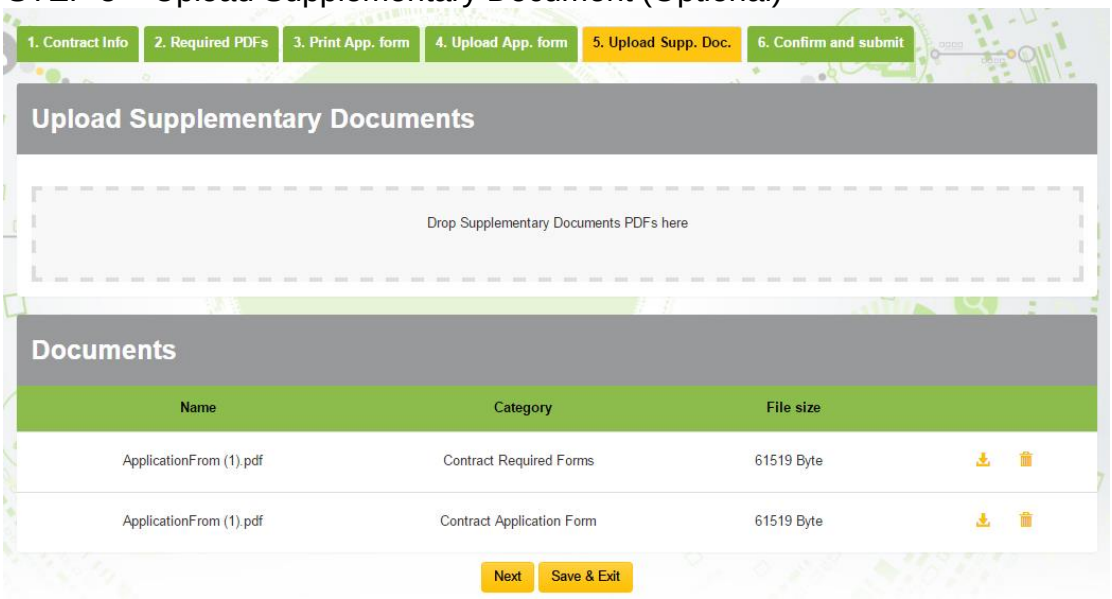
- STEP 3 – Click 【Print Application Form】to download and print out filled form



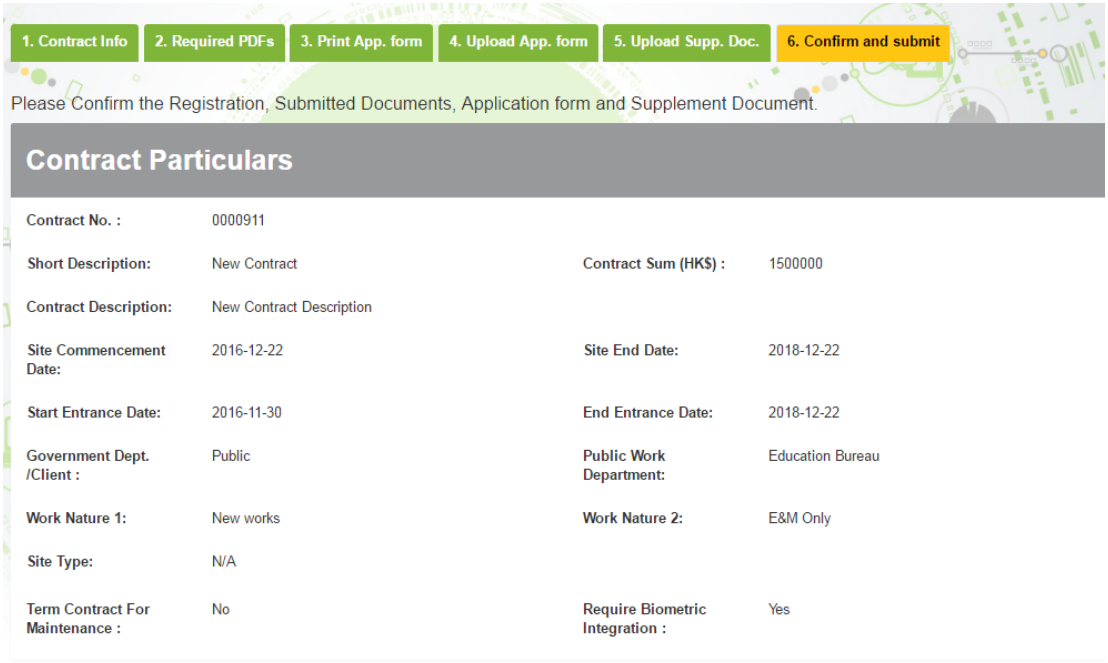
- STEP 4 – Upload Application form, upload application form with Company Authorization signature and Company chopped

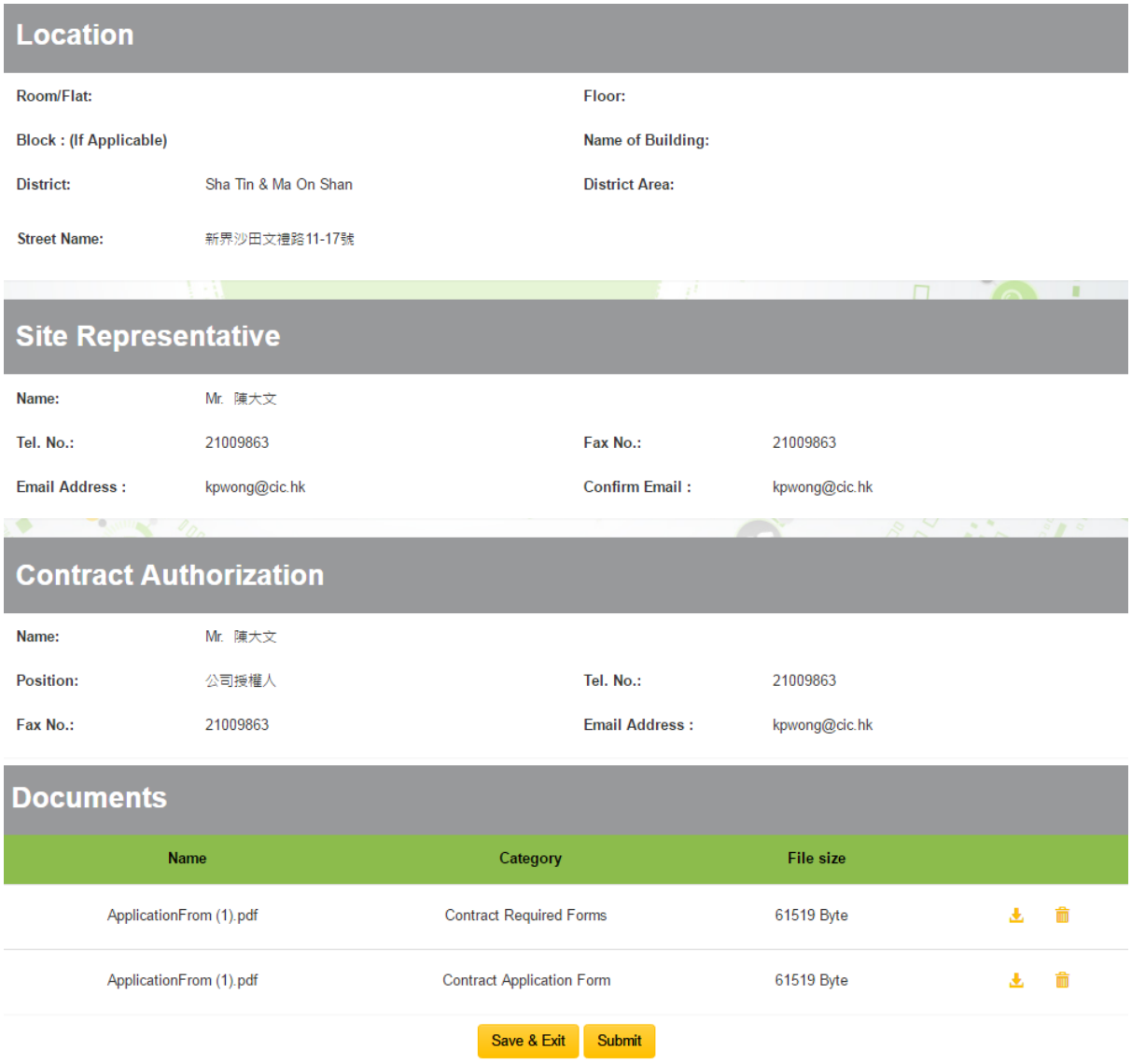


- STEP 5 – Upload Supplementary Document (Optional)



- STEP 6 – Confirm and Submit

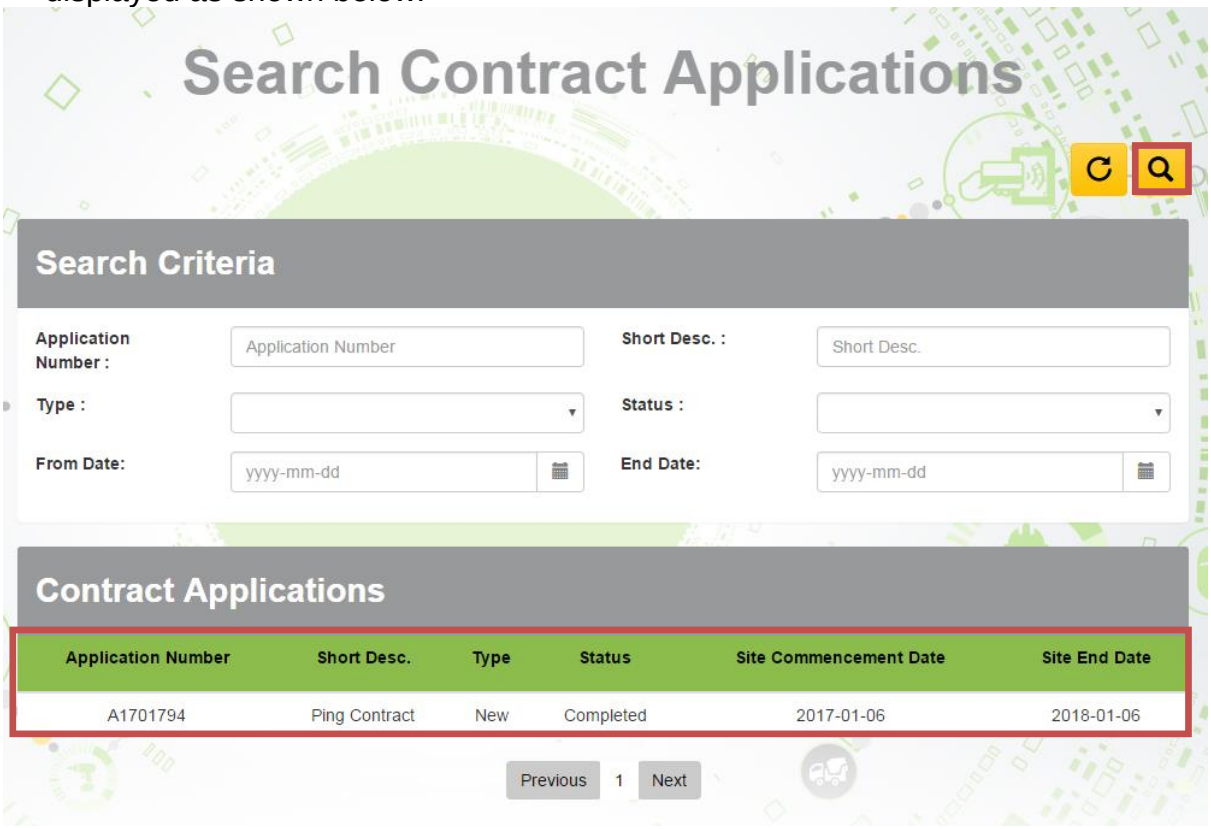




- Click 【**Submit**】to submit the update contract application or click 【**Save & Exit**】 to submit later.

2.2.2.5. Search Contract Application

- To check contract application, click "**Search**" > "**Contract Application**" 。
- Enter searching criteria (Optional) and click 【 】, search results will be displayed as shown below.



- To reset searching criteria and result, click 【 】

2.2.2.6. Cancel Created Contract Information Update Request

- When you Contract Applications status is in “Draft” or “Pending For Approval”, you can cancel your contract application

- Open your contract application and click【 】to cancel application”.

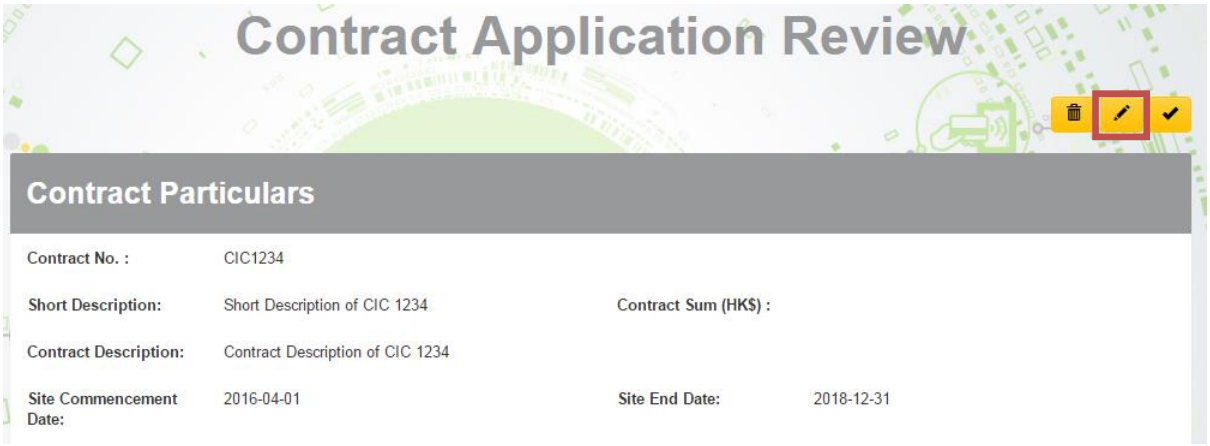
Contract Particulars

Contract No. :	0000911		
Short Description:	New Contract	Contract Sum (HK$) :	1500000
Contract Description:	New Contract Description		
Site Commencement Date:	2016-12-22	Site End Date:	2018-12-22
Start Entrance Date:	2016-11-30	End Entrance Date:	2018-12-22
Government Dept. /Client :	Public	Public Work Department:	Education Bureau
Work Nature 1:	New works	Work Nature 2:	E&M Only
Term Contract For Maintenance :	No	Site Type:	N/A
Applicaiton Type :	New	Require Biometric Integration :	Yes
Application Status :	PendingForApproval		

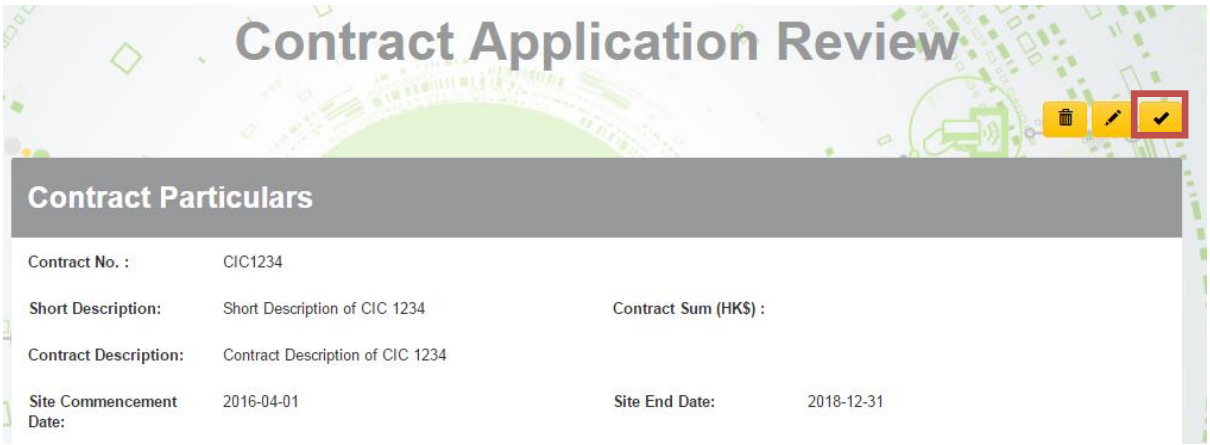
2.2.2.7. Edit Draft Contract application request

- When your Contract Applications status is “Draft”, you can update the contract details before submitting contract application

- Open your contract application and click on 【 】 to edit application.



- After updated, click【 】to submit update contract information request.



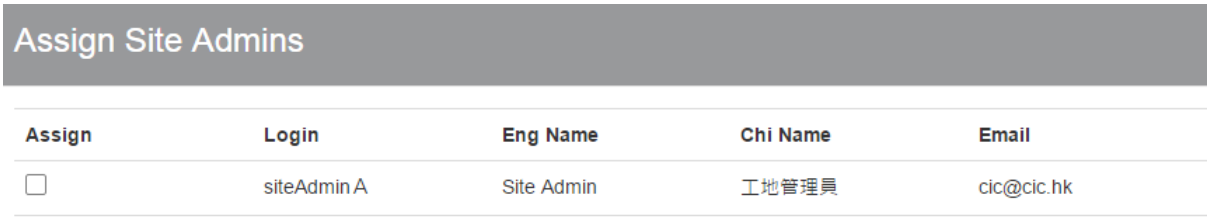
2.2.3. Contract Management

- User can manage the daily work of the contract by using the toolbar on the top right corner of the page. The functions are listed as follow:

	Icon	Description
1.		Request Contract Completion in Advance
2.		Quick Edit Contract
3.		Request Contract Update
4.		Download DAR
5.		Create Site Admin Account
6.		DAR Submissions
7.		Search Good list Problem
8.		Good List Management
9.		Upload DAR for Exempted Site
10.		Mass DAR Deletion
11.		Assign Site Admins
12.		Subscribe DAR Submission Reminder

2.2.3.1. Assign Site Admin (For Master Admin ONLY)

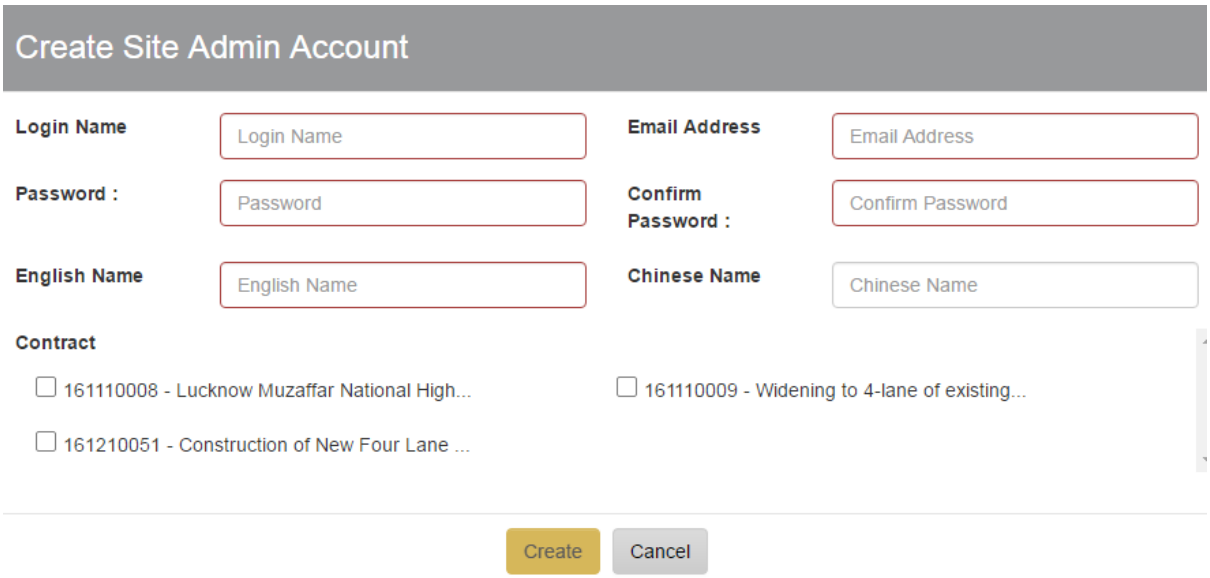
- Click Assign site admin icon 【 】 on the toolbar
- Assign contract right to site administrator
- Click 【 **OK** 】 to save the changes.
- Click 【 **Cancel** 】 to return to the page without changes.



