



**AUSGRID**

Partners Safety Management System

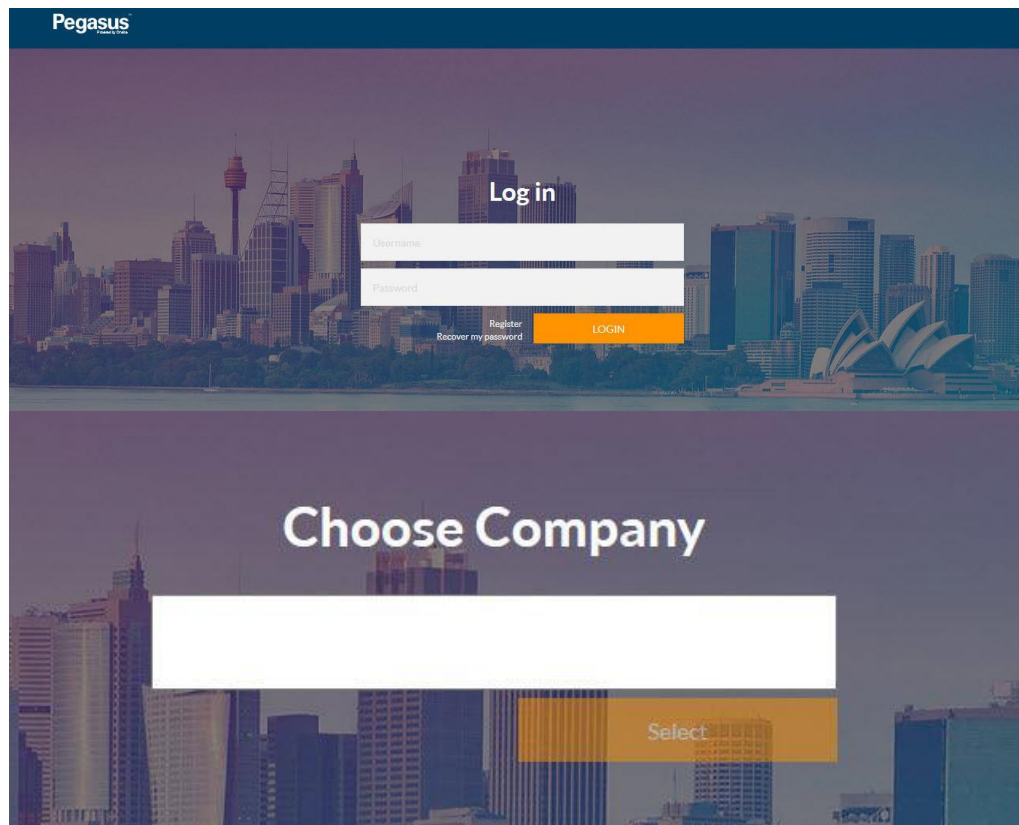
User Guide for Registering Employees

# Table of Contents

Registering Employees	3
Updating Employee Data	13

## Ausgrid Partners Management System (APSMS)

Please follow this step-by-step guide to register new employees in the APSMS.



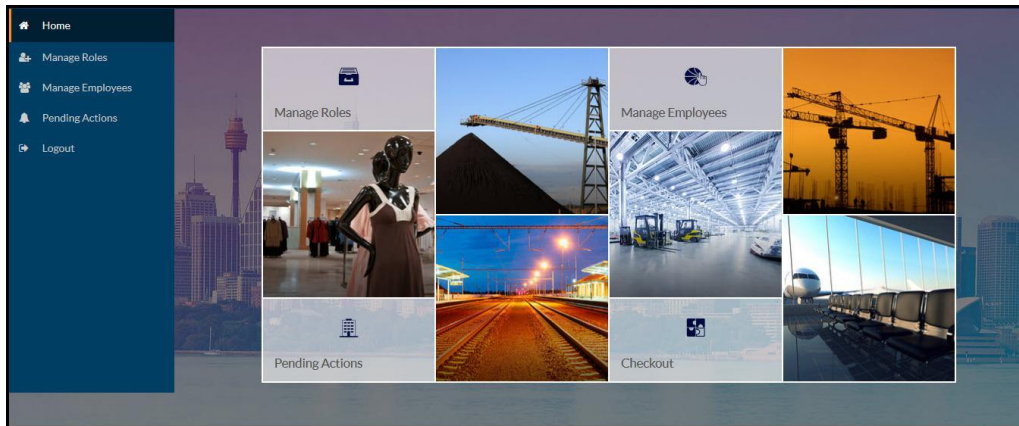
The screenshot shows the Pegasus Role Management Portal interface. At the top left is the Pegasus logo. The background features a city skyline with the Sydney Opera House. The 'Log in' section includes a 'Username' input field, a 'Password' input field, and a 'LOGIN' button. Below the login fields are links for 'Register' and 'Recover my password'. The 'Choose Company' section features a large white input field and a 'Select' button.

