ONSITE TRACK EASY

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SAFETY SELECTION PAGE OVERVIEW
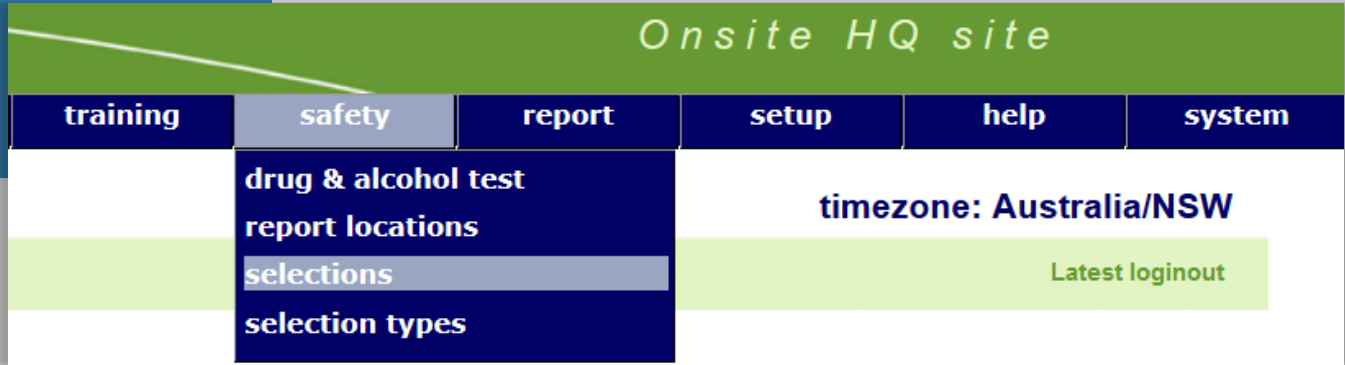
Safety Selections Overview

OVERVIEW

The Safety Selections Feature is found in Onsite Track Easy under SAFETY > SELECTIONS

You must have the User Permission for your account enabled "Can Manage Safety Selections" to do most of the features listed in this guide.

- Safety Selections are a tool that works alongside Pegasus Kiosks/Logpoints/Tablets that can trigger an event that requests a cardholder, when selected, to perform a certain task before they can return to logon to site.

- Used effectively, it can run an assortment of safety tests at a site that are triggered under certain conditions.

- Can also be triggered against certain people types (Employees, Contractors and now Visitors) as well as against certain logpoints or locations.

✓ Can Manage **Safety** Selections

Onsite HQ site

| training | safety | report | setup | help | system |

drug & alcohol test
report locations
selections
selection types

timezone: Australia/NSW

Latest loginout

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Safety Selections Overview

OVERVIEW

The Safety Selections page will allow you to view all the current, scheduled, pending or previously created Selections.
Where one was previously run, you can view those results if necessary.

- **Note with Multiple Selections Running At Once**
  With the ability to schedule one off and recurring safety selections, it's possible that more than one will want to run on a logpoint at the same time. It's only possible for a single selection to be operational on any logpoint at once, and if there are selections for that logpoint with overlapping times, whichever one started first will be the one that takes effect

Safety Selections

Safety Selections

Type:	- - All - -
Sort By:	Status, Time
Status:	☑ Pending
	☑ Scheduled
	☑ Running
	☐ Stopped
	☐ (but only unfinished)
Dates:	◉ All
	○ From _____ 📆
	to _____ 📆

