

"Construction Workers Registration System"

User Manual

Construction Industry Council

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Revision History

Versi	Date Issued	Summary of Changes	
on 1.0.0	15 Dec 2015	Original vegetion	
1.0.0	15 Apr 2016	 Original version New – Bilingual display 	
1.5.5	13 Apr 2010	 New – Biningual 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	
4.0.0	00.0 00.40	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 : Change the color of loading bar Enhance – All : Improve the zooming problem 	
		 Enhance – All : Improve the display of logout problem 	

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		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
		 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
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		 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 – 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
2.1.1	10 Mar 2017	 multiple submission periods in single upload New – Add on function : Detach Device
2.1.1		 New – Add on function : Betach 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 – 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
3.0	14 Feb 2024	 New – Upload Device Log New – Update Notification Delete – Auto Download Updated Version Update - About

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

CIC DAR APP is an Android mobile application.

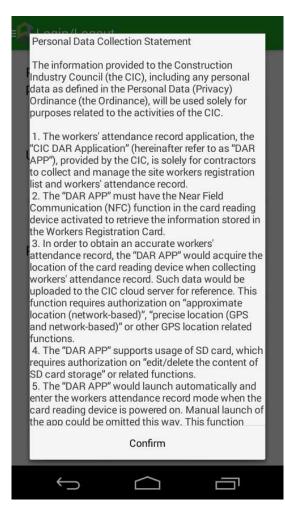
Contractors may use the CIC Android Card Reading Device ("CIC Device") or appropriate commercial Android Card Reading Device (<u>Tested Mobile Device List</u> on the CIC Website) by installing the CIC DAR APP to read worker's name and registration number from Construction Workers Registration Cards (CWR 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.

E Login/Logout
Please provide your username and password to login the System
Username
Password
> Login

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 "

		<u> </u>	
Settir	ng		
Settir	ng		

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

Setting
Return Signal Response Time (seconds)
CWRG Path
https://cwrg.cic.hk/api/mobile
NTP Path
stdtime.gov.hk
Register
MAC Address
20:17:03:10:20:16
Device Name
Sample Device
Contracts 160310004 - 港珠澳大橋
Register
Detach Device

> 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) :

Take Attendance -	1604
Login/Logout	ţ
Select Contract	
Good List	
Take Attendance	
Data Synchronization	
Setting	
About	

Tap "Select Contract".

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".

=	Select Contract		
	Select Contract		
	160310004 - 港珠澳大橋		
		Confirm	

- 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.

Setting	
<u>Validation</u>	
Screen Always On	ON
Tap Indicator	ON
Security Level	н
Biometric	OFF
Auto Start	ON
Heartbeat	ON
Auto Download Updated Version	ON

1.1.6.1. Screen Always On

- > **[ON]** : Screen will be always ON when running CIC DAR App.
- **COFF** : Screen will not be forced to ON when running CIC DAR App.

1.1.6.2. Tap Indicator

- 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.
- \blacktriangleright 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".

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].
- \succ To delete the registered trade Tap [X].
- > After completion, tap **[Add to Good List]** to add the good list record.

Good List		
English Name	Wong Two	
Chinese Name	王二	
CWR Card No.	CWR16000006	
Expiry Date	2021-06-13	
Green Card No.	R2	
Green Card Expiry Date	2019-06-13	
Start Date End Date 1	Frade Code	
2016-10-01 2016-11-02	GREEN	
	Ø ₊ Add	
Ø ₊ Confirm		
Good List	Tap to Add Worker	

	ltem	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

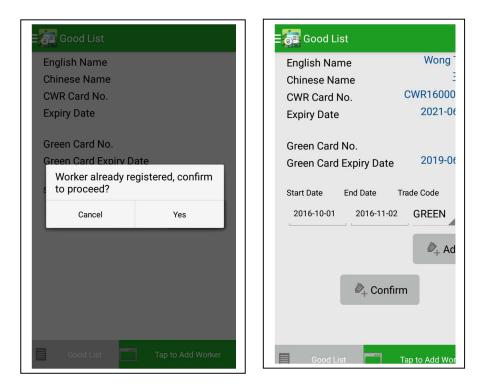
1.2.2. Review Workers Registration Details

- 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.

C of CWR11027112	CWR11027112
C of CWR11027112	CWR11027112

1.2.3. Edit Workers Registration Details

- Tap "Good List".
 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.



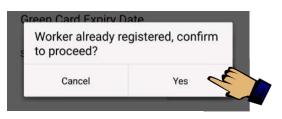
The registered worker details would show on the screen. The following fields can be revised: "Start Date", "End Date" or "Trade Code". Tap [Confirm] to confirm after update.

1.2.4. Delete Workers Registration Details

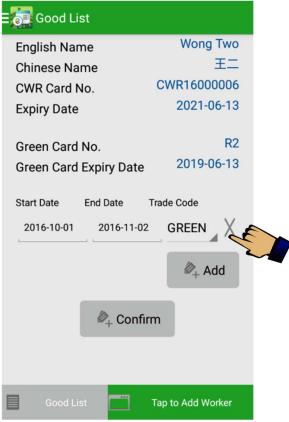
Tap "Good List".

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 " " X delete the corresponding working period, and then tap 【Confirm】 to delete the registered worker.

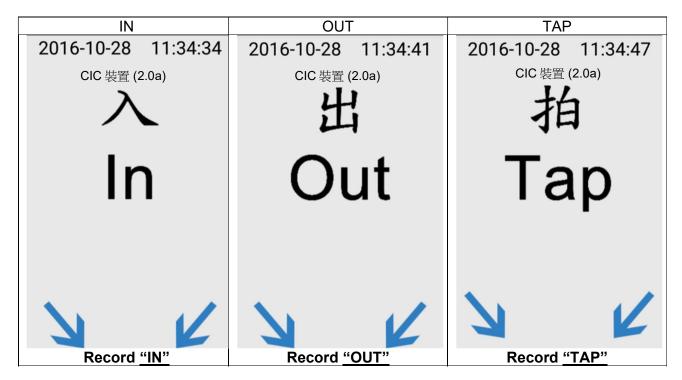


1.3. Capture Daily Attendance Record

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".
 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:



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".)

Take Attendanc	e - 160410072
2016-11-04	17:20:23
CIC 裝置	疍 (2.0a)
才	白
Password	
Cancel	Confirm
7	K
\triangleleft O	

- > 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:

2016-10-28 11:38:40		
沒有工地登記 P Register Reco		
No Register Record	CWR Card Expired	Invalid CWR card

	ltem	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:



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

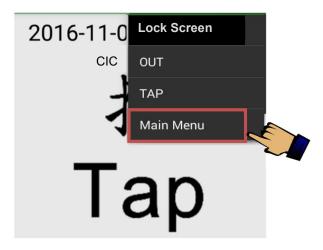
The following message will be displayed when

- > 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.
 Data Synchronization
- > Tap **[Sync.]** to synchronize the data to CIC cloud, including the DARs and workers registration records.

Data Synchronizati ata Sync.	
Sync. All Data	Sync.
Last Sync. Time	2016-11-03 16:42:29
Next Sync. Time	22:16
Not Sync. DAR	
-	-
Last DAR Sync. Time	2016-11-02 17:17:30
Last Good List Modification Time	2016-10-31 22:16:03
Last Login Time	2016-11-03 09:27:12

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
Device Configuration	Device Configuration
Device Role	Device Role OMaster Slave
Select "Data Synchronization" >"Master Slave Sync."	Select "Data Synchronization" >"Master Slave Sync."
3. Press [Activate Master]	4. Press 【Search Master】
Master Slave Sync.	Master Slave Sync.
Search Device Activate Master	Search Device Search Master
5. Master Device will search nearby	6. Nearby Master device will be shown
Slave device	as below. Press [Connect] to pair
	up.
Master Device Enabled	Master Slave Sync.
	Search Device Search Master
Please search the slave device within 1 minute	CIC Master Device Connect
7. Waiting for Master device to confirm	8. Select [ACCEPT] to confirm the
	connection with Slave device
L 1	- Invitation to connect
Please Wait	L From:
1	CIC Slave Device
	DECLINE ACCEPT
Searching Master Device	12:44:04
U1:57:43	
Master Slave Sync.	
Search Device Search	

9. Press [Send] to transfer dat	a and		
update information from CWRG		Master Slave Sync.	
through Master device		Search Device	Disable Master
Master Slave Sync.		Android_8a16	Connected
Search Device Search Master			
CIC Master Device discon Send			
11. Processing, until the screen	return		
to bright			
1	1		
Processing	1		
L	1		
T Please Wait	1		
01.	57:43		
Master Slave Sync.			
Search Device Sear Mas	(1999) - Carlos - Car		

1.6. Auto Lock Screen Features

- > This function supports <u>only</u> 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.

Setting	
Validation	
Screen Always On	ON
Tap Indicator	ON
Security Level	L
Biometric	OFF
Auto Start	ON
Heartbeat	ON
Auto Lock Screen	ON
Auto Download Updated Version	ON

- 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.

λ	Ô
In	
最後拍卡時間 : 2017-06-20 18:11:14	
Screen Locked	

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.



1.7. 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.

E About	
Version	
2.5.0.5	
Update App	

ţ,

1.8. Logout

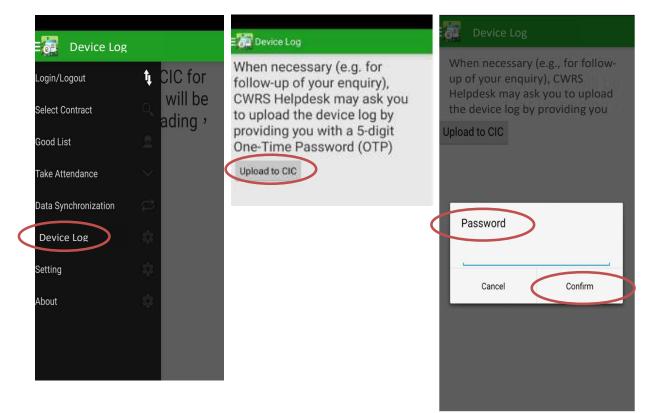
> Tap "Login/ Logout", to logout the CIC DAR APP.

Login/Logout

1.9. Upload Device Log

If a user encounters problems when using the DAR App, he/she may provide the screen capture(s)/video(s) and email to CWRS Helpdesk at <u>cwrs_helpdesk@cic.hk</u> or contact CWRS Helpdesk at 2100 9863 for assistance. CWRS Helpdesk may request for the device log for follow-up and will provide the user with a 5-digit One-Time Password (OTP) for uploading the log to the CIC via the DAR App.

- a) Click [a] in the DAR App's main menu in the upper left-hand corner to open the menu bar;
- b) Select [Device Log];
- c) Click [Upload to CIC];
- d) Input a 5-digit One-Time Password (OTP), then click [Confirm];
- e) Device log is sent to CIC.



1.10. Update Notification

- a) When there is a new version of DAR App, the following notification "有可用更新, 請下載更新" will be appeared.
- b) Users can download the latest version by clicking the link, then click [Update

Арр 🕽



Construction Workers Registration Gateway (CWRG)

2.1. Login / Logout

2.1.1. Login

- Using a web browser access CWRG web page (<u>https://cwrg.cic.hk/</u>).
- > 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:

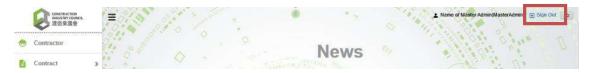
1 Martin Contraction of the States	2
Construction Workers	
Registration Gateway	
REES D	
Authentication failure	
Disclaimer Privacy Statement Copyright @ 2016 Construction Workers Registration Gateway (1609.23.1.) Construction Industry Council All Rights Reserved.	
Comparing Learning American Looping in Ania Analysis Comparing Loop 27 (1) Comparing the Company Control in Looping Control	

- 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 " "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.



