

Yancoal Contractor Management System

User Guide for Registering Your Employees and Booking Inductions



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REGISTERING AN EMPLOYEE AND BOOKING INDUCTIONS

6	YANCOAL ^{宛煤澳大利亚有限公司}	Contractor Safety Management System
A Ho	me	Help Terms & Conditions Privacy
app4 change server 21-Oct-2015 14:19	Welcome If you are an Vancoal Contractor that pe a Apply for Vancoal work site cards fo Dease Note: If you are not currently, or Manage your employeed swot Anage your employee record Register Login If your company is already register Check your employee records Check your employee records Check your employee records Login	rforms works on a Yancoal site you may access this website for the following: ryour employees going to be, working on an Yancoal site you do not need to register through this website. Is already registered, please login here if you would like to do the following: site cards de, login here if you want to: ancoal work cards

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

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

Step 2

Login to the Yancoal Contractor Management System by entering your username and password before selecting "Login.".

Login		
Enter your user	name 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
 If your comp already have 	pany is registered with Yancoal and you e an Onsite login, you may be able to log	in here.

REGISTERING YOUR EMPLOYEES AND BOOKING INDUCTIONS



Step 3

On the home page, select "Manage Employee Data."



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."

REGISTERING YOUR EMPLOYEES AND BOOKING INDUCTIONS



Step 5

To add a new employee, select "Add Employee."

Fields		2. Identification	
Current Data Added By:		Please enter the required fields. Then you can proceed if required.	
First Name: *			
Middle Name:		3 Files	
Last Name: *		Diagon enter the required fields	
Date of Birth: *	19 "dd mmm yy" or icon	and complete identification steps.	
Drivers Lic. Number:		Then you can upload the files.	
Drivers Lic. State:			
Drivers Lic. Class:			
Drivers Lic. Expiry:	19 "dd mmm yy" or icon	4. Submit	
Gender:	÷	Please enter all the required data. Then you will be able to submit it.	
Address:		On submit a Onsite Track Easy	
Iown:		card will be purchased for this person.	
State/Province:			
Post Code:			
Frione: x			
Nevt of Kin First Name: •			
Next of Kin Last Name: •			
Next of Kin Phone: •			
Next of Kin Email:			
Next of Kin Relationship: *	Please select		
Contractor:	Add the Contractor role to this new employee		
Historical Data	Previous contact dataile		
Phone:	Previous contact details		
Email:			
Address:			
Town:			
State/Province:			
Post Code:			

Enter your employee's information and select "Save." Please ensure you enter all mandatory data marked with *.

REGISTERING YOUR EMPLOYEES AND BOOKING INDUCTIONS

Shopping Cart Total Cost: empty	Step 7 Select "Submit."
Employee Status: Started	
2. Identification <u>No additional identification data is required.</u> This person will be added as a new person in Onsite .	
3. Files No file uploads are required.	
4. Submit	
Click submit to send the data for processing.	
On submit a Onsite Track Easy card will be purchased for this person.	
Employee Compliance	Shopping Cart Total Cost: empty
SELECTION	

General

×

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.

🗶 = Optional Not Entered

Roles

Files Done Infos Done

Cost

\$71.50

Data Status

INCOMPLETE

Click link to view role data requirements: Role Data Lookup

Payment

Step 8

Select "Process."

Action

Process

Card?

YES

Last Name First Name

🗶 = Mandatory Not Entered

Registration, Subscri	puon, Roles, G	Card				
Select I	Roles	Mandatory;	Requires vali	d selection		
Roles:	(none)					
Previous Roles:	(none)					
Communicate To:				Name of p	erson	
Communicate By:	Email	٢				
Email:						
Mobile:		in Au	stralia		٢	
Declaration:	I agree with	h the Terms & C	onditions and I	Privacy menu	s	
Card Shipment						
Communicate To:				copy from	Can	d Order
Communicate By:	Email	0				
Email:						
Mehiler		in Au	atrollo		^	
MODIle:		IN AU	strana		×,	
Attention To:				co	opy from	Person Company
Address:						
Town:						
State/Province:						
Postcode:						
A (Austrolia			A		

Select "Select Roles."

