

WOOLWORTHS GROUP



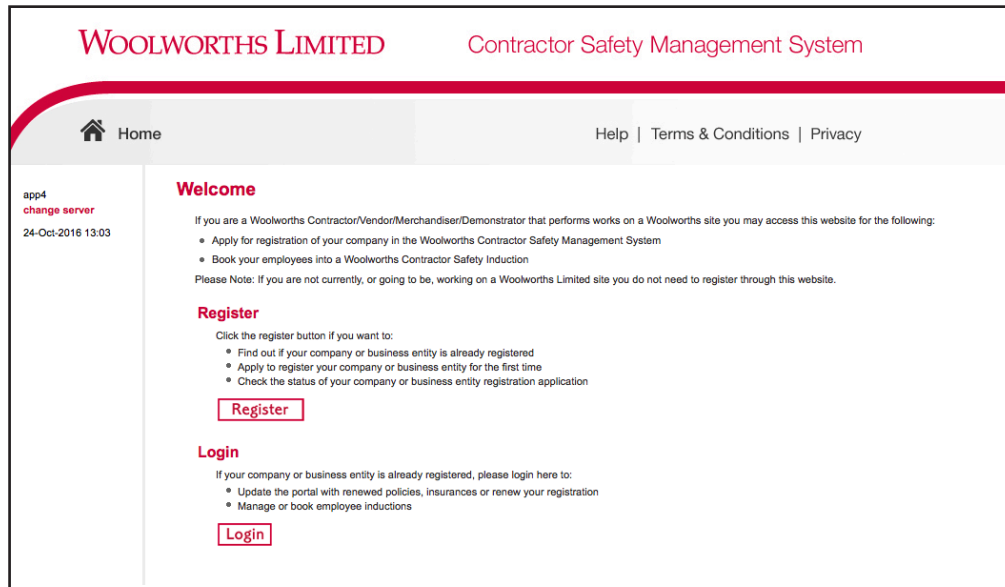
Woolworths

Contractor Management System

User Guide for Registering Your Employees and Booking Inductions

Woolworths Contractor Management System

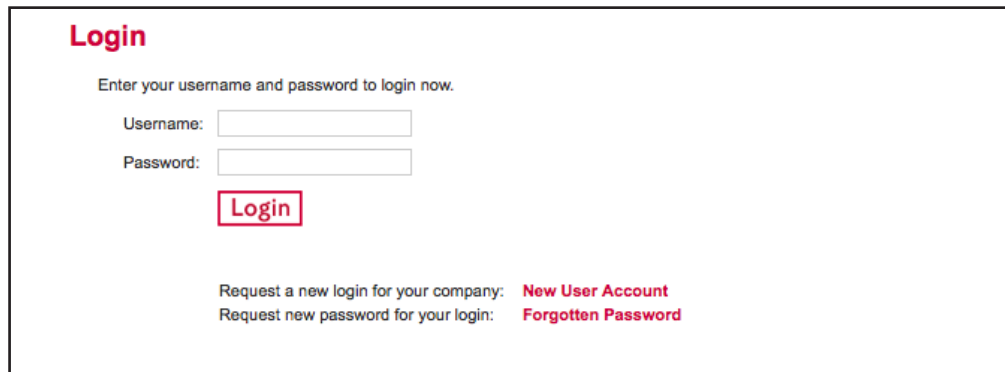
Please follow this step-by-step guide to register your employees and book inductions in the Woolworths Contractor Management System.



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

You have a current Subscription which expires in 364 days being processed.

Component	Status	Timestamp	Contact	Comment
Profile	APPROVED	20-May-13 11:06		
Uploads	SUBMITTED	20-May-13 12:00		
SMS Review	SUBMITTED	20-May-13 12:22		

Each component's contact will be notified when its status changes.

Welcome to your company's login area

From here you can Book Safety Inductions and Manage Employee Records.

Bookings *Book employees into safety inductions.*

Manage Employees *View employee data; add employees.*

Step 3

On the home page, select “Manage Employee Data.”

