

DAVID JONES

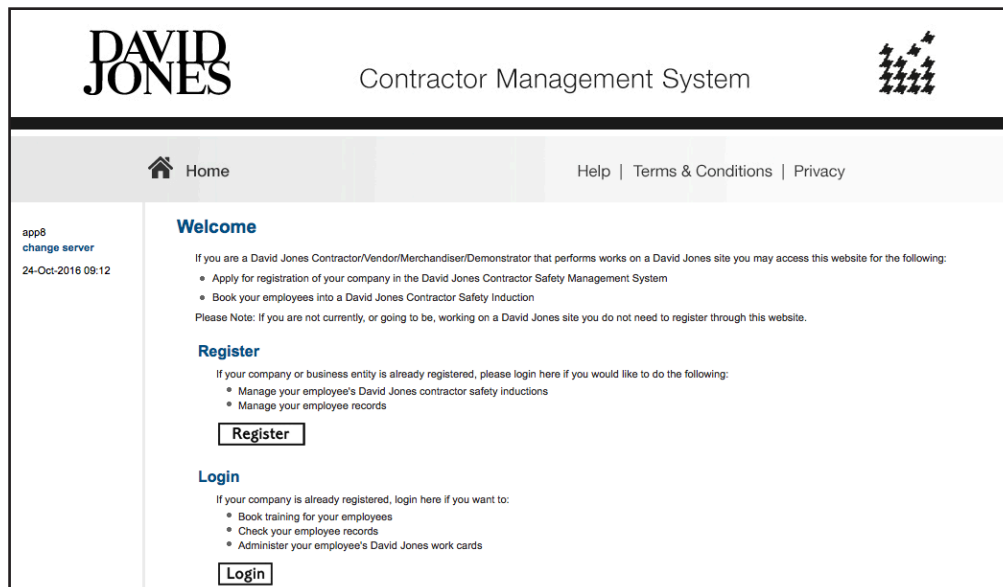
David Jones

Contractor Management System

User Guide for Booking Inductions

David Jones Contractor Management System

Please follow this step-by-step guide to book your employees into inductions in the David Jones Contractor Management System.

