

The logo for ESI worker, featuring the text "ESI worker" in white on a blue rectangular background. "ESI" is in a bold, sans-serif font, and "worker" is in a lighter, lowercase sans-serif font.

**ESI** worker

# Contractor Management Portal

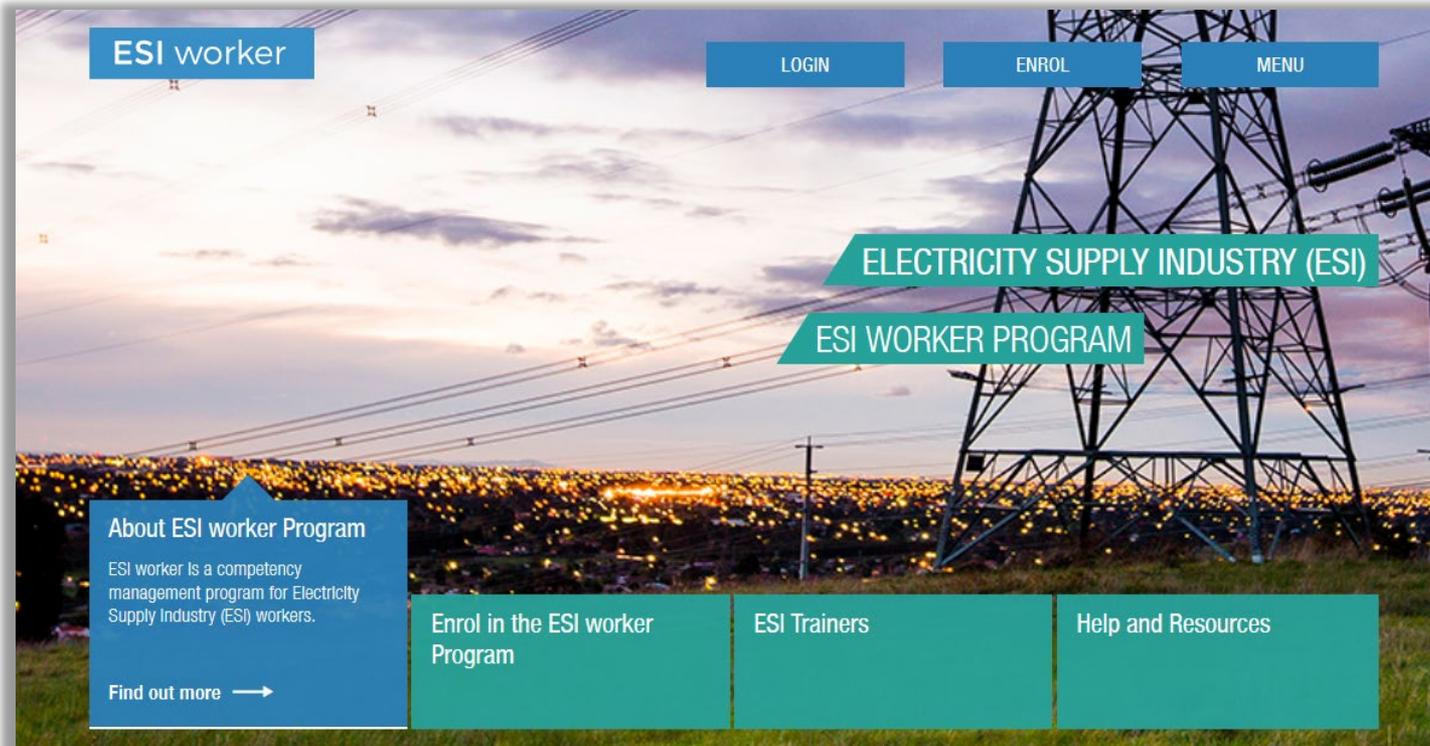
User Guide Producing Reports

The Pegasus logo, consisting of the word "Pegasus" in a large, bold, blue sans-serif font, with a trademark symbol (TM) to its upper right. Below it, the phrase "Powered by Onsite" is written in a smaller, blue sans-serif font.

