



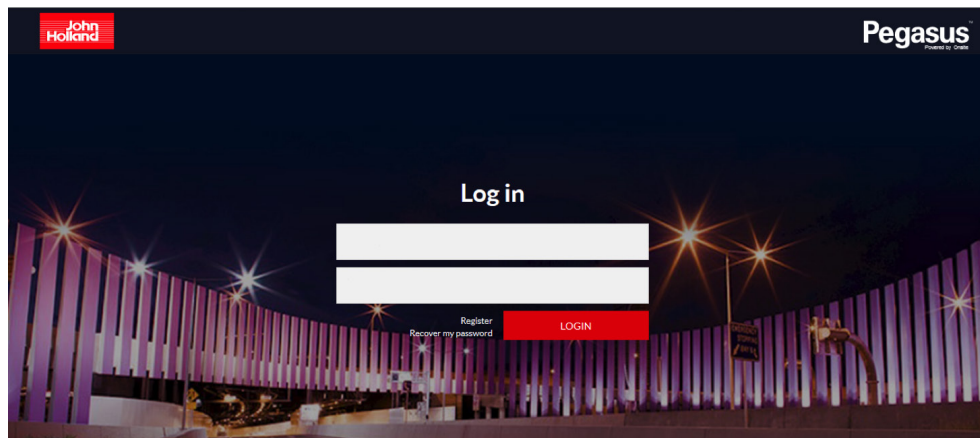
John Holland

Contractor Management System

User Guide for Employee Registration

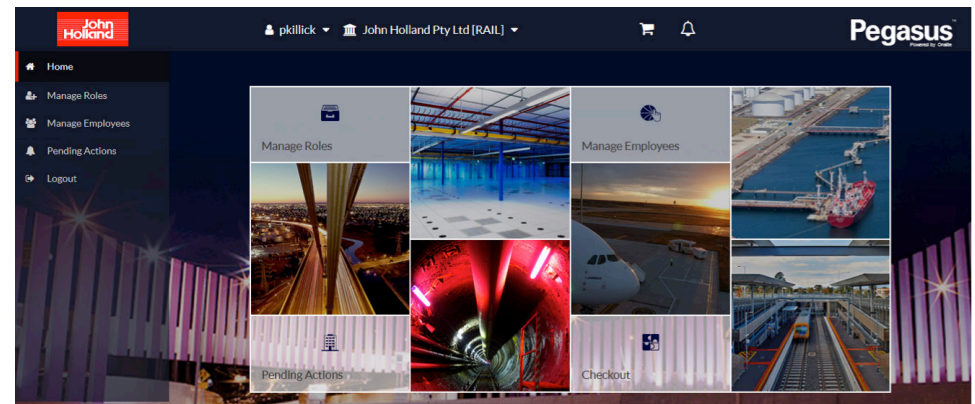
John Holland Contractor Management System

Please follow this step-by-step guide to register employees and assign roles in the John Holland Contractor Management System.



Step 1

Please go to <https://johnholland.poweredbyonsite.com> and login to the Companies roles portal using the login details you nominated during registration.



Step 2

From the home dashboard, select “Manage Roles.”

REGISTERING YOUR EMPLOYEES AND ADDING ROLES

The screenshot shows the Pegasus HR system interface. The top navigation bar includes the John Holland logo, user 'pkillick', company 'John Holland Pty Ltd [RAIL]', and the Pegasus logo. The left sidebar contains links for Home, Manage Roles, Manage Employees, Pending Actions, and Logout. The main content area is titled 'Dashboard / Employees' and is split into two columns: 'Employees Available' and 'Employees Selected'. The 'Employees Available' column has a red 'ADD NEW EMPLOYEE +' button and a list of two employee cards, each with a red 'x' icon and a right arrow. The 'Employees Selected' column has a search bar and a message: 'Please select employees from the employees available list'. A red 'CHECKOUT' button is at the bottom right.

Step 3

Search for your employee by entering the person's first or last name, when you see the person in the list click on their name to expand their profile.

If you don't find your employee, select "Add New Employee."

The screenshot shows the 'Personal Information' form. It has a section for 'Card Shipping Address' with a 'Type:' dropdown and a 'Communicate to:' dropdown. Below this is an 'Edit Card Shipping Address' section with three input fields: 'Attention to *', 'Address *', and 'Town/City *'. To the right of these fields are three red buttons: 'PERSON', 'COMPANY', and 'CLEAR'.

Step 4

When entering a new employee, provide the personal information, then select "Save."

If the employee exists in the system, you will be prompted to confirm their personal information and provide any missing and mandatory information.

Please Note: the email address entered against the employee is the email address that will receive online training invitations, so please provide the employee's email address.

REGISTERING YOUR EMPLOYEES AND ADDING ROLES



Dashboard / Employees

Employees Available



Select employees to add to action list

stewart

ADD NEW EMPLOYEE +

>



 

>

Employees Selected

These are the employees you will action

Search

  Select

CONTINUE

CHECKOUT

Step 5

Once you have confirmed these details, select “Continue” to add the role.

