My Company Profile

In My Company Profile selected from the BusinessSafe Online toolbar you can set up your company structure, notify Peninsula Business Services of address changes etc. You need to also use this module to set up your BusinessSafe Online users and allocate permissions to *'read only', 'add', 'view' and 'edit'* as appropriate.

Select **My Company Profile** to open a sub-menu. Select from the sub-menu the action that is required.

In **Company Details** the name and address of your company is displayed. Details can be changed and saved. The change will not take place immediately, they will be flagged up to our Client Service Team as a change to your address may require one of our dedicated BusinessSafety Consultants to provide a full evaluation of your new premises - it also helps to keep our records current and up to date.

In **Sites** you can set up your business structures so that reports can be generated by each level of the structure. For example, if you have multiple sites, you could divide them into a Northern Division and a Southern Division for reporting purposes. If those divisions were sub-divided into smaller management units that structure could also be accommodated.

In **Defaults** you are able to set up default status for specialist suppliers, non-employees who may be involved in risk assessment, authorised risk assessors. You are also able to add specific hazards and categories of people affected to the default lists to be used in Risk Assessments.

Add users allows you to make an employee, listed in My Employees, an authorised user of BusinessSafe Online. Initially they can be allocated one of 3 default permissions. As an administrative user they have read, write, delete access to all parts of the system. As a general user they have permission to read most data sets but can only write against tasks allocated to them. The Health and Safety Manager permission allows read, write, delete access to most parts but not all of the system. Permissions can also be restricted by the your own group structure or by site; you can even opt to let one site manager see entries for every site or limit them to the site for which they are responsible.

User Roles allows the set up and editing of specific user roles, to cover their particular requirements.

View Users shows a summary of authorised users and their high level permissions. It also provides a gateway to editing and changing the individual permissions.

Site Structure
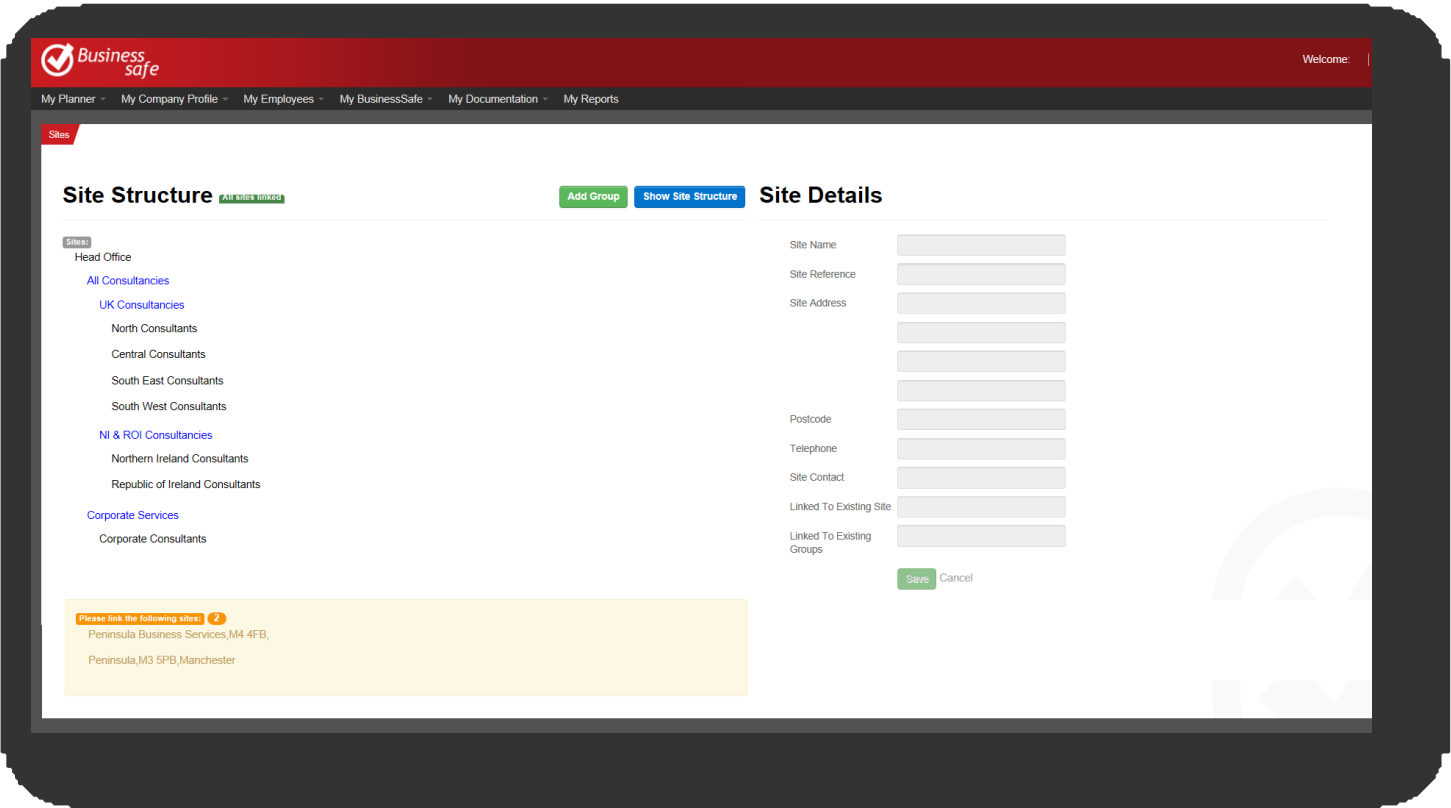
When you first enter BusinessSafe Online the sites covered by Peninsula appear in the yellow section in the bottom left of the screen – as shown above. The Sites shown top left in normal type will only appear when they have been added to the structure. There will be single entry – Main site. The fields on the right side of the screen are used to move sites from the yellow section into a structure.

