



**FOOD MARKET**



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# **RENEW ALDI WORKER SUBSCRIPTION**

**USER GUIDE**

# Login to the ALDI Roles Portal

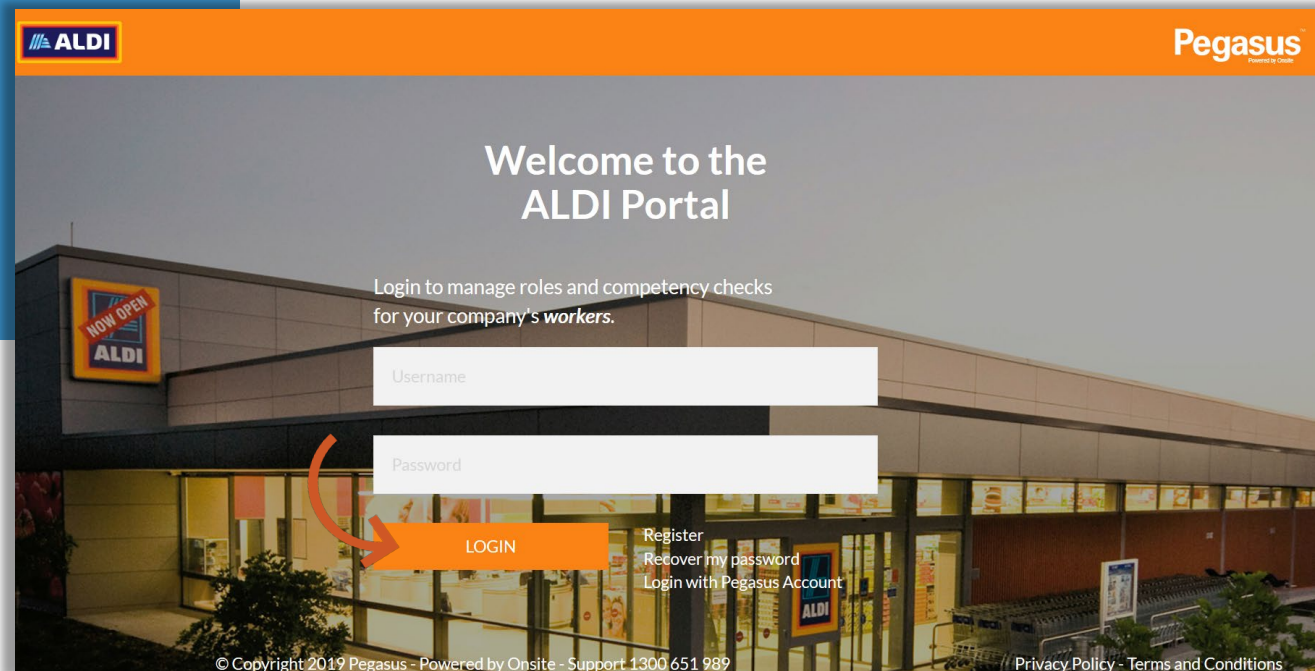


Open Webpage

<https://aldi.poweredbyonsite.com>

Log in with your Onsite Track Easy Username and Password

- The ALDI Portal will display your workers for your company.
- Only ALDI based roles and processes can be performed in here
- Company Administrators usually are people that have a Onsite Track Easy username and password