REGISTERING YOUR EMPLOYEES AND ADDING ROLES

The screenshot shows a web interface titled "Roles for" with a light blue header. Below the header is a search bar labeled "Search". The main area is a large white rectangle. At the bottom, there is a grey button labeled "Back to Selected Employees" and a red button labeled "ADD NEW ROLE".

Step 6

Select "Add New Role."


The screenshot shows a web interface titled "Add New Roles" with a dark grey header. Below the header is a search bar labeled "Search". Below the search bar, there are two role suggestions: "Mernda Worker 1" and "North Western Program Alliance Worker". At the bottom, there is a red button labeled "ADD NEW ROLE".

Step 7

Select the role you wish to add to the employee, then select "Add # Roles."

REGISTERING YOUR EMPLOYEES AND ADDING ROLES

Roles for



Search

Mernda Worker 1

Back to Selected Employees

ADD NEW ROLE

Competencies for

Role Mernda Worker 1

Search

Expand All | Collapse All

MANDATORY 4/5

OH&S-WHS.Certificate.Work Safely in the construction industry (CPCCOHS1001A)

Generic.Familiarisation.Mernda Face-to-Face Familiarisation

Generic.InductionFOUNDATIONS of HSE

Project.Induction.Mernda Rail Extension Online Induction

Step 8

You will now be required to upload any required documentation for the role.

Click on the first competency to begin the supplying your documentation.

Competencies for

Role Mernda Worker 1

Search

Expand All | Collapse All

MANDATORY 4/5

OH&S-WHS.Certificate.Work Safely in the construction industry (CPCCOHS1001A)

Generic.Familiarisation.Mernda Face-to-Face Familiarisation

Generic.InductionFOUNDATIONS of HSE

Project.Induction.Mernda Rail Extension Online Induction

Photo

OPTIONAL 0/1

Back to Employee Roles

Competency

OH&S-WHS.Certificate.Work Safely in the construction industry (CPCCOHS1001A)

Select evidence for: OH&S-WHS.Certificate.Work Safely in the construction industry (CPCCOHS1001A)

Select or Upload Document

Save & Next

Step 9

Click “Select or Upload Document”

REGISTERING YOUR EMPLOYEES AND ADDING ROLES

Step 10

Select “Upload New Document” when the Document Library appears. Locate and upload the document from your computer

The selected document/s will now display in the Document Library. Select the document that you are uploading against the competency. Select the relevant page/s, then click “Select # document/s.”

Step 11

Enter the document information, then select “Save & Next.”

REGISTERING YOUR EMPLOYEES AND ADDING ROLES

Competencies for [Redacted]
Role North Western Program Alliance Worker

Search

Expand All | Collapse All

MANDATORY 1/5

- Generic.InductionFOUNDATIONS of HSE Certificate
- Generic.Induction.Global Mandatory Requirements Certificate
- I confirm that this employee holds a current Rail Industry Worker Card and is assigned and compliant in both the Around the Track Personnel - National and MTM - Operators roles.**
- Photo
- Project.Induction.North Western Program Alliance Project Induction (NWPA)

Back to Employee Roles

Question

I confirm that this employee holds a current Rail Industry Worker Card and is assigned and compliant in both the Around the Track Personnel - National and MTM - Operators roles.

☒ Yes

Save & Next

Step 12

Some sections may require you to answer a question. In this case, tick the appropriate response and select “Save and Next.”

Competencies for [Redacted]
Role Mernda Worker 1

Search

Expand All | Collapse All

MANDATORY 5/5

- OH&S-WHS.Certificate.Work Safely in the construction industry (CPCCOHS1001A)
- Generic.Familiarisation.Mernda Face-to-Face Familiarisation**
- Generic.Induction.FOUNDATIONS of HSE
- Project.Induction.Mernda Rail Extension Online Induction
- Photo

OPTIONAL 0/1

Back to Employee Roles

Competency
Generic.Familiarisation.Mernda Face-to-Face Familiarisation

Once the application is submitted the employee will be enrolled into our online training platform. Please ensure they check their email for instructions.

☒ Enroll in required courses for competency?

Next Checkout

Step 13

If a competency is issued via training, tick to “Enroll in required courses for competency,” then select “Next” or “Checkout.”

REGISTERING YOUR EMPLOYEES AND ADDING ROLES

Dashboard / Employees / Selected Employees / Roles / Competencies / Upload

Competencies for Daniel Wilson

Role Mernda Worker 1

Search

Expand All | Collapse All

MANDATORY 3/5

- OH&S-WHS.Certificate.Work Safely in the construction industry (CPCCOHS1001A)
- Photo**
- Generic.Familiarisation.Mernda Face-to-Face Familiarisation
- Generic.InductionFOUNDATIONS of HSE
- Project.Induction.Mernda Rail Extension Online Induction

Competency

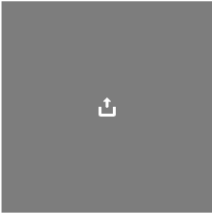


Photo Upload

Upload

Save & Next

Step 14

Enter the document information, then select “Save & Next.”

