DAVID JONES

COUNTRY ROAD GROUP

COUNTRY ROAD MIMCO POLITIX TRENERY 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.



Step 1

Please go to http://contractor.davidjones.com.au and click on "Register Now/Login" in the top menu bar.

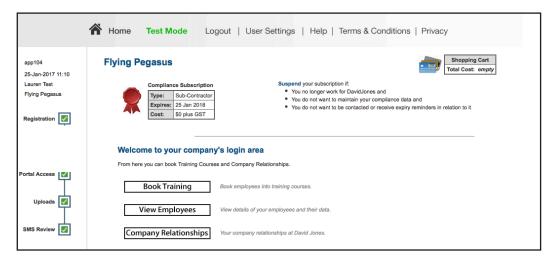
Once on the home page for the David Jones Contractor Management System, click "Login."

| Login | | | | | | |
|----------------|---|--|--|--|--|--|
| Enter your use | Enter your username and password to login now. | | | | | |
| Username: | | | | | | |
| Password: | | | | | | |
| | Login | | | | | |
| | Request a new login for your company: Request new password for your login: | New User Account Forgotten Password | | | | |
| | | | | | | |

Step 2

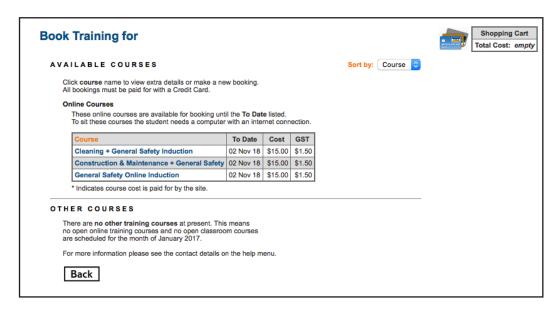
Use the details you received to login to the Contractor Management System.

BOOKING INDUCTIONS



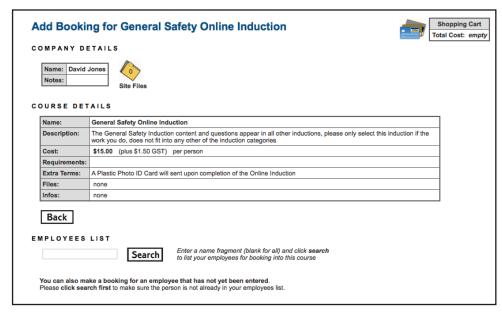
Step 3

On the home page, select "Book Training."



Step 4

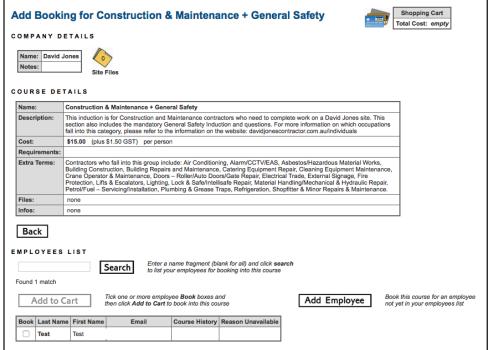
Select the induction you wish to book your employee into by clicking on the name of the induction.



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."

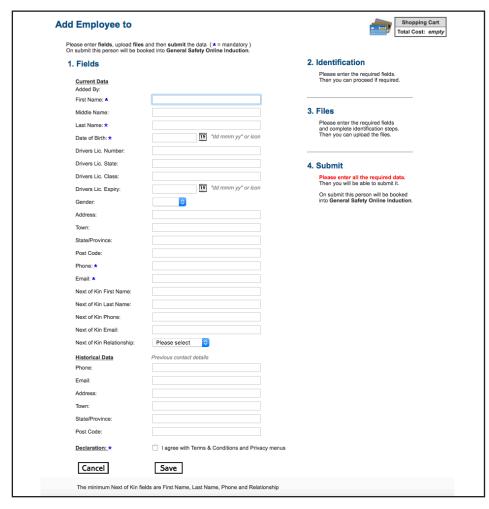


Step 6

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

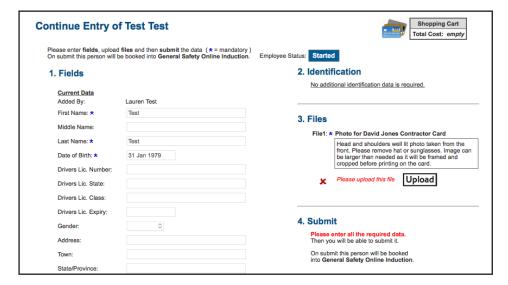
If the employee you wish to book into the induction shows in the list of employees, tick their name and select "Add to Cart." Next continue to **step 14 on page 8.**

