



Quick Submit Verification



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.

ADD NEW EMPLOYEE +

Pending

Balding, Harry

Subscribed

Bishop, Alex

Subscribed

Bishop, Alysse

Subscribed

Blackmore, Joe

Expired

Branson, Thomas

Subscribed

Expired

No Subscription

MANDATORY6/6

Driver.Govt Licence/Authority.AUS Drivers Licence

Pending

Electrical.Trained.Training and PPE

Safety.Induction.GlobalCo Orientation Training

Pending

Electrical.Course.Arc Flash Awareness

Expires: 30 June 2023

Expiring Soon

Electrical.Govt Licence/Authority.Electrical Contractor

Valid

Electrical.Trained.Lockout/Tagout

Valid

The competency has been submitted for verification or training not yet complete



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


The screenshot shows the GlobalCo supplier portal interface. The top navigation bar includes the GlobalCo logo, 'Access Gateway', and 'Pegasus Management Pty. Limited [Training Data]'. The left sidebar contains navigation links: Home, Manage Roles, Manage Employees (highlighted), Pending Actions, and Logout. The main content area is titled 'Employees' and includes a search bar and an 'ADD NEW EMPLOYEE' button. Below this, a list of employees is displayed with their names and subscription statuses:

Employee Name	Subscription Status
Bishop, Alex	Subscribed
Bishop, Alysse	Expiring Subscription
Blackmore, Joe	Expired
Branson, Thomas	Subscribed
Brennan, Dara	Expired
Brown, Karlee	No Subscription

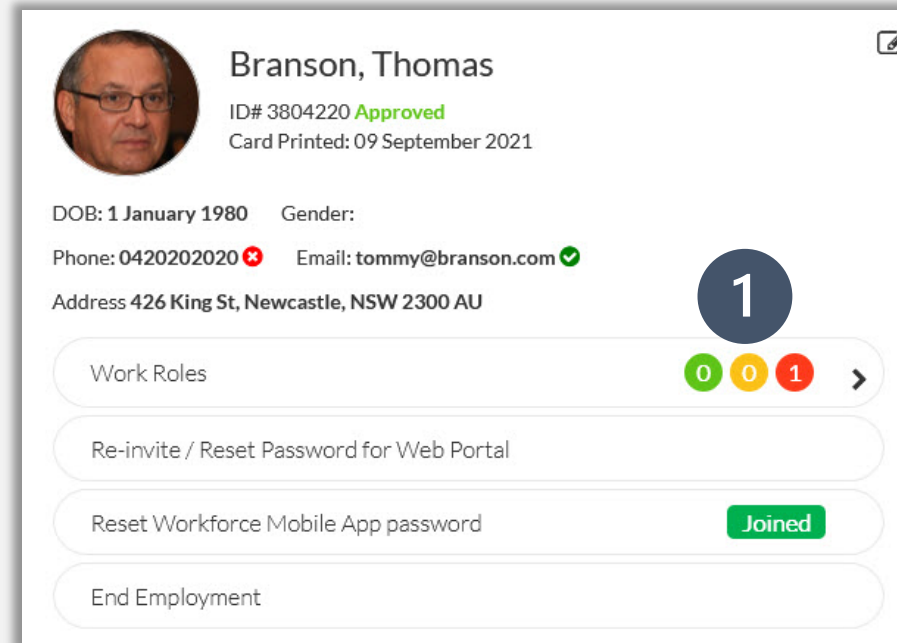
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Viewing a Worker

- 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



Branson, Thomas

ID# 3804220 **Approved**
Card Printed: 09 September 2021

DOB: 1 January 1980 Gender:

Phone: 0420202020  Email: tommy@branson.com 

Address 426 King St, Newcastle, NSW 2300 AU

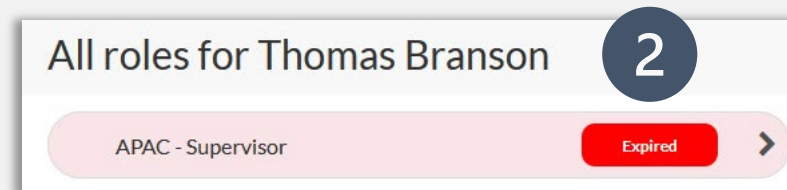
1

Work Roles 0 0 1 >

Re-invite / Reset Password for Web Portal

Reset Workforce Mobile App password Joined

End Employment



All roles for Thomas Branson

2

APAC - Supervisor Expired >



	Driver.Govt Licence/Authority.AUS Drivers Licence Expires: 30 June 2023	Expiring Soon >
	Electrical.Course.Arc Flash Awareness Expires: 01 August 2023	Valid >
	Electrical.Trained.Lockout/Tagout Expires: 26 October 2023	The competency has been rejected and requires action >
	Electrical.Govt Licence/Authority.Electrical Contractor	Rejected >

3



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*

Person

Photo Upload *

Please supply a recent and genuine profile image of the worker.

