



# **Bounty Cook Colliery**

## **Contractor Management System**

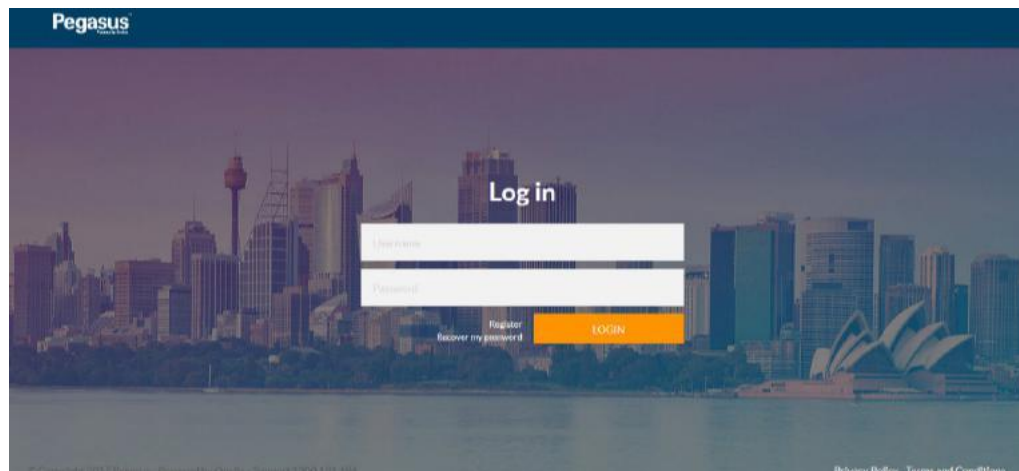
**User Guide for Registering Workers**

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## Bounty Cook Colliery Contractor Management System

Please follow this step-by-step guide to register new employees in the Bounty Cook Colliery Contractor Management System.

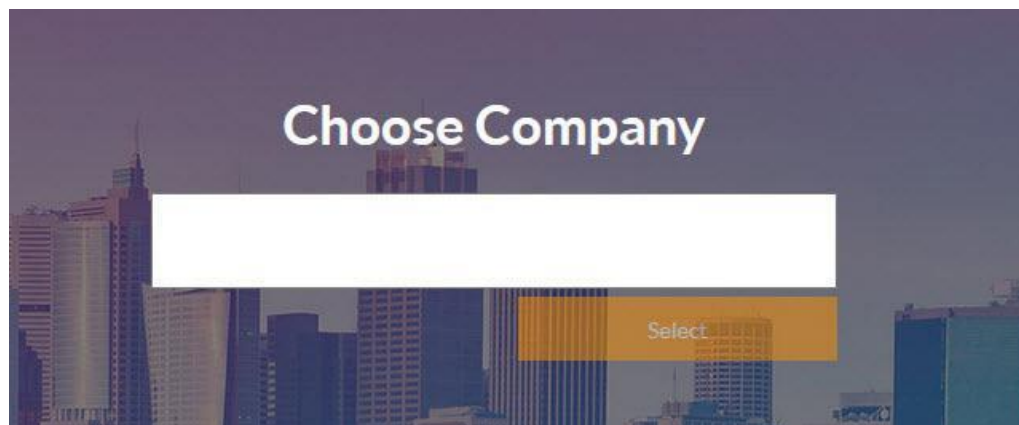
The screenshot shows the login interface of the Pegasus Contractor Management System. At the top left is the Pegasus logo. The background is a cityscape with the Sydney Opera House. The main heading is "Log in". Below it are two input fields: "Username" and "Password". To the right of the "Password" field is an orange "LOGIN" button. Below the input fields are links for "Register" and "Recover my password". At the bottom right, there are links for "Privacy Policy" and "Terms and Conditions".

