

# QRG for Merchandisers, Demonstrators and Tasting Suppliers - Adding Individuals and a Safe-in Store-Pass

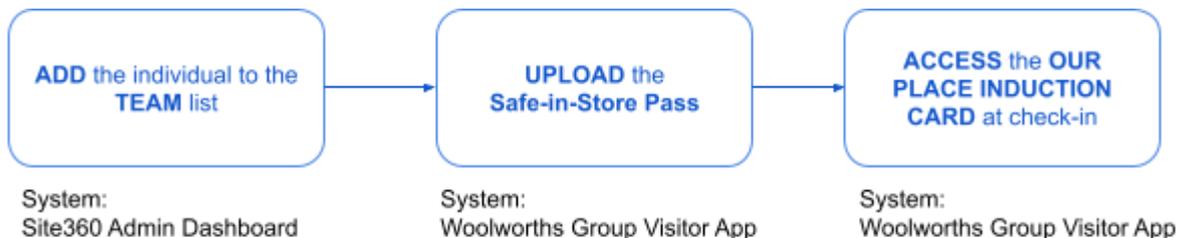
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## 1. Summary

***NOTE: This guide is relevant to Merchandisers, Demonstrators and Tasting Suppliers only. If you are a CONTRACTING COMPANY or SUBCONTRACTING COMPANY, refer to the relevant QRG on the [WOW Contractor Help & Resources](#) page.***

Once your company is **registered in Site360**, individual workers can be added to your company **TEAM list** for the purpose of **checking-in at Woolworths sites**. Individuals undertaking **merchandising, demonstrating or tasting services** at a Woolworths site are required to have a current **Safe-in-Store Pass** that is uploaded to their profile in the Woolworths Group Visitor App.

## 2. Process Overview



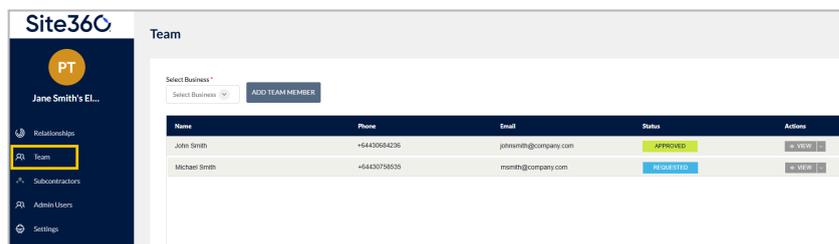
The following information will provide instructions on how to **ADD** or **REMOVE** individuals in Site360, **ADD a Safe-in-Store Pass** to an individual's profile and **ACCESS** the **Our Place Induction Card**.

### 3. Add the Individual to the Team List

Individuals can be allocated to the company TEAM list by the following options:

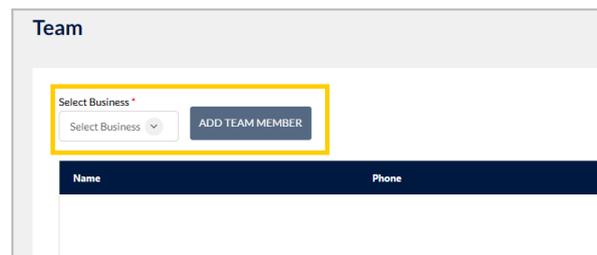
- **Option 1** - Company administrator adds the individual; OR
- **Option 2** - The individual self-registers and adds your company in the App

The company administrator has the ability to add / remove individuals or accept / remove join requests by selecting **TEAM** from the main menu in the Site360 Admin Dashboard.