Yancoal Portal Work Roles
Group: All Groups
Tick all required roles and click apply
Contractor - Ashton Non-mining
Contractor - Ashton Surface ONLY
Contractor - Ashton Underground
Contractor - Austar Surface ONLY
Contractor - Austar Underground
Contractor - Cameby Downs
Contractor - Donaldson Surface ONLY
Contractor - Donaldson Underground
Contractor - Moolarben
Contractor - Premier
Contractor - Stratford/Duralie
Contractor - Yarrabee
Test
Selected Roles
Contractor - Austar Underground Apply

Step 10

Tick all of the required roles, then select "Apply." To exit this screen, please click the exit cross for this window.

Please 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.

Registration, Subs	scription, Roles, Card	FILES hide files 🖨
Selec Roles: Previous Roles: Communicate T Communicate B	Ashton CHPP - Operator (none) io: Name of person by: Email	File1: * Coal Board Order 41 Medical × >>>>>>>>>>>>>>>>>>>>>>>>>>>>>>
Email Mobile Declaration: Card Shipment	: Australia	File2: * Drivers Licence X GRP) Generic.Licence.Drivers Licence Mandatory for Roles: Ashton CHPP - Operator Click here for a list of Yancoal Business Rules Please upload a single file Upload
Communicate T Communicate B Email Mobile Attention To: Address: Town: State/Province:	ic: copy from C Card Order iy: Email i:	File3: * Eastern Region Underground Contractor Approval Form X SiteEastern U/G Region Contractor Approval Form Mandatory for Roles: Ashton CHPP - Operator Click here for a list of Yancoal Business Rules Downloadable Document: YanCoal Eastern Region - Contractor Approval Form Image: Please upload a single file Upload
Postcode: Country:	Australia 🗘	Step 12

Enter the details required, agree to the declaration and select "Save."

Upload your employee's photo and all of the mandatory documents by selecting "Upload" for each document.

🖂 Upload File for Terrence Turner	Upload Photo of
Verified doc The file you upload here is classified as a Verified doc, which means:	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: * Choose File no file selected Browse to select file for upload Name: * Friendly name for this file after upload
Description: Coal Board Order 41 Medical(private) Maximum Size: 2 Mb Privacy Note: This file will be marked as private and access will be restriced. Requirement: Click here for a list of Yancoal Business Rules File to Upload: Choose File no file selected Name: Browse to select file for upload Issue Date: Image: Date: Image: Image: Date: Date: Image: Image: Date: D	Comment:
Comment:	 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.

Select "Choose File" to upload the document you are prompted for. Enter the start date, expiry date and all details, then select "Upload."

Please Note: All information must match the details in the document you are uploading.

Step 14

When prompted to upload the employee's photo, select "Choose File."



Follow the instructions to the right of the source photo to crop the photo. Select "Apply" once you have completed the cropping process.

47730 Tue 13 Dec 2016 7:15 am 3 Hours

Tue 20 Dec 2016 7:15 am

Tue 27 Dec 2016 7:15 am 3 Hours

47734

47735

The following will automatic	table lists the training required for this en ally be booked and added to the shopping	nployee's role sele g cart when you si	ctions. All A	Auto-Book	ed trainii	ng			
Site	Course	Training Status	Access	Cost	GST	Required By Roles	History	Reason Unavailable	Book
Yancoal HQ	Eastern U/G Mine Contractor Surface	OUTSTANDING	Approved	\$290.00	\$29.00	1			Book
 I agree to p 	urchase any outstanding training listed ab	out for this ample							
- ^J and that the	y will undertake this training within a reas	conable time frame	iyee 5.			Cano	el	Sav	e
raining	y will undertake this training within a reas	sonable time frame	yee).			Cano S Tot	hopping Ca	Save art npty	e
raining	ry will undertake this training within a reas	conable time frame	Sort by:	Site 🗘		Cano S Tot	hopping G al Cost: er	Save art npty	e
iraining	R S E S w extra details or make a new booking.	nber.	Sort by:	Site ᅌ		Cano S Tot	hopping Ci al Cost: er	Save art npty	e

30

30

30

3 Hours

3

0

0

27

30

30

Step 16

Once you have finished uploading all the required documents, scroll to the bottom of the page view required training.

