



ONSITE TRACK EASY

Peabody Contractor Management Portal

Portal User Guide: Employee Registration & Induction Bookings



CONTENTS

Overview	3
Login (for existing companies)	4
Registering Employees & Booking Inductions	6

WHERE CAN I FIND HELP?

Pegasus Safety

1300 365 747

peabodycompliance@pegasus.net.au

Peabody Contractor Information Website

<http://peabody.wp.onsitetrackeasy.com.au>

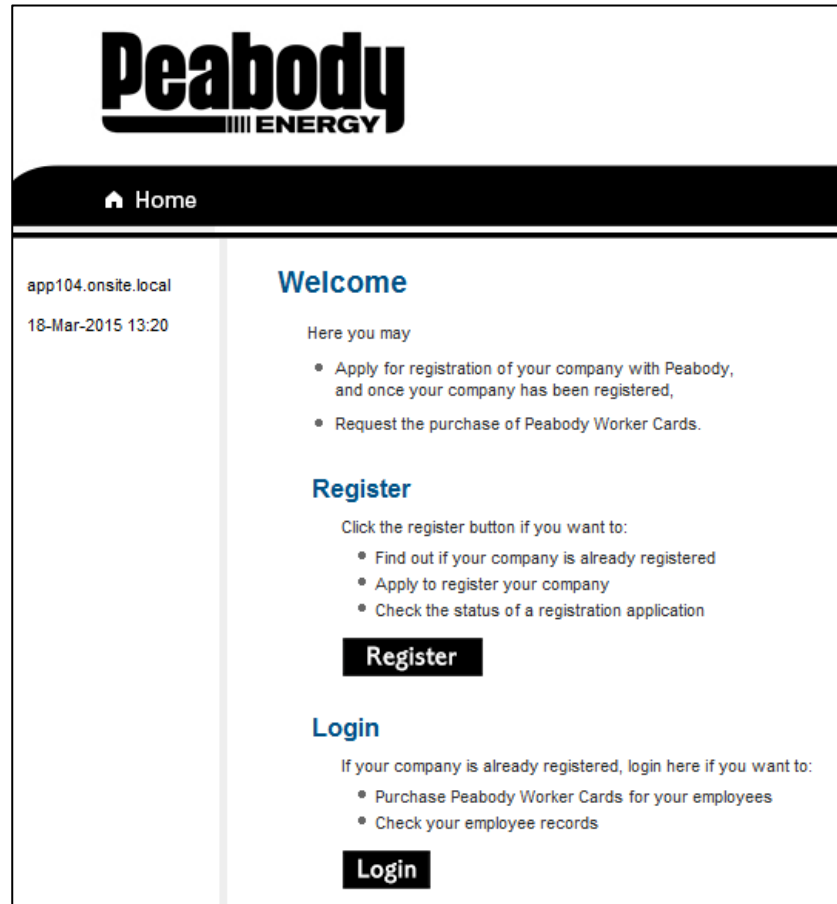
OVERVIEW

The Peabody Contractor Management Portal is the gateway for contracting companies to register their employees and meet the Peabody role requirements. This portal allows the nominated personnel of the contracting company to:

- Register their Company or Business Entity
- Complete the Company Profile Questions
- Register their employees
- Select and upload role requirements
- Upload employee photos for efficient card production
- Book their employees into an induction
- Track employee induction and card status

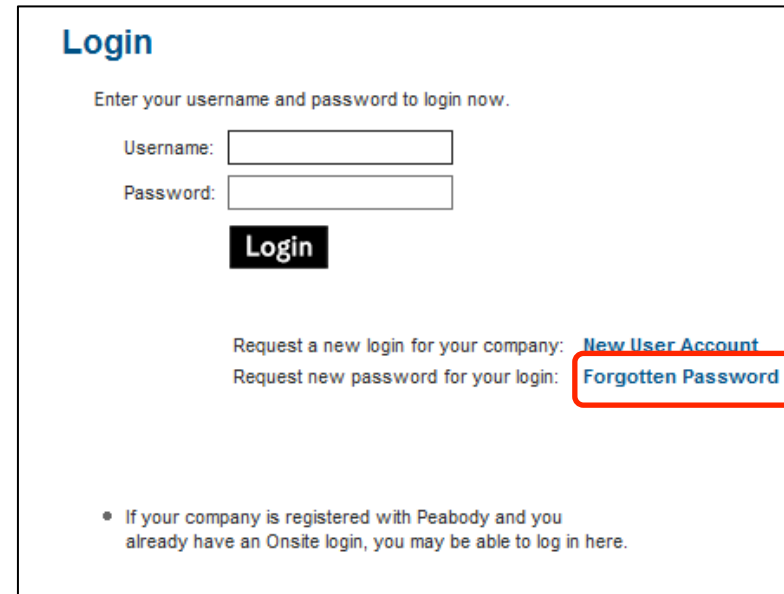
LOGIN (FOR COMPANIES EXISTING COMPANIES)

