SiteSoft GEOTRACK

My Docu

m My Account

AUGUST 2018

ON-BOARDING GUIDE EMPLOYEE ACCOUNT DETAILS WEB 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.

Search

Use this guide to help manage your account details. <u>Go to https://app.sitesoft.com/signin to get started.</u>

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.

Account Managers Switch Account

My Account	My Documents	Account Managers	Switch A
User Login Enal Address * support@she	Credentials		
Leave the pa password.	ssword field empty u	nless you want to update	e your
Password			
Confirm Pas	sword		
User Detai	Is		
Contact Person * Kobus Beets			
Mobile *			
0800748763			
Company Name SiteSoft New	Zealand Ltd		

MacBook Air

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

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	◎ / ∎		
Drivers License	Drivers License	2027-11-25	◎/∎		
Public Liability	Public Liability	2018-08-13	⊙∕∎		
Professional Indemnity	Professional Indemnity	2019-01-31	◎ / ▮		
Click to load more					
Name	Туре	Expiry Date	Actions		

Contact SiteSoft support if you need any assistance.



Contact Us +64 800 748 763 www.SiteSoft.com





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Complete any additional tasks listed on your dashboard by clicking on them. All uncompleted task will take you to a different section of the application which you need to complete.

Site <mark>Soft</mark>			
GEOTRACK		Induction Courses	
Dashboard	^	Health & Safety General Induction / Not Started	
Show Dashboard			
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