Note: Only the Contractor's Master Administrator has the right to assign site administrator(s).

2.2.3.2. Create Site Admin Account (For Master Admin ONLY)

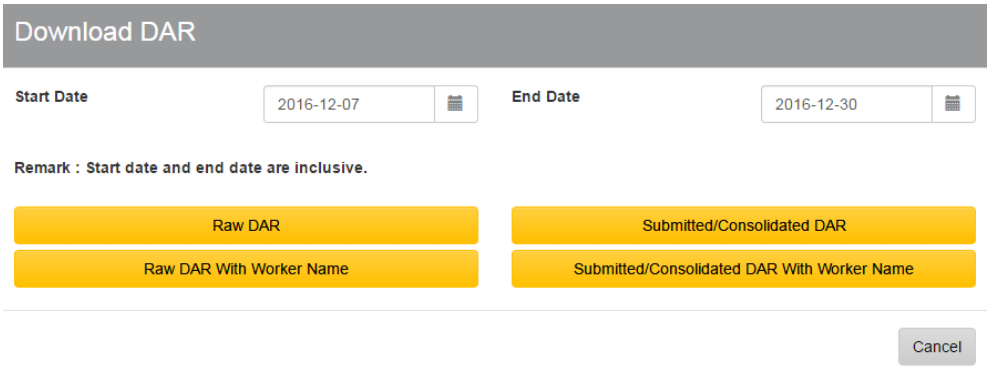
- Click Create site admin account icon 【 + 】 on the toolbar.
- Enter site admin account information as required and assign contract(s).
- Click **【Create】** to create site admin account.
- Click **【Cancel】** to return to the page without changes.



Note: Only the Contractor's Master Administrator has the right to create the site admin account.

2.2.3.3. Download Daily Attendance Record

- Click Download DAR icon 【 】 on the toolbar.
- Enter the date range of the DAR(s) you would like to download.
- Click **【Raw DAR】** to download the raw DAR(s). When a daily attendance record is submitted, the CWRS will archive the relevant raw data. Data uploaded after submission will be filtered out.
- Click **【Submitted/Consolidated DAR】** to download the submitted or consolidated DAR(s). Consolidated attendance records can be downloaded only after submission
- Click **【Raw DAR with Worker Name】** to download the raw DAR(s) with worker's name.
- Click **【Submitted/Consolidated DAR with Worker Name】** to download the submitted or consolidated DAR(s) with worker's name and submission date.
- Click **【Cancel】** to return to the page without changes.



- Exported information as below.

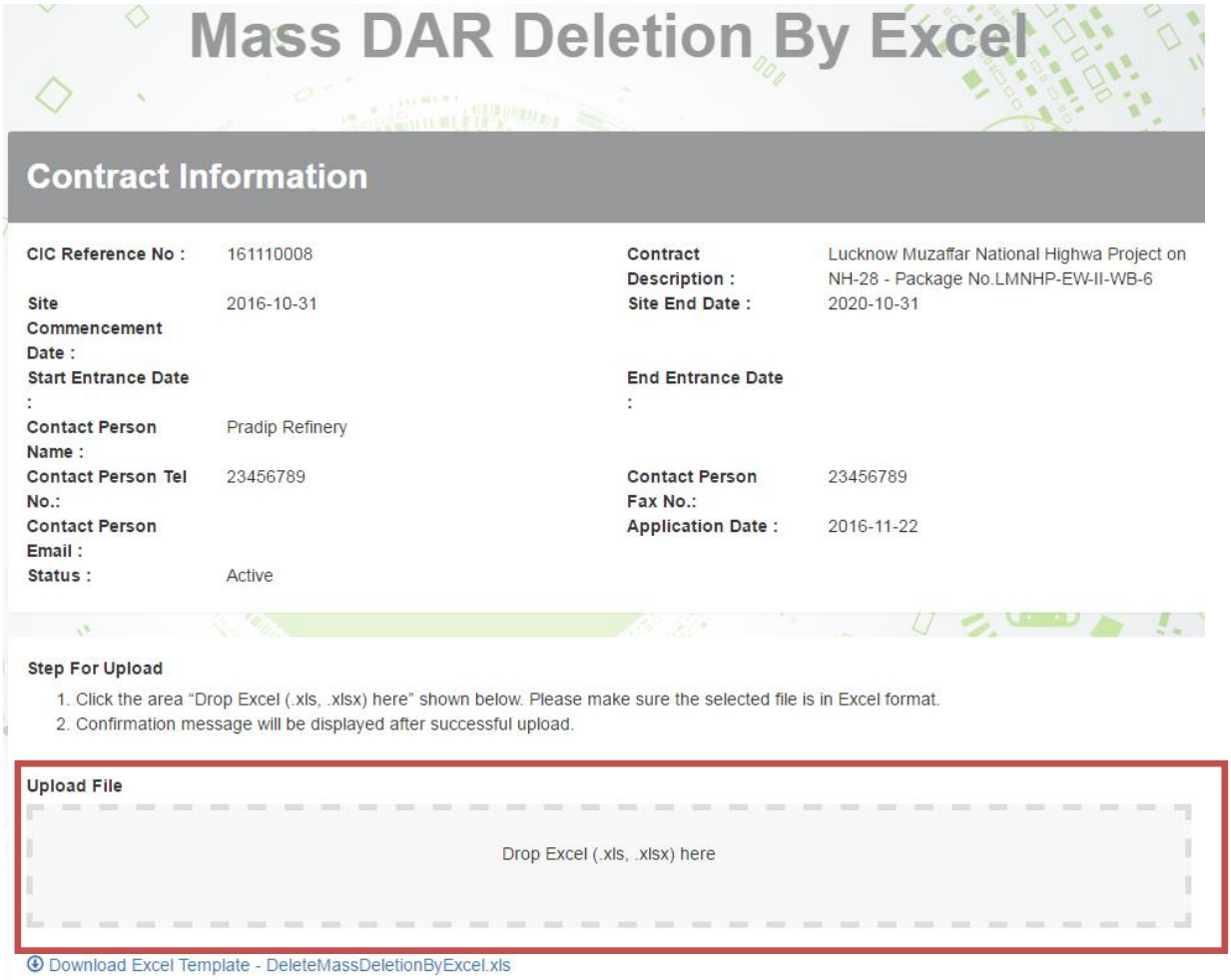
	RAW DAR	Submitted/ Consolidated DAR	RAW DAR with Worker Name	Submitted/Consolidated DAR with Worker Name
Row ID	✓	✓	✓	✓
Site ID	✓	✓	✓	✓
In Out Type	✓	✓	✓	✓
CWR Number	✓	✓	✓	✓
English Name	N/A	N/A	✓	✓
Chinese Name	N/A	N/A	✓	✓
Serial No	✓	✓	✓	✓
Practising Trade	✓	✓	✓	✓
Transaction Time	✓	✓	✓	✓
Portable Device Registration Id	✓	✓	✓	✓
Portable Device Registration Name	✓	✓	✓	✓
Upload Time	✓	✓	✓	✓
Return Signal	✓	✓	✓	✓
CIC Reference Number	✓	✓	✓	✓
Submitted By	N/A	N/A	✓	✓

Note: The exported excel file will be saved as Microsoft Excel 2007 version.

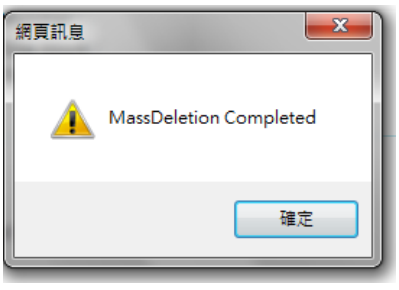
2.2.3.4. Mass Daily Attendance Record Deletion

User can remove DARs in bulk before formal DAR submission at the CWRG. This function can support contractors' reconciliation/ checking and remove those DARs inconsistent with their records at the integrated biometric devices (or database).

- Click mass DAR deletion icon 【 】 on the tool bar.



- Click **Download Excel Template** to download the template. Save those DARs you would like to remove from the system in the specified format as required on the Excel template.
- User can obtain the information of **Row ID** and **CWR No** from the raw DAR and submitted DAR. Please refer to the user manual section 2.2.3.3 for the download procedures.
- Click **'Drop Excel'** to add the attachment.
- The system will delete the respective DAR(s) automatically. The following Message will indicate whether the mass DAR deletion is successful or not:



- If the uploaded data or file format is not correct, the following messages will occur:

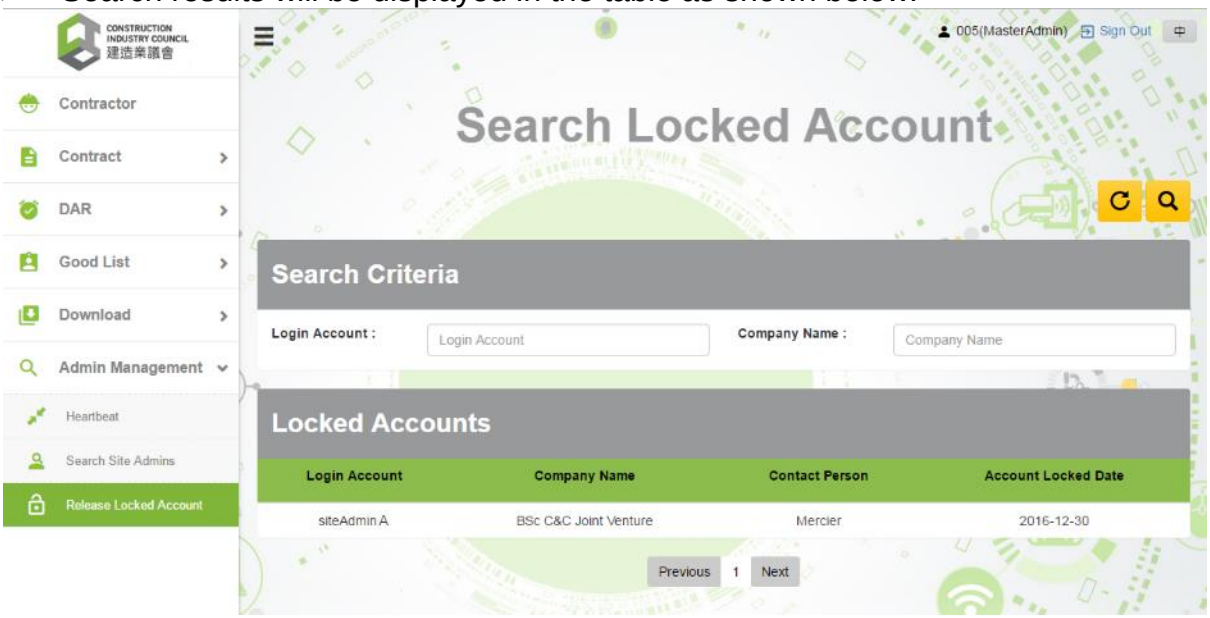
I) DAR does not exist.

II) No Construction Workers Registration number could be found in the Excel.

Note: **RowId** is a unique indicator for each DAR. User shall provide correct and complete RowId and CWRNo to perform the mass DAR deletion.

2.2.3.5. Search Locked Site Admin Account

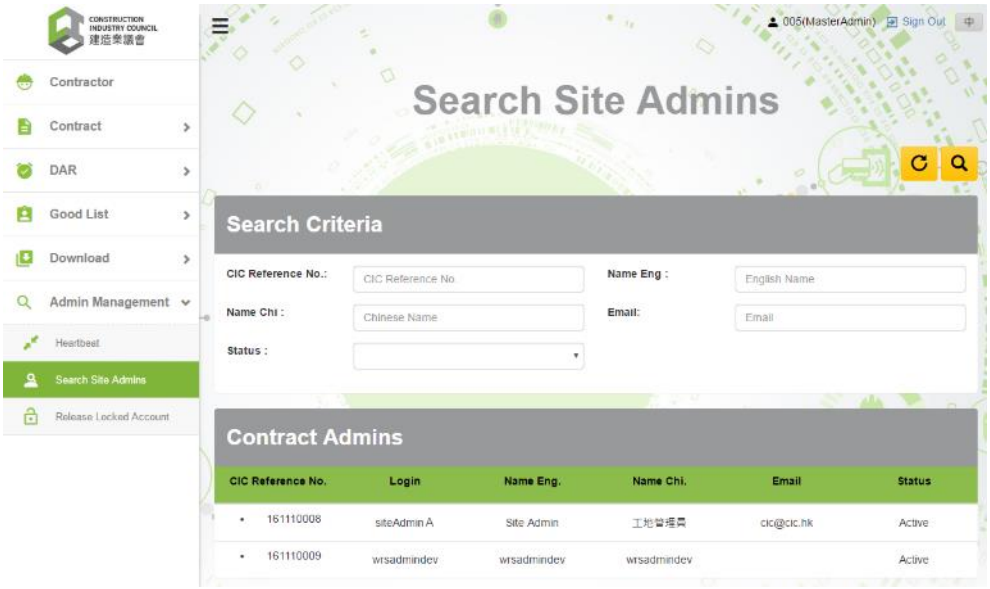
- The site admin account would be locked as a result of excessive (20 times) failed login attempts.
- Master admin can then choose to unlock or release these locked accounts.
- First, click " **Admin Management** " > " **Release Locked Account** ".
- To reset the searching criteria and result, click 【 】.
- Enter searching criteria (Optional) and click【 】
- Search results will be displayed in the table as shown below.



- Select locked site admin account, click【 】 to unlock that account.

2.2.3.6. Search Site Admins

- To check, update or assign contract to site admin, click " **Admin Management**" > " **Search Site Admins** "
- Input searching criteria (Optional), click【 】.
- To reset the searching criteria, click【 】
- Search results will be displayed in the table as shown below.
- Click on the desired site administrator to review the details of the administrator account.



- To change the password/ email/ name of site admin, click【 】"**Edit Account**".
- To assign contract to site admin, click【 】 "**Assign Contract**".
- To delete site admin account, click【 】"**Delete Account**"

2.3. Daily Attendance Record Maintenance

2.3.1. Daily Attendance Record Submission

2.3.1.1. Daily Attendance Record Submission Status of All Contracts

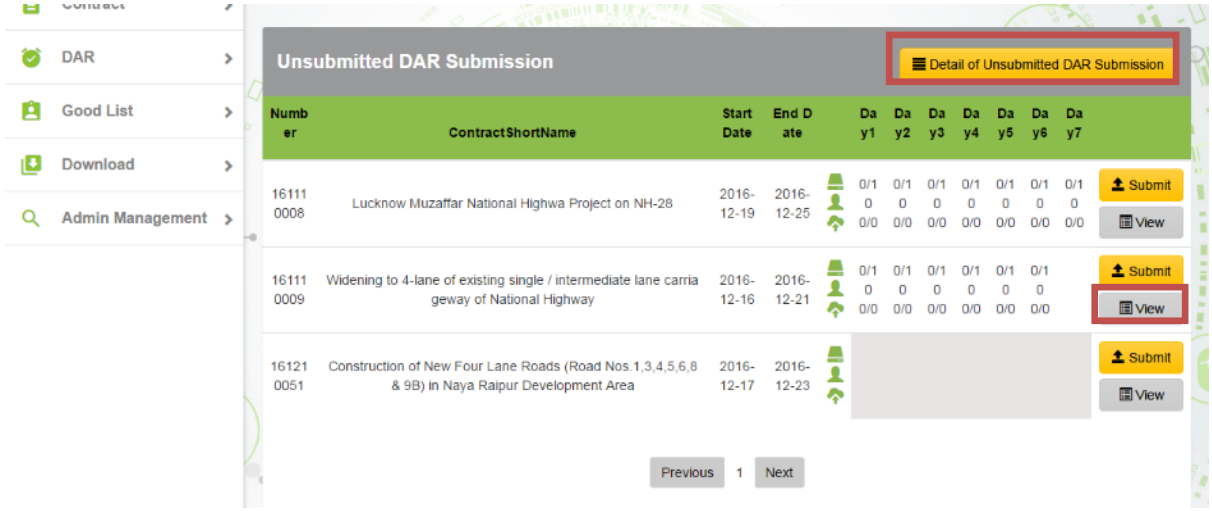
- Click "**DAR**" > "**Unsubmitted DAR Submission**"
- The system will display the DAR upload status of all contracts on the past 7 days.
- Click 【**View**】 to view the DAR details of the desired contract account.
- Click 【**Summary of Unsubmitted DAR Submission**】 to convert preview mode.

	Item	Description
1.	-	The DAR(s) have been uploaded successfully
2.		The DAR(s) upload incomplete
3.	-	Unknown status

Note:

- CIC cloud shall synchronize with the card reading device to collect the latest attendance record. Therefore, the DAR upload status of the card reading device in CWRG will not reflect until the next day.
- 'N/A' will be shown for contract without any registered device.