### Step 1

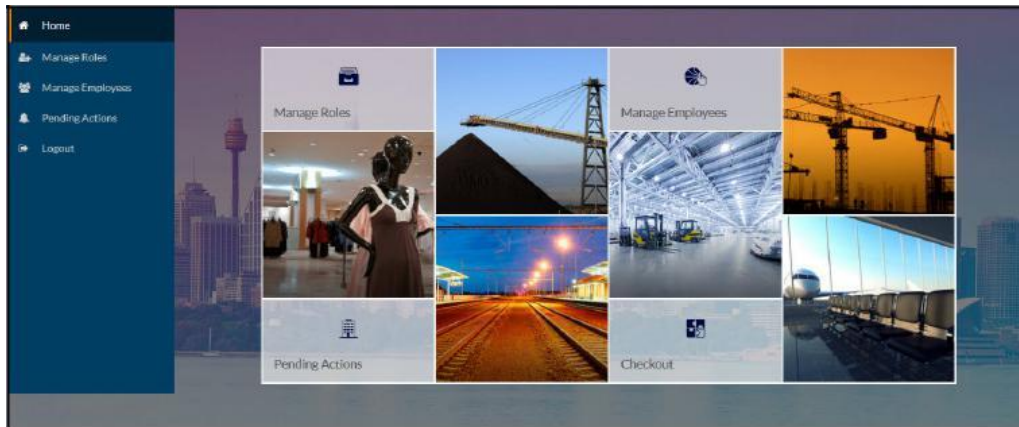
Please go to the Contractor Information Site and click "Login" in the top menu bar.

Once on the home page for the Contractor Management System, enter your login details and click "Login."

If prompted, enter your company name and click "Select."

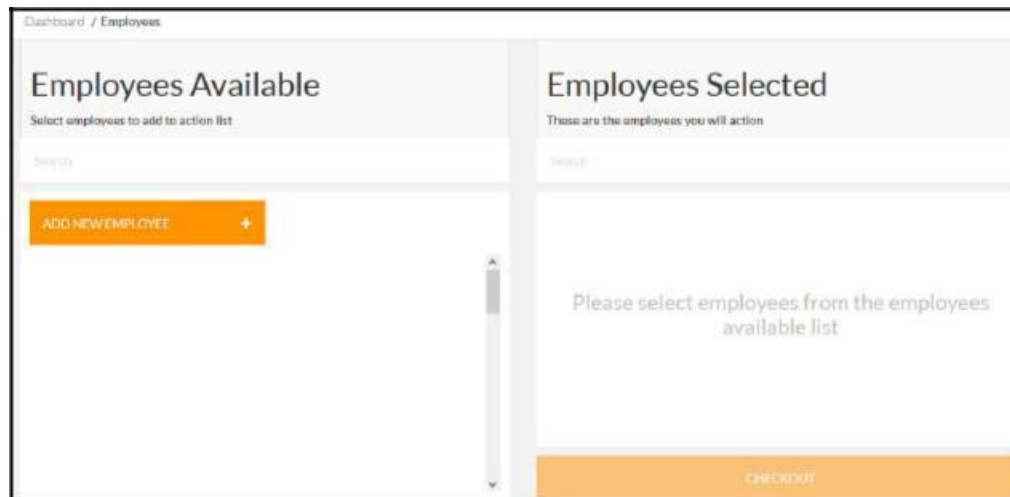
The screenshot shows the "Choose Company" page of the Contractor Management System. The background is a cityscape. The main heading is "Choose Company". Below it is a large white input field for the company name. At the bottom right is an orange "Select" button.

## REGISTERING WORKERS



### Step 2

On the home page, select “Manage Employees” from the dashboard tiles or the side menu.



### Step 3

Select “Add New Employee.”

## REGISTERING WORKERS

The screenshot shows a web interface with two main sections. On the left, under the heading 'Employees Available', there is a sub-heading 'Select employees to add to action list' and a button labeled 'ADD NEW EMPLOYEE' with a plus icon. On the right, the 'Personal Details' form is displayed, with the sub-heading 'Create a new employee'. The form is titled 'Person' and contains several input fields: 'First Name', 'Middle Name', 'Last Name', 'Gender', and 'DOB' (with a date format 'dd/mm/yyyy' and a calendar icon). At the bottom of the form are two buttons: 'Back to List Employees' and 'SAVE & CLOSE'.

