

BMD CONTRACTORS MANAGEMENT SYSTEM (CMS) – WORKER

Guideline

Business Management Systems (BMS) Group

Document No.: BSM-GLE-01344

Document Version Control

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17	31/08/2022	Update to BOLT links and screenshots due to change of URL	Laureen Constable
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12	30/03/2021	Inclusion of Section 11 Change of Worker's Company, update to Section 12 to list required BOLT Modules and general update of images.	Laureen Constable
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BMD Contractors Management System (CMS) - Worker Business Management Systems (BMS) Group Guideline Document No.: BSM-GLE-01344

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1. Purpose

The purpose of this Guideline is to assist a worker in creating a profile within the BMD Contractor Management System (CMS) portal and the BMD Online Training (BOLT) system; and provide the necessary training prior to commencement onsite.

2. Scope

The CMS can be accessed on any internet-capable device (e.g., tablet, laptop and smartphone) at any time.

From the CMS, relevant issued qualifications can be uploaded, and the required BOLT training (via Adobe) undertaken prior to starting work on a BMD project site.

The system is designed to streamline our contractor approvals process and to provide the relevant BMD training to contractors.

3. CMS Portal Registration

Once your nominated Contractor Company Administrator has added you to the system, an email will be sent from BMD's Contractor Management System (contractor.noreply@bmd.com.au) providing an activation link for you to create your own profile. This link in this email is unique to the individual and must not be forwarded to anyone else.

If you have not received the activation email, please contact CMS.Support@bmd.com.au.

Once you have received the email, click on the green 'ACTIVATE ACCOUNT' button.

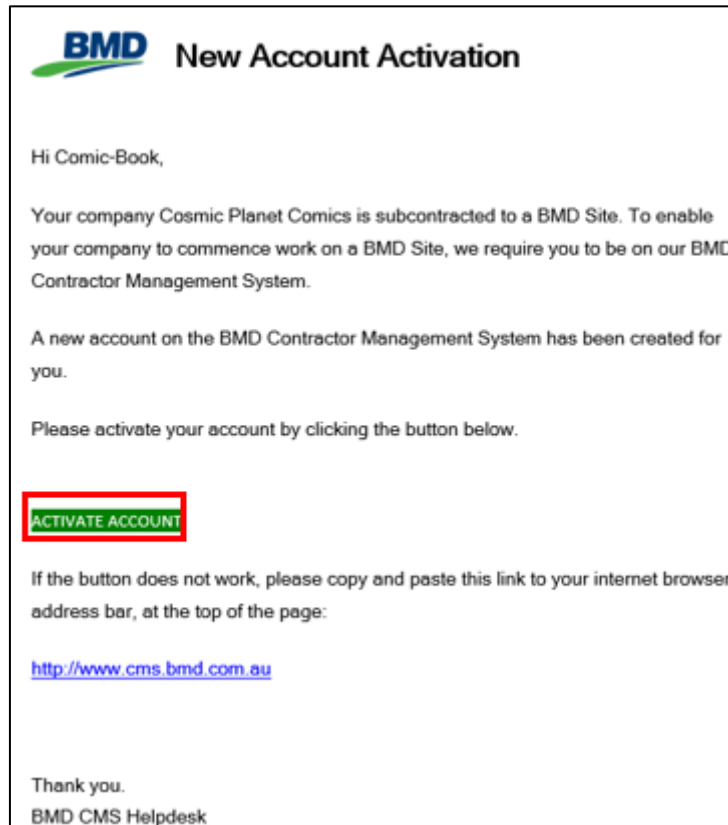


Fig. 1

Within the 'Redeem Invitation' screen, click the green 'Register' button.



Fig. 2 Redeem Invitation

A Username and Password is to be created, then click the green 'Register' button.

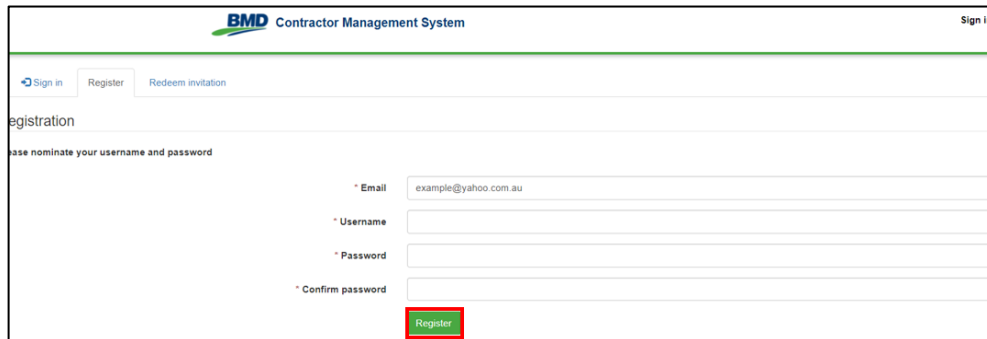


Fig. 3 Register

You will be taken to the 'Profile' screen where you will be required to confirm your email address. Once this has been completed, select the 'Confirm Password' button.

A **second** email with a link to complete your registration will be sent. Users must click on this link to confirm their account before proceeding. Log in details will not work until this step has been done.

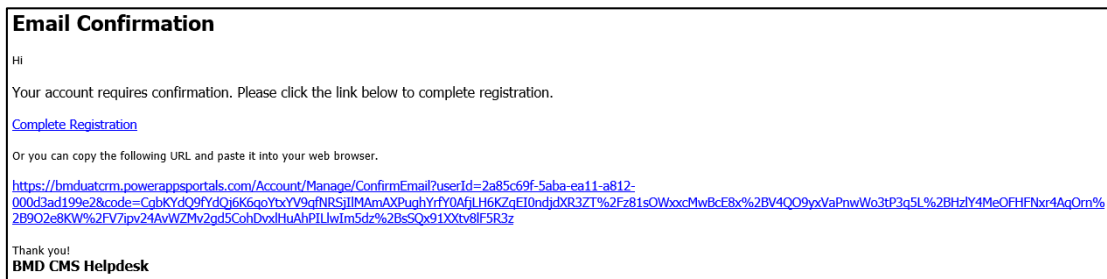


Fig. 4 Confirm Password

3.1. CMS Portal Login screen

When access to the CMS is required at any time, use the link [CMS Login Screen](#) and sign in with your username and password. If you have forgotten your password, please see [Section 3.3 Forgotten Password](#).

3.2. Change Password

To change your password, select the drop-down icon beside your name in the top left-hand corner, click 'Profile'.

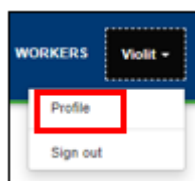


Fig. 5 Profile

Select 'Change Password' located under the 'Security' section.



Fig. 6 Security

Complete the details and select 'Change Password'

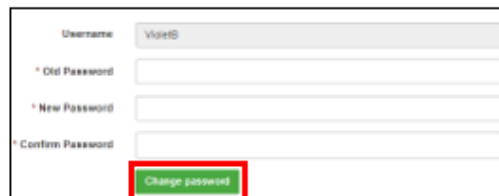


Fig. 7 Change Password

3.3. Forgotten Password

BMD cannot see your password and is unable to manually reset your password. If you have forgotten your password, please click the 'Forgot your password?' button on the CMS sign in screen.

