



WHS UNIT

# WEBCAM OPERATING PROCEDURE

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## 1 Introduction

This procedure outlines the process for using the *Yawcam* webcam software for taking contractor employee photos for use on their identification cards in the University's contractor management system, SitePass. For further information regarding SitePass, refer to the [Contractor webpage](#).

To access this software contact ITS to download on any networked computer.

## 2 Instructions

The instructions below outline how to open and operate the software in order to capture photos.

### 2.1 Opening the Software

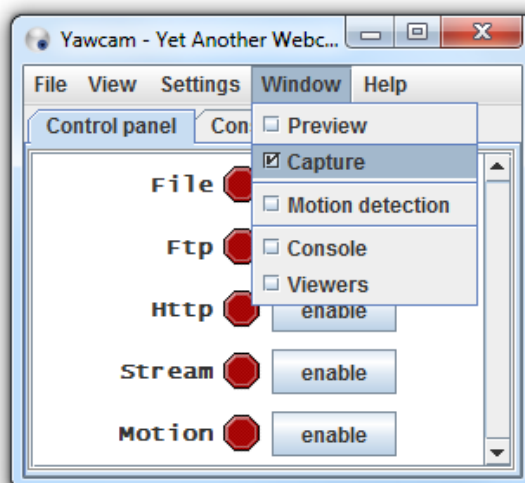
Open the Yawcam software by clicking on the shortcut (image below) located on the desktop.



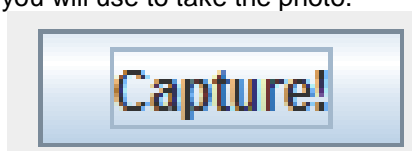
Once you open the software, two windows should appear – one should be the picture window and one should be the control panel window.

### 2.2 Adjusting Settings

In the Control Panel window, select 'Window' then 'Capture' as shown below.



Once you have selected the capture setting, the picture window should show 'Capture!' at the bottom as shown below. This is the button that you will use to take the photo.



## 2.3 Taking the Photo

To take the photo, simply position the mouse cursor on the 'Capture!' button, look directly into the webcam at the top of the screen and click 'Capture!'

After taking the photo, a new window will pop up with the captured image. Review the photo, and if it is not suitable, simply take another one until a suitable one is captured.

## 2.4 Saving the Photo

At the bottom of the captured image, there should be a 'Save' button. Click on this button and select where to save the image.

When saving the image, use your first name and surname as the file name as shown below:

Example File Name – Billy\_Bloggs

The desktop is usually a good place to store it temporarily, then once you have uploaded the photo to SitePass you can delete it from the desktop.

## 2.5 Uploading Photo to SitePass

Once you have saved your photo, it is now time to upload it to SitePass so it can be used for your identification card. If your employer has already registered you onto SitePass you simply use the account details they have provided you to log onto your account to upload the photo.

If your employer has not yet registered and you must register yourself, you will need to speak with your employer to gain access to SitePass on your employers account.

If you require assistance with registering on SitePass, contact the help desk at [contractor-management@uow.edu.au](mailto:contractor-management@uow.edu.au)

## 3 Related Documents

- [Contractor Registration Procedure](#)
- [Contractor Registration Preparation Checklist](#)

## 4 Version Control Table

Version Control	Release Date	Author/Reviewer	Approved By	Amendment
1	20130212	Michael Negendahl – Health and Safety Advisor	Darren Smith – WHS Manager	Document created.
2	20160420	Daniel Leo - WHS Advisor	Darren Smith - WHS Manager	Scheduled review. No significant changes.