REGISTERING YOUR EMPLOYEES AND ADDING ROLES

Dashboard / Employees / Selected Employees / Roles / Competencies / Upload

Competencies for Daniel Wilson

Role Mernda Worker 1

Search

Expand All | Collapse All

MANDATORY 3/5

- OH&S-WHS.Certificate.Work Safely in the construction industry (CPCCOHS1001A)
- Photo**
- Generic.Familiarisation.Mernda Face-to-Face Familiarisation
- Generic.InductionFOUNDATIONS of HSE
- Project.Induction.Mernda Rail Extension Online Induction

OPTIONAL 0/1

- First Aid.Certificate.First Aid

Back to Employee Roles

Competency

Photo Upload

Upload

Save & Next

Step 15

To upload a photo to your employee's profile, select "Upload."

Dashboard / Employees / Selected Employees / Roles / Competencies / Upload

Competencies for Daniel Wilson

Role Mernda Worker 1

Search

Expand All | Collapse All

MANDATORY 3/5

- OH&S-WHS.Certificate.Work Safely in the construction industry (CPCCOHS1001A)
- Photo**
- Generic.Familiarisation.Mernda Face-to-Face Familiarisation
- Generic.InductionFOUNDATIONS of HSE
- Project.Induction.Mernda Rail Extension Online Induction

OPTIONAL 0/1

- First Aid.Certificate.First Aid

Back to Employee Roles

Competency

Photo Upload

Done ✓

Cancel Save Save & Next

Step 16

Crop the photo, then select "Done" and "Save & Next."

REGISTERING YOUR EMPLOYEES AND ADDING ROLES

Employees Available

Select employees to add to action list

stew

ADD NEW EMPLOYEE +

Employees Selected

These are the employees you will action

Search

Select

CONTINUE

CHECKOUT

Step 17

You may now complete the same process for other employees. or you can checkout and finalise the payment process.

Once you have added the role to the employees, select “Checkout.”

pkillick John Holland Pty Ltd [RAIL]

Pegasus

Home
Manage Roles
Manage Employees
Pending Actions
Logout

Dashboard / Checkout

Shopping Cart

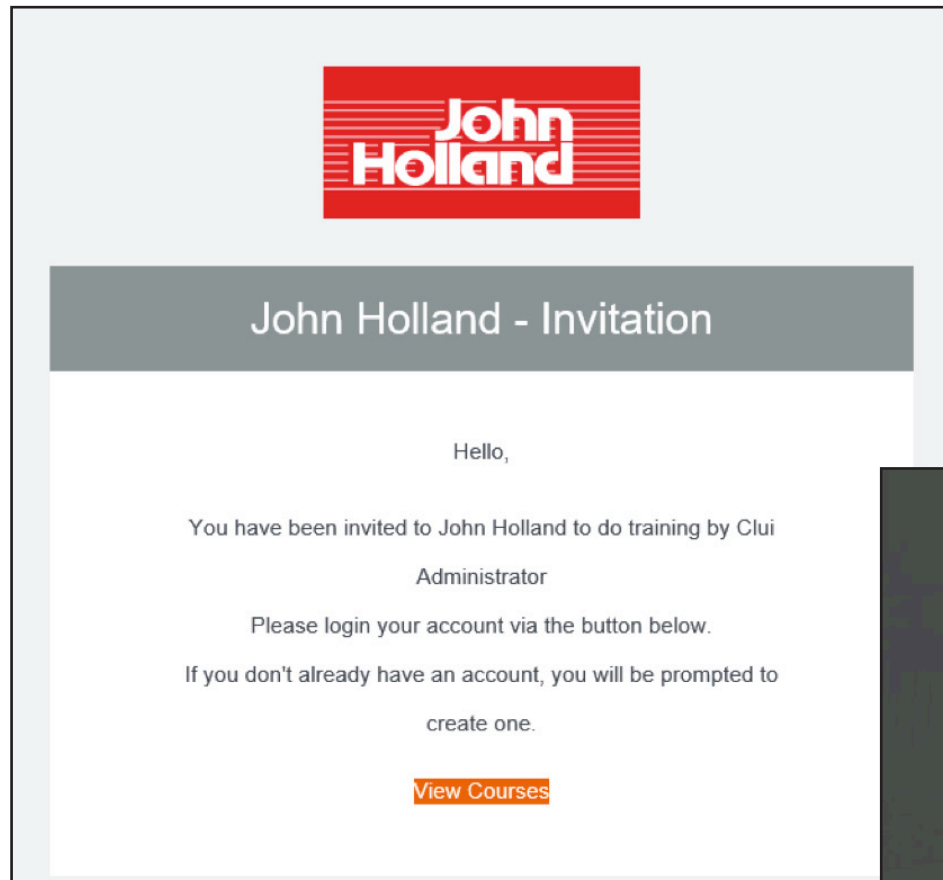
Item No.	Item	Details	Quantity	Price/unit	Total
JHG001	Training Enrollments		3	\$10.00	\$30.00
JHG001	Mernda Rail Extension Online Induction for Shaun Stewart	Edit	1	\$10.00	Remove
JHG001	Mernda Project: Face to Face Induction for Shaun Stewart	Edit	1	\$10.00	Remove
JHG001	for Shaun Stewart	Edit	1	\$10.00	Remove
Subtotal:				\$30.00	
Tax (10%):				\$3.00	
Total:				\$33.00	