### Step 1

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

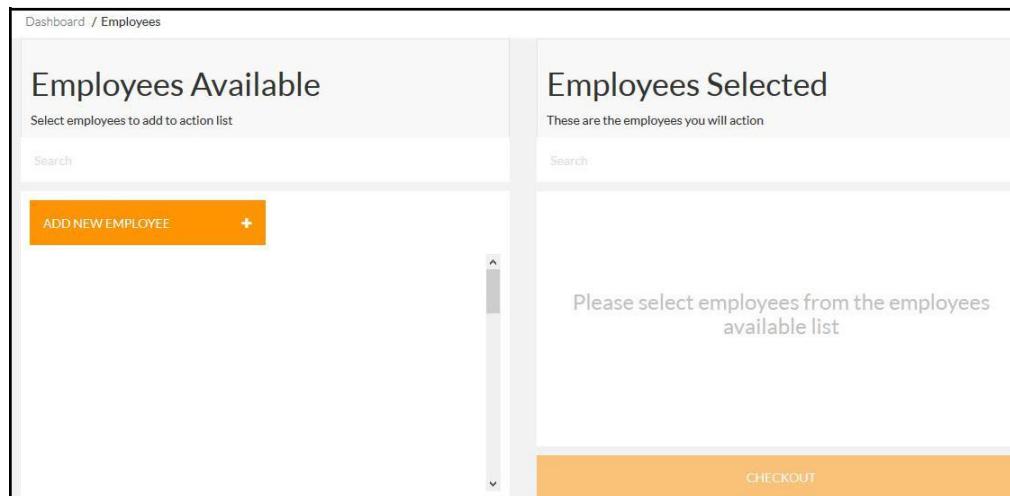
If prompted, enter your company name and click “Select.”

## REGISTERING EMPLOYEES



### Step 2

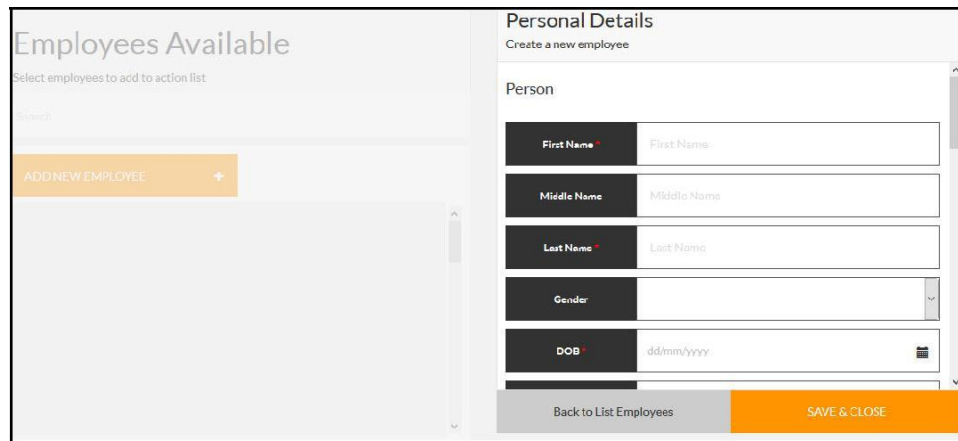
On the home page, select “Manage Employees” from the dashboard tiles or the side menu.



