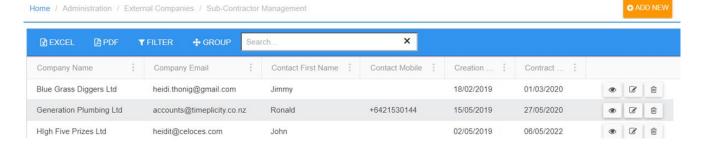
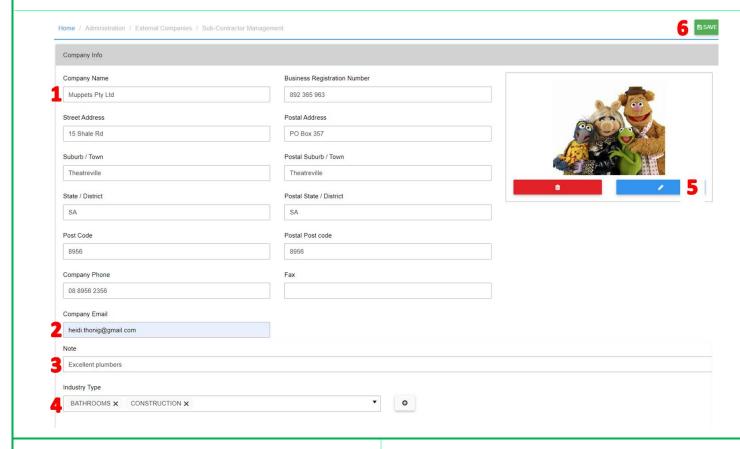


These are setup and managed in Administration/External Companies/Sub-Contractor Management.

Double click any line item or select to edit existing entries. Click +ADD NEW.

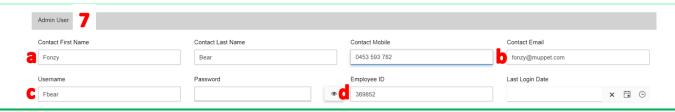


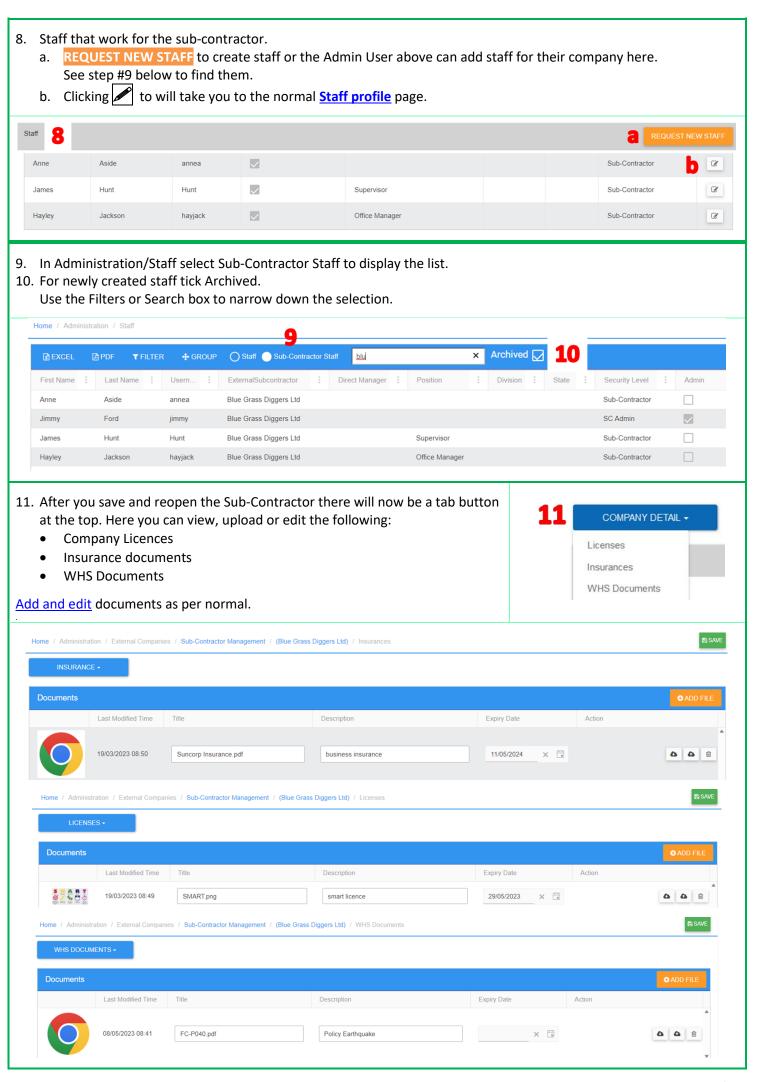
- 1. Enter the Company Name, ABN, Address and Phone number details.
- 2. Complete the Company email field.
- 3. Enter any notes as required.
- 4. Select Industry Types if required. Click to add any new ones.
- 5. Upload an image for the company.
- 6. When you've finished the setup click 🖫 SAVE.

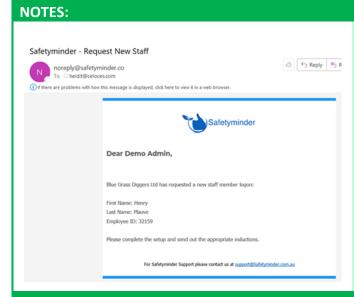


- 7. Admin User this user can logon, request staff and add/update documents etc. If this is not required, then make the contact email an internal one (it can be changed later if you want them to receive notifications).
 - a. Enter Name Details.
 - b. Enter Contact details email is mandatory.
 - c. Type in a Username, leave the password blank.
 - d. If details are available enter an Employee ID.

NOTE: if you change the username it will create a new SC Admin user and resend the email to the Contact Email.





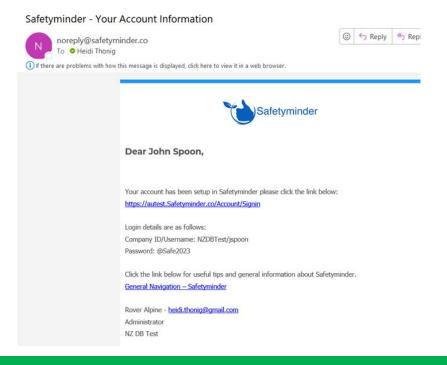


- When a Sub-Contractor admin user makes a request for new staff you will receive this email.
- These users are NOT enabled so in the staff grid you will need to tick the Archived box to see them.
- Use the search box to find a specific entry.



NOTES re your Sub-Contractor logon:

- Sub-Contractor Admin User instructions can be found in the link below:
 Sub-Contractor Admin User Safetyminder
- If you are completing their setup then put your email in the admin user email field. When you want them to receive notifications then change it as required.
- These users will only see their company details, documents and staff profiles if they logon.
- They can edit and update staff, add licences, training certificates etc.
- When they click 🖫 SAVE on a staff profile they will return to their Company Details tab.
- When you click save and have added Sub-Contractor Admin User details in step #7 above this user will receive an email with logon details and links to the help files. If you use your email address then this will come to you and can be ignored.





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Jan-25