PayPal / Credit Card
Purchase Order
Checkout \$

Back

Step 18

Review the items in your shopping cart, before selecting your payment preference then “Checkout.”



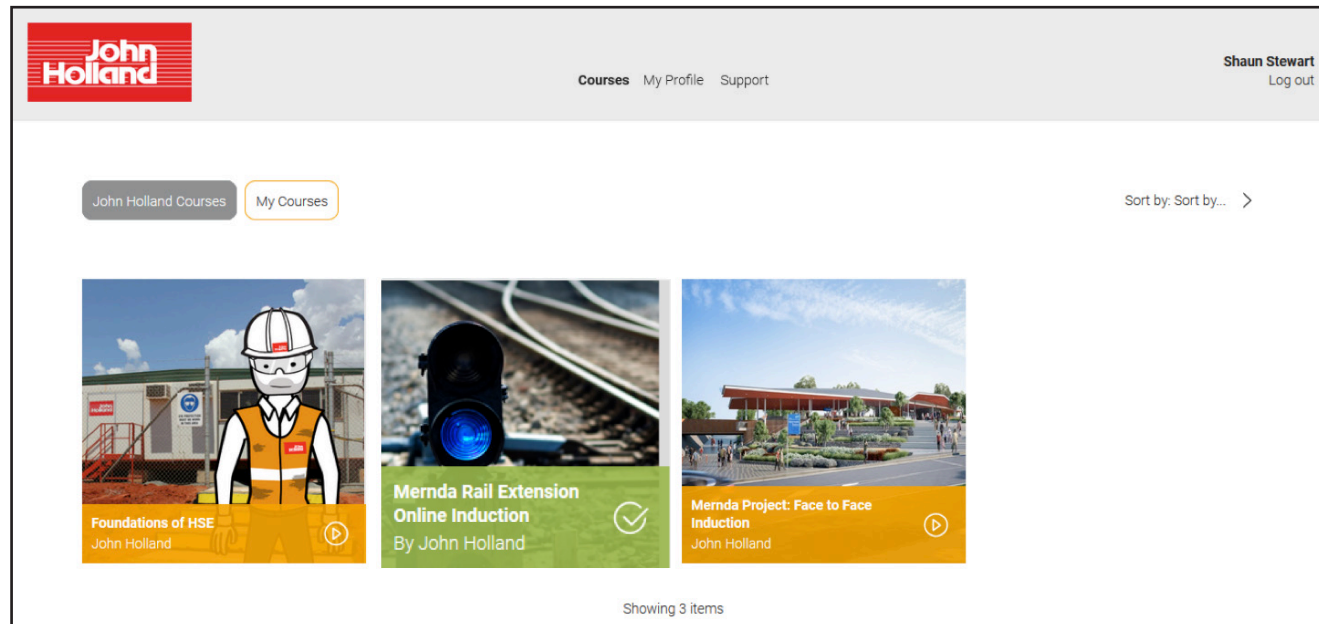
Step 19

Individual contractors that have been enrolled in training courses by their administrator will need to create an e-Learning account. The worker/s will receive an email that contains links to the e-Learning platform.

If the contractor/s already have an Onsite login, they can set up their e-Learning account using the same username and password.

The screenshot shows a dark-themed form titled "Accept Invitation". It contains several input fields: "First Name" with the value "Shaun", "Last Name" with the value "Stewart", and "ONSITE-1245196". Below these is a field labeled "Create a new password". At the bottom, there is a checkbox that is checked, followed by the text "Accept [Terms and Conditions](#) and [Privacy Policy](#)". A large orange button labeled "Continue" is at the very bottom.

