



Documents Online
How to Register
Joss Group

Joss Group Documents Online "How to Register"










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Introduction

Purpose

To inform all subcontractors, suppliers, consultants and clients how to register and use the Joss Documents Online system.

Joss Group – Online Tendering

Joss Group will conduct all requests for tenders, expression of interests and requests for quotations using **Documents Online**, a system designed for Joss Group. The following is a user guide to assist subcontractors, suppliers, consultants and clients navigate the **Documents Online** system.

Requirements for using **Documents Online** are, a reliable internet connection, computer system with a modern browser e.g. Internet Explorer 9 or above, WinZip if computer is not Windows 7, current email address and java script enabled. Further copies of this document can be found under FAQ's on the website.

Scope

Applies to all subcontractors, suppliers, consultants and clients using **Joss Documents Online**.

Definitions

User name - Also called login name, logon name, and sign-in name, a unique sequence of characters used to identify a user and allow access to your online account.

Title - a formal designation. For example Estimator.

Field - a predetermined section of a record.

Portals - Web site that functions as an entry point to the Internet.

Procedure

Following is a step by step guide to use **Documents Online**. Should any errors be found in the document please advise by email to construction@jossgroup.com.au

First Time Users

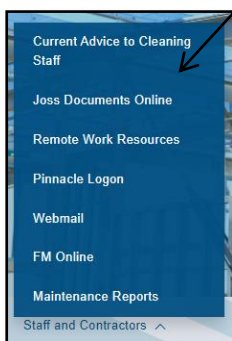
How to Register

Note: Registration approval occurs Monday – Friday 8am- 5pm. (refer page 10 for duration of approval process). No email is sent to advise of approval.

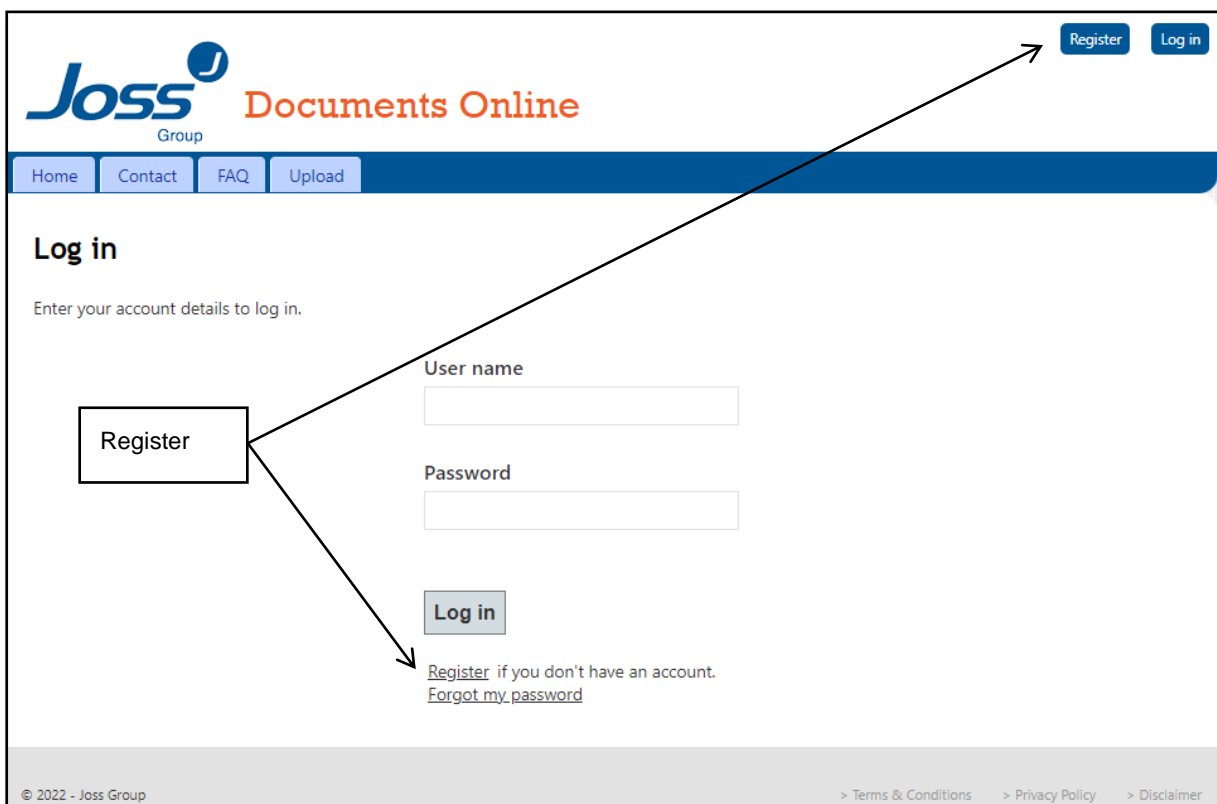
From the www.jossgroup.com.au website go to ‘Staff and Contractors’ (bottom left of screen)



