SiteSoft GEOTRACK

My Account

AUGUST 2018

ON-BOARDING GUIDE CONTRACTOR ADMINISTRATORS WEB VERSION

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. Go to https://app.sitesoft.com/signin to get started.

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Keep your account up to date by going to **My** Account in the top right corner of the web app. You will see a few tabs on the page that loads. Start with the **My Account** tab and complete the full form as well as entering a new, more familiar account password that you can remember.

User Login Credentials
support@snesoff.com
Leave the password field empty unless you want to update your password.
Password
Confirm Password
User Details
Contact Person *
Kobus Beets
Mobile *
0800748763
Company Name *
SiteSoft New Zealand Ltd

When your account is updated, go to the **My Documents** tab 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.

My Account My Documents Account	Int Managers Switch Account		
My Documents New Document		Search	Search
Name	Туре	Expiry Date	Actions
Work Visa	Work Visa	2022-09-26	0/1
Drivers License	Drivers License	2027-11-25	0/1
Public Liability	Public Liability	2018-08-13	0/1
Professional Indemnity	Professional Indemnity	2019-01-31	0/1
	Click to load more		
Name	Туре	Expiry Date	Actions

Next, add all your employees that are going to visit the sites of the companies that employ your services. Click on **My Employees**, then on **Add My Employee** to add your employees.

After entering the contact person and email address fields, you can click the save button to save the employee record. Your employee will automatically be linked to the sites of the company that employed your services.

The only thing your employees (that are going onsite) have to do is download the SiteSoft GeoTrack mobile app, sign in and go onsite.

GEOTRACK		Employees / Add
Dashboard	~	
Sites	~	Employee Form Contact Person *
Contractor Businesses	~	John Doe
		Email Address *
My Employees	^	jonn.doe@example.com
		Mobile
All My Employees		0800748763
Add My Employee		Entity Name
Import My Employees		Example Ltd

3.1 You can *optionally upload a csv file containing records of all your employees if you want to import them in bulk. Click on **Import My Employees** in the sidebar to import your employees from a csv file.

At any time you can follow the onscreen instructions for each of these screens for further details.

Contact SiteSoft support if you need any assistance.



Contact Us +64 800 748 763 www.SiteSoft.com Email Us support@sitesoft.com



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