- a. Go to <https://secure.onsitrackeasy.com.au/portal/peabody/welcome.jsp>



- b. Click **Login** to access the portal:

- c. Enter username and password and click on **Login**. This will bring you to the home screen. If you have forgotten your password click on **forgotten password** and go to step d.



Login

Enter your username and password to login now.

Username:

Password:

Login

Request a new login for your company: [New User Account](#)

Request new password for your login: [Forgotten Password](#)

- If your company is registered with Peabody and you already have an Onsite login, you may be able to log in here.

- d. Enter first name and last name and click on **Submit**. Your login details will be sent your email address (please be sure to check your junk mail as it is an automated email). If you do not receive an email, please contact the help desk on 1300 365 747.

Forgotten Password

Please enter your first name, last name and email address.

First Name:

Last Name:

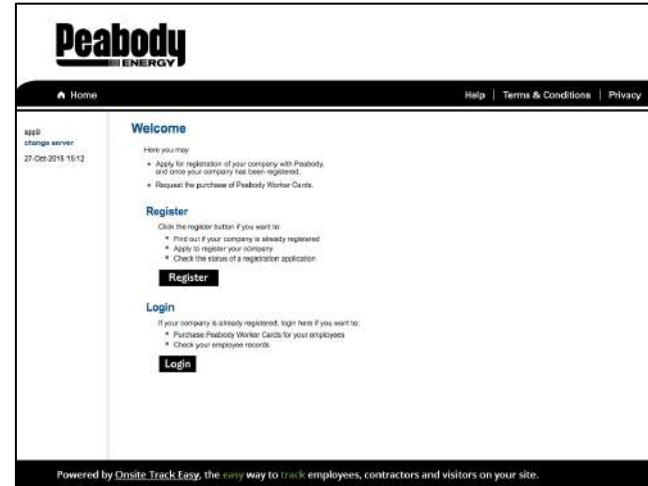
Email Address:

Submit

You must enter the **exact spelling** used when you set up your user account. If these details are correct the password will be sent to your email address.

REGISTERING EMPLOYEES & BOOKING INDUCTIONS

a. Click **Login**



b. Enter your username and password and click **Login**

Please note: Additional user accounts can be setup from here if required

A screenshot of the Peabody Energy website's login page. The page is titled 'Login' and contains the text 'Enter your username and password to login now.' Below this are two input fields: 'Username:' and 'Password:'. A 'Login' button is positioned below the password field. At the bottom of the page, there are two links: 'Request a new login for your company: [New User Account](#)' and 'Request new password for your login: [Forgotten Password](#)'. A note at the bottom states: '• If your company is registered with Peabody and you already have an Onsite login, you may be able to log in here.'

c. Select **Manage Employee Data**

Welcome to your company's login area

From here you can manage employee roles and Company Relationships.

Manage Employee Data

Register employees, maintain roles and order cards.

View Employees


View details of your employees and their data.

Company Relationships

Your company relationships on sites in this portal.


d. **Search** for existing employees

Employee Compliance

 **Shopping Cart**
Total Cost: empty

PLEASE NOTE: Just because a card is shown here does not mean you may order it. Please ensure the person is entitled to a card before you order it. You may not qualify for a refund if your order is rejected. If you're unsure about any card order please contact the portal administrator (see details on the help menu).

