# iPRO

Worker Compliance Guide

Contents

This guide provides you with the steps to take in setting up your worker to complete the assessment and credentials, induction and install the iPRO Access Mobile App.
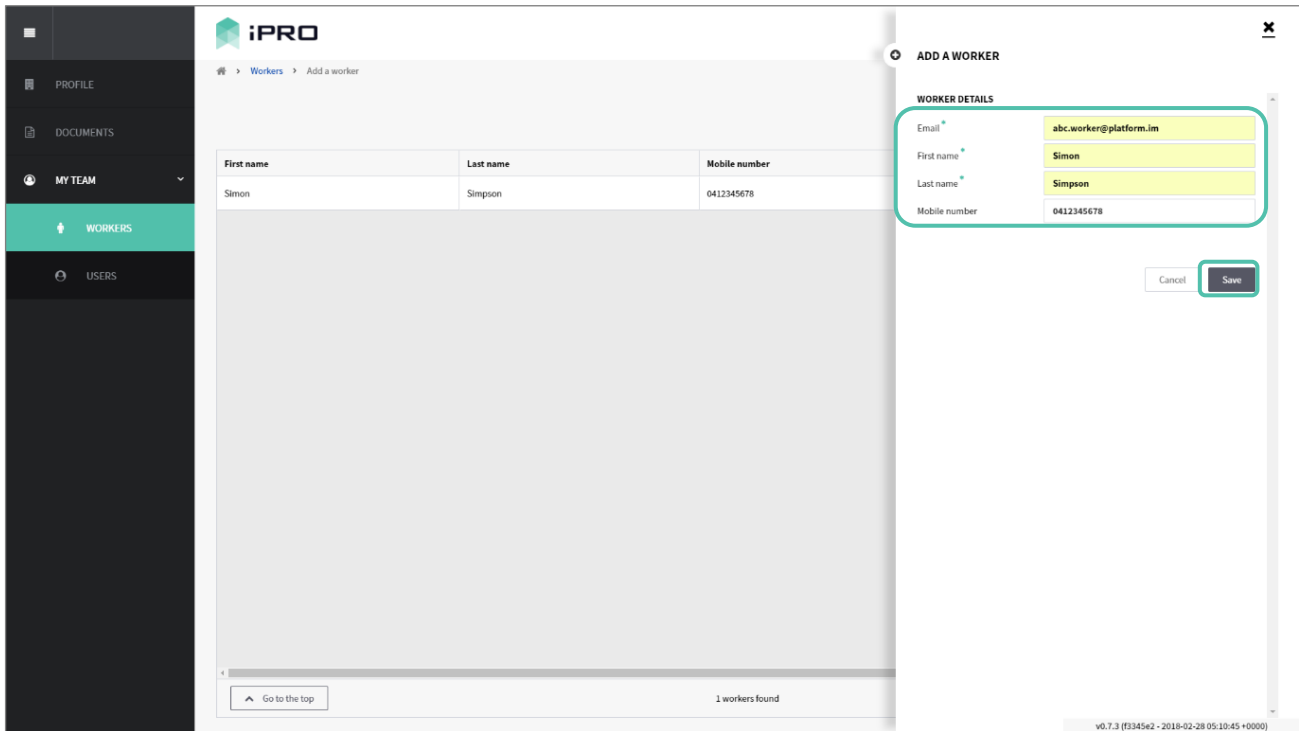
1.   Add a Worker in iPRO

Quick Tips

- A worker is defined as one of your employees who will attend a client site.
- A user is defined as an employee who will access the iPRO platform to view or manage your contractor compliance (administration).

1.   Click **'My Team'** from the left hand navigation menu.
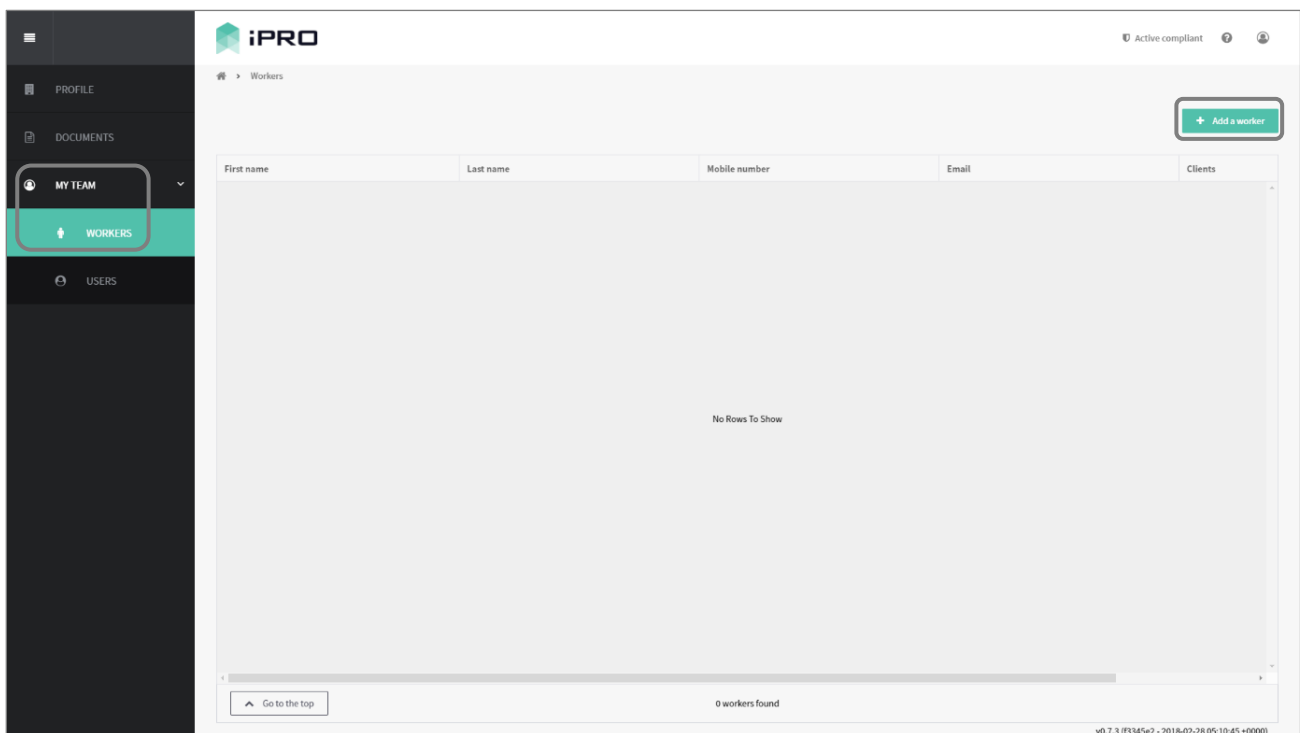
2.   Click **'Workers'** from the left hand navigation menu (refer above).
3.   Click '**Add a Worker'** in the right hand corner (refer above).

4. Complete worker details (refer below).
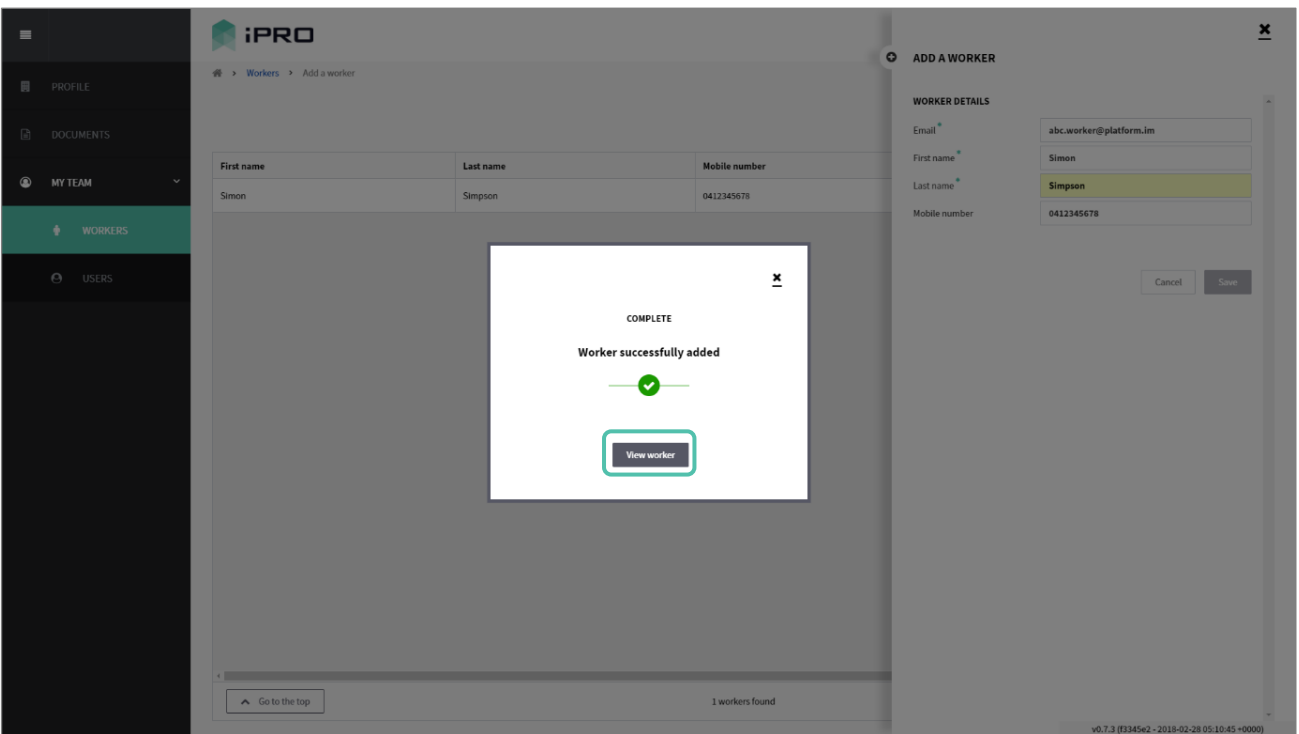
5. Click '**Save'** (refer above).
6. The following screen will display.
7. To view the worker, click **'View worker'** (refer below).