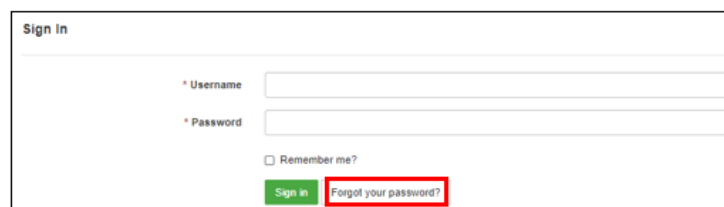


Fig. 8 Forgot your password

4. Worker Profile

4.1. Profile Creation

Once you have confirmed your email address you will be taken to the 'Welcome' Screen. The ribbon across the top contains two tabs allowing you to access your profile information and documents easily. The 'HOME' screen contains three steps. At profile creation, please start at Step 1.

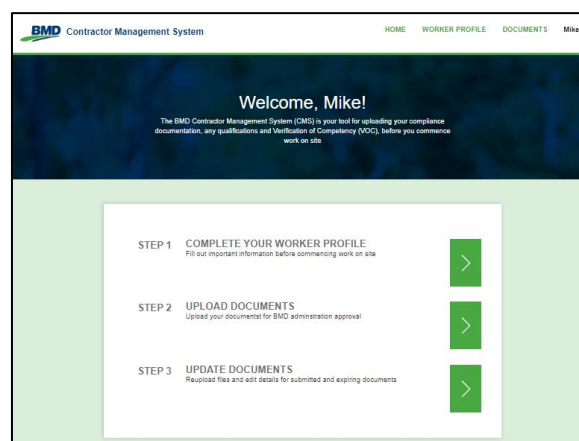


Fig. 9

Note: Once a profile is created you can use the 'HOME' screen to jump to other steps.

4.2. Basic Information

The 'Basic Information' section allows us to capture the following:

- General information
- Emergency contact details
- Work details
- Company Details – This field is prepopulated and does not need completing

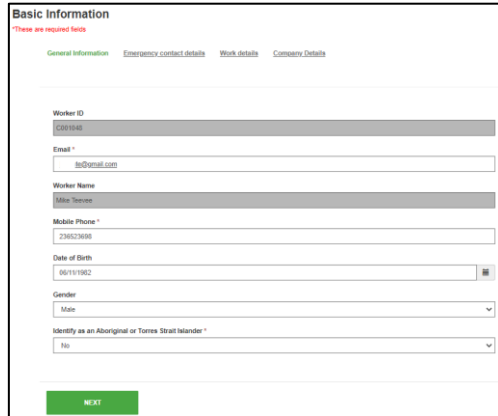


Fig. 10

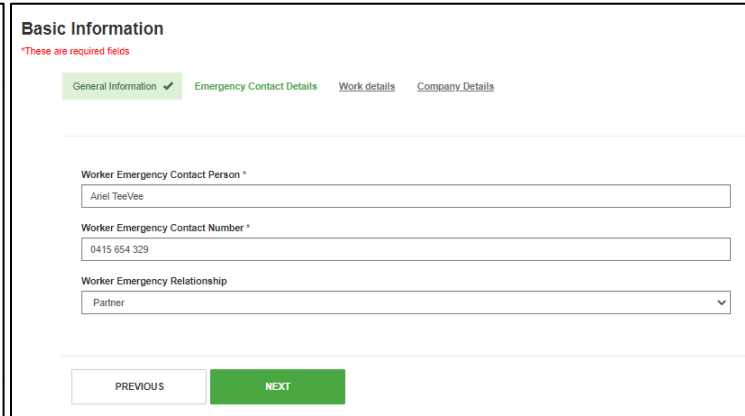


Fig. 11

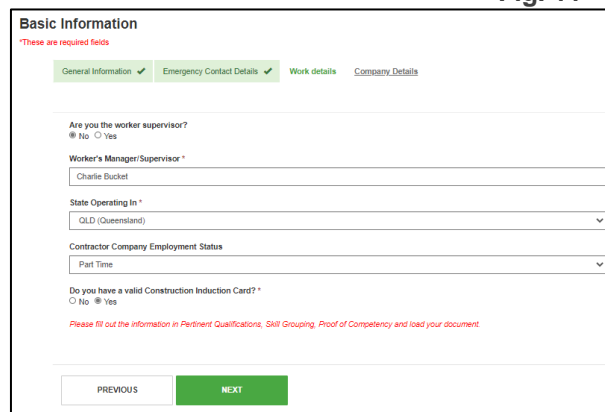


Fig. 12

Note: If you do not have a valid Construction Induction Card you will not be able to proceed any further in the profile setup. Access to site will be denied.

A 'Statement of Attainment' is only valid in our system for 30 days from attainment.

The 'Company Details' screen is prepopulated and does not require you to complete any fields.

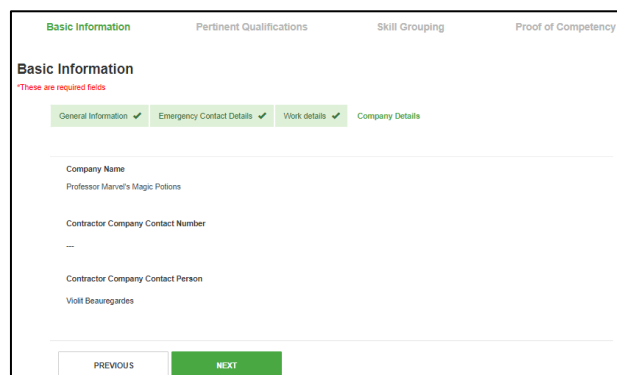


Fig. 13

5. Pertinent Qualification and Skill Grouping

When you are creating your profile, you must nominate a Qualification Group. Depending on the group selected further 'Skill' groupings will appear for you to choose. This triggers what documentation the system will ask to be provided.

