

DAVID JONES

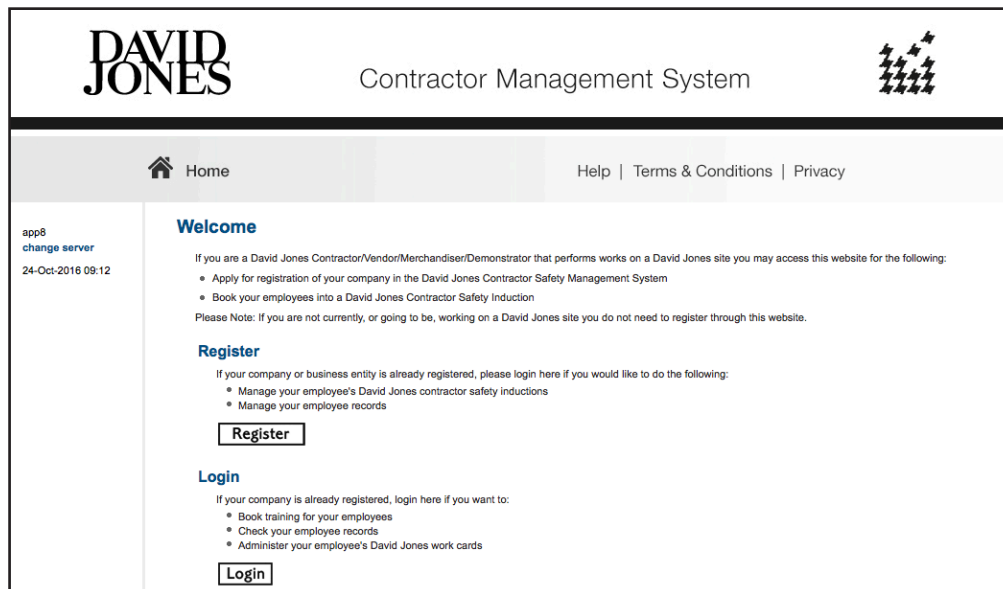
David Jones

Contractor Management System

User Guide for Registering Your Employees

David Jones Contractor Management System

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

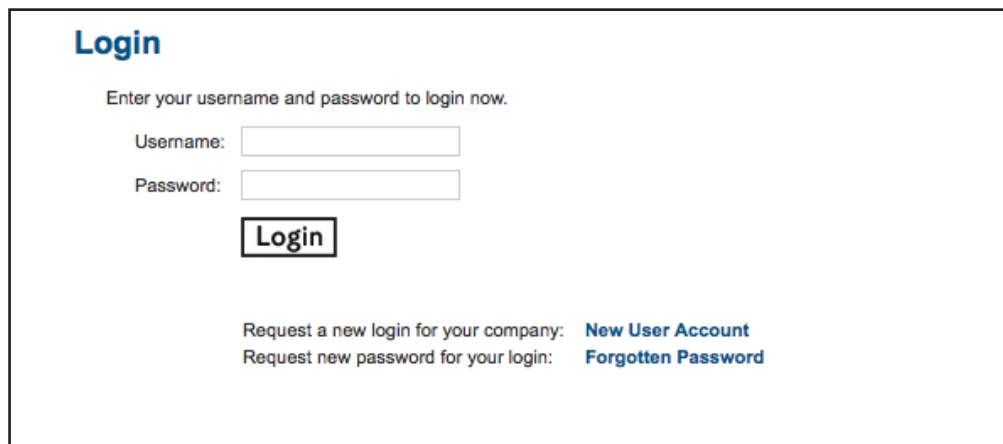


The screenshot shows the home page of the David Jones Contractor Management System. The header includes the David Jones logo, the title 'Contractor Management System', and a decorative graphic of stars. A navigation bar contains links for Home, Help, Terms & Conditions, and Privacy. The main content area is titled 'Welcome' and provides instructions for users, including a 'Register' button. A sidebar on the left displays server 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 'Login' heading and a prompt to 'Enter your username and password to login now.' Below this are input fields for 'Username:' and 'Password:', followed by a 'Login' button. At the bottom, there are links for 'New User Account' and 'Forgotten Password'.

Step 2

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

REGISTERING YOUR EMPLOYEES

dmo2
12-Sep-2013 12:27
Belinda Gannon
Pegasus Safety And Training Pty Ltd

Registration ☒
Profile ☒
Portal Access ☒
Uploads ☒
SMS Review ☒

Pegasus Safety And Training Pty Ltd

You have a current Subscription which expires in 364 days being processed.

Component	Status	Timestamp	Contact	Comment
Profile	APPROVED			
Uploads	SUBMITTED			
SMS Review	SUBMITTED			

Each component's contact will be notified when its status changes.

Welcome to your company's login area

From here you can Book Safety Inductions and Manage Employee Records.

Bookings *Book employees into safety inductions.*

Manage Employees *View employee data; add employees.*

Step 3

On the home page, select “Manage Employee Data.”

DAVID JONES Contractor Safety Management System

Home | Logout | User Settings | Help | Terms & Conditions | Privacy

Shopping Cart
Total Cost: empty

• To Display Company Employees use the "search" button
• To Add a New Employee click the "add" button

Enter a name fragment (blank for all) and click **search**.

Status: -- all --
☒ Group by status

Search **Add** **Back**

Click to add employees who have never been entered or who have been rejected and need to be added again.

You can also select employees that has not yet been entered.
Please click **search** first to make sure the person is not already in your employees list.
Then an **Add Employee** button will be provided.

Step 4

To add an employee, enter a fragment of the employee's name, then select “Search.”

If the system returns with no matches, select “Add Employee.”

