

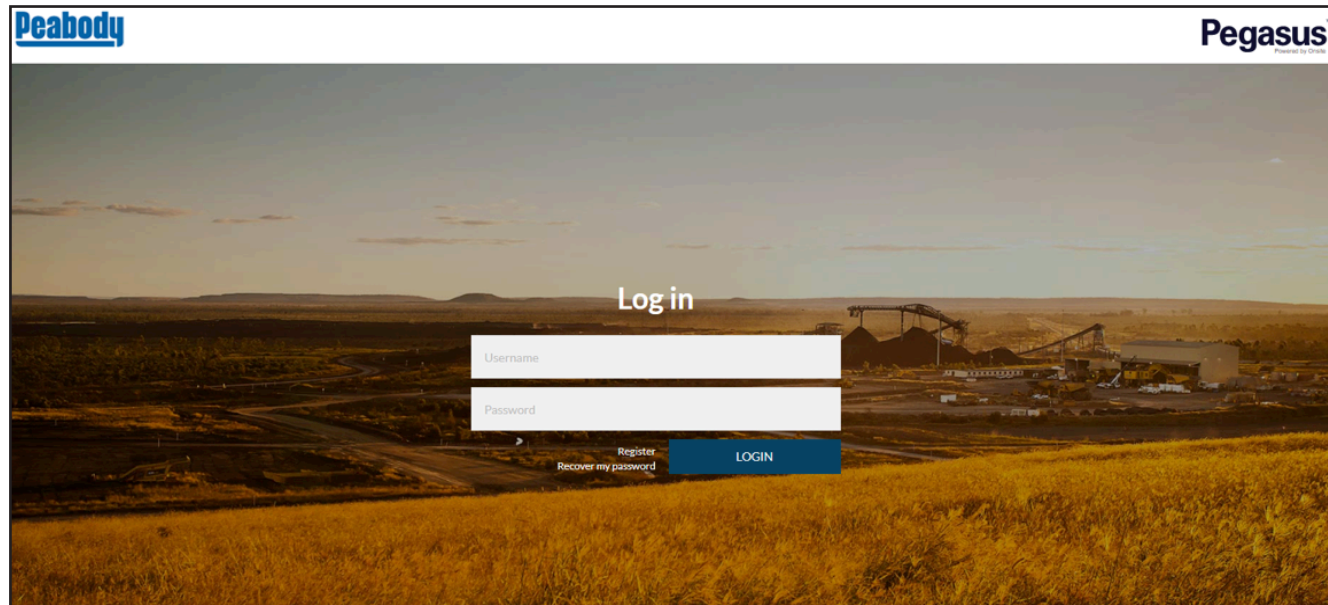


Peabody

Contractor Management System

User Guide for Employee Registration and Booking Inductions

REGISTERING YOUR EMPLOYEES AND BOOKING INDUCTIONS



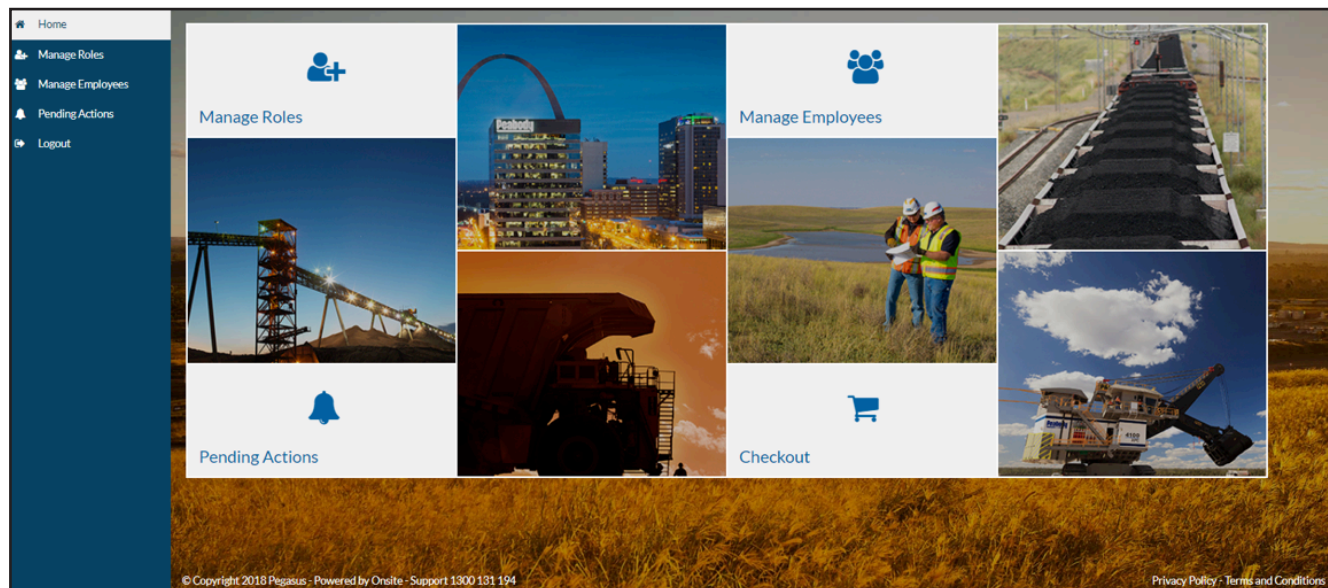
Step 1

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, enter your login details and click "Login."