Description:	Peabody Energy Contractor Portal
Requirements:	<ul style="list-style-type: none">• Subscription (included in Initial Registration)• Role selection• Photo upload• File uploads• Information requests• Mandatory Onsite Card (if no previous issue)
Registration:	\$65.00 (plus \$6.50 GST) for initial registration and subscription
Card Cost:	\$30.00 (plus \$3.00 GST) per Card
Subscription:	24 months duration \$65.00 (plus \$6.50 GST) per Subscription Renewal on expiry



onsite track easy
the easy way to track employees, contractors & visitors at your site

CARDHOLDER NAME
no photo

000 000 000

Back

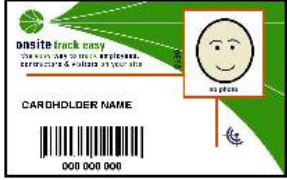
EMPLOYEES LIST

*Enter a name fragment (blank for all) and click **search** to list your employees*

You can also select employees that has not yet been entered.
Please click **search** first to make sure the person is not already in your employees list.
Then an **Add Employee** button will be provided.

- e. If employee appears in the list, please click on the tick box under **order** and click **Order**. If the employee does not appear in the list select, select **Add Employee** to create a new employee

PLEASE NOTE: Just because a card is listed here does not mean you may order it. Please ensure the person is entitled to a card before you order it. You may not qualify for a refund if your order is rejected. If you're unsure about any card order please contact the portal administrator (see details on the help menu).



CARDHOLDER NAME
000 000 000

Card Cost:	\$65.00 (plus \$6.50 GST) per Initial Supply (card, subscription) \$30.00 (plus \$3.00 GST) per Card Only Reissue
Description:	Peabody Energy Contractor Portal
Requirements:	<ul style="list-style-type: none"> • Subscription (included in Initial Supply) • Role selection • Photo upload • File uploads
Subscription:	60 months duration \$65.00 (plus \$6.50 GST) per Subscription Renewal on expiry

Back

EMPLOYEES LIST

Search *Enter a name fragment (blank for all) and click **search** to list your employees for ordering this card*

Found 30 matches


Order *Tick one or more of the **Order** boxes and then click the **Order** button to order this card*

Add Employee *Order this card for **Employee** not yet in your employees list*

Order	Last Name	First Name	Email	Card History	Reason Unavailable
<input type="checkbox"/>	Baxter	Pam	pbaxter@pegasus.net.au	13 Oct 2010 09 Sep 2009 11 Aug 2009	Employee is not a Contractor
<input type="checkbox"/>	Bhattacharya	Mousumi	mbhattacharya@pegasus.net.au	08 Jun 2011 07 Jun 2011	Employee is not a Contractor
				<i>Order started</i>	

f. Enter the employee details and click **Save**

Add Employee to Pegasus Management Pty. Limited

Shopping Cart
Total Cost: empty

Please enter fields, upload files and then submit the data (* = mandatory)
On submit a **Onsite Track Easy** card will be purchased for this person.

1. Fields

Current Data

Added By: Rhiannon Manning

First Name: *

Middle Name:

Last Name: *

Date of Birth: * TP "dd mmm yy" or Icon

Drivers Lic. Number:

Drivers Lic. State:

Drivers Lic. Class:

Drivers Lic. Expiry: TP "dd mmm yy" or Icon

Gender:

Address:

Town:

State/Province:

Post Code:

Phone: *

Email: *

Next of Kin First Name:

Next of Kin Last Name:

Next of Kin Phone:

Next of Kin Email:

Next of Kin Relationship: v

Historical Data Previous contact details

Phone:

Email:

Address:

Town:

State/Province:

Post Code:

Declaration: * I agree with Terms & Conditions and Privacy menus

Cancel**Save**

2. Identification

Please enter the required fields.
Then you can proceed if required.

3. Files

Please enter the required fields
and complete identification steps.
Then you can upload the files.

4. Submit

Please enter all the required data.
Then you will be able to submit it.

On submit a **Onsite Track Easy**
card will be purchased for this person.

g. Click **Submit**

1. Fields

Current Data

Added By: Rhianon Manning

First Name *

Middle Name:

Last Name *

Date of Birth *

Drivers Lic. Number:

Drivers Lic. State:

Drivers Lic. Class:

Drivers Lic. Expiry:

Gender:

2. Identification

No additional identification data is required.

