



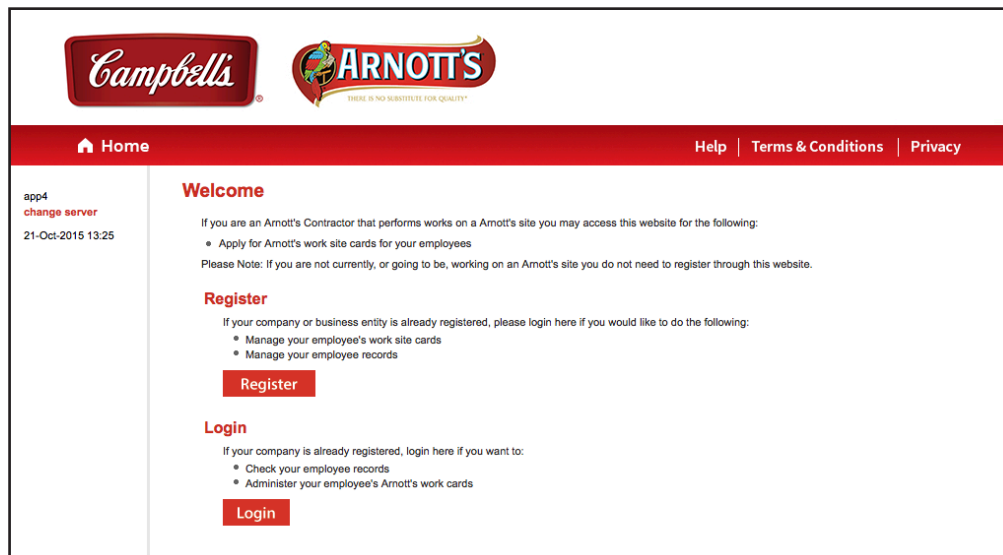
# Campbell Arnott's

## Contractor Management System

User Guide for Registering Your Employees

# Campbell Arnott's Contractor Management System

Please follow this step-by-step guide to register your employees in the Campbell Arnott's Contractor Management System.

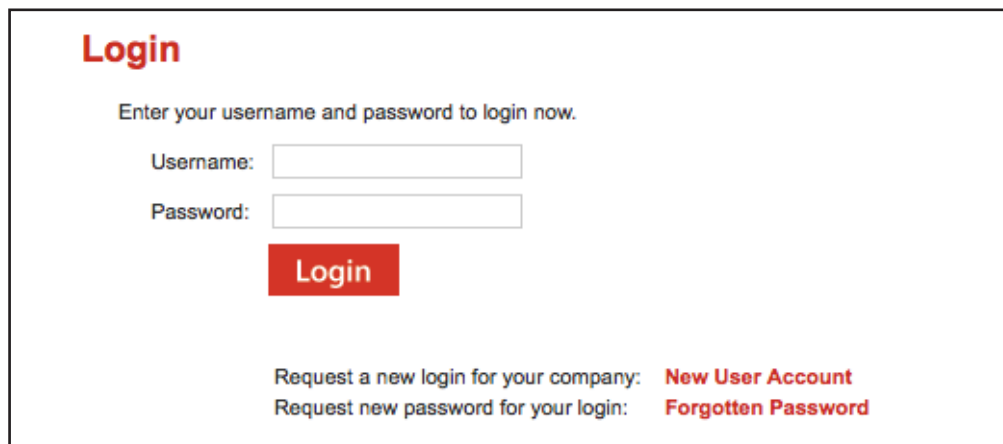


The screenshot shows the home page of the Campbell Arnott's Contractor Management System. At the top, there are logos for Campbell's and Arnott's. Below the logos is a red navigation bar with links for Home, Help, Terms & Conditions, and Privacy. The main content area is divided into two columns. The left column contains a sidebar with the text 'app4 change server' and '21-Oct-2015 13:25'. The right column contains a 'Welcome' message, a 'Register' section with a 'Register' button, and a 'Login' section with a 'Login' button.

### 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."



The screenshot shows the login page of the Campbell Arnott's Contractor Management System. At the top, there is a 'Login' heading. Below the heading is a message: '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

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

### 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

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

### Employee Compliance



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).

<b>Description:</b>	Arnotts Personal Compliance Roles and Card
<b>Requirements:</b>	<ul style="list-style-type: none"> <li>• Role selection</li> <li>• Photo upload</li> <li>• File uploads</li> <li>• Mandatory Arnott's Card (if no previous issue)</li> </ul>
<b>Registration:</b>	\$65.00 (plus \$6.50 GST) for initial registration
<b>Card Cost:</b>	\$30.00 (plus \$3.00 GST) per Card



[Back](#)

#### EMPLOYEES LIST

[Search](#)

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

You can also select employees that has 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

To add an employee, 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.”