### Step 4

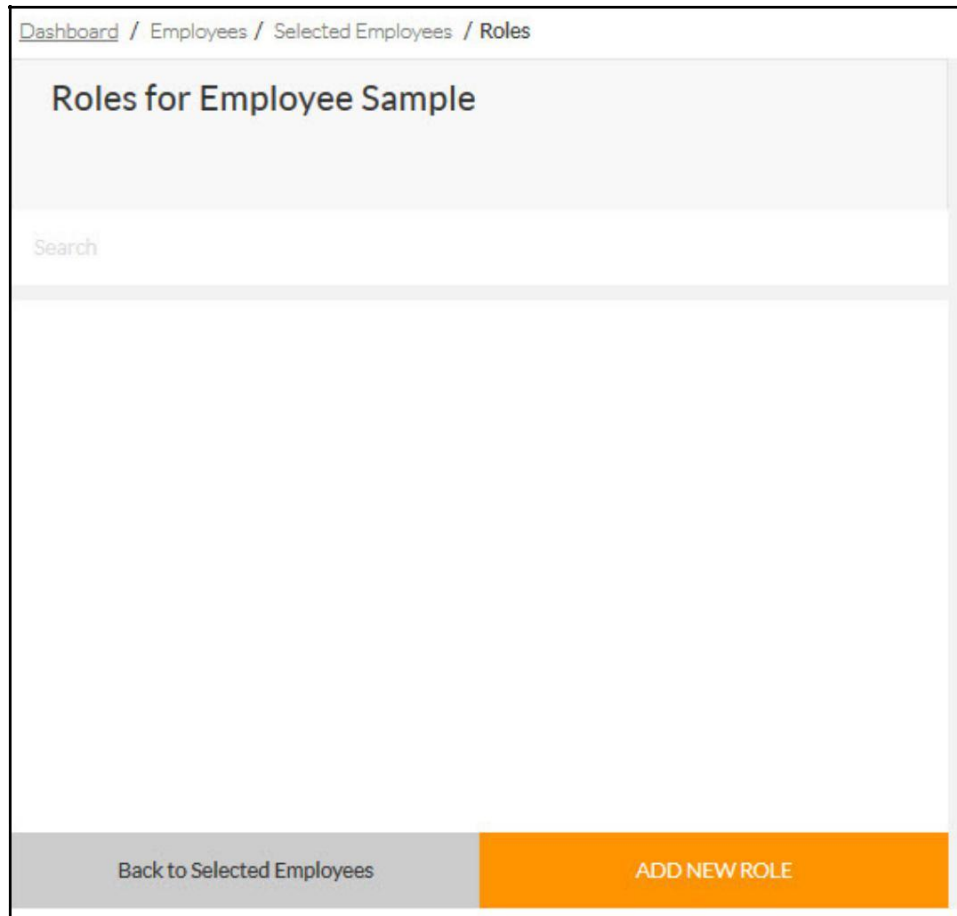
Enter all of the employee's details.

This screenshot shows the 'Personal Details' form, specifically the 'Next of kin' section. The form has a sub-heading 'Create a new employee'. Below the 'Licence Expiry' field (which has a date format 'dd/mm/yyyy' and a calendar icon), the 'Next of kin' section includes a 'Relationship' dropdown menu with '(Select)' as the current value. Below this, there are two orange boxes with checkboxes: the first is checked and labeled 'Contractor', and the second is checked and labeled '\* Agree to Terms and Conditions'. At the bottom of the form are two buttons: 'Back to List Employees' and 'SAVE & CLOSE'.

