



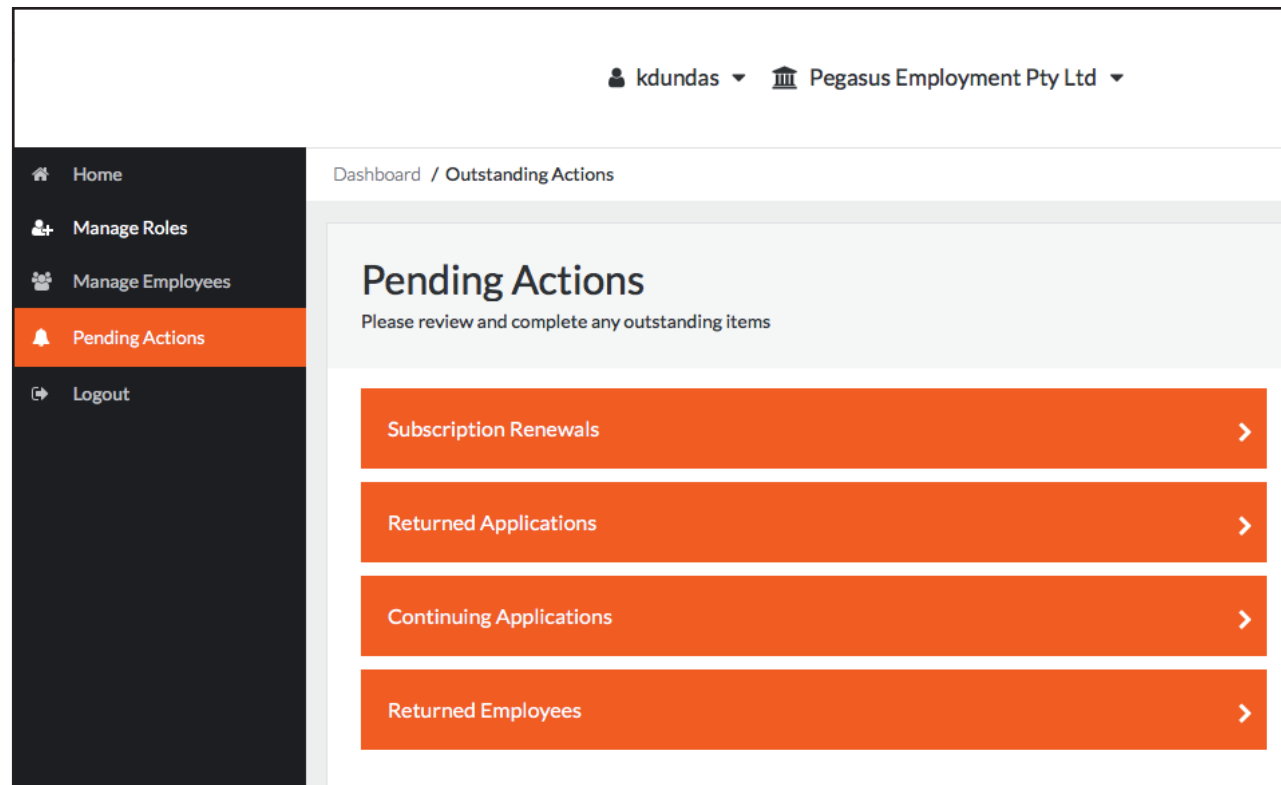
Port Kembla Coal Terminal (PKCT)

Illawarra Contractor Management System

Pending Actions Overview

Illawarra 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. At the top, there is a breadcrumb trail: 'Dashboard / Outstanding Actions'. The main heading is 'Pending Actions' with a sub-heading 'Please review and complete any outstanding items'. Below this, there are four orange buttons with white text and right-pointing chevrons: 'Subscription Renewals', 'Returned Applications', 'Continuing Applications', and 'Returned Employees'. A left sidebar contains navigation options: 'Home', 'Manage Roles', 'Manage Employees', 'Pending Actions' (highlighted), and 'Logout'. At the top right, there are user and company dropdowns: 'kdundas' and 'Pegasus Employment Pty Ltd'.