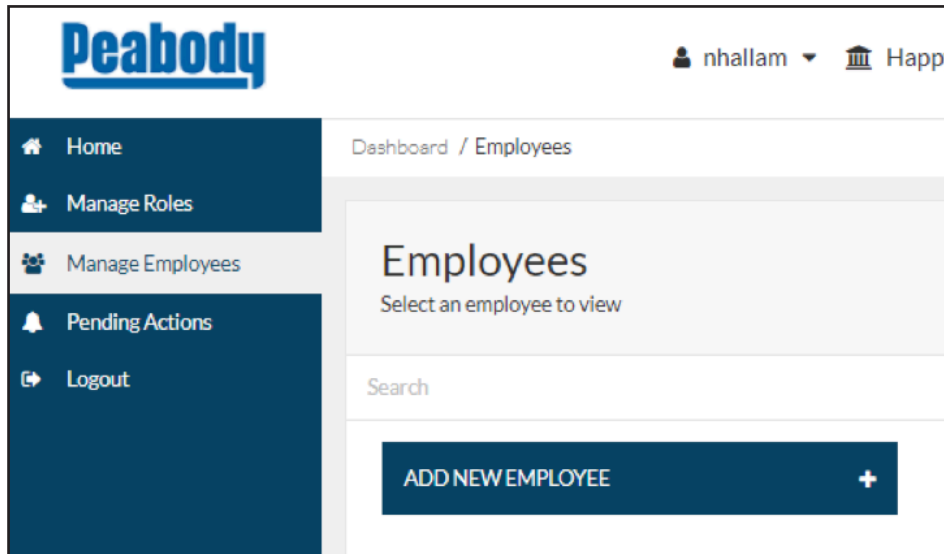
If prompted, enter your business name and click "Select"



Step 2

Select "Manage Employees" from the main dashboard or the menu on the left.

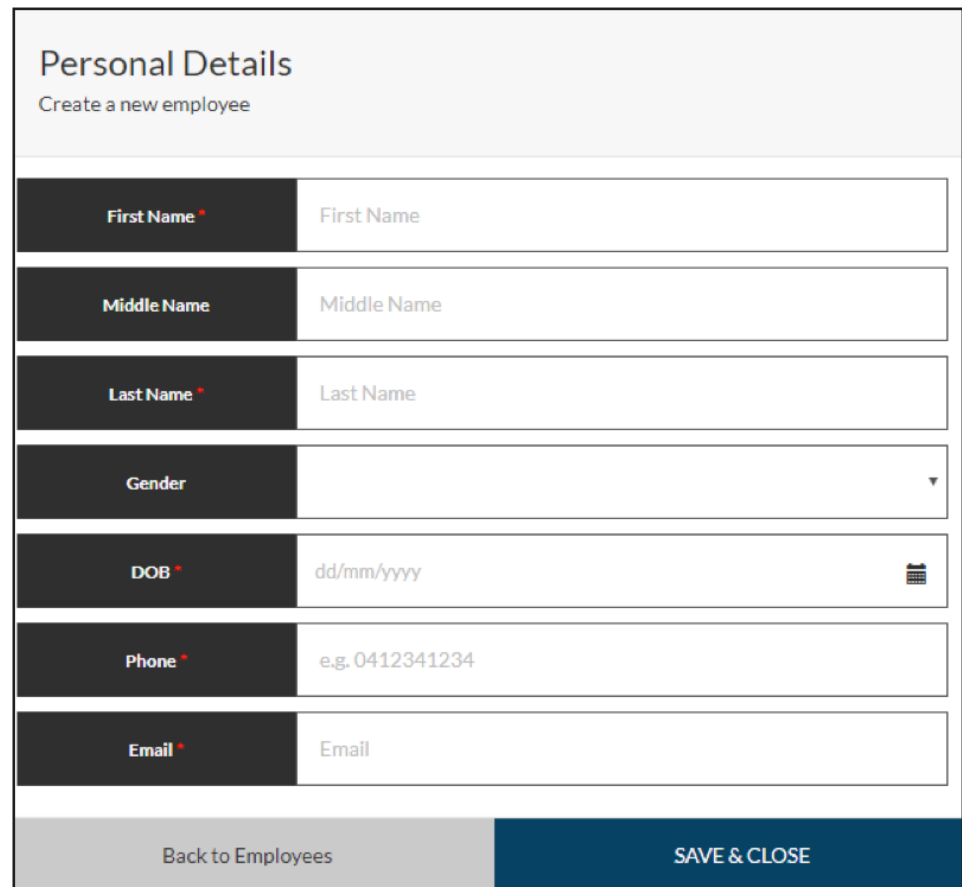
REGISTERING YOUR EMPLOYEES AND BOOKING INDUCTIONS



