

BHP

BHP

Contractor Management System

User Guide for Booking Inductions - MAC Administrators

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Overview

All employees of BHP Mt Arthur Coal must complete an online Asset Induction. The online **BHP Billiton Asset Induction (Employees)** replaces the previous face-to-face **Mt Arthur Coal Surface Induction**.

This induction costs \$110 including GST per person and is booked through Onsite. Once the MAC administrator has booked their employees into the induction, the administrator will be emailed the employees' login details to be forwarded onto the employee to complete the induction online.

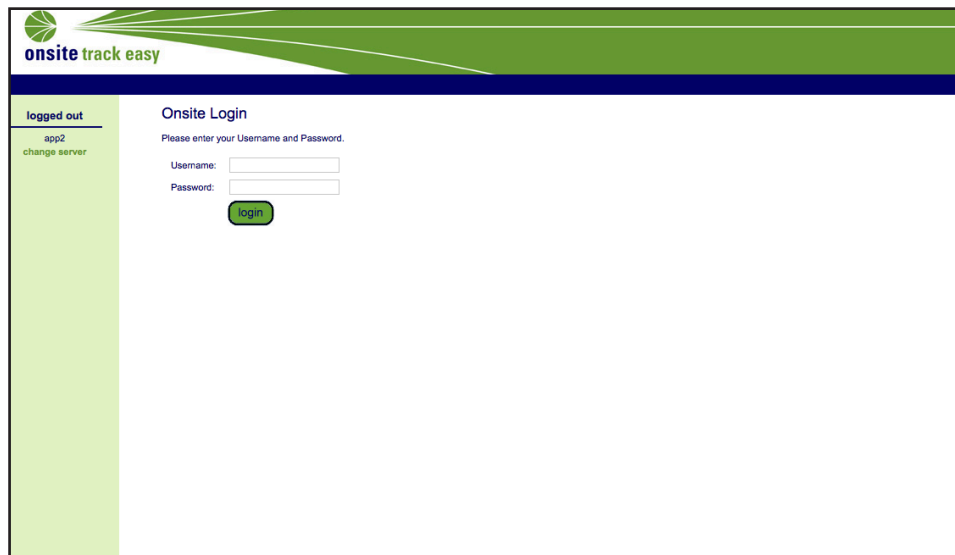
At the successful completion of the training, the employee will be issued the induction competency, now visible on their profile in the Onsite Track Easy database.

After your employee has successfully completed the BHP Billiton Asset Induction, you may book them into the **MAC CHPP Plant Induction (Employees)** and/or **MAC Maintenance Induction (Employees)** depending on their role. These inductions cost \$35 + GST each and are booked and completed online.

For questions or assistance please call **1300 306 384** or email inductions@pegasus.net.au.
Contractor Information Site nswecinductions.com.au

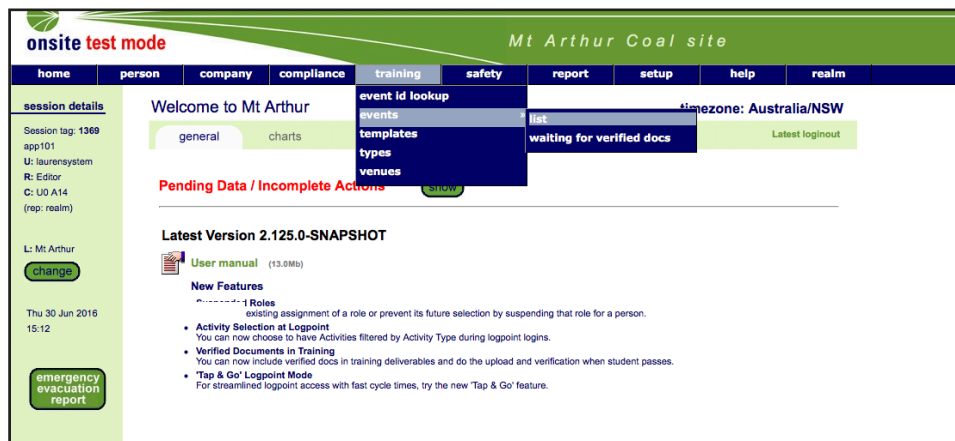
Pegasus Safety Inductions Booking Portal

Please follow this step-by-step guide to booking inductions for your employees in the Pegasus Safety Inductions Booking Portal.



