

Peabody Contractor Management System Portal User Guide

Employee Registration & Induction Bookings



 Home

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app104

14-Jun-2016 15:01

Welcome

Here you may

- Apply for registration of your company with Peabody, and once your company has been registered,
- Request the purchase of Peabody Worker Cards.

Register

Click the register button if you want to:

- Find out if your company is already registered
- Apply to register your company
- Check the status of a registration application

[Register](#)

Login

If your company is already registered, login here if you want to:

- Purchase Peabody Worker Cards for your employees
- Check your employee records

[Login](#)

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For questions or assistance please call
1300 365 747

or email:
peabodycompliance@pegasus.net.au

Contractor Information Site:
peabodycontractors.com.au

Overview

Peabody has introduced a Contractor Management system to ensure the safety and compliance of contractors and their employees on our sites.

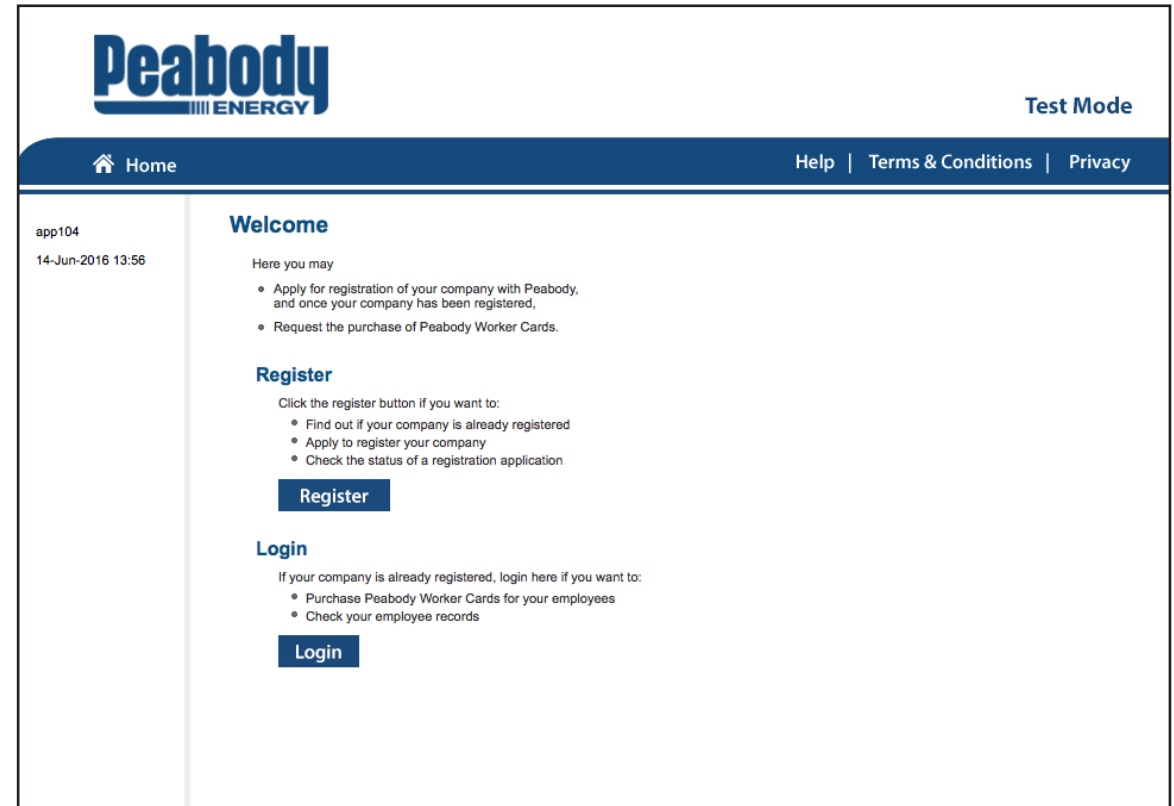
Many Contractors working on Peabody sites will now need to register in our contractor management system. The system will ensure the safety and compliance of contractors, allowing your employees to work on our sites.

