

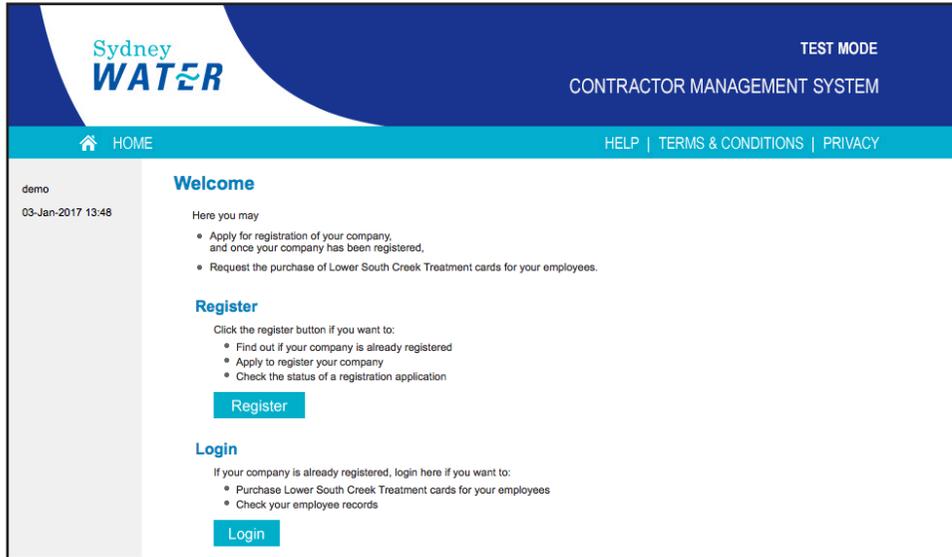


Sydney Water

Contractor Management System

User Guide for Registering Employees and Booking Inductions

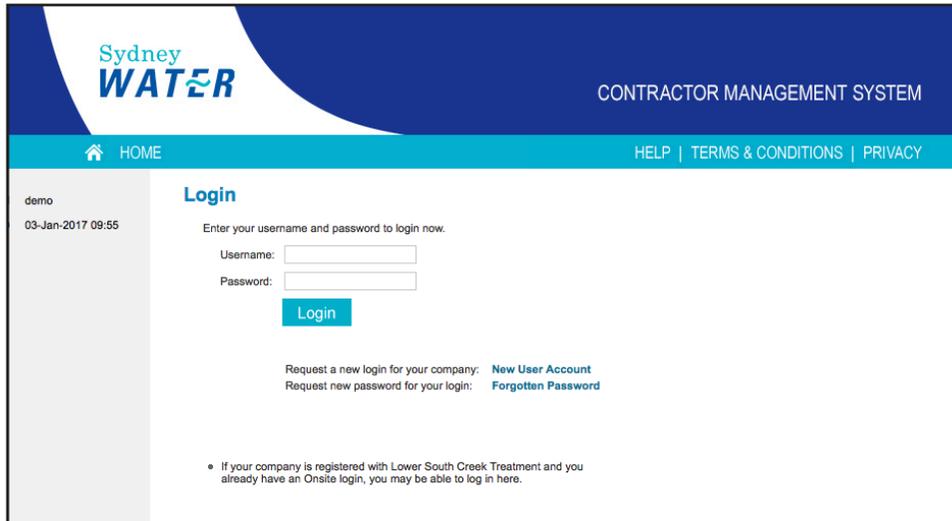
REGISTERING EMPLOYEES AND BOOKING INDUCTIONS



Step 1

Please go to <http://www.LSCTcontractors.com.au> and click on "Register/Login" in the top menu bar.

Once on the home page for the Sydney Water Contractor Management System, click "Login."



Step 2

Login to the Sydney Water Contractor Management System by entering the login details that were emailed to you during registration.

