



QUICK START GUIDE

Rapid admin premium app

For contractor administrators



Leading global companies choose Rapid to support their compliance, safety and risk management processes with their employees, contractors, and site visitors. Our fully integrated and modular workforce management software supports a culture of safety and compliance for companies around the world.

Our quick start guide will outline the steps you need to download and navigate through our Rapid admin premium app.



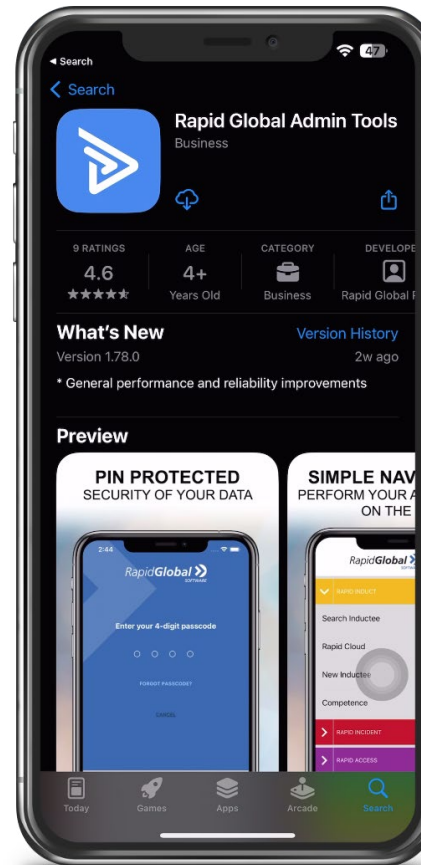
Contents

Downloading the app	3
Opening the app	4
Opening the app Rapid Induct tab	5
Trainee Search Indutee Search	6-7
File manager	8
Add inductee	9
Opening the app Contractor Management tab	10
Dashboard overview	11
Search companies	12
Add new contractor	13
Search companies	14
Reviewing a company profile	15

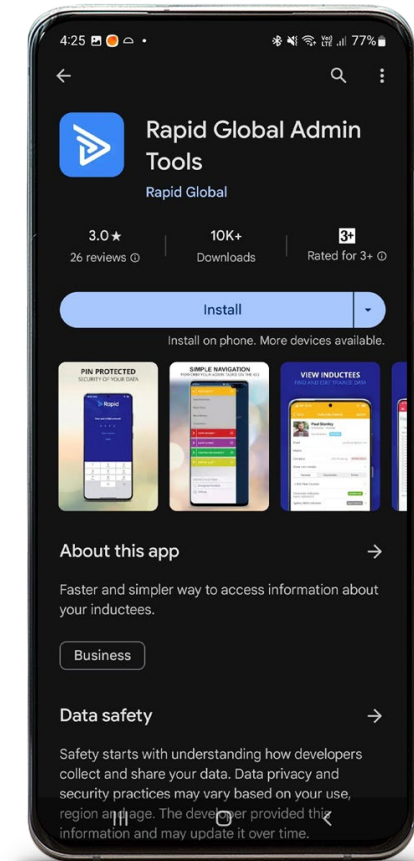
Downloading the app

1. Open the App Store (iOS device)
 - ▶ Search for 'Rapid Induct Premium'
 - ▶ Press **GET**.
2. Open the Google Play Store (Android device)
 - ▶ Search for 'Rapid Induct Premium'
 - ▶ Press **INSTALL**.

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Opening the app

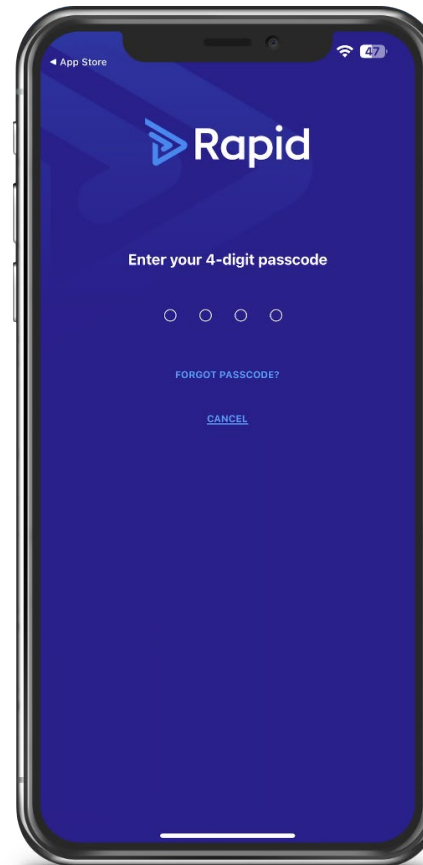
1. Open the Rapid Global Admin App

- ▶ Log in using your password or 4-digit pin.
- ▶ If you don't have a MyRapid account, enter your email and create a password when prompted.