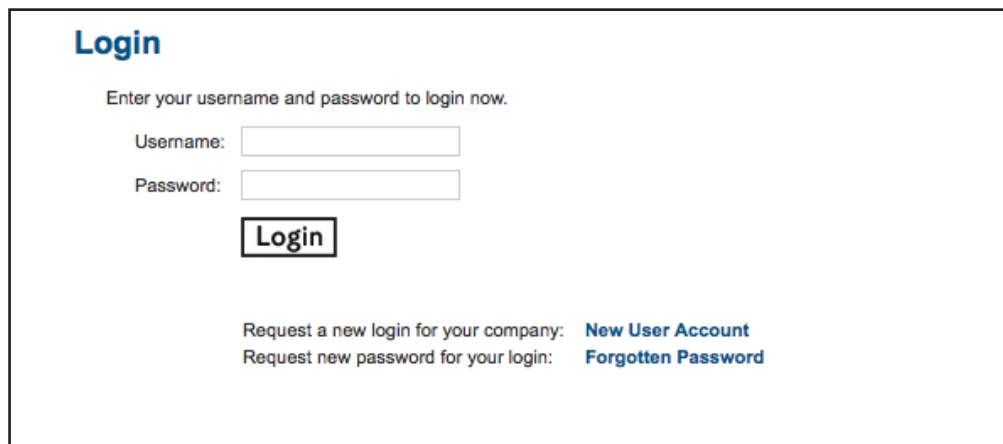


The screenshot shows the home page of the David Jones Contractor Management System. At the top, there is a header with the 'DAVID JONES' logo on the left, the text 'Contractor Management System' in the center, and a star icon on the right. Below the header is a navigation bar with a 'Home' link (accompanied by a house icon) and links for 'Help', 'Terms & Conditions', and 'Privacy'. The main content area is titled 'Welcome' and contains a message for David Jones Contractor/Vendor/Merchandiser/Demonstrators. It lists two main actions: 'Apply for registration of your company' and 'Book your employees into a David Jones Contractor Safety Induction'. A 'Please Note' section clarifies that users working on a David Jones site do not need to register. Below this, there are sections for 'Register' and 'Login'. The 'Register' section includes a list of tasks (manage inductions, manage records) and a 'Register' button. The 'Login' section includes a list of tasks (book training, check records, administer cards) and a 'Login' button. On the left side of the page, there is a sidebar with technical information: 'app8', 'change server', and a timestamp '24-Oct-2016 09:12'.

Step 1

Please go to <https://contractor.davidjones.com.au> and click on “Register Now/Login” in the top menu bar.

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



The screenshot shows the login page of the David Jones Contractor Management System. It features a heading 'Login' and a prompt 'Enter your username and password to login now.' Below this are two input fields: 'Username:' and 'Password:'. A 'Login' button is positioned below the password field. At the bottom of the page, there are two links: 'Request a new login for your company: [New User Account](#)' and 'Request new password for your login: [Forgotten Password](#)'.

Step 2

Use the details you received to login to the Contractor Management System.

The screenshot shows the David Jones Contractor Management System home page. The header includes the David Jones logo, the title 'Contractor Management System', and a navigation bar with links: Home, Test Mode, Logout, User Settings, Help, Terms & Conditions, and Privacy. A shopping cart icon in the top right shows 'Total Cost: empty'. On the left, a sidebar menu lists: Registration (checked), Profile (checked), Portal Access (checked), Uploads (checked), and SMS Review (checked). The main content area features a 'Compliance Subscription' section with a red ribbon icon, a table showing subscription details (Type: Sub-Contractor, Expires: 25 Jan 2018, Cost: \$0 plus GST), and a 'Suspend your subscription if:' section with three bullet points. Below this is a 'Welcome to your company's login area' section with the text 'From here you can book Training Courses and Company Relationships.' and three buttons: 'Book Training' (with description 'Book employees into training courses.'), 'View Employees' (with description 'View details of your employees and their data.'), and 'Company Relationships' (with description 'Your company relationships at David Jones.').

Step 3

On the home page, select “Book Training.”

The screenshot shows the 'Book Training for' page. The header includes the David Jones logo, the title 'Contractor Management System', and a navigation bar with links: Home, Test Mode, Logout, User Settings, Help, Terms & Conditions, and Privacy. A shopping cart icon in the top right shows 'Total Cost: empty'. The main content area is titled 'Book Training for' and includes a 'Sort by: Course' dropdown. Below this is an 'AVAILABLE COURSES' section with the text 'Click course name to view extra details or make a new booking. All bookings must be paid for with a Credit Card.' and a sub-section 'Online Courses' with the text 'These online courses are available for booking until the To Date listed. To sit these courses the student needs a computer with an internet connection.' A table lists three online courses:

Course	To Date	Cost	GST
Cleaning + General Safety Induction	02 Nov 18	\$15.00	\$1.50
Construction & Maintenance + General Safety	02 Nov 18	\$15.00	\$1.50
General Safety Online Induction	02 Nov 18	\$15.00	\$1.50

* Indicates course cost is paid for by the site.

Below the table is an 'OTHER COURSES' section with the text 'There are no other training courses at present. This means no open online training courses and no open classroom courses are scheduled for the month of January 2017.' and 'For more information please see the contact details on the help menu.' A 'Back' button is located at the bottom left.

Step 4

Select the induction you wish to book your employee into by clicking on the name of the induction.

