



Campbell Arnett's

Contractor Management System

User Guide for Updating Employee Documents

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Campbell Arnott's Contractor Management System

Please follow this step-by-step guide to update your employee's documents in the Campbell Arnott's Contractor Management System.

The screenshot shows the home page of the Campbell Arnott's Contractor Management System. At the top left are the Campbell's and Arnott's logos. The Arnott's logo includes the tagline "HERE IS NO SUBSTITUTE FOR QUALITY". To the right of the logos is a "Test Mode" indicator. Below the logos is a navigation bar with "Home", "Help", "Terms & Conditions", and "Privacy" links. The main content area is titled "Welcome" and includes a user ID "app104" and a timestamp "07-Oct-2016 07:26". The "Welcome" section contains instructions for users and a "Please Note" regarding registration. Below this are two sections: "Register" and "Login". The "Register" section lists reasons to register (managing work site cards and employee records) and has a red "Register" button. The "Login" section lists reasons to login (checking records and administering work cards) and has a red "Login" button.

Step 1


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

Once on the home page for the Campbell Arnott's Contractor Management System, click "Login."

The screenshot shows the login page of the Campbell Arnott's Contractor Management System. The page is titled "Login" in large red font. Below the title is the instruction "Enter your username and password to login now." There are two input fields: "Username:" and "Password:". Below the input fields is a red "Login" button. At the bottom of the page, there are two links: "Request a new login for your company: [New User Account](#)" and "Request new password for your login: [Forgotten Password](#)".


Step 2

Enter your username and password, then select "Login."



Compliance Subscription

You have a current subscription which expires in **336 days**.



Shopping Cart

Total Cost: *empty*

Suspend your subscription if:

- You no longer work for Amotts 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

This subscription allows you to maintain your compliance records.

Name	ID	Status	Expiry Date	Expires In	Renewal	Action
Insurance.Liability.Public	156827	Current	01 Aug 17	298 days	May be renewed	renew
Insurance.Workers Compensation.QLD	156826	Current	30 Jun 17	266 days	May be renewed	renew
Licence.Work Activity.Electrical Licence - QLD	156825	Current	03 Apr 17	178 days	May be renewed	renew
SMS 4801.Safety Management.AS/NZS 4801compliant	156822	Current	26 Aug 18	688 days	May be renewed	renew

Welcome to your company's login area

From here you can manage employee roles and Company Relationships.

Manage Employee Data

Register employees, maintain roles and order cards.

View Employees

View details of your employees and their data.

Company Relationships

Your company relationships on sites in this portal.

ACTION REQUIRED

1 Returned Cardholder Compliances

Name	Description	Started Date	Status	Entered By
Chenoweth, Luke	Registration, Roles, Card	12-Sep-16	Returned	Janaki Dyer

show all 1

Please **click a name** to resolve the issue and resubmit the record.

Step 3

To action a returned document, click to expand the Action Required section on the home page. Next click on the name of the employee that you wish to upload the document for.


ACTIONING A RETURNED EMPLOYEE DOCUMENT

Step 4

Scroll down to the document you are updating, then select "Upload."

Please note, if required you can view a list of business rules for Campbell Arnott's before uploading your document.

File8: Working at Heights

 **Working at Height.Statement of Attainment.**

Optional for Roles: Virginia - Electrician


[Click here](#) for a list of Campbells Arnotts Business Rules

Optional single file upload

Upload

Step 5

Upload the document by selecting "Choose File."
Enter any of the mandatory information before selecting "Upload."

 **Upload File for**

Verified doc

The file you upload here is classified as a *Verified doc*, which means:

- it must be an **official document** that genuinely represents the description below
- it must clearly contain the **name of the person** shown above
- if it contains an **issue or expiry date** you must enter them in the fields below

If any requirement is not met, the upload and cardholder compliance will be rejected!
If you have any questions contact the portal administrator listed on the help menu.

