Sitepass User Guide:

Diocese of Parramatta Parish Administrators

Covers:

- Logging into the Admin dashboard
- Download the Parish QR code
- Downloading a report of visitor sign ins
- Inputting a manual visit record
- Generating a ‘Clergy/Lay Attendance Record’ report

Logging into the Admin dashboard

Note: Please complete these steps on a desktop or laptop, not a mobile device.

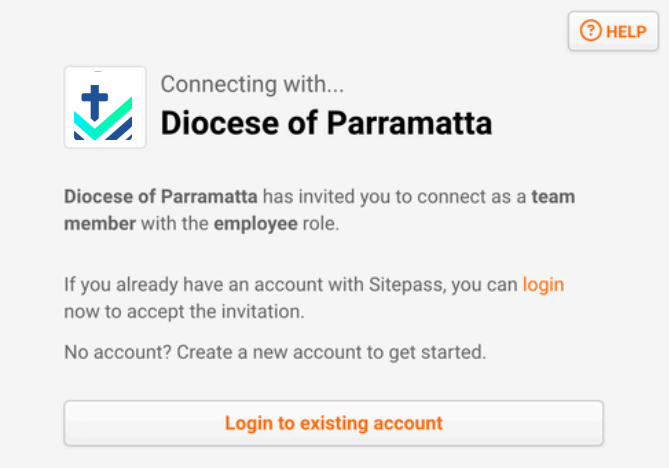
STEP 1

Login to SitePass

Visit the login URL provided in your invitation email.

All DOP Parish Admins have already been setup with a Sitepass account — you do not need to create a new one.

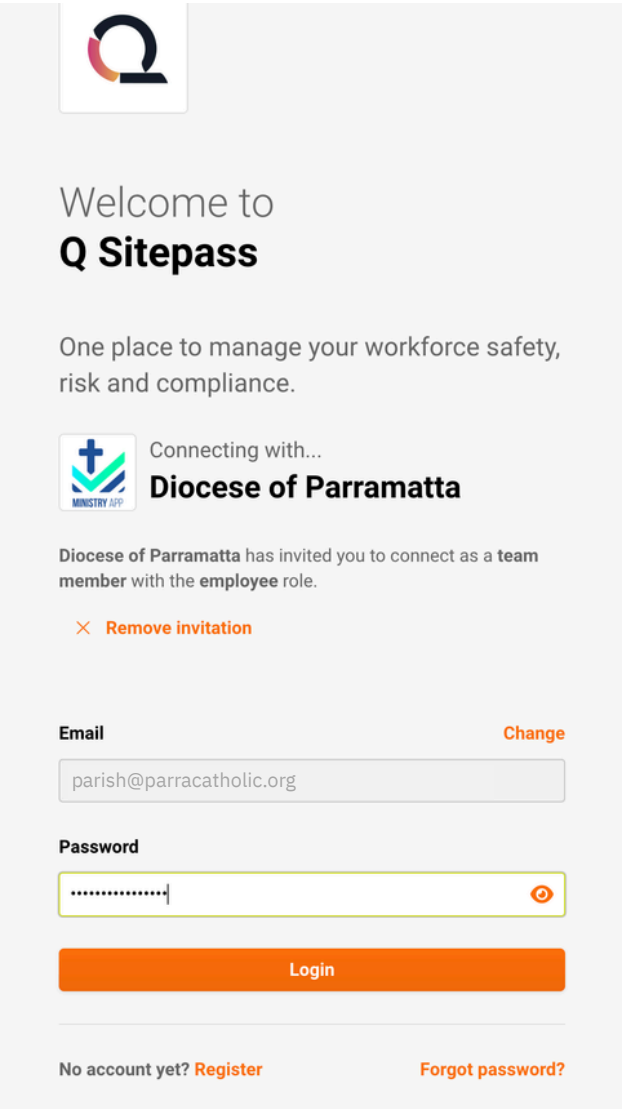
Click ‘Login to existing account’.

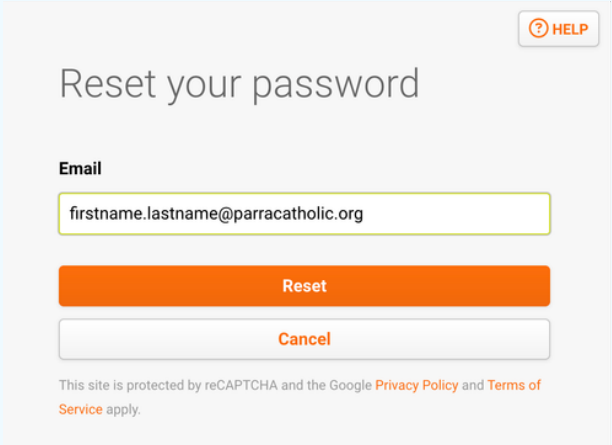


Enter your parish login email (e.g. parramatta@parracatholic.org address) and select 'Continue.'

Enter your password and click ‘Login’.

Note: you will be emailed a reset password link by the Sitepass Support Team. Follow the instruction in the email to reset your password before logging in for the first time. Direct all queries to sitepass@parracatholic.org





