

AVETTA CONNECT & WORKER MANAGEMENT VENDOR GUIDE

HSEQ

18/11/2019

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1 Document Control

Table 1 Base document reference (delete table if not applicable)

Document No.	Document Name	Version	Revision date	Section revised & change reference
HSEQ-G-043	AVETTA CONNECT & WORKER MANAGEMENT VENDOR GUIDE	1	18/11/2019	New document

2 Scope

The BGIS Contractor Management Platform through Avetta streamlines our prequalification processes and ensures our prequalified vendors are visible across all of our businesses. Once vendors have met the BGIS prequalification requirements they will be part of the BGIS Preferred Supplier list and be able to provide services across all our clients.

This document outlines key tasks that vendor administrators are required to complete as part of their ongoing registration with Avetta.

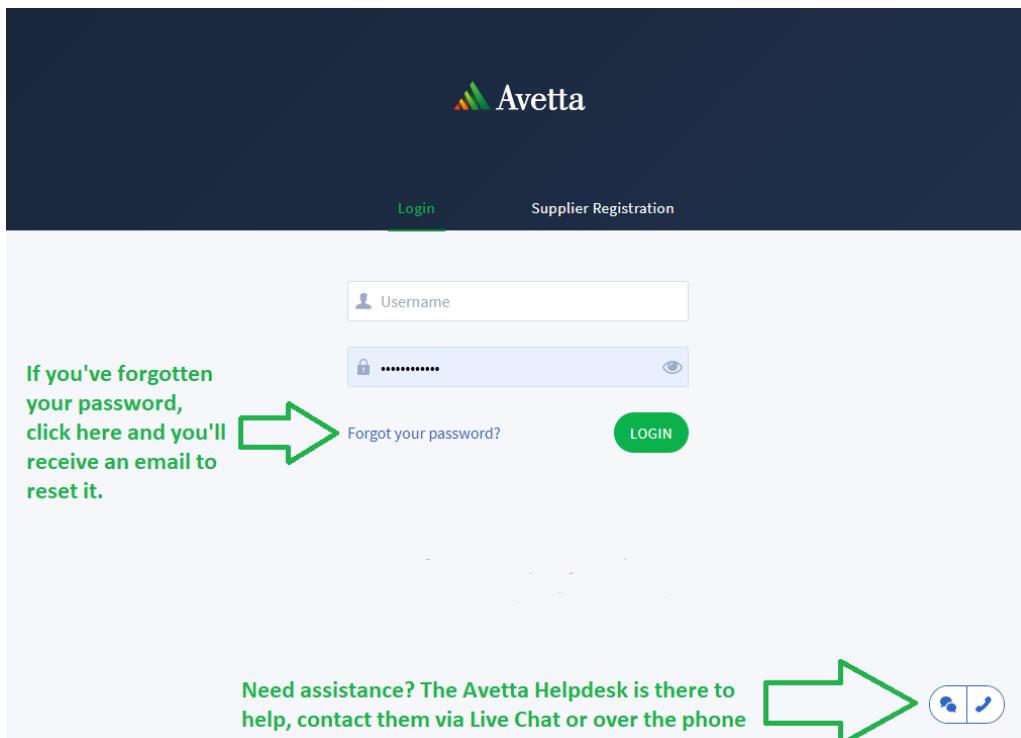
3 What is Avetta Connect

Avetta Connect is our Contractor Management Platform for **company-level compliance** of our vendors. Vendor companies register here to upload corporate insurances and other relevant documents as part of the BGIS prequalification process.

3.1 How to login into Avetta Connect (Company Level Compliance)

Go to: <https://app.avetta.com>

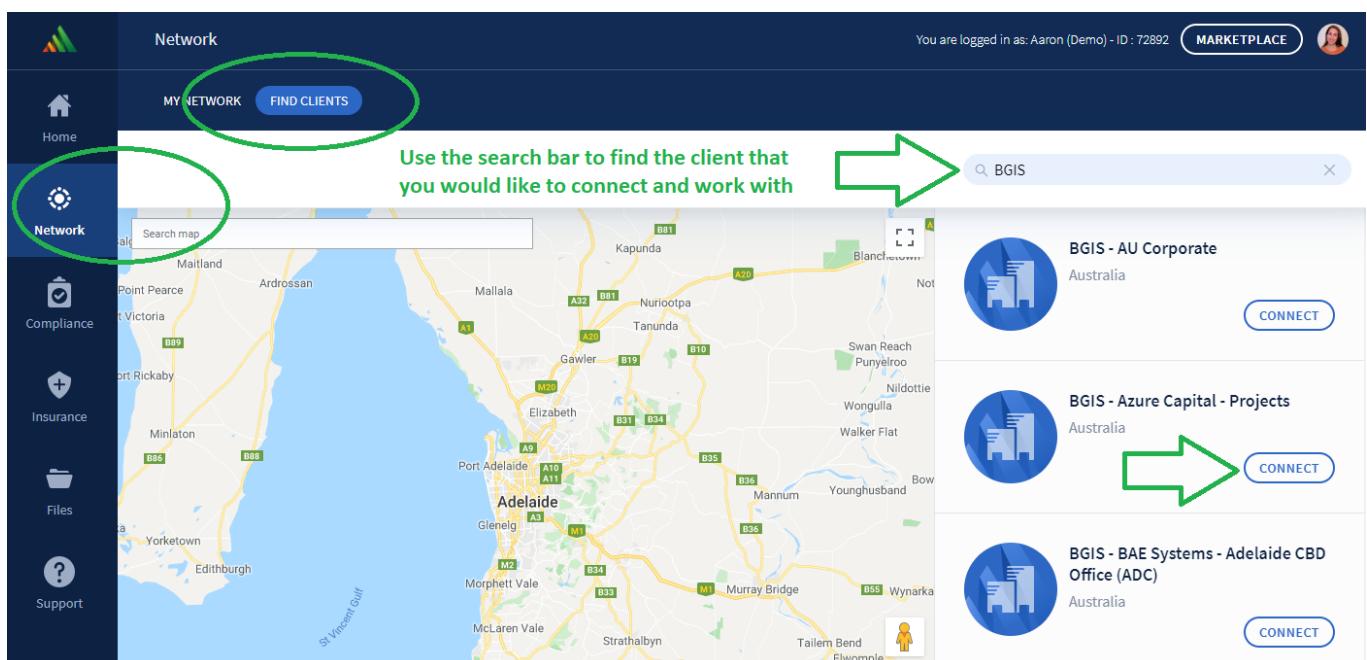
- If it's your first time using the Avetta platform click on the Supplier Registration tab
- Otherwise, enter your Username and Password



3.2 Adding BGIS as a connection

Once you have set up your company profile, the next step is to connect to the BGIS sites that you are working at.

- Via the menu on the left > Click on Network > Find Clients > Use the search bar to find the site > click Connect.



