



ALDI

Contractor Management System

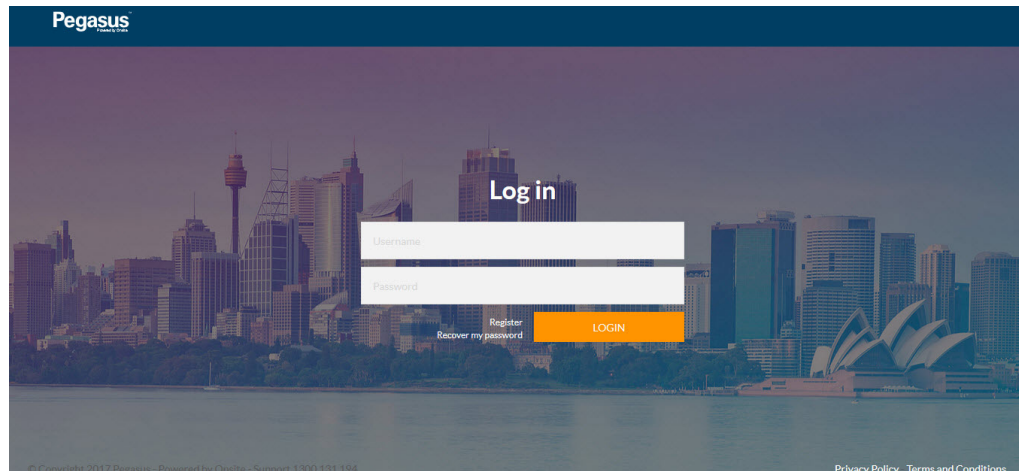
User Guide for Registering Employees

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ALDI Contractor Management System

Please follow this step-by-step guide to register new employees in the ALDI Contractor Management System.

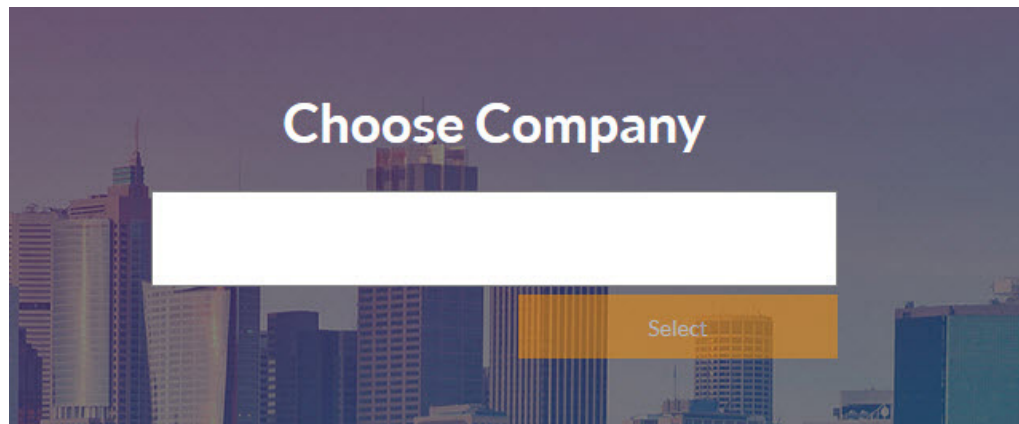


Step 1

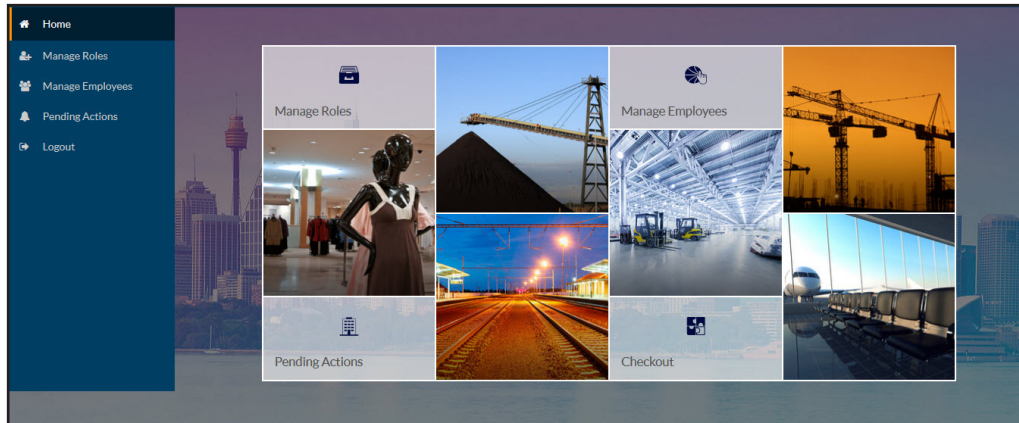
Please go to the Contractor Information Site and click “Login” in the top menu bar.