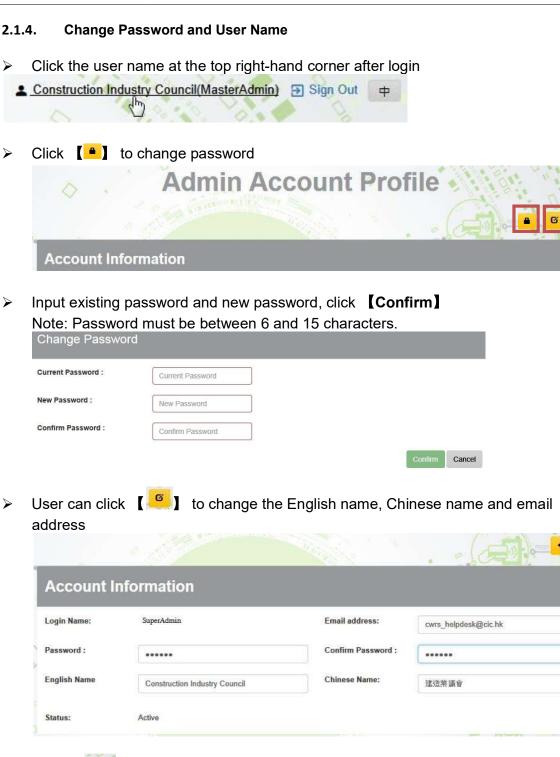
> Input you Login ID and the CIC reference no. of one of the related contracts

\Diamond	Forgot pas	sword? pleas	se provide:
		Your login Your CIC Reference No.	
-		Confinue	

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.

Your phone number Your name Continue	-input a corr our phone ar			n input
	Your phone	number		
	Your name			
Continue			20	
		Contin	ue	<u> </u>

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



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.

Contractor	0	0.	Contractor Profile		
DAR >		Share and the second		CEDING HOUR	6 +
Good List >	Contractor Parti	culars			
Download >					
Admin Management 🗲	CIC Contractor No.:	000210034	Business Registration No.	BSc C&C Joint Vent	
	Company English Name:	BSc C&C Joint Venture	Company Chinese Name:	力費基準有限公司	
	Company Address :	香港中爆主動使8號國展主動中心二期03樓			
	Tel. No.:	23456759	Fax No.:	23456789	
	1 4 5 4 1		1844 J	- 1-1 - 1 - 1	
	Company Repre	sentative			
	Name: Mr. Meroler		Tel. No.:	23458759	
	Email Address :	BScCC@JoinfVenture.com	Fax No.	23456789	
	1 1 1 1 1 1	A 40 C		and a second second	
	Company Autho	rization			
	Name:	Ms. Ackes	Position;	員來執行主管	
	Tel. No.:	23456759	Fax No.:	23408759	
	Email Address :	BSoCC@JointVenture.com			
	Documents				
	Name		Calegory	File size	
	Testing.or	af .	Susiness Registration	79778 Byte	4
	Testing p	₩.	Contractor Application Form	79770 Byte	4
	Application Hist	ories			

Note:

Master Admin can check and update contractor's profile. However, Site Admin(s) are <u>not</u> 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.

Fax No.: Tel. No.: Confirm Email :	23456789 23450789 BScCC@JointVenturs.com
Tel. No.: Confirm Email :	23450709
Tel. No.: Confirm Email :	23450709
Tel. No.: Confirm Email :	23450709
Confirm Email:	
Confirm Email:	
Confirm Email:	
	BScCCQ.ioniVenture.com
Admin to amend and ser	nd to CIC for approval with
Company Chinese Name:	力資誉線有限公司
Position.	
Fax No.:	世席執行主筆
	23459789
	Company Chinese Name:

2.2.1.1. Update Contractor Basic Information

> Click [¹²] to update contractor basic information by contractors themselves.

0	à.	Contractor Profile		G + /
Contractor Partie	culars			
CIC Contractor No :	000010034	Business Registration No. :	BSc C&C Joint Vent	
Company English Name:	BSc C&C Joint Venture	Company Chinese Name:	力實整備有限公司	

Change the information and click [^H] to confirm, or click [^L] to abort changes.

0	0.			+ H
Contractor Parti	culars			
CIC Contractor No. :	000010034	Business Registration No. :	BSc C&C Joint Vent	
Company English Name:	BSc C&C Joint Venture	Company Chinese Name:	力實整備有限公司	
Company Address :				
资源中国会融资8號置降金融中	1990-34g			
Company Address Line 2				
Company Address Line 3				
Tel. No.:	23468789	Fax No.:	23456789	
Care and	2000		and the set of	
Company Repre	sentative			
Name:	Mr. 🛩 🛛 Mercier	Tel. No.:	23456789	
Email Address :	8SeCC@JointVenture.com	Confirm Email :	BSeCC@JointVenture.com	
Fax No.:	23466789			
Company Autho	rization			
Name:	Ms. Arkea	Position:	国席教行主管	
Tel. No.;	23456789	Fax No.:	23456789	

2.2.1.2. Create Contract or Information Update Request

Click [/] to create contractor update request.

0		Contractor Profile		
Contractor Partie	culars			<u> </u>
CIC Contractor No.: Company English Name:	000010034 BSc C&C Joint Venture	Business Registration No. : Company Chinese Name:	BSc C&C Joint Vent 刀資準信有限公司	

Update contractor information

Contractor Particu	lars		
Company English Name:	BSc C&C Joint Venture	Company Chinese Name:	力實現編有現公司
Company Address :	會演中語音器但8號圖圖金器中心二即63課		
el. No.:	23456789	Fax No.:	23436789
usiness Registration No. :	BSe C&C Joint Vent		

> Update company authorization information

Email Address : BSCCCQ.JointVenture.com Fax No: 2346739 Company Authorization	Name:	Mr. Mercler	Tel. No.:	23456789	
Company Authorization	Email Addreas :	BSoCC@JointVenture.com	Fax No.:	23456789	
Company Authorization		R MA /			
Name: Ma. v Aniza Position: 世紀的行业管	Company Auth	orization			
	Company Auth	orization			
Fel. No.: 23456789 Fax No.: 23456789			Peetbon:	首系物行会署	
	Company Auth Name: Tel. No.: Email Address :	Ms. V Artos		前用数47余章 23450789	

> Print application form.

Print App. form

In order to complete the application, please print, sign and upload the CWRS Form in the next slep.

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

Print the Application Form

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

CONSTRUCTION INDUSTRY COUNCIL	Constructio	n Industry Council	Form No. CWRB-CWRS 2A Rev 1 23-Feb-16
A	pplication Form for Web Submit for Submittion of S	sion Administrator Account / (ite Daily Attendance Record	Contract Registration
ntractor Particulars			
Company Name (English):	Construction Industry Co	uncil	
(中文)	建始莱藏會		
Company Address:	香港灣仔		
	告士打道138 號		
	聯合應島大厦15 樓		
Phone No.:	21009000	Fax No.:	21009090
Business Registration Number	Business Reg No	~	10
mpany Representative			
Name:	Chan Tai Man	Phone No.:	21009800
Fax No. :	21009890	Email Address:	cwrs_helpdesk@cic.hk
mpany Authorization			
Name of Authorised Person	Chris Wong	Phone No.:	21009588
Title	manager	Fax No.:	21009580
Email Address	cwrs_info@cic.bk		40
Signature of Authorised Per	500:	Company Cl	pob:
D	nte :		

Upload signed Application Form or Supplementary Document (Optional) Upload Supp. Doc.

Drop Business Registration PDFs here	Drop Application Form for Master Administrator Account		ntary Documents PDFs here
cuments		encoursed transmoscourses	
Name	Calegory	File size	
Testing.pdf	Business Registration	19778 Byle	a. 🖷

Click [] to update contract application after completed.

2.2.1.3. Application History

> User can check the application history in Contractor Profile

Application Histories			
Application No.	Create Date	Approval Date	Status
A1880084	2016-11-17	2016-11-17	Completed

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.

IC Contractor Number:	000010034	A	oplication Number :	A1600095	
Company English Name:	55c C&C Joint Venture		ompany Chinese Name:	20重禁期有限公司	
Company Address :	香港中语合語句8號編節合語中心二間63種				
el. No.:	23456789	74	sk No.:	23456789	
Susiness Registration No. :	BSc C&C Joint Ventur				
Status -	PendingForApproval	Ţ	vpe :	Update	
	-23-10			17 55 550 40	
	BSoCC@JointVenture.com	70	ax No	23456789	_
	approximate the second second second	74	er No	23456789	
Company Authori	approximate the second second second		sx No.: cetton	23466789 正元和171方章	
Company Authori	zation	PC			
Company Authori name: tel.No:	zation Ana	PC	cettor.	正常取行主要	
Company Authori Name: Tel. No.: Email Address :	Artea 23450769	PC	cettor.	正常取行主要	
Company Authori Name: Tel. No.: Email Address :	Zation Ana 2349775 BSCCC@JJoint/venture.com	PC	cettor.	正常取行主要	
Email Address : Company Authori Name: Tel. No : Email Address : Documents Name Tealing 2	Zation Atex 2342759 BSGCC@Juintventure.com	po ta	cettor.	重市取行 主筆 23490799	

2.2.2. Contract Profile

- Click "Contract" > "Search Contracts" 。
- > After entering the searching criteria (Optional) , click [\mathbf{Q}] ,
- \succ To reset the searching criteria, click [\bigcirc].
- > Searching results will be displayed as shown below.
- > Click a contract to enter the contract profile.

			1.15	1		· · · · · · · · · · · · · · · · · · ·	3. A. A.	≜ 005(MasterA	cente) 🕞 Stop Out 👒
Contractor		de la constante	the f		Search	Contract		* D 1 *	
Contract	÷	a al	Sio "		Search	Contract	1. 1. 1. 1.		1-
👌 Search Compose	6		0			and the sele		N 13 - N -	C Q
😢 Арру Сілтнік	U		2.00			in setting in			
Contract Applications		Search Criteria							
DAR	>	CIC Reference No :		LIC RANKERS AN		Short Desc.	580	it Gese	
Good List	,	From Dolp :				To Data :			
0 Oownload		Statuo :			×				
Admin Manageme	nt >	-							
		Contracts							
	_ 1	CIC Reference No.	Centract No.		3b	ort Desa.	Statue	Mis Commanicement Date	Site End Date
	_ 1	161110008	Package No.LMNHP-EW-0-WB-6		Lucknow Muzaltar Nati	nal Highwa Project on NH-38	Active	2016-10-31	2920-16-31
		101110000	Project No.C-UBM-R	h.	oldening to a lane of exciting single / ins	mediate rane carriagenay of National Highway	Active	2016-01-01	2016-12-12
					Previous	t Next			

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:

	A			00/0+	
Contract Particular					
CIC Reference No :	161110008		Contract Sum (HK\$) :	2743.81	
Contract No. :	Package No LMNHP-EW-0-WB-6		Short Description:	Lucknow Muzaffar National Highwa Project	on NH-25
Contract Description:	Lucknow Muzaffar National Highwa Project on	NH-28 - Package No.LMNHP-EW-N-WB-6			
Site Commencement Date:	2016-10-31		Site End Date:	2020-10-51	
original End Date:	2018-11-29				
Start Entrance Date:			End Entrance Date.		
ate Type:	NA				
vork Nsture 1:	New works		Work Nature 2:	Building (Including E&M)	
overnment Dept. /Client :	Private		Private Dept:	ROUGHTON INTERNATIONAL	
Term Contract For Mainlenance :	No		Require Blometric Integration :	No	
Statue :	Active				
Location					
loomiFlat			Floor:		
Block : (If Applicable)			Name of Building.		
Netrict:	Hong Kong Island East		Dietrict Area:	East Region of Aberdeen Tunnel	
Street Name:	JV CES GROUP, C-165/63, Kasya Road, Pad	leyganj, Gorakhpur - 273 009, Uttar Pradesh.			
Site Representative					
lame:	Mrs. Ankli Raj Singh		Tel. No.:	23456789	
imall Address :	SScCC@JointVenture.com		Fax No.:	23456789	
Contract Authoriza	tion				
lame;	Miss. Pradip Refinery		Position:	Senior Project Manager	
el No.:	23456789		Pax No.:	23456769	
mail Address :	BScCC@JointVenture.com				
Application Historie	s				
Application N		Application Date	Application	Status	Application Type
		2016-11-22	Complet	ed	New
A160161	9				
	·				
A160161	•	Calugory		File size	
×160161	\$ 	Callegory Carlination Required Forme		71% aže 75773 Dyte	

