Pegasus™
Powered by Onsite

ONSITE TRACK EASY

Yancoal Contractor Management Portal
Portal User Guide: Employee Registration and Induction Bookings

CONTENTS

Navigate to the Yancoal Contractor Management Portal 3
Log in for existing Onsite Track Easy Users 4
Register your Employees and Book Inductions 6
Book an additional induction for an employee that is already registered 19

WHERE CAN I FIND HELP?

Pegasus Safety	1300 663 816
	yancoalsafetycompliance@pegasus.net.au
Yancoal Contractor Information Website	www.yancoalcontractors.com.au

NAVIGATE TO THE YANCOAL CONTRACTOR MANAGEMENT PORTAL

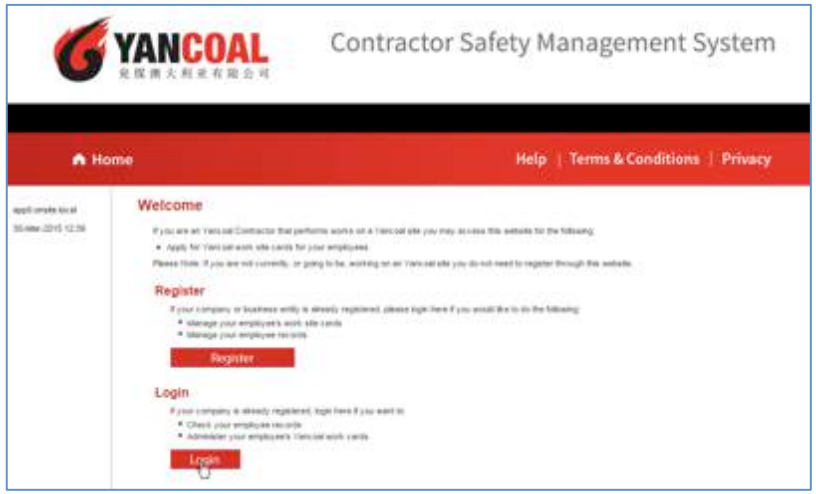
a. Navigate to the Yancoal Contractor Management Portal by entering the following URL into your web browser:

   https://secure.onsitetrackeasy.com.au/portal/yancoal

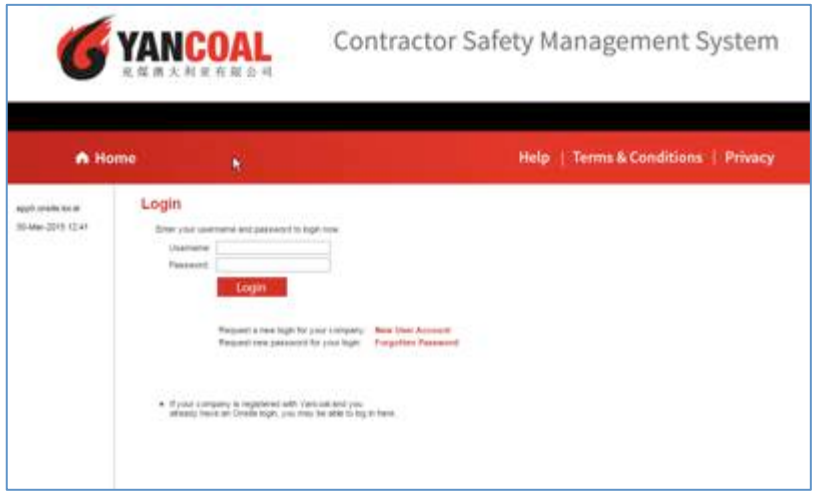
   The Yancoal Portal Log-in screen will be presented.

LOG IN FOR EXISTING ONSITE TRACK EASY USERS

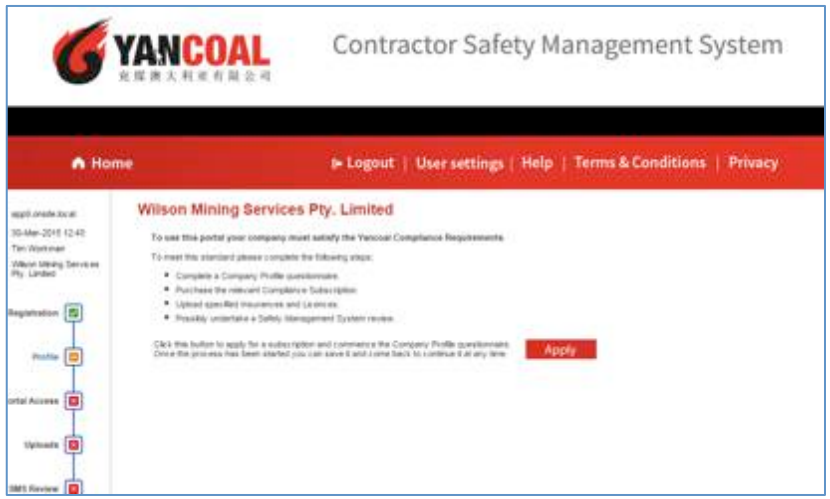
a. If your company has an existing subscription to Onsite Track Easy, click on the Login button.



b. Enter your company's Onsite Track Easy username and password (your username and password will be recognised in the Yancoal portal)

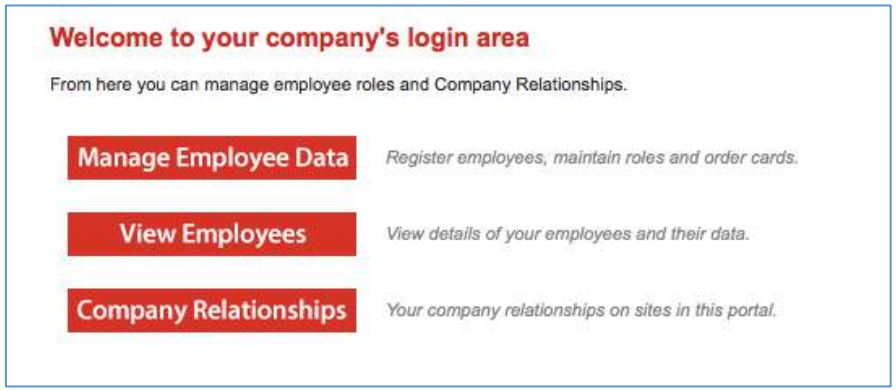


c. Your company will be recognised and you are ready to complete the registration process by clicking on the Apply button.