Once on the home page for the Contractor Management System, enter your login details and click “Login.”

If prompted, enter your company name and click “Select.”

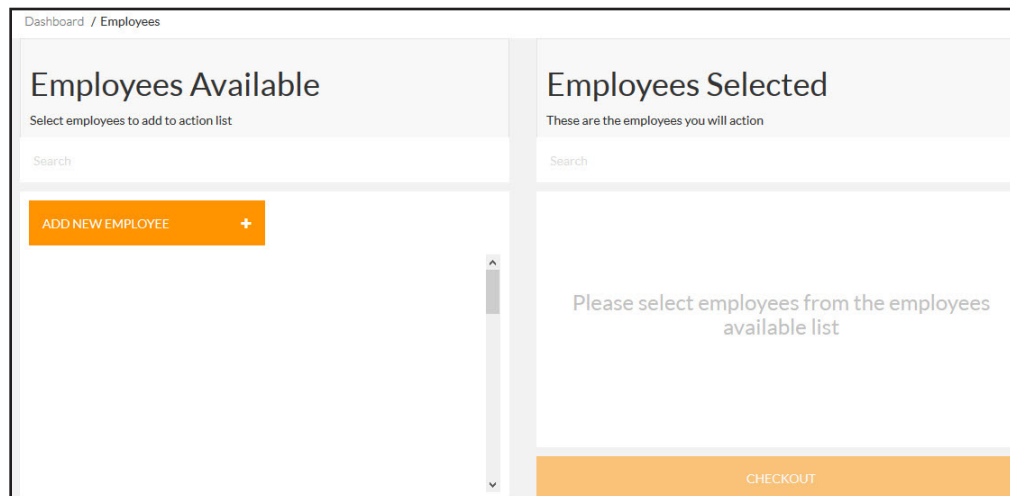


REGISTERING EMPLOYEES



Step 2

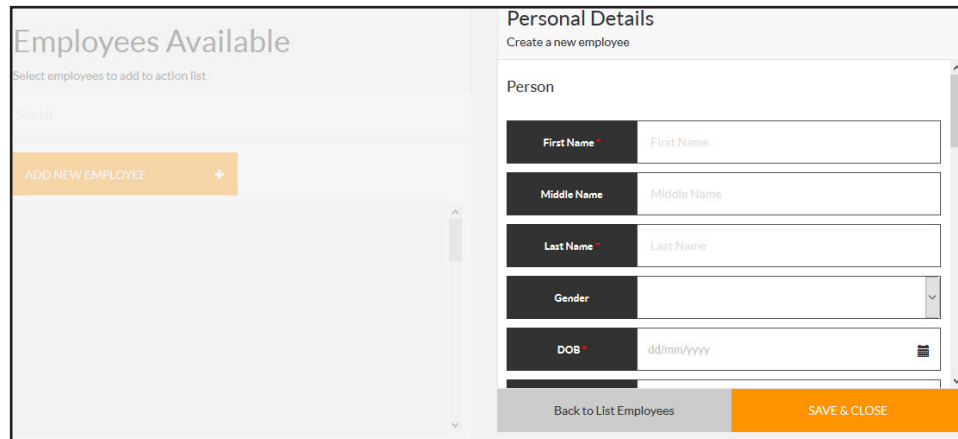
On the home page, select “Manage Employees” from the dashboard tiles or the side menu.



Step 3

Select “Add New Employee.”