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 seeking CIC's	ation allows <u>Master Admin</u> s approval:	and Site Admin	to amend without	
Contract I				
Contract No. :	[QA] EBMUD Mokelumne Ranger Headquarters	Short Description:	the building has zero net energy consumption	and z
Contract Description:	The East Bay Municipal Utilities District chose JL M	iodular to replace their temporary port	able ranger station with a state of the art, net zero	energ
Site Commencement Date:	2015-02-01	Site End Date:	2018-02-08	Î
Start Entrance Date:	Start Entrance Date	End Entrance Date:	End Entrance Date	Ĩ
Term Contract For Maintenance :	Yes	Require Biometric Integration :	No	~
Site Repre	esentative Info.			
Name:	Mrs. • Ankit Raj Singh	Tel. No.:	23456789	
Email Address :	arg@cic.hk	Confirm Email :	arg@cic.hk	
Fax No.:	23456789			
 ♦ Con ♦ Site ♦ Star ♦ End ♦ Req 2. Site Rep ♦ Title ♦ Tel I ♦ Fax ♦ Ema 	No.)		
been issued again	nst the contract.		•	
	n is allowed to amend the ertification for CIC's review		iu date by appending	<u>a</u>
Advance Completion Da	2016-12-31	1		
	nin must provide the comp ntract. The contract status			•

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

Contract No. :	PRO-01		
Short Description:	Prolog First Contract	Contract Sum (HK\$) :	Contract Sum (HK\$)
ite Commencement late:	2016-09-01	Site End Date:	2018-12-31
overnment ept. /Client :	Private 🗸	Private Dept:	Prolog
Vork Nature 1:	New works	Work Nature 2:	Building (excluding E&M)
Site-Location		O Multi-Location	
oom/Flat:	Room/Flat	Floor:	Floor
lock : (If pplicable)	Block		
ame of Building:	Ω.		
istrict:	2 - Hong Kong Island West	District Area:	Please Select
treet Name:			
	- 2 N/A	Duranian Diamatain	N
erm Contract For		Require Biometric Integration :	No
erm Contract For aintenance :			No
erm Contract For aintenance : Contract Autho			No Senior Project Manager
erm Contract For aintenance : Contract Autho ame:	 ☑ N/A ☑ rization 	Integration :	
erm Contract For aintenance : Contract Autho ame: el. No.:	N/A rization Miss. Pradip Refinery	Integration : Position:	Senior Project Manager
erm Contract For aintenance : Contract Autho ame: al. No.: mail Address :	NIA rization Miss. Pradip Refinery 23456789 BScCC@JointVenture.com	Integration : Position:	Senior Project Manager
erm Contract For aintenance : Contract Autho ame: al. No.: mail Address :	N/A rization Miss. Pradip Refinery 23455789 BScCC@JointVenture.com ract Info.	Integration : Position: Fax No.:	Senior Project Manager 23456789
erm Contract For aintenance : Contract Autho ame: al. No.: mail Address :	N/A rization Miss. Pradp Refinery 23456788 BSocC@JointVenture.com ract Info. Contract No	Integration : Position: Fax No.: Work N	Senior Project Manager 23456789
erm Contract For aintenance : Contract Autho ame: al. No.: mail Address :	NIA ITITIZATION Miles. V Pradip Refinery 23456788 BScCC@JointVenture.com ract Info. Contract No Contract Sum	Integration : Position: Fax No.: Work N Site-Lo	Senior Project Manager 23455789 ature 2 cation / Multi-Location
erm Contract For aintenance : Contract Autho ame: al. No.: mail Address :	NIA NIA rization Miss. Pradip Refinery 23455789 BSCC@JointVenture.com ract Info. Contract No Contract Sum Site Commencement Date	Integration : Position: Fax No.: Fax No.: Work N Site-Lo Site Ad	Senior Project Manager 23455789 Sature 2 cation / Multi-Location
erm Contract For aintenance : Contract Autho ame: al. No.: mail Address :	N/A rization Miss. ∨ Pradip Refinery 23456788 BScCC@JointVenture.com ract Info. Contract No Contract Sum Site Commencement Date Government Dept. /Client	Postton: Fax No.:	Sentor Project Manager 23456789 ature 2 cation / Multi-Location dress
rm Contract For sintenance : Contract Autho ame: al. No.: mail Address :	NIA NIA rization Miss. Pradip Refinery 23455789 BSCC@JointVenture.com ract Info. Contract No Contract Sum Site Commencement Date	Integration : Position: Fax No.:	Sentor Project Manager 23456789 ature 2 cation / Multi-Location dress
ame: antenance : Contract Author ame: al. No.: mail Address : 1. Cont ())) ())) ()) ())))	 N/A ✓ Pradip Refinery 23456789 BSccC@JointVenture.com rract Info. Contract No Contract Sum Site Commencement Date Government Dept. /Client Specific Client Name Work Nature 1	Integration : Position: Fax No.:	Senior Project Manager 23456789 ature 2 cation / Multi-Location dress
erm Contract For aintenance : Contract Author tame: el. No.: imall Address : 1. Cont	N/A rization Mise. Pradip Refinery 23456789 23456789 8sccc@jubitMenture.com ract Info. Contract No Contract Sum Site Commencement Date Government Dept. /Client Specific Client Name Work Nature 1 pany Authorization	Integration : Postfor: Fax No.:	Sentor Project Manager 23456789 ature 2 cation / Multi-Location dress Name contract For Maintenance
 <	 N/A ✓ Pradip Refinery 23456789 BSccC@JointVenture.com rract Info. Contract No Contract Sum Site Commencement Date Government Dept. /Client Specific Client Name Work Nature 1	Integration : Position: Fax No.:	Senior Project Manager 23456789 Dature 2 cation / Multi-Location dress Name contract For Maintenance

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 [^C] to request contract completion in advance.

Contract Particulars			
CIC Reference No :	161110008	Contract Sum (HKS) :	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-W8-6		
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:	NA		
Work Nature 1:	New works	Work Nature 2:	Building (Inclusing E&M)
Government Dept. /Client :	Private	Private Dept:	ROUGHTON INTERNATIONAL
Term Contract For Maintenance :	No	Require Biometric Integration :	No
Statue :	Active		

Enter latest completion date, upload supporting documents and click [] to

pplication For	1
C Reference No	161110008
svance Completion Date:	Advance Completion Date
	Advance Completion Date is Required
	Paronic Completion Sets in requirement
oplication Status :	Draft

You have Not Uploaded the Advance Completion Supporting Document

2.2.2.2. Quick Edit Contract

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

1	Contract Pa	articulars		
G	Contract Pa			
	CIC Reference No :	161110008	Contract Sum (HK\$) :	2743.81
8	Contract No. :	Package No.LMNHP-EW-II-WB-6	Short Description:	Lucknow Muzaffar National Highwa Project NH-28
	Contract Description:	Lucknow Muzaffar National Highwa Projec	t on NH-28 - Package No.LMNH	P-EW-II-WB-6
	Site Commencement Date:	2016-10-31	Site End Date:	2020-10-31
	Original End Date:	2018-11-29		
CI	ick 【 🛄 】	to confirm and update th	e contract.	
0	· a state	Edit	Contract	
		D		10110
	0.			• • • •
	Q .	Contraction and the summer	101	
	Contract Ir		111	• 9 •
0	♦ Contract In		101	•
0	Contract In		Contract Sum (HKS) :	2743.81
0		ıfo.	Contract Sum	2743.81 Lucknow Muzaffar National Highwa Proje
•	CIC Reference No :	1 fo. 161110008	Contract Sum (HK\$) : Short Description:	Lucknow Muzaffar National Highwa Proje
	CIC Reference No : Contract No. : Contract	161110008 Package No.LMNHP-EW-II-WB-6	Contract Sum (HK\$) : Short Description:	Lucknow Muzaffar National Highwa Proje
	CIC Reference No : Contract No. : Contract Description: Site Commencement	161110008 Package No.LMNHP-EW-II-WB-6 Lucknow Muzaffar National Highwa Proj	Contract Sum (HK\$) : Short Description: ect on NH-28 - Package No.LMN	Lucknow Muzaffar National Highwa Proje
)	CIC Reference No : Contract No. : Contract Description: Site Commencement Date:	nfo. 161110008 Package No.LMNHP-EW-II-WB-6 Lucknow Muzaffar National Highwa Proj 2016-10-31 2018-11-29	Contract Sum (HK\$) : Short Description: ect on NH-28 - Package No.LMN	Lucknow Muzaffar National Highwa Proje
	CIC Reference No : Contract No. : Contract Description: Site Commencement Date: Original End Date : Start Entrance	nfo. 161110008 Package No.LMNHP-EW-II-WB-6 Lucknow Muzaffar National Highwa Proj 2016-10-31 2018-11-29	Contract Sum (HKS) : Short Description: ect on NH-28 - Package No.LMN Site End Date:	Lucknow Muzaffar National Highwa Proje
	CIC Reference No : Contract No. : Contract Description: Site Commencement Date: Original End Date : Start Entrance Date:	161110008 Package No.LMNHP-EW-II-WB-6 Lucknow Muzäffar National Highwa Proj 2016-10-31 2018-11-29 Start Entrance Date	Contract Sum (HKS) : Short Description: ect on NH-28 - Package No.LMN Site End Date:	Lucknow Muzaffar National Highwa Proje

2.2.2.3. Create Contract Information Update Request

To apply contract information update, click [/] to create contract information update request.

		€ © ∕ € +	
Contract Pa	articulars		
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.LMNH	IP-EW-II-WB-6

Update contract information

Contract Info				
Contract No. :	Package No.LMNHP-EW-II-WB-6			
Short Description:	Lucknow Muzaffar National Highwa Proje	ect on NH-28	Contract Sum (HK\$) :	2743.81
Contract Description:	Lucknow Muzaffar National Highwa Proje	ect on NH-28 - F	Package No.LMNHP-EW-II-W	B-6
Site Commencement Date:	2016-10-31	i	Site End Date:	2020-10-31
Original End Date:	2018-11-29			
Start Entrance Date:			End Entrance Date:	
Government Dept. /Client :	Private	•	Private Dept:	ROUGHTON INTERNATIONAL
Work Nature 1:	New works	٠	Work Nature 2:	Building (including E&M)
Site-Location			O Multi-Location	
Room/Flat:	Room/Flat		Floor:	Floor
Block : (If Applicable)	Block			
Name of Building:	Name of Building			
District:	Hong Kong Island East	•	District Area:	East Region of Aberdeen Tunnel
Street Name:	JV CES GROUP, C-188/63, Kasya Roa	ad, Padleyganj,	Gorakhpur - 273 009, Uttar F	Pradesh.
Site Type:	N/A			
Term Contract For Maintenance :			Require Biometric Integration :	No

Name:	Mrs. Ankit Raj Singh	Tel. No.:	23456789
Email Address :	ars@cic.hk	Fax No.:	23456789
			· · · · · · · · · · · · · · · · · · ·
Contract A	uthorization		
Contract A	uthorization		
	Miss.	Position:	Senior Project Manager
Contract A		Position: Fax No.:	Senior Project Manager 23456789

Re-print application form.

 \triangleright

Print App. form	
In order to complete the application, please print, sign and upload the CWRS Form.	Print the 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 Ind	lustry Council	Form No. CWRB-CWRS 2B Rev 18-April-16		
· .	Application Form for Web Submission Ac for Submission of Site Dail		tract Registration		
Contract Particulars					
Contract No.	Zero Carbon Building				
Contract Description	ZC8 is Hong Kong's first zero carbon b	wilding.			
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	40			
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:	EBM Only		
ite Representative Info.					
Name	CHEUNG Hau-wai				
Email Address.	zcb@hkcic.org				
Phone.	21009600	Faz	21009816		
Contract Authorization.			10 .		
Name	CHENG Kar-shing				
Position	Manager				
Email Address	zcbfacility@hkcic.org				
Phone	21009800	Fas	21009816		
Authorized Signature.		Company Chop			
	2		92 		
Date					

 Upload the revised and signed Application Form or Supplementary Document Upload Documents

Drop Letter of Acceptance (LOA) And BA10/MW01/MW03 PDFs here	Drop Contract Application Form PDFs here	Drop Supplementary Documents PDFs here

2.2.2.4. Apply new Contract Application

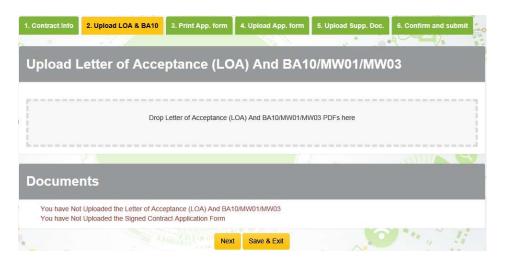
> Click "Contract" > "Apply Contract" to enter the new contract page.