Recurring Configs
☑ Include Recurring Configs

add

search   ☐ Include Inactive

Name	Id	Status	Start Time	Stop Time	Planned Stop	Logpoints	Report To	Person Type	One In	Max	Pre Sel	Selected	To Do	Done	Created By	Active
Drug Test	2801	Pending				SWLP ADMIN, SWLP LP6 V2	Main Gate	Contractors, Employees	3		0, 0, 0				Brooke Furner	✓
Hearing test	2803	Pending				SWLP ADMIN	Main Gate	Contractors	3		0, 0, 0				Brooke Furner	✓
Drug Test	2944	Pending				SWLP ADMIN	Main Gate	Contractors, Employees	3		0, 0, 0				Katrina Soffer	✓
Drug Test	2945	Pending				SWLP ADMIN	Main Gate	Contractors, Employees	3		0, 0, 0				Katrina Soffer	✓
Drug Test	3469	Pending				SWLP ADMIN	Main Gate	Contractors, Employees	3		0, 0, 0				Damien Challen	✓
Drug Test	5171	Pending				SWLP OFFICE	Main Gate	Contractors, Employees	3		0, 0, 0				Aaron Stevenson	✓
Drug Test	5172	Pending				SWLP OFFICE	Main Gate	Contractors, Employees	3		0, 0, 0				Aaron Stevenson	✓
Drug Test	5772	Running	04-Dec-19 at 15:42			TECH LP6	Main Gate	Contractors, Employees, Visitors	1		0, 0, 0	3 / 3	1	2	Shane Humbles	✓
Drug Test	6015	Running	18-Dec-19 at 14:47			LOGPOINT ALL SCREENS	Main Gate	Contractors, Employees, Visitors	1		0, 0, 0	1 / 1	1	0	Shane Humbles	✓

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SCHEDULED SAFETY SELECTIONS WITH START AND FINISH TIMES

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Scheduled with Start and Finish Time

STEP 1

Select SCHEDULED and enter the required safety selection dates and times details, by clicking on the Calendar Icon.

Adjust the Start and Stop Time accordingly and ensure you enter in a "Description for Selectees" and must have at least one Logpoint selected to continue.

- Previously all Safety Selections had to be manually started with the "Start Now"

- Scheduled selections require you to specify the Start and Stop dates and times. The Safety Selection will then run once, starting and stopping at the specified dates and times.

Set time first then set date   Time 16 : 20

2019   Dec

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31	1	2	3	4

Add Safety Selection / Recurring Cont

Run Mode:	SCHEDULED ⌄ Automatic start a
Start Time:	21 Dec 2019 11:20 19 enter date
Stop Time:	21 Dec 2019 14:22 19 enter date/tim
Selection Type:	Hearing test ⌄
Person Type:	☑ Contractors ☑ Employees
Select One In:	3 On average, one selection in ho
Max Selectees:	no limit Stop the safety selection when th
Pre Selected:	Persons: 0 can only change in view
	Companies: 0 can only change in view
	Crews: 0 can only change in view
Report Location:	Main Gate ⌄
Report Within:	15 minutes Time after selection when selectee becomes overdue (5-60)
Alert Delay:	60 minutes Time after selectee overdue before included in alerts (0-60)
Description For Selectees:	Hearing Test for Random Selectees
Active:	☑

cancel   save

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Scheduled with Start and Finish Time

STEP 2

Scheduled Safety Selections can be re-edited before the event if required to change any parameters.

Once changes have been made, press "save" to commit changes.

- Before a Safety Selection executes, you can continue to enter it and manage its settings prior to its start.

Safety Selection: Hearing test 6033

Run Mode:	SCHEDULED ∨	*Automatic start and stop at future times*
ID: 6032	**SCHEDULED**	
Start Time:	20 Dec 2019 12:10 📅	*enter date/time as "dd mmm yy hh:mm" or click icon*
Stop Time:	20 Dec 2019 15:10 📅	*enter date/time as "dd mmm yy hh:mm" or click icon*
Selection Type:	Hearing test ∨	
Person Type:	☑ Contractors ☑ Employees ☐ Visitors	
Select One In:	3	*On average, one selection in how many possibilites? (1-100)*
Max Selectees:	no limit	*Stop the safety selection when this many people have been selected.*
Pre Selected:	Persons: 0	*can only change in view mode*
	Companies: 0	*can only change in view mode*
	Crews: 0	*can only change in view mode*
Report Location:	Main Gate ∨	
Report Within:	15 minutes	*Time after selection when selectee becomes overdue (5-60)*
Alert Delay:	60 minutes	*Time after selectee overdue before included in alerts (0-60)*
Description For Selectees:	Hearing Test for Random Selectees	
Active:	☑	

cancel   save

back   edit

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Scheduled with Start and Finish Time

STEP 3

On the same page, you can choose which logpoint(s) you wish to run this selection against.
You can toggle between Online and Offline logpoints by pressing the "toggle" button.
Additionally you can bulk select logpoints based on locations with the "select" option next to Locations

- Previously you could only select online logpoints , as shown here where those with red crosses are offline and the tickboxes are greyed out so they can't be selected.