3. Files

No file uploads are required.

4. Submit


Click submit to send the data for processing.

Submit

On submit a **Onsite Track Easy** card will be purchased for this person.

h. Click on **process**

Employee Compliance



Shopping Cart
 Total Cost: *empty*

SELECTION

Action	Card?	Last Name	First Name	General	Roles	Files Done	Infos Done	Cost	Data Status	Payment
Process	YES	Test	Test	✘				\$71.50	INCOMPLETE	

✔ = Entered
✘ = Mandatory Not Entered
✘ = Optional Not Entered

Action: Click 'Process' to continue an entry, and when complete, submit it or add it to the shopping cart.
 Each person requires General entries, then File uploads and Information selections.

Click link to view role data requirements: [Role Data Lookup](#)

Back

i. Click on **Select Roles**

PROCESSING: TEST TEST
(Registration, Subscription, Roles, Card)

Back

Terminate

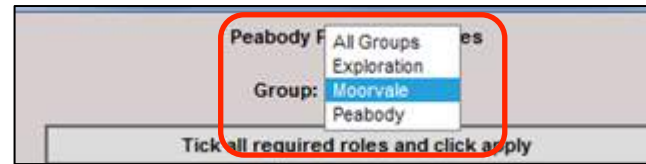
GENERAL *

Registration, Subscription, Roles, Card

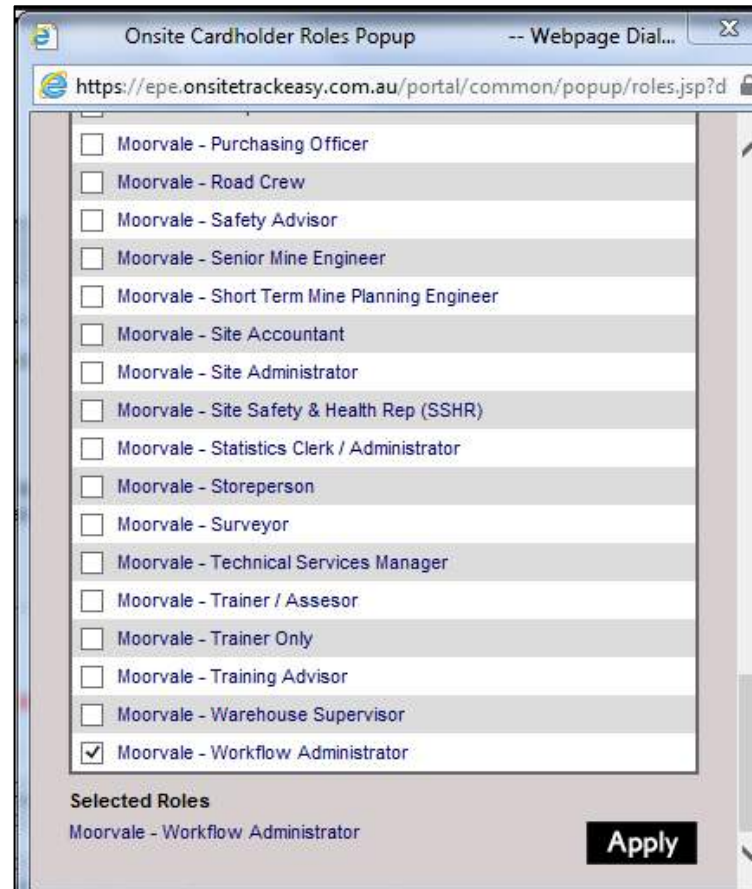
Select Roles Mandatory; Requires valid selection

Roles: (none)

j. Select **the relevant site** from drop down menu



k. Select your functional role/s from the list, then scroll to the bottom and click **Apply**. Once the roll has been added, click the cross to exit the Roles window.



- I. Click to **agree to the terms and conditions** (available from the link at the top of the page), enter card shipment details (or copy from person or company) and click **Save**.

