



IDEMITSU



# CONTRACTOR MANAGEMENT PORTAL

USER GUIDE-Pending Actions

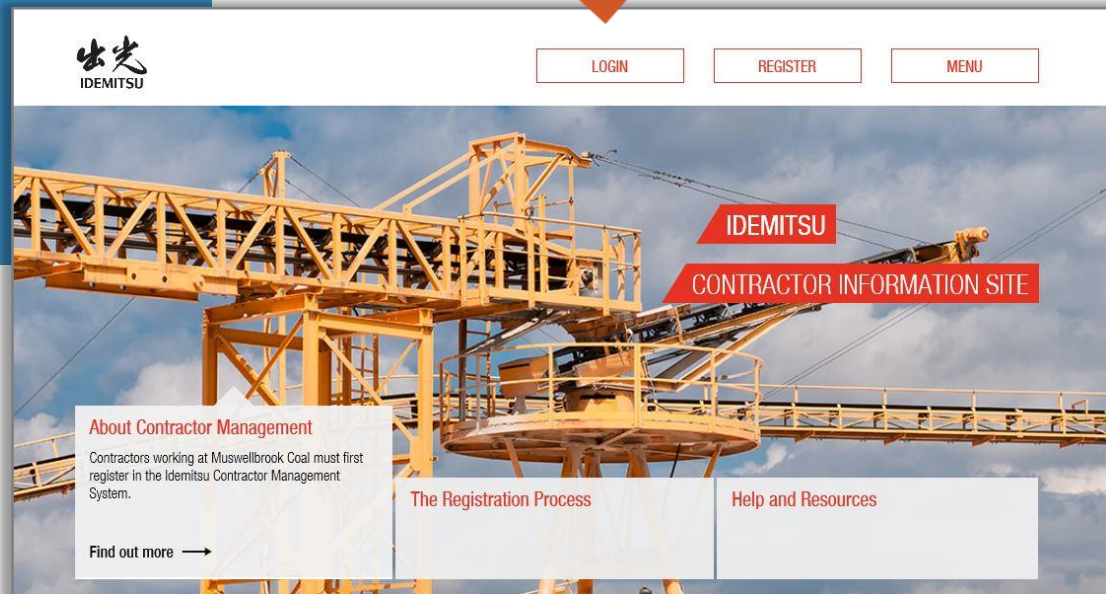


# Login to the Contractor Management System



## LOGIN

Go to [idemitsucontractors.com.au](http://idemitsucontractors.com.au) and click **“Login”** in the top menu.



# Login to the Contractor Management System



## LOGIN

On the home page of the Idemitsu Contractor Management System, enter your username and password and click “Login”.

Welcome to the Idemitsu Portal

Login to manage roles and competency checks for your company's workers

Username

Password

LOGIN

Register  
Recover my password

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# PENDING ACTIONS

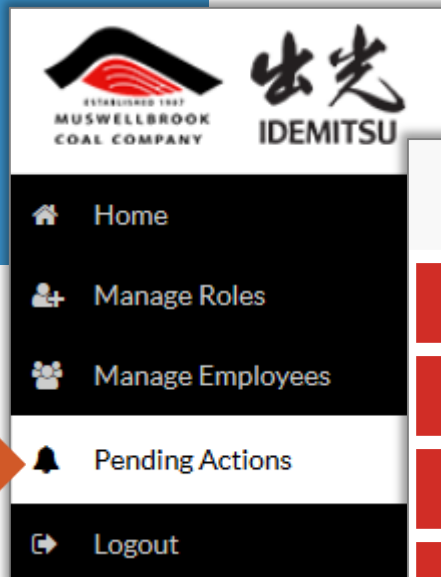
# Pending Actions



Once logged in, click the  
“Pending Actions” button.

Choose an option.

- If documents supplied are incorrect, your application will be returned to be updated.
- Email notifications will be sent to both the company administrator and the worker.
- The following pages will step through each Pending Action category below.



