



Peabody

Contractor Management System

User Guide for Employee Registration and Booking Inductions

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REGISTERING AN EMPLOYEE AND BOOKING INDUCTIONS

REGISTERING YOUR EMPLOYEES AND BOOKING INDUCTIONS

Peabody ENERGY Test Mode

Home | Help | Terms & Conditions | Privacy

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

Pegasus

Step 1

Please go to <http://www.peabodycontractors.com.au> and click on “Find my Site” in the top menu bar.

On the Find my Site page, select the site you work on from the provided list. Follow the link to the correct system.

Once on the home page for the Peabody Contractor Management System, click “Login.”

Peabody ENERGY Test Mode

Home | Help | Terms & Conditions | Privacy

app104
14-Jun-2016 14:00

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

Login to the Peabody Contractor Management System by entering your username and password before selecting “Login.”

REGISTERING YOUR EMPLOYEES AND BOOKING INDUCTIONS



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.*

Step 3

On the home page, select “Manage Employee Data.”

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

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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.



The card shows the 'onsite track easy' logo, a barcode, and a photo placeholder that says 'no photo'.

Step 4

To add an employee, enter a fragment of the employee's name, then select “Search.” If the system returns with no matches, select “Add Employee.”

To show a list of all registered employees, leave the search field blank, then select “Search.”

Employee Compliance

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
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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*


Shopping Cart

Total Cost: *empty*

Step 5

To add a new employee, select "Add Employee."

REGISTERING YOUR EMPLOYEES AND BOOKING INDUCTIONS



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:

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

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 your employee's information and select "Save."

Please ensure you enter all mandatory data marked with *.

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

Employee Status: **Started**

1. Fields

Current Data

Added By: Lauren Test

First Name: *

Middle Name:

Last Name: *

Date of Birth: *

Drivers Lic. Number:

Drivers Lic. State:

Drivers Lic. Class:

Drivers Lic. Expiry:

Gender:

Address:

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

Select "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			X				\$82.50	INCOMPLETE	

✓ = Entered X = Mandatory Not Entered X = 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](#)

Step 8

Select "Process."

REGISTERING YOUR EMPLOYEES AND BOOKING INDUCTIONS

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: Name of person

Email:

Mobile: in

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

Card Shipment

Communicate To: copy from ☐ Card Order

Communicate By: copy from ☐ Person ☐ Company

Email:

Mobile: in

Attention To:

Address:

Town:

State/Province:

Postcode:

Country:

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

[Save](#)

Step 9

Select "Select Roles."

epe.onsitetrackeasy.com.au

Peabody Portal Work Roles

Class: ☒ All

Tick all required roles

- ☐ 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

Moorvale - 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.

REGISTERING YOUR EMPLOYEES AND BOOKING INDUCTIONS

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 N Optional Not Entered Click link to view role data requirements: [Role Data Lookup](#)

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

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@pegai
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:

⌵

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

Enter the details required, agree to the declaration and select “Save.”

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

Upload

Please upload a single file

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.

Upload

Please upload a single file

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


Upload

Please upload a single file

Step 12

Upload your employee's photo and all of the mandatory documents by selecting “Upload” for each document.

REGISTERING YOUR EMPLOYEES AND BOOKING INDUCTIONS

 **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: * no file selected *Browse to select file for upload*

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

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

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

Comment:

Status:

► **Browse** for the file and enter field values. Then you will be able to do the upload.

Step 13

Select "Choose File" to upload the document you are prompted for.
Enter the start date, expiry date and all details, then select "Upload."

Please Note: All information must match the details in the document you are uploading.