۲	Construction 建造菜讀會 Contractor		10 %	. 0	New	Contra	act	
8	Contract	~	1. Contract Info	2. Required PDFs	3. Print App. form	4. Upload App. form	5. Upload Supp. Doc.	6. Confirm and submit
0	Search Contracts		Contract	Info				
2	Apply Contract		Contract	inio.				
Q	Contract Applications		Contract No. :	Contract No.				
0	DAR	>	Short Description	Short Descrit	ation	Contract Sur (HK\$) :	Contract St	im (HK\$)

STEP 1 – Input contract information

Contract Info						
Contract No. :	Contract No.					
Short Description:	Short Description		Contract Sum (HK\$) :	Contract Sum (HK\$)		
Contract Description:	Contract Description					
Site Commencement Date:	Site Commencement Date	Ħ	Site End Date:	Site End Date	iii	
Start Entrance Date:	Start Entrance Date	i	End Entrance Date:	End Entrance Date	i	
Government Dept. /Client :	Select Government Dept/Client	۲				
Work Nature 1:	Please Select	•	Work Nature 2:	Please Select	•	
Site-Location			O Multi-Location			
Room/Flat:	Room/Flat		Floor:	Floor		
Block : (If Applicable)	Block		Name of Building:	Name of Building		
District:	Please Select	•	District Area:	Please Select	•	
Street Name:	Street Name					
Site Type:	💈 N/A					
Term Contract For Maintenance :			Require Biometric Integration :	Please select	¥	
Site Represe	ntative Info.					
Name:	Site Representative Name		Tel. No.:	Tel. No.		
Email Address :	Email Address		Confirm Email :	Confirm Email		
Fax No.:	Fax No.					
1	1		11.1	0	i i	
Contract Aut	horization					
Name:	Authorized Person Name		Position:	Position		
Tel. No.:	Tel. No.		Fax No.:	Fax No.		
Email Address :	Email Address					

STEP 2 – Upload required PDFs



> STEP 3 – Click [Print Application Form] to download and print out filled form

ontract Info	2. Upload LOA & BA10	3. Print App. form	4. Upload App. form	5. Upload Supp.	Doc. 6. Cor	nfirm and submit
6					- de	
rint Co	ntract Applica	ation Form				
					_	
n order to comp	plete the application, please	print, sign and upload th	he CWRS Form.		Print the App	blication Form
ocume	nts					i Un
ocume	nts _{Name}		Category	Files	size	
		Contra	Category ct Required Forms	File : 79778		± 1
	Name					Ł 8

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

1. Contract info	2. Upload LOA & BA10	3. Print App. form	4. Upload App. form	5. Upload Supp. Doc.	6. Confirm and submit
0	and the		M 0328		
Upload (Contract Appl	ication For	m		
		Drop Contract /	Application Form PDFs he	re	
	76.7		1	1	
Docume	nts				
	Name		Category	File size	
Busir	ness Reg Form.pdf	Contra	ct Required Forms	79778 Byte	Ł ü
You have No	t Uploaded the Signed Contr	act Application Form			
		Nex	Save & Exit		

STEP 5 – Upload Supplementary Document (Optional)

Jpload Supplementary D	ocuments		
· ···· ··· ··· ··· ··· ··· ··· ··· ···	Drop Supplementary Documents PDFs he	ere	n and and and and and an
	· · · · · · · · · · · · · · · · · · ·	all	
Documents	- 000 000 000 000 000 000 000 000 000 0	allin.	
Documents _{Name}	Category	File size	
	Category Contract Required Forms	File size 61519 Byte	2 T

➢ STEP 6 − Confirm and Submit

ase Confirm the R	egistration, S	ubmitted Documen	ts, Application form	and Supplement Do	ocument.
Contract Pa	rticulars	5			
Contract No. :	0000911				
ihort Description:	New Contra	ct	C	ontract Sum (HK\$) :	1500000
Contract Description:	New Contra	ct Description			
Site Commencement Date:	2016-12-22		Si	ite End Date:	2018-12-22
Start Entrance Date:	2016-11-30		E	nd Entrance Date:	2018-12-22
Government Dept. Client :	Public			ublic Work epartment:	Education Bureau
Work Nature 1:	New works		W	/ork Nature 2:	E&M Only
ite Type:	N/A				
Term Contract For Maintenance :	No			equire Biometric ntegration :	Yes

Location							
Room/Flat:			Floor:				
Block : (If Applicable)			Name of Building:				
District:	Sha Tin & Ma On Shan		District Area:				
Street Name:	新界沙田文禮路11-17號						
						-0	
Site Represe	ntative						
Name:	Mr. 陳大文						
Tel. No.:	21009863		Fax No.:	21009863			
Email Address :	kpwong@cic.hk		Confirm Email :	kpwong@cic.hk			
2 2 8 1	20	_	6	8	2.2.2	-	1
Contract Aut	horization						
Name:	Mr. 陳大文						
Position:	公司授權人		Tel. No.:	21009863			
Fax No.:	21009863		Email Address :	kpwong@cic.hk			
Documents							
Na	ne	Category		File size			
ApplicationFrom (1).pdf		Contract Required Forms		61519 Byte		٤	
ApplicationF	rom (1).pdf	Contract Application	n Form	61519 Byte		٠	
		Save & Exit	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 [Q], search results will be displayed as shown below.

			Million Sta		
earch Crite	ria				
oplication umber :	Application Number		Short D	esc. : Short Desc.	
/pe :			• Status :		
rom Date:	yyyy-mm-dd		End Dat	yyyy-mm-dd	
2.43					
ontract App	olications				
Application Number	Short Desc.	Туре	Status	Site Commencement Date	Site End Date
	Constant of the second second second		Completed	2017-01-06	2018-01-06

> To reset searching criteria and result, click [C]

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 [

	o presente			
Contract Par	ticulars			
Contract No. :	0000911			1
Short Description:	New Contract	Contract Sum (HK\$) :	1500000	
Contract Description:	New Contract Description			l
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.

	•	Contract Ap	oplication I	Review
		a filman		
	Contract Par	rticulars		
	Contract No. :	CIC1234		
1	Short Description:	Short Description of CIC 1234	Contract Sum (HK\$) :	
4	Contract Description:	Contract Description of CIC 1234		
1	Site Commencement Date:	2016-04-01	Site End Date:	2018-12-31

> After updated, click [</ >

Contract Application Review						
	a fina and					
Contract Pa	cic(1234					
Short Description:	Short Description of CIC 1234	Contract Sum (HK\$) :				
Contract Description:	Contract Description of CIC 1234					
Site Commencement Date:	2016-04-01	Site End Date:	2018-12-31			

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.	G	Request Contract Completion in Advance
2.	Ø	Quick Edit Contract
3.	1	Request Contract Update
4.	۲	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.	M	Mass DAR Deletion
11.	1	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.

Assign Site	Admins			
Assign	Login	Eng Name	Chi Name	Email
	siteAdmin A	Site Admin	工地管理員	cic@cic.hk

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.

Login Name	Login Name	Email Address	Email Address	
Password :	Password	Confirm Password :	Confirm Password	
English Name	English Name	Chinese Name	Chinese Name	
Contract				
🗌 161110008 - L	ucknow Muzaffar National High	🗌 161110009 - Wider	ning to 4-lane of existing	
🗌 161210051 - C	Construction of New Four Lane			

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.

art Date	2016-12-07	***	End Date	2016-12-30	i
12 1 222 127 2 20	d end date are inclusive.				
emark : Start date ar	d end date ale inclusive.				
emark : Start date ar	Raw DAR		Sub	mitted/Consolidated DAR	

	RAW DAR	Submitted/ Consolidated DAR	RAW DAR with Worker Name	Submitted/Consol idated 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	✓	\checkmark
Serial No	\checkmark	✓	✓	✓
Practising Trade	\checkmark	✓	✓	✓
Transaction Time	√	~	~	~
Portable Device Registration Id	√	√	~	~
Portable Device Registration Name	✓	√	~	~
Upload Time	✓	✓	✓	✓
Return Signal	✓	✓	✓	✓
CIC Reference Number	√	✓	~	√
Submitted By	N/A	N/A	✓	\checkmark

Exported information as below.

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 mas	s DAR deletion icon	n 【 📕 】 on the tool b	ar.
~	Mass DAF	R Deletion B	Sy Excel
\Diamond .	- Aller and an and a		
Contract In			
CIC Reference No :	161110008	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
Start Entrance Date		End Entrance Date	
Contact Person Name :	Pradip Refinery		
Contact Person Tel No.:	23456789	Contact Person Fax No.:	23456789
Contact Person Email :		Application Date :	2016-11-22
Status :	Active		
Step For Upload			
1. Click the area "D)rop Excel (.xls, .xlsx) here" shown l essage will be displayed after succe	below. Please make sure the selected file i ssful upload.	is in Excel format.
Upload File			
		Drop Excel (.xls, .xlsx) here	1
Download Excel Ten	nplate - DeleteMassDeletionByExce	el xis	

- 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:
 DAR does not exist.

Alert! Excel Row Number: 2. The Attendance record does not exist.

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

Alert! Excel Row Number: 3 does not match the Construction Site Id

Note: **Rowld** is a unique indicator for each DAR. User shall provide correct and complete Rowld 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 [C].
- Enter searching criteria (Optional) and click [<]</p>
- Search results will be displayed in the table as shown below.

	CONSTRUCTION INDUSTRY COUNCIL 建造業議會	0			* "	L 005(MasterAdmin) 5 Sign Out ₽
0	Contractor			Search Lo	cked Acc	ount
8	Contract	>	0	Search Lu	LINCU ACC	ount
0	DAR	>				C C C C C
8	Good List	>	Search Crite	eria		
•	Download	>	Login Account :	Login Account	Company Name ;	Company Name
Q	Admin Management	•		Login Account		Sompany Marie
1	Heartbeat	Í	Locked Acc	ounts		
9	Search Site Admins		Login Account	Company Name	Contact Person	Account Locked Date
ð	Release Locked Account		siteAdmin A	BSc C&C Joint Venture	Mercier	2016-12-30
) ***	Previ	ous 1 Next	

Select locked site admin account, click [] to unlock that account.

♦ . F	Release Lo	ocked Acco	unt
	The subscription of the second		
Locked Accoun	t Information		
Login Account	siteAdmin A	Company Representative	Mercier
Company Phone	23456789	Company Name	BSc C&C Joint Venture
Chinese Company Name	力寶華潤有限公司		
			N 44

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 [C]
- > 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.

	construction industry council. 建适亲議會	100		-		** 0	▲ 005(MasterAd	imin) 😰 Sign Out 🛛 🕈
•	Contractor			So	arch Si	ite Adm	ine	101.01
8	Contract	>	0 -	Jee		ne Aun	1115	A. B.
0	DAR	>					6	CQ
8	Good List	,	Search Crit	eria				
0	Download	>	CIC Reference No.:	CIC Reference No		Name Eng :	English Name	
Q	Admin Management	•	Name Chi :	Chinese Name		Email:	Email	
1	Heartbeat		Status :					
2								
₫	Release Locked Account		Contract Ad	dmins				
			CIC Reference No.	Login	Name Eng.	Name Chi.	Email	Status
		3	• 161110008	siteAdmin A	Site Admin	工地管理員	cic@cic.hk	Active
			• 161110009	wrsadmindev	wrsadmindev	wrsadmindev		Active

- > To change the password/ email/ name of site admin, click [¹²] "Edit Account".
- To assign contract to site admin, click [Assign Contract".
- > To delete site admin account, click [^b] "Delete Account"

1 1 1 m		(a					
siteAdminA	Email address:	cic@cic.hk					
Site Admin	Chinese Name:	工地管理員					
Active							
Information							
Cont	ract Description	Site Commencem Date	ent Site End Date				
Lucknow Muzaffar National Highwa P	roject on NH-28 - Package No.LMNHP-EV -6	V-II-WB 2016-10-31	2020-10-3				
	Information steAdminA site Admin Active Information	Information siteAdminA Email address: Site Admin Chinese Name: Active Information Contract Description Lucknow Muzaffar National Highwa Project on NH-28 - Package No LMNHP-EV	Information siteAdminA Email address: clc@clc.hk Site Admin Chinese Name: 工地管理具 Active Information Contract Description Site Commencem Date Lucknow Muzaffar National Highwa Project on NH-28 - Package No.LIMNHP-EW-II-WB 2016-10-31				

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.

