

Electrical Contractors User Guide

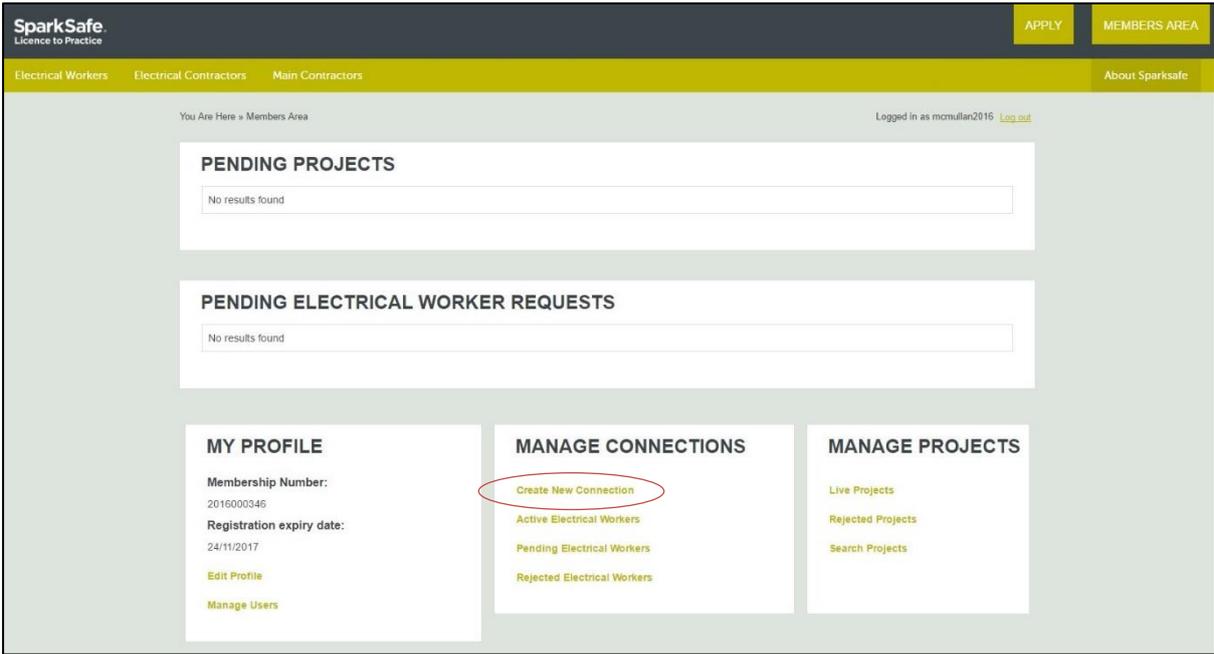
Manage Electrical Worker Connections

Please ensure your internet browser is set to Google Chrome at all times when using the SparkSafe LtP System