The screenshot shows the Peabody dashboard. The top navigation bar includes the Peabody logo, a user profile dropdown for 'nhallam', and a 'Happy' status indicator. The left sidebar contains links for Home, Manage Roles, Manage Employees (highlighted), Pending Actions, and Logout. The main content area is titled 'Employees' and includes a breadcrumb 'Dashboard / Employees', a sub-header 'Select an employee to view', a search bar, and a prominent 'ADD NEW EMPLOYEE +' button.

Step 3

Select "Add New Employee."



The screenshot shows the 'Personal Details' form for creating a new employee. The form has a header 'Personal Details' and a sub-header 'Create a new employee'. It contains several input fields: 'First Name *', 'Middle Name', 'Last Name *', 'Gender' (a dropdown menu), 'DOB *' (with a date format 'dd/mm/yyyy' and a calendar icon), 'Phone *' (with a placeholder 'e.g. 0412341234'), and 'Email *'. At the bottom, there are two buttons: 'Back to Employees' and 'SAVE & CLOSE'.

Step 4

Enter your employee's details, select the declaration agreeing to the terms and conditions, then select "Save & Close."

REGISTERING YOUR EMPLOYEES AND BOOKING INDUCTIONS

Manage Employee

Manage a selected employee



Guide, User

ID# 1577315

Submitted

Personal Details

Gender:

DOB: 01/01/1984

Name: User Guide

Address: , AU

Phone: 0478852357

Email: nhallam@pegasus.net.au

Subscription

Not Issued - Add To Cart >

Work Roles

0 0 0 >

Step 5

Select "Work Roles," then "Manage Roles."