Qualification Grouping	Skill Grouping
Spotters	RICCM202, Spotter Vic
Asbestos	Asbestos Awareness (ACT), Remove friable asbestos (Class A), Remove non-friable asbestos (Class B), Supervise asbestos removal (Class A)
Confined Space	Confined Space Rescue, Enter and work in Confined Space Entry, Work in accordance with issued permit
Handheld Tools	Chainsaw, Circular Saw, Concrete Vibrator, Impact Wrench-Jackhammer, Impact Wrench, Magnetic Drill-Rota, Pipe Cutting-Quick Cut Saw, Quick Cut Saw-Angle Grinder, Quick Cut Saw
General Trades	Carpenter, Concretor, Fencing, Landscaper, Painter, Pipe Fitter, Plasterer, Roofer, Tiler
First Aid	Automated External Defibrillator, Emergency Lift Support, First Aid Advanced, First Aid Basic
EPC Operator (Earthmoving and Plant)	Backhoe, Compactor, Dozer, Dump Truck/Articulated, Dump Truck/Belly, EWP<11, Excavator, F/End Loader Track, F/End Loader Wheel, Grader, Haul Truck/Rigid, Roller, Scraper, Skid Steer, Telehandler, Tip Truck, Tractor, Water Cart
High-risk Works	C0, C1, C2, C6, CB, CD, CN, CP, CS, CT, CV, DG, HP, LF, LO, RA, RB, RI, SA, SB, SI, WP
Registered Vehicle	Car, HC Truck, HR Truck, LR Truck, Marine, MC Truck, MR truck
Traffic Management	Traffic Controller, Traffic Design
Licenced Trades	Boilermaker, Electrician, Gas Fitter, Mechanic, Plumber, Welder
Rail	ARTC Rail Induction, Aurizon Rail Induction, Awareness of Railway Fundamentals, QR SARC-QLD Rail, Rail Industry Workers Card, Safely Access the Rail Corridor
Construction Induction Card	General Construction Card

5.1. Adding a Qualification

Please only select the Qualification for the role you will be doing onsite.

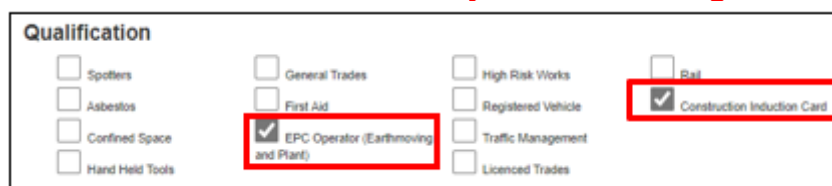
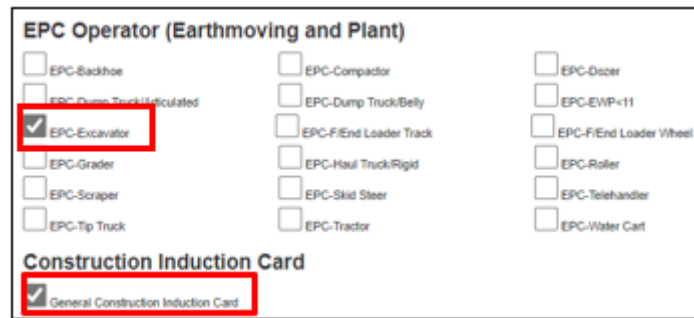


Fig. 14

Note: Construction Induction Card must always be ticked.

Select the relevant option from the list provided.



EPC Operator (Earthmoving and Plant)

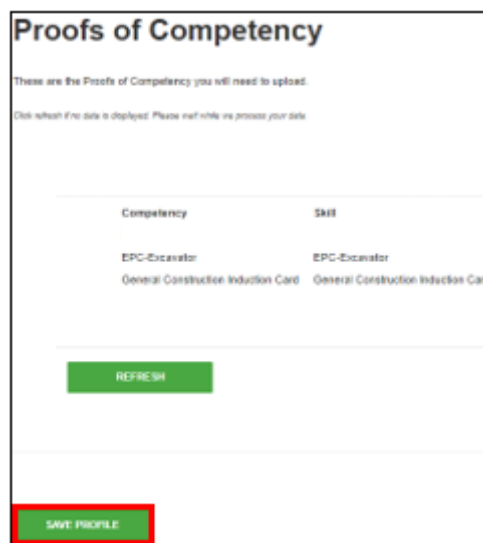
<input type="checkbox"/> EPC-Backhoe	<input type="checkbox"/> EPC-Compactor	<input type="checkbox"/> EPC-Dosier
<input type="checkbox"/> EPC-Dump Truck/Articulated	<input type="checkbox"/> EPC-Dump Truck/Belly	<input type="checkbox"/> EPC-EWP<11
<input checked="" type="checkbox"/> EPC-Excavator	<input type="checkbox"/> EPC-F/End Loader Track	<input type="checkbox"/> EPC-F/End Loader Wheel
<input type="checkbox"/> EPC-Grader	<input type="checkbox"/> EPC-Haul Truck/Rigid	<input type="checkbox"/> EPC-Roller
<input type="checkbox"/> EPC-Scraper	<input type="checkbox"/> EPC-Skid Steer	<input type="checkbox"/> EPC-Telehandler
<input type="checkbox"/> EPC-Tip Truck	<input type="checkbox"/> EPC-Tractor	<input type="checkbox"/> EPC-Water Cart

Construction Induction Card

☒ General Construction Induction Card

Fig. 15

A summary of your qualifications selected, and the proof of competencies required will be displayed. Select 'SAVE PROFILE'.



Proofs of Competency

These are the Proofs of Competency you will need to upload.

Click refresh if no data is displayed. Please wait while we process your data.

Competency	Skill
EPC-Excavator	EPC-Excavator
General Construction Induction Card	General Construction Induction Card

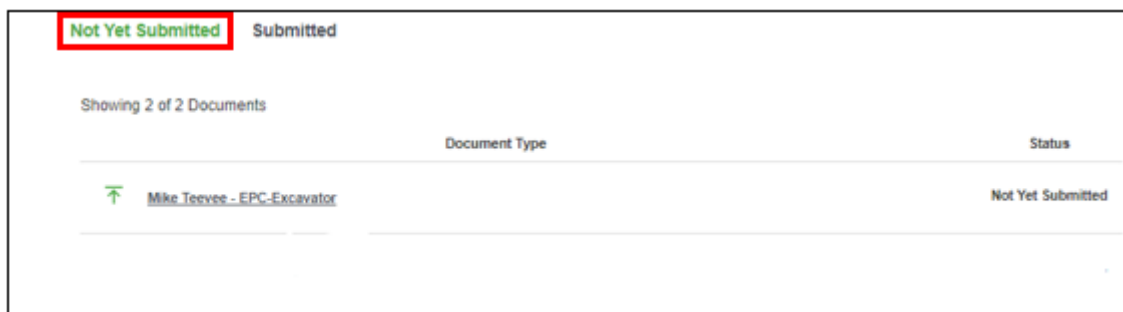
REFRESH

SAVE PROFILE

Fig. 16

6. Uploading Documents

The 'Documents' screen is divided into 'Not Yet Submitted' and 'Submitted'. Documents will be in the 'Not Yet Submitted' section until a file is uploaded.



Not Yet Submitted Submitted

Showing 2 of 2 Documents


Document Type	Status
 Mike Teevee - EPC-Excavator	Not Yet Submitted

Fig. 17

To upload a document, select the name of the document required for upload.


Not Yet Submitted		Submitted
Showing 2 of 2 Documents		
	Document Type	Status
	Mike Teevee - EPC-Excavator	Not Yet Submitted

Fig. 18

Complete the document details and select 'Add/Attach File' to upload the document.

Proof of Competency

Document Name *
Mike Teevee - EPC-Excavator

Qualification
EPC Operator (Earthmoving and Plant)

Skill Grouping
EPC-Excavator

Issue Date *

Expiry Date *
non-expiring documents please date as 31/12/154

Expired?
☒ No ☐ Yes

Licence Number

State

Add/Attach File

Note Text
There are no documents to display.