Note: If your employee already has a current induction, the requirement will appear as "Complete" and no booking will be required. Any training that must still be completed will have a status of "Outstanding."

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

Step 17

\$25.00 \$2.50 none none Moolarben Open Cut Training Room

\$25.00 \$2.50 none none Moolarben Open Cut Training Room

\$25.00 \$2.50 none none Moolarben Open Cut Training Room

You will be presented with a list of available training sessions for this training type. Select "Book" for the session you wish to book into.

* Indicates course cost is paid for by the site.

Yancoal Moolarben NEW Book

Yancoal Moolarben NEW Book

Yancoal Moolarben NEW Book

Back



To complete the registration and booking process, select "Add to Cart" at the top of the page.

	Shopping Cart		
	Name	Quantity	Cost
	Moolarben Underground Area Familiarsation	1	\$0.00
y	Employee Compliance	1	\$71.50
	Moolarben General Induction V2	1	\$27.50
	Review	Total Cost:	\$99.00

Step 19

In the shopping cart window, select "Review" to continue to process your purchases.

REGISTERING YOUR EMPLOYEES AND BOOKING INDUCTIONS

and party will prove	J	Review Shopping C	art						
Com User Total	pany : :	<i>y</i> :							
Line	Qty	/ Item	Person	Unit Cost	Unit GST	Cost (ex)	Cost (inc)	Description	Remove
Line 1	Qty 1	Item Company Compliance Subscription	Person	Unit Cost	Unit GST	Cost (ex)	Cost (inc)	Description Yancoal Australia Company Compliance Subscription from 05 Dec 2016 to 05 Dec 2018. Renewal Due 05 Dec 2017 - Renewal Fee \$100 plus GST	Remove remove
Line 1	Qty 1	r Item Company Compliance Subscription	Person	Unit Cost	Unit GST	Cost (ex) Total:	Cost (inc)	Description Yancoal Australia Company Compliance Subscription from 05 Dec 2016 to 05 Dec 2018. Renewal Due 05 Dec 2017 - Renewal Fee \$100 plus GST including GST of	Remove remove

Step 20

Review the shopping cart items, then select "Proceed to Checkout."

Checkou	ut Shopping Ca	ırt	
Company: User: Total:			
PURCHASE			
Credit Card		Please enter your credit card details and click continue to process the purchase	
Card Number:	4444333322221111		
Card Type:	VISA	CURRENTLY OPERATING IN TEST MODE	
Card Expiry:	12 ᅌ 2020 ᅌ	These auto populated credit card values should produce a successful payment	1
Card CVV:	123		
Cardholder Name:	John Doe		
Back		Continue	

Step 21

Enter your payment details and select "Continue."

	Checkou	ut Shoppi	ng Cart			
Compa User:	iny:		_			
Р	urchase	Successfi	ul			
Т	Thank you for A copy of this	e/Receipt or your purchase. s has been emaile	Below is the Tax I	nvoice/Receip e Download	ot. button to acce	ess it now.
I	nvoice Number	Total (inc GST)	Method	Details		
Γ			CREDIT_CARD	Download		
				_		

Select "Continue" to be redirected to the home page of the system, or "Logout" to logout of the system.

BOOKING AN INDUCTION FOR AN EXISTING EMPLOYEE

BOOKING EXISTING EMPLOYEES INTO INDUCTIONS



Step 1

On the home page, select "Manage Employee Data."



Step 2

Enter a fragment of the employee's name, then select "Search."

Please 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 on 1300 663 816 to arrange to be booked in.

BOOKING EXISTING EMPLOYEES INTO INDUCTIONS





Step 3

Tick the employee that you wish to book into the induction. Next select "Submit."

