

# WOOLWORTHS GROUP



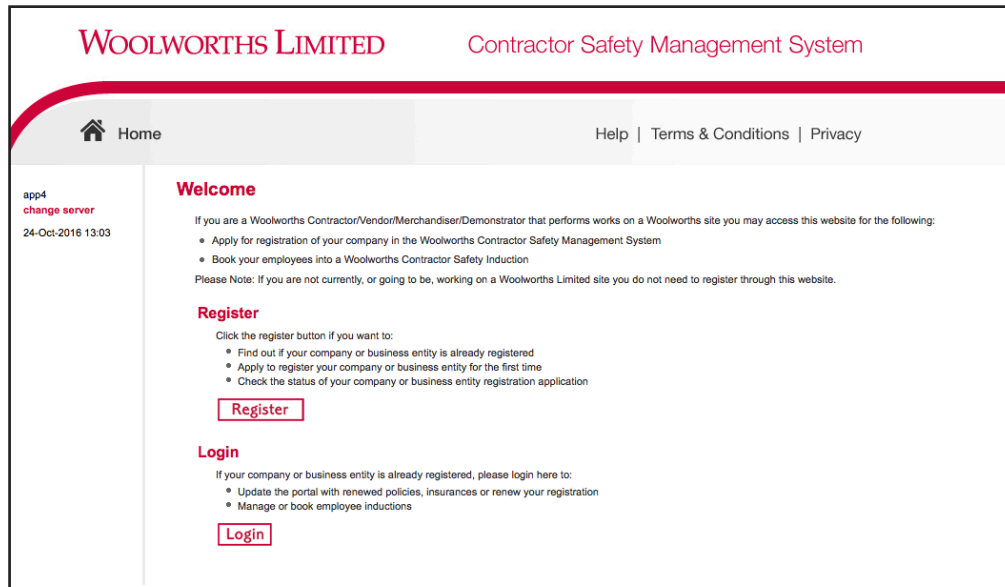
## **Woolworths**

## Contractor Management System

User Guide for Booking Inductions

# Woolworths Contractor Management System

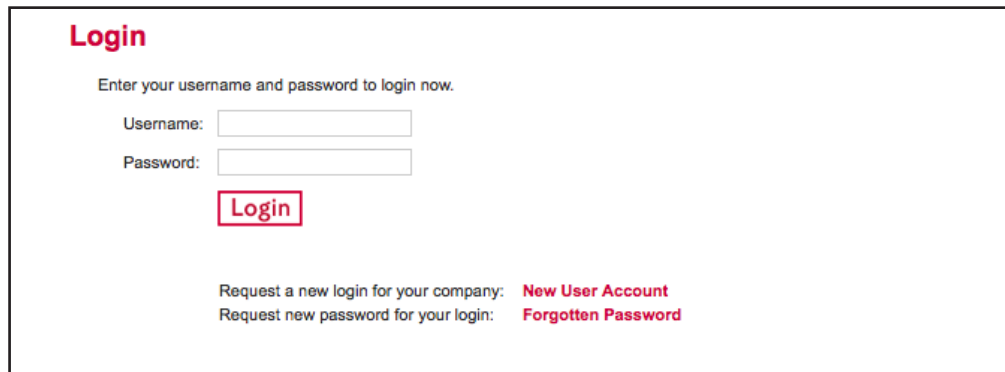
Please follow this step-by-step guide to book inductions in the Woolworths Contractor Management System.



## Step 1

Please go to <http://www.wowcontractor.com.au> and click on “Register Now/Login” in the top menu bar.

Once on the home page for the Woolworths Contractor Management System, click “Login.”



## Step 2

Use the login details you received upon registration to login to the Contractor Management System.

**WOOLWORTHS LIMITED** Contractor Safety Management System

Home **Test Mode** Logout | User Settings | Help | Terms & Conditions | Privacy

Shopping Cart  
Total Cost: empty

**Compliance Subscription**

Type: Sub-Contractor  
Expires: 30 Jan 2018  
Cost: \$0 plus GST

**Suspend** your subscription if:

- You no longer work for Woolworths 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

**Welcome to your company's login area**

From here you can book Safety Inductions and Company Relationships.

**Book Training** *Book employees into safety inductions.*

**View Employees** *View details of your employees and their data.*

**Company Relationships** *Your company relationships at Woolworths.*

Registration   
Profile   
Portal Access   
Uploads   
SMS Review

## Step 3

On the home page, select “Book Training.”