- Now you can remove that restriction by clicking the ' toggle ' link under the logpoint list.

- This change is automatically saved, but it can easily be toggled back later if required.

	SWLP MONITORING	SWLP	
☐	SWLP OFFICE	SWLP	
☑	SWLP ONSITE HQ	SWLP	
☑	SWLP WAREHOUSE	SWLP	
☑	TECH LP6	LP6	✖
☑	TEST	LP5	✖
☑	WAREHOUSE MAIN	LP4	✖

Online and offline logoints selectable (toggle)

If a logpoint is in multiple selections running at the same time it only uses the earliest one

Only online logoints selectable (toggle)

If a logpoint is in multiple selections running at the same time it only uses the earliest one

Select Logpoints By Location:

Location	Action
Onsite HQ	select / deselect
— Admin	select / deselect
— Factory	select / deselect
— HQ Office	select / deselect
— LP6	select / deselect
— Monitoring	select / deselect
— Warehouse	select / deselect

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RECURRING SAFETY SELECTIONS

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Recurring Safety Selections

STEP 1

Open Safety Selection Page and click on ADD to create a new event

Choose your Run Mode as "RECURRING"

- The ability to create recurring selections will save time for administrators by not having to continually manage new selections.

- Future Day, Week or Month selection will allow administrators to plan safety selections in advance, to prepare for upcoming events or planned work

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Recurring Safety Selections

STEP 2

Choose the DAY, WEEK or MONTH option.

Complete day or month selections if chosen, and ensure you enter in a "Description for Selectees" and must have at least one Logpoint selected to continue.

Hold CTRL key to select multiple items for Week and Month options

- This allows you to set up safety selections to run every day, week or month. In each case you must specify the start and stop times.

- These are times only, not dates, as the dates come from your choice of the recurrence cycle.

- If you want to stop a scheduled or recurring safety selection from running, just inactivate it.

- NOTE: With the ability to schedule one off and recurring safety selections, it's possible that more than one will want to run on a logpoint at the same time. It's only possible for a single selection to be operational on any logpoint at once, and if there are selections for that logpoint with overlapping times, whichever one started first will be the one that takes effect

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CONFIGURE FOR SPECIFIC WORKERS OR GROUP

Specify Specific Workers or Group

STEP 1

Once you have created a Safety Selection and saved it, you will now have the option to "Pre-Select" persons, companies or crews.

Click on the word "change" to open a new screen, find the group or individual, and add them to the selected list.

You can still change at any time the members selected, by clicking the word "change" again.

- The option to choose individuals, crews or a specific company to Always be chosen at the Safety Selection screen is now available.

- This will nominate these workers or groups to skip the random process and be "pre-selected" for your created Safety Selection.

- Only once a Safety Selection has been created, then will these options appear.

Specify Specific Workers or Group

STEP 2

To view people whether pre selected or needing to be processed, at the bottom of viewing the relevant running safety selection is the "selectees" area.

Here is where you can view any pre-selected items as well as click on a name listed to process that person

- If a Company is pre selected then any person working for that company on your site that presents at a logpoint running that safety selection will be explicitly selected.

- If it's a Crew, then any person who is a member of that crew will be explicitly Whenever persons are selected, regardless of how that selection occurs, they appear at the bottom of the view selection page.