Create New Connection

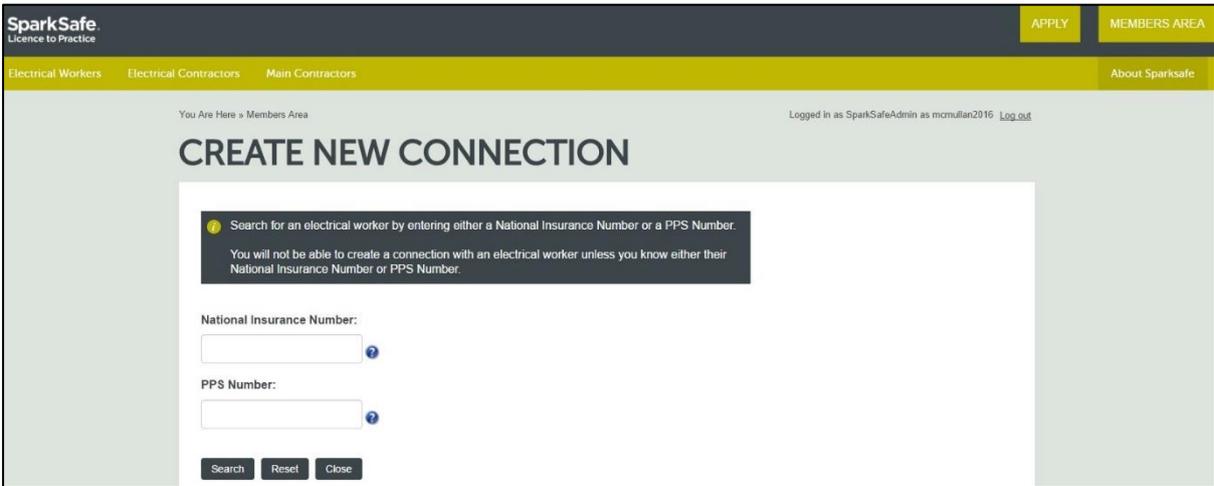
Once an Electrical Contractor has successfully registered with SparkSafe LtP, they are required to make connections with their electrical workforce (both directly employed workers and sub-contract workers). To create an Electrical Worker Connection, users are required to click on the “create new connection” link within the Manage Connections section of the Electrical Contractors Member’s Area (Fig. 1.1).

Fig. 1.1



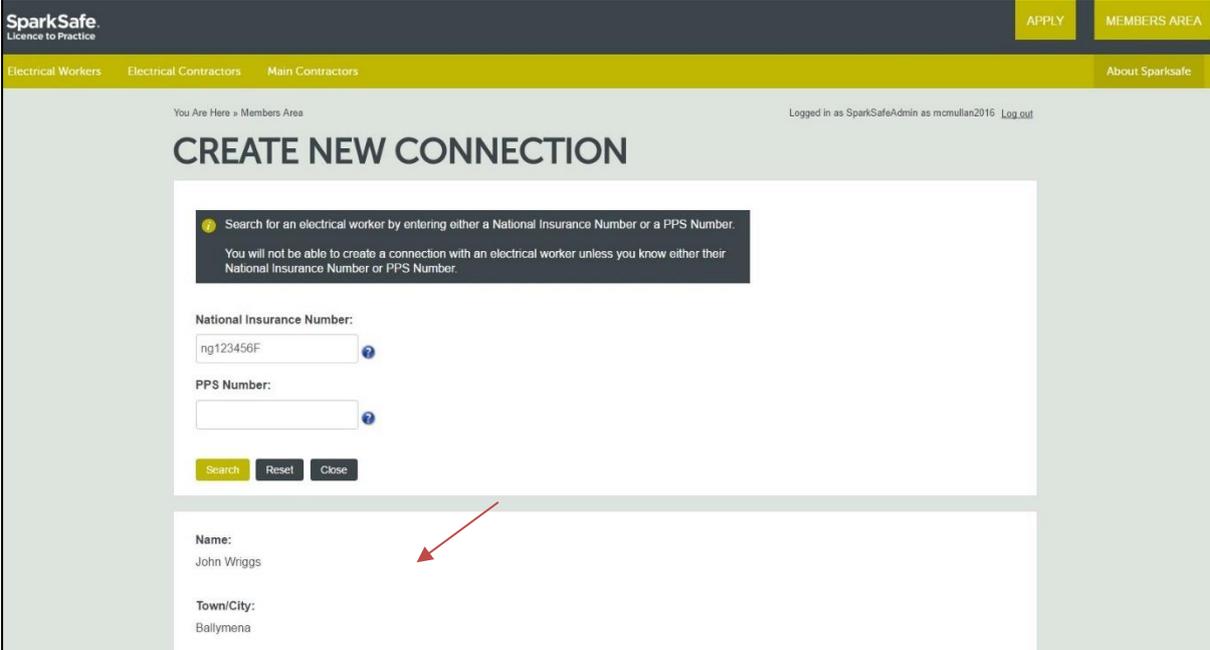
Within the “Create New Connection” screen, users must enter either a NI Number or PPS Number to search for the Electrical Worker (Fig.1.2).