Edit Card Shipping Address

Attention to *

User Guide

Address *

100

Town/City *

Tiny Street

State *

NSW

Postcode *

2300

Country *

Australia

Method

Email & SMS

Email *

nhallam@pegasus.net.au

Mobile *

0401200500

PERSON

COMPANY

CLEAR

CANCEL

NEXT

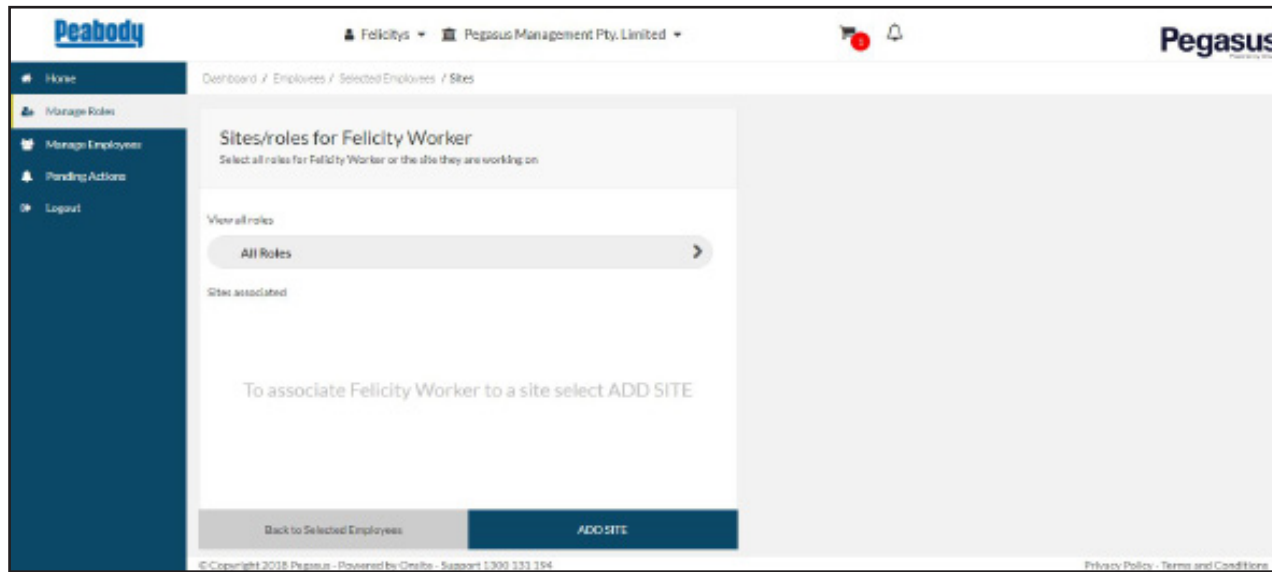
Step 6

Verify the shipping details by selecting "Company" or "Person," ensure the details are correct, then select "Next" and "Confirm."

REGISTERING YOUR EMPLOYEES AND BOOKING INDUCTIONS

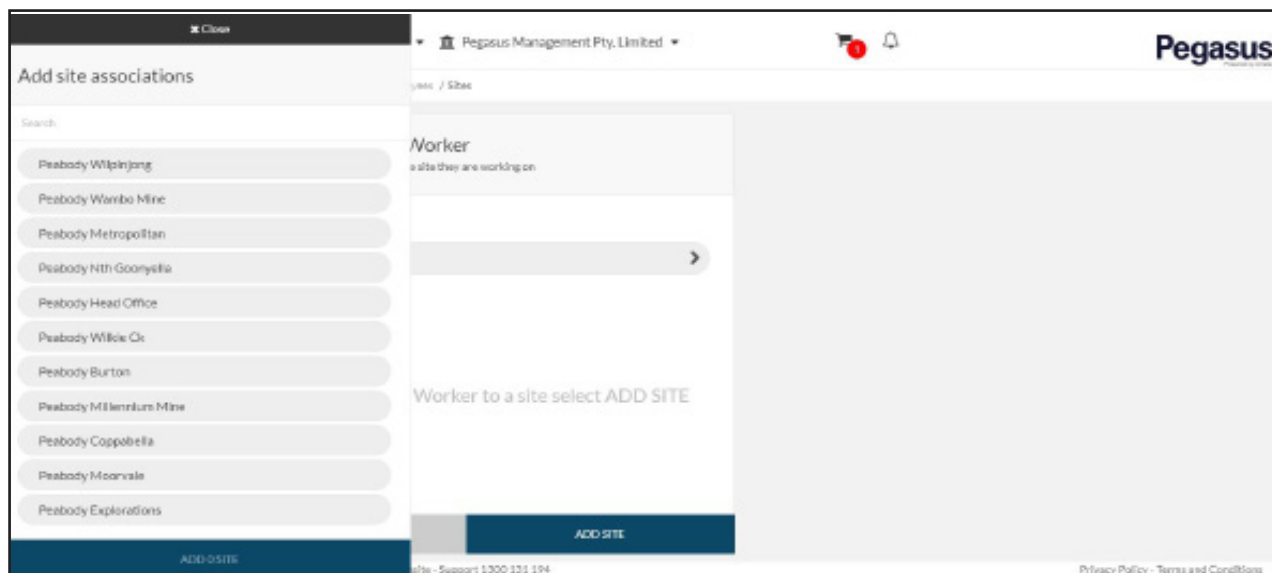
Step 7

Select “Add Site.”