Fig. 19

When uploading a file, you must populate the 'Note' section. Click on 'Choose Files' and select your file for uploading. Once you have chosen your file, select 'Add Attachment'.

Add note

* Note
Excavator

Attach a file No file chosen

Fig. 20

Scroll to the bottom of the screen and select 'SUBMIT'.

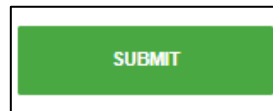


Fig. 21

The document will now appear in the 'Submitted' tab with a status of 'Pending Approval'.

Not Yet Submitted		Submitted
Showing 2 of 2 Documents		
Document Type		Status
Mike Teevee - General Construction Induction Card		✗ Rejected
Mike Teevee - EPC-Excavator		⌚ Pending Approval

Fig. 22

Please advise your Company Administrator upon completion of your document upload, the administrator will then need to forward this information via email to their project BMD Administrator for approval. Once approved the status will change from '**Pending Approval**' to '**Approved**'.

Note: A worker whose document is 'Rejected' will receive an email detailing the reason for rejection.

7. Editing your CMS Profile

If you require your email address to be updated, please email CMS.Support@bmd.com.au.

To edit other details in your profile, click on the 'WORKER PROFILE' option in the menu.



Fig. 23

Basic Information

*These are required fields

General Information Emergency contact details Work details Company Details

Worker ID
C001048

Email *
Kalgate@gmail.com

Worker Name
Mike Teevee

Mobile Phone *
236523698

Date of Birth
06/11/1982

Gender
Male

Identify as an Aboriginal or Torres Strait Islander *
No

NEXT

Fig. 24

Update the details as required and continue selecting 'NEXT' until you have reached the 'SAVE PROFILE' screen.

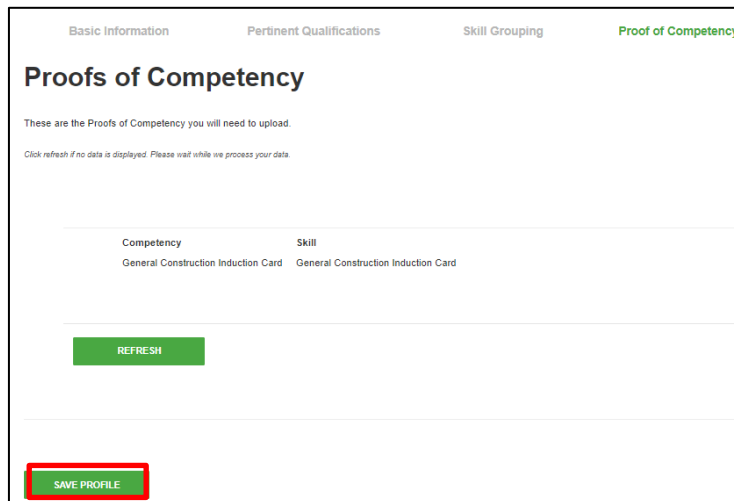


Fig. 25

8. Change of Worker's Company

If you change the company you work for, you do not need to create another profile in the CMS Portal. Advise the new company that you already have a profile in the CMS and that they do not need to add you under their company. Email the CMS Helpdesk on CMS.Support@bmd.com.au with your new company details and we will make the required change to your profile.

9. BOLT Modules

BMD BOLT modules are accessed via the Adobe platform. All subcontractors are required to complete the following module.

- CID1626-BMD Global Core Induction

9.1. Logging into the BOLT platform

Once you have completed your profile setup (**this includes selecting your relevant qualifications**) in the CMS portal, a "Welcome" email from Adobe will be sent to your email address within 90 minutes. Please check your 'Junk' or 'Spam' folders. If after 24 hours you have not received an email, please contact CMS.Support@bmd.com.au.

Note: *These modules are compatible with most phones, however we recommend you complete them on a tablet or computer. Alternatively, you can download the Adobe App from your phone's play store.*

Click on the 'Account URL' in the 'Welcome' email and you will be taken to the BMD Subcontractor Training Portal.

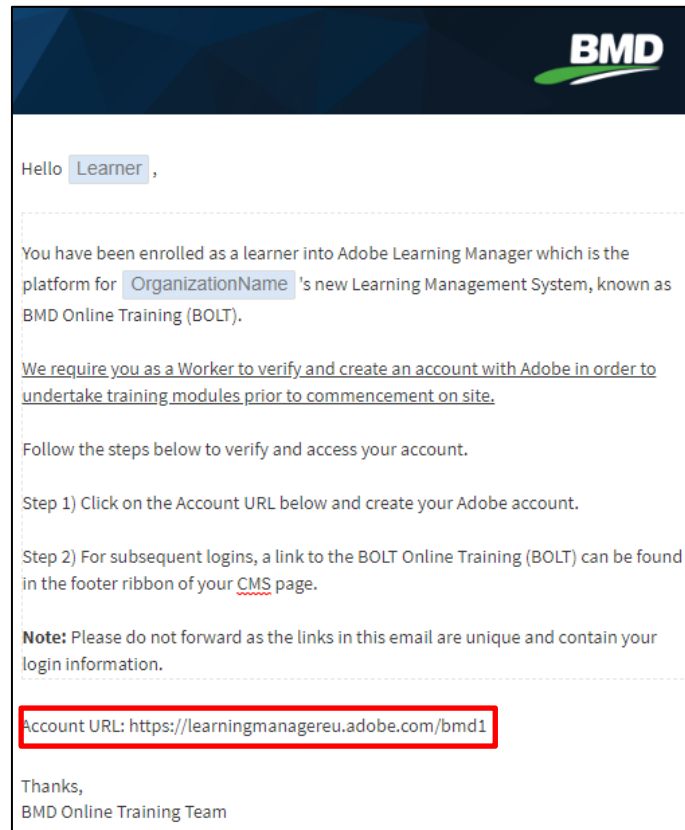


Fig. 26

Select 'Log In'

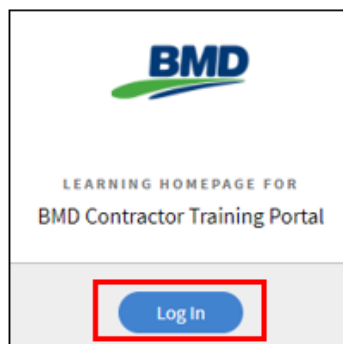


Fig. 27

9.2. For First Time Users

From the 'Sign in' screen, select 'Create an account'.

