



# Pegasus

## Contractor Management System

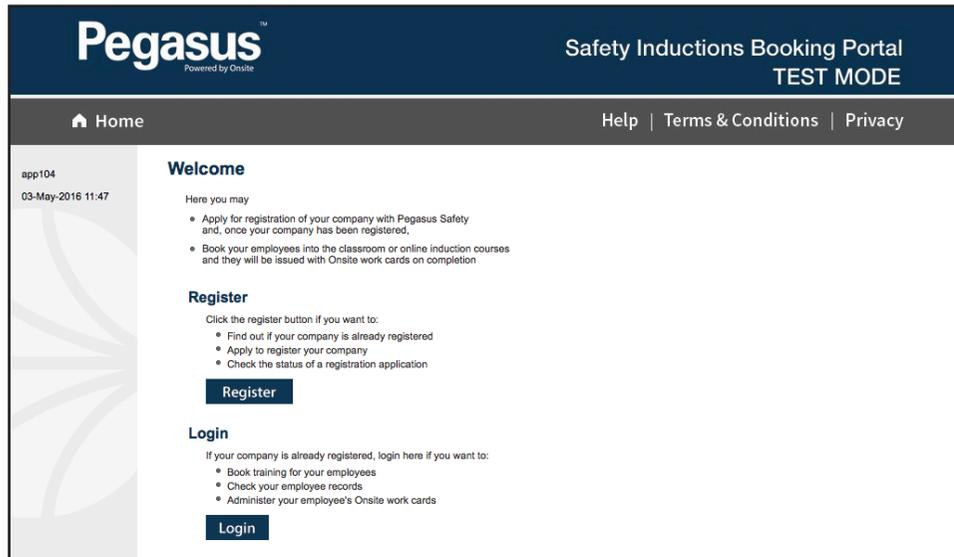
User Guide for Booking Inductions in the Pegasus Portal



# REGISTERING YOUR COMPANY

# Pegasus Safety Inductions Booking Portal

Please follow this step-by-step guide to register your company and book your employees into courses in the Pegasus Safety Inductions Booking Portal.



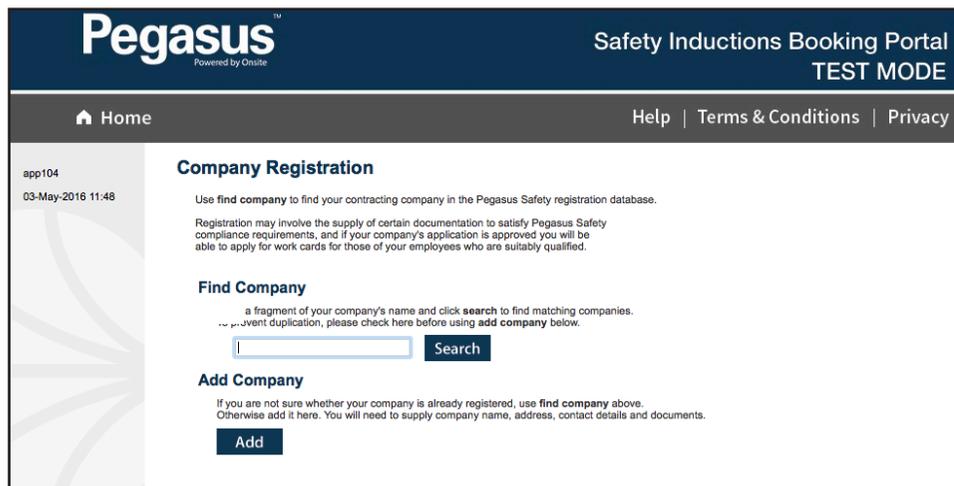
## Step 1

Before booking your employees into training courses, your company must be registered in the portal. Continue through these steps to register your company.

If your company is already registered, please proceed to **page 6**.

Please go to the Pegasus Safety Booking Portal and select “Register.”

Once on the home page for the Pegasus Safety Inductions Booking Portal, click “Register.”



## Step 2

Enter your company’s name in the search field, then select “Search.”

If your company is not existing in the portal, please select “Add.”

### Add Company

Please select the country and click **continue**.

Australian companies must also have their ABN. Use this button to find ABNs in the Australian Business Register.