REGISTERING EMPLOYEES & BOOKING INDUCTIONS

a. From your company's home page, click on the **Manage Employee Data** button.



b. Click on the **Search** button to return a list of all the employees for your company that the Onsite system knows about. For employees with existing Onsite Track Easy cards or for employees with existing current inductions, basic employee data will already be loaded into the system.

   If the system does not return the employee that you're wishing to register, click on the **Add Employee** button.

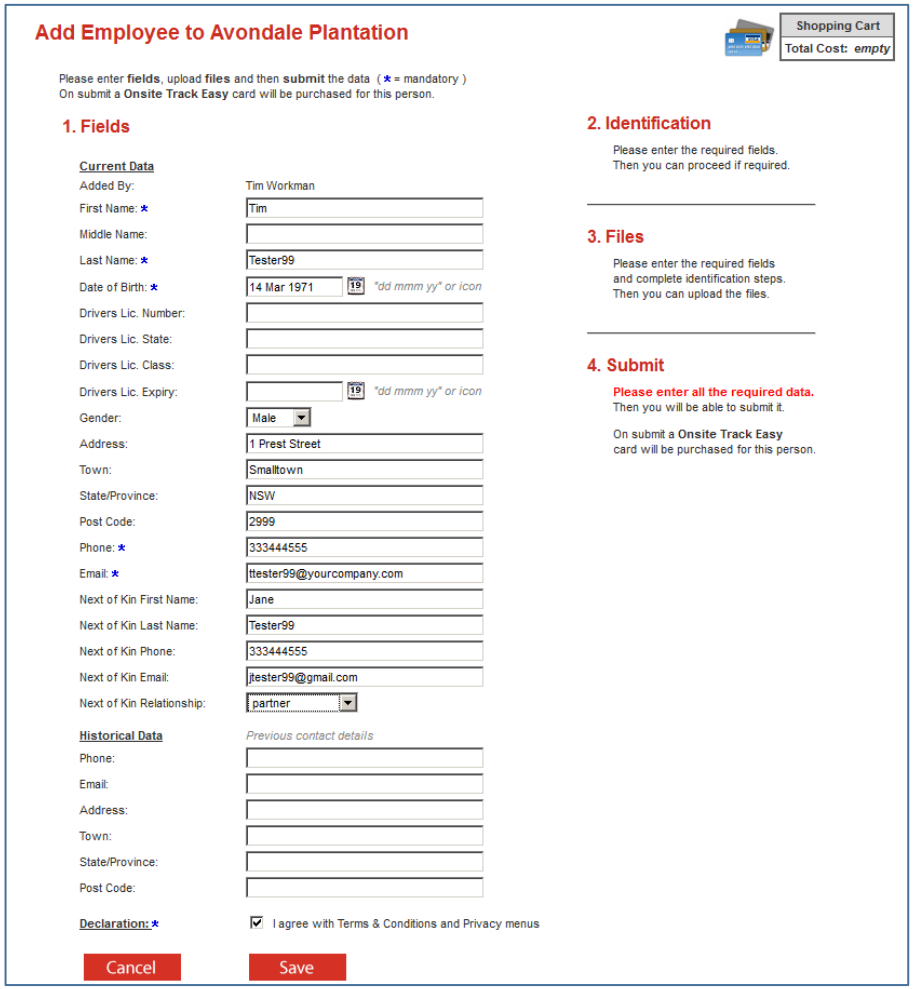
c. Complete the individual details form noting the following:

Mandatory Fields:

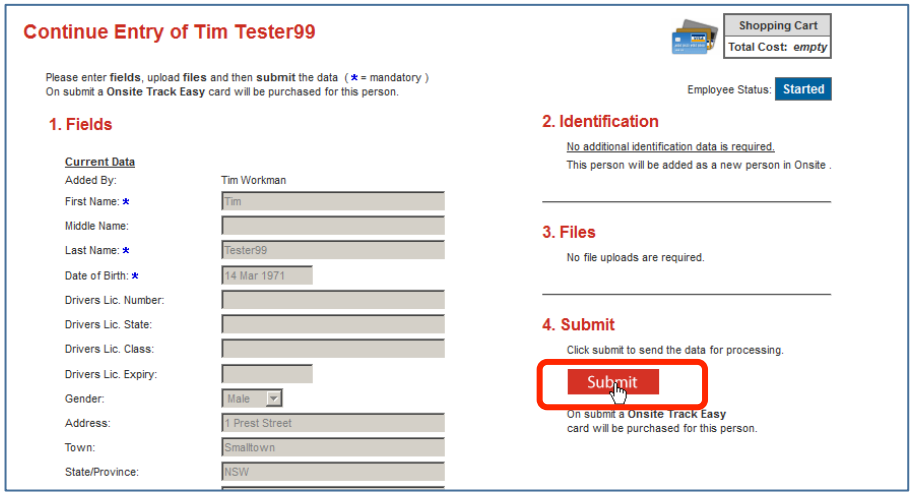
- First Name
- Last Name
- Date of Birth
- Gender
- Address details
- Next of Kin details

When complete, click in the box to agree with the terms and conditions and click on the Save button.

Note: *Terms and Conditions are available at the link at the top of the page*

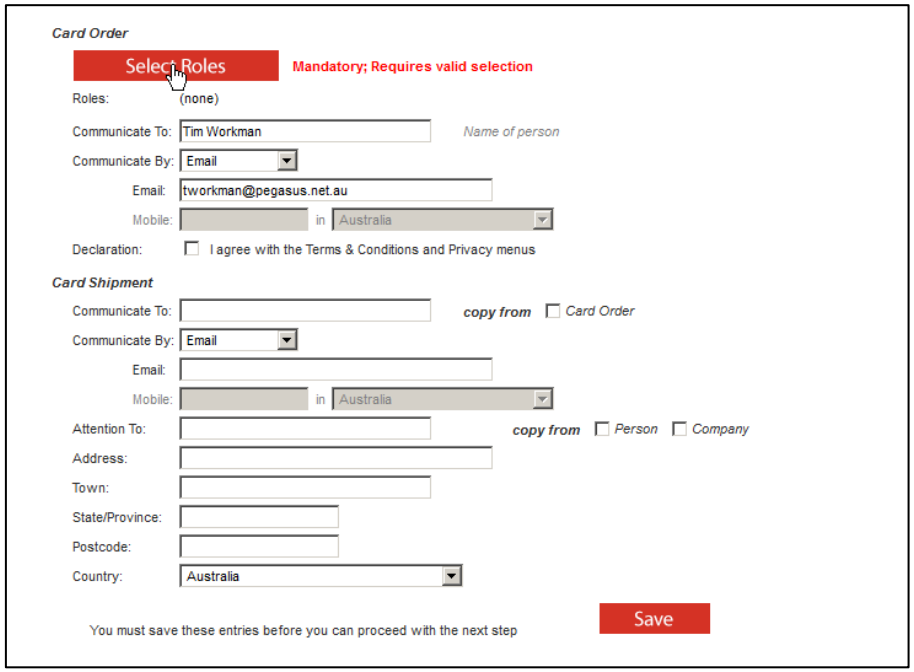


d. Enter the employee details and click the Submit button.