Step 1

Login to Onsite at <https://secure.onsitetrackeasy.com.au> by using your administrator username and password.



Step 2

From the top menu, hover over “Training” to expand the dropdown menu. Hover over “Events,” then select “List.”

BOOKING INDUCTIONS

Training Events for Realm: Pegasus Safety in Mt Arthur location



Search For:

Training Provider: Realm: Pegasus Safety Delivery: -- All --

Training Types: -- All -- Status: Open

Between: 23 June 2016 and 30 July 2016

- Leave **Search For** blank for all this Location's Events, or enter a text fragment to find matching names.
- Use the **Training Types** drop down box to limit the search to a specific type of event.

Step 3

To view all training events, leave the search field empty, then select "Search."

Training Events for Realm: Pegasus Safety in Mt Arthur location



Search For:

Training Provider: Realm: Pegasus Safety Delivery: -- All --

Training Types: -- All -- Status: Open

Between: 23 June 2016 and 30 July 2016

Found 6 matches.

Online Events

ID	Name	Location	From Date	To Date	Type	Capacity	Att'ees	Avail	Venue	Online Provider	Online Course	Status	Files
												Open	0 / 0
												Open	0 / 0
												Open	0 / 0
												Open	0 / 0
												Open	0 / 0
45808	BHP Billiton Asset Induction	Mt Arthur	26 May 16	02 Jun 17	Inductions	300	25	275	MAC - Coursebuilder	Course Builder	Contractor CHPP Plant Overview & Departmental 1.3	Open	0 / 0
Total:						1800	1225	575	(Excluding Cancelled)				
Percent:							68%	32%					

Step 4

From the training events displayed, select "BHP Billiton Asset Induction."

Online Training Event
printer friendly

EVENT DEFINITION

Name:	Status:	Open (notes)	duplicate
ID:	Capacity:	300	<input type="checkbox"/> transfer & close
Basis:	Attendees:	300	
Delivery:	Waiting:	0	
Provider:	Unalloc Seats:	0	
Type:	Available:	0	
Venue:	Fill Rate:	100%	
Date Range:	Reserved:	0 (0%)	
List In Portal:	Not Started:	11 (4%)	
Bill To Site:	Started:	1 (0%)	
Sales Code:	Completed:	288 (96%)	
Item Code:			
Attendee Cost:	Description:	Mt Arthur Coal - CHPP Plant Overview & Department Induction. +	
Self-Register:	Requirements:	Requires a current Mt Arthur Surface Induction provided by Pegasus prior to booking into this course. +	
File Upload Count:			
Req Co Approval:			
Req Site Contact:			

add
add by company
add by crew

Step 5

Once the **BHP Billiton Asset Induction (Employees)** has opened, scroll to the bottom of the page and select “Add” to book your employee into the training event.

Add Cardholder to Online Training Event

search

☒ Show Inactive
 ☒ Show Unassociated

► This is a **global contractor search** combined with the site's employees. Enter a text fragment to find matching names.

► **Unassociated** means contractors who are not associated with the site, but it may also mean their companies are not associated with the site.

► As this is an **online event** you may only add persons whose company has an **available token**.
If a person's company does not have any tokens, you can enter purchases on the company's tokens tab.

Step 6

Enter your employee's name in the search field, then select “Search.”

BOOKING INDUCTIONS

Add Cardholder to Online Training Event

Found 122 matches.
Payment Method: Token

Prerequisites: Before cardholders can be passed in this event they must have the following competency:

-

Name	Unavailable Because	Tokens	Unassociated	Active	ID	DOB	Type	Company	Email Address
	Missing prerequisites	0	Unassociated	✓			Contractor		
	Missing prerequisites	0	Unassociated	✓			Contractor		
	Missing prerequisites	0	Unassociated	✓			Contractor		
	Missing prerequisites	0	Unassociated	✓			Contractor		
	Missing prerequisites	0	Unassociated	✓			Contractor		

Step 7

If your employee's name shows in the returned results, select them to add them to the event by clicking on their name.

