Quick Submit Verification

Avetta®

Supplier Portal
Enhancement Guide V1

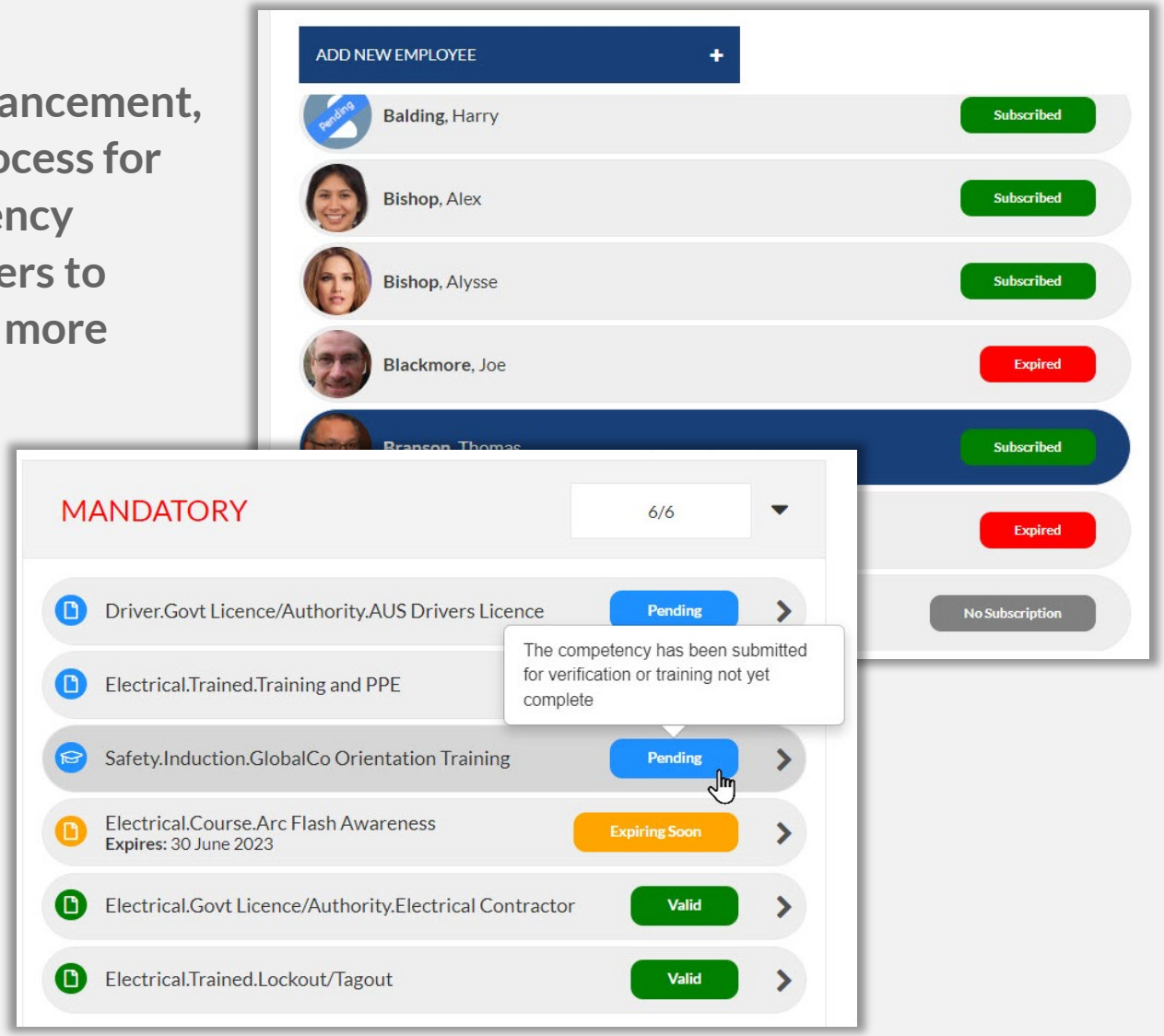
Quick Submit Verification Overview

A new way of processing your Workers in the Supplier Portal. This will increase the effectiveness of the portal by removing some current restrictions.

The Quick Submit Verification Supplier Portal enhancement, aims to streamline the competency submission process for suppliers and workers alike. By accepting competency submissions one-by-one, Avetta is empowering users to enhance compliance turnaround time and provide more detailed feedback.

Previous functionality had supplier administrators using the Supplier Portal for one large submission, often resulting in a lengthy process – especially for those who were waiting on evidence from an external provider.

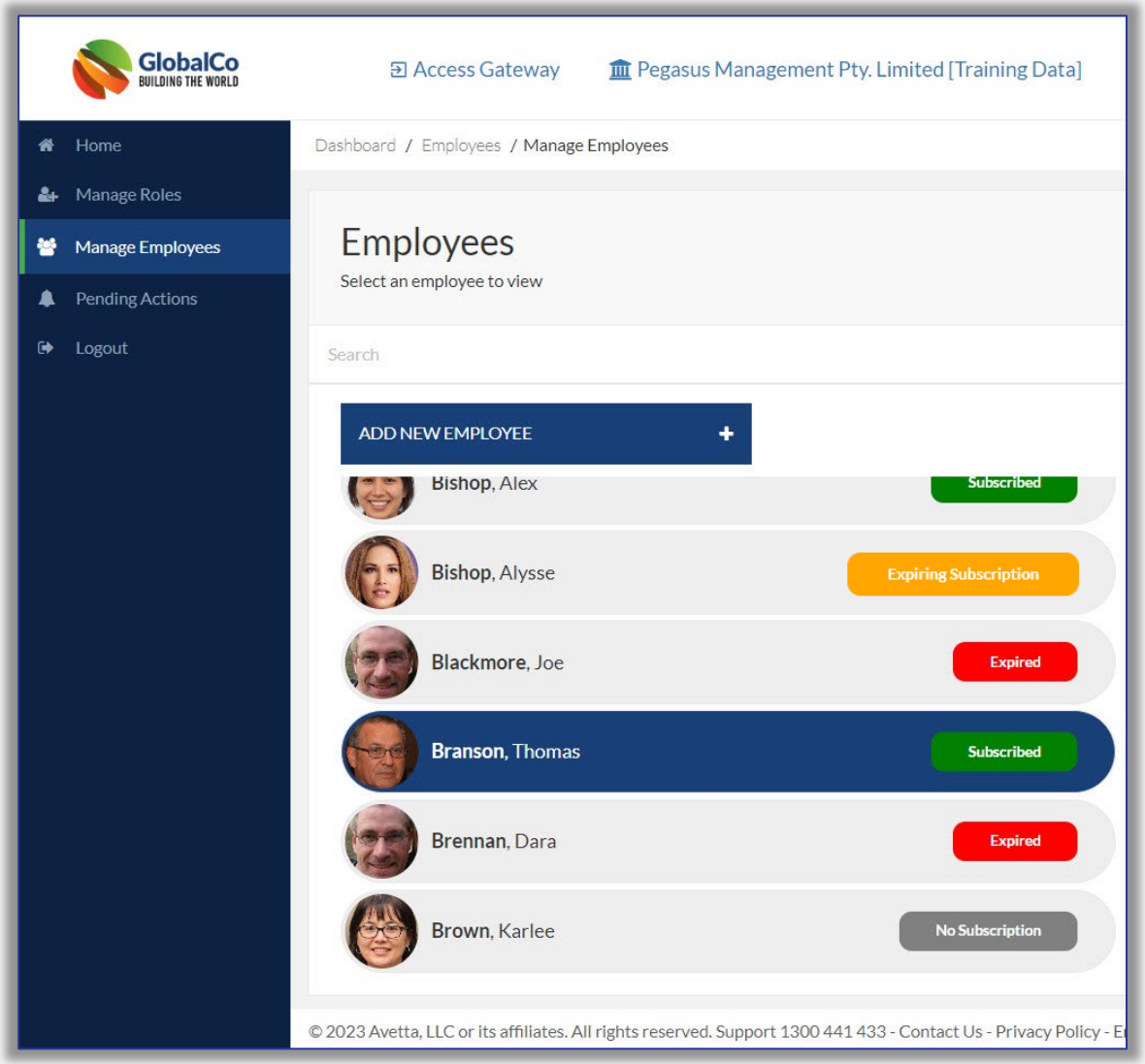
With Quick Submit Verification, documents can be submitted independently. The review process can be completed, cards (if applicable) printed, and workers can get on-site faster.