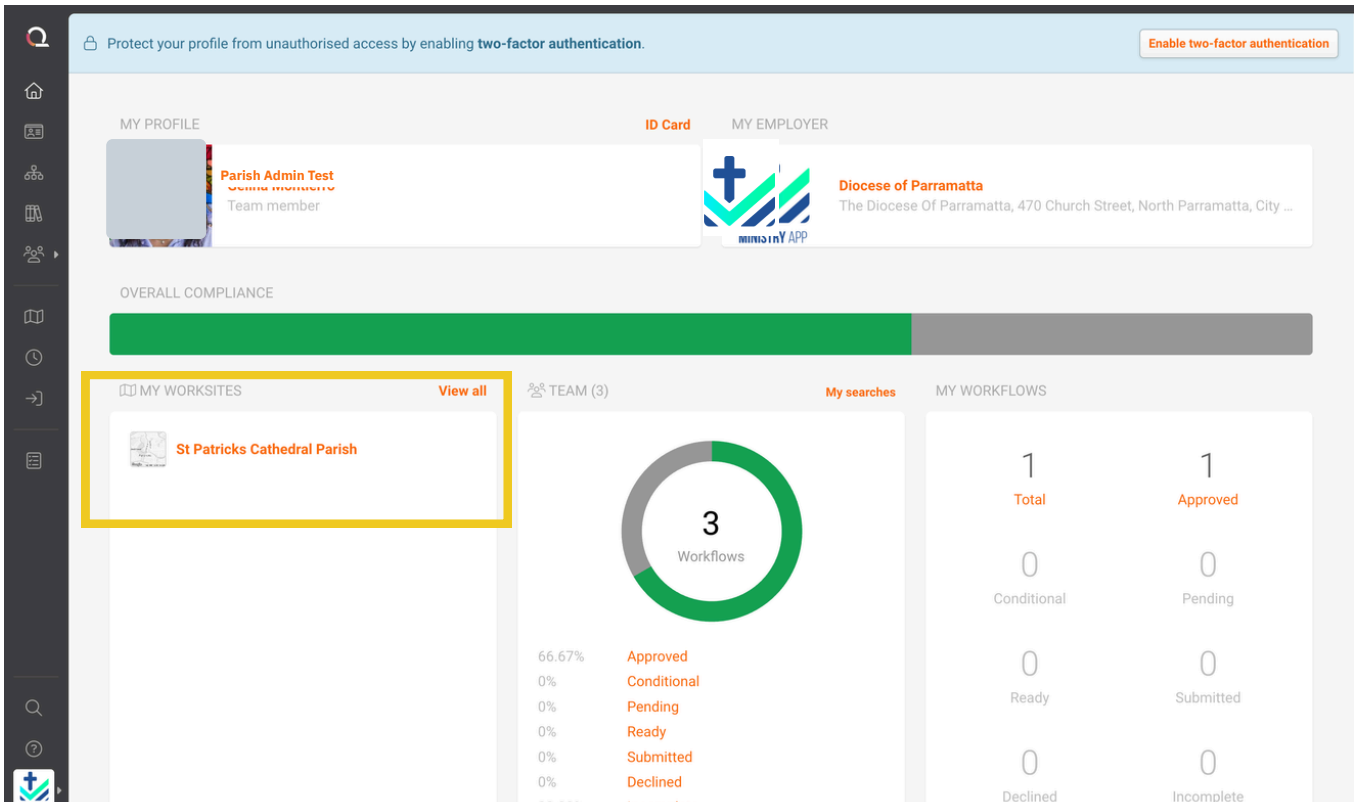
If you forget your password, click ‘Forgot password?’ to reset it.

On the ‘Reset your password’ page, enter your email address, click Reset.

An email will be sent to your inbox with further instruction. You may need to check your junk/spam email folder.

STEP 2

Once logged in, you will be taken to your Dashboard (similar to below).



On the Dashboard, you will be able to see the name of your parish under 'My worksites'.

If this is incorrect, please contact the Office for Safeguarding team.

Downloading the Parish QR Code

Note: Please complete these steps on a desktop or laptop, not a mobile device.

The QR Code will be emailed to all parish administrators, and can be accessed on The Anchor (diocesan intranet) or by emailing the Sitepass Support Team at sitepass@parracatholic.org

STEP 1

Logon to The Anchor, the diocesan intranet, at: https://theanchor.parracatholic.org

STEP 2

Search 'sitepass qr codes' in the search bar, and click on the page titled 'Sitepass Parish QR codes' that appears in the search results.



STEP 3

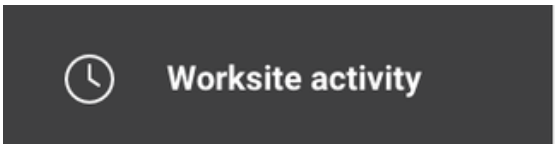
All parish QR codes are available to download from the list (listed in alphabetical order). Find your parish name and click to download the PDF to your computer.

Downloading a report of visitor sign ins

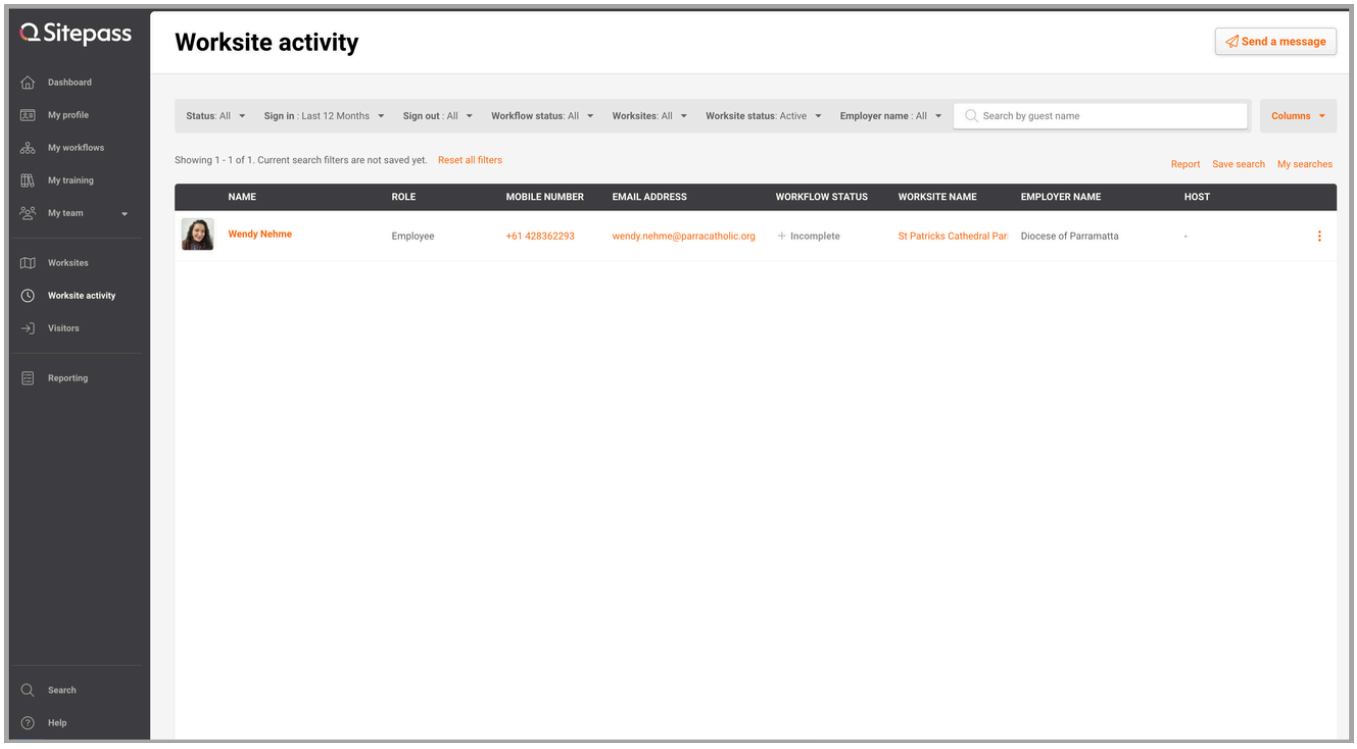
Note: Please complete these steps on a desktop or laptop, not a mobile device.