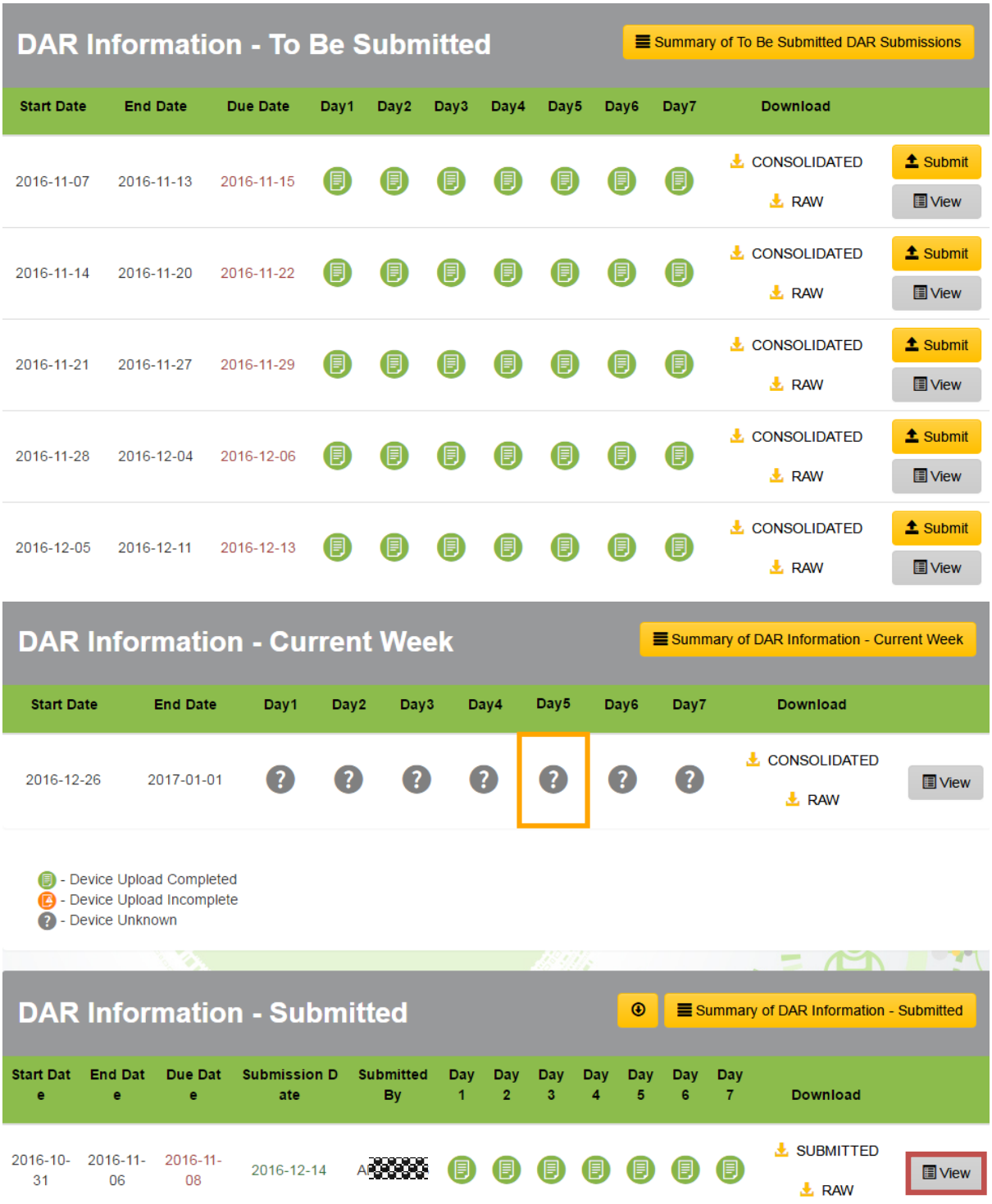
- After changing the display mode, the system will display the DAR upload details of all contracts on the past 7 days, as shown below.
- Click 【**View**】to review the DAR details of the desired contract account.
- Click 【**Detail of Unsubmitted DAR Submission**】to change the preview mode.



	Item	Description
1.	0/0	No. of device the DAR upload has been completed / Total no.of registered device(s)
2.	0	Total no. of worker's DAR uploaded
3.	0/0	No. of DAR(s) uploaded / Total no.of DAR(s)

2.3.1.2. Manage the DAR Upload Status of the Specified Contract

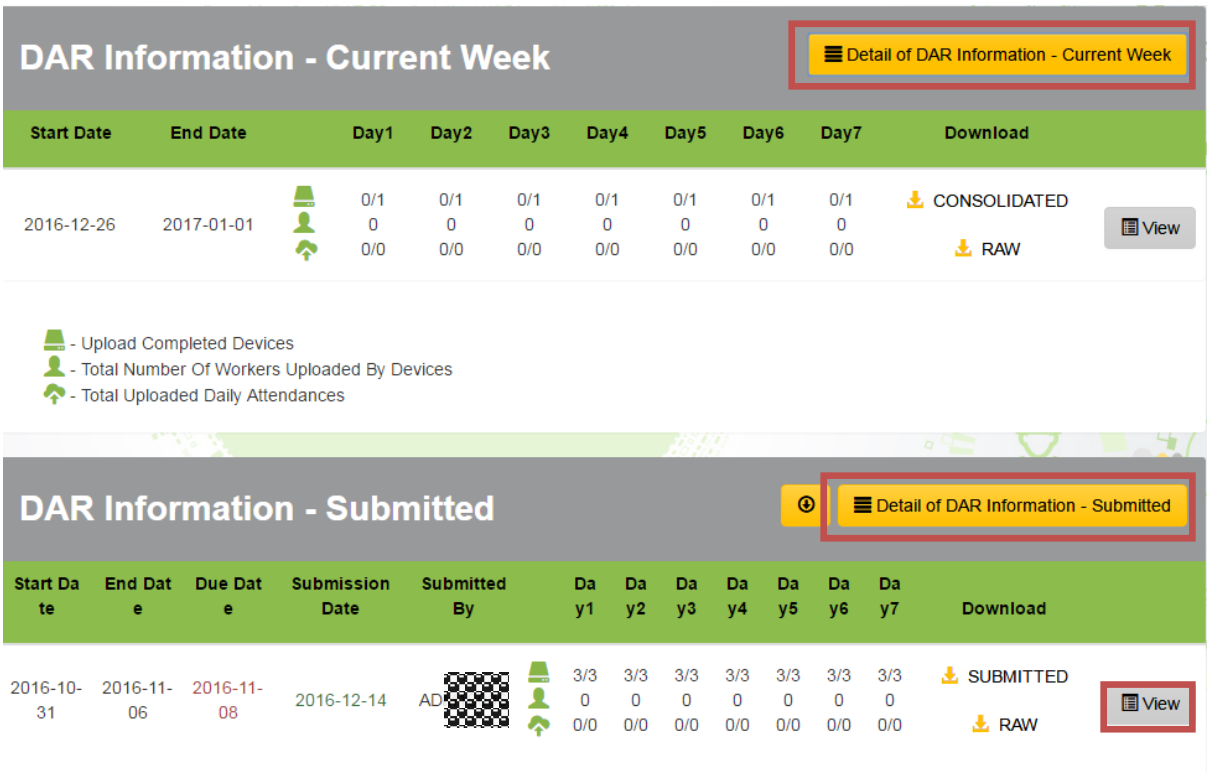
- In DAR Submission Summary page for contract, the system will display the past and present DAR upload status of the contracts on a period of 7 days as shown below:



- Click 【**View**】 to review the DAR details of the desired period of time.
- Click 【**Summary of DAR Information**】 to change the preview mode.

	Item	Description
1.		The DAR(s) have been uploaded successfully
2.		The DAR(s) upload incomplete
3.		Unknown status

- After switching the display mode, the system will display the DAR upload details of the contracts on the past 7 days.
- Click 【**View**】 to review the DAR details of the desired period of time.
- Click 【**Detail of DAR information**】 to change the preview mode.



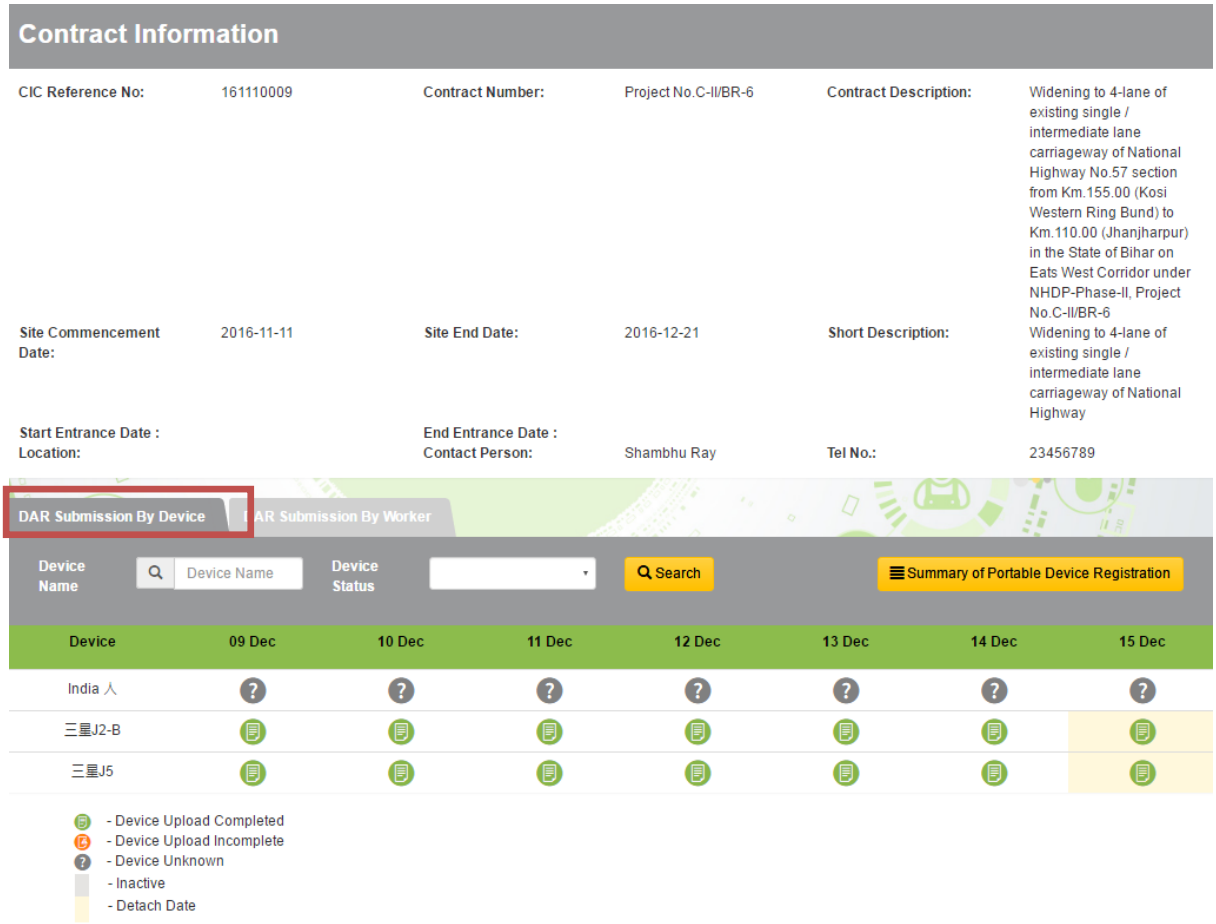
	Item	Description
1.	0/0	No. of device the DAR upload has been completed / Total no.of registered device(s)
2.	0	Total no. of worker's DAR uploaded
3.	0/0	No. of DAR(s) uploaded / Total no.of DAR(s)

Note:

- The DAR upload status of the card reading device will only reflect on the next day in CWRG. The number of Synchronized Card Reading Device will not reflect on the CWRG records if the task is not finished.
- 'N/A' will be shown if contract without registered device.

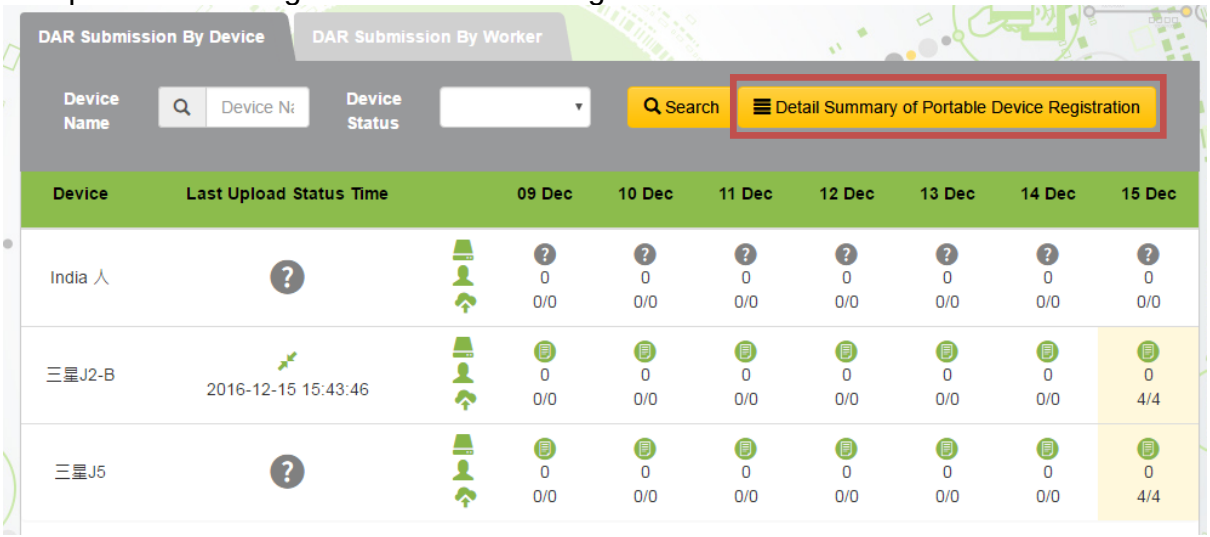
2.3.1.3. Card Reading Device Synchronization Status

➢ When click 【**View**】 to review the DAR details of a submission period. The default page "**DAR Submission by Device" will** be displayed after entering a specific 7-Days DAR Submission detail page. All the upload status within these 7-Days period regarding to the registered device will be displayed as shown below :



	Item	Description
1.		The DAR(s) have been uploaded successfully
2.		The DAR(s) upload incomplete
3.		Unknown status
4.		Invalid card reading device
5.		Device has been deregistered from the contract

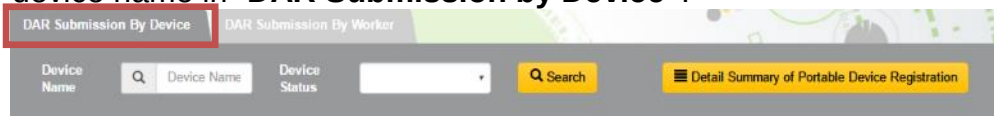
- Click 【**Detail Summary of Portable Device Registration**】to change the display mode.
- The system will display the upload status of the respective card reading device in the specific time range which has been registered under the contract.



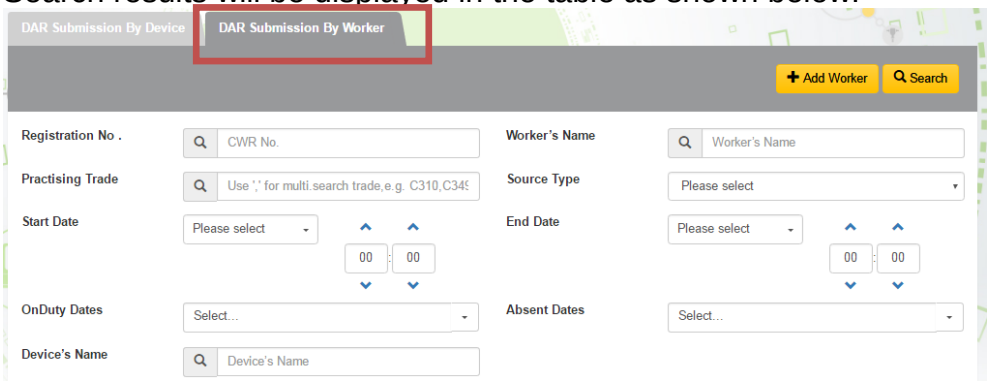
	Item	Description
1.	Last Upload Connection Status	The last upload and connection status of the card reading device
2.		Connection Success
3.		Connection Fail
4.		The DAR(s) have been uploaded successfully
5.		The DAR(s) upload incomplete
6.		Unknown status
7.		DAR Upload Completed
8.		Total no. of workers uploaded
9.		No. of DAR(s) uploaded / Total no.of DAR(s)
10.		Invalid card reading device
11.		Device has been deregistered from the contract

2.3.1.4. Maintain Daily Attendance Record

- The DAR of the selected submission period will be displayed when entering device name in "**DAR Submission by Device"**.

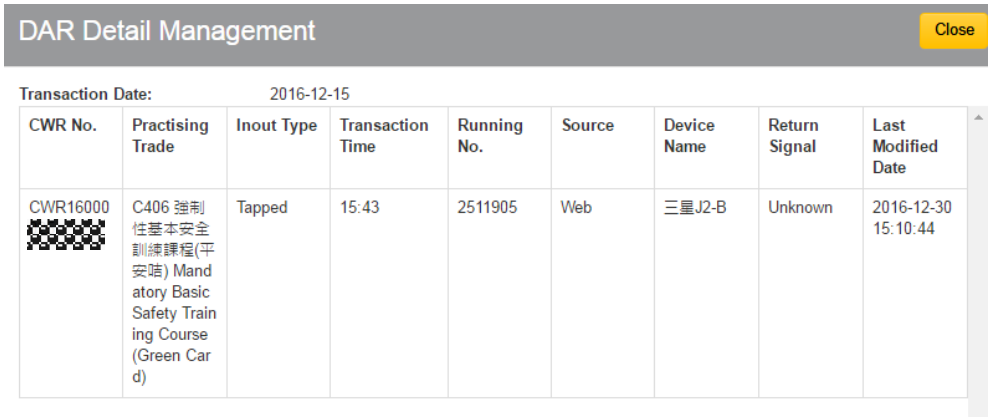


- The DAR of the selected submission period will also be displayed when entering the searching criteria in **"DAR Submission by Worker"**.
- Click【 Search 】 to retrieve the workers' DAR based on specific searching criteria.
- Search results will be displayed in the table as shown below.



- Click【 】"View DAR Detail" to review the worker's DAR on a specified date.

- **Click【Close】** to quit.