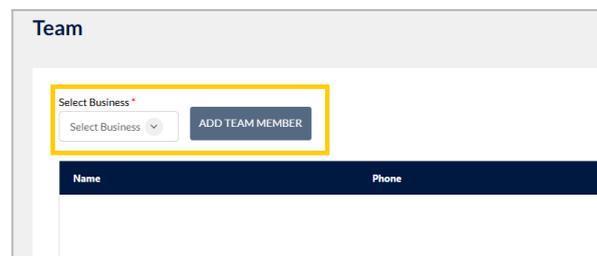


#### Option 1 - Company admin registers the individual in the Site360 Admin Dashboard:

a. To add an individual, **SELECT A BUSINESS** from the drop down and **ADD TEAM MEMBER**



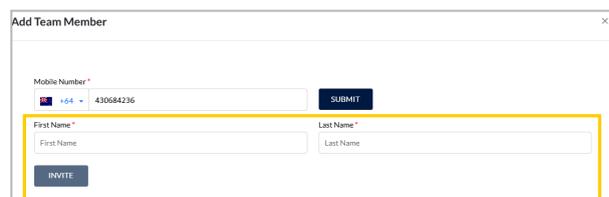
b. Enter the individual's **MOBILE NUMBER** and select **SUBMIT**



**NOTE:** The mobile number must be a unique number that is not allocated to an existing individual profile in Site360

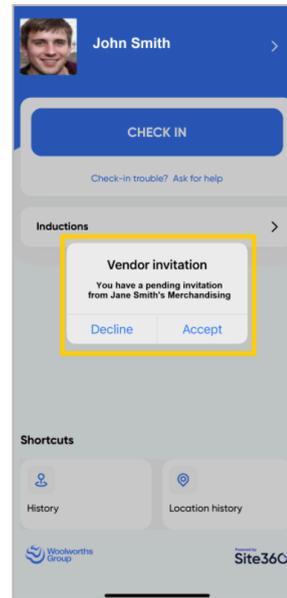
c. Enter the individual's **FIRST and LAST NAME** and select **INVITE**

**NOTE:** A text message will be sent to the individual notifying of the invite to join the company. You can check if an individual has accepted the invite in the TEAM list.



- d. Individual **ACCEPTS** the invite in the **Woolworths Group Visitor App**

**NOTE:** The user will need a profile in the Woolworths Group Visitor App to accept the invite.



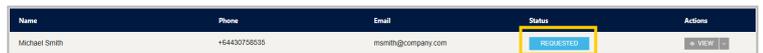
### Option 2 - The individual self-registers and adds your company in the Woolworths Group Visitor App:

The primary administrator will be notified by email if an individual adds your company to their profile.

- a. To **ACCEPT** or **REMOVE** a request to join your company, select **TEAM** from the main menu



- b. Review individuals with **REQUESTED** status



- c. Click on **VIEW** and select **ACCEPT** or **REMOVE**



## 4. Upload a Safe-in-Store Pass

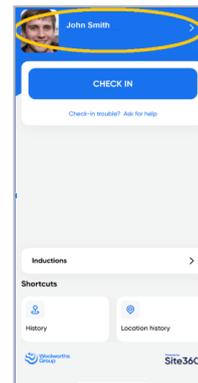
Individuals are required to have a current **Safe-in-Store Pass** that is uploaded to their profile in the **Woolworths Group Visitor App**.

**!! MORE INFO TO BE AVAILABLE SHORTLY !!**

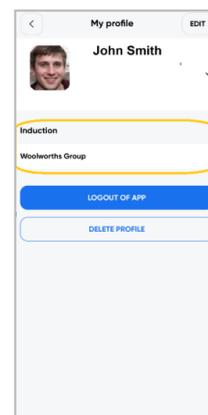
## 5. Access the Our Place Induction Card

An **Our Place Induction Card** will become available if the individual has uploaded a current Safe-in-Store Pass to the profile in the Woolworths Group Visitor App. The Our Place Induction Card will have a **number that is unique to the individual's profile in Site360** and it will **display the expiry date of the Safe-in-Store Pass**.

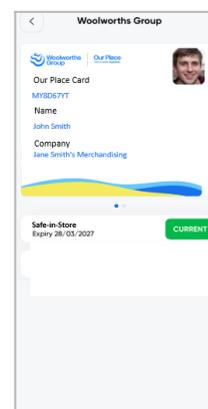
- a. In the **Woolworths Group Visitor App**, tap your **NAME**



- b. Tap **WOOLWORTHS GROUP**



- c. View the **OUR PLACE CARD**



## 6. Technical Support

For support or questions please contact [Site360 Support](#) on **0800 115 710**.