Fig. 1.2



Once the user has inputted the NI number or PPS Number, the system will search the database for a record that matches the search criteria. If the NI Number or PPS Number matches with a record held within the system, then the Electrical Workers details will be displayed in the bottom section of the “Connect New” Connection Screen (Fig. 1.3).

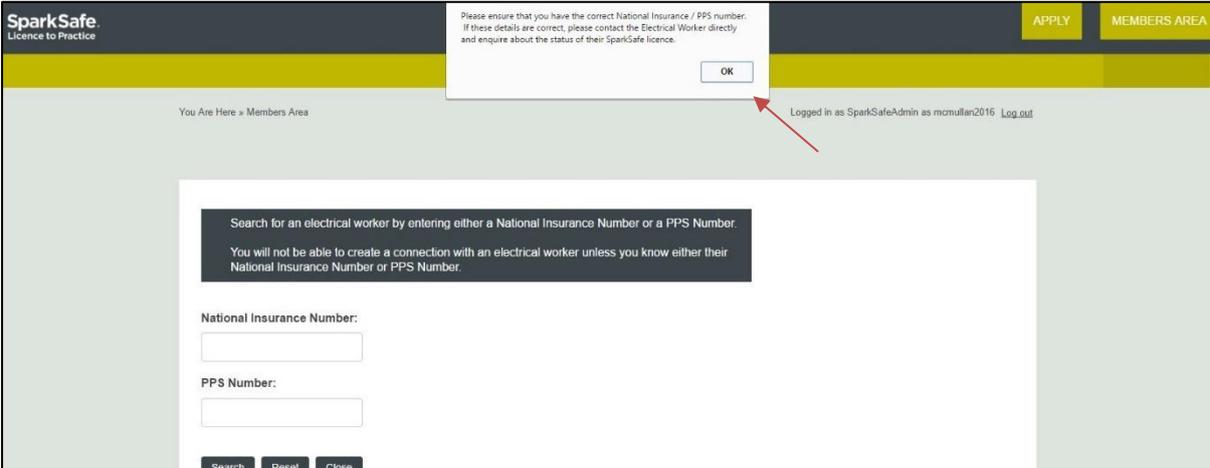
Fig.1.3



The screenshot shows the 'CREATE NEW CONNECTION' interface. At the top, there is a navigation bar with 'SparkSafe Licence to Practice' on the left and 'APPLY' and 'MEMBERS AREA' on the right. Below this is a secondary bar with 'Electrical Workers', 'Electrical Contractors', and 'Main Contractors' on the left, and 'About SparkSafe' on the right. The main content area has a breadcrumb 'You Are Here > Members Area' and a login status 'Logged in as SparkSafeAdmin as mcmullan2016 Log out'. The title 'CREATE NEW CONNECTION' is prominently displayed. A dark grey instruction box states: 'Search for an electrical worker by entering either a National Insurance Number or a PPS Number. You will not be able to create a connection with an electrical worker unless you know either their National Insurance Number or PPS Number.' Below this are two input fields: 'National Insurance Number:' with the value 'ng123456F' and a help icon, and 'PPS Number:' which is empty. There are 'Search', 'Reset', and 'Close' buttons. Below the search area, the search results are displayed: 'Name: John Wriggs' and 'Town/City: Ballymena'. A red arrow points to the name 'John Wriggs'.

If the system does not find a match based on the NI Number or PPS Number provided, the following screen will be displayed (Fig. 1.4).