and then ‘Joss Documents Online’, and click to enter portal to Documents Online, or use the hyperlink below.



<https://documentsonline.jossgroup.com.au>



The screenshot shows the Joss Documents Online portal. At the top, there is a navigation bar with the Joss Group logo and the text 'Documents Online'. Below this is a blue bar with links: Home, Contact, FAQ, and Upload. The main content area is titled 'Log in' and includes the instruction 'Enter your account details to log in.' There are two input fields for 'User name' and 'Password'. Below these fields is a 'Log in' button. To the left of the 'Log in' button is a 'Register' button. An arrow points from the 'Register' button to the 'Register' button in the top right corner of the page. Another arrow points from the 'Register' button to the 'Register' link in the text below the 'Log in' button. The footer contains copyright information: © 2022 - Joss Group, and links to Terms & Conditions, Privacy Policy, and Disclaimer.

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You will see either of the screens below depending on your browser.

The screenshot shows the Joss Group Documents Online homepage. At the top right, there are 'Register' and 'Log in' buttons. A blue navigation bar contains 'Home', 'Contact', 'FAQ', and 'Upload' links. The main content area is titled 'Welcome to the Joss Group Documents Online' and contains several paragraphs of text. A box labeled 'Register' is placed over the text, with an arrow pointing to the 'Register' button in the top right. Another arrow points from the 'Log in' button in the top right to the 'Log in' button in the 'Existing Users Log In.' form on the right. The footer contains copyright information and links to 'Terms & Conditions', 'Privacy Policy', and 'Disclaimer'.

From the home welcome screen a subcontractor, supplier, consultant or client can register to use the **Documents Online** system and log in.

Registration

The [Register](#) button top right of screen or the register hyperlink under the [Log in](#) will take you to the required screen to complete registration (see image on next page). On completion of all fields, click register.

Joss Group Documents Online

"How to Register"



[Register](#) [Log in](#)

[Home](#) [Contact](#) [FAQ](#) [Upload](#)

Register New Log In

Please complete the registration form below. Your registration request will be reviewed and if approved you will be able to log in to the Joss Group.

User name

Password

Confirm password

Company

Title

Full Name

Email

Office Location

Mobile

Phone

Fax

Department

FMOnline

ConstructionOnline

FMOnline

User name – use a name that is familiar and will be easily remembered.

Password and confirm password – passwords are case sensitive and for the protection of the user it must be:
 At least 10 characters
 – At least 1 number
 – At least 1 UPPER case letter
 – At least 1 lower case letter
 – And have at least one special character e.g. !\$%*

Title – please indicate the position held within the company.

Email – Documents Online is a web-based system; to participate in tendering a functional email address must be provided.

Phone – office phone as a direct line or a company line.

Fax – office fax, field is not mandatory – if you have no fax number leave it blank.

Company – it is a required field, please give full trading name of the company.

Full name – First and surname (no requirement for middle names).

Office Location – physical location of office (i.e. Albury NSW)

Mobile – mobile phone number of nominated staff for tendering purposes.