Upload Photo of 1

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: * no file selected *Browse to select file for upload*

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

Comment:

Status:

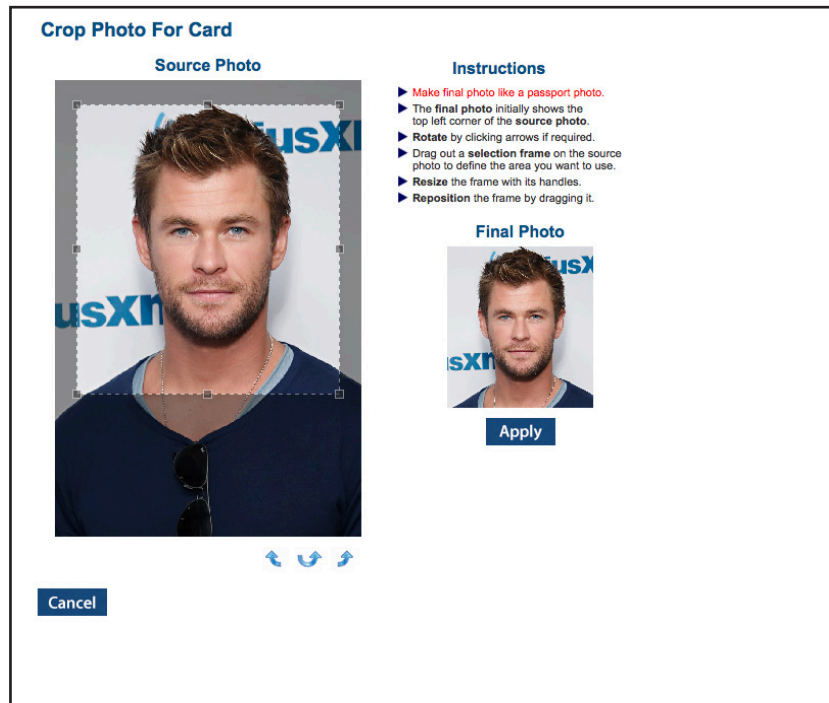
► **Browse** for the file and enter field values. Then you will be able to do the upload.

► **Permitted File Types**
Only **jpg** files are permitted for this upload.

► **Maximum File Size**
Only files up to **2 Mb** in size will be accepted for upload.


Step 14

When prompted to upload the employee's photo, select "Choose File."



Step 15

Follow the instructions to the right of the source photo to crop the photo. Select "Apply" once you have completed the cropping process.

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 16

Once you have finished uploading all the required documents, scroll to the bottom of the page view required training.

Note: If your employee already has a current induction, the requirement will appear as "Complete" and no booking will be required. Any training that must still be completed will have a status of "Outstanding."

Select "Book" for the training that you wish to book into.

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 17


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.

REGISTERING YOUR EMPLOYEES AND BOOKING INDUCTIONS

Pegasus Company Pty. Ltd.



Shopping Cart
Total Cost: empty



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

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 18

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

Pegasus Company Pty. Ltd.



Shopping Cart
Total Cost: empty



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

Suspend your subscription if:

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Manage Employee Data

Register employees, maintain roles and order cards.

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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 19

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

REGISTERING YOUR EMPLOYEES AND BOOKING INDUCTIONS

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	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 20>

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 21>

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

Step 22>

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 23>

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			✓	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)

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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 24

To complete the registration and booking process, select “Add to Cart” at the top of the page.

Shopping Cart




Name	Quantity	Cost
Moolarben Underground Area Familiarisation	1	\$0.00
Employee Compliance	1	\$71.50
Moolarben General Induction V2	1	\$27.50
Review	Total Cost: \$99.00	

Step 25

In the shopping cart window, select “Review” to continue to process your purchases.

Step 26

Review the shopping cart items, then select “Proceed to Checkout.”



Review Shopping Cart

Company:

User:

Total:


Line	Qty	Item	Person	Unit Cost	Unit GST	Cost (ex)	Cost (inc)	Description	Remove
1	1	Course Booking	Test Test	\$35.00				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 27

Enter your payment details and select "Continue."



Checkout Shopping Cart

Company:	
User:	
Total:	

PURCHASE

Credit Card

Card Number:

Card Type:

VISA

Card Expiry:

122020

Card CVV:

Cardholder Name:

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

CURRENTLY OPERATING IN TEST MODE


These auto populated credit card values should produce a successful payment

Back

Continue

Step 28

Select “Continue” to be redirected to the home page of the system, or “Logout” to logout of the system.



Checkout Shopping Cart

Company:

User:

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
		Credit Card	Download

Logout

Continue

BOOKING AN INDUCTION FOR AN EXISTING EMPLOYEE

Step 1

On the home page, 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.