Fig. 1.4

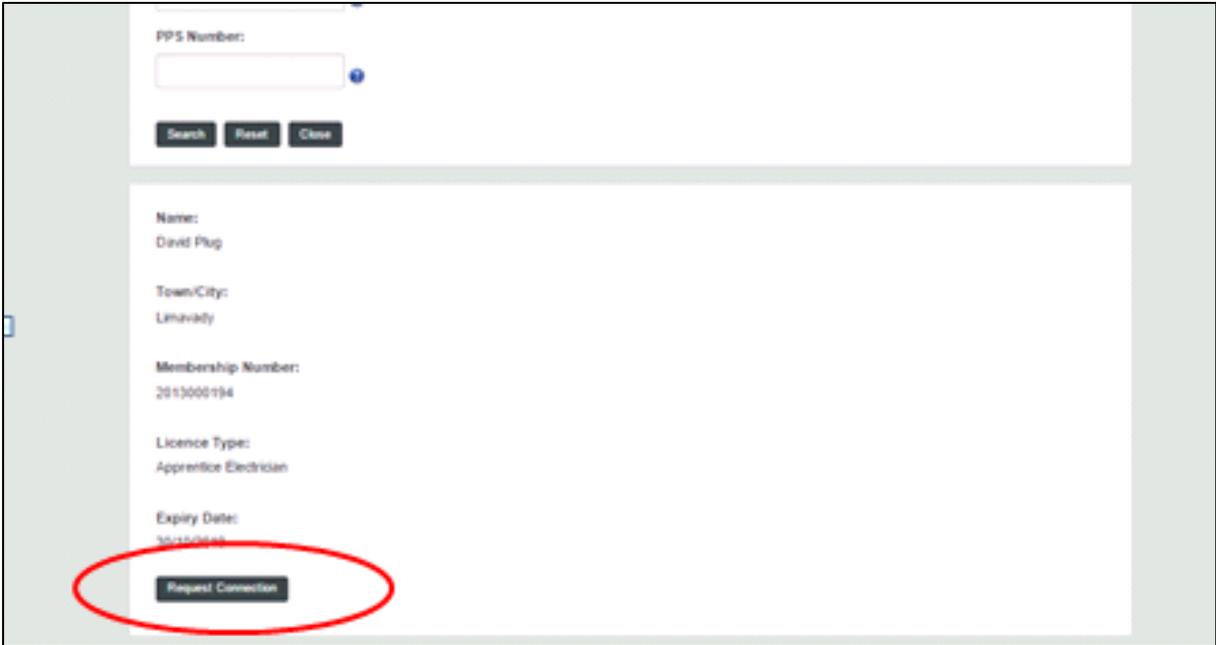


The screenshot shows the 'CREATE NEW CONNECTION' interface with an error message. The top navigation and secondary bars are the same as in Fig. 1.3. The main content area has the same breadcrumb and login status. The title 'CREATE NEW CONNECTION' is present. A dark grey instruction box is the same as in Fig. 1.3. Below this are two empty input fields: 'National Insurance Number:' and 'PPS Number:'. There are 'Search', 'Reset', and 'Close' buttons. A white error message box is overlaid on the top right, containing the text: 'Please ensure that you have the correct National Insurance / PPS number. If these details are correct, please contact the Electrical Worker directly and enquire about the status of their SparkSafe licence.' with an 'OK' button. A red arrow points to the 'OK' button.

It is important to note that connections can only be made with those Electrical Workers who have had their Licence approved by the SparkSafe Team.