Description: **Confined Space**
Maximum Size: 2 Mb
Requirement: [Click here](#) for a list of Campbells Arnotts Business Rules

File to Upload: * no file selected *Browse to select file for upload*

Name: * *Friendly name for this file after upload*

Issue Date: *blank if none (must match upload file)* *Enter issue date as "dd mmm yy" or click calendar icon*

Expiry Date: *blank if none (must match upload file)* *Enter expiry date as "dd mmm yy" or click calendar icon*

Comment:

Status:

Back

► **Browse** for the file and enter field values. Then you will be able to do the **upload**.

► **Permitted File Types**
Only the following file types may be uploaded: **pdf, jpg, doc, docx** and **txt**.

► **Maximum File Size**
Only files up to **2 Mb** in size will be accepted for upload.

Registration, Roles, Card

RETURNED RECORD

Card?	Last Name	First Name	General	Roles	Files Done	Infos Done	Cost	Data Status	Payment
YES			✓	Virginia - Electrician	2 of 2 ✓	0 of 0 ✓	\$71.50	COMPLETE	PAID

✓ = Entered
 ✗ = Mandatory Not Entered
 ✕ = Optional Not Entered

Click link to view role data requirements:
[Role Data Lookup](#)

Returned Details

When:	07 Oct 2016 at 08:41
By Who:	
Reason:	Please upload legible copy of the QLD Electrical Licence and resubmit.

Please address the reason for this return and click submit.

PROCESSING: LUKE CHENOWETH
(Registration, Roles, Card)

Back

Submit

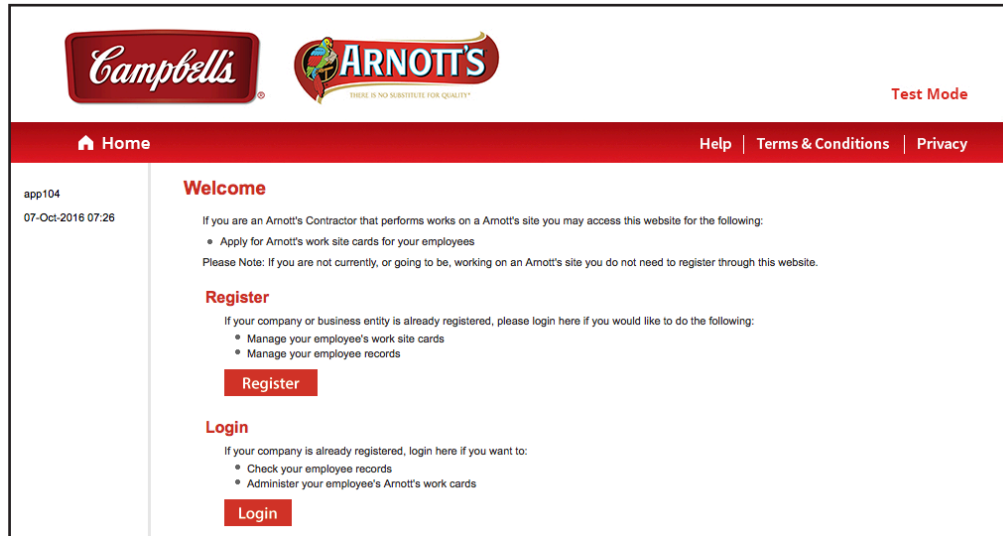
All mandatory entries are complete. **This application may now be submitted.**
 If you intend to provide any more optional file uploads or information, please do that first.

Shopping Cart
 Total Cost: *empty*

Step 6

Scroll back to the top of the employee's returned record and select "Submit" once all documents have been uploaded.