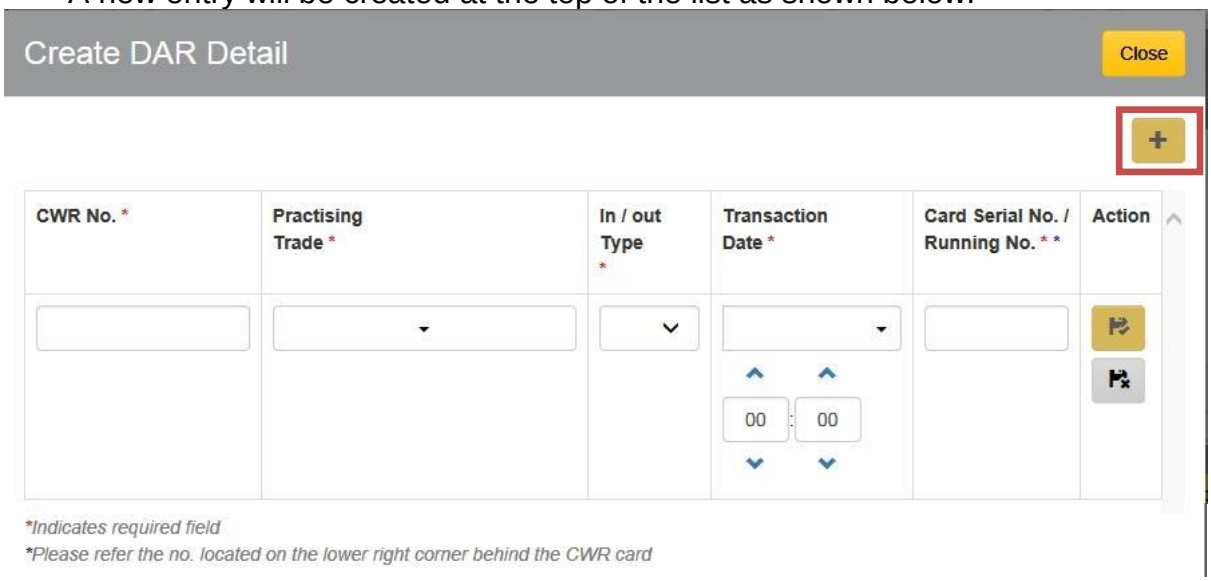


	Item	Description
1.	Source : Web	DAR collected from CWRG
2.	Source : Mobile	DAR collected from card reading device
3.	Inout Type : In	In record
4.	Inout Type : Out	Out record
5.	Inout Type : Tapped	Tap record

2.3.2. Modify Daily Attendance Record

2.3.2.1. Add Daily Attendance Record

- Click 【 】 "Edit".
- Click【 】 to add new DAR.
  A new entry will be created at the top of the list as shown below:

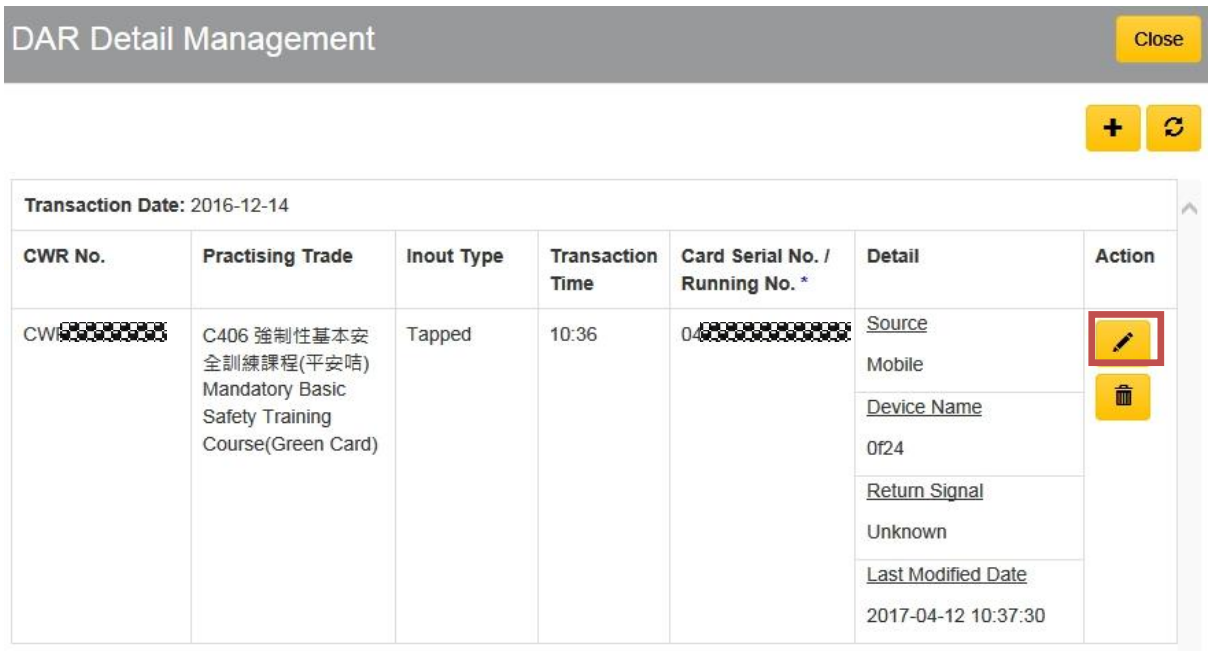


- System support Capital "CWR"/ small "cwr" letter input.
- Input: (I) Practising Trade; (II) In/out Type; (III) Time; (IV) Running No./ Serial No.
- Running No. can refer the number located on the lower right corner behind the CWR card
-

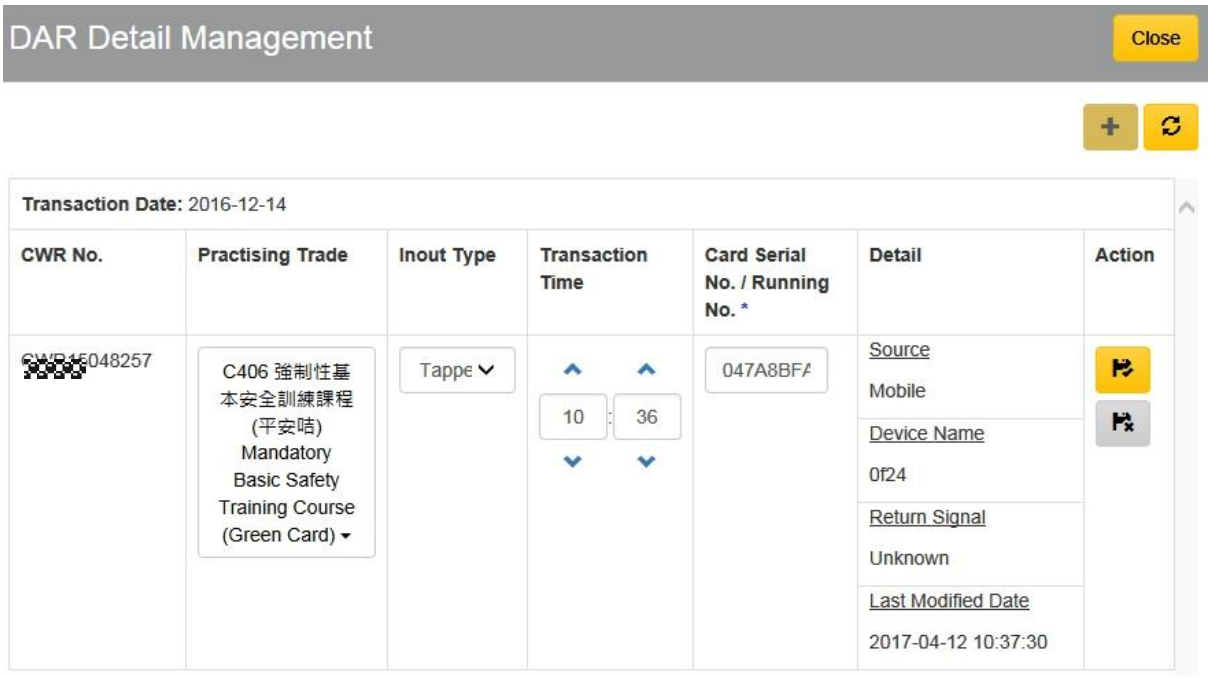
- Click **【Save】** to save changes。
- Click **【Cancel】** to leave without changes.
- Click **【Close】** to leave the page once finished.

2.3.2.2. Edit Daily Attendance Record

- Click 【 】 > 【 】



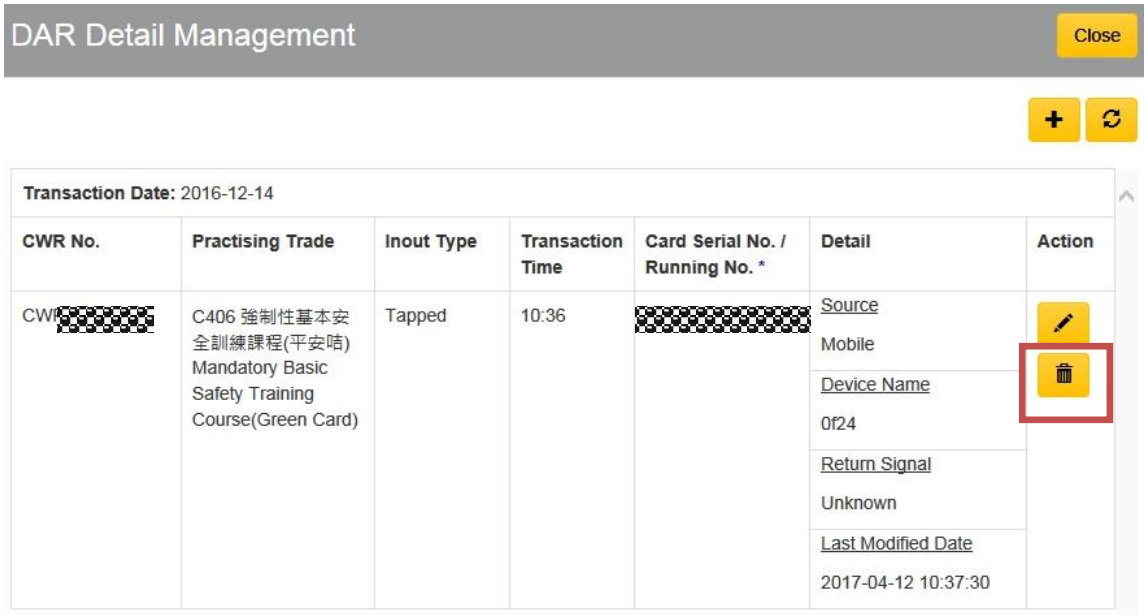
- Click 【**Save**】 to save changes after update.
- Click 【**Cancel**】 to leave without changes.
- Click 【**Close**】 to leave the page once finished.



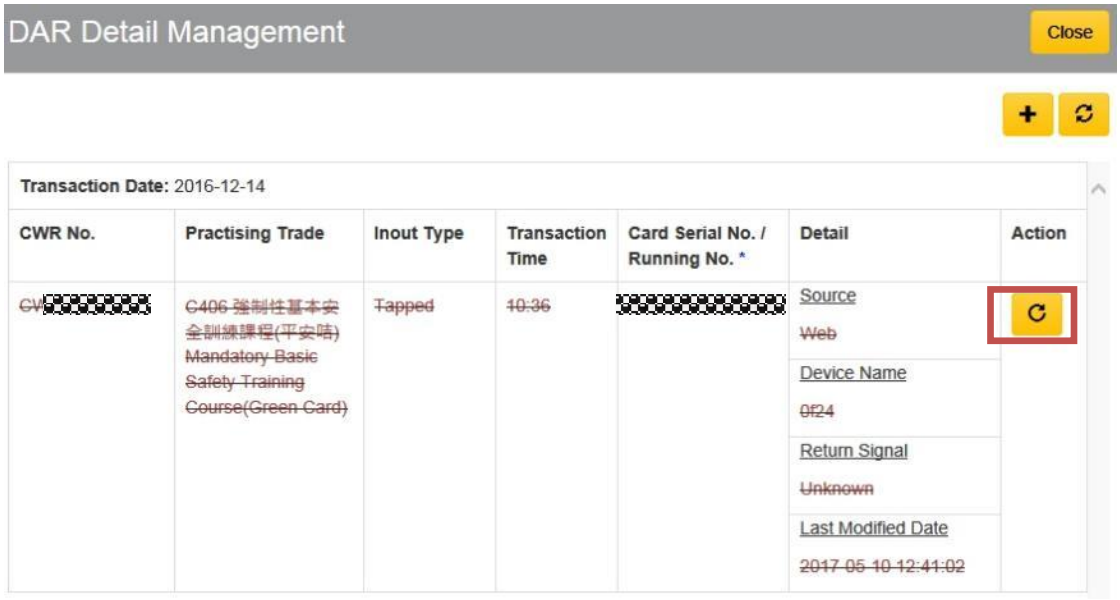
Note: System allows update of the following information: (I) Practising Trade; (II) In/out Type (III) Time; (IV) Running No./ Serial No.

2.3.2.3. Delete / Undo the Deletion

- Click【**Delete**】to delete the DAR record.
- Click【**Close**】to close the page once finished.

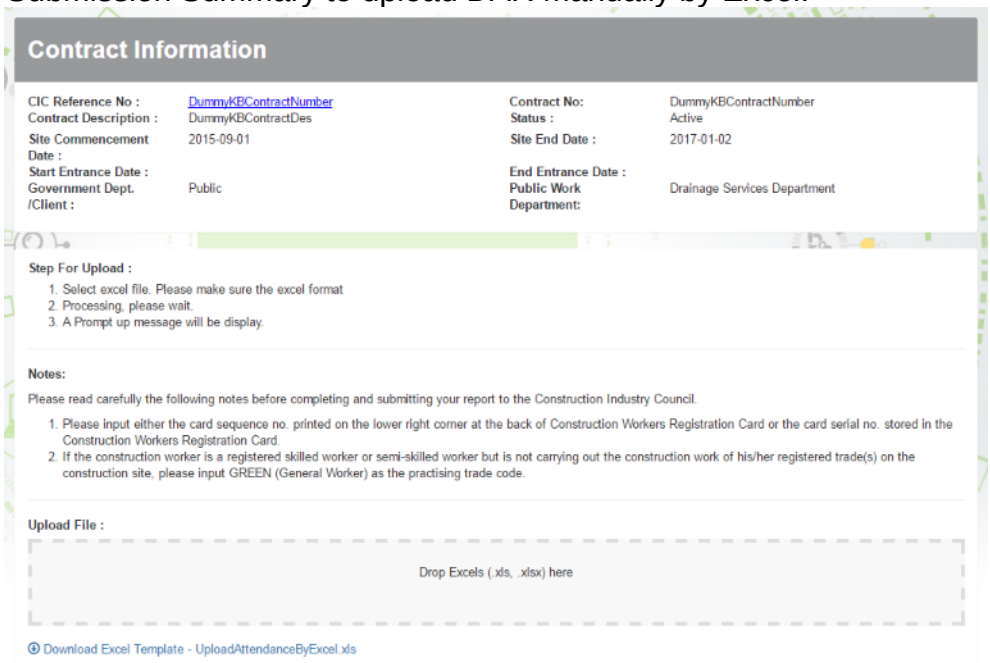


- Click 【**Undo**】 to recover the delete action.



2.3.3. Upload Daily Attendance Record for Exempted Site

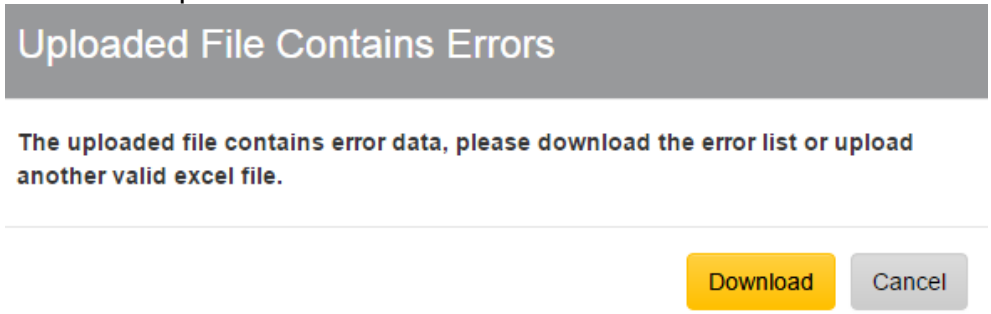
- For exemption site, users can click【 】 in contract profile or DAR Submission Summary to upload DAR manually by Excel.



- Click "**Download Excel Template**" to download the template. Save those DARs you would like to add to the system in the specified format as required on the Excel template.

IN/OUT/TAP 進/出/拍 (0/1/2)	Construction Workers Registration No. 建造業工人註冊編號	Card Serial No. / Card Sequence No. (See Note 1) 卡序號 / 序列號(註解 1)	Practising Trade Code (See Note 2) 從事工作的工種代號 (註解 2)	Transaction Date/Time (yyyy-mm-dd hh:mm:ss) 讀證日期/時間 (年-月-日 時:分:秒)
0	CWR200000001	123456	Green	2016-09-15 09:00:00
I	CWR200000001	123456	C406	2016-09-15 09:01:00
1	CWR200000001	123456	GREEN	2016-09-15 17:59:00
O	CWR200000001	123456	green	2016-09-15 18:00:00

- Click "**Drop Excel**" to upload the completed file.
  Note: System does not allow user to upload multiple submission periods within the same file.
- After successful DAR upload by excel file, the screen would return to the page of "DAR Submission Summary" automatically.
- If the uploaded file contains error, user can download an excel report for the errors description.

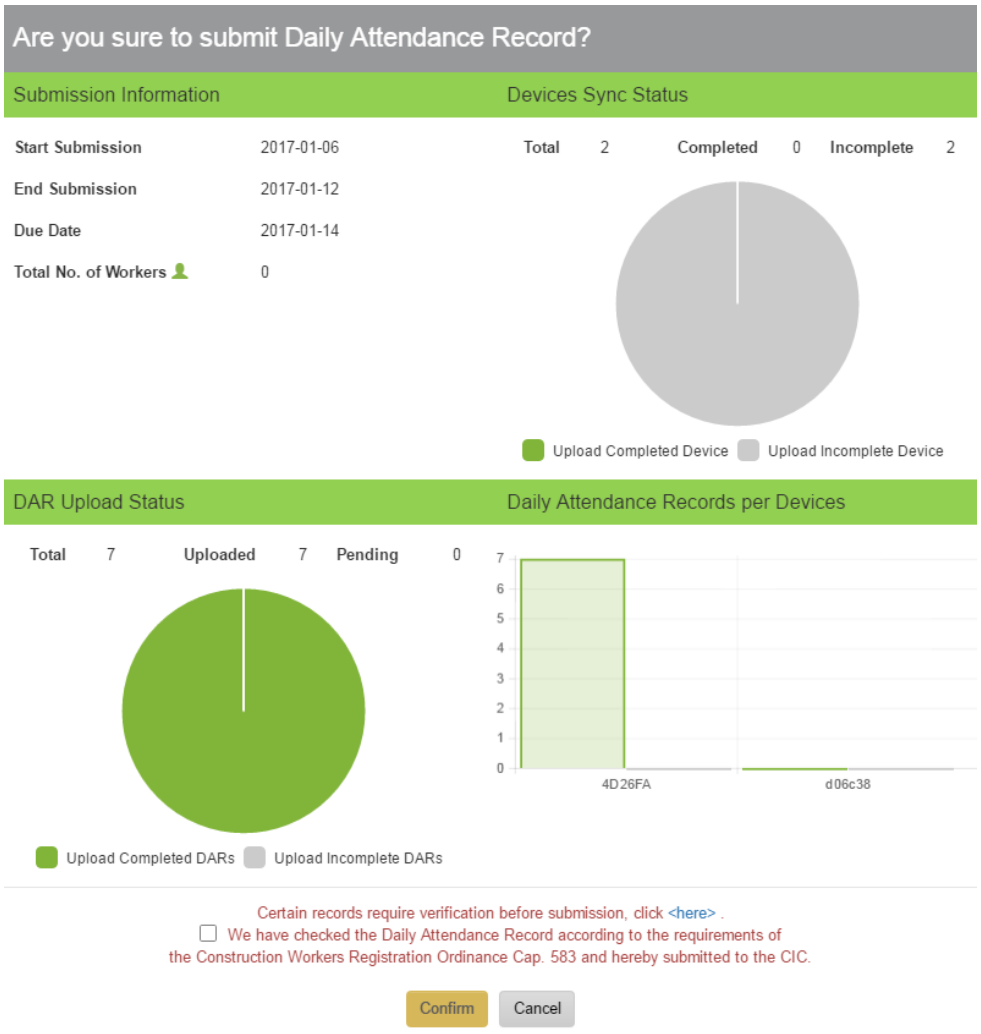


- Click 【**Download**】to download the excel file and view the error message.