### Step 3

Select “Add New Employee.”

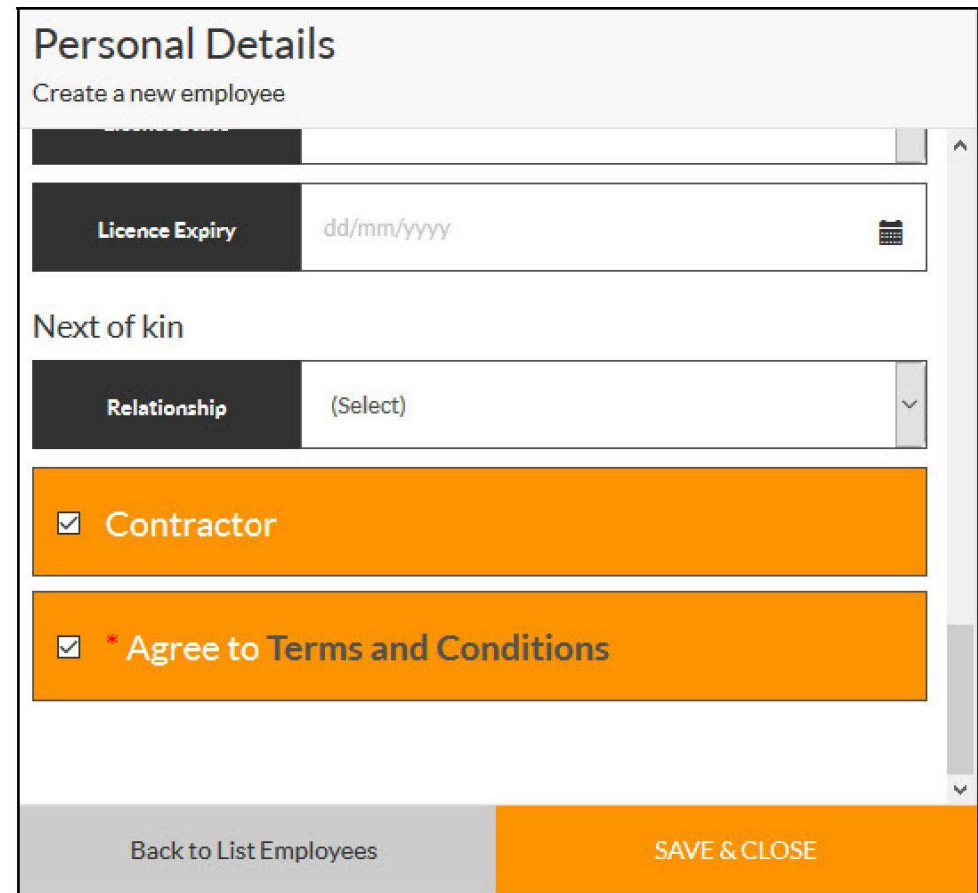
## REGISTERING EMPLOYEES



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 a search bar, a 'Licence Expiry' date field, a 'Next of kin' section with a 'Relationship' dropdown, and two orange boxes with checkboxes: 'Contractor' and '\* 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

 **Employee Sample**  
Select

ADDED TO CART

CHECKOUT

### Step 6

Select “Checkout.”

### Shopping Cart

Item No.	Item	Details	Quantity	Price/unit	Total
IT001	Card Purchase		1	\$85.00	\$85.00
IT001	Registration, Subscription, Roles, Card for John Citizen.	<a href="#">Edit</a>	1	\$85.00	<a href="#">✕ Remove</a>
Subtotal:				\$85.00	
Tax (10%):				\$8.50	
Total:				\$93.50	

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

emp[0]

