

ILLAWARRA COAL

Illawarra Coal

Contractor Management System

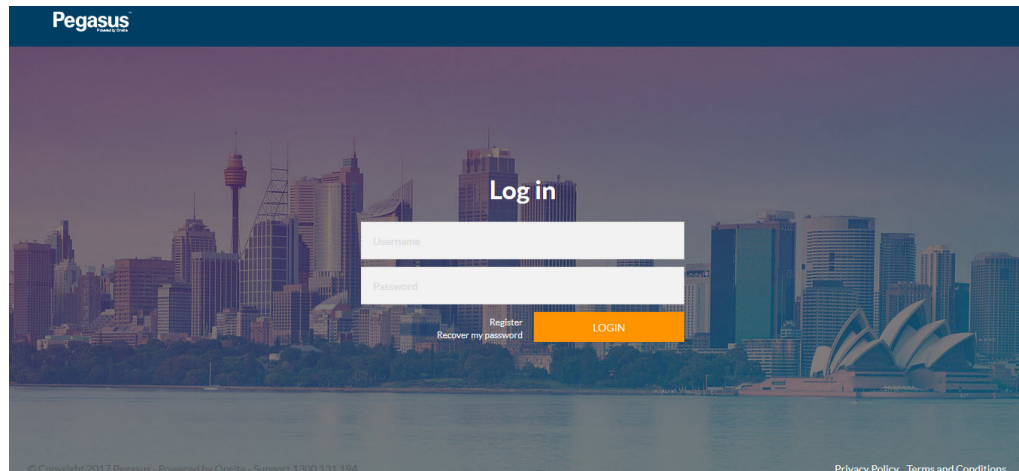
User guide for registering employees

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Illawarra Coal Contractor Management System

Please follow this step-by-step guide to register new employees in the Illawarra Coal Contractor Management System.



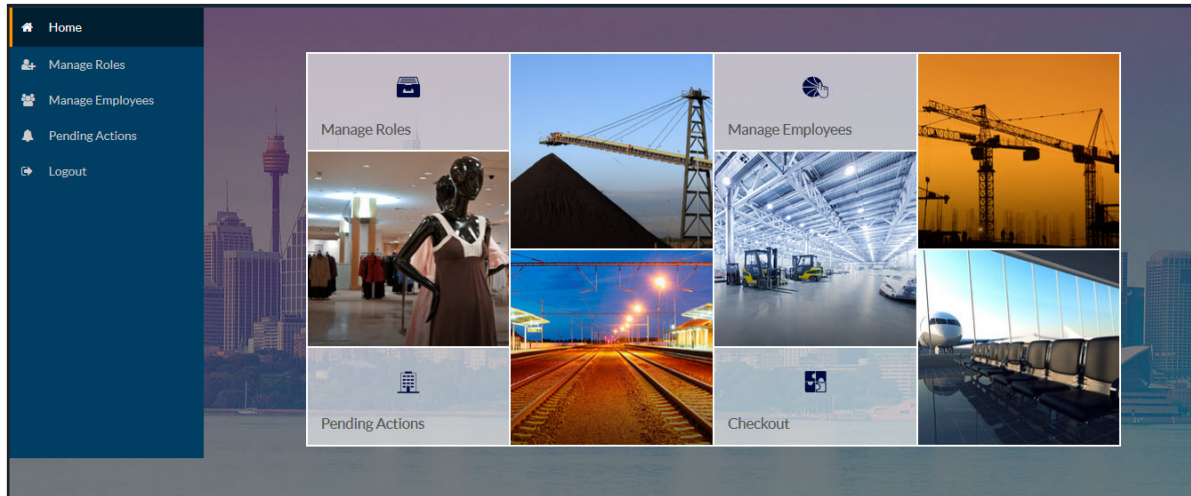
Step 1

Please go to the Contractor Information Site and click “Login” in the top menu bar.

Once on the home page for the Contractor Management System, enter your login details and click “Login.”