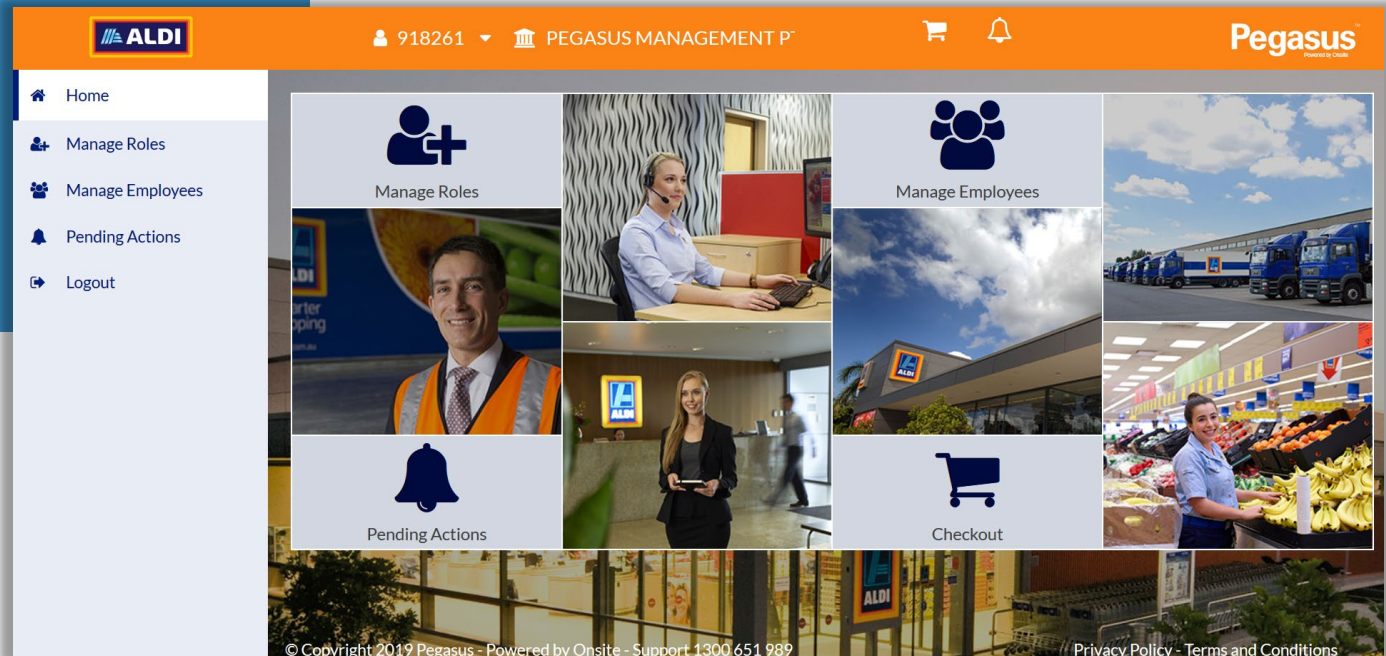
# Login to the ALDI Roles Portal



Portal shows options to manage your workers

Manage Employees section is what this guide will focus on

- For more information on how to use the ALDI portal's other features like Pending Actions, Manage Roles etc, Please visit: <http://aldicontractors.com.au/help-and-resources/>





# VIEW WORKER


# View Worker






## STEP 1

Click “Manage Employees”  
Search for Employee and Click on Name  
On Right of screen, you will see Employee who’s subscription is due to expire.

The navigation menu features the ALDI logo at the top. Below it, there are five menu items: Home, Manage Roles, Manage Employees (highlighted with a blue bar), Pending Actions, and Logout.

- Company Administrators have the ability to manage subscriptions.
- Pressing  shows legend for ease of reference

The interface shows a user profile at the top right with ID 918261 and the company name PEGASUS. The main heading is "Employees" with the instruction "Select an employee to view". A search bar contains the text "joa". Below the search bar is an orange button labeled "ADD NEW EMPLOYEE" with a plus sign. A list of employees is shown, with the first entry for "Johanson, Joanne" featuring a yellow warning icon. A "Status key" legend is overlaid on the right side of the interface.

Symbol	Value
	Subscription current
	Subscription expiring
	No subscription or subscription expired