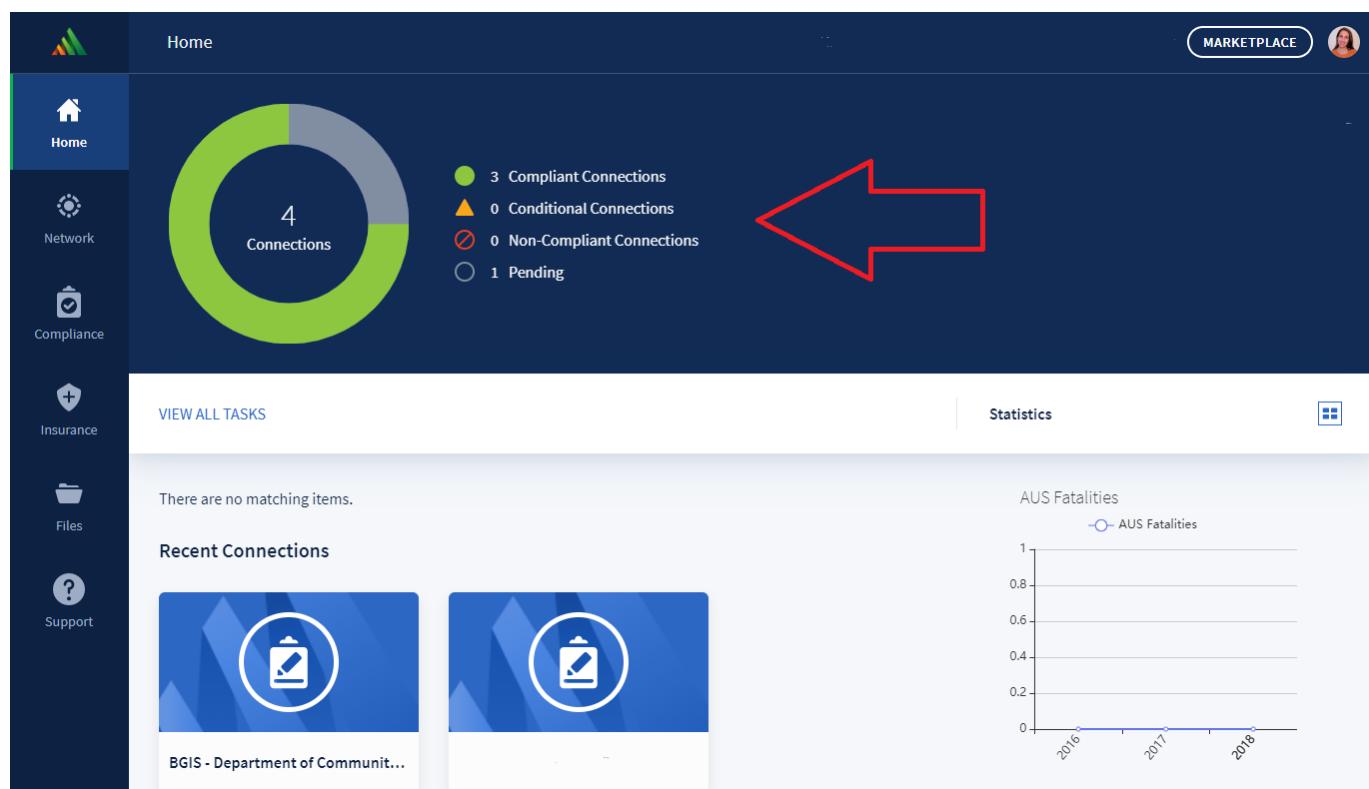
Once you click on Connect the BGIS CMS Team will receive an email alert to assess the connection.

- For enquiries regarding your BGIS site connections, please contact the CMS team via CMS@apac.bgis.com

3.3 Compliance Status

Once the connection has been made, Avetta Connect will display the prequalification task for each of the connections. Some will overlap with other sites, meaning you only need to complete the tasks once. Though some sites will have their own specific task.

- Your home page will display your company level compliance status for all your connections



3.4 Avetta Compliance Symbols



Has met all compliance requirements and is allowed to perform works on site.



Additional compliance requirements need to be completed



Not allowed to perform work on site



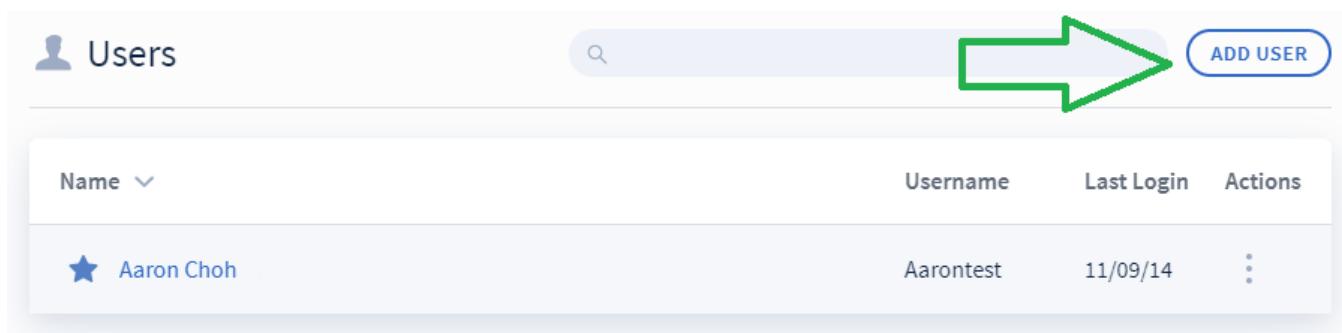
Your status will appear as pending until you begin fulfilling requirement

3.5 Assigning Additional Avetta Administrators

From the home page, click on the avatar on the top right > the drop down will appear > click on My Profile



Scroll to the bottom of the page > click on the Add User button



Users

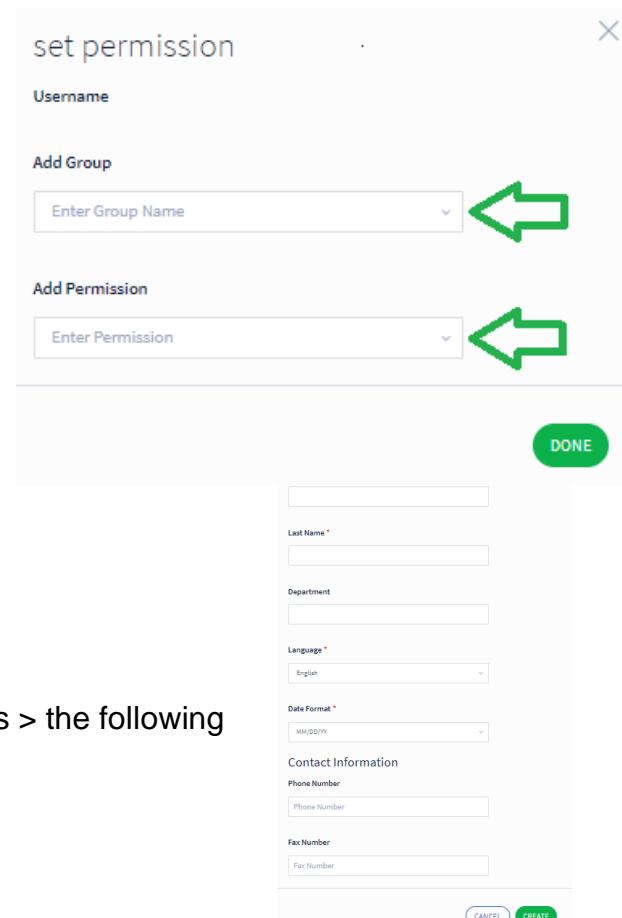
Name ▾

Name	Username	Last Login	Actions
★ Aaron Choh	Aarontest	11/09/14	⋮

ADD USER

- Fill in the user information
- The username will populate as the email address
- If the email address has already been used on the Avetta platform then it cannot be used again on a new account.

