

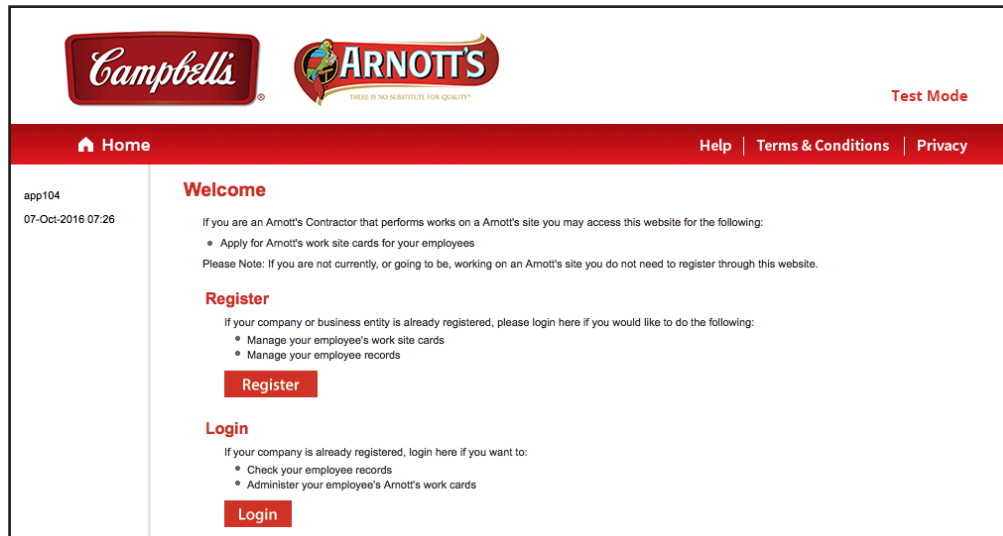


Campbell Arnett's Contractor Management System

User Guide for Updating Employee's Roles

Campbell Arnott's Contractor Management System

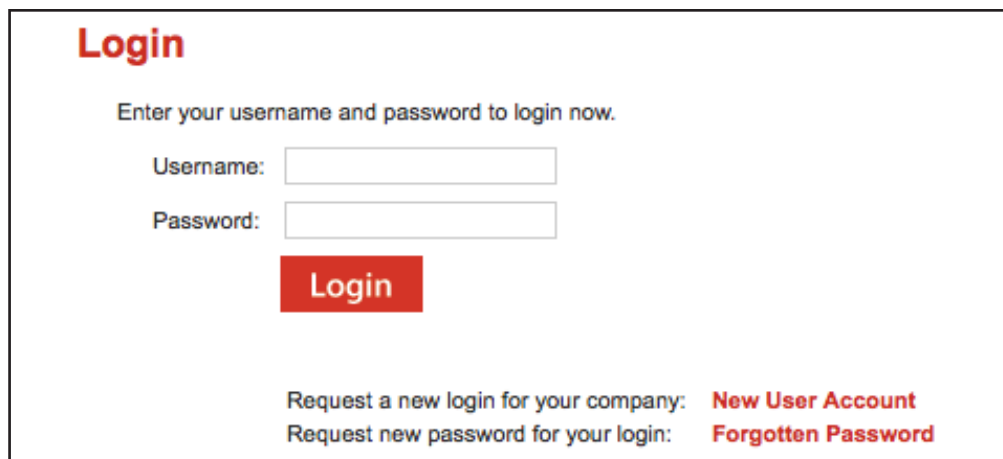
Please follow this step-by-step guide to update or change your employee's roles in the Campbell Arnott's Contractor Management System.



Step 1

Please go to <http://www.campbellsarnottscontractor.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."




Step 2

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

UPDATING EMPLOYEE'S ROLES


Shopping Cart
 Total Cost: *empty*



Compliance Subscription
 You have a current subscription which expires in **24 days**.

Continue You have a partially completed subscription renewal. Click the button to continue where you left off.

Suspend your subscription if:

- You no longer work for Arnotts 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

[View SMS Review Results](#)

This subscription allows you to maintain your compliance records.

Name	ID	Status	Expiry Date	Expires In	Renewal	Action
Insurance.Liability.Public	155309	Current	01 Sep 17	325 days	May be renewed	renew
Insurance.Professional Indemnity.Professional Indemnity	155535	Current	01 Sep 17	325 days	May be renewed	renew
Insurance.Workers Compensation SA	147971	Current	30 Jun 17	262 days	May be renewed	renew
Insurance.Workers Compensation VIC	148767	Current	30 Jun 17	262 days	May be renewed	renew
Licence.Work Activity Air Conditioning and Refrigeration - NSW	125923	Current	04 Sep 17	328 days	May be renewed	renew
Licence.Work Activity Air Conditioning and Refrigeration - QLD	125924	Current	04 Sep 17	328 days	May be renewed	renew
Licence.Work Activity Air Conditioning and Refrigeration - SA	125925	Current	04 Sep 17	328 days	May be renewed	renew
Licence.Work Activity Air Conditioning and Refrigeration - VIC	125926	Current	04 Sep 17	328 days	May be renewed	renew
Licence.Work Activity Electrical Licence - QLD	125927	Current	31 Oct 16	20 days	Renew soon	renew
Licence.Work Activity Electrical Licence - SA	125928	Current	31 Oct 16	20 days	Renew soon	renew
Licence.Work Activity Electrical Licence - VIC	125930	Current	31 Oct 16	20 days	Renew soon	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.