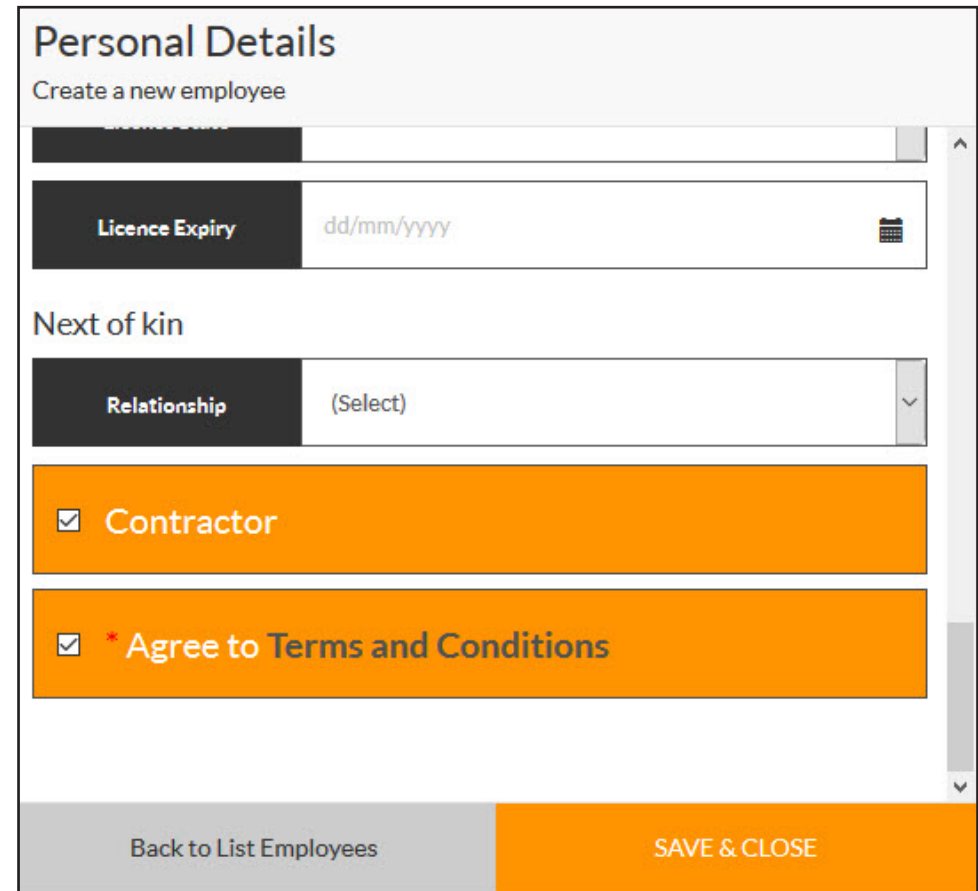
REGISTERING EMPLOYEES



The screenshot shows the 'Employees Available' section on the left, which includes a search bar and an 'ADD NEW EMPLOYEE' button with a plus icon. On the right, the 'Personal Details' form is partially visible, showing fields for First Name, Middle Name, Last Name, Gender, and DOB. At the bottom of the form are 'Back to List Employees' and 'SAVE & CLOSE' buttons.

Step 4

Enter all of the employee's details.



The screenshot shows the 'Personal Details' form for creating a new employee. It includes fields for First Name, Middle Name, Last Name, Gender, and DOB. Below these is a 'Licence Expiry' field with a date format 'dd/mm/yyyy' and a calendar icon. The 'Next of kin' section has a 'Relationship' dropdown menu with '(Select)' as the current value. Below this are two orange boxes: the first contains a checked checkbox and the text 'Contractor'; the second contains a checked checkbox and the text '* Agree to Terms and Conditions'. At the bottom are 'Back to List Employees' and 'SAVE & CLOSE' buttons.

Step 5

Most businesses registering will only be required to agree to the terms and conditions and then select "Save and Close". If you are also registered as an employer at the site, you will also be asked to confirm whether the employee is a contractor.





REGISTERING EMPLOYEES

Dashboard / Employees

Employees Available

Select employees to add to action list


ADD NEW EMPLOYEE +

-  **Demonstration, Employee One** >
-  **Employee, Demo** >
-  **Employee, Demo** >
-  **Employee, Demonstration** >

Employees Selected

These are the employees you will action

Search

-  **Employee Sample** **SELECT** **ADDED TO CART**

CHECKOUT

Step 6

Select "Checkout."

Dashboard / Checkout

Shopping Cart

Item No.	Item	Details	Quantity	Price/unit	Total
ITEM-CODE-1	Card Purchase		1	\$57.50	\$57.50
ITEM-CODE-1	Registration, Subscription, Roles, Card for Employee Sample	Edit	1	\$57.50	Remove
Subtotal:				\$57.50	
Tax (10%):				\$5.75	
Total:				\$63.25	

[Back](#) [Purchase Order](#) [PayPal / Credit Card](#) **[Checkout \\$](#)**

Step 7

Select "Checkout."

REGISTERING EMPLOYEES

Hiren

Pegasus Management Pty. Limited

Checkout Successful!

Company

Pegasus Management Pty. Limited
426 King St, Newcastle
NSW, 2300 AU
Contact: Brooke Cronin

Tax Invoice

Invoice Number: 376303
Date: 30 Aug 2017
Onsite Track Easy Pty Limited
ABN 84 098 220 743
426 King Street
Newcastle NSW 2300
1300 441 433
accounts@pegasus.net.au

Item No.	Item	Quantity	Price/unit	Total
123	Card Purchase	1	\$30.00	\$30.00
123	Registration, Subscription, Roles, Card for Employee Sample.	1	\$30.00	
Subtotal:				\$30.00
Tax (10%):				\$3.00
Total:				\$33.00

Download Invoice

Continue Processing Employees

Step 8

Download your invoice, then select “Continue Processing Employees.”