**Book Training for I**

Shopping Cart  
Total Cost: empty

Sort by: Induction

**AVAILABLE INDUCTIONS**

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

**Online Inductions**

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


Induction	To Date	Cost	GST
Delivery Driver Induction Plastic Photo ID Card	31 Dec 19	\$15.00	\$1.50
Delivery Driver Induction Printable Paper ID Card	31 Dec 19	\$7.50	\$0.75
General + Cleaning + Petrol Plastic ID Card ONLYV2	31 Dec 19	\$15.00	\$1.50
General + Cleaning Plastic ID Card ONLY V2	31 Dec 19	\$15.00	\$1.50
General + R & M + Petrol Plastic Photo ID Card V2	31 Dec 19	\$15.00	\$1.50
General + R & M + Petrol/Printable Paper ID Card V2	31 Dec 19	\$7.50	\$0.75
General + R & M Plastic Photo ID Card V2	31 Dec 19	\$15.00	\$1.50
General + R & M Printable Paper ID Card V2	31 Dec 19	\$7.50	\$0.75
General + Trolley Coll + CleaningPlastic ID ONLYV2	31 Dec 19	\$15.00	\$1.50
General + Trolley Collection - Plastic ID ONLY V2	31 Dec 19	\$15.00	\$1.50
General Safety + Petrol (Plastic Photo ID Card) V2	31 Dec 19	\$15.00	\$1.50
General Safety + Petrol Printable Paper ID Card V2	31 Dec 19	\$7.50	\$0.75
General Safety Plastic Photo ID Card V2	31 Dec 19	\$15.00	\$1.50
General Safety Printable Paper ID Card V2	31 Dec 19	\$7.50	\$0.75
WOW Meat Co. - Driver Induction Paper Card	11 Jun 17	\$7.50	\$0.75
WOW Meat Co. - Driver Induction Plastic Card	11 Jun 17	\$15.00	\$1.50
WOW Meat Co. - General + QA Plastic Photo IDV2	31 Dec 19	\$15.00	\$1.50
WOW Meat Co. - General + QA Printable Paper IDV2	31 Dec 19	\$7.50	\$0.75
WOW Meat Co. - General + R&M Plastic Photo IDV2	31 Dec 19	\$15.00	\$1.50
WOW Meat Co. - General + R&M Printable Paper IDV2	31 Dec 19	\$7.50	\$0.75
WOW Meat Co. - General+R&M+QA Plastic Photo IDV2	31 Dec 19	\$15.00	\$1.50
WOW Meat Co. - General+R&M+QA Printable Paper IDV2	31 Dec 19	\$7.50	\$0.75

\* Indicates induction cost is paid for by the site.

## Step 4

Select the induction you wish to book your employee into by clicking on the name of the induction.


## Add Booking for General Safety Plastic Photo ID Card V2



Shopping Cart	
Total Cost: <i>empty</i>	

**COMPANY DETAILS**

Name:	Woolworths
Notes:	

 Site Files

**INDUCTION DETAILS**

Name:	General Safety Plastic Photo ID Card V2
Description:	The General Safety Induction content and questions appear in all other inductions, please only select this induction if the work you do, does not fit into any other of the following induction categories.
Cost:	\$15.00 (plus \$1.50 GST) per person
Requirements:	
Extra Terms:	A Plastic Photo ID Card will be sent on successful completion of the online induction.
Files:	none
Infos:	none

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**EMPLOYEES LIST**

<input style="width: 90%;" type="text"/>	<a href="#" style="border: 1px solid red; padding: 2px 5px;">Search</a>	<i>Enter a name fragment (blank for all) and click search to list your employees for booking into this induction</i>
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You can also make a booking for an employee that has not yet been entered. Please click search first to make sure the person is not already in your employees list.

## Step 5

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."