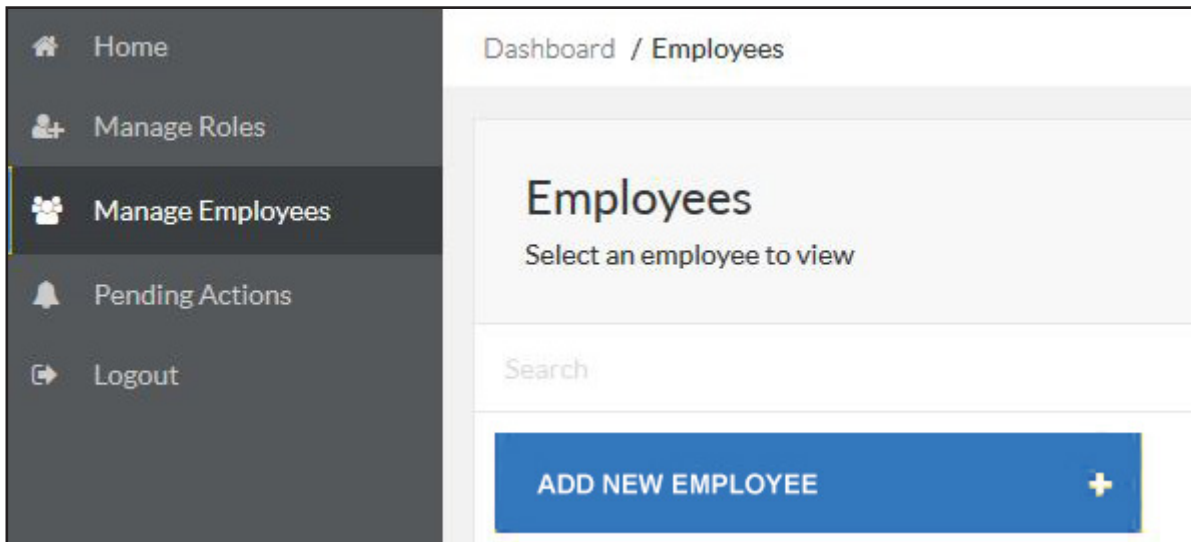
If prompted, enter your company name and click “Select.”

REGISTERING EMPLOYEES



Step 2

On the home page, select “Manage Employees” from the dashboard tiles or the side menu.



Step 3

Select “Add New Employee.”

Personal Details

Create a new employee

Person

First Name *	First Name
Middle Name	Middle Name
Last Name *	Last Name
Gender	
DOB *	dd/mm/yyyy
Phone *	e.g. 0412341234
Email *	Email


[Back to Employees](#) [SAVE & CLOSE](#)

Step 4

Enter all of the employee's details.

Manage Employee

Manage a selected employee



Guide, User
ID# 1626025
Submitted

Personal Details

Gender:
DOB: 18/07/1997
Name: User Guide
Address: 426 King st, Newcastle, NSW 2300 AU
Phone: 0488555666
Email: fstevenson@pegasus.net.au