- Next, assign the group and permissions for the user
- If your administrator requires Worker Management, then access can be assigned via the Add Permission drop down.



set permission

Username

Add Group

Enter Group Name

Add Permission

Enter Permission

DONE

Last Name *

Department

Language *

English

Date Format *

MM/DD/YY

Contact Information

Phone Number

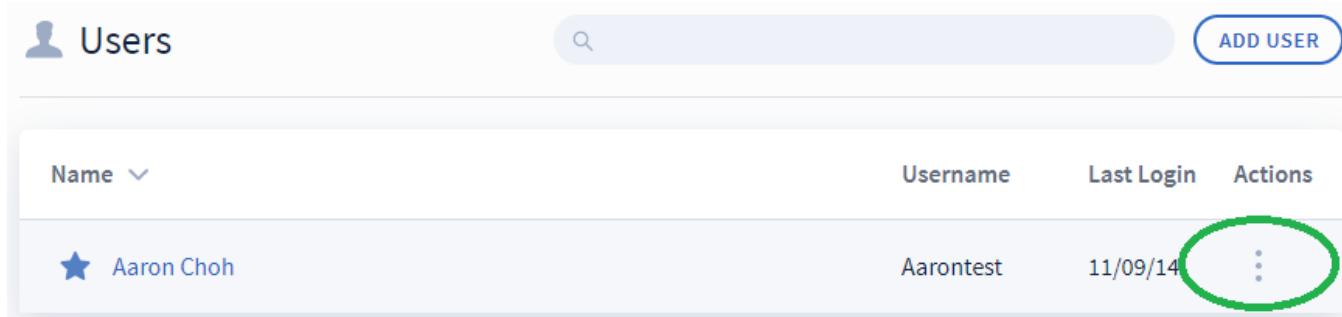
Fax Number

CANCEL CREATE

To update an existing account > click on the ellipsis > the following options will appear:

- Edit User Info
- Edit Permissions

- Deactivate User



Name	Username	Last Login	Actions
Aaron Choh	Aarontest	11/09/14	

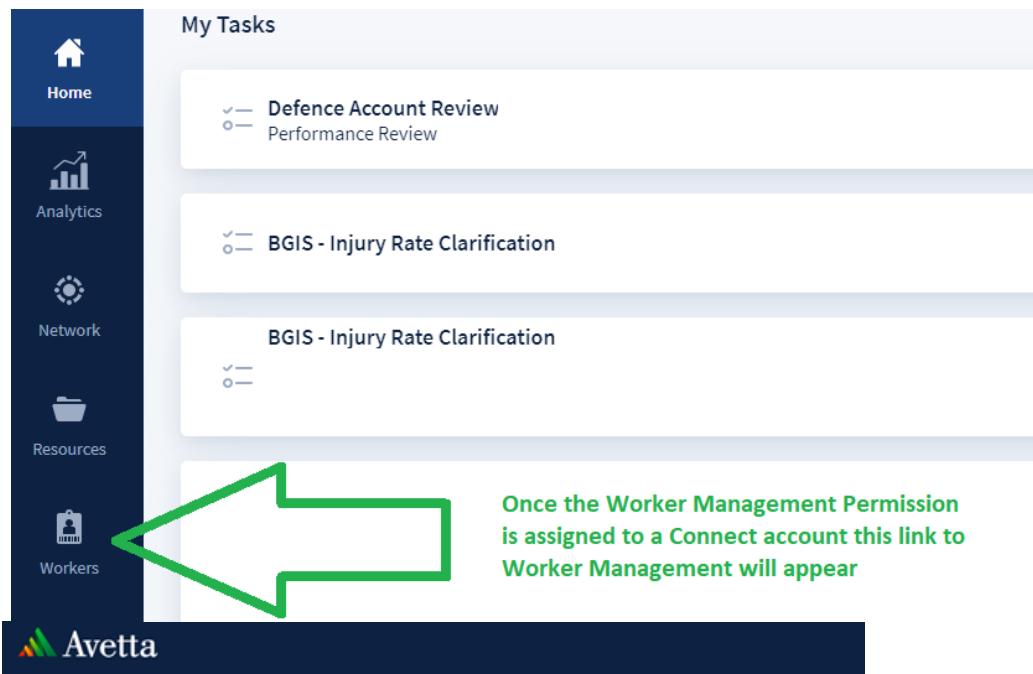
- If you need assistance with your Avetta Connect account, the Avetta team are there to help via the Live Chat feature on the website or call the **Avetta Helpdesk on 1800 502 142 (AUS) or 0800 001 353 (NZ)**

4 What is Avetta Worker Management?

Worker Management enables your **individual workers** to complete inductions and provide documentation to ensure they are prequalified to work at client sites.

4.1 How to log into Avetta Worker Management

Worker Management is accessible for Connect users, who have been assigned Worker Management Permissions, via the Workers tab in Connect.



My Tasks

- Home
- Analytics
- Network
- Resources
- Workers

Defence Account Review

Performance Review

BGIS - Injury Rate Clarification

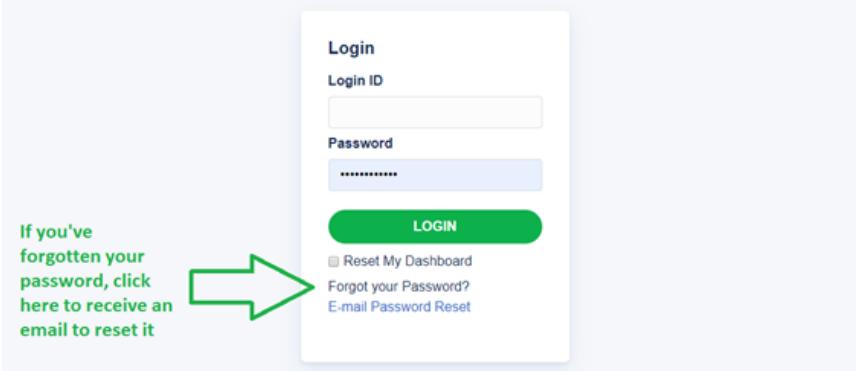
BGIS - Injury Rate Clarification

Once the Worker Management Permission is assigned to a Connect account this link to Worker Management will appear

Avetica

Once an individual worker has been added to Worker Management, they access the platform via:

<https://worker-au.avetta.com>



If you've forgotten your password, click here to receive an email to reset it

Reset My Dashboard

Forgot your Password?