Subscription Renewals

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

To continue a specific worker’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' details page for a worker named Jazzie Agustin. The breadcrumb trail is 'Dashboard / Employees / Manage Employees / Subscription Details'. The page is split into two main sections: 'Card Subscription' and 'Card Subscription Billing'. The 'Card Subscription' section displays the worker's name, employee ID (14/12/2022), status (Valid), and card printing date (22/06/2016). Below this are three orange buttons: 'Order Replacement Card', 'Renew Subscription', and 'Subscription Renewal Notifications' (which has a checked checkbox). At the bottom is a 'Back to Manage Employees' button. The 'Card Subscription Billing' section contains a table with the following data:

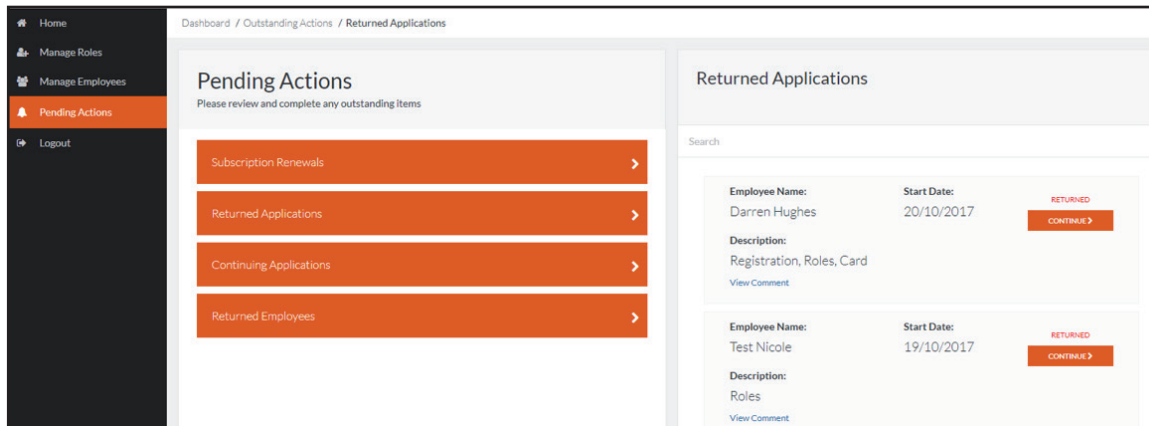
Payment Date	Amount	Invoice
14/12/2017	\$200.00	Invoice
14/12/2017	\$200.00	Invoice
20/07/2017	\$44.00	Invoice

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

The screenshot shows a horizontal 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 worker you can view previous card printing, billing, invoices, subscription date and subscription status.

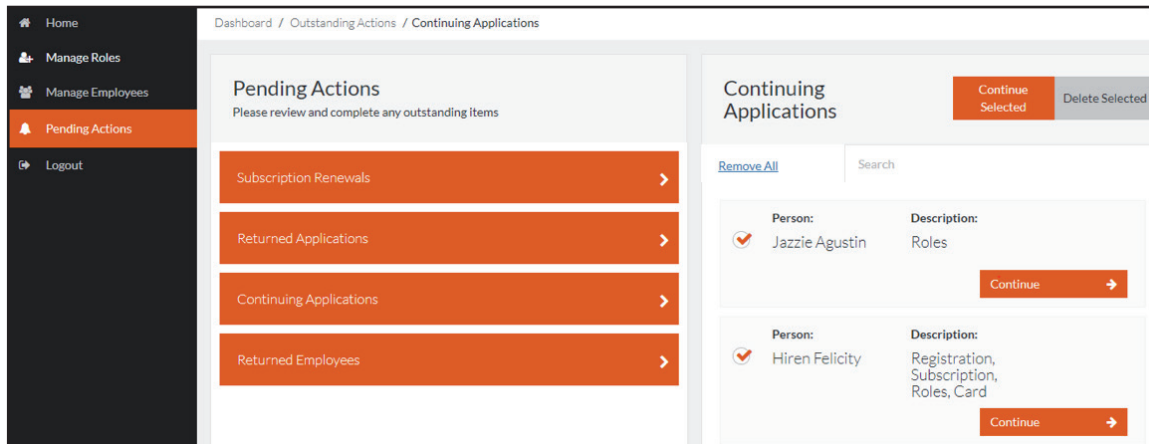
PENDING ACTIONS OVERVIEW



Returned Applications

Returned Applications allows you to view any worker 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 worker/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 worker 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.”



For questions or assistance please call 1300 306 384
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