

*Westfield*



**ContractorTracker™**

Contractor User Guide v4



## Introduction

Welcome to **Westfield Europe Ltd** and their contractors to your personalised Contractor Tracker system built by Solution Technologies Ltd.

In this manual and to get you started we have detailed a step-by-step guide to using Contractor Tracker effectively. We have included system screen shots with numbered instructions throughout this document to help guide you through the system easily.

If you encounter any problems with the system and the manual does not help you find an answer please contact **Westfield Europe Ltd** direct on:

**Westfield London: 0203 371 2470**

**Westfield Stratford City: 020 8221 7353**

## Getting Started

In order to access your Contractor Tracker system you have to log onto the web address detailed in red below. Please type this address into the top url bar. **Do not access the system via Google** as this is a search engine and will only find the Contractor Tracker marketing website. Thank you and enjoy your Contractor Tracker system experience.

Log onto: **[www.ctracker.co.uk/westfield](http://www.ctracker.co.uk/westfield)**

## Login Details (for Contractors)

Before you can use your Contractor Tracker system you will have to make a **New Registration**, see **New Registration > Step 1 of 4**. When making this registration you will be asked to use your email address as a user name and create a password. **Please remember these details as they are your only logins**. If you wish you can note them below but please remember this is confidential information.

Username (email address):

Password:



# New Registration

Steps 1 – 2/3 (for Contractors)



# New Registration Steps 1 – 2/3 (for Contractors)

Making a **New Registration** on the Westfield Contractor Tracker system. All contractors must complete the following steps to make a 'one-off' Registration. Once this procedure has been submitted the details will go to the Westfield centre selected. You must then wait for it to be approved by that centre's admin. If it is approved you will receive an approval email from the Westfield group. Once approved you will be a Westfield multi-centre registered contractor and **ONLY** then will you be able to make work requests using the **Request Access** function.



## Welcome Page

Welcome to the Westfield Contractor Tracker system. Please note this registration is required only once; registration for different Westfield Centres is not required. If working at more than one Westfield Centre location, please select the Centre location where the majority of your work is to be undertaken. Complete the following 2 Steps.

### Step 1

- 1. Westfield Location:** please select which centre you wish to register at and which department you are working for. Each question has a drop down menu.
- 2. Company Information:** please complete all fields.
- 3. Company address:** please complete.
- 4. Westfield Works Information:** please complete
- 5. Emails: 'Primary Email Address':** use your company email address.
- 6. Password:** choose a Password.

Continue.

### Step 2

- 7. Insurance Document information:** complete Public & Employers Liability Insurance upload, Insurance Expiry Date and Insurance Value. (Accepted file formats: **Word, JPEG, PDF** and **Excel**. Keep upload file size to a minimum!

### Step 3 (for Events & Facilities ONLY)

- 8. Waste Carriers Licence:** Only appears if you hold a Waste Carriers Licence. A drop down menu with Yes or No appears asking if you hold a licence. If **Yes** you will have to upload the file and enter an expiry date.

Submit Registration for Review.

**Contractor Registration (Step 1 of 3)**

**Westfield Location**  
Please note initial registration to access the Contractor Tracker system at any Westfield Centre is only required once, registration for different Westfield Centres is not required. If working at more than one Westfield Centre location, please select the Centre location where the majority of your work is to be undertaken.  
Please select the location you wish to register at:   
Who are you Appointed by?

**Company Information**  
Registered Company Name:   
Please enter your registered company name if applicable, otherwise enter your trading name.  
Contact Person:   
Office Telephone:   
Mobile Telephone:   
Emergency 24hr Contact Telephone:   
Company Description:

**Company Address**  
Building and Street:   
Address Line 2 (optional):   
Town/City:   
County (optional):   
Postcode:

**Westfield Works Information**  
Please enter this information if it is available. If not, you may skip this section.  
Westfield Works Manager Name:   
Westfield Works Manager Telephone Number:   
Services offered:

**Emails**  
Please enter your primary email address. You will use this address to log in.  
Primary Email Address:   
Once your registration has been authorised you will be able to provide access to other members of your organisation.

**Password**  
Please choose a password. Together with the primary email address you entered above you will use this to log in to the system.

**Contractor Registration (Step 2 of 3)**

**Insurance Document**  
Public Liability Insurance: All Contractors must have £10,000,000 for Public Liability insurance cover. Please upload as one document.  
Choose File:   
Insurance Expiry: Please enter the date that your insurance expires.     
Insurance Limit: £   
Insurance Policy Number:

**Contractor Registration (Step 3 of 3)**

**Waste Carriers Licence**  
Do you hold a Waste Carriers Licence?   
Waste Carriers Licence: Please upload your Waste Carriers Licence.  
Choose File:   
Waste Carriers Licence Expiry: Please enter the date that your Waste Carriers Licence expires.

**Contractor Registration Complete**

Thank you for registering with Contractor Tracker.  
Your registration is currently being processed, you will receive an email confirming whether your registration has been approved or whether further information is required in the next few days.  
Please keep your login information confidential as unauthorised use could breach security and could result in your registration being terminated.