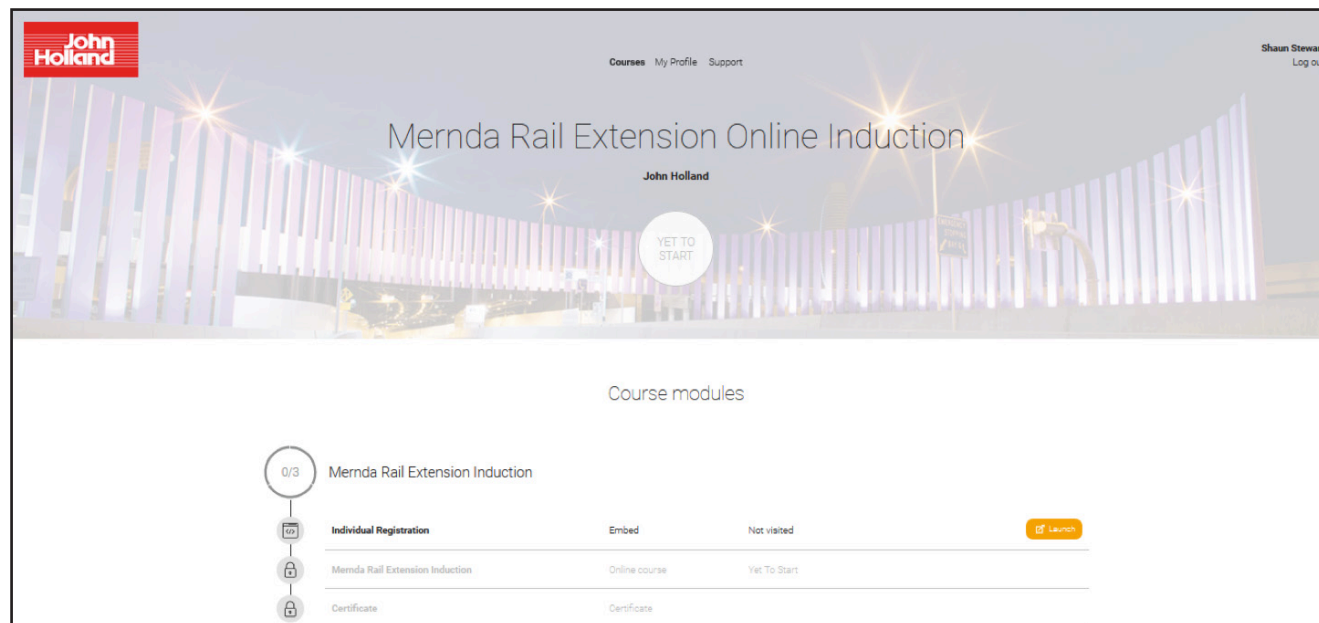
REGISTERING YOUR EMPLOYEES AND ADDING ROLES



Step 20

Once the contractor has logged into the e-Learning platform, the list of courses they are required to complete will be visible.

Click on the course to begin. The yellow tile status indicates that the course is outstanding, once the course has been successfully completed it will become green.



Step 21

On beginning a training course, a summary will appear.

You may be required to complete a Social Responsibility or Individual questionnaire. If you are presented with one, select "Launch."

Please note, the course modules have a dependency requirement. You must complete each section in order and will not be able to access the next section until you have met the course module requirements.

REGISTERING YOUR EMPLOYEES AND ADDING ROLES

Individual Registration

John Holland Mernda Project - Individual Registration

Congratulations on joining the Mernda Rail Extension Project.

Before commencing the online Induction requirements, we would appreciate it if you could answer the following questions to capture your personal details and to assist us in supporting your safety, training and education while on the project.

Some of this information is being captured so we can comply with reporting requirements and will be treated in complete confidence, ensuring your anonymity at all times.

Thanks for taking the time to complete this and welcome to the team.

Acknowledgement

By completing this registration process, I understand that the information I provide will be utilised by the project or head contractor to provide mandatory statistical reporting to the client and government representatives. *

Step 22

If you have completed a questionnaire and you have not been automatically redirected to the course module dashboard, select “Exit.”

Course modules

1/3

Mernda Rail Extension Induction

✓	Individual Registration	Embed	Visited
🖥️	Mernda Rail Extension Induction	Online course	Yet To Start Launch
🔒	Certificate	Certificate	

Step 23

Select “Launch.”

To complete a training course you must have Adobe Flash installed.

