Pegasus Workforce

Supplier Portal Reporting

Reports in supplier Portals

Supplier Administrators can run 3 x reports in the Rio Tinto supplier portals.

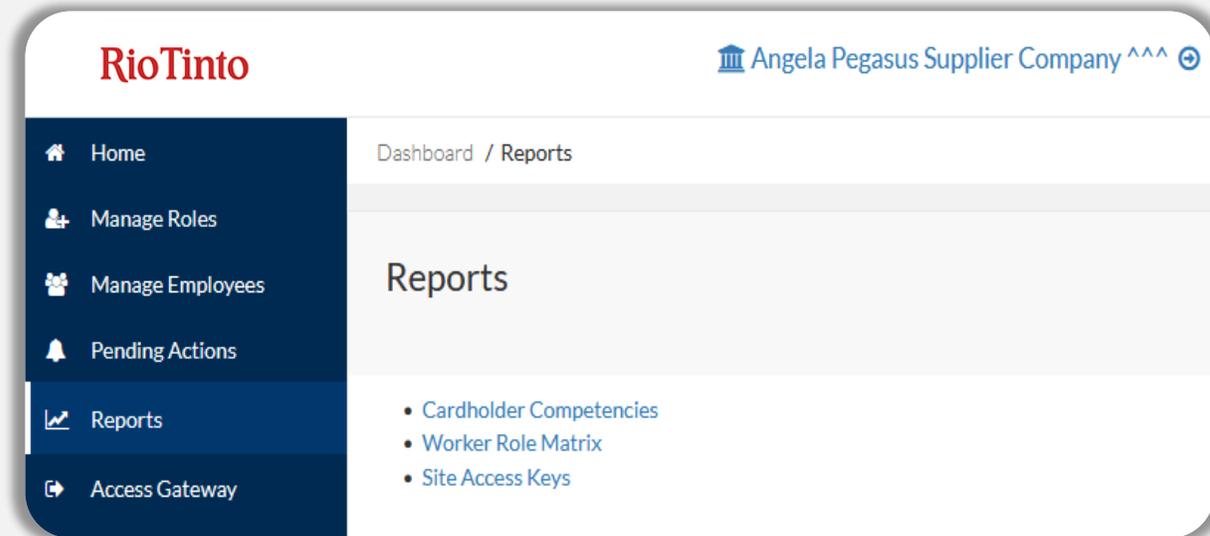All Supplier Portals, regardless of the client, have these reports

- **Cardholder Competencies**

- **Worker Role Matrix**

- **Site Access Keys**

Each exports into Microsoft Excel .xlsx

Reports can not be scheduled, but can be run as required.

Data is refreshed every 3 hours, on the hour.

So if a role is approved at 11:59, expect it to reflect in the report at 3pm

Cardholder Competencies

Report that shows every competency against all your workers in one spreadsheet

- **Competency Name**

- **Status:**
  - **Pending**
  - **Current**
  - **Expiring**
  - **Expired**
  - **Non- Expiring**

- **Issue and Expiry Dates**

- **Is Pending Yes/No – training competency status**

- **Note Competency data is updated every 3 hours on the hour**

Onsite ID	First Name	Last Name	Competency Name	Status	Issued	Expiry	Pending
3344739	Joe	Blackmore	Site.Course.RTIO MEQ Isolation Officer Theory; 32350817	Current	2025-02-20	2075-02-20	No
3344739	Joe	Blackmore	Site.Course.RTIO Enter and Work in Confined Space (imparted by 31742028)	Expired	2020-07-01	2023-07-01	No
3344739	Joe	Blackmore	Site.Course.RTIO Isolation Theory: Lock Holder; 31216580	Expired		2025-03-26	No
3344739	Joe	Blackmore	Electrical.Licence.WA Electrician	Expired		2025-03-19	No
3344739	Joe	Blackmore	Site.Course.RTIO Electrical Workers Competency (EWC) (2yrs validity); 124160	Pending			Yes
3922227	Harry	Balding	RTIO.Course.RTIO Essentials OR Refresher (2yrs validity); 30140188	Current	2025-07-02	2027-07-02	No
3922227	Harry	Balding	RTIO.Course.RTIO Essentials For Site (AVELING) (incl CRM Intro & CCC Passout) (50yrs validity); 30705921	2 Month Expiry	2025-07-02	2025-10-01	No
3922227	Harry	Balding	Driver.Govt Licence/Authority.Car (Class C)	Current		2026-07-12	No
4366706	David	Ackland	RTIO.Course.RTIO Privacy notice and consent for processing personal data	Pending			Yes
4366706	David	Ackland	RTIO.Course.RTIO Electrical Hazard Awareness (2yrs validity); 32123758	Expired	2025-06-03	2025-07-11	No
4366706	David	Ackland	RTIO.Course.RTIO Heat Stress Prevention Measures (2yrs validity); 30600951	Expired	2025-06-02	2025-07-12	No
4366706	David	Ackland	RTIO.Course.RTIO Essentials For Site (AVELING) (incl CRM Intro & CCC Passout) (50yrs validity); 30705921	Expired	2025-06-01	2025-07-09	No
4366706	David	Ackland	Driver.Govt Licence/Authority.Car (Class C)	Expired	2025-06-01	2025-07-08	No
4366706	David	Ackland	RTIO.Course.RTIO Essentials OR Refresher (2yrs validity); 30140188	Expired	2025-06-02	2025-07-12	No