GENERAL*

Card Order

Select Roles Mandatory; Requires valid selection

Roles: Moorvale - Workflow Administrator

Communicate To: Rhiannon Manning Name of person

Communicate By: Email

Email: rmanning@pegasus.net.au

Mobile: in Australia

Declaration: I agree with the Terms & Conditions and Privacy menus

Card Shipment

Communicate To: Rhiannon Manning **copy from** Card Order

Communicate By: Email

Email: rmanning@pegasus.net.au

Mobile: in Australia

Attention To: Rhiannon Manning **copy from** Person Company

Address: 1 King Street

Town: Newcastle

State/Province: NSW

Postcode: 1200

Country: Australia

You must save these entries before you can proceed with the next step **Save**

m. Upload file requirements (mandatory requirements will be marked with a red X) by clicking **Upload**.

The screenshot shows a 'FILES' section with two items, both marked as mandatory with a red 'X' icon:

- File1: * Photo**
Mandatory Cardholder Photo
Head and shoulders well lit photo taken from the front with a plain background. Please remove hat or sunglasses. Image can be larger than needed as it will be framed and cropped before printing on the card.
Please upload a photo of this employee
Upload
- File2: * Coal Board Medical**
Medical.Assessment.Coal Board Medical QLD
Mandatory for Roles: Moorvale - Workflow Administrator
Upload the Coal Board Medical.
• Please ensure the applicants name and DOB, the health practitioner's details, and consent to release information details (if applicable) have been completed and are legible.
Please upload a single file
Upload

n. Click on **browse** and select file to upload

The screenshot shows the 'Upload Photo of Rhiannon Manning' form. The 'File to Upload: *' field is empty, and the 'Browse...' button is highlighted with a red box. A file explorer window titled 'Choose File to Upload' is open, showing the 'Documents' folder.

Upload Photo of Rhiannon Manning

Description: **Photo**
Maximum Size: 2 Mb
Requirement: Head and shoulders well lit photo taken from the front with a plain background. Please remove hat or sunglasses. Image can be larger than needed as it will be framed and cropped before printing on the card.

File to Upload: * **Browse...** *Browse to select file for upload*

Name: * *Friendly name for this file after upload*

Comment:

Status:

Back

o. Click **Upload**.

Upload Photo of Rhiannon Manning

Description: **Photo**
Maximum Size: 2 Mb
Requirement: Head and shoulders well lit photo taken from the front with a plain background. Please remove hat or sunglasses. Image can be larger than needed as it will be framed and cropped before printing on the card.

File to Upload: * C:\Users\rmanning\Desktop\Test Photo1.jpg *Browse to select file for upload*

Name: * *Friendly name for this file after upload*

Comment:

Status:

p. Continue uploading role requirements and then scroll down to the training section. Online training will be auto booked based on role requirements, however you will need to book your classroom induction. Your classroom booking will not be approved until all documents provided have been verified and online training has been successfully completed.. Please allow yourself time to meet these requirements.

Note: *If your employee already has a current induction, the requirement will appear as 'complete' and no booking will be required.*

To book a classroom induction please click on **book**.

TRAINING hide training

Bookings

*The following table lists the training required for this employee's role selections. All **Auto-Booked** training will automatically be booked and added to the shopping cart when you submit this persons application.*

Site	Course	Status	Access	Cost	GST	Required By Roles	History	Reason Unavailable	Book
Peabody Moorvale	Non Operational Induction	OUTSTANDING	Approved	\$35.00	\$3.50	1			<input type="button" value="Book"/>

Required By Roles Legend

1 Moorvale - Administrator

- q. Select a suitable date by clicking on **book** next to the course (to select a date in the future, use the drop down menu to select another month.)

Pegasus Management Pty. Limited Bookings

Shopping Cart
Total Cost: empty

Sort by: Site

AVAILABLE COURSES

Click course name to view extra details or make a new booking.
All bookings must be paid for with a Credit Card.

Classroom Courses

Here are all open classes scheduled for June 2015 (change month to see other schedules)
Student numbers are limited. The Avail column shows how many places are left in each session.

Site	Course	Course #	Date	Time	Duration	Capacity	Att'ees	Avail	Cost	GST	Files	Infos	Venue
Peabody Moorvale	Book	36300	Wed 24 Jun 2015	7:00 am	4 Hours	30	2	28	\$35.00	\$3.50	none	none	Moorvale Training Room

* Indicates course cost is paid for by the site.

