



CONTRACTOR MANAGEMENT SYSTEM

USER GUIDE-Employee Registration and Payments

Worker Registration and Induction Bookings



LOGIN

Select, “Company Admin”
Enter your username and
password and “Login”.

If prompted, enter your
company name and
“select”.

- Follow this guide this step-by-step guide to register new workers in the Contractor Management System
- For Company Administrators, Select the **Company Admin** option before logging in. This will ensure you are correctly signing in to manage all of your company’s workers.
- For the correct Roles portal you want to enter, head to: <https://Pegasus.net.au/contractors> and open the Client’s Contractor facing information page for more detail. The correct portal link page will be listed there.

Pegasus
Powered by Onsite

Welcome to the Pegasus Portal

What is your role?

COMPANY ADMIN WORKER

Company Admin Portal

Login to manage roles and competency checks for your company's workers.

Username

Password

LOGIN

Register
Recover my password
Login with Pegasus Account

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Worker Registration and Induction Bookings



WORKER PORTAL

Not all Portals have this feature. The option will be shown if that Portal has that available.

Look to the user guide on that Portal's Help & Resources Page for more information

- If your portal has the Individual Worker Login feature, this will show as the “WORKER” option on the portal login screen.
- Using your personal Onsite Track Easy Username and Password, this will allow you to login and view your profile in this portal. *You must have been previously invited by your Company Administrator.*
- The Individual Worker Portal is not covered in this user guide.

Pegasus

Welcome to the Pegasus Portal

What is your role?

COMPANY ADMIN WORKER

Worker Portal

Complete *your* registration, add new roles to *your* account.

Onsite ID

Password

LOGIN Register
Recover my password
Login with Pegasus Account

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Worker Registration and Induction Bookings



The home page allows access to Manage Roles, Manage Employees, and Pending Actions

- Once logged in you will see the options:
 - Home
 - Manage Companies (if applicable – not covered in this guide)
 - Manage Roles
 - Manage Employees
 - Mange Assets (if applicable – not covered in this guide)
 - Pending Actions
 - Logout

The screenshot displays the Pegasus web application interface. At the top, the Pegasus logo is visible, along with the user email 'dchallen@pegasus.net.au' and the company name 'PEGASUS MANAGEMENT PTY. LIMITED'. The main navigation menu on the left includes: Home, Manage Companies, Manage Roles, Manage Employees, Manage Assets, Pending Actions, and Logout. The central dashboard area features several tiles: 'Manage Companies' with a building icon, 'Manage Roles' with a person icon, 'Pending Actions' with a bell icon, 'Manage Employees' with a group of people icon, and 'Manage Assets' with a truck icon. A dropdown menu on the right side of the interface lists the same navigation options: Home, Manage Companies, Manage Roles, Manage Employees, Manage Assets, Pending Actions, and Logout.



