

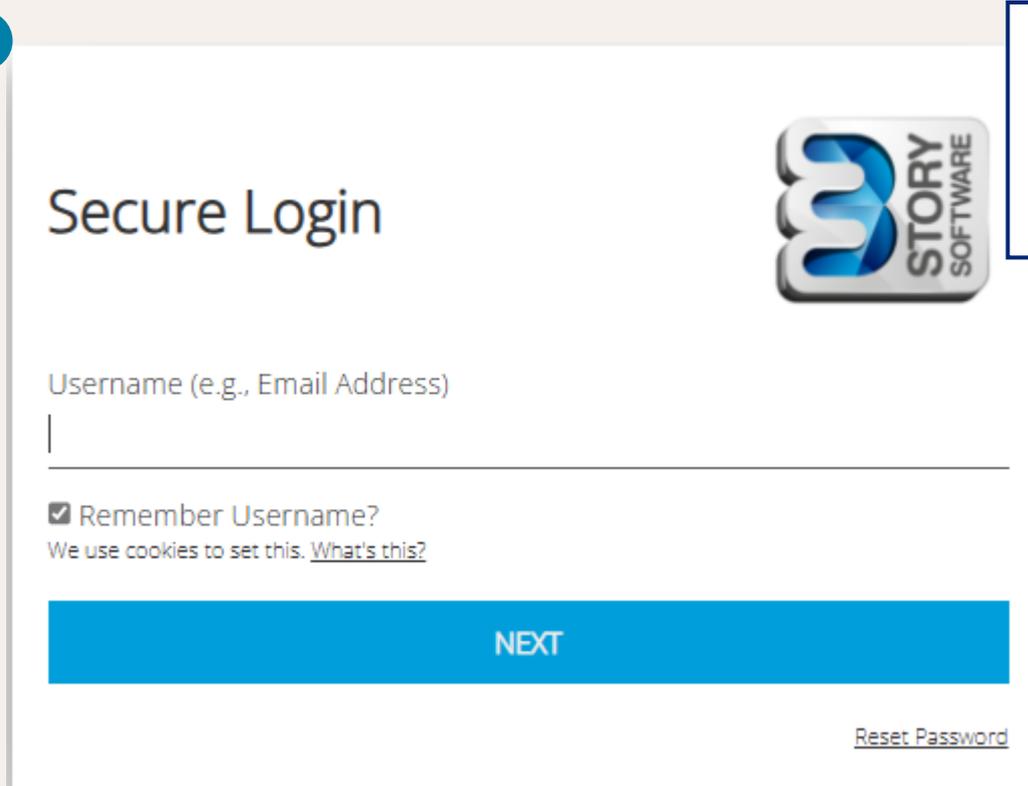
EMERGENCY CONTACT DETAILS ACCESS GUIDE

February 2025



1. LOG IN TO 3SS

1



The screenshot shows the 'Secure Login' page for 3 Story Software. The page has a white background with a blue header area. On the right side, there is a logo for '3 STORY SOFTWARE' featuring a stylized blue '3' and the text 'STORY SOFTWARE' in a grey box. The main heading 'Secure Login' is in a large, dark grey font. Below the heading is a text input field for the 'Username (e.g., Email Address)'. Underneath the input field is a checkbox labeled 'Remember Username?' with a link 'What's this?' below it. At the bottom of the form is a large blue button with the word 'NEXT' in white capital letters. In the bottom right corner of the page, there is a link for 'Reset Password'.

Log in to 3SS using your email and password.