**Pegasus**<sup>TM</sup>  
Powered by Onsite

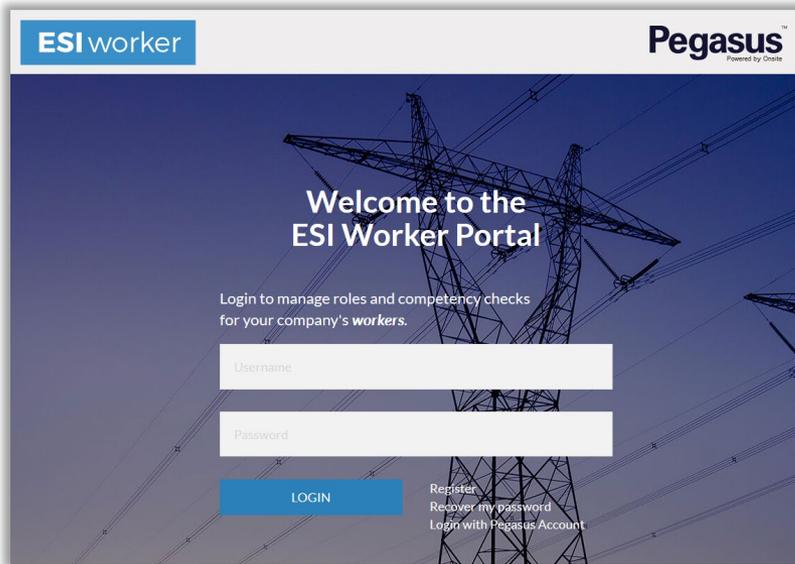
# ESI worker

Please follow this step-by-step guide to update the details of your workers.



## Step 1

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



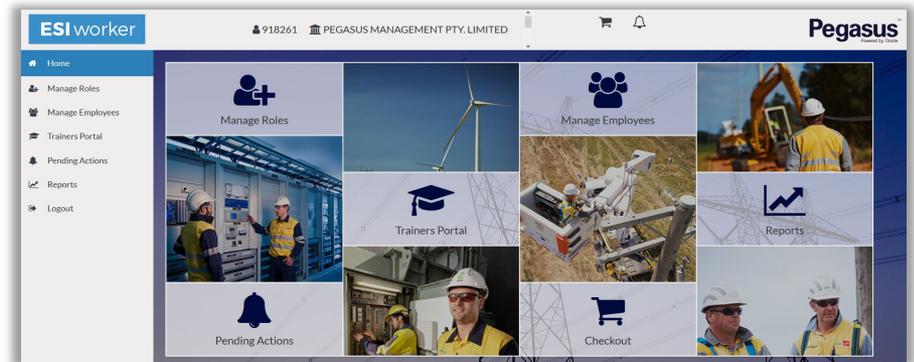
## Step 2

On the home page of the ESI worker portal, enter your login details and click on “Login”.

Note: The password is case sensitive.

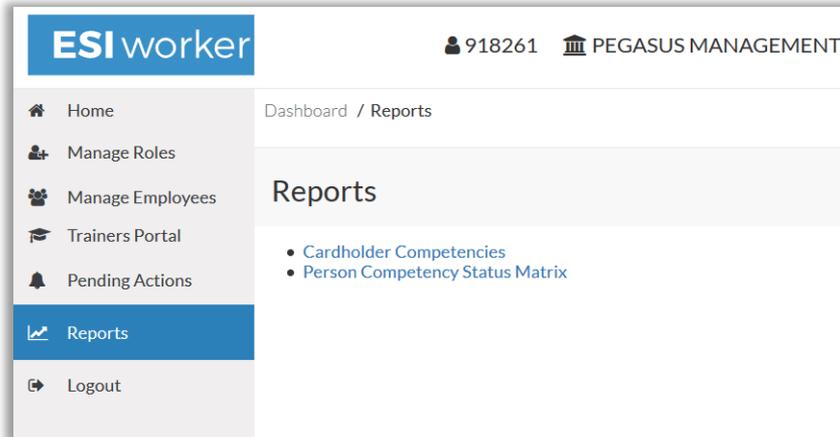
## Step 3

On the home page of your portal, use the dashboard tile or the side menu to select “Reports”.