If your employee's name does not show in the results, continue to **page 8**.

Attendees & Reservations

Name	ID	Company	Company	Seats	Date	Online Student	Online Exam	Re-ind	Result	Mark	Retries	Keys	Attendance	Bshop Cart Line Id	Payment	Booking	Comments
				1	10 Jun 16	164952	238550					✗	Not Started	484054	Taken	view	edit
				1	27 May 16	163855	238865		Pass	33		✗	Completed	472857	Taken	view	edit
				1	01 Jun 16	164251	237472					✗	Not Started	476202	Taken	view	edit
				1	01 Jun 16	164252	237473					✗	Not Started	476200	Taken	view	edit
				1	01 Jun 16	164253	237474		Pass	33		✗	Completed	476203	Taken	view	edit
				1	16 Jun 16	166195	240436					✗	Not Started	488027	Taken	view	edit
				1	30 May 16	138042	238866		Pass	33		✗	Completed	473929	Taken	view	edit
				1	30 Jun 16	none	none					✗	Not Started		Taken	view	edit
				1	23 Jun 16	166196	240437	Yes	Pass	33		✗	Completed	493239	Taken	view	edit
				1	27 May 16	163856	238867		Pass	33		✗	Completed	473501	Taken	view	edit
				1	31 May 16	164016	237119		Pass	33		✗	Completed	475762	Taken	view	edit
				1	31 May 16	164017	237120		Pass	33		✗	Completed	475763	Taken	view	edit
				1	24 Jun 16	166197	240438		Pass	33		✗	Completed	494111	Taken	view	edit
				1	14 Jun 16	88203	239024		Pass	33		✗	Completed	486385	Taken	view	edit
				1	09 Jun 16	164953	238551		Pass	33		✗	Completed	483176	Taken	view	edit
				1	15 Jun 16	165281	239025		Pass	33		✗	Completed	486548	Taken	view	edit
				1	27 May 16	163857	238868		Pass	33		✗	Completed	472859	Taken	view	edit
				1	10 Jun 16	164954	238552					✗	Not Started	484055	Taken	view	edit
				1	26 May 16	163858	238869		Pass	33		✗	Completed	472232	Taken	view	edit
				1	27 May 16	163859	238870		Pass	33		✗	Completed	473497	Taken	view	edit
				1	01 Jun 16	164254	237475					✗	Not Started	476428	Taken	view	edit
				1	15 Jun 16	165282	239026		Pass	33		✗	Completed	486549	Taken	view	edit
				1	27 Jun 16	none	none					✗	Not Started	496211	Taken	view	edit
				1	26 May 16	163860	238871		Pass	33		✗	Completed	472175	Taken	view	edit
				1	03 Jun 16	164484	237821					✗	Not Started	478728	Taken	view	edit
Total:				25													

Step 8

Your employee should now show in the list of Attendees and Reservations.

You have successfully booked your employee into the **BHP Billiton Asset Induction (Employees)**.

Once you have booked your employee into the BHP Billiton Asset Induction (Employees), you'll be emailed login details to send to them so they can complete it online.

The induction consists of 10 questions that should take approximately 30 minutes to answer. The induction requires a 100% pass mark. On successful completion, the employee will have the competency added to their profile in the Onsite Track Easy database.

Employees can access site by manually entering their Onsite ID number, which displays on the certificate at the successful completion of the all required inductions.

Please note

After your employee has successfully completed the BHP Billiton Asset Induction (Employees), you may book them into the **MAC CHPP Plant Induction (Employees)** and/or **MAC Maintenance Induction (Employees)** depending on their role.

Continue to **page 18** for more details.

**BOOKING THE BHP BILLITON ASSET
INDUCTION (EMPLOYEES)**

EXISTING ONSITE PROFILE

Add Cardholder to Online Training Event

- ☒ Show Inactive
☒ Show Unassociated

(add new person to Onsite if not found with search)

Found 0 matches.