e. Your employee's registration status will appear with a data status of incomplete. Click on the **processing** link to select a role and continue with the registration process

f. Click on the Select Roles button to select which roles this employee will be carrying out on Yancoal sites

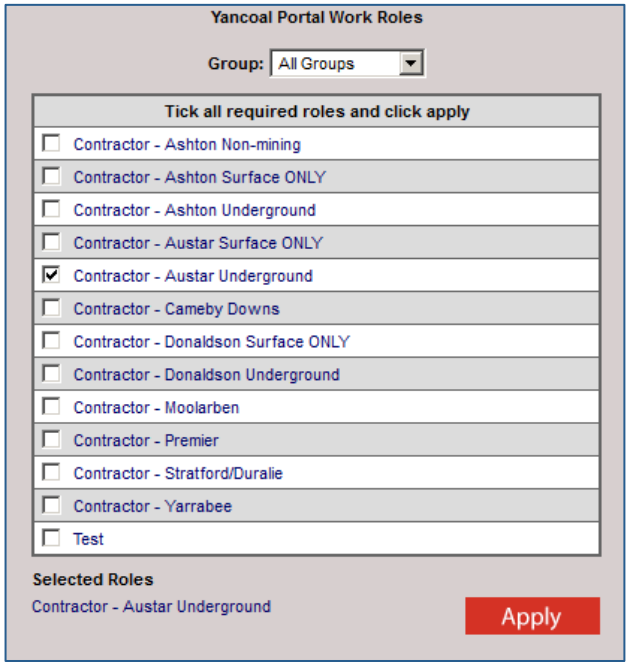


g. You can select one or more roles from the list that appears ion the pop-up dialogue box.

Note: If you select an underground role at any site, this automatically includes the requirements for a surface worker at the same site. i.e you do not have to select ***Contractor – Austar Surface ONLY*** and ***Contractor Austar Underground*** for the same employee.

Contractor – Austar Underground will automatically include the requirements for Contractor – Austar Surface ONLY.

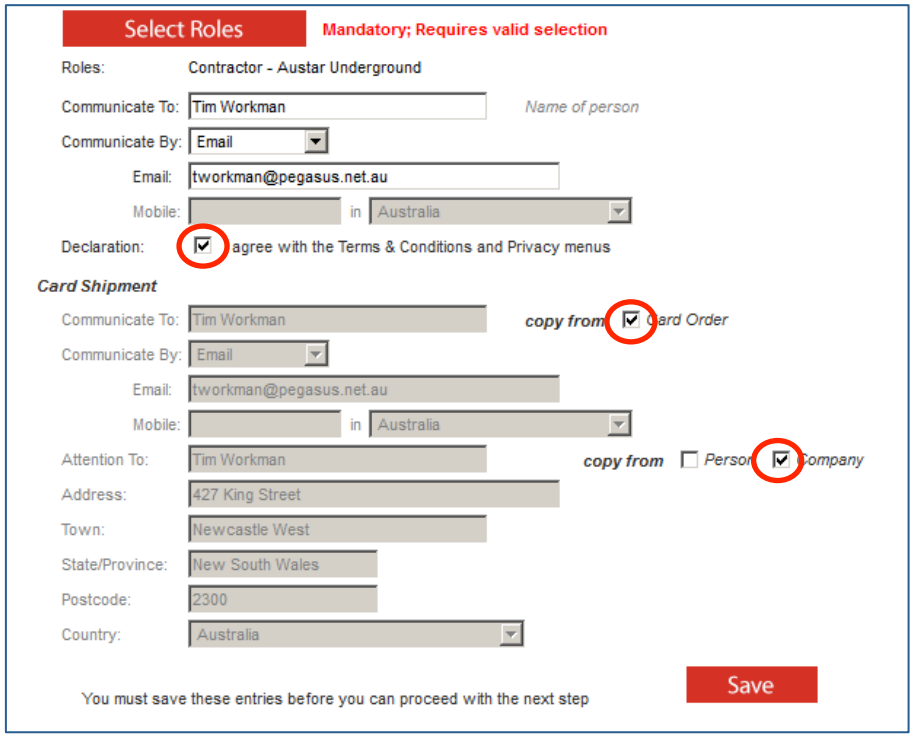
When you have selected all roles required, click on the Apply button to continue.



h. Once you have selected the appropriate role(s) required, check the following boxes:
   - Agree with the terms and conditions
   - Copy address details from the card order
   - Copy person details from Company details

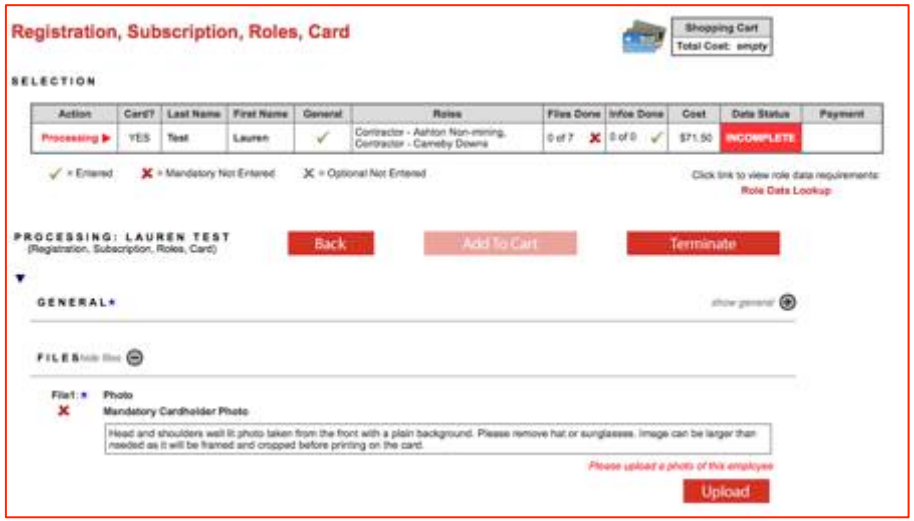
   This will ensure that any card shipments will be sent to the correct address

   When complete, click on the Save button to continue.