WORKER REGISTRATION

Worker Registration – Adding New Employee

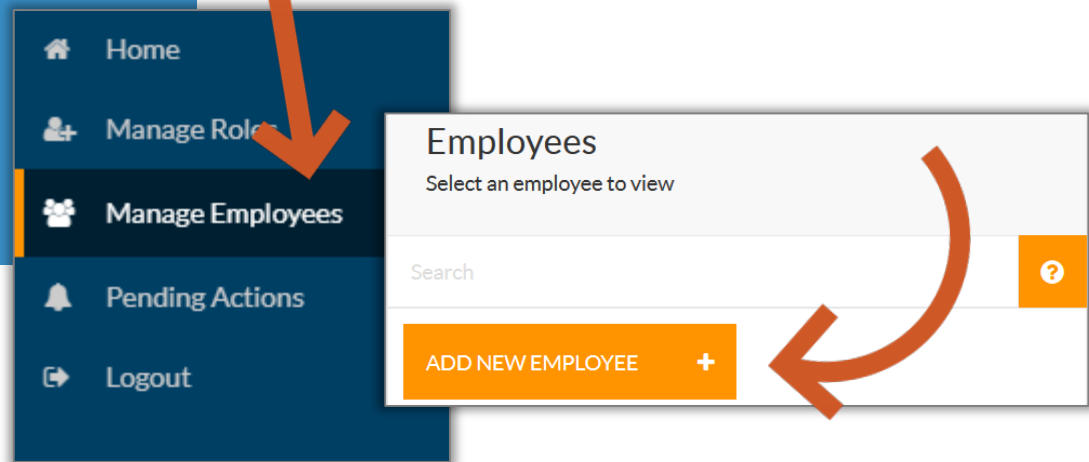


STEP 1

On the home page, click “Manage Employees”.

Search for an existing worker or add a new worker.

- This is where you will enter your company’s workers. If required, you will order their site access cards and book inductions
- Use the system to update worker profiles and information, or to add competencies and skills



Worker Registration – Adding New Employee



STEP 2

Upload a photo and enter the employee's details.

Scroll and complete all fields, then click "Save & Close".

- The information entered here will be displayed on the worker's Pegasus profile
- If the worker is a contractor and not an employee of your company, tick the box next to "Contractor"
- Read the Terms and Conditions and tick the box to create a new worker in the system
- We can now continue to add roles, assign to sites, and upload documents for this worker

Personal Details
Create a new employee

Person





Photo Upload
Upload 

Contractor

* Agree to Terms and Conditions

Back to Manage Employees SAVE & CLOSE

Worker Registration – Adding New Employee



STEP 3

You can process the payment for the worker's subscription (if required) at a later time.

Or click "Subscription" and pay before proceeding to add roles to Employee

- If you need to leave the process and come back at a later time, log out or process the payment and then log out. The card application will be under Pending Actions > Continuing Applications
- For payment process, refer to the payment section later in this guide
- If you are completing the process now, click on the Subscription tab and follow the process to pay for that Subscription (if applicable)
- *A Paid Subscription is required for some portals before being able to add Roles*

Manage Employee

Manage a selected employee



Citizen, John

ID# 2307180

Submitted

DOB: 01/01/1970 Gender: Male

Phone: 0412345637 Email: test@tester.com

Address 123 test st, Testville, NSW 2000 AU

Subscription

Not issued - Add to cart >

Work Roles

0 0 0 >



ADDING SITES

Adding Sites



Click “Manage Roles”

Search for the worker.

On the right, click “Continue” or Skip adding to cart (depending on status).

Click “Add Site”, tick sites and “Add # Sites”.

- Please note that not all systems use this feature
- Multiple sites can be added at once
- Worker must be associated to a site to work there
- If you do not see the site access required, check that you are in the correct portal

- Home
- Manage Roles**
- Manage Employees
- Pending Actions
- Logout

Sites/roles for John

Select all roles for John or the site they are working on

View all roles

All Roles

Sites associated

Back to Manage Employees

Add site associations

Search

- CitiPower Powercor
- AusNet Services** ✓
- United Energy
- Jemena Limited

ADD 1 SITE

To associate John to a site select ADD SITE



ADDING ROLES

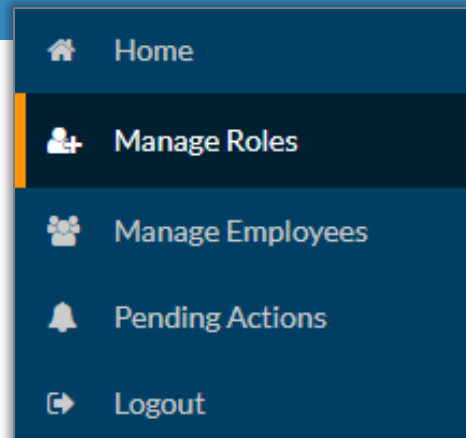
Worker Registration – For New or Existing Employees



STEP 1

Click “Manage Roles”. Search for Employee you wish to manage. If Employee has no Subscription, you will be prompted to confirm the worker’s details and card shipping address if a card is required. Press “CONFIRM” when done