Viewing Workers in the Supplier Portal

Viewing a Worker

- In the supplier portal, viewing a worker is the same
- Under Manage Employees you can view the list of your workers
- Now you can see extended statuses for every worker:
  - No Subscription
  - Subscribed
  - Expiring Subscription
  - Expired
- A valid Subscription is required to apply for Roles and to view a Workers Data



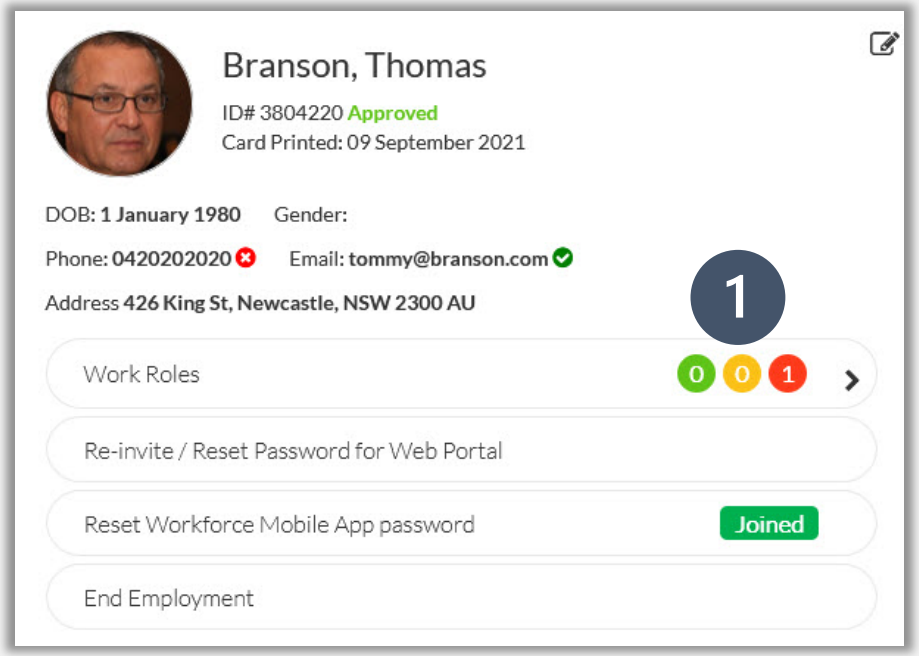
Viewing a Worker

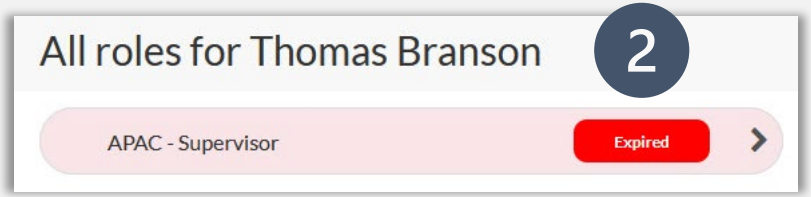
- To review a Workers information, click on their name from the list
- Edit a workers details (except for DOB) by using the edit tool

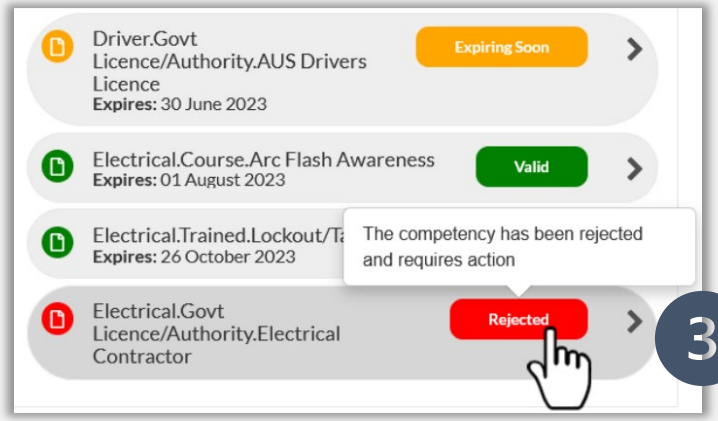
1
- View their current Role status:
  - Green = Complete Roles
  - Amber = Expiring/Working Towards
  - Red = Expired Roles

2
- Clicking the number will open the Role status. You can quickly see the status of the Role

