



FOR A BETTER WORLD

Visy

Vendor and Contractor Management System

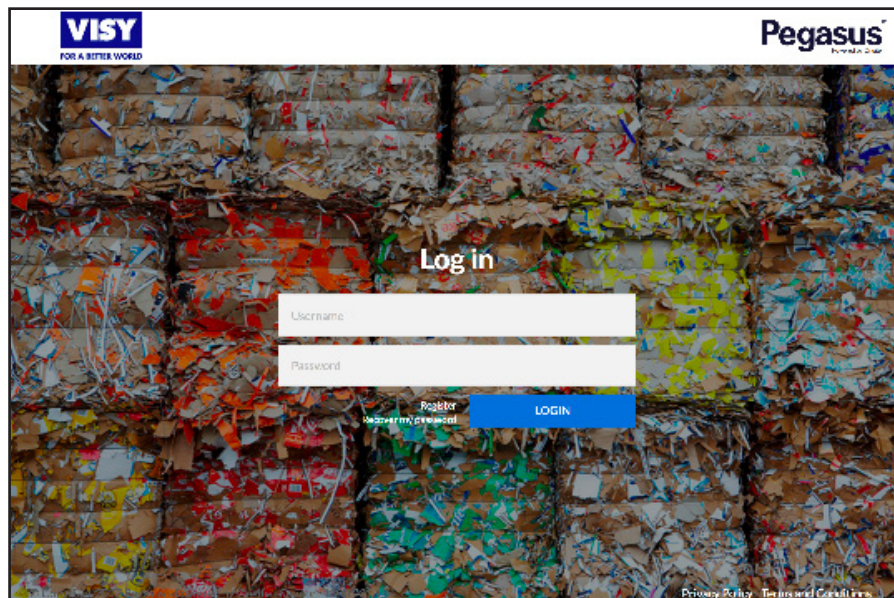
User Guide for Registering Employees

Table of Contents

Registering Employees.....	3
Updating Employee Data	12

Visy Vendor and Contractor Management System

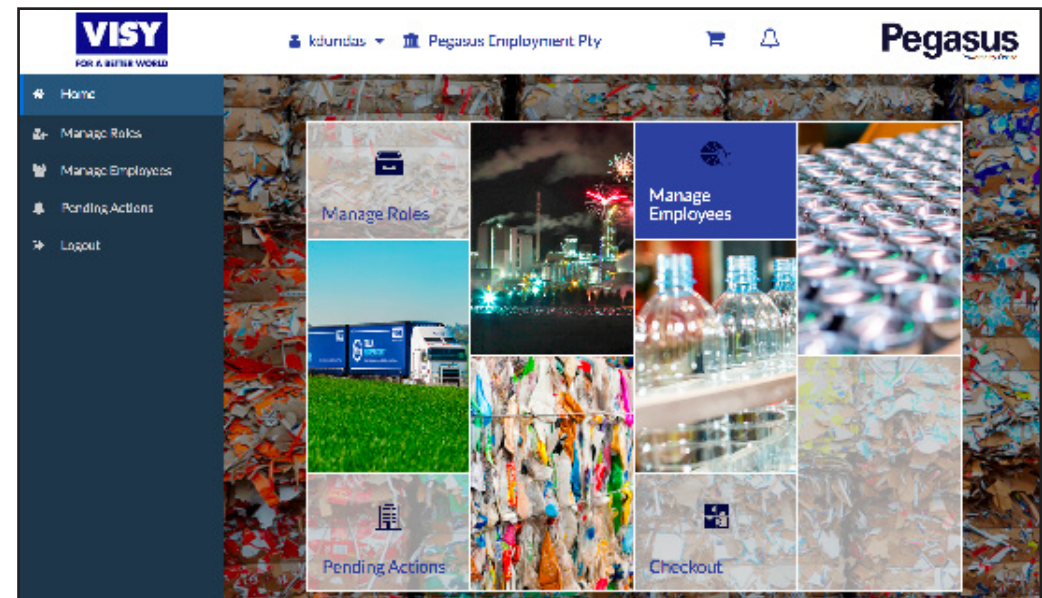
Please follow this step-by-step guide to register new employees in the Visy Vendor and Contractor Management System.