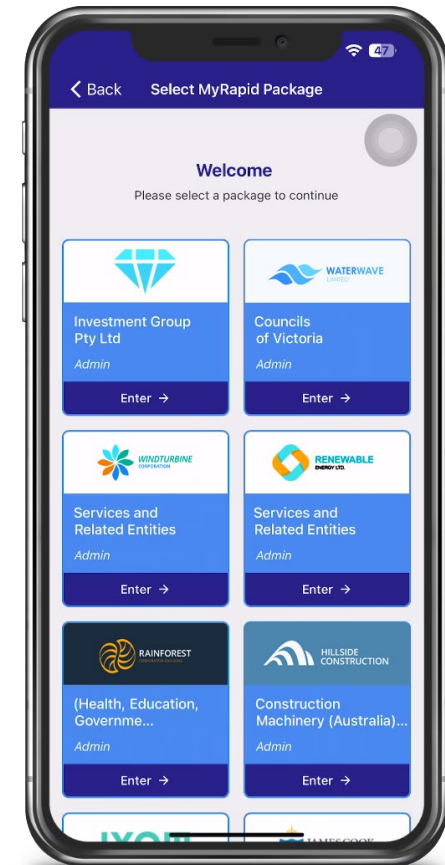
2. Click on the Company Package required.

- ▶ **Note:** If the package doesn't appear, contact your Main Admin to review your permissions.

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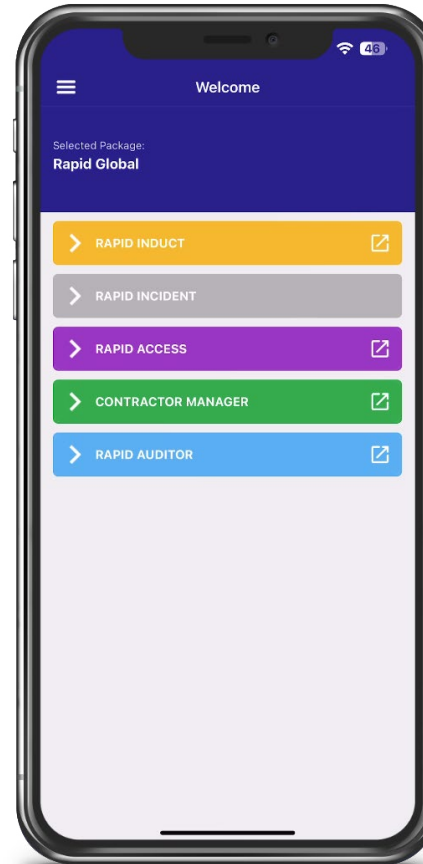


Opening the app

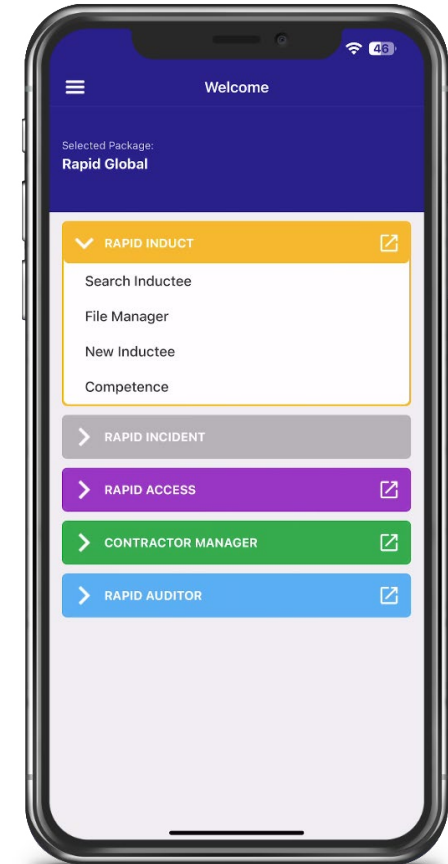
Rapid Induct tab

3. Your Client dashboard will be displayed with a list of products available.
4. **Click** on the Yellow Rapid Induct Tab.
 - ▶ A dropdown menu with available features will appear.
 - ▶ These features include:
 1. **Search Inductee** – To search for inductee compliance.
 2. **File Manager** – To view system files.
 3. **New Inductee** – To add a new inductee.
 4. **Competency** – To monitor competence.