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

REGISTERING YOUR EMPLOYEES

DAVID JONES Contractor Safety Management System

Home | Logout | User Settings | Help | Terms & Conditions | Privacy

Shopping Cart
Total Cost: empty

Please enter fields, upload files and then submit the data (* = mandatory).

1. Fields

Added By:

First Name: *

Last Name: *

Middle 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: dropdown

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: Please select

Declaration: * ☐ I agree with Terms & Conditions and Privacy menus

2. Files

Please enter the required fields. Then you can upload the files.

3. Submit

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

Registration ☒ **Profile** ☒ **Portal Access** ☒ **Uploads** ☒ **SMS Review** ☒

Cancel **Save**

The minimum Next of Kin fields are First Name, Last Name, Phone and Relationship

Step 5

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

DAVID JONES Contractor Safety Management System

Home | Logout | User Settings | Help | Terms & Conditions | Privacy

Shopping Cart
Total Cost: empty

Please enter fields, upload files and then submit the data (* = mandatory).

1. Fields

Added By:

First Name: * John

Last Name: * Smith

Middle Name:

Date of Birth: * 19 May 1999

Drivers Lic. Number: 29850c

Drivers Lic. State: NSW

2. Files

File: * Photo for Woolworths 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.

Please upload this file **Upload**

Registration ☒ **Profile** ☒ **Portal Access** ☒

Employee Status: Started

Step 6

Upload the employee’s photo by selecting “Upload.”

REGISTERING YOUR EMPLOYEES

Home | Logout | User Settings | Help | Terms & Conditions | Privacy

Description: Photo for Woolworths 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: * Browse... Browse to select file for upload

Name: * Friendly name for this file after upload

Comment:

Status:

Step 7

Select "Browse" to upload the photo from your computer.

DAVID JONES Contractor Safety Management System

Home | Logout | User Settings | Help | Terms & Conditions | Privacy

Registration ☒ Profile ☒ Portal Access ☒ Uploads ☒ SMS Review ☒

Description: Photo for Woolworths 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: * Browse... Browse to select file for upload

Name: * Friendly name for this file after upload

Comment:

Status: ☒ Uploaded: 523,861 B
Rate: 256 Kb/sec
Runtime: 2 seconds
Complete.

Message from webpage

UPLOAD COMPLETED
The file has been successfully uploaded.

OK

► Ensure all entries are correct, then use upload to save the file and fields.
► 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 8

Select "OK."

REGISTERING YOUR EMPLOYEES

The screenshot shows the 'Contractor Safety Management System' registration page. On the left is a sidebar with a progress indicator for 'Registration', 'Profile', 'Portal Access', 'Uploads', and 'SMS Review'. The main content area is divided into three sections: '1. Fields', '2. Files', and '3. Submit'. The '1. Fields' section contains form fields for 'First Name', 'Last Name', 'Middle Name', 'Date of Birth', 'Drivers Lic. Number', 'Drivers Lic. State', 'Drivers Lic. Class', 'Drivers Lic. Expiry', 'Gender', 'Address', 'Town', 'State/Province', and 'Post Code'. The '2. Files' section has a 'Photo for Woolworths Card' upload area with a 'click icon to open' button and an 'Edit' button. The '3. Submit' section has a 'Submit' button. At the top right, there is a 'Shopping Cart' icon and a 'Total Cost: empty' display. A 'Home' button is in the top left, and a 'Logout' button is in the top right. A 'User Settings' button is in the top right. A 'Help' button is in the top right. A 'Terms & Conditions' button is in the top right. A 'Privacy' button is in the top right. A 'Please enter fields, upload files and then submit the data (* = mandatory):' message is at the top of the form area. An 'Employee Status: Started' button is at the top right of the form area.

Step 9

Select "Submit" to submit your employee's profile to Pegasus. This process is required to ensure that duplicates are not created in the database.

The screenshot shows the 'Submitted Employee John Smith' confirmation page. The sidebar on the left is the same as in the previous screenshot. The main content area has a heading 'Submitted Employee John Smith' and a message: 'This employee has been submitted to the portal administrator for consideration. After processing, there are 3 possible outcomes:'. Below this are three bullet points: 'Approved' (You will be able to book this employee into available training courses.), 'Returned' (If some fields or files need editing it will be returned for you to revise.), and 'Rejected' (If the application is rejected you will be provided with a reason.). At the bottom, it says: 'In each case you will be advised by email that processing has been completed. You can log into this portal any time to review your existing employee records.' There is a 'Back' button at the bottom left. The top right has a 'Shopping Cart' icon and a 'Total Cost: empty' display. The top left has a 'Home' button. The top right has a 'Logout' button, a 'User Settings' button, a 'Help' button, a 'Terms & Conditions' button, and a 'Privacy' button. A 'Please enter fields, upload files and then submit the data (* = mandatory):' message is at the top of the form area. An 'Employee Status: Started' button is at the top right of the form area.

Step 10

Your employee's information will now be sent to Pegasus for approval.

REGISTERING YOUR EMPLOYEES

ACTION REQUIRED

Started *Click a name to complete and submit the entry*

Name	Status	Entered By	Readiness	Pending Booking
	Started		Needs 1 upload	

Returned *Click a name to edit and re-submit the entry*

Name	Status	Entered By
	Returned	

NO ACTION REQUIRED

Submitted *Processing incomplete*

Name	Status	Entered By
	Submitted	

Approved *Fully processed.*

Name	Status	ID	Entered By	Photo	Card Print	Card Expiry
	Approved					

Step 11

You can track the status of your employee's profile submission as they progress through the process.

You will receive an email when an employee has been approved, rejected or returned by Pegasus.



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