BOOKING INDUCTIONS

Add Booking for General Safety Online Induction

Shopping Cart
Total Cost: empty

COMPANY DETAILS

Name: David Jones
Notes:

Site Files

COURSE DETAILS

Name:	General Safety Online Induction
Description:	The General Safety Induction content and questions appear in all other inductions, please only select this induction if the work you do, does not fit into any other of the induction categories
Cost:	\$15.00 (plus \$1.50 GST) per person
Requirements:	
Extra Terms:	A Plastic Photo ID Card will sent upon completion of the Online Induction
Files:	none
Infos:	none

Back

EMPLOYEES LIST

Search

Enter a name fragment (blank for all) and click search to list your employees for booking into this course

You can also make a booking for an employee that has not yet been entered.
Please click search first to make sure the person is not already in your employees list.

Step 5

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

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

Add Booking for Construction & Maintenance + General Safety

Shopping Cart
Total Cost: empty

COMPANY DETAILS

Name: David Jones
Notes:

Site Files

COURSE DETAILS

Name:	Construction & Maintenance + General Safety
Description:	This induction is for Construction and Maintenance contractors who need to complete work on a David Jones site. This section also includes the mandatory General Safety Induction and questions. For more information on which occupations fall into this category, please refer to the information on the website: davidjonescontractor.com.au/individuals
Cost:	\$15.00 (plus \$1.50 GST) per person
Requirements:	
Extra Terms:	Contractors who fall into this group include: Air Conditioning, Alarm/CCTV/EAS, Asbestos/Hazardous Material Works, Building Construction, Building Repairs and Maintenance, Catering Equipment Repair, Cleaning Equipment Maintenance, Crane Operator & Maintenance, Doors – Roller/Auto Doors/Gate Repair, Electrical Trade, External Signage, Fire Protection, Lifts & Escalators, Lighting, Lock & Safe/Intellisafe Repair, Material Handling/Mechanical & Hydraulic Repair, Petrol/Fuel – Servicing/Installation, Plumbing & Grease Traps, Refrigeration, Shopfitter & Minor Repairs & Maintenance.
Files:	none
Infos:	none

Back

EMPLOYEES LIST

Search

Enter a name fragment (blank for all) and click search to list your employees for booking into this course

Found 1 match

Add to Cart

Tick one or more employee Book boxes and then click Add to Cart to book into this course

Add Employee

Book this course for an employee not yet in your employees list

Book	Last Name	First Name	Email	Course History	Reason Unavailable
<input type="checkbox"/>	Test	Test			

Step 6

If the system returns with no matches, select "Add Employee" and continue to step 7.

If the employee you wish to book into the induction shows in the list of employees, tick their name and select "Add to Cart." Next continue to **step 14 on page 8**.

Add Employee to

Please enter **fields**, upload **files** and then **submit** the data (* = mandatory)
On submit this person will be booked into **General Safety Online Induction**.

1. Fields

Current Data

Added By:

First Name: *

Middle Name:

Last Name: *

Date of Birth: * dd mm yy or icon

Drivers Lic. Number:

Drivers Lic. State:

Drivers Lic. Class:

Drivers Lic. Expiry: dd mm 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:

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 this person will be booked
into **General Safety Online Induction**.

Shopping Cart

Total Cost: **empty**

Step 7

Enter all of the information required, agree to the declaration, then select "Save."

Continue Entry of Test Test

Please enter **fields**, upload **files** and then **submit** the data (* = mandatory)
On submit this person will be booked into **General Safety Online Induction**.

1. Fields

Current Data

Added By: Lauren Test

First Name: *

Middle Name:

Last Name: *

Date of Birth: * 31 Jan 1979

Drivers Lic. Number:

Drivers Lic. State:

Drivers Lic. Class:

Drivers Lic. Expiry:

Gender:

Address:

Town:

State/Province:

2. Identification

No additional identification data is required.

3. Files

File1: * Photo for David Jones Contractor Card

Head and shoulders well lit photo taken from the front. Please remove hat or sunglasses. Image can be larger than needed as it will be framed and cropped before printing on the card.

4. Submit

Please enter all the required data.
Then you will be able to submit it.

