

PegasusTM

Powered by Onsite



ONSITE TRACK EASY PENDING DATA - LOOKUP BY PERSON ID

OVERVIEW
V1.2

Accessing Pending Data

Access is granted from Onsite Track Easy

Navigate to Person > Lookup Pending Data

Put in the Cardholders ID (also called Person ID) number and press Lookup

- Will run on that Cardholders ID, regardless if they are associated to your site or not.
- You must have a Onsite Track Easy Realm level account. This feature does not work at a Site level, or for Site Users, and its not even visible to them.

The screenshot shows the Onsite Track Easy interface. At the top left is the logo "onsite track easy". Below it, there's a "logged out" status for "app1". The main content area is titled "Onsite Login" and contains a form with fields for "Username" (containing "1111111") and "Password" (masked with "*****"), and a "login" button. Below the form is a link for "Login with Pegasus Account". On the right side, there's a navigation menu with tabs for "home", "person", and "company". A dropdown menu is open under "person", listing options: "session details", "lookup by id", "lookup global", "lookup pending data" (highlighted), and "lookup roles & comps". The "session details" section shows "Session tag: 0570", "app1", and "U: Limited RealmA". To the right of the navigation menu, there's a "Pending Data Lookup By Person Id" form with a "Person Id" field containing "1464715" and a "lookup" button.

Accessing Pending Data

Data will then display, if the ID entered in is a valid cardholder in the Onsite Track Easy System

This will show the historical data for this Cardholder and all the previous steps, role applications and updates they might have encountered.

- Every Cardholder will have different data
- Cardholders with smaller ID numbers (i.e 256) are older in the system and might have a lot of data to generate
- User ID's (i.e. a Realm Account ID) will not produce data as its not related to a Pegasus Workers Card. You will get a message stating that ID is not visible. But it will display the account name.
- Pending Data Type and its corresponding ID Number should be matched through the Pending Process from Started > Submitted > Approved. The Same ID number is used to track the status at each step of the process.
- Full list of Statuses are displayed later in this document.

Damien Challen

Date/Time	Pending Data Type	ID	Description	Status	System/Action
24 Jul 17 at 11:58:35	Cardholder Association	379282	Associate Damien Challen with Pegasus Safety		
24 Jul 17 at 11:58:35	Cardholder Association	379282	Associate Damien Challen with Pegasus Safety		
24 Jul 17 at 11:58:35	Person	721813	New person Damien Challen (id 1464715)		
24 Jul 17 at 11:59:13	Person	721813	New person Damien Challen (id 1464715)	SUBMITTED	Onsite System
24 Jul 17 at 18:48:35	Person	721813	New person Damien Challen (id 1464715)	APPROVED	DST - Grace Galoz
21 Aug 17 at 12:08:12	Roles Data	340393	John Holland Corporate Onsite 3 Roles Data Update for Damien Challen	STARTED	Sarah Spurling
28 Aug 17 at 10:45:09	Card	343539	Lendlease Card Order for Damien Challen	STARTED	Damien Challen
28 Aug 17 at 10:45:10	Purchase	393193	Registration, Subscription, Roles, Card for Damien Challen.	SUCCESS	Damien Challen
28 Aug 17 at 10:45:10	Subscription	247061	Lendlease Compliance Subscription from 28-Aug-2017 to 28-Aug-2018	SUBSCRIBED	Damien Challen

Lookup Person By Id

Lookup ID:

Use: Onsite Person ID

Results at 09 Feb 2021

Onsite ID: 3584284
 Name: Limited RealmAccess
 Person Type: Not visible as cardholder or visitor



PENDING DATA STATUSES

■ Statuses of Pending Data

Tracey Condlin

Date/Time	Pending Data Type	ID	Description	Status	User :	User Context	Comment
23 Jan 20 at 09:33:55	Person	1112883	New person Tracey Condlin (id 3344783)	STARTED	Donna Thomas	Onsite System	Saved in PortalPegasus Demonstration
23 Jan 20 at 09:33:56	Cardholder Association	605767	Associate Tracey Condlin with Pegasus Demonstration	STARTED	Donna Thomas	Onsite System	Association when creating new person
23 Jan 20 at 09:33:56	Cardholder Association	605767	Associate Tracey Condlin with Pegasus Demonstration	SUBMITTED	Donna Thomas	Onsite System	Status update.
23 Jan 20 at 09:33:58	Registration	943581	Pegasus Demonstration Portal Registration for Tracey Condlin	STARTED	Donna Thomas	Onsite System	
23 Jan 20 at 09:33:58	Person	1112883	New person Tracey Condlin (id 3344783)	SUBMITTED	Donna Thomas	Onsite System	Status update
23 Jan 20 at 09:33:59	Purchase	834002	Registration, Subscription, Roles, Card for Tracey Condlin.	SUCCESS	Donna Thomas	Onsite System	
23 Jan 20 at 09:33:59	Subscription	584560	Pegasus Demonstration Compliance Subscription from 23-Jan-2020 to 23-Jan-2021	SUBSCRIBED	Donna Thomas	Onsite System	
23 Jan 20 at 11:00:11	Person	1112883	New person Tracey Condlin (id 3344783)	APPROVED	Donna Thomas	Onsite System	
23 Jan 20 at 11:35:03	Cardholder Association	605824	Associate Tracey Condlin with Pegasus Training	STARTED	Donna Thomas	Onsite System	
23 Jan 20 at 11:35:03	Cardholder Association	605824	Associate Tracey Condlin with Pegasus Training	SUBMITTED	Donna Thomas	Onsite System	Status update.
23 Jan 20 at 11:36:43	Card	943833	Pegasus Card Order for Tracey Condlin	STARTED	Kirbie Miller	Onsite System	
29 Jan 20 at 09:54:36	Cardholder Association	605824	Associate Tracey Condlin with Pegasus Training	APPROVED	Onsite System	Onsite System	Association added outside of pending system.

STARTED

An application for a New Worker/Subscription/role started in a worker portal or by an administrator at a Site or Realm

SUBMITTED

An application has been submitted either manually or automatically as part of a process. Waiting on Pegasus to Approve

SUCCESS

Usually a purchase process, or Role application that is applied against a cardholder in the Worker Portal. This states that this process step was completed successfully. Does not mean all steps are completed.

SUBSCRIBED

Usually a Cardholder Subscription is added to the cardholder through the Worker Portal. May have cost involved.

APPROVED

Automatic or Manual approval of cardholder data (added a Role. Site Association) or files submitted are approved. Indicates that this step has been completed. Linked to Person Data Type ID of the same (e.g. Cardholder Association)

REJECTED

Can appear if Cardholder has open application and has employment ended. Will trigger portal to remove application. Can also appear if Realm Administrator reviews application and deems not required/valid (has not submitted relevant forms) Read the User and Comment fields to see who and why this was rejected.

TERMINATED

Can be triggered when Pending Card in Portal is removed (under Pending Data Module in Worker Portal). Usually triggered by company administrator actioning this manually in the Worker Portal.

RETURNED

Usually a New Worker or Role Application will be returned if not meeting requirements. Perhaps incorrect file uploaded or Photo is incorrect (wearing sunglasses/blurry). Read User and Comment for more information on how to correct.



FOR ANY QUESTIONS OR ASSISTANCE
PLEASE CALL YOUR PEGASUS ACCOUNT MANAGER
OR EMAIL support@pegasus.net.au