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Trainee Search

Inductee Search

1. Click on “Search Inductee.”

- ▶ Type the inductee’s name in the search field.
- ▶ The inductee’s profile will appear.
- ▶ **Note:** You can also search for an inductee by clicking the filter icon at the top right.

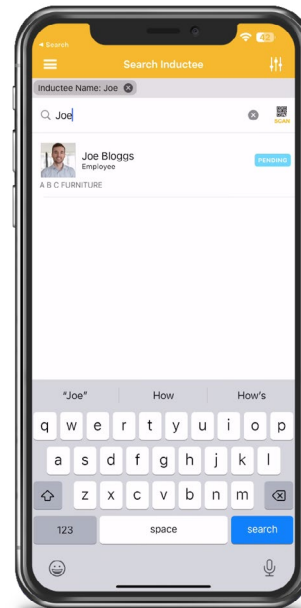
2. Viewing Inductee Profile

- ▶ Click on the inductee’s name to view their profile. Here, you can see overall compliance, assigned courses, documents, or forms.

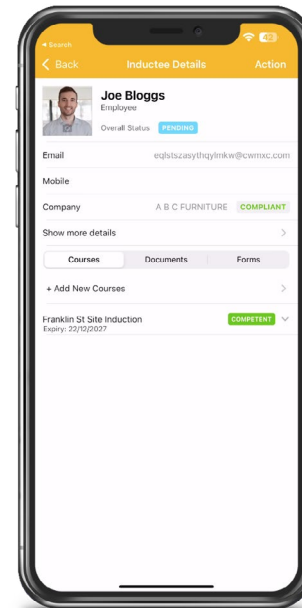
3. Courses, Documents and Forms

- ▶ Use the requirement tabs to view the inductee’s courses, documents, and forms.
- ▶ In each section, you can request a requirement by clicking “+ Add New Course/Document/Forms.

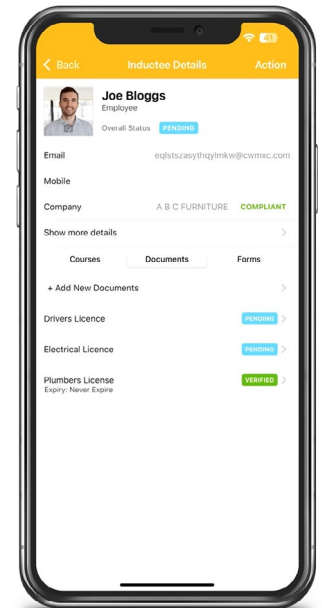
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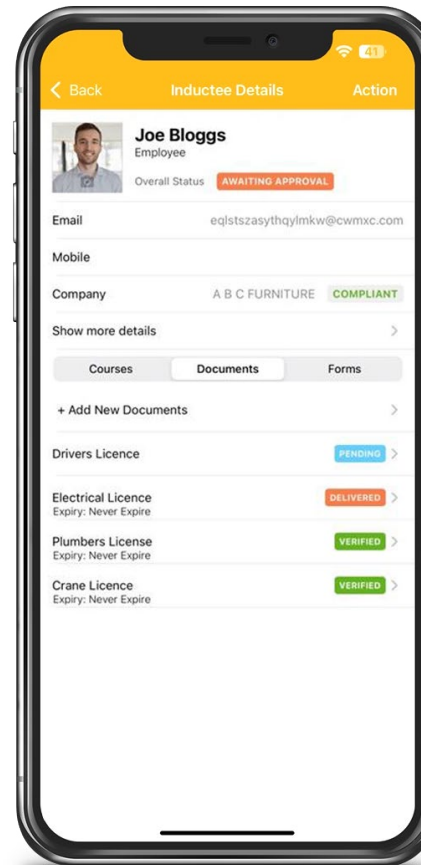


