



**Schindler**

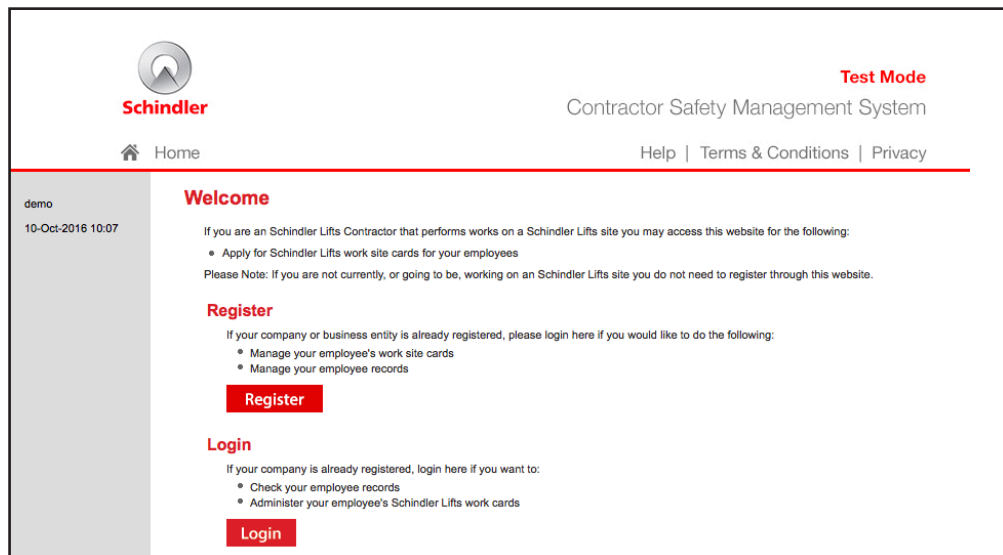
# **Schindler Lifts Australia**

## Contractor Management System

**User Guide for Employee Registration and Induction Booking**

# Schindler Lifts Contractor Management System

Please follow this step-by-step guide to register your employees in the Schindlers Lifts Contractor Management System.



The screenshot shows the home page of the Schindler Contractor Safety Management System. The header includes the Schindler logo, the text "Test Mode", and the title "Contractor Safety Management System". A navigation bar contains links for "Home", "Help", "Terms & Conditions", and "Privacy". The main content area is titled "Welcome" and provides instructions for contractors. It includes a "Register" button and a "Login" button. The left sidebar shows a demo user and the date 10-Oct-2016 10:07.

**Welcome**

If you are an Schindler Lifts Contractor that performs works on a Schindler Lifts site you may access this website for the following:

- Apply for Schindler Lifts work site cards for your employees

Please Note: If you are not currently, or going to be, working on an Schindler Lifts site you do not need to register through this website.

**Register**

If your company or business entity is already registered, please login here if you would like to do the following:

- Manage your employee's work site cards
- Manage your employee records

**Login**

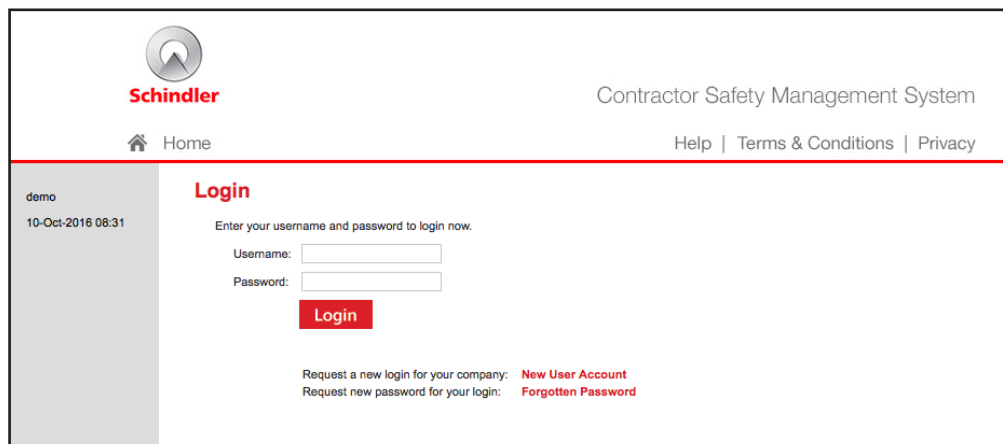
If your company is already registered, login here if you want to:

- Check your employee records
- Administer your employee's Schindler Lifts work cards

### Step 1

Please go to <http://www.schindlercontractors.com.au> and click on "Register/Login" in the top menu bar.