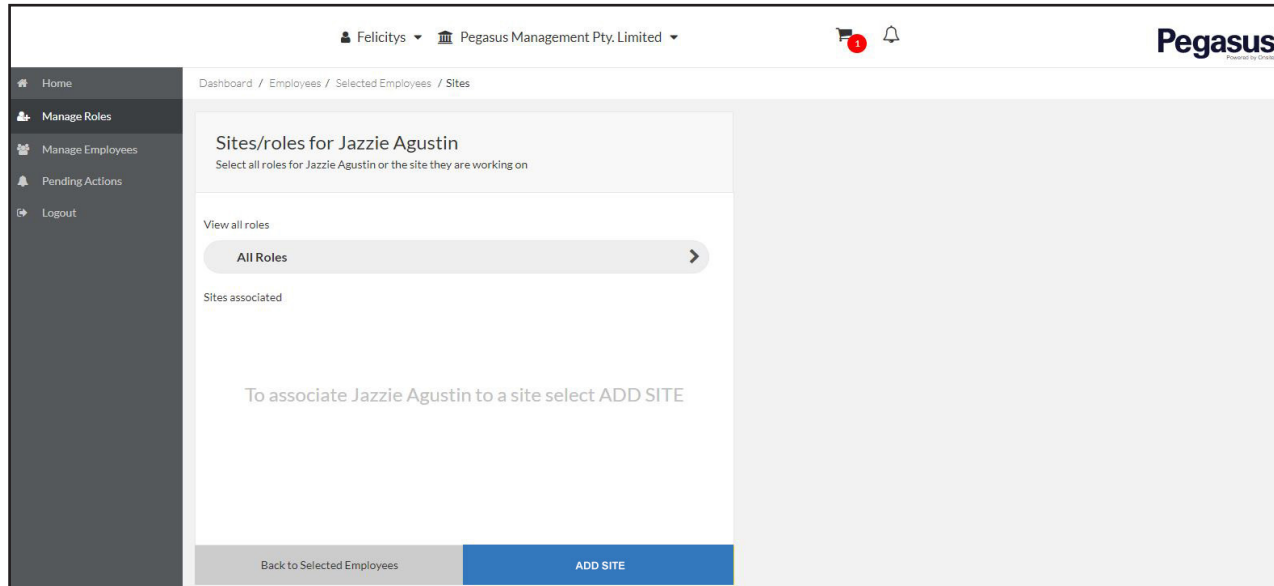
Subscription Not Issued - Add To Cart >

Work Roles 0 0 0 >

Step 5

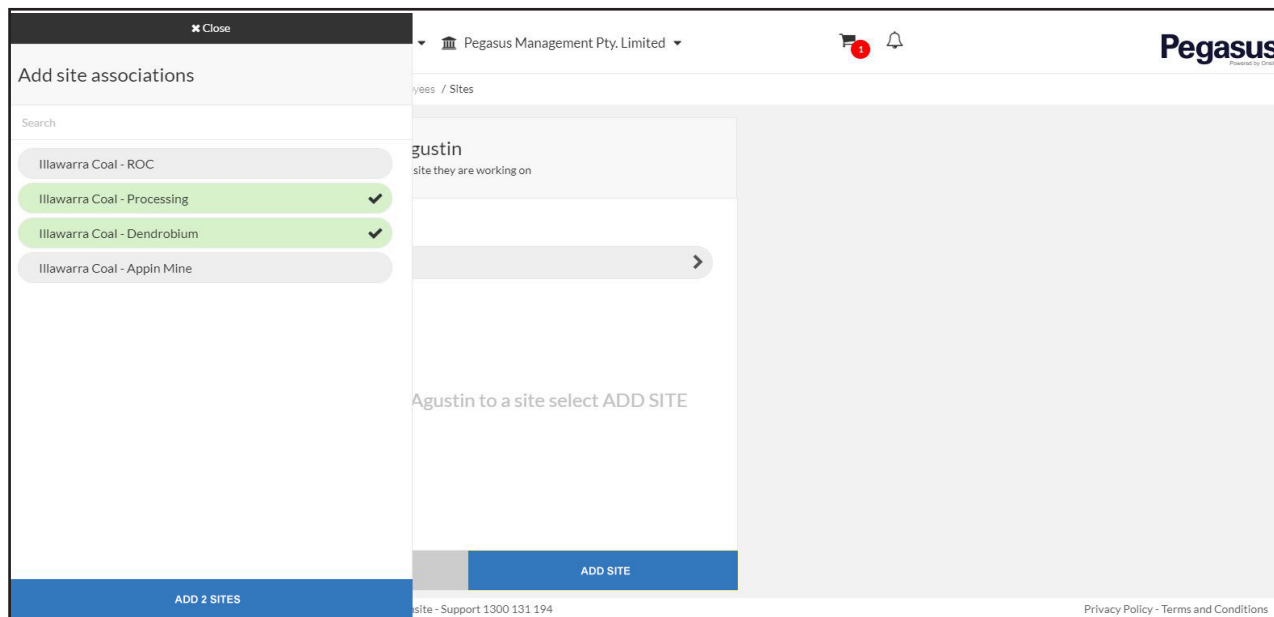
Select "Work Roles," then "Manage Roles."

REGISTERING EMPLOYEES



Step 6

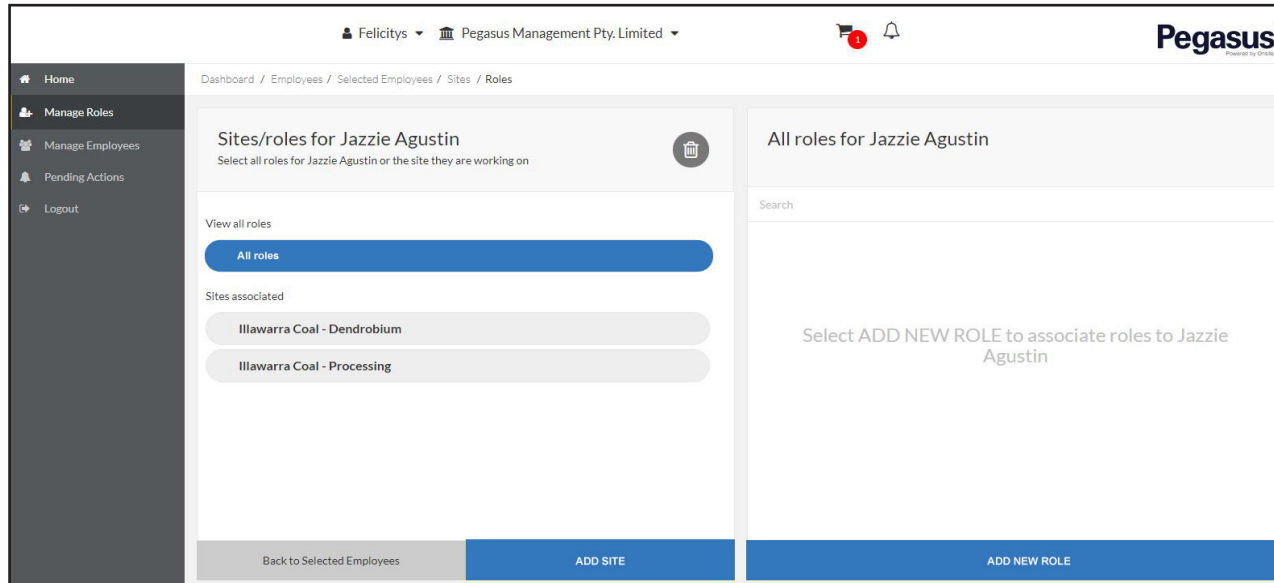
Select "Add Site."