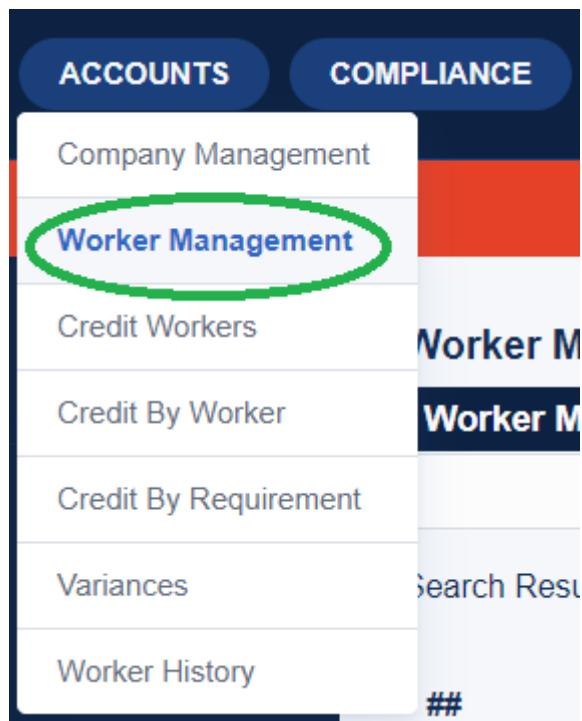
E-mail Password Reset

4.2 How to add workers to Worker Management

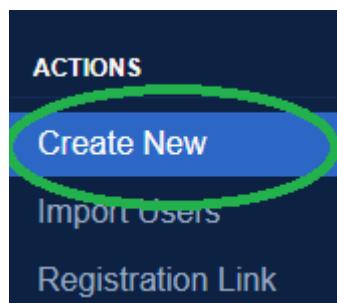
Supplier admins can add workers to Worker Management, either by bulk or individually.

Adding Workers individually

Click on Accounts > Worker Management



This will prompt the 'Create New' menu item to appear > click on it to create a new worker account.



Once you select "Create New" you will be taken to the screen below where you will need to fill in the highlighted fields.

Note: The email address field will also need to be filled in if you want automatic reminders to be sent to your new user, such as upcoming induction requirements and expiring documents & trainings

After creating the worker account, assign them to the BGIS accounts that they will be working on and to the role applicable to the work the new user performs.

Go to the Site Assignment tab > select “Add Site” and select the BGIS account that the employee will be working on > Once all applicable BGIS accounts are selected, you will need to click on the “Save” button

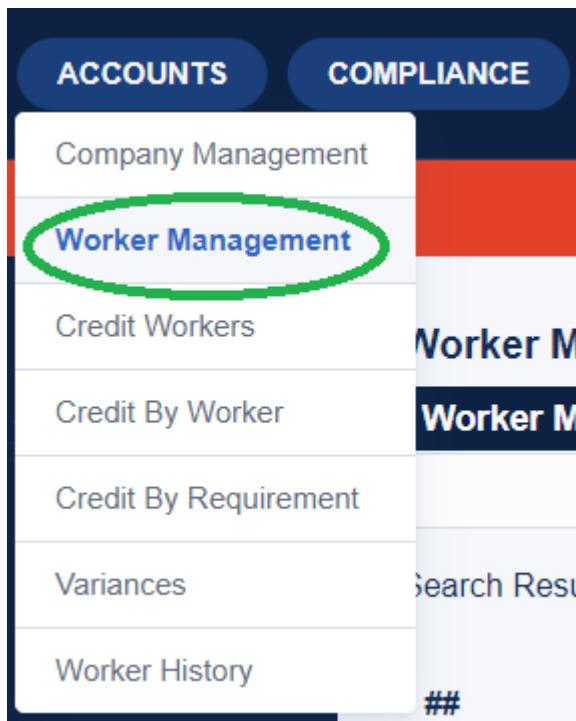
Note: The site assignment will assign all site specific requirements to your new user, e.g site inductions.

Once the Site Assignment has been made, you will need to go to the Role Assignment tab > Select Add Roles > Select applicable roles > Save

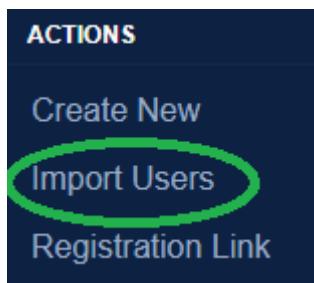
Note: The role assignments will drive role specific requirements to your new user, e.g electrical certification, first aid certifications etc.

Adding Workers in bulk via file upload

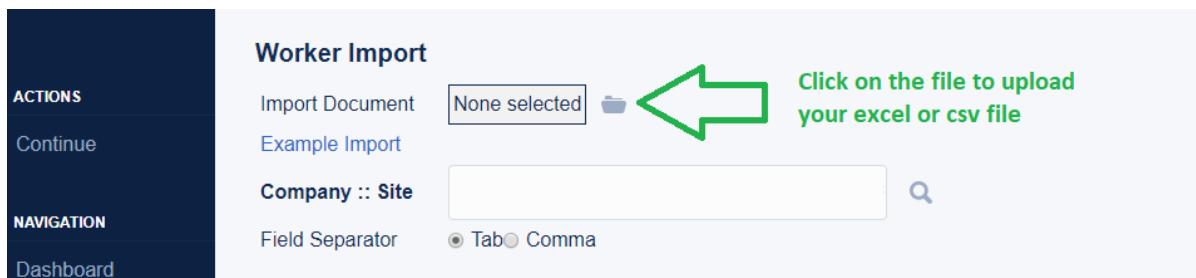
Click on Accounts > Worker Management



Next, click on Import Users



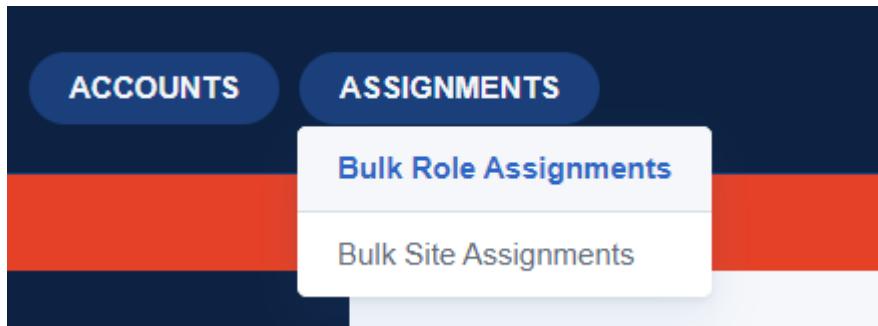
On the following screen, upload your excel file containing your worker details. The file must be populated with these columns: **Login / Password / First Name / Last Name / Title / Email**



After creating the worker account, you will need to assign them to the BGIS accounts that they will be working on and to the role applicable to the work the new user performs. This can be done individually as described above or via bulk.