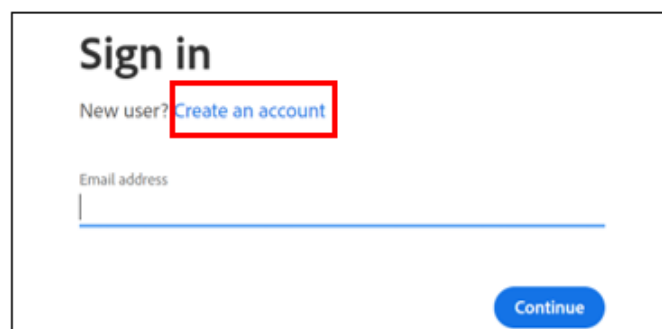
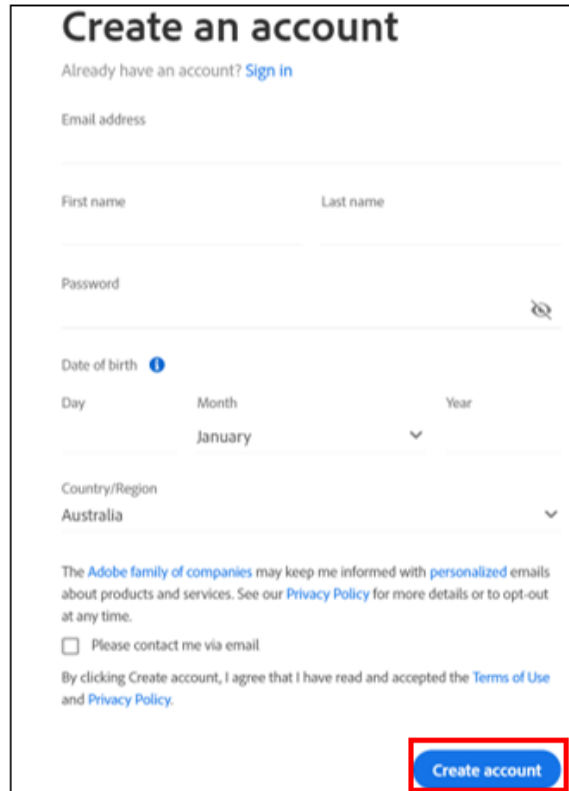


Fig. 28

The 'Create an account' screen will appear. Complete the details including date of birth and select 'Create an account'.



Create an account

Already have an account? [Sign in](#)

Email address

First name Last name

Password

Date of birth ⓘ

Day Month Year

January

Country/Region

Australia

The Adobe family of companies may keep me informed with personalized emails about products and services. See our [Privacy Policy](#) for more details or to opt-out at any time.

☐ Please contact me via email

By clicking Create account, I agree that I have read and accepted the [Terms of Use](#) and [Privacy Policy](#).

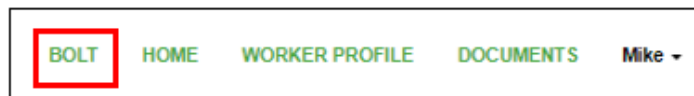
Create account

Fig. 29

You will be taken to the BOLT main page. All required modules will be in the 'My Learning' section.

9.3. Subsequent Logins

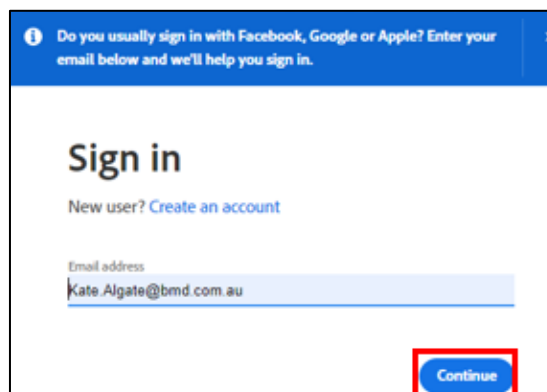
If you must return to the system to complete modules later, a link to the BOLT system is provided in the CMS portal. Access the CMS portal, sign in and at the 'Welcome' screen, click on the BOLT link in the top menu.



BOLT HOME WORKER PROFILE DOCUMENTS Mike ▾

Fig. 30

At the 'Sign in' screen, enter your email address and continue.



Do you usually sign in with Facebook, Google or Apple? Enter your email below and we'll help you sign in.

Sign in

New user? [Create an account](#)

Email address

Kate.Algate@bmd.com.au

Continue

Fig. 31

At the 'Select an account' screen, choose 'Personal Account'.

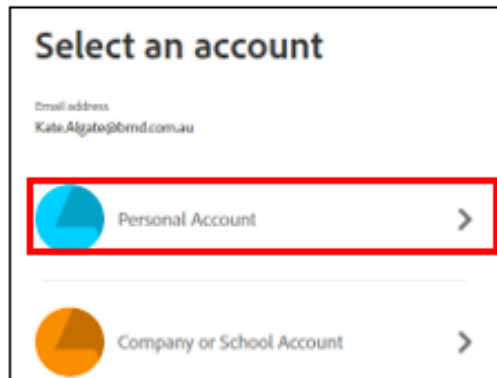


Fig. 32

Enter your password and select 'Continue'.

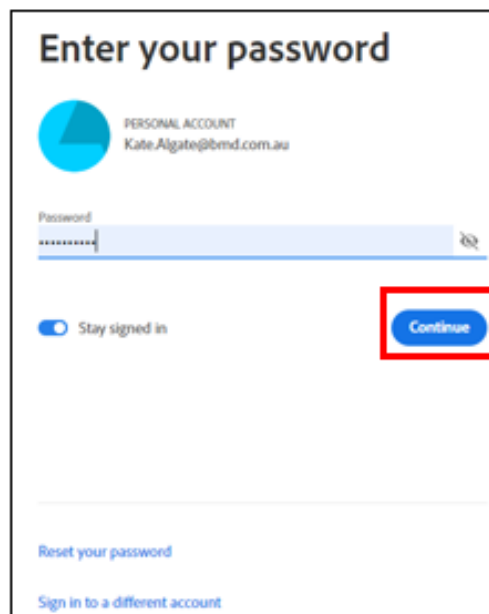


Fig. 33

Note: BMD are unable to reset your Adobe password. If you cannot remember your password, please use the 'Reset your Password' option at the bottom of the screen.

You will be taken to the BOLT main page. All your required modules will be in the 'My Learning' section.

9.4. Resetting your BOLT Password

If you have forgotten your BOLT password, you will need to use the 'Reset Password' option.

Access the CMS portal (<https://contractor.bmd.com.au>), sign in and at the 'Welcome' screen, click on the BOLT link in the top menu and sign in. This will take you to the BOLT system.

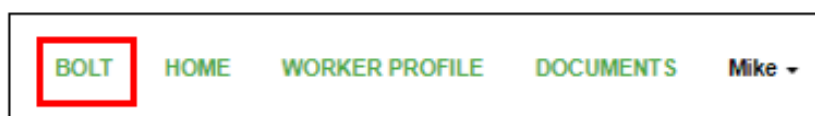


Fig. 34

Select 'Log In'.

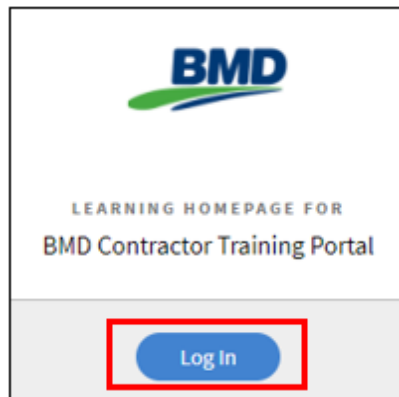


Fig. 35

At the 'Sign In' screen, enter your email address and continue.

