

WI No: PRO-UG-017

Process Area: Procurement & Subcontractor Management

1 Purpose

To illustrate how a subcontractor technician utilising City Onsite can:

- check in at a Coles DC site.
- state the reason for visit from jobs assigned.
- provide updates on jobs while onsite.

2 Scope

Subcontractor technicians required onsite at a Coles DC who have been invited to join City Onsite.

NOTE: Subcontractor technicians doing work for City cannot sign up to City Onsite without an invitation.

It is recommended that users install the City Onsite application from either the Apple App Store or Google Play Store, however accessing City Onsite via a mobile web browser is also possible.

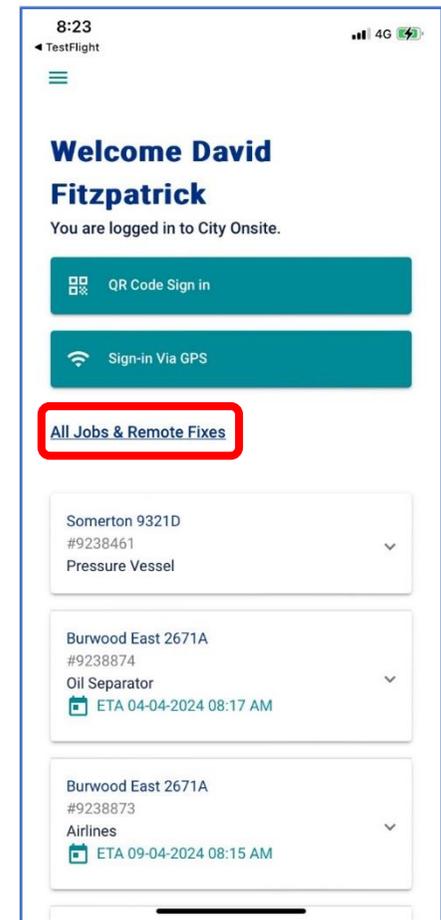
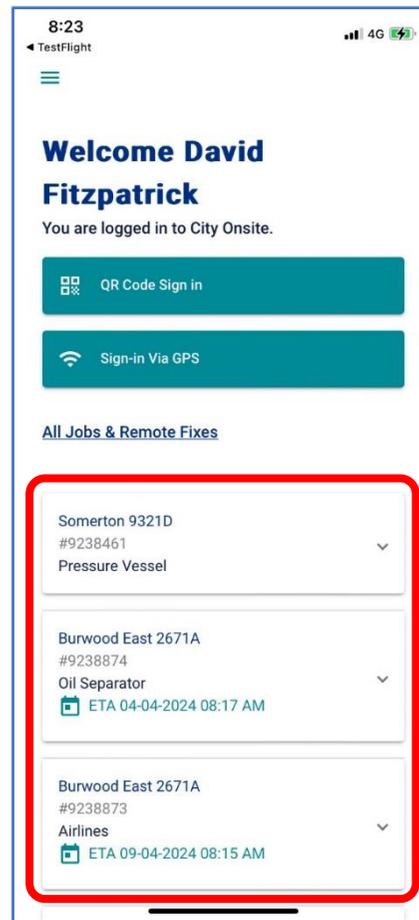
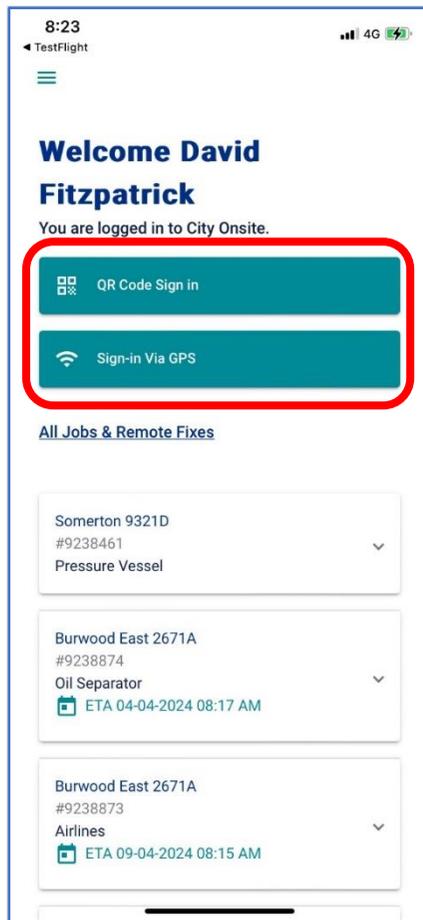
If an invite to join City Onsite has not been provided, contact an organisational administrator with access to City Workbench and request an invitation.