3
- You can then explore and see what might need attention



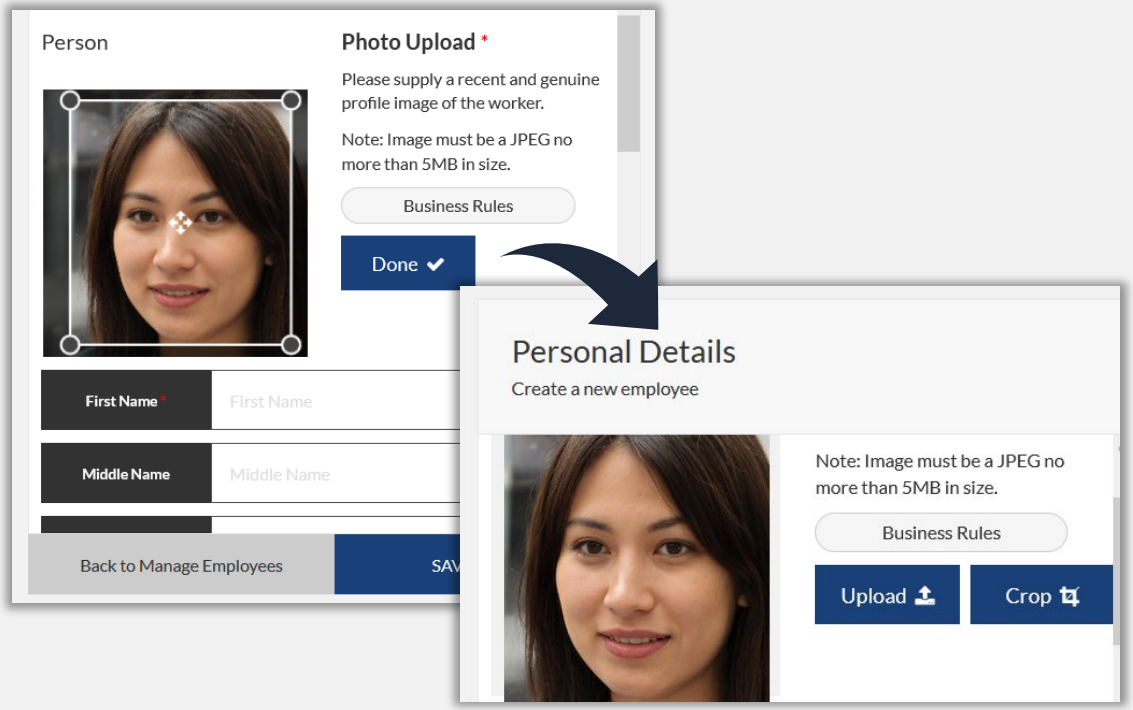


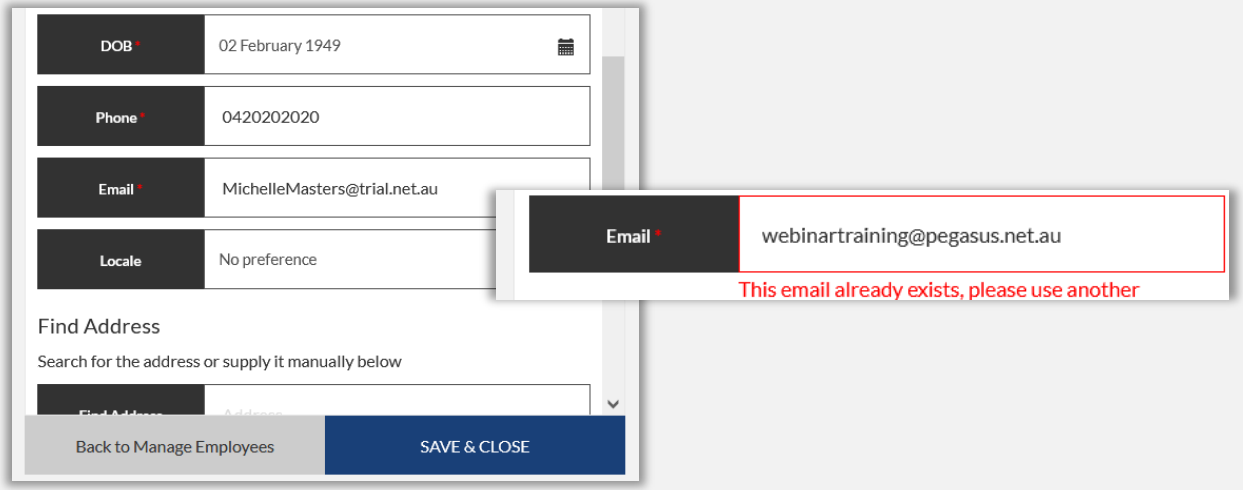


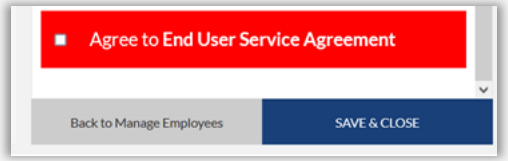
Adding a Worker in the Supplier Portal

Viewing a Worker

- Click *Add New Employee*
- Upload a Passport style photo in JPG format, adjust to fit frame and click *Done*
- Once complete, move to enter workers personal details
- Ensure that Email address is unique
- Preferably Workers personal email address.
- This is required for notifications of expiring items, login for Learning Management System and Site Broadcast Notifications
- Email is checked to see if unique
- *Agree* to End User Service Agreement, then *Save & Close*