2. Add a Client

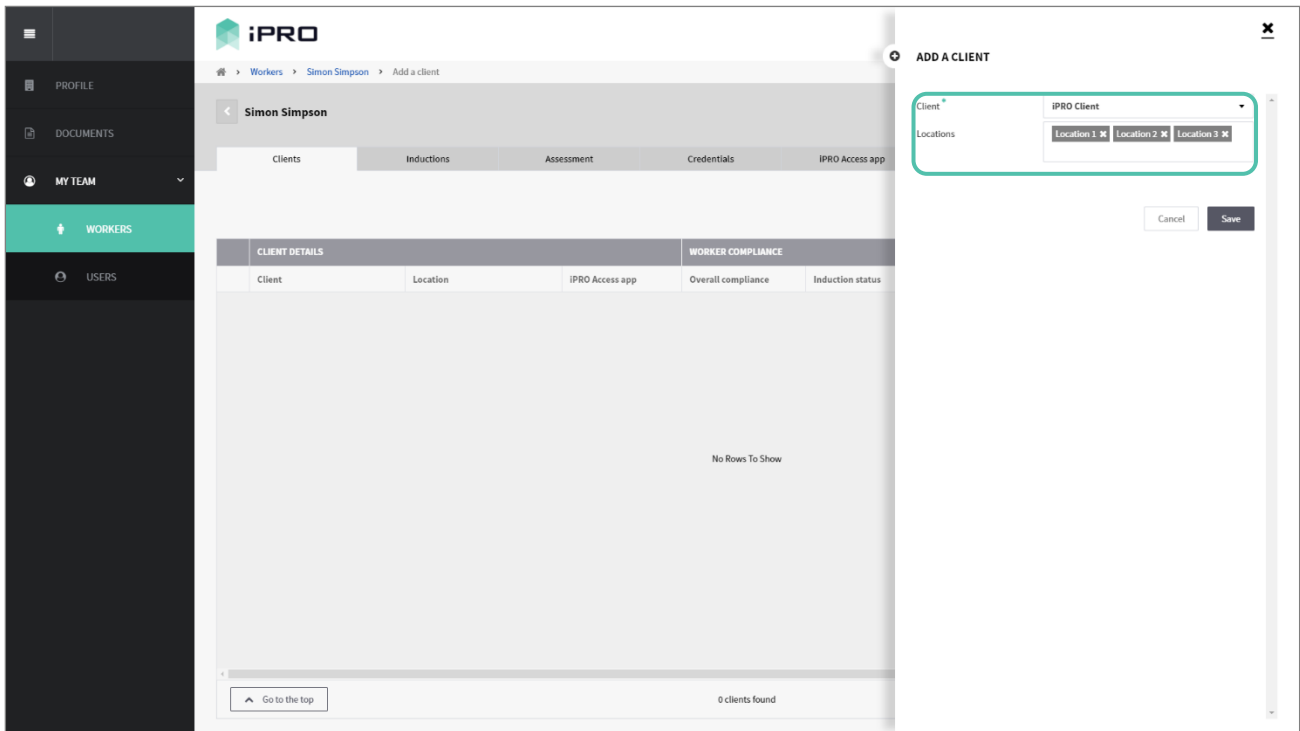> **Quick Tips**
>
> - Add client locations for contractor check-in and checkout.
> - Client locations drive the contractor's credential requirements.
> - QR codes are configured to each location for easy check-in and checkout.

1. Once you have added the worker (as per previous section), the following screen will display.
2. Click **'Add a client'** (refer below).
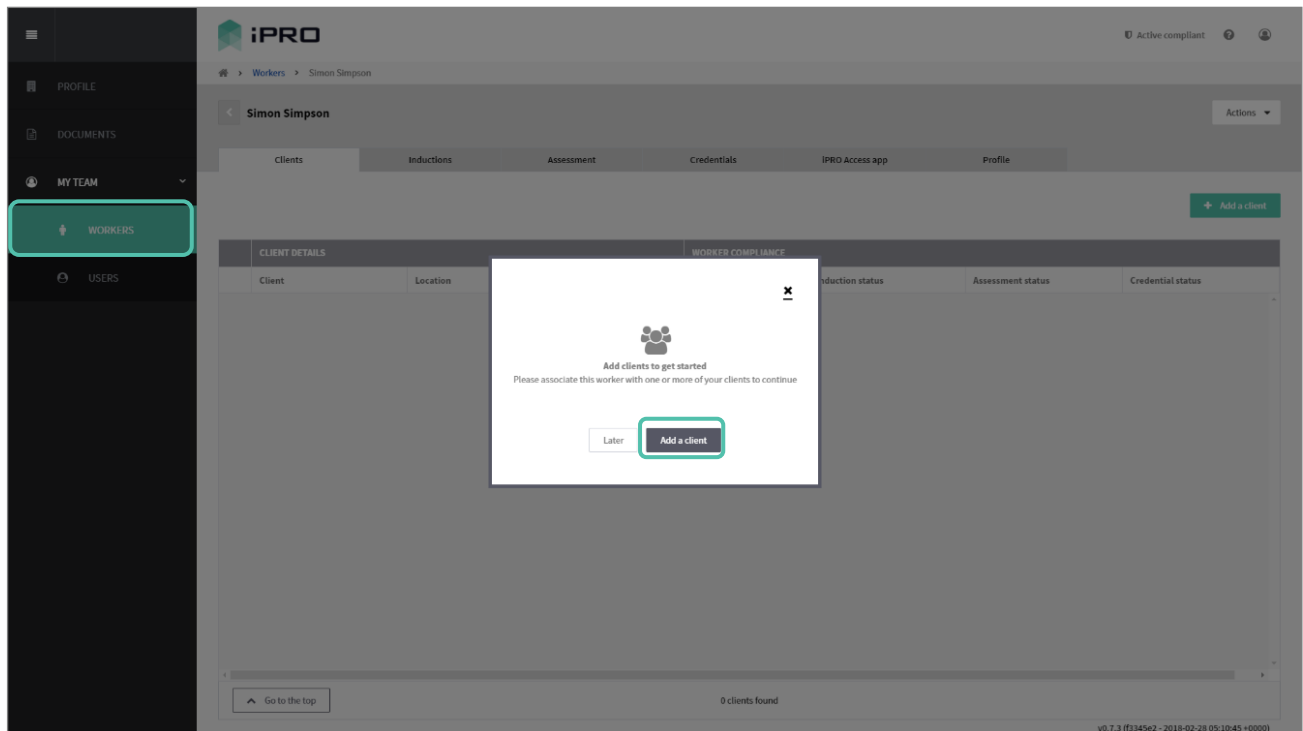
3. The following screen will display, requiring you to select the client location(s).
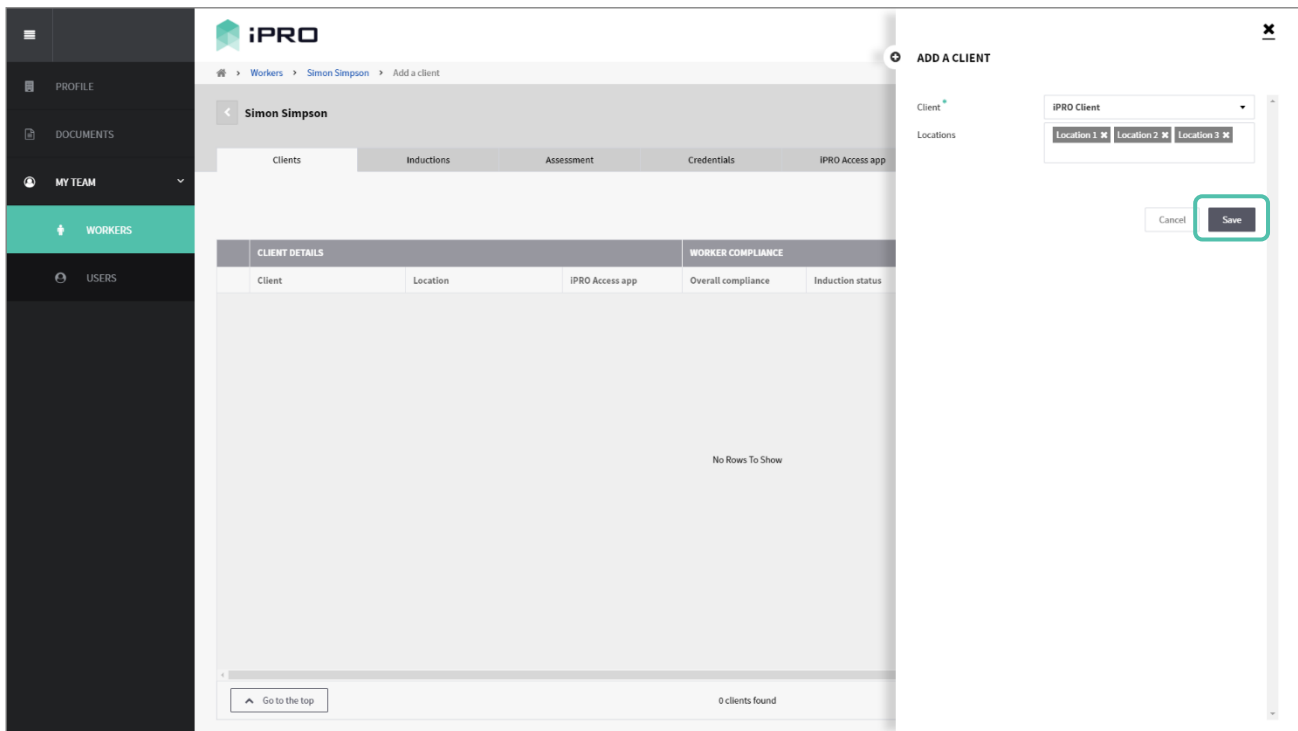
4. Select the client name from the dropdown menu (refer above).
5. The client's location(s) will appear. Click **'x'** to remove a location that your worker will not perform work at.
6. Click **'Save'** (refer below).
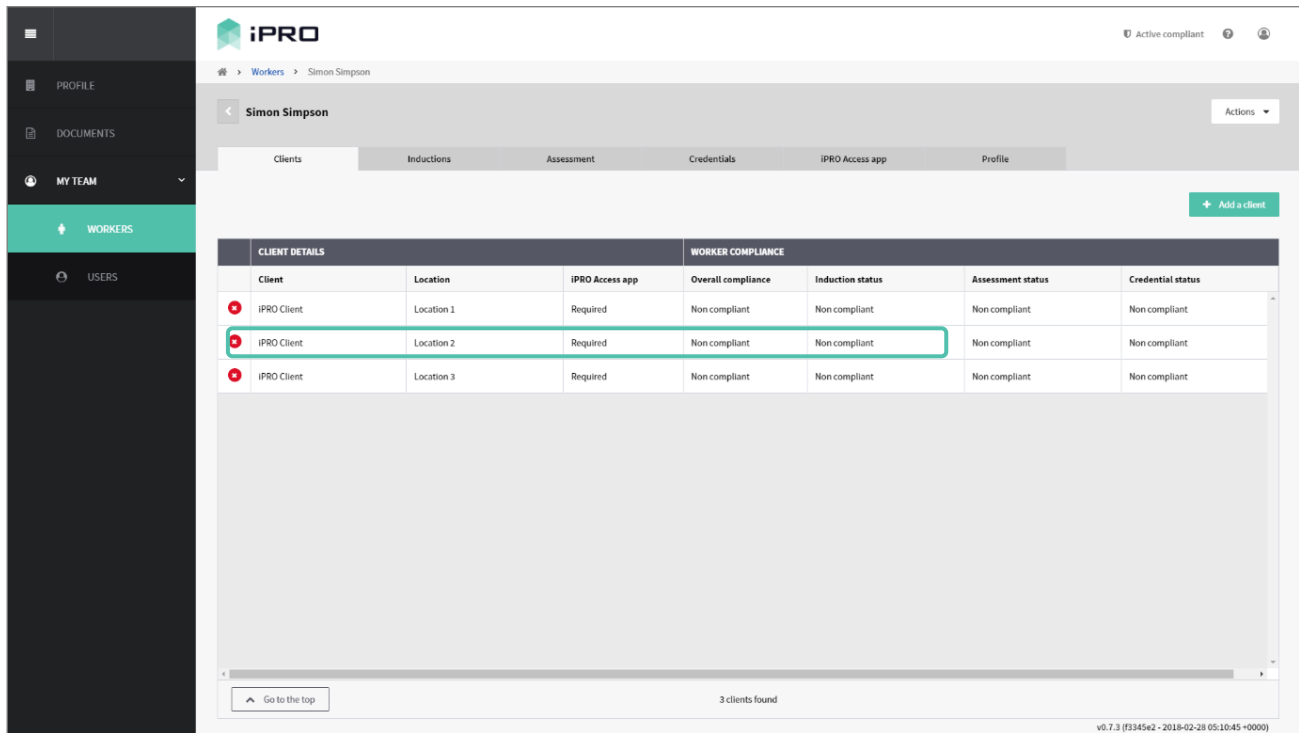
7.   Select and click the location you want to view (refer below).