Login for Existing Companies

Peabody Contractor Management System

Please follow this step-by-step guide to register your company and upload your documents for verification in the Peabody Contractor Management System.

Start in the system here >



Step 1>

Navigate to the login page.

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.

Step 2>

Enter username and password and click “Login.”

This will bring you to the home screen, continue to step 4.

If you have forgotten your password click on Forgotten Password and go to step 3.

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.

Step 3>

Enter first name and last name and click “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 your site administrator listed at the end of this guide.


Test Mode

Home
Logout
User Settings
Help
Terms & Conditions
Privacy

app104
14-Jun-2016 13:26
Lauren Test
Pegasus Company Pty. Ltd.


Registration ☒

Profile ☒

Portal Access ☒

Uploads ☒


SMS Review ☒



Compliance Subscription
You have a current subscription which expires in **365 days**.

Suspend your subscription if:

- You no longer work for Peabody and
- You do not want to maintain your compliance data and
- You do not want to be contacted or receive expiry reminders in relation to it



Shopping Cart
Total Cost: *empty*

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.

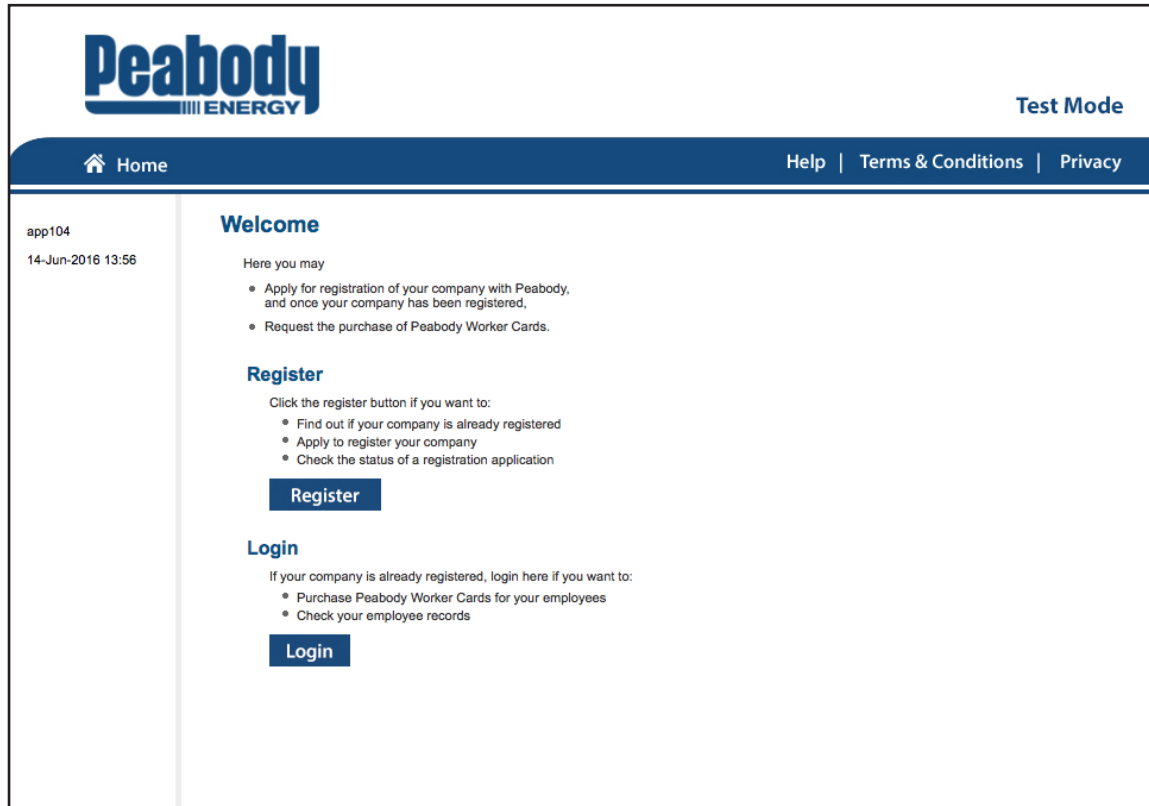
Company Relationships
Your company relationships on sites in this portal.