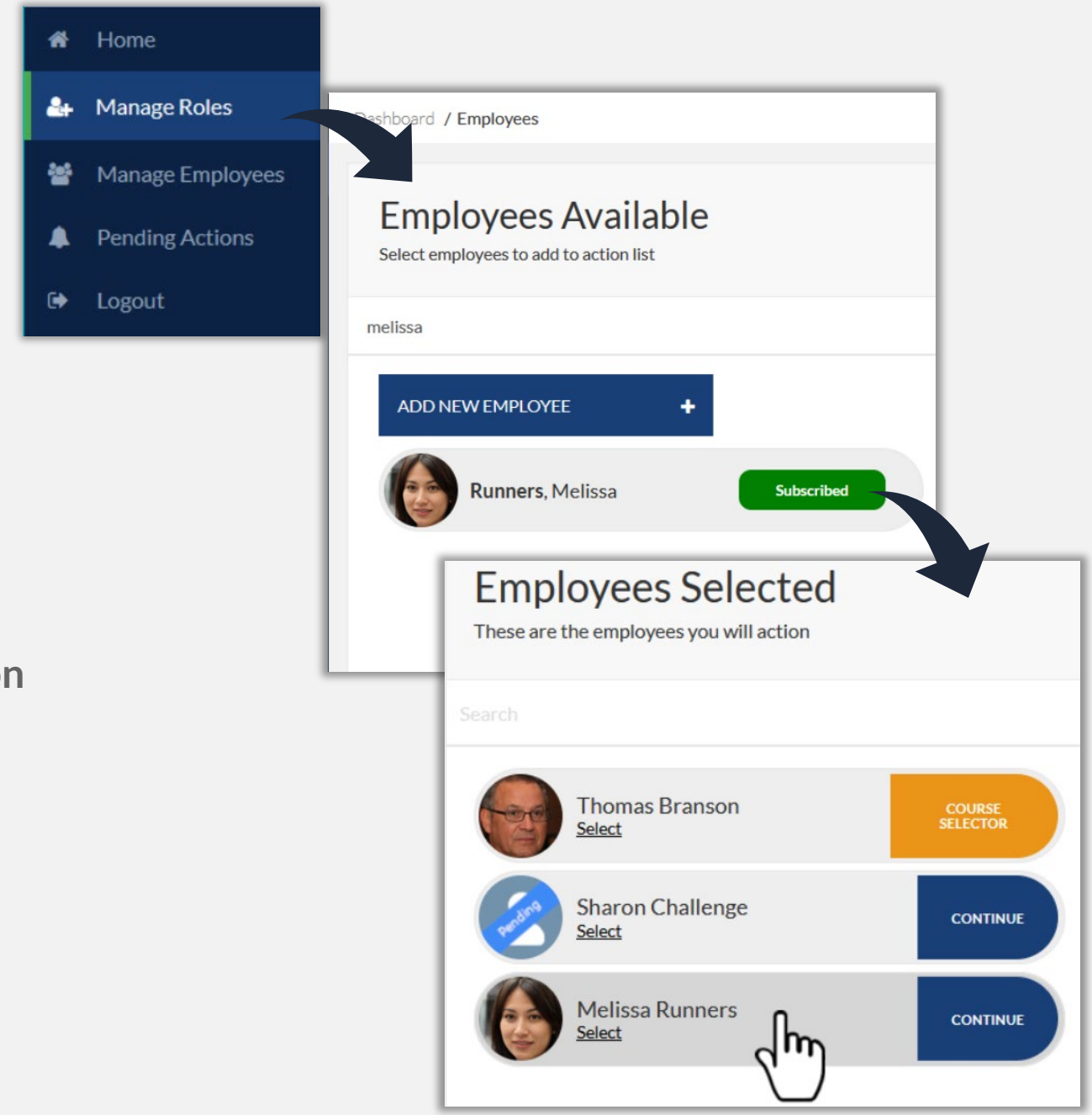




Adding a Role to a Worker in the Supplier Portal

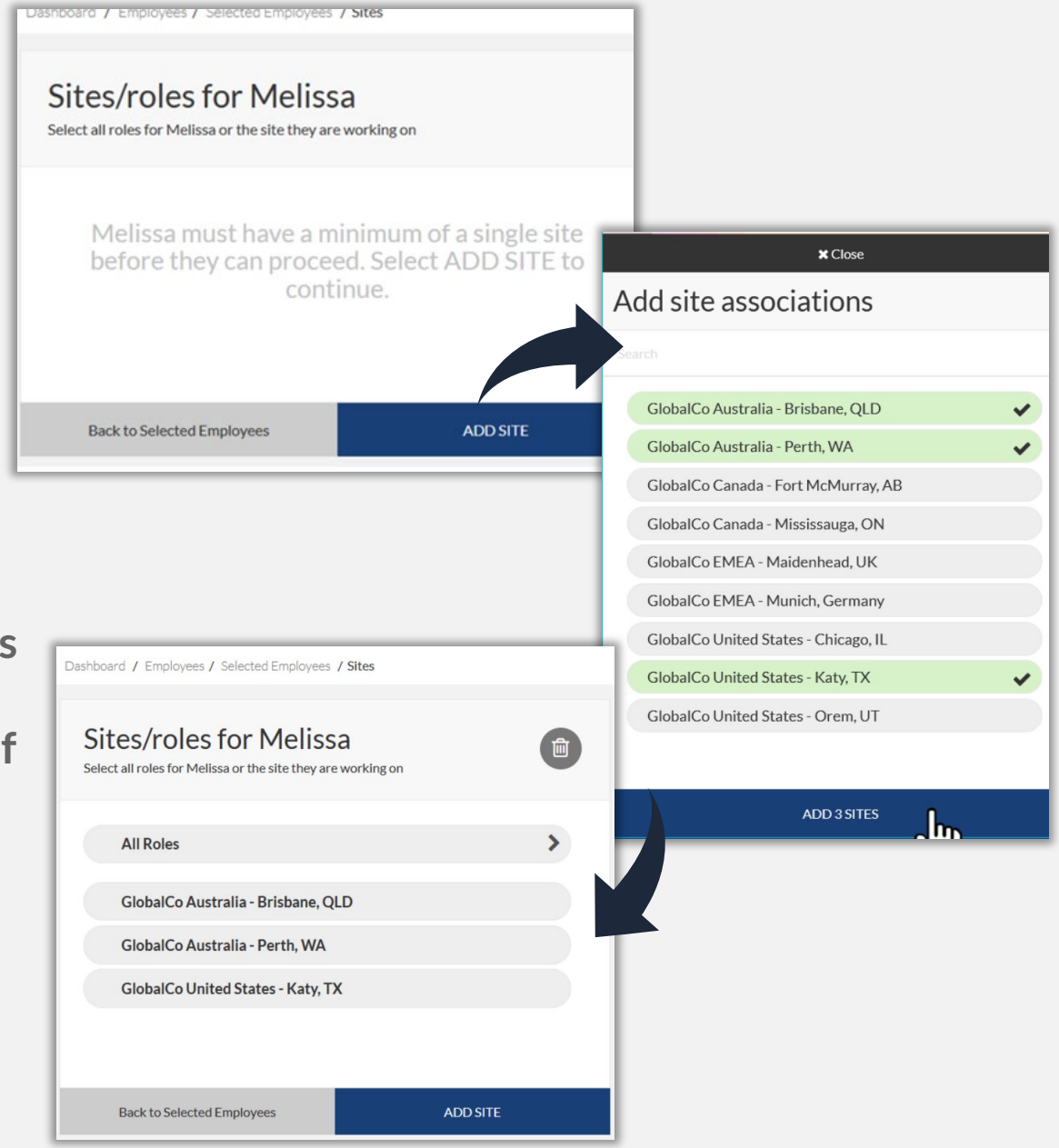
Manage Roles

- Click on *Manage Roles*
- *Search/Click* on the relevant Worker
- Ensure they have a valid Subscription
- Click on Worker to Select
- They will appear in right-hand menu. Click on Continue to progress



Adding Sites

- Click on Add Site
- Select Site(s) from the list available. Only select Sites your worker will attend
- Multiple Sites can be selected at once
- Worker Will now be associated to those sites
- Can use the recycle button to remove a site if accessed by mistake, or wish to remove association