The detailed view will display (refer below). This display highlights the compliance requirements your worker is required to complete to become iPRO compliant.
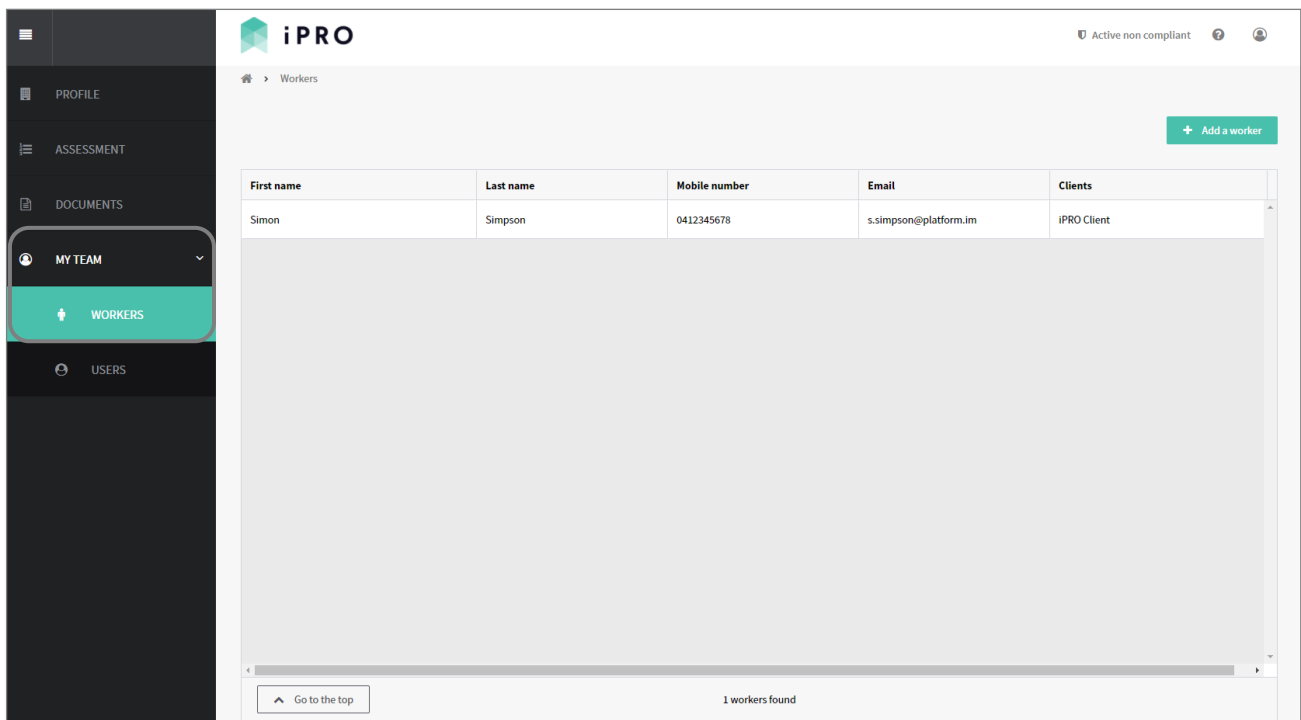
8.   Click **'hyperlink'** to complete the required credential or click on a tab across the top of the page (refer above).

3.   Invite a Worker to Complete Induction

Quick Tips

- Invite a worker to complete your client's induction.
- Inductions can be completed by the worker via smartphone, desktop or tablet.
- If inductions are required at a client's site, they must completed by the worker to be compliant.

1. Click **'My Team'** in the left-hand side menu.
2. Click **'Workers'** in the left-hand side menu (refer below).

3. Select and click the worker to complete the induction (refer below).
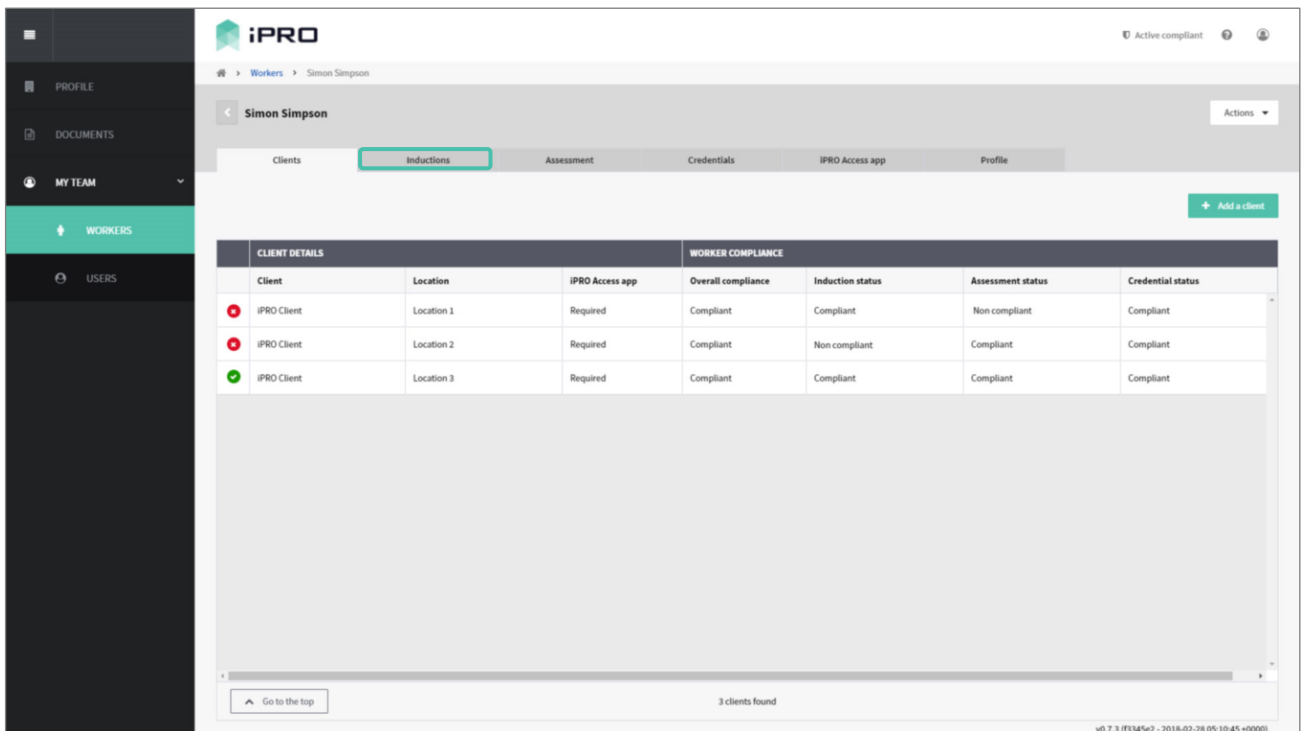
4. Click '**Inductions'** (refer below).