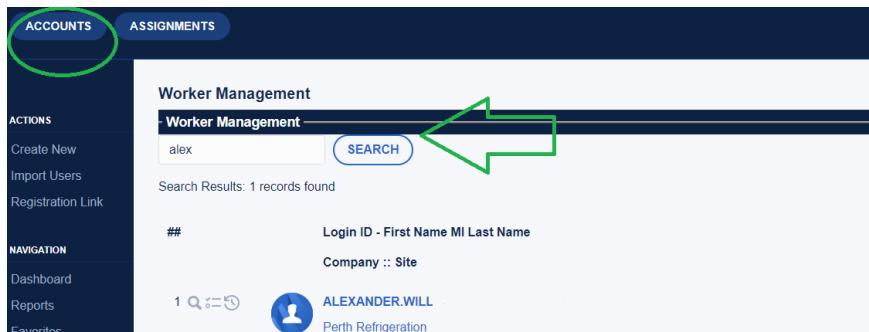
Assigning roles and sites in bulk

Click on Assignments > choose either Bulk Role Assignments or Bulk Site Assignments and follow the onsite prompts:



4.3 How to update workers accounts, including resetting passwords

Navigate to Accounts in the top menu bar > Worker Management > search for the workers name:



Click on the workers name to view and edit their account:

Worker Edit - Alexander Will

Worker	Contact	Notes	Role Assignments	Site Assignments	Permissions	Change Log
Picture 	Login ID ALEXANDER.WILL	Password	← Update a workers login and/or password			
First Name Alexander	MI 	Last Name William	Title N/A	Status Active	E-mail 	Company :: Site Perth Refrigeration
Language Default	🔍					
Options	<input checked="" type="checkbox"/> Change Password at next login <input checked="" type="checkbox"/> Password Never Expires					

← **Select these options if required**

If you would like to assign worker administration permissions, click on the permissions tab

Worker	Contact	Notes	Role Assignments	Site Assignments	Permissions	Change Log
--------	---------	-------	------------------	------------------	--------------------	------------

Followed by the Add Permissions tab on the left menu:

ACTIONS	Worker	Contact	Notes	Role Assignments	Site Assignments	Permissions	Change Log
Save	Click "Add Permissions" to give Worker Management Admin access to an worker						
Save as New							
Create New							
Delete Worker							
Add Permissions	← Select the required permissions and click save:						

Select the required permissions and click save:

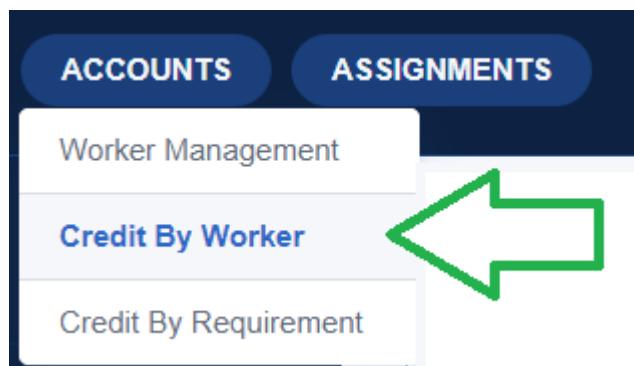
Personnel
<input type="checkbox"/> Credit Workers
<input type="checkbox"/> Workers
Information
<input type="checkbox"/> Reports
SAVE CANCEL

4.4 How to upload documentation/credit workers accounts

As an administrator with the credit workers permission assigned, you can upload documentation such as licenses and certificates on behalf of workers. Please note, individual workers are required to complete the induction courses themselves on Worker Management.

How to upload documentation individually by worker

Click on the accounts menu on the top left > credit by worker:



Search for the worker > click on their name which will bring up the list of their requirements > tick the requirements that you wish to upload the documents for and click use selected:

A screenshot of the 'Credit by Requirement' page for a worker named Charles Brown. The page includes a sidebar with 'ACTIONS' (Return to List, Show All Assigned), 'NAVIGATION' (Dashboard, Reports, Favorites, My Profile), and 'QUICK LINKS' (Pin Page). The main content shows a list of requirements for Charles Brown. A green circle highlights the checkbox for requirement 1, 'Enter Confined Space - Statement of Attainment'. A green arrow points to the 'USE SELECTED' button at the bottom of the requirement list. The table columns are '##', 'Requirement', 'Due Date', and 'Retake Months'. The requirements listed are:

##	Requirement	Due Date	Retake Months
1	<input checked="" type="checkbox"/> Enter Confined Space - Statement of Attainment	24.07.19	24
2	<input type="checkbox"/> Administration Qualification	01.08.19	Done
3	<input type="checkbox"/> Trade Qualification - Bricklayer	23.08.19	Once
4	<input checked="" type="checkbox"/> Working Safely at Heights - Statement of Attainment	24.08.19	24
5	<input checked="" type="checkbox"/> White Card (WA)	02.09.19	Once
6	<input type="checkbox"/> Vendor Induction	02.09.19	12
7	<input type="checkbox"/> BP General Induction	23.07.20	12
8	<input type="checkbox"/> WPCG Accreditation_Work Clearance Issuer Card	03.08.21	24

A description of the required documentation will appear > upload the documentation for each requirement.

Ensure the details entered exactly match those in the documents > once you have completed all fields the send to review button will appear for you to select. If you cannot complete a requirement click skip to move to the next requirement > Click finish when done.

Record 1 out of 3

Description
In Western Australia (WA) General induction training provides persons new to the construction industry with a basic knowledge of OHS legislative requirements, principles of risk management and the prevention of injury and illness in the construction industry.
The Occupational Safety and Health Regulations 1996 set out mandatory requirements for the provision of construction safety induction training, for employees or self-employed people doing construction work at a workplace in Western Australia.
In WA employers may require training to be repeated if workers not in workforce for more than two years.
Reference: NATIONAL CODE OF PRACTICE FOR INDUCTION FOR CONSTRUCTION WORK
: Occupational Safety and Health Regulations 1996

Instructions
Upload and clear and legible copy of the front and back of your valid White Card

Required Information

Completion Date/Time	16.11.19 16:00
Score	100.0
Result	Pass

You may upload files for credit below
You need to upload 0 file(s)

ACT Construction induction Card.JPG
 ACT Construction induction Card.JPG

Add File

Add Notes Here

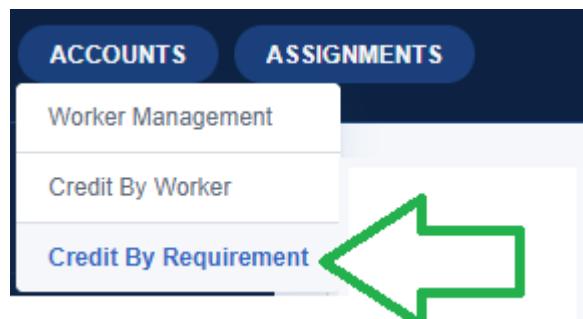
Additional Information

A summary page will appear:

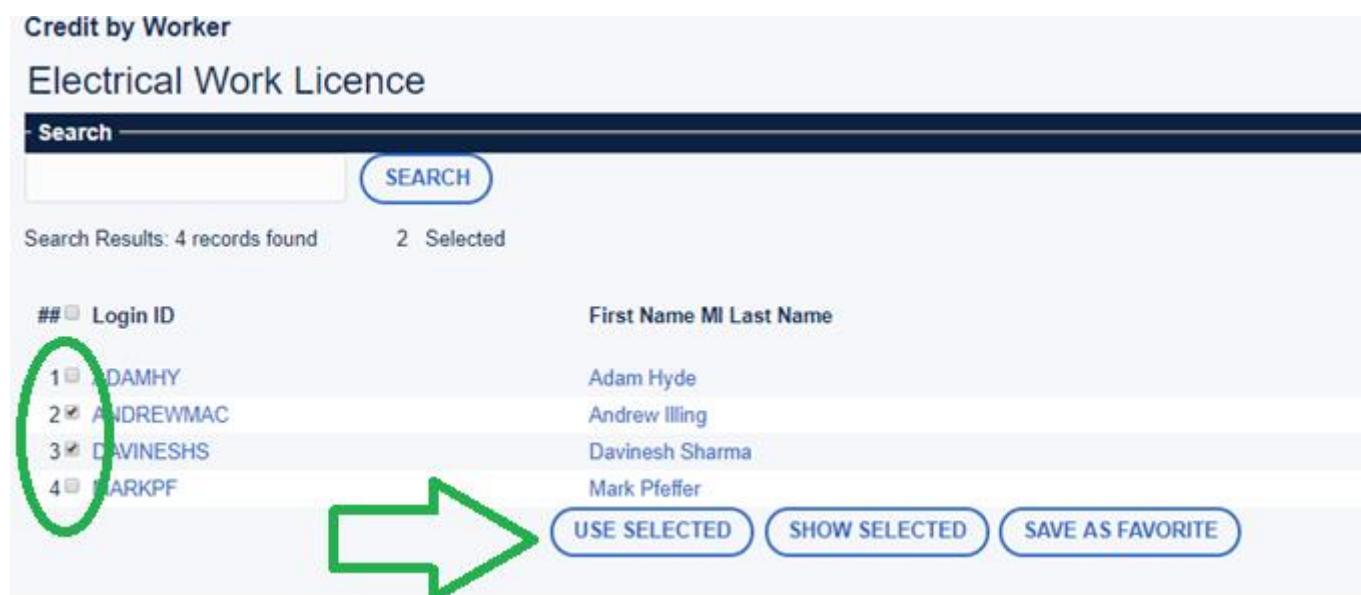
Requirement Credit		
Document Review Complete		
Results		
Worker	Requirement	Status
Charles Brown	White Card (WA)	Skipped
Charles Brown	Working Safely at Heights - Statement of Attainment	Skipped
Charles Brown	Enter Confined Space - Statement of Attainment	Skipped

How to upload documentation by requirement

Click on the accounts menu on the top left > credit by requirement:



Search for the requirement > the names of your workers who have been assigned the role which triggers the requirement will appear > tick the names that you wish to upload the documents for and click use selected:



##	Login ID	First Name MI Last Name
1	ADAMHY	Adam Hyde
2	ANDREWMAC	Andrew Illing
3	DAVINESHS	Davinesh Sharma
4	MARKPF	Mark Pfeffer

USE SELECTED SHOW SELECTED SAVE AS FAVORITE

A description of the required documentation will appear > upload the documentation for each requirement.

Ensure the details entered exactly match those in the documents > once you have completed all fields the send to review button will appear for you to select. If you cannot complete a requirement click skip to move to the next requirement > Click finish after which a summary page will appear.

Requirement Credit

 **Davinesh Sharma**
Electrical Work Licence

Record 1 out of 2

Description
Electrical Work Licence

All but limited electrical work must be carried out by licensed electricians in Queensland. Exceptions include:

- Authorised testing of electrical equipment
- Installation or repair of telecommunication cables
- Electrical work carried out by licensed electrical engineers
- Apprentice or trainee electrical work under supervision

Refer:
Electrical Safety Regulation 2013
Electrical Safety Act 2002

Instructions

Licence type: Electrical Work Licence issued by Queensland Government.

Documentation uploaded should be current and in the form of a valid Queensland Electrical licence. The front and back of the licence must be uploaded.

Information to be clearly displayed includes:

- Your Full Name
- Licence Number
- Expiry date
- Licence to perform the work of (Electrical Fitter or Electrical Mechanic or both)

Required Information

Completion Date/Time	16.11.19 16:00
Score	100.0
Result	Pass
Expiration Date	16.11.19

You may upload files for credit below
You need to upload 1 file(s)

Add File 

Add Notes Here

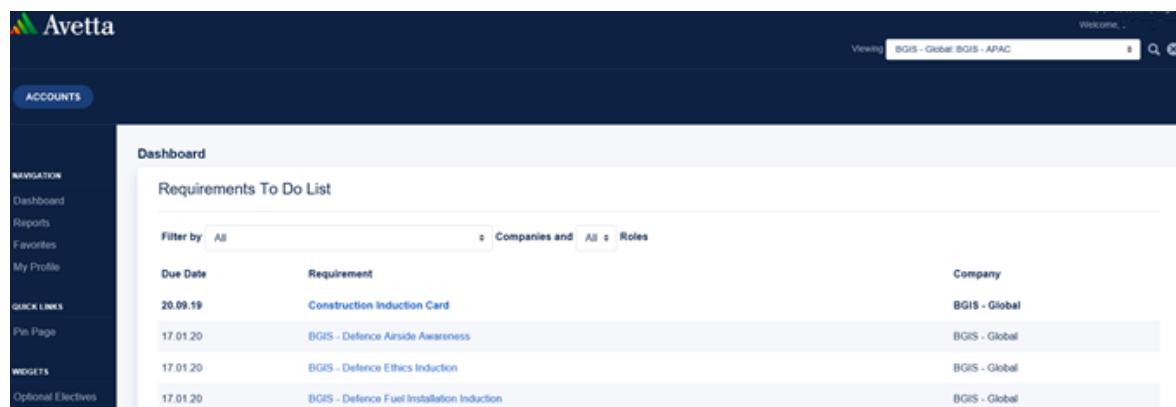




SEND TO REVIEW SKIP FINISH

4.5 Completing inductions / requirements to do list

On the dashboard, workers outstanding items, such as site inductions and role documentation appear in the 'Requirements To Do List'. Workers can click each requirement to complete the task. Each workers goal is to have an empty 'Requirements to do list'.