Woolworths Limited Contractor Safety Management System

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

Shopping Cart
Total Cost: empty

- To Display Company Employees use the "search" button
- To Add a New Employee click the "add" button

Enter a name fragment (blank for all) and click search.

Search

Status: -- all --

Group by status

Add *Click to add employees who have never been entered or who have been rejected and need to be added again.*

Back

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

WOOLWORTHS LIMITED Contractor Safety Management System

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

Shopping Cart
Total Cost: empty

Please enter fields, upload files and then submit the data (* = mandatory).

1. Fields

Added By:

First Name: * []
Last Name: * []
Middle Name: []
Date of Birth: * [19] "dd mm yy" or icon
Drivers Lic. Number: []
Drivers Lic. State: []
Drivers Lic. Class: []
Drivers Lic. Expiry: [19] "dd mm 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 []
Declaration: * I agree with Terms & Conditions and Privacy menus

2. Files

Please enter the required fields. Then you can upload the files.

3. Submit

Please enter all the required data. Then you will be able to submit it.

Cancel Save

Step 5

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

WOOLWORTHS LIMITED Contractor Safety Management System

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

Shopping Cart
Total Cost: empty

Please enter fields, upload files and then submit the data (* = mandatory).

Employee Status: Started

1. Fields

Added By:

First Name: * John
Last Name: * Smith
Middle Name: []
Date of Birth: * 19 May 1999
Drivers Lic. Number: 29050c
Drivers Lic. State: NSW

2. Files

File: * Photo for Woolworths 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.

Please upload this file Upload

Step 6

Upload the employee's photo by selecting "Upload."

WOOLWORTHS LIMITED Contractor Safety Management System

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

Registration

Profile

Portal Access

Description: **Photo for Woolworths 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 to select file for upload

Name: * Friendly name for this file after upload

Comment:

Status:

Step 7

Select "Browse" to upload the photo from your computer.

WOOLWORTHS LIMITED Contractor Safety Management System

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

Registration

Profile

Portal Access

Uploads

SMS Review

Description: **Photo for Woolworths 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 to select file for upload

Name: * Friendly name for this file after upload

Comment:

Status:

Message from webpage

UPLOAD COMPLETED
The file has been successfully uploaded.

OK

▶ Ensure all entries are correct, then use upload to save the file and fields.

▶ 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 8

Select "OK."

Step 9

Select “Submit” to submit your employee’s profile to Pegasus. This process is required to ensure that duplicates are not created in the database.

Step 10

Your employee’s information will now be sent to Pegasus for approval.

