

Staff Card

Feature

Smart access, real-time tracking, and a smoother start to every workday

Print Staff Access Cards with QR Codes

Epic's **Staff Card** feature gives organisations a secure and efficient way to manage staff entry and exit—combining printed access cards with live dashboards and QR code scanning. Whether you're tracking attendance, managing site access, or simply streamlining the daily flow, this feature ensures every arrival and departure is logged with precision.

It's more than just a badge—it's your gateway to smarter workforce visibility.



Scan with Mobile

Key Functions

- **QR-Coded Access Cards:** Each staff member receives a printed access card with a unique QR code. These can be scanned at entry and exit points using a mobile device or scanner.
- **Live Dashboard Tracking:** Managers and administrators can view real-time data showing who's in or out, complete with date and time stamps—ideal for attendance, safety, and shift coordination.
- **Scan History Per Staff Member:** Every scan is logged and stored, creating a searchable record of time in/out for each individual. Perfect for audits, payroll, or compliance reviews.
- **Mobile-Friendly Scanning:** No need for bulky hardware—scanning can be done using a standard mobile phone, making it easy to implement across multiple sites.
- **Manager View & Oversight:** Managers can access a dashboard showing their team's attendance status at a glance, helping with daily planning and accountability.