Once on the home page for the Schindler Lifts Contractor Management System, click "Login."



The screenshot shows the login page of the Schindler Contractor Safety Management System. The header includes the Schindler logo, the text "Contractor Safety Management System", and a navigation bar with links for "Home", "Help", "Terms & Conditions", and "Privacy". The main content area is titled "Login" and contains a form for entering a username and password. There is a "Login" button and links for "New User Account" and "Forgotten Password". The left sidebar shows a demo user and the date 10-Oct-2016 08:31.

**Login**

Enter your username and password to login now.

Username:

Password:

**Login**


Request a new login for your company: [New User Account](#)

Request new password for your login: [Forgotten Password](#)

### Step 2

Use the login details you received upon registration to login to the Contractor Management System.

## REGISTERING YOUR EMPLOYEE

**Schindler**

Test Mode

Contractor Safety Management System

Home | Logout | User Settings | Help | Terms & Conditions | Privacy

demo  
14-Oct-2016 08:28  
Lauren Test  
Pegasus Company Pty. Ltd.

**Pegasus Company Pty. Ltd.**

You have a current non-compliant Subscription which expires in 360 days being processed.

Component	Status	Timestamp	Contact	Comment
Profile	APPROVED	10-Oct-16 10:49	Lauren Chook	Subscription Category 3 - Supervised (Exempt)
Uploads	SUBMITTED	10-Oct-16 10:52	Lauren Chook	Waiting for approval.
SMS Review				

Each component's contact will be notified when its status changes.

**Suspend** your subscription if:

- You no longer work for SchindlerLifts and
- You do not want to maintain your compliance data and
- You do not want to be contacted or receive expiry reminders in relation to it

**Registration** ☒

**Profile** ☒

**Portal Access** ☒

**Uploads** ☒

**SMS Review** ☒

**Welcome to your company's login area**

From here you can manage employee roles and Company Relationships.

**Manage Employee Data** Register employees, maintain roles and order cards.


**View Employees** View details of your employees and their data.

**Company Relationships** Your company relationships at Schindler Lifts.

### Step 3

On the home page, select “Manage Employee Data.”

**Employee Compliance**

**Shopping Cart**  
Total Cost: empty

**PLEASE NOTE:** Just because a card is shown here does not mean you may order it. Please ensure the person is entitled to a card before you order it. You may not qualify for a refund if your order is rejected. If you're unsure about any card order please contact the portal administrator (see details on the help menu).

<b>Description:</b>	Schindler Lifts Personal Compliance Roles and Card
<b>Requirements:</b>	<ul style="list-style-type: none"><li>Subscription (included in Initial Registration)</li><li>Role selection</li><li>Photo upload</li><li>File uploads</li><li>Mandatory Onsite Card (if no previous issue)</li></ul>
<b>Registration:</b>	<b>\$60.00</b> (plus \$6.00 GST) for initial registration and subscription
<b>Card Cost:</b>	<b>\$30.00</b> (plus \$3.00 GST) per Card
<b>Subscription:</b>	<b>12 months duration</b> <b>\$30.00</b> (plus \$3.00 GST) per Subscription Renewal on expiry


**Back**


**EMPLOYEES LIST**

**Search**

Enter a name fragment (blank for all) and click search to list your employees

You can also select employees that have not yet been entered.  
Please click search first to make sure the person is not already in your employees list.  
Then an **Add Employee** button will be provided.

**Schindler**  
Authorized Schindler Australia Contractor Card  
Jeremy Smitherson  
000 123 456



### Step 4

To add an employee, enter a fragment of the employee's name, then select “Search.”

To show a list of all registered employees, leave the search field blank, then select “Search.”

## REGISTERING YOUR EMPLOYEE

**EMPLOYEES LIST**


**Search** *Enter a name fragment (blank for all) and click **search** to list your employees*

Found 0 matches

**Add Employee** *Register Employee not yet in your employees list*



### Step 5

If the system returns with no matches, select “Add Employee.”

