



ASP

Authorisation Management System

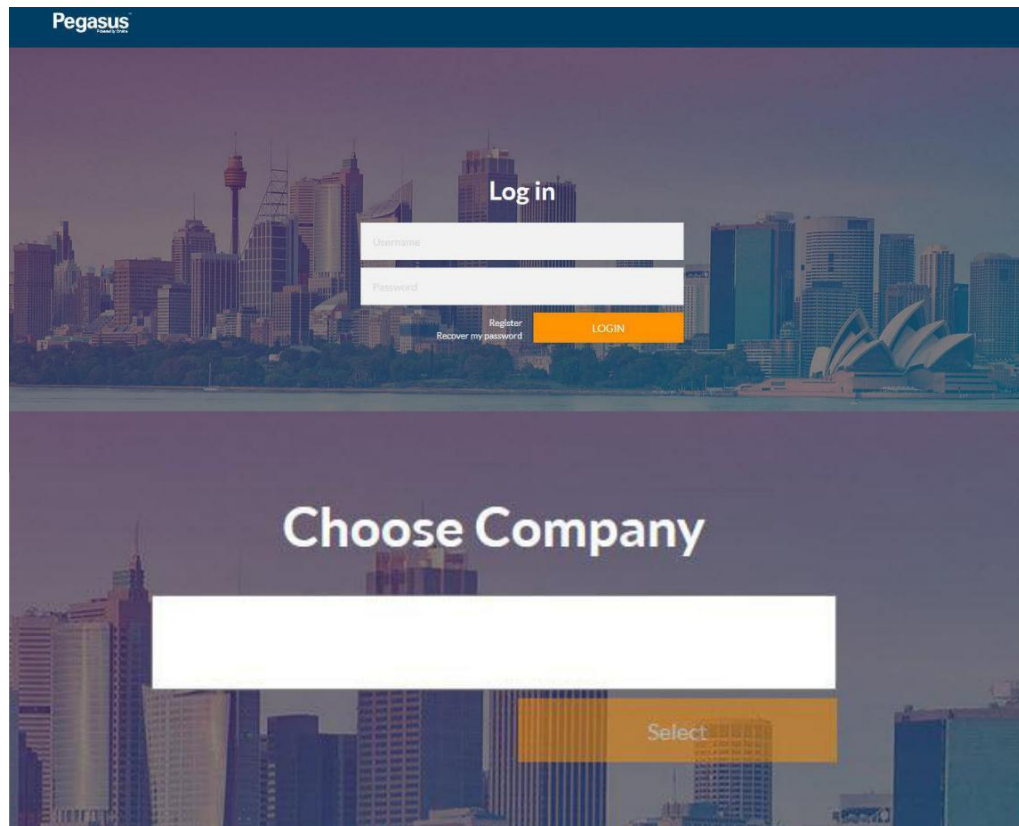
User Guide for Registering Employees

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ASP Authorisation Management System (ASPAMS)

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

The screenshot shows the ASPAMS interface with a city skyline background. At the top left is the Pegasus logo. The main section is titled 'Log in' and contains two input fields for 'Username' and 'Password'. Below these fields are links for 'Register' and 'Recover my password', and an orange 'LOGIN' button. The bottom section is titled 'Choose Company' and features a large white input field and an orange 'Select' button.