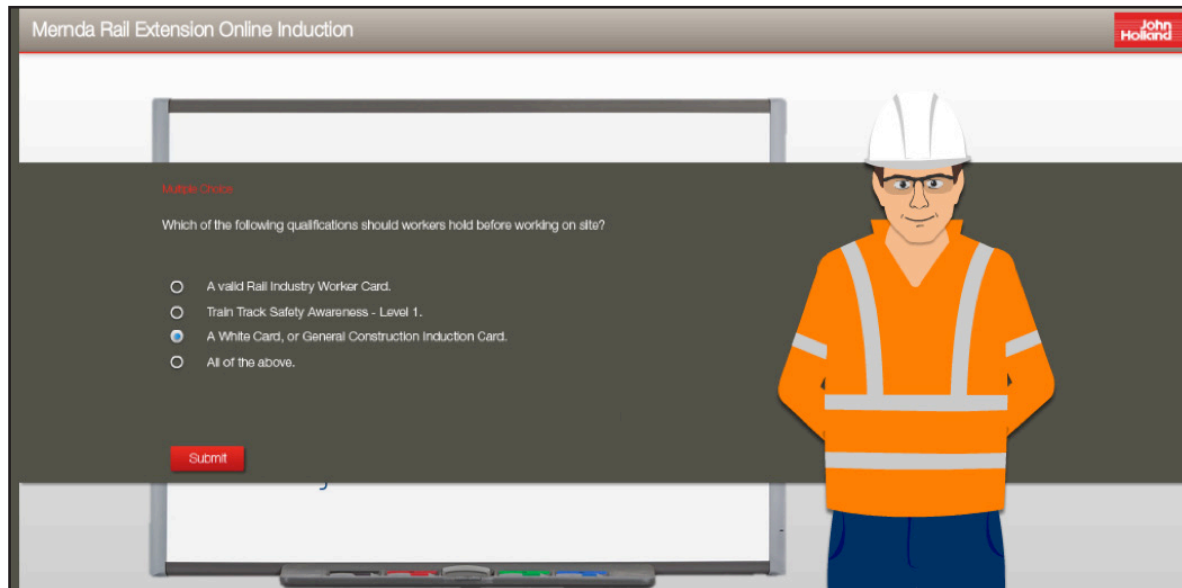
In the latest versions of some browsers, Flash is restricted.

Issues that may arise if Flash is not installed or supported can include:

- Grey screen displays when the second module of this induction launches
- Some PCs automatically update to the latest browser version. This can cause fire wall restrictions to block access to Flash.

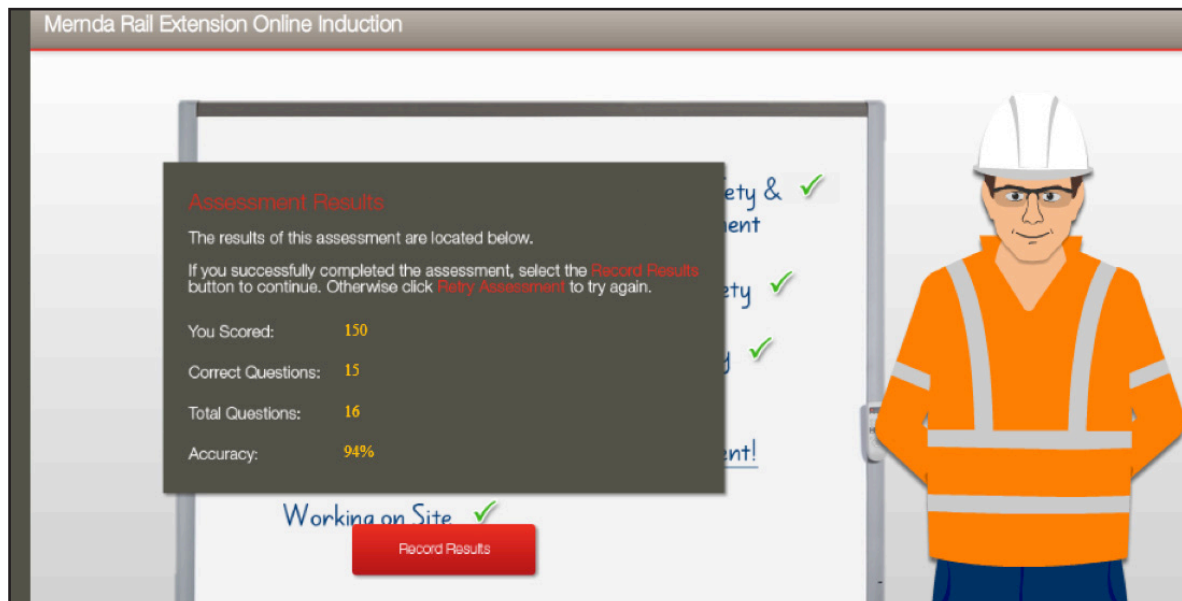
Please note, Flash is not supported on Apple products like iPads and iPhones.

REGISTERING YOUR EMPLOYEES AND ADDING ROLES



Step 24

Progress through the course, reading the information and answering the questions.

