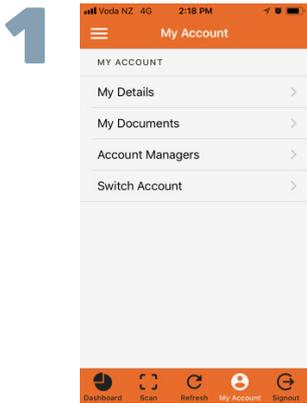


As an employee user within the SiteSoft solution you have the responsibility of keeping your account details and competency documents up to date.

Use this guide to help manage your account details.

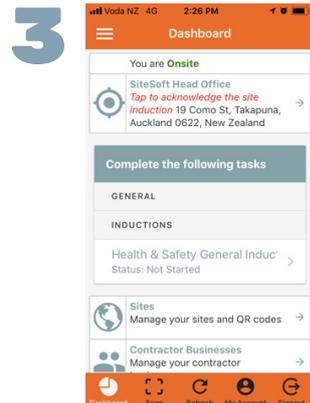
Download the SiteSoft GeoTrack mobile app to get started.

Please make sure notifications, location services, and motion and fitness for iPhones are completely enabled after downloading the app in order to save battery while allowing the app to function properly. Please make sure data is on for the duration of your time on site.



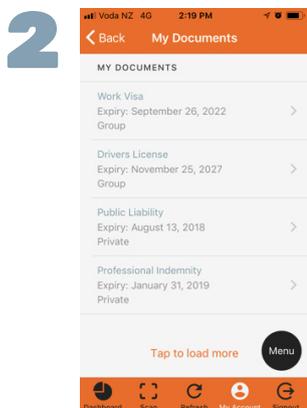
1 Keep your account up to date by going to **My Account** in the set of tabs at the bottom of the mobile app screen when logged in. You will see a some account related options. Start with the **My Details** option and complete the full form as well as entering a new, more familiar account password that you can remember.

Tap the **menu** fab and then tap the **edit** fab item. The account details edit screen will open up where you can make your changes.



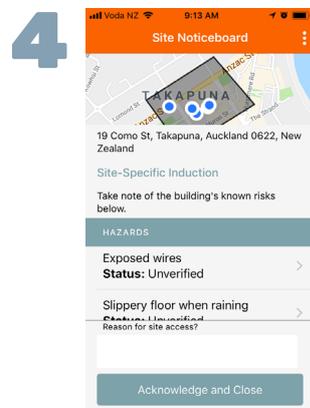
3 Next, complete all uncompleted tasks listed on your **dashboard**.

Click on the **Dashboard** icon at the bottom left of the screen. At the top you will see a list of all uncompleted tasks. Tap on each task to complete it.



2 When your account is updated, go back and tap the **My Documents** option.

Tap the **menu** fab and then tap the **Add Document** tab item to create and upload all your competency documents e.g. your work visa, driver's license, passport, SiteSafe certificates etc. Make sure that these documents are visible to the companies employing your services.



4 When you completed steps 1-3 then you are ready to go onsite.

When you are onsite, you will see the site at the top of your dashboard. You need to tap it and acknowledge the site specific induction. During that process you will be presented with the site specific induction including a list of site hazards. Stay safe.

Contact SiteSoft support if you need any assistance.

