

Peabody

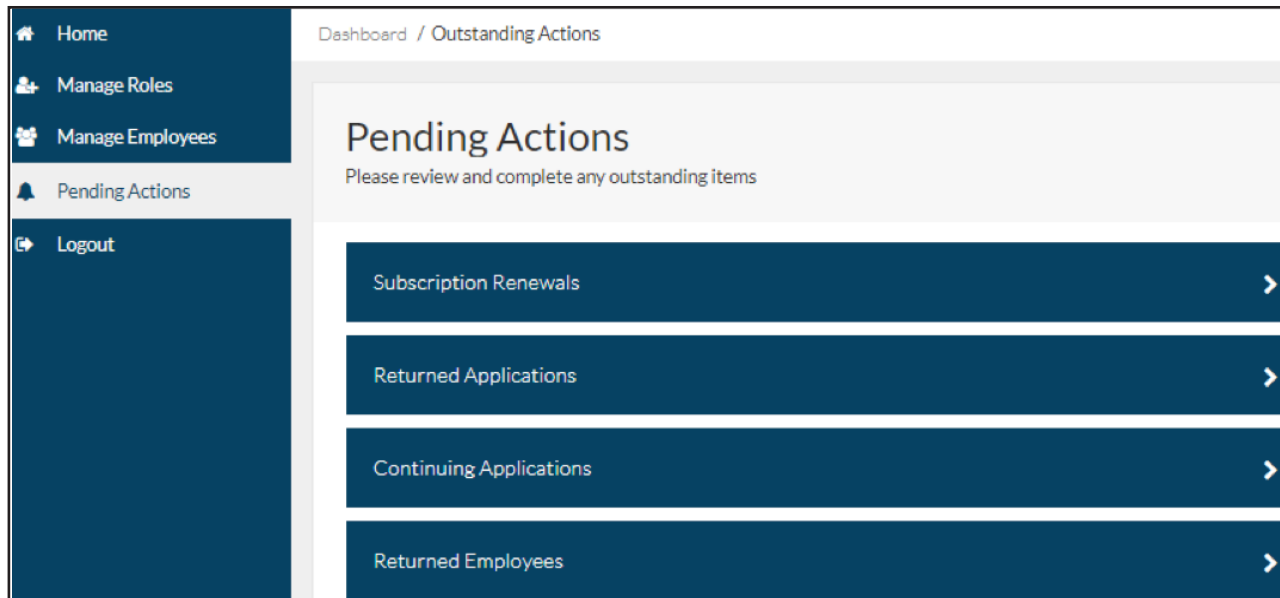
Peabody

Contractor Management System

Pending Actions Overview

Peabody Contractor Management System

Please follow this step-by-step guide to complete pending actions in the Contractor Management System.



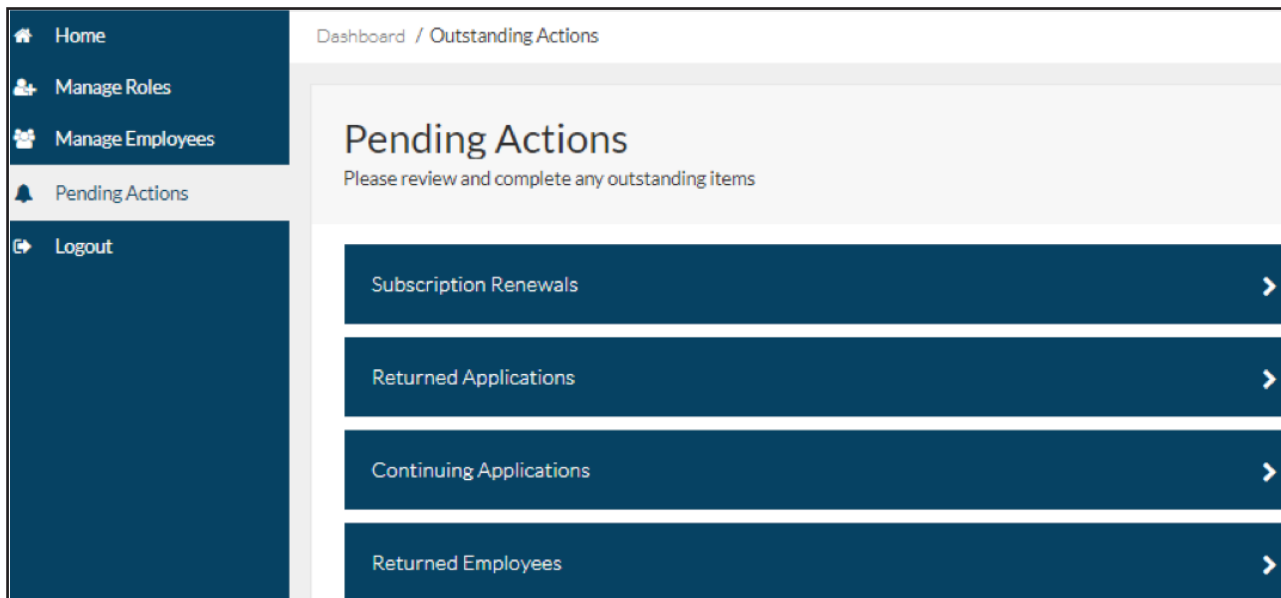
Step 1

To view and action incomplete tasks, select Pending Actions from the main dashboard or the left side menu.