- ▶ This is a **global contractor search** combined with the site's employees. Enter a text fragment to find matching names.
- ▶ **Unassociated** means contractors who are not associated with the site, but it may also mean their companies are not associated with the site.
- ▶ As this is an **online event** you may only add persons whose company has an **available token**.
 If a person's company does not have any tokens, you can enter purchases on the company's tokens tab.

Step 1

Enter your employee's surname into the search field, then select "Search."

Add Cardholder to Online Training Event

- ☒ Show Inactive
☒ Show Unassociated

(add new person to Onsite if not found with search)

Found 122 matches.

Payment Method: Token

Prerequisites: Before cardholders can be passed in this event they must have the following competency:

•

Name	Unavailable Because	Tokens	Unassociated	Active	ID	DOB	Type	Company	Email Address
...	Missing prerequisites	0	Unassociated	✓	Contractor
...	Missing prerequisites	0	Unassociated	✓	Contractor
...	Missing prerequisites	0	Unassociated	✓	Contractor
...	Missing prerequisites	0	Unassociated	✓	Contractor
...	Missing prerequisites	0	Unassociated	✓	Contractor

Step 2

Check your employee is not shown in the list of existing users. If they are an existing user, click on their name.

If your employee is not listed as an employee of BHP Billiton MAC in Onsite, you will need to associate them to BHP Billiton MAC before booking them into the **BHP Billiton Asset Induction (Employees)**. To associate them, select "Add Employee."

Create Employee From Existing User

- ▶ Here are all the existing users who are not also employees. Click any name in this list to add the employee role to that user.
- ▶ Otherwise use the add button to create a new employee.

add

Name	ID Number	Job Title
John Doe	1000001	Software Engineer
Jane Smith	1000002	Product Manager
Chris Brown	1000003	UX Designer
Alice Johnson	1000004	Marketing Specialist
Bob White	1000005	Sales Representative
Emily Green	1000006	Operations Manager
Michael Lee	1000007	Finance Analyst
Sarah Kim	1000008	Human Resources
David Wilson	1000009	Quality Assurance
Laura Garcia	1000010	Customer Support
James Taylor	1000011	Systems Administrator
Olivia Miller	1000012	Business Development

New Employee From User Stephen Brooks

Please select an employer and default Location for Stephen Brooks.

Employer:

Bhp Billiton Limited

Default Location:

Mt Arthur

cancel

apply

Step 3

If they do not show in the list of existing users who are not also employees, go to **page 13**.

Step 4

From the dropdown fields, select the employee's Employer and Default Location. Then select "Apply."

Add New Employee

Company: BHP BILLITON LIMITED

First Name:

Middle Name:

Last Name:

PIN:

Phone 1: *

Phone 2: *

Email 1: *

Email 2: *

Address: *

Town: *

State: *

Post Code: *

Country: * Australia

Date of Birth: * 1 January

Place of Birth: *

Gender: *

Drivers Lic. No: *

Drivers Lic. State: *

Drivers Lic. Class: *

Drivers Lic. Expiry: * 19

Fingerprint: ☐ An enrolment will be done when a logpoint requires verification

Employee Number:

Department:

Step 5

Update the employee's Onsite profile, then scroll to the bottom of the page and select "Save."