Step 8

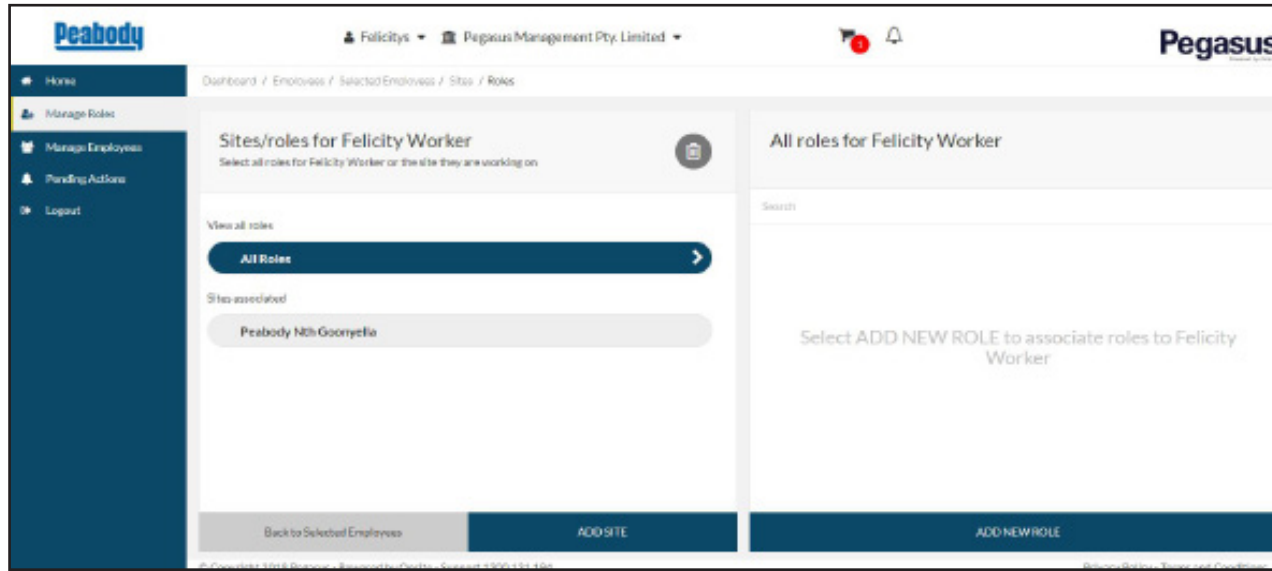
Select the site from the list shown, then select “Add Site.”



REGISTERING YOUR EMPLOYEES AND BOOKING INDUCTIONS

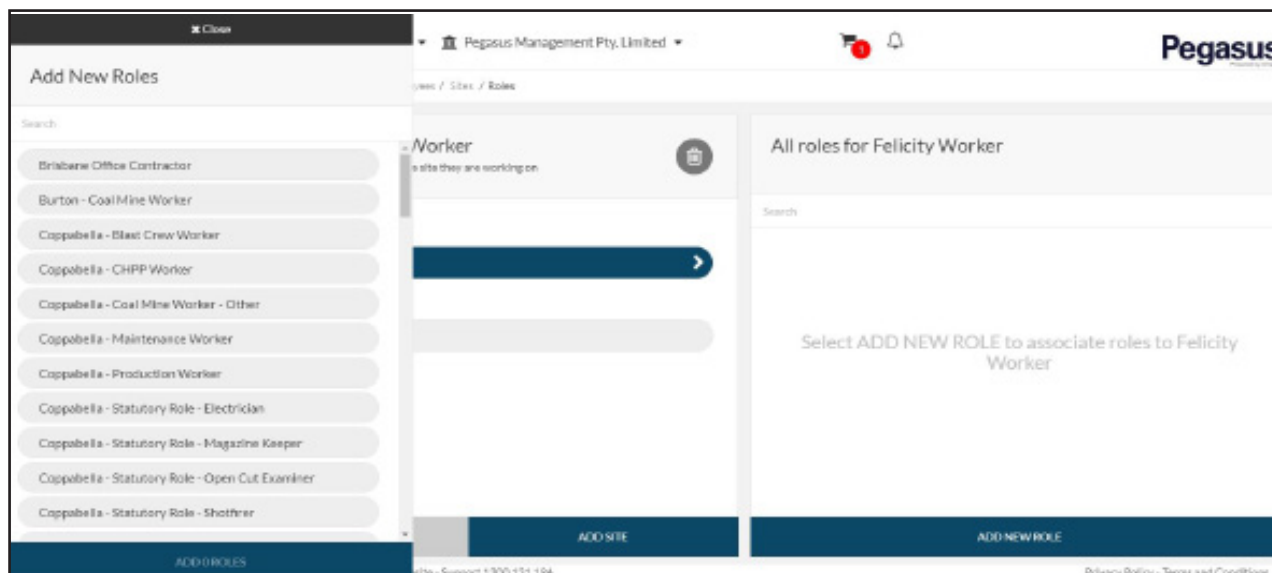
Step 9

You will now need to add roles to the worker. Select “All Roles,” then “Add New Role.”