Dashboard / Employees

Employees Available

Select employees to add to action list

empl

ADD NEW EMPLOYEE

Demonstration, Employee One

Employee, Demo

Employee, Demo

Employee, Demonstration

Employees Selected

These are the employees you will action

Search

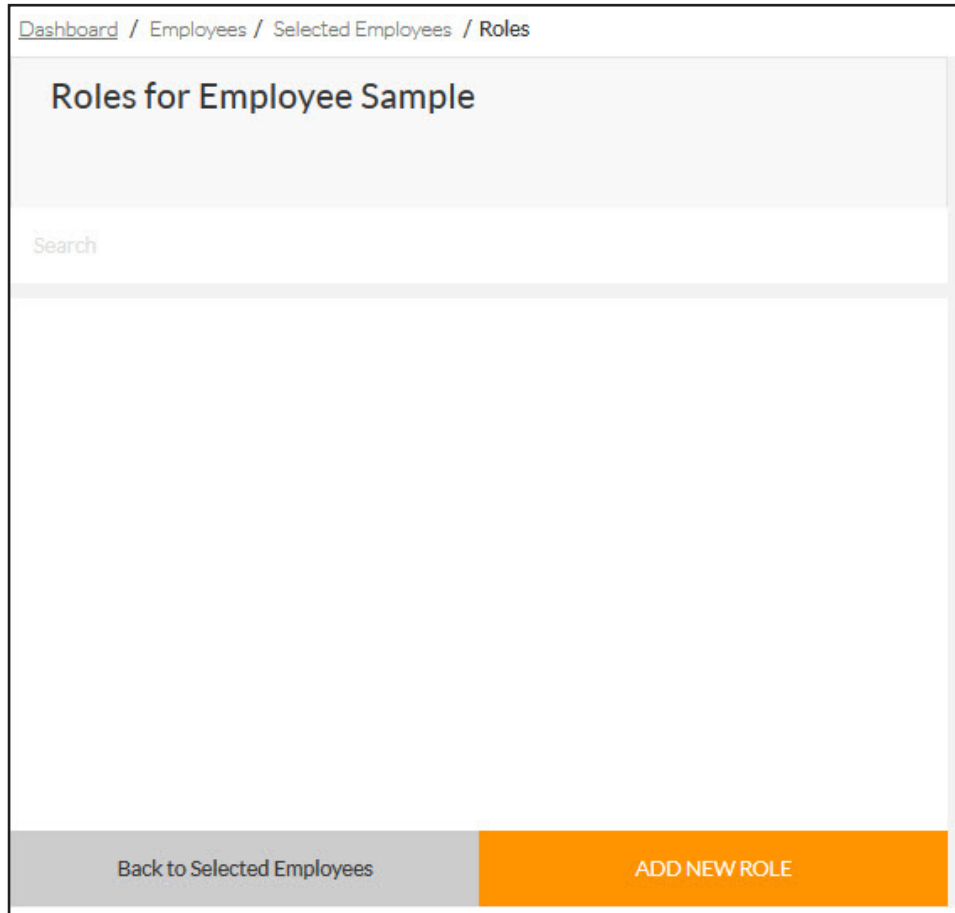
Employee Sample

CONTINUE

CHECKOUT

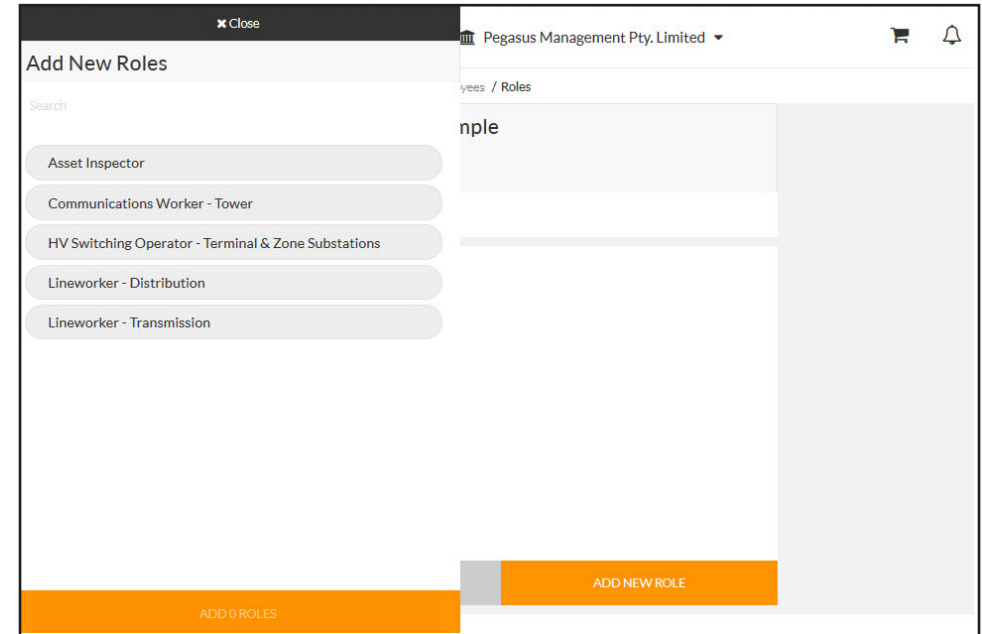
Step 9

Select “Continue.”



Step 10

Select "Add New Role."



Step 11

Select the role/s from the list.

REGISTERING EMPLOYEES

Add New Roles

Search

- Asset Inspector ✓
- Communications Worker - Tower
- HV Switching Operator - Terminal & Zone Substations
- Lineworker - Distribution
- Lineworker - Transmission

ADD 1 ROLES

ADD NEW ROLE

Step 12

All roles selected will display ticked and highlighted green. Once all roles have been selected, click “Add # Roles.”

Roles for Employee Sample

Search

- Asset Inspector

Competencies for Employee Sample

Role Asset Inspector

Search

Expand All | Collapse All

MANDATORY 4/8

- Electrical.Certificate II.Asset Inspection - UET20612
- Electrical.Induction.Apply ESI safety rules - UETTDRRF01B
- Electrical.Induction.Australian ESI Skills Passport
- Photo
- Electrical.Induction.Corporate Induction
- Electrical.Induction.Corporate Induction - General Safety

Back to Selected Employees

ADD NEW ROLE

Step 13

Click on the role to add the mandatory documentation for the competency.

To upload each required document, select the name of the document from the column on the right.

REGISTERING EMPLOYEES

Dashboard / Employees / Selected Employees / Roles / Competencies / Upload

