





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**.

Home / Administration / External Companies / Sub-Contractor Management

**+ADD NEW**

EXCEL	PDF	FILTER	GROUP	Search...		
Company Name	Company Email	Contact First Name	Contact Mobile	Creation ...	Contract ...	
Blue Grass Diggers Ltd	heidi.thonig@gmail.com	Jimmy		18/02/2019	01/03/2020	
Generation Plumbing Ltd	accounts@timeplicity.co.nz	Ronald	+6421530144	15/05/2019	27/05/2020	
Hgh Five Prizes Ltd	heidit@celoces.com	John		02/05/2019	06/05/2022	

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**.

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**6** **SAVE**

**1** Company Name: Muppets Pty Ltd

Business Registration Number: 892 365 963

Street Address: 15 Shale Rd

Postal Address: PO Box 357

Suburb / Town: Theatreville

Postal Suburb / Town: Theatreville

State / District: SA

Postal State / District: SA

Post Code: 8956

Postal Post code: 8956

Company Phone: 08 8956 2356

Fax:

Company Email: **2** heidi.thonig@gmail.com

Note: **3** Excellent plumbers

Industry Type: **4** BATHROOMS x CONSTRUCTION x

**5**

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.

**7** Admin User

**a** Contact First Name: Fonzy

Contact Last Name: Bear

Contact Mobile: 0453 593 782

**b** Contact Email: fonzy@muppet.com


**c** Username: Fbear


Password:

**d** Employee ID: 369852

Last Login Date:

8. Staff that work for the sub-contractor.

- 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.
- Clicking  to will take you to the normal [Staff profile](#) page.

Staff <span style="float: right;">a <b>REQUEST NEW STAFF</b></span>							
Anne	Aside	annea	<input checked="" type="checkbox"/>			Sub-Contractor	b 
James	Hunt	Hunt	<input checked="" type="checkbox"/>	Supervisor		Sub-Contractor	
Hayley	Jackson	hayjack	<input checked="" type="checkbox"/>	Office Manager		Sub-Contractor	

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

Home / Administration / Staff

**9**

<span>EXCEL PDF FILTER GROUP</span> <span>Staff <input type="radio"/> Sub-Contractor Staff <input checked="" type="radio"/></span> <span>blu</span> <span>Archived <input checked="" type="checkbox"/></span> <span style="float: right;"><b>10</b></span>											
First Name	Last Name	User...	ExternalSubcontractor	Direct Manager	Position	Division	State	Security Level	Admin		
Anne	Aside	annea	Blue Grass Diggers Ltd					Sub-Contractor	<input type="checkbox"/>		
Jimmy	Ford	jimmy	Blue Grass Diggers Ltd					SC Admin	<input checked="" type="checkbox"/>		
James	Hunt	Hunt	Blue Grass Diggers Ltd		Supervisor			Sub-Contractor	<input type="checkbox"/>		
Hayley	Jackson	hayjack	Blue Grass Diggers Ltd		Office Manager			Sub-Contractor	<input type="checkbox"/>		

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

[Add and edit](#) documents as per normal.





**11** **COMPANY DETAIL** ▾

- Licenses
- Insurances
- WHS Documents

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
	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:

Safetyfinder - Request New Staff

noreply@safetyfinder.co  
To: heidi@celoces.com

If there are problems with how this message is displayed, click here to view it in a web browser.

Safetyfinder

Dear Demo Admin,

Blue Grass Diggers Ltd has requested a new staff member logon:

First Name: Henry  
Last Name: Mauve  
Employee ID: 32159

Please complete the setup and send out the appropriate inductions.

For Safetyfinder Support please contact us at [support@safetyfinder.com.au](mailto:support@safetyfinder.com.au)

- 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.

Home / Administration / Staff

EXCEL PDF FILTER GROUP Staff Sub-Contractor Staff

First Name	Last Name	Users	ExternalSubcontractor	Direct Manager	Position	Division
Henry	Mauve	henrym	Blue Grass Diggers Ltd		Supervisor	

## NOTES re your Sub-Contractor logon:

- Sub-Contractor Admin User instructions can be found in the link below:  
[Sub-Contractor Admin User – Safetyfinder](#)
- 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.

Safetyfinder - Your Account Information

noreply@safetyfinder.co  
To: Heidi Thonig

If there are problems with how this message is displayed, click here to view it in a web browser.

Safetyfinder

Dear John Spoon,

Your account has been setup in Safetyfinder please click the link below:  
<https://autest.safetyfinder.co/Account/Signin>

Login details are as follows:  
Company ID/Username: NZDBTest/jspon  
Password: @Safe2023

Click the link below for useful tips and general information about Safetyfinder.  
[General Navigation – Safetyfinder](#)

Rover Alpine - [heidi.thonig@gmail.com](mailto:heidi.thonig@gmail.com)  
Administrator  
NZ DB Test

