

GeelongPort Donesafe

End User How To Guide – Business Admin

Introduction

Purpose of guide

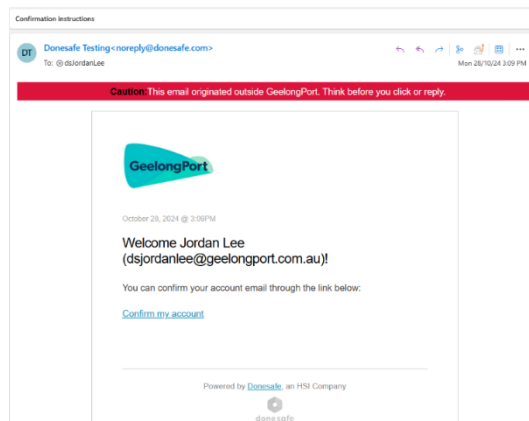
This how to guide is intended as a short form version of the more detailed [GeelongPort Donesafe – End User Documentation](#) for external GeelongPort users. The guide has been broken into key parts to explain each part of the process. Please note that areas of the guide will be relevant depending on what role you have – i.e. a Business Administrator or a Worker and are reflected in the key modules within the system – Businesses, Workers and Site Access Inductions. For further clarity on definitions used within the system, please refer to the glossary in the [GeelongPort Donesafe – End User Documentation](#).

For any questions related to the system, please contact donesafe@geelongport.com.au.

Production access to Donesafe is <https://geelongport.donesafe.com/>

Account setup / forgot password

You will receive two email notification when you have been invited to the system. Click the link in the confirmation email “confirm my account” and follow the instructions.



Confirmation email

If you try to reset your password (forgot password process) and you are not receiving any emails, either your account hasn't been created yet, or your account has been deactivated. If you feel this is in error, please reach out to donesafe@geelongport.com.au

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Business Profile

Once you have been invited to the system, you will need to provide some key details related to your business, the type of activities your business will be conducting onsite, and upload copies of your insurance information. The types of insurance documents you will need to provide will depend on what type of business you are (sole trader or company), and whether you will be providing professional advice or guidance to GeelongPort.

To access and complete your business profile either click the “access business profile” quick action widget or select “business” from the left hand navigation bar. From here, click the hyperlink of the business ID for the associated business as per the screenshot below.

Uniq ID	State	Business Name	Business Primary Admin Details	Primary Business Admin Email Address	Secondary Business Admin Details	Secondary Business Admin Email Address
1		Rays Raybans	Alex Walmsley	a.walmsley@geelongport.com.au		

The below screenshot shows several key areas within your business profile. A summary of your business can be found on the left hand side (1) and the status of your business profile (2). To start populating your business details, click the “add” button (3). (4) shows any related records (businesses, workers etc). As this is a new record there are no associated records at this time.

Teddy's Tea
BUSINESS ID: BUS0413

DETAILS
BUSINESS NAME: Teddy's Tea
BUSINESS PRIMARY ADMIN DETAILS: Sandra Scully 2
BUSINESS PRIMARY ADMIN PHONE NUMBER: 456644
SECONDARY BUSINESS ADMIN DETAILS: N/A
SECONDARY BUSINESS ADMIN PHONE NUMBER: N/A
NOTES BY: A.CMS

INDICATORS
FROM LEVEL:

STATUS: **Invited**

Related To

ADD

Populate the required information by completing the mandatory fields. For the “select the activities” question, simply select any of the activities your business will be conducting onsite. If you will be conducting multiple activities, select multiple activities. If you will be conducting something that isn’t on the list, choose “other” (bottom of list) and provide details in the next question. Click “complete” once all details have been populated.

****IMPORTANT:** If your business profile is rejected, do not edit the rejected profile. Instead, click the “add” button to create a new profile as you did when you first populated these details. This is the same process for updating any expired insurance documentation. If you edit the record instead, HSEQ will not be notified and your status will remain as not approved/expired.

You will receive an email notification once your profile has been approved.