**Add Employee to Pegasus Company Pty. Ltd.**  **Shopping Cart**  
Total Cost: empty

Please enter fields, upload files and then submit the data. (\* = mandatory)  
On submit a **Role Management registration** will be commenced for this person

**1. Fields**

**Current Data**  
Added By: Lauren Test  
First Name: \*  
Middle Name:   
Last Name: \*  
Date of Birth: \* 19 "dd mmm yy" or icon  
Drivers Lic. Number:   
Drivers Lic. State:   
Drivers Lic. Class:   
Drivers Lic. Expiry:  19 "dd mmm yy" or icon  
Gender:    
Address:   
Town:   
State/Province:   
Post Code:   
Phone: \*  
Email: \*  
Next of Kin First Name:   
Next of Kin Last Name:   
Next of Kin Phone:   
Next of Kin Email:   
Next of Kin Relationship:  Please select   
**Historical Data** *Previous contact details*  
Phone:   
Email:   
Address:   
Town:   
State/Province:   
Post Code:   
**Declaration: \*** ☐ I agree with Terms & Conditions and Privacy menus

**2. Identification**  
Please enter the required fields.  
Then you can proceed if required.

**3. Files**  
Please enter the required fields  
and complete identification steps.  
Then you can upload the files.

**4. Submit**  
**Please enter all the required data.**  
Then you will be able to submit it.  
On submit a **Onsite Track Easy**  
card will be purchased for this person.


**Cancel** **Save**

### Step 6

Enter all of the information required, agree to the declaration, then select “Save.”

## REGISTERING YOUR EMPLOYEE

**Continue Entry of Test Test**



Shopping Cart  
Total Cost: *empty*

Please enter **fields**, upload **files** and then **submit** the data ( \* = mandatory )  
On submit a **Role Management** registration will be commenced for this person Employee Status: **Started**

**1. Fields**

**Current Data**  
Added By: Lauren Test  
First Name: \*   
Middle Name:   
Last Name: \*   
Date of Birth: \*   
Drivers Lic. Number:   
Drivers Lic. State:   
Drivers Lic. Class:

**2. Identification**

No additional identification data is required.

**3. Files**

No file uploads are required.

**4. Submit**


Click submit to send the data for processing.

**Submit**

### Step 7

Scroll back to the top and select “Submit.”

**Employee Compliance**



Shopping Cart  
Total Cost: *empty*

**SELECTION**

Action	Card?	Last Name	First Name	General	Roles	Files Done	Infos Done	Cost	Data Status	Payment
<b>Process</b>	YES	Test	Test	<b>X</b>				\$66.00	<b>INCOMPLETE</b>	

✓ = Entered    **X** = Mandatory Not Entered    ✕ = Optional Not Entered

Action: Click '**Process**' to **continue an entry**, and when complete, submit it or add it to the shopping cart.  
Each person requires **General** entries, then **File** uploads.

Click link to view role data requirements:  
**Role Data Lookup**

**Back**

### Step 8

Select “Process.”

## REGISTERING YOUR EMPLOYEE

**Registration, Subscription, Roles, Card**

Shopping Cart  
Total Cost: empty

**SELECTION**

Action	Card?	Last Name	First Name	General	Roles	Files Done	Infos Done	Cost	Data Status	Payment
Processing ▶	YES	Test	Test	✗				\$88.00	INCOMPLETE	

✓ = Entered ✗ = Mandatory Not Entered ✕ = Optional Not Entered

Click link to view role data requirements:  
[Role Data Lookup](#)

**PROCESSING: TEST TEST**  
(Registration, Subscription, Roles, Card)

[Back](#) [Terminate](#)

**GENERAL\***

*Registration, Subscription, Roles, Card*

[Select Roles](#) **Mandatory: Requires valid selection**

Roles: (none)

Previous Roles: (none)

Communicate To: Lauren Test Name of person

Communicate By: Email

Email:

Mobile:  in

Declaration: ☐ I agree with the Terms & Conditions and Privacy menus

**Card Shipment**

Communicate To:  copy from ☐ Card Order

Communicate By: Email

Email:

Mobile:  in

Attention To:  copy from ☐ Person ☐ Company

Address:

Town:

State/Province:

Postcode:

Country:

[Save](#)

You must save these entries before you can proceed with the next step

### Step 9

Enter all information and click “Select Roles.”

demo.onsitetrackeasy.com.au

**Schindler Lifts Portal Work Roles**

Class:

**Tick all required roles and click Apply button at the bottom**

- ☐ Apprentice - Electrical
- ☐ Apprentice - Fitter or Other
- ☐ Call Backs / Maintenance Technician
- ☐ Electrician
- ☐ Fitter
- ☐ Other Contractor Role
- ☐ Registered Cabler

**Selected Roles**

[Apply](#)

### Step 10

Tick all relevant roles, then select “Apply.”