Pending Actions include:

- Subscription Renewals
- Returned Applications
- Continuing Applications
- Returned Employees

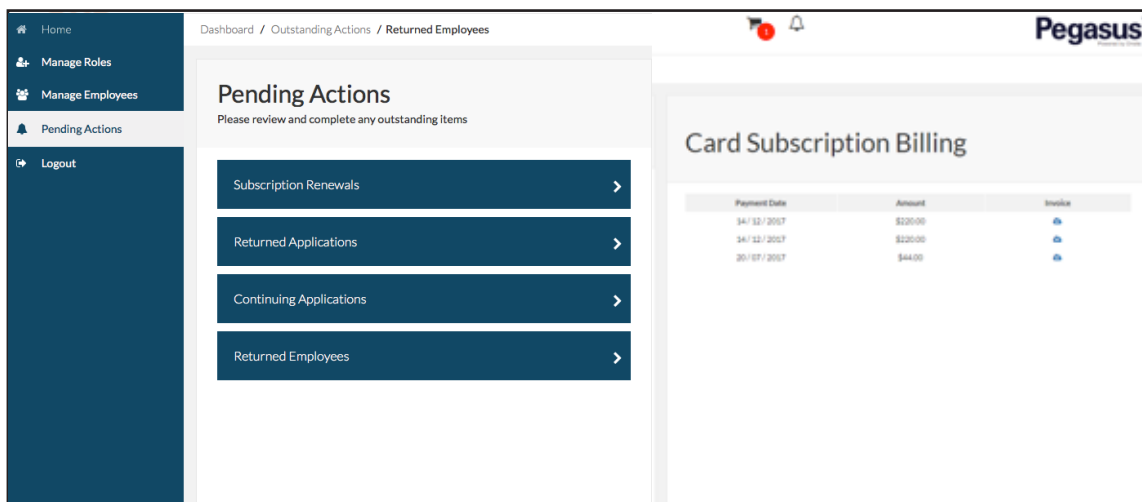
PENDING ACTIONS OVERVIEW



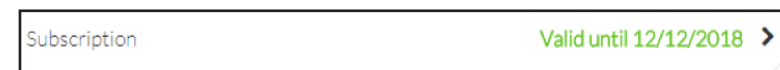
Subscription Renewals

Click on "Subscription Renewals" to display a list of records that are pending.

To continue a specific employee's application, click their name. Alternatively, to add all of the pending applications to the cart to process, select "Add all to Cart."



To view an employee's subscription history, select "Manage Employee." Click the "Subscription" menu bar (shown below).



In the subscription history of a compliant employee you can view previous card printing, billing, invoices, subscription date and subscription status.

PENDING ACTIONS OVERVIEW

The screenshot shows the Pegasus web application interface. On the left is a dark blue sidebar with navigation links: Home, Manage Roles, Manage Employees, Pending Actions (highlighted), and Logout. The main content area is titled 'Dashboard / Outstanding Actions / Returned Employees'. It is split into two panels. The left panel, 'Pending Actions', has the subtitle 'Please review and complete any outstanding items' and contains four dark blue buttons with white text and right-pointing chevrons: 'Subscription Renewals', 'Returned Applications', 'Continuing Applications', and 'Returned Employees'. The right panel, 'Returned Applications', has a search bar and two application cards. Each card shows 'Employee Name', 'Start Date', a 'RETURNED' status in red, and a 'Continue' button with a chevron. The first card is for Darren Hughes (20/10/2017) with a description of 'Registration, Roles, Card'. The second card is for Test Nicole (19/10/2017) with a description of 'Roles'. A 'View Comment' link is visible below each description.

Returned Applications

Returned Applications allows you to view any employee documents that have been returned for corrective actioning.

To view the reason for a return, select “View Comment.” To correct and resubmit the application select “Continue.”

The screenshot shows the Pegasus web application interface for Continuing Applications. The sidebar is identical to the previous screenshot. The main content area is titled 'Dashboard / Outstanding Actions / Returned Employees'. It is split into two panels. The left panel, 'Pending Actions', is identical to the previous screenshot. The right panel, 'Continuing Applications', has a search bar and two application cards. Each card shows a checked checkbox, 'Person', 'Description', and a 'Continue' button with a chevron. The first card is for Jazzie Agustin (Roles). The second card is for Hiren Felicity (Registration, Subscription, Roles, Card). Above the cards are buttons for 'Continue Selected' and 'Delete Selected'. A 'Remove All' link is also present.

Continuing Applications

Continuing Applications are applications that are unfinished or unsubmitted.

Each application will display a description that provides you with a list of actions required for submission.

To continue an application, select the employee/s that you wish to continue processing.

PENDING ACTIONS OVERVIEW

The screenshot displays a web application interface. On the left is a dark blue sidebar with navigation links: Home, Manage Roles, Manage Employees, Pending Actions (highlighted), and Logout. The main content area has a breadcrumb trail: Dashboard / Outstanding Actions / Returned Employees. The 'Pending Actions' section is titled 'Please review and complete any outstanding items' and contains four dark blue buttons with white text and right-pointing arrows: 'Subscription Renewals', 'Returned Applications', 'Continuing Applications', and 'Returned Employees'. The 'Returned Employees' section is titled 'Returned Employees' and includes a search bar. Below the search bar are two employee entries. The first entry shows 'Employee Name: Belinda Gannon', a 'View Comment' link, and a dark blue 'Continue' button with a right-pointing arrow. The second entry shows 'Employee Name: User Guide', a 'View Comment' link, and a dark blue 'Continue' button with a right-pointing arrow.

Returned Employees

Returned Employees allows you to view any employee applications that have been returned for corrective actioning.

To view the reason for a return, select “View Comment.” To correct and resubmit the application select “Continue.”



For questions or assistance please call 1300 365 747
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