



## **Site User Permissions**

Definitions – Onsite Track Easy  
Employee Management System

## **CAN VIEW FOREIGN DATA FROM: [NO EMPLOYERS – OWN EMPLOYER – ALL EMPLOYERS]**

This gives the user (when they are also an employee) permission to view data from other external sites where the employees act as contractors.

## **CAN REPRESENT EMPLOYERS**

This gives the user the ability to log into the all the portals as a contractor company representative.

## **CAN MANAGE USER ACCOUNTS**

This gives the user permission to set up others as Realm users, amend user permissions and remove user rights.

## **CAN BLOCK CARDHOLDERS**

This gives the user permission to place a block on cardholders to temporarily prevent access to site.

## **CAN LOG PERSONS IN AND OUT**

This gives the user permission to log visitors, employees and contractors in and out using the mobile app (if applicable), on software logpoints or log them out of the overstayers section in the On Site Now page..

## **CAN CREATE MESSAGES**

This allows the user to create site, and personal messages to display on logpoints upon login.

## **CAN CREATE CERTS**

This gives the user permission to create new company certifications in the certifications library.

## **CAN ASSIGN CERTS**

This gives the user permission assign certifications to a company.

## **CAN AUTHORISE ASSIGNED CERTS**

This gives the user permission to authorise the assignment of a company certification.

## **CAN EDIT CERT KEYS**

Can edit descriptions, settings and requirements for the Cert Keys.

## **CAN CREATE COMPETENCIES**

This gives the user permission to create new competencies. Competencies are assigned to an individual.

## **CAN ASSIGN COMPETENCIES**

This gives the user permission to assign or allocate competencies to and an individual.

## **CAN CREATE ACCESS KEYS**

This gives the user permission to create access keys or minimum requirements to enter site e.g. If a site has an access keys set up to only allow access if the individual holds a current drivers licence and construction induction card, the logpoint would notify the individual at the time of logging in, that they do not meet these requirements and therefore cannot enter site until these minimum requirements are met.

## **CAN ASSIGN ACCESS KEYS**

This gives the user permission to assign or allocate access keys to cardholders.

## **CAN ASSOCIATE CONTRACTORS**

This gives the user permission to associate contractor to your site which are already in Onsite through another project or site.

## **CAN ASSOCIATE EMPLOYEES**

This gives the user permission to associate employees to your site which are already in Onsite through another project or site.

## **CAN END EMPLOYMENT**

This allows the user to end the employment of an employee and removing them from site all other sites for this company. Use with Caution.

## **CAN PRINT CARDS**

This allows the user to print cards with compatible printing equipment.

## **CAN MANAGE SAFETY SELECTIONS**

This gives the user permission to set up and manage the randomised "Safety Selection" feature that can be used at logpoints.

## **CAN VIEW ALCOLIZER RESULTS**

The Alcolizer report page is hidden unless this option is enabled for a user.

## **CAN EDIT SITE SETTINGS**

This gives the user permission to edit the various site settings applicable to their site (e.g. address details, expiry reminder settings, sticker printer settings, evacuation shortcut, site alerts, and many others).

## **CAN MANAGE SITE ALERTS**

This gives the user permission to set up and manage site alerts which can be emailed to designated people or groups (e.g. fatigue, access refused, BAC limit exceeded, printer problems, and more).

## **CAN CONFIGURE LOGPOINTS**

This gives the user permission to configure logpoint behaviour, particularly the required page flow (e.g. include the “Fit for Work” and “Messages” pages, but don’t show the “Activities” page).

## **CAN EDIT ADMIN NOTES**

This gives the user permission to edit Admin Notes entered by other users after critical edits are made.

## **CAN DOWNLOAD FILES**

This gives the user ability to download files from Onsite Track Easy.

## **CAN UPLOAD FILES**

This gives the user the ability to upload files within Onsite Track Easy including but not limited to competencies, certifications and profile general tab.

## **CAN ACCESS PRIVATE DATA**

Some document containing personal information is regarded as private. Only those users with ‘can access private data’ permission can view documents marked as private.

## **CAN EDIT INCOMPLETE ACTIONS**

This gives the user to process and edit incomplete actions which is general used for card printing.

## **CAN PROCESS ESCALATED ACTIONS**

This gives the user permission to process “actions” that have been escalated by another user (Typically company compliance issues escalated from Pegasus Safety back to the company).

## **CAN PROCESS PENDING DATA**

This gives the user the ability to process and approve pending data which can include but is not limited to company, cardholder and booking approvals.

## **CAN PROCESS PENDING SMS REVIEWS**

This gives the user access to view submitted safety management reviews and approve or return.

## **CAN ENDORSE PENDING ASSESSMENTS**

This gives the user permission to “endorse” a pending Rail Industry assessment processed by a R Industry Worker Assessor that has been set up to require endorsement.

## **CAN MANAGE CREWS**

This gives the user permission to set and edit crews or teams in Onsite Track Easy. Crews are generally set up for reporting purposes.

## **CAN MANAGE TRAINING**

This gives the user permission to set up and manage Training Events, Training Event Templates and Training Venues in their site.

## **CAN MANAGE MERGE TEMPLATES**

This gives the user the ability to add new merge templates and edit existing merge templates in Onsite Track Easy which are used for card printing.

## **CAN PERFORM ID CHECKS**

This gives the user permission to process and pass Rail Safety Worker ID check applications directly in the website, without the need for the external Australia Post ID check system.

## **CAN PERFORM GLOBAL SEARCH**

Users can perform searches without the limitation of having to also include the DOB of the cardholder.

## **CAN USE MOBILE APP**

User has the ability to log into and be able to use the mobile app with this login.

## **CAN PERFORM CARDHOLDER ROLE AUDITS**

Rail Industry Worker Role checks can be conducted using the mobile app on a cardholder and their role status can be changed if applicable.

## **CAN SEARCH BY CARDHOLDER NAME, COMPANY AND DOB**

If disabled, reduces the ability of the mobile app user to having to search by card number, or scanning options only. Can be used for reducing access to cardholders for privacy reasons.