[Hays 3SS \(UK\) - Vendor Management System - 3 Story Software](#)

2. FIND PLACEMENT & WORKER

2

Use the search bar to find the candidate

- Change the drop down to user
- Search for worker name in the following format:
Last Name, First Name

3

Users

Name	Company	Office / Site Location	Country	Role Type	System Role	Status
Candidate, Test		HQ	United Kingdom	Worker	Worker - Consultant	Active

Select candidate using hyperlink

4

– Placements

Placement#	Division	Department	Manager	Office / Site Location	Request Category	Job Title	Supplier Unit	Worker
371389	Kier Construction Limited (Oracle)		Manager Test, Hiring	158634 - Four Ash...	Operative - Blue Collar	Labourer		Candidate, Test

Select placement hyperlink

3. LOCATE EMERGENCY CONTACT DETAILS FORM

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Placement Details

Placement #
371389

Status
Active

Scroll to the bottom of the placement detail page

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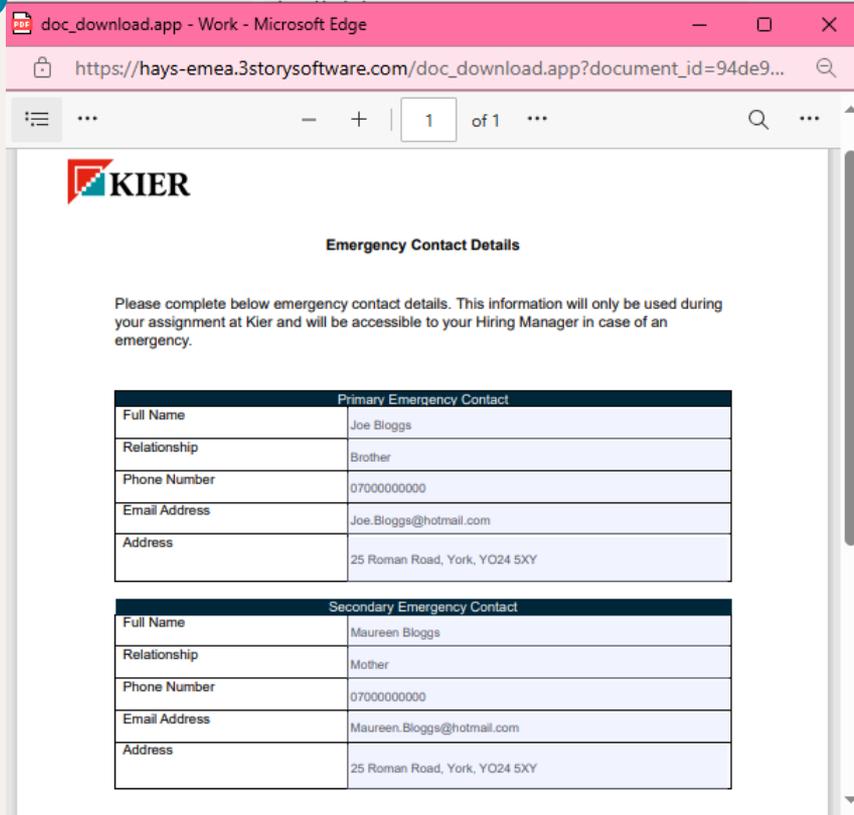
– On / Off Board Requirements

Requirement	Required	Status	Date Completed	Date Updated	Validation Type	Document
Type: Placement On-Boarding						
Emergency Contact Details	Yes (Required)	Completed	07-Feb-25	07-Feb-25 4:31 PM	Compliance	ECD for Test candidate.pdf

Select hyperlink to access form

4. EMERGENCY CONTACT DETAILS FORM

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Emergency Contact Details

Please complete below emergency contact details. This information will only be used during your assignment at Kier and will be accessible to your Hiring Manager in case of an emergency.

Primary Emergency Contact	
Full Name	Joe Bloggs
Relationship	Brother
Phone Number	07000000000
Email Address	Joe.Bloggs@hotmail.com
Address	25 Roman Road, York, YO24 5XY

Secondary Emergency Contact	
Full Name	Maureen Bloggs
Relationship	Mother
Phone Number	07000000000
Email Address	Maureen.Bloggs@hotmail.com
Address	25 Roman Road, York, YO24 5XY

Emergency Contact Details form will pop up in a new window