## Add Booking for General Safety Plastic Photo ID Card V2



Shopping Cart		
Name	Quantity	Cost
General Safety Plastic Photo ID Card V2	1	\$16.50
<a href="#" style="border: 1px solid red; padding: 2px 5px;">Review</a>		Total Cost: \$16.50

**COMPANY DETAILS**

Name:	Woolworths
Notes:	

 Site Files

**INDUCTION DETAILS**

Name:	General Safety Plastic Photo ID Card V2
Description:	The General Safety Induction content and questions appear in all other inductions, please only select this induction if the work you do, does not fit into any other of the following induction categories.
Cost:	\$15.00 (plus \$1.50 GST) per person
Requirements:	
Extra Terms:	A Plastic Photo ID Card will be sent on successful completion of the online induction.
Files:	none
Infos:	none

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**EMPLOYEES LIST**

<input style="width: 90%;" type="text"/>	<a href="#" style="border: 1px solid red; padding: 2px 5px;">Search</a>	<i>Enter a name fragment (blank for all) and click search to list your employees for booking into this induction</i>
--	---	--

Found 1 match

[Add to Cart](#)

[Add Employee](#)


*Tick one or more employee Book boxes and then click Add to Cart to book into this induction*      *Book this induction for an employee not yet in your employees list*

Book	Last Name	First Name	Email	Induction History	Reason Unavailable
<input type="checkbox"/>	Test	Chris			

## Step 6

If the system returns with no matches, select "Add Employee" and continue to **step 7**.





If the employee you wish to book into the induction shows in the list of employees, tick their name and select "Add to Cart." Next continue to **step 14 on page 8**.


Shopping Cart  
Total Cost: empty

### Add Employee to

Please enter fields, upload files and then submit the data (\* = mandatory)  
On submit this person will be booked into General Safety Plastic Photo ID Card V2.

#### 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

#### 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 General Safety Plastic Photo ID Card V2.


Shopping Cart  
Total Cost: empty

### Continue Entry of Chris Test

Please enter fields, upload files and then submit the data (\* = mandatory)  
On submit this person will be booked into General Safety Plastic Photo ID Card V2. Employee Status: Started

#### 1. Fields

**Current Data**  
 Added By: Test User  
 First Name: \*  Chris  
 Middle Name:   
 Last Name: \*  Test  
 Date of Birth: \*  17 Jan 1978  
 Drivers Lic. Number:   
 Drivers Lic. State:   
 Drivers Lic. Class:   
 Drivers Lic. Expiry:   
 Gender:    
 Address:   
 Town:   
 State/Province:

#### 2. Identification

No additional identification data is required.

#### 3. Files

File1: \* Photo for Woolworths Contractor Safety 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

#### 4. Submit

Please enter all the required data. Then you will be able to submit it.  
 On submit this person will be booked into General Safety Plastic Photo ID Card V2.

## Step 8

Upload the employee's photo for their contractor card.

## Step 7

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

**Upload File for Chris Test**

Description: Photo for Woolworths Contractor Safety 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: \* Choose File | no file selected Browse to select file for upload

Name: \*  Friendly name for this file after upload

Comment:

Status:

[Back](#)

- 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 9**


Select "Choose File" to upload the photo from your computer.

**3. Files**

**File1: \* Photo for Woolworths Contractor Safety 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](#) *Please crop photo*

[Edit](#)


Comment:

**Step 10**

Select "Crop."

### 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**



**Apply**

**Cancel**

↶ ↷ ↸

### Step 11

Click and drag your cursor over the image to crop the image. Once you have cropped the image correctly, select “Apply.”

Shopping Cart  
Total Cost: empty

Employee Status: **Started**

### 2. Identification


No additional identification data is required.

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### 3. Files

File1: \* Photo for Woolworths Contractor Safety 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**

Photo cropped

Comment:

---

### 4. Submit

Click submit to send the data for processing.

**Submit**

On submit this person will be booked into **General Safety Plastic Photo ID Card V2.**

### Step 12

Select “submit.”

**YOU HAVE \$16.50 IN YOUR SHOPPING CART**

You have just added something to the shopping cart shown in the top right of this page under the menu.

To process those items click the icon or 'review'.

**IMPORTANT NOTE**

If you LOGOUT OR LET THE SESSION EXPIRE with any items in your shopping cart they WILL BE DISCARDED!

[Close](#)


**Step 13**

A pop up window will show, stating that you have items in your cart to purchase. Select "Close."