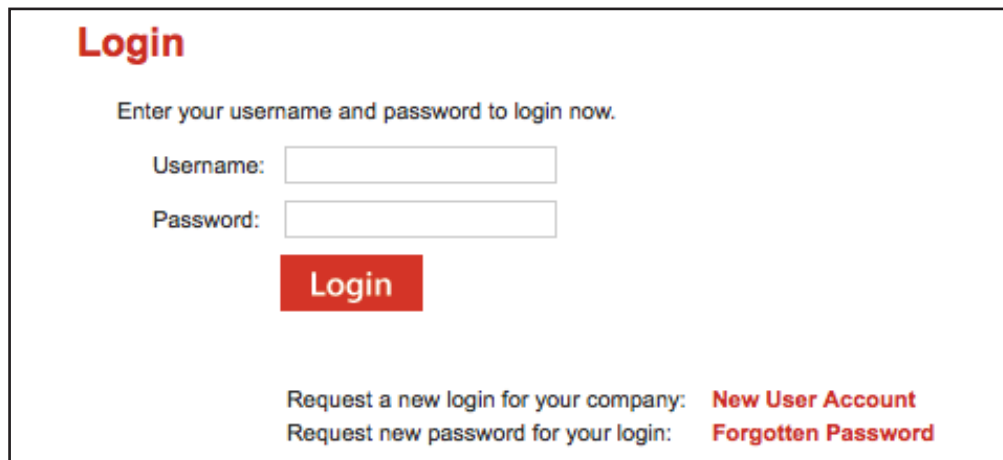
RENEWING AN EMPLOYEE'S DOCUMENT



Step 1


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

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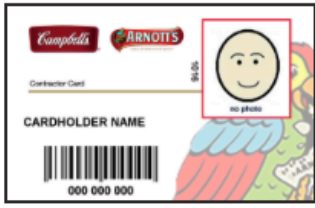
To renew an employee's document, select "Manage Employee Data" on the home page.



Shopping Cart
 Total Cost: *empty*

PLEASE NOTE: Just because a card is shown here does not mean you may order it. Please ensure the person is entitled to a card before you order it. You may not qualify for a refund if your order is rejected. If you're unsure about any card order please contact the portal administrator (see details on the help menu).

Description:	Arnotts Personal Compliance Roles and Card
Requirements:	<ul style="list-style-type: none"> Subscription (included in Initial Registration) Role selection Photo upload File uploads Mandatory Arnott's Card (if no previous issue)
Registration:	\$65.00 (plus \$6.50 GST) for initial registration and subscription
Card Cost:	\$30.00 (plus \$3.00 GST) per Card
Subscription:	24 months duration \$65.00 (plus \$6.50 GST) per Subscription Renewal on expiry



Back

EMPLOYEES LIST

Search

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

You can also select employees that have not yet been entered.
 Please **click search first** to make sure the person is not already in your employees list.
 Then an **Add Employee** button will be provided.

Step 4

Find the employee profile you wish to upload the document for, by entering their last name and selecting "Search."

Alternatively, to show a list of all employees, leave the search field blank, then select "Search."

Step 5

Tick the employee, then select "Submit."

Submit

Tick one or more of the **Select** and **Card Required** boxes, then click the **Submit** button to proceed with this selection

Add Employee

Select	Card Required?	Last Name	First Name	Previous Approved Role Selections	Email	Card History	Reason Select Disabled
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> Mandatory			(none)			
<input type="checkbox"/>	<input type="checkbox"/>			(none)			Already submitted, click to edit
<input type="checkbox"/>	<input type="checkbox"/>			(none)			Already submitted, click to edit
<input type="checkbox"/>	<input type="checkbox"/>			Virginia - Electrician		14 Sep 2016	
<input type="checkbox"/>	<input type="checkbox"/>			(none)			
<input type="checkbox"/>	<input type="checkbox"/>			Virginia - Electrician		19 Sep 2016	

Step 6

Scroll down to the document you are updating, then select "Upload."

Please note, if required you can view a list of business rules for Campbell Arnott's before uploading your document.

File8: Working at Heights

X  **Working at Height.Statement of Attainment.**

Optional for Roles: Virginia - Electrician


[Click here](#) for a list of Campbells Arnotts Business Rules

Optional single file upload

Upload

Step 7

Upload the document by selecting "Choose File."
Enter any of the mandatory information before selecting "Upload."

 **Upload File for**

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Comment:

Status:

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PROCESSING: LUKE CHENOWETH
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Submit

*All mandatory entries are complete. This application may now be submitted.
 If you intend to provide any more optional file uploads or information, please do that first.*

Step 8

Scroll back to the top of the employee's returned record and select "Submit" once all documents have been uploaded.



For questions or assistance please call 1300 175 307
or email arnottscompliance@pegasus.net.au