

CONTRACTOR REPRESENTATIVE – SETTING UP ACCESS FOR CONTRACTOR WORKERS

THIS GUIDE DEMONSTRATES HOW THE CONTRACTOR REPRESENTATIVE SETS UP ACCESS FOR CONTRACTOR WORKERS IN THE ISAAC REGIONAL COUNCIL CONTRACTOR MANAGEMENT SYSTEM.

1. From the home page, select “Profiles”

lucidity Home Page

Home Page - Contractor Portal

Contractor Portal > Home Page > Worker Profiles

Worker Profiles

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Profiles for workers and subcontractors need to be created for those required to complete the Online Induction. Once a profile has been created, you must pass on the Worker Induction Access Guide to each worker to ensure they log in and complete the induction successfully.

Links:

- To create a new profile, click here: [Create a new profile](#) (only fields with a red asterisk * require to be completed)
- To manage existing profiles, click here: [Manage existing profiles](#) (use the action tab at the end of each person to archive a profile or the edit tab to make changes)

Next - Training & Records Module - Employee Training records and needs

Home Page - Contractor Portal

- Contractor Compliance
- Training & Records
- Profiles**

2. Select “Contractor Employees”

lucidity Profiles

Profiles - People

People

List Contractor Employees

Employees

Contractor Employees

Archived People

Add New Excel Export Excel Export All

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z ALL

Current Filter: Unsaved Filter

Viewing 1 - 3 of 3

Employee ID	First name	Last name	Company	Payroll Number or Unique Identifier
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]

3. Select “Add New” and enter the worker’s details (only fields with a red asterisk* require to be completed)

The screenshot shows the 'Lucidity Profiles' interface. At the top, there is a navigation bar with 'Profiles' and 'People' tabs. Below this, a sidebar on the left contains 'People', 'Employees', 'Contractor Employees' (highlighted in yellow), and 'Archived People'. The main content area is titled 'List Contractor Employees' and features a toolbar with 'Add New' (highlighted in yellow), 'Excel Export', and 'Excel Export All' buttons. Below the toolbar is a grid of columns labeled A through U, with a red arrow pointing to column 'D'. A 'Current Filter' dropdown menu is set to 'Unsaved Filter'. At the bottom, there are search and filter options, including a 'Search' input field and a 'Directorate' dropdown menu with a '[SELECT]' button.

Tips

- Workers’ mobile phone numbers should be entered without spaces.
- Enter the Contractor Representative’s email in the workers’ profiles, so the Contractor Representative can manage notifications regarding training needs (e.g., expiring IRC online inductions)

Related Information Sheets:

- Contractor Representative – Checking and Maintaining Workers’ Profiles
- Contractor Representative – Uploading Documents