Select the **Division** you wish to register with,
 ie: Joss Construction (ConstructionOnline) or Joss Facility Management (FMOnline)

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Joss Group Documents Online

“How to Register”

Should there be errors you will be notified as per below – correct and click register.

The screenshot shows the 'Register New Log In' page of the Joss Group Documents Online system. The form includes fields for User name, Password, Full Name, Email, Office Location, Mobile, Phone, Fax, and Department. A 'Register' button is at the bottom. Two callout boxes highlight error fields:

- Callout 1:** 'Error fields highlighted in red with explanation of error.' points to the Password field, which is highlighted in red. Below it, a list of password requirements is shown in a pink box: 'At least 10 characters', 'At least 1 lowercase letter', 'At least 1 uppercase letter', 'At least 1 number', 'At least 1 special character', and 'Strength Weak'. A note below the list says 'Add another word or two. Uncommon words are better.'
- Callout 2:** 'Error fields highlighted in red with explanation of error.' points to the Email, Mobile, and Phone fields, which are highlighted in red. Below each field is a red error message: 'Please enter a valid email address' for Email, 'Mobile number must be at least 10 numbers long' for Mobile, and 'Phone number must be at least 10 numbers long' for Phone.


The form fields and their values are as follows:

- User name: John Smith
- Password: (masked with dots)
- Full Name: John Smith
- Email: john.smith@jossgroup.com.a
- Office Location: ALBURY
- Mobile: 0412 345
- Phone: 6051 1900
- Fax: 02 6021 7054
- Department: FMOnline

Joss Group Documents Online

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RegisterLog in

HomeContactFAQUpload

Register New Log In

Please complete the registration form below. Your registration request will be reviewed and if approved you will be notified by a representative of Joss Group.

User name

John Smith

Password

Confirm password

Company

Joss Group

Title

Estimator

Full Name

John Smith

Email

john.smith@jossgroup.com.au

Office Location

ALBURY

Mobile

0412 345 678

Phone

02 6051 1900

Fax

02 6021 7054

Department

ConstructionOnline

Register

Click Register

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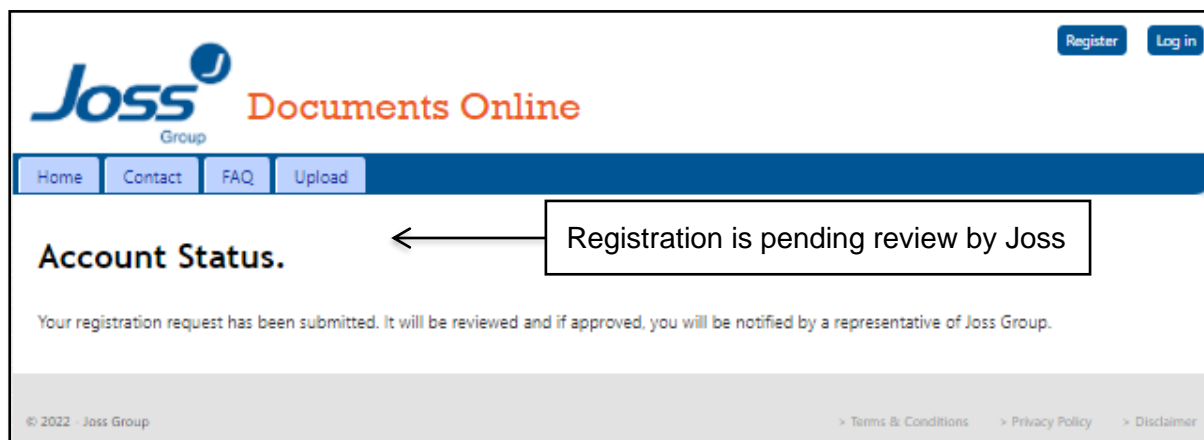
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On successful registration account status will be inactive.



Joss will verify information and approve registration. Should Joss have any queries, the phone number/s provided will be contacted. Following verification, the company representative/s will have access to Documents Online at the next log in.

Please allow one business day for registration approval.