Australia Pegasus Pty Ltd

Compliance Subscription

Type:	LSCT Business Registration
Expires:	03 Jan 2018
Cost:	\$0 plus GST

Suspend your subscription if:

- You no longer work for ISCTContractors and
- You do not want to maintain your compliance data and
- You do not want to be contacted or receive expiry reminders in relation to it

Shopping Cart

Total Cost: Free

This subscription allows you to maintain your records so you may continue to use this portal.
Your portal use depends on the following compliance records being kept current.

Name	ID	Status	Expiry Date	Expires In	Renewal	Action
Insurance.Income Protection.Personnel Income Protection	168511	Current	04 Dec 17	334 days	May be renewed	renew
Insurance.Property,Public and/or Product Liability Insurance	168512	Current	04 Dec 17	334 days	May be renewed	renew

Welcome to your company's login area

From here you can manage employee roles and Company Relationships.

Manage Employee Data

Register employees and maintain roles.

View Employees

View details of your employees and their data.

Company Relationships

Your company relationships at Sydney Water.

Step 3

On the homepage select “Manage Employee Data.”

Employee Compliance

Description:	Lower South Creek Treatment Personal Compliance Roles
Requirements:	<ul style="list-style-type: none"> Subscription (included in Initial Registration) Role selection Photo upload File uploads
Registration:	Free initial registration and subscription
Subscription:	12 months duration Free Subscription Renewal

[Back](#)

Shopping Cart

Total Cost: Free

EMPLOYEES LIST

[Search](#)

*Enter a name fragment (blank for all) and click **search** to list your employees*

You can also select employees that have 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."

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

EMPLOYEES LIST

[Search](#)

*Enter a name fragment (blank for all) and click **search** to list your employees*

Found 0 matches

[Add Employee](#)

*Register **Employee** not yet in your employees list*

Step 5

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

Add Employee to Australia Pegasus Pty Ltd

Shopping Cart
Total Cost: Free

Please enter fields, upload files and then submit the data (* = mandatory)
On submit a Role Management registration will be commenced for this person

1. Fields

Current Data

Added By: Lauren Test

First Name: *

Middle Name:

Last Name: *

Date of Birth: * YY "dd mmm yy" or icon

Drivers Lic. Number:

Drivers Lic. State:

Drivers Lic. Class:

Drivers Lic. Expiry: YY "dd mmm 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: Please select ⌵

Historical Data Previous contact details

Phone:

Email:

Address:

Town:

State/Province:

Post Code:

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

Cancel
Save

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 a **Onsite Track Easy**
card will be purchased for this person.

Step 6

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

Continue Entry of Test Test

Shopping Cart
Total Cost: Free

Please enter fields, upload files and then submit the data (* = mandatory)
On submit a **Role Management registration** will be commenced for this person Employee Status: **Started**

1. Fields

Current Data

Added By: Lauren Test

First Name: *

Middle Name:

Last Name: *

Date of Birth: *

Drivers Lic. Number:

Drivers Lic. State:

Drivers Lic. Class:

2. Identification

No additional identification data is required.

3. Files

No file uploads are required.

4. Submit

Click submit to send the data for processing.

Step 7

Scroll back to the top and select "Submit."

Employee Compliance

Shopping Cart
Total Cost: Free

SELECTION

Action	Card?	Last Name	First Name	General	Roles	Files Done	Infos Done	Data Status
Process	no	Test	Test	✘				INCOMPLETE

✓ = Entered
 ✘ = Mandatory Not Entered
 ✘ = Optional Not Entered

Action: Click **'Process'** to continue an entry, and when complete, submit it or add it to the shopping cart.
 Each person requires **General entries**, then **File uploads**.

Click link to view role data requirements:
[Role Data Lookup](#)

Step 8

Select "Process."