ADD NEW EMPLOYEE

Demonstration, Employee One

Employee, Demo

Employee, Demo

Employee, Demonstration

Employees Selected

These are the employees you will action

Search

Employee Sample

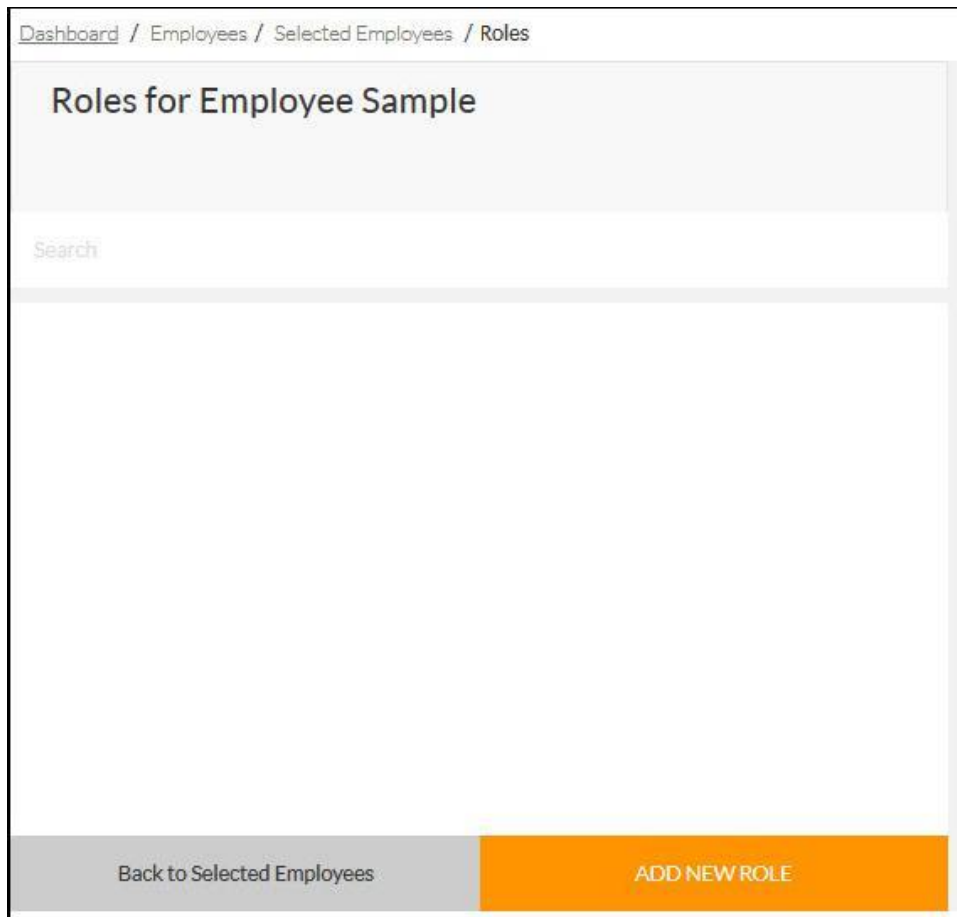
CONTINUE

CHECKOUT

### Step 9

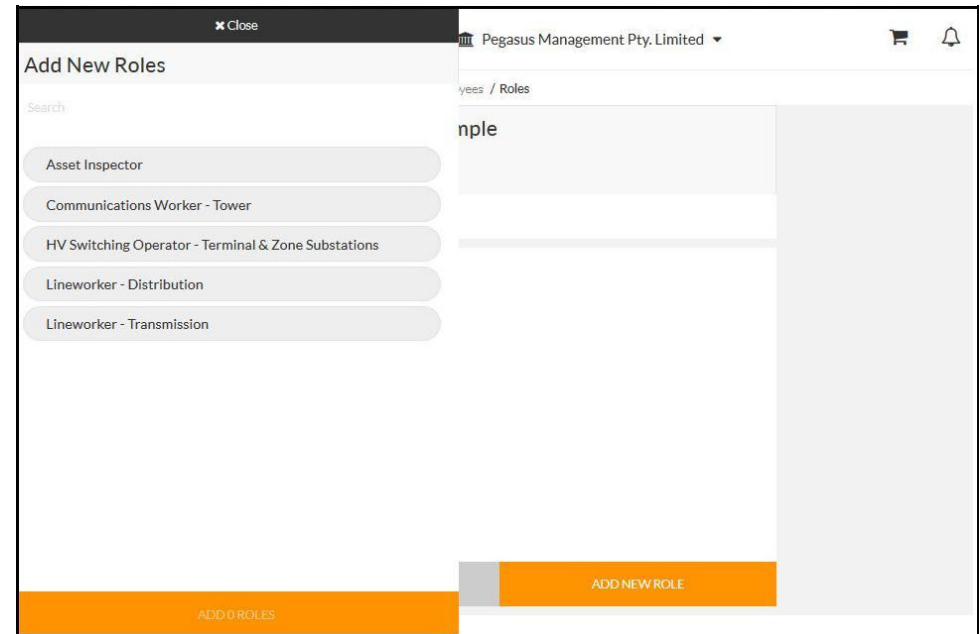
Select “Continue.”