Step 1

Please go to <https://visy.poweredbyonsite.com> and click on “Login” in the top menu bar.

Once on the home page for the Visy Vendor and Contractor Management System, enter your login details and click “Login.”



Step 2

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

REGISTERING EMPLOYEES

Dashboard / Employees

Employees Available

Select employees to add to action list

Search

ADD NEW EMPLOYEE +

Employees Selected

These are the employees you will action

Search

Please select employees from the employees available list

CHECKOUT

Step 3

Select “Add New Employee.”

Dashboard / Employees / New Employee

Employees Available

Select employees to add to action list

Search

ADD NEW EMPLOYEE +

Personal Details

Create a new employee

Person

First Name *	Sample
Middle Name	Middle Name
Last Name *	Employee
Gender	
DOB *	01/01/1980

Back to List Employees

SAVE & CLOSE

Step 4

Enter all of the employee's details.

REGISTERING EMPLOYEES

Dashboard / Employees / New Employee

Employees Available

Select employees to add to action list

Search

ADD NEW EMPLOYEE +

Personal Details

Create a new employee

Licence State

Licence Expiry dd/mm/yyyy

Next of kin

Relationship (Select)

☒ Contractor

☒ *Agree to Terms and Conditions

Back to List Employees SAVE & CLOSE

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.

Dashboard / Employees / Selected Employees

Employees Available

Select employees to add to action list

employ

ADD NEW EMPLOYEE +

Employees Selected

These are the employees you will action

Search

 Employee Sample ☒

CHECKOUT

Step 6

Select “Checkout.”

REGISTERING EMPLOYEES

Dashboard / Checkout

Shopping Cart

Item No.	Item	Details	Quantity	Price/unit	Total	
ITEM-CODE-1	Card Purchase		1	\$57.50	\$57.50	▲ ✕
ITEM-CODE-1	Registration, Subscription, Roles, Card for Employee Sample	Edit	1	\$57.50		✕ Remove
				Subtotal:	\$57.50	
				Tax (10%):	\$5.75	
				Total:	\$63.25	

[Back](#)[Purchase Order](#)[PayPal / Credit Card](#)[Checkout \\$](#)

Step 7

Select “Checkout.”

Checkout Successful!

Company
Pegasus Employment Pty Ltd
PO Box 478, Singleton
NSW 2330 AU
Contact: David Cook

Tax Invoice
Invoice Number: 349545
Date: 30 May 2017
Orchid Track Easy Pty Limited
ABN 84 099 220 743
42a King Street
Newcastle NSW 2300
1300 442 432
accounts@pegasus.net.au

Item No.	Item	Quantity	Price/unit	Total	
ITEM-CODE-1	Card Purchase	1	\$57.50	\$57.50	▲
ITEM-CODE-1	Registration, Subscription, Roles, Card for Employee Sample	1	\$57.50		
				Subtotal:	\$57.50
				Tax (10%):	\$5.75
				Total:	\$63.25

[Download Invoice 📄](#)[Continue Processing Employees](#)

Step 8

Download your invoice, then select “Continue Processing Employees.”

REGISTERING EMPLOYEES

Dashboard / Employees / Selected Employees

Employees Available

Select employees to add to action list

Search

[ADD NEW EMPLOYEE](#) +

Employees Selected

These are the employees you will action

Search

 Sample Employee
[Select](#)

[CONTINUE](#)

[CHECKOUT](#)

Step 9

Select “Continue” to add roles to your employee.