- The shipping address can be the worker’s or your company. Simply click the buttons on the right to change details
- Scroll down to view all of the information and click “Next”
- A screen confirms this worker was added to the shopping cart. We will return to the shopping cart later
- *A Paid Subscription is required for some portals before being able to add Roles*



The screenshot shows a web interface for managing roles. At the top, it says "All roles for John Citizen" with a search bar. Below the search bar, there is a "Back to Employees" button and a "MANAGE ROLES" button. A modal window titled "Personal Information" is open, showing "Card Shipping Address" details for "John Citizen". The details include: Type: Personal, Communicate to: John Citizen, Address: 123 test st, Testville, NSW 2000 AU, and Phone: 0412345637. Below the details is an "Edit Card Shipping Address" form with fields for Attention to (John Citizen), Address (123 test st), Town/City (Testville), State (NSW), Postcode (2000), Country (Australia), and Method (Email & SMS). To the right of the form are three buttons: PERSON, COMPANY, and CLEAR. At the bottom of the modal are two large orange buttons: CANCEL and CONFIRM. A red arrow points from the CONFIRM button back to the MANAGE ROLES button in the main interface.

Worker Registration – For New or Existing Employees

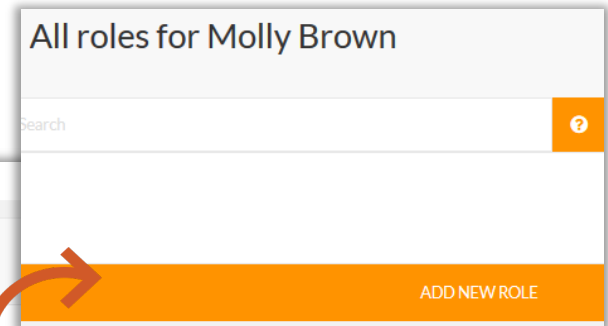
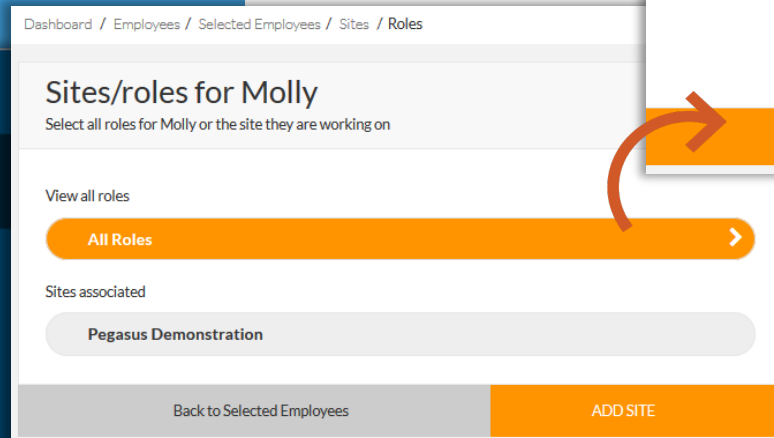
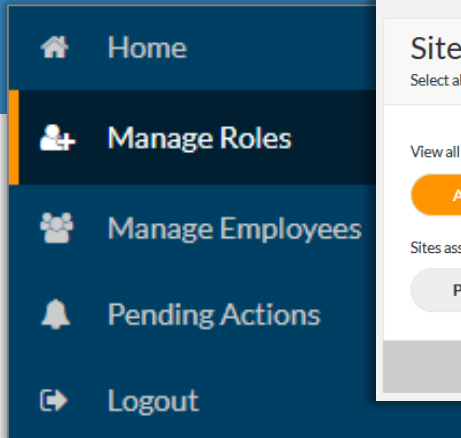


STEP 2

Click “All Roles”

If worker has Roles already they will be displayed here. If not, your will need to click on “ADD NEW ROLE” to then show what Roles are available to be selected.

