

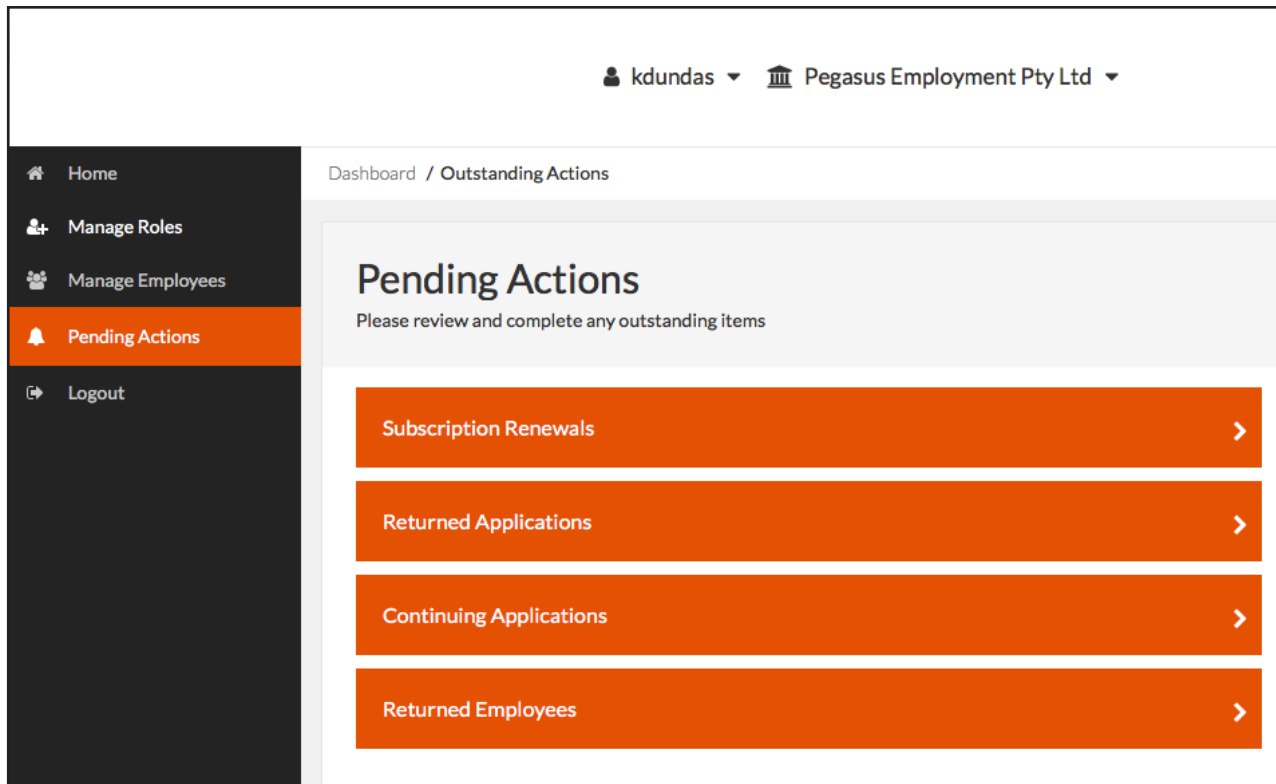
BHP

Mt Arthur Coal Contractor Management System

Pending Actions Overview

BHP Mt Arthur Coal Contractor Management System

Please follow this step-by-step guide to complete pending actions in the Contractor Management System.



Step 1

To view and action incomplete tasks, select Pending Actions from the main dashboard or the left side menu.

Pending Actions include:

- Subscription Renewals
- Returned Applications
- Continuing Applications
- Returned Employees

PENDING ACTIONS OVERVIEW

The screenshot shows the 'Pending Actions' overview page. The user is logged in as 'kdundas' for 'Pegasus Employment Pty Ltd'. The page title is 'Dashboard / Outstanding Actions' and 'Pending Actions'. Below the title, it says 'Please review and complete any outstanding items'. There are four orange buttons with white text and right-pointing chevrons: 'Subscription Renewals', 'Returned Applications', 'Continuing Applications', and 'Returned Employees'.

Subscription Renewals

Click on “Subscription Renewals” to display a list of records that are pending.

To continue a specific employee’s application, click their name. Alternatively, to add all of the pending applications to the cart to process, select “Add all to Cart.”