Competencies for Employee Sample

Role: Asset Inspector

Search

Expand All | Collapse All

MANDATORY 4/8

- Electrical.Certificate II.Asset Inspection - UET20612
- Electrical.Induction.Apply ESI safety rules - UETDRRF01B
- Electrical.Induction.Australian ESI Skills Passport
- Photo
- Electrical.Induction.Corporate Induction

Back to Employee Roles

Competency

Electrical.Certificate II.Asset Inspection - UET20612

Select evidence for: **Electrical.Certificate II.Asset Inspection - UET20612**

Select or Upload Document

Save & Next

Step 14

Click "Select or Upload Document."

Cancel

Document Library

Select or upload the document required

Allowed file types: PDF, DOC, JPG, JPEG, XLS, TXT, DOCX

Select None

You don't have any documents stored in the library for this employee yet. Start by uploading a new document below.

Upload new document No document selected

Step 15

Select "Upload New Document" to upload your documents to the Document Library.

REGISTERING EMPLOYEES

Competencies for Employee Sample
Role Asset Inspector

Search

Expand All | Collapse All

MANDATORY 4/8

- Electrical.Certificate II.Asset Inspection - UET20612
- Electrical.Induction.Apply ESI safety rules - UETDRRF01B
- Electrical.Induction.Australian ESI Skills Passport
- Photo
- Electrical.Induction.Corporate Induction

Back to Employee Roles

Competency
Electrical.Certificate II.Asset Inspection - UET20612

Add more documents

Extra information required:

Issue Date	dd/mm/yyyy
Expiry Date	dd/mm/yyyy
Comments	

Cancel Save Save & Next

Step 16

Enter the details for the document uploaded. These must match the information in the documentation.