## Pending Actions

Please review and complete any outstanding items

Subscription Renewals



Returned Applications



Continuing Applications



Returned Employees



# Subscription Renewals



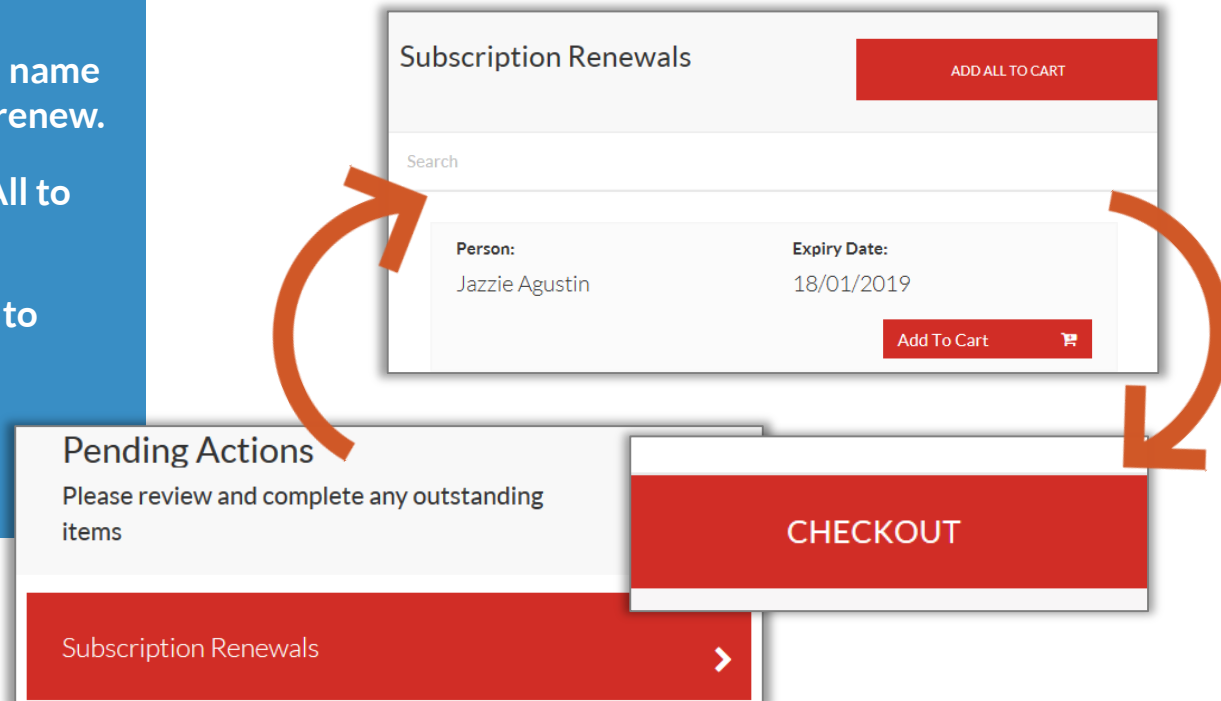
## STEP 1

Click the tick box next to the name of the worker/s you need to renew.

Click “Add To Cart” or “Add All to Cart”

Click “Checkout” to proceed to payment

- Subscriptions that have expired or are due to expire will appear here, listing the date



# Subscription Renewals



## STEP 2

If training is required to renew a subscription, click “Select Date” and choose a session from those available.

Press “Select Session” to book.

**Muswellbrook Coal Site Induction Contractor Classroom**  
8 sessions available

31 January 2019

Time: 07:45 - 13:45

Name: Muswellbrook Coal Site Induction Contractor

Location: 65 John St, Singleton NSW 2330, Australia

Available seats: 12

**SELECT SESSION**

**Calendar:** January 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
30	31	01	02	03	04	05
06	07	08	09	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31	01	02
03	04	05	06	07	08	09

**Course S**  
Please go through the list and confirm the dates for the classroom courses

**Muswellbrook Coal Site Induction Contractor Classroom**  
Competencies Covered

**Select Date**

# Returned Applications



## STEP 1

Click “View Comment” to find the reason the application was returned.

Click “Continue” to resolve the issue.

- Continue an application that was not completed correctly and needs attention
- Applications may be returned due to:
  - incorrect files uploaded
  - fields completed incorrectly
  - photo not correctly taken

**Pending Actions**  
Please review and complete any outstanding

**Returned Applications**

**Returned Applications**

Search

Employee Name:	Start Date:
Cindy Testing	29/01/2019
<b>Description:</b> Registration, Roles, Card	
<a href="#">View Comment</a>	

**Employee Name:** Cindy Testing  
**Start Date:** 29/01/2019  
**Description:** Registration, Roles, Card  
**Damien Challen - Tue, Jan 29, 2019 12:37 PM**  
File is incorrect. Need Statement of Competency, not Assessment of Competency.