Step 10

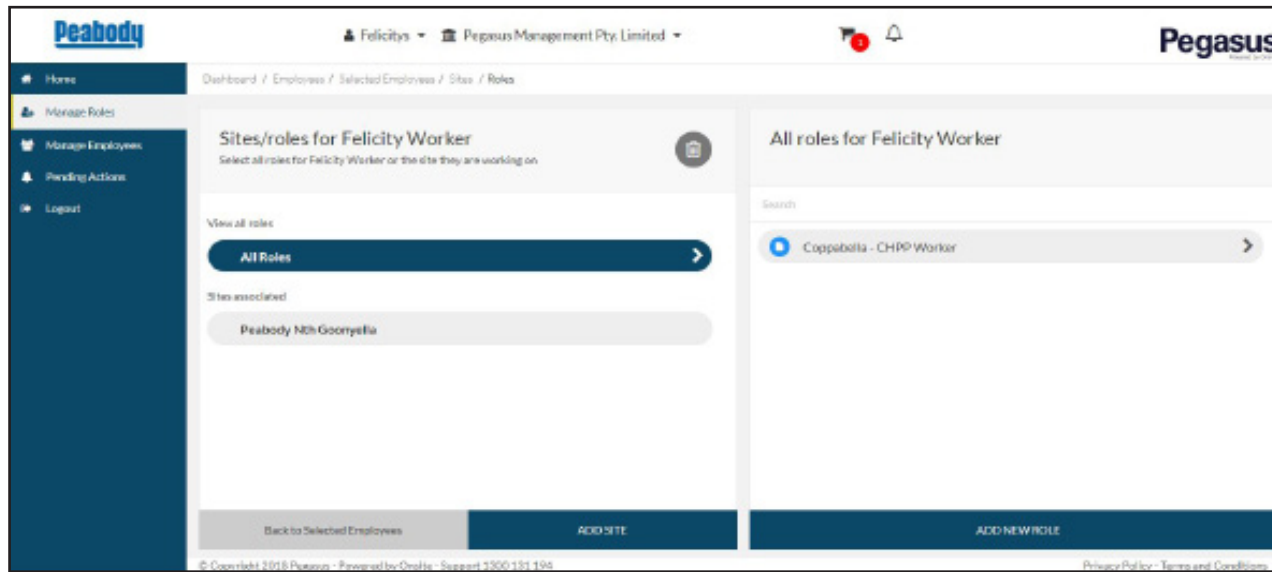
Select the roles you wish to add to the worker. Once all of the roles have been selected, click “Add # Roles.”