# USING PENDING ACTIONS TO VIEW SUBSCRIPTION RENEWALS

# View Worker

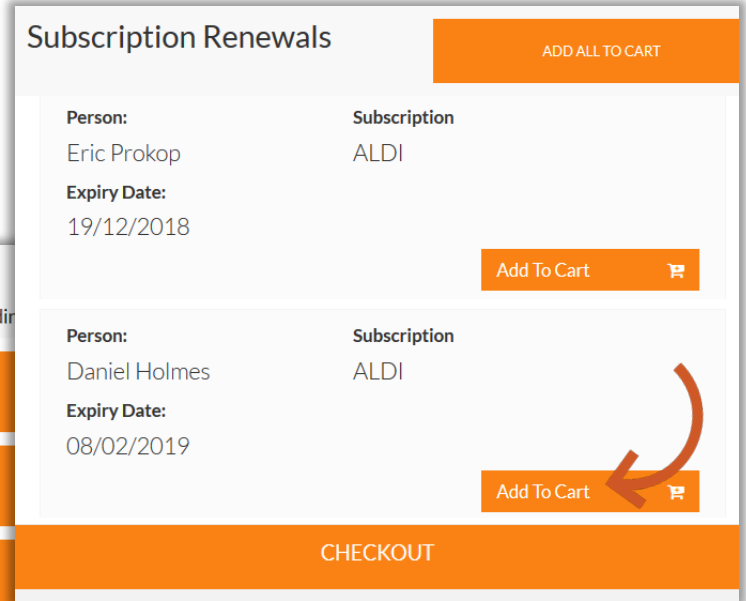
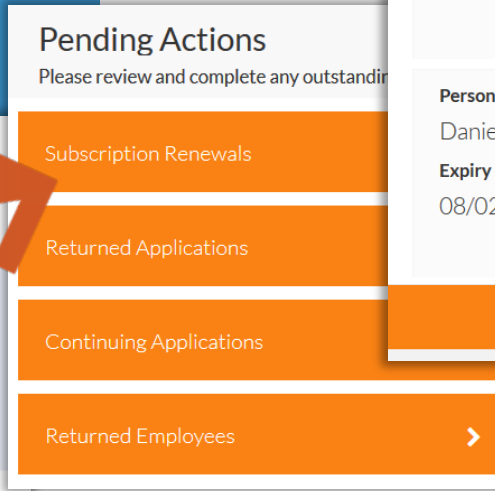
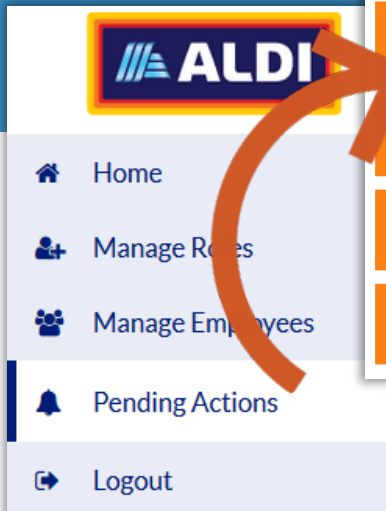


Click "Pending Actions"  
Click "Subscription Renewals"

Scroll or search for employee that  
needs renewing.

Press "Add to Cart".

- Pending Actions section will also help you see which subscriptions are due to expire or have already.
- Multiple subscription renewals can be added to Shopping cart, so multiple renewals can be paid for at once.
- 





# **PAYING SUBSCRIPTION RENEWAL**

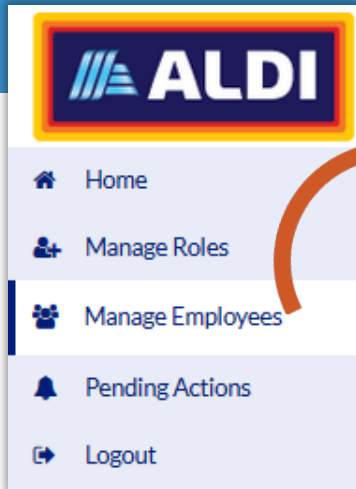


# Paying Subscription

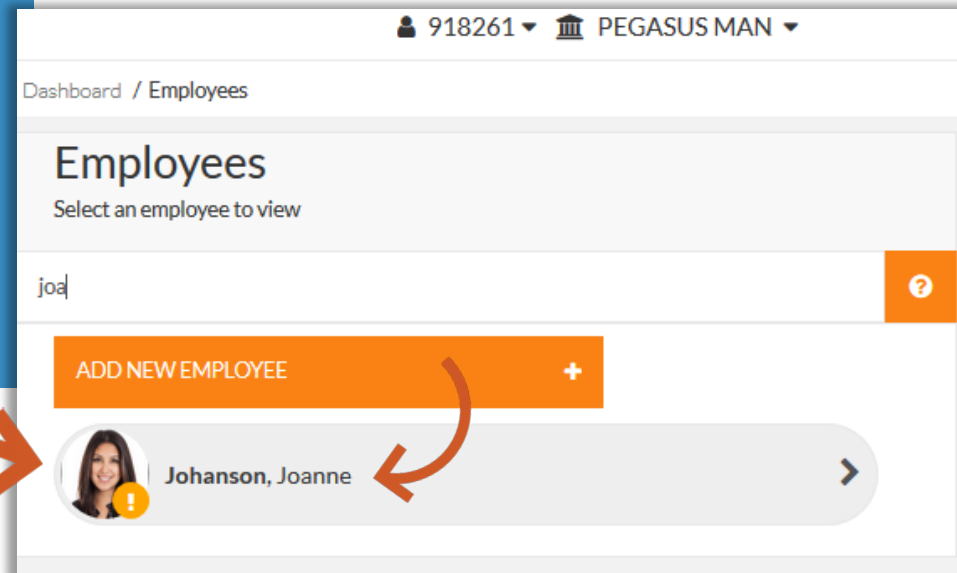


## STEP 1

Click “Manage Employees”  
Click in search box and type  
employee name  
Click on Employee Name