On submit this person will be booked
into **General Safety Online Induction**.

Shopping Cart

Total Cost: **empty**

Step 8

Upload the employee's photo for their contractor card.

Upload File for Test Test

Description: **Photo for David Jones Contractor Card**
Requirement: Head and shoulders well lit photo taken from the front. 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 9

Select “Choose File” to upload the photo from your computer.

3. Files

File1: * Photo for David Jones Contractor Card

Head and shoulders well lit photo taken from the front.
Please remove hat or sunglasses. Image can be larger than needed as it will be framed and cropped before printing on the card.




Comment:

Step 10

Select “Crop.”

Crop Photo For Card


Source Photo



Instructions

- ▶ Make final photo like a passport photo.
- ▶ The **final photo** initially shows the top left corner of the **source photo**.
- ▶ **Rotate** by clicking arrows if required.
- ▶ Drag out a **selection frame** on the source photo to define the area you want to use.
- ▶ **Resize** the frame with its handles.
- ▶ **Reposition** the frame by dragging it.

Final Photo



Apply

Cancel

Step 11

Click and drag your cursor over the image to crop the image. Once you have cropped the image correctly, select "Apply."

Employee Status: **Started**


2. Identification

No additional identification data is required.

3. Files

File1: * Photo for David Jones Contractor Card

Head and shoulders well lit photo taken from the front. Please remove hat or sunglasses. Image can be larger than needed as it will be framed and cropped before printing on the card.



click icon to open




Photo cropped

Crop

Edit

Comment:

4. Submit

Click submit to send the data for processing.

Submit

On submit this person will be booked into **General Safety Online Induction**.

Step 12

Select "submit."

YOU HAVE \$16.50 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 13

A pop up window will show, stating that you have items in your cart to purchase. Select "Close."

Add Booking for General Safety Online Induction

COMPANY DETAILS

Name: David Jones
Notes:  Site Files

COURSE DETAILS

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Requirements:	
Extra Terms:	A Plastic Photo ID Card will sent upon completion of the Online Induction
Files:	none
Infos:	none

[Back](#)

EMPLOYEES LIST

[Search](#) Enter a name fragment (blank for all) and click search to list your employees for booking into this course

You can also make a booking for an employee that has not yet been entered. Please click search first to make sure the person is not already in your employees list.

Shopping Cart		
Name	Quantity	Cost
General Safety Online Induction	1	\$16.50
Review	Total Cost: \$16.50	


Step 14

If you require induction bookings for more than one employee, repeat the registration process.

Once you have registered all employees, select "Review" in the shopping cart window to continue to the payment process.

Step 15

Select "Proceed to Checkout."




Review Shopping Cart

Company:	
User:	
Total:	\$16.50 inc GST

Line	Qty	Item	Person	Unit Cost	Unit GST	Cost (ex)	Cost (inc)	Description	Remove
1	1	Course Booking	Test Test	\$15.00	\$1.50	\$15.00	\$16.50	Booking for Test Test into	remove
Total:							\$16.50	including GST of \$1.50	

Step 16

Enter your payment details, then select "Continue."



Checkout Shopping Cart

Company:	
User:	
Total:	\$16.50 inc GST

PURCHASE

☒ Credit Card
 ► Please enter your credit card details and click **continue** to process the purchase

Card Number:

Card Type:


Card Expiry:

Card CVV:

Cardholder Name:

CURRENTLY OPERATING IN TEST MODE

These auto populated credit card values should produce a successful payment

 **Checkout Shopping Cart**

Company:

User:

Purchase Successful

- 1 person has been booked into training.

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
	\$16.50	CREDIT_CARD	Download

Logout

Continue

Step 17

Select "Download" to download a copy of your receipt. This will also be emailed to your company contact.

Select "Continue" to return to the home page of the system, or "Logout."



For questions or assistance please call 1300 651 989
or email djssafetycompliance@pegasus.net.au