5. The following screen will display.
6. Click '**Send induction to worker'** (refer below). *NB: the induction status is No invite sent.*

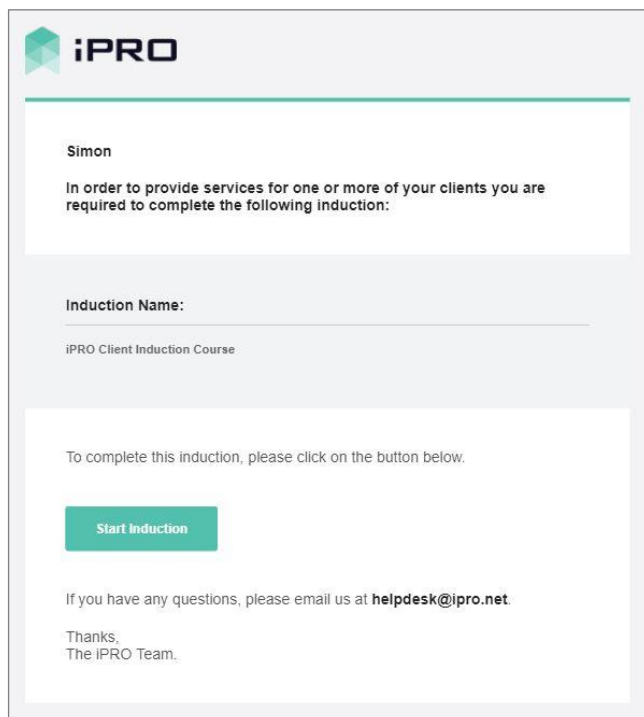7. This will send an email to the worker requesting them to complete their induction (refer below).

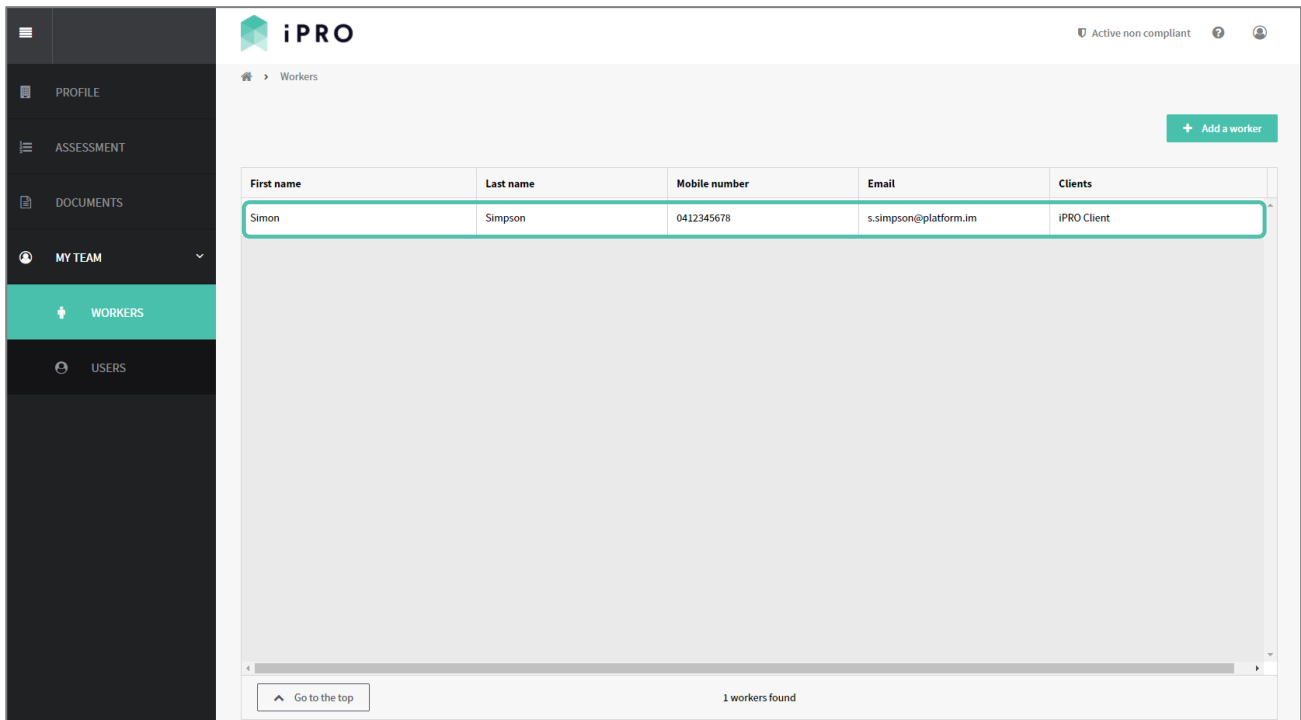## 4. Complete a Worker's Assessment

Quick Tips

- If an assessment forms part of the client's requirement, it must be completed for the worker to be compliant.
- All questions must be answered for your worker to become compliant.
- The assessment is not complete until all questions have been answered.
- Click 'Save' at any time to complete your assessment later.

1. Click **'My Team'** from the left hand navigation menu.
2. Click **'Workers'** from the left hand navigation menu (refer below).

3. Select and click the worker to complete the assessment (refer below).

4. Click '**Assessment'** (refer below).
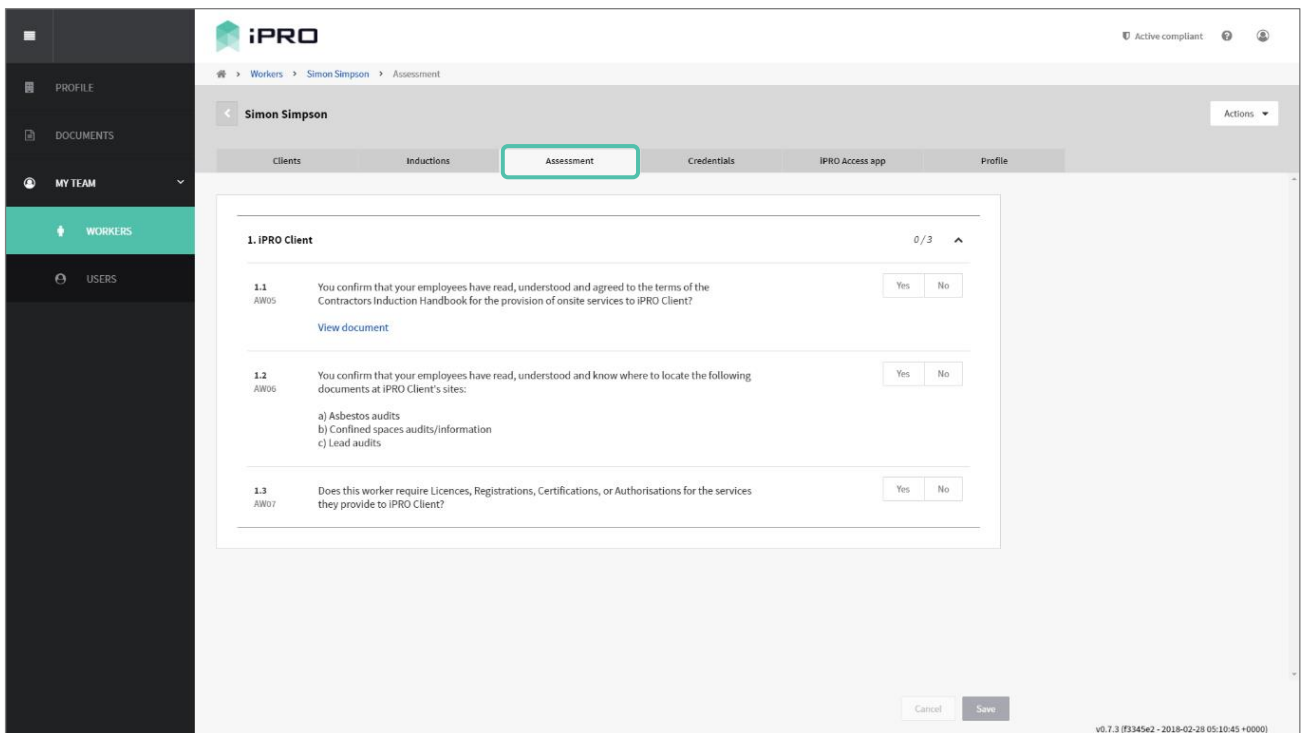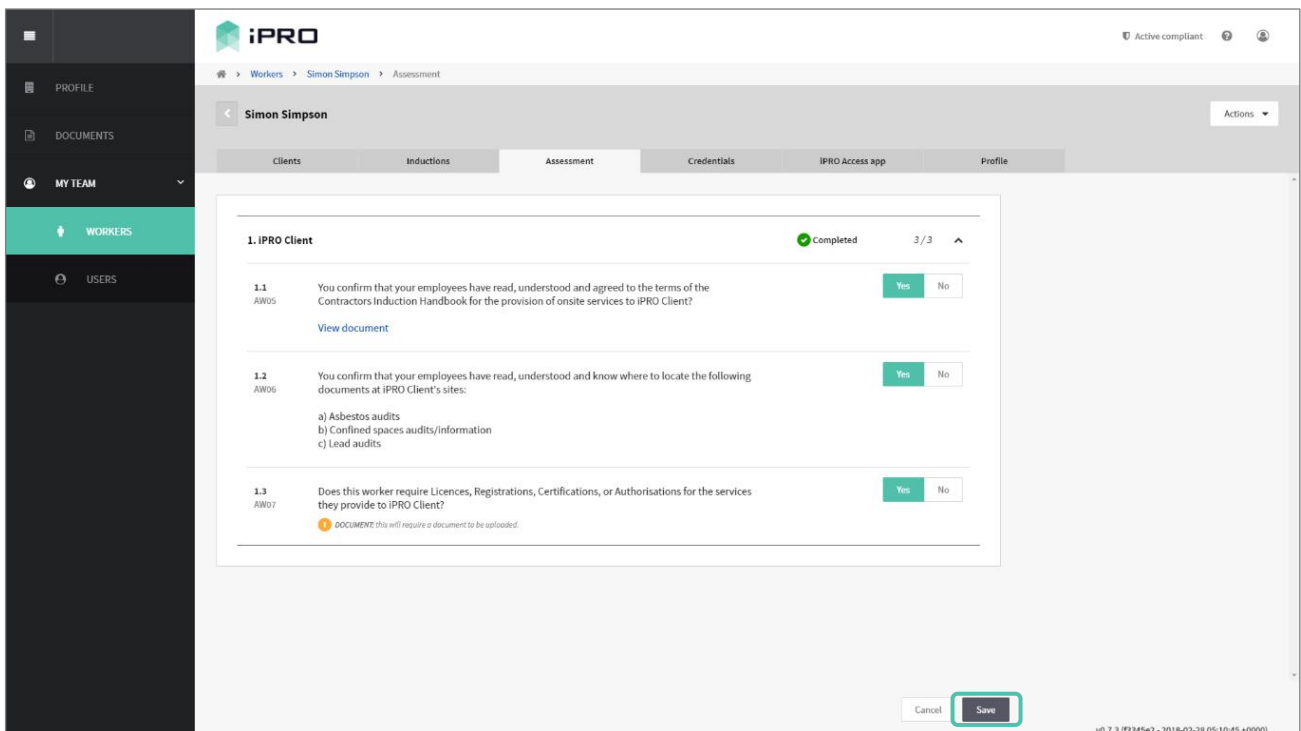
5.   The following screen will display.