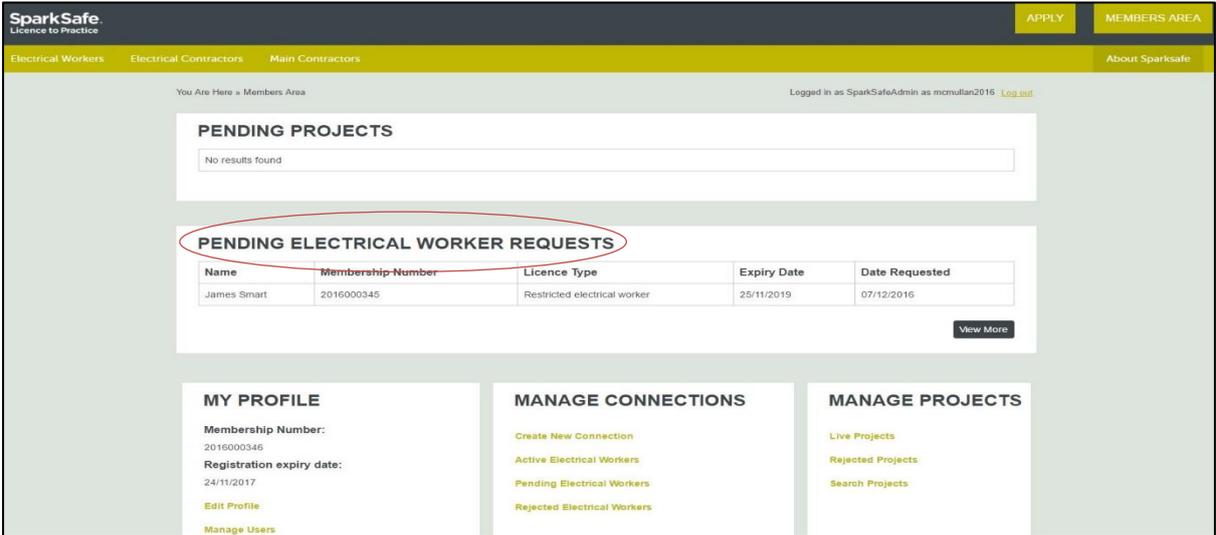
Once the Electrical Contractors search has returned the correct Electrical Worker, the user can request a connection to be made with that Electrical Worker by clicking on the “Request Connection” button displayed in Fig 1.5 below..

Fig 1.5



This will send a connection request to the Electrical Worker via the SparkSafe LtP system. The connection will have a “pending” status until the request has been accepted or rejected by the Electrical Worker. Pending Electrical Worker connection requests are visible in the Electrical Contractors Member’s Area. This will display the three most recent connection requests (Fig. 1.6).

Fig. 1.6

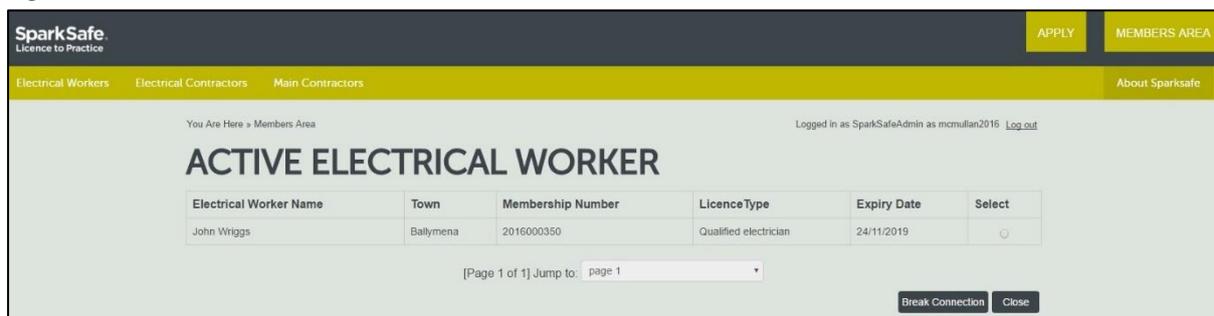


To view all pending Electrical Worker connection requests, click on the “view more” link or click on the “Pending Electrical Workers” link within the Manage Connections section of the Members Area. This will take users to the Pending Electrical Worker screen. This screen allows users to see all pending connections, grouped by the most recent connection request date.

Active Electrical Worker Connections

The active Electrical Workers screen allows users to view all active connections with Electrical Workers (i.e. the Electrical Worker has accepted the connection sent by the Electrical Contractor). This screen also allows the Electrical Contractor to break Electrical Worker connections if necessary. Active Electrical Worker connections will be displayed in the data grid in order of Licence Type i.e. Qualified Electrician, Apprentice Licence, Restricted Electrical Worker (Fig. 1.7).