B	Contract	>	0	Unsub	in the second		II.	00			531		2	1.5
9	DAR	-	Unsubmitt	ed DAR Submission						E Sur	nmary of	Unsubmi	itted DAR	Submission
Ø	Unsubmitted DAR Submis	ion	Number	ContractShortName	Start Date	End Date	Day1	Day2	Day3	Day4	Day5	Day6	Day7	
0	DAR for Verification		-	(H 53°.54			-	-	_	~	0	~	-	1 Subm
1	Good List	>	160310003	DummyForTest	2016-12-29	2016-12-31	C	C	G	0	0	0	0	🗷 View
•	Download	, 3	160310004	100 Million 100 Million 100 Million	2017-01-10	2017-01-16				9	0	-	0	1 Subm
2	Admin Management	,	100310004	港珠湊大橋2016	2017-01-10	2017-01-10	G	e					e	E View
			450240005		2017 01 11	2047 04 22	0	6	0	0	0	0	0	1 Subm
			160310005	高識香港段西九距絕站	2017-01-14	2017-01-20	?	?	?	3		0	0	E View

	ltem	Description
1.		The DAR(s) have been uploaded successfully
2.	C	The DAR(s) upload incomplete
3.	2-	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.

3	DAR	>	Uns	ubmitted DAR Submission						Det	ail of l	Jnsub	mitted	DAR S	ubmission
8	Good List	>	Numb	ContractShortName	Start Date	End D ate		Da y1	Da y2	Da y3	Da y4	Da y5	Da y6	Da y7	
٥	Download	>						0/1	0/1	0/1	0/1	0/1	0/1	0/1	1 Submit
_			16111	Lucknow Muzaffar National Highwa Project on NH-28	2016-	2016- 12-25	1	0	0	0	0	0	0	0	- Subini
Q	Admin Management	>	0008		12-19	12-20	~	0/0	0/0	0/0	0/0	0/0	0/0	0/0	View
			16111	Widening to 4-lane of existing single / intermediate lane carria	2016-	2016-		0/1	0/1	0/1	0/1	0/1	0/1		1 Submit
			0009	geway of National Highway	12-16	12-21	~	0 0/0	0/0	0 0/0	0 0/0	0 0/0	0 0/0		≣∨iew
			16121	Construction of New Four Lane Roads (Road Nos 1,3,4,5,6,8	2016-	2016-	-								1 Submit
			0051	& 9B) in Naya Raipur Development Area	12-17	12-23	Ŷ								∎View

	ltem	Description
1		No. of device the DAR upload has been completed / Total no.of
1.	0/0 🚐	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:

DAR Ir	nformat	ion - To	Be S	JUDII							
Start Date	End Date	Due Date	Day1	Day2	Day3	Day4	Day5	Day6	Day7	Download	
2016-11-07	2016-11-13	2016-11-15	0	Ø	0	0	0	0	0	📩 Consolidated	L Submit
2016-11-14	2016-11-20	2016-11-22	Ø	0	Ø	Ð	Ð	0	Ø	📩 Consolidated	± Submi
2016-11-21	2016-11-27	2016-11-29	0	0	Ø	0		0	0	L CONSOLIDATED	土 Submi
2016-11 <mark>-</mark> 28	2016-12-04	2016-12-06		0	0				0	📩 CONSOLIDATED	± Submi
											-
2016-12-05	2016-12-11	2016-12-13	0	Ø	Ø				0	CONSOLIDATED RAW	
	2016-12-11		() Irrent	Image: Construction of the second	() ek	0	0	0			∎View
		ion - Cu	Day2			ay4	Day5	Day6		🛃 RAW	Submi
DAR Ir	nformat End Da	ion - Cu te Day1			/3 D	() ay4 ?	Day5	Day6	Sumn	RAW	Irrent Week
DAR Ir Start Date 2016-12-26	nformat End Da	ion - Cu te Day1 -01 (?			/3 D				E Sumn Day7	RAW	∎View
DAR Ir Start Date 2016-12-26	nformat End Da 2017-01 ce Upload Comp ce Upload Incon	ion - Cu te Day1 -01 ?			/3 D	3			E Sumn Day7	RAW	Irrent Week
DAR Ir Start Date 2016-12-26	nformat End Da 2017-01 ce Upload Comp ce Upload Incon ce Unknown	ion - Cu te Day1 -01 ?	Day2	2 Day	/3 D	3	0		≣ Sumn Day7	RAW	Irrent Week
DAR Ir Start Date 2016-12-26 © - Devic ? - Devic ? - Devic	nformat End Da 2017-01 ce Upload Comp ce Upload Incon ce Unknown	ion - Cu te Day1 -01 ? oleted hplete	Day2	: Day	y3 D	3	Day	3	E Sumn Day7 Cay7	RAW hary of DAR Information - Cu Download CONSOLIDATED RAW	Irrent Week

> Click **[View]** to review the DAR details of the desired period of time.

\triangleright	Click	[Summary of DAR Information]	to change the preview mode.
------------------	-------	------------------------------	-----------------------------

	Item	Description
1.		The DAR(s) have been uploaded successfully
2.	C	The DAR(s) upload incomplete
3.	8-	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.

Start Date	E	nd Date	Day1	Day2	Day3	Day4	D	ay5	Day6	Day7		Download	
				0/1	0/1	0/1	C	0/1	0/1	0/1	4	CONSOLIDATED	_
016-12-20	5 20	17-01-01	↓ 0	0 0/0	0 0/0	0 0/0		0 0/0	0 0/0	0 0/0		🛃 RAW	Viev
100 Mar	al Number al Uploade	ed Daily Atte	s Uploaded By	Devices									
주 - Tota	al Number al Uploade	r Of Workers ed Daily Atte	s Uploaded By endances					100			and the second second	· 2 V	
주 - Tota	al Number al Uploade	r Of Workers ed Daily Atte	s Uploaded By								and the second second	of DAR Information -	Submitted
	al Number al Uploade	r Of Workers ed Daily Atte	s Uploaded By endances			Da	Da I		Da Da	Da	and the second second		Submitted
OAR I art Da E	al Number al Uploade	r Of Worker: ed Daily Atte matio	s Uploaded By endances n - Sub	mitted				Da I			Detail		Submitted
Tota DAR I art Da E te	al Number al Uploade Infor	of Workers ad Daily Atte matio Due Dat	s Uploaded By endances n - Sub Submission	mitted		y1	/2	Da I y3 1	Da Da	Da y6	Detail	of DAR Information -	Submitted

	ltem	Description
1.	0/0	No. of device the DAR upload has been completed / Total no.of registered device(s)
2.	1 0	Total no. of worker's DAR uploaded
3.	~- <u>_</u> 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 :

Site End Date: End Entrance Date : Contact Person:	2016-12-21 Shambhu Ray	Short Descrip	exist inter	ening to 4-lane of ting single / mediate lane ageway of National way
	Obernaha Dav			
Contact r broom		Tel No.:	2345	56789
By Worker ice us	Q, Search	。 0 <u> </u>	ummary of Portable De	evice Registration
10 Dec 11 Dec	12 Dec	13 Dec	14 Dec	15 Dec
0 0	0	0	0	0
0 0	e	O	O	0
0 0	Ø		Ø	0
6	se , 10 Dec 11 Dec 2 2 5 5 6 5 6 5 7 5 7 5 7 5 7 5 7 5 7 5 7 5 7 7 7 7 7	e - Q Search 10 Dec 11 Dec 12 Dec ? ? ? ? © © ©	es · Q. Search 10 Dec 11 Dec 12 Dec 13 Dec ? ? ? ? ? ? © © © © ©	See - Q Search ≣ Summary of Portable D 10 Dec 11 Dec 12 Dec 13 Dec 14 Dec ? ? ? ? ? @ ? ? ? ?

	Item	Description
1.	0	The DAR(s) have been uploaded successfully
2.	C	The DAR(s) upload incomplete
3.	8	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.

DAR Submis	sion By Device DAR Submis	sion By W	lorker			10 ¹	5.C	-/.	
Device Name	Q Device Na Device Status		۲	Q Sea	rch 🔳 De	tail Summary	of Portable I	Device Regist	ration
Device	Last Upload Status Time		09 Dec	10 Dec	11 Dec	12 Dec	13 Dec	14 Dec	15 Dec
India 人	0	1	2 0 0/0	2 0 0/0	2 0 0/0	1 0 0/0	2 0 0/0	2 0 0/0	2 0 0/0
三星J2-B	2016-12-15 15:43:46	1	() 0 0/0	() 0 0/0	() 0 0/0	() 0 0/0	() 0 0/0	() 0 0/0	() 0 4/4
三星J5	0	1	0/0	0 0/0	© 0/0	0 0/0	() 0 0/0	() 0 0/0	0 4/4

	Item	Description
1.	Last Upload	The last upload and connection status of the card
1.	Connection Status	reading device
2.	*	Connection Success
3.	2	Connection Fail
4.	0	The DAR(s) have been uploaded successfully
5.	<u>©</u>	The DAR(s) upload incomplete
6.	0	Unknown status
7.	A	DAR Upload Completed
8.	1	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 Click
- Search results will be displayed in the table as shown below.

DAR Submission By Devic	DAR Submission By Worker		· · · · · · ·
			+ Add Worker Q Search
Registration No .	Q CWR No.	Worker's Name	Q. Worker's Name
Practising Trade	Q Use ',' for multi search trade,e.g. C310,C34§	Source Type	Please select
Start Date	Please select -	End Date	Please select
	00 = 00		00 = 00
OnDuty Dates	Select	Absent Dates	Select
Device's Name	Q Device's Name		

> Click [9] "View DAR Detail" to review the worker's DAR on a specified date.

Worker	09 Dec	10 Dec	11 Dec	12 Dec	13 Dec	14 Dec	15 Dec
CWR	00	00	00	00	00	00	C 0 C C 406 Tapped 15:43

> Click [Close] to quit.

Transaction [Date:	2016-12	-15					
CWR No.	Practising Tra <mark>d</mark> e	Inout Type	Transaction Time	Running No.	Source	Device Name	Return Signal	Last Modified Date
CWR16000	C406 强制 性基本安全 訓練課程(平 安咭) Mand atory Basic Safety Train ing Course (Green Car d)	Tapped	15:43	2511905	Web	三量J2-B	Unknown	2016-12-30 15:10:44

	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:

					+
CWR No. *	Practising Trade *	In / out Type *	Transaction Date *	Card Serial No. / Running No. * *	Action
		\			B
			00 00		P.
			× ×		

- 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.

 \geq

2.3.2.2. Edit Daily Attendance Record

➢ Click 【☑】 > 【

DAR Detail	Management					Clos
Transaction Date	0046 40 44					+
CWR No.	Practising Trade	Inout Type	Transaction Time	Card Serial No. / Running No. *	Detail	Action
CW/########	C406 強制性基本安 全訓練課程(平安咭) Mandatory Basic Safety Training Course(Green Card)	Tapped	10:36	04888888888888	Source Mobile Device Name 0f24 Return Signal Unknown Last Modified Date 2017-04-12 10:37:30	Image: A state of the state

- > Click **[Save]** to save changes after update.
- > Click **[Cancel]** to leave without changes.
- > Click **[Close]** to leave the page once finished.