6.   Answer all Assessment questions.
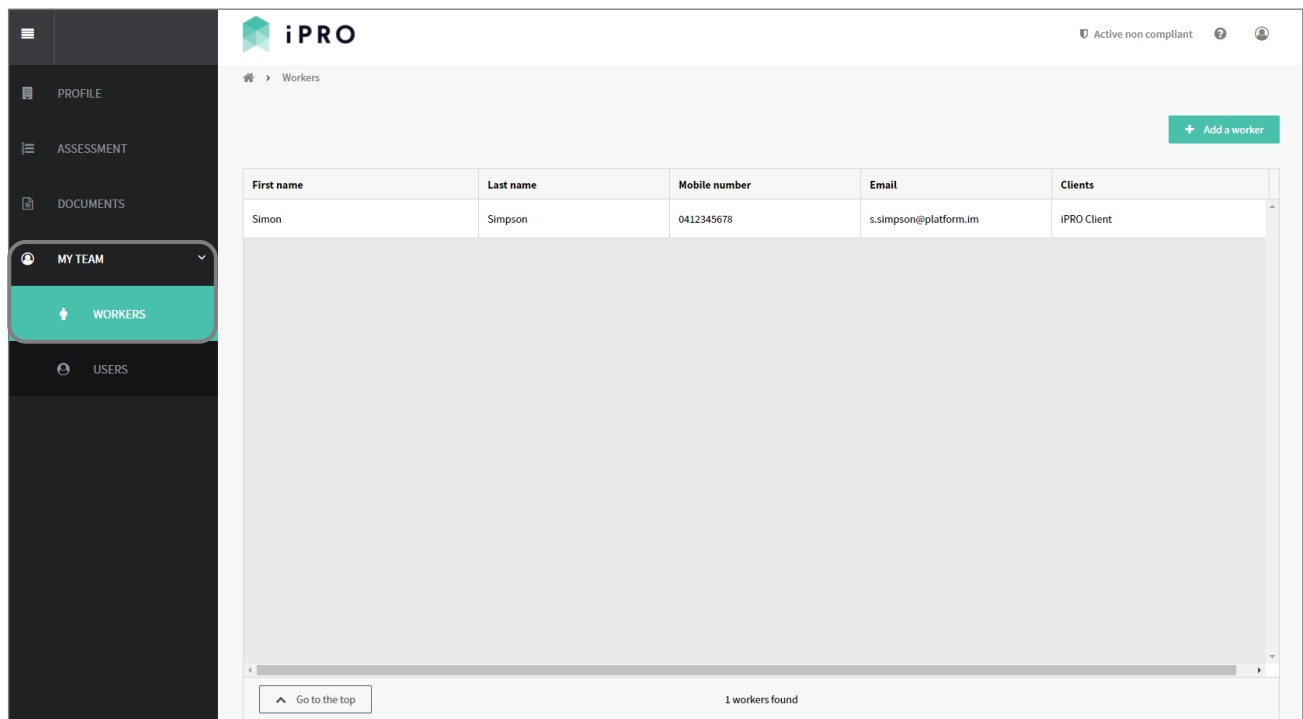7.   Click **'Save'** (refer below).

8.   The assessment is now complete.

5. Add Worker Credentials

Quick Tips

- The required credentials are based on the client's location.
- Upload additional work credentials.
- Documents need to be in a PDF format to upload.

1. Click **'My Team'** in the left hand navigation menu (refer below).
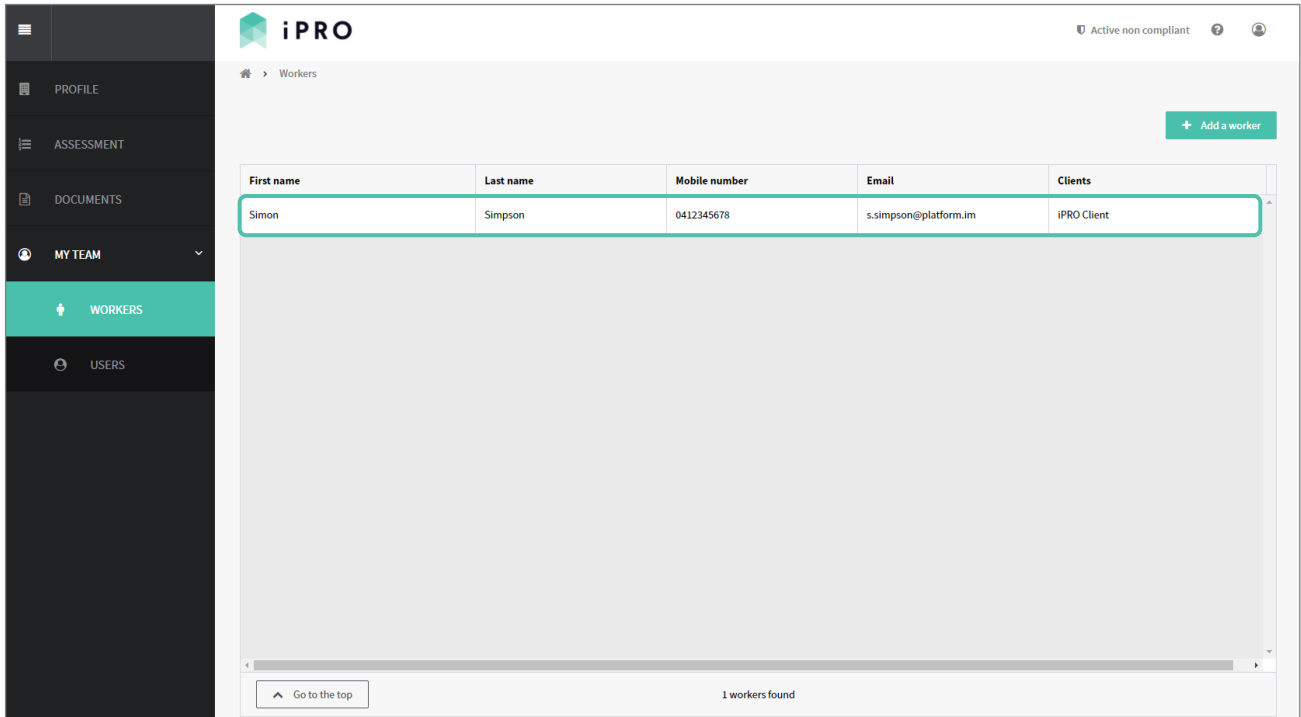2. Click **'Workers'** in the left hand navigation menu (refer below).