Note: Image must be a JPEG no more than 5MB in size.

Business Rules

Done ✓

Personal Details

Create a new employee

Note: Image must be a JPEG no more than 5MB in size.

Business Rules

Upload

Crop

DOB * 02 February 1949

Phone * 0420202020

Email * MichelleMasters@trial.net.au

Locale No preference

Find Address

Search for the address or supply it manually below

Find Address Address

Back to Manage Employees SAVE & CLOSE

Agree to End User Service Agreement

Back to Manage Employees SAVE & CLOSE

Email * webinartraining@pegasus.net.au

This email already exists, please use another



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

Home

Manage Roles

Manage Employees

Pending Actions

Logout

Dashboard / Employees

Employees Available

Select employees to add to action list

melissa

ADD NEW EMPLOYEE +

Runners, Melissa Subscribed

Employees Selected

These are the employees you will action

Search

Thomas Branson Select COURSE SELECTOR

Sharon Challenge Select CONTINUE

Melissa Runners Select CONTINUE



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

Dashboard / Employees / Selected Employees / Sites

Sites/roles for Melissa

Select all roles for Melissa or the site they are working on

Melissa must have a minimum of a single site before they can proceed. Select ADD SITE to continue.

Back to Selected Employees ADD SITE

Close

Add site associations

Search

GlobalCo Australia - Brisbane, QLD	✓
GlobalCo Australia - Perth, WA	✓
GlobalCo Canada - Fort McMurray, AB	
GlobalCo Canada - Mississauga, ON	
GlobalCo EMEA - Maidenhead, UK	
GlobalCo EMEA - Munich, Germany	
GlobalCo United States - Chicago, IL	
GlobalCo United States - Katy, TX	✓
GlobalCo United States - Orem, UT	

ADD 3 SITES

Dashboard / Employees / Selected Employees / Sites

Sites/roles for Melissa

Select all roles for Melissa or the site they are working on

All Roles >

GlobalCo Australia - Brisbane, QLD
GlobalCo Australia - Perth, WA
GlobalCo United States - Katy, TX

Back to Selected Employees ADD SITE



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

Close

Add New Roles

Search

- APAC - Electrician ✓
- APAC - HVAC Technician
- APAC - Heavy Truck Driver
- APAC - In-Store Entertainer ✓
- APAC - Pest Control
- APAC - Project Manager (Construction)
- APAC - Welder
- Crown Safety Awareness
- LK Test
- US - Electrician

ADD 2 ROLES

All roles for Melissa Runners

Mandatory training has not been completed, mandatory competencies not supplied, have expired or have been returned for action

Search

- APAC - In-Store Entertainer Not Compliant
- APAC - Electrician Compliant

ADD NEW ROLE

Competencies for Melissa Runners

Role APAC - In-Store Entertainer

Expand All | Collapse All

MANDATORY 0/2

- Driver.Govt Licence/Authority.AUS Drivers Licence Unfilled
- Government.Immunisation.Covid 19 Vaccination / Exemption Unfilled



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

Competency
Driver.Govt Licence/Authority.AUS Drivers Licence

Business Rules

Select evidence for: Driver.Govt Licence/Authority.AUS Drivers Licence

Select or Upload Document

Document Library
Select or upload the document required
Allowed file types: PDF, DOC, JPG, JPEG, XLS, TXT, DOCX

Edit Select None

Medical Certificate
PLANT OPERATOR VOC Register

Select or Upload Document

Extra information required:

Issue Date	01 June 2023
Expiry Date	30 June 2023
Comments	

Cancel Save & Submit



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





Competencies for Melissa Runners

Role APAC - Electrician



[Expand All](#) | [Collapse All](#)

MANDATORY

4/6

-  Electrical.Trained.Training and PPE Unfilled >
-  Safety.Induction.GlobalCo Orientation Training Pending >
-  Driver.Govt Licence/Authority.AUS Drivers Licence Expires: 30 June 2023 Expiring Soon >
-  Electrical.Course.Arc Flash Awareness Expires: 01 August 2023 Valid >