Back

- r. Click **OK**.

Message from webpage

YOU HAVE ITEMS IN YOUR SHOPPING CART

You have just added something to the shopping cart shown in the top right of this page under the menu.

To process those items click the icon or 'review'.

IMPORTANT NOTE

If you LOGOUT OR LET THE SESSION EXPIRE with any items in your shopping cart they WILL BE DISCARDED!

OK

- s. Enter an email address for online training login details, or select to **copy from employee**.

Online Training Email

Please enter a valid employee email address. It will be used to provide access to online training for the employee. An invalid address will result in the employee not being able to complete the training requirements for this card.

Email:

copy from Employee

t. Agree to training declaration and click **Save**.


Training Declaration

I agree to purchase any outstanding training listed above for this employee and that they will undertake this training within a reasonable time frame.

Cancel **Save**

u. Scroll up and click **Add To Cart**.

Order Onsite Card



Shopping Cart		
Name	Quantity	Cost
Non Operational Induction	1	\$38.50
Review	Total Cost: \$38.50	

CONTINUING WITH ...


Last Name	First Name	General	Roles	Files Done	Infos Done	Cost	Data Status	Payment
Manning1	Rhiannon	✓	Moorvale - Administrator	5 of 5 ✓	0 of 0 ✓	\$71.50	COMPLETE	READY

✓ = Entered ✗ = Mandatory Not Entered ✕ = Optional Not Entered

Click link to view role data requirements: [Role Data Lookup](#)


PROCESSING: RHIANNON MANNING1 (Onsite Track Easy card) **Back** **Add to Cart** **Terminate**

v. Click **review**.



Shopping Cart		
Name	Quantity	Cost
Non Operational Induction	1	\$38.50
Onsite Card	1	\$71.50
Review	Total Cost: \$110.00	

w. Review and ensure all training events and Onsite Cards are listed, and click **Proceed to Checkout**



Review Shopping Cart


Company:	Pegasus Management Pty. Limited							
User:	Rhiannon Manning							
Total:	\$110.00 inc GST							

Line	Qty	Item	Person	Unit Cost	Unit GST	Cost (ex)	Cost (inc)	Description	Remove
1	1	Course Booking	Rhiannon Manning1	\$35.00	\$3.50	\$35.00	\$38.50	Booking for Rhiannon Manning1 into Non Operational Induction. To be held at Moorvale Training Room on Wed 24 Jun 2015, starting at 7:00 am and lasting for 4 Hours	
2	1	Card Order	Rhiannon Manning1	\$65.00	\$6.50	\$65.00	\$71.50	Onsite Card for Rhiannon Manning1.	remove
Total:							\$110.00	including GST of \$10.00	

- Some **course bookings** cannot be removed as they are requirements for card orders.
- Remove the relevant **card orders** to enable course booking removal.

Back
Proceed to Checkout

x. Enter the payment details and select **Continue**



Checkout Shopping Cart

Company:	Pegasus Management Pty. Limited							
User:	Rhiannon Manning							
Total:	\$110.00 inc GST							

PURCHASE

Credit Card ▶ *Please enter your credit card details and click **continue** to process the purchase*

Card Number:

Card Type: ▼

Card Expiry: ▼ ▼

Card CVV:

Cardholder Name:

CURRENTLY OPERATING IN TEST MODE

These auto populated credit card values should produce a successful payment

Back
Continue

- y. Your documents will be assessed and authorised. If they do not meet requirements, they will be returned for action. You will receive an email telling you this, and it will show as **action required** on the home screen of the portal when you login.

Once the upload requirements have been verified, online training will be approved and your employees will be emailed login details.

Once all online training has been successfully completed, the classroom induction booking will be approved and a confirmation email sent to the employee.

NOTE: Competencies will need to be maintained as they expire.

WHERE CAN I FIND HELP?

Pegasus Safety

1300 365 747

peabodycompliance@pegasus.net.au

**Peabody Contractor Information
Website**

<http://peabody.wp.onsitetrackeasy.com.au>