STEP 1

Once logged in, click 'Worksite activity' on the left menu.



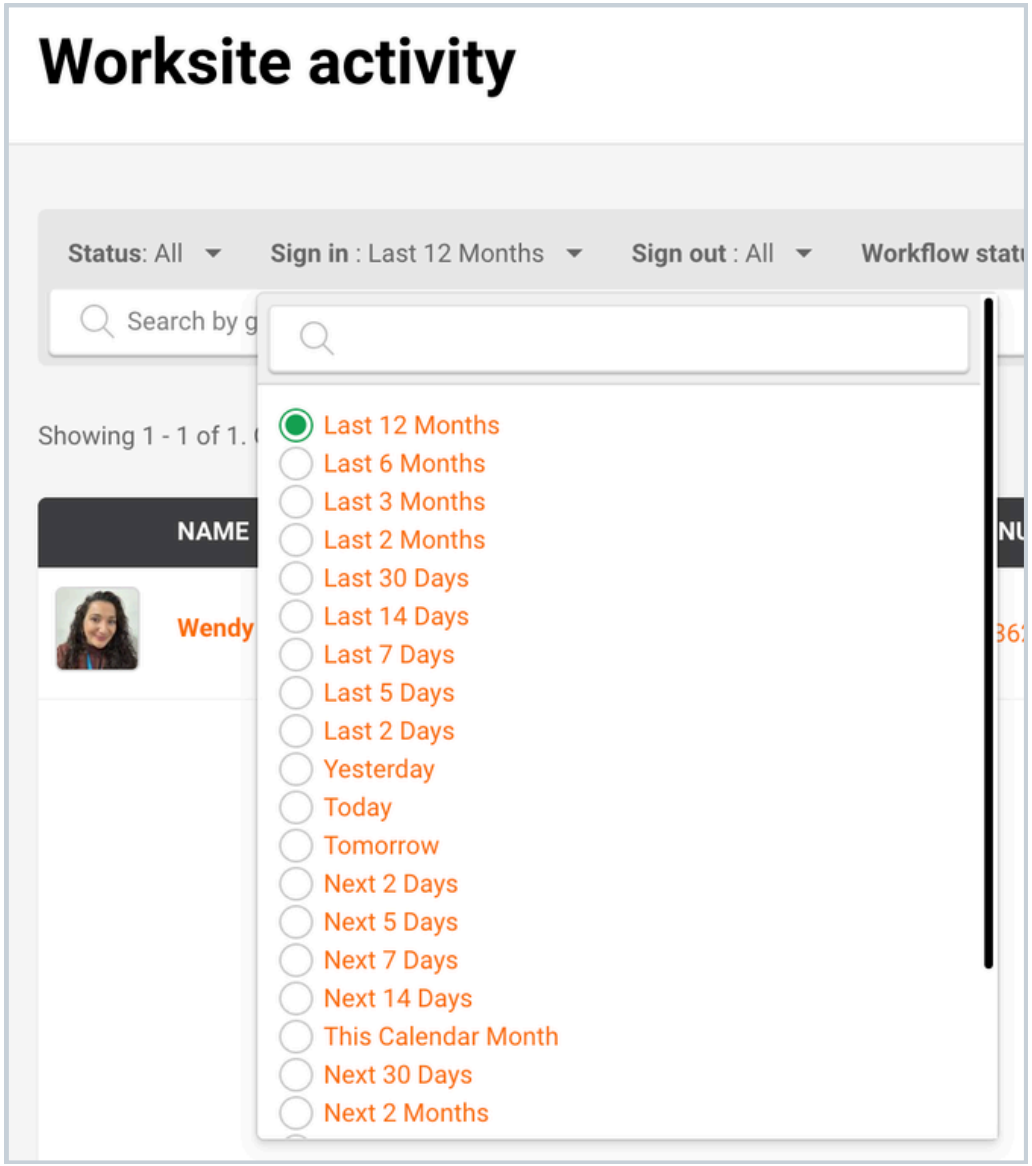
On this page, you will see all your worksite activity (registered visits).
If you do not see any activity, you may need to change your filter (see next step for more details)



STEP 2

Select the timeframe you want to include in your report.

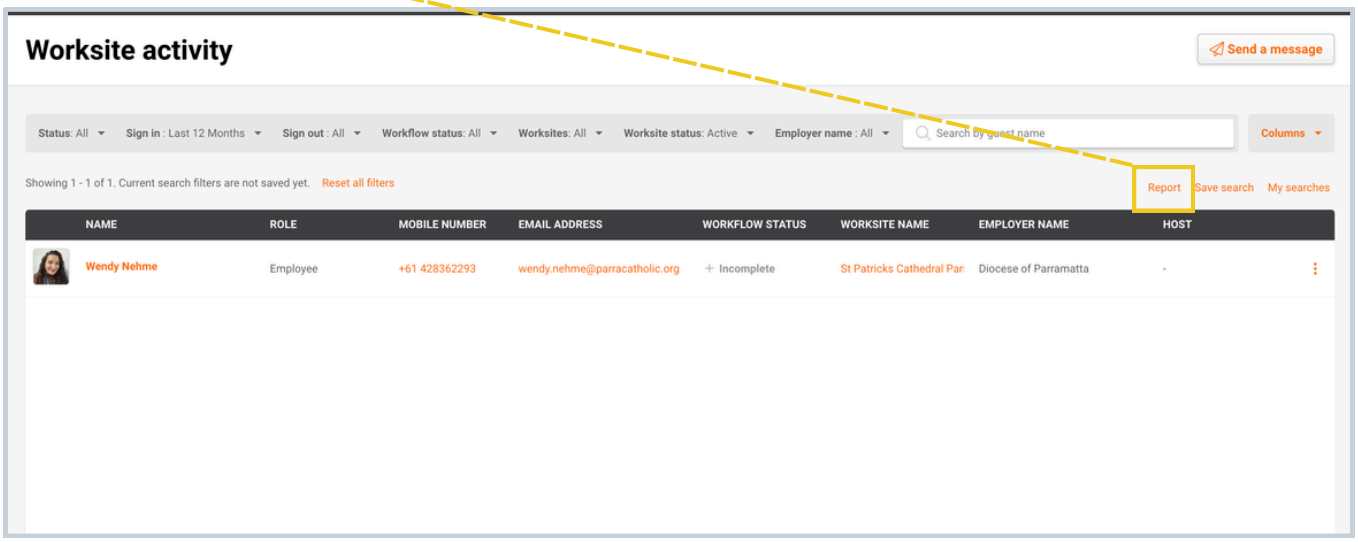
Click the ‘Sign in’ dropdown option filter, then select the specific timeframe needed for your report (e.g. Last 3, 6 or 12 Months or a Custom Date Range).
In this example, we’ll select 12 Months.