cancel

save

BOOKING INDUCTIONS

Attendees:																			
	Name	Id	Company Changed	Company	Seats	Date	Online Student	Online Enrol	Re-ind	Result	Mark	Retries	Keys	Attendance	Shop Cart Line Id	Payment	Booking	Comments	
<input type="checkbox"/>					1	10 Jun 16	164952	238550						✗ Not Started	484054	Token	view	edit	
<input type="checkbox"/>					1	27 May 16	163855	238865		Pass	33			✗ Completed	472857	Token	view	edit	
<input type="checkbox"/>					1	01 Jun 16	164251	237472						✗ Not Started	476202	Token	view	edit	
<input type="checkbox"/>					1	01 Jun 16	164252	237473						✗ Not Started	476200	Token	view	edit	
<input type="checkbox"/>					1	01 Jun 16	164253	237474		Pass	33			✗ Completed	476203	Token	view	edit	
<input type="checkbox"/>					1	16 Jun 16	166195	240436						✗ Not Started	488027	Token	view	edit	
<input type="checkbox"/>					1	30 May 16	138642	238866		Pass	33			✗ Completed	473929	Token	view	edit	
<input type="checkbox"/>					1	30 Jun 16	none	none						✗ Not Started		Token		edit	
<input type="checkbox"/>					1	23 Jun 16	166196	240437	Yes	Pass	33			✗ Completed	493239	Token	view	edit	
<input type="checkbox"/>					1	27 May 16	163856	238867		Pass	33			✗ Completed	473501	Token	view	edit	
<input type="checkbox"/>					1	31 May 16	164016	237119		Pass	33			✗ Completed	475762	Token	view	edit	
<input type="checkbox"/>					1	31 May 16	164017	237120		Pass	33			✗ Completed	475763	Token	view	edit	
<input type="checkbox"/>					1	24 Jun 16	166197	240438		Pass	33			✗ Completed	494111	Token	view	edit	
<input type="checkbox"/>					1	14 Jun 16	88203	239024		Pass	33			✗ Completed	486395	Token	view	edit	
<input type="checkbox"/>					1	09 Jun 16	164953	238551		Pass	33			✗ Completed	483178	Token	view	edit	
<input type="checkbox"/>					1	15 Jun 16	165281	239025		Pass	33			✗ Completed	486548	Token	view	edit	
<input type="checkbox"/>					1	27 May 16	163857	238868		Pass	33			✗ Completed	472859	Token	view	edit	
<input type="checkbox"/>					1	10 Jun 16	164954	238552						✗ Not Started	484055	Token	view	edit	
<input type="checkbox"/>					1	26 May 16	163858	238869		Pass	33			✗ Completed	472232	Token	view	edit	
<input type="checkbox"/>			update		1	27 May 16	163859	238870		Pass	33			✗ Completed	473497	Token	view	edit	
<input type="checkbox"/>					1	01 Jun 16	164254	237475						✗ Not Started	476428	Token	view	edit	
<input type="checkbox"/>					1	15 Jun 16	165282	239026		Pass	33			✗ Completed	486549	Token	view	edit	
<input type="checkbox"/>		Pending			1	27 Jun 16	none	none							496211	Token	view		
<input type="checkbox"/>					1	26 May 16	163860	238871		Pass	33			✗ Completed	472175	Token	view	edit	
<input type="checkbox"/>					1	03 Jun 16	164484	237821						✗ Not Started	478728	Token	view	edit	
Total:					25														

Step 6

Your employee should now show in the list of Attendees and Reservations.

You have successfully booked your employee into the **BHP Billiton Asset Induction (Employees)**.

Once you have booked your employee into the BHP Billiton Asset Induction (Employees), you'll be emailed login details to send to them so they can complete it online.

The induction consists of 10 questions that should take approximately 30 minutes to answer. The induction requires a 100% pass mark. On successful completion, the employee will have the competency added to their profile in the Onsite Track Easy database.

Employees can access site by manually entering their Onsite ID number, which displays on the certificate at the successful completion of the all required inductions.

Please note

After your employee has successfully completed the BHP Billiton Asset Induction (Employees), you may book them into the **MAC CHPP Plant Induction (Employees)** and/or **MAC Maintenance Induction (Employees)** depending on their role.

Continue to **page 18** for more details.