- Step 2 assumes Employee has a subscription.
- A list of site approved roles will be displayed. The roles are descriptions of what task the worker has been recruited for, and may not reference a title
- Roles are set by site. If you cannot find a suitable one to select, speak to your site contact
- Multiple roles can be selected at once



Worker Registration – For New or Existing Employees



STEP 3

Click an added role to open the document upload section.

Click the competency you are uploading to and then “Upload”

Complete all relevant information for the

up
“S

Add New Roles

Search

- Boilermaker - Metal Fabricator
- Carpenter - Qualified Supervisor
- Delivery Driver
- Electrician - High Voltage Electrician
- Electrician - Master Electrician
- Plumber - Master Plumber
- Plumber - Mechanical Services
- Site Worker ✓
- Trade Generic - Boilermaker

ADD 1 ROLES

Competencies for Moll

Role Site Worker

Search

MANDATORY

- OH&S-WHS.Certificate.Work Safely in the Construction Industry - White Card >
- Safety.Induction.Demonstration Course >
- Photo >

OPTIONAL

- Emergency Response.Certificate.Provide First Aid >

Competency

OH&S-WHS.Certificate.Work Safely in the Construction Industry - White Card

Select evidence for: OH&S-WHS.Certificate.Work Safely in the Construction Industry - White Card

Select or Upload Document

Save & Course Selector

- You need to upload a document that meets the role requirements. The document will need to be scanned and saved to your computer to do this
- The system will step through all the competencies listed. Mandatory items must be uploaded to submit the application.
- The Document Library will store previously uploaded documents to save you having to re-upload

Back to Employee Roles

Worker Registration – The Document Library



The Document Library supports PDF, DOC, JPG, JPEG, XLS, TXT, DOCX, XLSX files

Uses the normal interface to upload files according to your operating system

Select the file to upload against the required competency and select “Open” to upload to the Document Library

- You need to upload a document that meets the role requirements. The document will need to be scanned and saved to your computer to do this
- Previously uploaded documents will show for this employee, if used before and if still stored in your internet browser cache.

Competency
OH&S-WHS.Certificate.Work Safely in the Construction Industry - White Card

Select evidence for: OH&S-WHS.Certificate.Work Safely in the Construction Industry - White Card