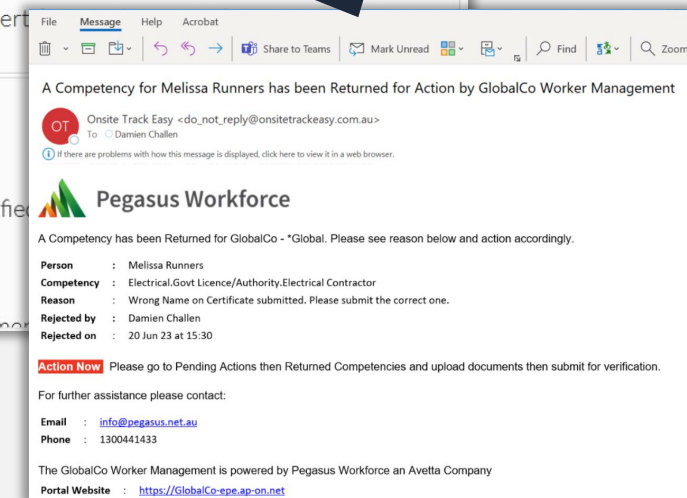
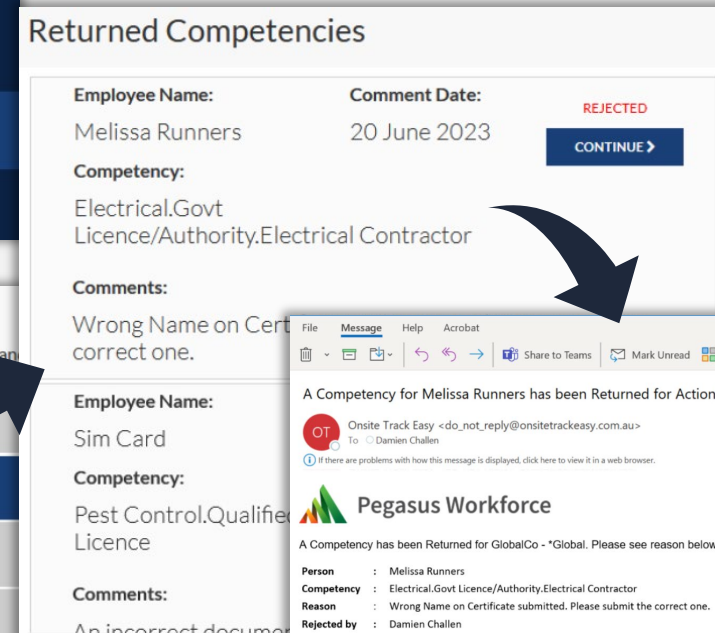
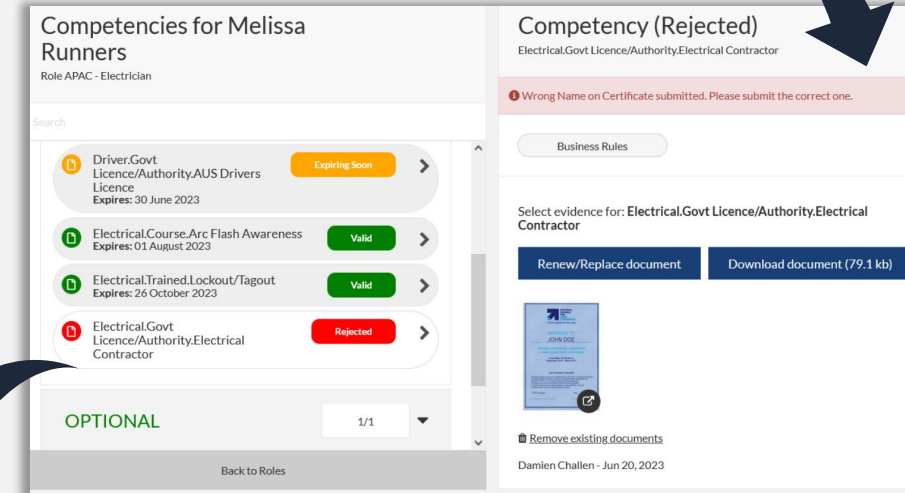
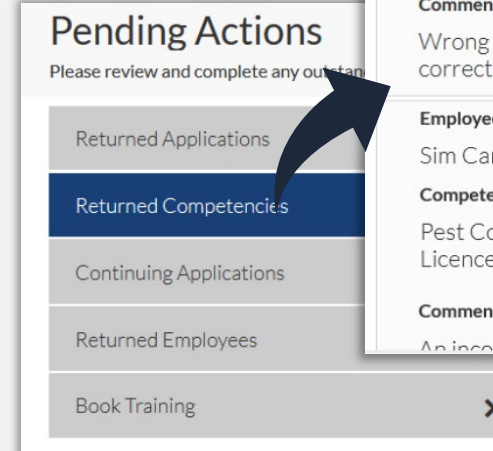
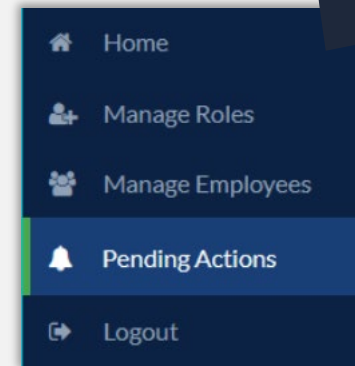
[Back to Roles](#)