**BOOKING THE BHP BILLITON ASSET
INDUCTION (EMPLOYEES)**

NEW ONSITE PROFILE

Create Employee From Existing User

- ▶ Here are all the existing users who are not also employees. Click any name in this list to add the employee role to that user.
- ▶ Otherwise use the add button to create a new employee.

add

Name	ID Number	Job Title
John Doe	1000001	Software Engineer
Jane Smith	1000002	Product Manager
Robert Johnson	1000003	Marketing Specialist
Emily White	1000004	UX Designer
Michael Brown	1000005	Frontend Developer
Sarah Green	1000006	Backend Developer
David Lee	1000007	Full Stack Developer
Alice Black	1000008	Quality Assurance
Chris Taylor	1000009	DevOps Engineer
Patricia Wilson	1000010	Business Development
James Hall	1000011	Customer Support
Olivia King	1000012	HR Manager
Benjamin Clark	1000013	Finance Analyst
Maria Garcia	1000014	Operations Manager
William Miller	1000015	Systems Administrator

Step 1

As your employee has not shown in the list of existing users who are not also BHP Billiton MAC employees, select “Add.”

Select Employer

- **Specific Employer**

Name
Bhp Billiton Limited

- Click on a link to return that selection to the report page.

Step 2

Select BHP Billiton Limited as the employer.

Step 3

Enter your employee's details, then select "Search for Existing." This will ensure you do not create a duplication in Onsite.

Add Employee to Training Event

Company:

Last Name:

First Name:

Middle Name:

Date of Birth:

Drivers License Number:

cancel

ADD EMPLOYEE TO ONSITE

search for existing

Before a new employee can be added use **search for existing** to determine if the cardholder already exists in Onsite.

Search results will include system-wide Contractors and Employees you have permission to view from the Australia and Oceania region with a **matching last name or drivers license**.

Enter **additional search criteria** to segregate the most likely matches from the search results for easy identification.

☒ Include "sounds like"

Step 4

If your employee does not show as an existing cardholder, select "Add as New."

Add Employee to Training Event

Company:

Last Name:

First Name:

Middle Name:

Date of Birth:

Drivers License Number:

cancel

ADD EMPLOYEE TO ONSITE

search for existing

Before a new employee can be added use **search for existing** to determine if the cardholder already exists in Onsite.

Search results will include system-wide Contractors and Employees you have permission to view from the Australia and Oceania region with a **matching last name or drivers license**.

Enter **additional search criteria** to segregate the most likely matches from the search results for easy identification.

Select a name below for a side-by-side comparison and the option of using that person instead of a new one.

A name which cannot be clicked means the person is already enrolled in this online course (in this or another event), or does not have an email address.

0 cardholders found.

add as new

If you are sure there is no existing cardholder use **add as new** to proceed with adding the new employee.

Please make sure you are not creating a duplicate.

Add New Employee

Company: BHP BILLITON LIMITED

First Name:

Middle Name:

Last Name:

PIN:

Phone 1: *

Phone 2: *

Email 1: *

Email 2: *

Address: *

Town: *

State: *

Post Code: *

Country: *

Date of Birth: *

Place of Birth: *

Gender: *

Drivers Lic. No: *

Drivers Lic. State: *

Drivers Lic. Class: *

Drivers Lic. Expiry: *

Fingerprint: ☐ An enrolment will be done when a logpoint requires verification

Employee Number:

Department:

cancel

save

Step 5

Enter your employee's details, then scroll down to the bottom of the page and select "Save."

