



**ALDI**

# Contractor Management System

**User Guide for Registering Employees**

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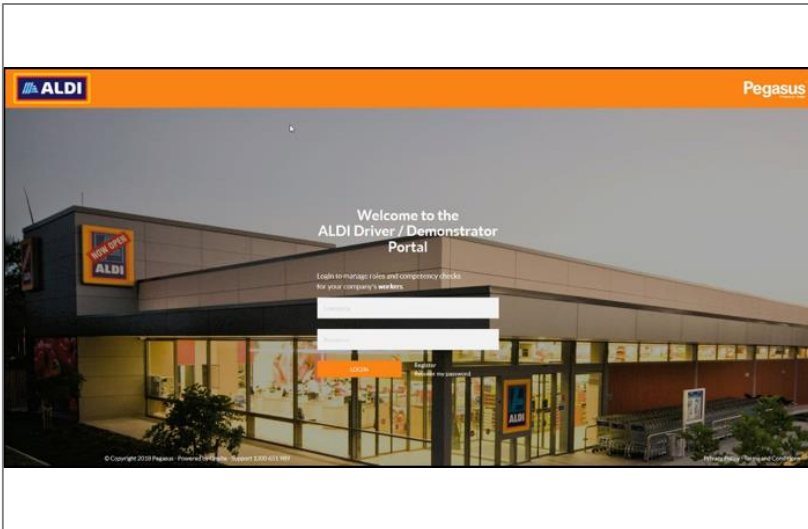
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# REGISTERING EMPLOYEE

## Step 1

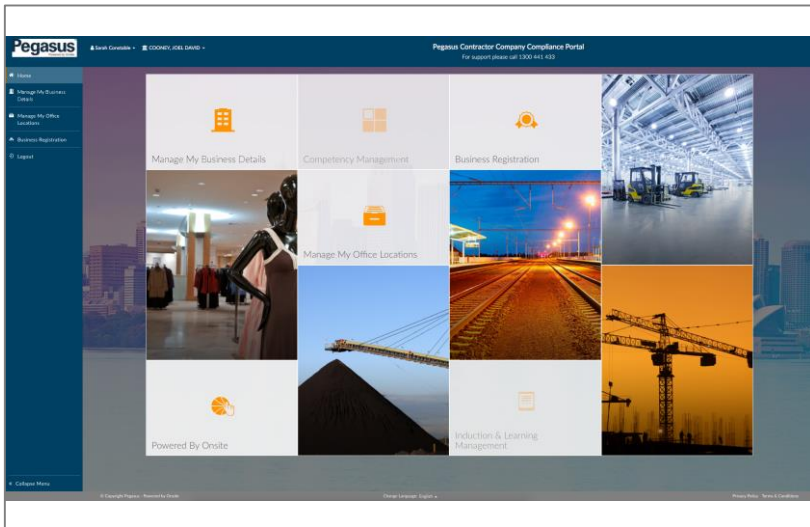
Once on the home page for the Aldi Driver/Demonstrator portal, if you already have a user account enter your login details and click “Login” and continue to step.

To create an account click “Register”



## Step 2

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



# REGISTERING EMPLOYEE

## Step 3

Select "Add New Employee."

The screenshot shows a web interface with two main panels. The left panel, titled 'Employees Available', contains a search bar and an orange button labeled 'ADD NEW EMPLOYEE +'. The right panel, titled 'Employees Selected', contains a search bar and a message: 'Please select employees from the employees available list'. At the bottom of the right panel is an orange button labeled 'CHECKOUT'.

## Step 4

Enter all of the employee's details.

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.

The screenshot shows a 'Personal Details' form for creating a new employee. The form includes fields for 'First Name', 'Middle Name', 'Last Name', 'Phone', and 'Email'. Below these is a 'Relationship' dropdown menu with '(Select)' as the current value. There are two orange buttons: one with a checked checkbox and the text 'Contractor', and another with a checked checkbox and the text 'Agree to Terms and Conditions'. At the bottom, there are two buttons: 'Back to List Employees' and 'SAVE & CLOSE'.