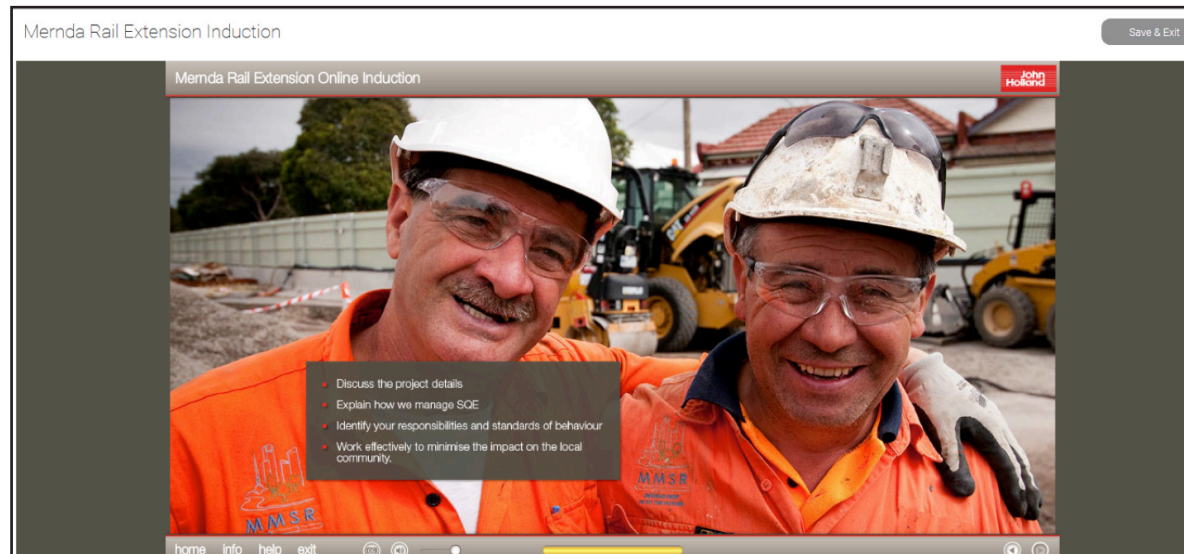


Step 25

Once the assessment has been completed, the results will be displayed.

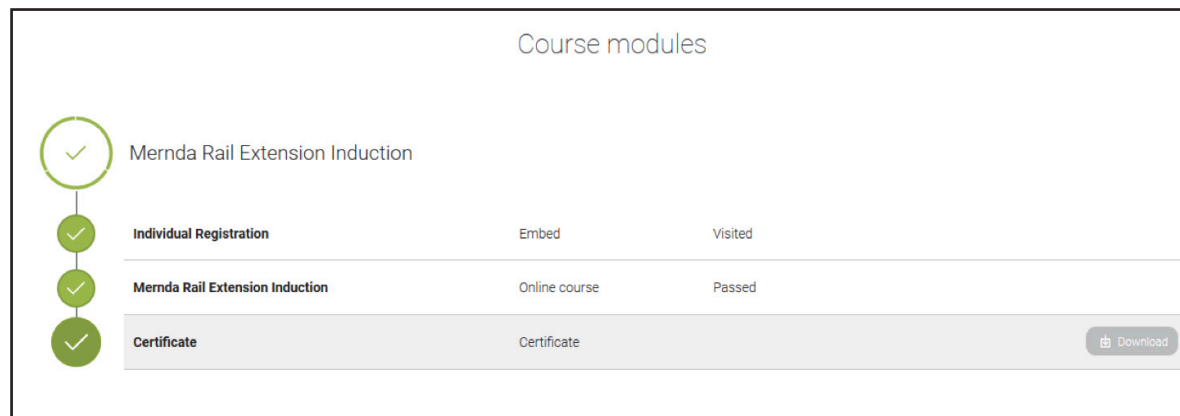
Once you have completed the course, select "Save & Exit."

REGISTERING YOUR EMPLOYEES AND ADDING ROLES



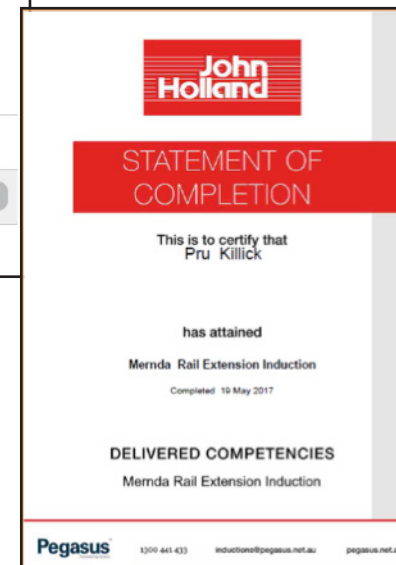
Step 26

Once you have completed the course, select "Save & Exit."



Step 27

View the course summary and download the course certificate from the individual's profile.



REGISTERING YOUR EMPLOYEES AND ADDING ROLES

Select session - Mernda Project: Face to Face Induction

Please select from the available dates below.

Events

Mernda Project: Face to Face Induction
1 date available

May 2017

22 May 2017

Mernda Project: Face to Face Induction
Epping
Time: 07:00 - 08:00
Location: 323 McDonalds Road
Epping VIC 3076
Available seats: Unlimited

Select

Back Skip

Step 28

If you have classroom training courses to book, available dates will display as a yellow circle. Click the date you wish to book into, then select “Submit”.

Select session - Mernda Project: Face to Face Induction

Please select from the available dates below.

