

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.

- 1 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.

- 2 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.

Name	Type	Expiry Date	Actions
Work Visa	Work Visa	2022-09-26	👁️ ✏️ 🗑️
Drivers License	Drivers License	2027-11-25	👁️ ✏️ 🗑️
Public Liability	Public Liability	2018-08-13	👁️ ✏️ 🗑️
Professional Indemnity	Professional Indemnity	2019-01-31	👁️ ✏️ 🗑️

- 3 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.

- 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.

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