Trainee Search

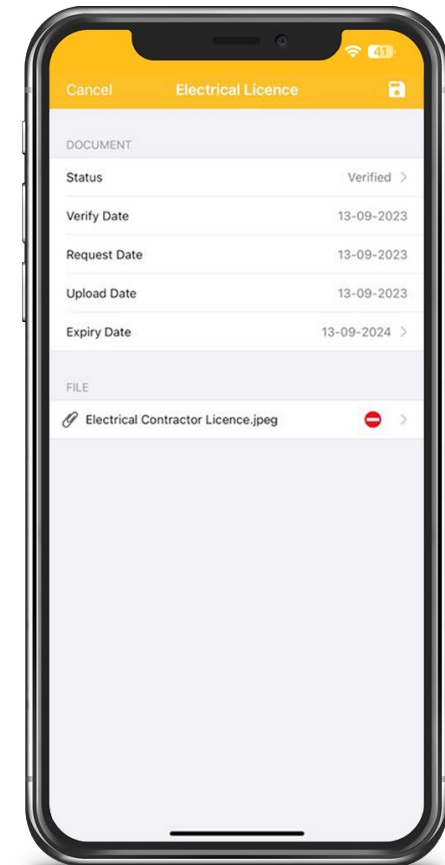
Indutee Search

4. If you have permission to verify, **click** on a 'Delivered Document.'
 - ▶ You can view the document as an image and review it.
 - ▶ **Click** "View/Edit Details" to verify or reject the document.
5. **Click** on the 'Status' field to reject or verify, and ensure the expiry date is correct.
 - ▶ Select the 'Save' icon at the top right.
 - Click** on the 'Status' Field to Reject or Verify.

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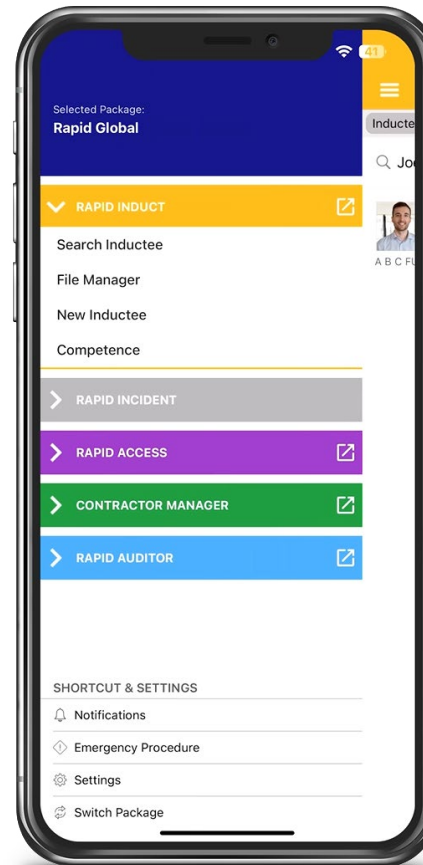
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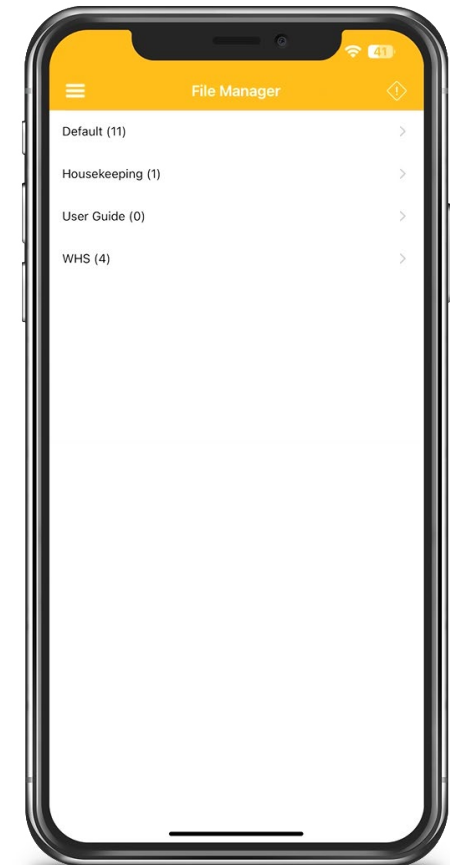
File Manager

1. To View files in your File Manager, click on the 'File Manager option in your Rapid Induct drop down.
2. A list of folders will appear; click on the folder you want to open, and then click on the file.
 - ▶ The file will appear as an image.
 - ▶ **Note:** If no files are visible, your system has no uploaded files.