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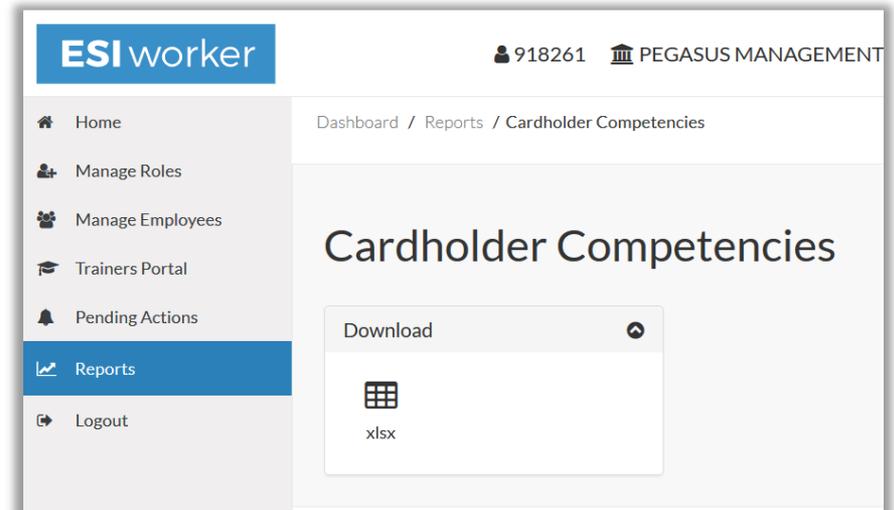


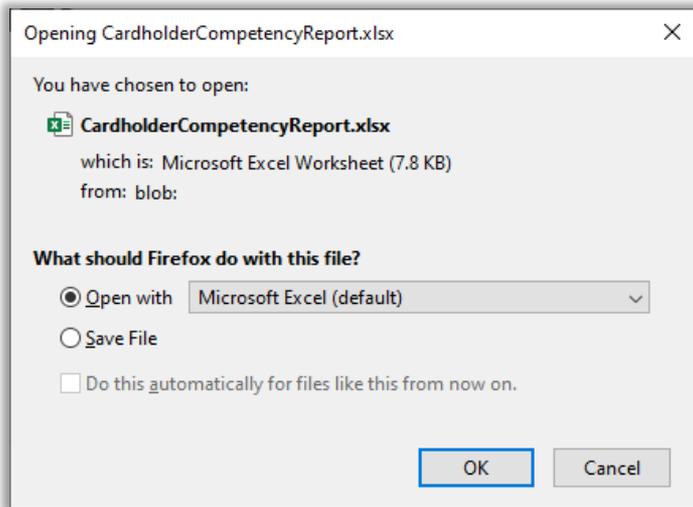
## Step 1

Select the “Cardholder Competencies” report.

## Step 2

The Report will be generated automatically as an Excel File. Click the xlsx icon to start the generation of the report file.





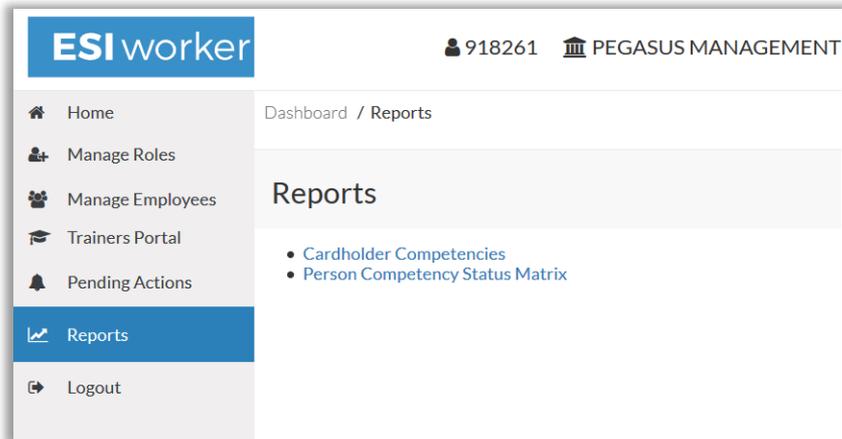
### Step 3

Select Open or Save file depending upon Preferences.

### Step 4

The xlsx file will contain all the competencies of your Employees. It will display the Employee Name, ID, Competency, Status, Issue Date and Expiry Date. You can use Excel Filters to manipulate your results.