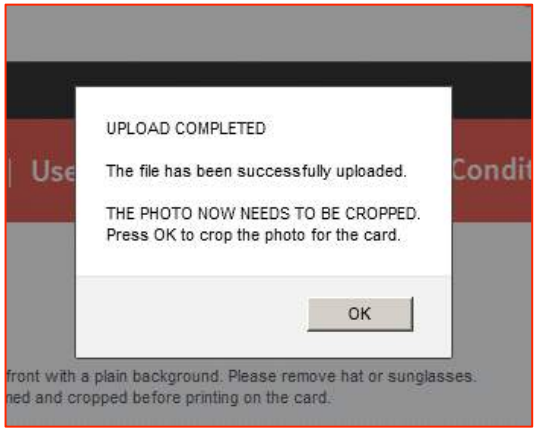


i. Based on the selected role, the portal will now prompt you to upload one or more files that need to be verified prior to being approved for an induction booking.

Start the process of uploading a file by clicking on the Upload button.

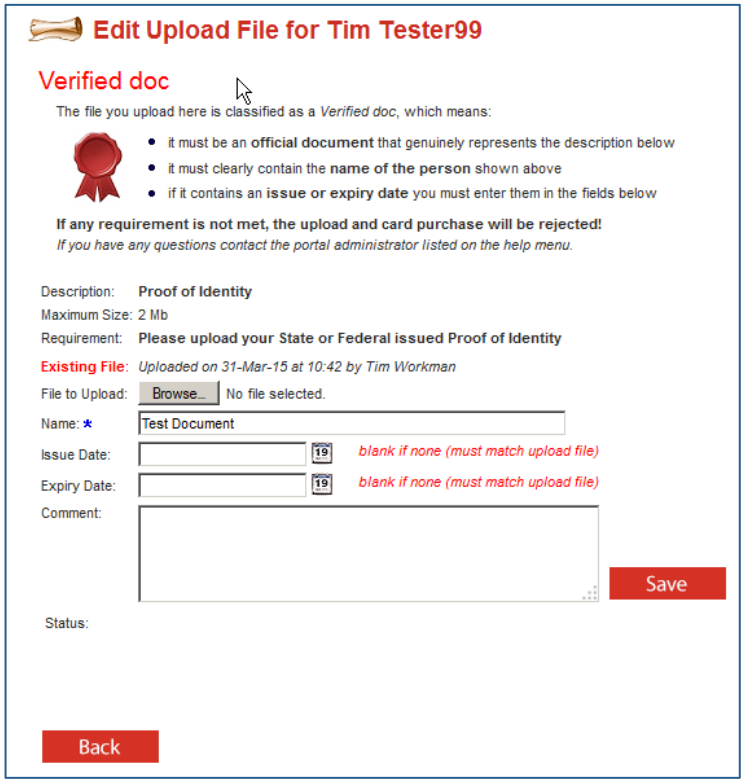


j. When uploading a photo, you will be asked to crop the photo after it is uploaded.



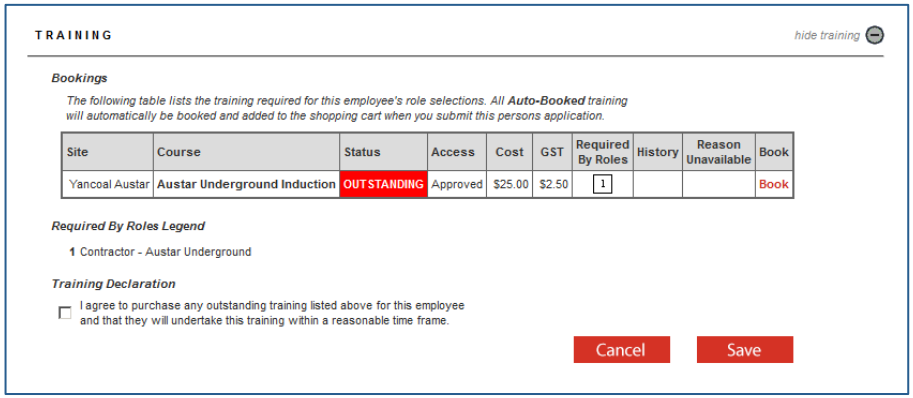
k. You can crop and rotate the photograph in this screen. When complete, click the Apply button.

l. Upload the required documents for the selected role.

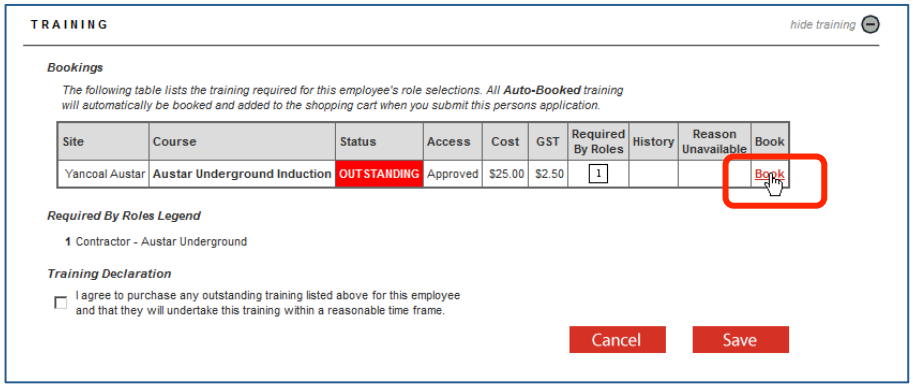


m. When uploads are complete, the required training section will be populated with the classroom inductions required to be completed for the selected roles.

Note: If your employee already has a current induction, the requirement will appear as “Complete” and no booking will be required.



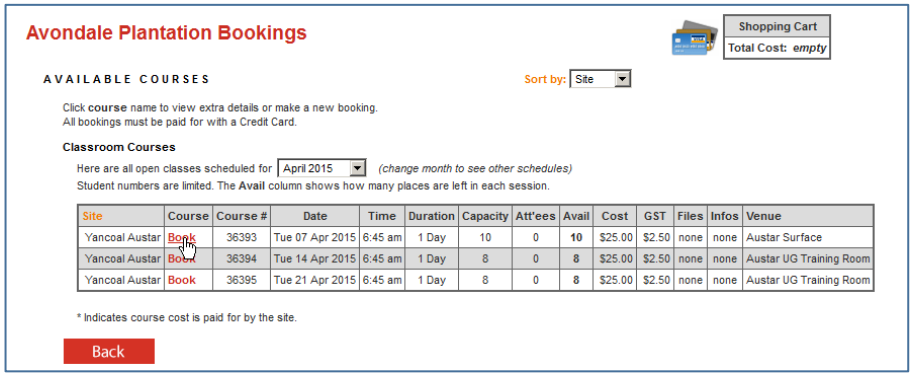
n. Click on the “Book” link against the training line item you wish to book.



o. You will be presented with a list of available training sessions for this training type. Select the session you wish to book and click on the “Book” link.

