





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		
High 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**.

Home / Administration / External Companies / Sub-Contractor Management

6 **SAVE**

Company Info


1 Company Name	Muppets Pty Ltd	Business Registration Number	892 365 963	 5
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	heidi.thonig@gmail.com			
Note	Excellent plumbers			
Industry Type	4 BATHROOMS x CONSTRUCTION x			

7. Admin User
 - 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.

Admin User **7**

a Contact First Name	Fonzy	Contact Last Name	Bear	Contact Mobile	0453 593 782	Contact Email	fonzy@muppet.com
c Username	Fbear	Password		Employee ID	d 369852	Last Login Date	

8. Staff that work for the sub-contractor.

- a. **REQUEST NEW STAFF** will be used by the Admin User above to add staff for this sub-contractor. see step #9 below if you are adding staff directly.
- b. Clicking  to will take you to the normal [Staff profile](#) page.

Staff	8	a	REQUEST NEW STAFF						
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		

9. In Administration/Staff select the Sub-Contractor Staff to display the list. Use the Filters or Search box to narrow down the selection.

Home / Administration / Staff

9

EXCEL PDF FILTER GROUP Staff Sub-Contractor Staff Archived

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"/>

10. 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.

10




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

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

- 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](#)
- 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.

- 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.

Safetyfinder - Your Account Information

noreply@safetyfinder.co
To: Heidi Thonig

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
Administrator
NZ DB Test