# REGISTERING EMPLOYEE

The screenshot shows the 'Manage Employee' interface. At the top, it says 'Manage Employee' and 'Manage a selected employee'. Below this is a profile card for '3, Test' with ID# 1830279 and a status of 'Approved'. The card includes fields for 'DOB:', 'Gender:', 'Phone:', 'Email: nhallam@pegasus.net.au', and 'Address: , , AU'. At the bottom of the card is a 'Work Roles' section with three colored circles (green, yellow, red) and a right-pointing arrow.

## Step 5

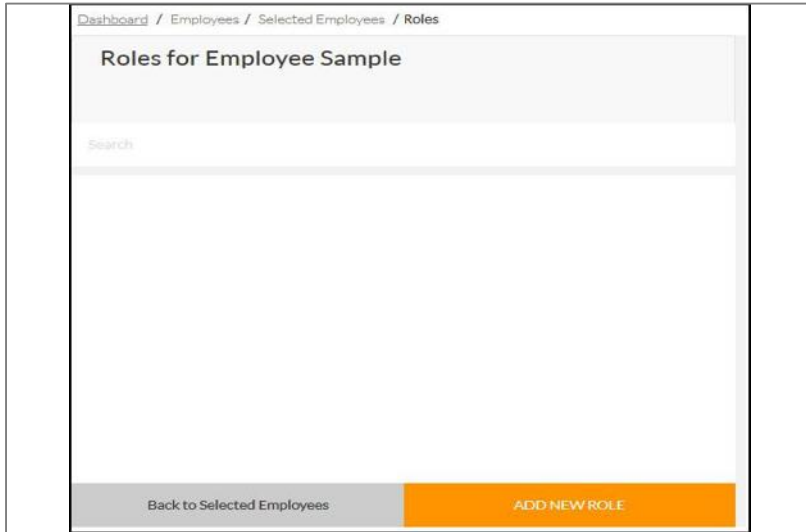
For the person you have just created, click 'Work Roles'

The screenshot shows the 'All roles for Test 3' page. It features a search bar at the top with a magnifying glass icon. At the bottom, there are two buttons: 'Back to Employees' on the left and 'MANAGE ROLES' on the right, which is highlighted in orange.

## Step 6

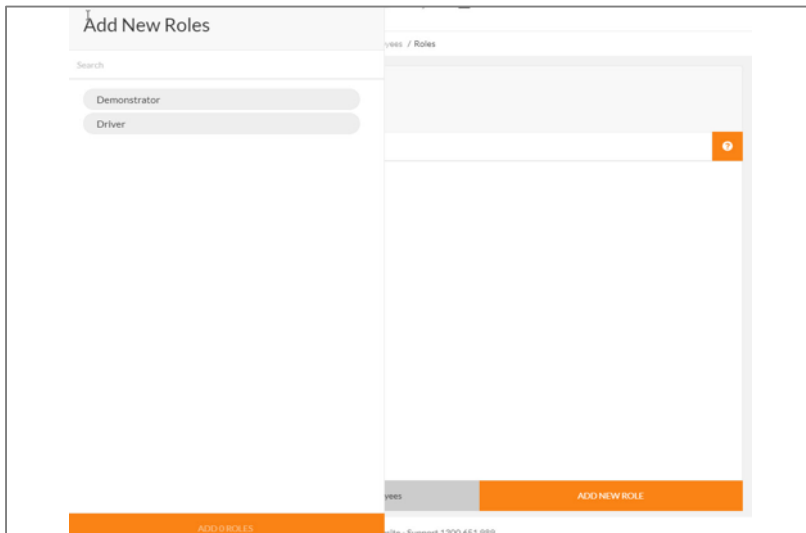
Click 'Manage Roles'

