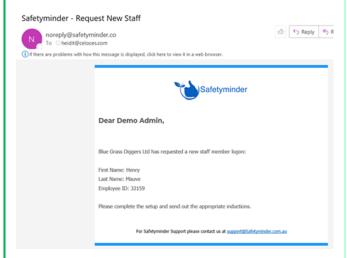
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ese are setup and managed in a buble click any line item or select				anagement.	
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Company Name Company E	mail Contact First Name	Contact Mobile	Creation	Contract	
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HIgh Five Prizes Ltd heidit@celoo			02/05/2019	06/05/2022	 Ø Ø Ø Ø
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Company Info					
Company Name	Business Registration Numbe	r	[
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Street Address	Postal Address				
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8956	8956				
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a. REQ see s	JEST NEW ST tep #9 below	if you are ad	ised by the Adr Iding staff dire	nin User above to ac ctly. <mark>aff profile</mark> page.	dd staff for	this sub-	contractor.	
Staff Q							-	
			_					UEST NEW STAFF
Anne	Aside	annea					Sub-Contractor	
James	Hunt	Hunt		Supervisor			Sub-Contractor	C
Hayley	Jackson	hayjack		Office Manager			Sub-Contractor	C
			Sub-Contractor rrow down the	Staff to display the selection.	list.			
Home / Administrati	ion / Staff		9					
EXCEL 🖪	PDF T FILTER	♣ GROUP St	aff 🥚 Sub-Contractor Sta	ff blu	× Archiv	ed 🗌		
First Name	Last Name 🕴 U	Jsern Extern	alSubcontractor	Direct Manager Position	: Divis	ion Sta	ate Security Level	Admin
Anne	Aside a	nnea Blue G	rass Diggers Ltd				Sub-Contractor	
Jimmy	Ford ji	mmy Blue G	rass Diggers Ltd				SC Admin	\checkmark
James	Hunt H	lunt Blue G	rass Diggers Ltd	Supervisor			Sub-Contractor	
Hayley	Jackson h	ayjack Blue G	rass Diggers Ltd	Office Man	ager		Sub-Contractor	
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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.

EXCEL		T FILTER	🕂 GROUP	Staff O Sub-Contra		aff b(×	Archived
First Name	Last	Name :	Usern	ExternalSubcontractor	:	Direct Manager	Position	1	Division
Henry	Mauv	e	henrym	Blue Grass Diggers Ltd			Supervisor		

NOTES re your Sub-Contractor logon:

- Sub-Contractor Admin User instructions can be found in the link below: <u>Sub-Contractor Admin User – Safetyminder</u>
- These users will only see their company details, documents and staff profiles.
- 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.