ACTION REQUIRED

Started *Click a name to complete and submit the entry*

Name	Status	Entered By	Readiness	Pending Booking
	Started		Needs 1 upload	

Returned *Click a name to edit and re-submit the entry*

Name	Status	Entered By
	Returned	

NO ACTION REQUIRED

Submitted *Processing incomplete*

Name	Status	Entered By
	Submitted	

Approved *Fully processed.*

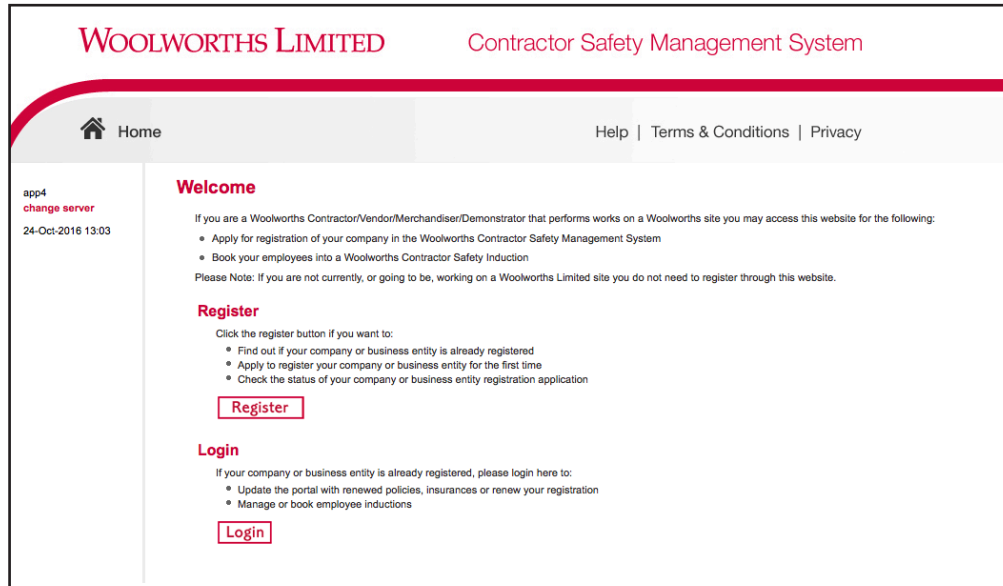
Name	Status	ID	Entered By	Photo	Card Print	Card Expiry
	Approved					

Step 11

You can track the status of your employee’s profile submission as they progress through the process.

You will receive an email when an employee has been approved, rejected or returned by Pegasus.

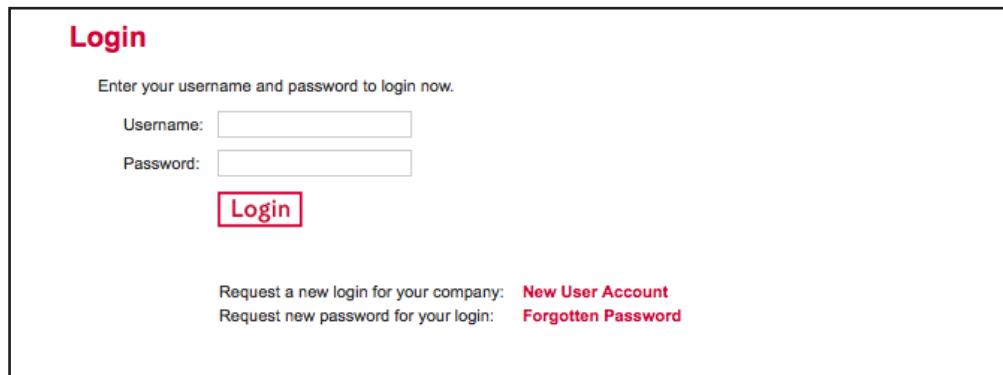
BOOKING INDUCTIONS



Step 1

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

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Step 2

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WOOLWORTHS LIMITED Contractor Safety Management System

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

uat2 onsite
20-May-2013 12:22
Belinda Gannon
Pegasus Safety And Training Pty Ltd

Registration

Profile

Portal Access

Uploads

SMS Review

You have a current Subscription which expires in 364 days being processed.

Component	Status	Timestamp	Contact	Comment
Profile	APPROVED	20-May-13 11:06	Belinda Gannon	Subscription Category 1b
Uploads	SUBMITTED	20-May-13 12:00	Belinda Gannon	Waiting for approval.
SMS Review	SUBMITTED	20-May-13 12:22	Belinda Gannon	Waiting for approval.

Each component's contact will be notified when its status changes.

Welcome to your company's login area

From here you can Book Safety Inductions and Manage Employee Records.

Bookings *Book employees into safety inductions.*

Manage Employees *View employee data; add employees.*

Step 3

On the home page, select “Bookings.”