# REGISTERING EMPLOYEE



## Step 7

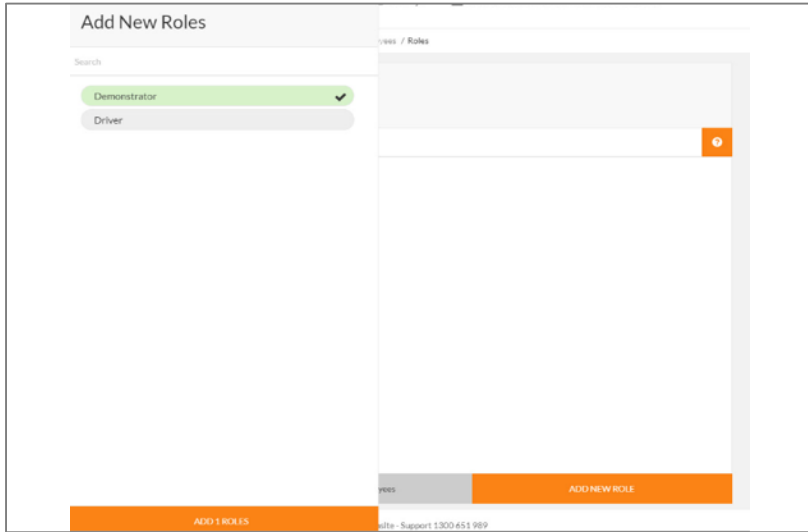
Select "Add New Role"



## Step 8

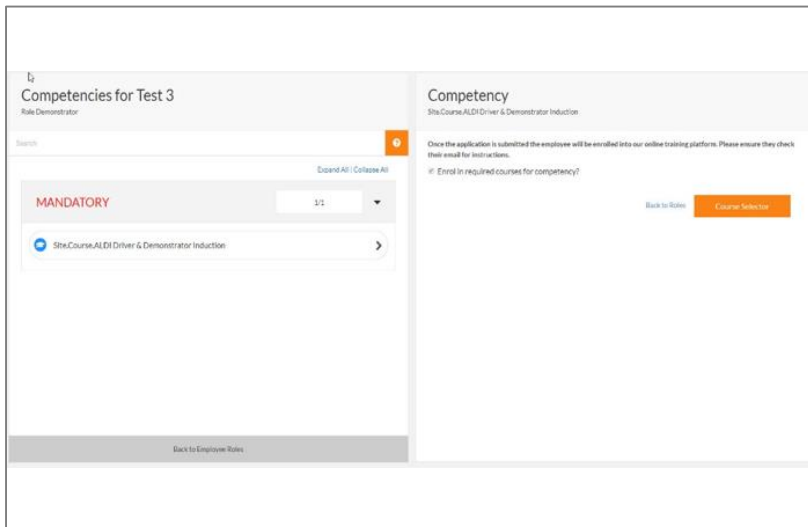
Select the role/s from the list.

# REGISTERING EMPLOYEE



## Step 9

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



## Step 10

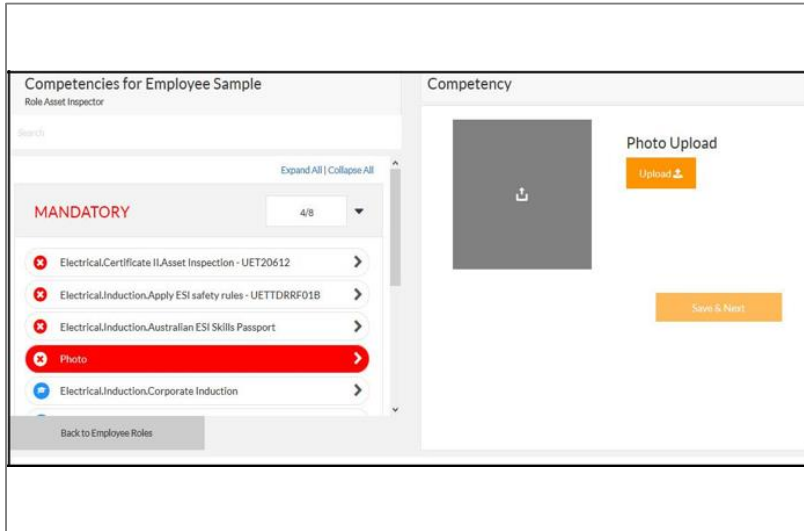
Click on the role to show the mandatory training competency and click into the competency.