## REGISTERING EMPLOYEES



### Step 10

Select "Add New Role."



### Step 11

Select the role/s from the list.



## REGISTERING EMPLOYEES

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

Competencies for Employee Sample

Role Asset Inspector

MANDATORY

4/6

Electrical.Certificate II.Asset Inspection - UCT20612

Electrical.Induction.Apply CSI safety rules - UCTTDRR01D

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

### Competency

Electrical.Certificate II.Asset Inspection - UET20612

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

Select or Upload Document

### 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."



**Competency**

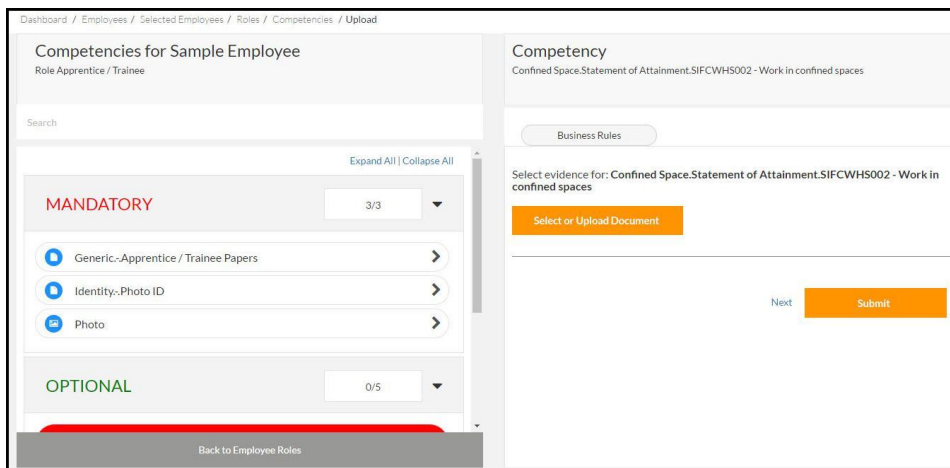
Photo Upload

Done ✓

Cancel Save Save & Next

### Step 18

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



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

Competencies for Sample Employee  
Role Apprentice / Trainee

Search

Expand All | Collapse All

**MANDATORY** 3/3

- Generic-Apprentice / Trainee Papers
- Identity-Photo ID
- Photo

**OPTIONAL** 0/5

Back to Employee Roles

**Competency**  
Confined Space.Statement of Attainment.SIFCWH5002 - Work in confined spaces

Business Rules

Select evidence for: Confined Space.Statement of Attainment.SIFCWH5002 - Work in confined spaces