Competencies for Employee Sample
Role Asset Inspector

Search

Expand All | Collapse All

MANDATORY 4/8

- Electrical.Certificate II.Asset Inspection - UET20612
- Electrical.Induction.Apply ESI safety rules - UETDRRF01B
- Electrical.Induction.Australian ESI Skills Passport
- Photo
- Electrical.Induction.Corporate Induction

Back to Employee Roles

Competency

Photo Upload

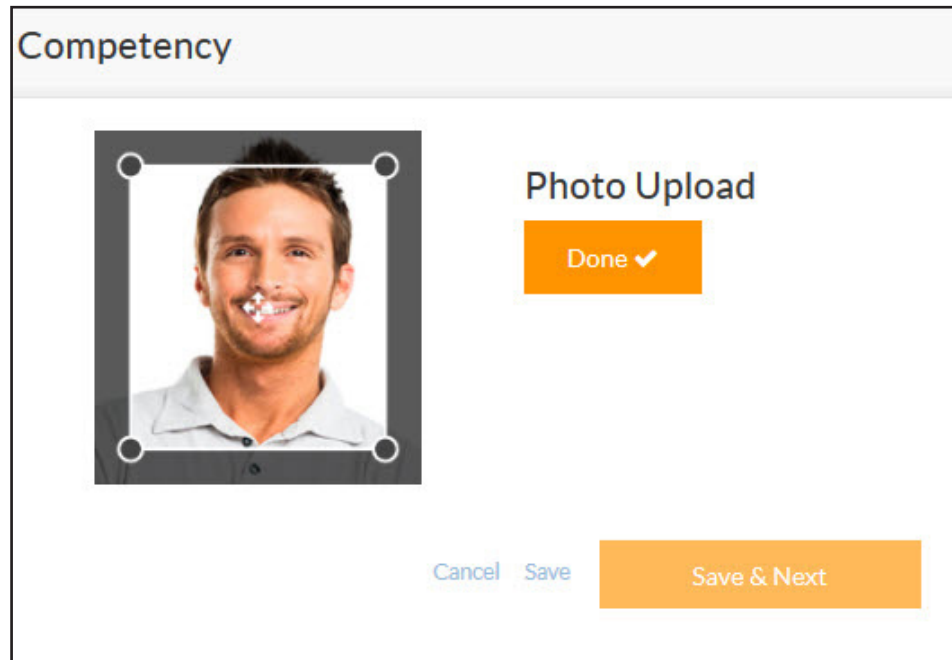
Upload

Save & Next

Step 17

Select "Upload" to upload the employee's photograph. After uploading the photo, select "Crop."

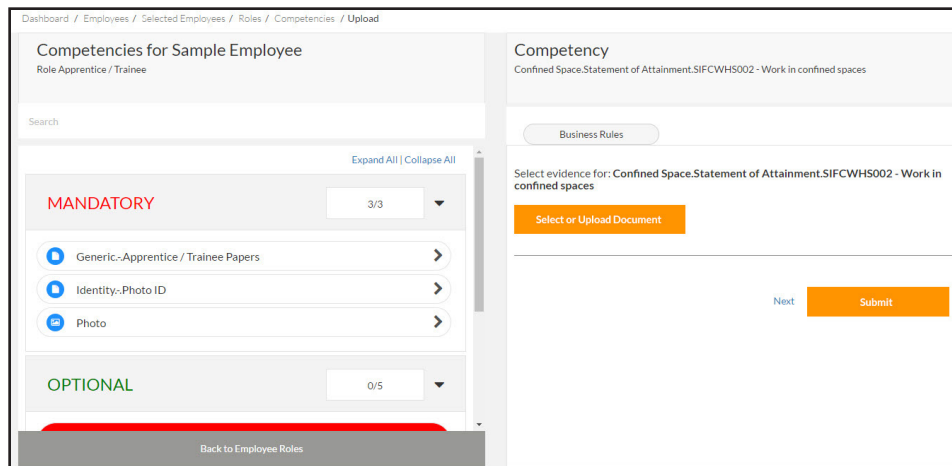
REGISTERING EMPLOYEES



The screenshot shows a 'Competency' section with a photo upload interface. On the left is a photo of a man with a crop box. To the right of the photo is the text 'Photo Upload' and an orange button labeled 'Done ✓'. At the bottom of the interface are three buttons: 'Cancel', 'Save', and a large orange 'Save & Next' button.

Step 18

Use the crop box to crop the photo. Once finished, select “Done” and then “Save and Next.”



The screenshot shows a complex interface for uploading competencies. The left sidebar, titled 'Competencies for Sample Employee', lists 'MANDATORY' items (Generic-Apprentice / Trainee Papers, Identity-Photo ID, Photo) and 'OPTIONAL' items. The main area, titled 'Competency', shows a 'Business Rules' section and a 'Select evidence for: Confined Space.Statement of Attainment.SIFCWH5002 - Work in confined spaces' section with a 'Select or Upload Document' button. At the bottom right are 'Next' and 'Submit' buttons. A 'Back to Employee Roles' link is at the bottom left.

Step 19

Once you have uploaded all of the required documents, select “Submit.”