## REGISTERING EMPLOYEE

### Step 13

Select “Upload” to upload the employee’s photograph.

After uploading the photo, select “Crop.”



### Step 14

Use the crop box to crop the photo.

Once finished, select “Done” and then “Save and Next.”





## Step 15

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

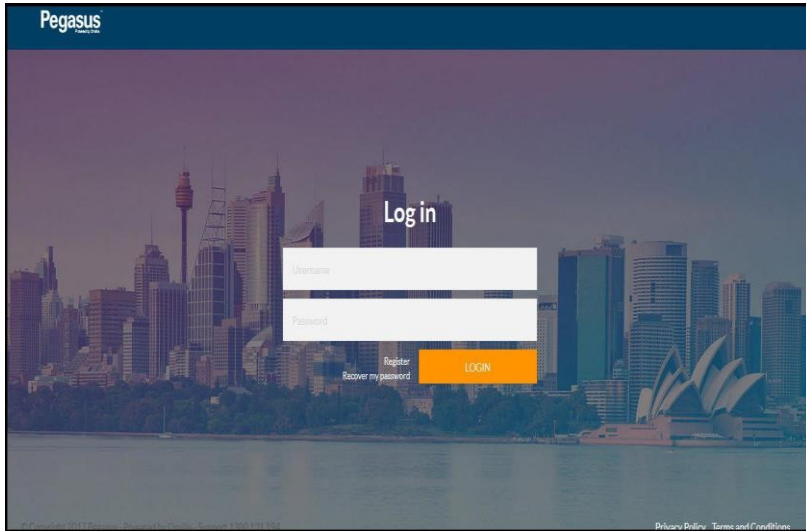
Submitting your application in the system will lock the application until Pegasus has verified the documents that you have submitted. Once they have been verified then this removes the lock and you can re-submit any new changes to the roles, competencies or training.

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.

The screenshot displays a web application interface for managing employee competencies. On the left, under the heading 'Competencies for Sample Employee', there are two sections: 'MANDATORY' (3/3) and 'OPTIONAL' (0/5). The mandatory section lists three items: 'Generic--Apprentice / Trainee Papers', 'Identity--Photo ID', and 'Photo'. The optional section is currently empty. Below these lists is a 'Back to Employee Roles' button. On the right, the 'Competency' details for 'Confined Space Statement of Attainment.SIFCWH5002 - Work in confined spaces' are shown. This includes a 'Business Rules' section and a 'Select or Upload Document' button. At the bottom right of the competency details, there are 'Next' and 'Submit' buttons.

