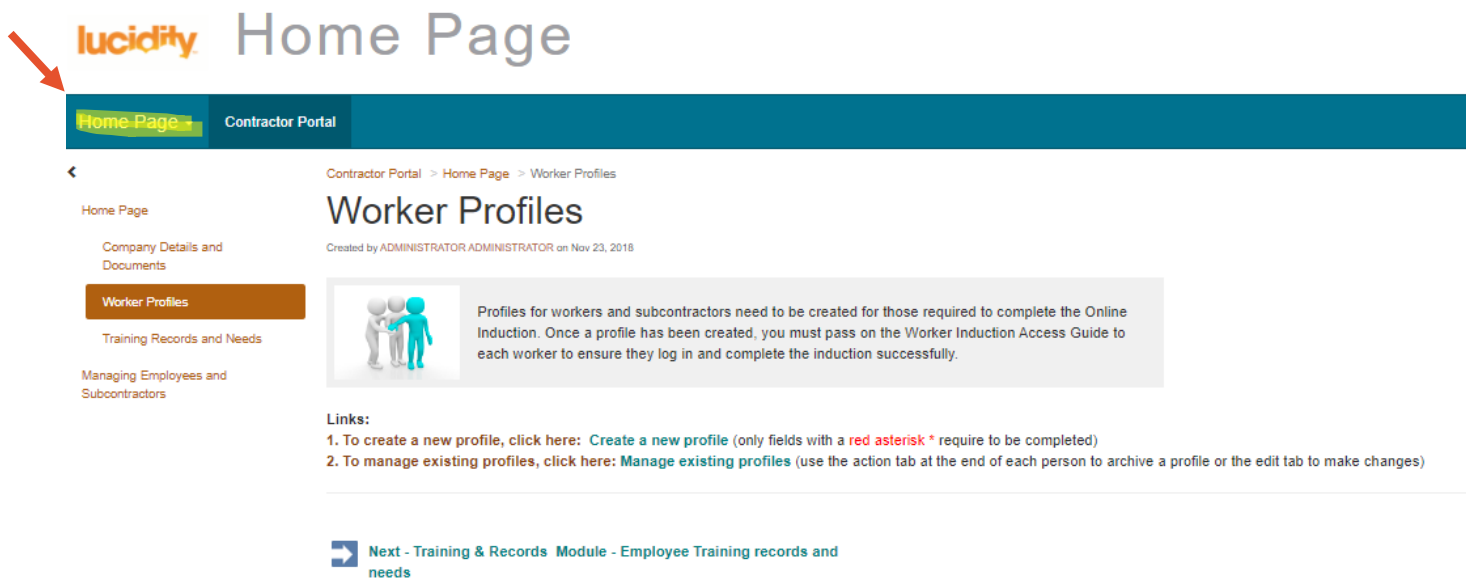


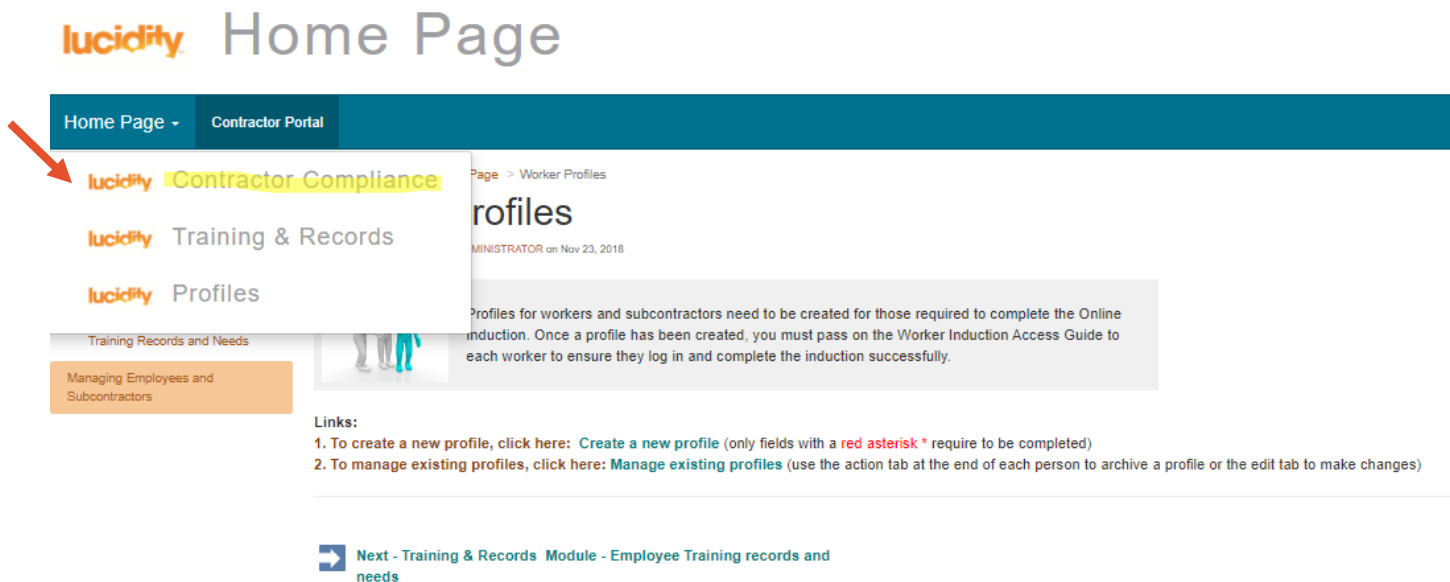
# CONTRACTOR REPRESENTATIVE – CHECKING AND MAINTAINING WORKERS' PROFILES

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”.



The screenshot shows the Lucidity Home Page. The navigation bar at the top has 'Home Page' highlighted in yellow, with a red arrow pointing to it. Below the navigation bar, the breadcrumb trail reads 'Contractor Portal > Home Page > Worker Profiles'. The main heading is 'Worker Profiles', created by ADMINISTRATOR ADMINISTRATOR on Nov 23, 2018. A central text box explains that profiles for workers and subcontractors need to be created for those required to complete the Online Induction. Below this, there are links for creating new profiles and managing existing ones. A 'Next' button points to the 'Training & Records Module - Employee Training records and needs'.



The screenshot shows the Lucidity Home Page with the navigation bar expanded. 'Contractor Compliance' is highlighted in yellow, with a red arrow pointing to it. The breadcrumb trail is 'Contractor Portal > Home Page > Worker Profiles'. The main heading is 'Worker Profiles', created by ADMINISTRATOR ADMINISTRATOR on Nov 23, 2018. A central text box explains that profiles for workers and subcontractors need to be created for those required to complete the Online Induction. Below this, there are links for creating new profiles and managing existing ones. A 'Next' button points to the 'Training & Records Module - Employee Training records and needs'.