Step 7

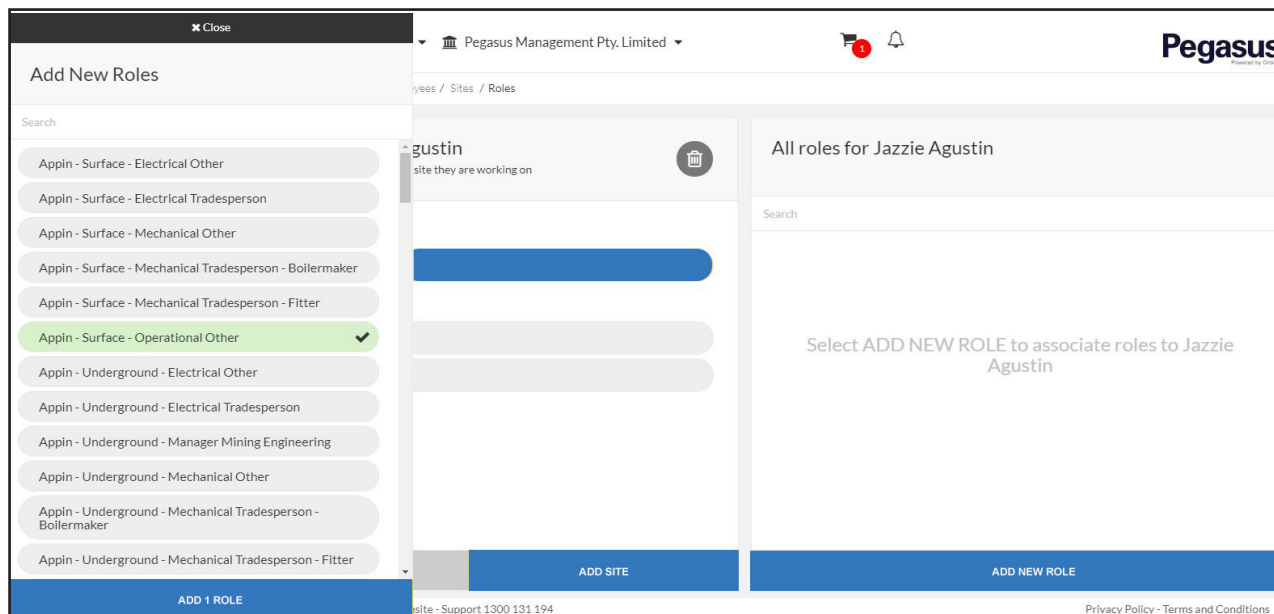
Select the site/s from the list shown, then select "Add Site."

REGISTERING EMPLOYEES



Step 8

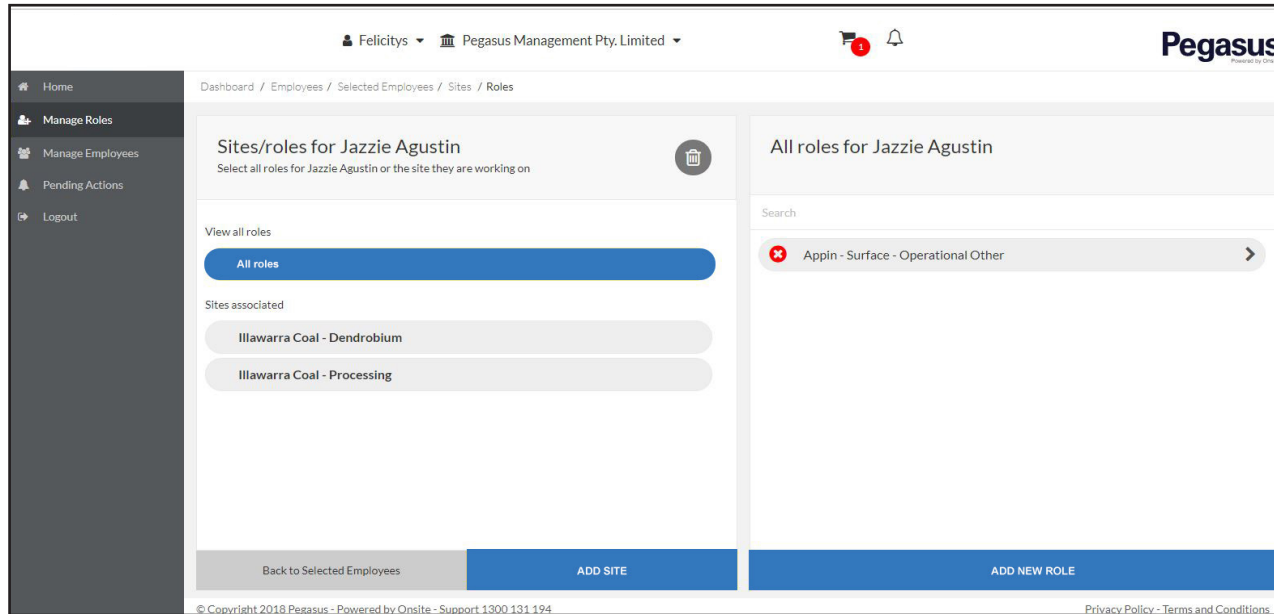
You will now need to add roles to the worker. Select "All Roles," then "Add New Role."