## REGISTERING YOUR EMPLOYEES

[Back](#)

**EMPLOYEES LIST**

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

Found 3 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

### Step 5

If the system returns with no matches, select “Add Employee.”

**Add Employee to**

**Shopping Cart**  
 Total Cost: empty

Please enter fields, upload files and then submit the data (\* = mandatory)  
 On submit a **Arnett's** card will be purchased for this person.

**1. Fields**

**Current Data**  
 Added By:   
 First Name: \*   
 Middle Name:   
 Last 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  
**Historical Data** Previous contact details  
 Phone:   
 Email:   
 Address:   
 Town:   
 State/Province:   
 Post Code:   
 Declaration: \* ☐ I agree with Terms & Conditions and Privacy menus

[Cancel](#)
[Save](#)

**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 a **Arnett's**  
 card will be purchased for this person.

### Step 6

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

## REGISTERING YOUR EMPLOYEES

### Continue Entry of Test Test



Shopping Cart  
Total Cost: *empty*

Please enter **fields**, upload **files** and then **submit** the data. (\* = mandatory)  
On submit a **Arnett's** card will be purchased for this person.

Employee Status: **Started**

#### 1. Fields

Current Data  
Added By:

First Name: \*

Middle Name:

Last Name: \*

Date of Birth: \*

Drivers Lic. Number:

Drivers Lic. State:

Drivers Lic. Class:

Drivers Lic. Expiry:

#### 2. Identification

No additional identification data is required.  
Manual approval is required to help identify this person in Onsite.

---

#### 3. Files

No file uploads are required.

---

#### 4. Submit


Click submit to send the data for processing.

**Submit**

### Step 7

Scroll back to the top and 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
<b>Process</b>	YES	Test	Test	<b>X</b>				\$71.50	<b>INCOMPLETE</b>	

✓ = Entered    **X** = 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 8

Select "Process."

## REGISTERING YOUR EMPLOYEES

**Registration, Subscription, Roles, Card**

Shopping Cart  
Total Cost: empty

**SELECTION**

Action	Card?	Last Name	First Name	General	Roles	Files Done	Infos Done	Cost	Data Status	Payment
Processing ▶	YES	Test	Test	✗				\$88.00	INCOMPLETE	

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

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

**PROCESSING: TEST TEST**  
(Registration, Subscription, Roles, Card)

[Back](#) [Terminate](#)

**GENERAL\***

**Registration, Subscription, Roles, Card**

[Select Roles](#) **Mandatory: Requires valid selection**

Roles: (none)

Previous Roles: (none)

Communicate To: Lauren Test Name of person

Communicate By: Email

Email: lchock@pegasus.net.au

Mobile:  in

Declaration: ☐ I agree with the Terms & Conditions and Privacy menus

**Card Shipment**

Communicate To:  copy from ☐ Card Order

Communicate By: Email

Email:

Mobile:  in

Attention To:  copy from ☐ Person ☐ Company

Address:

Town:

State/Province:

Postcode:

Country:

[Save](#)

You must save these entries before you can proceed with the next step

### Step 9

Enter all information, agree to the declaration and then click “Select Roles.”

epe.onsitetrackeasy.com.au

**Arnotts Portal Work Roles**

Group ☒ All Groups  
test  
Virginia

☐ Administrator

☐ Air Conditioning and Refrigeration Technician

☐ Apprentice

☐ Bulk Delivery Driver

☐ Electrician

☐ Engineer

☐ General Maintenance

☐ Mechanical Tradesman

☐ Plumber

☐ Rigger or Dogger

[Tick all required](#) [Apply](#)

### Step 10

All roles from all states will appear, to narrow down your search, select the state in which the role is carried out by clicking on the drop down menu for Groups.

Tick all relevant roles, then select “Apply.”

You will need to ensure you select the role for each state that the work is completed.

To continue the registration process, once you have applied the roles, exit the pop up screen by clicking the cross in the top corner of the window.

Selected Roles

[Apply](#)

## REGISTERING YOUR EMPLOYEES

GENERAL\* show general

FILES hide files

File1: \* General Construction Induction Training Card  
✗ Building & Construction Induction General Construction Induction Training Card  
Mandatory for Roles: Fitter  
Please upload a scanned colour copy of your white card, clearly showing your name, the training organisation that issued the certificate and issue date.  
Please upload a single file  
Upload

File2: \* Manual Handling  
✗ Safety Certificate Manual Handling  
Mandatory for Roles: Fitter  
Please upload a scanned colour copy of your certificate, clearly showing your name, the training organisation that issued the certificate and the name of the training course undertaken.  
Please upload a single file  
Upload

File3: \* Photo  
✗ Mandatory Cardholder Photo  
Head and shoulders well lit photo taken from the front with a plain background. 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 a photo of this employee  
Upload

### Step 11

Upload all required documents by selecting “Upload.”