No Action Required

Step 4>

This is the home page of the portal. From here you can manage employee data, view employees and view company relationships.

Registering Employees and Induction Bookings



Step 1>

Navigate to the login page.

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.


Step 2>

Enter your username and password and click “Login.”
This will bring you to the home screen.

Please note: Additional user accounts can be setup from here if required by clicking on “New User Account.”

Step 3>

Select “Manage Employee Data.”




Test Mode

Home | Logout | User Settings | Help | Terms & Conditions | Privacy

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Pegasus Company Pty.
Ltd.

Registration ☒
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Pegasus Company Pty. Ltd.



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Test Mode

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[Privacy](#)

app104
14-Jun-2016 13:27
Lauren Test
Pegasus Company Pty. Ltd.

Registration ☒
Profile ☒
Portal Access ☒
Uploads ☒
SMS Review ☒


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 Personal Compliance Roles and Card
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:	\$75.00 (plus \$7.50 GST) for initial registration and subscription
Card Cost:	\$30.00 (plus \$3.00 GST) per Card
Subscription:	24 months duration \$75.00 (plus \$7.50 GST) per Subscription Renewal on expiry



Back

EMPLOYEES LIST


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

You can also select employees that have 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.

Step 4>

Select “Search” to search for 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).

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Back

EMPLOYEES LIST

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

Found 0 matches

Add Employee
Register Employee not yet in your employees list

Step 5>

If the correct employee appears in the list, please click on the tick box and click on “Order.”

If the employee does not appear in the list select, select “Add New Employee” to create a new employee.

Add Employee to Pegasus Company Pty. Ltd.

Shopping Cart
Total Cost: empty

Please enter fields, upload files and then submit the data (* = mandatory)
On submit a Role Management registration will be commenced for this person

1. Fields

Current Data

Added By: Lauren Test

First Name: *

Middle Name:

Last Name: *

Date of Birth: * 19 "dd mmm yy" or icon

Drivers Lic. Number:

Drivers Lic. State:

Drivers Lic. Class:

Drivers Lic. Expiry: 19 "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: * Please select

Historical Data

Previous contact details

Phone:

Email:

Address:

Town:

State/Province:

Post Code:

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

Cancel
Save

The minimum Next of Kin fields are First Name, Last Name, Phone and Relationship

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.

Step 6>

Enter the employee details and tick the declaration. Then click “Save.”

Continue Entry of Test Test

Shopping Cart
Total Cost: empty

Please enter fields, upload files and then submit the data (* = mandatory)
On submit a Role Management registration will be commenced for this person

1. Fields

Current Data

Added By: Lauren Test

First Name: * Test

Middle Name:

Last Name: * Test

Date of Birth: * 25 Sep 1981

Drivers Lic. Number:

Drivers Lic. State:

Drivers Lic. Class:

Drivers Lic. Expiry:

Gender:

Address:

Historical Data

Previous contact details

Phone:

Email:

Address:

Town:

State/Province:

Post Code:

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

Cancel
Save

The minimum Next of Kin fields are First Name, Last Name, Phone and Relationship

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.

Step 7>

Click “Submit.”

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	✗				\$82.50	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](#)

Step 8>

Click "Process."