3. Click the required worker to complete the credentials (refer below).
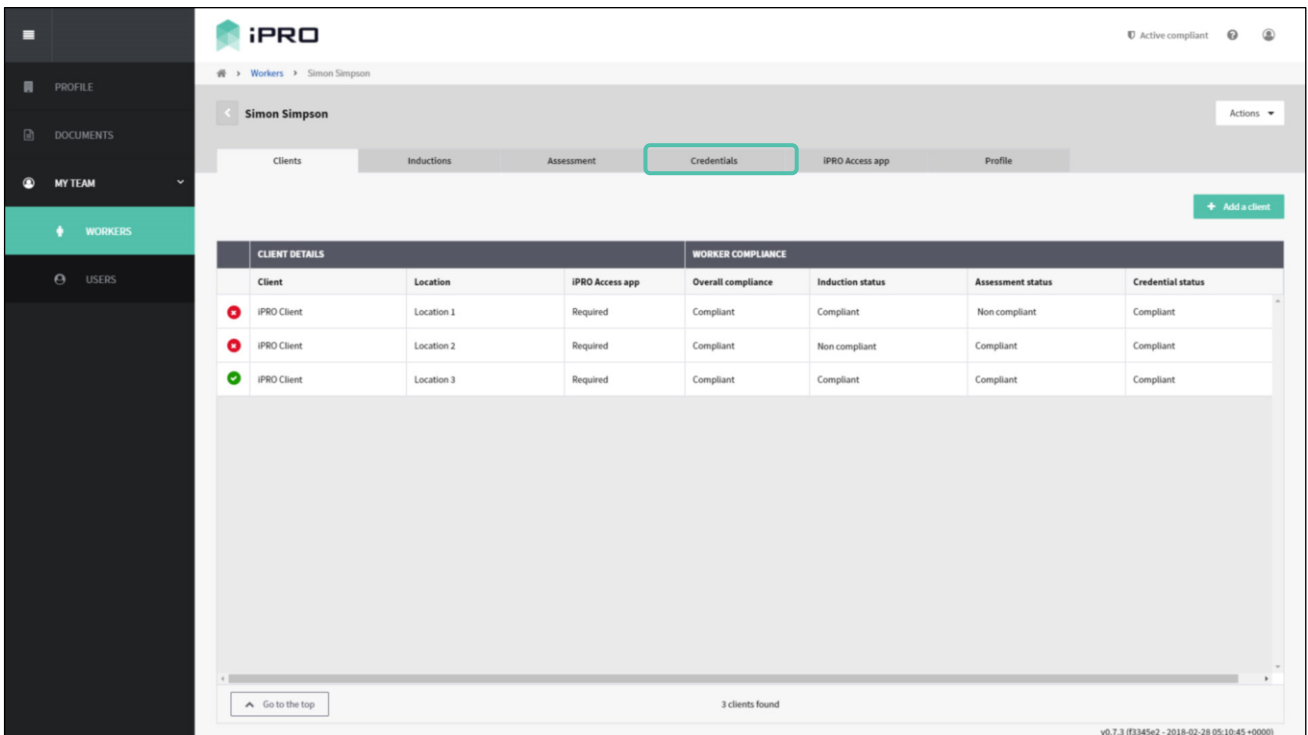
4. Click **'Credentials'** tab (refer below).

5. The list view of the worker's mandatory credentials will display (refer below).
6. Select and click the credential you want to upload (refer below).

7. The following screen will display requiring you to upload your credential.
8. Click **'Upload'** (refer below).
   Note: Some browsers may require the upload button to be double clicked to open your computer files.
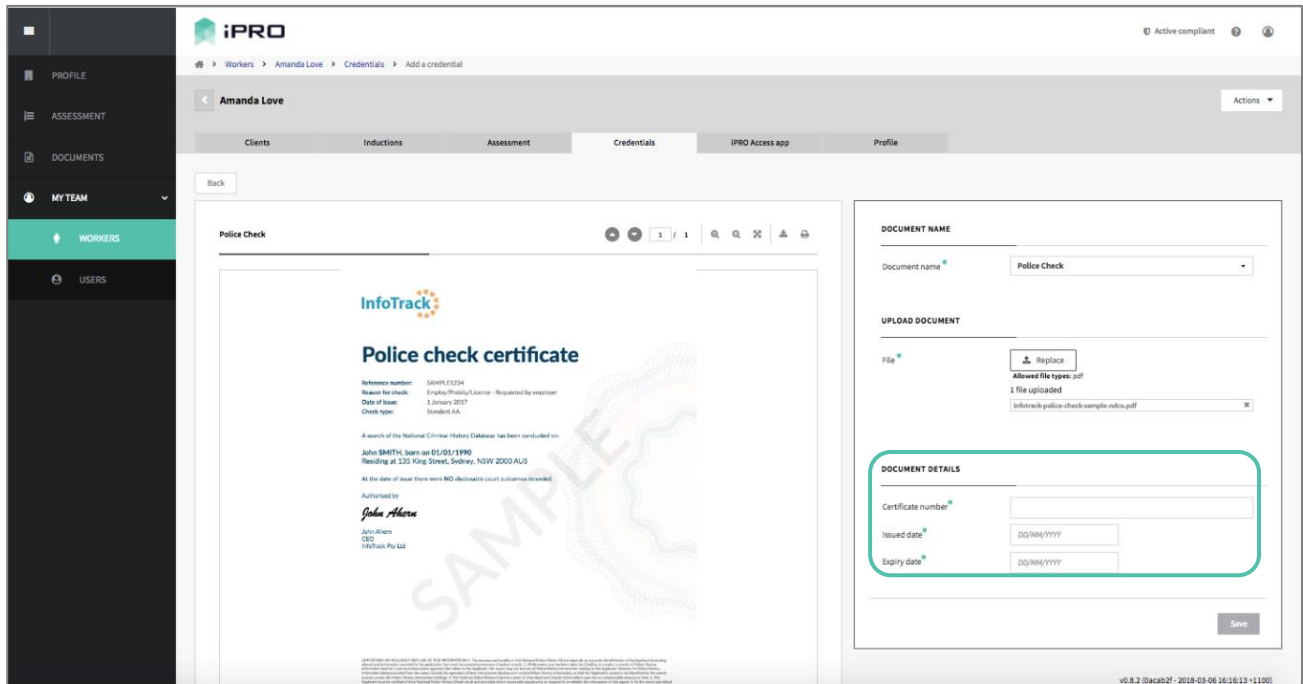
9. Select the PDF document from your computer files.

10. The document will then load in the viewing pane. Enter the document details (refer below).
    Note: The credential details required to be entered will vary depending on the credential type. All fields are required to be completed prior to clicking 'save'.
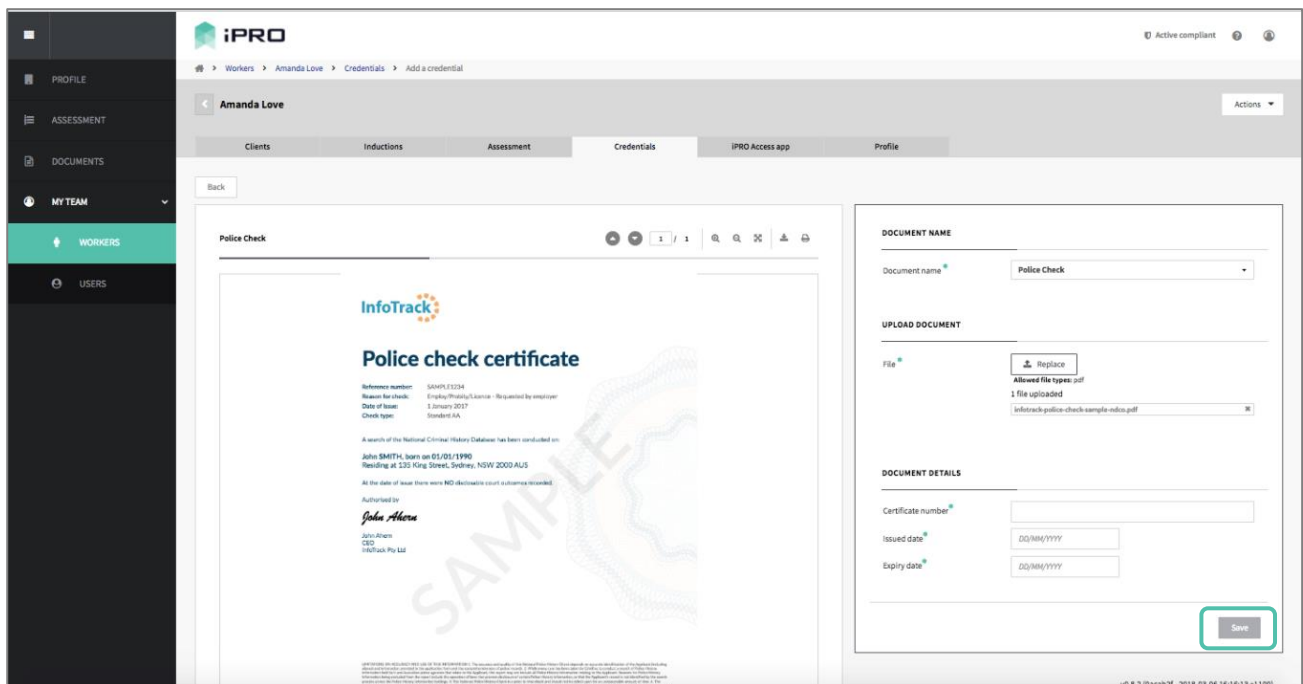
11. Click **'Save'** (refer below).
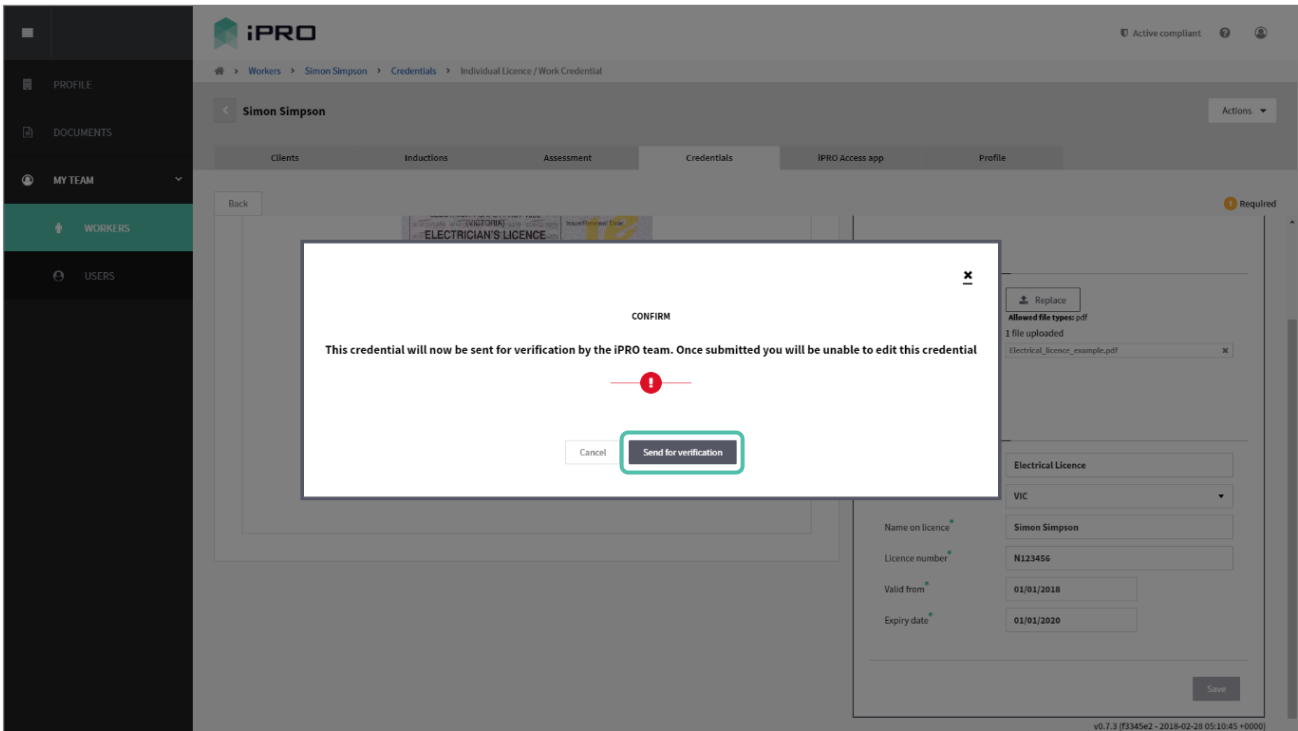
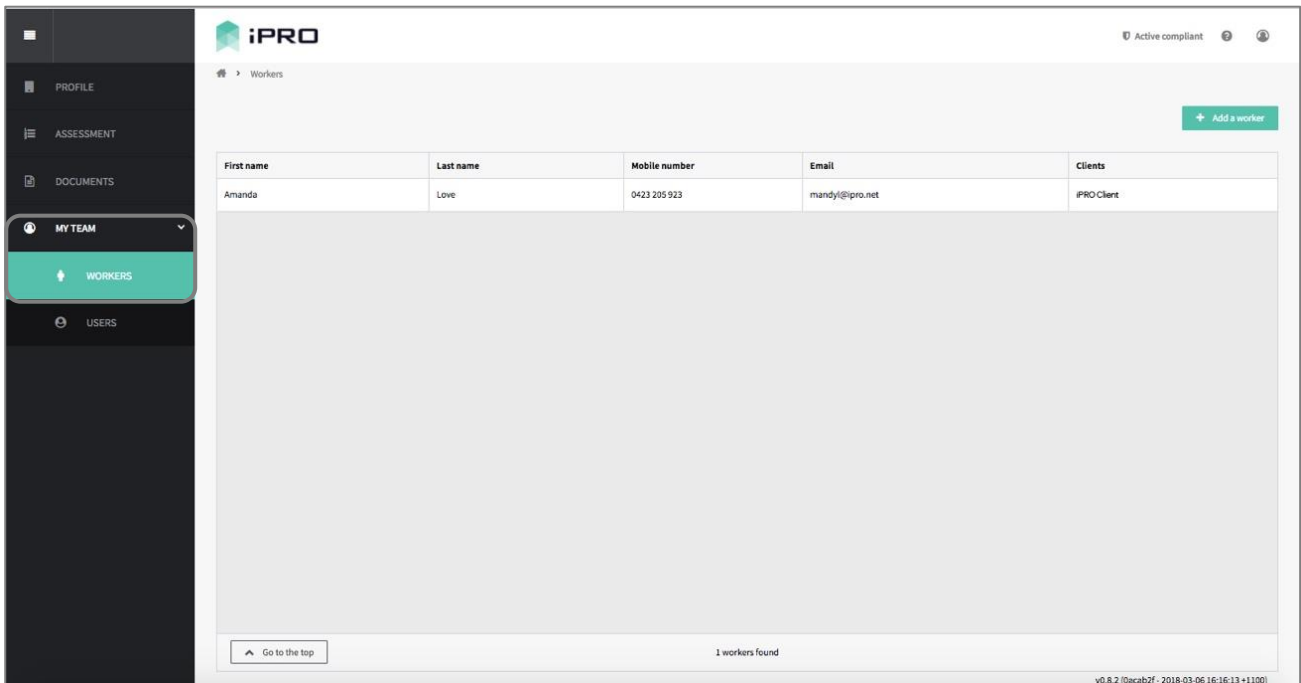12. The following screen will display, click '**Send for verification'**.