Upload File for Test Test

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: Manual Handling  
Maximum Size: 2 Mb  
Requirement: Please upload a scanned colour copy of your certificate, clearly showing your name, the training organisation that issued the certificate and the name of the training course undertaken.

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

Name: \* Friendly name for this file after upload

Issue Date: 19 blank if none (must match upload file) Enter issue date as "dd mmm yy" or click calendar icon

Expiry Date: 19 blank if none (must match upload file) Enter expiry date as "dd mmm yy" or click calendar icon

Comment:

Status:

Back

### Step 12

To upload the file from your computer, select “Choose File.”  
Enter all required information, then select “Upload.”

### Upload Photo of Test Test

Description: **Photo**  
Maximum Size: 2 Mb  
Requirement: Head and shoulders well lit photo taken from the front with a plain background. 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: \*  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 13

When uploading the employee's photo, you will be redirected crop the photo.

### 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](#)

### Step 14

Use the instructions on the right of the web page to crop the image. While clicking, drag your cursor over the image to create the selection box. Use the Final Photo box on the right of the page to direct you.



## REGISTERING YOUR EMPLOYEES

**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 15

Online training will automatically be booked based on the requirements of the roles selected. However you will need to book your classroom induction.

Enter an email address for online training login details or select to copy it from the employee's profile. Agree to the declaration, then select "Save."

**Registration, Subscription, Roles, Card** Shopping Cart  
Total Cost: empty

**SELECTION**

Action	Card?	Last Name	First Name	General	Roles	Files Done	Info Done	Cost	Data Status	Payment
Processing ▶	YES	Test	Lauren	✓	Administrator	1 of 1 ✓	0 of 0 ✓	\$71.50	COMPLETE	READY

✓ = Entered ✗ = Mandatory Not Entered ✕ = Optional Not Entered Click link to view role data requirements:  
[Role Data Lookup](#)

**PROCESSING: LAUREN TEST**  
(Registration, Subscription, Roles, Card)

Back Add To Cart Terminate

All mandatory entries for this application are complete. It may now be added to your cart.  
If you intend to provide any more optional file uploads or information please do that first.

### Step 17

Scroll to the top of the page and select "Add to Cart."

**Shopping Cart**


Name	Quantity	Cost
<b>Review</b>		<b>Total Cost: \$66.00</b>

### Step 18

Select "Review" in the shopping cart window.

## Step 19

Review all items in the shopping cart, then select "Proceed to Checkout."



### Review Shopping Cart

Company:

Lauren

User:

Total:

\$99.00 inc GST

Line	Qty	Item	Person	Unit Cost	Unit GST	Cost (ex)	Cost (Inc)	Description	Remove
1	1	Employee Compliance	Lauren Test	\$65.00	\$6.50	\$65.00	\$71.50	Registration, Subscription, Roles, Card for Lauren Test.	remove
2	1	Course Booking	Lauren Test	\$25.00	\$2.50	\$25.00	\$27.50	Booking for Lauren Test into Arnott's Virginia - Contractor Induction.	
				Total:		\$99.00	including GST of \$9.00		


- Some **course bookings** cannot be removed as they are requirements for card orders.
- Remove the relevant **card orders** to enable course booking removal.

Back

Proceed To Checkout

## Step 20

Enter your payment details. Next select "Continue."



### Checkout Shopping Cart

Company:

Pegasus Company Pty. Ltd.

User:

Lauren Test

Total:

\$66.00 inc GST

#### PURCHASE

Credit Card

Card Number:

4444333322221111

Card Type:

VISA

Card Expiry:

12 2020

Card CVV:

123

Cardholder Name:

John Doe


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

CURRENTLY OPERATING IN TEST MODE

These auto populated credit card values should produce a successful payment

Back

Continue



### Checkout Shopping Cart

Company:	Pegasus Company Pty. Ltd.
User:	Lauren Test

**Purchase Successful**

- 1 person has been **booked into training**.
- 1 Employee Compliance has been submitted.

**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
286135	\$66.00	CREDIT_CARD	<a href="#">Download</a>

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

### Step 21

If required, download your tax invoice, this will also be emailed to you. Next select “Continue.”

Your employee’s registration and uploads will now be sent to Pegasus for verification. If they do not meet the business rule requirements they will be returned for action.

Once the employee’s uploads have been verified, the classroom induction booking will be approved and a confirmation email will be sent to the employee.



For questions or assistance please call 1300 175 307  
or email [arnottscompliance@pegasus.net.au](mailto:arnottscompliance@pegasus.net.au)