Registration, Subscription, Roles, Card



Shopping Cart
Total Cost: *empty*

SELECTION

Action	Card?	Last Name	First Name	General	Roles	Files Done	Infos Done	Cost	Data Status	Payment
Processing	YES	Test	Test	✗				\$82.50	INCOMPLETE	

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

Click link to view role data requirements:

[Role Data Lookup](#)

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

[Back](#)

[Terminate](#)

GENERAL*

Registration, Subscription, Roles, Card

[Select Roles](#)

Mandatory; Requires valid selection

Roles: (none)

Previous Roles: (none)

Communicate To: Name of person

Communicate By:

Email:

Mobile: in

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

Card Shipment

Communicate To: copy from ☐ Card Order

Communicate By:

Email:

Mobile: in

Attention To: copy from ☐ Person ☐ Company

Address:

Town:

State/Province:

Step 9>

Click "Select Roles."

epe.onsitetrackeasy.com.au

Peabody Portal Work Roles

Class **All**

Tick all required roles **on at the bottom**

- ☐ Coppabella - Blast Crew Worker
- ☐ Coppabella - CHPP Worker
- ☐ Coppabella - Coal Mine Worker - Other
- ☐ Coppabella - Maintenance Worker
- ☐ Coppabella - Production Worker
- ☐ Coppabella - Statutory Role - Electrician
- ☐ Coppabella - Statutory Role - Magazine Keeper
- ☐ Coppabella - Statutory Role - Open Cut Examiner
- ☐ Coppabella - Statutory Role - Shotfirer
- ☐ Coppabella - Surveyor
- ☐ Exploration - Driller
- ☐ Exploration - Drillers Offsider
- ☐ Exploration - Field Assistant
- ☐ Exploration - Logger
- ☐ Exploration - Plant Operator
- ☐ Exploration - Production Manager
- ☐ Exploration - Rig Geologist
- ☐ Exploration - Senior Driller
- ☐ Exploration - Senior Field Assistant
- ☐ Exploration - Senior Rig Geologist

Selected Roles
Moovale - Apprentice

Apply

Step 10>

All roles from all projects will appear, to narrow down your search, select the group in which the role belongs to by clicking on the drop down menu for Groups.

Select your role/s from the list, then scroll to the bottom of the pop up and click “Apply.”

Once you have selected the appropriate role/roles you will need to close the work roles window by clicking the red cross in the top left hand corner of the pop up box.

Registration, Subscription, Roles, Card

Shopping Cart
Total Cost: empty

SELECTION

Action	Card?	Last Name	First Name	General	Roles	Files Done	Infos Done	Cost	Data Status	Payment
Processing ▶	YES	Test	Test	✗				\$82.50	INCOMPLETE	

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

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

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

Back **Terminate**

GENERAL *

Registration, Subscription, Roles, Card

Select Roles **Mandatory; Requires valid selection**

Roles: (none)

Previous Roles: (none)

Communicate To: Lauren Test Name of person

Communicate By: Email

Email: lchock@pegasus.net.au

Mobile: in Australia

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

Card Shipment

Communicate To: copy from ☐ Card Order

Communicate By: Email

Email:

Mobile: in Australia

Attention To: copy from ☐ Person ☐ Company

Address:

Town:

State/Province:

Postcode:

Country: Australia

Save

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

Step 11>

Click the declaration 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
show general

FILES
hide files

File1:
Apprentice Supervision Acknowledgement
Generic.-Acknowledgement Apprentice Supervision
Mandatory for Roles: Moorvale - Apprentice
It is a requirement that all apprentices are supervised whilst on site. Please upload a signed acknowledgement that you will have a supervisor with the apprentice at all times.

Uploaded File:	Name	Issue	Expiry	Comment	Open	Edit	Remove
	TIKS_web-version_page[4]				PDF icon	Edit	Remove

File2:
Apprenticeship Indenture Papers
Tradesperson.Apprentice.Indenture Papers
Mandatory for Roles: Moorvale - Apprentice
Please upload your indenture papers / apprenticeship commencement / enrolment confirmation here
Please upload a single file
Upload

File3:
Coal Board Medical / Restricted
(GRP) Medical.Assessment.Coal Board Medical / Restricted / ERT
Mandatory for Roles: Moorvale - Apprentice
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

File4:
Drivers Licence
(GRP) Driver.Licence. C HC HR MC MR LR SSE Disp Approv
Mandatory for Roles: Moorvale - Apprentice
Please upload current Drivers licence or SSE Dispensation Approval
Please upload a single file
Upload

Step 12>

Upload the photograph and required documents.