3 User Guide

3.1 Scanning a Site QR Code and Logging in to the Application

Step 1 – Scan QR Code	Step 2 – Install City Onsite	Step 3 – Sign In to City Onsite	
<p>Locate the City Onsite QR Code upon arrival at a Coles DC location and scan it.</p>	<p>If the City Onsite app is not installed on the device – navigate the landing page to either download the app, or proceed with mobile web browser.</p>	<p>If not signed into City Onsite already, prompt will appear to do so. Enter email address and select Continue. Enter password and select Enter.</p>	

Step 4 – Onsite Dashboard



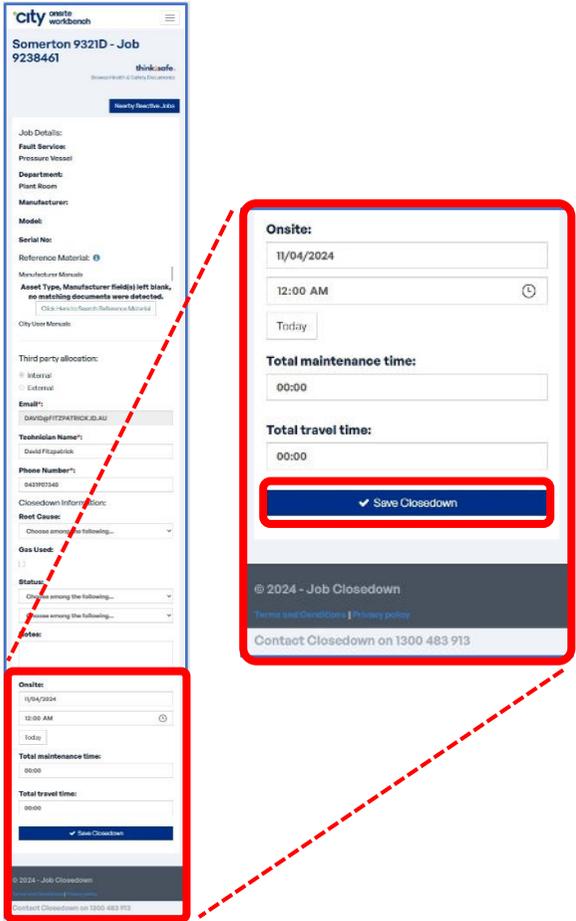
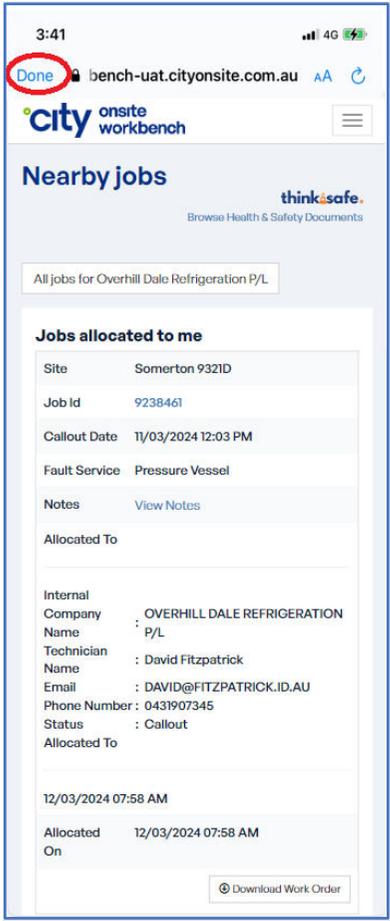
At the dashboard screen, sign-in can be actioned by scanning the QR Code, or via a list of appropriate sites determined by the geo-location of the mobile device.

All assigned jobs can be reviewed.

If a remote fix needs to be carried out, the **All Jobs & Remote Fixes** link can be used to browse jobs.

3.2 Registering a Visit and Updating Jobs

Step 1 – Sign In Via GPS	Step 2 – Compliance Check	Step 3 – Reason for Visit
<p>If Sign-in Via GPS was selected, a list of nearby sites will be generated for selection.</p>	<p>Select the Company represented for a compliance check. If multiple companies are registered against the user profile, select the appropriate company for the visit.</p> <p>Contact your company if the compliance check fails as you may not proceed with the visit</p>	<p>Jobs assigned via City Workbench will appear on this screen.</p> <p>Jobs assigned to the represented company are available to pick up (self-allocate).</p> <p>Select the checkbox next to the jobs that will be actioned as part of the visit.</p> <p>More details are available by tapping the down arrow for each job.</p> <p>Alternatively, select the Non-City FM related work checkbox if appropriate.</p> <p>Select Complete Induction to continue.</p>

Step 4 – Selecting Job to be Updated	Step 5 – Updating Job Details	Step 6 – Finalising Job Details																																																								
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<p>Select the job to be updated by tapping on the Job number from the list of assigned jobs.</p>	<p>Update the details of the job and select Save Closedown</p>	<p>Once all jobs have been updated onsite select the Done option at the top left of screen above the City Onsite Workbench logo.</p>																																																								

Step 7 – Signing Out of Site	Step 8 – Visit Summary & Sign-out Confirmation	Step 9 – Return to Dashboard
<p>Select the Sign out of <location name> button.</p>	<p>Reconcile onsite updates with originally stated Reason for Visit. Jobs updated will be marked with a green tick. Jobs not updated will be marked with an amber hazard.</p> <p>Sign the sign out confirmation with a finger and select the Confirm Sign out button.</p>	<p>The application will navigate to the City Onsite dashboard screen ready for sign-in to next site.</p>

4 Document Control

Approval

	Title	Name
Administrator	Procurement Manager – OSS	Jessica Kearns
Approver	Head of Financial Control – Finance	Leonard Khoo

Electronic approval maintained on file

Document History

The following table lists the changes made to this document:

Version	Date	Amended By	Brief summary of changes
1	11/04/2024	D. Fitzpatrick	Document formatting, screenshots, and content.
2	10/05/2024	K. Chang	Minor wording and screenshot update.