Pegasus

Log in

Username

Password

Register
Recover my password

LOGIN

Choose Company

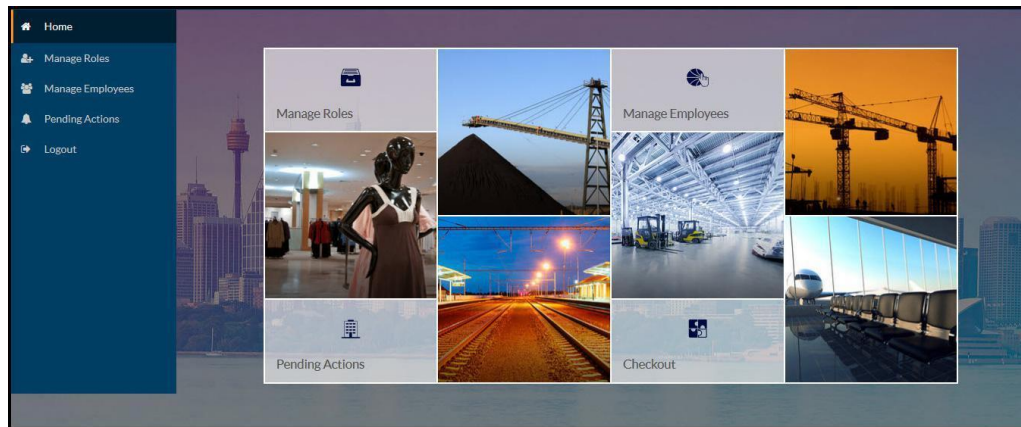
Select

Step 1

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

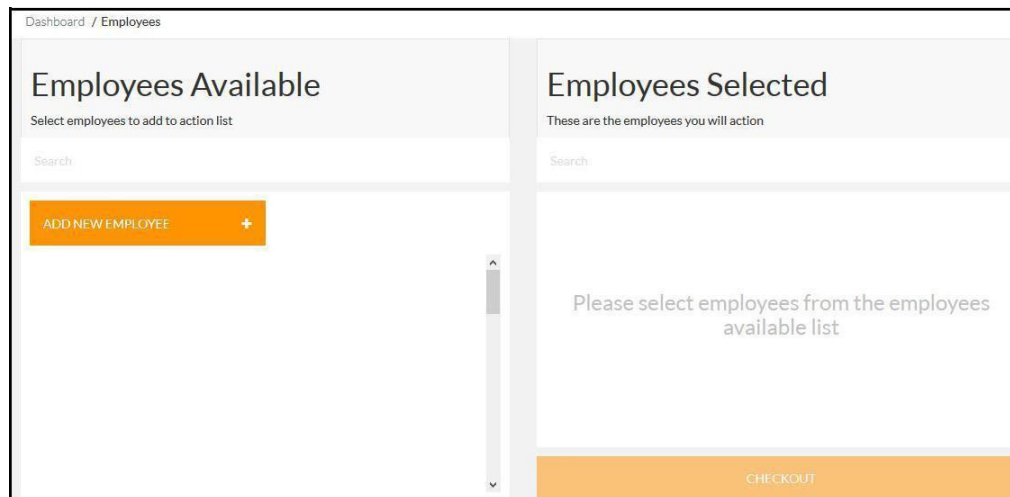
If prompted, enter your company name and click “Select.”

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 a web interface with two main sections. On the left, under the heading 'Employees Available', there is a search bar and an orange button labeled 'ADD NEW EMPLOYEE' with a plus icon. On the right, the 'Personal Details' form is displayed, titled 'Create a new employee'. The form includes fields for 'First Name', 'Middle Name', 'Last Name', 'Gender', and 'DOB' (with a date picker icon). At the bottom of the form are two buttons: 'Back to List Employees' and 'SAVE & CLOSE'.

Step 4

Enter all of the employee's details.

This screenshot shows the 'Personal Details' form, titled 'Create a new employee'. It includes a 'Licence Expiry' field with a date picker icon. Below this is the 'Next of kin' section, which has a 'Relationship' dropdown menu currently showing '(Select)'. There are two orange boxes with checkboxes: the first is checked and labeled 'Contractor', and the second is checked and labeled '* 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

emp|


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."

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.	Edit	1	\$85.00	X Remove
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