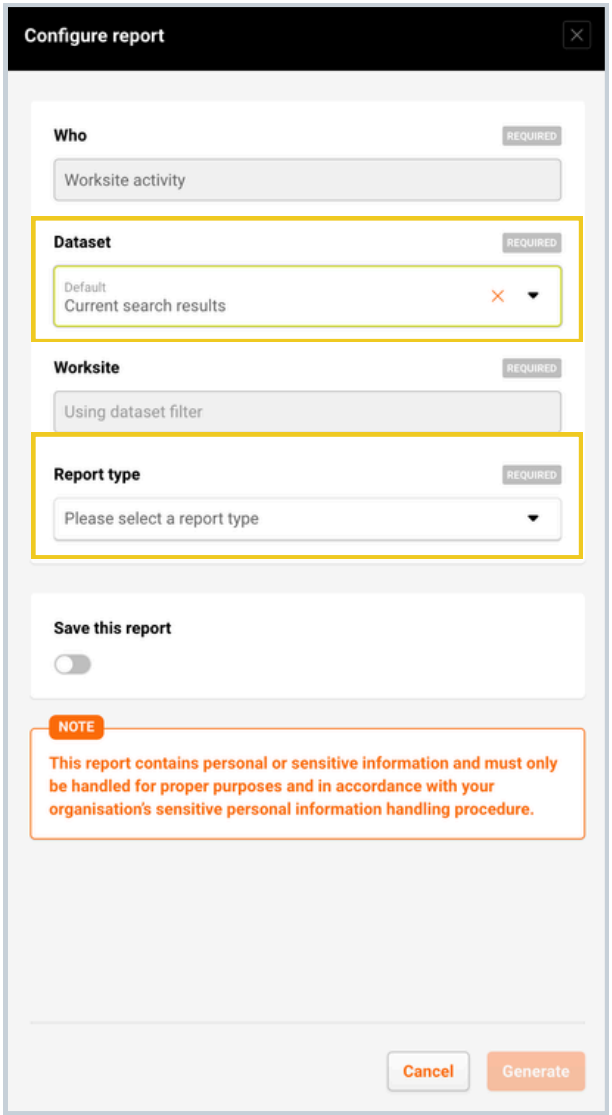


STEP 3

Configure and generate the Report

Click Report.





A left window will pop-up (*see image to left*).

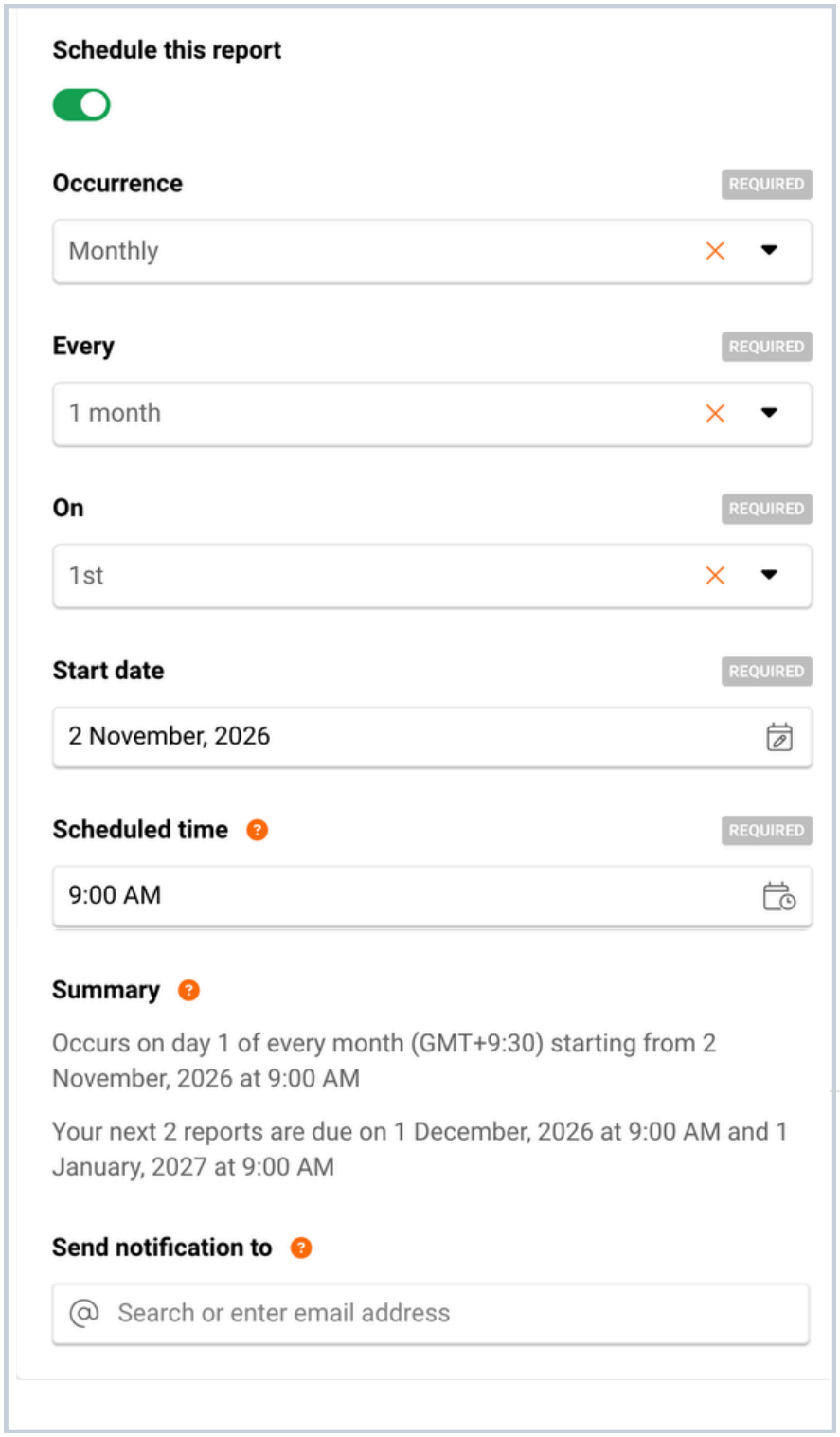
Ensure each field is select as below:

- Who: Worksite activity (Default)
- **Dataset**: If you applied a filter to the timeframe (*e.g 12 Months*), this will appear as 'Current search results'. If you want a report of all visits, click this field and select 'All worksite activity'
- Worksite: Using dataset filter (Default)
- **Report type**: Select 'Visit details'
- Save this report: **[Toggle ON]**
- Report Name: **Name your report clearly, i.e. [Parish Name] + Visitor Sign In Report**

STEP 3a

Schedule report (optional)

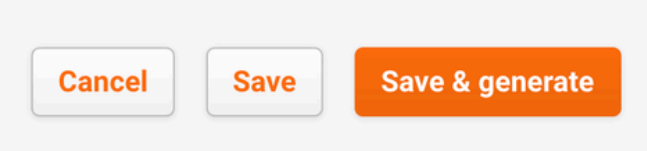
If you want to Schedule the report to be automatically emailed, toggle on ‘Schedule this report’ and complete the relevant fields.



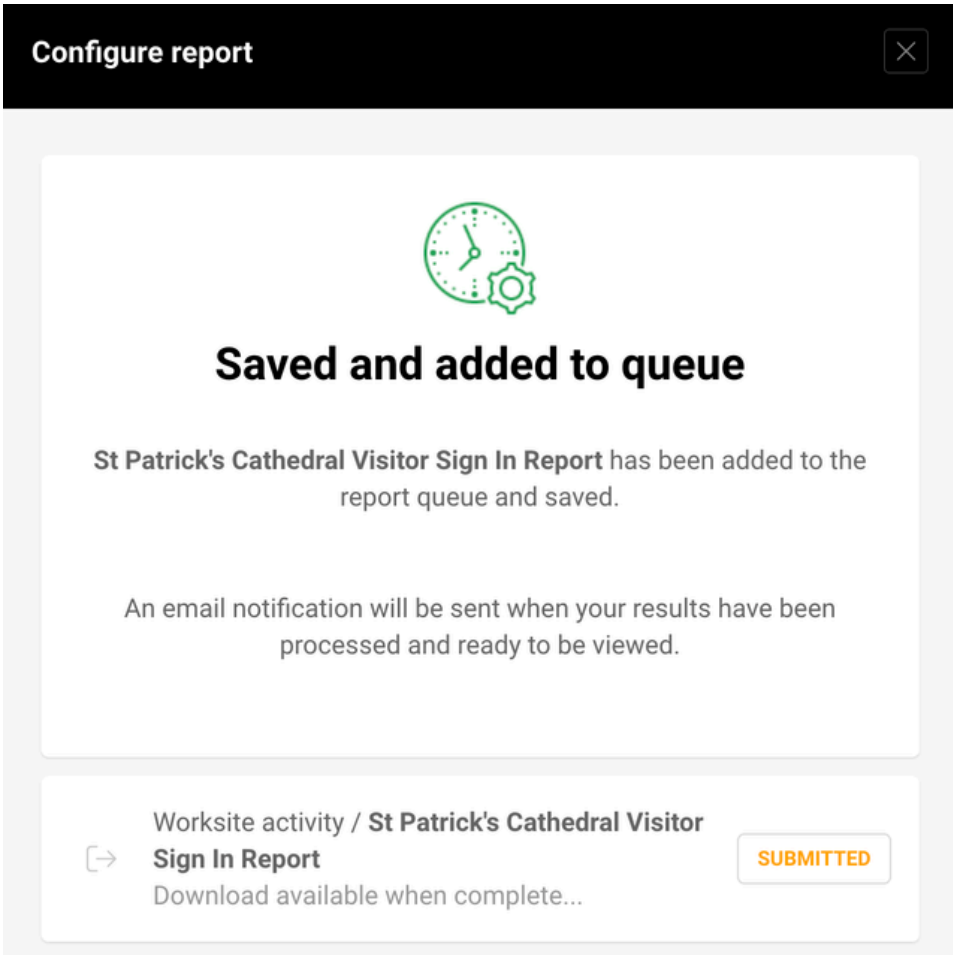
STEP 4

Save & generate

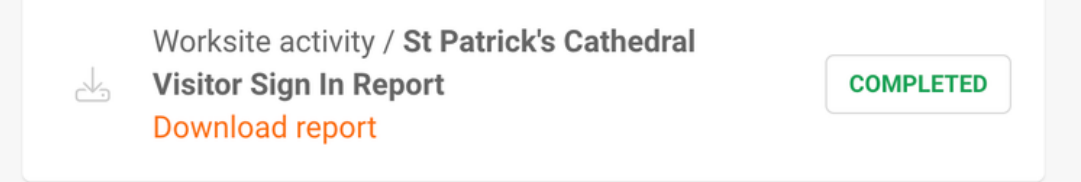
Click ‘Save & generate’.



The report will be added to a queue, but will normally take no longer than 1-2 minutes to generate.



Once complete, click ‘Download report’ and a .csv file will automatically begin downloading to your default downloads folder.