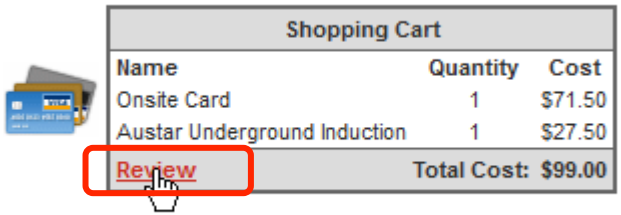
Note: This will add the purchase price of an induction booking to your shopping cart.

Click in the box to agree to purchase outstanding training and click the Save button to continue



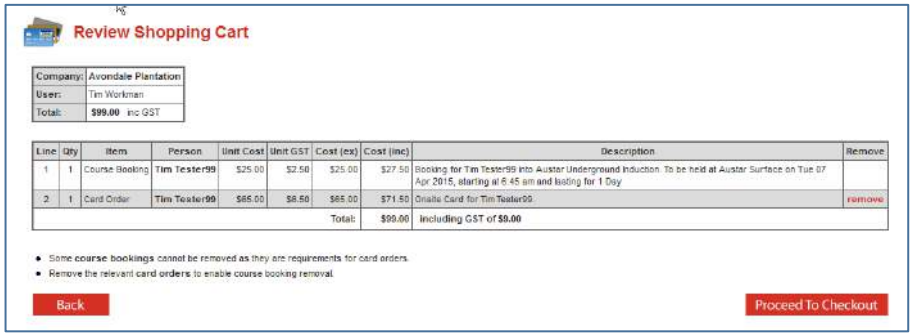
p. To complete the registration and booking process, click on the Add To Cart button. This will return you to your company’s home page and the shopping cart will now display 2 items, One Registration Fee (Onsite Card) and One Induction booking.

q. Click on the “Review” link to continue to process your purchases.



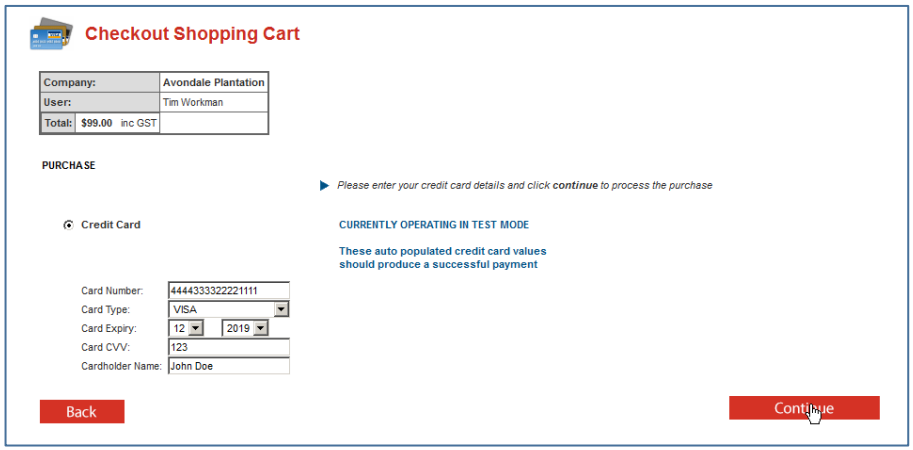
r. Your shopping cart line items will be displayed along with the GST inclusive costs.

Click on the Proceed To Checkout button to finalise your purchases



s. Purchases can be made by credit card (Visa card or MasterCard) through Pegasus' secure on-line payment gateway.

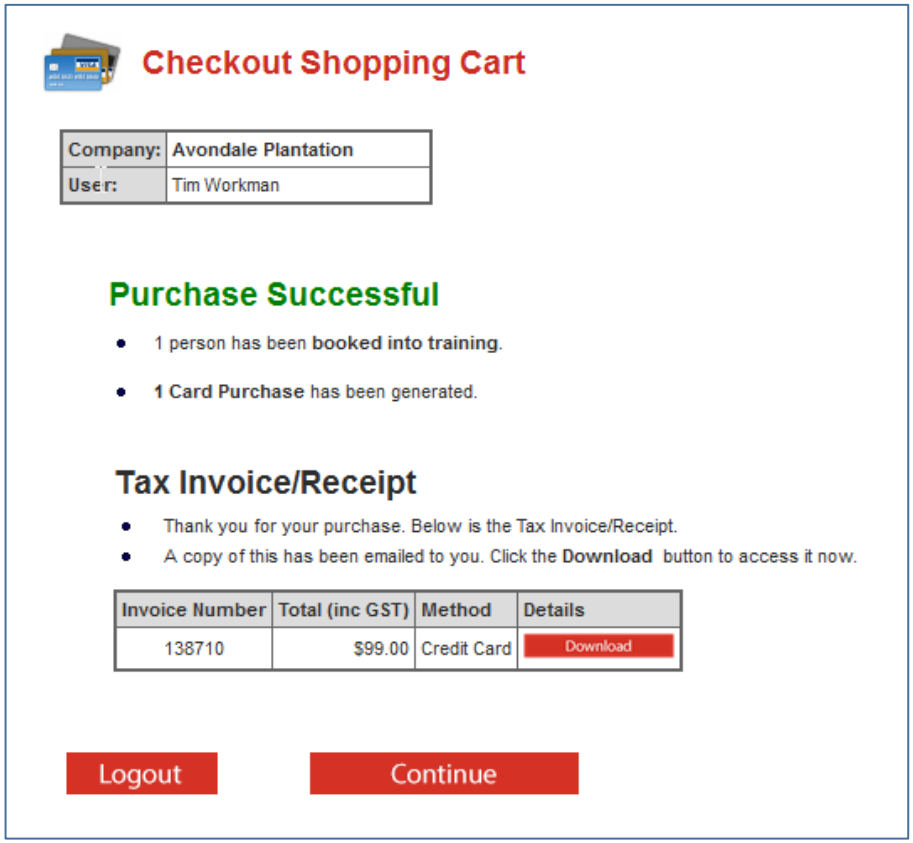
After entering your credit card details, click on the Continue button to process your payment.



t. A tax invoice will be made available for download at this point. A copy will be emailed to the email address provided as the company contact during company registration.