Step 9

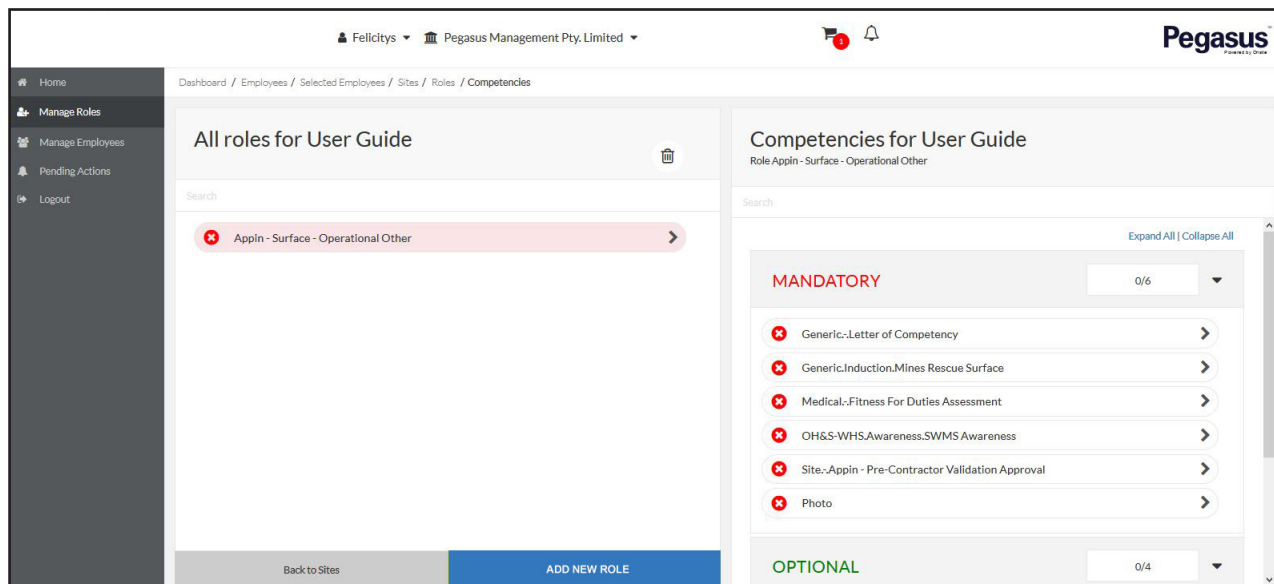
Select the roles you wish to add to the worker. Once all of the roles have been selected, click "Add # Roles."

REGISTERING EMPLOYEES



Step 10

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



Step 11

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

The screenshot shows a web application interface for managing employee competencies. The top navigation bar includes the user name 'Felicitys' and the organization 'Pegasus Management Pty. Limited'. The breadcrumb trail is 'Dashboard / Employees / Selected Employees / Sites / Roles / Competencies / Upload'. The main content area is split into two panels. The left panel, titled 'Competencies for User Guide', lists several mandatory competencies for the role 'Appin - Surface - Operational Other'. The right panel, titled 'Competency', shows the selected competency 'Generic.-Letter of Competency' and a 'Document Library' for uploading evidence. The document library is currently empty, with a message stating 'You don't have any documents stored in the library for this employee yet. Start by uploading a new document below.' and buttons for 'Upload new document' and 'No document selected'.