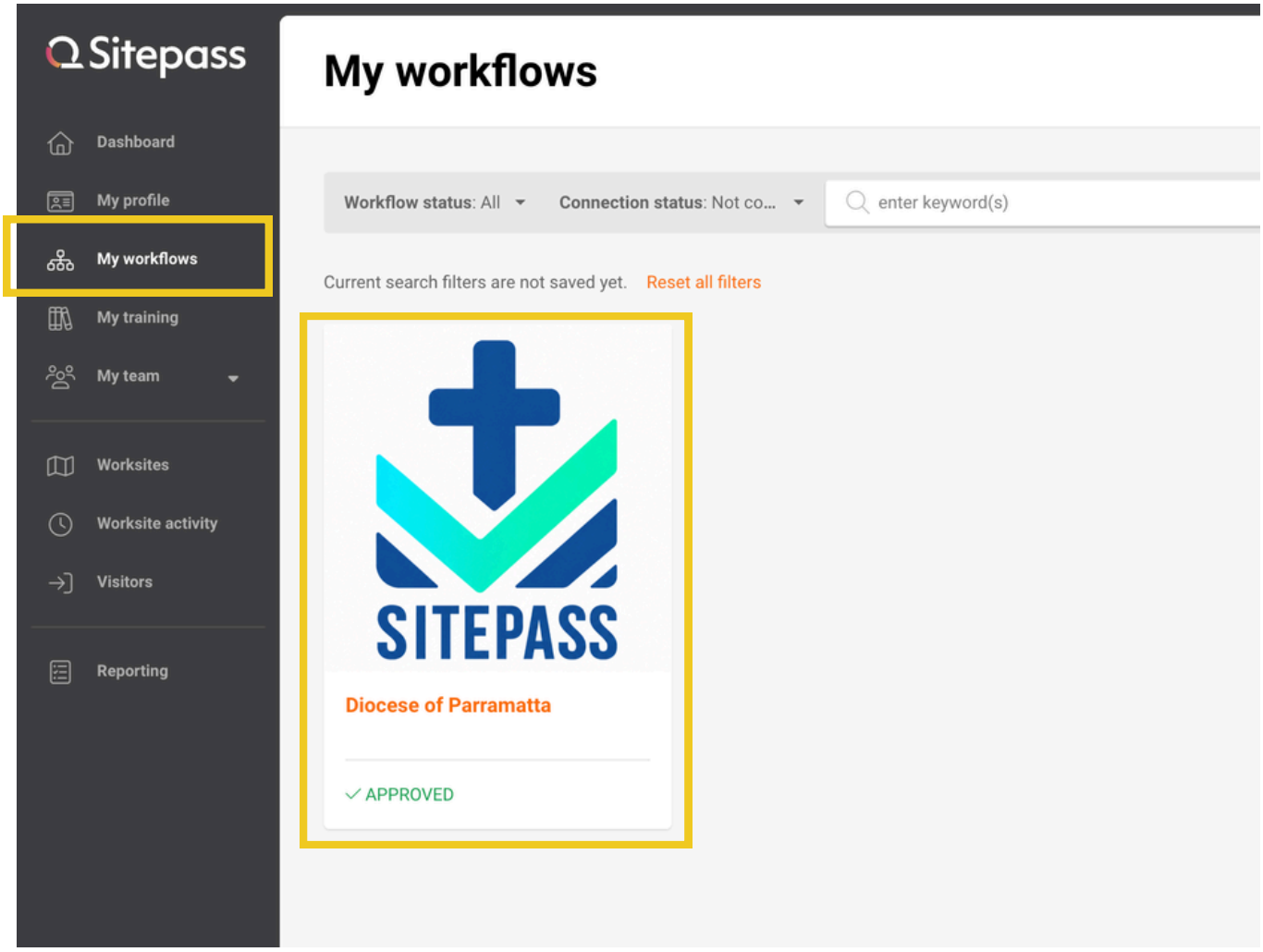


Inputting a manual visit record

Note: Please complete these steps on a desktop or laptop, not a mobile device.