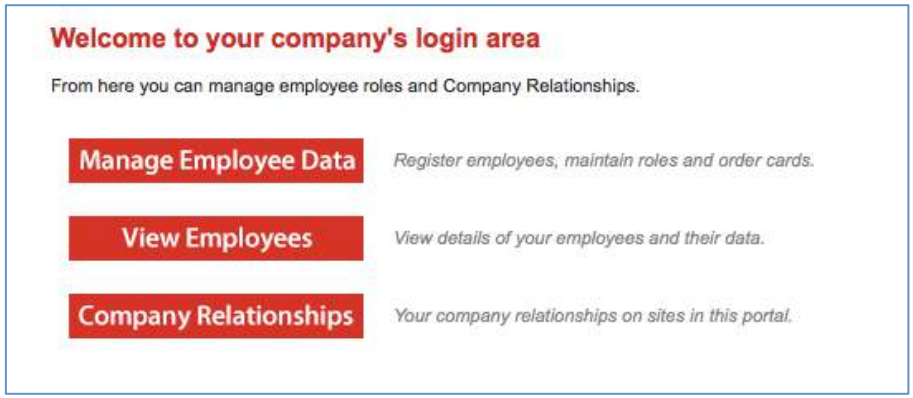
You may now choose to process another employee registration or to log out.

When the employee's documents and training booking have been approved, a confirmation email will be sent to the company administrator email for forwarding to the employee. The confirmation email will contain time, date and location information as well as any additional requirements or prerequisites.



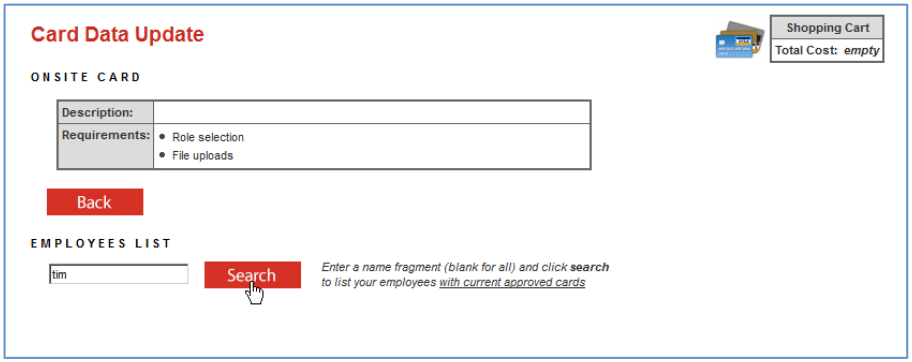
BOOK AN ADDITIONAL INDUCTION FOR AN EMPLOYEE THAT IS ALREADY REGISTERED

a. From your company's home page, click on the **Manage Employee Data** button.

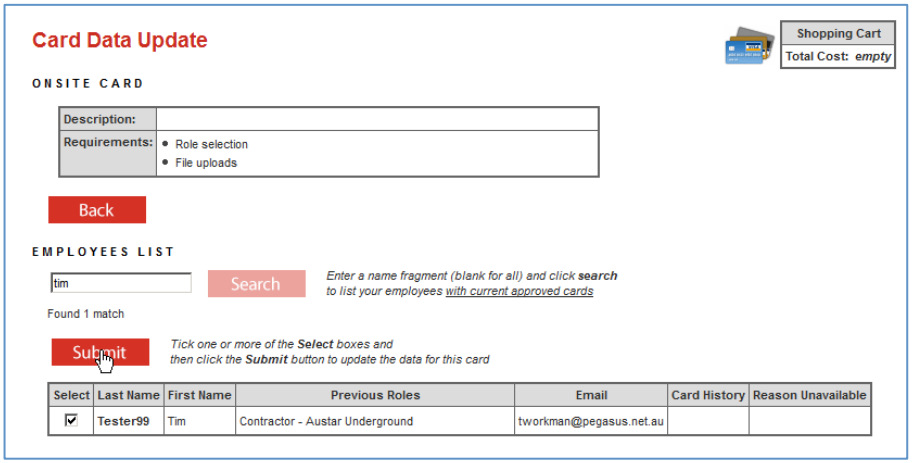


b. Type your employees name and click on the **Search** button

Note: Employees that are waiting on a card to be supplied at a site induction will not be displayed in this list. If a site induction booking is required prior to the supply of the card, please contact Pegasus Safety on 1300 663 816 to arrange to be booked in.

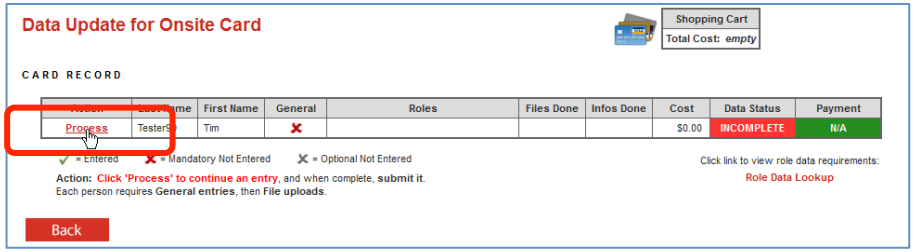


c. Click in the box to select the employee that you wish to update data for and click on the Submit button.



d. Your employee's record will be displayed with a data status of incomplete. Click on the **Process** link to commence the data update process.

Note: No payment is required to update data unless an additional induction is required which will incur an induction booking fee.

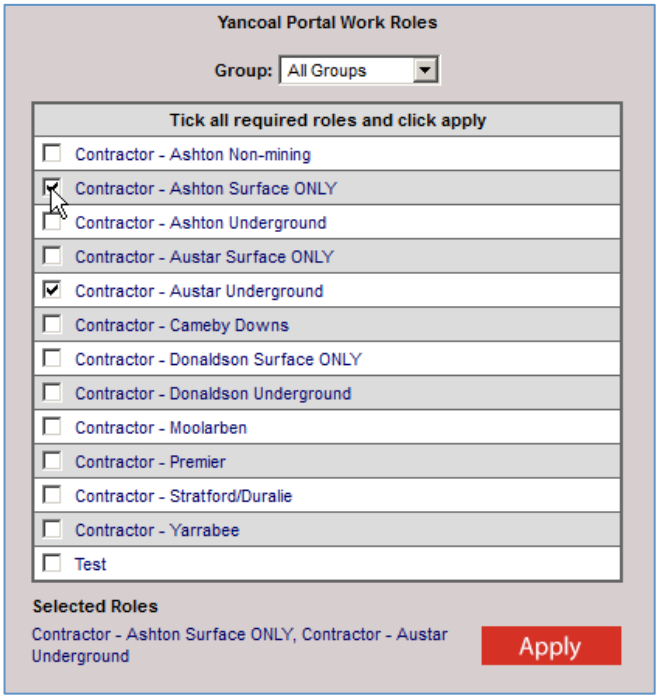


u. Select the new role required by clicking on the Select Roles button.
You can select one or more roles from the list that appears ion the pop-up dialogue box.