To continue the registration process, once you have applied the roles, exit the pop up screen by clicking the cross in the top corner of the window.

## REGISTERING YOUR EMPLOYEE

GENERAL\* show general

FILES hide files

File1: \* General Construction Induction Training Card  
✗ Building & Construction Induction General Construction Induction Training Card  
Mandatory for Roles: Fitter  
Please upload a scanned colour copy of your white card, clearly showing your name, the training organisation that issued the certificate and issue date.  
Please upload a single file  
Upload

File2: \* Manual Handling  
✗ Safety Certificate Manual Handling  
Mandatory for Roles: Fitter  
Please upload a scanned colour copy of your certificate, clearly showing your name, the training organisation that issued the certificate and the name of the training course undertaken.  
Please upload a single file  
Upload

File3: \* Photo  
✗ Mandatory Cardholder Photo  
Head and shoulders well lit photo taken from the front with a plain background. Please remove hat or sunglasses. Image can be larger than needed as it will be framed and cropped before printing on the card.  
Please upload a photo of this employee  
Upload

### Step 11

Upload all required documents by selecting “Upload.”

Upload File for Test Test

Verified doc

The file you upload here is classified as a *Verified doc*, which means:

- it must be an **official document** that genuinely represents the description below
- it must clearly contain the **name of the person** shown above
- If it contains an **issue or expiry date** you must enter them in the fields below

If any requirement is not met, the upload and cardholder compliance will be rejected!  
If you have any questions contact the portal administrator listed on the help menu.

Description: Manual Handling  
Maximum Size: 2 Mb  
Requirement: Please upload a scanned colour copy of your certificate, clearly showing your name, the training organisation that issued the certificate and the name of the training course undertaken.

File to Upload: \* Choose File no file selected Browse to select file for upload

Name: \* Friendly name for this file after upload

Issue Date: 19 blank if none (must match upload file) Enter issue date as "dd mmm yy" or click calendar icon

Expiry Date: 19 blank if none (must match upload file) Enter expiry date as "dd mmm yy" or click calendar icon

Comment:

Status:

Back

### Step 12

To upload the file from your computer, select “Choose File.”  
Enter all required information, then select “Upload.”

## REGISTERING YOUR EMPLOYEE

### Upload Photo of Test Test

Description: **Photo**  
Maximum Size: 2 Mb  
Requirement: Head and shoulders well lit photo taken from the front with a plain background. Please remove hat or sunglasses. Image can be larger than needed as it will be framed and cropped before printing on the card.

File to Upload: \*  no file selected Browse to select file for upload

Name: \*  Friendly name for this file after upload

Comment:

Status:

[Back](#)

- Browse for the file and enter field values. Then you will be able to do the upload.
- **Permitted File Types**  
Only .jpg files are permitted for this upload.
- **Maximum File Size**  
Only files up to 2 Mb in size will be accepted for upload.

### Step 13

Once you have uploaded the employee's photo, you will be redirected crop the photo.

### Crop Photo For Card

Source Photo



#### Instructions

- Make final photo like a passport photo.
- The final photo initially shows the top left corner of the source photo.
- Rotate by clicking arrows if required.
- Drag out a selection frame on the source photo to define the area you want to use.
- Resize the frame with its handles.
- Reposition the frame by dragging it.

Final Photo



[Apply](#)

### Step 14

Use the instructions on the right of the web page to crop the image. While clicking, drag your cursor over the image to create the selection box. Use the Final Photo box on the right of the page to direct you.

## REGISTERING YOUR EMPLOYEE

**TRAINING**
hide training

**Requirements**

The following table lists the training required for this employee's role selections. All **Auto-Booked** training will automatically be booked and added to the shopping cart when you submit this persons application.

Course	Training Status	Access	Cost	GST	Required By Roles	History	Reason Unavailable	Book
Schindler Lifts Online Contractor Induction	<b>OUTSTANDING</b>	Approved	\$0.00	\$0.00	1		Missing Online Training Email	

**Required By Roles Legend**

1 Fitter

**Online Training Email**

Please enter a valid employee email address. It will be used to provide access to online training for the employee. An invalid address will result in the employee not being able to complete the training requirements for this selection.

Email:  copy from ☒ Employee

**Training Declaration**

☒ I agree to purchase any outstanding training listed above for this employee and that they will undertake this training within a reasonable time frame.