# UPDATING EMPLOYEE DATA

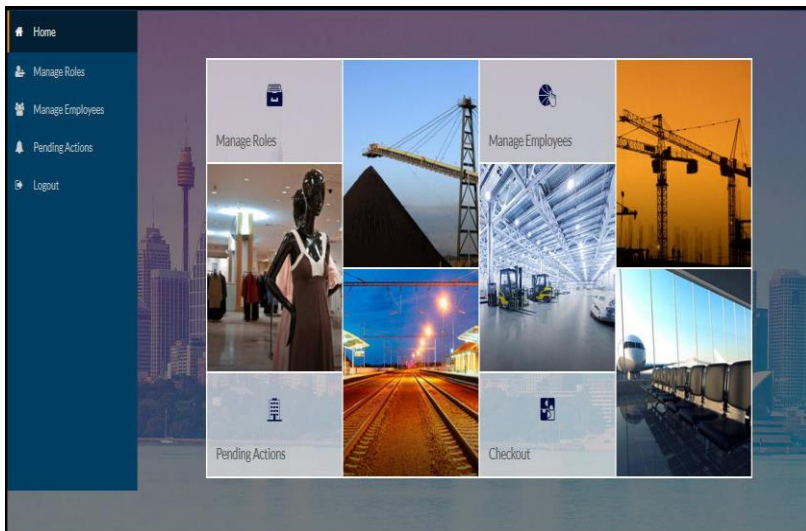
# UPDATING EMPLOYEE DATA



## Step 1

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

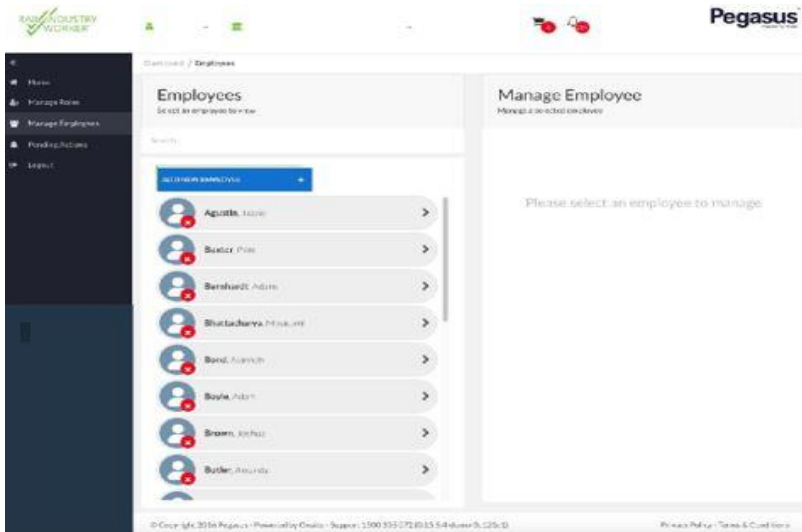
Once on the home page for the Contractor Management System, enter your login details and click “Login.”



## Step 2

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

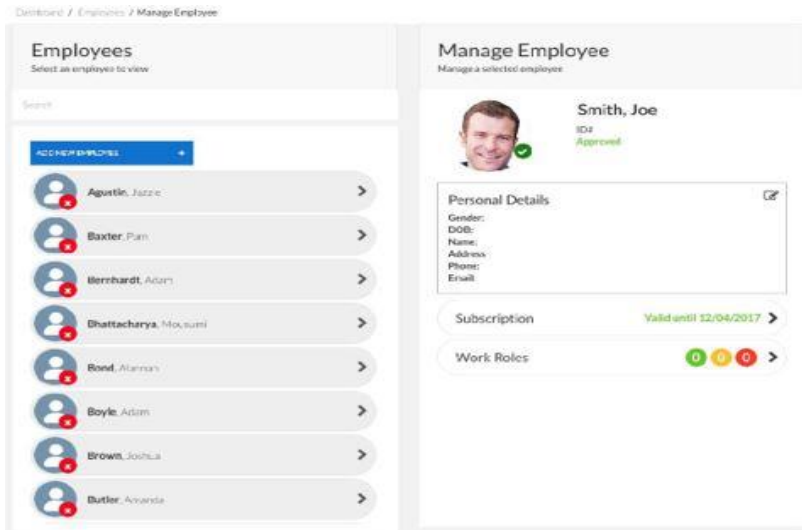
# UPDATING EMPLOYEE DATA



## 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.

## UPDATING EMPLOYEE DATA

### Step 5

Update Personal Details, then select “Save and Close.”

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

**Pegasus**<sup>TM</sup>  
Powered by Onsite

For questions or assistance please call 1300 651 989  
or email [aldi@pegasus.net.au](mailto:aldi@pegasus.net.au)