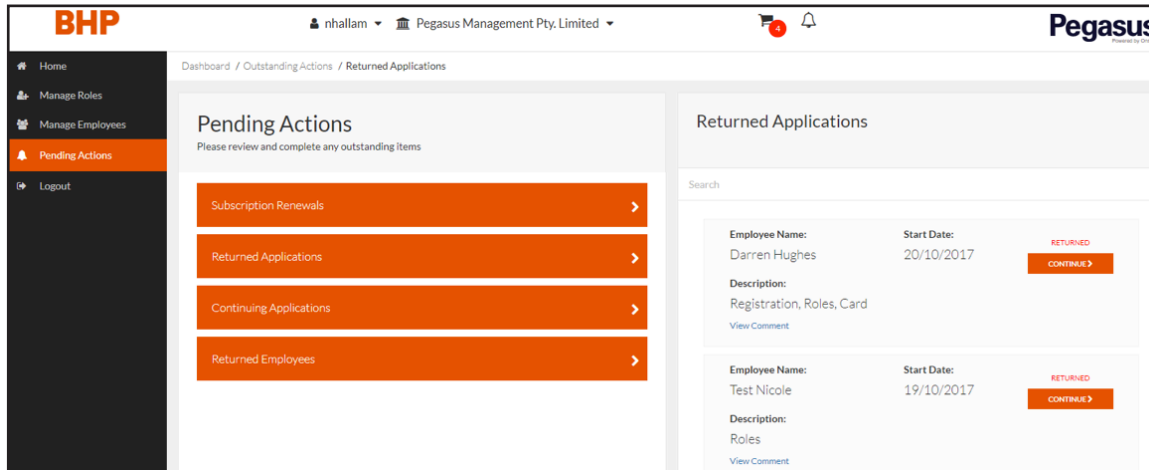
The screenshot shows the 'Card Subscription Billing' page for employee 'Jazzie Agustin'. The page title is 'Dashboard / Employees / Manage Employees / Subscription Details'. The left sidebar has 'Manage Employees' selected. The main content area is split into two columns. The left column shows 'Card Subscription' details for Jazzie Agustin, including 'Expires: 14/12/2018', 'Status: Valid', and 'Card Printed on 22/08/2016'. Below this are three orange buttons: 'Order Replacement Card', 'Renew Subscription', and 'Subscription Renewal Notifications'. The right column shows 'Card Subscription Billing' with a table of payment history.

Payment Date	Amount	Invoice
14/12/2017	\$200.00	Invoice
14/12/2017	\$200.00	Invoice
20/07/2017	\$44.00	Invoice

To view an employee’s subscription history, select “Manage Employee.” Click the “Subscription” menu bar (shown below).

The screenshot shows a menu bar with the text 'Subscription' on the left and 'Valid until 12/12/2018' followed by a right-pointing chevron on the right.

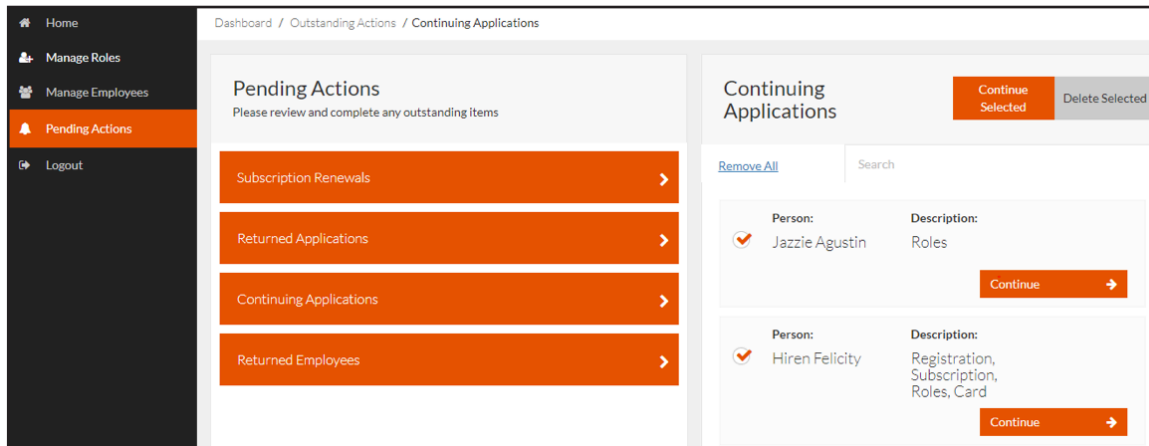
In the subscription history of a compliant employee you can view previous card printing, billing, invoices, subscription date and subscription status.



Returned Applications

Returned Applications allows you to view any employee documents that have been returned for corrective actioning.

To view the reason for a return, select “View Comment.” To correct and resubmit the application select “Continue.”



Continuing Applications

Continuing Applications are applications that are unfinished or unsubmitted.

Each application will display a description that provides you with a list of actions required for submission.

To continue an application, select the employee/s that you wish to continue processing.

PENDING ACTIONS OVERVIEW

The screenshot displays a web application interface. On the left is a dark sidebar with navigation links: Home, Manage Roles, Manage Employees, Pending Actions (highlighted), and Logout. The main content area has a breadcrumb trail: Dashboard / Outstanding Actions / Returned Employees. It is divided into two columns. The left column, titled 'Pending Actions' with the subtitle 'Please review and complete any outstanding items', contains four orange buttons with white text and right-pointing chevrons: 'Subscription Renewals', 'Returned Applications', 'Continuing Applications', and 'Returned Employees'. The right column, titled 'Returned Employees', features a search bar and two employee entries. Each entry shows the 'Employee Name' (Belinda Gannon and User Guide), a 'View Comment' link, and an orange 'EDIT' button with a chevron.

Returned Employees

Returned Employees allows you to view any employee applications that have been returned for corrective actioning.

To view the reason for a return, select “View Comment.” To correct and resubmit the application select “Continue.”

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For questions or assistance please call 1300 306 384
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