BOOKING INDUCTIONS

ATTENDEES & RESERVATIONS																		
Attendees:																		
	Name	Id	Company Changed	Company	Seats	Date	Online Student	Online Enrol	Re-ind	Result	Mark	Retries	Keys	Attendance	Shop Cart Line Id	Payment	Booking	Comments
<input type="checkbox"/>					1	10 Jun 16	164952	238550					✗	Not Started	484054	Token	view	edit
<input type="checkbox"/>					1	27 May 16	163855	236865		Pass	33		✗	Completed	472857	Token	view	edit
<input type="checkbox"/>					1	01 Jun 16	164251	237472					✗	Not Started	476202	Token	view	edit
<input type="checkbox"/>					1	01 Jun 16	164252	237473					✗	Not Started	476200	Token	view	edit
<input type="checkbox"/>					1	01 Jun 16	164253	237474		Pass	33		✗	Completed	476203	Token	view	edit
<input type="checkbox"/>					1	16 Jun 16	166195	240436					✗	Not Started	488027	Token	view	edit
<input type="checkbox"/>					1	30 May 16	138642	236866		Pass	33		✗	Completed	473929	Token	view	edit
<input type="checkbox"/>					1	30 Jun 16	none	none					✗	Not Started		Token		edit
<input type="checkbox"/>					1	23 Jun 16	166196	240437	Yes	Pass	33		✗	Completed	493239	Token	view	edit
<input type="checkbox"/>					1	27 May 16	163856	236867		Pass	33		✗	Completed	473501	Token	view	edit
<input type="checkbox"/>					1	31 May 16	164016	237119		Pass	33		✗	Completed	475762	Token	view	edit
<input type="checkbox"/>					1	31 May 16	164017	237120		Pass	33		✗	Completed	475763	Token	view	edit
<input type="checkbox"/>					1	24 Jun 16	166197	240438		Pass	33		✗	Completed	494111	Token	view	edit
<input type="checkbox"/>					1	14 Jun 16	88203	239024		Pass	33		✗	Completed	486395	Token	view	edit
<input type="checkbox"/>					1	09 Jun 16	164953	238551		Pass	33		✗	Completed	483178	Token	view	edit
<input type="checkbox"/>					1	15 Jun 16	165281	239025		Pass	33		✗	Completed	486548	Token	view	edit
<input type="checkbox"/>					1	27 May 16	163857	236868		Pass	33		✗	Completed	472859	Token	view	edit
<input type="checkbox"/>					1	10 Jun 16	164954	238552					✗	Not Started	484055	Token	view	edit
<input type="checkbox"/>					1	26 May 16	163858	236869		Pass	33		✗	Completed	472232	Token	view	edit
<input type="checkbox"/>			update		1	27 May 16	163859	236870		Pass	33		✗	Completed	473497	Token	view	edit
<input type="checkbox"/>					1	01 Jun 16	164254	237475					✗	Not Started	476428	Token	view	edit
<input type="checkbox"/>					1	15 Jun 16	165282	239026		Pass	33		✗	Completed	486549	Token	view	edit
<input type="checkbox"/>		Pending			1	27 Jun 16	none	none							496211	Token	view	edit
<input type="checkbox"/>					1	26 May 16	163860	236871		Pass	33		✗	Completed	472175	Token	view	edit
<input type="checkbox"/>					1	03 Jun 16	164484	237821					✗	Not Started	478728	Token	view	edit
Total:					25													

Step 6

Your employee should now show in the list of Attendees and Reservations.

You have successfully booked your employee into the BHP Billiton Asset Induction (Employees).

Once you have booked your employee into the BHP Billiton Asset Induction (Employees), you'll be emailed login details to send to them so they can complete it online.

The induction consists of 10 questions that should take approximately 30 minutes to answer. The induction requires a 100% pass mark. On successful completion, the employee will have the competency added to their profile in the Onsite Track Easy database.

Employees can access site by manually entering their Onsite ID number, which displays on the certificate at the successful completion of the all required inductions.

Please note

After your employee has successfully completed the BHP Billiton Asset Induction (Employees), you may book them into the **MAC CHPP Plant Induction (Employees)** and/or **MAC Maintenance Induction (Employees)** depending on their role.

Continue to **page 18** for more details.

**BOOKING THE MAC CHPP PLANT
INDUCTION AND/OR MAC
MAINTENANCE INDUCTION**

Booking the MAC CHPP Plant Induction and/or MAC Maintenance Induction in Onsite

After your employee has successfully completed the BHP Billiton Asset Induction (Employees), you may book them into the **MAC CHPP Plant Induction (Employees)** and/or **MAC Maintenance Induction (Employees)** depending on their role.

To book them into **MAC CHPP Plant Induction (Employees)** and/or **MAC Maintenance Induction (Employees)**, follow this user guide. However instead of selecting **BHP Billiton Asset Induction (Employees)** throughout the process, select **MAC CHPP Plant Induction (Employees)** and/or **MAC Maintenance Induction (Employees)**.



For questions or assistance please call 1300 306 384
or email inductions@pegasus.net.au