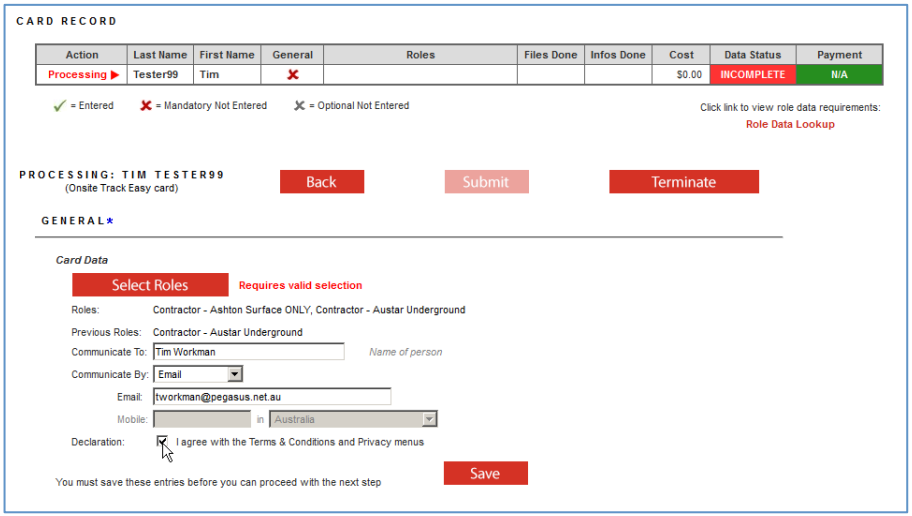
Note: If you select an underground role at any site, this automatically includes the requirements for a surface worker at the same site. i.e you do not have to select ***Contractor – Austar Surface ONLY*** and ***Contractor Austar Underground*** for the same employee.

Contractor – Austar Underground will automatically include the requirements for Contractor – Austar Surface ONLY.

Click on the Apply button to continue.

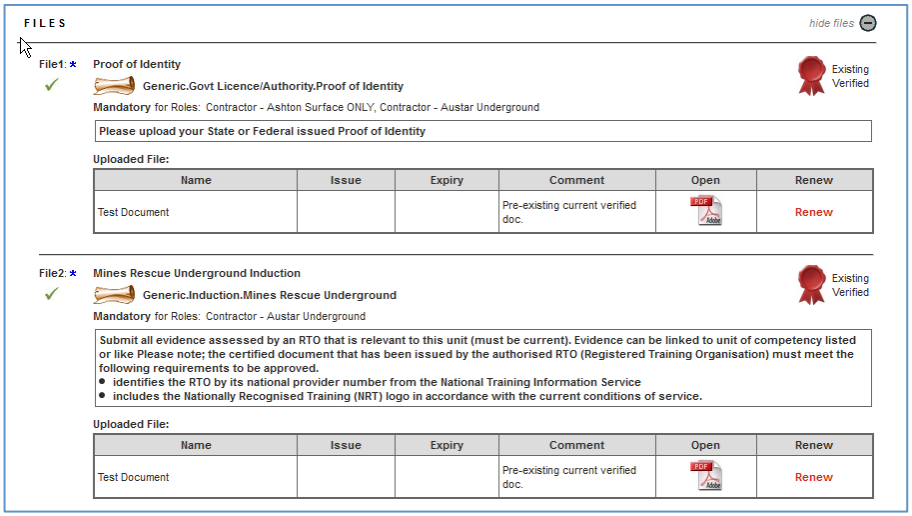


e. Click in the box to accept the terms and conditions and click on the Save button to process the individuals' data changes.

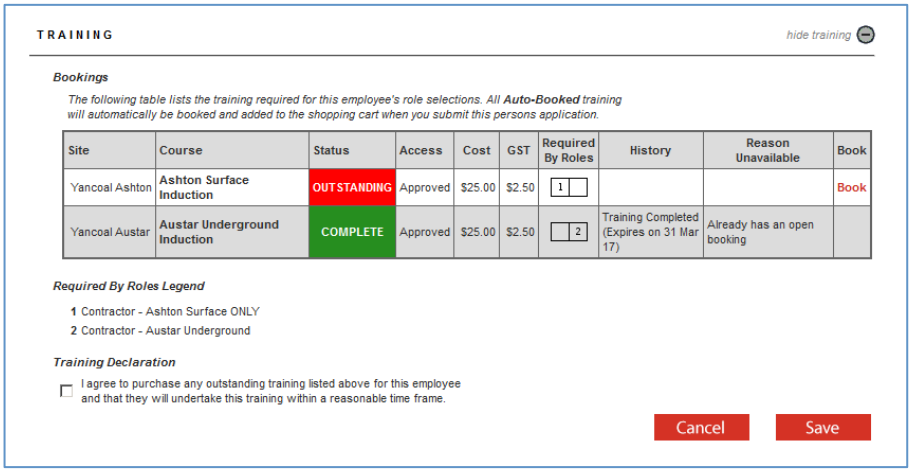


f. The system will reassess the documentation requirements for the new role and prompt to upload any additional documentation required.

Note: Documents already uploaded will not need to be uploaded again.

