

DAVID JONES

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COUNTRY ROAD GROUP

COUNTRYROAD MIMCO POLITIX TRENER Y WITCHERY

**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. The header includes the David Jones logo and the text 'Contractor Management System'. A navigation bar contains links for 'Home', 'Help', 'Terms & Conditions', and 'Privacy'. The main content area is titled 'Welcome' and provides instructions for users. 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', each with a list of tasks and a corresponding button.

**DAVID JONES**  
COUNTRY ROAD GROUP  
COUNTRYROAD JUNCO POLITIK TREKERY WITCHERY

Contractor Management System

Home Help | Terms & Conditions | Privacy

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### Welcome

If you are a David Jones Contractor/Vendor/Merchandiser/Demonstrator that performs works on a David Jones site you may access this website for the following:

- Apply for registration of your company in the David Jones Contractor Safety Management System
- Book your employees into a David Jones Contractor Safety Induction

Please Note: If you are not currently, or going to be, working on a David Jones site you do not need to register through this website.

### Register

If your company or business entity is already registered, please login here if you would like to do the following:

- Manage your employee's David Jones contractor safety inductions
- Manage your employee records

**Register**

### Login

If your company is already registered, login here if you want to:

- Book training for your employees
- Check your employee records
- Administer your employee's David Jones work cards

**Login**

## Step 1

Please go to <http://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 to enter username and password. There 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'.

## Login

Enter your username and password to login now.

Username:

Password:

**Login**

Request a new login for your company: [New User Account](#)  
Request new password for your login: [Forgotten Password](#)

## Step 2

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

## Step 3

On the home page, select “Book Training.”

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

## 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

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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

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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: \*

Drivers Lic. Number:

Drivers Lic. State:

Drivers Lic. Class:

Drivers Lic. Expiry:

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

Phone:

Email:

Address:

Town:

State/Province:

Post Code:

Declaration: \*

Cancel

Save

2. Identification

3. Files

4. Submit

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

2. Identification

3. Files

4. Submit

Shopping Cart

Total Cost: empty

Employee Status: Started

Current Data

Added By: Lauren Test

First Name: \*

Middle Name:

Last Name: \*

Date of Birth: \*

Drivers Lic. Number:

Drivers Lic. State:

Drivers Lic. Class:

Drivers Lic. Expiry:

Gender:

Address:

Town:

State/Province:

No additional identification data is required.

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.

Please upload this file

Upload

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.

## 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.

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### 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



Crop

Edit

Photo cropped

Comment:

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### 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



Shopping Cart		
Name	Quantity	Cost
General Safety Online Induction	1	\$16.50
<a href="#">Review</a>	Total Cost: \$16.50	

**COMPANY DETAILS**

Name: David Jones  
Notes:  Site Files

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Requirements:	
Extra Terms:	A Plastic Photo ID Card will sent upon completion of the Online Induction
Files:	none
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[Search](#) Enter a name fragment (blank for all) and click search to list your employees for booking into this course

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### 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	<a href="#">remove</a>
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	<b>Download</b>

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](mailto:djssafetycompliance@pegasus.net.au)