- You can see the ' basis ' on which they were selected. If pre selected that will be ' Person ', Company ' or Crew '. Otherwise it will be Random ', meaning it was done using a random selection algorithm based on the ' Select One In ' value specified in the safety selection

SELECTEES   3 / 3

3 To Do   *Click name to process selectee*

Name	Card ID	Person Type	Company	Due in H:M	Selected	Basis	Logpoint
JOHNNY TESTER	001 017 425	Visitor	n/a	0:11	12 Nov 19 at 16:56	Random	SWLP ONSITE HQ
Test Person 1	001 525 671	Employee	Onsite HQ Site Employer Pty Limited	0:13	12 Nov 19 at 16:58	Person	SWLP ONSITE HQ
Test EmployeeUser	000 031 718	Employee	Onsite HQ Site Employer Pty Limited	0:14	12 Nov 19 at 16:58	Company	SWLP ONSITE HQ

0 Done

SPECIFY PERSON TO ALWAYS BE SELECTED

Specify Specific Worker

STEP 1

Find the worker you wish to enable this for under the menu PERSON > EMPLOYEE, CONTRACTOR or VISITOR, or use PERSON > LOOKUP BY ID

Look at their profile and below their Legacy ID section, will be the option to "Always Select"
Once enabled, the change is immediate.

- The option to choose an individual to always be selected every time there is a Safety Selection running is now enabled.

- If a person is selected in a safety selection due to this setting, the 'basis' will show as 'Perpetual', and that person will continue to be selected every time they present for login at a logpoint that's running any safety selection on your site.

- As with all other selectees, once they've been processed, following selection, they may then login at a logpoint that's still running the selection for which they were processed.

Legacy Id   Legacy ID = (none specified)   ?

Site Settings
    Manual Login Manager: ✗   *For logpoints with no manual button*

Custom Fields
    Car Rego:

Safety Selections
    Always Select: ✓   **disable**   *Whether to select this person in every running Safety Selection (an Admin Note is automatically created when this is changed)*

Custom Lists
    Department:
    Shift:

Safety Selections
    Always Select: ✗   **enable**   *Whether to select this person in every running Safety Selection (an Admin Note is automatically created when this is changed)*

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MAXIMUM SELECTEES

Maximum Selectees

OVERVIEW

Maximum Selectees is now an option.

Specify the limit of people you wish to be selected for the duration of this Safety Selection

- You can specify a maximum number of selectees for each Safety Selection, and if that limit is reached before the scheduled or manual stop time, the Safety Selection will be immediately stopped .

- If the stop time arrives first, the Safety Selection will stop even though the maximum limit hasn't been reached.

Add Safety Selection / Recurring Config

Run Mode:	SCHEDULED ⌄	Automatic start and stop at future times
Start Time:	20 Dec 2019 10:55 📅	enter date/time as "dd mmm yy hh:mm" or click icon
Stop Time:	20 Dec 2019 13:55 📅	enter date/time as "dd mmm yy hh:mm" or click icon
Selection Type:	Drug Test ⌄	
Person Type:	☑ Contractors ☑ Employees ☐ Visitors	
Select One In:	3	On average, one selection in how many possibilites? (1-100)
Max Selectees:	no limit	Stop the safety selection when this many people have been selected.
Pre Selected:	Persons: 0	can only change in view mode
	Companies: 0	can only change in view mode
	Crews: 0	can only change in view mode
Report Location:	Main Gate ⌄	
Report Within:	15 minutes	Time after selection when selectee becomes overdue (5-60)
Alert Delay:	60 minutes	Time after selectee overdue before included in alerts (0-60)

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SELECTING VISITORS

Selecting Visitors

STEP 1

Selecting Visitors is now visible under when either starting a Safety Selection or editing an existing one.

Tick the box to enable Visitors to now be chosen at logpoints when this Safety Selection is active.

- A ' visitor ' checkbox to the Person Type is available for selection. When ticked, any visitors who presents for login at a logpoint running that safety selection will be subject to the same random selection process as the other person types.

- If the visitor is selected, they can be processed on the safety selection view page, the same as Contractors and Employees.

- One major difference with visitors, though, is that there's no ' block ' applied, so they could, theoretically, create themselves as a new visitor and then login, without having been processed.