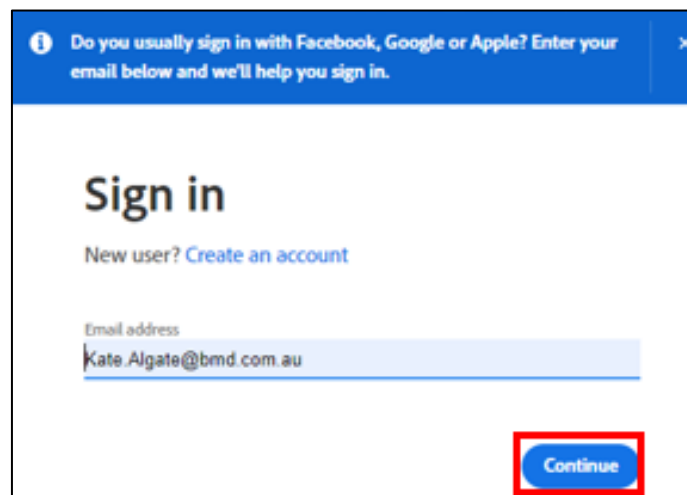


Fig. 36

At the 'Select an Account' screen, choose 'Personal Account'.

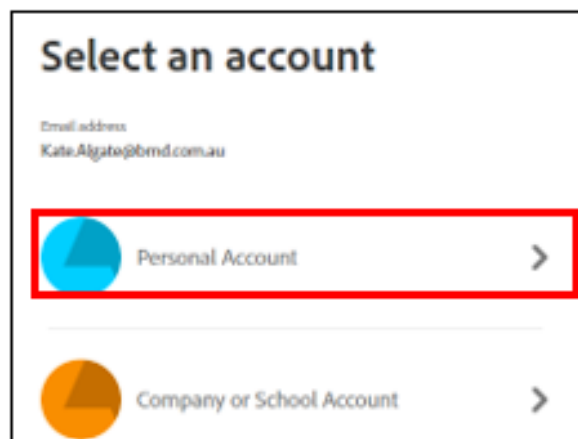
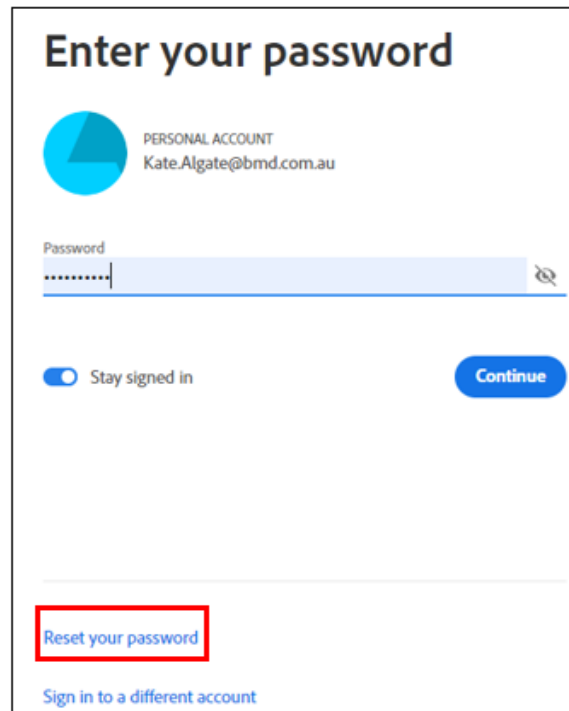


Fig. 37

At the 'Password' screen, select 'Reset your password'



Enter your password

PERSONAL ACCOUNT
Kate.Algate@bmd.com.au

Password

Stay signed in

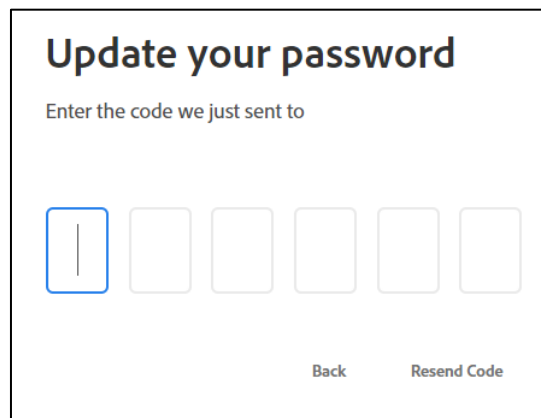
Continue

Reset your password

Sign in to a different account

Fig. 38

A code will be sent to your email address. Please check your 'Junk' or 'Spam' folders.



Update your password

Enter the code we just sent to

Back Resend Code

Fig. 39

10. My Learning

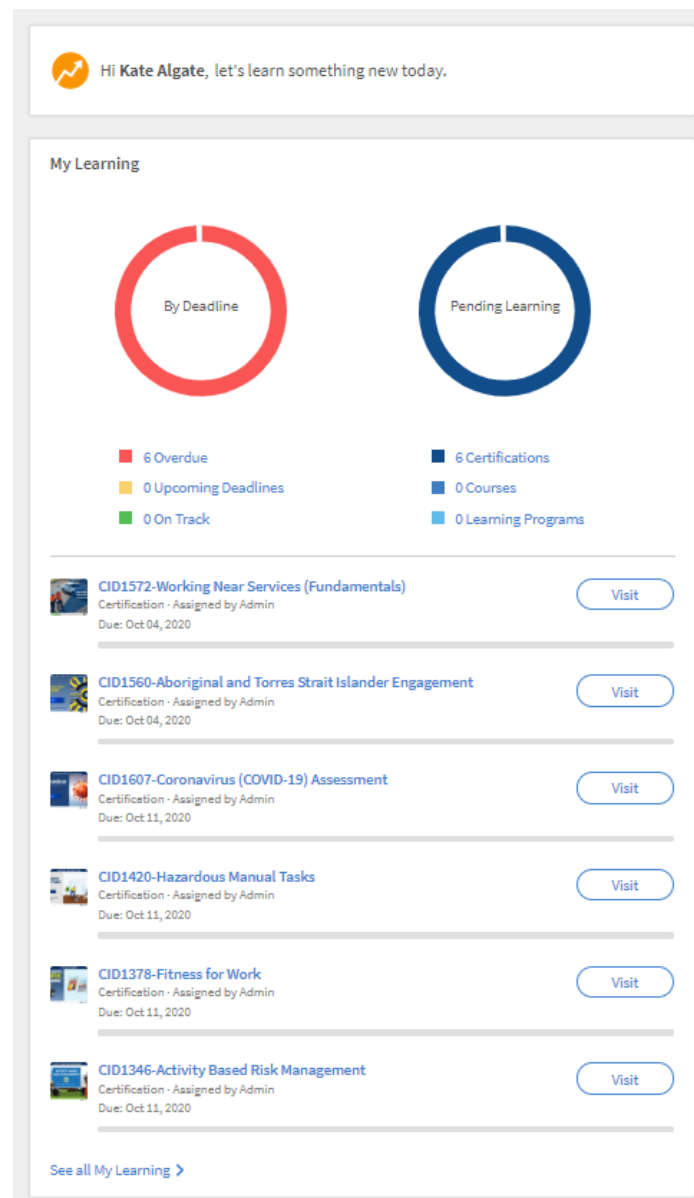


Fig. 40

To select a module, select 'Visit'. This will take you to the module page. To begin, select the 'Start' option in the top right-hand corner.

