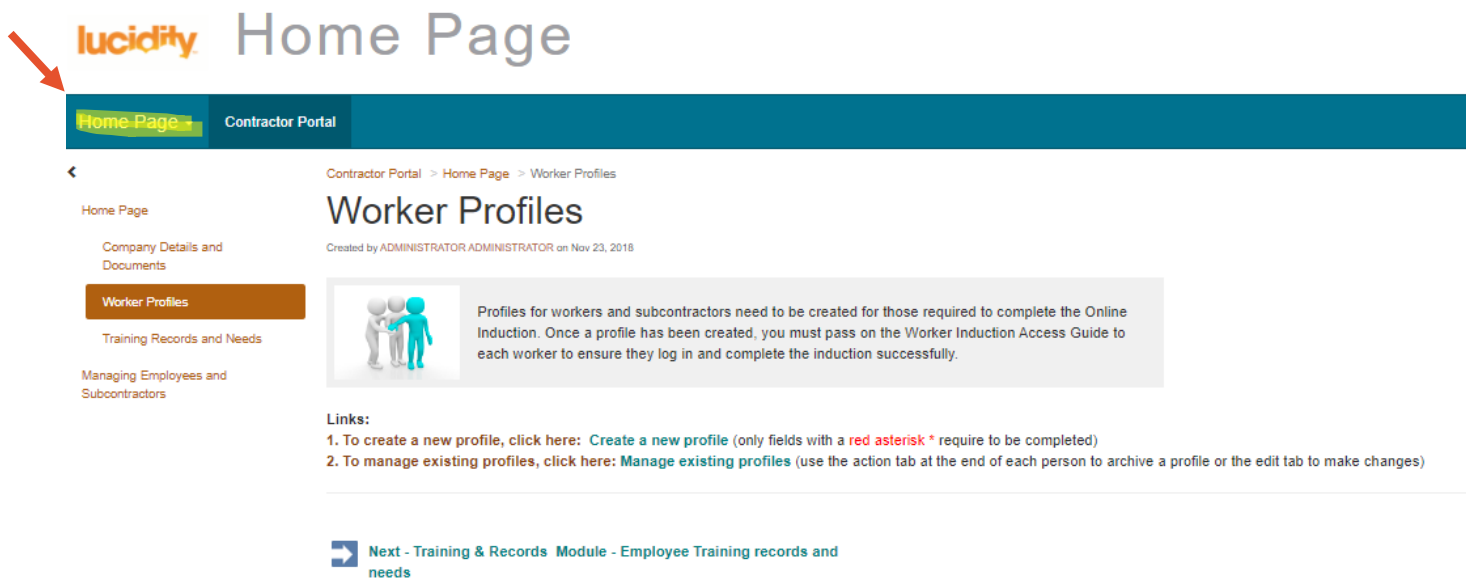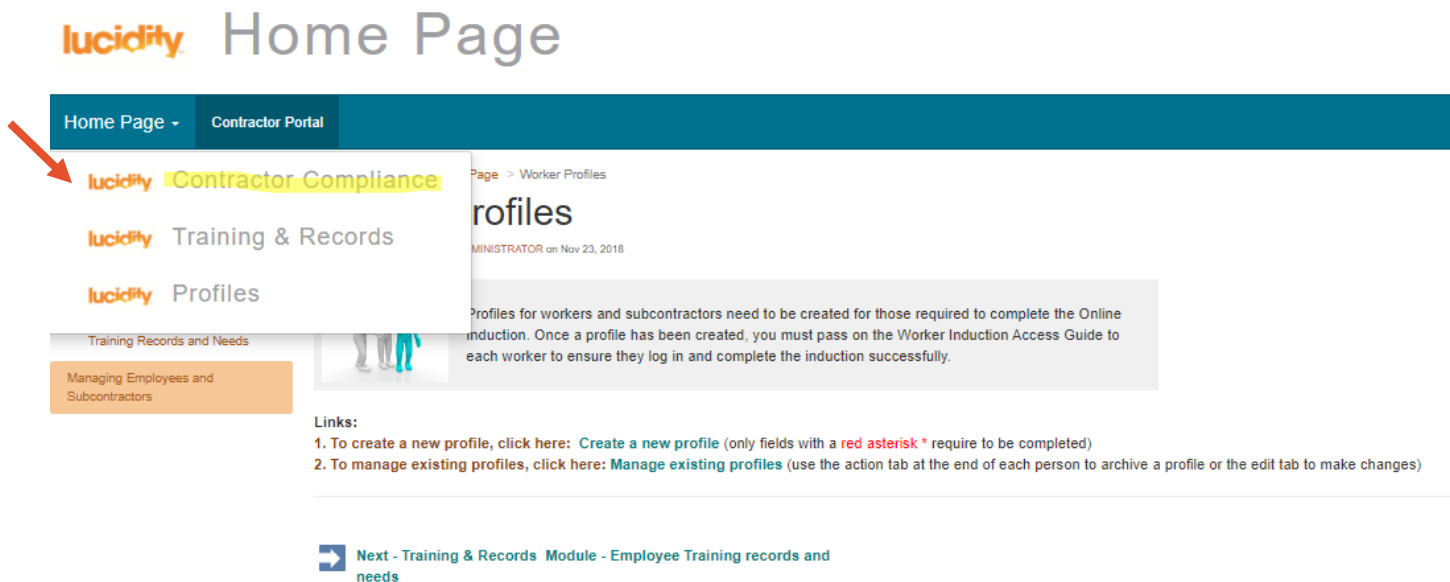# CONTRACTOR REPRESENTATIVE – CHECKING AND MAINTAINING WORKERS' PROFILES

THIS GUIDE DEMONSTRATES HOW THE CONTRACTOR REPRESENTATIVE CHECKS AND MAINTAINS THE PROFILES OF CONTRACTOR WORKERS IN THE ISAAC REGIONAL COUNCIL CONTRACTOR MANAGEMENT SYSTEM.

1. From the home page, select "Contractor Compliance".

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2. Select "Employees"

3. Select the employee's line or "View". All employee training requirements will display.

Tip

To create new employee profiles or to change an employee's details, go to the "Profiles" tab (see below)

Related Information Sheets:

– Contractor Representative – Setting Up Access for Contractor Workers

– Contractor Representative – Uploading Documents

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