Country:

ABN:

**Lookup ABR**

**Continue**

### Step 3

Enter your company's ABN, then select "Continue."  
You can search the ABN registry by selecting "Lookup ABR."

# Pegasus™

Powered by Onsite

Home

app104  
03-May-2016 11:50

### Add Company

There are 2 trading names for this ABN.  
Please **click the name** you wish to use for this company.

Trading Name
[Redacted]
[Redacted]

### Step 4

Select your company from the list of returned companies based on the ABN you supplied.

**Step 5**

Complete the company information and select "Submit" (entering all mandatory information marked with a \*).

### Add Company

To register your company please provide the following (\* = mandatory).

#### 1. Company

Name:

Country:

ABN:

Phone: \*

Mobile:

Fax:

Website:

**Postal Address**

Address: \*

Town: \*

State/Province: \*

Postcode: \*

**Delivery Address**  same as postal

Address:

Town:

State/Province:

Postcode:

#### 2. User

First Name: \*

Last Name: \*

Email: \*

#### 3. Declaration

My name is: \*

\*  I am an authorised representative of this company.

---

**Submit**

- ▶ When you click **submit** this information will be supplied to Pegasus Safety Inductions who process these company registrations.
- ▶ When it has been processed a notification email will be sent to the user nominated above.
- ▶ After approval your user will be able to add new users and log into this portal to get Onsite cards for your employees.

## Add Company

**Thank you for this application.**

It has been submitted for review and an email will be sent to when it has been processed.

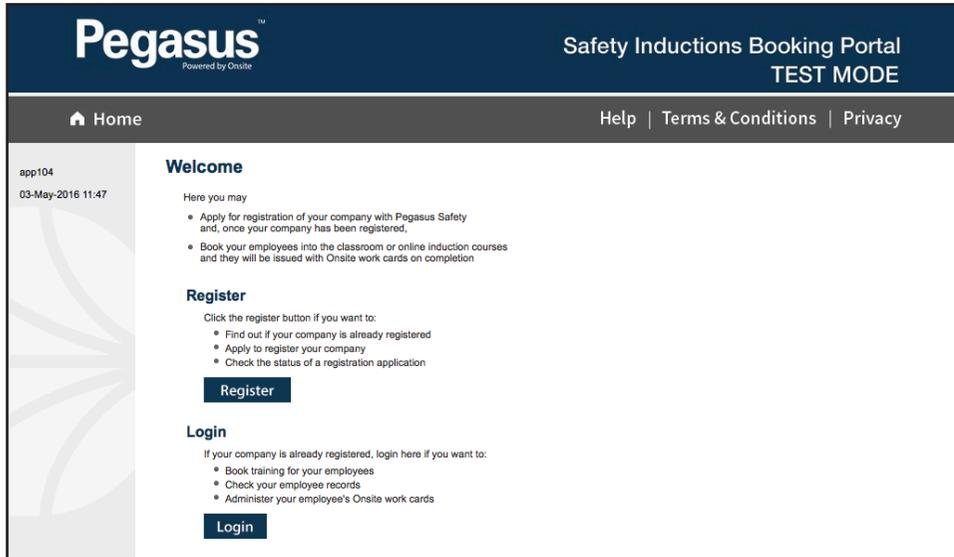
**Return**

**Step 6**

Your company registration application has now been submitted.

Pegasus will now complete the approval process and you will receive an email with login details to the Pegasus Safety Inductions Booking Portal. Once you have received your username and password, you may login to the Pegasus Safety Inductions Booking Portal and book your employees into the induction.