OAR Detail	Management						Clo
Transaction Date	: 2016-12-14						+
CWR No.	Practising Trade	Inout Type	Transac Time	tion	Card Serial No. / Running No. *	Detail	Action
GWE 45048257	C406 強制性基 本安全訓練課程 (平安咭)	Тарре 🗸	10	^ 36	047A8BF4	Source Mobile Device Name	P> Fx
	Mandatory Basic Safety Training Course (Green Card) ▼		*	*		0f24 Return Signal Unknown	
						Last Modified Date 2017-04-12 10:37:30	

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.

OAR Detail	Management					Clo
Transaction Date	: 2016-12-14					
CWR No.	Practising Trade	Inout Type	Transaction Time	Card Serial No. / Running No. *	Detail	Action
CW 123333333	C406 独制性基本安 全訓練課程(平安咭) Mandatory Basic Safety Training Course(Green Card)	Tapped	10:36	*******	Source Mobile Device Name 0f24 Return Signal Unknown Last Modified Date 2017-04-12 10:37:30	/

> Click **[Undo]** to recover the delete action.

DAR Detail	Management					Clos	e C
Transaction Date:	2016-12-14						1
CWR No.	Practising Trade	Inout Type	Transaction Time	Card Serial No. / Running No. *	Detail	Action	
C445555555	6406 強制性基本安 全訓練課程(平安咭)	Tapped	10:36	,00000000000	Source Web	C	
	Mandatory Basic Safety Training Course(Green Card)				Device Name 0f24		
					Return Signal Unknown		
					Last Modified Date 2017 05 10 12:41:02		

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.

IC Reference No : Contract Description :	DummyKBContractNumber DummyKBContractDes	Contract No: Status :	DummyKBContractNumber Active
lite Commencement	2015-09-01	Site End Date :	2017-01-02
start Entrance Date : Government Dept. Client :	Public	End Entrance Date : Public Work Department:	Drainage Services Department
)]-0			D
tep For Upload :			
	ase make sure the excel format		
2 Processing, please v 3. A Prompt up messag			
2 Processing, please v 3. A Prompt up messag otes:	je vill be display.		
 Processing, please v A Prompt up messag otes: 		ng your report to the Construction Industr	y Council
2 Processing, please v 3 A Prompt up messag totes: lease read carefully the fo 1. Please input either t Construction Worker 2 If the construction w	e will be display allowing notes before completing and submitt he card sequence no. printed on the lower ris s Registration Card.	int corner at the back of Construction Wor Illed worker but is not carrying out the con	y Council. Kers Registration Card or the card serial no. stored in t struction work of his/her registered trade(s) on the
2 Processing, please v 3 A Prompt up messag lotes: lease read carefully the fo 1. Please input either t Construction Worker 2 If the construction w	je will be display blowing notes before completing and submitt he card sequence no. printed on the lower ris s Registration Card. orker is a registered skilled worker or semi-sk	int corner at the back of Construction Wor Illed worker but is not carrying out the con	kers Registration Card or the card serial no. stored in t
2. Processing, please v 3. A Prompt up messag otes: lease read carefully the fe 1. Please input either t Construction Worker 2. If the construction with ple	je will be display blowing notes before completing and submitt he card sequence no. printed on the lower ris s Registration Card. orker is a registered skilled worker or semi-sk	int corner at the back of Construction Wor Illed worker but is not carrying out the con	kers Registration Card or the card serial no. stored in t

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.

進出/拍 No. (See Note 1) Practising Trade Code (See Note 2) hh:mm:ss) (0/1/2) 建造業工人註冊編號 卡序號 / 序列號(註解 1) 從事工作的工種代號(註解 2) 讀證目期/時間(年.月.日時:分 0 CWR200000001 123456 Green 2016-09-15 09:00:00 1 CWR200000001 123456 GREEN 2016-09-15 09:01:00 1 CWR200000001 123456 GREEN 2016-09-15 17:59:00 0 CWR200000001 123456 GREEN 2016-09-15 18:00:00	IN/OUT/TAP	Construction Workers Registration	Card Serial No. / Card Sequence No.		Transaction Date/Time (yyyy-mm-dd
CWR20000001 123456 Green 2016-09-15 09:00:00 I CWR20000001 123456 C406 2016-09-15 09:01:00 1 CWR200000001 123456 GREEN 2016-09-15 17:59:00	進/出/拍	No.	(See Note 1)	Practising Trade Code (See Note 2)	hh:mm:ss)
I CWR200000001 123456 C406 2016-09-15 09:01:00 1 CWR200000001 123456 GREEN 2016-09-15 17:59:00	(0/1/2)	建造業工人註冊編號	卡序號 / 序列號(註解 1)	從事工作的工種代號(註解2)	讀證日期/時間 (年-月-日時:分:秒)
1 CWR200000001 123456 GREEN 2016-09-15 17:59:00	C	CWR20000001	123456	Green	2016-09-15 09:00:00
	I	CWR20000001	123456	C406	2016-09-15 09:01:00
O CWR200000001 123456 green 2016-09-15 18:00:00	1	CWR20000001	123456	GREEN	2016-09-15 17:59:00
	0	CWR20000001	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.

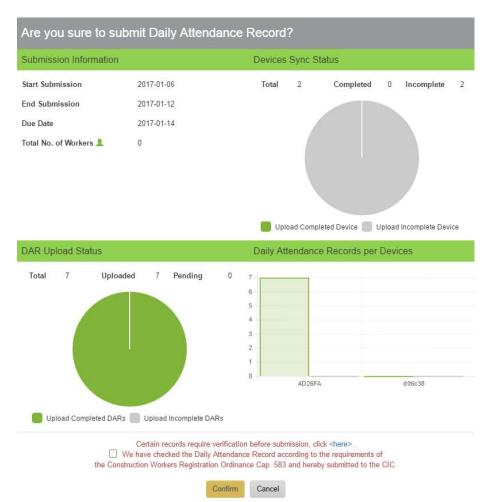
he upload	ded file cont	ains error data,	please do	wnload	the error list or	r upload
	lid excel file					

> Click **[Download]** to download the excel file and view the error message.

Error Message									
Excel Row Number: 2.	Transactio	n Time of	CWR06072	2443 is not :	in correct f	ormat (y	луу-ММ-	dd Hl	H:mm:ss)
Excel Row Number: 3.	Transactio	n Time of	CWR06072	2443 is not :	in correct f	ormat (y	луу-ММ-	dd Hl	H:mm:ss)
Excel Row Number: 4.	Transactio	n Time of	CWR06087	7878 is not :	in correct f	ormat (y	луу-ММ-	dd Hl	H:mm:ss)
Excel Row Number: 5.	Transactio	n Time of	CWR06087	7878 is not :	in correct f	ormat (y	луу-ММ-	dd Hl	H:mm:ss)
Excel Row Number: 6.	Transactio	n Time of	CWR07006	5953 is not :	in correct f	ormat (y	луу-ММ-	dd Hl	H:mm:ss)
Excel Row Number: 7.	Transactio	n Time of	CWR07006	5953 is not :	in correct f	ormat (y	уу-ММ-	dd Hi	H:mm:ss)
Excel Row Number: 8.	Transactio	n Time of	CWR08004	1493 is not :	in correct f	ormat (y	уу-ММ-	dd Hi	H:mm:ss)
Excel Row Number: 9.	Transactio	n Time of	CWR08004	1493 is not :	in correct f	ormat (y	уу-ММ-	dd Hl	H:mm:ss)
Excel Row Number: 10	. The num	ber of fiel	ds do not m	atch or miss	sing: Trans	action Tin	ne		
Excel Row Number: 11	. The num	ber of field	ds do not m	atch or miss	sing: Trans	action Tin	ne		

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.

Proble	matic Atte	endanc	es:					
IC Referen	ce No 1612100	01		Cor	ntract No.	8888	88881	
hort Descri	ption Ping Sho	rt Descriptior	1					
ansaction Date om	Date			Tra To	nsaction Da	ite		#
								Q Search
	12.3	_		_	1.1			
\ttend	lances							

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.

DAR	Inform	ation	- Submitte	d							•	Summary of DAR Infor	mation - Submitted
Start Date	End Date	Due Date	Submission Dat e	Submitted B y	Day 1	Day 2	Day 3	Day 4	Day 5	Day 6	Day 7	Download	
2017-01-0 3	2017-01-0 9	2017-01-1 1	2017-01-11	dummyCwrg	0	8	?	0	?	?	0	📩 SUBMITTED	
2016-03-0 1	2016-03-0 7	2016-03-0 9	2017-01-11	dummyCwrg	0	0	₿	Ø	0	0	0	Cannot download over 180 days data!	View

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

Contra		Attend Verifica		e Record	s for
Contracts					
CIC Reference No	Contract No.	Short Desc	Status	Site Commencement Date	Site End Date
160310039	20160328	20160328	Active	2016-03-01	2016-03-31

- Input searching criteria (Optional), click [Search],
- User can click [^{Edt}] 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.

CWRNo	Practising Trade Code	In/Out Type	Transaction Time	Source Type	Card No.	Biometric Signal	Device ID	Fail Reason		
CWR15048257	GREEN	In	2016-12-14 10:44:05	Mobile	047A0BFABC3480	Unknown	2722	Smart card waiting for activation.	Edit	Delete
CWR15048257	GREEN	Tapped	2016-12-14 10:33-10	Mobile	047ASBFABC3480	Unknown	2722	Card number does not, exists	Edit	Delete
CWR15048257	GREEN	Out	2016-12-14 10:31:31	Mobile	047A8BFABC3480	Unknown	2722	Card number does not, exists	Edit	Delete
CWR10026491	GREEN	Out	2016-12-14 10:22:56	Mobile	043192FABC3480	Unknown	2722	Smart card voided on 2016-12-13	Edit	Delete

- 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

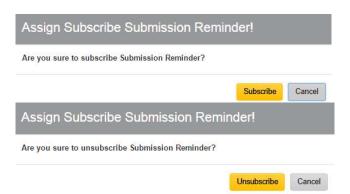
[🌯] feature as label on the above-mentioned page.

- Click [^{ARW}] 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.

Contract	Informat	ion						
CIC Reference N Contract Descrij		intermedi National Km.155.0 Km.110.0	09 to 4-lane of existing ate lane carriagewa Highway No.57 secti 0 (Kosi Western Rin 0 (Jhanjharpur) in th Eats West Corridor u	single / y of on from g Bund) to e State of	Contract No: Status :		Project No.C-II/BR-6 Ended	
Site Commencer Start Entrance D Total No. of Work	ate :	NHDP-P1 2016-11- 4	nase-II, Project No.C 11		Site End Date : End Entrance Date :		2016-12-21	
By Device	By Worker					0	à,	
Last 7 Dates :		2016-1	2-30		Device Status :		All	
						≣ Su	mmary of Portable De	evice Registration
Device		24 Dec	25 Dec	26 Dec	27 Dec	28 Dec	29 Dec	30 Dec
	۲	0	0	0	0	0	0	0
India 人	٢	0	0	0	0	0	0	0

O Upload
 Download
 - Upload/Download Complete
 - Upload/Download Incomplete
 - Unknown

- Inactive - Detach Date

2.4.1.1. Preview Good List Synchronization Status

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

ist 7 Dates :		2016-1	2016-12-30		ice Status :		All	
Device		24 Dec	25 Dec	26 Dec	27 Dec	<mark>≣ Su</mark> 28 Dec	nmary of Portable De 29 Dec	vice Registration 30 Dec
	•	0	0	0	0	0	0	0
India 人	۲	0	0	0	0	0	0	0



	Item	Description
1.	Ð	Good list downloaded and uploaded successfully
2.	C	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.