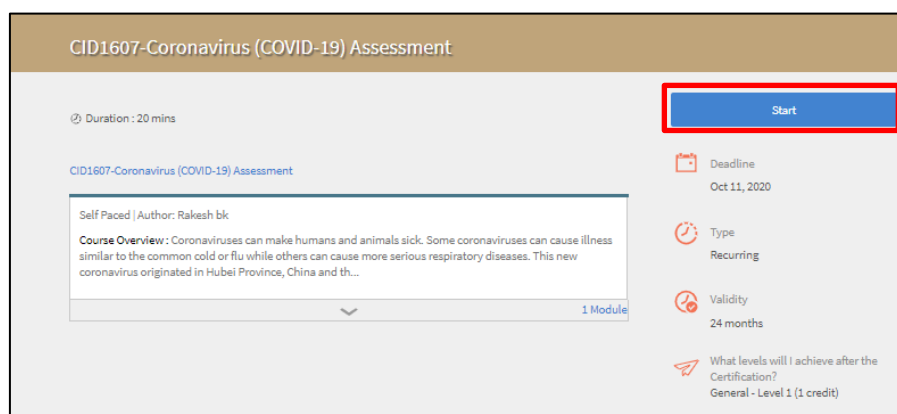


Fig. 41

The module will begin to play in another window. When needing to exit the module select the 'X' in the top right-hand corner.



Fig. 42

If you have not successfully completed the quiz on the first attempt, please select the 'Retake quiz' option.

You scored:	60
Maximum score:	100
Correct answers:	6
Total questions:	10
Accuracy:	60%
Attempts:	1

[Review quiz](#)
[Continue](#)
[Retake quiz](#)

Sorry, you failed!












Fig. 43

This will go back and allow you to retake the quiz again.

Note: Assessments can only be attempted twice. If you fail both times, there is a 1 hour lock out period before you can attempt the assessment again.

If you fail both attempts, the module will change to an "In Progress" status.

CID1607-Coronavirus (COVID-19) Assessment

Progress: 0%

⌚ Duration : 20 mins

[CID1607-Coronavirus \(COVID-19\) Assessment](#)

Self Paced | Author: Rakesh bk

In Progress

Course Overview : Coronaviruses can make humans and animals sick. Some coronaviruses can cause illness similar to the common cold or flu while others can cause more serious respiratory diseases. This new coronavirus originated in Hubei Province, China and th...

1 Module

[Continue](#)

- 📅 **Deadline**
Oct 11, 2020
- 🕒 **Type**
Recurring
- 🕒 **Validity**
24 months
- 🎯 **What levels will I achieve after the Certification?**
General - Level 1 (1 credit)

Fig. 44

At the end an assessment when you are notified that you have passed, ensure you continue until the very end of the module or your progress may not be saved, select 'Continue'.

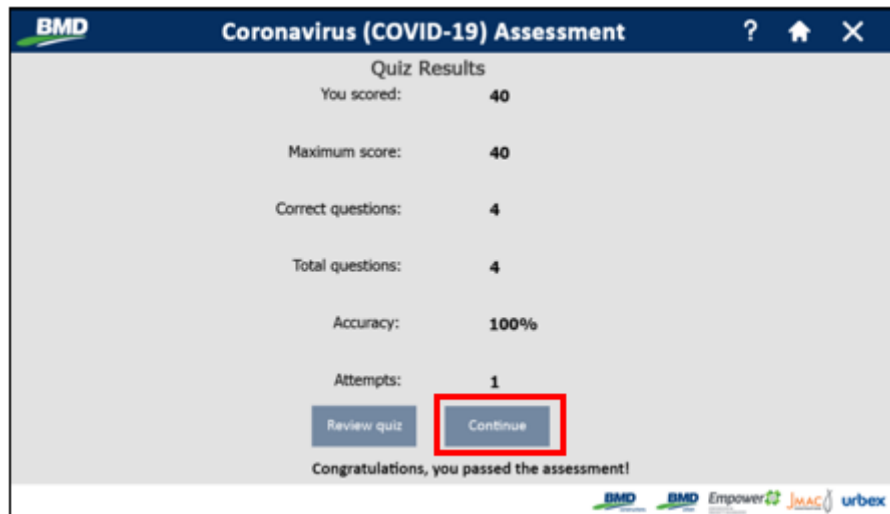


Fig. 45

At the next screen you can then select the "X" to leave the module. Once a module has been completed successfully your progress will change to 'Completed' and you will receive an email notification.