Step 2

Enter a fragment of the employee's name, then select “Search.”

Please note, employees that are waiting on a card to be supplied at a site induction will not be displayed in this list. If a site induction booking is required prior to the supply of the card, please contact Pegasus on 1300 663 816 to arrange to be booked in.

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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Subscription:	24 months duration \$75.00 (plus \$7.50 GST) per Subscription Renewal on expiry



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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.

BOOKING EXISTING EMPLOYEES INTO INDUCTIONS

Step 3

Tick the employee that you wish to book into the induction. Next select "Submit."

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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Requirements:	<ul style="list-style-type: none"> Subscription (included in Initial Registration) Role selection Photo upload File uploads Mandatory Onsite Card (if no previous issue)
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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

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EMPLOYEES LIST

Search

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

Found 60 matches

Submit

Tick one or more of the **Select** and **Card Required** boxes, then click the **Submit** button to proceed with this selection

Add Employee

Register **Employee** not yet in your employees list

Select	Card Required?	Last Name	First Name	Previous Approved Role Selections	Email	Card History	Reason Select Disabled
<input type="checkbox"/>	<input type="checkbox"/>					23 Aug 2016	
<input type="checkbox"/>	<input type="checkbox"/>					13 Oct 2010 09 Sep 2009 11 Aug 2009	Employee is not a Contractor
<input type="checkbox"/>	<input type="checkbox"/>						Employee is not a Contractor
						08 Jun 2011	

Step 4

Select "Process" to book this employee into an induction.

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	no			✗				\$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**.

Back

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

BOOKING EXISTING EMPLOYEES INTO INDUCTIONS

GENERAL*


Registration, Subscription, Roles

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

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

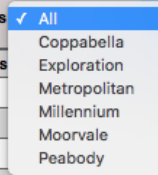
Save

Step 5

Tick the employee that you wish to book into the induction. Next select "Submit."

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Peabody Portal Work Roles

Class:  **All**

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

<input type="checkbox"/>	Coppabella - Blast Crew Worker
<input type="checkbox"/>	Coppabella - CHPP Worker
<input type="checkbox"/>	Coppabella - Coal Mine Worker - Other
<input type="checkbox"/>	Coppabella - Maintenance Worker
<input type="checkbox"/>	Coppabella - Production Worker
<input type="checkbox"/>	Coppabella - Statutory Role - Electrician
<input type="checkbox"/>	Coppabella - Statutory Role - Magazine Keeper
<input type="checkbox"/>	Coppabella - Statutory Role - Open Cut Examiner
<input type="checkbox"/>	Coppabella - Statutory Role - Shotfirer
<input type="checkbox"/>	Coppabella - Surveyor
<input type="checkbox"/>	Exploration - Driller
<input type="checkbox"/>	Exploration - Drillers Offsider
<input type="checkbox"/>	Exploration - Field Assistant
<input type="checkbox"/>	Exploration - Logger
<input type="checkbox"/>	Exploration - Plant Operator
<input type="checkbox"/>	Exploration - Production Manager
<input type="checkbox"/>	Exploration - Rig Geologist
<input type="checkbox"/>	Exploration - Senior Driller
<input type="checkbox"/>	Exploration - Senior Field Assistant
<input type="checkbox"/>	Exploration - Senior Rig Geologist

Selected Roles



Moorvale - Apprentice



Apply



Step 6

Tick all of the required roles, then select "Apply."
To exit this screen, please click the exit cross for this window.

BOOKING EXISTING EMPLOYEES INTO INDUCTIONS


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 7

Upload your employee's photo and all of the mandatory documents by selecting "Upload" for each document.

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

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

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

Comment:

Status:

Back

► Browse for the file and enter field values. Then you will be able to do the upload.

Step 8

Select "Choose File" to upload the document you are prompted for. Enter the start date, expiry date and all details, then select "Upload."

Please Note: All information must match the details in the document you are uploading.

BOOKING EXISTING EMPLOYEES INTO INDUCTIONS

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 person's application.