Select or Upload Document

Next Submit

### Step 19

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

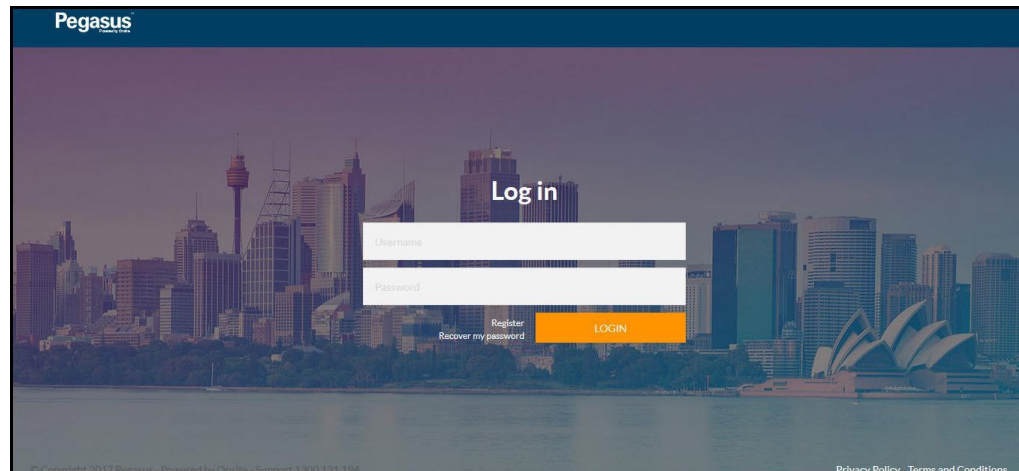
Submitting your application in the system will lock the application until Pegasus has verified the documents that you have submitted. Once they have been verified then this removes the lock and you can re-submit any new changes to the roles, competencies or training.

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

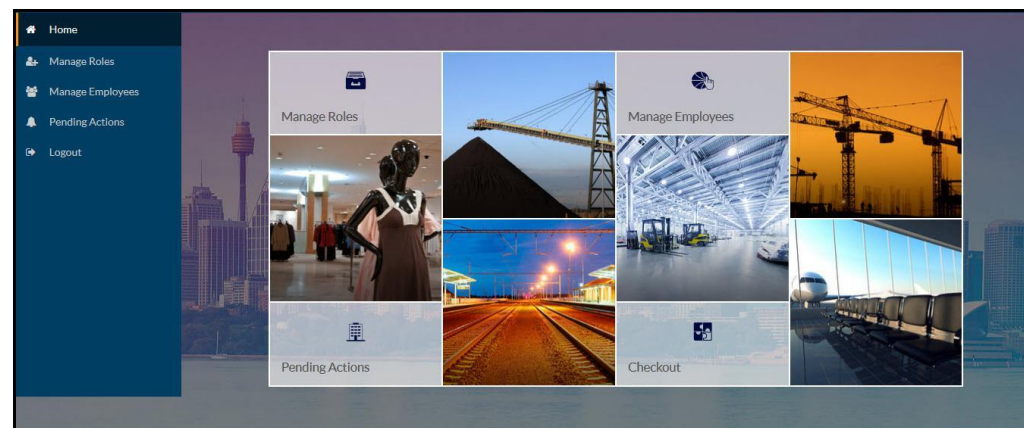
# Ausgrid Partners Management System (APSMS)

Please follow this step-by-step guide to update employee data in the system.