REGISTERING EMPLOYEES AND BOOKING INDUCTIONS

PROCESSING : TEST TEST
(Registration, Subscription, Roles)

Back Submit Terminate

GENERAL*

Registration, Subscription, Roles

Select Roles **Mandatory; Requires valid selection**

Roles: (none)

Previous Roles: (none)

Communicate To: Lauren Test Name of person

Communicate By: Email

Email: lchock@pegasus.net.au

Mobile: in Australia

Declaration: I agree with the Terms & Conditions and Privacy menus

You must save these entries before you can proceed with the next step

Save

Step 9

Enter all information and click "Select Roles."

demo.onsitetrackeasy.com.au

Lower South Creek Treatment Portal Work Roles

Class: LSCTC

Tick all required roles and click Apply button at the bottom

<input type="checkbox"/>	Accountant
<input type="checkbox"/>	Boilermaker
<input type="checkbox"/>	Building Inspector
<input type="checkbox"/>	Carpenter
<input type="checkbox"/>	Commissioning Engineer
<input type="checkbox"/>	Communications Technician
<input type="checkbox"/>	Completions Engineer
<input type="checkbox"/>	Concrete Worker
<input type="checkbox"/>	Construction Superintendent
<input type="checkbox"/>	Contracts Manager
<input type="checkbox"/>	Crane Operator
<input type="checkbox"/>	Delivery Drivers
<input type="checkbox"/>	Diesel Mechanic
<input type="checkbox"/>	Document Controller
<input type="checkbox"/>	Electrical Fitter

Selected Roles

Apply

Step 10

Tick all relevant roles, then select "Apply."

To continue the registration process, once you have applied the roles, exit the pop up screen by clicking the cross in the top corner of the window.

FILES hide files

File1: * Photo
X **Mandatory Cardholder Photo**
 Head and shoulders well lit photo taken from the front with a plain background. 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 a photo of this employee

File2: * Whitecard (Construction Induction)
X **OH&S-WHS.Govt Licence/Authority,WhiteCard**
Mandatory for Roles: Accountant
 Please upload a copy of your Whitecard. Name on card to match the applicants registered name. OHS Construction Induction to be listed. To be issued by Workcover/ Safework / Worksafe NSW.
Please upload a single file

File3: Drivers Licence (Class C)
X **Driver.Licence.C Motor Vehicle**
 Optional for Roles: Accountant
 Please upload a copy of your C Class Drivers Licence. Name on licence must match the name registered. Photo is to match. Class C to be listed. Must be current. Must be issued by state authority. Australian Licences only - international licences will not be accepted. Must be in colour. Scanned document must be clearly legible.
Optional single file upload

Step 11

Upload all required documents by selecting "Upload."

 **Upload File for Test Test**

Verified doc

The file you upload here is classified as a *Verified doc*, which means:

- it must be an **official document** that genuinely represents the description below
- it must clearly contain the **name of the person** shown above
- if it contains an **issue or expiry date** you must enter them in the fields below

If any requirement is not met, the upload and cardholder compliance will be rejected!
 If you have any questions contact the portal administrator listed on the help menu.

Description: **Whitecard (Construction Induction)**
 Maximum Size: 2 Mb
 Requirement: Please upload a copy of your Whitecard. Name on card to match the applicants registered name. OHS Construction Induction to be listed. To be issued by Workcover/ Safework / Worksafe NSW.

File to Upload: * no file selected Browse to select file for upload

Name: * Friendly name for this file after upload

Issue Date: blank if none (must match upload file) Enter issue date as "dd mmm yy" or click calendar icon

Expiry Date: blank if none (must match upload file) Enter expiry date as "dd mmm yy" or click calendar icon

Comment:

Status:

Step 12

To upload the file from your computer, select "Choose File."
 Enter all required information, then select "Upload."

Upload Photo of Test Test

Description: **Photo**
Maximum Size: 2 Mb
Requirement: Head and shoulders well lit photo taken from the front with a plain background. 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 13

Once you have uploaded the employee's photo, you will be redirected to crop the photo.

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



Step 14

Use the instructions on the right of the web page to crop the image. While clicking, drag your cursor over the image to create the selection box. Use the Final Photo box on the right of the page to direct you.