Step 4

Select "Process" to book this employee into an induction.

st Name First Nam	e General X X = Option	Roles	Files Done Infos Do	ne Cost \$71.50	Data Status INCOMPLETE	Payment					
st Name First Nam	General	Roles	Files Done Infos Do	ne Cost \$71.50	Data Status	Payment					
ndatory Not Entered	🗶 = Optio	nal Not Entered		\$71.50	INCOMPLETE						
ndatory Not Entered	🗶 = Optio	nal Not Entered									
				Click	ink to view role dat Role Data Lo	a requirements: okup					
ROCESSING: PETER BRAYLEY (Registration, Subscription, Roles) Back Terminate											
s Mandate	ory; Requires v	alid selection									
)											
Previous Roles: (none)											
)											
)		Name of person									
) ail 🗢		Name of person									
) ail 🗘		Name of person									
) ail 🗢	Australia	Name of person									
	BRAYLEY Roles) 7, Roles S Mandato	BRAYLEY Roles) D, Roles S Mandatory; Requires v	BRAYLEY Roles , Roles S Mandatory; Requires valid selection	BRAYLEY Roles b, Roles S Mandatory; Requires valid selection	B R A Y L E Y Roles Back Terminate b, Roles S Mandatory; Requires valid selection b) S	B R A Y L E Y Roles Back Terminate b, Roles S Mandatory; Requires valid selection b) S S					

Tick the employee that you wish to book into the induction. Next select "Submit."

Yancoal Portal Work Roles
Group: All Groups
Tick all required roles and click apply
Contractor - Ashton Non-mining
Contractor - Ashton Surface ONLY
Contractor - Ashton Underground
Contractor - Austar Surface ONLY
Contractor - Austar Underground
Contractor - Cameby Downs
Contractor - Donaldson Surface ONLY
Contractor - Donaldson Underground
Contractor - Moolarben
Contractor - Premier
Contractor - Stratford/Duralie
Contractor - Yarrabee
Test
Selected Roles
Contractor - Austar Underground Apply

Step 6

Tick all of the required roles, then select "Apply." To exit this screen, please click the exit cross for this window.

BOOKING EXISTING EMPLOYEES INTO INDUCTIONS

	hide files	Service Street S	tor lerrence lurner		
Coal Board Order 41 Medical		Verified doc			
Medical Order 41 Site Access Medical Assessment (private)		The file you upload here	is classified as a Verified doc, which means:		
Mandatory for Roles: Ashton CHPP - Operator		• it mus	t be an official document that genuinely represen	ts the description	n below
Click here for a list of Yancoal Business Rules		• it mus	t clearly contain the name of the person shown a	bove	
	Please upload a single file	• if it co	ntains an issue or expiry date you must enter the	m in the fields b	elow
	Upload	If any requirement is n If you have any question	not met, the upload and cardholder compliance and contact the portal administrator listed on the hel	will be rejected p menu.	11
Drivers Licence		Description: Coal Boa	ard Order 41 Medical(private)		
GRP) Generic.Licence.Drivers Licence		Privacy Note: This file v	will be marked as private and access will be restric	ced.	
Mandatory for Roles: Ashton CHPP - Operator		Requirement: Click her	e for a list of Yancoal Business Rules		
Click here for a list of Yancoal Business Rules		File to Upload: * Choos	e File no file selected		Brow
	Please upload a single file	Name: *			Frien
	Upload	Issue Date:	blank if none (must mat	ch upload file)	Enter
		Expiny Date:	blank if none (must mat	ch upload file)	Enter
Eastern Region Underground Contractor Approval Form		Comment:			Lintor
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Mandatory for Roles: Ashton CHPP - Operator					
Click here for a list of Yancoal Business Rules		Status			
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Step 7

Upload your employee's photo and all of the mandatory documents by selecting "Upload" for each document.

Step 8

Select "Choose File" to upload the document you are prompted for. Enter the start date, expiry date and all details, then select "Upload."

Browse to select file for upload Friendly name for this file after upload

Enter issue date as "dd mmm yy" or click calendar icon

Enter expiry date as "dd mmm yy" or click calendar icon

Please Note: All information must match the details in the document you are uploading.

