



Here you will be able to manage your company documentation and staff for a main contractor. Once an admin user has been created by the main company an email with a link and logon details is sent to you. Click on the link and enter the "Company ID/Username" and password as provided, then click **LOGIN**.



Dear John Spoon,

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

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

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

Rover Alpine - heidi.thonig@gmail.com
Administrator
NZ DB Test



Company ID/Username

Password

[Forgot Password](#)

[Need Help ?](#)

A. Company Details

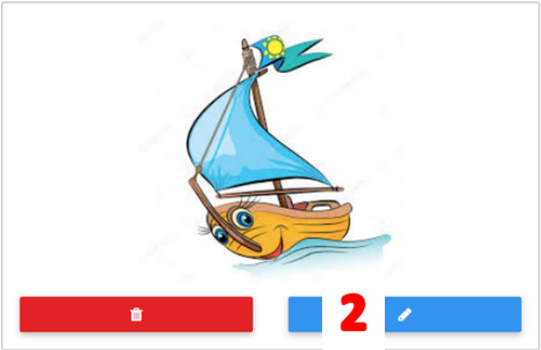
1. When you login your company information page will be displayed with all your address and contact details for you to enter and update as required.
2. Click  to upload a company logo.
3. To save any changes made click  **SAVE**.



SafetyMinder Dashboard Timeminder Registers Create Job Docs Reports Documents Help Knowledge-Base blakeh

Home / Administration / External Companies / Sub-Contractor Management / (Sailing HQ) / Edit **3** SAVE

COMPANY DETAIL

Company Info 1

Company Name Sailing HQ	Business Registration Number SC890	
Street Address 23 Green St	Postal Address PO Box 90	
Suburb / Town Ocean View	Postal Suburb / Town Grayville	
State / District NSW	Postal State / District SA	
Post Code 5623	Postal Post code 5623	
Company Phone 89562356	Fax	


 2 

4. The Admin User is your logon, set a new password or change contact details as required.

Admin User **4**

Contact First Name Blake	Contact Last Name Harold SHQ	Contact Mobile 0404050606	Contact Email heidit@celoces.com
Username blakeh	Password Set new password	Employee ID	Last Login Date



5. In the Staff section you can add and manage your staff.

6. Click  to update any details, load licences, certificates etc as required - see section B.

7. Click **REQUEST NEW STAFF** to add new staff, an email is sent to the main company to action your request.

8. New Staff will need to be enabled by the main company.

Staff **5** **7** **REQUEST NEW STAFF**

Firstname	Lastname	Username	Enabled	Position	Divisions	Region	Security Level	
Evil	Kenevil SHQ	EvilK	<input checked="" type="checkbox"/>	Service Technician			Sub-Contractor	6 
Jane	Ford Sail	SMSubDemo	<input checked="" type="checkbox"/>				Sub-Contractor	
Sally	Hope	sallyh	8 <input type="checkbox"/>	Service Technician			Sub-Contractor	

7. Request New Staff:

- Type in a Username.
- Complete First and Last name.
- Enter mobile no, email and address details.
- Select a position and if required enter an Employee ID.
- Click **SAVE**.

NOTE: Email and Position are mandatory fields and must be completed.

Request New Staff

a Username
henrym

b Firstname Henry Lastname Mauve

c Mobile 0453 625 365 **Email** henry@bluegrass.com

Street Address 89 Jackline Road Suburb / Town Gravy Town

State / District QLD Post Code 3652

d PositionID Supervisor EmployeeID 32159

e **SAVE** CANCEL

9. Clicking on the Company Detail tab will show you sub menus to add the following:







- Licences
- Insurances
- WHS Documents
- In each section to upload more files click **+ADD FILE**.
- Or use the [upload/download, delete buttons](#).

9 **COMPANY DETAIL** ▾

- Licences
- Insurances
- WHS Documents




LICENSES - **a**

Documents **d** **+ADD FILE**

Last Modified Time	Title	Description	Expiry Date	Action
15/12/2020 04:20	actions1.png	Contractors Licence	30/11/2024	  
21/12/2022 06:42	plumb lic.jpg	Plumbing licence	30/12/2025	e   




INSURANCE - **b**

Documents **+ADD FILE**

Last Modified Time	Title	Description	Expiry Date	Action
21/12/2022 06:43	Ins Work Cover.jpg	Work Cover Ins	26/02/2024	  

WHS DOCUMENTS - **c**

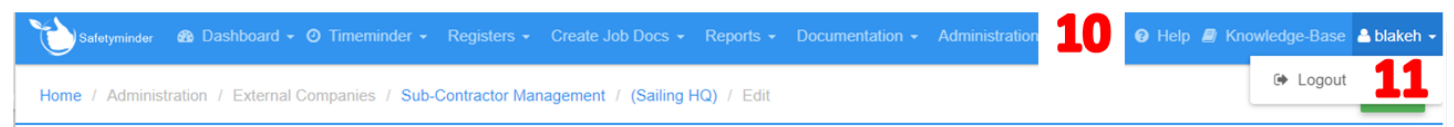
Documents **+ADD FILE**

Last Modified Time	Title	Description	Expiry Date	Action
21/12/2022 06:44	preview (17).pdf	SWMS New	28/04/2026	  

10. For assistance click Help or Knowledge Base.

11. When you're finished click on your username in the top right and select LOGOUT.

NOTE: All other menus will be greyed out and not available.



B. Staff Profiles

Personal Details:

1. Update or change any Personal Details as required.
2. User Settings won't usually require any changes.
3. Update any Address & Communication Settings as required.
4. When you click **SAVE** this will return you to the Company Detail page as per above.
5. Click on **PERSONAL DETAILS** to see further options.

Here you will be able to load [Inductions](#), [Licences](#) and [Training](#) etc. as required.

PERSONAL DETAILS **5**

- Change History
- Employee Induction Checklist
- Group Requirements
- Inductions
- Licenses
- Medical Issue & Injury History
- Skills & Competencies
- Training

This link takes you to all the staff profile KB articles: [Staff – SafetyMinder](#).

