



CANDIDATE GUIDE TO UPLOADING LICENCES, TICKETS AND DOCUMENTS

IMPORTANT – When uploading any licences, tickets and documents make sure you are using either Google Chrome or Microsoft Edge.



Microsoft Edge (PREFERRED)



Google Chrome (PREFERRED)

STEP 1: - If you have an existing WorkPro account, login. If you do not yet have a WorkPro account, you will need to create one before you can proceed to uploading your licence/s, ticket/s and document/s.

Choose this option if you have not used WorkPro before

STEP 2: - When you have signed up and/or logged in, 'Start a new session', enter the single use Token and 'Continue'.

Hi Demo, welcome to WorkPro!

Your username is demo_candidateau

What would you like to do today?

- Start a new session.**
You've been requested to complete some tasks and have a new Token to use.

[Where's my Token?](#)
- Resume a session.**
You've already used your Token, but still have tasks to complete.
- View your Profile.**

[CONTINUE](#)

NOTE:

You do not need to re-enter the token number once it has been used, instead click 'Resume a session' and 'Continue' to access uncompleted tasks.

LICENCES & TICKETS

STEP 1: - Select 'Licence and Tickets' and 'Add licence'.

WorkPro Demo Candidate

Demo Candidate

Home

Personal Details

Fair Work Statement

Background Checks 5

Licences & Tickets 4

Documents 2

Induction & Learning 2

Medical Check 1

CIN: 1100719
Username: Demo_Candidate
[Reset Password](#)

Licences & Tickets

4 licences requested

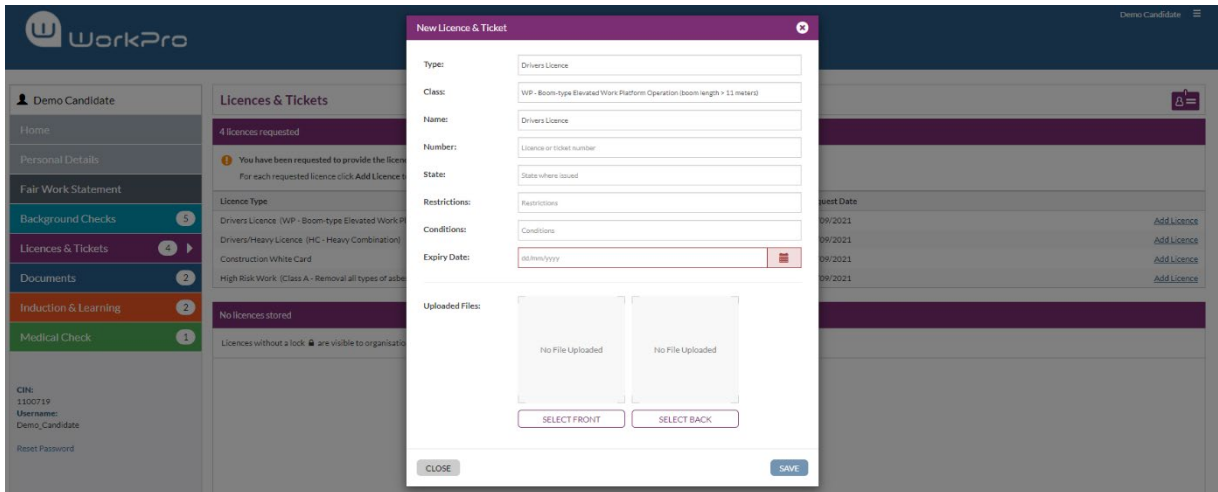
You have been requested to provide the licences listed below.
For each requested licence click [Add Licence](#) to create a new licence of that type.