REGISTERING EMPLOYEES AND BOOKING INDUCTIONS

TRAINING hide training

Bookings

*The following table lists the training required for this employee's role selections. All **Auto-Booked** training will automatically be booked and added to the shopping cart when you submit this persons application.*

Course	Training Status	Access	Cost	GST	Required By Roles	History	Reason Unavailable	Book
SW Riverstone Site Induction	OPTIONAL	Approved	\$0.00	\$0.00	1			Book
SW Contractor General Induction	OUTSTANDING	Approved	\$0.00	\$0.00	1			Book
ADAPT Construction General Induction	OPTIONAL	Approved	\$0.00	\$0.00	1			Book

Required By Roles Legend

1 Accountant

Training Declaration

I agree to purchase any outstanding training listed above for this employee and that they will undertake this training within a reasonable time frame.

Cancel
Save

Step 15

Select "Book" for the training event that you wish to book your employee into.

Book Training for Australia Pegasus Pty Ltd Shopping Cart
Total Cost: Free

AVAILABLE COURSES Sort by: Course

Click course name to view extra details or make a new booking.
All bookings must be paid for with a Credit Card.

Classroom Courses

Here are all open classes scheduled for January 2017 (change month to see other schedules)

Student numbers are limited. The **Avail** column shows how many places are left in each session.

Course	Course #	Date	Time	Duration	Capacity	Att'ees	Avail	Cost	GST	Files	Infos	Venue
Book	50204	Mon 16 Jan 2017	7:30 am	30 Minutes	25	3	22	\$0.00	\$0.00	none	none	Riverstone Administration Building Conference Room

* Indicates course cost is paid for by the site.

Back

Step 16

Choose the month from the dropdown to see the available course times. Select "Book" to book into the training course.

REGISTERING EMPLOYEES AND BOOKING INDUCTIONS

TRAINING hide training

Bookings
The following table lists the training required for this employee's role selections. All Auto-Booked training will automatically be booked and added to the shopping cart when you submit this persons application.

Course	Training Status	Access	Cost	GST	Required By Roles	History	Reason Unavailable	Book
SW Riverstone Site Induction	OPTIONAL	Approved	\$0.00	\$0.00	1			Book
ADAPT Construction General Induction	OPTIONAL	Approved	\$0.00	\$0.00	1			Book
SW Contractor General Induction	PENDING	Approved	\$0.00	\$0.00	1	CURRENT PURCHASE	Pending booking purchase in shopping cart	Remove

Required By Roles Legend
 1 Accountant

Training Declaration
 I agree to purchase any outstanding training listed above for this employee and that they will undertake this training within a reasonable time frame.

Step 17

The training status will change to "Pending."

Tick to agree to the declaration, then select "Save."

Registration, Subscription, Roles

Shopping Cart		
Name	Quantity	Cost
SW Contractor General Induction	1	Free
Review		Total Cost: Free

SELECTION

Action	Card?	Last Name	First Name	General	Roles	Files Done	Infos Done	Data Status
Processing ▶	no	Test	Test	✓	Accountant	2 of 2 ✓	0 of 0 ✓	COMPLETE

✓ = Entered ✗ = Mandatory Not Entered ✕ = Optional Not Entered

Click link to view role data requirements:
[Role Data Lookup](#)

PROCESSING: TEST TEST
 (Registration, Subscription, Roles)

Step 18

Scroll to the top of the page, then select "Submit."

You will be redirected to the checkout process to finalise this booking.

Checkout Shopping Cart

Company:	Australia Pegasus Pty Ltd
User:	Lauren Test

Order Successful

- 1 person has been **booked into training**.
- 1 Employee Compliance has been submitted.

Receipt

- Thank you for your order. Below is the 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
309806	\$0.00	FREE	Download

[Logout](#) [Continue](#)

Step 19

Select "Continue" to be redirected to the homepage of the system, or select "Logout" to logout.



For questions or assistance please call 1300 305 072
or email lsct@pegasus.net.au