### Step 5

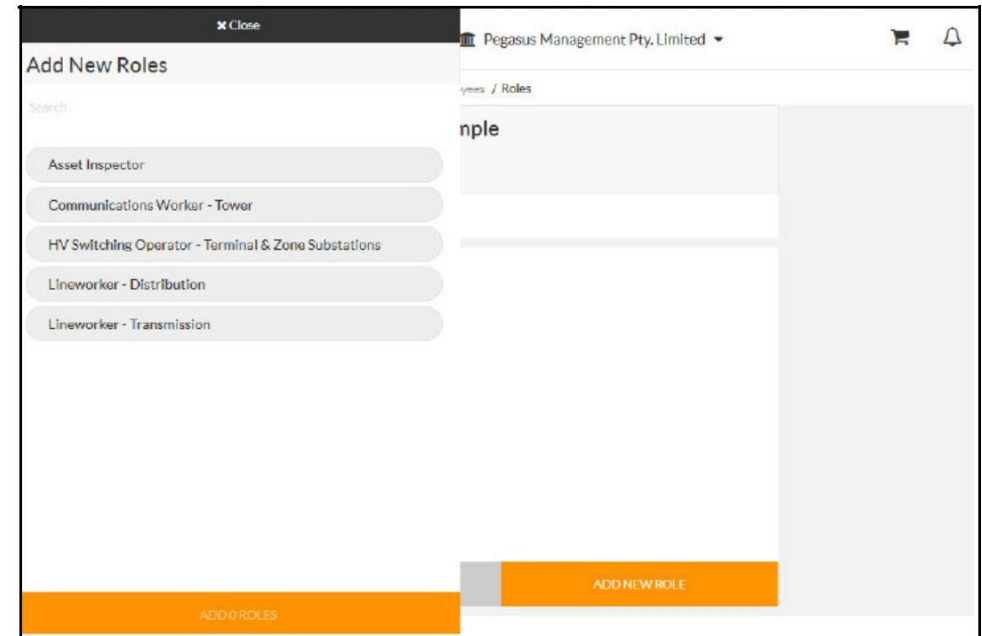
Most businesses registering will only be required to agree to the terms and conditions and then select "Save and Close" and then "Continue". If you are also registered as an Employer at the site, you will also be asked to confirm whether the employee is a contractor.

## REGISTERING WORKERS



### Step 6

Select "Add New Role."



### Step 7

Select the role/s from the list.

## REGISTERING WORKERS

**Add New Roles**

Search

- Asset Inspector ✓
- Communications Worker - Tower
- HV Switching Operator - Terminal & Zone Substations
- Lineworker - Distribution
- Lineworker - Transmission

ADD 1 ROLES

ADD NEW ROLE

### Step 8

All roles selected will display ticked and highlighted green. Once all roles have been selected, click “Add # Roles.”

**Roles for Employee Sample**

Search

- Asset Inspector

Back to Selected Employees

ADD NEW ROLE

**Competencies for Employee Sample**

Role Asset Inspector

Search

Expand All | Collapse All

**MANDATORY** 4/8

- Electrical.Certificate II.Asset Inspection - UET20612
- Electrical.Induction.Apply ESI safety rules - UETTDRRF01B
- Electrical.Induction.Australian ESI Skills Passport
- Photo
- Electrical.Induction.Corporate Induction
- Electrical.Induction.Corporate Induction - General Safety

### Step 9

Click on the role to add the mandatory documentation for the competency.

To upload each required document, select the name of the document from the column on the right.

## REGISTERING WORKERS

Dashboard / Employees / Selected Employees / Roles / Competencies / Upload

### Competencies for Employee Sample

Role Asset Inspector

Search

Expand All | Collapse All

**MANDATORY** 4/5

- Electrical.Certificate II Asset Inspection - UET20612
- Electrical.Induction.Apply ESI safety rules - UETD0001B
- Electrical.Induction.Australian ESI Skills Passport
- Photo
- Electrical.Induction.Corporate Induction

Back to Employee Roles

### Competency

Electrical.Certificate II Asset Inspection - UET20612

Select evidence for: Electrical.Certificate II Asset Inspection - UET20612

Select or Upload Document

Save & Next

### Step 10

Click “Select or Upload Document.”