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	G&T
General + Cleaning (Plastic ID Card ONLY)	31 Dec 16	\$15.00	\$1.50
General + Cleaning + Petrol (Plastic ID Card ONLY)	31 Dec 16	\$15.00	\$1.50
General + R & M (Plastic Photo ID Card)*	31 Dec 16	\$15.00	\$1.50
General + R & M (Printable Paper ID Card)*	31 Dec 16	\$7.50	\$0.75
General + R & M + Petrol (Plastic Photo ID Card)*	31 Dec 16	\$15.00	\$1.50
General + R&M + Petrol (Printable Paper ID Card)*	31 Dec 16	\$7.50	\$0.75
General + Trolley Coll + Cleaning -Plastic ID ONLY	31 Dec 16	\$15.00	\$1.50
General + Trolley Collection - Plastic ID ONLY	31 Dec 16	\$15.00	\$1.50
General Safety (Plastic Photo ID Card)*	31 May 16	\$15.00	\$1.50
General Safety (Printable Paper ID Card)*	31 May 16	\$7.50	\$0.75
General Safety + Petrol (Plastic Photo ID Card)*	31 Dec 16	\$15.00	\$1.50
General Safety + Petrol (Printable Paper ID Card)*	31 Dec 16	\$7.50	\$0.75

* Indicates Induction cost is paid for by the site.

OTHER INDUCTIONS

There are no other safety inductions at present. This means no open online safety inductions and no open classroom inductions are scheduled for the month of June 2013.

For more information please see the contact details on the help menu.

Back


Step 4

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

Add Booking for General + Cleaning (Plastic ID Card ONLY)

Shopping Cart
 Total Cost: *empty*

COMPANY DETAILS

Name: Woolworths  Site Files
 Notes:

INDUCTION DETAILS

Name:	General + Cleaning (Plastic ID Card ONLY)
Description:	This induction is for those who participate in cleaning Woolworths Limited Sites EXCLUDING Petrol Sites. This section also includes the mandatory General Safety questions.
Cost:	\$15.00 (plus \$1.50 GST) per person
Requirements:	
Extra Terms:	A Plastic Photo ID Card will sent upon completion of the Online Induction
Files:	none
Infos:	none

[Back](#)

EMPLOYEES LIST

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

Step 5

To book a specific employee into the induction, enter a fragment of their name into the search field, then select "Search."

Alternatively, leave the search field blank and select "Search" to show display all of your employees.

EMPLOYEES LIST

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

Found 59 matches

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

Book	Last Name	First Name	Email	induction History	Reason Unavailable
<input checked="" type="checkbox"/>	Bintley	Wallis	rogue.butterfly@gmail.com		
<input type="checkbox"/>	Boag	Brenda			Employee is not a Contractor
<input type="checkbox"/>	Boulton	Louisa			Employee is not a Contractor
<input checked="" type="checkbox"/>	Brayley	Peter	pbrayley@pegasus.net.au		
<input checked="" type="checkbox"/>	Cizzio	Allan	acizzio@pegasus.net.au		
<input type="checkbox"/>	Collis	David			Does not have an email address (contact Pegasus Safety Compliance)

Step 6

To book an employee into the induction, tick the box next to their name. Once all required employees are ticked, select "Add to cart."

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

Add Booking for WOW 12.01 General Safety

COMPANY DETAILS

Name: Woolworths
Notes:
Site Files

INDUCTION DETAILS

Name: WOW 12.01 General Safety
Description: Contractors carrying out: Pest Control, Hygiene Services, Waste Collection only. Modules included in this course include:
• General Safety
NOT REQUIRED IF THE PERSON IS BOOKING INTO ANY OTHER INDUCTION
The general safety component is already part of the other online inductions for Repairs & Maintenance and Trrolley collection courses. As a result you do not need to complete the general safety course if you are booking into any of these courses. This course applies if you work in Pest Control, Hygiene Services, Waste Collection only.
Cost: \$20.00 (plus \$2.00 GST) per person
Requirements: Contractors required to read the following handbook(s): General Safety
Extra Terms:
Files: none
Infos: none

Registration
Profile
Portal Access
Uploads
SMS Review

Back

Shopping Cart

Name	Quantity	Cost
WOW 12.01 General Safety	3	\$66.00
Review		Total Cost: \$66.00

Message from webpage

YOU HAVE \$66.00 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 your purchases 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!