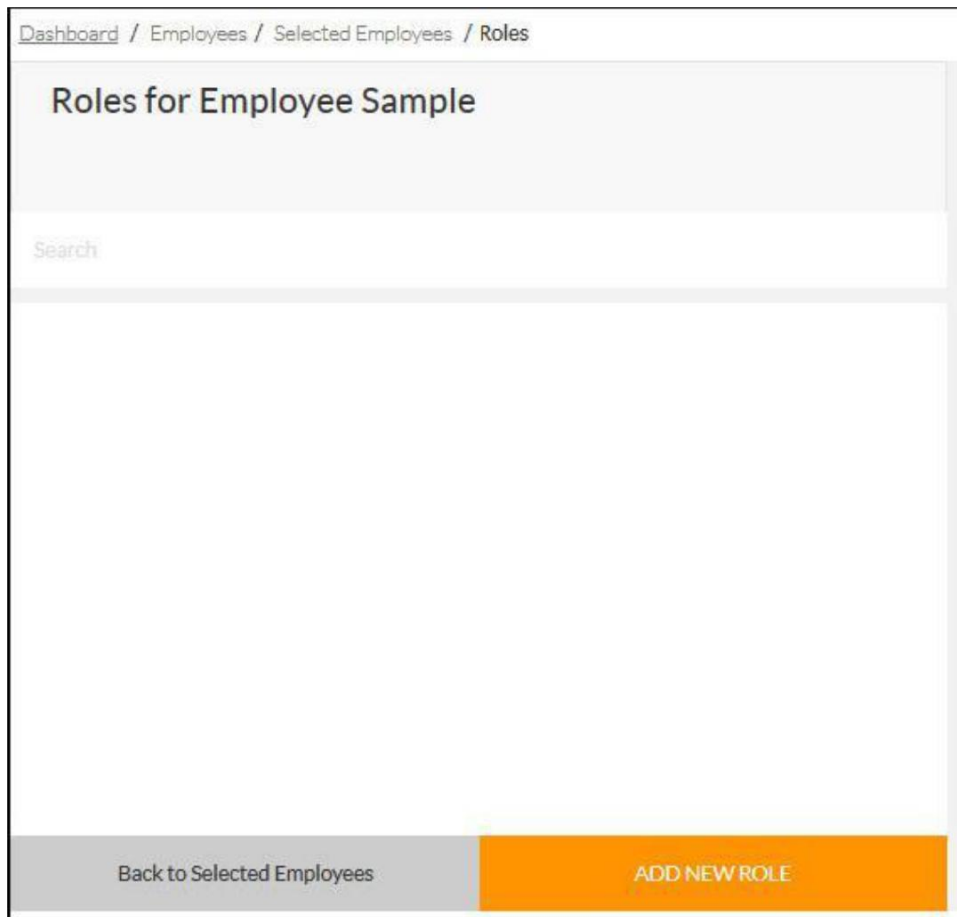
CONTINUE

CHECKOUT

Step 9

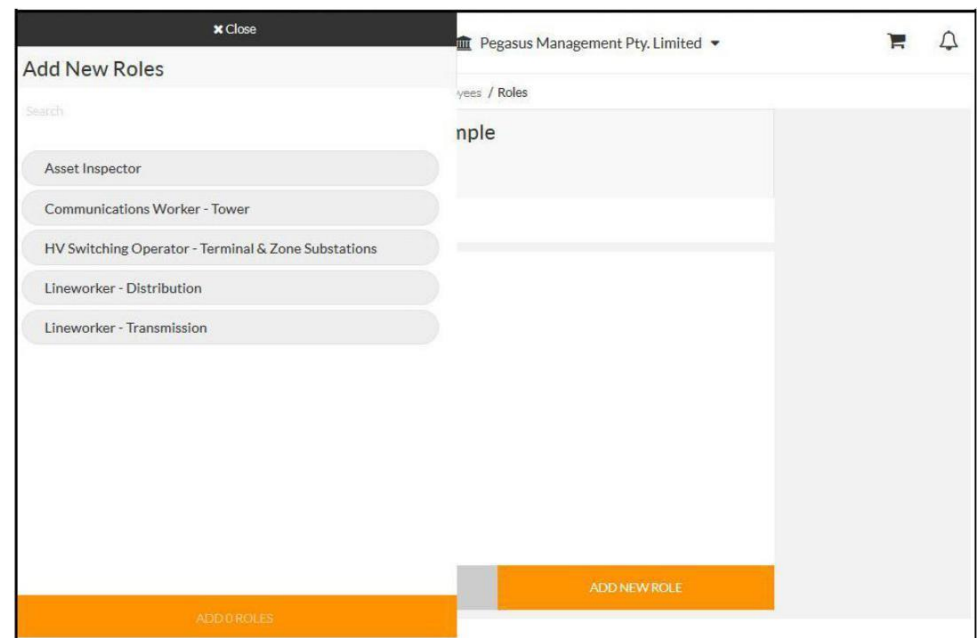
Select “Continue.”