Cancel

### Document Library

Select or upload the document required

Allowed file types: PDF, DOC, JPG, JPEG, XLS, TXT, DOCX

Select None

You don't have any documents stored in the library for this employee yet. Start by uploading a new document below.

Upload new document No document selected

### Step 11

Select “Upload New Document” to upload your documents to the Document Library.



## REGISTERING WORKERS

**Competencies for Employee Sample**  
Role Asset Inspector

Search

Expand All | Collapse All

**MANDATORY** 4/8

- Electrical.Certificate II Asset Inspection - UET20612
- Electrical.Induction.Apply ESI safety rules - UETDRRF01B
- Electrical.Induction.Australian ESI Skills Passport
- Photo
- Electrical.Induction.Corporate Induction

Back to Employee Roles

**Competency**  
Electrical.Certificate II Asset Inspection - UET20612

Add more documents

Extra information required:

Issue Date	dd/mm/yyyy
Expiry Date	dd/mm/yyyy
Comments	

Cancel Save Save & Next

### Step 12

Enter the details for the document uploaded. These must match the information in the documentation.

**Competencies for Employee Sample**  
Role Asset Inspector

Search

Expand All | Collapse All

**MANDATORY** 4/8

- Electrical.Certificate II Asset Inspection - UET20612
- Electrical.Induction.Apply ESI safety rules - UETDRRF01B
- Electrical.Induction.Australian ESI Skills Passport
- Photo
- Electrical.Induction.Corporate Induction

Back to Employee Roles

**Photo Upload**

Upload

Save & Next

### Step 13

Select "Upload" to upload the employee's photograph. After uploading the photo, select "Crop."



**Competency**

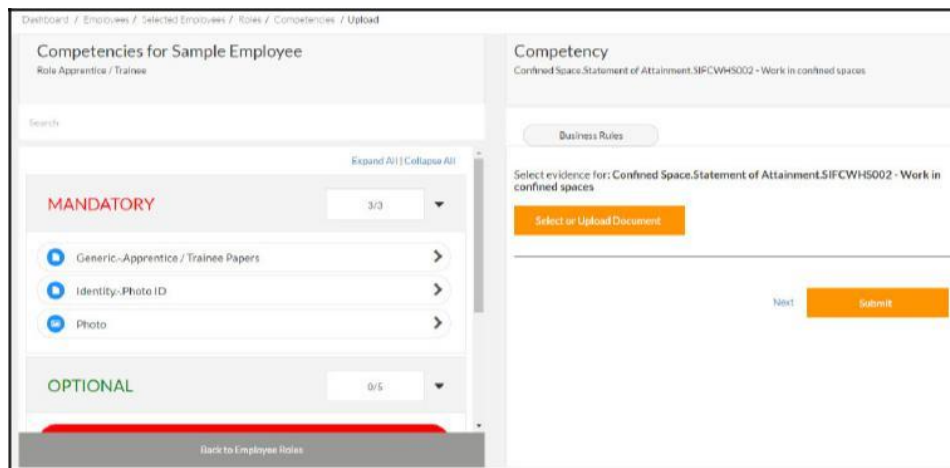
Photo Upload

Done ✓

Cancel Save Save & Next

### Step 14

Use the crop box to crop the photo. Once finished, select “Done” and then “Save and Next.”



Dashboard / Employees / Selected Employees / Roles / Competencies / Upload

**Competencies for Sample Employee**  
Role: Apprentice / Trainee

Search

Expand All | Collapse All

**MANDATORY** 3/3

- Generic-Apprentice / Trainee Papers
- Identity-Photo ID
- Photo

**OPTIONAL** 0/5

Back to Employee Roles

**Competency**  
Confined Space Statement of Attainment SIFCWH5002 - Work in confined spaces

Business Rules

Select evidence for: Confined Space Statement of Attainment SIFCWH5002 - Work in confined spaces

Select or Upload Document

Next Submit

### Step 15

Once you uploaded all of the required documents, select “Submit”.