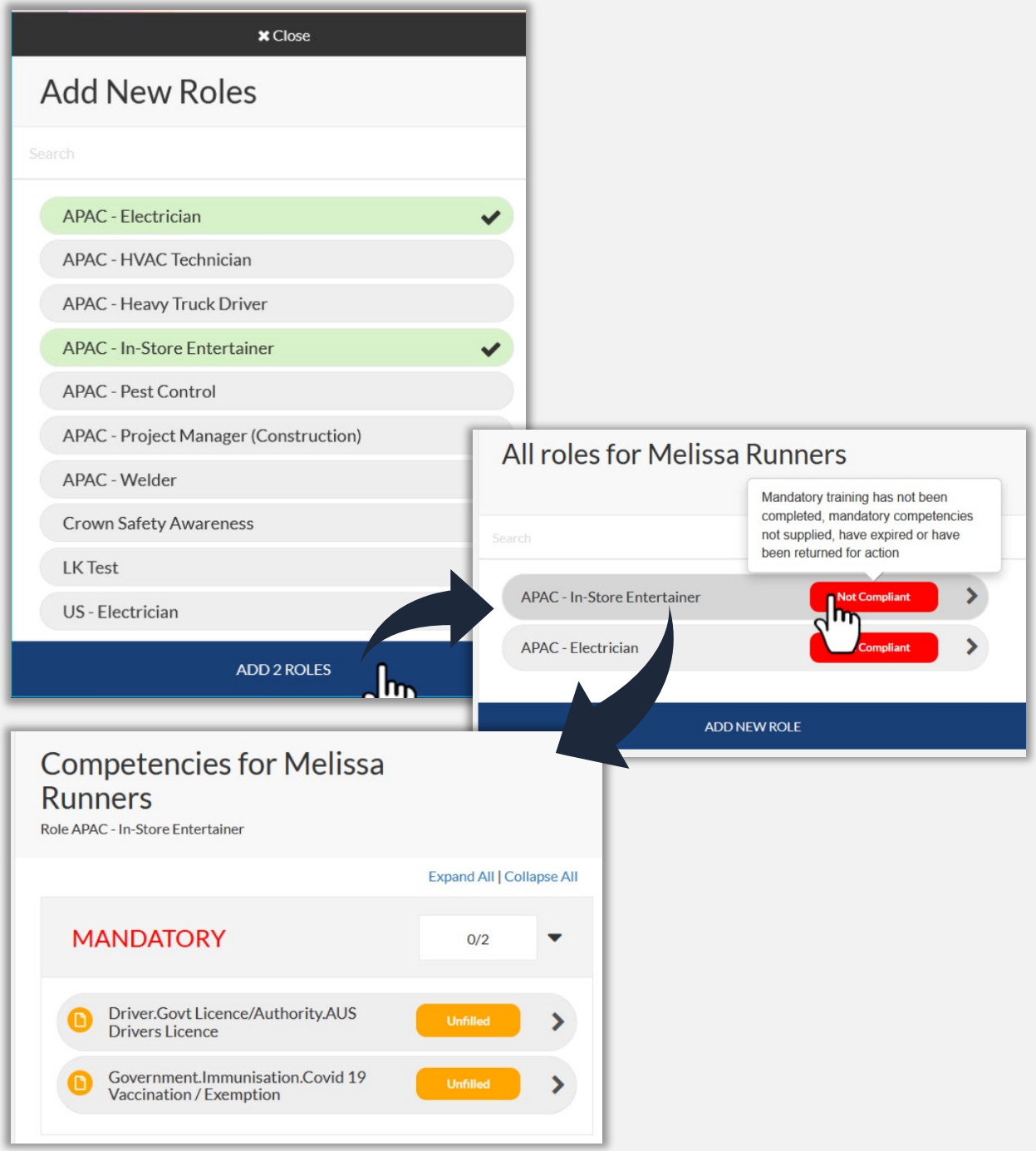
Adding Roles

- Click on *Add New Role*

- Can add multiple Roles at once
- *Note that the roles is NOT APPLIED at this time to the worker*

- Once added, depending upon any existing competencies, the Role Status will show. In this example there are none, so Role is not compliant

- *Click on desired role* to start uploading evidence/book training/answer questions