Error Message
Excel Row Number: 2. Transaction Time of CWR06072443 is not in correct format (yyyy-MM-dd HH:mm:ss)
Excel Row Number: 3. Transaction Time of CWR06072443 is not in correct format (yyyy-MM-dd HH:mm:ss)
Excel Row Number: 4. Transaction Time of CWR06087878 is not in correct format (yyyy-MM-dd HH:mm:ss)
Excel Row Number: 5. Transaction Time of CWR06087878 is not in correct format (yyyy-MM-dd HH:mm:ss)
Excel Row Number: 6. Transaction Time of CWR07006953 is not in correct format (yyyy-MM-dd HH:mm:ss)
Excel Row Number: 7. Transaction Time of CWR07006953 is not in correct format (yyyy-MM-dd HH:mm:ss)
Excel Row Number: 8. Transaction Time of CWR08004493 is not in correct format (yyyy-MM-dd HH:mm:ss)
Excel Row Number: 9. Transaction Time of CWR08004493 is not in correct format (yyyy-MM-dd HH:mm:ss)
Excel Row Number: 10. The number of fields do not match or missing: TransactionTime
Excel Row Number: 11. The number of fields do not match or missing: TransactionTime

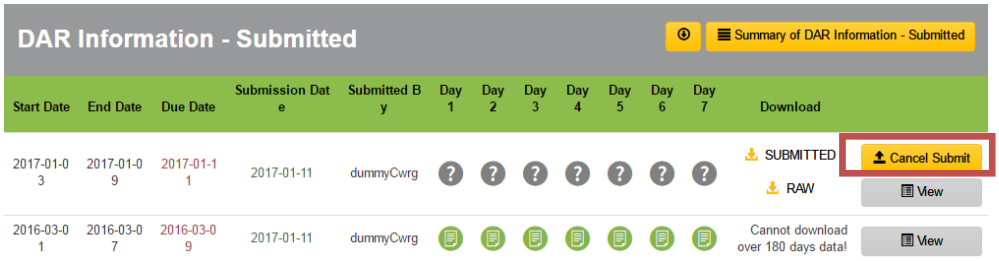
2.3.4. Daily Attendance Record Submission

- User can submit attendance record by using the Submit as shown on the above-mentioned page.
- Click 【**Submit**】and the following statistic page would be popped-up.
- User must tick the check box below to confirm the terms.
- Click 【**Confirm**】to submit DAR or click【**Cancel**】 to leave the page without submission.



- If the message '**Certain records require verification before submission, click <here>**' is shown at the bottom above the terms, please click 【**here**】to view the Attendance Records for Verification.

- Users can click the【**Cancel Submit**】button after submission. Please note that the【**Cancel Submit**】button is available only on or before DAR Submission due date. After due date the submitted DAR cannot be cancelled.

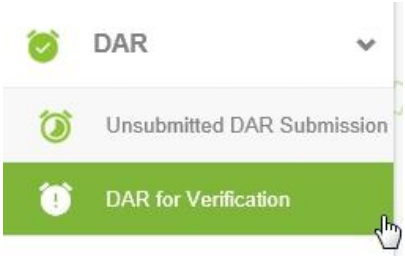


Please note that those DAR, which are uploaded to CWRG after DAR submission, cannot be viewed.

2.3.5. DAR for Verification

System will validate card status of DAR during mobile upload. DAR records will be marked as failed in “DAR for Verification” if the corresponding CWR card(s) is/are invalid. An email reminder will be sent to the site representative. User can check the records in the verification page of CWRG.

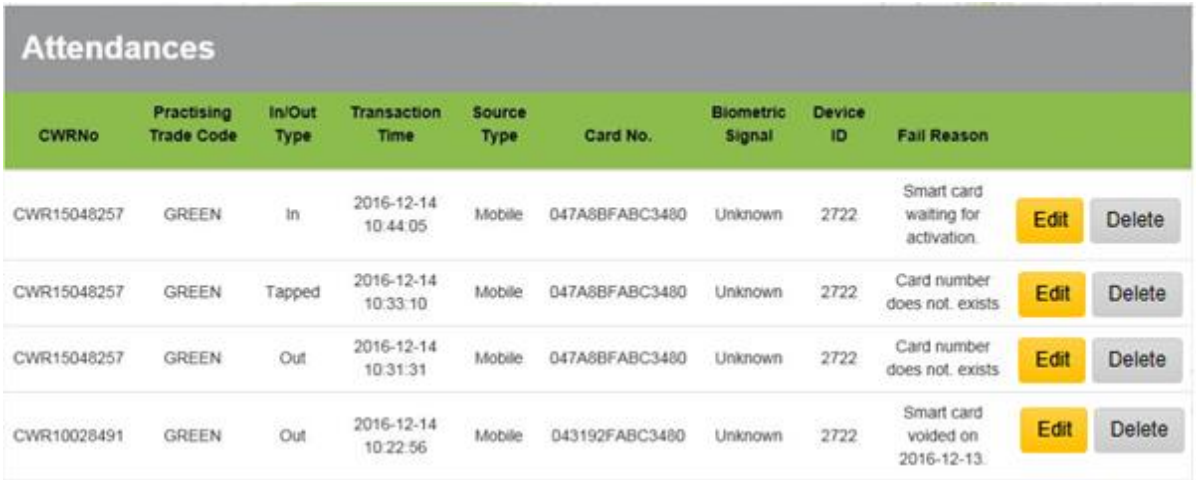
- To verify the failed DAR records, click【 DAR for Verification 】,



- Select Contract

- Input searching criteria (Optional) , click【 Search 】,

- User can click【 Edit 】to edit or click【 Delete 】to remove failed DAR after verification. System would not show reminder once the failed DAR has been removed before DAR submission.



- Fail Reason – Smart card waiting for activation
  Workers should call worker registration hotline 3699 8703 to activate their cwr cards.
- Fail Reason – Smart card voided
  Workers used voided cards. They should use new (valid) cwr cards instead.
- Fail Reason – Card number does not exist
  Workers should contact worker registration hotline to check their cards status.

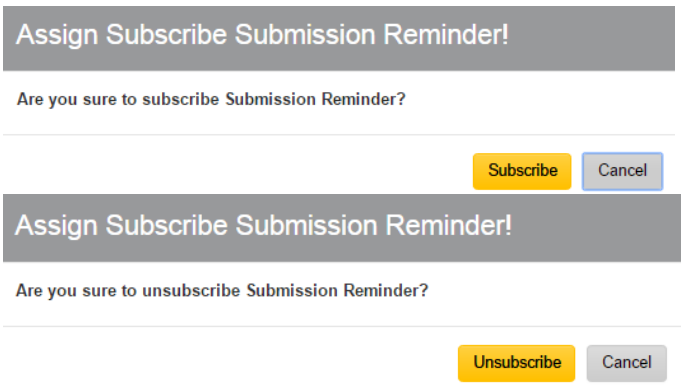
2.3.6. Download Raw DAR / Submitted DAR

- User may download raw / submitted DAR in excel format by using the download 【 】 feature as label on the above-mentioned page.
- Click 【 RAW 】 to download raw DAR.
- Click 【 SUBMITTED 】 to download submitted DAR

2.3.7. Change Subscription Status for DAR Submission Reminder

A DAR submission reminder email will be sent at 9am on 8th and 9th day of deadline if DARs of the specific period are not submitted. The reminder can be disabled by using Unsubscribe function in Contract Profile. The recipients of this email reminder are: 1) Site Admin, 2) Site Representative and 3) Company Representative.

- In contract profile, click to unsubscribe or subscribe DAR submission reminder.

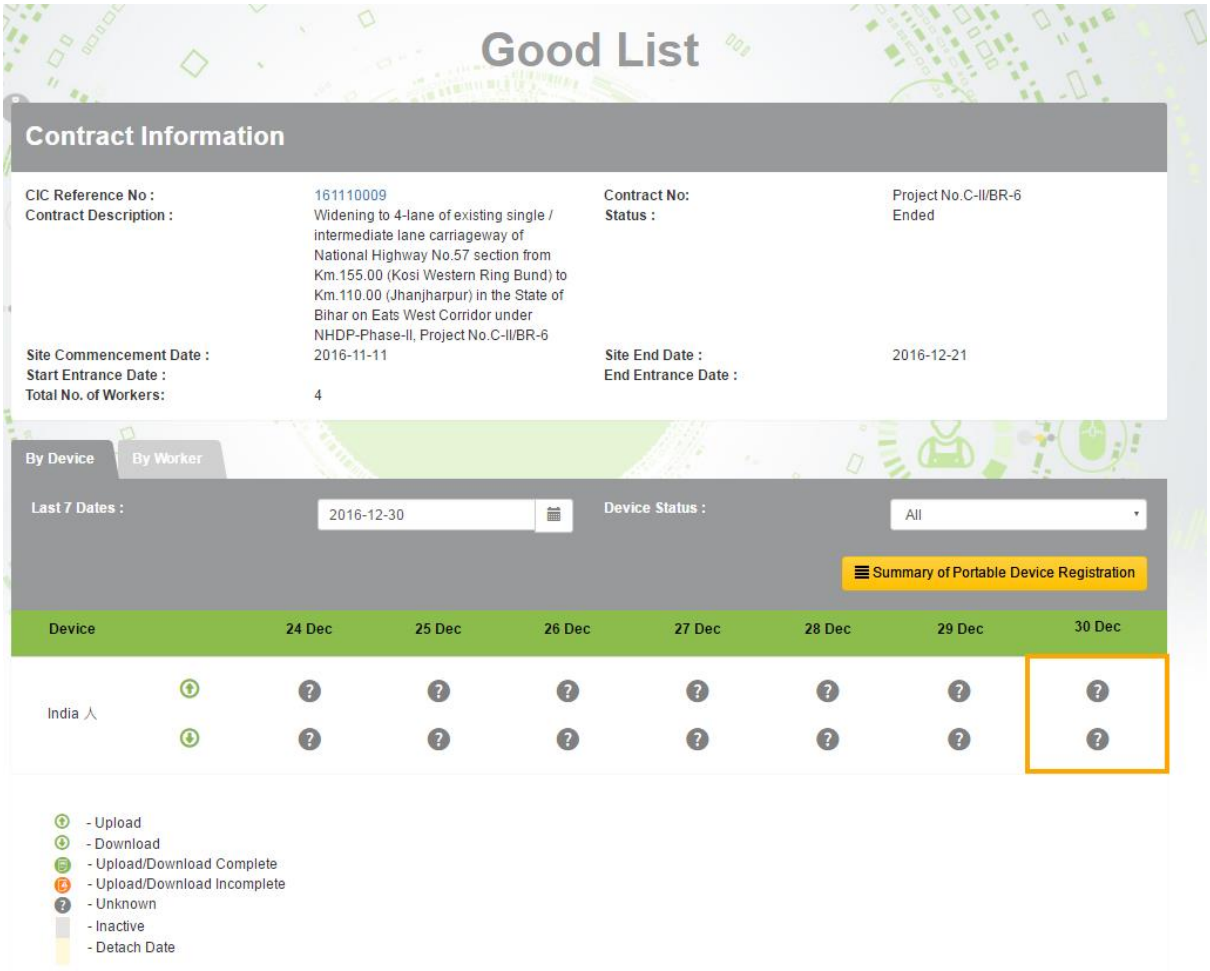


- Click **【Subscribe】** or **【Unsubscribe】** button in the pop-up dialog to confirm changes.

2.4. Other Functions

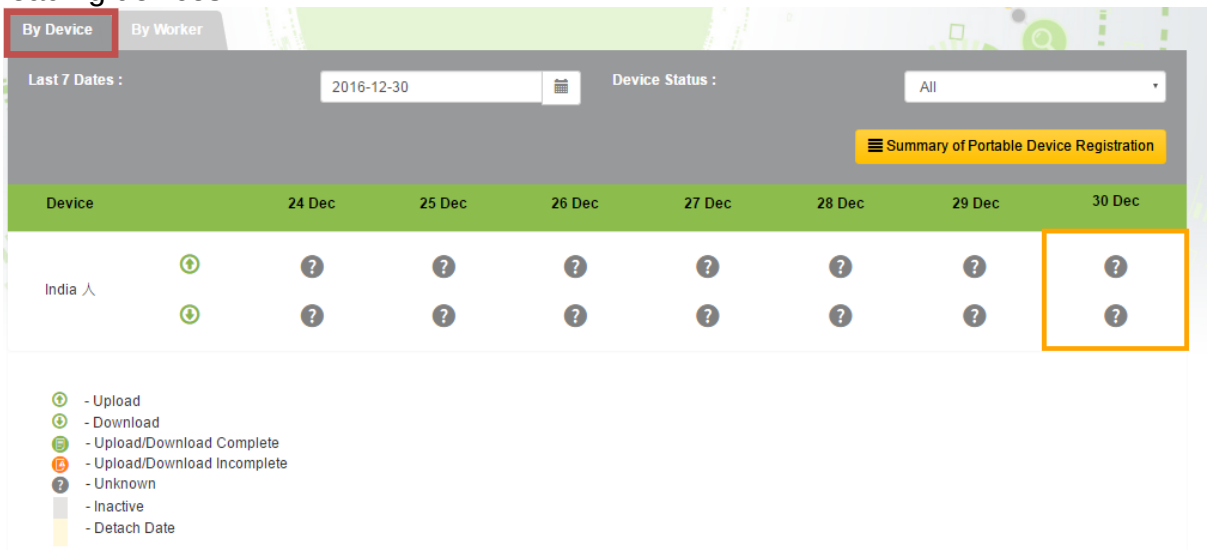
2.4.1. Manage Registered Construction Workers details

➢ In Contract Profile, Click 【 】 “Good List” to enter the Good List Management page.



2.4.1.1. Preview Good List Synchronization Status

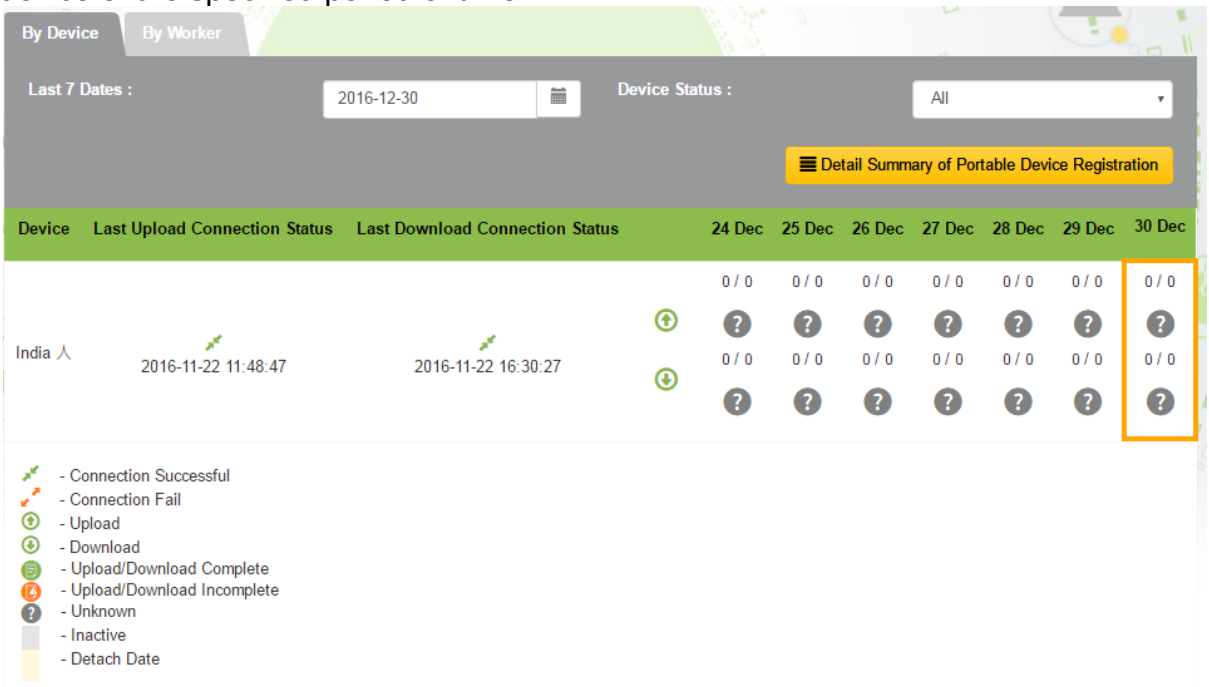
➢ Click "**By Device"** to preview the synchronization status of registered card reading devices.



	Item	Description
1.		Good list downloaded and uploaded successfully
2.		Good list download and upload incomplete
3.		Unknown status
4.		Invalid card reading device
5.		Device has been deregistered from the contract

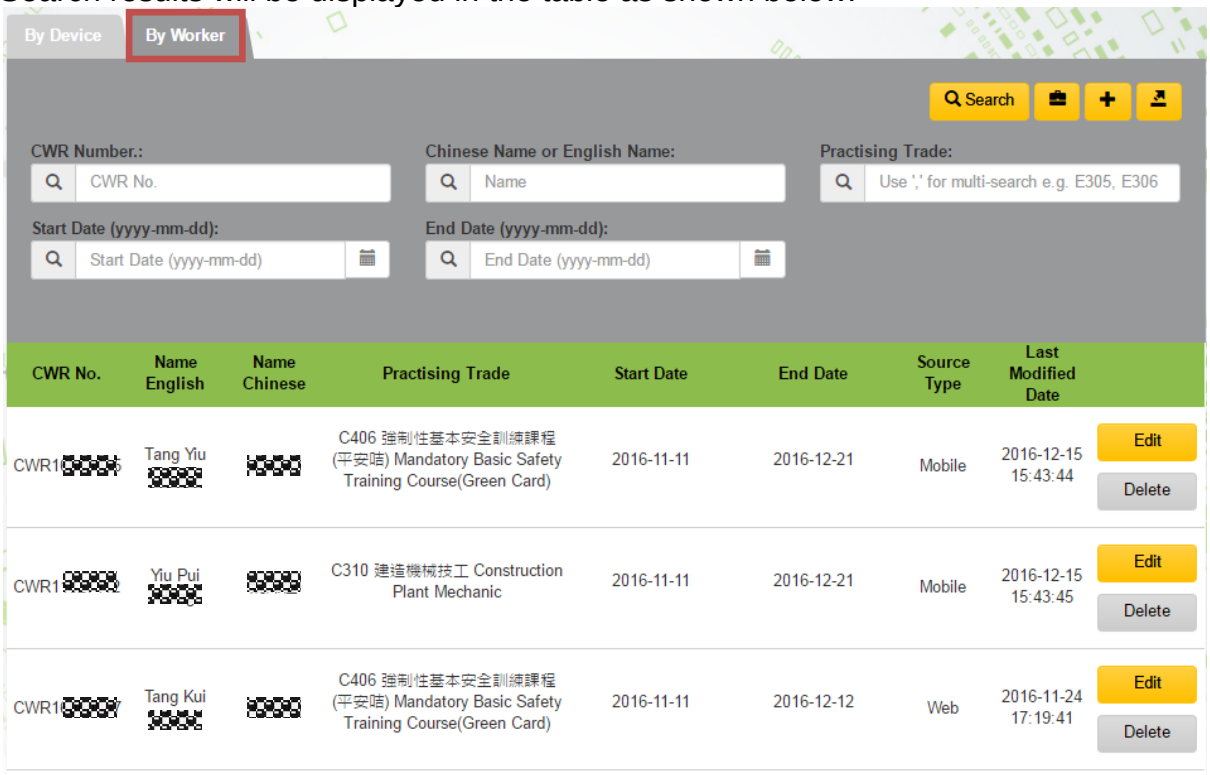
➢ Click 【**Summary of Portable device Registration**】 to switch the display mode.

➢ The system will display the synchronization status of the registered card-reading device of the specified period of time.