Last	7 Dates :	2016-12-30 🗎 D	evice Sta	atus :			All			٠
					E De	tail Summ	ary of Por	table Devi	ce Registr	ration
Device	e Last Upload Connection Status	Last Download Connection Status		24 Dec	25 Dec	26 Dec	27 Dec	28 Dec	29 Dec	30 Dec
				0/0	0/0	0/0	0/0	0/0	0/0	0/0
			٢	0	0	0	0	0	0	0
India /	2016-11-22 11:48:47	2016-11-22 16:30:27	•	0/0	0/0	0/0	0/0	0/0	0/0	0/0
			C	?	•	0	?	?	0	0
	Connection Successful									
1.00	Connection Fail Upload									
	Download									
	Upload/Download Complete Upload/Download Incomplete									
	Unknown Inactive									
	Detach Date									

	ltem	Description
1	Last Upload	Last upload time and connection status of the card
1.	Connection Status	reading device
2.	Last Download	Last upload time and connection status of the card
۷.	Connection Status	reading device
3.	"	Connection Success
4.	1	Connection Fail
5.		Good list downloaded and uploaded successfully
6.	C	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.

y Device	By Worker	1 (S. 1997)	0		_	90.			
							Q Se	arch 👛	+ 2
WR Numbe	er.2			Chinese Name or En	glish Name:	Practis	ing Trade:		
Q CWR	t No.			Q Name		Q	Use ',' for mult	i-search e.g. E30	15, E306
art Date (yy	yyy-mm-dd):			End Date (yyyy-mm-d	d):				
Q Start	Date (yyyy-m	m-dd)	節	Q End Date (yyy	y-mm-dd)	m			
WR No.	Name English	Name Chinese	Practi	sing Trade	Start Date	End Date	Source Type	Last Modified Date	
21656555	Tang Yiu	19999	(平安咭) Mano	基本安全訓練課程 datory Basic Safety urse(Green Card)	2016-11-11	2016-12-21	Mobile	2016-12-15 15:43:44	Edi
			rianning cos						Dele
1.000	Yiu Pui	****		载技工 Construction Mechanic	2016-11-11	2016-12-21	Mobile	2016-12-15	Edi
								15.43.45	Dele
16858557	Tang Kui	555552		基本安全訓練課程 Jatory Basic Safety	2016-11-11	2016-12-12	Web	2016-11-24	Edi
	2000 C			urse(Green Card)			100	17:19:41	

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:

Q CWR			Chinese Name or En	olish Name:	Practis	ing Trade:		
4 CWR	No.		Q Name	gnon manor	Q		i-search e.g. E30	5, E306
Start Date (yy	yy-mm-dd):		End Date (yyyy-mm-c	id):				
Q Start [Date (yyyy-m	m-dd)	C End Date (yyy	y-mm-dd)	ii			
CWR No.	Name English	Name Chinese	Practising Trade	Start Date	End Date	Source Type	Last Modified Date	
/FREESERGECRE	Tang Yiu	智耀明	C406	2016-11-11	2016-12-21	Mobile	2016-12-15	Edit
	Ming	EDTERIE V	Training Course(Green Card)			, no bilo	15: <mark>4</mark> 3:44	Delet
	Yiu Pui		C310 建造機械技工 Construction	2016-11-11	2016-12-21		2016-12-15	Edit
		姚沛恒	Plant Mechanic	2010-11-11	2010-12-21	Mobile	15: <mark>4</mark> 3:45	Delete
(F GSGSGS G	Hang							
/P 373737373 7	Hang Tang Kui		C406 强制性基本安全訓練課程 (平安店) Mandatory Basic Safety	2016-11-11	2016-12-12		2016-11-24	Edit

- > 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.

	ltem	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.

WR Numb	er.:		Chinese Name	or English Name:	Practisin	ig Trade:		
Q CWI	R No.		Q Name				i-search e.g. E30	5, E306
	yyyy-mm-dd): t Date (yyyy-n	6	End Date (yyyy-	mm-dd): e (yyyy-mm-dd)				
	0777							
CWR No.	Name English	Name Chinese	Practising Trade	Start Date	End Date	Source Type	Last Modified Date	
r 3333	Jang Yu	8888	C406 强制性基本安全訓練課 (平安咭) Mandatory Basic Safe Training Course(Green Card	ety 2016-11-11	2016-12-21	Mobile	2016-12-15 15:43:44	Edit Delete
R	Yiu Pui	****	C310 建造機械技工 Constructi Plant Mechanic	on 2016-11-11	2016-12-21	Mobile	2016-12-15 15:43:45	Edit Delete

- > Click **[Save Edit]** to save the changes.
- > Click **[Cancel]** to leave the page without changes.

CWR No.	Name English	Name Chinese	Practising Trade	Start Dat	e	End Date	l,	Source Type	Last Modified Date	
	Tang Yiu	鄧耀明	C406 強制性基本安全訓練課程(平 安咭) Mandatory Basic Safety	2016-11-11	-	2016-12-21		Mobile	2016-12-15	Save Edit
CW	Ming	理》)使为	Training Course(Green Card) -					Wobile	15:43:44	Cancel

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.

CWR Number			Chinese Name or Englis	h Name:	Practising Tr		:h e.g. E305, E30	6
Start Date (vy			End Date (yyyy-mm-dd)		4 056	, for monesearc	n e.g. 2305, 230	U
	yy-mm-du): late (yyyy-mm-d	(d)	Q End Date (yyyy-nini-dd)					
CWR No.	Name English	Name Chinese	Practising Trade	Start Date	End Date	Source Type	Last Modified Date	
	Tang Yiu		C406 强制性基本安全訓練課程(平安 咭) Mandatory Basic Safety Training	2016-11-11	2016-12-21	Web	2016-12-30	Edi
/R16	• 222222	90909090	Course(Green Card)			Web	17:37:51	Dele

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].

by De	vice By Worker				, e	
CWR	Number.:	Chine	se Name or English I	Jame:	Practi	Q Search 🚔 🕂 💆
	CWR No.	Q	Name		Q	Use ',' for multi-search e.g. E305
Q						
	Date (yyyy-mm-dd):	End D	ate (yyyy-mm-dd):			

> Input "New End Date" and Click [Mass Update] .

New End Date		-
		Î

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:

CONSTRUCTION INDUSTRY COL 建造業道1	incil.		-				Ci de	1 . O	. 🕐
Contractor		0	0					C12 4	1
Contract	, 🗸	Sont	racts	with (300d	LIS	st Co	nflict	S
DAR	Con	ntracts							
Good List	Y CIC R	eference No	Contract No) SI	hort Desc	Status	Site Commencem Date		nencement ate
Worker Detail and		0410071	TestingForProductio act02	onContr TestingFo	ProductionContr act02	Active	2015-02-02	2015-	-03-01
Good List Conflict)- 16	0410072	11111111111111111	1111111 1 <mark>1111111</mark>	111111111111111	Active	2015-01-01	2015-	01-30
	Rea	SOIV	e Goo					anne	0 •91
Contract I	nformation	SOIV	e Got					anne a	0
	12	SOIV	e doc	Contract				20072	0 - 0
CIC Reference No 170110002	12	SOL	eeoc		No.			aure aure	0 - 91
CIC Reference No	12	SOL		Contract	No.			D Comm	-0
CIC Reference No 170110002 Short Description	12	SOLA		Contract	No.			0000	91
CIC Reference No 170110002 Short Description	nformation	SOL		Contract	No.			0000 0000	0 911
CIC Reference No 70110002 Short Description Ping Contract	nformation		Source Type	Contract	No.	•	Modified Date T	Time	Action
CIC Reference No 170110002 Short Description Ping Contract Good List	nformation Record			Contract Ping Cont	No. tract	Last	•		Action
CIC Reference No (70110002 Short Description Ping Contract Good List CWRNo	nformation Record Practising Trade		Source Type	Contract Ping Cont Start Date	No. tract	Last	Modified Date T		
CIC Reference No (70110002 Short Description Ping Contract GOOD List CWRNo CWR16000110	nformation Record Practising Trade	Code	Source Type	Contract Ping Cont Start Date	No. tract	Last	Modified Date T	54	<mark>/</mark> ×
CIC Reference No (70110002 Short Description Ping Contract GOOD List CWRNo CWR16000110	nformation Record Practising Trade GREEN	Code	Source Type	Contract Ping Cont Start Date	No. tract End Date 2018-01-06	Last 20	Modified Date T	54	<mark>/</mark> ×

 \succ Click **(\times)** to remove the conflict record.

> Click [/] to update the start and end date of good list record. After update, click [^C] to check the changes. Otherwise, click [^C] 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".

or > + + + + + + + + + + + + + + + + + +	Contract I Contractor ID : Contract Description : Site Commencement Date : Start Entrance Date : Application Date :	Detail 1004 春珠景大博 2016-03-01 2016-02-01 2016-03-11	Contract Number : Site End Date : End Entrance Date : Status :	KZM151202 2017-12-31 2018-02-01 Active	
tt ~ tail and Trade Conflict: d >	Contractor ID : Contract Description : Site Commencement Date : Start Entrance Date :	Detail 1004 老時语大概 2016-03-01 2016-02-01	Contract Number : Site End Date : End Entrance Date :	KZM151202 2017-12-31 2018-02-01	
tail and Trade Conflict d >	Contractor ID : Contract Description : Site Commencement Date : Start Entrance Date :	1004 想改漫大概 2016-03-01 2016-02-01	: Site End Date : End Entrance Date :	2017-12-31 2018-02-01	
tail and Trade Conflict d >	Contract Description : Site Commencement Date : Start Entrance Date :	著許强大傅 2016-03-01 2016-02-01	: Site End Date : End Entrance Date :	2017-12-31 2018-02-01	
Conflict	Description : Site Commencement Date : Start Entrance Date :	2016-03-01 2016-02-01	End Entrance Date :	2018-02-01	
d >	Commencement Date : Start Entrance Date :	2016-02-01	End Entrance Date :	2018-02-01	
	Start Entrance Date :		Date :		
anagement >	Application Date	2016-03-11	Status :	Active	
	Government Dept. /Client :	Public	Public Work Department:	Others	
	Public Others Dept:	44444			
)	1.1.1.1.1			TT.
	Contract	Contact Person	Detail		
	Name :	黎伸覽			
	Tel No. : Email Address:	23335555	Fax No. :	23335555	
		Contract (Name : Tel No. : Email Address:	Contract Contact Person Name: 就保留 Tel No.: 23335555 Email Address:	Contract Contact Person Detail Name: 新序質 Tel No.; 23335555 Fax No.; Email Address:	Contract Contact Person Detail Name: 設保題 Tel No.: 23335555 Fax No.: 23335555

> Worker Detail Export File example as below

1	2	3	4	5	6
CHROSOLELBO	044992732C2490	20170517080700421008	20170617	Law Wing Bon	EME
25803000048	04498023003488	20131021827000792648	20183091	Chan Tai Han 8	100-Hc328
29804120980	040897258009490	2018120402-3404478	20130014	Chen Iblatan	決步器
29012011845	04006A232C2481	20101202000000049047	20540428	Xiao Mujin	则大会
79806025012	040052738C0480	201808040128248	201403021	Hong Hoos Yim	営業市
20504024544	044555732C3452	2018040100700718588	20180210	Chang Shuil Tung	据水黄
0815006248	04400073202480	20180404083790076072	20180404	Rung Scagung	常報売
29812025669	044017238C3450	2020090408790020284	20150526	Chui Shing Han.	後衣垣
25808038470	04468273222480	2010013002-3540348	20180100	Lan Sai Ling	******
2300.06144832	04629023803480	2018052189,7201440138	20171104	Lai Yuen Pung	10.000
298132052242	042387738C2480	20160422355600046476	20160422	Xo Calging	社会調
29811009490	042087732C0480	2017032408.7001196549	20110028	Molt Shu Hai	30 thirst
3912003594	044CEREMOCRAED	2016011499/720064408	20160103	Bu Liping	10000
29012052347	647CB1FMDC3480	2020092180903170588	20180921	Te Duni	212.15
CMR12002257	041950735C2450	2016011880909188011	20160113	Wei Lijum	抗菌素
25606053532	04409275202460	2018081499.7001442438	20180818	Oau Lat. Sim	東東洋
29812003828	64735323BC3450	2020103589.7003548428	20181004	Pu flatbe	(\$12.10)
29810003365	043237550003450	20140120300000004012	20140328	The Diagon	20 C

Column	Descrip tion
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 Detail Export File Content Description:

> Worker Trade Export File

1	2	3
CWR08018190	GREEN	20170517
CWR05000068	GREEN	20151031
CWR05000068	C428	00010101
CWR06120950	GREEN	20150814
CWR06120950	Сзазь	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 " Locount profile of the currently logged on user would be shown.
- > Click [¹²⁷] to edit the profile.