Worker Role Matrix

Worker Role Matrix covers a single role in detail. It will show only those workers that have this role assigned to them. As per the legend, it will mark off each competency inside that role. Use to accurately see if workers are meeting the Role compliance, check to see if items are still pending, or where mandatory items (*) are required or need attention.

- A compliant worker will have every (*) marked as Current (green) or Expiring (amber).

- Role updates occur every 3 hours on the hour

- Only one role at a time is available from this report. Re-run for other roles whenever necessary.

Legend:
Color	Meaning
Green	- Current
Orange	- Expires in 1, 2 or 3 mths
Red	- Expired
Blue	- Pending
White	- Optional or not applicable for role
N*	- Mandatory but not assigned to worker
*	- Mandatory

Site Access Keys

Report is used by site administrators and client users to check if worker meets minimum requirement at that location. Review the Current Column to see if worker can work at that location and if they meet all competency requirements for that location.

- Most sites use the key name "*SiteName* General Access"

- Ignore Competencies column as just states if there are competencies for that item.

- Review Current Column

- Ignore Watermark column

- Review Active Column – shows which Access Keys client have implemented and are active

- Ignore Created Date

Cardholder	Person	Person ID	Access Key	Location	Competencies	Current	Watermark	Active	Created Date
Aardvark, Amanda	contractor	4832105	Res Dev General Access	RTIO - Resource Development	Yes	No		Yes	03/27/25
Aardvark, Amanda	contractor	4832105	Brockman 2 General Site Access	RTIO - Brockman 2	Yes	No		Yes	01/15/25
Ackland, David	contractor	4366706	Dampier General Site Access	RTIO - Dampier	Yes	No		Yes	02/10/25
Anderson, Aaron	contractor	4649155	Brockman 2 General Site Access	RTIO - Brockman 2	Yes	No		Yes	03/17/25
Anderson, Angela	contractor	5110443	Brockman 2 General Site Access	RTIO - Brockman 2	Yes	No		Yes	07/03/25
Avetta, Anthony	contractor	4809531	Brockman 2 General Site Access	RTIO - Brockman 2	Yes	Yes		Yes	05/27/25
Balding, Harry	contractor	3922227	Brockman 2 General Site Access	RTIO - Brockman 2	Yes	Yes		Yes	06/03/25
Begood, Johnny	contractor	4762239	Brockman 2 General Site Access	RTIO - Brockman 2	Yes	Yes		Yes	08/18/25
Blackmore, Joe	contractor	3344739	Brockman 2 General Site Access	RTIO - Brockman 2	Yes	No		Yes	04/19/23
Bornholdt, Aaron	contractor	110401	Cape Lambert General Site Access	RTIO - Cape Lambert	Yes	No		Yes	06/05/24
Devito, Danny	contractor	4767559	Brockman 2 General Site Access	RTIO - Brockman 2	Yes	No		Yes	08/07/24
Devito, Danny	contractor	4767559	Tom Price General Site Access	RTIO - Tom Price	Yes	Yes		Yes	06/11/24
Doe, John	contractor	4641507	Brockman 2 General Site Access	RTIO - Brockman 2	Yes	Yes		Yes	01/17/25
Doo, Zanna	contractor	4767343	Brockman 2 General Site Access	RTIO - Brockman 2	Yes	No		Yes	06/11/24
Handler, Danny	contractor	4644100	Brockman 2 General Site Access	RTIO - Brockman 2	Yes	No		Yes	06/13/25
Ledger, Todd	contractor	4987141	Paraburdoo General Site Access	RTIO - Paraburdoo	Yes	No		Yes	02/10/25
Masters, Meegan	contractor	5027607	Brockman 2 General Site Access	RTIO - Brockman 2	Yes	No		Yes	03/19/25

Support

- **eLearning Course** *(no login required)*:

    - **Pegasus Workforce Overview for Supplier Admins** – Guide
      for supplier administrators on all things Pegasus Workforce

- **Webinar covering Onsite Track Easy** for Supplier Administrators
  to learn more about their access and abilities.

- **Pegasus Workforce Supplier Support Page**

- **Want to support your workers?**

    - **Learning Management System for Learners** – details how
      workers can access the Pegasus LMS to complete
      enrolled courses, download certificates and view history.

    - **Rio Tinto PLMS Course guide** – cheat sheet for workers to complete training

    - **Workforce by Avetta Mobile App** – details the Worker focused support app