

DAVID JONES

COUNTRY ROAD GROUP

COUNTRYROAD MIMCO POLITIX TRENER Y WITCHERY

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. At the top left is the logo for DAVID JONES, with 'COUNTRY ROAD GROUP' and a list of services (COUNTRYROAD, MINCO, POLITIK, TREKERY, WITCHERY) below it. To the right of the logo is the text 'Contractor Management System'. Below the logo is a navigation bar with 'Home', 'Help', 'Terms & Conditions', and 'Privacy'. The main content area is titled 'Welcome' and contains a message for contractors/vendors/demonstrators. It lists two bullet points: 'Apply for registration of your company in the David Jones Contractor Safety Management System' and 'Book your employees into a David Jones Contractor Safety Induction'. Below this is a 'Please Note' section. There are two main sections: 'Register' and 'Login'. The 'Register' section has a 'Register' button. The 'Login' section has a 'Login' button.

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 has a heading 'Login' and a sub-heading 'Enter your username and password to login now.'. There are two input fields: 'Username:' and 'Password:'. Below the input fields is a 'Login' button. 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 login details you received upon registration to login to the Contractor Management System.

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.”

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

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Pegasus Safety And Training Pty Ltd Employees

Shopping Cart
Total Cost: empty

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

Search

Status: -- all --

Group by status

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

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.”

Step 5

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

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

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Portal Access
Uploads
SMS Review

Add Employee to Pegasus Safety And Training Pty Ltd

Shopping Cart
Total Cost: empty

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

1. Fields

Added By: Belinda Gannon

Last Name: *
Middle Name:
Date of Birth: * [19] 'dd mm yy' or icon
Drivers Lic. Number:
Drivers Lic. State:
Drivers Lic. Class:
Drivers Lic. Expiry: [19] 'dd mm yy' or icon
Gender: [v]
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 [v]
Declaration: * I agree with Terms & Conditions and Privacy menus

Cancel Save

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

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.

Step 6

Upload the employee's photo by selecting "Upload."

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

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Registration
Profile
Portal Access

Add Employee to Pegasus Safety And Training Pty Ltd

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

Employee Status: Started

The screenshot shows a web form for uploading a photo for a Woolworths Card. At the top, there is a navigation bar with 'Home', 'Logout', 'User Settings', 'Help', 'Terms & Conditions', and 'Privacy'. The form includes a 'Description' field with the text 'Photo for Woolworths Card', a 'Requirement' field with instructions: '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.', a 'File to Upload' field with a 'Browse...' button and the text 'Browse to select file for upload', a 'Name' field with the value '_IMG_1253' and the text 'Friendly name for this file after upload', a 'Comment' field, and an 'Upload' button. The 'Status' field is empty.

Step 7

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

The screenshot shows the same registration form as in Step 7, but with a confirmation dialog box overlaid. The dialog box is titled 'Message from webpage' and contains a yellow warning icon, the text 'UPLOAD COMPLETED', and 'The file has been successfully uploaded.' with an 'OK' button. The form fields are now populated: 'Name' is 'John Smith', 'Comment' is empty, and 'Status' shows a green progress bar and the text 'Uploaded: 523,861 B', 'Rate: 256 Kb/sec', and 'Runtime: 2 seconds Complete.'. Below the form, there are three expandable sections: 'Ensure all entries are correct, then use upload to save the file and fields.', 'Permitted File Types' (Only jpeg files are permitted for this upload.), and 'Maximum File Size' (Only files up to 2 Mb in size will be accepted for upload.). On the left side of the form, there is a sidebar with 'Portal Access', 'Uploads', and 'SMS Review', each with a green checkmark icon.

Step 8

Select "OK."

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

demo-2
26-Jun-2013 12:32
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Continue Entry of John Smith

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

Employee Status: **Started**

2. Files

File: Photo for Woolworths Card

Head and shoulders will fit 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

Comment:

3. Submit

Click submit to send the data for processing.

Submit

Fields to be filled:

- First Name *
- Last Name *
- Middle Name
- Date of Birth *
- Drivers Lic. Number: 297001c
- Drivers Lic. State: NSW
- Drivers Lic. Class: C
- Drivers Lic. Expiry:
- Gender: Female
- Address:
- Town:
- State/Province:
- Post Code:

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.

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

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20-May-2013 12:48
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Submitted Employee John Smith

This employee has been submitted to the portal administrator for consideration.

After processing, there are 3 possible outcomes.

- 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.
- Rejected**
If the application is rejected you will be provided with a reason.

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.

Back

Registration

Profile

Portal Access

Uploads

Step 10

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

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