Licence Type	Requested By	Request Date	
Drivers Licence (WP - Boom-type Elevated Work Platform Operation (boom length > 11 meters))	WorkPro	07/09/2021	Add Licence
Drivers/Heavy Licence (HC - Heavy Combination)	WorkPro	07/09/2021	Add Licence
Construction White Card	WorkPro	07/09/2021	Add Licence
High Risk Work (Class A - Removal all types of asbestos)	WorkPro	07/09/2021	Add Licence

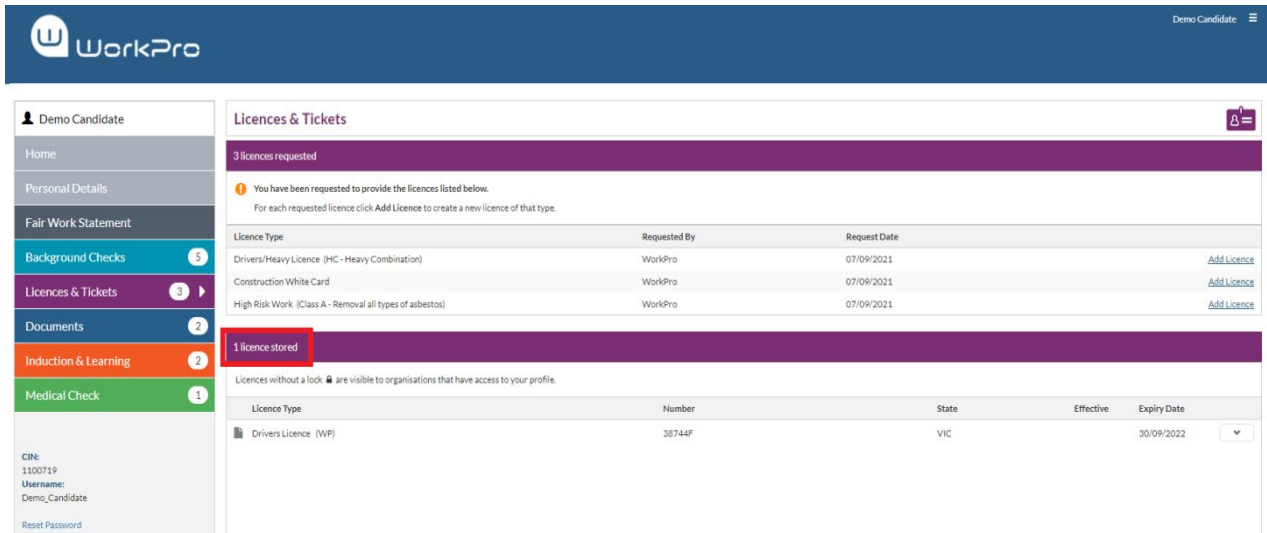
No licences stored

Licences without a lock are visible to organisations that have access to your profile.

STEP 2: - You will need to complete all required information for each licence and upload two separate images. Click 'Select Front' and upload an image of the front of your licence. Click 'Select Back' and upload an image of the back of your licence.



STEP 3 - 'Save'. The licence/s you have uploaded will be saved under 'Licences stored'.



NOTE:

Any licences that are stored in your WorkPro profile will have an expiration date. When the licence is soon to expire, or it has expired you will receive an automated email from WorkPro advising this.

The email that you receive may not be relevant. E.g., you are not employed by the same company and therefore are not required to action the email.

DOCUMENTS

STEP 1: - Select 'Documents' and 'Upload new' or 'Share Existing'.

The screenshot shows the WorkPro interface. On the left, a sidebar lists navigation options: Home, Personal Details, Fair Work Statement, Background Checks (5), Licences & Tickets (3), Documents (1), Induction & Learning (2), and Medical Check (1). Below the sidebar, user information is displayed: CIN: 1100719, Username: Demo_Candidate, and a Reset Password link. The main content area is titled 'Documents' and shows '1 document requested'. A message states: 'You have been requested to provide the documents listed below. For each document requested you can either: - Upload a new document to share, or - Share a document that you previously uploaded.' Below this is a table with columns: Document Type, Requested By, and Request Date. A row shows 'CPR' requested by 'WorkPro' on '07/09/2021'. To the right of this row are two links: 'Upload new' and 'Share existing', which are highlighted with a red box. Below the requested document section, there is a section for '1 document stored'. It contains a table with columns: Document Name, Description, Issue Date, Expiry Date, and Shared With. A row shows 'First Aid Certificate' with description 'First aid', issue date '08/09/2021', expiry date '30/09/2022', and a '1 Site' link.

