



How do I add my team?

Only a contractor administrator from your company can add employees. You can add a new contact by going to:

- employees' section
- select 'add new employee'
- add their details
- select 'save'

The employee will automatically be sent an invite email with further instructions.

How much data or battery is this using?

If you are using an iPhone, ensure health & fitness is turned on to help save your iPhone battery. Our GeoTrack app only uses 50MB (a very small amount) of data over a month of full use every day.

I'm on-site, but not getting notifications?

Check the following first:

- Are you using the correct SiteSoft GeoTrack app?
- Is your data on?
- Are you logged into the GeoTrack app?
- Are your notifications enabled?
- Are your location services enabled?
- Do you have poor reception in your area?
- Have you only just gotten there?

Our GeoTrack app will only register a person being onsite if your phone GPS shows you've been within the geofence area for more than 5 mins; it may take up to 10mins.

If you have checked all of the above and are still having problems, contact the SiteSoft Tech Team on Freephone +64 800 748 763 or email support@sitesoft.com.

Do I need to scan or sign anything on-site?

No, ensure you have the GeoTrack app logged in (doesn't have to be opened), ensure all location services/notifications are enabled and data is on. Simply arrive on-site and when you have crossed the site boundary, you will receive a push notification with induction materials, risks, hazards etc. You will need to click "Acknowledge and close" and add a brief reason for your visit.

QR Codes may be utilized for some sites, but you will be notified.

Am I being charged?

No, you have a free subscription because the company that hired you as a contractor required a more robust Health & Safety solution. You get free access to the GeoTrack app and it is mandatory to use if you are going to be on a company site.

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KEY FEATURES



Multiple Platform Options

- Utilize SiteSoft GeoTrack from your computer, smartphone or tablet.
- Contractor's onsite need only to enable location services and have logged into the App once to receive site information automatically.



Automated Induction Management

- We ensure that all employees going onsite are presented with information that reduces health and safety risks.
- Induction material and hazards are automatically sent to a contractor's mobile upon crossing a site's GeoFence, requiring real time acknowledgement giving them the means to stay safe and avoid hazards.



Protect Your Staff

- SiteSoft provides a level of mechanisms to protect your workforce, provide them with site specific information, generate entrance reports, and know exactly who is on site at all times.



Stay Compliant

- Comply with the Health and Safety at Work Act 2015 (HSWA), mitigate liability, and remain compliant with current standards.



Hazard/Incident Transparency

- Keep a log of site specific incidents, hazards and their controls or how they can be avoided or mitigated.



QR Codes

- As an optional feature QR codes can be utilized within a site linked to specific information and can be scanned from within the SiteSoft GeoTrack App to add more precision to the location of contractors.



Access Management

- Provides reporting of people on site.



GeoTracking

- SiteSoft enables registration of all regular site visitors, staff and contractors by using "Geo-fence" technology to automatically track, time and date-stamp access on and off workplaces.



Document Management

- Make documents required mandatory for upload, ID Photo, certifications, insurance;
- The system ensures that all documents loaded into the system remains current e.g. send out notifications when the documents are about to expire.



Powerful Reporting

- The system generates detailed reports for any site, log contractor entries/exits, time onsite, reason for visit and more.
- See who is on a site at any one time, access their information, documentation and contact details.



Emergency Plans & Protocol

- Emergency plans are made accessible for those on site through the SiteSoft GeoTrack App. Contractor or staff movements are visible for attendance certification or tracking in the event of a site evacuation.



Saves Time

- Manual sign-ins/sign outs are no longer required saving money by reducing wasted contractor time and associated chargeable costs.



Tablet Kiosk App

- A tablet app that can be used for sites where contractors are not allowed to install apps on their mobile phones, to have contractors sign in at the site.

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