



## SOFTWARE ACCESS

**Onsite Track Easy** and the **Onsite Mobile App**, are two software programs that work in tandem to help Sites manage their Workers (Contractors/Employees/Visitors), to ensure that they are compliant, are logged in at site, have the relevant active roles and their companies are also compliant. Site Administrators are in control of setting up your access to these two programs. *NOTE: An account is created for Employees only, not for contractors.*

## DEFINITIONS

**Onsite Track Easy** - Webpage <https://secure.onsitetrackeasy.com.au> A valid Onsite Track Easy User account holder can login and be able to look up Roles, Competencies, Compliance and Company information. This is the database “source of truth” that Users with access will run audits against.

**Onsite Mobile App** - This is the Mobile Phone Application that Auditors/Supervisors will utilize to run field audits of cardholders at sites. The App will display the Roles, Competencies and Company Compliance that the Cardholder has, and use a Traffic Light Colour System to show the validity of those.

## STEP 1 – CHECKING ACCESS

**Access** - Provided by your Site Administrators. Base Permissions for a Mobile App Worker are:

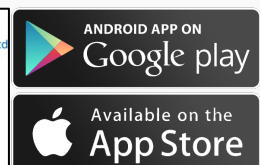
- ✔ Data Viewer
- ✔ Can not view All Employers Data
- ✔ **Optional** - Can Use Onsite. Not always enabled
- ✔ **Optional** - Can Log Persons In and Out - Depends upon site access requirements
- ✔ Can Use Mobile App
- ✔ **Optional** - Can Use Mobile App to Search by Name, Company, DOB

**Site Administrators can configure any optional permissions.**

**Usage** - The user account that the Mobile App User is provided is used for:

- ✔ Onsite Track Easy (if Can Use Onsite is enabled)
- ✔ Mobile App

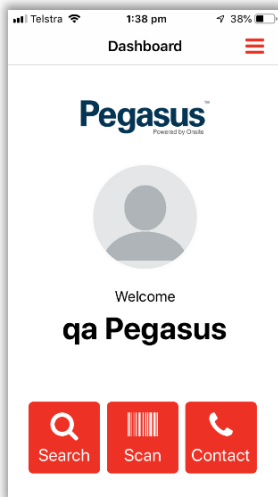
Onsite Mobile App is downloaded from the Google Play Store or the Apple Store.



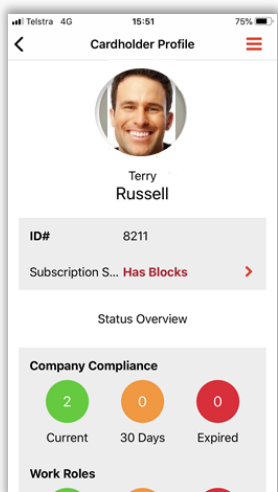


## STEP 2 – USING THE MOBILE APP

**Mobile App Permissions** – This software reduces the need to return to a computer to lookup a Cardholders Roles, Competency, Access Keys and Company Compliance. The App can Scans Cards, Search by ID# or Look up Name, Company and DOB of Cardholders.



- 1** Log into the App With your Onsite Track Easy Username and Password
- 2** Setup a Pin Number to login quickly next time if the App is closed.
- 3** Click Scan to open Phone Camera as a Scanner, hover over the Cardholders Barcode. Scans Automatically
- 4** Results will display showing Cardholders Compliance and Competencies.



- You can choose to SCAN a card or manually SEARCH by ID, First Name, Last Name, Company or Date of Birth of a cardholder.
- Scans Newer QR Code Cards or older Barcode Cards
- The CONTACT option will open the contact details of the Pegasus Support Team that manages your Company and Contractors
- If a cardholder does not scan, they are not associated to site. Check with your Site Administrator to see if they are associated and compliant.
- Blocked cardholders will also show on the Mobile App. These are Cardholders that have been blocked from site by Site Administrators and should not be allowed at site. Contact your Site Administrator.

### Viewing Results

- Green** results are valid compliant items. Whether it's a Competency or Role, this indicate the number of valid items.
- Amber** results are due to expire within 30 days. The cardholder should be made aware of this already via email notifications.
- Red** results are items that have expired or in the case of roles, are no longer valid.

For more advanced information see the user guides here <https://kb.pegasus.net.au/display/CA/Onsite+Mobile+App>