Dashboard / Employees / Selected Employees / Roles

Roles for Sample Employee

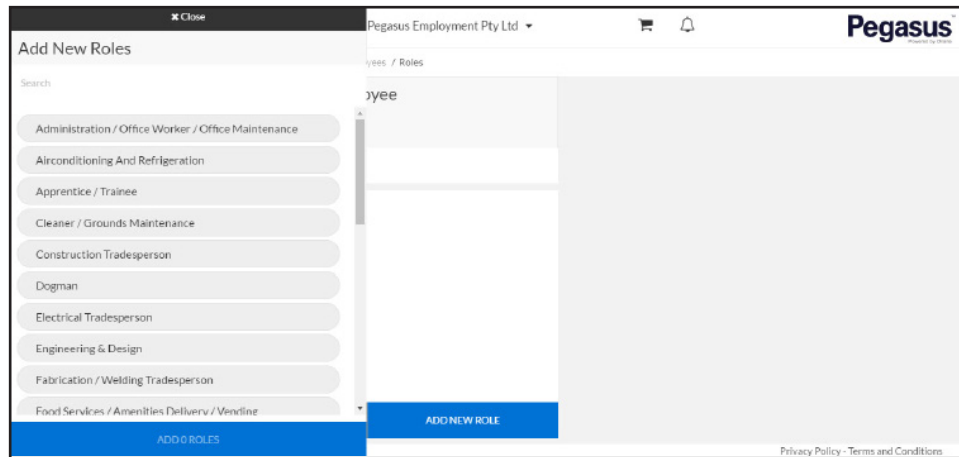
Search

[Back to Selected Employees](#) [ADD NEW ROLE](#)

Step 10

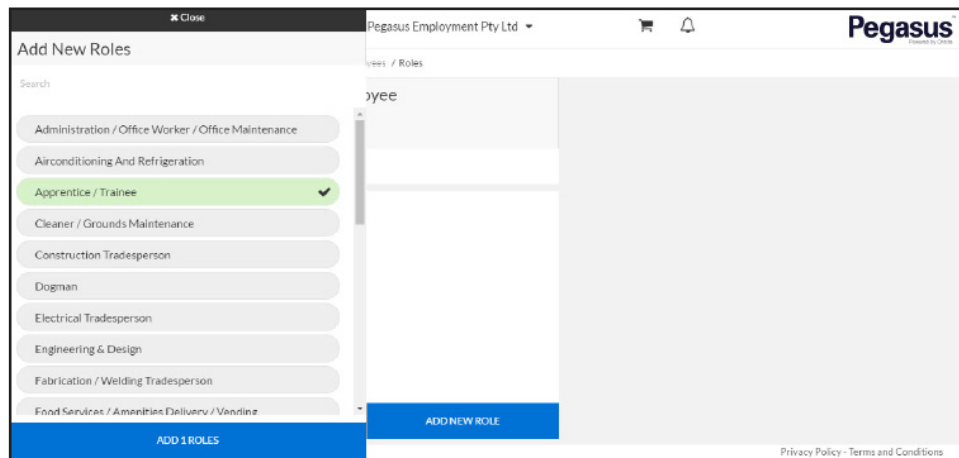
Select “Add New Role.”

REGISTERING EMPLOYEES



Step 11

Select the role from the list, then select “Add # Roles.”



Step 12

Select “Add # Roles.”

REGISTERING EMPLOYEES

Dashboard / Employees / Selected Employees / Roles

Roles for Sample Employee

Search

✕ Apprentice / Trainee ➤

Back to Selected Employees ADD NEW ROLE

Step 13

Click on the role to add the mandatory documentation for the competency.