Add Safety Selection / Recurring Config

Run Mode:	SCHEDULED ⌄	Automatic start and stop at future times
Start Time:	20 Dec 2019 10:55 [19]	enter date/time as "dd mmm yy hh:mm" or click icon
Stop Time:	20 Dec 2019 13:55 [19]	enter date/time as "dd mmm yy hh:mm" or click icon
Selection Type:	Drug Test ⌄	
Person Type:	☑ Contractors ☑ Employees ☐ Visitors	
Select One In:	3	On average, one selection in how many possibilites? (1-100)
Max Selectees:	no limit	Stop the safety selection when this many people have been selected.
Pre Selected:	Persons: 0	can only change in view mode
	Companies: 0	can only change in view mode
	Crews: 0	can only change in view mode
Report Location:	Main Gate ⌄	
Report Within:	15 minutes	Time after selection when selectee becomes overdue (5-60)
Alert Delay:	60 minutes	Time after selectee overdue before included in alerts (0-60)
Description For Selectees:		
Active:	☑	

cancel   save

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PROCESSING SAFETY SELECTEES

Processing Safety Selection Selectees

STEP 1

To view Selectees needing processing, Open the Safety Selections Page, Click Search and then Click the relevant Selection.

This will open the Safety Selection Page

- If you can not find the selection you need you might need to tick on "Include Inactive" as that is disabled by default.

- Worker must be processed in order to continue to then log onto site.

Safety Selections

Safety Selections		Recurring Configs		add
Type:	- - All - -	☑ Include Recurring Configs		
Sort By:	Status, Time			
Status:	☑ Pending ☑ Scheduled ☑ Running ☐ Stopped			
Dates:	◉ All ○ From ○ to		search ☐ Include Inactive	

Safety Selections

Found 8 selections.

Name	Id	Status	Start Time	Stop Time	Planned Stop	Logpoints
Drug Test	2801	Pending				SWLP ADMIN, SWLP LP6 V2
Hearing test	2803	Pending				SWLP ADMIN
Drug Test	2944	Pending				SWLP ADMIN
Drug Test	2945	Pending				SWLP ADMIN
Drug Test	3469	Pending				SWLP ADMIN
Drug Test	5171	Pending				SWLP OFFICE
Drug Test	5172	Pending				SWLP OFFICE
Drug Test	5839	Running	19-Dec-19 at 08:43			LOGPOINT ALL SCREENS , T

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Processing Safety Selection Selectees

STEP 2

At bottom of the Safety Selection you are viewing, you can see the list of Selectees already chosen (if some have)

Click on each name in the "To Do" section to open their profile.

- If a Safety Selectee fails to appear or refuses to undertake processing, the system will count down and automatically then block them from site. Based upon the "Report Within" time setting listed in the Safety Selection options.

- When worker exceeds the "Report Within" time, an automatic email alert is sent to all persons listed on the Alert

- To be able to process Selectees, users must have the "Can Manage Safety Selections" right.

S E L E C T E E S   6 / 6

4 To Do   *Click name to process selectee*

Name	Card ID	Person Type	Company	Due in H:M	Selected	Basis	Logpoint
Shane Humbles	000 704 128	Contractor	ONSITE TRACK EASY PTY LIMITED	- 29:31	19 Dec 19 at 08:51	Random	LOGPOINT ALL SCREENS
SHANE TESTMCFITZ	003 320 206	Visitor	TESTCOMPANY101P	- 29:24	19 Dec 19 at 08:58	Random	TECH LP6
FISTSNTAME LASTNSDFUI	003 320 187	Visitor	TESTCOMPANYOFFLINE	- 29:24	19 Dec 19 at 08:58	Random	TECH LP6
FIRSTNTEST LASTNTEST	003 320 207	Visitor	TESTCOMPANYLESSTESTSP	- 29:22	19 Dec 19 at 09:00	Random	TECH LP6