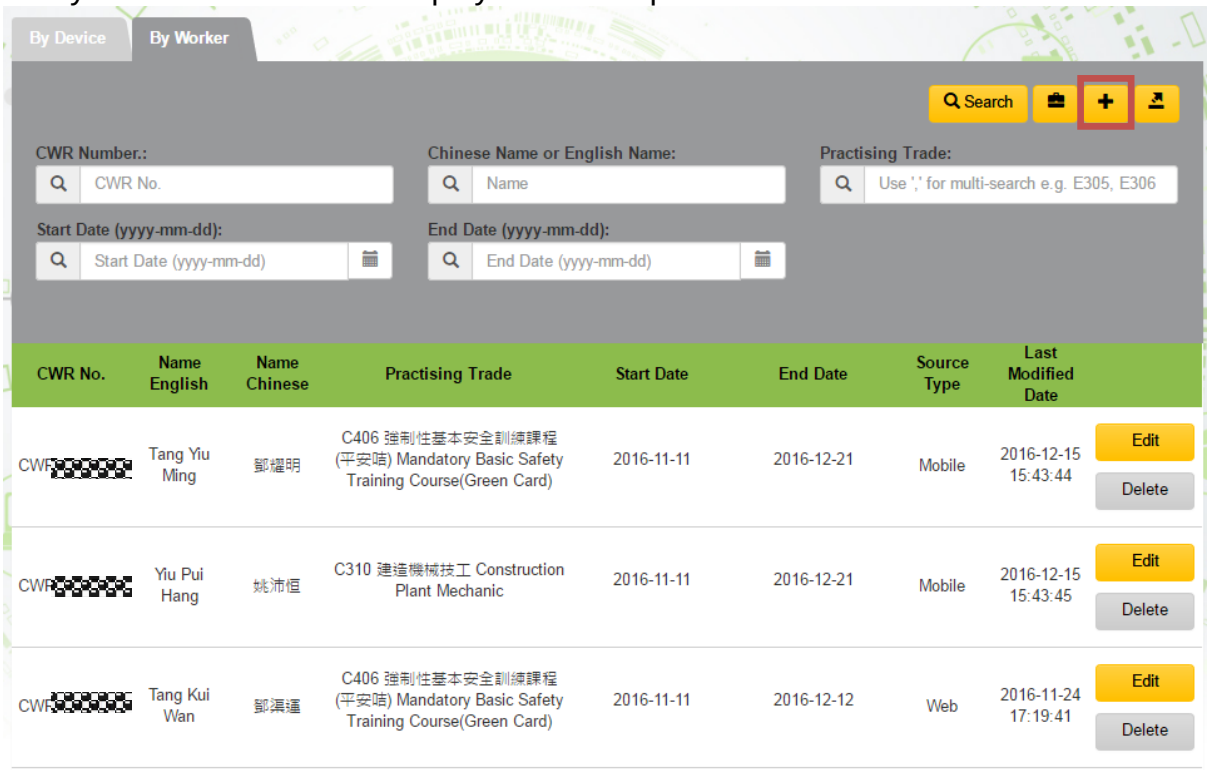
	Item	Description
1.	Last Upload Connection Status	Last upload time and connection status of the card reading device
2.	Last Download Connection Status	Last upload time and connection status of the card reading device
3.		Connection Success
4.		Connection Fail
5.		Good list downloaded and uploaded successfully
6.		Good list download and upload incomplete
7.		Unknown status
8.		Invalid card reading device
9.		Device has been deregistered from the contract

- Click "**By Worker"** to preview the list of registered construction workers of the contract.
- After entering the searching criteria, click 【**Search**】.
- Search results will be displayed in the table as shown below.



2.4.1.2. Create / Edit / Delete Registered Workers from the Good List

- Click 【 + 】 to add worker's details.
- Newly added record will be displayed at the top of the list as shown below:

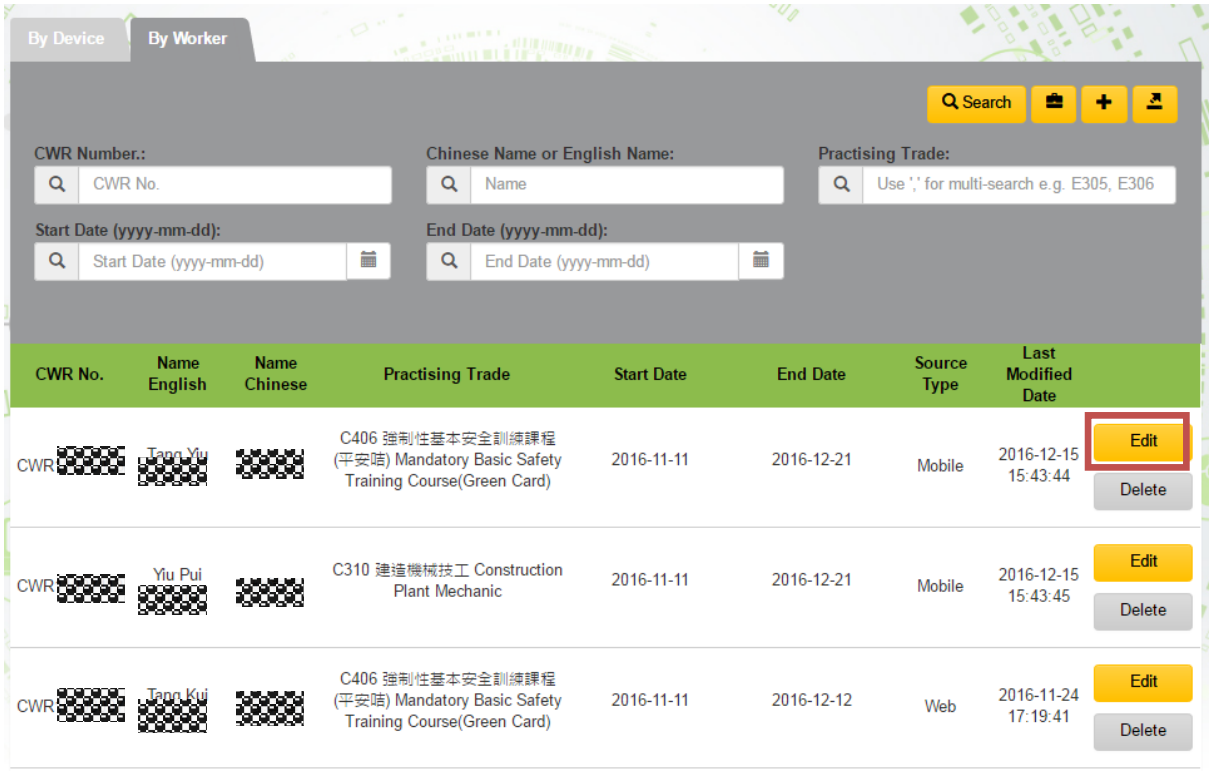


- Input: (I) CWR No.; (II) Practising Trade; (III) Start Date; (IV) End Date.
- Click 【**Add**】 to register worker to the good list.
- Click 【**Cancel**】 to leave the page without changes.
- Source Type will indicate the source of good list.

	Item	**Description**
1.	CWR No.	Construction Workers Registration Number
2.	Practising Trade	The work of the designated Trade Division that will carry put by the worker within the registered period.
3.	Start Date	The date worker begins to entry the site to carry out the work of the designated Trade Division.
4.	End Date	The last date worker may entry the site to carry out the work of the designated Trade Division.
5.	Source Type : Web	Good List created on CWRG
6.	Source Type : Mobile	Good List created on card reading device

2.4.1.3. Edit Good List

➢ Click【**Edit**】 to edit registered worker's details on the good list.



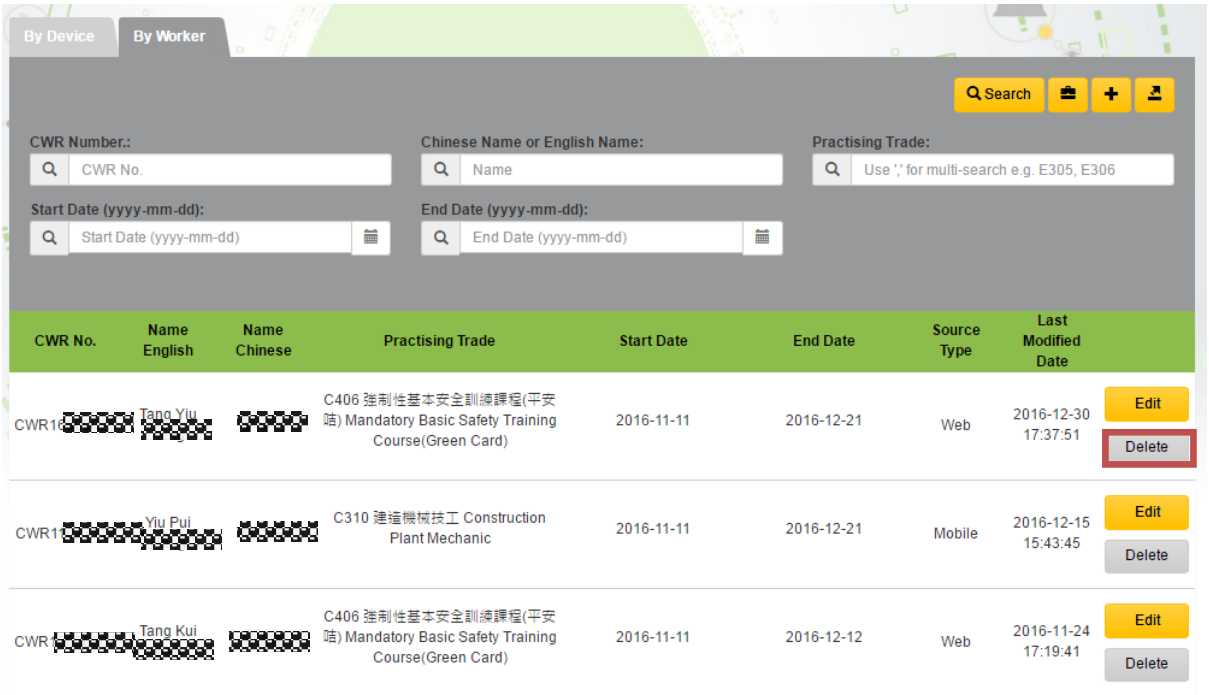
➢ Click【**Save Edit**】to save the changes.

➢ Click 【**Cancel**】 to leave the page without changes.

Note: CWRG only allows to modify the following data:
(I)Practising Trade; (II) Start Date; (III) End Date.

2.4.1.4. Delete Registration Record from the Good List

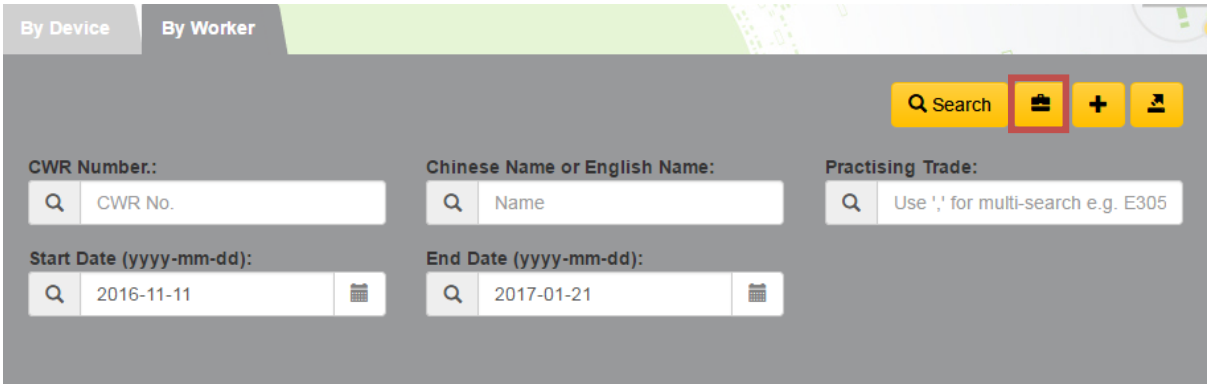
➢ Click【**Delete**】to delete the registered worker from the good list.



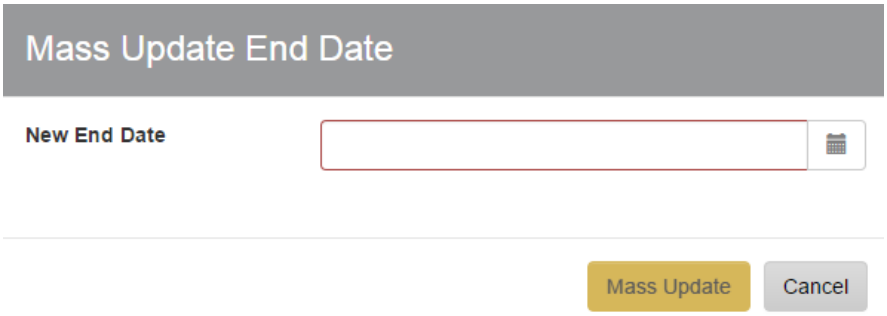
Note: The android device should synchronize with CWR cloud to update the latest Good List.

2.4.1.5. Mass Update End Date in Good List

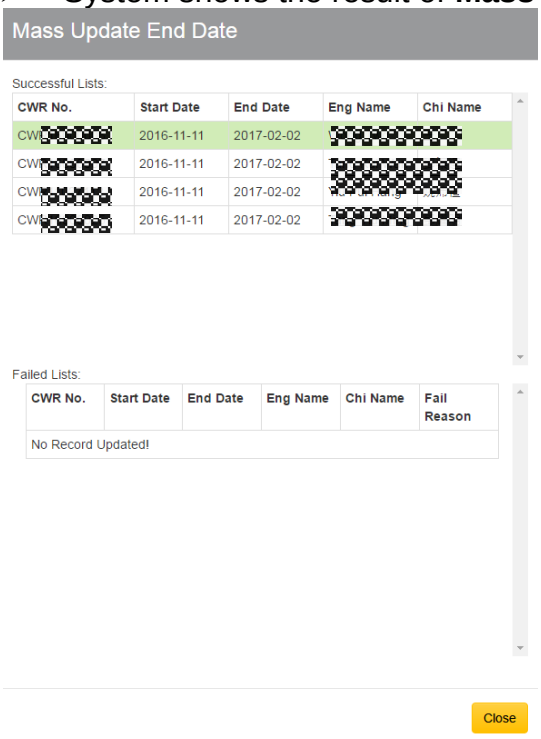
- Click "**By Worker**" to preview the list of registered construction workers of the contract.
- Leverage the searching criteria to filter those workers working on the original end date of the contract, click 【**Search**】.
- Click 【 】.



- Input "New End Date" and Click【 **Mass Update** 】.



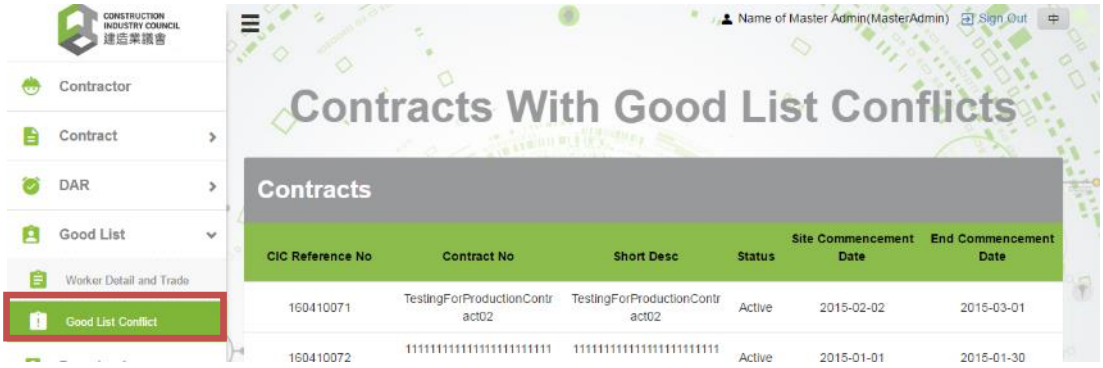
- System shows the result of **Mass Update End** Date.



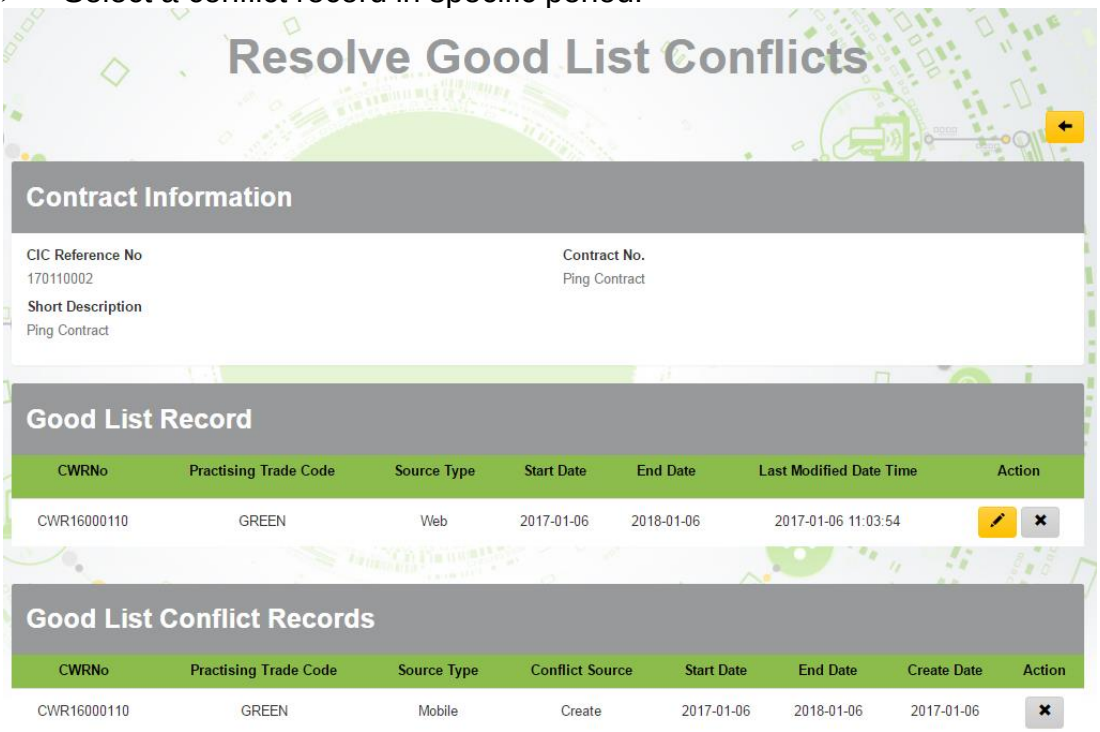
2.4.1.6. Resolve Good List Conflicts

System will list out all data conflict in all related good list. Steps to resolve conflict are shown as follow:

- Click "**Good List Conflict"** under Good List under the menu bar.



- Select a conflict record in specific period.