13. Repeat steps 5-12 to complete all your worker's credentials.

6. Invite a worker to the iPRO Access App

Quick Tips

- Invite your workers to download the iPRO Access App. on their smartphone.
- iPRO Access App checks your organisation and worker's compliance status and grants or denies site access.
- The client location list view informs workers which sites require iPRO Access check-in with a reference to 'Check-in required'

1. Click **'My Team'** from the left hand navigation menu.
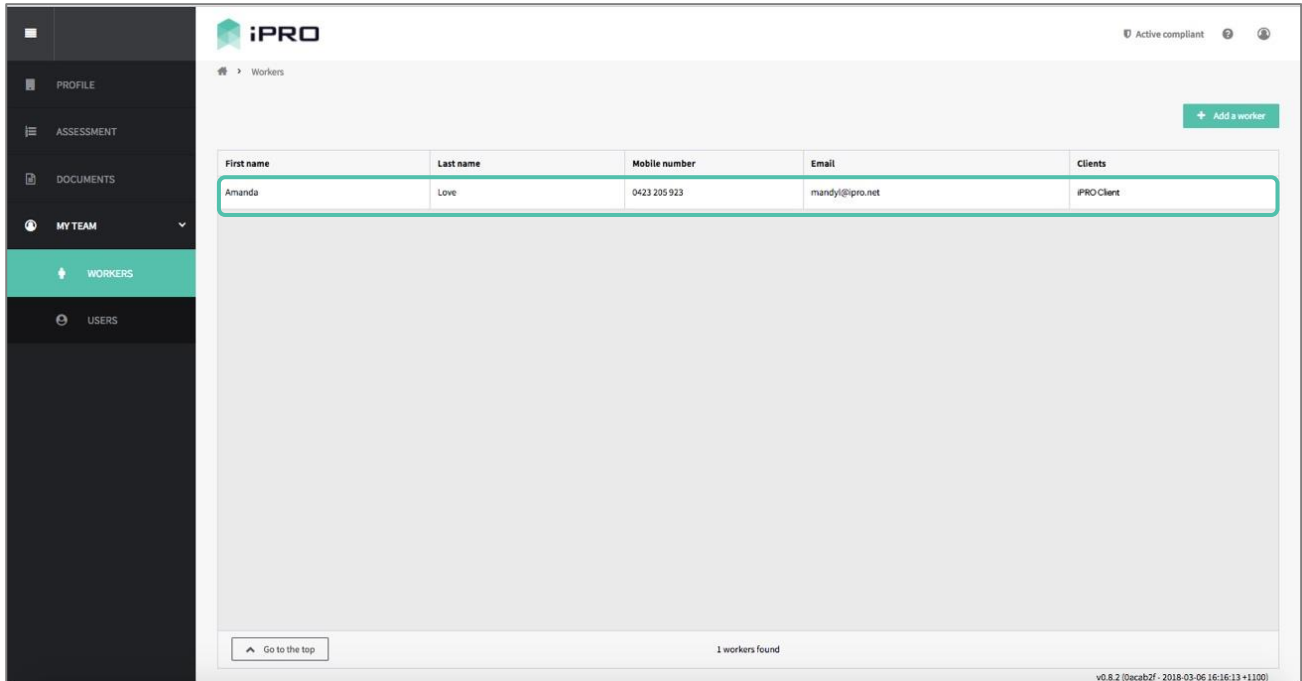2. Click **'Workers'** from the left hand navigation menu (refer below).

3. Click the worker you would like to invite to download the iPRO Access App (refer below).
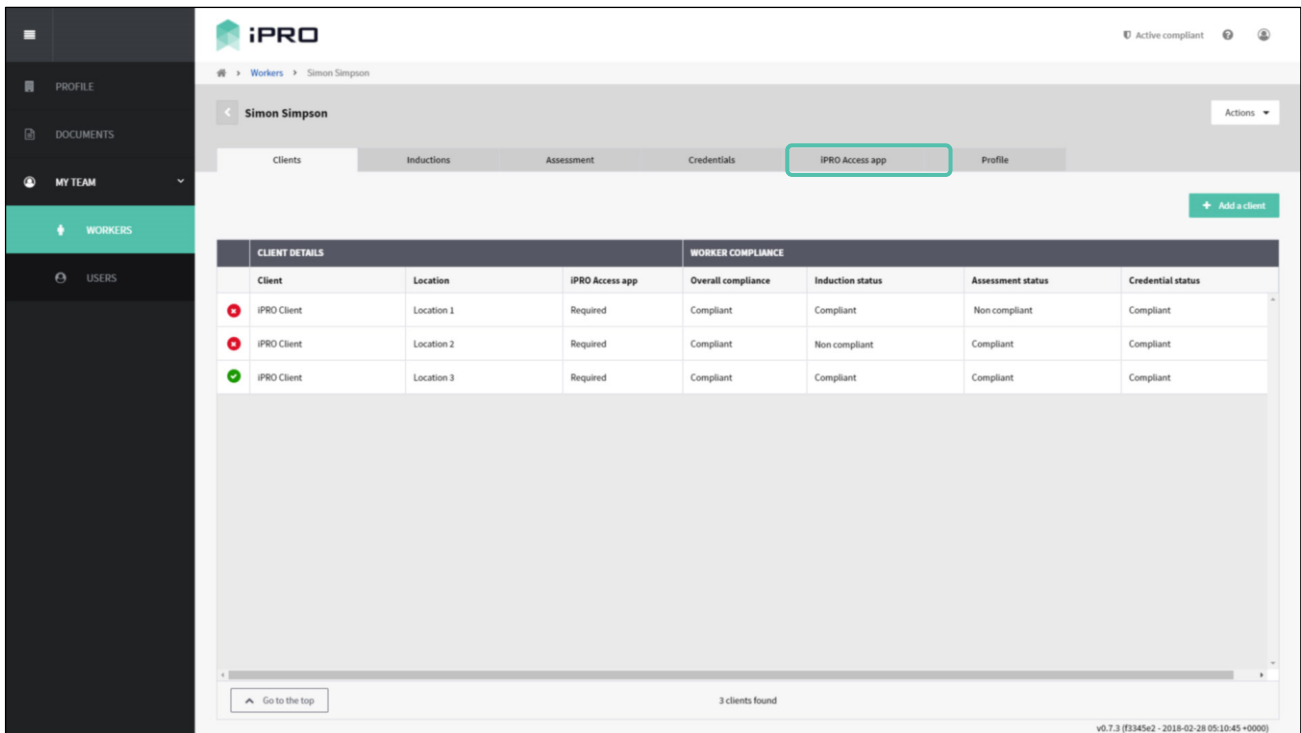
4. Click **'iPRO Access app'** tab (refer below).

