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.

8. Staff that work for the sub-contractor.
    a. **REQUEST NEW STAFF** to create staff or the Admin User above can add staff for their company here. See step #9 below to find them.
    b. Clicking ✏ to will take you to the normal **Staff profile** page.

Staff **8**							**a** REQUEST NEW STAFF
Anne	Aside	annea	☑			Sub-Contractor	**b** ✎
James	Hunt	Hunt	☑	Supervisor		Sub-Contractor	✎
Hayley	Jackson	hayjack	☑	Office Manager		Sub-Contractor	✎

9. In Administration/Staff select Sub-Contractor Staff to display the list.
10. For newly created staff tick Archived.
    Use the Filters or Search box to narrow down the selection.

Home / Administration / Staff

9 ... **10**

				EXCEL	PDF	▼ FILTER	✛ GROUP	○ Staff ● Sub-Contractor Staff	blu ✕	Archived ☑

First Name	Last Name	Usern...	ExternalSubcontractor	Direct Manager	Position	Division	State	Security Level	Admin
Anne	Aside	annea	Blue Grass Diggers Ltd					Sub-Contractor	☐
Jimmy	Ford	jimmy	Blue Grass Diggers Ltd					SC Admin	☑
James	Hunt	Hunt	Blue Grass Diggers Ltd		Supervisor			Sub-Contractor	☐
Hayley	Jackson	hayjack	Blue Grass Diggers Ltd		Office Manager			Sub-Contractor	☐

11. After you save and reopen the Sub-Contractor there will now be a tab button at the top. Here you can view, upload or edit the following:
    - Company Licences
    - Insurance documents
    - WHS Documents

11 COMPANY DETAIL ▾
  Licenses
  Insurances
  WHS Documents

Add and edit documents as per normal.
.

Home / Administration / External Companies / Sub-Contractor Management / (Blue Grass Diggers Ltd) / Insurances   ⊟ SAVE

INSURANCE ▾

Documents					● ADD FILE
	Last Modified Time	Title	Description	Expiry Date	Action
🌐	19/03/2023 08:50	Suncorp Insurance.pdf	business insurance	11/05/2024 ✕ 🗓	☁ ☁ 🗑

Home / Administration / External Companies / Sub-Contractor Management / (Blue Grass Diggers Ltd) / Licenses   ⊟ SAVE

LICENSES ▾

Documents					● ADD FILE
	Last Modified Time	Title	Description	Expiry Date	Action
SMART	19/03/2023 08:49	SMART.png	smart licence	29/05/2023 ✕ 🗓	☁ ☁ 🗑

Home / Administration / External Companies / Sub-Contractor Management / (Blue Grass Diggers Ltd) / WHS Documents   ⊟ SAVE

WHS DOCUMENTS ▾

Documents					● ADD FILE
	Last Modified Time	Title	Description	Expiry Date	Action
🌐	08/05/2023 08:41	FC-P040.pdf	Policy Earthquake	✕ 🗓	☁ ☁ 🗑

NOTES:

- 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.