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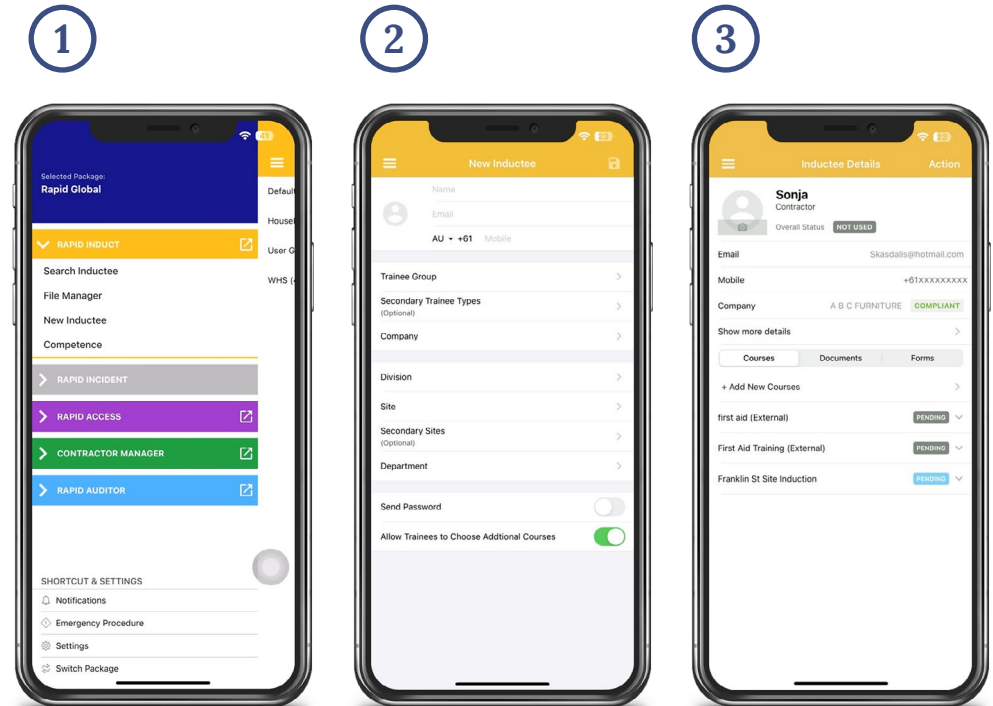


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Add inductee

1. To add a new inductee, click the “New Inductees’ from the Rapid Induct Drop down menu.
 - ▶ Select the Trainee Group (personnel type) and the company they belong to.
 - ▶ Choose ‘Send Password’ and deselect ‘Allow Trainee to choose additional Course.’
2. Enter the trainee’s information in the provided fields.
 - ▶ The Trainee Profile will appear with the assigned documents/courses.
3. **Click** ‘Save’ at the top right.



Opening the app

Contractor Management tab

1. **Click** on the Green Rapid Contractor manager Tab.

➤ A dropdown menu with available features will appear.

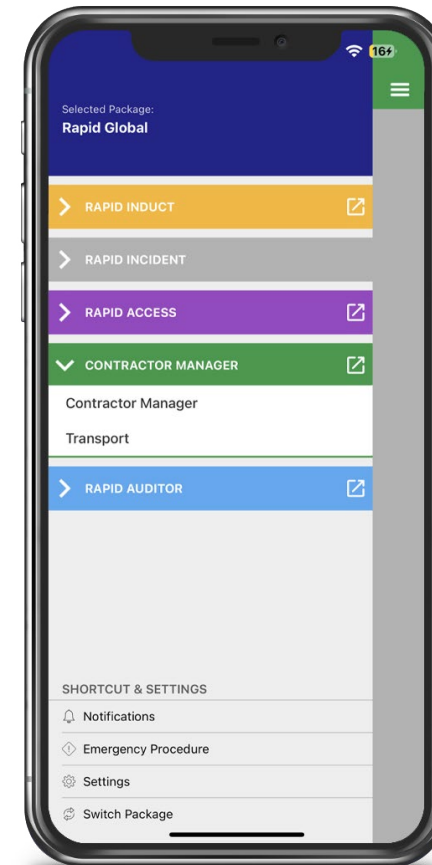
➤ These features include:

1. **Contractor Manager** – To manager/review company compliance.