REGISTERING YOUR EMPLOYEES AND BOOKING INDUCTIONS

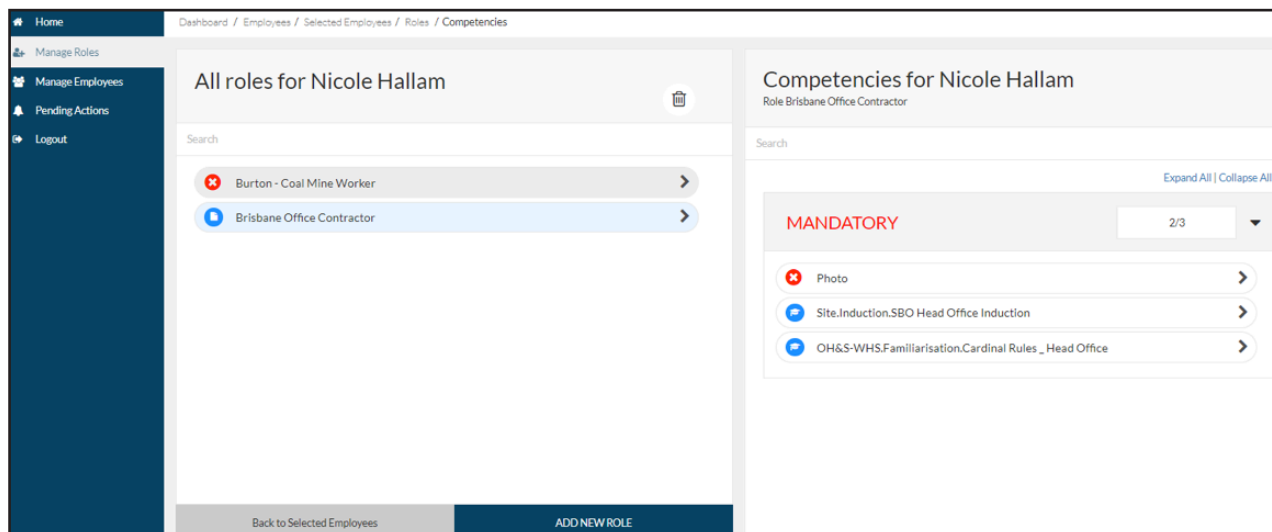
Step 11

The roles you have selected will display in the right column.



Step 12

Click on the role name to display the competencies associated with it.



REGISTERING YOUR EMPLOYEES AND BOOKING INDUCTIONS

Peabody

nhallam Happy Solution Pty. Ltd.

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

Competencies for Nicole Hallam

Role Burton - Coal Mine Worker

Search

Expand All | Collapse All

MANDATORY 0/2

- Certificate.Statement of Attainment.Standard 11 - Surface Operations
- Photo

OPTIONAL 0/9

- Medical.Assessment.QLD - CBM Inc Spiro - Surface - No Restrictions
- Certificate.Statement of Attainment.RIIMPO308 - Conduct Tracked Dozer Operations
- Certificate.Statement of Attainment.RIIMPO310 - Conduct Grader

Back to Employee Roles

Competency

Certificate.Statement of Attainment.Standard 11 - Surface Operations

Business Rules

Select evidence for: Certificate.Statement of Attainment.Standard 11 - Surface Operations

Select or Upload Document

Document Library

Select or upload the document required

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

Select None

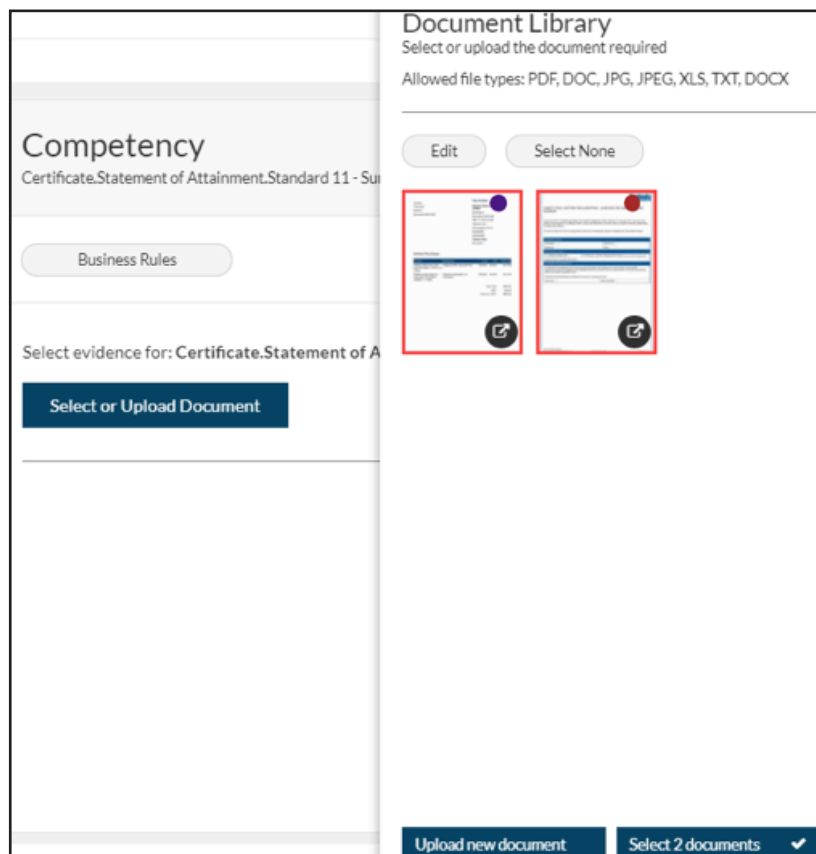
You don't have any documents stored in the library for this employee yet. Start by uploading a new document below.