Dashboard / Employees / Selected Employees / Roles / Competencies

Roles for Sample Employee

Search

✕ Apprentice / Trainee ➤

Back to Selected Employees ADD NEW ROLE

Competencies for Sample Employee

Role Apprentice / Trainee

Search

MANDATORY 0/3

✕ Generic-Apprentice / Trainee Papers ➤

✕ Identity-Photo ID ➤

✕ Photo ➤

OPTIONAL 0/5

Step 14

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 Sample Employee

Role Apprentice / Trainee

Search

MANDATORY 0/3

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

OPTIONAL 0/5

Back to Employee Roles

Competency

Generic:-Apprentice / Trainee Papers

Business Rules

Select evidence for: Generic:-Apprentice / Trainee Papers

Select or Upload Document

Save & Next

Step 15

Click “Select or Upload Document.”

kdundas Pegasus Employment Pty Ltd

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

Competencies for Sample Employee

Role Apprentice / Trainee

Search

MANDATORY 0/3

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

OPTIONAL 0/5

Back to Employee Roles

Competency

Generic:-Apprentice / Trainee Papers

Business Rules

Select evidence for: Generic:-Apprentice / Trainee Papers

Select or Upload Document

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

Step 16

Select “Upload New Document” to upload your documents to the Document Library.

REGISTERING EMPLOYEES

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

Competencies for Sample Employee

Role: Apprentice / Trainee

Search

MANDATORY 0/3

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

OPTIONAL 0/5

- Confined Space Statement of Attainment-SIFCWH5002 - Work in confined spaces

Back to Employee Roles

Competency

Generic-Apprentice / Trainee Papers

Business Rules

Add more documents

Extra information required:

Group *	Generic-Apprenticeship-Indenture Papers
Issue Date	13/06/2014
Expiry Date	dd/mm/yyyy
Comments	

Cancel Save **Save & Next**

Step 17

Enter the details for the document uploaded. These must match the information in the documentation.

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

Competencies for Sample Employee

Role: Apprentice / Trainee

Search

Expand All | Collapse All

MANDATORY 2/3

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

OPTIONAL 0/5

Back to Employee Roles

Competency

Photo Editing & Uploading

Upload a photo and edit it here, with the tools below.

Upload Crop

Cancel Save **Save & Next**

Step 18

After uploading the photo, select "Crop."

REGISTERING EMPLOYEES

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

Competencies for Sample Employee

Role: Apprentice / Trainee

Search

Expand All | Collapse All

MANDATORY 2/3

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

OPTIONAL 0/5

Back to Employee Roles

Competency

Photo Editing & Uploading

Upload a photo and edit it here, with the tools below.

Done ✓

Cancel Save Save & Next

Step 19

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, SIFC/WH5002 - Work in confined spaces

Business Rules

Select evidence for: Confined Space, Statement of Attainment, SIFC/WH5002 - Work in confined spaces

Select or Upload Document

Next Submit

Step 20

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

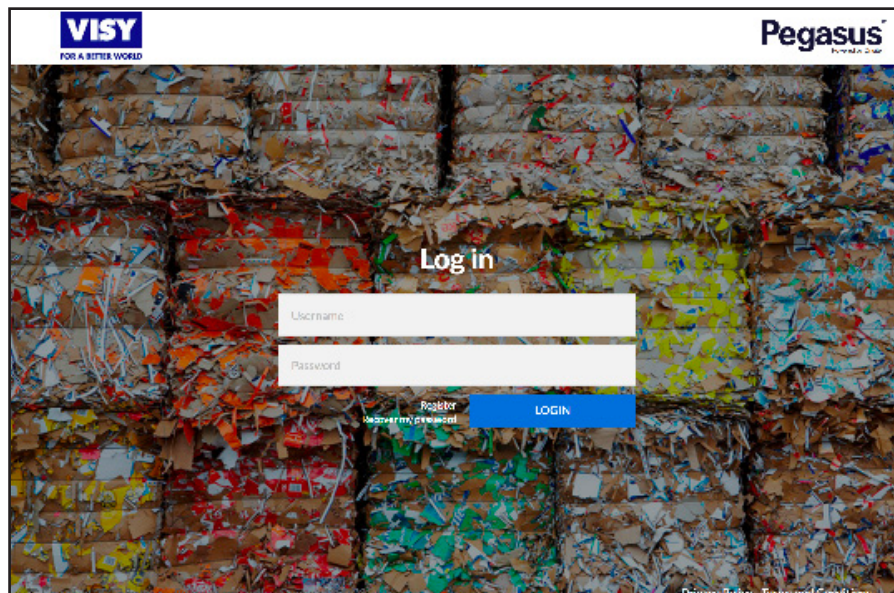
Submitting your application in the system will lock the application until Pegasus has verified the documents that you have submitted. Once they have been verified then this removes the lock and you can re-submit any new changes to the roles, competencies or training.