If no induction is required, please go to **step 22 on page 16** to complete the registration process.

Upload File for Test Test

Verified doc
The file you upload here is classified as a *Verified doc*, which means:

- it must be an **official document** that genuinely represents the description below
- it must clearly contain the **name of the person** shown above
- if it contains an **issue or expiry date** you must enter them in the fields below

If any requirement is not met, the upload and cardholder compliance will be rejected!
If you have any questions contact the portal administrator listed on the help menu.

Description:
Apprentice Supervision Acknowledgement
Maximum Size:
2 Mb
Requirement:
It is a requirement that all apprentices are supervised whilst on site. Please upload a signed acknowledgement that you will have a supervisor with the apprentice at all times.

File to Upload:
Choose File
no file selected
Browse to select file for upload

Name:
Name input field
Friendly name for this file after upload

Issue Date:
Issue Date input field
blank if none (must match upload file)
Enter issue date as "dd mmm yy" or click calendar icon

Expiry Date:
Expiry Date input field
blank if none (must match upload file)
Enter expiry date as "dd mmm yy" or click calendar icon

Comment:
Comment input field

Status:

Step 13>

Select "Choose File" to select the photograph that will appear on the contractor card.

Crop Photo For Card

Source Photo

Instructions

- Make final photo like a passport photo.
- The final photo initially shows the top left corner of the source photo.
- Rotate by clicking arrows if required.
- Drag out a selection frame on the source photo to define the area you want to use.
- Resize the frame with its handles.
- Reposition the frame by dragging it.

Final Photo

Apply

Cancel

Step 14>

Please crop the photograph. Take note of the instructions on the right hand side of the page.

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	Operational Induction	OUTSTANDING	Apply	\$35.00	\$3.50	1		Company not associated with site	

Required By Roles Legend

1 Moorvale - Apprentice

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](#)

Step 14>

For new companies that are not yet associated with the site, you will have to apply for association.

To apply for association, in the training table, click “Apply.”

APPLY FOR ACCESS TO TRAINING COURSE

Site:
Course:

Your company is not currently approved to work on this site.
Until it is, you are not permitted to book training for the site.

If you proceed you will be notified by email when your application has been processed by a site representative.

Press OK to proceed, or press Cancel.

[Cancel](#) [OK](#)

Step 15>

In the pop up window, click “OK”.

Once your company has successfully been associated with the site, you will receive an email.

To continue with your employee registration and training booking, log into the portal.



Compliance Subscription
You have a current subscription which expires in **365 days**.



Shopping Cart
Total Cost: *empty*

- Suspend** your subscription if:
- You no longer work for Peabody and
 - You do not want to maintain your compliance data and
 - You do not want to be contacted or receive expiry reminders in relation to it

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.*

ACTION REQUIRED

1 Continuing Employee Compliance

☐ [show all 1](#)

Step 16>

To continue the employee registration and training booking, select “Show All” to view the actions required.



Compliance Subscription
You have a current subscription which expires in **365 days**.



Shopping Cart
Total Cost: *empty*

- Suspend** your subscription if:
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Welcome to your company's login area

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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.*

ACTION REQUIRED

1 Continuing Employee Compliance

Name	Emp Id	Description	Started Date	Started By	General	Roles	Files Done	Infos Done	Cost	Data Status	Payment	Gap Report
Test, Test	-498682	Registration, Subscription, Roles, Card	14-Jun-16	Lauren Test	✓	Moorvale - Apprentice	7 of 7 ✓	0 of 0 ✓	\$82.50	COMPLETE	READY	

☒ [show all 1](#)

Step 17>

From the action required table, select the employee that you wish to continue the registration process for.

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	Operational Induction	OUTSTANDING	Approved	\$35.00	\$3.50	1			Book

Required By Roles Legend

1 Moorvale - Apprentice

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.

Edit

Step 18>


In the training booking table, select “Book.”

Book Training for Pegasus Company Pty. Ltd.