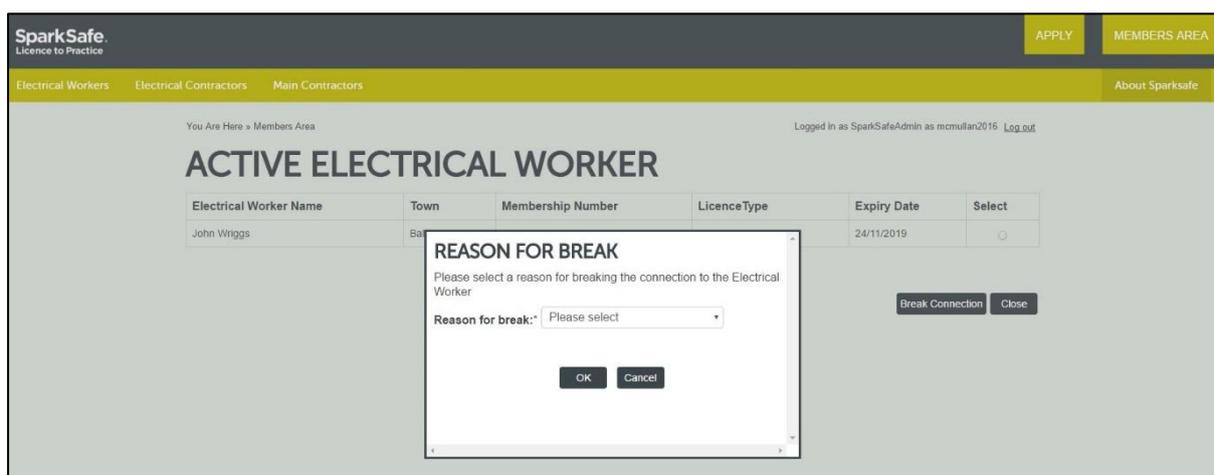
Fig. 1.7



Breaking Connections with Electrical Workers

To break the connection with an Electrical Worker, a record from the active Electrical Worker Data Grid must be selected. On clicking the “Break Connection” button, the following window will appear (Fig. 1.8).

Fig. 1.8



The user must select a reason for breaking the connection from the drop down menu. Reasons include -

- Committed Elsewhere

- Retired
- Career Break
- Left Industry
- No Longer works for the electrical contractor
- Alterations to programme
- Commercial Reasons
- Economic Reasons
- Unable to provide resources
- Undisclosed

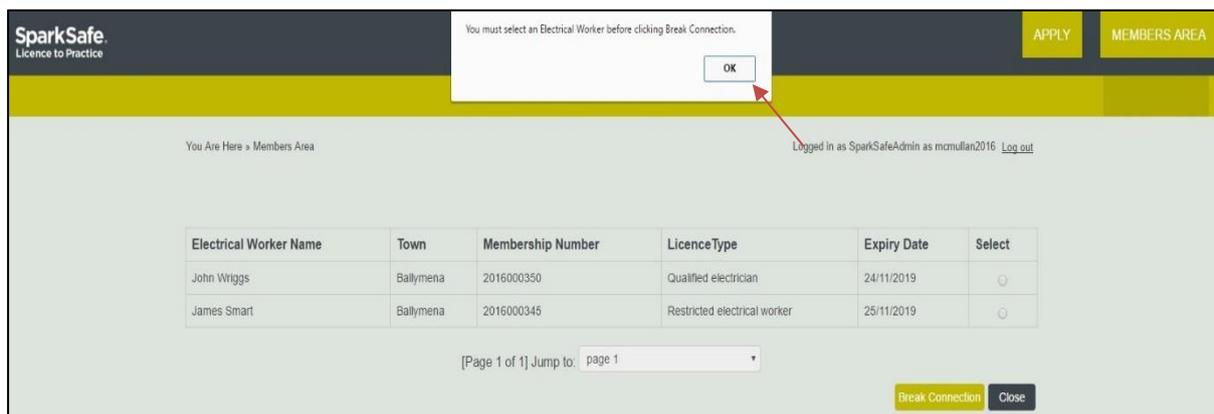
By clicking “ok”, the connection between the Electrical Worker and the Electrical Contractor will be broken. Once the connection is broken, an email will be sent to the Electrical Worker stating the reason why you have chosen to break the connection with them. This will also remove the Electrical Worker from any projects that they had been added to by the Electrical Contractor.