REGISTERING EMPLOYEES



Step 10

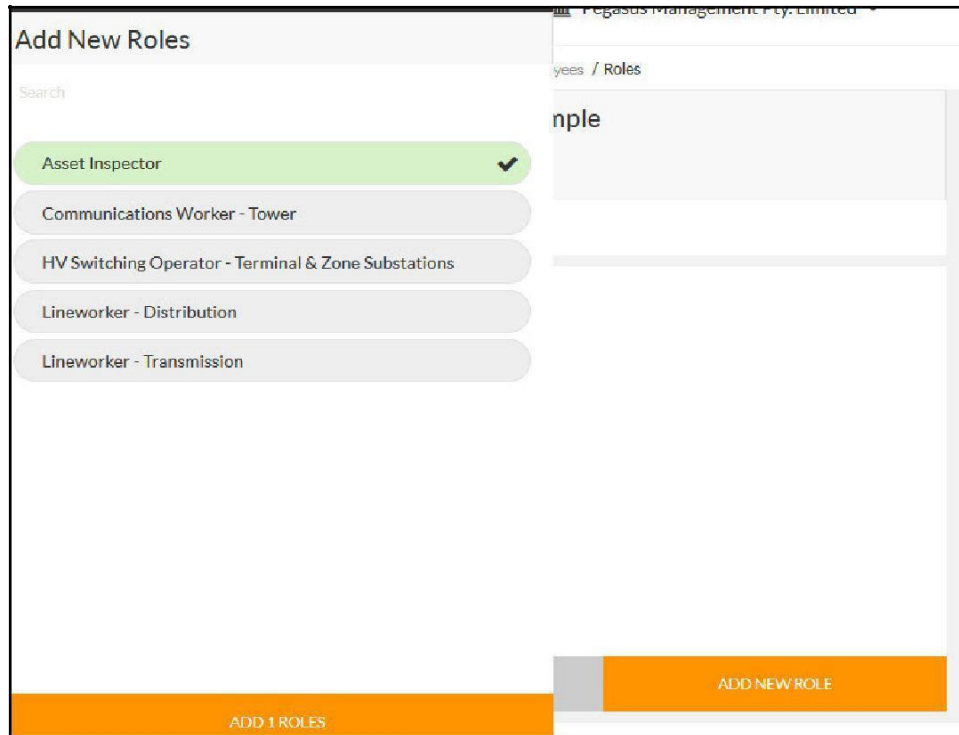
Select "Add New Role."



Step 11

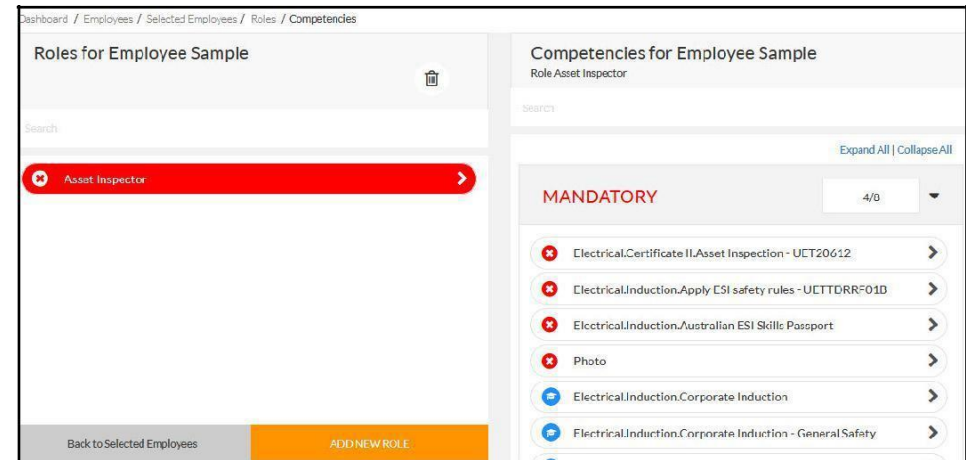
Select the role/s from the list.

REGISTERING EMPLOYEES



Step 12

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



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 - UETDTRRF01B
- 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

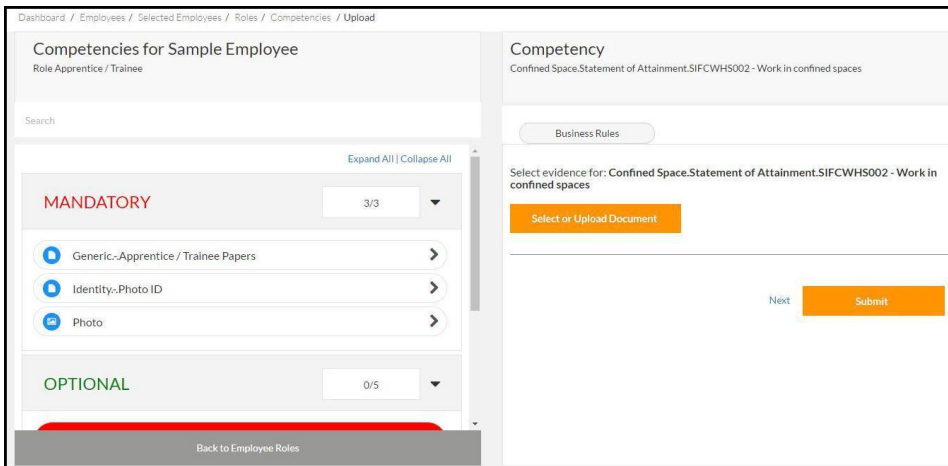
Photo Upload

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.”