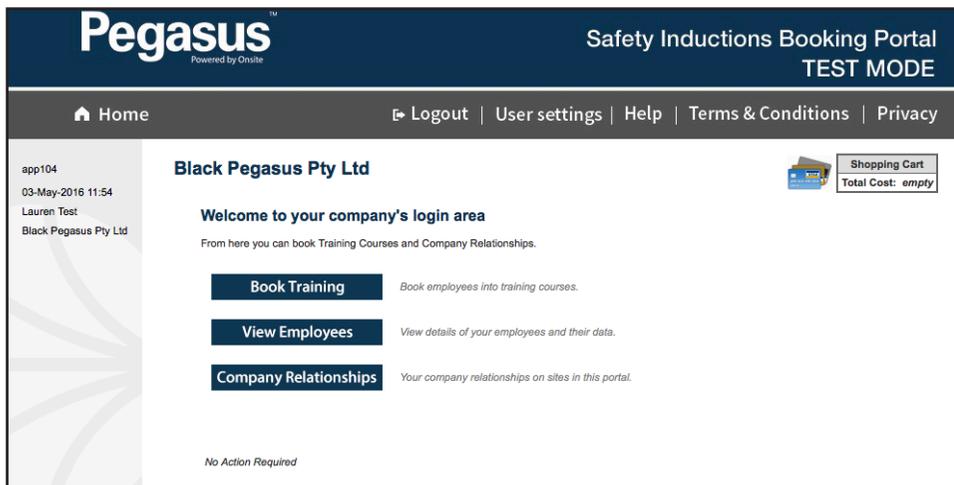
# BOOKING YOUR EMPLOYEES INTO INDUCTIONS



### Step 1

Please go to the Pegasus Safety Booking Portal and select “Login.”

Enter your username and password, then select “Login.”



### Step 2

Select “Book Training” to start booking your employees into the course.



**AVAILABLE COURSES** Sort by: Site

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

**Online Courses**  
These online courses are available for booking until the **To Date** listed.  
To sit these courses the student needs a computer with an internet connection.

Site	Course	To Date	Cost	GST

**Step 5**

Once approval has been given, click on the course name to book your employee into the course.

**Add Booking for** Site Files

**COMPANY DETAILS**

Name:   
Notes:

**COURSE DETAILS**

Name:	<input type="text"/>
Description:	<input type="text"/>
Cost:	<input type="text"/>
Requirements:	<input type="text"/>
Extra Terms:	<input type="text"/>
Files:	2
Infos:	none

**EMPLOYEES LIST**

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

**Step 6**

In the Employees List search field, enter the surname of the person that you wish to book into the induction and then select "Search."

### Add Booking for

**COMPANY DETAILS**

Name:

Notes:



Site Files

**COURSE DETAILS**

Name:	
Description:	
Cost:	
Requirements:	
Extra Terms:	
Files:	2
Infos:	none

[Back](#)

**EMPLOYEES LIST**

[Search](#)

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

Found 0 matches

[Add Employee](#)

*Book this course for an employee not yet in your employees list*


Shopping Cart

Total Cost: *empty*

### Step 7

If your employee does not show in the list of employees returned, select “Add Employee.”

If their names does appear in the list of employees returned, click on their name.

Please enter **fields**, upload **files** and then **submit** the data ( \* = mandatory )  
 On submit this person will be booked into **Test**.

**1. Fields**

Current Data

Added By:

First Name: \*

Middle Name:

Last Name: \*

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

Drivers Lic. Number:

Drivers Lic. State:

Drivers Lic. Class:

Drivers Lic. Expiry:   "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

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

**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 this person will be booked  
 into **Test**.

**Step 8**

Enter all mandatory employee details, then tick the declaration and select "Save."

### 3. Files

File1: \* Photo for Onsite 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.

x Please upload this file

Upload

#### Step 9

Upload a photo of the employee by selecting "Upload."

### Upload File for

Description: **Photo for Onsite Card**

Requirement: 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.

File to Upload: \*  Browse... *Browse to select file for upload*

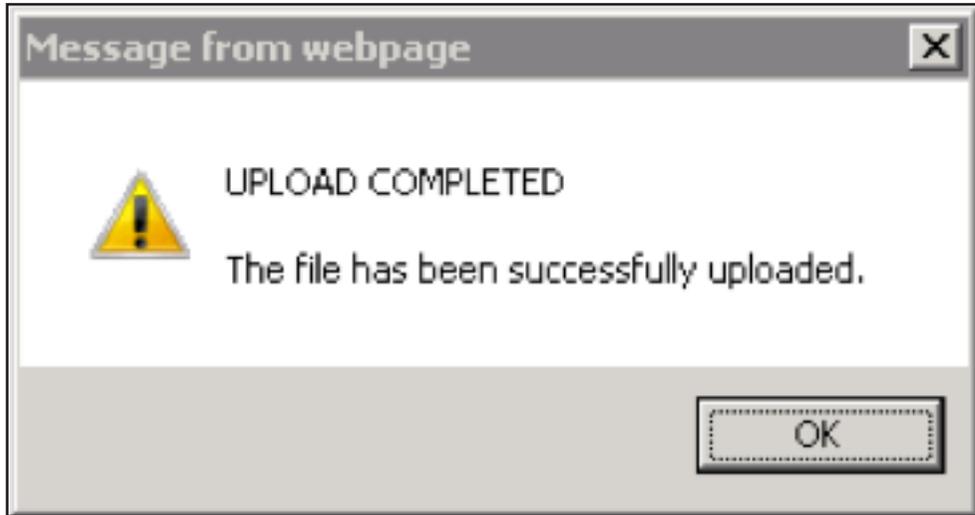
Name: \*

Comment:

Status: Upload

#### Step 10

Browse for the saved photo and click "Upload."



**Step 11**

Click "OK" when the pop up message shows.

### 3. Files

File1: \* Photo for Onsite 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.

  
  
*click icon to open*



Crop

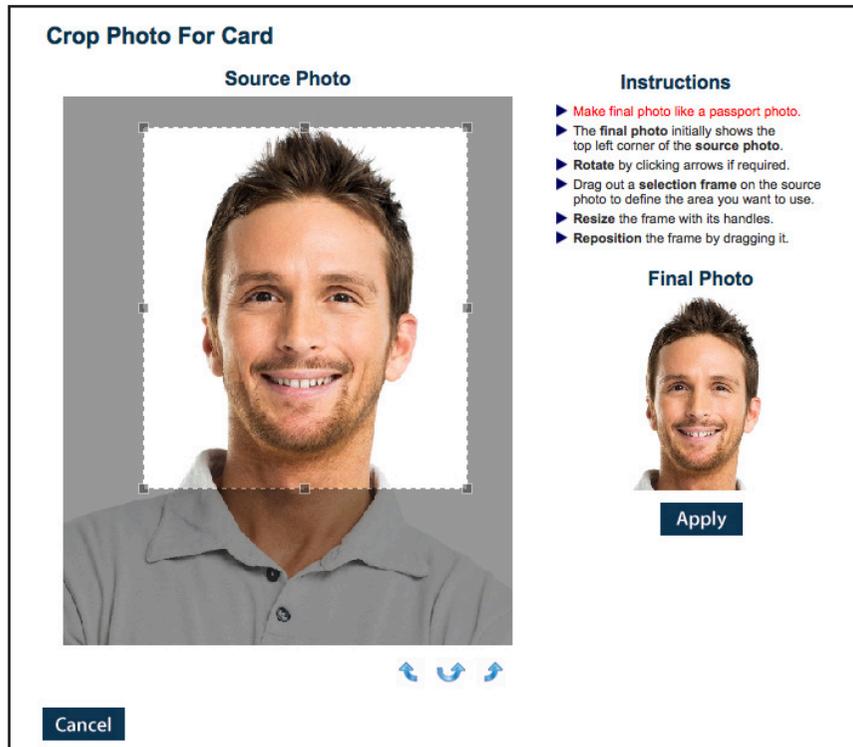
Edit

*Please crop photo*

Comment:

**Step 12**

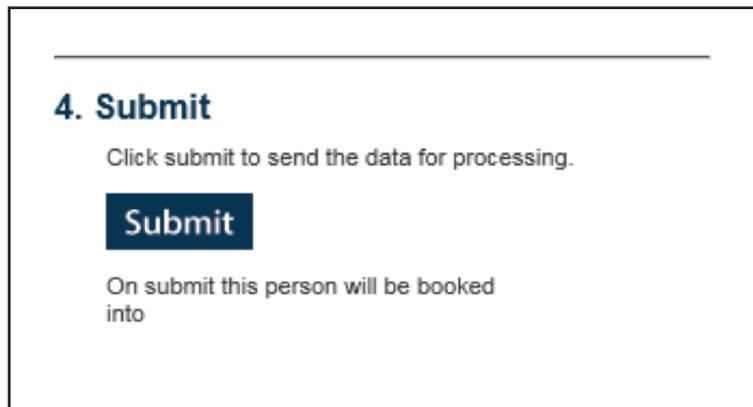
To crop the photo, select "Crop."



### Step 13

Drag the mouse over the image to crop the photo. Follow the instructions displayed on the screen to ensure the photo you are uploading is correct.

Once you have the crop box in the correct position, select “Apply.”