Step 3


To update your employee's roles, select "Manage Employee Data" on the home page.


Shopping Cart
 Total Cost: *empty*

Employee Compliance

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

Enter the surname of the employee that you wish to update the role of. Next select "Search."

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

UPDATING EMPLOYEE'S ROLES

EMPLOYEES LIST

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

Found 29 matches

Submit Tick one or more of the Select and Card Required boxes, then click the Submit button to proceed with this selection Add Employee Register Employee not yet in your employees list

Select	Card Required?	Last Name	First Name	Previous Approved Role Selections	Email	Card History	Reason Select Disabled
<input type="checkbox"/>	<input type="checkbox"/>						
<input type="checkbox"/>	<input type="checkbox"/>						
<input type="checkbox"/>	<input type="checkbox"/>						
<input type="checkbox"/>	<input type="checkbox"/>						

Step 5

Tick the box of the employee, then select "Submit."

Employee Compliance

Shopping Cart
Total Cost: empty

SELECTION

Action	Card?	Last Name	First Name	General	Roles	Files Done	Infos Done	Cost	Data Status	Payment
Process	no			X				\$0.00	INCOMPLETE	N/A

= Entered
 = Mandatory Not Entered
 = Optional Not Entered

Action: Click 'Process' to continue an entry, and when complete, submit it or add it to the shopping cart. Each person requires General entries, then File uploads.

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

Back

Step 6

Select "Process."

Roles

Shopping Cart
Total Cost: empty

SELECTION

Action	Card?	Last Name	First Name	General	Roles	Files Done	Infos Done	Cost	Data Status	Payment
Processing ▶	no			X				\$0.00	INCOMPLETE	N/A

= Entered
 = Mandatory Not Entered
 = Optional Not Entered

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

PROCESSING: (Roles) Back Submit Terminate

GENERAL *

Roles

Select Roles Mandatory; Requires valid selection

Roles:

Previous Roles:

Communicate To: Name of person

Communicate By: Email

Email:

Step 7

Click to "Select Roles."

UPDATING EMPLOYEE'S ROLES

demo.onsitetrackeasy.com.au

Arnotts Portal Work Roles

Class **All**
Marleston
Virginia

Tick all required roles and click **Apply** at the bottom

- Virginia - Administrator
- Virginia - Air Conditioning and Refrigeration Technician
- Virginia - Apprentice
- Virginia - Bulk Delivery Driver.
- Virginia - Consulting
- Virginia - Electrical Restricted
- Virginia - Electrician
- Virginia - Engineer
- Virginia - Fire Detection Systems
- Virginia - Fire Electrical Works and Testing
- Virginia - Fire Emergency Lighting
- Virginia - Fire Plumbing
- Virginia - Fire Portables
- Virginia - Fire Sprinkler Systems
- Virginia - Gas Fitter
- Virginia - General Maintenance
- Virginia - Mechanical Tradesman
- Virginia - Pest Control

Selected Roles

Apply

Step 8

To view roles for a specific site, please select the site from the group drop down menu.

Select all roles that you wish to add to this employee. Once all roles have been selected, scroll to the bottom of the window and select “Apply.”

Please close this pop-up window to continue with the addition of the role/s in the system.

File3: Construction Induction Card

OH&S-WHS.Induction.Construction Induction Card
Optional for Roles: Virginia - Apprentice
 [Click here](#) for a list of Campbells Arnotts Business Rules
Optional single file upload

Upload

File4: Forklift Qualified

Operator Forklift.High Risk Licence.
Confidential for roles: Virginia - Apprentice
If you will be operating a Forklift on site you are required to upload your Forklift licence here
 [Click here](#) for a list of Campbells Arnotts Business Rules
Optional single file upload

Upload

Step 9

Select “Upload” to upload any required documentation for the role.

UPDATING EMPLOYEE'S ROLES

Step 10

Scroll to the bottom of the page to select "Save."

TRAINING hide training

Requirements

The following table lists the training required for this employee's role selections. All **Auto-Booked** training will automatically be booked and added to the shopping cart when you submit this persons application.

Site	Induction	Training Status	Access	Cost	GST	Required By Roles	History	Reason Unavailable	Book
Arnott's - Virginia	Arnott's Virginia - Contractor Induction	COMPLETE	Approved	\$25.00	\$2.50	1	Training Completed (Expires on 09 Jun 17)		

Required By Roles Legend

1 Virginia - Apprentice

Online Training Email

Please enter a valid employee email address. It will be used to provide access to online training for the employee. An invalid address will result in the employee not being able to complete the training requirements for this selection.

Email: copy from Employee

Training Declaration

I agree to purchase any outstanding training listed above for this employee and that they will undertake this training within a reasonable time frame.

Cancel
Save

Step 11

Scroll to the top of the page and select "Submit."

Any uploaded documentation will now be verified by Pegasus.

Roles

Shopping Cart
 Total Cost: empty

SELECTION

Action	Car	Name	General	Roles	Files Done	Infos Done	Cost	Data Status	Payment
Processing	no	Boulton Travis	✓	Virginia - Apprentice	2 of 2	0 of 0	\$0.00	COMPLETE	N/A

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

Click link to view role data requirements:
Role Data Lookup

PROCESSING: TRAVIS BOULTON
(Roles)

Back
Submit
Terminate

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.



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