## SiteSoft **GEOTRACK**

AUGUST 2018

## **ON-BOARDING GUIDE EMPLOYEE ACCOUNT DETAILS MOBILE VERSION**

As a an employee user within the SiteSoft solution you have the responsibility of keeping your account details and competency documents up to date.

Use this guide to help manage your account 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.

HI Voda Nž		2:18 PM y Accou	nt	4 0 💼)
MY ACC	COUNT			
My De	tails			>
My Do	cument	ts		>
Accou	nt Mana	agers		>
Switch	n Accou	nt		>
4	53	С	θ	G
Dashboard	Scan	Refresh	My Account	Signout

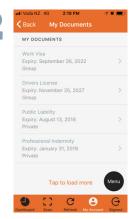
Keep your account up to date by going to My Account in the set of tabs at the bottom of the mobile app screen when logged in. You will see a some account related options. Start with the My Details option and complete the full form as well as entering a new, more familiar account password that you can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

=	Dashboard
	You are Onsite
0	SiteSoft Head Office Tap to acknowledge the site induction 19 Como St, Takapuna, Auckland 0622, New Zealand
Co	mplete the following tasks
GI	ENERAL
IN	DUCTIONS
н	ealth & Safety General Induc'
н	ealth & Safety General Induc

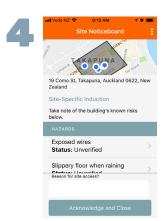
Next, complete all uncompleted tasks listed on your dashboard.

Click on the **Dashboard** icon at the bottom left of the screen. At the top you will see a list of all uncompleted tasks. Tap on each task to complete it.



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

Tap the menu fab and then tap the Add Document tab item to create and upload all your competency documents e.g. your work visa, driver's license, passport, SiteSafe certificates etc. Make sure that these documents are visible to the companies employing your services.



When you completed steps 1-3 then you are ready to go onsite.

When you are onsite, you will see the site at the top of your dashboard. You need to tap it and acknowledge the site specific induction. During that process you will be presented with the site specific induction including a list of site hazards.

Stay safe.

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



Contact SiteSoft support if you need any assistance.

L11, 19-21 Como St, Takapuna, Auckland Proud member of

Property Council TIT New Zealand