OK

Step 7

When the pop up displays stating that you have items in your shopping cart, read the pop up information, then select "OK."

WOOLWORTHS LIMITED Contractor Safety Management System

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

Add Booking for WOW 12.01 General Safety

COMPANY DETAILS

Name: Woolworths
Notes:
Site Files

INDUCTION DETAILS

Name: WOW 12.01 General Safety
Description: Contractors carrying out: Pest Control, Hygiene Services, Waste Collection only. Modules included in this course include:
• General Safety
NOT REQUIRED IF THE PERSON IS BOOKING INTO ANY OTHER INDUCTION
The general safety component is already part of the other online inductions for Repairs & Maintenance and Trrolley collection courses. As a result you do not need to complete the general safety course if you are booking into any of these courses. This course applies if you work in Pest Control, Hygiene Services, Waste Collection only.
Cost: \$20.00 (plus \$2.00 GST) per person
Requirements: Contractors required to read the following handbook(s): General Safety
Extra Terms:
Files: none
Infos: none

Registration
Profile
Portal Access
Uploads
SMS Review

Shopping Cart

Name	Quantity	Cost
WOW 12.01 General Safety	3	\$66.00
Review		Total Cost: \$66.00

Step 8

To continue to payment, select "Review" in the shopping cart window.

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							remove
2	1	Course Booking							remove
3	1	Course Booking							remove
Total:							including GST of		

Registration
 Profile
 Portal Access

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

Step 9

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

Checkout Shopping Cart

Company:
 User:
 Total: **\$110.00** inc GST

PURCHASE

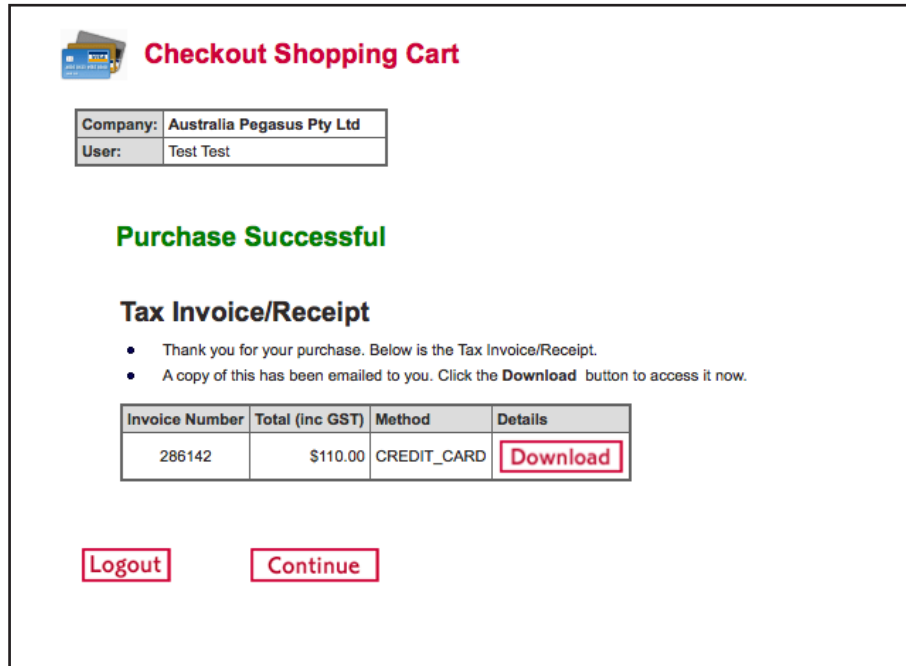
Credit Card ▶ Please enter your credit card details and click **continue** to process the purchase

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 10

Enter your payment details and select “Continue.”



Checkout Shopping Cart

Company:	Australia Pegasus Pty Ltd
User:	Test Test

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
286142	\$110.00	CREDIT_CARD	Download

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

Step 11

Select "Continue" to finalise your induction bookings.



For questions or assistance please call 1300 291 561
or email safetycompliance@pegasus.net.au