If your company has a group or divisional structure use **Add Group** as many times as required and create the groupings. Link the groups to the main site or each other as required.

Select any one of the sites from the yellow display. Details will appear in the fields on the right of the screen. Use these fields to amend the site details and indicate the group or another site to which it should be linked. Select **Save** and the site will move from the yellow section into the structure on the left. Continue until all sites are linked.
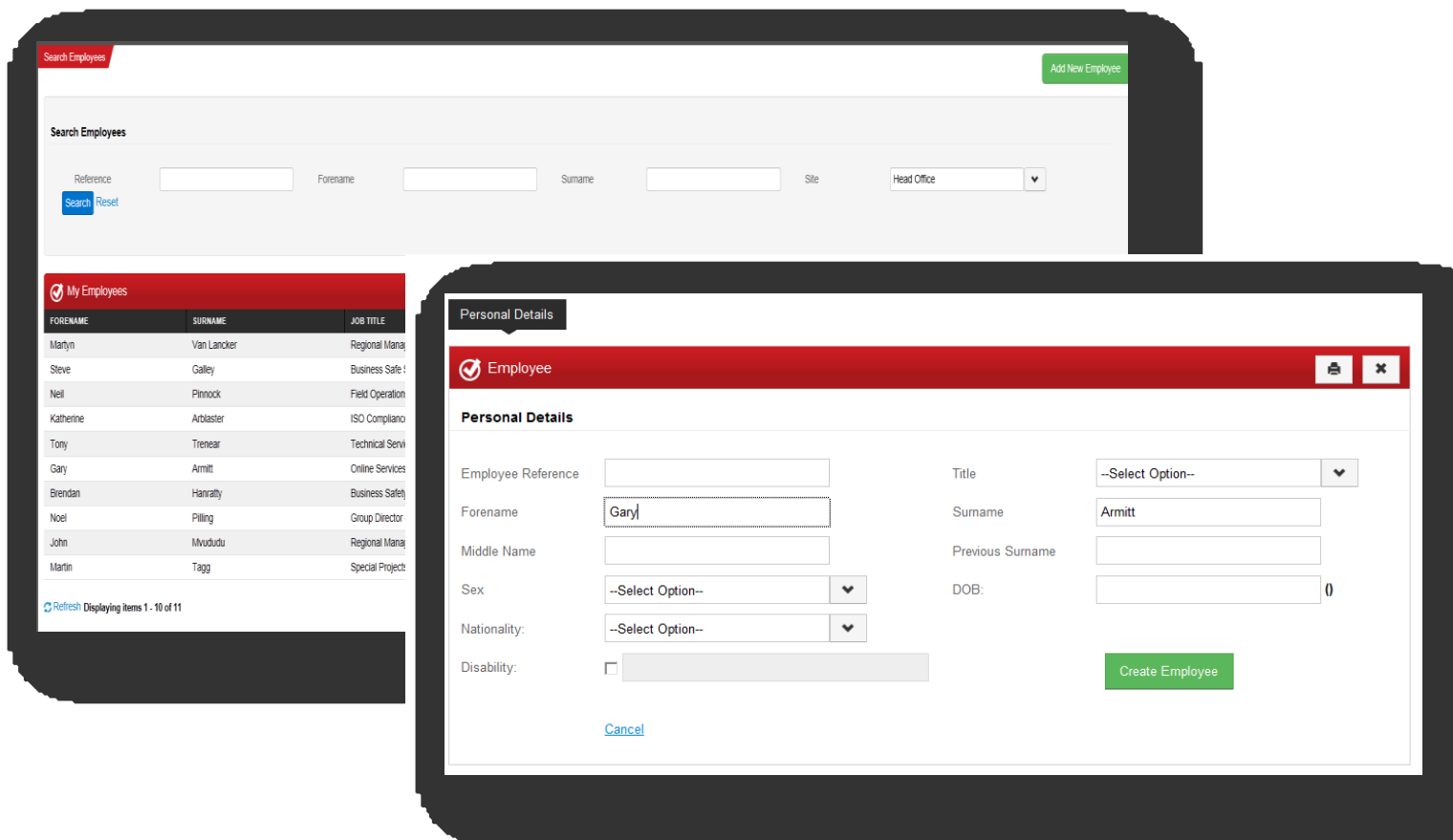
Subsequently sites can be moved around the structure and groupings added or removed by selecting the entry on the left, editing it on the right and saving.