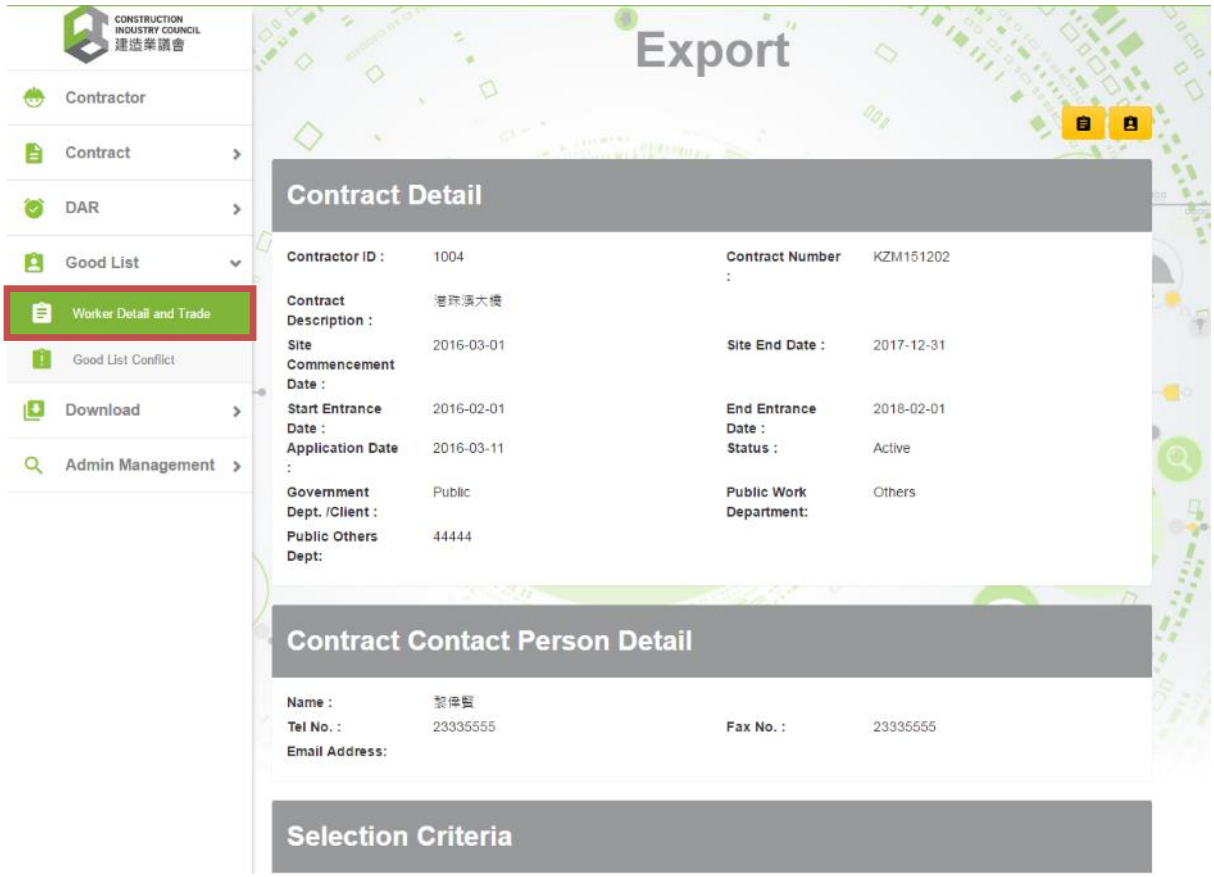


- Click 【 ✖ 】 to remove the conflict record.
- Click 【 ✎ 】 to update the start and end date of good list record. After update, click 【 ☑ 】 to check the changes. Otherwise, click 【 ↻ 】 to return the page without changes.
- Once completed the checking, click 【 Close 】 to apply changes.
- Click 【 ← 】 to solve other founded conflict

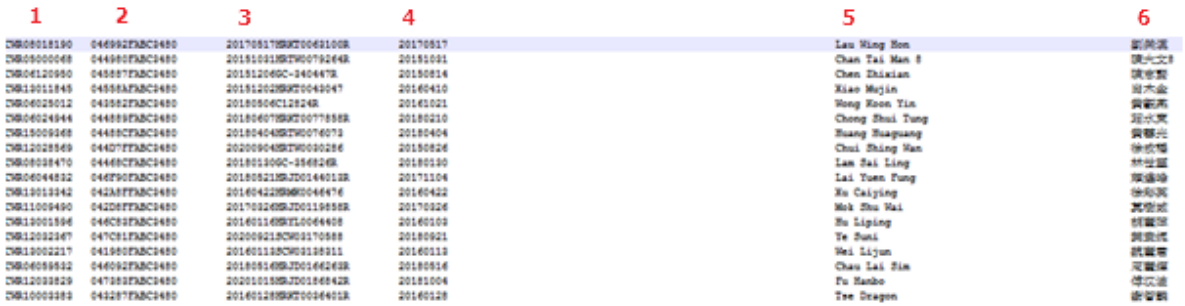
2.4.2. Export

2.4.2.1. Worker Detail

- Click **"Good List"** > "Worker **Detail and Trade**".
- Select Contract and fill in the selection criteria, click 【 】"Worker **Detail**" or 【 】"**Worker Trade**".



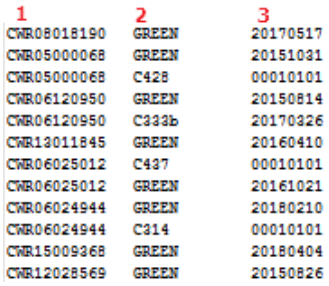
- Worker Detail Export File example as below



- **Worker Detail** Export File Content Description:

Column	Description
1	Registration Number (CWR Number)
2	Card Serial Number
3	Registration Expiry Date, Green Card Number
4	Green Card Expiry Date
5	English name
6	Chinese Name

- **Worker Trade** Export File



1	2	3
CWR08018190	GREEN	20170517
CWR05000068	GREEN	20151031
CWR05000068	C428	00010101
CWR06120950	GREEN	20150814
CWR06120950	C333b	20170326
CWR13011845	GREEN	20160410
CWR06025012	C437	00010101
CWR06025012	GREEN	20161021
CWR06024944	GREEN	20180210
CWR06024944	C314	00010101
CWR15009368	GREEN	20180404
CWR12028569	GREEN	20150826

- **Worker Trade** Export File Content Description:

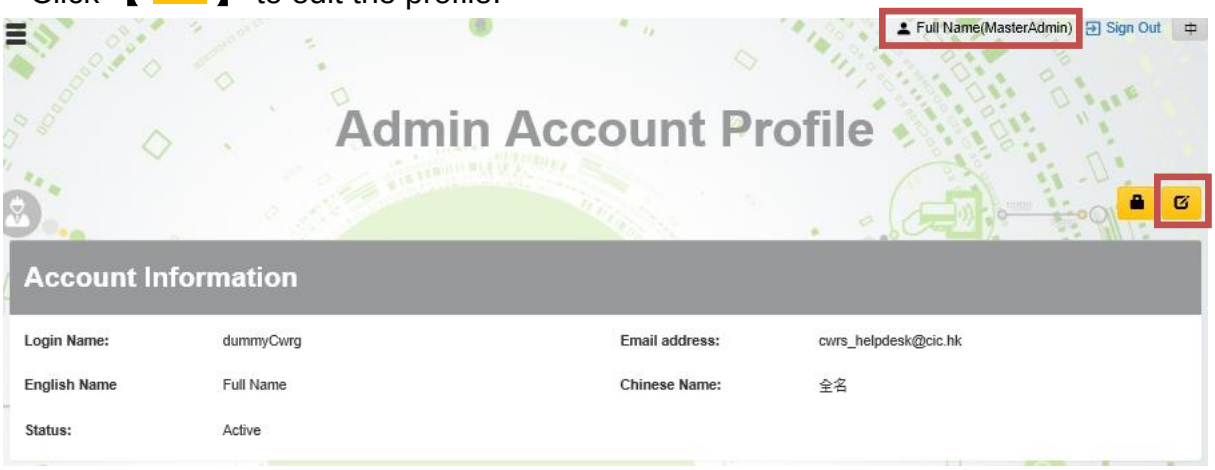
Column	Description
1	Registration Number (CWR Number)
2	Trade Code
3	Registration Expiry Date*

***Note:** “00010101” at the registration expiry date indicates that the trade code would not expire.

2.4.3. Change Account Details

2.4.3.1. Change Account Information

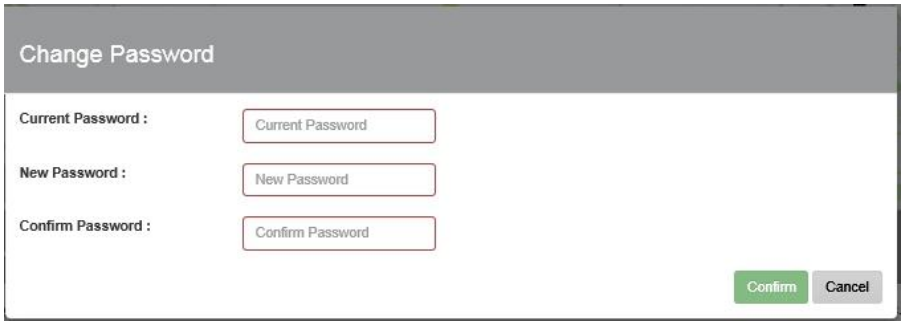
- Click “ ”. Account profile of the currently logged on user would be shown.
- Click 【 】 to edit the profile.



- The information which can be changed includes email address, English name, and Chinese name.
- Click 【 】 to confirm changes.

2.4.3.2. Change Password

- Click 【 】 to input old and new password as below



2.4.4. Download

2.4.4.1. Trade code

- Click "**Download"** > "**Trade Code"**, to download the list of trade division code.
- **Trade Code** Export File

1	2	3
C3006Drain and Pipe Layer(Master)	地渠及喉管工(全科)	SW
C3008Cement Sand Mortar Worker(Master)	泥水工(全科)	SW
C301 Waterproofing Worker(Master)	防水工(全科)	SW
C3010Metal-steel Worker(Master)	金屬鋼纖工(全科)	SW
C3016Concrete and Grouting Worker(Master)	混凝土及灌漿工(全科)	SW
C3019Scaffolder(Master)	棚架工(全科)	SW
C301aWaterproofing Worker(Adhesive-type Felt)	防水工(黏貼型瀝青製)	SW
C301bWaterproofing Worker(Burn-type Felt)	防水工(燒膠型瀝青製)	SW
C301cWaterproofing Worker(Liquid Membrane)	防水工(塗膜)	SW
C302 Asphalter(Road Construction)	瀝青工(道路建造)	SW
C3021Curtain Wall and Glass Panes Installer(Master)	幕牆及玻璃工(全科)	SW
C303 Bamboo Scaffolder	竹棚工	SW
C304 Bar Bender and Fixer	鋼筋屈紮工	SW
C305 Bricklayer	砌磚工	SW
C306 Carpenter(Fender)	木工(護木)	SW
C307 Carpenter(Formwork) (Master)	木模板工(全科)	SW
C307aCarpenter(Formwork - Building Construction)	木模板工(樓宇工程)	SW
C307bCarpenter(Formwork - Civil Construction)	木模板工(土木工程)	SW

- **Export File** Content Description:

Column	Description
1	Trade Group Code, Trade Group Description (Eng)
2	Trade Group Description (Chi)
3	Skill Type*

*Note: "SW" under the skill type denotes Skilled Worker type.
"SSW" under the skill type denotes Semi-Skilled Worker type.

2.4.4.2. Bad List

- Click "**Download**" > "**Full Bad List"**, to download the updated bad List.
- **Full Bad List** Export File

1	2
CWR07015166	042987FABC3480
CWR07015171	045189FABC3480
CWR07015173	042A82FABC3480
CWR07015182	04478EFABC3480
CWR07015185	045A87FABC3480
CWR07015186	042686FABC3480
CWR07015197	044A04F2BC3480
CWR07015199	044C94FABC3480
CWR07015200	043A80FABC3480
CWR07015205	046B8BFABC3480
CWR07015218	045893FABC3480
CWR07015220	043B80FABC3480

- Export File Content Description:

Column	Description
1	Registration Number (CWR Number)
2	Card Serial Number

2.4.4.3. CIC DAR Application

- Click "**Download**" > "**CIC DAR Application**" , to download the most updated CIC DAR Application for card reader.

2.4.4.4. CWRS Chinese User Manual

- Click "**Download**" > "**CWRS Chinese User Manual**" , to download the latest CWRS Chinese User Manual.

2.4.4.5. CWRS English User Manual

- Click "**Download**" > "**CWRS English User Manual**" , to download the latest CWRS English User Manual.

2.4.5. CWRG Version number

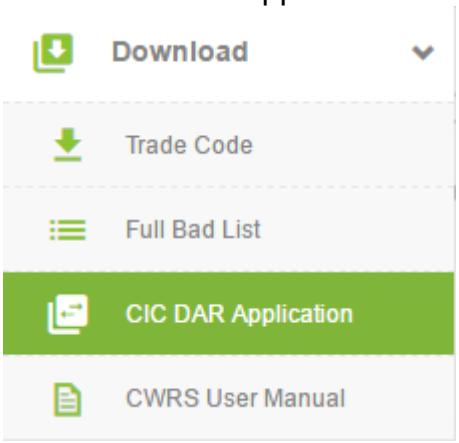
- The version number of CWRG is specified inside the bracket at the underlying statement of the Welcome page.
- For example, the version shown here is 1.609.23.1

2.4.6. Personal Information Collection Statement of using CWRG

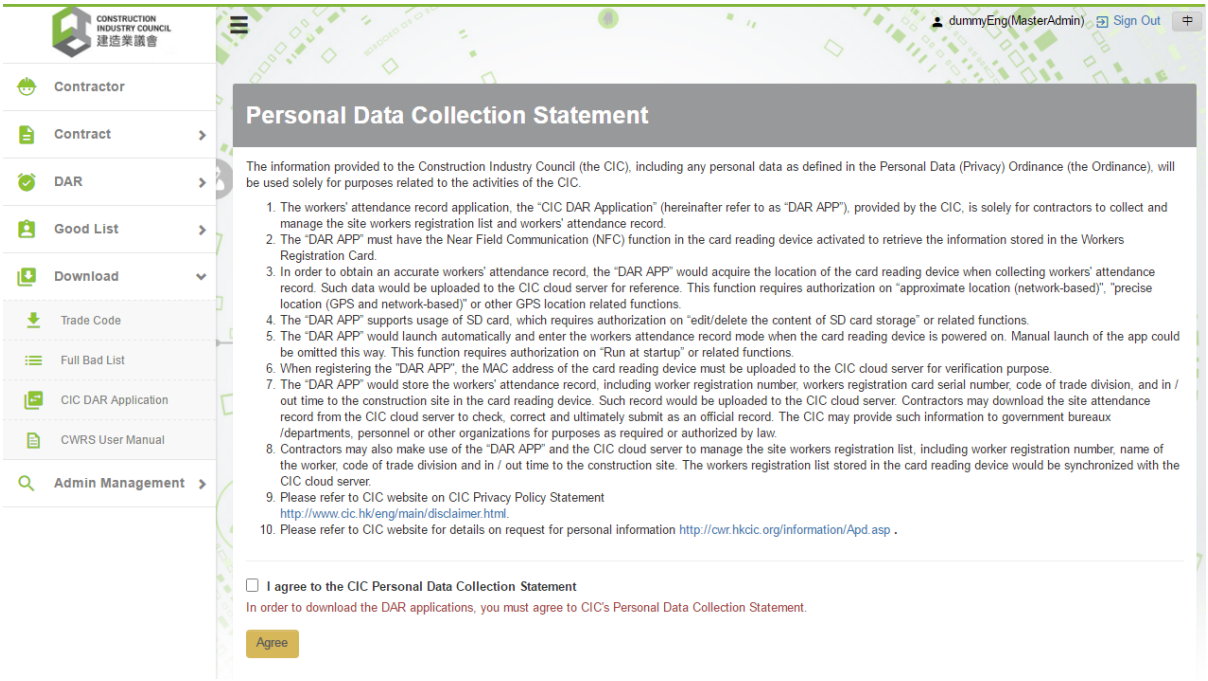
- The personal information collection statement of using CWRG is shown below. Users can assess this by clicking the Highlighted text “Privacy Statement”. If you have any concerns or comments, please feel free to contact the Registration Service of the CIC.

2.4.7. Personal Information Collection Statement for DAR application download

- The download of CIC DAR application can be accessed by selecting Download → CIC DAR application.



- A personal data collection statement would pop up. Users are advised to read the details and indicate agreement to the statement before application download.



2.4.8. Email notification

➢ A number of notifications by email are now available to facilitate the CWRG operations.

2.4.8.1. Contract application approval

➢ When a contract application is approved, the following personnel would receive an email.
- Site Admin(s)

2.4.8.2. DAR submission reminder

To facilitate users in submitting DAR in time, the CWRS has equipped a configurable function under contract profile whereby users are allowed to choose for automatic email reminder.

➢ If the function is activated, the following personnel would receive emails on the due date of each submission cycle, if the DAR of the related period is still outstanding and not submitted.
- Site Admin(s)
- Site Representative
- Company Representative

2.4.8.3. DAR submission confirmation

➢ An email confirmation would send to the following personnel upon DAR submission.
- site admin(s)
- site representative

2.4.8.4. Early contract completion application approval

➢ Contractors are allowed to submit application for early completion of contracts. Once approved, the following personnel would receive an email on the application approval.
- Site Admin(s)
- Site Representative
- Company Representative

2.4.8.5. Lock Master Admin account after 20-times of failed login

- Master admin account would be locked after 20 consecutive times of failed login. An email would be sent to the following personnel for follow-up.
  - Company Representative

2.4.8.6. Reset password application for Master Admin Account

- If the master admin account is locked, a reset password request can be made. After verification, the following personnel should receive an email for password reset.
  - Company Representative

2.4.8.7. Non-compliance notification

- For those contractors offending DAR Ordinance, an email notification would be sent to the following personnel:
  - Company representative
  - Company Authorized Person,
  - Contract Authorized Person,
  - Site Admin(s)
  - Site Representative

2.4.8.8. No Heartbeat Signal or Incomplete Data Transfer in Device

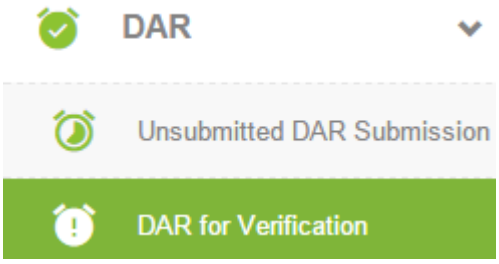
- If heartbeat signal was not detected or synchronize problem in registered device(s), an email notification would be sent to the following personnel:
  - Company representative
  - Site Representative
  - Site Admin(s)
- Email notification will not be sent if the contract status is ‘Ended’ or ‘Completed’

2.4.8.9. Invalid DAR detected

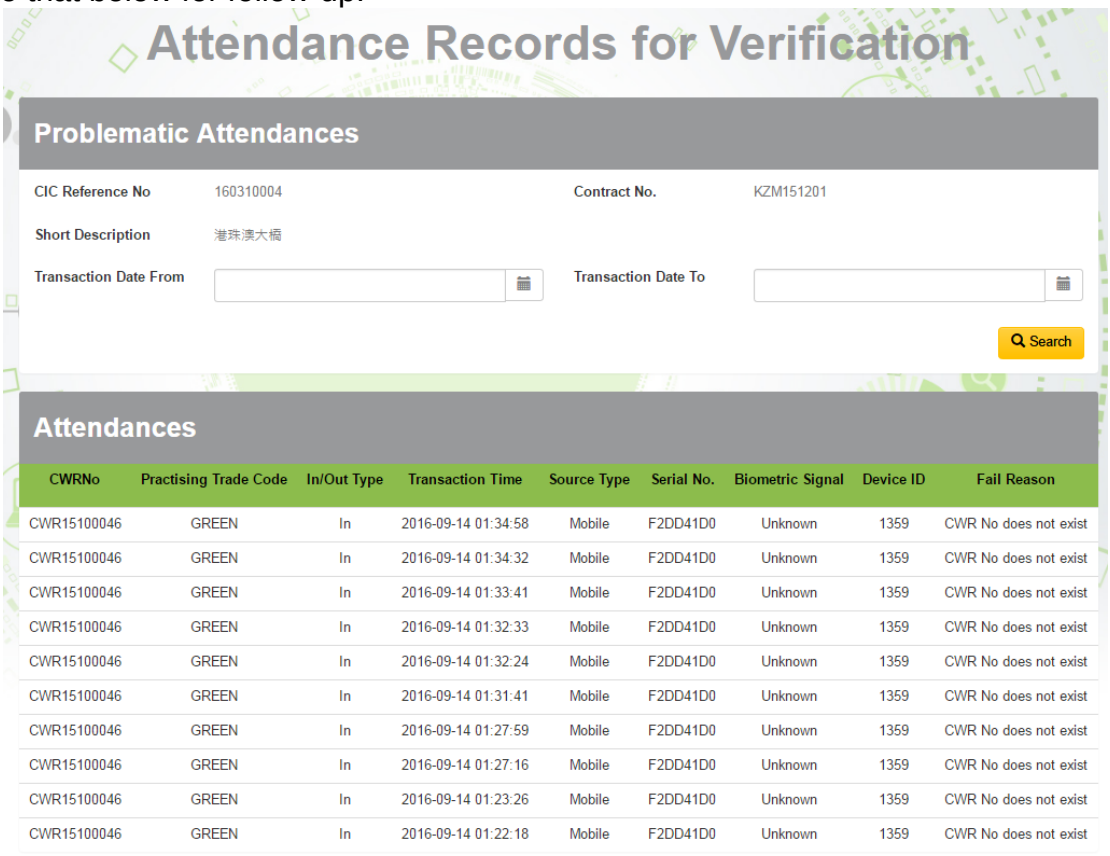
- If CWRS detected some invalid attendance record(s) under corresponding contract(s), an email notification would be sent to the following personnel:
  - Company representative
  - Site Representative
  - Site Admin(s)

2.4.9. View Uploaded DAR problem

- A function at the menu bar is now available to view uploaded DAR problem.