Cardholder Competencies								
Last Name	First Name	Onsite	Suburb	Company	Competency Name	Status	Issued	Expiry
John	Smith	45678	Newcastle	PEGASUS MANAGEMENT PTY. LIMITED	VESI Certificate of Competency: Maintain energised HV distribution overhead electrical apparatus (glove)	Current	14-Oct-2019	14-Oct-2020
John	Smith	45678	Newcastle	PEGASUS MANAGEMENT PTY. LIMITED	VESI Certificate of Competency: VESI Environmental Framework	Current	14-Oct-2019	14-Oct-2022
John	Smith	45678	Newcastle	PEGASUS MANAGEMENT PTY. LIMITED	VESI Certificate of Competency: VESI Lineworker Rigging Course	Non-Expiring	14-Oct-2019	

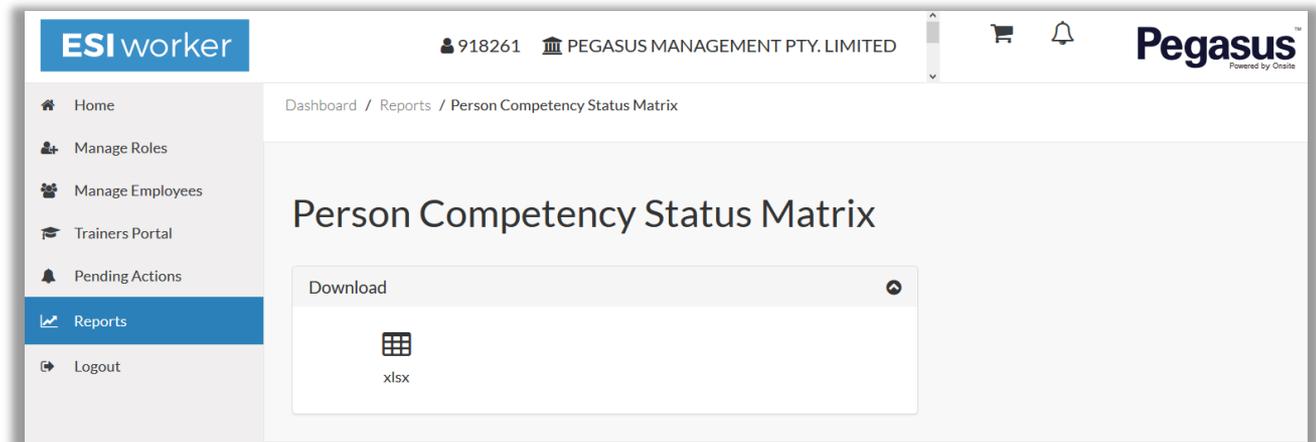


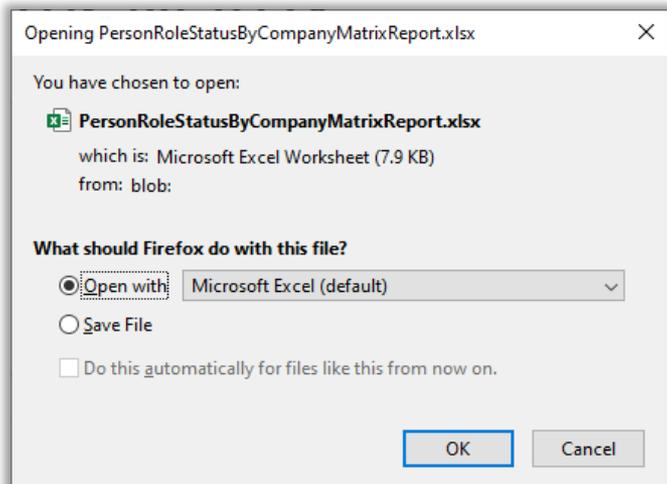
## Step 1

Select the “Person Competency Status Matrix” report.

## Step 2

The Report will be generated automatically as an Excel File. Click the xlsx icon to start the generation of the report file.





### Step 3

Select Open or Save file depending upon Preferences.

	A	B	C
	<b>Person Role Matrix</b>		
1			
2		- Current	
3		- Expires in 1,2 or 3 mths	
4		- Expired	
5		- Pending	
6		- No Competency assigned	

### Step 4

The Report will contain all the Roles of your Employees. It contains a Legend against the competencies so as you view the Role, against an Employee, you can quickly see the status of that competency.



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For questions or assistance please call 1300 208 498

or email [esiworker@pegasus.net.au](mailto:esiworker@pegasus.net.au)