2. **Transport** – To review transport registrations.

Note: Transport section will only appear if you have this switched on in your system.

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Dashboard overview

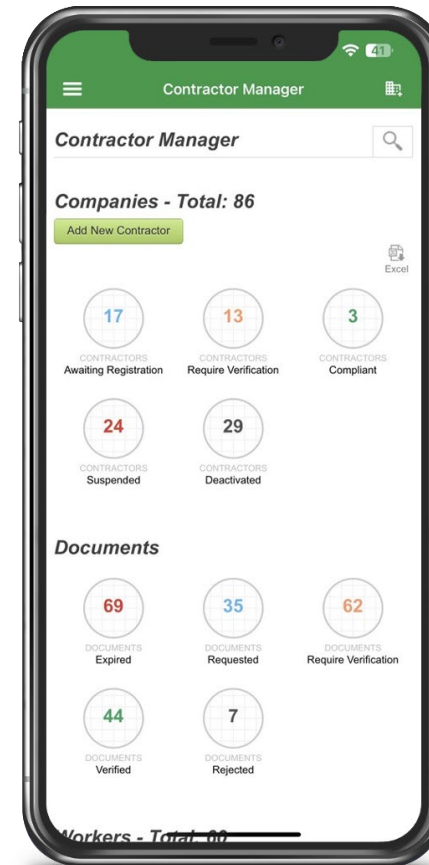
1. **Click** on the Green Rapid Contractor manager Tab.

- ▶ The contractor Manager Dashboard appears
This gives you an overview of company compliance, documents and their workers.

2. If you have permission to verify, click on a 'Delivered Document.'

- ▶ You can view the document as an image and review it.
- ▶ **Click** "View/Edit Details" to verify or reject the document.

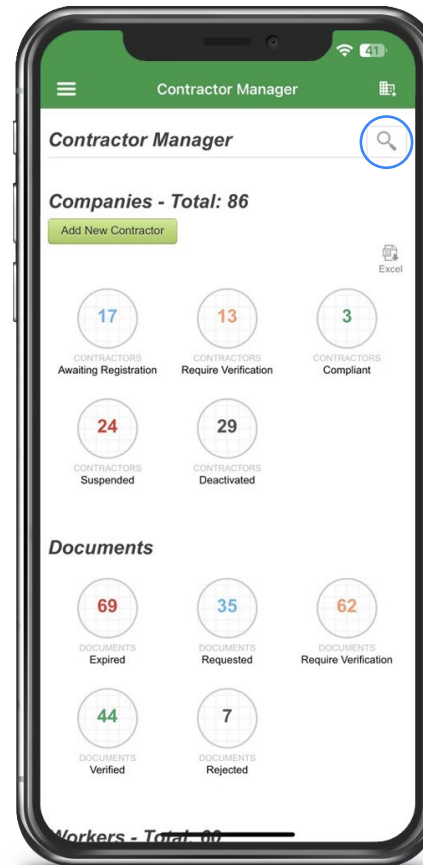
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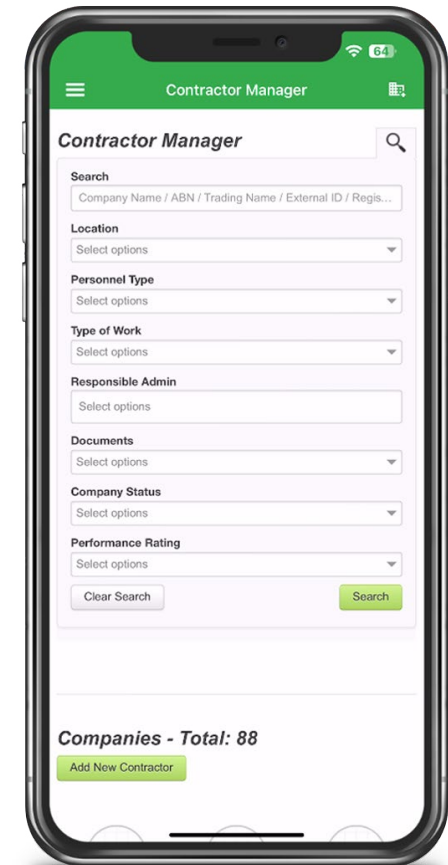
Search companies

1. Click on the Search Icon (magnifying glass) to search for companies.
2. Use the filters to conduct your search.
▶ Click Search to complete your search.