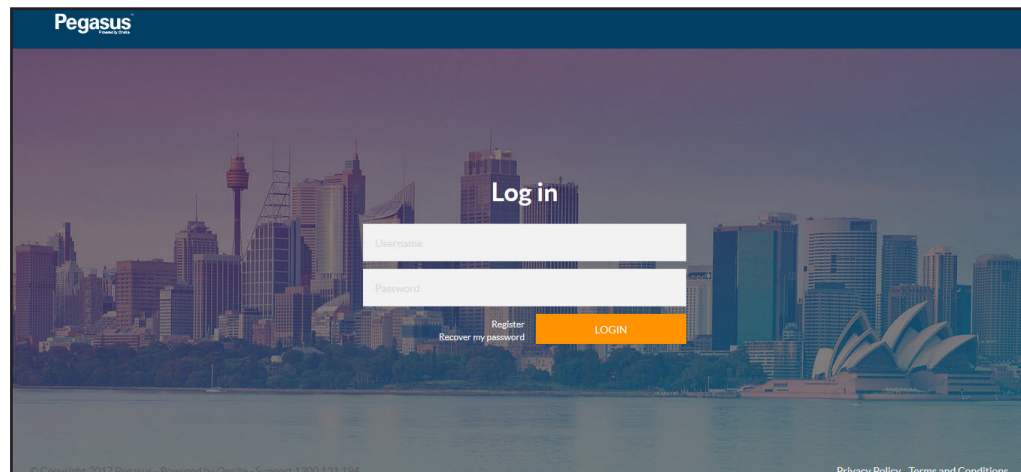
Submitting your application in the system will lock the application until Pegasus has verified the documents that you have submitted. Once they have been verified then this removes the lock and you can re-submit any new changes to the roles, competencies or training.

Pegasus will now validate the documents you’ve uploaded for your employees during registration. You’ll be emailed if there are any issues and given a chance to action them. Upon document approval, the roles will be applied to your employees in the system.

UPDATING EMPLOYEE DATA

ALDI Contractor Management System

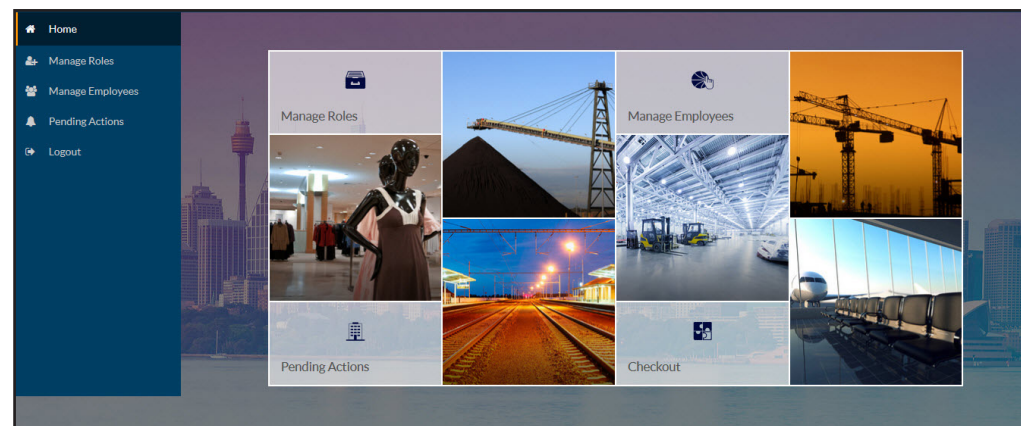
Please follow this step-by-step guide to update employee data in the ALDI Contractor Management System.



Step 1

Please go to the Contractor Information Site and click on “Login” in the top menu bar.