### Step 14

To submit the data for processing, select “Submit.”

### Booking Data for Test

#### BOOKING EMPLOYEES

Action	Last Name	First Name	File1 *	File2 *	Status
Process			X	X	INCOMPLETE

This booking requires **upload files** for each employee.  
 ▶ Click 'Process' to **review them**, and when complete, **add the booking to your cart**.

Back

### Step 15

Select "Process" to begin the document uploads section.

### FILES

File1: \* Test 1

Please upload a single file

X

Test

Upload

### Step 16

Select "Upload" to upload the required file.

**DATA FOR BROOKE CRONIN** Add To Cart

**FILES**

File1: \* Proof of Identity Please upload a single file

X

Upload

**INFORMATION**

Info: Are you aware the log in details will go to the email address that has been put in the employee's email? This could be your email as the Contractor Administrator or it could be an old employee email that will not deliver to the employee. Have you checked this email address and are happy to proceed? Optional information

Edit

Venue: Online  
 Date & Time: 01-Jul-16 00:00  
 Duration: (unspecified)

**DATA REQUIREMENTS**

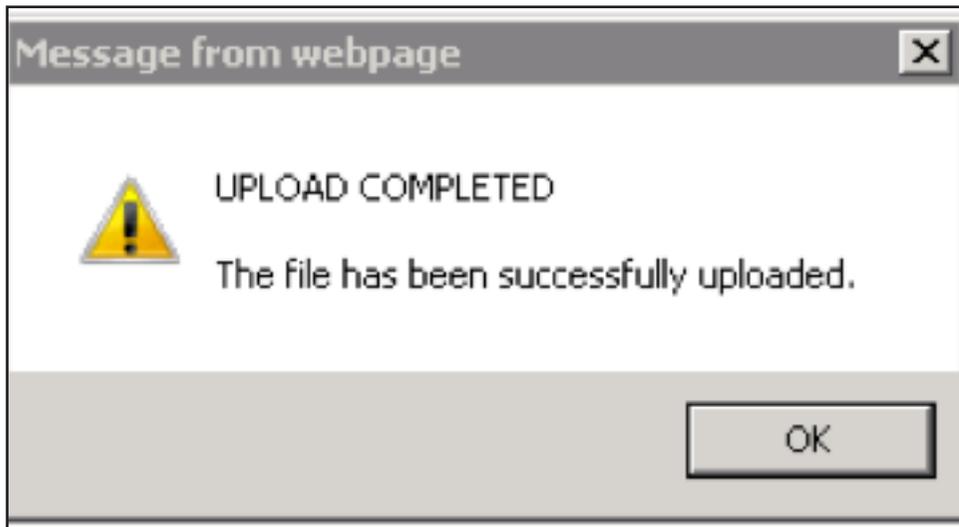
Data requirements can change at any time. Files and information no longer required will be deleted.

<b>File1: *</b>	<b>Proof of Identity</b>
Expiring:	Optional
Multiple Uploads:	No
Mandatory:	Yes
Requirements:	Click here for a list of Business Rules
<b>Info:</b>	Are you aware the log in details will go to the email address that has been put in the employee's email? This could be your email as the Contractor Administrator or it could be an old employee email that will not deliver to the employee. Have you checked this email address and are happy to proceed?
Mandatory:	No

\* = mandatory

### Step 17

Attach the file by selecting "Browse." Choose the file from your computer or device, and select "Upload."



**Step 18**

Click "OK" when the pop up message shows.