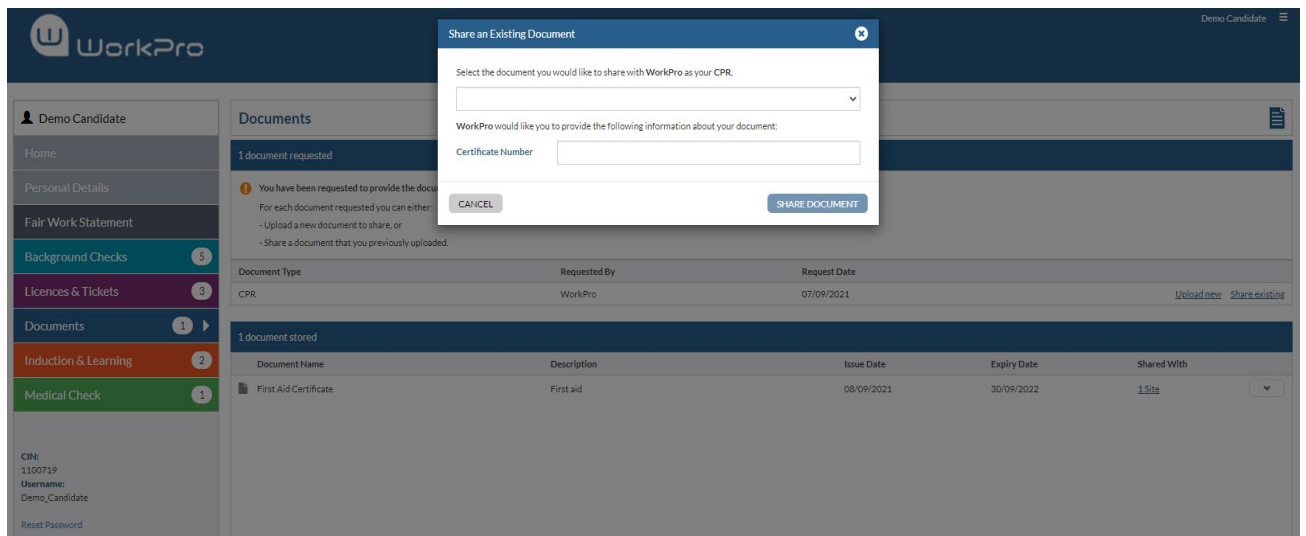
STEP 2: - If you select 'Upload new', complete all requested information and images.

The screenshot shows the 'New Document' form overlaid on the WorkPro interface. The form has the following fields: Document Type (CPR), Document Name (CPR), Description (A brief description about the document), Details (Any other details relevant to the document (optional)), Location / Authority (The place or organisation that issued the document), Issue Date (dd/mm/yyyy), Expiry Date (dd/mm/yyyy), Certificate Number, and Uploaded Files (No File Uploaded). There are 'SELECT FRONT' and 'SELECT BACK' buttons for the uploaded files. At the bottom of the form are 'CLOSE' and 'SAVE' buttons. In the background, the 'Documents' section is visible, showing the '1 document requested' table and the 'Upload new' and 'Share existing' links.

STEP 3 - 'Save'. The document/s you have uploaded will be saved under 'Document/s stored'.

The screenshot shows the WorkPro interface after saving the document. The 'Documents' section now shows '1 document stored' highlighted with a red box. The table below it shows the 'First Aid Certificate' document with its details: Description 'First aid', Issue Date '08/09/2021', Expiry Date '30/09/2022', and a '1 Site' link. The '1 document requested' section is still visible above it.

If you select 'Share existing' you are required to select the document you would like to share with the requesting client.



STEP 4 - 'Share Document'

NOTE:

Document's stored in your WorkPro profile may have an expiration date. When the document/s is due to expire, or it has expired you will receive an automated email from WorkPro advising this.

The email that you receive may not be relevant. E.g., you are not employed by the same company and therefore are not required to action the email.

TO UPLOAD A NEW DOCUMENT.....

If your document has expired, you will need to wait to receive the text/email request from your employing company to upload your licence's, tickets or documents that contains a single use token before you can upload them otherwise the new document will not be automatically shared with the requesting company.