User Guide

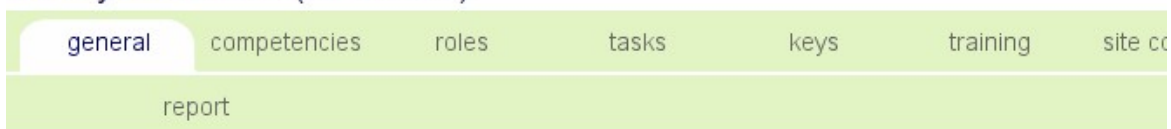## Cardholder | Changing a Cardholders training email

STEP ONE | Changing a Cardholder's training email

This process is undertaken in Onsite Track Easy Concoweb. For information on accessing the Concoweb, see this webpage
https://kb.pegasus.net.au/display/OCCS/Introduction+Video

Inside the Concoweb, lookup your employee under Person > Employee and search for the worker. Once found click on the worker to open their profile.
Under the General tab, click **view** next to the Works For table click 'View' to see the workers listed training email address.
NOTE: Not all workers have multiple companies listed.

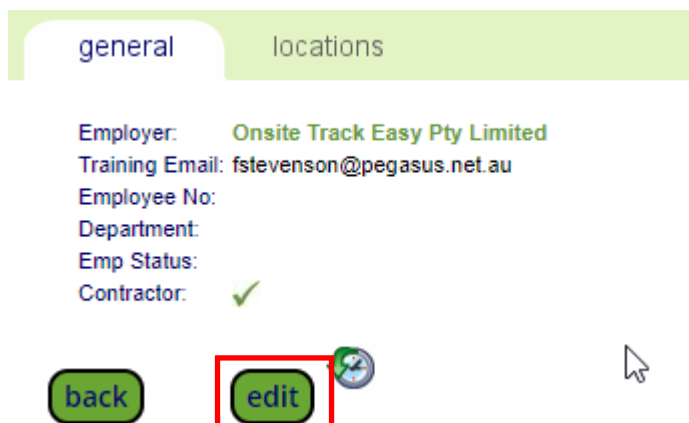Now while viewing the workers company information, you can change the training email address here.
NOTE: This change will affect any Training enrolments the workers is enrolled into once changed. Leaving as the workers personal email address is preferred.

Change the email address and click save

Employer: **Onsite Track Easy Pty Limited**

Training Email: training@pegasus.net.au

Employee No:

Department:

Emp Status:

Contractor: ☑ *Removing contractor status also removes site/realm contractor associations*

cancel   save