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okinge										
The following table lists the	e training required for this employee's	role selections. A	Auto-Boo	oked traii	ning					
ill automatically be booke	ed and added to the shopping cart wh	en you submit thi	s persons a	pplicatior	n.					
Site	Course	Training Status	Access	Cost	GST	Required By Roles	History	Reason Unavailable	Book	
Yancoal Moolarben NEW	Moolarben Underground Area Familiarsation	PENDING	Approved	\$0.00	\$0.00	1	CURRENT PURCHASE	Pending booking purchase in shopping cart	Remove	
Yancoal Moolarben NEW	Moolarben General Induction V2	PENDING	Approved	\$25.00	\$2.50	1	CURRENT PURCHASE	Pending booking purchase in shopping cart		
I Moolarben -Undergrour I Moolarben -Undergrour Ining Declaration I agree to purchase any and that they will underta	nd- Working at Heights outstanding training listed above for t ake this training within a reasonable ti	his employee ime frame.								
United By Roles Legend I Moolarben -Undergrour Ining Declaration I agree to purchase any and that they will underta	nd- Working at Heights outstanding training listed above for ti ake this training within a reasonable ti	his employee irne frame.						Cancel Sa	ave	
uired By Roles Legend I Moolarben -Undergrour ining Declaration I agree to purchase any and that they will underta	nd- Working at Heights outstanding training listed above for t uke this training within a reasonable ti	his employee ime frame.						Cancel Sa	ave	

Files Done Infos Done

V 0 of 0

6 of 6

Add To Cart

Cost

\$71.50

Terminate

Data Status

COMPLETE

Click link to view role data requirements: Role Data Lookup

Payment

Roles

Moolarben -Underground- Working at Heights Once you have booked the required inductions, select Save."

To complete the booking process, select "Add to cart" at the top of the page.

page	23	
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SELECTION

Action

Processing >

PROCESSING:

= Entered

Card?

no

(Registration, Subscription, Roles)

Last Name First Name

🗶 = Mandatory Not Entered

General

1

🗶 = Optional Not Entered

Back

	Shopping Cart		
	Name	Quantity	Cost
2	Moolarben Underground Area Familiarsation	1	\$0.00
/	Employee Compliance	1	\$71.50
	Moolarben General Induction V2	1	\$27.50
	Review	Total Cost:	\$99.00

In the shopping cart window, select "Review" to continue to purchase your induction booking. Alternatively, repeat the booking process to book other employees into the induction before paying for all induction bookings in one transaction.

				_					
User:									
Total:		\$99.00 inc GST							
				_					
Line	Qty	ltem	Person	Unit Cost	Unit GST	Cost (ex)	Cost (inc)	Description	Remove
1	1	Course Booking		\$25.00	\$2.50	\$25.00	\$27.50	Booking for into Moolarben General Induction V2. To be held at Moolarben Open Cut Training Room on Tue 13 Dec 2016, starting at 7:15 am and lasting for 3 Hours	
2	1	Course Booking		\$0.00	\$0.00	\$0.00	\$0.00	Booking for into Moolarben Underground Area Familiarsation. To be held at Moolarben Open Cut Training Room on Tue 13 Dec 2016, starting at 7:15 am and lasting for 2 Hours	
3	1	Employee Compliance		\$65.00	\$6.50	\$65.00	\$71.50	Registration, Subscription, Roles for	remove
						Total:	\$99.00	including GST of \$9.00	

Step 14

Review the shopping cart items, then select "Proceed to Checkout."

BOOKING EXISTING EMPLOYEES INTO INDUCTIONS

Checkou	ut Shopping Ca	rt	
Company: User: Total:			
PURCHASE			
Credit Card		Please enter your credit card details and click continue to process the purchase	
Card Number:	4444333322221111		
Card Type:	VISA	CURRENTLY OPERATING IN TEST MODE	
Card Expiry:	12 🔉 2020 📀	These auto populated credit card values should produce a successful payment	
Card CVV:	123		
Cardholder Name:	John Doe		
Back			Continue

Step 15

Enter your payment details and select "Continue."

	Checkou	ut Shoppi	ng Cart		
Compar User:	ıy:		-		
Pu	urchase	Successfi	ul		
Ta :	Thank you fo A copy of this	e/Receipt or your purchase. s has been emaile	Below is the Tax I ed to you. Click the	nvoice/Receipt. e Download button	to access it now.
In	voice Number	Total (inc GST)	Method	Details	1
			CREDIT_CARD	Download	1
Log	out	C	ontinue		-

Step 16

Select "Download" to download a copy of your tax invoice. A copy will also be emailed to the email address provided as the company contact.

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



For questions or assistance please call 1300 663 816 or email yancoalsafetycompliance@pegasus.net.au