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

Competencies for User Guide

Role Appin - Surface - Operational Other

Search

Expand All | Collapse All

MANDATORY 0/6

- Generic.-Letter of Competency
- Generic.Induction.Mines Rescue Surface
- Medical.-Fitness For Duties Assessment
- OH&S-WHS.Awareness.SWMS Awareness
- Site.-Appin - Pre-Contractor Validation Approval
- Photo

Back to Roles

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Competency

Generic.-Letter of Competency

Business Rules

Select evidence for: **Generic.-Letter of Competency**

Select or upload document

Document Library

Select or upload the document required

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

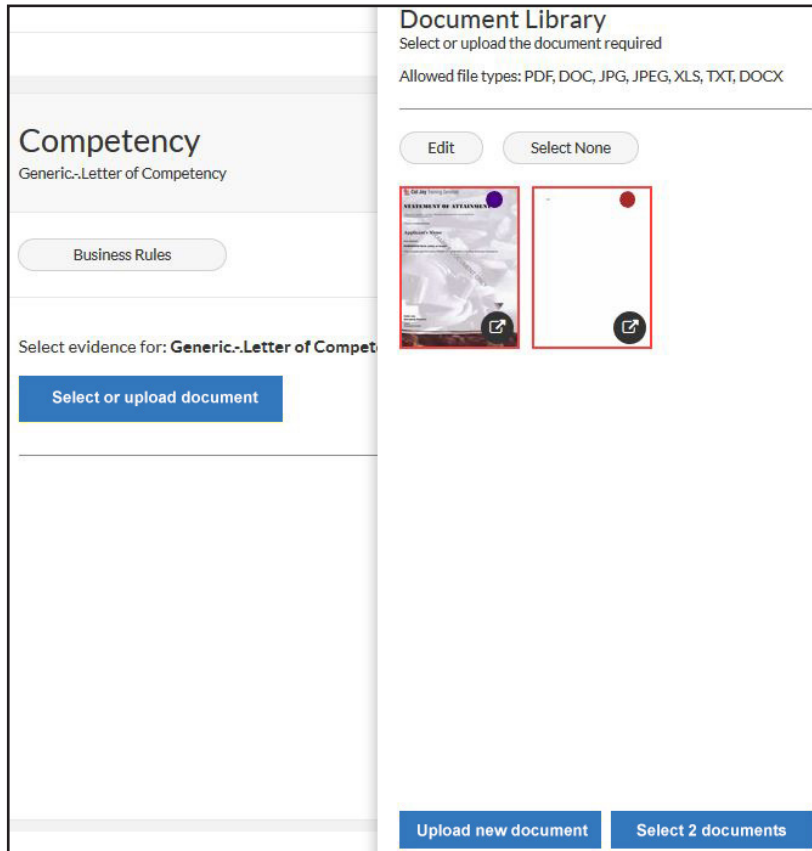
Select None

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 12

Click the competency to add the mandatory documentation.



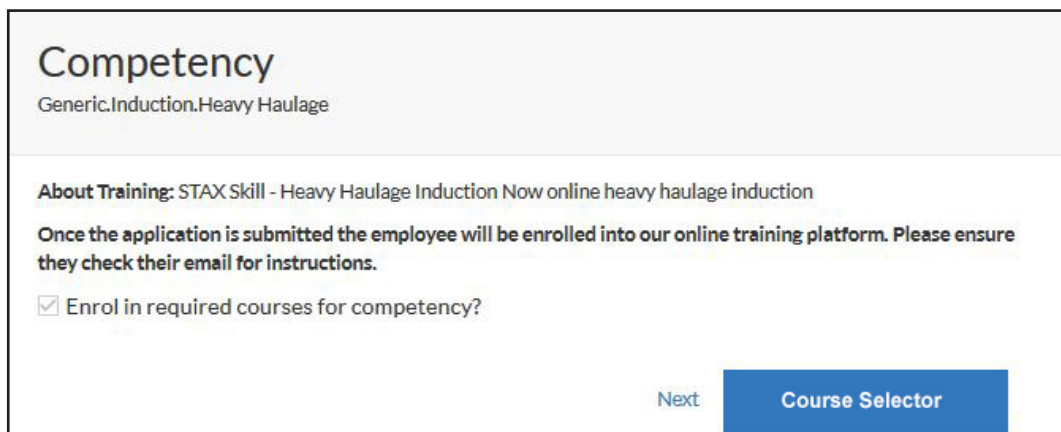
Step 13

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.



Step 14

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.