- Example shown here is using the Manage Employees page flow process
- Assumes you know which person you need to renew
- Assumes you are able to pay for the subscription



# Paying Subscription




## STEP 2

Click on “Subscription”  
New Screen appears  
Click on “Renew Subscription”

- Option to stop subscription reminder emails can be done on this page. Untick the box to stop those reminder emails coming to company contact email address and to cardholder.
- Option to Order Replacement Card can also be done on this page

### Manage Employee

Manage a selected employee



**Johanson, Joanne**  
ID# 1912254  
Approved

DOB: 01/01/1980    Gender: Female  
Phone: 0408222222    Email: testinguser@pegasus.net.au  
Address 323 Hunter Street, Newcastle, NSW 2300 AU

Subscription Expiring on 30/09/2019 >

Work Roles 0 0 0 >

End Employment

918261    PEGASUS MANAGEMENT PTY. LIMITED

Dashboard / Employees / Manage Employees / Subscription Details

### Card Subscription

**Joanne Johanson**  
Expires: 30/09/2019  
Status: Expiring soon

Order Replacement Card

Renew Subscription

Subscription Renewal Notifications

Back to Manage Employees

# Paying Subscription



## STEP 3

Click on “Renew Subscription”

Click “Checkout Now” to be transported to the checkout screen

- Option to not check out now, will allow other items that can be added to the shopping cart to be added and paid for in bulk.
- E.g. New employee card applications, training, induction etc.

918261 PEGASUS MANAGEMENT PTY. LTD

Dashboard / Employees / Manage Employees / Subscription Details

### Card Subscription

Joanne Johanson  
Expires: 30/09/2019  
Status: Expiring soon

Order Replacement Card

Renew Subscription

Subscription Renewal Notifications

Back to Manage Employees

Close

## Success!

This card has been added to your cart. Do you want to checkout now?

CHECKOUT NOW

[I don't want to checkout now](#)

# Paying Subscription



## STEP 4

Click on your chosen method of payment to highlight it.

Click on “Checkout \$” to start the transaction process

- Purchase Order option will only show if previously configured with Pegasus Account team.
- Press “Remove” if no longer needed or accidentally added an item by mistake.
- Person completing the purchase will receive the email notification and invoice.

Dashboard / Checkout

### Shopping Cart

Item No.	Item	Quantity	Price/unit	Total
CAR010	Card Subscription	1	\$30.00	\$30.00
CAR010	Compliance Subscription for Joanne Johanson	1	\$30.00	<a href="#">X Remove</a>

Subtotal: \$30.00  
Tax (10%): \$3.00  
**Total: \$33.00**

Back | Credit Card | PayPal | Purchase Order | **Checkout \$**

# Paying Subscription



## STEP 5

Once Completed and paid for, “Checkout Successful” screen will appear

Click “Continue Processing Employees” to return to Manage Employees Screen

Re-check employee to see that subscription has now been renewed.

- Continue Processing Employees is a suggestion. Continue in portal how you desire
- Invoices are also available under the employee by pressing the “Subscription” option at any time. All previous invoices for that employee are visible
- Other guides to portals are stored here <https://kb.pegasus.net.au/display/OCCS/Roles+Portal>


Checkout Successful!

Download Invoice

Continue Processing Employees

### Manage Employee

Manage a selected employee



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ID# 1912254  
Approved

DOB: 01/01/1980    Gender: Female  
Phone: 0408222222    Email: testinguser@pegasus.net.au  
Address 323 Hunter Street, Newcastle, NSW 2300 AU

Subscription Valid until 30/09/2020 >

Work Roles 0 0 0 >

End Employment



FOR ANY QUESTIONS OR ASSISTANCE PLEASE CALL

**1300 651 989**

OR EMAIL **[aldi@pegasus.net.au](mailto:aldi@pegasus.net.au)**