Submitting your application in the system will lock the application until Pegasus have verified the documents that you have submitted. Once they have been verified, the lock will be removed and you can re-submit any new changes to the roles, competencies or training.

Pegasus will contact you if there are any issues with your application and will give you the chance to make corrections. Upon document approval, the roles will be applied to your employees in the system.

## REGISTERING WORKERS

Dashboard / Employees

### Employees Available

Select employees to add to action list

Search

[ADD NEW EMPLOYEE](#) +

- [Select](#)
- [Select](#)
- [Select](#)
- [Select](#)
- [Select](#)
- [Select](#)

### Employees Selected

These are the employees you will action

Search

- [Select](#) [ADDED TO CART](#)
- [Select](#) [CONTINUE](#)

[CHECKOUT](#)

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### Step 16

Select “Checkout.”

Dashboard / Checkout

### Shopping Cart

Item No.	Item	Details	Quantity	Price/unit	Total
CRM001	Card Purchase		1		
CRM001	Registration, Subscription, Roles for	<a href="#">Edit</a>	1		<a href="#">Remove</a>
Subtotal:					
Tax (10%):					
Total:					

[Credit Card](#) [PayPal](#) [Purchase Order](#) [Checkout \\$](#)

[Back](#)

### Step 17

Select “Checkout.”

### Checkout Successful!

---

**Company**

Pegasus Management Pty. Limited  
 426 King St, Newcastle  
 NSW 2300, AU  
 Contact: Brooks Cronin

**Tax Invoice**

Invoice Number: 376303  
 Date: 30 Aug 2017  
 Ocala Track Easy Pty Limited  
 ABN 54 098 220 743  
 426 King Street  
 Newcastle NSW 2300  
 1300-441 433  
 accounts@pegasus.net.au

Item No.	Item	Quantity	Price/unit	Total
123	Card Purchase	1		
123	Registration, Subscription, Rules, Card fee	1		

**Subtotal:**

**Tax (30%):**

**Total:**

[Download Invoice](#)
[Continue Processing Employees](#)

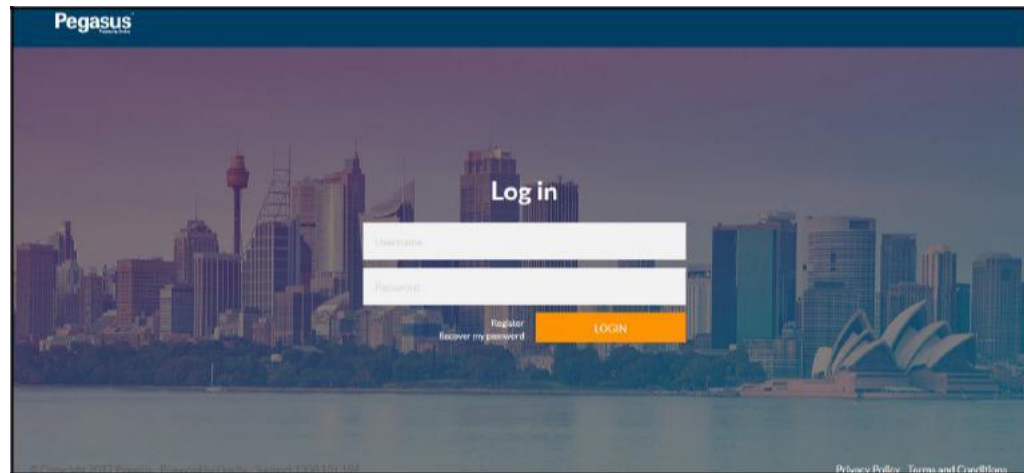
### Step 18

Download your invoice, then select “Continue Processing Employees.”