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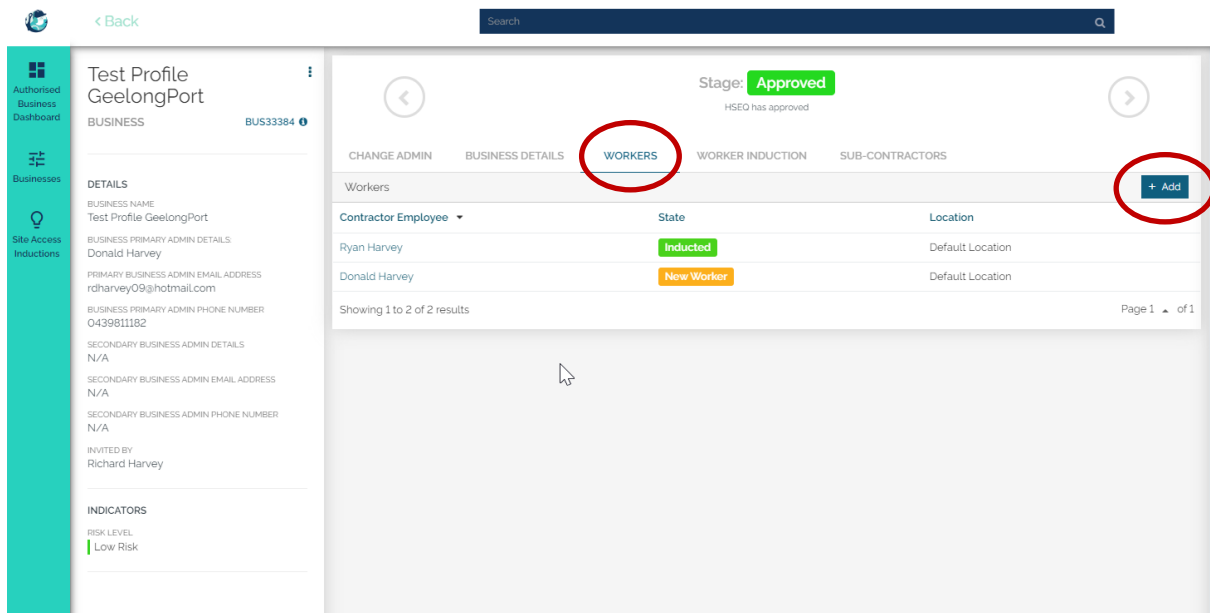
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Add Workers

Once a business profile has been approved, you will be able to add worker details under your main business profile record.

Under the Workers area click on the Add button

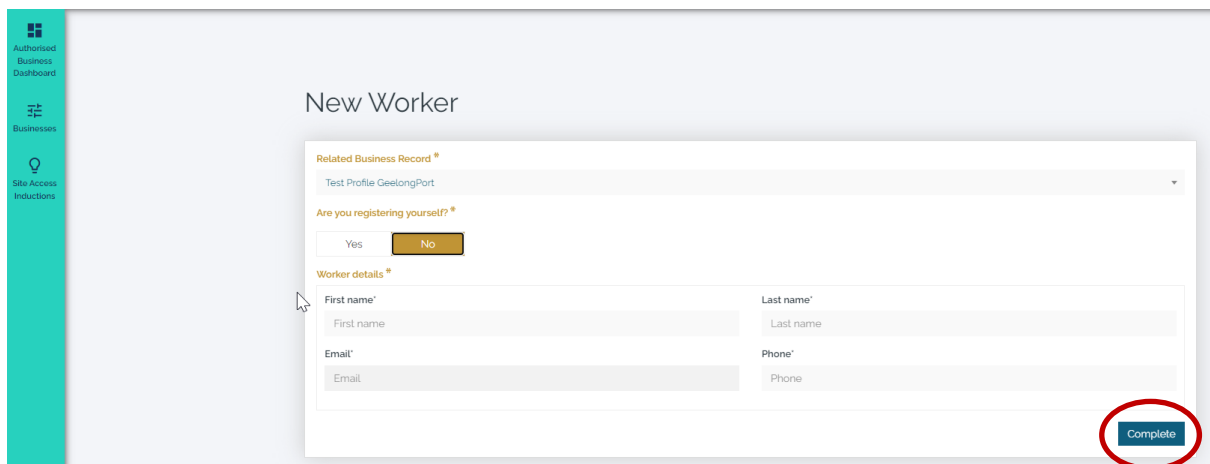
Note: Any workers under your business profile within the “workers” section will be workers accessing the GeelongPort site(s) under your insurance details.