Site	Course	Training Status	Access	Cost	GST	Required By Roles	History	Reason Unavailable	Book
Yancoal Moolarben NEW	Moolarben General Induction V2	OUTSTANDING	Approved	\$25.00	\$2.50	1			Book
Yancoal Moolarben NEW	Moolarben Underground Area Familiarisation	OUTSTANDING	Approved	\$0.00	\$0.00	1			Book

Required By Roles Legend

1 Moolarben -Underground- Working at Heights

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.

Step 9

Once you have finished uploading all the required documents, scroll to the bottom of the page to view the required training.

Any required training will have a status of "Outstanding."

Select "Book" for the training that you wish to book into.

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 p

Classroom Courses

Here are all open classes scheduled for: December 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'ess	Avail	Cost	GST	Files	Info	Venue
Yancoal Moolarben NEW	Book	47730	Tue 13 Dec 2016	7:15 am	3 Hours	30	3	27	\$25.00	\$2.50	none	none	Moolarben Open Cut Training Room
Yancoal Moolarben NEW	Book	47734	Tue 20 Dec 2016	7:15 am	3 Hours	30	0	30	\$25.00	\$2.50	none	none	Moolarben Open Cut Training Room
Yancoal Moolarben NEW	Book	47735	Tue 27 Dec 2016	7:15 am	3 Hours	30	0	30	\$25.00	\$2.50	none	none	Moolarben Open Cut Training Room

* Indicates course cost is paid for by the site.

Step 10

You will be presented with a list of available training sessions for this training type. Select "Book" for the session you wish to book into.

Note: This will add the purchase price of an induction booking to your shopping cart.

BOOKING EXISTING EMPLOYEES INTO INDUCTIONS

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 person's application.

Site	Course	Training Status	Access	Cost	GST	Required By Roles	History	Reason Unavailable	Book
Yancoal Moolarben NEW	Moolarben Underground Area Familiarisation	PENDING	Approved	\$0.00	\$0.00	-	CURRENT PURCHASE	Pending booking purchase in shopping cart	Remove
Yancoal Moolarben NEW	Moolarben General Induction V2	PENDING	Approved	\$25.00	\$2.50	:	CURRENT PURCHASE	Pending booking purchase in shopping cart	

Required By Roles Legend

1 Moolarben -Underground- Working at Heights

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.

Step 11

Once you have booked the required inductions, select "Save."

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			✓	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 12

To complete the booking process, select "Add to cart" at the top of the page.


BOOKING EXISTING EMPLOYEES INTO INDUCTIONS



Shopping Cart		
Name	Quantity	Cost
Moolarben Underground Area Familiarisation	1	\$0.00
Employee Compliance	1	\$71.50
Moolarben General Induction V2	1	\$27.50
Review	Total Cost: \$99.00	

Step 13

In the shopping cart window, select “Review” to continue to purchase your induction booking. Alternatively, repeat the booking process to book other employees into the induction before paying for all induction bookings in one transaction.



Review Shopping Cart

Company:	
User:	
Total:	\$121.00 inc GST

Line	Qty	Item	Person	Unit Cost	Unit GST	Cost (ex)	Cost (inc)	Description	Remove
1	1			\$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			\$75.00	\$7.50	\$75.00	\$82.50	Registration, Subsc Card for Test Test.	remove
Total:								including GST of	

- 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 14

Review the shopping cart items, then select “Proceed to Checkout.”

Step 15: Payment Details

Enter your payment details and select “Continue.”



Checkout Shopping Cart

Company:

User:

Total:

PURCHASE

Credit Card

Card Number:

Card Type:

VISA

Card Expiry:

12

2020

Card CVV:

Cardholder Name:

▶


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

CURRENTLY OPERATING IN TEST MODE

These auto populated credit card values should produce a successful payment

Back

Continue



Checkout Shopping Cart

Company:

User:

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
		Credit Card	<div>Download</div>

Logout

Continue

Step 16

Select “Download” to download a copy of your tax invoice. A copy will also be emailed to the email address provided as the company contact.

When the employee’s documents and training booking have been approved, a confirmation email will be sent to the company administrator email to forward to the employee. The confirmation email will contain time, date and location information as well as any additional requirements or prerequisites.



For questions or assistance please call 1300 365 747
or email peabodycompliance@pegasus.net.au