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

Visy Vendor and contractor Management System

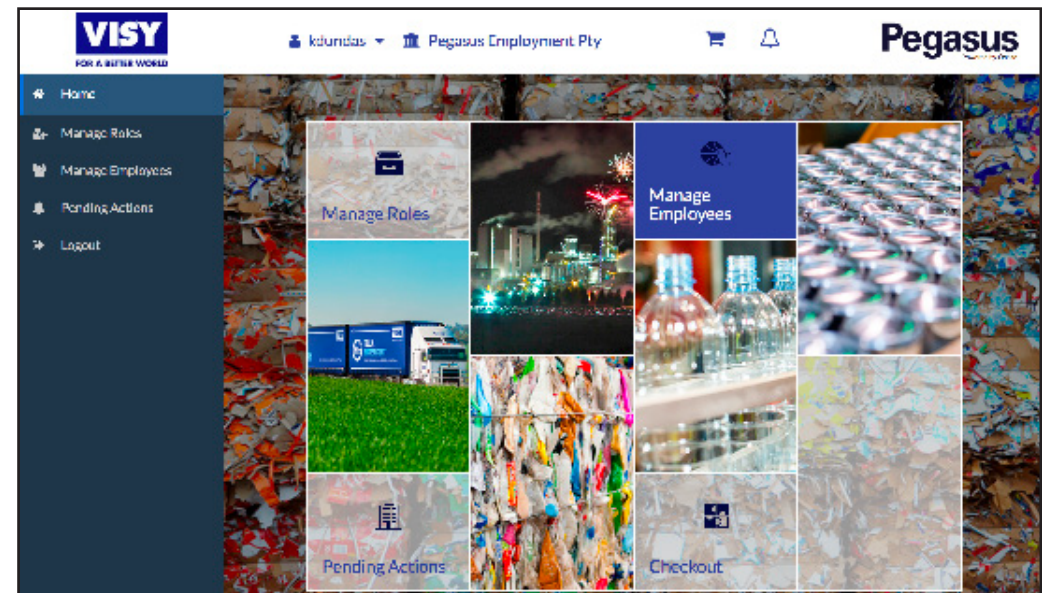
Please follow this step-by-step guide to update employee data in the Visy Vendor and Contractor Management System.



Step 1

Please go to <http://visy.poweredbyonsite.com> and click on “Login” in the top menu bar.