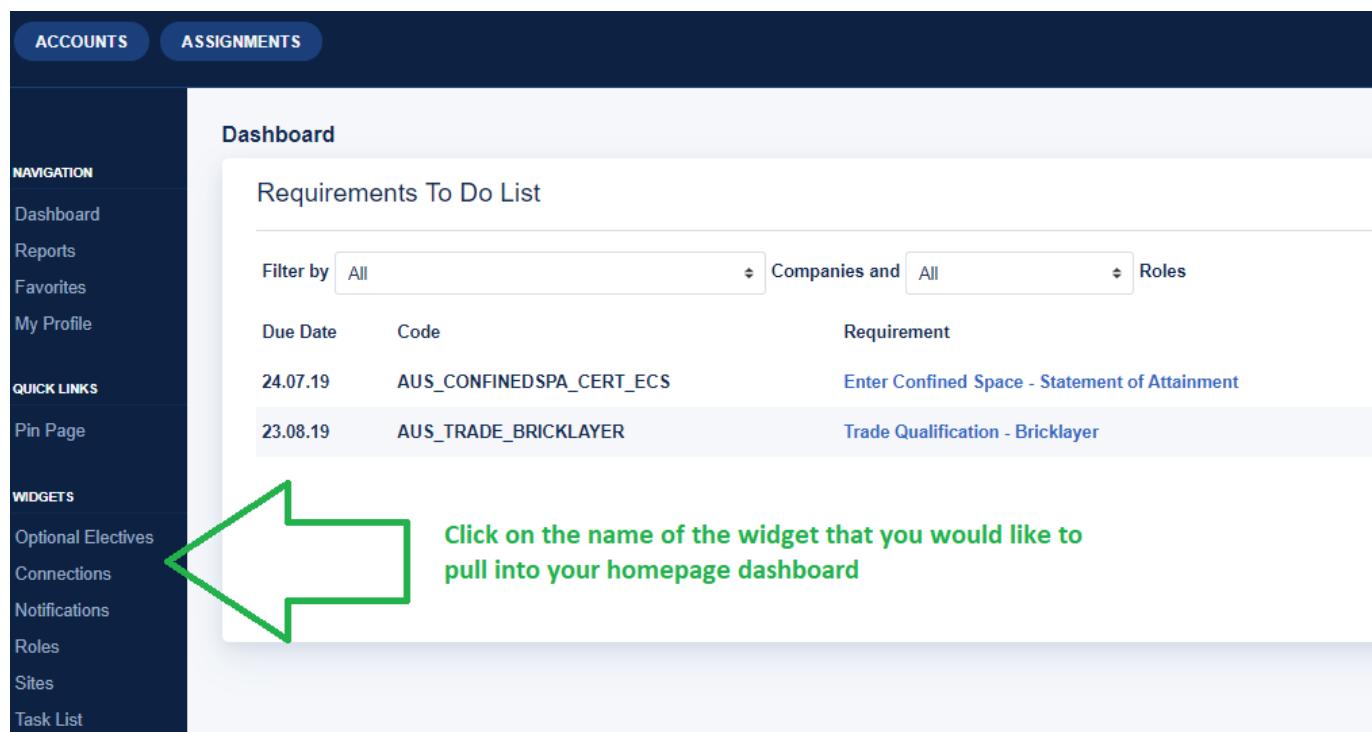


The screenshot shows the Avetta dashboard with the 'ACCOUNTS' tab selected. The main area is titled 'Requirements To Do List'. It includes a filter section with dropdowns for 'Due Date' (All), 'Requirement' (Companies and All Roles), and 'Company' (BGIS - Global). Below the filter are four rows of requirements:

Due Date	Requirement	Company
20.09.19	Construction Induction Card	BGIS - Global
17.01.20	BGIS - Defence Airside Awareness	BGIS - Global
17.01.20	BGIS - Defence Ethics Induction	BGIS - Global
17.01.20	BGIS - Defence Fuel Installation Induction	BGIS - Global

4.6 Reviewing compliance

Use the widgets available on the left menu to give you a snapshot of worker compliance



The screenshot shows the Avetta dashboard with the 'ACCOUNTS' tab selected. The main area is titled 'Requirements To Do List'. It includes a filter section with dropdowns for 'Due Date' (All), 'Code' (Companies and All Roles), and 'Requirement' (Enter Confined Space - Statement of Attainment). Below the filter are two rows of requirements:

Due Date	Code	Requirement
24.07.19	AUS_CONFINEDSPA_CERT_ECS	Enter Confined Space - Statement of Attainment
23.08.19	AUS_TRADE_BRICKLAYER	Trade Qualification - Bricklayer

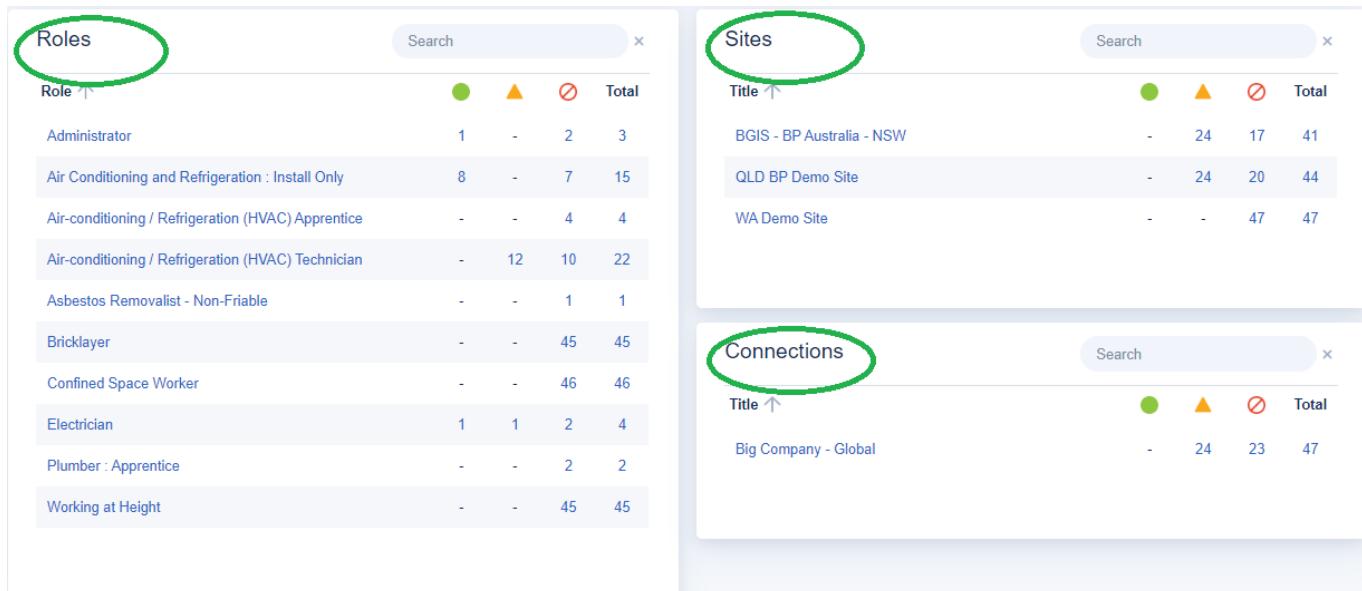
A green callout arrow points from the text 'Click on the name of the widget that you would like to pull into your homepage dashboard' to the 'Optional Electives' link in the 'WIDGETS' section of the left sidebar.

