City Workbench User Guide - Creating a Technician User Profile



QRG No:PRO-UG-015Process Area:Procurement & Subcontractor Management

This purpose of this guide is to illustrate how a Technician User can create a user profile in the City Workbench application (previously referred to as Closedown Portal or Subcontractor Portal).

A Technician user can only sign up and create a user profile for City Workbench by invitation only from a Subcontractor Administrator. If you have not received an invitation, please contact the Subcontractor Administrator for your organisation.

Creating a Technician User Profile

Instruction	Screen View	
On receipt of your City Onsite invitation email, begin the process of creating your user profile by clicking the link.	Hi there, John Doe has invited you create a City Onsite profile. You can use this profile to sign in and update City jobs, as well as store your licences, certifications and SWMS in one handy location. You can use this profile to sign in and out of our partner sites that adopt the City Onsite site induction system. Create your profile and submit job closedown information <u>here</u> . Thank you and welcome to City Onsite, The Team at City	
Clicking the link in the email will open a web browser page inviting you to register. In the pop-up screen, enter your email address and select 'Send verification code'.	Register today! It looks like you're not registered with us yet. Fill out the details below and tap Continue to create your account. Enter your email address david filepanic out holdings com au Send verification code	
Check your email for receipt of an email with the subject 'City Onsite email verification code'	Verify your email address Thanks for verifying your doubted in the second second. Your code is:	
Take note of the code within the email.	Sincerely, City Onsite UAT	



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Process Area:	Procurement & Subcontractor Management



Instruction	Screen View	
Return to the web browser and	Register today! It looks like you're not registered with us yet. Fill out the details below and tap Continue to create your account.	
add the code from your email to the Verification code box.	Verification code has been sent to your inbox. Please copy it to the input box below.	
Click on the 'Verify Code' button.	Enter your email address	
	david fitspatrick@city holdings com au	
	Verification code	
	878254	
	Verify code Send new code	



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Instruction	Screen View	
	Register today! It looks like you're not registered with us yet. Fill out the details below and tap Continue to create your account.	
The screen will confirm 'E-mail address verified. You can now	E-mail address verified. You can now continue. Enter your email address	
continue.' Proceed to enter your first name, last name, and mobile	Enter your first name	
number in the corresponding fields.	Enter your last name	
You will need to create and confirm a 10-character password that contains a	Enter your mobile number	
combination of lowercase, uppercase, numbers and special characters.	Enter your password	
Press 'Continue' when done.	Confirm your password	
	Continue Cancel By registering you agree to our	
	Conditions of Use	





Instruction	Screen View	
he registration pop-up screen will close and return you to the main browser screen. Enter your email address and press 'Continue'	<section-header><section-header><section-header><section-header><text><text><text></text></text></text></section-header></section-header></section-header></section-header>	
In the pop-up window, enter the email address for your profile and the password you created.	Crity Consisted Email Address	



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Page 4 of 6 Version: 1 Version Date: 25/10/2023



Instruction **Screen View** City workbench 1st Choice Refrigera... thinkisafe Nearby jobs Jobs allocated to me STE JOE & CHLICUT DATE FACT SERVICE ALLOCATED ON MORE ORDER Company Name : 15T CHOICE REFRIGERATION (ALLIANCE): Contact : YIK KIM HUAZ YIK KIMBCITYHOLDINGS.ASIA, 0123123122; Status : Calour Brandon Park 7707299 16/11/2022 12:06 Electrical - Small 05405 PM Electrical Works 10/04/2023 03:06 @ Do Upon successfully signing in, you will be forwarded to the Company Name : 15T CHOICE REFRIGERATION (ALLIANCE): Contact : YIK KIM HUAT, YIK KIMIRCITYHOLDINGS.ASIA, 023 03.12 @ Downitaal City Workbench Technician 090 Page. 1123123123; Hatus : Callout From here you can proceed to review jobs allocated to you or Unallocated jobs pick up jobs that City has assigned to your organisation. 308.02 GALOUT DATE FALL SERVICE NOTES ALLOCATED TO NORK ORDER ACTO 7710610 12/04/2023 02:54 PM Air Conditioning -Spilt System Onv Commission @Download Pick.Up 7710664 17/04/2023 12:32 AM Air Handling Units dev Mel NO PARSE 0.04





Document Control

Approval

	Title	Name
Administrator	Procurement Manager – OSS - Finance	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	Summary of changes
1	25/10/2023	C. James	Initial release.