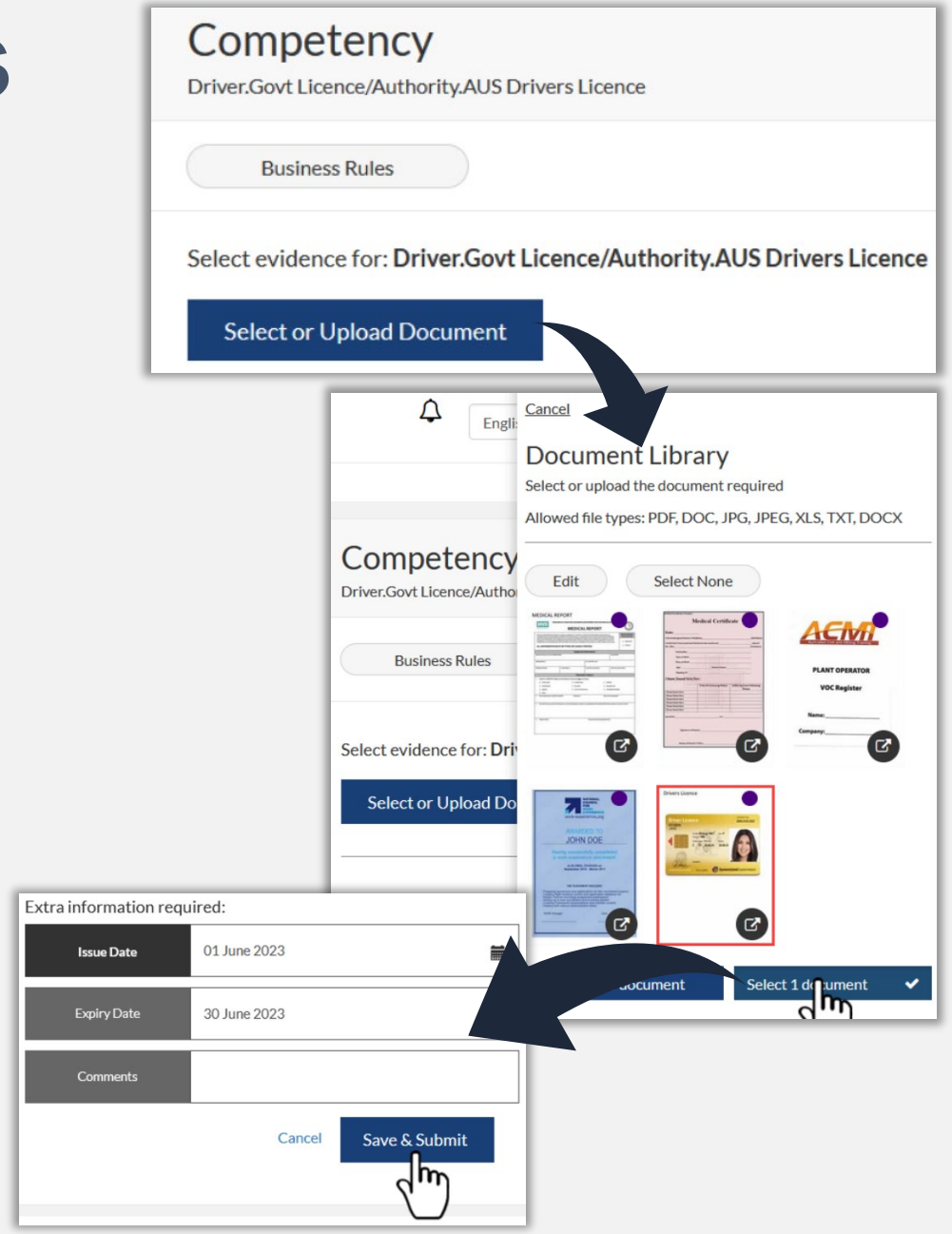
Adding Requirements

- Click on first competency item
- Multiple options could appear:
  - File Uploads
  - Online/Classroom Training Enrolment
  - Questions
  - Acknowledgement Steps
  - Optional Competencies

- For file uploads, they stay in the portal for this worker in the Document Library. Library files can be re-used when applying for Roles to save re-uploading

- Business Rules link available for all items to check you are uploading relevant items

- When ready, press *Save & Submit* to send this item to the Verification Team

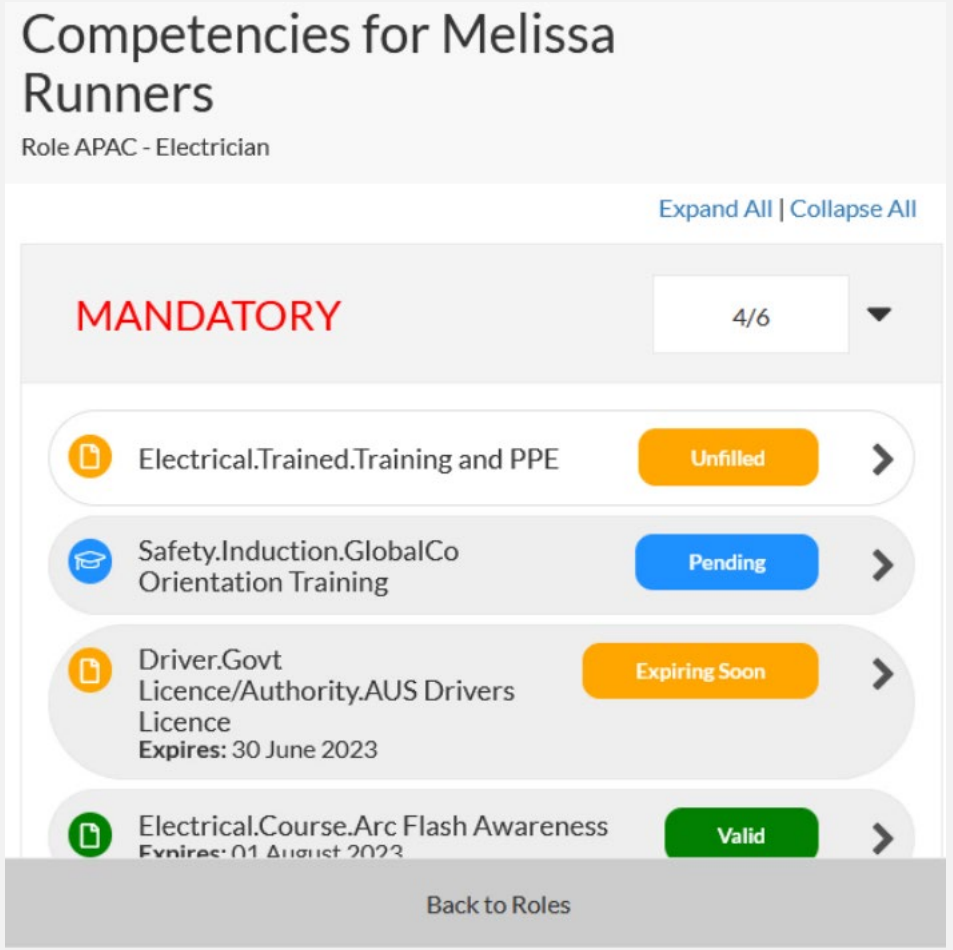


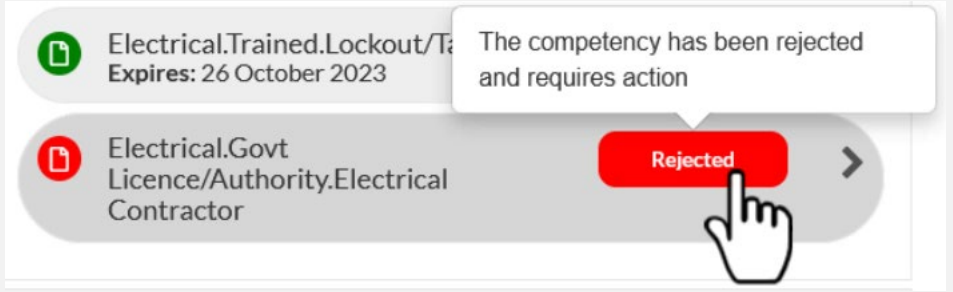
Adding Requirements

- Work through each Role Requirement and supply evidence, answer question or book into training

- Each time you press Save & Submit, this that evidence is sent to the verification team to process. As items are reviewed and verified, you will see that status change in the Supplier Portal for that competency/item
- Statuses are:
  - Unfilled
  - Pending
  - Expiring Soon
  - Valid
  - Rejected