# **UPDATING EMPLOYEE DATA**

# Bounty Cook Colliery Contractor Management System

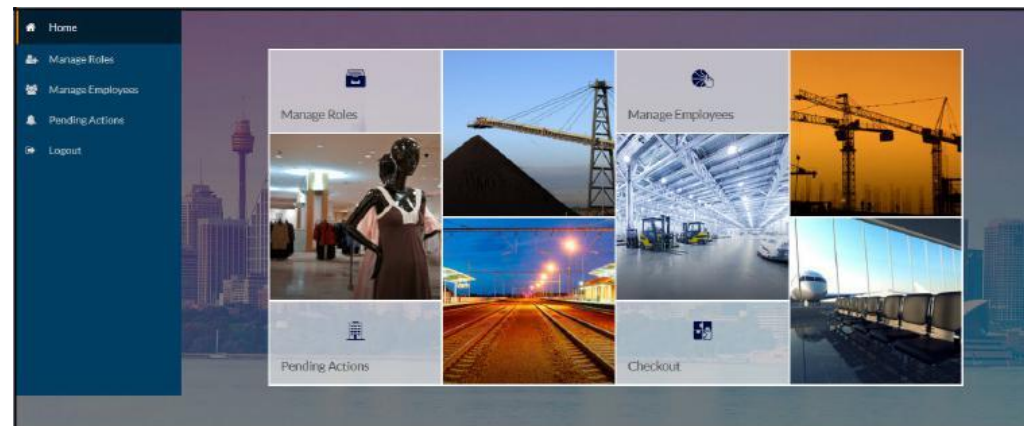
Please follow this step-by-step guide to update employee data in the Bounty Cook Colliery Contractor Management System.



## Step 1

Please go to the Contractor Information Site and click on “Login” in the top menu bar.

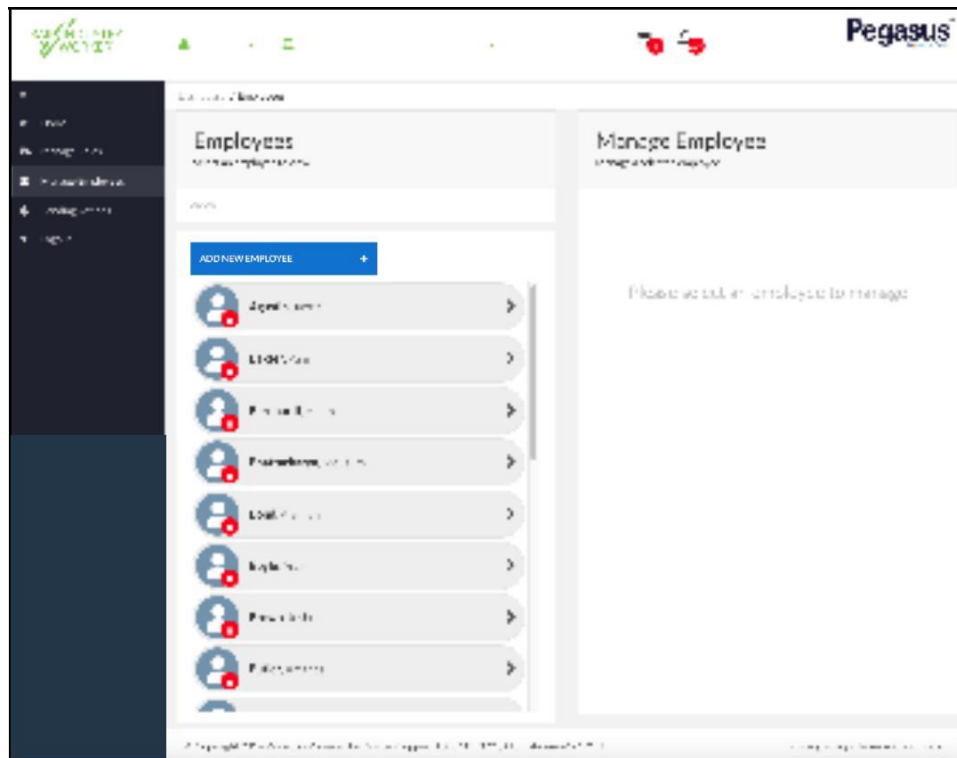
Once on the home page for the Contractor Management System, enter your login details and click “Login.”