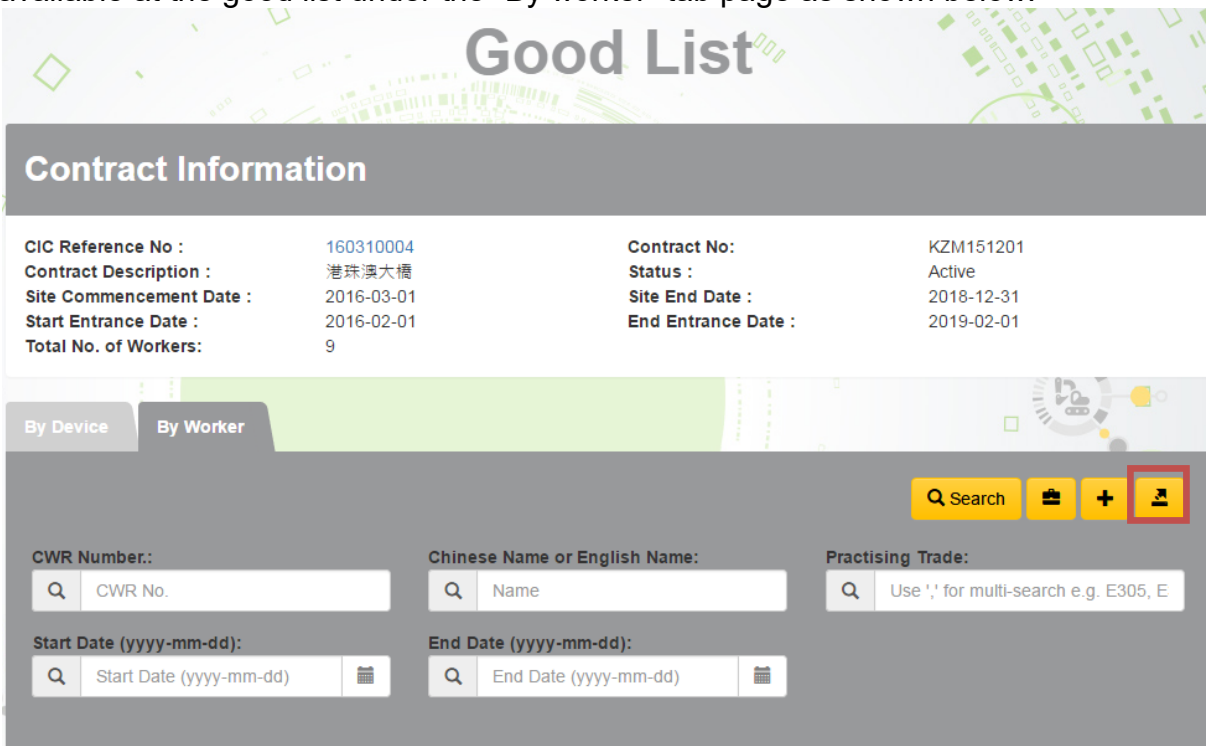
- After the contract selection, the detailed DARs with problem would show similar to that below for follow-up.



CWRNo	Practising Trade Code	In/Out Type	Transaction Time	Source Type	Serial No.	Biometric Signal	Device ID	Fail Reason
CWR15100046	GREEN	In	2016-09-14 01:34:58	Mobile	F2DD41D0	Unknown	1359	CWR No does not exist
CWR15100046	GREEN	In	2016-09-14 01:34:32	Mobile	F2DD41D0	Unknown	1359	CWR No does not exist
CWR15100046	GREEN	In	2016-09-14 01:33:41	Mobile	F2DD41D0	Unknown	1359	CWR No does not exist
CWR15100046	GREEN	In	2016-09-14 01:32:33	Mobile	F2DD41D0	Unknown	1359	CWR No does not exist
CWR15100046	GREEN	In	2016-09-14 01:32:24	Mobile	F2DD41D0	Unknown	1359	CWR No does not exist
CWR15100046	GREEN	In	2016-09-14 01:31:41	Mobile	F2DD41D0	Unknown	1359	CWR No does not exist
CWR15100046	GREEN	In	2016-09-14 01:27:59	Mobile	F2DD41D0	Unknown	1359	CWR No does not exist
CWR15100046	GREEN	In	2016-09-14 01:27:16	Mobile	F2DD41D0	Unknown	1359	CWR No does not exist
CWR15100046	GREEN	In	2016-09-14 01:23:26	Mobile	F2DD41D0	Unknown	1359	CWR No does not exist
CWR15100046	GREEN	In	2016-09-14 01:22:18	Mobile	F2DD41D0	Unknown	1359	CWR No does not exist

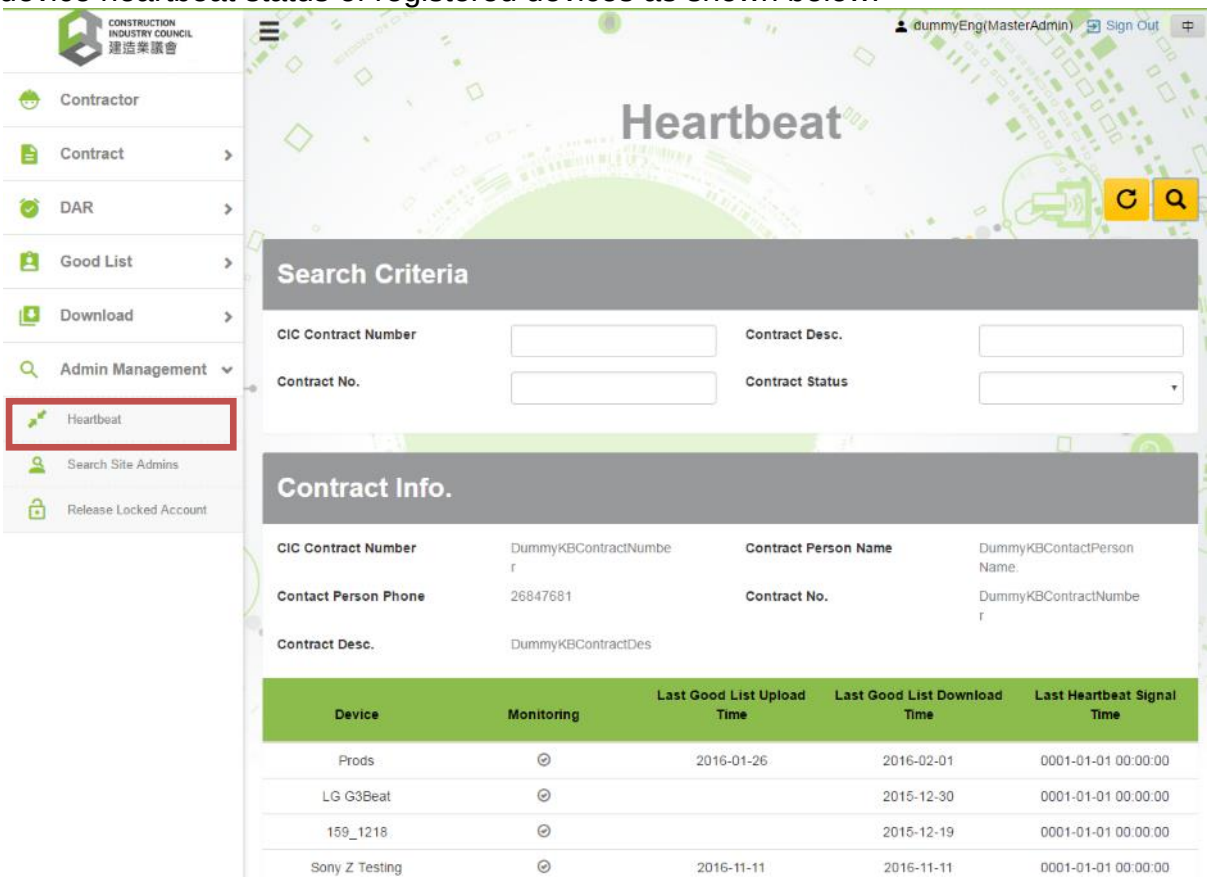
2.4.10. Export good list in excel format

- Users can choose to download the good list of specified contract. The function is available at the good list under the “By worker” tab page as shown below:



2.4.11. Heartbeat

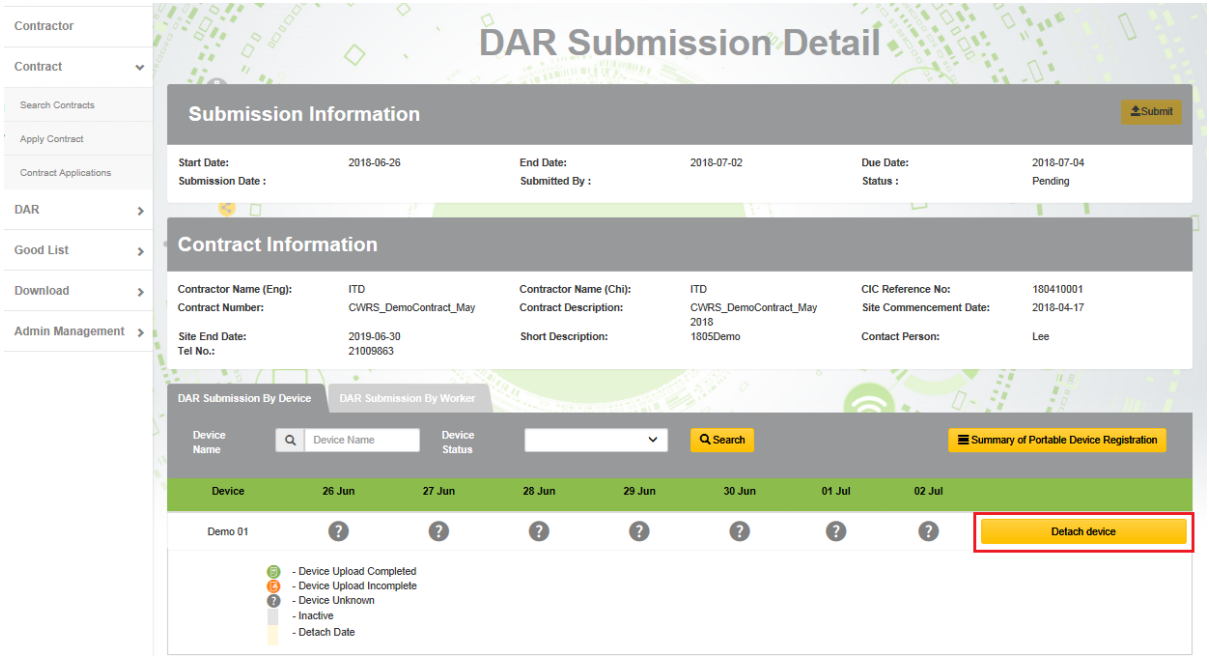
- A function at the menu bar is now available for Master and Site Admin(s) to check device heartbeat status of registered devices as shown below:



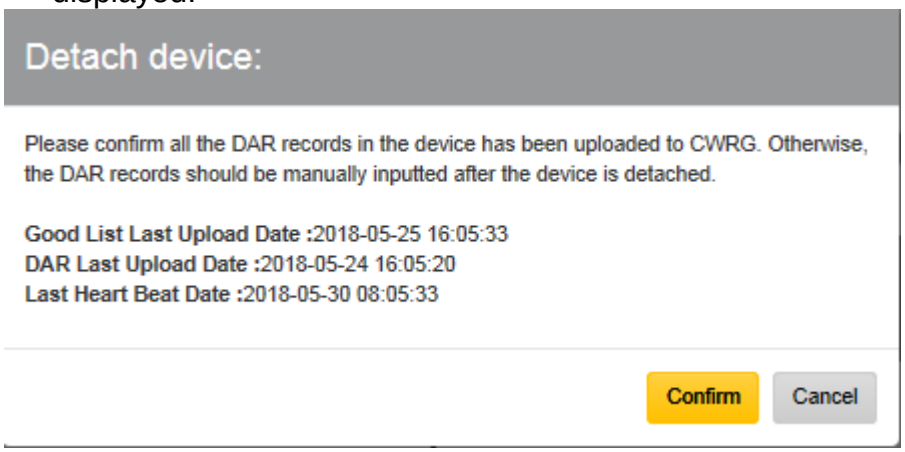
- When the heartbeat function of device is turned on, it will display green icon under ‘Monitoring’.
- If there is no heartbeat signal received before 9:00 am or cannot download data in previous data synchronization, the system will send an email notification on every morning for user’s attention and follow-up.

2.4.12 Device deregistration

- Apart from detaching device by DAR App, this can be done as well in CWRG\DAR Submission Detail as shown below.



- After clicking “Detach device” button, a message box with device’s “Good List Last Upload Date”, “DAR Last Upload Date” and “Last Heart Beat Date” will be displayed.



- All DAR in the device should be uploaded before device detach. After pressing the “Confirm” button to detach device, it cannot be reversed.

3. Scenarios

3.1. Multiple site Admins, single device, multiple contracts

This scenario will demonstrate how two different admin staff manages a single device in a different construction site under different contract, below are the background details of this scenario:

Site Admin Account	Card Reading Device	Contract
ADMIN A	DEVICE X	CONTRACT-HK
ADMIN B		CONTRACT-KLN

The master admin of the company creates a login ADMIN A and assign him/her to handle the contract CONTRACT-HK. And for the contract CONTRACT-KLN, the master admin creates and assigns another login account ADMIN B to handle the DAR submission process.

Before the construction site starts working, both the site admin A&B already login DEVICE X and register the device to CONTRACT-HK and CONTRACT-KLN respectively.

The management of the company would use DEVICE X to capture CONTRACT-HK's DAR in the morning and use DEVICE X to capture CONTRACT-KLN's DAR in the afternoon. At the construction site of CONTRACT-HK located in HK ISLAND, ADMIN A logins DEVICE X and starts capturing the DAR during the morning hour. After all the DAR of the workers has been captured and synchronized, ADMIN A logs-off the device. DEVICE X would be transferred to the construction site of CONTRACT-KLN located in Kowloon.

In the afternoon, ADMIN B logs in DEVICE X in the construction site. ADMIN B verifies that CONTRACT-KLN is selected and starts capturing the worker's DAR, at the end of the day. The entire worker's DAR are synchronized to CWRG automatically.

Procedure:

- **Step 1.** Master Admin create 2 Site Admin Account , ADMIN A & ADMIN B
- **Step 2.** Master Admin assign ADMIN A to CONTRACT-HK and assign ADMIN B to CONTRACT-KLN
- **Step 3.** Both the Site admin Register DEVICE X for the first use
- **Step 4.** ADMIN A login DEVICE X > select CONTRACT-HK > Capture DAR > Synchronization
- **Step 5.** DEVICE X has been delivered to the construction site of CONTRACT-KLN
- **Step 6.** ADMIN B login DEVICE X > select CONTRACT-KLN > Capture DAR > Synchronization

3.2. Multiple site Admins, multiple devices, single contract

This scenario demonstrates how two different admin staff manages two different devices under the single contract. Below are the background details of this scenario.

Site Admin Account	Card Reading Device	Contract
ADMIN A	DEVICE X	CONTRACT-HK
ADMIN B	DEVICE Y	CONTRACT-HK

The master admin of the company creates and assigns two site admin staff ADMIN A, and ADMIN B to handle and manage the DAR submission of CONTRACT-HK.

The company installs the access gate in both the entrance and exit of the construction site. DEVICE X and DEVICE Y are located at the entrance and exit of the site respectively.

Before the construction site starts working, ADMIN A logins DEVICE X and registers the device to CONTRACT-HK. Meanwhile, ADMIN B logins DEVICE Y and registers the device to CONTRACT-HK.

On the first working day, ADMIN A logins the DAR APP on DEVICE X in order to capture worker's DAR at the entrance gate.
Similarly, ADMIN B logins the DAR APP on DEVICE Y in order to capture worker's DAR at the exit gate.

Both DEVICE X and DEVICE Y can synchronize the data to CWRG by auto sync. or manual sync.

Procedure:

- ➢ **Step 1.** Master Admin create 2 Site Admin Account , ADMIN A & ADMIN B
- ➢ **Step 2.** Master Admin assign both admin account to CONTRACT-HK
- ➢ **Step 3.** ADMIN A register DEVICE X, and ADMIN B register DEVICE Y to the contract CONTRACT-HK
- ➢ **Step 4.** ADMIN A login DEVICE X at the entrance gate> select CONTRACT-HK > Capture DAR > Synchronization
- ➢ **Step 5.** ADMIN B login DEVICE Y at the exit gate > select CONTRACT-HK > Capture DAR > Synchronization

3.3. Multiple site Admins, single device, single contract

This scenario demonstrates how two different admin staff manages a single device in a construction site under same contract. Below are the background details of this scenario.

Site Admin Account	Card Reading Device	Contract
ADMIN A	DEVICE X	CONTRACT-HK
ADMIN B		

The master admin of the company creates and assigns two site admin staff ADMIN A, and ADMIN B to handle and manage the DAR submission of CONTRACT-HK.

On the first working day, ADMIN A login the DAR APP and registers DEVICE X under CONTRACT-HK in order to capture worker's DAR. At the end of the day, ADMIN A makes sure all the DAR(s) are synchronized to the CWRG (either by Auto Sync. Or Manual Sync.) And logoff the Device.

Unfortunately, ADMIN A decided to leave the company on the second working day and the username and password of ADMIN A has been lost. In order to continue the daily DAR capture procedure, ADMIN B login DEVICE X with his/her username and password, select CONTRACT-HK and start capturing the DAR again.

Procedure:

- **Step 1.** Master Admin create 2 Site Admin Account , ADMIN A & ADMIN B
- **Step 2.** Master Admin assign both admin account to CONTRACT-HK
- **Step 3.** ADMIN A register DEVICE X under CONTRACT-HK
- **Step 4.** On 1st Day, ADMIN A login DEVICE X > select CONTRACT-HK > Capture DAR > Synchronization > logoff
- **Step 5.** On 2nd Day, ADMIN B login DEVICE X > select CONTRACT-HK > Capture DAR > Synchronization