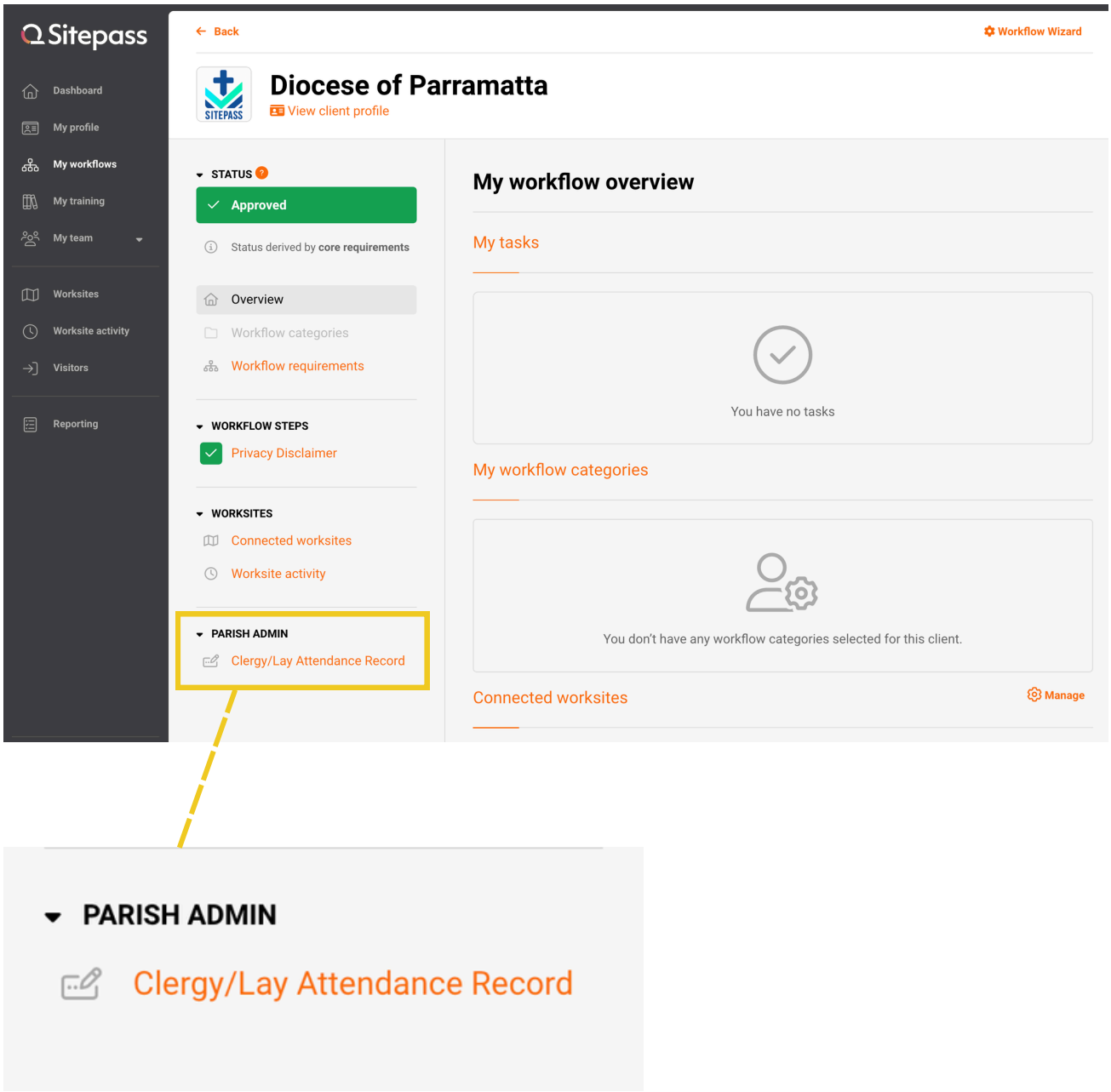
STEP 1

Click **'My workflows'** then select **'Diocese of Parramatta'**



STEP 2

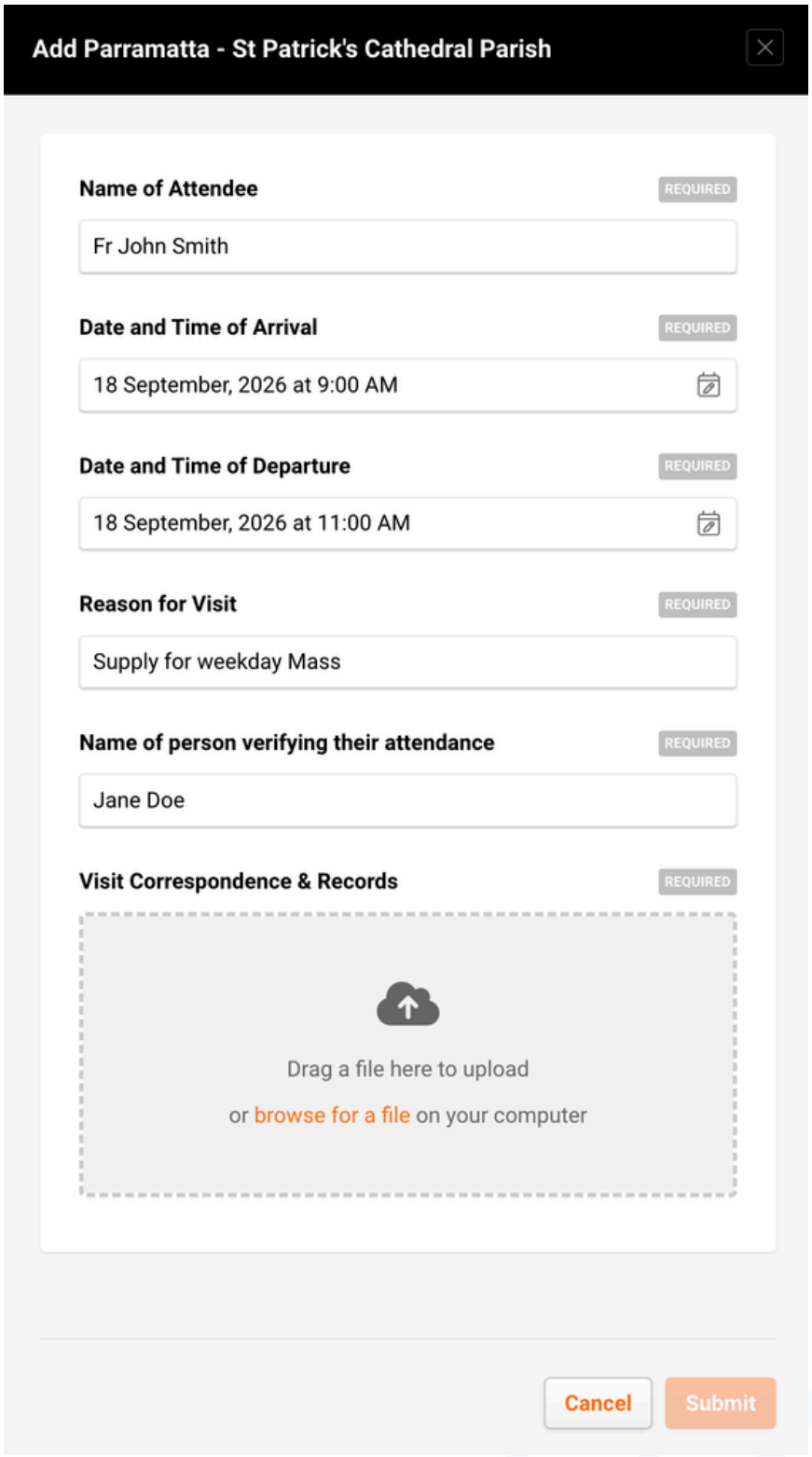
Click ‘Clergy/Lay Attendance Record’, under ‘parish admin’



STEP 4

Click '+ Add' (top right corner)

which will open a panel on the left where you complete the manual entry. Using the completed physical form, enter all required details, and upload a scanned copy of the physical form under 'Visit Correspondence & Records'. Click **Submit**.