2 Done   *Click name to view processed selectee*

Name	Card ID	Person Type	Company	Selected	Basis	Logpoint	Processed
Fitzy McFitzerson	000 000 229	Contractor	ONSITE TRACK EASY PTY LIMITED	19 Dec 19 at 08:56	Random	LOGPOINT ALL SCREENS	20 Dec 19 at 14:17
FIRSTNTES LASTNTES	003 320 205	Visitor	COMPTEST	19 Dec 19 at 08:57	Random	LOGPOINT ALL SCREENS	20 Dec 19 at 14:37

Processed	Processor	Process Note
20 Dec 19 at 14:17	Shane Humbles	Processed safety selectee Fitzy McFitzerson from selection Drug Test (id:5839)
20 Dec 19 at 14:37	Damien Challen	Processed safety selectee FIRSTNTES LASTNTES from selection Drug Test (id:5839)

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Processing Safety Selection Selectees

STEP 3

The option to "process now" appears at the bottom of the screen.
Process Note is automatically populated for convenience, but can be overwritten.
Option to keep person Blocked is available if they have failed the Safety Selection process or some other reason required at site.

Press "process now" to unblock this worker and allow them to log back in at site.
They will now appear in Selectees section as "Done"

- Below example show contractor failed to appear in the time required and is currently Blocked from site.

- "Due In" time shows how time duration since worker was chosen at logpoint for the Safety Selection. This worker has exceeded the initial 15 minutes allocated by 28 minutes 49 seconds

---

Process Safety Selectee Fitzy McFitzerson

Name:	**Fitzy McFitzerson**
Card ID:	000 000 229
Person Type:	Contractor
Company:	ONSITE TRACK EASY PTY LIMITED
Selection:	**Drug Test 5839**
Selected:	19 Dec 19 at 08:56
Logpoint:	LOGPOINT ALL SCREENS
Due In:	**- 28:49** (Overdue)

SITE ACCESS

Current Status: **BLOCKED** by this Selection

PROCESS

Process Note: Processed safety selectee Fitzy McFitzerson from selection Drug Test (id:5839)

Note only visible to users with Can Manage Safety Selections right

Keep Blocked: ☐

When you process a selectee the selection-based site access block is removed.
To keep this person blocked from site, tick above to add a new general block.

[back]   [process now]

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SAFETY SELECTION ALERTS

Safety Selection Alerts

STEP 1

To view the Alert Packs, open SETUP > ALERTS

Choose location you wish to view. Location marked with Asterix is the top site level for all alerts.

Click relevant location and scroll to "Overdue Safety Selectee Alert" and enter in relevant email addresses. Those listed will be informed of selectees not presenting for processing.

- There is a ' Selected Safety Selectees ' alert in every alert pack. This sends an alert every time a person is selected in any safety selection on your site.

- Once a Selectee exceeds the limit, configured by the "Report Within" time limit, the email will trigger.

- No limit to email addresses, but separate multiple email addresses with a comma,

Onsite HQ: Overdue Safety Selectee Alert `ON`

Send Alerts: ☑ *Send alerts if selectees have not been processed by the time specified in the selection*

Email To: ███████@p█gasus.net.au

Email CC: ███████@p█gasus.net.au

`cancel` `save`

Pack Location	Active Alerts	Issue Date	Comment
* Onsite HQ	11	16-May-06	Demonstrations
Admin	0	05-Apr-16	
Factory	0	05-Apr-16	
HQ Office	2	30-Jun-09	
LP6	3	20-Jul-17	
Monitoring	0	19-Aug-15	
Warehouse	0	05-Apr-16	

Process Safety Selectee Fitzy McFitzerson

Name:	**Fitzy McFitzerson**
Card ID:	000 000 229
Person Type:	Contractor
Company:	ONSITE TRACK EASY PTY LIMITED
Selection:	**Drug Test 5839**
Selected:	19 Dec 19 at 08:56
Logpoint:	LOGPOINT ALL SCREENS
Due In:	- 28:49 (Overdue)

FOR QUESTIONS OR ASSISTANCE, PLEASE CALL

1300 131 194

OR EMAIL **support@onsitetrackeasy.com.au**

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