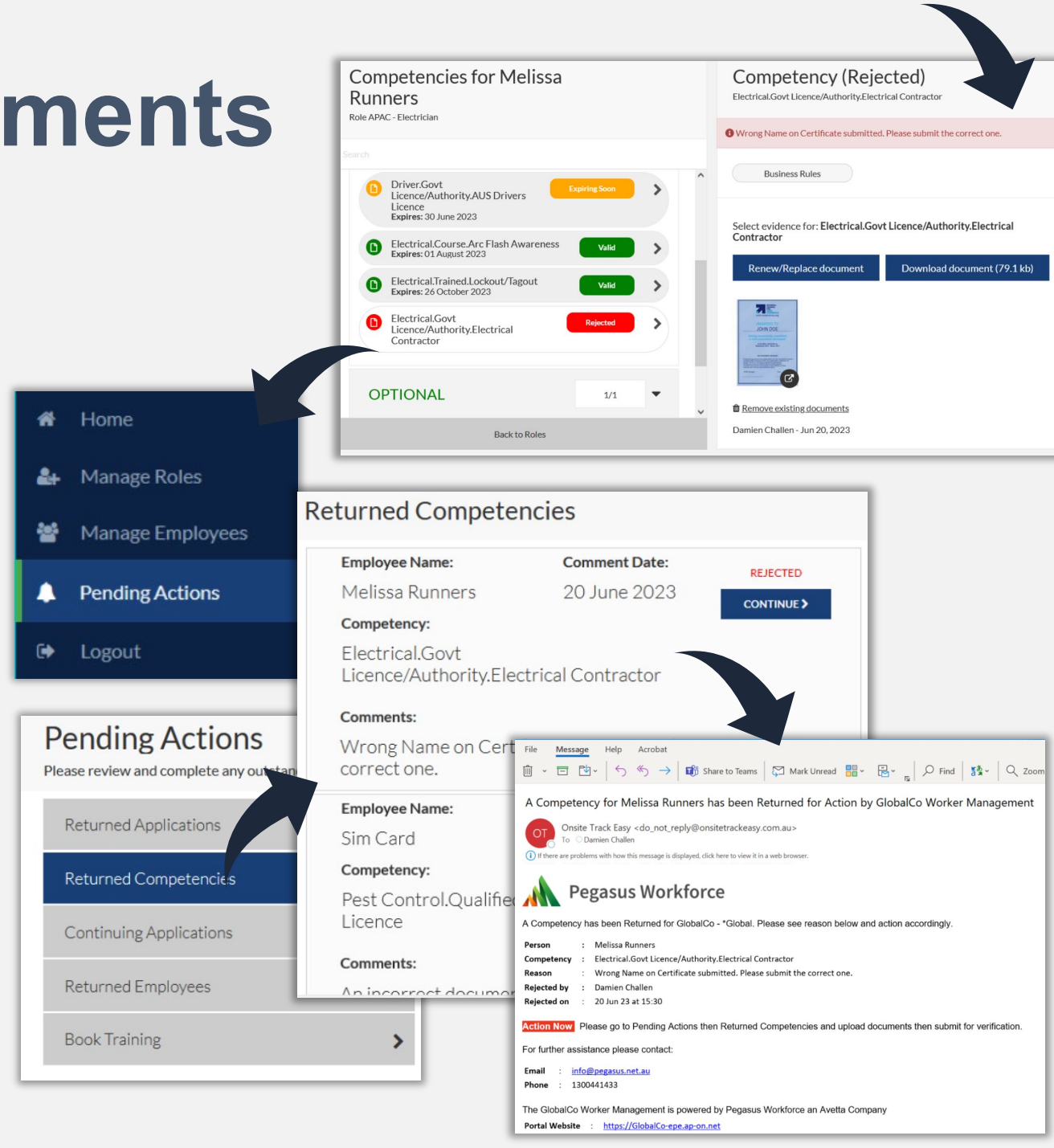
- Hover over any item to see context specific information