Select or Upload Document

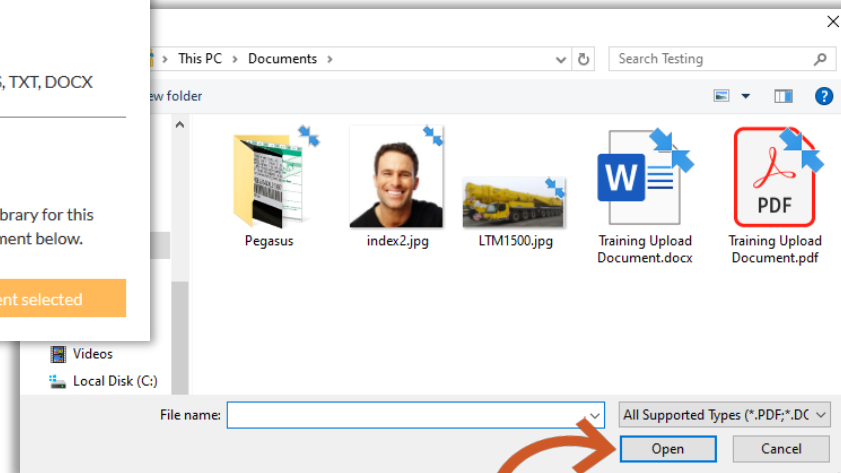
Save & Course Selector

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




Worker Registration – The Document Library

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 ✓

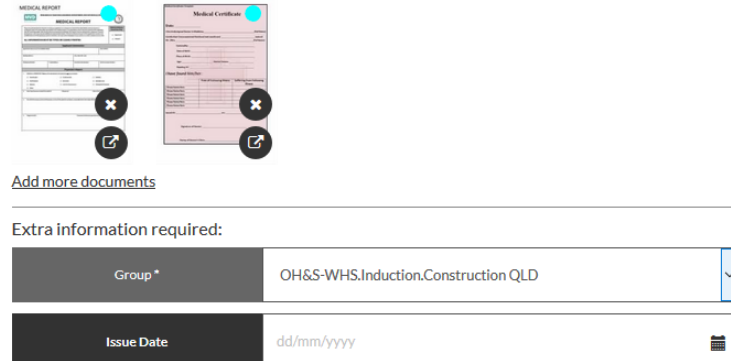
- Multi-Page PDF documents are read by the library and pages are extracted so they can be previewed. Arrow in bottom right of each icon allows to preview file in new window to see contents in more detail
- Multiple documents can then be selected if needed to supply correct evidence for the competency you are uploading evidence for
- Can upload additional documents if necessary (if evidence is across a PDF and Word document for example) and they can also be selected together when uploading the evidence
- Word Documents are NOT extracted. You can only select the word document as evidence, you can not preview it.
- No limit on uploads to library or against competency when uploading evidence.

Competency

OH&S-WHS.Certificate.Work Safely in the Construction Industry - White Card

Select evidence for: OH&S-WHS.Certificate.Work Safely in the Construction Industry

Select or Upload Document



Add more documents

Extra information required:

Group * OH&S-WHS.Induction.Construction QLD

Issue Date dd/mm/yyyy

Worker Registration – The Document Library

Edit

Select None

Document Library

Select or upload the document required

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

Finished Editing

Remove All



- Select Edit in Document Library to edit what current documents are visible for this worker.
- Old documents will be displayed, if previously uploaded. Use the EDIT button to display the option to DELETE the documents no longer required to stay in the Document Library for ease of access.
- Click the “X” next to each document to instantly remove it from the Document Library. This will NOT remove it from the Workers competency. It just removes the quick access to that document. You can always re-upload the document if the incorrect one was deleted.
- Once finished editing the document in the library, click “Finished Editing” to return the Document Library view back to the normal layout.

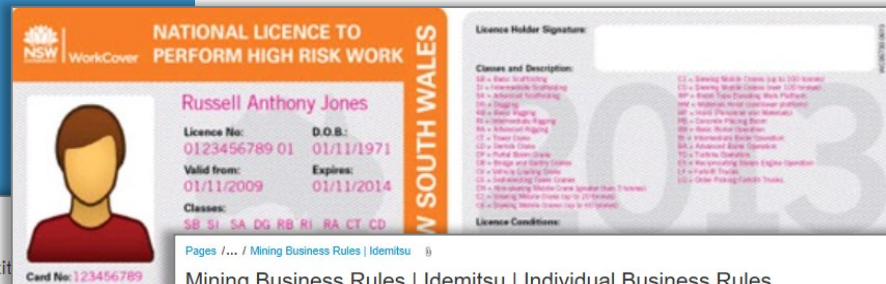
Worker Registration – Note on Business Rules



BUSINESS RULES FOR ROLE AND COMPETENCY REQUIREMENTS

Click on the Business Rules link in the file details section.

- The Business Rules will help you understand the information that must be supplied to meet role requirements.
- Business rules will display the document and upload requirements, and an example document. Competency expiry periods may also be noted.
- Uploading the correct document(s) will ensure a smoother application of roles to your worker. Incorrect documents will be returned to the submitter and can cause delays in role applications.
- If you wish to view all the business rules for this client, visit their Contractor page by clicking on the relevant tile at <https://Pegasus.net.au/contractors>



Worker Registration – For New or Existing Employees



STEP 4

After documents are uploaded and evidence supplied, for each Mandatory Competency, Submit button will appear.