Cancel
Save

### Step 15

Enter the email address or select to copy it from the employee's profile. Agree to the delaration, then select "Save."

**TRAINING**
hide training

**Requirements**

The following table lists the training required for this employee's role selections. All **Auto-Booked** training will automatically be booked and added to the shopping cart when you submit this persons application.

Course	Training Status	Access	Cost	GST	Required By Roles	History	Reason Unavailable	Book
Schindler Lifts Online Contractor Induction	<b>PENDING</b>	Approved	\$0.00	\$0.00	1	14 Oct 2016 (Booked)	Already has an open booking	

**Required By Roles Legend**

1 Fitter

**Online Training Email**

Please enter a valid employee email address. It will be used to provide access to online training for the employee. An invalid address will result in the employee not being able to complete the training requirements for this selection.

Email:  copy from ☐ Employee

**Training Declaration**

☒ I agree to purchase any outstanding training listed above for this employee and that they will undertake this training within a reasonable time frame.

Cancel
Save

### Step 16

The training status will change to "Pending."

## REGISTERING YOUR EMPLOYEE

**Registration, Subscription, Roles, Card**

CONTINUING WITH ...

Card?	Last Name	First Name	General	Roles	Files Done	Infos Done	Cost	Data Status	Payment
YES	Test	Test	✓	Fitter	5 of 5 ✓	0 of 0 ✓	\$66.00	COMPLETE	READY

✓ = Entered   ✗ = Mandatory Not Entered   ✕ = Optional Not Entered

Click link to view role data requirements: [Role Data Lookup](#)

PROCESSING: TEST TEST  
(Registration, Subscription, Roles, Card)

[Back](#) [Add To Cart](#) [Terminate](#)

*All mandatory entries are complete. This application may now be added to your cart.*

### Step 17

Scroll to the top of the page and select "Add to Cart."

**Shopping Cart**

Name	Quantity	Cost
Employee Compliance	1	\$66.00
Schindler Lifts Online Contractor Induction	1	\$0.00
<b>Review</b>	<b>Total Cost:</b>	<b>\$66.00</b>

### Step 18

Select "Review" in the shopping cart window.

**Review Shopping Cart**

Company: Pegasus Company Pty. Ltd.  
User: Lauren Test  
Total: \$66.00 inc GST


Line	Qty	Item	Person	Unit Cost	Unit GST	Cost (ex)	Cost (inc)	Description	Remove
1	1	Course Booking	Test Test	\$0.00	\$0.00	\$0.00	\$0.00	Booking for Test Test into Schindler Lifts Online Contractor Induction.	
2	1	Employee Compliance	Test Test	\$60.00	\$6.00	\$66.00	\$66.00	Registration, Subscription, Roles, Card for Test Test.	<a href="#">remove</a>
<b>Total:</b>							<b>\$66.00</b>	<b>including GST of \$6.00</b>	

- Some **course bookings** cannot be removed as they are requirements for card orders.
- Remove the relevant **card orders** to enable course booking removal.

[Back](#) [Proceed To Checkout](#)

### Step 19

Review all items in the shopping cart, then select "Proceed to Checkout."



## Checkout Shopping Cart

Company:	Pegasus Company Pty. Ltd.
User:	Lauren Test
Total:	\$66.00 inc GST

**PURCHASE**

☒ Credit Card
 ▶ Please enter your credit card details and click *continue* to process the purchase

Card Number:

Card Type:

Card Expiry:

Card CVV:

Cardholder Name:


**CURRENTLY OPERATING IN TEST MODE**

These auto populated credit card values should produce a successful payment

Back
Continue

## Step 20

Enter your payment details. Next select “Continue.”



## Checkout Shopping Cart

Company:	Pegasus Company Pty. Ltd.
User:	Lauren Test

**Purchase Successful**

- 1 person has been **booked into training**.
- 1 Employee Compliance has been submitted.

**Tax Invoice/Receipt**

- Thank you for your purchase. Below is the Tax Invoice/Receipt.
- A copy of this has been emailed to you. Click the **Download** button to access it now.

Invoice Number	Total (inc GST)	Method	Details
286135	\$66.00	CREDIT_CARD	<span>Download</span>

Logout
Continue

## Step 21

If required, download your tax invoice, this will also be emailed to you. Next select “Continue.”

Your employee’s registration and uploads will now be sent to Pegasus for verification.



For questions or assistance please call 1300 175 307  
or email [schindler@pegasus.net.au](mailto:schindler@pegasus.net.au)