Dashboard / Checkout

Shopping Cart

Item No.	Item	Details	Quantity	Price/unit	Total
CAR007	Card Purchase		1	\$10.00	\$10.00
CAR007	Registration, Subscription, Roles, Card for User Guide.	Edit	1	\$10.00	✖ Remove
				Subtotal:	\$10.00
				Tax (10%):	\$1.00
				Total:	\$11.00

[Dummy](#)
[Purchase Order](#)
[Dummy PO](#)
[PayPal / Credit Card](#)
[Checkout](#)


Step 15

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 16

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

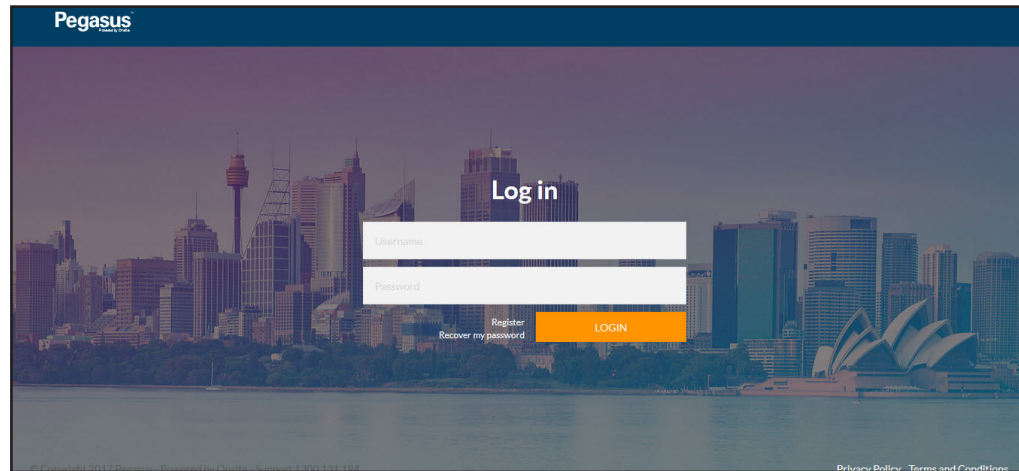
Work Role Status

- Red:** Working towards; competency documentation or information is required
- Amber:** One or more competency/s is nearing an expiry date
- Green:** Role is compliant

UPDATING EMPLOYEE DATA

Illawarra Coal Contractor Management System

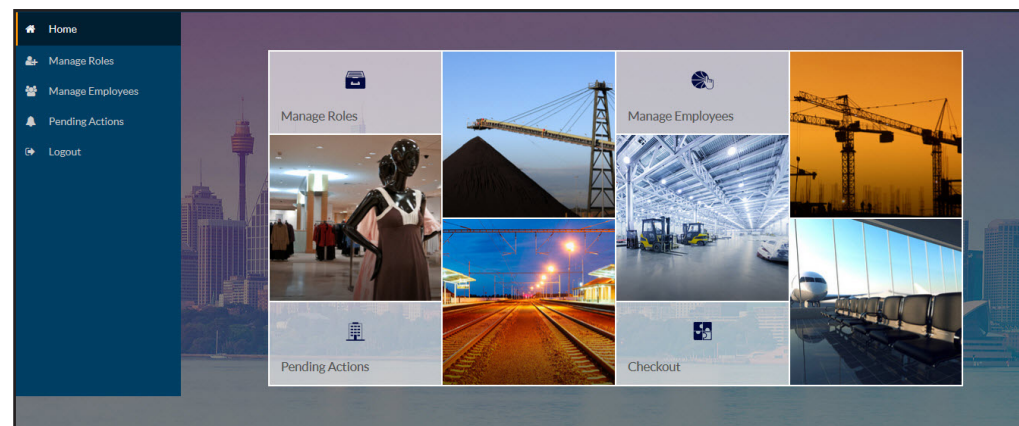
Please follow this step-by-step guide to update employee data in the Illawarra Coal Contractor Management System.