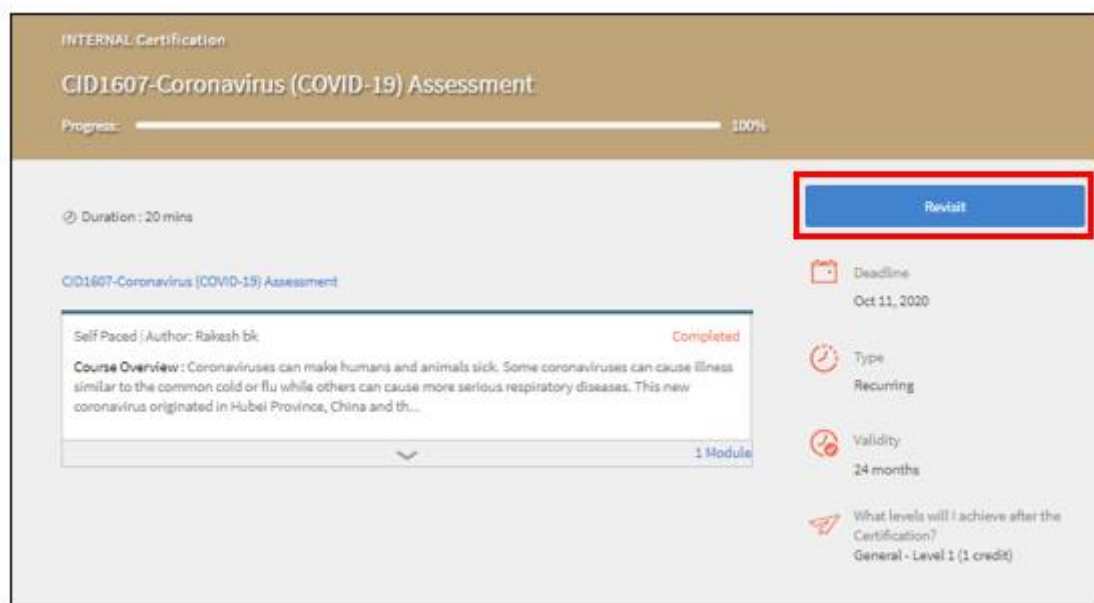


Fig. 46

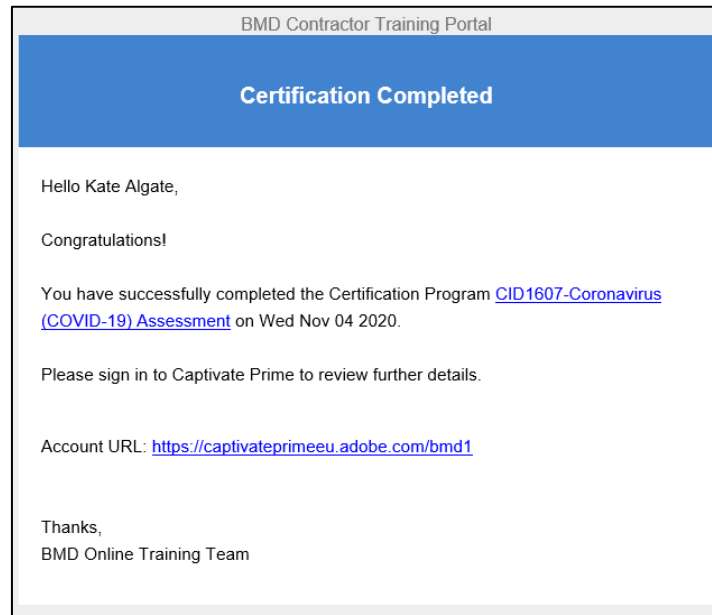


Fig. 47

11. Module Self-Enrolment

In some instances, Users will need to self-enrol in a module. This could be due to additional requirements from BMD.

The below details the steps to self-enrol:

1. From your BOLT Home Screen, below My Learning you will see a 'Recommended Learning' section.
2. Click on the 'Explore Catalog' option to take you to the Catalogue Library.

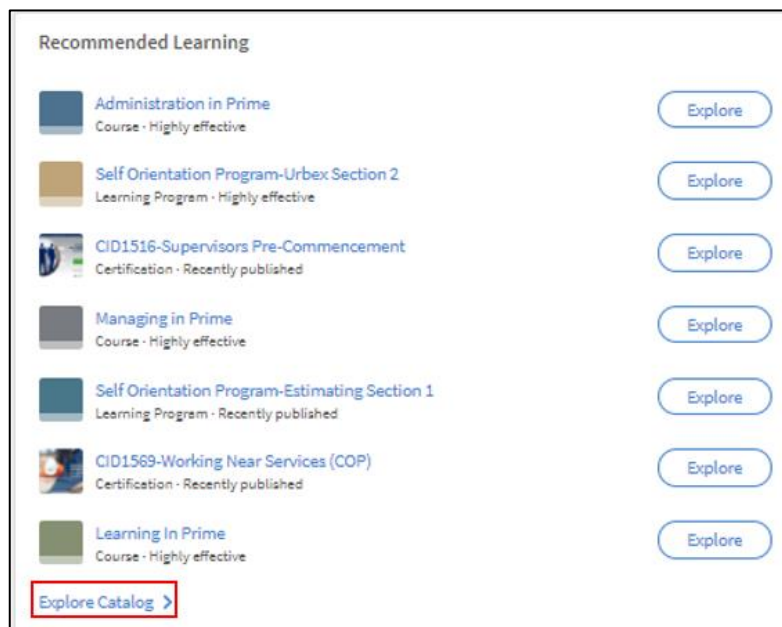


Fig. 48

3. Only modules available to you will be displayed.

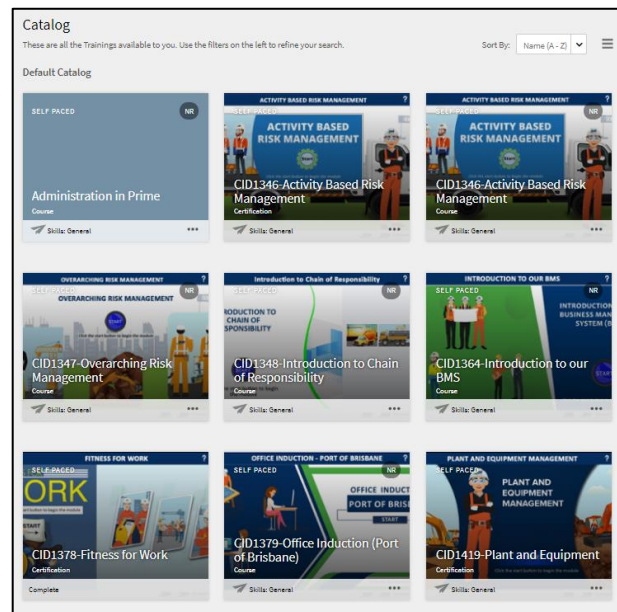


Fig. 49

- Search for the required module using the Search Bar located in the far-right corner.



Fig. 50

- Hover over the course image and select 'View Course'.



Fig. 51

- Select 'Enrol'.



Fig. 52

12. Viewing Completed/Enrolled BOLT Module Status

Users can see the status of their modules via the CMS portal without having to log into the BOLT System. The system will display two statuses, 'Completed' or 'Enrolled'. If the module has been completed in the BOLT system correctly the status will update from 'Enrolled' to 'Completed' overnight.

To view the BOLT module status, please select STEP 1 'COMPLETE YOUR WORKER PROFILE' from the 'HOME' screen.

STEP 1
COMPLETE YOUR WORKER PROFILE
Fill out important information before commencing work on site

>

STEP 2
UPLOAD AND CHANGE DOCUMENTS
Upload your documents for BMD administration approval

>

Fig. 53

The 'BOLT' option is located to the far right of the menu.

Basic Information

Pertinent Qualifications

Skill Grouping

Proof of Competency

BOLT

Fig. 54

A list of all enrolled modules will appear, including the status of each module.

Note: *If this list is blank the User has not registered in the BOLT System. Please refer to Section 12.1 for further information on registering in the BOLT system.*

BOLT Module	Status
CID1626-BMD Global Core Induction	ENROLLED

Fig. 55

The above is a list only. If you need to complete modules, please select 'BOLT Login' and you will be taken to the BOLT system login screen.

BOLT Login

Fig. 56

13. Help

If you require any further assistance with the CMS portal, please email CMS.Support@bmd.com.au.






Note: *The BMD CMS Helpdesk is available Monday – Friday 9am-4pm. Emails received out of this time, will be answered the next available business day.*

Step by step guides, Helpdesk email and a link to the BOLT system login screen can also be found at the bottom of the CMS portal login screen.

Step by Step User Guide
Please refer to the following guides for assistance in navigating and interacting with the website:
[Guide for Workers \[PDF\]](#)
[Guide for Contractor Company Admin \[PDF\]](#)

Help
For technical issues or any difficulties: Please refer to [FAQs](#) or email BMD CMS Helpdesk at CMS.Support@bmd.com.au

[Privacy Policy](#)
[BOLT Contractor Training](#)

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Fig. 57