**RETURNED**  
**CONTINUE >**



# Continuing Applications

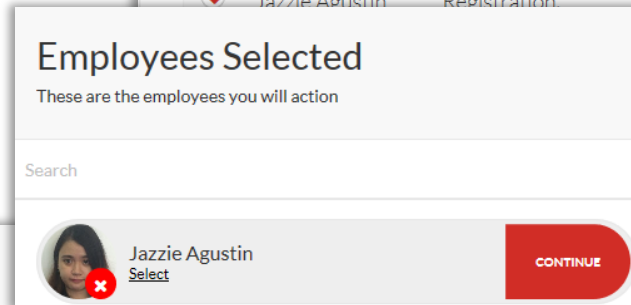
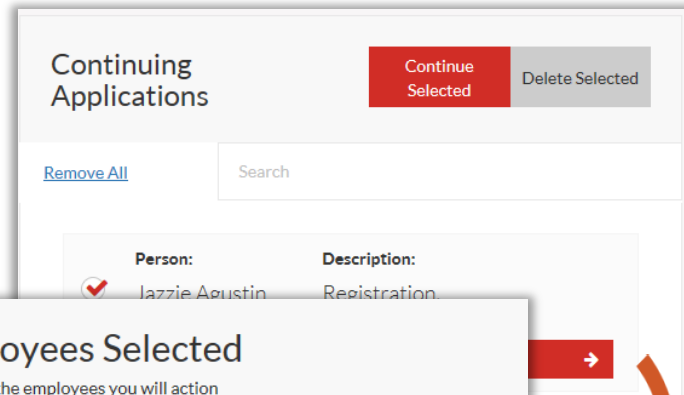


## STEP 1

Click “Continuing Applications” to delete or continue an application. Click “Continue”

At the Employees Selected Page, click “Continue” to open the “Manage Roles” screen and finish the application.

- Continuing applications are those you have started but not completed.



## Pending Actions

Please review and complete any outstanding items

Continuing Applications

# Returned Employees



## STEP 1

The comment will tell you why the employee application was returned.

Click “Edit” to make changes, and “Continue” to process this application.

- Returned Employees are applications for new employees that have been submitted but returned.
- Applications are returned if:
  - They will create a duplicate
  - Data entered in the employee information fields is incorrect.

## Pending Actions

Please review and complete any outstanding items

Returned Employees

## Returned Employees

Search

Employee Name:

Testing Userguide

[View Comment](#)

EDIT >

Employee Name:

Testing Userguide

**Damien Challen - 24/01/2019**

First Name has incorrect Characters in it

# Email Examples



Provided are a few examples of the email communication you may receive regarding your worker.

- Pending actions will be sent to the administrator who initiated the application. The contact email can be updated.
- Notification emails will also be sent for completed applications, including roles added and cards approved.

Dear Damien Challen,

Your employee has been registered with the Idemitsu Contractor Management.

**Employee:** Barry Test  
**Company:** PEGASUS MANAGEMENT PTY. LIMITED  
**Approved By:** Damien Challen  
**Approved On:** 24 Jan 19 at 16:21

For further assistance please contact **Pegasus Support**.

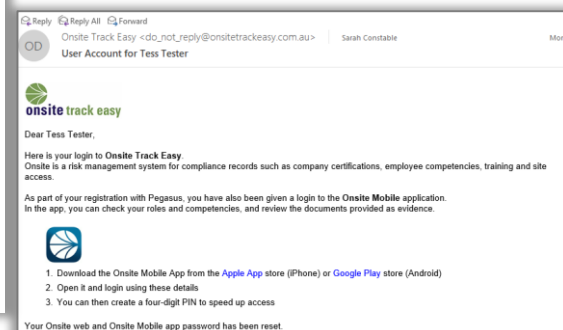
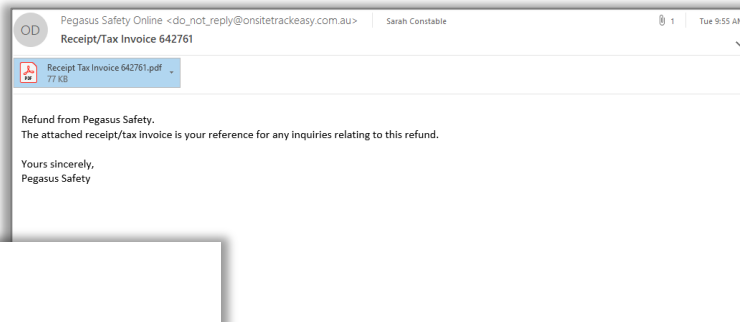
**Email:** [inductions@pegasus.net.au](mailto:inductions@pegasus.net.au)  
**Phone:** 1300 306 384



**onsite track easy**

The Idemitsu Contractor Management is powered by Onsite Track Easy.

Your Idemitsu Contractor Management registration includes access to **Onsite Contractor Basic**, a website where you can view employee training history, contact details, expiring competencies and more.





FOR ANY QUESTIONS OR ASSISTANCE PLEASE CALL

**1300 306 384**

OR EMAIL **[inductions@pegasus.net.au](mailto:inductions@pegasus.net.au)**