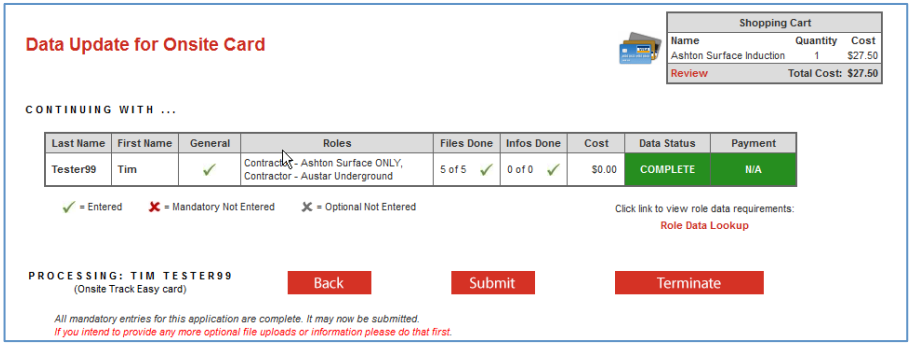


g. Any new training requirements will be listed in the training section at the bottom of the page and will be highlighted as **Outstanding.**

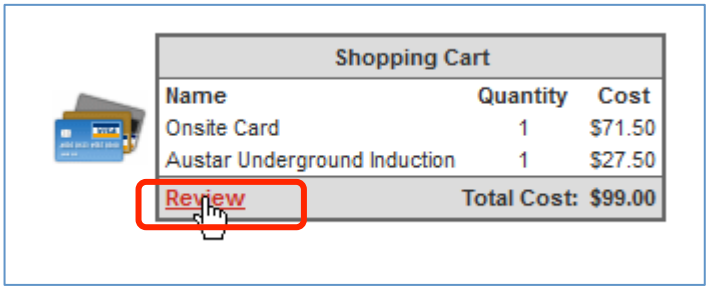


h. Click on the Submit button to finalise the data update.

Any new induction bookings will not be finalised until the booking fee has been processed.

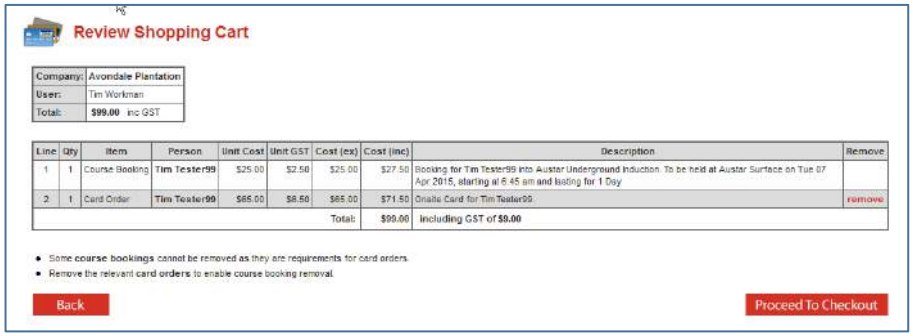


i. Click on the **Review** link to continue to process your purchases.



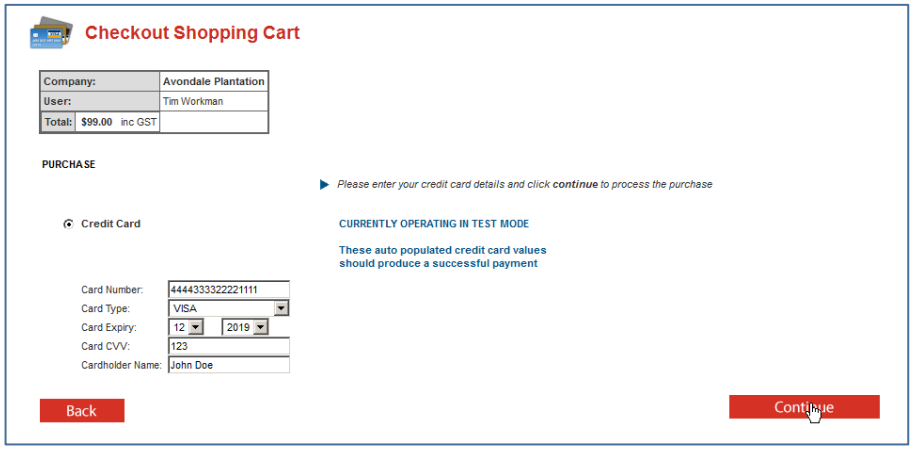
j. Your shopping cart line items will be displayed along with the GST inclusive costs.

Click on the Proceed To Checkout button to finalise your purchases



k. Purchases can be made by credit card (Visa card or MasterCard) through Pegasus' secure on-line payment gateway.

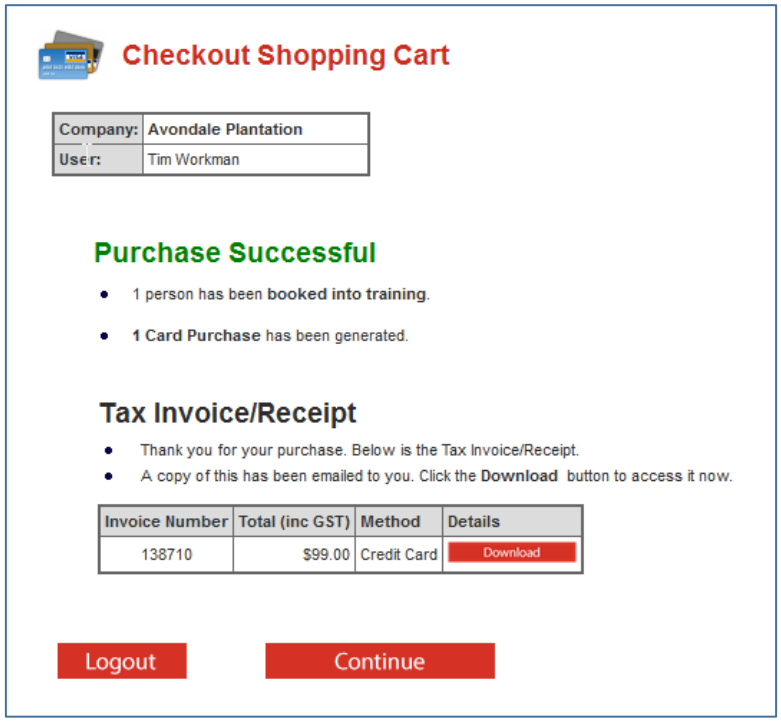
After entering your credit card details, click on the Continue button to process your payment.



l. A tax invoice will be made available for download at this point. A copy will be emailed to the email address provided as the company contact during company registration.

You may now choose to process another employee registration or to log out.

When the employee's documents and training booking have been approved, a confirmation email will be sent to the company administrator email for forwarding to the employee. The confirmation email will contain time, date and location information as well as any additional requirements or prerequisites.



WHERE CAN I FIND HELP?

Pegasus Safety	1300 663 816
	yancoalsafetycompliance@pegasus.net.au
Yancoal Contractor Information Website	www.yancoalcontractors.com.au