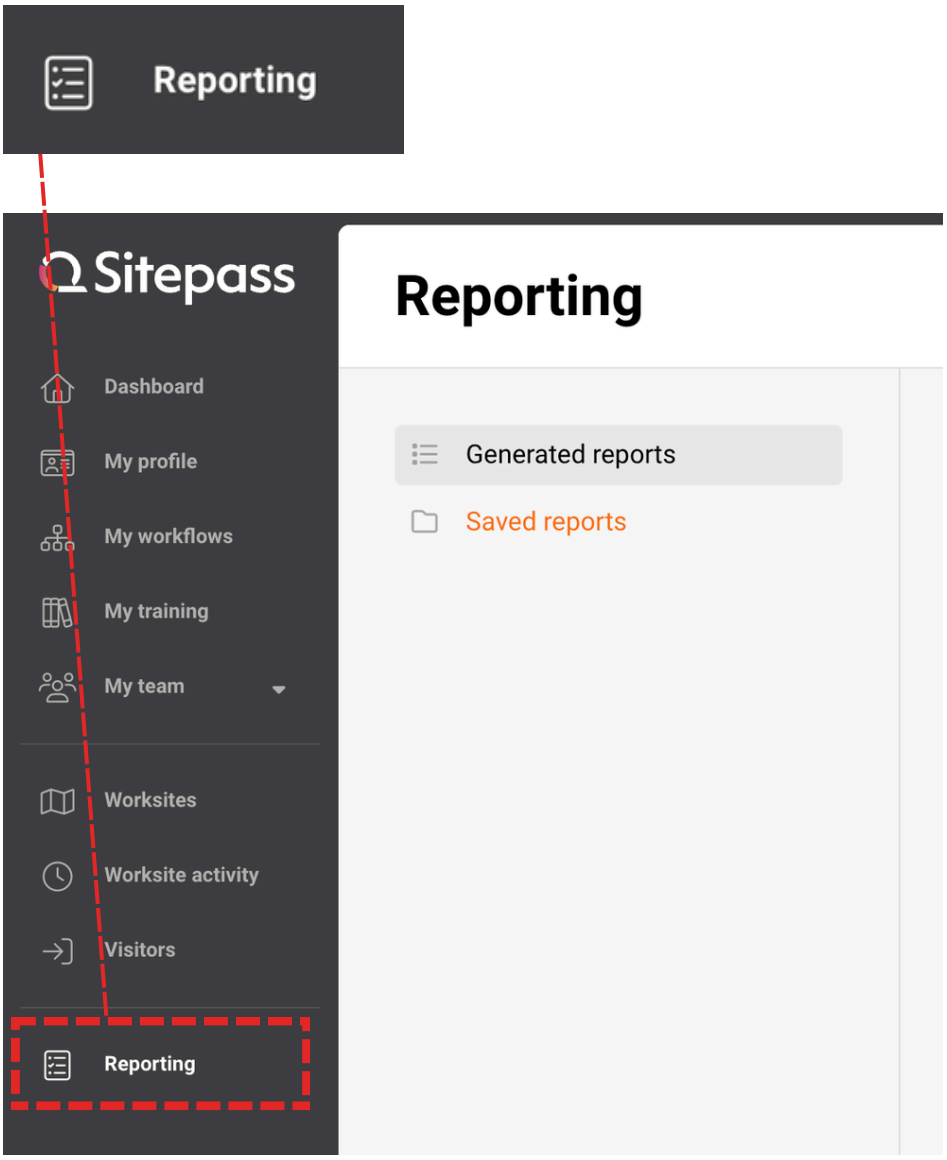
Example only

Generating a Clergy/Lay Attendance Record report

Note: Please complete these steps on a desktop or laptop, not a mobile device.

STEP 1

Once logged in, click 'Reporting'.



STEP 2

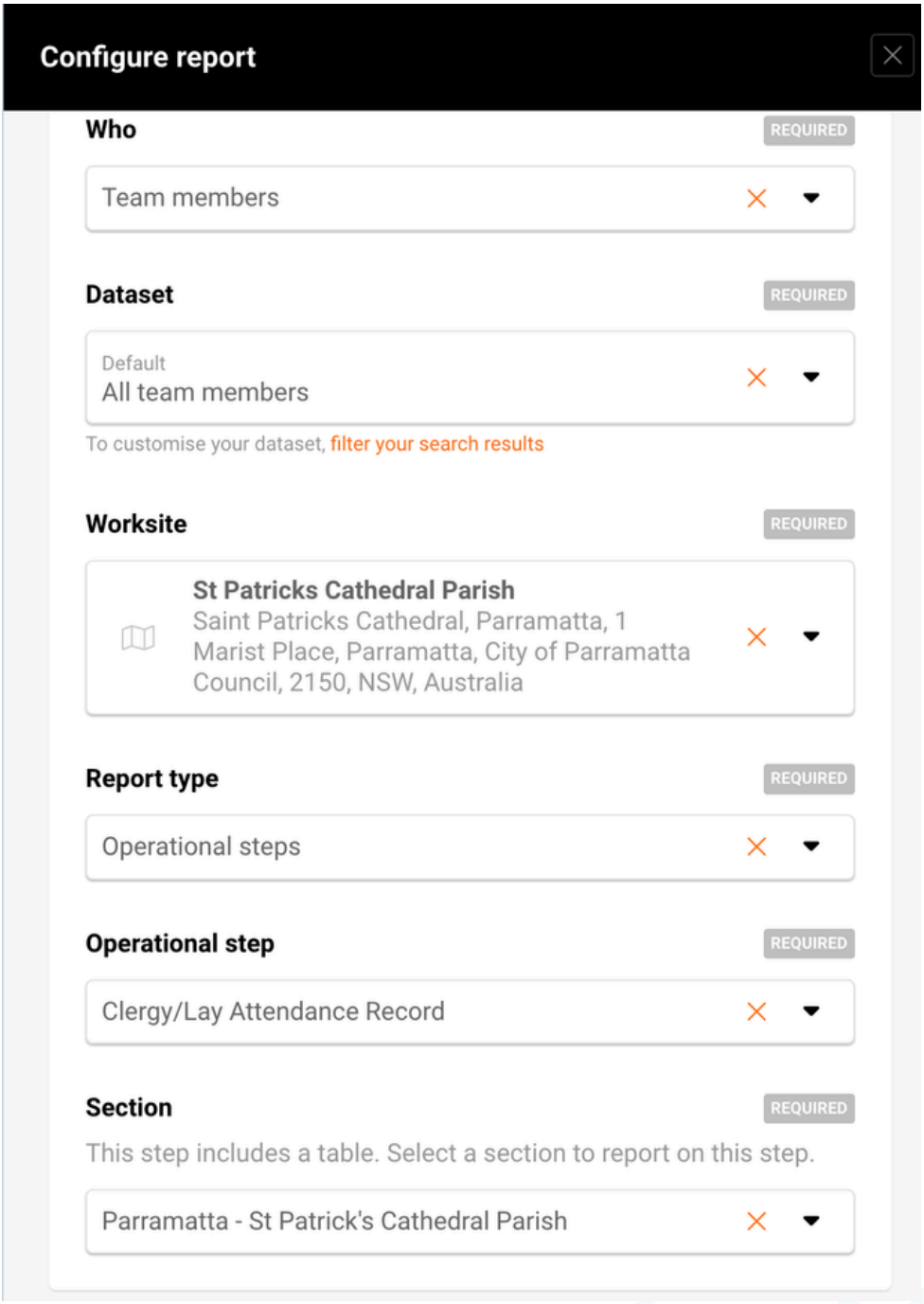
Click '+ New Report' (top right corner)



STEP 3

Configure the report using the below settings:

- Click '**Who'**, then select '**Team members**'
- Click '**Dataset**', then select '**All team members**'
- Click '**Worksite**', then select your parish, at the bottom of the drop down list under the subheading 'Active worksites', e.g. *St Patricks Cathedral Parish.*
- Click '**Report type**', then select '**Operational steps**'
- Click '**Operational step**', then select '**Clergy/Lay Attendance Record**'
- Click '**Section**', then select your parish (e.g. St Patricks Cathedral Parish)



STEP 4

Save and name the report.

Select ‘Save this report’ and under ‘Report name’, enter a filename for the report. Click **‘Save & generate’.**