Once the connection has been broken, the Electrical Worker will no longer appear in the “Active Electrical Worker” section. Instead, they will appear under the “Rejected Electrical Worker” section. You can resend connection requests to any of these Electrical Workers by using the “Create New Connection” option as set out in pages 2 and 3.

If the user selects cancel, the connection will remain and the user will be returned to the active Electrical Worker screen.

If no record has been selected from the data grid, and the user clicks on the “Break Connection” button then the following warning message will be displayed (Fig. 1.9).

Fig. 1.9



Rejected Electrical Worker Connections

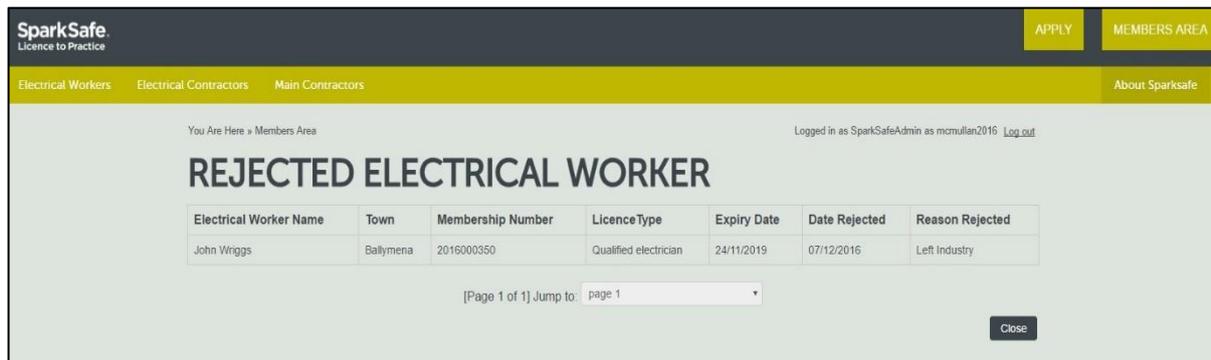
This screen allows the Electrical Contractor to view the connection requests that have been rejected by the Electrical Worker. The Electrical Worker may decide to reject a connection request for a number of reasons –

- Career Break
- Committed Elsewhere

- I no longer work for this Electrical Contractor
- Left Industry
- Retired
- Undisclosed

The rejected Electrical Worker Data Grid will provide the Electrical Workers name, town, membership number, Licence type, Licence expiry date, date rejected and reason for rejection (Fig. 1.10).

Fig. 1.10



The screenshot shows the SparkSafe web application interface. At the top, there is a navigation bar with 'SparkSafe Licence to Practice' on the left and 'APPLY' and 'MEMBERS AREA' buttons on the right. Below this is a secondary navigation bar with 'Electrical Workers', 'Electrical Contractors', and 'Main Contractors' on the left, and 'About Sparksafe' on the right. The main content area has a breadcrumb 'You Are Here » Members Area' and a login status 'Logged in as SparkSafeAdmin as mcsmullan2016 Log out'. The central heading is 'REJECTED ELECTRICAL WORKER'. Below this is a table with the following data:

Electrical Worker Name	Town	Membership Number	Licence Type	Expiry Date	Date Rejected	Reason Rejected
John Wriggs	Ballymena	2016000350	Qualified electrician	24/11/2019	07/12/2016	Left Industry

Below the table, there is a pagination control: '[Page 1 of 1] Jump to: page 1' with a dropdown arrow. A 'Close' button is located at the bottom right of the main content area.

Rejected Electrical Workers cannot be added to projects. You can resend requests to these workers by using the “Create New Connection” option as before.