**Add Booking for General Safety Plastic Photo ID Card V2**

Shopping Cart		
Name	Quantity	Cost
General Safety Plastic Photo ID Card V2	1	\$16.50
<a href="#">Review</a>		<b>Total Cost: \$16.50</b>

**COMPANY DETAILS**

Name: Woolworths   
 Notes:  Site Files

**INDUCTION DETAILS**

<b>Name:</b>	General Safety Plastic Photo ID Card V2
<b>Description:</b>	The General Safety Induction content and questions appear in all other inductions, please only select this induction if the work you do, does not fit into any other of the following induction categories.
<b>Cost:</b>	\$15.00 (plus \$1.50 GST) per person
<b>Requirements:</b>	
<b>Extra Terms:</b>	A Plastic Photo ID Card will be sent on successful completion of the online induction.
<b>Files:</b>	none
<b>Infos:</b>	none

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**EMPLOYEES LIST**

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

**Step 14**

If you require induction bookings for more than one employee, repeat the registration process.

Once you have registered all employees, select "Review" in the shopping cart window to continue to the payment process.



**WOOLWORTHS LIMITED** Contractor Safety Management System

Home | Logout | User Settings | Help | Terms & Conditions | Privacy

### Review Shopping Cart

Company:   
 User:   
 Total:

Line	Qty	Item	Person	Unit Cost	Unit GST	Cost (ex)	Cost (inc)	Description	Remove
1	1	Course Booking							<a href="#">remove</a>
2	1	Course Booking							<a href="#">remove</a>
3	1	Course Booking							<a href="#">remove</a>
Total:							including GST of		

Registration   
 Profile   
 Portal Access

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

**Step 15**

Ensure the employee induction bookings in your shopping cart are correct, then select “Proceed to Checkout.”

### Checkout Shopping Cart

Company:   
 User:   
 Total:

**PURCHASE**

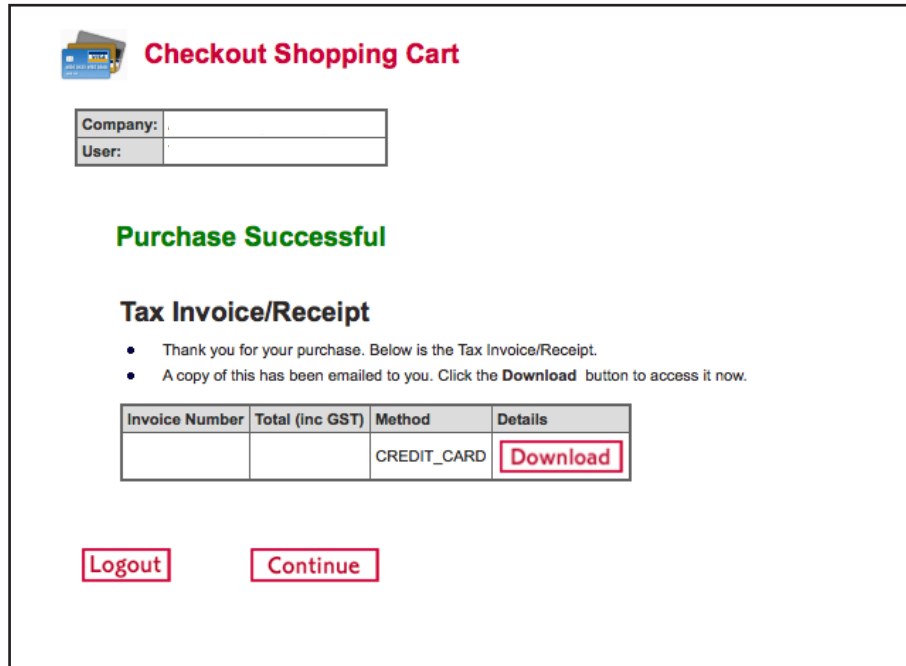
Credit Card ▶ Please enter your credit card details and click **continue** to process the purchase

Card Number:  **CURRENTLY OPERATING IN TEST MODE**  
 Card Type:  These auto populated credit card values should produce a successful payment  
 Card Expiry:    
 Card CVV:   
 Cardholder Name:

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

**Step 16**

Enter your payment details and select “Continue.”



**Checkout Shopping Cart**

Company:

User:

**Purchase Successful**

**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
		CREDIT_CARD	<a href="#">Download</a>

[Logout](#)      [Continue](#)

**Step 17**

Select “Download” to download a copy of your receipt. This will also be emailed to your company contact.

Select “Continue” to return to the home page of the system, or “Logout.”



For questions or assistance please call 1300 291 561  
or email [safetycompliance@pegasus.net.au](mailto:safetycompliance@pegasus.net.au)