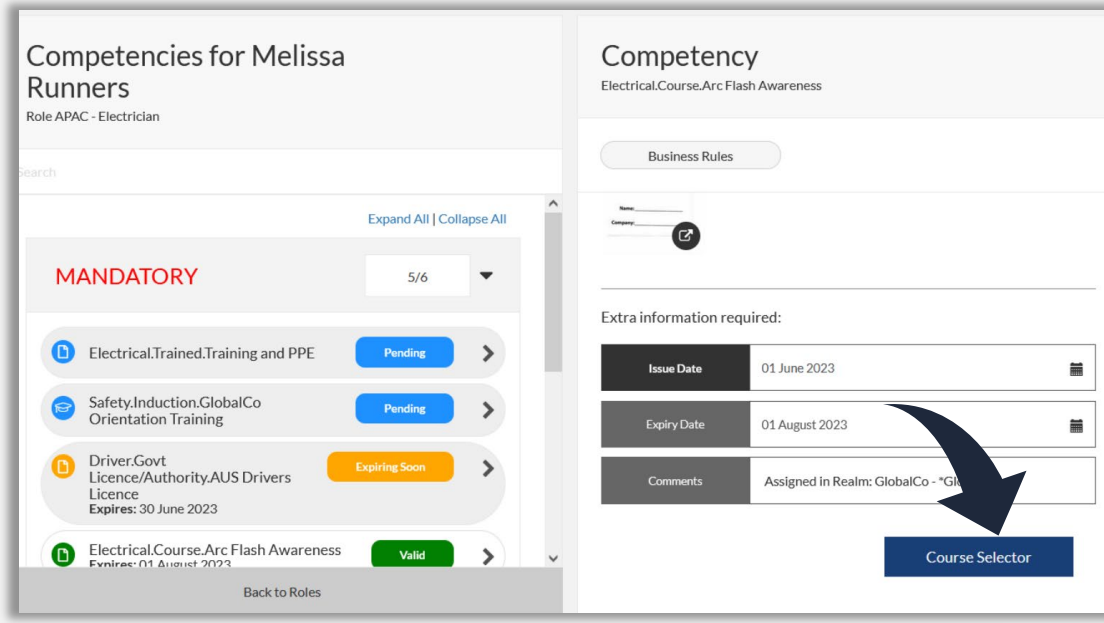
Reviewing Requirements

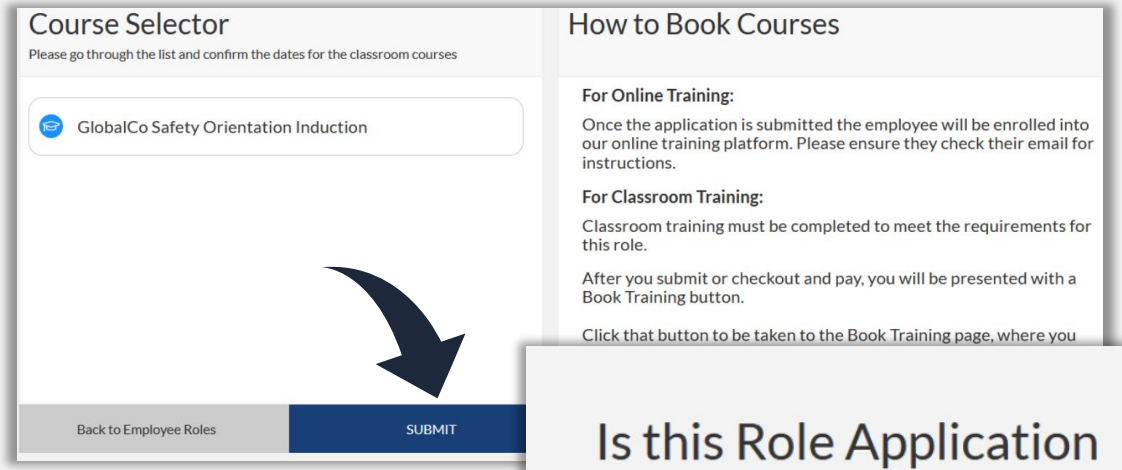
- As the Pending Data team reviews your submissions, you can see the change in the portal.
- Should you have any items rejected, you can easily see this in the portal
- Supplier Administrators will be sent emails should anything be rejected. You can also review at anytime in the Supplier Portal under the section *Pending Data > Returned Competencies*
- You can then use the *continue* button to return to that Role and update anything that needs attention

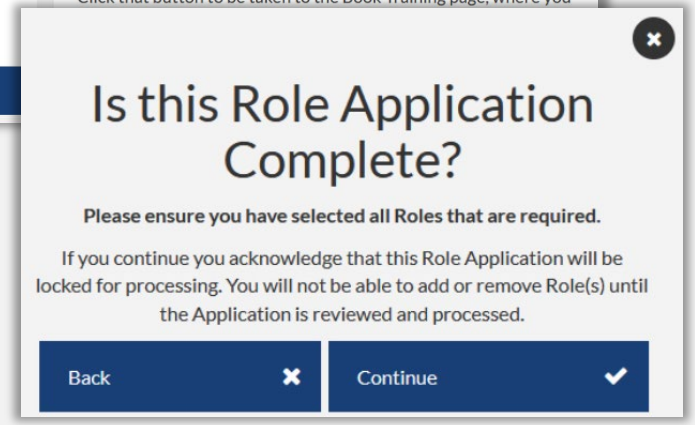


Submitting Roles

- Once all file uploads are done, depending upon the Role configuration, the option to either Submit or Course Selector will appear
- Review the notes on the page for both configurations
- You will know you are ready to submit when the "*Is this Role Application Complete?*" appears. This will finally submit the Roles you wish to apply for to the Verification Team to approve these Roles.
- Note you might be required to apply for site and/or trade and task roles depending upon the client.
- Once submitted, the company administrator will receive an email once the Roles are approved







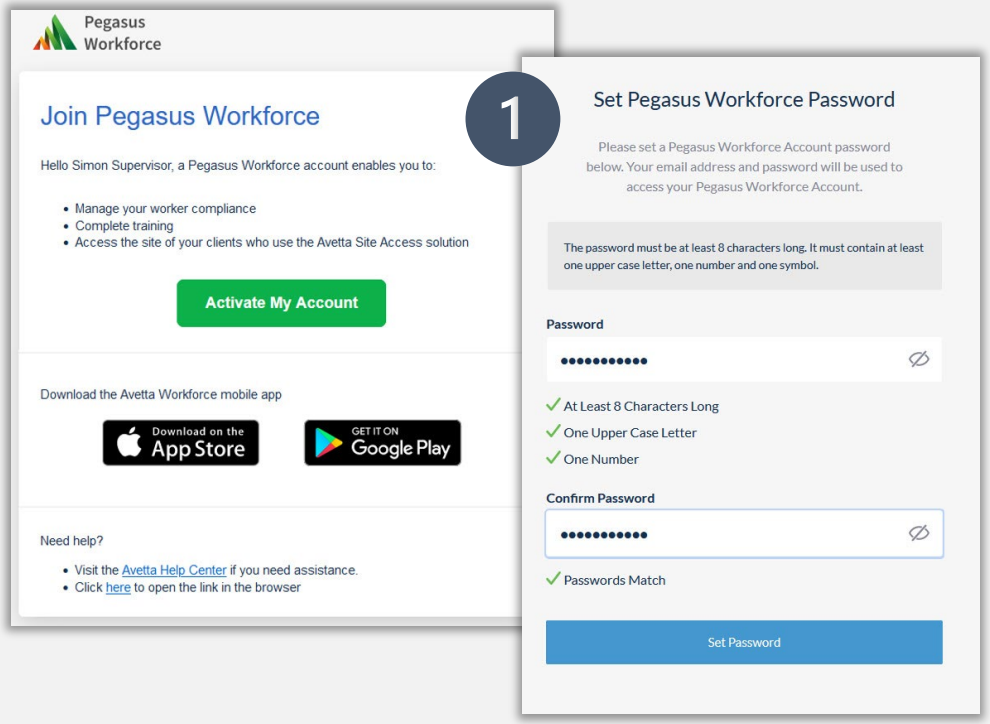
Worker Next Steps

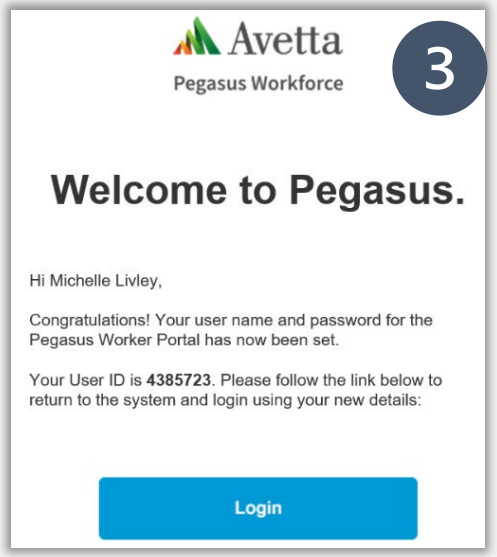
Next Steps

- Depending upon the configuration of that supplier portal, the worker's access in the system and is there any training involved, then the following might happen

1. Worker might be sent a link to setup the Pegasus Workforce Account
2. Worker might be sent a link to access the Learning Management System
3. Worker might be invited to the Individual Worker Portal

- Worker might be invited to the Workforce by Avetta Mobile App to access.
- So worker should review all emails they are sent





Support

- Want more information on other items mentioned today?
- Visit Supplier Administrator Support Page for links including:
- Interactive Courses
- On Demand Videos
- Supplier Portal Page containing user guides and videos
- Contact Pegasus Support:
- Phone AU 1300 441 433 Monday – Friday 7am – 7pm AEST
  Phone NZ 0800 700 163 Monday - Friday 7am – 7pm NZ
- Email: support@pegasus.net.au