The screenshot shows the 'Test Profile GeelongPort' business profile page. The 'WORKERS' tab is selected and circled in red. The 'Add' button is also circled in red. The table shows two workers: Ryan Harvey (Inducted) and Donald Harvey (New Worker).

Contractor Employee	State	Location
Ryan Harvey	Inducted	Default Location
Donald Harvey	New Worker	Default Location

Enter in the workers details and then press complete



The screenshot shows the 'New Worker' form. The 'Complete' button is circled in red.

Related Business Record *

Test Profile GeelongPort

Are you registering yourself? *

Yes No

Worker details *

First name* Last name*

First name Last name

Email* Phone*

Email Phone

Complete

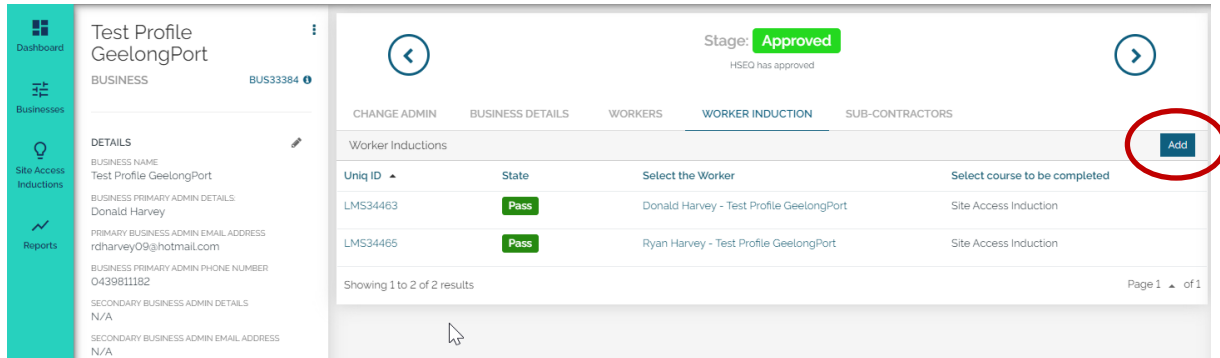
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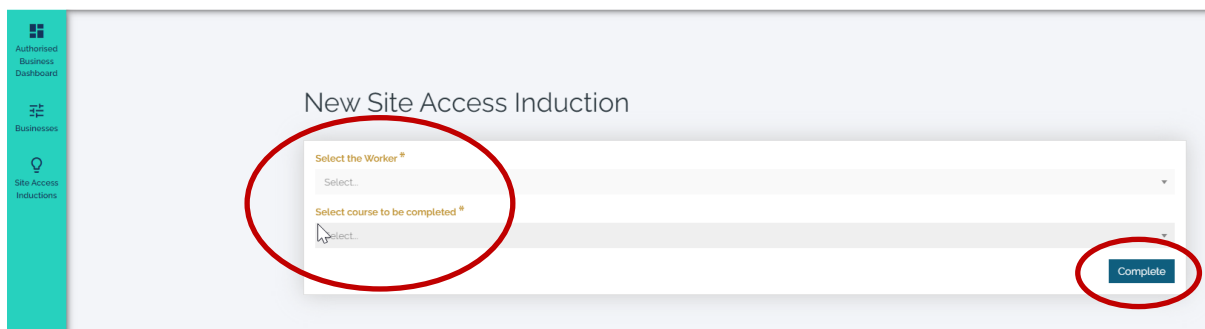
Add Worker Induction

Once workers have been added the business profile, inductions will be able to be assigned to them under your main business profile record.

Under the Worker Induction area click on the Add button



Select the worker from the drop down list, select the Site Access Induction from the course list and then press the complete button



Expiry Dates

All site access inductions are valid for a one year term so need to be renewed annually. Email reminders will be sent to you and your business administrators 28, 21, 14, 7 and 1 day before expiry. After the expiration has lapsed, you will receive one further notification and site access will be revoked for the worker.

Similarly, if any of the business insurance documents are nearing expiry, you will receive reminders with sane cadence. After an insurance document lapses and is not updated, access to the site for your associated workers will be revoked.

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How to Add Renewed Insurance Certificates and Business Details

1. Select the **Business Details** tab (1).
2. Click on the **Add** button (2)
3. Update and business details and upload insurance documents.
4. Click **Complete**.