0 80000 (Adr	nin Account Pro	
Account In	formation		
Login Name:	dummyCwrg	Email address:	cwrs_helpdesk@cic.hk
English Name	Full Name	Chinese Name:	全名
Status:	Active		

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

Account Ir	formation		
ogin Name:	dummyCwrg	Email address:	cwrs_helpdesk@cic.hk
inglish Name	Full Name	Chinese Name:	全名

2.4.3.2. Change Password

Click [] to input old and new password as below

Change Passwor	d	
Current Password :	Current Password	
New Password :	New Password	
Confirm Password :	Confirm Password	
		Confirm Cancel

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)	地渠及噤管工(全科)	311
C3008Cement Sand Mortar Worker(Master)	泥水工(金料)	377
C301 Waterproofing Worker(Master)	附水工(金科)	SW
C3010Metal-steel Worker(Master)	金属鋼鐵工(金料)	314
C3016Concrete and Grouting Worker(Master)	混凝土及灌搬工(金料)	374
C3019Scaffolder (Master)	棚架工(金料)	314
C301aWaterproofing Worker(Adhesive-type Felt)	防水工(黏貼型湿青氈)	3W
C301bWaterproofing Worker (Burn-type Felt)	附水工(論際型還青氈)	377
C301cWaterproofing Worker(Liquid Membrane)	附水工(塗燗)	514
C302 Asphalter (Road Construction)	湿膏工(道路建造)	314
C3021Curtain Wall and Glass Panes Installer(Master)	幕藩及破職工(金科)	SW
C303 Bamboo Scaffolder	行棚工	SW
C304 Bar Bender and Fixer	鋼筋屈紮工	SW
C305 Bricklayer	初時工	SW
C306 Carpenter (Fender)	木工(選木)	314
C307 Carpenter (Formwork) (Master)	木模板工(金科)	SW
C307aCarpenter(Formwork - Building Construction)	木模板工(地字工程)	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



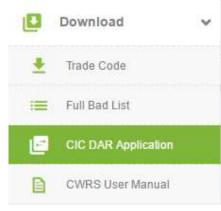
2.4.6. Personal Information Collection Statement of using CWRG

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.



Agree

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

	Contractor	5	a a a a a a a a a a a a a a a a a a a
È	Contract	>	Personal Data Collection Statement
3	DAR	,	The information provided to the Construction Industry Council (the CIC), including any personal data as defined in the Personal Data (Privacy) Ordinance (the Ordinance), will be used solely for purposes related to the activities of the CIC.
Â	Good List	>	 The workers' attendance record application, the "CIC DAR Application" (hereinafter refer to as "DAR APP"), provided by the CIC, is solely for contractors to collect and manage the site workers registration list and workers' attendance record. The "DAR APP" must have the Near Field Communication (NFC) function in the card reading device activated to retrieve the information stored in the Workers Registration Card.
•	Download	~	In order to obtain an accurate workers' attendance record, the "DAR APP" would acquire the location of the card reading device when collecting workers' attendance record. Such data would be uploaded to the CIC cloud server for reference. This function requires authorization on "approximate location (network-based)", "precise
*	Trade Code		Iccation (GPS and network-based)" or other GPS location related functions. 4. The "DAR APP" supports usage of SD card, which requires authorization on "edit/delete the content of SD card storage" or related functions. 5. The "DAR APP" would launch automatically and enter the workers attendance record mode when the card reading device is powered on. Manual launch of the app could
=	Full Bad List		be omitted this way. This function requires authorization on "Run at startup" or related functions. 6. When registering the "DAR APP", the MAC address of the card reading device must be uploaded to the CIC cloud server for verification purpose.
2	CIC DAR Application		7. The "DAR APP" would store the workers' attendance record, including worker registration number, workers registration card serial number, code of trade division, and in out time to the construction site in the card reading device. Such record would be uploaded to the CIC doud server. Contractors may download the site attendance record from the CIC could server to check, correct and ultimately submit as an official record. The CIC may provide such information to government bureaux
	CWRS User Manual		/departments, personnel or other organizations for purposes as required or authorized by law. 8. Contractors may also make use of the "DAR APP" and the CIC cloud server to manage the site workers registration list, including worker registration number, name of
٩	Admin Management	>	the worker, code of trade division and in / out time to the construction site. The workers registration list stored in the card reading device would be synchronized with the CIC doud server. 9. Please refer to CIC website on CIC Privacy Policy Statement.
			http://www.cic.hk/eng/main/disclaimer.html. 10. Please refer to CIC website for details on request for personal information http://cwr.hkcic.org/information/Apd.asp .

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

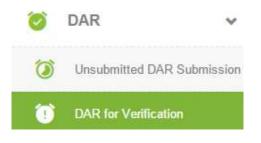
- If heartbeat signal was not detected or synchronize problem in registered device(s), an email notification would be sent to the following personnel:
 - Company representative
 - Site Representative
 - Site Admin(s)
- > Email notification will not be sent if the contract status is 'Ended' or 'Completed'

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.

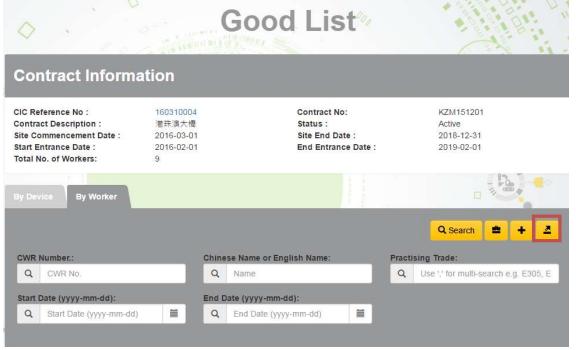


After the contract selection, the detailed DARs with problem would show similar to that below for follow-up.

Probler	natic A	ttenda	nces						
CIC Reference	No 1	603 <mark>10</mark> 004			Contract I	No.	KZM151201		
Short Descript	tion	巷珠澳大橋							
Transaction D	ate From			葡	Transactio	on Date To			i
									Q Search
Attenda	ances								
	ANCES Practising T	rade Code	In/Out Type	Transaction Time	Source Type	Serial No.	Biometric Signal	Device ID	Fail Reason
CWRNo			In/Out Type	Transaction Time 2016-09-14 01:34:58	Source Type Mobile	Serial No. F2DD41D0	Biometric Signal	Device ID 1359	
CWRNo CWR15100046	Practising T	EN				- Sector and the sector	a se a serie de la constance de	Concession of the	CWR No does not exi
CWRNo CWR15100046 CWR15100046	Practising T	EN EN	In	2016-09-14 01:34:58	Mobile	F2DD41D0	Unknown	1359	Fail Reason CWR No does not exit CWR No does not exit CWR No does not exit
CWRNo CWR15100046 CWR15100046 CWR15100046	Practising T GRE GRE	EN EN EN	In In	2016-09-14 01:34:58 2016-09-14 01:34:32	Mobile Mobile	F2DD41D0 F2DD41D0	Unknown Unknown	1359 1359	CWR No does not exis
CWRNo CWR15100046 CWR15100046 CWR15100046 CWR15100046	Practising T GRE GRE GRE	EN EN EN EN	In In In	2016-09-14 01:34:58 2016-09-14 01:34:32 2016-09-14 01:33:41	Mobile Mobile Mobile	F2DD41D0 F2DD41D0 F2DD41D0	Unknown Unknown Unknown	1359 1359 1359	CWR No does not exit CWR No does not exit CWR No does not exit
CWRNo CWR15100046 CWR15100046 CWR15100046 CWR15100046 CWR15100046	Practising T GRE GRE GRE GRE	EN EN EN EN EN	In In In In	2016-09-14 01:34:58 2016-09-14 01:34:32 2016-09-14 01:33:41 2016-09-14 01:32:33	Mobile Mobile Mobile Mobile	F2DD41D0 F2DD41D0 F2DD41D0 F2DD41D0	Unknown Unknown Unknown Unknown	1359 1359 1359 1359 1359	CWR No does not exi CWR No does not exi CWR No does not exi CWR No does not exi
CWRNo CWR15100046 CWR15100046 CWR15100046 CWR15100046 CWR15100046	Practising T GRE GRE GRE GRE GRE	EN EN EN EN EN	In In In In In	2016-09-14 01:34:58 2016-09-14 01:34:32 2016-09-14 01:33:41 2016-09-14 01:32:33 2016-09-14 01:32:24	Mobile Mobile Mobile Mobile Mobile	F2DD41D0 F2DD41D0 F2DD41D0 F2DD41D0 F2DD41D0 F2DD41D0	Unknown Unknown Unknown Unknown Unknown	1359 1359 1359 1359 1359 1359	CWR No does not exi CWR No does not exi
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	Practising T GRE GRE GRE GRE GRE GRE	EN EN EN EN EN EN EN	In In In In In In	2016-09-14 01:34:58 2016-09-14 01:34:32 2016-09-14 01:33:41 2016-09-14 01:32:33 2016-09-14 01:32:24 2016-09-14 01:31:41 2016-09-14 01:27:59	Mobile Mobile Mobile Mobile Mobile Mobile	F2DD41D0 F2DD41D0 F2DD41D0 F2DD41D0 F2DD41D0 F2DD41D0 F2DD41D0	Unknown Unknown Unknown Unknown Unknown Unknown	1359 1359 1359 1359 1359 1359 1359 1359	CWR No does not exi CWR No does not exi

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

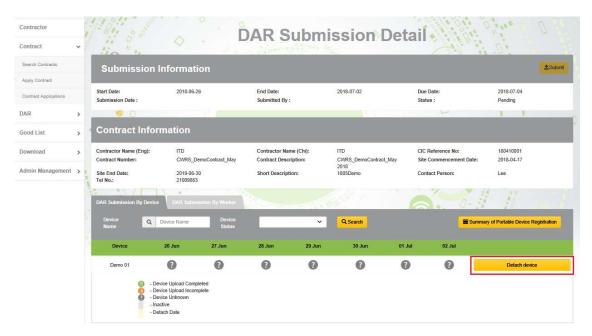
A function at the menu bar is now available for Master and Site Admin(s) to check device heartbeat status of registered devices as shown below:

	CONSTRUCTION INDUSTRY COUNCIL 通造業議會	0			* (s	▲ dummyEng(M	iasterAdmin) 🔁 Sign Out
•	Contractor			В	artbea	+%	all offers of
	Contract	>	Q	TIC	althea		A. P.
5	DAR	>					C C C
	Good List	,	Search Criteria	1			
9	Download	>	CIC Contract Number		Contract De	ISC.	
2	Admin Management	~	Contract No.		Contract St	atus	14
1	Heartbeat	<u>ר</u>					
-	Heartbeat Search Site Admins]	Contract Info		_	, /-	0
1]	Contract Info.			1	0
1	Search Site Admins		Contract Info.	DummyKBContractNumbe	Contract Pe	rson Name Du	mmyKBContactPerson me.
1	Search Site Admins				Contract Pe Contract No	Na	
1	Search Site Admins		CIC Contract Number	ſ		Na	me.
1	Search Site Admins		CIC Contract Number Contact Person Phone	r 26847681 DummyKBContractDes		Na	me. mmyKBContractNumbe
1	Search Site Admins		CIC Contract Number Contact Person Phone Contract Desc.	r 26847681 DummyKBContractDes Last	Contract No t Good List Upload	Na: Dur r Last Good List Download	me. mmyKBContractNumbe d Last Heartbeat Signa
1	Search Site Admins		CIC Contract Number Contact Person Phone Contract Desc. Device	r 26847681 DummyKBContractDes Monitoring	Contract No t Good List Upload Time	Nai Du r Last Good List Download Time	me. mmyKBContractNumbe d Last Heartbeat Signa Time 0001-01-01 00:00:00
1	Search Site Admins		CIC Contract Number Contact Person Phone Contract Desc. Device Prods	r 26847681 DummyKBContractDes Monitoring	Contract No t Good List Upload Time	Last Good List Download Time 2016-02-01	me. mmyKBContractNumbe d Last Heartbeat Signa Time

- 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.

Please confirm	all the DAR records in	the device has be	een uploaded to (CWRG. Otherwis
the DAR recor	ds should be manually	inputted after the	device is detache	ed.
Good List La	st Upload Date :2018-0	05-25 16:05:33		
DAR Last Up	oad Date :2018-05-24	16:05:20		
Last Heart Be	at Date :2018-05-30 08	8:05:33		

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