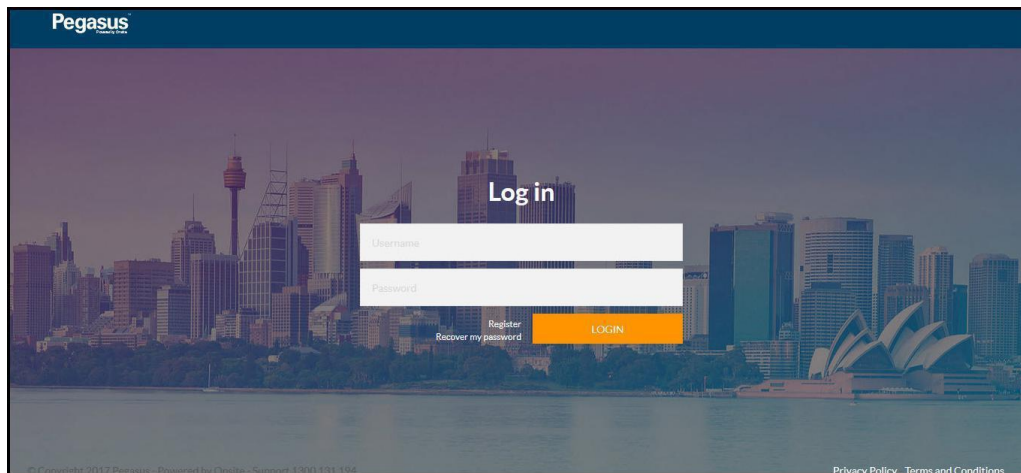
Submitting your application in the system will lock the application until Pegasus has verified the documents that you have submitted. Once they have been verified then this removes the lock and you can re-submit any new changes to the roles, competencies or training.

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

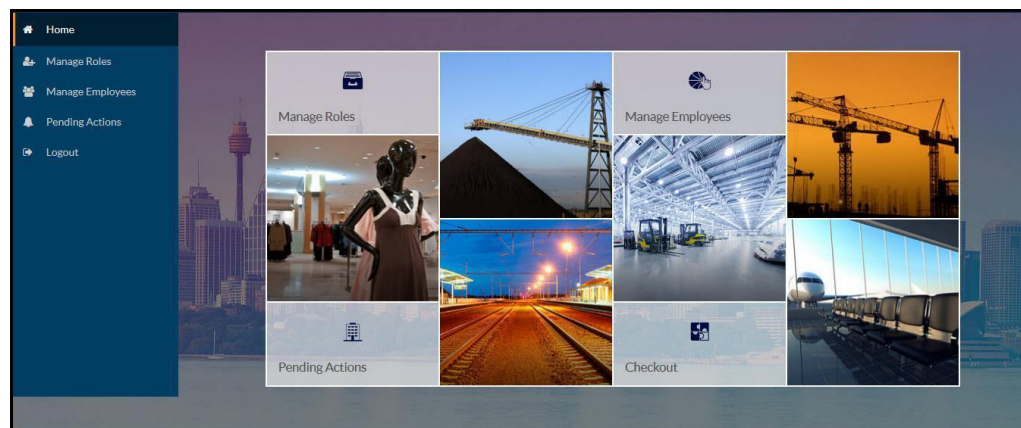
ASP Authorisation Management System (ASPAMS)