Select **Show Organisation Chart** to open a new tab illustrating the current structure.
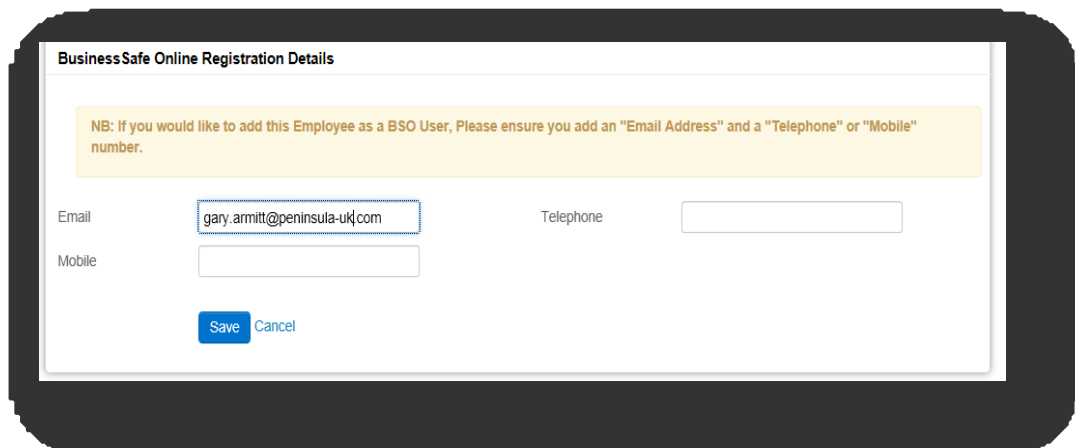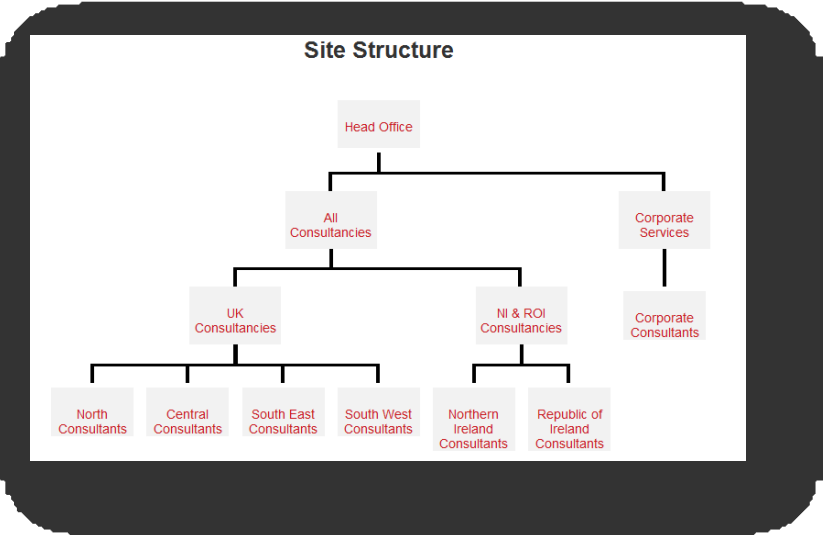
My Employees

Select **My Employees/Add Employee** to add a new employee. Add the basic employee data specified in **Personal Details** and <mark>Create Employee</mark>.

If the employee is to become a BusinessSafe Online user it will now be necessary to add further information in the **Organisational Details** page which only appears once the basic data is saved. If the employee is to become a User their e-mail address and a phone number must be added. This is because the e-mail address forms part of their logon and their phone number is used as authentication.