5. Navigate to Actions and click **'Invite to iPRO Access'** (refer below) or;
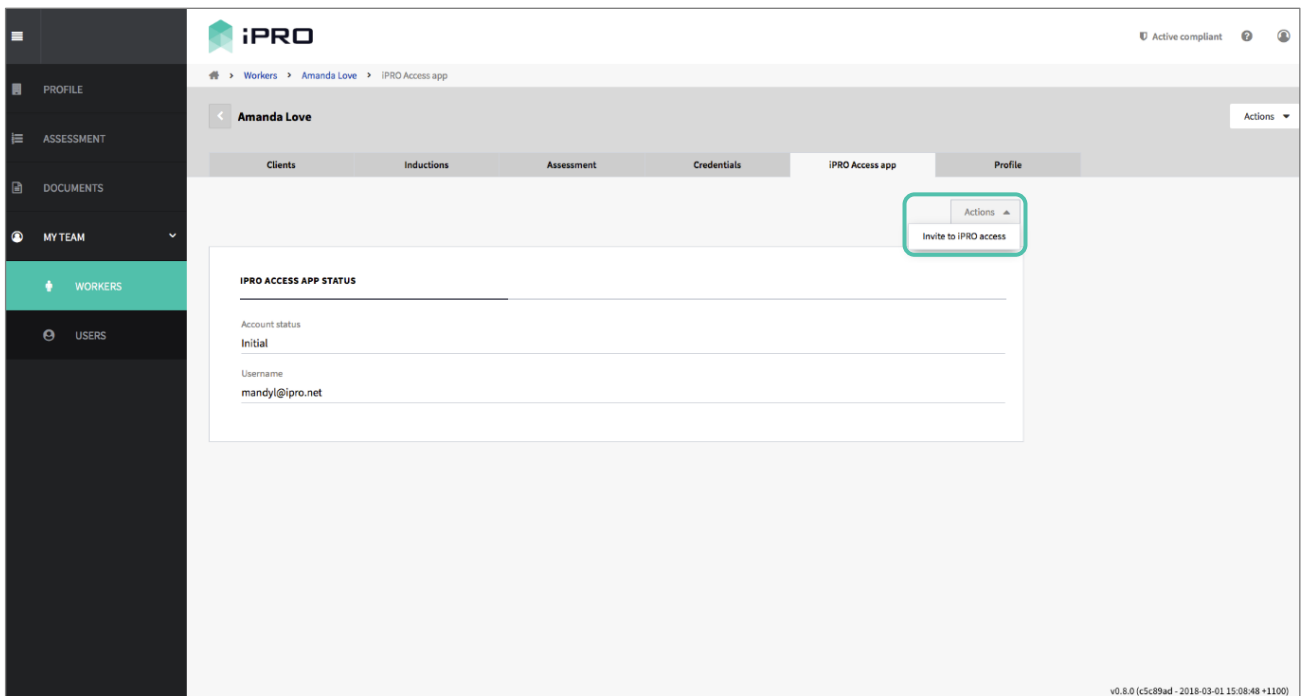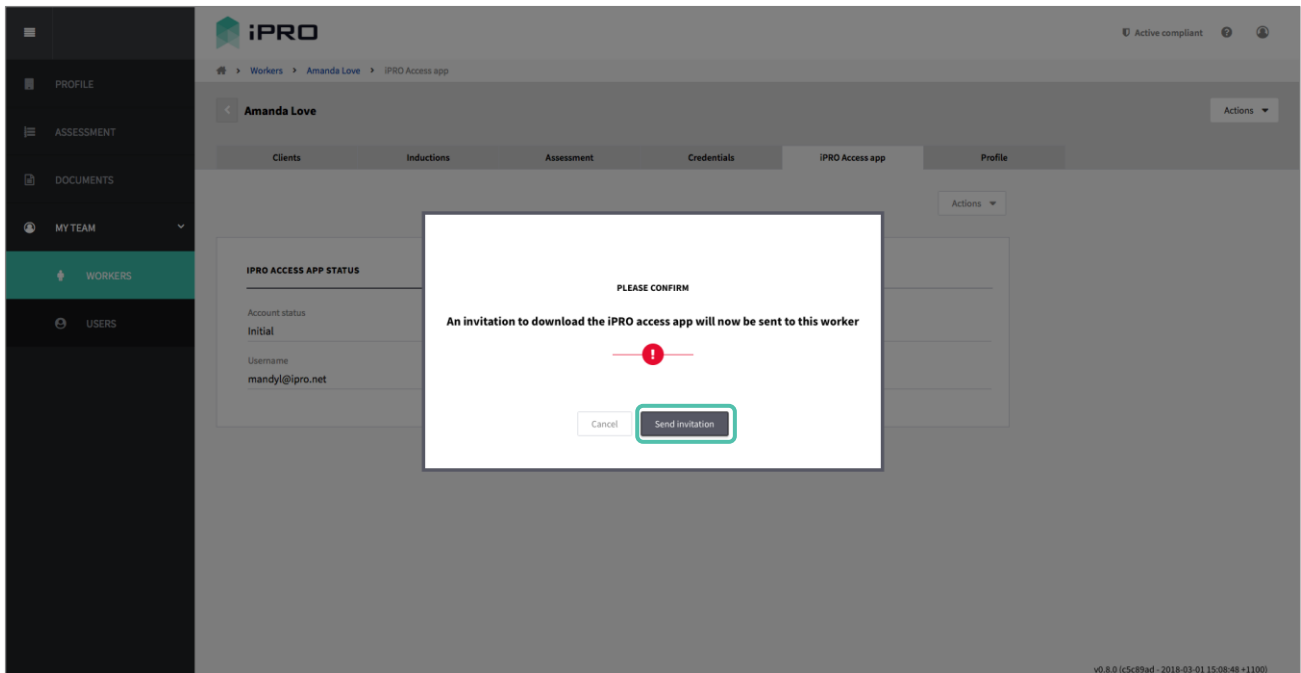

6. Navigate to Actions in the top right hand side and click '**Invite to iPRO Access'** (refer below).
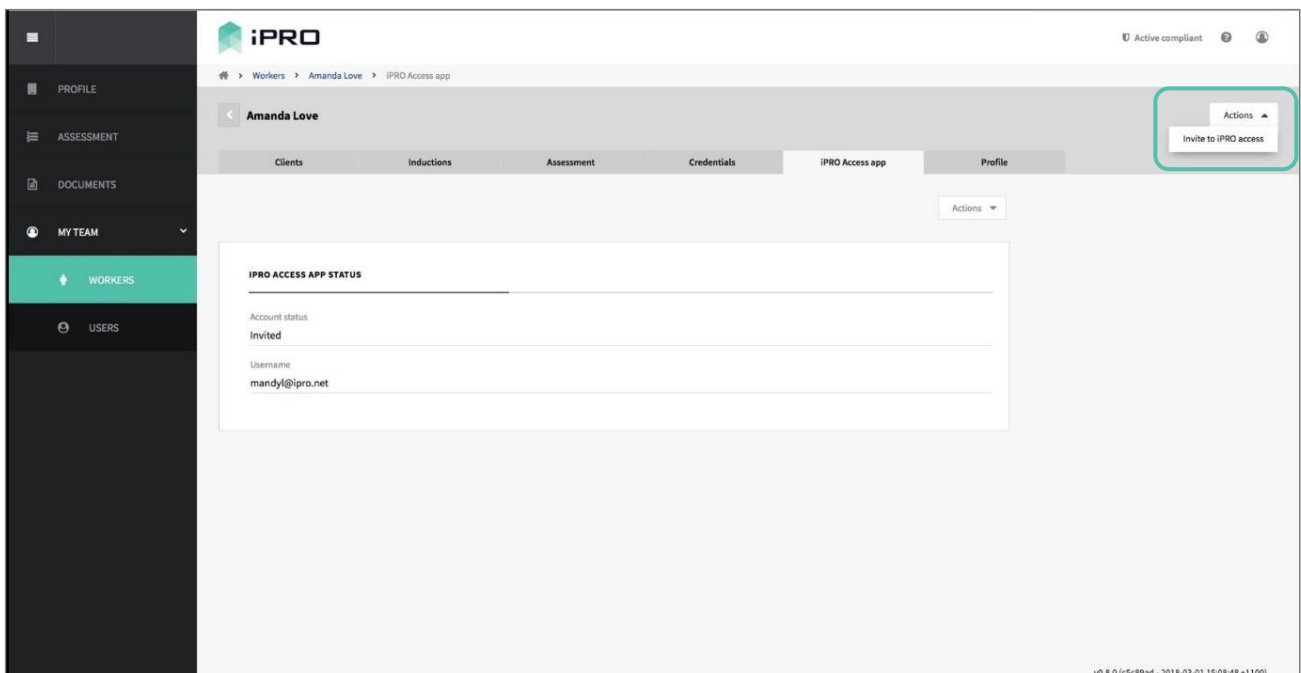
7. The following screen will display (refer below).
8. Click **'Send invitation'** (refer below).

9. The worker will receive an email notification to register and download the iPRO Access App.