### Booking Data for Test

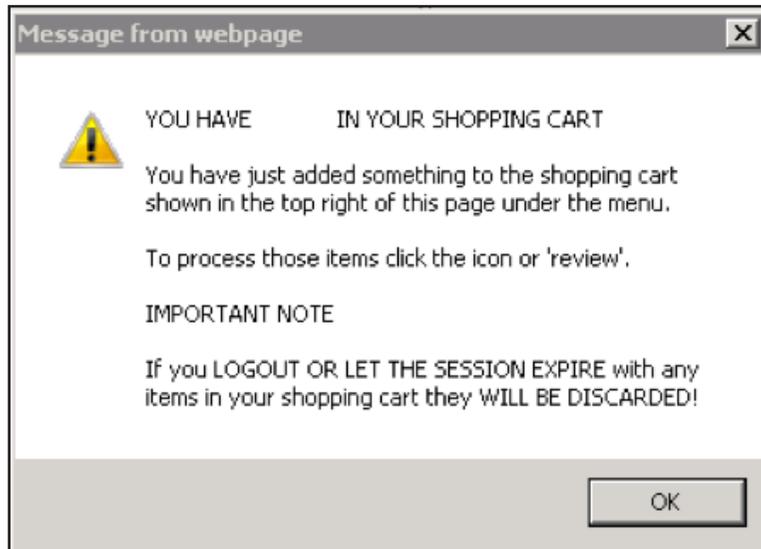
BOOKING EMPLOYEES

Action	Last Name	First Name	File1 *	File2 *	Status
Processing ▶			✓	✓	READY FOR CART

Add To Cart

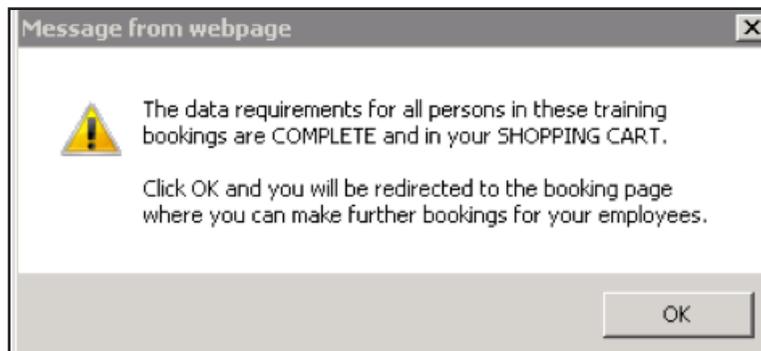
**Step 19**

Once all of the required documents have been uploaded, select "Add to Cart."



### Step 20

Click "OK" when the pop up message displays telling you that you have added something to your cart.



### Step 21

Click "OK" when the pop up message displays to be redirected to the booking page.

### Add Booking for Test

Shopping Cart		
Name	Quantity	Cost
Test	1	\$27.50
<b>Review Total Cost:</b>		<b>\$27.50</b>

**COMPANY DETAILS**

Name:   
 Notes:   Site Files

**COURSE DETAILS**

Name:	Test
Description:	
Cost:	per person
Requirements:	
Extra Terms:	
Files:	2
Infos:	none

[Back](#)

**EMPLOYEES LIST**

[Search](#) Enter a name fragment (blank for all) and click **search** to list your employees for booking into this course

### Step 22

You can add another employee by entering their surname into the Employees List search field, then click “Search.”

### Review Shopping Cart

Company:   
 User:   
 Total: inc GST

Line	Qty	Item	Person	Unit Cost	Unit GST	Cost (ex)	Cost (inc)	Description	Remove
1	1	Course Booking						Booking for into Test.	remove
<b>Total:</b>								including GST of	

[Back](#) [Proceed To Checkout](#)

### Step 23

Check all of the booking details and then select “Proceed to Checkout.”

**Checkout Shopping Cart**

Company:   
 User:   
 Total:

**PURCHASE**

Credit Card ▶ Please enter your credit card details and click *continue* to process the purchase

Card Number:   
 Card Type:   
 Card Expiry:    
 Card CVV:   
 Cardholder Name:

**CURRENTLY OPERATING IN TEST MODE**  
 These auto populated credit card values should produce a successful payment

[Back](#) [Continue](#)

**Step 24**

Enter your payment details, then select “Continue.”

**Checkout Shopping Cart**

Company:   
 User:

**Purchase Successful**

- 1 person has been booked into training.

**Tax Invoice/Receipt**

- Thank you for your purchase. Below is the Tax Invoice/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
233334		Credit Card	<a href="#">Download</a>

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

**Step 25**

Once your payment has processed, you will be able to download your tax invoice/receipt by selecting “Download.”  
 A copy will also be emailed to the company contact.

To finalise your booking select “Continue.”

The booking information will now need to be approved by Pegasus.  
 Once your booking has been approved your employee will receive an email with a link to the online course.

**Pegasus**<sup>TM</sup>  
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For questions or assistance please call 1300 131 194  
or email [support@onsitetrackeasy.net.au](mailto:support@onsitetrackeasy.net.au)