Click on the name of the widget that you would like to pull into your homepage dashboard

WIDGETS

- Optional Electives
- Connections
- Notifications
- Roles
- Sites
- Task List

Gain an overview of compliance by viewing the Connections, Roles and Sites widgets



Roles

Role	Green	Yellow	Red	Total
Administrator	1	-	2	3
Air Conditioning and Refrigeration : Install Only	8	-	7	15
Air-conditioning / Refrigeration (HVAC) Apprentice	-	-	4	4
Air-conditioning / Refrigeration (HVAC) Technician	-	12	10	22
Asbestos Removalist - Non-Friable	-	-	1	1
Bricklayer	-	-	45	45
Confined Space Worker	-	-	46	46
Electrician	1	1	2	4
Plumber : Apprentice	-	-	2	2
Working at Height	-	-	45	45

Sites

Title	Green	Yellow	Red	Total
BGIS - BP Australia - NSW	-	24	17	41
QLD BP Demo Site	-	24	20	44
WA Demo Site	-	-	47	47

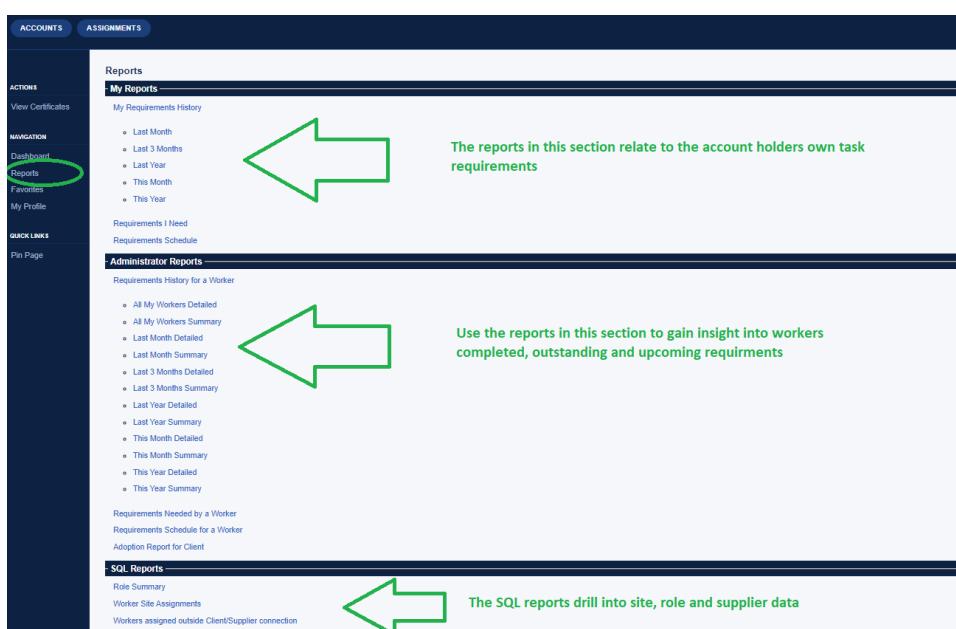
Connections

Title	Green	Yellow	Red	Total
Big Company - Global	-	24	23	47

- Roles Widget** Displays the compliance status of workers with role assignments
- Sites Widget** Displays the compliance status of workers assigned to client sites
- Connections Widget** Displays the companies connected to and their compliance status within Connect

4.7 Reporting

Drill into detailed account details and worker, site and role compliance using the reports available via the report link on the left menu bar:



My Reports

The reports in this section relate to the account holder's own task requirements

Administrator Reports

Use the reports in this section to gain insight into workers completed, outstanding and upcoming requirements

SQL Reports

The SQL reports drill into site, role and supplier data

Select your parameters and view the report on your screen, export to pdf, export to excel or have the report emailed to yourself or nominated person via email.

Report Prompt - Requirements History for a Worker

Click button(s) below to generate report

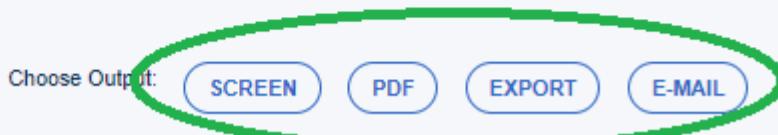
Optional Fields

Workers	All selected	<input type="button" value=""/>	<input type="button" value=""/>	<input type="button" value=""/>		
Group By	Select	<input type="button" value=""/>				
Results	Select	<input type="button" value=""/>				
Date Range	Range	<input type="button" value=""/>	From:	<input type="button" value=""/>	To:	<input type="button" value=""/>
Score	From:	<input type="button" value=""/>	To:	<input type="button" value=""/>		
Requirements	All selected	<input type="button" value=""/>	<input type="button" value=""/>	<input type="button" value=""/>		

Options

Summary Information Only
 Do not show empty result tables
 Append Subtotals and Averages row
 Print Row Numbers

Choose Output: **SCREEN** **PDF** **EXPORT** **E-MAIL**



Use the email option to schedule reports. This function is also recommended for large reports that may take longer to populate on the screen.

Scheduled E-mail Title
Custom Emailed Report For - Charles Brown

E-mail address(es) to send report, separate by semicolon
demo14478@avetta.com

E-mail Subject Line
Requirements History for a Worker Report

When would you like your E-mail? 24Hr. Format
17.11.19 06:00

How often would you like your E-mail?
One Time No End Date

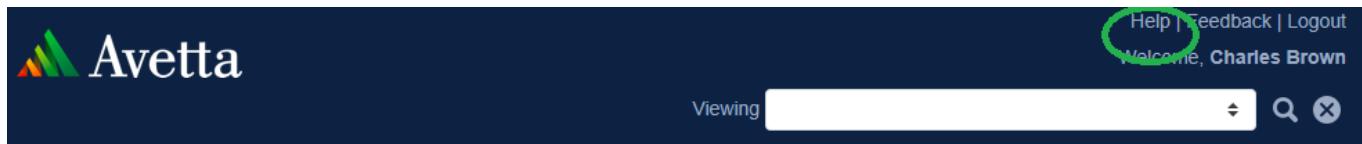
How would you like your report?

Export PDF HTML

CONTINUE **CANCEL**

4.8 Helpdesk

View quick start guides and contact the Avetta Helpdesk via the Help link on the Worker Management site:



The Avetta Helpdesk team is also available over the phone Mon – Fri 9am -5pm AEDT on **1800 502 142 (AUS) or 0800 001 353 (NZ)**. Alternatively you can email the team via wmsupport@avetta.com

If you need assistance with any of your roles or permissions please contact the BGIS CMS Team via CMS@apac.bgis.com