## Step 2

On the home page, select “Manage Employees” from the dashboard tiles or the side menu.

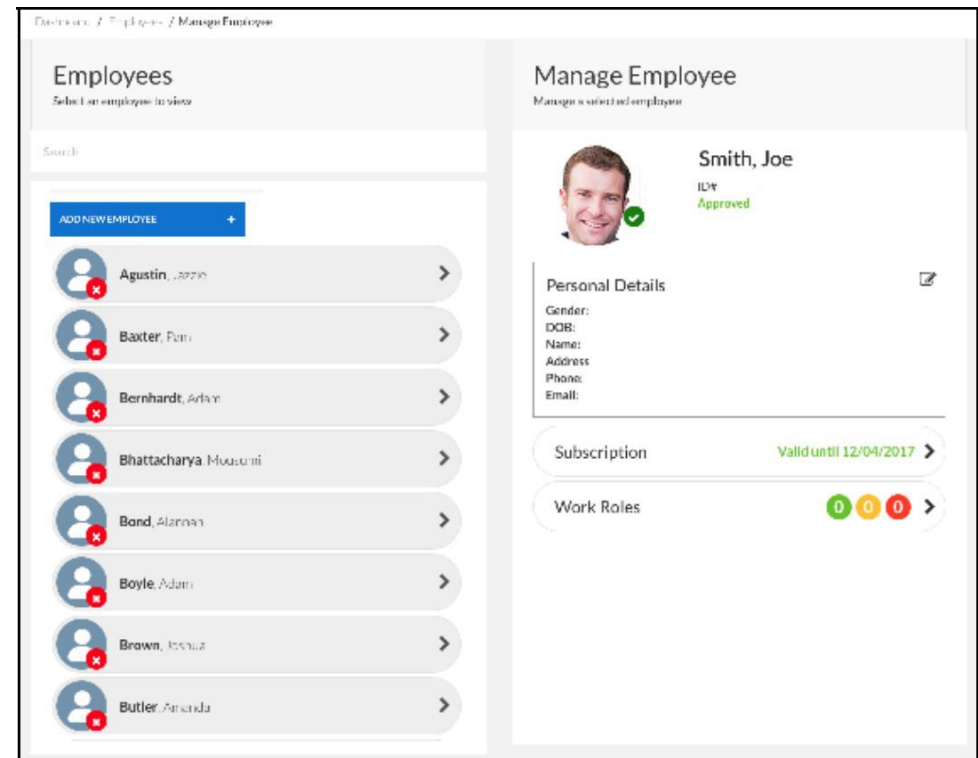
## UPDATING WORKER DATA



### Step 3

Find the employee you wish to update details for by scrolling through the list of employees on the left. Alternatively, search for an employee by entering a fragment of their name.

Once you have found the correct employee, click on them to update their data.



### Step 4

Update your employee's data by clicking the edit icon in the Personal Details section.

## Personal Details

Edit Matthew Krevs's details

### Person

First Name *	Matthew
Middle Name	Middle Name
Last Name *	Krevs
Gender	
DOB *	dd/mm/yyyy
Phone	e.g. 0412341234
Email	Email

### Address

Address	Address

[Back to Manage Employees](#)
[SAVE & CLOSE](#)

## Step 5

Update Personal Details, then select "Save and Close."





For questions or assistance please call 1300 306  
384 or email [bountycookcolliery@pegasus.net.au](mailto:bountycookcolliery@pegasus.net.au)