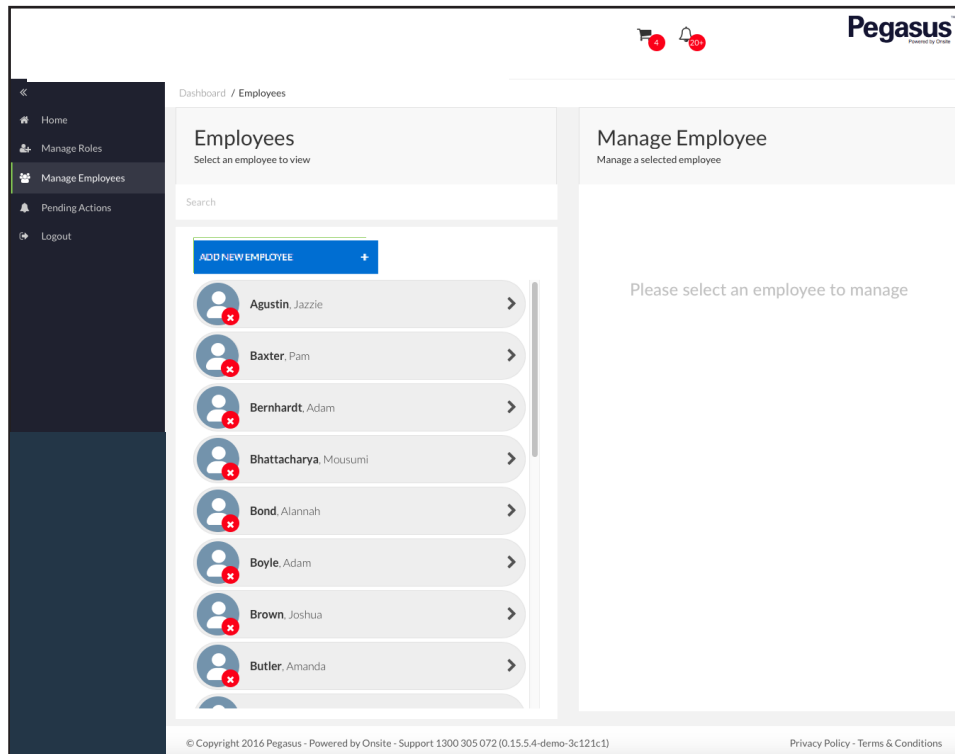
Once on the home page for the Contractor Management System, enter your login details and click “Login.”



Step 2

On the home page, select “Manage Employees” from the dashboard tiles or the side menu.

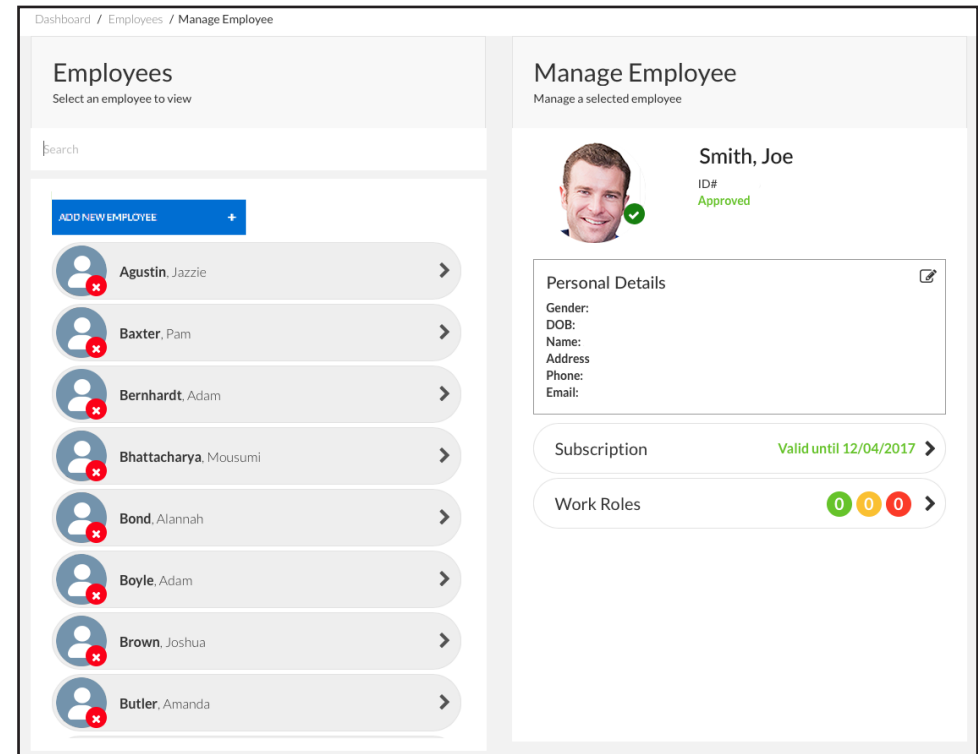
UPDATING EMPLOYEE DATA



Step 3

Find the employee you wish to update details for by scrolling through the list of employees on the left. Alternatively, search for an employee by entering a fragment of their name.

Once you have found the correct employee, click on them to update their data.



Step 4

Update your employee's data by clicking the edit icon in the Personal Details section.

Personal Details

Edit Matthew Krevs's details

Person

First Name *	Matthew
Middle Name	Middle Name
Last Name *	Krevs
Gender	
DOB *	dd/mm/yyyy
Phone	e.g. 0412341234
Email	Email

Address

Address	Address

[Back to Manage Employees](#)
[SAVE & CLOSE](#)

Step 5

Update Personal Details, then select "Save and Close."



For questions or assistance please call 1300 651 989
or email aldi@pegasus.net.au