Step 1

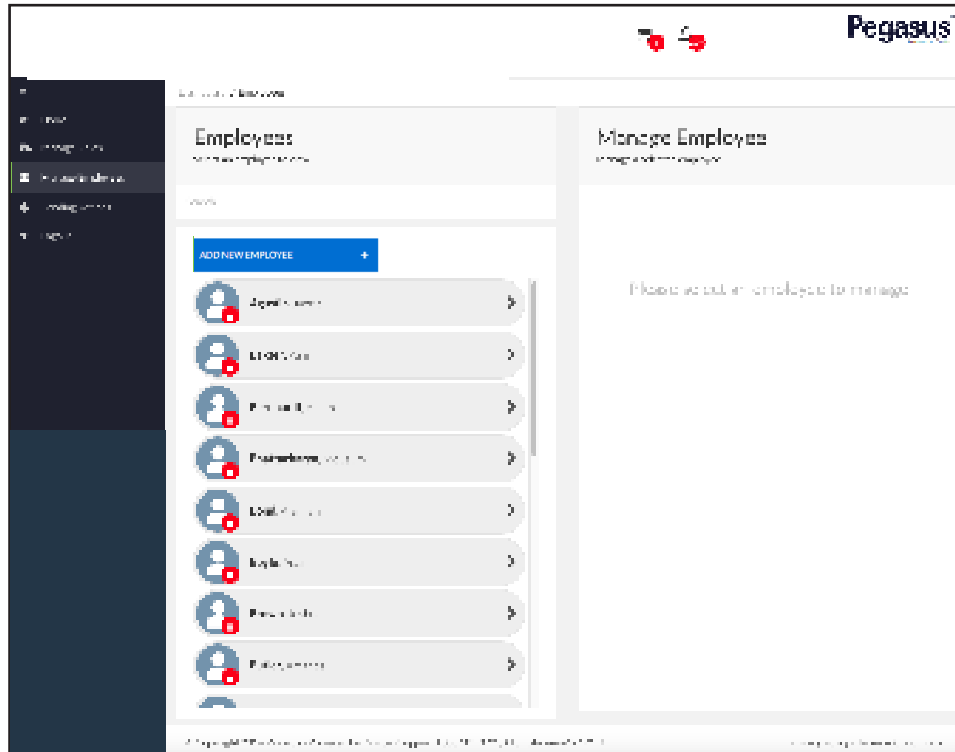
Please go to the Contractor Information Site and click on “Login” in the top menu bar.

Once on the home page for the Contractor Management System, enter your login details and click “Login.”



Step 2

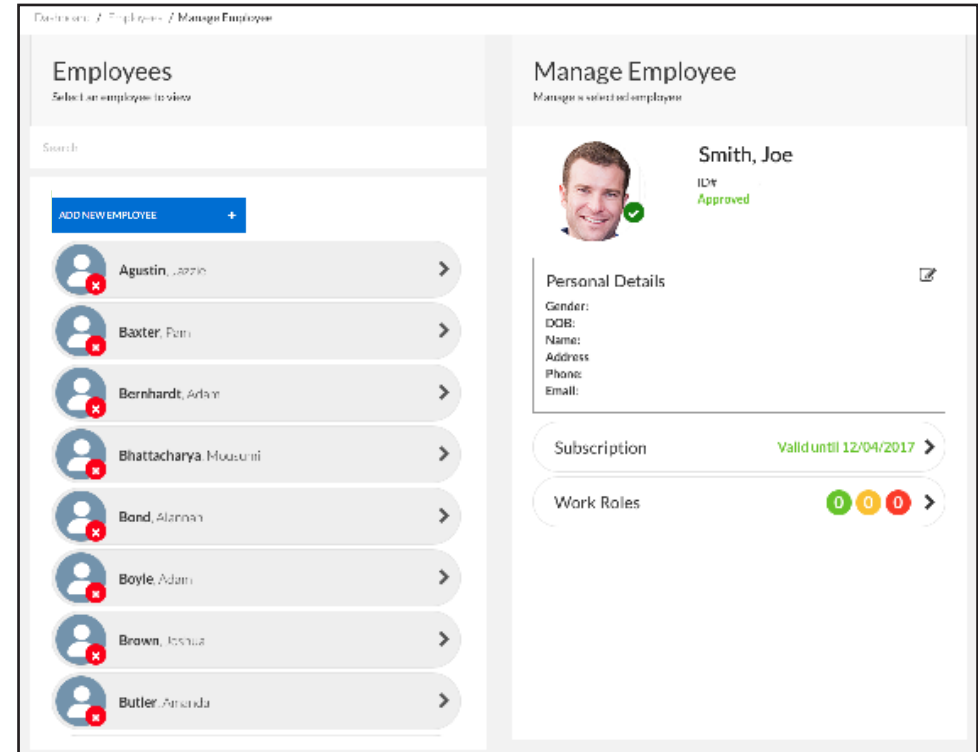
On the home page, select “Manage Employees” from the dashboard tiles or the side menu.



Step 3

Find the employee you wish to update details for by scrolling through the list of employees on the left. Alternatively, search for an employee by entering a fragment of their name.

Once you have found the correct employee, click on them to update their data.



Step 4

Update your employee's data by clicking the edit icon in the Personal Details section.

Personal Details

Edit Matthew Krevs's details

Person

First Name *	Matthew
Middle Name	Middle Name
Last Name *	Krevs
Gender	<input type="text"/>
DOB *	dd/mm/yyyy <input type="text"/>
Phone	e.g. 0412341234 <input type="text"/>
Email	Email <input type="text"/>

Address

Address	Address <input type="text"/>
	<input type="text"/>

[Back to Manage Employees](#) [SAVE & CLOSE](#)

Step 5

Update Personal Details, then select "Save and Close."



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