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



Step 1

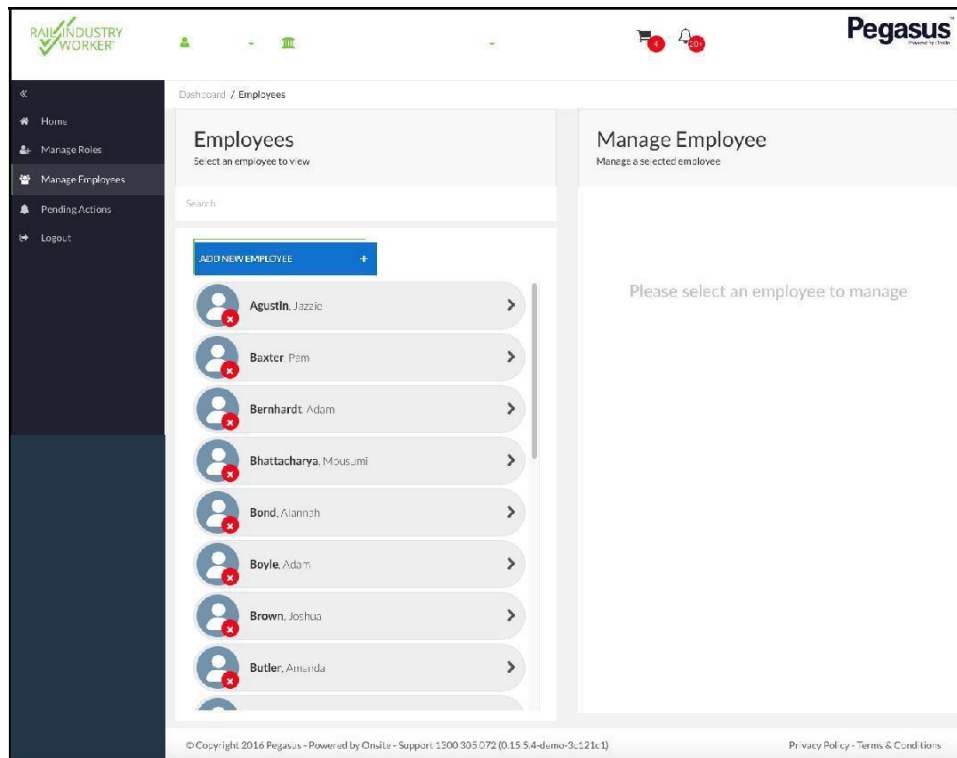
Please go to the Role Management Portal and click on “Login” in the top menu bar.



Step 2

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

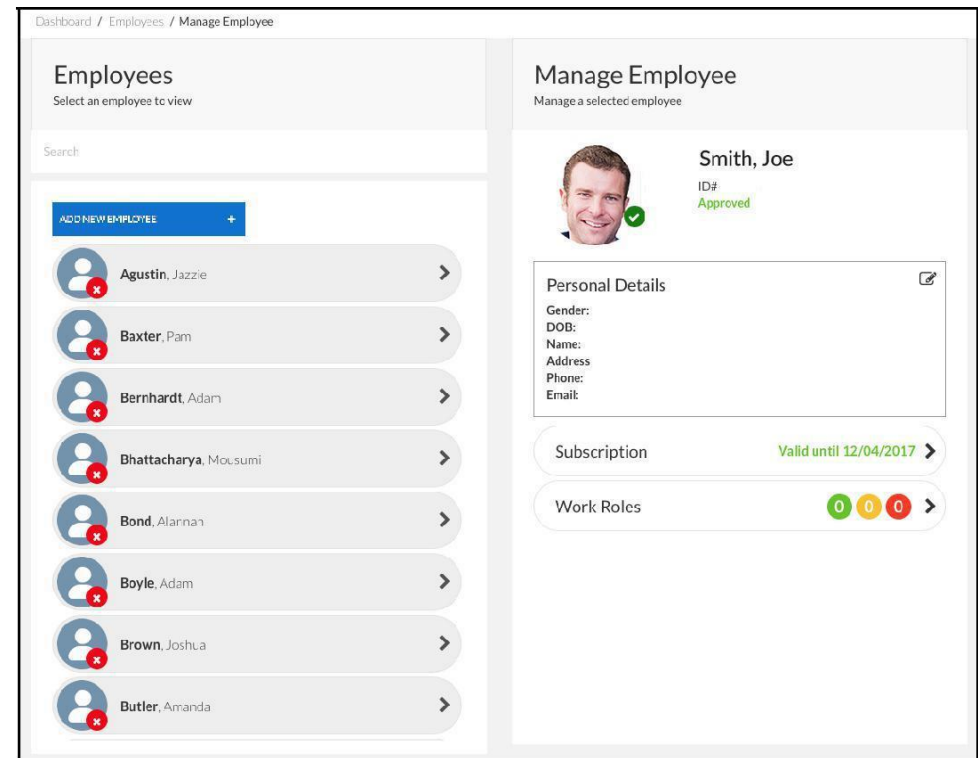
UPDATING EMPLOYEES DATA



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 Krebs's details

Person

First Name *	Matthew
Middle Name	Middle Name
Last Name *	Krebs
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