Shopping Cart
Total Cost: empty

AVAILABLE COURSES

Sort by: Site 

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 2016  (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	45376	Thu 16 Jun 2016	7:00 am	6 Hours	14	3	11	\$35.00	\$3.50	none	none	Moorvale Training Room
Peabody Moorvale	Book	45375	Thu 23 Jun 2016	7:00 am	6 Hours	14	1	13	\$35.00	\$3.50	none	none	Moorvale Training Room
Peabody Moorvale	Book	45374	Thu 30 Jun 2016	7:00 am	6 Hours	14	1	13	\$35.00	\$3.50	none	none	Moorvale Training Room

* Indicates course cost is paid for by the site.

Back

Step 19>

In the month drop down menu, select the month and year that the training is to occur.

Step 20>

From the courses shown, select “Book” for the course that you wish to book your employee into.

YOU HAVE \$38.50 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!

Close

Step 21>

You will be notified that you have contents in your shopping cart.
Click “Close” to continue.

Registration, Subscription, Roles, Card



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

CONTINUING WITH ...

Card?	Last Name	First Name	General	Roles	Files Done	Infos Done	Cost	Data Status	Payment
YES	Test	Test	✓	Moorvale - Apprentice	7 of 7 ✓	0 of 0 ✓	\$82.50	COMPLETE	READY

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

Click link to view role data requirements:

[Role Data Lookup](#)

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

[Back](#)

[Add To Cart](#)

[Terminate](#)

*All mandatory entries are complete. This application may now be added to your cart.
If you intend to provide any more optional file uploads or information, please do that first.*

Step 22>

Select “Add to Cart” to add the card purchase to your shopping cart.



Shopping Cart		
Name	Quantity	Cost
Employee Compliance	1	\$82.50
Operational Induction	1	\$38.50
Review	Total Cost: \$121.00	

Step 23>

In the shopping cart section, select “Review.”

Review Shopping Cart

Company:	Pegasus Company Pty. Ltd.
User:	Lauren Test
Total:	\$121.00 inc GST

Line	Qty	Item	Person	Unit Cost	Unit GST	Cost (ex)	Cost (inc)	Description	Remove
1	1	Course Booking	Test Test	\$35.00	\$3.50	\$35.00	\$38.50	Booking for Test Test into Operational Induction. To be held at Moorvale Training Room on Thu 16 Jun 2016, starting at 7:00 am and lasting for 6 Hours	
2	1	Employee Compliance	Test Test	\$75.00	\$7.50	\$75.00	\$82.50	Registration, Subscription, Roles, Card for Test Test.	remove
				Total:		\$121.00	including GST of \$11.00		

- 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](#)

Step 24>

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

Checkout Shopping Cart

Company:	Pegasus Company Pty. Ltd.
User:	Lauren Test
Total:	\$121.00 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](#)

Step 25>

Enter your credit card details, then select “Continue.”

Checkout Shopping Cart

Company:	Pegasus Company Pty. Ltd.
User:	Lauren Test

Purchase Successful

- 1 person has been **booked into training**.
- 1 Employee Compliance has been submitted.

Tax Invoice/Receipt

- Thank you for your purchase. Below is the Tax Invoice/Receipt.
- A copy of this has been emailed to you. Click the **Download** button to access it now.

Invoice Number	Total (inc GST)	Method	Details
251641	\$121.00	Credit Card	Download

[Logout](#) [Continue](#)

Step 26>

If you wish to download a copy of your invoice, please select “Download.” To finalise this process click “Continue.”

Step 27>

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.

Please note> Competencies will need to be maintained as they expire.

For questions or assistance:

1300 365 747
peabodycompliance@pegasus.net.au

Contractor Information Site:
peabodycontractors.com.au



 Home

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app104

14-Jun-2016 15:01

Welcome

Here you may

- Apply for registration of your company with Peabody, and once your company has been registered,
- Request the purchase of Peabody Worker Cards.

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- Apply to register your company
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- Purchase Peabody Worker Cards for your employees
- Check your employee records

[Login](#)