Upload new document No document selected

Step 13

Click the competency to add the mandatory documentation.

REGISTERING YOUR EMPLOYEES AND BOOKING INDUCTIONS



Competency
Certificate.Statement of Attainment.Standard 11 - Su

Business Rules

Select evidence for: Certificate.Statement of A

Select or Upload Document

Document Library
Select or upload the document required
Allowed file types: PDF, DOC, JPG, JPEG, XLS, TXT, DOCX

Edit Select None

Upload new document Select 2 documents ✓

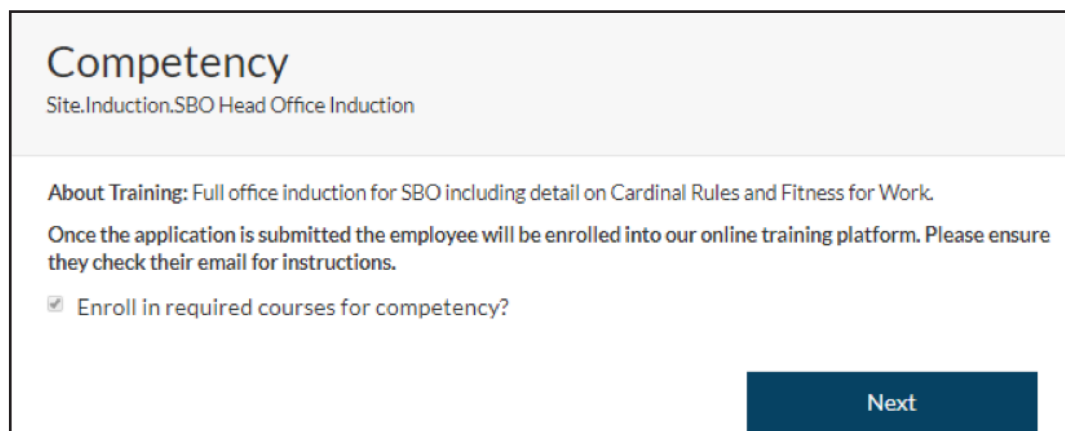
Step 14

Use the document library to upload and assign documents to each competency.

To upload documents to the library, click on “Select or Upload Document”
Choose a document from your document library or select “Upload New Document” to upload a document from your computer.

You can upload a PDF with multiple pages. These pages will be displayed individually, however you may upload more than one page per competency.

Please note, documents will only remain in the document library for the duration of your logged in session.



Competency
Site.Induction.SBO Head Office Induction

About Training: Full office induction for SBO including detail on Cardinal Rules and Fitness for Work.
Once the application is submitted the employee will be enrolled into our online training platform. Please ensure they check their email for instructions.

☒ Enroll in required courses for competency?

Next

Step 15

Some competencies that are eLearning will appear like the screenshot to the left.

Each employee will be sent an invitation to the eLearning course once their application has been completed.
Click “Next” to continue working through each competency.

REGISTERING YOUR EMPLOYEES AND BOOKING INDUCTIONS

The screenshot shows the Peabody Pegasus checkout interface. The top navigation bar includes the Peabody logo, user information (nhallam), company name (Happy Solution Pty. Ltd.), and notification icons. A sidebar on the left contains links for Home, Manage Roles, Manage Employees, Pending Actions, and Logout. The main content area is titled 'Shopping Cart' and displays a table with two items:

Item No.	Item	Details	Quantity	Price/unit	Total
CAR007	Card Purchase		1	\$75.00	\$75.00
CAR007	Registration, Subscription, Roles, Card for Nicole Hallam.	Edit	1	\$75.00	X Remove

Below the table, a summary section shows:

- Subtotal: \$75.00
- Tax (10%): \$7.50
- Total: \$82.50**

At the bottom, there are buttons for 'Dummy', 'Dummy PO', 'PayPal / Credit Card', 'Checkout \$', and 'Back'.


Step 16

Choose your payment method, then select “Checkout.”

On successful payment you will be emailed the invoice, however you may also download your invoice before selecting “Continue Processing Employees.”


Manage Employee

Manage a selected employee



Approved

Personal Details



Subscription

Valid until 14/12/2022 >

Work Roles

0

0

1

>

Step 17

Once you have met all the role criteria, the employee's status will change to green.

Work Role Status

Red: Working towards; competency documentation or information is required

Amber: One or more competency/s is nearing an expiry date

Green: Role is compliant



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