Events

Mernda Project: Face to Face Induction
1 date available

May 2017

22 May 2017

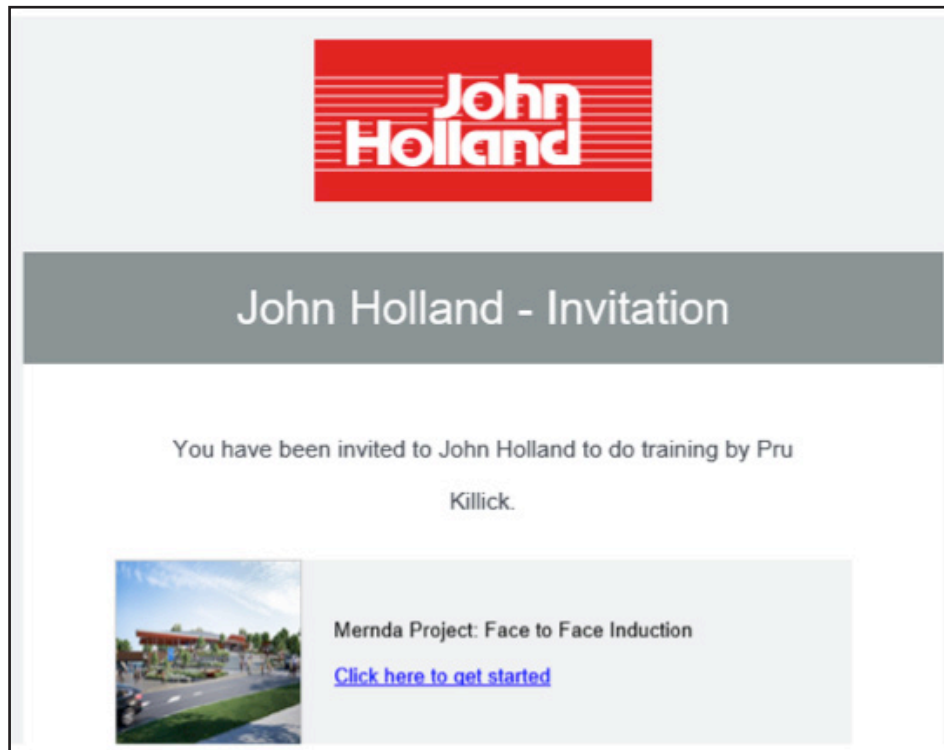
Mernda Project: Face to Face Induction
Epping Selected
Time: 07:00 - 08:00
Location: 323 McDonalds Road
Epping VIC 3076
Available seats: Unlimited

Select

Back Submit

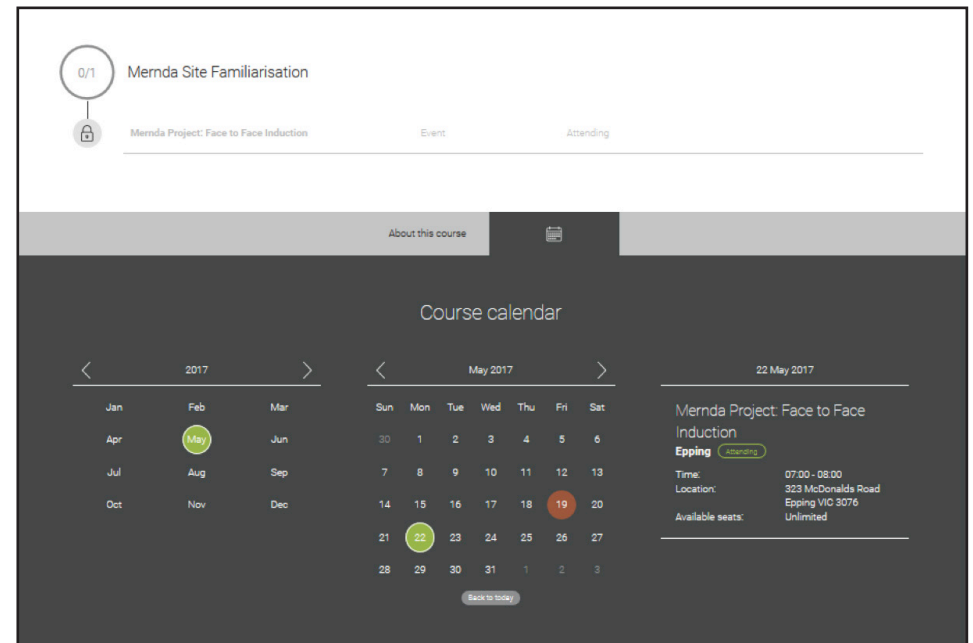
Step 29

The date will display as green once it you have confirmed it. Next, select “Submit.”



Step 30

Confirmation of the face to face course date will be received by email.



Step 31

Clicking the link in the confirmation email will take the individual to the event detail, to review the event detail click on the calendar icon

This event will display as locked until verified by site administration once the course has been attended and successfully completed.



For questions or assistance please call 1300 777 245
or email johnholland@pegasus.net.au