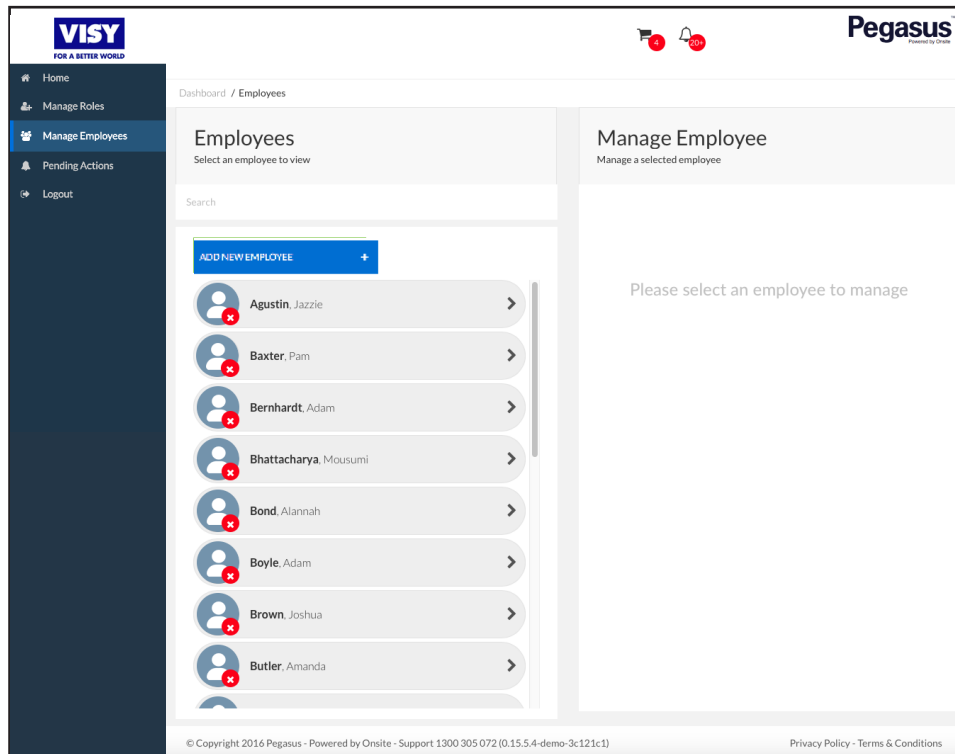
Once on the home page for the Visy Vendor and Contractor Management System, enter your login details and click “Login.”



Step 2

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

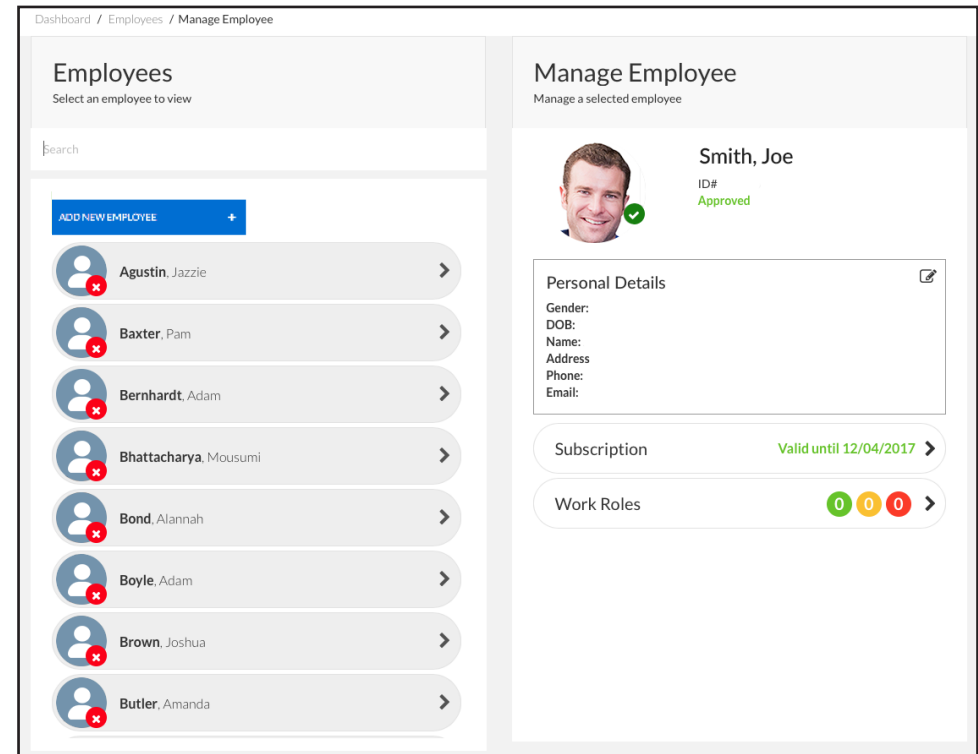
UPDATING EMPLOYEE DATA



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 217 382
or email visy@pegasus.net.au