## Step 1

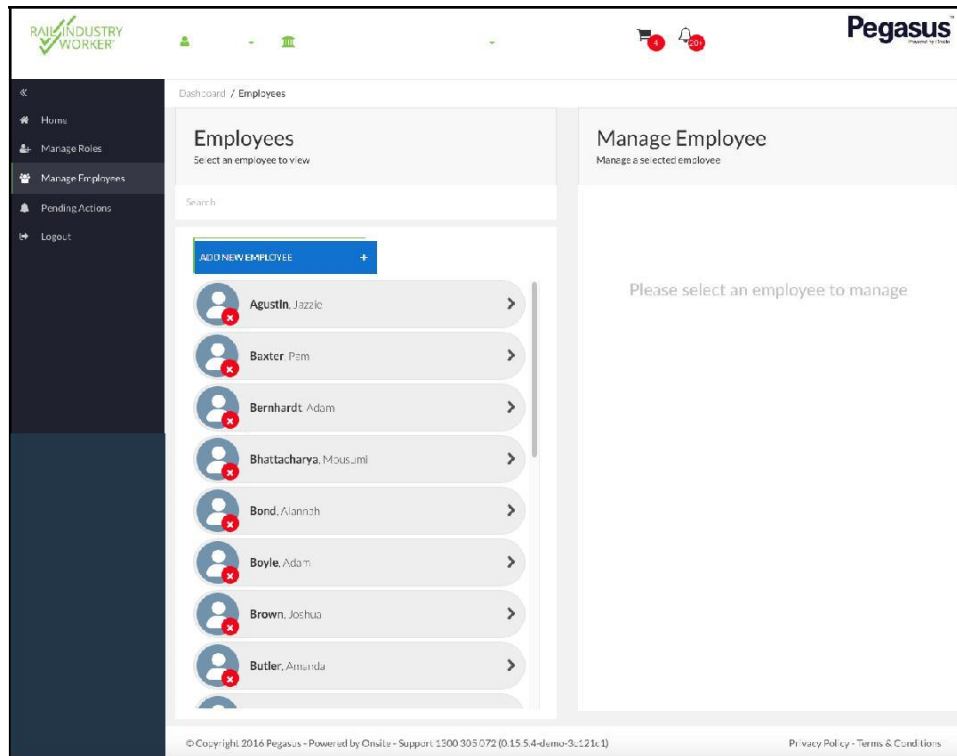
Please go to the Role Management Portal and click on “Login” in the top menu bar.



## Step 2

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

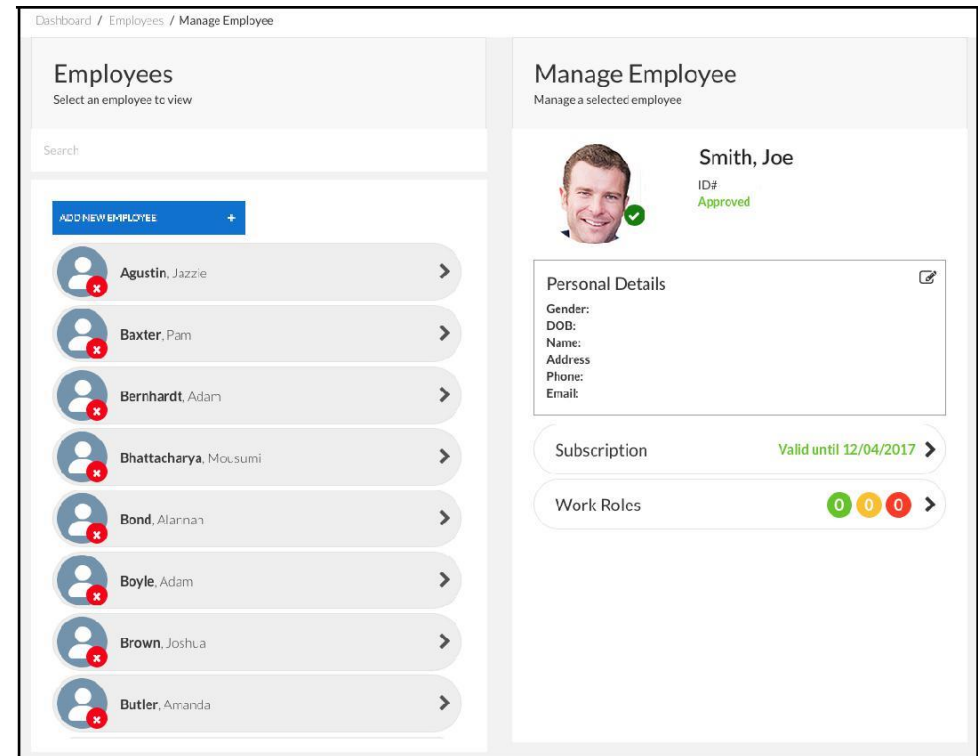
## UPDATING EMPLOYEES DATA



### 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 204 498 or  
email [ausgrid@pegasus.net.au](mailto:ausgrid@pegasus.net.au)