Click “SUBMIT” to finish processing role(s) for worker

- Once documents selected against the competency, the option to add further documents can be done if needed with the “Add more documents” link
- Complete any mandatory fields, marked with an Asterix, to complete the competency upload process.
- Depending upon Role applying for, will either require course sections before “SUBMIT” option is available.

Competency
OH&S-WHS.Certificate.Work Safely in the Construction Industry - White Card

Select evidence for: OH&S-WHS.Certificate.Work Safely in the Construction Industry

Select or Upload Document

MEDICAL REPORT
Medical Certificate

[Add more documents](#)

Extra information required:

Group *	OH&S-WHS.Induction.Construction QLL
Issue Date	dd/mm/yyyy

Cancel Save

Save & Course Selector

Congratulations!

The following employee applications have been submitted for verification:

Molly Brown

OK

You will be advised by email the outcome of the verification process.

Worker Registration – For New or Existing Employees



STEP 5

Once all uploads are completed and role has been submitted, the worker is now locked, pending document approval from Pegasus

- NOTE: if multiple roles are being added at same time, documents for ALL ROLES need to be uploaded before SUBMIT button is available.
- Processing time will vary depending upon client portal business rules.
- Can now process other worker if necessary
- Company Administrator that processed this Employee will be notified via email of approval/application return status.
- Can view under Pending actions if Company Administrator is away and has been returned in their absence. Notes will be listed in Pending Actions if some action are required to re-submit.

- Home
- Manage Companies
- Manage Roles
- Manage Employees
- Manage Assets
- Pending Actions
- Logout

Dashboard / Employees / Selected Employees

Employees Available

Select employees to add to action list

Search

ADD NEW EMPLOYEE +



Boyle, Adam



Bracey, Jacqueline



Brown, Molly

Status key

Symbol	Value
	Subscription current
	Subscription expiring
	No subscription or subscription expired
	Pending card submitted



SHOPPING CART PAYMENTS


Shopping Cart Payments



STEP 1

Review the shopping cart prior to processing payment.

Click the “Shopping Trolley” icon to continue.

- Payment depends on the system and may be for adding or updating a subscription, applying for cards, and some roles and inductions.
- If something requires payment, the shopping cart will be highlighted at the top of the page 
- Multiple items can be paid for at the same time.
- You can continue in the system and return to the Shopping Cart later

[Close](#)

Employee has been added to your cart

This employee has been added to your cart as they do not have a card yet.

OK

[Close](#)

Would you like to pay now?

This will enable your Employees to get their ID Checks and submit their Role updates.

CHECKOUT NOW

[I don't want to checkout now](#)

Shopping Cart Payments



STEP 2

Review the shopping cart prior to processing payment.

Click “Checkout \$” to proceed.

- Payments can be processed by credit or debit card, or Purchase Order (upon prior approval)
- A tax invoice will be produced and will also be emailed on successful payment.
- Items can be removed from shopping cart

Checkout Successful!

Company: [blurred] Tax Invoice: [blurred]

Item No.	Item	Quantity	Price/unit	Total
IT001	Card Purchase	1	\$40.00	\$40.00
IT001	Registration, Subscription, Roles, Card for [blurred]	1		\$40.00
			Subtotal:	\$40.00
			Tax (10%):	\$4.00
			Total:	\$44.00

[Download Invoice](#) [Continue Processing Employees](#)

918261 PEGASUS MANAGEMENT PTY. LIMITE

Dashboard / Checkout

Shopping Cart

Item No.	Item	Details	Quantity
IT001	Card Purchase		1
IT001	Registration, Subscription, Roles, Card for John Citizen.	Edit	1

Subtotal: \$40.00
Tax (10%): \$4.00
Total: \$44.00

[Dummy](#) [Dummy PO](#) [PayPal / Credit Card](#) [Checkout \\$](#)

[Purchase Order](#)
[Back](#)



FOR ANY QUESTIONS OR ASSISTANCE PLEASE CALL

1300 131 194

OR EMAIL [**support@onsitetrackeasy.com.au**](mailto:support@onsitetrackeasy.com.au)