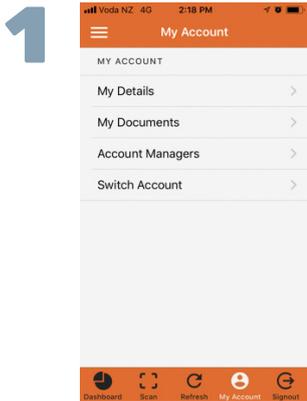


As a business administrator within the SiteSoft solution you have the responsibility of keeping your account details up to date and creating new employee accounts when needed.

Use this guide to help manage your employee details.

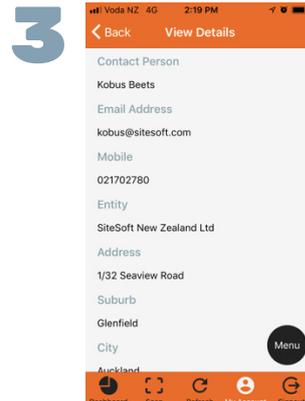
Download the SiteSoft GeoTrack mobile app to get started.

Please make sure notifications, location services, and motion and fitness for iPhones are completely enabled after downloading the app in order to save battery while allowing the app to function properly. Please make sure data is on for the duration of your time on site.



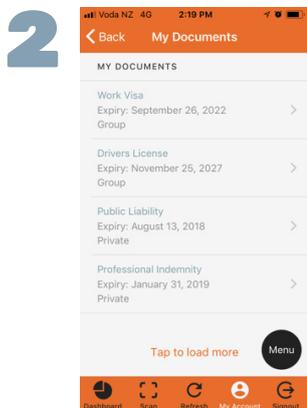
**1** Keep your account up to date by going to **My Account** in the set of tabs at the bottom of the mobile app screen when logged in. You will see a some account related options. Start with the **My Details** option and complete the full form as well as entering a new, more familiar account password that you can remember.

Tap the **menu** fab and then tap the **edit** fab item. The account details edit screen will open up where you can make your changes.



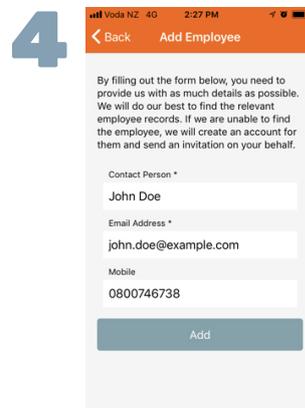
**3** Next, add all your employees that are going to visit the sites of the companies that employ your services.

Click on the **Dashboard** icon at the bottom left of the screen, then on **My Employees** down the dashboard list. You can also access it from the sidebar menu.



**2** When your account is updated, go back and tap the **My Documents** option.

Tap the **menu** fab and then tap the **Add Document** fab item to create and upload all public company documents e.g. public liability, professional indemnity, work health and safety etc. Make sure that these documents are visible to the companies employing your services.



**4** After entering the contact person and email address fields, you can click the **add** button to save the employee record.

Your employee will automatically be linked to the sites of the company that employed your services. All they have to do is download the SiteSoft GeoTrack mobile app, sign in and go onsite.

Contact SiteSoft support if you need any assistance.