## 2. Select “Employees”

Viewing 1 - 1 of 1

ID	Company	Company category	Address line 1	Suburb	Company classification	Required Document	Contractor Representative Name	Contractor Representative Email	Contractor Representative Contact Number	ABN / ACN	Website	Project	
264						3 / 3							<a href="#">/ Edit</a> <a href="#">Documents</a> <a href="#">Employees</a> <a href="#">Actions</a>

## 3. Select the employee’s line or “View”. All employee training requirements will display.

Viewing 1 - 10 of 10

Employee ID	First name	Last name	Payroll Number or Unique Identifier	Outstanding Needs	Record status	
				1	EXPIRED	<a href="#">Approved</a> <a href="#">Q View</a>
				1	EXPIRED	<a href="#">Approved</a> <a href="#">Q View</a>
				1	EXPIRED	<a href="#">Approved</a> <a href="#">Q View</a>
				1	EXPIRED	<a href="#">Approved</a> <a href="#">Q View</a>

**Tip**  
To create new employee profiles or to change an employee’s details, go to the “Profiles” tab (see below)

Home Page - Contractor Portal

lucidity Contractor Compliance

lucidity Training & Records

lucidity Profiles

### Related Information Sheets:

- Contractor Representative – Setting Up Access for Contractor Workers
- Contractor Representative – Uploading Documents