BOOKING INDUCTIONS



Step 7

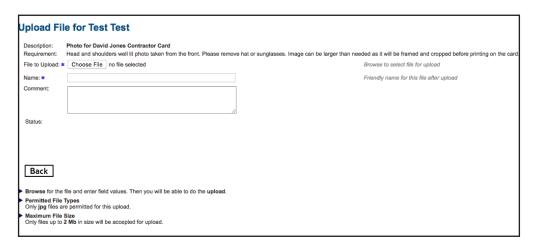
Enter all of the information required, agree to the declaration, then select "Save."



Step 8

Upload the employee's photo for their contractor card.

BOOKING INDUCTIONS



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.



click icon to open



Crop

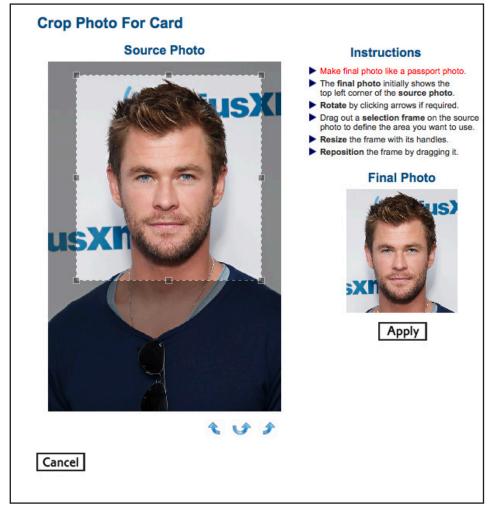
Please crop photo

Edit

Comment:

Step 10

Select "Crop."



Step 11

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



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.



Photo cropped

Comment:

4. Submit

Click submit to send the data for processing.



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'.

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

IMPORTANT NOTE

If you LOGOUT OR LET THE SESSION EXPIRE with any items in your shopping cart they WILL BE DISCARDED!

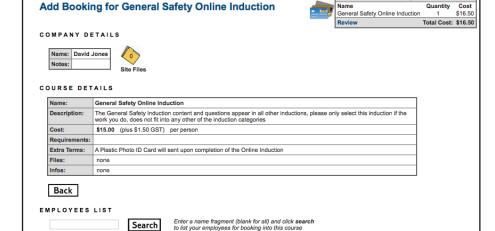
Close

Quantity Cost

Shopping Cart

Step 13

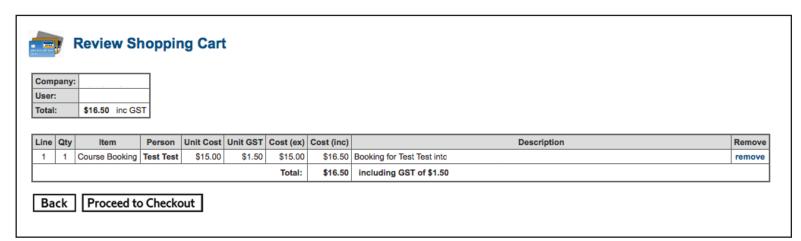
A pop up window will show, stating that you have items in your cart to purchase. Select "Close."



Step 14

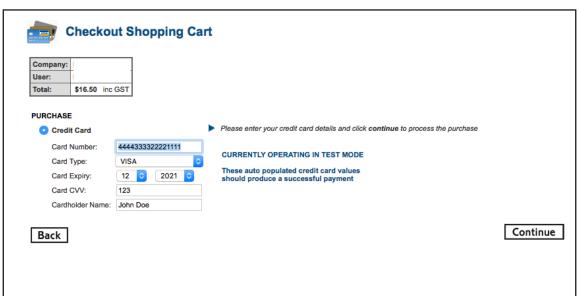
If you require induction bookings for more than one employee, repeat the registration process.

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."



Step 16

Enter your payment details, then select "Continue."



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