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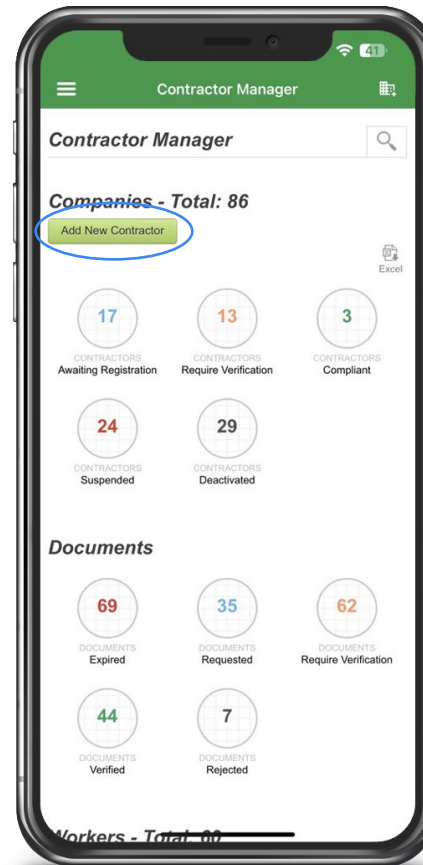
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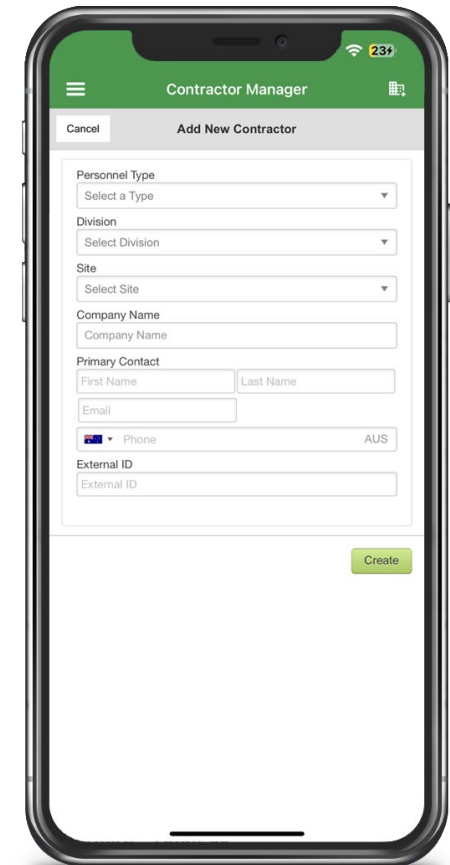
Add new contractor

1. Click the 'Add New Contractor' green button.
2. Select the 'Personnel Type' and the company they belong to.

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2



Search companies

1. Enter the Company information in the provided fields.
 - ▶ Click 'Create'.
2. A preview of the request to register email will appear.
 - ▶ Click send.
 - ▶ The contracting profile will appear in your dashboard under 'Awaiting registration'.

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The screenshot shows the 'Add New Contractor' form in the Contractor Manager app. The form is titled 'Add New Contractor' and has a 'Cancel' button at the top left. The form fields are as follows:

- Personnel Type:** A dropdown menu with 'Contractor' selected.
- Division:** A dropdown menu with 'Rapid Global' selected.
- Site:** A dropdown menu with '--All Sites' selected.
- Company Name:** A text input field containing 'ABC Global 123'.
- Primary Contact:** A form with two input fields: 'Sonja' and 'Kas'.
- Email:** A text input field containing 'Test@example.com.au'.
- Phone:** A form with a country code dropdown set to 'AUS' and an input field.
- External ID:** A text input field.
- Type of Work:** A dropdown menu with '1 Selected'.

A green 'Create' button is located at the bottom right of the form.