-  Electrical.Trained.Lockout/Tagout Expires: 26 October 2023 The competency has been rejected and requires action
-  Electrical.Govt Licence/Authority.Electrical Contractor Rejected >



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

Competencies for Melissa Runners
Role APAC - Electrician

Expand All | Collapse All

MANDATORY 5/6

- Electrical.Trained.Training and PPE Pending
- Safety.Induction.GlobalCo Orientation Training Pending
- Driver.Govt Licence/Authority.AUS Drivers Licence Expires: 30 June 2023 Expiring Soon
- Electrical.Course.Arc Flash Awareness Expires: 01 August 2023 Valid

Back to Roles

Competency
Electrical.Course.Arc Flash Awareness

Business Rules

Extra information required:

Issue Date	01 June 2023
Expiry Date	01 August 2023
Comments	Assigned in Realm: GlobalCo - "GLO"

Course Selector

Course Selector
Please go through the list and confirm the dates for the classroom courses

GlobalCo Safety Orientation Induction

Back to Employee Roles SUBMIT

How to Book Courses

For Online Training:
Once the application is submitted the employee will be enrolled into our online training platform. Please ensure they check their email for instructions.

For Classroom Training:
Classroom training must be completed to meet the requirements for this role.
After you submit or checkout and pay, you will be presented with a Book Training button.
Click that button to be taken to the Book Training page, where you

Is this Role Application Complete?

Please ensure you have selected all Roles that are required.

If you continue you acknowledge that this Role Application will be locked for processing. You will not be able to add or remove Role(s) until the Application is reviewed and processed.

Back Continue



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

The first screenshot, labeled '1', is titled 'Join Pegasus Workforce'. It greets 'Simon Supervisor' and lists three bullet points: 'Manage your worker compliance', 'Complete training', and 'Access the site of your clients who use the Avetta Site Access solution'. A green 'Activate My Account' button is at the bottom. Below this, it says 'Download the Avetta Workforce mobile app' with 'Download on the App Store' and 'GET IT ON Google Play' buttons. A 'Need help?' section links to the 'Avetta Help Center'. The second screenshot, labeled '2', is titled 'Set Pegasus Workforce Password'. It instructs the user to set a password for their account. A text box shows a password of 8 dots. Below it, three green checkmarks confirm: 'At Least 8 Characters Long', 'One Upper Case Letter', and 'One Number'. A 'Confirm Password' field also shows 8 dots. A final green checkmark states 'Passwords Match'. A blue 'Set Password' button is at the bottom.

This screenshot shows an email header for 'GlobalCo BUILDING THE WORLD'. The subject is 'GlobalCo - *Global Invitation'. The body text reads: 'Hello Joe Blackmore, As part of your compliance to work for GlobalCo - *Global you must successfully complete the following training – GlobalCo Safety Orientation Induction'. The link 'GlobalCo Safety Orientation Induction' is highlighted in blue.

This screenshot shows an email header for 'Avetta Pegasus Workforce'. The subject is 'Welcome to Pegasus.'. The body text reads: 'Hi Michelle Livley, Congratulations! Your user name and password for the Pegasus Worker Portal has now been set. Your User ID is 4385723. Please follow the link below to return to the system and login using your new details:'. A blue 'Login' button is at the bottom.



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