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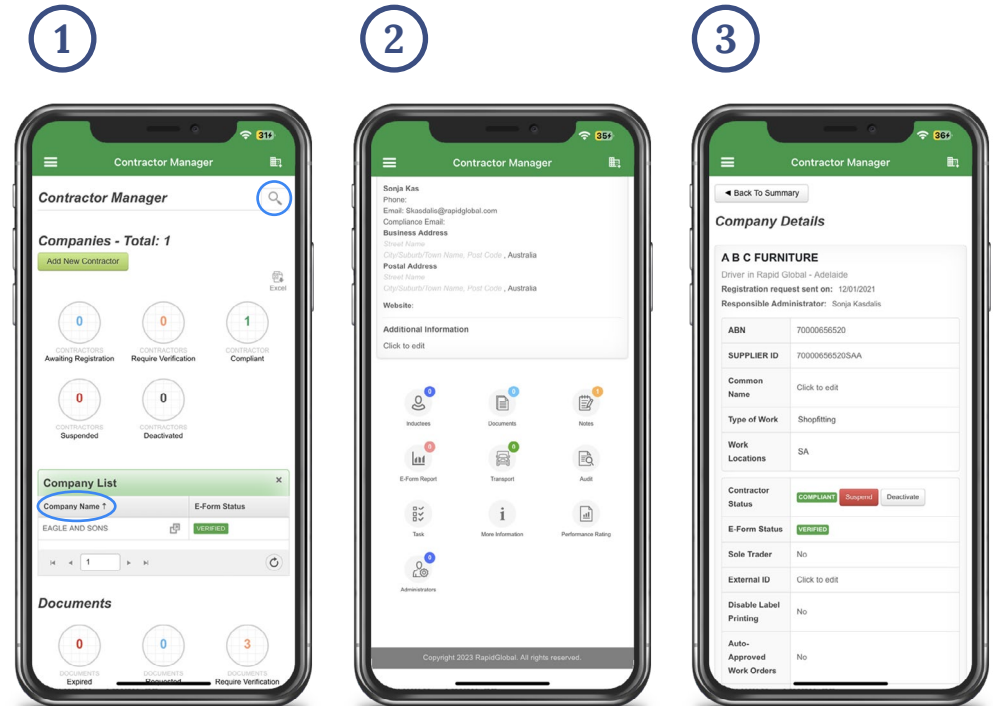
The screenshot shows the 'Invitation Preview' screen in the Contractor Manager app. The screen is titled 'Invitation Preview' and has a 'Cancel' button at the top left. The preview content is as follows:

- Subject:** 'Request to Register your company from Rapid Global - Wendy Step'.
- Email:** 'Test@example.com.au'.
- Body:** A rich text editor with a 'Format' dropdown and various text formatting options. The body text is: 'Dear Sonja Kas, You have been requested by Rapid Global - Test Company to register with their Contractor Registration System. It is a requirement for all contractors to complete the Contractor Registration process before starting any work for Rapid Global - Test Company . Please register your company by clicking on the following link. We allow you to personalize the text. By adding {{CONTRACTOR_NAME}}, {{CONTRACTOR_CONTACT}}, {{COMPANY_NAME}}, {{ACTIVATION_LINK}}, {{ADMIN_NAME}} and {{DOCUMENT_LIST}} to above text, we will dynamically change this value with real contractors info. Available document attachments: ✓ chemicals_1.jpg'.

A green 'Send' button is located at the bottom right of the preview.

Reviewing a company profile

1. Use the search filter to Search the company profile.
 - ▶ **Click** on the Company Name.
 - ▶ The Profile will appear.
2. The Company Profile is a replica of what you would see online.
 - ▶ Use the Requirement circles below to view Documents, notes, E-form etc.
3. Suspend, Deactivate, reactivate companies on the spot in the Contractor Status field.



Learn more

Rapid's team is here to support you.

Helpful resources

Dive into our library of tutorials and support content to help you and your team get the most out of Rapid's feature rich software.

Live support

Rapid's Client Services team is ready to help you with your technical questions and can be reached by phone or email (1800 307 595, support@rapidglobal.com).

On-going consultation

Take your workplace safety to the next level and speak to our experts about Rapid's other workplace management products.

Connect with us

Keep up to date on our latest product features and follow @RapidGlobal on Linked In, Facebook or Twitter.

Share a review

We'd love to hear about your experience with our Rapid Induct product, leave us a review on G2.

[Take the survey.](#)



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